Bits 'n Bytes

Tax Forms 2012

Tips, Tricks & Information

BUSINESS MANAGEMENT SOFTWARE

RFMS

Systems for Success

In this Issue

What to do to run W2's and 1099's for 2011.

Get the update from the Webpage. Click here for directions on installing the update.

View Now

Version 11 Users: Version 11.1.1 includes the payroll updates.
Version 9 Users: There is a payroll only update.
Legacy Users will need to manually update tax table information.
The update was released a few days ago.

What this includes:
Federal Withholding State Withholding for 2012 .
Format for printing W-2 and 1099 forms for the tax year 2011.
New Features. (Version 11.1.1 only.)

How to separate 2011 from 2012
Go to prepare pay in RFMS and proceed until the message, "Ready to change tax year to 20XX" displays answer "yes" then exit the prepare payroll screen.

The system is now ready for the first payroll dated in 2012 and producing W-2 and 1099 forms.

What this does:
Adds the 2012 Tax Tables.
Updates the printing formats for W-2 and 1099 forms.
Separate Payroll History
Note: Supplier Year to Date information for all reports including 1099's is controlled by date.

Generating W-2 & 1099 Information

Accounting>File>Human Resource>File>End of Year>Generate W-2 & 1099 Information

This routine should be run to gather W-2 and 1099 information. Doing so creates a record on each employee that can then be edited. The information compiled will essentially reflect what is shown on the "Detail and Distribution Reports".
When generating 1099 forms, most do not want the information to go into the Boxes 16, 17 and 18. However, some do. So a

Tax Form...Steps

new switch was added to the “Generate W-2 & 1099 Forms” procedure - “Post State Earnings to 1099.” If the company wants those State Numbers to go into the 1099 forms, this should be checked. It defaults to unchecked. Your state ID number should be supplied from your individual state.

Editing the Generated Information

Once the W-2 and 1099 information has been compiled and generated as outlined above, a window pops up listing all W-2 and 1099’s to be printed. Notice on the upper right hand side a drop down to select W-2 or 1099 to view.
Clicking on the worker name will provide you with a yearly pay record for each employee. It will display information that will be printed in all boxes on the W-2 and 1099 (except Employer’s name and address or Tax ID) when printing those forms. This information may also be accessed from *Accounting>File>Human Resource>File>End of Year>Browse W-2 & 1099 Information*

Generating Accounts Payable 1099 Information

Accounting>File>Human Resource>File>End of Year>Generate A/P 1099

This routine allows processing 1099 forms for those individuals or companies that are eligible but who were paid through Accounts Payable rather than through your regular pay routine. You may specify a minimum gross amount to be processed. Anyone who has received checks totaling that amount or greater will be processed.
If only a small number of suppliers need a 1099, enter a Tax ID number in the Tax ID field in the supplier file in Accounts Payable. When sorting, answer “Y” to select only those with a Tax ID in Supplier. This will prevent having to delete the majority of suppliers that do not need a 1099.

Transferring A/P 1099 to Human Resources

Accounting>File>Human Resource >File>End of Year>Transfer A/P 1099

This option moves the A/P 1099 information into the End-of-Year file. It allows printing both A/P 1099’s and Human Resources 1099’s in one step. To print the A/P 1099’s after Transfer, go back to REPORTS, W-2 & 1099. When printing 1099 forms, both A/P 1099 records and Human Resources 1099 records will print.

Transfer Gross to State

This selection transfers the Gross amount to the boxes for State Income # 1 and Nonemployee Compensation. If this option is not selected, the Gross amount is transferred to the Nonemployee Compensation box only.

After this is done, the files are combined with the Human Resources file and can no longer be viewed from *Browse A/P 1099.*

Printing the Forms and Reports

After you have generated and/or transferred A/P information you are ready to print the tax reports and the actual forms. *Accounting>File>Human Resource>Reports>End of Year* From this menu, you can simply go down the list and select each option in order to complete your year-end processing.

Tax Form...Steps

Optional Step - Electronic Filing

Accounting>File>Human Resource>Reports>End of Year>Electronic Filing>W-2 Reporting or Accounting>File>Human Resource>Reports>End of Year>Electronic Filing>1099 REPORTING

These screen allows entering identifying information about your company and create an ASCII text file for your W-2 and 1099 wage reporting to the Social Security Administration for electronic filing. W-2: You should have a copy of the MMREF-1 book for detailed instructions on electronic filing procedures. This process creates a text file named `W2eFile.txt` 1099: You should have a copy of the Publication 1220 for detailed instructions on electronic filing. This process creates a file named `IRSTax.txt`

Completing the 941 for the last quarter of the year

Since a payroll run for the next year has probably been run, the system will be set with the current year as the tax year. When the 941 report is printed change the year and rates back to the past year. This only affects the report; it does not change the payroll tax year.   Go to *Accounting>File>Human Resource >Reports>Quarterly Reports>941 Quarterly Report Printed*, edit the parameters and change the year back to the previous year and edit the limits to the previous year's limits.

Forms to Print

Click on either 1099 or W2. The number shown in parenthesis is the number of actual forms that will print.

Company Information

If you need to change the company information that prints on the tax forms, click inside the box and type in the adjusted information. This change only applies to the printing of tax forms.

Tax Form...FAQ's

I have not done previous updates, how can I find out what was in them?

Go to the Updates Section of the Webpage to see documentation for all previous update.

Where is the payroll update?

Version 11 (Sql users) it is part of the version 11.1 update.

What is included in this update?

Federal Withholding State Withholding for 2012 .

Format for printing W-2 and 1099 forms for the tax year 2011.

Should I run or save the update?

Always save the updates: perhaps to your desktop- and then run it from there.

I am getting a message saying there are files being used. Actually no one is logged into the system.

The system administrator should reboot the server to clear the open files.

Tax Form..FAQ's

No Updates are showing or the wrong versions of the updates are showing for me on the webpage.

Call the business office at 800-701-7367 to see if a clerical mistake has been made.

How can I get the update on CD rather than downloading it?

See the order form on page 3.

Should W2's and 1099's be run before the update is run?

No, run the update first. This will separate the year to date numbers based on year and update the format for printing W2's and 1099's.

How do I know that the update has run?

Check the version number on all modules, especially Human resources.

What if some modules are showing a different version?

Make sure all users have exited the program. Rerun the update.

What if no modules are showing the correct version?

Make sure you have run the update to the correct copy of your software

Where can I get forms?

See Page 5.

The update has been run, now trying to open W2/1099 gives an error message.

The information must be generated. Go to *Accounting>File>Human Resources>File>End of Year>Generate W2-1099 Information.*

Generating W2-1099 Information gives an error: State ID not defined for all states.

Click ***change*** to the state currently listed do not click insert, as this will prompt to add a new state.

When generating forms a message displays "There are existing Tax Forms Records, Clear existing information?"

1. If forms have not already been generated for this year, answer Yes to clear. These are last years forms.
2. If forms have already been generated for this year and are in a temporary file which can be regenerated. If the forms have not been edited, clearing them will have no effect.

Not all subcontractors are listed in the Generate 1099 File.

Only suppliers with a social security number will be listed. Check to make sure the missing supplier has this information.

Do changes have to be made to individual form during the process of generating them?

No, go to *Accounting>File>Human Resource>File>End of Year>Browse W-2 & 1099 Information* or *Accounting>File>Human Resource >File>End of Year>Browse A/P 1099* to edit individual forms.

My state is not listed in the tax tables updated.

RFMS Subscribes to a notification service, changes have been made to all states which have had changes made. If your state is not listed and you feel changes have been made please verify with your accountant. If you find changes need to be made please submit a support incident via the web page.

2011...Tax Forms

2011 Tax Forms

W2 and 1099 for Laser and Dot Matrix Printers

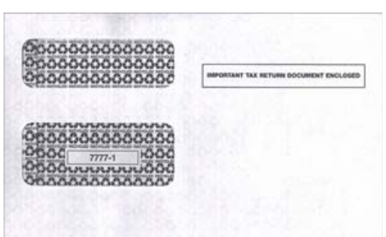
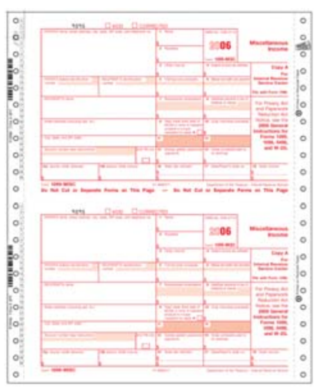
Laser forms come in a packet of 50, 25 or a kit of 10 with envelopes.

W2 Forms

TF5645 Laser W-2 Set, 4-part Size: 8 1/2 x 11"
TF5650 Laser W-2 Set, 6-part Size: 8 1/2 x 11"
TF5655 Laser W-2 Set, 8-part Size: 8 1/2 x 11"
TF2106 Dot Matrix Continuous W-2 Twin Sets, 6-part Size: 9 1/2 x 5 1/2"
TF2108 Dot Matrix Continuous W-2 Twin Sets, 8-part Size: 8 x 5 1/2"
TF66661 W-2 Double-Window Envelope Size: 7 3/4 x 5 3/4"

1099 Forms

TF6102 Laser 1099, Misc. Income Set, 3-part Size: 8 1/2 x 11"
TF6103 Laser 1099, Misc. Income Set, 4-part Size: 8 1/2 x 11"
TF6105 Laser 1099, Misc. Income Set, 5-part Size: 8 1/2 x 11"
TF77771 1099 Double-Window Envelope Size: 5 3/4 x 8 7/8"
TF7154-3, TF7154-4, TF7154-5 Dot Matrix Continuous 1099, Miscellaneous Income Sets Size: 9 x 5 1/2


To order forms: **www.nebs.com** **1-888-823-6327**

Software.....via CD

Update on CD Request Form

The 2011 Human Resources (Payroll) update is available on the Internet at www.rfms.com as a part of the 11.1.1 update.

The majority of RFMS users have the ability to download the update from the RFMS website using their internet connection. However, if you require the update on CD, please fill out the following form and fax it back to RFMS. In response, the update will be sent to you via UPS Ground.

As a part of your maintenance agreement, we provide at no additional cost to you updates via the support page at www.rfms.com. When we receive a request from you to have a CD shipped to you for your update, before shipping this CD, we want to remind you that our fee for sending this update UPS Ground will be $50 to cover the shipping and additional handling required for this service. If you prefer to get the update from the web page and need assistance, please call the help desk at 888-215-8665.

Please check the appropriate version:
RFMS Dos.______
RFMS Version 9.______
RFMS Version11.______

Please fax this request to (888) 216-5730

Company Name: ____

Company Address: ____

Company Telephone Number: _______________________________________

Credit Card Number: ____

Credit Card Exp Date: ____

Training...Opportunities

Complimentary Training
Version 11.1.1 (1/3/12 Release)
New Features

Wed, Jan 11, 2012 2:00 PM - 3:00 PM CST

Fri, Jan 20, 2012 2:00 PM - 3:00 PM CST

RFMS Weekly Webinar Series

LOCATION: On-line/eClassroom **DATE:** February 2-May 24
TIME: 2:00-3:30 PM **Central** **COST:** $49.00 per Seminar

RFMS University invites you to register to attend our weekly webinars offered on Thursdays at 2 PM CST. These webinars will be beneficial for owners, sales administrators, office managers and accountants. Each webinar includes a course overview/training outline and is designed to run 75-90 minutes. The webinars will be conducted by highly qualified RFMS trainers who average 10 years of experience using the RFMS business management system

DATE: February 2 **PRESENTER:** RJ Petersen

TOPIC: Reconciling Inventory with G/L

DATE: February 6 **PRESENTER:** David Quinn

TOPIC: Measure 2012 New Features

DATE: February 9 **PRESENTER:** RJ Petersen

TOPIC: Month End Balancing

DATE: February 13 **PRESENTER:** David Quinn

TOPIC: Measure-Entering Basic Take-offs

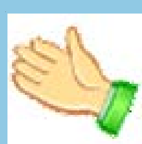
DATE: February 16 **PRESENTER:** Rahul Karadi

TOPIC: Claims and Returns

DATE: February 20 **PRESENTER:** David Quinn

TOPIC: Measure-Commercial Take-offs

Learn more about how our experienced trainers can help you. Click the hand below to Meet the trainers.



How to Register
RFMS will send you a GoToMeeting link after you register. You may register for any of the webinars for $49 or for the entire series at a discounted rate. Go to www.rfms.com/University/CourseSchedule.aspx to register. Or call 1-800-701-7367, extension 3102

Training...Opportunities

DATE: February 27 **PRESENTER:** David Quinn **TOPIC:** Measure-Tile and Patterns

DATE: March 1 **PRESENTER:** Ruby Massey **TOPIC:** Client Management for Retailers

DATE: March 5 **PRESENTER:** David Quinn **TOPIC:** Measure-3D Drawings

DATE: March 8 **PRESENTER:** Janet Kaiser **TOPIC:** Paying Installers/Providers

DATE: March 12 **PRESENTER:** David Quinn **TOPIC:** Measure-Working with Roll Goods

DATE: March 15 **PRESENTER:** Ruby Massey **TOPIC:** Key Sales & Business Reports

DATE: March 22 **PRESENTER:** Janet Kaiser **TOPIC:** Physical Inventory

DATE: March 29 **PRESENTER:** RJ Petersen **TOPIC:** Best Business Practices-FREE WEBINAR

DATE: April 5 **PRESENTER:** Janet Kaiser **TOPIC:** Advanced Order Entry

DATE: April 12 **PRESENTER:** Rahul Karadi **TOPIC:** Key Features in Schedule Pro

DATE: April 19 **PRESENTER:** Staff **TOPIC:** Advanced Accounting/ERRM

DATE: May 3 **PRESENTER:** Ruby Massey **TOPIC:** Client Management for Commercial

DATE: May 10 **PRESENTER:** Rahul Karadi **TOPIC:** New Features in Bid Pro

DATE: May 17 **PRESENTER:** RJ Petersen **TOPIC:** Backup and Archive Procedures

DATE: May 24 **PRESENTER:** Ruby Massey **TOPIC:** Billing Groups/Partial Billing

Complimentary...HR Training

This e-Lecture will go over
* How to download your Year End HR Update
* Steps for your first payroll of the new year
* Printing W-2's and 1099's

Learn more about how our experienced trainers can help you. Click the hand below to Meet the trainers.

This class is being presented at no-charge.
Register for a session now by clicking here:

Register

Tue, Jan 03, 2012 10:00 AM - 11:00 AM CST Thu, Jan 05, 2012 2:00 PM - 3:00 PM CST
Tue, Jan 10, 2012 10:00 AM - 11:00 AM CST Thu, Jan 12, 2012 2:00 PM - 3:00 PM CST
Tue, Jan 17, 2012 2:00 PM - 3:00 PM CST Thu, Jan 19, 2012 10:00 AM - 11:00 AM CST

Once registered you will receive an email confirming your registration with information you need to join the Webinar.
PC-based attendees: Required: Windows® 2000, XP Home, XP Pro, 2003 Server, Vista

Regional...Sales Analysts

Two Booths:
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B 3426

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- Tom Duffy
- BPI
- Ohio Valley
- WM Bird
- All Tile
- Adleta
- JJ Haines
- Florstar
- Gulistan
- Tri West
- RA Siegel
- Royalty Carpet
- Case Supply
- Dal Tile
- Jaeckle
- Herregan
- T & L Distributing
- Wheeler
- J&J Industries
- T&A Supply
- CMH
- The Dixie Group

Committed :

- WC Tingle
- Virginia Tile

In Test :

- Armstrong

Call 1-800-701-7367, ext. 3306 or click below.

Free Demo

Listed below are the Regional Sales Analysts for RFMS. Contact the RSA in your area for questions and/or comments about any of our RFMS products!

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Dave Dumoulin
Director of Sales
ddumoulin@rfms.com
513-617-0738

Click the Hand Icon to learn more about your RSA.

RFMS...User Conference

REGISTRATION IS NOW OPEN

Registration is now **OPEN** for the RFMS User Conference being held on **Monday, January 23rd, 2011** at Mandalay Bay Hotel and Casino in Las Vegas, NV. A total of 12 sessions are on the agenda and we're confident that you will find a workshop of interest to you! Space is limited and will be filled on a first-come, first-served basis.

Cost Effective Training

Full day of workshops for $49.00. Includes workbook, continental breakfast. Lunch is on your own. Workshops start at 8:30 am.

- Taking Physical Inventories Instructor: Rahul Karadi

- Daily Procedures to Improve Inventory Control
- Physical Inventory Counts & Adjustments
- Barcoded Inventory with a Tri-Coder

- Building Products & Setting Prices Instructor: David Marshello

- Using Associated Products Feature
- New Searching Options, Updatable Fields
- Deleting Inactives, Cost History

- Using Quotes/Samples/Templates Instructor: Rahul Karadi

- Barcoded Sample Checkout
- How to Build Templates, Associated Products
- Quote Tracking and Reporting

- Productivity Tools Instructor: RSAs

- Measure Link
- Bid Pro - creating estimates and bid analysis
- B2B - implementing and using B2B ECommerce
- Schedule Pro - crew / installation management / Order Entry

- Client Management/Retail Instructor: Rahul Karadi

- New Contact Management / Sales Floor Manager software
- Managing contacts, project management
- Calendar function, task tracking, email system
- Integration with Outlook

- New Features Instructor: David Marshello/Ruby Massey

- Batch Processing Picking Tickets/Picking Sheets/Cut Lines
- Internal Email using Outlook or STMP
- Customizable Toolbars
- Bid Pro & Schedule Pro Enhancements
- Great way to get a quick overview before or after installing
- Quotes, Sales & Inventory Report Changes

RFMS...User Conference

- Advanced Accounting Instructor: Ruby Massey

- Material & Installation Cost Management
- Multi-State Payroll
- Changes to Month-End Reports
- RFMS Integration with Outside Payroll Services

- Month-End Close Instructor: Rahul Karadi

- Preparing for Month-End
- Balancing Core Accounts to Journal / GL
- Monthly Journal Close Checklist
- CSV Reports, Customized P & L Option

- Best Business Practices Instructor: Ruby Massey

- Find out why and how RFMS checks & balances are used
- Get industry-standard ideas & suggestions of various management issues
- Learn what happens when checks & balances are not used
- Disaster Recovery

- Inventory & Purchasing Instructor: Rahul Karadi

- Learn how RFMS inventory posts behind the scenes
- Costing, Freight & Load Factors
- Express PO, Centralized Purchasing, Inventory Adjustments
- Warehouse Receiving, Claims

- Measure Basic & Advanced Instructor: Jacob Wheat

- New Features of Measure 2011/2012
- How to create drawings
- Understanding material usage / cuts / allocations
- Using the Disto
- Commercial take-offs (advanced)

SURFACES hanley wood

Two Booths:
S 7162
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WFCA Credit

This course qualifies for 8 hours of continuing education credit towards the WFCA Professional Industry certification

Register Now!

View Brochure

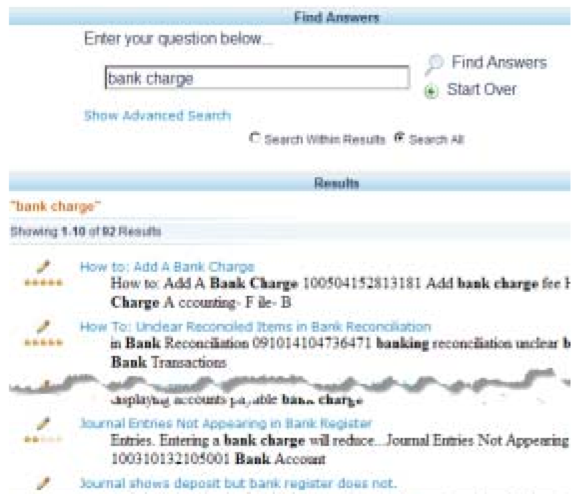
Knowledge Base…24/7 Help

An exciting new source of information has been added to the RFMS Website.

This Knowledge Base is available for **24/7** support with:

Quick Answers to Common Questions
"How To" Articles
Error Solutions
Problem Solutions

Click on the image above to be directed to the support page.
Then click on the **Help me out!** **Help me out** button.
Once in the knowledge base type your question and click "Find Answers."
When finished just close the window.
Please answer our quick survey to help us continually improve the content.



Shaw Atlanta	Atlanta, GA	Cobb Galleria Conv. Ctr.		January 12-13, 2012
Shaw Dallas	Grapevine, TX	Embassy Suites - Grapevine		January 12-14, 2012
CCA Global Winter	Houston, TX	George R. Brown Conv. Ctr.		January 16-21, 2012
NFA	Las Vegas, NV	Mandalay Bay		January 23, 2012
RFMS User Conference	Las Vegas, NV	Mandalay Bay	Banyan B, C, D	January 23, 2012
Surfaces	Las Vegas, NV	Mandalay Bay	S7162 & B3426	January 24-26, 2012

See Us Here....

Click on the box to see more trade shows.