

Sage 300

Construction and Real Estate

# 2012 Government Forms Guide

sage

This is a publication of Sage Software, Inc.

Copyright © 2013 Sage Software, Inc. All rights reserved.

Sage, the Sage logos, and the Sage product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc. or its affiliated entities. All other trademarks are the property of their respective owners.

Your use of this document and the Sage product(s) described herein is governed by the terms and conditions of the Sage End User License Agreement (“EULA”) or other agreement that is provided with or included in the Sage product. Nothing in this document supplements, modifies or amends those terms and conditions. Except as expressly stated in those terms and conditions, the information in this document is provided by Sage “AS IS” and Sage disclaims all express, implied or statutory warranties of any kind, including but not limited to the warranties of merchantability, fitness for a particular purpose or of non-infringement. No implied license is granted to you under any Sage intellectual property or trade secret right. Sage reserves the right to revise, supplement or remove information in this document at any time without notice to you or others.

# Contents

<b>Chapter 1: Introduction</b> .....	<b>1</b>
Tax forms and filing .....	1
Things to Know Before You Begin .....	2
Getting help with year-end issues .....	3
Getting training to help with year-end tasks .....	5
Aatrix Enrollment .....	6
Forms Update .....	8
<b>Chapter 2: Producing Payroll W-2 Forms</b> .....	<b>10</b>
W-2 forms checklist .....	10
Options for producing the W-2 forms .....	11
Determining the number of W-2 forms (optional) .....	11
Ordering forms .....	12
Creating or modifying your W-2 templates .....	13
Generating the W-2 forms .....	15
<b>Chapter 3: Quarterly Reporting</b> .....	<b>32</b>
Federal Form 941 .....	32
State quarterly forms .....	35
<b>Chapter 4: Producing Accounts Payable 1099 Forms</b> .....	<b>38</b>
1099 forms checklist .....	38
Options for producing the 1099 forms .....	39
Ordering 1099 forms (optional) .....	39
Before you begin generating the 1099 forms .....	39
Processing data for the 1099 forms .....	40
Using the 1099 Setup Wizard .....	42
Merging the data files .....	46
Verifying recipients .....	48
Selecting printing and eFiling options .....	49

<b>Chapter 5: Producing Property Management 1099-INT Forms</b> .....	<b>50</b>
1099 forms checklist .....	50
Before you begin generating the 1099-INT forms .....	51
Processing data for the 1099-INT forms .....	51
Using the 1099 Setup Wizard .....	53
Verifying recipients .....	54
Selecting eFiling and printing options .....	54
<b>Chapter 6: Producing T4 forms (Canada)</b> .....	<b>55</b>
Creating or modifying your T4 formats .....	55
Before you begin processing the T4 forms .....	57
Processing data for the T4 forms .....	57
Using the T4 Setup Wizard .....	59
<b>Chapter 7: Producing T5018 forms (Canada)</b> .....	<b>61</b>
Before you begin processing the T5018 forms .....	61
Processing data for the T5018 forms .....	61
Using the T5018 Canada Setup Wizard .....	63
<b>Chapter 8: Producing ROE forms (Canada)</b> .....	<b>66</b>
Modifying your ROE forms .....	66
Generating and eFiling your ROE forms with Aatrix .....	66
Generating the forms within Sage 300 Construction and Real Estate .....	67

# Chapter 1: Introduction

## Tax forms and filing

We have partnered with Aatrix Software to use the data from Sage 300 Construction and Real Estate (formerly Sage Timberline Office) to print or electronically file year-end and quarterly government forms. Aatrix is a leading provider of online filing for payroll and tax forms. Aatrix generates the state and federal forms using information extracted from Payroll, Accounts Payable, and Property Management.

In Aatrix you can select to print and mail the forms yourself, electronically file (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.



**NOTE:** Aatrix tax forms and eFiling are available for Version 9.7.0 and later.


If you are a United States company, you can process:

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

If you are a Canadian company, you can process:

- Form T4 from Payroll
- Form T5018 from Accounts Payable

## Things to Know Before You Begin

 **IMPORTANT:** Employee copies of W-2 forms and recipient copies of 1099 forms must be postmarked or electronically filed (eFiled) by January 31. Because activity on the Aatrix website will be heavy in the last days of the month, we recommend that you process the forms in Aatrix no later than **January 28**. Refer to to [Knowledgebase article KB3861](#) for information about state filing deadlines.

- You must have an internet connection to use Aatrix.
- 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 6](#).
- 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 300 Construction and Real Estate are reflected in Aatrix forms. However, changes you make to reports and data in Aatrix are not written back to Sage 300 Construction and Real Estate.
- 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:

- Back up your Sage 300 Construction and Real Estate files before you begin.
- Close the year in Sage 300 Construction and Real Estate. See the [2012 Year-End Procedures Guide](#) for assistance with closing the year. You can edit, print, or eFile tax forms using Aatrix either before or after closing the year.
- Canadian users should first refer to the [2012 Canadian Supplement](#) as well as the *2012 Year-End Procedures Guide*. For instructions on generating T4 forms, see [“Chapter 6: Producing T4 forms \(Canada\)” on page 55](#). For instructions on generating T5018 forms, see [“Chapter 7: Producing T5018 forms \(Canada\)” on page 61](#).

## Getting help with year-end issues

### Technical assistance at year-end

During year end, it can be hard to reach a customer support analyst at the Sage Customer Support Call Center as quickly as you need. We recommend utilizing your software’s in-product Help system or viewing the [product documentation](#) first to answer your technical questions. When you need additional assistance, please refer to the following chart to best determine what service\* and expected response time works best for you.

If Your Question Is:	Our Recommendation	Our YE Expected Response Time	How to Reach Us?
A how-to or step-by-step instruction	<b>Sage Knowledgebase</b> Find answers to your questions and subscribe to articles.	Available 24/7**	<a href="#">Sage Customer Portal</a> Log on and click “Knowledgebase”
A quick inquiry	<b>Live Chat</b> Chat online with a customer support analyst.	Typically less than 15-20 minutes	<a href="#">Live Chat</a> Enter your contact info, select product name, and submit Customer Account ID.
Complex, but not urgent	<b>Online Support Request</b> Submit your questions through a web form for our call center support analysts to contact you.	4 hours or less	<a href="#">Sage Customer Portal</a> Log on and click “Cases”
Complex and/or urgent	<b>Customer Support Call Center</b> Work with one of our technical support analysts over the phone.	Up to 30 minutes	Call 800-551-8307

\* Services offered are available depending on your Sage Service Plan

\*\* Exceptions for scheduled or unscheduled maintenance

### Follow us for up-to-the-minute news

Follow us on Twitter [@SageConstruct](#)

Like us on [Facebook](#)

Connect with us on [LinkedIn](#)

## Hours

**Live Chat:** Monday through Friday from **6 am to 3 pm** Pacific Time, with the same exceptions as telephone support (see below).

**Online Support Request or Telephone Support:** Monday through Friday from **6 am to 5 pm** Pacific Time with the following exceptions:

- Every Thursday from 2 pm to 3 pm Pacific Time (Customer Support staff meetings)
- Quarterly company meetings
- Standard United States holidays, including those shown in the following table:

Holiday	Date
Christmas Eve	Monday, December 24, 2012
Christmas Day	Tuesday, December 25, 2012
New Year's Day 2013	Tuesday, January 1, 2013

## Upgrading your service plan:

If you would like to add a service plan or upgrade your service plan (such as to add telephone support), please call **800-858-7098**.

## Determining your software version

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

After you determine which software version you have, make a note for reference later.



## Getting training to help with year-end tasks

### Complimentary Year-End Training

The following complimentary year-end lessons are available as a courtesy to you. Click the links below to view the three lessons:

[Government Forms and eFiling with Aatrix](#)

[Taxable Fringe Benefits](#)

[Bonus Pays and Supplemental Wages](#)

### Year-End Procedures Anytime Learning Subscription

This package of recorded lessons will be updated for 2012 by mid-December. Available for just \$99.00 (with promo code WINTERFUN!) this subscription includes 14 lessons that will guide you through year-end tasks including:

- Preparation and filing of W2s and W3s
- Preparation and filing of forms 1099-MISC, 1099-INT, and 1098
- Preparation and filing of Canadian forms T-4 and T5018
- Making prior-year adjustments to General Ledger
- Downloading and Updating Taxes

[Registration for this subscription](#) gives anyone in your company access to these lessons for a full year. [Download the PDF](#) for complete descriptions of these lessons.

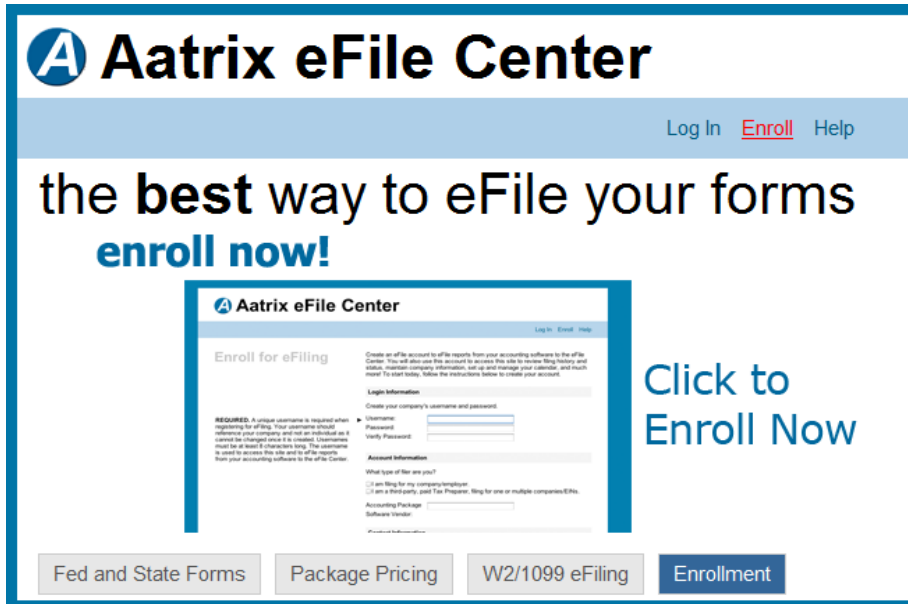
Do you prefer a blended approach, with both in-person and recorded training? Check with your local Sage business partner or certified consultant to learn about local classroom or on-site training options.

Go to [Sage University](#) for additional training opportunities. Questions? Contact the training information team at 877-724-3285.

## Aatrix Enrollment

If you plan to eFile any of your tax forms, you must enroll with Aatrix. If you have not already created an account with Aatrix, you can enroll any time before you begin. You will be prompted to enroll when you attempt to eFile your forms.

- 1 Access Aatrix by visiting one of the following websites:
  - US companies: <https://efile.aatrix.com/>
  - Canadian companies: <https://efileca.aatrix.com/pages/public/publicCAN.aspx>
- 2 Click [Enroll] to create your Aatrix account.



- 3 Enter the following information for your Aatrix account, and then click [Save Changes].
  - The username and password that you want to use
  - Sage 300 CRE for Accounting Package
  - Your contact information
  - Your company EIN
  - Your company address

**TIP:** If you want to receive automatic reminders of important events on your mobile device, add your mobile information and select the **Click here to accept SMS/Text alerts from Aatrix** check box.

- 4 Log into Aatrix by entering your password and clicking [Continue].
- 5 Select your security question and image, and then click [Continue].
- 6 Read the enrollment information, and then click [Continue].

- 7 On the **Home** page of your account page, click the **Companies** tab.
- 8 If you plan to file reports in addition to W-2 and 1099 forms, print the authorization form:
  - a Click [**print eFile authorization form**].
  - b Print the PDF.
  - c Verify that your company and contact information is correct.
  - d Sign and date the form.
  - e Fax the Aatrix eFile Authorization Form to Aatrix.
- 9 Select the states where you need to file tax forms:
  - a Click [**update filing states**].
  - b Select the check box before each state where your company files taxes.
  - c Click [**Save Changes**].

If desired, make any other changes on this or the other tabs.

When finished, click [**Log Out**].

Remember to sign and fax your Aatrix eFile Authorization Form to Aatrix at 701-772-2105.

After your Aatrix enrollment is complete, you can select the option to eFile any of your completed forms

## 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**].



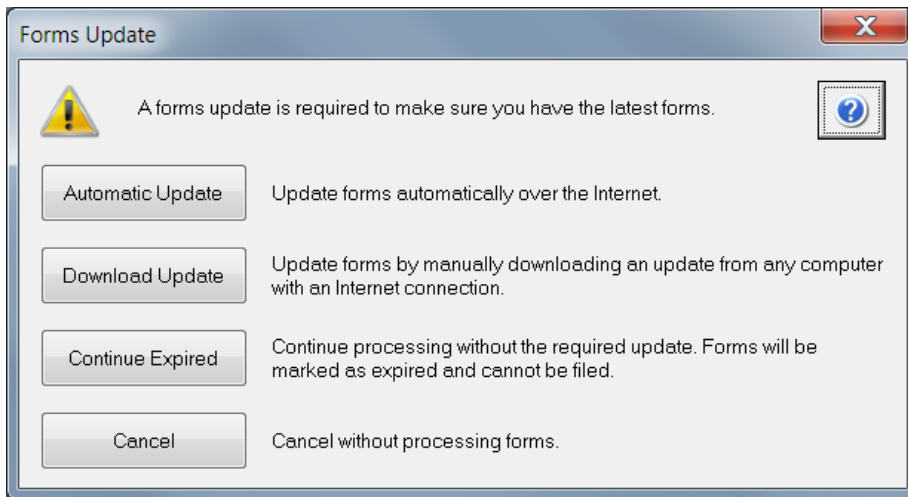
**NOTE:** You may need to manually adjust some settings in third-party firewalls to ensure you receive the Aatrix form updates. For additional information, refer to [Knowledgebase article KB1377: How do I configure my Firewall or Proxy Server so I can download and install eFile and Reporting Updates?](#)

Aatrix provides updates on the 20th of each month associated with the end of a quarter. For example, for the first quarter of the year, Aatrix will ask to update on the 20th of March.

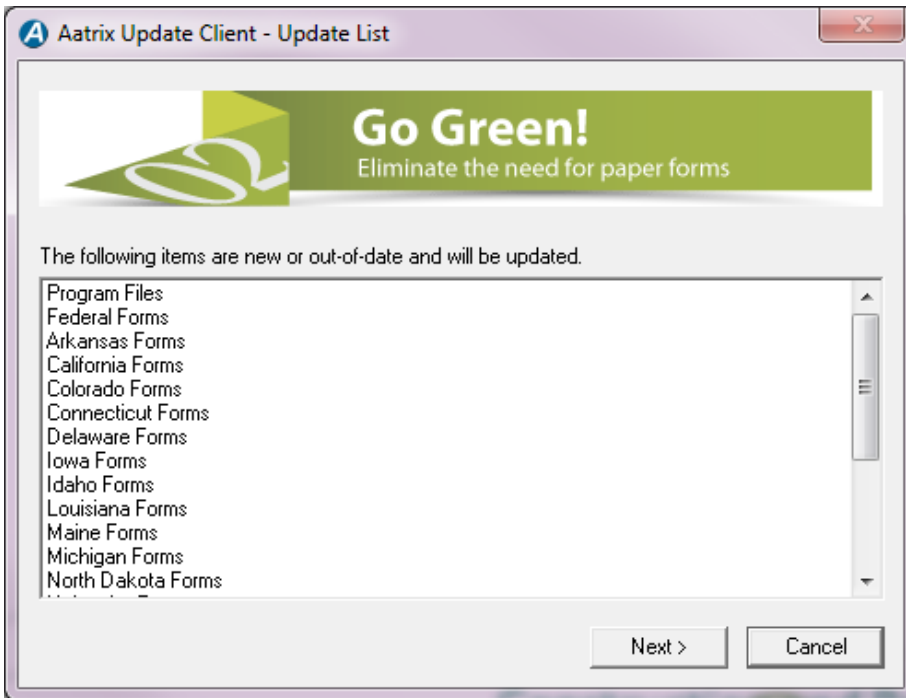
Aatrix continually updates all forms with any changes such as calculations, rates, or filing dates to meet compliance standards. If you have expired forms or if an updated version of Aatrix is available, you will receive a prompt to perform an update when you open Aatrix.

To perform the update:

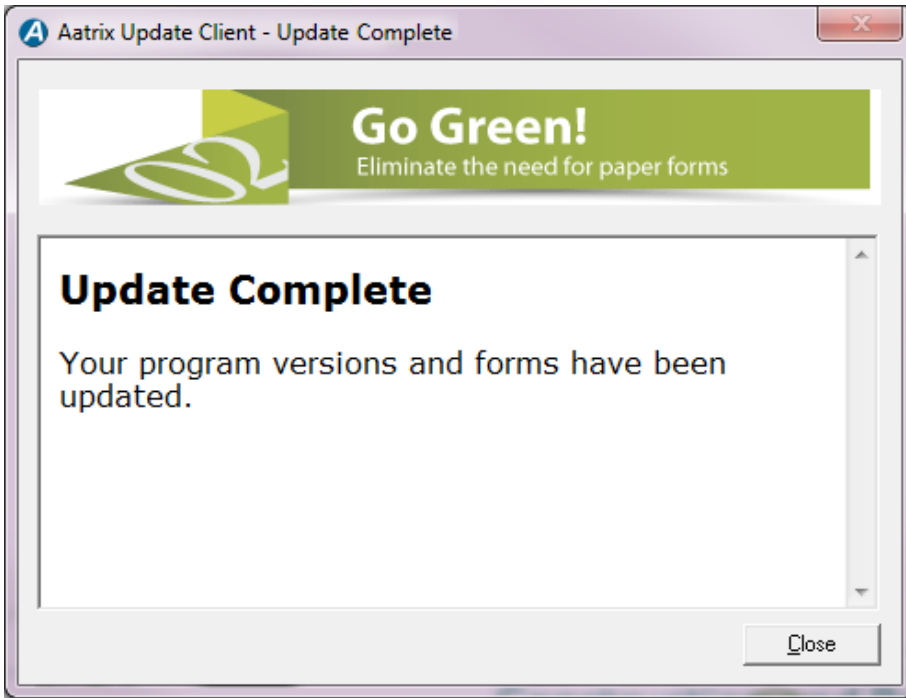
- 1 In the **Forms Update** window, select one of the following options:
  - If your computer is connected to the internet, click [**Automatic Update**].
  - If your computer is not connected to the internet, click [**Download Update**] to display instructions about downloading the updated forms to a 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 copies of the forms you need for your records but you are not able to file the forms. An EXPIRED watermark appears on the report printouts and the eFile command is also unavailable.



- 2 If you clicked [Automatic Update], Aatrix lists the forms that need to be updated. Click [Next] to begin the forms update.




- 3 After Aatrix updates the files, it displays "Update Complete" in the Aatrix Update Client window. Click [Close].




# Chapter 2: Producing Payroll W-2 Forms

In January, your company needs to produce the W-2 forms for employees performing work in the United States. The W-2 forms report the taxable wages earned by your employees during the previous calendar year. Follow the instructions in this chapter to produce the W-2 forms with the Sage 300 Construction and Real Estate Payroll application, which utilizes Aatrix.

 **IMPORTANT:** If you are mailing employee copies of W-2 forms, they must be postmarked by January 31. If you have Aatrix mail the copies or electronically file (eFile), we recommend that you process the forms in Aatrix no later than **January 28** because activity on the Aatrix website will be heavy in the last days of the month. Refer to to [Knowledgebase article KB3861](#) for information about state filing deadlines.

Before producing the W-2 forms, all 2012 payroll checks must be posted. You may also want to close the Payroll year, but you can produce the W-2 forms before or after closing the Payroll year.

 **CAUTION:** You must install the year-end update and install the 2013 tax updates before processing the first payroll checks for 2013.

## W-2 forms checklist

	Task	Comments
<input type="checkbox"/>	Decide if you want to print or eFile the W-2 forms.	See <a href="#">page 11</a> .
<input type="checkbox"/>	Calculate the number of W-2 forms, if desired.	See <a href="#">page 11</a> .
<input type="checkbox"/>	If you plan to print the W-2 forms, order the forms.	See <a href="#">page 12</a> .
<input type="checkbox"/>	Set up or modify your W-2 template, such as for 401K deductions. Aatrix uses these settings to produce your W-2 forms.	See <a href="#">page 13</a> .
<input type="checkbox"/>	Back up the Payroll information, which is stored in a Pervasive database.	See the <i>2012 Year-End Procedures Guide</i> .
<input type="checkbox"/>	Generate W-2 forms for printing or eFiling.	See <a href="#">page 15</a> .

## Options for producing the W-2 forms

Sage 300 Construction and Real Estate is integrated with Aatrix software to produce your W-2 tax forms. You have the following options for producing the W-2 forms:

- Aatrix electronically files the W-2 forms with federal and state agencies. Aatrix provides the employee copies online on a secure website.
- Aatrix electronically files the W-2 forms with federal and state agencies. Aatrix prints and mails the W-2 forms to employees.
- Aatrix electronically files the W-2 forms with federal and state agencies. You print the employee copies and mail them to employees.
- You print all W-2 forms. You then mail them to the federal government, state agencies, and employees.



**NOTE:** You **must** electronically file with federal and some state agencies if you have 250 or more W-2 forms.

For information about Aatrix fees, visit <http://partner.aatrix.com/sage300construction>.

## Determining the number of W-2 forms (optional)

If you plan to print the forms, run through the W-2 wizard in test drive mode to determine the number of forms needed.

To determine the number of employee W-2 forms you need if you plan to print:

- 1 In Payroll, select **Tasks > Federal eFile and Reporting**.
- 2 In the **Federal eFile and Reporting** window, select the **W-2/W-3** report and select the year or period.

**Federal eFile and Reporting**

Select the report you want to generate using Aatrix® Payroll Reports. The purpose and nature of the report will appear in the Description area and appropriate controls will appear based on the report highlighted.

When finished with your selections, click [Next].

Select a report	Description
2012 940 Report	
2012 943/943-A/943-V Reports	
2012 944/944-V Report	
2012 945/945-A/945-V Reports	
<b>2012 W-2/W-3</b>	Use this form to process W-2s/W-3. After completing the process you can make corrections, reprint, or process additional copies.
2012 W-2/W-3 Guam	
2012 W-2/W-3 Puerto Rico	
2012 941/Schedule B/941-V Report	
2012 941-X Report	
2012 W-4 Report	
DOL WH-347 Report	

Year: 2012

Buttons: < Back, Next >, Cancel

- 3 Complete the steps in the wizard windows until you see the **W-2/1099 Preparer** window.

**4** From the **View** menu, select the **W-2/W-3 Report**.

The number of W-2 forms appears in the upper-right corner of the report below **Total number of Forms W-2**.

To determine the number of state W-2 forms you need if you plan to print:

- 1** In Payroll, select **Tasks > Federal eFile and Reporting**.
- 2** In the **Federal eFile and Reporting** window, select the **W-2/W-3** report, select the year or period, and then click [**Next**].
- 3** Click [**Next**] in the wizard windows until you see the **W-2 Printing and Filing Options** window.
- 4** Select **Other Options** and then only select the **Print State W-2s and Reconciliation Forms** check box.
- 5** Click [**Next**].
- 6** Make sure that all states where you are required to submit W-2 forms are selected.
- 7** Proceed through the wizard until you see images of the W-2 forms. The number of forms for a state is shown in the top-left corner of the image for that state.

## Ordering forms

Order the correct forms to load in your printer. These forms must meet the layout required by the eFiling and reporting service provided by Aatrix. Refer to [Knowledgebase article KB2050](#) for information about the forms.

Order your forms from Sage CRE Forms to guarantee compliance with the new requirements. Sage CRE Forms can be reached at:

Phone: 800-760-7929

Fax: 503-454-1826

Email: [sales@sagecreforms.biz](mailto:sales@sagecreforms.biz)

Web: [www.sagecreforms.biz](http://www.sagecreforms.biz)



## Creating or modifying your W-2 templates

To meet government reporting requirements, you can control the information that prints on the W-2 form. You can modify the standard W-2 form already designed for you, or you can create an entirely new one.



**NOTE:** For more information about W-2 forms, see "Modifying W-2 forms" in Payroll Help.

To create or modify a W-2 form:

- 1 In Payroll, select **Tools > Modify Forms > W-2 Forms**.
- 2 Choose or create a form:
  - To select an existing form, click [**List**], select the form, and click [**OK**].
  - To create a new W-2 form, enter a form name and description for the new form.
- 3 Press **TAB** to access the **Controls** tab.
- 4 If appropriate, change the **Employee minimum**, which is the minimum amount of taxable withholding that the employee must have for the W-2 form to be generated. For example, if this is **0.01**, the software does not generate a W-2 form for an employee with zero taxable withholdings. If this is **0.00**, the software generates a W-2 form for all employees.

Modify W-2 Forms

W-2 Form default Description default W2 Format

Controls Amounts

Employee minimum .01

Close List... Conditions... Previous Next Attachments... Delete Prefills Help

- 5 Click the **Amounts** tab. Most of the required information for the W-2 form is automatically filled in for you in tax boxes 1 through 6. State tax information is automatically transferred to Aatrix.

W-2 Form default Description default W2 Format

Controls Amounts

b Employer's ID	1 Federal Taxable	2 Federal Tax
c Employer's address	3 Social Security Subj-to	4 Social Security Tax
	5 Medicare Subj-to	6 Medicare Tax
	7	8
a Employee's SS#	9 EIC Payment	10
e Employee's name	11	12aD 401K
	14	12b
f Employee's address		12c
		12d
		12e

Box 7 contents - None

Default Pays... Deducts... Fringes... Formulas... Text...

Save Cancel List... Attachments... Delete Help

- 6 If you need to report additional information, use tax boxes 7 through 14. See the Payroll Help for more information.
  - To add any other pays, deductions, or fringes, select the appropriate tax box, click [**Pays**], [**Deducts**], or [**Fringes**], select the desired item, and then click [**OK**].
  - To add or change tax information, select the appropriate tax box, click [**Formulas**], select a formula, and click [**OK**].
- 7 Click [**Save**] and then click [**Close**].

## Generating the W-2 forms

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

### Before you begin

- Back up the Payroll information. See the *2012 Year-End Procedures Guide* for instructions.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see [page 6](#).
- Make any desired changes to the W-2 form templates, as described on [page 13](#). Aatrix uses these templates to generate the W-2 forms.



**TIP:** If you do not want to generate forms for employees with zero taxable withholdings, set the **Employee minimum amount** to **.01** in the **Modify W-2 Forms** window; see [page 13](#) for more information.



#### NOTES:

- Changes you make in Aatrix are **not** written back to the Sage 300 Construction and Real Estate Payroll database.
- Since eFiling can take several days and activity on the Aatrix website will be heavy in the last days of the month, schedule accordingly.

### 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.

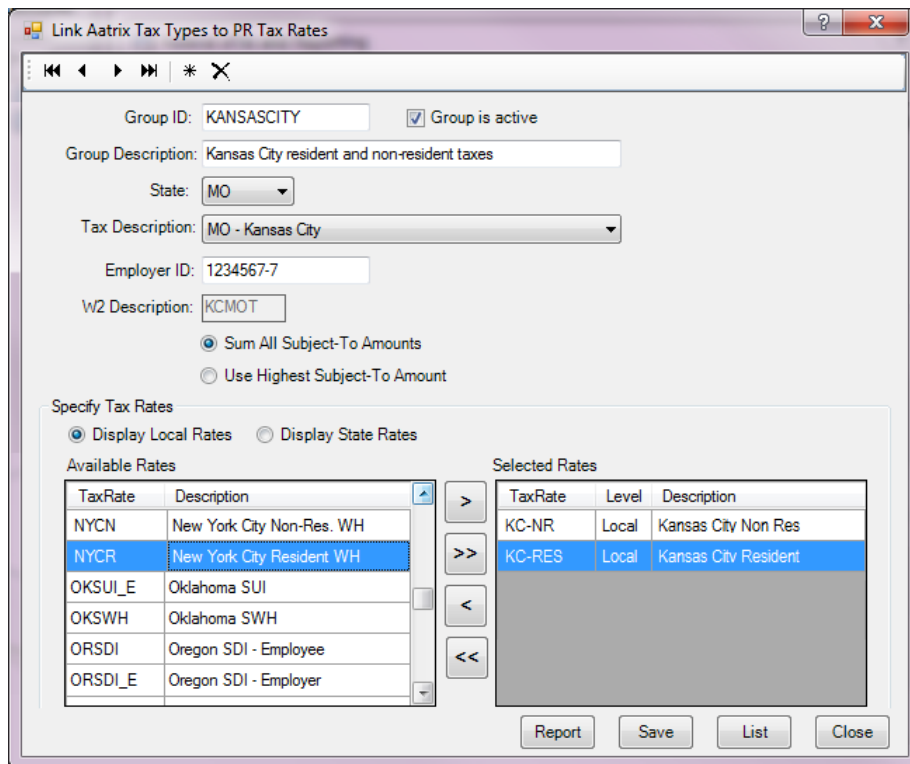
- Multiple Payroll tax IDs: You can link multiple Payroll tax rates to one tax group, as described on [page 16](#).
- Local tax settings: You can link local taxes to tax descriptions during setup, as described on [page 15](#)
- Ohio School Districts: If you generate W-2 forms for the state of Ohio, link each Ohio School District you need to report in the **Link Aatrix Tax Types to PR Tax Rates** window as described on [page 18](#).
- Multiple local taxes: You can set up multiple taxes in the **State and Local Taxes** window. See [page 23](#).
- Multiple FEINs: You may have two or more Federal Employer Identification Numbers (FEINs) but only one Payroll master file. See [page 21](#).
- Third-party sick pay: If you have any employees who had federal income tax withheld on third-party sick pay, select the **Third-party sick pay** check box in the **W-3 Information window** (on [page 24](#)) and enter the income tax amount withheld.
- Multiple Payroll master files: You can merge multiple payroll data files, as described on [page 25](#).
- New Jersey Private Family Leave and Disability Insurance: Because the state of New Jersey has special reporting requirements, if you generate W-2 forms for the state of New Jersey, ensure you set up your software to meet these requirements, as described on [page 28](#).

## Creating a tax group to link tax rates

In some cases, your payroll taxes may not already be associated with their corresponding Aatrix tax descriptions, such as payroll calculations for local withholding taxes or school district taxes. Also, multiple tax rates may apply to a locality. To correctly link the taxes, create a new Aatrix tax group and assign the appropriate payroll taxes:

- 1 In Payroll, select **Tasks > Federal eFile and Reporting**.
- 2 In the **Federal eFile and Reporting** window, click **[Link Aatrix Tax Types]**.

- 3 In the **Link Aatrix Tax Types to PR Tax Rates** window, click  (the Add New button) to create the tax new group.
- 4 Enter the following information in the **Link Aatrix Tax Types to PR Tax Rates** window:
  - a For **Group ID**, type a name (no more than 20 characters) for the new tax group.
  - b For **Group Description**, type a description (no more than 60 characters) for the new Aatrix tax group.  
Use this description to help identify the tax group and its purpose. For example, if you combine Kansas City resident and non-resident taxes, you can type "Kansas City resident and non-resident taxes" in the description.
  - c For **State**, select the first state containing the tax ID or IDs that you want to assign or group.  
The available Aatrix tax codes associated with the state you select appear in the **Tax Description** list.
  - d For **Tax Description**, select the Aatrix tax description. If it does not appear, you can select **Local Withholding**.
  - e For **Employer ID**, type your employer ID number.



**f** **W-2 Description** displays a description corresponding with your selection in for **Tax Description** box (step 6). If you selected **Local Withholding** for **Tax Description**, type the W-2 description that you want to appear on the resulting W-2 form.

**g** Select the desired subject-to calculation method.

- **Sum All Subject-to Amounts:** Sends Aatrix the sum of the subject-to amounts for all tax IDs in the **Selected Rates** list.

For example, if you select New York City Resident withholding (NYCR) and New York City Non-Resident withholding (NYCN) from the **Available Rates** list, which have subject-to amounts of \$10,000 and \$12,000 respectively, the subject-to amount sent to Aatrix for the tax group is \$22,000.

- **Use Highest Subject-to Amount:** Sends Aatrix the highest subject-to amount for all tax IDs in the **Selected Rates** list.

Using the preceding example, the subject-to amount sent to Aatrix for the tax group is \$12,000.

**h** Select one or more tax rates in the **Available Rates** list and click  to add them to the **Selected Rates** list.

Payroll adds together the tax rates in the **Selected Rates** list and sends them to Aatrix along with the subject-to amount. The resulting tax rate, subject-to amount, and W-2 description appear on the W-2 form.

**TIP:** You can select **Display Local Rates** or **Display State Rates** to change the items in the **Available Rates** list.

- i Click **[Save]** to save the new tax group.
  - j If desired, click **[Report]** to print a report displaying the tax group setup information for your records.
- 5 Repeat step 4 for each new tax group that you want to create.

**NOTE:** For Ohio school districts, create a separate tax group for each school district where your employees live. You select a school district in the **Tax Description** list, and then select the relevant rate in the **Available Rates** list and move it to the **Selected Rates** list.

Link Aatrix Tax Types to PR Tax Rates

Group ID: COLUMBUS  Group is active

Group Description: Columbus 6901

State: OH

Tax Description: OH - Columbus Grove LSD (6901)

Employer ID: 1234567-7

W2 Description: 6901CG

Sum All Subject-To Amounts  
 Use Highest Subject-To Amount

Specify Tax Rates

Display Local Rates  Display State Rates

Available Rates	
TaxRate	Description
NYCN	New York City Non-Res. WH
NYCR	New York City Resident WH
OKSUI_E	Oklahoma SUI
OKSWH	Oklahoma SWH
ORSDI	Oregon SDI - Employee
ORSDI_E	Oregon SDI - Employer

Selected Rates		
TaxRate	Level	Description
COLUMBUS	Local	Columbus Distr 6901

Report Save List Close

- 6 If desired, you can continue with [step 4](#) in the **Federal eFile and Reporting** window, as described on [page 19](#).

## Selecting the tax report

When you are ready to generate your W-2 forms, follow these steps.

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

If you receive a prompt to update tax forms, select **[Automatic Update]** to ensure you have the latest updates so you are in compliance with the latest federal or state mandated changes. For more information, see [page 8](#).

If your software 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 [page 25](#).)

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click **[Next]**.
- If you want to use a saved report, select **Saved reports**, click **[Next]**, verify your Federal ID number, click **[Open]**, select the desired report in the **Open Report** window, and click **[Edit]**.

**2** In the **Federal eFile and Reporting** window, select the **W-2/W-3** report and select the year or period.

**Federal eFile and Reporting**

Select the report you want to generate using Aatrix® Payroll Reports. The purpose and nature of the report will appear in the Description area and appropriate controls will appear based on the report highlighted.

When finished with your selections, click [Next].

Select a report	Description
2012 940 Report	
2012 943/943-A/943-V Reports	
2012 944/944-V Report	
2012 945/945-A/945-V Reports	
<b>2012 W-2/W-3</b>	Use this form to process W-2s/W-3. After completing the process you can make corrections, reprint, or process additional copies.
2012 W-2/W-3 Guam	
2012 W-2/W-3 Puerto Rico	
2012 941/Schedule B/941-V Report	
2012 941-X Report	
2012 W-4 Report	
DOL WH-347 Report	

Year: 2012

Buttons: Link Aatrix Tax Types..., < Back, Next >, Cancel

**3** If you need to assign local or state taxes for the states where your company works, click **[Link Aatrix Tax Types]** and follow the steps in [“Creating a tax group to link tax rates” on page 16](#).

**4** In the **Federal eFile and Reporting** window, click **[Next >]**.

**5** In the **W-2 Format Selection** window, select the W-2 format you want to use for this report and click **[Next >]**.

**NOTE:** The **W-2 Format Selection** window does not appear if you only have one W-2 format.

- 6 In the **Employees to Process** window, select the check box before the employees that you want to include, and then click [**Next >**].

**Employees to Process**

Select the employees you want included in this run. To remove or select employees, highlight the desired employee rows and press the spacebar.

When finished with your selections, click [Next].

Select	ID	Name	City	State	ZIP
<input checked="" type="checkbox"/>	116	Hanson; Virgil C	Camas	WA	98064
<input checked="" type="checkbox"/>	117	Gamer; Colin K	Hillsboro	OR	97586
<input checked="" type="checkbox"/>	118	Crocker; Mark W	Newberg	OR	97548
<input checked="" type="checkbox"/>	119	Brooks; Tom B	Vancouver	WA	98452
<input checked="" type="checkbox"/>	120	Smith; Harry D	West Linn	OR	97068
<input checked="" type="checkbox"/>	121	Olson; Barry W	Portland	OR	97220
<input checked="" type="checkbox"/>	122	Williams; Joseph E	Portland	OR	97222
<input checked="" type="checkbox"/>	123	King; Tammy D	Portland	OR	97222

Select All    Select None    < Back    Next >    Cancel

**TIP:** To clear all of the check boxes, click [**Select None**]. To select all of the check boxes, click [**Select All**]. To select a range of check boxes, highlight the check boxes and then click one of the highlighted check boxes; to highlight the rows, you can highlight the first row of the range, and then hold down **SHIFT** as you click the last row of the range.

**NOTE:** If you have multiple Federal Employer Identification Numbers (FEINs) in the same Payroll master file, only select the employees that work for the FEIN that you are processing. See [page 21](#).

- 7 In the **Generate Federal Report** window, read the instructions, and then click [**Generate**].

This opens the **Aatrix W-2 Setup Wizard**. See [“Using the Aatrix W-2 Setup Wizard” on page 21](#) for the next steps.

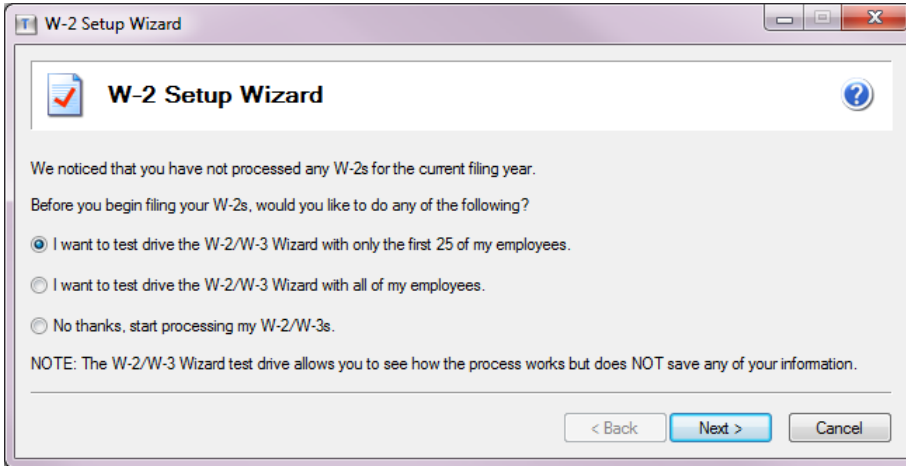
**NOTE:** If you have already set up your W-2 report, you will not see the wizard.



## Using the Aatrix W-2 Setup Wizard

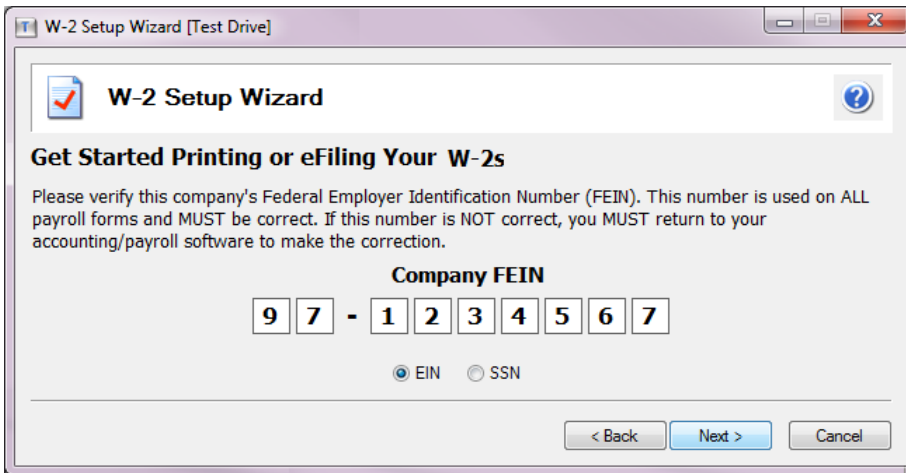
The first time you generate a W-2 report, the W-2 Setup wizard opens to help you set up your report.

- 1 Select one of the processing options, and then click **[Next]**. You may want to select "test drive" mode to run through the process first. To process the final forms, select **No thanks, start processing my W-2/W-3s**.



**NOTE:** In test drive mode, no information is saved after you print your forms. Do not use test drive mode when processing your final W-2 run.

- 2 Verify your **Company FEIN** (Federal Employer Identification Number), and then click **[Next]**.



**TIP:** If you need to change your FEIN, in Payroll, select **Setup > Taxes > Tax Groups**, select **Federal** for **Tax level**, make the correction for **Employer ID**, click **[Accept]**, and then click **[Close]**.

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

- 3 In the **Company Information** window, verify that all information is correct, enter missing information, and then click **[Next]**. This information will be included on the W-2 forms.

W-2 Setup Wizard [Test Drive]

**Company Information**

Company name:  Trade name:

Address line 1:

Address line 2:

City:  State:  ZIP code:

Phone:  Ext:  Fax:


Contact first name:  Last name:

Title:  Email:

Contact phone:  Ext:

Contact address:

< Back Next > Cancel

**TIP:** Click  (the Help button) for detailed information about what to enter in this window.

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

- Clicking **[Setup]** in the existing Reports window.
- Selecting **Edit > Update Company Information** in the Forms Viewer or W-2 grid.

- 4 In the **Tax Preparer Type** window, select whether you are preparing the report for your company or you are a third-party, paid tax preparer, and then click **[Next >]**.

W-2 Setup Wizard [Test Drive]

**Tax Preparer Type**

Which type of filer are you?

I am filing for my company/employer.

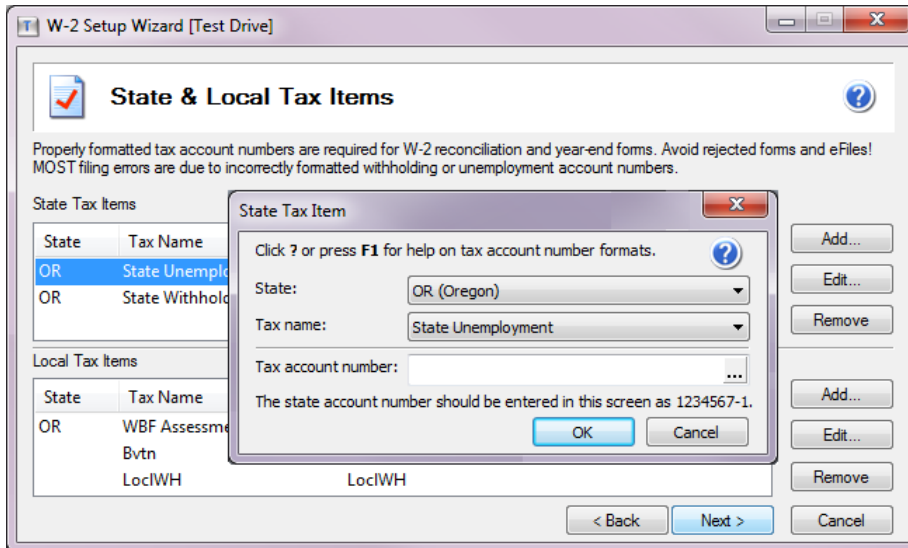
I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.


If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply).  
Visit <http://batchefiling.aatrix.com> to learn more.

< Back Next > Cancel

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

- 5 In the **State & Local Tax Items** window, make any necessary changes to the state and local taxes that need to be reported on the W-2 forms, and then click [**Next**].
  - To change an existing tax item, select it, click [**Edit**], make the change in the **Tax Item** window, and click [**OK**]. State and local tax accounts are not automatically displayed; you must enter them manually.
  - To remove a tax item that you do not want to include on the W-2 form, select it and click [**Remove**].
  - To add a tax item, click [**Add**] in either the state or local area, make selections in the **Tax Item** window, and click [**OK**]. (However, items added this way do not pull any data from Payroll.)



**TIP:** Click  (the Help button) for information about the selections.

- 6 In the **Multiple Payroll Data Files** window, select whether you use a single payroll data file or multiple files, and then click [**Next**].

**NOTE:** If you use multiple files, you will select the data files to merge in a later step (on [page 25](#)). The payroll data is merged for the report but the original data files are not affected by this process.

- 7 In the **Data Verification** window, answer the questions, and then click [**Next**]. The answers affect what appears in the [W-2/1099 Preparer grid](#), which you use to verify your data in a later step.

The screenshot shows the 'Data Verification' window of the W-2 Setup Wizard. It contains five questions with radio button options for 'Yes' and 'No'. All 'No' options are selected. The questions are:

1. Do you have any employees who are not subject to Medicare or Social Security?  
 Yes  No
2. Do you have any employees who earn SS Tips that must be reported?  
 Yes  No
3. Do you have any employees who have foreign addresses?  
 Yes  No
4. Do you have any employees who elected to only receive W-2 forms electronically?  
 Yes  No
5. Do you want to use control numbers on your W-2s?  
 Yes  No

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

**TIP:** Click (the Help button) for more detailed information about each question.

- 8 In the **W-3 Information** window, make the appropriate selections, and then click [**Next**].

The screenshot shows the 'W-3 Information' window of the W-2 Setup Wizard. It contains several input fields and checkboxes:

- Control number (Box a):
- Kind of Payer (Box b - check all that apply):
  - 941  Military  943 (Agriculture)  944
  - CT-1 (Railroad)  Household Employer  Medicare Government Employer
- Kind of Employer (Box b):
- Third-party sick pay (Box b)
- Income tax withheld (Box 14):
- Establishment number (Box d):
- Other EIN used this year (Box h):
- Business terminated this year

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

**TIP:** Click (the Help button) for more detailed information about what to enter in this window.

- 9 If you are in test drive mode, click **OK** in the information window. You then either see the **Multiple Payroll Data Files** window, which is described in the following section, or the **Verify Employee Information** grid, which is described on [page 27](#).

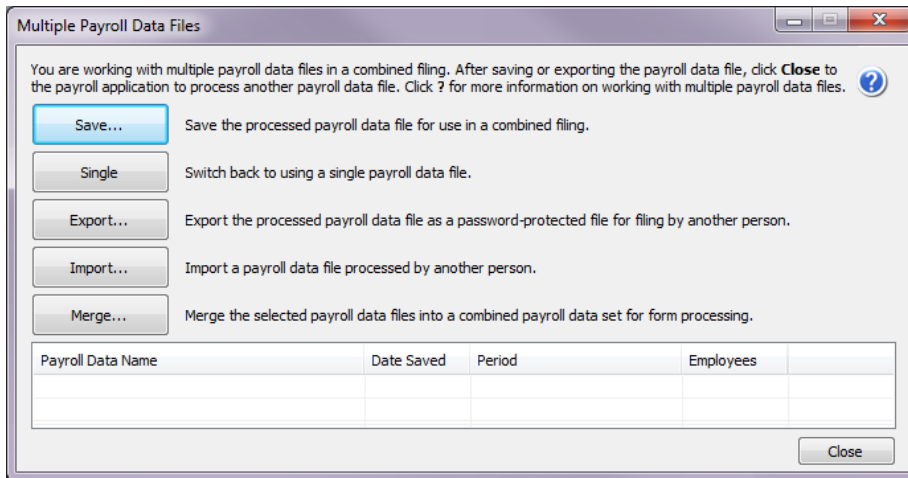
## Merging multiple Payroll data files

If you selected the option to use multiple payroll data files (in [step 6 on page 23](#)), you now select which files to merge. If you have a single payroll data file, skip to [“Verifying employee information,” on page 27](#).

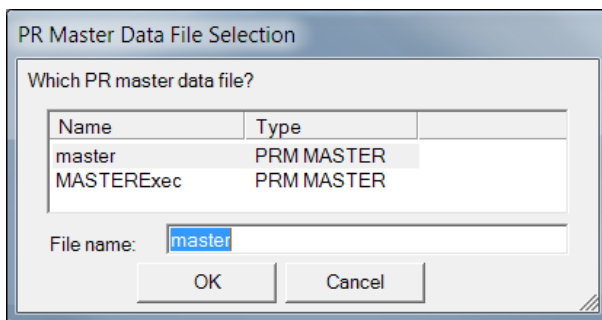


**NOTE:** Copies of your Payroll data are merged for the report. Your original Sage 300 Construction and Real Estate data files are not affected by this process.

- 1 In the **Multiple Payroll Data Files** window, select whether to merge Payroll data files. This feature is used for companies or tax preparers who keep separate databases for employees working under the same FEIN (Federal Employer Identification Number). For example, you may have separate departments, divisions, or company names under the same FEIN.

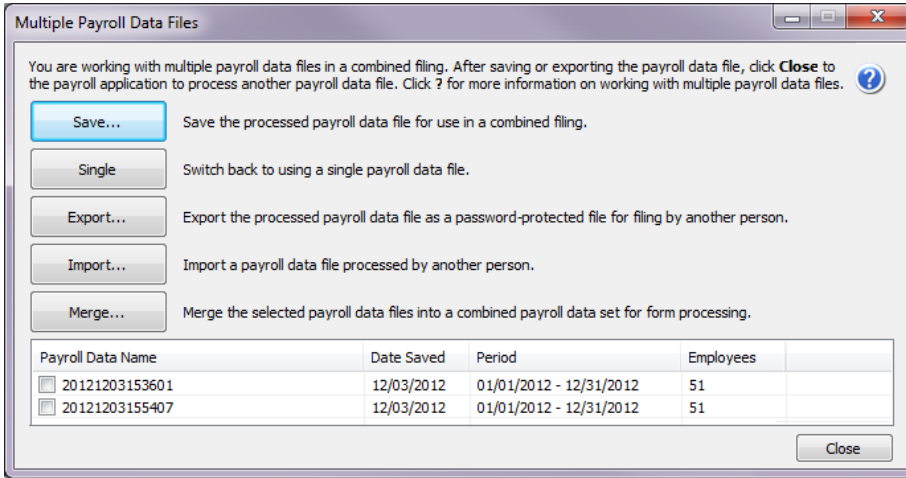


- 2 Click [**Save**] (to select the payroll data file you currently have open), enter a name for the data file, and click [**OK**].
- 3 Click [**Close**] to close the **Multiple Payroll Data Files** window.
- 4 Select **Tasks > Federal eFile and Reporting**, and select another Payroll master file when prompted.



- 5 Run through the setup wizard using the same information you entered for the first master file.
- 6 In the **Multiple Payroll Data Files** window, click [**Save**] to add the new payroll data file to the list.

7 Repeat Steps 4, 5, and 6 until you have included all the payroll data files required for processing.



8 In the grid near the bottom of the window, select the check mark before the payroll data files that you want to include, and then click [**Merge**] to combine the data files.

You then see the **Verify Employee Information** grid, which is described in the next section.




**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 printing or eFiling.

## Verifying employee information

The grid in the **W-2/1099 Preparer** window displays employee information in rows and columns. The columns in the 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. Missing or incorrect information is indicated with a red cell. The information required at each step is based on your answers to the questions in the **Data Verification** window ([step 7](#) on [page 24](#))

To add additional columns to the grid, right-click a column head, select **Insert**, enter the name for the column and default text, and click [OK]. Click the drop-down list in the column header and select a box number and description.

Click  (the Help button) for a full description of the grid functions.

	Box a	Box e	Box e	Box e	Box e	Box f	Box f	Box f	Box f	Box f	Box 1
	SSN	Last Name	First Name	Middle Name	Nam...	Address Line 1	Addr...	City	State	Zip Code	Fed Wages
1	433-25-6124	Becker	Laurie	B		658 Harper Driv		Aoha	OR	97052	3703.44
2	544-32-6510	Black	Donald	M		2610 25th Aven		Portlan	OR	97224	2907.80
3	242-49-0445	Brock	Terry	W		1294 Glendale D		Beave	OR	97005	5771.06
4	681-24-3451	Brooks	Tom	B		9235 E 123rd		Vanco	WA	98452	6228.42
5	652-25-4310	Brown	Stanley	S		298 Main Street		Vanco	WA	98421	3361.38

- 1 Verify and correct the employee names and addresses that are highlighted.

A red cell in the grid contains an error. You must correct the errors before you can continue.

**NOTE:** Any changes you make in this grid are **not** written back to your Payroll database. You must also correct the data within Payroll.



After verifying or correcting the employee information, click **Next Step**.

- 2 Verify that the information in the right side of the grid is correct, including state wages (**Box 16**) and state tax withheld (**Box 17**).

The state wages are calculated based on your Payroll data. To make changes, click in the cell, make the correction the **Edit State Detail records** window, and click [OK].

Box 7	Box 16	Box 17	Box 12 D	Box 18
SS Tips	OR Wages	OR Tax	FE W2 Box...	Bvtn Wage
	3703.44	236.06		

**Edit State Detail records**

The total that is displayed in the grid is calculated from the detail records. To change the amount in the grid, you must change the detail records.

Rec#	Date	OR Wages
177	20130630	2907.80
New	20121203	
New	20121203	

- 3 If your company does work in New Jersey, you may need to link the New Jersey Employee data for New Jersey Private Family Leave and/or Private Disability Leave Insurance amounts, as described in the next section.
- 4 After verifying/correcting the employees' state information, click [**Next Step**].

### Linking New Jersey private family leave and disability leave insurance amounts

Employee data for New Jersey Private Family Leave and/or Private Disability Leave Insurance appears in the grid as an undefined column. You must link it to **Box 14** in order to display it correctly on the W-2 form.



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

- 1 Click the drop-down arrow on the column header and select **Box 14 > NJ Private Family Leave Insurance** or **NJ Private Disability Insurance**.

Box 14	Box 16	Box 17	Box 18	Box 19
< unassigned >		OR Tax	Bvtn Wages	Bvtn Tax
Add State/Local Item				
Box 8				
Box 10				
Box 11				
Box 12				
Box 14				

Other	
NJ Private Family Leave Insurance	
NJ Private Disability Insurance	



2 When prompted, enter the plan number.

The column then automatically displays as **FLI** or **DI**, depending on your selection.

**NOTE:** 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-2 forms.

3 After verifying/correcting the employees' state information, click [**Next Step**].

## Selecting filing options and generating the forms

1 In the **W-2 Printing and Filing Options** window, select the desired printing or eFiling options.

**W-2 Printing and Filing Options**

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

	# Employees	Price/Emp	Subtotal
<input checked="" type="radio"/> <b>Complete W-2 eFiling Service</b> <b>BEST VALUE!</b>			
The eFile Center will:			
- Print and Mail Employee Copies	25	\$8.00	\$200.00
- eW-2 Only Employee Copies <a href="#">What's This?</a>	0	\$8.00	\$0.00
- File your Fed W-2s and W-3 to the SSA		included	FREE
- File your State W-2s and Reconciliation Forms		included	FREE
- eW-2s Available for All Employees		included	FREE
<b>Total Cost</b>			<b>\$200.00</b>
<input type="radio"/> <b>Other Options</b> <a href="#">Fed or State eFilers receive Free, Easy Corrections!</a>			
<input type="checkbox"/> Print my Employee W-2s			
<input type="checkbox"/> eFile Federal W-2s and W-3	25	\$0.00	\$ 0.00
<input type="checkbox"/> eFile State W-2s and Reconciliation Forms	25	\$8.00	\$ 0.00
<input type="checkbox"/> Print Federal W-2s and W-3			
<input type="checkbox"/> Print State W-2s and Reconciliation Forms			
<input checked="" type="checkbox"/> Print Employer Copy			
<b>Total Cost</b>		<b>Minimum</b>	<b>\$ 0.00</b>

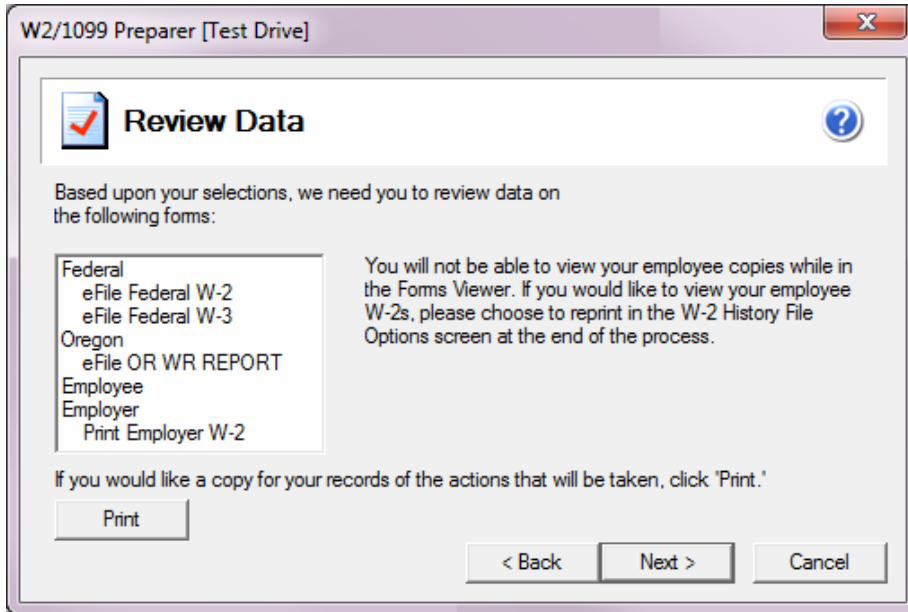
< Back    Next >    Cancel

2 Click [**Next**] and follow the on-screen instructions.

### NOTES:

- 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.
- If a state does not appear in the list in this window, that state does not require a W-2 form.

- 3 In the **Review Data** window, review the list of the forms that will be generated. If a form is missing, click **[Back]** and change your selections. Click **[Next]** when you are ready to generate the forms.



- 4 Review each form on your screen. A progress bar displays in the yellow area near the top of the window.
  - a If any boxes are outlined in red, make corrections.
  - b Click **[Print Copy]** to print a copy for your records.

**TIP:** For more information on federal form printing requirements, refer to [Knowledgebase article KB2050](#). If you need to order forms, see [page 12](#) for information.



- c Click **[Next Step]** to go to the next page or next form.
- 5 After you verify all of the forms, click **[Agree]** in the **Verify Report Complete** window.
  - 6 If you selected to eFile, log onto the secure Aatrix website and follow the on-screen instructions to complete your transaction in Aatrix.

**TIP:** If you eFile the W-2 forms, you select a date range for submitting the forms to the government. We recommend that you select the latest date available (late January) so you have time to make corrections to the W-2 forms before they are submitted. Corrections made prior to the form being submitted to the government are free of charge. However, if you have to make a change after the forms are submitted, you must send corrected forms, as described in the next section. Aatrix will charge you for eFiling the corrected forms.

## Correcting W-2 forms (creating W-2C forms)

If you already submitted the W-2 forms to the government and need to make changes, you must submit W-2C forms. Aatrix will charge you for eFiling the corrected forms. (Aatrix does not print W-2C forms.)



**TIP:** If you eFiled but the forms have not yet been submitted to the government, you can make corrections in Aatrix without having to file W-2C forms and without incurring a charge.

- 1 In Payroll, select **Tasks > Federal eFile and Reporting**.
- 2 Select **Saved reports**, and then click **[Next]**.
- 3 In the **View or Edit Saved Reports** window, verify or select your Federal ID number, and then click **[Open]**.
- 4 In the **View or Edit Saved Reports** window, select the W-2 form that needs to be corrected, and then click **[Edit]**.
- 5 Select **Correct Completed W-2s**, and then click **[Next]**.
- 6 In the **W-2/1099 Preparer** window, manually enter the correct amounts in the appropriate boxes for each employee requiring a W-2C form. Changed amounts appear in blue. Only the forms with corrections will be printed or eFiled.
- 7 In the **Correction Options** window, select **Yes** for each entity that requires a W-2C form, and then click **[Continue]**.
- 8 Follow the prompts to generate the W-2C forms.

# Chapter 3: Quarterly Reporting

You can process the following state and federal Payroll quarterly forms using Aatrix:

- [Federal Form 941](#)
- [State quarterly forms](#)

## Federal Form 941

Aatrix provides the ability to print or electronically file Form 941.

### Processing the federal form

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

If you receive a prompt to update tax forms, select **[Automatic Update]** to ensure you have the latest updates so you are in compliance with the latest federal or state mandated changes. For more information, see [page 8](#).

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click **[Next >]**.
- If you want to use a saved report, select **Saved reports**, click **[Next >]**, verify your Federal ID number, click **[Open]**, select the desired report in the **Open Report** window, and click **[Edit]**.

2 In the **Federal eFile and Reporting** window, select the **2012 941/Schedule B/941-V Report** for the current year.

**Federal eFile and Reporting**

Select the report you want to generate using Aatrix® Payroll Reports. The purpose and nature of the report will appear in the Description area and appropriate controls will appear based on the report highlighted.

When finished with your selections, click [Next].

Select a report	Description
2012 940 Report	
2012 943/943-A/943-V Reports	
2012 944/944-V Report	
2012 945/945-A/945-V Reports	
2012 W-2/W-3	
2012 W-2/W-3 Guam	
2012 W-2/W-3 Puerto Rico	
<b>2012 941/Schedule B/941-V Report</b>	Employer's Quarterly Federal Tax Return. Use this to report quarterly federal tax information.
2012 941-X Report	
2012 W-4 Report	

Period: 3rd Quarter  
Year: 2012

< Back   Next >   Cancel

Link Aatrix Tax Types...

3 Select the appropriate period and year for the form, and then click **[Next >]**.

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

**NOTE:** Only the selected employees that have earnings in the quarter are included in the totals for Form 941. You do not need to clear the check boxes in front of the employees that had no earnings; they are automatically excluded.



**TIP:** You can select a range of employees by holding down the **SHIFT** key as you scroll through the list. You can also make multiple selections in the list by holding down the **CTRL** key as you make your selections.

- 5 In the **Generate Federal Report** window, read the instructions, and then click **[Generate]**.
- 6 If this is your first time using the **Federal eFile and Reporting** Aatrix tasks, follow the steps in the **Company Setup Wizard**. See [page 22](#) for more information.

## Printing or electronically filing the federal form


After generating your quarterly form, Aatrix guides you through the process for printing or electronically filing your Form 941. Follow the steps in the yellow-shaded area near the top of the report window

- 1 In the **Review/Edit** step, fill in the required fields, which are highlighted in red. You can also make changes to the fields highlighted in blue.

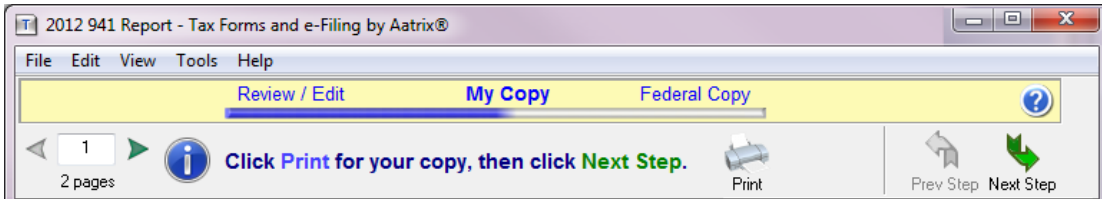
- 2 After entering the required information, you can click  to save the changes or click  to print the form for review.

- 3 Click  **Next Step**.

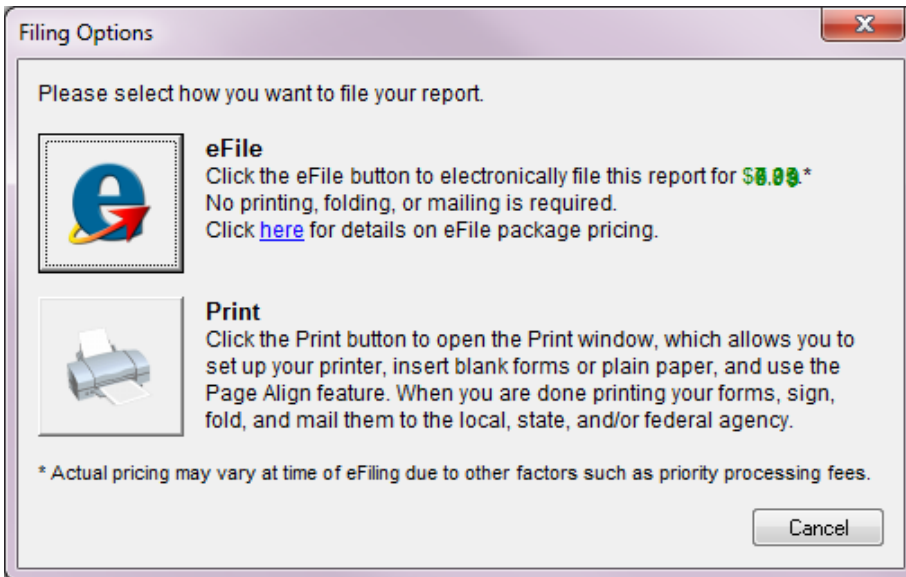
- 4 In the **Verify Report Complete** window, either:
  - Click [**Double Check**] to return to the report form.
  - Click [**Agree**] to continue.

- 5 In the **My Copy** step, print a copy of the form for your records by clicking  **Print**, making selections in the **Print** window, and clicking [**OK**].

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



- 6 Click [**Next Step**].
- 7 In the **Filing Options** window, select your desired filing method:
  - **eFile:** Click to electronically file the quarterly report with federal authorities. There is a fee for this option.  
If you have not yet registered with Aatrix, click **Forgot your login?** to set up an account.
  - **Print:** Click to print the quarterly report if you plan to mail it.



- 8 Follow the on-screen instructions to print your report or log in to send it electronically.

A copy of the completed form is now accessible in your history. For information on how to access history, see [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 electronically file quarterly reports for all 50 States.

### Processing the state forms

**1** In Payroll, select **Tasks > State eFile and Reporting**.

If you receive a prompt to update tax forms, select [**Automatic Update**] to ensure you have the latest updates so you are in compliance with the latest federal or state mandated changes. For more information, see [page 8](#).

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click [**Next**].
- If you want to use a saved report, select **Saved reports**, click [**Next**], verify your Federal ID number, click [**Open**], select the desired report in the **Open Report** window, and click [**Edit**].

**2** In the **Federal eFile and Reporting** window, select the state for which you are producing quarterly reports for **State Selection**.

**3** Select the report you want to generate, the reporting period, and year, and then click [**Next >**].

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

**NOTE:** Only the selected employees that have earnings in the quarter are included in the totals for the state quarterly report. You do not need to clear the check boxes in front of the employees that had no earnings; they are automatically excluded.

**TIP:** You can select a range of employees by holding down the **SHIFT** key as you scroll through the list. You can also make multiple selections in the list by holding down the **CTRL** key as you make your selections.

**5** In the **Generate State Report** window, read the instructions, and then click [**Generate**].

- 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.

### Printing or electronically filing the state forms

After processing your quarterly form, Aatrix guides you through the process for printing or electronically filing your state quarterly report. Follow the steps in the yellow-shaded area near the top of the report window.

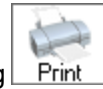
- In the **Review/Edit** step, fill in the required fields, which are highlighted in red. You can also make changes to the fields highlighted in blue.

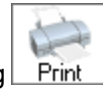
- After entering the required information, you can click  **Save** to save the changes or click  **Print** to print the form for review.



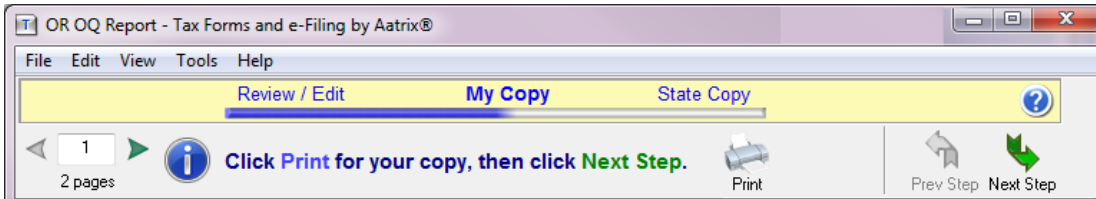
- Click **Next Step**.
- In the **Verify Report Complete** window, either:
  - Click **[Double Check]** to return to the report form.
  - Click **[Agree]** to continue.





5 In the **My Copy** step, print a copy of the form for your records by clicking , making selections in the **Print** window, and clicking **[OK]**,

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



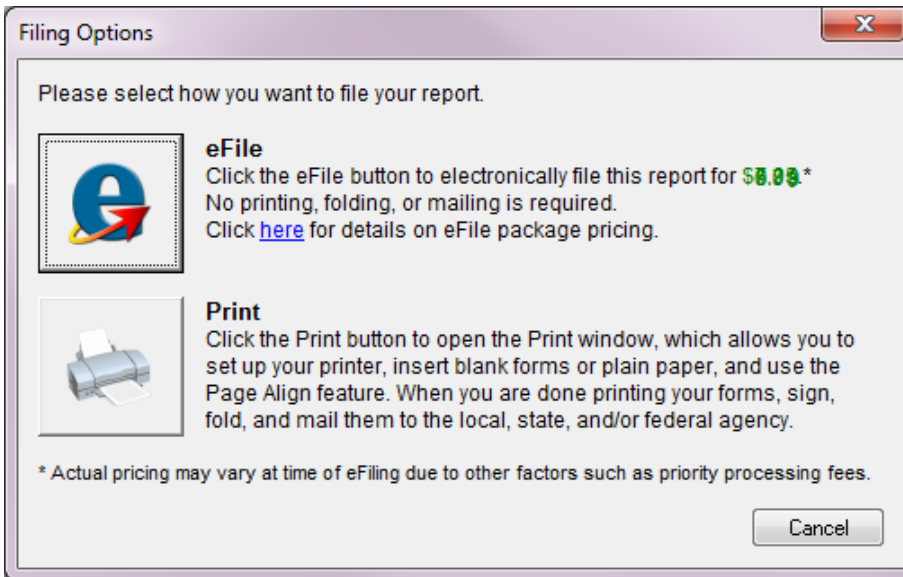
6 Click **[Next Step]**.

7 In the **Filing Options** window, click the button next to your desired filing method:

- ▣ **eFile:** Click to electronically file the quarterly report with state authorities. There is a fee for this option.

If you have not yet registered with Aatrix, click **Forgot your login?** to set up an account.

- ▣ **Print:** Click to print the report if you want to mail it.




8 Follow the on-screen instructions to print your report or log in to send it electronically.

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

# Chapter 4: Producing Accounts Payable 1099 Forms

In January, your company needs to produce the 1099 forms for certain vendors, such as subcontractors, located in the United States. The forms show the payments made to the vendors during the previous calendar year. Follow the instructions in this chapter to produce these forms, which utilizes Aatrix and information from Accounts Payable.

 **IMPORTANT:** If you are mailing recipient copies of 1099 forms, they must be postmarked by January 31. If you have Aatrix mail the copies or electronically file (eFile), we recommend that you process the forms in Aatrix no later than **January 28** because activity on the Aatrix website will be heavy in the last days of the month. Refer to [Knowledgebase article KB3861](#) for information about state filing deadlines.

Before producing the 1099 forms, all 2012 payments to these vendors must be processed.

For information about generating Canadian T5018 forms, see [“Chapter 7: Producing T5018 forms \(Canada\)” on page 61](#).

## 1099 forms checklist

	Task	Comments
<input type="checkbox"/>	Decide if you want to print or eFile the 1099 forms.	See <a href="#">page 39</a> .
<input type="checkbox"/>	If you plan to print the 1099 forms, order the forms.	See <a href="#">page 39</a> .
<input type="checkbox"/>	Check your company's tax numbers.	
<input type="checkbox"/>	Ensure that the correct vendors are set up to receive 1099 forms.	See <a href="#">page 39</a> .
<input type="checkbox"/>	Finalize the calendar year.	
<input type="checkbox"/>	View and correct the 1099 totals.	
<input type="checkbox"/>	Back up your Accounts Payable files.	
<input type="checkbox"/>	Process the data and generate the 1099 forms.	See <a href="#">page 40</a> .

## Options for producing the 1099 forms

Sage 300 Construction and Real Estate is integrated with Aatrix software to produce your 1099 forms. You have the following options for producing the 1099 forms:

- Aatrix electronically files the 1099 forms with federal and state agencies. Aatrix prints and mails the 1099 forms to recipients.
- Aatrix electronically files the 1099 forms with federal and state agencies. You print the recipient copies and mail them to recipients.
- You print all 1099 forms. You then mail them to the federal government, state agencies, and recipients.



**NOTE:** You **must** electronically file if you have 250 or more 1099 forms.

For information about Aatrix fees, visit <http://partner.aatrix.com/sage300construction>.



**NOTE:** If your Federal ID is a non-US number, you cannot electronically file through Aatrix. Contact Customer Support for information about how to file.

## Ordering 1099 forms (optional)

Order the correct forms to load in your printer. These forms must meet the layout required by the eFiling and reporting service provided by Aatrix. Refer to [Knowledgebase article KB2050](#) for information about the forms.

Order your forms from Sage CRE Forms to guarantee compliance with the new requirements. Sage CRE Forms can be reached at:

Phone: 800-760-7929

Fax: 503-454-1826

Email: [sales@sagecreforms.biz](mailto:sales@sagecreforms.biz)

Web: [www.sagecreforms.biz](http://www.sagecreforms.biz)

## Before you begin generating the 1099 forms

- Ensure that all invoices and checks for the reporting year have been posted for the vendors.
- Ensure that vendors who must receive 1099 forms are properly set up. On the **1099 Settings** tab of the **Vendor Setup** window (accessed by selecting **Setup > Vendors**), select the **Vendor Receives a Form 1099** check box and enter the vendor's **Tax ID Number**.
- Back up your Accounts Payable files.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see [page 6](#).



**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 1099 forms 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. This combines the data files into one form. See ["Merging the data files," on page 46.](#)

## Processing data for the 1099 forms

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

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

- 2 If you already saved a 1099 report, you can create a new report or you can open a saved report. To open a saved report:

- a In the **Form 1099 (USA)** window, select the form and Federal ID number, and then click **[Open]**.
- b In the **Open Report** window, select the report you want to open and click **[Edit]**.

- 3 In the **Form 1099 (USA)** window, verify or enter the following items, and then click **[Next]**:

- ▣ **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**.

**NOTE:** This item 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:** Type the minimum reporting amount. Only vendors with income that exceeds this amount will be included on the report.
- ▣ **Federal ID Number:** Type the Federal ID Number (FEIN) you want to use when filing the 1099 form or accept the prefilled number. The prefilled FEIN is retrieved from the fiscal entity. 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 in **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.  
  
If your fiscal entity is set at the data folder, the FEIN is located in **GL: File > Company Settings > GL Settings**. If your fiscal entity is set at the GL prefix, the FEIN is located in **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.
- ▣ **Foreign Entity:** Do not select this check box. You cannot generate 1099 forms using Aatrix if you select **Foreign Entity**. If your company does not have a US Federal ID Number, contact Sage Customer Support for information on how to file 1099 forms.

**Form 1099 (USA)**

Before continuing, ensure that all invoices and checks for the reporting year have been posted for the vendors, and that you have a backup of your Accounts Payable files.

When finished with your selections, click [Next] and select vendors to include.

1099 Amounts to Report  
 Total paid:  To Vendor  By Fiscal Entity

GL Prefix: 10

Form: 1099-MISC

Reporting Year: 2012

Minimum Reporting Amount: 600.00

Federal ID Number: 97-1234567

Foreign Entity:

< Back   Next >   Cancel

- 4 In the **Vendors to Process** window, select the check box in front of each vendor that you want to include on the report, and then click [Next].

**Vendors to Process**

Select the vendors you want included in this run. To remove or select vendors, highlight the desired vendor rows and press the spacebar.

When finished with your selections, click [Next].

SELECT	VENDOR	NAME
<input checked="" type="checkbox"/>	100	A-1 Electric Company
<input checked="" type="checkbox"/>	103	Ace Drywall
<input checked="" type="checkbox"/>	601	Ford Metals, Inc.
<input checked="" type="checkbox"/>	1201	Logan Sanitation
<input checked="" type="checkbox"/>	2200	Viking Glass

Select All   Select None   < Back   Next >   Cancel

**TIP:** You can select a range of vendors by holding down the **SHIFT** key as you scroll through the list. You can also make multiple selections in the list by holding down the **CTRL** key as you make your selections.

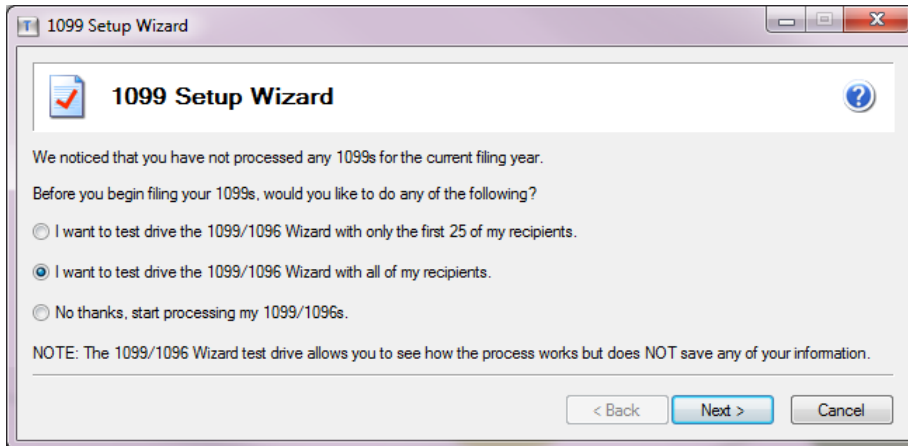
- 5 In the **Generate Form 1099 (USA)** window, click [**Generate**] to generate the data and open the **1099 Setup Wizard**.

## Using the 1099 Setup Wizard

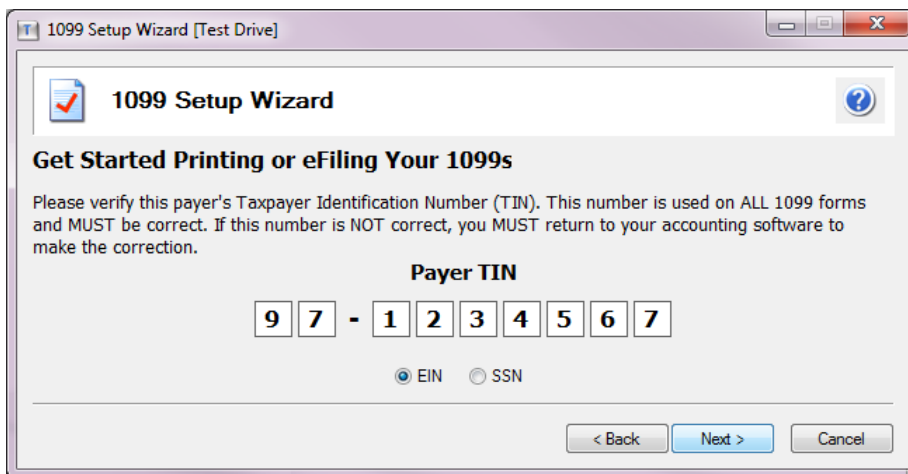


**NOTE:** For information about windows in the **1099 Setup Wizard**, click  (the help button) to access the Aatrix help system.

- 1 In the **1099 Setup Wizard**, select whether to test drive the system or generate reports for printing or eFiling, and then click [**Next >**]. You may find it useful to run through the process in "test drive" mode before printing your final forms.



- 2 Verify your Taxpayer Identification Number (TIN), which is the **Federal ID Number** from the **Form 1099 (USA)** window, and then click [**Next >**].



- 3 In the **Payer Information** window, verify that the information is correct, enter any missing information, and then click [**Next >**].

The screenshot shows the '1099 Setup Wizard [Test Drive]' window with the 'Payer Information' tab selected. The form contains the following fields:

- Company name: Timberline Construction
- First name: [Empty] Middle: [Empty] Last name: [Empty]
- Other name: [Empty] Transfer agent: [Empty]
- Address line 1: P.O. Box 728
- Address line 2: 15195 NW Greenbrier Parkway
- City: Beaverton State: OR ZIP code: 97006
- Contact name: James Calgon Title: CPA
- Phone: (503) 690-6775 Email: jcalgon@timberline.com
- Fax: (555) 555-5555

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

**NOTE:** If you need to make changes to this information at a later time, you can access the **Payer Information** window:


- When you are in the existing **Reports** window, click [**Setup**].
  - When you are in the Forms Viewer or 1099 grid, select **Edit > Update Company Information**.
- 4 In the **Tax Preparer Type** window, select whether you are preparing the report for your company or you are a third-party, paid tax preparer, and then click [**Next >**].

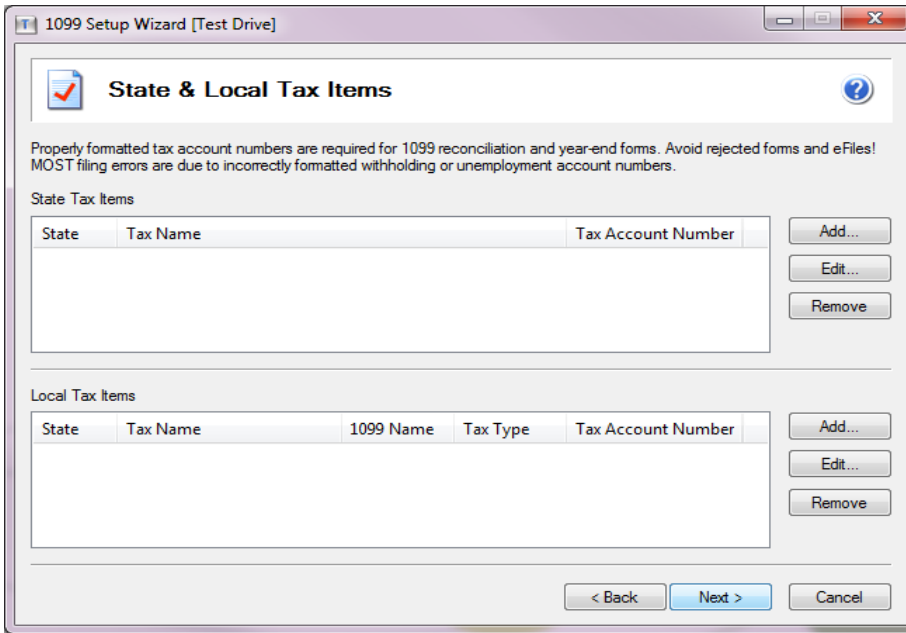
**NOTE:** If you select the second option, the **Third-Party Preparer Information** window appears for you to enter your tax preparer TIN and other information for inclusion on the final report.

The screenshot shows the '1099 Setup Wizard [Test Drive]' window with the 'Tax Preparer Type' tab selected. The form contains the following elements:

- Which type of filer are you?
  - I am filing for my company/employer.
  - I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.
- If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply). Visit <http://batchefiling.aatrix.com> to learn more.

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

- 5 In the **State & Local Tax Items** window, assign the correct tax account number and add all state and local taxes that need to be reported on your 1099 forms, and then click [**Next >**]. If you already completed a federal or state tax form, the items may be already filled in. Click  (the help button) for more information about the formats.
- Click [**Add**] to add a new tax item to the state or local grid. Adding state withholding will automatically add a column for that state in the grid in the **W2/1099 Preparer** window, but you will need to manually enter the withholding amounts.
  - Click [**Edit**] to change the tax item selected in the state or local grid.
  - Click [**Remove**] to delete the tax item selected in the state or local grid so it is not included on the 1099 forms.





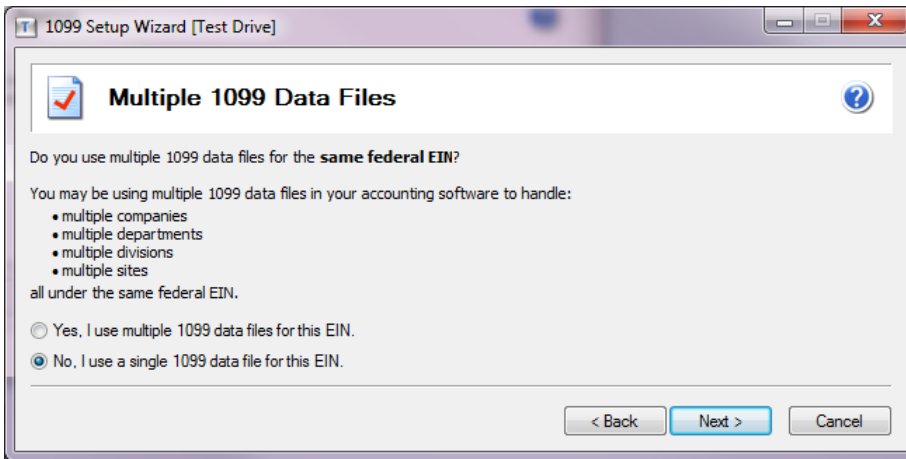
**6** In the **Multiple 1099 Data Files** window select whether you need to merge multiple 1099 data files for this report, and then click [**Next >**].

Select **No** if you will file a 1099 form from Accounts Payable only. You can then skip to [“Verifying recipients” on page 48](#).

Select **Yes** if:

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

Continue with the steps in [“Merging the data files,” on page 46](#).



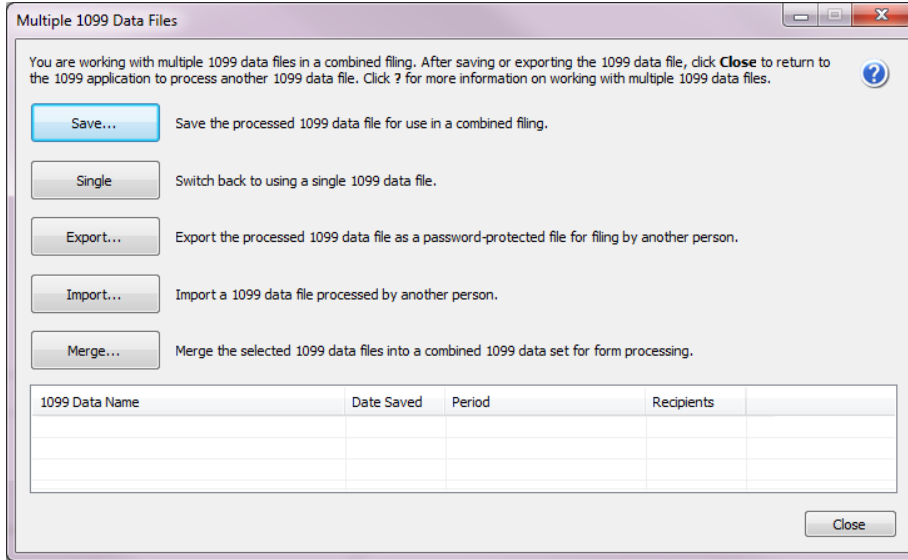
## Merging the data files

If you selected the option to use multiple 1099 data files (in Step 6 on [page 45](#)), you now select which files to merge. If you have a single 1099 data file, skip to [“Verifying recipients” on page 48](#).

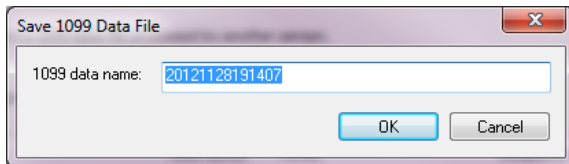


**NOTE:** Copies of your accounting data are merged for the report. Your original Sage 300 Construction and Real Estate data files are not affected by this process.

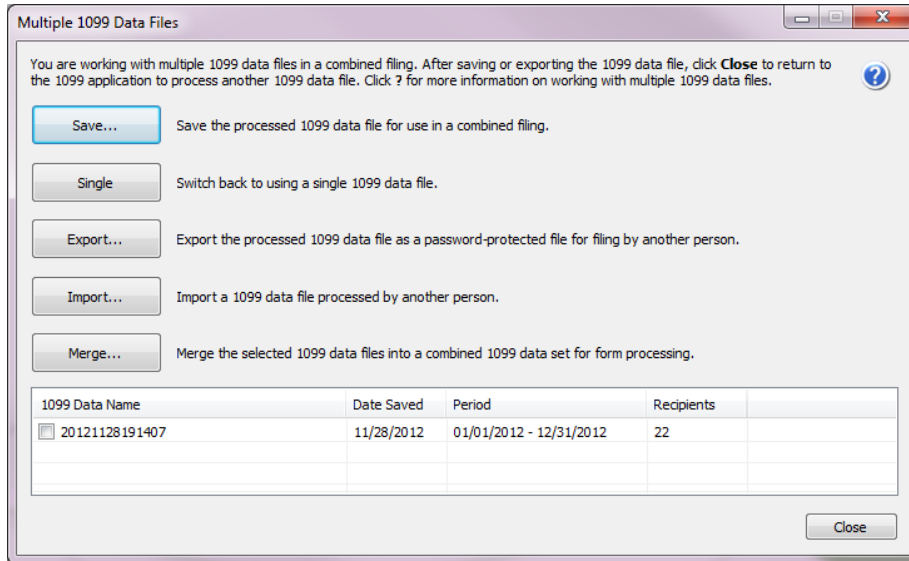
- 1 In the **Multiple 1099 Data Files** window, click **[Save]** to add the current data file to the list.



- 2 In the **Save 1099 Data File** window, enter a name for this file, and then click **[OK]**.



The file is listed in the grid near the bottom of the **Multiple 1099 Data Files** window.




- 3 If you need to add additional files to be merged:
  - a Click [**Close**] to exit the **Multiple 1099 Data Files** window.
  - b To add another Accounts Payable data file for this form, repeat the steps to process the data and use the **1099 Setup Wizard** (starting on [page 40](#)).
  - c To add a Property Management data file for this form, follow the steps to process the data and use the **1099 Setup Wizard** (starting on [page 51](#)).
- 4 If the grid near the bottom of the **Multiple 1099 Data Files** window includes all files that need to be merged for this form, select the check box before each of the files, and then click [**Merge**].

The software combines copies of the data and then displays the information in the **1099 Preparer** grid for you to verify.

## Verifying recipients

The **W-2/1099 Preparer** window displays information in a grid. The columns in the grid correspond to the boxes on the form. Verify information highlighted for each step. Missing or incorrect information is indicated with a red cell.

For information about this window, click  (the help button) to access the Aatrix help system.



- 1 Verify or correct the recipients' taxpayer IDs (**Recipient TIN**), and then 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 Sage 300 Construction and Real Estate for the changes to be permanent.

Timberline Construction - W2/1099 Preparer [Test Drive]

File Edit View Help

Verify Recipient Taxpayer Identification Numbers (TIN) ..... then click **Next Step**

Prev Step Next Step

	Recipient L...	Recipient Fi...	Recipient M...	Recipient TIN	TIN Flag	Recipient C...	Optional Na...	Box 1	Box 2
	Last Name	First Name	Middle Name	Taxpayer L...	Check if FEIN	Company N...	Full Name	Rents	Royalties
1				92-7845162	<input checked="" type="checkbox"/>	A-1 Electric			
2				97-2345618	<input checked="" type="checkbox"/>	Ace Drywall			
3				90-2561213	<input checked="" type="checkbox"/>	Ford Metals I			
4				92-8465712	<input checked="" type="checkbox"/>	Viking Glass			
5	Logan Sanita			522-64-0133	<input type="checkbox"/>				
<b>Totals</b>	<b>5 Recipient(s)</b>							<b>0.00</b>	<b>0.00</b>

Existing DB opened

NUM

- 2 If the recipient's TIN is also their Federal Tax Identification Number (FEIN), select the check box in the **TIN Flag** column, and then click **[Next Step]**.

**NOTE:** The software automatically detects whether the TIN is also the FEIN based on the Recipient's tax ID number (on the **1099 Settings** tab of the **Vendor Setup** window).

- 3 Verify or correct the recipients' names and addresses, and then click **[Next Step]**.
- 4 Verify or correct the income boxes (such as the amount of rents, interest, or other amounts withheld), and then click **[Next Step]**.
- 5 Verify or enter the filing state, and then click **[Next Step]**.

The **1099 Printing and Filing Options** window opens.

## Selecting printing and eFiling options

The **1099 Printing and Filing Options** window displays your options for eFiling and printing the 1099 forms as well as the associated costs, if any.

The screenshot shows a window titled "W2/1099 Preparer [Test Drive]" with a close button in the top right corner. The main content area is titled "1099 MISC Printing and Filing Options" and includes the instruction: "Choose **Complete 1099, eFile Fed or eFile State** and pick your filing dates. Corrections before dates are FREE! [More info?](#)"

There are two main sections for selection:

- Complete 1099 eFiling Service BEST VALUE!** (Selected with a radio button)
  - The eFile Center will:**
    - Print and Mail Recipient Copies
    - eFile Federal 1099/1096
    - eFile all applicable State 1099/Reconciliation Forms
- Other Options** (Selected with a radio button)
  - Print Recipient 1099 Copies
  - eFile Federal 1099/1096 Copies
  - eFile State 1099/Reconciliation Forms
  - Print Federal 1099/1096 Copies
  - Print State 1099/Reconciliation Forms (Official Copy)
  - Print Payer 1099 Copies

	# Recipients	Price/Reci	Subtotal
<b>Total Cost</b>			<b>\$ 0.00</b>


Buttons at the bottom: < Back, Next >, Cancel

- 1 Select the desired options, and then click [**Next >**].
- 2 Follow the on-screen instructions to review and print the forms. Even if you choose to eFile, print copies of the forms for your office records.

 **TIP:** For information about ordering forms for printing, see [page 39](#).

# Chapter 5: Producing Property Management 1099-INT Forms

In January, your company may need to produce 1099-INT forms for tenants located in the United States. The forms show the payments made during the reporting calendar year. Follow the instructions in this chapter to produce these forms, which utilizes Aatrix and information from Property Management.

 **IMPORTANT:** If you are mailing recipient copies of 1099-INT forms, they must be postmarked by January 31. If you have Aatrix mail the copies or electronically file (eFile), we recommend that you process the forms in Aatrix no later than **January 28** because activity on the Aatrix website will be heavy in the last days of the month. Refer to to [Knowledgebase article KB3861](#) for information about state filing deadlines.

Before producing the 1099-INT forms, all 2012 interest payments to these tenants must be processed.

## 1099 forms checklist

	Task	Comments
<input type="checkbox"/>	Decide if you want to print or eFile the forms.	See <a href="#">page 50</a> .
<input type="checkbox"/>	If you plan to print the forms, order the forms.	See <a href="#">page 50</a> .
<input type="checkbox"/>	Check your company's tax numbers.	
<input type="checkbox"/>	Finalize the calendar year.	
<input type="checkbox"/>	Back up your Property Management files.	
<input type="checkbox"/>	Process the data and generate the forms.	See <a href="#">page 51</a> .

## Before you begin generating the 1099-INT forms

- Ensure that all interest for the reporting year has been paid.
- Back up your Property Management 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 1099-INT forms 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**. This combines the Accounts Payable and Property Management 1099-INT data files into one form. See "[Merging the data files](#)" on page 46 for more information.



**NOTE:** If your Federal Employer ID is a non-US number, you will not be allowed to proceed with eFiling 1099 forms through Aatrix.

## Processing data for the 1099-INT forms

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

You may receive a prompt to update tax forms when you select this task. To ensure you are always in compliance with the latest federal or state mandated changes, select [**Automatic Update**] in the **Update Forms** window. See "[Forms Update](#)" on page 8 for more information.

- 2 If you already saved a 1099 report, you can create a new report or you can open a saved report. To open a saved report:
  - a In the **eFile Form 1099** window, select the form and Federal ID number, and then click [**Open**].
  - b In the **Open Report** window, select the report you want to open and click [**Edit**].
- 3 In the **eFile Form 1099** window, if you want to create a new reports, enter the following items, and then click [**Next**]:
  - **Payer Source:** Select one of the following sources:
    - **GL Prefix:** Uses 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.
    - **Data Folder:** Uses the payer information listed with your company in **File > Company Settings > General**.
  - **NOTE:** This item is not visible if your Property Management fiscal entity is set to **Data Folder** in **GL: File > Company Settings > GL Settings**.
  - **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.

- ▣ **Federal ID Number:** Type 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. 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 in **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.
- ▣ **Minimum Reporting Amount:** Type the minimum reporting amount. Leases with interest that is equal to or exceeds this amount will be included on the report.
- ▣ **Foreign Entity:** This check box is automatically selected 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 in **GL: Company Settings > GL Settings > [Calendar/ Fiscal Settings]**. If your fiscal entity is set at the GL prefix, the checkbox is located where you set up your fiscal entity in **GL: Setup > Prefix/Base > Prefix A, Prefix B, or Prefix C > [Fiscal Settings]**.

**NOTE:** You cannot process 1099 forms using Aatrix if you select **Foreign Entity**. Contact Customer Support for information about how to file.

**Form 1099-INT**

Before continuing, ensure that all interest for the year has been paid, and that you have a backup of your Property Management files. You can select multiple properties as long as they share the same fiscal entity level and period end year.

When finished with your selections, click [Next] and select leases to include.

Payer Source:  GL Prefix  
 Data Folder

Properties to Process:

Property ID	Property Name	GL Prefix	Fiscal Entity	Period End
▶ GAT-2000	Gateway Industrial	100-2000	100	8/31/2011
MOU-3600	Mountain View Place	400-3600	400-3600	8/31/2011
PAC-1000	Pacific Building	400-1000	400-1000	8/31/2011
PAR-1210	Parkside Square	400-1210	400-1210	8/31/2011
ROS-1000	Rose City Center	100-1000	100	8/31/2011
SCH-1200	Scholls Town Center	400-1200	400-1200	8/31/2011

Reporting Year:  Federal ID Number:

Minimum Reporting Amount:  Foreign Entity:

- 4 In the **Leases to Process** window, select the leases you want to include on this report, and then click **[Next]**.
- 5 In the **Generate Form 1099-INT** window, click **[Generate]**.



## Using the 1099 Setup Wizard



**NOTE:** For information about windows in the **1099 Setup Wizard**, click  (the help button) to access the Aatrix help system.

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

**NOTE:** If you select test drive mode, the Wizard does not save the information. Do not use test drive mode to process your final 1099 run.

- 2 In the **1099 Setup Wizard**, verify your Taxpayer Identification Number (TIN), which is the **Federal ID Number** from the **Form 1099-INT** window, and then click **[Next]**.

- 3 In the **Payer Information** window, verify that the information is correct, enter any missing information, and then click **[Next]**.

**NOTE:** If you need to make changes to this information at a later time, you can access the **Payer Information** window:

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

- 4 In the **Tax Preparer Type** window, select whether you are preparing the report for your company or you are a third-party, paid tax preparer, and then click **[Next]**.

**NOTE:** If you select the second option, the **Third-Party Preparer Information** window appears for you to enter your tax preparer TIN and other information for inclusion on the final report.

- 5 In the **Multiple 1099 Data Files** window select whether you need to merge multiple 1099 data files for this report, and then click **[Next]**.

Select **No** if you will file a 1099 form from Property Management only. You can then proceed to ["Verifying recipients" on page 54](#).

Select **Yes** if:

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


Continue with the steps in ["Merging the data files" on page 46](#).



**NOTE:** Copies of your accounting data are merged for the report. Your original Sage 300 Construction and Real Estate data files are not affected by this process.

## Verifying recipients

The **W-2/1099 Preparer** window displays information in a grid. The columns in the grid correspond to the boxes on the form. Verify the highlighted information for each step. Missing or incorrect information is indicated with a red cell.

For information about this window, click  (the help button) to access the Aatrix help system.

- 1 Verify or correct the recipients' taxpayer IDs, and then click **Next Step** to proceed through the grid.

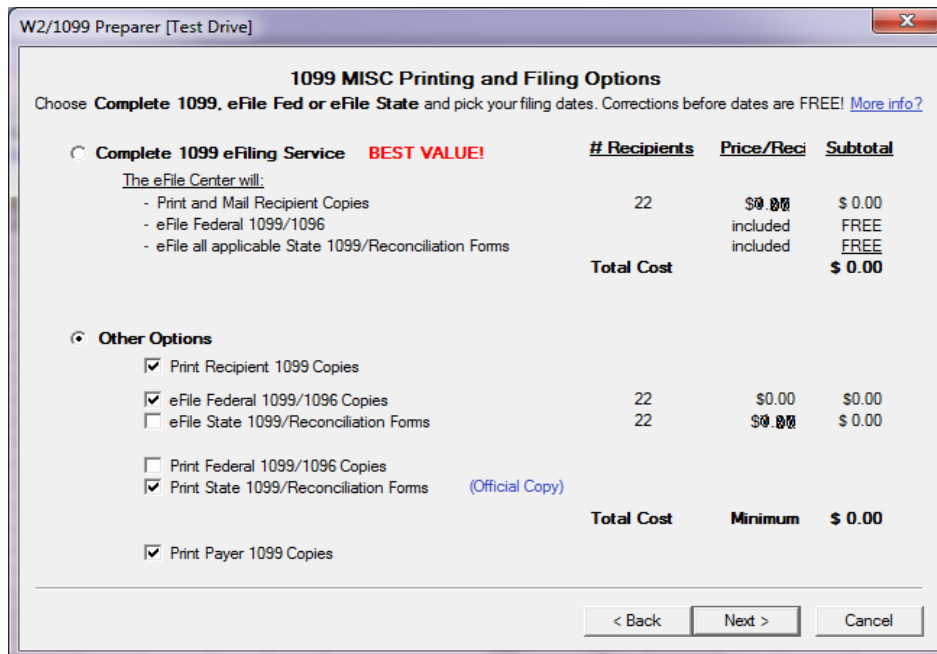
**NOTE:** Any changes you make in this grid do not correct your accounting data. You must correct the data within Sage 300 Construction and Real Estate for the changes to be permanent.

- 2 Verify or correct the recipients' names and addresses, and then click **Next Step**.
- 3 Verify or correct the amount of interest received, and then click **Next Step**.
- 4 Verify or enter the filing state, and then click **Next Step**.

The **1099 Printing and Filing Options** window opens.

## Selecting eFiling and printing options

The **1099 Printing and Filing Options** window displays your options for eFiling and printing the 1099 forms as well as the associated costs, if any.



**1099 MISC Printing and Filing Options**

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

	# Recipients	Price/Rec	Subtotal
<b>Complete 1099 eFiling Service <b>BEST VALUE!</b></b>			
<i>The eFile Center will:</i>			
- Print and Mail Recipient Copies	22	\$0.00	\$ 0.00
- eFile Federal 1099/1096		included	FREE
- eFile all applicable State 1099/Reconciliation Forms		included	FREE
<b>Total Cost</b>			<b>\$ 0.00</b>
<b>Other Options</b>			
<input checked="" type="checkbox"/> Print Recipient 1099 Copies			
<input checked="" type="checkbox"/> eFile Federal 1099/1096 Copies	22	\$0.00	\$0.00
<input type="checkbox"/> eFile State 1099/Reconciliation Forms	22	\$0.00	\$ 0.00
<input type="checkbox"/> Print Federal 1099/1096 Copies			
<input checked="" type="checkbox"/> Print State 1099/Reconciliation Forms (Official Copy)			
<b>Total Cost</b>		<b>Minimum</b>	<b>\$ 0.00</b>
<input checked="" type="checkbox"/> Print Payer 1099 Copies			

< Back   Next >   Cancel

- 1 Select the desired option(s), and then click **[Next]**.
- 2 Follow the on-screen instructions to review and print the forms. Even if you choose to eFile, print copies of the forms for your office records.



**TIP:** For information about ordering forms for printing, see [page 39](#).

# Chapter 6: Producing T4 forms (Canada)

Follow the instructions in this chapter to generate T4 forms in preparation for eFiling your forms using Aatrix services.

Before producing these forms, all 2012 payroll cheques must be posted. You may also want to close the Payroll year, but you can produce the forms before or after closing the Payroll year.

## Creating or modifying your T4 formats

You can control the information that prints on the T4 form. You can modify the standard T4 format already designed for you, or you can create an entirely new one.



**NOTE:** For more information about T4 formats, see "Modifying T4 formats" in Payroll Help.

To create or modify a T4 format:

- 1 In Payroll, select **Tools > Modify Forms > T4 Formats**.
- 2 Choose or create a format:
  - To select an existing format, click [**List**], select the format, and click [**OK**].
  - To create a new T4 format, enter a format name and description for the new format.
- 3 Press **TAB** to access the **Controls** tab.

- If appropriate, change the **Employee minimum**, which is the minimum amount of taxable withholding that the employee must have for the T4 form to be generated. For example, if this is **0.01**, the software does not generate a T4 form for an employee with zero taxable withholdings. If this is **0.00**, the software generates a T4 form for all employees.

The screenshot shows the 'Modify T4 Formats' dialog box with the 'Controls' tab selected. The 'T4 form' field contains 'T4' and the 'Description' field contains 'T4 format'. The 'Employee minimum' field is set to '.01'. At the bottom, there are buttons for 'Save', 'Cancel', 'List...', 'Attachments...', and 'Help'.

- Click the **Amounts** tab. Most of the required information for the T4 form is automatically filled in for you.

The screenshot shows the 'Modify T4 Formats' dialog box with the 'Amounts' tab selected. The 'T4 form' field contains 'T4' and the 'Description' field contains 'T4 format'. The 'Employee minimum' field is set to '.01'. The 'Amounts' tab displays a table for 'Box 20 contents - None' and 'Other Information Boxes'.

box	amount	box	amount
14	Employment Income	22	Income tax
16	Employee CPP	24	EI Insurable
17	Employee QPP	26	CPP/QPP Pensionable
18	Employee EI	44	
20		46	
52		50	test
55		56	

Other Information Boxes:

code	amt	code	amt	code	amt
71	BONUS				

At the bottom, there are buttons for 'Save', 'Cancel', 'List...', 'Attachments...', and 'Help'.

- 6 If you need to report additional information, use tax boxes 44, 46, 50, and 52. See the Payroll Help for more information.
  - To add any other pays, deductions, or fringes, select the appropriate tax box, click [**Pays**], [**Deducts**], or [**Fringes**], select the desired item, and then click [**OK**].
  - If needed, use the **Other Information Boxes** area of this window to enter up to six codes and amounts that relate to employment commissions, taxable allowances and benefits, deductible amounts, and other entries. Refer to the *Employers' Guide - Filing the T4 Slip and Summary* (available from the Canada Customs and Revenue Agency) for a list of valid codes and their descriptions.
- 7 Click [**Save**] and then click [**Close**].

## Before you begin processing the T4 forms

- Back up your Payroll information. See the *2012 Year-End Procedures Guide* for instructions.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see [page 6](#).
- Make any desired changes to the T4 formats, as described on [page 55](#). Aatrix uses these formats to generate the T4 forms.



**TIP:** If you do not want to generate T4 forms for employees with zero taxable withholdings, set the **Employee minimum amount** to **.01** in the **Modify T4 Formats** window; see [page 56](#) for more information.



### NOTES:

- Changes you make in Aatrix are **not** written back to the Sage 300 Construction and Real Estate Payroll database.
- Since eFiling can take up to two days, schedule accordingly.

## Processing data for the T4 forms

- 1 In Payroll, select **Tasks > eFile and Reporting**.

If you receive a prompt to update tax forms, select [**Automatic Update**] to ensure you have the latest updates so you are in compliance with the latest CCRA- mandated changes. For more information, see [page 8](#).

If you previously saved a report, the system displays two choices.

- If you want to create a new report, select **New report** and click [**Next**].
- If you want to use a saved report, select **Saved reports**, click [**Next**], verify your Canadian Tax ID number, click [**Open**], select the desired report in the **Open Report** window, and click [**Edit**].

- 2 In the **Tax eFile and Reporting** window, select the report and select the year or period to generate.

- 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 check box before the employees that you want to include, and then click [**Next >**].

Select	ID	Name	City	State	ZIP
<input checked="" type="checkbox"/>	116	Hanson; Virgil C	Camas	WA	98064
<input checked="" type="checkbox"/>	117	Gamer; Colin K	Hillsboro	OR	97586
<input checked="" type="checkbox"/>	118	Crocker; Mark W	Newberg	OR	97548
<input checked="" type="checkbox"/>	119	Brooks; Tom B	Vancouver	WA	98452
<input checked="" type="checkbox"/>	120	Smith; Harry D	West Linn	OR	97068
<input checked="" type="checkbox"/>	121	Olson; Barry W	Portland	OR	97220
<input checked="" type="checkbox"/>	122	Williams; Joseph E	Portland	OR	97222
<input checked="" type="checkbox"/>	123	King; Tammy D	Portland	OR	97222

**TIP:** To clear all of the check boxes, click [**Select None**]. To select all of the check boxes, click [**Select All**]. To select a range of check boxes, highlight the check boxes and then click one of the highlighted check boxes; to highlight the rows, you can highlight the first row of the range, and then hold down **SHIFT** as you click the last row of the range.

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

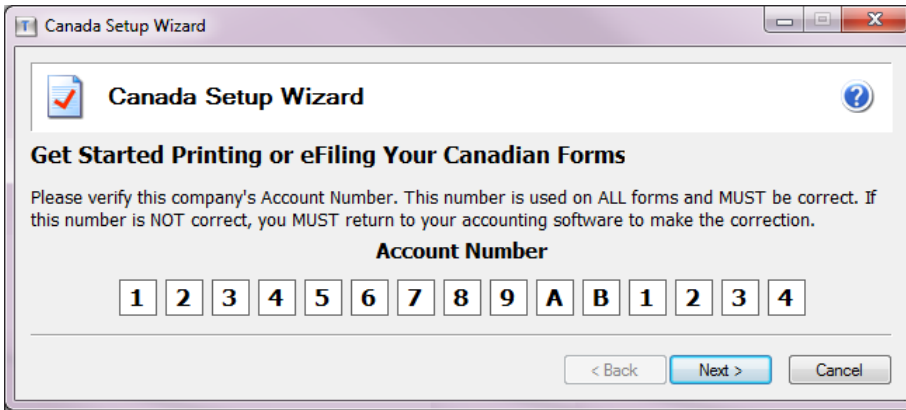
## Using the T4 Setup Wizard

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

 **NOTE:** For information about windows in the **Canada Setup Wizard**, click  (the help button) to access the Aatrix help system.

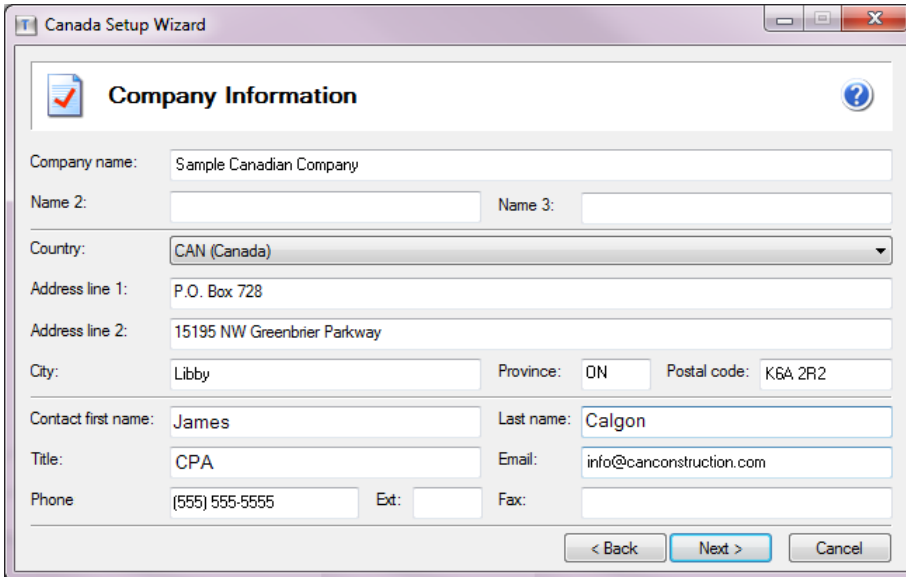
Repeat the process in this section for each company account number you will use to file T4 forms. If you have more than one company account number, but only one Payroll master file, you can repeat this process multiple times. With each run, change the Employer ID, then begin the eFiling process. Select which employees to include for each company account number in accordance with step 4 of the preceding section

- 1 Verify your **Account Number**, and then click [**Next >**]. (To change this number, close the Setup Wizard. In Payroll, select **Setup > Taxes > Tax Groups**, type the correct number for **Employer ID** in the **Tax Group Setup** window.)



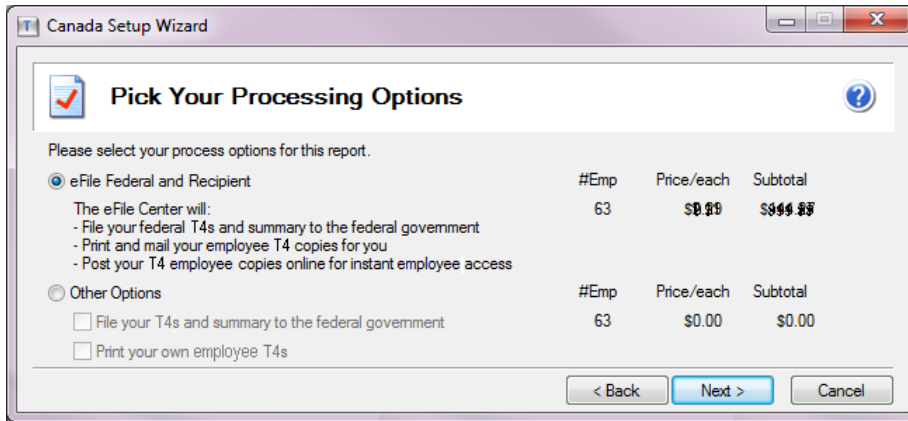
The screenshot shows the 'Canada Setup Wizard' window. The title bar reads 'Canada Setup Wizard'. The main content area has a header 'Canada Setup Wizard' with a help icon. Below that is the instruction: 'Get Started Printing or eFiling Your Canadian Forms'. A paragraph follows: 'Please verify this company's Account Number. This number is used on ALL forms and MUST be correct. If this number is NOT correct, you MUST return to your accounting software to make the correction.' Below this is the label 'Account Number' and a row of input boxes containing the digits 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, 1, 2, 3, 4. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- 2 The **Company Information** window displays information included on the forms you are filing. Verify that all information is correct, enter missing information, and then click [**Next >**].

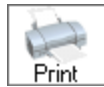


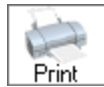
The screenshot shows the 'Canada Setup Wizard' window with the 'Company Information' screen. The title bar reads 'Canada Setup Wizard'. The main content area has a header 'Company Information' with a help icon. Below that are several input fields: 'Company name: Sample Canadian Company', 'Name 2:' and 'Name 3:' (empty), 'Country: CAN (Canada)' (dropdown), 'Address line 1: P.O. Box 728', 'Address line 2: 15195 NW Greenbrier Parkway', 'City: Libby', 'Province: ON', 'Postal code: K6A 2R2', 'Contact first name: James', 'Last name: Calgon', 'Title: CPA', 'Email: info@canconstruction.com', 'Phone: (555) 555-5555', 'Ext:' (empty), and 'Fax:' (empty). At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- 3 In the **Original or Amended** window, select **Original Return** if you have not already filed your T4 forms, and then click [**Next >**].
- 4 The **Pick Your Processing Options** window displays your options for eFiling and printing the T4 forms as well as the associated costs. Select the desired options, and then click [**Next >**].



- 5 In the **Review your Action List** window, review the list of reports, and then click [**Next >**].
- 6 You will now see each of the reports displayed in Aatrix. Follow the on-screen instructions to review, make corrections, and print the forms.
  - In the **Review/Edit** step, fill in the required fields, which are highlighted in red. You can also make changes to the fields highlighted in blue.



- If desired, print a copy of the form by clicking  **Print**, making selections in the **Print** window, and clicking [**OK**]. Even if you choose to eFile, print copies of the forms for your office records.



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

Click  (the Help button) for more information about the windows.



# Chapter 7: Producing T5018 forms (Canada)

Follow the instructions in this chapter to generate T5018 forms in preparation for eFiling your forms using Aatrix services.

## Before you begin processing the T5018 forms

- Ensure that all invoices and cheques for the reporting year have been posted for the vendors.
- Verify vendors are set up to receive T5018 forms. (This is set on the **T5018 Settings** tab of the **Vendor Setup** window.)
- Back up your Accounts Payable files. See the *2012 Year-End Procedures Guide* for instructions.
- If you plan to electronically file your tax forms, you must enroll with Aatrix. For more information, see [page 6](#).



### NOTES:

- Changes you make in Aatrix are **not** written back to the Sage 300 Construction and Real Estate database.
- Since eFiling can take up to two days, schedule accordingly.

## Processing data for the T5018 forms

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

You may receive a prompt to update tax forms when you select this task. To ensure you are always in compliance with the latest government-mandated changes, select [**Automatic Update**] in the **Update Forms** window. [See "Forms Update"](#) for more information.

- 2 If you already saved a T5018 report, you can create a new report or you can open a saved report. To open a saved report:
  - a In the **Form T5018 (CAN)** window, select the form and Canadian Tax ID number, and then click [**Open**].
  - b In the **Open Report** window, select the report you want to open and click [**Edit**].

- 3 In the **Form T5018 (CAN)** window, verify or enter the following items, and then click [**Next >**]:
- ▣ **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**.
  - ▣ **Start Date:** Select the beginning date of the reporting period. For example, if your reporting period is the same as the calendar year, select January 1.
  - ▣ **End Date:** Select the end date of the reporting period. For example, if your reporting period is the same as the calendar year, select December 31.
  - ▣ **Minimum Reporting Amount:** Type the minimum reporting amount. Only vendors with income that equals or exceeds this amount will be included on the report.
  - ▣ **Canadian Tax ID:** Type the number you want to use when filing the T5018 form. It must be 9 digits, followed by 2 letters, followed by 4 digits.
  - ▣ **Foreign Entity:** Do not select this check box. You cannot generate T5018 forms using Aatrix if you select **Foreign Entity**. If your company is a foreign entity, contact Sage Customer Support for information on how to file the T5018 form.

The screenshot shows a software window titled "Form T5018 (CAN)". Inside the window, there is a heading "Form T5018 (CAN)" followed by a warning: "Before continuing, ensure that all invoices and checks for the reporting year have been posted for the vendors, and that you have a backup of your Accounts Payable files." Below this is the instruction: "When finished with your selections, click [Next] and select vendors to include." The form contains several fields: "T5018 Amounts to Report" with radio buttons for "To Vendor" (selected) and "By Fiscal Entity"; a "GL Prefix" dropdown menu showing "10"; "Start Date" and "End Date" dropdown menus showing "January -01-12" and "December-31-12" respectively; a "Minimum Reporting Amount" text box with "500.00"; a "Canadian Tax ID" text box; and a "Foreign Entity" checkbox which is unchecked. At the bottom are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

- 4 In the **Vendors to Process** window, select the check box in front of each vendor that you want to include on the report, and then click [Next >].

SELECT	VENDOR	NAME
<input checked="" type="checkbox"/>	100	A-1 Electric Company
<input checked="" type="checkbox"/>	103	Ace Drywall
<input checked="" type="checkbox"/>	601	Ford Metals, Inc.
<input checked="" type="checkbox"/>	1201	Logan Sanitation
<input checked="" type="checkbox"/>	2200	Viking Glass

- 5 In the **Generate Form T5018 (CAN)** window, click [Generate] to generate the data and open the **T5018 Setup Wizard**

## Using the T5018 Canada Setup Wizard



**NOTE:** For information about windows in the **Canada Setup Wizard**, click  (the help button) to access the Aatrix help system.

- 1 Verify your **Account Number**, and then click [Next >]. (To change this number, close the Setup Wizard. In Accounts Payable, select **Tasks > Government eFile and Reporting > Form T5018 (CAN)** and type the correct number for **Canadian Tax ID** in the **Form T5018 (CAN)** window.)

**Get Started Printing or eFiling Your Canadian Forms**

Please verify this company's Account Number. This number is used on ALL forms and MUST be correct. If this number is NOT correct, you MUST return to your accounting software to make the correction.

**Account Number**

1 2 3 4 5 6 7 8 9 A B 1 2 3 4

- The **Company Information** window displays information included on the forms you are filing. Verify that all information is correct. enter missing information, and then click [**Next >**].

**Company Information**

Company name: Sample Canadian Company

Name 2: Name 3:

Country: CAN (Canada)

Address line 1: P.O. Box 728

Address line 2: 15195 NW Greenbrier Parkway

City: Libby Province: ON Postal code: K6A 2R2

Contact first name: James Last name: Calgon

Title: CPA Email: info@canconstruction.com

Phone: (555) 555-5555 Ext: Fax:

< Back Next > Cancel

- In the **Original or Amended** window, select **Original Return** if you have not already filed your T5018 forms, and then click [**Next >**].
- The **Pick Your Processing Options** window displays your options for eFiling and printing the T5018 forms as well as the associated costs. Select the desired options, and then click [**Next >**].

**Pick Your Processing Options**

Please select your process options for this report.

eFile Federal and Recipient

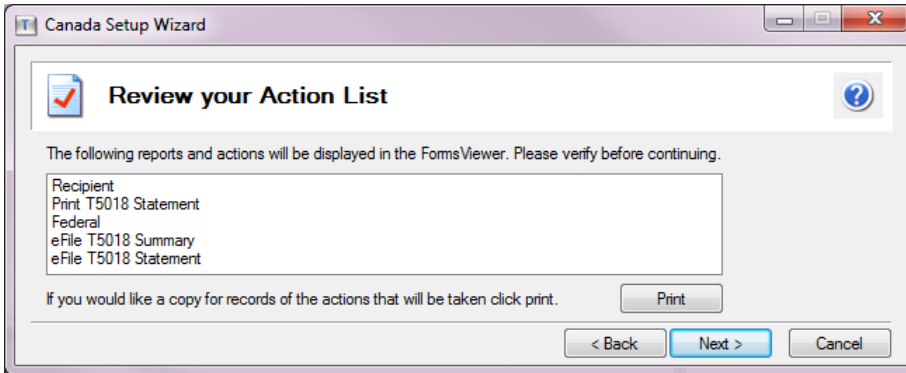
	#Emp	Price/each	Subtotal
The eFile Center will: - File your federal T5018s and summary to the federal government - Print and mail your recipient T5018 copies for you - Post your T5018 recipient copies online for instant recipient access	63	\$0.00	\$0.00

Other Options

	#Emp	Price/each	Subtotal
<input type="checkbox"/> File your T5018s and summary to the federal government	63	\$0.00	\$0.00
<input type="checkbox"/> Print your own Recipient T5018s			

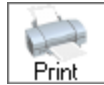
< Back Next > Cancel

- 5 The **Review your Action List** window displays the reports to be generated. If you want to print this list, click **[Print]**. Click **[Next >]** to continue.



- 6 You will now see each of the reports displayed in Aatrix. Follow the on-screen instructions to review, make corrections, and print the forms.

- In the **Review/Edit** step, fill in the required fields, which are highlighted in red. You can also make changes to the fields highlighted in blue.



- If desired, print a copy of the form by clicking **Print**, making selections in the **Print** window, and clicking **[OK]**. Even if you choose to eFile, print copies of the forms for your office records.



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

Click  (the Help button) for more information about the windows.

# Chapter 8: Producing ROE forms (Canada)

Follow the instructions in this chapter to generate ROE (Record of Employment) forms. You can either:

- Generate and eFile your forms using Aatrix services.
- Generate the forms within Sage 300 Construction and Real Estate.



**NOTE:** When a ROE form is submitted after 3 p.m. Central time, Aatrix processes it the next day. Although this still meets Canadian government requirements, the delay may affect some contract requirements that ROE forms be processed within 24 hours of the employee being laid off. If your company has this requirement, generate the forms within Sage 300 Construction and Real Estate.

## Modifying your ROE forms

To modify the ROE forms:

- 1 In Payroll, select **Tools > Modify Forms > ROE Forms**.
- 2 Enter pay IDs where applicable for vacation, holiday, and other monies pays, and for sick/maternity/parental leave or group wage loss indemnity.
- 3 Enter current contact and issuer information, and enter any comments to display on the ROE form.
- 4 Click [OK].



**NOTE:** Changes made in the **Modify ROE Forms** window are included when you generate the ROE form in **Tasks > eFile and Reporting**. Changes made while generating or eFiling the ROE form are not written back to Payroll.

## Generating and eFiling your ROE forms with Aatrix

To generate and eFile the ROE forms:

- 1 In Payroll, select **Tasks > eFile and Reporting**.
- 2 In the **Tax eFile and Reporting** window, select the **ROE Record of Employment** report.
- 3 Follow the steps to create the form and eFile it using Aatrix.

## Generating the forms within Sage 300 Construction and Real Estate

You have the option to select up to six current and/or history Payroll Transaction files from which to pull data for your ROE forms. For example, you may have moved all of your Payroll data for the previous year to a history transaction file. Until the end of the current year, you will need to be able to print ROE forms using data from the history file and data from the current file. You will be able to access both files simultaneously for purposes of printing ROE forms.

ROE forms can be generated for one or multiple employees in a single run. Any information that you enter in the **Print ROE Forms - Print Selection** window or in the **ROE Forms - Printed Form Options** window will be used for all ROE forms generated during the current run.

To print the ROE forms:

- 1 In Payroll, select **Tasks > Print ROE Forms**.
- 2 Select a Payroll Transaction file, and click **[OK]**. If you want to enter another transaction file, click **[Yes]**. When you are finished entering transaction files, click **[No]**
- 3 Enter an ROE date, expected date of recall, payment start date, and amount (if applicable) for this run.
- 4 If needed, click **[Options]**, change any settings made for the current ROE form run, and click **[OK]**. These changes will apply to the current ROE form run only and will not be saved.
- 5 Make any necessary print selections, and click **[Start]**.
- 6 Review the ROE form.



### NOTES:

- If you have rehired an employee who was laid off, but did not enter a **Rehire date** in the **Employee Setup** window (**Misc Info** tab), the ROE form could report the same earnings twice in error.
- If a **Payment Start Date** is entered, but **Amount** is left blank in step 3, the last cheque record is searched for any Pay IDs entered for Box 19 in the **Modify ROE Forms** window or in the **ROE Forms - Printed Form Options** window. If any of these pays exist on the cheque record, the total amount is printed in Box 19 and divided by the number of weeks in the pay period, and **Per Week** is selected as the payment frequency.
- If you are issuing multiple cheques in a pay period, they should have the same period end dates so that the correct amounts are reported in boxes 15B and 15C on the ROE form. Refer to federal documentation regarding how to complete the ROE form for additional information.



**TIP:** See the online help in Payroll for more information about ROE forms.