

# CWU Lab 2

(Still using the client Many Happy Returns Tax Service)

## Processing Live Payroll - Employees

Employees > Live Payroll

<b>IMPORTANT</b>	Use today's date for the <b>Pay Period Ending</b> date throughout payroll.
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### Live Payroll for Carrie Oakey

Field Name	Value
State Code	NC
Pay Period Ending	(Use today's date)
Regular Hours	86.67
Regular Pay	866.70
Gross Pay	866.70
Total Deductions	191.95
Net Pay	674.75

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	866.70	1	Federal WH	67.56
2	Overtime Pay	0.00	2	Social Security	52.19
3	Vac/Hol/Sick	0.00	3	Medicare	12.20
			4	State WH	24.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	Shirt Clean	5.00
			9	HSA	25.00
			10	Life Ins	6.00
Non-Gross Earnings: <input type="text" value="0.00"/>			Total Deductions: <input type="text" value="191.95"/>		
Gross Earnings: <input type="text" value="866.70"/>			Additional Net Pay: <input type="text" value="0.00"/>		
Additional Gross Pay: <input type="text" value="0.00"/>			Net Pay: <input type="text" value="674.75"/>		
Gross Pay: <input type="text" value="866.70"/>			Direct Deposit Applied to Savings: <input type="text"/>		

**Before clicking Save**, compare what is on your screen to the Gross and Net Pay, Deductions, and Withholding amounts. If your **Net Pay** amount for Carrie is not \$674.75, **DO NOT SAVE**. You will need to figure out why yours is different. If your **Net Pay** amount is \$674.75, **click Save**.

**Live Payroll for Lou Pole**

Field Name	Value
State Code	NC
Pay Period Ending	(Use today's date)
Regular Hours	86.67
No. of Pieces	4
Regular Pay	966.70
Gross Pay	966.70
Total Deductions	208.70
Net Pay	758.00

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	966.70	1	Federal WH	18.46
2	Overtime Pay	0.00	2	Social Security	57.46
3	Vac/Hol/Sick	0.00	3	Medicare	13.44
			4	State WH	20.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	Shirt Clean	5.00
			9	HSA	40.00
			10	Life Ins	6.00
			11	401K - Emplo	48.34

Non-Gross Earnings:	0.00	Total Deductions:	208.70
Gross Earnings:	966.70	Additional Net Pay:	0.00
Additional Gross Pay:	0.00		
<b>Gross Pay:</b>	<b>966.70</b>	<b>Net Pay:</b>	<b>758.00</b>
		Direct Deposit Applied to Savings:	0.00

**Before clicking Save**, compare what is on your screen to the Gross and Net Pay, Deductions, and Withholding amounts. If your **Net Pay** amount for Lou is not \$758.00, DO NOT SAVE. You will need to figure out why yours is different. If your **Net Pay** amount is \$758.00, click **Save**.

**Live Payroll for Jack Pott**

Field Name	Value
State Code	NC
Pay Period Ending	(Use today's date)
Regular Hours	86.67
Overtime Hours	3.5
No. of Pieces	7
Regular Pay	1,041.70
Overtime Pay	52.50
Gross Pay	1,094.20
Total Deductions	322.99
Net Pay	771.21

**EDIT:** Edit the amount of the **Shirt Cleaning** deduction to be **\$20.**

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	1,041.70	1	Federal WH	120.43
2	Overtime Pay	52.50	2	Social Security	66.29
3	Vac/Hol/Sick	0.00	3	Medicare	15.50
			4	State WH	41.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	Shirt Clean	* 20.00
			9	HSA	25.00
			10	Life Ins	6.00
			11	401K - Emplo	43.77

Non-Gross Earnings:	0.00	Total Deductions:	337.99
Gross Earnings:	1,094.20	Additional Net Pay:	0.00
Additional Gross Pay:	0.00		
<b>Gross Pay:</b>	<b>1,094.20</b>	<b>Net Pay:</b>	<b>756.21</b>
		Direct Deposit Applied to Savings:	0.00

**Before clicking Save,** compare what is on your screen to the Gross and Net Pay, Deductions, and Withholding amounts. If your **Net Pay** amount for Jack is not \$756.21, **DO NOT SAVE.** You will need to figure out why yours is different. If your **Net Pay** amount is \$756.21, **click Save.**

**Live Payroll for Pete Tin**

Field Name	Value
State Code	NC
Pay Period Ending	(Use today's date)
Salary	1,458.33
Regular Pay	1,458.33
Gross Pay	1,458.33
Total Deductions	324.95
Net Pay	1,133.38

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	1,458.33	1	Federal WH	47.29
2	Overtime Pay	0.00	2	Social Security	87.32
3	Vac/Hol/Sick	0.00	3	Medicare	20.42
			4	State WH	41.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	HSA	50.00
			9	Life Ins	6.00
			10	401K - Emplo	72.92

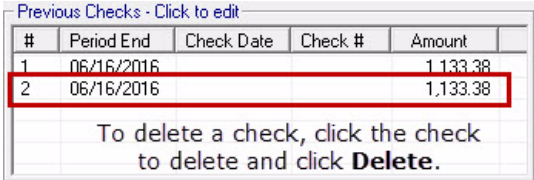
  

Non-Gross Earnings:	0.00	Total Deductions:	324.95
Gross Earnings:	1,458.33	Additional Net Pay:	0.00
Additional Gross Pay:	0.00		
Gross Pay:	1,458.33	Net Pay:	1,133.38
		Direct Deposit Applied to Savings:	0.00

**Before clicking Save**, compare what is on your screen to the Gross and Net Pay, Deductions, and Withholding amounts. If your **Net Pay** amount for Pete is not \$1,133.38, **DO NOT SAVE**. You will need to figure out why yours is different. If your **Net Pay** amount is \$1,133.38, click **Save** then click **Exit**.




# Print Employee Payroll Checks

## Employees > Print New Checks

NOTE	<p>Make sure there is only 1 check for each employee (total of 4 checks) listed on the <b>Print Employee Payroll Checks</b> screen before you print.</p> <p>If an employee is showing multiple checks, delete the extra check.</p> <p><b>To delete the extra check:</b></p> <ol style="list-style-type: none"> <li>1. Go to <b>Employees &gt; Live Payroll</b></li> <li>2. Click on the employee with the extra check</li> <li>3. At the top right of the window in the “Previous Checks” section, click on the check to delete. If the check has been printed, click <b>OK</b> when the Check Printed message displays.</li> <li>4. Information for the check displays in the main window. Click the <b>Delete</b> button. Click <b>Yes</b>.</li> </ol>
	

Field Name	Value
Type of Check Stock - Preprinted	<input checked="" type="checkbox"/>
Select All Output Desired - Check Stock	<input checked="" type="checkbox"/>
Check Date	(Use today's date)
Starting Check Number	1501
Type of Payment	Both

1. Click **Select All**.
2. Click **Preview checks prior to printing**. (You probably won't use this at home but we're using it because we don't have printers connected and we want to see our checks).
3. Click **Print**.

NOTE	<p>When <b>Preview checks prior to printing</b> is selected, checks display one at a time. Click the  icon to print the check. Click the  icon to display the next check in the batch then click the  icon to print the check displayed.</p>
	<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p>Click “X” to exit the preview window.</p> </div>

# Processing ATF Payroll - Employees

## Employees > ATF Payroll

### ATF Payroll for Carrie Oakey

(note the date change and edit of Regular Hours)

Field Name	Value
State Code	NC
Pay Period Ending	04/15/2016
Check Date	04/22/2016
Check Number	1220
Regular Hours	80.67
Sick Hours	6.00
Regular Pay	806.70
Gross Pay	866.70
Total Deductions	191.95
Net Pay	674.75

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	806.70	1	Federal WH	67.56
2	Overtime Pay	0.00	2	Social Security	52.19
3	Vac/Hol/Sick	60.00	3	Medicare	12.20
			4	State WH	24.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	Shirt Clean	5.00
			9	HSA	25.00
			10	Life Ins	6.00

Non-Gross Earnings:	0.00	Total Deductions:	191.95
Gross Earnings:	866.70	Additional Net Pay:	0.00
Additional Gross Pay:	0.00		
Gross Pay:	866.70	Net Pay:	674.75
		Direct Deposit Applied to Savings:	0.00

Click Save.

**ATF Payroll for Lou Pole**

Field Name	Value
State Code	NC
Pay Period Ending	04/15/2016
Check Date	04/22/2016
Check Number	1221
Regular Hours	86.67
Overtime Hours	2.5
No. of Pieces	3
Regular Pay	941.70
Overtime Pay	37.50
Gross Pay	979.20
Total Deductions	212.46
Net Pay	766.74

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	941.70	1	Federal WH	19.65
2	Overtime Pay	37.50	2	Social Security	58.23
3	Vac/Hol/Sick	0.00	3	Medicare	13.62
			4	State WH	21.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	Shirt Clean	5.00
			9	HSA	40.00
			10	Life Ins	6.00
			11	401K - Emplo	48.96

Non-Gross Earnings:	0.00	Total Deductions:	212.46
Gross Earnings:	979.20	Additional Net Pay:	0.00
Additional Gross Pay:	0.00		
Gross Pay:	979.20	Net Pay:	766.74
		Direct Deposit Applied to Savings:	0.00

**Click Save.**

**ATF Payroll for Jack Pott**

Field Name	Value
State Code	NC
Pay Period Ending	04/15/2016
Check Date	04/22/2016
Check Number	1222
Regular Hours	86.67
No. of Pieces	2
Regular Pay	916.70
Gross Pay	916.70
Total Deductions	266.76
Net Pay	649.94

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	916.70	1	Federal WH	94.87
2	Overtime Pay	0.00	2	Social Security	55.29
3	Vac/Hol/Sick	0.00	3	Medicare	12.93
			4	State WH	31.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	Shirt Clean	5.00
			9	HSA	25.00
			10	Life Ins	6.00
			11	401K - Emplo	36.67

Non-Gross Earnings:	0.00	Total Deductions:	266.76
Gross Earnings:	916.70	Additional Net Pay:	0.00
Additional Gross Pay:	0.00		
Gross Pay:	916.70	Net Pay:	649.94
		Direct Deposit Applied to Savings:	0.00

**Click Save.**



**ATF Payroll for Pete Tin**

Field Name	Value
State Code	NC
Pay Period Ending	04/15/2016
Check Date	04/22/2016
Check Number	1223
Salary	1,458.33
Regular Pay	1,458.33
Gross Pay	1,458.33
Total Deductions	324.95
Net Pay	1,133.38

#	Earnings	Amount	#	Deductions	Amount
1	Regular Pay	1,458.33	1	Federal WH	47.29
2	Overtime Pay	0.00	2	Social Security	87.32
3	Vac/Hol/Sick	0.00	3	Medicare	20.42
			4	State WH	41.00
			5	City/County WH-1	0.00
			6	City/County WH-2	0.00
			7	City/County WH-3	0.00
			8	HSA	50.00
			9	Life Ins	6.00
			10	401K - Emplo	72.92

Non-Gross Earnings:	0.00	Total Deductions:	324.95
Gross Earnings:	1,458.33	Additional Net Pay:	0.00
Additional Gross Pay:	0.00		
Gross Pay:	1,458.33	Net Pay:	1,133.38
		Direct Deposit Applied to Savings:	0.00

**Click Save, then Exit.**

# Processing Live Contractor Payments

## Contractors > Live Contractor Payroll

### Live Payroll for Just Kick It Computer Repair

Field Name	Value
Pay Period Ending	(Use today's date)
7-Nonemployee Comp	350.00
Net Pay	350.00

Click **Save**.

### Live Payroll for Ken Kilowatt

Field Name	Value
Pay Period Ending	(Use today's date)
7-Nonemployee Comp	290.00
Net Pay	290.00

Click **Save**.

### Live Payroll for Royal Flush Plumbing

Field Name	Value
Pay Period Ending	(Use today's date)
7-Nonemployee Comp	425.00
Net Pay	425.00




Click **Save and Exit**.

# Print Contractor Payment Checks

## Contractors > Print New Checks

Field Name	Value
Type of Check Stock - Preprinted	<input checked="" type="checkbox"/>
Select All Output Desired - Check Stock	<input checked="" type="checkbox"/>
Check Date	(Use today's date)
Starting Check Number	1505
Type of Payment	Both

1. Click **Select All**.
2. Click **Preview checks prior to printing** if it's not already checked. (You probably will not use this at home but we're using it to be able to see the checks without having a printer in class.)
3. Click **Print**.

NOTE	<p>When <b>Preview checks prior to printing</b> is selected, checks display one at a time. Click the  icon to print the check. Click the  icon to display the next check in the batch, then click the  icon to print the check displayed. Click the "X" to exit the preview window.</p>
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# Processing ATF Contractor Payments

## Contractors > ATF Contractor Payroll

### ATF Payroll for Just Kick It Computer Repair

Field Name	Value
Pay Period Ending	04/15/2016
Check Date	04/22/2016
Check Number	1224
7-Nonemployee Comp	775.00
Net Pay	775.00

Click **Save**.

**ATF Payroll for Ken Kilowatt**

Field Name	Value
Pay Period Ending	04/15/2016
Check Date	04/22/2016
Check Number	1225
7-Nonemployee Comp	825.00
Net Pay	825.00

Click **Save**.

**ATF Payroll for Royal Flush Plumbing**

Field Name	Value
Pay Period Ending	04/15/2016
Check Date	04/22/2016
Check Number	1226
7-Nonemployee Comp	645.00
Net Pay	645.00

Click **Save and Exit**.

## 94X Preparer Setup

### Firm > 94X Preparer Setup

Enter appropriate information for yourself as the preparer and your business.

Field Name	Value
Preparer ID	(Use your first initial and last name, then click <b>Add</b> )
Preparer Name	(Use your name)
Self-Employed	<input checked="" type="checkbox"/> if you are self-employed
Firm Name	Enter your firm's name
Address	Enter your firm's address info
Preparer SSN/PTIN	Enter your PTIN (or SSN if you either don't have or don't know your PTIN)

Field Name	Value
EIN	Enter your firm's EIN if you work for a firm and know their EIN. If you don't, enter "123456789".
Phone	Enter your firm's phone number
Does not Allow Third Party Designee	<input checked="" type="checkbox"/> to specify that you do not allow a third Party Designee (for this exercise)

Click **Save** then **Exit**.

## 94X Series PIN Setup

Setup > Client Information > EF Options

EF Options

<p>E-File Client 94x <input checked="" type="checkbox"/></p> <p>Transmit as ERO <input checked="" type="radio"/></p> <p>Transmit as Reporting Agent <input type="radio"/></p> <p>Transmit as Business Taxpayer <input type="radio"/></p>	<p>Name Control for E-File <input type="text" value="MANY"/></p> <p>Tax Payer 5 Digit PIN for E-File <input type="text" value="11122"/></p> <p>Tax Payer 10 Digit PIN for E-File <input type="text"/></p> <p>Signature Name: <input type="text" value="Pete Tin"/></p>
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Click **Save**, **OK**, and **Exit**.

Firm > Firm Info./Global Settings

Field Name	Value
E-File 94x	<input checked="" type="checkbox"/>
ERO PIN	12345
Name Control for E-File	Type the first 4 characters of your <b>Firm Name</b> entered at the top left of this screen ( <b>Firm &gt; Firm Info./Global Settings</b> )

Click **Save**.

## Produce a 941 Tax Deposit

Employees > Tax Deposit > 941

Field Name	Value
Beginning Check Date	(Use first date of the current month)
Ending Check Date	(Use last date of the current month)
Payment Date	(Use the 15th of next month)

Click **Calculate** then click **Save**.  
Click **Exit**.

## Set Up 94X Online Payments

Setup > Client Information > 94X Online Payment

Field Name	Value
Routing Transit Number	123456789
Bank Account Number	A555666777888
Payment from Checking Account	<input checked="" type="checkbox"/>
Tax Preparer Day Time Phone Number	8285552288
Requested Payment Date	(Use the 15th of next month)

Click **Save, OK**, then **Exit**.

# Produce a 941 Tax Return

Employees > 94X Forms

Field Name	Value
Preparer Selection	Select yourself from the drop list
Select a 94x Tax Return	Double-click <b>941 Quarter 2</b>
Line 14 (on blue screen)	Verify an "X" is in the 1st box and press Tab

Click **Save**. "X" out of the Adobe® Reader window.  
Then click **Exit**.

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## Transmit the 94X Tax Return to the IRS

E-Filing > 94X E-Filing > Select/Transmit 94X Forms > 941

1. Select the check box beside the client code of the 941 file you just created.
2. **DO NOT CLICK TRANSMIT FOR THIS EXERCISE.**

Click **Cancel**.

# Preparing to Make Journal Entries

Before we begin making manual journal entries, let's make a few adjustments to our setup.

## Rename Your Income Accounts

### Bookkeeping > Chart of Accounts

1. Rename account #601 "Retail Sales - Category 1" to say "Tax Preparation".

Click **Save**.

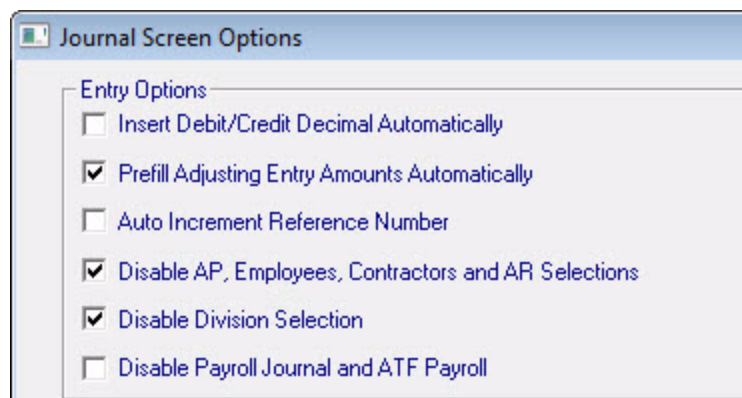
2. Rename account #602 "Retail Sales - Category 2" to say "Payroll Processing".

Click **Save**, then click **Exit**, then **OK**.

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## Adjust Your Journal Options

Bookkeeping > Enter Transactions, click the **Journal Options** button



Click **Save**.



# Making Manual Journal Entries

## Bookkeeping > Enter Transactions

**NOTE:** Click **Save** after completing each journal entry.

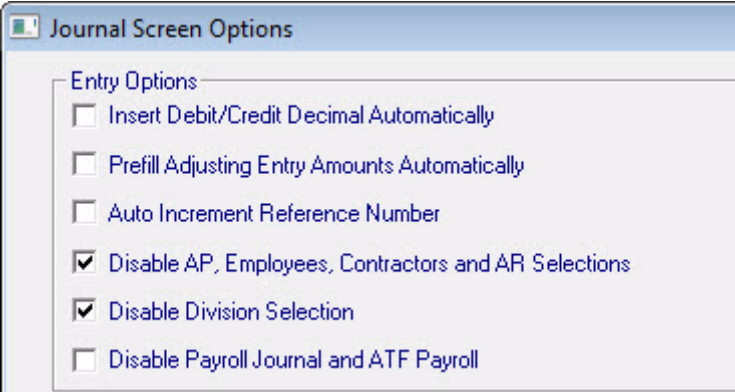
Journal	Date	Account	Debit	Credit	Description	Reference	Click
GJ	05/04/2016	100.02	700.00		Deposit - Tax Prep		<b>Save</b>
GJ	05/04/2016	601		700.00	Smithfield - Tax Prep		<b>Save</b>
GJ	05/14/2016	100.01		17.50	Girl Scout Cookies		<b>Save</b>
GJ	05/14/2016	770	17.50		Girl Scout Cookies		<b>Save</b>
GJ	05/29/2016	100.02	50.00		Deposit - Payroll		<b>Save</b>
GJ	05/29/2016	602		50.00	Fosters - Payroll		<b>Save</b>

**DO NOT** click **Exit**.

## Adjust Your Journal Options

From the **Journals** screen, click the **Journal Options** button.

(For these next journal entries, turn off the **Prefill Adjusting Entry** option.)



**Journal Screen Options**

Entry Options

- Insert Debit/Credit Decimal Automatically
- Prefill Adjusting Entry Amounts Automatically
- Auto Increment Reference Number
- Disable AP, Employees, Contractors and AR Selections
- Disable Division Selection
- Disable Payroll Journal and ATF Payroll

Click **Save**.

Journal	Date	Account	Debit	Credit	Description	Reference	Click
GJ	05/20/2016	730	21.00		ATM Service Fee	ATM Fee	Save
GJ	05/21/2016	795	325.50		Duke Power	Ck 1492	Save
GJ	05/28/2016	778	30.00		Window Washing	Ck 1550	Save
GJ	05/28/2016	100.02		376.50	Offsetting Entry	-----	Save

Verify a **Zero Balance**, then click **Exit**.

## Post Transactions

### Bookkeeping > Post Transactions

1. Click **Post**.
2. Use the last day of the current month and click **OK**.
3. Click **Yes** when asked "Are you sure?"
4. Verify that the numbers on the reports look reasonable. "X" out of each report.
5. Follow the prompts to complete the **Post Transactions** process.

## Process and Print W-2s

### Employees > Process W2s

1. Click **Process All** (click **Yes**).
2. Verify that all employees' W-2s processed successfully.
3. Select **Print All W2s**.
4. Select **SSA - Copy A** and **Forms and Data** (both should already be selected).
5. Click **Print**. The 4 employees' W2s should display on your screen in Adobe<sup>®</sup> Reader.
6. "X" out of Adobe<sup>®</sup> Reader. If you had wanted to actually print them, you'd go to **File > Print** in Adobe<sup>®</sup> Reader before closing the Adobe<sup>®</sup> Reader window.
7. Click **Exit** to close the W2 Processing screen.

# Process and Print 1099s

## Contractors > Process 1099 Misc.

1. Click **Process All** (click **Yes**).
2. Verify that all contractors' 1099s processed successfully.
3. Select **Print All 1099s**.
4. Select **Copy - 1** and **Forms and Data**.
5. Click **Print**. The contractors' 1099-MISC should display on your screen in Adobe® Reader.
6. “X” out of Adobe® Reader. If you had wanted to actually print them, you'd go to **File > Print** in Adobe® Reader before closing the Adobe® Reader window.
7. Click **Exit** to close the 1099 Processing screen.

## W-2s and 1099s On-the-Fly

### Create an On-the-Fly Client

#### File > New Client

#### Contact Information Tab

W2/W3-1099/1098 Setup		Payables Setup		94x Online Payment	
Contact Information		Document Manager Options		Business Information	
<b>Contact Information</b>					
Client Code:	FLY	Phone 1:	270-887-4222		
Password:		Phone 2:			
Name:	McFly Hoverboard Sales	Fax:			
Trade Name:		EIN:	40-0008874		
Country:	United States-US	State ID:	888777666		
Address 1:	222 Hilldale Lane	Unemployment ID:	33332222		
Address 2:		SSN:			
City:	Hopkinsville	State Tax Entity Code:	44445		
State:	KY	Seasonal Employer:	<input type="checkbox"/>		
Zip:	42240				
Contact Person:	Marty McFly				
Contact Title:	CEO				
Email:	McFly@gmail.com				

**Don't click Save yet.**

**Business Information** tab

Field Name	Value
Deposit Frequency	Monthly
Bus. Type	S-Corporation (1120S)
Start of Year Date	01/01/2016

**Don't click Save yet.**

**W2/W3-1099/1098 Setup** tab

Field Name	Value
Print Employer Name on W-2	<input checked="" type="checkbox"/>
Standard W2s	<input checked="" type="checkbox"/>
W-3 Kind of Payer	941
State for 1099	KY
Mask ID on 1099/1098	<input checked="" type="checkbox"/>
W-3 Kind of Employer	None Apply

**Click Save and OK.**

The setup for the Chart of Accounts displays automatically.

**Click Cancel.**

## Enter Employee Information for On-the-Fly W-2s

### On the Fly Forms > W2s On the Fly

**Employee Code:** MMCFLY (enter the **Employee Code**, then click **New**)

Employee Data

First Name:

Middle Name:

Last Name:  Suffix:

Address 1:

Address 2:

City:

State:  Zip:

Phone:

Id Number:

Status:

Field Name	Value
Box 1 - Wages	42,000
Box 2 - Federal Withholding	6,500
Box 3 - Social Security Wages	42,000
Box 5 - Medicare Wages	42,000

**Click Save.§**

**Employee Code:** GMCFLY (enter the **Employee Code**, then click **New**)

Employee Data

First Name:

Middle Name:

Last Name:  Suffix:

Address 1:

Address 2:

City:

State:  Zip:

Phone:

Id Number:

Status:

Field Name	Value
Box 1 - Wages	13,500
Box 2 - Federal Withholding	2,100
Box 3 - Social Security Wages	13,500
Box 5 - Medicare Wages	13,500

**Click Save.§**

## Process W-2s On-the-Fly

(From the **On the Fly Forms > W2s On the Fly** screen)

1. Click **Process W2s**.
  2. Click **Process All**, then click **Yes**.
  3. Verify that all employees' W-2s processed successfully.
  4. Select **Print All W2s**.
  5. Select **SSA - Copy A** and **Forms and Data** (both should already be selected).
  6. Click **Print**.
  7. "X" out of Adobe® Reader. If you had wanted to actually print them, you'd go to **File > Print** in Adobe® Reader before closing the Adobe® Reader window.
  8. Click **Exit** to close the **End of Year W2 On the Fly** screen.
  9. Click **Exit** to close the W2 - on The Fly screen.
- 

(Continue to next page to enter Forms 1099 On-the-Fly)

## Enter Contractor Information for On-the-Fly 1099s

**On the Fly Forms > 1099s, 1098 and W2G on the Fly > 1099 Misc. On the Fly**

### Contractor Code: DOC

Contractor Data

Company Name:

First Name:

Last Name:

Use Company Name and Address on 1099  
 Use First/Last Name and Address on 1099  
 Limited Liability Company

Country:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Id Number:

Use Doing Business As Name on 1099

DBA Name

7 Nonemployee compensation:

**Click Save.**

### Contractor Code: BIFF

Contractor Data

Company Name:

First Name:

Last Name:

Use Company Name and Address on 1099  
 Use First/Last Name and Address on 1099  
 Limited Liability Company

Country:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Id Number:

Use Doing Business As Name on 1099

DBA Name

7 Nonemployee compensation:

**Click Save.**

## Process On-the-Fly 1099s

(From the **On the Fly Forms > 1099s, 1098 and W2G on the Fly > 1099 Misc. On the Fly** screen)

1. Click **Process 1099**.
2. Click **Process All**, then click **Yes**.
3. Verify that all contractors' 1099s processed successfully.
4. Select **Print All 1099s**.

5. Select **Copy - 1** and **Forms and Data**.
  6. Click **Print**.
  7. “X” out of Adobe® Reader. If you had wanted to actually print them, you’d go to **File > Print** in Adobe® Reader before closing the Adobe® Reader window.
  8. Click **Exit** to close the **End of Year 1099-Misc On the Fly** screen.
  9. Click **Exit** to close the **1099-Misc - on the Fly** screen.
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This is the end of the lab.