
Enhanced W-2 Form Printing

PR-1072

Overview

This Extended Solution to the Payroll module adds new form fields for Employee Name, Employee Address, Company Name and Company Address to the W-2 form.



The described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions

Extended Solutions

- Merge Installation Files
- Extended Solutions Setup options

Setup

Once the disk is installed, you will need to access the Payroll option screen. After the option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

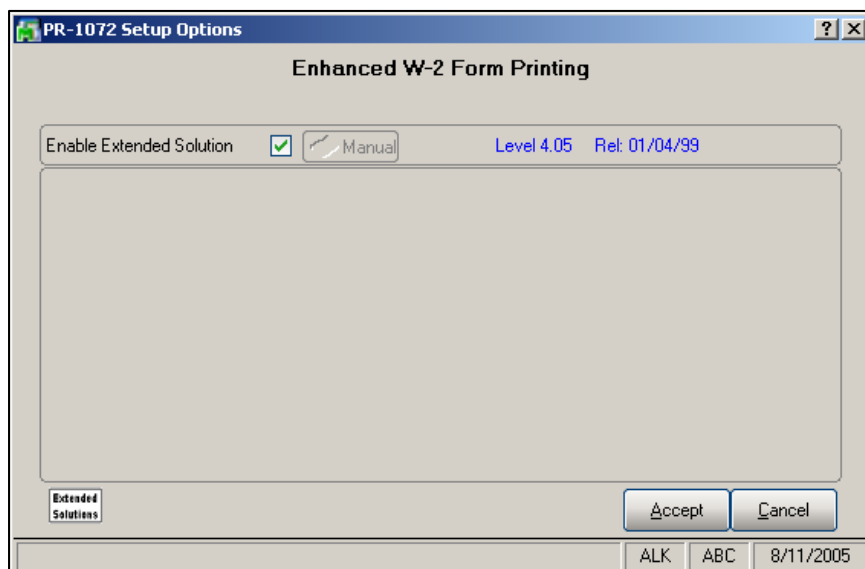


Figure 1

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Operation

Additional form fields for the Employee Name and Address as well as the Company Name and Address may now be printed in separate locations.

Forms

Non-Graphical Forms

Extended Solutions

You can maintain the new form fields for this Extended Solution by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain (Figure 2). Select this Extended Solution to display the Form Maintenance screen (Figure 3).

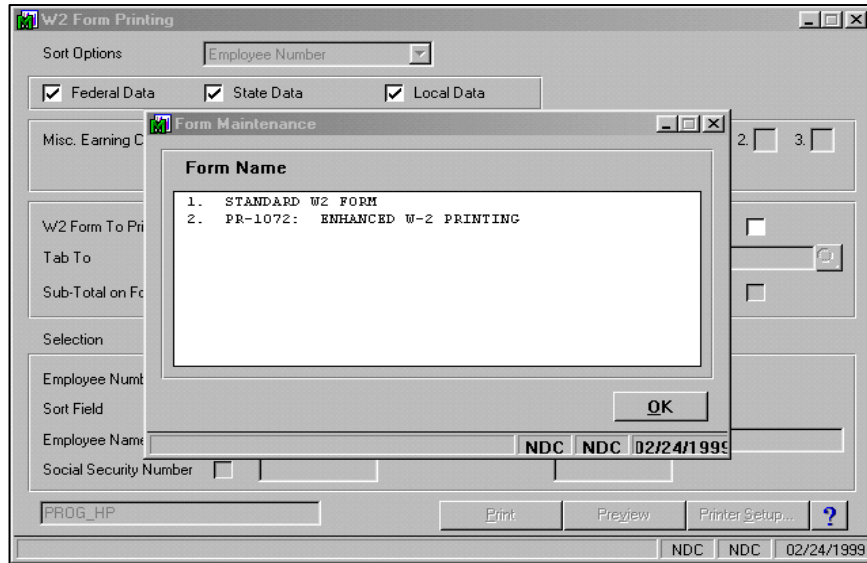


Figure 2

```

Run Date: 11/05/2004          SDN          Page: 1
P/R Date: 11/04/2004        W2 FORM PRINTING REPORT      Time: 01:05 PM
                              FORM LAYOUT PRINTING

FORM          PRINT  FORM
NAME  NUMBER LEN WID DESC COMP FEED  DESCRIPTION          # LINES  START
PRZ_72  1    033 080  Y   N

-----DATA-----  -----DATA DESCRIPTION-----
T LN FIELD DESCRIPTOR          PRINT? LINE TAB  PRINT? DESCRIPTION LINE TAB MSC
-----
R  1 EMPLOYEE FIRST NAME          N           N
R  2 EMPLOYEE LAST NAME          N           N
  3 COMPANY NAME
  4 COMPANY ADDRESS LINE 1
  5 COMPANY ADDRESS LINE 2
  6 COMPANY ADDRESS LINE 3
  7 COMPANY ADDRESS LINE 4
  8 EMPLOYEE ADDRESS LINE 1
  9 EMPLOYEE ADDRESS LINE 2
 10 EMPLOYEE CITY
 11 EMPLOYEE STATE
 12 EMPLOYEE ZIP CODE
    
```

Figure 3

Extended Solutions

The new fields that you activate with this Extended Solution will print in addition to any other fields that have been activated in FORM maintenance.

Graphical Forms

No changes have been made to the Crystal Reports Work Table files. If you have elected to use graphical forms in the modules' Setup, the features of this Extended Solution that affect form printing will not be available.

What's New

With the 10-04-04 release:

- Added employee address lines, company name and company address lines to w-2 form printing.

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments

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