

12/10/2004



M&A White Paper Quick Start:

Quick Start Instructions

- Install your standard MAS90 installation diskette (x:SETUP - follow your Library Master manual for further instructions AND drive selection).
- Setup a printer in Device Configurator, using figure 1 or figure 2 as an example (Figure 2 setup is usually required with NT workstations). **This product requires a HP compatible printer with at least 2MB of laser jet memory.**

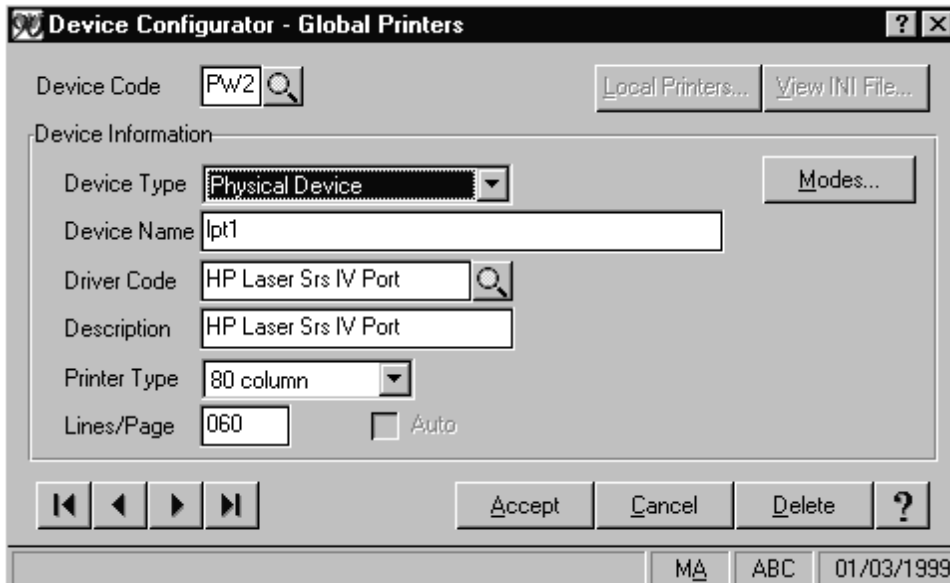


Figure 1

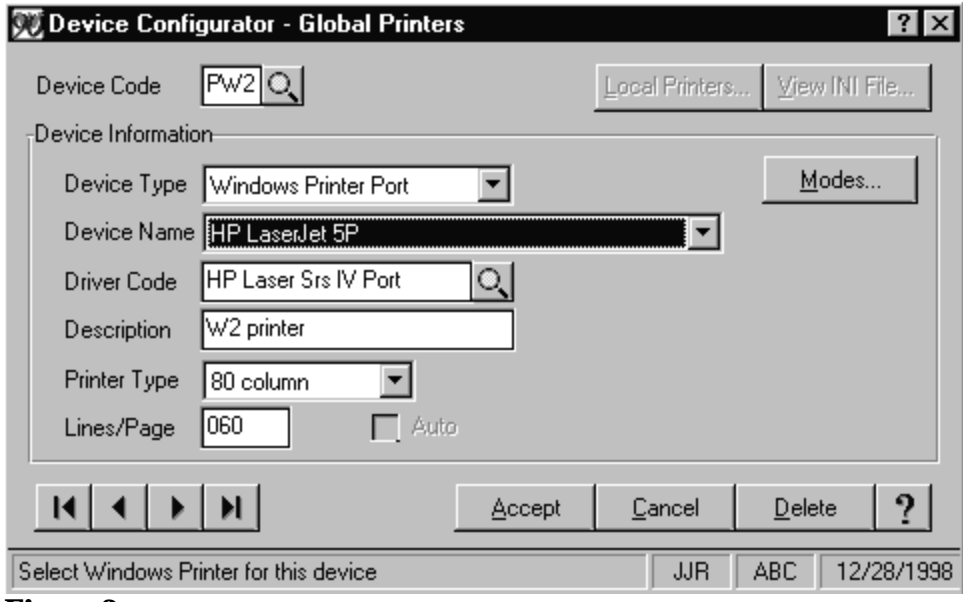


Figure 2

- Choose Form 1099 Printing from the Reports Menu of Accounts Payable.
- Choose Printer Setup Button, then choose the printer you created in the previous step.
- Choose 1099-MISC, 1099-DIV, or 1099-INT as the 1099 Form to print
- Select the Form Reset Button This option will reset the form and exit 1099 printing. You need to do this once per company for each 1099 form you will be printing (1099-MISC, 1099-DIV, and 1099-INT).

- Choose a range of one or two vendors, then click print.
- If the 1099's print correctly, read the README.DOC file in the W2 directory and continue your 1099 printing.
- If the 1099's look incorrect, check that you performed all of the above steps and that your printer is a HP compatible with at Least 2MB of RAM. Read the README.DOC file for more information.

Where To Buy The Paper

You can contact Nelco Forms and ask for forms and envelopes for Martin & Assoc.'s W2 and 1099 White Paper product.

- Nelco
3130 S. Ridge Road
P.O. Box 10208
Green Bay, WI 54307-0208
Phone Number: 1-800-266-4669