Setup Requirements Visual Version 8.0.1.0

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 Yearend 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 exits 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.

Year End Processing

The user will access the Yearly menu in order to create their Magnetic Media and W2's.

PLEASE ENSURE ALL DATA HAS BEEN BACKED UP PRIOR TO BEGINNING THIS PROCESS!

Processing Federal Reports

The user will access the Yearly menu in order to create their Magnetic Media and W2's.

To process Federal Reports:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

   NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with recent changes. After that overwrite they can continue to load the data that was previously generated.

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.

   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.

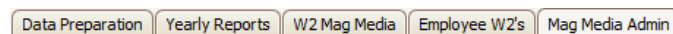**Contact Email** – Enter the email of the contact person.

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

State ID# – Enter the State Employer Identification Number, 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 the **Mag Media Admin** tab.

| Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin |

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

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

Foreign Address Indicator (Company address outside U.S.) - allows the user to mark if they have a foreign address

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 3rd party agent is submitting the taxes this will need to hold the EIN for the agent

Establishment Number – Users enter their establishment number when required.

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)
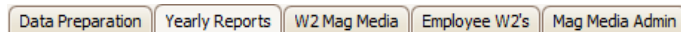   F – Regular (form 944)
   F – Federal Government
   S – State and Local Government Employer

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

8.   Click **Yearly Reports** Tab.

| Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin |

9.   Click **Federal** on the bottom left, click **Federal Report** at the top left.

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 yearly reporting section.

Printing W2's

NOTE: COATS W2's are set to print on the L4UP W2 form.

To view a W2:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

   NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with recent changes. After that overwrite they can continue to load the data that was previously generated.

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 **Employee W2's** Tab.

8. Select year, that corresponds to generated data from the **Data Preparation** tab, by clicking 📅 to the right of the year space.

   If first entering, or adjustments were made, the user will need to **Create W2 Data from the Selected Year** at the bottom right.

   If entered before or no changes are needed, the user will just Select the year and Click **Load**, listed to the right of the year.

9. The grid will reflect for each Person paid within the chosen year.

10. The W2 will load on the left for the chosen record on the grid. (This is not the W2 that prints, it is only representative of the data available to print on the L4UP form.)

11. **"X"** out when finished with the report and the yearly reporting section.

To Print W2's:

Using the Grid the user will be able to print desired W2's.

1. **This W2**

   Clicking to the right of the employee on the Grid will print the chosen W2 onto the purchased pre-printed L4UP form.

2. **Employee W2**
   Printing W2 for Employee has 2 options as An employee may have more than one W2 for each state, locality, etc. worked.:

   a. Clicking to the right of the employee on the Grid will print the chosen W2. If employee is listed multiple times they will need to print for each line to print all.

   b. Using the Grid Filter Row the user can filter for chosen Employee and will click **Print W2's** to print for all listed on the Grid.

3. **State W2**
   Using the Grid Filter Row the user can filter for desired State, leaving only those for the desired state on the Grid. Click **Print W2's** will print W2 for all listed on the Grid.

4. **Local W2**
   Using the Grid Filter Row the user can filter for desired Locality, leaving only those for the desired Locality on the Grid. Click **Print W2's** will print W2 for all listed on the Grid.

5. **All W2**
   Click **Print W2's** will print W2 for all listed on the Grid. Users can use the Filter row to sort the W2's to print in varies orders, print for those who have not opted for Online W2's or to only print for those with Online W2's, or as discussed previously print only W2's for desired State, Local, City, etc. Online W2 option is found in the Employee master record/ Tax window.
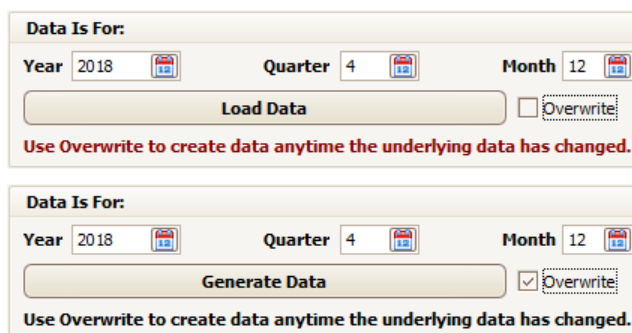
Creating the Federal Magnetic Media

To process Federal Mag Media:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

   NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with

recent changes. After that overwrite they can continue to load the data that was previously generated.

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.

    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 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

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

Foreign Address Indicator (Company address outside U.S.) – users check here to indicate they have a foreign address.

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.)
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Agent For EIN# – If a 3rd party agent is submitting the taxes this will need to hold the EIN for the agent

Establishment Number – users enter the establishment number here if required.

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

8. Click **Yearly Reports** Tab to review reports.

9. Click **W2 Mag Media** tab.

| Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin |

10. Clicking ✏️, the user will choose the **FD** code to create the Federal W2 files following SSA Specifications.
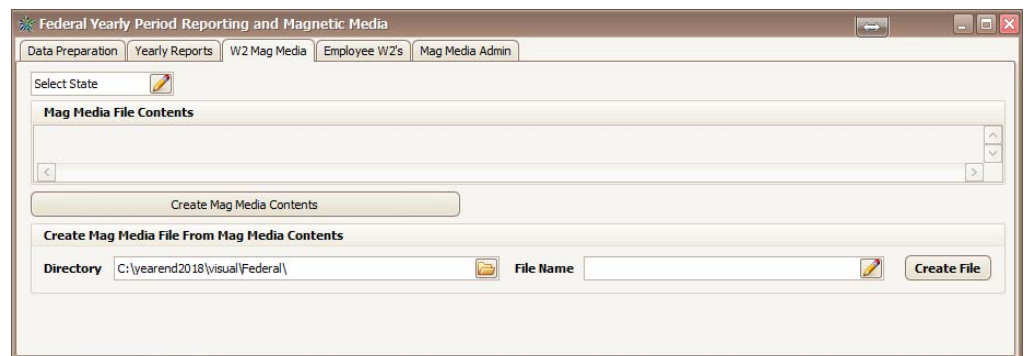
11. Click **Create Mag Media Contents** to load the Mag Media File Contents for preview.

12. 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.

13. The File Name will reflect MagMedia_FD_2019_W2.txt.

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

15. 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.

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

> NOTE: Accuwage allows the user to check the magnetic media file to be sure the format is correct, for example the zip code is filled in and all social security numbers are valid. COATS recommends Accuwage be used to scan the Magnetic Media files prior to updating to SSA website. As of filing year 2018 for tax year 2017, users must log into SSA to utilize Accuwage go to https://www.ssa.gov/bso/bsowelcome.htm and log in with your SSA credentials. For any questions regarding Accuwage, please contact Social Security Administration.
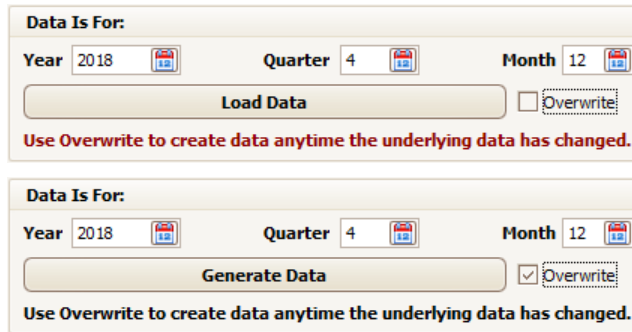
Processing and Printing State Reports

Each State needs to be processed independently.

To process and print a State Report:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

> NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with recent changes. After that overwrite they can continue to load the data that was previously generated.

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.

   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.

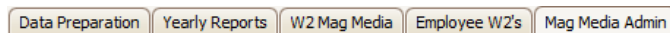   **Contact Fax** – Enter the fax number of the contact person.

   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 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 3rd Party – If a third party withheld income taxes for the agency during this quarter; enter the total for those income taxes and check *3rd Party Sick Pay* to the right of the field.

Foreign Address Indicator (Company address outside U.S.) - users will check the box to indicate a foreign address.

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
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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

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   – N/A
1 – 2678 Agent (approved by IRS)
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works for two or more related corporations at the same time.)
3 – 3504 Agent

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

Establishment Number – Users entered the establishment number if required.

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

8. Click **Yearly Reports** Tab.

| Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin |

9. The State reports options will appear, if not, click **State Reports** at the bottom left.
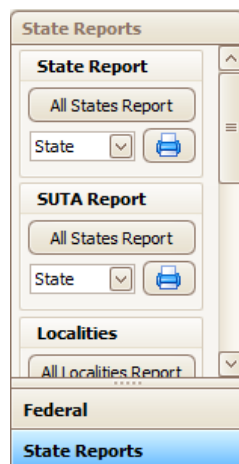
10. Choose **All States Report** report and it will load on the right or choose a specific state using the drop down arrow, click the print icon and it will load on the right.

11. If desired, to print the user can use printer icon on the top menu of the report.

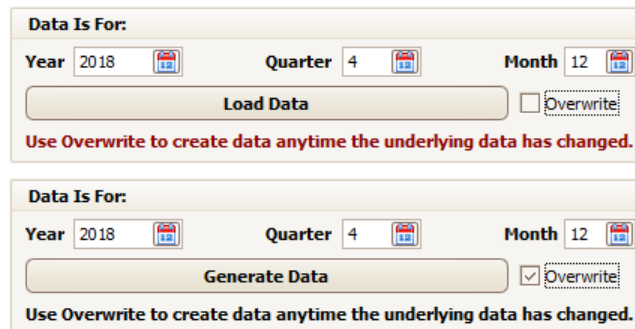12. **"X"** out when finished with the report and the yearly reporting section.

Creating the State Magnetic Media

Each State needs to be processed independently.

To Create a State Mag Media File:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

   NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with recent changes. After that overwrite they can continue to load the data that was previously generated.

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.

   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.

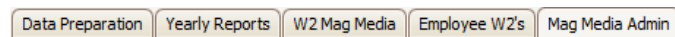**Contact Fax** – Enter the fax number of the contact person.

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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 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:

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H – Household
M – Military
Q – Medicare Qualified Government Employment (MQGE)
X – Railroad

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

Foreign Address Indicator (Company address outside U.S.) - user will check this box to indicate a foreign address.

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 3rd party agent is submitting the taxes this will need to hold the EIN for the agent

Establishment Number – user enters their establishment number if required

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

8.   Click **Yearly Reports** Tab to review reports.

9.   Click **W2 Mag Media** tab.

| Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin |

10.   Clicking ✏, the user will choose the desired state code to create the State W2 electronic files following that states Specifications.
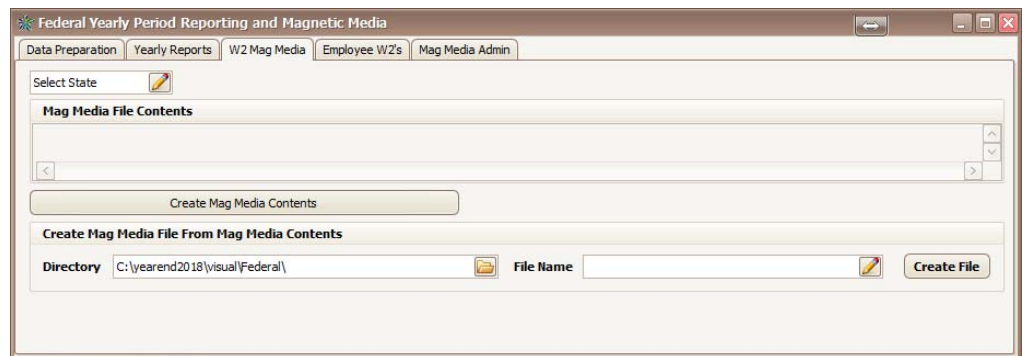
11.   Click **Create Mag Media Contents** to load the Mag Media File Contents for preview.

12.   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.

13.   The File Name will reflect MagMedia_(*State initials*)_2019_W2.txt. See Appendix to verify if there is a required file name that should be entered.

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

15.   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.

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

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

Printing the Year-End Local Reports

The user may print individual Local reports or all Local reports at one time.

To process a Local Report:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

   NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with recent changes. After that overwrite they can continue to load the data that was previously generated.

Data Is For:		
Year 2018	Quarter 4	Month 12
Load Data		☐ Overwrite
Use Overwrite to create data anytime the underlying data has changed.		

Data Is For:		
Year 2018	Quarter 4	Month 12
Generate Data		☑ 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.

   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.

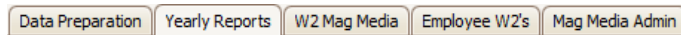   **Contact Fax** – Enter the fax number of the contact person.

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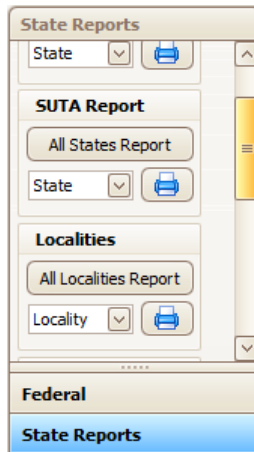
Personal ID # – Enter the personal ID for the state

7. Click **Yearly Reports** Tab.

8. Under **State Reports** Section on the left, click **All Localities Report**.
    Using the Drop down under the Local Section the user can select one local to print and click print icon and that report will reflect vs the group if desired.

9. If desired, to print the user can use printer icon on the top menu of the report.

10. **"X"** out when finished with the report and the yearly reporting section.

Creating the Local Magnetic Media

The Mag Media option allows the user to generate local magnetic media to be submitted to the state for Local Wages Reporting. Currently this field is available for PA and WA states.

Magnetic media is a term that means to file the tax data electronically, by floppy or uploading on the internet. There is one format for WA and four formats for PA Local specific to the site the file is uploaded through. The user will select the version they are required to submit. WA is WAPL and the formats for PA are: 1. PA Lite File = Local_Mag_Media_PA_Lite, 2. PA Standard File = Local_Mag_Media_PA_PSD, 3. Cumberland (EFW2 extended) format = Local_Mag_Media_PA_Cumberland or 4. Philadelphia = Local_Mag_Media_PA_Philadelphia. For questions regarding where to send the magnetic media or how to label it, please contact the agency's state.

NOTE: To Print the Local reports please see the Local Report section.

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

2. Ensure to perform/create the desired Yearend for the state prior to creating these mag media

3. Click chosen format from the menu under Local Mag Medi section on the right**. Ie. Local_Mag_Media_PA_Lite.**

4. Select the date associated: year, last quarter and last month of the quarter using drop down.

5. Check **YearEnd**

6. Click **Load Data**.
   The Grid will reflect with data that will fill in on the mag media file creation for review.

7. Under the **Admin Info** tab; the federal, state, and local media information for review and updating.

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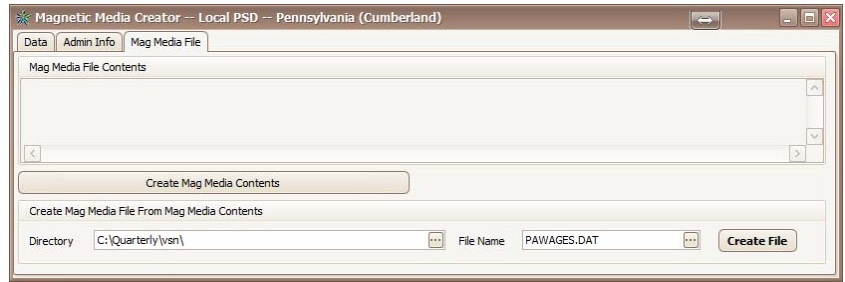
9. Click **Create Mag Media Contents**. Field in the center will fill in with the mag media details for review.

10. 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.

11. Verify the File Name is desired name and update when needed.

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

13. 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.

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

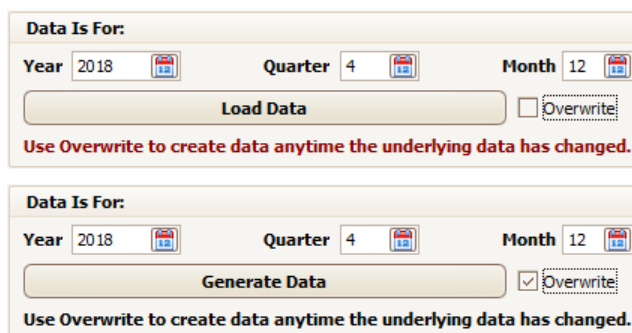# Printing the Year-End School Zone Reports

The user may print individual School Zone reports or all School reports at one time.

To process a School Zone Report:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

> NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with

recent changes. After that overwrite they can continue to load the data that was previously generated.

Data Is For:		
Year 2018 🔲	Quarter 4 🔲	Month 12 🔲

Load Data   ☐ Overwrite

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

Data Is For:		
Year 2018 🔲	Quarter 4 🔲	Month 12 🔲

Generate Data   ☑ 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.

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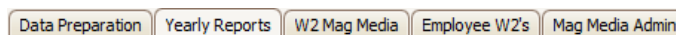
   Contact Email – Enter the email of the contact person.

   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 **Yearly Reports** Tab.

   | Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin |

8. Under **State Reports** Section on the left, click **All Schools Report**. Using the Drop down under the School Zones Section the user can select one school zone to print and click print icon and that report will reflect vs the group if desired.

9. Report will load on the right listing details and total for each school zone.

10. If desired, to print the user can use printer icon on the top menu of the report.

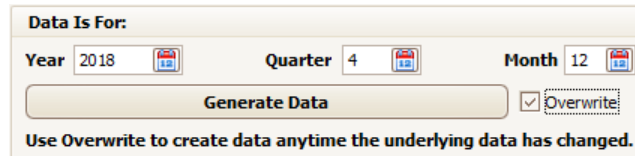11. **"X"** out when finished with the report and the yearly reporting section.

Printing the Year-End County Tax Reports

The user may print individual County reports or the All Counties Report at one time.

To process a County Zone Report:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

   NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with recent changes. After that overwrite they can continue to load the data that was previously generated.

Data Is For:

Year 2018　　　Quarter 4　　　Month 12

Generate Data　　　☑ 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.

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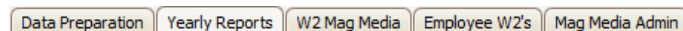
    Contact Email – Enter the email of the contact person.

    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 **Yearly Reports** Tab.

Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin

8. Under **State Reports** Section on the left, click **All Counties Report**.
    Using the Drop down under the Counties Section the user can select one county to print and click print icon and that report will reflect vs the group if desired.
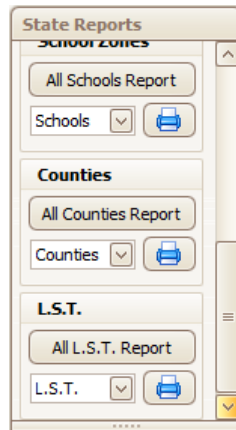
9. Report will load on the right listing details and total for each County.

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 yearly reporting section.

Printing the Year-End L.S.T. Reports

The user may print individual LST reports or the All LST Report at one time.

To process a LST Report:

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

2. Click **Yearly.**

3. Click drop down for the **year, quarter** and the **month** choosing the last quarter and month**.**

4. Click **Generate Data** if this is the first time this year 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 you received a new Version update after creating this data 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.

   NOTE: As of version 9.0.0 the user will need to check overwrite to recreate the previous year's data the first time to update the tables with recent changes. After that overwrite they can continue to load the data that was previously generated.

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.

   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.

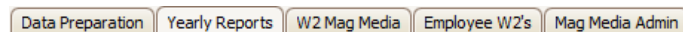   **Contact Fax** – Enter the fax number of the contact person.

   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 **Yearly Reports** Tab.

   | Data Preparation | Yearly Reports | W2 Mag Media | Employee W2's | Mag Media Admin |

8. Under **State Reports** Section on the left, click **All LST Reports**. Using the Drop down under the LST Section the user can select one county to print and click print icon and that report will reflect vs the group if desired.
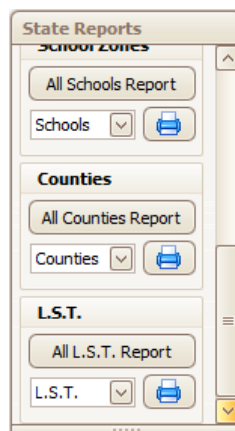
9. Report will load on the right listing details and total for each LST zone.

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 yearly reporting section.

Processing 1099's

For Users whom have employees marked as 1099 in Employees/ Tax/ Form 1099 window.

To Count Employee 1099's:

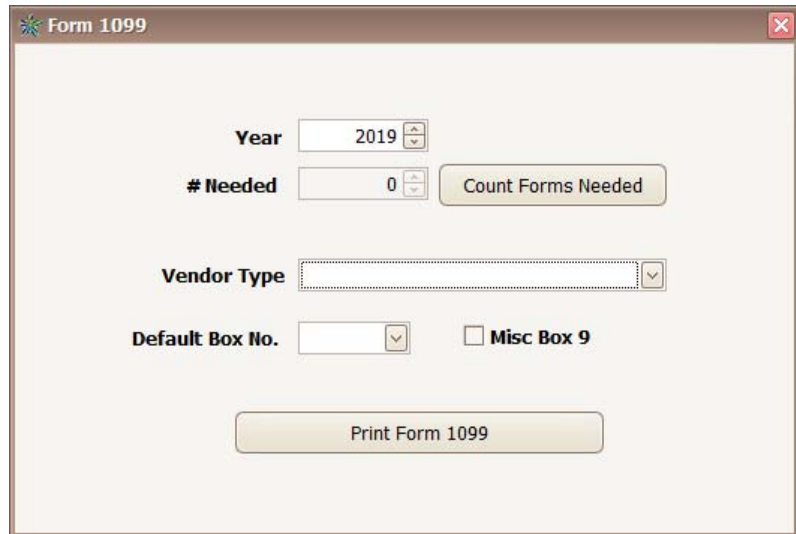1. Click **Payroll** in the main menu.

2. Click Print Form 1099.

3. Using Arrows next to **Year** select desired Year.

4. Click **Count Forms Needed** and the **# Needed** will update to reflect the count.

To process a 1099:

1. Click **Payroll** in the main menu.
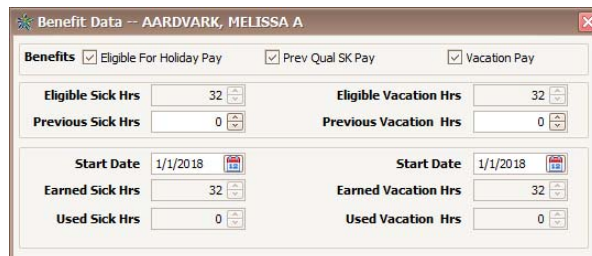
2. Click Print Form 1099.

3. Using Arrows next to **Year** select desired Year.

4. Select the **Vendor Type** by clicking the drop down box and selecting either business or individual.

5. Choose the **Default Box No**. for which the amount will print in (checking misc box 9 if needed) by clicking the drop down box.

6. Verify the **Year** the 1099 is printing for.

7. Click **Print Form 1099**.

8. Send to **Screen** or **Printer**.

9. **"X"** out when complete.

Updating Benefits

The user can reset the counter to start accruing.

1. User needs to roll over the time:

   a. Open **COATS**.

   b. Click **Employees**.

   c. Find desired Employee.

   d. Click **Tax**.

   e. Click **Benefits**, the below window appears

   f. Input the Available Hours in the **Previous Hrs** field.

g. Repeat steps until all employees are updated.

h. Continue to resetting the Calculator.

2. User needs to reset for the year:

    a. If hours need to Rollover see previous step first.

    b. Open **COATS**.

    c. Review the View prior to calculating.

    d. Click **Payroll**.

    e. Click **Vacation/ Sick Pay Calculators**. (only one can be opened at a time.)

    f. Updated the **Only Count Hrs From** sections to the new year.

    g. Review the parameters for selected calculation on the right.

    h. If desired select payroll batch clicking [icon] otherwise leave as 0. Click [icon] to remove payroll if listed and want based on all data in view and dates listed.

    i. Click Calculate to process with the changes. This will remove current details of the earned and used to the new settings.

    j. Click **Print** to see a report of the details after calculation. Results tab will also reflect the details of the math calculation.

    k. Click **Screen** to preview
        Click **Printer** to print.

    l. **"X"** out of all screens.

Appendix A

STATE BASED NOTES

MAG MEDIA ADMIN/ FILE NAMES

CA – California – Does not currently accept year end mag media.

CT – Connecticut – File Name should be CTTAXYYYY.txt, updating the YYYY with the tax year. IE 2019.

HI – Hawaii – File name should be CompanyName_W2_YYYYMMDDHHMMSS.TXT replacing Company Name with company name and the YYYYMMDDHHMMSS.TXT with the date the file was created. IE: DEMO_W2_20200113102251.txt

IA – Iowa – the File Name should be IAW2-XXXXXXXX-YYYY001.TXT, replacing the XXXXXXXX with company account number and YYYY with the tax year.

MO – Missouri – File Name should be TYYYYYW2_CompanyName_MissouriID_MMDDYYYY.txt, replaying the YYYY with the tax year, the company name gets entered, the Missouri id gets entered and then the date the file is loaded ID TY2019W2_demo_12345678_12312019.txt

OK – Oklahoma – File name should be W2_001_YYYY_XXXXXXXXX.txt, replacing the YYYY with the tax year and XXXXXXXXX with the company FEIN

SC – South Carolina – File Name should be W2Report01_YY.txt, replacing YY with the last two digits of the tax year.