User Manual

WinFiler Plus 2004

To Print Manual:

1. Click File
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Manual contains approximately 64 pages.

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Chapter 1

Getting Started

About WinFiler Plus

This manual provides a comprehensive guide to using WinFiler Plus. WinFiler Plus creates 1098, 1099, 5498, W-2, and W-3 forms for multiple payers in a Windows environment. It prints journals, imports files, and backs up data. Tax preparers can use WinFiler Plus to prepare tax returns for multiple clients. WinFiler Plus makes it easy for users of DOS Multiple Filer to convert to a windows setting because WinFiler Plus imports files from the DOS Multiple Filer program and uses the DOS program's terminology. This manual also includes explanations of the most frequently used system functions.

To Start the Program

Select **Start | Programs | Greatland | WinFiler Plus 2004 | WinFiler Plus 2004** from your desktop.

Or

Double-click the WinFiler Plus icon.

Getting Help

Using the On-Line Help Option

To get help quickly use the On-Line Help Option. On-Line Help is a convenient way to find more information about a function or feature.

Starting Help

You can start the Help program using one of the following methods:

? From the HELP menu, choose a Help command.

? Click the HELP button on a screen, when available.

? Press F1 to open HELP topics.

Using the Help Menu

When you click Help on the menu bar, a list of Help menu commands appear.

To Get Help Using the Help Menu

1. Select the **HELP** option on the menu bar.
2. Click the Help menu command you want to use.

The following commands are available on the HELP menu:

Menu Item	**Description**
Contents	A list of main topics available for the active application.
Search Help	An alphabetic list for locating Help topics containing specific key words.
WinFiler Plus Online	A launch of your web browser to access www.WinFiler.com
Print User Manual	An option to print the user manual.
About	A standard screen containing application name, version number, copyright message, icon, and system information.

Getting Help in a Screen

Some of the screens contain a help button.

To Request Help in a Screen

Click the help button on the open screen. Help text related to the open screen appears.

Chapter 2

File Menu

The options available on the File menu are: **Backup, Restore, Import Data From, Enable Modules,** and **Exit.**

Backup

To Backup Payer(s)

Click on **BACKUP** from the **FILE MENU**. The Individual Payer Backup screen displays.

1. The **Find By** field defaults to **Payer Name One**. If you want to change the sort order, you may select any of the four columns: **Payer TIN, Payer Name One, Misc Search One**, or **Misc Search Two**. The arrow in the column heading indicates the sort order.
2. Highlight Payer(s) on the **Payer List**.

   OR

   Select a Payer Group in the **Select a Payer Group** drop-down list box to back up a Payer Group. When a Payer Group is selected, the payers belonging to that group are highlighted on the **Payer** list.
3. Indicate the Filename and Location of the payer files you want to Backup by typing a filename and location in the **Backup To (destination)** fields. The Filename default is the [Payer's TIN].*ZP where * is the ninth digit of the TIN (entered on the Prep Screen). The Location default is the Diskette Drive. If none exists, the Hard Drive is the default.
4. Click the **BACKUP** button to begin the backup.

When the backup procedure starts, an XML file is created one Payer at a time (for multiple Payers). The file is placed in the WinFiler Plus Temp folder. The file is named based on the Payer's TIN. Example: For Payer 12-3456789, the XML file is named 123456789.xml.

The XML file is zipped and placed in the user selected location. The file is based on the Payer's TIN. For Payer 12-3456789, the file name is 12345678.9zp. When needed, the zipped Payer file spans multiple diskettes.

COMMAND BUTTONS

The following command buttons appear on the **Individual Payer Backup** screen:

Browse

The Browse button displays a standard Windows Save As screen.

Help

The Help button displays the Backup an Individual Payer help topic.

Cancel

The Cancel button closes the Individual Payer Backup screen without backing up payers.

Backup

The Backup button begins the backup.

Restore

To Restore Payer(s)

Click on **RESTORE** from the **FILE MENU**. The Individual Payer Restore screen displays.

Note: Be sure that you have backed up all current data before restoring. Restoring will overwrite all data related to the payers that are restored.

1. Locate the Payer file in the Name list that you want to restore, and highlight a single filename. Only one file can be selected at a time.
2. Click the **RESTORE** button**.**

COMMAND BUTTONS

The following Command buttons appear on the **Individual Payer Restore** screen:

Cancel

The Cancel button closes the Individual Payer Restore screen without restoring payers.

Restore

The Restore button begins the Restore.

DROP-DOWN LIST BOXES

The **Individual Payer Restore** screen contains the following drop down list boxes:

Look in

The Look in list displays all drives available to the user.

File name

The File name list displays a list of files previously opened.

Files of type

The Files of type list filters all files located in the selected directory by their extension. The default is *.*zp and all files ending in zp display in the Name list box. To display all files in the selected directory/drive, select the second option *.*.

Import Data From

The Import Data From submenu option contains the following selections: **Third Party Applications, ASCII Import Utility**, and **Previous Version (or installation) of WinFiler Plus or Plus**. Third Party Applications and ASCII Import Utility options are not yet implemented.

To Import Data From a Previous Version of WinFiler Plus or Plus

1. Click File then click Import. Choose Previous version of Either WinFiler or WinFiler Plus.
2. Select the drive that contains the data to import.
3. Select the directory that contains the WinFiler Data. In the 2003 version of WinFiler Plus, the default was C:\WinFiler\WFP2003\data.

   Note: The import utility initially displays the default directory of the 2004 program (C:\Program Files\Greatland Corporation\WinFiler Plus\2004), which is different from the 2003 program (C:\WinFiler\WFP2003\data).
4. Highlight the Payer(s) you want to import from the panel on the left side of the screen. To select multiple Payers, press and hold the CTRL key and click on the Payer Name(s) or click the Select All Payers button to select all Payers displayed.
5. Click OK.
6. When the import is complete, click OK from the informational message.

COMMAND BUTTONS

The following command buttons appear on the **Previous Version of WinFiler Plus or Plus** screen:

Select All Payers

The Select All Payers button selects all available Payers in the Payer List.

Help

The Help button displays the Import From Previous Version of WinFiler Plus or Plus help topic.

Cancel

The Cancel button closes the Import From Previous Version of WinFiler Plus or Plus screen without importing payers.

OK

The OK button begins the import.

Enable Modules

The Enable Modules submenu contains the following selections: **Laser Forms…, Federal Magnetic Media,** and **State Magnetic Media…**.

To Enable Laser Forms

1. Select **Laser Forms** from the Enable Modules submenu.
2. The **Laser Module Authorization Code Entry** screen displays.
3. Enter the Laser Module Authorization Code you received when you purchased the Laser Form module. This module is optional. If you did not purchase the Laser Form module, click **CANCEL**.

COMMAND BUTTONS

The following command buttons appear on the **Laser Module Authorization Code Entry** screen:

Cancel

The Cancel button closes the Laser Module Authorization Code Entry screen without enabling the laser form module.

OK

The OK button accepts the entry in the Laser Module Authorization Code field.

To Enable Federal Magnetic Media

1. Select **Federal Magnetic Media** from the Enable Modules submenu.
2. The **Federal Magnetic Media Authorization Code Entry** screen displays.
3. Enter the Federal Magnetic Media Authorization Code you received when you purchased the Federal Magnetic Media module. This module is optional. If you did not purchase the Federal Magnetic Media module, click **CANCEL**.

COMMAND BUTTONS

The following command buttons appear on the **Federal Magnetic Media Authorization Code Entry** screen:

Cancel

The Cancel button closes the Federal Magnetic Media Authorization Code Entry screen without enabling the Federal Magnetic Media module.

OK

The OK button accepts the entry in the Federal Magnetic Media Authorization Code field.

To Enable State Magnetic Media

When a correct Federal Magnetic Media Module Authorization Code is entered, the State Magnetic Media Authorization Code is not needed.

1. Select **State Magnetic Media** from the Enable Modules submenu.
2. The **State Magnetic Media Authorization Code Entry** screen displays.
3. Enter the State Magnetic Media Authorization Code you received when you purchased the State Magnetic Media module. This module is optional. If you did not purchase the State Magnetic Media module, click **CANCEL**.

COMMAND BUTTONS

The following command buttons appear on the **State Magnetic Media Authorization Code Entry** screen:

Cancel

The Cancel button closes the State Magnetic Media Authorization Code Entry screen without enabling the State Magnetic Media module.

OK

The OK button accepts the entry in the State Magnetic Media Authorization Code field.

Exit

Exit closes the program.

Chapter 3

Settings Menu

The options available on the Settings menu are: **Options,** and **Preparer Information.**

Options

The Options submenu contains the following selections: **Printing/Data Entry…** and **W-2 Preferences…**.

To Set Printing and Data Entry Options

1. Select **Printing/Data Entry…** from the Options submenu.
2. The **Printing and Data Entry Settings** screen displays containing the following groups: Printing, Data Entry, and Navigation Between Fields. Indicate which options you want enabled by clicking on the check box.
3. Indicate whether you want to use the Enter key or the Tab key to move between fields.
4. Click the OK button to save your options.

CHECK BOXES

The check boxes for the **Printing**/**Data Entry** screen are:

Print W-2 Totals Returns

The Print W-2 Totals Return checkbox prints an additional W-2 return after the other returns print showing the total of all other returns in the run.

Print 1099 Totals Returns.

The Print 1099 Totals Return checkbox prints an additional 1099 return a fter the other returns print showing the total of all other returns in the run.

Open Payee List After Payer is Selected

The Open Payee List After Payer is Selected checkbox opens the Payee List for [Payer Name] screen automatically after you select a payer.

Retain Last Payer Selected

The Retain Last Payer Selected checkbox automatically selects the last payer accessed when the program opens.

Maximize Main Menu

The Maximize Main Menu checkbox fills the screen with the Main Menu.

COMMAND BUTTONS

The following command buttons appear on the **Printing and Data Entry Settings** screen:

Help

The Help button displays the Select Options help topic.

Cancel

The Cancel button closes the Printing and Data Entry Settings screen without saving any information.

OK

The OK button saves the information.

To Set W-2 Preferences

The W-2 Preferences screen can be modified with or without a Payer selected. When a Payer **is not** selected, the options apply to all Payers (Global Payer Preferences). Each Payer's preferences can be modified after the new global defaults are put into effect.

Select **W-2 Preferences...** from the Options submenu. The **W-2 Preferences** screen contains the following tabs if no Payer is selected: All Payers and Defaults.

W-2 Preferences Tabs

1. The **All Payers** tab contains five options as described below. Indicate which options you want enabled by clicking on the check box.
2. Click on the **Defaults tab**.
3. The **Defaults** tab contains eleven options as described below. Indicate which options you want enabled by clicking on the check box.
4. The Navigation Between Fields group contains two mutually exclusive options: Use Enter Key and Use Tab Key. **Use Enter Key** allows you to use the Enter key to navigate between fields. **Use Tab Key** allows you to use the Tab key to navigate between fields.
5. Click the OK button to save your options. The **OK** button closes the **W-2 Preferences** screen. It does not allow you to save between tabs.

Note: If a Payer has been selected, the Defaults tab is not visible; in its place is the Selected Payer tab.

CHECK BOXES

The check boxes for the **All Payers** tab are:

Set State 1 Wages equal to Gross Wages

The Set State 1 Wages equal to Gross Wages checkbox forces State 1 wages to equal Gross Wages on the W-2 Transactions screen.

Set State 2 Wages equal to Gross Wages

The Set State 2 Wages equal to Gross Wages checkbox forces State 2 wages to equal Gross Wages on the W-2 Transactions screen.

Set Local 1 Wages equal to Gross Wages

The Set Local 1 Wages equal to Gross Wages checkbox forces Local 1 wages to equal Gross Wages on the W-2 Transactions screen.

Set Local 2 Wages equal to Gross Wages

The Set Local 2 Wages equal to Gross Wages checkbox forces Local 2 wages to equal Gross Wages on the W-2 Transactions screen.

Warn if Payee SSN is left blank during entry

The Warn if Payee SSN is left blank during entry checkbox forces an error message to display when the user attempts to select OK or access another field on the Add Payee Entry Screen.

CHECK BOXES

The check boxes for the **Defaults (and Selected Payer)** tabs are:

Automatically Calculate After Each Dollar Amount Entry

The Automatically Calculate After Each Dollar Amount Entry checkbox re-calculates all amounts when the user moves to another field after entering an amount on the W-2 Transaction Screen.

Calculate Net Pay

The Calculate Net Pay checkbox calculates net pay by subtracting deductions and withholding from wages and other compensation.

Include Gross Tips In Net Pay

The Include Gross Tips In Net Pay checkbox adds Gross Tips to the calculated Net Pay amount.

Use 943 Method to Calculate Gross Wages

The Use 943 Method to Calculate Gross Wages checkbox calculates Gross Regular wages by adding Medicare Wages, Social Security Withheld, Medicare Withheld, and Medicare Tips.

Calculate Social Security and Medicare Wages Using Gross Wages

The Calculate Social Security and Medicare Wages Using Gross Wages checkbox sets Social Security and Medicare Wages equal to the sum of Gross Wages plus Other Compensation.

Add Deferred Compensation to Social Security and Medicare Wages

The Add Deferred Compensation to Social Security and Medicare Wages checkbox adds Deferred Compensation to Social Security and Medicare Wages.

Calculate Social Security and Medicare Tips Using Gross Tips

The Calculate Social Security and Medicare Tips Using Gross Tips checkbox sets Social Security and Medicare Tips equal to Gross Tips.

Calculate Social Security and Medicare Withheld Amounts

The Calculate Social Security and Medicare Withheld Amounts checkbox calculates Social Security Withheld as a percentage of Social Security Wages. Calculates Medicare Withheld as a percentage of Medicare Wages.

Warn if Social Security and Medicare Withheld are Inaccurate

The Warn if Social Security and Medicare Withheld are Inaccurate checkbox displays a warning when the Social Security Withheld is not 6.2% of Social Security Wages or Medicare Withheld is not 1.45% of Medicare Wages.

Adjust Social Security and Medicare Withheld If Inaccurate

The Adjust Social Security and Medicare Withheld If Inaccurate checkbox automatically enters the calculated withholding amount into the Social Security Withheld or Medicare Withheld fields.

Add Deferred Comp to 940/940EZ Part 1 Line 1

The Add Deferred Comp to 940/940EZ Part 1 Line 1 checkbox causes the Deferred Comp amount to be added to Form 940/940EZ Part 1, Line 1. This option is only available in WinFiler Plus.

COMMAND BUTTONS

The following command buttons appear on the **W-2 Preferences** screen:

Help

The Help button displays the W-2 Preferences (No Payer Selected or Payer Selected) help topic.

Cancel

The Cancel button closes the W-2 Preferences screen without saving any information.

OK

The OK button saves the information as entered.

Preparer Information

Preparer Information is only available in WinFiler Plus.

To Edit Preparer Information

1. Select **Preparer Information...** from the Settings menu.
2. The **Default Preparer Information** screen displays containing the following groups: Preparer Information and Payroll Service.
3. Edit preparer information by typing in desired fields.
4. Click the OK button to save your options.

COMMAND BUTTONS

The following command buttons appear on the **Default Preparer Information** screen:

Help

The Help button displays the Preparer Information Screen help topic.

Cancel

The Cancel button closes the Preparer Information screen without saving any information.

OK

The OK button saves the information as entered.

Chapter 4

Payer Menu

The options available on the Payer menu are: **Select Payer, Add Payer, Edit Payer, Close Payer,** and **Open Payer Group List.**

Select Payer

To Select a Payer

Click **Select Payer** from the Payer menu, or click the Select Payer Speed button  on the main window.

Note: The Payer List is the portion of the Select Payer screen that lists all of the Payers that you entered. You can adjust the width of all the columns in the Payer List section by clicking on and dragging the column lines. You can also scroll to the left and down using the scroll bars. Only one Payer can be highlighted at a time. All the headings and information are display-only.

To Search the Payer List

1. The **Find By** field defaults to **Payer Name One**. If you want to change the sort order, you may select any of the columns. The arrow in the column heading indicates the sort order.
2. Type your search characters in the Find By field on the Select Payer screen.
3. Highlight a Payer on the Select Payer screen.
4. Click OK to select the highlighted Payer.

COMMAND BUTTONS

The following command buttons appear on the Select Payer screen:

Help

The Help button displays the Select Payer window help topic.

Cancel

The Cancel button closes the Select Payer screen without selecting a Payer.

OK

The OK button selects the highlighted payer and automatically closes any other currently open payers.

SPEED BUTTONS

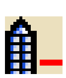
The Select Payer screen contains the following speed buttons:

Add Payer 

The Add Payer button displays a blank Payer Information screen.

Edit Payer 

The Edit Payer button displays the Payer Information screen for the highlighted payer. This button is dimmed if no Payer exists.

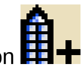
Delete Payer 

The Delete Payer button deletes the highlighted payer and all of that Payer's payees. This button is dimmed if no Payer exists. The Program will ask you for confirmation before any deletions are made.

Note: You may also double click on a highlighted Payer to select it.

Add Payer

To Add a Payer

Select **Add Payer** from the Payer menu, or click the Add Payer speed button  on the main window.

1. Enter the information for a new payer by completing the following fields, checkboxes, and radio button groups that appear on the Payer Information screen.

Field	Description
Payer TIN	The taxpayer identification number of the payer. Must be nine digits. **Required.**
Payer Name	The name of the payer. **Required.**
Payer Name Line 2	A second name or continuation of Payer name.
Name Control	Generally, the first four characters of the Payer Name (used primarily for filing electronically). If you can't locate the name control, call 1-800-829-4933 and provide your EIN. Only an authorized person in the company will be allowed to receive this information from the IRS.
Trade Name	The payer's DBA (Doing Business As).
Address Line 1	The payer's address.
Address Line 2	The 2nd line of payer's address if needed.
City	The payer's city.
State	Must be valid U.S. state name abbreviation. The Field Name changes to State (Province) when Foreign Address is checked.
Zip	The payer's zip code. The Field Name changes to Postal Code when Foreign Address is checked.
Ext	The 4-digit zip code extension. The field does not exist when Foreign Address is checked.
Misc Search 1	Search fields (1) - Information used to sort and search the Payer list.
Misc Search 2	Search fields (2) - Information used to sort and search the Payer list.
Other EIN	Other employer identification number. Must be nine digits.
3rd Party FIT	Third Party Federal Income Tax
Contact Person Name	The name of the contact person.
Contact Phone	The contact person's telephone number.
Contact Fax	The contact person fax number.
Contact Email	The contact person email address.

CHECK BOXES

The check boxes for the **Payer Information** screen are:

Payer has Transfer Agent	Check this box if payer has a transfer agent. Checking this box requires you to enter the Agent EIN. Generally, this field is used for magnetic media.
Foreign Address	Check this box if the payer has a foreign address. Checking this box requires you to select a Country and enter the State (Province) name and Postal Code. The Country Code automatically fills based on the Country selected.
Last year to file	Check this box if the payer is filing a final return.

RADIO BUTTONS

The radio button groups for the **Payer Information** screen are:

TIN Format	Select SSN or EIN.

941 Depositor	Select Monthly, Semi-Weekly, or Not Used. Used for WinFiler Plus only.
943 Depositor	Select Monthly, Semi-Weekly, or Not Used. Used for WinFiler Plus only.
945 Depositor	Select Monthly, Semi-Weekly, or Not Used. Used for WinFiler Plus only.

2. Click OK to save the Payer information.

COMMAND BUTTONS

The following command buttons appear on the Payer Information screen:

HELP

The Help button displays the Payer Information window help topic.

CANCEL

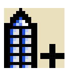
The Cancel button closes the Payer Information screen without adding a payer.

OK

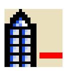
The OK button saves the information, adds the payer to the Payer List, and opens the new payer.

SPEED BUTTONS

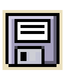
The Payer Information screen contains the following speed buttons: All buttons are dimmed until an entry is made.

Add 

The Add button displays a new Payer Information screen. This button is dimmed when any unsaved changes are made to the Payer Information Screen.

Delete 

The Delete button deletes the current payer, all of that payer's payees and all of the returns, transactions, state forms, and federal forms related to the payee. The program will ask you for confirmation before any deletions are made. This button is dimmed if no Payer exists. This button is dimmed when any unsaved changes are made to the Payer Information Screen.

Save 

The Save button saves the current information. This button is dimmed until changes are made to the Payer Information screen.

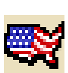
Undo 

The Undo button cancels all the changes made since the last save. This button is dimmed until changes are made to the Payer Information screen.

Notes 

The Notes button displays saved notes or allows entry of new notes for the selected payer. This button is dimmed when any unsaved changes are made to the Payer Information Screen.

These notes are for your convenience. They do not print anywhere. Once the **NOTES** button is selected from the Payer Information Screen, you can either create a note for the payer or view previously saved notes.

States 

The States button displays the States for [Payer Name] screen. This button is dimmed when any unsaved changes are made to the Payer Information Screen.

When you click the States button from the Payer Information screen, the States for [Payer Name] screen appears.

Field	Description
Number of States	Displays the total number of states entered for the selected Payer.
State	Allows entry of new States for the current Payer, and displays the state highlighted in the list. Must be a valid U.S. state name abbreviation.
State ID for W-2	The state identification number for W-2's.
State ID for SUI	The state unemployment insurance identification number for W-2's.
SUI %	The state unemployment insurance percentage for W-2's.
SUI Wage Max	The state unemployment insurance maximum wage limit for W-2's.

Note: The above screen contains the State(s) Entered for this Payer. The fields to the left of the list display information for the state highlighted on the list. You can scroll down to edit a state.

COMMAND BUTTONS

The following command buttons appear on the States for [Payer Name] screen:

Help

The Help button displays the Payer State Window help topic.

Cancel

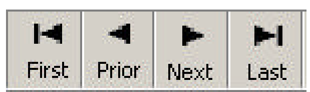
The Cancel button closes the States for [Payer Name] screen without adding a state.

OK

The OK button saves the information, and adds the states for the Payer.

SPEED BUTTONS

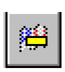
The States for [Payer Name] contains the following speed buttons:

First, Prior, Next, and **Last** 

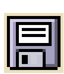
The first, prior, next, and last buttons take you to the first, prior, next, and last State saved.

Add State 

The Add State button displays a blank States for [Payer Name] screen.

Delete State 

The Delete State button deletes the selected state from the States for [Payer Name] screen. The program will ask you for confirmation before any deletions are made.

Save State 

The Save State button saves the current information.

Undo 

The Undo button cancels all the changes made since the last save.

Edit Payer

To Edit a Payer

1. Click Edit Payer from the Payer menu, or click the Edit Payer speed button  on the main menu if a Payer is currently selected.

   Note: The Edit Payer option is dimmed if a Payer has not been selected.

2. If no Payer is selected, Highlight a Payer from the Selected Payer screen, and click the Edit Payer speed button. The Payer Information screen appears for the highlighted Payer.

   Note: In the software and on the Select Payer screen, only one Payer can be selected at a time.

3. Edit the information for the Payer by completing the fields that appear on the Payer Information screen.
4. Click OK to save the Payer information.

Federal / State Forms

To Add a Federal Form

Select Federal from the Federal/State drop down list on the Select Payer Screen. Select a Federal Form from the Form Name drop down list. Click the Add Form Button. Prepare the form as directed.

To Add a State Form

WinFiler Plus provides specific forms for the following states. For most states not listed below, WinFiler Plus produces a state acceptable substitute form.

State	Specific Forms
AL	A-1, A-6, A-3
CA	DE 6, DE 7, DE 88
CO	DR-1093, DR-1094, UITR-1/UITR-1a
CT	CT-941, CT-W3, UC5A-UC2/UC5B
FL	UCT-6/ 6A
GA	G-7, GA-V, G-1003, DOL-4N
IA	44-007, 44-101/44-095, 65-5300/60-0103
IL	IL-941, IL-W-3, UI-3/40 / 40A
KS	K-CNS 1001/101 / KW3
LA	ES4 / ES4B / ES61
MA	DET Form 1, M-941/M-942, M-941A, WR-1/WR-2
MD	OUI 15/OUI 16, MW508
ME	941/C1-ME
MI	UC 1017, UC 1020
MN	MDES-1/1D
NC	NC-3, NC-3M, NCUI 101/101-B, NC-5, NC-5P* NC-5Q
NE	941N, UI 11T/11W, W-3N
NJ	NJ WR-30, NJ-927, NJ-927-W, NJ-W-3M
NY	NYS-45 / ATT, NYS-45-CC
OH	JFS 66111 / 66113
OK	OES-3/3A, OW-9
OR	OQ/Schedule B/132, WR
PA	UC-2 / 2A, W3
TN	LB-0456/LB-0851
TX	C-3 / C-4
UT	3/3S / 3H, 96Q/96M, 96R
VA	VA-5, VA-6, VEC-FC-20 / 21
WA	5208 A/5208 B
WI	UC-7823, UCT-101

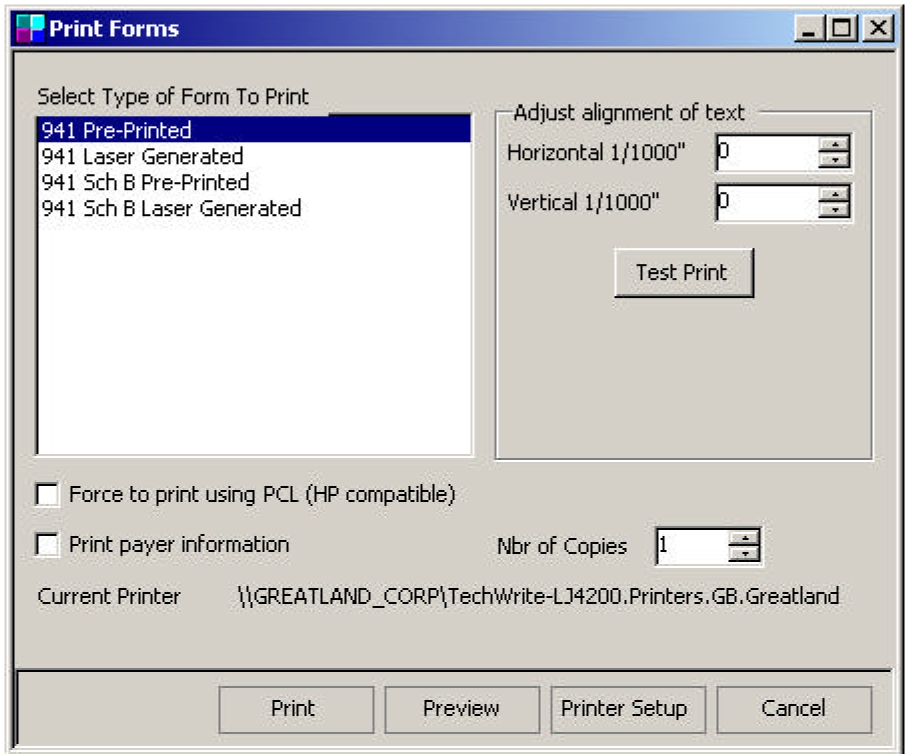
Select a State from the Federal/State drop down list on the Select Payer Screen. Select a State Form from the Form Name drop down list. Click the Add Form Button. Prepare the form as directed.

Edit a Saved Form

From the Saved Form list on the Select Payer Screen, select the form to be edited. Click the Edit Return Button.

Print a Federal or State Form

From the Saved Form list on the Select Payer Screen, select the form to be printed. Click the Print Button. The following screen displays:



Field	Description
Select Type of Form to Print List Box	This list box displays the various form type options the user has for the selected form.
Force to print using PCL (HP Compatible)	Check if applicable.
Print Payer Information	Check if Payer Information should be printed on the Pre-Printed forms.
Horizontal	Adjust the horizontal printing alignment of data on pre-printed forms.
Vertical	Adjust the vertical printing alignment of data on pre-printed forms.
Copies	Indicate the number of copies to be printed.
Current Printer	Lists the current printer.

Command Buttons

The following command buttons appear on the Print Federal/State Forms print screen:

Test Print

The Test Print button prints a test page to check data alignment on pre-printed forms.

Printer Setup

The Printer Setup button displays the standard Windows print dialog box.

Cancel

The Cancel button closes the window without printing.

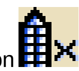
Preview

The Preview button allows the user to view the print job prior to printing.

Print

The Print button prints the selected document(s).

Close Payer

The Close Payer option from the Payer menu, or clicking the close Payer speed button  on the main menu closes the currently selected payer. This option is dimmed if no payer is selected.

Open Payer Group List

To Open Payer Group List

Click **Open Payer Group List**. The Payer Group List screen appears which lists all the saved Payer groups.

Note: You can expand the Payer Group to display the Payers associated with the group by double clicking the + sign to the left of the Name of the Group. When the plus sign is double clicked, the Payer group expands to display the Payers associated with the group and the + changes to a – (minus sign). When the minus sign is double clicked, the expanded view is collapsed and the – (minus sign) displays as a + (plus sign). If chosen, multiple Payer Groups can display in the expanded format at the same time.

You can adjust the width of columns by clicking on and moving column lines. The arrow in the column heading indicates the sort order. You can use scroll bars to move left/right, up/down. Only one Payer group can be selected to edit or use at a time.

COMMAND BUTTONS

The following command buttons appear on the Payer Group List screen:

Help
The Help button displays the Payer Group list window help topic.

Cancel
The Cancel button closes the Payer Group List screen without adding a Payer.

OK
The OK button selects and opens the highlighted group.

SPEED BUTTONS

The Payer Group List screen contains the following speed buttons:

Add Payer Group 

The Add Payer Group button displays the Payer Group screen. When you click the Add Payer button from the Group List screen, the Payer Group screen appears.

Field	**Descriptions**
Group Name	Drop-down list box that displays all the saved Payer groups, and allows entry of the names of new Payer groups.

Available Payers	Lists all payers.
Payers in Group	Lists the payers that you select to be in a group or the Payers that are in the Group displayed in the Group Name field.

Note: Select more than one Payer at a time by using the standard Windows selection methods (SHIFT + CLICK and CTRL + CLICK).

COMMAND BUTTONS

The following command buttons appear on the Payer Group List screen:

Help

The Help button displays the Payer Group window help topic.

Cancel

The Cancel button closes the Payer Group screen and returns you to the Payer Group List screen.

OK

The OK button saves your changes, selects, and opens the highlighted group.

SPEED BUTTONS

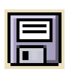
The Payer Group screen contains the following speed buttons:

Add Group 

The Add Group button allows entry of a new Payer Group.

Delete Group 

The Delete Group button deletes the highlighted group. The Program will ask you for confirmation before any deletions are made.

Save Group 

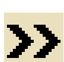
The Save Group button saves all of the Payers listed in the Payers in Group list with the Group Name you entered.

Undo 

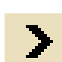
The Undo button deletes any changes since the last save.

LIST BUTTONS

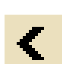
The Payer Group screen contains the following list buttons:

Include All 

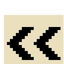
The **Include All** button moves all Available Payers into the group.

Include 

The **Include** button moves highlighted Available Payers into the group.

Exclude 

The **Exclude** button removes highlighted payers from the group.

Exclude All 

The **Exclude** all button removes all of the payers from the group.

Chapter 5

Payee Menu

The options available on the Payee menu are: **Select Payee** and **Add Payee.**

Note: Payee menu is grayed out when no Payer is selected.

Select Payee

The Payee List is the portion of the Payee List for [Payer Name] screen that lists payee information for the currently selected Payer.

Note: You can adjust the width of all the columns in the Payee List section by clicking on and dragging the column lines. You can also scroll to the left and down using the scroll bars. Only one payee can be highlighted at a time. All the headings and information are display-only.

To Select a Payee

Click **Select Payee** from the Payee menu or click the Select Payee  speed button on the main menu. The **Payee List for [Payer]** screen appears.

1. The **Find By** field defaults to **Payee Name**. If you want to change the sort order, you may select any of the columns. The arrow in the column heading indicates the sort order.
2. Type your search characters in the **Find By** field on the Payee List for [Payer] screen.
3. Highlight a Payee on the Payee List for [Payer] screen.
4. Click OK to select the highlighted Payee.

Field	Description
Find By	Type in the characters you wish to use to search the Payee list.
Return Type	A drop-down list box that specifies the type of return you can add and the type of return the Payee List can be filtered by.

COMMAND BUTTONS

The following command buttons appear on the Payee List for [Payer Name] screen:

Help

The Help button displays the Payee List window help topic.

Close

The Close button closes the Payee List screen.

RADIO BUTTONS

The Payee List for [Payer Name] screen contains the following radio buttons:

Filters

The **Show All Payees** button displays all the saved payees for the selected Payer in the Payee List.

The **Show by Return Type** button filters the Payee List. When you select this button, only payees with the return type selected on the Return Type drop-down list box appear in the Payee List.

SPEED BUTTONS

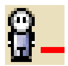
The Payee List for [Payer Name] screen contains the following speed buttons:

Add Payee 

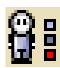
The Add Payee button displays a new blank Payee Information screen. This button is dimmed when any unsaved changes are made to the Payee Information Screen and when the Add Payee Screen is already displayed without any entries.

Edit Payee 

The Edit Payee button displays the Payee Information screen for the payee highlighted on the Payee List for [Payer Name] screen.

Delete Payee 

The Delete Payee button deletes the highlighted payee and all of that Payee's returns listed for the selected Payer. The program will ask you for confirmation before any deletions are made. This button is dimmed if there are no payees saved, or when the user is adding a Payee Record.

Set Payee Defaults 

The Set Payee Defaults button lets you set defaults for all new payees entered for the selected payer.

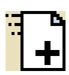
Returns List

The **Returns List** is the portion of the **Payee List** screen that lists the returns saved for the payee highlighted on the **Payee List**.

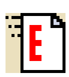
Field	Description
Returns	Indicates the name of the return.
Number of Return	Indicates the number of the return. For example, the first W-2 return saved is **1**, the second saved is **2.**

SPEED BUTTONS

The Returns List contains the following speed buttons:

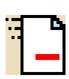
Add Return 

The Add Return button displays a new blank Returns screen for the type of return highlighted on the Current Return Type drop-down list box.

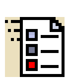
Edit Return 

The Edit Return button displays the Returns screen for the return highlighted on the Returns List. This button is dimmed if there are no saved returns for the Payee highlighted in the Payee List.

Note: You can also edit a return by double clicking on it in the Returns List.

Delete Return 

The Delete Return button deletes the return selected on the Returns List. The Program will ask you for confirmation before deletions are made. This button is dimmed if there are no saved returns for the Payee highlighted in the Payee List.

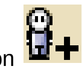
Set Return Defaults 

The Set Return Defaults button sets defaults for the type of return selected on the Current Return Type drop-down list box for all new returns entered for the selected payer.

Note: Previously saved returns are not influenced by setting new return defaults.

Add Payees

To Add Payees

1. Select **Add Payees** from the Payee Menu, click the Add Payees speed button  on the main menu, or click the Add Payee button from the Payee List for [Payer Name] screen.
2. Enter payee's 9 digit TIN. Dashes are inserted automatically based on the TIN format choice.
3. Enter the information for the new payee by completing the following fields, checkboxes, and radio button group that appear on the Payee Information screen. The only required fields are the TIN field (if EIN was selected as TIN Format), and Payee Last Name or Name (if Company).

Field	Description
TIN	Taxpayer Identification Number. Must be nine digits. **Required**
Payee Name (First)	Payee's first name.
(Middle Initial)	Payee's middle initial.
(Last)	Payee's last name. **Required**
(Suffix)	Suffix
Name (if Company)	Enter a company name here instead of a Payee name if the TIN is an EIN (Employer Identification Number).
Name Line 2	Payee's company name continued.
Address Line 1	Payee's address.
Address Line 2	Payees address cont.
City	Payee's city.
State	Payee's state. Must be a valid U.S. state name abbreviation. The Field Name changes to State (Province) when Foreign Address is checked.
Zip	Payee's zip code. The Field Name changes to Postal Code when Foreign Address is checked.
Ext.	Payee's zip code extension. This field does not exist when Foreign Address is checked.
Phone	Payees phone number.
Ext.	Payees phone number extension.
Account Number	Payee's account number.
Misc Search Field	Information used to search and sort the Payee list.

RADIO BUTTONS

The **Payee** screen contains the following radio buttons:

SSN

The SSN button applies the xxx-xx-xxxx format to the TIN field. If you choose the SSN format, the TIN field is not required but a warning message appears if it is left blank.

EIN

The EIN button applies the xx-xxxxxxx format to the TIN field. An entry in the TIN field is required in order for the user to choose the EIN button. If the TIN field is blank, the program automatically selects SSN format.

CHECK BOX

The check box for the **Payee** screen is:

Foreign Address	Check this box if the payee has a foreign address. Checking this box requires you to select a Country and enter the State (Province) name and Postal Code.

The Country Code automatically fills based on the Country selected.

4. Click **OK** to save the information and add payee to the Payee List.

COMMAND BUTTONS

The following command buttons appear on the **Payee** screen:

Help

The Help button displays the Add Payee window help topic.

Cancel

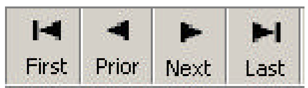
The Cancel button closes the Payee Information screen without adding a payee.

OK

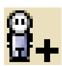
The OK button saves the information and adds the Payee to the Payee list.

SPEED BUTTONS

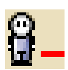
The **Payee** screen contains the following speed buttons:

First, Prior, Next, and **Last** 

The first, prior, next, and last buttons take you to the first, prior, next, and last payee saved.

Add Payee 

The Add Payee button displays a new blank Payee screen. This button is dimmed when any unsaved changes are made to the Payee Information Screen and when the Add Payee Screen is already displayed without any entries.

Delete Payee 

The Delete Payee button deletes the displayed payee and all of that payee's returns. The program will ask you for confirmation before any deletion is made. This button is dimmed if there are no payees saved, or when you are adding a Payee Record.

Save Payee 

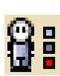
The Save Payee button saves the current information. This button is dimmed if there are no changes made to the Payer Information Screen.

Undo 

The Undo button cancels all the changes made since the last save. This button is dimmed if there are no changes made to the Payer Information Screen.

Notes 

The Notes button displays saved notes or allows entry of new notes for the selected payee. This button is dimmed if there are any unsaved changes.

Set Defaults 

The Set Defaults button lets you set defaults for all new payees entered under the selected payer. Previously saved Payees are not influenced by setting new Payee defaults.

Payee Returns

When you choose the **Add Return** button from the Return List portion of the Payee List for [Payer Name] screen the **Add Return** screen appears for the particular form selected from the Return Type drop-down list. Each type of return has its own screen. The following is a list of all the types of returns: **1098, 1098-E, 1098-T, 1099-A, 1099-B, 1099-C, 1099-CAP, 1099-DIV, 1099-G, 1099-H, 1099-INT, 1099-LTC, 1099-MISC, 1099-MSA, 1099-OID, 1099-PATR, 1099-Q, 1099-R, 1099-S, 5498, 5498-ESA, 5498-MSA, W-2,** and **W-2G.**

1098 Return

The 1098 Returns for [Payer] screen appears when you add a **1098 Return**.

Field	**Description**
Mortgage interest received from payer(s)/borrower(s)	The total mortgage interest of $600 or more received during the year in the course of trade or business.
Points paid on purchase of principal residence	Points must be reported if the points, plus other interest on the mortgage, are $600 or more.
Refund of overpaid interest	Reimbursements of overpaid interest aggregating $600 or more.
Text	Additional information reported to Payer/Borrower.
Notes	Scroll-down text box used for notes, user viewable only.
Corrected	Check this box if it applies.

HEADING BUTTONS

The heading contains two sets of navigation buttons: the speed buttons on the top half, and the speed buttons on the bottom half.

The speed buttons on the top half of the Heading include: **First Payee, Prior Payee, Next Payee** and **Last Payee.** These buttons navigate through all the payees. The display-only label to the right of the buttons lists payee social security number and payee name.

The speed buttons on the bottom half of the Heading include: **First Form, Prior Form, Next Form,** and **Last Form.** These buttons navigate through the payee's separate 1098 Returns. The display-only label to the right of the buttons lists how many 1098 Returns the payee has, and which one is being viewed.

COMMAND BUTTONS

The following command buttons appear on the 1098 data entry screen:

Help

The Help button displays the Annual Return help window topic.

Cancel

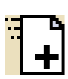
The Cancel button closes the Returns for [Payer Name] data entry screen without saving any changes.

OK

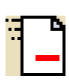
The OK button saves the changes to the Return screen and closes it.

SPEED BUTTONS

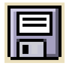
The 1098 Returns screen contains the following speed buttons:

Add 

The Add button displays a blank new 1098 Returns screen. Available only when all changes on the current screen are saved. When any unsaved changes exist, this button is dimmed.

Delete 

The Delete button deletes the current return. The program will ask you for confirmation before any deletion is made. This button is dimmed if there are unsaved changes.

Save 

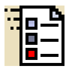
The Save button saves the current information. This button is dimmed if there are no unsaved changes.

Undo 

The Undo button cancels all the changes made since the last save. This button is dimmed if there have been no changes made.

Copy 

The copy button adds a new return and copies the information from the current return onto a new return. This button is dimmed if there are unsaved changes.

Set Defaults 

The Set Return Defaults button sets defaults for all new 1098 Returns for the selected payer. Previously saved returns are not influenced by setting new return defaults.

When you set return defaults, the 1098 Returns for [Payer Name] data entry screen appears with the Setting Defaults for Returns heading.

COMMAND BUTTONS

The following command buttons appear on the Setting Defaults for Return screen:

Help

The Help button displays the Return Defaults window help topic.

Cancel

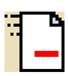
The Cancel button closes the window without saving any changes.

OK

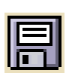
The OK button saves the changes to the Setting Defaults for Returns screen and closes it.

SPEED BUTTONS

The Setting Defaults for Return screen contains the following speed buttons:

Delete 

The Delete button deletes the current return default. The program will ask you for confirmation before any deletion is made. This button is only available when saved information exists for the particular Return Default.

Save 

The Save button saves the current information. This button is dimmed if there are no unsaved changes.

Undo 

The Undo button cancels all the changes made since the last save. This button is dimmed if there have been no changes made.

1098-E Return

The 1098-E Returns for [Payer] screen appears when you add a **1098-E Return**.

Field	**Description**
Student loan interest received	Total interest received from an individual student loan of $600 or more during the year in the course of trade or business.
Box 1 includes loan origination fees	Check this box if it applies.

and/or capitalized interest	
Notes	Scroll down text box used for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1098-E Returns for [Payer Name] screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Return data entry screen.

1098-T Return

The 1098-T Returns for [Payer] screen appears when you add a **1098-T Return**.

Field	Description
Payments received for qualified tuition and related expenses	Total payments received for qualified tuition and related expenses less any related reimbursements or refunds.
Amounts billed for qualified tuition and related expenses	Total amounts billed for qualified tuition and related expenses less any related reductions in charges.
Adjustments made for a prior year	Any adjustment made for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit you may claim for the prior year.
Scholarships or grants	Total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of any allowable tuition and fees deduction or the education credit you may claim for the year.
Adjustments to scholarships or grants for a prior year	Adjustments to scholarships or grants for a prior year. This amount may affect the amount of any allowable tuition and fees deduction or education credit you may claim for the prior year.
The amount in Box 1 or 2 includes amounts for an academic period beginning January – March 2003	Check if this box applies to the payee.
Reimbursements or refunds of qualified tuition and related expenses from insurance contract	Total amount of reimbursements or refunds of qualified tuition and related expenses made by an insurer. The amount of reimbursements or refunds for the calendar year may reduce the amount of any allowable tuition and fees deduction or the education credit you may claim for the year.
Check if at least half-time student	Check if this box applies to the payee.
Check if graduate student	Check if this box applies to the payee.
Notes	Scroll-down text box used for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1098-T Returns for [Payer Name] screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Return data entry screen.

1099-A Return

The 1099-A Returns for [Payer] screen appears when you add a **1099-A Return**.

Field	Description
Date of Acquisition	The date of acquisition of the secured property or the date the property

	was abandoned.
Balance of principal outstanding	Include only unpaid principal on the original debt. Do not include accrued interest or foreclosure costs.
Fair market value of property	Enter the appraised value of the property or the gross foreclosure bid price.
Was borrower liable?	Check yes if borrower was personally liable for repayment of the debt.
Description of property	Enter address for real property. Enter applicable type, make, and model for personal property.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1099-A Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-B Return

The 1099-B Returns for [Payer] screen appears when you add a **1099-B Return**.

Field	**Description**
Date of sale	Enter trade date of transaction.
CUSIP No.	For transactional reporting by brokers, enter the CUSIP (Committee on Uniform Security Identification Procedures) number of the obligation.
Stocks, bonds, etc.	Enter the gross proceeds from any disposition of securities, commodities, or forward contracts.
Reported to IRS	Check if amount reported was Gross Proceeds or Gross Proceeds Less Commissions.
Bartering	Enter gross amounts received by a member or client of a barter exchange for goods or services.
Federal income tax withheld	Enter amount of tax withheld.
Description	For broker transactions, enter a brief description of the disposition item. For bartering transactions, show services or property provided.
Profit or (loss) realized in 2003	Enter the profit or (loss) realized in 2003.
Post 5/5/2003 profit or (loss) realized	Enter the portion of realized profit or (loss) closed after 5/5/2003.
Unrealized profit or (loss) last year	Enter the unrealized profit or (loss) at the end of 2002.
Unrealized profit or (loss) this year	Enter the unrealized profit or (loss) at the end of 2003
Aggregate profit or (loss)	Enter the aggregate profit or (loss) for 2003.
2nd TIN Notice	Check this box if notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1099-B Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Return for [Payer Name] data entry screen.

1099-C Return

The 1099-C Returns for [Payer] screen appears when you add a **1099-C Return**.

Field	**Description**
Date canceled	Enter the date the debt was canceled.
Amount of debt canceled	Enter the amount of the canceled debt
Interest incl. in box 2	Enter any interest included in the canceled debt amount of box 2.
Debt description	Enter a description of the origin of the debt.

Check for bankruptcy	Check the box if debt reported was canceled in bankruptcy.
Fair market value	Enter the fair market value
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1099-C Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Return for [Payer Name] data entry screen.

1099-CAP Return

The 1099-CAP Returns for [Payer] screen appears when you add a **1099-CAP Return**.

Field	Description
Date of Sale or exchange	Enter date the stock was exchanged for cash, stock, or other property.
CUSIP No.	For transactional reporting by brokers, enter the CUSIP (Committee on Uniform Security Identification Procedures) number of the obligation.
Cash Received	Amount of cash received in the exchange for the stock you held.
Reported to IRS	Check if amount reported was Gross Proceeds or Gross Proceeds Less Commissions.
Fed. Income tax withh.	Enter amount of tax withheld.
No. of shares exchanged	Number of shares which were exchanged in the transaction.
Classes of stock exchanged	Class or classes of stock that were exchanged.
FMV of stock received	Enter the fair market value of any stock you received in exchange for the stock you held.
FMV of other property rec'd	Enter the fair market value of any property (other than cash or stock) you received in exchange for the stock you held.
Description	For transactional reporting by brokers, show the corporation's name and EIN.
Filed by broker	Check this box if it applies.
Cannot take a loss on tax return	Check this box if it applies.
2nd TIN notice	Check this box if notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1099-CAP Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-DIV Return

The 1099-DIV Returns for [Payer] screen appears when you add a **1099-DIV Return**.

Field	Description
Ordinary dividends	Enter ordinary dividends, including those from money market funds and net short-term capital gains from mutual funds, and other distributions on stock. Include reinvested dividends and section 404(k) dividends. Include the recipient's share of investment expenses reported in box 5.
Total capital gain distr.	Enter total capital gain distributions (long-term).
28% rate gain	Enter any amount included in box 2a that is 28% rate gain.
Qualified 5-year gain	Enter any amount included in box 2a that is qualified 5-year gain that may be taxed at an 8% capital gains rate.
Unrecap. sec 1250 gain	Enter any amount included in box 2a that is unrecaptured section 1250

	gain from certain depreciable real property.
Section 1202 gain	Enter any amount included in box 2a that is section 1202 gain from certain qualified small business stock.
Nontaxable distributions	Enter nontaxable distributions, if determinable.
Fed. Income tax withh.	Enter backup withholding
Investment expenses	Enter the stockholder's pro rata share of certain amounts deductible by a nonpublicly offered regulated investment company in computing its taxable income.
Foreign tax paid	Enter any foreign tax withheld and paid on dividends and other distributions on stock.
Foreign country or U.S. possession	Enter the name of the foreign country or U.S. possession to which the withheld tax applies.
Cash liquidation distr.	Enter cash distributed as part of a liquidation. Do not include this amount in box 1.
Noncash liquid. Distr.	Enter noncash distributions made as part of a liquidation.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.
2nd TIN notice	Check this box if notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN.

BUTTONS

The 1099-DIV Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-G Return

The 1099-G Returns for [Payer] screen appears when you add a **1099-G Return**.

Field	Description
Unemployment compensation	Enter payments of $10 or more in unemployment compensation.
State or local income tax refunds	Enter refunds, credits, or offsets of state or local income tax of $10 or more you made to recipients.
Box 2 amount is for tax year	Enter complete date.
Federal income tax withheld	Enter any voluntary Federal withholding on unemployment compensation, Commodity Credit Corporation loans, and certain crop disaster payments.
Taxable Grants	Enter any amount of taxable grant administered by a Federal, state, or local program to provide subsidized energy financing or grants for projects designed to conserve or produce energy, but only with respect to section 38 property or a dwelling unit located in the U.S.
Agriculture	Enter USDA agriculture subsidy payments made during the year.
Check if box 2 is Business/Trade income	Check if applies.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1099-G Return screens for [Payer Name] data entry contains the same heading buttons, command buttons, and speed buttons as the 1098 Return screens for [Payer Name] data entry.

1099-H Return

The 1099-H Returns for [Payer] screen appears when you add a **1099-H Return**.

Field	Description
Gross amount of health insurance advance payments	Enter the gross amount of health insurance advance payments made.

No. of months eligible	Enter the number of months the payee was eligible for health insurance advance payments.
Amount of advance payment(s) included in box 1	
Jan.	Amount of advance payment included in box 1 paid each month.
Feb.	
Mar.	
Apr.	
May	
June	
July	
Aug.	
Sept.	
Oct.	
Nov.	
Dec.	
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1099-H Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-INT Return

The 1099-INT Returns for [Payer] screen appears when you add a **1099-INT Return**.

Field	Description
Interest Income	Enter interest not included in box 3.
Early Withdrawal	Enter interest or principal forfeited because of an early withdrawal.
Interest on US Treas.	Enter interest on U.S. Savings Bonds, Treasury bills, Treasury notes, and Treasury bonds.
Fed Inc. Tax Withheld	Enter backup withholding.
Investment Expenses	Enter any expenses related to investment.
Foreign Tax Paid	Enter any foreign tax withheld and paid on interest.
Foreign Country	Enter the name of the foreign country or U.S. possession to which the withheld tax applies
Payer's RTN	Enter routing transit number for participation in program for Direct Deposit of refunds.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.
2nd TIN Notice	Check this box if notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN.

BUTTONS

The 1099-INT Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-LTC Return

The 1099-LTC Returns for [Payer] screen appears when you add a **1099-LTC Return**.

Field	Description
Gross LTC benefits paid	Enter the gross long-term care benefits paid this year(other than accelerated

	death benefits).
Accel. Death benefits paid	Enter the gross accelerated death benefits paid under a life insurance contract this year to or on behalf of an insured that has been certified as terminally or chronically ill.
Per Diem	Check box to indicate if the payments were made on a per diem basis
Reimbursed Amt.	Check box to indicate if the payments were made on a reimbursed amount.
Insured's SSN	The insured's social security number. Must be nine digits.
Insured's name line 1	Enter first name of insured.
Insured's name line 2	Enter last name of insured.
Street address	The insured's street address.
City	Enter city.
State	Enter state
Zip code	Enter zip code
Qualified Contract	Check if benefits were from a qualified long-term care insurance contract.
Chronically ill	Check if chronically ill.
Terminally ill	Check if terminally ill.
Date certified	Enter certification date.
Notes	Scroll-down text box, user viewable only.
Corrected	Check if this box applies.

BUTTONS

The 1099-LTC Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-MISC Return

The 1099-MISC Returns for [Payer] screen appears when you add a **1099-MISC Return**.

Field	**Description**
Rents	Enter amounts paid to recipients for all types of rents.
Royalties	Enter gross royalty payments of $10 or more before reduction for severance and other taxes that may have been withheld and paid.
Other income	Enter other income required to be reported on Form 1099-MISC that is not reportable in one of the other boxes on the form.
Fed income tax withheld	Enter backup withholding.
Fishing boat proceeds	Enter the share of all proceeds from the sale of a catch.
Medical/health care payments	Enter payments made in the course of trade to each physician or other supplier or providers of medical or health care services.
Nonemployee comp.	Enter nonemployee compensation.
Substitute payments	Enter aggregate payments of at least $10 received by a broker for a customer in lieu of dividends or tax-exempt interest as a result of the transfer of a customer's securities for use in a short sale.
Crop insurance proceeds	Enter crop insurance proceeds paid to farmers by insurance companies.
Excess Golden Pmts	Enter any excess golden parachute payments.
Gross Attorney Proceeds	Report gross proceeds paid to an attorney in connection with legal services.
State income tax withheld	Enter state income tax withheld
State income tax withheld	Enter state income tax withheld
State income	Enter state abbreviation
State income	Enter state abbreviation
Direct Sales	Check box if applies.
Corrected	Check this box if it applies.

2nd TIN Notice	Check this box if notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN.
Other Information	Enter any other information.
State	Enter state abbreviation
Payer's state number	Enter payer's state number.
State	Enter state abbreviation
Payer's state number	Enter payer's state number.
Notes	Scroll down text box for notes, user viewable only.

BUTTONS

The 1099-MISC Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-MSA Return

The 1099-MSA Returns for [Payer] screen appears when you add a **1099-MSA Return**.

Field	Description
Gross distribution	Enter the total amount of the distribution.
Earning on excess contributions	Enter the total amount of earnings distributed with any excess contributions returned by the due date of the account holder's tax return.
Distribution code	Select the appropriate distribution code.
FMV on date of death	Enter fair market value amount at date of death
Medicare+Choice MSA	Check if applies.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 1099-MSA Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-OID Return

The 1099-OID Returns for [Payer] screen appears when you add a **1099-OID Return**.

Field	Description
Original issue discount	Report the OID on the obligation for the part of the year it was owned by the record holder.
Other periodic interest	Enter any stated interest paid or credited on this obligation during the year.
Early withdrawal penalty	Enter interest or principal forfeited because of an early withdrawal.
Federal income tax withheld	Enter backup withholding.
Description	Enter description
Original issue U.S. Treasury	Enter amount of original issue of U.S. Treasury
Investment expenses	Enter any expenses related to investment.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies
2nd TIN Notice	Check this box if notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN.

BUTTONS

The 1099-OID Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-PATR Return

The 1099-PATR Returns for [Payer] screen appears when you add a **1099-PATR Return**.

Field	Description
Patronage dividends	Enter the total patronage dividends.
Nonpatronage distributions	Enter the total nonpatronage distributions paid.
Per-unit retain allocations	Enter the total per-unit retain allocations paid.
Federal income tax withheld	Enter backup withholding.
Redemption of Non-Qual	Enter all redemptions of nonqualified written notices.
Pass-through credit	Report the patron's share of unused credits.
Caption inside Box 6	Enter label of credit.
Investment credit	Enter amount of investment credit.
Work opportunity credit	Enter amount of work opportunity credit
Patron's AMT adjustment	Enter full adjustment amount.
Pass-through credit text	Enter pass-through credit text
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies
2nd TIN Notice	Check this box if notified by the IRS twice within 3 calendar years that the payee provided an incorrect TIN.

BUTTONS

The 1099-PATR Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-Q Return

The 1099-Q Returns for [Payer] screen appears when you add a **1099-Q Return**.

Field	Description
Gross Distribution (Earnings + Basis)	Enter the total gross distribution.
Earnings	Enter the total earnings in the gross distribution reported in box 1.
Basis	Enter the total basis in the gross distribution reported in box 1.
Trustee-to-trustee rollover	Check this box if it applies.
Private	Check this box if it applies.
State	Check this box if it applies.
Coverdell ESA	Check this box if it applies.
Check if the recipient is not the designated beneficiary	Check this box if it applies.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies

BUTTONS

The 1099-PATR Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

1099-R Return

A data entry screen appears when you add a 1099-R Return. The 1099-R Returns for [Payer] screen contains the following tabs: Dollar Amounts and Return Information.

Dollar Amounts Tab

Field	Description

Gross distribution	Enter the gross distribution amount.
Taxable amount	Enter the taxable amount.
Capital gains	Enter all Capital Gains.
Federal Inc. tax withheld	Enter Federal Income tax withheld
Emp. Contrib./Ins. Prem.	Enter employee contributions.
Net unrealized apprec.	Enter Net unrealized appreciation.
Other	Enter any miscellaneous amounts.
Total employee contrib.	Enter total employee contribution.
State tax withheld (1)	Enter State tax withheld.
State distribution (1)	Enter State distribution
Local tax withheld (1)	Enter Local tax withheld
Local distribution (1)	Enter Local distribution
State tax withheld (2)	Enter State tax withheld.
State distribution (2)	Enter State distribution.
Local tax withheld (2)	Enter local tax withheld.
Local distribution (2)	Enter local distribution.

Return Information Tab

Field	**Description**
Taxable amount not determined	Check box if taxable amount can not be determined.
Total distribution	Check box if the payment shown in box 1 is a total distribution.
Distrib. Code	Enter appropriate distribution code.
IRA/SEP/Simple	Check this box if it applies.
Other %	Enter other percentage.
% of total distrib.	Enter percentage of total distribution.
State 1	Enter State abbreviation
State 1 Payer's No.	Enter Payer's No. for the first state.
State 2	Enter State abbreviation.
State 2 Payer's No.	Enter Payer's No. for the second state.
Name of locality (1)	Enter name of locality
Name of locality (2)	Enter name of locality.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.
Print 0 in 2A if 0	Check this box if it applies.

BUTTONS

The 1099-R Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098Returns for [Payer Name] data entry screen.

1099-S Return

The 1099-S Returns for [Payer] screen appears when you add a **1099-S Return**.

Field	**Description**
Date of closing	Enter the closing date
Gross Proceeds	Enter the gross proceeds from the sale or exchange of real estate.
Address or legal description	Enter the address of the property.
Transferor	Check if Transferor received or will receive property or services as part of the consideration.
Buyer's part of real estate tax	Enter buyer's part of real estate tax

Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies

BUTTONS

The 1099-S Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

5498 Return

The 5498 Returns for [Payer] screen appears when you add a **5498 Return**.

Field	Description
IRA contributions	Enter contributions to traditional IRA made for the year.
Rollover contributions	Enter any rollover contributions made to any IRA received during 2003.
Roth IRA conversion amount	Enter the amount converted from a traditional IRA or SEP to a Roth IRA during 2003.
Recharacterized contribs.	Enter the amount recharacterized from transferring any part of the contribution (plus earnings) from one type of IRS to another.
Fair market value of account	Enter the fair market value of the account.
Life insurance cost incl. in box 1	For endowment contracts only, enter the amount included in box 1 allocable to the cost of life insurance.
Box 7 checkboxes	Check IRA, SEP, SIMPLE, or Roth IRA if they apply.
SEP contributions	Enter employer contributions made to a SEP.
SIMPLE contributions	Enter any SIMPLE contributions during 1999.
Roth IRA contributions	Enter any contributions made to a Roth IRA.
Check if RMD for 2004	Check this box if a required minimum distribution (RMD) must be taken.
Prior year contribution by qualifying combat zone individual / RMD Amount and Date.	Enter the prior year contribution.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 5498 Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

5498-ESA Return

The 5498-ESA Returns for [Payer] screen appears when you add a **5498-ESA Return**.

Field	Description
Coverdell ESA contributions	Enter the employee's or self-employed person's regular contributions to the ESA.
Rollover contributions	Enter rollover contributions made to the ESA received.
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 5498-ESA Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

5498-MSA Return

The 5498-MSA Returns for [Payer] screen appears when you add a **5498-MSA Return**.

Field	Description
Employee MSA contributions	Enter the employee's or self-employed person's regular contributions to the MSA.
Total MSA contrib. return year	Enter the total MSA contributions made in return year
Total MSA contrib. year after	Enter the total MSA contributions made year after.
Rollover contributions	Enter rollover contributions made to the MSA received.
Fair market value-MSA	Enter the fair market value of the MSA.
Medicare+Choice MSA	Check this box is it applies.
Text boxes	Text boxes
Notes	Scroll down text box for notes, user viewable only.
Corrected	Check this box if it applies.

BUTTONS

The 5498-MSA Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

W-2 Return

A data entry screen appears when you add a W-2 Return. The W-2 Returns for [Payer] screen contains the following tabs: Return Information, Annual Amounts, and Checkboxes.

Return Information Tab

Field	Description
(1) State Name/I.D.	Drop-down list box contains valid state abbreviations. Enter State I.D.
(1) Locality name	Enter locality name
(2) State Name/I.D.	Drop-down list box contains valid state abbreviations. Enter State I.D.
(2) Locality name	Enter locality name
Salaried	Check if applies (available in WinFiler Plus only).
Seasonal	Check if applies (available in WinFiler Plus only).
Start Date	Start date of employment for payee.
End Date	End date of employment for payee.
Employment type	Drop-down list box contains the following choices: Agriculture (943), Household, Military, Medicare Qual. Gov Em, Railroad (CT-1), Regular (941), and 3rd Party Sick Pay.
Box 12 Text – Prior Year	Four lines provided, each contain fields for Cd, Yr, and Amount.
	Cd (code) - deferred compensation type
	Yr (Year) - used if a make-up pension contribution for a prior year(s) is made due to military service (this field is optional)
	Amount - the amount of deferred compensation
Box 14 Text	Three text boxes provided.
State Wages	Drop-down list indicating which wages to include on Form W-3: Both, Neither, State 1, or State 2.
Local Wages	Drop-down list indicating which wages to include on Form W-3: Both, Neither, Locality 1, or Locality 2.
Notes	Scroll down text box for notes, user viewable only.

Annual Amounts Tab

The **Annual Amounts Tab** of the W-2 Return Descriptions for [Payer Name] data entry screen lists only the Amount types chosen for this payer.

Checkboxes Tab

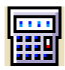
The **Checkboxes Tab** of the W-2 Return Descriptions for [Payer Name] data entry screen contains the following checkboxes: **Statutory employee**, **Retirement plan**, and **Third Party Sick Pay**. The Exemptions group contains the following checkboxes: **Social security exempt**, **Medicare exempt, SUI exempt,** and **FUTA exempt**.

BUTTONS

The W-2 Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

SPEED BUTTONS

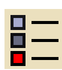
The W-2 Returns for [Payer Name] data entry screen contain the following additional speed buttons:

Setup Calculations 

The Setup Calculations button opens the Set Calculations screen.

Amount Types 

The Amount Types button opens the Select Amount Types for [Payer Name] screen.

Preferences 

The preferences button opens the Selected Payer Tab of the W-2 Preferences screen.

Recalculate 

The recalculate button recalculates previously entered amounts if the Automatically Calculate After Each Dollar Amount Entry Preference is not enabled.

W-2G Return

The W-2G Returns for [Payer] screen appears when you add a **W-2G Return**.

Field	**Description**
Distribution Date	Enter the date the winnings were paid.
Gross winnings	Enter payments of $600 or more if the payment is at least 300 times the amount of the wager.
Federal income tax withheld	Enter any Federal income tax withheld, whether 28% regular withholding or 31% backup withholding.
Type of wager	Enter the type of wager if other than a regular race bet, for example, Daily Double or Big Triple.
Date won	Enter the date of the winning event.
Transaction	Not applicable.
Race	Enter the race (or game) applicable to the winning ticket.
Winnings	Enter the amount of additional winnings from identical wagers.
Cashier	Enter the cashier making the winning payment.
Window	Enter the window number making the winning payment.
First I.D.	Enter I.D. number of 1st person receiving winnings.
Second I.D.	Enter I.D. number of 2nd person receiving winnings.

State name	Enter the abbreviated name of the state.
Payer's state ID no.	Enter the state ID number.
State income tax withheld	Enter the amount of state income tax withheld.
Notes	Scroll down text box for notes, user viewable only..
Corrected	Check this box if it applies.

BUTTONS

The W-2G Returns for [Payer Name] data entry screen contains the same heading buttons, command buttons, and speed buttons as the 1098 Returns for [Payer Name] data entry screen.

Chapter 6

Print Menu

The options available on the Print menu are: **W-2 Forms, 1099 Forms, Transmittals, Federal Correction Forms,** and **Journals.**

W-2 Forms

The **Print W-2 Returns** screen consists of **Command Buttons, Readout, Select Returns** tab, **Select Payees** tab, and **Payer Groups** tab.

To Print W-2 Returns

1. Select **W-2 FORMS** from the **PRINT** menu. The **Print W-2 Returns** screen appears and the Select Returns tab is selected by default.
2. Select the return and copy to print on the **Select Returns** tab.
3. Identify the individual Payees to print on the **Select Payees** tab.
4. Identify any Payer Group(s) to print on the **Payer Groups** Tab.
5. Click **Printer Setup** button if you want to change any printer settings. This displays a standard windows Print Setup screen. Select your desired printer settings, and click **OK.** This will close the standard Windows Print Setup screen.
6. Click **Print** or **Preview** on the **Select Returns** tab of the **Print W-2 Returns** screen to print or preview the W-2's as selected.

COMMAND BUTTONS

The following command buttons appear on the **Print W-2 Returns** screen:

Help

The Help button displays the Print W-2 Returns help window topic.

Cancel

The Cancel button closes the window without printing.

Preview

The Preview button allows you to view the print job. It brings up a Print Preview screen.

Print

The Print button prints the document(s) using the selected settings.

READOUT

The **Readout** Information is located to the left of the command buttons. The readout displays the following information: **Payees to print (All or Some)** and if a **Payer Group is selected (Yes or No)**.

Select Returns Tab

The **Select Returns** tab consists of **Select Return** list, **Select Copy** list, **Adjustment Alignment** group box, **Employee Type** group box, **Select Print Type** group box, and **Select Print Options** group box.

SELECT RETURN LIST

The **Select Return** list only displays W-2 on the Print W-2 Forms screen.

SELECT COPY LIST

The **Select Copy** list displays available copies of the W-2 to print.

Note: The **Select Copy** group box has a different list of copies depending on whether the **Laser generated** or **Pre-printed** print type is selected.

ADJUST ALIGNMENT GROUP BOX

Horizontal

The horizontal spin box lets you adjust the horizontal printing alignment of data on pre-printed forms. It allows both positive and negative numbers.

Vertical

The vertical spin box lets you adjust the vertical printing alignment of data on pre-printed forms. It allows both positive and negative numbers.

Test Print

The test print button prints a test page to check data alignment on pre-printed forms.

Note: Numbers entered for Alignment are in 1/1000's of an inch. Therefore, if you needed to adjust ½" down you would enter 500.

EMPLOYEE TYPE GROUP BOX

The **Employee Type** group box lets you select the type of employer for which to print W-2 forms. It contains one set of radio buttons with the following choices: **Regular (941), Agri. (943), Household, Military, Med.Qual., Railroad,** and **3rd Party Sick Pay.**

SELECT PRINT TYPE GROUP BOX

The **Select Print Type** group box lets you select what type of forms to print: Laser generated or Pre-printed.

SELECT PRINT OPTIONS GROUP BOX

The **Select Print Options** group box lets you select various options for printing your forms.

Force to print using PCL (HP compatible)

The Force to print using PCL (HP compatible) checkbox specifies the printer type to use.

Note: The Force to Print using PCL (HP compatible) title changes if the user has the special parameter **GDI** entered in the shortcut that executes WinFiler Plus.

Print payer information

Prints the Payer TIN in Box B of the W-2. Payer Name, address, and ZIP code print in Box C of Form W-2. If laser generated forms is selected in the Print Type group box, the Print payer information box is automatically checked.

Pause print/preview after

When selected, the print job (preview or printing) stops after the specified number of sheets. The number of sheets is selected from the Sheets spin box. You will be asked to continue printing after the specified number of sheets are printed or previewed.

Copies

The Copies spin box lets you specify the number of copies to print of the selected W-2 forms.

Printer Setup

The Printer Setup speed button lets you select another printer.

Select Payees Tab

The **Select Payees** tab contains the following radio buttons for printing Payees: **All Payees that have this return** and **Selected Payee(s) that have this return**. These buttons are mutually exclusive.

RADIO BUTTONS

All Payee(s) that have this return

Selects all payee(s) in the Payee List.

Selected Payee(s) that have this return
Allows you to highlight individual payee(s) on the Payee List.

Note: A payee's return will only print if their Employment type matches the employment type selected on the

Payer Groups Tab

The **Payer Groups** tab contains the following radio buttons to choose for group printing: **No Payer Group Selected** and **Print this Payer Group (click to select)**. These buttons are mutually exclusive.

RADIO BUTTONS

No Payer Group Selected
Allows you to print individual payees.

Print this Payer Group
You can pick a payer group to print from the **Payer Group List**. Each payer in the group will print if the payer has the selected form.

1099 Forms

The **Print 1099 Returns** screen is the same as the **Print W-2 Returns** screen except for the **Select Returns** tab. All other features are the same as those described for the Print W-2 Returns screen.

Select Returns Tab

The **Select Return** group box lists all 1099 forms the payer has. The possible lists include: **1098, 1098-E, 1098-T, 1099-A, 1099-B, 1099-C, 1099-CAP, 1099-DIV, 1099-G, 1099-H, 1099-INT, 1099-LTC, 1099-MISC, 1099-MSA, 1099-OID, 1099-PATR, 1099-Q, 1099-R, 1099-S, 5498, 5498-RSA**, **5498-MSA**, and **W-2G**.

The **Select Return** tab does not contain the Employment Type group box.

The **Selected Copy** group box has a different list of copies for each return type. It also has different forms depending upon whether the **Laser generated** or **Pre-printed** print type is selected.

The remainder of the **Select Returns** tab in the **Print 1099 Returns** screen is the same as the **Select Returns** tab of the **Print W-2 Returns** screen.

Transmittals

The **Transmittals** submenu contains two options: **Form W-3** and **Form 1096.**

Form W-3

The **Print W-3 Returns** screen is similar to the Print W-2 Returns screen. The **Print W-3 Returns** screen has the same **Command Buttons** and **Payer Groups** tab as the Print W-2 Returns screen. It has **no** Select Payees tab and only the Payer Group Selection Readout field.

Select Returns Tab

The only option available in the **Select Return** group box is W-3.

The only option available in the **Select Copy** group box is **Pre-printed.**

The only print type available in the **Select print type** group box is **Pre-printed.**

The remainder of the **Selected Returns** tab on the **Print W-3 Returns** screen is the same as the **Select Returns** tab on the **Print W-2 Returns** screen.

Form 1096

The **Print 1096 Returns** screen is the same as the **Print W-3 Returns** screen except for the **Select Returns** tab. The **Print 1099 Returns** screen has the same **Command Buttons**, **Read Out**, and **Payer Groups** tab as the Print W-3 Returns screen.

Select Returns Tab

The **Select Return** group box contains all the 1096 return types the payer has.

The only option available in the **Select Copy** group box is **Pre-printed.**

The only print type available in the **Select print type** group box is **Pre-printed.**

Journals

To Print a Payer Journal

Click on **PAYER** under **PRINT | JOURNALS.**

The **Payer Journal** screen appears

1. All payers are selected by default. To view a journal for selected Payers highlight only those Payers you want.
2. The Payers can be sorted by selecting the column heading and changing the arrow to point up or down (ascending or descending, respectively).
3. The Print Summary Report Only checkbox will print only the Payer Name and Payer TIN for the selected Payers.
4. Click **OK** to preview the **Payer Journal** The **Report Preview** screen appears.
5. Click the **PRINT** button to print the Payer Journal.

COMMAND BUTTONS

The following command buttons appear on the **Payer Journal** screen:

Help
The Help button displays the Payer Journal help window topic.

Cancel
The Cancel button closes the window.

OK
The OK button brings you to the Report Preview screen.

To Print A Payee Journal

The cascade option of **PAYEE** under **PRINT | JOURNALS** brings you to the **Payee Journal** screen which is similar to the **Payer Journal** screen.

To Print A Returns Journal

Click on **RETURNS** under **PRINT | JOURNALS.** The **Returns Journal** screen appears.

1. The **Select Type of Return** list displays all the returns saved for the selected payer. Choose a return type from the **Select Type of Return** list.
2. The **Payee List** displays all of the Payees saved for the selected payer containing the selected return type. Sort the payees by selecting the column heading. The arrow direction changes to point up or down indicating the sort order (ascending or descending, respectively). The available columns are: **Payee TIN, Payee Name, Acct Number,** or **Misc Search.**
3. Highlight the payees you want a Returns Journal for.
4. Click **OK** to preview the **Returns Journal** The **Report Preview** screen appears.
5. Click the **PRINT** button to print the Returns Journal.

COMMAND BUTTONS

The following command buttons appear on the **Returns Journal** screen:

Help
The Help button displays the Returns Journal help window topic.

Cancel
The Cancel button closes the window without printing.

OK
The OK button brings you to the **Report Preview** screen.

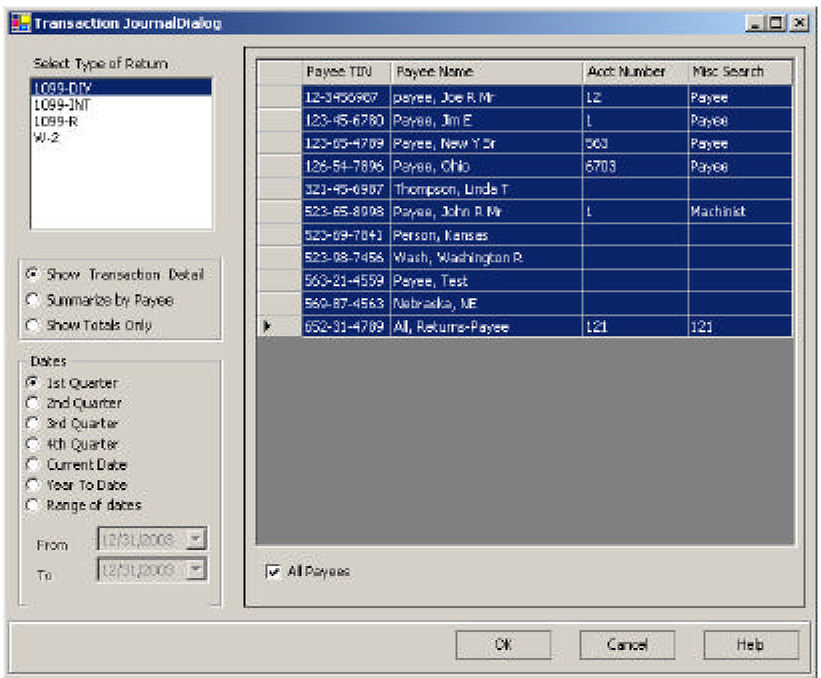
To Print a Transactions Journal

To Print A Transactions Journal

Click on **Transactions** under **Print | Journals**.

Note: A Payer must be selected to print this Journal.

The following dialog box appears:



Fields	Description
Select Type of Return	Select the type of transaction journal to print.
Show Trans Details	Prints all transaction details for the selected return and selected payee.
Summarize by Payee	Prints a summary for the selected return and selected payee.
Show Totals Only	Prints a Transaction Journal with only the total of all transactions displayed.
Dates	Indicate the time period the journal should reflect.
Show Payees ordered by	Select Sort Order for the journal.
Display list	The Payees that will display on the journal.

CHECK BOX

All Payees
Selecting All prints a transactions journal for all Payees who have the selected return.

COMMAND BUTTONS

The following command buttons appear on the Select Returns Journal dialog box:

Help
The Help button displays the Select Returns Journal help window topic.

Cancel
The Cancel button closes the window without printing.

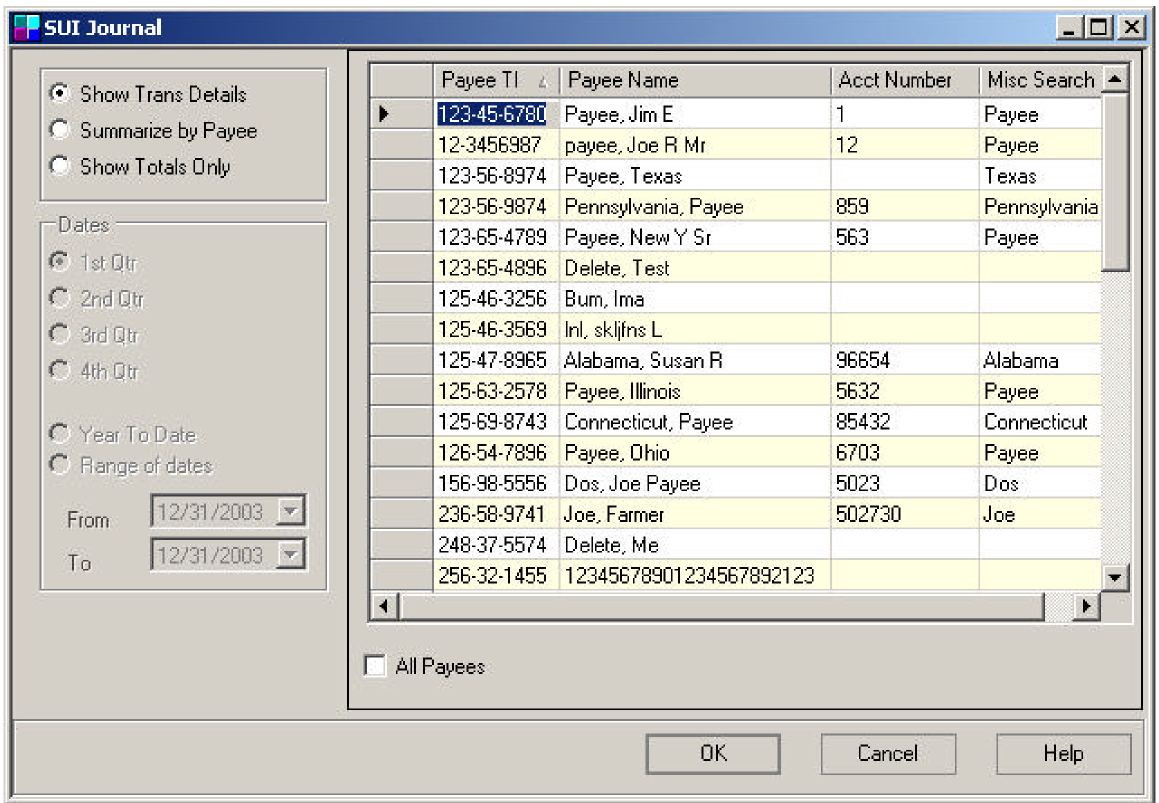
OK
The OK button displays the Report Setup screen.

To Print a SUI Journal

Click **Print | Journals | SUI.**

Note: A Payer must be selected to print this Journal.

The following dialog box appears:



The SUI Journal screen is the same as the Transaction Journal screen except the Select Type of Return list box is not available and you cannot run a report for the current date. Refer to the Print | Journals | Transactions section for more information about the other options available on this screen.

COMMAND BUTTONS

The following command buttons appear on the **Returns Journal** screen:

Help
The Help button displays the Returns Journal help window topic.

Cancel
The Cancel button closes the window without printing.

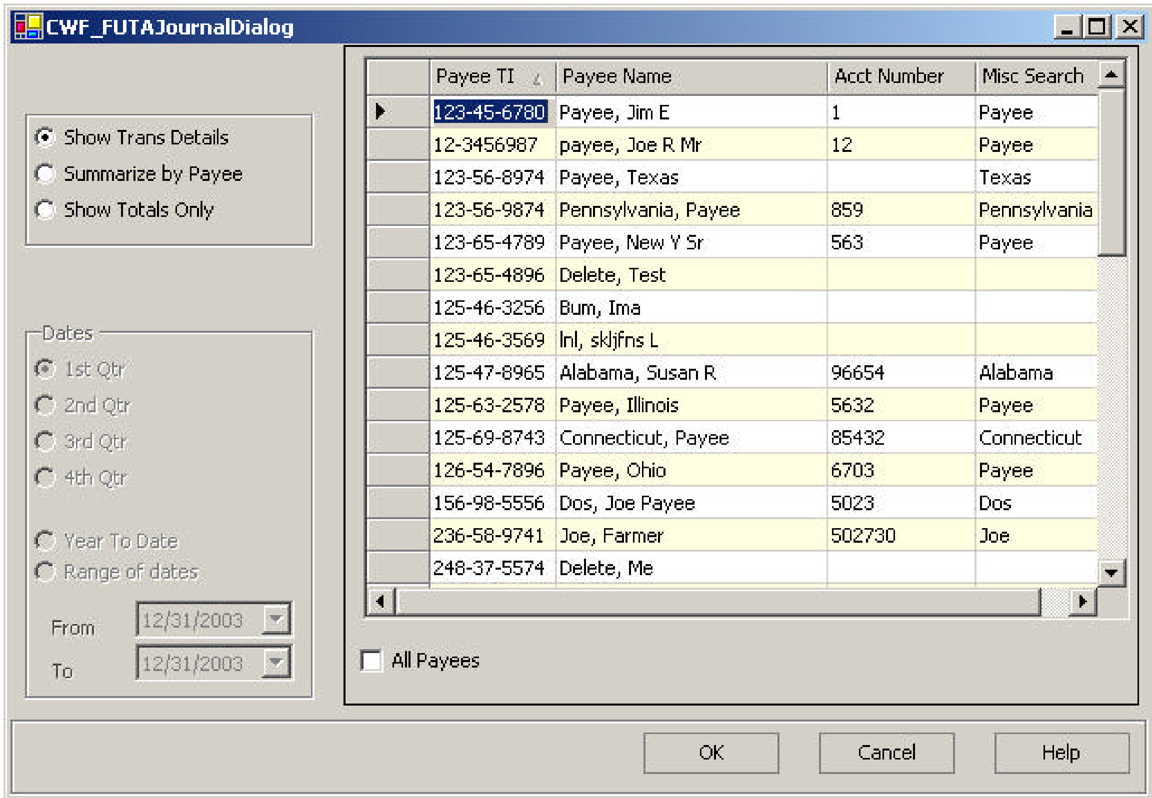
OK
The OK button brings you to the Report Preview screen.

To Print a FUTA Journal

Click **Print | Journals | FUTA**

Note: A Payer must be selected to print this Journal.

The following dialog box appears:



The FUTA Journal screen is the same as the SUI Journal screen.

To Print a ProForma Journal

Click on **PROFORMA** under **PRINT | JOURNALS.** The **ProForma Journal** screen appears.

1. If desired, select a payer group by choosing a group in the **Select a Payer Group** drop-down list box.
2. Choose a Payer(s) from the payer list.
3. The **Return Types** list displays all of the returns saved for the selected payer. You may select multiple return types.
4. Under the **Display** group box, check **All Return Types** to display all the possible return types on the Returns list or check **Payers with payee returns only** to filter the **Payer List** and exclude payers without payee returns.
5. Under the **Print** group box choose either **All Payees** or **Payees Having Return. All Payees** will print a Pro Forma journal for all the payees of a payer. **Payees Having Return** will print a Pro Forma Journal only for those payees who have a return of the type highlighted.
6. Click **OK** to preview the **ProForma Journal.** The **Report Preview** screen appears.
7. Click the **PRINT** button to print the ProForma Journal.

COMMAND BUTTONS

The following Command buttons appear on the **ProForma Journal** screen:

Help

The help button displays the ProForma Journal help window topic.

Cancel

The Cancel button closes the ProForma screen without printing.

OK

The OK button brings you to the Report Preview screen.

Chapter 7

Magnetic Media Menu

The options available on the Magnetic Media menu are: **Federal Magnetic Media**, **State Magnetic Media**, and **Magnetic Media Submitter Information**.

The Federal Magnetic Media and State Magnetic Media options are dimmed until the Federal Magnetic Media or the State Magnetic Media authorization code is entered and accepted.

The **SSA Submitter Form** (for W-2 forms) or the **IRS Transmitter Form** (for 1099 forms) will automatically open the first time either of the magnetic media options is selected.

Federal Magnetic Media for W-2

1. Select **FEDERAL MAGNETIC MEDIA | W-2** from the **MAGNETIC MEDIA** menu.
2. A confirmation screen will appear. Click **YES** to continue with process, or click **NO** if the Amount is not entered.
3. The Select Payer screen displays all Payers that have saved W-2 returns.
4. Highlight a Payer(s) or Payer Group from the list.
5. Select the Diskette Drive or Hard Drive where you want the Magnetic Media file to be created.
6. Verify the printer settings are correct and the printer is ready to print. After the returns are created and saved on disk, WinFiler Plus will automatically print the Transmittal forms you need to send with the Magnetic Media. You can click the **Printer Setup** button to change printer settings.
7. If this is a resubmittal, check the **W-2 resubmittal** checkbox and enter the **Resubmittal ID number**.
8. Click the **Create** button to create the magnetic media file and save it to diskette or the hard drive. The program will ask you if you want to determine the number of disks you will need. Follow the directions on the screen.

COMMAND BUTTONS

The following Command buttons appear on the **Federal Magnetic Media – Select Payer – W-2** screen:

Printer Setup

The Printer Setup button opens the standard Windows Printer Setup dialog box.

Help

The help button displays the Federal Magnetic Media help window topic.

Cancel

The Cancel button closes the Federal Magnetic Media screen without creating the file.

Create

The Create button creates the magnetic media file then initiates the process of generating the appropriate forms and reports.

Federal Magnetic Media for 1099

1. Click **FEDERAL MAGNETIC MEDIA | 1099** from the **MAGNETIC MEDIA** menu.
2. The Select Payer screen displays all Payers that have saved 1099 returns.
3. Highlight a Payer(s) or Payer Group from the list.
4. Select the Diskette Drive or Hard Drive where you want the Magnetic Media file to be created.
5. Verify the printer settings are correct and the printer is ready to print. After the returns are created and saved on disk, WinFiler Plus will automatically print the Transmittal forms you need to send with the Magnetic Media. You can click the **Printer Setup** button to change printer settings.
6. If this is a replacement file, check the **Replacement File** checkbox, select how the original file was sent (Magnetically or Electronically), and enter the **Replacement Alpha Char**.
7. Enter the **Transmitter Media Number**, if applicable.
8. Click the **Create** button to create the magnetic media file and save it to diskette or the hard drive. The

program will ask you if you want to determine the number of disks you will need. Follow the directions on the screen.

9. Once the magnetic media file is created, an informational message will display giving you the option to print the information for your records formerly printed on the Form 4802, which is no longer required by the IRS. Click **YES** if you would like to print the information or **NO** if you do not want it to print.
10. Complete paper form 4804 Transmittal of Information Returns Reported Magnetically/Electronically. This form automatically prints when you create 1099 returns for Magnetic Media. WinFiler Plus automatically fills the fields but you still need to sign the form.

HINT:

To select more than one payer, hold down the **CTRL** key and click all the payers you wish to be included. After clicking the **Create** button a message will appear asking you to select the return types for each payer individually.

COMMAND BUTTONS

The following Command buttons appear on the **Federal Magnetic Media – Select Payer – 1099** screen:

Printer Setup

The Printer Setup button opens the standard Windows Printer Setup dialog box.

Help

The help button displays the Federal Magnetic Media help window topic.

Cancel

The Cancel button closes the Federal Magnetic Media screen without creating the file.

Create

The Create button creates the magnetic media file then initiates the process of generating the appropriate forms and reports.

State Magnetic Media for W-2

1. Select **STATE MAGNETIC MEDIA | W-2** from the **MAGNETIC MEDIA** menu. Select the state from the list.
2. A confirmation screen will appear. Click **YES** to continue with process, or click **NO** if the Amount is not entered.
3. The Select Payer screen displays all Payers that have saved W-2 returns for the selected state.
4. Highlight a Payer(s) or Payer Group from the list.
5. Select either **By Return State/ID** or **All Returns** from the State Selection box.
   - By Return State/ID displays Payers having Payees with entries in the State field of the State and Local section of the W-2 corresponding to the selected state.
   - All Returns displays all Payers having Payees with W-2 forms.
6. Select the Diskette Drive or Hard Drive where you want the Magnetic Media file to be created.
7. Verify the printer settings are correct and the printer is ready to print. After the returns are created and saved on disk, WinFiler Plus will automatically print the Transmittal forms you need to send with the Magnetic Media. You can click the **Printer Setup** button to change printer settings.
8. If this is a resubmittal, check the **W-2 resubmittal** checkbox and enter the **Resubmittal ID number**.
9. Click the **Create** button to create the magnetic media file and save it to diskette or the hard drive. The program will ask you if you want to determine the number of disks you will need. Follow the directions on the screen.

COMMAND BUTTONS

The following Command buttons appear on the **State Magnetic Media – Select Payer – W-2** screen:

Printer Setup

The Printer Setup button opens the standard Windows Printer Setup dialog box.

Help

The help button displays the State Magnetic Media help window topic.

Cancel

The Cancel button closes the State Magnetic Media screen without creating the file.

Create

The Create button creates the magnetic media file then initiates the process of generating the appropriate forms and reports.

State Magnetic Media for 1099

1. Click **STATE MAGNETIC MEDIA | 1099** from the **MAGNETIC MEDIA** menu. Select the state from the list.
2. The Select Payer screen displays all Payers that have saved 1099 returns.
3. Highlight a Payer(s) or Payer Group from the list.
4. Select either **By Payee State**, **By Return State/ID** or **All Returns** from the State Selection box.
   - **By Payee State** displays Payers having Payees with an entry for the selected state in the State field of the Payee screen and a Form 1099 series return.
   - **By Return State/ID** displays Payers having Payees with entries in the State field of the State and Local section of the 1099 corresponding to the selected state.
   - **All Returns** displays all Payers having Payees with 1099 forms.
5. Select the Diskette Drive or Hard Drive where you want the Magnetic Media file to be created.
6. Verify the printer settings are correct and the printer is ready to print. After the returns are created and saved on disk, WinFiler Plus will automatically print the Transmittal forms you need to send with the Magnetic Media. You can click the **Printer Setup** button to change printer settings.
7. If this is a replacement file, check the **Replacement File** checkbox, select how the original file was sent (Magnetically or Electronically), and enter the **Replacement Alpha Char**.
8. Enter the **Transmitter Media Number**, if applicable.
9. Click the **Create** button to create the magnetic media file and save it to diskette or the hard drive. The program will ask you if you want to determine the number of disks you will need. Follow the directions on the screen.
10. Complete paper form 4804 Transmittal of Information Returns Reported Magnetically/Electronically. This form automatically prints when you create 1099 returns for Magnetic Media. WinFiler Plus automatically fills the fields but you still need to sign the form.

HINT:

To select more than one payer, hold down the **CTRL** key and click all the payers you wish to be included. After clicking the **Create** button a message will appear asking you to select the return types for each payer individually.

COMMAND BUTTONS

The following Command buttons appear on the **State Magnetic Media – Select Payer – 1099** screen:

Printer Setup

The Printer Setup button opens the standard Windows Printer Setup dialog box.

Help

The help button displays the State Magnetic Media help window topic.

Cancel

The Cancel button closes the State Magnetic Media screen without creating the file.

Create

The Create button creates the magnetic media file then initiates the process of generating the appropriate forms and reports.

Magnetic Media Submitter Information for W-2

1. Click **MAGNETIC MEDIA SUBMITTER INFORMATION | W-2** from the **MAGNETIC MEDIA** menu.
2. The SSA Submitter Form appears.
3. The Submitter EIN is the only required field on the form but it is recommended to complete as much information as you can.
4. Click **OK** when you have entered all of the appropriate information.

COMMAND BUTTONS

The following Command buttons appear on the **SSA Submitter Form** screen:

Help

The help button displays the SSA Submitter Form help window topic.

Cancel

The Cancel button closes the SSA Submitter Form screen without saving your information.

OK

The OK button saves your Submitter information and closes the screen.

Magnetic Media Submitter Information for 1099

1. Click **MAGNETIC MEDIA SUBMITTER INFORMATION | 1099** from the **MAGNETIC MEDIA** menu.
2. The IRS Transmitter Form appears.
3. The Transmitter TIN is the only required field on the form but it is recommended to complete as much information as you can.
4. Click **OK** when you have entered all of the appropriate information.

COMMAND BUTTONS

The following Command buttons appear on the **IRS Transmitter Form** screen:

Help

The help button displays the IRS Transmitter Form help window topic.

Cancel

The Cancel button closes the IRS Transmitter Form screen without saving your information.

OK

The OK button saves your Submitter information and closes the screen.

Chapter 8

Express Services Menu

The options available on the Express Services menu are: **About Express Services Online, Pricing and Deadlines Online, Account Setup, Send Returns, Status,** and **Unconfirmed/Unpaid Returns.**

About Express Services Online

Click this option to access Express Service's website at: http://www.greatland.com/GreatlandProducts/WinFiler/ExpressServices/index.asp.

Pricing and Deadlines Online

Click this option to access Express Service's pricing website at: http://www.greatland.com/GreatlandProducts/WinFiler/ExpressServices/Pricing.asp

Account Setup

Introduction:

Use the WinFiler Express Services - Account Setup window to enter the information required to establish an account and to send the information to the WinFiler Express Services system via the Internet. It is recommended for support reasons that all fields are completed.

An account must be established before the WinFiler Express Services system can accept returns for processing.

The phrase "Account Setup IS Complete" is displayed in the upper right hand corner of the Express Services – Account Setup window when an account has been successfully established.

Please remember the Password entry. If you write down the Password, please store in a safe location.

The User ID, Password and Re-enter Password fields are not accessible on the WinFiler Express Services – Account Setup window after successfully establishing an account.

Privacy Policy Button:

Click the Privacy Policy button to review the Express Services Privacy Policy.

Send Button:

Click the Send button to establish an Internet connection with the WinFiler Express Services system and send the Account Setup information.

An Account Setup Completed message is displayed after successfully completing the process. The Account Setup information is saved after being successfully sent to the WinFiler Express Services system.

The phrase "Account Setup is Complete" is displayed in the upper right hand corner of the Express Services – Account Setup window after an account has been successfully sent to the WinFiler Express Services system.

Cancel Button

Click the Cancel button to close Express Services – Account Setup.

Change User ID/Password Button:

Click the Change User ID/Password button to update your User ID and/or Password. The button is only available after successfully establishing an account.

You must enter the Old Password in order to update either the User ID or Password.

You may update both the User ID and Password or either the User ID or the Password.

Each return that has been sent to the WinFiler Express Services system using the Old User ID/Old Password remains associated with the New User ID/New Password.

Send Returns

Introduction:

Use the WinFiler Express Services – Send Returns window to review the Payers selected for processing and to send the returns to the WinFiler Express Services system. You will receive a Total Cost for your order and can then either Accept or Decline the order.

Send Button:

Click the Send button to initiate an Internet connection with the WinFiler Express Services system, send the returns and receive a Total Cost for the order.

Sending the returns may take several minutes, depending upon the number of returns sent to WinFiler Express Services and other traffic on the server.

You will then either Accept or Decline the order. Credit card information is entered and sent to the WinFiler Express Services system after Accepting an order.

Cancel Button:

Click the Cancel button to close the window. The returns have not been sent to the WinFiler Express Services system. You may reselect and send the returns at a later time.

Note: Please see the Express Services - Form Data Requirements section of Help for information on completing returns for WinFiler Express Services processing. This information is also useful if you need to update returns due to receiving the Send Returns – Error 3 message.

Status

Introduction:

Use the WinFiler Express Services – Status window to review the status of orders successfully sent to the WinFiler Express Services system, update the status of orders currently being processed and to view a report containing information on each return included in the order and the order status. Orders successfully sent to the WinFiler Express Services system are included in the Order List.

Find by:

Use the Find By field to search the selected column for the closest match. The selection bar is moved to row in the table with the closest match.

Order Status:

The Order Status column displays the most recent status applied to the order. The following statuses may appear in the column:

INVOICE PENDING: The order has been sent to the WinFiler Express Services system but has not been confirmed. Please select the Unconfirmed/Unpaid Returns option on the Express Services menu. Select the Accept button to accept processing of the order. Select the Decline button to decline processing of the order. Your selection is sent to the WinFiler Express Services system via an Internet connection.

PENDING PAYMENT: The order has been confirmed and credit card payment has been sent to the WinFiler Express Services system. The credit card payment is being processed by the system.

INVOICE BILLED: The order has been confirmed and credit card payment has been sent to the WinFiler Express Services system. The credit card payment has been sent for approval.

INVOICE PAID: The credit card payment has been accepted by the credit card processing organization. The WinFiler Express Services system begins processing the returns included in the order.

CREDIT CARD DECLINED: The credit card payment has been declined by the credit card processing organization. Please select the Unconfirmed/Unpaid Returns option on the Express Services menu. Select the Accept button to re-enter the credit card payment information and send to the WinFiler Express Services system via an Internet connection.

DECLINED PAYMENT: Processing of the order has been declined by the customer. The WinFiler Express Services system has concluded processing for the order.

The Decline button was selected on either the WinFiler Express Services – Confirmation window or the WinFiler Express Services – Unconfirmed/Unpaid Returns window.

NO BATCH: The order does not exist on the WinFiler Express Services system.

The WinFiler Express Services system has concluded processing for the order.

The returns in the order were either never successfully received by the system or have been removed from the system.

E-File Status:

The E-File Status column displays the most recent status applied to the order for e-file processing. The column will only contain an entry when the Print and Mail Payee Copy, E-File Federal Copy service or E-File Federal Copy Only service was selected. The Service Selection column would display Mail Payee, E-File Fed or E-File Fed.

The following statuses may appear in the column:

E-FILING COMPLETE: The returns have been e-filed to the Federal government. The WinFiler Express Services system is awaiting an acknowledgement from the Federal government.

EFILE ACCEPTED: The Federal government has returned an Accepted acknowledgement. The WinFiler Express Services system has concluded E-File processing for the order.

EFILE REJECTED: The Federal government has returned a Rejected acknowledgement. The WinFiler Express Services system has concluded E-File processing for the order.

The returns must be re-filed with the Federal government. Correct the error(s) on the returns included in the order. Please review the SSA publication (MMREF-1) when e-filing Form W-2. Please review the IRS Publication 1220 when e-filing the Form 1099 Series.

Select the E-File Federal Copy only service selection when resending the returns.

Print Status:

The Print Status column displays the most recent status applied to the order for print and mail processing. The column will only contain an entry when the Print and Mail Payee Copy, E-File Federal Copy service or Print and Mail Payee Copy Only service was selected. The Service Selection column would display Mail Payee, E-File Fed or Mail Payee.

The following statuses may appear in the column:

RECIPIENT PRINTING COMPLETE: The returns in the order have been printed.

RECIPIENT MAILING COMPLETE: The returns in the order have been mailed to the Payees. The WinFiler Express Services system has concluded Print processing for the order.

Select/Unselect an Order:

Click the check box next to the row in the list for an order or double click the row in the list for an order.

Use the Select All/Deselect All button to select/unselect all rows in the list.

Update Status Button:

Click the Update Status button to establish an Internet connection with the WinFiler Express Services system and download the statuses that have been applied to the selected order.

It is important to update the status of orders that have not completed WinFiler Express Services processing for the selected service.

Report Button:

Click the Report button to display a report containing information for each of the selected orders.

Cancel Button:

Click the Cancel button to close the window.

Unconfirmed/Unpaid Returns

Introduction:

Use the Express Services – Unconfirmed/Unpaid Returns window to review orders sent to the WinFiler Express Services system for processing that have not been confirmed or have a rejected credit card payment.

Confirm the status of the order by selecting either the Accept or Decline button.

Orders successfully sent to the WinFiler Express Services system are included in the Order list.

Find by:

Use the Find by field to search the selected column for the closest match. The selection bar is moved to row in the table with the closest match.

Select/Unselect an Order:

Click the check box next to the row in the list for an order or double click the row in the list for an order.

Use the Select All/Deselect All button to select/unselect all rows in the list.

Order Detail Button:

Click the Order Detail button to view information on the Payers that are included in the order.

Accept Button:

Click the Accept button to authorize the processing of the returns by the WinFiler Express Services system and to enter your credit card payment information.

Decline Button:

Click the Decline button to cancel the WinFiler Express Services processing of returns in your order.

Clicking the Decline button initiates an Internet connection to the WinFiler Express Services system. The Status of the order is updated at WinFiler Express Services and the returns are removed from the system.

It is important to perform this step if you wish to cancel the order. Declining the order allows you to resend the returns in the order at a later date.

Cancel Button:

Click the Cancel button to close the window.

Chapter 9

Utilities Menu

The options available on the Utilities menu are: **Zero Returns, Delete Returns,** and **Delete Payees with No Returns**.

Zero Returns

To Zero Returns

Click on **ZERO RETURNS** from the **UTILITIES MENU**.

The Zero Returns screen appears.

1. Highlight payer(s) in the **Payer List** or select a Payer Group from the **Select A Payer Group** drop-down list box.
2. Highlight the return type(s) in the **Return Types** list.
3. Click **OK**. This will zero the return types you selected for the Payer you selected.

COMMAND BUTTONS

The following command buttons appear on the **Zero Returns** screen:

Help

The Help button displays the Zero Returns window help topic.

Cancel

The Cancel button closes the Zero Returns screen without zeroing returns.

OK

The OK button zeroes the highlighted return type(s) for the selected payer(s). This option is dimmed until a return is highlighted.

Delete Returns

To Delete Returns

Click on **DELETE RETURNS** from the **UTILITIES MENU**.

The Delete Returns screen appears.

1. Highlight payer(s) in the **Payer List** or select a Payer Group from the **Select A Payer Group** drop-down list box.
2. Highlight the return type(s) in the **Return Types** list.
3. Click **OK**. This will delete the return types you selected for the Payer you selected.

COMMAND BUTTONS

The following command buttons appear on the **Delete Returns** screen:

Help

The Help button displays the Delete Returns window help topic.

Cancel

The Cancel button closes the Delete Returns screen without deleting any returns.

OK

The OK button deletes the highlighted return type(s) for the selected payer(s). This option is dimmed until a return is highlighted.

Delete Payees With No Returns

To Delete Payees With No Returns

Note: This function MUST be performed BEFORE deleting returns.

Click on **DELETE PAYEES WITH NO RETURNS** from the Utilities Menu.

The Delete Payees With No Returns screen appears.

1. Select a Payer in the **Payer List** to display associated Payees with No Returns in the **Payees without Returns** list.
2. All payees without returns are highlighted by default. You can select or de-select individual payees to delete by using the Ctrl and Shift keys.
3. Click **OK** to delete all highlighted payees without returns for the highlighted payer(s).

COMMAND BUTTONS

The Command buttons for the **Delete Payees With No Returns** screen are:

Help

The Help button displays the Delete Payees with No Returns help topic.

Cancel

The Cancel button closes the window without deleting any payees.

OK

The OK button deletes all highlighted payees without returns for the highlighted payer(s). This option is dimmed if the highlighted Payer has no Payees without returns.

Appendix A

Laser Module

The Laser Module has been designed to work together with WinFiler and WinFiler Plus. It will generate the following forms and fill in the blanks on the forms simultaneously.

- ? State/Local/File Copies of 1098's, 1099's, 5498's,
- ? W-2's, W-2G's, W-2C's, and W-3C's
- ? Recipient Copies of 1098's, 1099's, 5498's, W-2's,
- ? W-2G's, W-2C's, and W-3C's.
- ? Form 940, 940EZ, 941, 941-B, 941-C, 943, and 945.

To use the Laser Module for Forms 940, 940EZ, 941, 941B, 941C, 943, and 945 you must also have WinFiler Plus. Additionally, you must have a laser printer.

Installation

Before you may print laser generated forms, the Laser Module must be installed on you hard drive in the same subdirectory as your existing WinFiler Plus program. The Laser Module is installed during the WinFiler Plus or WinFiler Plus installation. You are prompted for a Laser Authorization Code. You may contact Technical Support at 1-920-339-3200 to purchase and receive your authorization code.

Printing Laser Generated Forms

Laser forms are printed "transparently" using WinFiler Plus. The form and data are printed at the same time. If the Laser Module has been properly installed, you will be able to select Laser Generated on the **PRINT | W-2 FORMS** OR **1099 FORMS** "Select Returns" screen. The process for printing laser generated forms is very similar to printing other types of forms.

How To Decide Which Forms To Print

The Laser Module will produce Recipient/State/File Copies of forms 1098, 1099, 5498, W-2G, W-2, W-2C, and W-3C. **The federal government will not accept laser-generated copies of these forms**. This means that federal copies must be printed on preprinted forms that are printed in red (OCR dropout) ink. Therefore, the Laser Module can be used to only produce Recipient/State/File Copies of the supported forms.

Federal Copies (Copy A)

Federal Copies (Copy A) of all supported forms MUST be printed on red(OCR dropout) ink preprinted forms. Forms for use in a laser printer that match these specifications may be purchased from GREATLAND Corporation. If you choose or are required to file you information returns on Magnetic Media, DO NOT file Copy A's or Transmittal Forms 1096 or W-3. You may purchase Federal and State Magnetic Media Module from GREATLAND Corporation. Therefore, no preprinted forms are required if you use both the Laser Module and the Magnetic Media Module.

Recipient/State/File Copies

Recipient/State/File copies of the supported forms will be laser generated onto blank paper or blank perforated paper.The State/Local/File copies of the supported forms are printed in the same manner as are the Copy A's, except that they are laser generated. That is, each form on a page is for a different recipient. Forms 1098 (except 1099-R), 5498, and W-2G will have one, two or three recipients per page. Only one type of copy will be printed at a time. For example, with Form 1099-MISC, if a file copy and a state copy are required, you should print the following:

A "stack" of Copy C's for the Payer's file copy

A "stack" of Copy 1's for the State copy.

Each of these "stacks" are complete sets of form 1099-MISC for the current payer. One stack should be sent to the State Tax department and one kept for the payer. Neither of these "stacks" require any collation or separation, thus they may be printed on non-perforated blank paper.

The Recipient copies of the supported forms are printed to make filing easier. Before we explain our solution, consider the problem. On "normal" continuous feed forms each form is used for a different recipient. When the printer prints a Copy A, it is also filling out the other copies behind Copy A. When your print job is finished, the continuous forms must be separated into the different copies. However, this is made easier by the fact that the recipient copies are grouped together. If you were to print laser forms like continuous forms are printed, a clumsy situation would occur. On a laser printer, each copy would have it's own stack. Each of the recipient copies would have to be printed on perforated paper so the individual forms could be separated. This would require a lot of hard work. **Our solution**: The Laser Module can print all recipient copies on the same page along with the required recipient instructions, in most cases. This will require much less effort to file.

Although the Laser Module can print recipient copies as described above (the "clumsy" situation), we recommend printing all recipient copies on the same page. This will be done on perforated sheets. In order to fully explain this method of printing recipient copies, two examples will be presented: Form 1099-MISC & Form W-2.

Form 1099-MISC may be printed with Copies B, 2 and Instructions on the same page. Select the Copy B & 2 & Instr choice from the forms menu.

Form W-2 may be printed in a "3-up" or "4-up" style where all the recipient copies are on one page and the instructions are preprinted on the back of the blank perforated paper for 3-up only. This format can be used unless a local copy for recipient is also needed.

Printing A Single Page Of Instructions

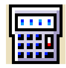
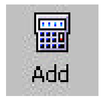
If you are printing a format of forms that does not include instructions, you must supply the recipient with separate instructions, by selecting the form instruction choice on the print forms menu and choosing how many copies you wish. These instructions may be copied and supplied to the recipient.

Blank Perforated Paper

Perforated paper may be purchased in several formats. Perforated paper should only be purchased for recipient copies. The State/Local/File copies do not need to be separated, so it is not necessary to print on perforated paper. For information on prices and sizes, call our Sales Department to order a catalog.

Appendix B

Setting Up User Defined Calculations

1. Open the W-2 Return for the Payee
2. Click on Setup Calcs. (Ctrl-E) 
3. Click the Add Calculation button. 

In the Enter Calculations section, an information field will be automatically created and a calculation ID number will be assigned. Enter the calculation name and then use the tab key to move to the formula field. You will use the amount type code look up list section to learn the appropriate amount type Ids. Use these to, create your formula (Ex. R1, Social Security Wages + R2, Social Security Tips) Once completed, you can assign this formula to the Amount Type highlighted in the Match The Calculation To The Field section amount type.

Calculations are composed of constants, mathematical operators, amount type fields, and logical functions. Each of these is explained below.

Constants are simply numbers that do not change; therefore they are "constant". For example, given the calculation 250 * 0.545 * R1 the "250" and "0.545 are both constants. Constants may be specified with up to 18 digits. Each of the following are valid constants.

100 0.05 111222333444.55 0.112233445566 -3.33

Amount type fields correspond to the "cells" of a spreadsheet. These cells contain numbers that may be used in calculations. Following this explanation is a list of valid amount type fields that may be used. These amount type numbers are preceded by an "R" for Return Record.

Consider the following examples:

Cell Name	References
R3	Gross Regular from Return record
R14	State Wages from Return record
R32	Misc Deduction one from Return record

Amount ID	Amount Type Names
R1	Social Security Wages
R2	Social Security Tips
R3	Gross Regular
R4	Social Security Withheld
R5	Federal Income Tax Withheld
R6	CostofGrpTermLifeInsOver50,000
R7	UncollectedSS on Tips
R8	Advanced Earned Income Credit
R9	Allocated Tips
R10	Benefits Included in Box 1
R11	Deferred Compensation
R12	State One Taxes Withheld
R13	Gross Overtime
R14	State One Wages
R16	Locality One Taxes Withheld
R17	Locality One Wages

R22	Dependant Care Benefits
R23	NonTaxable Sick Pay
R24	TaxOnExcessGoldenParachutePmts
R25	NonTaxEmployeeBusinessExpense
R26	Nonqual Sec 457 Def Comp
R28	Nonqual NonSec 457 Def Comp
R29	Other Compensation
R30	Gross Tips
R32	Misc Deduction One
R33	Misc Deduction Two
R34	Misc Deduction Three
R35	Misc Deduction Four
R36	Misc Deduction Five
R37	Hours
R38	Weeks
R39	Net Pay
R40	Misc Amount Not Ded from Net
R41	State One Unempl Ins Wages
R42	State Two Unemployment Ins Wages
R45	State Two Wages
R46	State Two Tax Withheld
R48	Locality Two Wages
R49	Locality Two Tax Withheld
R60	Medicare Withheld
R61	Medicare Wages
R62	Medicare Tips
R63	Uncollected MedicareTaxOnTips
R64	UncollSSTaxOnLifeInsOvr50,000
R65	UncollMCTaxOnLifeInsOver50,000
R66	Excludable Moving Expenses
R67	Military Qtrs and Subsist Allow
R68	Employer MSA Contribution
R69	Employer Adoption Expense

Logical functions give the calculations the ability to make "decisions".

The "IF" functions is available for use in calculations and is used as follows:

@IF([condition to evaluate],[true answer],[false answer])

The **[condition to evaluate]** is evaluated to determine if it is "true" or "false". If the condition is "true," then the **[true answer]** is the result. If the condition is "false," then the **[false answer]** is the answer. This allows decisions to be based on values that are contained in amount types. The **[condition to evaluate]** is usually composed of two expressions separated by a logical operator.

The **[true answer]** and **[false answer]** are expressions that result in a number.

IF functions may be nested as many deep as necessary. Study the examples below for ideas on how these IF functions mat be used.

The following operators may be used in calculations:

>	Greater Than	>=	Greater Than or Equal To
<	Less Than	<=	Less Than or Equal To

=	Equal To	#AND#	Logical AND
<>	Not Equal To	#OR#	Logical OR
+	Addition	/	Division
-	Subtraction	#DN#	Integer Division
*	Multiplication	#MOD#	Integer Modulo

The following calculations are assumed to be used for **Misc Deductions one**.
Therefore, the answer derived from these calculations would be automatically entered into the **Misc Deducts 1** field.

Example	Answer
500+100	600.00
where R3=4000.00 R3*0.05	200.00
where R3=4000.00 R3*(5/100)	200.00
@IF(4>3,10.00,1.0)	10.00
where R3=1000.00 @IF(R3>5000,R3*(5/100),R3*(1/100))	10.00
where R3=9000.00 @IF(R3>5000,R3*(5/100),R3*(1/100))	450.00
where R3=1000.00 where R37=40.00 @IF((R3/4).(4.5*R37),100, -100)	100.00

Note: Equation to calculate the employee portion of SUI or SDI (example for CA, NJ, etc.) for a state wage maximum of $9000.00 at a 5% rate (example based on gross regular only):
@IF (9000-R3)>0,R3,9000)*.05

This is not intended to be an exhaustive explanation of the use of mathematical and logical expressions. These calculations are functionally identical to the calculations used by most major spreadsheet programs available. Therefore, for further questions, refer to the documentation for a major spreadsheet program.

The amount type **Misc Amount Not Ded From Net** will hold the result of calculations so that further steps may be performed. For example, this amount type may be used to enter a combined SDI/SUI deduction (NJ/CA) so that the split may be calculated by miscellaneous deductions. **Misc Amount Not Ded From Net** will print on the journals but will not affect any other reports or forms.

Appendix C

Frequently Asked Questions

1. **Can I add Payees one right after the other?**
   Yes. When you are entering payees from the **Payee** window, you can click the **Add** button. You can enter payees one after the other until you are finished.

2. **How do I select Amount Types?**
   Form W-2: We have pre-selected a set of common amount types for Form W-2. If you need to add another amount type, you can do so by clicking the **Amount Types** button on the W-2 Return Window. It has a picture of a dollar sign. The Amount Types window will open. Use this window to add or remove amount types. You can also change the order of the amount types to customize your data entry window.

   Forms 1099: Amount types for Forms 1099 are automatically selected.

3. **Can I change the Payee List to show only those payees that have a particular return?**
   Yes. Click the Filter for Return Type button. Only those payees with the return listed in the Current Return Type drop down list will be displayed. If no payees have the return listed, none will be displayed. To turn the filter off, click the **Show All Payees** button.

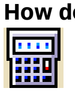
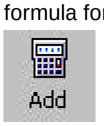
4. **Is there a way you can enter default (repeated) information for data entry?**
   Yes. You can enter default information for payees and returns. Click the **Defaults** button on any of the windows. The Defaults window will open. Enter the default information and click OK. Any record added after that will have the default information automatically entered.

5. **Can I copy returns?**
   Yes. Use the **Copy** button on the Return window.

6. **Do I have to enter hyphens for EINs or SSNs?**
   NO. Hyphens are automatically inserted for you. On the Payee window, you can click a button that designates the ID as either an EIN or SSN. The default is SSN.

7. **Can I use the [Enter] button instead of [Tab] to advance to the next field?**
   Yes. Click **Settings | Options ? Printing/Data Entry**. Select the option to use the [Enter] key to move between fields.

8. **What is the difference between the Save button and the OK button?**
   The **OK** button saves the record and closes the window you are working on. The **Save** button saves the record but doesn't close the window. You might use the Save button if you are in the middle of entering a record and need to get up and do something else. It saves your work.

9. **How do I use the Set calculations option for W-2?**
    By using the Set Calculation button you can modify any amount type formula. To create and alternate formula for one of the amount types, highlight the amount type name from the list on the bottom right.
   

   By clicking the Add Calculation button from the top right of the screen, an information field will be automatically created and a calculation ID number will be assigned. Enter a calculation name and then use the tab key to move to the formula field. Here you will use the appropriate amount type indicators to create your formula. (Ex. R1 + R2) Once completed, you can assign this formula to the amount type by clicking and dragging that formula to your **highlighted** amount type.

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