

# **IRS REPORTER**

## **QUICK REFERENCE**

### **HOW DO I?**

This guide is to be a “work in progress” and be continually updated, as questions are asked and quick reference topics surface.

The Guide is your way of contributing to everyone learning and working with IRS REPORTER more easily and effectively.

From time-to-time, check on our website to see that you have the latest version of the Guide

**HOW DO I: ACCESS IRS REPORTER? ..... 2**

    HEADER / OPTION MENU/ RETURN / FOOTER BARS ..... 2

        HEADER, OPTION MENU, and RETURN TYPES BARS ..... 2

        OPTION MENU BAR: Functions ..... 3

        FOOTER BARS..... 3

**HOW DO I: SETUP IRS REPORTER? ..... 4**

    WHAT TO DO FIRST..... 4

        PAYER DATA SETUP ..... 4

        NONQUALIFIED INTERMEDIARY DATA SETUP ..... 4

        IRS TRANSMITTER DATA SETUP ..... 5

        SSA SUBMITTER DATA SETUP ..... 6

        SECURITY / PASSWORDS SETUP..... 6

        VERIFY PRINTERS / PRINTER OPTIONS ..... 6

**HOW DO I ENTER RETURN DATA? ..... 7**

    MANUALLY ENTER DATA..... 7

        ENTRY SCREEN TOOL BAR ..... 7

        USING THE KEYBOARD ALONE *for* "DATA ENTRY" ..... 8

**HOW DO I: IMPORT “RETURN” DATA? ..... 9**

    ACCESSING IMPORT DATA FEATURE ..... 9

    IMPORT HELPS ..... 11

**HOW DO I: IMPORT DATA from a spreadsheet file? ..... 12**

    FORMATTING SPREADSHEET DATA for IMPORT ..... 12

**QUESTIONS & ANSWERS ..... 13**

    HOW DO I REINSTALL IRS REPORTER?..... 13

    HOW DO I GET TOTALS ON RETURN AMOUNT FIELDS? ..... 13

    HOW DO I FIND A RECORD, WHEN SEARCH CAN’T FIND IT?..... 13

    WHY SHOULD I WANT TO CARRY FORWARD DATA TO NEW YEAR? ..... 13

    HOW DO I ADJUST THE PRINTING OF DATA ON PAPER RETURNS? ..... 14

    HOW DO I REVIEW THE ELECTRONIC FILES? ..... 15

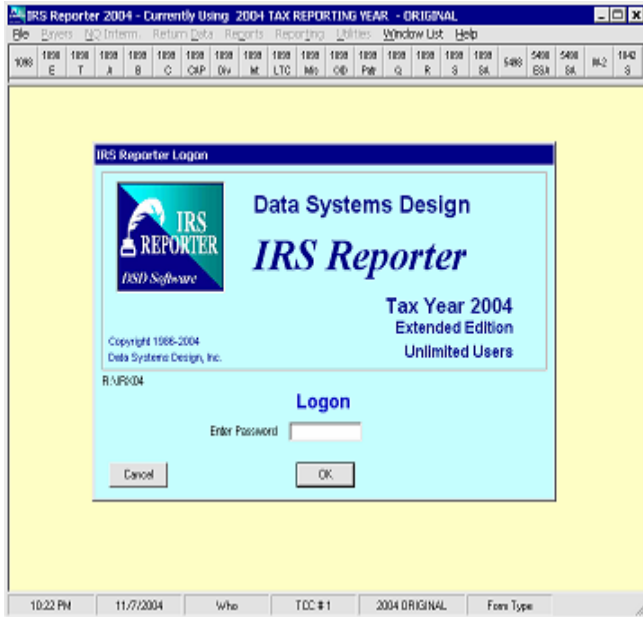
    HOW DO I CARRY FORWARD DATA INTO CORRECTIONS FOR ONE CUSTOMER? ..... 16

    HOW DO I LIST ACCOUNT NUMBERS AND AMOUNTS ON A PAPER RETURN? ..... 16

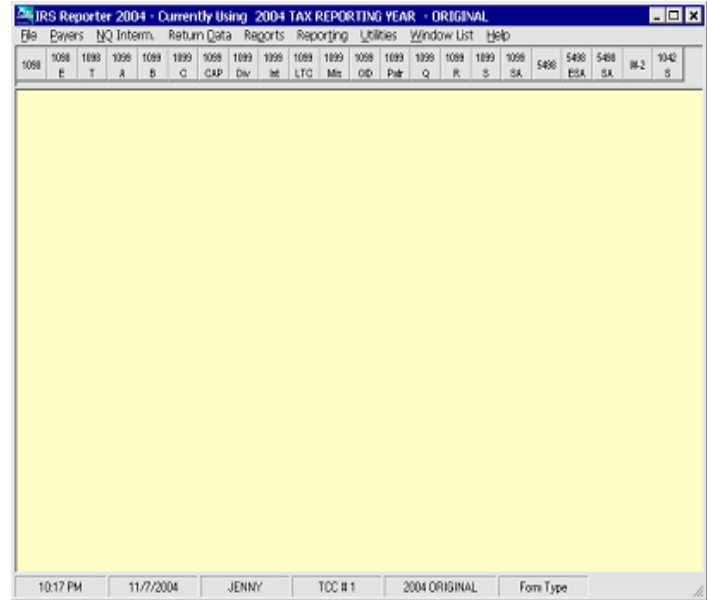
# HOW DO I: ACCESS IRS REPORTER?

## STEPS:

1. CLICK: START – PROGRAMS – IRS REPORTER – IRS REPORTER for 20yy
2. LOGON: Default PASSWORD, INITIAL2 (non-case sensitive)
3. The Default Entry Screen displays



**LogOn Screen**



**Default Screen**

## ***HEADER / OPTION MENU/ RETURN / FOOTER BARS***

The default screen may appear “blank,” but it holds a lot of information. The various Header and Footer Bars provide the tools needed.

### **HEADER, OPTION MENU, and RETURN TYPES BARS**

You are seeing the top portion of the Default Screen. There are Options across the top and the bottom of the screen. The REPORTER’s HEADER shows the Version, Tax Year, and Form Type in the dark blue Bar.

The Header Bar information will always display and, since different REPORTER versions look very similar, use it to keep track of; which Version, what Tax Year, and what Return Type

- ↓ REPORTER version
- ↓ Tax Year selected
- ↓ Return Type selected



**OPTION MENU BAR: Functions**

FILE	PAYERS & NQI	RETURN DATA	REPORTS	REPORTING	UTILITIES
Tax Year-Type / Tax Center	Payer / NQI Data	Click Return Type then Click: Enter Return Data, to Add, Edit, & Review	Master List	Print: Customer Stmt Paper Returns	IMPORT Returns ALL Types
Printers Text Editor	Reports		Cross Refer.	1099s Electronic	Carry Forward Data
IRS Transmitter SSA Submitter	Utility			1042S Electronic	Sort, etc. (Aggregate)
Security/ Tracking/ Path/ Updates/	Import: Payers / NQI			W2/W2c Electronic	Replace Payer EIN
Log On					Data File Repair
					Tax/Wage Reporting Anal.

**FOOTER BARS**

DEFAULT SCREEN Footer Bar (below) always displayed, provides the following information:

5:54 PM	09/21/03	JENNY	TCC # 1	2003 ORIGINAL	5498
---------	----------	-------	---------	---------------	------

**5:54 PM:** Current system time

**09/21/03:** Current system date

**JENNY:** Owner of Password in use

**TCC # 1:** Tax Control Center in use (*applicable only for IRS Reporter Extended edition*)

**2004 ORIGINAL:** Tax Year and Form Type currently active

**5498:** Name of the *last accessed and/or currently displayed* Return Type

ENTRY SCREEN Footer Bar (below) displayed on the Return Data screen, provides the following information:

Changed: __/__/__	Amounts:	Original	Seq. Rec. Num.	Total Recs: 14	Rec #: *NEW*	File Locked
-------------------	----------	----------	----------------	----------------	--------------	-------------

**CHANGED:** Date current record last had a change made to it (uses system date)

**AMOUNTS:** IRS payment codes in use on this record

**ORIGINAL:** Return Type being entered may be; Original, Corrections, or Temp New Year

**SEQ. REC. NUM:** SEQUENCE displays the current search order of the file.

The SEQUENCE may be; Record Number Order (default), Name, Tax ID, or Acct Number  
File Sequence is changed when FIND is used to search using other than Record Number.

**TOTAL RECS:** Total records in the data file currently displayed

**REC #:** Number of the data record currently displayed

**\*NEW\*:** Displayed if the new record has not yet been saved, its file location number is not assigned

**DUP:** Displayed if duplication of another Record was used to create a new record that has not been saved, its file location number is not assigned

Record Numbers refer to a record's location within the data file. A record's numbers may be changed if the Sort / Reorder Remove Voids (etc) Option under UTILITIES is run against the data files

**FILE LOCKED:** Displayed ONLY after electronic media has been produced. Files are LOCKED to preserve the integrity of the reported data. Yes, files can be unlocked



# HOW DO I: SETUP IRS REPORTER?

## WHAT TO DO FIRST

### PAYER DATA SETUP

Return information may not be entered / imported until Payer data is setup

#### STEPS:

1. CLICK: PAYER on the OPTION Menu Bar
2. CLICK: PAYER/EMPLOYER DATA from the drop-down Menu
3. FILL-IN-THE-BLANKS
4. CLICK: REPORTING STATES (at least one State must be entered)
5. Need help? It's on the ToolBar;  is "What's this?" Help, or Press  for detailed information

The screenshot shows the 'Payer Information' window in the IRS Reporter software. The window title is 'Payer Information'. At the top, there are navigation buttons and a status bar showing 'Page Up/Down Sequence is: Record Number', 'Total Records: 3', and 'Current Record #: \*NEW\*'. The main form area is divided into several sections:



- Payer/Employer:** Includes fields for Payer's EIN (9 digits), Payer's Name (IRS 40 characters, SSA 57 characters), Name2 or Agent (40 characters when applicable), Agent Name 2 (40 characters when applicable, 1042-S ONLY), Address (IRS 40 characters, SSA 20 & 20), Agent Address 2 (40 characters when applicable, 1042-S ONLY), US City (IRS 29, SSA 22), State (2 characters), and Zip Code (5-9 digits).
- Foreign Payer Information:** Includes fields for Foreign City (20 characters), State/Province (16 Canada 2 characters), Postal Code (13 characters), and Country Code (2 character code).
- IRS Only:** Includes checkboxes for 'Report 1099 INT and DIV amounts less than \$10' and 'Report 1098 amounts less than \$600', and a checkbox for 'Last Year This Payer Will Report to IRS?'. There is also a field for 'IRS Assigned Name Control'.
- SSA Only:** Includes a checkbox for 'Payer's business terminated during this year?' and a field for 'Tax Jurisdiction Code' (2 characters SSA ONLY).

A 'Mark when applicable' button is located above the Payer's Name field. A mouse cursor is pointing at this button. At the bottom of the form, there is a 'Note/Memo' field (35 characters) and a 'Close' button.

### NONQUALIFIED INTERMEDIARY DATA SETUP

The NonQualified Intermediary is specifically for 1042-S reporting.



#### STEPS:

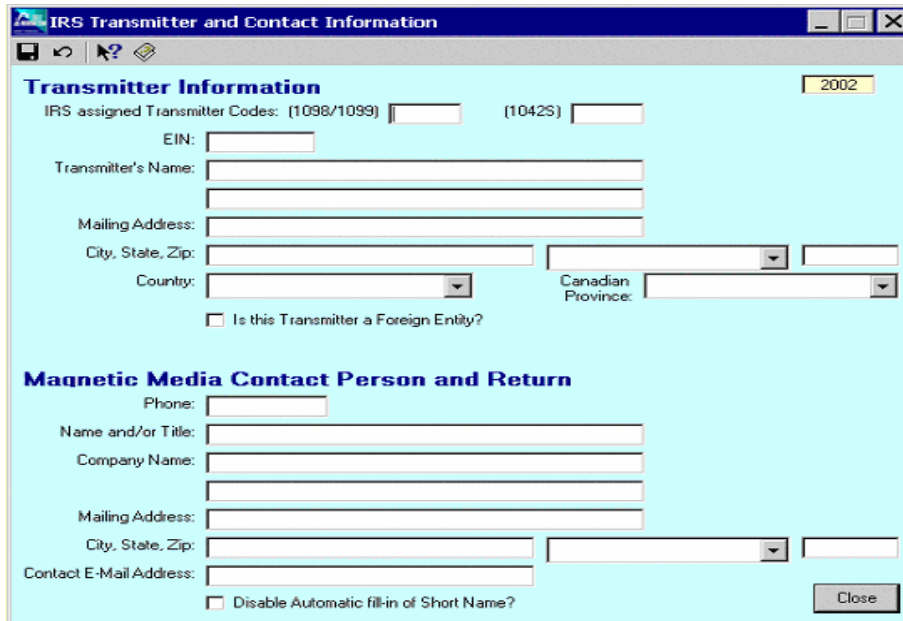
1. CLICK: NQ Interm on the OPTION Menu Bar
2. CLICK: Nonqual. Interm. Data from the drop-down Menu
3. FILL-IN-THE-BLANKS
4. Need help? It's on the ToolBar;  is "What's this?" Help, or Press  for detailed information

## IRS TRANSMITTER DATA SETUP

**MUST BE COMPLETED BEFORE IRS Electronic media may be created**

### STEPS:

1. CLICK: FILE on the OPTION Menu Bar
2. CLICK: IRS Transmitter Information
3. FILL-IN-THE-BLANKS
4. Need help? It's on the ToolBar;  is "What's This?" Help, or Press  for detailed information



**IRS Transmitter and Contact Information** 2002

IRS assigned Transmitter Codes: (1098/1099) [ ] (1042S) [ ]

EIN: [ ]

Transmitter's Name: [ ]

Mailing Address: [ ]

City, State, Zip: [ ] [ ] [ ]

Country: [ ] Canadian Province: [ ]

Is this Transmitter a Foreign Entity?

**Magnetic Media Contact Person and Return**

Phone: [ ]

Name and/or Title: [ ]

Company Name: [ ]

Mailing Address: [ ]

City, State, Zip: [ ] [ ] [ ]



Contact E-Mail Address: [ ]

Disable Automatic fill-in of Short Name? Close

## SSA SUBMITTER DATA SETUP



**DO NOT CREATE SSA Electronic media without first entering the SSA Submitter data**

### STEPS:

1. CLICK: FILE on the OPTION Menu Bar
2. CLICK: SSA Submitter Information
3. FILL-IN-THE-BLANKS
4. Need help? It's on the ToolBar;  is "What's This?" Help, or Press  for detailed information



## SECURITY / PASSWORDS SETUP

### STEPS:

1. CLICK: FILE on the OPTION Menu Bar
2. CLICK: Security
3. FILL-IN-THE-BLANKS
4. Need help? It's on the ToolBar;  is "What's This?" Help, or Press  for detailed information

## VERIFY PRINTERS / PRINTER OPTIONS

### STEPS:



1. CLICK: FILE on the OPTION Menu Bar
2. CLICK: Printer to review printers available
3. CLICK: FILE on the OPTION Menu Bar
4. CLICK: Printer Options to review printer commands used for printing paper returns
5. Need help? It's on the ToolBar;  is "What's This?" Help, or Press  for detailed information

## HOW DO I ENTER RETURN DATA?

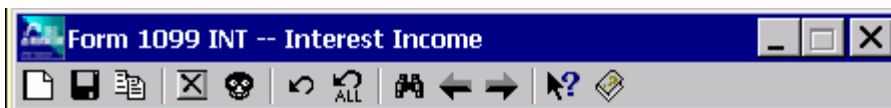
**NOTE:** Between the popup help, the What's This Help, and the detailed page Help, virtually all questions about Return Fields should be answered, but you always have us, DSD support











### MANUALLY ENTER DATA

#### STEPS:

1. CLICK: RETURN/FORM TYPE, 1099, 1042S, etc.
2. CLICK: RETURN DATA on the OPTION Menu Bar
4. FILL-IN-THE-BLANKS
5. Need help? It's on the ToolBar;  is "What's This?" Help, or Press  for detailed information

### ENTRY SCREEN TOOL BAR



- |   |   |   |  |
|---|---|---|--|
|  | Click for a New blank record  |  | Click to Undo last change  |
|  | Click to Save record / changes  |  | Click to Undo all changes  |
|  | Click to Duplicate current record   |  | Click to Find record, by - #, Name, Tax ID, Acct #                             |
|  | Click to Delete current record  |  | Click to Move to next record; forward or back                                  |
|  | Click to Disable/Enable edit checks<br>(Use to override Reporter's edit checks) |  | Click and move to a field for specific help<br>Click for help on entire screen |

## USING THE KEYBOARD ALONE *for* "DATA ENTRY"

### EVERY RETURN ENTRY FIELD BE ACCESSED "WITHOUT" USING YOUR MOUSE

**TO MOVE AROUND THE SCREEN:** **TAB** to a field, enter data and **TAB** to the next

**TO SAVE & GO TO NEXT RECORD** Use Keyboard Pg Up / Pg Down

To bring a **NEW BLANK RECORD** to the Screen, press **Ctrl + PF1**. Your cursor will be in the PAYER EIN field. To keep the same Payer, **Press TAB** through the Payer Fields to the entry field you want. When a Return Record is first opened the cursor "Homes" to the PAYER EIN field

### TO CHANGE TO ANOTHER PAYER EIN:

- **Press ENTER twice, the Search for Payer Screen will display:**
- **Use Up/Down keyboard arrow keys** to select **Search "For What,"** - Record Number, Name,... and **Press ENTER** then **TAB** and type in Record Number, Name,... and **Press ENTER**, the Payer will display, then **TAB** to the OK and Press **ENTER**. **OR**
- **TAB** to the the Left or Right arrow keys on the screen and **Press ENTER** through the Payers. **Press TAB** when the correct Payer is found then **TAB** to the OK button and Press **ENTER** to Return Data Screen

### MULTIPLE CHOICE BOXES, OTHER SEPARATE ENTRY FIELDS

- **MULTIPLE CHOICE AREAS:** **TAB** to Entry Box, use **Up/Down keyboard arrow keys** to select choice **TAB** to enter and go to next field
- **DROP DOWN LISTS:** **Press PF4** for List and/or **Up/Down keyboard arrow keys** to select choice and **TAB** to enter and go to next field
- **RETURNS WITH SECONDARY ENTRY SCREENS: 1098-C, 1099-R** TO MOVE FROM ONE SCREEN TO THE OTHER: **TAB** to Active LABEL use Left / Right keyboard arrow key to Open the currently hidden screen

# HOW DO I: IMPORT "RETURN" DATA?

## ACCESSING IMPORT DATA FEATURE

The data to be imported will need to be an ASCII text file and may be fixed position, comma delimited or tab delimited. You will need to know the record layout, position of data items, within your file, this is where the **EASY FORMAT** option or **Text Editor**, on IRS Reporter, comes in handy. It helps you determine the layout. See the step below to access the Import feature

### STEPS:

1. CLICK: RETURN/FORM TYPE; 1099, 1042S, etc. to Import
2. CLICK: UTILITIES & IMPORT 1099, 1098, 5498, 1042-S, W-2
3. **NEW IMPORT CRITERIA** Screen will display
4. ENTER THE IMPORT CRITERIA FOR YOUR INCOMING DATA FILE

Use on-screen HELPS for more information

Then Click the **NEW EASY FORMAT** Tab

The screenshot shows the '1099 INT Import Data' window with the following callouts and annotations:

- Enter Name to use for this Format**: Points to the 'Select Import Format' dropdown menu.
- Import file name will display here**: Points to the 'Import File' text field.
- ONLY applies to Fixed Position files**: Points to the 'EasyFormat' tab.
- Enter incoming data file Path \ Name to be formatted for this Format**: Points to the 'Import File Path and Name' field.
- Mark incoming file type**: Points to the 'File Type' section, which includes options for 'Fixed Position and Length', 'Tab Delimited', and 'Comma Delimited', along with radio buttons for 'Auto Detect File type' and 'Force file type as selected'.
- Manage Error Log file**: Points to the 'Error Log' section, which includes radio buttons for 'Append to existing file' and 'Replace existing file'.
- What to do with incoming Data (if no data currently exists, use Replace existing file)**: Points to the 'Existing Data' section, which includes radio buttons for 'Append to existing file' and 'Replace existing file'.
- Name field format**: Points to the 'Importing the Name' section, which includes radio buttons for 'Last name is first (preferred)', 'Make last name first', and 'Import name "As Is"', along with a checkbox for 'Name Delimiter Character'.
- Set TIN default**: Points to the 'TIN Type Default If Undeterminable' section, which includes radio buttons for 'Default is SSN', 'Default is EIN', and 'Default is Unknown'.
- Show latest Import Log generated**: Points to the 'View Log' button.
- Test format before Importing data**: Points to the 'Test Import' button.
- Begin actual Data Import**: Points to the 'Import' button.

An **ATTENTION** banner at the bottom of the window reads: "The IMPORT ERROR LOG lists IRS/SSA data errors which must be corrected."

**STEPS:**

1. On the *NEW EASY FORMAT* screen
2. HIGHLIGHT each data field and CLICK the corresponding Field Name Box

Use on-screen HELPS for more information

Then Click back to IMPORT CRITERIA to Import.

If the Format is for a Spaced Delimited/Fixed Position file, the **ADVANCED FORMAT** Tab allows you to review, adjust, etc incoming fields if needed

The screenshot shows the '1099 INT Import Data' window. At the top, there's a title bar and a menu bar. Below that, a 'Select Import Format' dropdown is set to '1099 INT Format: 1 - Tab Delimited'. To its right are buttons for 'Save Format', 'Delete Format', and 'Close'. Below this is the 'Import File' field containing 'R:\TESTDATA\TabDelimited.DAT' and a 'Tab Delimited' label. Further right are 'Copy Format' and 'Help' buttons. The main window has three tabs: 'Advanced Format', 'Import Criteria', and 'Easy Format'. The 'Easy Format' tab is active. On the left, a list of 'Field Name:' boxes includes 'RECIPIENT'S ..... TIN', 'NAME1', 'NAME2', 'STREET1', 'STREET2', 'US/FOREIGN CITY', 'US STATE', 'US ZIP', and 'FRGN STATE/PROVINCE'. The 'RECIPIENT'S ..... TIN' box is checked. In the center, there are input fields for 'Start Column: 1', 'End Column: 11', 'Length: 11', and 'Data Field Number (position in row): 1'. Below these are 'Max Line Length: 814' and 'Number of Lines: 55'. A green 'Open & Analyze File' button is at the bottom left. At the bottom, an 'Input Record:' section shows a table of data. Callouts provide instructions: 'Enter Format's name' points to the dropdown; 'Save Format Name & data file' points to the 'Save Format' button; 'Copy this format (& rename) to use with a different data file' points to the 'Copy Format' button; 'Applies ONLY to: FIXED POSITION FILES' points to the 'Length' field; 'Should equal number of incoming records' points to the 'Number of Lines' field; 'Cursor is currently in: Row: 1 Column: 1' points to the 'Open & Analyze File' button; 'Opens incoming data file, scans for & lists the 10 longest records. For use in formatting data fields' points to the 'Input Record' section; and 'To Format: Highlight field, Click appropriate Field Name Box, check mark indicates field added to format (reverse to remove from format)' points to the 'RECIPIENT'S ..... TIN' checkbox.

**IMPORT HELPS**

Whenever possible yes/no questions are asked when completing Check Boxes on the Return Data input screen. Listed below are the forms and boxes that should be given special attention.

FORMS WITH LIKE IMPORT FIELDS	Field Description	Import
1099-SA, 5498-SA	HSA Indicator?	H, Y, X, 1 = YES or Blank = n/a
	Archer MSA?	A, Y, X, 1 = YES or Blank = n/a
	Medicare + Choice Indicator?	M, Y, X, 1 = YES or Blank = n/a

*NOTE: If code; H, A, or M, is found in the FIRST import field, it is used and the remaining fields are ignored*

**FORMS WITH YES/NO FIELDS:** - IMPORT:Y, X, 1 = YES or Blank = n/a

- 1098C\*
- 1098E
- 1099A\*
- 1099-B\*
- 1099C\*
- 1099CAP\*
- 1099DIV
- 1099INT
- 1099LTC\*
- 1099MISC
- 1099OID
- 1099PATR
- 1099R
- 1099S\*
- 1099SA
- 5498
- 1042S
- W-2, W-2c

\* FORMS WITH DATE FIELDS – IMPORT: MM/DD/YY or MMDDYY

**FORMS WITH DISTINCTLY DIFFERENT FIELD DESCRIPTIONS AND IMPORT CHARACTERS**

FORM	DESCRIPTION	IMPORT
1099B	Gross Proc. Less Comm? - BLANK = n/a	G = Gross Proceeds L = Gross Less Comm
1099LTC	Amt in box 1 or 2 is PerDiem or Reimbursement? - BLANK = n/a  Insured is Chronically or Terminally ILL? - BLANK = n/a	P, Y, X, 1 = PER DIEM R, N, 0 = REIMBURSEMENT T, Y, X, 1 = TERMINALLY ILL C, N, 0 = CHRONICALLY ILL
1099Q	Program 529 - BLANK = n/a	P, Y, X, 1 = PRIVATE S, Y, X, 1 = STATE C, Y, X, 1 = COVERDELL ESA BLANK = n/a

*NOTE: If any code; P, S, C, is found in the FIRST import field, it is used and the remaining fields are ignored.*

1099SA	Distribution Code	1 = Normal distribution 2 = Excess contributions 3 = Disability 4 = Death dstrb other than code 6 5 = Prohibited transaction 6 = Death dstrb aftr yr of death...
5498	IRA Indicator? SEP Indicator? Simple Indicator? ROTH IRA?	I, Y, X, 1 = YES Blank = n/a S, Y, X, 1 = YES Blank = n/a L, Y, X, 1 = YES Blank = n/a R, Y, X, 1 = YES Blank = n/a

*NOTE: If any code; I, S, L, R, is found in the FIRST import field, it is used and the remaining fields are ignored.*

# HOW DO I: IMPORT DATA from a spreadsheet file?

## FORMATTING SPREADSHEET DATA for IMPORT

### STEPS:

1. Spreadsheet files may be SAVED AS; Comma , Tab , or Space (.PRN) Delimited
2. **HINTS:** If you have a Header Row you may want to save it with the file to help identify each field (it can be deleted later ) Remember your file name and location, you'll need it later
3. To Save As Space Delimited, each column on the spreadsheet MUST BE a whole number in width  
**HINT:** Selecting Left align for all columns will make identifying the import format easier
4. Click File, SAVE AS, choose Type as; **.CSV (Comma Delimited), Text (Tab Delimited) .TXT, or Formatted Text (Space delimited) .PRN**  
**CAUTION: EXCEL has a maximum row width (approx 260 char) which it will Save when using "Save As Space delimited".** When using EXCEL remove unneeded Columns and Do Not over extend column widths.
5. Use EASY FORMAT to setup your format. Highlight the field, then click the Field Name
6. If you prefer to layout each field an element at a time use ADVANCED FORMAT

**1099 INT Import Data**

Select Import Format: INT FIXED TEST SYMBOLS [Save Format] [Delete Format] [Close]

Import File: R:\TESTDATA\FixedSingLine.Dat [Fixed Position] [Copy Format] [Help]

Element Name	Element Position/Size					Overlap Errors
	Len	Row	Start	End	DfLn	
RECIPIENT'S ..... TIN	11	1	1	11	11	
NAME1	26	1	13	38	40	
NAME2	40	1	0	39	40	
STREET1	32	1	50	81	40	
STREET2	40	1	0	39	40	
US/FOREIGN CITY	26	1	92	117	40	
US STATE	2	1	119	120	2	
US ZIP	9	1	122	130	10	
FRGN STATE/PROVINCE	2	1	0	1	2	
FRGN POSTAL CODE	7	1	468	474	9	
FOREIGN COUNTRY	19	1	480	498	40	
ACCOUNT #	9	1	40	48	20	
INT. INC. NOT IN BOX 3	8	1	180	187	17	
EARLY WITHDRAWAL PNLT	17	1	0	16	17	
INT. ON US BONDS, TRE.	10	1	200	209	17	
FED INCOME TAX WITHHLD	17	1	0	16	17	
INVESTMENT EXPENSES	17	1	0	16	17	
FOREIGN TAX PAID	17	1	0	16	17	
FOREIGN TAXING COUNTRY	40	1	0	39	40	
SECOND TIN NOTICE?	1	1	0	0	1	

Accessible ONLY when Importing FIXED POSITION FILES

Import Field Names

Lists down overlap matches

Position of incoming data fields

Check Format

Print Format

Check format for overlapping data fields. Overlaps are ok, this is just a list of where they're located

Move entire format by 1 position; left, right, up, down

Print this format

## QUESTIONS & ANSWERS

### HOW DO I REINSTALL IRS REPORTER?

**A** **TO REINSTALL IRS REPORTER** – Before IRS REPORTER version yy can be reinstalled it must first be removed.

**TO SAFELY REINSTALL IRS REPORTER, YOU MUST FIRST REMOVE (UNINSTALL) THE SYSTEM YOU WILL BE REPLACING**

Go to Add/Remove programs and Remove the Program first (Workstation if Server/Workstation system). Then go to your DSDSetup(07) folder and simply (double-click) DSDInstl.exe and select which program to re-install. For StandAlone systems you will need to Convert the System files again.

### HOW DO I GET TOTALS ON RETURN AMOUNT FIELDS?

**A** **CLICK – RETURN TYPE** then **CLICK – REPORTS** and Select **MASTER LIST**  
Mark “Summary Report Only” if only Amount field balances are needed. The information will display on screen (use the Dollar Limit Record Selection to separate records)  
To list Return data do not mark the “Summary Only”, the specified Return records will display on screen  
On-Screen Reports may be printed simply by selecting to print (suggestion: print these reports Landscape)

### HOW DO I FIND A RECORD, WHEN SEARCH CAN'T FIND IT?

**A** The indexing for the file may be out of sync. To repair the order use the Sort, Re-Index facility, for Returns it's under UTILITIES on the OPTION Menu Bar and Press Start (leave the defaults as shown)

### WHY SHOULD I WANT TO CARRY FORWARD DATA TO NEW YEAR?

**A** Data Carry Forward is the mechanism used to keep from manually re-entering the same data from one year to the next. The data most often Carried Forward are 1099-DIV and 1099-MISC. The DIV is used for reporting Stockholder/Shareholder returns and the MISC is used for Vendors and Board of Director compensation.

**DO NOT CARRY FORWARD DATA FOR FORMS WHERE NEW DATA IS IMPORTED**

## HOW DO I ADJUST THE PRINTING OF DATA ON PAPER RETURNS?

**A** CLICK: REPORTING on the OPTION Menu

CLICK: Print Paper Returns

CLICK: FORMAT: Print or Export Tab to view the format used to print your Return data

### IF THE PROBLEM IS:

**ALL DATA IS TOO LOW OR TOO HIGH** - USE THE UP or DOWN Arrow Buttons at the bottom of the screen in the bright yellow boxes to t the direction needed. Every click moves the format by one line, you can watch the ROW column and see the numbers change.

**ALL DATA IS TOO FAR TO THE RIGHT OR LEFT** - USE THE LEFT, RIGHT Arrow Buttons at the bottom of the screen in the bright yellow boxes to adjust the direction needed. Every click moves the format by one space, you can watch the START and END columns and see the numbers change.

### IF THE PROBLEM IS:

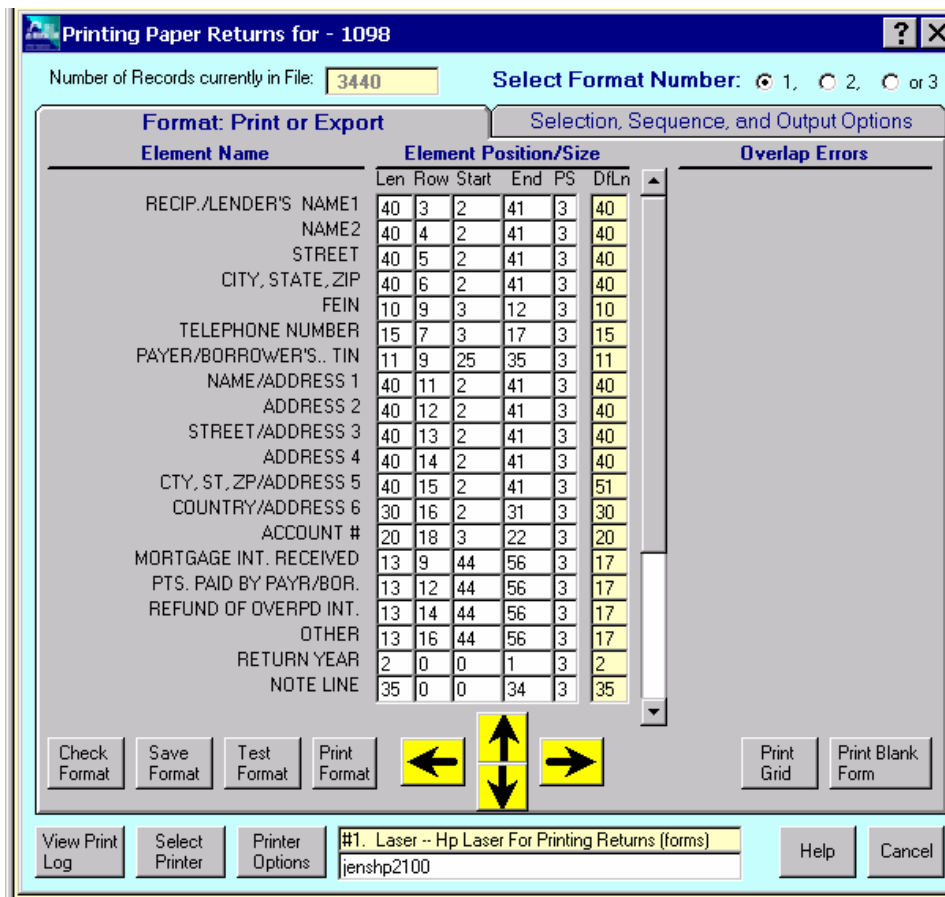
#### A FIELD(s) (Element) NEEDS TO BE MOVED

FIND the ELEMENT in error and:

Change the ROW number to adjust the vertical (up/down) position i.e. ROW 1 is the form's top

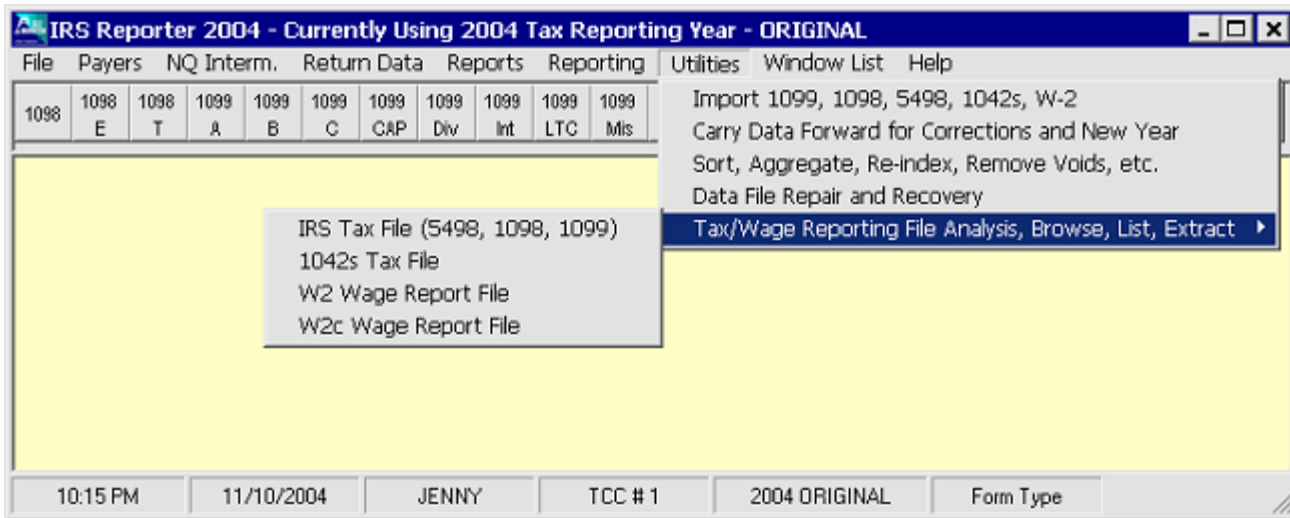
Change the START number to adjust the horizontal (left/right) position i.e. START 1 is the form's left side. When a START number is changed press Tab and the END number will adjust automatically.

For more in-depth information, use the **HELP** facilities available on the formatter

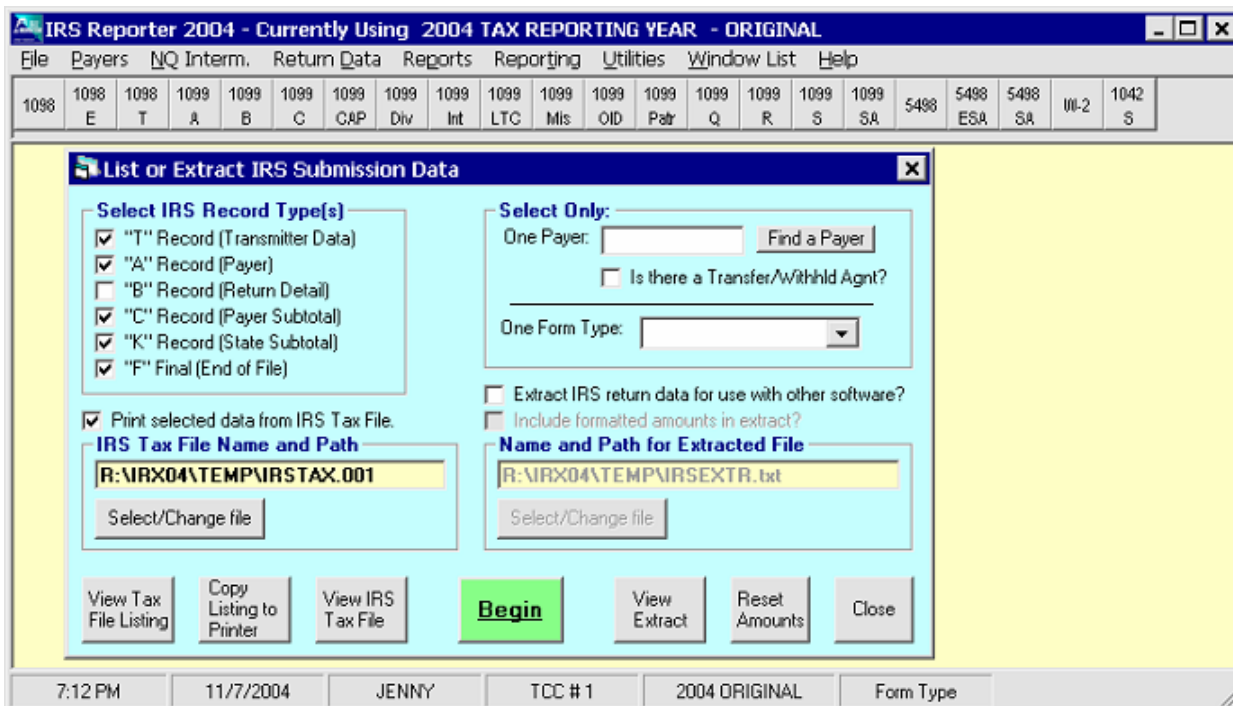


## HOW DO I REVIEW THE ELECTRONIC FILES?

**A** **CLICK:** UTILITIES - Tax/Wage Reporting File Analysis, Browse, List, Extract *then* Select the Electronic file type to view



Once the file type is selected, the screen with the appropriate Record types for the file will display. Select the record types in the file to view and find the specific file under ... Tax File Name and Path. You have two Options for viewing; View Tax File Listing shows the file formatted at 100 characters across with tic marks to see each field exact location, or, to see exactly what the IRS will receive use the View IRS Tax File.



The example used is for IRS 1099, 1098, and 5498 Form types. The other Form types; 1042-S, W-2, and W-2c. vary little from what is displayed here.

**HOW DO I CARRY FORWARD DATA INTO CORRECTIONS FOR ONE CUSTOMER?**

**A** On the Carry Forward screen use the Customer’s SSN (EIN) entry box to enter the customers EIN whose Return Data records are to be Carried Forward for Corrections. Previously we have not recommended Carrying Forward because the entire Original Return File was Carried Forward. However, with the addition of the Customer SSN field it becomes practical to Carry Forward one or a few customer records

**HOW DO I LIST ACCOUNT NUMBERS AND AMOUNTS ON A PAPER RETURN?**

**A** Under Reporting, choose Print Customer Statements (this is only available for 1098s, 1099-B, 1099-INTs and DIVs). The Printing Customer Statements screen allows you to specify which returns to include by Record Numbers or by single Customer’s SSN (EIN). Previously your options were to Aggregate Returns into a single total or print separate Forms for each return; however, the addition of the Customer Statement has added another option.

