

**Aatrix Software, Inc.**

# Processing Print & Mail Reports

## with the Aatrix Forms Viewer

This is a supplemental document to the manual and contains information discussed in the Aatrix Payroll manual. The information in this guide is subject to change without notice. Check the Aatrix website for latest updates.

### Print & Mail reports

The reports listed in Print & Mail tab view all are processed with a program called **Aatrix Form Viewer**. This program will prompt you to check for updates at the end of each quarter. This ensures you are using the latest government approved forms.

The Forms Subscription is an annual subscription, valid for one year from purchase date. You will be prompted to enter a registration code when printing or previewing forms from the Print and Mail selections. Once the registration code has been entered you will not be prompted again until the subscription expires. For purchasing and pricing information, please contact Aatrix Sales at (800) 426-0854.

It is highly recommended that you begin by familiarizing yourself with the form selection and setup procedures in Chapter Seven of the user manual.

This supplement describes processing state or government reports listed in the Print & Mail list of the Aatrix payroll application.

You can generate and print your state tax remittance and unemployment forms using data culled from the payroll program. For more information on which State forms are currently available, call Aatrix Software at (800) 426-0854.

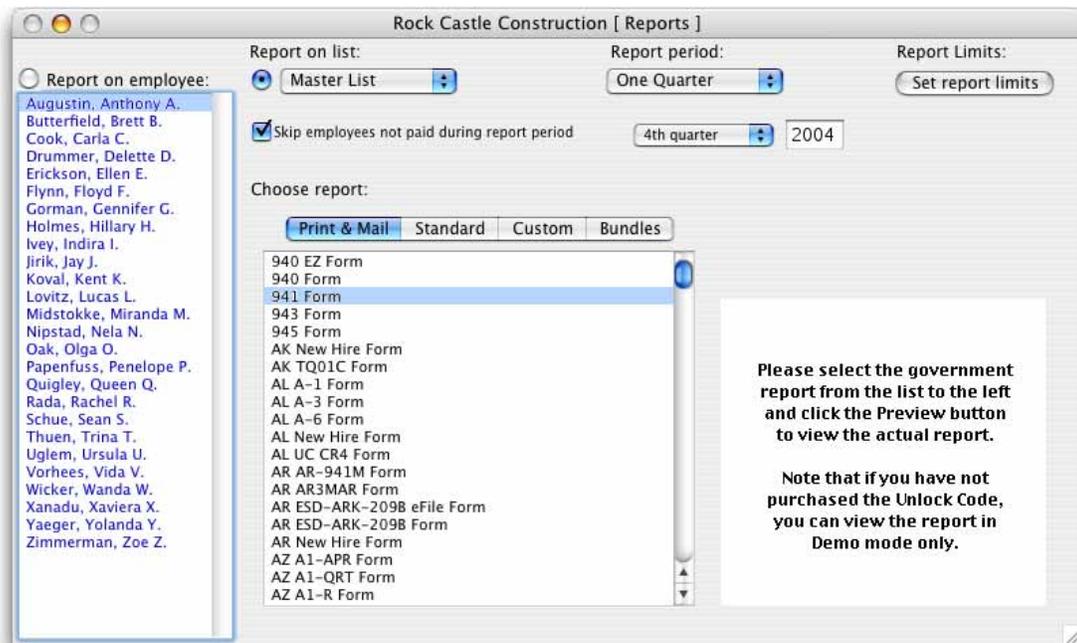
## Selecting and setting criteria for Print & Mail reports

The basic steps for selecting the report and setting its criteria are outlined in the following instruction set.

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### Instruction Set 1–1: Selecting the report

- 1 In the **Reports** tab window, click the Print & Mail tab.



- 2 Select the report you wish to generate from the list.

Proceed to the next step, setting the reporting criteria.

## Instruction Set 1–2: Setting the criteria

### 1 Set the criteria for the report.

#### Report on

You can generate a report from an entire Employee List or an individual employee by clicking the desired radio button. The name of the currently selected Employee List and the name of the currently selected employee is displayed.

If you wish to change to a different **Employee List**, select the one you want from the Employee List pop-up menu.

If you wish to report on a different employee than the one currently selected, highlight the desired employee's name on the Employee list. **Some reports only use an Employee List, in which case the Employee option is grayed out even when an employee is selected.**

#### Report on the period

You can limit the report with the following options:

- **All Periods**

This option accumulates data from all pay periods in the employee file.

- **One Year**

This option uses all the information that has accumulated in the employee file for the year you enter.

- **One Quarter**

Select this option if you want the report to reflect an entire quarter of activity. Choose the quarter you want and enter the appropriate year. The date range the program uses are:

1st Quarter: Jan. 1 to March 31

2nd Quarter: April 1 to June 30

3rd Quarter: July 1 to Sept. 30

4th Quarter: Oct. 1 to Dec. 31

- **One Month**  
This option narrows the data gathered to a specific month of a specific year. Enter the appropriate choices in the text box.
- **One Day**  
This option generates a report based on payroll information processed specifically on the date you enter in this format: DD/MM/YY.
- **Between**  
Upon selecting this option, enter a data range from DD/MM/YY to DD/MM/YY in the appropriate text boxes.

#### **Skip employees not paid**

Check this box if you do not want the report to include employees who were not paid during the selected reporting period.

#### **Report Limits**

Click the **Set report limits** button to further restrict the report. Mark the appropriate checkboxes and fill text fields as needed. Click **OK** when finished, or **Cancel** to exit.

- 2 Click the **Preview Report** button on the toolbar when all selections have been made.

This launches the Aatrix Forms Viewer, discussed in detail in the next section.

## **Aatrix Form Viewer**

The Aatrix Form Viewer will cull data from Pay History to fill in your State and Federal reports. Any fields that need additional information entered will be marked in red on your screen. The program will not allow you to proceed to the next step of processing if you have not entered information in all red fields.

This new feature also makes eFiling your state and government reports an option for your company. Please see [eFile Overview](#) for more details on this feature.

There are three steps to process forms:

**Review/Edit**

This is the step that allows you to make changes your report.

**My Copy**

This is the step from which you can print a Records Copy for your files.

**Federal Copy**

This is the step from which you can either print the form and mail it to the appropriate agency, or eFile.

A progress bar displays in the toolbar as you process the form, showing the current step of the process.

**Characteristics of the FormsViewer window**

The File menu, at the top of the screen, contains commands for various tasks such as Page Align and changing your registration information.

The Toolbar displays a progress indicator that tells you which step of the forms process you are currently running. Tips and hints to guide you through the process always will display in the center of the toolbar. Depending on the phase of the forms process, different command buttons will display.

The title of the report will always be displayed in the title bar at the top of the window displaying the form.

Fields that must be filled out are highlighted in red. Once these areas are complete, they change to blue. If a required field is not filled out, you will be alerted before being allowed to save or print the report as a final copy.

**Navigating the Forms Viewer window**

Use the Tab key or mouse to move through the fields. Use the vertical Scroll Bars to move the screen up and down. The horizontal Scroll Bars will move the screen left and right.

For forms with more than one page, use the arrows on the extreme left side of the toolbar to advance or go back. You may also click on the page number display located between these arrows to directly access any page desired in a multiple page report. On forms with only one page, these controls will be grayed out (unavailable).

## Processing forms

The following instructions will walk you through a generic form process. For those processing Form 941, please see “[Processing Form 941](#)” on page 1-11.

When all the criteria have been set for your report in the Reports tab window, click the Preview button. This will start up the Aatrix Forms Viewer, which will display the report with most or all of the data fields filled in for you. Report processing is divided into three simple steps and through each step, the program displays prompts to guide you. An alert message outlining the basic steps appears. After reviewing the steps, click the **OK** button to close it and proceed.

### Step One - Review / Edit

In the Forms Viewer window, review the report for accuracy. Any red fields will have to be filled in manually. If the report you are processing has required (red) fields, an alert will notify you.

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### Instruction Set 1–3: Review and edit a report

- 1 In the Aatrix Forms Viewer window, verify imported information and enter information in areas marked by red.

#### Date

The date on the form always defaults to the current day (as defined by your computer's internal clock). If this needs to be changed, move the cursor into the date field and click the right mouse button. This activates a drop down menu with choices for clearing the date or setting the value to the current date. You may also use the arrow located on the right side of the date field to drop down a calendar display. Click on the month and day you need, and the date is set accordingly.

### Calculations

The program automatically calculates the data necessary for most form fields. However, you should double check all calculations in monetary and numeric data fields.

- 2 Click the **Next Step** button when red fields have been filled.

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*Note: If you missed any required (red) fields and click Next Step, an alert will appear to warn you that you must go back and complete the report. You cannot advance to the next step until all required fields have data in them.*

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- 3 (Optional) You can print a draft or review copy in this phase by clicking the Print button. Clicking the **Save** button will save a copy of the incomplete report.
- 4 Click the **Next Step** button when finished reviewing and filling required fields.  
A Verify Report Complete message appears.
- 5 Click **Agree** to proceed; click **Double Check** to go back and review the report.



This message will appear also for the next phase of the process and ensures that you validate the accuracy of your report. Although the software is produced, tested, and proven to perform accurate calculations, errors are possible for many reasons. Aatrix Software, Inc. is not responsible for inaccuracies that might occur. Clicking the Agree button shows that you have verified the accuracy of all the data and information that appears in the report.

The application saves your report and proceeds to the next step.

## Step Two - My Copy

When Review / Edit is completed, it is time to print a copy of the report for your records. My Copy is printed on plain paper. A large diagonal watermark indicated that the report is a records copy only.

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### Instruction Set 1–4: Printing a records copy

- 1 Click the **Print** button on the toolbar.
- 2 In the Print dialogue, select options for paper source, pages, and copies.
- 3 Click **OK**.
- 4 Review and file your records copy.
- 5 Click the **Next Step** button when your report has printed.

## Step Three - Finish and print State or Federal copy

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### Instruction Set 1–5: Printing a State / Federal filing copy

- 1 Before printing the final copy, use the **Page Align** function to ensure the data will print in the correct locations. See “Page Align” on page 1-9.
- 2 Insert paper or pre-printed form into printer.
- 3 Click the **Print** button.  
If you choose to eFile, please see “eFile” on page 1-14.
- 4 Sign and mail your report.

- 5 Once the report has printed, you can close the Forms Viewer and return to the payroll application.

### Printing your forms

Clicking the Print button in different phases of the process will have different results. If you are in the Review/Edit step, the form will print with the watermark DRAFT on it. In the My Copy step, it will print with the watermark RECORDS COPY on it. The Federal copy step will print a report that can then be submitted to the appropriate agency.

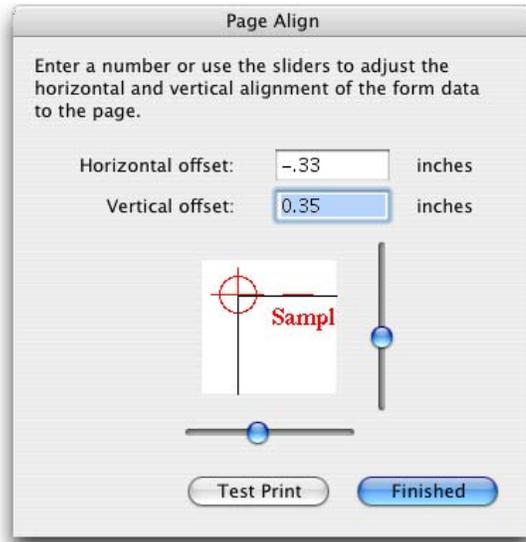


If you have not purchased the Form Subscription, all copies will print with a large, repeated DEMO watermark.

### Page Align

Before printing the final filing copy of a state or government form, you should always print a test page to ensure the data will print in the form boxes correctly. To use Page Align, select **File > Page Align** and click **Test Print**. Every form will print with a registration mark in an unused corner. This registration mark should always be an inch from the left and bottom (or top) margin.

If the registration mark is off, make adjustments as needed by entering a numerical value or with the sliders to move the data up or down, left or right. You should always print a test alignment form when switching to a new printer or printing for the first time to a preprinted form.



## Form 941

The IRS requires every employer to submit a Form 941 - Employer's Quarterly Federal Tax Return at the end of each quarter. It reports the amount of earnings withheld from your employees' paychecks against how much you actually deposited to the IRS over the course of the quarter. Categories included on a Form 941 report include Federal Income Tax, Social Security, and Medicare.

Your payroll program culls the information for the Form 941 from information already stored in your employees' Pay History files.

## Processing Form 941

The following series of instructions lead you through the process of generating a 941 form. Because your payroll program has the ability to separate your payroll data by quarter and year, you can generate a 941 after a new quarter has started.

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*Note: The steps by which you process all of your Print & Mail forms will be similar to those illustrated below for the 941 form.*

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### Instruction Set 1–6: Processing Form 941 - Step One

 Before processing Form 941, print out the **Federal Tax Summary** report, or the **Pay History Detail**, report (in the Standard tab view) for the same quarter you are processing Form 941. Use the information from the report to assist in processing Form 941.

#### Step One - Set Criteria

- 1 In the **Reports** tab window, click the **Print & Mail** tab and then select **941 Form** from the **Reports** list.
- 2 From the **Employee List** pop-up menu, select an employee list that contains the names of all the employees who worked for you throughout the quarter. The Master List will contain all employees.
- 3 In the **Report On** options, be sure the **Employee List** radio button is marked.
- 4 In the **Report on the period** options, select the appropriate quarter from the pop-up menu and then enter the year for which you are generating the 941 report.
- 5 Click the **Preview Report** button.

## Step Two - Review / Edit

The Aatrix Forms Viewer will generate and display your Form 941. Review the report for accuracy. Any red fields will have to be filled in manually. If the report you are processing has required (red) fields, an alert will notify you.

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### Instruction Set 1–7: Review and edit Form 941

- 1 Review the 941 Report for accuracy.

The 941 you see on the screen is designed to look like an actual pre-printed Form 941, with certain fields automatically filled in by the program. It is a *self-calculating form* - meaning that any time you change a value on the form, the fields affected by this change will be reset with the appropriate values.

If the form is not readable on the screen, you can enlarge it by selecting **View > Double Size** or **View > Triple Size**.

- 2 Fill red fields and make any necessary changes in those containing data.

If you are a Semiweekly or Monthly Schedule Depositor with over \$2500 in Line 13, you can mark the appropriate checkbox and enter the deposits made.



*Manual entry of certain information may be needed in some fields, such as your name and title at the bottom of the form. To enter information in any of the non-calculating fields, click the cursor in the field and type in the needed information.*

- 3 Click the **Next Step** button when red fields have been filled.

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*Note: If you missed any required (red) fields and click Next Step, an alert will appear to warn you that you must go back and complete the report. You cannot advance to the next step until all required fields have data in them.*

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- 4 (Optional) You can print a draft or review copy in this phase by clicking the Print button. Clicking the **Save** button will save a copy of the incomplete report.

- 5 Click the **Next Step** button when finished reviewing and filling required fields.

A Verify Report Complete message appears.

- 6 Click **Agree** to proceed; click **Double Check** to go back and review the report.

This message will appear also for the next phase of the process and ensures that you validate the accuracy of your report. Although the software is produced, tested, and proven to perform accurate calculations, errors are possible for many reasons. Aatrix Software, Inc. is not responsible for inaccuracies that might occur. Clicking the Agree button shows that you have verified the accuracy of all the data and information that appears in the report.



The application saves your report and proceeds to the next step.

## Step Two - My Copy

When Review / Edit is completed, it is time to print a copy of the report for your records. My Copy is printed on plain paper. A large diagonal watermark indicated that the report is a records copy only.

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### Instruction Set 1–8: Printing a records copy

- 1 Click the **Print** button on the toolbar.
- 2 In the Print dialogue, select options for paper source, pages, and copies.
- 3 Click **OK**.
- 4 Review and file your records copy.
- 5 Click the **Next Step** button when your report has printed.

## Step Three - Finish and print State or Federal copy

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### Instruction Set 1–9: Printing a State / Federal filing copy

- 1 Before printing the final copy, use the **Page Align** function to ensure the data will print in the correct locations. See “Page Align” on page 1-9.
- 2 Insert paper into printer.
- 3 Click **Print**.

Clicking **Print** will print a copy of your 941 form that you may then mail to the IRS.

Alternatively, if you choose to eFile, click the **eFile** button. This will connect you to the Aatrix eFile server and Aatrix will submit your form electronically. This feature does involve extra setup and have additional service fees. If you choose to eFile, please see “eFile” on page 1-14.

Upon printing or eFiling, the program will archive your completed form so that you may view it or edit it at a later date. You may then exit the Aatrix Form Viewer by selecting **Aatrix Form Viewer > Quit Aatrix Form Viewer**.

### eFile

Aatrix eFile provides a secure transfer directly from your payroll software to the government agencies involved. Upon completing your State or Federal form, you may eFile, saving time and money by avoiding formatting, packaging, postage and mailing. You are now able to complete the form, submit the form and pay your liability due in one sitting.

There is a fee to use the eFile service. Please contact Aatrix at (800) 426-0854 or FormsSupport@aatrix.com for more information.

## How to Enroll in eFile

There are two places to access the Enroll dialogues. You may choose **Company > Enroll in eFile**. The dialogue can also be found by clicking the **eFile** button and then clicking the **Enroll Now** button in the dialogue that displays.

The Enroll dialogue has four windows which require you to enter the necessary information for Efiling.

### Taxpayer Information

This window requires your company information, including Name, Address, E-Mail, EIN, Phone and Fax. Enter the information requested and click **Next**.

### Taxpayer Bank Information

This window requests your bank information so that when you eFile your payments can be submitted. Enter the information requested and click **Next**.

### Preparer Information:

This window allows information for a second party preparer. The window defaults with your information entered, with a checkbox at the bottom noting that “Preparer is taxpayer”. Enter the information requested and click **Next**.

### Enrollment Submission

The final window gives you instructions of where to submit your Enrollment Form upon completion. Please review this information before printing, signing and submitting the Enrollment Form. Click **Finish**.

After enrollment submission, you will receive your User ID and Password via E-mail in ten days or less.

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## Instruction Set 1–10: How to eFile

- 1 Follow the instructions for processing forms as detailed in the section “**Processing forms**” on page 1-6.
- 2 In the final step, instead of clicking Print, click the **eFile** button on the toolbar.

- 3 A dialogue will display with several options. If you have already enrolled for eFile, click the **I Have Enrolled...** button.

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*Note: Note: By this point you should have already enrolled for eFile and provided all the necessary information. If you have not, please review the information at the beginning of this section “eFile” on page 1-14.*

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- 4 In the **User Information** dialogue, enter the Username and Password that you received from Aatrix when you enrolled in eFile.
- 5 Click **Save**.

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*Note: This dialogue will only display the first time you eFile after enrollment. This information will be saved for subsequent Efiling.*

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- 6 If a payment is due with the form, a dialogue displays the payment information, as well as a field for you to enter the appropriate check number. Click **OK** after entering the check number.

If no payment is due, you will proceed directly to Step 7.

- 7 Enter your Password and click **Next**.
- 8 Enter your credit card information in the dialogue for eFile payment. Click **Next**.
- 9 A final dialogue will display confirming the successful eFile transaction and the charges incurred for the transaction. Click **OK** to return to the Aatrix Form Viewer.