

## INSTRUCTIONS

**AccuPay Bulletin:** Includes information about WinRX each quarter. How to get new program, updates, and load proforma files. Each quarter, proforma files must be DOWNLOADED and LOADED **prior** to entering data.

**Internet:** www.accupaysystems.com Contains current WinRX software. Call for password.

## EMPLOYER DATA Screens

**Employer Information:** Contains Employer Information and Options. Seldom changes once the data is entered.  
Special WinRX features – Client Number and Third Party Designee.  
Request PrintBack (Standard or Expedite) or use Shipping Override as needed.  
First quarter, verify SUI Rate.

**State Quarterly Screen:** Contains State Options and State Deposits.  
Each quarter, enter Number of Employees and any state Deposits.

**Form 941/944 Screen:** Contains 941 Options, Deposits and Liabilities. If an annual 944 filer, check the 944 box.  
Each quarter, enter Number of Employees, Total Deposits and list the Monthly or Daily Liabilities.

**Form 940 Screen:** Contains (FUTA) 940 Options, Liabilities and Deposit. Generally, no entries are required.  
At year-end, if an 'exempt organization', suppress printing of Form 940.  
At year-end, if 'no wages' were paid for the entire year but the Form 940 still required, force printing of Form 940.  
At year-end, if this is a 'Successor' company, check box and enter predecessor's FUTA wages.

**Form 943 Screen:** Contains (Agricultural) 943 Options, Number of Farm employees on March 12, Deposits and Liabilities.

**Form 945 Screen:** Contains (Pensions & Annuities) 945 Deposits and Liabilities.

**Additional Services & W2/W3 Screen:** Contains SSN/Name Verification request and Employer W-2/W-3 items.  
At year-end, two Customized Descriptions can be entered that will print in Box 14 of selected W-2s.

## EMPLOYEE LIST Screens

### **Employee List:**

Sort: By Number, SSN, First or Last name – just click on heading. Helps locate duplicate employees or duplicate SSN.  
Deleting: **Caution** - Do NOT delete employee with Prior Quarter wages if that employee will require W-2 at year-end.

**Wages-Current:** Contains all current quarter data for this employee, including Fed/State wage exempt codes.  
Include Deferred Compensation in Wages AND in the Deferred Compensation box with a code.  
Include 'personal use of vehicle' in Wages since it is completely taxable.  
Exclude Meals, Lodging, & Tips from Wages. Enter them ONLY in their respective boxes on the Employee screen.  
Exclude *pre-tax* Medical insurance premiums from Wages since it is not taxable.  
PgDn/PgUp moves to the next or previous employee.

**Wages-TPQ:** Contains Total Prior Quarters data for this employee.

**Overrides:** Use only when there are exceptions to normal processing. Only Tips added to override. If used, you must use each qtr.

**W-2 Info:** For use at year-end, or for terminated employers.  
Contains entries for Boxes 8, 10, 11, 12, 14 of W-2. For Customized Descriptions, use with **Employer W2/W3 Screen**.

## VIEW PROOF TOTALS Screen

ALWAYS view proof totals. Data entry or changes can be made to this screen. Entries will carry back to **Employee Screen**.

## PRINT PROOF TOTALS Screen

Select to print the parts of the Proof Total Report that meets your particular needs.