W-2/1099 Forms Filer
AMS Payroll
Forms Filer Plus
E-Filer
ACA Filer
1042-S Filer

Electronic Manual

Tax Year 2022

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1.0 Introduction

1099-etc is a database management system that consists of six main modules. These six modules are:

W-2/1099 Forms Filer

Prepares and prints IRS/SSA Information Returns (1099s, W-2, 1096, W-3, W-2C, W-3C, and the 8922). All 1099 forms are supported: 1099-A, -B, -C, -CAP, -DIV, -G, -INT –K, -LTC, -MISC, -NEC, -OID, -PATR, -Q, -R, -S, -SA, 1098, 1098-C, 1098-E, 1098-T, 3921, 3922, 5498, 5498-ESA, 5498-SA and W-2G. 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 supports all State Unemployment forms and most State Withholding forms. 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 E-Filing is supported for many states.

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 all State Unemployment forms and most State Withholding forms. ***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.

E-Filer

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, or Time Extension filings for 1099s. The User is then responsible for uploading the resulting electronic file to the Reporting Agency via their upload instructions. ***E-File Direct*** also creates the state W-2 electronic files.

Notes:

There are certain requirements for using E-File Direct for E-Filing for the various forms:

1099 Family of Forms

When using E-File Direct to E-file the 1099 forms a Transmitter Control Code is required. Logon on to https:/fire.irs.gov, create and account and them fill-in and file the Information Returns (IR) Application with the IRS to get this code at least 45 days prior to the filing deadline. For more information see https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire.

W-2s

When using E-File Direct to E-File the W-2 forms, a User ID is required. Go to the SSA's website, www.ssa.gov and apply for the ID, using their Business Services Online.

1042-S

When using E-File Direct to E-file the 1099 forms a Transmitter Control Code is required. Logon on to https:/fire.irs.gov, create and account and them fill-in and file the Information Returns (IR) Application with the IRS to get this code at least 45 days prior to the filing deadline. For more information see https://www.irs.gov/e-file-providers/filing-information-returns-electronically-fire.

Note:

The Code for the 1042-S form, is different from the Code for the 1099s.

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.

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

When using E-File Services, a Transmitter Control Code (1099s & 1042-S) and a User ID (for W-2s) is NOT required.

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
The 1042-S Filer is a complete database system that generates the 1042-S form. It has an easy-to-use, menu-driven format that simplifies the selection of payers and forms.

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.

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).
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).
You Tube Videos (Go to www.youtube.com and search for Advanced Micro Solutions)

Advanced Micro Solutions provides free technical support to registered users. Technical support can be reached using the following methods:

Fax	(800) 578-1780
Chat	www.1099-etc.com
E-mail	support@1099-etc.com
Phone	(405) 340-0697

1.3 Updates
All updates are available on our website, 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 change the setting, at the ***Main Menu*** select, ***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).

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.

1.5 Privacy Policy

Advanced Micro Solutions (AMS) may, through the course of business, come in contact with sensitive, confidential, and/or protected information. Generally this information is sent to AMS from our customers for use in troubleshooting an issue they are having in the 1099-etc software.

Customer data sent electronically is saved to a specific backup folder located on the AMS network. The customer data is then restored to a technician's computer for analysis. Once the issue is resolved the data is returned only to the customer (if desired). The data is always deleted from all email and the technician's computer. The network folder is deleted nightly.

Printed customer data that has been emailed, faxed, or generated by a technician is shredded as soon as it is no longer needed.

AMS makes all reasonable efforts to ensure that unauthorized persons are not able to view any confidential information from their computer or computer screen.

Employees do not, either during or after their employment with AMS, misuse, divulge, loan or sell any customer information. However, employees may discuss customer data with other employees in order to resolve a problem with the data or the software.

2.0 Setup

2.1 System Requirements

The 1099-etc software is designed for personal computers running the current version of Windows and will also run on most local area networks. The minimum requirements are:

Windows 10 or higher

> **Note:**
> The program requires a Microsoft supported Operating System. See Windows Lifecycles for more information.

Up to 85MB of free hard disk space (depending on installed options).

Minimum Screen Resolution: 1024 x768 (higher resolution recommended)

Valid Internet Connection (for Updates) and Microsoft Internet 11 or Microsoft Edge (for E-File Services).

> **Note:**
> Due to a recent Microsoft security change, an update (hotfix) may be required when downloading the program and/or update files. See https://support.microsoft.com/en-us/kb/2763674 for more information.

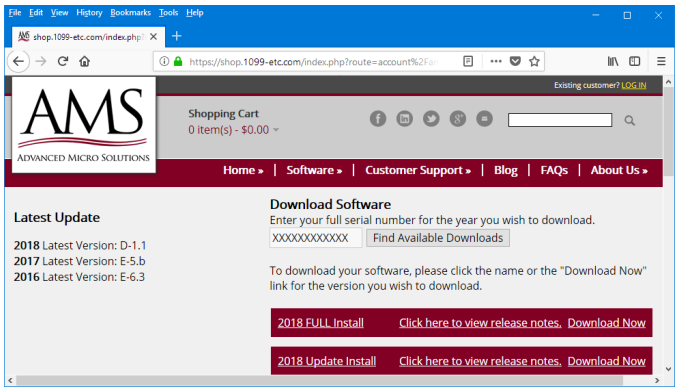
The software supports Windows compatible printers (virtually all brands and models of laser printers). However, for faster printing, we recommend laser printers.

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 a minimum of 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.

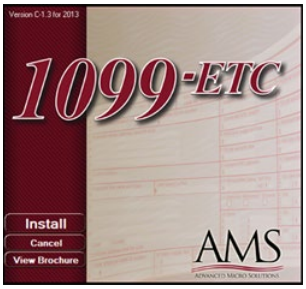
> **Notes:**
> During the Installation, if you receive and error, ***Winzip Self-Extractor: Error 0 running command.\ setup / z,*** you will need to Save the file and open the folder where the file is saved, once the download is complete. To run the program, please open the Download folder, right-click on that file and select ***Run As Administrator***.

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

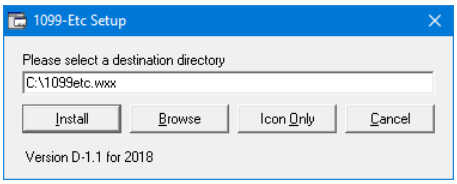
It will take a minimum of 5-7 business for you to receive a CD (First Class Shipping). Once the CD arrives, remove it from the packaging and place the CD in the CD-ROM drive. If the computer supports auto play, the CD will automatically display a screen where Install can be selected and the installation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



> **Notes:**
> **Windows 10+**
> If the setup program does not begin automatically, click in the Search box, type Run, select Run app and then 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.

Earlier Versions of Windows
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 All Payer's*** button and this will transfer all Payer and Employee Setup information to the new program. Selecting ***Selected Payers Only*** will provide a Payer Selection Box so only certain payers can be tagged for transfer. No annual data is transferred.

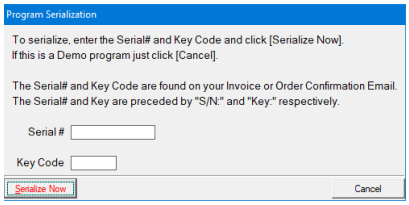
Some notes on network installations:
This program is network-ready. There is no need to purchase a special license or different version of the program. You may install the program a number of ways. The program and data can be stored on the server, or if desired you may install a copy of the program on each workstation and store only the data on the 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.

Notes:
Multiple people can run the program; however, only one person can access a Payer at a time.

The program is governed by a Site license. It can be installed on as many computers as needed as long as it is in one office location. Additional office locations will need a separate copy.

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 receipt included with your CD. 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:

AMS does not recommend storing your data on removable media. In certain situations, on some systems, problems will occur if the data is stored on removable media. Also, removable media is prone to failure. Our recommendation is that you only use removable media to backup your data and for transferring data from one machine to another.

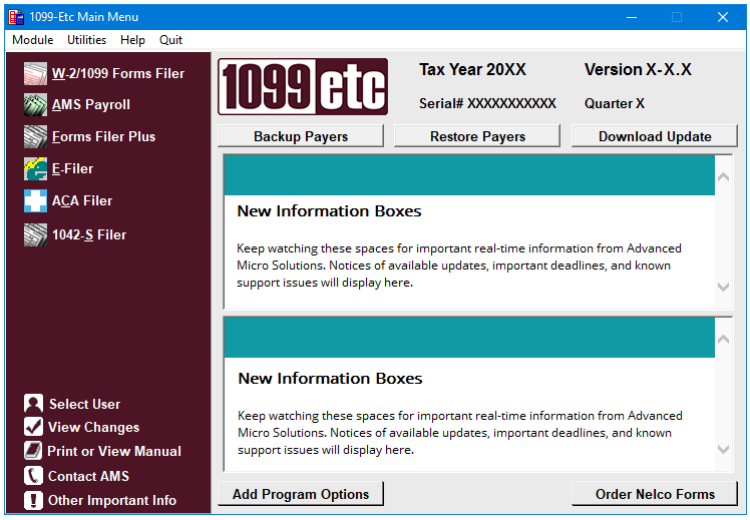
> **Note:**
> 1099-etc does not support CDs for Backup/Restore.

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).



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

The information sections will display real-time information from Advanced Micro Solutions, such as, update notifications, deadlines and known technical support issues.

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, ACA Filer and 1042-S Filer.

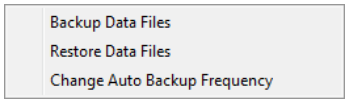
3.2 Utilities

Utilities are 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.



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

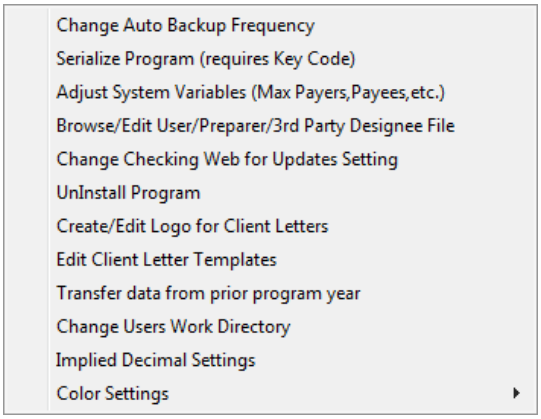
The Backup can be encrypted when Encrypt Backup is checked. The backup will be encrypted with the same key that is used for encrypting PDF files.

Notes:
This key can be found in:

W-2/1099 Forms Filer - ***Payer>Basic Payer Info***
AMS Payroll - ***Payer>Payer Edit>General***
Forms Filer Plus - ***Payer>Basic Payer Info***

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 Change Auto Backup Frequency

You can change the number of times the payer is opened/closed before being prompted to backup. The default is 5. Enter 0 to disable the automatic backup.

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 in the Email that was sent when the order was processed or on the Receipt that came with the 1099-etc program CD (if ordered).

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/3rd 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

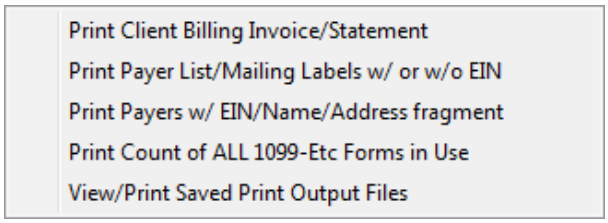
Selecting this option causes the program to assume that all dollar amounts entered should have two decimal places.

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).

3.2.3 Print Utilities

Print Utilities is used to print various 1099-etc reports.



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. 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.

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

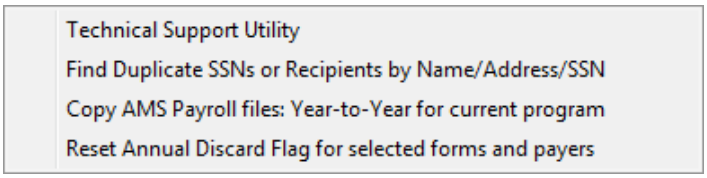
Prints the list of form types in use for each tagged payer and the number of recipient records in the form file.

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.



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

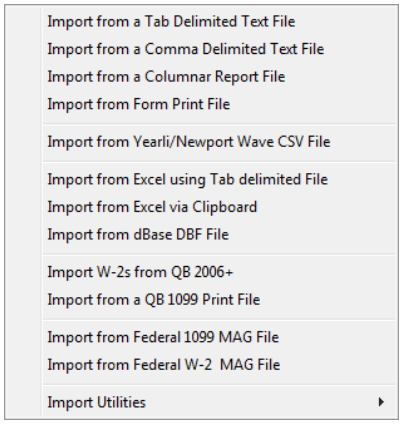
Searches all tagged payers for Duplicate SSNs or Recipients that appear more than once in the tagged payer(s).

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

Use with AMS Technical Support assistance only. AMS recommends that you Backup Payers prior to selecting this command.

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, AMS Payroll, ACA Filer and the 1042-S Filer. Following is a brief description of these Import options.

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.

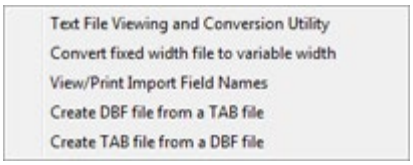
3.2.5.12 Import from Federal W-2 MAG File

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 filed 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.

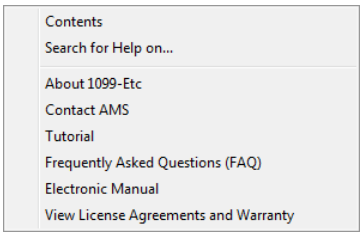
3.2.5.18 Create a TAB file from a DBF file

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, Fax or Mail, upgrade Current Program options and and provides the link 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

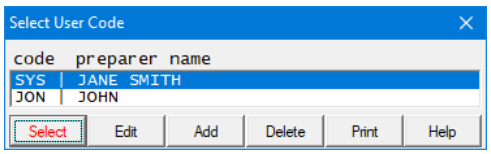
This menu item allows the user to view the License Agreement and the Warranty information for the 1099-etc program.

3.4 Select User

The User Code is used for several reasons, including:

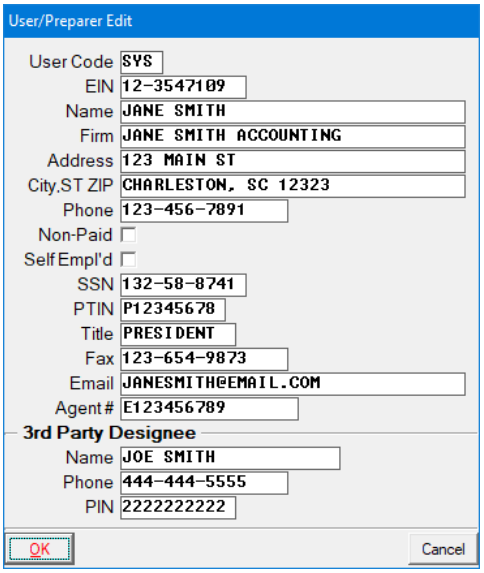
1. Each Payer has different information (3rd Party Designee PIN, Name, etc.).
2. Payer/Clients are segregated by user so that each user needs a different Working Directory.
3. Settings (such as report settings or the default payer) are different for each user.

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



The User Code must be 3-characters in length.

If you need to add or edit a User you will edit the following screen. Do not change the SYS User Code.



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 or View Manual

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

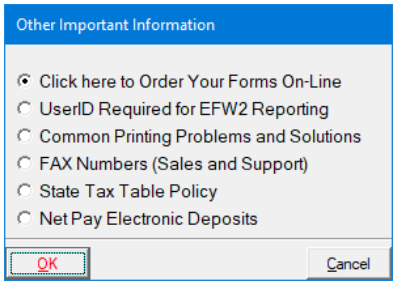
Note:
For detailed information or detailed instructions, please refer to the Help files.

3.7 Contact AMS

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

3.8 Other Important Info

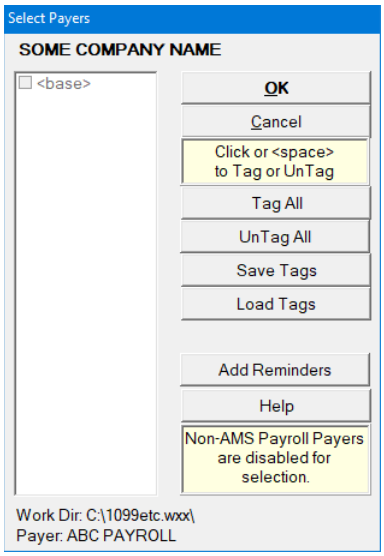
This displays links to information that the user may find helpful such as, Ordering Forms, State Tax Table Policy and NetPay Electronic Deposits.



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 below 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.

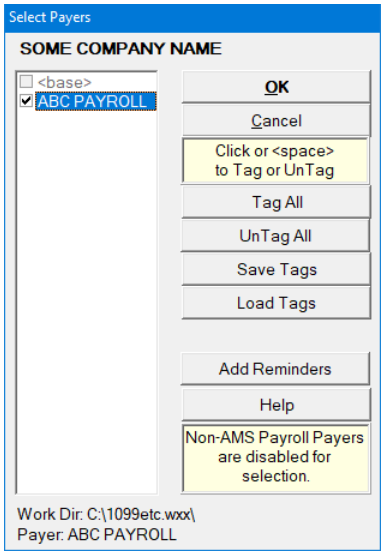
4.1 Select Payer

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.

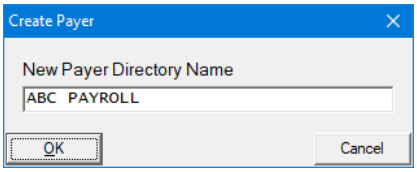


4.2 Exit to Main Menu

This will exit the Select Payer screen and go back to the Main Menu of the 1099-etc program.

4.3 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.

4.4 Rename Payer

Rename Payer allows the user to rename a selected Payer.

4.5 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.

4.6 Delete Payer (Delete Password)

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****

Delete Password
If there is a Password assigned to the Payer, the Delete Payer button will be renamed Delete Password. If you need to delete a password for an existing Payer, you will email Technical Support (support@1099-etc.com) and include the Name of the person requesting the Password removal, the Company Name, the Serial Number and a request for AMS Technical Support to delete the Password. Once we receive that information, a technician will call the Contact that we have on file for that company and verify that it is OK to delete the Password. Once we get the Ok we will contact the person that made the request and remove the password.

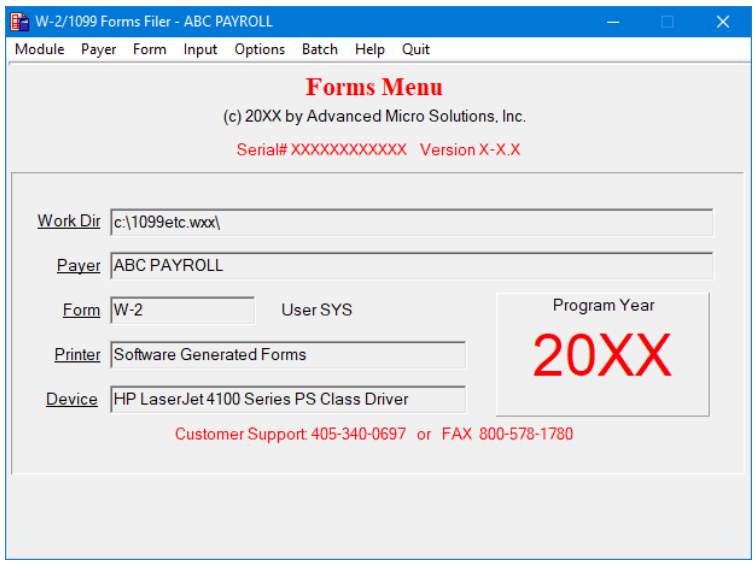
4.7 Add Reminders

Use this command to add a reminder that will display when the Payer is selected. The Reminder can also be setup once the Payer is opened, using the Payer>Reminders command.

5.0 W-2/1099 Forms Filer

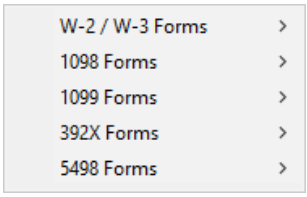
Assuming W-2/1099 Forms Filer was selected from the Main Menu, once the Payer is selected from the Select Payer screen, the Forms Menu will be displayed.

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.

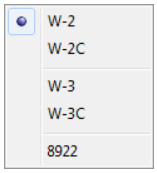


5.1 Form

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:

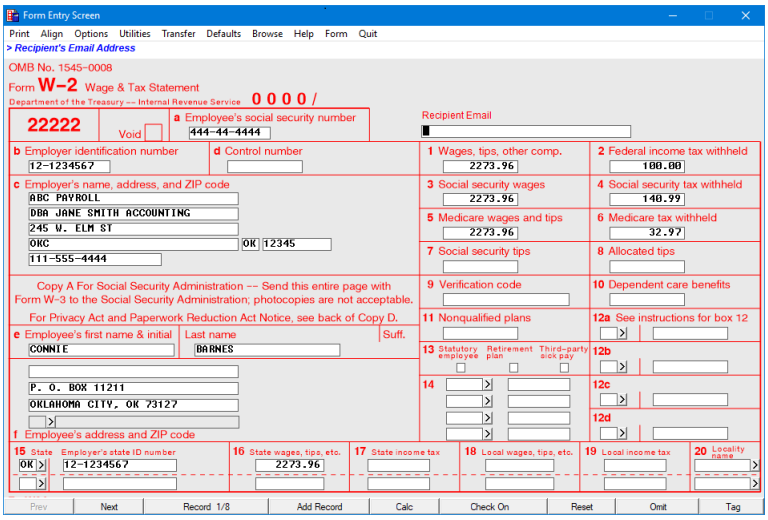


A (●) beside the form name indicates that this form contains some previously entered information and if the form name is enclosed in brackets, "<>", the form is not available at this time. The transmittal forms, associated with the form types, are located at the bottom of the list.

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

5.2 Input (Data Entry)

The Form Entry Screen is shown below.



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 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.

5.2.3 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.

5.2.4 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.

5.2.5 Saving Records

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

5.2.6 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.

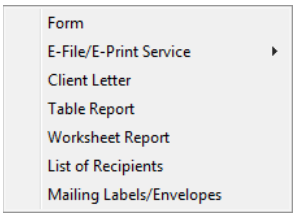
5.2.7 Calculating Fields

Calc automatically calculates certain fields. This works for W-2, W-2C and 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.

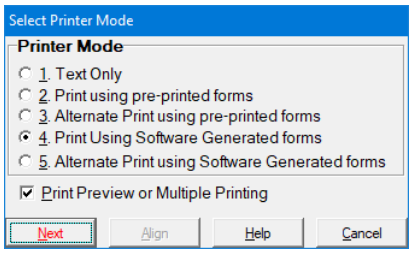
5.3 Print

After data entry has been done, the records are ready to be printed. From the Print Menu, you can print forms, reports, client letters and more.



5.3.1 Form

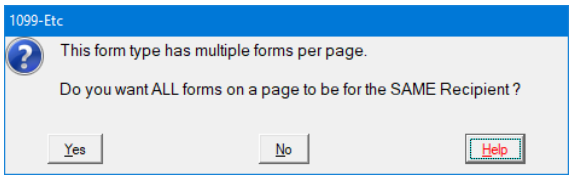
Use this menu item to print forms (pre-printed or software generated). After selecting Form, the program will prompt the user to select a Printer mode and Output Type. Please see the following information regarding the various Printer Modes and their Output Types.



> **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.

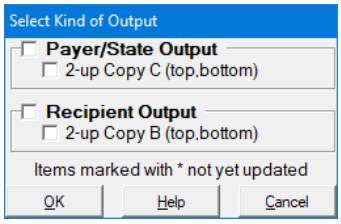
In the case of **Printer Modes 2 or 3 (Print using pre-printed forms)**, the program will ask if the same recipient should be printed on each form per page.



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-NEC and the W-2 forms.

****1099-NEC Only:**

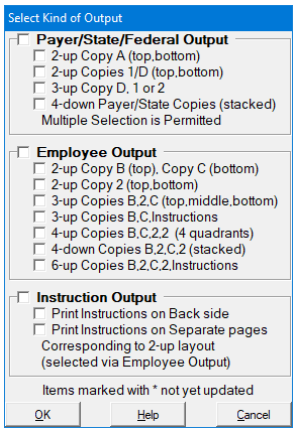


> **Note:**
> The IRS does not allow the 1099 Copy A form types to be printed on <blank> paper; they must be printed on the red pre-printed forms using Print Modes 2 or 3.

The following can be printed on <blank> paper as long as the Software Generated Forms option is purchased.

Payer/State Output
The Payer/State Output. This Output prints multiple recipients per page.

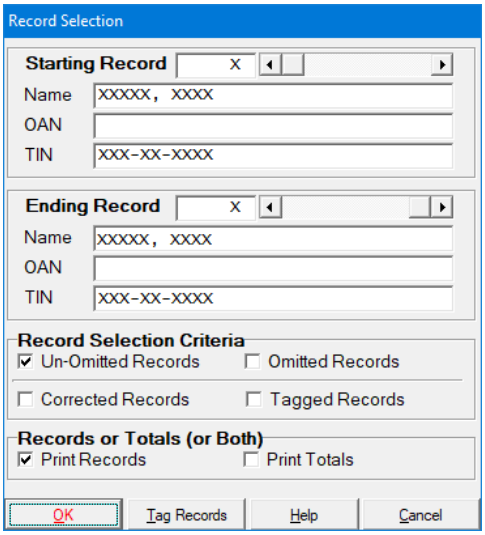
Recipient Output
The Recipient Output has multiple selections. Only one can be selected at a time. This Output prints one Recipient per page.



****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.



Record Selection
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. 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 section is used to Print Records selected or Print Totals (a form containing the total of all records selected). 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**.

5.3.2 E-File/E-Print Service
You can E-File forms using E-File Services. This will submit the data to a third-party vendor, who will then file to the government on your behalf. There is a fee per form, see E-File Pricing Guide, which is paid by Credit cards when the forms are submitted.

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

5.3.4 Table Report
This menu item prints a tabular listing of your data by record, in total, or both. The fields that are printed in the Worksheet Report can be changed using the Defaults command.

5.3.5 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. The fields that are printed in the Worksheet Report can be changed using the Defaults command.

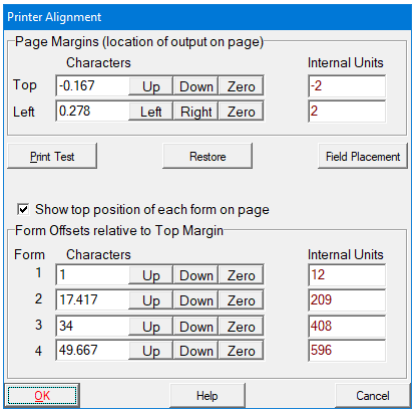
5.3.6 List of Recipients
Prints a report that lists the records with the record number, an Omitted indicator, the recipient name, TIN, and the Optional Account Number.

5.3.7 Mailing Labels/Envelopes
This menu item prints standard mailing labels for Payers/Recipients or Both. 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.

5.4 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.

5.4.1 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 1/10th 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.

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.)

5.4.2 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 1/10th of a character.
The Points value is used for Technical Support Only.

5.4.3 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.

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

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

5.5 Options

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

5.5.1 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.

5.5.2 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.

5.5.3 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.

5.5.4 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.

5.5.5 Printer Settings

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

5.5.6 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.

5.5.7 Justify Numeric Amounts over a Record Range

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

5.5.8 Upper Case a Range of Records

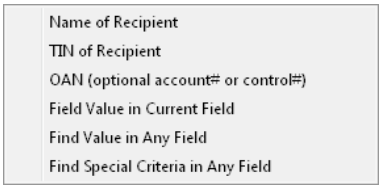
Convert lower case characters to upper case over a specified record range.

5.5.9 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.

5.5.10 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.

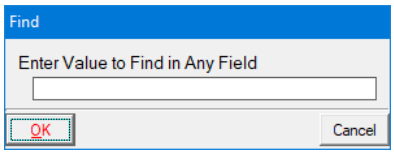


5.5.10.1 Name of Recipient, TIN of Recipient, OAN (optional account# or control#)

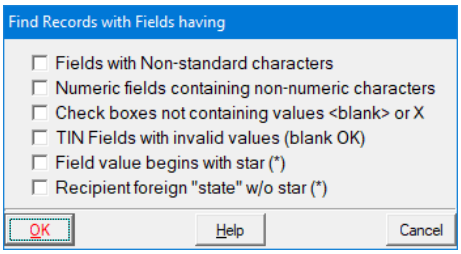
To search for the Name, TIN or OAN click the selection. The program will prompt you for the Name, TIN or OAN. Type the information and click OK or press [Enter]. The database will be searched starting at the current record. If the entire database needs to be searched, select the first record of the database 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.

5.5.10.2 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.



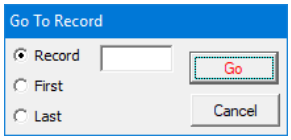
5.5.10.3 Find Special Criteria in Any Field
This searches fields for certain criteria (non-alpha/numeric values). Select the criteria and when prompted select the criteria to find and click OK.



5.5.11 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.

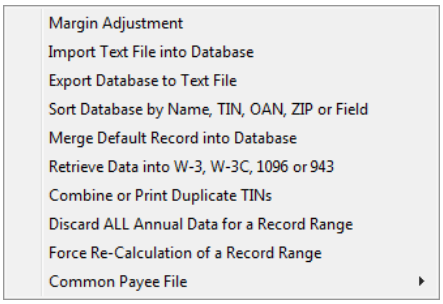
5.5.12 Find Previous Record (Ctrl-P)
When using the Find Record by command, Find Previous or Ctrl-P will jump to the next matching record that is prior to the original match.

5.5.13 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.

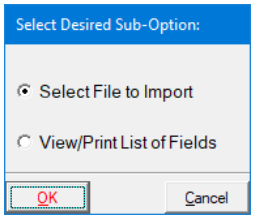
5.5.14 Colors/Implied Decimal
This option has been moved to the Main Menu.



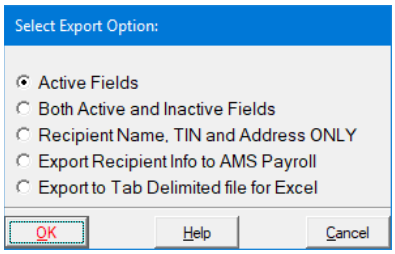
5.5.15 Utilities
Utilities provides for a variety of commands.

5.5.15.1 Margin Adjustments
The Margin Adjustment command allows the user to adjust the Top and Left Margins as well as the vertical offsets for most forms. See the Align command for more information.

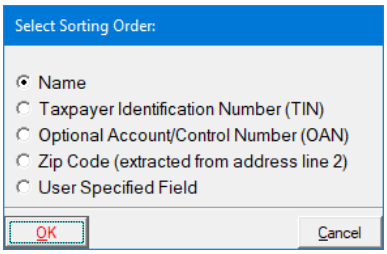
5.5.15.2 Import Text File into Database
This command imports text files that have been created using the Import Assistant or Print the Form Field Names.



5.5.15.3 Export Database to Text File
This option is generally used to copy data from one payer to another within the W-2/1099 Forms Filer. It can also be used to Export Recipient Information to AMS Payroll and Export Data to a Tab Delimited File that can be opened in Excel.



5.5.15.4 *Sort Database by Name, TIN, OAN, Zip or Field*
This will allow you to rearrange the file in SSN, OAN, Name, Zip or a specific Field order.



Note:
The OAN is the 1099 Optional Account Number or the W-2 Control Number.

5.5.15.5 *Merge Default Record into Existing Records*
This will allow you to merge the default data from the Default Record into an existing range of records.

5.5.15.6 *Retrieve Data into W-3, W-3C, 1096 or 943*
If for some reason, the transfer command does not work, this command is used internally by the program to transfer the data.

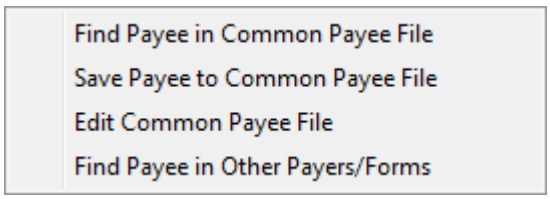
5.5.15.7 *Combine or Print Duplicate TINs*
This command will scan all the records in the current form file for duplicate TINs. If the Combine option is selected then all records with the same TIN will be combined into a single record with a unique TIN. We recommend that you backup your data before using this option. If the Print option is selected then a list of records containing duplicate TINs will be printed.

5.5.15.8 *Discard ALL Annual Data for a Record Range*
This will allow you to delete all of the numeric data for all records. It does not delete the Payer or Employee demographics.

5.5.15.9 *Force Re-Calculation of a Record Range*
This will allow you to calculate the numeric fields over a range of records. This utility can be used with the 1099-Div, 1042-S, W-2, W-3, W-2C, W-3C, PR W-2 and PR R-3.

5.5.15.10 *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 Module. This command will allow you to Find, Save and Edit the Payees. Additionally, Find Payees in Other Payers/Forms.

Note:
This command is only available for the 1099 family of forms. It is not available for W-2s and other forms.



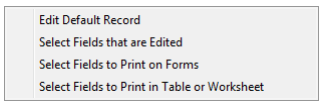
5.6 Transfer

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.

The Transfers are:

W-2 to W-3
W-2C to W-3C
1098s to 1096
1099s to 1096
392X to 1096
5498 to 1096
W-3 to 943
1099-MISC to California DE-542

5.7 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.

Notes:
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:

5.7.1.1 *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.

5.7.1.2 *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].

5.7.1.3 *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.

5.7.1.4 *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.

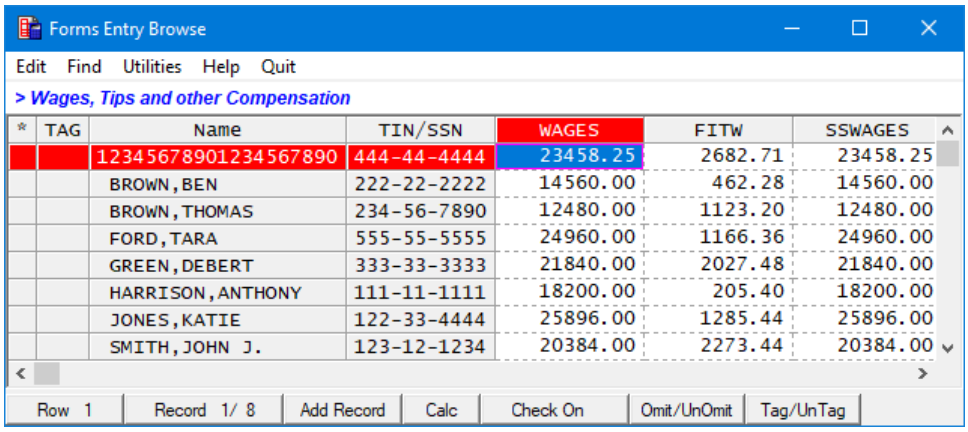
No
When selected, the field data will NOT print on the Table/Worksheet Reports even if there is a value in that field.

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

5.8 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.



*	TAG	Name	TIN/SSN	WAGES	FITW	SSWAGES
		12345678901234567890	444-44-4444	23458.25	2682.71	23458.25
		BROWN,BEN	222-22-2222	14560.00	462.28	14560.00
		BROWN,THOMAS	234-56-7890	12480.00	1123.20	12480.00
		FORD,TARA	555-55-5555	24960.00	1166.36	24960.00
		GREEN,DEBERT	333-33-3333	21840.00	2027.48	21840.00
		HARRISON,ANTHONY	111-11-1111	18200.00	205.40	18200.00
		JONES,KATIE	122-33-4444	25896.00	1285.44	25896.00
		SMITH,JOHN J.	123-12-1234	20384.00	2273.44	20384.00

5.8.1.1 Edit

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

Note:
Please refer to the Help documentation in the 1099-etc program for additional information.

5.8.1.2 Find

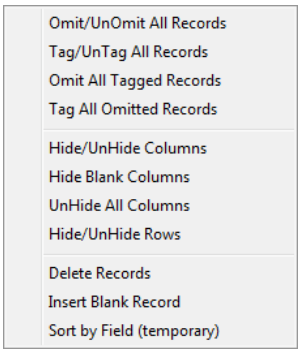
This option searches for either the Payee's Name or the Payee's TIN.

Note:
Please refer to the Help documentation in the 1099-etc program for additional information.

5.8.1.3 Utilities

The Utilities command is used to Omit/UnOmit, or Tag/UnTag a range of records. You can Hide/UnHide Columns, Delete Records, Insert Blank Records and/or Sort by a Field.

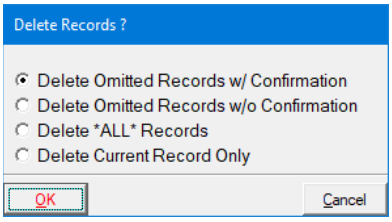
Note:
AMS recommends that you backup the payer prior to deleting records.



5.8.2 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.

5.8.3 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.

5.9 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.***

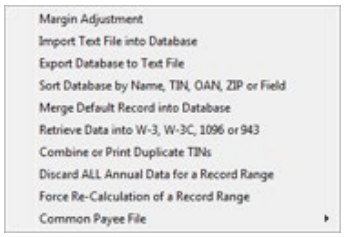
5.9.1 Delete Omitted Records w/Confirmation
This will prompt to verify that each omitted record should be removed from the database.

5.9.2 Delete Omitted Records w/o Confirmation
Removes **ALL** omitted records from the database without confirmation.

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

5.9.4 Delete Current Record Only
Deletes the current record only. Records cannot be undeleted.

> **AMS recommends that you back up your data before deleting records.**



5.10 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.

5.10.1 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.

5.10.2 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.

5.10.3 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.

5.10.4 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.

5.10.5 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.

5.10.6 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.

5.10.7 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.

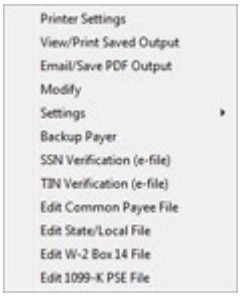
5.10.8 Discard ALL Annual Data for a Record Range
This commands purpose is to discard all annual amounts in the file.

5.10.9 Force Re-Calculation of a Record Range
This commands purpose is to perform the calculations of a form for a specified record range.

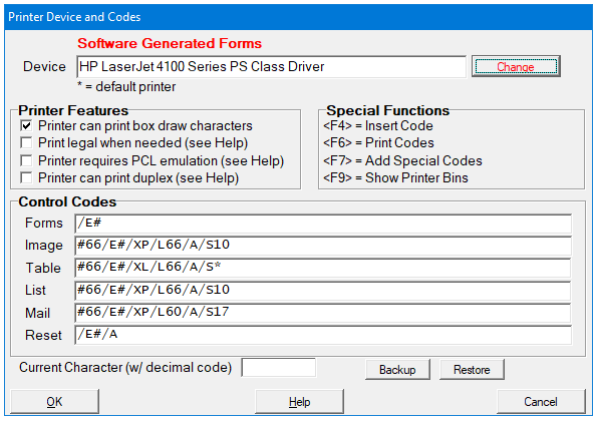
5.10.10 Common Payee File
Payees that are added to the ***Common Payee File*** are available across all selected payers containing any form of the 1099 family within the ***W2/1099 Forms Filer.***

> **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**.

5.11 Options



5.11.1 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.

5.11.1.1 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.

5.11.1.2 *Email/Save PDF Output*
If Reports, Forms or Checks were saved to PDF files when printing, use this option to email the file to the Payer, save the PDF file to your hard drive, Encrypt the file or retain the file temporarily for later use.

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

5.11.1.4 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.

5.11.1.5 Backup Payer
The Backup Payer Command will allow the user to backup the selected Payer's information to a specified drive. The Backup can be encrypted when Encrypt Backup is checked. The backup will be encrypted with the same key that is used for encrypting PDF files.

Notes:
This key can be found in:

W-2/1099 Forms Filer - ***Payer>Basic Payer Info***

5.11.1.6 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).

5.11.1.7 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.

5.11.1.8 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.

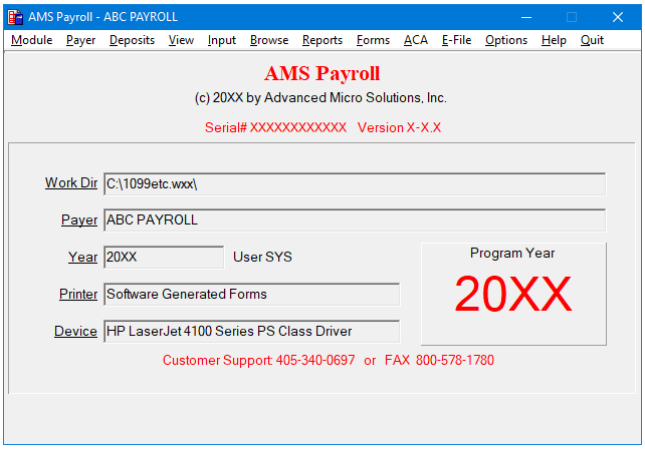
5.11.1.9 Edit W-2 Box 14 File
This command allows the user to create a file that contains ***W-2 Box 14 Label*** information. This information can be used to insert ***W-2 Box 14 Label*** information on the W-2 forms.

5.11.2 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.



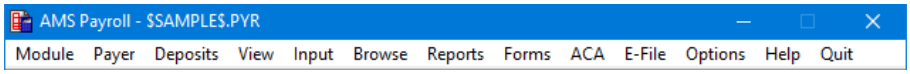
Restrictions

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:

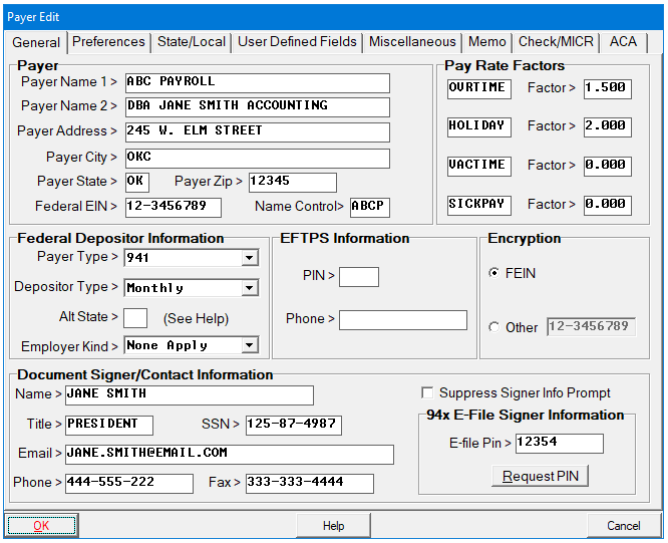


To choose an option, click on it, press the underlined letter itself, or press the underlined letter while holding down the Alt key. (For example: [Alt-P] to select the Payer menu, [Alt-D] for the Deposit menu.)

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, a Doing Business As name or leave blank.

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 Ovrtime, 2.0 for Holiday, 1.0 for VacTime, and 1.0 for SickPay. 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). Define the Employer Kind and enter an Alternate State for 941 if needed see Help).

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 Encryption

This section is used to enter an Encryption Key for Backups or PDF files.

7.1.1.6 Document Signer/Contact Information

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

7.1.1.7 941 E-File Signer Information

The 941 E-File Signer PIN is used as a "digital" signature when E-Filing 940/941/943 forms. 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 94x E-File Signer PIN to the payer via the USPS.

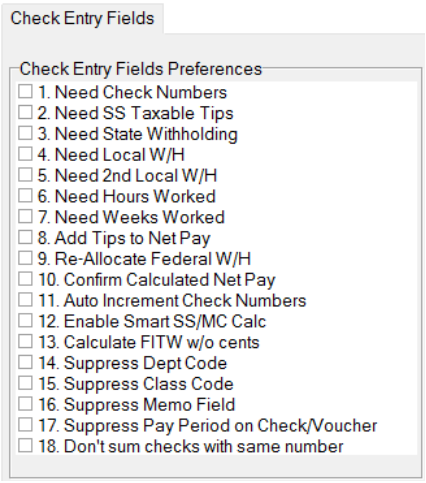
> **Note:**
> You **cannot** E-File 94x forms until you have the 94x E-File Signer PIN.

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 2nd 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.

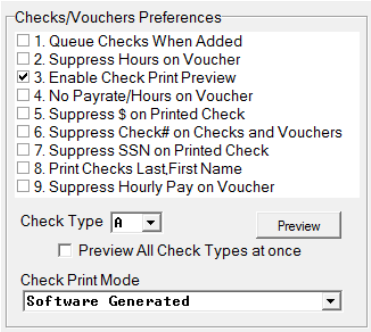
15. **Suppress Class Code**
    This preference will suppress the Class field on the Check Entry screen.

16. **Suppress Memo Field**
    This will suppress the memo field on the Check Entry screen.

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 pay rate 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).

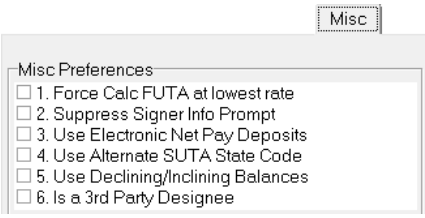
9. Suppress Hourly Pay on Voucher
If checked, the hourly pay is not printed on the check voucher.

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: Laser, Laser Alternate, Software Generated, or Software Generated Alternate.

7.1.2.3 Misc Preferences



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.

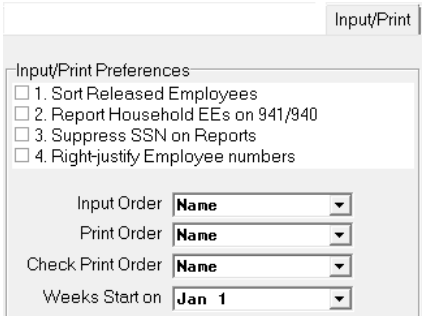
3. **Use Net Pay Deposits**
   This preference is enabled to enter the employees banking information when using the electronic Net Pay Deposit feature.

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 3rd 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 Preferences



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.

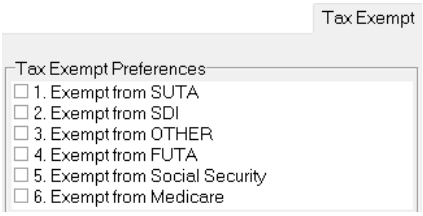
Input Order (Name, Number, SSN)
Defines the order in which employees are displayed when Input is selected from the AMS Payroll Menu.

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.

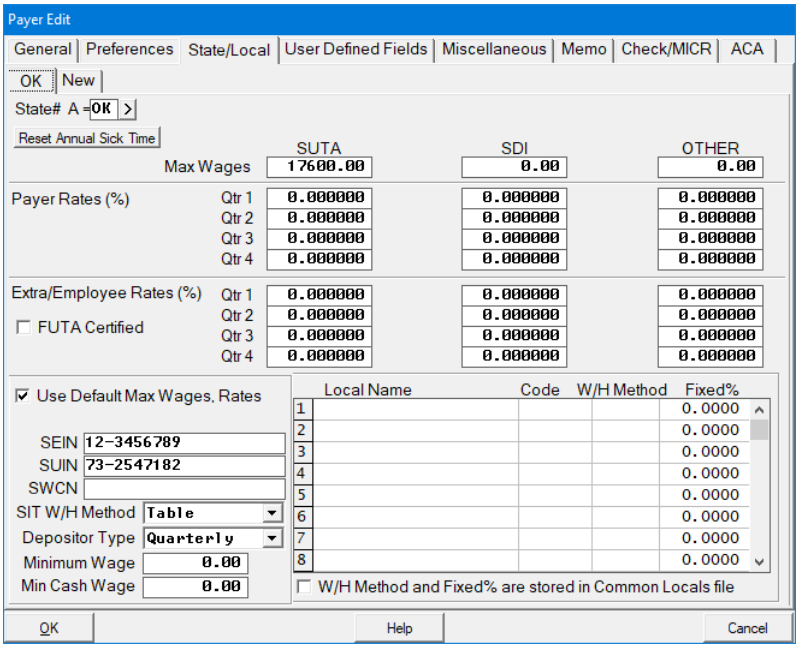
7.1.3 State/Local
This screen is used to enter information about a given state. It also provides a means of setting up local withholding (if needed). Use the New tab to add states. Each additional state will have its own tabbed State/Local Screen.

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.

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, and 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 Reset Annual Sick Time
If the State tracks Sick Time, the Sick Time for all Employees can be reset.

7.1.3.2 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.

7.1.3.3 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.

7.1.3.4 *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).

7.1.3.5 *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.

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

7.1.3.7 *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.

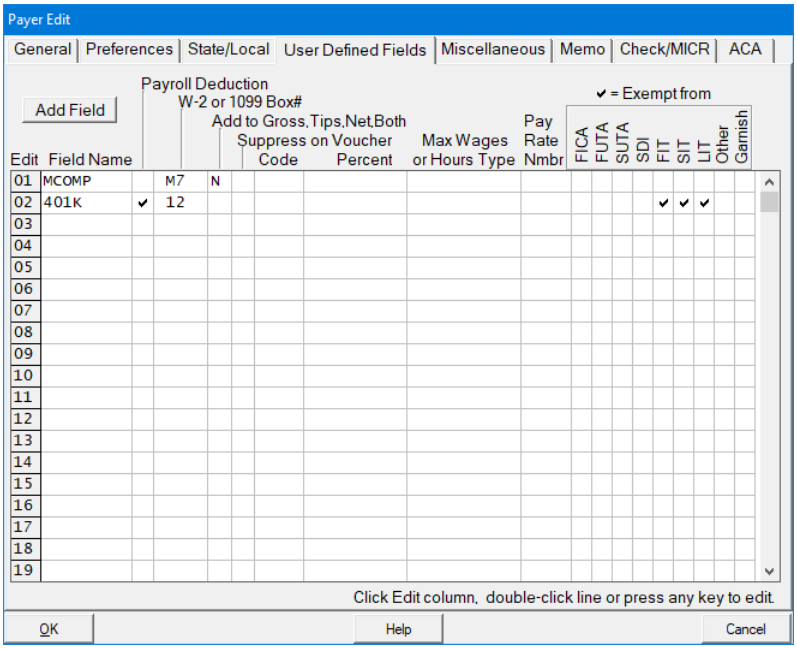
7.1.4 User Defined Fields

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. 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.

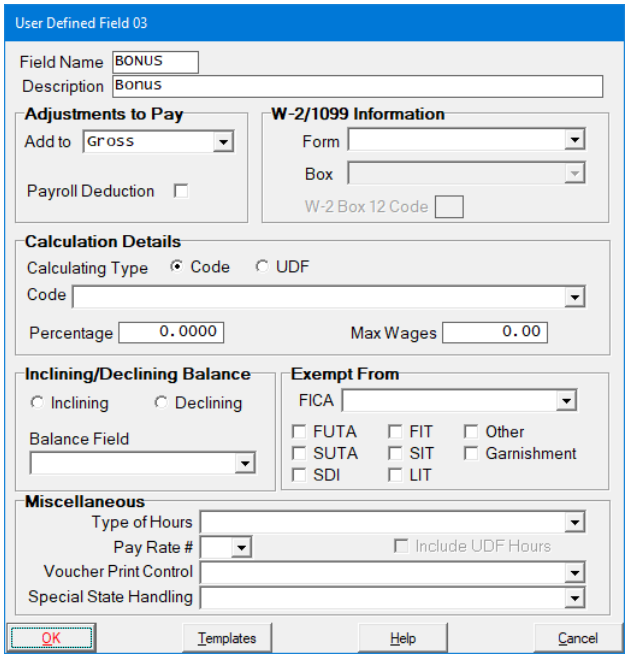


Field Name Used to define the name of the special item on the ***Add Check*** screen (required). If using Box 14, the first 5 characters of the field name will print as the label for that box on the W-2.

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-NEC, 1099-R, and 1099-S.

Box If this item is to be included on Forms W-2 or 1099s, 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***, ***and 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***.

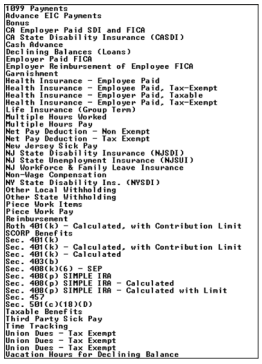
Pay Rate Number: The Pay Rate Number corresponds to the Employee Hourly Rates as defined on the Employee's General Info screen.

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:

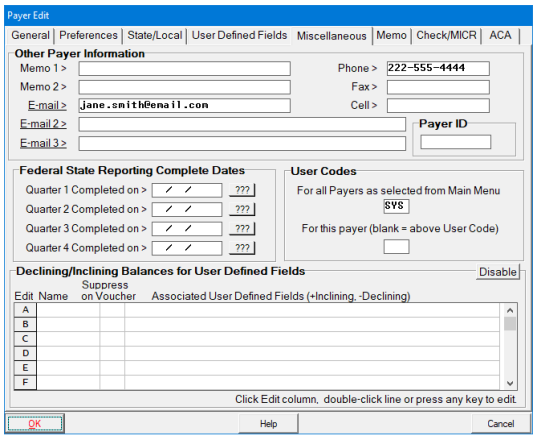


Notes:
These are only examples; settings will vary based on specific situations.

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.

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.

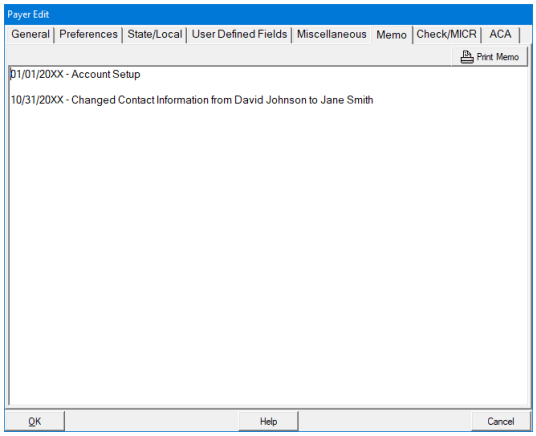
Extensive notes on this payer may also be entered by clicking the ***Memo*** tab.

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.

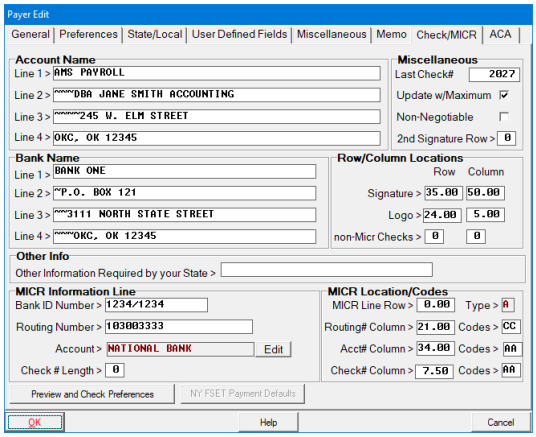
7.1.6 Memo
The Memo screen brings up a text editor where additonal notes regarding this payer can be entered. These notes are for reference only.



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".

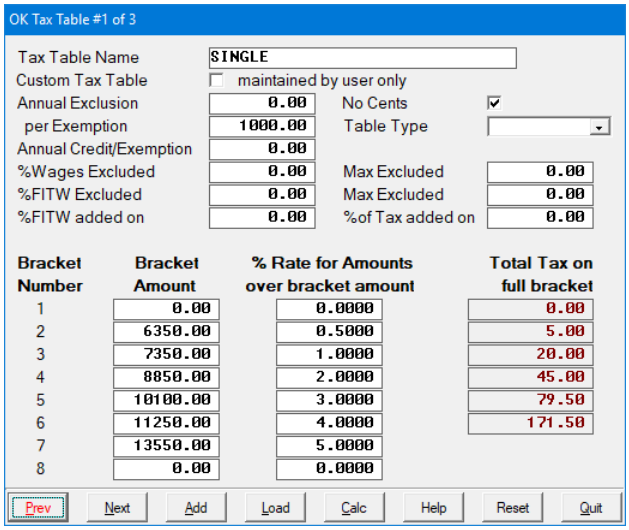
> **Note:**
> MICR checks can only be produced on a laser printer and must be prepared using magnetic toner. Be sure to submit test checks with necessary banks prior to preparing a complete payroll using MICR checks.

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.**

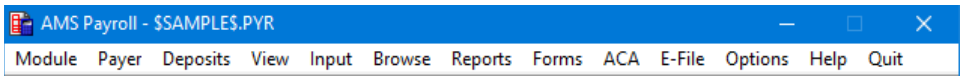
> ***Note:***
> *Tax Tables are <u>always</u> defined in **annual** amounts.*



The example also indicates that Tax Table #1 is for 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)

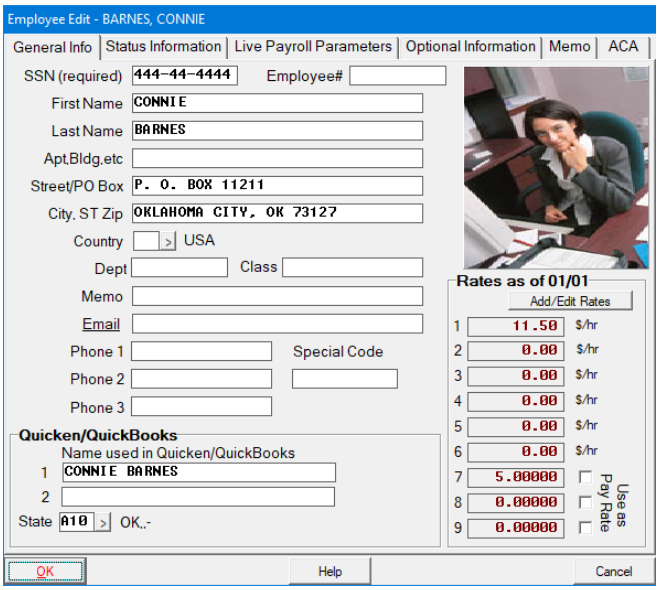
To Add/Edit an employee, click ***Input*** on the AMS Payroll Menu.



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.

3 Rate Records BARNES, CONNIE

Edit Add Delete Help Quit

*	SSN	Eff. Date	Pay Rate 1	Pay Rate 2	Pay Rate 3	Pay Rate 4	Pay Rate 5	P.
	444-44-4444	01/01/2011	11.50	0.00	0.00	0.00	0.00	
	444-44-4444	01/01/2013	12.50	0.00	0.00	0.00	0.00	
	444-44-4444	01/01/2018	13.50	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.

Employee Edit - BARNES, CONNIE

General Info | Status Information | Live Payroll Parameters | Optional Information | Memo | ACA

General Info

Employee Type 941
W-2 or 1099 Both
Gender
Marital Status
Officer
Pay Type Hourly

☐ Statutory Employee
☐ Retirement
☐ 3rd Party Sick Pay
☐ W-2 Box 11 not 457
☐ Non-Resident Alien

Tax Exempt Status

SUTA Non-Exempt
SDI Non-Exempt
Other Non-Exempt
FUTA Non-Exempt
Social Security Non-Exempt
Medicare Non-Exempt

Other Info

Date Hired 02/01/2012 Wed
Date Relsd ??
Birth Date 03/12/1974 Tue
WorkSite No.
County No.
Industry No.

Credit Wages Disable
FICA Wages 0.00
FUTA Wages 0.00

Contractor Information (must be a 1099 employee and Officer box must be Contractor)

☐ Already Reported
☐ Contract is Ongoing
Contract Start Date
Contract Stop Date
Contract Amount 0.00

OK Help Cancel

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).

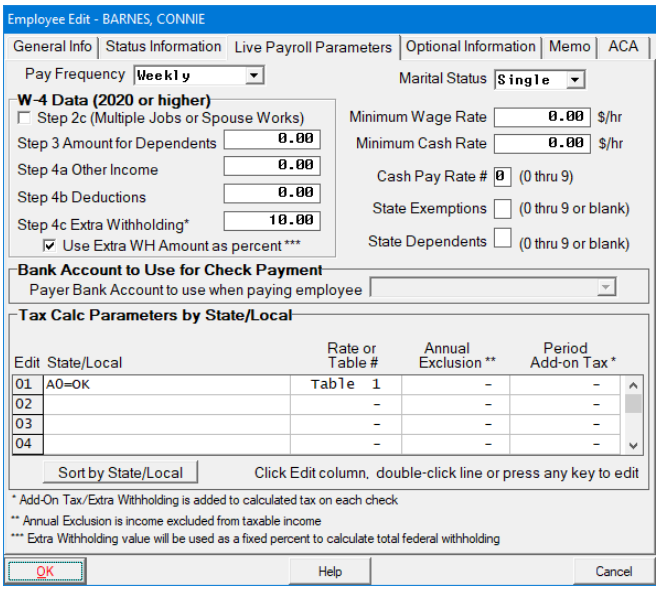
Note:
The date fields are only enabled when either ***Exempt Before*** or ***Exempt After*** is chosen.

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.

Different Bank Accounts can be assigned to Employees for ***ACH Direct Deposit*** or printing ***MICR Payroll*** checks.

All Employees must be assigned the same Payer's Bank Account when using ***the NPC Direct Deposit*** method.

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.

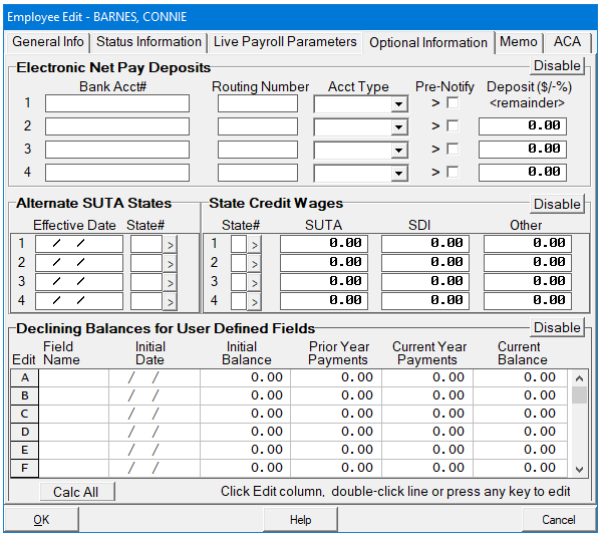
Note:
If using the program's tax tables to calculate SITW, the annual exclusion is already included and is not to be entered here.

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***.

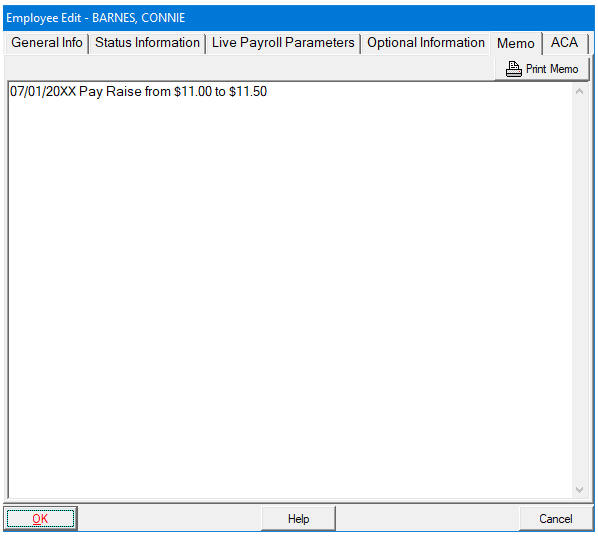
7.2.4.3 Declining/Inclining Balances for User Defined Fields

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 additonal 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].

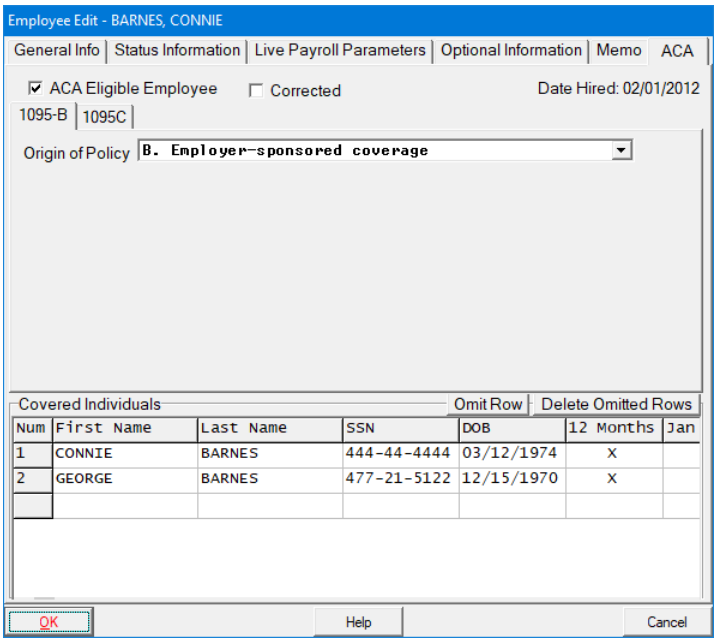
Click ***OK*** to exit the Employee Edit and save the changes.

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***.

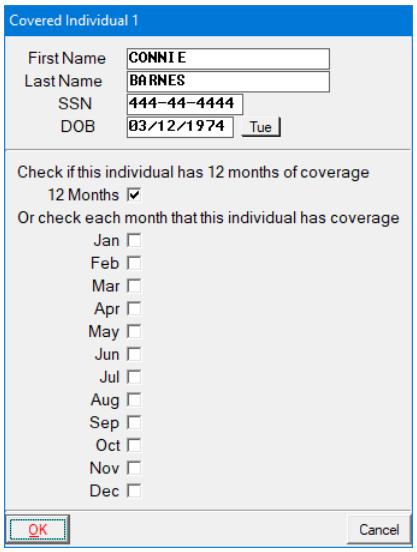


The Origin of Policy selections are:

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

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.

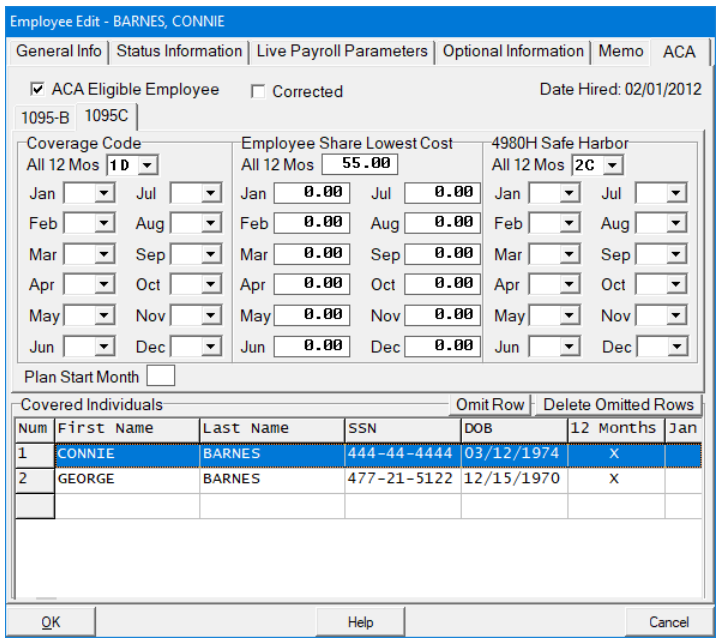


To Omit a Covered Individual, click on the line and hit ***Omit Row***. To delete the Covered Individual, once omitted, click Delete Omitted Rows.

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.



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:

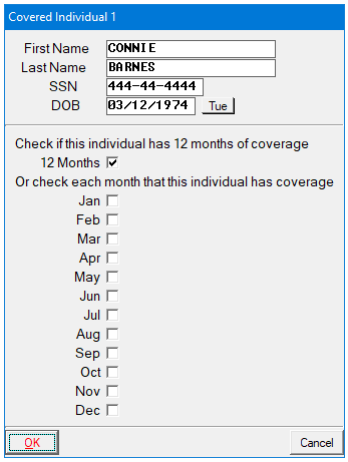
1A - Min coverage offered to employee with self-only coverage equal to or less than $1,108.65, spouse, and dependents
1B - Min coverage offered to employee and NOT spouse or dependents
1C - Min coverage offered to employee and dependents, NOT spouse
1D - Min coverage offered to employee and spouse, NOT 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.



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

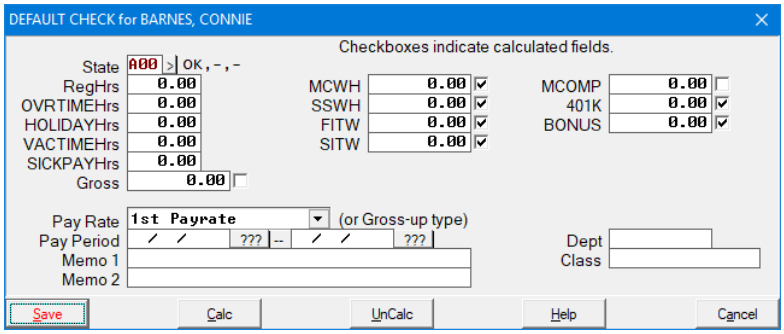
7.2.7 Default Check

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.

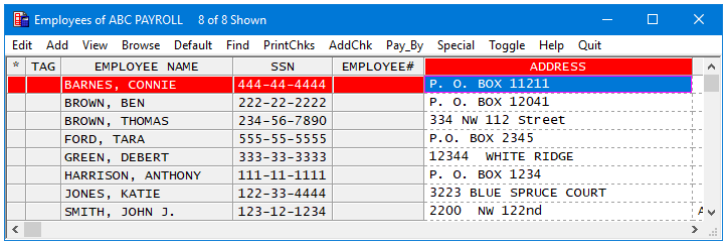
4. Net Pay does not appear in the Default Check since it is always calculated when a check is calculated/saved.

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	EMPLOYEE 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

7.2.9 Employee Edit
The ***Edit*** command edits the currently highlighted employee's information. For additional information on editing employee see Input (Employee Setup).

7.2.10 Employee Add
The ***Add*** command adds new employees. For additional information on editing employee see Input (Employee Setup).

7.2.11 Employee View
Views information about the current employee. Click View, or press [V] to view a summary of payroll information.

Employee's Summary by Month (Jan-Jun) **View 1**

Payer: Advanced Micro Solutions, Inc State: NY
Employee: BARNES, CONNIE SSN: 444-44-4444 Emp#:

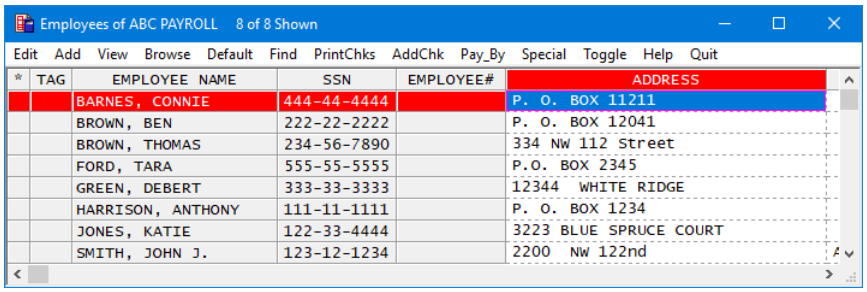
	Jan	Feb	Mar	Apr	May	Jun
RegHrs	200.00	160.00	160.00	160.00	200.00	160.00
OvrTimeHrs	0.00	0.00	0.00	0.00	0.00	0.00
HolidayHrs	0.00	0.00	0.00	0.00	0.00	0.00
VacTimeHrs	0.00	0.00	0.00	0.00	0.00	0.00
Gross	2000.00	1600.00	1600.00	1600.00	2000.00	1600.00
MCWH	29.00	23.20	23.20	23.20	29.00	23.20
SSWH	124.00	99.20	99.20	99.20	124.00	99.20
FITW	224.40	179.52	179.52	179.52	224.40	179.52
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	60.00	48.00	48.00	48.00	60.00	48.00
NYSDI	0.00	0.00	0.00	0.00	0.00	0.00
Net	1562.60	1250.08	1250.08	1250.08	1562.60	1250.08

*** ALL Amounts are Associated with State A=NY Only ***

The Employee View menu item provides the following for the selected Employee:

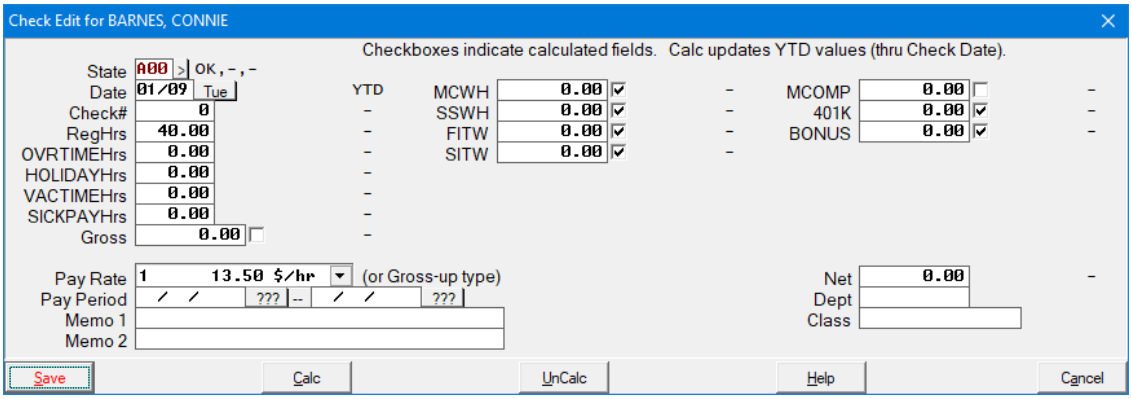
Summary by Month
Summary by Quarter
Summary of SUTA and FUTA

7.2.12 Employee Browse
Clicking Browse from the Input screen allows review of all payroll information by check for the selected employee. The functions of the buttons along the top of the screen are detailed below.



7.2.12.1 Employee Browse - Edit and AddChk
These two menu items work in a similar fashion. Click Edit to edit an existing check. Click AddChk to add a new check. In either case, a screen similar to the following will be displayed.

Note:
When Adding Checks the YTD totals will not appear until the check is either calculated or saved.



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 a 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.

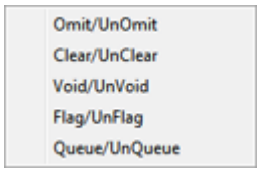
Full Check Edit
The Full Check Edit screen displays all available fields on the check.

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
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:
We recommend backing up the Payer prior to deleting any data. Deleted Checks cannot be undeleted.

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

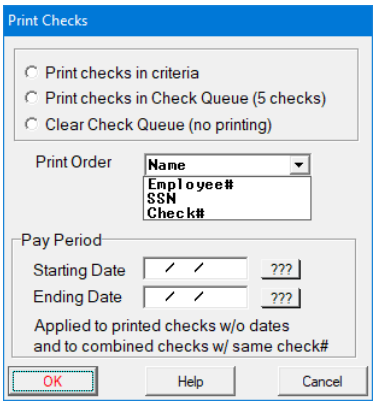
Default information can be setup for Employees and their checks.

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.

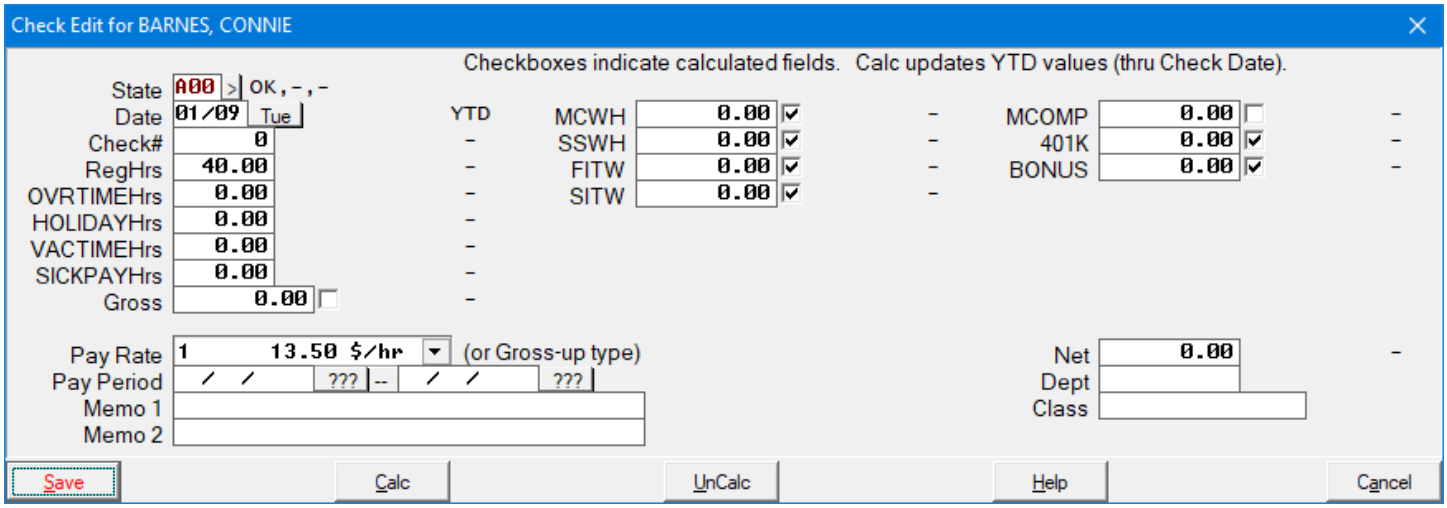
7.2.15 Employee - PrintChks
This command prints payroll checks for all employees based on specific criteria or checks that have been marked as Queued.



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:



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 Pay Rate (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.

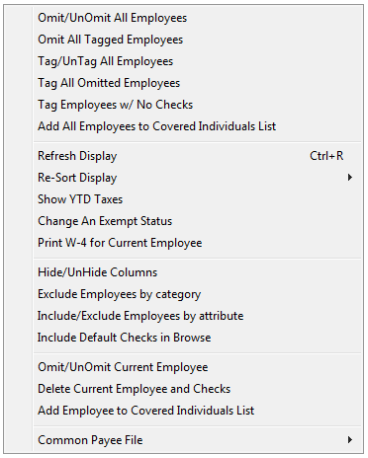
7. **For CA Payers Only:** If Re-Allocate CA SITW & CASDI is enabled on the Payer's California State/Local screen, the program will act in one of two ways. If a checkmark or a -1 has been entered for CASDI under the User Defined Fields, the program will calculate a value for CASDI and subtract that value 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.

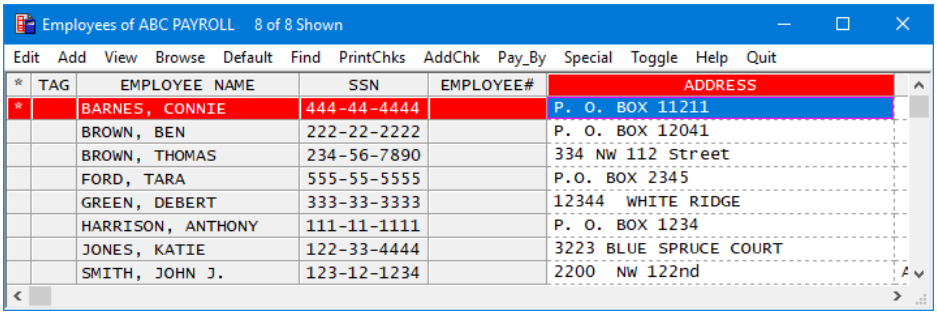
7.2.18 Special

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 and 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	EMPLOYEE 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

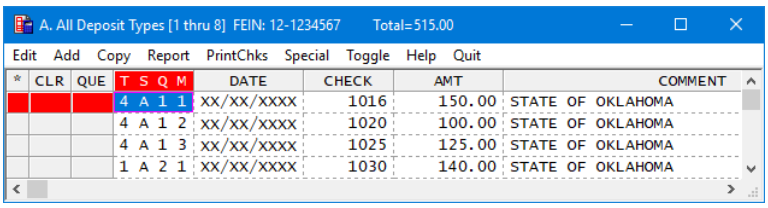
7.2.19.1 Employee Summary Report

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.

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.

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.



*	CLR	QUE	T S Q M	DATE	CHECK	AMT	COMMENT
			4 A 1 1	XX/XX/XXXX	1016	150.00	STATE OF OKLAHOMA
			4 A 1 2	XX/XX/XXXX	1020	100.00	STATE OF OKLAHOMA
			4 A 1 3	XX/XX/XXXX	1025	125.00	STATE OF OKLAHOMA
			1 A 2 1	XX/XX/XXXX	1030	140.00	STATE OF OKLAHOMA

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

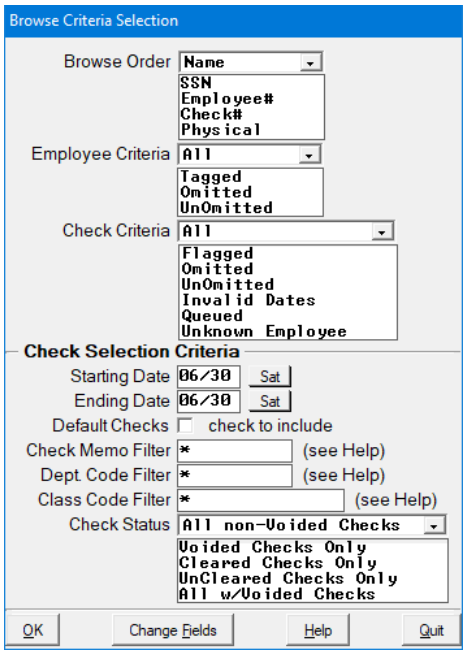
*** ALL Amounts are Associated with State A=OK Only ***

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.

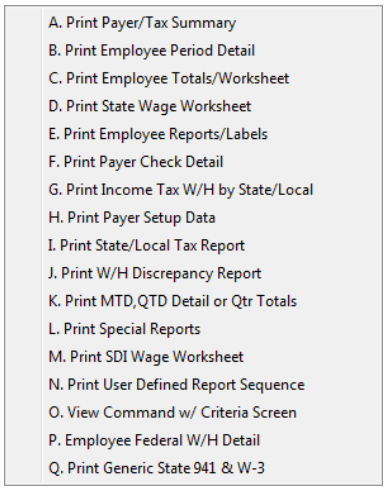
7.5.4 Starting/Ending Dates
These date fields refer to the date entered on the Check Edit screen when entering payroll data. Enter the Starting/Ending Date Range in the mm/dd format.

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.



(***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.

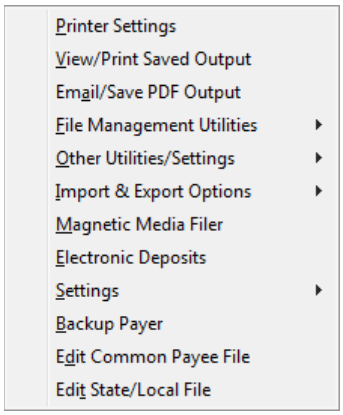
7.7.1 94x Forms
The available 94x forms are determined by the Payer Type in the ***Payer>Payer Edit>General>Federal Depositor Information*** section.

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.

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.

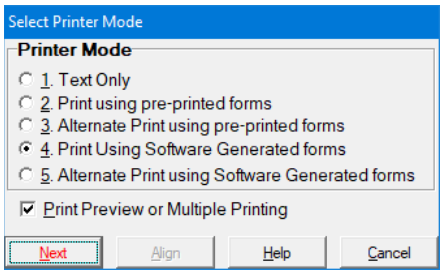
7.8 Options
Use this menu item to change screen settings, perform file management, change printer settings and execute other special utilities.



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

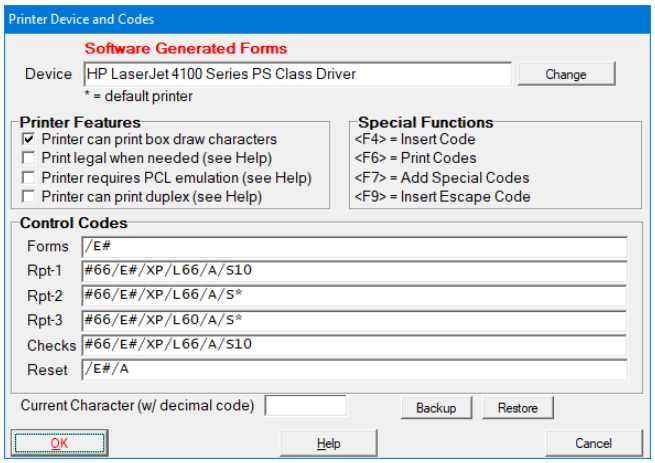
7.8.1 Printer Settings

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.)



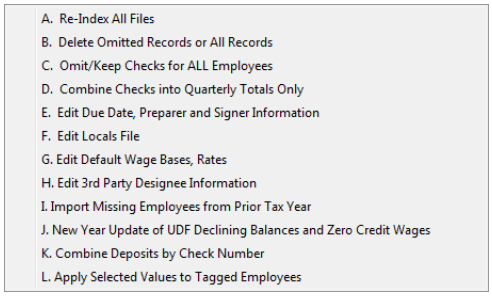
The fields labeled *Forms, Rpt-1, Rpt-2, Rpt-3, Checks,* and *Reset* allow you to enter printer control codes for Forms, Report types one through three, Checks and the printer Reset item, respectively**.**

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.

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.

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 **c**reate 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/mailing 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 **s**ummarizes 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***.

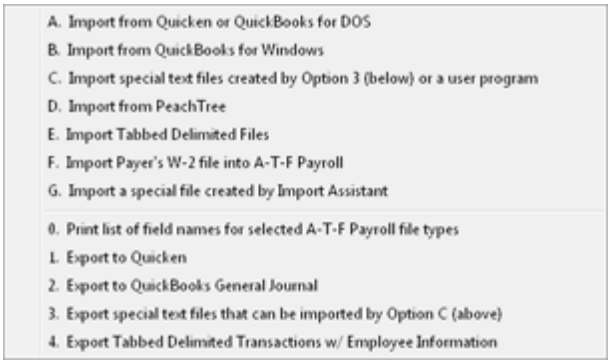
7.8.4.18 X. Certified Payroll Reports
This will print a Federal Certified Payroll report.

7.8.5 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

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)

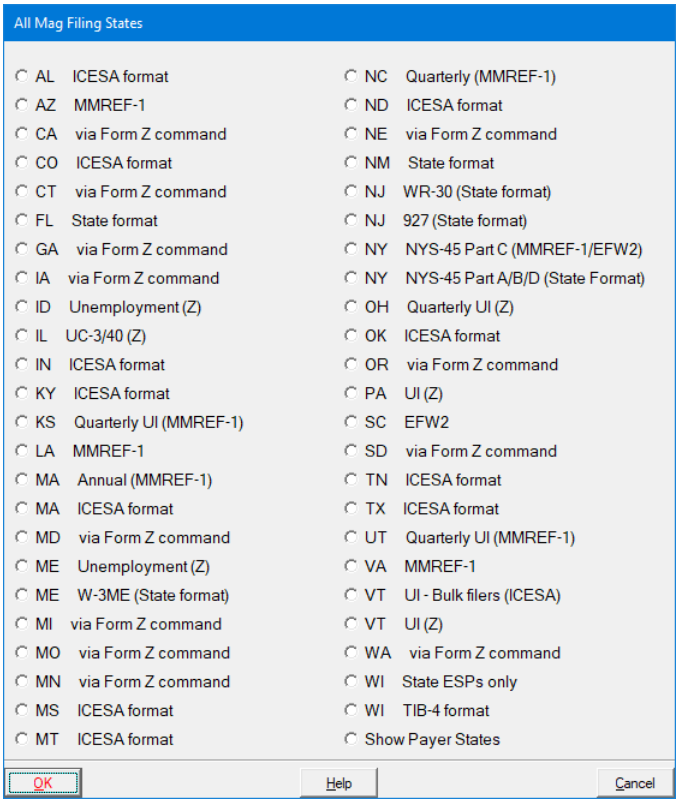
7.8.5.11 4. Export Tabbed Delimited Transactions w/Employee Information
This option allows you to export the AMS Payroll data to a tab delimited text file. The tab delimited text file can be opened using Excel.

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.

7.9 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.

7.10 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.

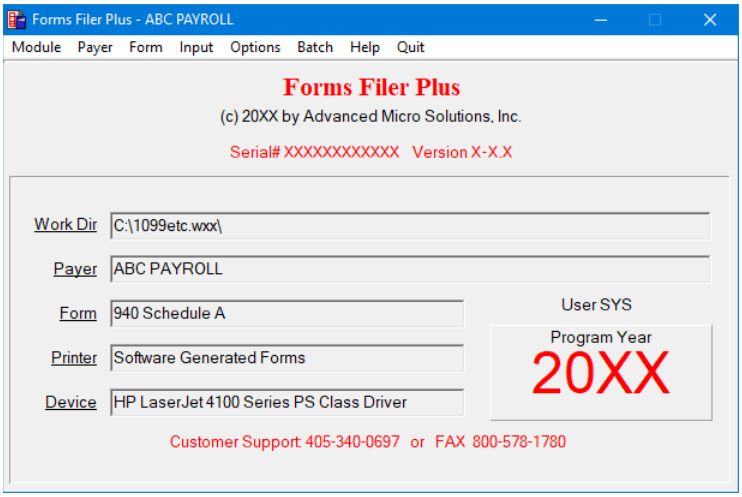
7.11 Other AMS Payroll Options

7.11.1 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.

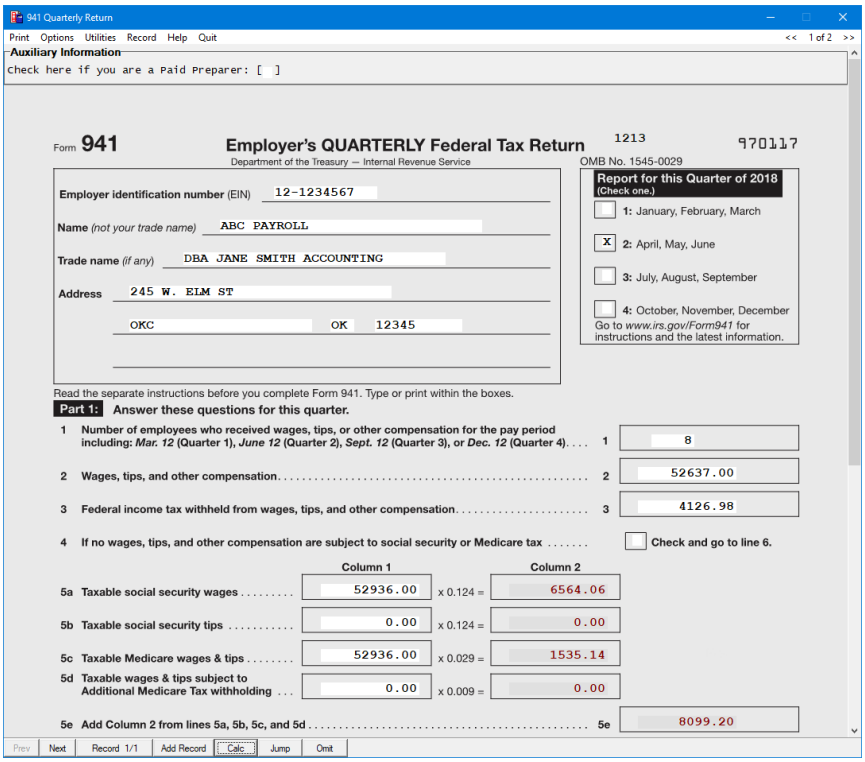
8.0 Forms Filer Plus

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.



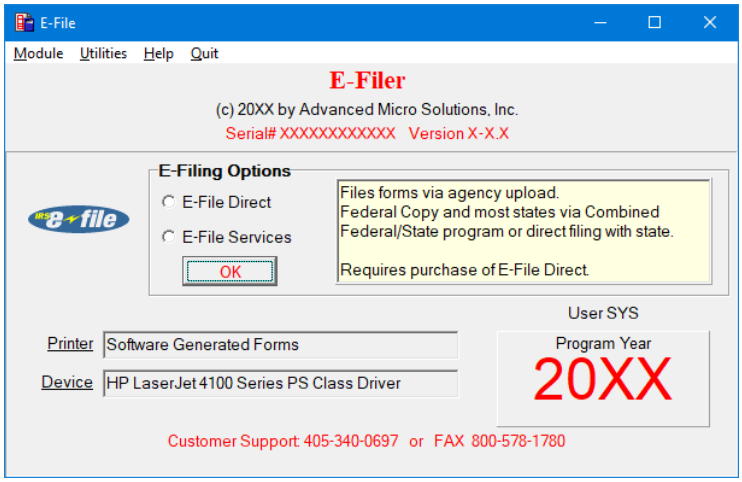
Once the payer and form have been selected, a Form Entry Screen is displayed. The most commonly used functions have buttons along the bottom of the screen. A number of other options are available by clicking the menu bar along the top of the screen.

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.

9.0 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.

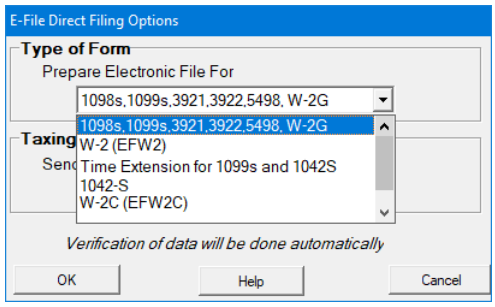


9.1 E-File Direct

E-File Direct creates files for the IRS/SSA. The user is then responsible for submitting the file via the IRS/SSA website following their upload instructions.

> **Note:**
> Any errors in the data will stop the process.

To 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.



9.1.1 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)
Time Extensions for 1099s and 1042S
1042-S
W-2C (EFW2C)

9.1.1.1 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 electronically file form 4419 with the IRS to obtain this code at least 45 days prior to the Due Date.

9.1.1.2 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/bso/bsowelcome.htm.

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

9.1.1.3 Time Extension for 1099s and 1042S
This option is used to file for time extensions for filing of 1099 and 1042-S forms.

9.1.1.4 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.

9.1.1.5 W-2C (EFW2C)
Prepares the W2-C file for the SSA in accordance with their EFW2C format.

9.1.2 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.

9.2 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)
- Valid Internet Connection (for Updates) and Microsoft Internet 11 or Microsoft Edge (for E-File Services).

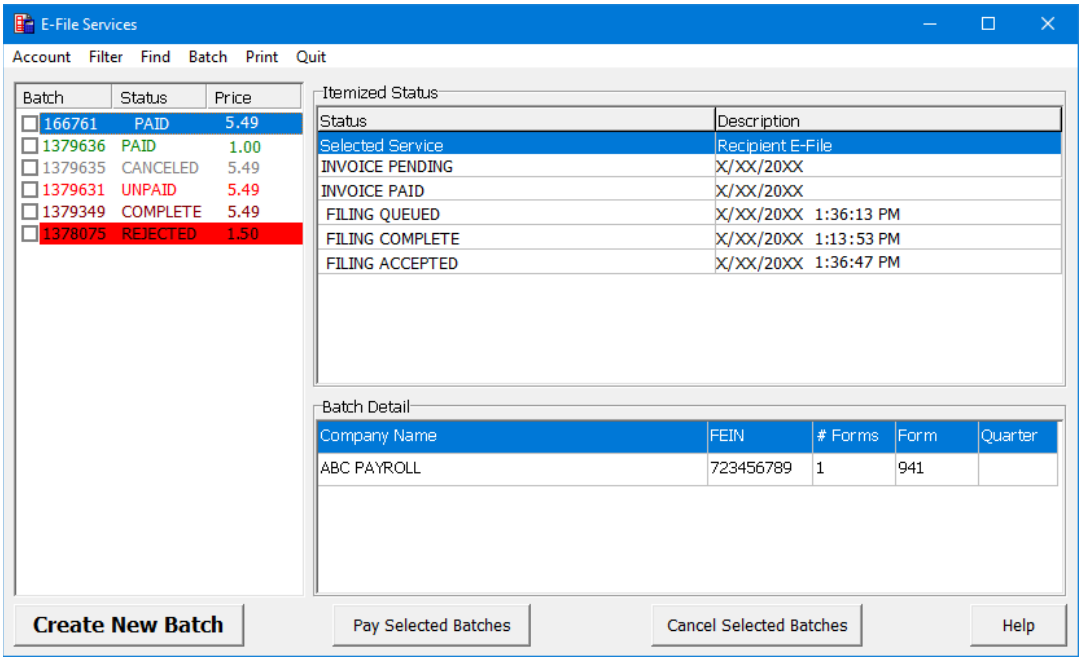
Note:
94x Forms are submitted to E-File Services from within AMS Payroll.

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.

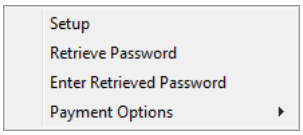
The bottom right panel is the Batch Detail. This information will include the Company Name, FEIN, Number of Forms, Form Type and the Quarter.



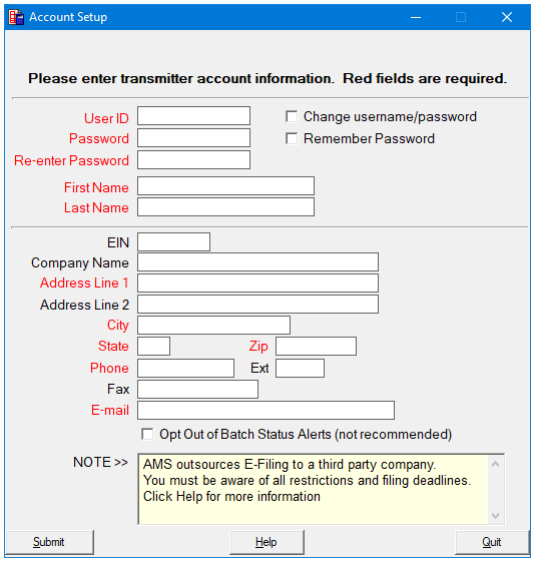
Following is a brief description of the E-File Services commands.

9.2.1 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 Credit Cards/Prepaid accounts.



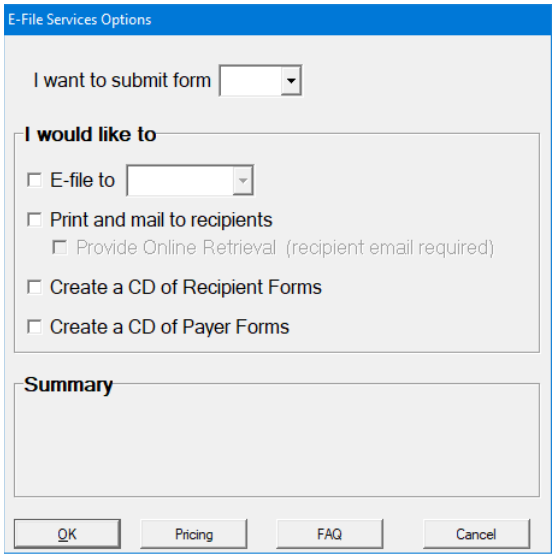
9.2.1.1 Setup

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.

***9.2.1.2** Retrieve Password/Enter Retrieved Password*
If the Password is forgotten, use Retrieve Password command to have a new Password emailed to the email address on file. Once the Password is received, use the Enter Retrieved Password command to enter the emailed Password.

***9.2.1.3** Payment Options*
There are two Payment Options available, Prepaid Account and Credit Cards. You can setup a Prepaid Account by calling Nelco at 800-266-4669. They will assign a Prepaid Account number that you will need to setup through Payment Options. The Credit Card information is managed using this command as well.



9.3 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 Option.

***9.3.1.1** I want to submit form*
You will be able to select the Form to E-File, 1099, W-2, 1098, W-2G, 5498, W-2C and 1042-S.

***9.3.1.2** I would like to:*
Use this section to indicate the services that you want to perform.

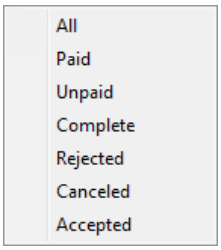
***9.3.1.3** E-File to:*
You can elect to E-File to the IRS, SSA, State or Both (IRS/SSA and State). The E-File options are based on the selected form. Only the W-2 and the 1099-MISC forms can be e-filed to certain States. If State E-Filing is selected a list of supported States will be available for selection

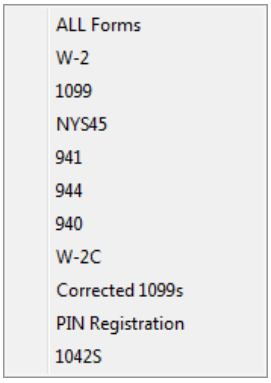
***9.3.1.4** Print and mail to recipients*
This selection will E-File the IRS/SSA copies as well as print and mail the Recipient Federal copies through the U.S. Postal Service, 1st Class, and if the Recipient's E-Mail was entered on the W-2 or 1099 forms, the Recipient can access their W-2/1099 online.

***9.3.1.5** 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.

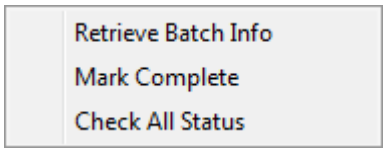
***9.3.1.6** Payer Copy on CD*
Creates a PDF version of the payer's copies of federal forms, places on a CD and shipped UPS Ground to a specified address.
***9.3.1.7** Summary*
This section will summarize the selections made and list the Forms and Services.

9.3.2 Filter
The Filter command is used to list certain batches based on the selected filters, either by Status or Forms.





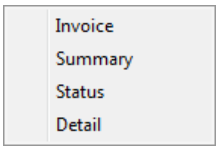
9.3.3 Batch
The Batch command is used for the following:



9.3.4 Find
The Find command will search all Batches for a specific FEIN.

9.3.5 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.



9.4 Utilities
9.4.1 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.

9.4.2 Mag File Tech Support Utilities
This command is used to View, Print, Browse or Edit part or all of a Mag Media file.

9.4.2.1 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.

9.4.2.2 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.

9.5 Other E-File Information
9.5.1 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 & 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 1099 and 1042-S forms. Each of these forms will need their own Transmitter Control Code. To apply for this code, you will login to the IRS FIRE System and apply for the code online.

W-2s
You will need to apply for a User ID on the SSA's website, www.ssa.gov.

9.5.2 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.

Participating States and Codes*		
State	**State**	**State**
Alabama	**Indiana**	Montana
Arizona	Kansas	Nebraska
Arkansas	Louisiana	New Jersey
California	Maine	New Mexico
Colorado	Maryland	North Carolina
Connecticut	Massachusetts	North Dakota
Delaware	Michigan	Ohio
Georgia	Minnesota	Oklahoma
Hawaii	Mississippi	South Carolina
Idaho	Missouri	Wisconsin

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

9.5.3 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.

9.5.4 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.

9.6 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:	Foreign Co. with foreign address	Foreign Co. with U.S. address
	*Aramco	*Aramco
	*CALGARY ALBERTA T3Z3S8 CA	BOSTON, MA 01023

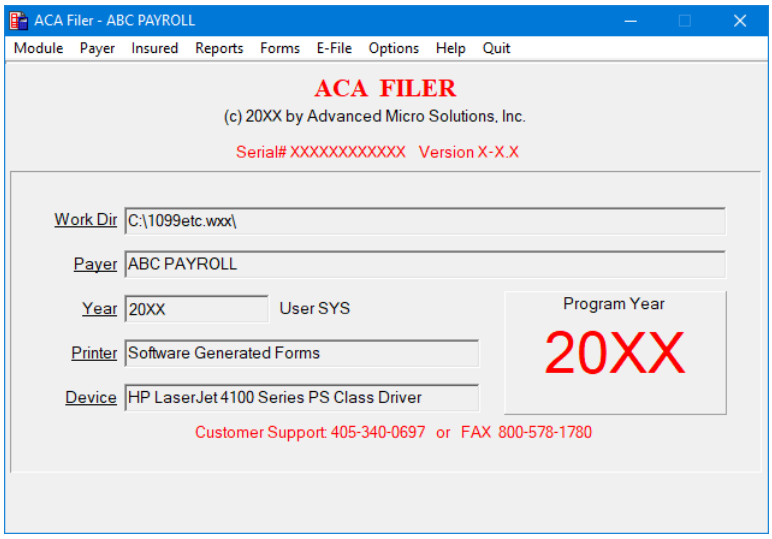
4. For more information on preparing 1099 forms, at the Main Menu, select Utilities>Help>Contact AMS, and highlight Visit AMS Tax Links to IRS/SSA, etc., then click Select.

10.0 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 printed and distributed as well and if Software Generated Forms is purchased, all copies can be printed on <blank> paper.

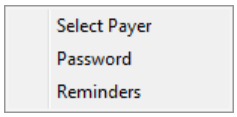
Notes:
If the Payer uses **AMS Payroll**, please use the ***ACA Filer*** that is integrated with within that module (***AMS Payroll>Payer>Payer Edit>ACA***). In AMS Payroll, use the ***Input>Special*** commands an individual employee or all employees can automatically be added to the Covered Individuals list.

For detailed information on the ACA Filer, please review the program Help Files.



10.1 Payer

Through the Payer commands, other payers can be selected and passwords or reminders can be setup.



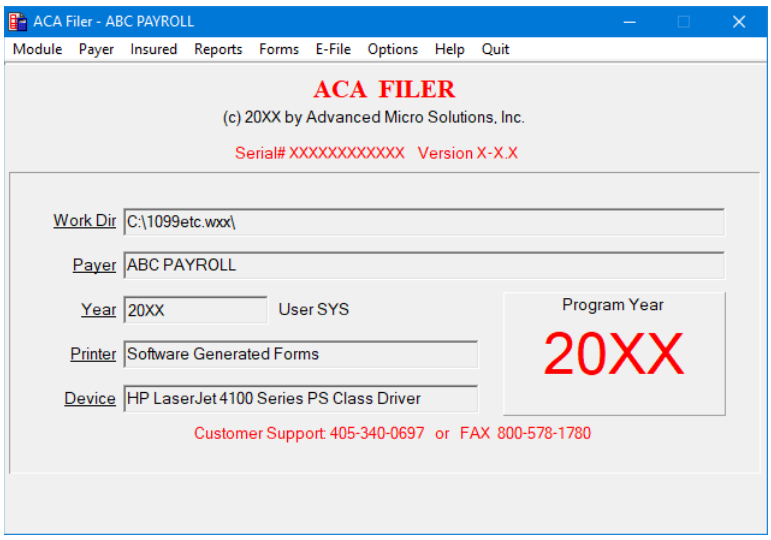
10.2 Insured

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.

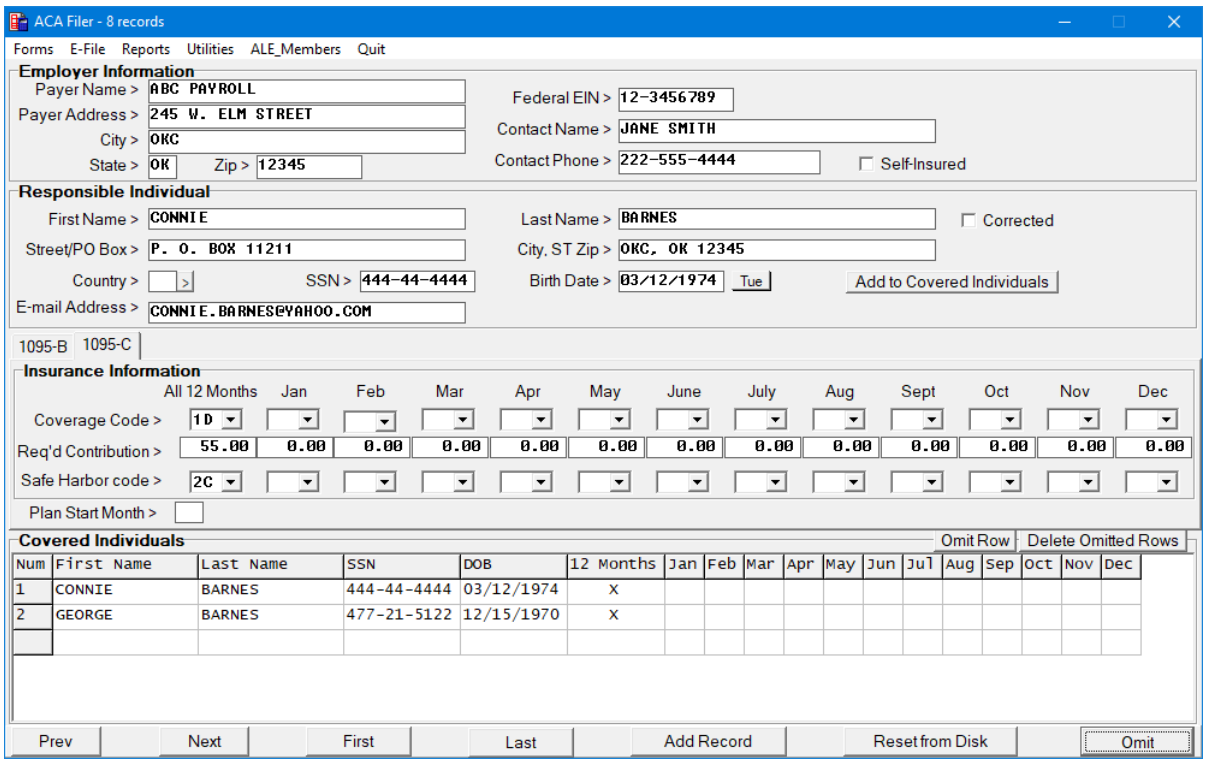
10.2.1.1 *1095-B – Health Coverage*
This utility can be used to enter/select the 1095-B data as needed. If the ***Responsible Individual*** is also a ***Covered Individual***, click the ***Add to Covered Individuals*** button. Make sure to select the Origin of Policy from the drop-down list.



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

10.2.1.2 *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.



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

10.2.1.3 *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***).

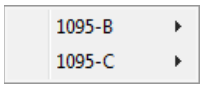
Notes:
Check ***12 Months*** if the ***Covered Individual*** was covered for the full year. If they were not covered for all 12 months, manually check each month they were covered.

If the Responsible Individual was added to the Covered Individuals, they will need to be edited to indicate the Coverage Months.

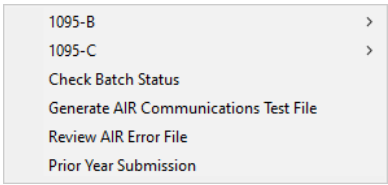
Self-Insured must be checked to print the 1095-C Covered Individuals.

10.2.2 Reports
There are two Reports available for printing, ***Covered Individuals*** and the ***Insured Detail***.

10.2.3 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. Self-Insured must be checked to print the 1095-C Covered Individuals.



10.2.4 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 or C can be Filed with Services or Filed via the AIR System

File with Services
Files 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.

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.

Check Batch Status
Checks the Batch Status to follow the processing of the Batch. Batch Statuses include:

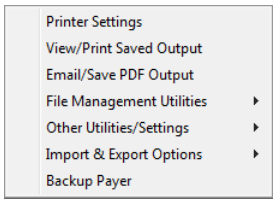
Invoice Pending (Payment has not been made)
Invoice Paid (Payment is made and accepted)
Filing Complete (The IRS has the file but has not looked at the data)
Filing Accepted (The IRS has reviewed the data in the file and has accepted it, filing is finished)

Generate AIR Communications Test File
This command creates a test file for the AIR system. A test file is required once for all transmitters. Production files cannot be submitted until the test file is approved.

Review AIR Error File
Used to review the errors received from the AIR system.

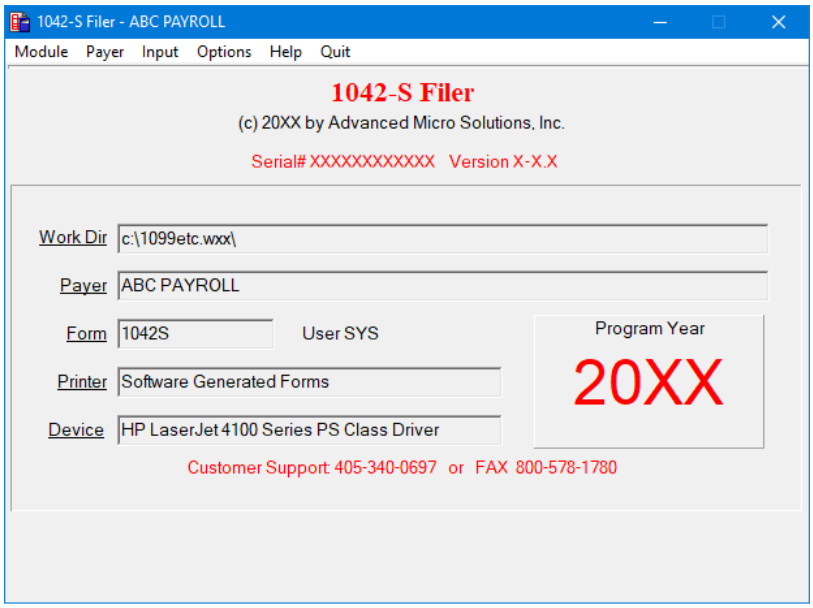
Prior Year Submission
This command is used to create a new manifest file for Prior Year submissions. First the files must be created in the Program Year they were supposed should have been reported and then use the current program year to create a new Manifest file. Once created, the new Manifest File and the Data file (created in the correct program year) will be uploaded using the IRS AIR System.

10.2.5 Options
Options provide various commands, from ***Printer Settings and Importing,*** to ***Backing up the Payer***.



11.0 1042-S Filer

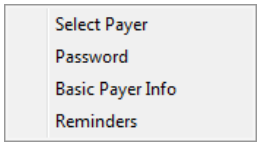
The 1042-S Filer is a complete database system that generates the 1042-S and the 1042-T forms. It has an easy-to-use, menu-driven format that simplifies the selection of payers and forms. Data can be imported or manually entered, forms are printed on blank paper and the forms can be e-filed.



11.1 Payer

The Payer command allows the user to ***Select***, enter ***Basic Payer Info*** or setup a ***Password***.

> **Note:**
> A shortcut is also provided on the ***Forms Menu*** to change the Payer. Click on ***Payer*** or the associated box to select another Payer.



11.1.1 Select Payer

The Select Payer command allows the user to choose a Payer/Client.

11.1.2 Password

The Password command allows the user to setup a password for the selected Payer.

11.1.3 Basic Payer Information

The Basic Payer Info command is used to enter the Payer FEIN, Name, Address, and Phone Number.

11.1.4 Reminders

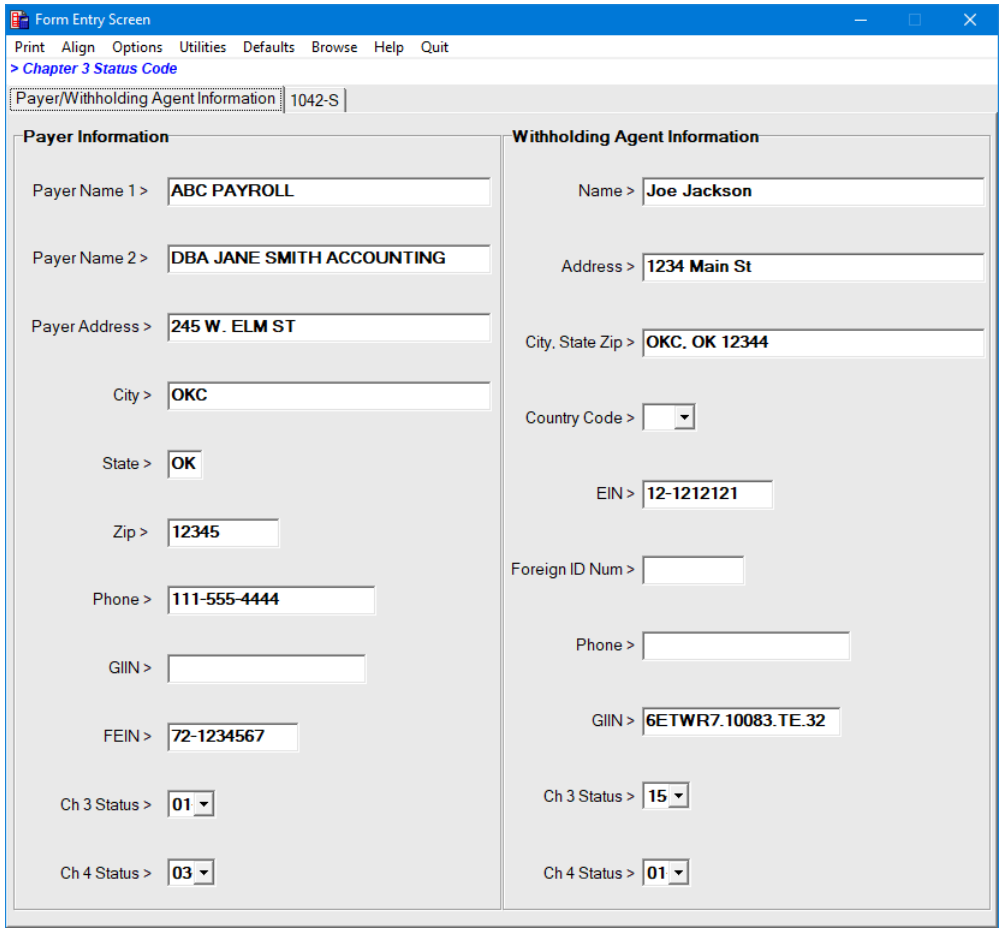
Payer Reminders can be added/edited, so that when the payer is selected, the reminders will display.

Input
The 1042-S Input command is used to enter the Payer/Withholding Agent Information as well as the data for the 1042-S forms. The ***Payer/Withholding Agent Information*** is the default Input screen.

11.1.5 Payer/Withholding Agent
The ***Payer/Withholding Agent Information*** screen is used to enter in the ***Payer*** and ***Withholding Agent*** information. This data will automatically flow-through on all forms even though it is entered once. The data will automatically be saved, when the screen is exited.

11.1.5.1 Payer
Include the Payer's name, TIN, and GIIN if different from the withholding agent shown in boxes 12a, d, and e. If payment is being made by a transfer agent or a paying agent acting as a withholding agent on behalf of a payer, enter the chapter 3 and4 status codes applicable to the status of the payer in boxes 16d and 16e.

11.1.5.2 Withholding Agent Information
Withholding agents must enter both a chapter 3 and chapter 4 status code regardless of the type of payment being made.
See Boxes 12b and 12c, Withholding Agent's Chapter 3 and Chapter 4 Status Code, later.

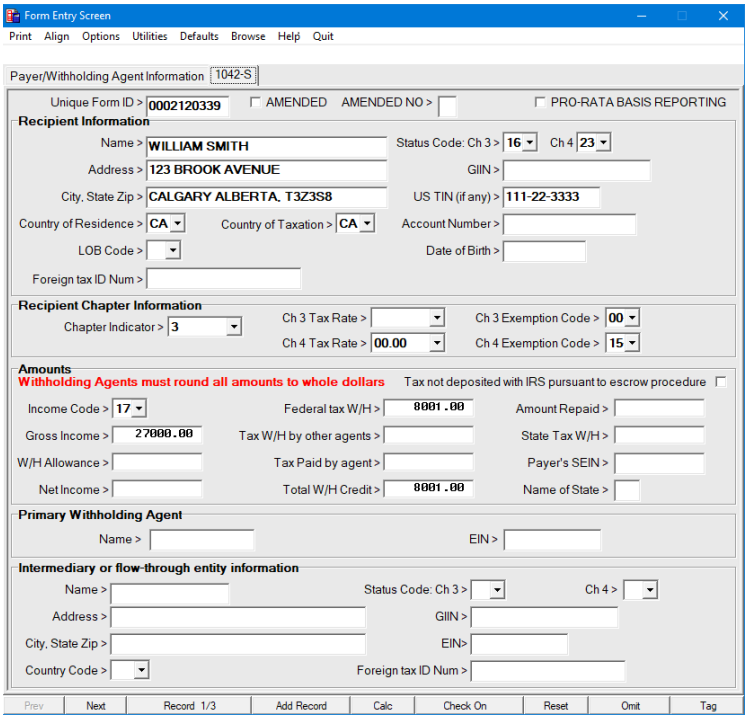


11.1.6 1042-S Form

The 1042-S screen is used to enter in the Recipient data. The data will automatically be saved, when the screen is exited, accessing a different record or adding a new record.

11.1.6.1 Recipient Information

Enter the Recipient's demographic information.



Status Codes (13g & 13h)
A Chapter Code, either 3 or 4 must be selected for the Recipient. Both Codes cannot be selected for the Recipient.

GIIN (13h)
GIIN stands for Global Intermediary Identification Number.

Country Codes
Leave the Country of Residence or Taxation blank, if the Country is the United States. Otherwise to select a Country, double-click in the field to display the Country list.

LOB Code (Box 13j)
LOB stands for Limitations On Benefits.

Account Number (Box 13k)
If you are a financial institution reporting amounts paid to your direct account holder with respect to an account maintained by you at your U.S. office or U.S. branch, you must report the recipient's account number. If the amount is paid through a non-qualified intermediary or flow-through entity, you are not required to use this box.

Date of Birth (13l)
The Date of Birth must be formatted as YYYYMMDD.

11.1.6.2 Recipient Chapter Information

If you are reporting amounts in boxes 7 through 9, enter either a "3" or "4" to indicate whether the amounts were withheld (or paid by the withholding agent) pursuant to chapter 3 or chapter 4. If you are reporting tax withheld under section 5000C, or backup withholding was applied under the presumption rules, enter "3" as if the tax were a chapter 3 tax. If you are not reporting amounts in boxes 7 through 9 because you did not withhold under chapter 3 or 4, you should enter "3." If you are reporting payments to U.S. payees, enter "3" and leave boxes 3a and 3b blank.

11.1.6.3 Amounts

All amounts should be entered as whole numbers.

Income Code (Box 1)
All filers must enter the appropriate 2-digit Income Code. Use the Income Code that is the most specific.

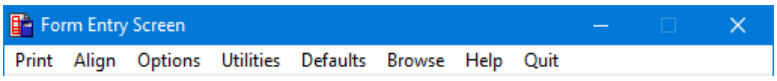
Payer's state tax no. (17b) & Name of State (17c)
Include in these boxes information relating to any State Income Tax Withheld.

11.1.6.4 Primary Withholding Agent (Boxes 14a & 14b)

If you reported amounts withheld by another withholding agent (the primary withholding agent) in box 8, you must provide the name and EIN of the withholding agent that withheld the tax. If multiple withholding agents withheld amounts reported on the same Form 1042-S, report the name of any one of the withholding agents that withheld amounts. Otherwise, leave blank.

11.1.6.5 *Intermediary or flow-through entity information*
If you are reporting amounts paid to a recipient whose withholding certificates or other documentation has been submitted to you with a Form W-8IMY provided by an intermediary or flow-through entity (or should have been submitted to you), you must include the name and address of the intermediary or flow-through entity with whose Form W-8IMY the recipient's Form W-8 or other documentation is associated. You must also include the intermediary or flow-through entity's chapter 3 and chapter 4 status codes and, if any, the TIN and GIIN of the intermediary or flow-through entity when provided or required to be collected by the withholding agent. If the intermediary or flow-through completed Part II of Form W-8IMY, then report the GIIN provided in that section.

11.1.7 Commands
Below is a brief description of the Input commands.



11.1.7.1 *Print*
The Print command prints forms and produces reports such as mailing lists and tabular summaries.

11.1.7.2 *Align*
The Align command is used to adjust forms if needed. Due to printer variations; use this command to align the printer.

11.1.7.3 *Options*
This command lets you omit, un-omit, delete, cancel and blank records. The printer device can also be selected.

11.1.7.4 *Utilities*
This command can import and export text files, sort the forms file by Recipient Name, TIN or OAN, merge default values into a range of records.

11.1.7.5 *Defaults*
Default values for each field on the form can be entered, so that when a record is added, those values will automatically be entered on the form. This command can also be used to indicate which fields are to be edited, printed or included on the Table Report.

11.1.7.6 *Browse*
The Browse command displays a "quick" list of all the recipients and the form data for the selected forms in a spreadsheet format.