Accounting Xpert
Enterprise Edition V.1.9a

Supplemental Section / Notes

External Product Interfaces

W2 / 1099 Processing

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Purpose of Supplemental Manual

The Accounting Xpert Enterprise Edition – Client Write-up as well as its business modules, interface with a variety of other companies products.

Some of these include Microsoft Word and Excel, Quicken and QuickBooks, tax programs and other accounting programs.

In some cases Xpert exports information to be used in other products such as tax software, and in other case Xpert imports data such as QuickBooks transactions into Xpert's General Ledger.

In other cases Xpert works in conjunction with other software such as Microsoft Word where Xpert merges client information into Word documents during printing.

This manual section is included in the main Accounting Xpert Client Write-up Manual. Because of the changing nature of these external products, Micronetics, Intl. updates this as a separate manual and allows downloading on a more frequent basis.

This manual also includes information on W2 / 1099 processing and because of the changing nature of these government forms, it is included in this manual as well.

Additionally new features that are constantly being added in various updates to Xpert are first included in the supplemental manual until the main manuals are updated and re-printed at a later date.

Periodically when the Supplemental Manual is updated you will receive a notice that it is available for downloading and printing. You may also request a printed copy if necessary by contacting our Customer Service Department.

Word Interface for Compilation Letters

Micronetics, Intl. is committed to interfacing the Xpert *Product line* with **Microsoft's Office products**. Integrating Xpert with **Microsoft Office products** opens up a whole new realm of power and benefits that will become more and more apparent and necessary as time goes on.

Under the Financials Reports / Compilations menu select Compilation Letter Setup **to** create cover pages, compilation letters, notes, etc. When you create a letter it automatically launches **Word** and opens a special blank document. Embedded in this document is a **pull down list of merge fields.** By inserting merge fields such as **<CN> for Company Name, <CC> for Current Month, etc.**, you can create one document which can be used by all clients. Xpert **will automatically insert the appropriate Company's Name, Address, Dates, etc.** into the document during printing. These merge fields are the same used for Financial Reports and may be found under the Financials Reports section of the manual.

Another feature is that you can set up separate **Print Queues per client**. This allows you to select pages typically printed for this client. Example: for one client you may print a Cover Page, Compilation Letter, and some notes. For another client you may print a different type of cover page, letter, etc.

The final feature in Xpert allows you to **Queue Clients for printing**. This will automatically print each client selected in the queue and print all associated letters queued for that client. In the future, Xpert will enable you to queue Financials and other Reports allowing you to print an entire collated packet per client.

Installation Issues

Because **Microsoft Word** requires you in advance to have a drive letter designated for Mail Merge functions, Xpert **defaults the system to C:\AX.** Even if you are processing Xpert on a Network, **Word will use the C:\AX directory for temporary files.**

If Xpert **is installed on a different Drive then 'C:'** you will need to run the **Microsoft Word Interface Setup** found in Financials Reports / Compilations menu.

If you do not have a 'C:' drive available, please contact our Customer Service Department so we can walk you through changing Microsoft's default Merge drive letter.

Important Note: Microsoft provides mail merge and sql functionality to their office products which offers tremendous benefits. However, Microsoft is extremely concerned about viruses being transmitted through macros and sql statements in email and word documents so as a default they have disabled these advanced features.   To take advantage of these features you must enable these functions as explained below. Please contact Micronetics Customer Service if you need assistance.

Enabling Microsoft Macros - Steps

1. Marco's are used for merging data and Word defaults to 'High' which does not allow merging of data. To enable do the following.

2. Click the **Microsoft Office Button** , and then click **Word Options**.

3. Click **Trust Center**, click **Trust Center Settings**, and then click **Macro Settings.**

4. **Click - Enable all macros.**

Enabling MSSQL

In order to merge data you must disable MSSQL security which requires editing the Registry. Since the registry is very important in the operation of your computer you may want to contact our Customer Service Department for assistance.

Editing the Registry - Steps

1. Start Registry Editor by clicking 'Start', then 'Run' and typing in 'REGEDIT'.

2. Locate and then click the following registry key:

HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Word\Options

(Note: the 11.0 above may be lower or higher, use the latest)

3. Click Edit, point to New, and then click DWORD Value.

4. Under Name, type:

SQLSecurityCheck.

5. Double-click SQLSecurityCheck.

6. In the Value data box, type:

00000000

7. Click OK.

Note: Because you are allowing these advanced features to be used, please insure your virus software is up to date and is functioning properly.

Processing Steps for each Computer

Creating or Editing a Letter

1. Are you running Xpert from the 'C:' drive - **If yes go to Step 3.**
   Run the **Microsoft Word Interface Setup** in the **Financials Reports / Compilations menu.**

2. **Note:** If you do not have a 'C' drive, contact Micronetics, Intl. Customer service department for assistance.

3. To **Create a Letter** select **Compilation Letter Entry.**

4. Assign up to an 8-character file name and a description for the letter.

5. Pressing enter will automatically launch Microsoft Word and create a merge document using the file name you entered.

6. You may now type your letter. Depending on the version of Word you will find a pull down **Merge Field box** allowing you to select merge fields for insertion into the document. Under Word 2007+ it is found under the '**Mailings'** tab. For a complete list of what each code means, refer to Report Codes in the manual under the Financials Section.

7. After completing your document, **click File "Save" or click the "X" in the upper right** hand corner to save changes and/or additions. (**Do not select File "Save as"** because the document name must be the same as created in Xpert).

8. This brings you back into Xpert**.** To create another letter follow the same procedures.

Setting up a Client Print Queue

The **Client Print Queue setup** allows you to first select a client and then select the letters used by this client.

1. Select **Compilation Print Queue Setup.**
2. To Create a Queue for a Client, 'Click' the button under 'Select Client' and select a client from the client list.
3. After selecting a Client, click on "**Zoom**" button to select letters to be used for this client.

Printing Client Queues

The first step is to establish for which clients you print letters for . Once your list of clients is defined, at printing time you can just check off which client to print for the session.

1. Select Compilation Queue Printing.
2. Select under 'Zoom' to add a Client to your print Queue or check off the Print box for clients already setup that you want to print in this session.
3. Click OK and the Queue will begin to print for each client selected.

Note: Letters will automatically print to the default Windows printer. Before printing letters, please insure that your default Windows printer is assigned to the correct printer.

Excel Interface

Xpert has the ability to easily export any Financial Report including Divisional Reports to an Excel Spreadsheet for automatic Charting and Graphics or other manipulation.

All Posting and Total Accounts are exported. Titles, underlines, dollar signs and line advances are ignored since these are not needed and can affect the proper alignment of the columns.

The data is exported in a columnar format.

The First Column always consists of the Account Type. This allows you to filter by Account Type. For example, you can select Account Type 1 (Assets), 2 (Liabilities), 3 (Equity) and create an instant pie chart.

The Second Column is the G/L Type. This allows you to select only posting accounts or include totals in your Graphs.

The rest of the Columns pertain to the report columns. For example the next three columns might be the Account Description, Current Month, and YTD.

Interface Procedures

1. Go to Financials Reports / Compilations and select Microsoft Excel Interface. You may also the Excel option through the standard financial printing menu.

2. Select a Financial Report.

3. Financials must be in columnar format (Data for each period must be in only one column) such as a comparative report. Any report over 2 columns automatically becomes columnar. In the case of a Non-Comparative Balance Sheet which has only 2 columns, you must add a "B" for Blank Column as the 3rd column in the Financial Report Generator which would turn it into a columnar format. The First Column would be the Account Description, the Second would be the Money, and the Third would be Blank.

4. On the Financial Printing Options - Select "Yes" in the "Send to Excel" field.

Upon selecting this option Xpert will default Report Output Options to Disk and create an XPERT*x.XLS* file (where *x* = the user # of the user running the report). Your user # may be found under 'My Info.' on the top menu bar. For example user # 1 the file would be XPERT*1.XLS.*

Upon selecting "OK" to print Xpert creates the XPERT*x.XLS* and launches Excel. (**Note:** This file will overwrite any previous XPERT*x.XLS* file.)

At this point the XPERT*x.XLS* file can be brought into Excel via the **File/Open. The file will be created in the \AX directory.**

Once the XPERT*x.XLS* file is selected, the Text Import Wizard will guide the user through the remainder of the process.

Excel Rows

The First Row (A) is always Header/Field Names

The Account Type, G/L Account Type, and the description columns come in blank above the columns. Field names can and should be entered into the first row. Money column field names will import as they were set up in the respective Financial Report.

Xpert erases the XLS file each time a Financial Report is exported to Excel. If you want to save a file for future reference you will need to save the file in Excel with a different name in an XLS format with an XLS extension (Default format is TXT with an XLS extension).

Please refer to your Excel Documentation for specifics on Formatting, Auto Filters and Automatic Graphing.

Formatting

At this point the data can be graphed, used "As is" or manipulated into other formats.

Column Widths should be set by selecting the Columns to be resized then select Format/Columns/AutoFit Selection.

Auto Filter

This Excel feature can be utilized for query functions to the Excel Spreadsheet. This feature will function best if data has been arranged and formatted as discussed above. You can then highlight the entire first row and select Auto Filter. This will create pull-down boxes allowing you to filter your selections.

Graphing

Once you have selected the data, you can just click on the graph button to automatically create a variety of charts and graphs. **Remember:** If you want to save the Graphs, click Save As and save under a name other than XPERT*x.XLS*. Do not save as XPERT*x.XLS* as this file will be overwritten the next time you do an Excel Export from within Xpert*.*

1120/1065 Tax Interface

Generic Tax Export

Xpert provides the ability to export G/L balances to an ASCII file, which can then be imported into a variety of business tax programs. Xpert's export function allows for flexibility in defining the export file to accommodate the import requirements of most business tax programs.

The concept of the Tax interface is to export the G/L Account #, Description, Closing or YTD balances and Opening Balances to an ASCII file. You would then go into your tax program and follow the steps for importing this information into a tax return.

Usually, the first time importing into your tax program you will have to assign a Tax Line # to each G/L Account #. When doing the actual import, your tax software will match each G/L account with the proper line on the Tax Return. If more than one G/L account is assigned to a tax line each account balance will be added into that particular line. (See "**Tax Export for Specific Products**" for exceptions).

Xpert normally exports all accounts as positive unless the current balance is opposite its normal balance. Some tax programs require that all credit accounts be negative, and then they reverse the sign automatically during the import procedure. Xpert allows credit accounts to be exported as either positive or negative.

The following information may be exported from Xpert.

1.   G/L Account #
2.   Account Description
3.   YTD Balance (P & L) or Year End Balance Sheet
4.   Balance Sheet Opening Balances
5.   Tax Code 1 (Line # on tax return)
6.   Tax Code 2 (Line # on tax return)
7.   Tax Code 3 (Line # on tax return)

Tax Interface Steps

The 1120/1065 Tax Connection is found under 'Setups / Year End / Utilities.

1.   The first step is **'Tax Code Setup'**. **Most tax programs do not utilize this feature**; therefore, this step may be skipped on the Client Write-Up side. This is primarily a feature for Lacerte users. If your tax program accepts tax codes in the import file then refer to the Lacerte notes.

2. The next step is to export the G/L information to an ASCII file through the **'Tax Code Export - Custom'** program. In this program you specify which fields to export and the order in which they will be exported. Depending on the requirements of the tax program, you define whether credit accounts should have a normal positive or negative balance. The last item is to specify the directory and file name to use for the exported file. See notes below regarding information or various tax program requirements.
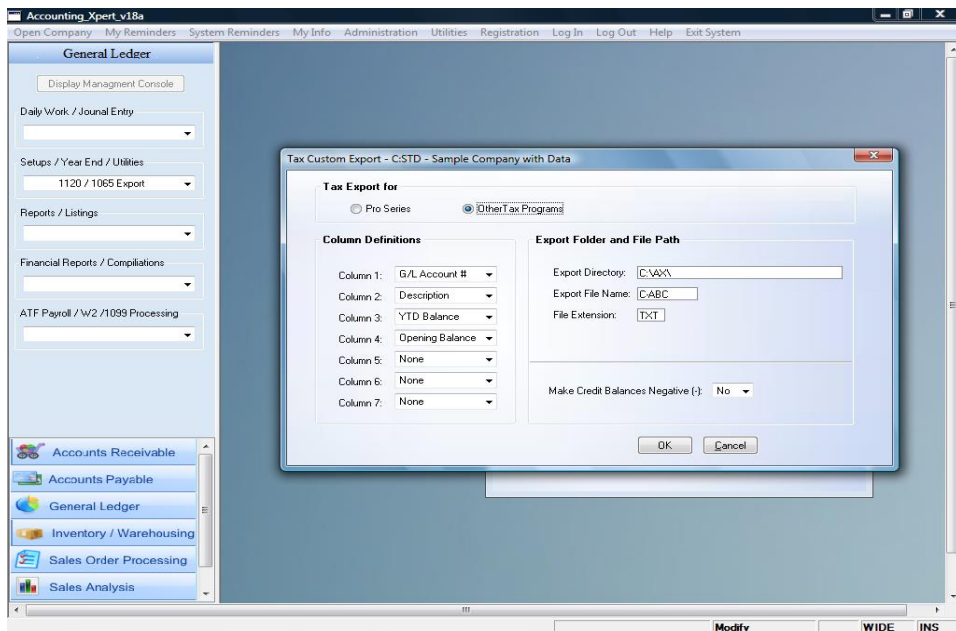
Tax Custom Export Screen

3.   The last step is to start your tax program and use its import function.

Additional Tax Interface Notes

You may need to contact your tax software vendor regarding the information they allow for importing. In most cases you can just export all the information only specifying how to handle credits. Your tax program should then be able to handle the rest.

Non- Standard Tax Imports

Lacerte Tax Users

Lacerte may be exported and imported the generic way as explained previously and / or use the special export / import designed specifically for the Accounting Xpert Enterprise - Client Write-up.

Lacerte Users

A special export function is available for Lacerte users. Lacerte users must complete the 'Tax Code Setup' as previously described. In this screen you would use Tax Code 1 for Lacerte's Series #. Tax Code 2 would consist of Lacerte's Closing Balance Sheet balances or the YTD P & L balances. Tax Code 3 is used for Balance Sheet opening balances. The Tax Series Codes and Tax Codes are available on Lacerte's input sheets.

The next step is to run the **'Tax Code Export - Lacerte'**. This will create an ASCII file for Lacerte to read. Upon starting up your Lacerte Tax program, Lacerte will automatically read this file and update the tax return. Lacerte is the only program which does not require you to run an import function.

The Export function defaults to the normal Lacerte Tax Directory and File extension. All you are required to do is assign a file name to the export file. This is the Client ID assigned in Lacerte for that user.

 Example   C:\lacerte*xx*tax\cdata\Xpert.cb*x*

This example shows the typical Lacerte Path for a corporate client called **Xpert** where x values will default and vary depending on the version of Lacerte you are running.

Remember: Lacerte will automatically import the data upon starting the Lacerte Tax Program. (Note: if you do not want to update the information then assign a new file name when exporting from Xpert*,* and Lacerte will create a client using that name.)

…Procedure Automatic once Tax Codes are defined in Xpert*.*
…Negative Credits set to 'N'. Credits are Positive.

Intuit Pro-Series

Xpert's Tax Interface has a special options for Pro-Series.   Upon selecting Pro-Series in the Tax Interface, all options are set automatically. You are only required to assign a name to the Export File.

Fields automatically exported.

1.   G/L Account #
2.   G/L Description
3.   Closing / YTD Balance

Use the Intuit Pro-Series procedure to import this data.

State Laser Tax Modules

As a by-product of the ATF payroll entries, Xpert **has** the capability of printing a State Unemployment Worksheet as well as a variety of State Laser generated forms.

Currently Xpert produces laser forms or scanable forms for NY, CA, TX, and FL, and MI. Additional states are being added so please check Micronetics to find when your state will be available.

Important Note

Both California and Texas require a scanable form. Only the data will be printed on blank white paper. No laser form is printed

California is accessed through W2 / 1099 Processing Module under the State Processing Tab. Note: **The W2 / 1099 Module requires you to scroll the menus down and is under the Sales Analysis Module.**

Florida, Texas and New York are accessed through ATF Payroll in the Client Write-up Module, from the SUTA Form Printing button.

All State Modules - General

1. **Select applicable State (1,2,3,4, or 5)** - State information comes from the State Unemployment section of Payroll Rates Setup in ATF Payroll section.

2. **Select Quarter** you would like to process, verify the proper state and **Select Yes for Laser** printing (If "Yes" is not selected in the Laser field Xpert will print out SUTA Worksheet).

3. If "Yes" is selected for 'Laser Printing', Xpert will display the forms on the screen. You must click on one of the blue boxes in order to move around or edit the form. The Tab or the Enter key will also take you from field to field.

4. Buttons on the screens will guide you back and forth from page 1 to page 2 details where applicable. Click on "Exit" button to get to "Begin Printing". Click on "Begin Printing" to print scanable form or laser form facsimile.

State Tax Modules Notes- by State

New York

Prints both NYS-45 and NYS-45-ATT.

Columns D and E only print if Final Return is set to 'Y' or if you are printing the 4th Quarter.

Please make sure you have defined the correct information in the Payroll Reports Setup under the ATF Payroll Menu.

Part A

This is defined in **Page 1** of the Payroll Report Setup.

In the SUTA Wage box define Gross Wages.

Parts B & C (Defined in Page 2 of the Payroll Report Setup)

State Income Tax uses the State Income Tax Box.
City of New York uses Local Tax withheld Box.
City of Yonkers Tax uses Box 13 Top on W2.

Texas C3 and C4 Forms

Texas requires that only data be printed in a scanable format (the form does not print).

The CITY CODE must be input manually.

These are optional and not required. If you prefer to show these, the UI RATE and SMART JOBS ASSESSMENT rates must be input manually, and Xpert will perform the calculations.

California DE6 Form

California requires that only data be printed in a scanable format (the form does not print).

Employer Account # comes from the SUTA rate setup section of Payroll Rate Setup in ATF Payroll. **This number must include the dashes.**

Social Security number comes from Employee setup and **must include the dashes.**

Florida UCT-6

Select Suta form printing from the ATF Payroll screen, select the State, then Quarter and a facsimile form will display. This form may be edited if needed and then printed.

QuickBooks Import

Xpert has the ability to import G/L transactions from **QuickBooks**. This is a quick, simple and powerful procedure that will **eliminate the need for re-keying these entries into** Xpert.

The general procedure is to export the **QuickBooks G/L transactions** to an ASCII file, import these transactions into Xpert, define the column headings (G/L #, Date, Check #, Amount, and Description) and then let it update Xpert Journals for review, editing and posting. During the updating of Xpert*'s* Journals, Xpert automatically checks for invalid G/L account #'s and puts an asterisk by the G/L account # on the Journal Entry screen.

Xpert **allows you to automatically remove a batch and all the transactions within that batch.** If you accidentally import incorrect G/L transactions you can easily remove them in seconds and then re-import the correct information.

Important: Matching G/L Account #'s

For the QuickBooks interface to work efficiently, the most important aspect is to insure that the G/L Account #'s in QuickBooks match the G/L Account #'s in Xpert. It is recommended that you change the G/L #'s in QuickBooks to match Xpert's G/L #'s. If you change an account # in QuickBooks it automatically changes the account # for all the associated G/L transactions in QuickBooks.

It is not recommended to change Xpert to try to match the QuickBooks G/L #'s because we have found that an accountant's chart of accounts is more standardized and is properly setup. It also lends to consistency as most accountants are somewhat consistent in their chart of accounts setup from client to client.

If a client adds a invalid G/L Account #, it will be flagged during importing so you may add it into Xpert or have the client reclassify to a proper account #.

The concept of using a cross reference file has been eliminated as we have found it is not efficient in that it requires more maintenance then it is worth. Having a consistent COA is the only efficient means to use this feature.

Steps within QuickBooks

There may be some variation of the exact steps below depending on the version of QuickBooks you are using. QuickBooks changes the names and functions form version to version.

Make sure "Use account numbers" is checked in:

Edit/Preferences/Accounting/Company Preferences

1. Go to *Reports/Custom Transaction Detail.*

   Modify report as follows:

a) Select the proper date range of the transactions you want to export and refresh the screen.

b) Select the required columns *Account #, Name(or Memo), Date, Check # and Amount*.

c) Total by "*Total Only*"

d) Sort by "*Date*"

   Print Report to file:

1. At *Print To*: select "*File*"

2. Click on down arrow to the right of "*ASCII Text file*" select "*Comma Delimitated*". Look for the 'PRN' output selection. This is the format required and depending on the version of QuickBooks, the options selected above may be slightly different.

3. Select "*Print*" and save to any location using any name. Remember the location and file name you export so you can locate it for the import.

Steps within Xpert

1. In **Xpert*'s* Client Write-up** under the **Setups / Year End /Utilities** select 'QuickBooks Import'.

2. Select the first button **'Import QuickBooks Data'** and select the file to import (this is the file name you exported).

3. Select the next button, **'Define Column Headings',** and specify what each column is from the pull down list. Because QuickBooks exports information Xpert does not need, you are required to define only columns for the G/L Account #, Description, Date, Check # and Amount. All other columns will be ignored

4. Click the last button and **'Update Xpert's Journal'.** This will allow you to specify which Xpert Journal to update.

5. After updating Xpert*'s* Journals, you may then enter the **Journal Entry program**, select the Journal and Batch you imported and review, modify or delete any G/L transactions that have been imported. Any invalid G/L #'s will be flagged with a 'Red *' next to the G/L Account #. These may be corrected during 'Journal Entry' and once corrected, you may click the button in the bottom of the Journal Entry screen to 'Re-check QuickBooks' to insure all accounts have been corrected properly.

6. If everything is ok, run the normal posting procedure**. If you need to remove a batch, select the 'Remove' option instead of Add or Edit a Journal Batch**.

LASER INSTALLATION

Xpert can print tax forms to non-hp-pcl compatible printers including color, inkjet, and all in one printers/fax/copiers.

You must install the Laser Module on each computer running Xpert by running the '**Laser Module Installation'** found in the ATF Payroll Menu or the W2 / 1099 Processing Module found under the 'Import / Utilities / Closing menu option.

When running this function, a variety of questions pop-up.   **The only required entry is your name.** Leave all the other questions with their defaults and click '**NEXT'** through each screen.
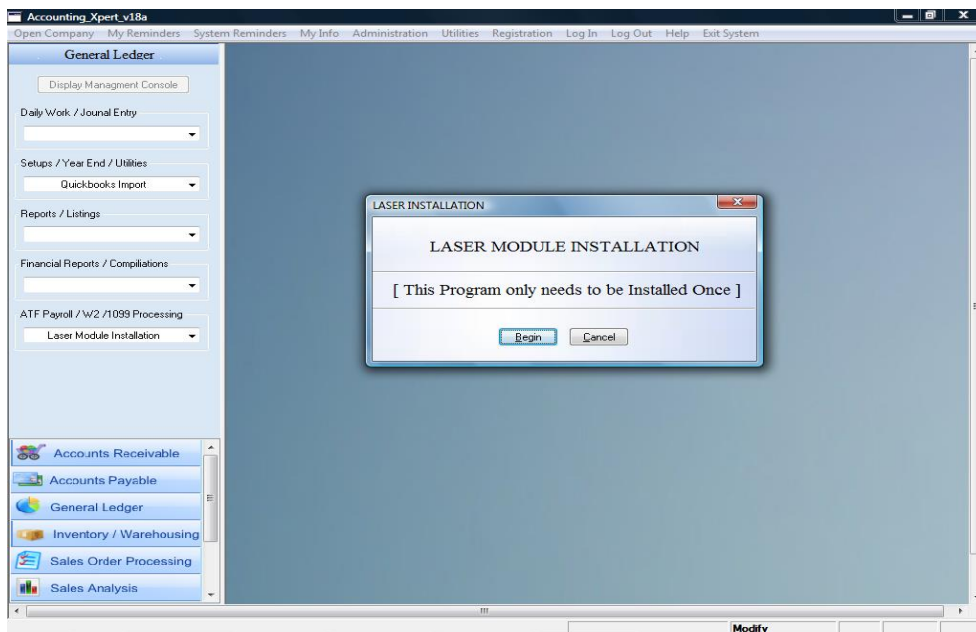
Laser Installation Screen

Do not change any of the defaults. Just click 'Next', 'Continue' or 'OK' through each screen. Only enter in your name when asked.

W2/1099 Processing

Micronetics prints W2's and 1099's on the following types of forms. These forms **may be ordered from CodaSystem Forms @ (800) 622-2794** and have been certified **as IRS approved and Micronetics software compatible.**

It is recommended for W2 and W3 forms to use blank white perforated paper where Xpert prints both the forms and data.

For 1099's the government requires 'Red' forms. Certain copies may be printed on blank white as show below.

W2 Forms
1. Preprinted Laser form – 2 forms per page **(not recommended)**
   a) Copies 1, 2, B, C, D (2 employees per page)
   b) Copies B & C (2 forms per page, same employee copy B & C)

   Recommended to use options 2 and 3 below.

2. 2 Up Laser on Blank White Perforated (W2's only).
3. 4 Up Laser on Blank White Perforated. (W2's only).

1099 Forms
1. **Preprinted Red forms are required for all Federal 1099 form submissions**.
2. Blank white paper can now be used on the 1099 Misc. for non-fed copies.

W3 Forms
1. Blank white paper can be used to generate W3.
2. Preprinted Laser forms.

1096 Forms
Preprinted Laser forms.
Copies (file) are available on blank white.

W2 / 1099 Processing Notes

W2's and 1099's may be processed in **two ways** using **Xpert.** Payroll information may be **imported** into the **W2 /1099 Processing module** from **Xpert's Write-Up** or may be **manually entered** in batch for those clients who are not being processed through **Xpert's Write-Up.**

To process **W2's and 1099's** you would log into the client you want to process. If the client does not already exist, you must first create it in the '**Company / Client Selection' screen.**

After logging into the client you will be at the Menu System. **YOU MUST SCROLL DOWN ON THE MENU TO SEE THE W2 /1099 PROCESSING MODULE.**

Scroll Buttons on bottom left to access the W2 / 1099 Processing Module
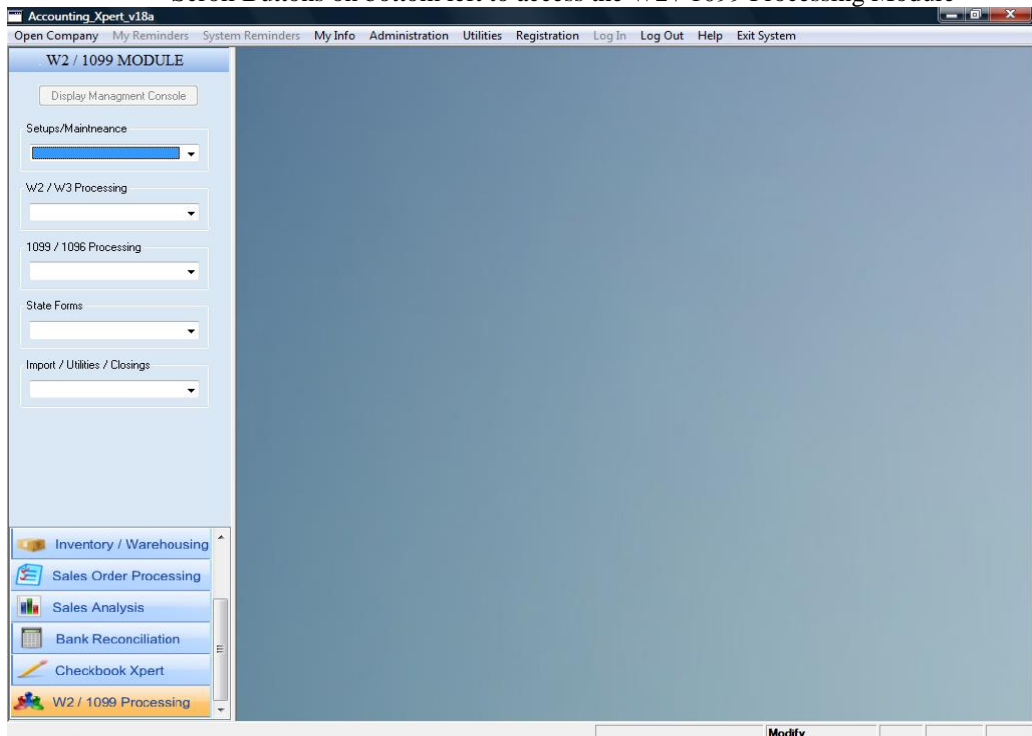
W2 /1099 Processing Menu

Two options: After entering the module you have two options available:

1. If the client's payroll data has been **processed through Xpert's Write-Up** then you would run the 'Import – Write-up ATF Payroll'.

   Select the Menu option 'Import / Utilities / Closings'
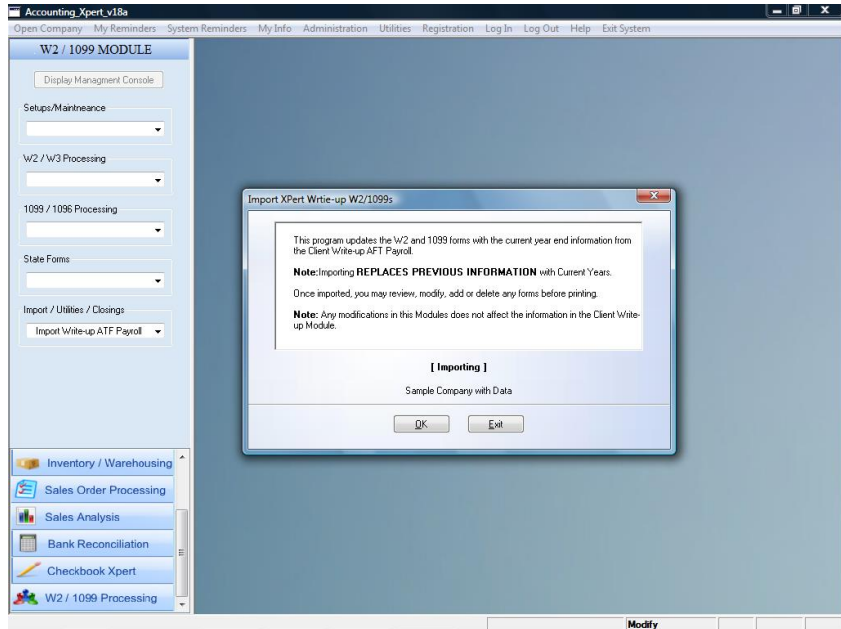
W2 / 1099 Import Screen

Click OK to begin import.

This will import all the employees and 1099 recipients' information into the proper forms. At this point you may add, change or delete information. Any changes made in the **W2 / 1099 Processing module does not affect data in Xpert's Write-Up module.**

Warning: If you re-import **Xpert's Write-Up** payroll data it will **replace the old information with the newly imported information.** Any changes made in the W2 module will be lost. Changes should always be made in **Xpert's Write-Up** module and then re-imported if necessary.

2. Another option is to enter employee and 1099 information directly into the W2 / 1099 Processing module by filling in the forms (**W2 Entry / 1099 Entry**).

    Once the data is in the **W2 /1099 Processing module** a variety of options and reports are available as well as forms printing.

W2 Entry Screen displays imported data and/or data entered

W2 Entry Screen

Form Printing

W2 and W3 forms may be printed on blank white perforated paper. Red copies are not required but may be printed (not recommended). 1099 and 1096 forms are required to be printed on pre-printed 'RED' copies for the government. 1096 and Misc. copies may be printed on blank white or pre-printed forms.

W2 Magnetic Media

The W2 magnetic media module can be found in the W2 / W3 Processing section in the W2 / 1099 Processing Module. There is required information in all of the tabs. All required fields are marked with a ******.

The Social Security Administration offers media testing software called Accuwage. It is highly recommended that users download this software from http://www.ssa.gov/employer/software.htm to test their media file before submission to ensure that all required information is included and accurate.

Printing W2 Forms

The W2 form printing screen allows you to select a variety of ways to print W2 forms. Forms may printed in sorted order, range of ID #'s, selected states with options to print 2up or 4up style forms.

Although not recommended you may print on pre-printed laser or continuous forms.

W2 Forms Printing Screen

Print Form

Once the forms display on the screen, click 'File' at the top and select 'Print'.

Laser Module Print Screen

Important Laser Printing Options

There are two options you need to pay attention to on the Print screen.

The first line shows your default printer where the W2 or appropriate form will print. If this is not the printer you want to print to, then click the 'Setup' button and select the proper printer.

Secondly, under 'Print Range' select 'ALL' to print all the forms. Leaving it 'Selection' will only print the current page displayed.

Note: At year end when printing many forms you may want to set your default printer in the Windows printer setup to be the one you are printing the forms to so you do not have to select it each time you print forms.

W2 and other Forms 'Printing Screen

W3, 1099 and 1096 forms printing

The W3 form may be also printed on Blank White perforated paper. Copies of the 1099 Miscellaneous form and 1096 form may be printed on blank white paper however the government copy must be on a 'Red' preprinted form.

Depending on the form, select in the appropriate printing program and whether to print blank white or on pre-printed forms. Xpert will only display the appropriate options allowed for a particular form.

The same method for printing W2 forms as explained previously is used for these and all other forms including the 941, 940, Suta forms, etc..

Frequently Asked Questions

What forms do I use and where do I get them?
Forms can be ordered from CodaSystem Forms @ (800) 622-2794.

The Federal Copy of W2 forms are usually printed on blank white perforated laser paper in 2up format. Copies may be done the same or in 4up blank white format. Xpert also supports printing W2's on Red pre-printed 2up laser forms (not recommended).

The W3 Form may be printed on blank white laser forms (recommended) or on Red pre-printed laser forms (not recommended).

The 1099 forms for Federal Copies are required to be Red pre-printed forms. The copies for the 1096 and 1099 Miscellaneous forms may be printed on blank white laser paper.

Where do I find the W2 / 1099 Processing module?
You must scroll down on the Menu buttons on the bottom left as it is one of the last menu buttons.

I do not see any data. Where are my employees?
You must first import the Xpert employee data into the W2/1099 Processing module. This is done in the 'W2 /1099 Processing Module' under 'Import / Utilities / Closings', 'Import – Write-up ATF Payroll'.

Why do I see funny characters printing appearing on W2, 941, 940 or State Laser forms?
This means that your printer is not pcl compatible and you must select the 'Print' option instead of the 'Fast Print' option. The 'Print' options formats the form as an image and will work on any type of printer, including color, inkjets, all in one, etc, however it is not as fast as 'Fast Print' which uses PCL printing.