



eFiling and Reporting for Sage ERP MAS 90 and 200

Product: Sage ERP MAS 90 and MAS 200

Description

This document contains a detailed overview of Sage ERP MAS 90 and 200's Tax eFiling and Reporting feature in v4.3 and above. The state and federal payroll and 1099 reporting allows you to complete over 250 state and federal unemployment, withholding, and new-hire reports from the data produced by Sage ERP MAS 90 and 200 Payroll and Accounts Payable. This eliminates the need to create these reports and forms manually. Once completed, reviewed, and edited on screen, they are printed on plain paper, ready to be mailed—or eFiled in minutes. The interface is simple to understand and easy to use, making quarterly and annual reporting a snap.



Note: Information in this document pertains to Sage ERP MAS 90 and 200. Although these programs have a common architecture, some of the features vary depending on the product implemented. References to Sage MAS 90 apply to both Sage ERP MAS 90 and Sage ERP MAS 200, unless otherwise noted.

Table of Contents

What is eFiling and Reporting	4
Electronic Reporting vs. eFiling and Reporting	5
Installation of Federal and State eFiling and Reporting	6
"You must install Federal and State eFiling and Reporting to access this task"	7
How to Activate eFiling and Reporting.....	8
Activation Does not respond on Sage ERP MAS 200	9
How to update eFiling and Reporting forms.....	10
"Unable to download new updater." or "Updater 2: Unable to download new updater" when installing an update	11
How to Print Payroll eFiling and Reporting Forms	12
How to Print W-2s with eFiling and Reporting.....	15
W-2 Test Drive.....	16
Verify Federal Employer ID Number.....	17
Company Information.....	18
Tax Preparer Type.....	19
State and Local Tax items	20
Data Verification.....	22
W-3 Information.....	23
Multiple Payroll Data Files	24
W-2 Grid Details	25
W-2 Printing and Filing Options	26
CD Archive Delivery	27
State Selection Screen	28
State Form Selection Screen	29
W-2 Control Numbers.....	30
Divider Sheets	31
Action List.....	32
W-2 Forms Viewer	33
Additional Setup for Locals	35

Printing Amounts in Box 14..... 36

Populating the Employee E-mail Address in the Electronic Delivery Column..... 37

Missing displays on Reports and Forms 38

eFiling and Reporting Amounts are Incorrect 39

Employee Totals Verification 39

New Payroll files for eFiling and Reporting..... 40

How to print Accounts Payable 1099 eFiling and Reporting 41

 1099 Test Drive..... 42

 Verify the Payer TIN..... 43

 Payer Information..... 44

 Tax Preparer Type..... 45

 1099 Prepaper 46

 1099 Printing and Filing Options 47

 1099 Forms Viewer 48

Standard eFiling Pricing 49

 W-2 eFiling Pricing..... 49

 1099 eFiling Pricing..... 49

 Unlimited eFiling Package Pricing for Sage Customers..... 49

How to eFile Accounts Payable and Payroll forms..... 50

 Deleting Filings 58

 Viewing History within Sage ERP MAS..... 59

Who do I call for Support? 60

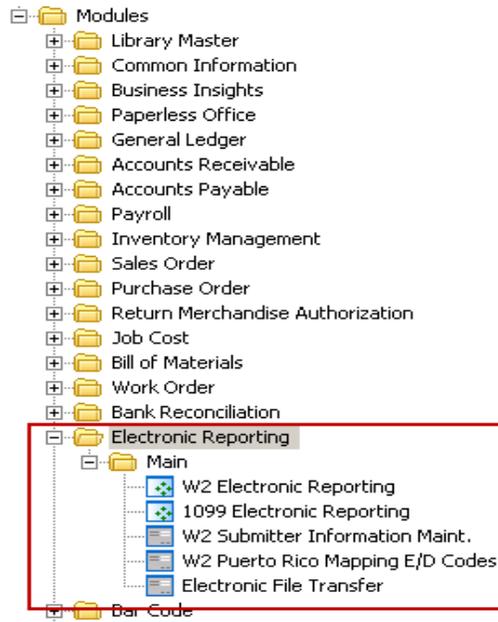
Associated Knowledgebase Entries 60

What is eFiling and Reporting

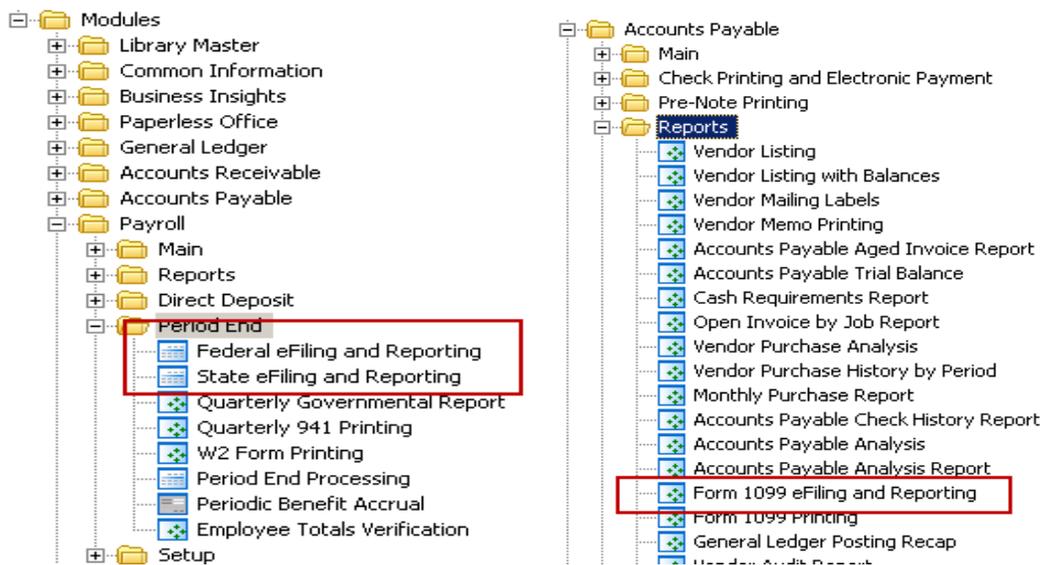
- eFiling and Reporting offers seamless integration with Sage ERP MAS 90 and 200
 - Auto populated with Payroll & Accounts Payable data from an encrypted AUF (Aatrix Universal File)
- It is easy to use
 - Quick installation, activation & updates
 - On-screen editing of the actual report
 - No hassle eFiling option
- Certified payroll forms
 - 941, W-2, W-3, 1099, DE6, NYS 45, forms for all 50 states
 - 250 Approved Payroll Form Sets (400+ forms)

Electronic Reporting vs. eFiling and Reporting

Electronic Reporting is a module purchased from Sage that can produce W-2 and 1099 files in the format required by the Social Security Administration and IRS. These files may not meet the requirements for State Reporting.



eFiling and Reporting is included with the Payroll and Accounts Payable modules. State and Federal reports and forms including W-2s and 1099s can be printed and mailed to the agency or electronically filed using Aatrix. When the forms are electronically filed, a fee is charged by Aatrix.



Installation of Federal and State eFiling and Reporting

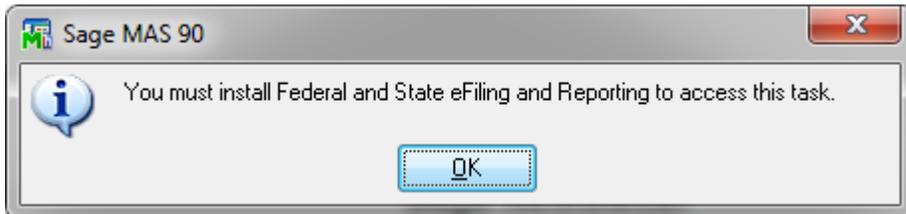
Install from the Sage ERP MAS 90 and 200 Installation CD or Workstation Setup:



- Review *Installing Federal and State eFiling and Reporting* section of the Installation and System Administrator's Guide located in the Documentation section.
- You must install Federal and State eFiling and Reporting on each individual Sage MAS 90 workstation.
- Do **not** install on Server.
Exception to this rule is a Terminal Services environment where the server is used as a workstation.
- Automatically installed to
C:\Program Files\Common Files\Sage\Aatrix
- An Internet Connection is required.
- Uninstall through Windows Add or Remove Programs (State/Federal eFiling and Reporting).

"You must install Federal and State eFiling and Reporting to access this task"

After installation on a Windows 7 or if using Terminal Services to connect to a Windows 2008 Server, users may receive a message indicating the eFiling and Reporting has not been installed.



The additional Windows security, User Account Control(UAC) is blocking the eFiling application. User Account Control (or UAC) is included in Windows to help prevent unauthorized changes to your computer. UAC notifies you when changes are going to be made to your computer that require administrator-level permission. These types of changes can affect the security of your computer or can affect settings for other people that use the computer.

To resolve the error:

Disable the (UAC) User Account Control. For more information see, <http://windows.microsoft.com/en-US/windows7/Turn-User-Account-Control-on-or-off>

Note: Sage cannot guarantee nor be responsible for the content of third party Internet sites. Contact that site's Webmaster with questions or problems.

If error persist, uninstall eFiling and Reporting and reinstall with the UAC remaining off.

How to Activate eFiling and Reporting

Activation allows you to access eFiling and Reporting in normal mode. Activation requires an active Sage Software Online logon, and you will be prompted every six months to activate. You will be prompted for activation accessing when accessing the following menu items:

- Federal or State eFiling and Reporting
- Form 1099 eFiling and Reporting

Verify Account Information

This application requires an active Internet connection and a current Sage Subscription plan. To verify your account information and plan status, this application will contact Sage Software Online.

To continue, you must be enrolled in Sage Software Online

Type your Sage Software Online user name and password:

URL:

User Name:

Password:

Proxy Demo OK Cancel ?

If eFiling and Reporting is not activated, 'Demo' or 'Expire Do Not File' will be printed on all documents.

Form 941 for 2010: Employer's QUARTERLY Federal Tax Return

(Rev. April 2010) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

EIN: 3 5 - 1 2 4 5 6 7

Employer identification number

Name (not your trade name): ABC DISTRIBUTION AND SERVICE CORP.

Trade name (if any)

Address: 6561 IRVINE CENTER DRIVE

Number Street State or town number

IRVINE CA 92618

City State ZIP code

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Report for this Quarter of 2010
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period

Activation Does not respond on Sage ERP MAS 200

Some users may experience eFiling and Reporting Activation not responding when clicking **OK** at the **Verify Account Information** window.

If you encounter this issue, the Sage ERP MAS 200 Application Server is running as a service with a user account that cannot see the activation file. This is typically caused when the LocalSystem (System) account is used for the host service. To resolve, change the logon for the Sage ERP MAS 200 Application Server service to a domain account.

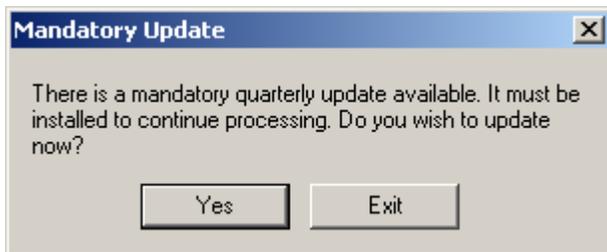
To resolve, change the logon for the Sage ERP MAS 200 Application Server service to a domain account. As a workaround, activate in Sage ERP MAS 90 mode. For more information, see Knowledgebase Resolution ID # 494957 on www.SageSoftwareOnline.com.

How to update eFiling and Reporting forms

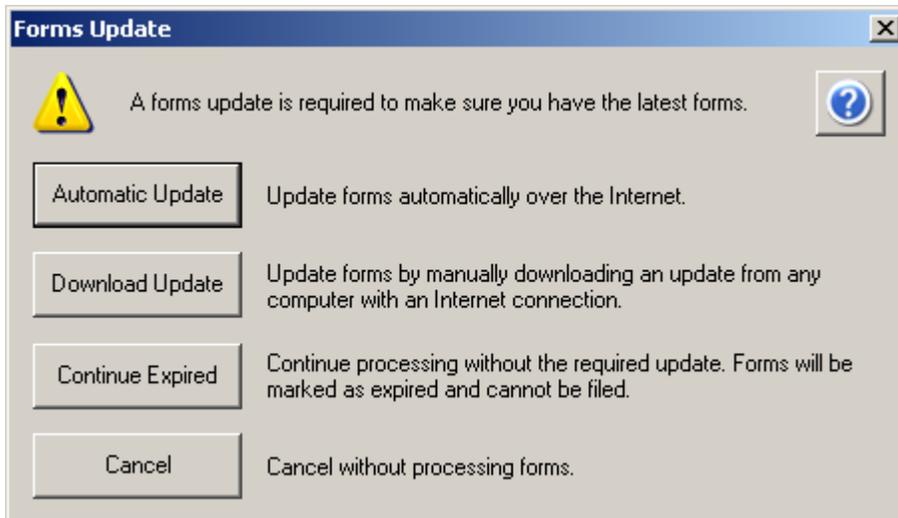
- You will be alerted at least once every quarter to update the forms - (20% of Tax forms change quarterly)
- Mandatory Quarterly Updates are available March 20th, June 20th, September 20th and December 20th* (Year End updates are included in the December 20th update)
- All reports are automatically updated with on screen selections
- Program fixes are delivered through automatic updates

*Dates subject to change

If the eFiling & Reporting has just been installed and has not updated for the previous quarter(s), the prompt below will display:



If you have already updated the prior quarter(s), the following prompt will display for any future updates. Click Automatic Update to install the update.



"Unable to download new updater." or "Updater 2: Unable to download new updater" when installing an update

Occasionally during an Automatic update, one of the above errors will be received. In order to resolve the error and load the update, perform the following resolutions:

- Add the web address for ***https://www.sagemas.aatrix.com*** to your trusted websites in **Internet Options** on the **Security** tab.
 - On the **Privacy** tab, click on **Sites** button and **allow** the following websites:
 - aatrix.com
 - aatrixforms.exe
 - updater.exe
 - updater2.exe
- Verify firewall settings:
 - The Aatrix Forms Updater uses standard HTTP port 80 to access the site <http://updates.aatrix.com>.
 - Aatrix Forms uses the following programs to access the Internet.
 - For Updating using http on port 80 to <http://updates.aatrix.com>:
 - aatrixforms.exe
 - updater.exe
 - updater2.exe
- Manually load the update
 - Go to <http://aatrix.com/sagemas>
 - Under the **Quarterly Updates** section, click link **Sage MAS90 and 200**.
 - Click to **Save** the MAS90.exe file to your *workstation* desktop.
 - Double click to **Run** the **MAS90.exe** file
 - Click **Yes** at prompt "The setup will perform an upgrade of 'State/Federal eFiling and Reporting' Do you want to continue?"
 - Relaunch Federal or State eFiling and Reporting, click Automatic if prompted for an update.

How to Print Payroll eFiling and Reporting Forms

From the Payroll, Period End menu select Federal or State eFiling and Reporting. Then select the appropriate form and click the Accept button

Federal eFiling and Reporting

Form Selection

Federal

State CA

Existing Reports

Reporting Period

Year: 2011

Quarter: 4

Form ID	Form Description
CA_DE-9C_FORM	CA DE-9C Report
CA_DE-9_FORM	CA DE-9 Report
CA_DE88_FORM	CA DE-88 Coupon
CA_DE_34_FORM	CA DE 34 Report

Company

Name: eFiling Test Company

Address: 6561 Irvine Center Driver

City: Irvine

State: CA ZIP Code: 92614

Federal ID No.: 95-1234567

State ID No.: 123-456

Telephone: (800) 854-3415

Fax:

Trade Name:

Selections: All Starting Ending

Date: [] []

Employee No. 00- [] []

W2 and Box 14 Selections

Kind of Employer: N = None Apply

Misc Earnings Code 1: [] Misc Deduction Code: []

Misc Earnings Code 2: [] Misc Deduction Code: []

Buttons: Activate Accept Cancel ?

Selected form auto populates with Payroll data and Report Steps are displayed as you review/edit the report on screen. A brief overview of the Processing Steps will be displayed.

Report Steps

Processing a Report

Note: Look for instructions in the action toolbar at the top.

1. Review / Edit

- Fill out required fields highlighted in RED.
- Review the report for accuracy of values.
- Blue fields may be edited.

2. My Copy

- Print a copy for your records.

3. Federal Copy or State Copy

- Print an official Federal or State copy and mail it.
- or
- Simply click the eFile command to eFile your report.

Don't show this message again

OK

If there are mandatory fields that are not stored within the MAS 90 database, you will receive the prompt below indicating that fields displayed in RED must be completed before continuing:



Your current step is noted at the top of the Form Viewer. Fields that are displayed in blue can be edited within the form. **Tip!** Information edited in forms will not be saved back to Sage MAS 90 or 200 data files.

The screenshot shows the "CA DE-9 Report - State of California" form viewer. At the top, a yellow bar contains "Review / Edit" (circled in red), "My Copy", and "State Copy". Below this, a red banner reads "Red Fields must be filled before continuing." The form itself is for EDD 11063, dated 01/01/12. It includes fields for "TOTAL SUBJECT WAGES PAID THIS QUARTER" (218,894.48), "UNEMPLOYMENT INSURANCE (UI)" rate (0.00%), and "STATE DISABILITY INSURANCE (SDI)" rate (1.20%). The "EIT Rate %" field is highlighted in red and contains "0.00...".

QUARTER BILLED	DATE	DELINQUENT IF NOT POSTMARKED OR RECEIVED BY	YR	QTR
12 31 11	01 01 12	01 31 12	11	4

EMPLOYER ACCOUNT NO. 123 4555 5

EFILING TEST COMPANY
6561 IRVINE CENTER DRIVER
IRVINE CA 92614

FEIN 95-1234567

ADDITIONAL FEINS

C. TOTAL SUBJECT WAGES PAID THIS QUARTER 218 894 48

D. UNEMPLOYMENT INSURANCE (UI) (Total Employee Wages up to \$ 7,000.00 per employee per calendar year)

(D1) UI Rate %	(D2) UI TAXABLE WAGES FOR THE QUARTER	(D3) UI CONTRIBUTIONS
0.00	1 395 00	0 00

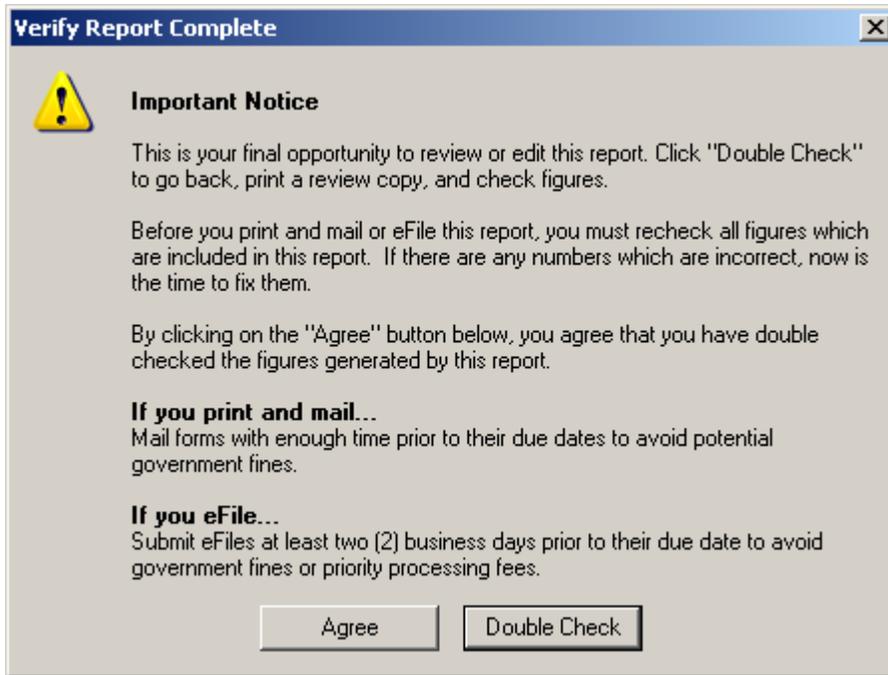
E. EMPLOYMENT TRAINING TAX (ETT)

(E1) ETT Rate %	(E2) ETT CONTRIBUTIONS
0.00...	0 00

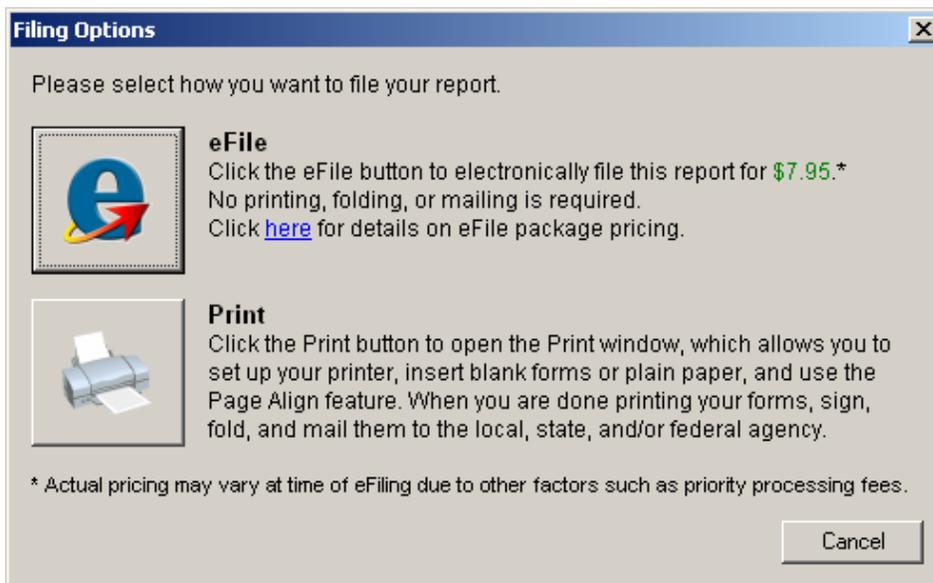
F. STATE DISABILITY INSURANCE (SDI) (Total Employee wages up to \$ 93,316.00 per employee per calendar year)

(F1) SDI Rate %	(F2) SDI TAXABLE WAGES FOR THE QUARTER	(F3) SDI EMPLOYEE CONTRIBUTIONS WITHHELD
1.20	218 894 48	2 626 73

Once steps are completed, prompt displays to 'Double Check' or 'Agree'. 'Double Check' will return you to the form viewer. Upon choosing 'Agree', a copy of the report is saved into History. You are then prompted to print a copy for your records.



After printing a copy of the form for your records, The Form or Report can then be printed on plain paper or eFiled for a fee. For more information on the eFile process, see the How to eFile Accounts Payable and Payroll forms section of this document.



How to Print W-2s with eFiling and Reporting

From the Payroll, Period End menu select Federal eFiling and Reporting. Then select the W-2_SSA and click the Accept button. In order to print Misc Earnings & Deduction Codes on the W-2, they need to be selected in this screen. For more information see the Printing Amounts in Box 14 section of this document.

Federal eFiling and Reporting

Form Selection

Federal

State

Existing Reports

Reporting Period: Annual

Year: 2011

Quarter: 4

Form ID	Form Description
940_FORM	[Annual] Employer's Annual Federal Unemployment (FUTA) Tax R
941_X_FORM	Adjusted Employer's Quarterly Federal Tax Return or Claim for Re
941_FORM	[Quarterly] Employer's Quarterly Federal Tax Return. Use this to
943_FORM	[Annual] Employer's Annual Federal Tax Return for Agricultural E
944_FORM	[Annual] Employer's Annual Federal Tax Return. Use this to repo
945_FORM	[Annual] Annual Return of Federal Income Tax. Use this to repo
EW2_CONSENT	Use this to print an electronic W-2 consent for each of your empl
I-9_FORM	Employment Eligibility Verification. Use this to report employee in
W-2_SSA	[Annual] Use this form to process W-2s/W-3. After completing th
W-2_SSA_AS	[Annual] Use this form to process W-2s for American Samoa

Company

Name: eFiling Test Company

Address: 6561 Irvine Center Driver

City: Irvine

State: CA ZIP Code: 92614

Federal ID No.: 95-1234567

State ID No.:

Telephone: (800) 854-3415

Fax:

Trade Name:

Selections: All Starting Ending

Date: 01/01/2011 12/31/2011

Employee No. 00-

W2 and Box 14 Selections

Kind of Employer: N = None Apply

Misc Earnings Code 1 Misc Deduction Code

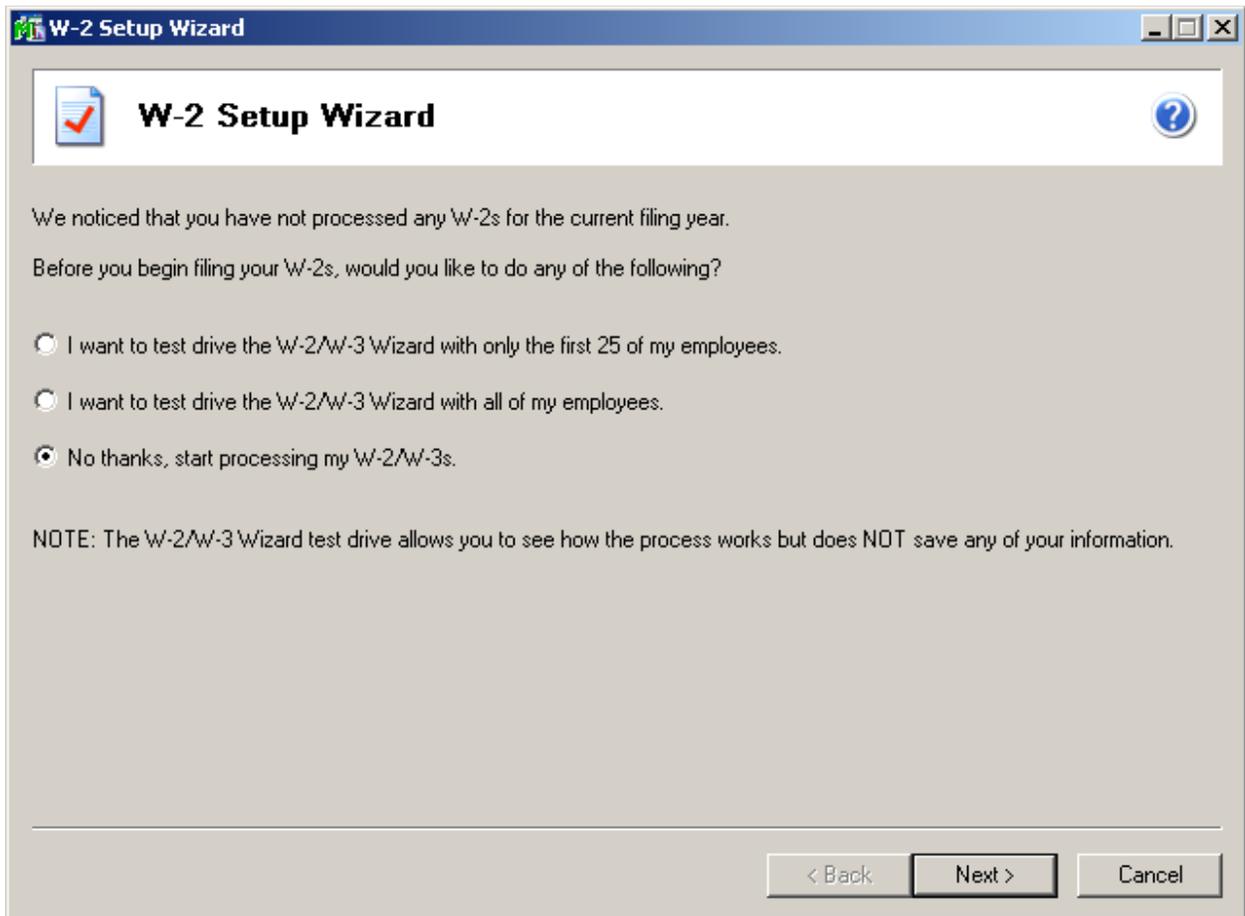
Misc Earnings Code 2 Misc Deduction Code

Activate Accept Cancel ?

W-2 Test Drive

The W-2 Test Drive feature allows you to take a “test drive” of the W-2 process without actually saving any data. This will allow you to become more familiar with the process before actually filing. You will only be displayed this dialog if you have not processed any W-2 filings for the current filing year.

If you select to run the W-2/W-3 Wizard in test drive, you will not be able to save any of the information as a draft or a history to be used again.



Verify Federal Employer ID Number

The number displayed here will be used on all forms. If the number is incorrect, click the Cancel button to close the W-2 Setup Wizard and correct the number in Company Maintenance and Tax Table Maintenance

W-2 Setup Wizard

W-2 Setup Wizard

Get Started Printing or eFiling Your W-2s

Please verify this company's Federal Employer Identification Number (FEIN). This number is used on ALL payroll forms and MUST be correct. If this number is NOT correct, you MUST return to your accounting/payroll software to make the correction.

Company FEIN

9 5 - 1 2 3 4 5 6 7

< Back Next > Cancel

Company Information

The company information screen displays all of the information that relates to your company and is used to display in the forms. The Contact name, phone and address can be entered on this screen to populate those fields on your forms.

W-2 Setup Wizard

Company Information

Company name: eFiling Test Company

Trade name:

Address line 1: 6561 Irvine Center Driver

Address line 2:

City: Irvine State: CA ZIP code: 92614

Phone: (800) 854-3415 Ext: Fax:

Contact name: Title:

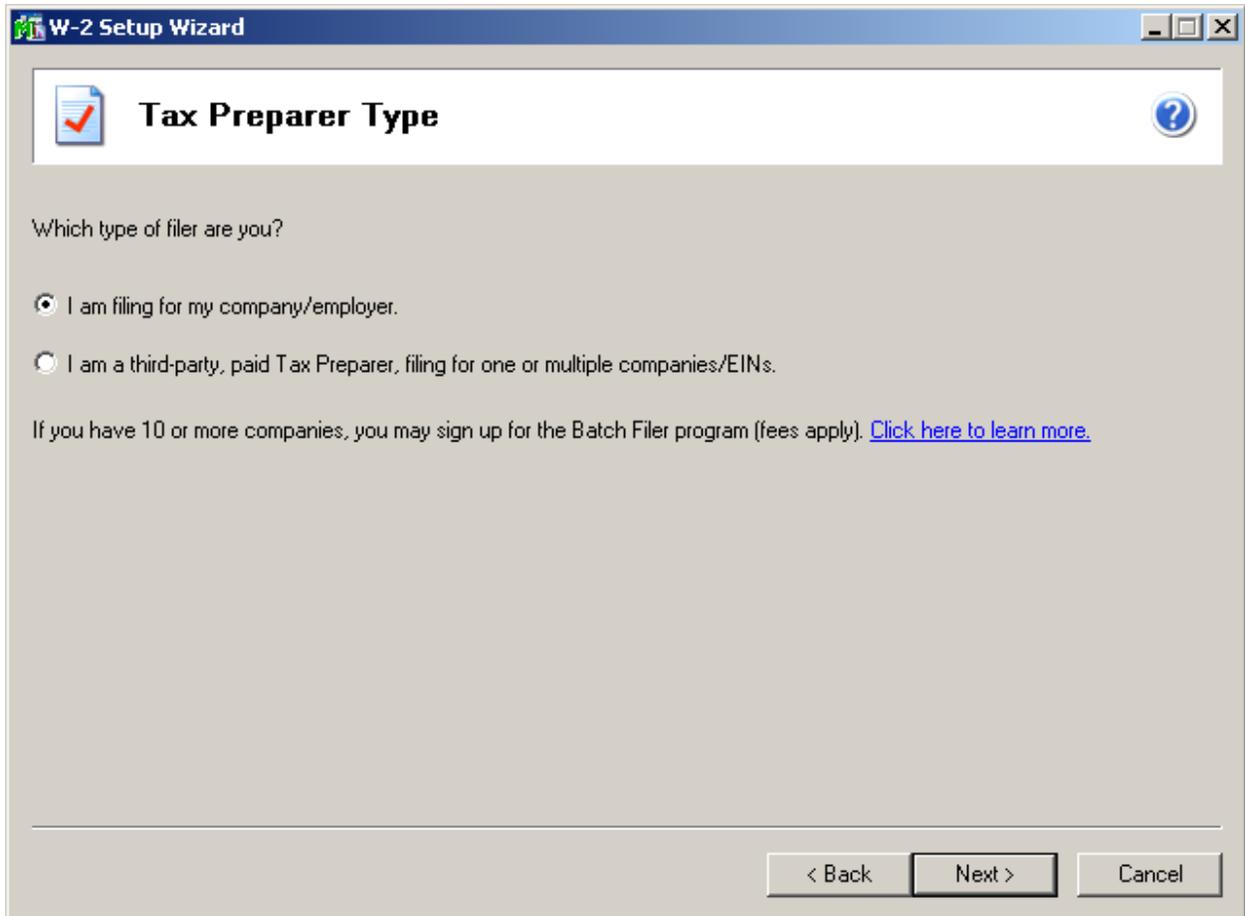
Contact phone: Ext: Email:

Contact address:

< Back Next > Cancel

Tax Preparer Type

The tax preparer dialog displays for you to indicate whether you are filing for your own company or if you are a filing as a paid Tax Preparer for another company. New for 2011 is the option for Batch Filing. Batch Filing will allow you upload several filings and then access the eFiling website when you are ready to transmit them to the appropriate agencies. For more information, select the 'Click here to learn more' link or visit <https://efile.aatrix.com/>.



The screenshot shows a Windows-style dialog box titled "W-2 Setup Wizard" with a sub-title "Tax Preparer Type". The dialog contains the following text and controls:

Which type of filer are you?

- I am filing for my company/employer.
- I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.

If you have 10 or more companies, you may sign up for the Batch Filer program (fees apply). [Click here to learn more.](#)

At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

State and Local Tax items

The state and local tax items dialog is used to display all the state and local tax that you have defined in your payroll as well as the corresponding account numbers for state and local tax.

W-2 Setup Wizard

State & Local Tax Items

Properly formatted tax account numbers are required for W-2 reconciliation and year-end forms. Avoid rejected forms and eFiles! MOST filing errors are due to incorrectly formatted withholding or unemployment account numbers.

State Tax Items

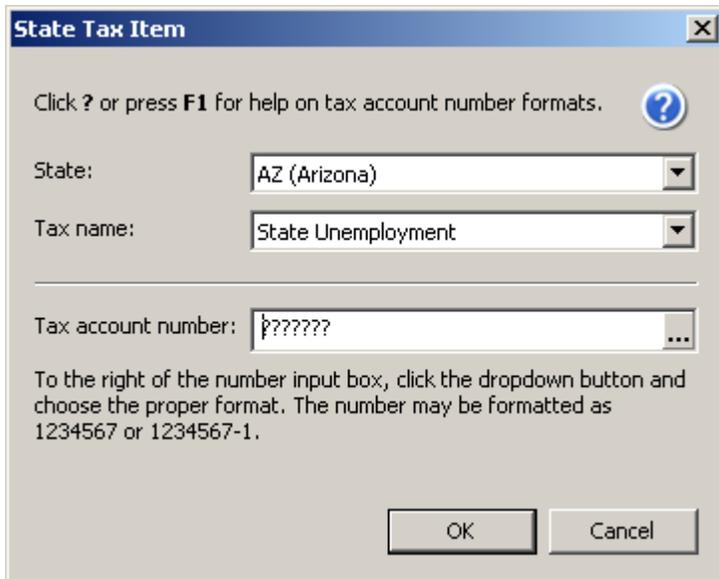
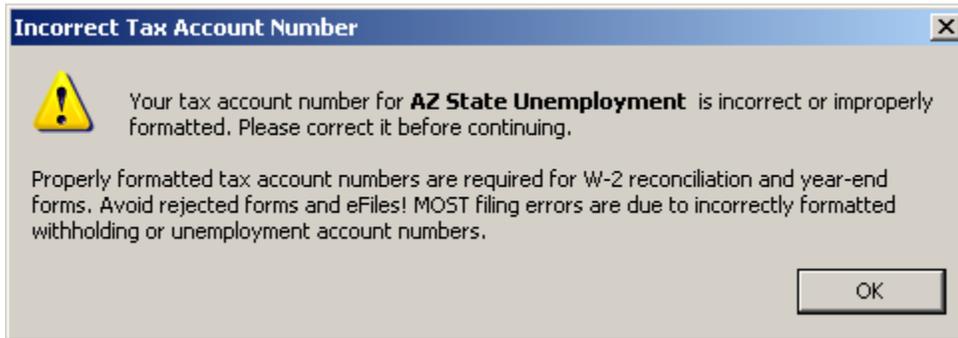
State	Tax Name	Tax Account Number
CA	State Withholding	123-4555-5
CA	State Disability Insurance	
CA	State Unemployment	123-4555-5
WI	State Withholding	325-8485755555-55
WI	State Unemployment	325848-575-5
OH	State Withholding	12-345655

Local Tax Items

State	Tax Name	W-2 Name	Tax Type	Tax Account Number
OH	Ansonia	Ansoni	City	1234566
OH	Dayton Earnings Tax	DAYTON	City	1234566

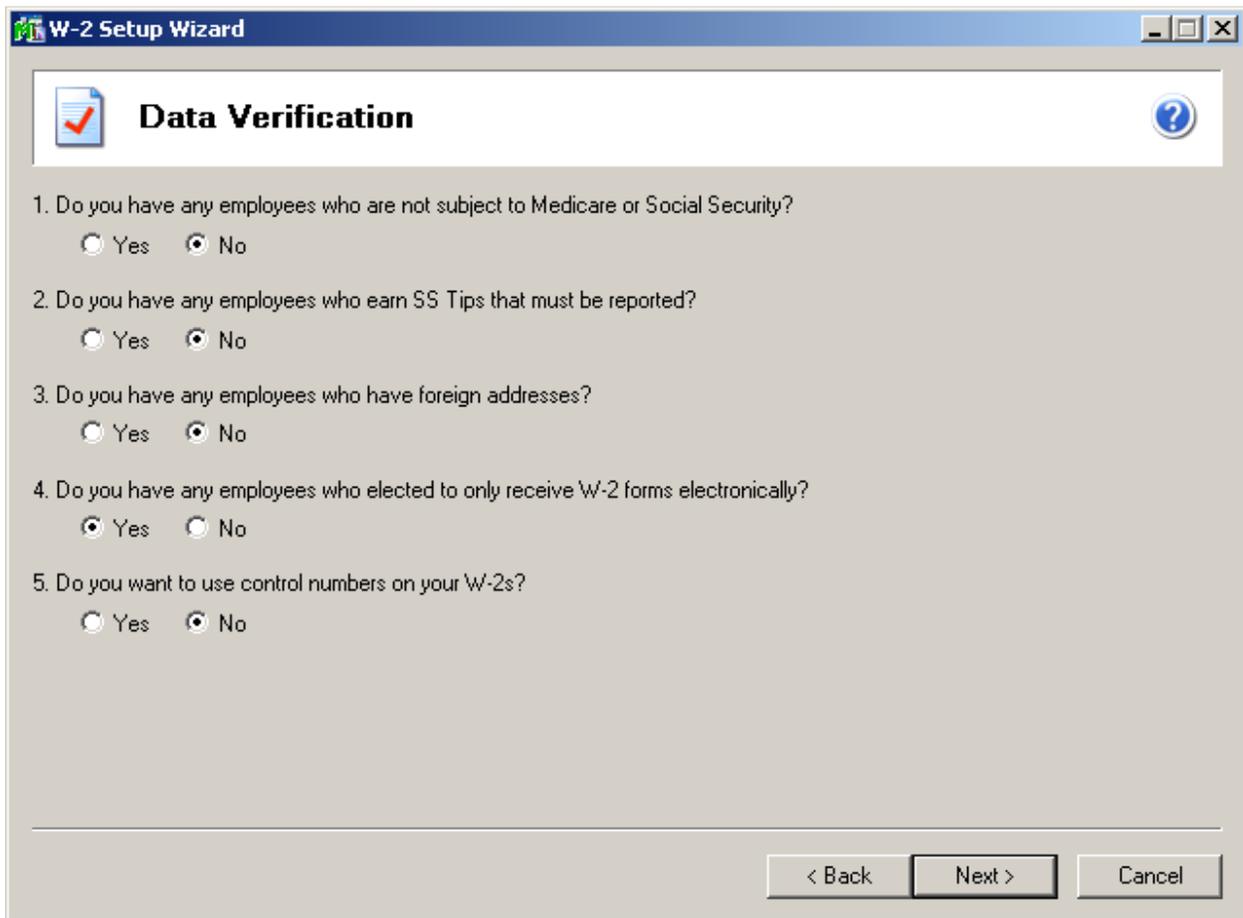
< Back Next > Cancel

If your State Unemployment or Disability Tax Account Number differs from your State Withholding Company Tax Id Number in Tax Table Maintenance, you will be prompted to change it here. The Tax Account Numbers entered here will be retained for future filings in the Company Information. Please note the Company Tax Id Number in Tax Table Maintenance will not be changed.



Data Verification

There are five questions you must answer yes or no to in this screen which allows for the data verification process in the W-2 employee grid to become dynamic based on your answers:



The screenshot shows a Windows-style dialog box titled "W-2 Setup Wizard" with a "Data Verification" header. It contains five numbered questions, each with "Yes" and "No" radio button options. The "Next >" button is highlighted, indicating the user is ready to proceed.

W-2 Setup Wizard

Data Verification

1. Do you have any employees who are not subject to Medicare or Social Security?
 Yes No

2. Do you have any employees who earn SS Tips that must be reported?
 Yes No

3. Do you have any employees who have foreign addresses?
 Yes No

4. Do you have any employees who elected to only receive W-2 forms electronically?
 Yes No

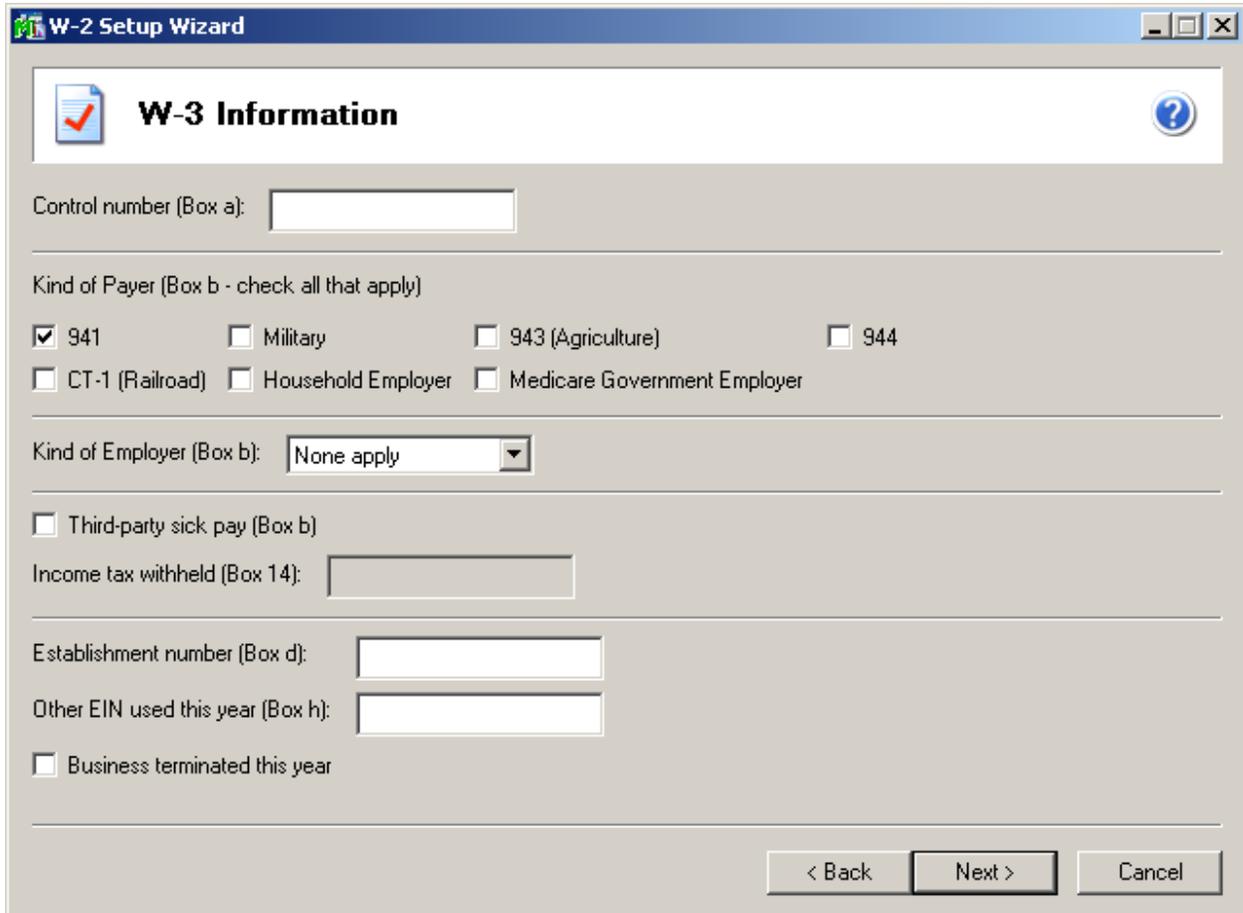
5. Do you want to use control numbers on your W-2s?
 Yes No

< Back Next > Cancel

NOTE: The data verification dialogue will only appear if you are working on a new filing and not opening the Grid to make changes to a work in progress.

W-3 Information

The W-3 information screen only displays when you are processing W-2 forms and allows you to indicate information related to your company that displays on the Federal W-3 form. The Kind of Payer & Kind of Employer must be selected on this screen. The Control Number, Third-party sick pay, Establishment Number, Other EIN and Business terminated this year checkbox are all optional selections. If any of this information needs to be on your company's W-3, make your selection here.



The screenshot shows a software window titled "W-2 Setup Wizard" with a sub-tab "W-3 Information". The window contains the following fields and options:

- Control number (Box a): [Text input field]
- Kind of Payer (Box b - check all that apply):
 - 941
 - Military
 - 943 (Agriculture)
 - 944
 - CT-1 (Railroad)
 - Household Employer
 - Medicare Government Employer
- Kind of Employer (Box b): [Dropdown menu showing "None apply"]
- Third-party sick pay (Box b)
- Income tax withheld (Box 14): [Text input field]
- Establishment number (Box d): [Text input field]
- Other EIN used this year (Box h): [Text input field]
- Business terminated this year

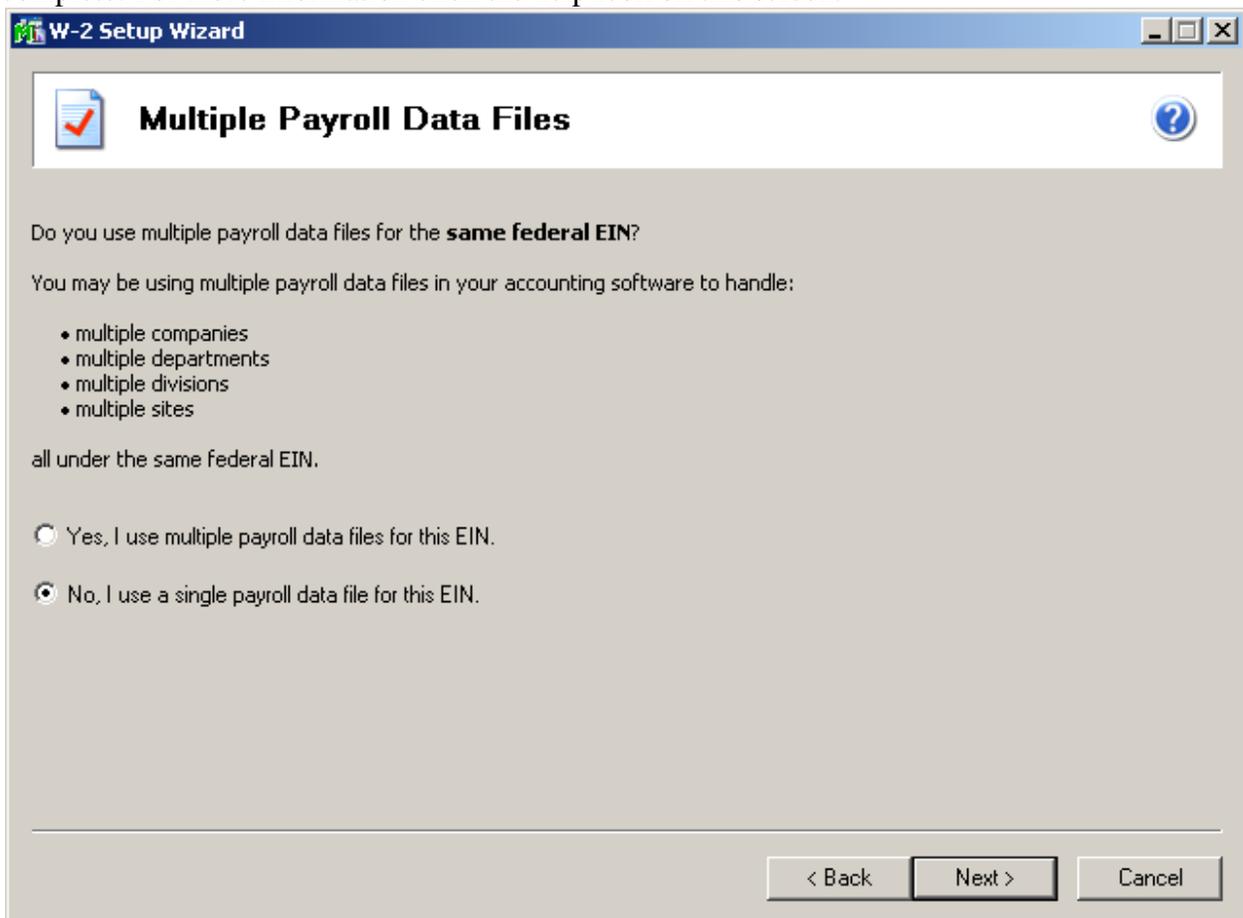
At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Multiple Payroll Data Files

The multiple payroll data file merge feature is used for companies or tax preparers that keep separate databases for employees working under the same Federal EIN (employee identification number). Some examples of these are separate departments, divisions, company names under the same EIN, branches, etc.

This feature allows you to bring in two or more AUFs (file format used to take the data in your payroll software and pull it into Aatrix for processing) and merge them together so all the information is combined when you are printing or eFiling your W-2 forms. Note: This feature is only available for W-2 and 1099 files.

If you select the radio button option for yes, I use multiple payroll data files for this EIN, you will be taken to the multiple payroll data files merge tool after the company setup wizard is complete. For more information click the help icon on this screen.



The screenshot shows a window titled "W-2 Setup Wizard" with a sub-header "Multiple Payroll Data Files" and a help icon. The main text asks: "Do you use multiple payroll data files for the **same federal EIN**?" Below this, it lists examples: "multiple companies", "multiple departments", "multiple divisions", and "multiple sites", all under the same federal EIN. There are two radio button options: "Yes, I use multiple payroll data files for this EIN." (unselected) and "No, I use a single payroll data file for this EIN." (selected). At the bottom are buttons for "< Back", "Next >", and "Cancel".

W-2 Setup Wizard

Multiple Payroll Data Files

Do you use multiple payroll data files for the **same federal EIN**?

You may be using multiple payroll data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

all under the same federal EIN.

Yes, I use multiple payroll data files for this EIN.

No, I use a single payroll data file for this EIN.

< Back Next > Cancel

W-2 Grid Details

The W-2 employee grid displays all of your W-2 relevant employee data in an Excel like grid with columns and rows of information. The columns in the W-2 employee grid correspond to the boxes on the W-2 forms. The W-2 employee grid performs several data verification steps in the grid to ensure you have the correct W-2 information and to avoid rejections by Federal and state agencies. The verification step is noted at the top of the grid. The first step is to Verify Employee Information. The remaining steps will vary depending on your selection at the Data Verification screen.

	Box a	Box e	Box e	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 16	Box 17	Box 16
	SSN	Last Name	First Name	Fed Wages	Fed Withheld	SS Wages	SS Withheld	Medicare W...	Medicare W...	SS Tips	AZ Wages	AZ Tax	CA Wages
1	651-45-5555	Aguilera	Jennifer	15418.00	521.60	16250.00	745.00	16250.00	235.56				15418.0
2	456-12-0047	Aspe	Chris	34190.00	6316.88	36010.00	1650.92	36010.00	522.08				34190.0
3	222-45-7889	Casas	Sheryl	44135.26	6128.06	46478.64	2130.83	46478.64	673.92				44135.2
4	625-12-4556	Employee	Ohio	53406.60	8470.51	56238.00	2578.40	56238.00	815.36				
5	665-78-9101	Employee	Remote	44564.00	4228.90	46930.00	2151.56	46930.00	680.42				
6	455-12-7894	Gutcher	Anne	63830.00	13880.47	67210.00	3081.32	67210.00	974.48				63830.0
7	665-12-4477	Guzman	Long	21840.00	2766.95	23010.00	1054.92	23010.00	333.58				21840.0
8	565-64-6513	Ho	Gina	55333.20	12018.04	58266.00	2671.22	58266.00	844.74				55333.2
9	456-21-0212	Hunt	Kelsey	67600.00	15452.69	67600.00	3099.20	67600.00	960.20				
10	655-45-1234	Keller	Alyssa	24310.00	3845.53	25610.00	1174.12	25610.00	371.28				24310.0
11	456-45-1212	Lewis	Amilcar	73710.00	12195.62	77610.00	3558.12	77610.00	1125.28				73710.0
12	651-15-5555	Lopez	Christina	14430.00		15210.00	697.32	15210.00	220.48				14430.0
13	565-12-4444	McMillan	Elisa	19370.00	1556.84	20410.00	935.72	20410.00	295.88				19370.0
14	445-41-2247	Millsap	Gerri	24310.00	3845.53	25610.00	1174.12	25610.00	371.28				24310.0
15	554-74-7859	Nguyen	Javier	11960.00	1386.87	12610.00	578.12	12610.00	182.78				11960.0
16	469-86-4812	Nicolai	Pam	34190.00	3503.12	36010.00	1650.92	36010.00	522.08				34190.0
17	464-78-1215	Nightingale	Rick	29250.00	5080.53	30810.00	1412.52	30810.00	446.68				29250.0
18	425-44-8777	Odom	Kim	3240.00	556.14	3240.00	136.08	3240.00	46.98		3240.00	87.48	
19	644-85-0788	Oliveira	Regina	63830.00	14397.09	67210.00	3081.32	67210.00	974.48				63830.0
20	467-89-0000	Perez	Cesar	14430.00	1757.37	15210.00	697.32	15210.00	220.48				14430.0
21	465-12-0798	Powers	Ronnie	29250.00	5080.53	30810.00	1412.52	30810.00	446.68				29250.0
22	566-84-0512	Thompson	Rafael	53505.40	11506.15	56342.00	2582.96	56342.00	816.92				53505.4
23	445-16-5479	Vandermark	Elisabeth	14430.00	1757.37	15210.00	697.32	15210.00	220.48				14430.0
24	156-43-2498	Varela	Vivian	15418.00	1905.57	16250.00	745.00	16250.00	235.56				15418.0
25	651-12-2456	Wadman	Robert	34190.00	6316.88	36010.00	1650.92	36010.00	522.08				34190.0
26	545-42-3123	Wallace	Jenny	9490.00	313.19	10010.00	458.92	10010.00	145.08				9490.0
27	545-12-1323	Welton	Corey	63830.00	10179.65	67210.00	3081.32	67210.00	974.48				63830.0
28	456-14-0012	luong	Kim	7267.00	682.84	7670.00	351.64	7670.00	111.28				7267.0
Totals				940727.46	155650.92	987044.64	45239.65	987044.64	14310.58	0.00	3240.00	87.48	771916.8

Tip! Information edited in forms will not be saved back to Sage ERP MAS 90 or 200 data files.

W-2 Printing and Filing Options

Once you have completed the steps in the W-2 Preparer, you are able to select your processing options. You can select to eFile or print your own W-2s or a combination of both. If selecting **Other Options** and **Print my Employee W-2s**, you will need to use **blank perforated 4 per page W-2 forms**. These forms should have a blank front and the Notice to Employees preprinted on the back of the form. These forms can be purchased from Sage Forms Division at 800-538-5514.

W2/1099 Preparer
✕

W-2 Printing and Filing Options

Choose **Complete W-2, eFile Fed or eFile State** and pick your filing dates. Corrections before dates are FREE! [More info?](#)

	# Employees	Price/Emp	Subtotal
<input checked="" type="radio"/> Complete W-2 eFiling Service BEST VALUE!			
<i>The eFile Center will:</i>			
- Print and Mail Employee Copies	28	\$1.69	\$47.32
- eW-2 Only Employee Copies What's This?	0	\$0.99	\$0.00
- File your Fed W-2s and W-3 to the SSA		included	FREE
- File your State W-2s and Reconciliation Forms		included	FREE
- eW-2s Available for All Employees		included	FREE
Total Cost			\$47.32
<input type="radio"/> Other Options Fed or State eFilers receive Free, Easy Corrections!			
<input type="checkbox"/> Print my Employee W-2s			
<input type="checkbox"/> eFile Federal W-2s and W-3	28	\$0.49	\$ 0.00
<input type="checkbox"/> eFile State W-2s and Reconciliation Forms	28	\$0.69	\$ 0.00
<input type="checkbox"/> Print Federal W-2s and W-3			
<input type="checkbox"/> Print State W-2s and Reconciliation Forms			
Total Cost			\$ 0.00
<input checked="" type="checkbox"/> Print Employer Copy			

< Back
Next >
Cancel

CD Archive Delivery

If you have selected to eFile the complete service you also have the option of purchasing a CD that will be mailed to either the taxpayer or tax preparer. The CD will contain a Password Protected PDF of each copy of the forms that will be eFiled on behalf of the company.

W2/1099 Preparer ✕

 **CD Archiving Available** ?

Would you like to buy a CD Archive of your W-2s?

Purchasing a CD archive allows you instant access to your W-2s for only \$29.95 (plus \$4.95 shipping and handling).

- Don't worry about locking up paper W-2s from prying eyes
- Reprint an Employee W-2 at any time
- Don't worry about trying to find your Federal or State W-2 and Reconciliation when the State or Federal agency calls with a question
- CDs are password protected for you and your employees' security

Yes, include a CD archive

No, thank you

< Back Next > Cancel

State Selection Screen

If you selected to process your state copies in the printing and processing screen and you have more than one state in the employee grid, you will be displayed the state selection screen.

All of the states that you have in your employee grid will be selected by default in the dialog but you have the option to not processing certain states by un-checking the box beside the state abbreviation. **NOTE:** Not all states require W-2s to be processed and sent to them, you will only see the states that are required in the state selection screen.

The screenshot shows a dialog box titled "W2/1099 Preparer" with a close button (X) in the top right corner. The main heading is "Select the States you Wish to File" with a help icon (question mark) on the right. Below the heading, there is a text box that reads: "You have elected to file state copies of the W-2 forms. If there are any states in which you do not want to file, uncheck those states now." Below this text is a list box containing three items, each with a checked checkbox: "AZ - Arizona", "NC - North Carolina", and "OH - Ohio". At the bottom left of the list box are two buttons: "Select All" and "Select None". At the bottom right of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

State Form Selection Screen

Some states have more than one reconciliation form and you need to select which ones applies to your company. If one or more states that you are processing has more than one reconciliation form you will be displayed a state form selection screen for you to select which form applies to your company.

For example, Arizona has two reconciliation forms. If you are a quarterly payer you must submit the A1-R report with your W-2s but if you are an annual payer you must submit the A1-APR with your W-2s or 1099s.

If you are not sure what forms applies to your company please check with your state agency.

W2/1099 Preparer

Arizona Form Selection Page

You have elected to file State Forms for Arizona. Select the form that best applies to your company.

AZ A1-R REPORT
For Quarterly payers to report state tax withheld, submit with W-2s.

AZ A1-APR REPORT
For Annual payers to report state tax withheld, submit with W-2s.

< Back Next > Cancel

W-2 Control Numbers

If you selected to use W-2 control numbers during the company setup wizard a dialog will appear. On this dialog you can select if you want your control numbers starting with a number and/or the states with the first three letters of the employees last name. You can select to have the control numbers by the employee's ID number that was displayed in the W-2 employee grid. Or you might have changed your mind and decided that you no longer want to print control numbers.

Once you have selected one of the three options click the next button.

W2/1099 Preparer

The Control number (Box a) on Form W-2 is optional. You can use Control numbers as a way to identify individual W-2s.

What do you want to print for Control numbers (Box a) ?

Print Control numbers starting with: (e.g., 001)

Prefix with first three letters of employee last name (e.g., LUN-081)

Print the Employee ID numbers as Control numbers
(Choose this option only if your employees already have ID numbers.)

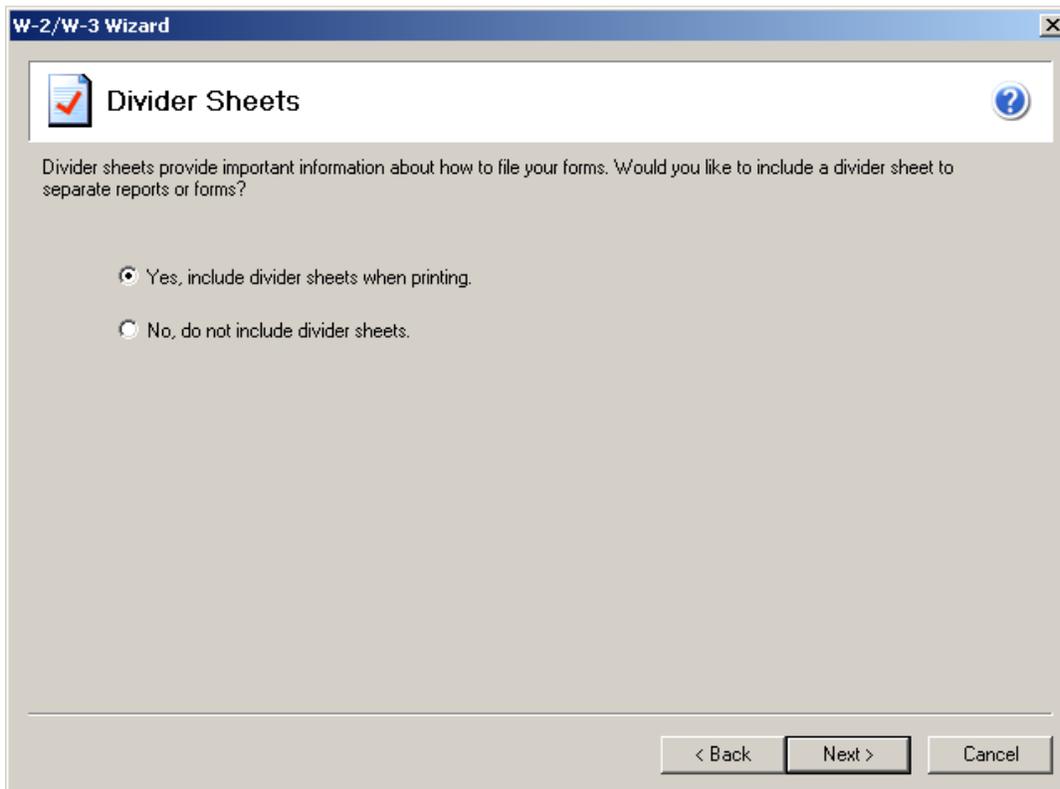
Do not include W-2 Control Numbers

< Back Next > Cancel

Divider Sheets

Divider sheets are only available if you have selected a processing option that includes printing one part or all of your W-2s. Divider sheets are an extra sheets that prints in between your different W-2 forms and provides some extra information on what to do with the forms and helps to keep all of your forms separated.

The divider sheets do not actually display in the FormsViewer and will automatically print to your printer if you select to use divider sheets.



Below is an example of the information that prints on the divider sheet for the Federal W-2 copy:

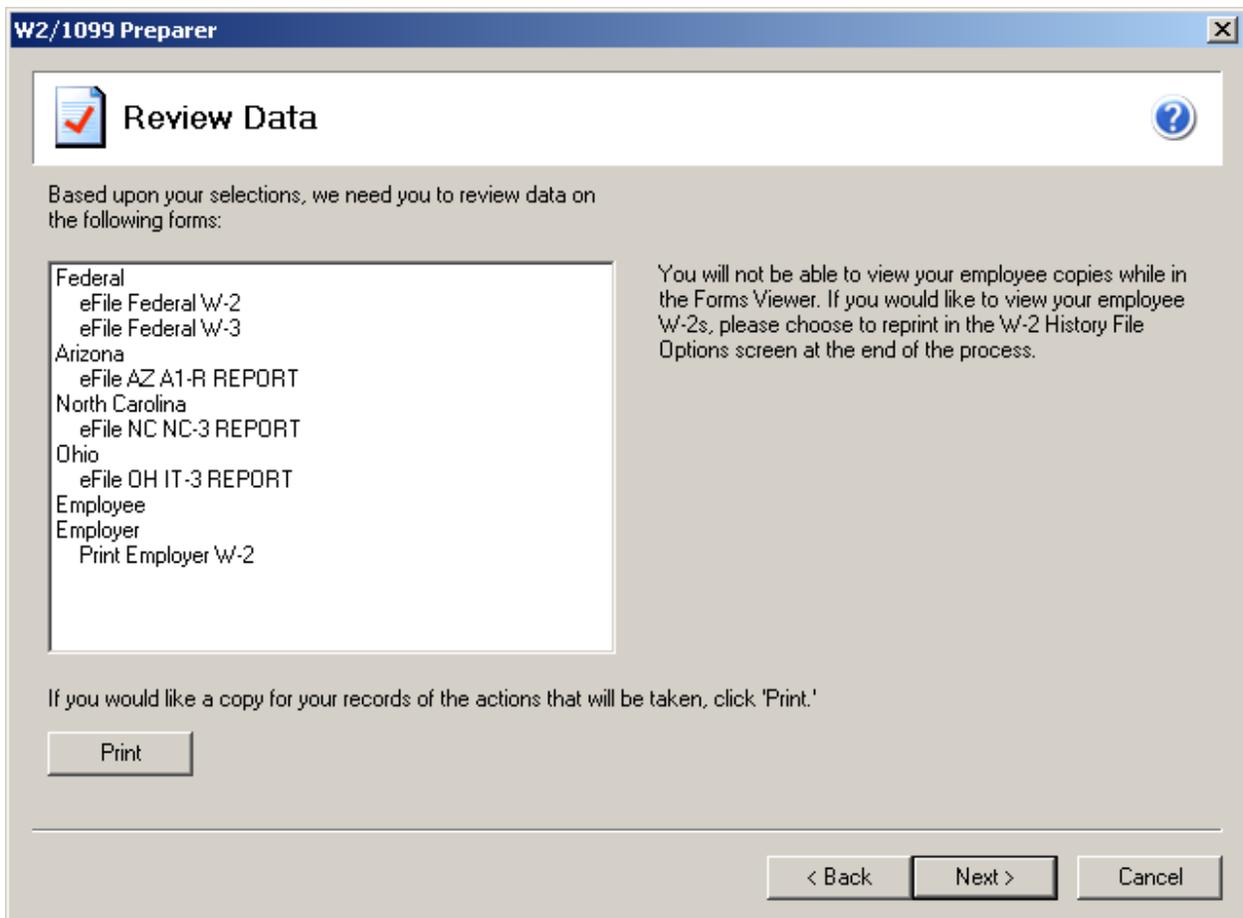
Filing Instructions for:	2011 Federal W-2 and W-3 Forms
For:	<Company Name>
Form Description:	Copy A of Forms W-2 including W-3
Where to File:	File Copy A of W-2s and W-3 with the Social Security
What to Sign:	Sign the W-3 form before mailing. The W-3 will print after the Federal W-2's forms.

Action List

The action list appears right before your forms are displayed in the FormsViewer. The action list allows you to confirm all of your processing options to make sure that all the forms that you selected to eFile or Print will be displayed correctly.

You should make sure to review this action list for accuracy to make sure all of your states and local forms appear. The eFile Center will not receive any forms that are not displayed on the action list.

Click the print button if you want to have a copy of the action list for your records. Once you confirm that your processing options are correct, click the next button.



The screenshot shows a software window titled "W2/1099 Preparer" with a "Review Data" header. The main content area contains a list of forms to be reviewed, a warning message, and navigation buttons.

Review Data

Based upon your selections, we need you to review data on the following forms:

- Federal
 - eFile Federal W-2
 - eFile Federal W-3
- Arizona
 - eFile AZ A1-R REPORT
- North Carolina
 - eFile NC NC-3 REPORT
- Ohio
 - eFile OH IT-3 REPORT
- Employee Employer
 - Print Employer W-2

You will not be able to view your employee copies while in the Forms Viewer. If you would like to view your employee W-2s, please choose to reprint in the W-2 History File Options screen at the end of the process.

If you would like a copy for your records of the actions that will be taken, click 'Print.'

W-2 Forms Viewer

You have completed all the steps in preparing to process your forms. The forms will now be displayed in the FormsViewer. The processing step is indicated at the top of the viewer as displayed below. You can print your Final copies from the viewer by clicking Print Final. You proceed to the next form by clicking Next Step.

Report 1 of 6: Employer W-2

Click Print Final, then click Next Step.

Print Draft Print Final Prev Step Next Step

a Employee's SSN	1 Wages, tips, other compensation	2 Federal income tax withheld	a Employee's SSN	1 Wages, tips, other compensation	2 Federal income tax withheld
651-45-5555	15,418.00	521.60	222-45-7889	44,135.26	6,128.06
OMB No. 1545-0008	3 Social security wages	4 Social security tax withheld	OMB No. 1545-0008	3 Social security wages	4 Social security tax withheld
	16,250.00	745.00		46,478.64	2,130.83
b Employer identification number	5 Medicare wages and tips	6 Medicare tax withheld	b Employer identification number	5 Medicare wages and tips	6 Medicare tax withheld
95-1234567	16,250.00	235.56	95-1234567	46,478.64	673.92
c Employer's name, address, and ZIP code			c Employer's name, address, and ZIP code		
eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614			eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614		
e Employee's first name and initial	Last name	Suff.	e Employee's first name and initial	Last name	Suff.
Jennifer	Agullera		Sheryl	Casas	
f Employee's address and ZIP code			f Employee's address and ZIP code		
6561 Irvine Center Drive Irvine CA 92618			6561 Irvine Center Drive Irvine CA 92618		
d Control number	7 Social security tips	8 Allocated tips	d Control number	7 Social security tips	8 Allocated tips
11-0000105			23-0054784		
9	10 Dependent care benefits	11 Nonqualified plans	9	10 Dependent care benefits	11 Nonqualified plans
12a	12b	12c	12a	12b	12c
D ; 832.00			D ; 2,343.38		
13	14 Other	15 State	13	14 Other	15 State
<input type="checkbox"/> Statutory employee <input checked="" type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		CA	<input type="checkbox"/> Statutory employee <input checked="" type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		CA
16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
15,418.00	130.26	16,250.00	44,135.26	1,897.80	46,478.64
19 Local income tax	20 Locality name	19 Local income tax	19 Local income tax	20 Locality name	19 Local income tax
191.90	CA-SDI	548.75	548.75	CA-SDI	548.75

Form **W-2** Wage and Tax Statement 2011 Department of Treasury Internal Revenue Service Copy D - For Employer

a Employee's SSN	1 Wages, tips, other compensation	2 Federal income tax withheld	a Employee's SSN	1 Wages, tips, other compensation	2 Federal income tax withheld
456-12-0047	34,190.00	6,316.88	625-12-4556	53,406.60	8,470.51
OMB No. 1545-0008	3 Social security wages	4 Social security tax withheld	OMB No. 1545-0008	3 Social security wages	4 Social security tax withheld
	36,010.00	1,650.92		56,238.00	2,578.40
b Employer identification number	5 Medicare wages and tips	6 Medicare tax withheld	b Employer identification number	5 Medicare wages and tips	6 Medicare tax withheld
95-1234567	36,010.00	522.08	95-1234567	56,238.00	815.36
c Employer's name, address, and ZIP code			c Employer's name, address, and ZIP code		
eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614			eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614		
e Employee's first name and initial	Last name	Suff.	e Employee's first name and initial	Last name	Suff.
Chris	Aspe		Chris	Aspe	
f Employee's address and ZIP code			f Employee's address and ZIP code		
6561 Irvine Center Drive Irvine CA 92618			123 Main Street Dayton OH 45402		

Form **W-2** Wage and Tax Statement 2011 Department of Treasury Internal Revenue Service Copy D - For Employer

For Help, press F1 HISTORY Page 1 of 7 NUM

If the selected form requires special paper stock, you will be prompted to load your printer when clicking the Print Final button. For example, if you have selected to print your own W-2s you will be prompted to load your 4 part perforated W-2 forms into the printer. Once all steps have been completed, the eFile Login will appear. For more information on the eFile process, see How to eFile Accounts Payable and Payroll forms section of this document.

W-2 Employee - State/Federal eFiling and Reporting

Report 1 of 3: Employee W-2

1 28 pages Click Print Final, then click Next Step. Print Draft Print Final Prev Step Next Step

a Employee's SSN 651-45-5555	1 Wages, tips, other compensation 15,418.00	2 Federal income tax withheld 521.60	a Employee's SSN 651-45-5555	1 Wages, tips, other compensation 15,418.00	2 Federal income tax withheld 521.60
OMB No. 1545-0008	3 Social security wages 16,250.00	4 Social security tax withheld 745.00	OMB No. 1545-0008	3 Social security wages 16,250.00	4 Social security tax withheld 745.00
b Employer identification number 95-1234567	5 Medicare wages and tips 16,250.00	6 Medicare tax withheld 235.56	b Employer identification number 95-1234567	5 Medicare wages and tips 16,250.00	6 Medicare tax withheld 235.56
c Employer's name, address, and ZIP code eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614			c Employer's name, address, and ZIP code eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614		
e Employee's first name and initial Jennifer Aguilera		7 Social security tips	e Employee's first name and initial Jennifer Aguilera		7 Social security tips
f Employee's address and ZIP code Irvine CA 92618		8 Allocated tips	f Employee's address and ZIP code Irvine CA 92618		8 Allocated tips
d Control number 11-0000105	9 Dependents	10 Other	d Control number 11-0000105	9 Dependents	10 Other
12a D 832.00	12b	12c	12a D 832.00	12b	12c
13 State Employee's state ID number CA 123-4567-8	14 State wages, tips, etc. 15,418.00	15 State income tax 130.26	13 State Employee's state ID number CA 123-4567-8	14 State wages, tips, etc. 15,418.00	15 State income tax 130.26
16 Local wages, tips, etc. 16,250.00	17 Local income tax 191.90	18 Locality name CA-SDI	16 Local wages, tips, etc. 16,250.00	17 Local income tax 191.90	18 Locality name CA-SDI

Form W-2 Wage and Tax Statement 2011 Department of Treasury Internal Revenue Service Copy B-To Be Filed With Employee's FEDERAL Tax Return.

Paper Warning
Please insert the 4 part perforated W-2 paper you purchased now.
OK Cancel

a Employee's SSN 651-45-5555	1 Wages, tips, other compensation 15,418.00	2 Federal income tax withheld 521.60	a Employee's SSN 651-45-5555	1 Wages, tips, other compensation 15,418.00	2 Federal income tax withheld 521.60
OMB No. 1545-0008	3 Social security wages 16,250.00	4 Social security tax withheld 745.00	OMB No. 1545-0008	3 Social security wages 16,250.00	4 Social security tax withheld 745.00
b Employer identification number 95-1234567	5 Medicare wages and tips 16,250.00	6 Medicare tax withheld 235.56	b Employer identification number 95-1234567	5 Medicare wages and tips 16,250.00	6 Medicare tax withheld 235.56
c Employer's name, address, and ZIP code eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614			c Employer's name, address, and ZIP code eFiling Test Company 6561 Irvine Center Drive Irvine CA 92614		
e Employee's first name and initial Jennifer Aguilera		7 Social security tips	e Employee's first name and initial Jennifer Aguilera		7 Social security tips
f Employee's address and ZIP code Irvine CA 92618		8 Allocated tips	f Employee's address and ZIP code Irvine CA 92618		8 Allocated tips
d Control number 11-0000105	9 Dependents	10 Other	d Control number 11-0000105	9 Dependents	10 Other
12a D 832.00	12b	12c	12a D 832.00	12b	12c
13 State Employee's state ID number CA 123-4567-8	14 State wages, tips, etc. 15,418.00	15 State income tax 130.26	13 State Employee's state ID number CA 123-4567-8	14 State wages, tips, etc. 15,418.00	15 State income tax 130.26
16 Local wages, tips, etc. 16,250.00	17 Local income tax 191.90	18 Locality name CA-SDI	16 Local wages, tips, etc. 16,250.00	17 Local income tax 191.90	18 Locality name CA-SDI

Form W-2 Wage and Tax Statement 2011 Department of Treasury Internal Revenue Service Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.

For Help, press F1 HISTORY Page 1 of 28 NUM

Additional Setup for Locals

eFiling and Reporting requires an additional selection for Local tax codes in Tax Table Maintenance. The additional selection requires that Service Update 17 or higher is installed for version 4.30. Version 4.40 & 4.50 already include the additional local tax selections.

The screenshot shows the 'P/R Tax Table Maintenance' window. The 'State' is 'OH' and 'Local' is 'SCH'. A dropdown menu is open, showing a list of local tax codes. The 'Withholding Tax' field is set to '510-00-03'. Below it, there are fields for 'Employee LDI', 'Other Local Tax', and 'Unemployment Tax', all set to '510-00-03'. To the right of these fields are input boxes for rates (all 0.00000%), amounts (all 0.00), and frequency (all Annual). At the bottom, there are navigation buttons (back, forward, etc.), 'Accept', 'Cancel', and 'Delete' buttons, and a status bar showing '440 TTC 12/31/2011'.

Note: Only withholding wages and tax will be populated on the W-2. Other Local Taxes will not display automatically in the Grid. If Other Local Taxes or other amounts are needed on the W-2, it must be manually added to the W-2 Preparer Grid.

Printing Amounts in Box 14

As of Service Update 17 for version 4.30, miscellaneous earnings and deductions can be selected to print in Box 14 of the W-2

The columns will display in the grid as DedCode1, DedCode2, EarnCode1 & EarnCode2

To display the correct label on the W-2:

1. Right click on the Column and select Rename
2. Enter the Description you would like to display on the W-2.
Note: only the first 10 characters will print
3. Click Ok

Populating the Employee E-mail Address in the Electronic Delivery Column

After installing the 2011 Interim Release Download(IRD), the employee e-mail address will now populate the Electronic Delivery column in the W2/1099 Preparer. To set up the employee's e-mail address you will need to do the following:

Paperless Office

1. From Paperless Office Setup menu select Options. Select the Forms checkbox.
2. From Paperless Office Setup menu select Form Maintenance. Complete the following:
 - a. Company Code
 - b. Module Code (P/R)
 - c. Document (Direct Deposit Stub)
 - d. PDF Directory
 - e. Override Password/Confirm Password

Payroll

1. From Payroll Setup menu select Options. On the Direct Deposit tab select Require Direct Deposit checkbox.
2. From the Payroll Main menu select Employee Maintenance. Select employee, select the Direct Deposit checkbox and then click the Direct Deposit button.
3. On the Direct Deposits window click the Paperless button.
4. On the Paperless Office Delivery Options window complete the following:
 - a. PDF Document Password
 - b. E-mail Address (for employee). Accept

After setting up the e-mail address for an employee, if that employee is not paid by Direct Deposit you may deselect the Direct Deposit checkbox on the Main panel in Employee Maintenance. The e-mail address entered will be retained. You will need to perform the Payroll steps 2 through 4 for each employee you want to set up with an e-mail address.

*****Missing*** displays on Reports and Forms**

Terminated Employees display *****MISSING***** as employee first and last name. During Payroll Year End Processing, any employees set to a Terminated status in Employee Maintenance are purged. The terminated employee's constant information displays as *****MISSING***** on eFiling and reporting forms and reports.

	Box d	Box e	Box e	Box e	Box e	Box f	Box f	Box f	Box f	Box f	Box f
	SSN	Last Name	First Name	Middle Name	Name Suffix	Address Li...	Address Li...	City	State	Zip Code	Fed...
1	000-00-0000	*** MISSING **	*** MISSING	***							1031
2	000-00-0000	*** MISSING **	*** MISSING	***							7308
3	865-31-2399	JENKINS	ALLEN			23155 W 15T		MILWAUKEE	WM	53151	8531
4	312-39-9854	SHAW	ARTHUR					MILWAUKEE	WM	53151	6947
5	986-53-1239	THOMAS	JERRY	A.		4121 W. 35th	Apartment 20	MILWAUKEE	WM	53151	1022
6	123-99-8546	THOMPSON	MICHAEL					MILWAUKEE	WM	53151	8786
Totals											5211

To display the employee's constant information, perform one of the following:

- Manually enter the employees data in the W2/1099 Preparer
- Reenter the employee in Employee Maintenance using the same employee number
- Restore from backup prior to closing the year and set the employee to Inactive

eFiling and Reporting Amounts are Incorrect

If the conversion to version 4.30 or 4.40 was performed after the first payroll in the current quarter was processed, some values might be placed in the wrong boxes on some forms. The amounts will need to be edited manually in the eFiling & Reporting forms viewer.

The following quarter's information should be correct since payroll for the entire quarter has been processed in 4.30 or 4.40

Employee Totals Verification

Available on the Payroll Period End menu, this report lists employees with discrepancies, and employee totals that differ from check totals. Review this report before printing W-2 forms to verify the correct information is reported.

ABC Distribution and Service		
EMPLOYEE TOTALS VERIFICATION		
EMPLOYEE	CHECK TOTAL	EMPLOYEE TOTAL
11-0000100 THOMAS, JERRY A.		
YTD FEDERAL WAGES AND TIPS SUBJECT TO FEDERAL WITHHOLDING	7,000.00	8,650.87
YTD FEDERAL WAGES AND TIPS SUBJECT TO EMPLOYEE FICA/SD/IDI	7,000.00	8,650.87
YTD FEDERAL EARNED INCOME CREDIT	5.00	3.05
YTD FEDERAL EMPLOYEE FEDERAL WITHHOLDING TAX	1,000.00	1,018.40
YTD FEDERAL EMPLOYEE FICA TAX	500.00	423.56
YTD FEDERAL WAGES SUBJECT TO EMPLOYEE MEDICARE	20,000.00	8,650.87
YTD FEDERAL EMPLOYEE MEDICARE TAX	75.00	125.44
YTD STATE: CA GROSS WAGES	1,000.00	.00
YTD STATE: CA WAGES AND TIPS SUBJECT TO FEDERAL WITHHOLDING	1,000.00	.00
YTD STATE: CA EMPLOYEE FEDERAL WITHHOLDING TAX	100.00	.00

New Payroll files for eFiling and Reporting

New Files have been created to store payroll information used for eFiling and Reporting.

- PR_40 - PR Federal/State eFiling and Reporting
 - Holds check history for eFiling & Reporting per payroll option ‘Years to Retain eFiling Check History’
 - During conversion to Version 4.30 or above, quarter to date and year to date information is copied from PR3(Employee Tax Summary) to PR_40 to start the data history
- PR_41 - Federal W-2 eFiling Summary
 - Populated during Year End Processing with data from PR1 & PR3
 - Allows printing of W-2s after Year End Closing for eFiling and Reporting.
NOTE: Terminated employees must be changed to an Inactive Status before closing the year.

How to print Accounts Payable 1099 eFiling and Reporting

From the Accounts Payable Reports menu, Form 1099 eFiling and Reporting. Select or enter the following and click the Accept button:

- 1099 Form Type
- Vendor Type to Print
- Minimum YTD Payment
- 1099 Calendar Year

Form 1099 eFiling and Reporting

Form to Use: New

Form Type: Dividend

Options: Dividend, Interest, Miscellaneous

Vendor Type to Print: Miscellaneous

Minimum YTD Payment: .00

1099 Calendar Year: 2011

Company Information:

Name: eFiling Test Company

Address: 6561 Irvine Center Driver

City: Irvine

State: CA

ZIP Code: 92614

Federal ID No.: 95-1234567

Telephone: (800) 854-3415

Fax:

Select Field	Operand	Value
Vendor Number	All	

Buttons: Activate, Accept, Cancel, Help

1099 Test Drive

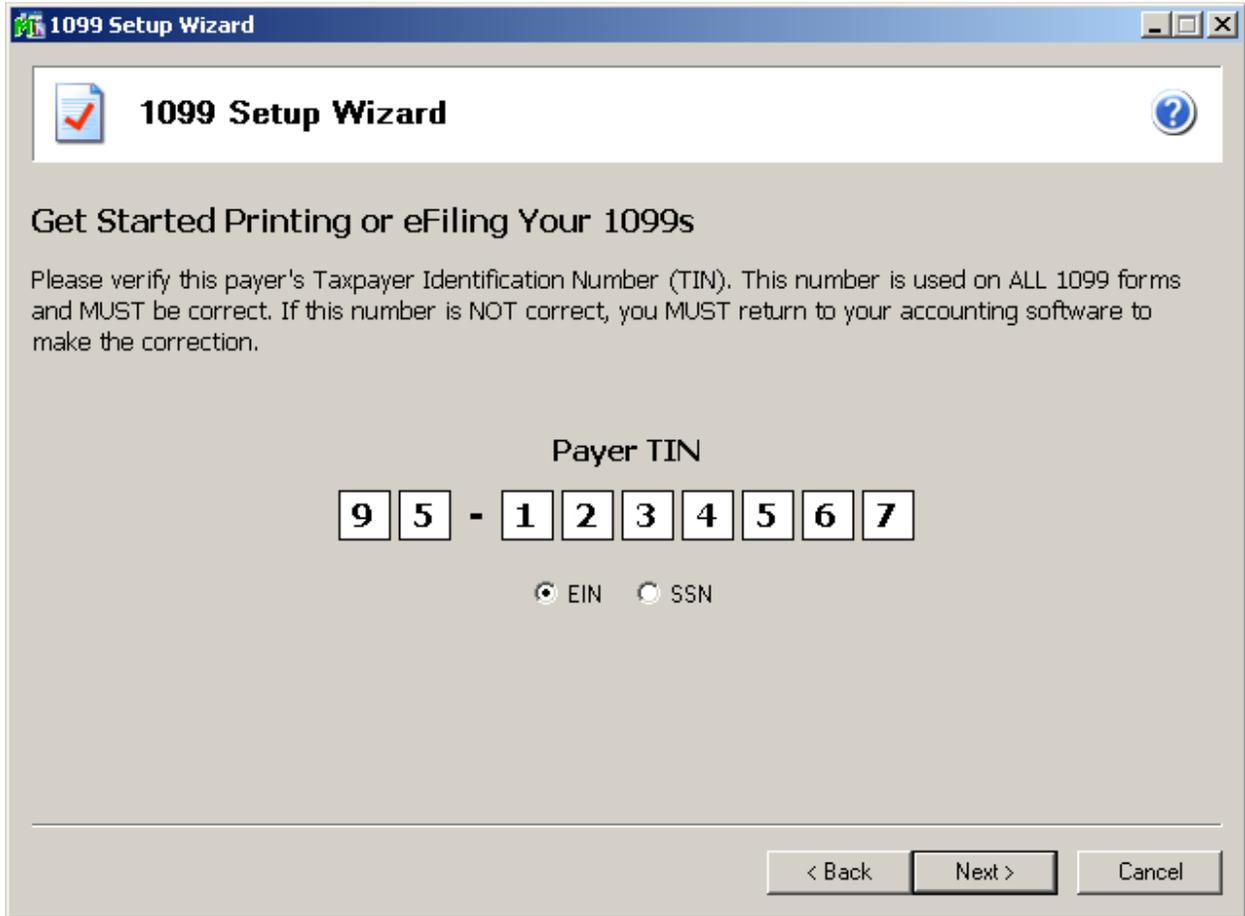
The 1099 Test Drive feature allows you to take a “test drive” of the 1099 process without actually saving any data. This will allow you to become more familiar with the process before actually filing. You will only be displayed this dialog if you have not processed any 1099 filings for the current filing year.

If you select to run the 1099/1096 Wizard in test drive, you will not be able to save any of the information as a draft or a history to be used again.



Verify the Payer TIN

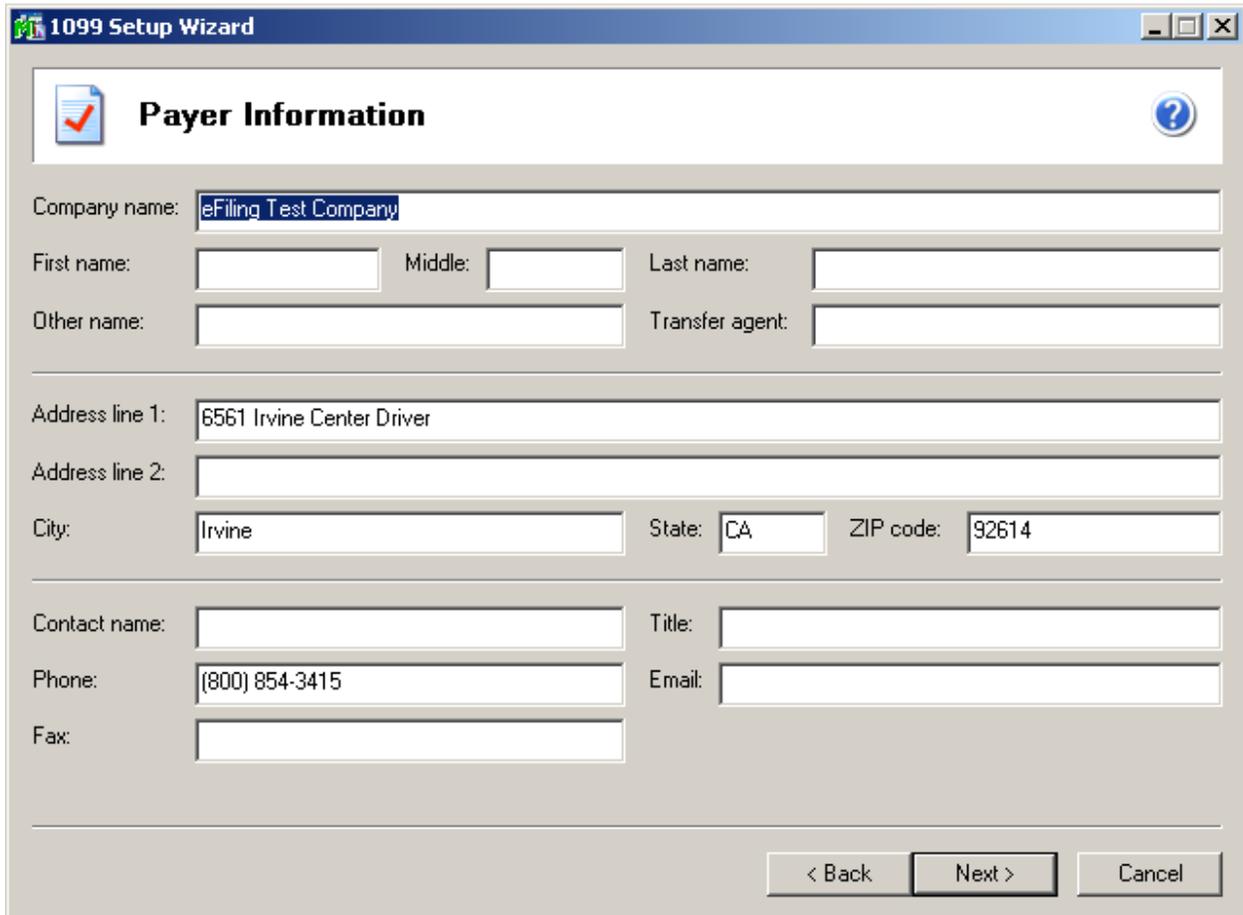
The number displayed here will be used on all forms. If the number is incorrect, click the Cancel button to close the 1099 Setup Wizard and correct the number in Company Maintenance.



The screenshot shows a window titled "1099 Setup Wizard". Inside the window, there is a header bar with a checkmark icon and the text "1099 Setup Wizard". Below the header, the main content area has the heading "Get Started Printing or eFiling Your 1099s" and a paragraph of instructions: "Please verify this payer's Taxpayer Identification Number (TIN). This number is used on ALL 1099 forms and MUST be correct. If this number is NOT correct, you MUST return to your accounting software to make the correction." Below the text, the label "Payer TIN" is centered above a row of input boxes containing the numbers "9", "5", "-", "1", "2", "3", "4", "5", "6", "7". Underneath the input boxes, there are two radio buttons: "EIN" (which is selected) and "SSN". At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Payer Information

The payer information screen displays all of the information that relates to your company and is used to display in the forms you are reporting. Fields that are not stored in the MAS database such as the Transfer Agent will need to be entered here.



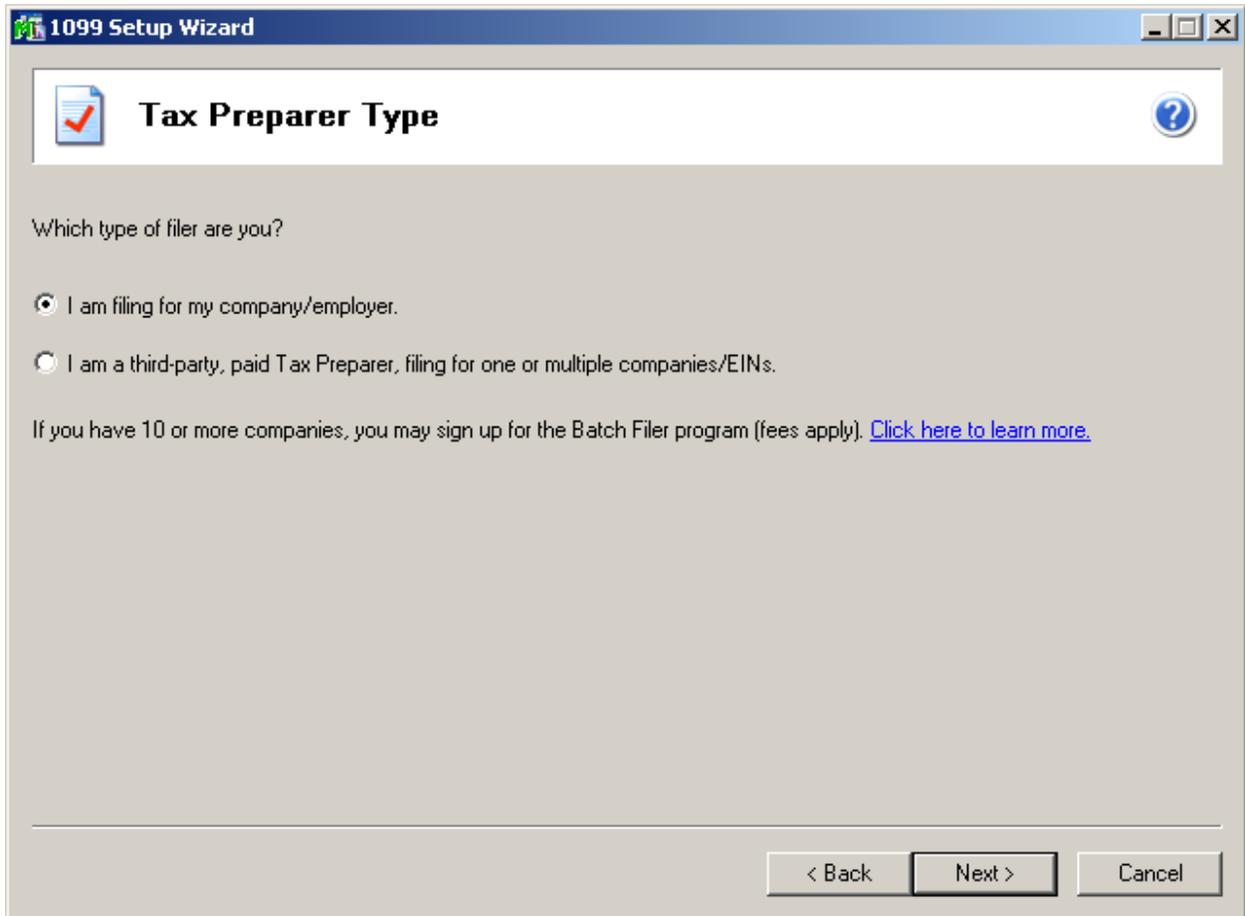
The screenshot shows a window titled "1099 Setup Wizard" with a sub-header "Payer Information". The form contains the following fields:

Company name:	eFiling Test Company		
First name:		Middle:	
Last name:			
Other name:		Transfer agent:	
Address line 1:	6561 Irvine Center Driver		
Address line 2:			
City:	Irvine	State:	CA
ZIP code:	92614		
Contact name:		Title:	
Phone:	(800) 854-3415	Email:	
Fax:			

Navigation buttons at the bottom: < Back, Next >, Cancel.

Tax Preparer Type

The tax preparer dialog displays for you to indicate whether you are filing for your own company or if you are a filing as a paid Tax Preparer for another company. New for 2011 is the option for Batch Filing. Batch Filing will allow you upload several filings and then access the eFiling website when you are ready to transmit them to the appropriate agencies. For more information, select the 'Click here to learn more' link or visit <https://efile.aatrix.com/>.



The screenshot shows a Windows-style dialog box titled "1099 Setup Wizard". The main heading is "Tax Preparer Type" with a document icon and a help button. The question is "Which type of filer are you?". There are two radio button options: "I am filing for my company/employer." (which is selected) and "I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.". Below the options is a note: "If you have 10 or more companies, you may sign up for the Batch Filer program (fees apply). [Click here to learn more.](#)". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

1099 Preparer

The remaining 1099 Setup Wizard screens contains similar screens and selections as the W-2 Setup Wizard such as State & Local Tax items and Multiple 1099 Data files. Once you have completed the wizard, the 1099 Preparer is launched and you are guided through verifying the 1099 data. Similar to the W-2 Preparer, the 1099 recipient grid performs several data verification steps in the grid to ensure you have the correct 1099 information and to avoid rejections by Federal and state agencies.

The screenshot shows the '1099 Preparer' window with the title 'ABC Distrib - W2/1099 Preparer'. The main area is titled 'Step 1: Verify Recipients Taxpayer Identification Number (TIN)'. Below the title bar is a menu (File, Edit, View, Help) and a toolbar with a help icon, 'Prev Step', and 'Next Step' buttons. A 'Sort by: Last Name' dropdown is also present. The main data area is a grid with the following columns:

	Recipient TIN	TIN Flag	Optional Na...	Recipient A...	Recipient A...	Box 4	Box 5	Box 6	Box 7	Box 8	Box 9
	SSN or FEIN	Check if FEIN	Full Name	Address Li...	Address Li...	Federal Inc...	Fishing Boa...	Medical an...	Nonemploy...	Substitute ...	Payer Made ...
1	03-3627154	<input checked="" type="checkbox"/>		1010 Main Str	Suite A-103	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
2	95-0100645	<input checked="" type="checkbox"/>		12205 Emeral		0.00	0.00	0.00	1835.00	0.00	<input type="checkbox"/>
3	303-54-0251	<input type="checkbox"/>	Roger W. Lea	7721 24th Str	Suite 125	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Totals						0.00	0.00	0.00	1835.00	0.00	

Tip! Information edited in 1099 Preparer will not be saved back to Sage ERP MAS 90 or 200 data files.

1099 Printing and Filing Options

After verifying information in the W2/1099 Preparer, 1099 the Pricing and Filing Options are displayed. You can select to eFile or print your own 1099s or a combination of both. If you are printing your own, you will need to use **blank perforated 4 per page 1099 forms**. Please note that the IRS requires that the Federal Copy A must be printed on the red preprinted forms when mailing the 1099s.

W2/1099 Preparer
✕

1099 MISC Printing and Filing Options

Choose **Complete 1099, eFile Fed or eFile State** and pick your filing dates. Corrections before dates are FREE! [More info?](#)

	# Recipients	Price/Rec	Subtotal
<input checked="" type="radio"/> Complete 1099 eFiling Service BEST VALUE!			
The eFile Center will:			
- Print and Mail Recipient Copies	3	\$1.69	\$5.07
- eFile Federal 1099/1096		included	FREE
- eFile all applicable State 1099/Reconciliation Forms		included	FREE
	Total Cost	Minimum	\$24.95
<input type="radio"/> Other Options			
<input type="checkbox"/> Print Recipient 1099 Copies			
<input type="checkbox"/> eFile Federal 1099/1096 Copies	3	\$0.49	\$ 0.00
<input type="checkbox"/> eFile State 1099/Reconciliation Forms	3	\$0.69	\$ 0.00
<input type="checkbox"/> Print Federal 1099/1096 Copies			
<input type="checkbox"/> Print State 1099/Reconciliation Forms			
	Total Cost	Minimum	\$ 0.00
<input checked="" type="checkbox"/> Print Payer 1099 Copies			

< Back
Next >
Cancel

1099 Forms Viewer

After selecting 1099 Printing and Filing Options, you are presented with similar screens as in the W-2 Printing and Filing such the option to order a CD Archive, print Divider Sheets and the Action List. For more information on those options, see the topics in the W-2 section of this document. Once completed, the forms viewer will display with your selected forms. If any form require special paper stock, you will be prompted to load your printer with the appropriate form when clicking the Print Final button.

Report 1 of 5: Federal 1099-MISC

Click Print Final, then click Next Step.

Print Draft Print Final Prev Step Next Step

9595 VOID CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no. BFILING TEST COMPANY 6561 IRVINE CENTER DRIVER IRVINE CA 92614 (800) 854-3415		1 Rents \$	OMB No. 1545-0115 2011 Form 1099-MISC	Miscellaneous Income	
PAYER'S federal identification number 95-1234567	RECIPIENT'S identification number 555-34-3456	2 Royalties \$	3 Other income \$	4 Federal income tax withheld \$	Copy A For Internal Revenue Service Center File with Form 1096.
RECIPIENT'S name ANDERS AUTO REPAIR		5 Fishing boat proceeds \$	6 Medical and health care payments \$	7 Nonemployee compensation	
Street address (including apt. no.) 1018 MAIN STREET SUITE A-103 City, state, and ZIP code ORANGE		8 Substitute payments in lieu of dividends or interest		For Privacy Act and Paperwork Reduction Act Notice, see the 2011 General Instructions for Certain Information Returns.	
Account number (see instructions)		payments	an attorney		
15a Section 409A deferrals \$	15b Section 409A income \$	16 State tax withheld \$	17 State/Payer's state no. CA/	18 State income \$	

Form 1099-MISC Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

9595 VOID CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no. BFILING TEST COMPANY 6561 IRVINE CENTER DRIVER IRVINE CA 92614 (800) 854-3415		1 Rents \$	OMB No. 1545-0115 2011 Form 1099-MISC	Miscellaneous Income	
PAYER'S federal identification number 95-1234567	RECIPIENT'S identification number 95-0100645	2 Royalties \$	3 Other income \$	4 Federal income tax withheld \$	Copy A For Internal Revenue Service Center File with Form 1096.
RECIPIENT'S name		5 Fishing boat proceeds \$	6 Medical and health care payments \$	7 Nonemployee compensation	

For Help, press F1 HISTORY Page 1 of 2 NUM

Standard eFiling Pricing

- Current pricing can be found at <https://sagemas.aatrix.com>
- Unemployment, Withholding and New Hire – \$7.95/form*
- Forms with Employee List – Unemployment & New Hire – \$7.95 plus 0.25 per employee*

* Prices subject to change

W-2 eFiling Pricing

Complete W-2 filing service is available for \$1.69 per employee*(minimum of \$24.95).

- Federal W-2s eFiled.
- State W-2s eFiled.
- Employer W-2s are printed to plain paper.
- Employee W-2s Printed, Stuffed and Mailed to your employees.

* Prices subject to change

1099 eFiling Pricing

Complete 1099 filing service is available for \$1.69 per vendor (minimum of \$24.95)

- Federal 1099s eFiled
- State 1099s eFiled.
- Payer copies are printed to plain paper.
- 1099s Printed, Stuffed and Mailed to your vendors.

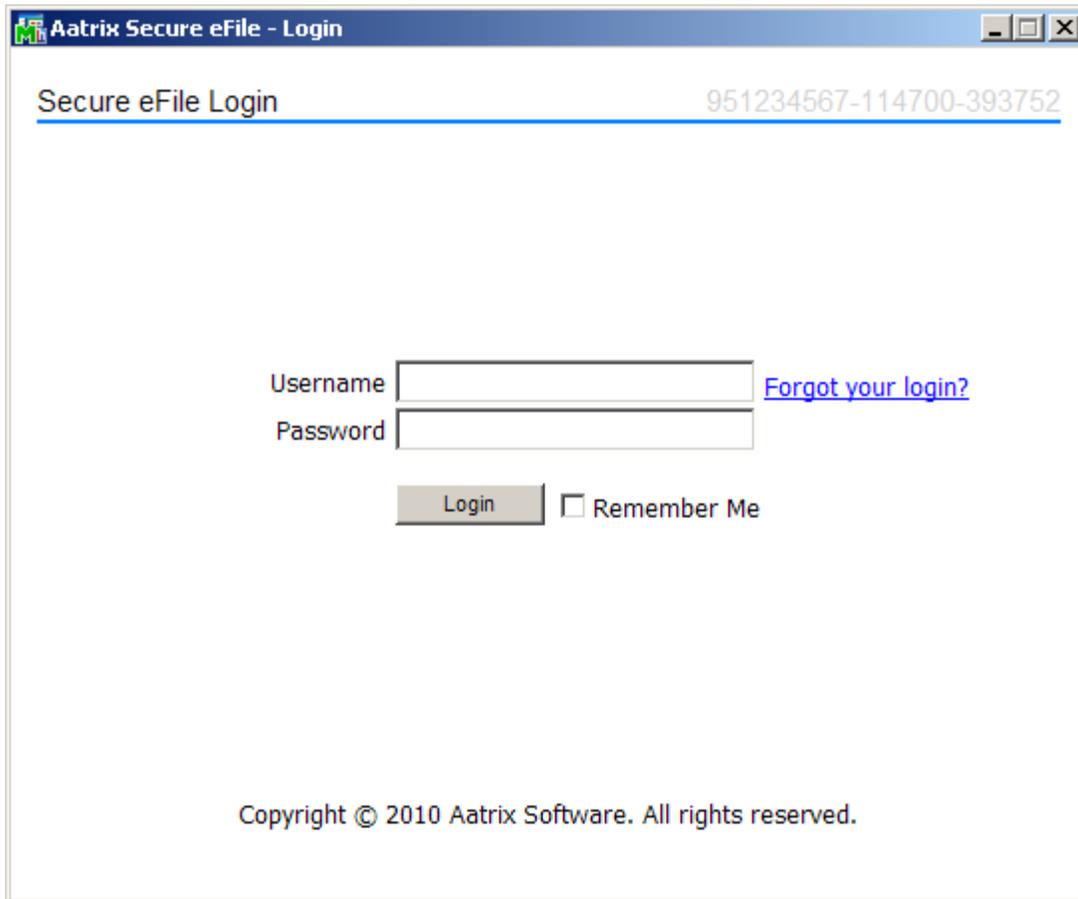
* Prices subject to change

Unlimited eFiling Package Pricing for Sage Customers

- Current package pricing can be found at <https://sagemas.aatrix.com>

How to eFile Accounts Payable and Payroll forms

The eFiling process is powered by Aatrix. When the eFile option is selected, the login screen below displays. One-time enrollment is required. Enrollment can be accessed from within Sage ERP MAS 90 or directly at <https://sagemas.aatrix.com>



Aatrix Secure eFile - Login

Secure eFile Login 951234567-114700-393752

Username [Forgot your login?](#)

Password

Remember Me

Copyright © 2010 Aatrix Software. All rights reserved.

When the Login button is clicked, User Information is displayed. If any of this information is incorrect, you can click the **Click here** link to access Aatrix's website

The screenshot shows a web browser window titled "Aatrix Secure eFile - Enrollment Information". The page content includes a header with the title and a unique ID "951234567-114700-393752". Below the header is a paragraph of text: "This is the information currently on file for your user and the taxpayer specified. To change enrollment information, [click here](#)." The main content is organized into two sections: "Preparer:" and "Taxpayer:". Each section lists the same information: "951234567 SAGE SOFTWARE", "REGINA GUTCHER", "56 TECHNOLOGY DRIVE", "IRVINE, CA 92618", "financials.na@sage.com", and "(800) 854-3415". At the bottom right of the window are two buttons labeled "Back" and "Next".

Enrollment Information		951234567-114700-393752
This is the information currently on file for your user and the taxpayer specified. To change enrollment information, click here .		
Preparer:	951234567 SAGE SOFTWARE	
Contact:	REGINA GUTCHER	
Address1:	56 TECHNOLOGY DRIVE	
Address2:		
City, State, Zip:	IRVINE, CA 92618	
Email:	financials.na@sage.com	
Phone:	(800) 854-3415	
Taxpayer:	951234567 SAGE SOFTWARE	
Address1:	56 TECHNOLOGY DRIVE	
Address2:		
City, State, Zip:	IRVINE, CA 92618	
Email:	financials.na@sage.com	
Phone:	(800) 854-3415	

Back Next

After you have verified the information and clicked Continue, the Pricing screen displays. The pricing displayed is specific to this filing.

Aatrix Secure eFile - Pricing 951234567-114700-393752

Pricing Information

The filing submitted is subject to the following charge(s). If you accept charges, a receipt will be emailed to you upon completion of this filing. No charges will be put on your credit card until you complete and SUBMIT your filing. Click Next to accept charges.

27 employees at \$1.49 (Fed, State, and Employee Copies)	\$40.23
Total	\$40.23

Back Next

The next screen allows you to choose their W-2 submission dates. This allows you to indicate when you would like your Employee, Fed and State W-2s to be mailed. This screen automatically defaults the employee copies to be mailed on the earliest possible date. The Federal and State copies are defaulted on the last possible date so that you can make free and easy corrections if necessary. Please note that if any part of the filing has been processed, you will have to complete W-2Cs for an additional charge.

Aatrix Secure eFile - Choose W-2 Submission Dates 951234567-114700-393752

Choose W-2 Submission Dates

Please choose when you want your employee, federal, & state W-2s and W-3s mailed or electronically filed. If you choose an earlier filing date and your filing gets processed, you will be required to file W-2Cs. **We strongly recommend that you choose to have the eFile Center HOLD your Federal and State W-2s & W-3 filing until just prior to the due date.** This will allow you to make easy and **FREE** last minute corrections before your selected filing period.

Your employee copies will be mailed within two (2) days of:

Jan 5 Jan 12 Jan 19 Jan 26 Jan 31

Your federal W-2s and W-3 will be filed between:

Feb 1-5 Feb 6-12 Feb 13-28 Mar 1-5 Mar 6-12 Mar 13-31

Your state W-2s and W-3 (or reconciliation form) will be filed as soon as possible.

NOTE: Electronic filing deadlines may be later than your paper filing deadlines.

Back Next

Next the payment screen displays. Aatrix will only accept major credit cards for eFiling charges.

Aatrix Secure eFile - Credit Card 951234567-114700-393752

Credit Card

Please enter information about the credit card to be used to pay Aatrix eFile charges. No charges will be put on your credit card until you complete and SUBMIT your filing.

*Card Number: *Expiration: Jan / 2010

*Card Type: VISA Mastercard American Express Discover

*Cardholder Name:

*Address 1:

Address 2:

*City/State/Zip: ,

*Contact: Title

Phone: Fax

eMail: * Required Information

Remember credit card information

Back Next

The confirmation screen displays details of the filing including the taxpayer information. No charges will be charged to the credit card until you hit the Submit button..

Confirmation 199455555-112589-391641

Your filing has been successfully uploaded. No charges have yet been applied to your credit card. To complete this filing, press SUBMIT.

Company Name:
Form Name:
Filing Period:
Company EIN:
Address:
City, State, Zip:

Invoice Amount:
Credit Card:

This filing contains information for W-2 federal, state, and employee filings. We will file your W-2 and W-3 forms with the SSA, print and mail employee copies for you, and send relevant state W-2 information to

Back Submit

When the eFiling process is complete, an email confirmation is sent and this next screen displays your AFID or Aatrix Filing Identifier. This number is assigned to the filing for tracking purposes.

Aatrix Secure eFile - Complete [TEST]

Complete 951234567-6a8076d6-2772-558650

Your filing has been successfully received for processing, and you should receive a confirmation email shortly. If you do not receive the confirmation email, you can view your confirmations online by logging into <https://efile.aatrix.com>.

Email sent to: financials.na@sage.com
AFID*: 558650

*The AFID (Aatrix Filing Identifier) is a number assigned to your submission for tracking purposes. Please write this number down. Refer to this number when contacting the eFile Center with questions about your submission.

Close

You can then login to <https://sagemas.aatrix.com> to view, track and access eFiled reports by client:

Aatrix eFile Center

Home Companies Inbox Calendar **Filings** Pricing Contact Us sagesupport Log Out

Click on a column heading to sort grid contents

<u>Afid</u>	<u>▲ Status</u>	<u>Submitted</u>	<u>Taxpayer</u>	<u>Form</u>	<u>Period</u>	<u>Payment</u>	<u>Employees</u>
558650	OPEN	12/13/11	951234567 SAGE SOFTWARE	W-2 (US)	2011	N/A	28

Deleting Filings

If there is an error with your filing and the status of the filing is open, it can be deleted:

The screenshot shows the Aatrix eFile Center interface. A modal window titled "AFID 558650" displays filing details. The "Status" field is circled in red and shows "OPEN". At the bottom of the modal, the "Delete this filing" link is also circled in red. Below this, a "Delete Filing" dialog box is shown with a warning icon and the text: "WARNING: Deleting this filing will cause it to not be processed by the eFile Center. Continue?". The dialog has "Delete" and "Cancel" buttons. The filing details are repeated below the dialog.

Aatrix eFile Center

Home Companies Inbox Calendar **Filings** Pricing Contact Us sagesupport Log Out

Click on a column heading to sort grid contents

Afid	Status	Submitted	Payment	Employees
558650	OPEN	12/13/11	N/A	28

AFID 558650

Taxpayer: 951234567 SAGE SOFTWARE
Form: W-2 (US)
Period: 2011
Status: OPEN
Employees: 28
Payment: N/A
Bank Account:
Route Number:
Check Number:

Submissions
Federal:
State:
Employee:

The following job(s) were created from your submission, and will be processed by the Aatrix eFile Center. State and federal filings are batched and guaranteed to be delivered on-time to the appropriate agencies.

No jobs currently exist under this AFID.

[Delete this filing](#) [Print this page](#)

AFID 558650

Delete Filing

WARNING: Deleting this filing will cause it to not be processed by the eFile Center. Continue?

Delete **Cancel**

Taxpayer: 951234567 SAGE SOFTWARE
Form: W-2 (US)
Period: 2011
Status: OPEN
Employees: 28
Payment: N/A
Bank Account:
Route Number:
Check Number:

Submissions
Federal:
State:
Employee:

Viewing History within Sage ERP MAS

In Accounts Payable, select 'History' from the Form type dropdown in Form1099 eFiling & Reporting and click Accept. In Payroll, select 'Existing Reports' in the Federal or State eFiling & Reporting and click Accept.

Saved history files are encrypted and can only be accessed through MAS 90 or 200. Saved reports can be edited, viewed, reprinted or deleted.

Name	Type	State	Period	Status	Details	Date Saved
<input checked="" type="checkbox"/> 941/Schedule B/941-V Report	Federal		2011 Q4	Print&Mail	0 employees	12/23/2011 12:58:...
<input type="checkbox"/> CA DE 34 Report	New Hire	CA	2011	Print&Mail	0 employees	12/23/2011 12:57:...
<input type="checkbox"/> 940 Report	FUTA		2011	Print&Mail	0 employees	12/23/2011 12:56:...

Who do I call for Support?

- For questions regarding the Payroll and Accounts Payable data automatically populated on the forms, contact Sage ERP MAS 90 and 200 Customer Support at 800-854-3415.
- For questions regarding forms that have already been eFiled, contact eFile Support: 701-746-6814
- For questions regarding eFile enrollment, billing and pricing visit <https://sagemas.aatrix.com>

Associated Knowledgebase Entries

Please reference the following Knowledgebase Resolution IDs via Sage InfoSource for more information:

Res ID# : 495503

How to install, activate, update, and uninstall eFiling and Reporting

Res ID# : 494957

eFiling and Reporting Activation does not respond when clicking OK at the Verify Account Information window.

Res ID# : 532712

"You must install Federal and State eFiling and Reporting to access this task", when accessing eFiling and Reporting on a Windows 7 machine or Terminal Services connecting to a Windows 2008 Server in Sage ERP MAS 90 and 200

Res ID# : 499518

Local tax codes do not print on W-2s when using eFiling and Reporting in Sage ERP MAS 90 and 200.