

**1099-Etc  
with  
AMS Payroll,  
Forms Filer Plus and  
E-Filer**

**Electronic Manual**

**Tax Year 2015**

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### 1.0 Introduction

1099-Etc is a database management system that consists of five main modules. These five main modules are as follows:

#### W-2/1099 Forms Filer

Prepares and prints IRS/SSA Information Returns (1099s, W-2, 1096, W-3, W-2C, W-3C, 1042S, 8922 plus the Puerto Rico W-2, R-3, 480-6A, 480-6B and 480-5). All 1099 forms are supported: 1099-A, -B, -C, -CAP, -DIV, -G, -INT -K, -LTC, -MISC, -OID, -PATR, -Q, -R, -S, -SA, 1098, 1098-C, 1098-E, 1098-T, 3921, 3922, 5498, 5498-ESA, 5498-SA and W-2G.

##### Note:

During the year, forms can be updated or added. AMS will update/add forms as the new specifications become available.

#### AMS Payroll

This module prepares payroll on an after-the-fact or (Live) basis. **AMS Payroll** provides for easy entry and printing of payroll data throughout the year. Payroll transactions for each employee can be entered each pay period or summarized each month or quarter. **AMS Payroll** allows for check numbers, check dates, gross pay, federal and state income tax, unemployment tax withholdings and other user-defined deductions, such as 401k plans, SDI and other payroll deductions. This module generates quarterly unemployment returns that can be filed for most of the states. It also prepares the 940, 941, 941-B, 943, 944, Quarterly Household Employee worksheet (formerly Form 942), and annual 1040 Schedule H. The 94x forms can also be E-Filed via a third-party vendor. At year-end, the data is transferred to the **W-2/1099 Forms Filer**. Quarterly magnetic filing is supported for many states.

##### Note:

The 1099-Etc program supports all State Unemployment forms and most State Withholding forms.

#### Forms Filer Plus

This module is a forms filler for a wide range of payroll related forms that are not supported by the **W-2/1099 Forms Filer**. Forms supported include the 940, 940-A, 941, 941-B, 943, 944, 945, I-9, W-9, W-4, SS-4, 941-X and most of the same state wage forms that are supported by **AMS Payroll**. **Forms Filer Plus** differs from **AMS Payroll** in that the information is entered directly on the forms, whereas **AMS Payroll** creates the forms automatically based on payroll transactions.

##### Note:

The 1099-Etc program supports all State Unemployment forms. We also support State Withholding forms for most states.

#### E-File

This module has two options, **E-File Direct** or **E-File Services**. See below for a brief explanation of both options.

##### E-File Direct

This module uses the data entered in the **W-2/1099 Forms Filer** to prepare electronic files for 1099s, W-2s, 1042Ss, Puerto Rico W-2s, or Time Extension filings for 1099s. The resulting electronic file can then be uploaded to the Reporting Agency via their upload instructions. **E-File Direct** also creates the state W-2 electronic files.

##### E-File Services

**E-File Services** will electronically file your W-2, W-2C, 1042S and 1099 forms to the IRS/SSA through a third-party vendor. **E-File Services** retrieves the data in the **W-2/1099 Forms Filer** and creates batch files for submission. **E-File Services** has multiple options available including print/mail the recipient copies.

##### Note:

The 94x forms can be sent to a third-party vendor for e-filing through **AMS Payroll**.

#### ACA Filer

The ACA tab is used to enter specific information regarding the ACA Filer. There are 2 forms (along with their transmittals) that are supported for ACA filing, the 1095-B and the 1095-C.

#### 1042-S Filer

Beginning for the Tax Year 2016, the 1042-S form will be moved into its own module due to the complexity of the form. A Module charge will apply. More information will be released at a later date.

### 1.1 Registration

When installing the 1099-Etc for the first time each tax year, you will be prompted to print the Registration Form. Please take a moment to complete and fill out the Registration Form. While we may already have most of the information on file, there is some additional information that is essential for determining who should be notified when updates are available. This also gives us a chance to verify accuracy of the information already on file. You may also register online at [www.1099-etc.com](http://www.1099-etc.com).

### 1.2 Program Support

The **1099-Etc** program provides the following resources for information regarding the program.

- Electronic Manual (provides basic information regarding the program).
- Reference Guide (a detailed guide regarding the program which uses links to navigate through the various topics).
- Help Files (accessed throughout the program by hitting the F1 button or selecting **Help** from the menu bars).
- Frequently Asked Questions (used to search for answers to common questions).

Advanced Micro Solutions provides free technical support to registered users. (The e-mail address, fax and phone numbers are displayed on the menus for each module).

Technical support can be reached using the following methods:

<b>Fax</b>	(800) 578-1780
<b>Chat</b>	<a href="http://www.1099-etc.com">www.1099-etc.com</a>
<b>E-mail</b>	<a href="mailto:support@1099-etc.com">support@1099-etc.com</a>
<b>Phone</b>	(405) 340-0697

We recommend checking our website, [www.1099-etc.com](http://www.1099-etc.com), for help regarding any questions. Our website offers “Live” Chat and a Frequently Asked Questions section. Then fax or e-mail any unresolved questions to our technical support.

### 1.3 Updates

All updates are available on our website, [www.1099-etc.com](http://www.1099-etc.com), or from within the 1099-Etc Software (**Main Menu>Utilities>Program System Utilities>Download Update from Internet**). Updates are inclusive of all changes.

#### Notes:

A valid internet connection is required to download the updates from our website. In certain situations, Security Settings, Firewalls, Proxy servers, etc., may not allow the program to connect to the internet.

The 1099-Etc software can automatically check for new updates when the program is opened. This feature can be enabled when installing the program or it can be enabled at any time (**Main Menu>Utilities>Program System Utilities>Change Checking Web for Updates Setting**).

### 1.4 Update Notifications

All update notifications (both Major and Minor) will be sent via E-Mail only. All registered customers (who have placed their orders prior to mid-December) will receive notification (via email) when the fourth quarter update (late December) is available.

A **Major** update is one that may affect all users.

#### Note:

The program can automatically check for Major updates. To enable, select this sequence of commands from the **Main Menu; Utilities>Program System Utilities>Change Checking Web for Updates Setting**.

A **Minor** update is one that will affect a particular subset of users (usually by state).

#### Notes:

All registered customers (who have placed their orders prior to mid-December) will receive notification (via email) when the fourth quarter update (late December) is available.

Customers may request the update on CD; however, there is an additional fee for this service. Please keep in mind that shipping times during the holiday season can take 5-10 days or longer. Customers that must have a CD should contact AMS to order the update on CD.

## 2.0 Setup

### 2.1 System Requirements

The 1099-Etc software is designed for personal computers running Windows Vista or higher and will also run on most local area networks. The minimum requirements are:

1. Windows Vista or higher
3. Up to 65MB of free hard disk space (depending on installed options).
4. Screen Resolution: 1024 X 768
5. Valid Internet Connection (for Updates and the E-Filer)

The software supports Windows compatible printers (virtually all brands and models of laser printers and dot-matrix printers). However, for faster printing, we recommend HP LaserJet printers.

#### Note:

As a result of changing to a PDF printing method and the poor quality of PDF documents printed to a dot-matrix printer, support for dot-matrix printing has ended.

### 2.2 First Time Installation for the Tax Year

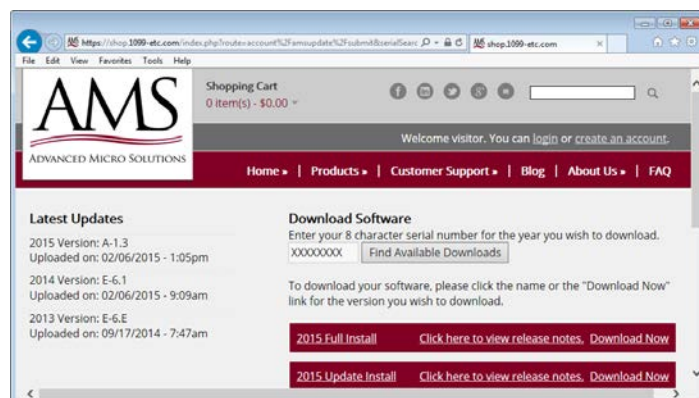
You can install the program either by CD or Web Download. It is much faster to install via the Web Download as the shipping times for the CD can be 5-7 business days.

#### 2.2.1 Web Download

Once the order is processed, an email will be sent to the email address that was included with the order. This email will contain a receipt for your purchase, the new serial number and key code for the tax year and a link to download/install the program.

Click the download link in the email. After entering the Serial Number for the Tax Year that you need to download, the screen to the right will display.

When installing for the first time for this tax year, click **Full Install**.



#### Notes:

**Full Install** is used for installing the program for the first time on any computer.

**Update Install** is used if the program is already installed.

At this point, your internet browser will take over and prompt you to **Run** or **Save** the file. If available, select **Run**. Internet Explorer will display the following at the bottom of the webpage.

#### Note:

The installation process will vary depending on the browser that you use to download. If using FireFox or Chrome, the installation file will be saved. Once saved, you will need to double-click on the saved file to begin the installation.



#### Notes:

Selecting **Run** will automatically start the installation process once the file is downloaded.

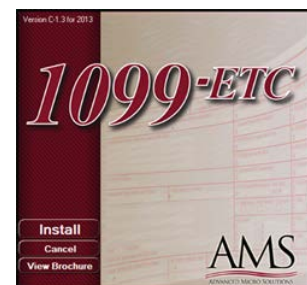
Selecting **Save** requires the user to find the saved file and open it to start the installation process. Some browsers, such as Firefox and/or Google Chrome will automatically save the file. In such cases you will need to determine the default location for the browser's saved downloads. See [Installation](#) to continue.

### 2.2.2 CD

It will take 5-7 business for you to receive a CD (First Class Shipping). Once the CD arrives, remove it from the packaging and place the CD in the CD-ROM drive. If the computer supports autoplay, the CD will automatically display a screen where Install can be selected and the installation will begin.

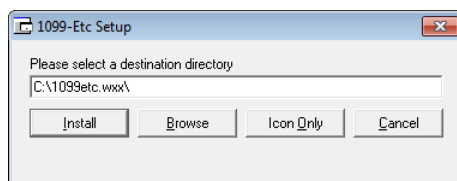
#### **Note:**

If the setup program does not begin automatically, click Start, then select Run. A box will appear requesting the name of the program you wish to run. In the box, type X:setup and click **OK** or press [enter]. (Replace the X with the letter of your CD-ROM drive. For example, D:setup; E:setup; etc.) This pertains to DVD drives as well.



### 2.2.3 Installation

When the installation begins, a destination directory for the program will need to be designated. Note the "C" at the beginning of the destination directory. The "C" can be changed, if needed, to install the program to a different drive. (Experienced users may wish to change the destination directory as well.)



You are offered four choices on the *1099-Etc Setup* screen:

#### **Install**

Installs the program and copies the program files to the destination directory.

#### **Browse**

Allows selection of the destination directory by navigation.

#### **Icon Only**

Adds an Icon Only (also referred to as a shortcut). This sets up an icon in Windows to access a copy of the program already installed on a file server or another machine on a local area network.

#### **Cancel**

Click *Cancel* if for some reason you do not wish to run Setup at this time.

#### **Some notes on installation:**

When the installation is complete, the program will ask if prior year data should be Transferred. Answering **Yes** will cause the program to scan for a previously installed version of 1099-Etc. If a previous version is found, the program will display the Prior Program year's directory information as well as the current year's directory information. To transfer All Payers, click the **Transfer** button and this will transfer all Payer and Employee Setup information to the new program. Selecting **Selected Payer Only** will provide a Payer Selection Box so only certain payers can be tagged for transfer. No annual data is transferred.

#### **Some notes on network installations:**

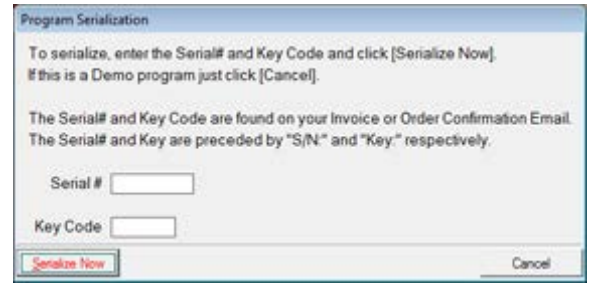
This program is network-ready. There is no need to purchase a special license or different version of the program. You may install the program a number of ways. The program and data can both be stored on the server, or if desired you may install a copy of the program on each workstation and store only the data on the file server. If you decide to install both program and data on the server, you may run setup on each workstation and choose the *Icon Only* option from the destination directory screen. This will only install an icon on the workstation and allow you to specify the location of the program files. Each user who accesses the program must have full read/write permission on both the program and working directories.

### 2.3 Serialization

The first time you run 1099-Etc, you will be asked to serialize the program.

The program *must* be serialized in order to enable all of the features purchased. If you have not yet purchased the program and are using the Demo, click **Cancel**.

The Serial Number and Key Code can be found in the E-Mail that was sent when the order was processed or on the invoice included with your CD-ROM. This information is also printed on the mailing label of the container in which the CD-ROM was shipped. Enter these *exactly* as they appear and click **Serialize Now**. If the information is not entered correctly, you will receive an error message. If this happens, just retype the information and click **Serialize Now** again.



#### Note:

If you add an option to the existing program you will need to reserialize the program with the new Serial Number and Key Code that is provided after the option is purchased. To reserialize the program, from the Main Menu, select **Utilities>Program System Utilities>Serialize Program (requires Serial Number and Key Code)**.

#### Some notes on removable media:

With the increasing popularity of removable storage media such as Zip Drives, Jaz Drives, LS-120 drives, and Sy-Quest removable hard drives, many of our users have had questions regarding these types of storage. **AMS does not recommend storing your data on diskettes. In certain situations, on some systems, problems will occur if the data is stored on diskettes. Also, diskettes and removable media of any kind are prone to failure. Our recommendation is that you *only* use these to backup your data and for transferring data from one machine to another.**

#### Note:

When restoring data from a CD, all files will be marked as Read-Only. In order to access the restored data, the Read-Only attribute of each of the restored files will need to be manually removed.

**No matter how you store your data, back it up frequently!**

#### Notes regarding Form updates:

AMS updates forms as soon as we are notified of the new form specifications (and the forms are approved by the government agencies).

### 3.0 General Information

The various 1099-Etc program modules and functions can be accessed from the 1099-Etc Main Menu. The 1099-Etc Main Menu also contains information that the user may find useful, such as, Serial Number, Version number, Changes to the program, links to Important Info, Printing/Viewing the Electronic Manual, and Technical Support contact information (Contact Us).



**Note:**

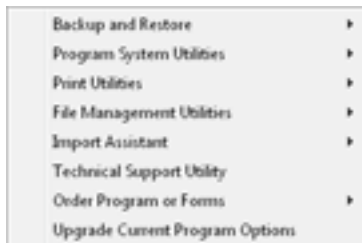
Various Speed Buttons and Shortcut keys are available on the Main Menu. Please refer to the Help Files for more information on these features.

### 3.1 Module

The Module menu item allows the user to select the module to work with. The *Modules* included are the [W-2/1099 Forms Filer](#), [AMS Payroll](#), [Forms Filer Plus](#), [E-Filer](#) and the [ACA Filer](#). Please refer to the following for more information regarding each of the modules:

### 3.2 Utilities

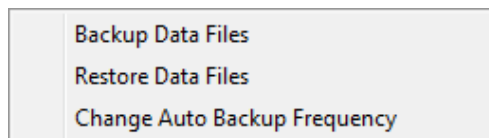
*Utilities* is used to perform various functions as shown below:



Following is a brief description of each of these *Utilities*.

#### 3.2.1 Backup and Restore

**Backup Data Files** will backup data files to diskette, Zip disc or other drive/media while **Restore Data Files** will restore the Payers that have been backed up using the 1099-Etc Backup option. Change Auto Backup Frequency is used to change how often the program automatically prompts to back up a payer.



**Note:** 1099-Etc does not support CDs for Backup/Restore.



### 3.2.2 Program System Utilities

Program System Utilities allows the user to perform various functions as shown below. Following is a brief description of each utility.

#### 3.2.2.1 Download Update from Internet

Once connected to the Internet through an Internet Service Provider, this option will download the current version of the program using the Download Manager.

#### 3.2.2.2 Serialize Program (requires Key Code)

This item allows entry of the Serial Number and Key Code assigned to your copy of the software. It can also be used to update the Serial Number and Key Code when new features are added to an existing installation. The Serial Number and Key Code can be found on the Invoice or the Mailing Label that came with the 1099-Etc program.

#### 3.2.2.3 Adjust System Variables (Max Payers, Payees, etc.)

This menu item adjusts some global preferences for the program. Use with AMS Technical Support Only.

#### 3.2.2.4 Browse/Edit User/Preparer/3<sup>rd</sup> Party Designee File

This option can be used to Maintain/Edit the User/Preparer/3rd Party Designee information.

#### Note:

When you exit the Browse User/Preparer/3rd Party Designee option, the program will terminate regardless of changes.

#### 3.2.2.5 Change Checking Web for Updates Setting

This menu item allows the user to Enable/Disable the program from automatically checking the website for updates. If enabled, the program will check for updates when the program is accessed, as long as a valid Internet connection is available.

#### 3.2.2.6 Uninstall Program

This menu item uninstalls the 1099-Etc program. It has the ability to delete only the Program files or to delete All files (Program and Payer/Data files) associated with the 1099-Etc Program. **It is recommended that a backup be done first.**

#### 3.2.2.7 Create/Edit LOGO for Client Letters

This menu item allows the user to create or edit a LOGO for their Client Letters. This includes the ability to add a LOGO image. The image formats include; .bmp, .jpg, .ico, and .wmf.

#### 3.2.2.8 Edit Client Letter Templates

This menu item allows the user to edit the client letters. This includes changing the Font size and style as well as editing or adding the users own dialogue.

#### 3.2.2.9 Transfer Data from prior program year

This menu item transfers Payer and Employee data from the prior program year. Ordinarily, the data transfer would be done during setup. This option transfers data *after* the setup in the event that the transfer was not performed or was unsuccessful.

#### 3.2.2.10 Change Users Work Directory

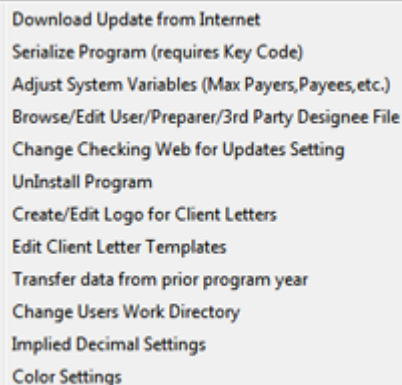
Change Users Work Directory will allow the user to access payers stored on another drive and/or directory. Once selected, this will become the default work directory on the Select Payer screen.

#### 3.2.2.11 . Implied Decimal Settings

Selecting this option causes the program to assume that all dollar amounts entered should have two decimal places.

#### 3.2.2.12 Color Settings

This command allows the user to change the colors of the Input Screens and Dialogs (Background, text and edit fields).



A screenshot of a software menu titled "Utilities". The menu items listed are: "Download Update from Internet", "Serialize Program (requires Key Code)", "Adjust System Variables (Max Payers, Payees, etc.)", "Browse/Edit User/Preparer/3rd Party Designee File", "Change Checking Web for Updates Setting", "Uninstall Program", "Create/Edit Logo for Client Letters", "Edit Client Letter Templates", "Transfer data from prior program year", "Change Users Work Directory", "Implied Decimal Settings", and "Color Settings". A small right-pointing arrow is visible at the bottom right of the menu box.

### 3.2.3 Print Utilities

*Print Utilities* is used to print various 1099-Etc reports.

Print Client Billing Invoice/Statement
Print Payer List/Mailing Labels w/ or w/o EIN
Print Payers w/ EIN/Name/Address fragment
Print Count of ALL 1099-Etc Forms in Use
View/Print Saved Print Output Files

Following is a brief description of each Print Utility.

#### 3.2.3.1 Print Client Billing Invoice/Statement

Prints invoices/statements for selected clients.

#### 3.2.3.2 Print Payer List/Mailing Labels w/ or w/o EIN

This menu item prints a Payer list as well as standard mailing labels for all payers. For dot-matrix printers use 1-up, 3-1/2" x 15/16" mailing labels. The following labels are supported:

1-wide Label	Height = 15/16"	Width = 3.5"	
2-wide Label	Height = 1.00"	Width = 4.00"	20 per page (2 across, 10 down)
3-wide Label	Height = 1.00"	Width = 2.63"	30 per page (3 across, 10 down)

The program also supports printing the mailing label on a standard #10 envelope.

**Note:**

As a result of changing to a PDF printing method and the poor quality of PDF documents printed to a dot-matrix printer, support for dot-matrix printing has ended.

#### 3.2.3.3 Print Payers w/EIN/Name/Address Fragment

Searches all payers and prints a list of matches after a partial or full EIN, Payer Name, or address fragment has been entered.

#### 3.2.3.4 Print Count of ALL 1099-Etc Forms in Use

Prints the list of form types in use for each tagged payer and the number of recipient records in the form file.

#### 3.2.3.5 View/Print Saved Print Output Files

Select to view/print any printer output that has been saved as a PCL or PDF file.

### 3.2.4 File Management Utilities

*File Management Utilities* are used to perform various functions and should not be done without AMS Technical Support.

Technical Support Utility
Find Duplicate SSNs or Recipients by Name/Address/SSN
Copy AMS Payroll files: Year-to-Year for current program
Reset Annual Discard Flag for selected forms and payers

Following is a brief description of each File Management Utility.

#### 3.2.4.1 Technical Support Utility

This is used with AMS Technical Support only.

#### 3.2.4.2 Find Duplicate SSNs or Recipient by Name/Address/SSN

Searches all tagged payers for Duplicate SSNs or Recipients that appear more than once in the tagged payer(s).

#### 3.2.4.3 Copy AMS Payroll files: Year-to-Year for current program

Use with AMS Technical Support assistance only.




#### 3.2.4.4 Reset Annual Discard Flag for selected forms and payers

When data is transferred, normally the annual data from the previous year is discarded. If selected, this feature will transfer the previous year's annual data. We recommend that this is used only with AMS Technical Support assistance.

### 3.2.5 Import Assistant

The *Import Assistant* extracts data from several different file formats and converts it to a special type of text file that can be imported into the [W-2/1099 Forms Filer](#) or into [AMS Payroll](#). Following is a brief description of these Import options.

Import from a Tab Delimited Text File
Import from a Comma Delimited Text File
Import from a Columnar Report File
Import from Form Print File
Import from Yearli/Newport Wave CSV File
Import from Excel using Tab delimited File
Import from Excel via Clipboard
Import from dBase DBF File
Import W-2s from QB 2006+
Import from a QB 1099 Print File
Import from Federal 1099 MAG File
Import from Federal W-2 MAG File
Import Utilities 

#### 3.2.5.1 Import from a Tab Delimited Text File

This option will create an import file from a Tab Delimited Text file; for example, an Excel® spreadsheet can be saved as a Tab Delimited Text File. See [View/Print Import Field Names](#) for additional information.

#### 3.2.5.2 Import from a Comma Delimited Text File

This option will create an import file from a Comma Delimited Text File; for example, an Excel® spreadsheet can be saved as a Comma Delimited Text File.

#### 3.2.5.3 Import from a Columnar Report File

This option will create an import file from a Columnar Report File; for example, an ASCII PRN File.

#### 3.2.5.4 Import from Form Print File

In some cases, data can be imported from a printout of 1099 or W-2 forms. This is done by directing the output to a disk file rather than a printer

#### 3.2.5.5 Import from Yearli/Newport Wave CSV File

This import will import W-2 or 1099 data from Yearli or Newport Wave software. First a CSV file will be created from that software. The CSV file can be imported into the W-2/1099 Forms Filer.

#### 3.2.5.6 Import from Excel using Tab delimited Text File

This option will create an import file from a Tab Delimited Text file; for example, an Excel® spreadsheet can be saved as a Tab Delimited Text File. See [View/Print Import Field Names](#) for additional information.

#### 3.2.5.7 Import from Excel via Clipboard

This option imports data from Excel that has been copied to the Clipboard. See [View/Print Import Field Names](#) for additional information.

#### 3.2.5.8 Import from dBase DBF File

This option will create an import file from a Lotus® WK1 or dbase® III DBF file.

#### 3.2.5.9 Import W-2s from QuickBooks 2006+

This import feature allows you to create a W-2 print file from QuickBooks (2006+) and then import that file in the 1099-Etc program. For more information see Importing QuickBooks W-2 Print Files in the Help File.

#### 3.2.5.10 Import from a QB 1099 Print File

A Quickbooks® Print File for 1099's can be imported by creating a 1099 Print File in the Quickbooks program by directing the output to a Generic/Text Only Printer. This will print the forms to a file rather than a printer.

#### 3.2.5.11 Import from Federal 1099 MAG File

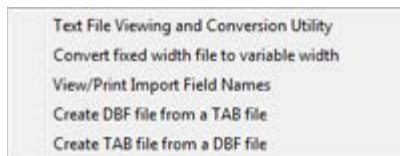
This option will create an import file from a 1099 Electronic file.

#### 3.2.5.12 Import from Federal W-2 MAG File

This option will create an import file from a W-2 Electronic file (EFW2) format only.

### 3.2.5.13 Import Utilities

Import Utilities include Text File Viewing and Conversion, Convert Fixed width file to variable width, View/Print Import Field names, Create DBF file from a TAB file and Create TAB file from DBF file.



### 3.2.5.14 Text File Viewing and Conversion Utility

Text files contain printer control codes that make processing these files difficult; for example, Tab Characters <Tab>, Form Feed Characters <FF>, and Line Feed characters <LF> that are not matched with a Carriage Return <CR>. This utility will convert these characters so that the file becomes a simple text file that the Import Assistant program can use.

### 3.2.5.15 Convert fixed width file to variable width

For files that have a fixed record length (width) but the records do not end with carriage return/linefeed (CR/LF), this menu item will convert the file so that it can be read by the Import Assistant.

### 3.2.5.16 View/Print Import Field Names

This will print a list of field names for the various W-2/1099 forms. For AMS Payroll Field Names, open AMS Payroll and select *Options>Import & Export Options>Print list of field names for select AMS Payroll file types*.

### 3.2.5.17 Create DBF file from a TAB file

This command creates a DBF file from a TAB file. In most cases this will be used with AMS Technical Support assistance.

### 3.2.5.18 Create a TAB file from a DBF file

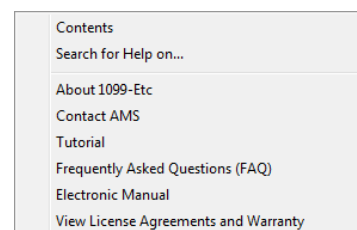
It will create a TAB file from a DBF file. In most cases this will be used with AMS Technical Support assistance.

## 3.2.6 Order Program or Forms

This Utility can be used to order the 1099-Etc software via the web (connects to our website) and/or prints the order form to fax or mail. Also provides the ability to connect to Nelco to order Forms.

## 3.3 Help

Help is used to access various information along with providing Search and Instructional information regarding the 1099-Etc program.



### 3.3.1 Contents/Search for Help On

The first two selections of the Help menu item is used to access the 1099-Etc program Help files for additional information.

### 3.3.2 About 1099-Etc

About 1099-Etc displays information regarding the 1099-Etc program that may be helpful, for example, Serial Number and Version, Program and Working Directory, as well as providing links to E-Mail Support and to the 1099-Etc website. This information is especially useful, in some cases, for Technical Support.

### 3.3.3 Contact AMS

This menu item provides contact information for various resources for the 1099-Etc program.

### 3.3.4 Tutorial

The Tutorial launches a Tutorial Help file that is provided with the 1099-Etc program. The Tutorial is especially useful to new users as it gives a basic "tour" of the various modules.

### 3.3.5 Frequently Asked Questions (FAQ)

The Frequently Asked Questions section is provided to allow the user to search for answers to commonly asked questions.

### 3.3.6 Electronic Manual

This is used to Print/View the Electronic Manual. This Manual provides basic information regarding the 1099-Etc program.

### 3.3.7 View License Agreement and Warranty

This menu item allows the user to view the License Agreement and the Warranty information for the 1099-Etc program.

### 3.4 Select User

The User Code is used for several reasons, including:

1. Each Payer has different information (3rd Party Designee PIN, Name, etc.).
2. Payer/Clients are segregated by user so that each user needs a different Working Directory.
3. Settings (such as report settings or the default payer) are different for each user.

**Note:**

If no Users are setup, the program uses the default User, SYS.

### 3.5 View Changes

This menu item allows the User to review the latest changes and improvements to the 1099-Etc program as well as review the history of the changes and improvements by Version Number.

### 3.6 Print/View Manual

This will Print/View the Manual. This Manual provides basic information regarding the 1099-Etc program.

**Note:**

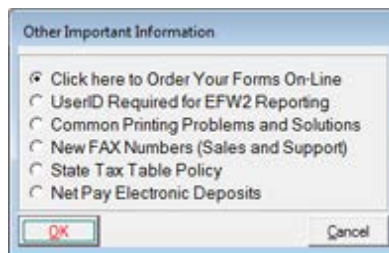
For detailed information or detailed instructions, please refer to the Help files.

### 3.7 Contact Us

Technical Support contact methods via phone, fax and/or email.

### 3.8 Other Important Information

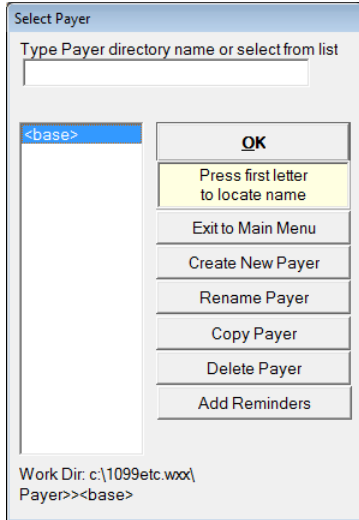
This displays links to information that the user may find helpful such as, Ordering Forms On-Line, State Tax Table Policy and NetPay Electronic Deposits.



### 4.0 Create and Manage Payers

Each option of the 1099-Etc program uses payer directories (folders) to store information about that company.

When first entering the program, no payers exist and the screen at the right is displayed. This is the Select Payer screen. A <base> payer will be displayed on this screen.



#### Notes:

The <base> payer should not be used to store working data. It should only be used to store default information such as [User Defined Fields](#) and [Preferences](#) in *AMS Payroll*.

The Sample Payer will also be displayed if it was installed during the program setup.

#### 4.1 Select Payer

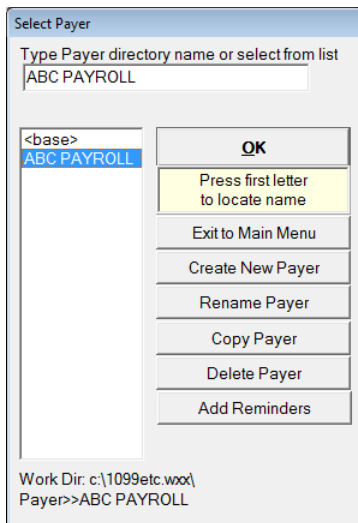
Once Payers have been created, the Payer directory names will be displayed in alphanumeric order on the *Select Payer* screen.

To select a payer to work with, highlight the payer and click **OK**.

#### Note:

You can also type the name of the Payer in the search box and the program will automatically jump to that payer.

If more than twenty payers exist, the list will scroll so other payers can be selected. Typing the first letter of the payer name will jump the highlight to the first Payer in the list whose name starts with that letter.



### 4.2 Create New Payer

When the Create New Payer button is clicked, the program will ask for the new Payer directory name. The Payer Directory name can be up to 255 characters.



The name entered here will only be displayed on the Select Payer screen. This payer identifier should be something that can be easily remembered so it will be easy to find this client in the future. Once the identifier has been typed in, click OK or press [Enter]. The full payer name and other payer information can be entered after the payer has been created.

#### **Just a tip:**

It is often confusing to name files with numbers. Most people find it easier to keep track of their files by using a directory name similar to the payer name.

### 4.3 Rename Payer

*Rename Payer* allows the user to rename a selected Payer.

### 4.4 Copy Payer

Copy Payer allows the user to copy a Payer's information into a new or existing Payer.

**Note:** If copied to an existing payer, the existing payer's data will be lost. AMS recommends that you backup your data prior to using this command.

### 4.5 Delete Payer

The program will prompt for deletion of the current payer. Answering "Yes" will delete this payer. Once a payer has been deleted, there is no way to un-delete it. AMS recommends a backup be done prior to deleting any payer.

**\*\*There is no Un-Delete\*\***

## 5.0 W-2/1099 Forms Filer

Assuming W-2/1099 Forms Filer was selected from the Main Menu, once the Payer is selected from the Select Payer screen, the W-2/1099 Forms Filer will be displayed.

This screen will display the work directory, the selected payer and the last form used. Printer refers to the last print mode used and the Device refers to the printer that will be used.

At the top of the Forms Menu is a menu bar:

To choose an option, click on it, press the underlined letter itself, or press the underlined letter while holding down the Alt key. (For example: [Alt-P] to select the Payer menu, [Alt-F] to select Form.)

**Note:** On some systems, the underlined letter will not be displayed until the Alt key is pressed.

### 5.1 Selecting a Form

If the desired form is shown on the Form line (W-2 in the above example) then click **Input**. Otherwise, click **Form** and select the desired form. As you can see in the illustration below, the forms are grouped together by form type.

Highlight the desired form type and a list of available forms will display. For example, if W-2/W-3 Forms is highlighted the following list will display:

A (●) beside the form name indicates that this form contains some previously entered information and if the form name is enclosed in brackets, "<>", the form is not available at this time. The transmittal forms, associated with the form types, are located at the bottom of the list.

The Form Entry Screen will be displayed and the program is now ready to receive input.

## 5.2 Data Entry

The Form Entry Screen is shown below.

The screenshot shows the 'Form Entry Screen' window. At the top, the menu bar includes: Print, Align, Options, Utilities, Transfer, Defaults, Browse, Help, Form, Quit. Below the menu bar, the title bar says 'Form Entry Screen'. The main area is divided into several sections:

- Control Number:** 22222
- Employee's social security number:** 444-44-4444
- Employer identification number:** 12-1234567
- Control number:** 444-44-4444
- Wages, tips, other comp.:** 23724.00
- Federal income tax withheld:** 2668.64
- Social security wages:** 23726.00
- Social security tax withheld:** 1004.64
- Medicare wages and tips:** 23726.00
- Medicare tax withheld:** 346.84
- Social security tips:** 0.00
- Allocated tips:** 0.00
- Dependent care benefits:** 0.00
- Nonqualified plans:** 0.00
- See instructions for box 12:** 1196.00
- Employee's first name & initial:** CONNIE
- Last name:** BARNES
- Address:** P. O. BOX 11211, OKLAHOMA CITY, OK 73127
- State:** OK
- City:** OKLAHOMA CITY
- State wages, tips, etc.:** 23724.00
- State income tax:** 676.00
- Local wages, tips, etc.:** 0.00
- Local income tax:** 0.00
- Unemployment compensation:** 0.00
- Unemployment tax:** 0.00

At the bottom, there are buttons: Next, Record 1/8, Add Record, Calc, Check On, Reset, Out, and Tag.

### 5.2.1 Moving from Field to Field

Notice that the top line of the screen displays **Control Number** and that the cursor is in the **Control Number** field. The message on the top line changes as the cursor is moved from one field to another. To cause the cursor to move to another field, either press [Enter] (which will move the cursor logically within a group) or click on the desired field. The arrow keys, the [Tab] key, or the [Home] and [End] keys may also be used to move the cursor.

### 5.2.2 Defaults

This option allows entry of default values to be used on the form and allows you to choose which fields will be printed on the Table and Worksheet reports. Upon clicking this option, you will get 4 different options, **Edit Default Record**, **Select Fields that are Edited**, **Select Fields to Print on Forms** and **Select Fields to Print in Table or Worksheet**.

#### Notes:

Adding a default value will not update existing records. In order to update existing records use the **Utilities>Merge Default Record into Database** command after exiting the Default Record.

Do not enter Payer information in the Default Editor

Each form type for each payer has its own default fields. Defaults do not apply to all payers or to all form types. However, the Table Report, Print and Edit settings apply to this form type for all payers.

The field controls are automatically displayed on the Default Editor screen in **blue** at the upper right corner of the screen. If the control is disabled, the control would be displayed in lower case, if enabled, the control will display in upper case. For example:

The screenshot shows the 'Form Entry Screen' window with the title bar 'Form Entry Screen'. The menu bar includes: Print, Align, Options, Utilities, Transfer, Defaults, Browse, Help, Form, Quit. Below the menu bar, the title bar says 'Form Entry Screen'. The main area is divided into several sections:

- Control Number:** 22222
- Employee's social security number:** 444-44-4444
- Employer identification number:** 12-1234567
- Control number:** 444-44-4444
- Wages, tips, other comp.:** 23724.00
- Federal income tax withheld:** 2668.64
- Social security wages:** 23726.00
- Social security tax withheld:** 1004.64
- Medicare wages and tips:** 23726.00
- Medicare tax withheld:** 346.84
- Social security tips:** 0.00
- Allocated tips:** 0.00
- Dependent care benefits:** 0.00
- Nonqualified plans:** 0.00
- See instructions for box 12:** 1196.00
- Employee's first name & initial:** CONNIE
- Last name:** BARNES
- Address:** P. O. BOX 11211, OKLAHOMA CITY, OK 73127
- State:** OK
- City:** OKLAHOMA CITY
- State wages, tips, etc.:** 23724.00
- State income tax:** 676.00
- Local wages, tips, etc.:** 0.00
- Local income tax:** 0.00
- Unemployment compensation:** 0.00
- Unemployment tax:** 0.00

At the bottom, there are buttons: Next, Record 1/8, Add Record, Calc, Check On, Reset, Out, and Tag.



#### 5.2.2.1 Edit Default Record

When selected, a screen similar to the Form Entry Screen appears, but at the top left of the screen a message appears reading "**\*\* Default Record \*\***". To change a default value for a field, just enter a new value into the field on the screen. The value will now be automatically entered each time you add a new record.

**Note:**

Adding a default value will not update existing records. In order to update existing records use the *Utilities>Merge Default Record into Database* command after exiting the Default Record.

#### 5.2.2.2 Select Fields that are Edited

This control toggles the edit status of a field. This field can still be entered using the Tab key, arrow keys, or the mouse.

**Yes**

When selected, while in Input, the field can entered by pressing [Enter].

**No**

When selected, while in Input, the field will be skipped when pressing [Enter].

#### 5.2.2.3 Select Fields to Print on Forms

This controls whether or not the field will print on the form. This can be used for assigning an OAN for sorting purposes, but not printing the OAN on the form.

**Yes**

When selected, the field data will print on the form.

**No**

When selected, the field data will NOT print on the form even if there is a value in that field.

**Tiny**

This forces the field to use a smaller font when printing forms.

**Trim**

The control will delete leading <blank> spaces automatically for the selected field when printing forms.

#### 5.2.2.4 Select Fields to Print in Table or Worksheet

This controls whether or not the field will appear in the Table/Worksheet Reports. A change here will affect the current form type for all payers. Click in the desired field and hit [F6]. To print the field on the Table/Worksheet Report, select Yes from the Print Field in Table control. No will omit the field from printing on the Table/Worksheet Report.

**Yes**

When selected, the field data will print on the Table/Worksheet Reports.

**No**

When selected, the field data will NOT print on the Table/Worksheet Reports even if there is a value in that field.

After defaults have been entered, press [PgDn] to exit the Default Editor and save your changes.



### 5.2.3 Browse

This option allows entry of form values in a spreadsheet format as opposed to the **Forms Entry** screen. To edit a record simply click on the row and Select Edit to edit the employee/payer information or for all other fields click on the field and edit/enter the information.

**Note:**

Please refer to the Help documentation in the 1099-Etc program for additional information.

The screenshot shows a window titled "Forms Entry Browse" with a menu bar (Edit, Find, Utilities, Help, Quit) and a toolbar. Below the menu bar is a status bar that reads "> 1 Wages, Tips and other Compensation". The main area is a spreadsheet with columns: \* X, Name, TIN/SSN, WAGES, FITW, SSWAGES, and SS. The data is as follows:

* X	Name	TIN/SSN	WAGES	FITW	SSWAGES	SS
1	BARNES, CONNIE	444-44-4444	22724.00	2668.64	23920.00	10
2	BROWN, BEN	222-22-2222	20800.00	919.88	20800.00	8
3	BROWN, THOMAS	234-56-7890	31200.00	3940.04	31200.00	13
4	FORD, TARA	555-55-5555	24960.00	966.16	24960.00	10
5	GREEN, DEBERT	333-33-3333	21840.00	1981.20	21840.00	9
6	HARRISON, ANTHONY	111-11-1111	41600.00	2540.20	41600.00	17
7	JONES, KATIE	122-33-4444	27040.00	1174.16	27040.00	11
8	SMITH, JOHN J.	123-12-1234	20384.00	2317.64	20384.00	8

At the bottom of the window is a status bar with buttons: Row 1, Record 1/ 8, Add Record, Calc, Check On, Omit/UnOmit, and Tag/UnTag.

#### 5.2.3.1 Edit

This option allows the payee or the payer information to be edited. The Last Edit can also be canceled or copied.

Edit Payee	F3
Edit Payer	F4
Undo Last Edit (not available)	Ctrl+Z
Copy Undo value to Clipboard	

**Note:**

Please refer to the Help documentation in the 1099-Etc program for additional information.

#### 5.2.3.2 Find

This option searches for either the Payee's Name or the Payee's TIN.

Find Name
Find TIN/SSN

**Note:**

Please refer to the Help documentation in the 1099-Etc program for additional information.

#### 5.2.3.3 Utilities

**Utilities** allow the following:

Omit/UnOmit All Records
Tag/UnTag All Records
Omit All Tagged Records
Tag All Omitted Records
Hide/UnHide Columns
Hide Blank Columns
UnHide All Columns
Hide/UnHide Rows
Delete Records
Insert Blank Record
Sort by Field (temporary)

**Note:**

Please refer to the Help documentation in the 1099-Etc program for additional information.

### 5.2.4 Entering a Proper Recipient TIN and Name

If the recipient's ID number is entered without hyphens, the computer will assume a SSN has been entered and will insert the hyphens automatically. Complete the input by pressing [Enter] and the number will appear in the field on the screen.

### 5.2.5 Check On/Off/Accum

The program will allow any field to be left blank, but in normal operation, it will not allow entry of invalid information. This is the Check On feature. This feature can be toggled to three different settings by clicking the Check On button. Click Check On once and the button will say "Check Accum". Check Accum will cause an amount entered in a numeric field (where data previously existed) to be *added* to the previously entered amount. Click a second time and the button will read "Check Off". In this setting, the program *will not* check to make sure the data entered is valid. Clicking a third time will return the button to the "Check On" setting.

### 5.2.6 Entering the Payer Information

Payer information is only entered once. After it has been entered, it will automatically flow to each form. Changing the payer information on any record will cause it to change for all records. Do not use the *Defaults* Menu item to enter payer information.

### 5.2.7 Entering Dollar Amounts

If Implied Decimal is checked, amounts entered in "Check On" or "Check Accum" will have a decimal point added to them. Therefore, "12345" is taken to be "123.45". If Check is "Off", the same entry is taken as is and will be shown as "12345". If Implied Decimal is unchecked (and Check Mode is not OFF), then a decimal point must be used to indicate the start of the cents. For example: "12345" is taken to be "12345.00" and "1234.5" is taken to be "1234.50".

**Note:**

Access the Implied Decimal setting at [Main Menu>Utilities>Program System Utilities>Implied Decimal Settings](#).

### 5.2.8 Moving to the Next Record to Process

To move to a new record, click Next or press [PgDn]. This displays the next record in the database. If at the last record, the program will create a new record. Payer name and address fields are filled with the information entered in the first record.

### 5.2.9 Adding a New Record

Click Add to add a new record. This may be done from any record in the database. A new record is also added when Next is clicked from the last record. Pressing [Ctrl-PgDn] will display the last record. This new record is automatically saved if you enter any data on the form.

### 5.2.10 Saving Records

When you add a record or change any data in a record, that record will automatically be saved.

### 5.2.11 Calculating Fields

Calc automatically calculates certain fields. This works for W-2, W-2C, W-3C, 1042S, 1099-Div, PR W-2 and PR R-3 forms.

**Note:**

The W-2 form has special calculations available. Refer to the Help files for more information regarding these calculations.

## 5.3 Deleting Entries

First, the records to be deleted can be Omitted. Omitted records still appear on the screen, but are not included in any calculations or transfers. To omit a record, click Omit. The button will now read, "OMITTED" in red letters. This indicates that the current record is omitted. Click OMITTED to Un-Omit the record. The lettering will return to black lower-case, indicating the record is not omitted.

**Tip:**

A range of records can be omitted or un-omitted by using the [Options/Omit or Un-Omit a Range of Records](#) menu item.



After the desired records have been omitted, they can be deleted by using the *Options>Delete Records (Omitted, All, Current) command*.

### 5.3.1 Delete Omitted Records w/Confirmation

This will prompt to verify that each omitted record should be removed from the database.

### 5.3.2 Delete Omitted Records w/o Confirmation

Removes **ALL** omitted records from the database without confirmation.

### 5.3.3 Delete \*ALL\* Records

Removes **ALL** records from the database regardless of the omit status.

### 5.3.4 Delete Current Record Only

Deletes the current record only.

**Once the records have been deleted, they cannot be un-deleted. It is recommended that you back up your data before deleting records.**

## 5.4 Printing

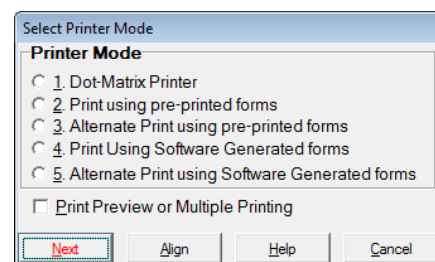
After data entry has been done, the records are ready to be printed.

### 5.4.1 Form

Use this menu item to print forms (pre-printed or software generated). After selecting Form, the program will prompt the user to select a Printer mode and Output Type. Please see the following information regarding the various Printer Modes and their Output Types.

**Note:**

If *Print Preview or Multiple Printing* is checked, the user can view the print output on the screen before printing and/or print multiple copies of the print output.

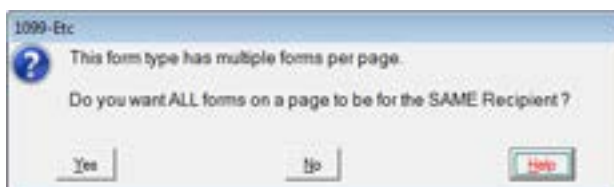


The program supports five Printer Modes and each mode contains various Output Types. After the Printer Mode is selected, the program will prompt for the "Kind of Output". The prompt will vary depending on the Printer Mode and the type of form being printed.

**Note:**

As a result of changing to a PDF printing method and the poor quality of PDF documents printed to a dot-matrix printer, support for dot-matrix printing has ended.

In the case of **Printer Modes 2 or 3 (Print using pre-printed forms)**, the program will ask if the same recipient should be printed on each form per page.



Always select "No" if you are printing payer, state or federal copies. If the preprinted employee forms have different form types on each page (e.g., B/C), select "Yes". If the preprinted forms are identical (e.g., B/B), select "No".

In the case of **Printer Mode 4 or 5 (Print Using Software Generated Forms)**, which allows the forms to print on blank paper (if the Software Generated Forms option has been purchased), the "Select Kind of Output" screen will display to select the format to print. These Output formats vary depending on the form selected. The following screens represent the Output formats available for the 1099-Misc and the W-2 forms.

**\*\*1099-MISC Only:**

Select Kind of Output

☐ **Payer/State Output**  
☐ 2-up Copy C (top,bottom)

☐ **Recipient Output**  
☐ 2-up Copy B, Instructions  
☐ 2-up Copy B, Duplicate Copy B  
☐ 3-up Copy B, Copy 2, Instructions

☐ **Instruction Output**  
☐ Print Instructions on Back side  
☐ Print Instructions on Separate pages  
 Included in 2-up layout  
 (selected via Recipient Output)

Items marked with \* not yet updated

OK Help Cancel

**Note:**

The IRS does not allow the 1099 Copy A form types to be printed on <blank> paper; they must be printed on the red pre-printed forms using Print Modes 2 or 3.

**Payer/State Output**

The Payer/State Output for the 1099-MISC form has only one type of output which is the 2-up Copy C (top, bottom). This Output prints multiple recipients per page.

**Recipient Output**

The Recipient Output will allow the user to select one of the three Output Types. Only one can be selected at a time. This Output prints one Recipient per page.

**Instructions Output**

The Instructions Output will allow the user to print the Instructions on the Back side of the previously printed Recipient forms or to print the Instructions on a Separate page. The same number of pages will print as was printed for the Recipient Output. The page design is determined by the selected Recipient Output.

**\*\*W-2 Only:****Payer/State/Federal Output**

The Payer/State/Federal Output allows the user to select multiple outputs to print. Each type of output will complete before the next begins. For example, if 2-up Copy A and 2-up Copies 1/D are selected, all of the Copy A forms will print followed by all of the Copy 1/D forms. This Output prints multiple Employees per page.

**Employee Output**

Only one output type can be selected. The one exception to this is the 2-up choices for the W-2. In this case, all the "2-up Copy B" forms will print followed by all the "2-up Copy 2" forms. This output will generate one employee per page.

**Instruction Output**

The Instructions Output will allow the user to select to print the Instructions on the Back side of the previously printed Employee forms, or to print the Instructions on a Separate page. The Employee Instructions will print after Employees forms finish printing. The Instructions will then print based on the selected criteria. The same number of pages will print as was printed for the Employee Output. The page design is determined by the selected Employee Output. For example, 2-up W-2 implies 2-up Instructions (1 Employee per page), etc.

After selecting the printer mode, the *Record Selection* screen will appear. Change the Starting and Ending Record numbers to select a specific set of records to print. To change, use the slider or click the arrows at either end of the slider.

Select Kind of Output

☐ **Payer/State/Federal Output**  
☐ 2-up Copy A (top,bottom)  
☐ 2-up Copies 1/D (top,bottom)  
☐ 3-up Copy D, 1 or 2  
☐ 4-down Payer/State Copies (stacked)  
 Multiple Selection is Permitted

☐ **Employee Output**  
☐ 2-up Copy B (top), Copy C (bottom)  
☐ 2-up Copy 2 (top,bottom)  
☐ 3-up Copies B,2,C (top,middle,bottom)  
☐ 3-up Copies B,C,Instructions  
☐ 4-up Copies B,2,C,2 (4 quadrants)  
☐ 4-down Copies B,2,C,2 (stacked)  
☐ 6-up Copies B,2,C,2,Instructions

☐ **Instruction Output**  
☐ Print Instructions on Back side  
☐ Print Instructions on Separate pages  
 Corresponding to 4-down layout  
 (selected via Employee Output)

Items marked with \* not yet updated

OK Help Cancel

Once the Starting or Ending record has been selected, the Name, OAN and TIN for that record will be displayed.

The Record Selection Criteria section allows the selection of certain records to print. By default, the program prints only records that have not been omitted. This section allows the selection of Un-Omitted Records, Omitted Records (check both for either), Corrected Records or Tagged Records.

The Records/Totals/Both section is used to Print Records selected or Print Totals (a form containing the total of all records selected) or Both by checking both. The Print Totals selection can only be selected when printing Payer/State/Federal forms.

**\*\*W-2 Only:**

*The last two boxes on the Record Selection Screen are used to select records by State or Local information. Enter the two-letter state abbreviation or the name of the local taxing entity you wish to find. By default, these boxes contain an "\*" to select all States and Locals.*

Once the desired changes have been made to Record Selection, click OK.

**5.4.2 Client Letter**

This menu item prints a letter of instructions for the payer/client.

**5.4.3 Table Report**

This menu item prints a tabular listing of your data by record, in total, or both.

**Note:**

You can change the fields that are printed in the Table Report by selecting the Defaults menu item.

**5.4.4 Worksheet Report**

This option works like the Table Report above except that the data is printed in a pro forma layout and a total of all records is not provided.

**Note:**

You can change the fields that are printed in the Worksheet Report by selecting the Defaults menu item.

**5.4.5 List of Recipients**

Prints a report that lists the records with the record number, an Omitted indicator, the recipient name, TIN, and the Optional Account Number.

**5.4.6 Mailing Labels**

This menu item prints standard mailing labels for Payers/Recipients or Both. For dot-matrix printers use 1-up, 3-1/2" x 15/16" mailing labels. The following labels are supported:

1-wide Label	Height = 15/16"	Width = 3.5"	
2-wide Label	Height = 1.00"	Width = 4.00"	20 per page (2 across, 10 down)
3-wide Label	Height = 1.00"	Width = 2.63"	30 per page (3 across, 10 down)

The program also supports printing mailing labels on a standard #10 envelope.

**Note:**

As a result of changing to a PDF printing method and the poor quality of PDF documents printed to a dot-matrix printer, support for dot-matrix printing has ended.

**5.4.7 Reset Printer**

This menu item sends the reset printer codes as defined in [Options>Printer Settings](#). This menu item is seldom used since the program sends the reset codes after each report.

**5.4.8 Eject Page**

This menu item sends a form feed character to the printer, causing the printer to eject the current page.

## 5.5 Align

Occasionally, with the variances of printers and forms, margins and fields will need to be adjusted so forms print correctly.



### Notes:

From the Form Entry Screen, click **Align** to adjust the margins and/or fields for the form currently being worked on.

Values will vary based on the selected form.

Values will be automatically saved so that when installing updates, the values will not be overwritten.

### 5.5.1 Page Margins

The **Page Margins** command is used to adjust the **Top** or **Left** margins of the entire page. Each form has its own default settings for the **Top** and **Left** margins. The margins are changed by using the Down/Up buttons located to the right of the Characters value. New values can also be directly entered in the Characters box.

Each click of the Down, Up, Right or Left buttons is a movement equal to 1/10<sup>th</sup> of a character.

Increasing the Top margin will move the data lower on the page.

Increasing the Left margin will move the data to the right on the page.

### Note:

As a result of changing to a PDF printing method and the poor quality of PDF documents printed to a dot-matrix printer, support for dot-matrix printing has ended.

The Points value is used for Technical Support Only.

The **Zero** button zeroes the margin values. (This should only be done on the advice of AMS Technical Support.)

### 5.5.2 Form Offsets relative to the Top Margin

When **Show top position of each form on page** is checked, then the **Form Offsets relative to Top Margin** will display. This section is used to adjust individual forms. For example, if there are 4 forms printed per page, the second form can be adjusted without adjusting forms one, three and four. The default values will depend on the selected **Form Type**.

Each click of the Down, Up is a movement equal to 1/10<sup>th</sup> of a character.

The Points value is used for Technical Support Only.

### 5.5.3 Dot-Matrix Form

Support for Dot-Matrix printing has ended, as a result of changing to a PDF printing method and the poor quality of PDF documents printed to a dot-matrix printer.

### 5.5.4 Form Alignment

Each form has its own default settings for Top and Left margins as well as **Form Offsets relative to Top Margin**. Margins or fields are adjusted by tenths of a character.

### 5.5.5 Print Test

This option prints a test pattern for the current form, which can be used with Margin Adjustments to help align the forms.

### 5.5.6 Restore

Restore will restore the original Margins, Form Offsets and Field Placement values.

## 5.6 Transfer

This menu item sums all the active records and transfers those figures to the W-3 or 1096 form. The program will automatically exit the current form and switch to the W-3 or 1096 form. This menu item also works for W-2C to W-3C transfers.



## 5.7 Options

The Options menu on the Form Entry Screen provides a number of ways to manipulate data.



### 5.7.1 Omit or Un-Omit a Range of Records

Performs the same function as the Omit button on the Form Entry Screen, but has the ability to change the Omit status of a *range* of records. Once marked as Omitted, the Delete Omitted Records option can remove these items from the database.

### 5.7.2 Delete Records (Omitted, All, Current)

This option will delete any records marked as omitted from the database. Use extreme caution when deleting records because there is no Un-delete feature.

### 5.7.3 Blank Out Record and Load Default Information

Blanks out all the fields in the current record and then loads the default values. The Payer data is not blanked out.

### 5.7.4 Cancel Changes to Current Record

Cancels all changes made to the record on the screen since the last time the record was saved. Records are saved every time they are printed or when another record is retrieved. Choosing *Quit* from the menu bar also saves the current record.

### 5.7.5 Printer Settings

This menu item allows the editing of the Printer Settings as described under [Options>Printer Settings](#) without leaving the Form Entry Screen.

### 5.7.6 Insert Blank Record Ahead of Current Record

Selecting this option will insert a blank record at the current location. Records below are pushed down by one record. For example, if you are at record 6 and there are 7 records in your database, record 7 is moved to record 8, record 6 is moved to record 7 and record 6 is blanked out. Ordinarily, this menu item is not used for adding new records. Rather it is used in rare occasions to insert a record at a specific location in the file.

### 5.7.7 Justify Numeric Amounts over a Record Range

Left- or right-justify numeric (monetary) amounts over a record range.

### 5.7.8 Upper Case a Range of Records

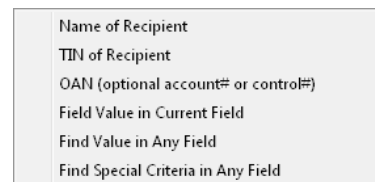
Convert lower case characters to upper case over a specified record range.

### 5.7.9 Fill a Field with a Value over a Record Range

This menu item should only be used with AMS technical support assistance. This menu item fills a specific field, in a record range, with a character or numeric value.

### 5.7.10 Find First Record by...

On the Form Entry Screen select "Options>Find Record by..." and a drop down list appears. It is possible to find a record either through the Recipient's name, TIN, OAN (optional account number), through field values or special criteria in fields on the form.

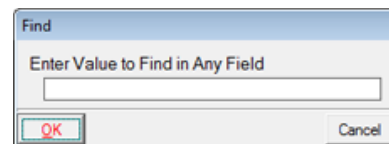


#### 5.7.10.1 Name of Recipient, TIN of Recipient, OAN (optional account# or control#)

To search for the Name, TIN or OAN click the selection. The program will prompt you for the Name, TIN or OAN. Type the information and click OK or press [Enter]. The database will be searched starting at the current record. If the entire database needs to be searched, select the first record of the database before selecting "Find Record by...". This can be accomplished by pressing [Ctrl-PgUp], or by using the *Go to Record* menu item and selecting record number 1. If the information entered is not found, the program will display a message. Click OK to return to the Form Entry Screen.

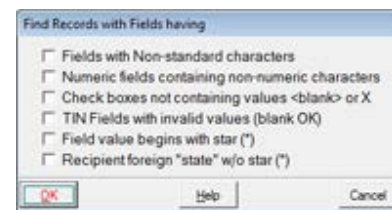
#### 5.7.10.2 Find Value in Current Field or Find Value in Any Field

Searches fields for certain values. When prompted enter the value to find and click OK. If Find Value in Current Field is selected, the program will only search the selected field on the form. To select a different field go back to the Form Entry screen and select the field to search. Select Find Value in Any Field will search all form fields.



### 5.7.10.3 Find Special Criteria in Any Field

This searches fields for certain criteria (non-alpha/numeric values). Select the criteria and when prompted select the criteria to find and click OK.



### 5.7.11 Find Next Record (Ctrl-N)

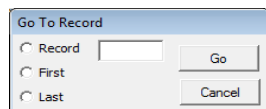
When using the Find Record by command, Find Next or Ctrl-N will jump next matching record that is after the original match.

### 5.7.12 Find Previous Record (Ctrl-P)

When using the Find Record by command, Find Previous or Ctrl-P will jump to the next matching record that is prior to the original match.

### 5.7.13 Go To Record

The Go To Record menu item will display a prompt asking for the record number to go to. This will be a number from one to the total number of records in the database.



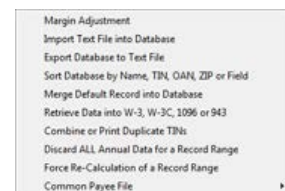
Enter a valid record number, click **OK**, and the program will go directly to the desired record.

### 5.7.14 Colors/Implied Decimal

These commands have been moved to the Main Menu under *Utilities>Program System Utilities*.

## 5.8 Utilities

These are powerful menu items for importing and exporting data, sorting the database, merging the default record into a range of records, along with some other utilities.



### 5.8.1 Margin Adjustment

The Margin Adjustment menu item allows the user to adjust the Top and Left Margins as well as the vertical offsets for most forms.

### 5.8.2 Import Text File into Database

This should only be used if the file to be imported is properly prepared using the Import Assistant located on the 1099-Etc Main Menu under Utilities>Import Assistant or the Export Database to a Text File command located in W-2/1099 Forms Filer>Input>Utilities. Click Import Text File into Database and a screen will appear with buttons labeled Select File to Import and Print List of Fields. If the file is ready, click Select File to Import and a file name pick list will be displayed. Click on the desired file and click OK. Selecting Print List of Fields will print a list of field names.

### 5.8.3 Export a Database to a Text File

This option is generally used to copy data from one payer to another within the W-2/1099 Forms Menu. It can also be used to Export Recipient Information to AMS Payroll, Export Data to a Tab delimited File (can be opened in Excel), Export W-2 Data to W-2C and Export CA542 Data to Forms Filer Plus.

### 5.8.4 Sort Database by Name, TIN, OAN, ZIP or Field

This option will sort your database by Name, TIN, OAN, ZIP, or by a selected field.

### 5.8.5 Merge Default Record into Database, TIN, OAN, ZIP or Field

The default record is merged into a range of records using this option. Usually the default record is merged as each record is added. However, this option merges the default record into records that existed *before* the default record was created.

### 5.8.6 Retrieve Data into W-3, W-3C, 1096 or 943

While in the W-3 or 1096 form, this option will retrieve the summary information from the W-2 or 1099 that was last Transferred. See [Transfer](#) menu item for more information.

### 5.8.7 Combine or Print Duplicate TINs

This menu item will scan all the records in the current form file for duplicate TINs. You may combine duplicates into a single record or simply print a list of duplicates.



### 5.8.8 Discard ALL Annual Data for a Record Range

This commands purpose is to discard all annual amounts in the file.

### 5.8.9 Force Re-Calculation of a Record Range

This commands purpose is to perform the calculations of a form for a specified record range.

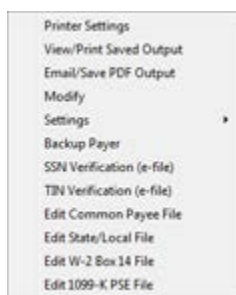
### 5.8.10 Common Payee File

Payees that are added to the *Common Payee File* are available across all selected payers containing any form of the 1099 family within the *W2/1099 Forms Filer*.

#### Note:

Updating the form data with data retrieved from the *Common Payee File*, does NOT update the *Common Payee File*. You can update the *Common Payee File* from the *W-2/1099 Forms Filer* by selecting **Options>Edit Common Payee File**.

## 5.9 Options



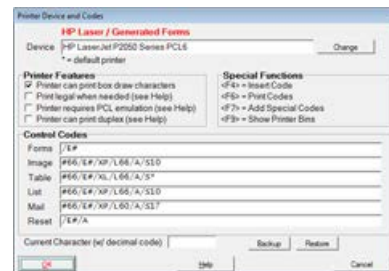
### 5.9.1 Printer Settings

This option allows configuration of 1099-Etc for use with different printers. First, select the printer mode and click **Next**. This will display the Printer Device and Codes screen.

The user can change the printer to be used and, if needed, edit the printer codes to be used for the various reports. Each printer mode has its own group of settings, so changes made under "Print using pre-printed forms" will not affect the settings for "Print using Software Generated Forms".

#### Note:

Do not change these printer codes without assistance from AMS Technical Support.



#### 5.9.1.1 View/Print Saved Output

This option will allow the user to view or print output that has been saved as a PDF file.

#### Note:

PDF files are created when using the *Print Preview* feature and selecting **Save** on the *View*, *Save* or *Print* dialog.

#### 5.9.1.2 Modify

This option is to be used with AMS Technical Support assistance only.

#### 5.9.1.3 Settings

There are currently two settings available, *Change Recently Used Forms List* and *Enter works like Tab key*. Following is a brief description of these settings.

#### Change Recently Used Forms List

This allows you to change the number of recently accessed forms that display on the Forms List Menu. The default is 10.

#### Enter Works like Tab key

Selecting this option allows Enter to work as the Tab key.

#### 5.9.1.4 Backup Payer

The Backup Payer Command will allow the user to backup the selected Payer's information to a specified drive.

#### 5.9.1.5 SSN Verification Mag File

This command allows the user to create a file that is sent to the SSA to verify Social Security Numbers. This command also allows the user to view/print the SSN Verification file (either the sent or the returned file).

#### 5.9.1.6 Edit Common Payee File

This command allows the user to create a file that contains **Common Payee** information. This information can be used to insert Payee information across all Payers and 1099 Forms.

#### 5.9.1.7 Edit State/Local File

This command allows the user to create a file that contains **State/Local** information. This information can be used to insert State/Local information across all Payers and Forms.

#### 5.9.1.8 Edit W-2 Box 14 File

This command allows the user to create a file that contains **W-2 Box 14 Label** information. This information can be used to insert **W-2 Box 14 Label** information on the W-2 forms.

### 5.9.2 Batch

The **Batch** menu item performs the print function for the current form for specified payers in the working directory. Payers can be tagged for selection. Batch can also print mailing labels for payers instead of recipients and can print a listing of the number of recipients entered for each Payer for the current form type. These two features are under Mailing Labels or List Short Report.



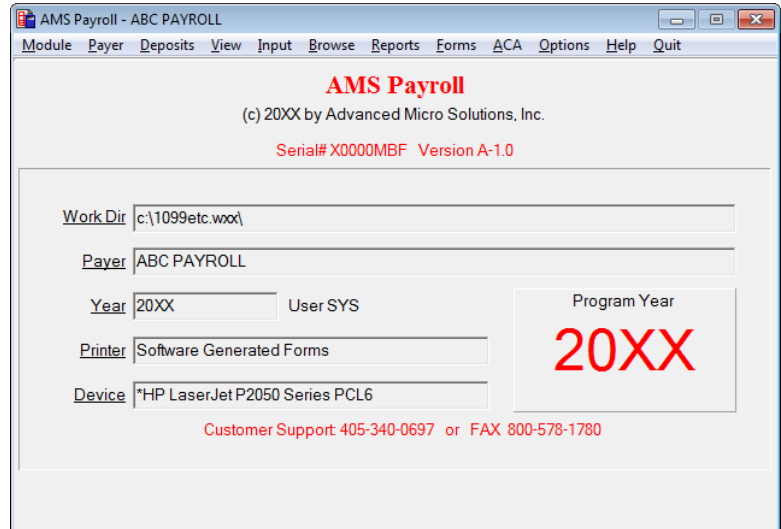
## 6.0 Introduction to AMS Payroll

**AMS Payroll** provides for easy entry and printing of payroll data throughout the year. AMS Payroll allows for check numbers, check dates, gross pay, federal and state income tax, and unemployment tax withholdings. Other user defined deductions such as 401k plans and SDI may be added. The 94x forms can also be E-Filed via a third-party vendor.

Although AMS Payroll is multi-user, it may be installed on the server and/or on each workstation's hard drive. The data may exist on the network server for all workstations to access.

### Restrictions

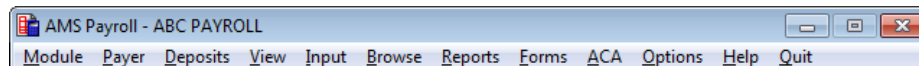
Due to the nature of state unemployment/wage reports, Advanced Micro Solutions strongly recommends using AMS Payroll with the Software Generated Forms option so that the software can generate the various state wage returns and form 941 for each quarter on <blank> paper. For forms that must be printed on preprinted forms, AMS will support forms that are available from Nelco or directly from the Federal/State (if possible). It should be noted that some forms are not available in a format suitable for computer printing. In many cases, AMS Payroll can create a worksheet report to simplify manual completion of these forms.



## 7.0 Running AMS Payroll

The AMS Payroll Menu which will appear after the AMS Payroll and a Payer have been selected.

This screen displays the Work Directory, the Selected Payer, the Payroll Year, as well as the Print Mode and the selected Printer. This screen also lists the Serial Number, Program Version and Technical Support Contact Information. At the top of the AMS Payroll is a Menu bar:



To choose an option, click on it, press the underlined letter itself, or press the underlined letter while holding down the Alt key. (For example: [Alt-P] to select the Payer menu, [Alt-D] for the Deposit menu.)

**Note:** On some systems, the underlined letter will not be displayed until the Alt key is pressed.

### 7.1 Payer Information

The Payer's General information screen will open when accessing the Payer for the first time. This screen can also be opened by selecting the General tab at any time when Payer Edit is open.

When in Payer Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click **OK** to exit the Payer Edit and save the changes.

### 7.1.1 General

This screen is used to enter the Payer's General information such as name, address and Federal ID Number. It is also used to enter the following:

**Note:**

When entering the name, use the second line as a continuation of the first line or leave blank. When entering the City, State and Zip Code, make sure to enter a comma after the city name and enter the State as a 2-character abbreviation (for example; NY instead of New York).

#### 7.1.1.1 Name Control (94X Abbreviation)

This is normally the first four letters of the Payer's Name. This field is used on the 941 and 943 vouchers. See the preprinted IRS form for actual abbreviation.

#### 7.1.1.2 Overtime, Holiday, Vacation Time and Sick Pay Factors)

##### **Overtime, Holiday, Vacation Time, and Sick Pay Factors**

These fields are provided to compute the overtime, holiday, vacation, and sick pay components of gross pay. Factors are multiplied by the Hourly Pay Rate of the employee as well as the Hours Worked (i.e. Hours x Factor x Pay Rate). The most common factors are: 1.5 for Overtime, 2.0 for Holiday, 1.0 for Vacation, and 1.0 for Sick Pay. See the Employee's [General Info](#) screen for information regarding the Employee Hourly Pay Rate

**Note:**

A factor must be entered for these fields to appear on the Check Edit screen.

#### 7.1.1.3 Federal Depositor Information

These fields are used to define the type of employer (Regular = 941, Household = 942, Agricultural = 943 or 944 = Annual) and federal deposit frequency (Monthly, Semiweekly, Neither).

#### 7.1.1.4 EFTPS Information

You must enter an EFTPS (Electronic Federal Tax Payment System) Pin if you want to prepare EFTPS payments. Enter the Optional EFTPS Phone, if the phone number is payer specific.

#### 7.1.1.5 Document Signer/Contact Information

This information will be printed on forms that have fields for the signer of the form to fill in.

#### 7.1.1.6 941 E-File Signer Information

The 941 E-File Signer PIN is used as a "digital" signature when E-Filing 941s. You can "Request PIN" and the program will submit the request via a third-party vendor to the IRS for you. Once the request is approved, the IRS will mail the 941 E-File Signer PIN to the payer via the USPS.

**Note:**

You **cannot** E-File 941 forms until you have the 941 E-File Signer PIN.

### 7.1.2 Preferences

The Preferences define how the program will perform various tasks for a particular payer. To enable most Preferences, click in the box or click the text and hit the space bar until a check appears. Certain fields have multiple selections; scroll through the drop down to select from the list.

**Note:**

When a Preference is highlighted, a brief description for that Preference appears to the right in the *Preference Notes* section.

### 7.1.2.1 Check Entry Fields

#### 1. Need Check Numbers

Provides a field (Check#) for entering a check number.

#### 2. Need SS Taxable Tips

Provides a field (Tips) for entering tips subject to SSWH tax.

**Note:**

The program assumes the employee has already received the Tip.

The Tip amount is added to compute the taxes and then the Tip amount is deducted from the Gross Pay.

#### 3. Need State Withholding

Provides a field (SITW) for entering State Income Tax Withheld.

#### 4. Need Local W/H

Provides a field (LITW) for entering Local Income Tax Withheld.

#### 5. Need 2<sup>nd</sup> Local W/H

Provides a field (LITW2) for a second Local Income Tax when an employee pays to 2 locals on the same check.

#### 6. Need Hours Worked

Provides a field (RegHrs) for entering hours worked.

#### 7. Need Weeks Worked

Provides a field (Weeks) for entering weeks worked. This value is manually added to the checks.

#### 8. Add Tips to Net Pay

When enabled, tips are added to Net Pay.

#### 9. Re-Allocate Federal W/H

The program calculates a total federal withholding by summing FITW, SSWH and MCWH. New values for SSWH and MCWH are then calculated. FITW is re-calculated by subtracting the new SSWH and MCWH value from the old total.

#### 10. Confirm Calculated Net Pay

Allows confirmation of the calculated Net Pay when the check is saved

#### 11. Auto Increment Check Numbers

Enable this preference and the program will automatically increment check numbers (e.g., 1001, 1002, 1003, 1004....)

#### 12. Enable Smart SS/MC Calc

This preference causes calculated SS and MC to be adjusted if employee is currently over-withheld. **Not Recommended.**

#### 13. Calculate FITW w/o cents

Rounds Federal Income Withholding to the nearest whole dollar amount.

#### 14. Suppress Dept Code

If selected, this preference will suppress the Dept field on the Check Entry screen.

#### 15. Suppress Class Code

This preference will suppress the Class field on the Check Entry screen.

#### 16. Suppress Memo Field

This will suppress the memo field on the Check Entry screen.

#### Check Entry Fields

##### Check Entry Fields Preferences

- ☐ 1. Need Check Numbers
- ☐ 2. Need SS Taxable Tips
- ☐ 3. Need State Withholding
- ☐ 4. Need Local W/H
- ☐ 5. Need 2nd Local W/H
- ☐ 6. Need Hours Worked
- ☐ 7. Need Weeks Worked
- ☐ 8. Add Tips to Net Pay
- ☐ 9. Re-Allocate Federal W/H
- ☐ 10. Confirm Calculated Net Pay
- ☐ 11. Auto Increment Check Numbers
- ☐ 12. Enable Smart SS/MC Calc
- ☐ 13. Calculate FITW w/o cents
- ☐ 14. Suppress Dept Code
- ☐ 15. Suppress Class Code
- ☐ 16. Suppress Memo Field
- ☐ 17. Suppress Pay Period on Check/Voucher
- ☐ 18. Don't sum checks with same number

## 17. Suppress Pay Period on Check/Voucher

Suppresses the Pay Period fields on both the Checks and the Vouchers.

## 18. Don't sum Checks with the same number

Will not combine checks with the same check numbers.

### 7.1.2.2 Checks/Vouchers

#### 1. Queue Checks When Added

If checked, adding a check will Queue check for later printing using the PrintChks command on the Employee's Input screen.

#### 2. Suppress Hours on Voucher

If enabled, the number of hours worked is not printed on the check voucher.

#### 3. Enable Check Print Preview

Select to enable on-screen preview of checks before printing.

#### 4. No Payrate/Hours on Voucher

Enable this to omit the employee's payrate and hours on the check voucher.

#### 5. Suppress \$ on Printed Check

Enable to omit the dollar sign (\$) next to the net pay amount when printing checks.

#### 6. Suppress Check # on Vouchers

Enabling this preference will prevent check numbers from being printed on the employee's check voucher.

#### 7. Suppress SSN on Printed Check

Enable to suppress the SSN when printing checks.

#### 8. Print Checks Last, First Name

Enable to print the employee names on checks as Last, First Name (for example, Smith, Donna).

#### 9. Suppress Hourly Pay on Voucher

If checked, the hourly pay is not printed on the check voucher.

### Check Type

Select the check type code (A through Z and 0, 1, 2 and 3) for printing checks. We recommend check type "A" for laser printers and either "Y", "Z", "1" or "3" must be used for MICR encoded laser checks.

### Preview

Preview will display a sample of the selected **Check Type**. To view a sample of all **Check Types**, check **Preview All Check Types at once**.

### Check Print Mode

If checks are printed on a different printer than used for forms or reports, enter the code for the appropriate printer type. Valid codes are: Pre-Printed, Alternate, or Software Generated.

#### Note:

As a result of changing to a PDF printing method and the poor quality of PDF documents printed to a dot-matrix printer, support for dot-matrix printing has ended.

### 7.1.2.3 MiscPreferences

#### 1. Force Calc FUTA at lowest rate

When enabled, causes FUTA tax to be calculated at the lowest rate of FUTA wages, regardless of SUTA tax paid.

#### 2. Suppress Signer Info Prompt

Enable and the program will not ask for signer information when printing.

#### 3. Use Net Pay Deposits

This preference is enabled to enter the employees banking information when using the electronic Net Pay Deposit feature.

#### 4. Use Alternate SUTA State Code

Used when an employee lives and works in different states and therefore pays income tax to one state, while the employer pays unemployment tax to the other. The values are then entered on the Employee's [Optional Information](#) screen under Alternate SUTA States.

#### 5. Use Declining/Inclining Balances

Enabled to keep track of Declining/Inclining Balances such as Vacation Hours Used (Declining) or Vacation Hours Earned (Inclining).

#### 6. Is a 3<sup>rd</sup> Party Designee

Enable to print the 3rd Party Designee Information on the forms that have these fields. This information is defined in [Options>File Management Utilities](#).

### 7.1.2.4 Input/Print

#### 1. Sort Released Employees

When enabled, causes released employees to appear at the bottom of the employee list on the Input screen.

#### Note:

See *Employee Status Information* screen for *Released Date* field

#### 2. Report Household EEs on 940/941

When checked, this Preference will include the Household Employees on the 941 and 940 forms and will disable the printing of the 1040 Sch H and related forms.

#### 3. Suppress SSN on Reports

When checked employee SSNs will print as XXX-XX-1234, where 1234 is the last four digits of the SSN, on Reports.

#### 4. Right-Justify Employee numbers

If checked, the Employee numbers will be right-justified for sorting, print order and browsing purposes.

#### Input Order (Name, Number, SSN)

Defines the order in which employees are displayed when Input is selected from the AMS Payroll Menu.

#### Print Order (Name, Number, SSN)

Defines the order in which employees are displayed when various Forms/Reports are printed.

#### Check Print Order

Indicates the order to print the checks. The selection here will be the default on the Print Checks screen. If changed on the Print Check screen, the Preferences Check Print Order will be updated as well.

#### Weeks Start on (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Jan 1)

Start of Week defines a week for the weekly liability reporting in Report A.

### 7.1.2.5 Tax Exempt

These Preferences when selected will mark all employees of this payer as exempt from a particular tax.

**Note:**

Mark individual employees exempt from certain taxes through [Employee's Status Information](#).

Tax Exempt

Tax Exempt Preferences

- ☐ 1. Exempt from SUTA
- ☐ 2. Exempt from SDI
- ☐ 3. Exempt from OTHER
- ☐ 4. Exempt from FUTA
- ☐ 5. Exempt from Social Security
- ☐ 6. Exempt from Medicare

### 7.1.3 State/Local

This screen is used to enter information about a given state. It also provides a means of setting up local withholding (if needed). Use the New tab to add states. Each additional state will have its own tabbed State/Local Screen.

When in Payer Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click OK to exit the Payer Edit and save the changes.

Payer Edit

General | Preferences | State/Local | User Defined Fields | Miscellaneous | Memo | Check/MICR | ACA |

NY | New |

State# A = NY > Info

		SUTA	SDI	OTHER
Max Wages		10500.00	6240.00	999999.99
Payer Rates (%)	Qtr 1	1.000000	0.000000	0.000000
	Qtr 2	1.000000	0.000000	0.000000
	Qtr 3	1.000000	0.000000	0.000000
	Qtr 4	1.000000	0.000000	0.340000
Extra/Employee Rates (%)	Qtr 1	0.075000	0.500000	0.000000
	Qtr 2	0.075000	0.500000	0.000000
	Qtr 3	0.075000	0.500000	0.000000
	Qtr 4	0.075000	0.500000	0.000000

☐ FUTA Certified

☒ Use Default Max Wages, Rates

SEIN 12-1234567

SUIN 1234567

SWCN

SIT W/H Method Table

Depositor Type Monthly

Minimum Wage 0.00

Min Cash Wage 0.00

Local Name	Code	W/H Method	Fixed%
1 NYC		T	0.0000
2 YONKERS		T	0.0000
3			0.0000
4			0.0000
5			0.0000
6			0.0000
7			0.0000
8			0.0000

☐ W/H Method and Fixed% are stored in Common Locals file

OK Help Cancel

Located in the upper left corner of the screen, each State will be labeled with a letter (e.g., State# A, State# B, State# C, etc.). Enter the two character state abbreviation (e.g., NY, CA, TX) in the box located in the upper left corner.

Please enter a SUTA, SDI and Other rate for each quarter (if needed). If -1 is entered in any quarter, the program assigns the value from the previous quarter. The "Other" column can be used for special situations such as a state health care tax. If an employee has withholding for these items, please set up a User Defined Field. This will allow the program to keep track of total liability (employer + employee).

Other state specific information is also entered on this screen.

**SEIN** State Employer Identification Number. (Assigned to payer by state.)

**SUIN** State Unemployment Identification Number. (Assigned to payer by state.)

**SWCN** State Worker Compensation Number. (Assigned to payer by state.)

#### 7.1.3.1 Extra SUTA Rate FUTA Certified

This check box is used to calculate the amount of FUTA tax due on the 940 forms. SUTA tax payments that are not FUTA cannot be used as credits against the FUTA tax.

#### 7.1.3.2 Use Default Max Wages, Rates

This box is used to indicate whether or not the Default values for Max Wages plus Rates are to be used for SUTA, SDI, and Other, since some states have the same rate/values for all employers.



#### **7.1.3.3 W/H Method**

Select W/H Method to be used to calculate withholding. Leave blank if withholding is not to be calculated.

The Methods for this field are:

Table	SITW is calculated from a defined Tax Table.
% Wages + Tips	SITW is a specified percent of gross pay + tips.
%FITW	SITW is a specified percent of Federal Income Tax W/H (FITW).

#### **7.1.3.4 SIT Depositor Type**

This section defines the State Withholding Depositor Type (Monthly, Semiweekly, Quarterly, etc.). If blank, it assumes the Federal Depositor Type on the Payer's [General](#) screen.

#### **7.1.3.5 State Minimum Wage**

Enter the State Minimum Wage, if higher than the Federal Minimum Wage.

#### **7.1.3.6 Local**

The Local section is setup if there is a Local Withholding Tax and it consists of four columns: Local#, Local Name, W/H Method, and % of SITW or Wages. The program will support up to 35 locals. If there are more than 35 locals then the \*Special Local command will need to be used.

**Local#** The number the program will use to refer to this local.

**Local Name** The name of the local as it will appear on the check voucher.

**Code** Used in conjunction with the \*Special Local command. This code is entered in Employee Edit to cross-reference the employees Local Withholding with the applicable Local Withholding Tax information.

**W/H Method** The W/H Method indicates the method (if any) to calculate Local Income Tax W/H (LITW). The W/H Methods are defined as follows:

Table	LITW is calculated from a defined Tax Table.
% Wages + Tips	LITW is a specified percent of gross pay + tips.
%FITW	LITW is a specified percent of Federal Income Tax W/H (FITW).
%SITW	LITW is a specified percent of State Income Tax W/H (SITW).
L	LITW is a fixed percent of SITW for all employees.
X	LITW is a fixed percent of wages+tips for all employees.
A	LITW is a fixed percent of taxable wages+tips (minus the annual exclusions) for all employees.
Z	LITW is calculated from a percent in the LOCALS.DBF file. Used with *SPECIAL Local.

Clicking **Info** will display a help screen, if available, that explains special requirements for the state that is being entered. This is especially important for New Jersey filers, who must use the Info screen to enter SUI and SDI rates.

### 7.1.4 User Defined Fields

Allows up to forty additions/deduction fields. These fields provide for special deductions and tax exempt items.

To add new fields click **Add Field** and a template can be selected or to manually Add or Edit any field, click the number button located before each field, double-click on the field, or hit any key while the field is selected and the User Defined Field Edit screen will be displayed.

When in Payer Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click **OK** to exit the Payer Edit and save the changes.

**Field Name** Used to define the name of the special item on the **Add Check** screen (required). If using Box 14, the first 5 characters of the field name will print as the label for that box on the W-2.

**Form** Select the Form, from the drop-down box, that this field is to be reported on (if any). Forms include; W-2, 1099-B, 1099-DIV, 1099-INT, 1099-MISC, 1099-R, 1099-S, PR-480.6A and PR-W2.

**Box** If this item is to be included on Forms W-2 or 1099-Misc, select the box in which the amount will appear on the form. If using Box 14, the first 5 characters of the field name will print as the label for that box on the W-2.

**W-2 Box 12 Code** Used to enter in the Code for Box 12 on the W-2. For a complete list of codes, please refer to the W-2 instructions. These instructions can be found at <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>.

**Add to:** Select if the field is to be added to **Gross Pay**, **Net Pay**, **Tips**. Leave this field blank (default) if it is not to be added to any of the selections.

**Payroll Deduction:** Check if the field is a payroll deduction.

**Calculation Details:** Selecting **Code** displays a list of available **Calculating Codes**. These **Calculating Codes** cause the program to calculate the amount in this field as a percentage of Gross Pay, Hours Worked, Weeks Worked, Net Pay, or as a percentage of any other User Defined Field. Selecting **UDF** displays a list of available User Defined Fields. These User Defined Fields can be used in the calculation of the current field. See Help for more detailed information.

**Percentage:** If the amount can be calculated from Gross Pay, you can specify a percentage.

- Max Wages:** You can specify a maximum wage base.
- Inclining/Declining Balance:** This field is used to assign a Declining/Inclining Balance number if needed.
- Exempt From:** For a special tax treatment, a check in the appropriate box will indicate which taxes the amount is exempt from. FICA has special exemptions including; Exempt, ½ Liability, SS Exempt (ONLY) and MC Exempt (ONLY).
- Type of Hours:** Select the type of hours; **Regular, Overtime, Holiday, Regular + Overtime, Vacation, Sick and Not Hours.**
- Pay Rate Number:** The Pay Rate Number corresponds to the Employee Hourly Rates as defined on the Employee's [General Info](#) screen.
- Suppress on Voucher:** Select **Always** if this item should never be printed on the employee's check voucher. Leave blank (default) to print this item on all check vouchers. Select **When Zero** if this item should only be printed if the amount is greater than Zero on the check voucher. Select **Print in Tax Section** if this field should print in the tax section of the check voucher.
- Special State Handling:** Used when the field needs special handling for a specific state such as New York for reporting Other Wages.

#### 7.1.4.1 User Defined Fields Templates

On the User Defined Field's screen, if the Define Field Button is selected you will be prompted to select a pre-defined User Defined Field from our Template list. This list can also be found at the bottom of the User Defined Fields Edit screen by selecting the Template button. Once selected, the User Defined Field screen will be populated with the default selections for that example. The settings can then be edited as needed. The Templates include:

1099 Payments  
Advance TIC Payments  
Bonus  
CA Employer Paid SDI and FICA  
CA State Disability Insurance (CRSDI)  
Cash Advance  
Declining Balance (Lease)  
Employer Paid FICA  
Employer Reimbursement of Employee FICA  
Garnishment  
Health Insurance - Employee Paid  
Health Insurance - Employee Paid, Tax-Exempt  
Health Insurance - Employee Paid, Taxable  
Health Insurance - Employer Paid, Tax-Exempt  
Life Insurance (Group Term)  
Multiple Hours Worked  
Multiple Hours Pay  
Net Pay Deduction - Non Exempt  
Net Pay Deduction - Tax Exempt  
NJ State Disability Insurance (MSDI)  
NJ State Unemployment Insurance (MSUI)  
NJ Unemployment & Family Leave Insurance  
Non-Stop Compensation  
NY State Disability Ins. (NYSDI)  
Other Local Withholding  
Other State Withholding  
Pence Work Item  
Pence Work Pay  
Reimbursement  
Roth 401(k) - Calculated, with Contribution Limit  
Sec. 401(k)  
Sec. 401(k) - Calculated, with Contribution Limit  
Sec. 401(k) - Calculated  
Sec. 401(k) - SEP  
Sec. 408(a) SIMPLE IRA  
Sec. 408(a) SIMPLE IRA - Calculated  
Sec. 408(a) SIMPLE IRA - Calculated with Limit  
Sec. 457(c)(1) SIMPLE IRA  
Sec. 457(c)(1) SIMPLE IRA  
Social Security  
Tuition Tracking  
Union Dues - Tax Exempt  
Union Dues - Tax Exempt  
Union Dues - Tax Exempt  
Vacation Hours for Declining Balance

#### Notes:

These are only examples; settings will vary based on specific situations.

The Help files are the **best** source of up-to-date information on UDF's. We frequently make additions to this option to provide new capabilities.

#### 7.1.5 Miscellaneous

The information on this screen is used mainly for your reference, except as noted below. This information is not used on any reports and/or forms.

When in Payer Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click **OK** to exit the Payer Edit and save the changes.

The screenshot shows the 'Payer Edit' window with the following sections:

- General | Preferences | State/Local | User Defined Fields | Miscellaneous | Memo | Check/MICR | ACA** (Tabs)
- Other Payer Information**
  - Memo 1 > [ ] Phone > [ ]
  - Memo 2 > [ ] Fax > [ ]
  - E-mail > [ ] Cell > [ ]
  - E-mail 2 > [ ]
  - E-mail 3 > [ ]
- Federal State Reporting Complete Dates**
  - Quarter 1 Completed on > [ ] 777
  - Quarter 2 Completed on > [ ] 777
  - Quarter 3 Completed on > [ ] 777
  - Quarter 4 Completed on > [ ] 777
- User Codes**
  - For all Payers as selected from Main Menu: **878**
  - For this payer (blank = above User Code): [ ]
- Declining/Inclining Balances for User Defined Fields** (Disable)
 

Edit Name	Suppress on Voucher	Associated User Defined Fields (-Inclining, -Declining)
A		
B		
C		
D		
E		
F		

At the bottom, there are buttons for **OK**, **Help**, and **Cancel**. A note at the bottom right says: 'Click Edit column, double-click line or press any key to edit.'

## 7.1.5.1 Other Payer Information

This payer information is optional and is used mainly for your reference. The Email field is used to store the Employee's email address. Clicking on the Email address will launch the user's email program and fill-in the TO: field.

**Notes:** The Email can only be used if the user uses a POP or IMAP email client such as Microsoft Outlook. AOL, Hotmail, MSN, Yahoo and other web-based email clients will not work.

The Memo fields are used for Puerto Rico Chauffeur Report (Print Generic State Wage Report).

Extensive notes on this payer may also be entered by clicking the **Memo** tab.

## 7.1.5.2 Federal/State Reporting Completed Dates

These fields are used to enter in the dates when each Quarter's Federal/State Reports were completed.

## 7.1.5.3 User Codes

**For All Payers as selected from the Main Menu:**

This User Code is selected from the 1099-Etc Main Menu.

**For this payer (blank = above User Code):**

This User Code is used to indicate which User's information is to be assigned to this Payer. If the field is blank then the Current User's information (which was selected from the 1099-Etc Main Menu) will be assigned to this Payer.

## 7.1.6 Memo

The Memo screen brings up a text editor where additional notes regarding this payer can be entered. These notes are for reference only.

When in Payer Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click OK to exit the Payer Edit and save the changes.

## 7.1.7 Check/MICR

Use this tabbed screen to define the information needed to print MICR encoded checks or to define Check Setup information.

When in Payer Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click OK to exit the Payer Edit and save the changes.

### 7.1.7.1 MICR (Magnetic Ink Character Recognition) Checks

MICR encoded checks allow use of the same check stock for all payers. The software prints all the payer and bank information on a blank check. The check type is defined using **Preference>Checks and Vouchers>Printed Check Type**, and must be either "Y", "Z", "1" or "3".

**Note:**

MICR checks can only be produced on a laser printer and must be prepared using magnetic toner. Be sure to submit test checks with necessary banks prior to preparing a complete payroll using MICR checks.

### 7.1.7.2 Check Edit

This screen also allows the user to setup a Last Check Number (used with **Preference>Check Entry Fields>#11 Auto Increment Check Numbers**), a Second Signature Line, Preview Checks, and the Edit \*.CHK menu item that modifies the placement of the various rows/columns of the fields that print on the check (use with AMS Technical Support).

**Notes:**

The Preview button also allows the user to View all the Check Types that are available in the 1099-Etc program.

Be sure to have at least one sample check already entered.

“Edit \*.chk” allows the user to edit the field placement on the checks. Please refer to the Help files for more information.

### 7.1.8 Tax Tables

Used to view or modify tax tables that can be used to calculate State or Local withholdings on checks. AMS provides most state tax tables, **but these tables must be reviewed for accuracy before use.**

**Note:**

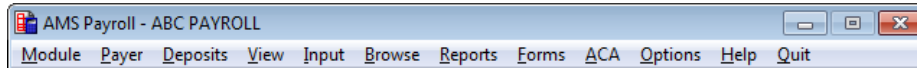
Tax Tables are always defined in **annual** amounts.

Bracket Number	Bracket Amount	% Rate for Amounts over bracket amount	Total Tax on full bracket
1	0.00	4.0000	328.00
2	8200.00	4.5000	467.50
3	11300.00	5.2500	575.13
4	13350.00	5.9000	999.93
5	20550.00	6.4500	4650.63
6	77150.00	6.6500	5678.06
7	92600.00	7.5000	6458.80
8	102900.00	8.0000	10615.96
9	154350.00	7.1500	14298.21
10	205850.00	8.1500	18491.39
11	257300.00	7.3500	25229.72
12	1029250.00	49.0200	100475.02
13	1000750.00	9.6200	
14	0.00	0.0000	

The example also indicates that Tax Table #1 is for NYS Single taxpayers. Other tables will be needed for married and head-of-household taxpayers. These tables are usually selected as Tax Tables 2 and 3 respectively. If local tax tables are needed, utilize tables 4 through 9 for that purpose.

## 7.2 Input (Employee Setup)

To Add/Edit an employee, click **Input** on the AMS Payroll Menu.



When in Employee Edit, movement between various screens can be done by selecting from the various tabs or by pressing [PgUp] and [PgDn]. Click Cancel to abandon changes, click Memo to enter an employee memo, and click Help to access the Help files. Click Quit exiting Employee Edit and saving changes.

### 7.2.1 Employee's General Info

Use this screen to enter information for an individual employee. The Social Security Number must be entered for each employee. (The program will not allow duplicate Social Security numbers to be entered.)

When in Employee Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click **OK** to exit the Employee Edit and save the changes.

#### 7.2.1.1 Name and Address Info

Enter the Employee First Name, Last Name and Address.

#### 7.2.1.2 Images

Image files can be either a BMP or JPG. The image size should be no larger than 166 x 185 pixels. Larger images will be shrunk to this size. Smaller images will not be resized but will be centered in the image area. Some distortion may occur when larger images are resized.

Image files must be located in the payer directory and have a BMP or JPG extension. If you have the image in another location, click in the image area and navigate to the image location. The image will be copied to the payer directory with the correct name for that employee.

#### 7.2.1.3 Quicken/QuickBooks

These fields are used when importing data from Quicken or QuickBooks. If <blank> the default state code is A10.

#### 7.2.1.4 Special Code

Special Code is used to specify the local the employee is taxed for when using the \*SPECIAL local withholding feature.

### 7.2.1.5 Rates

Each employee can have up to six pay rates and three miscellaneous rates. For new employees their pay rate is entered on the Employee's General Information screen. After the initial rate is entered, you can enter/add new pay rates through the Add/Edit Rates screen, as shown below. This allows you to keep a track of all rate changes.

SSN	EFF. Date	Pay Rate 1	Pay Rate 2	Pay Rate 3	Pay Rate 4	Pay Rate 5	Pay Rate 6
444-44-4444	01/01/2013	11.50	0.00	0.00	0.00	0.00	0.00
444-44-4444	01/01/2013	11.50	0.00	0.00	0.00	0.00	0.00

Miscellaneous rates are used in User defined Fields calculations, although they can be used as additional pay rates as needed. The miscellaneous rates, which are accessed by scrolling to the right on the above screen, can be entered as either a decimal value or a percentage. How the value is entered depends on the setup of the User Defined Field that will use the Miscellaneous Rate.

For more information on these fields please refer to the program Help files.

### 7.2.2 Employee's Status Information.

Status Information is used to define various items for each individual employee.

When in Employee Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click OK to exit the Employee Edit and save the changes.

#### 7.2.2.1 Contractor information

This is enabled by selecting 1099 from W-2 or 1099 box and Contractor from the Officer box in the Check Boxes section on this screen.

#### 7.2.2.2 Check Boxes

Drop down lists are provided for Employee Type, W-2/1099 Employee, Gender, Marital Status and Officer Options. The other options, Salaried Employee, Statutory Employee, Retirement, Third Party Sick Pay, W-2 Box 11 not 457 and Non-Resident Alien, are selected by placing a check in the appropriate boxes.



### 7.2.2.3 Tax Exempt Status

Select the appropriate status for the taxes (SUTA, SDI, Other, FUTA, Social Security, and/or Medicare).

**Note:**

The date fields are only enabled when either *Exempt Before* or *Exempt After* is chosen.

**Non-Exempt:** The employee is not exempt from the specific tax.

**Exempt:** The employee is exempt from the specific tax.

**Exempt Before:** The employee is exempt from the specific tax before the entered date.

**Exempt After:** The employee is exempt from the specific tax after the entered date.

### 7.2.2.4 Other Information

These fields are used to record information that may be used for various forms/reports.

### 7.2.3 Employee's Live Payroll Parameters

Enter the Live Payroll Parameters if the program is to calculate FITW, SITW and LITW (if appropriate).

**Note:**

You cannot calculate LITW without SITW.

When in Employee Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click **OK** to exit the Employee Edit and save the changes.

The value for SITW is calculated by one of three methods. If method "%Wages" was specified under W/H Method on the Payer's [State/Local](#) screen, the program calculates SITW as a specified percent of Gross Pay plus Tips. If "%FITW" was specified, the SITW is calculated as a specified percent of FITW. If "Table" was specified, the SITW is calculated using the specified Tax Table number (again, number 1). Regardless of the method, the Annual Exclusion (see note below) is subtracted (after adjusting for the specified Pay Frequency) before the tax is calculated. After the tax is calculated, the specified Period Add-On Tax is added to the calculated tax.

**Note:**

If using the program's tax tables to calculate SITW, the annual exclusion is already included and is not to be entered here.

The value of LITW is calculated in the same manner. However, LITW can also be calculated as a percent of SITW (W/H Method "%SITW"), as a fixed percent of SITW (W/H Method "L") or as a fixed percent of wages+tips (W/H Method "X") for all employees in that local.



### 7.2.4 Employee's Optional Information

The Optional Employee Information screen allows you to set up Electronic Net Pay Deposit information, Alternate SUTA States, and User Defined Fields to hold a "Declining Balance".

**Note:**

These fields are enabled on the [Preferences](#) screens. However, each section can also be enabled on the Employee's Optional Information screen without going to the Preferences screen. The button at the right of each section toggles between *Enable/Disable*.

When in Employee Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click OK to exit the Employee Edit and save the changes.

#### 7.2.4.1 Electronic Net Pay Deposits

This section is enabled using Preference, "Miscellaneous" [#3 Use Net Pay Deposits](#). For Electronic Net Pay Deposit information, the first bank account listed will be the primary deposit account. If additional accounts are specified, the amount to be deposited can be entered as a percent or a dollar amount. Any amounts left over will be deposited into the primary deposit account.

**Note:**

This section can also be enabled on the Employee's Optional Information screen without going to the Preferences screen. The button at the right of each section toggles between *Enable/Disable*.

#### 7.2.4.2 Alternate SUTA States

This section is enabled using Preference "Miscellaneous" [#4 Use Alternate SUTA State Code](#). Alternate SUTA states are used when an employee pays Income Tax to one state, and unemployment to a second state.

**Note:**

This section can also be enabled on the Employee's Optional Information screen without going to the Preferences screen. The button at the right of each section toggles between *Enable/Disable*.

#### 7.2.4.3 Declining/Inclining Balances for User Defined Fields

This section is enabled using Preference, "Miscellaneous" [#5 Use Declining/Inclining Balances](#). A Declining Balance can be thought of as an amount owed to the Payer, which will be repaid by withholding an amount from the Employee's check. An Inclining balance is used to accrue an amount such as Vacation Hours that the employee has earned.

**Note:**

This section can also be enabled on the Employee's Optional Information screen without going to the Preferences screen. The button at the right of each section toggles between *Enable/Disable*.

### 7.2.5 Employee's Memo

The Memo screen brings up a text editor where additional notes regarding this employee can be entered. These notes are for reference only.

When in Employee Edit, movement between various screens can be done by selecting the various tabs or by pressing [PgUp] and [PgDn].

Click **OK** to exit the Employee Edit and save the changes.

### 7.2.6 Employee's ACA

This is used to enter the Employee's information as it pertains to ACA. The Employee/Responsible Individual's information can be automatically added if they exist in Payroll through Input>Special>Add All Employees to the Covered Individual's List.

#### 7.2.6.1 1095-B Form – Health Coverage

Select the **Origin of Policy** and enter the SHOP Market place Identifier, if applicable and enter the **Covered Individuals**.

The Origin of Policy selections are:

- A. Small Business Health Options Program (SHOP)
- B. Employer-sponsored coverage
- C. Government-sponsored program
- D. Individual Market Insurance
- E Multi-employer plan
- F. Miscellaneous minimum essential coverage

Num	First Name	Last Name	SSN	DOB	12 Months	Jan
1	CONNIE	BARNES	144-44-4447	04/04/1988	X	
2	JOHN	BARNES	142-11-1234	01/12/1975		

### 7.2.6.2 Covered Individuals

In the Covered Individuals section, double-click the blank line or click the box at the beginning of the line. Enter the Covered Individual information and click OK (repeat for all Covered Individuals). Check **12 Months** if the **Covered Individual** was covered for the full year. If they were not covered for all 12 months, manually check each month they were covered.

To Omit a Covered Individual, click on the line and hit **Omit Row**. To delete the Covered Individual, once omitted, click Delete Omitted Rows.

### 7.2.6.3 1095-C Form – Employer – Provided Health Insurance Offer and Coverage

If the employee's Coverage Code, Employee Share Lowest Cost and 4980H Safe Harbor are the same for all 12 months in each section, enter/select the data in the All 12 Mos field. If the data is not the same for all 12 months, in each section, enter the data in each month's box.

To Omit a Covered Individual, click on the line and hit **Omit Row**. To delete the Covered Individual, once omitted, click Delete Omitted Rows.

Num	First Name	Last Name	SSN	DOB	12 Months	Jan
1	CONNIE	BARNES	144-44-4447	04/04/1988	X	
2	JOHN	BARNES	142-11-1234	01/12/1975		

### Coverage Codes

The Coverage Codes specifies the type of coverage offered to an employee, the employee's spouse and the employee's dependents. If the code is the same for all 12 months, select the code in the All 12 Mos field. If the data is not the same for all 12 months, in each section, enter the code in each month's box. The Coverage Codes are:

- 1A - Min coverage offered to employee with self-only coverage equal to or less than \$1,108.65, spouse, and dependents
- 1B - Min coverage offered to employee and NOT spouse or dependents
- 1C - Min coverage offered to employee and dependents, NOT spouse
- 1D - Min coverage offered to employee and spouse, NOT dependents
- 1E - Min coverage offered to employee, dependents, and spouse
- 1F - NOT Minimum coverage offered to employee and/or spouse and dependents
- 1G - NOT a full-time employee enrolled in self-insured employer-sponsored coverage
- 1H - No offer of coverage
- 1I - Qualifying Offer Transition Relief

### Employee Share Lowest Cost

Complete this section, only if the Coverage Code is 1B, 1C, 1D, or 1E. Enter the amount, including cents, of the employee share of the low-cost monthly premium for self-only minimum essential coverage, providing minimum value that is offered to the employee.

If the employee is offered coverage but is not required to contribute any amount towards the premium, enter 0.00 (do not leave <blank>). If the code is the same for all 12 months, select the code in the All 12 Mos field. If the data is not the same for all 12 months, in each section, enter the cost in each month's box.

### 4980H Safe Harbor

Enter the Safe Harbor Code(s) to report the status of the employee. If the code is the same for all 12 months, select the code in the All 12 Mos field. If the data is not the same for all 12 months, enter the code in each month's box. The codes are:

- 2A - Employee not employed during the month
- 2B - Employee not a full-time employee
- 2C - Employee enrolled in coverage offered.
- 2D - Employee is a section 4980H(b) Limited Non- Assessment Period
- 2E - Multi-employer interim rule relief
- 2F - Section 4980H affordability Form W-2 safe harbor
- 2G - Section 4980H affordability federal poverty line safe harbor
- 2H - Section 4980H affordability rate of pay safe harbor
- 2I - Non-calendar year transition relief applies to this employee

### 7.2.6.4 Covered Individuals

In the Covered Individuals section, double-click the blank line or click the box at the beginning of the line. Enter the Covered Individual information and click OK (repeat for all Covered Individuals). Check **12 Months** if the **Covered Individual** was covered for the full year. If they were not covered for all 12 months, manually check each month they were covered.

Covered Individual 1	
First Name	CONNIE
Last Name	BARNES
SSN	444-44-4444
DOB	03/12/1984 Mon
Check if this individual has 12 months of coverage	
12 Months	<input checked="" type="checkbox"/>
Or check each month that this individual has coverage	
Jan	<input type="checkbox"/>
Feb	<input type="checkbox"/>
Mar	<input type="checkbox"/>
Apr	<input type="checkbox"/>
May	<input type="checkbox"/>
Jun	<input type="checkbox"/>
Jul	<input type="checkbox"/>
Aug	<input type="checkbox"/>
Sep	<input type="checkbox"/>
Oct	<input type="checkbox"/>
Nov	<input type="checkbox"/>
Dec	<input type="checkbox"/>
OK	Cancel

To Omit a Covered Individual, click on the line and hit **Omit Row**. To delete the Covered Individual, once omitted, click Delete Omitted Rows.

### 7.2.7 Default Check

We recommend that a Default Check be entered for each employee. This is especially useful for salaried employees.

Select a State Code (double-click on the State field). In the example to the right, the letter "A" refers to the state A and the next two digits refer to the local taxes listed on the [Payer State/Local](#) screen. If there are no Local Taxes, enter 00. (Please refer to the Reference Guide and the Help Files for more information regarding State and Local Taxes.)

Enter any other fields that will always be the same on this check.

For example: If the employee is salaried at \$500.00 per week, you can enter 500.00 in the gross pay field.

Place a check (in the check box) or a -1.00 in any fields that the program will calculate. For example: in the screen to the right, MCWH, SSWH, FITW, SITW and D401K will be calculated automatically, while the MCOMP field will not be calculated.

#### Notes:

The Default Check allows information that tends to be the same on each check to be entered once for the employee.

1. A Default Check always has a date of "00/00". Consequently, the check date does not appear on the Default Check entry box. The Default Check is used as a template when a new check is added for an employee.
2. When entering the Default Check, it is recommended that a checkmark (or -1) be entered for SSWH and MCWH. This will make AMS Payroll automatically calculate these amounts each time a check is added.
3. Gross Pay may be calculated using one of the six pay rates by selecting the desired pay rate from the Pay rate box. Entering -1, -2, -3, -4, -5 or -6 can also be entered in Gross Pay to indicate the desired pay rate. (These Pay Rates are found on the Employee's General Information screen.)

#### Note:

On the Check Entry Screen a -1 is a reserved value as are -10,-11,-12 for Gross Pay.

-1 has a special internal meaning for most fields.

-10,-11 and -12 have special internal meanings in the Gross Pay field.

4. Net Pay does not appear in the Default Check since it is always calculated when a check is calculated/saved.

### 7.2.8 Input

Once an employee has been created, the following screen is displayed. This screen lists information entered for all employees. When first entering this screen, only the Name, SSN, Employee Number, and Address columns will be visible.

#### Note:

Moving the horizontal scroll bar across the bottom of this window will display additional columns containing more information on each employee. The Name column will always be displayed at the left of this window.

The Vertical scroll bar is used to access additional employees.

TAG	NAME	SSN	EMPLOYEE#	ADDRESS
	BARNES, CONNIE	444-44-4444		P. O. BOX 11211
	BROWN, BEN	222-22-2222		P. O. BOX 12041
	BROWN, THOMAS	234-56-7890		334 NW 112 Street
	FORD, TARA	555-55-5555		P.O. BOX 2345
	GREEN, DEBERT	333-33-3333		12344 WHITE RIDGE
	HARRISON, ANTHONY	111-11-1111		P. O. BOX 1234
	JONES, KATIE	122-33-4444		3223 BLUE SPRUCE COURT
	SMITH, JOHN J.	123-12-1234		2200 NW 122nd



### 7.2.12.2 Employee Browse - Copy

The Copy command makes an *exact* copy of the currently highlighted check. The check can be edited as needed.

### 7.2.12.3 Employee Browse - Xcopy

Makes an *exact* copy of the currently highlighted check, *except for* the date. The program will look at the date on the existing check and use the Pay Frequency specified for this employee to figure the next pay date.

### 7.2.12.4 Employee Browse - PrintChk

Prints the currently highlighted check. Click on a check to highlight it.

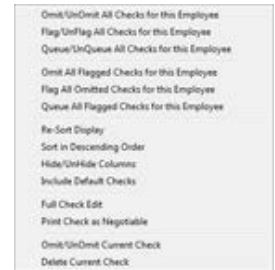
### 7.2.12.5 Employee Browse – Special

#### Omit/UnOmit Checks All Checks for this Employee

**Omit** - will mark All Checks for this Employee as Omitted.

**UnOmit** - will mark All Checks for this Employee as UnOmitted.

**Switch** - toggles All Checks between Omitted and UnOmitted.



#### Flag/UnFlag All Checks for this Employee

Places an F in the FLG column (for All Checks for this Employee), indicating that this check is flagged. Some of the file management utilities use the Flag marker to identify selected checks during processing. This is normally used with the help of AMS Technical Support.

#### Queue/UnQueue All Checks for this Employee

Places an Q in the QUE column (for All Checks for this Employee), indicating that this check is queued. Queued checks can be printed using the PrintChks command on the [Employee Input](#) screen.

#### Omit All Flagged Checks for this Employee

Selecting this will mark the flagged checks as Omitted, by placing an \* in the first column on the *Employee's Browse* screen. Omitted checks can be permanently deleted by returning to the AMS Payroll Menu and selecting [Options>File Management Utilities>Delete Omitted Records or All Records](#).

#### Flag All Omitted Checks for this Employee

Selecting this will mark the omitted checks as flagged, by placing an *F* in the *FLG* column on the *Employee's Browse* screen. Some of the file management utilities use the *Flag* to identify selected checks during processing. This is normally used with the help of AMS Technical Support.

#### Queue All Flagged Checks for this Employee

Selecting this will mark the flagged checks as Queued, by placing a *Q* in the *QUE* column on the *Employee's Browse* screen. Queued checks can be printed using the PrintChks command on the [Employee Input](#) screen.

#### Re-Sort Display

This menu item will Re-Sort the Checks based on the check date.

#### Sort in Descending Order

This will sort the checks in descending order based on the check date.

#### Hide/UnHide Columns

This menu item brings up a list of all available columns. Double-click on a column to hide it. Double-click a second time to un-hide it. A check will appear next to each hidden column. This is not a permanent change.

#### Include Default Checks

If selected, the employee's Default Check will be listed. Default checks always have a 00/00 Date.

#### Full Check Edit

The Full Check Edit screen displays all available fields on the check.

#### Print Check as Negotiable

This menu item will print the highlighted check as Negotiable, even if Non-Negotiable has been selected on the [Check/MICR Setup](#) screen.



### Omit/UnOmit Current Check

This menu item toggles between omitting/unomitting the highlighted check.

### Delete Current Check

This menu item will permanently delete the currently highlighted check.

### 7.2.12.6 Employee Browse - Toggle

The Toggle command Toggles between various commands. A brief description of each follows.

Omit/UnOmit
Clear/UnClear
Void/UnVoid
Flag/UnFlag
Queue/UnQueue

#### Omit/UnOmit

This command marks the currently highlighted check as Omitted. If Omitted, an \* will appear in the first column of the check. The column will be <blank> if UnOmitted.

#### Note:

Deleted Checks cannot be undeleted.



* CLR	FLG	QUE	DATE	STATE	REGHRS	OVRTIMEHRS	HOLIDAYHRS	VACTIMEHRS	GROSS
*			00/00	A00	40.00	0.00	0.00	0.00	Cal
			01/02	A00	40.00	0.00	0.00	0.00	460.0
*			01/09	A00	40.00	0.00	0.00	0.00	460.0
			01/16	A00	40.00	0.00	0.00	0.00	460.0

Omitting a record gives a means of excluding the record from certain operations (printing checks, reports, etc.) without actually *deleting* the data. If desired, omitted records can be deleted by selecting [Options>File Management Utilities>Delete all Omitted Records](#) from AMS Payroll.

#### Clear/UnClear

This command marks the currently highlighted check as Cleared. If marked as Cleared, a C will appear in the CLR column.

#### Note:

This field is also used to mark Voided checks. A V will appear in the CLR column if the check is Voided. If the field is <blank> then the check is not marked as Cleared or Voided.

#### Void/UnVoid

This command marks the currently highlighted check as Voided. If marked as Voided, a V will appear in the CLR column.

#### Note:

This field is also used to mark Cleared checks. A C will appear in the CLR column if the check is Cleared. If the field is <blank> then the check is not marked as Cleared or Voided.

#### Flag/UnFlag

This command places an **F** in the **FLG** column for the currently highlighted check, indicating that this check is flagged. The **FLG** column will be <blank> if the check is not flagged. Some of the file management utilities use the **Flag** marker to identify selected checks during processing. This is normally used with the help of AMS Technical Support.

#### Queue/UnQueue

This command places a **Q** in the **QUE** column for the currently highlighted check, indicating that this check is queued. The **QUE** column will be <blank> for checks that are not queued. Queued checks can be printed using the **PrintChks** command on the [Employee Input](#) screen.



### 7.2.13 Employee – Default

Default information can be setup for Employees and their checks.

#### **Edit Default Check for Selected Employee**

Enter information that will remain the same when adding checks for the selected employee. This is especially useful for salaried employees since, in most cases, their check will be the same.

#### **Edit Default Employee (template)**

Certain Employee information may be the same for all employees, such as, City, State, Dept and Tax Exempt Status, etc. Use this command to enter information that will default when adding employees.

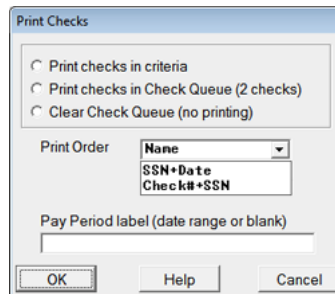


### 7.2.14 Employee - Find

Used to find an employee by name, number, or SSN.

### 7.2.15 Employee - PrintChks

This command prints payroll checks for all employees based on specific criteria or checks that have been marked as Queued.



### 7.2.16 Employee - AddChk

Click **AddChk** to add a check for the currently highlighted employee. If the highlighted employee has a **Default Check**, information is automatically copied to the new record before the following data entry box is displayed. The most recently entered date is also automatically entered for you.

#### **Notes:**

When adding checks, the YTD total remain <blank> until the check is calculated or saved.

**Important Notes on AddChk:**

Check Edit for BARNES, CONNIE

Checkboxes indicate calculated fields. Calc updates YTD values (thru Check Date).

State	A00	OK, --							
Date	02/15	Wed	YTD	MCWH	0.00	<input checked="" type="checkbox"/>	MCOMP	0.00	<input type="checkbox"/>
RegHrs	40.00			SSWH	0.00	<input checked="" type="checkbox"/>	401K	0.00	<input checked="" type="checkbox"/>
OVERTIMEHrs	0.00			FITW	0.00	<input checked="" type="checkbox"/>			
HOLIDAYHrs	0.00			SITW	0.00	<input checked="" type="checkbox"/>			
VACTIMEHrs	0.00								
Gross	0.00	<input checked="" type="checkbox"/>							
Pay Rate	1	11.50 \$/hr					Net	0.00	
Memo							Dept		

Buttons: Save, Calc, UnCalc, Help, Cancel

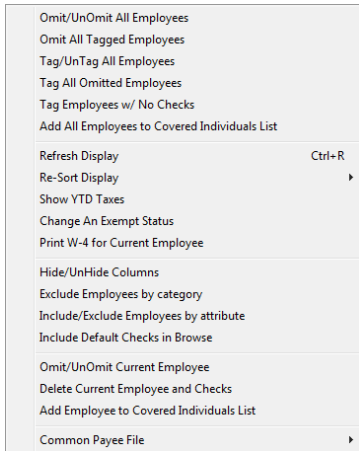
1. If a checkmark or a -1 is entered for SSWH and an amount for MCWH is entered, the program will assume that the amount entered is for both SSWH and MCWH and will, therefore, calculate a value for SSWH. A value for MCWH is then determined by subtraction. The new figures for SSWH and MCWH may then be entered. However, if the checkmark or -1 value is entered, the program will calculate new values based on Gross Pay using the current FICA tax rates and wage maximums. This feature should save data entry time. The program can also re-allocate FITW, SSWH and Medicare if Preference, "Check Entry Fields" [#9 Re-Allocate Federal W/H](#) is enabled.
2. You can enter the amount of Gross Pay here or select a PayRate (or enter -1, -2, ..., -9in Gross Pay). If you select a Pay Rate or enter -1 thru -9, the program will calculate the Gross Pay based on the Hours entered using the specified Pay/Misc Rate.
3. A User Defined Field may be calculated by entering a checkmark or a -1 for that User Defined Field's value. These fields are setup on the [User Defined Fields](#) screen.
4. If a Net Pay amount is entered, the program will compare this to its own calculated Net Pay amount. If a difference exists, the program will display a warning message. This should minimize data entry errors. The program will also ask if FITW or some other tax should be adjusted to match the Net Pay you have entered. If you enter zero for Net Pay, the program will calculate Net Pay and display the value.
5. If a checkmark is entered for FITW, SITW or LITW, the program will compute a value based on the Employee's [Live Payroll Parameters](#).
6. **Net to Gross Calculation:** Select NetPay-to-GrossPay as the Pay Rate and enter the desired value in the Net field to compute a Net-to Gross calculation.
7. **For CA Payers Only:** If Re-Allocate CA SITW & CASDI is enabled on the Payer's California [State/Local](#) screen, the program will act in one of two ways. If a checkmark or a -1 has been entered for CASDI under the User Defined Fields, the program will calculate a value for CASDI and subtract that value from SITW to arrive at a new value for SITW. If a value for CASDI has been entered, the program will combine the values for CASDI and SITW and determine a new value for CASDI. A new value for SITW is calculated by subtracting CASDI from the combined value.

**7.2.17 Employee Pay\_By**

This command allows the user to pay employees based on their Pay Frequency (this is setup in the employee's [Live Payroll Parameters](#)). This command also provides a Time Clock Import. Once the selection is made, the Check Edit screen will appear automatically for each employee that meets the selection criteria. Once the employee's check is saved, the program will automatically display the next employee's check.

### 7.2.18 Special

The Special menu item is used to perform a variety of menu items such as Omit/UnOmit All Employees, Resort the Employee Display, Show YTD Taxes, Exclude Employees, Delete Current Employee, Tag/UnTag All Employees and Include Default Checks in Browse.



### 7.2.19 Toggle

This command toggles between the Omit or UnOmit or Tag/UnTag for all employees. If an employee is omitted an \* will appear in the first column. If the employee is tagged a check will appear in the Tag column.

* TAG	NAME	SSN	EMPLOYEE#	ADDRESS
*	BARNES, CONNIE	444-44-4444		P. O. BOX 11211
	BROWN, BEN	222-22-2222		P. O. BOX 12041
	BROWN, THOMAS	234-56-7890		334 NW 112 Street
	FORD, TARA	555-55-5555		P.O. BOX 2345
	GREEN, DEBERT	333-33-3333		12344 WHITE RIDGE
	HARRISON, ANTHONY	111-11-1111		P. O. BOX 1234
	JONES, KATIE	122-33-4444		3223 BLUE SPRUCE COURT
	SMITH, JOHN J.	123-12-1234		2200 NW 122nd

#### 7.2.19.1 Employee Summary Report

After Tagging all the employees to be printed, click Quit to return to the AMS Payroll Menu. Click *Reports* to access the Reports Menu and select report "B". When the Report Criteria Selection screen appears, select the Exclude UnTagged Employees. The program will then print the Report for the Employees that have been "tagged". The same method may be used to print selected employees for various Reports.

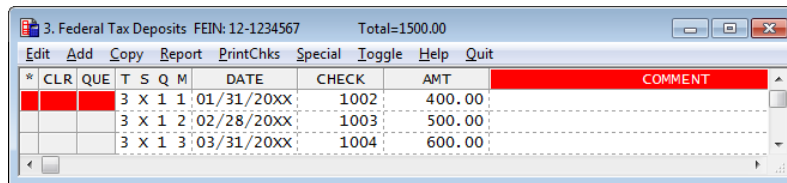
## AMS Payroll

### 7.3 Deposits

The program allows entry and viewing of tax deposits and payments at any time. Click *Deposits* and then click the desired Deposit/Payment type.

1. State Unemployment Tax Deposits	[ 0 ]
2. Federal Unemployment Tax Deposits	[ 0 ]
3. Federal Tax Deposits	[ 2 ]
4. State Tax Deposits	[ 0 ]
5. Local Tax Deposits	[ 0 ]
6. State Disability Tax Deposits	[ 0 ]
7. State Other Tax Deposits	[ 0 ]
8. Disbursements	[ 0 ]
A. All Deposit Types [1 thru 8]	[ 2 ]
S. State/Local Deposits [1,4 thru 7]	[ 0 ]
P. Purge ALL Omitted Deposit Records	

After a deposit or payment type is selected, a screen similar to the one below will appear. The total amount deposited or paid is displayed in the title bar of this window.



3. Federal Tax Deposits FEIN: 12-1234567 Total=1500.00									
Edit Add Copy Report PrintChks Special Toggle Help Quit									
* CLR	QUE	T	S	Q	M	DATE	CHECK	AMT	COMMENT
		3	X	1	1	01/31/20xx	1002	400.00	
		3	X	1	2	02/28/20xx	1003	500.00	
		3	X	1	3	03/31/20xx	1004	600.00	

#### 7.3.1 For Federal Deposits:

Household Employers (942) should type **942** as the first three characters of the comment line.

Agricultural Employers (943) should type **943** as the first three characters of the comment line.

#### 7.3.2 For State Deposits:

New York – NYC Tax should type **NYC** as the first three characters of the comment line.

New York – YONKERS should type **YONKERS** as the first seven characters of the comment line.

New York – MTA-305 should type **305** as the first three characters of the comment line.

Oregon – Tri-Met should type **TRI** as the first three characters of the comment line.

Oregon – Lane County should type **LANE** as the first four characters of the comment line.

Oregon – Worker's Compensation should type **WC** as the first two characters of the comment line.

### 7.4 View (Payer Summary)

The View menu item for the payer provides useful summary information including federal, state and local tax liabilities.

Payer's Summary by Month (Jan-Jun)							View 1
Payer: Advanced Micro Solutions, Inc							State: OK
	Jan	Feb	Mar	Apr	May	Jun	
RegHrs	1600.00	1280.00	1280.00	1280.00	1600.00	1280.00	
OvrTimeHrs	0.00	0.00	0.00	0.00	0.00	0.00	
HolidayHrs	0.00	0.00	0.00	0.00	0.00	0.00	
VacTimeHrs	0.00	0.00	0.00	0.00	0.00	0.00	
Gross	15300.00	12240.00	12240.00	12240.00	15300.00	12240.00	
MCWH	221.85	177.48	177.48	177.48	221.85	177.48	
SSWH	948.60	758.88	758.88	758.88	948.60	758.88	
FITW	1045.90	836.72	836.72	836.72	1045.90	836.72	
SITW	0.00	0.00	0.00	0.00	0.00	0.00	
MCOMP	0.00	0.00	0.00	0.00	0.00	0.00	
D401K	459.00	367.20	367.20	367.20	459.00	367.20	
Net	12624.65	10099.72	10099.72	10099.72	12624.65	10099.72	
*** ALL Amounts are Associated with State A=OK Only ***							

The View menu item includes:

Summary by Month

Summary by Quarter

Summary of Tax Exemptions

Summary of Tax Liabilities by Quarter

Summary of Tax Liabilities by Month

## 7.5 Browse

Click **Browse** from the AMS Payroll Menu to browse all checks issued by the Payer over a specified date range.

### Note:

Checks that have a Date of 00/00 are Default Checks, to include them in **Browse** select *Special>Include Default Checks*.

### 7.5.1 Browse Order

Changes the order in which checks are displayed.

### 7.5.2 Employee Criteria

The default is to print *all* employees. Click the drop-down to select only Tagged, Omitted, or Un-Omitted employees.

### 7.5.3 Check Criteria

The default is to print *all* checks for the selected employees. Click the drop-down to select only Flagged, Omitted or Un-Omitted checks, or only checks with Invalid Dates.

### 7.5.4 Starting/Ending Dates

These date fields refer to the date entered on the Check Edit screen when entering payroll data. Enter the Starting/Ending Date Range in the mm/dd format.

### 7.5.5 Check Memo Filter

The Check Memo is entered in the Memo field on the Check Edit screen. To print reports for specific Check Memos, enter the Memo and use wildcard characters to search for specific criteria.

### 7.5.6 Check Dept. Filter

The Check Dept. is entered on the Check Edit screen or as a default on the Employee's General Info screen. To print reports, for specific Depts., enter the Dept Code and use wildcard characters to search for specific criteria.

### 7.5.7 Check Status

The Check Status is assigned on the Check Browse screen. They include: All non-Voided Checks, Voided Checks Only, Cleared Checks, Uncleared Checks Only and All w/Voided Checks.

## 7.6 Reports

Clicking *Reports* displays the following menu.

- A. Print Payer/Tax Summary
- B. Print Employee Period Detail
- C. Print Employee Totals/Worksheet
- D. Print State Wage Worksheet
- E. Print Employee Reports/Labels
- F. Print Payer Check Detail
- G. Print Income Tax W/H by State/Local
- H. Print Payer Setup Data
- I. Print State/Local Tax Report
- J. Print W/H Discrepancy Report
- K. Print MTD, QTD Detail or Qtr Totals
- L. Print Special Reports
- M. Print SDI Wage Worksheet
- N. Print User Defined Report Sequence
- O. View Command w/ Criteria Screen
- P. Employee Federal W/H Detail
- Q. Print Generic State 941 & W-3

(*Note: Printer control codes for these reports can be modified using the procedure described under [Options>Printer Settings](#).*)

When a report is chosen, a Selection Criteria screen will appear. This screen can be used to specify what information will appear on the report as well as define other printing criteria.

**Report C – Employee Totals/Worksheet** and **Report L – Employee Census** can be saved as a tab delimited text file that can be opened in Excel.

## 7.7 Forms

Clicking *Forms* displays the following menu. To print, just click on the desired report/form.



### 7.7.1 94x Forms

The available 94x forms are determined by the Payer Type in the *Payer>Payer Edit>General>Federal Depositor Information* section.

### 7.7.2 Export W-2 or 1099 Data to Forms Menu

This selection will transfer payroll totals to the W-2/1099 forms.

### 7.7.3 Print Generic State Wage Report

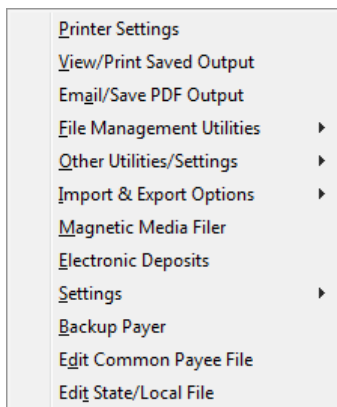
This is a generic wage listing report. It is also used for the Puerto Rico Chauffeur Report and the 480.6b.1 form.

### 7.7.4 Z. Print State Quarterly Return

This is the specific state unemployment report. You will only be able to print the returns for states setup as the Payer's States/Locals (*Payer>Payer Edit>State/Local*). If more than one state is defined for the payer, the software will ask which one to print. IF there is only one state, it will automatically print the forms for that state.

## 7.8 Options

Use this menu item to change screen settings, perform file management, change printer settings and execute other special utilities.

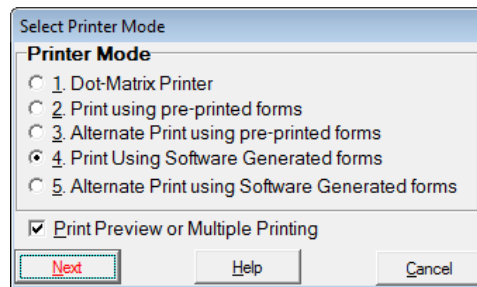


**Note:**

*Email/Save PDF Output* is only enabled when a temporary PDF file has been created and is ready to be saved.

### 7.8.1 Printer Settings

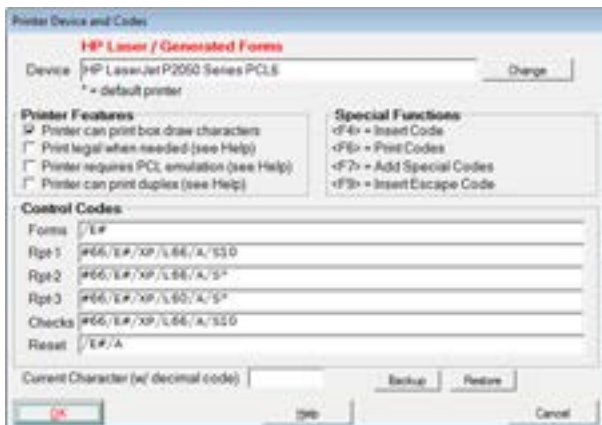
Like the Printer Settings menu item in the Forms Menu, this option requires that you first select your printer type. Each printer type has its own group of settings.



**Note:**

The following Printer Device and Codes screen is associated with Mode 4. Print using Software Generated forms.

The Printer Device and Codes screen can be used to change the printer and edit any special printer control codes if needed. (In most cases these will not need to be changed.)



The fields labeled *Forms*, *Rpt-1*, *Rpt-2*, *Rpt-3*, *Checks*, and *Reset* allow you to enter printer control codes for Forms, Report types one through three, Checks and the printer Reset item, respectively.

### 7.8.2 View/Print Saved Output

This command will allow you to View/Print output that has been previously saved as a PCL or PDF File. Please see Print Preview or Multiple Printing for information on saving Reports/Forms as PCL or PDF Files.

### 7.8.3 File Management Utilities

The File Management Utilities menu item displays a menu of file maintenance options.

#### 7.8.3.1 A. Re-Index All Files

Re-creates the index of employee names and checks.

#### 7.8.3.2 B. Delete Omitted Records or All Records

Removes ALL omitted records (Checks, Employees and Deposits).

There is no Un-Delete so AMS recommends that you Backup this information before deleting.

#### 7.8.3.3 C. Omit/Keep Checks for ALL Employees

Used to mark/unmark a date range of checks as Omitted or Un-Omitted.

#### 7.8.3.4 D. Combine Checks into Quarterly Totals Only

Shrinks the size of the check file. The program will combine all checks for each employee in a given quarter into a total check for the quarter.

AMS recommends that you Backup this information before combining. Once combined it cannot be undone.

- A. Re-Index All Files
- B. Delete Omitted Records or All Records
- C. Omit/Keep Checks for ALL Employees
- D. Combine Checks into Quarterly Totals Only
- E. Edit Due Date, Preparer and Signer Information
- F. Edit Locals File
- G. Edit Default Wage Bases, Rates
- H. Edit 3rd Party Designee Information
- I. Import Missing Employees from Prior Tax Year
- J. New Year Update of UDF Declining Balances and Zero Credit Wages
- K. Combine Deposits by Check Number
- L. Apply Selected Values to Tagged Employees



### **7.8.3.5 E. Edit Due Date, Preparer, and Signer Information**

Allows you to edit the Preparer's name and address and PIN number as well as the Signer name and address.

### **7.8.3.6 F. Edit Local File for Report I (see \*Special in Help)**

Used to edit the list of taxing localities for PA/OH/KY/IN.

### **7.8.3.7 G. Edit Default Wage Bases, Rates**

Used to edit State Default SUTA, SDI and Other Wage Bases and Extra/Employee Rates.

### **7.8.3.8 H. Edit 3rd Party Designee Information**

Used to edit 3rd Party Designee Information.

### **7.8.3.9 I. Import Missing Employees from Prior Tax Year**

This menu item is used to import the Employees' information, if the employee's information did not transfer correctly.

### **7.8.3.10 J. New Year Update of UDF Declining Balances and Zero Credit Wages**

Updates the Declining Balance fields, Prior and Current Year Payments, and zeroes the Credit Wage fields.

### **7.8.3.11 K. Combine Deposits by Check Number**

Combines Deposit checks by Check Number, as long as the Check Number, State, Quarter, Date, Deposit Type and Payees are the same.

### **7.8.3.12 L. Apply Selected Values to Selected Employees**

Updates certain employee information for all selected employees. The employee information that can be updated includes:

- Employee Type
- W-2 or 1099
- Tax Exempt Status
- Work Site No
- County No
- Industry No

## **7.8.4 Other Utilities/Settings**

### **7.8.4.1 A. Include Omitted Employees**

Includes omitted employees and voided checks in reports.

### **7.8.4.2 B. Batch Export W-2s and 1099s to Forms**

This command exports a selected group of payers to the W-2 or 1099 form.

### **7.8.4.3 C. Print Client Letter**

This prints a custom client letter that you can edit.

### **7.8.4.4 D. Find Duplicate SSNs (EEs with same SSN)**

This will allow you to find employees with the same SSN.

### **7.8.4.5 E. Edit Client Letter(s)**

This will allow custom client letters to be edited.

### **7.8.4.6 F. Client Listing Report**

This prints a report of clients for a specific state or all states.

### **7.8.4.7 G. Re-Generate Internal Gross Pay Table**

This is used to generate the program's internal tables.

### **7.8.4.8 H. Edit or Add Office Locations**

This allows the user to add or edit "Mail to:" addresses used on client letters.



A. Include Omitted Employees  
B. Batch Export W-2s and 1099s to Forms Menu  
C. Print Client Letter  
D. Find Duplicate SSNs (EEs with same SSN)  
E. Edit Client Letter(s)  
F. Client Listing Report  
G. Re-Generate Internal Gross Pay Table  
H. Edit or Add Office Locations  
I. Batch Reports for Tagged Payers  
J. Print List of New Employees (CA DE-34)  
K. SSN Verification (e-file)  
L. Payer Listing Report or Mailing Labels  
M. TIN Verification (e-file)  
N. Summarize All Payer Checks/Deposits  
O. Utilities for Technical Support Only  
P. Edit Washington State Class Table  
Q. Print W-4 For All Employees  
R. Certified Payroll Reports  
S. Puerto Rico Bonus Report



#### 7.8.4.9 M. Batch Reports for Tagged Payers

This will print a list of defined reports for multiple payers.

#### 7.8.4.10 N. Print List of New Employees (CA DE-34)

This command has been moved to **Report L. Print Special Reports**.

#### 7.8.4.11 SSN Verification (e-file)

This will create and Views/Prints SSN Verification e-files.

#### 7.8.4.12 P. Payer Listing Report or Mailing Labels

This is used to print/export a list/mailling labels for selected payer information to a file.

#### 7.8.4.13 Q. TIN Verification (e-file)

This will create and Views/Print the TIN Verification e-files.

#### 7.8.4.14 S. Summarize All Payer Checks/Deposits

This summarizes all check items and deposits, and prints check summary for tagged payers.

#### 7.8.4.15 U. Utilities for Technical Support Only

To be used with Technical Support only.

#### 7.8.4.16 V. Edit Washington State Class Table

This allows the user to edit the Washington State Class Codes.

#### 7.8.4.17 W. Print W-4 For All Employees

This prints a W-4 form for all employees. For a specific employee, see **Input>Special>Print W-4 for Current Employee**.

#### 7.8.4.18 X. Certified Payroll Reports

This will print a Federal Certified Payroll report.

#### 7.8.4.19 Z. Puerto Rico Bonus Report

This prints the Puerto Rico Bonus Report.

### 7.8.5 Import/Export

Import/Export allows the user to import data from a variety of sources into AMS Payroll.

#### Notes:

If you need to import directly into the **W-2/1099** forms in the **W-2/1099 Forms Filer**, use the **Import Assistant** located on the **Main Menu** of the software (**Main Menu>Utilities>Import Assistant**).

#### A. Import from Quicken or QuickBooks for DOS

This is used to import a file created with Quicken or QuickBooks for DOS.

Search Help for:

**Quicken or QuickBooks for DOS Import.**

#### 7.8.5.1 B. Import from QuickBooks for Windows

Imports a file created with QuickBooks for Windows.

Search Help for:

**QuickBooks (Versions 2006 and higher) Import Instructions**  
**Creating the Payroll Import Files Manually in QuickBooks**  
**QuickBooks Payroll Import Information**  
**AMS Payroll - Import X-Ref File Information**  
**QuickBooks (Versions 2005 and Prior) Import Instructions**

- A. Import from Quicken or QuickBooks for DOS
- B. Import from QuickBooks for Windows
- C. Import special text files created by Option 3 (below) or a user program
- D. Import from PeachTree
- E. Import Tabbed Delimited Files
- F. Import Payer's W-2 file into A-T-F Payroll
- G. Import a special file created by Import Assistant
- 0. Print list of field names for selected A-T-F Payroll file types
- 1. Export to Quicken
- 2. Export to QuickBooks General Journal
- 3. Export special text files that can be imported by Option C (above)
- 4. Export Tabbed Delimited Transactions w/ Employee Information

**7.8.5.2 C. Import special text files created by Option 3 (below) or a user program.**

These commands will import the following files:

PYR.IMP (Payer data)  
PYE.IMP (Employee data)  
PYS.IMP (Payer's State/Local data)  
PYD.IMP (Check data)  
PYU.IMP (Payer's User Defined Fields)  
PYT.IMP (Deposit data)

**7.8.5.3 D. Import from Peachtree**

This option allows you to import payroll data from Peachtree.

Search Help for:

*Create Tab-Delimited Text Files from PeachTree*  
*Import from PeachTree*  
*Define X-Ref to PeachTree*

**7.8.5.4 E. Import Tabbed Delimited Text Files**

This command imports data for employees and checks from Tab Delimited Text Files. These files are setup using AMS Payroll's field names. Two files will need to be created, one for employees (PYE.TAB) and one for the checks (PYD.TAB).

Search Help for:

*Importing Tab Delimited Text Files into AMS Payroll*  
*PYD.TAB and PYE.TAB File Examples*

**7.8.5.5 F. Import Payer's W-2 file into AMS Payroll**

This option allows you to import the Payer's W-2 information to AMS Payroll. If there are dollar amounts on the W-2 forms, that data will be imported as one check dated 12/31.

Search Help for:

*Import W-2 Information (from W-2/1099 Forms Filer) into AMS Payroll*

**7.8.5.6 G. Import special file created by the Import Assistant**

Use this command to import a file created with the *Import Assistant*. The *Import Assistant* is accessed from the *1099-Etc Main Menu* by selecting [Utilities>Import Assistant](#).

**7.8.5.7 0. Print list of field names for selected AMS Payroll file types**

This command will print a list of fields used in the AMS Payroll files:

PYR.IMP (Payer data)  
PYE.IMP (Employee data)  
PYS.IMP (Payer's State/Local data)  
PYD.IMP (Check data)  
PYU.IMP (Payer's User Defined Fields)  
PYT.IMP (Deposit data)

**7.8.5.8 1. Export to Quicken**

This option allows you to export the AMS Payroll data to a Quicken or to QuickBooks for DOS file.

**Note:**

This QIF file cannot be used to import information to QuickBooks for Windows.

#### 7.8.5.9 2. Export to QuickBooks General Journal

This option allows you to export the AMS Payroll data to QuickBooks General Journal.

Search Help for:

**Export to QuickBooks General Journal (QuickBooks 2006+)**  
**Export to QuickBooks General Journal – Define the X-Ref**

#### 7.8.5.10 3. Export special text files that can be imported by Option C

These commands will export the following files from AMS Payroll that can be imported using **Import/Export Options>Import Special Text files created by Option D or a user program**.

PYR.IMP (Payer data)  
 PYE.IMP (Employee data)  
 PYS.IMP (Payer's State/Local data)  
 PYD.IMP (Check data)  
 PYU.IMP (Payer's User Defined Fields)  
 PYT.IMP (Deposit data)

#### 7.8.5.11 4. Export Tabbed Delimited Transactions w/Employee Information

This option allows you to export the AMS Payroll data to a tab delimited text file. The tab delimited text file can be opened using Excel.

Search Help for:

**Export to Tab Delimited Text File – AMS Payroll**

#### 7.8.6 Magnetic Media Filer

This menu item is used to prepare State Magnetic Media Files for quarterly filing to many states. It will create a file that can be uploaded to the state's website. States that are marked **via Form Z command**, are created through **Forms>Z. Print State Quarterly Forms**.

At the end of the process to create the file, please note the file name and location. You will need this when uploading/sending the file to state.

##### Notes:

Once the file is created, you are responsible for uploading/sending the file to the state.

NYS-45 FSET quarterly filing is done through AMS Payroll using the **Forms>Z. Print State Quarterly Return** command. The information is sent via a third-party vendor and charges will apply. Payment is made at the end of the filing process via credit card, American Express, Discover, Mastercard and Visa.

Annual Federal Returns are filed using the E-Filer module. See [E-Filer](#) for more information.

#### 7.8.7 Electronic Deposits

The 1099-Etc program prepares data for use with third-party software for Direct Deposit. Please refer to the Help files for more information.

## 8.0 ACA Filer

When AMS Payroll and the ACA Filer are both purchased, the ACA Filer is integrated within AMS Payroll. Forms, 1095-B & 1095-C (along with their transmittal forms) are supported for ACA printing and E-Filing.

**Note:**

If the AMS Payroll is not purchased, please see ACA Filer for more information.

## 9.0 E-File

The E-File command can be used to E-File the 1095 B & C forms (along with their transmittals), 941, 940 and 944 forms and the State Quarterly Returns (if available).

**Note:**

Please refer to the Help files for more information.

## 10.0 Other AMS Payroll Options

### 10.1 Check Item Order

This menu item allows for customizing the order of the fields on the Add Check screen. In AMS Payroll, select ***Payer>Check Item Order***. This command changes the order of the fields on the Check Entry screen. It does not change the order on the printed check.

## 11.0 Forms Filer Plus

**Forms Filer Plus** is an add-on to 1099-Etc that provides for easy entry and printing of a variety of payroll related forms that are not supported in the [W-2/1099 Forms Filer](#).

**Forms Filer Plus** supports most of the state wage forms that are supported in AMS Payroll plus federal forms such as the W-4, I-9, W-9, 940, 941, 941-B, 943, 945, 941-X and many other forms. We will be adding other forms to Forms Filer Plus as demand dictates.

While AMS Payroll performs a full range of payroll functions and is integrated with the W-2/1099 Forms Menu, Forms Filer Plus is a forms filler. Data that you enter in Forms Filer Plus does not flow to other forms in any other module of the software. Forms Filer Plus works much the same as the W-2/1099 Forms Filer except it does not have all the options that are required when printing forms for multiple recipients.

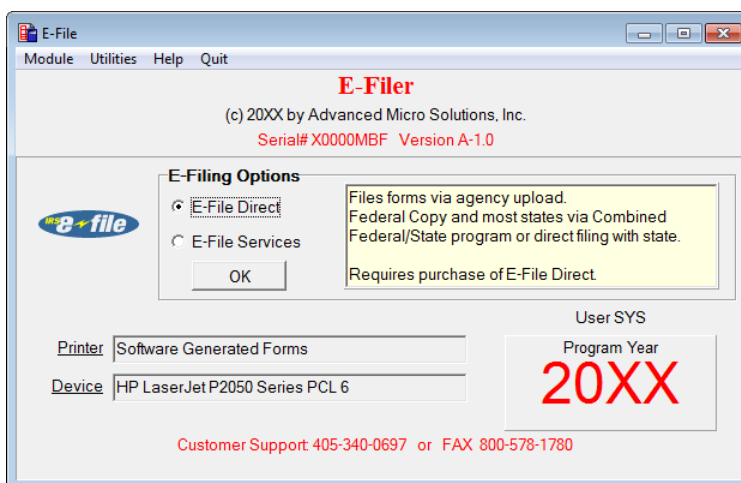
Once the payer and form have been selected, a Form Entry Screen is displayed. The most commonly used functions have buttons along the bottom of the screen. A number of other options are available by clicking the menu bar along the top of the screen.

The Prev and Next buttons allow you to move between records. Clicking Next from the last record will cause the program to ask if a new blank record should be added to the end of the file. Add creates a new, blank record and appends it to the file. Calc will calculate certain fields depending upon the form selected. Jump switches to the next linked form. For instance, clicking Jump while in Form 941 will take you to Form 941-B. Clicking Omit will cause this record to be omitted from printing functions, but the data will remain. Click Omit a second time to un-omit the record.

**Click Help from the Forms Entry screen for detailed information on using Forms Filer Plus.**

### 12.0 E-Filer

E-Filer prepares information (from the [W-2/1099 Forms Filer](#)) in the required formats to submit to the IRS/SSA. This is required for any payer whose total number of employees/recipients is 250 or greater for any given form type. **E-File Direct** creates a file that can be submitted to the IRS/SSA via their uploading instructions. **E-File Services** retrieves the information from the [W-2/1099 Forms Filer](#) and electronically submits this information via a third party vendor. Please review the following for more information regarding the E-Filer module.



#### 12.1 E-File Direct

E-File Direct verifies and creates files for the IRS/SSA. These files can then be submitted via the IRS/SSA upload instructions.

**Note:**

Any errors in the data will stop the process.

To verify data and/or prepare the file, select **E-File Direct** and click **OK**. E-File Direct Options allows the user to select the Type of file to prepare. Click the drop-down arrow to select the Type of Form. The Taxing Authority is always Federal except for W-2s. In the E-File Direct Module, the state W-2 files can also be prepared. We recommend running the Data Verification first. Then any Warnings/Errors that are found can be corrected prior to creating the E-File direct file.

**Note:**

Once the Data Verification is completed, you will need to go through the process again to create the file. Make sure to uncheck Data Verification or the file will not be created.



### **12.1.1 Type of Forms**

Select the form type to format the E-File Direct file in using the reporting agency specifications. The Form Types include:

1098s, 1099s, 3921, 3922, 5498, W-2G  
W-2 (EFW2)  
PR W-2 (EFW2)  
Time Extensions for W-2, 1042S and 1099s  
1042-S  
Puerto Rico 480  
W-2C (EFW2C)  
PR W-2C

#### ***12.1.1.1 1098s, 1099s, 3921, 3922, 5498s, and W-2G***

This will prepare the file for the IRS or for certain states, via the Combined Federal/State Program. Other states that do not participate in the Combined Federal/State may require the filing of the same information, in the IRS format, directly to the state. Once created, you will need to upload the file via the IRS upload instructions through the FIRE system.

**Note:**

A Transmitter Control Code (TCC) must be obtained from the IRS to file these forms using E-File Direct. You will need to file form 4419 with the IRS to obtain this code at least 45 days prior to the Due Date.

#### ***12.1.1.2 W-2(EFW2)***

Prepares the W-2 file for the SSA or states that require electronic filing.

**Note:** A User ID is required from the SSA to file Federal W-2 forms using E-File Direct. This User ID can be applied for on the SSA's BSO (Business Services Online) website, [www.ssa.gov/bsowelcome.htm](http://www.ssa.gov/bsowelcome.htm).

For W-2 State E-Filing, the user will need to contact the state about any requirements that need to be met.

#### ***12.1.1.3 Puerto Rico W-2 (EFW2)***

Prepares the W-2 file for Puerto Rico, according to SSA Pub. No. 42-008PR (EFW2), and the current Puerto Rico specifications.

#### ***12.1.1.4 Time Extension for W-2s, 1042Ss and 1099s***

This option is used to file for time extensions for filing of 1099 forms.

#### ***12.1.1.5 1042S***

Prepares the 1042S file for the SSA in accordance with Publication 1187.

**Note:**

A Transmitter Control Code (TCC) is required to file these forms using E-File Direct. File form 4419 with the IRS to obtain this code at least 45 days prior to the Due Date.

#### ***12.1.1.6 PR-480***

Creates the PR-480 file in accordance with the Department of the Treasury in Puerto Rico.

#### ***12.1.1.7 W-2C (EFW2C)***

Prepares the W-2C file for the SSA in accordance with their EFW2C format.

#### ***12.1.1.8 PR W-2C***

Prepares the Puerto Rico W-2C file.

### **12.1.2 Taxing Authority**

E-File Direct can also create a W-2 Electronic file for all states that require the E-Filing of W-2 forms. Select the state from the ***Taxing Authority*** list to create the file using the selected states specifications.

### **12.1.3 Data Verification**

Data Verification will not create a file but will report all Warnings/Errors for all payers. We recommend that data is always verified before creating the file so that any Warnings/Errors that are found can be corrected.

## 12.2 E-File Services

E-File Services submits the records (from the [W-2/1099 Forms Filer](#)) to the IRS/SSA electronically via a third-party vendor. The cost is based on the number of records submitted (contact AMS Technical Support for more information).

The minimum requirements for E-File Services are:

- W-2/1099 Forms Filer (base program)
- Credit Card (American Express, MasterCard, or Visa)
- Internet Connection

### Note:

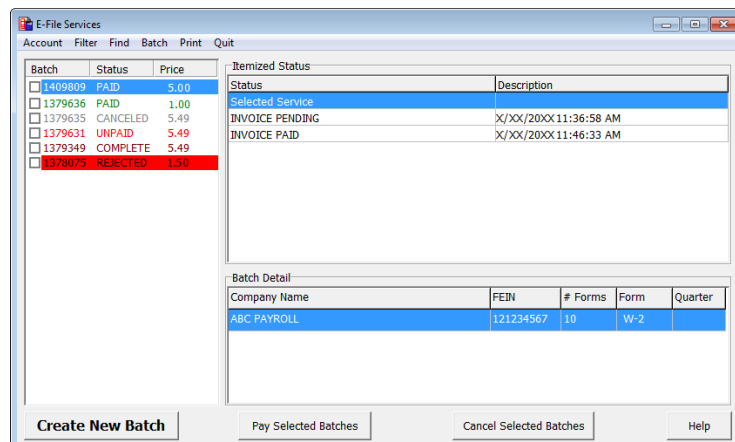
94x Forms are submitted to E-File Services from within [AMS Payroll](#).

The default E-File Services screen, displays a variety of information.

In the left panel, the Batches are listed. The information listed is the assigned Batch number, The last updated Status and the Price to file the Batch.

The top right panel is the Itemized Status List. As the Batch goes through processing, this section will list the Statuses along with the Date and Time.

The bottom right panel is the Batch Detail. This information will include the Company Name, FEIN, Number of Forms, Form Type and the Quarter (941 forms).



Following is a brief description of the E-File Services commands.

### 12.2.1 Account

The Account is used to define the information of the company submitting using E-File Services. Account must be completed before any payers can be submitted for processing.

This command is also used for retrieving forgotten passwords and setting up/reviewing Prepaid accounts.

Setup  
Retrieve Password  
Enter Retrieved Password  
Enter Prepaid Account Codes  
Prepaid Account Balance



### 12.2.1.1 Account Setup

The first time this screen is accessed, all fields will be blank. Enter in the Account information (red fields are required and all other fields are optional). Once the information has been entered click Submit. The program will display a message when the Account Setup has been successfully completed.

Note:

The Account User ID and Password can be changed using the **Retrieve** command on the Account Setup screen. When Retrieve is used, a **NEW** Password will be e-mailed to the E-mail address that is current for the selected User.

### 12.3 Create New Batch

When ready to use E-File Services to e-file the forms, use the Create New Batch command.. This will start the process to e-file the forms via the third party vendor.

Following is a brief description of each Mode and Type.

#### 12.3.1.1 Verify Data – No File Created

This choice will verify or validate your data for electronic filing, except that the program will

- ask you fewer questions
- will not create an E-File
- will report all warnings and errors for selected payers.

Always verify the information and correct all errors before creating an E-File.

#### 12.3.1.2 E-File Only to the IRS/SSA

This option electronically files the forms via a third party to the IRS/SSA only.

#### 12.3.1.3 Forms Mailed to Recipients Only

This mode will print and mail the recipient reporting copies through the U.S Postal Service, 1st Class, via a third-party vendor.

#### 12.3.1.4 Both E-File and Recipient Mailing

Selecting this mode will E-File the IRS/SSA copies as well as print and mail the Recipient Federal copies through the U.S. Postal Service, 1st Class, via a third-party vendor.

#### 12.3.1.5 Recipient Copy on CD

Creates a PDF version of the recipient's copies of federal forms, places on a CD and shipped UPS Ground to a specified address.

#### 12.3.1.6 Payer Copy on CD

Creates a PDF version of the payer's copies of federal forms, places on a CD and shipped UPS Ground to a specified address.

#### 12.3.1.7 Recipient Mailing and Federal/State E-Filing

Files forms to the appropriate Federal & State Agencies, prints & mails the recipient reporting copies through USPS 1st Class.

#### 12.3.1.8 State Fulfillment

Provides fulfillment according to each state's preferred method of filing.

#### 12.3.1.9 Type: All 1099s

This Type will create/submit an E-File for all 1099 forms.

#### 12.3.1.10 Type: W-2s

This Type will create/submit an E-File for all W-2s.

#### 12.3.1.11 Type: W-2Cs

This Type will create/submit an E-File for all W-2Cs.

#### 12.3.1.12 Type: 1042S

This Type will create/submit an E-File for all W-2Cs.

### 12.3.2 Filter

The Filter command is used to list certain batches based on the selected filters, either by Status or Forms.

Status	▶	All	ALL Forms
Form	▶	Paid	W-2
		Unpaid	1099
		Complete	NYS45
		Rejected	941
		Canceled	944
		Accepted	940
			W-2C
			Corrected 1099s
			PIN Registration
			1042S

### 12.3.3 Batch

The Batch command is used to

Retrieve Batch Info
Mark Complete
Check All Status

### 12.3.4 Find

The Find command will search all Batches for a specific FEIN.

FEIN
------

### 12.3.5 Print

The Print command will print various reports/summaries. First highlight the Batch in the Batch List and select the print option.

**Invoice** prints details about the cost of the Batch to e-file.  
**Summary** prints a summary of the Batch  
**Status** prints a list of the Batches Status during processing.  
**Detail** prints a detailed report of the Batch.

Invoice
Summary
Status
Detail

## 12.4 Utilities

### 12.4.1 View E-File Direct Jobs

This command will list all E-File Direct files and Transmittal Reports that have been created using E-File Direct. E-File Direct files can be viewed/edited or the corresponding Transmittal Reports can be viewed/printed.

### 12.4.2 Mag File Tech Support Utilities

This command is used to View, Print, Browse or Edit part or all of a Mag Media file.

#### *12.4.2.1 View/Print all or part of Mag Media File*

This utility can be used to print the entire file (first 80 characters only), the first 10 and last 10 records (first 80 characters only), print a count of the Records Types or print a list of fields and their values in the specified file. This is helpful for the preparer to be sure the information in a file is correct.

#### *12.4.2.2 Browse/Edit entire Mag Media File*

The Browse/Edit entire Mag Media File views a file that has been created. This view of the file is in the exact layout in which it will be sent to the Reporting Agency. The Mag File Viewer has limited editing ability. It will allow changes to characters that already exist, but there is no insert capability. To edit part of this file, simply move the cursor to the starting position of what is to be edited, and click the edit button in the upper left corner. Up to 30 characters at a time may be edited. Make sure that the other information stays in the correct location.

## 12.5 Other E-File Information

### 12.5.1 Internal Revenue Service

The IRS requirements and conditions for filing information return forms 1098, 1099, 5498, and W2-G electronically are contained in IRS publication number 1220. We strongly recommend a copy of this publication be obtained from the IRS.

#### **\*\*\*Only Required for E-File Direct**

#### **1099 Forms**

The first step in filing with the IRS through the F.I.R.E system is to submit Form 4419 to receive a Transmitter Control Code for the 1099 forms.

Contact the IRS at: Internal Revenue Service  
Enterprise Computing Center - Martinsburg  
Information Reporting Program  
230 Murall Drive  
Kearneysville, WV 25430  
(866) 455-7438

#### **1042-S Forms**

The first step in filing with the IRS through the F.I.R.E system is to submit Form 4419 to receive a Transmitter Control Code for the 1042-S forms.

Contact the IRS at: Internal Revenue Service  
Enterprise Computing Center - Martinsburg  
Information Reporting Program  
230 Murall Drive  
Kearneysville, WV 25430  
(866) 455-7438

#### **W-2s**

You will need to apply for a User ID on the SSA's website, [www.ssa.gov](http://www.ssa.gov).

**12.5.2 Combined Federal/State Program for 1099s – E-File Direct Only**

The IRS, in cooperation with several states, has established the Combined Federal/State Program under which information return data submitted to the IRS through E-File Direct is shared with the states that participate in the program. The states that participate are:

Table 1: Participating States and Codes *		
State	State	State
Alabama	Kansas	Nebraska
Arizona	Louisiana	New Jersey
Arkansas	Maine	New Mexico
California	Maryland	North Carolina
Colorado	Massachusetts	North Dakota
Connecticut	Michigan	Ohio
Delaware	Minnesota	South Carolina
Georgia	Mississippi	Vermont
Hawaii	Missouri	Virginia
Idaho	Montana	Wisconsin
Indiana		

If participation in the combined Federal/State Program is desired, you must submit a test file to the IRS between November 2 and February 19. Those who have participated in past years are not required to do so.

The forms that are supported for Combined Federal/State Program are:

1099-B	1099-MISC
1099-DIV	1099-OID
1099-G	1099-PATR
1099-INT	1099-R
1099-K	5498

**12.5.3 Social Security Administration**

The SSA requirements and conditions for submitting W-2 Copy A information is the current SSA publication for EFW2 format. For filing W-2C, see the current SSA Publication for the EFW2C format. We strongly recommend a copy of this publication be obtained from the SSA.

**12.5.4 E-File Direct vs. E-File Services**

The following discusses the differences between Electronic Uploading and E-Filing.

**E-File Direct** is the process of uploading a file to the SSA (B.S.O or ACCUWAGE system) or to the IRS (F.I.R.E. system). There are no additional charges to upload the file other than possible charges for connect time.

**E-File Services** is the process of transmitting 1099, W-2, and W-2C data to a secure server via an internet connection. Once authorized by a user, the data is filed electronically with the IRS or SSA. Optionally, recipient forms are printed and mailed to respective recipients. There is a per-form charge for this service but the purchase of E-Filer Direct is not required.

## 12.6 Tips for W-2s and 1099s

### Tips for Form W-2

1. A Country Code is used to indicate a Foreign Country. To display a list of Country Codes, double-click or hit the space bar in the Country Code field on the W-2 Forms Entry screen.
2. Other special codes used in Box 14 (not Box 12) are:  
CASDI - California State Disability Insurance  
NJSDI - New Jersey State Disability Insurance  
FLI – New Jersey Family Leave
3. The Employee Address Lines support up to 32 characters. If creating a W-2 File and these fields have more than 22 characters, the program will accept the first 22 characters and truncate the rest.
4. For more information on preparing W-2 forms, at the Main Menu, go to "Utilities/Help/Contact AMS", highlight "Visit AMS Tax Links to IRS/SSA, etc.", and then click Select.

### Tips for Form 1099

1. An asterisk (\*) preceding the payee's "city, state, and zip" field indicates a foreign country.  
  
Example: \*London, England W574H
2. An asterisk (\*) preceding the payer name indicates the payer is a foreign corporation. An asterisk (\*) preceding the payer's "city, state, and zip" field indicates a foreign address for that payer.
3.

Example: <u>Foreign Co. with foreign address</u>	<u>Foreign Co. with U.S. address</u>
*Aramco	*Aramco
*London, England W574H	Boston, MA 01023
4. An asterisk (\*) preceding the optional account number indicates the amount reported is taxable in the state specified.  
  
Example: \*NY00125  
  
Implies the amount reported is taxable in NY, not the recipient's state of residence.
5. For more information on preparing 1099 forms, at the Main Menu, select [Utilities>Help>Contact AMS](#), and highlight Visit AMS Tax Links to IRS/SSA, etc., then click Select.



## 13.0 ACA Filer

The 1099-Etc software has added the ACA Filer to meet the new Affordable Care Act (ACA) requirements. The ACA Filer can be a stand-alone module or integrated in AMS Payroll. The ACA Filer supports forms 1095-B and 1095-C (and the associated 1094 transmittal forms). These forms can be printed or e-filed to the IRS. Employee copies can be printed and distributed as well and if Software Generated Forms is purchased, all copies can be printed on <blank> paper.

### Notes:

If the Payer uses **AMS Payroll**, please use the **ACA Filer** that is integrated with within that module (**AMS Payroll>Payer>Payer Edit>ACA**). In AMS Payroll, use the **Input>Special** commands an individual employee or all employees can automatically be added to the Covered Individuals list.

For detailed information on the ACA Filer, please review the program Help Files.

### 13.1 Payer

Through the Payer commands, other payers can be selected and passwords or reminders can be setup.

Select Payer
Password
Reminders

### 13.2 Insured

Through the Insured commands, the Employer Information and the Responsible and Covered Individuals can be edited/added. The Employee's information needed is dependent on the Payer's Form Type, either 1095-B or 1095-C. The Form Type is selected in the Payer Edit command, ACA Filer.

#### Notes:

To omit a **Covered Individual**, click on the line and hit **Omit Row**. To delete the **Covered Individual**, once omitted, click **Delete Omitted Rows**.

**Prev** jumps to the previous record.

**Next** jumps to the next record.

**First** jumps to the first record in the file.

**Last** jumps to the last record in the file.

**Add Record** will add a blank record after the last record in the file.

**Reset from Disk** will remove current changes from the record.

**Omit** will omit the current record from the forms or any reports.

A small dialog box titled "Go To Record". It has three radio buttons: "Record" (selected), "First", and "Last". Next to the "Record" radio button is a text input field containing the number "1". To the right of the input field is a "Go" button. Below the "Go" button is a "Cancel" button.

#### 13.2.1.1 1095-B – Health Coverage

This utility can be used to enter/select the 1095-B data as needed. If the **Responsible Individual** is also a **Covered Individual**, click the **Add to Covered Individuals** button. Make sure to select the Origin of Policy from the drop-down list.

The **Origin of Policy** selections are:

- A. Small Business Health Options Program (SHOP)
- B. Employer-sponsored coverage
- C. Government-sponsored program
- D. Individual Market Insurance
- E Multi-employer plan
- F. Miscellaneous minimum essential coverage

The main window of the ACA Filer software, titled "ACA Filer - 2 records". It contains several sections for data entry:

- Forms** menu: Reports, Utilities, ALE Members, Quit
- Employer Information**:
  - Payer Name: ABC PAYROLL
  - Federal EIN: 12-3456789
  - Payer Address: 245 W. ELM STREET
  - City, State Zip: OKC, OK 12345
  - Contact Name: JANE SMITH
  - Contact Phone: 222-555-4444
  - ☐ Self-Insured
- Responsible Individual**:
  - First Name: JOHN J.
  - Last Name: SMITH
  - Street/P.O. Box: 11345 25th Street
  - City, ST Zip: OKC, OK 12345
  - Country: >
  - SSN: 123-12-1234
  - Birth Date: 05/14/1990
  - Day of Week: Thu
  -
- 1095-B | 1095-C**:
  - Origin of Policy: B. Employer-sponsored coverage
  - Issuer Name: HCS, INC
  - EIN: 71-2587412
  - Issuer Address: 420 N. MAIN AVE
  - Issuer Phone: 222-333-4444
  - City, State, Zip: NYC, NY 14422
- Covered Individuals** table:
 

Num	First Name	Last Name	SSN	DOB	12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	JOHN J.	SMITH	162-35-4211	05/14/1990	X												
2	BARBARA	SMITH	111-25-1420	11/07/1989	X												

At the bottom of the window are buttons: Prev, Next, First, Last, Add Record, Reset from Disk, and Omit.



### 13.2.1.2 1095-C – Employer-Provided Health Insurance and Coverage

This utility can be used to enter/select the 1095-C as needed. If the **Responsible Individual** is also a **Covered Individual**, click the **Add to Covered Individuals** button.

The screenshot shows the ACA Filer software interface. The top menu bar includes 'Forms', 'Reports', 'Utilities', 'A/E Members', and 'Quit'. The main form is titled 'ACA Filer - 2 records'. It is divided into several sections:

- Employer Information:** Fields for Payer Name (ABC PAYROLL), Payer Address (245 W. ELM STREET), Contact Name (JANE SMITH), Federal EIN (12-3456789), City, State, Zip (OKC, OK 12345), and Contact Phone (222-555-4444). There is a checkbox for 'Self-Insured'.
- Responsible Individual:** Fields for First Name (JOHN J.), Last Name (SMITH), Street/PO Box (11345 25th Street), City, ST, Zip (OKC, OK 12345), Country (USA), SSN (162-35-4211), and Birth Date (05/14/1990). There is a button 'Add to Covered Individuals'.
- Insurance Information:** A table for 'All 12 Months' coverage codes (1A through 1I) and self-only costs for each month (Jan through Dec). The 'All 12 Months' column shows a coverage code of 1D and a self-only cost of \$5.00. The 'Safe Harbor code' is 2C.
- Covered Individuals:** A table with columns for 'Num', 'First Name', 'Last Name', 'SSN', 'DOB', '12 Months', and months from Jan to Dec. It lists two individuals: JOHN J. SMITH (DOB 05/14/1990) and BARBARA SMITH (DOB 11/07/1989).

At the bottom, there are navigation buttons: 'Prev', 'Next', 'First', 'Last', 'Add Record', 'Reset from Disk', and 'Omit'.

#### Coverage Codes

The Coverage Codes specifies the type of coverage offered to an employee, the employee's spouse and the employee's dependents. If the code is the same for all 12 months, select the code in the All 12 Months field. If the data is not the same for all 12 months, in each section, enter the code in each month's box. The Coverage Codes are:

- 1A - Min coverage offered to employee with self-only coverage equal to or less than \$1,108.65, spouse, and dependents
- 1B - Min coverage offered to employee and NOT spouse or dependents
- 1C - Min coverage offered to employee and dependents, NOT spouse
- 1D - Min coverage offered to employee and spouse, NOT dependents
- 1E - Min coverage offered to employee, dependents, and spouse
- 1F - NOT Minimum coverage offered to employee and/or spouse and dependents
- 1G - NOT a full-time employee enrolled in self-insured employer-sponsored coverage
- 1H - No offer of coverage
- 1I - Qualifying Offer Transition Relief

#### Employee Share Lowest Cost

Complete this section, only if the Coverage Code is 1B, 1C, 1D, or 1E. Enter the amount, including cents, of the employee share of the low-cost monthly premium for self-only minimum essential coverage, providing minimum value that is offered to the employee. If the employee is offered coverage but is not required to contribute any amount towards the premium, enter 0.00 (do not leave <blank>). If the code is the same for all 12 months, select the code in the All 12 Months field. If the data is not the same for all 12 months, in each section, enter the cost in each month's box.

#### 4980H Safe Harbor

Enter the Safe Harbor Code(s) to report the status of the employee. If the code is the same for all 12 months, select the code in the All 12 Months field. If the data is not the same for all 12 months, enter the code in each month's box. The codes are:

- 2A - Employee not employed during the month
- 2B - Employee not a full-time employee
- 2C - Employee enrolled in coverage offered.
- 2D - Employee is a section 4980H(b) Limited Non- Assessment Period
- 2E - Multi-employer interim rule relief
- 2F - Section 4980H affordability Form W-2 safe harbor
- 2G - Section 4980H affordability federal poverty line safe harbor
- 2H - Section 4980H affordability rate of pay safe harbor
- 2I - Non-calendar year transition relief applies to this employee

### 13.2.1.3 Covered Individuals

In the Covered Individuals section, double-click the blank line or click the box at the beginning of the line. Enter the Covered Individual information and click **OK** (repeat for all **Covered Individuals**).

**Notes:**

Check **12 Months** if the **Covered Individual** was covered for the full year. If they were not covered for all 12 months, manually check each month they were covered.

If the Responsible Individual was added to the Covered Individuals, they will need to be edited to indicate the Coverage Months.

Self-Insured must be checked to print the 1095-C Covered Individuals.

### 13.2.2 Reports

There are two Reports available for printing, **Covered Individuals** and the **Insured Detail**.

### 13.2.3 Forms

The forms, 1095-B and 1095-C, are printed using this command. Each form type has three layout options, Landscape, Portrait and Portrait w/Instructions. Once the forms are printed, the transmittal forms, 1094-B and 1094-C forms will automatically print.

**Note:**

Self-Insured must be checked to print the 1095-C Covered Individuals.

1095-B	▶
1095-C	▶

### 13.2.4 E-File

The 1094 & 1095 B & C forms can be e-filed in the ACA Filer. The forms can be filed either using Services or by creating a file and uploading it to the AIR system. Please review Publication 5164 and Publication 5165 for more information.

1095-B	▶	File with Services	▶	Original
1095-C	▶	IRS AIR Format		Corrected
Check Batch Status				

- **File with Services** (file via third-party vendor , who files the forms on your behalf)  
Services file the data via a third party vendor, who then files the forms on your behalf to the government. There are fees per form that are paid, by Credit Card, when the forms are E-Filed using Services. Check the Batch Status to follow the processing of the Batch. Batch Statuses include:

Invoice Pending (Payment has not been made)  
 Invoice Paid (Payment is made and accepted)  
 Filing Complete (The IRS has the file but has not looked at the data)  
 Filing Accepted (The IRS has reviewed the data in the file and has accepted it, filing is finished)

**Original or Corrected 1095-B & C forms can be e-filed using the File with Services method only.**

- **IRS AIR Format** (create a file to upload using the AIR system)

This module supports an unlimited number of 1094 and 1095 forms. A Transmitter Control Code for the AIR system is required to E-File the forms using E-File Direct. This is a different Control Code than the one used for 1042-S and 1099 forms. When applying for the code, select AFA (ACA Internet Transmitter) as the Transmission Method. You need to submit a Test file prior to actually filing the data.

### **AIR Transmitter Control Code**

To file ACA Information Returns electronically, the ACA Application for Transmitter Control Code (TCC) must be completed online. AIR only accepts ACA TCCs. Software Developers, Transmitters and Issuers may not use an existing FIRE TCC or Electronic Filing Identification Number (EFIN) or Electronic Transmitter Identification Number (ETIN). The application process consists of two steps:

#### **First:**

Responsible Officials and Contacts in the business or organization register for e-services (for more information on e-services Registration and Tutorials, see the Registration Services page on [irs.gov](http://irs.gov)). The registration process involves collecting personal and taxpayer data for the sole purpose of authenticating your identity. After completing the initial registration, a confirmation code will be sent by U.S. Postal Service (USPS). After receiving the confirmation code, log on to e-services, using the Username and Password that was created when the account was setup, and confirm the registration.

#### **Second:**

Responsible Official initiates the ACA Application for TCC. The application must include a minimum of one Responsible Official and minimum of two Contacts (maximum of 10 Contacts).

Here is a Tutorial on application for ACA Transmitter Control Code,

[http://www.irs.gov/PUP/for\\_taxpros/software\\_developers/information\\_returns/aca\\_app\\_tutorial\\_online.pdf](http://www.irs.gov/PUP/for_taxpros/software_developers/information_returns/aca_app_tutorial_online.pdf)

### **13.2.5 Options**

Options provide various commands, from *Printer Settings and Importing*, to *Backing up the Payer*.

Printer Settings	
View/Print Saved Output	
Email/Save PDF Output	
File Management Utilities	▶
Other Utilities/Settings	▶
Import & Export Options	▶
Backup Payer	