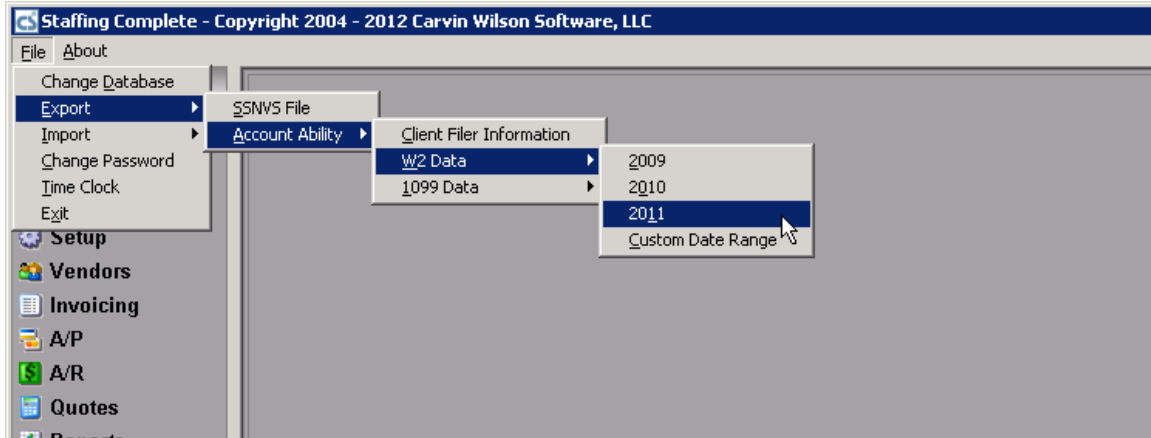
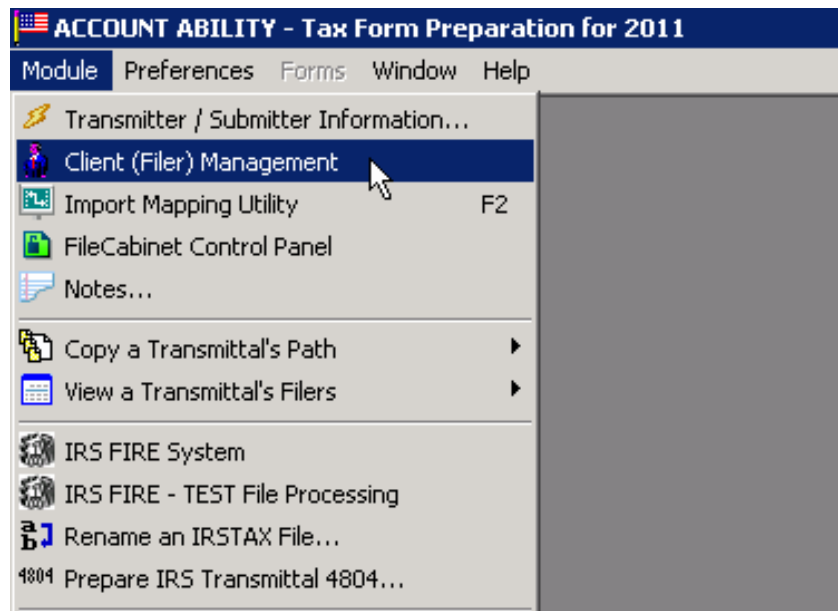




1. Export your data from Staffing Complete using the file menu. Save the file to your "My Documents" folder. Copy and paste the text file onto the same PC you installed your Accountability software.

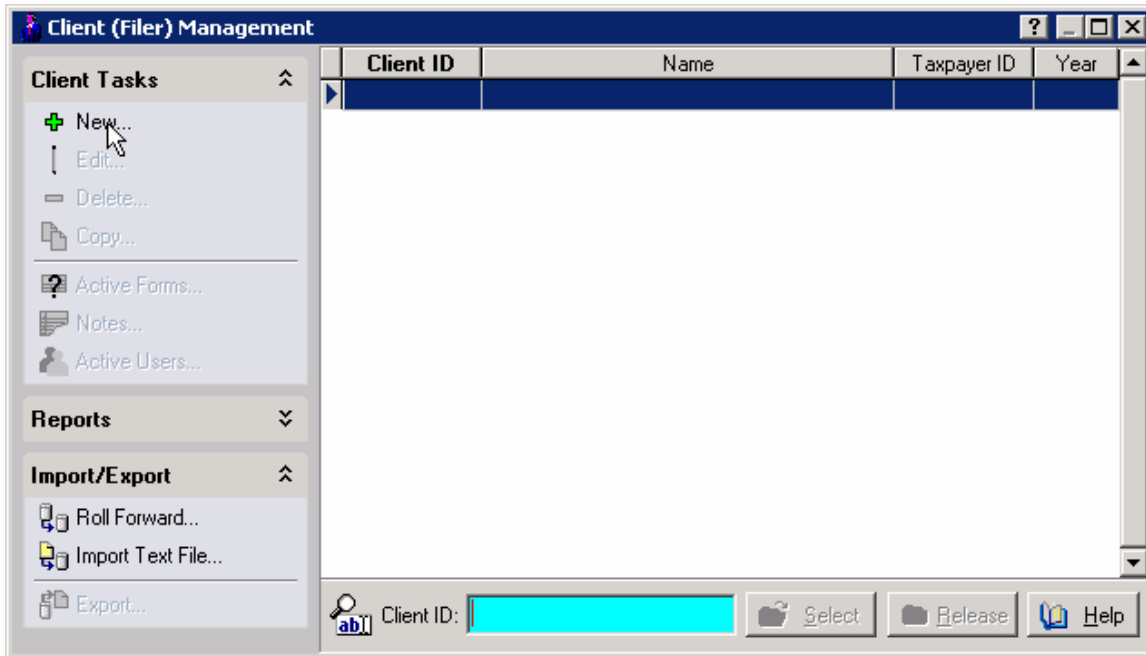


2. Open Accountability 2011 on your local PC. Select Module > Client (Filer) Management.

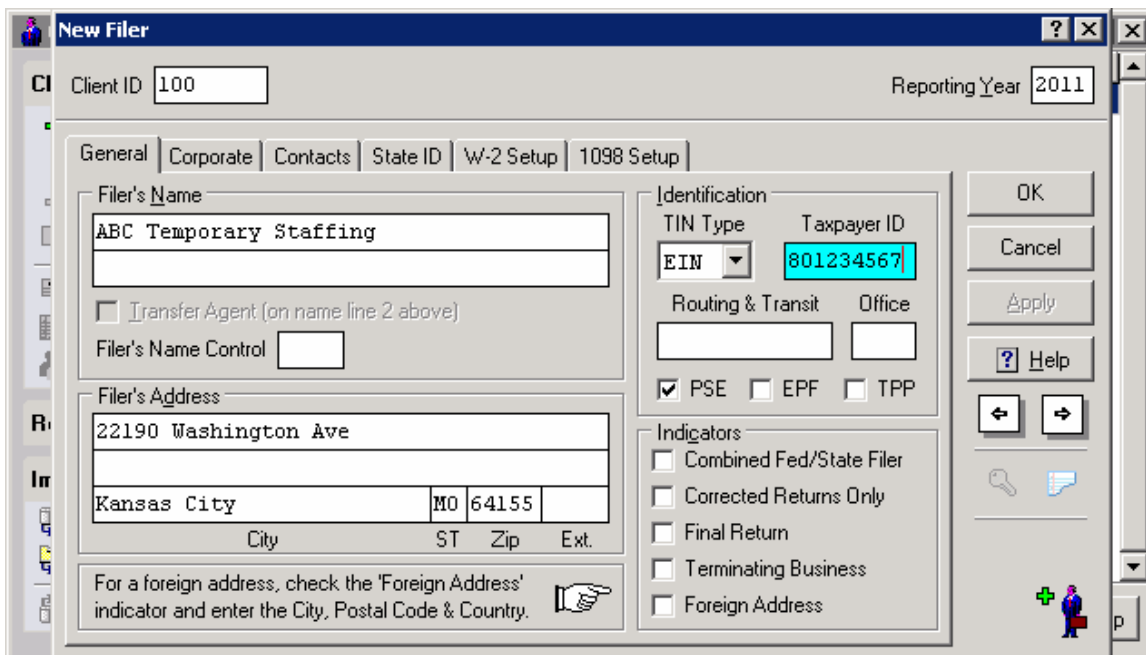




3. Select New.



4. On the General tab, fill out your company info, input a client ID (this can be anything you want) along with your Fed Taxpayer ID.





5. Navigate to the Contacts tab and input your company's W2 contact person.

**New Filer**

Client ID: 100    **ABC Temporary Staffing**    Reporting Year: 2011

General | Corporate | **Contacts** | State ID | W-2 Setup | 1098 Setup

Information Returns  
Contact: Homer Jones     Print contact after telephone  
Phone: 888-555-1234     Always print telephone number

W-3 Contact Information  
Contact:   
Phone:

Payment Settlement Entity Information  
Phone:     Name:

E-Mail & Fax Information (1096, W-3)  
E-Mail:     Fax:

Buttons: OK, Cancel, Apply, Help, Navigation arrows, Key icon, Help icon, Add person icon.

6. Select your state from the drop-down box, input your state tax id and click the tax checkbox, then click save. Repeat for all states your employees are active. Click Close.

**Edit Filer**

Client ID: 100    **ABC Temporary Staffing**    Reporting Year: 2011

General | Corporate | Contacts | **State ID** | W-2 Setup | 1098 Setup

State Identification Numbers

Tax	ST	Name	State ID
<input checked="" type="checkbox"/>	KS	Kansas	987654
<input checked="" type="checkbox"/>	MD	Missouri	123456

State:     State ID Number: 987654    Tax:

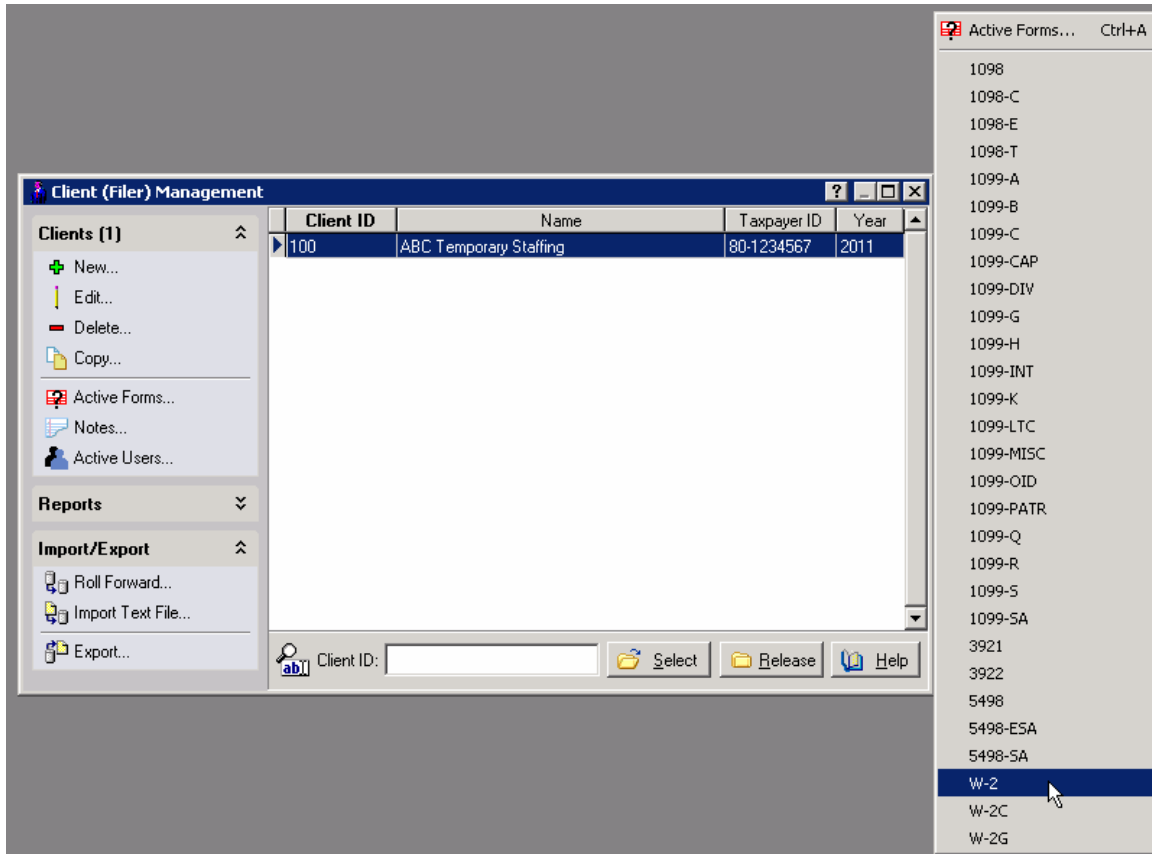
Account Ability uses the State Identification Numbers (shown to the left) when preparing state specific Information Returns and Annual Wage Reports.

For instructions on how to Add, Edit, or Delete states from this list, click the HELP button (shown to the right).

Buttons: Save, Delete, OK, Close, Apply, Help, Navigation arrows, Key icon, Help icon, Add person icon.



7. Double click the filer name and a forms list will appear. Select W2 as shown below.



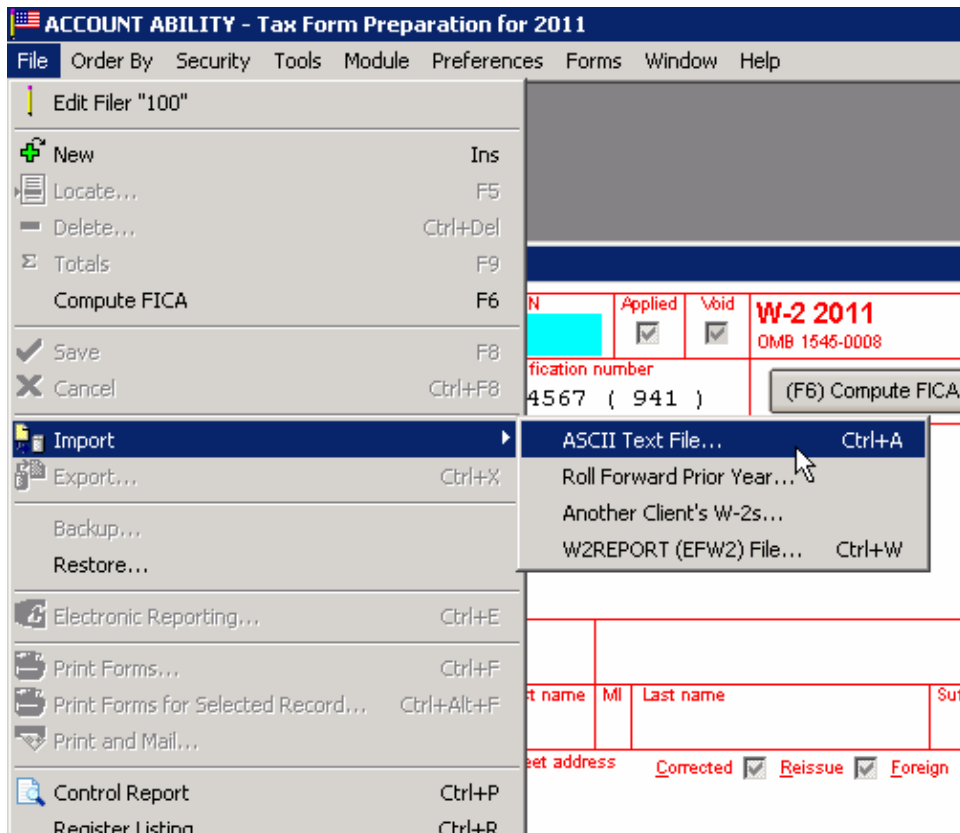


8. You should now see a blank W2 form as shown below.

W2 - 100										
a Employee's SSN		Applied <input checked="" type="checkbox"/>	Void <input checked="" type="checkbox"/>	<b>W-2 2011</b>		File is empty		<input checked="" type="checkbox"/> Efile <input checked="" type="checkbox"/> W-3 <input checked="" type="checkbox"/> Printed		
b Employer identification number		80-1234567 ( 941 )		(F6) Compute FICA		1 Wages, tips, other comp		2 Federal income tax withheld		
c Employer's name, address, and ZIP code				ABC Temporary Staffing 22190 Washington Ave Kansas City MO 64155		3 Social security wages		4 Social security tax withheld		
						5 Medicare wages and tips		6 Medicare tax withheld		
						7 Social security tips		8 Allocated tips		
d Control number						9		10 Dependent care benefits		
e Employee's first name		MI	Last name		Suffix	11 Nonqualified (Sec 457)		12a - Depress F1 for codes		
						...		▼		
f Employee's street address				Corrected <input checked="" type="checkbox"/>	Reissue <input checked="" type="checkbox"/>	Foreign <input checked="" type="checkbox"/>	13 (STA) (RET) (3rd-Party)		12b - Depress F1 for codes	
							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		▼	
				14 Other		A)		12c - Depress F1 for codes		
						B)		▼		
						C)		12d - Depress F1 for codes		
								▼		
State 1	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type				
State 2	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type				
E-Mail: <input type="text"/>										



9. Select File > Import > ASCII Text File. Browse to the location that you saved your W2 export file from Staffing Complete.





10. You will be prompted to import, click Yes.

The screenshot shows the W2-100 software interface. A 'Confirm' dialog box is open, asking 'Okay to import?' with 'Yes' and 'No' buttons. The background form contains the following information:

**W2 - 100**

**a Employee's SSN** Applied  Void  **W-2 2011** File is empty  Efile  W-3  Printed   
OMB 1545-0008

**b Employer identification number**  
80-1234567 ( 941 ) (F6) Compute FICA

**c Employer's name, address, and ZIP code**  
ABC Temporary Staffing  
22190 Washington Ave  
Kansas City MO 64155

**d Control number**

**e Employee's first**

**f Employee's street**

**City** **State** **Zip Code** **Zip Ext.** **DP** **CC** **12d - Depress F1 for codes**

State 1	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type
State 2	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type

**E-Mail:**



11. Append is selected by default, click ok.

The screenshot shows the W2-100 software interface. A dialog box titled "Rollup Option" is open in the center, with the "Append" radio button selected. The dialog has buttons for "OK", "Cancel", and "Help". The background window shows a form for W-2 2011 processing. The form includes fields for Employee's SSN, Employer identification number (80-1234567), Employer's name (ABC Temporary Staffing), and various tax fields (1-20). The "File is empty" status is shown, along with checkboxes for "Efile", "W-3", and "Printed".

Field	Value					
Employee's SSN						
Employer identification number	80-1234567 ( 941 )					
Employer's name, address, and ZIP code	ABC Temporary Staffing 22190 Washington Ave Kansas City MO 64155					
Control number						
Employee's first name						
Employee's last name						
Employee's street address						
City						
State						
Zip Code						
Zip Ext.						
DP						
CC						
State 1	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type
State 2	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type



12. Your records should have been imported. You can now scroll through your entire W2 inventory using the blue navigation buttons located on the right of your screen. To print, see step 13 – 14.

a Employee's SSN		Applied	Void	W-2 2011		ID # 1	<input checked="" type="checkbox"/> Efile	<input checked="" type="checkbox"/> W-3	<input type="checkbox"/> Printed
55554555		<input type="checkbox"/>	<input type="checkbox"/>	OMB 1545-0008					
b Employer identification number				(F6) Compute FICA		1 Wages, tips, other comp	2 Federal income tax withheld		
80-1234567 ( 941 )						\$2,818.58	\$563.26		
c Employer's name, address, and ZIP code						3 Social security wages	4 Social security tax withheld		
ABC Temporary Staffing						\$865.98	\$36.36		
22190 Washington Ave						5 Medicare wages and tips	6 Medicare tax withheld		
Kansas City MO 64155						\$865.98	\$12.56		
						7 Social security tips	8 Allocated tips		
						\$0.00	\$0.00		
d Control number						9	10 Dependent care benefits		
							\$0.00		
e Employee's first name		MI	Last name		Suffix	11 Nonqualified (Sec 457)	12a - Depress F1 for codes		
James			Abbott			... \$0.00	▼ \$1,747.53		
f Employee's street address						13 (STA) (RET) (3rd-Party)	12b - Depress F1 for codes		
123 Main St						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	▼ \$0.00		
						14 Other	12c - Depress F1 for codes		
						A) B) C)	▼ \$0.00		
City		State	Zip Code	Zip Ext.	DP	CC	12d - Depress F1 for codes		
PHOENIX		AZ	85001				▼ \$0.00		
State 1	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type			
AZ	\$2,818.58	\$36.66	\$0.00	\$0.00					
State 2	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type			
	\$0.00	\$0.00	\$0.00	\$0.00					
E-Mail: <input type="text"/>									



13. Navigate to File menu and select your print option. You have the option to print the current single W2 that is displayed, or you can print all the W2s. Select your print option as shown below.

**ACCOUNT ABILITY - Tax Form Preparation for 2011**

File Order By Security Tools Module Preferences Forms Window Help

Edit Filer "100"  
User Information Ctrl+U

New Ins  
Locate... F5  
Delete... Ctrl+Del  
Totals F9  
Compute FICA F6

Save F8  
Cancel Ctrl+F8

Import  
Export... Ctrl+X

Backup...  
Restore...

Electronic Reporting... Ctrl+E

Print Forms... Ctrl+F  
**Print Forms for Selected Record... Ctrl+Alt+F**  
Print and Mail...

Control Report Ctrl+P  
Register Listing Ctrl+R  
Missing TIN Register Ctrl+T  
State & Local Wage Report Ctrl+S

Exit this Form F10

**W-2 2011**  
OMB 1545-0008 ID # 1  Efile  W-3  Printed

4555  Applied  Void

4567 ( 941 ) (F6) Compute FICA

1 Wages, tips, other comp \$2,818.58 2 Federal income tax withheld \$563.26

3 Social security wages \$865.98 4 Social security tax withheld \$36.36

5 Medicare wages and tips \$865.98 6 Medicare tax withheld \$12.56

7 Social security tips \$0.00 8 Allocated tips \$0.00

9 10 Dependent care benefits \$0.00

11 Nonqualified (Sec 457) \$0.00 12a - Depress F1 for codes \$1,747.53

13 (STA) (RET) (3rd-Party) \$0.00 12b - Depress F1 for codes \$0.00

14 Other \$0.00 12c - Depress F1 for codes \$0.00

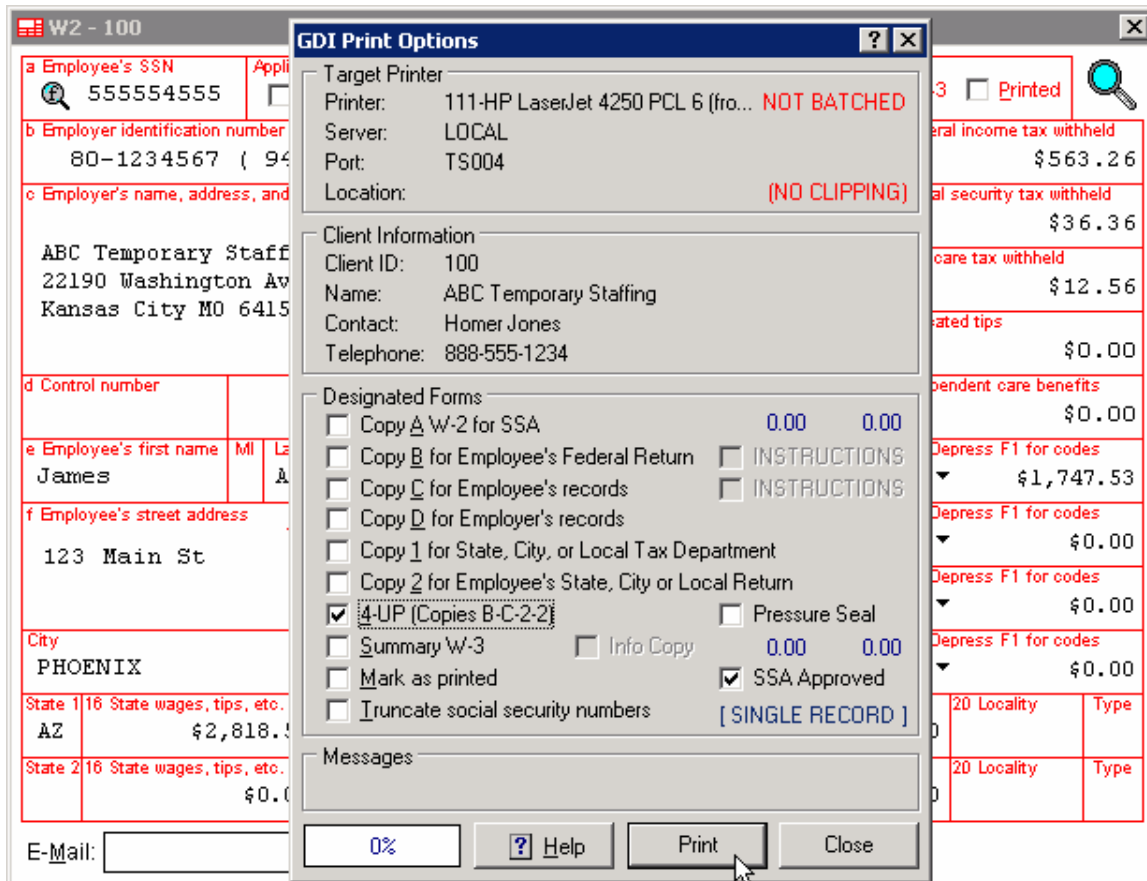
12d - Depress F1 for codes \$0.00

16 Wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality	Type
\$2,818.58	\$36.66	\$0.00	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00		

E-Mail: \_\_\_\_\_



14. The print dialog allows you to select print options.





- To search for a specific employee's W2, select the search button as shown below. The search dialog box will be displayed. Once you've located that employee, you can print that single W2 as explained in step 13.

**W2 - 100**

**W-2 2011**  
OMB 1546-0008      ID # 1       Efile     W-3     Printed

**a Employee's SSN**  Applied  Void **555554555**

**b Employer identification number** 80-1234567 ( 941 )

**c Employer's name, address, and ZIP code**  
ABC Temporary Staffing  
22190 Washington Ave  
Kansas City MO 64155

**d Control number**

**e Employee's first name** James **MI** **Last name** Abbott **Suffix**

**f Employee's street address** 123 Main St  Corrected  Reissue  Foreign

**City** PHOENIX **State** AZ **Zip Code** 85001 **Zip Ext.** **DP** **CC**

1 Wages, tips, other comp	\$2,818.58	2 Federal income tax withheld	\$563.26
3 Social security wages	\$865.98	4 Social security tax withheld	\$36.36
5 Medicare wages and tips	\$865.98	6 Medicare tax withheld	\$12.56
7 Social security tips	\$0.00	8 Allocated tips	\$0.00
9		10 Dependent care benefits	\$0.00
11 Nonqualified (Sec 457)	\$0.00	12a - Depress F1 for codes	\$1,747.53
13 (STA) (RET) (3rd-Party)		12b - Depress F1 for codes	\$0.00
14 Other		12c - Depress F1 for codes	\$0.00
		12d - Depress F1 for codes	\$0.00

State | 16 State wages, tips, etc. | 17 State income tax | 18 Local wages, tips, etc. | 19 Local income tax | 20 Locality | Type