

MAGNETIC MEDIA PROCESSING

W2 Processing (FEDERAL AND STATE FILING)

FOR FEDERAL FILING YOU WILL NEED A USER ID from the Social Security Administration. The North Carolina E-Nc3 application website does not require a login but there is an entire web page of information that must be entered each time you open it to submit files.

Step 1) Go to W2 and 1099, Setup w2's. Fill in all the client information and the check the payroll items on the state and w2 amt boxes tabs. If you think payroll items were added since the last w-2 setup add them manually or click the button at the bottom that says 'reset PR Items'. Make sure necessary information is filled in on box 12 and box 14 tabs. Fill in the information on the Misc tab for the printed W-3 .

Step 2) Go to W2 and 1099, Setup W2 Electronic Filing. CHECK the Produce Electronic File and check Produce RS Records if you are doing state filing. The RS records will be ignored if they are included in a federal filing.

Step 3) Click on EACH of the RA/1, RA/2 and RE buttons and fill out the information screens. There is information in the SSA Pub #42-007 on pages 21 to 34 on these fields if you have questions about these fields.

FOR FEDERAL ELECTRONIC FILING:

Step 4a) Go to W2 and 1099, Create and Print Tax forms. Select Create W2/W3 Files and allow the process to finish. You may get a pop-up message that the electronic file has been created.

OR

FOR STATE ELECTRONIC FILING:

Step 4b) Go to the W2 and 1099 menu, Setup W2's. Select **STATE** under the Type Run on the Req Choices main screen. Click OK to save your selections. Go to W2 and 1099, Create and Print Tax forms. Select Create W2/W3 Files and allow the process to finish. You should get a pop-up message that the electronic file has been created.

Step 5) Employee and printed copies can be printed at any time after step 4. To see the contents of the federal electronic file, go to W2 and 1099, Electronic W2/1099 List and Copy and run List W2 Electronic File. You may receive error messages for missing information from Step 3. If you are setting up for **state electronic submission only** you may not have submitter EIN or User Id which will generate error messages that can be ignored. The most common error message is for missing contact information which is at the bottom of the RE page from Step 3.

Step 6) It will simplify your filing process if you create a new folder on your local machine or your server/shared drive to hold your file for upload to the SSA website and for state filing.

COPY FOR FEDERAL FILING - go to W2 and 1099, Electronic W2/1099 List and Copy and run Copy W2 File to Other Drive \ Folder . When you click OK the system will allow you to select a location for your file. There is more information in Chapter 7 of the SSA Pub #42-007 on accessing the BSO website and uploading the file.

COPY FOR NC STATE FILING - Some states have specific requirements and NC is one of those. For filing in NC go to W2 and 1099 menu, State Specific W2/W3, North Carolina Electronic List\Copy. CLICK THE LARGE BUTTON that says remove all records except RE, RW, and RS records. You may look at the file by using the 'List' button. Use the Copy W2 File to other Drive\Folder to copy the file to your upload folder. Change the name of the file to include the client code (like W2REPORTabc.txt) so that it will be unique and will not overwrite other files already stored there. The .txt is required for the NC submission. See the information about using the eNC-3 application for uploading under the eNC-3 upload instructions. W2's and 1099s are uploaded from this application to NC .

ELECTRONIC 1099 PROCESSING (STATE AND FEDERAL):

Step 1) Go to W2 and 1099, Setup 1099's. Fill in all the client information and the check the payroll items on the 1099 Amt Setup tab. Fill in the information on the Electronic 1099's tab starting with the PRODUCE ELECTRONIC FILE checkbox. You should not need the information on the Electronic/2 tab unless you are doing a correction file.

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Step 2) Go to W2 and 1099, Create and Print Tax forms. Select Create W2/W3 Files and allow the process to finish. It is very fast and you will probably not get a message.

Step 3 Go to W2 and 1099, Electronic W2/1099 List and Copy and run Copy 1099 File to Other Drive \ Folder. When you click OK, the system will allow you to select a location for your file.

This is the correct file for STATE and FEDERAL uploads . **If you are submitting to North Carolina add a .txt to the end of the file name.** The .txt is required for the NC submission. See the information about using the eNC-3 application for uploading under the eNC-3 upload instructions. W2's and 1099s are uploaded from this application to NC .

ELECTRONIC NC-3 filing:

The electronic nc-3 file can be created using the following directions:

In the w2/1099 module go to reports, payroll reporting, NC3 Annual W/H Reconciliation, NC-3 WH Reconciliation (File Creation).

To print a copy of the report for your office use only, click on print or pdf and then click OK on the upper portion of the screen. This form CANNOT be used to file the NC-3 with the state. It is for office use only.

To produce the ELECTRONIC file for submission on the NC DOR website click OK on the Create NC-3 for Electronic Filing on the lower right side of the screen. If the company is in its FINAL year enter the last date of payments in the date field. If the company is still in business LEAVE THIS BLANK. A screen will open showing the monthly wages and additional information. To create the electronic file, click OK. This creates a file called NC3RETURNxxxx.txt (where xxxx is your client id number) in your data directory.

Go to reports, payroll reporting, NC3 Annual W/H Reconciliation, NC-3 WH Reconciliation (List\Copy). Use the List to view or print a copy of your file. Use the copy to copy the file to a specific folder for uploading. This will give a suggested name of NC3RETURN_xxxx.txt (where the xxxx is company id) and allow you to select a location for the file.

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UPLOADING USING THE E-NC3 APPLICATION:

These are the instructions for using the DOR website as we understand them. This is not intended as an 'official' set of instructions.

You must use Chrome, Internet Explorer or Firefox to use this application. The EDGE browser from windows 10 will not work. Use this website to get to the application:

<https://www.ncdor.gov/ENC3>

Scroll down and select **Enter the eNC3 Application**. After it loads select **New Submission** from the lower right side of the screen. Fill in the red starred items on the next page and then click Next to get to the submission page. Some users have reported that the website can remain open and minimized for a period of time so that you don't have to keep filling in the required data. You can submit as many files of each type as you want as long as each file has a unique name.

Good luck with this. If you have questions or problems with your electronic submissions, please let us know. You can reach us by email at support@prosystems.com or by phone. Please leave your contact information .

More information about the eNC3 is available at <https://www.ncdor.gov/file-pay/eservices/electronicenc3/enc3-step-step-guides>