

Vision Municipal Solutions

How To Manual

Vision W2's & 1099's for ASP Budget and Payroll

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W2'S & 1099-MISC (ASP)

Purchasing ASP forms

Forms may be purchased in many different quantities based upon your particular needs.

- 2 forms per 8-1/2" x 11" sheet, for 2 recipients.
- Laser or Dot Matrix continuous feed options are available.

Form W-2 Wage and Tax Statement, 20XX

Control number: 22222

Employer identification number (EIN): 22222

Employer's name, address, and ZIP code: [Blank]

Employee's first name and initial: [Blank]

1. Wages, tips, other compensation: [Blank]

2. Federal income tax withheld: [Blank]

3. Social security wages: [Blank]

4. Social security tax withheld: [Blank]

5. Medicare wages and tips: [Blank]

6. Medicare tax withheld: [Blank]

7. Social security tips: [Blank]

8. Allocated tips: [Blank]

9. Advance EIC payment: [Blank]

10. Dependent care benefits: [Blank]

11. Nonqualified plans: [Blank]

12a. See instructions for box 12: [Blank]

13. State: [Blank]

14. State income tax: [Blank]

15. Local income tax: [Blank]

16. Local wages, tips, etc.: [Blank]

17. Local income tax: [Blank]

18. Locality name: [Blank]

Department of the Treasury - Internal Revenue Service

Copy A For Social Security Administration - Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

Do Not Cut, Fold, or Staple Forms on This Page - Do Not Cut, Fold, or Staple Forms on This Page

Form 1099-MISC Miscellaneous Income, 20XX

Control number: 5555

PAYER'S name, street address, city, state, ZIP code, and telephone no.: [Blank]

RECIPIENT'S name: [Blank]

RECIPIENT'S identification number: [Blank]

1. Name: [Blank]

2. Reporting year: [Blank]

3. Other income: [Blank]

4. Federal income tax withheld: [Blank]

5. Rents: [Blank]

6. Royalties: [Blank]

7. Nonemployee compensation: [Blank]

8. Selfish interest in sale of stock or other property: [Blank]

9. Farm rental proceeds: [Blank]

10. Net profit from business: [Blank]

11. Dividend distributions: [Blank]

12. State tax withheld: [Blank]

13. State/Party's state tax: [Blank]

14. Section 408(a) amounts: [Blank]

15. Section 408(a) income: [Blank]

16. State tax withheld: [Blank]

17. State/Party's state tax: [Blank]

18. State income: [Blank]

Department of the Treasury - Internal Revenue Service

Copy A For Internal Revenue Service Center

For Privacy Act and Paperwork Reduction Act Notice, see the 2006 General Instructions for Forms 1099, 1098, 5498, and W-2G.

Do Not Cut or Separate Forms on This Page - Do Not Cut or Separate Forms on This Page

How To: Process 1099's for ASP

Processing Form 1099-MISC

1. Make sure your printer is turned on and is online.
2. Make sure you have pre-printed 1099-MISC in your printer.
 - If you have a continuous printer, you may need to adjust for additional thickness due to the copies.
 - If you have a laser printer, it's simpler to print copies separately than all at once. Do **not** collate your pre-printed forms before putting them into the printer. Instead, start by loading all the Copy 1 forms. After you have printed all the Copy 1 forms for each vendor, load and print the Copy 2 forms.
3. Go to the **Print Forms** menu and click **Print 1099s**.
4. Proceed to navigate through the following dialog's making any necessary modifications that may be required.
5. Begin by filling in the required parameters. Click Ok or F1 –Align Form to continue.
6. Next, click Yes or No, to display each vendor's 1099 to examine the existing data or to make modifications.
7. Continue to verify the information is correct or make any necessary modifications. Click Process 1099 to accept this information or Skip Vendor to skip processing this vendor and continue.
8. Continue to verify the information is correct or make any necessary modifications. Click Process 1099 to accept this information or Skip Vendor to skip processing this vendor and continue.
9. Next, click Yes or No, to print totals and replace forms with regular paper and click OK to finish.

How To: Process W2's for ASP

Processing Form W2

1. Make sure your printer is turned on and is online.
2. Make sure you have pre-printed W2's in your printer.
 - If you have a continuous printer, you may need to adjust for additional thickness due to the copies.
 - If you have a laser printer, it's simpler to print copies separately than all at once. Do **not** collate your pre-printed forms before putting them into the printer. Instead, start by loading all the Copy 1 forms. After you have printed all the Copy 1 forms for each vendor, load and print the Copy 2 forms.
3. Go to the **W-2's** menu and click **Print Employee W-2's**.
4. For those of you still utilizing the ASP Dos applications, type **ASPRPT** into the **File Name** field.
5. Proceed to navigate through the following dialog's making any necessary modifications that may be required.
6. Begin by filling in the required parameters. Select Display Employees to display each employee's W2 to examine the existing data or to make modifications. Click Ok or Cancel to continue.
7. Continue to verify the information is correct or make any necessary modifications. Click Process W2 to accept this information or Skip Employee to skip processing this employee and continue.

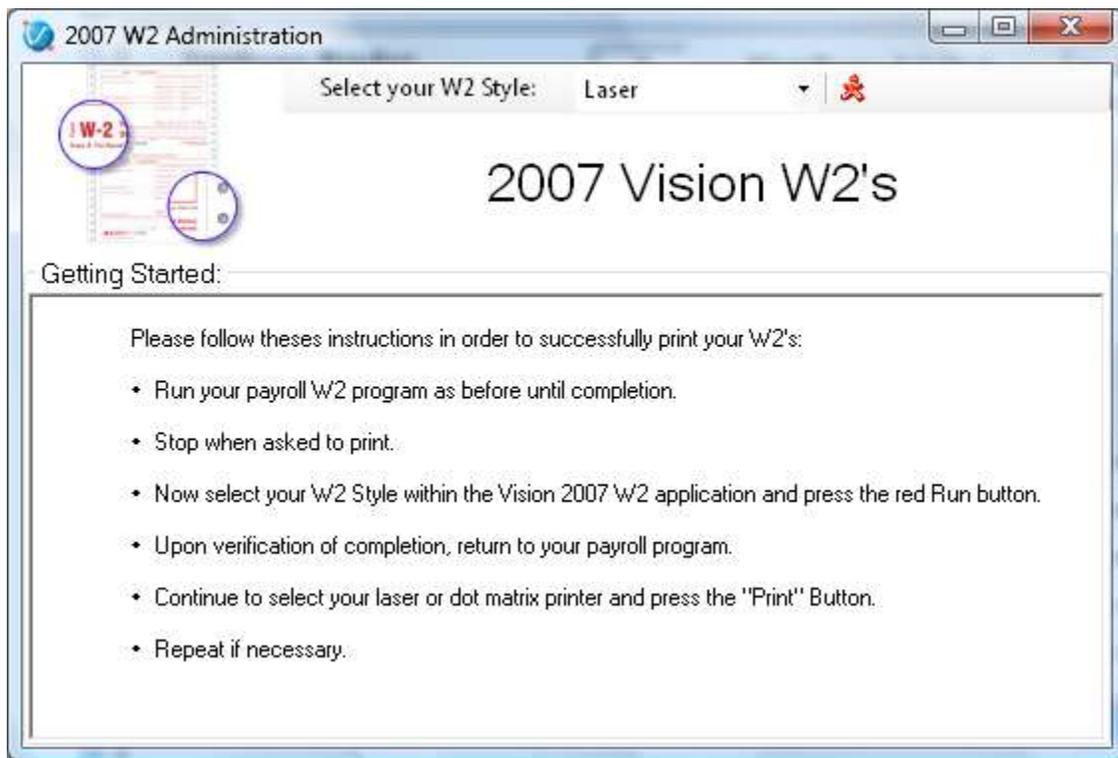


8. **STOP** When you see the ASP Print dialog display and proceed now to launch Vision W2's. Do not press **Cancel**, as you will need to return to this dialog upon completion of Vision's W-2 process.

How To: Process W2's for ASP

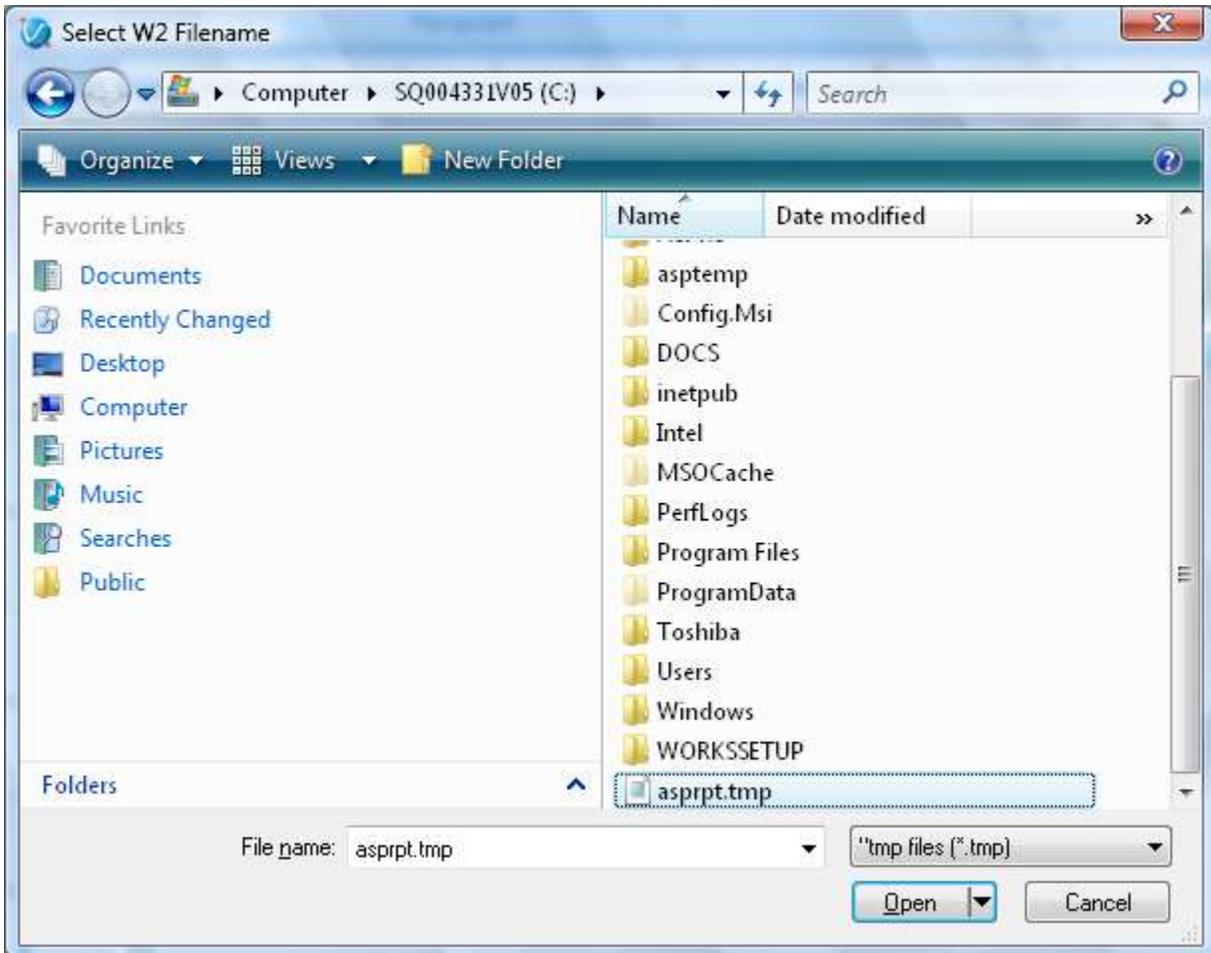
Processing Vision W2 Administration

9. Navigate to the shortcut for Vision w2's located in the Start Menu\Programs\Vision Municipal Solutions folder. Select Start/All Programs/Vision Municipal Solutions/Vision W2's. The following Dialog should appear.

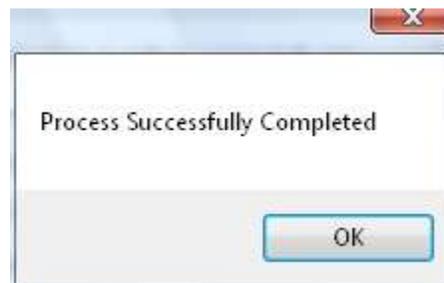


10. Begin by selecting your W2 Style:
11. Then click the Red Running Man to continue.

How To: Process W2's for ASP



12. Navigate to the root directory; **C:**, on your local workstation.
13. For those of you still utilizing the ASP Dos applications, Navigate to the ASP Programs directory; **C:\ASPPR**, on your local workstation and Select **asprpt** as the file name.
14. Select **asprpt.tmp** as the file name.
15. Click **OK** to continue.



16. Next, click **OK** to finish and close **Vision W2 Administration**.
17. Finally, return to **ASP Print** and press **Print** to complete this task.