

W-2 Print & File

2010 Version

User's Manual

for the AS/400

A product of

Acclaim Software
1907 Chesapeake Trail SW
Decatur, AL 35603
(866) 531-6562
FAX (877) 296-4765
Web: www.acclaim-software.com

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Introduction

The purpose of this manual is to provide you with a step-by-step approach towards using the features of this package as a stand-alone system or in conjunction with your data files. This manual is designed to be used in conjunction with SSA Publication No. EFW2 entitled "Specifications for Filing Forms W2 Electronically". You should receive this publication annually after filing electronically with the SSA. Please consult this publication for detailed information concerning reporting requirements.

This manual will provide you with sufficient information to:

1. Understand the function of each menu option in the package,
2. Perform the installation tasks,
3. Operate the system in an efficient, productive manner, and
4. Import your data file(s) into our format.

Part 1 of this manual, INSTALLATION AND OPERATION, cover all of the above.

Part 2 of the manual, SYSTEM DOCUMENTATION, contains detailed reference material describing the programs, procedures, and menus used in *W-2 Print & File*. In rare cases where the import system is not capable of automatically inputting your data, this information will aid a programmer in writing a program to import your data files into our format.

Disclaimer of Warranty

This software and manual are sold as is and without warranties as to the validity of data entered or converted by the user. Acclaim's guarantee is limited solely to the accuracy of the software with respect to the official requirements for producing electronic files for the SSA. Because of the diversity of conditions under which this package may be used, Acclaim Software can assume no liability for the misuse of any part of the package. It is the user's responsibility to insure that the information submitted to the SSA is correct and valid. If the user decides to revise the software and/or convert their data into our file formats, the user should test the program thoroughly before relying on it. Any liability of Acclaim Software will be limited exclusively to product replacement or refund of the purchase price, to the original purchaser only.

Installing the Package

Installation Checklist

The entire *W-2 Print & File* library (named MMW2) is contained on 1 tape or CD.

NEW INSTALLATION:

1. Insert the CD or tape.

2. Enter: RSTLIB SAVLIB(MMW2) DEV(*your device name*)

(Note: Device name is usually TAP01 for tape and OPT01 for CD)

3. Enter: CALL MMW2/INSTALL

4. To install the PC Components, insert the CD or diskette in your PC.

5. Click 'Start', 'Run', and enter: *drive letter*:\setup

(Note: Substitute *drive letter* with your CD or diskette drive.)

6. Check the download section of our website at www.acclaim-software.com
for any last minute updates/fixes prior to using the software.

INSTALLING A NEW RELEASE (UPGRADE):

1. Save the existing *W-2 Print & File* library. Mount a tape and key the following:

Enter: SAVLIB LIB(MMW2) DEV(*your device name*)

2. Rename the existing *W-2 Print & File* library to a different name.
Key the following:

Enter: RNMOBJ OBJ(MMW2) OBJTYPE(*LIB) NEWOBJ(MMW209)

3. Insert the CD or tape.

4. Enter: RSTLIB SAVLIB(MMW2) DEV(*your device name*)

(Note: Device name is usually TAP01 for tape and OPT01 for CD)

5. Enter: CALL MMW2/INSTALL

6. To install the PC Components, insert the CD or diskette in your PC.

If you installed these components last year, it is not necessary to reinstall them and you can skip the next step.

7. Click 'Start', 'Run', and enter: *drive letter*:\setup

(Note: Substitute *drive letter* with your CD or diskette drive.)

6. Check the download section of our website at www.acclaim-software.com
for any last minute updates/fixes prior to using the software.

When you are satisfied that the new release is operating properly, you can delete the renamed *W-2 Print & File* library MMW209.

Operating Instructions

Getting Started

Once you have installed the MMW2 library, you may sign on to MMW2 using either of two methods. Method one is to sign off of the current session and sign back on to library MMW2, menu MMW2. The second method is to simply enter the STRW2 while signed on to any library. The following menu should appear.

MMW2	W-2 Print & File for 2010
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Select one of the following:

- 1. Enter/Update employer data
- 2. Enter/Update employee data
- 3. Print employer/employee data
- 4. Enter/Update submitter data
- 5. Build electronic(BSO) file
- 6. Transfer electronic(BSO) file to PC
- 7. Print W-2 forms
- 8. Print employee labels
- 9. Reset employer/employee files for new year

- 50. Go to File Import Menu
- 90. Sign OFF

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Software

Selection or command

===>

The MMW2 menu is numbered in the general order you should follow in generating your electronic file.

1. Enter your employer information or import your own employer data into our MMW2EMPR file format. We recommend that you import your employer data only if you are reporting for several employers.
2. Enter your employee information or import your own employee payroll file into our MMW2EMPE file format.
3. Print the employer and employee data for verification.
4. Enter information regarding the organization transmitting the data.
Be sure the payment year is entered for the year being reported.

Operating Instructions

5. Once you have entered all of the necessary information and verified that it is correct, you must build the electronic(BSO) file.
6. The next step is to transfer the file to your PC. You should also make a backup copy in case of loss or damage of the original.
7. Transmit your file electronically via SSA's BSO by March 31,2011.
8. Print W-2s on 1-wide continuous, 2-wide continuous, or laser forms.
9. After you are completely finished with the current year's data and SSA has confirmed your file, you can reset the amounts in the employer and employee files to zero. Employee names and addresses may be retained.

Please note: Employers whose wage and tax data will be transmitted electronically must not send the same data to SSA on paper W-2 forms.

The next few pages of the manual discuss the features of each one of the menu options available.

Enter/Update Employer Data

* Option #1 on the MMW2 menu

Maintain a file of employers who report W-2 information to the SSA.

Explanation of entry fields:

Company number	Enter a 3 digit number to identify this employer. If you plan to output multiple employers on one electronic file, assign company numbers with the same first digit.
Agent indicator	Enter 1 for 2678 Agent (approved by IRS), 2 for A Common Pay Master (A corporation that pays an employee who works for two or more related corporations at the same time), or 3 for section 3504 Agents.
Agent EIN	If you entered a code in the "Agent Indicator", enter the employer identification number of the agent.
Employer fed. ID #	Enter the 9 digit employer identification number assigned to the employer. Enter only numeric characters.
Other EIN	If a form 941 or 943 was submitted to IRS for the same payment year as this report and the form used an employer ID # other than the EIN above, enter the other EIN.
Employer state ID #	Enter the employer state identification number assigned to the employer. This entry is not required for electronic filing.
Employer name	Enter the employer's name.
Location address	Enter the location address (Attention, Suite, Room Number, etc.) of this employer.
Delivery address	Enter the street or PO Box of this employer.
City	Enter the city the employer is located in.
State	If this is a US company, enter the standard FIPS postal state abbreviation.
Zip code	If this is a US company, enter the 5 or 9 digit zip code.
Foreign postal code	If the employer is located in a foreign country, enter the foreign postal code.
Foreign province	If applicable, enter the employer's foreign state/province.

Operating Instructions

Country code	If the employer is not located in the U.S. or a U.S. territory, enter the country code. (See Appendix G in the EFW2 publication)
Tax jurisdiction code	If applicable, enter 'V' for Virgin Islands, 'G' for Guam, 'S' for American Samoa, 'N' for Northern Mariana Islands, or 'P' for Puerto Rico
Was business terminated year, this tax year?	If the business was terminated this tax year, enter a Y. Otherwise, leave this entry blank.
Third party sick pay?	Enter 'Y' for third party sick pay. Otherwise, leave this entry blank.
Income tax withheld by third party	Enter the total federal income tax withheld by third parties from sick or disability payments made to the employees.
Type of employment	Enter the appropriate code: A-agriculture, H-household, M-military, Q-Medicare Qualified Government Employment (MQGE), X-railroad, F-Form 944 filers, R-regular (all others)
Establishment number	If the employer uses the Establishment Reporting Plan (ERP), enter the appropriate number.
Additional states to be reported	Enter up to 30 alternate state employer IDs and state abbreviations that may be reported for this employer.
State ID#	Enter the alternate state employer ID number.
State	Enter the state abbreviation which corresponds to the state ID number above.

Explanation of command and function keys available:

F3	End the job.
F4	Display an alphabetized directory of all employers that have been entered. You may select a employer from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the employer you want. Then, enter the line number of that employer.
F12	Return to the previous entry screen.
F23	Delete this employer.
HELP key	Displays a help screen.
ROLL UP	Pages the employers or employer directory forward.

Operating Instructions

ROLL DOWN Pages the employers or employer directory backward.

Operating Instructions

Enter/Update Employee Data

* Option #2 on the MMW2 menu

Maintain a file of employees for output of W-2 information to the SSA.

Explanation of entry fields:

Company number	Enter the 3 digit number assigned to the employer of this employee.
Date entered	Enter the date this employee was ADDED. The default is today's date.
Employee number	Enter a 9 digit number for this employee. You may use a company assigned number or any other number of your choice.
Social security # number.	Enter the employee's social security number. Enter only numeric characters.
Employee first name	Enter the employee's first name.
Employee middle name	Enter the employee's middle name or initial.
Employee last name	Enter the employee's last name.
Suffix	If applicable, enter the employee's suffix. For example, JR, SR
Location address	Enter the location address (Attention, Suite, Room Number, etc.) of this employee.
Delivery address	Enter the street or PO Box of this employee.
City	Enter the city the employee is located in.
State	If this employee resides in the US, enter the standard FIPS postal state abbreviation.
Zip code	If this employee resides in the US, enter the 5 or 9 digit zip code.
Foreign postal code	If the employee is located in a foreign country, enter the foreign postal code.
Foreign province	If applicable, enter the employee's foreign state/province.
Country code	If the employee is not located in the U.S. or a U.S. territory, enter the country code. (See Appendix H in MMREF-1 publication)
Statutory employee?	If the employee's remuneration is subject to social security and Medicare taxes, but not to Federal income tax withholding, enter a Y.

Operating Instructions

Otherwise, leave this entry blank.

Participant in Pension
Plan?

If the employee is a participant in a pension plan, enter a Y. Otherwise, leave this entry blank.

Third party sick pay?

Enter Y for third party sick pay. Otherwise, leave this entry blank.

Override withholding
state #1 and #2

If this employee's state withholding refers to a state other than the primary employer state, enter the appropriate state abbreviation(s). These alternate state abbrev. and corresponding employer IDs should be entered in the employer record.

All of the following money amount entries must be entered as dollars and cents without a decimal point, and must not be negative.

Wages, tips, and other compensation

Federal income tax withheld

Social security wages

Social security tax withheld

Medicare wages and tips

Medicare tax withheld

Social security tips

Allocated tips

Advance EIC payment

Dependent care benefits

Nonqualified plans (Section 457)

Employer Contributions to a HSA

Nonqualified plans (Not Section 457)

Income from Nonstatutory Stock Options

Uncollected social security tax on tips

Uncollected Medicare tax on tips

Cost of group-term life insurance

Section 401(k) contributions

Section 403(b) contributions

Section 408(k)(6) contributions

Operating Instructions

Section 457(b) contributions

Section 501(c)(18)(D) contributions

Sick pay not includable as income

Tax on excess golden parachute payments

Non-taxable part of employee business expenses

Uncollected social security tax on group-term life insurance

Uncollected Medicare tax on group-term life insurance

Excludable moving expense reimbursements

Medical Savings Account

Simple Retirement Account

Qualified Adoption Expenses

Nontaxable combat pay

Deferral under sec 409A nonqualified deferred compensation plan

Income under sec 409A nonqualified deferred compensation plan

Designated Roth contributions to a Section 401(k) plan

Designated Roth contributions under a Section 403(b) Salary Reduction

Box 12 note: A maximum of 4 codes and amounts are printed on the W-2 form.

Other amounts #1 and #2

State wages, tips, etc. #1 and #2

State income tax withheld #1 and #2

Local wages, tips, etc. #1 and #2

Local income tax withheld #1 and #2

The following fields may be used by certain states for state/local reporting only. Please consult your state/local requirements for entries in these fields.

Other state data #1 and #2 (pos. 298-307 of MMREF-1 format)

Local type #1 and #2 (Identifies entries in Local wages & Local tax)

The following fields may be entered for Puerto Rico employees only.

Wages subject to Puerto Rico tax

Commissions subject to Puerto Rico tax

Operating Instructions

Allowances subject to Puerto Rico tax

Tips subject to Puerto Rico tax

Puerto Rico tax withheld

Retirement fund annual contributions

The following fields may be entered for Virgin Islands, American Samoa, Guam, or Northern Mariana Islands employees only.

Total wages, tips, and other compensation

Income tax withheld

Explanation of command and function keys available:

F3	End the job.
F4	Display an alphabetized directory of all employees that have been entered. You may select an employee from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the employee you want. Then, enter the line number of that employee.
F12	Return to the previous entry screen.
F23	Delete this employee.
HELP key	Displays a help screen.
ROLL UP	Pages the employee or employee directory forward.
ROLL DOWN	Pages the employee or employee directory backward.

Print Employer/Employee Data

* Option #3 on the MMW2 menu

Prints an edit from the employer and employee files for selected company numbers. This edit should be used to verify your data prior to building the electronic(BSO) file or printing W-2 forms. **Employees with zero in all amount fields will not print.**

Explanation of screen prompts:

Company number(s) to print	Enter *ALL to print all employers and employees on file. Enter a single number followed by XX to print data for those companies that begin with that number. For example, to print an edit for companies 100-199, enter 1XX. Enter a company number to print only that employer's data. The default is *ALL.
Print detail or summary	Enter 'D' to print detail report. Enter 'S' to print totals only.
Combine matching SSNs	Enter *YES to combine amounts for employees that have matching social security numbers. Name and address information will be taken from the first employee in the group. The default is *NO.
Select employees to print	Enter *YES if you wish to select certain records from the employee master file (MMW2EMPE). The default is *NO. (This option utilizes IBM's Query Record Selection function. Please refer to the IBM Query User's Guide for detailed instructions.)
Sort employee in order by	Enter '1' to sort by employee number. Enter '2' to sort by last name, first name. Enter '3' to sort by social security number. The default is '1'.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Lines per inch	Enter the number of print lines per inch. The default is 6.
Characters per inch	Enter the number of characters per inch. The default is 10.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3	Cancel this job.
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Enter/Update Submitter Data

* Option #4 on the MMW2 menu

Maintain submitter and basic authorization information.

Explanation of entry fields:

Payment Year	Enter the year for which the report is being prepared. Update each year.
Submitter EIN	Enter the employer identification number of the submitting organization. Enter only numeric characters. This number must not be zero.
User ID	Enter the PIN assigned to the employee who is authorized to submit this file. A PIN is REQUIRED. Go to www.socialsecurity.gov/employer for more information.
Company name	Enter the name of the company to receive EFW2 annual filing instructions.
Location address	Enter the location address (Attention, Suite, Room Number, etc.) of this company.
Delivery address	Enter the street or PO Box of this company.
City	Enter the city of the company.
State	Enter the standard FIPS state abbreviation.
Foreign province	If applicable, enter the company's foreign state/province.
Country code	If the company is not located in the U.S. or a U.S. territory, enter the country code. (See Appendix G in the EFW2 publication)
Zip code	If the transmitter is located in the US, enter the 5 or 9 digit zip code.
Foreign postal code	If the transmitter is located in a foreign country, enter the foreign postal code.
Submitter name	Enter the name of the company submitting the file.
Location address	Enter the location address (Attention, Suite, Room Number, etc.) of the submitter.
Delivery address	Enter the street or PO Box of the submitter.
City	Enter the city of the submitter.
State	Enter the standard FIPS state abbreviation.

Foreign province	If applicable, enter the submitter's foreign state/province.
Country code	If the submitter is not located in the U.S. or a U.S. territory, enter the country code. (See Appendix G in the EFW2 publication)
Zip code	If the submitter is located in the US, enter the 5 or 9 digit zip code.
Foreign postal code	If the submitter is located in a foreign country, enter the foreign postal code.
Person to contact	Enter the name of the person to contact about processing problems.
Telephone number	Enter the telephone number of the person to contact.
Telephone extension	Enter the telephone extension of the person to contact.
Fax number	Enter the fax number of the person to contact.
Contact e-mail	Enter the e-mail address of the person to contact.
Preferred method of problem notification	Enter 1 if you prefer to be contacted by e-mail, or 2 if by postal service.
Preparer code	Enter A if the file was prepared by an accounting firm, L if self-prepared, S if prepared by a service bureau, or P if prepared by the parent company. Otherwise, enter 0 for other.

Explanation of command keys available:

F3 End the job.

Build Electronic(BSO) File

* Option #5 on the MMW2 menu

Build electronic(BSO) file for the SSA.

Please note: The SSA no longer accepts 8", 5¼", 3½" diskettes or tape. The PC file must be filed electronically using SSA's BSO (Business Services Online).

This step will create a file named W2REPORT.

Explanation of screen prompts:

Company number(s) to use	Enter *ALL to use all employers and employees on file. Enter a single number followed by XX to use data for those companies that begin with that number. For example, to build a file for companies 100-199, enter 1XX. Enter a company number to use only that employer's data. The default is *ALL.
Type of data (O,R)	Enter whether the data in this shipment is an (O)riginal, or (R)esubmittal.
If Resubmittal, enter WFID	Enter the WFID (Wage File Identifier) displayed on the notice sent to you by SSA.
Combine matching SSNs	Enter *YES to combine amounts for employees that have matching social security numbers. Name and address information will be taken from the first employee in the group. The default is *NO.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch	Enter the number of print lines per inch. The default is 6.

Characters per inch	Enter the number of characters per inch. The default is 10.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3	Cancel this job.
----	------------------

Transfer Electronic(BSO) File to PC

* Option #6 on the MMW2 menu

Transfers the electronic(BSO) file (W2REPORT), that was created in #5, to the PC.

Explanation of screen prompts:

Delete file after transfer

If you wish to Delete the electronic file from disk after the transfer, enter *YES. Otherwise, enter *NO. You may want to keep the file on disk until you have saved a copy. The default is *YES.

PC Drive/Directory Path

Enter the PC drive and path (without trailing backslash). For example, to copy the electronic file to the TEMP directory on the C: drive, enter C:\TEMP

Explanation of command keys available:

F3 Cancel the job.

When complete, you should have a file named W2REPORT on your PC. This file must be electronically uploaded to the SSA via their BSO (Business Services Online). Please refer to SSA's EFW2 Publication for detailed instructions in using this service. This publication can also be downloaded from our website at www.acclaim-software.com in the Download section.

Please note: This step requires the installation of the PC components that were included on your installation media. It was designed to function with, and requires the installation of iSeries Access (Client Access) on the PC running this step. If you have Client Access installed on your PC, yet are running a different form of emulation, this option may not function properly. We have also included an iSeries Access transfer request with our PC Components. This file is named W2REPORT.TTO and is located in the MMW2 directory on your PC. If you experience difficulties in running this menu option, you may use open the 'transfer request' file and manually run the transfer from within iSeries Access. If your PC is connected via Twinax emulation, you must manually transfer using this W2REPORT.TTO file.

Print W-2 Forms

* Option #7 on the MMW2 menu

Prints W-2s on 1-wide, 2-wide, 4-up laser, or preprinted laser forms for selected company numbers.

To print W-2 forms on blank preprinted tax forms, you must have a printer configured to print overlays.

There are two options: either an IPDS printer configured as AFP "YES" or a PCL-compatible laser printer configured for Host Printer Transform (HPT). Just check the device description and, if need be, change the TRANSFORM parameter to *YES. you should also make sure you have the latest PTFs installed on your system, especially any AFP-related PTFs.

Explanation of screen prompts:

Company number(s) to print	Enter *ALL to print all employers and employees on file. Enter a single number followed by XX to print forms for those companies that begin with that number. For example, to print an edit for companies 100-199, enter 1XX. Enter a company number to print only that employer's data. The default is *ALL.
Print 1-wide, 2-wide, 4-up laser, or laser (1,2,4, or L)	Enter 1 to print on 1-wide forms, enter 2 to print on 2-wide forms, enter 4 to print 4-up preprinted or overlay laser forms, or enter L to print on preprinted laser or blank w/overlay laser forms. The default is 1-wide.
Overlay (if blank laser forms)	See Appendix A for a list of valid form overlays for printing forms and data onto blank perforated tax forms. Leave this entry blank for preprinted laser forms.
Print employee# as control#	Enter *YES to print employee numbers in place of control numbers. Enter *NO to print sequentially assigned control numbers. The default is *YES.
Combine matching SSNs	Enter *YES to combine amounts for employees that have matching social security numbers. Name and address information will be taken from the first employee in the group. The default is *NO.
Select employees to print	Enter *YES if you wish to

select certain records from the employee master file (MMW2EMPE). The default is *NO. (This option utilizes IBM's Query Record Selection function. Please refer to the IBM Query User's Guide for detailed instructions.)

Sort employee in order by

Enter '1' to sort by employee number. Enter '2' to sort by last name, first name. Enter '3' to sort by social security number. The default is '1'.

Run in batch

Enter *YES if you wish to run this job in batch mode. The default is *YES.

Job queue

If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue

Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Form type

Enter a special form type to use. The default is *STD.

Copies

Enter the number of copies to be printed. The default is 01.

Hold spooled file

Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

Print Employee Labels

* Option #8 on the MMW2 menu

Prints employee labels for selected companies on continuous pin-feed labels.

Explanation of screen prompts:

Company number(s) to print

Enter *ALL to print all employers and employees on file. Enter a single number followed by XX to print data for those companies that begin with that number. For example, to print an edit for companies 100-199, enter 1XX. Enter a company number to print only that employer's data. The default is *ALL.

Combine matching SSNs

Enter *YES to combine labels for employees that have matching social security numbers. Name and address information will be taken from the first employee in the group. The default is *NO.

Select employees to print

Enter *YES if you wish to select certain records from the employee master file (MMW2EMPE). The default is *NO. (This option utilizes IBM's Query Record Selection function. Please refer to the IBM Query User's Guide for detailed instructions.)

Sort employee in order by

Enter '1' to sort by employee number. Enter '2' to sort by last name, first name. Enter '3' to sort by social security number. The default is '1'.

Run in batch

Enter *YES if you wish to run this job in batch mode. The default is *YES.

Job queue

If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue

Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Form type

Enter a special form type to use. The default is *STD.

Copies

Enter the

number of copies to be printed. The default is 01.

Hold spooled file

Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

Reset Employer/Employee Files for New Year

* Option #9 on the MMW2 menu

Sets amounts in the employer and employee files to zero and optionally retains employee names and addresses. This step should be done after all electronic files are prepared or before the next year's data is to be entered.

Please note: Acclaim Software recommends that you backup the master files each year prior to resetting. This backup may prove useful if you are later audited.

Explanation of screen prompts:

Company number(s) to use	Enter *ALL to reset all employees on file. Enter a single number followed by XX to reset employees for those companies that begin with that number. For example, to reset companies 100-199, enter 1XX. Enter a company number to reset only that employer's data. The default is *ALL.
Retain employee names, addresses	Enter *YES to keep the employee names and addresses from last year. Enter *NO to clear names and addresses in addition to setting amounts to zero. The default is *YES.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Explanation of command keys available:

F3 Cancel the job.

Recommended Guidelines

Acclaim Software recommends that you follow these guidelines should you decide to import your data into our file formats.

- If you wish to import your data file(s), it is best to use our exclusive import program generator. You may also write a custom program to perform that function. If you do decide to write your own custom program, please remember that future releases of this package may require you to make changes to your custom program.
- The most simple approach is to use our import program generator, which is discussed in the next few pages on this manual. The RPG programs that are generated will suffice in most cases. However, there are some user file structures that may require further modification of the generated RPG program. If your files are designed in such a way that an import program cannot be generated by our import program generator, you must either write your own import program or manually enter your data.
- If you decide to write your own import program(s), your program(s) should add to the MMW2EMPR and/or MMW2EMPE files and should follow the file layouts exactly. You should assign company numbers and employee numbers to your records so that each record is unique.
- Once your data is imported, you may revise the data using options 1 and 2 on the MMW2 menu.
- All files included in this system are externally defined. The specifications for each of the master files is included at the end of this manual. You may want to use these specifications for creating special reports or files using Query, or for converting a PC file using iSeries Access.

Please note: If your employee information is located in two or more files, you should create two or more import programs. The only requirement is that all user files contain a common employee number. As each import program is run, matching employee information will be combined in the MMW2EMPE master file. For example, one import program might import employee name and address data, and a second import program might import the year-to-date payroll amounts for these same employees.

Special tip: After importing, if you discover errors in the field positions that you input to the import program generator, you may wish to reset the file using menu option #11, recreate the import program, and run the import again.

Importing Your Data File(s)

Create Employer Import Program

* Option #1 on the IMPORT menu

Enter user file information and build RPG program for importing employer data.

Menu option #20 will display or print field descriptions for externally defined files. These descriptions include field position offsets to aid you in entering the "From and To Field Positions" for your file to be imported.

Explanation of entry fields:

Program name	Enter the name of the RPG program to be created. DO NOT use a program name that begins with MM.
Program description	Enter a brief description of this import program.
File name	Enter the name of your file that contains the employer data to be imported. DO NOT use a period in this file name. A file label may be entered when the import program is run.
Record length	Enter the record length of your data file.
From and To Field Positions	Enter the "From" and "To" field positions for the various items that your file contains.
Packed/Binary	For the numeric fields, enter P if this field in your file is packed or enter B if this item is binary. Otherwise, leave this entry blank.

Special considerations:

Company number	You must either enter the field positions of a company number field in your data, or you must enter a starting company number. For example, if you enter a starting number of 100, the first record in your input file will be imported as company number 100, the second record as 101, the third as 102, etc.
Employer ID #	If you choose to import this item, your data may be stored as 63-1234567 or it may be stored as 631234567. If the employer ID# in your file contains a hyphen, you should enter Y for the prompt "Are hyphens included?". Otherwise, leave that entry blank.

Explanation of command keys available:

- | | |
|-----|---|
| F3 | End the job. |
| F4 | Display an alphabetized directory of all employer import programs that have been entered. You may select a program from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the import program you want. Then, enter the line number of that program. |
| F12 | Return to previous entry screen. |

Importing Your Data File(s)

Run Employer Import Program

* Option #2 on the IMPORT menu

Import employer data from user file into Employer master file (MMW2EMPR).

Explanation of screen prompts:

Program name	Enter the name of the RPG import program that was created.
User file name to import	Enter the name of your file which contains the data to be imported. The default is the file name that you entered when the import program was created.
Library	Enter the library name for this file. The default is *LIBL.
Select records from user file	Enter *YES if you wish to select certain records from your user file for importing. The default is *NO. (This option utilizes IBM's Query Record Selection function. Please refer the IBM Query User's Guide for detailed instructions.)
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch	Enter the number of print lines per inch. The default is 6.
Characters per inch	Enter the number of characters per inch. The default is 10.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The

Importing Your Data File(s)

default is 01.

Hold spooled file

Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

Create Employee Import Program

* Option #3 on the IMPORT menu

Enter user file information and build RPG program for importing employee data.

Menu option #20 will display or print field descriptions for externally defined files. These descriptions include field position offsets to aid you in entering the "From and To Field Positions" for your file to be imported.

Explanation of entry fields:

Program name	Enter the name of the RPG program to be created. DO NOT use a program name that begins with MM.
Program description	Enter a brief description of this import program.
File name	Enter the name of your file that contains the employee data to be imported. DO NOT use a period in this file name. A file label may be entered when the import program is run.
Record length	Enter the record length of your data file.
From and To Field Positions	Enter the "From" and "To" field positions for the various items that your file contains.
Decimal Positions	For the numeric amount fields, enter the number of decimal positions that are used in your file for this item.
Packed/Binary	For the numeric amount fields, enter P if this field in your file is packed or enter B if this item is binary. Otherwise, leave this entry blank.

Special considerations:

Company number	You must either enter the field positions of a company number field in your data, or you must enter a company number to use. For example, if you enter a company number of 100, all records in your input file will be imported as company number 100.
Employee number	You must either enter the field positions of an employee number field in your data, or you must enter a starting employee number. For example, if you enter a starting number of 000000010, the first record in your input file will be imported as employee number 10, the second record as 11, the third as 12, etc.

Importing Your Data File(s)

Social security #	If you choose to import this item, your data may be stored as 123-45-6789 or it may be stored as 123456789. If the social security# in your file contains a hyphen, you should enter Y for the prompt "Are hyphens included?". Otherwise, leave that entry blank.
Statutory employee?	If your file contains a "flag" which signifies that this employee is a statutory employee, enter the character to test for, and the position in your file to be tested. For example, if position 22 of your data file contains an "S" for statutory employees, you would enter, "Test for S in position 0022".
Participant in pension plan	If your file contains a "flag" which signifies that this employee is a participant in a pension plan, enter the character to test for, and the position in your file to be tested. For example, if position 30 of your data file contains a "P" for pension plan participants, you would enter, "Test for P in position 0030".
Third party sick pay?	If your file contains a "flag" which signifies third party sick pay, enter the character to test for, and the position in your file to be tested. For example, if position 22 of your data file contains an "S" for sick pay, you would enter, "Test for S in position 0022".

Explanation of command keys available:

F3	End the job.
F4	Display an alphabetized directory of all employee import programs that have been entered. You may select a program from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the import program you want. Then, enter the line number of that program.
F12	Return to previous entry screen.

Importing Your Data File(s)

Run Employee Import Program

* Option #4 on the IMPORT menu

Import employee data from user file into Employee master file (MMW2EMPE).

Explanation of screen prompts:

Program name	Enter the name of the RPG import program that was created.
User file name to import	Enter the name of your file which contains the data to be imported. The default is the file name that you entered when the import program was created.
Library	Enter the library name for this file. The default is *LIBL.
Select records from user file	Enter *YES if you wish to select certain records from your user file for importing. The default is *NO. (This option utilizes IBM's Query Record Selection function. Please refer the IBM Query User's Guide for detailed instructions.)
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch	Enter the number of print lines per inch. The default is 6.
Characters per inch	Enter the number of characters per inch. The default is 10.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.

Importing Your Data File(s)

Hold spooled file

Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

F I L E L A Y O U T S**Employer Master File**

~~This file contains one record for every employer entered.~~

File Name: MMW2EMPR
 Record Format: EMPRREC
 Key Field(s): COMPNO

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
N	COMPNO	3	3,0	Company number
P	EIN	5	9,0	Employer ID number
A	ERAGNT	1	1	Agent indicator (1,2)
P	ERAEIN	5	9,0	Agent EIN
A	ERTERM	1	1	Terminated business (Y or blank)
A	ERNAME	57	57	Employer name
A	ERLOCN	22	22	Employer location address
A	ERADDR	22	22	Employer delivery address
A	ERCITY	22	22	Employer city
A	ERSTAT	2	2	Employer state
A	ERZIP	5	5	Employer zip code
A	ERZIP4	4	4	Employer zip + 4
A	ERFST	23	23	Employer foreign state/province
A	ERCTRY	2	2	Employer foreign country code
A	ERFPC	15	15	Employer foreign postal code
A	ERTYPE	1	1	Type of employment (A,H,M,Q,X or R)
A	ERTPSP	1	1	Third party sick pay (Y or blank)
A	ERTJUR	1	1	Tax jurisdiction (V,G,S,N,P or blank)
A	ESTNUM	4	4	Establishment number
A	OTHEIN	9	9	Other EIN
A	STEIN	12	12	State employer ID Number
A	ID1-30	360	12(30)	Alternate state employer IDs
A	ST1-30	60	2(30)	Alternate state abbreviations
P	FWHTP	7	12,0	Income tax withheld by third party

FILE LAYOUTS**Employee Master File**

~~This file contains one record for every employee entered.~~

File Name: MMW2EMPE
 Record Format: EMPEREC
 Key Field(s): COMPNO, EENUM

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
N	COMPNO	3	3,0	Company number
N	EENUM	9	9,0	Employee number
P	SSN	5	9,0	Social security number
A	EEFNAM	15	15	Employee first name
A	EEMNAM	15	15	Employee middle name/initial
A	EELNAM	20	20	Employee last name
A	EESUFFIX	4	4	Employee suffix
A	EELOCN	22	22	Employee location address
A	EEADDR	22	22	Employee delivery address
A	EECITY	22	22	Employee city
A	EESTAT	2	2	Employee state
A	EEZIP	5	5	Employee zip code
A	EEZIP4	4	4	Employee Zip + 4
A	ERFST	23	23	Employee foreign state/province
A	ERCTRY	2	2	Employee foreign country code
A	EEFPC	10	10	Employee foreign postal code
A	STATUE	1	1	Statutory employee (Y or blank)
A	PPPART	1	1	Participant in pension plan?
A	EETPSP	1	1	Third party sick pay? (Y or blank)
P	ALOTIP	4	11,2	Allocated tips
P	ADVEIC	4	11,2	Advance earned income credit
P	FWH	5	11,2	Federal income tax withheld
P	WAGES	5	11,2	Wages, tips & other comp.
P	SSWH	4	11,2	Social security tax withheld
P	SSWAGE	4	11,2	Annual social security wages
P	SSTIPS	4	11,2	Annual social security tips
P	MEDWAG	5	11,2	Medicare wages and tips
P	MEDTAX	4	11,2	Medicare tax withheld
P	NP457	5	11,2	Nonqualified plans (Sec.457)
P	NPN457	5	11,2	Nonqual. plans (Not Sec.457)
P	SSTXTP	4	11,2	Uncoll. soc.sec. tax on tips
P	MDTXTP	4	11,2	Uncoll. Medicare tax on tips
P	INSCST	4	11,2	Employer cost/group life ins.
P	SEC401	5	11,2	Section 401(k) contributions
P	SEC403	5	11,2	Section 403(b) contributions
P	SEC408	5	11,2	Section 408(k) (6) contrib.
P	SEC457	5	11,2	Section 457(b) contributions
A	OVRST2	2	2	Overriding reporting state #2
A	OVRSTE	2	2	Overriding reporting state #1
P	SEC501	5	11,2	Section 501(c) (18) (D) contrib.
P	SICKPY	5	11,2	Sick pay not included as income

FILE LAYOUTS**Employee Master File**

continued...

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
P	GPPMT	5	11,2	Tax on excess golden parachute
P	NTEBE	5	11,2	Nontaxable part of emp.bus.exp.
P	UNSSTX	5	11,2	Uncoll. soc.sec. tax/life ins.
P	UNMDTX	5	11,2	Uncoll. Medicare tax/life ins.
A	OTHDES	12	12	Other payment description #1
P	OTHER	5	11,2	Other payments #1
P	DEPCAR	4	11,2	Dependent care assistance
P	SWH	5	11,2	State income tax withheld #1
P	STWAGE	5	11,2	State wages, tips, etc. #1
P	LWH	4	11,2	Local income tax withheld #1
P	LWAGE	5	11,2	Local wages, tips, etc. #1
A	LNAME	9	9	Name of locality #1
P	EXCMER	5	11,2	Excludable moving exp.reimbursements
P	SWH2	5	11,2	State income tax withheld #2
P	STWAG2	5	11,2	State wages, tips, etc. #2
P	LWH2	4	11,2	Local income tax withheld #2
P	LWAGE2	5	11,2	Local wages, tips, etc. #2
A	LNAME2	9	9	Name of locality #2
P	EEDATE	4	6,0	Date entered
A	OTHDE2	12	12	Other payment description #2
P	OTHER2	5	11,2	Other payments #2
A	LTXTP	1	1	Local tax type #1
A	LTXTP2	1	1	Local tax type #2
P	NTCP	5	11,2	Nontaxable combat pay
P	MSA	5	11,2	Medical Savings Account
P	SRA	5	11,2	Simple Retirement Account
P	QAE	5	11,2	Qualified Adoption Expenses
P	INCNSO	5	11,2	Nonstatutory stock options
P	ECHSA	5	11,2	Employer Contributions to HSA
P	DNQDCP	5	11,2	Deferrals under section 409A
P	INQDCP	5	11,2	Income under section 409A
P	DRC401	5	11,2	Roth Contributions to 401(k)
P	DRC403	5	11,2	Roth Contributions to 403(b)
P	WAGEPR	5	11,2	Puerto Rico wages
P	COMMPR	5	11,2	Puerto Rico commissions
P	ALLOWPR	5	11,2	Puerto Rico allowances
P	TIPSPR	5	11,2	Puerto Rico tips
P	WHPR	5	11,2	Puerto Rico tax withheld
P	RFACPR	5	11,2	Puerto Rico retirement contributions
P	WTOUST	5	11,2	US Terr wages, tips, other comp
P	WHUST	5	11,2	US Terr tax withheld
P	HIREEX	5	11,2	Hire Exempt Wages and Tips

FILE LAYOUTS**Submitter Master File**

~~This file contains only one record.~~

File Name: MMW2TRAN

Record Format: TRANREC

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
N	YEAR	4	4,0	Payment year
P	TREIN	5	9,0	Submitter's EIN
A	TRPIN	8	8	User ID
A	TRNAME	57	57	Company name
A	TRLOCN	22	22	Company location address
A	TRADDR	22	22	Company delivery address
A	TRCITY	22	22	Company city
A	TRSTAT	2	2	Company state
A	TRFST	23	23	Company foreign state/province
A	TRCTRY	2	2	Company foreign country code
A	TRZIP	5	5	Company zip code
A	TRZIP4	4	4	Company zip + 4
A	TRFPC	15	15	Company foreign postal code
A	FRNAME	57	57	Submitter name
A	FRLOCN	22	22	Submitter location address
A	FRADDR	22	22	Submitter delivery address
A	FRCITY	22	22	Submitter city
A	FRSTAT	2	2	Submitter state
A	FRFST	23	23	Submitter foreign state/province
A	FRCTRY	2	2	Submitter foreign country code
A	FRZIP	5	5	Submitter zip code
A	FRZIP4	4	4	Submitter zip + 4
A	FRFPC	15	15	Submitter foreign postal code
A	CNNAME	27	27	Contact name
A	CNPHON	15	15	Contact telephone number
A	CNEXT	5	5	Contact telephone extension
A	CNEMAL	40	40	Contact e-mail address
A	CNFAX	10	10	Contact telephone number
A	PMPNC	1	1	Problem notification code (1,2)
A	PREPAR	1	1	Preparer code (A,L,S,P,O)

Program Descriptions

<u>Program Name</u>	<u>Description</u>
MM01	Enter/Update Employer Data - Maintain a file of employers who report W-2's to the SSA.
MM02	Enter/Update Employee Data - Maintain a file of employees for output of W-2 information to the SSA.
MM03	Print Employer/Employee Data - Print an edit of employer and employee information for verification.
MM04	Enter/Update Submitter Data - Maintain submitter and basic authorization information.
MM07	Build Electronic(BSO) File - Build electronic file for the SSA.
MM08	Reset Employer/Employee Files for New Year - Sets amounts in the employer and employee files to zero and optionally retains employee names and addresses.
MM09	Create Employer Import Program - Enter user file information and build RPG program for importing employer data.
MM10	Get user file name from import program specifications.
MM11	Create Employee Import Program - Enter user file information and build RPG program for importing employee data.
MM12	Print W-2 Forms - Print W-2s on 1-wide, 2-wide, or laser forms.
MM13	Print Employee Labels - Print employee labels for mailing forms.

CL Program Descriptions

CL Prog. Name	Description
INSTALL	Install the STRW2 command into QGPL.
MMA	Print Employer/Employee Data - Display prompt screen and run MM03.
MMC	Transfer Electronic(BSO) File to PC - Run iSeries Access transfer request to copy W2REPORT file to PC
MMD	Build Electronic(BSO) File - Display prompt screen and run MM07.
MMF	Reset Employer/Employee Files for New Year - Display prompt screen and run MM09.
MMG	Run Employer Import Program - Display prompt screen and run MMIMPER.
MMH	Run Employee Import Program - Display prompt screen and run MMIMPEE.
MMI	Print W-2 Forms - Display prompt screen and run MM12.
MMJ	Print Employee Labels - Display prompt screen and run MM13.
MMIMPEE	Run Employee Import Program - Import employee data from user file into Employee master file (MMW2EMPE).
MMIMPER	Run Employer Import Program - Import employer data from user file into Employer master file (MMW2EMPR).
MMW2	Switch to W-2 Print & File library and main menu.
MM01CL	Enter/Update Employer Data - Maintain a file of employers who report W-2's to the SSA.
MM02CL	Enter/Update Employee Data - Maintain a file of employees for output of W-2 information to the SSA.
MM03CL	Print Employer/Employee Data - Print an edit of employer and employee information for verification.
MM04CL	Enter/Update Submitter Data - Maintain submitter and basic authorization information.
MM07CL	Build Electronic(BSO) File - Build electronic file for the SSA.
MM08CL	Reset Employer/Employee Files for New Year - Sets amounts in the employer and employee files to zero and optionally retains employee names and addresses.

CL Program Descriptions

<u>CL Prog. Name</u>	<u>Description</u>
MM09CL	Create Employer Import Program - Enter user file information and build RPG program for importing employer data.
MM10CL	Get user file name from import program specifications.
MM11CL	Create Employee Import Program - Enter user file information and build RPG program for importing employee data.
MM12CL	Print W-2 Forms - Print W-2s on 1-wide, 2-wide, or laser forms.
MM13CL	Print Employee Labels - Print employee labels for mailing forms.

Menu Descriptions

MENU: MMW2
W-2 Print & File
for 2010

- 1. Enter/Update employer data
- 2. Enter/Update employee data
- 3. Print employer/employee data
- 4. Enter/Update submitter data
- 5. Build electronic(BSO) file
- 6. Transfer electronic(BSO) file to PC
- 7. Print W-2 forms
- 8. Print employee labels
- 9. Reset employer/employee files for new year

- 50. Go to File Import Menu
- 90. Sign OFF

Menu Commands:

- 1. CALL MMW2/MM01CL
- 2. CALL MMW2/MM02CL
- 3. CALL MMW2/MMA
- 4. CALL MMW2/MM04CL
- 5. CALL MMW2/MMD
- 6. CALL MMW2/MMC
- 7. CALL MMW2/MMI
- 8. CALL MMW2/MMJ
- 9. CALL MMW2/MMF
- 50. GO MMW2/IMPORT
- 90. SIGNOFF

Menu Descriptions

MENU: IMPORT
W-2 Print & File
File Import Menu

Import Tasks

1. Create employer import program
2. Run employer import program
3. Create employee import program
4. Run employee import program

Utilities

20. Display/Print record layout for external file(s)
90. Sign OFF

Menu Commands:

1. CALL MMW2/MM09CL
2. CALL MMW2/MMG
3. CALL MMW2/MM11CL
4. CALL MMW2/MMH
20. MMFFD
90. SIGNOFF

Laser Tax Form Overlays

The following 300 DPI and 600 DPI overlays may be used to print actual tax forms and data together onto blank perforated tax forms.

Form Name	Overlay for 300 DPI	Overlay for 600 DPI
W-2 Copy 1	NW213	NW216
W-2 Copy B	NW2B3	NW2B6
W-2 Copy C	NW2C3	NW2C6
W-2 Copy 2	NW223	NW226
W-2 Copy D	NW2D3	NW2D6
4-Up W-2	NW24UP3	NW24UP6

To print W-2 forms on blank preprinted tax forms, you must have a printer configured to print overlays.

There are two options: either an IPDS printer configured as AFP "YES" or a PCL-compatible laser printer configured for Host Printer Transform (HPT). Just check the device description and, if need be, change the TRANSFORM parameter to *YES. you should also make sure you have the latest PTFs installed on your system, especially any AFP-related PTFs.