



COMPUTER CHRONICLES

January 2011

A newsletter of NMPP Energy and Salt Creek Software



Filing W2 forms made easy through PowerManager®

If you have to file 250 or more W2 forms, the IRS requires you do so electronically. (Unless you request a waiver on Form 8508). Even if you're not required to file electronically, you may wish to do so. Filing electronically allows for faster IRS processing, saves you mailing expenses and extends your filing deadline to March 31, 2011.

Your state electronic requirements may be different than the IRS'. Please make sure you are aware of your state's filing requirements. The state of Nebraska requires anyone filing more than 50 W2 forms to do so electronically. Nebraska's filing deadline is Feb. 1 rather than March 15, as in the past.

PowerManager's W2 electronic filing option makes it easy for you to start filing your W2 forms electronically. The main form includes several links to the Social Security Administration's (SSA) Business Services Online (BSO) web pages.

If you haven't registered with BSO, you'll need to do so. To register, click on the BSO home page link, then follow their registration instructions.

The SSA provides a free software program called AccuWage. They provide a new copy for the AccuWage software for each filing year. Download and

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Free electronic list serve now available for users

The new PowerManager® Electronic List Serve was introduced at the PMUG Conference in September.

The list serve is an e-mail discussion group of PowerManager® users. Group participants can share information, ask questions and hold discussions on topics regarding all things related to PowerManager® software.

This list serve serves as a tool for users to ask questions and discover how others may be doing things differently that may make your steps easier and more efficient. We have had it used quite a bit in the last two months.

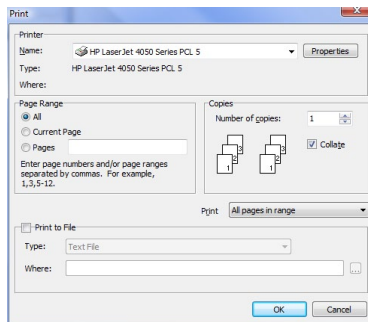
Currently, there are 34 subscribers signed up. We encourage PowerManager® users to use this free tool for your benefit.

To join the PowerManager® electronic list serve, contact Lana Claycomb by e-mail at lclaycomb@nmppenergy.org.

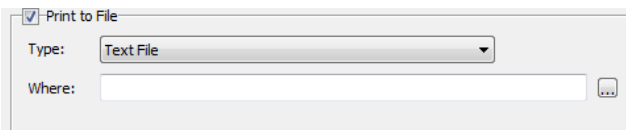
Save a report to a spreadsheet file

By Mitch Mullins
Salt Creek Software

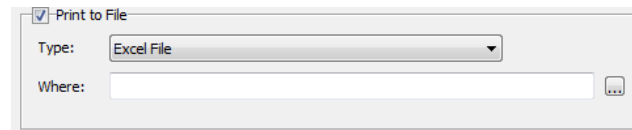
Have you ever wished you could print a report to a spreadsheet file instead of paper? PowerManager's "Print" dialog form allows you to do so. Here is a step-by-step guide on how to do it:



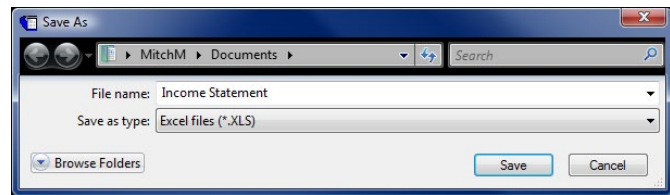
1 Check the "Print to File" option.



2 Change the "Type" to "Excel File".



3 Select the file location and name via the "Save As" dialog form by clicking the button. This button is found to the right of the "Where" edit control.



4 Click "Save" after you've selected the file location and file name.

5 Finally, click the Print Dialog's "OK" button.

Filing W2 forms electronically made easy

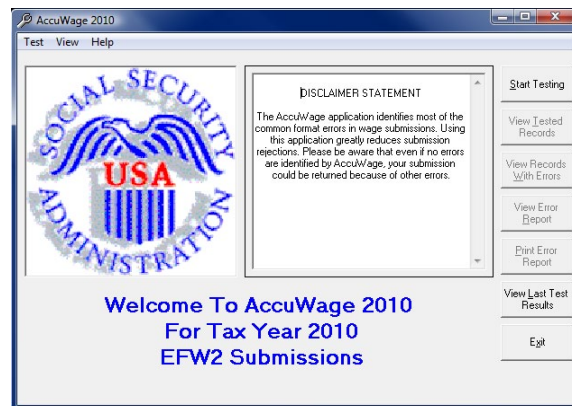
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install AccuWage 2010 by clicking the provided AccuWage link. When you're at the BSO AccuWage home page, you'll find an option to "Download AccuWage 2010 Tax Year" on the left hand side of the screen under the Quick Links section. Click this option and select "Run" to start the AccuWage 2010 download and installation process.

After printing your employee W2 forms, you're ready to file with the IRS. Fill in the W2 Electronic File fields then click the 'Create File' button.

After you've created the electronic W2 file, it will need to be opened with the AccuWage 2010 software.

Click the AccuWage 2010 "Start Testing" button and open the electronic W2 file you previously created. If your file passes all of the AccuWage 2010 error checks you will then be asked if you wish to upload the file. If you do upload the file you will be taken to the BSO web site where you'll need to log in to your account, then upload the electronic file.



Many state revenue departments will accept the same electronic file for reporting W2 amounts. PowerManager generates optional state records for the electronic file. Other states don't utilize the optional records and simply accepts the federal electronic W2 file.

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