Xpert Write-Up for Windows

Manual Supplement
V7.6.4+

External Product Interfaces & Tax Processing

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XPERT MANUAL SUPPLEMENT V7.6.4+

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Microsoft Word 97 and Word 2000+ 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.

Xpert provides i**ntegration with Microsoft Word for Compilation letters**. In order to use this feature you will need to have either **Word 97 or Word 2000+.**

Under the **Financials** Tab within *Xpert*, **select Compilation Letter Entry** to create cover pages, compilation letters, notes, etc. When you create a letter it automatically launches **Word** and opens a blank document. However, 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.

Another feature is that you can set up a **Print Queue 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, **we have defaulted 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 in the Financials 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.

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.**

2. Run the **Microsoft Word Interface Setup** in the Financials Menu. **Note: If you do not have a 'C' drive, contact Micronetics, Intl. Customer service**.

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3. To **Create a Letter** select **Compilation Letter Entry. Note:** Your first time, *Xpert* will ask which version of Word you are using.

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.

    Note: Microsoft Word 2000 Users: Because of a bug in Word 2000, a conversion dialog box appears. Just click OK.

6. You may now type your letter. Notice in the upper left side of the screen there is a pull down Merge Field box allowing you to select merge fields for insertion into the document. 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 press F5 under the Client ID and select a client.
3. After selecting a Client, click on "**Zoom**" button to select letters.

Printing Client Queues

The first step is to establish for which clients you print letters. 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. Either Zoom to add Client to your print Queue or check off the Print box for clients already setup.
3. Click OK and the Queue will begin to print for each client selected.

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, Financial/Schedule Printing or to the Excel Interface.

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. Select "Y" in the "Send to Excel" field.

Upon selecting this option *Xpert* will default Report Output Options to Disk and create an *XPERTx.XLS* file (where *x* = user terminal ID) in the user's AX directory. If you are a single user system then the file is always *XPERT1.XLS.*

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

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

Once the **XPERTx.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 *XPERTx.XLS*. Do not save as *XPERTx.XLS* as this file will be overwritten the next time you do an Excel Export from within *Xpert.*

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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 #. Then when doing the actual import, your tax software will match each G/L account with the proper line on the Tax Return. If more then 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 in the *Xpert Write-Up* Module under 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.

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

Lacerte Users

A special export function is available for Lacerte users. Lacerte users must complete Step # 1 above. 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.

Miscellaneous Notes on Various Tax Programs

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.

Tax Export for Specific Products

Arthur Anderson

Fields required to be exported.

1. G/L Account #
2. Description
3. YTD/Closing Balance
4. Opening Balance/Last Years Closing Balance

…Negative Credits set to 'Y'.
…Tax Codes - Assign in Tax Software.
…Cost of Goods Sold is automatically calculated.
…Current Earnings should not be defined.

MicroVision Tax Relief

Fields required to be exported.

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

…Negative Credits set to 'Y'.
…Assign Tax Codes in Tax Software.
…Does not handle beginning of year amounts.
…Importing twice doubles calculations.

Lacerte

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.

Xpert à AuditVision -à 06 Tax Prep(CCH)

CCH does not have an import directly into their tax programs. You are required to purchase their product AuditVision. *Xpert's* exported file can be imported in AuditVision and that will then transfer into their tax program.

Intuit's 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.

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Fields automatically exported.

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

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. Additional states are being added so please check Micronetics to find when your state will be available.

States that print laser forms (NY and FL) require user to "**Download Soft Fonts**" to print forms. This procedure can be found in the **ATF** or **Utilities** Tabs.

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. To insure proper alignment of these forms, you must create a special font in *Xpert's* Font Maintenance. See Texas and California notes for specifics.

California is accessed through W2/1099 Processing in the State Processing Tab.
Florida, Texas and New York are accessed through ATF Payroll 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.

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

3. At the Report Output Options Dialog, use the default font settings with the exception of Texas and California. See Texas and California Font notes for details.

4. If "Y" 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 take you from field to field.

5. 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.
Download Soft Fonts.
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/Info 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.

Please insure that in the Font Maintenance under Utilities Registration that Font 66 is defined as follows.

Font 66   20+21+23+26+28+13+30+34+36+38

> **Note**: If you have converted from CM2000 you may need to update your Font File. Print out the Suta form from *Xpert* and lay it against a pre-printed State form to check the alignment.
>
> Micronetics provides a backup copy of *Xpert's* original font file on your system. Please call our Customer Service Department to assist you in updating your font file if the forms do not align properly.

Make certain the when you are printing this form you select Font 66 as the Font Override.

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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.

Please insure that in the Font Maintenance under Utilities Registration that Font 3 defined as follows.

<u>Font 3</u>   20+21+23+26+28+13+30+34+36+38

> **Note**: If you have converted from CM2000 you may need to update your Font File. Print out the Suta form from *Xpert* and lay it against a pre-printed State form to check the alignment.

Micronetics provides a backup copy of *Xpert's* original font file on your system. Please call our Customer Service Department to assist you in updating your font file if the forms do not align properly.

Make certain that when you are printing this form you select Font 3 as the Font Override.

Florida UCT-6

Install Laser Module.

Cash Flow Statement

Setting up a **Cash Flow Statement** is a simple procedure in *Xpert*. There are **two steps required**.

Step 1:

The first step is to create a **Cash Flow Template in the Financial Report Generator**. As with all Financials in *Xpert*, once a template is created it is automatically available to all existing and future clients.

Select **Financial Report Generator** and check to see if a **FASB Cash Flow** financial already exists. If so, select it and verify that the Report Type is "C" for Cash Flow then go to Step 2. If not, then proceed.

To setup up a Cash Flow Template, go into *Xpert Client Write-Up* then go to the **Financials Tab**. Select **Financial Report Generator** and **PRESS ENTER TO ADD A NEW REPORT".**

1. In the **Report Name enter "Cash Flow Statement".**

2. In the **Report Type enter "C"** for Cash Flow Statement.

3. Then enter the heading and footnote you would like for this statement. **Remember: Use the** *Xpert* **codes such as /CN for Client Name,** etc. so this report is usable for all clients. Refer to your manual for a complete list of codes or look at the heading setup for any other Financial Report.

4. Press Esc when done.

Step 2:

This step pertains to **defining in the client's chart of accounts** the different types of Cash Flow accounts. Only Balance Sheet accounts are used.

1. Go to the **Chart of Accounts Setup**. You will now notice there is **a column called CFL** which pertains to the **coding of each Cash Flow type of account**. This requires a basic understanding of the FASB requirements for the Cash Flow Statement. Below is a list of the codes required.

    31 – Cash on Balance Sheet
    32 – Net Income/Loss (Current Earnings) on Balance Sheet
    33 – Non Cash items. Ex: Depreciation Expense on Balance Sheet
    34 – Changes in: Ex: Current Assets & Liabilities
    35 – Investing Activities: Ex. Buildings
    36 – Financing Activities: Ex: Long Term Notes

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Use these **codes on each account in your chart pertaining to the Cash Flow Statement**. Any accounts not coded will be ignored for Cash Flow purposes. Those accounts coded will be analyzed, calculated and printed on the Cash Flow Statements.

To run the **Cash Flow Statement**, select the report under **Financial / Schedule Printing**. You may print the Cash Flow Statement through any period by entering the **Current Period** in the **Report Options before printing**.

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.

QuickBooks 2003-2007 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.

Steps within QuickBooks

1. Make sure "Use account numbers" is checked in
    Edit/Preferences/Accounting/Company Preferences

2. 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*"

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Print Report to file:

1. At *Print To*: select "*File*"
2. Click on down arrow to the right of "*ASCII Text file*" select "*Comma Deliminated*".
3. Select "*Print*" and save to any location using any name…. You may type anything; however **we recommend you type the A:xxx where xxx is your Client ID in *Xpert*.** This will put the file on the A: diskette.

Steps within *Xpert*

1. In *Xpert* **Client Write-Up** under the **Utilities Tab** select ' **QuickBooks Import'.**

2. Select the first button **'Import QuickBooks Data'** and specify the file name 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* Journals'.** 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.

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

LASER INSTALLATION FOR NON PCL PRINTERS AND FL UCT-6

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

If you have one of these types of printers or produce the FL UCT-6 you need to install this feature. After installing the Update as explained in the installation, you must run the 'Laser Module Installation' found in the ATF Payroll Menu. 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.
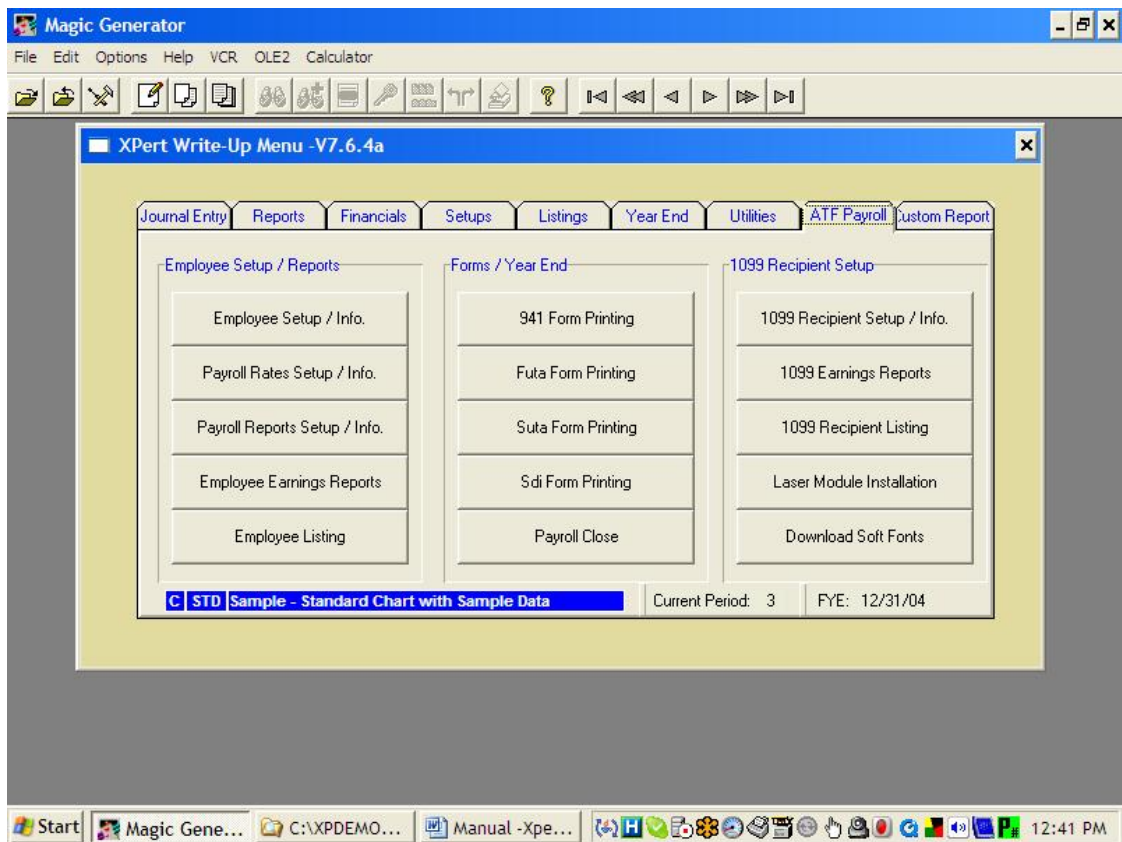
W2/1099 Processing

Micronetics for 2007 will print 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.

Note: If you have a non-hp compatible printer you must install the Laser Module as described in the previous section.

W2 Forms
1. Preprinted Laser form – 2 forms per page
   a) Copies 1, 2, B, C, D (2 employees per page)
   b) Copies B & C (2 forms per page, same employee copy B & C)

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

See FAQ's for recommendations.

1099 Forms
1. Fed requires Preprinted Red forms for all Fed copy 1099 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.

Soft Fonts
Note: If you are using *Xpert's* new non-hp compatible Laser Module you can skip this section and all references to fonts.

Xpert includes downloadable Laser Soft Fonts.   Soft fonts enable your HP II compatible printer to print tax forms by downloading special fonts to your printer. In *Xpert,* soft fonts are used for printing W2's, 940's, 941's and various States on blank white paper. Once fonts are downloaded to your printer they will remain active until your printer is turned off. You may download these soft fonts by clicking on the 'Download Soft Fonts' in either the *Xpert's* ATF Payroll Menu or the W2/1099 Processing Module.

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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 Write-Up* or may be manually entered in batch for those clients who are not being processed through *Xpert 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 Selection module.*

After logging into the client you will be at the normal application list. The *W2 /1099 Processing module* is selection # 14. You may have to scroll down to see any options after # 13.

After entering the module you have two options available:

1. If the client's payroll data has been processed through *Xpert Write-Up* then you would run the *Xpert* Write-Up Import program. This will bring 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 module does not affect data in the Write-Up module. Warning: If you re-import *Xpert 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 Write-Up* 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).

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

Form Printing
W3 and 1096 printing for pre-printed forms have been included for year 2007.

W2 Magnetic Media
New for 2007 the W2 magnetic media module can be found in the W2 tab of W2/1099 Processing. 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.

Laser Print Module

If you have non-hp compatible printers including color, inkjets or all in one fax/copier/printers you must install *Xpert's* Laser module.

When you run tax forms you will find a new option call 'SPECIAL PRINTING (Y/N)'. On the W2 Printing screen it is 3 lines from the bottom. Select 'Y'. When you select 'Y' the forms will display as shown on the next page.

Once the forms display on the screen, click 'File' at the top and select 'Fast Print' for PCL based printers or 'Print' for Non-PCL based printers. If you are not sure what you have, try 'Fast Print' first and if not, then try 'Print' which works on any type of printer but is not as fast. PCL printers are optimized for fast tax form printing.

Once the forms are printed, close this screen by clicking the 'X' or 'File' and 'Exit.

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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 1099/W2 processing module?
The 1099/W2-processing module is #14 on the Application List. You may need to Scroll down to see it.

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 "*Xpert* Write-up Import" tab of the W2/1099 processing module.

The Printing is a little too high on the form?

Note: If you are using *Xperts* new Laser Module you can skip this section and all references to fonts.

1/2 line down adjustments to any pre-printed forms is done as follows:

1. Select #10 Utilities/Registration at the Application List. Click on Font Maintenance.
2. Select the font you would like to adjust

Add a +15 for each 1/2 line advance in the positions shown in bold below.

W2 (Font #2) Font Adjustment

                         From
W2 +20+21+23+26+10+11+19+15+30+34+36+38
                          To
W2   20+21+23+26+10+11+19+15+15+30+34+36+38   Adds 1/2 Line
W2   20+21+23+26+10+11+19+15+15+15+30+34+36+38 Adds another 1/2 Line

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1099 (Font #1) Font Adjustment

	From	
1099	**20+21+23+26+10+11+30+34+36+38**	
	To	
1099	**20+21+23+26+10+11+15+30+34+36+38**	**Adds 1/2 Line**
1099	**20+21+23+26+10+11+15+15+30+34+36+38**	**Adds another 1/2 Line**

I see funny letters on my W2, 941, 940, or state laser forms. What is causing that?

Improper letters appearing on W2, 941, 940 or State Laser forms indicate that *Xpert's* Soft fonts need to be downloaded. Go to the ATF payroll tab in *Xpert* Write-up to download the soft fonts.

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Network Xpert (Network Installations)

There are two methods for setting up software to work on a Network. They are a Conventional Network setup and a Client/Server setup.

We recommend the Client/Server Method.

General Network Notes:

All workstations will refer to the same drive letter for common *Xpert* system files. Usually the client's data is also stored on that drive. For example if "F:" is your network drive make sure that each workstation can see the Network's 'F:' drive.

Client/ Setup Server Network (Recommended)

In this method *Xpert* is installed on each computer. Each Company's / Client's data files are stored on the server as well as some common system files that are shared by all users. This method is much faster then a Conventional Network Setup and is recommended.

Steps: For First Workstation and Server

1.   Install *Xpert* to the Server. This may be done from any Workstation or directly from the server.

2.   Install *Xpert* to one Workstation.

3.   After installing go into *Xpert*, click OK on Copyright, install sample data and then select any Company on the list.

4.   At the Application List, select # 11 Network Xpert.

5.   Under Network Selection select Client / Server and click OK.

6.   Enter the Network Drive where *Xpert* System Files were installed.

7.   Enter the type of Workstation you are running. (NOT TYPE OF SERVER).

8.   If your system has not been licensed for more then one user then the Licensing Screen will appear. Enter your licensing information exactly as provided by Micronetics, Intl.

9.   The next screen is the User Screen. *Xpert* will display a list of user names depending on the number of users for which you are licensed. Type this Workstation or User's Name in one of the available name locations.

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10. This computer is now set-up and has been assigned the User # you selected.   This User # corresponds to the User Setup file in the Utilities / Registration files which stores specific information about this Workstation.

Steps: For all remaining Workstations

Complete the steps for each workstation before going to the next.

1. Install *Xpert* to the Workstation.

2. Install the sample data.

3. Go into Network *Xpert*, select Client Server, specify the Network Drive Letter.

4. Select one of the available User #'s and type this Workstation or User's Name.

5. Exit *Xpert* then go back in. The Copyright screen should now show your Company's information licensed for at least 5 users.   You installation is complete.

6. Go onto the next Workstation.

Conventional Network Setup

Refer to *Xpert Write-Up* Users Manual.

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