

# TAX FORMS UTILITY PROGRAM

Since the amount of time and energy spent manually filling out tax forms each year can be substantial, IDI provides its clients with a Tax Forms Utility to make this task easier. The Tax Forms Utility allows you to print W-2 and 1099 tax forms based on data in your IDI AgManagement System (AMS). You should be running the 4/97 or later version of AMS.

The Tax Forms Utility also provides a "Magnetic Media" option that you can purchase separately. The Magnetic Media option allows you to file W-2 and 1099 tax form information electronically.

## INSTALLING THE TAX FORMS UTILITY

When your diskette arrives, you will need to install it on your hard drive. To install the Tax Forms Utility insert the diskette in your A: drive. At your DOS prompt, type **A:INSTALL** followed by a hard drive identifier. For example, to install the program on your C: drive, type **A:INSTALL C:** and press the <ENTER> key. Follow the instructions that appear on your monitor.

## CREATING AN ENTITY

At the DOS prompt, type **TAXFORMS** and press the <ENTER> key. When you enter the Tax Forms Utility for the first time, the "No valid entities found. . .create one (Y/N)?" prompt will appear on the message line at the bottom of the screen. Choose <Y> at this prompt to create a new entity and the "Enter entity to copy FROM:" prompt will appear on the message line. The system will display "MASTER" as the default value here. Accept this default by pressing the <ENTER> key. Once selected, the "Enter NEW entity name:" prompt will appear on the message line. Enter a name for this entity up to eight characters (letters or numbers) in length. Normally you will use the same name as your AMS entity.

## ADDING AN ENTITY

If you are generating tax forms for more than one company, you should create a separate entity for each company. To create an additional entity enter the "Entity Selection" option . Press the <INSERT> key. A prompt "Enter entity name to copy FROM:" will appear on the message line. From this point, follow the directions in the "Create a New Entity" section .

## DELETING AN ENTITY

At the "Entity Selection" screen, highlight the entity you wish to delete and press the <DELETE> key. The "Delete entity . . . (Y/N)?" prompt will appear on the message line. Choose <Y> to delete the entity, or <N> to decline.

## SELECTING AN ENTITY

Bring up the "Entity Selection" screen and, with your arrow keys, highlight the entity you wish to work in and press the <ENTER> key.

## CREATING INDEX FILES

When selecting an entity for the first time, the "One or more index files missing . . . press <ENTER>." prompt will appear on the message line. Press the <ENTER> key and the system will conduct a "Pack & Reindex" of your entity's data files. This will create the missing "index files." ( This process may be

extremely fast and you may not actually see the system "pack & reindex" the files.) Once the "Pack & Reindex" is complete, the Main Menu will appear as shown below:

#### Main Menu

- 0 - Exit (return to DOS)
- 1 - Select new entity
- 2 - Enter system parameters
- 3 - Import employee data
- 4 - Import vendor data
- 5 - Edit form data
- 6 - Print menu
- 7 - W-3 and 1096 totals
- 8 - Magnetic media menu
- 9 - Pack and reindex

## ENTERING SYSTEM PARAMETERS

#### System Parameters

```
Company name [ ]
Address 1 [ ]
Address 2 [ ]
Address 3 [ ]
Phone Number [ ]
Fed ID/State ID [ ] [ ]
Laser printer [N] Printer port [1]
Comp. print [015/000/000/000]
Draft print [018/000/000/000]
AMS location [ : ] Totals on last W2 [ ]
```

```
AMS System Adjustments for Box 13
System Adjustment #1.....[ ]
System Adjustment #2.....[ ]
System Adjustment #3.....[ ]
Employee Adjustment #1.....[ ]
Employee Adjustment #2.....[ ]
```

When the System Parameters screen appears, the "Is data correct (Y/N)?" prompt will appear on the message line. Choose <N> at this prompt and the cursor will appear on the "Company name" parameter. Enter the following information:

- **Company name** - Enter your company name here using a maximum of thirty characters. These characters can be letters, numbers, spaces, or special characters.
- **Address 1 - 3** - Enter your company's address at the "Address 1" line. If you need more than the "Address 1" line, continue on the "Address 2" line. If the "Address 1" line is sufficient to record your address, then bypass the "Address 2" line by pressing the <ENTER> key. The "Address 3" line is for recording your company's city, state, and zip code.
- **Phone number** - Enter your business phone number here. (Required on 1099's)
- **Fed ID** - Enter your Federal Tax ID here. You can use up to a maximum of eleven characters at this parameter.
- **State ID** - Enter your State Tax ID here. You can use up to a maximum of fourteen characters at this parameter.

- **Laser Printer** - If you are using laser tax forms, setting this to "yes" drives a Hewlett Packard 4 Laserjet printer with font selection of 0 or 39. All codes are hard coded for this particular printer. If you have a bubblejet printer capable of printing in DOS, treat the setting as you would a laser printer.
- **Comp & Draft print** - These are the only two parameters with default values. The defaults are for IBM compatible printers and generally should not require change. If you find that you need to change them, you will need to obtain the proper values from the owners manual for your printer.
- **AMS location** - Enter the letter of the disk drive where you installed the AMS program. If you are not planning to import data from your AMS program, this can be left blank.
- **Print Totals on Last W-2** - If you want the system to print a grand total on the last W-2 set this parameter to "Y". This total should match your W-3 totals.
- **AMS System Adjustments for Box 13** (Optional) - If you entered any system adjustments or employee adjustments for an employee in the "Enter Employee" screen, you may print the total amount of adjustments on the W-2 forms. On the back of the W-2 form, letters A through G specify different types of adjustments. Specify the letter that corresponds with the kind of adjustment you made in AMS. Up to three letters can be specified.

## IMPORTING EMPLOYEE OR VENDOR DATA

Now that the initial setup for the Tax Forms Utility is complete, you can import employee and vendor data from the AMS program. Although you conduct the importing of employee and vendor data separately, the procedure in each case is basically the same.

**PRIOR TO IMPORTING EMPLOYEE DATA YOU SHOULD RUN "YTD PAYROLL REPORT" AND A "PAYROLL REPORT" FOR THE ENTIRE YEAR FROM WITHIN AMS. THESE REPORTS ARE GENERATED FROM TWO SEPARATE SETS OF DATA AND SHOULD GIVE THE SAME TOTALS FOR EACH EMPLOYEE. IF DIFFERENT, CONTACT IDI FOR A METHOD OF ADJUSTING THIS INFORMATION.**

To import data from AMS:

At the Main Menu, select "Import Employee Data", or "Import Vendor Data". Once you choose an option, a selection window will appear containing all of your AMS entities. With your arrow keys, highlight the entity you wish to import data from and press the <ENTER> key. One of the following screens will appear:

```

                Import Employees
Entity to use      [AMSDEMO ]
Include INS employees? [ ]
Include H2A employees? [ ]

```

```

                Import Vendors
Entity to use      [AMSDEMO ]
Include 1099-M < $600? [ ]

```

The "Include INS employees" and "Include H2A employees" prompts are only a factor for the "Import Employee" option, and only if you have H2A or INS (temporary visa aliens or Immigration and Naturalization Service registered) employees recorded in the entity you are importing from. Choose <Y> to include the specified classification, or <N> to ignore.

If you are importing vendor data, the program will bypass the two "Include" entries. Also bear in mind that if any vendor or employee in the AMS entity you are importing data from has no YTD totals, the Tax Forms Utility will not import them.

The "Import Vendors" option allows you to exclude 1099 miscellaneous vendors totaling less than \$600 for the year. To exclude the miscellaneous vendors, choose <N>. To include miscellaneous vendors totaling less than 600 dollars, choose <Y>.

During importing, the Tax Forms Utility will display the number of employee or vendor records imported into the program out of the number of possible records. Be sure the numbers are correct.

## **EDITING FORM DATA**

The "Edit Form Data" option allows you to edit existing form data, add new form records, delete records, and combine two form records. To perform any of these operations, you must first import vendor or employee data. Once imported, select this option from the Main Menu.

The screen for this option is divided into two sections. The left section of the screen contains a list of all form records you imported into the program. Each line represents one form record and contains the "Payee ID" and "Form" type assigned to the ID (W = W-2, M = 1099 MISC, I = 1099 INT, P = 1099 PART, and D = 1099 DIV). The right section of the screen displays all information related to the highlighted "Payee ID."

Using your arrow keys, <PAGE><UP> and <PAGE><DOWN>, you can scroll through the "Payee ID's" listed on the left, and have the actual record appear in the right section of the screen. The number of each information line indicates the box number on the tax form this information will appear when printed. If an asterisk (\*) appears before an information line, it indicates that the Tax Form Utility automatically imported it from the AMS program. The F6 key will allow you to toggle the display order of the forms. This does not effect the print order.

## **TO EDIT A SPECIFIC FORM RECORD**

Enter the "Edit Form Data" option from the Main menu. With your arrow keys, highlight the "Payee ID" in the left section of the screen that you wish to edit. Press the <ENTER> key to edit the "Payee ID," or press <ENTER> again to bring up a selection window to change the "Form" type. Once you edit the "Payee ID" or "Form" type, the cursor will appear at the "Employee type 941" information line. At this point you can choose to continue editing the right section of the screen, or exit by pressing the <ESC> key.

If you choose to continue editing the right section of the screen, press the <ENTER> key until you reach the information line you wish to edit. Continue until the record is correct. Once the record is correct, you can press the <ESC>, or left arrow key to exit the right section of the screen and save the updated record.

## **TO FIND A SPECIFIC FORM RECORD**

When the "Edit Form Data" screen appears, make sure that the cursor appears in the left section of the screen. Press the <F2> key to initiate the search and the "Find" window will appear. When the "Find" window appears, enter the "Payee ID" and "Form" type you wish to locate. You can bypass the "Form" type by entering no data and pressing the <ENTER> key. If the program finds no exact match, the "Unable to locate record. . . ." prompt will appear on the Message Line. Press the <C> key to look for the closest match, or the <R> key to abort the search.

## **TO ADD A FORM RECORD**

Enter the "Edit Form Data" option from the Main Menu. When the screen appears, make sure the cursor appears in the left section of the screen, and press the <INSERT> key. A blank line will appear at the top of the list on the left section of the screen. This indicates you are in "Add Mode." Once in "Add Mode," refer to the "Edit a Specific Form Record" section above.

## **TO COMBINE FORM RECORDS**

In order to combine form records, the "Payee ID" and the "Form" type must be identical. To combine form records bring up the "Edit Form Data" screen. With your arrow keys, highlight one of the identical "Payee ID's" you wish to combine and press the <F4> key. When you press the <F4> key, the highlighted "Payee ID" will begin to flash. At this point, use your arrow keys to highlight the other "Payee ID" you wish to combine and press the <F4> key.

## **TO DELETE A FORM RECORD**

Bring up the "Edit Form Data". With your arrow keys, highlight the form record you want to delete and press the <DELETE> key.

## **FREE FORM ENTERING OF BOX 14**

Bring up the "Edit Form Data". Advance to Box 14 and type in any "other" information not included in Box 13.

## **THE PRINT MENU**

Once you import and edit your tax form data, you can now send it to your printer. This task may require some adjusting of your printer as well as aligning the actual tax forms so the data will appear in the appropriate box.

SINCE TAX FORMS ARE EXPENSIVE, WE STRONGLY SUGGEST A PRACTICE PRINT USING PLAIN TRACTOR-FEED PAPER FOR EVERY "FORM" TYPE YOU INTEND TO PRINT. A practice print not only allows you to align you printer properly, but double check for any errors in the tax form data. Reset your printer by turning the machine off and back on again to clear any settings. Load the forms into the printer making sure the "On-line" or "Ready" light is lit. Once your printer is ready, select the Print Menu option from the Main Menu and the following screen will appear:

```
Print Menu
0 - Return to Main Menu
1 - Print W-2
2 - Print 1099-MISC
3 - Print 1099-PATR
4 - Print 1099-INT
5 - Print 1099-DIV
```

Once the Print Menu appears, select the "Form" type you wish to print. If you choose to print W-2 forms, the following screen will appear:

Print W-2

```
Width [ ]          Type of employee [ ]  
[          0] out of [          0] Printed
```

Enter the following information:

- **Width** - A selection window will appear here. With your arrow keys, select <1-Single Width> if you have single width tax forms, or <2-Double Width> if you have double width tax forms.
- **Type of employee** - A selection window will appear here. With your arrow keys, select <1> for 941-Non Ag employees, <2> for 943-Ag employees, or <3> for both.

On the Message Line, the "Insert forms . . ." prompt will appear. At this point, make sure you load your paper, or tax forms, into your printer and the "On-line" or "Ready" light is lit. Once you are sure, press the <ENTER> key.

The "Do you wish to print an alignment character (Y/N)?" prompt will appear on the message line. Note the position of the paper in reference with some point on the printer. If no point of reference exists, make a mark on the printer to indicate where the top is before starting to print. Choose <Y> at this prompt to print an alignment character, or <N> to decline

DEPENDING ON YOUR TYPE OF OPERATING SYSTEM, IT MAY TAKE A FEW SECONDS (5-20) FOR THE ALIGNMENT CHARACTER TO PRINT ON THE FORMS. DO NOT GET IMPATIENT.

Refer to the diagram at the end of the manual for the proper placement of the alignment character. If the alignment character is not in the proper place, return your paper or forms to it's original position and press the <ENTER> key. ***You can continue to print alignment characters and adjust until properly aligned. Once properly aligned do not adjust printer further. Do not turn the printer off. Do not roll the paper down. The printer is ready.***

When you finish aligning, the "Ready to begin printing (Y/N)?" prompt will appear on the message line. Choose <N> to abort the process and return to the Print Menu, or <Y> to print your first tax form.

You will not get this alignment message if you are using laser tax forms. Just load the forms and tell the program how many forms you want to print. For Laser printing, you must go through the Print Forms option 6 times in order to print all of the copies. Print all of Copy A, then all of Copy B and so on until all forms are printed.

When the printer finishes printing the first tax form, a selection window will appear near the bottom of the screen. With your arrow keys, select "One More" to print the next tax form on your list, "Specific Number" to print a set number of tax forms that the program will prompt you for, "All" to print all remaining tax forms, or "Cancel" to abort the printing process and return to the Print Menu. We suggest printing the first few tax forms using the "One More" method to make sure your tax forms print correctly before selecting "ALL" to print the remaining forms. **We strongly encourage you to monitor the printing process closely to avoid problems such as paper jams, misalignments, etc.**

If the printer jams or you have to restart the printing process for any reason, the system will allow you to specify which form you wish to start printing on and will add all previously printed forms so your totals will be correct. After realigning your forms, hit F6 and input the ID where you want to resume printing.

Once you run your paper test, and correct any problems, you can begin the actual printing of your Tax Forms using the same procedure. **BEFORE LOADING ANY TAX FORMS, READ THE FOLLOWING SECTION:**

### **OTHER PRINTER NOTES:**

**Setting the Print Head Distance** - Most printers have a "Print Head Gap Lever" that adjusts the direction between the print head and paper. You must adjust this lever for the multi-part tax forms you will load into your printer. With IBM Proprinters, you can locate this lever, numbered one through five, on the left side of the removable cover (some IBM printers number this lever as high as seven). With Okidata Microline printer, you can locate the lever on the left of the print head.

**Setting the Paper Release Lever** - Okidata Microline printers have both a tractor and friction feed capability. To print tax forms, you must use the tractor-feed capability. To switch to tractor-feed capability, you must find the Paper Release Lever located on top of the printer to the right near the paper advance knob. Switch the lever to the **OPEN** position. IBM PPS II printers have a similar device, a blue lever located on the right side of the printer that you should set to the **DOWN** position. With the Paper Release Lever set, you can now load your tax forms. As a general rule, align your forms vertically so that the top of the Tax Form is approximately 2 inch below the print head.

**IBM Proprinters** - These IBM printers have a metal bar behind the print head with a ruler etched on it. Approximately ¼ inch below this ruler is a slight indentation. Align the top of the tax form with this indentation.

**IBM PPS II** - These IBM printers load the paper automatically. For tax form printing, you should lower the paper about ¼ inch below the position the printer automatically advances the paper to. For the IBM Proprinter 2380 and 2381, use the "microset setup" button (located on the front of the printer to the left) to adjust the paper.

**Okidata Microline** - With these printers, and others that use a "bail" (i.e., a rod that holds the paper against the platen), you may find it necessary to waste one page of forms in order to properly align them.

### **BACKING UP AND RESTORING YOUR FORMS ENTITY**

To avoid losing tax form data, back up each forms entity to a floppy diskette. This should be done after all data in the entity has been verified and printed. It should also be done periodically during the editing process if you are dealing with a large number of form records. Backup diskettes should be stored in a safe place for future reference.

#### **To Backup An Entity:**

Go to the DOS prompt. Insert a diskette in the A: drive. Type **FOBACKUP** followed by your hard disk drive letter and the name of the forms entity to be backed up. For example, to backup data in a forms entity named MYENTITY from hard drive C:, type **FOBACKUP C: MYENTITY**. Follow the instructions on the screen to complete the backup.

#### **To Restore A Forms Entity:**

Go to the DOS prompt. Insert a diskette in the A: drive. Type **FORESTOR** followed by your hard disk drive letter and the name of the forms entity to be restored. For example, to restore data in a forms entity

named MYENTITY from hard drive C:, type **FORESTOR C: MYENTITY**. Follow the instructions on the screen to complete restoration.

**To Delete The Tax Forms Utility From The Hard Disk**

After all tax forms have been successfully printed and backup diskettes have been made and stored in a safe place, you can use the FOERASE command to delete the Tax Forms Utility from the hard disk.

**THIS COMPLETELY REMOVES THE TAX FORMS UTILITY  
AND ALL FORMS ENTITIES FROM THE HARD DISK!**

After running this command, you must rely on your backup diskettes if you need to access this data in the future. To erase the entire Tax Forms Utility

Type FOERASE followed by your hard disk drive identifier. For example, to erase the program from hard disk C:, you would type **FOERASE C:**.