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## Setup Requirements Visual Version 8.1.0.0

Each update of visual will extract the SQL\_MagMedia folder that will tell visual to run the SQL functions from within visual. SQL functions are reflected as Quarterly Icon on the Payroll Menu. Users will need to close visual and perform the below steps to utilize the default visual functions. If the user is continuing with the SQL function they will need to refer to the SQL instructions for Quarterly reporting.

### Renaming SQL folder to use Visual files

After each version perform the below to enable the visual function.

1. Navigate to the COATS12 folder, this can be done by right clicking your COATS visual icon and clicking open file location.
2. Locate the SQL\_MagMedia folder
3. This can be removed by right clicking and delete  
OR  
This file can be renamed to a unique file name. Example is ‘\_20200110\_SQL\_MagMedia’ (without quotations). If entered file name already exists the user will need to either remove other file or choose a different file name.
4. Exit the folder.
5. Log back into Visual. User will see Quarterly and Yearly icons in the Payroll menu vs the MagMedia icon.

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## 2023 Changes

- OR Quarterly updated to allow user to in put their personal id with the BIN for OR. The File was updated with current requirements to include OR Paid Leave (ORPL) and transit tax (OR Local Codes).

# Quarterly

The quarterly processing of payroll information provides management with much needed and sometimes required reports pertaining to employee payroll and taxes. With COATS, Quarterly processing is simple and easily executed.

NOTE: Users should be aware because of the nature of the data being reported, both staff and temp payroll information will appear in the reports generated in this section. Users who should not be able to access staff records should not have access to Quarterly Section.

## Federal Quarterly Report

The report prints Employee names, SSN, Gross wages, Taxable Wage, F/W, Eligible FICA, FICA W/H, Eligible MDCR, MDCR W/H, Eligible FUTA and FUTA Tax. All employees who have worked within the quarter will be included in this report. This report is not based on view and will pull all payroll information.

Header information:  
Demonstration Company  
4560 South Blvd.  
Suite 298  
Virginia Beach, VA 23452  
View = All\_visual

Report Title: Federal Report  
Date: Monday, October 01, 2018  
Period: 1st Quarter of 2018

NAME	SSN	GROSS	TAXABLE WAGES	F/W	ELIGIBLE FICA	FICA W/H	ELIGIBLE MDCR	MDCR W/H	ELIGIBLE FUTA	FUTA TAX
AARDVARK, MELISSA A	554-74-5413	\$360.00	\$360.00	\$11.58	\$360.00	\$22.32	\$360.00	\$5.22	\$360.00	\$2.16
ADVANCE, SQL	000-01-0200	\$48.00	\$48.00	\$0.00	\$48.00	\$2.98	\$48.00	\$0.70	\$48.00	\$0.29
ADVANCE, VISUAL	000-01-0201	\$48.00	\$48.00	\$0.00	\$48.00	\$2.98	\$48.00	\$0.70	\$48.00	\$0.29
ALM, GEORGE M	199-99-9999	\$960.00	\$870.00	\$27.00	\$870.00	\$53.94	\$870.00	\$12.63	\$870.00	\$5.22
ALO, JOHN O	822-25-5111	\$800.00	\$800.00	\$46.74	\$800.00	\$49.60	\$800.00	\$11.60	\$800.00	\$4.80
ALS, JANE S	588-52-5252	\$1,200.00	\$1,200.00	\$98.16	\$1,200.00	\$74.40	\$1,200.00	\$17.40	\$1,200.00	\$7.20
ARMI, LISAM	258-88-8888	\$2,250.00	\$2,250.00	\$173.79	\$2,250.00	\$139.50	\$2,250.00	\$32.64	\$2,250.00	\$13.50

## Printing the Federal Report

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter** and the **month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR

if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.

**Data Is For:**

Year  Quarter  Month

**Overwrite**

**Use Overwrite to create data anytime the underlying data has changed.**

**Data Is For:**

Year 2018  Quarter 4  Month 12 

Overwrite

Use Overwrite to create data anytime the underlying data has changed.

5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.

8. Under **Federal** Section on the left click **Federal Report**.

**Federal**

- Federal Report
- Futa Report
- Form 941
- Schedule B

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**Federal**

- State Reports

9. Report will load on the right.
10. If desired, To Print the user can use printer icon on the top menu of the report.
11. **"X"** out when finished with the report and the quarterly section.

## FUTA By State Summary

Effective 2010 Credit Reductions were established for States that borrow funds from the federal government to pay unemployment claims. These states have a set period of time to repay this loan to the government. For states that have outstanding loans, they will receive a reduction in the FUTA credit. This information is reviewed by the US Department of Labor (DOL) to determine which states have repaid their loans and which states are outstanding on their repayment. The DOL publishes this information in November that will retroactively apply for the current year.

The FUTA By State Summary Report is a list of each state in which the agency pays unemployment tax and corresponding rate, as listed in the Federal Tax Table, during the selected date range. This report is not based on view and will pull all payroll information.

The report prints State Initials, Eligible FUTA Wages, Tax Rate, and Quarterly Unemployment Tax.

NAME	ELIGIBLE FUTA	FUTA RATE	FUTA
ALO, JOHN O	\$800.00	0.600000	\$4.80
ALS, JANE S	\$1200.00	0.600000	\$7.20
AL	\$2000.00	.60	\$12.00

## Printing the FUTA Report

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter** and the **month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
 

Data Preparation Quarterly Reports Quarterly Mag Media Mag Media Admin
8. Under **Federal** Section on the left click **FUTA Report**.
9. Report will load on the right.
10. If desired, To Print the user can use printer icon on the top menu of the report.
11. **"X"** out when finished with the report and the quarterly section.

## State Quarterly Report

The report prints Employee names, SSN, Gross wages, Taxable Wage, F/W, Eligible FICA, FICA W/H, Eligible MDCR, MDCR W/H, Eligible FUTA, Eligible State, State W/H, Eligible SUTA, and Cost of SUTA. The totals for this report will be on a separate page. All employees who have worked within the quarter will be included in this report. This report is not based on view and will pull all payroll information.

NAME	SSN	GROSS	TAXABLE WAGES	F/W	ELIGIBLE FICA	FICA W/H	ELIGIBLE MDCKR	MDCKR W/H	ELIGIBLE FUTA	FUTA	ELIGIBLE STATE	STATE W/H	ELIGIBLE SETA	COST OF SETA
ADVANCE SCL	000010200	48.00	48.00	0.00	48.00	2.98	48.00	0.70	48.00	48.00	0.00	48.00	0.42	0.42
ADVANCE VISUAL	000010201	48.00	48.00	0.00	48.00	2.98	48.00	0.70	48.00	48.00	0.00	48.00	0.42	0.42
ALM, GEORGE M	199999999	960.00	870.00	27.00	870.00	53.94	870.00	12.43	870.00	870.00	27.36	870.00	7.56	7.56
BROWN, CHARLOTTE E	304853495	300.00	300.00	0.00	300.00	18.60	300.00	4.35	300.00	300.00	2.55	300.00	2.61	2.61
EXEMPT, MARK	560000011	1140.00	1140.00	0.00	380.00	23.56	380.00	5.51	1140.00	1140.00	0.00	1140.00	9.93	9.93
JUSTENT, PAUL A	212145142	1083.00	1083.00	115.85	1083.00	67.14	1083.00	15.69	1083.00	1083.00	39.01	1083.00	9.42	9.42
RANTUL, RICHARD C	898378665	1140.00	1140.00	124.20	1140.00	70.68	1140.00	16.53	1140.00	1140.00	49.36	1140.00	9.93	9.93
SMITH, JOHN E	230458834	960.00	960.00	97.20	960.00	59.52	960.00	13.82	960.00	960.00	31.86	960.00	8.34	8.34
SMITH, SHERRY E	435899485	1170.00	1170.00	67.11	1170.00	72.54	1170.00	16.98	1170.00	1170.00	42.48	1170.00	10.17	10.17
STOCKLEY, FROSTM	765456788	306.00	306.00	0.00	306.00	18.97	306.00	4.44	306.00	306.00	9.92	306.00	2.66	2.66
TAINT JR, PAUL F	388888888	1110.00	1110.00	61.11	1110.00	68.82	1110.00	16.11	1110.00	1110.00	39.38	1110.00	9.66	9.66

### Printing the State Report

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter** and the **month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
 

Data Preparation
Quarterly Reports
Quarterly Mag Media
Mag Media Admin
8. Under **State Reports/ State Report** Section on the left, using drop down box to choose appropriate state from drop down.

**State Report**

All States Report

State

9. Click Print Icon to print report.
10. Report will load on the right.
11. If desired, To Print the user can use printer icon on the top menu of the report.
12. **"X"** out when finished with the report and the quarterly section.

### To print all State quarterly reports:

1. Click **Payroll** in the main.

2. Click **Quarterly**.
3. Click drop down for the **year, quarter** and the **month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.



8. Under **States Reports / State Report** on the left, Click All States Report.
9. Report will load on the right, reflecting each state on separate pages with corresponding total pages.
10. If desired, To Print the user can use printer icon on the top menu of the report.
11. **“X”** out when finished with the report and the quarterly section

## Deduction Quarterly Report By Date Range

Deduction Text / Employee Name - ID		SSN	Q1	Q2	Q3	Q4	Year
<b>401(K) PLAN - 36</b>							
GAMI, JESSICA - 50	000200000		150.00	0.00	0.00	0.00	150.00
NCSP, ANNIE A. - 159	813333333		100.00	0.00	0.00	0.00	100.00
OH, JORGE P. - 177	656541648		25.00	0.00	0.00	0.00	25.00
TUCKER, MARSHALL E. - 9	038598543		20.00	0.00	0.00	0.00	20.00
<b>Total Number of Employees: 4</b>			<b>295.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>295.00</b>
<b>BLUE CROSS BLUE SHIELD - 34</b>							
TUCKER, MARSHALL E. - 9	038598543		150.00	0.00	0.00	0.00	150.00
<b>Total Number of Employees: 1</b>			<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</b>
<b>CHILD SUPPORT PAYMENT - 29</b>							
AARDVARK, MELISSA A. - 1	554745413		50.00	0.00	0.00	0.00	50.00
BAKER, SUSIE Z. - 7	038439548		80.00	0.00	0.00	0.00	80.00

### Printing the Deductions Quarter Report by Date Range

1. Click **Reports** in the main.
2. Click **Payroll**
3. Click **Deductions Quarterly Report by Date Range**.
4. Select **Screen** to preview or **Printer** to print.

5. Select desired quarter range.
6. Report will load to the screen if screen was chosen otherwise report should print to printer.

## Federal 941

Effective January 1, 2014 Cobra Premium Assistance is no longer claimed on the 941.

The Federal 941 prints with the current information from the COATS System. This report is not based on view and will pull all payroll information.

### Printing the Federal 941

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
 

Data Preparation Quarterly Reports Quarterly Mag Media Mag Media Admin
8. Under **Federal** Section on the left click **FORM 941**.
9. Enter the date range desired for the appropriate Quarter, Click **OK**.
10. Enter the Company information in the top half.

11. Check Use Schedule B, if applicable.
12. Check Monthly Register, if applicable.
13. Enter any Fractions of Cents Adjustments. (7)
14. Enter any Sick Pay Adjustments. (8)
15. Enter any Adjustments for Tips and group-term Life insurance. (9)
16. Enter any Qualified Small Business Payroll Tax Credit for research (11)
17. Enter Total deposits for quarter, including overpayment applied from a prior quarter. (13)
18. Click **Continue**.
19. Report will load and reflect on the right.
20. If desired, To Print the user can use printer icon on the top menu of the report.
21. **"X"** out when finished with the report and the quarterly section.

## Federal Schedule B

The Federal Schedule B prints with the current information from the COATS System. This report is not based on view and will pull all payroll information. This will pull the current payroll transaction totals for each payroll batch and calculate what is owed.

### *Printing the Federal Schedule B*

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR  
if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
 

Data Preparation
Quarterly Reports
Quarterly Mag Media
Mag Media Admin
8. Under **Federal** Section on the left click **Schedule B**.
9. Report will load on the right.
10. If desired, To Print the user can use printer icon on the top menu of the report.

11. "X" out when finished with the report and the quarterly section.

## Known Quarterly errors

- **Unable to select a state** – Indicates data not generated from the Data Preparation tab.
- **All States Listing on the Right Grid multiple times after data generated** – Indicates No data gathered for selected time frame
- **Error in Mag\_States Table - State Initials State Information Not Found!** - Indicates State Address details were not addressed in the Data Preparation Tab. The user must select the state from the list on the right grid in this tab and update the state details in the lower box on the left.

## Mag Media / State Quarterly Report(s)

The Mag Media option allows the user to generate magnetic media to be submitted to the state for state unemployment purposes. The user will be prompted to indicate for which state they want to create this data. If the user operates in multiple states, it will be necessary to run the procedure multiple times, once for each state, as each state has its own magnetic media requirements.

Magnetic media is a term that means to file the tax data electronically, by floppy or uploading on the internet. Each state has a specific format and list of data they need included in the file that is sent. COATS has created a unique program and screen for each state to accommodate these needs. For questions regarding where to send the magnetic media or how to label it, please contact the agency's state.

St...	Year	Limit	Qtr	Rate	Month	Fed Limit	Fed Rate
NE	2018	7500.00	1	1.4980	3	7000.00	0.6000
NH	2018	9000.00	1	1.4200	3	7000.00	0.6000
NJ	2018	10000.00	1	0.9300	3	7000.00	0.6000
NM	2018	9000.00	1	1.1500	3	7000.00	0.6000
NV	2018	9000.00	1	1.7500	3	7000.00	0.6000
NY	2018	9000.00	1	1.8600	3	7000.00	0.6000
OH	2018	1000.00	1	1.7500	3	7000.00	0.6000
OR	2018	7000.00	1	1.7000	3	7000.00	0.6000
PA	2018	8000.00	1	0.8700	3	7000.00	0.6000
RI	2018	7000.00	1	1.6800	3	7000.00	0.6000
SC	2018	9000.00	1	0.7600	3	7000.00	0.6000
SD	2018	6999.99	1	1.9990	3	7000.00	0.6000
TN	2018	8000.00	1	0.9900	3	7000.00	0.6000
TX	2018	500.00	1	1.1160	3	7000.00	0.6000
UT	2018	7000.00	1	1.2000	3	7000.00	0.6000
VA	2018	8000.00	1	0.8700	3	7000.00	0.6000
VT	2018	8000.00	1	1.5500	3	7000.00	0.6000
WA	2018	7000.00	1	1.1190	3	7000.00	0.6000
WI	2018	9000.00	1	1.4500	3	7000.00	0.6000
WV	2018	7000.00	1	1.3300	3	7000.00	0.6000
WY	2018	9000.00	1	1.1130	3	7000.00	0.6000

1. Click **Payroll** in the main.

2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR  
if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.

The Data Preparation screen holds the Company information for the state and the Mag media window holds the other requirements that may pertain to your state. Mag Media Admin screen contains default information that will be contained in the magnetic media file.. Fill in the required information on your screen:

**Federal Employer Identification Number** – Enter the FEIN assigned to the company by the federal government for income tax purposes.

**Name** – Enter Company name.

**Address** – Enter Company street address.

**City, State, Zip** – Enter Company City, state, zip.

**Contact Title** – Enter the title of the contact person.

**Contact Name** – Enter the name of the person to be contacted if the state has questions about the file.

**Contact Phone** – Enter the phone number of the contact person.

**Contact Fax** – Enter the fax number of the contact person.

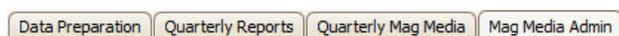
**Contact Email** – Enter the email of the contact person.

**State Employer Identification Number** – Enter the SEIN assigned to the company by the state government for income tax purposes.

**UID** – Enter the number assigned by the state body that governs state unemployment; this is not the state employer identification number for income tax purposes.

**Personal ID #** – Enter the personal ID for the state.

7. Click **Quarterly Reports** Tab to see reports for the quarter.
8. Click the **Mag Media Admin** tab.



The Data Preparation screen holds the Company information for the state and the Mag media window holds the other requirements that may pertain to your state. Mag Media Admin screen contains default

information that will be contained in the magnetic media file. Fill in the following information if it appears on the screen:

**Remit #** – Enter the remit number assigned for this quarter by the agency’s state. You may need to contact the state if you have not been issued a remit number.

**Type of Employment** – Clicking  allows the user to choose the appropriate letter code for the Company’s type of employment.

- R** – Regular
- A** – Agriculture
- H** – Household
- M** – Military
- Q** – Medicare Qualified Government Employment (MQGE)
- X** – Railroad

**Income Tax Withheld by a 3<sup>rd</sup> Party** – If a third party withheld income taxes for the agency during this quarter; enter the total for those income taxes and check *3<sup>rd</sup> Party Sick Pay* to the right of the field.

**Foreign Address Indicator (Company address outside U.S.)** -

**Preparer Code** – If preparing taxes for another company, clicking  allows the user to choose the appropriate letter code for the Company’s preparer code here.

**Wage Plan Code** – Used for Specific States; please see State Tax Booklet for a detailed listing of possible codes

**Resubmit Indicator** – If generating a corrected file after already submitting for this quarter, check this box.

**Resubmit TLCN** – If generating a corrected file, enter the number assigned for identifying the resubmitted file.

**Terminating Business Indicator** – Check this box if the company will be going out of business and this is the last quarter that will be filed.

**401K** – Review with the company accountant which type the company would fall under. If the company does not have a retirement plan, click **None**. The six types are as follows:

- D** – 401(k) and SIMPLE plan part of 401(k)
- S** – 408(p) SIMPLE plan
- E** – 403(b) salary reduction
- F** – 408(k)(6) / SEP
- G** – 457(b) deferred comp
  - Roth IRA
- H** – None

**Enter User I.D.** – If you were assigned a PIN number for inquiring about the agency’s magnetic media file, enter it here.

**Media Transmitter Number** – Enter the transmitter number assigned for this quarter by the agency’s state. You may need to contact the state if you have not been issued a transmitter number. This number will be used to track the progress and success of the agency’s mag media submission

**Agent Indicator Code** – Clicking  allows the user to choose the appropriate letter code for the letter code for the appropriate Agent Indicator Code

- N/A
- 1** – 2678 Agent (approved by IRS)
- 2** – Common Paymaster (A corporation that pays an employee who works for two or more related corporations at the same time.)
- 3** – 3504 Agent

**Agent For EIN#** – If a 3<sup>rd</sup> party agent is submitting the taxes this will need to hold the EIN for the agent

**Establishment Number** –

**Other EIN** – If the company submitted a 943 to the IRS or submitted W-2 data to the SSA for the current tax year under a different federal EIN, enter the other FEIN here.

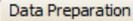
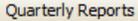
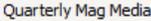
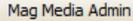
**Kind of Employer** – Clicking  allows the user to choose the appropriate letter code for the letter code for the appropriate Kind of Employer.

- R** – Regular (all others)
- F** – Regular (form 944)
- F** – Federal Government
- S** – State and Local Government Employer
- T** – Tax Exempt
- Y** – State and Local Tax Exempt Employer
- N** – None Apply

**Tax Jurisdiction Code** – Clicking  allows the user to choose the appropriate letter code for the letter code for the appropriate Tax jurisdiction Code.

- W-2
- V** – Virgin Islands
- G** – Guam
- S** – American Samoa
- N** – Northern Mariana Islands
- P** – Puerto Rico

9. Click **Quarterly Reports** Tab to see reports for the quarter.
10. Click **Quarterly Mag Media**.

11. Using Drop down box select State the user is creating the Mag Media from the list of states that have transactions in the chosen quarter.

---

NOTE: Clicking **Mag Media Additional Information Report** will reflect a report under **Quarterly Reports**. This report will reflect the Number of Weeks Worked details for the selected state and quarter.

---

12. Click **Create Mag Media Contents** to load the details into the memo field for review. If adjustments are needed the user should make the adjustments, re-generate the quarter totals and recreate the mag media contents.
13. The Directory will list where the file will save once generated. This can be updated manually or clicking 

NOTE: Terminal Server/ Intellipath Users will need to put this in a location they have access to, example Intellipath users have E:/data/share/. Users will need to refer to their computer tech or network administrators to verify this file location.

14. The File Name will reflect 'MagMedia\_STATEIDHERE\_YYYY\_QTR1' (Without quotations). See Appendix to verify if the state has file name instructions
15. Clicking **Create File** will generate the file used to transmit to desired state.
16. Window will appear "File (*filenamehere*) was written successfully! Would you like to open it?" Click **OK** to continue and open the file or **CANCEL** to Close the window without opening the file. User should ensure they do not reformat the file as these are written to requested specifications.  
  
(This file will be found on the Local C drive of the computer in which the data resides.)

## IL Monthly Mag Media

Effective Jan 2013, IL Medicaid Reform "SMART" Act requires Employer's to submit a monthly file as well as the Quarterly files.

Magnetic media is a term that means to file the tax data electronically, by floppy or uploading on the internet. There are two files for IL, monthly and quarter. For Quarterly Instructions see Mag Media/ State Quarterly sections. For questions regarding where to send the magnetic media, please contact the agency's state.

1. Click **Payroll** in the main.

2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the desired month in the quarter.
4. Ensure Monthly was selected in the bottom left of the window.



5. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
6. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
7. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.

The Data Preparation screen holds the Company information for the state and the Mag media window holds the other requirements that may pertain to your state. Mag Media Admin screen contains default information that will be contained in the magnetic media file.. Fill in the required information on your screen:

**Federal Employer Identification Number** – Enter the FEIN assigned to the company by the federal government for income tax purposes.

**Name** – Enter Company name.

**Address** – Enter Company street address.

**City, State, Zip** – Enter Company City, state, zip.

**Contact Title** – Enter the title of the contact person.

**Contact Name** – Enter the name of the person to be contacted if the state has questions about the file.

**Contact Phone** – Enter the phone number of the contact person.

**Contact Fax** – Enter the fax number of the contact person.

**Contact Email** – Enter the email of the contact person.

**State Employer Identification Number** – Enter the SEIN assigned to the company by the state government for income tax purposes.

**UID** – Enter the number assigned by the state body that governs state unemployment; this is not the state employer identification number for income tax purposes.

**Personal ID #** – Enter the personal ID for the state..

8. Click **Quarterly Mag Media**.



- Using Drop down box select IL from the list of states that have transactions in the chosen quarter.

---

NOTE: Clicking **Mag Media Additional Information Report** will reflect a report under **Quarterly Reports**. This report will reflect the Number of Weeks Worked details for the selected state and quarter.

---

- Click **Create Mag Media Contents** to load the details into the memo field for review. If adjustments are needed the user should make the adjustments, re-generate the quarter totals and recreate the mag media contents.
- The Directory will list where the file will save once generated. This can be updated manually or clicking 

---

NOTE: Terminal Server/ Intellipath Users will need to put this in a location they have access to, example Intellipath users have E:/data/share/. Users will need to refer to their computer tech or network administrators to verify this file location.

---

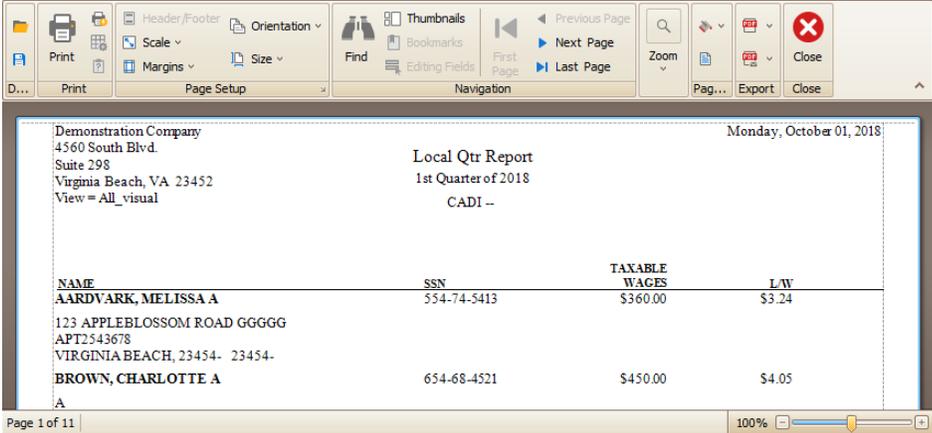
- The File Name will reflect 'MagMedia\_IL\_YYYY\_QTR1.txt' (without quotations) This needs to be updated to ILUIMonthlyWageMMYYYY\_01.csv. Update the date in 2 digit month, 4 digit year and the 01 is the sequence
- Clicking **Create File** will generate the file used to transmit to desired state.
- Window will appear "File (*filenamehere*) was written successfully! Would you like to open it?" Click **OK** to continue and open the file or **CANCEL** to Close the window without opening the file. User should ensure they do not reformat the file as these are written to requested specifications.
- (This file will be found on the Local C drive of the computer in which the data resides.)

---

NOTE: The file will default to the required Monthly Naming Convention. (ex. ILUIMonthlyWage012013\_01.csv) . The file name listed on the Reports Tab is for Quarterly purposes only.

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## Local Quarterly Report(s)



NAME	SSN	TAXABLE WAGES	L/W
AARDVARK, MELISSA A 123 APPLEBLOSSOM ROAD GGGGG APT2543678 VIRGINIA BEACH, 23454- 23454-	554-74-5413	\$360.00	\$3.24
BROWN, CHARLOTTE A A	654-68-4521	\$450.00	\$4.05

*Example of Local Quarterly Report*

**To print one local quarterly report:**

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports  
OR  
if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
8. Under **States Reports / Localities** on the left, using drop down box, choose appropriate local.
9. Click Print icon to print report for just one local.
10. Report will load on the right.
11. If desired, To Print the user can use printer icon on the top menu of the report.
12. **"X"** out when finished with the report and the quarterly section.

**To print all local quarterly reports:**

1. Click **Payroll** in the main.
2. Click **Quarterly**.
- 3.
4. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
5. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports  
OR  
if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
6. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
7. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
8. Click **Quarterly Reports** Tab.

9. Under **States Reports / Localities** on the left, Click All Localities Report.
10. Report will load on the right, reflecting each local on separate pages with corresponding total pages.
11. If desired, To Print the user can use printer icon on the top menu of the report.
12. **"X"** out when finished with the report and the quarterly section.

## Local Mag Media

The Mag Media option allows the user to generate Local reports as well as magnetic media to be submitted to the state for Local Wages Reporting. Currently this field is available for State of PA and the State of WA.

Magnetic media is a term that means to file the tax data electronically, by floppy or uploading on the internet. There are different formats for PA Local specific to the site the file is uploaded through. The user will select the version they are required to submit. 1. PA Lite File = Local\_Mag\_Media\_PA\_Lite, 2. PA Standard File = Local\_Mag\_Media\_PA\_PSD, or 3. Cumberland (EFW2 extended) format = Local\_Mag\_Media\_PA\_Cumberland. For questions regarding where to send the magnetic media or how to label it, please contact the agency's state.

The screenshot shows the 'Magnetic Media Creator' application window. The title bar reads 'Magnetic Media Creator -- Local PSD -- Pennsylvania (Cumberland)'. The window contains three tabs: 'Data', 'Admin Info', and 'Mag Media File'. The 'Data' tab is selected, displaying a table with the following columns: 'Last ...', 'First ...', 'M', 'SSN', 'Addr...', 'Addr...', 'City', 'State', 'Zip', 'State', 'Local', 'Local...', and 'Local Wh'. All cells in the table are currently empty. Below the table is a navigation bar with 'Record 0 of 0' and various icons for navigation. At the bottom of the window, there is a 'Data Is For:' section with three dropdown menus: 'Year' (set to 2018), 'Quarter' (set to 4), and 'Month' (set to 12). A 'Load Data' button is located below these dropdowns. An 'Edit Filter' button is also visible on the right side of the window.

1. Click **Payroll** in the main.
2. Ensure to perform/create the desired quarter for the state prior to creating these mag media
3. Click chosen format from the menu on the right.
4. Select the date associated: year, quarter and last month of the quarter using drop down. Click Load Data.  
The Grid will reflect with data that will fill in on the mag media file creation for review.
5. Under the **Admin Info** tab; the federal, state, and local media information for review and updating.

The screenshot shows the 'Magnetic Media Creator' application window with three tabs: 'Data', 'Admin Info', and 'Mag Media File'. The 'Mag Media File' tab is active, displaying three forms for administrative information:

- Federal Magnetic Media Administration Information:**
  - Corporation Information: Name (Demo Corporation), Address (1234 ADDRESS WAY), City, State, Zip (VIRGINIA BEACH VA 23454 5632), Contact Title (PREPARE OF TAXES), Contact Name (JOHN A SMITH), Contact Phone (978)979-4564, Fax (111)111-1112, Contact Email (email@here.com), Federal Id# (987654321), UID (2ex432).
- State Magnetic Media Administration Information:**
  - Corporation Information: Name (STATE NAME), Address (STATE ADDRESS), City, State, Zip (STATE CITY PA 55555 4444), Contact Title (STATE CONTACT TITLE), Contact Name (STATE CONTACT NAME), Contact Phone (888)888-8888, Fax (777)777-7777, Contact Email (emailstate@emailstate.com), State Id# (99999999999), UID (66666666666666).
- Local Magnetic Media Administration Information:**
  - Corporation Information: Enter Employer PSD Code (998866), Manufacturer Of Your Computer (PC), Enter Employment Type (R), State Tax Entity Code (9876543210), Enter PSD Pin Number (112233), Contact Name (Frank b Magic).

6. Click **Mag Media File**.

The screenshot shows the 'Magnetic Media Creator' application window with the 'Mag Media File' tab active. The 'Mag Media File Contents' section is visible, containing a 'Create Mag Media Contents' button. Below it, the 'Create Mag Media File From Mag Media Contents' section is shown with a 'Directory' field set to 'C:\Quarterly\ysn\', a 'File Name' field set to 'PAWAGES.DAT', and a 'Create File' button.

7. Click **Create Mag Media Contents**. Field in the center will fill in with the mag media details for review.

8. The Directory will list where the file will save once generated. This can be updated manually or clicking 

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NOTE: Terminal Server/ Intellipath Users will need to put this in a location they have access to, example Intellipath users have E:/data/share/. Users will need to refer to their computer tech or network administrators to verify this file location.

---

9. The File Name will reflect 'PAWAGE.dat' (without quotations).

10. Clicking **Create File** will generate the file used to transmit to desired state.

11. Window will appear "File (*filenamehere*) was written successfully! Would you like to open it?" Click **OK** to continue and open the file or **CANCEL** to Close the window without opening the file. User should ensure they do not reformat the file as these are written to requested specifications.

12. (This file will be found on the Local C drive of the computer in which the data resides.)

# School Reports

Demonstration Company  
4560 South Blvd.  
Suite 298  
Virginia Beach, VA 23452  
View = All\_visual

Monday, October 01, 2018

School Qtr Report  
1st Quarter of 2018  
OH01

NAME	SSN	TAXABLE WAGES	S/W
OH, JORGE P	656-54-1648	\$630.00	\$12.60
6565 ANY STREET CINCINNATI, 45215- 45215-		\$1,950.00	39.00

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*Example of School Report*

## To print one School Report:

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
8. Under **States Reports / School Zones** on the left, Using drop down select desired school code.
9. Click Printer Icon next to School Code selected.
10. Report will load on the right.
11. If desired, To Print the user can use printer icon on the top menu of the report.
12. **"X"** out when finished with the report and the quarterly section.

## To print all School Reports:

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.

4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR  
if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
8. Under **States Reports / School Zones** on the left, Click All Schools Report.
9. Report will load on the right, reflecting each School Code on separate pages with corresponding total pages.
10. If desired, To Print the user can use printer icon on the top menu of the report.
11. **"X"** out when finished with the report and the quarterly section.

## County Reports

Demonstration Company  
4560 South Blvd.  
Suite 298  
Virginia Beach, VA 23452  
View = All\_visual

Monday, October 01, 2018

County Qtr Report  
1st Quarter of 2018  
OH01

NAME	SSN	TAXABLE WAGES	C/W
OH, JORGE P 6565 ANY STREET CINCINNATI, 45215- 45215-	656-54-1648	\$630.00	\$14.18
		\$630.00	14.18

Page 1 of 1

*Example of County Report*

### To print one County Report:

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR

if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.

5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
8. Under **States Reports / Counties** on the left, Using drop down select desired county code from list.
9. Click Print Icon next to selected county code.
10. Report will load on the right.
11. If desired, To Print the user can use printer icon on the top menu of the report.
12. **"X"** out when finished with the report and the quarterly section.

#### **To print all County Reports:**

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports  
OR  
if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
8. Under **States Reports / Counties** on the left, Click All Counties Report.
9. Report will load on the right, reflecting each County Code on separate pages with corresponding total pages.
10. If desired, To Print the user can use printer icon on the top menu of the report.
11. **"X"** out when finished with the report and the quarterly section.

## Local Services Tax Report

Demonstration Company  
4560 South Blvd.  
Suite 298  
Virginia Beach, VA 23452  
View = All\_visual

Monday, October 01, 2018

**Local Services Tax Qtr Report**  
1st Quarter of 2018  
NYPL

NAME	SSN	TAXABLE WAGES	LST/W	Code
NYS, CARMELA S 64 K STREET BRONX, 10468- 10468-	658-25-7446	\$1,884.80	\$2.38	W
		\$1,884.80	2.38	

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*Example of Local Services Tax Report*

### To print the local services tax report:

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.
4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports OR if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
8. Under **States Reports / L.S.T.** on the left, Using drop down box selected desired L.S.T. code from list.
9. Click Print Icon next to desired code.
10. Report will load on the right.
11. If desired, To Print the user can use printer icon on the top menu of the report.
12. **"X"** out when finished with the report and the quarterly section.

### To print all L.S.T. Reports:

1. Click **Payroll** in the main.
2. Click **Quarterly**.
3. Click drop down for the **year, quarter and the month** choosing the last month in the quarter.

4. Click **Generate Data** if this is the first time this quarter is being created, if created previously the button will reflect with **Load Data**. Clicking either Generate data or Load Data before printing any reports  
OR  
if items were altered and the data needs to be regathered the user will check **Overwrite** and click **Generate Data** to update the data.
5. The Unemployment Rates by State, Year, Quarter and Month will list on the right for each state paid in that selected Quarter and Month.
6. Ensure that the Federal Information and the State information is filled in with appropriate data. State information can be filled in with Federal information if needed by clicking **Load From Federal** in the bottom right of the State information section.
7. Click **Quarterly Reports** Tab.
8. Under **States Reports / L.S.T.** on the left, Click All L.S.T. Report.
9. Report will load on the right, reflecting each L.S.T. Code on separate pages with corresponding total pages.
10. If desired, To Print the user can use printer icon on the top menu of the report.
11. **"X"** out when finished with the report and the quarterly section.

---

# Appendix A

## STATE BASED NOTES MAG MEDIA ADMIN/ FILE NAMES

AK – Alaska – Not required to file electronically

AR – Arkansas – File Name should be AR209B.txt

CA – California – WAGEPLAN from federal information is required - File name should end in .CSV upon creation.

CT – Connecticut – File Name should be QYYA##### for Quarter, 2 Digit Year, A then account number

DC – DC – File Name should be DCWAGE.txt

FL – Florida – File Name should be rt6YYQQ.txt for digit year and 2 digit quarter.

IA – Iowa – The State ID should hold your FEIN with the dash. Personal ID should hold your State ID with no dash. UI will hold your State Unemployment ID.

ID – Idaho – File name must be less than 8 characters with Proper Case.

IL – Illinois – File Name must be L#####.yyq replacing the # with account number, yy with 2 digit year and q with 1 character quarter. Window will pop up for the other media information

IN – Indiana – File Name should be UIwage.txt

KY – Kentucky – includes the SCUF rate.

MA – Massachusetts – File Name – Employerid\_mmddyyyy.txt

MI – Michigan – Location unit is the last 3 numbers in ID.

MO – Missouri – File Name should be Wage.txt

MS – Mississippi – File Name should be uiwage.txt

MT – Montana – Not Required to File – Visual creates CSV

NC – North Carolina – File Name Should be W2report.txt

NH – New Hampshire – Not Required to electronically file,  
Visual creates CSV and cannot include more than 1000 rows.

NJ – New Jersey – File Name should be wr30xxxx.txt – Adding year for xxxx.

OR – Oregon – File name to read wagherpt

PA – Pennsylvania – ftp\_uc2-2a\_EAN.csv Replacing the EAN with Employer Account Number

TX – Texas – SUTA code is 7 characters with leading zero, Personal ID is for the County Code.

VT – Vermont – Visual has CSV format

WV – West Virginia – File Name should read qtrwages.es, Add leading zeros to the 6 digit UID and do not include dashes

WY – Wyoming – Not required to electronically file,.