

YEAR END PROCESSING INSTRUCTIONS FOR 2007

Enclosed in this outline are the instructions for running W-2/Payroll, 1099/Vendor and Accounting Year End Processing. During the year-end procedures, you are instructed to save and clear several files.



YOU MUST HAVE TWO TAPES TO DO THE SAVE & CLEAR!!

One tape that has the payroll and vendor save and clear and an additional tape that has the same payroll vendor save and clear files. You cannot do both copies of the save and clear on one tape, but you can use the same tapes to do the payroll save and clear and the vendor save and clear. (When you are ready to do the save and clear of the Vendor file you can insert the tape with the save and clear of the payroll files and it will start the vendor files right after the payroll files.

W-2 PROCESSING

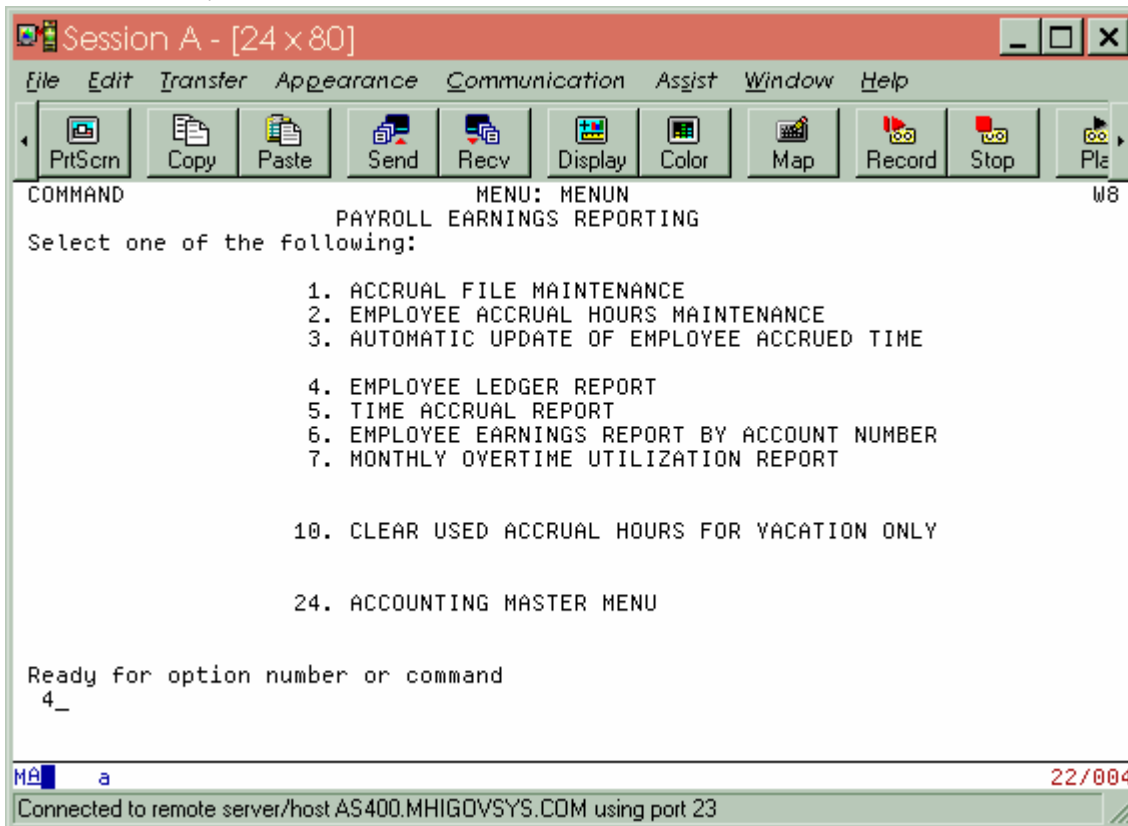
PRIOR TO YEAR END:



1. Read **completely** through the year-end documentation twice. This will allow you to be familiar with it *before* you start.



2. Run an employee ledger report for all employees from January 1st through December 31st. This is option 4 on the payroll earnings menu. Remember the taxable pay column on this report represents FICA GROSS. (Master menu Option 6, then MENUN option 4 (LEDGER REPORT)).



3. Run an employee payroll register. This is option 10 on the payroll processing menu. (Master menu Option 3, then MENUB, OPTION 10)

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Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop Pla
COMMAND MENU: MENUB W8

PAYROLL PROCESSING SEQUENCE OF EVENTS

1. PRINT PAYROLL TIMESHEET ( THIS REPORT IS USED AS A WORKSHEET ONLY)
2. AUTOMATIC TIMECARD GENERATION (MUST BE DONE BEFORE STEP 3)
3. TIMECARD INPUT
4. TIMECARD EDIT LIST
5. PAYROLL DOCKET REPORT ( DOCKET WITHOUT CHECK NUMBERS IF REQUIRED )
6. PAYROLL CHECKS AND REGISTERS
   *** OTHER PAYROLL PROCESSING ***
7. MANUAL PAYROLL ENTRY
8. MANUAL PAYROLL EDIT LIST
9. MANUAL PAYROLL PROCESSING
10. PAYROLL REGISTER BY FUND AND DEPT
11. FICA REPORT BY FUND AND DEPT
12. YEAR END FICA REPORT
13. QUARTERLY RETIREMENT REPORT
14. RETMT REPORT BY FUND AND DEPARTMENT
15. QUARTERLY PAYROLL REPORTS
16. QUARTERLY UIWAGE REPORT/MAG.MEDIA
17. PAYROLL REGISTER BY FUND & ACCOUNT
18. PAYROLL REGISTER BY PERIOD
19. QUARTERLY GROSS PAYROLL REPORT
24. ACCOUNTING MASTER MENU

Ready for option number or command
-

MA a 22/003
Connected to remote server/host AS400.MHIGOVSYS.COM using port 23

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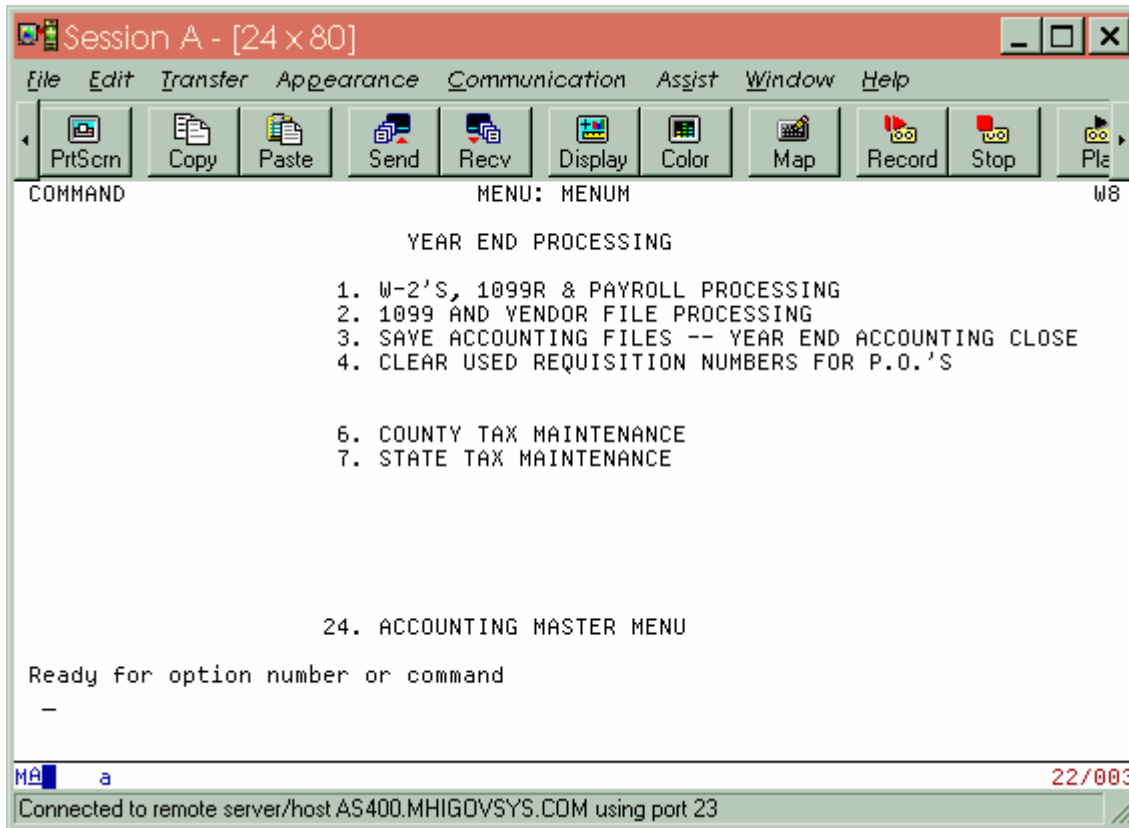
4. Run a Year End FICA report. This option 12 on the payroll processing menu. (Master menu Option 3, then MENUB Option 12)



5. Run MenuU, option 22 Year to Date County Tax Report



6. **Run the W-2 option on paper.** This is option 1 on the W-2 Year End Processing Menu. (This menu will change will look different after you get your W2 changes.) Remember that this option **does not update** anything so you can run it as many times as needed before you actually print your W-2s (after you receive the changes). When it's time to print your actual W2's, you will print your W2's from the prior year files. NOTE: Box 10, on the W-2 forms contains taxable pay, not total gross wages. To calculate total gross wages, add deferred compensation and cafeteria deductions to Box 10.



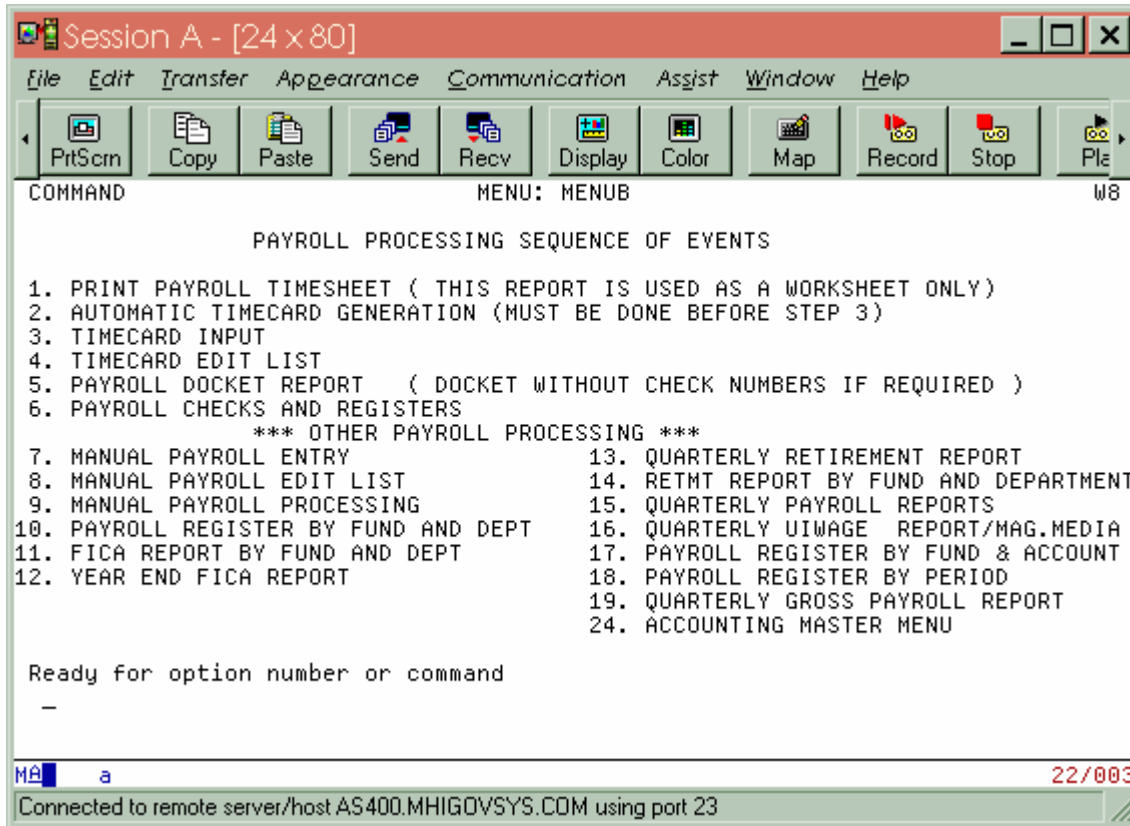
*Note Run all of these reports on the same day so that they all contain the same data. Look at the pages that contain the grand totals. The totals from all four documents will reflect the same amounts.



Look to see how things like auto allowance, clothing allowance, deferred compensations and cafeteria/section 125 deductions affect the totals on your reports and in which boxes they appear on the W-2s. This will help you remember how all these numbers tie together. Running through these steps prior to the year-end will give you practice on W-2 processing before the actual processing at the beginning of January.

AFTER THE LAST PAYROLL OF THE YEAR:

- 1. Run payroll Quarterly Reports. These are options 13, 14, and 15 on payroll processing menu. (MENUMB)

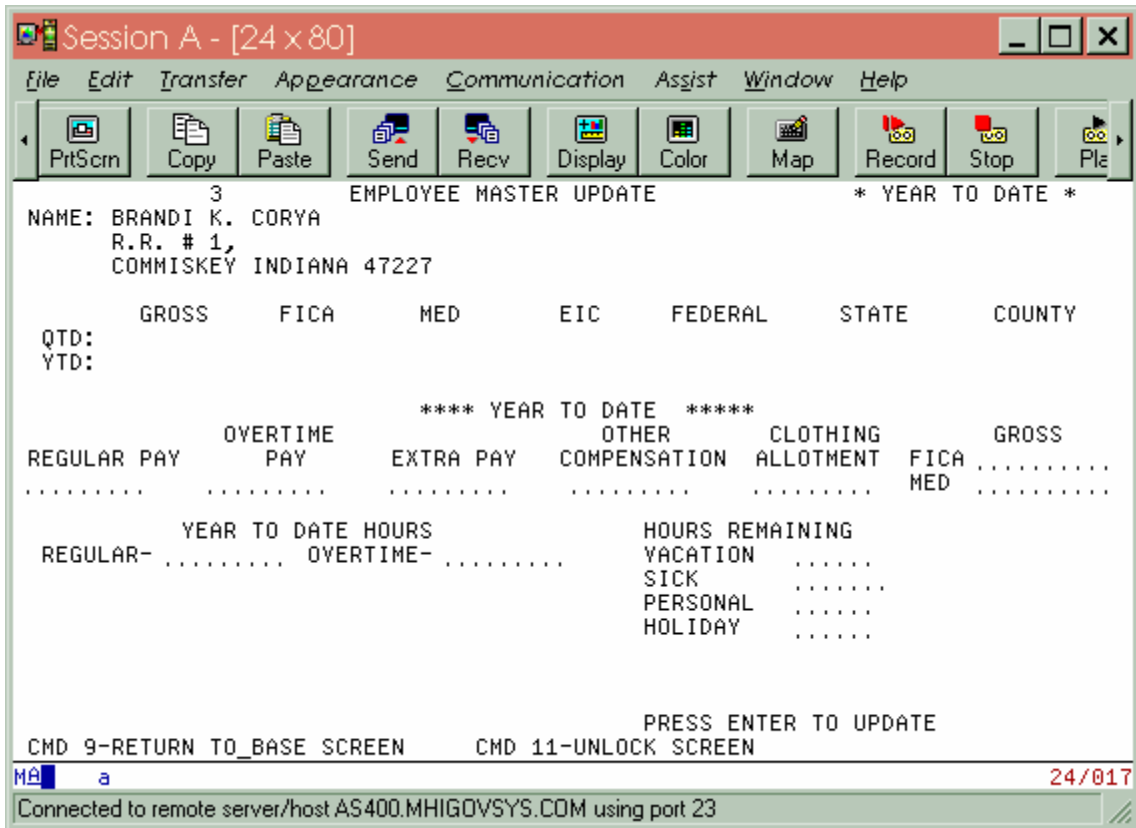


- 2. Make sure you have a Quarterly Payroll Report that is correct, then Run option 15 (Quarterly Payroll Reports) on the payroll processing menu as a 'final'. This will turn the quarter to date fields back to zero in each employee's master file.



- 3. Verify that the previous step (step 2) has occurred by reviewing several employees' year-to-date screens. This is option 4 on the master maintenance menu. (MENUA, OPTION 4 - Payroll Master Maintenance. Enter an employees number, 'C' to change and ENTER, then press the ENTER key, then cmd5 to view YTD information.)





4. Again, make sure you read completely through the year-end documentation twice. This will allow you to be familiar with it before you start.
5. Run an employee ledger report for all employees from January 1st through December 31st. This is option 4 on the Payroll Earnings Menu.
6. Run an employee payroll register by Fund and Department. This is option 10 on the Payroll processing menu.
7. Run a year-end FICA report. This is option 12 on the payroll-processing menu.
8. Run MenuU, option 22 Year to Date County Tax Report

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Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop Pla
COMMAND MENU: MENUU W7
PAYROLL AND W-2'S
*****
* 1. PRINT REGULAR W-2'S *
*****
* 2. PRINT MAGNETIC W-2'S.Creates Diskette Files.(FED & STATE) *
* 3. TRANSFER W-2 FEDERAL FILE ( Diskette File ) *
* 11. TRANSFER W-2 STATE FILE ( Diskette File ) *
*****
* 4. ENTER INSURANCE AMOUNTS FOR BOX 17 OF W-2'S
* 5. ENTER MILEAGE AND PER DIEM AMOUNTS FOR MAGNETIC W-2'S
* 6. ENTER TAXABLE AMOUNT FOR BOX 2A OF 1099R

* 8. PRINT 1099R'S (Creates a IRSTAX File for transfer to PC)
* 10. SAVE AND CLEAR PAYROLL FILES

* 22. YEAR TO DATE COUNTY TAX REPORT

* 24. RETURN TO YEAR END MENU

Ready for option number or command
-

MA a 22/003
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8. Run W-2s on paper. This is option 1 on the W-2 year-end processing menu. Remember that this option *does not* update anything so you can run it as many times as needed before you actually print your W-2s. (W2's will be printed from previous years files this year because of all the changes. This is why it is VERY important that you make sure each W2 is correct before you close out your year!)



9. Run 1099Rs on paper. This is option 8 on the W-2 year end processing menu. Remember that this option does not update anything so you can run it as many times as needed before you actually print your 1099rs. 1099R are for pensioners that have a 'p' in their comp code field, this form use to be called the W2P.

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Session B - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop Play
COMMAND MENU: MENUU W5
PAYROLL AND W-2'S
*****
* 1. Print REGULAR W-2 Forms. *
***** DISKETTE FORMAT *****
* 2. Print MAGNETIC W-2 Forms/Magnetic Media. 12. Enter Contact Information *
* (Use PC File Transfer for transfer for Magnetic W-2'S *
* of W2REPORT File to Diskette) *
*****
* 4. ENTER INSURANCE AMOUNTS for BOX 17 OF W-2'S
* 5. ENTER MILEAGE and PER DIEM AMOUNTS for MAGNETIC W-2'S
* 6. ENTER TAXABLE AMOUNT for BOX 2A of 1099R

* 8. PRINT...1099R Forms(Use PC Transfer for IRSTAX File)
*****
* 10. SAVE and CLEAR PAYROLL FILES

* 22. YEAR TO DATE COUNTY TAX REPORT

* 24. RETURN TO YEAR END MENU

Ready for option number or command
8_

MA b 22/004
Connected to remote server/host AS400.MHIGOVSY.S.COM using port 23

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10. Verify the information from the above reports. These totals should agree with the four 941 quarterly reports submitted to the government. It should also balance to the taxes remitted.



11. If you have entered your next years payroll information through Option 3 on MENU1 now is the time to run Option 5 on MENU1 Merge employee master files. *This should be run prior to running the 1st payroll of the New Year but, **AFTER** the payroll save and clear has been run off of the W-2 menu.*

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Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PtScrn Copy Paste Send Recv Display Color Map Record Stop Ple
COMMAND MENU: MENU1 W7

THIS MENU IS USED FOR SYSTEM MAINTENANCE WHICH
OCCURS INFREQUENTLY IN THE FUND ACCOUNTING SYSTEM.

1. CONTROL FILE MAINTENANCE
2. REBUILD EMPLOYEE SEARCH FILE
3. UPDATE NEXT YEAR'S EMPLOYEE MASTER FILE (MUST MAINTAIN BOTH FILES)
4. SETUP NEW LIBRARY (DO ONCE FOR EACH GROUP)
5. MERGE EMPLOYEE MASTER FILES (CURRENT AND NEXT YEAR'S)
6. GROUP CONTROL FILE MAINTENANCE
24. ACCOUNTING MASTER MENU

Ready for option number or command
5_

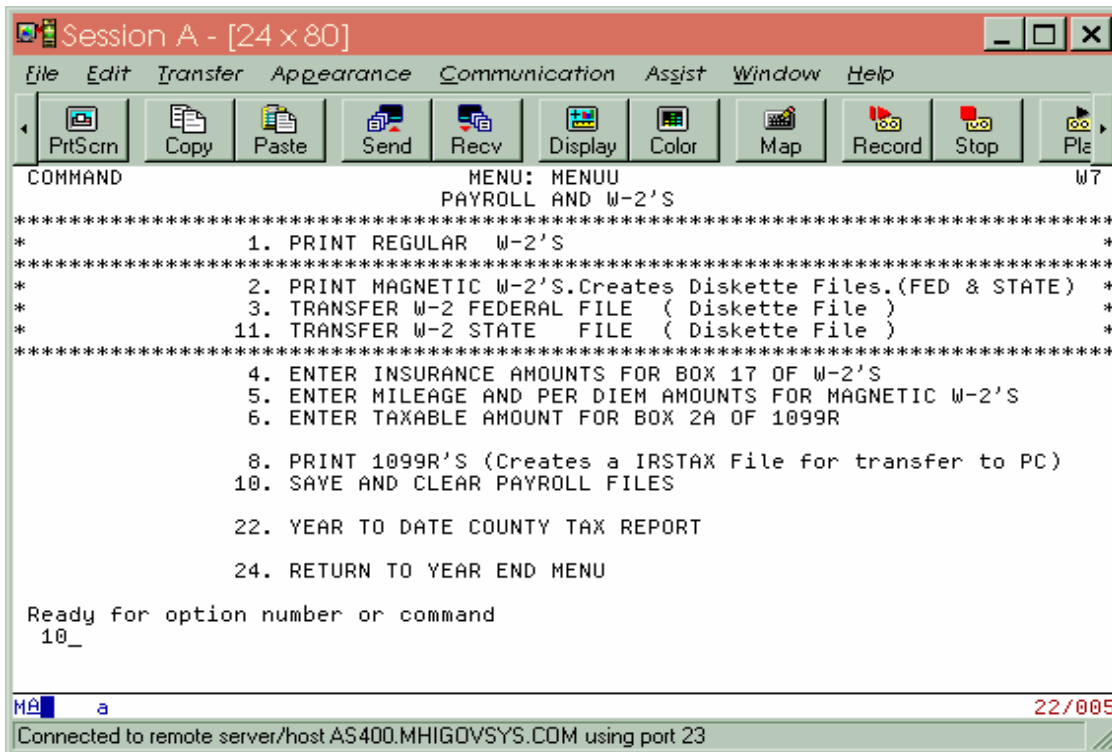
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Connected to remote server/host AS400.MHIGOVSYS.COM using port 23
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W-2 TOTALS BALANCED BEFORE FIRST PAY IN THE NEW YEAR:

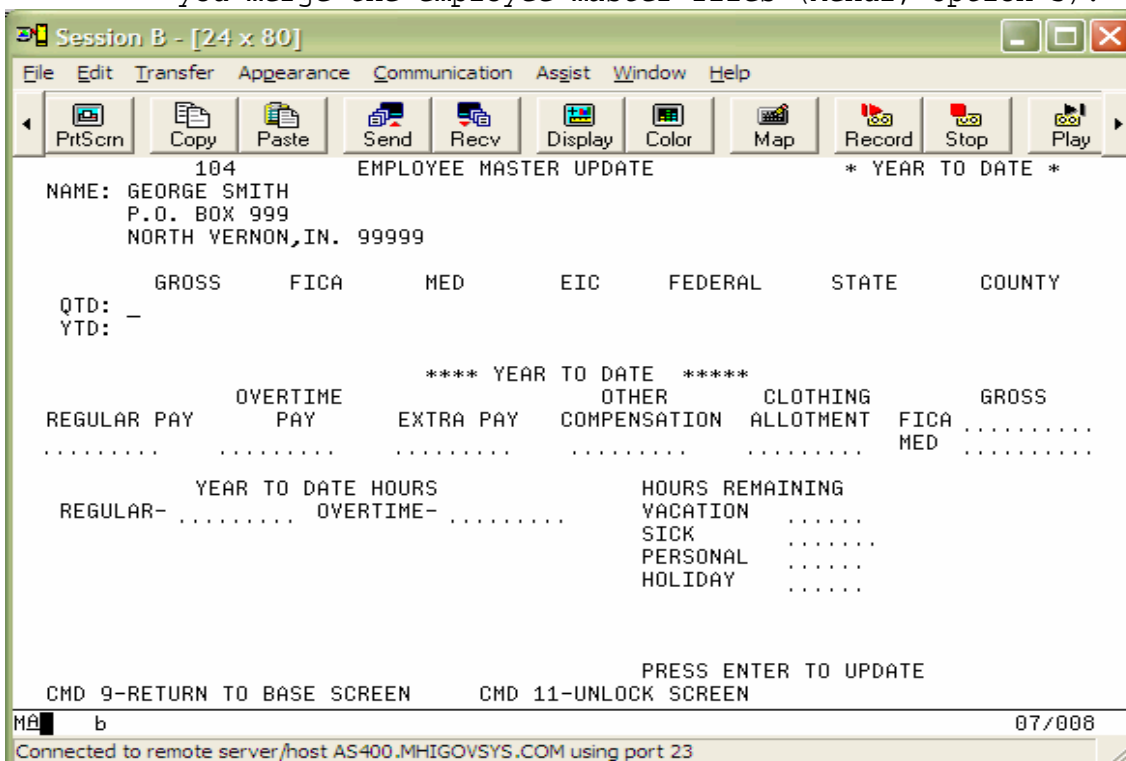
1. After the W-2s are balanced, run the W-2s on paper. This is option 1 or option 2 on the W-2 menu.
2. Clear payroll files. This is option 10 on the W-2 menu. This will clear employee year to dates to zero.
3. Verify that all clearing of fields has occurred correctly.
 - a. YTD employee fields should be blank. Check the payroll master (menu: MENUA, Option 4) before and after you merge the employee master files (MENU1, Option 5)
 - b. Deleted miscellaneous deductions are purged from employee screens.
 - c. Terminated employees have purged from payroll file.
 - d. If sick and vacation accrual is used, make sure it carried over per control file.
4. Remember to increase FICA if needed, in January. Refer to section 16 in the documentation. If your county and state taxes increase in 2008, be sure to change these as well.
5. You are now ready for the first payroll in the new year.

W-2 TOTALS ARE NOT BALANCED BEFORE THE FIRST PAY IN THE NEW YEAR:

1. Clear payroll files. **This is option 10 on the W-2 menu.** This will clear employee year-to-dates to zero.



2. Verify that all clearing of fields has occurred correctly.
 - a. YTD employee fields should all be blank. Check the payroll master (menu: MENUA, Option 4) before and after you merge the employee master files (MenuI, Option 5).

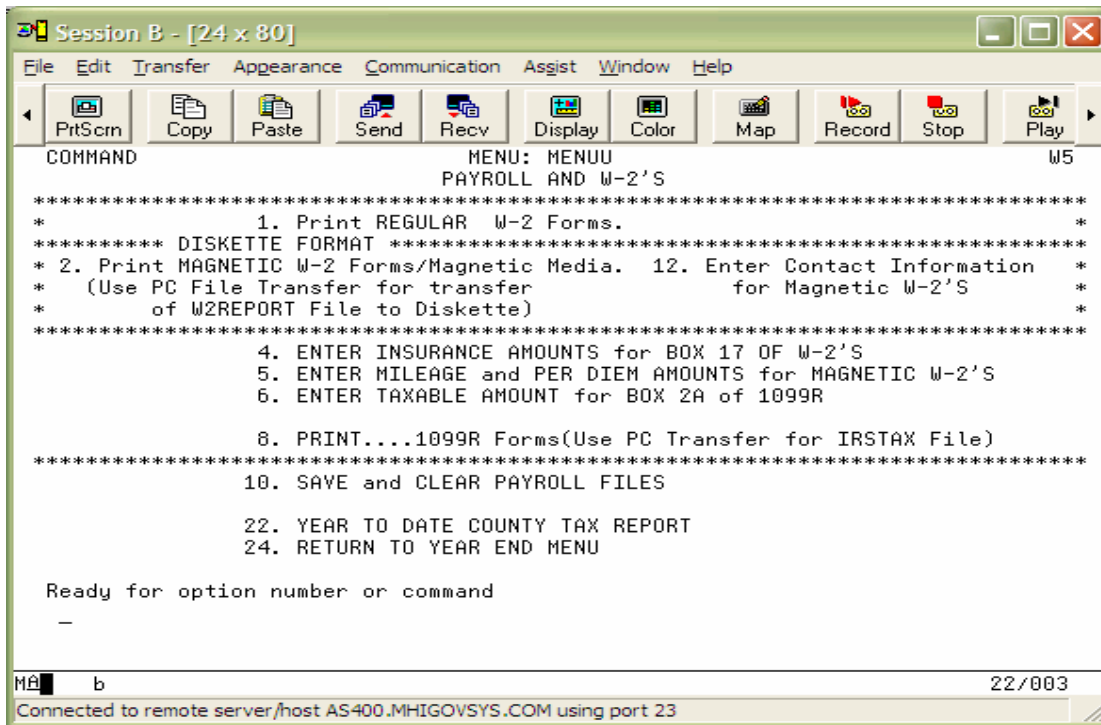


- b. Deleted miscellaneous deductions are purged from employee screens.
- c. Terminated employees have been purged from payroll file.
- d. If sick and vacation accrual is used, make sure it carried over per control file.

3. Remember to increase FICA if needed in January. Refer to section

16 in the documentation instructions. **If your county and state taxes increase in 2008 be sure to change these as well.**

4. You are now ready for the first payroll of the New Year.
5. When the W2 information is reconciled, run W-2s on the forms. This is option 1 or 2 on W-2 menu. These will now be ran off of prior year. If files are not on disk, user will be prompted to restore the information.



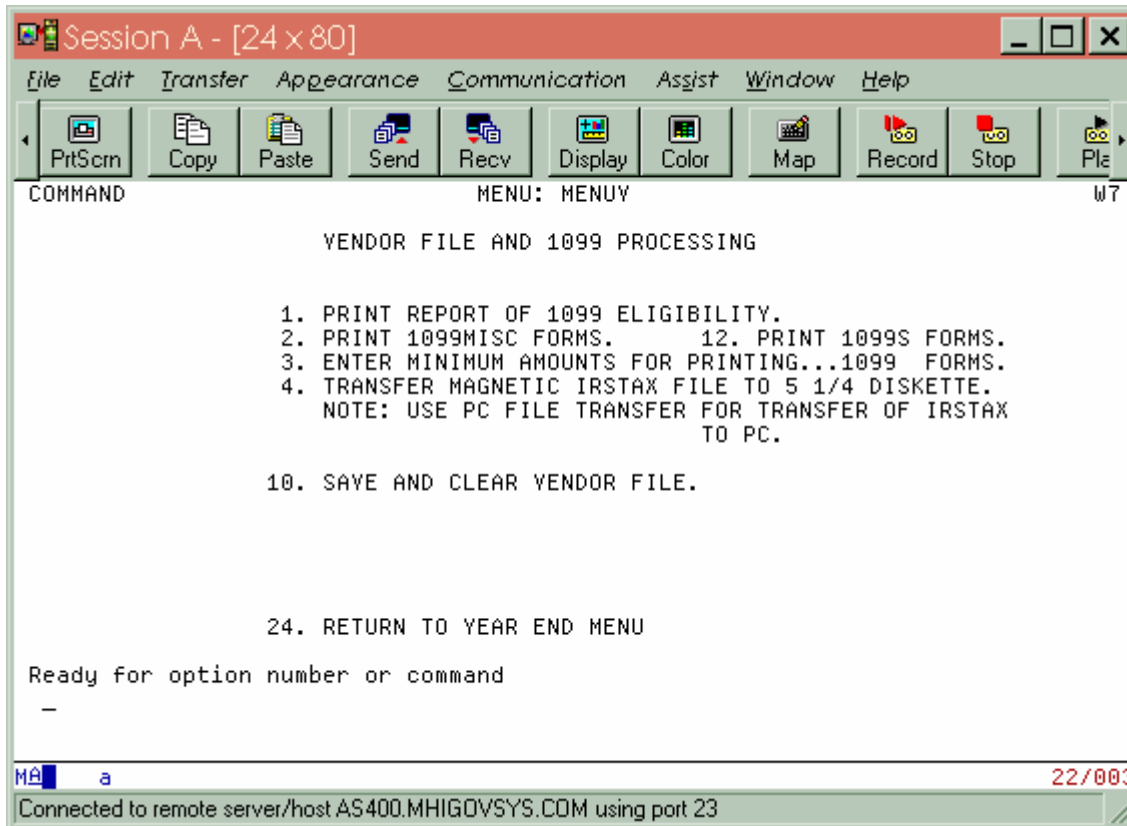
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Session B - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop Play
COMMAND MENU: MENUU W5
PAYROLL AND W-2'S
*****
* 1. Print REGULAR W-2 Forms. *
***** DISKETTE FORMAT *****
* 2. Print MAGNETIC W-2 Forms/Magnetic Media. 12. Enter Contact Information *
* (Use PC File Transfer for transfer for Magnetic W-2'S *
* of W2REPORT File to Diskette) *
*****
* 4. ENTER INSURANCE AMOUNTS for BOX 17 OF W-2'S *
* 5. ENTER MILEAGE and PER DIEM AMOUNTS for MAGNETIC W-2'S *
* 6. ENTER TAXABLE AMOUNT for BOX 2A of 1099R *
*****
* 8. PRINT...1099R Forms(Use PC Transfer for IRSTAX File) *
*****
* 10. SAVE and CLEAR PAYROLL FILES *
*****
* 22. YEAR TO DATE COUNTY TAX REPORT *
* 24. RETURN TO YEAR END MENU *
*****
Ready for option number or command
_
MÁ b 22/003
Connected to remote server/host AS400.MHIGOVSYS.COM using port 23
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6. If you wish to delete previous years files, run option 23 on prior year menu to delete prior year files.

1099 PROCESSING

PRIOR TO YEAR END:

1. If you wish to specify a minimum amount for the printing of 1099's, take option 3 on MENUV, vendor file and 1099 processing menu. This will allow you to specify the minimum amount and for which box on the 1099 the minimum applies.



2. Run the 1099 report. This option 1 on MENUUV, VENDOR FILE AND 1099 processing menu.

Verify that all the vendors for which you wish to print 1099's are on this report. Any who are on the report, but should not receive a 1099, should have the 1099 field in their vendor master maintenance screen corrected. The same holds true if they should receive a 1099 but are not on the report. The amount of the 1099 may be verified by comparing it to their listing of payments on the monthly menu, option 17.

1099S ARE RUN ON PAPER BEFORE YEAR END CLOSE:

1. Run the 1099 report. This is option 1 on the 1099 year-end menu. Verify the totals on this report.
2. After the amounts have been verified, run the 1099's on paper. (they will be run on the forms after the year-end close) This is option 2 on the 1099 year-end menu.
3. Clear the vendor year-to-date fields. This is option 10 on the 1099 year-end menu.
4. Double check that the year-to-dates have cleared. This is option 1 on the master maintenance menu. The vendor year-to-date fields should be zero. User is now ready for first accounts payable (claim) run of the New Year. 2007 and 2008 detail will be displayed until accounting SAVE & CLEAR is done. 2008 activity will not reflect until Accounting SAVE & CLEAR is done.

1099's RUN AFTER THE YEAR END CLOSE

1. User will be running 1099's on prior year files. After the amounts have been verified, run the 1099's on the forms. This is option 2

on the 1099 year end menu.

2. If you wish to delete previous years files, after processing, run option 23 on the prior year processing menu.

CLOSE OUT THE FISCAL YEAR

The best thing that you can do to prepare for closing your accounting files is to start looking at your monthly balances now. Each month you should verify the current cash balance in each fund. You should print a fund ledger or financial statement from the monthly reporting menu each month so that the cash balances may be verified. When December is through, you have only that month to balance before you are ready for the closing of the fiscal year.

After December cash is balanced in all funds, you are ready to close out the year. This is option 3 on the year-end processing menu. This will close out revenue and expense accounts and post your 2008 beginning cash balance in each fund. Please refer to your documentation regarding this option for a detailed description of all the tasks this option accomplishes. Do not worry if you are not balanced and ready to close out the fiscal year on the last day of the year. With each transaction you post, you assign it to the fiscal year, so when you start to process 2008 data you will assign it the fiscal year '06. This will allow the computer to distinguish the 2007 data from the 2008 data, thus allowing you to start processing 2008 data before you have actually closed out the fiscal year 2007. You must pay close attention when posting in the year and **be sure you enter the new fiscal year and not the old fiscal year.** *This would cause you to be out of balance in both the new and the old fiscal years.*

After the year-end close is completed, it will post the 2007 cash balance for each fund. If the balances must be adjusted for any reason, this can be achieved through journal entries. However, the user must use the description 'beginning balance'. This will allow the software to recognize this entry as a beginning balance entry. Please contact your application specialist for further instructions on adjusting beginning balances.

Verify that processing has occurred correctly:

1. User's 12/31/05 ending balance is the 1/1/06 cash balance in each fund.
2. All asset, liability and control accounts (cash and investments) carry forward the correct balance.
3. All expense and revenue accounts have zero activity at the beginning of the year.
4. Expense and revenue budgets are brought forward, if keyed in prior year as estimates.
5. **Check** the control (option 1 on the system maintenance menu) and fund files (option 14 on the master file menu) to be sure that the fiscal year is '05. (See below)

Session B - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop Play

CONTROL FILE MAINTENANCE 12/23/03
GENERAL INFORMATION

LOCATION NAME: CITY OF INDIANAPOLIS USE C/R FOR QTS? (Y/N) ..
 ADDRESS: 555 MAIN STREET USE ACCRUAL ACCOUNTING? ..
 CITY STATE ZIP: WASHINGTON, IN 47265 A/P OFFSET:
 FINANCIAL OFFICER: GEORGE W. BUSH
 FISCAL YEAR: 05 GLINPUT SEQUENCE: 05348

CONTRA ACCOUNT NUMBERS

OPERATING CASH: 00 00104 00 PAYROLL CASH: 00 00105 00
 INVESTMENT: 00 00106 00 BEGINNING BALANCE: 00 00107 00
 DIRECT DEPOSIT: 000 000 00 00000 00 FRINGE ACCOUNT: 00 00000 00

STATUTORY DEDUCTION ACCOUNT NUMBERS

FED: 701 000 01 00001 00 FICA: 701 000 01 00002 00 EIC: 101 000 05 00318 00
 ST: 701 000 01 00004 00 COUNTY: 701 000 01 00014 00
 PAYROLL FUND NUMBER: 701 000 GROSS PAYROLL ACCOUNT NUMBER: 701 000 01 00000 00
 FEDERAL ID #: 0000356001146 STATE ID #: 0031216580019 SSA ID #: 0000690320378
 J/E BALANCE WITHIN SUBFUND? N DO YOU USE BANK RECONCILIATION? Y
 AUDIT TRAIL ON MASTER FILES? (Y/N): GENERATE REF.JRL? N
 PAYROLL MASTER: N ACCOUNT MASTER: N CASH OFFSET-USE 0 SUBFUND? ..
 VENDOR MASTER: N FUND MASTER: N YEAR END CLOSE BY FUND(000)? ..
 BANK MASTER: N POSTING REPORT BY ACCOUNT? NUMBER OF COPIES? 1

COMMAND 7 - END JOB PRESS ENTER TO UPDATE RECORD

MÁ b 07/048

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Session B - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop Play

FUND DESCRIPTION MAINTENANCE

FUND NUMBER: 101
 SUB FUND NUMBER:
 DEPARTMENT: 1

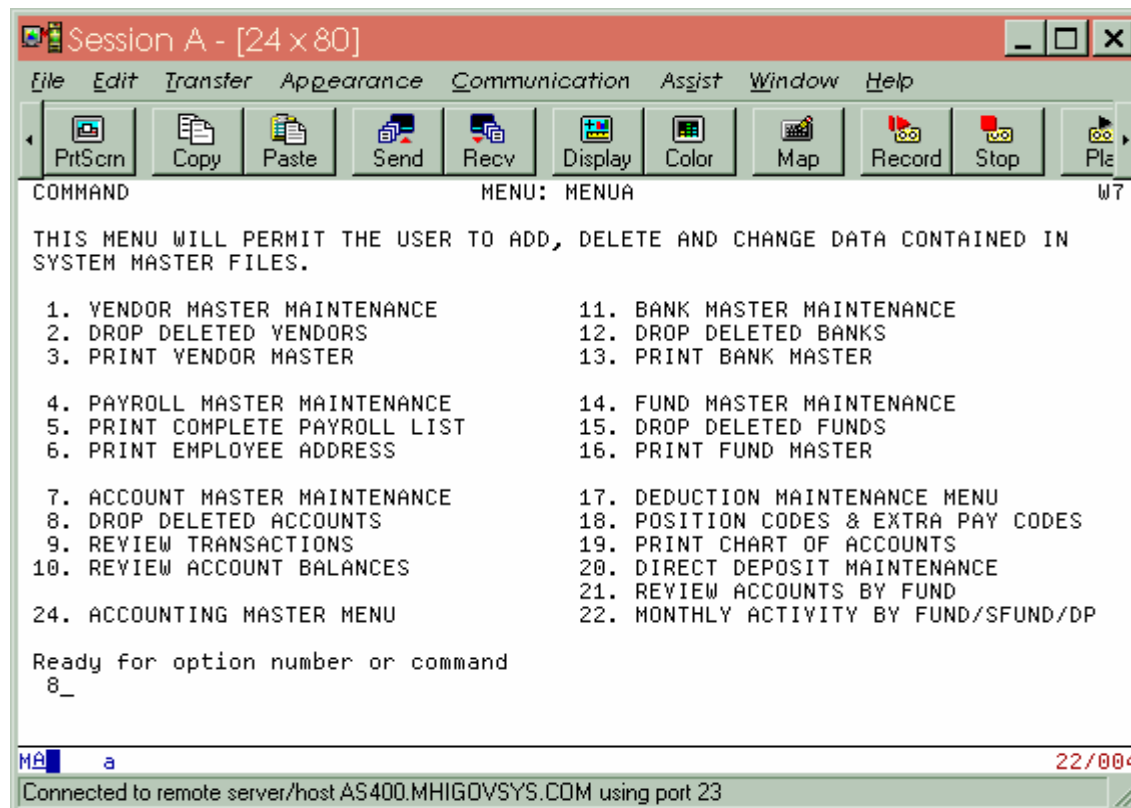
DESCRIPTION: GENERAL FUND-MAYOR
 BANK NUMBER: 1
 DOCKET CODE:
 FISCAL YEAR: 2005
 YEAR-ENDING MONTH: 12
 SURPLUS STATUS:
 TRANSFER: (Y/)

ACTIVE COMMAND KEYS - HIT ENTER TO CONTINUE
 CMD 1-CLEAR CMD 4-DELETE CMD 12-REINSTATE

MÁ b 11/027

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6. Delete old bank, fund and account numbers and run their corresponding purge options. Upon taking this option, the deleted bank, fund or account will instantly be deleted and then you will be transferred back to MenuA. (drop deleted accounts, MENUA - option 8, drop deleted banks, MENUA - option 12, drop deleted funds, MENUA - option 15).



FUND ACCOUNTING SYSTEM
 MENU: MENUU OPTION 1

PRINT W-2'S

Select this option to print W-2 forms at year-end. This option will generate a hard copy W-2 form for distribution to each employee and for submission to the appropriate Government agencies.

If you have saved and cleared the payroll files (Option 10 MENUU) in order to process the new year's first payrolls, then you will need to have the copy of the saved payroll to load into the system to enable you to print the W-2's from the saved payroll files.

When you select this option the following prompt appears:

Are your W2 forms just one wide?
 Please enter Y/Yes or N/No
 Enter missing parameter

Type a 'Y' if the W-2 forms on which you wish to print are one-wide.
 Press the ENTER key.

Type a 'N' if the W-2 forms on which you wish to print are two-wide.
 Press the ENTER key.

The system will then prompt with:

ARE YOUR W2 FORMS PREPRINTED WITH EMPLOYER NAME AND ADDRESS?

Enter a Y if your form already has your name and address on it.
Enter a N if your form is blank and you need the computer to print the name and address of the employer on it.

The system will then prompt with:

DO YOU WISH TO RUN W-2'S FROM PRIOR YEAR PAYROLL FILES? Y/N
Enter missing parameter.

If you enter an 'N' the W-2's will print with the information that is in the existing payroll files.

If you enter a 'Y' the system will prompt for the saved payroll files.

ENTER YEAR FOR PAYROLL FILES TO USE (YY)

Enter missing parameter

Enter the year of the saved payroll files. This year would be 05.

The system will then prompt you to restore those files.

PLEASE RESTORE ?.PAYM(YY)

SYS 3725 OPTIONS(0)

Pause when ready--enter 0 to continue.

Insert your backup payroll files and from another work station key in RESTORE ?.PAYM(YY) and press enter key.

When the files have been restored return to the work station that has the prompt: Pause--when ready enter 0 to continue and press the enter key.

The system will then prompt with:

DO YOU WISH TO SORT BY (1 LOCATOR CODE 2 ALPHA 3 SOCIAL SECURITY#)

Enter a 1 to have W-2's in locator code order.

Enter a 2 to have W-2's in alpha order.

Enter a 3 to have W-2's in Social security number order.

Press enter key after making selection.

The system will then prompt with:

KEY DEFERRED COMPENSATION OF CAFETERIA/SEC 125 DEDUCTION#

CMD 1 to clear screen CMD 7 to continue

Key any deductions that are coded in the payroll deduction master as 'N' for deferred comp or an 'X' section 125. Press enter key between selections, when finished take a command 7 to continue with W-2 processing.

The system will then prompt with:

DO YOU HAVE A 401K RETMT DEDUCTION? (Y/N)

Type a 'Y' if you do have a 401K retirement deduction to appear in box 16 on the W-2 forms. Press enter key.

Type a 'N' if you do not have a 401K retirement deduction to appear in box 16 on the W-2 forms. Press enter key.

If you DO have a 401K retirement deduction, you will be prompted with the following:

ENTER DEDUCTION NO.

Type in the deduction number of the 401K and press enter key.

ANYMORE 401K DEDUCTIONS? (Y/N)

Type a 'Y' if you do have another 401K deduction number to enter or type a 'N' if you do not have anymore 401K deduction numbers to enter.

The system will prompt with:

DO YOU HAVE A 403B RETMT DEDUCTION? (Y/N)

Type a 'Y' if you do have a 403B retirement deduction to appear in box 16 of the W-2 forms. Press enter key.

Type a 'N' if you do not have 403B retirement deduction. Press enter key.

The system will then prompt with:

DO YOU HAVE A 408k RETMT DEDUCTION: (Y/N)

Type a 'N' if you do not have this deduction. Enter a 'Y' if you do have this deduction. The system will then prompt you to enter the DEDUCTION NO. This prompt will continue until you answer 'N' that you do not have anymore of these deductions.

The system will then prompt with:

DO YOU HAVE A 457 RETMT DEDUCTION: (Y/N)

Type a 'N' if you do not have this deduction. Enter a 'Y' if you do have this deduction. The system will then prompt you to enter the DEDUCTION NO. This prompt will continue until you answer 'N' that you do not have anymore of these deductions.

The system will then prompt with:

DO YOU HAVE A 501C RETMT DEDUCTION? (Y/N)

Type a 'N' if you do not have this deduction. If you do have this deduction enter a 'Y'. The system will then prompt you for that deduction number. The prompts will continue until you respond with 'N' that you do not have anymore of these deductions.

The system will then prompt with:

DO YOU HAVE DEPENDANT CARE DEDUCTION? (Y/N)

Type a 'N' if you do not have this deduction. If you do have this deduction enter a 'Y'. The system will then prompt you for that deduction number. The prompts will continue until you respond with 'N' that you do not have anymore of these deductions.

The W-2 reports are then placed on the print spool. When the spool is ready to print the forms, the following messages will appear at the console terminal.

SYS-1404 Options (012) on printer P1, changes forms to number W2..

Place the W2 forms in the printer. Then reply to the message at the console with a '1' to indicate that the forms have been mounted. At this point a line (x's) will print on the first W-2 form and a message will display at the console.

SYS-5825 Options (012) Align the forms in printer P?

Verify that the forms are positioned correctly. If the forms are

incorrectly positioned, make the necessary adjustment. Then reply to the message with a 0 or a 1. A 0 causes the system to print the next line and then issues the message again. A 1 causes the system to print the same line and then issues the message again. You may reply with a 0 or a 1 as many times as necessary to reposition the forms.

When the forms are correctly positioned, reply with a '2' to allow the forms to continue printing. NOTE: To comply with government regulations the printer will skip to the next page and begin printing on the first form on the page. (each page contains three forms)

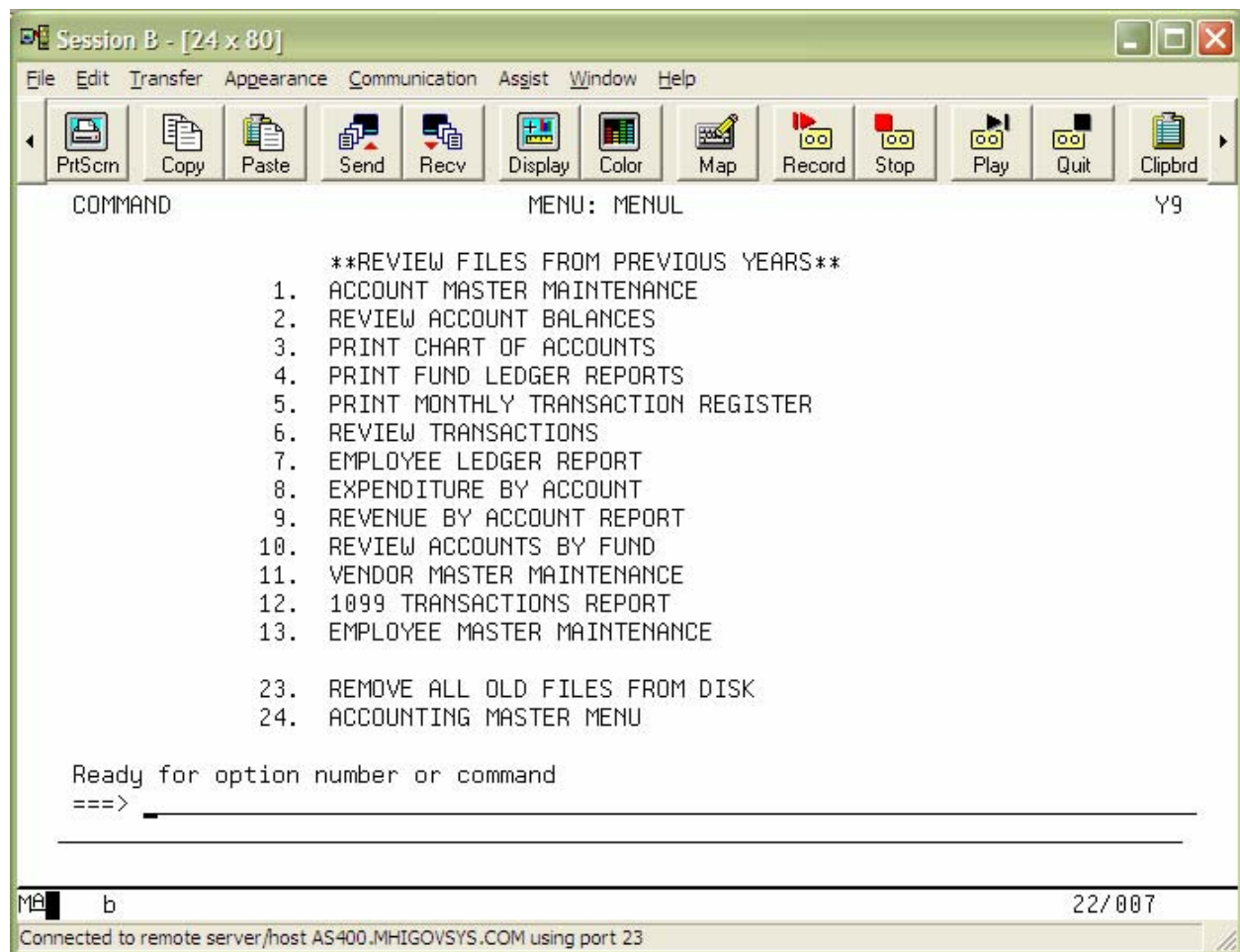
When all the forms are finished printing, the following message appears at the console terminal.

SYS-1404 Options (012) on Printer P? change forms to number 0001.

Insert the stock forms (computer paper) into the printer, reply to the message with a 1. No further action is required.

NOTE: This option may be selected repeatedly until the forms are determined to be correct and accurate. File updating does not occur during this job stream.

NOTE: If you have restored the saved payroll and processed the W-2 printing program and determined that the forms printed accurately and correctly, you CAN remove the restored previous years payroll files from your system. MENU: MENUL Option 23 removes prior year's files.



Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Receive files from host Color Map Record Stop Pla

COMMAND MENU: MENUA W8

THIS MENU WILL PERMIT THE USER TO ADD, DELETE AND CHANGE DATA CONTAINED IN SYSTEM MASTER FILES.

1. VENDOR MASTER MAINTENANCE	11. BANK MASTER MAINTENANCE
2. DROP DELETED VENDORS	12. DROP DELETED BANKS
3. PRINT VENDOR MASTER	13. PRINT BANK MASTER
4. PAYROLL MASTER MAINTENANCE	14. FUND MASTER MAINTENANCE
5. PRINT COMPLETE PAYROLL LIST	15. DROP DELETED FUNDS
6. PRINT EMPLOYEE ADDRESS	16. PRINT FUND MASTER
7. ACCOUNT MASTER MAINTENANCE	17. DEDUCTION MAINTENANCE MENU
8. DROP DELETED ACCOUNTS	18. POSITION CODES & EXTRA PAY CODES
9. REVIEW TRANSACTIONS	19. PRINT CHART OF ACCOUNTS
10. REVIEW ACCOUNT BALANCES	20. DIRECT DEPOSIT MAINTENANCE
	21. REVIEW ACCOUNTS BY FUND
24. ACCOUNTING MASTER MENU	22. MONTHLY ACTIVITY BY FUND/SFUND/DP

Ready for option number or command
-

MA a 22/003
Connected to remote server/host AS400.MHIGOVSY.S.COM using port 23

Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrtScr Copy Paste Send Recv Display Color Map Record Stop Pla

COMMAND MENU: MENUB W8

PAYROLL PROCESSING SEQUENCE OF EVENTS

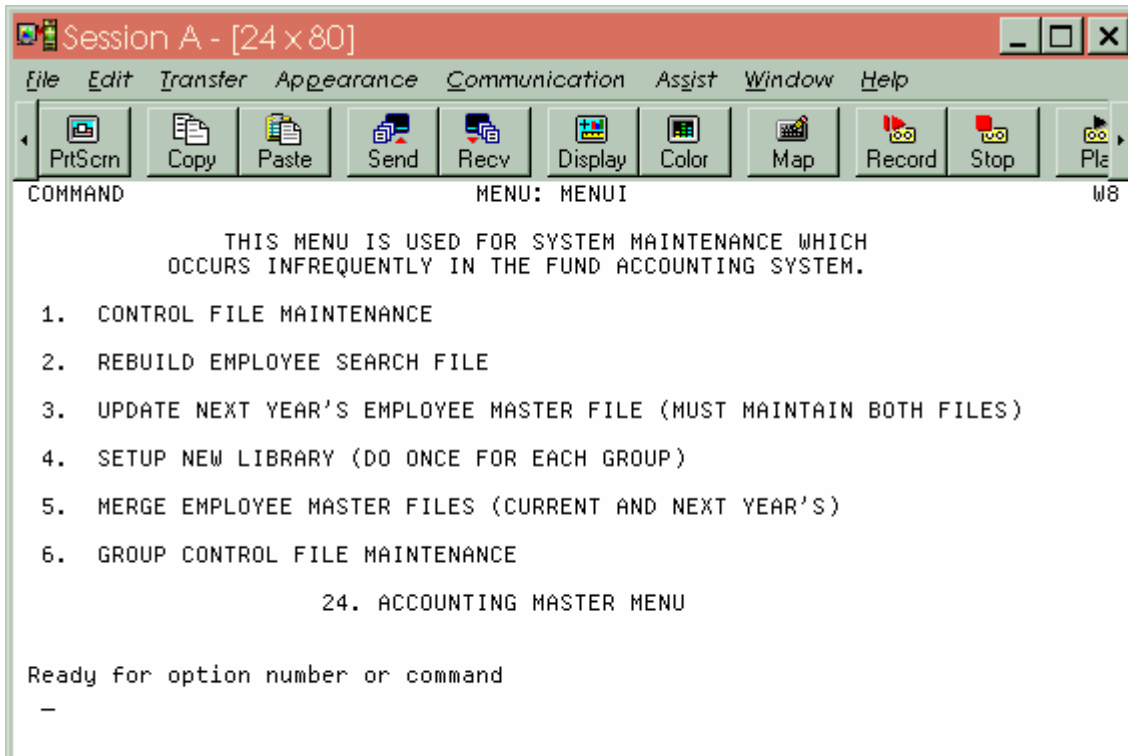
1. PRINT PAYROLL TIMESHEET (THIS REPORT IS USED AS A WORKSHEET ONLY)
2. AUTOMATIC TIMECARD GENERATION (MUST BE DONE BEFORE STEP 3)
3. TIMECARD INPUT
4. TIMECARD EDIT LIST
5. PAYROLL DOCKET REPORT (DOCKET WITHOUT CHECK NUMBERS IF REQUIRED)
6. PAYROLL CHECKS AND REGISTERS

*** OTHER PAYROLL PROCESSING ***

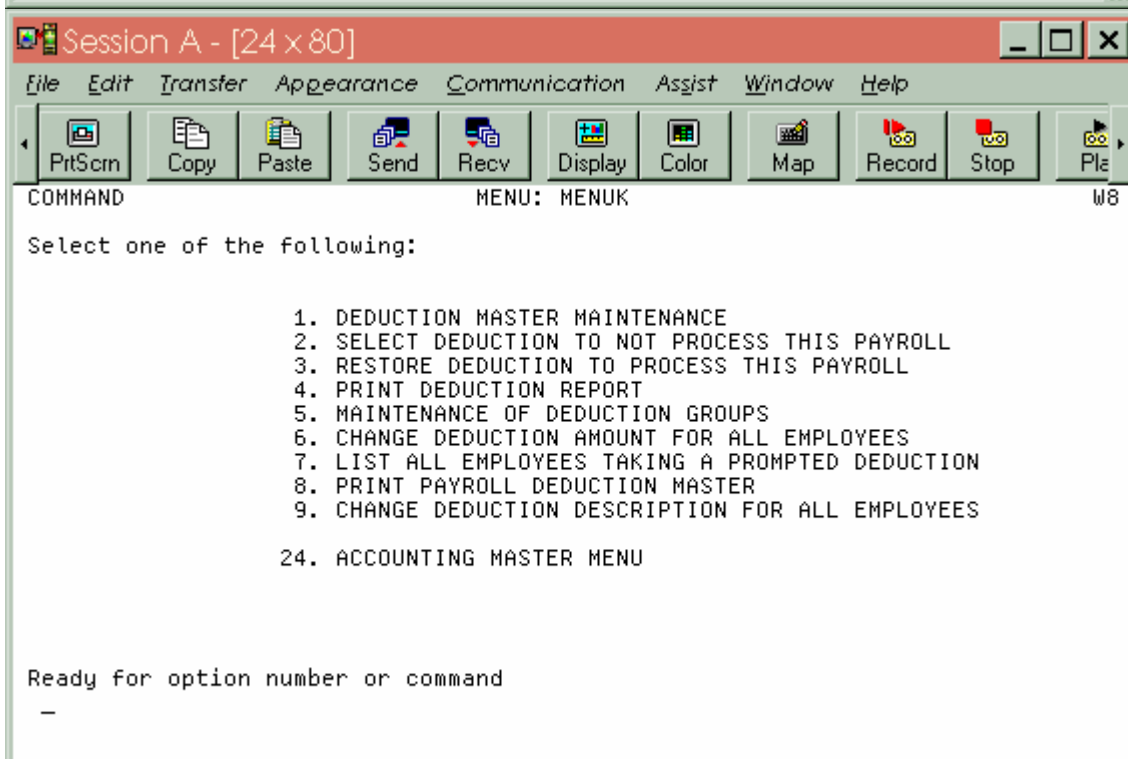
7. MANUAL PAYROLL ENTRY	13. QUARTERLY RETIREMENT REPORT
8. MANUAL PAYROLL EDIT LIST	14. RETMT REPORT BY FUND AND DEPARTMENT
9. MANUAL PAYROLL PROCESSING	15. QUARTERLY PAYROLL REPORTS
10. PAYROLL REGISTER BY FUND AND DEPT	16. QUARTERLY UIWAGE REPORT/MAG.MEDIA
11. FICA REPORT BY FUND AND DEPT	17. PAYROLL REGISTER BY FUND & ACCOUNT
12. YEAR END FICA REPORT	18. PAYROLL REGISTER BY PERIOD
	19. QUARTERLY GROSS PAYROLL REPORT
	24. ACCOUNTING MASTER MENU

Ready for option number or command
-

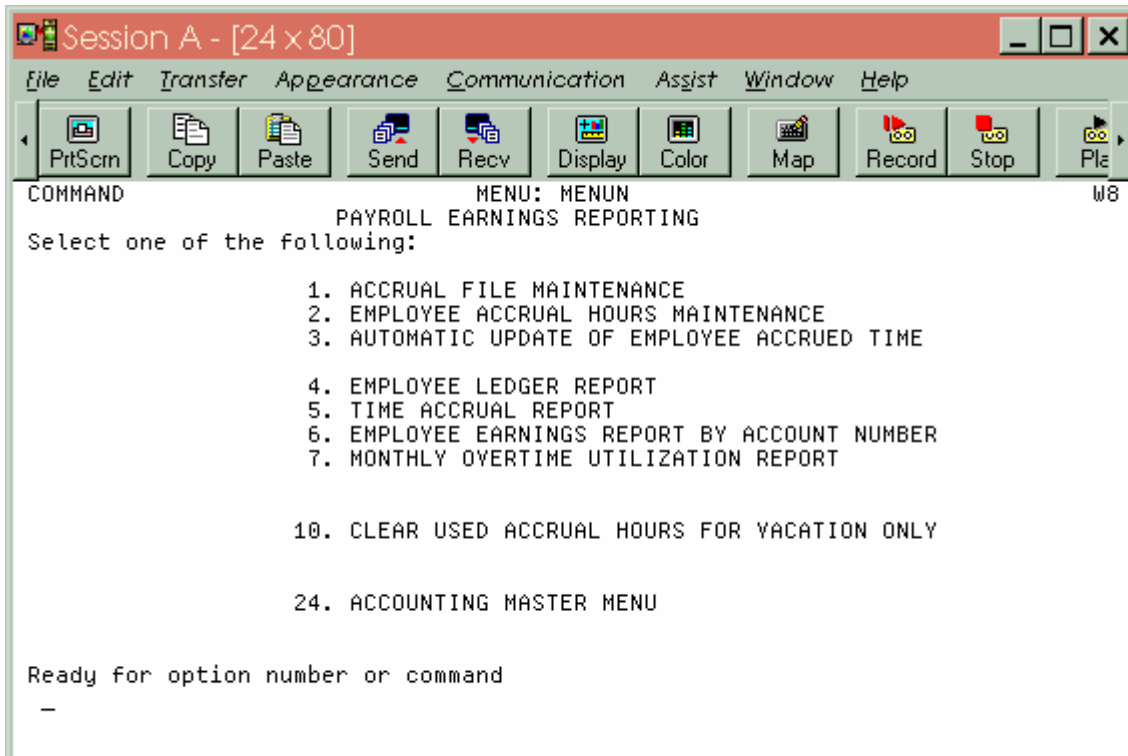
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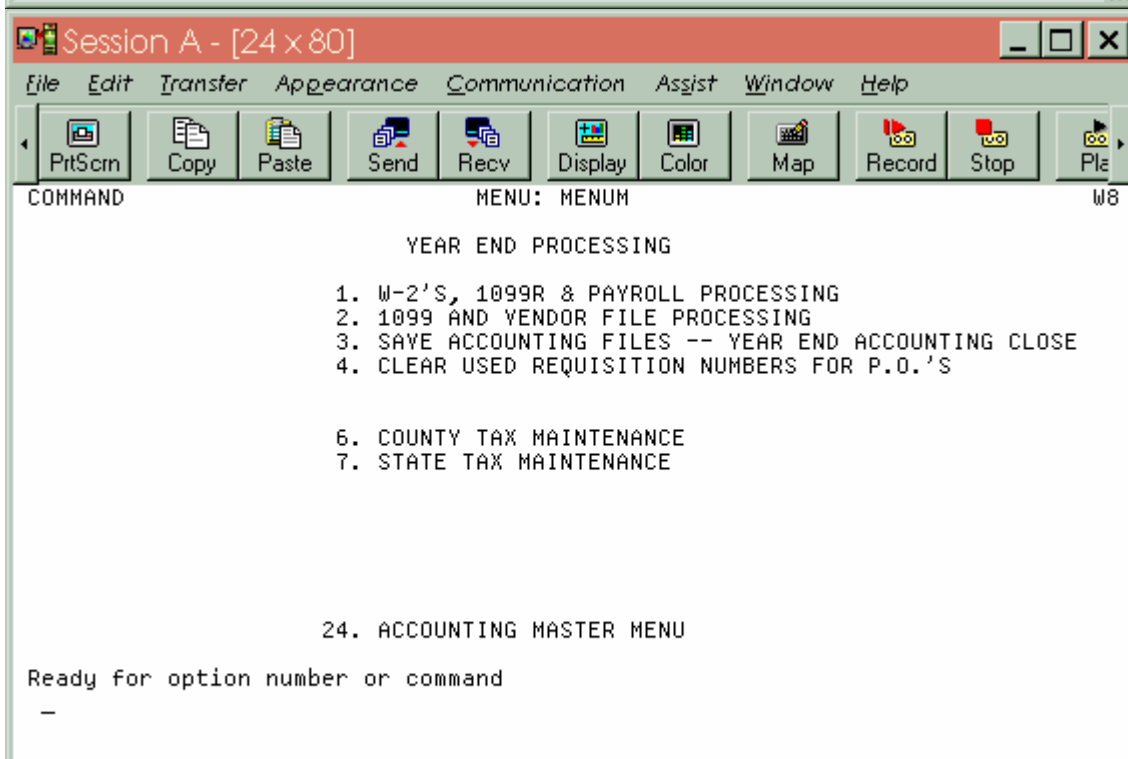
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