



CMI

**PAYX – Character-Based
MAG-FILER W2 PRINTING**

Creative Microsystems, Inc. (CMI)

PURPOSE: Use MAG-FILER to print forms W2 to laser forms within IRS or SSA specifications. The instructions that follow provide detailed directions on how to download and import your employee information, review your data, and print your W2s to a laser printer. These instructions should be used to print your main set of W2s for your employees, as well as a second W2 for any employees with more than two local taxes. You may also print a copy for your records, if desired, either on W2 forms or plain laser paper.



The MAG-FILER application is only used to print your W2s on a laser printer. The download files you prepare for the IRS should continue to be processed in the Creative Microsystems, Inc. (CMI) Payroll application, as they have always been.

W2 Checklist

- ❑ Step 1: Load MAG-FILER® on a PC and Create Payer(s).
- ❑ Step 2: Proof/correct W2s by using CMI's PayX software.
- ❑ Step 3: Print W2s on paper by using CMI's PayX software.
- ❑ Step 4: Download W2 info from CMI's PayX software to MAG-FILER®.
- ❑ Step 5: Import W2 info into MAG-FILER®.
- ❑ Step 6: Verify imported W2 data by using reports generated with MAG-FILER®.
- ❑ Step 7: Print W2s from MAG-FILER® software.

Using your CMI Payroll system in conjunction with MAG-FILER, you also have the capability to:

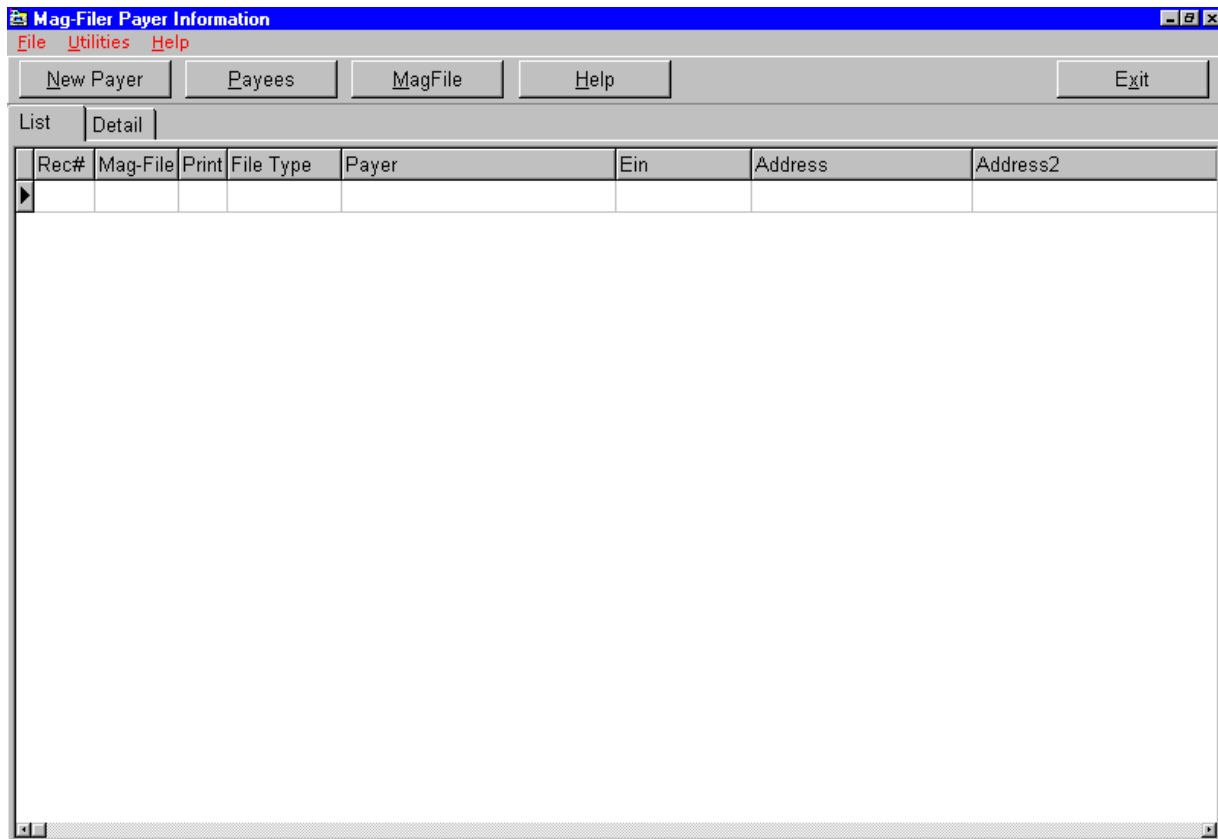


- Print a set of laser W2s for the SSA (if you do not file via diskette or online) separated into Medicare eligible employees and non-Medicare eligible employees.
- Print a set of laser W2s for any single city.
- Print a set of laser W2s for any single school district.

Contact the CMI Support Center if you wish to use any of these options.

STEP 1:

Load the MAG-FILER® software on a PC. When complete, open the application and a screen similar to the following will display:



If this is your first time entering the MAG-FILER® application for this tax year, select the **New Payer** button to enter the necessary information about your agency.

A screen similar to the following will be displayed:



All users will create at least one Payer. Users with any employees who have more than two local taxes need to create a second Payer (identical to the first) in order to import and print the information for their extra W2. The W2 forms only provide space for two local taxes, which is why employees with more than two localities will receive multiple W2s.

SCREEN NOTES

State Enter the two-character abbreviation for your state.

Zip A five- or nine-digit zip code may be entered.

Fed EIN# Enter your agency's Employer Identification Number. This number is assigned by the IRS.

EIN# (else SSN#) Select this check box if you entered an EIN# in the **Fed EIN#** field. If you leave this check box unselected, it will be assumed that a Social Security number was entered in the **Fed EIN#** field, and the format will change to ###.##.####.

Phone # A phone number is not required for W2 reporting.

1099 Only and 1042S Only

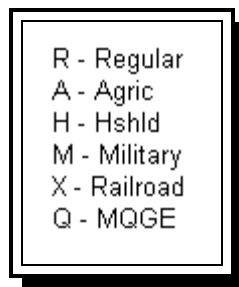
Leave all fields in these areas blank for W2s.

W2 Only

Other EIN# *This field is normally left blank.* Use it only if your agency has used a different EIN# on Form 941 or Form 943.

3rd Party Withholding Enter the total federal income tax withheld by third parties (generally insurance companies) from sick or disability payments made to the employees that will appear in your W2 file. Check the Third-Party Sick Pay check box.

Employment Type Click to view the acceptable entries for this field:




If you submit W2s to the SSA via diskette or online, or if you submit paper W2s to the SSA in one group, select R (Regular).

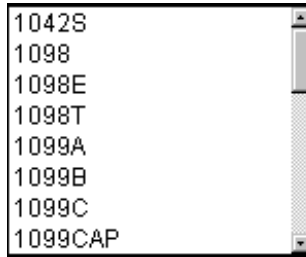


If you submit paper W2s to the SSA, and you need to print two separate groups of W2s (one for Medicare-eligible and one for non-Medicare eligible), contact the CMI Support Center for assistance.


Establishment # This field is normally left blank.

Transmission Information

Filing Type Click  to view the acceptable entries for this field:



Scroll down and select **W2**.

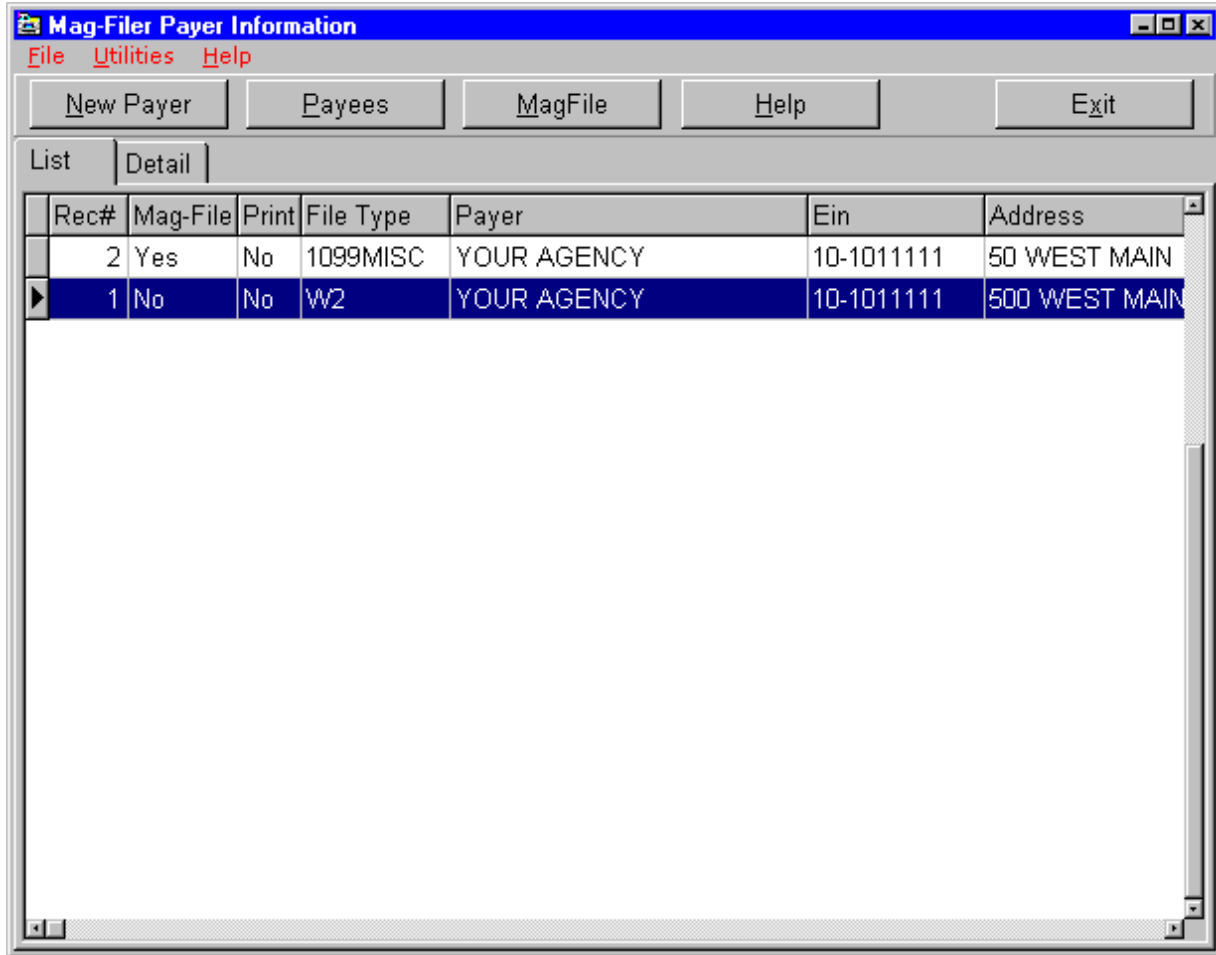
Click  to enter your State Filing Numbers. Key in your two-character state abbreviation(s) and your state identification number(s). Click **Save/Close** when you are done.

Batch Print This field must be checked.

Mag File This field should not be selected since you will be submitting your electronic media by using the CMI PayX application, not MAG-FILER®.

When you have completed the appropriate fields on the **Detail** tab for the W2s, click the **Save** button in the **Controls** section of the screen to save your input.

Use the **List** tab to view the list of current **Payer** records. A sample is shown below.



STEP 2:

Follow CMI's Payroll/Personnel Year-End Procedures only through **Step 3 - W2s**, which includes W2 ADD-ON MAINTENANCE, W2 BACKUP REPORT and W2 EXCEPTION REPORT.

STEP 3:

Use W2 FORM PRINT (Menu 4-35-4) to print a hard copy of your W2s. **You must use this selection to print W2s on paper or the W2 information will not download properly to Mag-File®.**

STEP 4:

After printing your W2s to paper, use W2 MAGNETIC MEDIA (Menu 4-35-5) and select **MAG-FILER -- Download to Magfiler.**

You will be prompted:

W2 Form Mag-filer Interface

Do you want a new list (Y/N/END)?

Enter <Y>.

You will then be prompted for a sort selection:

```
W2 Printing Sort Selection

      A - Alphabetic by Name
      N - Numeric by Employee Number
      DA - By Department, Alphabetic by Name
      DN - By Department, Numeric by Employee Number
      MA - Alphabetic by Name, Separated by Medicare
      MN - Numeric, Separated by Medicare
      MDA - By Department, By Name, Separated by Medicare
      MDN - By Department, By Employee Number, Separated by Medicare

Enter Selection or End :
```

Enter the desired sort selection.



*If desired, you can change the sort order of your W2 data later, within the MAG-FILER application. Click on the **Payees** button, then right-click anywhere on the screen. Select **Sort** from the resulting pop-up menu, and then pick a sort method.*

You will then be prompted:

Enter tax year (YYYY)

Enter the tax year, and the file will be created. The employee numbers will flash on the screen as they are processed.



If you have employees with more than two local taxes, the following message will display on the screen:

Second file for extra cities will be created

You will then be prompted:

(W)integrate or (A)ccuterm ('E' to end):

After you make your selection, you will then be prompted:

**Download Mag-filer file
Continue (Y/N)?**

Enter **<Y>** to continue or **<N>** to end.

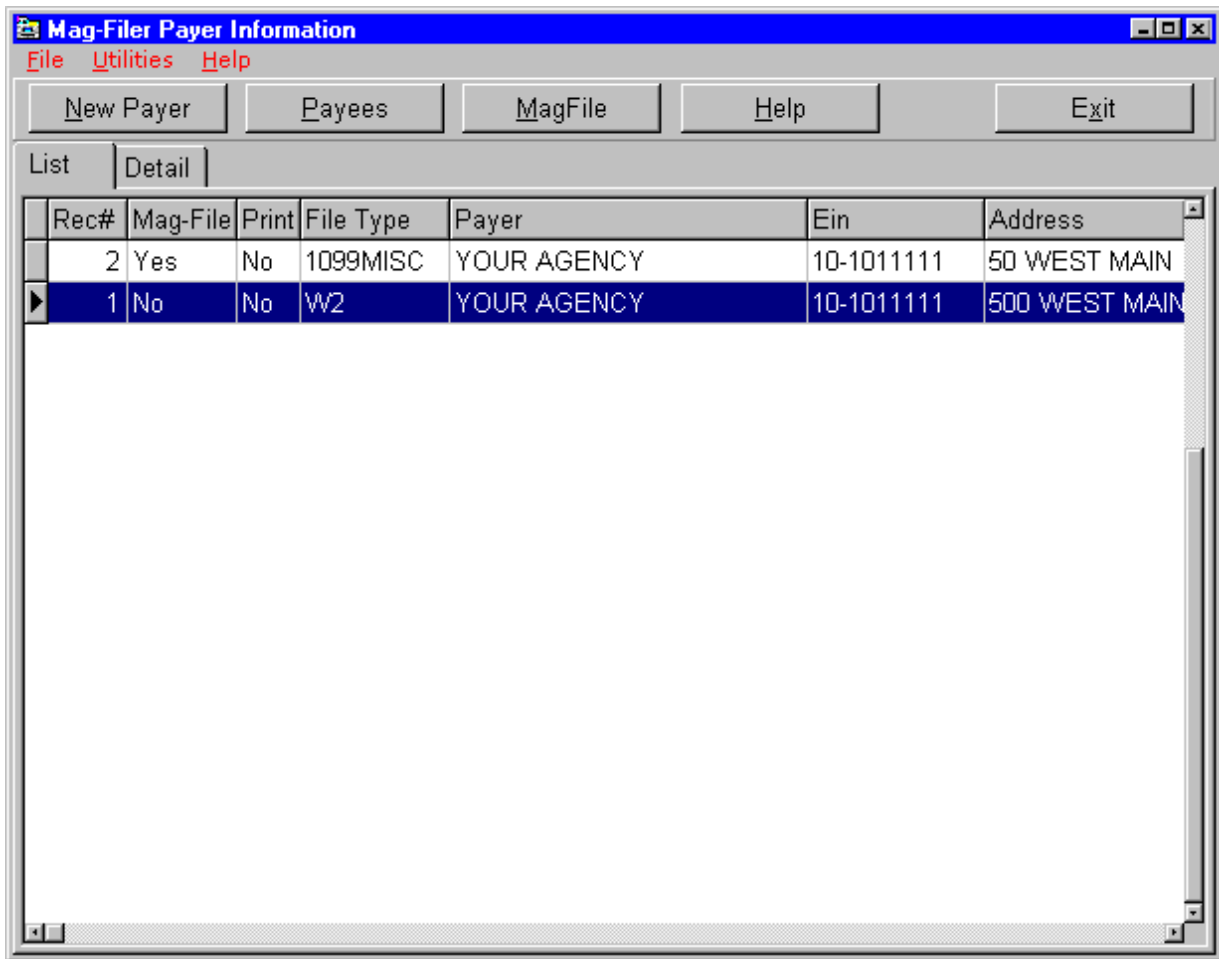
The primary file, "CMIW2.DAT", and the file for extra W2s for employees with more than two local taxes, "EXTRAw2.DAT", will automatically be written to the C: drive of the PC. You will receive a series of messages, similar to the following:

```
FILE C:\CMIW2.DAT CREATED FOR MAGFILER  
FILE C:\EXTRAw2.DAT CREATED FOR MAGFILE EXTRA W2'S  
FILE C:\CMIW2R.DAT CREATED FOR MAGFILE REGULAR W2'S  
FILE C:\CMIW2Q.DAT CREATED FOR MAGFILE MEDICARE QUALIFIED W2'S
```

Press **<ENTER>** to accept any confirmation prompts that may display, and press **<ENTER>** one final time to return to the menu.

STEP 5:

Open the MAG-FILER® application. A screen similar to the following will be displayed:

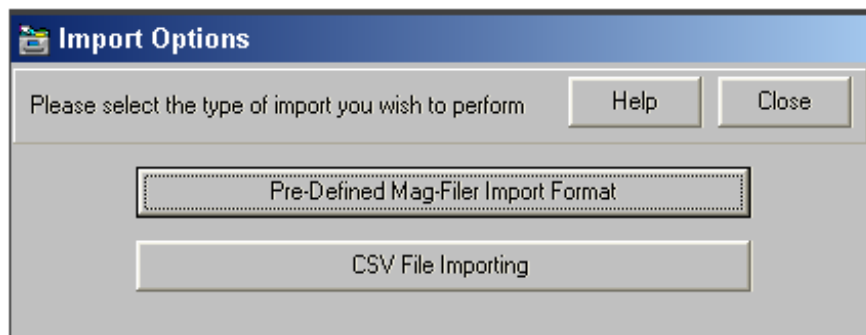



Highlight the Payer row applicable to the W2 file that you want to import. Click the **Detail** tab and verify that all Payer information is correct.

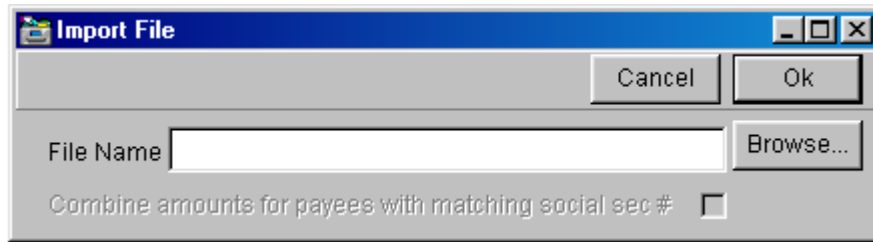
Select the **Payees** button to begin the import of the W2 data. A screen similar to the following will be displayed:



Click the **Import Payees** button. The **Options** screen will open.



Select  to continue. The **Import File** selection screen will open.



Enter the path and name of the desired W2 file in the **File Name** field. The file name to use is determined by one of the following scenarios:

Scenario

If you want to print one main set of W2s for the employees, and you will file via Internet/diskette to the SSA, import the primary data file:

File Name

C:\CMIW2.DAT

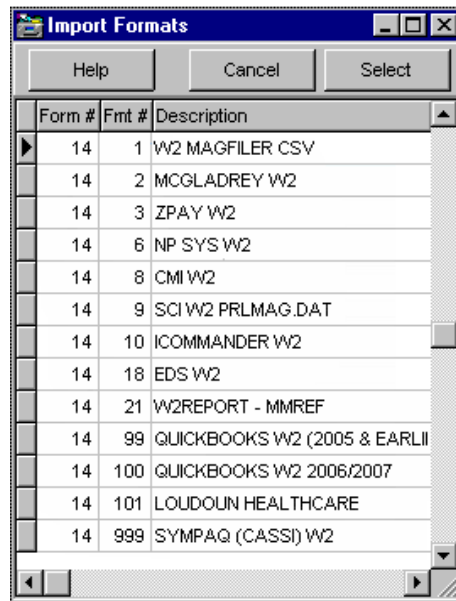
If you want to print a set of W2s for employees with more than two local taxes, import the extra data file:

C:\EXTRAW2.DAT

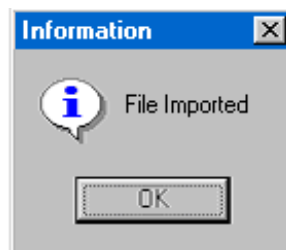


Click **Combine amounts for payee with matching social sec#**, if you wish to have a single W2 produced for multiple employee records with the same Social Security number.

After you click **OK**, the following screen will display:



Highlight **CMI W2** and then click **Select**. The file will now be imported. When the import is complete, the following window will appear:



Click the **OK** button to continue.



*If errors are found in the imported data, an Error Log will display with errors itemized by record number. These record numbers correspond with the numbers in the **Rec#** column on the **List** tab. Print this list so that the CMI Support Center can assist you with any errors.*



One common error indicates that the Medicare amount is not 1.45% of all the Medicare gross wages. If you receive this error, check the specified records to insure that the Medicare amounts are within rounding (a few cents off) or within an acceptable level to you. If they are, you may proceed. If the amounts are not within rounding, or are not acceptable to you, contact the CMI Support Center for assistance.

A screen similar to the following will be displayed:

Mag Filer Payee Information - Form W2 : YOUR AGENCY						
New Payee		Forms Print		Report		Import Payees
				Help		Close
List Detail						
Rec#	Print	Account	Tax Number	Payee	Address	City
85	N	0225	###-##-####	John Smith	11 N. 11TH ST	DAYTON
2	N	0254	###-##-####	Jane Temp	87 N. 5TH ST.	DAYTON
4	N	0235	###-##-####	John Davis	976 W. 3D ST	DAYTON
5	N	1372	###-##-####	Jon Smyth	PO BOX 987	DAYTON
88	N	0226	###-##-####	John Simons	804 W. THIRD ST	DAYTON
6	N	1368	###-##-####	John Jons	123 HERE ST	CITY
7	N	0554	###-##-####	Smith Johns	647 N MAIN ST	DAYTON OH
8	N	5411	###-##-####	Johnathon Smith, II	3993 FOX RD	CLAYTON
10	N	6146	###-##-####	Johanson Smithers	123 WINDSOR	DAYTON
9	N	0255	###-##-####	Jonns Davisy	PO BOX 123	DAYTON
11	N	5002	###-##-####	David Johnny	222 BAKER ST	DAYTON
12	N	6189	###-##-####	John Marks	101 WILLOWWAY	SOMEWHEREIN
14	N	1006	###-##-####	John Billyson	1001 ANY STREET	ANYWHERE
13	N	1001	###-##-####	Alice Johnson	1001 ANY STREET	ANYWHERE
15	N	0909	###-##-####	Alison Simms	1230 OVERLOOK DR	FAIRBORN
17	N	0024	###-##-####	Jane Jones	6658 MILTON STREET	AMLIN
16	N	0020	###-##-####	Jane Smitherson	7747 HAYDEN RUN ROAD	AMLIN
18	N	0249	###-##-####	Jane Janis	45 N. 5TH ST APT G	ENGLEWOOD
19	N	1363	###-##-####	Jane Johnston	324 MAIN STREET	DAYTON
23	N	0033	###-##-####	John Janeson	349 S. MAIN ST.	DAYTON
24	N	1378	###-##-####	Chet Payer	34323 MAIN ST	DAYTON
25	N	1377	###-##-####	John Doe	123 N MAIN ST	ENGLEWOOD
27	N	0076	###-##-####	Jane Dozen	660 BELL AVE.	ELYRIA

This is the list of Payees created from the imported file.



*If you wish to delete the imported Payees for any reason, highlight the desired **Payer**, select the **Utilities** drop-down menu, then select **Delete All Payees Under This Payer**. Make sure to use this process to clear the Payee data if you decide to re-import the Payees for any reason. Otherwise, the Payees will be duplicated.*

To view the detail of a record, highlight the record, then select the **Detail** tab; or double-click on the respective **Payee** line.

A screen similar to the following will be displayed:

Mag-File Payee Information - Form W2: YOUR AGENCY

New Payee Forms Print Report Import Payees Help Close

List Detail

Control: 1 SSN#: 999-99-9999

Name: SMITH, JOHN

Address: 10 ANY STREET

City: ENGLEWOOD State: OH Zip: 44444-


Controls: Previous, Next, Delete, Save

Wages, tips...	\$45,220.20	Fed inc tax w/h	\$7,451.20	Box 12 Code	Box 12 Amount
Soc sec wages	\$45,220.20	Soc sec tax w/h	\$2,803.65		
Medicare wage	\$45,220.20	Medicare tax	\$655.69		
Soc sec tips		Allocated tips			
Adv EIC pmt	\$0.00	Dep care bene		Other desc	Other amount
NonQual 457		NonQualified non-457			\$0.00

Statutory employee
 Retirement plan
 Third-party sick pay

State	Wages,tips	Income tax	Loc wages,tips	Income tax	Locality
OH	\$45,220.20	\$1,602.12	\$45,220.20	\$452.20	CITY

You may make corrections to the information to be printed on the individual's W2 on this screen.



WARNING!!! Changes made in MAG-FILER® will not be reflected in your CMI Payroll system and will not appear on any electronic media created from your CMI Payroll system. Thus, you should make corresponding changes in EMPLOYEE MAINTENANCE (Menu 1-1).

STEP 6:

To view a report of the imported W2 information, click the **Report** button and a screen similar to the following will be displayed:

Description	Amount	Report
Tax Id Number (Payee TIN Hash Total)	444444444	Yes
Wages, tips...	45220.20	Yes
Fed inc tax w/h	7451.20	Yes
Soc sec wages	45220.20	Yes
Soc sec tax w/h	2803.65	Yes
Medicare wage	45220.20	Yes
Medicare tax	655.69	Yes
State wages	45220.20	Yes
State tax	1602.12	Yes
Local wages	45220.20	Yes
Local tax	452.20	Yes
State Wage - Ohio	45220.20	Yes
State Tax - Ohio	1602.12	Yes

To include or exclude columns for the report, click in the **Report** column for each item to toggle a field between “Yes” or “No”. Then click the **Run Report** button.



If the report truncates entries in your columns, go to your desktop, right-click and select Properties. Select the settings tab and change the font size to small. If you do not see a font size field, click on Advanced.



The State and Local columns will not print usable totals. You should get these totals from the W2 Backup Report (Menu 4-35-1) in CMI's Payroll application.

A report similar to the following will be displayed:

12/17/2003 8:43:49 AM

YOUR AGENCY : W2

Rec#	Payee Name	Tax Id Number (Payee TIN)	Wages, tips...	Fed inc tax wh	Soc sec wages	Soc sec tax wh	Medicare wage
1	SMITH, JOHN	444-44-4444	45,220.20	7,451.20	45,220.20	2,803.65	45,220.20
Totals	Payees: 1	444444444	45,220.20	7,451.20	45,220.20	2,803.65	45,220.20

Page 1 of 1

Use the icons at the top of the screen to print or save this report.

STEP 7:

To print the W2 forms, click the **Forms Print** button and a screen similar to the following will be displayed:

The screenshot shows the 'Print Format' dialog box with the following settings:

- Which Copy:** Copy B (selected), 4 Up, 2 Up, 3 Up, 4 Down, Copy B&C, Substitute, Copy A B&W, 3 Per Page, Mailer, Mailer #2.
- Send To:** Screen (selected), Printer.
- What to Print:** All Payees (selected), Single Payee, Restart Print. Sorted by: Payee Name. Restart at: SMITH, JOHN.
- Print Control:** Pause every: [blank], Pre-Printed Forms: [unchecked].
- Margin Control:** Top Margin: 0, 2nd Form Adv: 0, 3rd Form Adv: 0, Left Margin: 0.
- Printer:** (Printer Name)



Before starting the print job, make sure that you are assigned to the laser printer you wish to use. W2 forms will print to the printer designated as your Windows® default printer.

Which Copy Select the W2 format that you purchased. In many cases, this is the 4-up copy, though you may have purchased a different copy.

Send To Select Screen initially to insure your W2s are printing in the format that you desire. After reviewing the W2s on the screen and insuring they are correct, select Printer.

What to Print Select either single Payee for an individual employee W2 or All Payees for all employees.

Click the **Print** button to print the W2s.

You may print the W2s as many times as needed to either the screen or the printer. Additionally, you may print a copy of the W2s to plain laser paper (or forms, if you have sufficient supply) for your records.