2019 Year-End

Update Documentation

United States

2019 eCMS 3.7 / 4.0 / 4.1Year-End Processing

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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

Thissection clarifies how to enter an Employee name so thatit can be parsed properly by Payroll reports and Mag Mediafiles.

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 hyphenseparatingthem. A suffixcan also be addedto 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 lessfor 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

Enterthe Employee'slastnamewithoutanycommas,periodsor otherspecial characters. NONOT add the suffix to the last namefield.

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

Theedit register uses the Abbreviation fieldas thenamefieldfor Employees and sortsby thatabbreviation. 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 lastname 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

Thecheck uses the Full Name fieldas the Employee's name. Thechecksare sorted by thechoices 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.

Chapter 1

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.

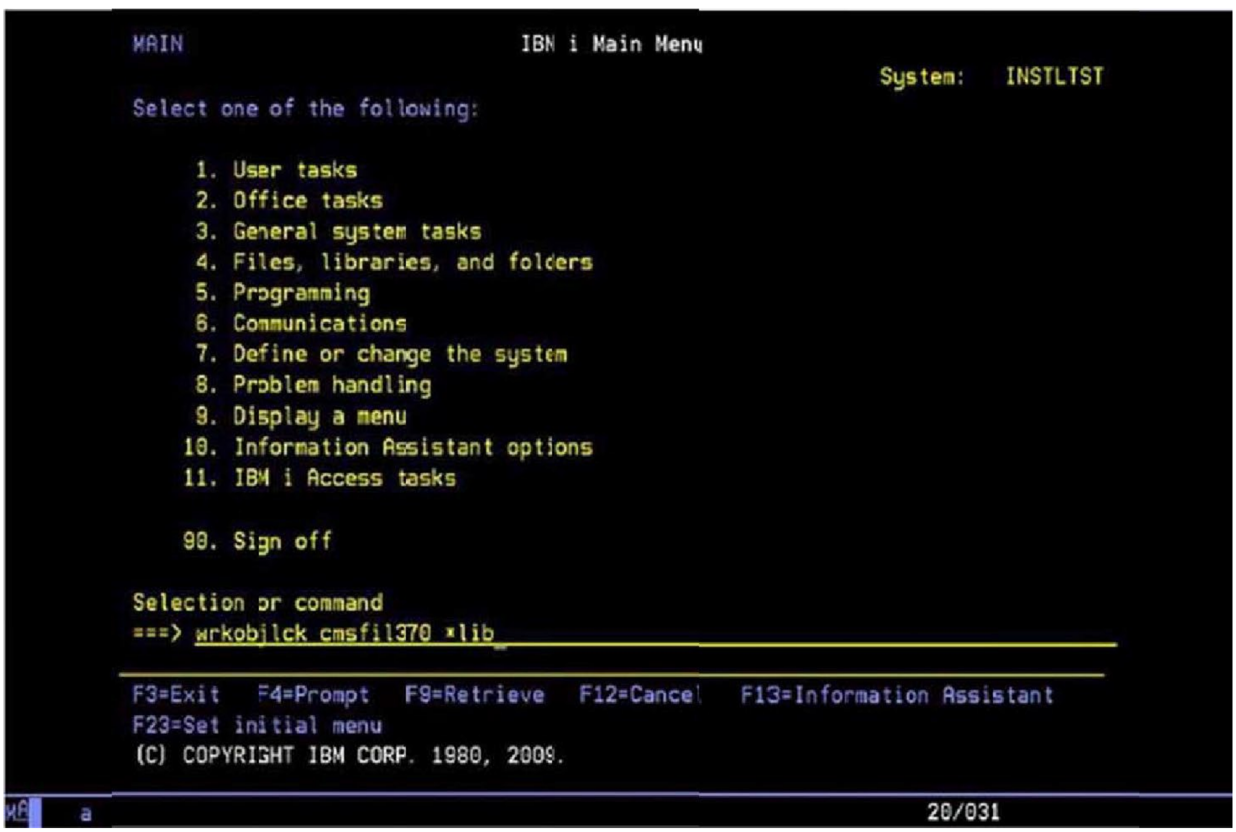
Before you begin

- 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.

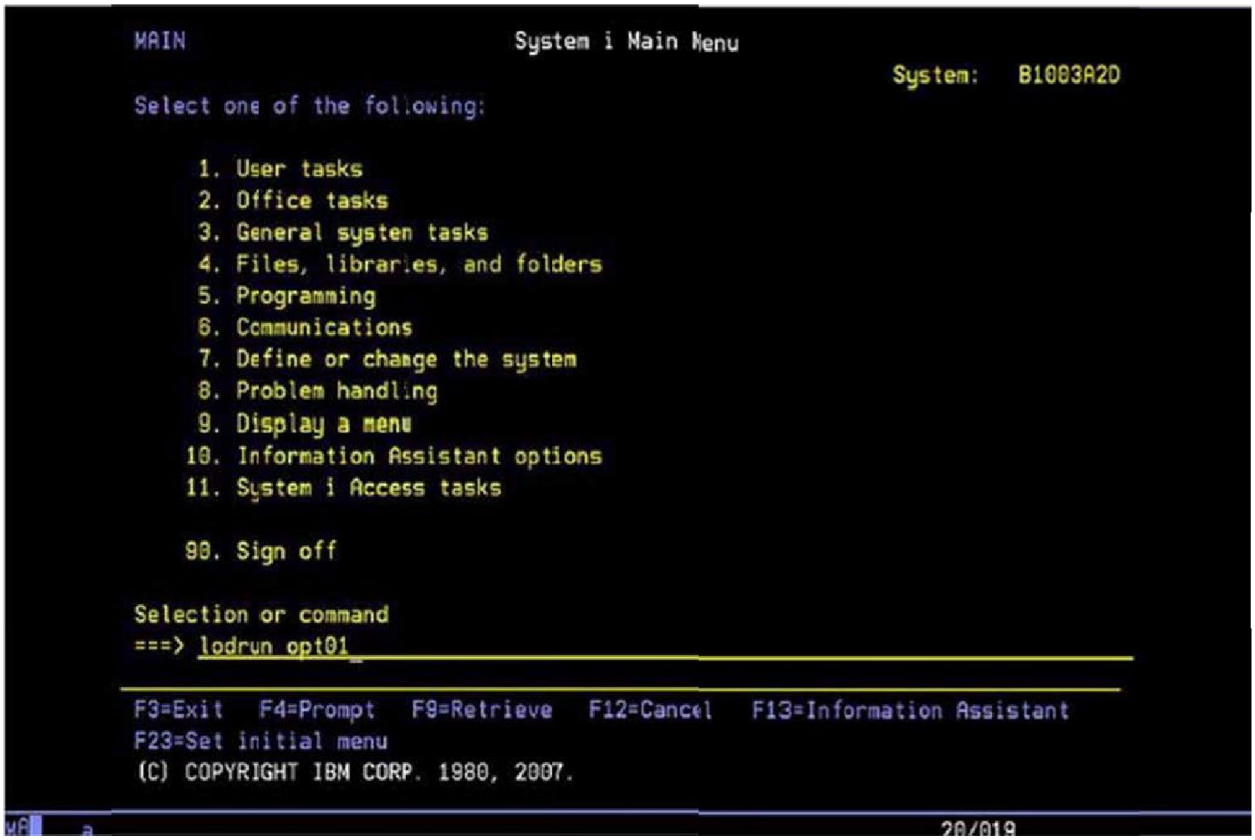
Starting the Install

1. Place the Install CD in the optical drive.
2. Signon as QSECOFR.
3. Type **wrkobjlck <name of your database library>*lib** on a commandline (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**.

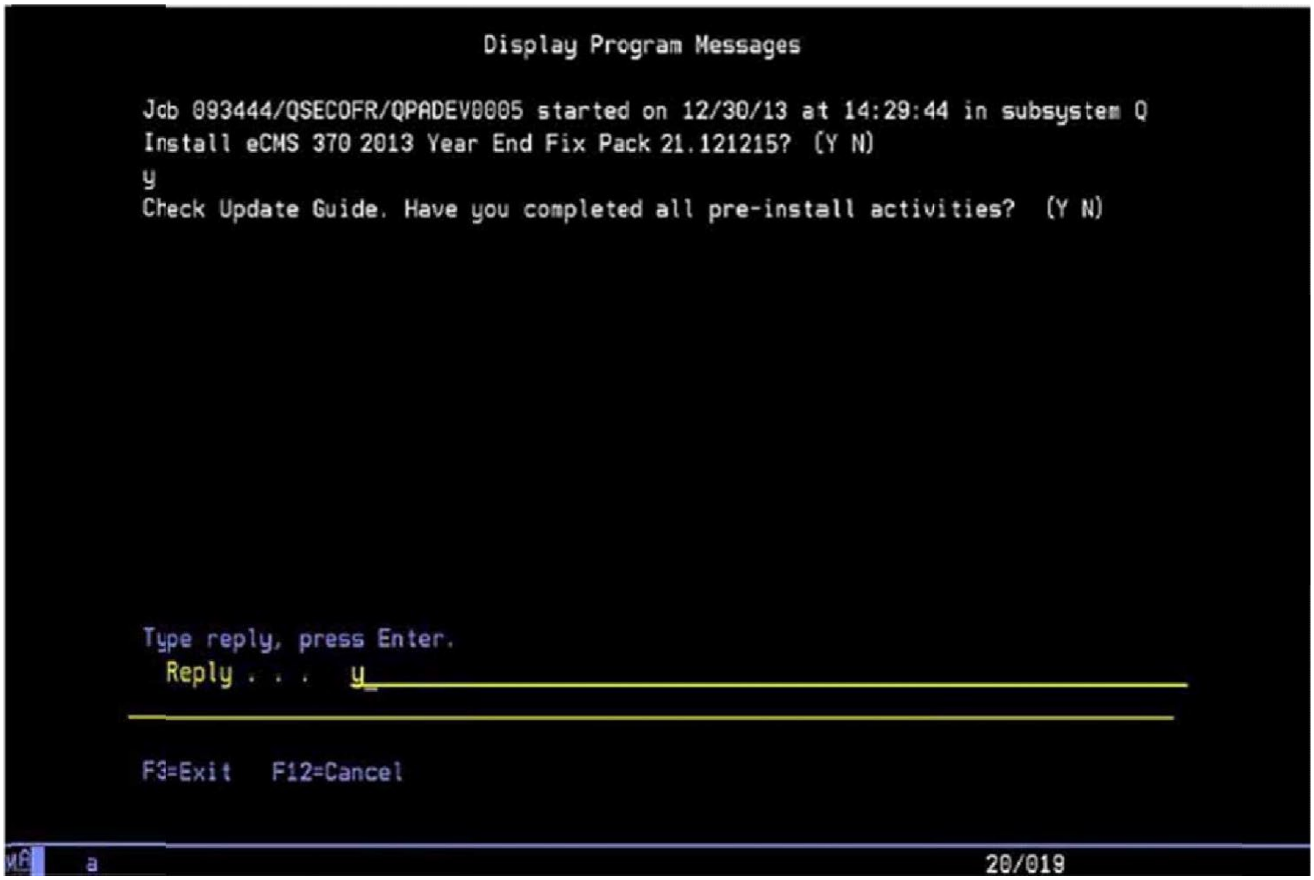


Any jobs on this screen that start with QQF will need to be signed off or ended. You should leave the AP_, WF_, LSTN and Run jobs active.

5. TypeLODRUNOPT01 on a commandline, whereOPT01 is theopticaldrive name, and press **ENTER.**



Program Messages1



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 2019 Year [Y N]” - We assume you will enter **Y**.

“Check Update Guide Have you completed all pre-install activities?[YN]” – 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

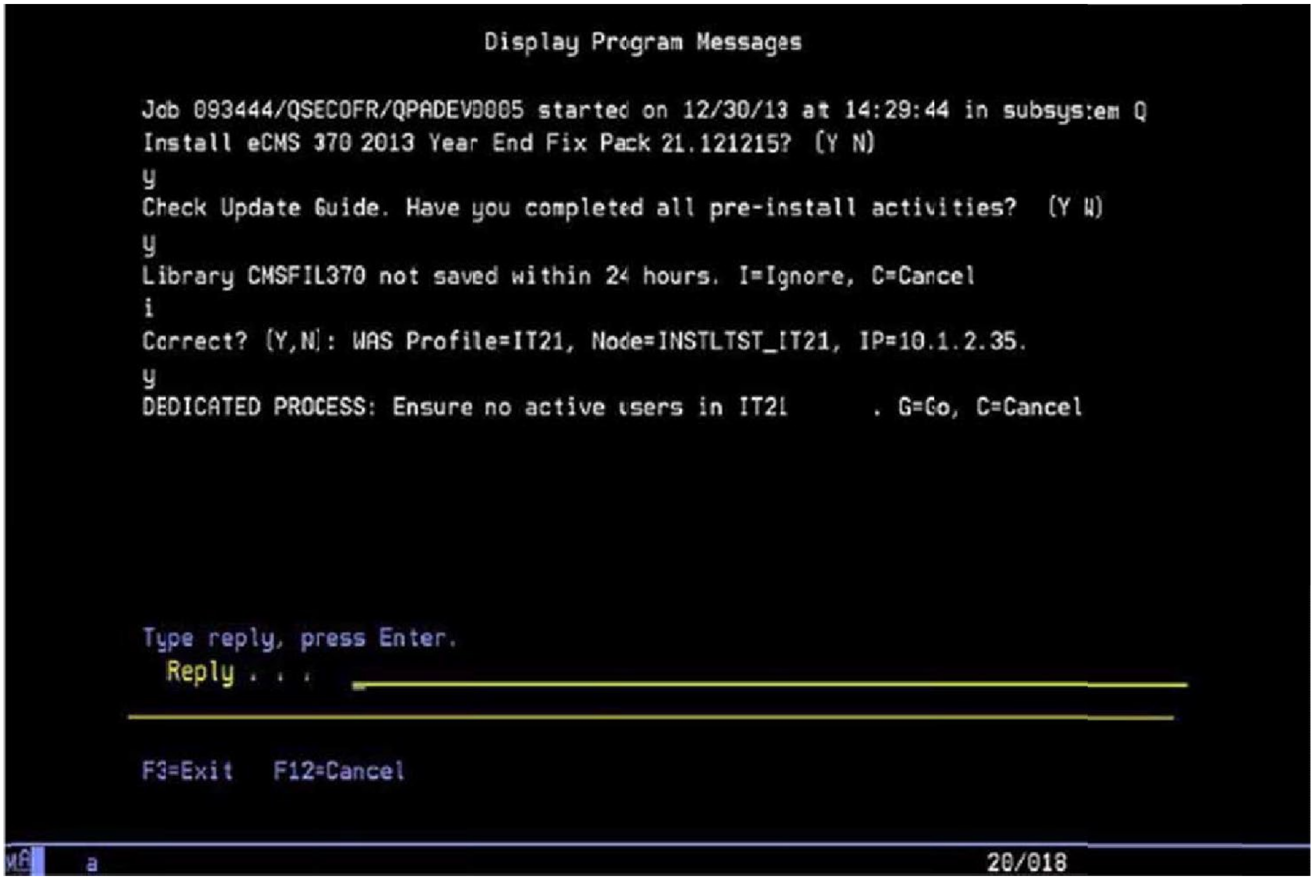
You should be familiar with the environments listed on the CMS Environment Selection screen, since they will be unique to your system.

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  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



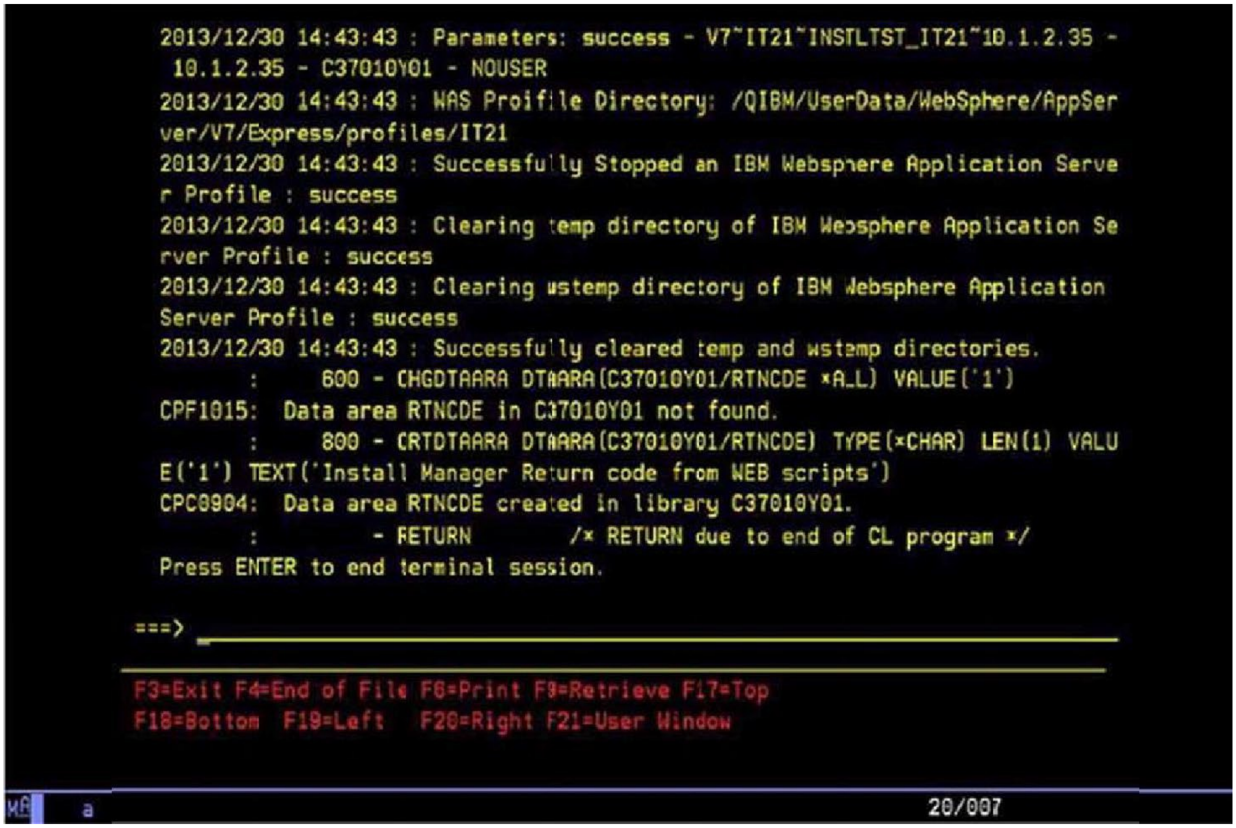
"Library (database lib any name>not saved within 24 hours. I=Ignore, C=Cancel" - Select **I** to ignore this message and proceed with the install or **C** to cancel.

"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.

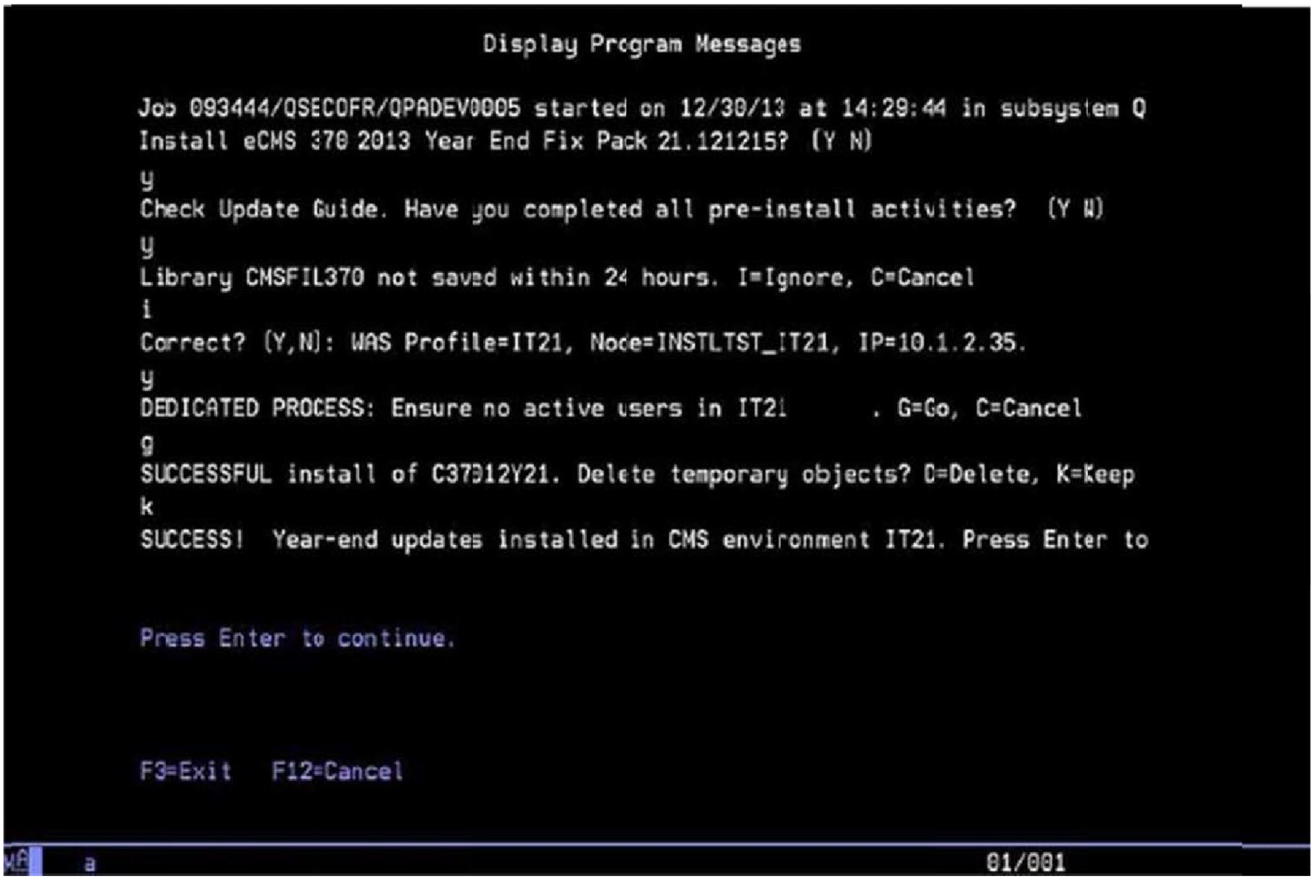
"DEDICATED PROCESS: Ensure no active users in IT21. G=Go, C=Cancel."

Installation Process

Thefollowing is thefirst of 4 screens thatwill represent different aspectsof the installation procedure. Each part maytake severalminutes tocomplete. T symbols, locatedin thebottom-left corner ofthescreen, indicatethe procedureis running,andstatus messages willappearperiodicallythroughoutthe install. When promptedtopress **ENTER**, do not do so until the above symbols have been cleared from thescreen.



Program Messages3



“SUCCESSFUL install of C37012Y21. Delete temporary objects? D=Delete, K=Keep”. Click **K** (Keep). **“SUCCESS! Year-End updates installed inCMS environment IT21.PressEnter to continue”**.Press **ENTER** –The installation procedurehascompleted 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.

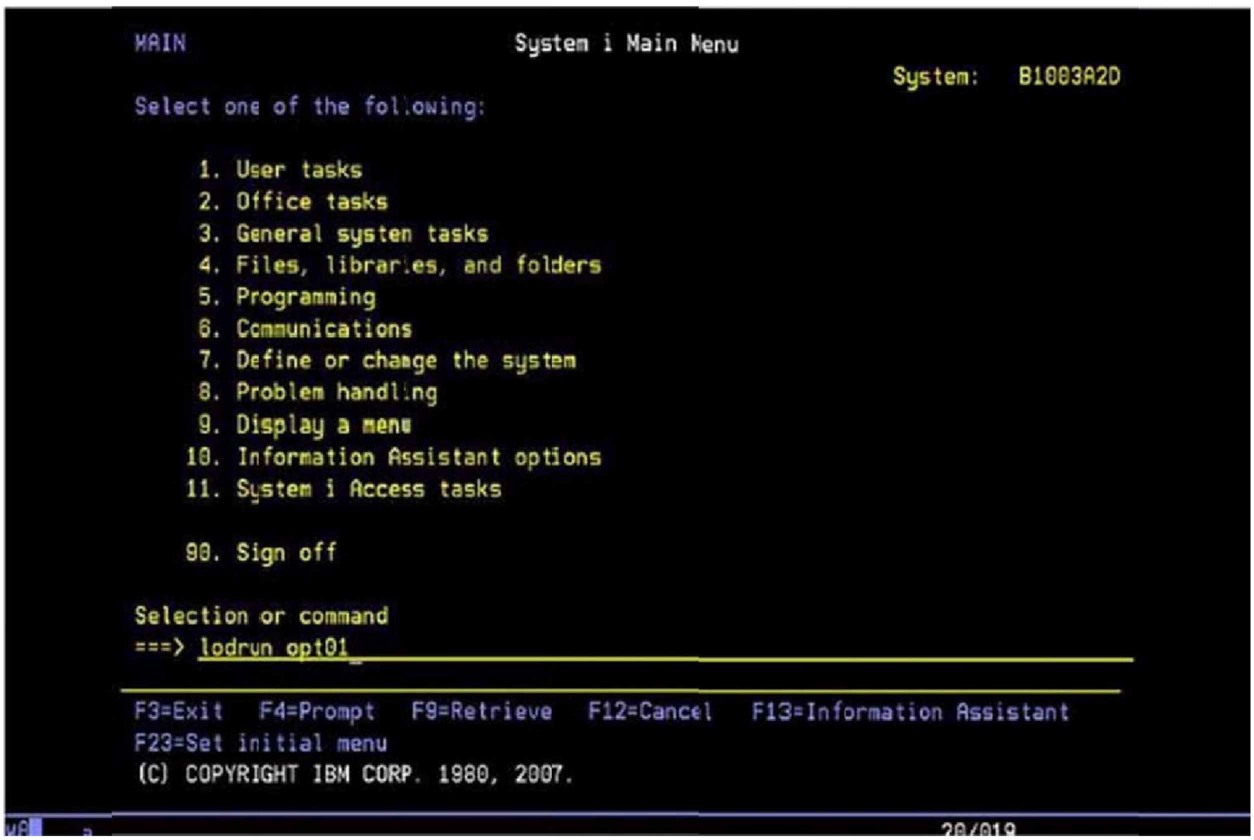
Before you begin

- 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.

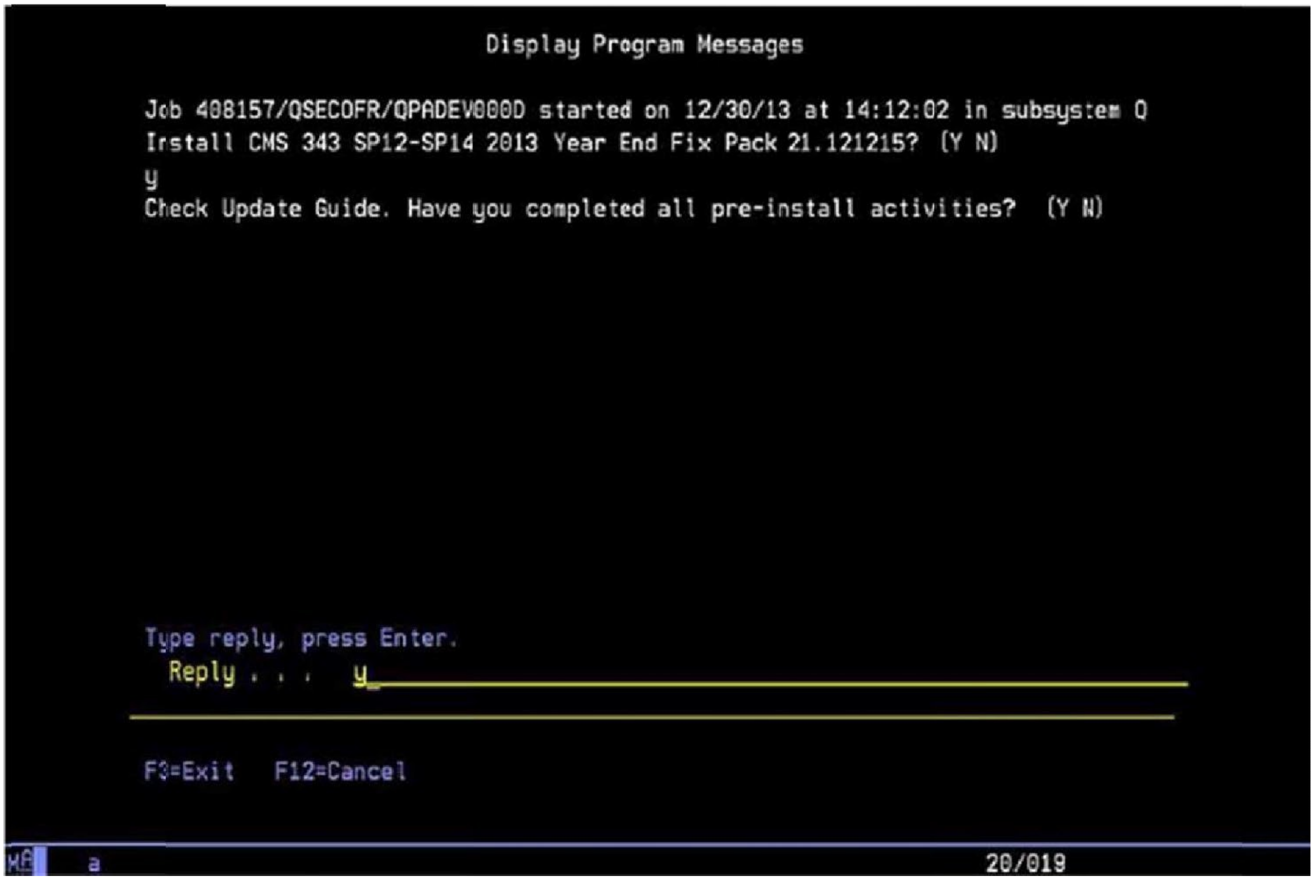
  Important: All users must be off the system prior to running the installation.

Starting the Install

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



Program Messages1

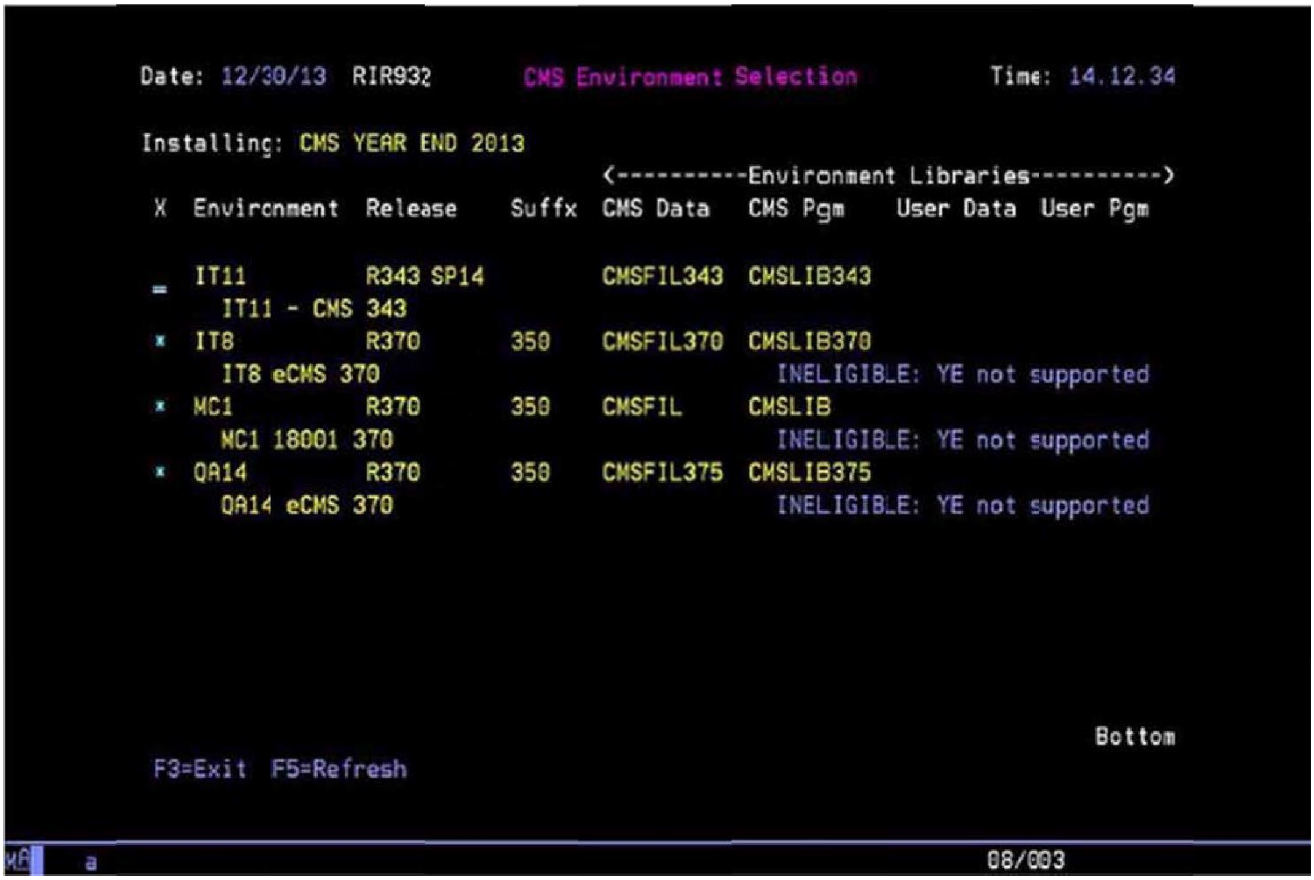


Please wait while the install objects are loaded and the CGCINST Library is restored. When this has finished, you will be prompted for responses to the following questions. We recommend you answer Y to both. Answering N to either question will terminate this installation.

“Install CMS 343 SP14 2019 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



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

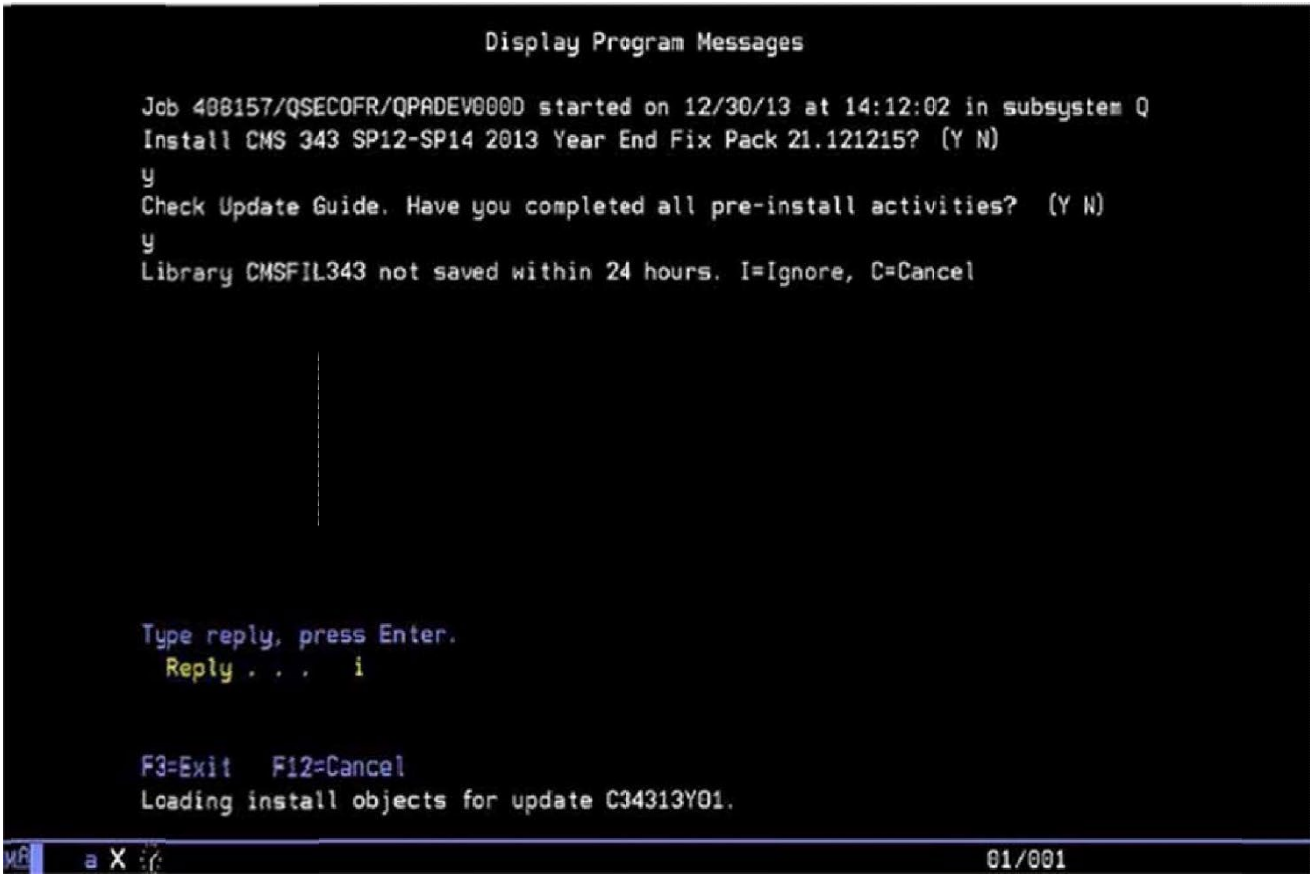
Type an **X** next to the applicable environment and press **ENTER**.

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  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

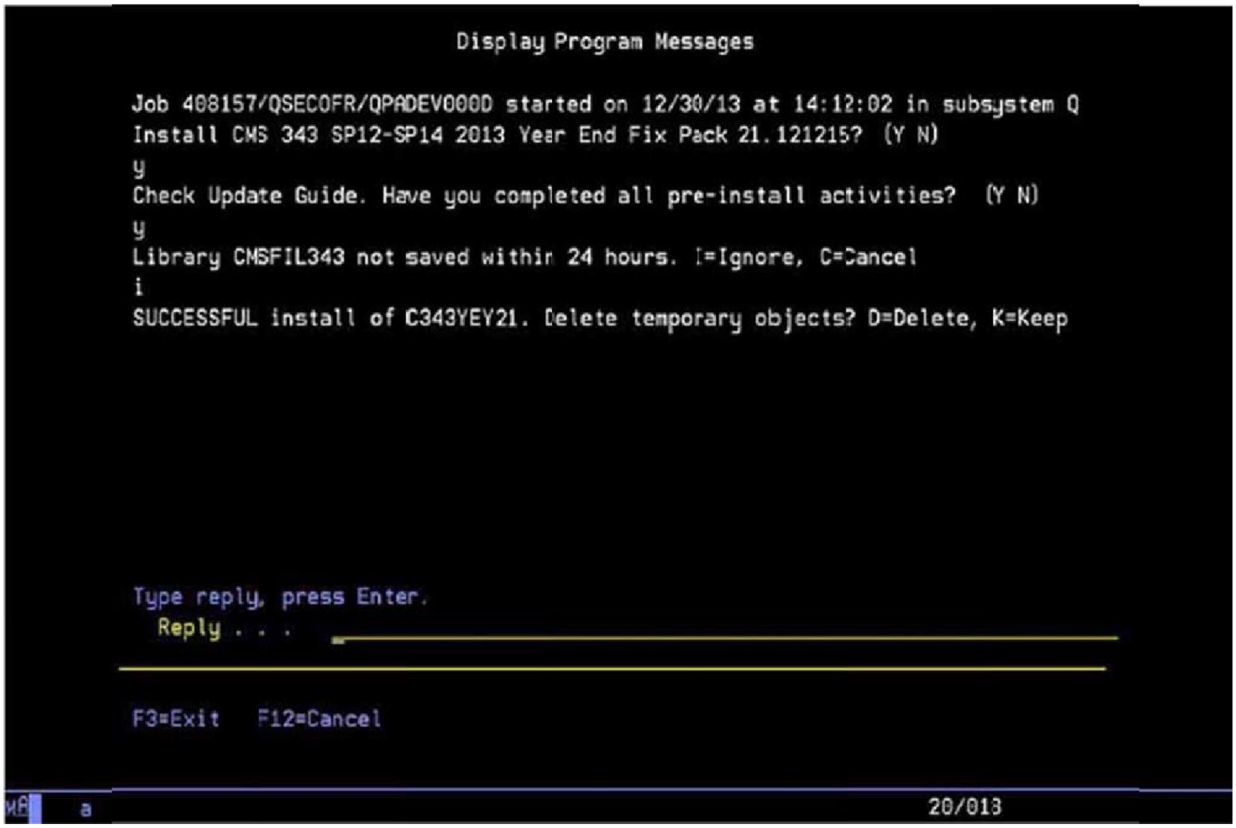
The following screen will display after selecting an Environment and clicking **ENTER**.



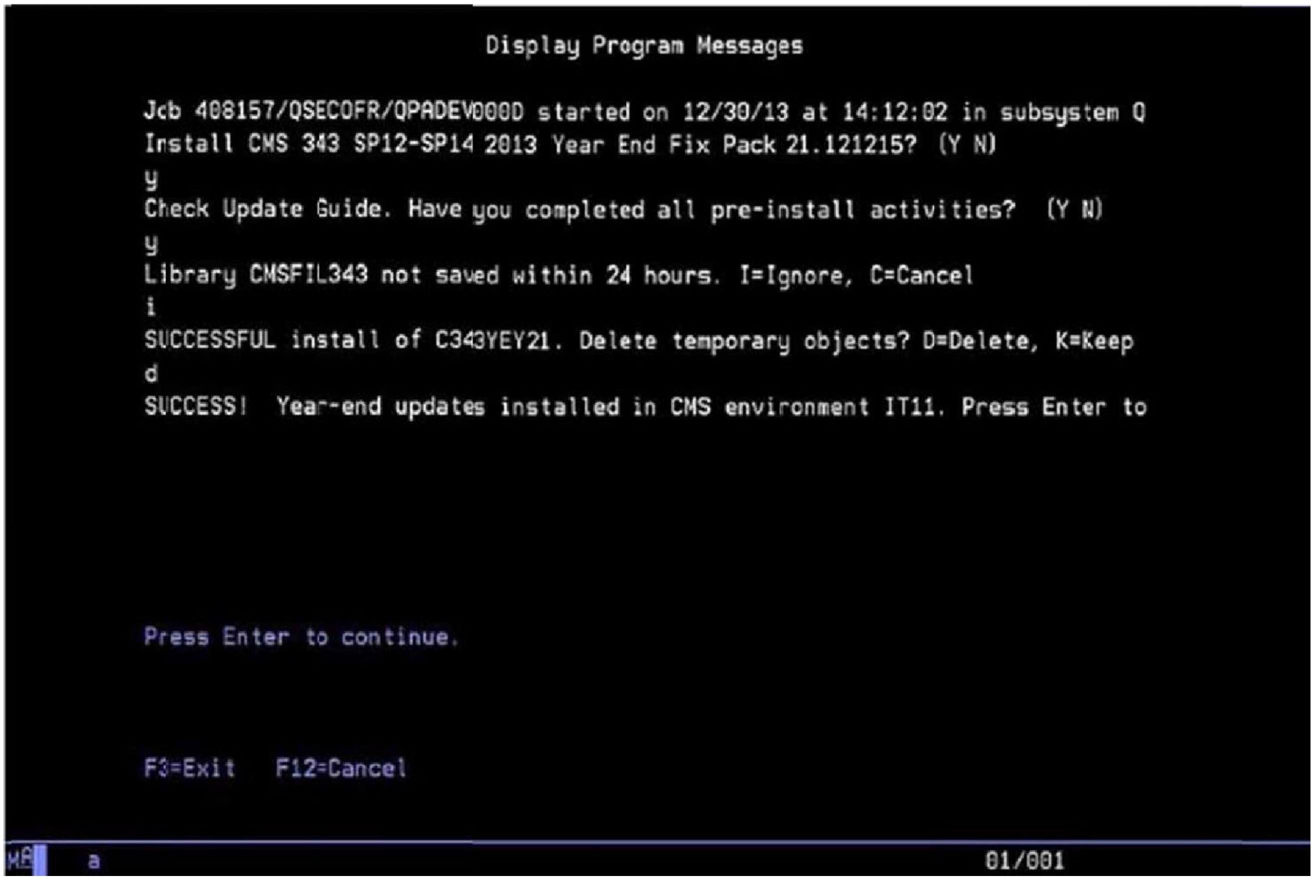
Select **I** to ignore this warning.

Program Messages3

Thisscreenwillprompt you to deleteor keep yourtemporaryfiles. Ifthe installwas successful, you can choose to deletethese files. Select to keepthem if you have received a message on the screen that you would like to discuss with CGC.



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



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
- 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 1099Forms

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 laser eForms, you MUST file electronically withthe 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 tablefor 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 suggestthat you order extraforms 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.

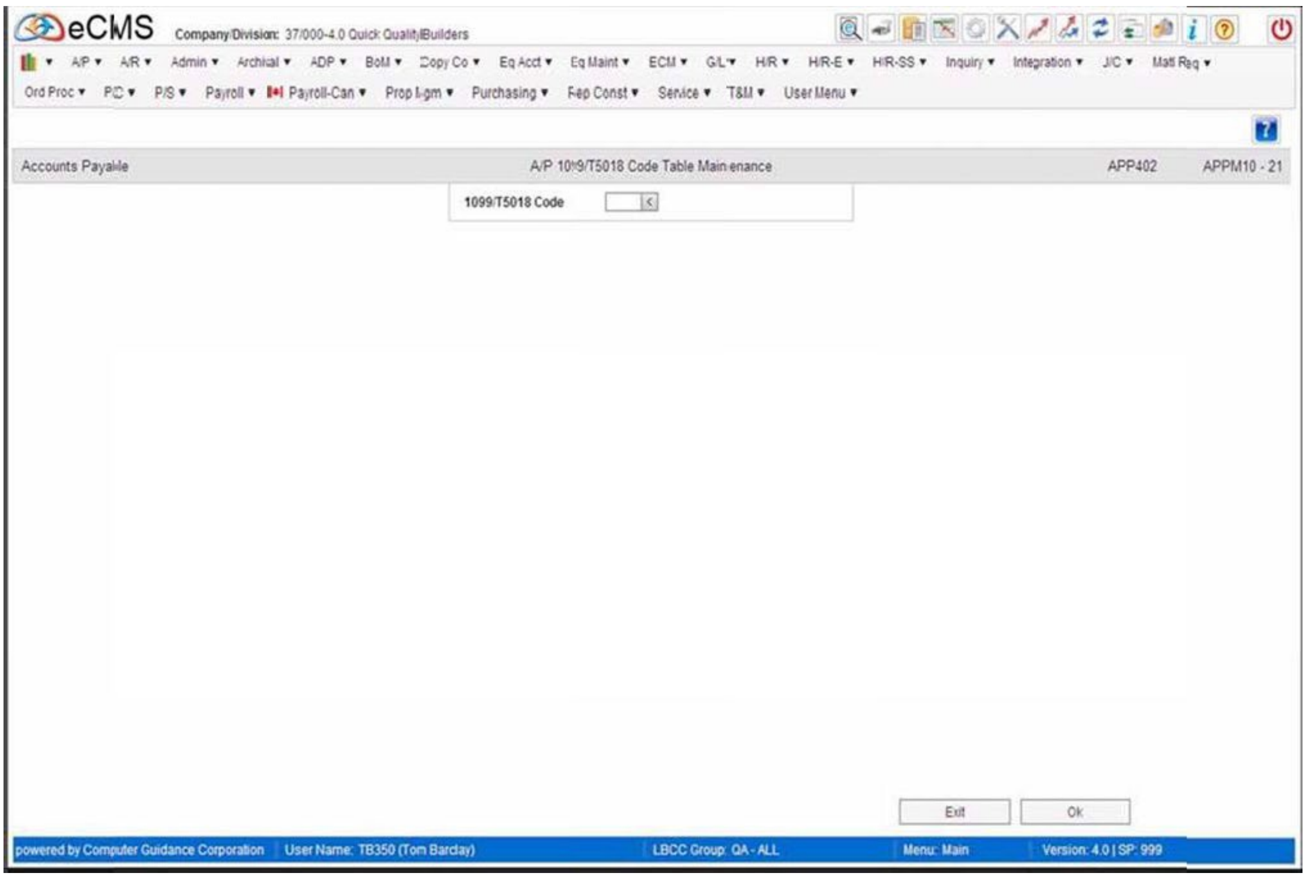
Note: There are no options associated with this procedure. An APP404 report will be created automatically.

1099 Type Codes

`Accounts Payable | Maintenance | 1099/T5018 Type Codes`

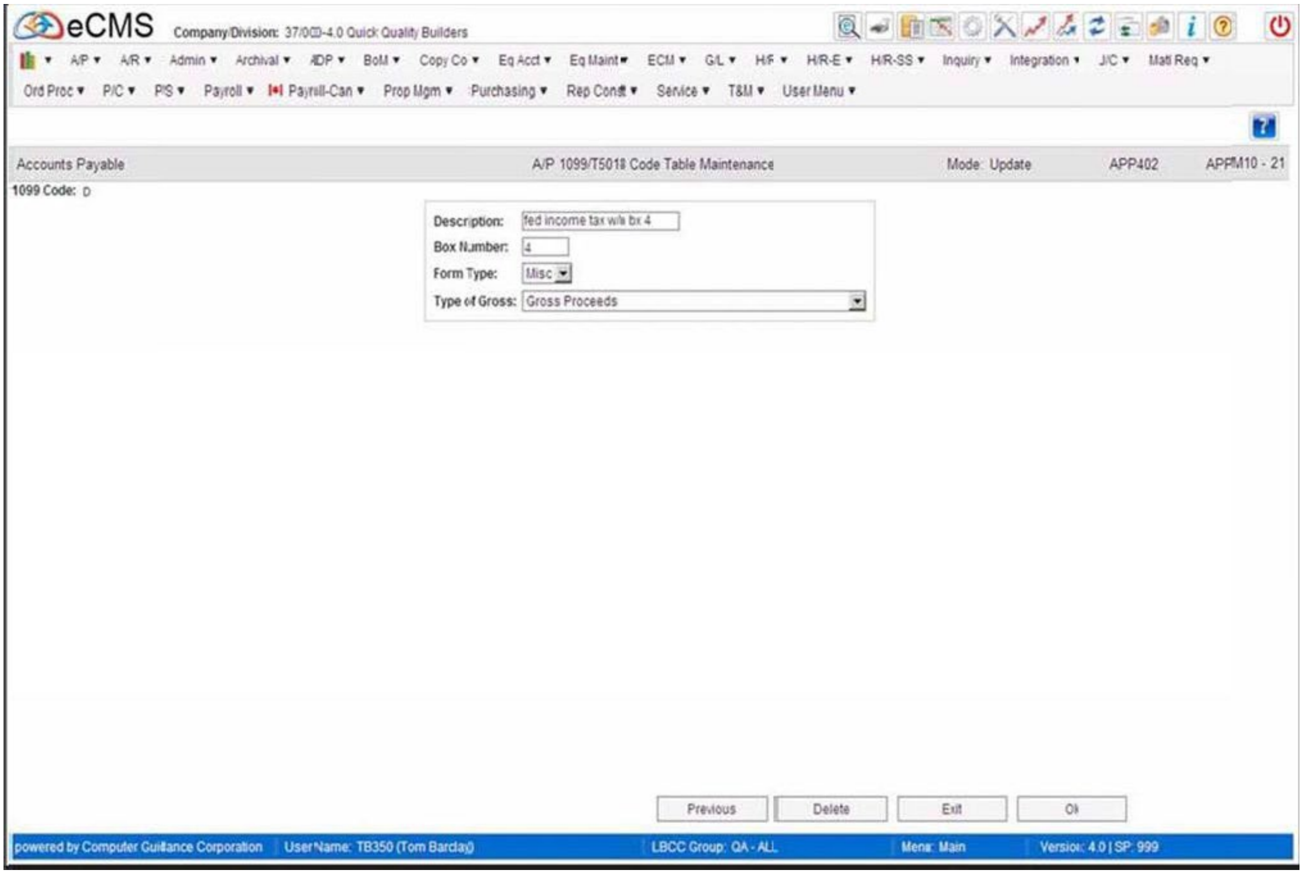
- The codes maintainedhere are used forallcompany and alldivisions.
- Eachcode requires a descriptionand 1099 Box number. Consult your CPA or tax departmentfor the appropriate box numbers.

1099 Type Code - Selection



1. Entera code to add or update, or click the prompt to select from a list of existing codes.
2. Click **OK** to displaythe 1099 Type Code Detailentryscreen.

1099 Type Code Detail



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.

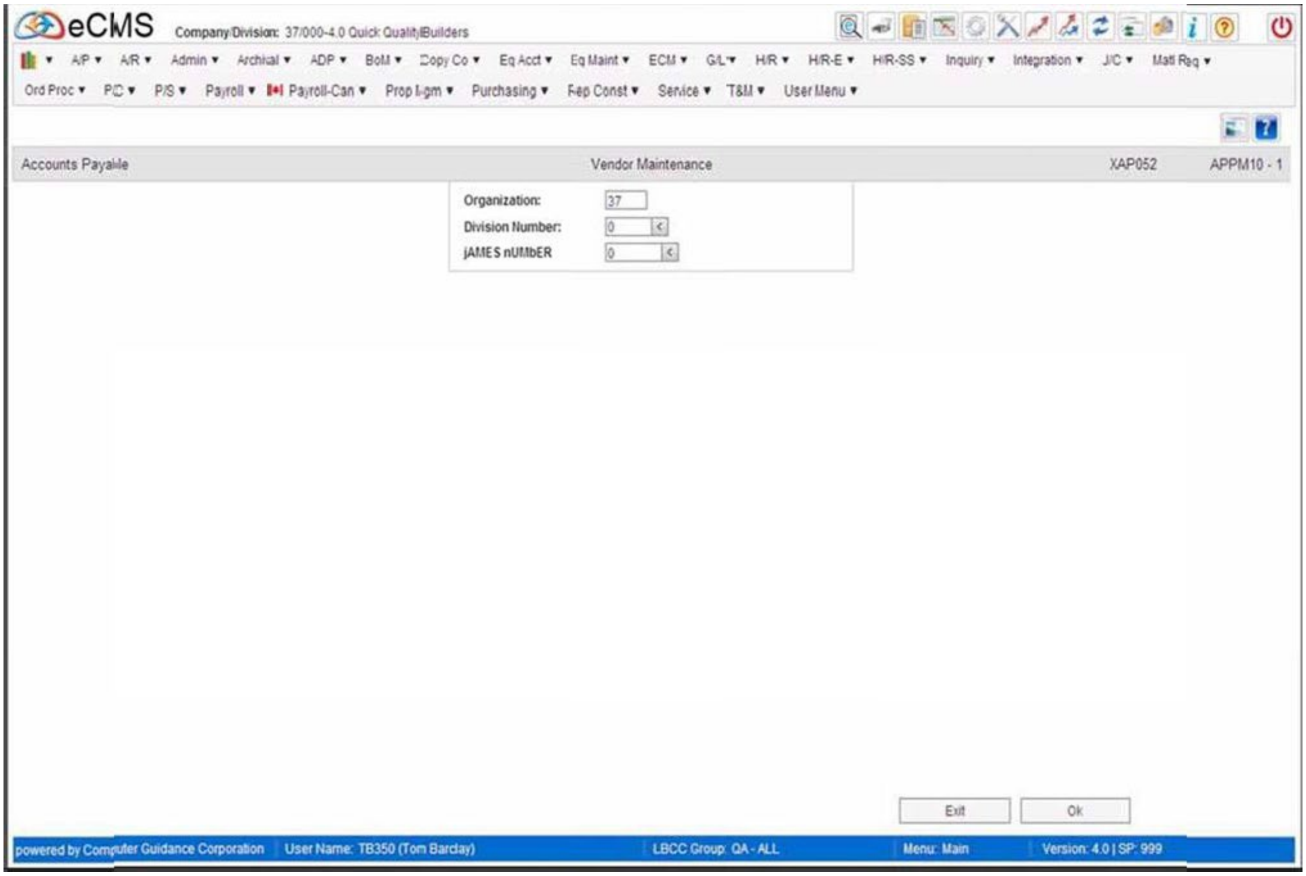
`Accounts Payable | Listings | Vendor Master - Alphabetic`

Vendor Master

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

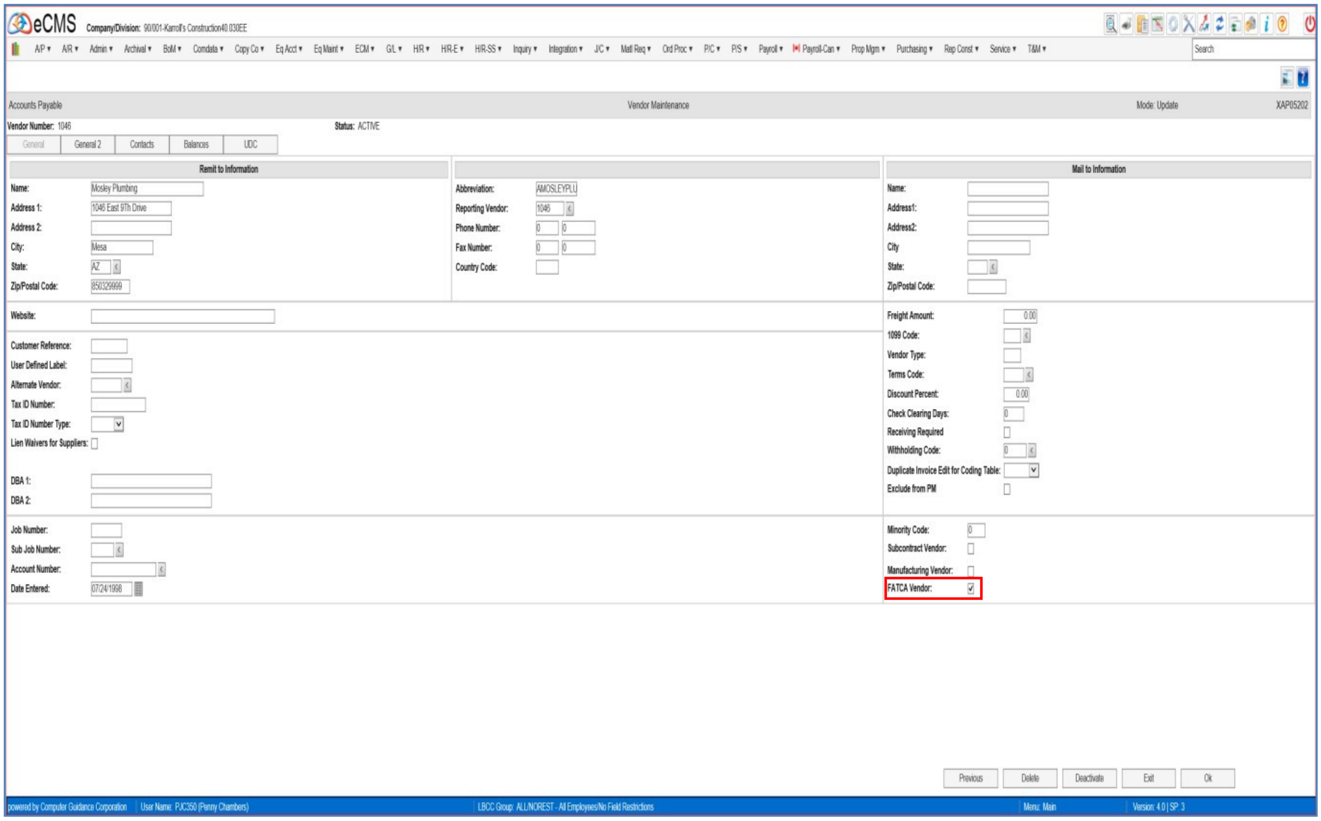
`Accounts Payable | Maintenance | Vendor Master`

Vendor Master -Selection



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

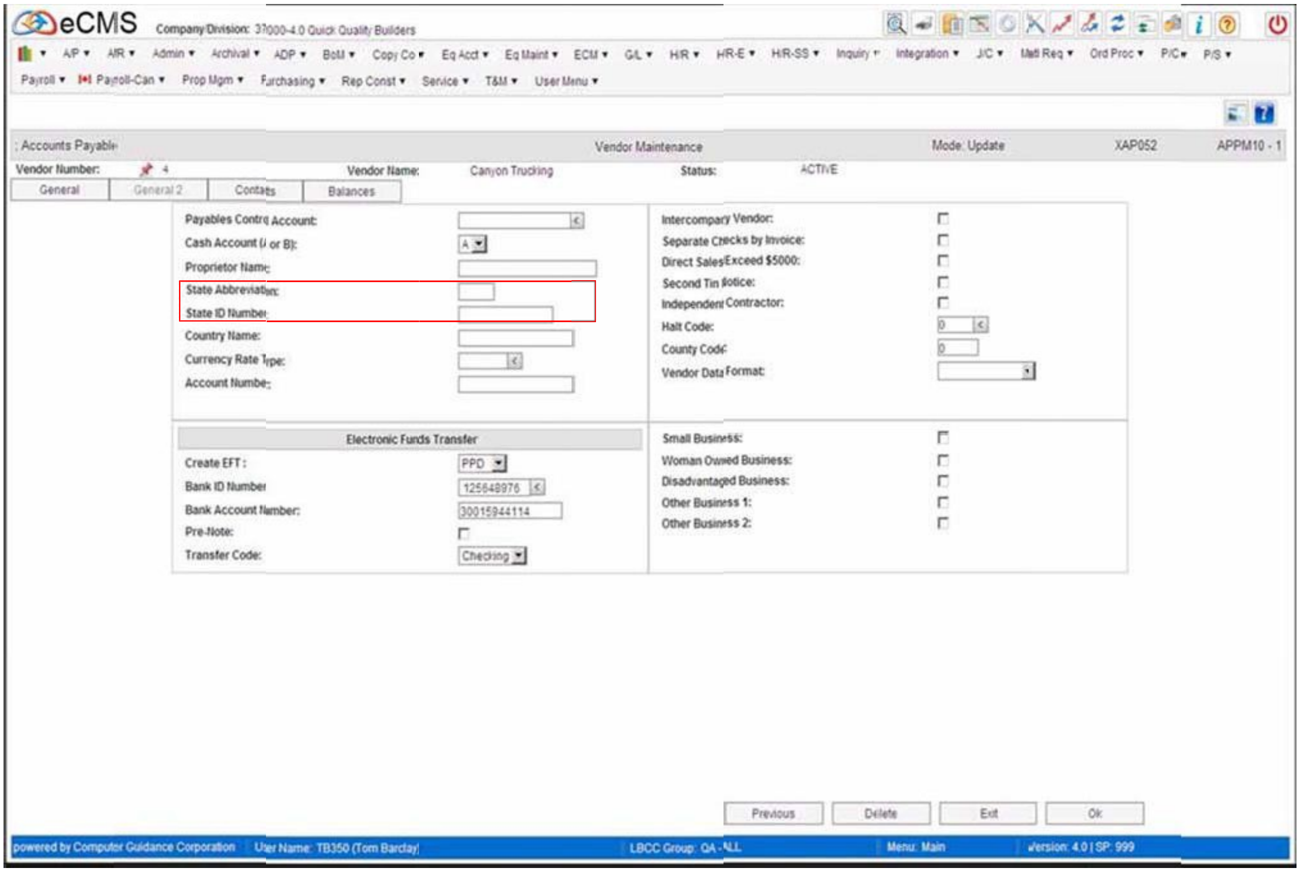


Note: On the CMS screen, the 1099 Code field will be on the left portion of the screen.

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



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. **SecondTIN 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 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.

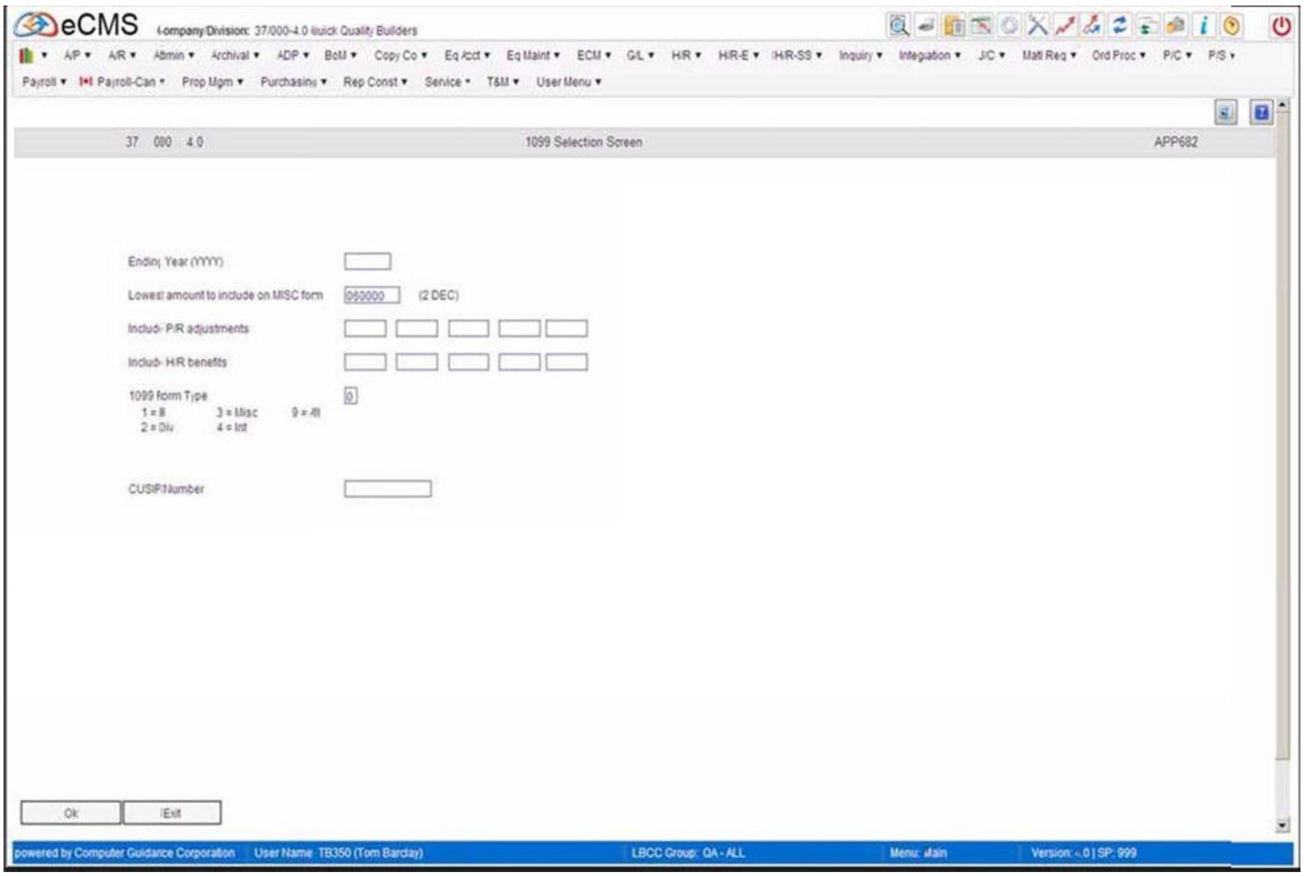
3.7 Menu Path

`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



Selecta **1099 Form Type** from the drop-down list.

1	Broker
2	Dividend
3	Miscellaneous
4	Interest
9	All

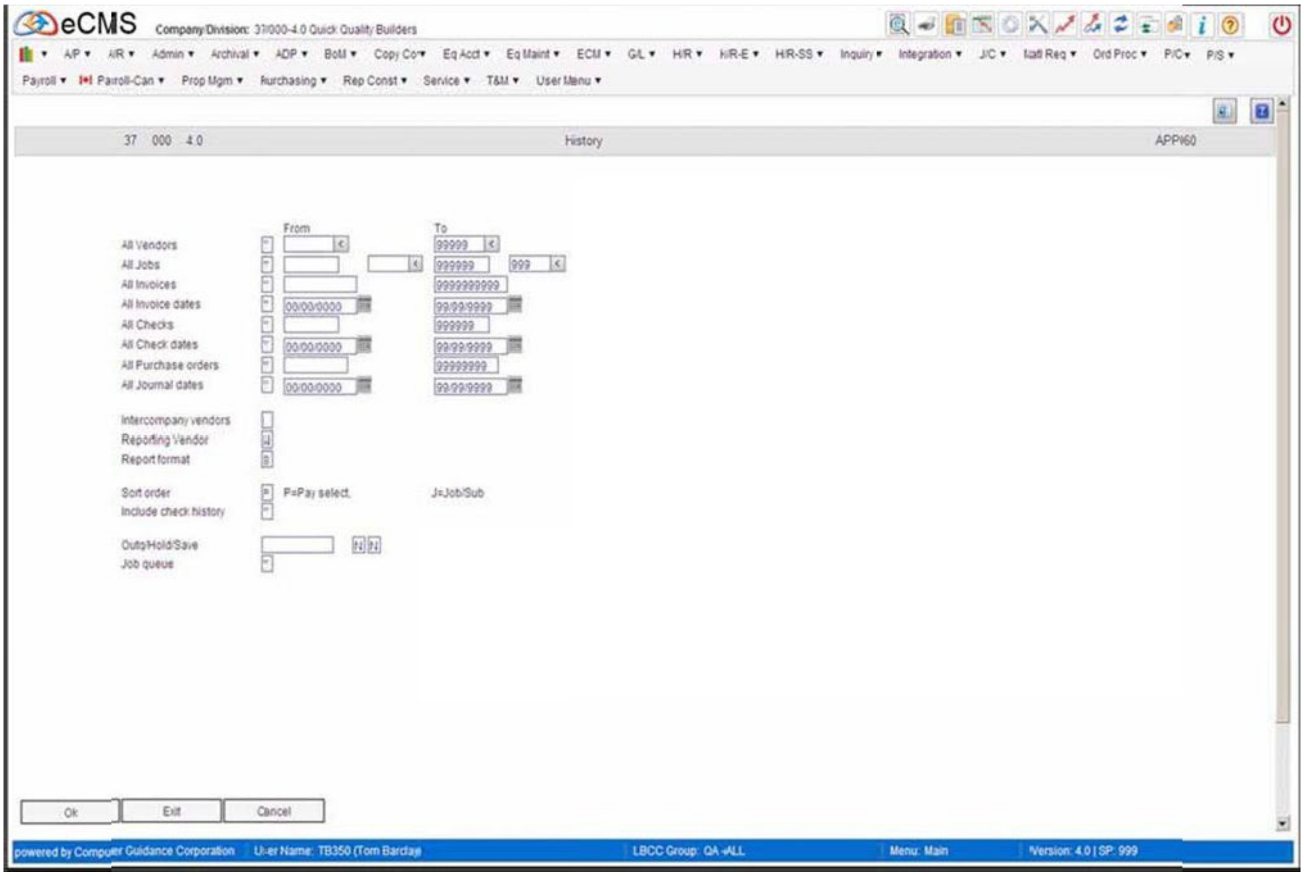
History Report by Vendor

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



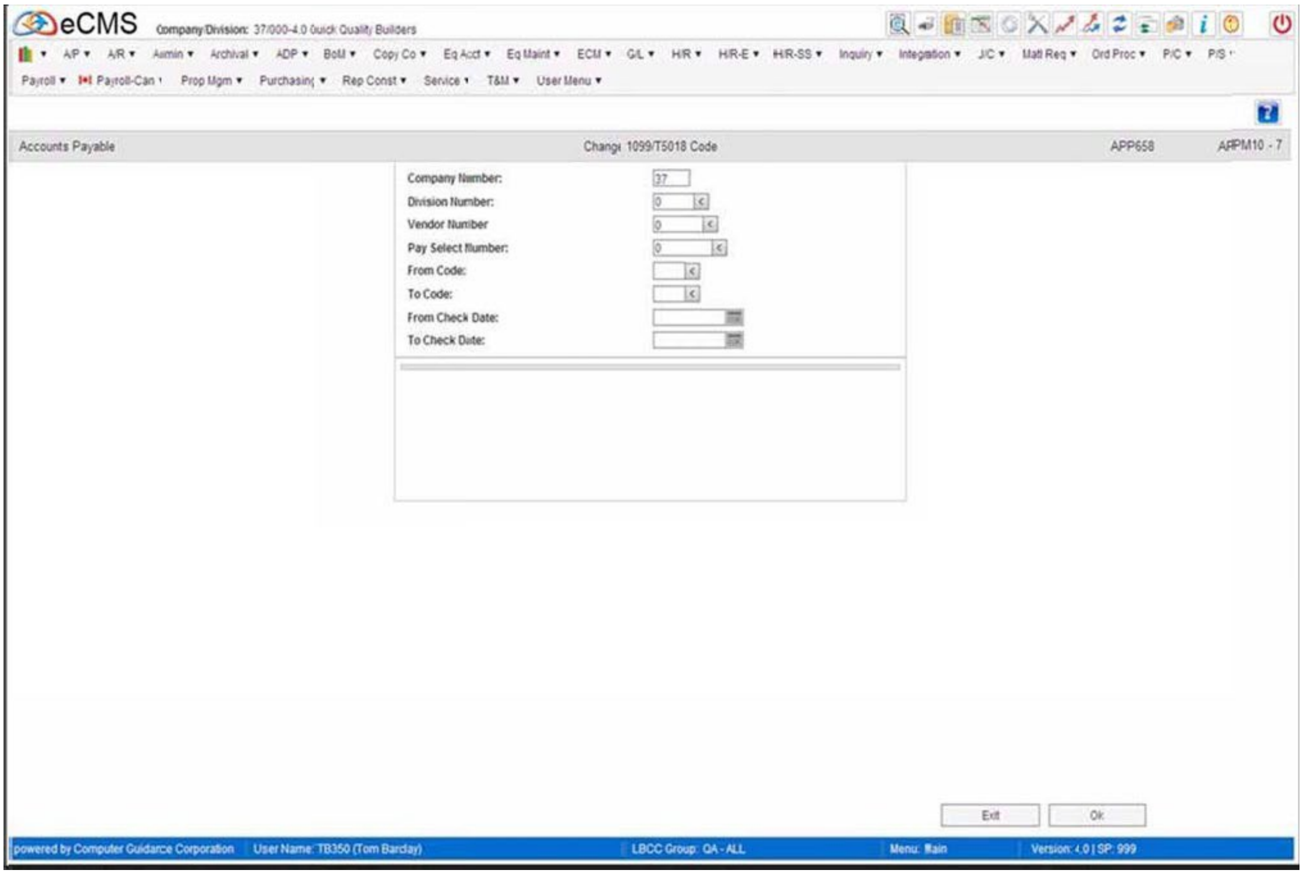
Selections should be limited to Check Dates **for the current year**.

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

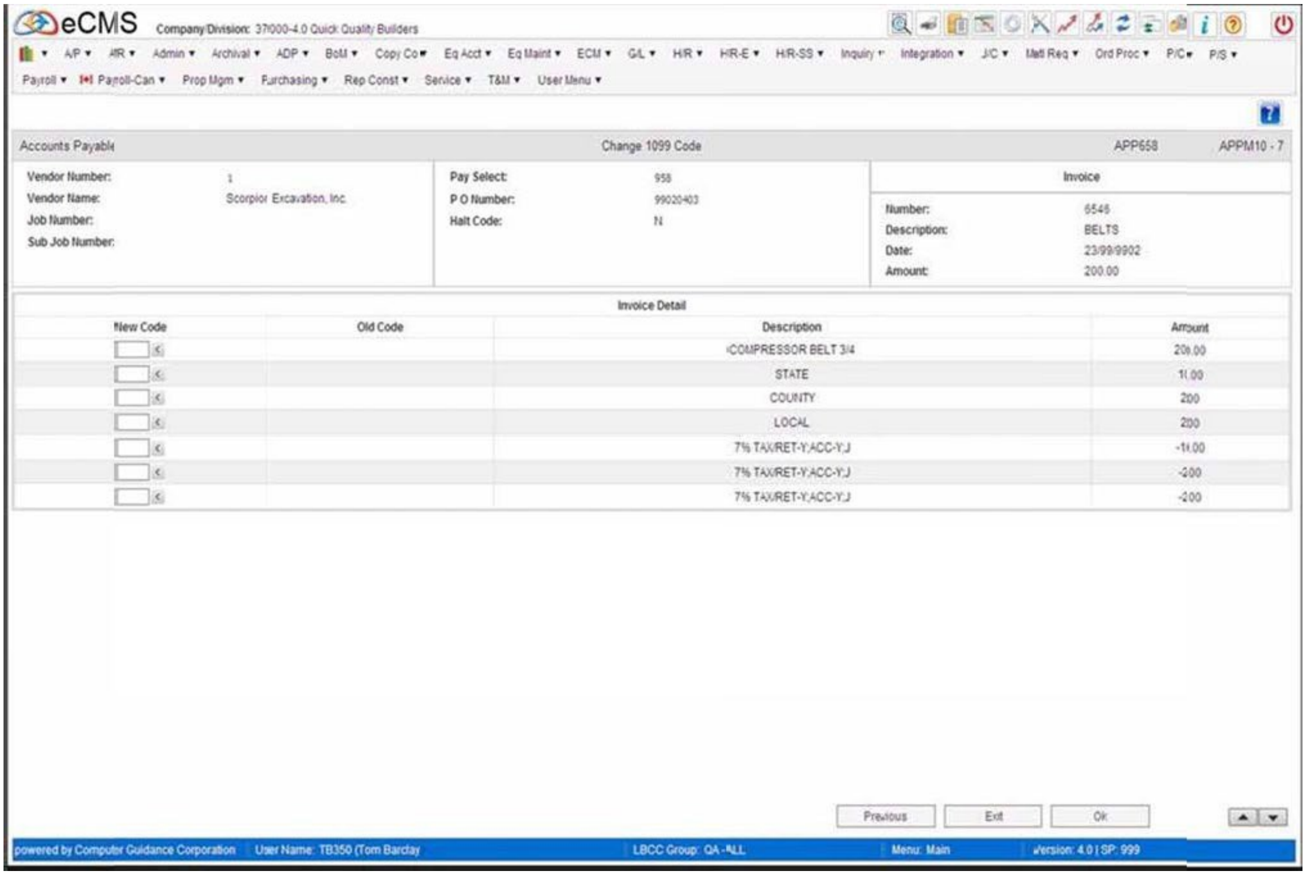


Changing a Vendor Pay Select Number

1. **VendorNumber** - 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 C de 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

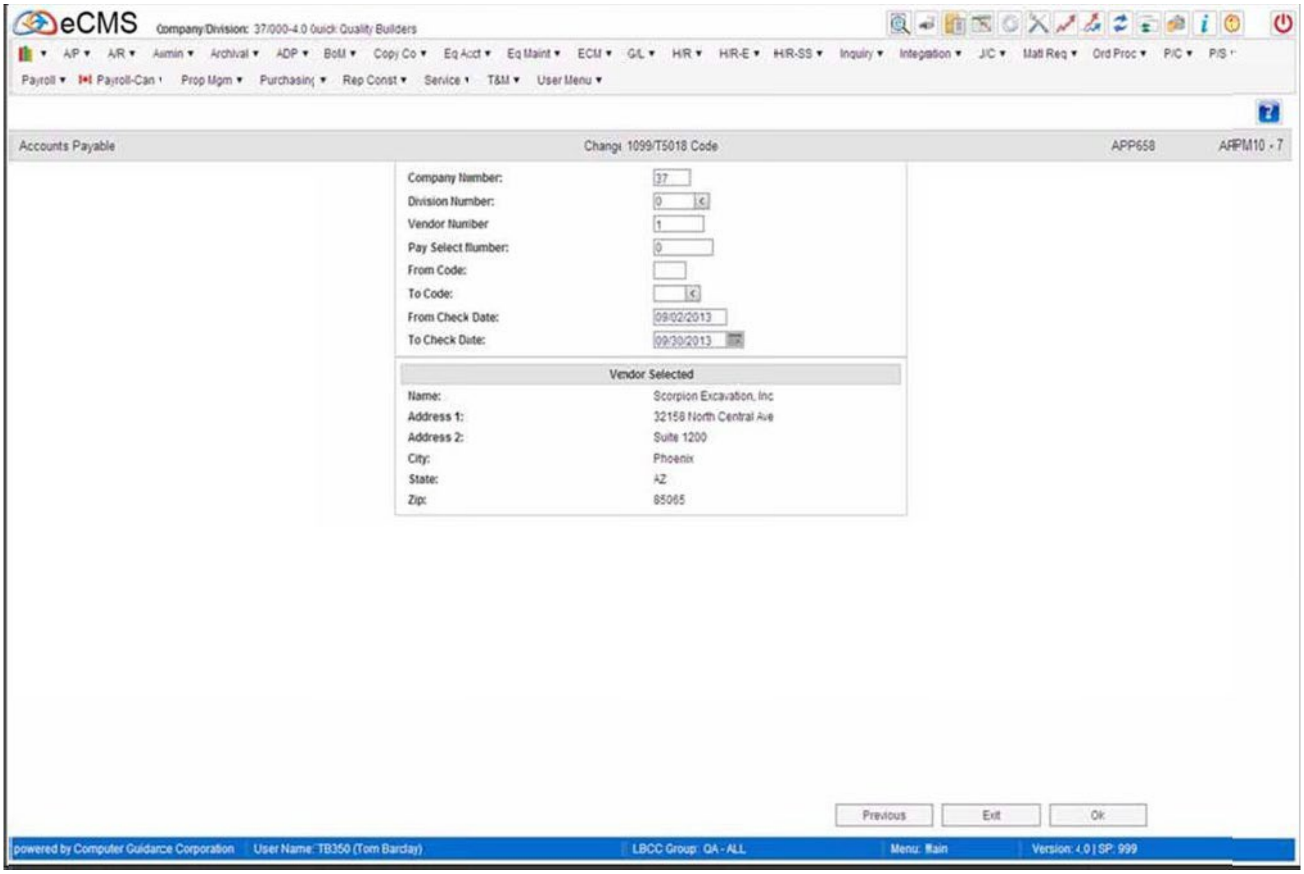


4. Enter the **1099 Code** in the **New Code** field, or click the prompt to select from a list. Click **OK** to accept. The system will accept a blank entry in this field.

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



1. **Vendor** - Enter a valid Vendor Number, or click the prompt to select from a list.
2. **Pay Select Number** - 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 set up 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.

State1099SelectionFile

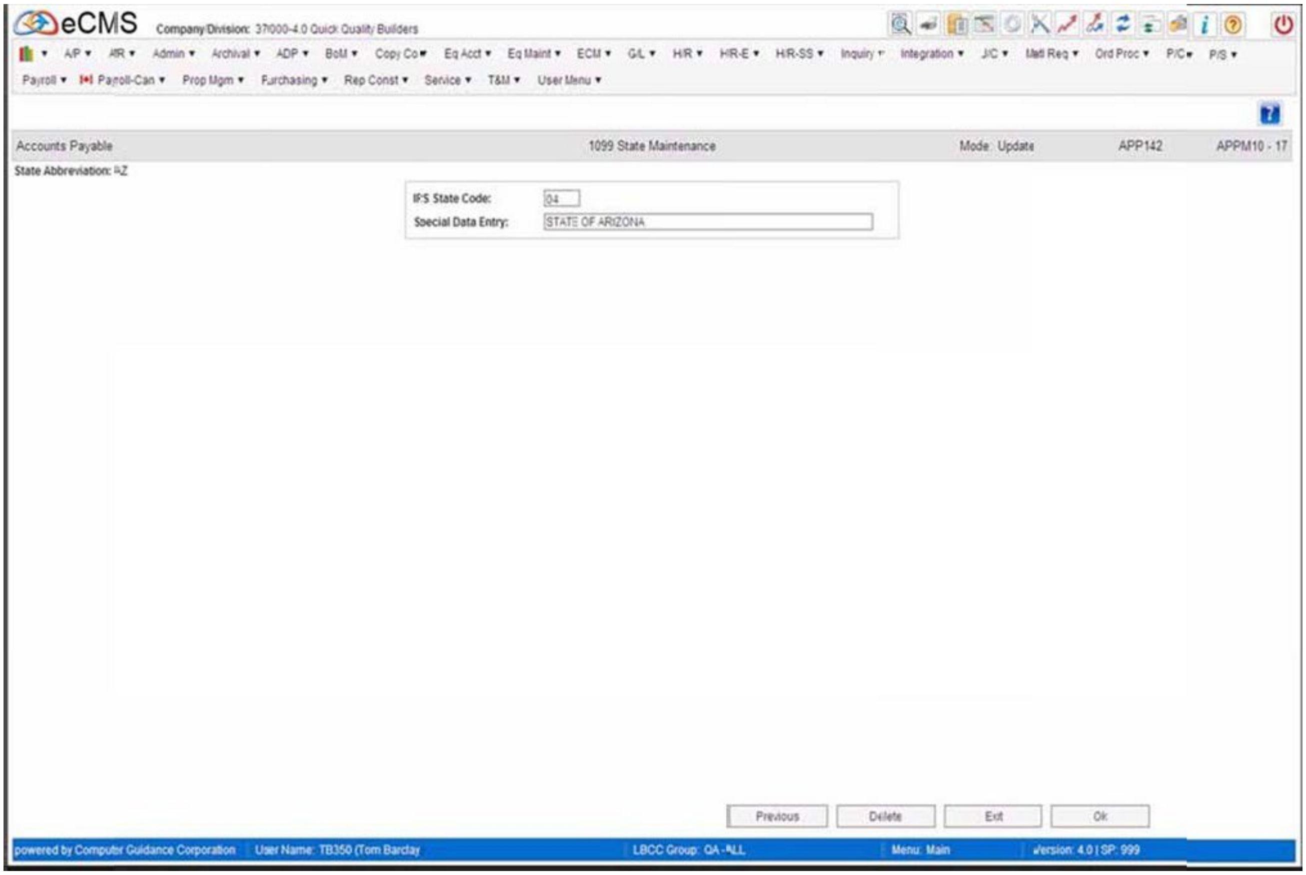
This option is used to maintain state records for magnetic media Federal/State combined filing.

Note: If any records are found in this file, and you specify "Combined Federal and State" when you create Magnetic Media (see "Print1099Forms/Create Magnetic Media" onpage4-1), 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. Onthe Selection screen, enter a StateAbbreviation or click the prompt toselect 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 StateAbbreviation (foundin the Alpha Code column of the table below), or click the 1099StateDetail prompttoselect an existingentryfor 1099 state record maintenance.
3. Click **OK**.
4. Enter the appropriateNumerical IRSState Codefrom thefollowingtable(foundinthe # Code column), and then click **OK**.

   Entry in the Special Data field (if required) indicates the taxing location.
5. Typeor changeinformation in the SpecialData 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 AnnualVendor Report

This report displays summarized financial activity for each vendor. This iscompared to the1099 Register toverify 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`

Chapter 4

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`

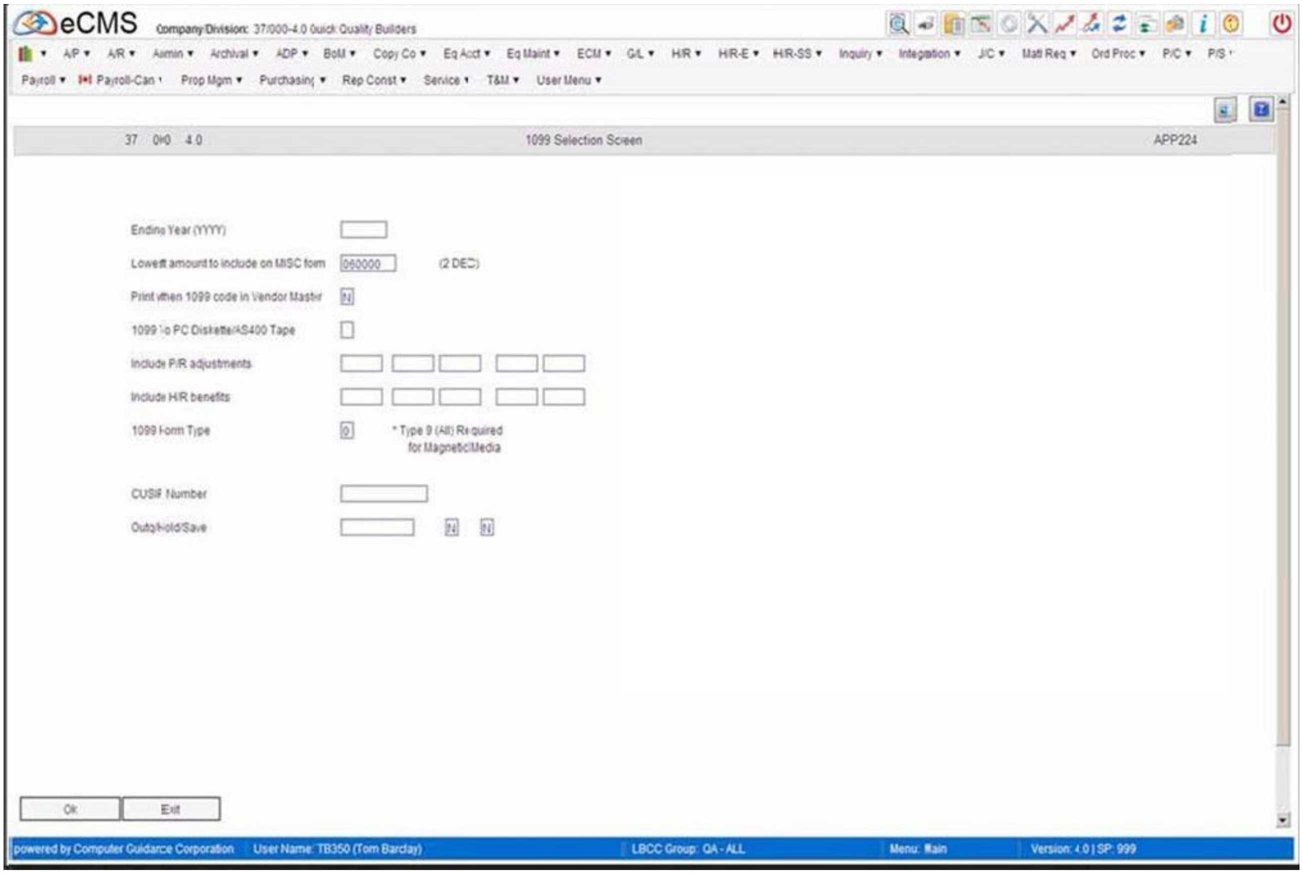
You can print the 1099 forms and create the magnetic media for one Company/Division, one Company/All Divisions, or All Companies/All Divisions.

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.

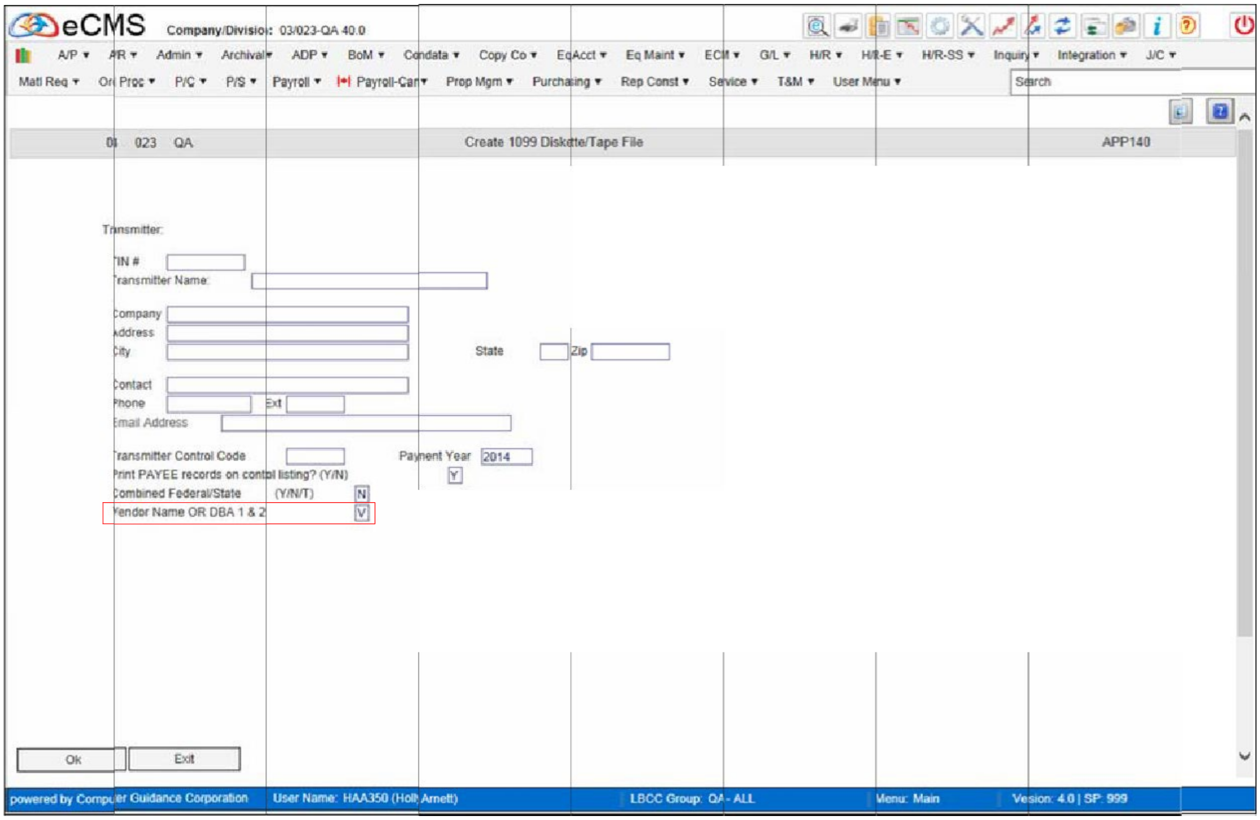


1. Enter the year to process in the **Ending Year** field.
2. Enter the lowest amount required for Miscellaneous 1099 reporting.
3. For **Print when 1099 code in Vendor Master**, enter **Y** to generate 1099 forms only if there is a code in the Vendor Master. Entering an **N** bypasses the Vendor Master 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

Transmitterinformationisyourcompany information.All of theinformation on thisscreenisrequired withthe exception of thetelephone extension.

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



11. To docombinedFederal/State Magnetic mediareporting,setthe**CombinedFed/State** fieldto**Y**.

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

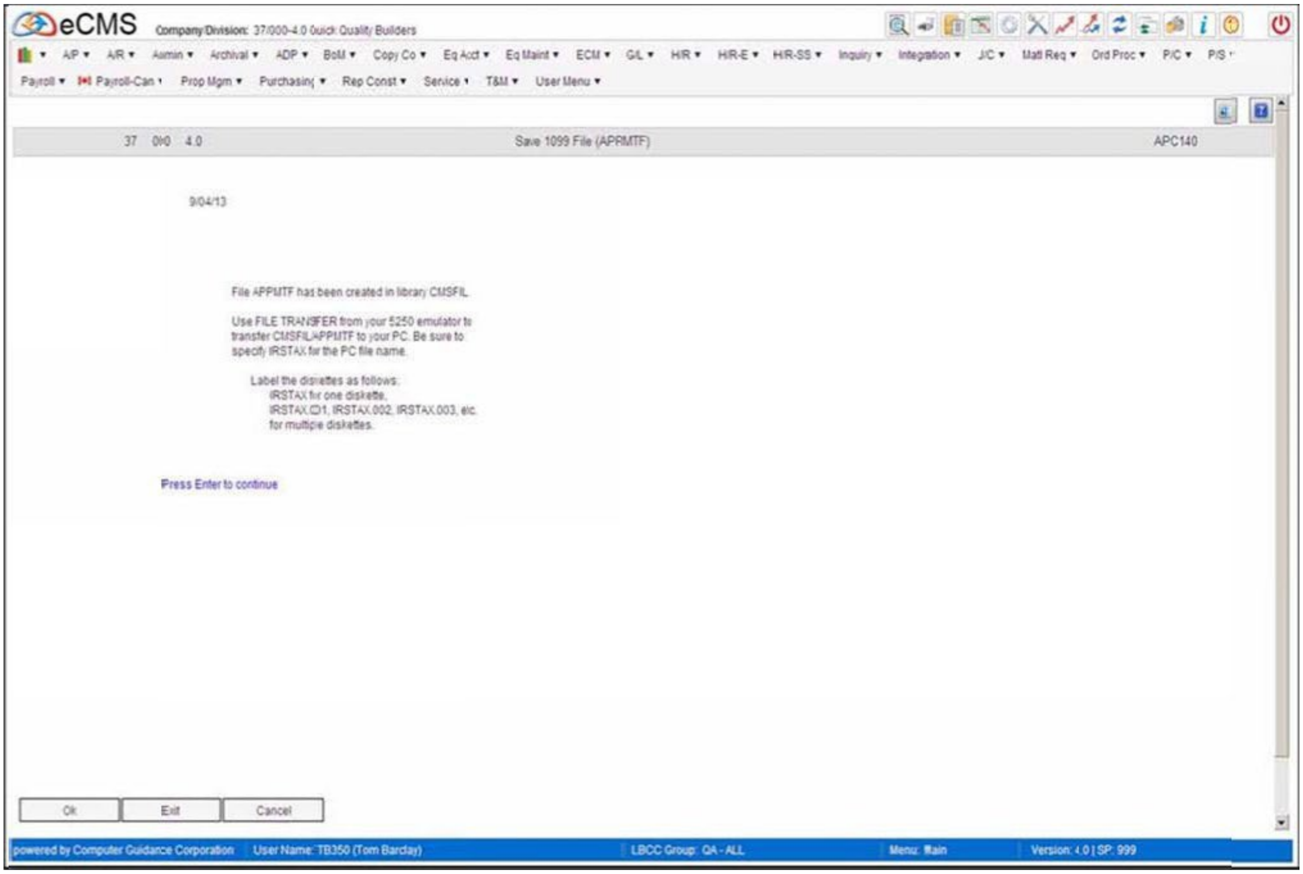
Y Yes **N** No **T** Test

12. Vendor Name or DBA 1 & 2:

V Vendor **D** DBA 1 & 2

13. Click **OK**. If youareprocessing foradiskette, the"Save 1099File" (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.

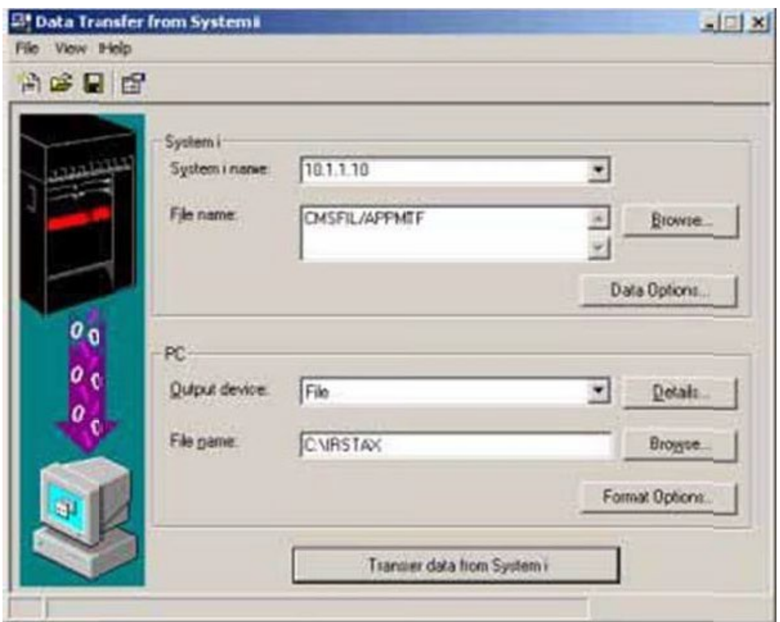
1099LaserPrinting--eForms

- To produce laser1099s,you must have theoverlaysCGC152, CGC152B, CGC152D,CGC152M and CGC152I (Note: CGC152I is available for 3.4.3 customersonly).
- TheRedForm(CopyA)isNOTPRODUCED.
- Onlyone CopyB and two copiesof CopyC willprint.
- 1099-B,1099-DIVand 1099-INTformsareonly supportedforLaserprinting(1099-INTisavailablefor 3.4.3 customers only).
- Magneticmediamustbeusedtofilewith yourtaxing 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\CWBFR.INI)

PC File Transfer, Client Access



Power 7

2. Clickthepromptarrowtoselectthe **SystemName** (the System Name referstothe AS400ID number).
3. **FileName**–Enter apathconsistingofthe Library(CMSFIL)andthe File Name,as inthefollowing example: CMSFIL/APPMTF.
4. Enter afilenamebasedontheprocessing:

   APPMTF for Federal and State Magnetic Media files

   Important: You mustdownloadthisfiletothePC beforethenextMagnetic Mediaisprocessed.Thisfileis overwritteneachtimethe 1099magneticmediaoptionis run.

PC Details

5. **OutputDevice** - clickthepromptand select **File**.
6. Enterthe locationin which to save the file - this includes Drive, Path, and FileName - or click the Browse button to help you locatethe desired directory.

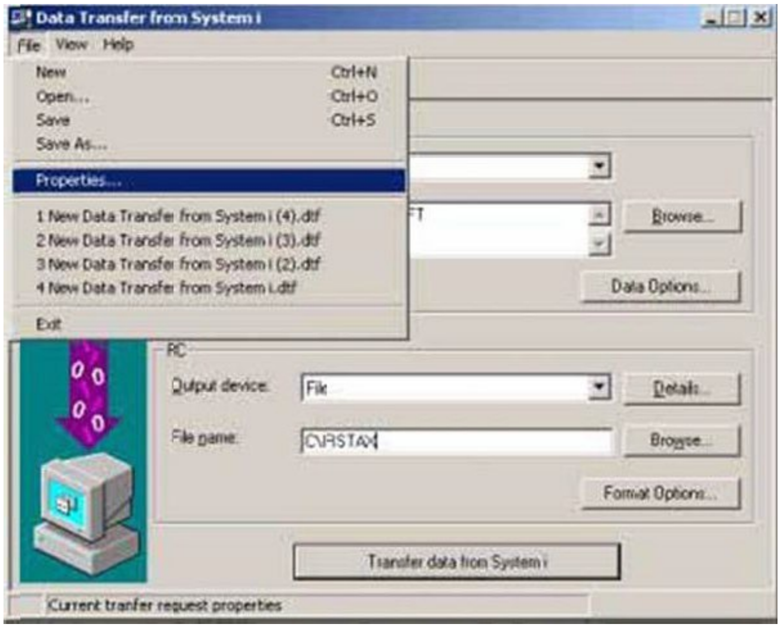
PC File Transfer Details

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

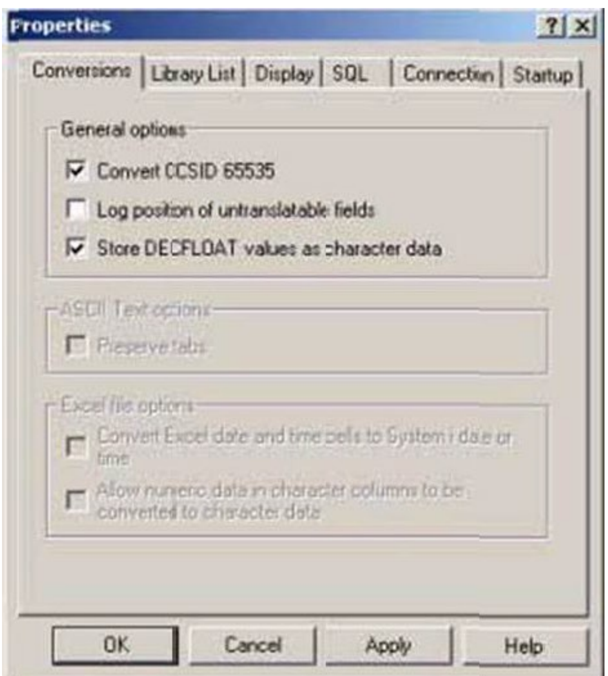
Output PC file

8. 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.
9. Click the **File Type** prompt arrow and select **ASCII Text**.
10. Click the **Translate system data to** prompt and select **ASCII**.
11. Select the **Save transfer description** option if it is not checked.
12. Click **OK** to return to Data Transfer from AS/400 screen.

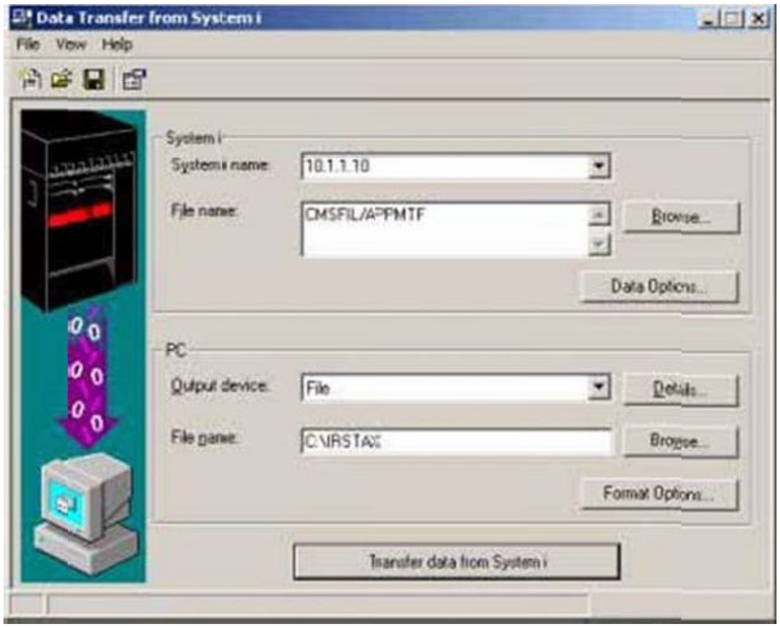


13. From the **File** menu, select **Properties** to access the PC File Transfer options.



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 or 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 any time. 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 (PC Format - File Name PRW2512). 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

ComputerGuidanceCorporation 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 qualityof printed productsdueto printer issues.
Window Envelopes	4444-1 4444-2	Self-seal		Laser Non-eForms
eForms	5208	4formsperpage 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			
2WideSelfMailer	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 qualityofprinted products dueto printer issues. Non-Laser/Non-eForms Impact Printer (standard line printer)
2WideSelfMailer	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 qualityofprinted products dueto printer issues. Non-Laser/Non-eForms Impact Printer (standard line printer)
2WideSelfMailer	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 qualityofprinted products dueto printer issues. Non-Laser/Non-eForms Impact Printer (standard line printer)
1 Wide 3 Part Window	7521-3 and 7421-4 6666-1	Carbonless	Black Print Recommended for Magnetic Media filing	Non-Laser/Non-eForms Impact Printer (standard line printer)

Envelopes	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 Froms 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** New Jersey**(see below) Alaska**	19A 17A	18A 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

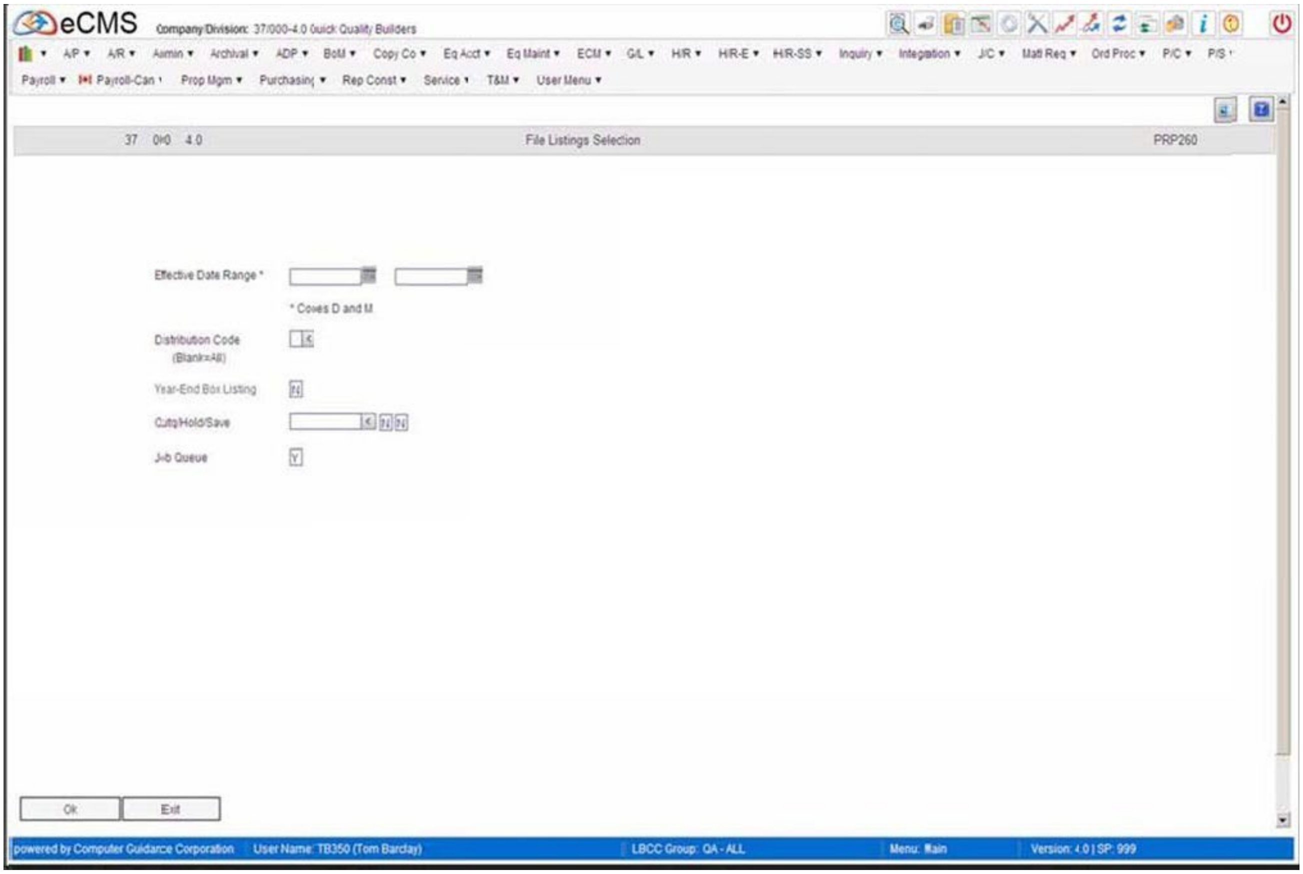
W2 Forms	Taxes	Earnings
C - New Jersey SUTA	14A	
C- Pennsylvania	14	
T - New Jersey SDI	14B	

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

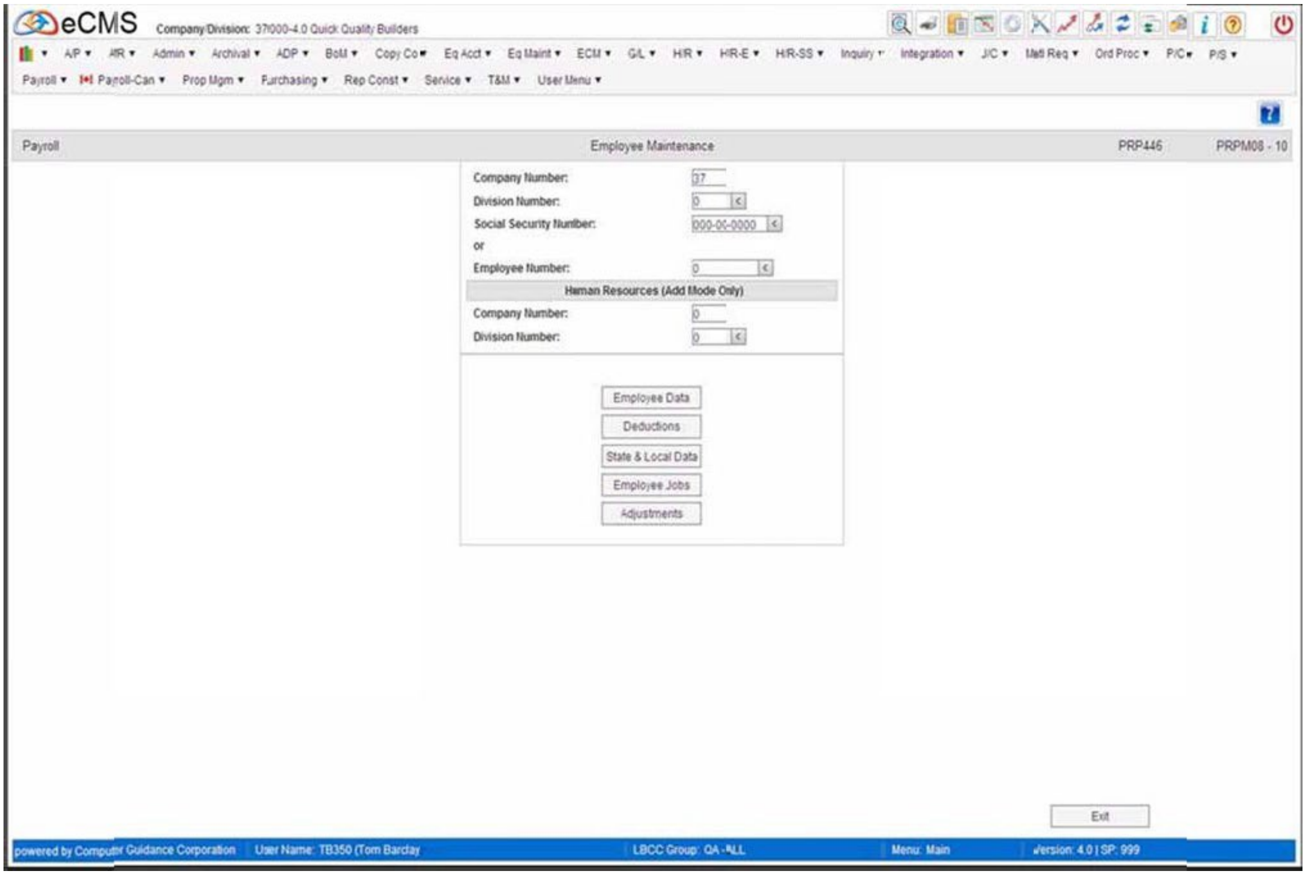


Print Distribution Master for Year-End Box Listing and Zero to Date Amount flag verification.

Verify the Country Code in the Employee Master

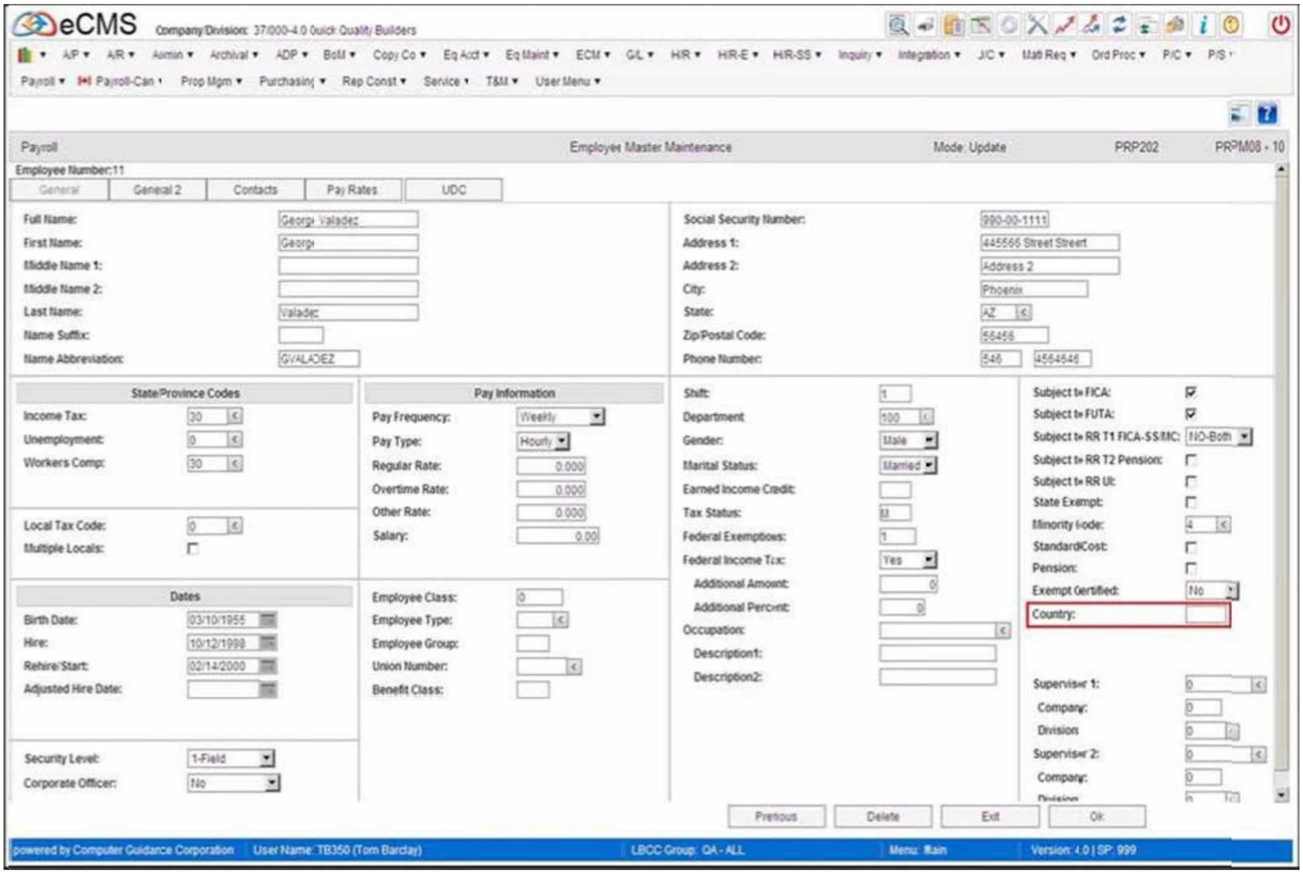
Payroll | Maintenance | Employee Maintenance

Employee Master - Selection



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



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

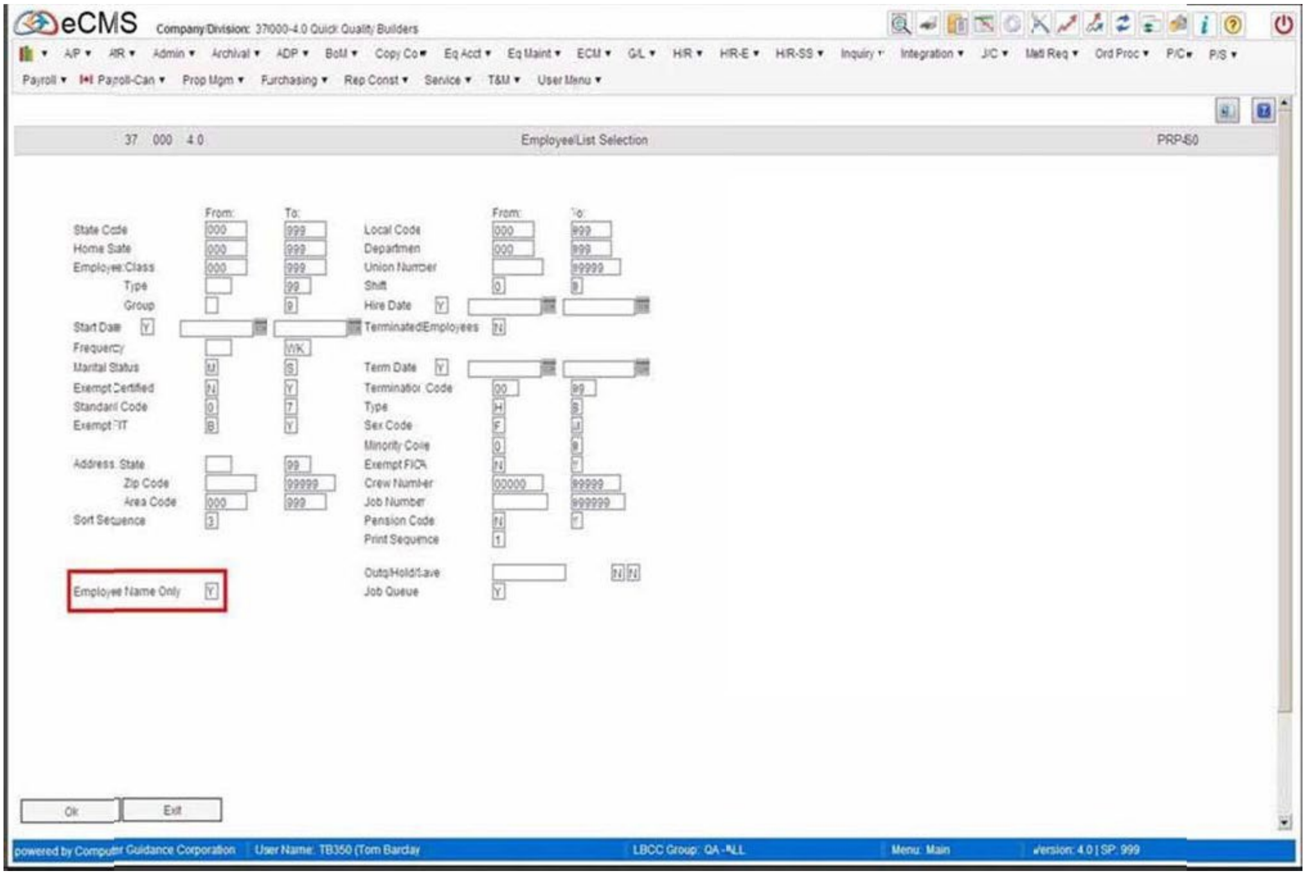
Otherwise, enter the applicable Country Code from the *Social Security Administration Publication No. 42-007, Appendix G*.

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.

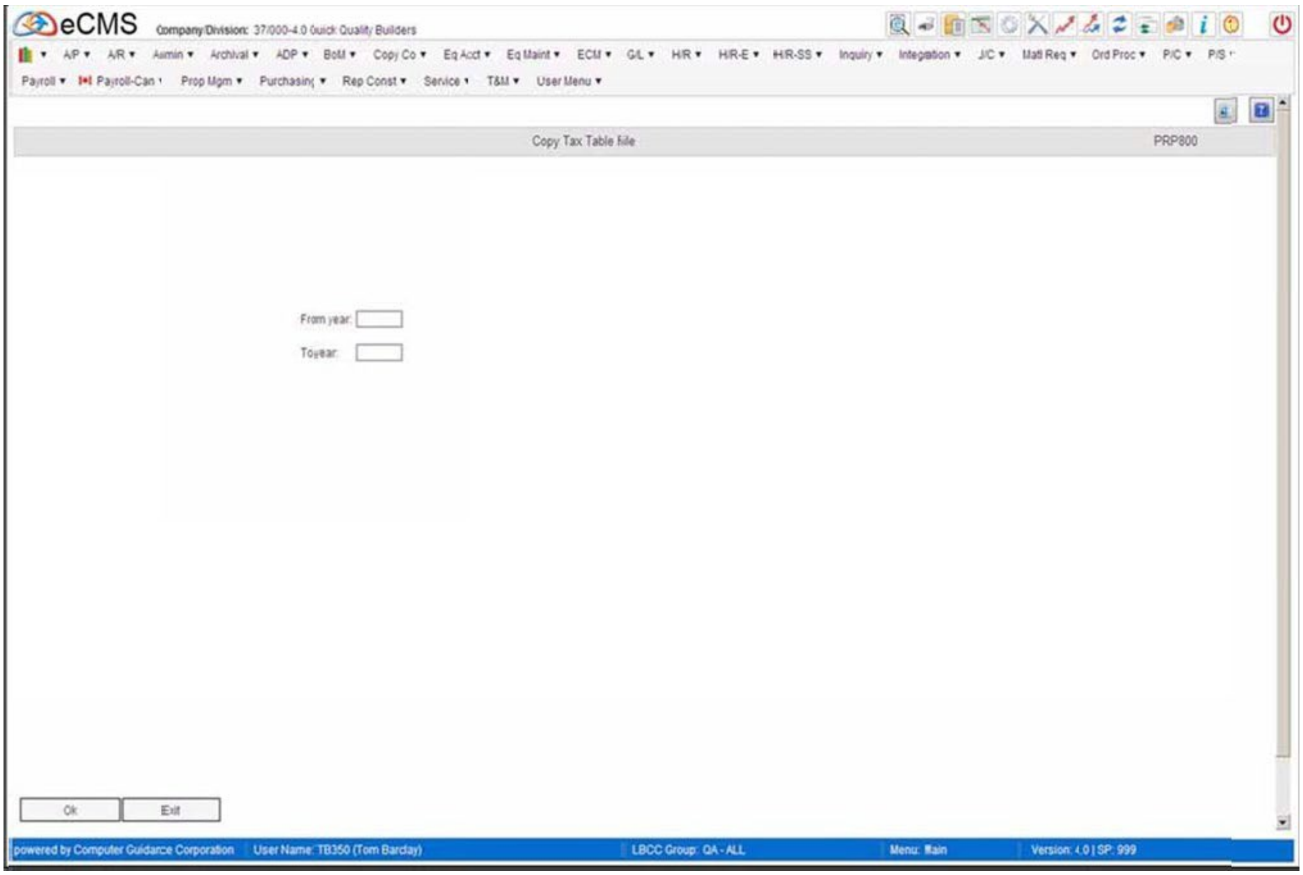
CopyUSTax Tables

`Payroll | Annual | Copy US Tax Tables`

1. Date-sensitive Payroll Tax Tables must beupdated for the newpayroll year. These can beupdated BEFORE completingthefinal payrollof yourW2 reporting yearsince the taxtables are date-sensitive.

Important: Do not delete prior year tax tables.

Copy US Tax Table Selection



Note: You must have executive security to process.

2. Clear securityAll Company/AllDivision to ensure all taxtablesforthe new year are copied.
   If taxtables exist for new year, you will see the followingmessage:

   `Warning: "Current data will be overlaid -- Press F7 to override."`
3. EnterW2 reportingyear in From Yearfield and new payroll year in To Yearfields. Click OKto executecopy.
4. Make anynecessary rate updates to yournew payroll year tax tables.
5. Effective Date will only copy tables with the same “from year” as selection screen.

Laser W2 --State/LocalMaintenance

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 4.1the State/Local option is no longer used to relate locals to states and the option has been removed from thescreen.Locals,and their associated states,will be selectedwhenthe Box Assignmentisestablished

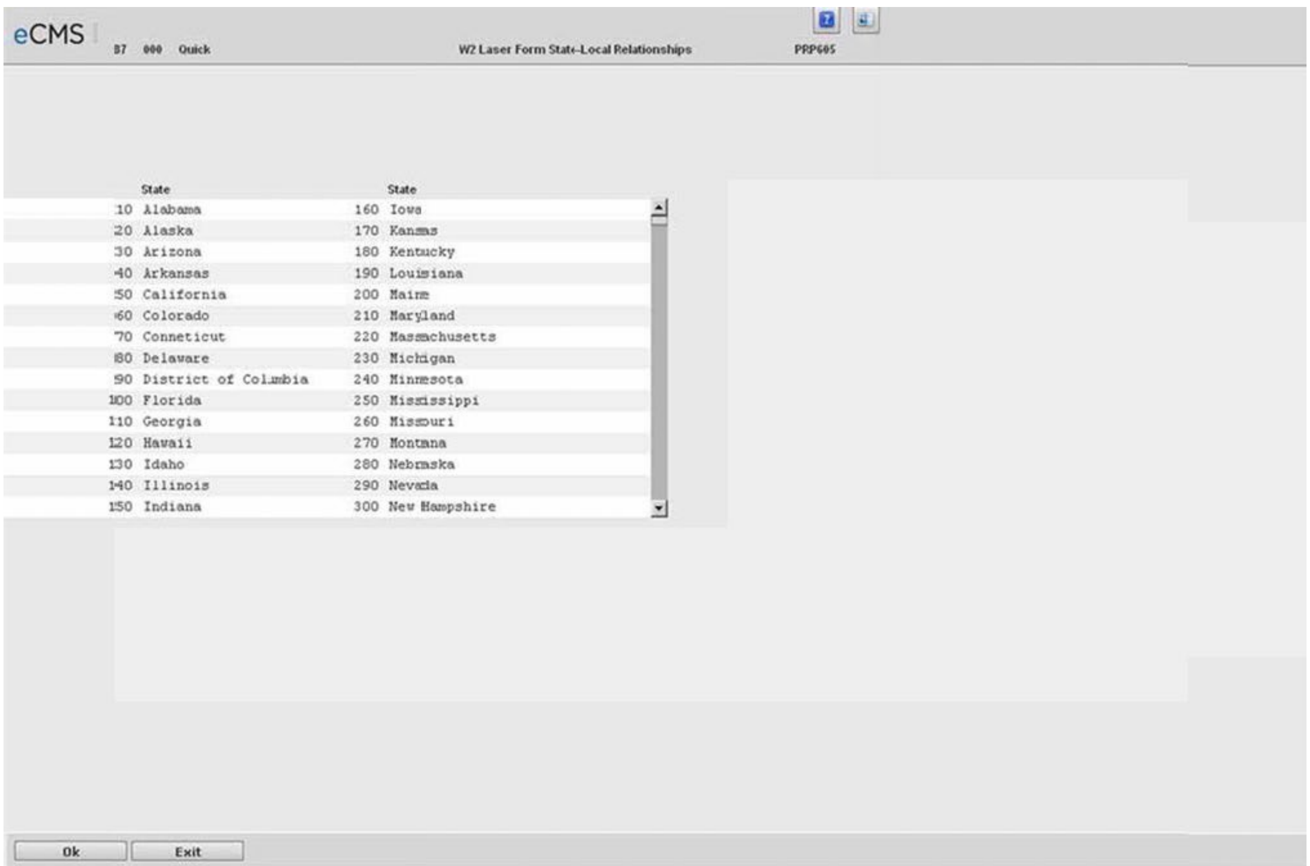
Payroll | Annual Processing | Laser State/Local Maintenance

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.

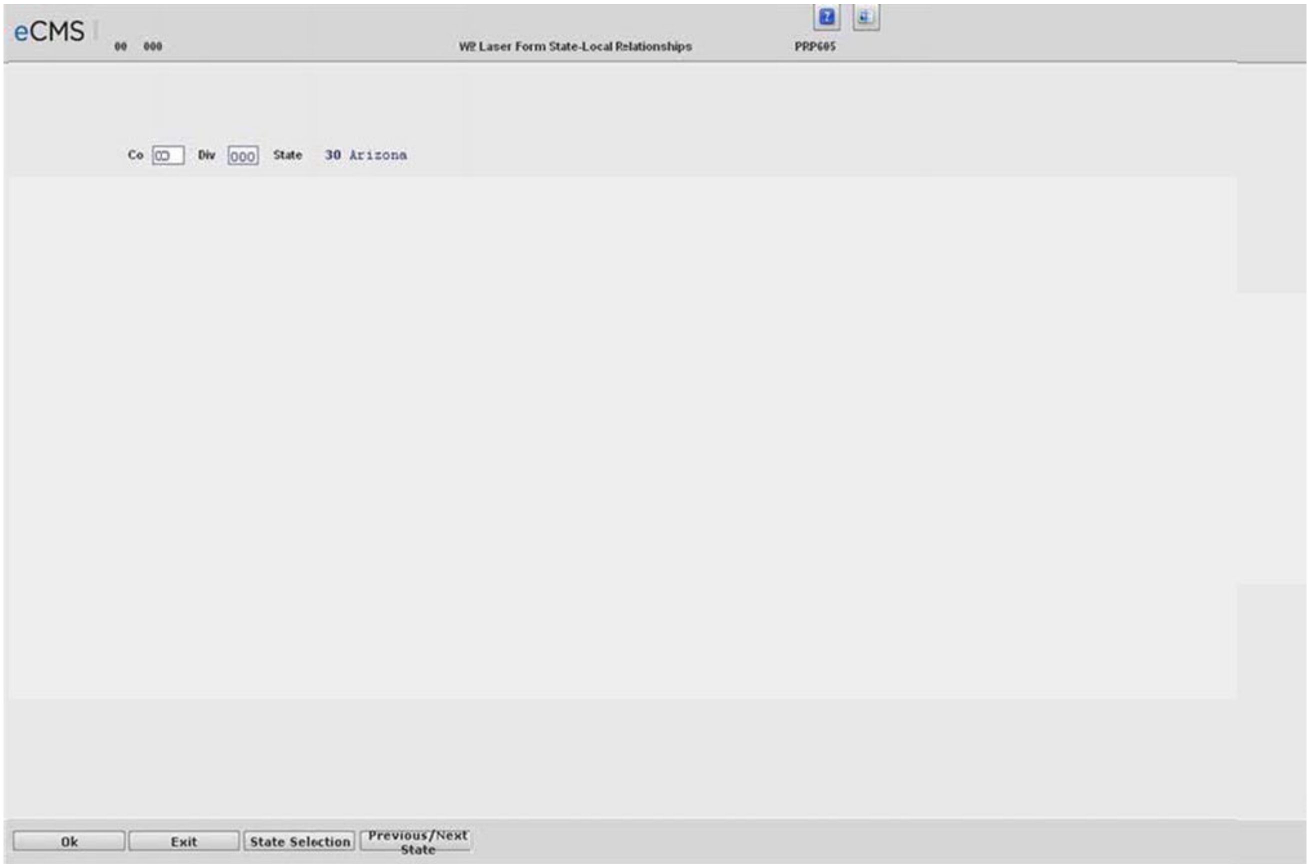
   LOCAL CODES MUST be relatedto theirrespectiveState within EVERY Company that has produced Earnings records for the employees. If theyare not related totheirstate, theywill NOT process. You CANNOT have a local related to more than one state. If you do, the system willtie the local to the first "related" state.

Laser State/Local - State Selection



2. Selecta State.For everyactive 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. Ifall Co/Divsecurityare cleared,click OKtocontinue tothe Company/Division Selection Screen shown below.
4. If a single Co/Div securityis cleared, click OKtocontinue tothe "Laser State/Local- Local Selection" on page 5-11.Onlythe 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

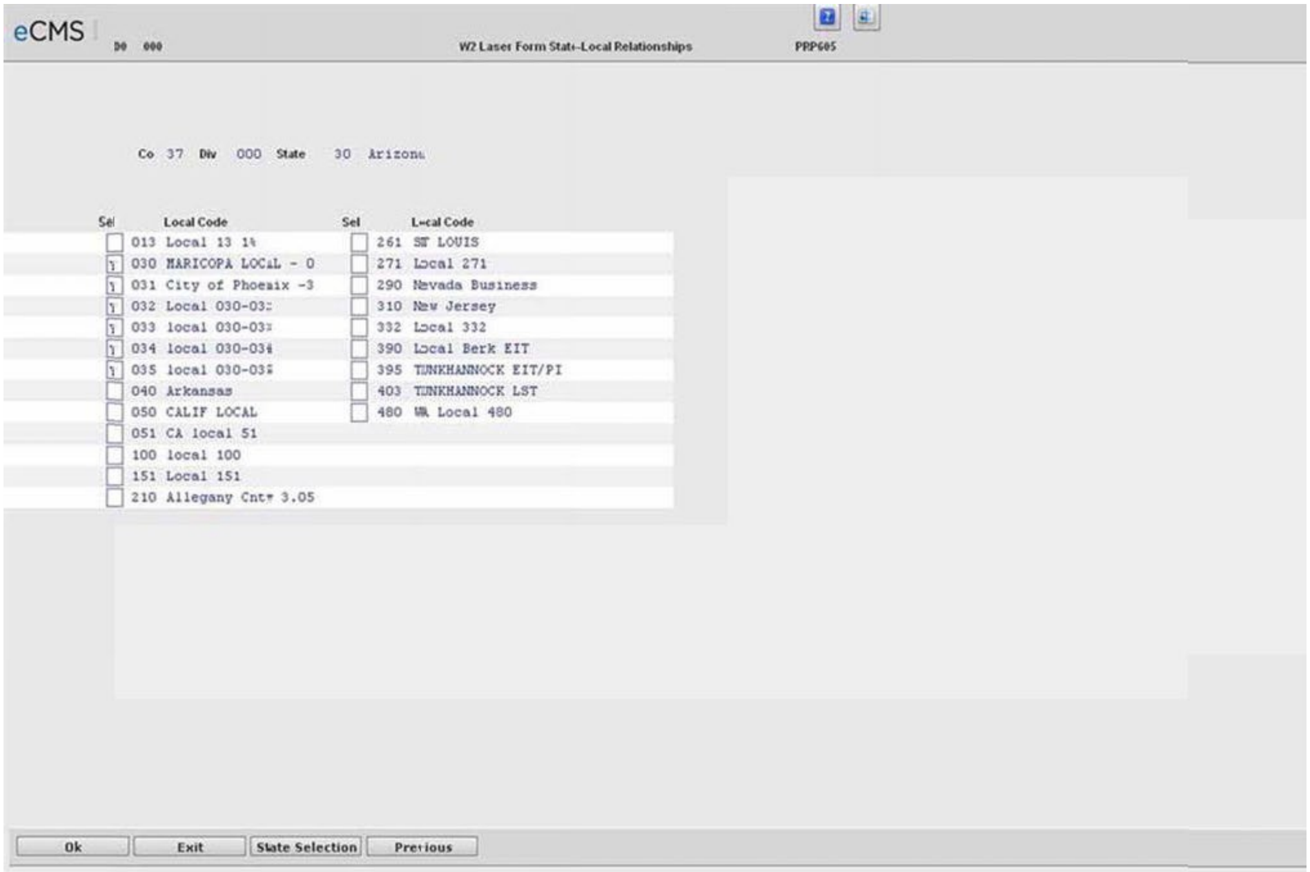


5. Enter an Active Co/Div with Locals that need to be associated with the State entered on the previous screen.
6. If there are no locals found for this Co/Div, a message ***No locals found for Co/Div*** will display.
7. The Co/Div entered will remain on this screen until you type the next Co/Div.
8.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



9. Enter **Y** to select all applicable Locals for the selected State LaserW2 -- State/LocalMaintenance
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).

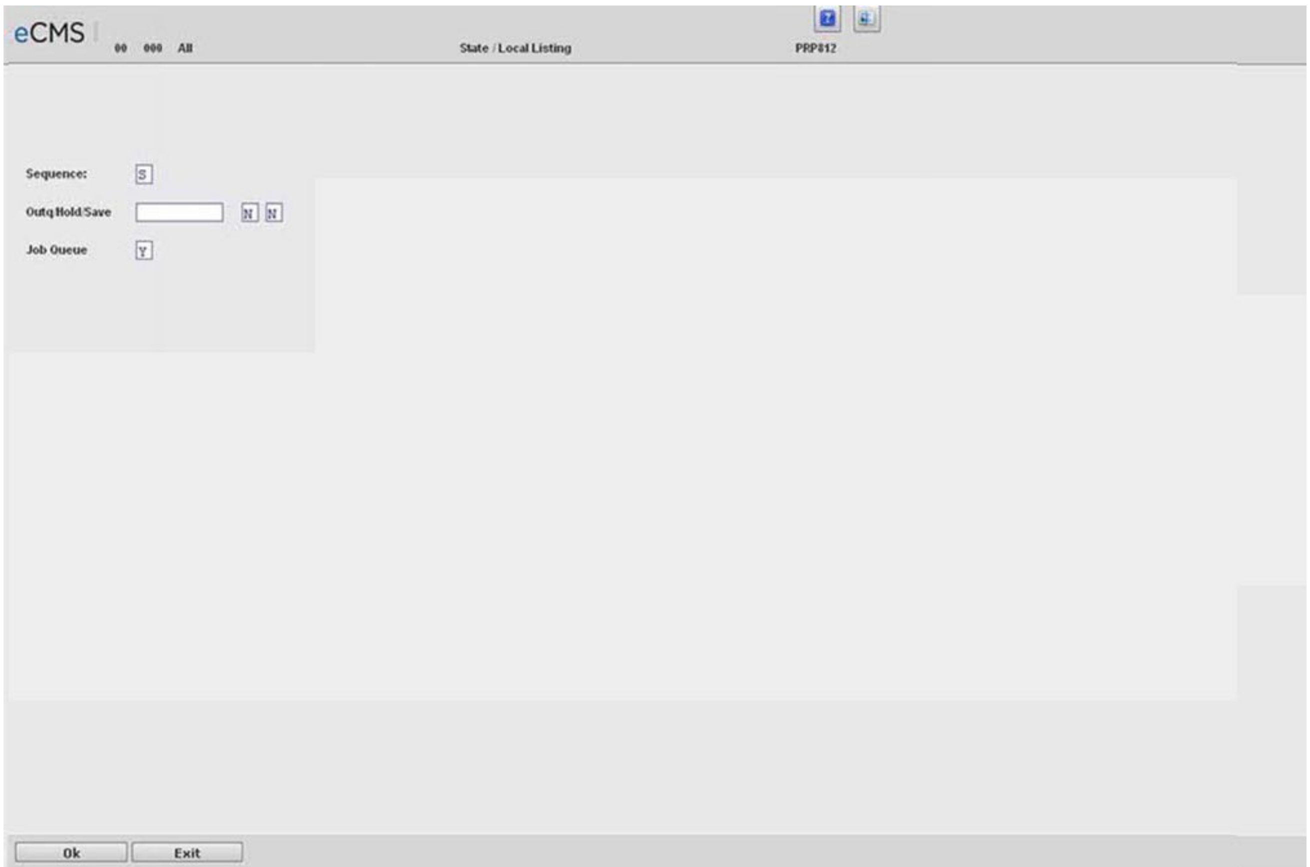
State/Local Listing

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.

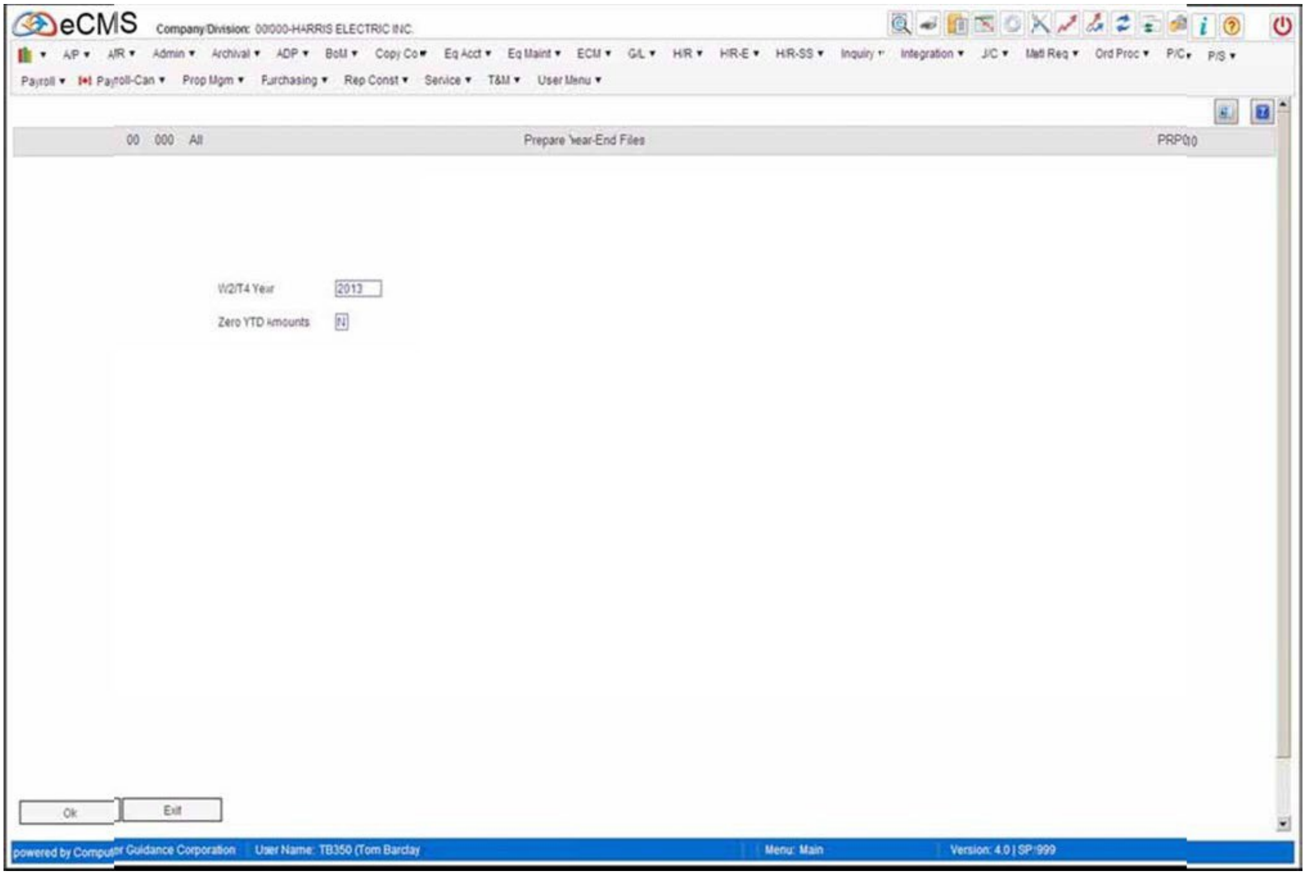
State/Local Listing - Selection



- 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	
SYYTCNC	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 SYYTEST 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.

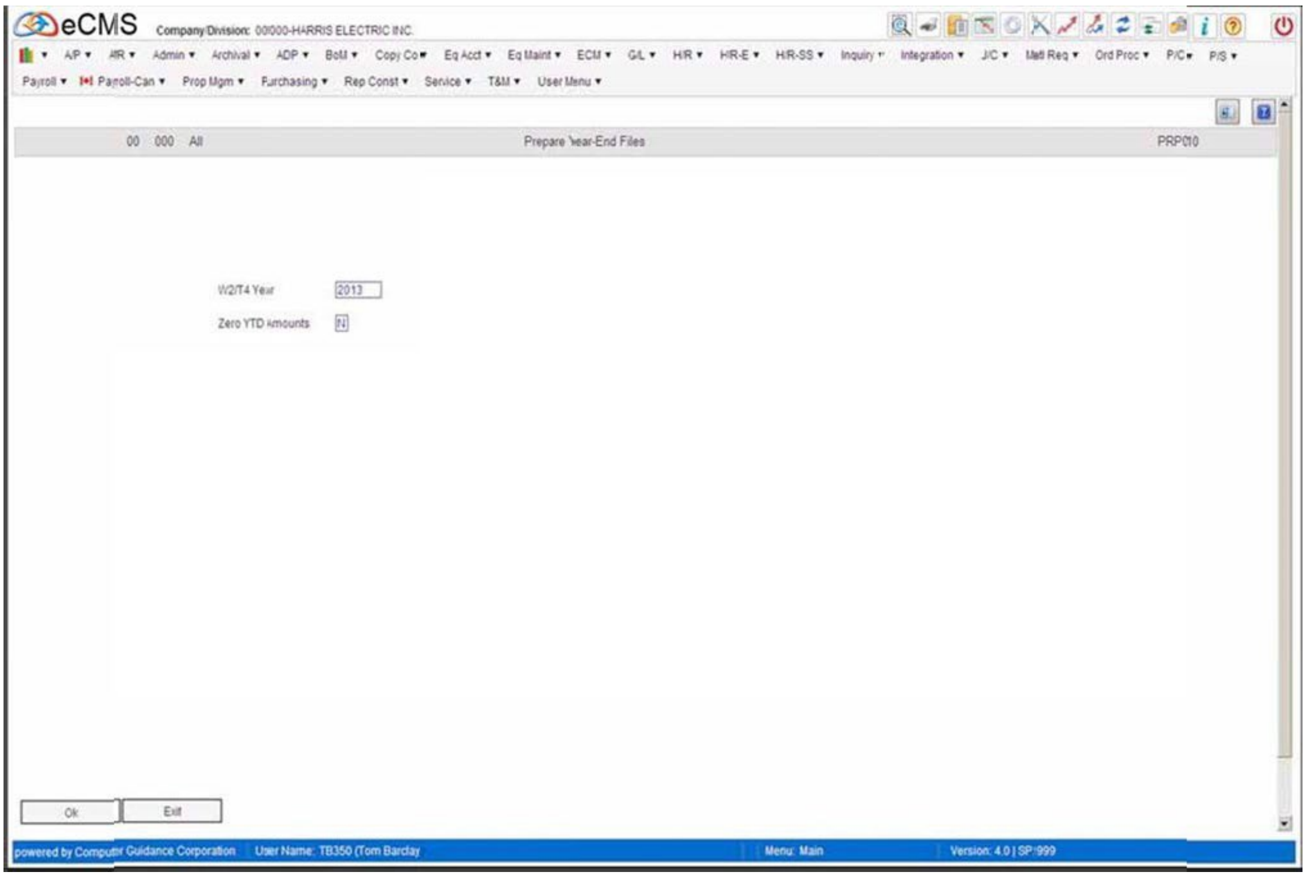
Important: If these procedures are not performed for test purposes, then when processing the W2 Register or W2 Forms you must set the field, **Use Current Year Defaults**, to **Y**. Also note that you may receive an error if the SYS files are being used by another user.

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:

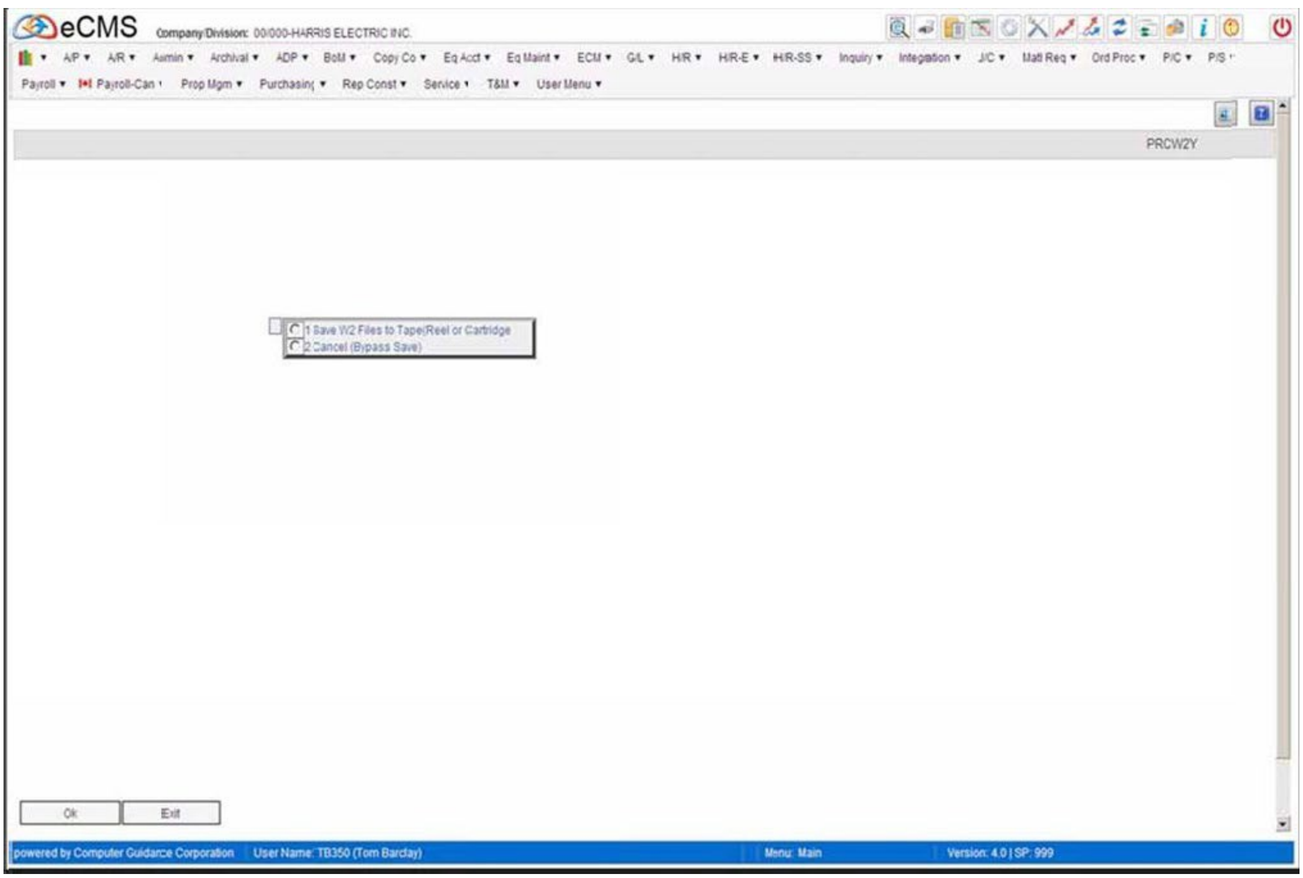
- The system clears the year-to-date balances in the Employee Deduction records as well as the Human Resource Benefit/Deduction records. The To-Date Amounts are zeroed out for the Distribution Master records (H and M records) that have their Zero To-Date Amount field set to Y. For further information, 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 theVacation/Sick LeaveCarry OverHoursfor allcompanies and divisions only if Vacation/Sick is set to default 1 (Calendar Year)in the Human Resources Defaults. If the defaultis set to 2 (Employee'sAnniversary), no calculation is performed.
- Creates the SYY Files
  If you areusing eCMS 3.4.3, the Year-End Prep procedure willcreate the 5 SYY fileslistedin the first table shown below.It will create all 11 of the SYY files listedin both tables for eCMS versions
  3.7 / 4.0 / 4.1.

All Releases		**Canadian Processing Only**	
SYYCNC	Company Defaults-Company nameandaddress.	SYYTEI	Employer EI Tax File
SYYPRS	PayrollSystemfiles-FICAandEIClimits.	SYYSTM	Province Master
SYYPRD	PayrollDefaults- EIN and PR defaults.		

eCMS 3.7 / 4.0 / 4.1		**Canadian 4.0 / 4.1 Processing Only**	
SYYTCNC	Company Defaults-Company name and address.	SYYTTEI	Employer EI Tax File
SYYTPRS	PayrollSystemfiles-FICAandEIClimits.	SYYTSTM	Province Master
SYYTPRD	PayrollDefaults-EINandPRdefaults.	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 willremainin CMSFIL and are includedin any CMSFIL Backup.

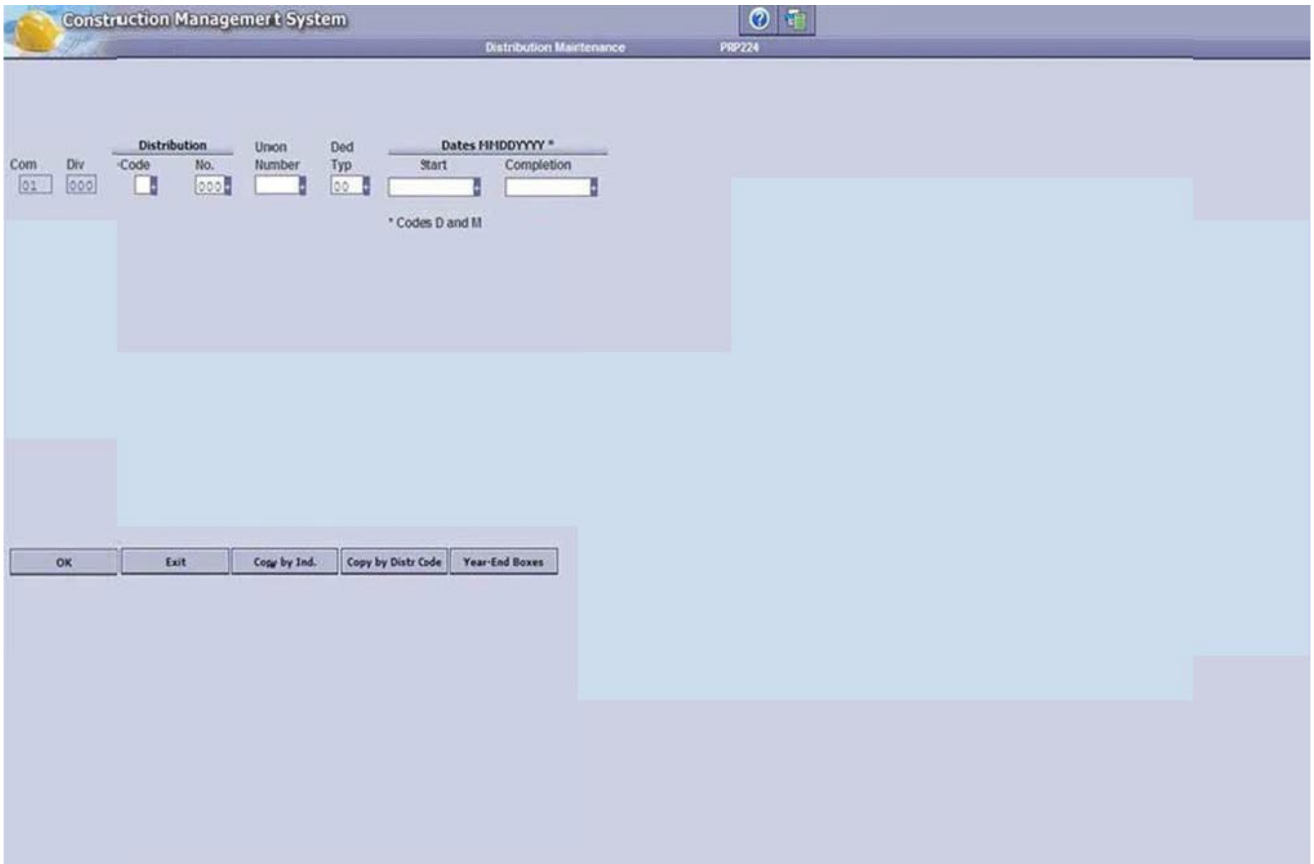
Verifying Zero-To-Date and W2 Information

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.



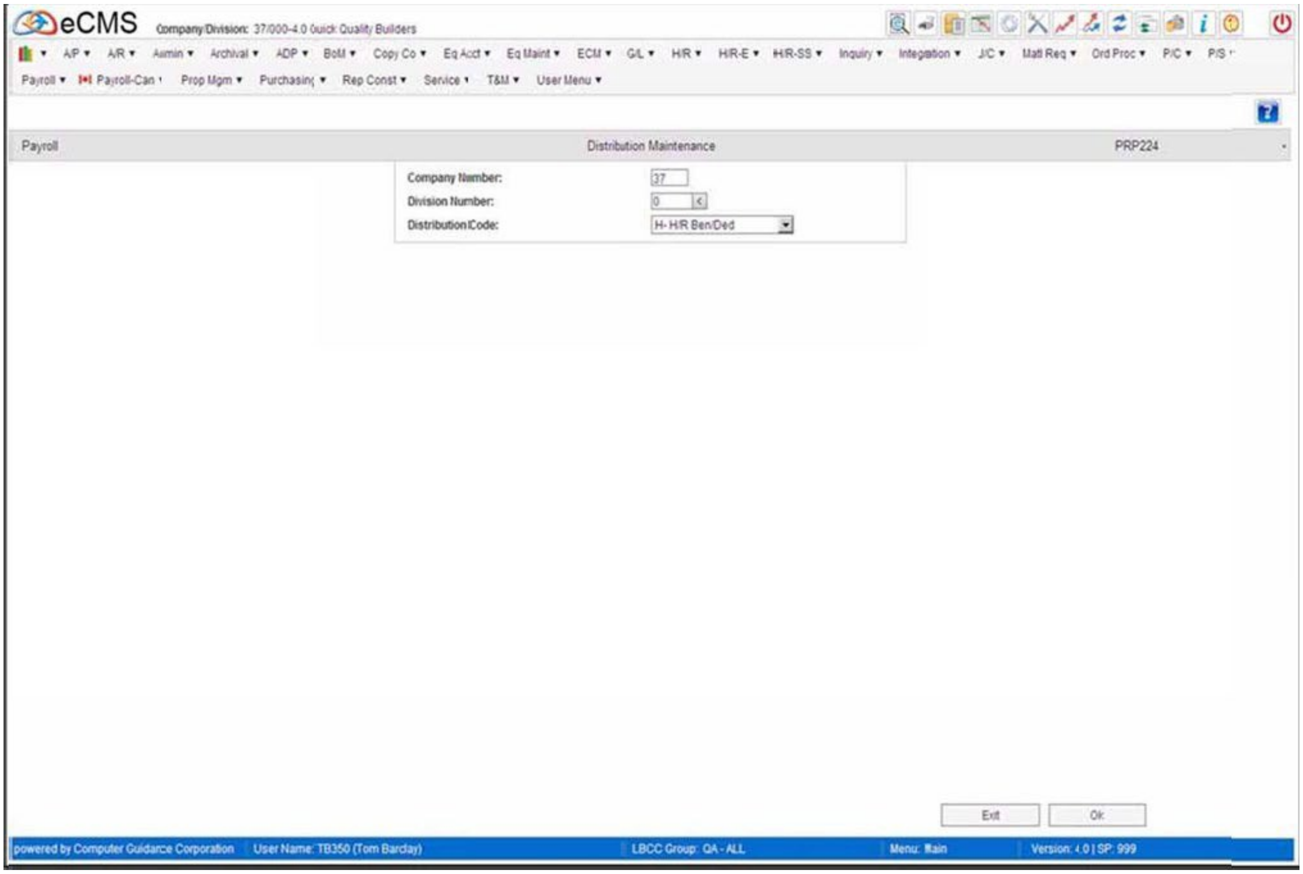
For 34.3 Only

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

Distribution Master - Selection 1

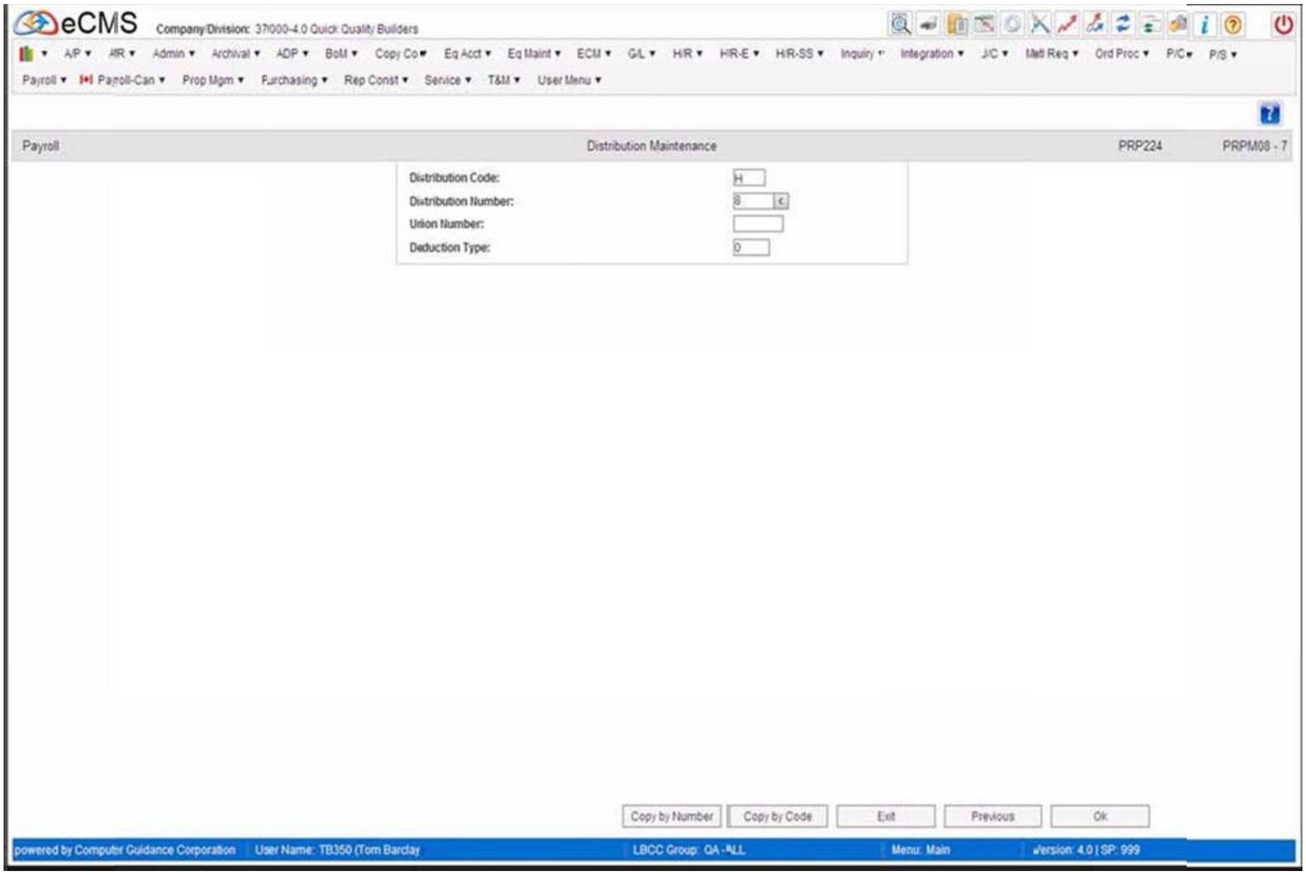
`Payroll | Maintenance | Distribution Master`

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



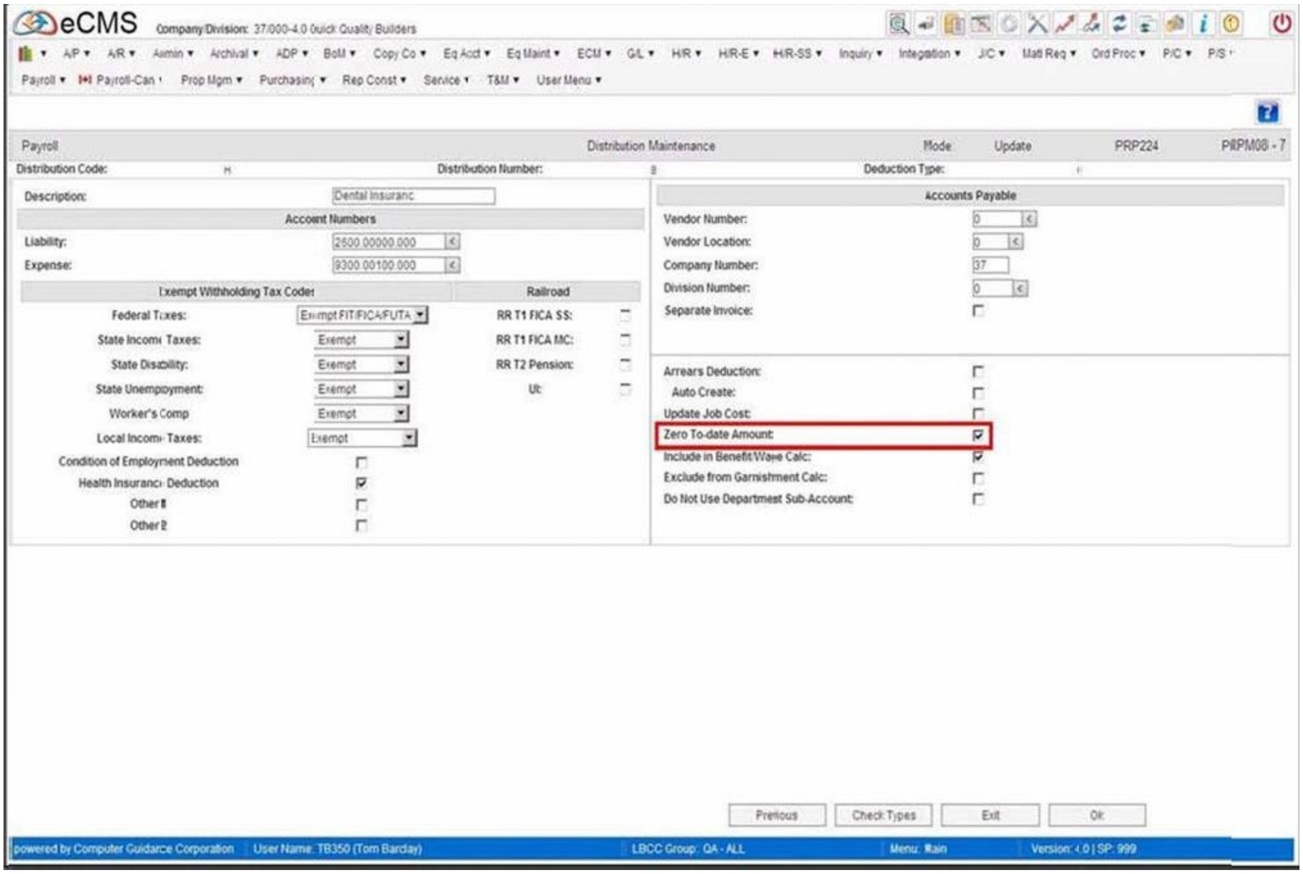
1. Clickthe **DistributionCode** promptandselect theMorH recordyouareverifying(M recordsrequirea date on thenextscreen)
2. Click **OK**.

Distribution Master - Selection 2



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



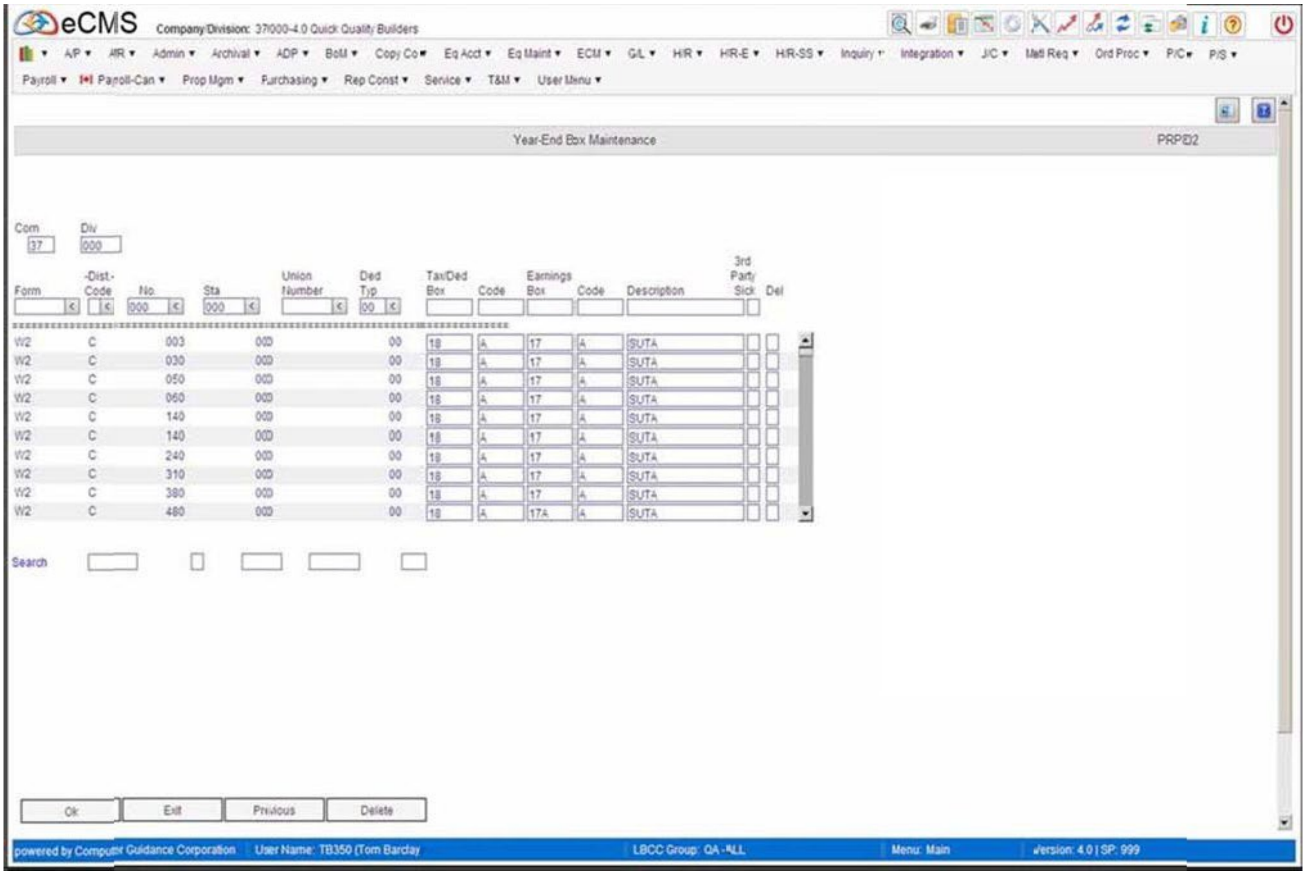
This **Zero to Date** option works in conjunction with the **Zero YTD amounts** field on the "Prepare Year-End Files for W2" on page 6-1.

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

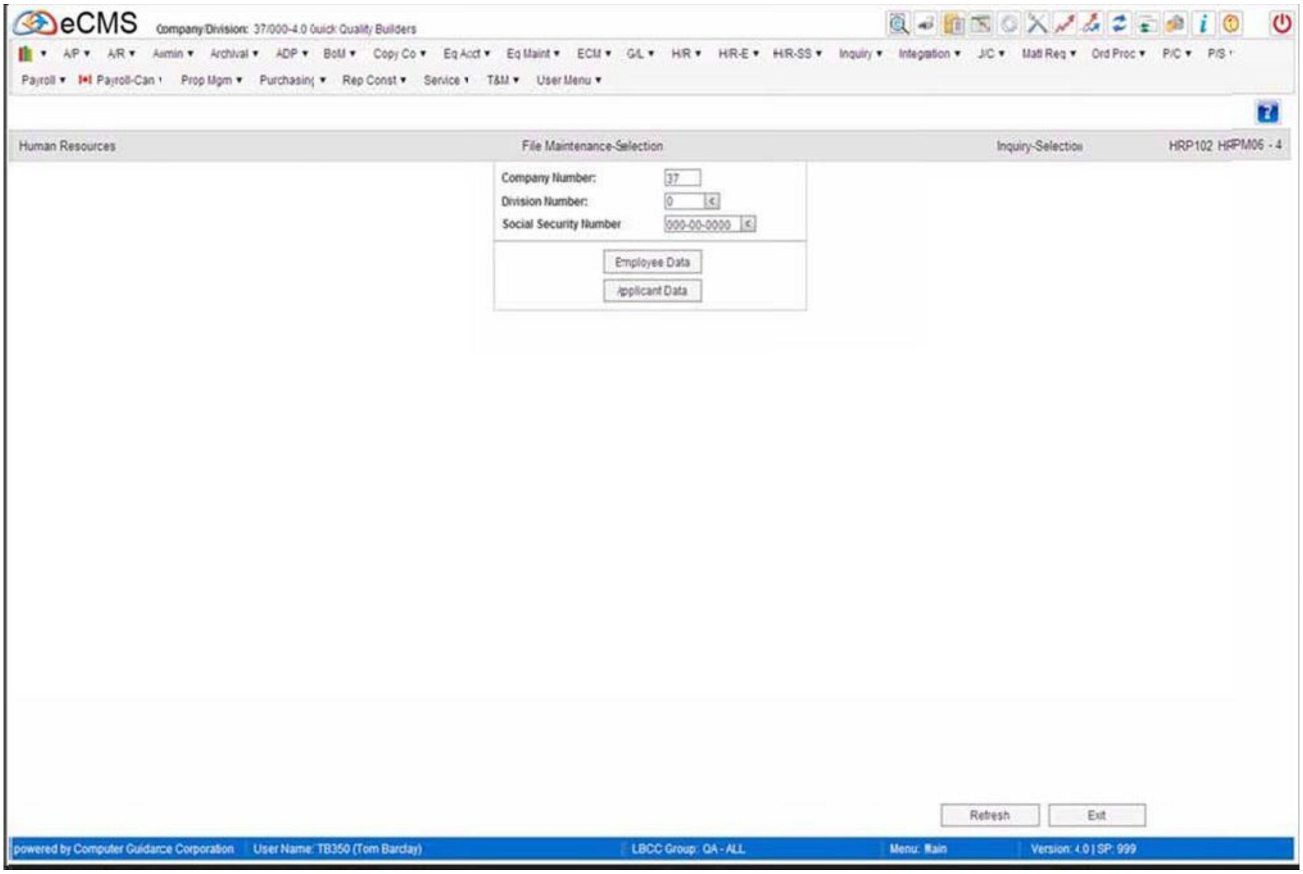


Scroll through the recordstoverifytheW2boxinformation is correct. When adding new recordscertain fieldsare promptable.WhenaddingUnionrecords,it isimportanttopromptonthe Unionnumberto associateit withthe correct Distribution number.

Benefit/Deduction Enrollment

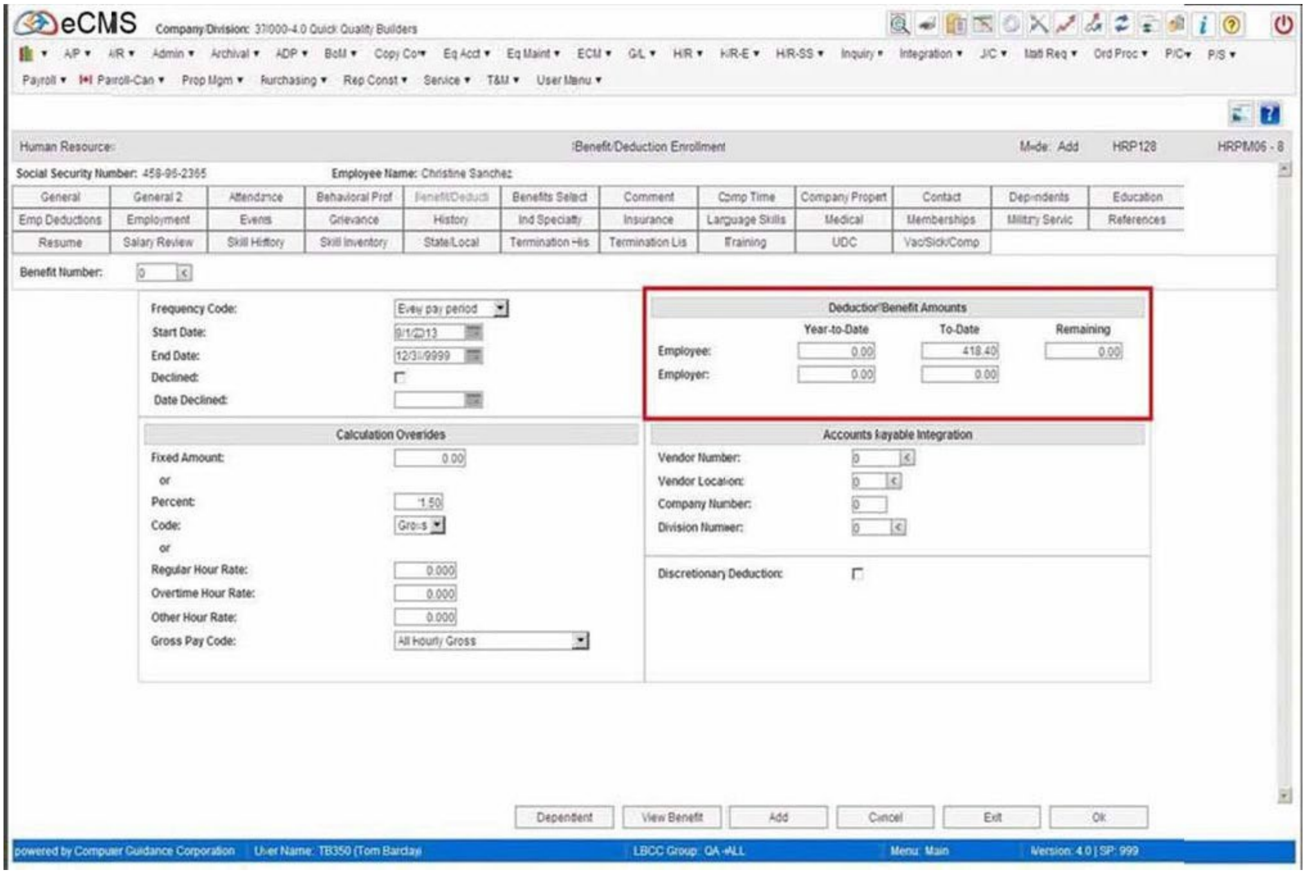
Human Resources | Maintenance | Personnel Data

Personnel Data - Selection



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

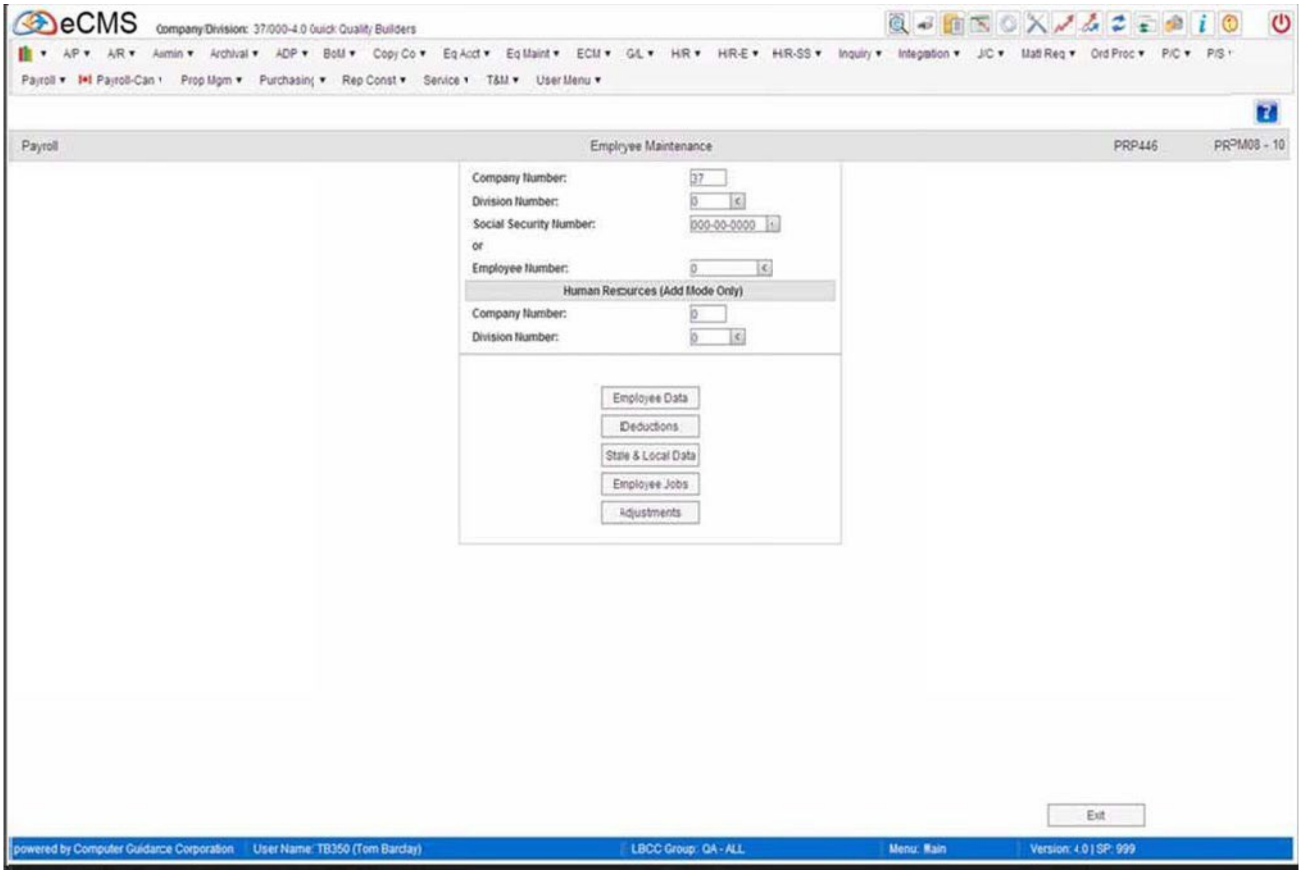


- **Year-to-Date amounts** are zeroed when Prepare Year-End files is run with the **Zero YTD Amounts** field set to **Y**. See "Prepare Year-End Files for W2" on page 6-1.
- **To-Date** amounts are zeroed when the **Zero to Date amount** field (in the Distribution Master) is set to **Y** and the **Zero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

EmployeeDeduction Maintenance

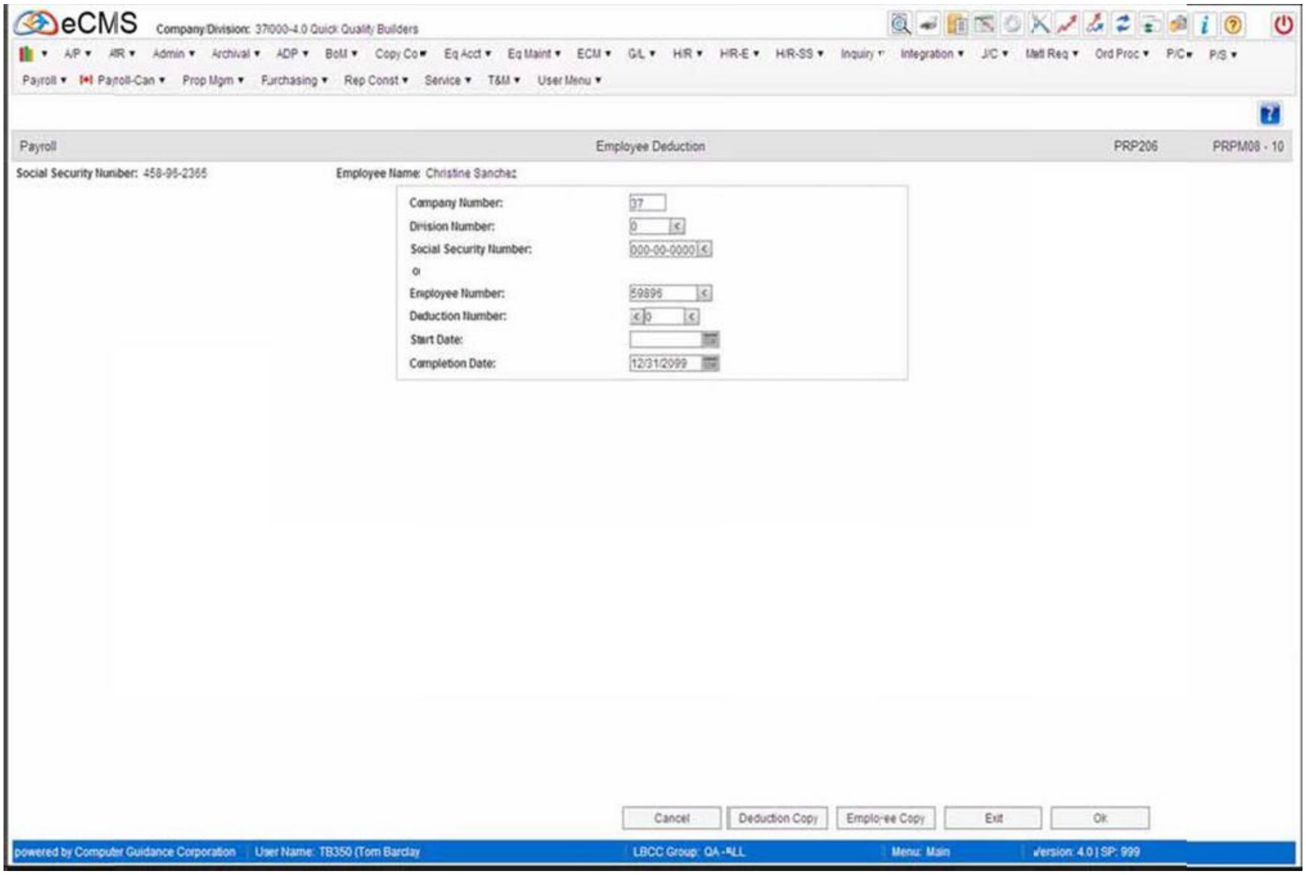
Payroll | Maintenance | Employee Maintenance

Employee Master - Selection



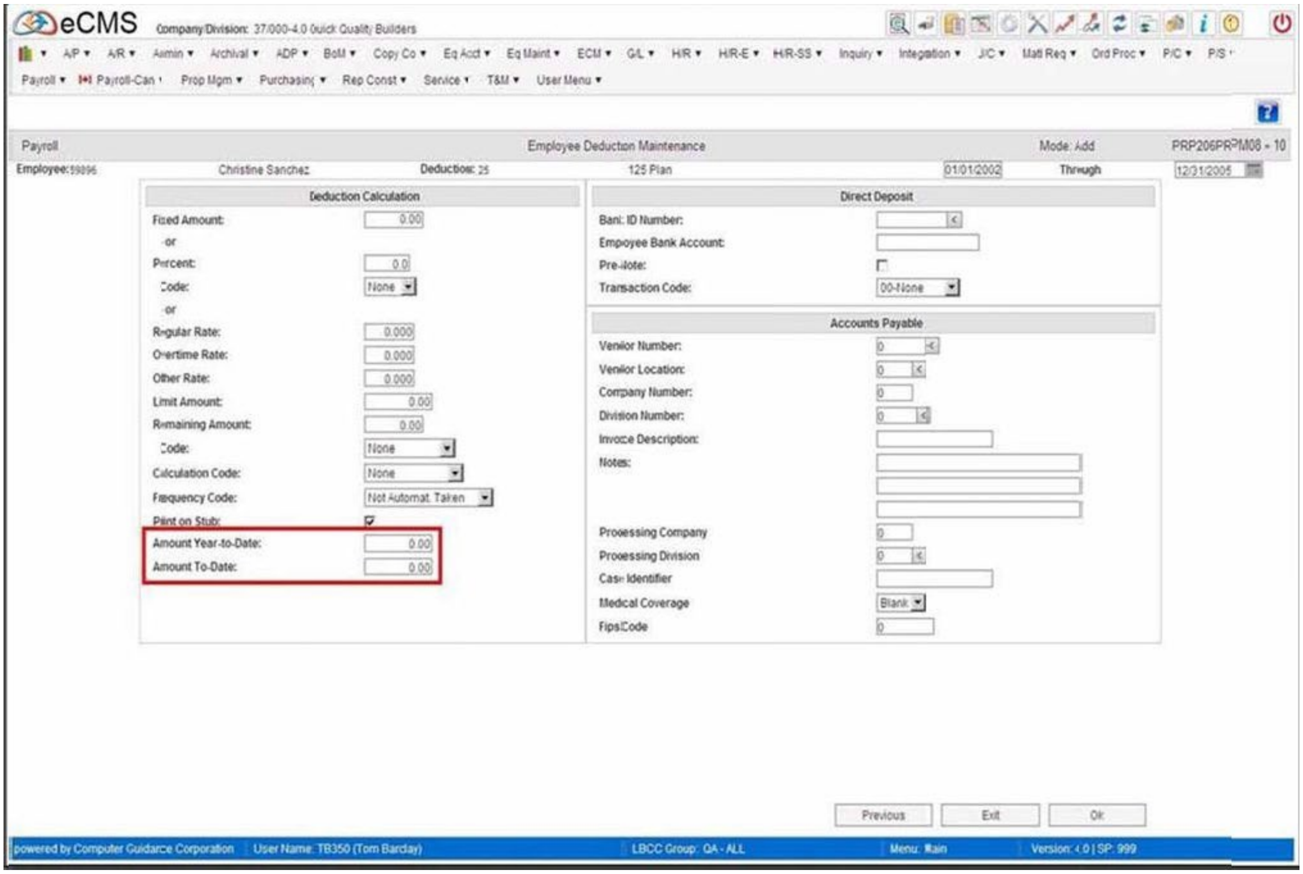
1. Enter either a Social SecurityNumber or an Employee Number, or clicktheir respective prompts to make these selectionsfroma list.
2. Click the **DEDUCTIONS** tab.

Employee Deduction - Selection



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



- **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**.

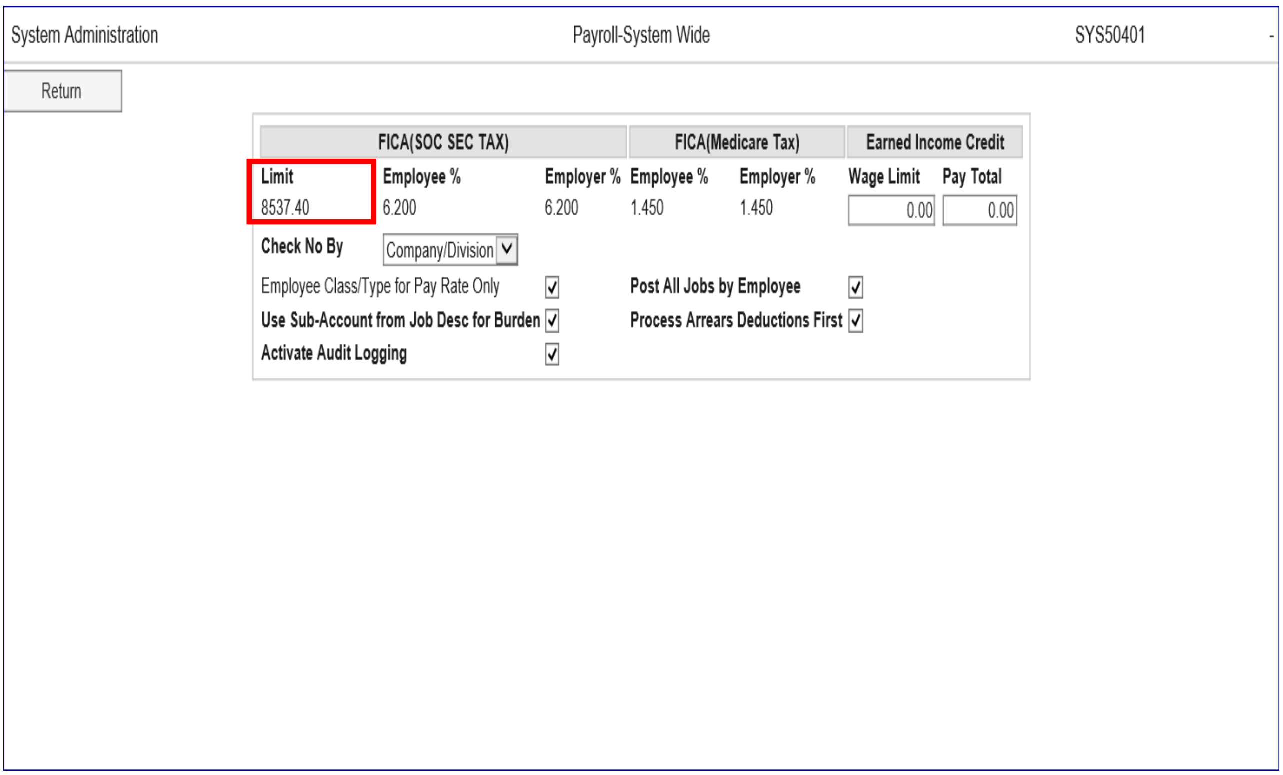
Update Medicare and Social Security

The FICALimits and Percentages previouslypulledfrom the Payroll defaults must now be set up in an Annual FICA Tax Table.The Payroll defaultsare stillusedin Year-End processing and can be updatedfrom the Annual Tax Tables by selectingthetable'sUpdate **FICA SystemDefaults**option.

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

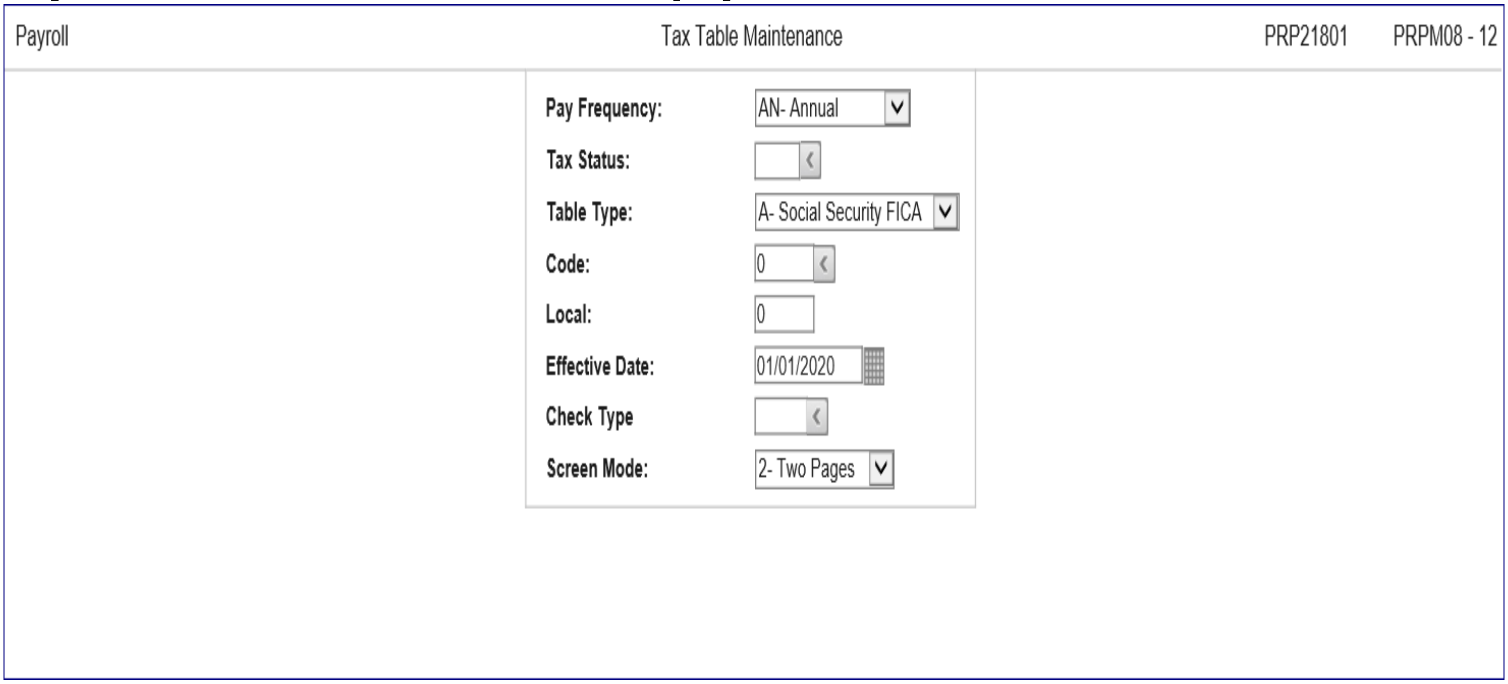
Payroll Defaults screen 1

FICASocialSecurityTax and FICAMedicare Tax Limits and Percentageswill updatefrom the AnnualFICA Tax Table ifthattablehas its**UpdateFICA SystemDefaults**optionselected (see below).



Annual FICA Tax Table Selection

Payroll | Maintenance 1 | Tax Tables - Employee Tax Table

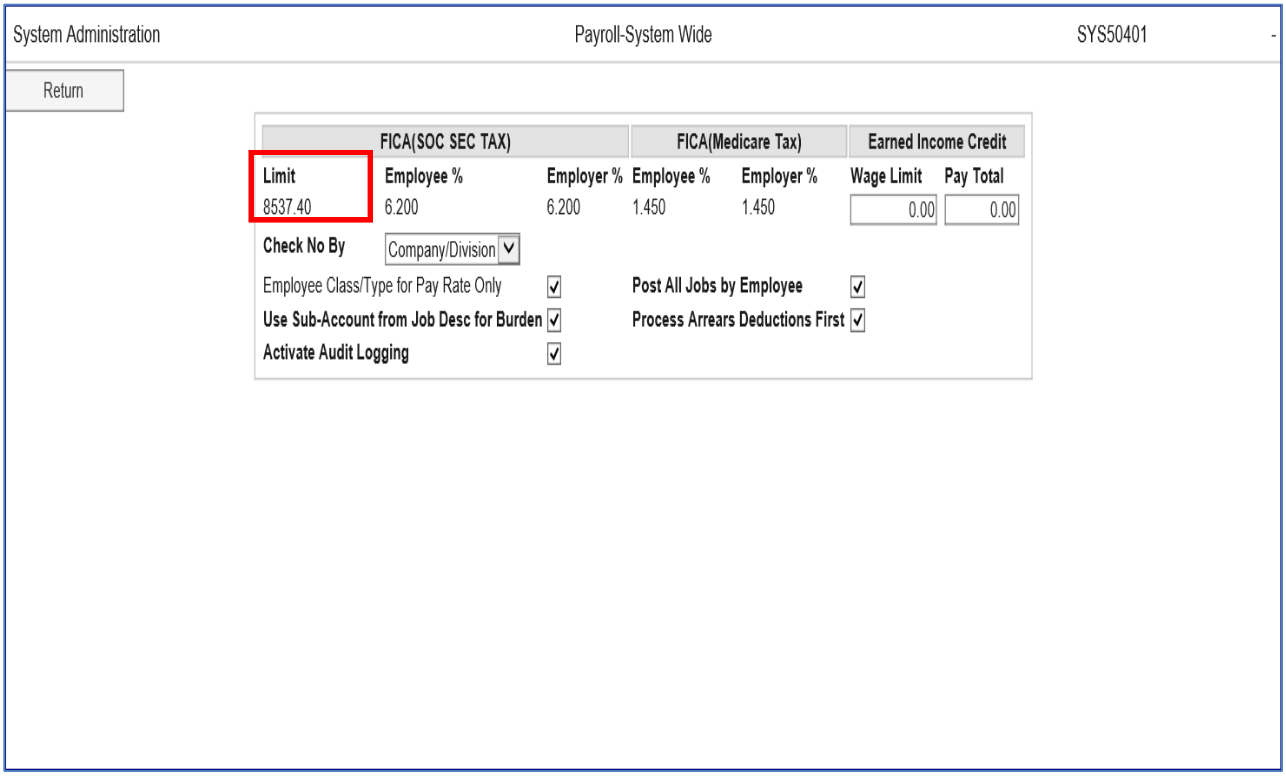


Set the **Frequency** field to “AN - Annual”, the **Table Type** field to “A - Social Security FICA” and enter the date this table will take effect Leave all other fields blank.

eCMS 3.4.3: Set the **Frequency** field to “Weekly”.

Annual 2020 FICA Tax Table Detail

The following graphic shows the Annual FICA tax table for 2019. 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:** **Table Type:** A **Code:** 0 **Effective Date:** 01/01/2020

Description: 2020 - E FICA

Personal Exemptions: ☐

Tax Credits: ☐

Update FICA System Defaults: ☐

	Wage Amount	Covered Earnings	Percent	Exemption Amount	Additional Exemptions 1	Additional Exemptions 2	Tax Credits 1	Tax Credits 2	Tax Credits 3
1	137700.00	☐	6.2000	0.00	0.00	0.00	0.00	0.00	0.00
2	9999999.99	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
4	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
5	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
6	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
7	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
8	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
9	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
10	0.00	☐	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:** **Table Type:** A **Code:** 0 **Effective Date:** 01/01/2020

Description: 2020 - E FICA

Personal Exemptions: ☐

Tax Credits: ☐

Tax Equate Factor:	0
Standard Deduction:	☐
Percent:	0.0
Amount:	0.00
Minimum 1:	0.00
Minimum 2:	0.00
Maximum 1:	0.00
Maximum 2:	0.00

Gross Taxable	
Minimum 1:	0.00
Minimum 2:	0.00
Minimum Tax:	0.00
FIT Deduction Percent:	0
Deduct FICA for State/Local:	☐
Maximum:	8537.40

Maximum FICA Value must be entered.

Annual 2020 Medicare FICA Tax Table Detail

Thefollowing graphicshowstheAnnual MedicareFICAtax table for2019. The limitfor 2019will be $200,000.00. Up to this limit the Percent will be 1.45. It becomes 2.35 after the limit has been surpassed.

Payroll | Tax Table Maintenance | Mode: Update | PRP218021

Pay Frequency: AN **Tax Status:** **Table Type:** G **Code:** 0 **Effective Date:**01/01/2020

Description: 2020 - EE Medicare

Personal Exemptions: ☐

Tax Credits: ☐

Update FICA System Defaults: ☐

	Wage	Covered	Percent	Exemption	Additional Exemptions		Tax Credits		
	Amount	Earnings		Amount	1	2	1	2	3
1	200000.00	☐	1.4500	0.00	0.00	0.00	0.00	0.00	0.00
2	9999999.99	☐	2.3500	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
4	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
5	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
6	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
7	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
8	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
9	0.00	☐	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
10	0.00	☐	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 Medicare defaults with these entries.

Optional General Ledger Processing

To zero Year-to-Datefields in the DepartmentMaster,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 theinformationthat clears from the DepartmentMaster,use the Payroll Maintenance **Department Master YTD** menu option.

```
Payroll | Maintenance 1 | Department Master - YTD
```

- Onthe DepartmentYTD MaintenanceSelection screen, entera DepartmentNumber or click the prompt to selectfrom a list. Click OK.
- Onthe DepartmentYTD MaintenanceDetail screen, make entries in the fields you wishto modify.

Year-EndProcessingSteps-Recap

- Use the date-sensitive, tax tablecopyfeatureto update Federal, Stateand LocalTax Tables. You can run this at any time. Do not deletethe 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 Securityand Earned Income CreditLimitsand Rates for new payroll year.
- Begin Processing Payroll for new payrollyear.

Payroll W2 Year-End Processing

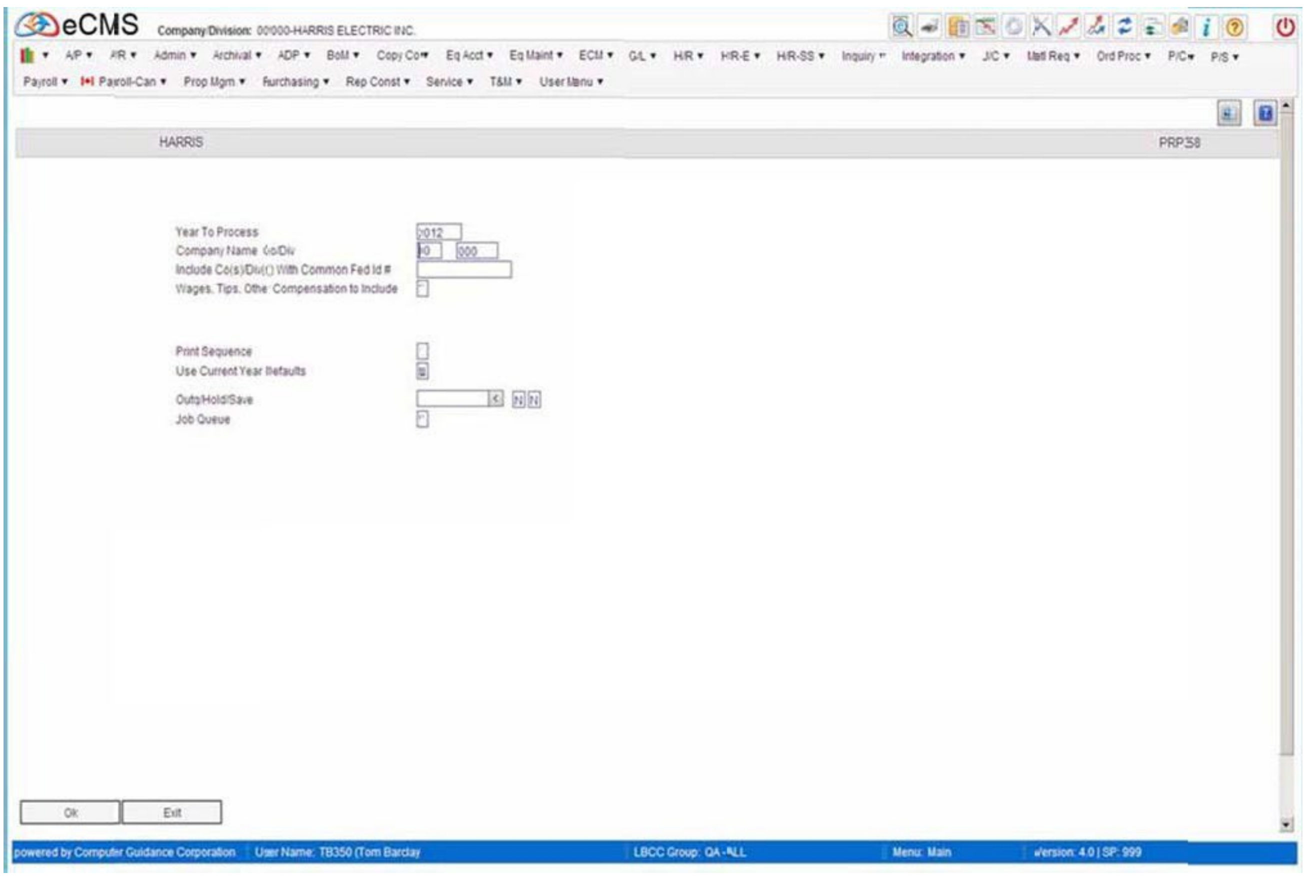
W2 Register

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



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

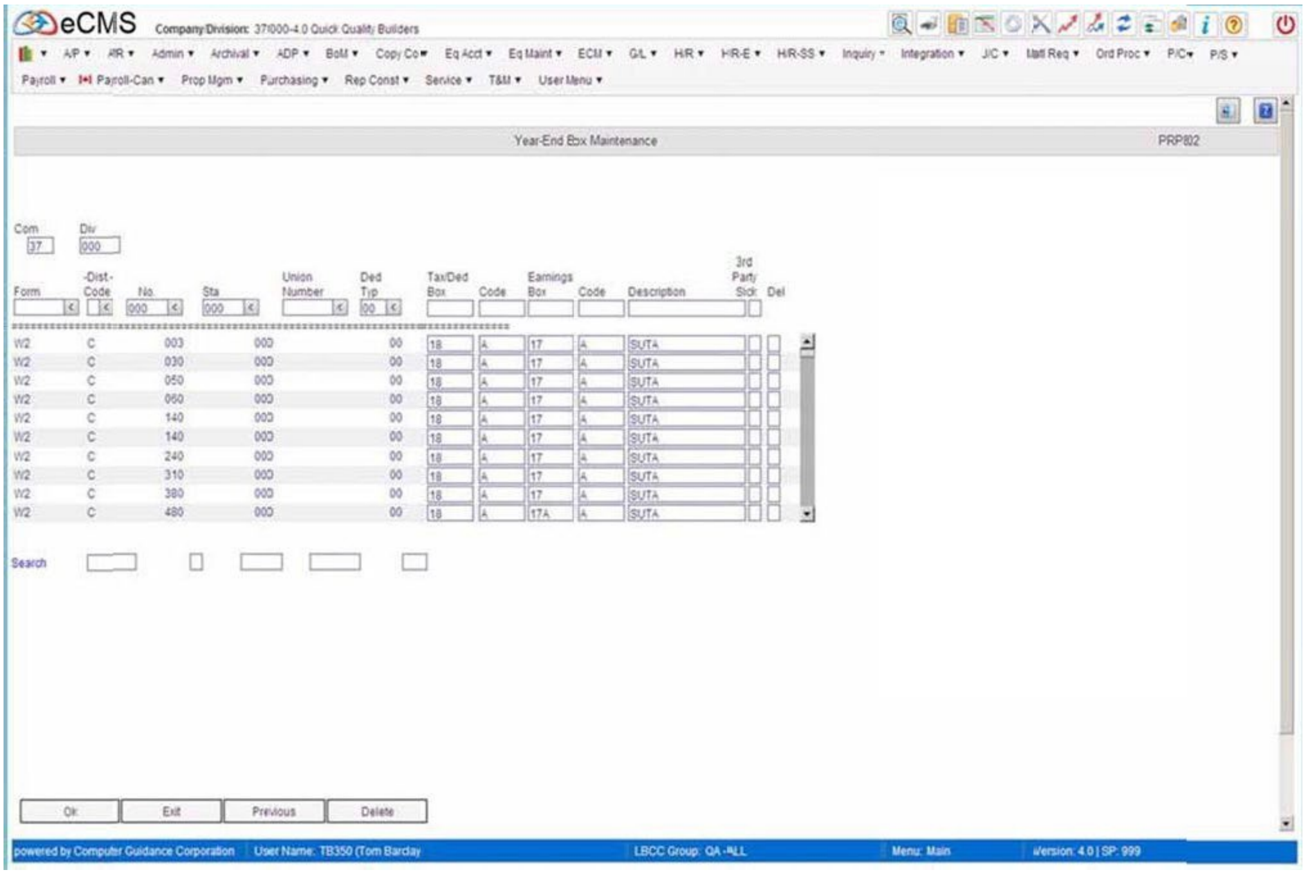
When you click **OK**, the Level Security popup window will display listing the security levels to which you have access. Select the levels you wish to include on the W2 Register and click **OK** again.

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



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

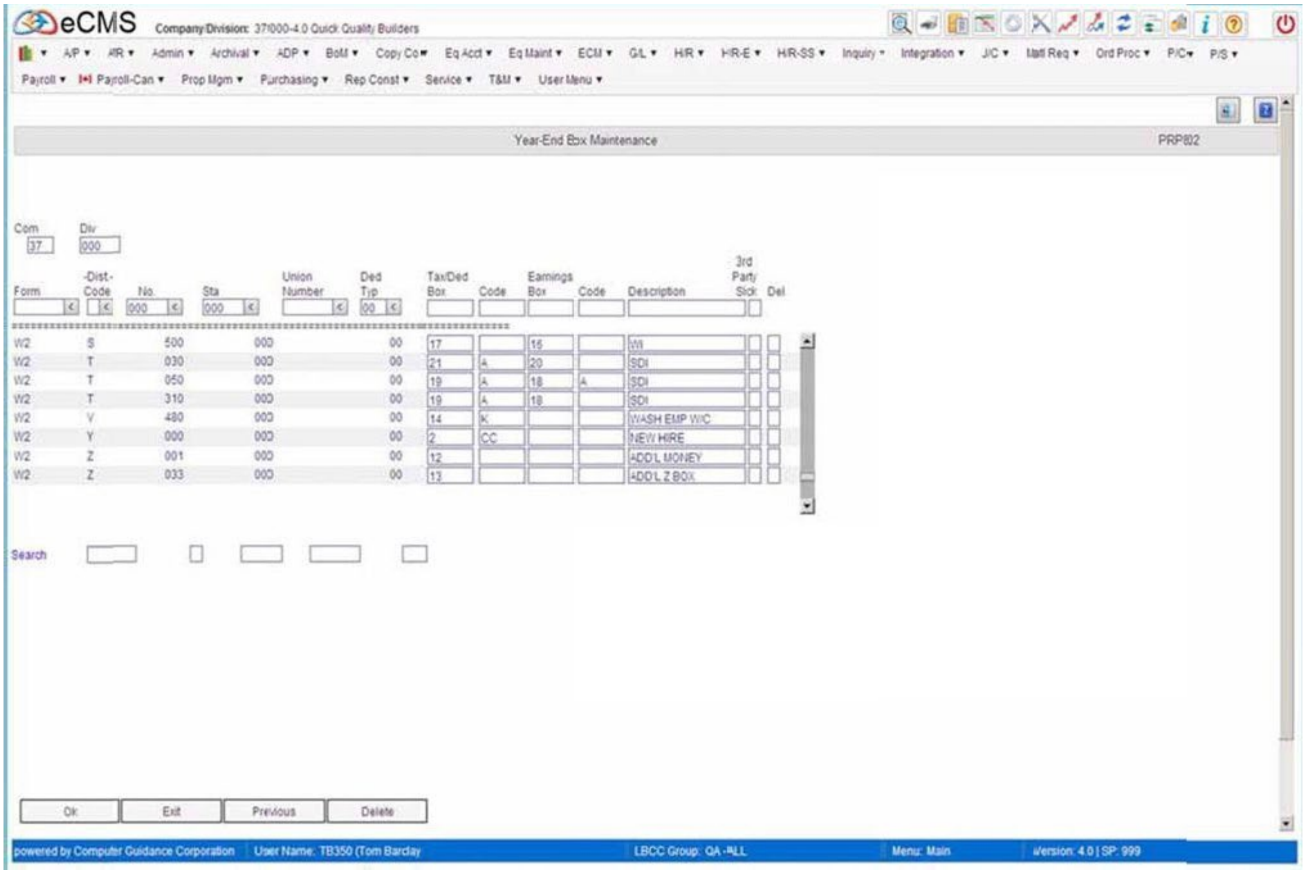
W2 Box 12

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



- 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.

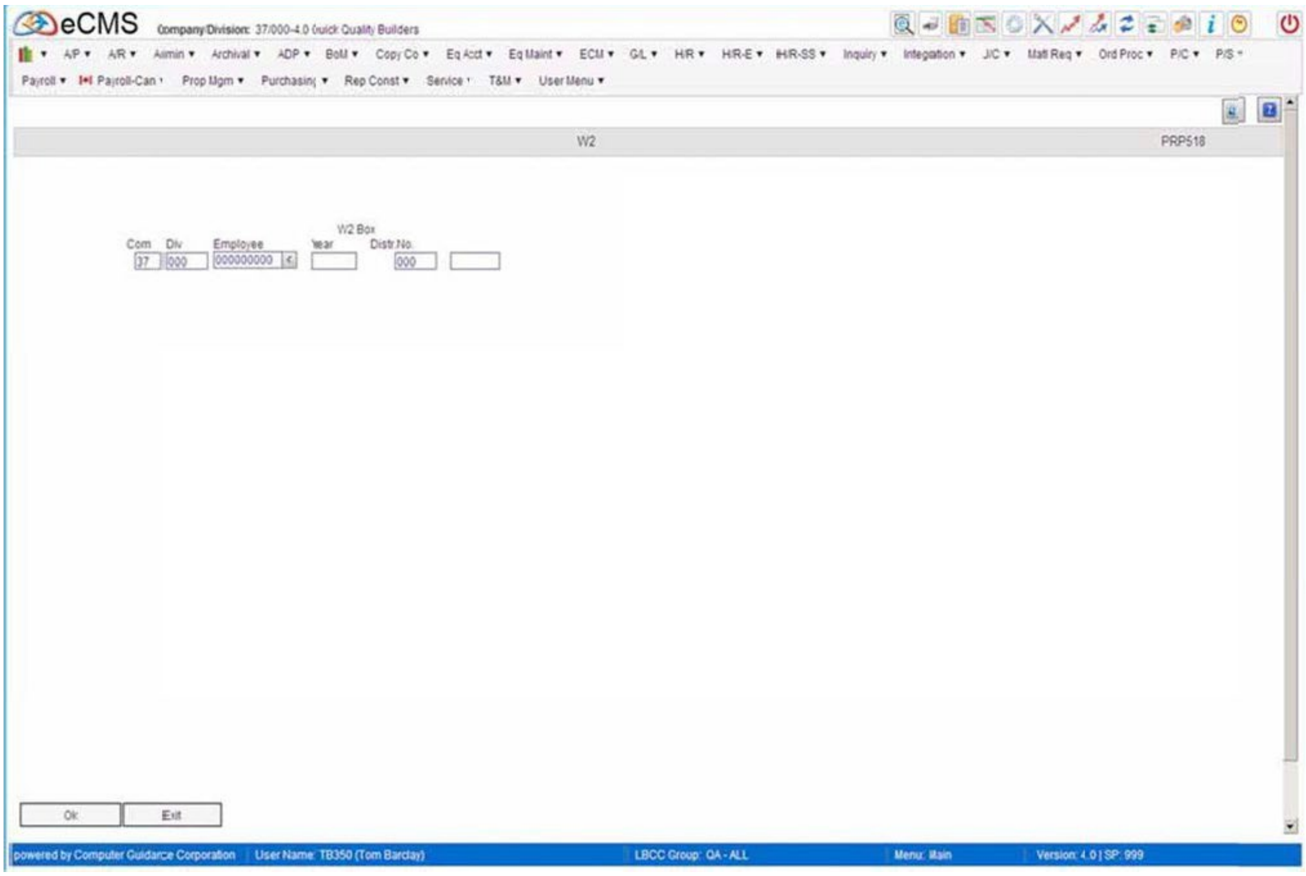
W2 Box Maintenance

Payroll | Annual | W2 Box Maintenance

This procedureis usedtoassignan employeetoaZbox distributioncode, assetupinthe Year-End boxes (see, "Year-End BoxAssignmentforW2"onpage7-3).

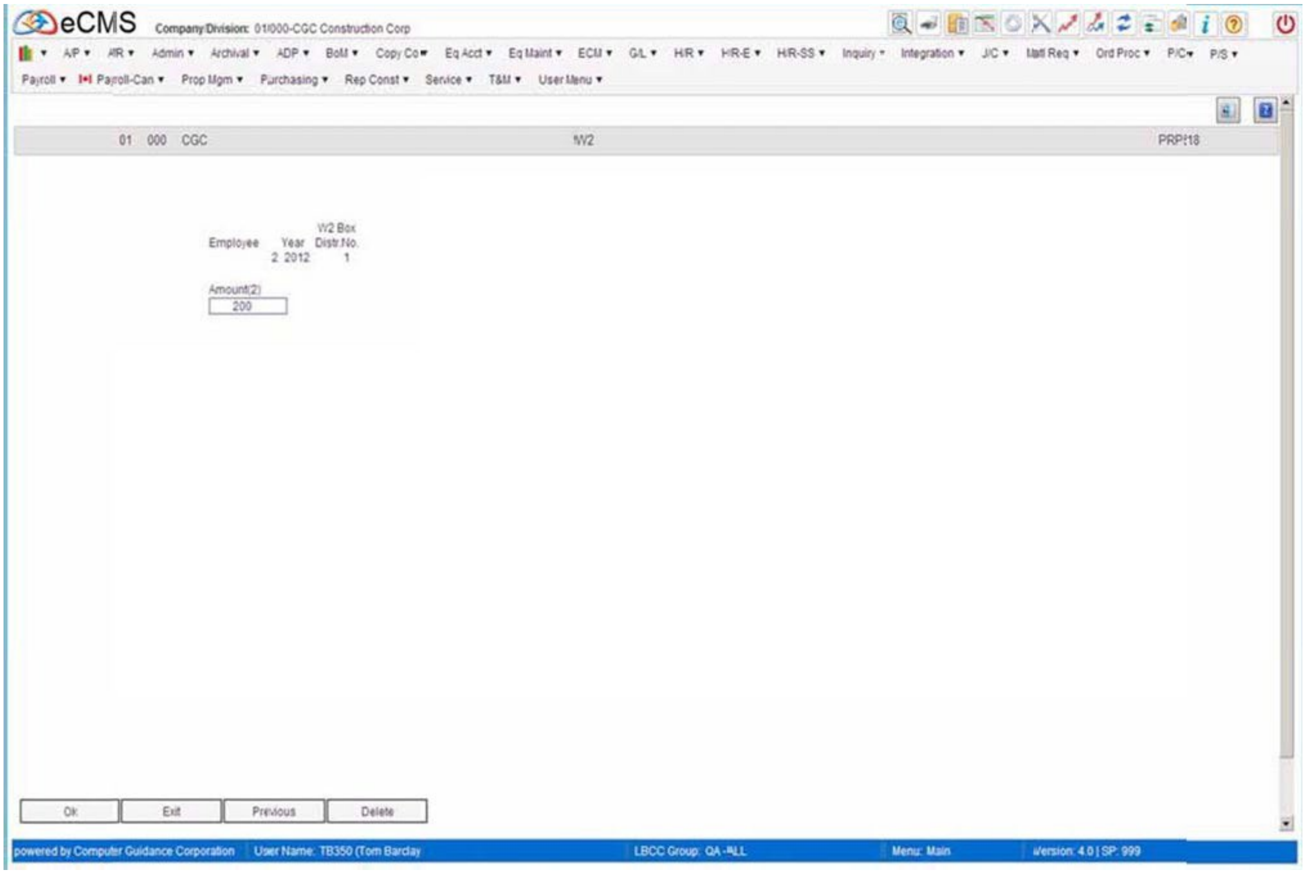
Zboxes are nottobe used to clean up data,even though eitherpositive or negativevaluescan be entered (see, "Z Box Notes"on page 7-7).

W2 Box Maintenance Selection



1. EnterEmployeeNumber,Year and DistributionNumber you usedwhen you createdtheZbox (see, "Year- End BoxAssignmentDetail"on page7-3).

W2 Box Maintenance Detail



2. Enter the Amount of the adjustment. Thisadjustment can be either positiveor negative, and isadded toother itemsthathavethesameW2BoxNumberandDescription.

Z Box Notes

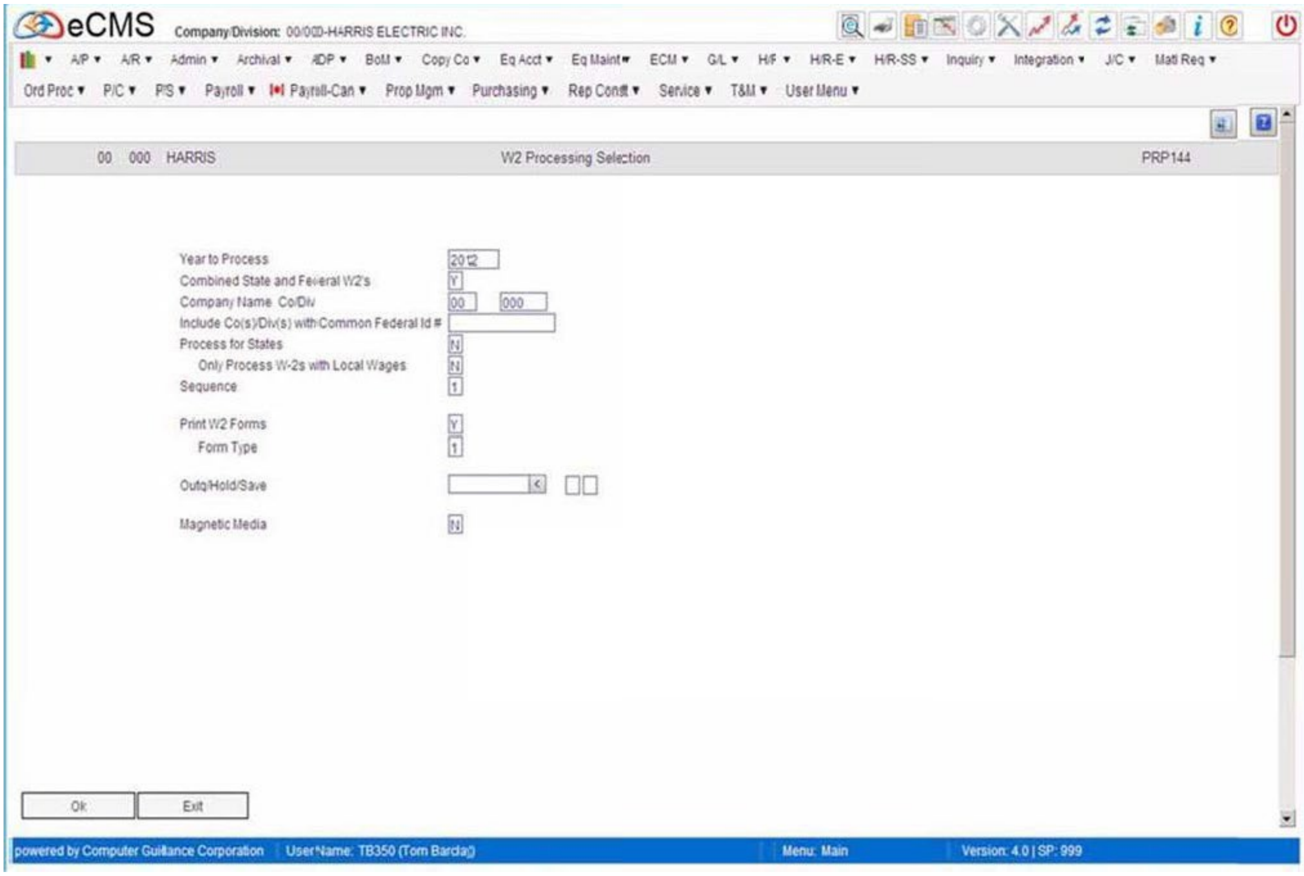
The Z Box information will print at the bottom of the W2 Register.

SinceZ boxes do not update the Earnings file, they should only be used for items that are to be added to the annualforms and magneticmedia.Items that need to be reflected on the Quarterlyfiling need to be processed through the system, not by using a Z box.

W2Forms-ImpactPrinters

Payroll | Annual | W2 Forms/Magnetic Media/XML

W2 Forms - Impact Printers Selection



Year To Process

Defaults to the previous system year.

Combined State and FederalW2s

Y W2s will generate for All employees.

N Onlyemployees meeting the criteria belowwill print. Morethan onestatecanbeprocessed only ifthe Statefield is set to N. This is the Normal Selection.

Company Name Co/Div

Ontheline marked "Company Name",enterthe Company/Division you are processing and includethe 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 displayafterclick

OK. N OnlyFederalinformationwillprintonW2s.

Only Print W2swith Local Wages

Y Onlyemployees with specifiedlocalwageswillgenerateaW2.

N All employeeswithstate wageswill generate aW2regardless ofwhetherlocalwagesexist.

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

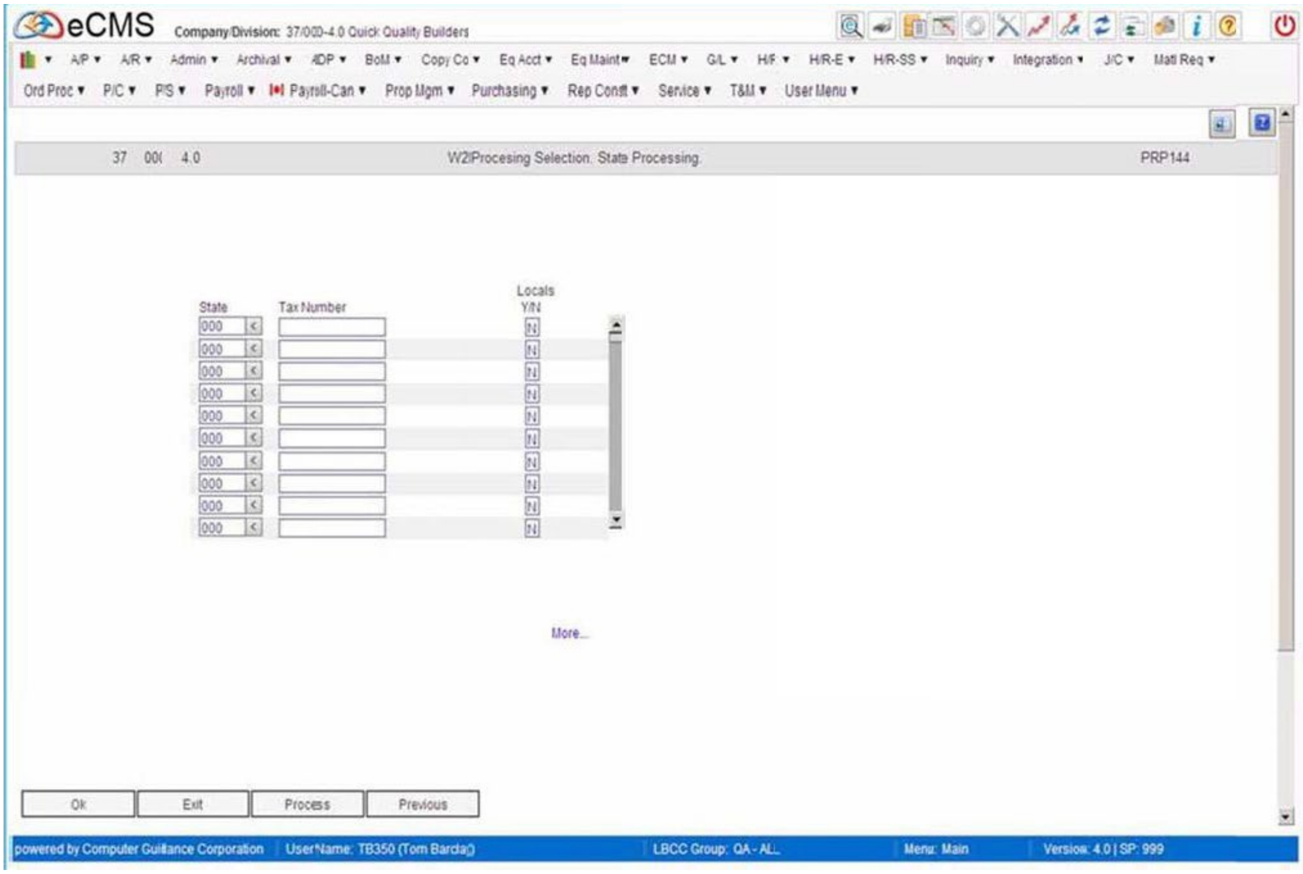
Magnetic Media

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 Processing Detail



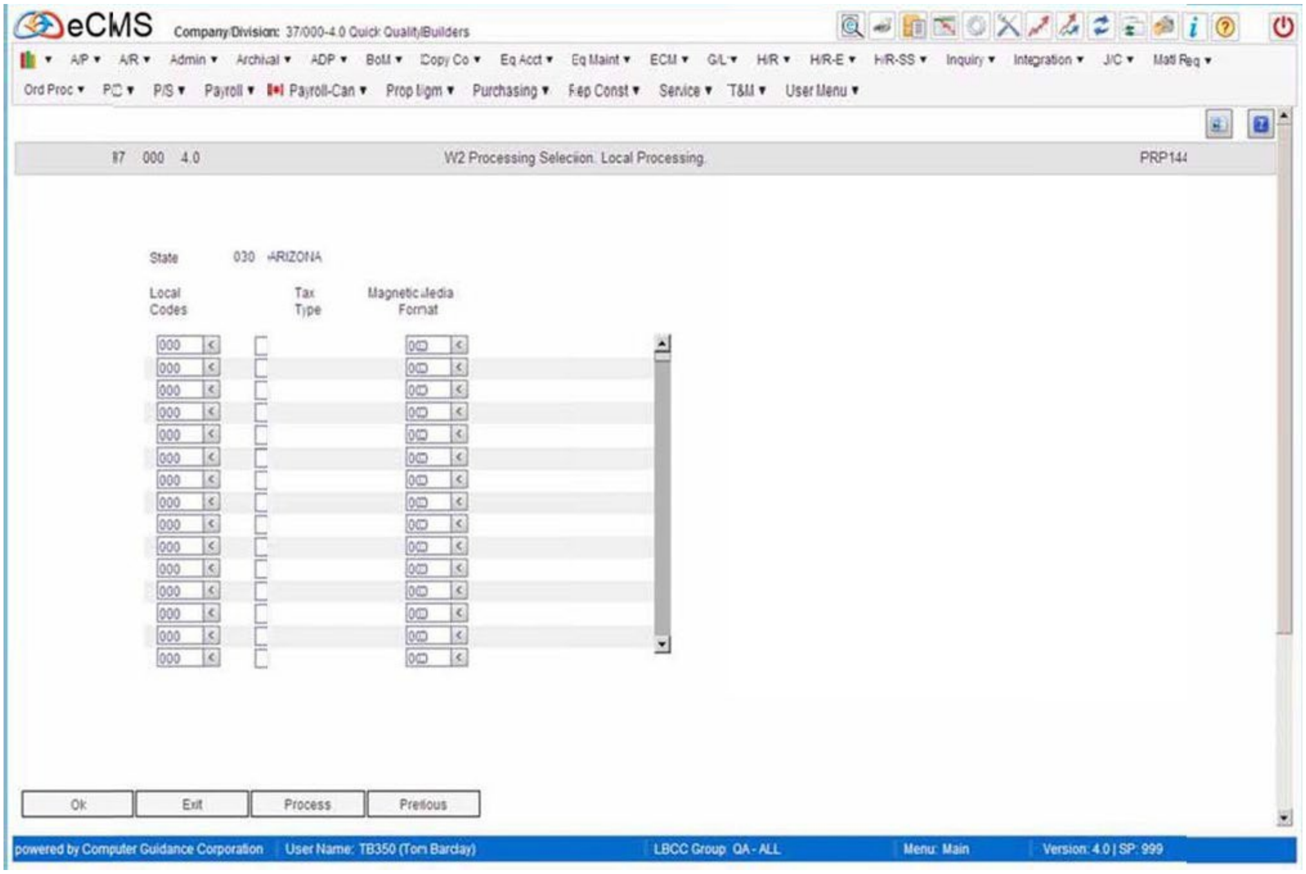
The State Processing screen displays if the **Process for States** field is set to **Y** on the previous screen. If the **Combine State and Federal field** was set to **N**, you can process more than one state at a time by including the state codes. This will generate a spool file for each states elected. 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



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.

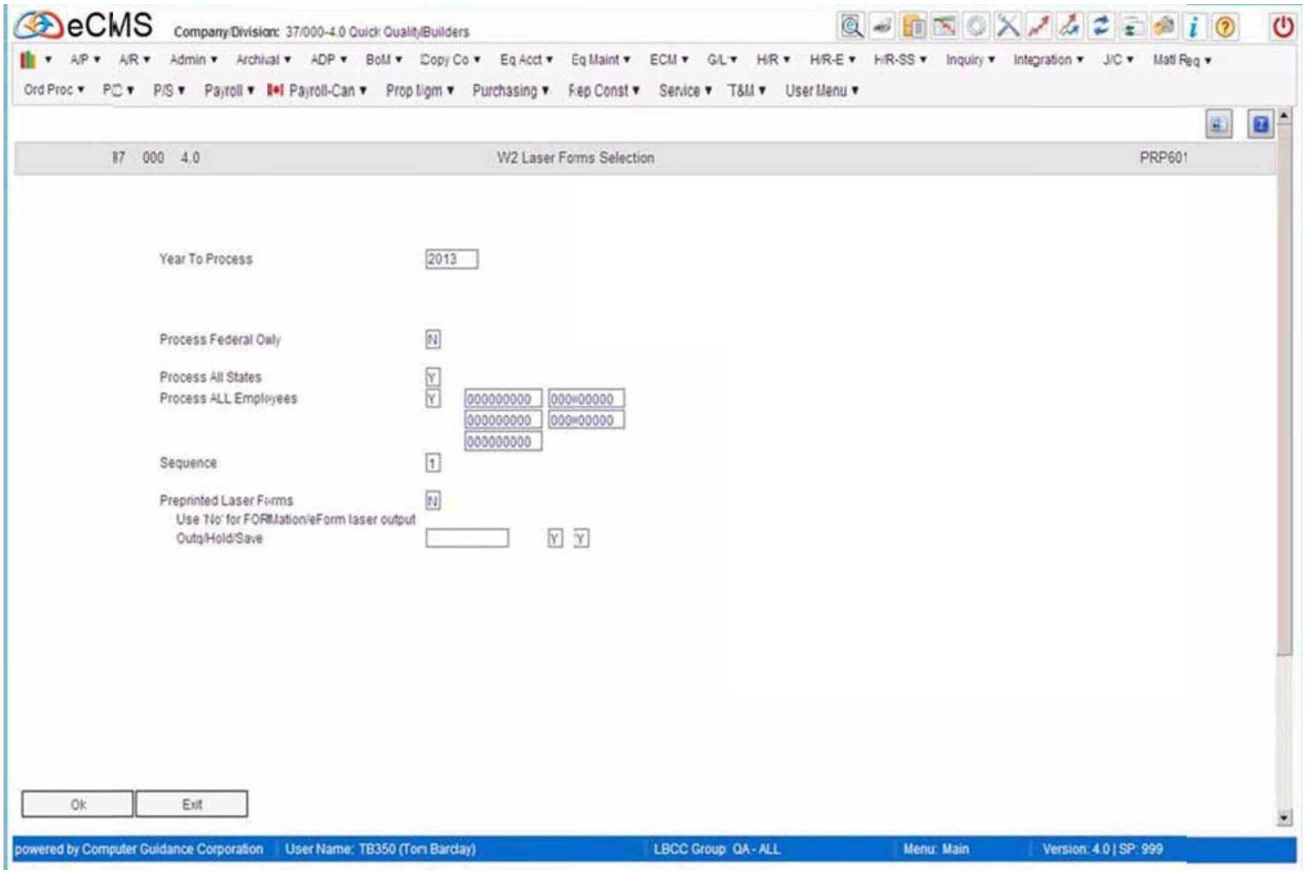
W2 Forms - Laser Printers

```
Payroll | Annual Laser W2 Print
```

- The Laser W2 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



Lase W2Print

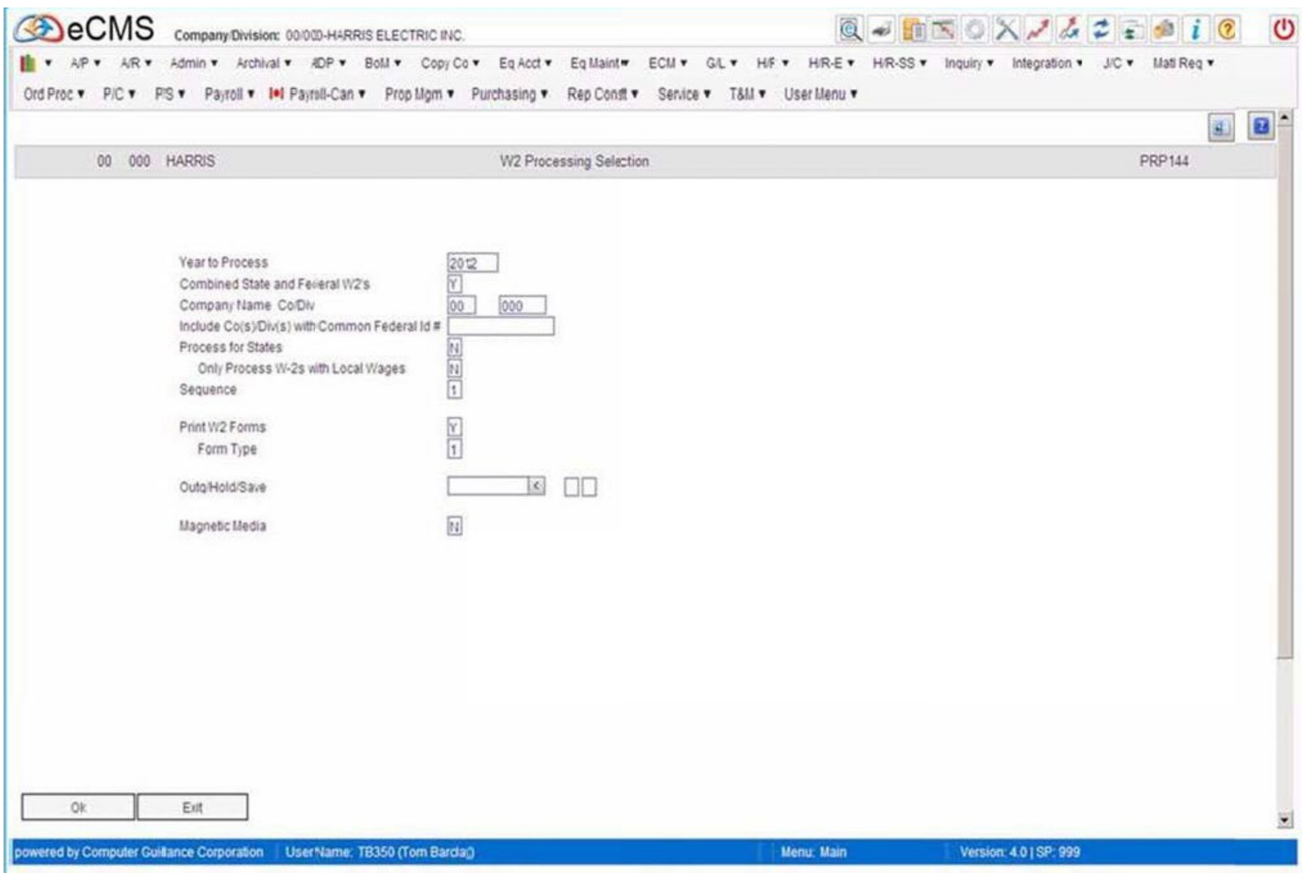
1. Answer N for Preprinted Laser Forms if you are using a blank form to create FORMation or eForms. Answer Y if you are using Preprinted Laser Forms.

W2Forms-MagneticMedia

Payroll | Annual | W2 Forms/Magnetic Media/XML

Important: This menu option requires Executive Security.

- You mustprocess theElectronicFileforeach governmententityindividually.You cannotcombinethe State records.
- **FederalMagneticMedia**--Thefields,**CombineState&FederalW2**,**ProcessallStates**and**Only print W2swith LocalWages**,shouldall be set to **N**. Set the **MagneticMedia** field to **F** (File name: PRW2512)
- **StateMagneticMedia**-Set the**CombineState&FederalW2** 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 **PrintW2Forms** field to **N** to create the magnetic media file and suppress printing of the W2s.
- Thefields,**IncludeCo(s)/Div(s)WithCommonFederal ID#**and**Company Name or Single Co/All Div(s)**,willnotdisplayunless AllCompany/AllDivision wasused atlogin.
- NewYorkYear-End/4thquarter magneticmediais runusing941 forms.This is for a combinedYear-End and 4thQuarter earnings reporting,perNew York specifications.



Year to Process

Defaults to the previous system year.

Combined State and FederalW2s

Y W2s will generate for All employees.

N Onlyemployeesmeeting the criteria belowwill print. Morethan onestatecanbeprocessed only ifthe Statefieldis 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 W2swith 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

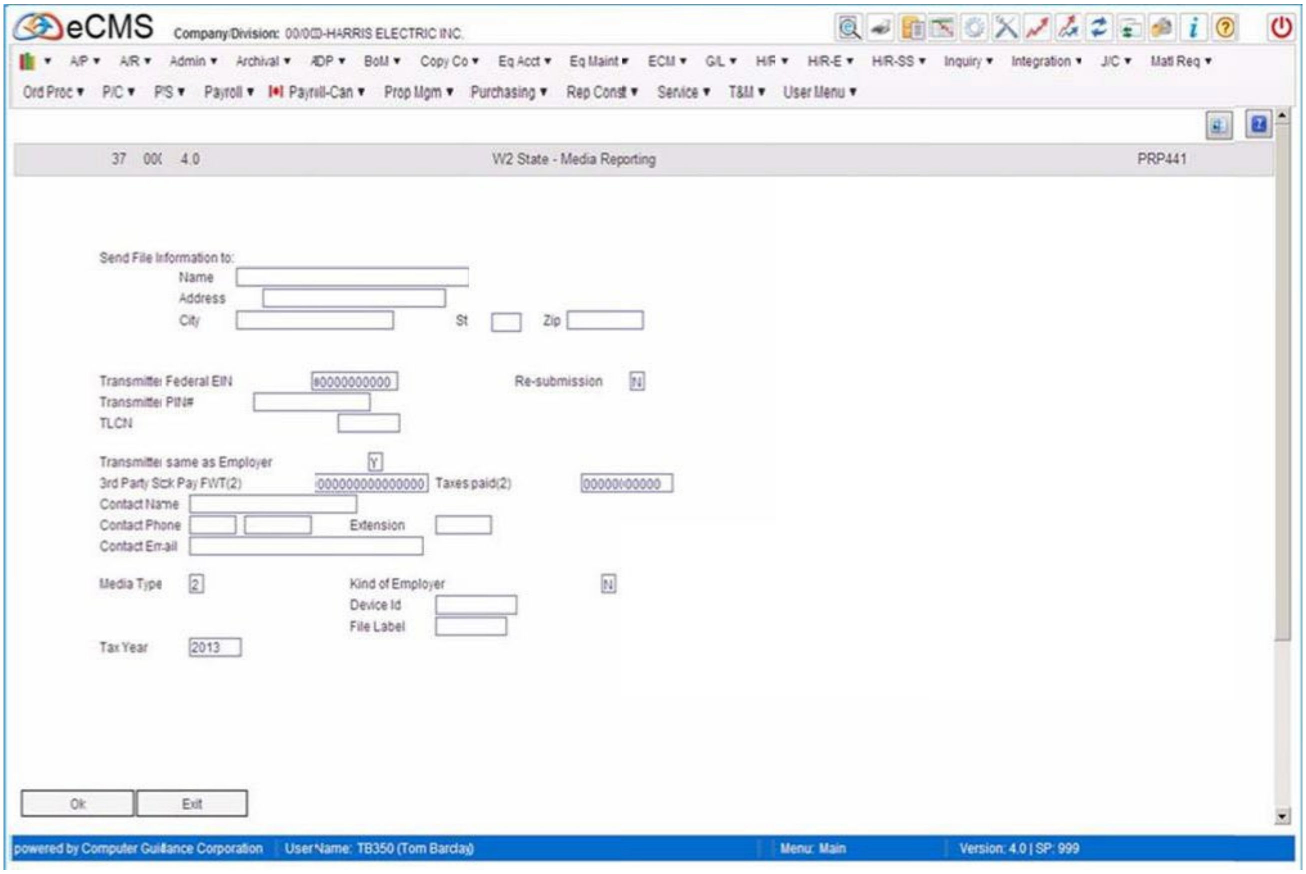
L Local, Electronic File will generate

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

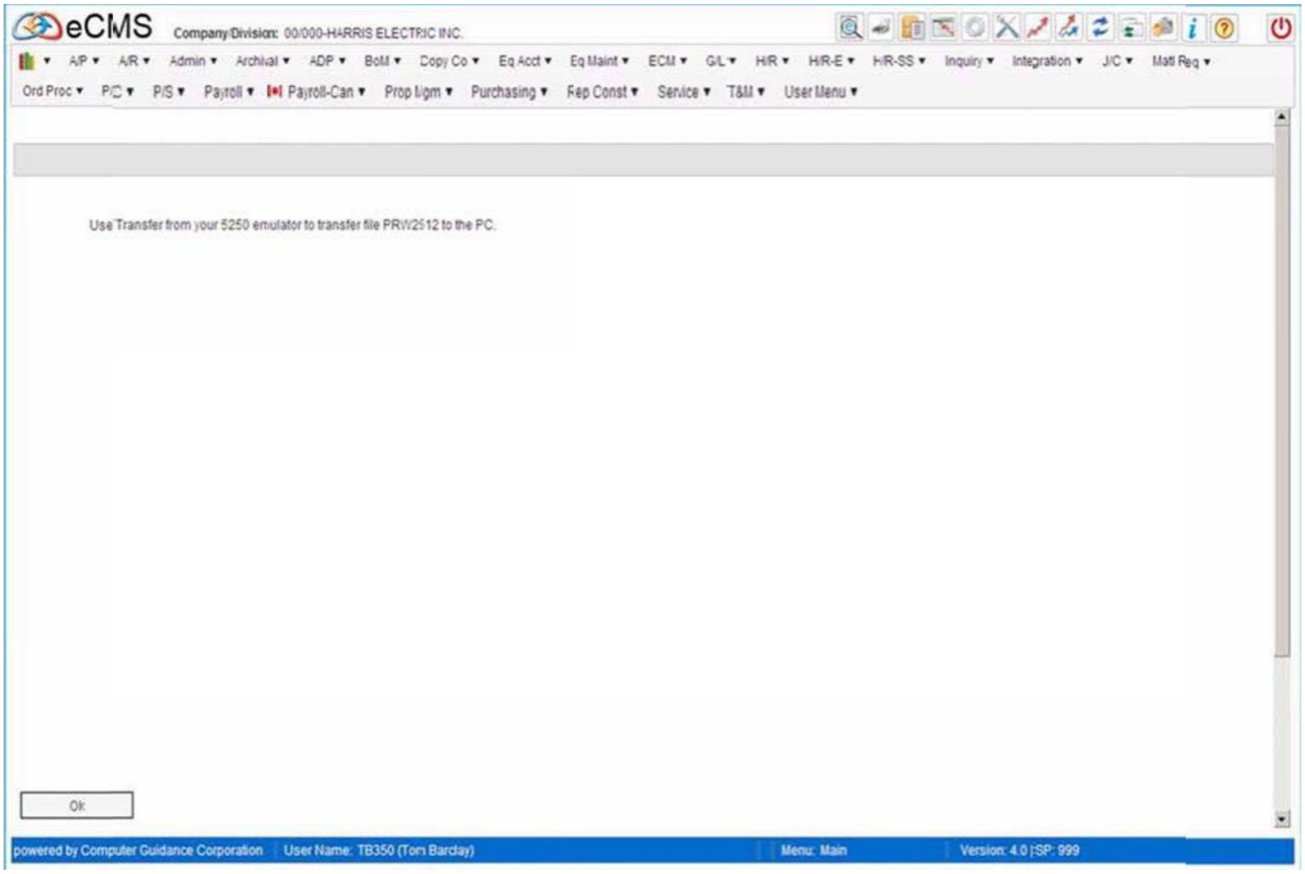
This screen will display if the **Magnetic Media** field on the selection screen was no set to N (no).



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. **MediaType** and **DeviceID**
   - **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** may be 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**).

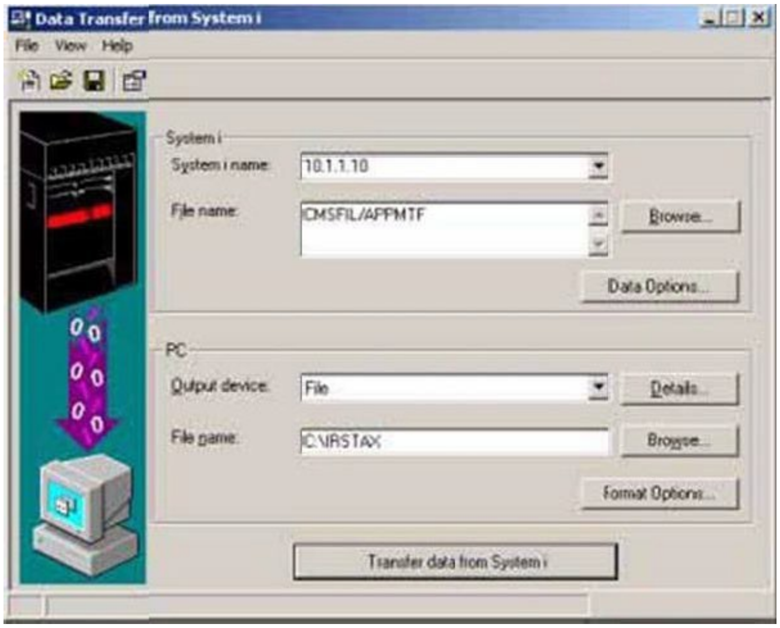


Note: This file is overwritten each time the option is run.

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 he 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**.

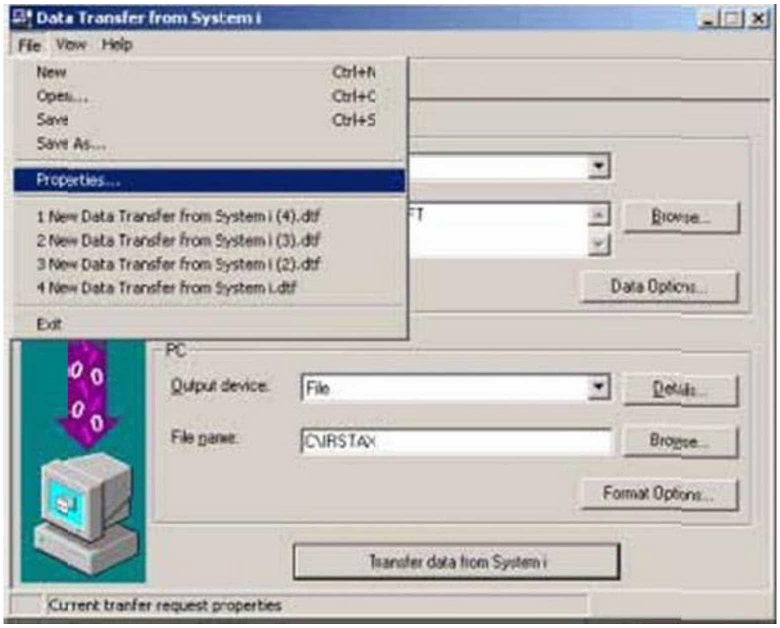
   Illinois Entry: Select **ASCII Text**
9. Click the **Translate system data to** prompt and select **ASCII**.
10. Select the **Save transfer description** option if it is not clicked.

    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**.

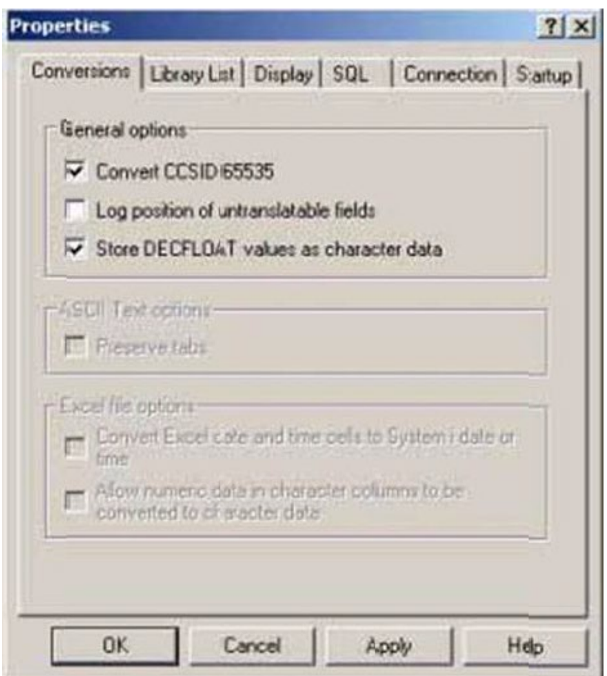
12. Click **OK**, and then **OK** again to return to the Data Transfer from AS/400 screen.

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



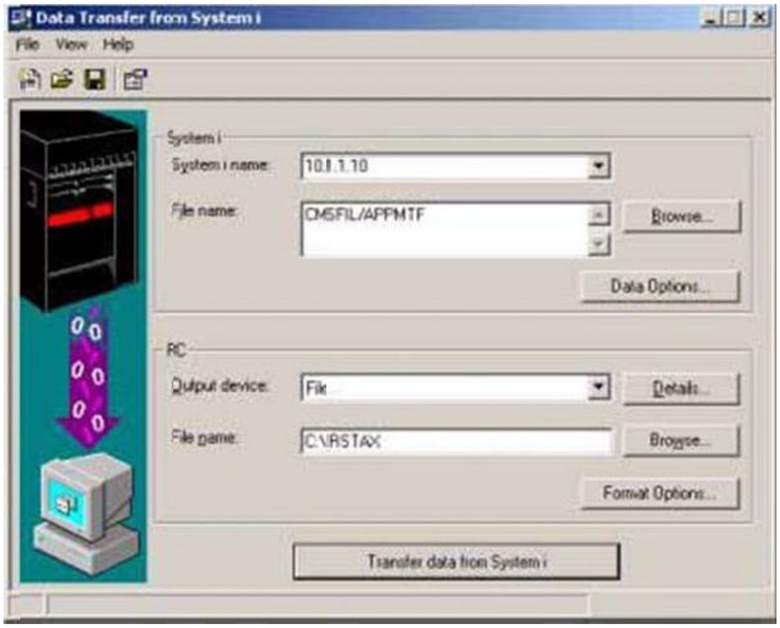
14. On the **Conversions** tab, select **Convert CCSID 65535** (this allows the file to be converted to the correct format).

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



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.

Renaming SYYFiles

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 commandline
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. Typethe new name on the "New Object" line (press **ENTER**). The next file will display,repeat renamefor second file and press enter.The third file will then display, repeat the rename process (press **ENTER**).RenameExample:From SYYCNC to SYYCNC15 (i.e.,lasttwo digits of year)
5. Type **F3** to exit the Work with Objectsscreen.

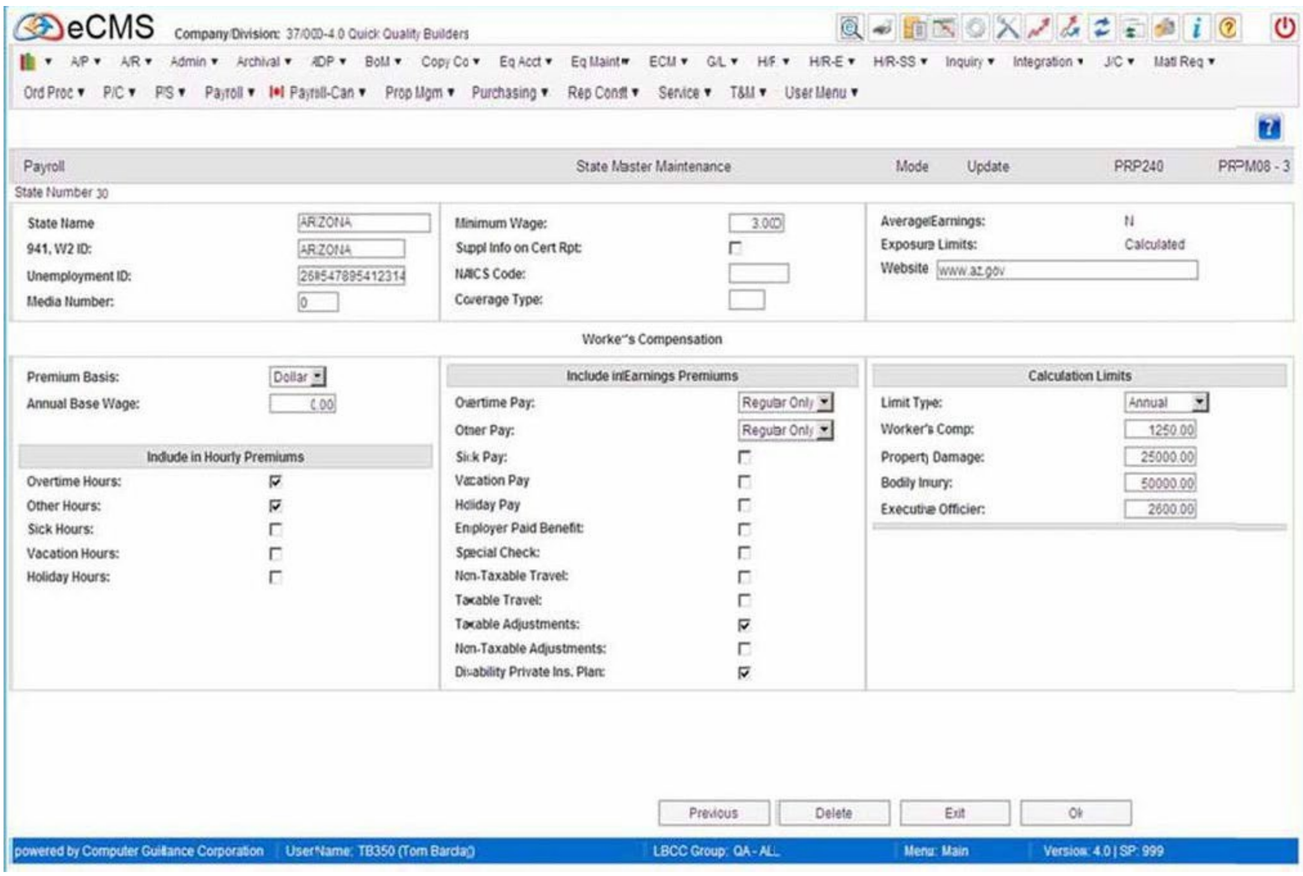
State Specific Requirements for W2 and/or Magnetic Media

New Jersey

To meet New Jerseystaterequirements 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.

IneCMS 343, the **Unemployment ID** field is labelled **StateI.D. for SUTA**,and the **Disability PrivateIns Plan** field should be set to **Y**.

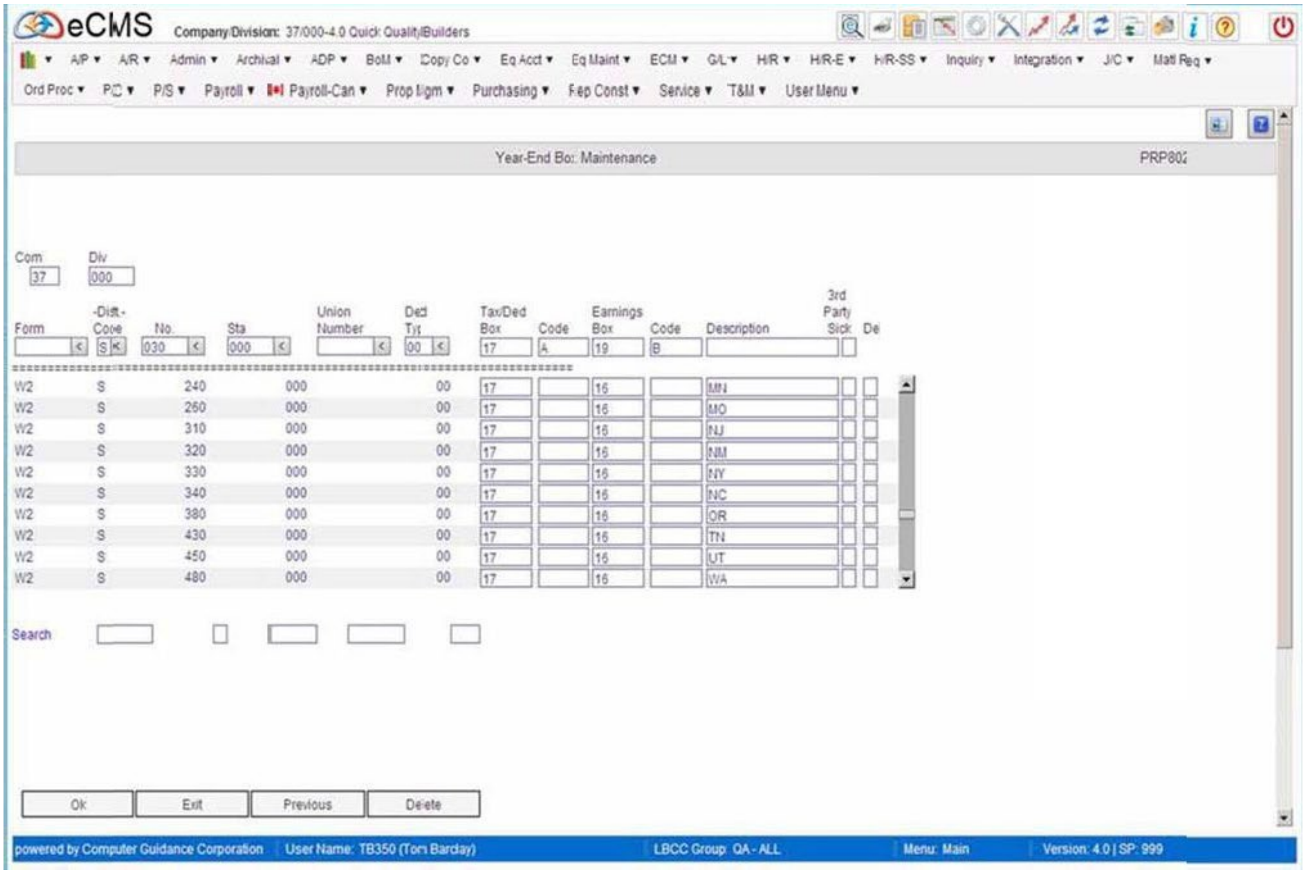
State Master Detail



Note: The UnemploymentIDfieldallows up to 15 characters.All charactersenteredin thisfield will printon the form.

New Jersey Family Leave Insurance Plan

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



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.

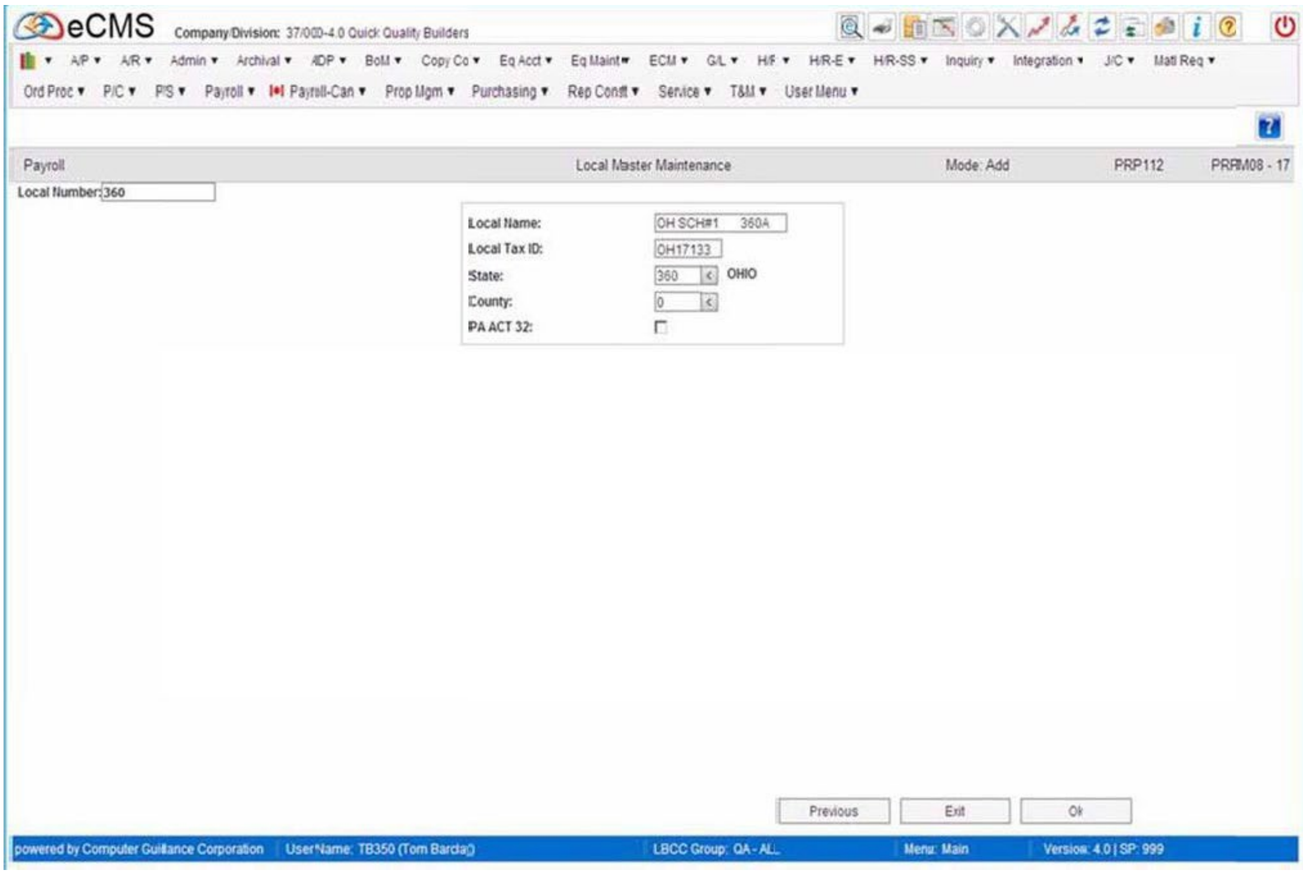
Ohio

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



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	490	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	

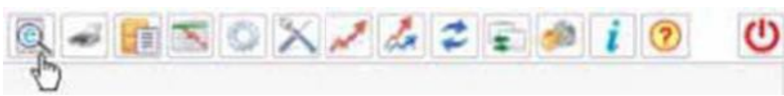
Restoring eForms Templates for Year-End Forms

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.

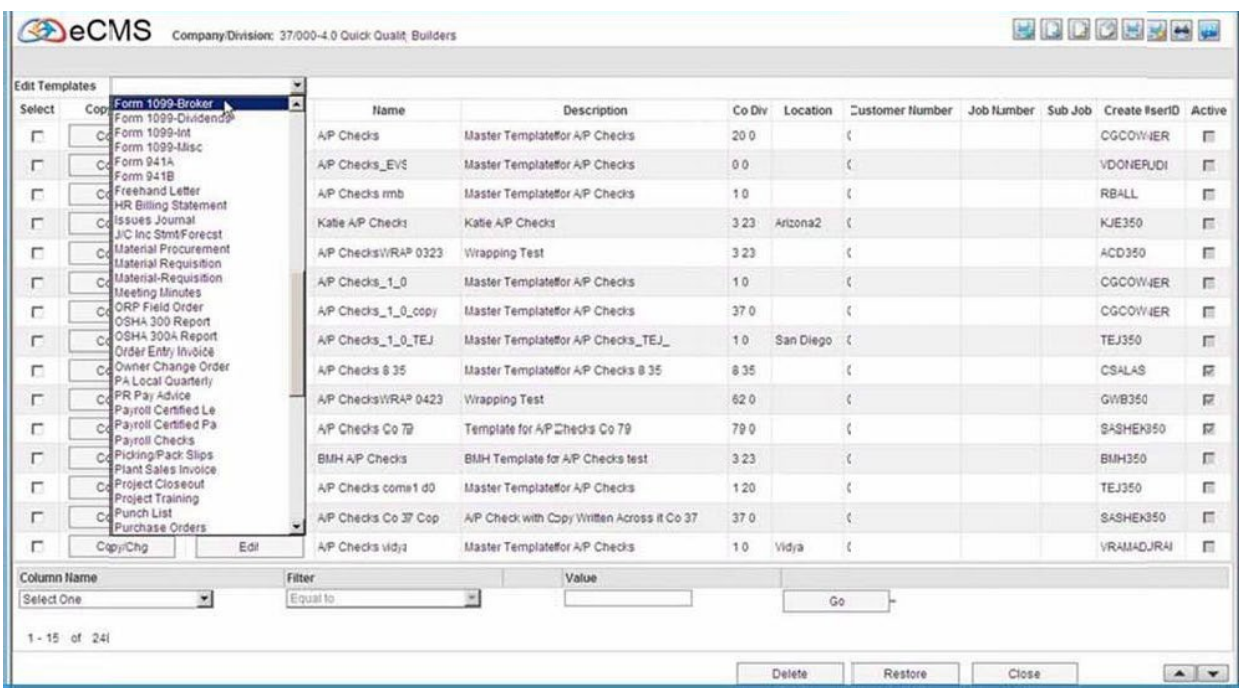
- Form 1099 - Broker
- Form 1099 - Int
- W2Wages/TaxStmnt
- Form 1099 - Dividends
- Form 1099 - Misc

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

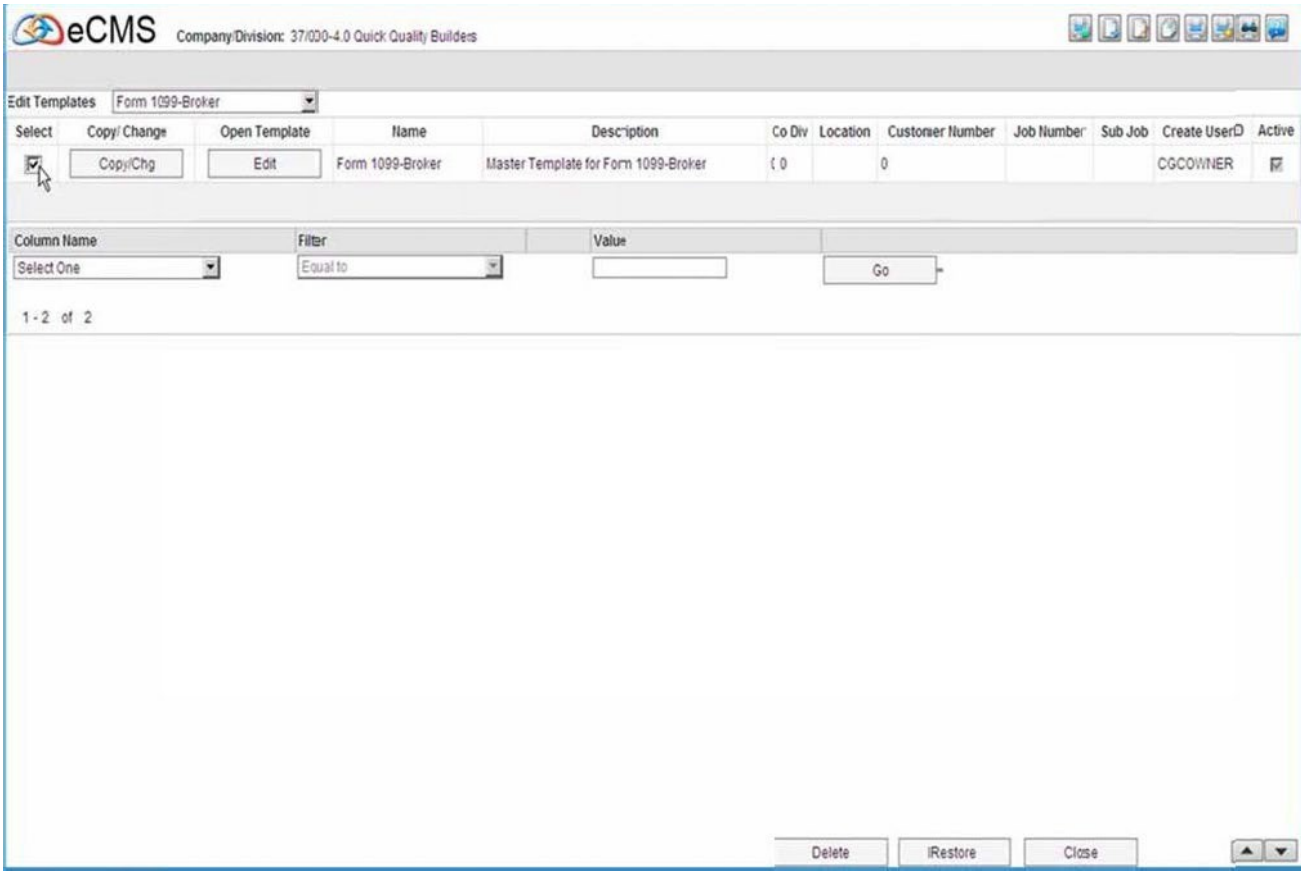


2. Click the Edit Templates icon on the eForms toolbar.

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



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



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.