2011 Tax Forms and eFiling Guide

03/2012

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Chapter 1: Introduction

Tax Forms and eFiling

Through our partnership with Aatrix Software, a leading provider of online filing for payroll and tax forms, you now have the ability to print or electronically file your year-end and quarterly government forms. Aatrix generates state and federal reports using information extracted from Payroll, Accounts Payable, and Property Management.

In Aatrix you can select to print and mail the forms yourself, eFile your forms, or have Aatrix print and mail them for you.

- Learn more about Aatrix options
- Learn more about printing forms with Aatrix

You can review and edit the reports on screen, then print and mail or eFile the forms.

You can process:

- Payroll forms 941, W-2, W-3, and forms for all 50 states
- 1099 forms from Accounts Payable and Property Management
- Quarterly reports for all 50 states
- Canadian T4 and T5018

NOTE: Aatrix tax forms and eFiling are available in Sage Timberline Office 9.7.0 and later.

Things to Know Before You Begin

- You can complete the Aatrix enrollment form now or after you complete your processing. You will not be able to eFile until you have enrolled with Aatrix. See "Aatrix Enrollment" on page 4.
- You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates. For additional information, refer to Knowledgebase article KB1377: How do I configure my Firewall or Proxy Server so I can download and install eFile and Reporting Updates?
- You can save reports in progress, then come back to work on them at any time.
- Modifications you make to forms and information in Sage Timberline Office are reflected in Aatrix forms.
- Changes you make to reports and data in Aatrix are not written back to Sage Timberline Office.
- Electronic filing can take up to two days, so schedule accordingly.
- You must have an Internet connection in order to eFile with Aatrix.

- We use a variety of terms for your tax ID number in the software and in this manual. For the US, these include Federal Employer Identification Number (FEIN), Employer Identification Number (EIN), and Taxpayer Identification Number (TIN). For Canada, this includes the Canadian tax ID and account number.

If you are closing the year:

- Close the year in Sage Timberline Office. See the *2011 Year-End Procedures Guide* for assistance with closing the year in Sage Timberline Office. After you have completed closing the year, you can edit, print, or eFile tax forms using Aatrix.
- Canadian users should first refer to the *2011 Canadian Supplement* as well as the *2011 Year-End Procedures Guide*. For instructions on generating T4s and T5018s for eFiling, see "Chapter 6: Canadian Tax Forms," on page 54 .
- Back up your Sage Timberline Office files before you begin.

Getting Help

Here are some helpful tips to keep in mind while processing your tax forms:

Access the Customer Portal

You can log onto the Sage Knowledgebase 24 hours a day, 7 days a week for solutions to over 8,000 Sage Timberline Office topics as well as software alerts, notices, release guides, and year-end information. This is the same online tool our support staff uses when responding to calls from service plan customers.

To access the Knowledgebase, log onto https://customers.sagenorthamerica.com.

After you log onto the Sage Customer Portal, click the Knowledgebase Search link and type a keyword search or click **Advanced Search** for additional search options.

For more information about 2011 year-end processing, subscribe to Knowledgebase article KB2011. We will post information and articles about 2011 year end as they become available. By subscribing, you will receive email notification each time we post new information.

Follow the steps below to create a new Knowledgebase subscription.

a Perform a search to locate the article you want to subscribe to.

b In the list of returned articles, click **Subscription** next to the article you want to subscribe to.

c Enter or select the following information:

Name: Accept the default name suggested by the Knowledgebase or enter your own name. This will be the subject of the email you receive when the article is updated.

Notification On: Select **Any Change**, **Deletion**, or **Modification**. The **Any Change** option includes notification of deletion and modification edits.

Frequency: Select **Daily**, **Weekly**, **Monthly**, or **On Every Event**.

Expires: Select **Never**, **After One Week**, **After One Month**, **After Six Months**, or **After One Year**.

Comments: Enter any comments that are helpful to you. These comments will be included in the email you receive when the article is updated. You might find it helpful to make a note to yourself here about why you subscribed to the article.

d Click **Save Subscription**, and then click [**Close**].

Review your support call activity, update open tickets, submit a new ticket, or add a note to an existing support ticket. Customer Support is available to respond to online inquiries between 6 a.m. and 5 p.m. (Pacific time), Monday through Friday. For international customers, Customer Support will respond between 8 a.m. and 5 p.m. (GMT + 10:00), Monday through Friday.

If you cannot find the answer to your question in the Knowledgebase and your service plan provides online technical support, submit a new support ticket on the Sage Customer Portal. After you log onto https://customers.sagenorthamerica.com, click **Self Service > My Requests**. Under **Create**, click **Customer Support Ticket**, enter the details of your question, and submit the form.

Live Chat - New

If your current service plan includes telephone support, it also includes Live Chat support. It is easy to get started; after logging onto the Sage Customer Portal at https://customers.sagenorthamerica.com, click the **Support** tab and then click **Live Chat** to chat online with a Sage Timberline Office support analyst during regular Sage business hours. This is a great option for those quick questions.

Phone Support

If you prefer to speak to Sage Timberline Office Customer Support, call 800-551-8307. Support hours are Monday through Friday from 6 a.m. to 5 p.m. (Pacific time).

Holiday Schedule

During the holiday season, Sage will be closed on the following days:

- Monday, December 26, 2011, all day.
- Tuesday, December 27, 2011, all day.
- Monday, January 2, 2012, all day.

During year-end, Customer Support receives a greater number of calls than normal. We thank you in advance for your patience during this busy time. Off-peak hours in the support center are after 2 p.m., Pacific time.

Special Note

If you need to contact Sage, you should know your software version. To determine which version of the software you use, select **TS-Main:Help > About TS-Main**.

Upgrading Your Service Plan

If your service plan does not provide online technical support, you can add or upgrade a service plan by calling 800-858-7098.

Training to Help With Year-End

For additional assistance with year-end processes, register for the Year-End Procedures Anytime Learning subscription or Realtime Learning course. For information about these online year-end training opportunities, visit Sage University at www.SageU.com. Select Sage Timberline Office as your product line, then select **Product Training > Year-End Procedures**.

Anytime Learning offers over 20 pre-recorded lessons that are easily accessible, and ready when you are, wherever you are. Each 10- to 20-minute lesson includes guidelines and step-by-step demonstrations of a specific year-end task. You control when you want to view a lesson, and you can pause, rewind, play, fast-forward, and repeat parts of a lesson as needed. Anytime Learning is subscription-based, so all employees in your company can participate whenever they like – separately or simultaneously – and access all sessions as many times as needed. All you need is a computer and a high-speed Internet connection.

Realtime Learning puts you right in the classroom without ever leaving your desk. You participate with an instructor, in real time, with your peers. The instructor interacts with participants, answers questions, and clarifies concepts and procedures. Participants also benefit from the questions and discussion offered by other class members. This is a two-hour class, offered at a specific time. You join the class from your location via the internet.

You can also contact your Sage business partner to find out if local year-end training is available in your region. Contact Sage directly by phone at 1-877-724-3285 or by email at traininginfo.CRE@sage.com to request additional information about training options.

Aatrix Enrollment

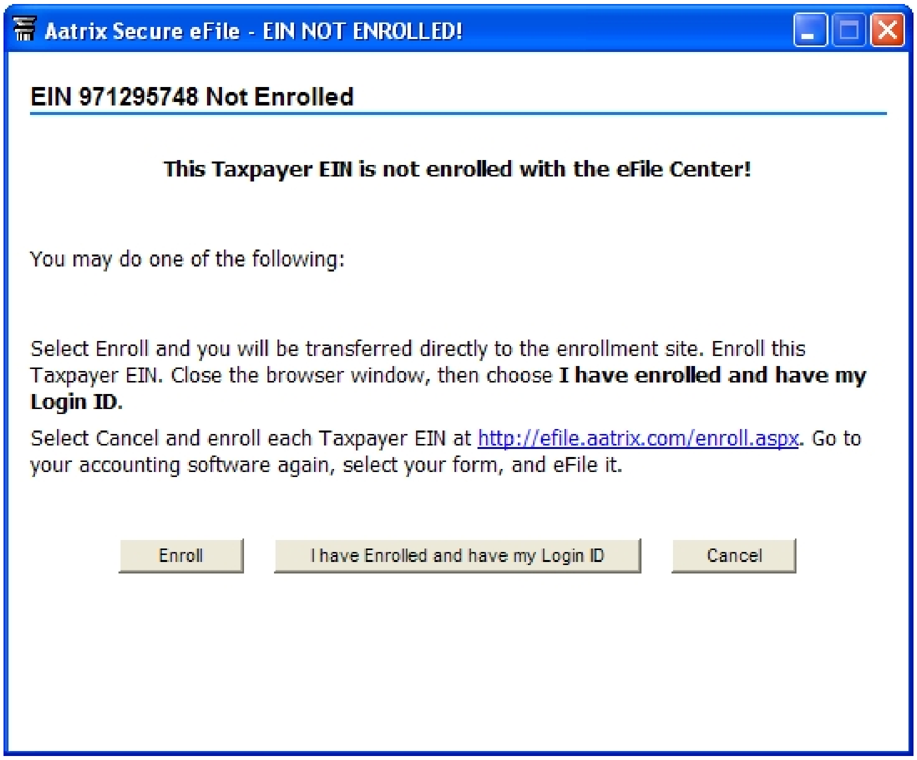
Complete the short enrollment process and you're ready to eFile in minutes. If you have not already created an account with Aatrix, you will be prompted to enroll when you attempt to eFile your forms. For convenience, you can enroll before you begin.

For more information about enrolling with Aatrix and setting up an account for eFiling, visit

https://efile.aatrix.com/.

For more information about Aatrix fees, visit https://partner.aatrix.com/index.php/sagetimberlineoffice.

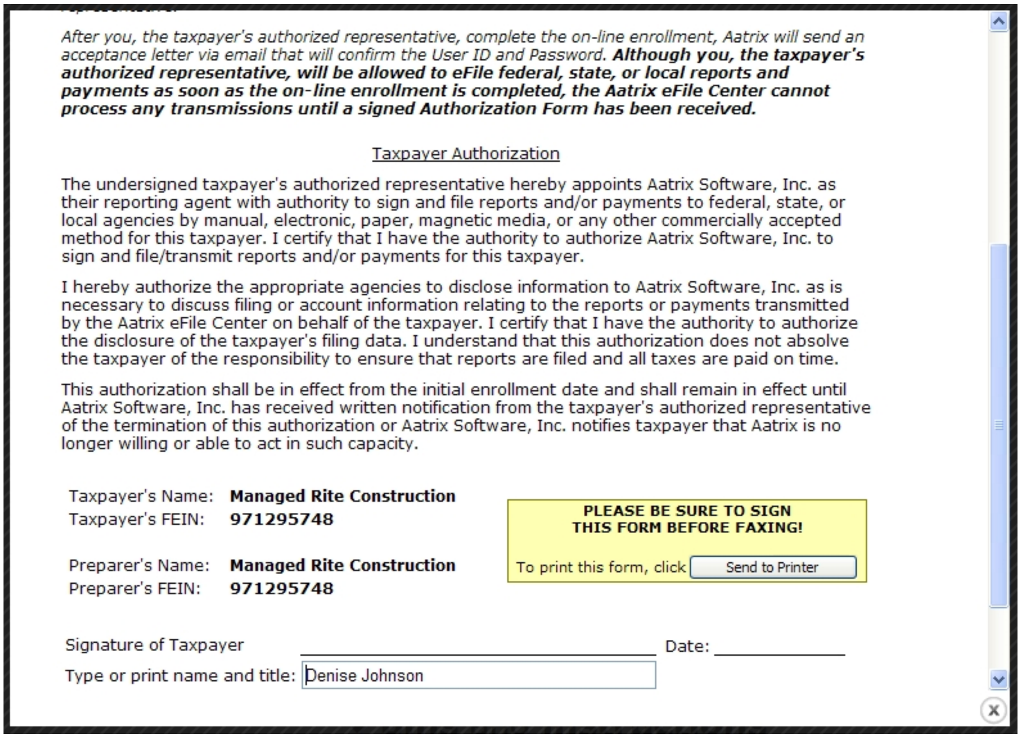
1 Click **Enroll** to create your eFile account.



2. You are directed to the efile.aatrix.com site. Click **Enroll Now**! to begin.
3. Enter your information in the **Aatrix eFile Center** to set up an account with Aatrix. Click [**Save Changes**] to create the account.

NOTE: If you'd like to receive automatic text message notifications of important filing dates on your mobile device, add your mobile information and select the **Click here to accept SMS/Text alerts from Aatrix** check box.

4. Configure your Aatrix account after creating it:
   a. Click on the **Pricing** tab and select your desired eFile package.
   b. On the **Companies** tab, verify the company and contact information is correct, and then click **print eFile authorization form**. Print, sign, and fax the authorization form back to Aatrix to complete the enrollment process.



After you, the taxpayer's authorized representative, complete the on-line enrollment, Aatrix will send an acceptance letter via email that will confirm the User ID and Password. ***Although you, the taxpayer's authorized representative, will be allowed to eFile federal, state, or local reports and payments as soon as the on-line enrollment is completed, the Aatrix eFile Center cannot process any transmissions until a signed Authorization Form has been received.***

Taxpayer Authorization

The undersigned taxpayer's authorized representative hereby appoints Aatrix Software, Inc. as their reporting agent with authority to sign and file reports and/or payments to federal, state, or local agencies by manual, electronic, paper, magnetic media, or any other commercially accepted method for this taxpayer. I certify that I have the authority to authorize Aatrix Software, Inc. to sign and file/transmit reports and/or payments for this taxpayer.

I hereby authorize the appropriate agencies to disclose information to Aatrix Software, Inc. as is necessary to discuss filing or account information relating to the reports or payments transmitted by the Aatrix eFile Center on behalf of the taxpayer. I certify that I have the authority to authorize the disclosure of the taxpayer's filing data. I understand that this authorization does not absolve the taxpayer of the responsibility to ensure that reports are filed and all taxes are paid on time.

This authorization shall be in effect from the initial enrollment date and shall remain in effect until Aatrix Software, Inc. has received written notification from the taxpayer's authorized representative of the termination of this authorization or Aatrix Software, Inc. notifies taxpayer that Aatrix is no longer willing or able to act in such capacity.

Taxpayer's Name: **Managed Rite Construction**
Taxpayer's FEIN: **971295748**

Preparer's Name: **Managed Rite Construction**
Preparer's FEIN: **971295748**

PLEASE BE SURE TO SIGN THIS FORM BEFORE FAXING!
To print this form, click Send to Printer

Signature of Taxpayer ______________________ Date: ____________
Type or print name and title: Denise Johnson

- **c** Click **Add Bank Account**. Add your bank account information if you intend to use the service to make liability payments. This is optional.
- **d** Click **Update Filing States** and add the states where your company files taxes.
- **e** In the **Additional Agency Requirements** section, click **apply** to create Personal Identification Numbers (PINs) for the states where your company files taxes.

5 After enrollment is completed, remember to sign and fax your **Print Authorization Form**. Click **Log Out**.

With your Aatrix enrollment complete, you can select the option to eFile any of your completed forms. Simply fill in your username and password to log in the next time you complete a tax form in Aatrix.

Forms Update

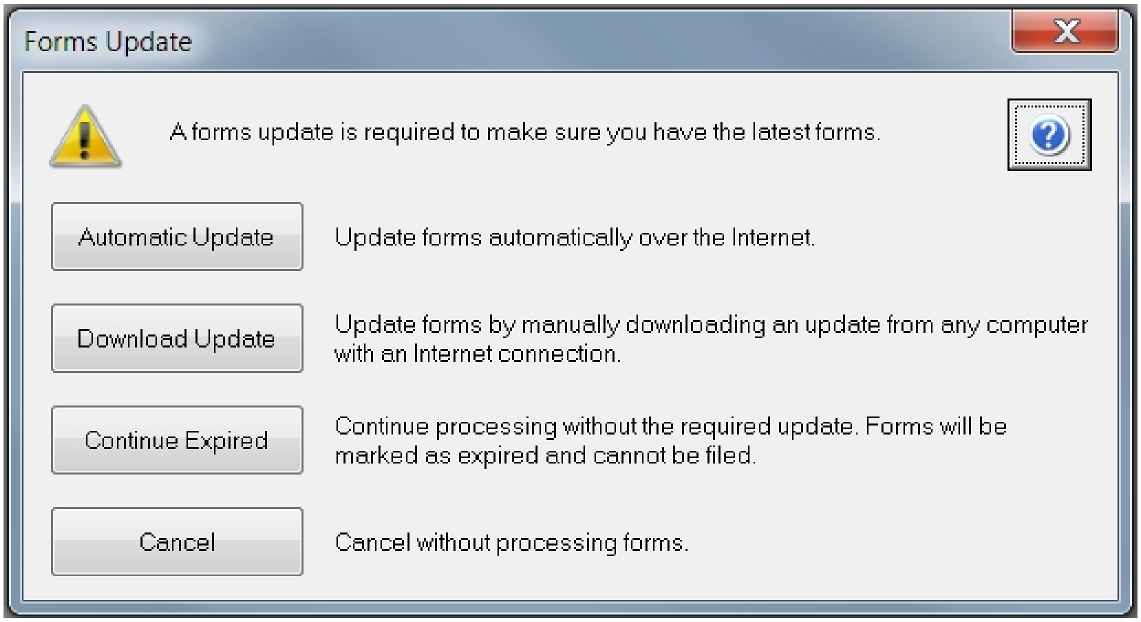
You may receive a prompt to update tax forms when you open the **eFile and Reporting** window from Payroll, Accounts Payable, or Property Management. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**].

NOTE: You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates. For additional information, refer to Knowledgebase article KB1377: How do I configure my Firewall or Proxy Server so I can download and install eFile and Reporting Updates?

Aatrix continually updates all forms with any changes such as calculations, rates, or filing dates to meet compliance standards. If you have expired forms or if an updated version of Aatrix is available, you will receive a prompt to perform an update when you open Aatrix.

Aatrix will also prompt you to update the forms on the 20th of the month on the completion of a quarter. For example, for the first quarter of the year, Aatrix will ask to update on the 20th of March.

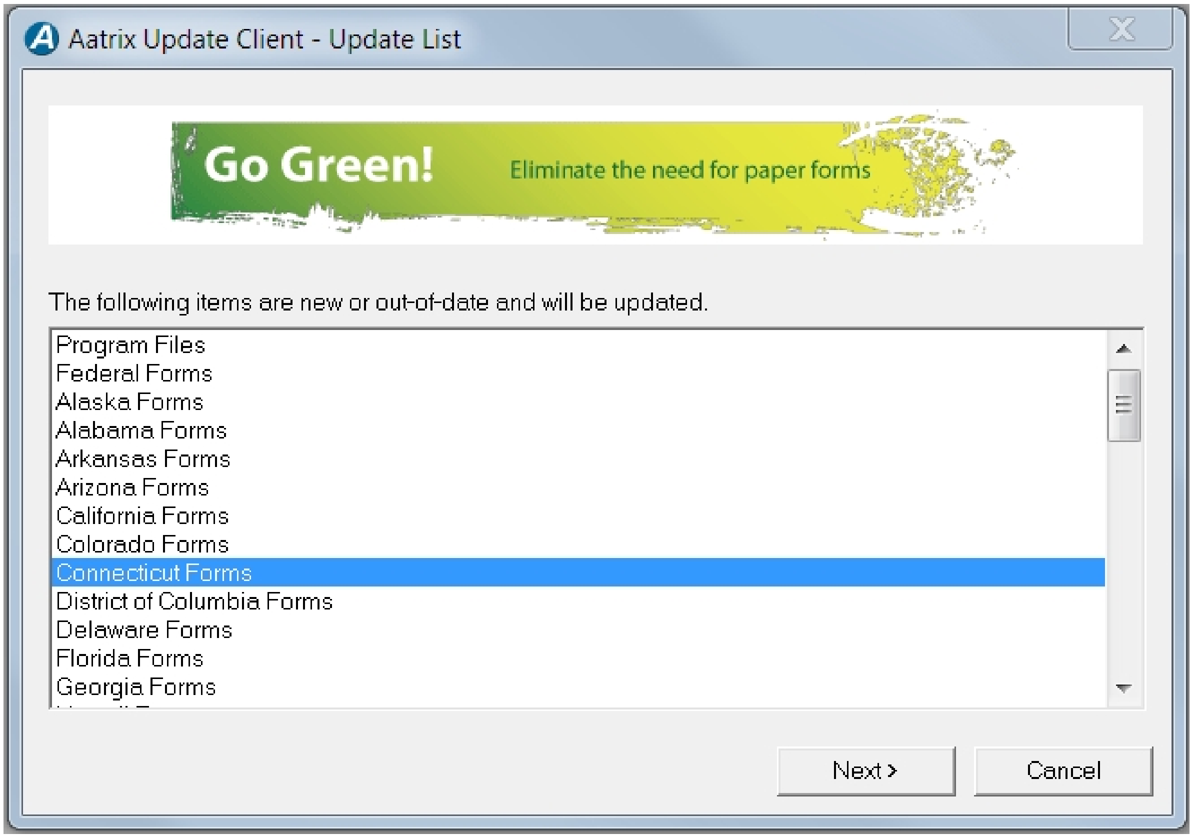
You have the option to click [**Automatic Update**] if your computer is connected to the Internet.



If your computer is not connected to the Internet, click [**Download Update**] to display instructions on how to download the updated forms to a computer with Internet access and then transfer them to the computer where your software is installed.

If your service plan has expired, you can click [**Continue Expired**]. You are still able to retrieve, review, and print the forms you need from your software program but you are not able to file the forms. An EXPIRED watermark appears on the report printouts and the eFile command is also unavailable.

Aatrix lists the forms that will change each time you update.



Click [**Next**] to begin the forms update. The Aatrix update client notifies you when the update is complete.

Chapter 2: Payroll W-2s

Generating W-2s for eFiling

This section leads you through the steps to generate W-2s in preparation for eFiling or printing your forms using Aatrix services.

Before You Begin

- The changes you make to W-2s in **Payroll: Tools > Modify Forms > W-2 Forms** are reflected in Aatrix W-2s. For more information about W-2 forms, see **Modifying W-2 forms** in Payroll Help.
- Changes you make in Aatrix are not written back to Sage Timberline Office.
- eFiling can take up to two days, so schedule accordingly.
- Back up your Payroll files.

IMPORTANT: For each Federal Employer ID (FEIN), you are allowed to file W-2s only once.

If you will be processing multiple runs for W-2s (for example, if you have different business sites with different payrolls), be sure to select "**Yes, I use multiple Payroll data files for this (EIN)"** in the **Federal eFile and Reporting** window.

You can combine multiple payroll data files into one. See "Merge Multiple Payroll Data Files."

TIP: To eliminate running reports for employees with zero taxable withholding when you generate W-2s, set the **Employee minimum amount** to .01 in **Payroll: Tools > Modify Forms > W-2 Forms**.

Special Situations in Payroll

For the most common workflows, your Payroll data appears automatically in Aatrix. If you have the following situations, you will need to make adjustments to the program:

- **Multiple Local Taxes:** You can set up multiple taxes in the **State and Local Taxes** window. See page 16.
- Local tax settings from the Payroll W-2 Form Setup are not transferred to Aatrix. You can link local taxes to tax descriptions during setup.
- **Formulas:** You can use a formula to link multiple Payroll tax IDs to one tax description. See page 12 for more information.
- **Third-Party Sick Pay:** If you have any employees who had federal income tax withheld on third-party sick pay, you can enter the amount when you set up your W-2s in Aatrix. See page 9 for more information.

- **Multiple Payroll master files:** You can merge multiple payroll data files. See “Merge Multiple Payroll Data Files,” on page 19.
- **Multiple FEINs:** You may have two or more FEINs, but only one Payroll master file. See step 1 on page 15 for more information.
- **New Jersey Private Family Leave and Disability Insurance:** The state of New Jersey has special reporting requirements for W-2 reports. If you generate W-2 reports for the state of New Jersey, ensure you set up your system to meet these requirements. See “New Jersey Private Family Leave and Disability Insurance,” on page 24 for more information.
- **Ohio School Districts:** If you generate W-2s for the state of Ohio, you can link the appropriate tax ID to each School District in the **Link Manager**. See "Ohio School Districts" on page 14 for more information.

Select a Report

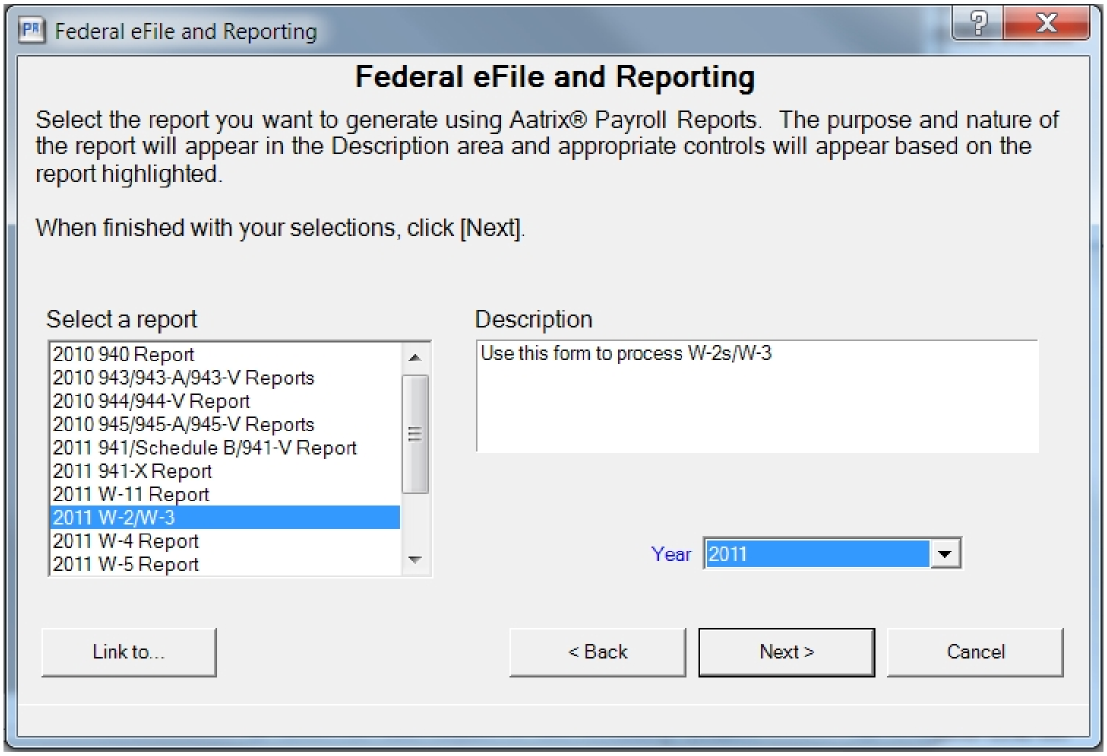
1 Open the Federal eFile and Reporting window by selecting **Tasks > Federal Reporting > Federal eFile and Reporting**.

Update Forms - You may receive a prompt to update tax forms when you open the **eFile and Reporting** window. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**]. See “Forms Update,” on page 6 for more information.

Payroll Master file selection - If your system is set up to use multiple Payroll master files, you will be prompted to select the one you want to work with now. You have the option to merge Payroll master files in a later step. See “Merge Multiple Payroll Data Files.”

2 The first time you open the **Federal eFile and Reporting** window, you can select which report and which year or period to generate.

The next time you open this window, you can select whether to open a saved report for editing or to generate a new report.



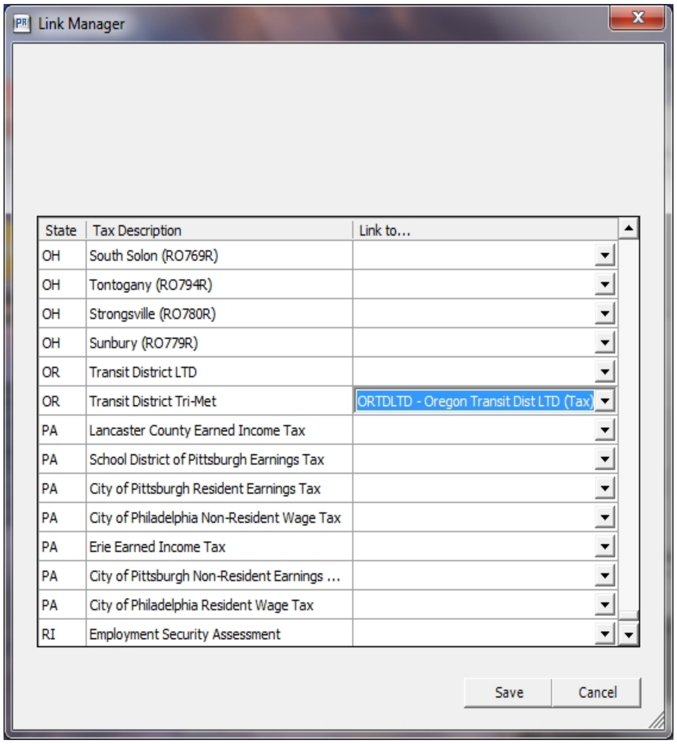
In the **Federal eFile and Reporting** window, select the report you want to generate and the year or period for the report.

3 **Link Manager** - Federal and State payroll taxes provided by Sage are already associated with corresponding descriptions. In some instances however, you may have tax descriptions which are not yet assigned to tax IDs.

For example, you may have multiple payroll calculations for state unemployment insurance or state disability insurance.

Click [**Link To**] to assign each tax description to a tax. Locate the tax description, then select a tax from the corresponding box in the **Link to** column.

For example, if you set up a tax ID in Payroll called ORTRANS to report local transit taxes in the state of Oregon, you can associate the tax ID with the local Transit District used for the quarterly reporting.



NOTE: The **Link Manager** window will not appear if all tax descriptions have been assigned a tax. You can modify assignments after the initial setup in the **Federal eFile and Reporting** window.

Link multiple tax IDs - If you have multiple tax IDs set up to withhold taxes for a single local tax ID, you can create a Public formula in Payroll that lists the tax IDs. The formula will appear as a selection in the **Link Manager** window.

For example, if Detroit, Michigan has different tax rates for residents and non-residents, you may have set up two tax IDs for this situation.

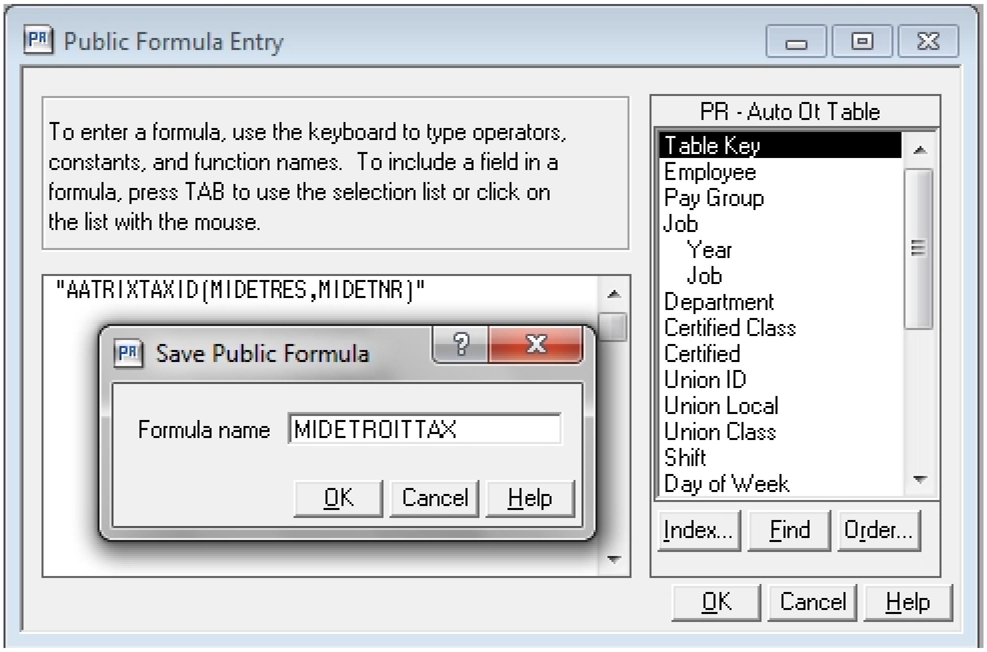
a Create a new user formula in **Payroll: Tools > Formulas > [New]**.

b Click [**Index**] and select **PR - Tax**.

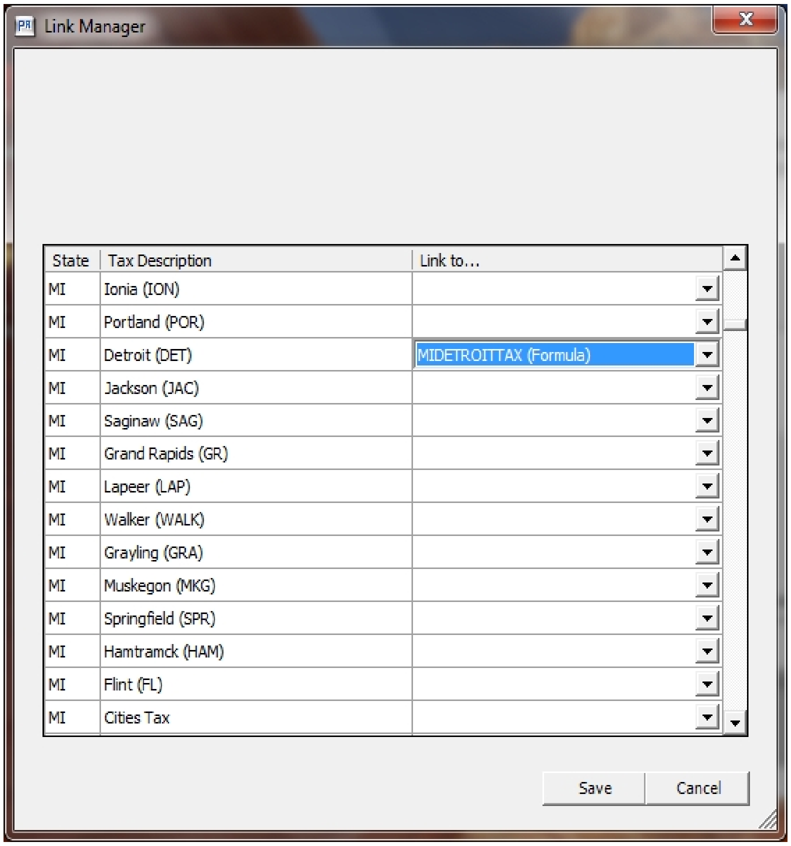
c Enter the formula "AATRIXTAXID(*your local tax ID1, your local tax ID 2, etc.*)." For our example, we entered "AATRIXTAXID(MIDETRES, MIDETNR)." Click [**OK**].

NOTE: You must enclose tax IDs with commas inside a square bracket (for example, **[xx,xx]**). For more information about using local tax formulas with the W-2 eFile and Reporting feature, please refer to Knowledgebase article KB4320.

d Enter a name for the formula that makes sense to you. For our example, we used MIDETROITTAX.



e When you open the **Link Manager** window, your formula is available for selection in the **Link to** drop-down.



NOTE: Ohio School Districts - In the **Link Manager** window, select **OHSWH - Ohio SWH (Tax)** in the **Link to** column for each Ohio School District you need to report.

4 The **W-2 Format Selection** window appears next if you have more than one W-2 format set up in **Payroll: Tools > Modify Forms > W-2s**. Select the W-2 format you want to use for this report. Click [**Next**].

5 Select the employees you want to include in this report.

You can select multiple employees from multiples states to include in this run. If desired, select a range of employees by holding the SHIFT key and scrolling through the list.

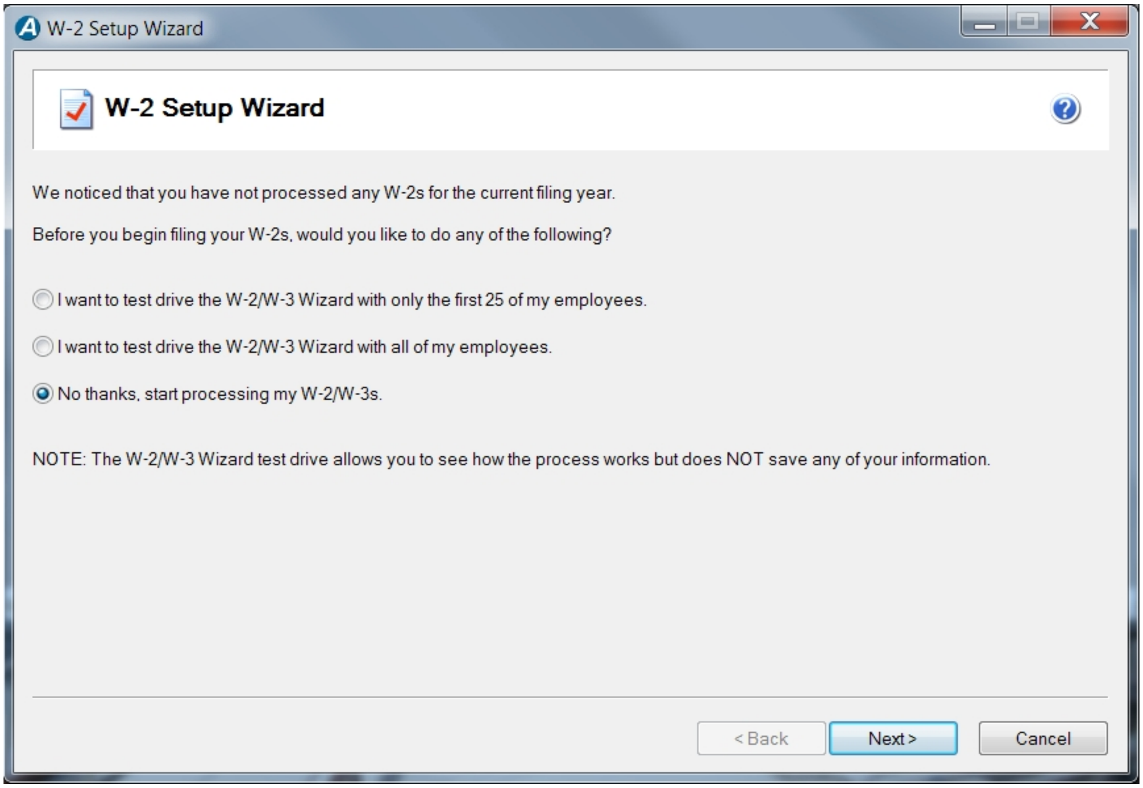
You can also make multiple selections in the list by pressing the CTRL key while making your selections.

6 Click [**Next**].

7 Click [**Generate**] to open the **W-2 Setup Wizard**. If you have already set up your W-2 report, you will not see the wizard.

W-2 Setup Wizard

The first time you generate a W-2, a wizard opens to help you set up your report.



1 You can select whether to test drive the system or generate reports for printing or eFiling. You will find it useful to run through the process in "test drive" mode before printing your final forms.

NOTE: No information is saved after you print your forms in test drive mode. Do not use the test drive mode when processing your final W-2 run.

Click [**Next**] on each window to proceed through the wizard.

2 Verify your Federal Employer Identification Number (FEIN). If you need to change your FEIN, open **Payroll: Setup > Taxes > Tax Group > Federal tax level > Employer ID**.

If you have more than one FEIN, but only one Payroll Master file, you can select which employees to include for each FEIN. Repeat the process in this section for each FEIN you will use to file W-2s.

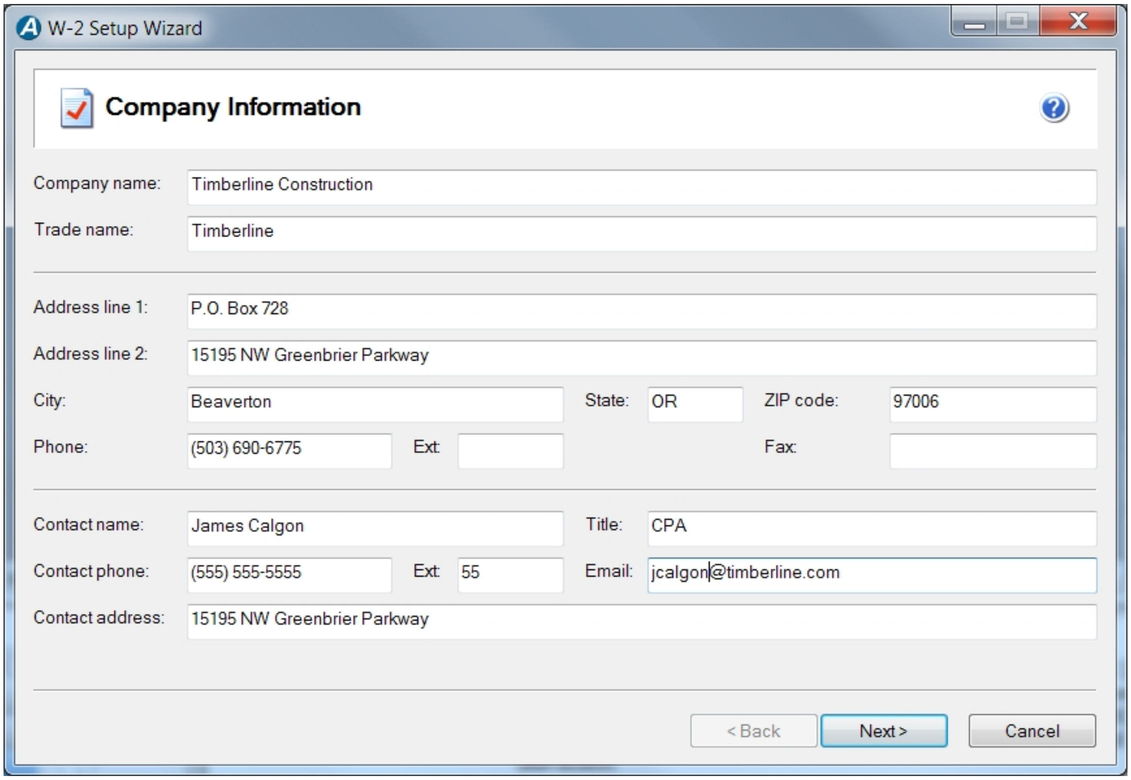
3 The **Company Information** window displays information included on the forms you are reporting.

Verify that all information is correct and enter missing information.

NOTE: You can open the **Company Information** window if you need to make changes to your information at a later time:

- Click [**Setup**] in the existing Reports window.
- When you are in the Forms Viewer or W-2 grid, open **Edit > Update Company Information.**

Click the Help icon for more detailed information about what to enter in each box in this window.

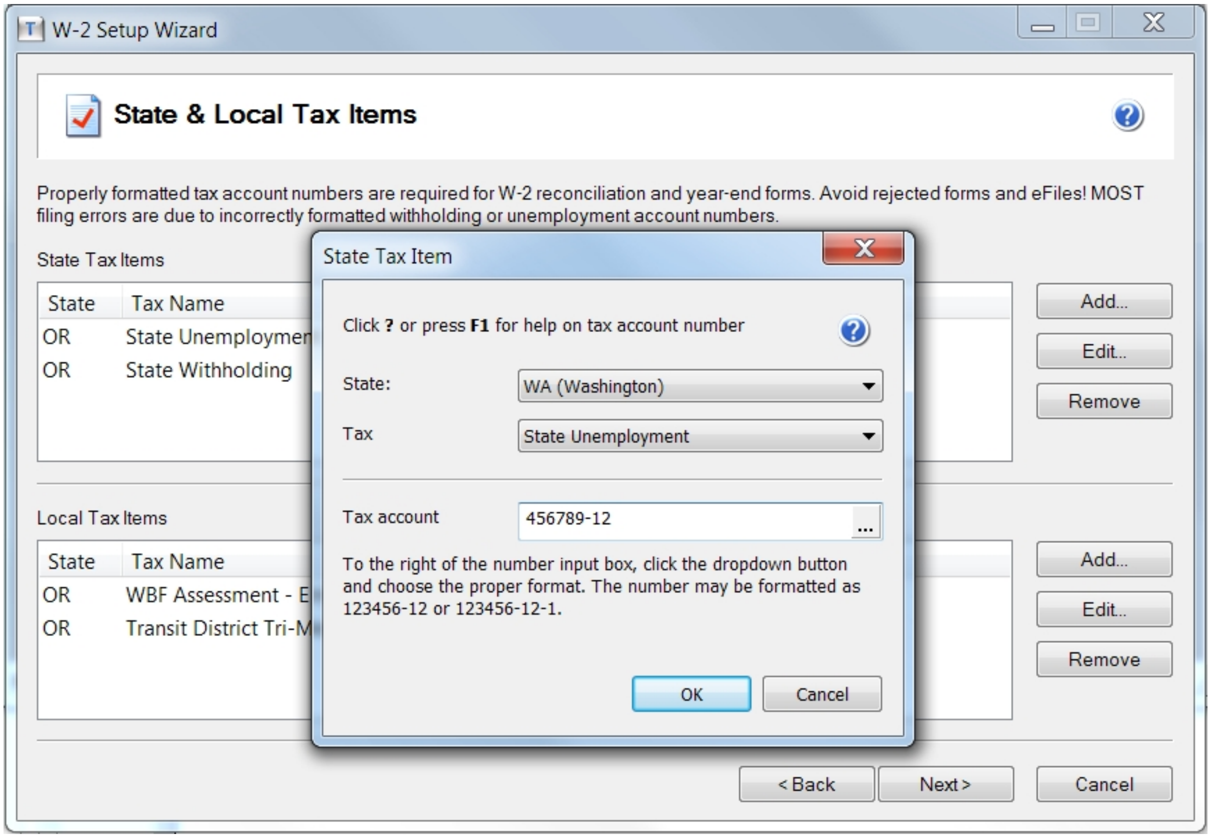


4 Select whether you are preparing the report for your company or a third-party, paid tax preparer.

If you select the second option, a window appears in which you can enter your tax preparer TIN and other information for inclusion on the final report.

5 In the **State & Local Tax Items** window, you can assign the correct tax account number and add all state and local taxes that need to be reported on your W-2 forms. If you have already completed a federal or state tax form, the items may be already filled in.

- Click [**Remove**] to delete any taxes that you do not want to print on the W-2s.
- Click [**Edit**] to change the items already listed and [**Add**] to set up new tax items. The text on the window tells you the correct format. Click the Help icon for a complete list of formats.



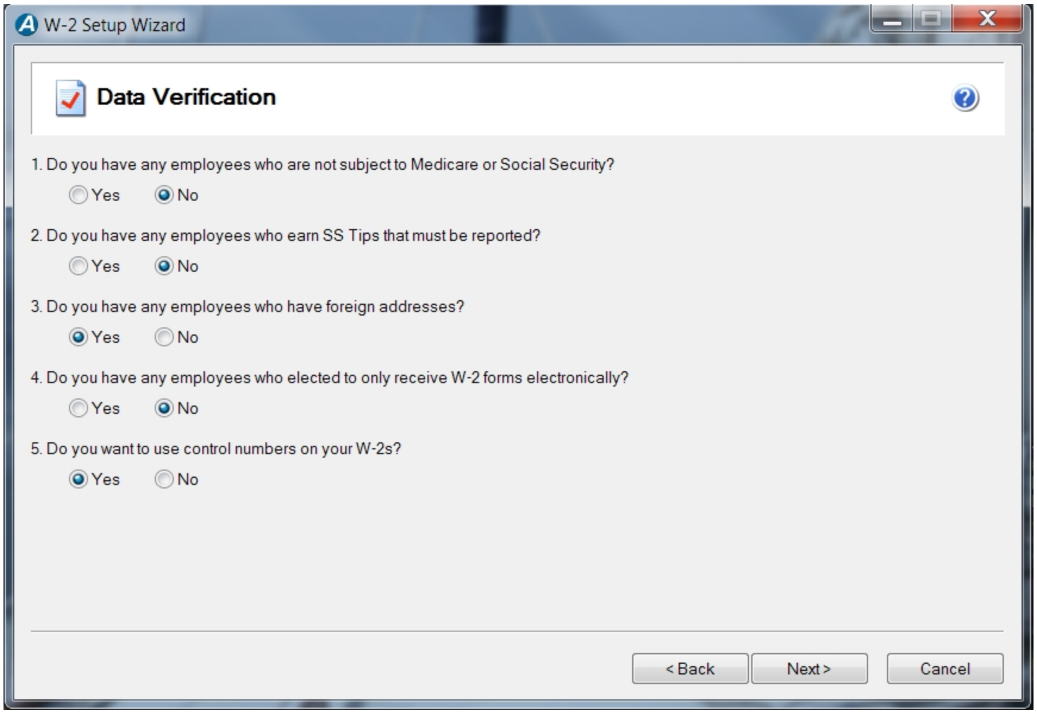
6 In the **Multiple Payroll Data Files** window select whether you want to merge multiple payroll data files in this report. Use this feature if you have multiple payroll data files. For example, if you have two separate business units with separate payrolls, use this feature to merge them. You can file only one report per EIN.

You will select the data files to merge in a later step.

The payroll data is merged for the report. Your original data files are not affected by this process.

7 The selections you make in the **Data Verification** window now will appear in the W-2/1099 Preparer grid you will use to verify your data in a later step.

Click the Help icon for more detailed information on each question.



8 In the **Kind of Payer (Box b)** area, select all payer types that apply to your company.

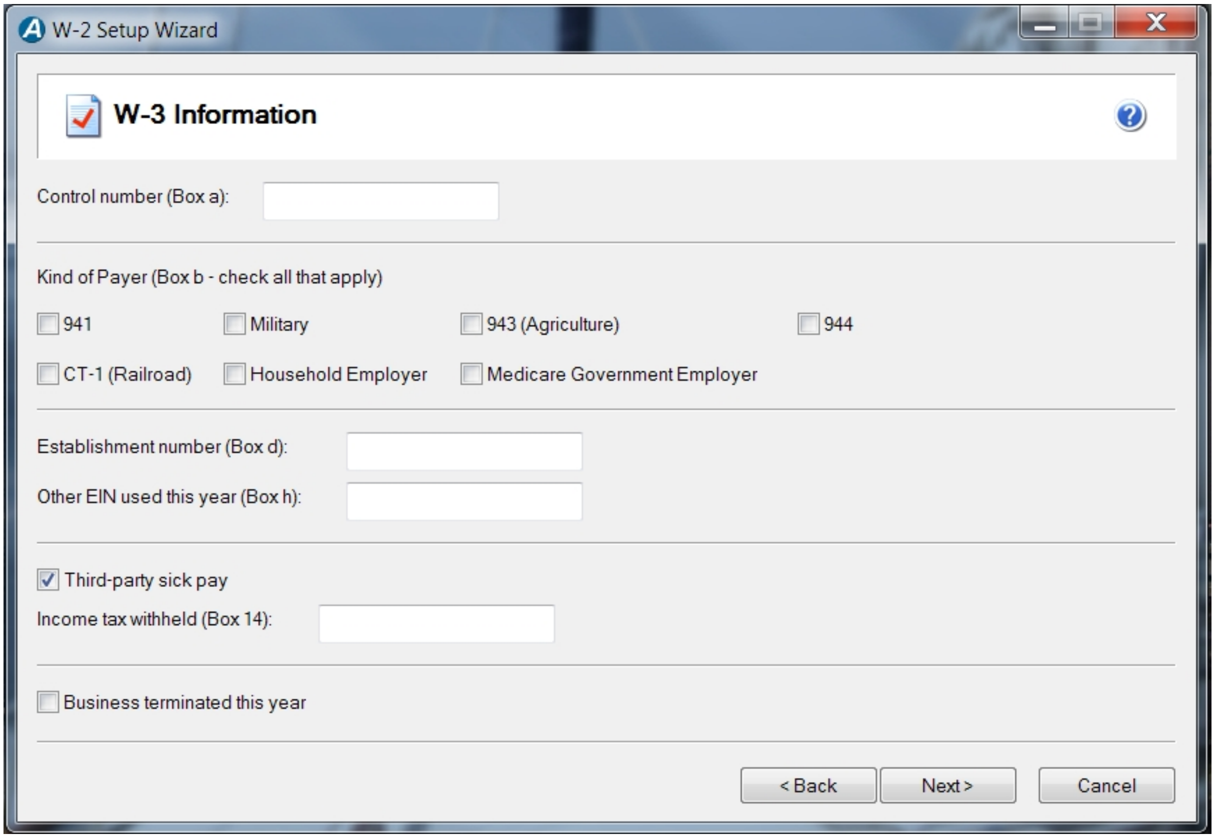
Select **Establishment number (Box d)** to identify separate establishments in your business.

Type in the **Other EIN used this year (Box h)**, if you used another EIN (including a prior owner's EIN) on Form 941, Form 943, Form 944, or Form CT-1 submitted for the current filings year that is different from the EIN reported on Form W-3 in Box e.

Select **Third-party sick pay** if you have any employees who had federal income tax withheld on third party sick pay. Then enter the amount in **Income tax withheld (Box 14)**.

If this business closed this year, select **Business terminated this year**.

Click the Help icon for more detailed information on what to enter in each box.



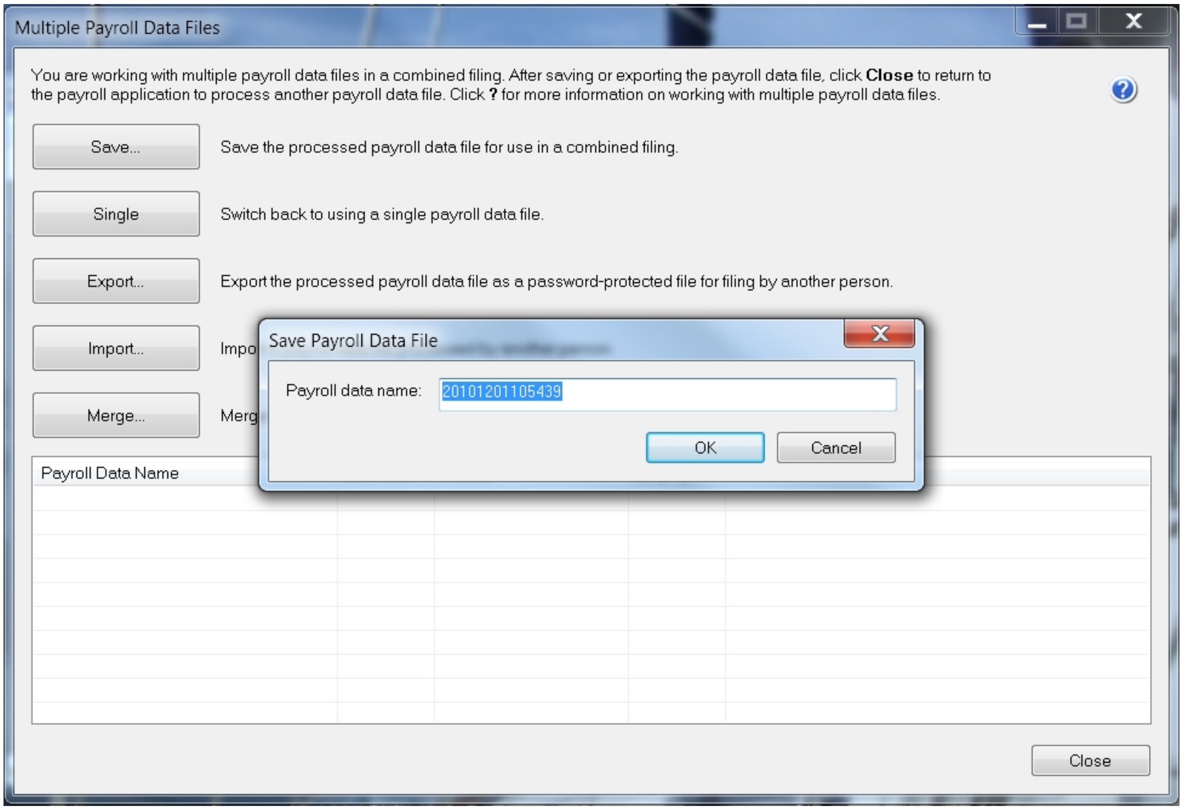
Merge Multiple Payroll Data Files

If you indicated that you use multiple payroll data files in step 6, you can now select which files to merge. If you have a single payroll data file, skip to "Verify Employee Information," on page 22.

In the **Multiple Payroll Data Files** window, select whether to merge Payroll data files. This feature is used for companies or tax preparation agents who keep separate databases for employees working under the same Federal EIN (employer identification number). For example, you may have separate departments, divisions, or company names under the same EIN.

NOTES:

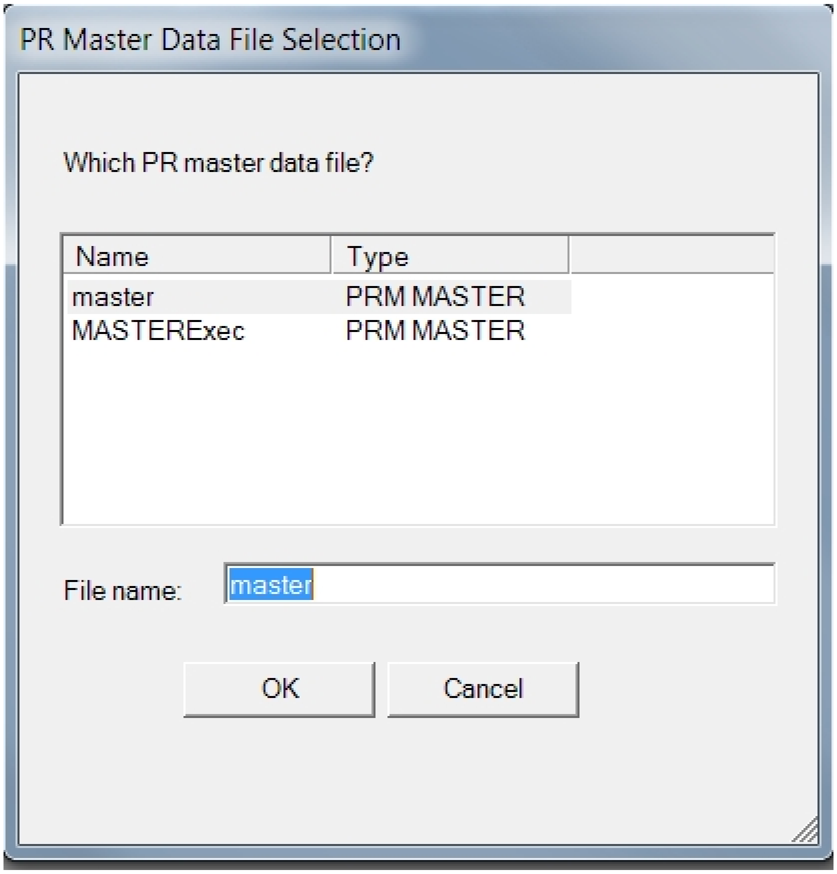
- The merge feature is available only for W-2 and 1099 files.
- Payroll data is merged for the report. Your original data files are not affected by this process.



1 Click [**Save**] to select the payroll data file you currently have open. Enter a name for the data file. Click [**OK**].

2 Click [**Close**].

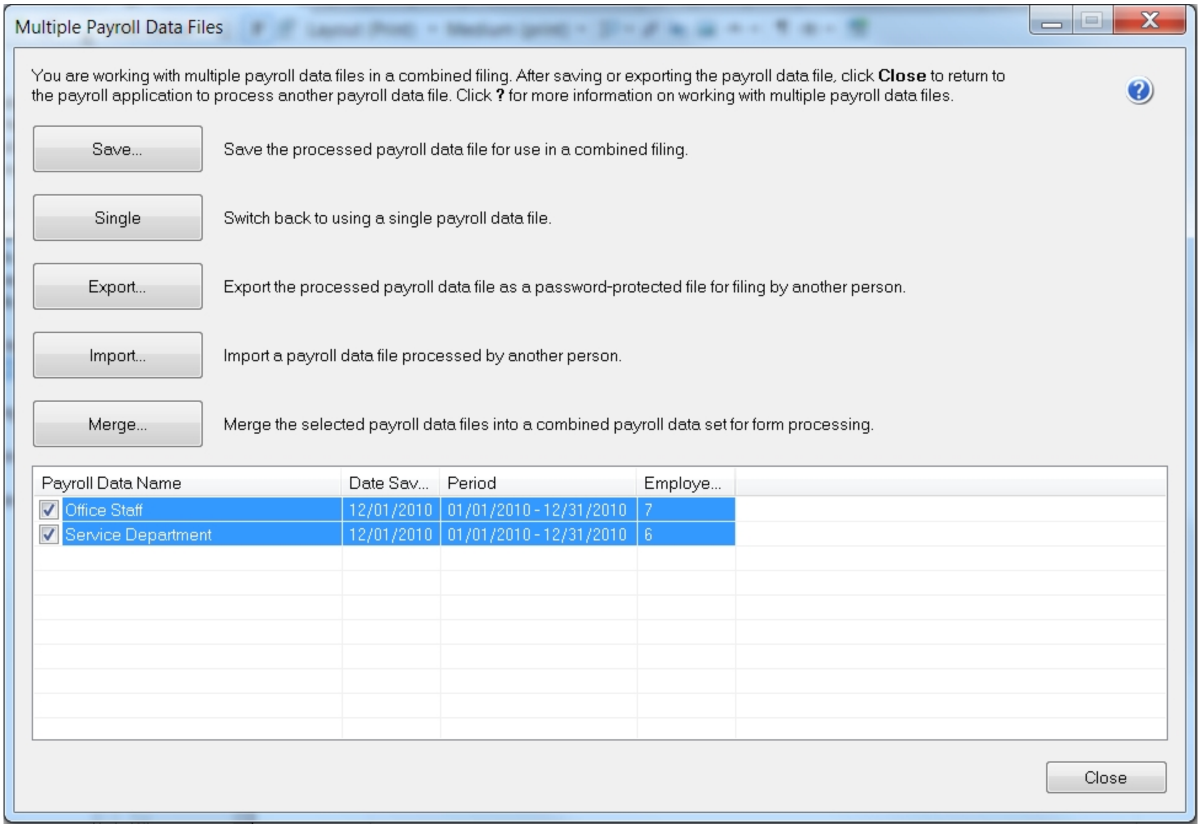
3 Open **Tasks > Federal Reporting > Federal eFile and Reporting**, and select another Payroll master file when prompted.



4 Run through the setup wizard using the same information you entered for the initial master file.

5 At the **Multiple Payroll Data Files** window, click [**Save**] to add the new payroll data file to the list.

6 Repeat these steps until you have included all the payroll data files required for processing.



7 Select all data files you want to include and click [**Merge**] to combine the data files and open a worksheet (**W-2/1099 Preparer grid**) in which you can verify your employee information.

NOTE: You can continue to add data files to the list and merge them at any time. Each time you merge, a new worksheet is created. If you create multiple reports, you must be cautious to use the correct report when eFiling.

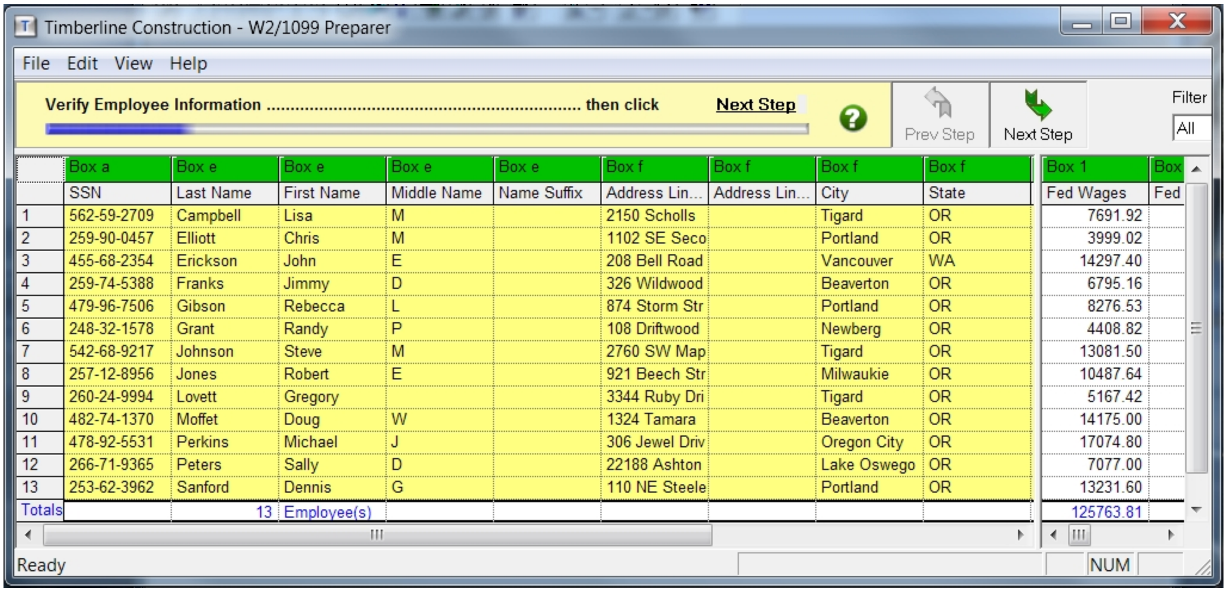
Verify Employee Information

The **W-2/1099 Preparer** grid is a worksheet which displays employee information in rows and columns. The columns in the W-2 employee grid correspond to the boxes on the W-2 forms.

During each step of the verification process, you can review, make corrections, and add information to the cells highlighted in yellow. Missing or incorrect information is indicated with a red cell. The information required at each step is based on the selections you made in the Data Verification window.

To add additional columns to the grid, right-click a column head and select **Insert**. You can enter a name for the new column and any default character or number you want to appear in all cells of the column. Click the drop-down list in the column header and select a Box number and description.

For a full description of grid functions, click the Help icon.



	Box a	Box e	Box e	Box e	Box e	Box f	Box f	Box f	Box f	Box 1	Box
	SSN	Last Name	First Name	Middle Name	Name Suffix	Address Lin...	Address Lin...	City	State	Fed Wages	Fed
1	562-59-2709	Campbell	Lisa	M		2150 Scholls		Tigard	OR	7691.92	
2	259-90-0457	Elliott	Chris	M		1102 SE Seco		Portland	OR	3999.02	
3	455-68-2354	Erickson	John	E		208 Bell Road		Vancouver	WA	14297.40	
4	259-74-5388	Franks	Jimmy	D		326 Wildwood		Beaverton	OR	6795.16	
5	479-96-7506	Gibson	Rebecca	L		874 Storm Str		Portland	OR	8276.53	
6	248-32-1578	Grant	Randy	P		108 Driftwood		Newberg	OR	4408.82	
7	542-68-9217	Johnson	Steve	M		2760 SW Map		Tigard	OR	13081.50	
8	257-12-8956	Jones	Robert	E		921 Beech Str		Milwaukie	OR	10487.64	
9	260-24-9994	Lovett	Gregory			3344 Ruby Dri		Tigard	OR	5167.42	
10	482-74-1370	Moffet	Doug	W		1324 Tamara		Beaverton	OR	14175.00	
11	478-92-5531	Perkins	Michael	J		306 Jewel Driv		Oregon City	OR	17074.80	
12	266-71-9365	Peters	Sally	D		22188 Ashton		Lake Oswego	OR	7077.00	
13	253-62-3962	Sanford	Dennis	G		110 NE Steele		Portland	OR	13231.60	
Totals		13	Employee(s)							125763.81	

1 Verify and correct employees' names and addresses highlighted in yellow.

The system automatically performs several verifications on the employee social security number. An error list will open if a social security number is blank, begins with an 8 or a 9, is the wrong length or wrong characters, or is a duplicate.

You must correct all errors before you can continue. Errors are shown in the grid by a red cell.

NOTE: Any changes you make in this grid do not correct your accounting data. You must correct the data within your software for the changes to be permanent throughout the system.

When you have finished verifying employee information, click **Next Step**.

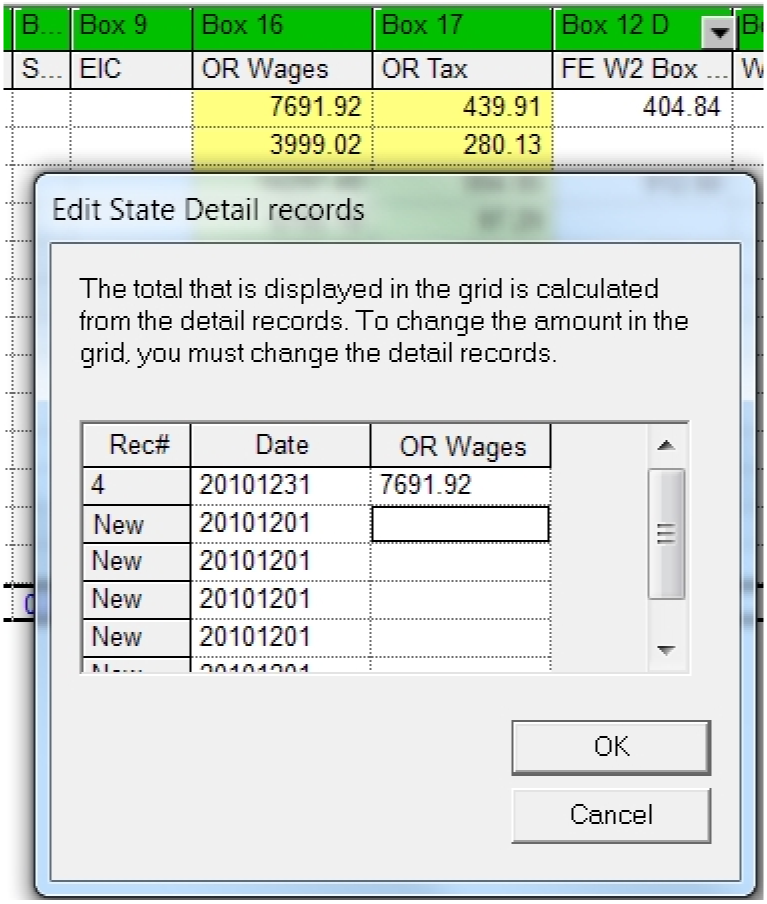
2 Verify the state wages in the grid are correct.

Two columns (**Box 16** and **Box 17**) appear for each state.

The system performs two verifications on this data:

- Social Security wages cannot be less than or equal to zero.
- Box 17 (tax) cannot be greater than Box 16 (wages).

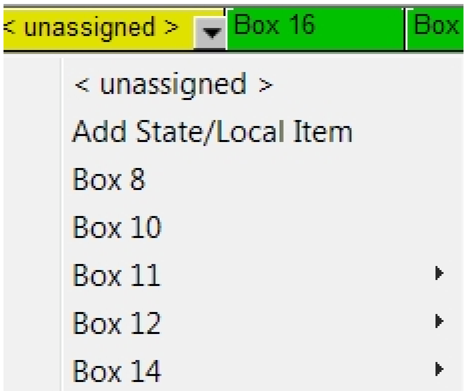
The state wages are calculated based on the details record from your imported data. To make changes, click in a cell and edit the state detail records.



New Jersey Private Family Leave and Disability Insurance

Employee data from New Jersey Private Family Leave and/or Private Disability Leave Insurance will appear in the grid as an undefined column and needs to be linked to Box 14 in order to display correctly on the W-2 form.

The option to link to NJ private family leave insurance withholding or NJ private disability withholding only appears if you have NJ defined as a state in the company setup wizard.



Click the drop-down arrow on the column header and select **Box 14 > Other > Private Family Leave or Private Disability Insurance**. Enter the plan number when prompted.

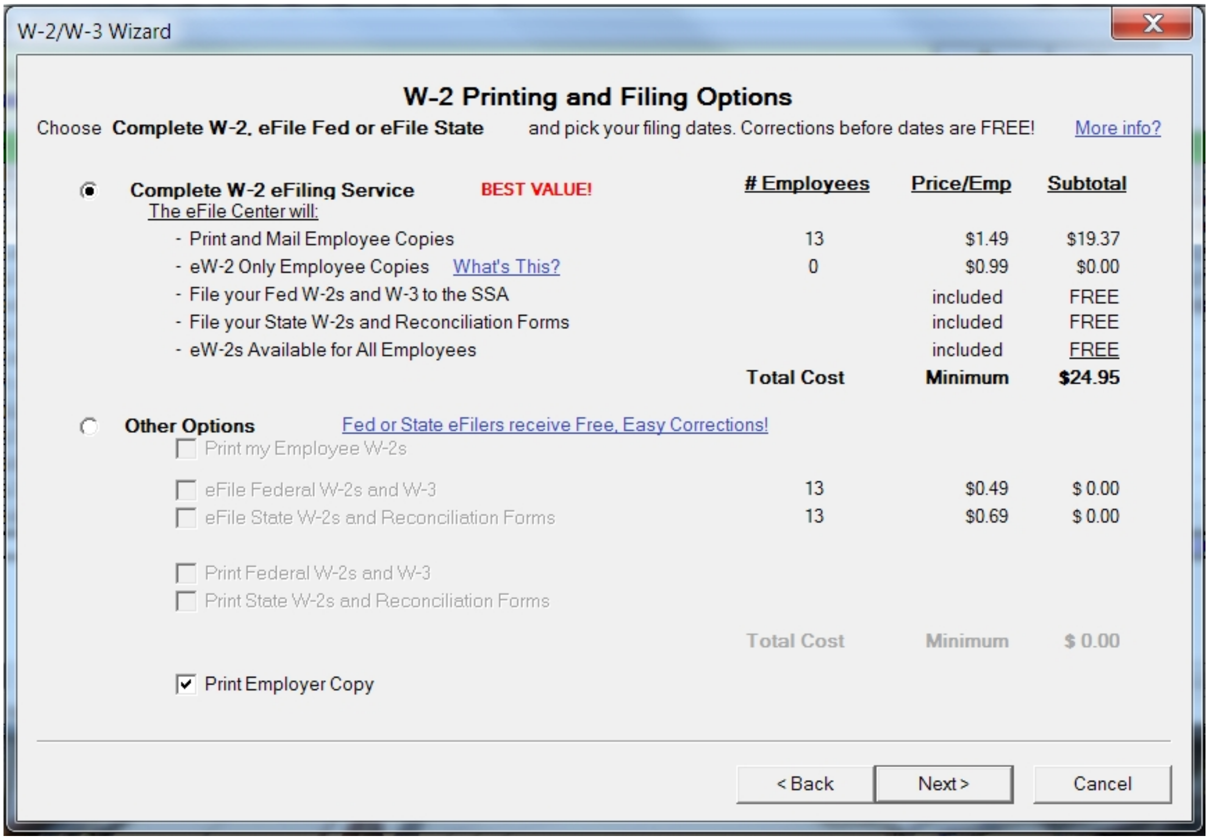
Once the plan number is entered the column automatically displays as FLI or DI, depending on what you selected.

After you complete the rest of the W-2 employee grid and generate a form, the information will display in box 14 of the W-2s.

When you are done, click **Next Step**.

Select eFiling and Printing Options

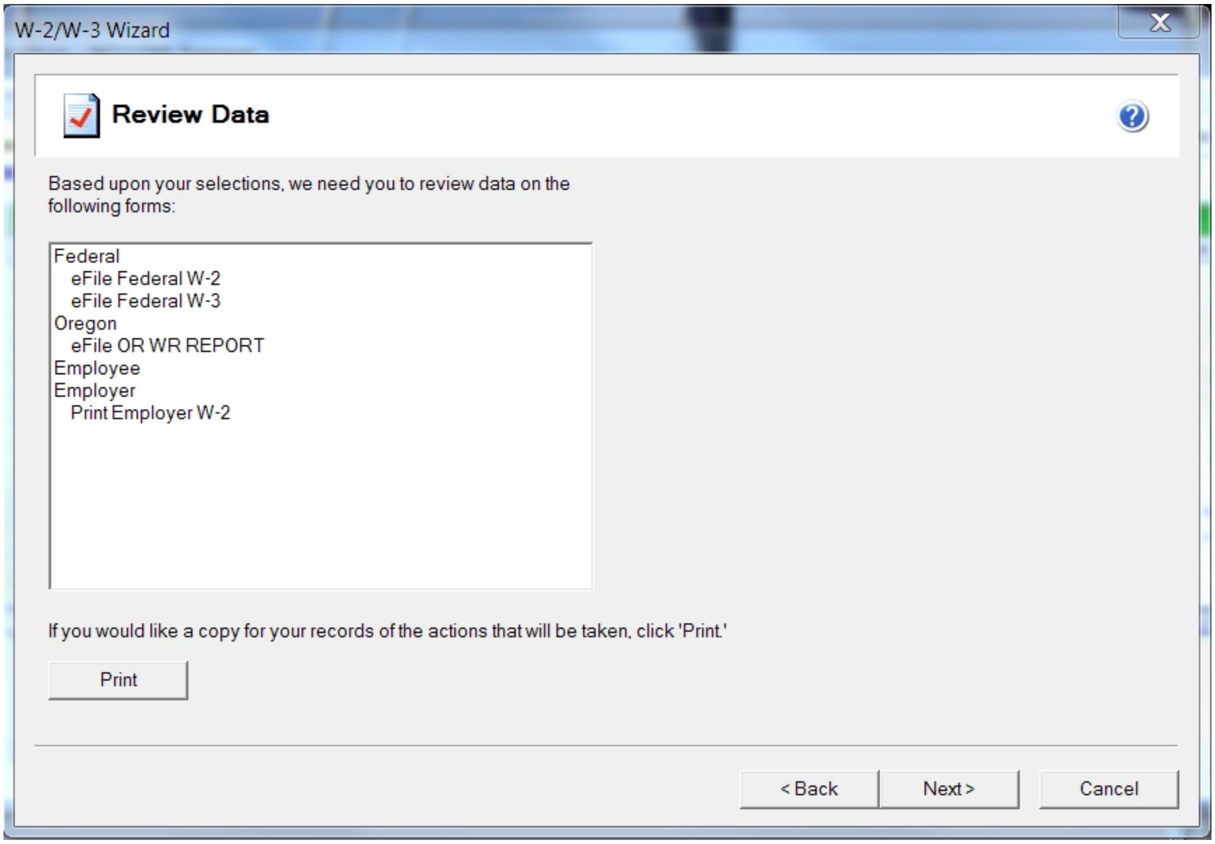
You can now select the eFiling and printing options available to you through Aatrix. Follow the on-screen instructions after you have made your selections.



Some states have more than one W-3 reconciliation form and you need to select which ones apply to your company. If you are not sure which forms apply to your company, check with your state agency or tax advisor.

Select whether you want Aatrix to print out divider sheets between each of the W-2s.

Review your forms and selections on the **Review Data** window. Click [**Next**] when you are ready to generate forms.



Generate Forms

Follow the prompts to print copies of each form for your records. Make any required corrections to each form. Remember to add your name to the bottom of forms that require it.

Employee W-2s may be printed directly to perforated paper, and Federal W-2s and W-3s may be printed to blank paper and submitted to the IRS. For more information on federal form printing requirements, refer to Knowledgebase article KB2050.

If you need to order forms, you can call Sage CRE Forms at 800-760-7929 or contact Sage CRE Forms at www.sagecreforms.biz.

After you have printed all of the forms for your records, you are connected to the secure Aatrix website, where you can complete your transaction for printing and mailing or eFiling your forms through Aatrix.

Chapter 3: Quarterly Reporting

You can process your Payroll quarterly reports (state and federal) using Aatrix. If you process quarterly reports through Sage Timberline Office Payroll, read this section for instructions.

Form 941

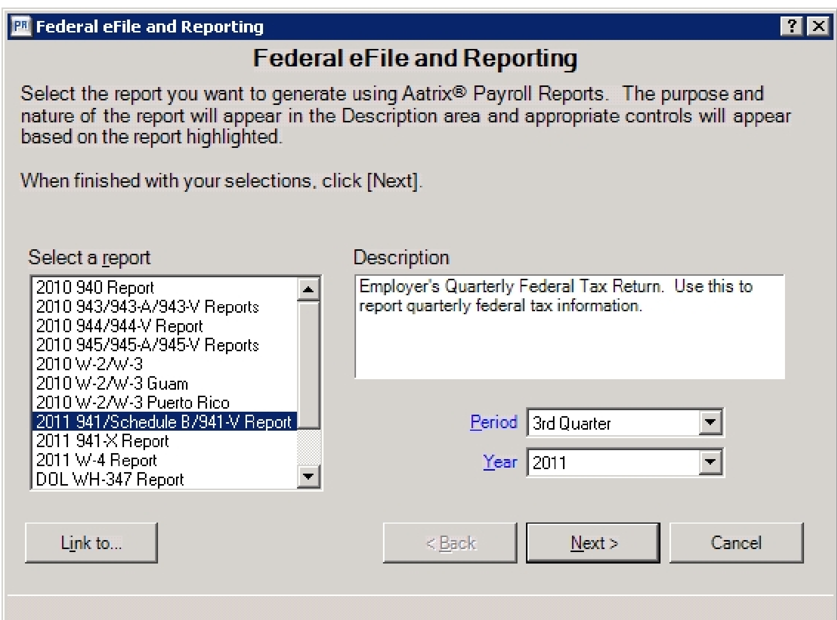
Step One: Processing the Form

1 In Payroll, from the **Tasks** menu, select **Federal Reporting** > **Federal eFile and Reporting**.

NOTE: You may receive a prompt to update tax forms when you open the **eFile and Reporting** window. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**]. See "Forms Update," on page 9 for more information.

2 Select **New Report** (if prompted) and click [**Next**].

3 Select the **2011 941/Schedule B/941-V Report** for the current year.



4 Select the appropriate period and year for the form and click [**Next**].

5 In the **Employees to Process** list, select the check box next to each employee you want included in the report and clear the check box next to each employee you want excluded from the report then click [**Next**].

NOTE: Only employees with earnings in the quarter add totals to Form 941.

You can select a range of employees by holding the SHIFT key and scrolling through the list. You can also make multiple selections in the list by pressing the CTRL key while making your selections.

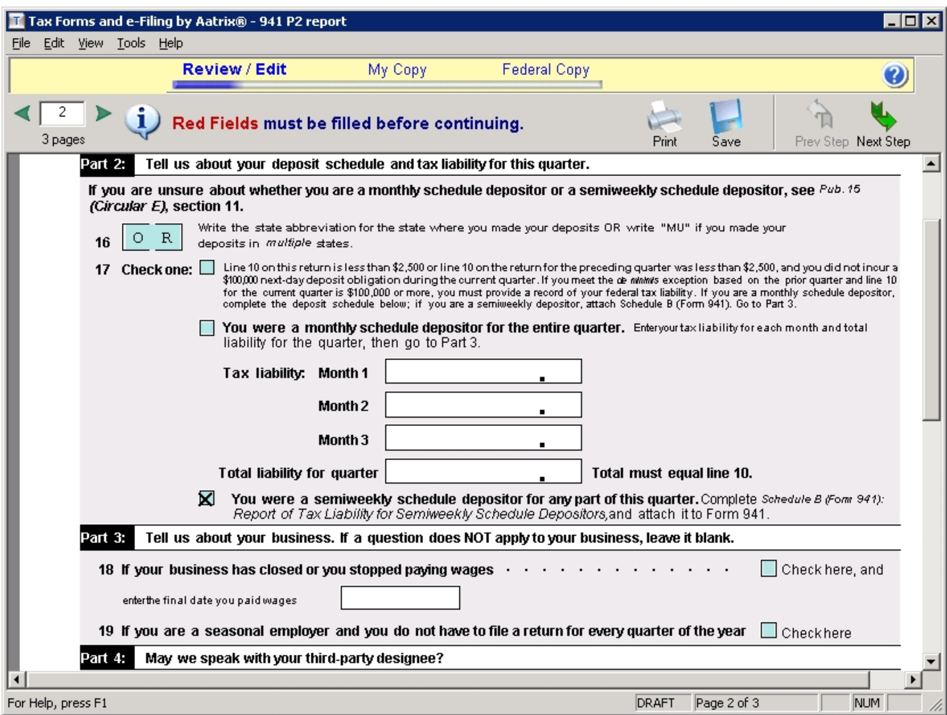
6 Click [**Generate**].

7 If this is your first time using the **State eFile and Reporting** or **Federal eFile and Reporting** Aatrix tasks, follow the steps of the **Company Setup Wizard** at the prompt.

Step Two: Printing or Filing Your Report

After processing your quarterly report, Aatrix guides you through a three-part process for printing or electronically filing your Form 941. Follow the process outlined in the **Report Steps** window to complete your form.

1 Fill out the required red fields on pages 1 and 2 of the **Review/Edit** step.



2 After entering your required information, either click [**Print**] to print the form for review or click [**Save**] to save your changes.

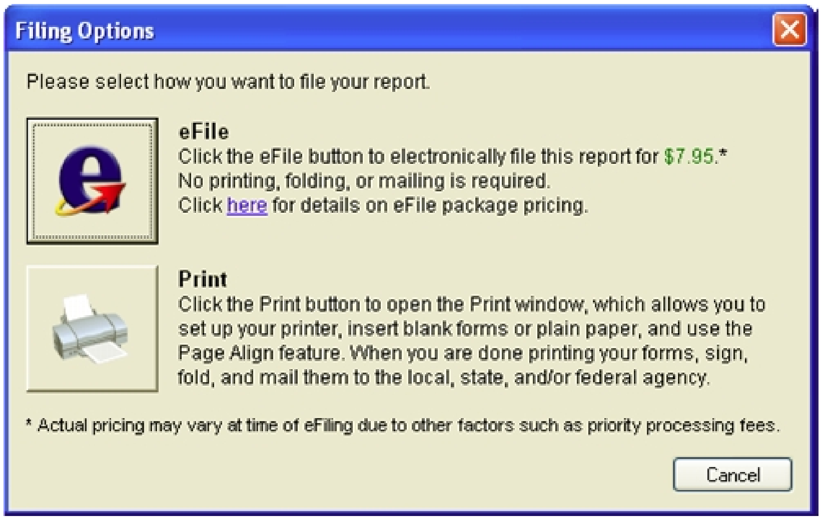
3 Click [**Next Step**].

4 In the **Verify Report Complete** window, click [**Double Check**] to return to the report form or click [**Agree**] to continue.

5 For the **My Copy** step, click [**Print**] to print a copy of your quarterly forms for your records.

NOTE: Do not file this copy; it is the unofficial copy for your records only.

6 In the **Filing Options** window, select your desired filing method:



- **eFile.** Click to electronically file your quarterly report with federal authorities. Required fees appear next to this option.

  If you have not yet registered with Aatrix, click **Forgot your login?** to set up an account.
- **Print.** Click to print your report if you want to mail it.

7 Follow the on-screen instructions to print your report or send it electronically.

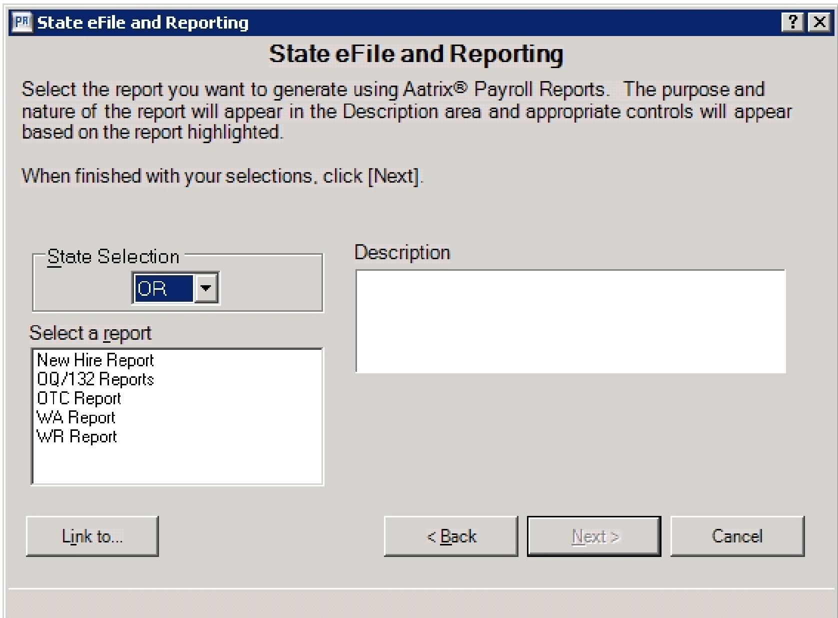
A copy of the completed form is now accessible in your history. For information on how to access history, see the Knowledgebase article “KB361: “How can I view, edit or reprint Aatrix forms I have already generated?”

State Quarterly Forms

Aatrix also provides the ability to print or eFile quarterly reports for all 50 States.

Step One: Processing the Form

1. In Payroll, select **Tasks** > **Quarterly Reporting** > **State eFile and Reporting**.
2. Select **New Report** (if prompted), and click [**Next**].
3. From the **State Selection** list, select the state for which you are generating quarterly reports.



4 Select report you want to generate and the corresponding report period and year.

5 In the **Employees to Process** list, select the check box next to each employee you want included in the report and clear the check box next to each employee you want excluded from the report then click [**Next**].

NOTE: Only employees with earnings in the quarter add totals to the state quarterly report.

You can select a range of employees by holding the SHIFT key and scrolling through the list. You can also make multiple selections in the list by pressing the CTRL key while making your selections.

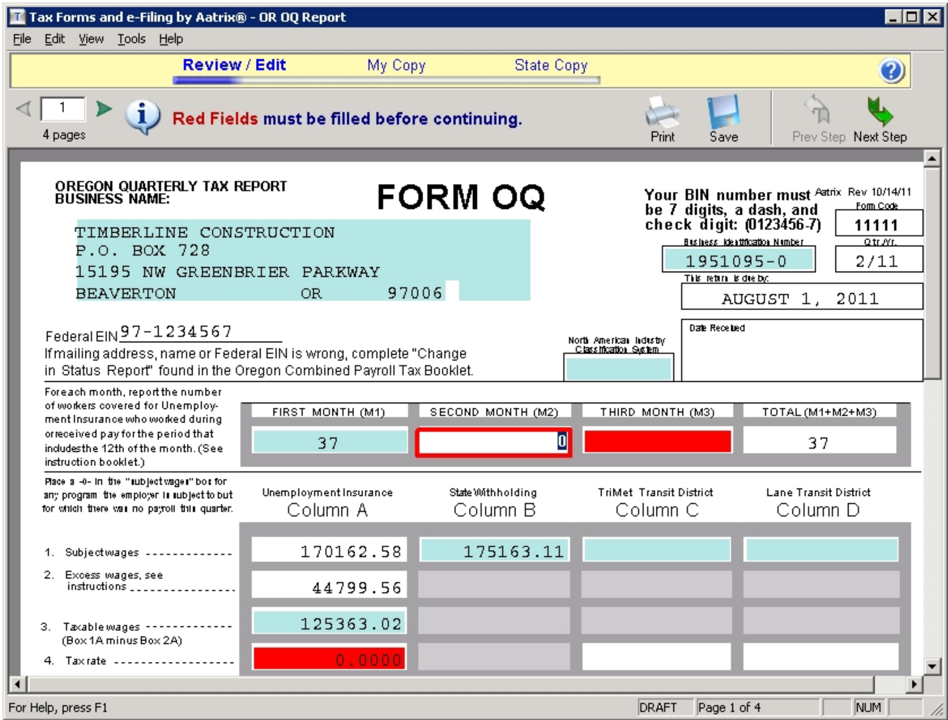
6 Click [**Generate**].

7 If this is your first time using the **State eFile and Reporting** or **Federal eFile and Reporting** Aatrix tasks, follow the steps of the **Company Setup Wizard** at the prompt.

Step Two: Printing or Filing Your Report

After processing your quarterly report, Aatrix guides you through a three-part process for printing or electronically filing your state quarterly report. Follow the process outlined in the **Report Steps** window to complete your form.

1 Fill out the required red fields on pages 1 and 2 of the **Review/Edit** step.



2 After entering your required information, either click [**Print**] to print the form for review or click [**Save**] to save your changes.

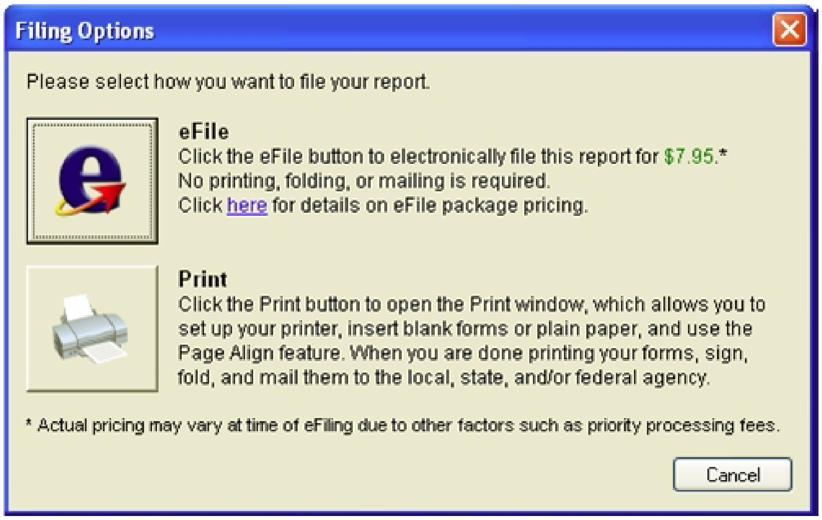
3 Click [**Next Step**].

4 In the **Verify Report Complete** window, click [**Double Check**] to return to the report form or click [**Agree**] to continue.

5 For the **My Copy** step, click [**Print**] to print a copy of your quarterly forms for your records.

NOTE: Do not file this copy; it is the unofficial copy for your records only.

6 In the **Filing Options** window, select your desired filing method:



- **eFile.** Click to electronically file your quarterly report with state authorities. Required fees appear next to this option.

  If you have not yet registered with Aatrix, click **Forgot your login?** to set up an account.
- **Print.** Click to print your report if you want to mail it.

7 Follow the on-screen instructions to print your report or send it electronically.

A copy of the completed form is now accessible in your history. For information on how to access history, see the Knowledgebase article “KB361: “How can I view, edit or reprint Aatrix forms I have already generated?”

Chapter 4: Accounts Payable 1099s

Generating 1099s for eFiling

Aatrix Tax Forms allow you to generate 1099s using information extracted from Accounts Payable. You can generate reports in Aatrix for official filing in several formats, depending on the type of report and the limitations set by state and federal authorities. You can either print or electronically file your generated 1099s.

For information about generating Canadian T5018s, see Chapter 5 - Canadian T5018s.

This section walks you through the steps to generate 1099s in preparation for eFiling or printing your forms using Aatrix services.

Before You Begin

- Ensure that all invoices and checks for the reporting year have been posted for the vendors.
- If you are filing 1099s as a foreign entity, you must use existing functionality in AP to print and mail 1099s for foreign entities. You can print 1099s or generate 1099 magnetic media using **AP: Reports > Forms > 1099s**. For more information, see General Ledger and Accounts Payable Help.
- If your Federal Employer ID is a non-US number, you will not be allowed to proceed with eFiling 1099s through Aatrix.
- Back up your Accounts Payable files.

IMPORTANT: For each Federal Employer ID (FEIN), you are allowed to file only once for each 1099 form type.

If you will be processing multiple runs for 1099s of any type (including DIV, INT, or MISC) using the same FEIN in Accounts Payable and/or Property Management, be sure to select **"Yes, I use multiple 1099 data files for this (EIN)"** in the **1099 Setup Wizard**.

You can combine Accounts Payable and Property Management 1099-INT data files into one form. See "Merge Data Files," on page 43.

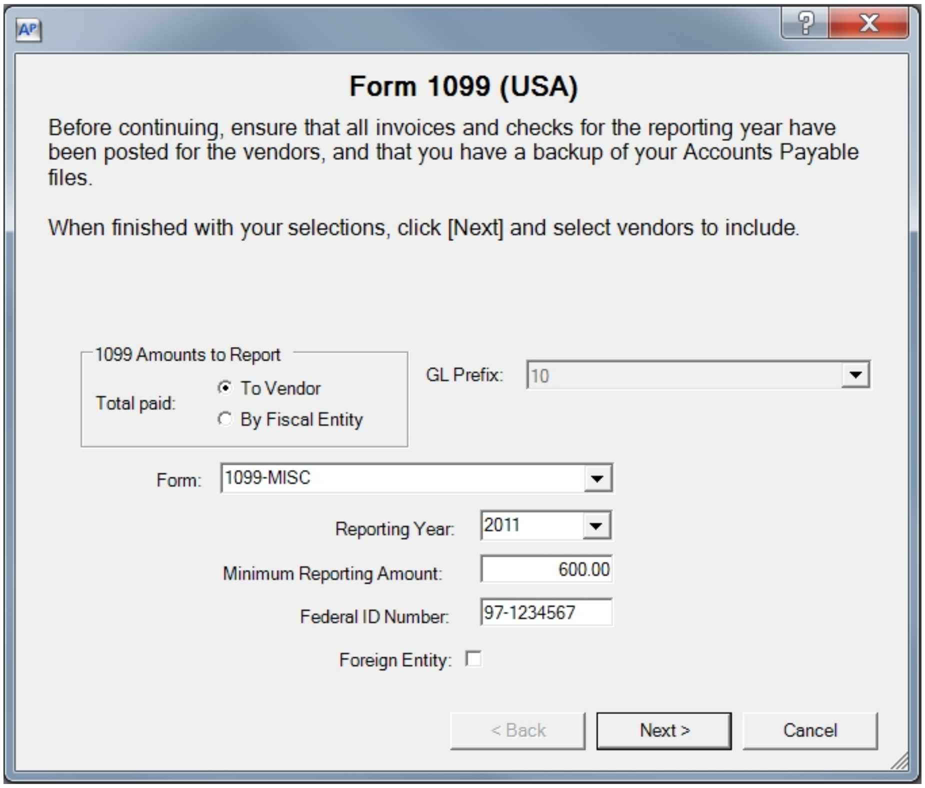
Generate Aatrix 1099s:

1. In Accounts Payable, select **Tasks > Government eFile and Reporting > Form 1099 (USA)**.

   Update Forms - You may receive a prompt to update tax forms when you open the **eFile and Reporting** window. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**]. See "Forms Update" for more information.

2. In the **Form 1099 (USA)** window, select whether to open a new or saved report. This window appears only if you have already saved a report.

If you choose to open a saved report, select the form and Federal ID number, then click [**Open**]. In the **Open Report** window, select the report you want to open and click [**Edit**].



3 For new reports, enter the following:

- **1099 Amounts to Report** - Select whether to generate the report by the total paid to vendors or by fiscal entity. If you select **By Fiscal Entity**, you must also select the **GL Prefix**.

  This selection is visible only if you selected **Retain totals per GL prefix** in **File > Company Settings > AP Settings**.

- **Form** - Select which 1099 form to generate.
  Selecting form 1099-MISC combines vendors which are set up to report 1099-MISC Non-employee compensation and 1099-MISC Rents.

- **Reporting Year** - Select the correct year from the drop-down list.

- **Minimum Reporting Amount** - Enter the minimum reporting amount. Vendors with income that exceeds this amount will be included on the report.

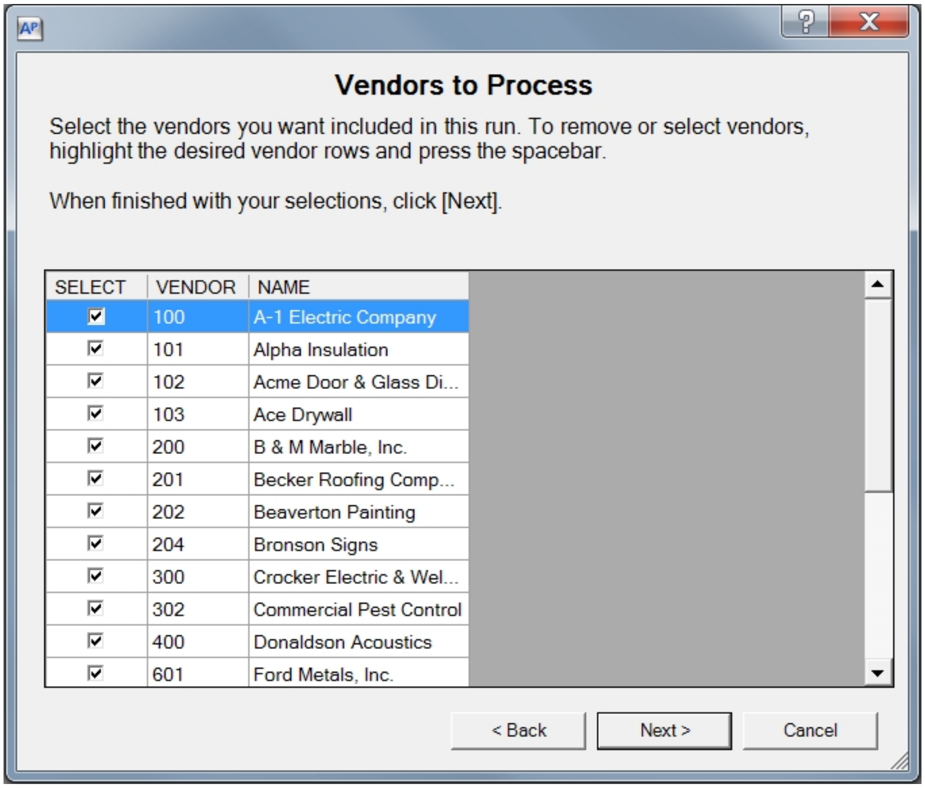
- **Federal ID Number** - Enter the Federal ID Number (FEIN) you want to use when filing the 1099 or accept the prefilled number. The prefilled FEIN is retrieved from the fiscal entity you set up.

  If your fiscal entity is set to data folder the FEIN is located in **GL: File > Company Settings > GL Settings**. If your fiscal entity is set to GL prefix, the FEIN is located at **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.

- **Foreign Entity** - You cannot process 1099s using Aatrix if you select Foreign Entity. You can print 1099s or generate 1099 magnetic media using **AP: Reports > Forms > 1099s**.

  This check box prefills if the **Foreign Entity** check box is selected in your fiscal entity. If your fiscal entity is set at the data folder, this check box is located at **GL: Company Settings > GL Settings > [Calendar/ Fiscal Settings]**. If your fiscal entity is set at the prefix, the checkbox is located where you set up your fiscal entity at **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.

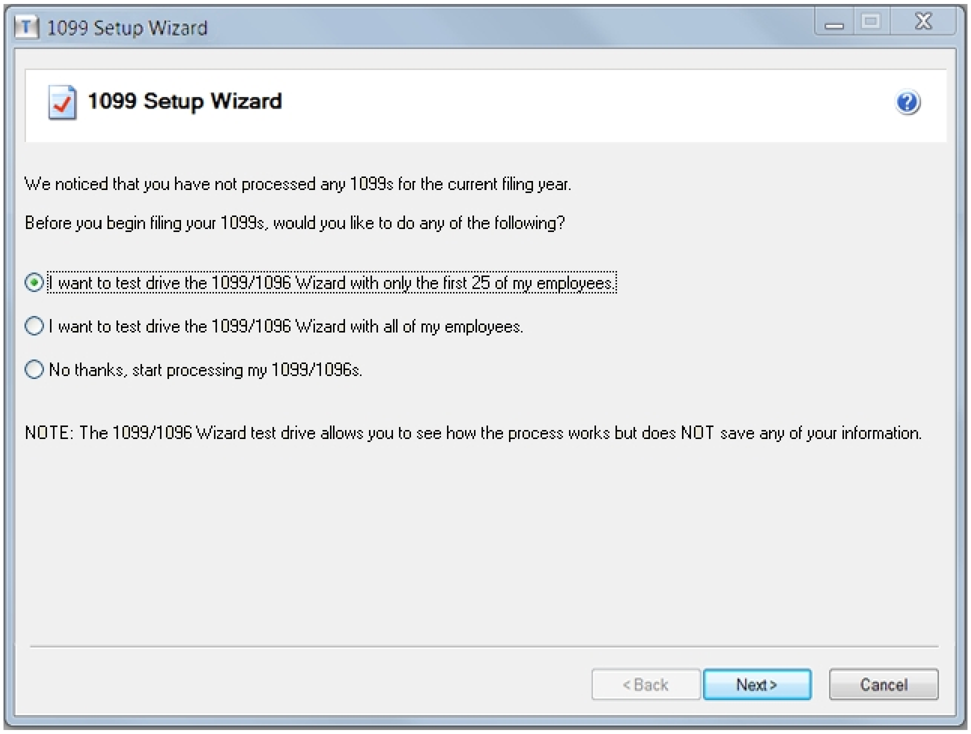
4 Select the vendors you want to include on this report in the **Vendors to Process** window.



5 In the **Generate Form 1099 (USA)** window, click [**Generate**].

1099 Setup Wizard

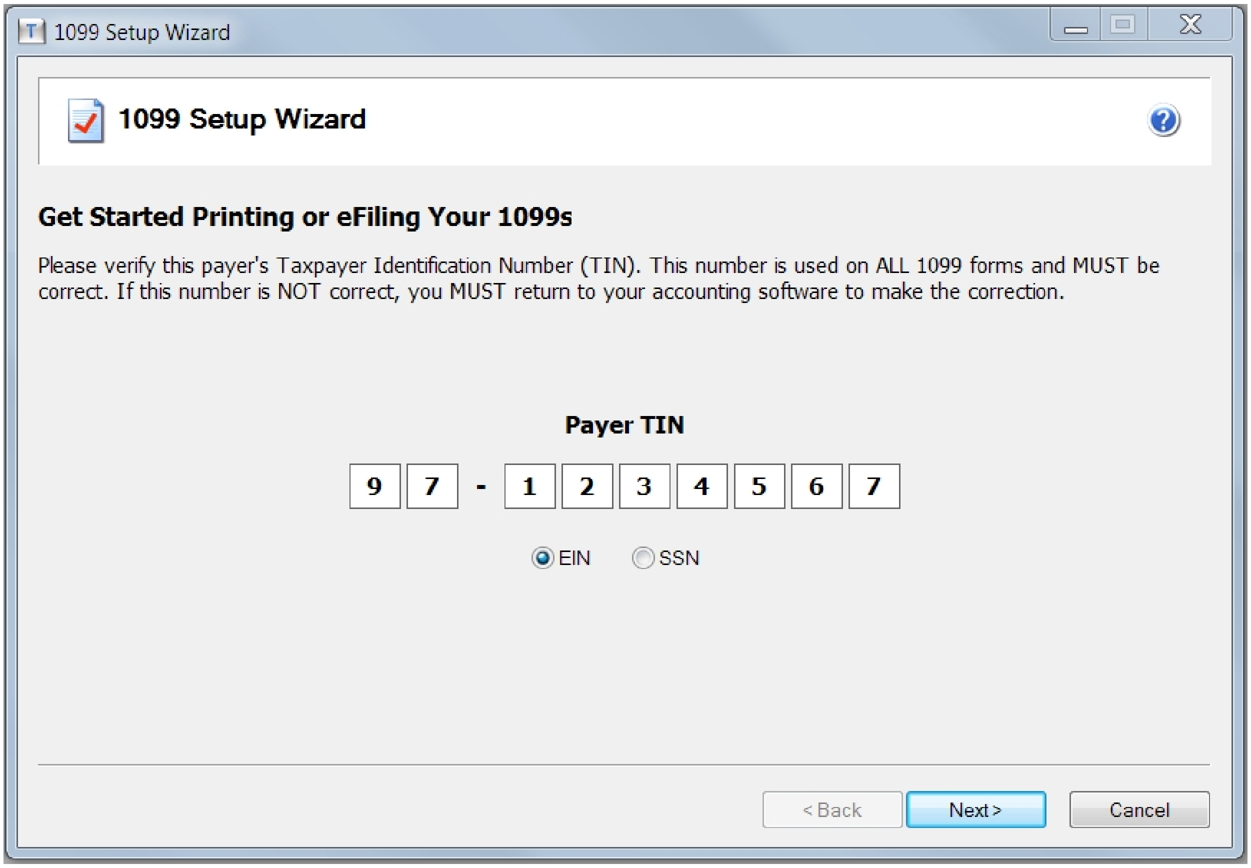
1 In the 1099 Setup Wizard, select whether to test drive the system or generate reports for printing or eFiling. You may find it useful to run through the process in "test drive" mode before printing your final forms.



NOTE: No information is saved after you print your forms in test drive mode. Do not use the test drive mode when processing your final 1099 run.

2 Click [**Next**] on each window to proceed through the wizard.

3 Verify your Taxpayer Identification Number (TIN). This number prefills from the number you entered in the **Form 1099 (USA)** window.

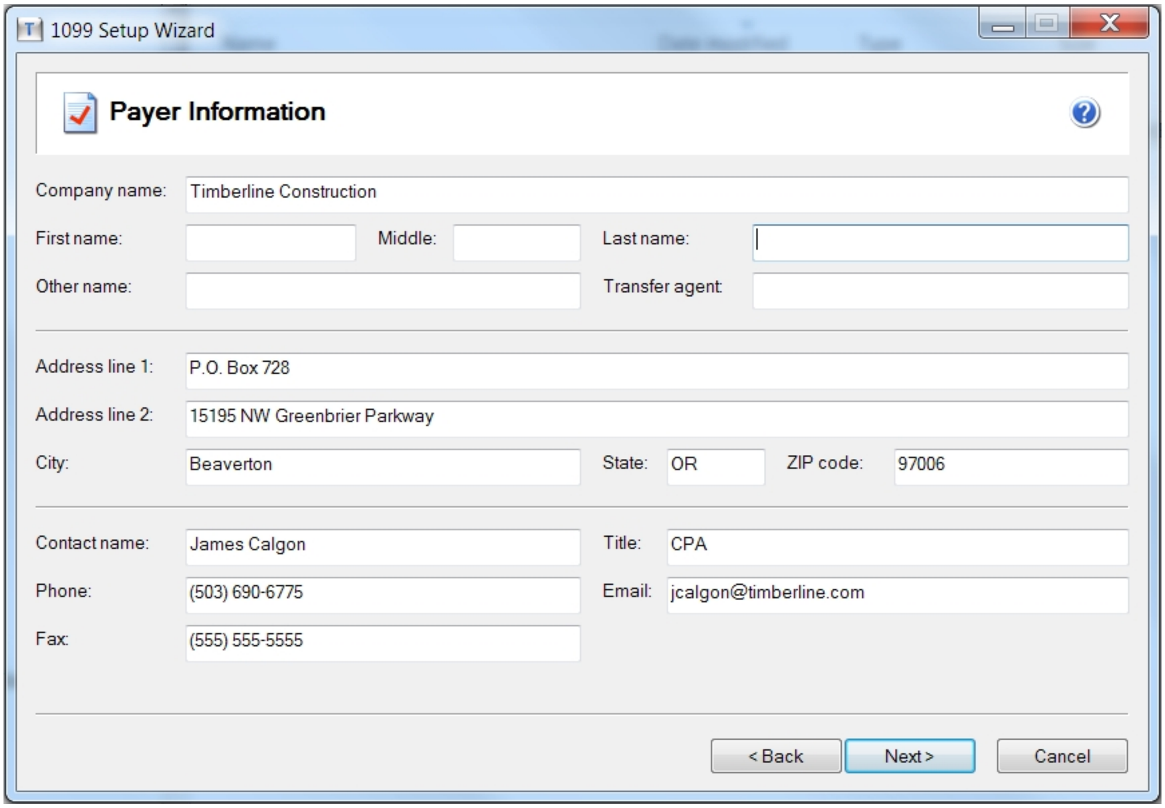


4 The **Payer Information** window displays information included on the forms you are reporting.

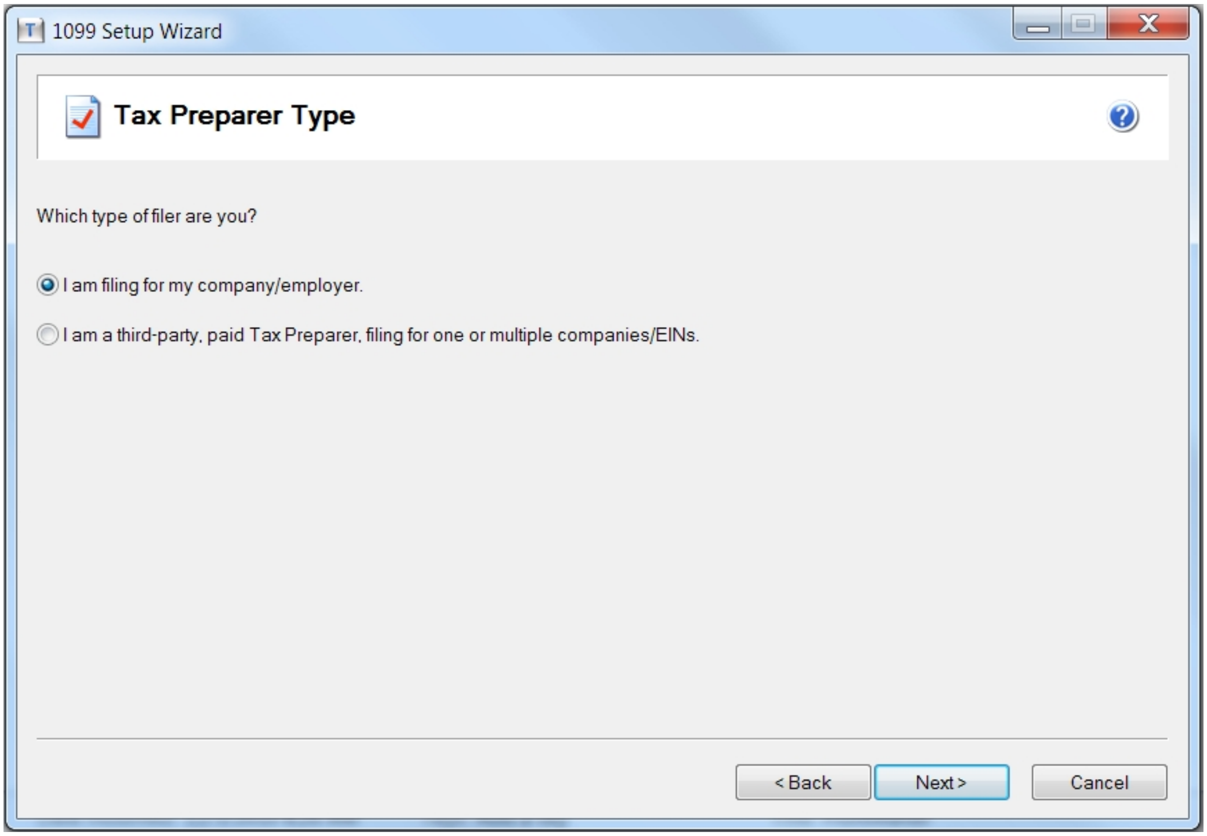
Verify that all information is correct and enter missing information.

You can open the **Payer Information** window if you need to make changes to your information at a later time:

- Click [**Setup**] in the existing **Reports** window.
- When you are in the Forms Viewer or 1099 grid, open **Edit > Update Company Information.**

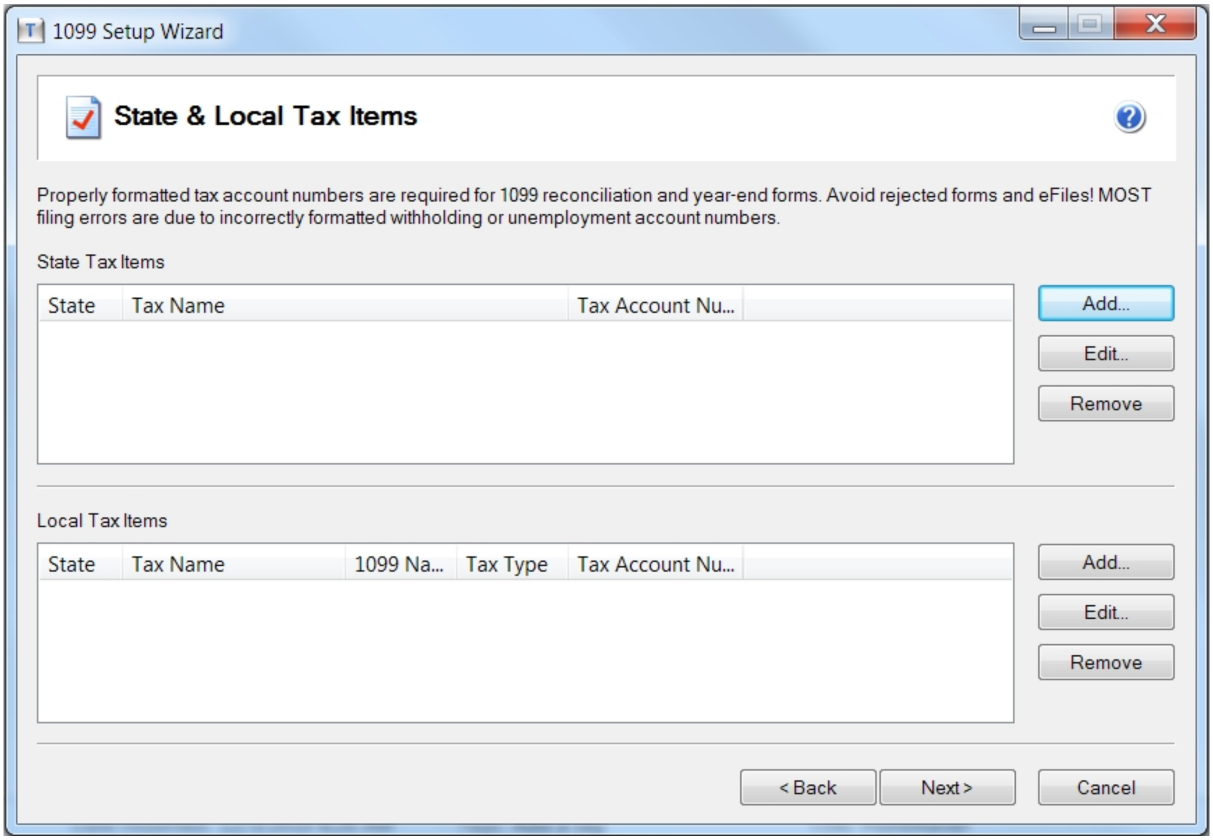


5 Select whether you are preparing the report for your company or a third-party, paid tax preparer. If you select the second option, a window appears in which you can enter your tax preparer TIN and other information for inclusion on the final report.



6 In the **State & Local Tax Items** window, you can assign the correct tax account number and add all state and local taxes that need to be reported on your 1099 forms. If you have already completed a federal or state tax form, the items may be already filled in.

- Click [**Remove**] to delete any taxes that you do not want to print on the 1099s.
- Click [**Edit**] to change the items already listed and [**Add**] to set up new tax items. The text on the window tells you the correct format. Click the Help icon for a complete list of formats.



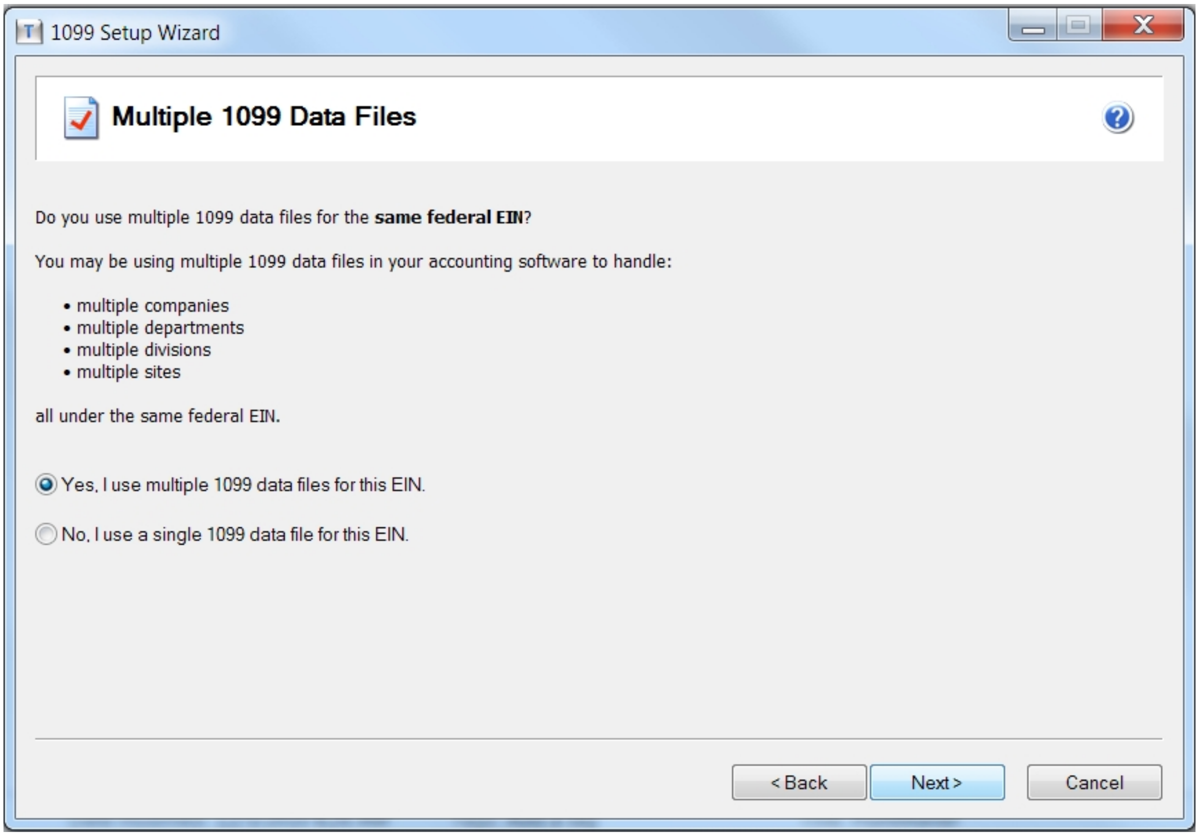
7 In the **Multiple 1099 Data Files** window select whether you want to merge multiple 1099 data files in this report. Because you can eFile only once per EIN and form type, you will need to merge multiple data files for your Accounts Payable and Property Management 1099 data.

Select **Yes** if:

- You will file a 1099-INT in Accounts Payable as well as Property Management.
- You want to merge multiple Accounts Payable data files.

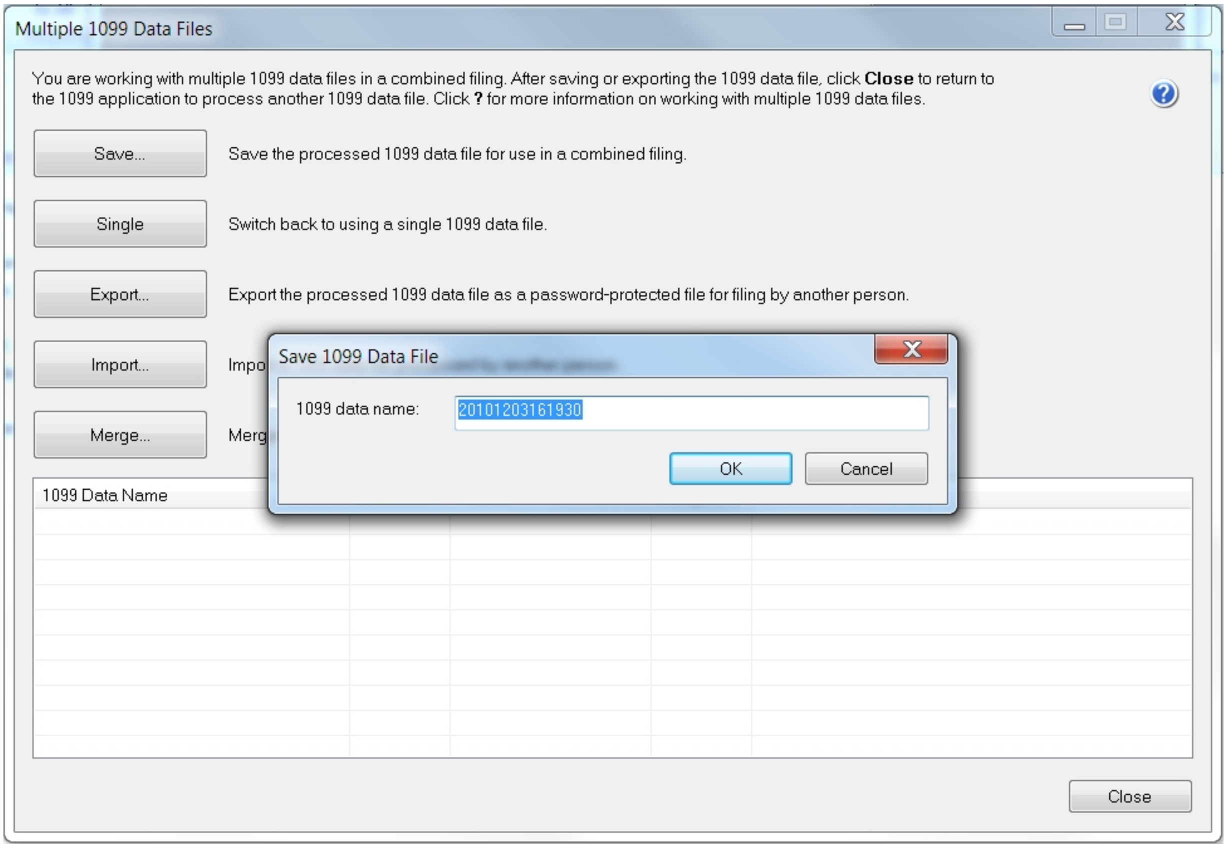
If you will merge Accounts Payable and Property Management data files, click to “Merge Data Files,” on page 43.

If you will file a 1099-INT from Accounts Payable only, select **No** and skip to “Verify Recipients” on page 44.


1099 Setup Wizard
Multiple 1099 Data Files
Do you use multiple 1099 data files for the same federal EIN?
You may be using multiple 1099 data files in your accounting software to handle:
• multiple companies
• multiple departments
• multiple divisions
• multiple sites
all under the same federal EIN.
Yes, I use multiple 1099 data files for this EIN.
No, I use a single 1099 data file for this EIN.
< Back
Next >
Cancel

Merge Data Files

- The merge feature is available only for W-2 and 1099 files.
- Copies of your accounting data are merged for the report. Your original Sage Timberline Office data files are not affected by this process.



1. In the **Multiple 1099 Data Files** window, click [**Save**] to add the data file you are currently accessing to the list.
2. In the **Save 1099 Data File** window, enter a name for this file in the **1099 data name** box.
3. Click [**OK**].
4. Click [**Close**] on the **Multiple 1099 Data Files** window.
5. To merge separate Accounts Payable data, open the **1099 eFile** window again by selecting **Tasks > Government eFile and Reporting > Form 1099 (USA)**.
   a. To merge Accounts Payable and Property Management 1099-INT data:
      - If you are in Accounts Payable, open Property Management.
      - If you are in Property Management, open Accounts Payable.
6. Open the **1099 eFile** window:
   a. Select **AP: Tasks > Government eFile and Reporting > Form 1099 (USA)**.

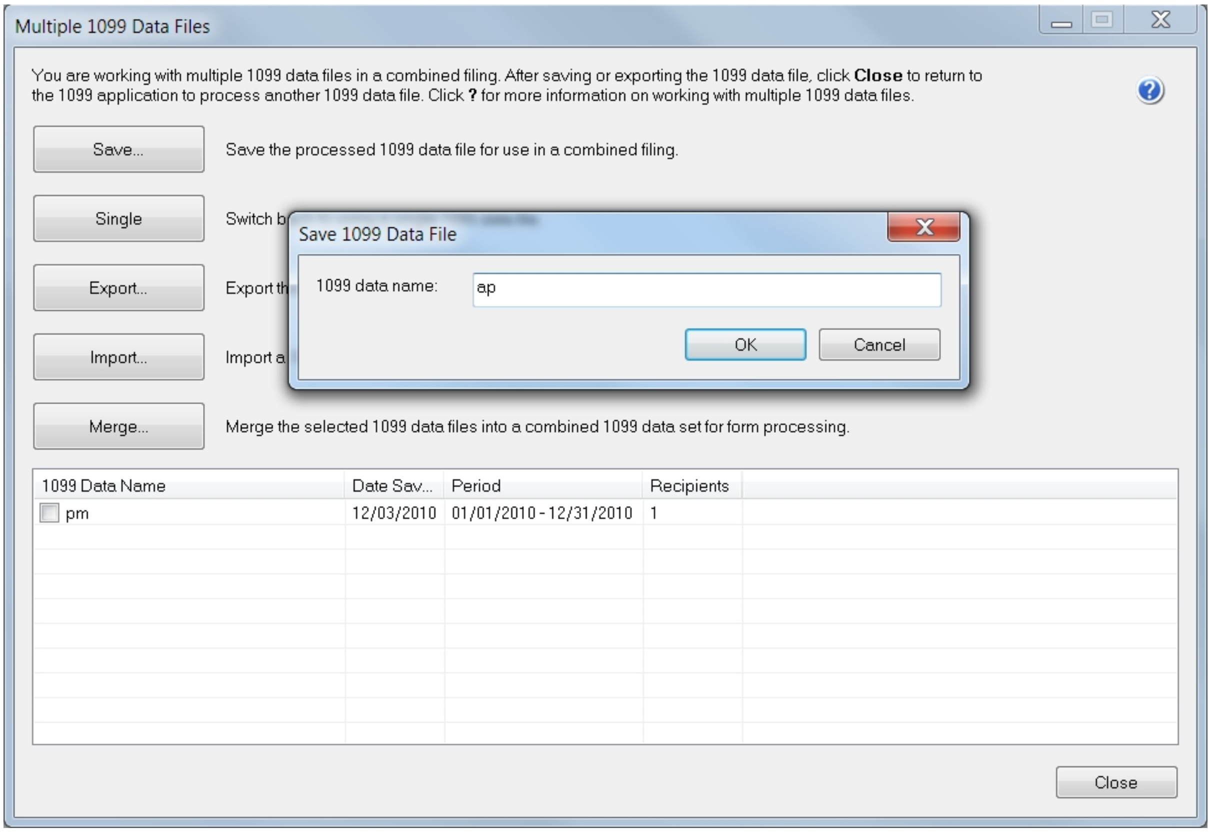
b In the **Form 1099 (USA)** window, select **1099-INT** in the **Form** box.

c Select **PM: Tasks > eFile Form 1099**.

7 Perform the steps in the **1099 Setup Wizard** until you reach the **Multiple 1099 Data Files** window. You will see the data file that you previously saved.

8 Click [**Save**] to add the current data file.

9 Type a name for the current data file in the **1099 data name** box. Click [**OK**].



10 Click [**Merge**].

The data is combined, and appears in the **W2/1099 Preparer** grid for you to verify and correct.

Verify Recipients

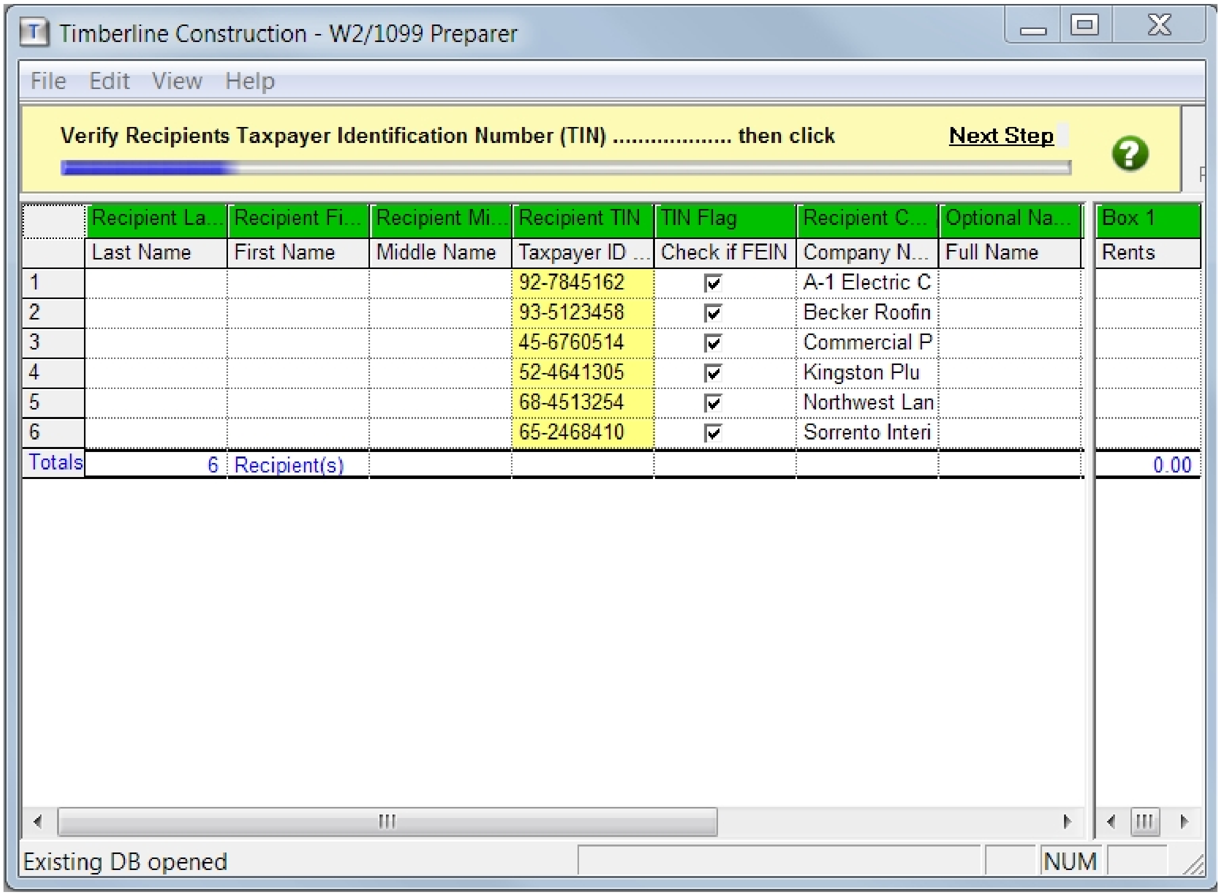
The W-2/1099 Preparer grid displays information in rows and columns. The columns in the grid correspond to the boxes on the 1099 forms.

Verify information hightlighted in yellow for each step. Missing or incorrect information is indicated with a red cell.

For a full description of grid functions and content, click the Help icon.

1 Verify and correct recipients' taxpayer IDs. Click **Next Step** to proceed through the grid.

NOTE: Any changes you make in this grid do not correct your accounting data. You must correct the data within your software for the changes to be permanent throughout the system.



2 If the recipient's TIN is also their Federal Tax Identification Number (FEIN), select the check box in the **TIN Flag** column.

3 Verify that recipients' names and addresses are correct.

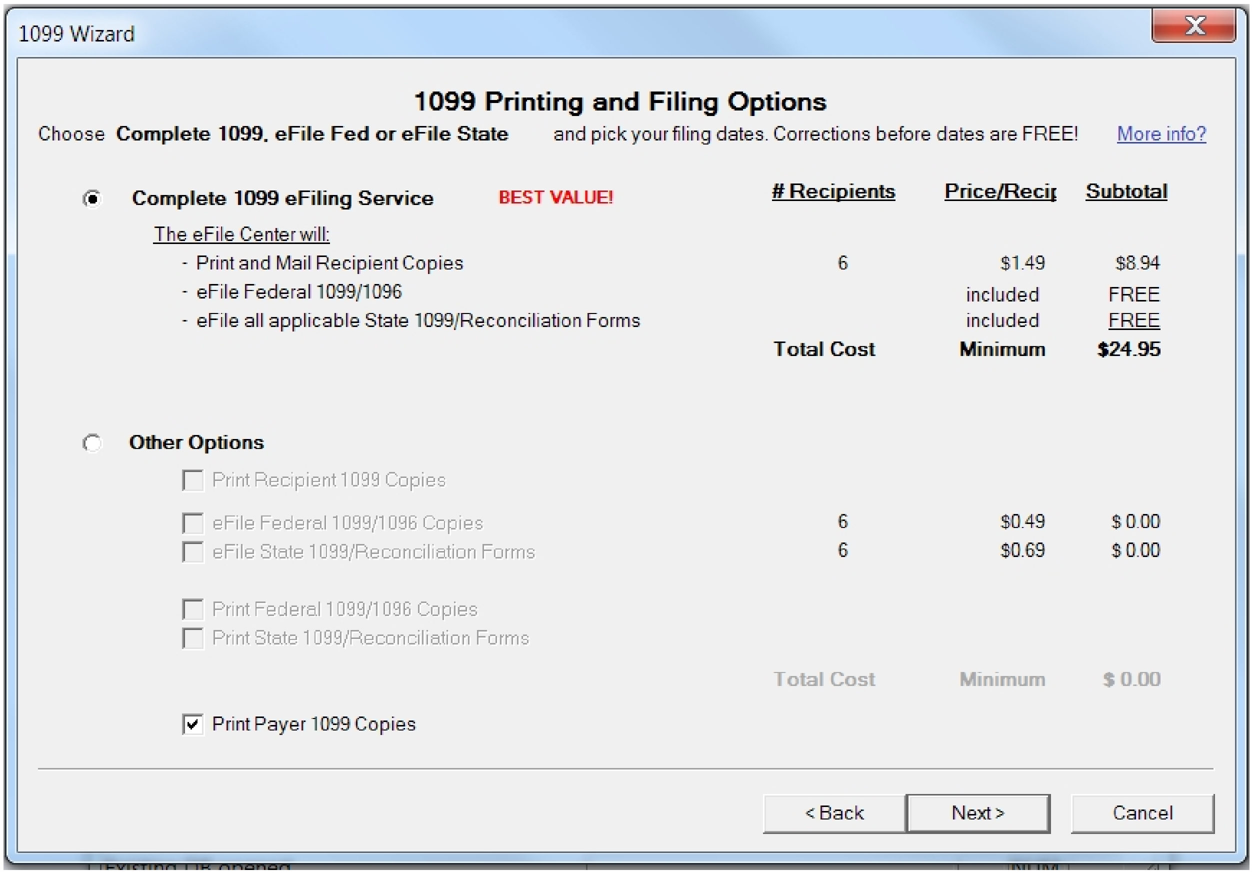
4 Verify and enter the amount of rents, interest, or other item withheld.

5 Verify or enter the filing states.

6 Click **Next Step** to open the **1099 Printing and Filing Options** window.

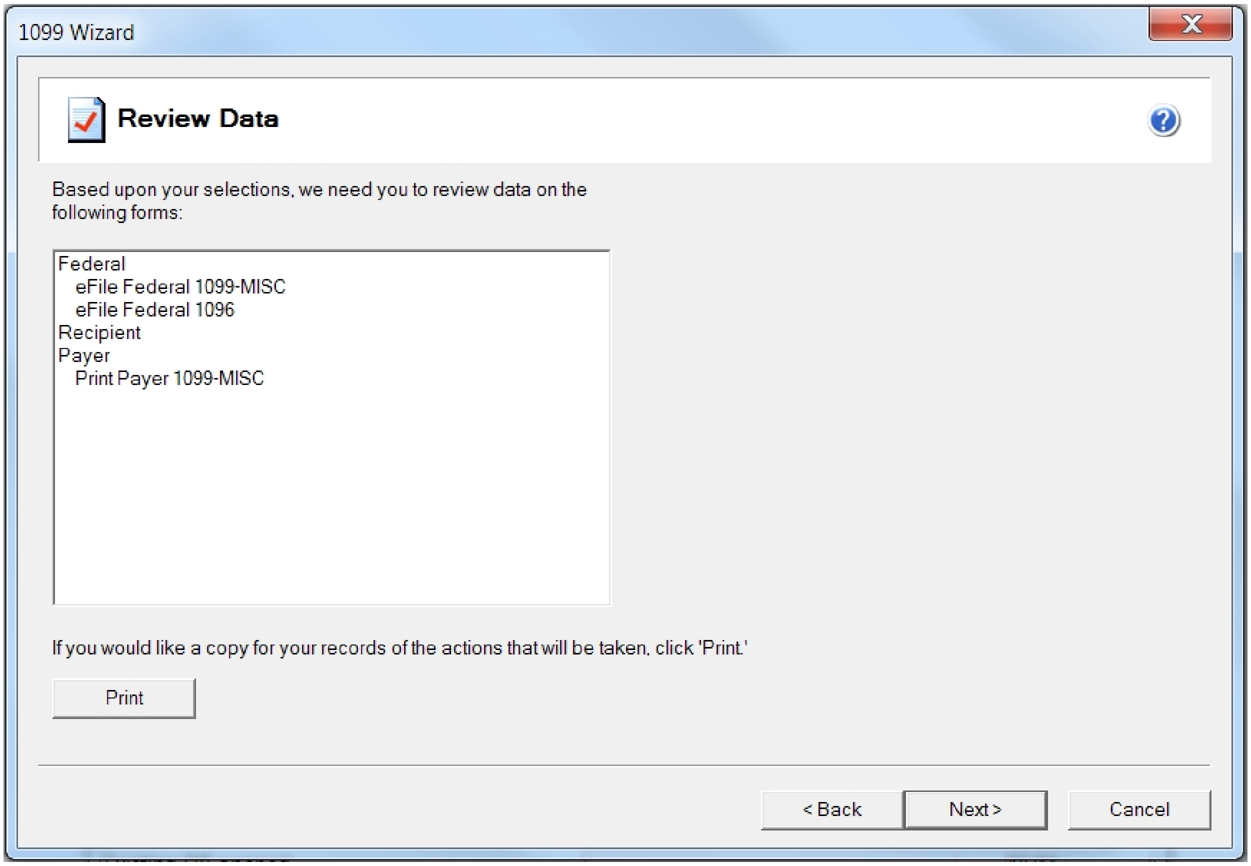
Select eFiling and Printing Options

You can now select the eFiling and printing options available to you through Aatrix. Follow the on-screen instructions after you have made your selections.



Select whether you want Aatrix to print out divider sheets between each of the 1099s.

Review your forms and selections on the **Review Data** window. Click [**Next**] when you are ready to generate forms.



Generate Forms

Follow the prompts to print copies of each form for your records. Make any required corrections to each form.

TIP: If you need to order forms, you can call Sage CRE Forms at 800-760-7929 or contact Sage CRE Forms at www.sagecreforms.biz.

After you have printed all of the forms for your records, you are connected to the secure Aatrix website, where you can complete your transaction for printing and mailing or eFiling your forms through Aatrix.

Chapter 5: Property Management 1099-INT

Generating 1099-INT for eFiling

This section leads you through the steps to generate 1099s in preparation for eFiling or printing your forms using Aatrix services.

Before You Begin

- Ensure that all interest for the year has been paid.
- Back up your Property Management files.
- If you are filing 1099s as a foreign entity, you must use existing functionality in PM to print and mail 1099s for foreign entities. You can print 1099s or generate 1099 magnetic media using **PM: Reports > Forms > 1099-INT**.
- If your Federal Employer ID is a non-US number, you will not be allowed to proceed with eFiling 1099s through Aatrix.

IMPORTANT: For each Federal Employer ID (FEIN), you are allowed to file only once for each 1099 form type.

If you will be processing multiple runs for 1099s of any type (including DIV, INT, or MISC) using the same FEIN in Accounts Payable and/or Property Management, be sure to select **"Yes, I use multiple 1099 data files for this (EIN)"** in the **1099 Setup Wizard**.

You can combine Accounts Payable and Property Management 1099-INT data files into one form. See "Merge Data Files," on page 43.

Generate Aatrix 1099s

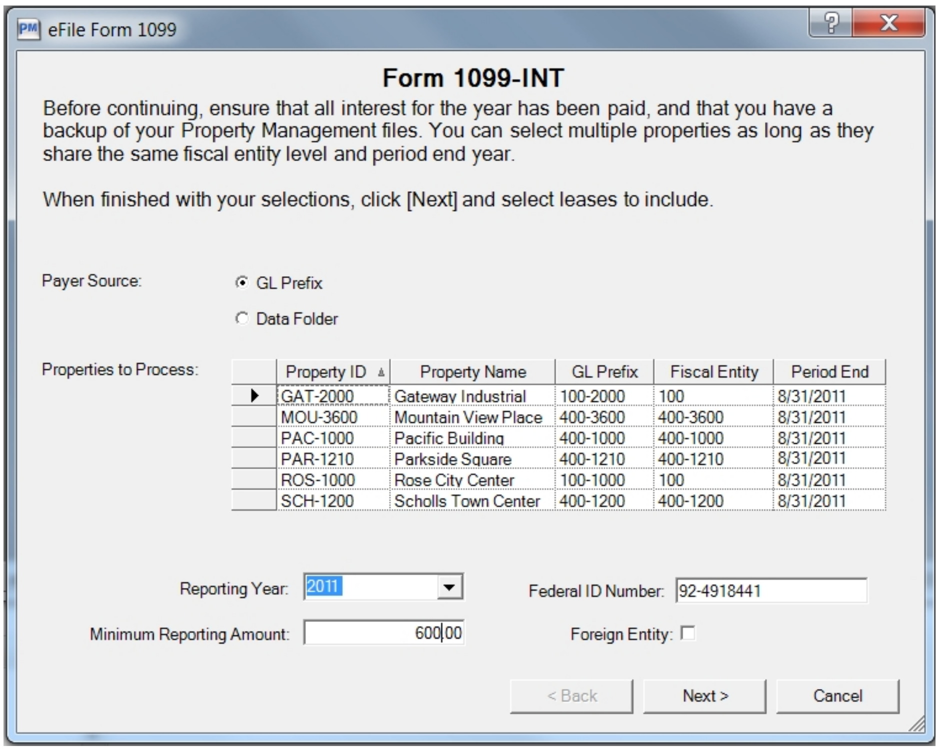
1 In Property Management, select **Tasks > eFile Form 1099**.

Update Forms - You may receive a prompt to update tax forms when you open the **eFile and Reporting** window. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**]. See "Forms Update" for more information.

2 In the **Form 1099-INT** window, select whether to open a new or saved report. This window appears only if you have a saved report.

If you choose to open a saved report, select the Federal ID number and click [**Open**]. In the **Open Report** window, select the report you want to open and click [**Edit**].

3 For new reports, enter the following:



- **Payer Source** - Select **GL Prefix** if you want to use the payer information listed in the GL prefix associated with the fiscal entity for the property. For example, the GL prefix that is listed on the property may be 001-004-00. If the fiscal entity is 001, the system will use the payer information listed on the 001 prefix.

  This selection is not visible if your Property Management fiscal entity is set to **Data Folder** in **GL: File > Company Settings > GL Settings**.

  Select **Data Folder** if you want to use the payer information listed with your company in **File > Company Settings > General**.

- **Properties to Process** - Select which properties you want to include in this run. You can select multiple properties as long as they share the same fiscal entity and their period-end date year is the same.

- **Reporting Year** - Select the correct year from the drop-down list. You can run 1099s for the current or previous year.
- **Federal ID Number** - Enter the FEIN you want to use when filing the 1099 or accept the prefilled number. The prefilled FEIN is retrieved from the fiscal entity you set up. If your fiscal entity is set to data folder the FEIN is located in **GL: File > Company Settings > GL Settings**. If your fiscal entity is set to GL prefix, the FEIN is located at **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.
- **Minimum Reporting Amount** - Enter the minimum reporting amount. Leases with interest that is equal to or exceeds this amount will be included in the report. Leases with no interest payments will not be included, even if the minimum reporting amount is set to zero.
- **Foreign Entity** - You cannot process 1099s using Aatrix if you select **Foreign Entity**. You can print 1099s or generate 1099 magnetic media using **PM: Reports > Forms > 1099-INT**. This check box prefills if the **Foreign Entity** check box is selected in your fiscal entity. If your fiscal entity is set at the data folder, this check box is located at **GL: Company Settings > GL Settings > [Calendar/ Fiscal Settings]**. If your fiscal entity is set at the prefix, the checkbox is located where you set up your fiscal entity at **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.

4 Select the leases you want to include on this report in the **Leases to Process** window.

5 In the **Generate Form 1099-INT** window, click [**Generate**].

1099 Setup Wizard

1 Verify your Taxpayer Identification Number (TIN). This number prefills from the number you entered in the **Form 1099-INT** window.

2 The **Payer Information** window displays information included on the forms you are reporting.

Verify that all information is correct and enter missing information.

You can open the **Payer Information** window if you need to make changes to your information at a later time:

- Click [**Setup**] in the existing Reports window.
- When you are in the Forms Viewer or 1099 grid, open **Edit > Update Company Information.**

3 Select whether you are preparing the report for your company or a third-party, paid tax preparer. If you select the second option, a window appears in which you can enter your tax preparer TIN and other information for inclusion on the final report.

4 You can skip the **State & Local Tax Items** window.

5 In the **Multiple 1099 Data Files** window select whether you want to merge multiple 1099 data files in this report. Select **Yes** if you will file a 1099-INT in Accounts Payable as well as Property Management. Because you can eFile only once per TIN and form type, you will need to merge your Accounts Payable and Property Management 1099-INT data.

If you will merge Accounts Payable and Property Management data files, turn to “Merge Data Files,” on page 43.

If you will file a 1099-INT from Property Management only, select **No** and skip to “Verify Recipients,” on page 51.

NOTES:

- The merge feature is available only for W-2 and 1099 files.
- Property Management data is merged for the report. Your original data files are not affected by this process.

Verify Recipients

The W-2/1099 Preparer grid displays recipient or tenant information in rows and columns. The columns in the grid correspond to the boxes on the 1099 forms.

Verify information highlighted in yellow for each step below. Missing or incorrect information is indicated with a red cell.

For a full description of grid functions, click the Help icon.

1 Verify and correct recipients' taxpayer IDs. Click **Next Step** to proceed through each step.

NOTE: Any changes you make in this grid do not correct your accounting data. You must correct the data within your software for the changes to be permanent throughout the system.

2 Verify that recipients' names and addresses are correct.

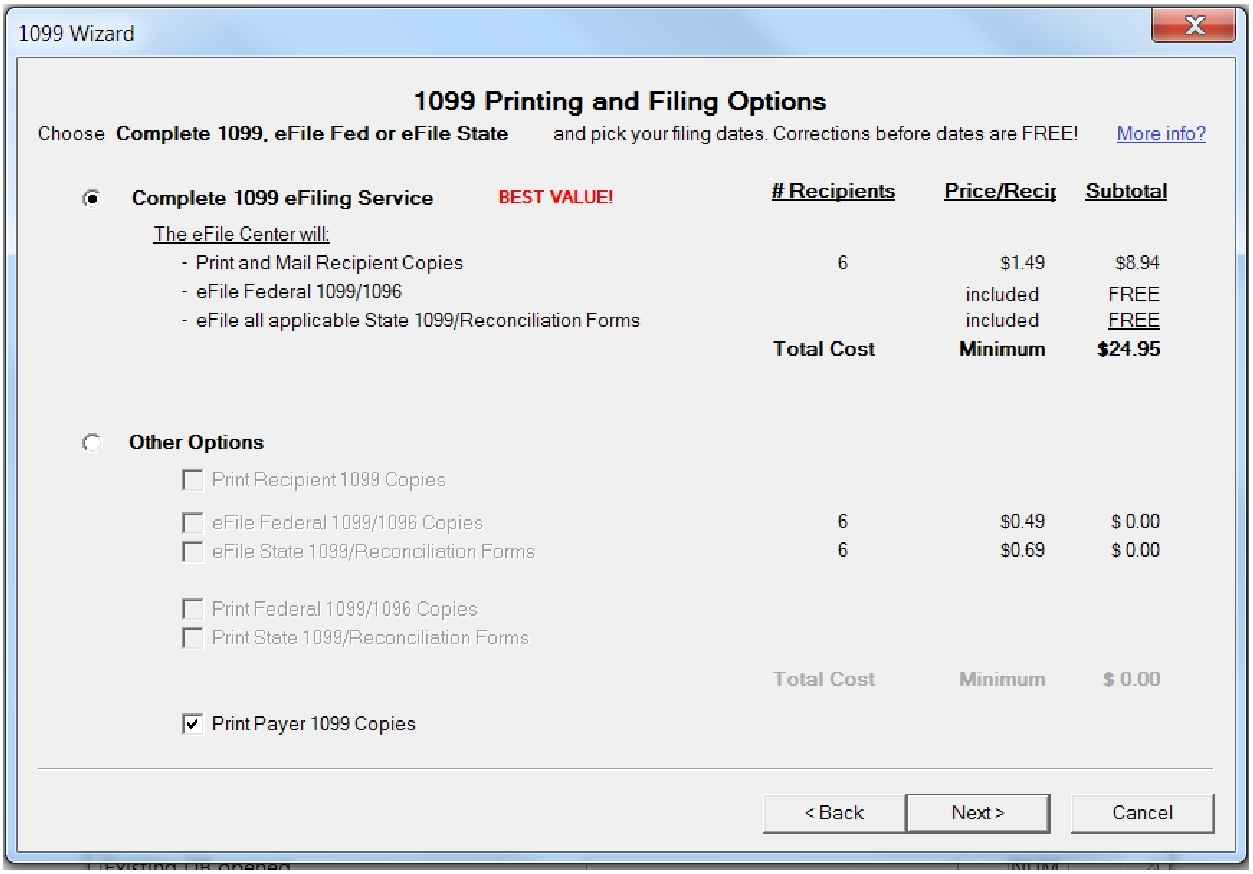
3 Verify and enter the amount of interest received.

4 Verify or enter the filing state.

5 Click **Next Step** to select eFiling and printing options.

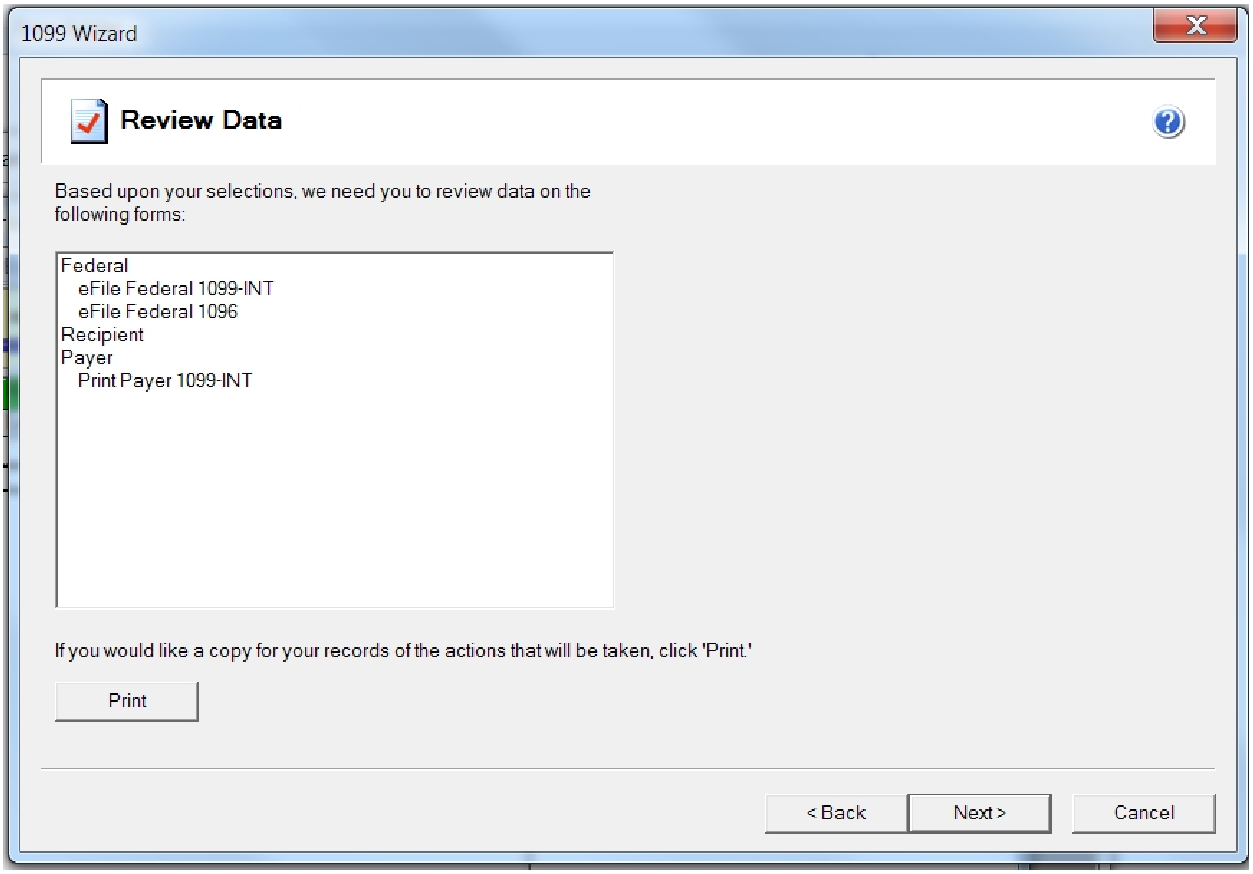
Select eFiling and Printing Options

You can now select the eFiling and printing options available to you through Aatrix. Follow the on-screen instructions after you have made your selections.



Review your forms and selections on the **Review Data** window.

Click [**Next**] when you are ready to generate forms.



Generate Forms

Follow the prompts to print copies of each form for your records. Make any required corrections to each form.

TIP: If you need to order forms, you can call Sage CRE Forms at 800-760-7929 or contact Sage CRE Forms at www.sagecreforms.biz.

After you have printed all of the forms for your records, you are connected to the secure Aatrix website, where you can complete your transaction for printing and mailing or eFiling your forms through Aatrix.

Chapter 6: Canadian Tax Forms

Generating T4s for eFiling

This section leads you through the steps to generate T4s in preparation for eFiling your forms using Aatrix services.

Before You Begin

- The changes you make to T4s in **Payroll: Tools > Modify Forms > T4 Forms** are reflected in Aatrix T4s. For more information about T4 forms, see **Modifying T4 forms** in Payroll Help.
- Changes you make to T4s in Aatrix are not written back to Sage Timberline Office.
- eFiling can take up to two days, so schedule accordingly.
- Back up your Payroll files.

TIP: To eliminate running reports for employees with zero taxes when you generate T4s, set the **Employee minimum amount** to .01 in **Payroll: Tools > Modify Forms > T4 Forms**.

1 Open **Tasks > eFile and Reporting**.

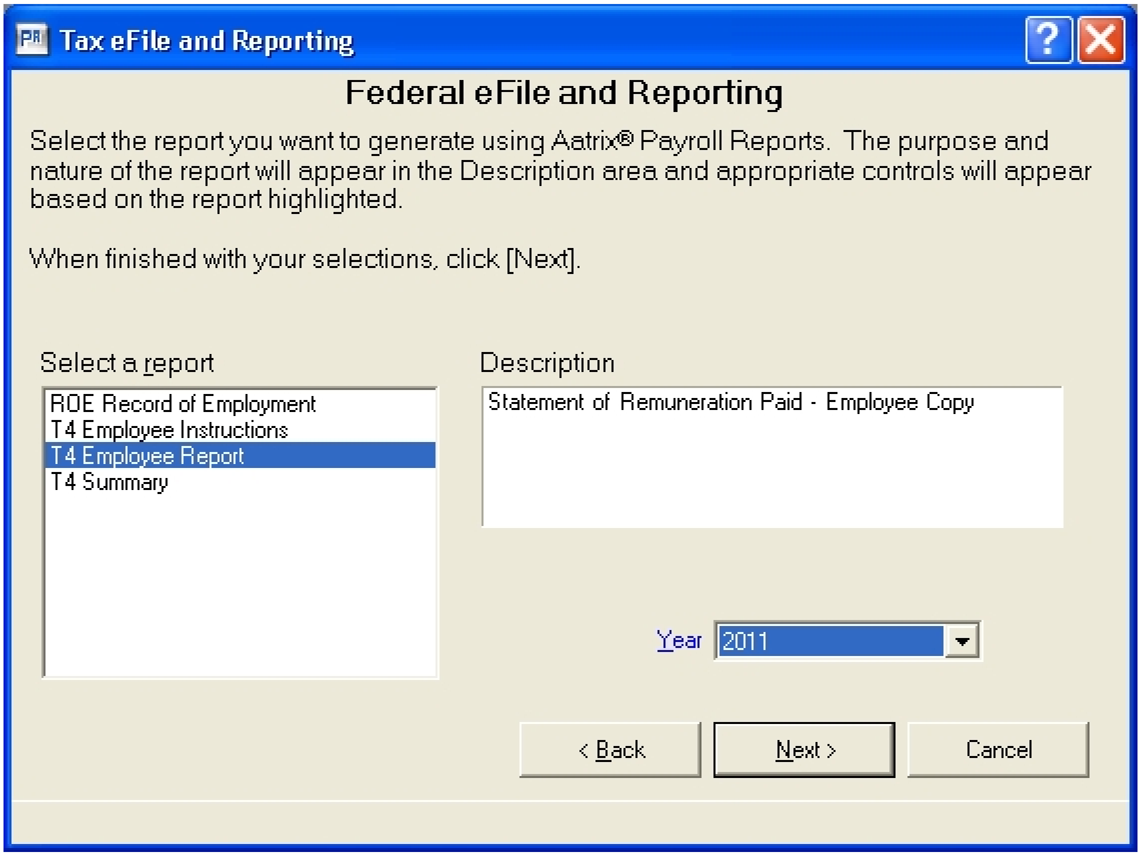
Update Forms - You may receive a prompt to update tax forms when you open the **eFile and Reporting** window. To ensure you are always in compliance with the latest government mandated changes, select [**Automatic Update**]. See "Forms Update," on page 6 for more information.

After the update completes, open **Tasks > eFile and Reporting** again.

2 The first time you open the **Federal eFile and Reporting** window, you can select which report and which year or period to generate.

The next time you open this window, you can select whether to open a saved report for editing or to generate a new report.

Click [**Next**] in each window to continue through the process.



NOTE: Use the T4 Employee Report to print employee copies. Select the T4 Summary Report to eFile the employee copies.

3 The **T4 Format Selection** window appears next if you have more than one T4 format set up in **Payroll: Tools > Modify Forms > T4s**. Select the T4 format you want to use for this report.

4 In the **Employees to Process** window, select the employees you want to include in this report. You can select multiple employees to include in this run.

5 Click [**Generate**] to open the **T4 Setup Wizard**. If you have already set up your T4 report, the wizard will not appear.

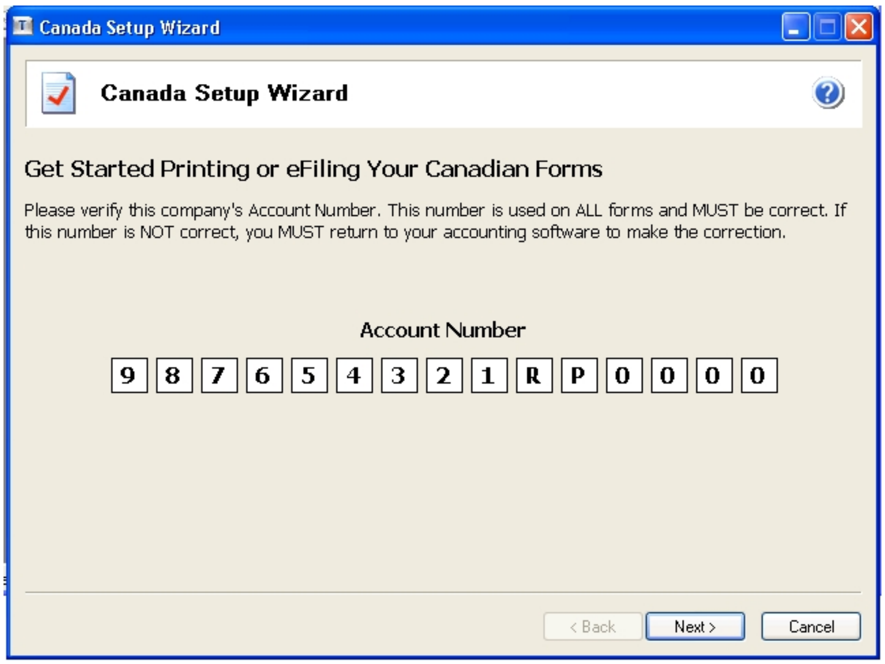
T4 Setup Wizard

The first time you generate a T4, a wizard opens to help you set up your report.

1 Verify your Account Number. You can change this number in **Payroll: Setup > Taxes > Tax Group > Employer ID**.

Repeat the process in this section for each company account number you will use to fileT4s.

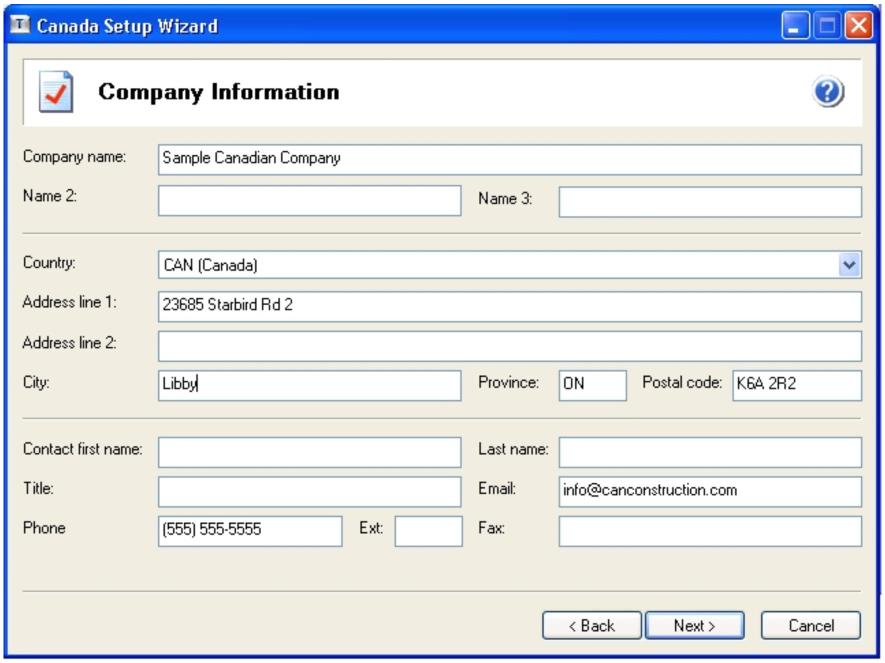
If you have more than one company account number, but only one Payroll master file, you can repeat this process multiple times. With each run, change the Employer ID, then begin the eFiling process. Select which employees to include for each company account number in accordance with step 4 of the preceding section.



2 The **Company Information** window displays information included on the forms you are filing.

Verify that all information is correct and enter missing information.

Click the Help icon for more detailed information about what to enter in each box in this window.



3 Click [**Next**] to generate an editable T4 form, where you can review and modify employee information. You can also save the form to work on at a later time.

NOTE: While you are in the **Review/Edit** step you can add a blank page if needed. Click **Edit > Add Page**.

When you have completed your review and edits of each page, click **Next Step**.

4 Print a copy of the T4 for your files in the **My Copy** window.

5 Click **Next Step** to move to the **Federal Copy** window, where you can begin the process of submitting your files electronically through Aatrix. Follow the instructions in each window to complete your transaction.

Generating T5018s for eFiling

This section walks you through the steps to generate T5018s in preparation for eFiling your forms using Aatrix services.

Before You Begin

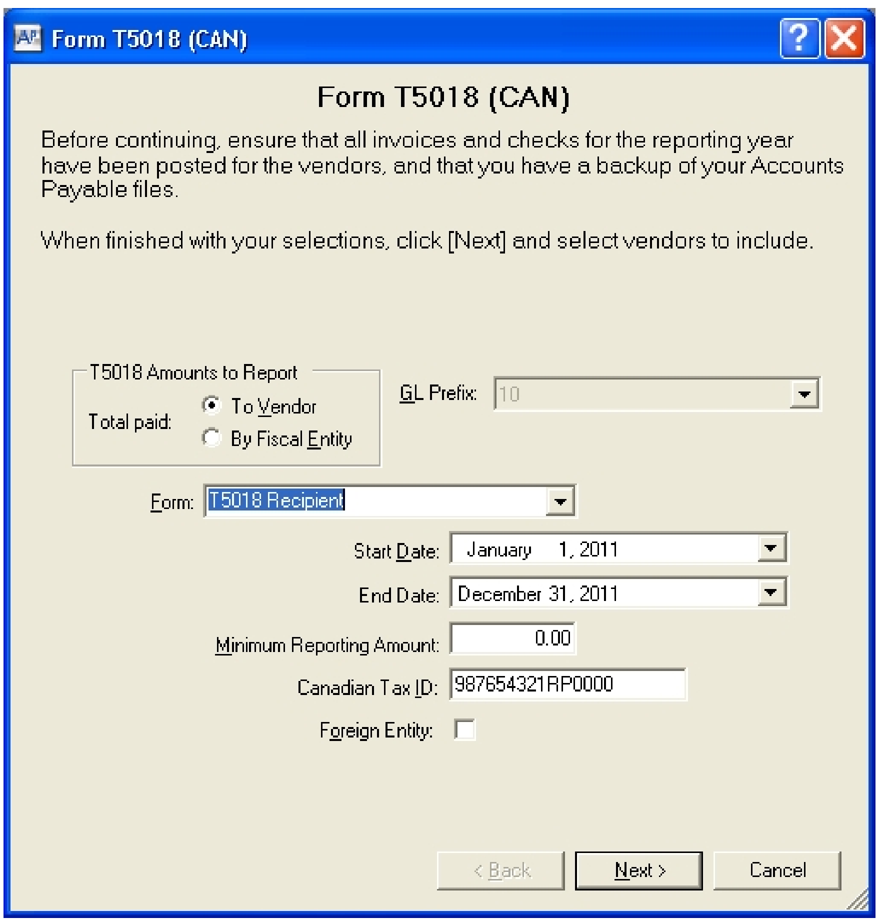
- Ensure that all invoices and checks for the reporting year have been posted for the vendors.
- Changes you make to T5018 s in Aatrix are not written back to Sage Timberline Office.
- eFiling can take up to two days, so schedule accordingly.
- Back up your Accounts Payable files.

1 In Accounts Payable, select **Tasks > Government eFile and Reporting > Form T5018 (CAN)**.

2 In the **Form T5018 (CAN)** window, select whether to open a new or saved report. (This selection appears only if you have already saved a report.)

3 If you choose to open a saved report, select the Federal ID number and click [**Open**]. In the **Open Report** window, select the report you want to open and click [**Edit**].

4 For new reports, enter the following:



NOTE: Click [**Next**] in each window to continue the process.

- **T5018 Amounts to Report** - Select whether to generate the report by the total paid to vendors or by fiscal entity. If you select **Fiscal Entity**, you must also select the **GL Prefix**.
- **Form** - Select the report form from the list. For example, **T5018 Recipient** or **T5018 Summary**.
- **Start Date** - Select the beginning date of the reporting period.
- **End Date** - Select the end date of the reporting period.
- **Minimum Reporting Amount** - Enter the minimum reporting amount. Vendors with income that equals or exceeds this amount will be included on the report.
- **Canadian Tax ID** - Enter the number you want to use when filing the T5018.
- **Foreign Entity** - You cannot process T5018s using Aatrix if you select Foreign Entity. Select Foreign Entity if you are a company that resides outside Canada and you generate T5018s for Canadian companies. This check box prefills if the Foreign Entity check box is selected in your fiscal entity. If your fiscal entity is set at the data folder, this check box is located at **GL: Company Settings > GL Settings > [Calendar/ Fiscal Settings]**. If your fiscal entity is set at the prefix, the checkbox is located where you set up your fiscal entity at **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.

5 Select the vendors you want to include on this report in the **Vendors to Process** window.

6 In the **Generate Form T5018 (Canada)** window, click [**Generate**].

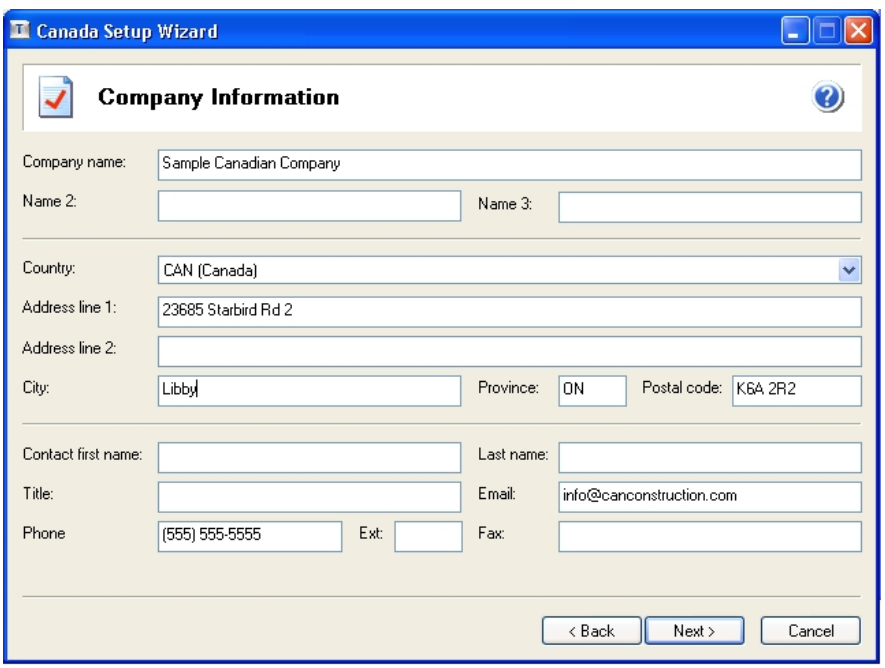
T5018 Setup Wizard

The first time you generate a T5018, a wizard opens to help you set up your report.

1 Verify your Account Number. To change this number, close the Setup Wizard. Open **Accounts Payable**: **Tasks > Government eFile and Reporting > Form T5018 (CAN)**. Then enter the correct number in the **Canadian Tax ID** box of the **Form T5018 (CAN)** window, as described in step 4 of the preceding section.

2 The **Company Information** window displays information included on the forms you are filing. Verify that all information is correct and enter missing information.

Click the Help icon for more detailed information about what to enter in each box in this window.



3 Click [**Next**] to generate an editable T5018 form, where you can review and modify vendor data. You can also save the form to work on at a later time.

NOTE: While you are in the **Review/Edit** step you can add a blank page if needed. Click **Edit > Add Page**.

When you have completed your review and edits of each page, click **Next Step**.

4. Print a copy of the T5018 for your files in the **My Copy** window.
5. Click **Next Step** to move to the **Federal Copy** window, where you can begin the process of submitting your files electronically through Aatrix. Follow the instructions in each window to complete your transaction.