

12/10/2004



M&A White Paper Quick Start:

Quick Start Instructions

- Install the W2 MAS90 installation (A:\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.**

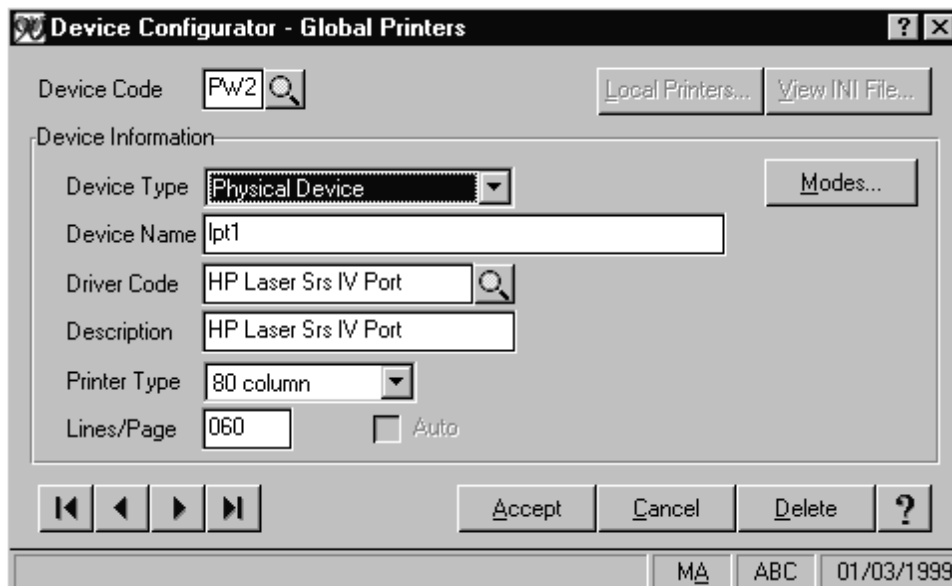


Figure 1

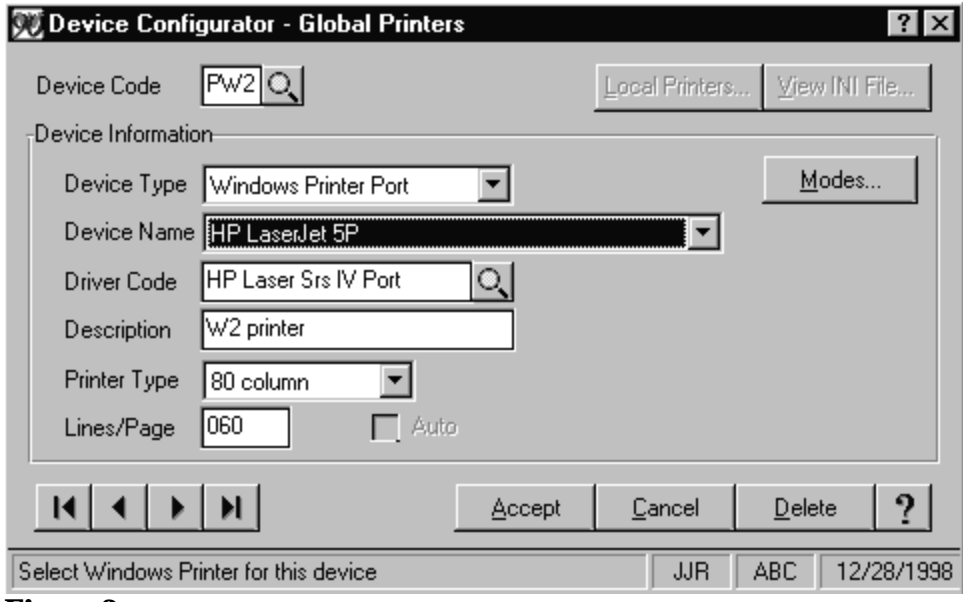


Figure 2

- Choose W2 Form Printing from the Period End Menu of Payroll.
- Choose Printer Setup Button, then choose the printer you created in the previous step.
- Select the **Form Reset Button**. This option will reset the form and exit W-2 printing. You only need to do this once per company.

The screenshot shows the 'W2 Form Printing' dialog box with the following details:

- Sort Options:** Employee Number (dropdown), Form Year: 2003 (dropdown), No subtotals (checkbox).
- Data Checkboxes:** Federal Data, State Data, Local Data (all checked).
- Buttons:** Loadfont, State/Local, Form Reset (highlighted with a red box).
- Misc. Earning Code:** 1. [] 2. [] (with search icons).
- Misc Deduction Code:** 1. BC 2. B1 (with search icons).
- Print Ded Desc:** [] (checkbox).
- Box 12 Codes:** 1. [] 2. [] 3. [] 4. [] (with search icons).
- W2 Form To Print:** White Paper Employee (dropdown), Form... (button).
- Tab To:** 0 (input), Tab Right: 68 (input), Reset Tab Right (button).
- Sub-Total on Form:** 42 (input), Skip Lines: 3 (input), Reset Skip Lines (button).
- Restart W2 Printing:** [] (checkbox).
- Employee No:** [] (input with search icon).
- Federal W2 Complete:** [] (checkbox).
- Selection Table:**

Selection	All	Starting	Ending
Employee Number	<input checked="" type="checkbox"/>	00- [] (with search icon)	[] (with search icon)
Sort Field	<input type="checkbox"/>	[]	[]
Employee Name	<input type="checkbox"/>	[]	[]
Social Security Number	<input type="checkbox"/>	[]	[]
- Printer Selection:** PW2 - W2 Printer [dos] (dropdown), Print, Preview, Printer Setup... (button with question mark icon).
- Status Bar:** Select Sort Option, BCC, ABC, 10/17/2003.

- Choose a range of one or two employees, then click print.
- If the W2's print correctly, read the README.DOC file in the W2 directory and continue your W2 printing.
- If the W2'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