



2018 Year-End

Update Documentation

United States

2018 eCMS 3.7 / 4.0 / 4.1 Year-End Processing

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Printed in the United State of America.

December 11, 2018

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|--|------------|
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Year-End Overview

Identical Processing for all Release Levels

This year you can use one Year-End manual for the US and one for Canada. Whether your company is running eCMS or CMS for Release 3.4.3 / 3.7 / 4.0 / 4.1, the yearly processing is identical, merely the screen appearances will differ.

Overview Information: Year-End Processes

The following information is provided as an overview of the Year-End processes for CMS and eCMS. We highly recommended that you read the entire document as updates have been made. In addition to your usual backup, we recommend a backup of both CMSFIL and the application libraries before processing for Year-End.

Note: In the table below, both the eCMS menu path and the CMS menu fast paths are included.

| Application | eCMS Menu Path | CMS Menu Path | Description | REQ'D. | Notations |
|----------------------|---------------------------------|---------------|------------------------------|--------|--|
| Accounts Payable | | | | | Please refer to " Accounts Payable Year End Preparation " |
| Accounts Receivable | Accounts Receivable Monthly | ARPMP/05 | Clear Customer Master Annual | No | Clears the Year-to-Date fields in the Customer Master. To maintain Year-to-Date and Life- to-Date sales and cost data instead of month and YTD, clear the Month-to-Date only at year end and never clear the YTD field. |
| Equipment Accounting | Equipment Accounting Monthly | EQPMP/03 | Zero Fiscal Year Fields | Yes | Use this option at the end of your fiscal year to zero the current year depreciation fields. Important: This option must be executed prior to running depreciation calculations for the new year. The system will display a reminder when you select the "Calculate Depreciation". |
| General Ledger | General Ledger Annual | GLPMP/02 | Preliminary Close | Yes | Executes a preliminary Year End Close and prints aGL Year End Initialization Report showing all the accounts and the balances that will be carried forward as opening balances for the ensuing year. |

| Application | eCMS Menu Path | CMS Menu Path | Description | REQ'D. | Notations |
|------------------|----------------------------|---------------|-----------------------------|--------|---|
| General Ledger | General Ledger Annual | GLPMP/03 | Update Close | Yes | Deletes detail records if the tax and fiscal year are both closed (default controlled), updates the history file, zero the monthly debit and credit balances and sets up the General Ledger balances for the new year in the master file. |
| General Ledger | General Ledger Annual | GLPMP/04 | Zero YTD Fields Dept. Mater | No | Zeros out the Year-to-Date regular and overtime hour and dollar fields in the Department Master. This file is accessed through Payroll Maintenance Department Master and is done either at the calendar or fiscal Year-End. |
| Order Processing | Order Processing Monthly | ORPMP/01 | Inventory Update | No* | Run each month and at Year-End. Clears the year-to-date and monthly fields or optionally clears only the monthly fields in the Item Balance file. The Month-to-Date values are rolled to the Year-to-Date fields and the Year-to-Date, when selected, are rolled to the Prior Year fields. *Warning: The monthly update must be run before any transactions are entered for the new month. |
| Order Processing | Order Processing Monthly | ORPMP/04 | Clear Sales Rep MTD Totals | No | Run each month and at Year-End. Clears the Sales Representatives Month-to-Date Totals. You may optionally choose to have the system run the Inventory Update at the same time. |
| Payroll | Payroll Annual | PRPAP | Annual Processing | Yes | Please refer to "Payroll Year-End Preparation" |

Name Entry - Best Practices for Payroll Employee Maintenance

This section clarifies how to enter an Employee name so that it can be parsed properly by Payroll reports and MagMedia files.

Name (Employee's Full Name Field)

Enter the Employee's full name in the following order: "First Middle Last" name sequence (No special characters such as commas or periods). However, the last name can be a two part name with a space or hyphen separating them. A suffix can also be added to the full name field.

Abbreviation

The last name should be entered in this field. An abbreviation should be as much of the last name as possible. The field is 8 characters long. If a first initial is needed, leave a space between it and the last name. The last name must be 6 characters or less for this to happen.

First

Enter the Employee's first name without any commas, periods or other special characters.

Middle

Enter the Employee's middle name or initial without any commas, periods or other special characters.

Last

Enter the Employee's last name without any commas, periods or other special characters. **NO** add the suffix to the last name field.

Suffix

Enter the Employee's Suffix such as "JR SR II" without any commas, periods or other special characters.

Which fields are used by Payroll reports to display Employee names and how are they sorted?

Edit Register

The edit register uses the Abbreviation field as the name field for Employees and sorts by that abbreviation. For example, three Employees with the abbreviations of SMITH R, AVISW, and DOUGLAS will sort as follows:

1. AVISW
2. DOUGLAS
3. SMITHR

Proof

The Proof uses the Full Name field as the Employee's name. If you select to sort by Employee, then it uses the Employee's last name to sort alphabetically. In the above example, the sorting will be as follows:

1. WALTERRAVIS
2. KIMBERLY S DOUGLAS
3. ROBERT CHARLES SMITH

Register

The Register uses the Full Name field as the Employee's name. If you select to sort by Employee (option # 4) and then by Employee name (option #2) then it sorts by Last Name. . In the above example, the sorting will be as follows:

1. WALTERRAVIS
2. KIMBERLY S DOUGLAS
3. ROBERT CHARLES SMITH

Check

The check uses the Full Name field as the Employee's name. The checks are sorted by the choices made in the Register selections screen. In the above example, the sorting will be as follows:

1. WALTERRAVIS
2. KIMBERLY S DOUGLAS
3. ROBERT CHARLES SMITH

It is strongly recommended that you enter the Last Name in the abbreviation field and, if space permits, use a space between the First Initial and Last Name. Otherwise enter as much of the Last Name as possible.

It is also strongly recommended that you eliminate any special characters, such as commas or periods, from ALL name fields. The system will use the Abbreviation field to parse out the names correctly. This will greatly reduce the possibility of rejections by the Federal or State Authorities regarding quarterly and annual filings.

Installing eCMS 3.7 / 4.0 / 4.1 Year-End

The amount of available space is not an issue with the Year-End CMS/eCMS install. Space requirements for all other CMS/eCMS installations remain as stated in their documentation.

For eForms 3 users, this installation includes new eForms templates for Form 1099 and W2 templates. Please see "[Restoring eForms Templates for Year-End Forms](#)" on page A-1.

Before you begin

- During this installation you will be asked to confirm that your system is using the correct Websphere server Profile and Node. You will need this information the first time you install the Fix Pack in each environment.
- You must be signed on as QSECOFR to run this install. The installation will not start if you are logged on as a different user, even as a user with QSECOFR authority.

Important: All users must be off the system prior to running the installation.

Starting the Install

1. Place the Install CD in the optical drive.
2. Sign on as QSECOFR.
3. Type **wrkobjlck <name of your database library>*lib** on a command line (do not include the <> brackets). For most of our customers, this will be "CMSFIL" for the production library and "CMSFILTST" for the test library.
4. Press ENTER.

```

MAIN                                IBM i Main Menu                                System:  INSTLTST

Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu
   10. Information Assistant options
   11. IBM i Access tasks

   99. Sign off

Selection or command
==> wrkobjlck cmsfil370 *lib

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  F13=Information Assistant
F23=Set initial menu
(C) COPYRIGHT IBM CORP. 1980, 2008.

```

```

Work with Object Locks

Object . . . . : CMSFIL370      Type . . . . . : *LIB
Library . . . . : QSYS          ASP device . . : *SYSBAS

System:  I4STLTST

Type options, press Enter.
  4=End job  5=Work with job  8=Work with job locks

Opt  Job          User          Lock          Status        Scope         Thread
--  -
=   AP_IMPORTP   ECMS          *SHR&D       HELD          *JOB
-   LSTN16370   CGCOWNER     *SHR&D       HELD          *JOB
-   LSTN17370   CGCOWNER     *SHR&D       HELD          *JOB
-   RUN16370    CGCOWNER     *SHR&D       HELD          *JOB
-   RUN16370    CGCOWNER     *SHR&D       HELD          *JOB
-   RUN16370    CGCOWNER     *SHR&D       HELD          *JOB
-   RUN17370    CGCOWNER     *SHR&D       HELD          *JOB
-   WF_DIGESTP  ECMS          *SHR&D       HELD          *JOB

Bottom

F3=Exit  F5=Refresh  F12=Cancel

a 10/003

```

Any jobs on this screen that start with QQF will need to be signed off or ended. You should leave the AP_, WF_, LSTN and Run jobs active.

5. Type **LODRUNOPT01** on a command line, where **OPT01** is the optical drive name, and press **ENTER**.

```
MAIN                               System i Main Menu                               System:  B1003A20
Select one of the following:
    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu
   10. Information Assistant options
   11. System i Access tasks

   90. Sign off

Selection or command
==> lodrun opt01_
-----
F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  F13=Information Assistant
F23=Set initial menu
(C) COPYRIGHT IBM CORP. 1980, 2007.
```

Program Messages 1

```
Display Program Messages

Job 093444/QSECOFR/QPADEV0005 started on 12/30/13 at 14:29:44 in subsystem Q
Install eCMS 370 2013 Year End Fix Pack 21.121215? (Y N)
y
Check Update Guide. Have you completed all pre-install activities? (Y N)

Type reply, press Enter.
Reply . . . y_____

F3=Exit  F12=Cancel

a 20/019
```

Please wait while the install objects are loaded and the CGCINST Library is restored. When this has finished, you will be prompted for responses to the following questions. We recommend you answer Y to both. Answering N to either question will terminate this installation.

“Install eCMS 370 2018 Year [Y N]” - We assume you will enter Y.

“Check Update Guide Have you completed all pre-install activities? [Y N]” – You must ensure that no users are active in the environment (see pages 1-2 and 1-3). We highly recommend you have a current backup prior to running this install.

Enter Y.

CMS Environment Selection

```

Date: 12/30/13 RIR932      CMS Environment Selection      Time: 14.38.07

Installing: CMS YEAR END 2013

                                <-----Environment Libraries----->
X Environment Release Suffix CMS Data CMS Pgm User Data User Pgm

X IT21 R370 350 CMSFIL370 CMSLIB370
  IT21 eCMS 370
* IT11 R343 SP13 CMSFIL343 CMSLIB343
  IT11 - CMS 343 INELIGIBLE: YE not supported
* MC1 R370 350 CMSFIL CMSLIB
  MC1 18001 370 INELIGIBLE: YE not supported
* QA14 R370 350 CMSFIL375 CMSLIB375
  QA14 eCMS 370 INELIGIBLE: YE not supported

                                Bottom

F3=Exit F5=Refresh

XF a 08/003

```

You should be familiar with the environments listed on the CMS Environment Selection screen, since they will be unique to your system.

Type an **X** next to the applicable environment and press **ENTER**.

Various installation parameters, pertaining to your selection, will display on the Environment Selection screen, and the Year-End Updates installation will begin.

Note: This installation may take 30-45 minutes to complete. The **X** and **⌚** symbols, located in the bottom-left corner of the screen, indicate the procedure is running. Status messages will appear periodically throughout the install, and there are also at least 6 times when the install will stop and prompt you to press **ENTER**. Before doing so, please allow these processes to run to completion.

Program Messages2

```
Display Program Messages

Job 093444/QSECOFR/QPADEV0005 started on 12/30/13 at 14:29:44 in subsystem Q
Install eCMS 370 2013 Year End Fix Pack 21.121215? (Y N)
y
Check Update Guide. Have you completed all pre-install activities? (Y N)
y
Library CMSFIL370 not saved within 24 hours. I=Ignore, C=Cancel
i
Correct? (Y,N): WAS Profile=IT21, Node=INSTLTST_IT21, IP=10.1.2.35.
y
DEDICATED PROCESS: Ensure no active users in IT21 . G=Go, C=Cancel

Type reply, press Enter.
Reply . . . _____
_____

F3=Exit F12=Cancel

a 20/018
```

“Library (database lib any name> not saved within 24 hours. I=Ignore, C=Cancel” - Select I to ignore this message and proceed with the install or C to cancel.

“Correct? (Y,N): WAS Profile=(profile name), Node=(node name), IP=10.1.2.35”. Select N if either of these values do not provide a match. You will be prompted to enter the correct values.

“DEDICATED PROCESS: Ensure no active users in IT21. G=Go, C=Cancel.”

Installation Process

The following is the first of 4 screens that will represent different aspects of the installation procedure. Each part may take several minutes to complete. The  symbols, located in the bottom-left corner of the screen, indicate the procedure is running, and status messages will appear periodically throughout the install. When prompted to press **ENTER**, do not do so until the above symbols have been cleared from the screen.

```

2013/12/30 14:43:43 : Parameters: success - V7~IT21~INSTLTST_IT21~10.1.2.35 -
10.1.2.35 - C37010Y01 - NOUSER
2013/12/30 14:43:43 : WAS Profile Directory: /QIBM/UserData/WebSphere/AppSer
ver/V7/Express/profiles/IT21
2013/12/30 14:43:43 : Successfully Stopped an IBM Websphere Application Serve
r Profile : success
2013/12/30 14:43:43 : Clearing temp directory of IBM Websphere Application Se
rver Profile : success
2013/12/30 14:43:43 : Clearing wstemp directory of IBM Websphere Application
Server Profile : success
2013/12/30 14:43:43 : Successfully cleared temp and wstemp directories.
      :      600 - CHGDTAARA DTAARA(C37010Y01/RTNCDE *A..L) VALUE('1')
CPF1015: Data area RTNCDE in C37010Y01 not found.
      :      800 - CRTDTAARA DTAARA(C37010Y01/RTNCDE) TYPE(*CHAR) LEN(1) VALU
E('1') TEXT('Install Manager Return code from WEB scripts')
CPC0904: Data area RTNCDE created in library C37010Y01.
      :      - RETURN          /* RETURN due to end of CL program */
Press ENTER to end terminal session.

==> _____
_____
F3=Exit F4=End of File F6=Print F9=Retrieve F17=Top
F18=Bottom F19=Left F20=Right F21=User Window

```

IBM a 20/007

Program Messages3

```
Display Program Messages

Job 093444/QSECOFR/QPADEV0005 started on 12/30/13 at 14:29:44 in subsystem Q
Install eCMS 370 2013 Year End Fix Pack 21.121215? (Y N)
y
Check Update Guide. Have you completed all pre-install activities? (Y N)
y
Library CMSFIL370 not saved within 24 hours. I=Ignore, C=Cancel
i
Correct? (Y,N): WAS Profile=IT21, Node=INSTLTST_IT21, IP=10.1.2.35.
y
DEDICATED PROCESS: Ensure no active users in IT21 . G=Go, C=Cancel
g
SUCCESSFUL install of C37012Y21. Delete temporary objects? D=Delete, K=Keep
k
SUCCESS! Year-end updates installed in CMS environment IT21. Press Enter to

Press Enter to continue.

F3=Exit F12=Cancel

a 01/001
```

“**SUCCESSFUL install of C37012Y21. Delete temporary objects? D=Delete, K=Keep**”. Click **K** (Keep). “**SUCCESS! Year-End updates installed in CMS environment IT21. Press Enter to continue**”. Press **ENTER** –The installation procedure has completed successfully.

If you receive any error messages, it will be necessary to access the Computer Guidance Corporation’s Customer Support Website and open a support ticket.

Installing CMS 3.4.3 Year-End

The amount of available space is not an issue with the Year-End eCMS install. Space requirements for all other CMS installations remain as stated in their documentation.

Before you begin

- You must be signed on as QSECOFR to run this install. The installation will not start if you are logged on as a different user; even as a user with QSECOFR authority.
Important: All users must be off the system prior to running the installation.

Starting the Install

- Place the Install CD in the optical drive.
- Sign on as QSECOFR.
- Type **LODRUNOPT01** on a command line, where OPT01 is the optical drive name, and press **ENTER**.

```
MAIN                               System i Main Menu                               System:  B1003A2D
Select one of the following:

    1. User tasks
    2. Office tasks
    3. General system tasks
    4. Files, libraries, and folders
    5. Programming
    6. Communications
    7. Define or change the system
    8. Problem handling
    9. Display a menu
   10. Information Assistant options
   11. System i Access tasks

   99. Sign off

Selection or command
==> lodrun opt01_

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  F13=Information Assistant
F23=Set initial menu
(C) COPYRIGHT IBM CORP. 1980, 2007.
```

Program Messages1

```
Display Program Messages

Job 408157/QSECOFR/QPADEV0000 started on 12/30/13 at 14:12:02 in subsystem Q
Install CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215? [Y N]
y
Check Update Guide. Have you completed all pre-install activities? [Y N]

Type reply, press Enter.
Reply . . . y_____
_____

F3=Exit  F12=Cancel

a 20/019
```

Please wait while the install objects are loaded and the CGCINST Library is restored. When this has finished, you will be prompted for responses to the following questions. We recommend you answer Y to both. Answering N to either question will terminate this installation.

“Install CMS 343 SP14 2018 Year-End [Y N]” - We assume you will enter Y.

“Check Update Guide. Have you completed all pre-install activities? [Y N]” - This install requires no pre-install activities, however we highly recommend you have a current backup prior to running this install. Enter Y.

CMS Environment Selection

```

Date: 12/30/13 RIR932      CMS Environment Selection      Time: 14.12.34

Installing: CMS YEAR END 2013

                                <-----Environment Libraries----->
X Environment  Release  Suffix  CMS Data  CMS Pgm  User Data  User Pgm
= IT11         R343 SP14      CMSFIL343 CMSLIB343
  IT11 - CMS 343
* IT8          R370      350     CMSFIL370 CMSLIB370
  IT8 eCMS 370
* MC1          R370      350     CMSFIL     CMSLIB
  MC1 18001 370
* QA14        R370      350     CMSFIL375 CMSLIB375
  QA14 eCMS 370
                                INELIGIBLE: YE not supported
                                INELIGIBLE: YE not supported
                                INELIGIBLE: YE not supported

                                Bottom

F3=Exit F5=Refresh

```

You should be familiar with the environments listed on the CMS Environment Selection screen, since they will be unique to your system.

Type an **X** next to the applicable environment and press **ENTER**.

Various installation parameters, pertaining to your selection, will display on the Environment Selection screen, and the Year-End Updates installation will begin.

Note: This installation may take several minutes to complete. The **X** symbols, located in the bottom-left corner of the screen, indicate the procedure is running, and status messages will appear periodically throughout the install. Please allow this process to run to completion.

Program Messages2

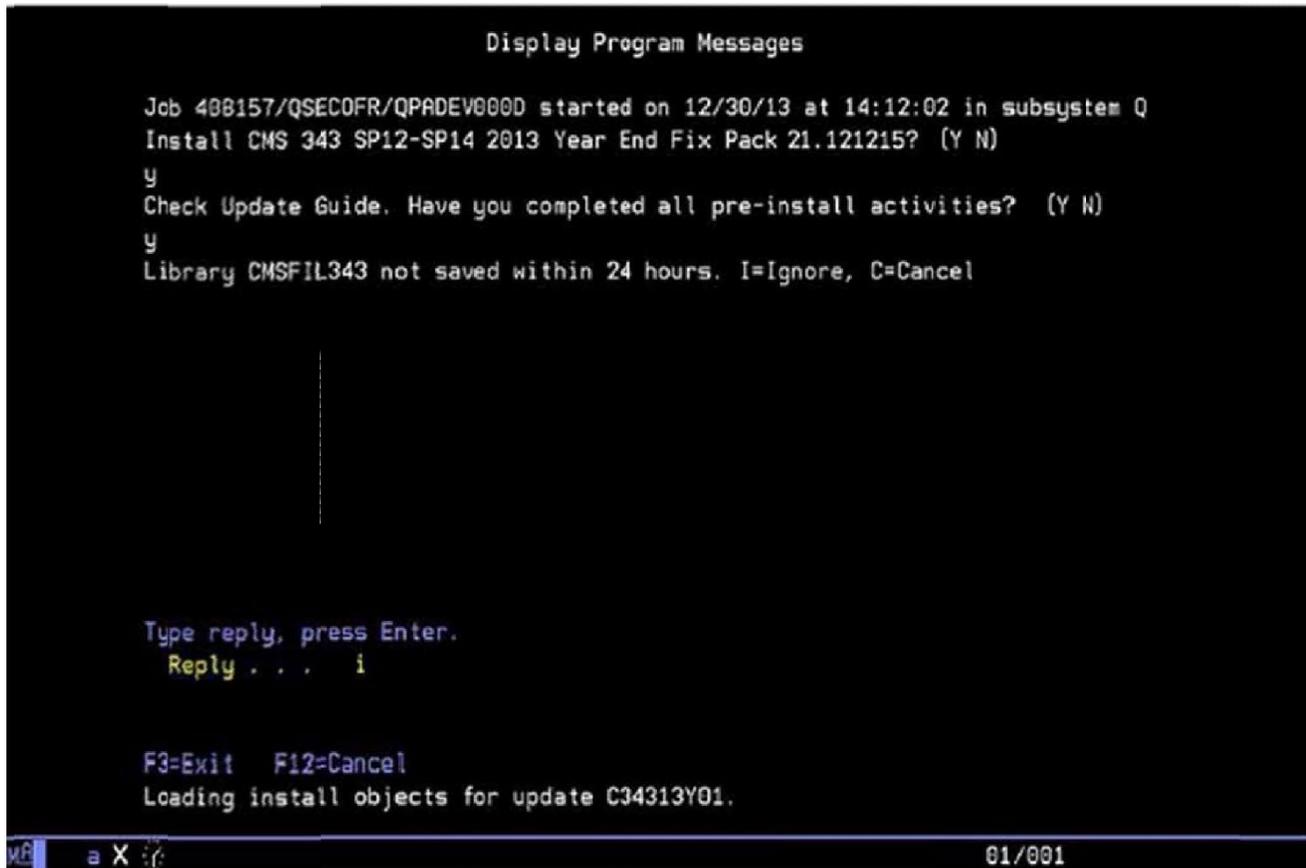
The following screen will display after selecting an Environment and clicking **ENTER**.

```
Display Program Messages

Job 488157/QSECOFR/QPADEV0000 started on 12/30/13 at 14:12:02 in subsystem Q
Install CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215? (Y N)
y
Check Update Guide. Have you completed all pre-install activities? (Y N)
y
Library CMSFIL343 not saved within 24 hours. I=Ignore, C=Cancel

Type reply, press Enter.
Reply . . . i

F3=Exit  F12=Cancel
Loading install objects for update C34313Y01.
```



Select I to ignore this warning.

Program Messages3

This screen will prompt you to delete or keep your temporary files. If the install was successful, you can choose to delete these files. Select to keep them if you have received a message on the screen that you would like to discuss with CGC.

```
Display Program Messages

Job 408157/QSECOFR/QPADEV0000 started on 12/30/13 at 14:12:02 in subsystem Q
Install CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215? (Y N)
y
Check Update Guide. Have you completed all pre-install activities? (Y N)
y
Library CMSFIL343 not saved within 24 hours. I=Ignore, C=Cancel
i
SUCCESSFUL install of C343YEY21. Delete temporary objects? D=Delete, K=Keep

Type reply, press Enter.
Reply . . . _____
_____

F3=Exit  F12=Cancel

MP  a 20/013
```

The following screen will display when the installation procedure has successfully completed.

```
Display Program Messages

Job 408157/QSECOFR/QPADEV000D started on 12/30/13 at 14:12:02 in subsystem Q
Install CMS 343 SP12-SP14 2013 Year End Fix Pack 21.121215? (Y N)
y
Check Update Guide. Have you completed all pre-install activities? (Y N)
y
Library CMSFIL343 not saved within 24 hours. I=Ignore, C=Cancel
i
SUCCESSFUL install of C343YEY21. Delete temporary objects? D=Delete, K=Keep
d
SUCCESS! Year-end updates installed in CMS environment IT11. Press Enter to

Press Enter to continue.

F3=Exit F12=Cancel

a 01/001
```

If you receive any error messages, it will be necessary to access the Computer Guidance Corporation's Customer Support Website and open a ticket.

Accounts Payable Year-End Preparation

The following options are tasks that need to be completed in preparation for final Year-End processing.

Year-End Processing Preparation

- Run Print 1099 forms (see [“Print 1099 Forms/Create Magnetic Media”](#), on page 4-1) to get order count. See [“CGC Supported 1099 Forms”](#) on page 3-2 for information on ordering forms.
- Run 1099/T5018 Code Listing to verify Type Codes. See [“1099 Code Listing”](#) on page 3-3 for more information.
- Use 1099/T5018 Type Code maintenance option to maintain Type Codes. See [“1099 Type Codes”](#) on page 3-3 for more information.
- Use Vendor Master option for address, code, and proprietor name maintenance. See [“Vendor Master Listing”](#) on page 3-4 for more information.
- Run Print 1099 Register to verify accuracy of the amounts for each box. See [“Print 1099 Register”](#) on page 3-8 for more information.
- Run History Report by Vendor Number to get further detail on specific vendors. See [“History Report by Vendor”](#) on page 3-9 for more information.
- Use AP 1099/T5018 Code Maintenance to maintain 1099/T5018 codes for invoices. See [“AP 1099 Code Maintenance”](#) on page 3-10 for more information.
- Use State 1099 Selection File to maintain state codes for magnetic media filing for combined Federal/State. See [“State 1099 Selection File”](#) on page 3-13 for more information.

Year-End Reports

Run Annual Vendor Report after last check run of the year (optional). This does not affect 1099 processing. See [“Print Annual Vendor Report”](#) on page 3-14 for more information.

Run Update Current Year vendor file (optional). This does not affect 1099 processing. See [“Update Current Year Vendor File”](#) on page 4-1 for more information.

1099 Processing

Rerun Print 1099 Register for final verification. See page 4-8 for more information.

Print 1099 forms. See [“Print 1099 Forms/Create Magnetic Media”](#) on page 4-1 for more information.

CGC Supported 1099 Forms

Computer Guidance Corporation supports only the 1099 Forms listed below.

| 1099FormTypes | Form Number | Description | Laser or Non-Laser | Envelope |
|-----------------------------|-------------|--|--------------------|----------------------------|
| 1099-Misc. eForms | 5174 | Threeup horizontal Perforated Blank Back Perforated Blank back | Laser | 2222-1 2222- Self-seal |
| 1099-Misc. eForms | 5173 | Three up horizontal Perforated Preprinted back | Laser | 2222-1 |
| 1099-Misc. Impact Print | 2134-4 | Four part mailer | Non-Laser | Not applicable |
| 1099-Dividend eForms | 5174 | Three up horizontal Perforated Blank back | Laser | 2222-1 2222-2 Self-seal |
| 1099-Broker eForms | 5174 | Two up horizontal Perforated Blank back | Laser | 7777-1 7777-2 Self-seal |
| 1099-Interest Income eForms | 5174 | Three up horizontal Perforated Blank back | Laser | 2222-1 2222-2 Self-seal |

Important: If you print 1099s using lasereForms, you MUST file electronically with the IRS. The original "red" Copy A is available if you use impact printer forms and can submit these to the IRS. The only CGC supported 1099 impact form is 2134-4. See the above table for more information.

Forms can be ordered by contacting **Hospital Forms Services/Forms Management Service**

- **Contact Person** Andy Dickerson
- **Address** 3616 W. Thomas Rd, Suite 6, Phoenix AZ 85019
- **Telephone** (602) 269-1397
(602) 269-5083
- **Fax** (602) 269-509

Please note:

- CGC is not responsible for the quality of printed products due to printer issues.
- We suggest that you order extra forms for testing purposes.

1099 Code Listing

Accounts Payable | Listings | 1099/T5018 Code Listing

The 1099 Code Listing is used to verify the 1099 Type Codes.

Note: There are no options associated with this procedure. An APP404 report will be created automatically.

1099 Type Codes

Accounts Payable | Maintenance | 1099/T5018 Type Codes

- The codes maintained here are used for all company and all divisions.
- Each code requires a description and 1099 Box number. Consult your CPA or tax department for the appropriate box numbers.

1099 Type Code - Selection

1. Enter a code to add or update, or click the prompt to select from a list of existing codes.
2. Click **OK** to display the 1099 Type Code Detail entry screen.

1099 Type Code Detail

The screenshot displays the '1099 Type Code Detail' window in the eCMS application. The window title is 'Accounts Payable A/P 1099/T5018 Code Table Maintenance Mode: Update APP402 APPM10 - 21'. The 1099 Code is 'D'. The form contains the following fields:

- Description: fed income tax w/lt br 4
- Box Number: 4
- Form Type: Misc
- Type of Gross: Gross Proceeds

At the bottom of the form, there are four buttons: Previous, Delete, Exit, and OK. The status bar at the bottom of the window shows: powered by Computer Guidance Corporation, User Name: TB350 (Tom Bardaj), LBCC Group: QA - ALL, Menu: Main, Version: 4.0 | SP: 999.

3. Enter or update the 1099 **Description**, 1099/T5018 **Box Number**, and **Form Type**.
4. If you select Form Type **B**, then select the **Type of Gross**.

Vendor Master Listing

The Vendor Master Listing is used to verify 1099 Codes and Vendor Names and Addresses. The Vendor Master Listing may be run alphabetically, numerically, or by Job.

Accounts Payable | Listings | Vendor Master - Alphabetic

Vendor Master

Use the Vendor Master to make modifications to the Vendor Name, Proprietor Name, and 1099 Code. The VendorMaster is also used to maintain the indicators for Direct Sales exceeding \$5000.00, and the second TIN notice received.

Accounts Payable | Maintenance | Vendor Master

Vendor Master -Selection

The screenshot shows the 'Vendor Maintenance' dialog box in the eCMS application. The dialog is titled 'Vendor Maintenance' and is part of the 'Accounts Payable' window. It contains three input fields: 'Organization' with the value '37', 'Division Number' with the value '0', and 'JAMES NUMBER' with the value '0'. There are 'Exit' and 'Ok' buttons at the bottom right. The status bar at the bottom shows 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

1. Accept the Company/Division used at login, or click the Division Number prompt to make new selections.
2. Enter a **Vendor Number**, or click the prompt to select from a list.
3. Click **OK**.

Vendor Master Detail - General tab

The screenshot shows the Vendor Master Detail - General tab for Vendor Number 1045. The form is titled 'Accounts Payable Vendor Maintenance' and includes a search bar and navigation tabs (General, General2, Contacts, Balances, LDC). The 'Remit Information' section contains fields for Name (Miskey Plumbing), Address 1 (1045 East 9th Drive), City (Mesa), State (AZ), and Zip/Postal Code (85126999). The 'Mail to Information' section contains fields for Name, Address, City, State, and Zip/Postal Code. The bottom section includes fields for Job Number, Sub Job Number, Account Number, Date Entered (07/24/1988), and a 'FATCA Vendor' checkbox which is checked and highlighted with a red box. Other fields include Abbreviation (MOSLEPRU), Reporting Vendor (1045), Phone Number, Fax Number, Country Code, Freight Amount (0.00), 1099 Code, Vendor Type, Terms Code, Discount Percent, Check Clearing Days, Receiving Required, Withholding Code, Duplicate Invoice Edit for Coding Table, Exclude from PM, Minority Code, Subcontract Vendor, and Manufacturing Vendor.

Note: On the CMS screen, the 1099 Code field will be on the left portion of the screen.

4. Edit Name, Address and 1099 Code.

- Adding or changing the 1099 Code here will not affect any existing invoices. To maintain 1099 codes for existing invoices, see "[AP 1099 Code Maintenance](#)" on page 3-10.
- State abbreviations will be used for the Federal/State combined media filing.
- DBA1 and DBA2 are 40 character fields each. These are new merge fields for 1099 eForms and are available to replace the Name and Proprietor Name fields. You will be required to manually make the form changes. It is not automatic. This is an all or nothing process. If you are replacing the merge field on the form then all of the names of the vendors must be populated in fields DBA1 and DBA2.
- New this year – On the first screen of the Vendor Master there is a new flag for FATCA indicator. When this is checked it populates the indicator on the 1099-MISC, 1099-DIV, and 1099_INT eForms and for electronic filing.

Vendor Master Detail- General 2 tab

The screenshot displays the 'Vendor Maintenance' window for 'Canyon Trucking'. The 'General 2' tab is active, showing fields for 'Payables Control Account', 'Cash Account (i or B)', 'Proprietor Name', 'State Abbreviation', 'State ID Number', 'Country Name', 'Currency Rate Type', and 'Account Number'. The 'State Abbreviation' and 'State ID Number' fields are highlighted with a red box. The 'Electronic Funds Transfer' section includes 'Create EFF' (PPD), 'Bank ID Number' (125648976), 'Bank Account Number' (30015944114), 'Pre-Note', and 'Transfer Code' (Checking). The 'Small Business' section includes 'Woman Owned Business', 'Disadvantaged Business', 'Other Business 1', and 'Other Business 2'. The status is 'ACTIVE' and the mode is 'Update'.

5. Enter a **Proprietor Name** if it is not the same as the **Remit To** entry on the General tab.
6. **Direct Sales Exceed \$5000**: Consult the proper IRS publication, or your tax accountant for proper use of this
7. **Second TIN Notice**: Consult the proper IRS publication, or your tax accountant for proper use of this option.
8. **State Abbreviation/State ID Number**

In previous years, the boxes for State and State ID number on the 1099 Forms were populated from the Company Name defaults and A/P defaults, respectively. They are now pulled from the Vendor Master.

The Vendor Master must have entries in both the State Abbreviation and the State ID Number fields.

If the entry for State Abbreviation is numeric, the system will validate that entry using the State Master. If not found, the system will revert to the previous method of populating 1099 Forms from the Company Name and A/P defaults.

If the entry for State Abbreviation is alpha, no validation will occur.

If these fields are left blank, the system will again use the previous method of populating 1099 forms from the Company Name and A/P defaults.

| 1099 Form | Boxes | 1099 Form | Boxes |
|-----------|-----------|-----------|-----------|
| 1099-B | 13 and 14 | 1099-INT | 11 and 12 |
| 1099-DIV | 12 and 13 | 1099-MISC | 17 and 1 |

Print 1099 Register

Use this menu option to determine the accuracy of 1099 information (i.e., correct vendors, amounts, etc.) and that the amounts shown are in the correct boxes.

3.7 Menu Path

Accounts Payable | Monthly/Yearly Processing | Yearly Processing | Print 1099 Register

4.0 / 4.1 Menu Path

Accounts Payable | Annual | Print 1099 Register

Print 1099 Register - Selection

The screenshot shows the '1099 Selection Screen' in the eCMS application. The window title is '1099 Selection Screen' and the application ID is 'APP682'. The screen contains the following fields and options:

- Ending Year (YYYY):
- Lowest amount to include on MISC form: (2 DEC)
- Include P/R adjustments:
- Include HR benefits:
- 1099 form Type:
 - 1 = B
 - 2 = Div
 - 3 = Misc
 - 4 = Int
 - 9 = All
- CUSP Number:

At the bottom left, there are 'OK' and 'Exit' buttons. The status bar at the bottom indicates 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LRCC Group: QA - ALL', 'Menu: f:ain', and 'Version: -.0 | SP: 999'.

Select a **1099 Form Type** from the drop-down list.

- 1 Broker
- 2 Dividend
- 3 Miscellaneous
- 4 Interest
- 9 All

History Report by Vendor

The History Report by Vendor Number provides more detail and, as an option, includes universal vendors and non-universal vendors on the same report.

Because a separate line is required for each invoice, this report could become very lengthy even if you set the **Report Format** to run as Summary (S)

Accounts Payable | History | History Report By Vendor Number

History Report by Vendor - Selection

The screenshot shows the 'History' dialog box in the eCMS application. The window title is 'History' and the application name is 'eCMS'. The company/division is '37000-4.0 Quick Quality Builders'. The menu bar includes options like AP, HR, Admin, Archival, ADP, BoM, Copy Co, Eq Acct, Eq Maint, ECM, GL, HR, HR-E, HR-SS, Inquiry, Integration, JIC, Lab Req, Ord Proc, PIC, P/S, Payroll, Payroll-Can, Prop Mgm, Purchasing, Rep Const, Service, T&M, and User Menu. The dialog box contains several sections for selection criteria:

- From** and **To** date ranges for various items.
- All Vendors**: All Vendors
- All Jobs**: All Jobs
- All Invoices**: All Invoices
- All Invoice dates**: All Invoice dates
- All Checks**: All Checks
- All Check dates**: All Check dates
- All Purchase orders**: All Purchase orders
- All Journal dates**: All Journal dates
- Intercompany vendors**: Intercompany vendors
- Reporting Vendor**: Reporting Vendor
- Report format**: Report format
- Sort order**: P=Pay select, J=Job/Sub
- Include check history**: Include check history
- Out/Hold/Save**: Out/Hold/Save
- Job queue**: Job queue

Buttons at the bottom: Ok, Exit, Cancel. The status bar at the bottom indicates: powered by Computer Guidance Corporation, User Name: TB350 (Tom Bardaj), LBCC Group: QA -ALL, Menu: Main, Version: 4.0 | SP: 999.

Selections should be limited to Check Dates **for the current year**.

AP 1099 Code Maintenance

This menu option is used to modify the 1099 Code embedded in data on a fully or partially paid invoice. The codes are initially set up through the 1099 Type Codes option in File Maintenance. These can be changed by specific vendor and pay select number, or by vendor/check date range.

Accounts Payable | Maintenance | AP 1099/T5018 Code Maint

AP1099Code-Selection

The screenshot displays the 'Change 1099/T5018 Code' window in the eCMS application. The window title is 'Accounts Payable' and the subtitle is 'Change 1099/T5018 Code'. The main area contains a form with the following fields:

- Company Number: 07
- Division Number: 0
- Vendor Number: 0
- Pay Select Number: 0
- From Code: []
- To Code: []
- From Check Date: []
- To Check Date: []

At the bottom right of the form area, there are 'Exit' and 'Ok' buttons. The status bar at the bottom of the window shows: 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: OA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

Changing a Vendor Pay Select Number

1. **Vendor Number** - Enter a valid Vendor number, or click the prompt to select from a list.
2. **Pay Select Number** - Enter a valid Pay Select Number, or click the prompt to select from a list.
3. Click **OK** to advance to the next screen.

Note: To proceed to the next screen, enter a Vendor Number and a Pay Select Number, however leave AP 1099 Code Selection the From Check Date and To Check Date fields blank or you will proceed to the "[Changing a Vendor to a Specific 1099 Code screen](#)" (see page 3-12).

Change by Vendor/Pay - Selection

Accounts Payable Change 1099 Code APP658 APPM10 - 7

Vendor Number: 1 Pay Select: 958 Invoice Number: 6546
 Vendor Name: Scorpior Excavation, Inc. P O Number: 99020403 Invoice Description: BELTS
 Job Number: Halt Code: N Invoice Date: 23/99/9902
 Sub Job Number: Invoice Amount: 200.00

| New Code | Old Code | Description | Amount |
|----------------------|----------|----------------------|--------|
| <input type="text"/> | | COMPRESSOR BELT 3/4 | 200.00 |
| <input type="text"/> | | STATE | -11.00 |
| <input type="text"/> | | COUNTY | 200 |
| <input type="text"/> | | LOCAL | 200 |
| <input type="text"/> | | 7% TAX/RET-Y.ACC-Y.J | -11.00 |
| <input type="text"/> | | 7% TAX/RET-Y.ACC-Y.J | -200 |
| <input type="text"/> | | 7% TAX/RET-Y.ACC-Y.J | -200 |

Previous Exit Ok

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: GA-NJ Menu: Main Version: 4.9 | SP: 999

4. Enter the **1099 Code** in the **New Code** field, or click the prompt to select from a list. Click **OK** to accept. The system will accept a blank entry in this field.

The display returns to the "AP 1099 Code- Selection screen" (see page 3-10).

Changing a Vendor to a Specific 1099 Code

Change by Vendor to a Specific 1099 Code - Selection

The screenshot shows the eCMS software interface for changing a vendor to a specific 1099 code. The window title is "Change 1099/15018 Code". The form includes the following fields:

- Company Number: 37
- Division Number: 0
- Vendor Number: 1
- Pay Select Number: 0
- From Code: (blank)
- To Code: (blank)
- From Check Date: 09/02/2013
- To Check Date: 09/30/2013

The "Vendor Selected" section displays the following information:

| | |
|------------|--------------------------|
| Name: | Scorpion Excavation, Inc |
| Address 1: | 32158 North Central Ave |
| Address 2: | Suite 1200 |
| City: | Phoenix |
| State: | AZ |
| Zip: | 85065 |

At the bottom of the form, there are three buttons: "Previous", "Exit", and "Ok".

1. **Vendor** - Enter a valid Vendor Number, or click the prompt to select from a list.
2. **PaySelectNumber** - Leave blank.
3. **From Code / To Code** - This is used to change the 1099 Code from one code to another, or from no code (Blank) to a specific 1099 Code. It is required that any code used is first setup in the 1099 type codes.
4. The **From Code** is the code that is currently in the file. To change from a blank code to another code, leave the From Code blank. The **To Code** is what you are changing it to.
5. **From Check Date / To Check Date** is a mandatory entry, used for invoices that are either partially or fully paid. If the **Pay Select** field is left blank, all codes will be changed for all partially or fully paid invoices within the specified date range.
6. Click **OK** to accept the change (the Vendor Name and Address will display on the screen for verification), click **Exit** to cancel the change, or click **Previous** to cancel the change and to return to the previous screen. If you click **Exit** or **Previous**, the 1099 Codes will not be changed.

State 1099 Selection File

This option is used to maintain state records for magnetic media Federal/State combined filing.

Note: If any records are found in this file, and you specify “Combined Federal and State” when you create Magnetic Media (see ["Print 1099 Forms/Create Magnetic Media"](#) on page 4-1), then the electronic file will be processed as a combined Federal/State filing. Processing will be for Federal only if no state 1099 selection records are found.

Accounts Payable | Maintenance | State 1099 Selection File

1. On the Selection screen, enter a State Abbreviation or click the prompt to select from a list.

1099 State- Detail

Important: You can use this option only for states that have not been grayed out in the following table.

2. Enter the appropriate State Abbreviation (found in the Alpha Code column of the table below), or click the 1099 State Detail prompt to select an existing entry for 1099 state record maintenance.
3. Click **OK**.
4. Enter the appropriate Numerical IRS State Code from the following table (found in the # Code column), and then click **OK**.

Entry in the Special Data field (if required) indicates the taxing location.

5. Type or change information in the Special Data field (if required) and click **OK**.

Sec. 12 Combined Federal/State Filing Program (CF/SF) (continued)

Table 1: Participating States and Codes*

| State | Code | State | Code | State | Code |
|-------------|------|---------------|------|----------------|------|
| Alabama | 01 | Indiana | 18 | Montana | 30 |
| Arizona | 04 | Kansas | 20 | Nebraska | 31 |
| Arkansas | 05 | Louisiana | 22 | New Jersey | 34 |
| California | 06 | Maine | 23 | New Mexico | 35 |
| Colorado | 07 | Maryland | 24 | North Carolina | 37 |
| Connecticut | 08 | Massachusetts | 25 | North Dakota | 38 |
| Delaware | 10 | Michigan | 26 | Ohio | 39 |
| Georgia | 13 | Minnesota | 27 | Oklahoma | 40 |
| Hawaii | 15 | Mississippi | 28 | South Carolina | 45 |
| Idaho | 16 | Missouri | 29 | Wisconsin | 55 |

The following table provides codes for participating states in the CF/SF Program.

*The codes listed apply to the CF/SF Program and may not correspond to state codes of agencies or programs outside of the IRS.

Sec. 13 State Abbreviation Codes and APO/FPO Addresses

.01 State Abbreviation Codes

The following state and U.S. territory abbreviations are to be used when developing the state code portion of the address fields. This table provides state and territory abbreviations only and does not represent those states participating in the CF/SF Program.

| Table 2: State & U.S. Territory Abbreviations | | | | | |
|--|-------------|---------------------|-------------|---------------------|-------------|
| State | Code | State | Code | State | Code |
| Alabama | AL | Kentucky | KY | Ohio | OH |
| Alaska | AK | Louisiana | LA | Oklahoma | OK |
| American Samoa | AS | Maine | ME | Oregon | OR |
| Arizona | AZ | Maryland | MD | Pennsylvania | PA |
| Arkansas | AR | Massachusetts | MA | Puerto Rico | PR |
| California | CA | Michigan | MI | Rhode Island | RI |
| Colorado | CO | Minnesota | MN | South Carolina | SC |
| Connecticut | CT | Mississippi | MS | South Dakota | SD |
| Delaware | DE | Missouri | MO | Tennessee | TN |
| District of Columbia | DC | Montana | MT | Texas | TX |
| Florida | FL | Nebraska | NE | Utah | UT |
| Georgia | GA | Nevada | NV | Vermont | VT |
| Guam | GU | New Hampshire | NH | Virginia | VA |
| Hawaii | HI | New Jersey | NJ | U.S. Virgin Islands | VI |
| Idaho | ID | New Mexico | NM | Washington | WA |
| Illinois | IL | New York | NY | West Virginia | WV |
| Indiana | IN | North Carolina | NC | Wisconsin | WI |
| Iowa | IA | North Dakota | ND | Wyoming | WY |
| Kansas | KS | No. Mariana Islands | MP | | |

See [Part C. Record Format Specifications and Record Layouts](#) for more information on the required formatting for an address.

Filers must adhere to the city, state, and ZIP Code format for U.S. addresses in the “B” Record. This also includes orthern Mariana Islands, Puerto Rico, and U.S. Virgin Islands.

Print Annual Vendor Report

This report displays summarized financial activity for each vendor. This is compared to the 1099 Register to verify that each 1099 Vendor candidate has been identified.

Note: There are no options associated with this procedure. An APP062 Report will be created automatically.

3.7 Menu Path

Accounts Payable | Monthly/Yearly Processing | Yearly Processing | Annual Vendor

4.0 / 4.1 Menu Path

Accounts Payable | Annual | Annual Vendor Report

Accounts Payable Year-End Processing

Update Current Year Vendor File

3.7 Menu Path

Accounts Payable | Monthly/Yearly Processing | Yearly Processing | Update Current Year Vendor File

4.0 / 4.1 Menu Path

Accounts Payable | Annual | Update Current Year Vendor File

Accounts Payable Year-End Processing is completed after running the Cash Disbursements Update for the last check run of current year, and prior to the first check run of the new year.

The "Update Current Year Vendor File" option is discretionary and does not affect your 1099 processing. There are no selections associated with this option. It runs automatically.

The program moves the Vendor current Year-to-Date amounts to the prior year fields, and zeros the amounts in the current Year-to-Date fields. These fields can be viewed in **Vendor Maintenance** and **Vendor Inquiry**.

Important: If you ran this option in error, you can reset the current Year-to-Date amounts by running the **Vendor YTD option** - on the Admin | Calculate Balances menu

Vendor YTD

3.7 Menu Path

System Administration | File Utilities | Calculate Balances | Vendor YTD

4.0 / 4.1 Menu Path

Admin | Calculate Balances | Vendor YTD

The **Vendor YTD** menu option is used to recalculate the Year-To-Date amount paid to vendors. Be sure that all users are out of the eCMS applications that use the Vendor Master. The system will use the Check History file to recalculate the Year-To-Date amounts. The Vendor Master will be updated with these recalculated amounts.

Print 1099 Forms/Create Magnetic Media

3.7 Menu Path

Accounts Payable | Monthly/Yearly Processing | Yearly Processing | Print 1099 Forms/Magnetic Media

4.0 / 4.1 Menu Path

Accounts Payable | Annual | Print 1099 Forms/Magnetic Media

You can print the 1099 forms and create the magnetic media for one Company/Division, one Company/All Divisions, or All Companies/All Divisions.

One spool file per selection is created even if multiple companies/divisions are requested.

The program does not combine the values of Universal Vendors for Companies/Divisions with common Federal ID numbers for 1099s.

Print 1099 Form - Selection

You can combine All Companies/All Divisions for Magnetic Media under one Transmitter. This creates a record for each Company/Division indicating their individual Federal ID number.

The screenshot shows the '1099 Selection Screen' in the eCMS application. The window title is '1099 Selection Screen' and the application ID is 'APP224'. The screen contains the following fields and options:

- Ending Year (YYYY):
- Lowest amount to include on MSC form: (2 DEC)
- Print when 1099 code in Vendor Master:
- 1099 to PC Diskette/AS400 Tape:
- Include P/R adjustments:
- Include HR benefits:
- 1099 Form Type: * Type 9 (All) Required for Magnetic Media
- CUSIP Number:
- Outhold/Save:

Buttons: Ok, Exit

Footer: powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: QA-ALL Menu: Main Version: 4.0 | SP: 999

1. Enter the year to process in the **Ending Year** field.
2. Enter the lowest amount required for Miscellaneous 1099 reporting.
3. For **Print when 1099 code in Vendor Master**, enter **Y** to generate 1099 forms only if there is a code in the Vendor Master. Entering an **N** bypasses the Vendor Master and generates 1099s based on what is in the A/P Detail file.
4. To print the 1099 forms, you must leave the **1099 to PC Diskette/AS400 Tape** field blank.
5. For Magnetic Media, enter a **D** to process a PC diskette or a **T** to process an AS/400 tape. This will require a **1099 Form Type= 9 All**.
6. In the **Include P/R adjustments** and **Include H/R benefits** fields, enter up to five payroll adjustments or human resource benefit codes to be printed on the 1099-MISC forms. To print adjustments or benefit codes, you must have set them up as non-taxable.
7. In the **1099 Form Type** field, you may select for one or ALL types of 1099s. The CUSIP Number is required for form types **1** (Broker) and **9** (All) only. The **9** (All) option must be selected if you are using electronic filing.
8. Forms B, DIV, and INT are supported for laser 1099s only.
9. Click **OK** to print the 1099 Forms.
10. If you entered **D** for PC Diskette or **T** for Power 7 Tape filing, the "Create 1099 Diskette/Tape File" screen displays.

Print 1099 Form Selection, Magnetic Media

Transmitter information is your company information. All of the information on this screen is required with the exception of the telephone extension.

Note: The TIN# and the Transmitter Control Code were provided by the IRS upon approval to file electronically.

11. To do combined Federal/State Magnetic media reporting, set the **Combined Fed/State** field to **Y**.

Note: A test must be performed before submitting a file.

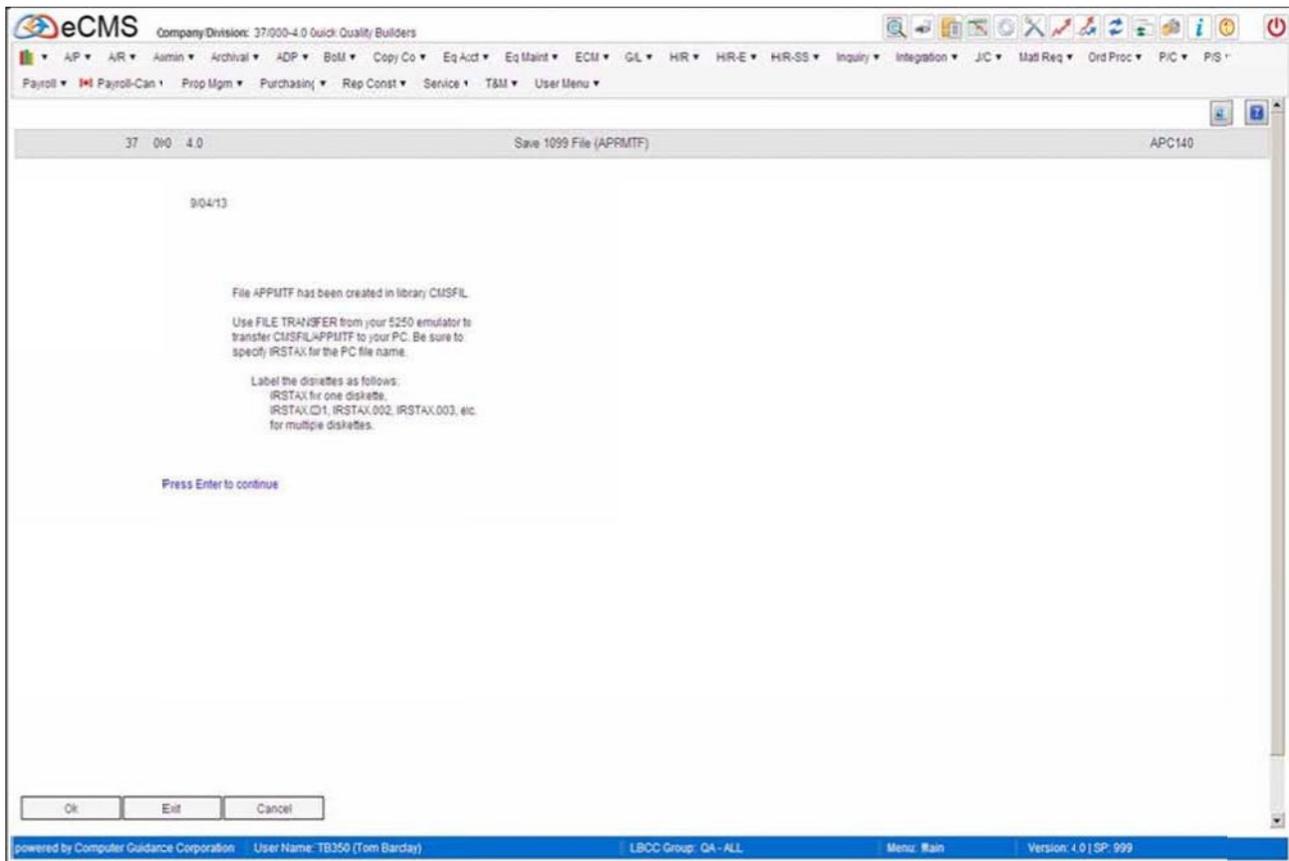
Y Yes **N** No **T** Test

12. Vendor Name or DBA 1 & 2:

V Vendor **D** DBA 1 & 2

13. Click **OK**. If you are processing for a diskette, the “Save 1099 File” (APPMTF) screen displays.

Print 1099 Form PC Diskette, Magnetic Media



14. Click OK to create the APPMTF file in CMSFIL.
15. Use your 5250 Emulator (i.e. Client Access, Rumba) to transfer the file to the PC.
16. You must download this file to the PC before you process the next Company/Division.

Note: At 3.7 / 4.0 / 4.1 the system does create a time stamped electronic file which is accessed through the iSeries navigator. At 34.3 you have not such feature to use. At 34.3, 3.7 / 4.0 / 4.1 the system does not override file APPMTF every time but at 3.7 / 4.0 / 4.1 you have an additional tool to extract the file which is time-stamped. This is why at 34.3 it is critical to download one company before creating the file for the next.

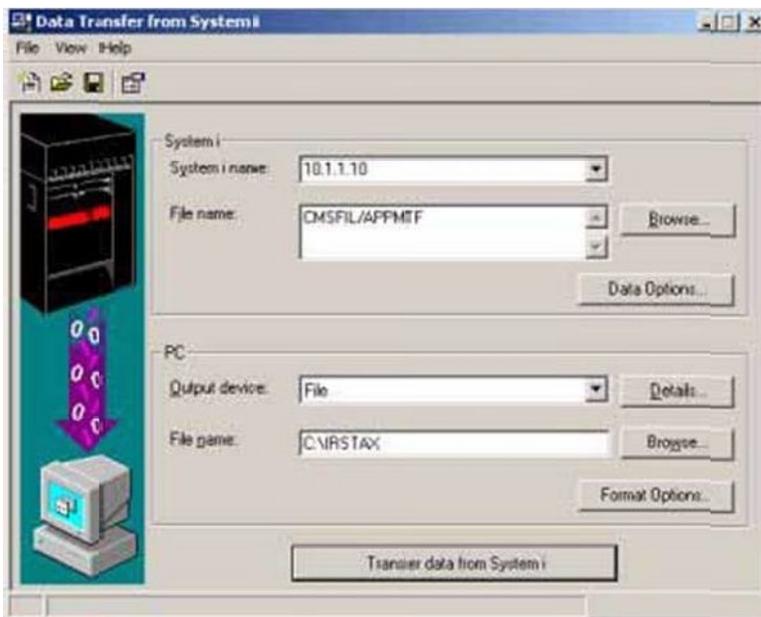
1099 Laser Printing -- eForms

- To produce laser 1099s, you must have the overlays CGC152, CGC152B, CGC152D, CGC152M and CGC152I (Note: CGC152I is available for 3.4.3 customers only).
- The Red Form (Copy A) is NOT PRODUCED.
- Only one Copy B and two copies of Copy C will print.
- 1099-B, 1099-DIV and 1099-INT forms are only supported for Laser printing (1099-INT is available for 3.4.3 customers only).
- Magnetic media must be used to file with your taxing authority.

PC File Transfer

1. Start a Client Access "Data Transfer from AS/400" Session. Save the new CWBTFR.INI file to the Windows directory. (C:\Windows\CWBTFR.INI)

PC File Transfer, Client Access



Power 7

2. Click the prompt arrow to select the **System Name** (the System Name refers to the AS400 ID number).
3. **File Name** – Enter a path consisting of the Library (CMSFIL) and the File Name, as in the following example: CMSFIL/APPMTF.
4. Enter a file name based on the processing:
 APPMTF for Federal and State Magnetic Media files
Important: You must download this file to the PC before the next Magnetic Media is processed. This file is overwritten each time the 1099 magnetic media option is run.

PC Details

5. **Output Device** - click the prompt and select **File**.
6. Enter the location in which to save the file - this includes Drive, Path, and File Name - or click the Browse button to help you locate the desired directory.

PC File Transfer Details

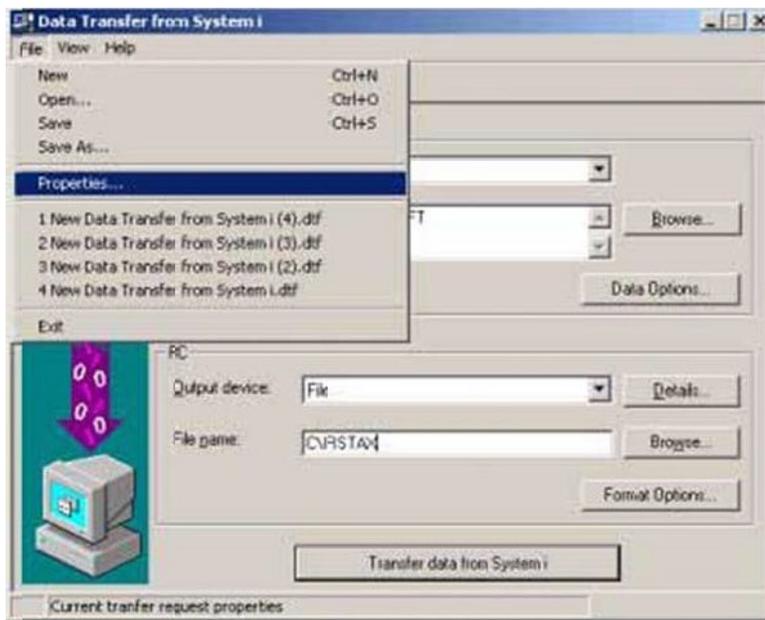
- Click the Details button to the right of the **File type** field to display this dialog.



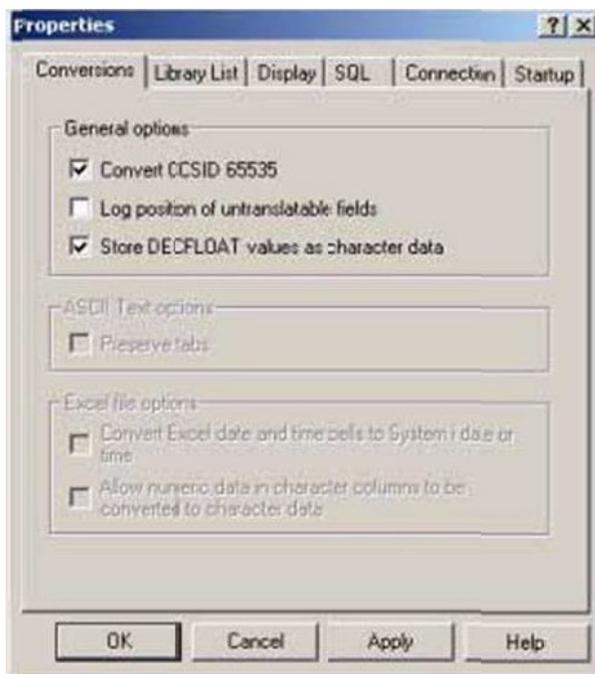
Output PC file

- Select a file save option.
 - The **Create New File** option will save each file transfer with a different name. If file already exists, you will receive a warning with an option to overwrite the existing file.
 - The **Overwrite Existing File** option will automatically overwrite PC file with same name without warning.

Note: Although either of these two options may be used, we recommended you use the **Create New File** Option to receive the existing file warning.
- Click the **File Type** prompt arrow and select **ASCII Text**.
- Click the **Translate system data to** prompt and select **ASCII**.
- Select the **Save transfer description** option if it is not checked.
- Click **OK** to return to Data Transfer from AS/400 screen.

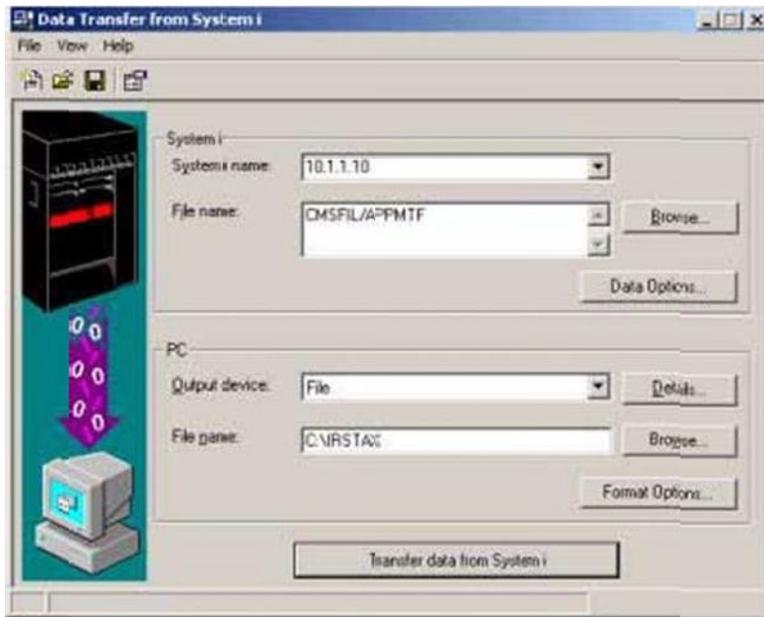


13. From the **File** menu, select **Properties** to access the PC File Transfer options.



14. On the **Conversions** tab, select **Convert CCSID 65535** (this allows the file to be converted to the correct format).
15. Click **Apply**.
16. Click **OK** to return to the Main Transfer Screen.

Transfer the data



17. Click Transfer data from System i.

Note: Be sure to transfer each magnetic media file as it is created.

Payroll Year-End Preparation

The following options are tasks that need to be completed in preparation for final Year-End processing.

Year-End Process Prior To New Year Payroll and Before W2 Processing For Current Year

- Print Distribution Master File Listing to verify W2 Box assignments and Zero-To-Date Amount flags. See "[Distribution Master Listing](#)" on page 5-4 for more information.
- Verify that the correct value has been entered on the country code in the Employee Master. See "[Payroll W2 Boxes](#)" on page 5-3 for more information.
- Print Employee Listing, **Employee Name Only** set to **Y** to verify employee name setup. See "[Verify the Employee Master Information](#)" on page 5-7 for more information.
- Using the date sensitive tax table copy feature update Federal, State and Local Tax Tables. You can run this at anytime. Don't delete the prior year tax table. See "[Copy US Tax Tables](#)" on page 5-8 for more information.
- Laser State/Local Maintenance. Establish W2 laser form state/local relationships. See "[Laser W2 - State/Local Maintenance](#)" on page 5-9 for more information.
- Run the "State/Local" listing. See "[State/Local Listing](#)" on page 5-12 for more information.
- Run the "Sick/Vacation Available" listing.
- Run the "Prepare Year-End Files for W2" option AFTER the last payroll for W2 reporting year. See [page 6-1](#) for more information.
- Update Medicare and Social Security Limits and Rates for the new payroll year. See [page 6-13](#) for more information.
- Begin Processing Payroll for new Payroll year.

W-2 Processing

- Print W2 Register and Verify Information. See "[W2 Register](#)" on page 7-1 for more information.
- W2 Box Maintenance for Z box. See "[Year-End Box Assignment for W2](#)" on page 7-3 for more information.
- Print W2 Forms for Federal, State and Local Authorities. See "[W2 Forms - Impact Printers](#)" on page 7-8 for more information on impact printing, see "[W2 Forms - Laser Printers](#)" on page 7-12 for more information on laser printing.
- Download Federal Magnetic Media File (PCFormat-FileNamePRW2512). Download State/Local Magnetic Media File to PC after each State is run, and before the next State is run (File Name PRW2512). See "[W2 Forms - Magnetic Media](#)" on page 7-14 for more information.
- After completing all W2 processing, but before processing the First Quarter 941 Reports and forms, rename SYY files. See "[Renaming SYY Files](#)" on page 7-21.

CGC Supported W2 Forms

Computer Guidance Corporation will support only the W-2 Forms listed below. If you use any unsupported form, the alignment may be incorrect.

| W2 Form Types | Form# | Description | Recommendations | Laser or Non-Laser Impact Printer (Standard Line Printer) |
|--------------------|----------------------|-------------------------------------|--|--|
| Non-eForms | 5206 | 4 forms per page Preprinted back | | CGC is not responsible for the quality of printed products due to printer issues. Laser Non-eForms |
| Window Envelopes | 4444-1 4444-2 | Self-seal | | |
| eForms | 5208 | 4 forms per page Preprinted back | Recommended | Laser eForms |
| Window Envelopes | 4444-1 4444-2 | Self-seal | | |
| eForms | 5207 | 2 Up Blank Back | Available for the Virgin Island and Guam 3.7 and 4.0 / 4.1 | Laser eForms |
| Window Envelopes | 6666-1 | | | |
| 2 Wide Self Mailer | 7302-6 | Carbonless | This form is not uniform in thickness. For a quality printed product, use a high performance printer | CGC is not responsible for the quality of printed products due to printer issues. Non-Laser/Non-eForms Impact Printer (standard line printer) |
| 2 Wide Self Mailer | 7301-6 | Carbon | This form is not uniform in thickness. For a quality printed product, use a high performance printer | CGC is not responsible for the quality of printed products due to printer issues. Non-Laser/Non-eForms Impact Printer (standard line printer) |
| 2 Wide Self Mailer | 7301-8 | Carbon | This form is not uniform in thickness. For a quality printed product, use a high performance printer | CGC is not responsible for the quality of printed products due to printer issues. Non-Laser/Non-eForms Impact Printer (standard line printer) |
| 1 Wide 3 Part | 7521-3 and 7421-4 | Carbonless | Black Print Recommended for Magnetic Media filing | Non-Laser/Non-eForms Impact Printer (standard line printer) |
| Window Envelopes | 6666-1 6666-2 | Self-seal | | |
| 1 Wide | 9811-4 | Red copy for IRS | | Non-Laser/Non-eForms Impact Printer (standard line printer) |

Important: If you print W2s using laser eForms, you MUST file electronically with the IRS. The original "red" Copy A is available if you use impact printer forms and can submit these to the IRS.

Forms can be ordered by contacting **Hospital Forms Service/Forms Management Services**.

- **Contact Person** Andy Dickerson
- **Address** 3616 W. Thomas Rd, Suite 6, Phoenix AZ 85019
- **Telephone** (602) 269-1397
(602) 269-5083
- **Fax** (602) 269-509

Please note:

- CGC is not responsible for the quality of printed products due to printer issues.
- We suggest that you order extra forms for testing purposes.

Important: Using a form, other than those listed above, may result in alignment problems.

Payroll W2 Boxes

| Distribution Record | Description | W2 Boxes - Taxes | W2 Boxes- Earnings |
|---------------------|-------------------------|------------------|--------------------|
| A | Social Security Wages | 4 | 3 |
| F | Federal Wages | 2 | 1 |
| G | Medicare Wages | 6 | 5 |
| L | Local Wages | 19 | 18 |
| S | State Wages | 17 | 16 |
| T | SDI Wages** | 19A | 18A |
| | New Jersey**(see below) | | |
| | Alaska** | 17A | 16A |
| C | SUTA Withholding*** | 18A | 17A |

Important: Box numbers listed above are examples only. **ALWAYS** verify W2 box information with your IRS official publication or check with your Tax Professional.

This is our interpretation of the IRS Publication for Form W2. Please refer to the IRS Publication for Form W2, or your tax advisor, for verification of this information and for possible changes.

- The box number field is 3 alphanumeric characters. Box letters need to be included with the box number.
- The box number for state wages must be in all states even if there is no withholding tax for W2s to print.
- Box 12 - See the IRS Official Publication for Form W-2 for more information on Box 12 requirements.
- Box 13 - The system places an 'X' in the Pension Plan box if the corresponding fields in the Employee Master contains a 'Y'. Third party sick pay must be marked manually, if applicable.
- Box 14 - See the IRS Official Publication for Form W-2 for more information on Box 14 requirements.

Important: See State Specific information on page 8-30 for more on **New Jersey SDI taxes**.

Payroll Boxes for New Jersey & Pennsylvania Dist Master

| W2 Register | Taxes | Earnings |
|----------------------|-------|----------|
| C - New Jersey SUTA | 14A | 16A |
| C- Pennsylvania SUTA | 18A | 17A |
| T - New Jersey SDI | 14B | 18A |

| W2 Forms | Taxes | Earnings |
|---------------------|-------|----------|
| C - New Jersey SUTA | 14A | |
| C- Pennsylvania | 14 | |
| T - New Jersey SDI | 14B | |

Note: Please refer to the appropriate State Publication for W2s for box verification or changes.

Distribution Master Listing

Payroll | Listings | Distribution Master

Distribution Master List - Selection

37 000 4.0 File Listings Selection PRP260

Effective Date Range*

* Covers D and M

Distribution Code (Blank=All)

Year-End Box Listing

CutqHoldSave

Job Queue

Ok Exit

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: OA - ALL Menu: Main Version: 4.0 | SP: 999

Print Distribution Master for Year-End Box Listing and Zero to Date Amount flag verification.

Verify the Country Code in the Employee Master

Payroll | Maintenance | Employee Maintenance

Employee Master - Selection

The screenshot shows the eCMS interface for Employee Maintenance. The window title is "eCMS Company/Division: 37000-4.0 Quick Quality Builders". The menu bar includes options like AP, AR, Admin, Archival, ADP, BoM, Copy Co, Eq Act, Eq Maint, ECM, GL, HR, HR-E, HR-SS, Inquiry, Integration, JIC, Mail Req, Ord Proc, P/C, and P/S. The main menu includes Payroll, Payroll-Can, Prop Mgm, Purchasing, Rep Const, Service, T&M, and User Menu. The main window title is "Employee Maintenance" with sub-titles "PRP445" and "PRPM08 - 10". The form contains the following fields and buttons:

- Company Number: 07
- Division Number: 0
- Social Security Number: 000-00-0000
- or
- Employee Number: 0
- Human Resources (Add Mode Only)
- Company Number: 0
- Division Number: 0
- Buttons: Employee Data, Deductions, State & Local Data, Employee Jobs, Adjustments
- Exit button

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: OA-NLL Menu: Main version: 4.0 | SP: 999

Click the prompt for either **Social Security Number** or **Employee Number** to select an Employee and then click the **Employee Data** button.

Employee Master General tab

The screenshot shows the 'Employee Master Maintenance' form in the 'General' tab. The 'Country' field is highlighted with a red box. The form includes the following sections:

- General Information:** Full Name (Georgi Valadez), Social Security Number (990-00-1111), Address 1 (44566 Street Street), City (Phoenix), State (AZ), Zip Postal Code (85456), Phone Number (546 4564545).
- State/Province Codes:** Income Tax (00), Unemployment (0), Workers Comp (00), Local Tax Code (0), Multiple Locals (No).
- Dates:** Birth Date (03/10/1955), Hire (10/12/1999), Rehire/Start (02/14/2000), Adjusted Hire Date.
- Pay Information:** Pay Frequency (Weekly), Pay Type (Hourly), Regular Rate (0.000), Overtime Rate (0.000), Other Rate (0.000), Salary (0.00).
- Employee Class:** Employee Class (0), Employee Type (0), Employee Group, Union Number, Benefit Class.
- Tax and Exemption:** Subject to FICA (checked), Subject to FUTA (checked), Subject to RR T1 FICA-SS-MC (NO-Both), Subject to RR T2 Pension, State Exempt, Minority Code (4), Standard Cost, Pension, Exempt Certified (No), Country (highlighted).
- Supervisor:** Supervisor 1, Company, Divisions, Supervisor 2, Company.

If one of the following applies, leave the Country Code field blank.

- One of the 50 United States.
- District of Columbia
- Military Post Office (MPO)
- American Samoa
- Guam
- Northern Mariana Islands
- Puerto Rico
- Virgin Islands

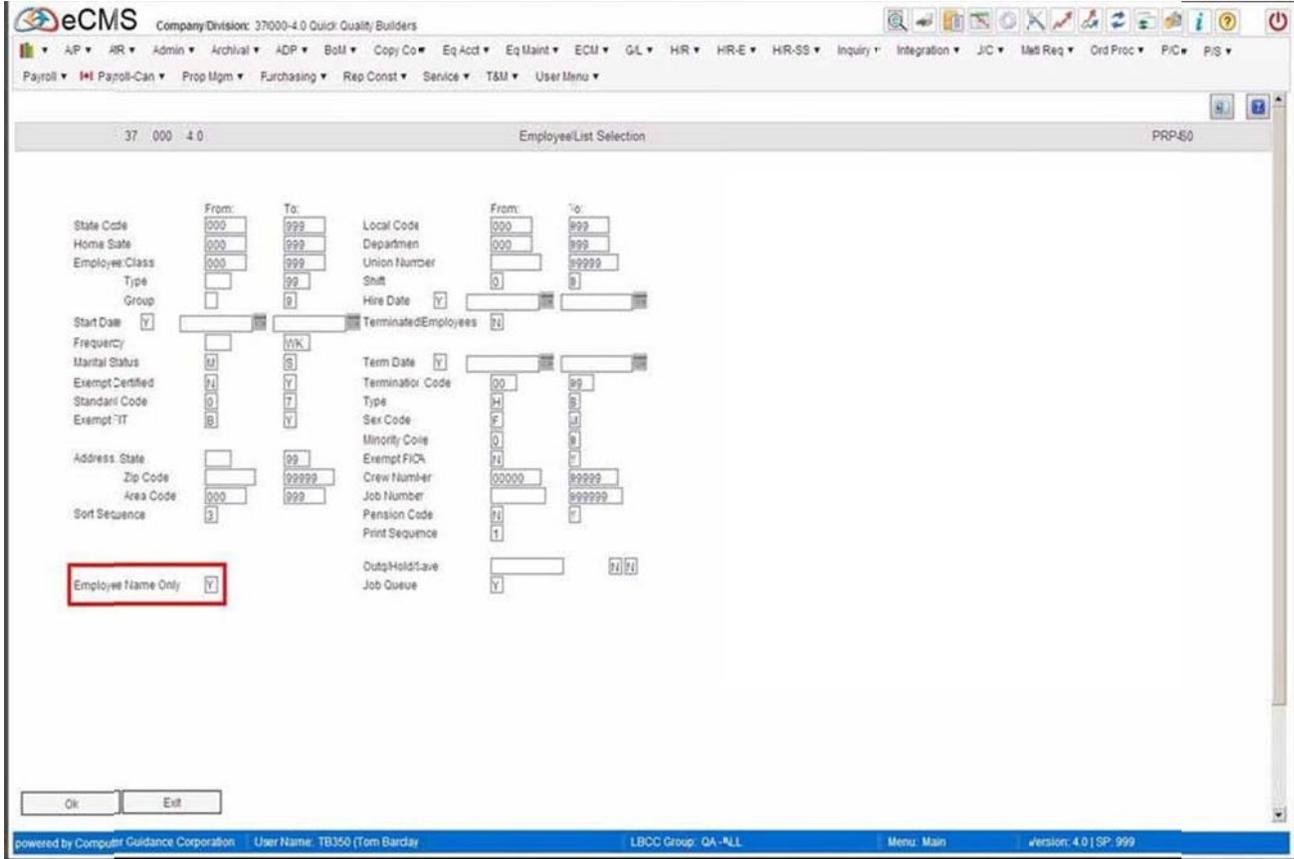
Otherwise, enter the applicable Country Code from the *Social Security Administration Publication No. 42-007, Appendix G*.

Note: For U.S.A citizens, it is not necessary to enter a Country Code even if they reside outside the country.

Verify the Employee Master Information

Payroll | Listings | Employee Listing

Employee Master List Selection



Run Employee Listing (**Employee Name Only** set to **Y**) to verify employee names are entered correctly in the First, Middle and Last name fields of the Employee Master. This procedure generates a report containing employee names and social security numbers.

Copy US Tax Tables

Payroll | Annual | Copy US Tax Tables

1. Date-sensitive Payroll Tax Tables must be updated for the new payroll year. These can be updated BEFORE completing the final payroll of your W2 reporting year since the tax tables are date-sensitive.

Important: Do not delete prior year tax tables.

Copy US Tax Table Selection

The screenshot shows a software window titled "Copy Tax Table file" with the ID "PRP800". The window contains two input fields: "From year:" and "To year:". At the bottom left, there are "Ok" and "Exit" buttons. The status bar at the bottom of the window displays the following information: "powered by Computer Guidance Corporation", "User Name: TB350 (Tom Barclay)", "LBCC Group: GA-ALL", "Menu: #lan", and "Version: 4.0 | SP: 999".

Note: You must have executive security to process.

2. Clear security All Company/All Division to ensure all tax tables for the new year are copied.
If tax tables exist for new year, you will see the following message:
Warning: "Current data will be overlaid -- Press F7 to override."
3. Enter W2 reporting year in From Year field and new payroll year in To Year fields. Click OK to execute copy.
4. Make any necessary rate updates to your new payroll year tax tables.
5. Effective Date will only copy tables with the same "from year" as selection screen.

Laser W2 -- State/Local Maintenance

This section, and the ["State/Local Listing"](#) sect on that follows, apply to eCMS v.3.7 and 3.4.3 only. In eCMS v.4.0 and 4.1 the State/Local option is no longer used to relate locals to states and the option has been removed from the screen. Locals, and their associated states, will be selected when the Box Assignment is established

Payroll | Annual Processing | Laser State/Local Maintenance

1. Clear security for All Co/All Div or for a single Co/Div.

Note: You can perform this option before running the Laser W2 Forms.

LOCAL CODES MUST be related to their respective State within EVERY Company that has produced Earnings records for the employees. If they are not related to their state, they will NOT process. You CANNOT have a local related to more than one state. If you do, the system will tie the local to the first "related" state.

Laser State/Local - State Selection

| State | State |
|-------------------------|-------------------|
| 10 Alabama | 160 Iowa |
| 20 Alaska | 170 Kansas |
| 30 Arizona | 180 Kentucky |
| 40 Arkansas | 190 Louisiana |
| 50 California | 200 Maine |
| 60 Colorado | 210 Maryland |
| 70 Connecticut | 220 Massachusetts |
| 80 Delaware | 230 Michigan |
| 90 District of Columbia | 240 Minnesota |
| 100 Florida | 250 Mississippi |
| 110 Georgia | 260 Missouri |
| 120 Hawaii | 270 Montana |
| 130 Idaho | 280 Nebraska |
| 140 Illinois | 290 Nevada |
| 150 Indiana | 300 New Hampshire |

2. Select a State. For every active Co/Div you have, the local must be associated with that state. The system is State, and then Co/Div driven. This allows you to enter one State, complete the function for each Co/Div, and then move on to the next State.
3. If all Co/Div security are cleared, click OK to continue to the Company/Division Selection Screen shown below.
4. If a single Co/Div security is cleared, click OK to continue to the ["Laser State/Local- Local Selection"](#) on page 5-11. Only the chosen Co/Div will be accessible with this clearance. Skip steps 5-8 below, and resume at step 9.

Laser State/Local - Company/Division Selection

The screenshot shows a software window titled "eCMS" with the subtitle "W2 Laser Form State-Local Relationships". The window contains a form with three input fields: "Co" (with a dropdown arrow), "Div" (with a dropdown arrow), and "State" (with a dropdown arrow). The "State" field is currently set to "30 Arizona". At the bottom of the window, there are four buttons: "Ok", "Exit", "State Selection", and "Previous/Next State".

5. Enter an Active Co/Div with Locals that need to be associated with the State entered on the previous screen.
6. If there are no locals found for this Co/Div, a message ***No locals found for Co/Div*** will display.
7. The Co/Div entered will remain on this screen until you type the next Co/Div.
8. Click **OK** to display the list of valid Locals for the Co/Div entered.

Note: If all Co/Div are used to clear security, any Co/Div may be entered.

For single Co/Div security clearance, the system will proceed directly to the "[Laser State/Local-Local Selection screen](#)" (see below). The remainder of this section concerns security clearance for a single Co/Div.

Laser State/Local - Local Selection

eCMS 30 000 W2 Laser Form State-Local Relationships PPP605

Co 37 Div 000 State 30 Arizona

| Sel | Local Code | Sel | Local Code |
|-------------------------------------|------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | 013 Local 13 14 | <input type="checkbox"/> | 261 ST LOUIS |
| <input checked="" type="checkbox"/> | 030 MARICOPA LOCAL - 0 | <input type="checkbox"/> | 271 Local 271 |
| <input checked="" type="checkbox"/> | 031 City of Phoenix -3 | <input type="checkbox"/> | 290 Nevada Business |
| <input checked="" type="checkbox"/> | 032 Local 030-032 | <input type="checkbox"/> | 310 New Jersey |
| <input checked="" type="checkbox"/> | 033 local 030-033 | <input type="checkbox"/> | 332 Local 332 |
| <input checked="" type="checkbox"/> | 034 local 030-034 | <input type="checkbox"/> | 390 Local Berk EIT |
| <input checked="" type="checkbox"/> | 035 local 030-035 | <input type="checkbox"/> | 395 TUNKHANNOCK EIT/PI |
| <input type="checkbox"/> | 040 Arkansas | <input type="checkbox"/> | 403 TUNKHANNOCK LST |
| <input type="checkbox"/> | 050 CALIF LOCAL | <input type="checkbox"/> | 480 MA Local 480 |
| <input type="checkbox"/> | 051 CA local 51 | | |
| <input type="checkbox"/> | 100 local 100 | | |
| <input type="checkbox"/> | 151 Local 151 | | |
| <input type="checkbox"/> | 210 Allegany Cnt* 3.05 | | |

Ok Exit State Selection Previous

9. Enter **Y** to select all applicable Locals for the selected State LaserW2 -- State/Local Maintenance
10. Click **OK**.
 - For **All Co/Div Security**, click **Previous** to return to the **Co/Div Selection Screen**. This allows you to enter the next Co/Div, and continue with this process until all companies and division states have been associated with all of the applicable Locals.
 - For **One Co/One Div Security**, click **Previous** to return to the **State Selection Screen**. This allows you select another state with which to associate Locals
11. When all of the Locals for a specific State are selected, click **State Selection** to return to the State Selection Screen and repeat the process for subsequent States applicable to the Company(s)/Division(s).

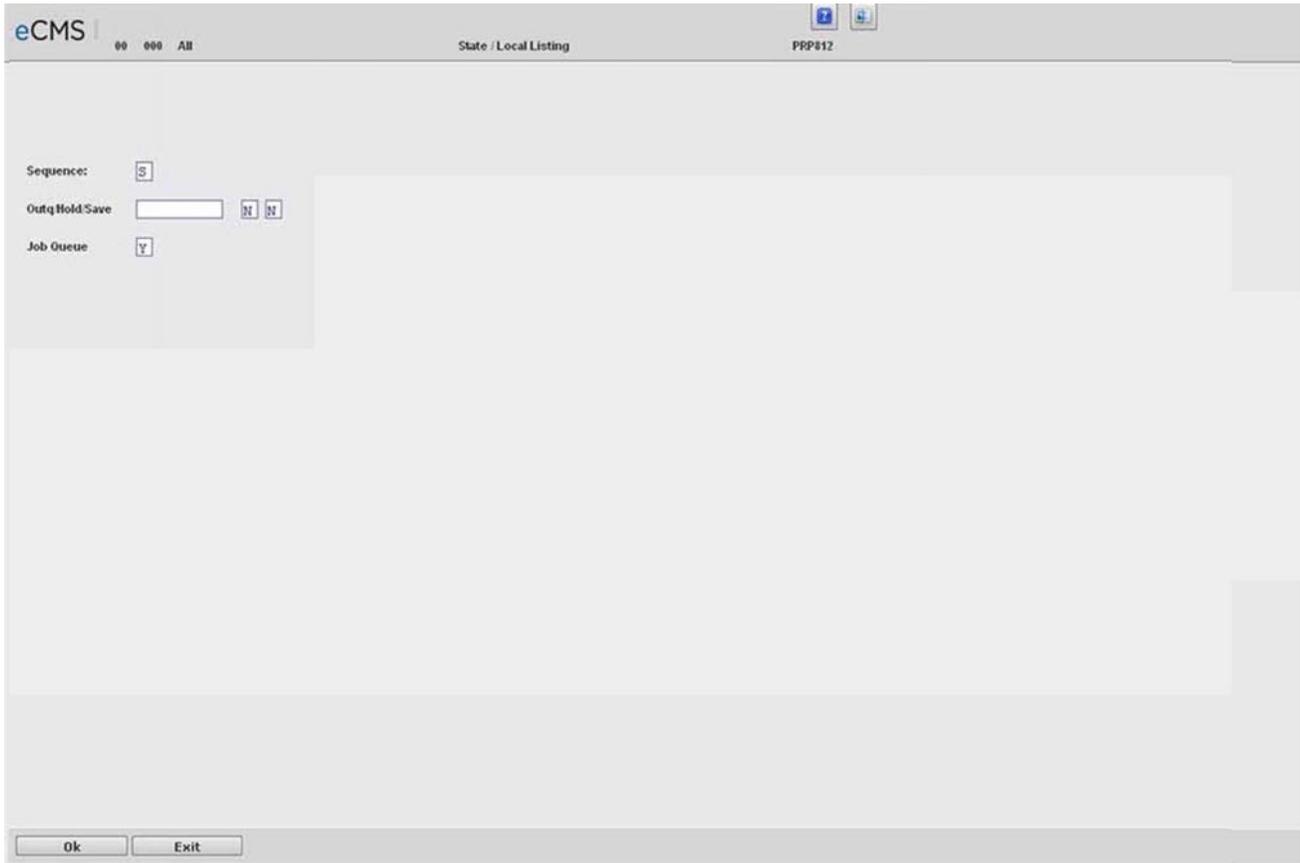
State/Local Listing

This section applies only to eCMS v. 3.7 and 3.4.3.

Payroll | File Listings | Additional File Listings | State/Local Listing

Run this procedure to verify that each Local is specific to a State.

State/Local Listing - Selection

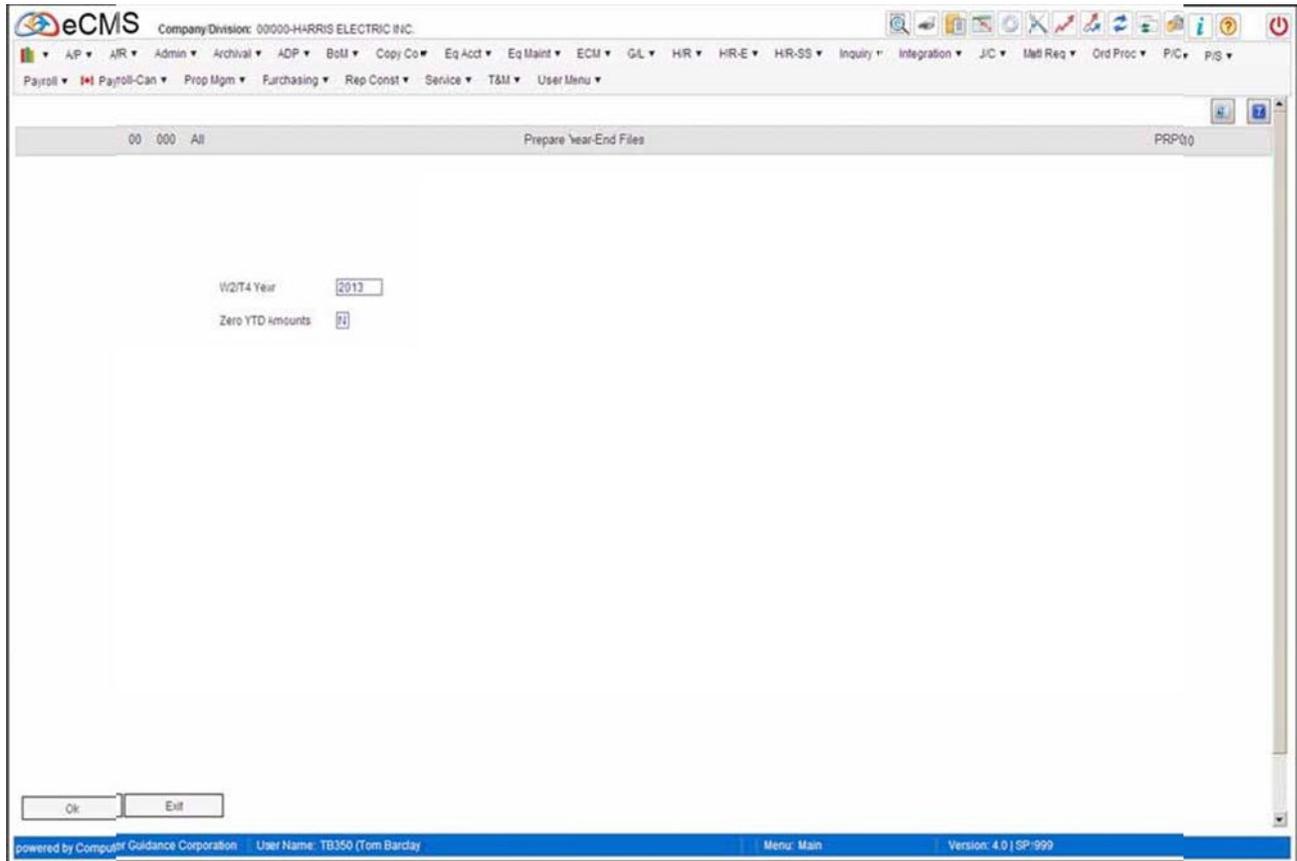


The screenshot shows a dialog box titled "eCMS" with a subtitle "State / Local Listing". The window title bar includes "00 000 All" and "PRP812". The dialog contains three input fields: "Sequence" with a dropdown menu showing "S", "Outq Hold/Save" with a text box and two "N" buttons, and "Job Queue" with a dropdown menu showing "Y". At the bottom, there are "Ok" and "Exit" buttons.

- In the **Sequence** field, specify either **S - State** or **L- Local**.

Prepare Year-End Files - For Test Purposes Only

This procedure is not mandatory and should be used only to verify your W2 Register.



Creating test SYY files

Creating test SYY files allows you to run the W2 Register for verification purposes. This process also allows you to run the W2 Forms to verify how many forms to order without interfering with manual payroll processing. The system will use these test files rather than using the live SYS files listed in the following tables:

| All Releases | | Canadian Processing Only | |
|--------------|--|--------------------------|----------------------|
| SYYCNC | Company Defaults-Company name and address. | SYYTEI | Employer EI Tax File |
| SYYPRS | Payroll System files-FICA and EIC limits | SYYSTM | Province Master |
| SYYPRD | Payroll Defaults-EIN and PR defaults. | | |

| eCMS 3.7 / 4.0 / 4.1 | | Canadian 4.0 / 4.1 Processing Only | |
|----------------------|--|------------------------------------|----------------------|
| SYYCNC | Company Defaults-Company name and address. | SYYTTEI | Employer EI Tax File |
| SYYTPRS | Payroll System files-FICA and EIC limits | SYYTSTM | Province Master |
| SYYTPRD | Payroll Defaults-EIN and PR defaults. | SYYTMST | Employee Master |

To Create test SYY files

1. The **Zero YTD Amounts** field MUST be set to **N**. This creates the SYY test files.
2. After completing your review of the W2 Register and the W2 Forms you MUST delete the SYY TEST files prior to running the final Prepare Year-End.

Important: Do NOT delete SYY files that have a year as part of the file name (for example: SYYCNC12, SYYPRD12, SYYPRS12).

Deleting test SYY files

To Delete test SYY files:

1. From a CMS command line type the following command:
`WRKOBJ (space) SYY*`
2. Click **OK**.
3. Type 4 on the OPT line next to the SYY files.
4. Click OK to delete the files.
5. See "[Prepare Year-End Files for W2](#)" on page 6-1 for the final processing procedures.

Important: If these procedures are not performed for test purposes, then when processing the W2 Register or W2 Forms you must set the field, **Use Current Year Defaults**, to **Y**. Also note that you may receive an error if the SYS files are being used by another user.

Payroll Year-End Processing

Prepare Year-End Files for W2

Payroll | Annual | Prepare Year-End Files for W2

Prepare Year-End Files - Selection

Note: This is not a dedicated procedure and requires All Companies/All Divisions and Executive Security. **Even though this is not a dedicated procedure to avoid getting an 'Unable to Allocate Error' this option should be run when the majority of the CMS/eCMS users are off the system.**

1. Enter the year to be processed, in the **W2/T4** field (the W2/T4 reporting year).
2. In the **Zero YTD Amounts** field:
 - N** Does not change anything. Should be set to N for testing purposes. See ["Prepare Year-End Files - For Test Purposes Only"](#) on page 5-13.
 - Y** Will do all of the following:
 - The system clears the year-to-date balances in the Employee Deduction records as well as the Human Resource Benefit/Deduction records. The To-Date Amounts are zeroed out for the Distribution Master records (H and M records) that have their Zero To-Date Amount field set to Y. For further information, see ["Verifying Zero-To-Date and W2 Information"](#) on page 6-3, ["Benefit/Deduction Enrollment"](#) on page 6-8 or ["Employee Deduction Maintenance"](#) on page 6-10.

- The system calculates the Vacation/Sick Leave Carry Over Hours for all companies and divisions only if Vacation/Sick is set to default 1 (Calendar Year) in the Human Resources Defaults. If the default is set to 2 (Employee's Anniversary), no calculation is performed.
- Creates the SYY Files
If you are using eCMS 3.4.3, the Year-End Prep procedure will create the 5 SYY files listed in the first table shown below. It will create all 11 of the SYY files listed in both tables for eCMS versions 3.7 / 4.0 / 4.1.

All Releases

| | |
|--------|--|
| SYYCNC | Company Defaults-Company name and address. |
| SYYPRS | Payroll System files-FICA and EIC limits. |
| SYYPRD | Payroll Defaults-EIN and PR defaults. |

Canadian Processing Only

| | |
|--------|----------------------|
| SYYTEI | Employer EI Tax File |
| SYYSTM | Province Master |

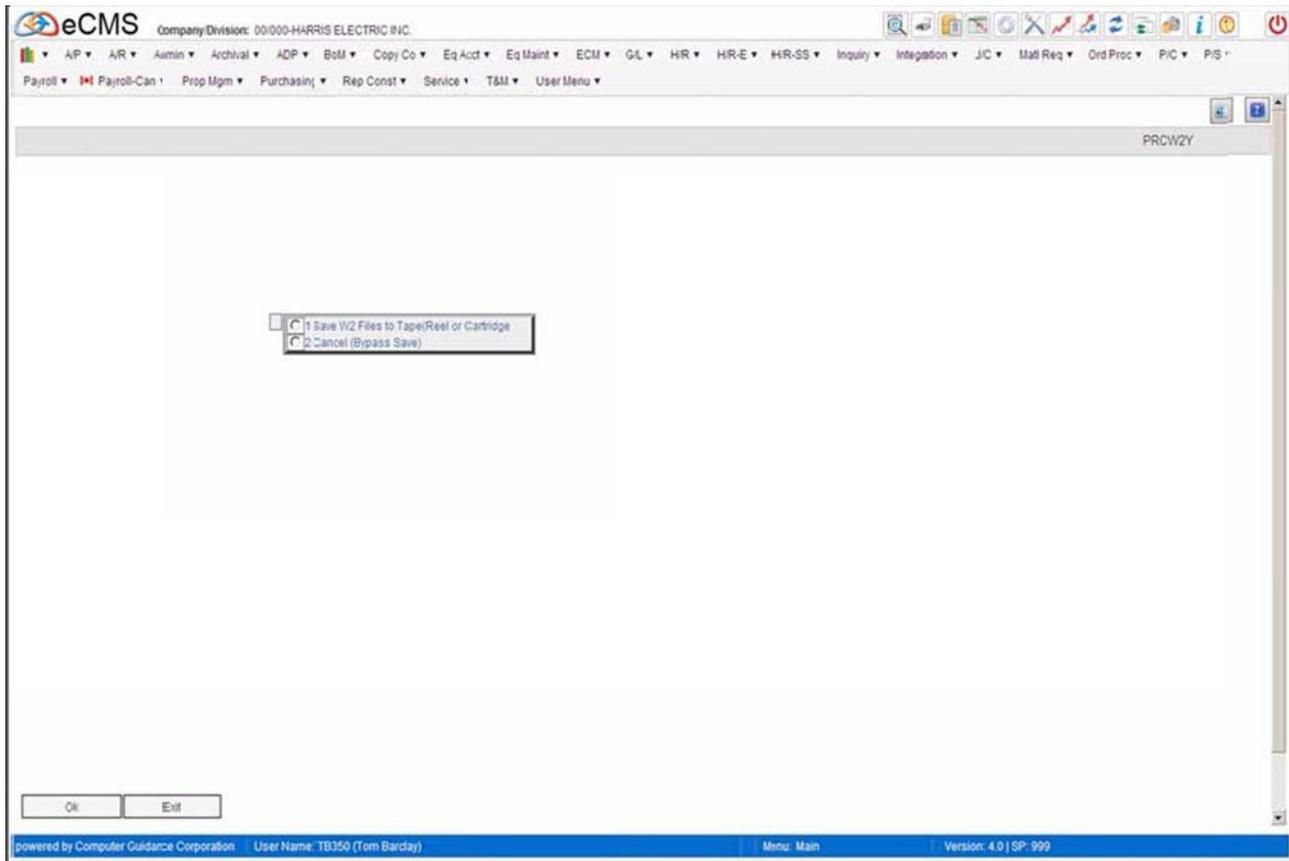
eCMS 3.7 / 4.0 / 4.1

| | |
|---------|--|
| SYYTCNC | Company Defaults-Company name and address. |
| SYYTPRS | Payroll System files-FICA and EIC limits. |
| SYYTPRD | Payroll Defaults-EIN and PR defaults. |

Canadian 4.0 / 4.1 Processing Only

| | |
|---------|----------------------|
| SYYTTEI | Employer EI Tax File |
| SYYTSTM | Province Master |
| SYYTMST | Employee Master |

Save W2 Files



This screen is displayed after the SYY files have been created.

3. Select **2 Cancel (Bypass Save)**. The SYY files will remain in CMSFIL and are included in any CMSFIL Backup.

Verifying Zero-To-Date and W2 Information

Payroll | File Maintenance | Distribution Master

Verify the Distribution Master, for all M and H records, to make sure that the Zero to Date field is set correctly.

Distribution Master Selection - 343

This screen is a 343 screen shown to display the Year-End boxes option.

The screenshot shows the 'Distribution Maintenance' screen in the 'Construction Management System'. The window title is 'Distribution Maintenance' and the user ID is 'PIB224'. The form contains the following fields:

| Com | Div | Distribution | | Union | Ded | Dates MMDDYYYY * | |
|-----|-----|--------------|-----|--------|-----|------------------|------------|
| | | Code | No. | Number | Typ | Start | Completion |
| 01 | 000 | | 000 | | 00 | | |

* Codes D and M

Buttons at the bottom: OK, Exit, Copy by Ind., Copy by Distr Code, Year-End Boxes

For 34.3 Only

Access the **Year-End Box Maintenance** screen by returning to the **Distribution Maintenance screen #1** and clicking the **YEAR-END BOXES** button.

Distribution Master - Selection 1

Payroll | Maintenance | Distribution Master

The following shows steps for eCMS 4.0 / 4.1. For 3.7 users, these two screens are combined.

The screenshot shows the eCMS interface for the 'Distribution Maintenance' screen. The window title is 'eCMS Company Division: 37/000-4.0 Quick Quality Builders'. The menu bar includes AP, AR, Admin, Archival, ADP, BoM, Copy Co, Eq Acct, Eq Maint, ECM, GL, HR, HR-E, HR-SS, Inquiry, Integration, JIC, Mail Req, Ord Proc, PIC, P/S. The main menu includes Payroll, Payroll-Can, Prop Mgm, Purchasing, Rep Const, Service, T&M, and User Menu. The screen title is 'Payroll Distribution Maintenance PRP224'. The form contains three fields: 'Company Number' with the value '37', 'Division Number' with the value '0', and 'Distribution Code' with the value 'H-HR Ben/Ded'. At the bottom right are 'Exit' and 'OK' buttons. The status bar at the bottom shows 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: QA-ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

1. Click the **Distribution Code** prompt and select the MorH record you are verifying (M records require a date on the next screen)
2. Click **OK**.

Distribution Master - Selection 2

The screenshot displays the 'Distribution Maintenance' window in the eCMS application. The window title is 'Payroll Distribution Maintenance' with sub-headers 'PRP224' and 'PRPM08 - 7'. The main area contains a form with the following fields:

- Distribution Code:
- Distribution Number: (with a selection icon)
- Union Number:
- Deduction Type:

At the bottom of the form area, there are five buttons: 'Copy by Number', 'Copy by Code', 'Exit', 'Previous', and 'Ok'. The status bar at the bottom of the window shows: 'powered by Computar Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: GA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

3. Enter a Distribution Number, or click the prompt to select from a list.
4. Make other entries as necessary and click OK.

Distribution Master - Detail

The screenshot shows the 'Distribution Master - Detail' form in the eCMS system. The form is titled 'Distribution Maintenance' and is in 'Update' mode. The 'Description' field is set to 'Dental Insuranc'. The 'Account Numbers' section includes 'Liability' (2600.00000.000) and 'Expense' (9300.00100.000). The 'Exempt Withholding Tax Codes' section includes 'Federal Taxes' (Exempt FIT/ICA/FUTA), 'State Income Taxes' (Exempt), 'State Disability' (Exempt), 'State Unemployment' (Exempt), 'Worker's Comp' (Exempt), and 'Local Income Taxes' (Exempt). The 'Railroad' section includes 'RR T1 FICA SS' (unchecked), 'RR T1 FICA MC' (unchecked), 'RR T2 Pension' (unchecked), and 'Ut' (unchecked). The 'Accounts Payable' section includes 'Vendor Number' (0), 'Vendor Location' (0), 'Company Number' (37), 'Division Number' (0), and 'Separate Invoice' (unchecked). The 'Arrears Deduction' section includes 'Auto Create' (unchecked), 'Update Job Cost' (unchecked), 'Zero To-date Amount' (checked), 'Include in Benefit/Wage Calc' (checked), 'Exclude from Garnishment Calc' (unchecked), and 'Do Not Use Department Sub-Account' (unchecked). The 'Zero To-date Amount' checkbox is highlighted with a red box. The form is powered by Computer Guidance Corporation and is used by User Name: TB350 (Tom Barclay). The LBOC Group is GA - ALL, the Menu is Ran, and the Version is 4.0 | SP: 999.

This **Zero to Date** option works in conjunction with the **Zero YTD amounts** field on the ["Prepare Year-End Files for W2"](#) on page 6-1.

Select this option to zero To-Date amounts during Year-End preparation.

Verify the W2 information

Payroll | Annual | W2 Box Assignment

W2 Box Assignment - Selection

Year-End Box Maintenance PRPD2

Company/Division: 37000-4.0 Quick Quality Builders

Com: 37 Div: 000

| Form | Dist-Code | No. | Sta | Union Number | Ded Typ | TaxDed Box | Code | Earnings Box | Code | Description | 3rd Party | Sick | Del |
|------|-----------|-----|-----|--------------|---------|------------|------|--------------|------|-------------|-----------|------|-----|
| W2 | C | 003 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 030 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 050 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 060 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 140 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 140 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 240 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 310 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 380 | 000 | | 00 | 18 | A | 17 | A | SUTA | | | |
| W2 | C | 480 | 000 | | 00 | 18 | A | 17A | A | SUTA | | | |

Search: [] [] [] [] []

Ok Exit Previous Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: OA-RLJ Menu: Main version: 4.0 | SP: 999

Scroll through the records to verify the W2 box information is correct. When adding new records certain fields are promptable. When adding Union records, it is important to prompt on the Union number to associate it with the correct Distribution number.

Benefit/Deduction Enrollment

Human Resources | Maintenance | Personnel Data

Personnel Data - Selection

The screenshot shows the eCMS interface for Personnel Data Selection. The main form contains the following fields and buttons:

- Company Number: 37
- Division Number: 0
- Social Security Number: 000-00-0000
- Employee Data button
- Applicant Data button
- Refresh button
- Exit button

1. Enter a **Social Security Number**, or click the prompt to select from a list.
2. Click the **Employee Data** tab to access the **General 1 tab** of the Employee Data screens.
3. Click the **Benefit/Deduction tab**.

Benefit/Deduction Enrollment - Detail

eCMS Company/Division: 37000-4.0 Quik! Quality Builders

AP | AR | Admin | Archival | ADP | BolM | Copy Co | Eq Acd | Eq Maint | ECM | GL | HR | HR-E | HR-SS | Inquiry | Integration | JC | Inst Req | Ord Proc | PIC | P/S

Payroll | Payroll-Can | Prop Mgm | Purchasing | Rep Const | Service | T&M | User Menu

Human Resource: :Benefit/Deduction Enrollment M-Id: Add HRP128 HRP06 - 8

Social Security Number: 459-95-2365 Employee Name: Christine Sanchez

| | | | | | | | | | | | |
|----------------|---------------|---------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|---------------|-----------------|------------|
| General | General 2 | Attendance | Behavioral Prof | Benefit/Deduct | Benefits Select | Comment | Comp Time | Company Propert | Contact | Dep-ndents | Education |
| Emp Deductions | Employment | Events | Grievance | History | Ind Specialty | Insurance | Language Skills | Medical | Memberships | Military Servic | References |
| Resume | Salary Review | Skill History | Skill Inventory | State/Local | Termination-His | Termination Lis | Training | UDC | Vac/Sick/Comp | | |

Benefit Number: 0

| | | | | |
|-----------------|--------------------------|----------------------------------|---------|-----------|
| Frequency Code: | Every pay period | Deduction/Benefit Amounts | | |
| Start Date: | 9/12/13 | Year-to-Date | To-Date | Remaining |
| End Date: | 12/31/9999 | Employee: 0.00 | 418.40 | 0.00 |
| Declined: | <input type="checkbox"/> | Employer: 0.00 | 0.00 | |
| Date Declined: | | | | |

| | | | |
|------------------------------|------------------|-------------------------------------|--------------------------|
| Calculation Overrides | | Accounts Payable Integration | |
| Fixed Amount: | 0.00 | Vendor Number: | 0 |
| or | | Vendor Location: | 0 |
| Percent: | 1.50 | Company Number: | 0 |
| Code: | Gro-s | Division Number: | 0 |
| or | | Discretionary Deduction: | <input type="checkbox"/> |
| Regular Hour Rate: | 0.000 | | |
| Overtime Hour Rate: | 0.000 | | |
| Other Hour Rate: | 0.000 | | |
| Gross Pay Code: | All Hourly Gross | | |

Dependent View Benefit Add Cancel Exit Ok

powered by Computer Guidance Corporation User Name: TB350 (Tom Bardaji) LBCC Group: GA -ALL Menu: Main Version: 4.0 | SP: 999

- **Year-to-Date amounts** are zeroed when Prepare Year-End files is run with the **Zero YTD Amounts** field set to **Y**. See "[Prepare Year-End Files for W2](#)" on page 6-1.
- **To-Date amounts** are zeroed when the **Zero to Date amount** field (in the Distribution Master) is set to **Y** and the **Zero Amounts YTD** field in Prepare Year-End Files is also set to **Y**.

Employee Deduction Maintenance

Payroll | Maintenance | Employee Maintenance

Employee Master - Selection

The screenshot displays the eCMS Employee Maintenance interface. At the top, the eCMS logo and company/division information (37/000-4.0 Quick Quality Builders) are visible. A navigation menu includes options like AP, AR, Admin, Archival, ADP, BOM, Copy Co, Eq Acct, Eq Maint, ECM, GL, HR, HR-E, HR-SS, Inquiry, Integration, JC, Mat Req, Ord Proc, P/C, and P/S. Below this, a secondary menu shows Payroll, Payroll-Can, Prop Mgm, Purchasing, Rep Const, Service, T&M, and User Menu. The main window title is 'Employee Maintenance' with sub-headers 'Payroll' and 'PRP446 PRPM08 - 10'. The central area contains input fields for 'Company Number' (07), 'Division Number' (0), 'Social Security Number' (000-00-0000), and 'Employee Number' (0). Below these is a section for 'Human Resources (Add Mode Only)' with 'Company Number' (0) and 'Division Number' (0) fields. A list of tabs is provided: Employee Data, Deductions, State & Local Data, Employee Jobs, and Adjustments. An 'Exit' button is located at the bottom right. The footer shows 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: GA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

1. Enter either a Social Security Number or an Employee Number, or click their respective prompts to make these selections from a list.
2. Click the **DEDUCTIONS** tab.

Employee Deduction - Selection

The screenshot displays the 'Employee Deduction' selection screen in the eCMS application. The interface includes a top navigation bar with various menu options like AP, AR, Admin, Archival, ADP, BelM, Copy Co, Eq Act, Eq Maint, ECM, GL, HR, HR-E, HR-SS, Inquiry, Integration, J/C, Mail Req, Ord Proc, P/C, and P/S. Below the navigation bar, the screen title is 'Employee Deduction' with sub-headers 'Payroll' and 'Employee Deduction'. The employee's name 'Christine Sanchez' and Social Security Number '458-95-2365' are displayed. A form contains the following fields: Company Number (07), Division Number (0), Social Security Number (000-00-0000), Employee Number (59895), Deduction Number (40), Start Date, and Completion Date (12/31/2099). At the bottom of the form, there are buttons for 'Cancel', 'Deduction Copy', 'Employee Copy', 'Exit', and 'OK'. The footer of the application shows 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: GA-ALL', 'Menu: Main', and 'version 4.0 | SP: 999'.

3. Enter a **Deduction Number**, or click the prompt to select from a list. This is a dual prompt field. The left prompt will display a list of all Employee Deductions (M codes), and the right prompt will display a list of only those Employee Deductions to which the Employee is currently assigned.
4. Click **OK**.

Employee Deduction - Detail

Company Division: 37.000-4.0 (Quick Quality Builders)

Payroll Employee: 59896 Christine Sanchez Deduction: 25 125 Plan 01/01/2002 Through 12/31/2005

| Deduction Calculation | |
|-----------------------|-------------------------------------|
| Fixed Amount: | 0.00 |
| or | |
| Percent: | 0.0 |
| Code: | None |
| or | |
| Regular Rate: | 0.000 |
| Overtime Rate: | 0.000 |
| Other Rate: | 0.000 |
| Limit Amount: | 0.00 |
| Remaining Amount: | 0.00 |
| Code: | None |
| Calculation Code: | None |
| Frequency Code: | Not Automat. Taken |
| Print on Stub: | <input checked="" type="checkbox"/> |
| Amount Year-to-Date: | 0.00 |
| Amount To-Date: | 0.00 |

| Direct Deposit | |
|------------------------|--------------------------|
| Bank ID Number: | |
| Employee Bank Account: | |
| Pre-note: | <input type="checkbox"/> |
| Transaction Code: | 00-None |

| Accounts Payable | |
|----------------------|-------|
| Vendor Number: | 0 |
| Vendor Location: | 0 |
| Company Number: | 0 |
| Division Number: | 0 |
| Invoice Description: | |
| Notes: | |
| Processing Company: | 0 |
| Processing Division: | 0 |
| Cash Identifier: | |
| Medical Coverage: | Blank |
| Fips Code: | 0 |

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: GA - ALL Menu: Run Version: 4.0 | SP: 999

- **Year-to-Date** amounts are zeroed when Prepare Year-End files is run with the **Zero YTD Amounts** field set to **Y**. See "[Prepare Year-End Files for W2](#)" on page 6-1.
- **To-Date** amounts are zeroed when the **Zero to Date amount** field (in the Distribution Master) is set to **Y** and **Zero YTD Amounts** field in Prepare Year-End Files is also set to **Y**.

Update Medicare and Social Security

The FICA Limits and Percentages previously pulled from the Payroll defaults must now be set up in an Annual FICA Tax Table. The Payroll defaults are still used in Year-End processing and can be updated from the Annual Tax Tables by selecting the table's **Update FICA System Defaults** option.

You will need to set up these tables with the appropriate tax rate for the new year.

Payroll Defaults screen 1

Application Installation SYS504

| ---FICA(SOC SEC TAX)--- | | | ---FICA(Medicare Tax)--- | | | -Earned Income Credit- | |
|-------------------------|----------------|----------------|--------------------------|----------------|----------------|------------------------|--------------|
| Limit | Employee % (3) | Employer % (3) | Limit | Employee % (3) | Employer % (3) | Wage Limit (2) | Pay Total(2) |
| 7049.40 | 6.200 | 6.200 | 1.450 | 1.450 | | | 182000 |

Check No: C
 Employee Class/Type for Pay Rate Only: Y
 Post All Jobs by Employee: N
 Use Sub-Account from Job Desc for Burden: N
 Process Arrears Deductions First: Y
 Activate Audit Logging (Y/N): Y

powered by Computer Guidance Corporation | User Name: TB350 (Tom Barclay) | LBCC Group: QA - ALL | Menu: Main | Version: 4.0 | SP: 999

FICA Social Security Tax and FICA Medicare Tax Limits and Percentages will update from the Annual FICA Tax Table if that table has its **Update FICA System Defaults** option selected (see below).

Annual FICA Tax Table Selection

Payroll | Maintenance 1 | Tax Tables - Employee Tax Table

| Payroll | Tax Table Maintenance | PRP21801 | PRPM08 - 12 | | | | | | | | | | | | | | | | |
|---|-------------------------|----------|-------------|----------------|------------|-------------|--|-------------|-------------------------|-------|---|--------|---|-----------------|------------|-------------|--|--------------|--------------|
| <table><tr><td>Pay Frequency:</td><td>AN- Annual</td></tr><tr><td>Tax Status:</td><td></td></tr><tr><td>Table Type:</td><td>A- Social Security FICA</td></tr><tr><td>Code:</td><td>0</td></tr><tr><td>Local:</td><td>0</td></tr><tr><td>Effective Date:</td><td>01/01/2018</td></tr><tr><td>Check Type:</td><td></td></tr><tr><td>Screen Mode:</td><td>2- Two Pages</td></tr></table> | | | | Pay Frequency: | AN- Annual | Tax Status: | | Table Type: | A- Social Security FICA | Code: | 0 | Local: | 0 | Effective Date: | 01/01/2018 | Check Type: | | Screen Mode: | 2- Two Pages |
| Pay Frequency: | AN- Annual | | | | | | | | | | | | | | | | | | |
| Tax Status: | | | | | | | | | | | | | | | | | | | |
| Table Type: | A- Social Security FICA | | | | | | | | | | | | | | | | | | |
| Code: | 0 | | | | | | | | | | | | | | | | | | |
| Local: | 0 | | | | | | | | | | | | | | | | | | |
| Effective Date: | 01/01/2018 | | | | | | | | | | | | | | | | | | |
| Check Type: | | | | | | | | | | | | | | | | | | | |
| Screen Mode: | 2- Two Pages | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Selection"/> <input type="button" value="Exit"/> <input type="button" value="Ok"/> | | | | | | | | | | | | | | | | | | | |

Set the **Frequency** field to “AN - Annual”, the **Table Type** field to “A - Social Security FICA” and enter the date this table will take effect. Leave all other fields blank.

eCMS3.4.3: Set the **Frequency** field to “Weekly”.

Annual 2018 FICA Tax Table Detail

The following graphic shows the Annual FICA tax table for 2018. The **Wage Amount** and **Percent** fields contain assumed values and may need to be modified.

| Payroll | | Tax Table Maintenance | | Mode: Update | | PRP218021 | | | |
|------------------------------|----------------------------|-------------------------------------|---------|----------------------------|-----------------------|-----------|-------------|------|------|
| Pay Frequency: AN | Tax Status: 2018 - EE FICA | Table Type: A | Code: 0 | Effective Date: 01/01/2018 | Check Type: | | | | |
| Description: | | | | | | | | | |
| Personal Exemptions: | <input type="checkbox"/> | | | | | | | | |
| Tax Credits: | <input type="checkbox"/> | | | | | | | | |
| Update FICA System Defaults: | <input type="checkbox"/> | | | | | | | | |
| | Wage | Covered | Percent | Exemption | Additional Exemptions | | Tax Credits | | |
| | Amount | Earnings | | Amount | 1 | 2 | 1 | 2 | 3 |
| 1 | 128700.00 | <input checked="" type="checkbox"/> | 6.2000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | 9999999.99 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Update FICA System Defaults

Select this option to update the Payroll FICA defaults with these entries.

Tax Table Maintenance – Optional Values

| Payroll | | Tax Table Maintenance - Optional Values | | Mode: Update | | PRP21804 | | PRPM08 - 12 | |
|----------------------|-----------------------------------|---|---------|----------------------------|------------------------------|--------------------------------------|--|-------------|--|
| Pay Frequency: AN | Tax Status: 2018 - EE FICA | Table Type: A | Code: 0 | Effective Date: 01/01/2018 | Check Type: | | | | |
| Description: | | | | | | | | | |
| Personal Exemptions: | <input type="checkbox"/> | | | | | | | | |
| Tax Credits: | <input type="checkbox"/> | | | | | | | | |
| Tax Equate Factor: | <input type="text" value="0"/> | | | | | | | | |
| Standard Deduction: | <input type="checkbox"/> | | | | | | | | |
| Percent: | <input type="text" value="0.0"/> | | | | | | | | |
| Amount: | <input type="text" value="0.00"/> | | | | | | | | |
| Minimum 1: | <input type="text" value="0.00"/> | | | | | | | | |
| Minimum 2: | <input type="text" value="0.00"/> | | | | | | | | |
| Maximum 1: | <input type="text" value="0.00"/> | | | | | | | | |
| Maximum 2: | <input type="text" value="0.00"/> | | | | | | | | |
| | | | | | Gross Taxable | | | | |
| | | | | | Minimum 1: | <input type="text" value="0.00"/> | | | |
| | | | | | Minimum 2: | <input type="text" value="0.00"/> | | | |
| | | | | | Minimum Tax: | <input type="text" value="0.00"/> | | | |
| | | | | | FIT Deduction Percent: | <input type="text" value="0"/> | | | |
| | | | | | Deduct FICA for State/Local: | <input type="checkbox"/> | | | |
| | | | | | Maximum: | <input type="text" value="7979.40"/> | | | |

Maximum FICA Value must be entered.

Annual 2018 Medicare FICA Tax Table Detail

The following graphic shows the Annual Medicare FICA tax table for 2018. The limit for 2018 will be \$200,000.00. Up to this limit the Percent will be 1.45. It becomes 2.35 after the limit has been surpassed.

Company Division: 37/000-4.0 Quick Quality Builders

Payroll Tax Table Maintenance Update PRP218 PRPM08 + 12

Pay Frequency: AN Tax Status: FICA - Medicare - EE '014 Table Type: G Code: 0 Effective Date: 01/01/2014 Check Type:

Description: FICA - Medicare - EE '014

Personal Exemptions:

Tax Credits:

Update FICA System Defaults:

| | Wage | Covered Earnings | Percent | Exemption Amount | Additional Exemptions | | Tax Credits | | |
|----|-----------|--------------------------|---------|------------------|-----------------------|------|-------------|------|------|
| | Amount | | | | 1 | 2 | 1 | 2 | 3 |
| 1 | 200000.00 | <input type="checkbox"/> | 1.4500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | 999999.99 | <input type="checkbox"/> | 2.3500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | 0.00 | <input type="checkbox"/> | 0.0000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Previous Delete Exit Ok

powered by Computer Guidance Corporation User Name: TB350 (Tom Barday) LBCC Group: GA-ALL Menu: Main Version: 4.0 | SP: 999

Update FICA System Defaults

Select this option to update the Payroll Medicare defaults with these entries.

Optional General Ledger Processing

To zero Year-to-Date fields in the Department Master, run the **Zero YTD Fields Dept. Master** menu option after the end of your W2 reporting year, or at the end of your fiscal year.

Menu Path 3.7

General Ledger | Monthly/Annual Processing | Year-End | Zero YTD Fields - Dept.
Master

Menu Path 4.0 / 4.1

General Ledger | Annual | Zero YTD Fields - Dept. Master

To view the information that clears from the Department Master, use the Payroll Maintenance **Department Master YTD** menu option.

Payroll | Maintenance 1 | Department Master - YTD

- On the Department YTD Maintenance Selection screen, enter a Department Number or click the prompt to select from a list. Click OK.
- On the Department YTD Maintenance Detail screen, make entries in the fields you wish to modify.

Year-End Processing Steps-Recap

- Use the date-sensitive, tax table copy feature to update Federal, State and Local Tax Tables. You can run this at any time. Do not delete the prior year tax table. This is available for US tax tables only.
- Run the Prepare Year-End Files for W2 option after the last payroll for W2 reporting year.
- Update Medicare, Social Security and Earned Income Credit Limits and Rates for new payroll year.
- Begin Processing Payroll for new payroll year.

Payroll W2 Year-End Processing

W2 Register

Payroll | Annual | W2 Register

Print the W2 Register and verify all information, including W2 Box Numbers. Invalid or missing W2 box numbers will cause the information not to display on W2 Register or W2s. You may want to verify employee addresses before you print the W2 forms.

Note: To print a check message on the paystubs asking employees to report address changes, use Checks Message from the Payroll Maintenance 2 menu (Additional File Maintenance).

W2 Register Selection

The screenshot shows the 'W2 Register Selection' dialog box in the eCMS application. The window title is 'eCMS' and the company/division is '00000-HARRIS ELECTRIC INC.'. The screen displays several input fields for selection:

- Year To Process: 0012
- Company Name Co/Div: 000000
- Include Co(s)/Div(s) With Common Fed Id#: (empty)
- Wages, Tips, Othr Compensation to Include: (empty)
- Print Sequence: (empty)
- Use Current Year Defaults: (checked)
- Outs/hold/Save: (empty)
- Job Queue: (empty)

There are 'Ok' and 'Exit' buttons at the bottom left. The status bar at the bottom shows 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barclay)', 'LBCC Group: QA-NLL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

Year To Process

Defaults to the previous system year.

Company Name Co/Div and Include Co(s)/Div(s) With Common Fed Id#

These fields will not display if you cleared security with a single Company/Division. Enter the Company/Division you are processing and include the Common Federal ID.

Federal/Railroad F for federal (default) or R for Railroad

Print Sequence

- 1 Name
- 2 Social Security Number
- 3 Employee Number

Outq/Hold/Save

Enter an **Outq identifier** to send this report to a specific output queue. Leave this field blank to send the File Listing to the default output queue.

Enter a **Y** in the **Hold** field to place this report on hold in the default, or specified, output queue.

Enter a **Y** in the **Save** field to print the report, and then place it on hold in the default, or specified, output queue.

Job Queue

- Y** Process this report in the Job Queue.
- N** Process this report before other jobs in the Job Queue.

Use Current Year Defaults

Display only if SYY files do not exist on the system. Uses the current year defaults as specified in your company's default set up.

Level Security

When you click **OK**, the Level Security popup window will display listing the security levels to which you have access. Select the levels you wish to include on the W2 Register and click **OK** again.

Year-End Box Assignment for W2

Payroll | Annual | W2 Box Assignment

The Year-End Box Assignment Screen is used to associate various Payroll Distributions with their W2 Boxes and Codes.

Year-End Box Assignment Detail

| Form | Dist-Code | No | Sta | Union Number | Ded Typ | Tax/Ded Box | Code | Earnings Box | Code | Description | 3rd Party | Del |
|------|-----------|-----|-----|--------------|---------|-------------|------|--------------|------|-------------|-----------|-----|
| W2 | C | 003 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 030 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 050 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 060 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 140 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 140 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 240 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 310 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 380 | 000 | | 00 | 18 | A | 17 | A | SUTA | | |
| W2 | C | 480 | 000 | | 00 | 18 | A | 17A | A | SUTA | | |

To access the Year-End Box Assignment screen, you will need to clear security with a valid Company/Division. Attempts to access this screen with Co/Div "00/000" will result in an "Invalid Co/Div" error message.

Enter a New Record

New records are entered in the fields above the line, immediately below the Field Names.

1. Enter **W2** in the **Form** box, or click the prompt and select it from the list. The other options on the prompt drop-down list are used for Canadian processing only.
2. Click the **Distribution Code** prompt and select a code from the list. The following fields will auto-fill according to the selection made from the prompt:
 - Distribution Code
 - Distribution Number
 - Union Number
 - Deduction Type
3. Enter the Tax/Deduction **Box Number** where this Deduction/Benefit Type should print on the W2. The Box Number field is numeric.

4. Enter the **Tax/Deduction Code** where this Deduction/Benefit Type should print on the W2. The Code field is alpha and must be in upper-case.
5. Enter the **Earnings Box Number** if this Earnings Type should print on the W2. The Box Number field is numeric. The Earnings Box field usually pertains to income taxes.
6. Enter a **Description** for this record.
7. Click **OK** to save a new record.

Edit an Existing Record

Current records are listed below the line, and all fields to the right of **Deduction Type** may be edited. After editing a record, click **OK** to save. You can also select third-party sick pay if desired.

Deleting an Existing Record

Place an **X** in the Delete Column box that corresponds to the records you wish to delete. Click **Delete** to save the file with the records deleted.

W2 Box 12 and 14

W2 Box 12

In eCMS, Box 12 alpha characters are used to group and sort the information. Overflow W2's will be created after 4 lines of information.

W2 Box 14

In eCMS, Box 14 alpha characters are used to sort, and the description is used to group. Only the first 4 characters are used from the description. Overflow W2's are created after 5 lines of information.

Setting Up Z-Boxes

Year-End Box Maintenance PRP812

Com: 37 Div: 000

| Form | Dist-Code | No. | Sta | Union Number | Ded Typ | Tax/Ded Box | Code | Earnings Box | Code | Description | 3rd Party | Del |
|------|-----------|-----|-----|--------------|---------|-------------|------|--------------|------|--------------|-----------|-----|
| W2 | S | 500 | 000 | | 00 | 17 | | 15 | | WI | | |
| W2 | T | 030 | 000 | | 00 | 21 | A | 20 | | SDI | | |
| W2 | T | 050 | 000 | | 00 | 19 | A | 18 | A | SDI | | |
| W2 | T | 310 | 000 | | 00 | 19 | A | 18 | | SDI | | |
| W2 | V | 480 | 000 | | 00 | 14 | K | | | WASH EMP WIC | | |
| W2 | Y | 000 | 000 | | 00 | 2 | CC | | | NEW HIRE | | |
| W2 | Z | 001 | 000 | | 00 | 12 | | | | ADOL MONEY | | |
| W2 | Z | 033 | 000 | | 00 | 13 | | | | ADOL Z BOX | | |

Search:

Ok Exit Previous Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: GA-ALL Menu: Main Version: 4.0 | SP: 999

- Access the W2 Box Assignment option from the Payroll | Annual menu. This procedure is used to set up special "Z" codes for each W2 Box number used to report amounts paid outside of the normal payroll processing.
- Amounts entered through "Z" Boxes, are not processed within the Payroll System, and these amounts will only appear on the W2 Register, the W2 Forms, and the electronic files for W2s.
- The 941 reports and 941 electronic files exclude the amounts entered through the 'Z' boxes. We recommend you process these amounts through normal Payroll processing, if possible, rather than using the "Z" Box option.

W2 Box Maintenance

Payroll | Annual | W2 Box Maintenance

This procedure is used to assign an employee to a Z box distribution code, as setup in the Year-End boxes (see, "[Year-End Box Assignment for W2](#)" on page 7-3).

Z boxes are not to be used to clean up data, even though either positive or negative values can be entered (see, "[Z Box Notes](#)" on page 7-7).

W2 Box Maintenance Selection

| Com | Div | Employee | Year | Distr No. |
|-----|-----|-----------|------|-----------|
| 37 | 000 | 000000000 | | 000 |

1. Enter Employee Number, Year and Distribution Number you used when you created the Z box (see, "[Year-End Box Assignment Detail](#)" on page 7-3).

W2 Box Maintenance Detail

01 000 CGC W2 PRP:18

| Employee | Year | Dist No. | W2 Box |
|----------|------|----------|--------|
| 2 | 2012 | 1 | |

Amount(Z)
200

Ok Exit Previous Delete

powered by Computer Guidance Corporation User Name: TB350 (Tom Barclay) LBCC Group: GA-ALL Menu: Main Version: 4.0 | SP: 999

2. Enter the Amount of the adjustment. This adjustment can be either positive or negative, and is added to other items that have the same W2 Box Number and Description.

Z Box Notes

The Z Box information will print at the bottom of the W2 Register.

Since Z boxes do not update the Earnings file, they should only be used for items that are to be added to the annual forms and magnetic media. Items that need to be reflected on the Quarterly filing need to be processed through the system, not by using a Z box.

W2 Forms- Impact Printers

Payroll | Annual | W2 Forms/Magnetic Media/XML

W2 Forms - Impact Printers Selection

The screenshot shows the 'W2 Processing Selection' screen in the eCMS application. The window title is '00 000 HARRIS W2 Processing Selection PRP144'. The form contains the following fields and values:

- Year to Process: 2012
- Combined State and Federal W2s: Y
- Company Name Co/Div: 00 000
- Include Co(s)/Div(s) with Common Federal Id#: (empty)
- Process for States: N
- Only Process W-2s with Local Wages: N
- Sequence: 1
- Print W2 Forms: Y
- Form Type: 1
- Outq/hold/save: (empty)
- Magnetic Media: N

Buttons for 'Ok' and 'Exit' are visible at the bottom left. The status bar at the bottom indicates 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Bardag)', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

Year To Process

Defaults to the previous system year.

Combined State and Federal W2s

Y W2s will generate for All employees.

N Only employees meeting the criteria below will print. More than one state can be processed only if the State field is set to N. This is the Normal Selection.

Company Name Co/Div

On the line marked "Company Name", enter the Company/Division you are processing and include the Common Federal ID. These two lines will not display if security was cleared security using single Company/single Division.

Process For States

Y The "[State Processing Detail screen](#)" will display after click

OK. N Only Federal information will print on W2s.

Only Print W2s with Local Wages

Y Only employees with specified local wages will generate a W2.

N All employees with state wages will generate a W2 regardless of whether local wages exist.

Print Sequence

- 1 Name
- 2 Social Security Number
- 3 Employee Number

Select a sequence. If combining by Federal ID#, you must use **2** (Social Security Number).

Print W2 Forms

- Y** Select to print W2s.
- N** Creates Electronic File.

Form Type

If **Print W2 Forms** was set to Y, select one of the following Form Types.

- 1 Single
- 2 Side by Side

Magnetic Media

- N** Select to print W2s
- F** Federal, Electronic File will generate
- S** State, Electronic File will generate
- L** Local, Electronic File will generate

Note: If you chose to set Magnetic Media to **L** (process Local, Electronic File only), the following fields must be set as listed below:

| Field | Setting |
|------------------------------------|---------|
| Combine State and Federal W2's | N |
| Process for State | Y |
| Only Process W2's with Local Wages | Y |
| Print W2 Forms | N |
| Magnetic Media | L |

State ProcessingDetail

| State | Tax Number | Locals Y/N |
|-------|------------|---------------|
| 000 | | N |

More...

Ok Exit Process Previous

powered by Computer Guidance Corporation | UserName: TB350 (Tom Barda) | LBCC Group: QA- AL... | Menu: Main | Version: 4.0 | SP: 999

The State Processing screen displays if the **Process for States** field is set to **Y** on the previous screen. If the **Combine State and Federal** field was set to **N**, you can process more than one state at a time by including the state codes. This will generate a spool file for each states elected. However, if the state requires local earnings information, these states must be run individually and not combined with any other state processing.

1. The **State Code** is found in the State Master record.
2. If the state requires local earnings information to be printed on the W2, enter **Y** to include locals, then click **PROCESS**, and the local screen is displayed. For more information see "[Local Processing Detail](#)" on page 7-11
3. If no local information is required, leave as N, and then click Process to process/continue.

Important: See State Specific Information for "[Ohio](#)" on page 7-24 and "[New Jersey](#)" on page 7-22.

If the **Locals** field is set to **Y** on the above screen, then the Local Processing screen displays when you click **PROCESS**.

Local Processing Detail

Company/Division: 37/000-4.0 Quick Quality/Builders

AP A/R Admin Archival ADP BoM Copy Co Eq Acct Eq Maint ECM GL HIR HIR-E HIR-SS Inquiry Integration JIC Mail Req

Ord Proc PIS Payroll Payroll-Can Prop ligm Purchasing Rep Const Service T&M User Menu

17 000 4.0 W2 Processing Selection: Local Processing PRP144

State 030 - ARIZONA

| Local Codes | Tax Type | Magnetic Media Format |
|-------------|--------------------------|-----------------------|
| 000 | <input type="checkbox"/> | 000 |

Ok Exit Process Previous

powered by Computer Guidance Corporation User Name: TB350 (Tom Barday) LBCC Group: QA - ALL Menu: Main Version: 4.0 | SP: 999

Print W2 Forms

1. Enter the **Local Codes** to be processed.
2. Enter a **Tax Type** for each **Local Code** (this is a required field but will be used only when required by the state/local).
 - C** City
 - D** County
 - E** School District
 - F** Other
 - B** Blank
3. Select the **Magnetic Media Format**. You can click the prompt to display all the supported media formats and descriptions.
4. Click **PROCESS** to continue processing the W2s.

W2 Forms-Laser Printers

Payroll | Annual Laser W2 Print

- The LaserW2 process is valid ONLY for the United States.
- SSN - If an employee's master record is not found, the employee name field will contain NOT FOUND on the laser form. This provides a flag so you can determine a possible problem with the master files. For a test run, send the data to a spool file for review.
- The Employee Zip Code, in the Employee Master, MUST be in the format of 123456789, where 12345 represent the first 5 numbers and 6789 the last four. The last four may be blank or zero if unused.
- You MUST review all Distribution Master records to verify valid W2 Box and/or W2 Box Suffix entries. It is highly recommended the W2 print description is utilized for any Box 14 entries. Only the first four characters will print on the W2 form.
- If SDI is paid by the employee, it will print in the State/Local box. This means that if an employee has one State/one Local and SDI is present, two pages of Laser output will be required per each individual.
- **37.0 and 34.3 - BEFORE PRINTING LASER W2 FORMS:** If there are any locals, you MUST perform "[Laser W2 -- State/Local Maintenance](#)" on page 5-9. Local Codes will NOT function properly in this process WITHOUT running this procedure, which ties the locals to their respective States.
- One of the functions of the abbreviated name field in the Employee Master is to find the Employee's last name. Use this field properly, or unexpected results will occur if left blank (i.e., the name will not print properly). This field must contain all, or as many letters of the Employee's last name as possible. For example, **GarciaM**.
- You can use both pre-printed and laser W2s. Pre-printed laser forms may have alignment issues that cannot be resolved by CGC due to printer differences.
Important: You must have executive security to run this option.
- If you clear security All Company/All Division, the option to enter a common Federal ID# will display.
- All W2s for federal, selected states, and locals print each time you process this option.
- Electronic Files are still prepared using the **W2 Forms/Magnetic Media/XML** option, see "[W2 Forms-Magnetic Media](#)" on page 7-14.
- When you select to run by Employee, you can request up to a maximum of FIVE social security numbers. Social security numbers are not validated by this procedure.
- The system produces a Laser W2 Recap Report. (The Grand Total no longer prints on the last W2 form.) The report goes on "HOLD" in the output queue. The print file is QPRINT1 and the User Data Value report number (viewed in the Work Spool File) is PRP606.

Process for Laser W2 Forms

The screenshot displays the 'W2 Laser Forms Selection' window in the eCMS application. The window title is 'W2 Laser Forms Selection' and the user ID is 'PRP601'. The main area contains the following settings:

- Year To Process: 2013
- Process Federal Only: N
- Process All States: Y
- Process ALL Employees: Y
- Sequence:
- Preprinted Laser Forms: N
- Use No' for FORMation/eForm laser output:
- OutgHold/Save: Y Y

At the bottom of the window, there are 'Ok' and 'Exit' buttons. The status bar at the very bottom indicates the system is powered by Computer Guidance Corporation, the user is TB350 (Tom Barday), the group is LBCC Group: QA - ALL, the menu is Main, and the version is 4.0 | SP: 999.

Lase W2Print

1. Answer N for Preprinted Laser Forms if you are using a blank form to create FORMation or eForms. Answer Y if you are using Preprinted Laser Forms.

W2 Forms- Magnetic Media

Payroll | Annual | W2 Forms/Magnetic Media/XML

Important: This menu option requires Executive Security.

- You must process the Electronic File for each government entity individually. You cannot combine the State records.
- **Federal Magnetic Media** -- The fields, **Combine State & Federal W2**, **Process all States** and **Only print W2s with Local Wages**, should all be set to **N**. Set the **Magnetic Media** field to **F** (File name: PRW2512)
- **State Magnetic Media** - Set the **Combine State & Federal W2** field to **N**; Set the **Process for States** to **Y**, Set the **Only print W2s with Local Wages** field to **N**. Set the **Magnetic Media** field to **S** (File name: PRW2512)
- Set the **Print W2 Forms** field to **N** to create the magnetic media file and suppress printing of the W2s.
- The fields, **Include Co(s)/Div(s) With Common Federal ID #** and **Company Name or Single Co/All Div(s)**, will not display unless All Company/All Division was used at login.
- New York Year-End/4th quarter magnetic media is run using 941 forms. This is for a combined Year-End and 4th Quarter earnings reporting, per New York specifications.

The screenshot shows the 'W2 Processing Selection' dialog box in the eCMS application. The window title is '00 000 HARRIS W2 Processing Selection PRP144'. The dialog contains the following fields and values:

- Year to Process: 2012
- Combined State and Federal W2s: Y
- Company Name Co/Div: 00 000
- Include Co(s)/Div(s) with Common Federal ID #: (empty)
- Process for States: N
- Only Process W-2s with Local Wages: N
- Sequence: 1
- Print W2 Forms: Y
- Form Type: 1
- Outq/Hold/Save: (empty)
- Magnetic Media: N

Buttons for 'Ok' and 'Exit' are visible at the bottom left. The status bar at the bottom indicates 'powered by Computer Guidance Corporation', 'UserName: TB350 (Tom Bardia)', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

Year to Process

Defaults to the previous system year.

Combined State and Federal W2s

- Y** W2s will generate for All employees.
- N** Only employees meeting the criteria below will print. More than one state can be processed only if the State field is set to N. This is the Normal Selection.

Company Name Co/Div

On the line marked "CompanyName", enter the Company/Division you are processing and include the Common Federal ID. These two lines will not display if security was cleared security using single Company/single Division.

Process for States

- Y The "[State Processing Detail screen](#)" will display after click OK
- N Only Federal information will print on W2s.

Only Print W2s with Local Wages

- Y Only employees with specified local wages will generate a W2.
- N All employees with state wages will generate a W2 regardless of whether local wages exist.

Print Sequence

- 1 Name
- 2 Social Security Number
- 3 Employee Number

Select a sequence. If combining by Federal ID#, you must use **2** (Social Security Number).

Print W2 Forms

- Y Select to print W2s.
- N Creates Electronic File.

Form Type

If **Print W2 Forms** was set to Y select one of the following Form Types.

- 1 Single
- 2 Side by Side

Magnetic Media

- N Select to print W2s
- F Federal, Electronic File will generate
- S State, Electronic File will generate
- L Local, Electronic File will generate

Note: If you chose to set Magnetic Media to **L** (process Local, Electronic File only), the following fields must be set as listed below:

| Field | Setting |
|------------------------------------|---------|
| Combine State and Federal W2's | N |
| Process for State | Y |
| Only Process W2's with Local Wages | Y |
| Print W2 Forms | N |
| Magnetic Media | L |

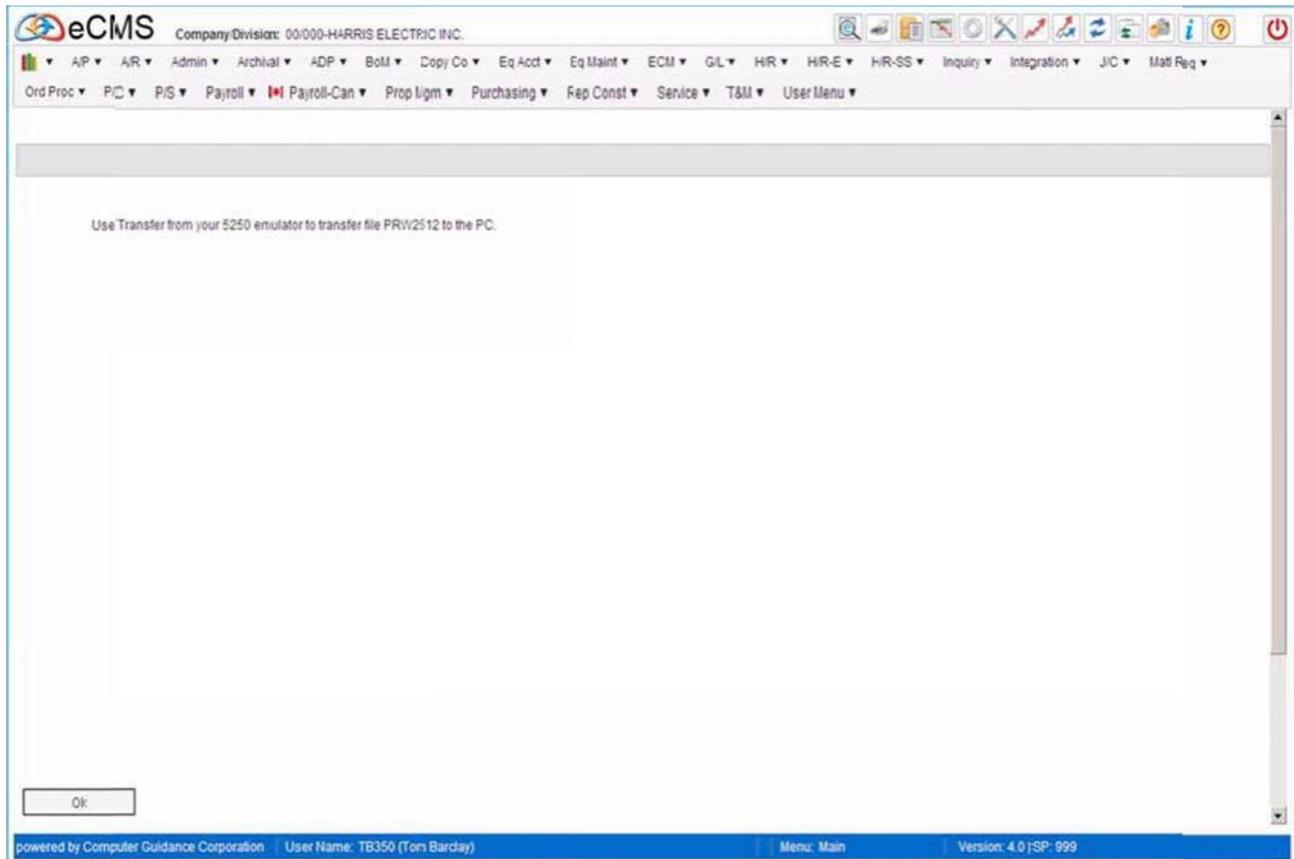
W2 Forms/Magnetic Media/XML Detail

This screen will display if the **Magnetic Media** field on the selection screen was no set to N (no).

1. Enter the Transmitter Information. This may be left blank if the transmitter is the same as the employer.
2. **Transmitter Federal EIN** - May be left blank if it is the same as the employer.
3. **Transmitter PIN#** (required for Federal only). This number is provided by the Social Security Administration.
4. **TLCN** - Supplied by the taxing authority. This is required if you set the **Re-submission** field to **Y**. This can be left blank if the **Re-submission** field is set to **N**.
5. Verify with your Taxing Authority the requirements for the correct Media Type and Format.
6. **Media Type** and **Device ID**
 - 1 - AS400 Tape
 - 2 - Download to PC Diskette.
 - For AS/400 Tape- 2, Media Type 1. Enter a valid Device Name. (i.e. TAP01).
 - Do not enter a device name is downloading to a PC Diskette (**Media Type** set to 2).
 - **Media Type 2** maybe used to create the magnetic media file on the AS400, which can then be backed up to tape or downloaded to the PC for diskette reporting.

W2 Forms - Magnetic Media, PC Diskette

This screen displays if you set the **Media Type** field to **PC Diskette** (option 2).

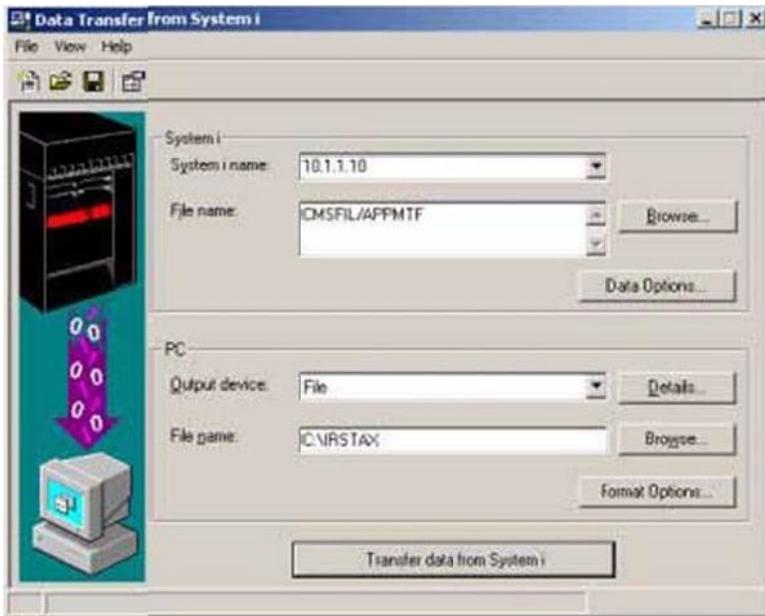


Note: This file is overwritten each time the option is run.

7. Click **OK** to continue. Use your 5250 Emulator (i.e. Client Access, Rumba) to transfer the file to the PC.

PC File Transfer

PC File Transfer, ClientAccess



1. Start a ClientAccess "Data Transfer from AS/400" Session.

Power 7

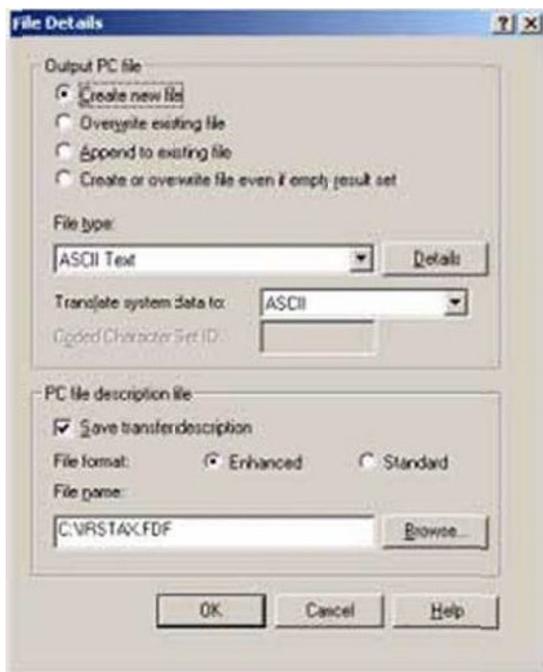
2. Click the prompt arrow to select the **System Name** (the System Name refers to the Power 7 ID number).
3. **File Name**—Enter a path consisting of the Library (CMSFIL) and the File Name, as in the following example: CMSFIL/PRW2512.
Important: You must download this file to the PC before the next Magnetic Media is processed. This file is overwritten each time the W2 magnetic media option is run.

PC Details

4. **Output Device** - click the prompt and select **File**.
5. Enter the location in which to save the file - this includes Drive, Path, and File Name - or click the Browse button to help you locate the desired directory.

PC File Transfer Details

6. Click the Details button to the right of the **File type** field to display this dialog.



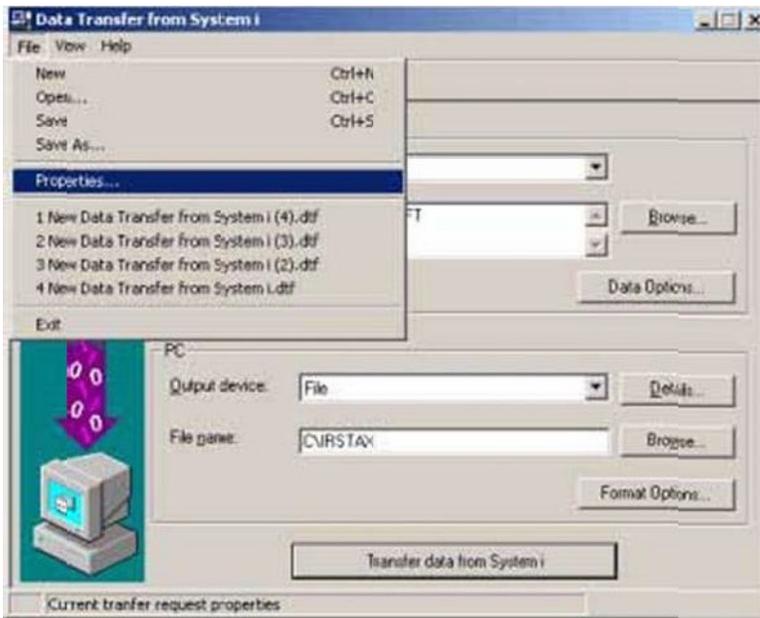
Output PC file

7. Select a file save option.
- The **Create New File** option will save each file transfer with a different name. If file already exists, you will receive a warning with an option to overwrite the existing file.
 - The **Overwrite Existing File** option will automatically overwrite PC file with same name without warning.
- Note:** Although either of these two options may be used, we recommended you use the **Create New File** Option to receive the existing file warning.
8. Click the **File Type** prompt arrow and select **ASCII Text**.
Illinois Entry: Select **BASIC Random**
9. Click the **Translate system data to** prompt and select **ASCII**.
10. Select the **Save transfer description** option if it is not clicked.
Illinois Entry: Clear the **Save transfer description** option
Virginia Entry: Clear the **Save transfer description** option.
11. Click the **Details** tab and clear all options except **Truncate spaces from end of records**.



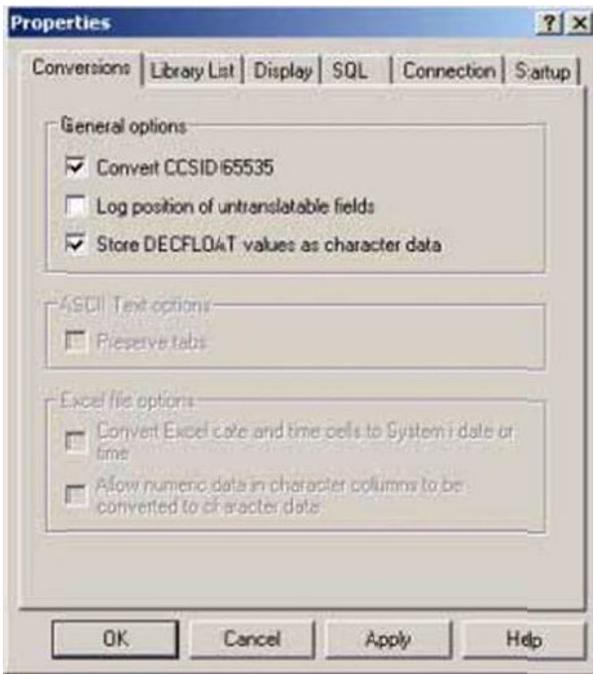
12. Click **OK**, and then **OK** again to return to the Data Transfer from AS/400 screen.

- From the **File** menu, select **Properties** to access the PC File Transfer options



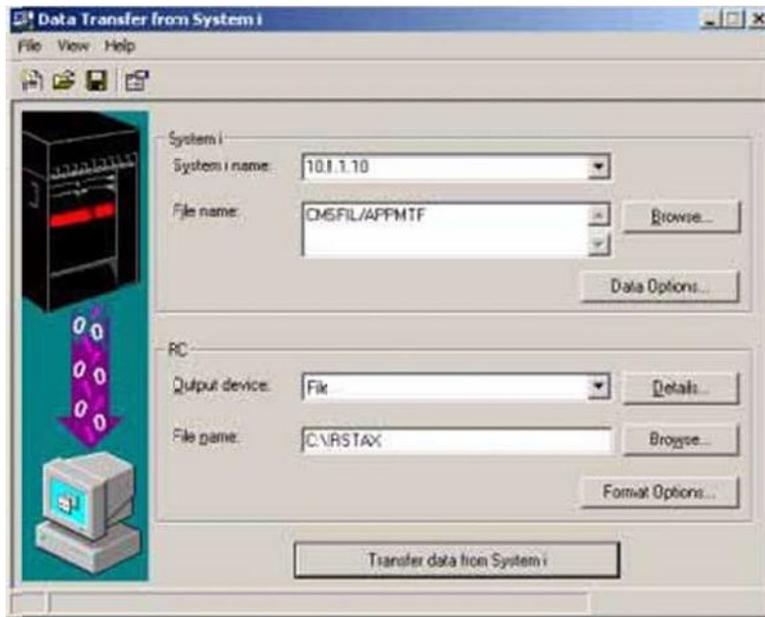
- On the **Conversions** tab, select **Convert CCSID 65535** (this allows the file to be converted to the correct format).

Illinois Entry: Also select the **Store DECFLOAT** option.



- Click **Apply**.
- Click **OK** to return to the Main Transfer screen.

Transfer the data



17. Click **Transfer data from System i**.

Note: Be sure to transfer each magnetic media file as it is created.

Renaming SYY Files

After completing all W2 processing, but before processing the First Quarter 941 reports and forms, the SYY files created **MUST BE RENAMED**.

If you are using eCMS 3.4.3, the 5 SYY files listed in the first table, shown below, will exist on your system. All 11 of the SYY files listed in both tables will exist if you are using either eCMS version 3.7 / 4.0 / 4.1.

| All Releases | | Canadian Processing Only | |
|--------------|--|--------------------------|----------------------|
| SYYCNC | Company Defaults-Company name and address. | SYYTEI | Employer EI Tax File |
| SYYPRS | Payroll System files-FICA and EIC limits | SYYSTM | Province Master |
| SYYPRD | Payroll Defaults-EIN and PR defaults. | | |

| eCMS v.3.7 and 4.0 / 4.1. Only | | Canadian 3.7 and 4.0 / 4.1 Only | |
|--------------------------------|--|---------------------------------|----------------------|
| SYYTCNC | Company Defaults-Company name and address. | SYYTTEI | Employer EI Tax File |
| SYYTPRS | Payroll System files-FICA and EIC limits | SYYTMST | Employee Master |
| SYYTPRD | Payroll Defaults-EIN and PR defaults. | SYYTSTM | Province Master |

* Do NOT remove or delete these files.

Renaming the SYY files

1. Select **F10** at any CMS menu to get a command line
2. Type the command **WRKOBJ (space) SYY***, and press **ENTER**.
3. Put a **7** on the OPT line next to the SYY files, and press **ENTER**.
4. The first file will appear. Type the new name on the "New Object" line (press **ENTER**). The next file will display, repeat rename for second file and press enter. The third file will then display, repeat the rename process (press **ENTER**). Rename Example: From SYYCNC to SYYCNC15 (i.e., last two digits of year)
5. Type **F3** to exit the Work with Objects screen.

State Specific Requirements for W2 and/or Magnetic Media

New Jersey

To meet New Jersey state requirements we have provided the field, **Disability Private Ins Plan**. For this field to function properly, you must enter your disability ID number in the **Unemployment ID** field and you must set the select the **Disability Private Ins Plan** option.

In eCMS 343, the **Unemployment ID** field is labelled **State I.D. for SUTA**, and the **Disability Private Ins Plan** field should be set to **Y**.

State Master Detail

The screenshot shows the eCMS State Master Maintenance form for Arizona. The form is divided into several sections:

- Payroll Section:**
 - State Name: ARIZONA
 - 941, W2 ID: ARIZONA
 - Unemployment ID: 258547895412314
 - Media Number: 0
 - Minimum Wage: 3.00
 - Suppl Info on Cert Rpt:
 - NAICS Code:
 - Coverage Type:
 - Average Earnings: N
 - Exposure Limits: Calculated
 - Website: www.az.gov
- Worker's Compensation Section:**
 - Premium Basis: Dollar
 - Annual Base Wage: 0.00
 - Include in Hourly Premiums:
 - Overtime Hours:
 - Other Hours:
 - Sick Hours:
 - Vacation Hours:
 - Holiday Hours:
 - Include in Earnings Premiums:
 - Overtime Pay: Regular Only
 - Other Pay: Regular Only
 - Sick Pay:
 - Vacation Pay:
 - Holiday Pay:
 - Employer Paid Benefit:
 - Special Check:
 - Non-Taxable Travel:
 - Taxable Travel:
 - Taxable Adjustments:
 - Non-Taxable Adjustments:
 - Disability Private Ins. Plan:
 - Calculation Limits:
 - Limit Type: Annual
 - Worker's Comp: 1250.00
 - Property Damage: 25000.00
 - Bodily Injury: 50000.00
 - Executive Officer: 2600.00

Buttons at the bottom: Previous, Delete, Exit, Ok.

Footer: powered by Computer Guidance Corporation | User Name: TB350 (Tom Bardag) | LBCC Group: QA-AL | Menu: Main | Version: 4.0 | SP: 999

Note: The Unemployment ID field allows up to 15 characters. All characters entered in this field will print on the form.

New Jersey Family Leave Insurance Plan

You must have a Local Master record set up for FLI prior to this procedure.

The screenshot shows the eCMS software interface for 'Year-End Bo: Maintenance'. The user is 'PRP802'. The interface includes a menu bar with options like AP, AR, Admin, Archival, ADP, BoM, Copy Co, Eq Acct, Eq Maint, ECI, G/L, HR, HR-E, HR-SS, Inquiry, Integration, J/C, and Mat Req. Below the menu bar, there are several dropdown menus for 'Ord Proc', 'P/C', 'P/S', 'Payroll', 'Payroll-Can', 'Prop ligm', 'Purchasing', 'Fep Const', 'Service', 'T&M', and 'User Menu'. The main area displays a table of W2 assignments with columns for Form, Dist-Code, No., Sta, Union Number, Ded Tys, Tax/Ded Box, Code, Earnings Box, Code, Description, 3rd Party, Sick, and De. The table lists 10 rows of W2 assignments with various box numbers and codes. At the bottom of the window, there are buttons for 'Ok', 'Exit', 'Previous', and 'Delete'. The status bar at the bottom indicates 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Barday)', 'LBCC Group QA - ALL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

| Form | Dist-Code | No. | Sta | Union Number | Ded Tys | Tax/Ded Box | Code | Earnings Box | Code | Description | 3rd Party | Sick | De |
|------|-----------|-----|-----|--------------|---------|-------------|------|--------------|------|-------------|-----------|------|----|
| W2 | S | 240 | 000 | 00 | 17 | A | 19 | B | | | | | |
| W2 | S | 260 | 000 | 00 | 17 | | 16 | | | MI | | | |
| W2 | S | 260 | 000 | 00 | 17 | | 16 | | | MO | | | |
| W2 | S | 310 | 000 | 00 | 17 | | 16 | | | NJ | | | |
| W2 | S | 320 | 000 | 00 | 17 | | 16 | | | MI | | | |
| W2 | S | 330 | 000 | 00 | 17 | | 16 | | | NY | | | |
| W2 | S | 340 | 000 | 00 | 17 | | 16 | | | NC | | | |
| W2 | S | 380 | 000 | 00 | 17 | | 16 | | | OR | | | |
| W2 | S | 430 | 000 | 00 | 17 | | 16 | | | TN | | | |
| W2 | S | 450 | 000 | 00 | 17 | | 16 | | | UT | | | |
| W2 | S | 480 | 000 | 00 | 17 | | 16 | | | VA | | | |

The W2 Box Assignments should be set up as follows:

Tax Deduction

Box

Enter **17** for the Box Number.

Code

Enter **A** for the Code Number.

Earnings

Box

Enter **19** for the Box Number.

Code

Enter **B** for the Code Number.

Description

Enter the ID number assigned by the New Jersey State Department of Labor, Bureau of Private Plan, Approval & Termination section.

Ohio

The state of Ohio requires a local tax ID number in the local setup for W2 processing and magnetic media. eCMS provides the **Local Tax ID** field for entering up to a 7 digit code. For Locals without a School District designation, this field should be left blank.

The following example shows the Local Master with an Ohio District entered in the **Local Name** and the school district code assigned by the state of Ohio in the **Local Tax ID** field. This sets up this local school district for use in processing W2s.

Local Master Detail

The screenshot displays the eCMS interface for Local Master Maintenance. At the top, the company division is '37/00-4.0 Quick Quality Builders'. The main window title is 'Payroll Local Master Maintenance' with 'Mode: Add' and 'PRP112 PRM08 - 17'. The 'Local Number' field contains '360'. A form box contains the following fields:

- Local Name: OH SCH#1 360A
- Local Tax ID: OH17133
- State: 360 OHIO
- County: 0
- PA ACT 32:

Navigation buttons 'Previous', 'Exit', and 'OK' are at the bottom. The footer shows 'powered by Computer Guidance Corporation', 'User Name: TB350 (Tom Bardag)', 'LBCC Group: QA-AL', 'Menu: Main', and 'Version: 4.0 | SP: 999'.

When setting up an Ohio school district, enter the school district name in the **Local Name** field and enter the school district code assigned by the state of Ohio in the **Local Tax** field.

When selecting the local type while magnetic media, select **E** for the school district and press **ENTER**. This displays the code under the school district heading for verification.

See "[Local Processing Detail](#)" on page 7-11 for more information.

W2 Magnetic Media – State by State

An N/A indicates that the media is not applicable to the state or that it is not accepted.

Important: Refer to your respective states Year-End information for new requirements.

| State | CGC State Code | Abbreviation | *Media Number |
|----------------------|----------------|--------------|---------------|
| Alabama | 10 | AL | 01 |
| Alaska | 20 | AK | 02 |
| Arizona | 30 | AZ | 04 |
| Arkansas | 40 | AR | 05 |
| California | 50 | CA | 06 |
| Colorado | 60 | CO | 08 |
| Connecticut | 70 | CT | 09 |
| Delaware | 80 | DE | 10 |
| District of Columbia | 90 | DC | 11 |
| Florida | 100 | FL | 12 |
| Georgia | 110 | GA | 13 |
| Hawaii | 120 | HI | 15 |
| Idaho | 130 | ID | 16 |
| Illinois | 140 | IL | 17 |
| Indiana | 150 | IN | 18 |
| Iowa | 160 | IA | 19 |
| Kansas | 170 | KS | 20 |
| Kentucky | 180 | KY | 21 |
| Louisiana | 190 | LA | 22 |
| Maine | 200 | ME | 23 |
| Maryland | 210 | MD | 24 |
| Massachusetts | 220 | MA | 25 |
| Michigan | 230 | MI | 26 |
| Minnesota | 240 | MN | 27 |
| Mississippi | 250 | MS | 28 |
| Missouri | 260 | MO | 29 |
| Montana | 270 | MT | 30 |
| Nebraska | 280 | NE | 31 |
| Nevada | 290 | NV | 32 |
| New Hampshire | 300 | NH | 33 |
| New Jersey | 310 | NJ | 34 |
| New Mexico | 320 | NM | 35 |
| New York | 330 | NY | 36 |
| North Carolina | 340 | NC | 37 |
| North Dakota | 350 | ND | 38 |
| Ohio | 360 | OH | 39 |
| Oklahoma | 370 | OK | 40 |
| Oregon | 380 | OR | 41 |

| State | CGC State Code | Abbreviation | *Media Number |
|--------------------------|----------------|--------------|---------------|
| Pennsylvania | 390 | PA | 42 |
| Rhode Island | 400 | RI | 44 |
| South Carolina | 410 | SC | 45 |
| South Dakota | 420 | SD | 46 |
| Tennessee | 430 | TN | 47 |
| Texas | 440 | TX | 48 |
| Utah | 450 | UT | 49 |
| Vermont | 460 | VT | 50 |
| Virginia | 470 | VA | 51 |
| Washington | 480 | WA | 53 |
| West Virginia | 480 | WV | 54 |
| Wisconsin | 500 | WI | 55 |
| Wyoming | 510 | WY | 56 |
| British Virgin Islands | 531 | VG or VGB | |
| Guam | 700 | GU | |
| Kwajalein - U.S. Citizen | 954 | MH or MHL | |
| Kwajalein Citizen | 956 | MH or MHL | |
| Puerto Rico | 600 | PR | |
| Virgin Islands | 530 | VI | |

Restoring eForms Templates for Year-End Forms

eForms templates use a dynamic year field, which allows you to determine the year to be displayed. These templates are installed as part of the Year-End installation procedure, however they will need to be updated before they can be used. In eForms, this is called “restoring” a template.

After you have installed your Year-End CD, the following eForms templates will need to be restored on the eForms server.

- Form 1099-Broker • Form 1099-Int • W2Wages/TaxStmnt
- Form 1099 - Dividends • Form 1099-Misc

1. Click the eForms Viewer icon on the eCMS toolbar.



2. Click the Edit Templates icon on the eForms toolbar.



3. On the Edit Templates Selection screen, click the Edit Templates dropdown prompt and select the first 1099 form from the list (Form 1099 - Broker).

| Select | Copy | Name | Description | Co Div | Location | Customer Number | Job Number | Sub Job | Create #serID | Active |
|--------------------------|--------------------------|-----------------------|-------------|--------|----------|-----------------|------------|---------|---------------|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | Form 1099-Broker | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 1099-Dividends | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 1099-Int | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 1099-Misc | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 941a | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 941B | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Freehand Letter | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | HR Billing Statement | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Issues Journal | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | JIC Inc Stmt/Forecast | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Material Procurement | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Material Requisition | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Material-Requirement | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Meeting Minutes | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | ORP Field Order | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | OSHA 300 Report | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | OSHA 300A Report | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Order Entry Invoice | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner Change Order | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | PA Local Quarterly | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | PR Pay Advice | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Payroll Certified Le | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Payroll Certified Pa | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Payroll Checks | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Picking Pack Slips | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Plant Sales Invoice | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Closeout | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Training | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Punch List | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchase Orders | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy/Chg | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Edit | | | | | | | | |

4. On the Edit Templates Detail screen, select the Form 1099 - Broker template by clicking in the Select box.

eCMS Company Division: 37/030-4.0 Quick Quality Builders

Edit Templates Form 1099-Broker

| Select | Copy/Change | Open Template | Name | Description | Co Div | Location | Customer Number | Job Number | Sub Job | Create UserD | Active |
|-------------------------------------|-------------|---------------|------------------|--------------------------------------|--------|----------|-----------------|------------|---------|--------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Copy/Chg | Edit | Form 1099-Broker | Master Template for Form 1099-Broker | 0 | 0 | 0 | | | CGCOWNER | <input checked="" type="checkbox"/> |

Column Name: Select One Filter: Equal to Value: [] Go

1 - 2 of 2

Delete Restore Close

5. Click the **Restore** button.
6. You will be prompted to confirm this selection. On the popup window, click **OK**.
7. Click the Edit Templates drop-down prompt to select the next template, and repeat this procedure for each of the five template listed above.