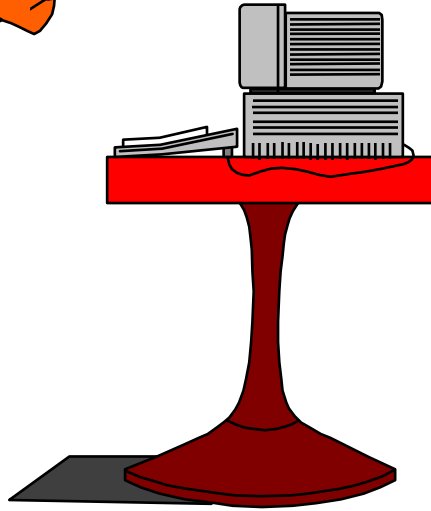
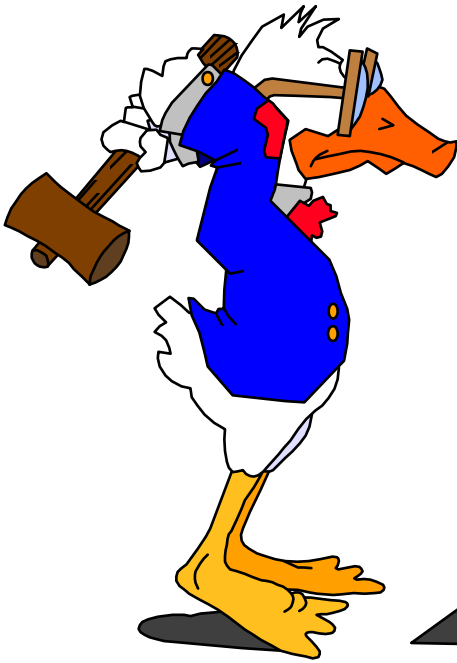


TAXTIME USA, INC.
941/MI UNEMPLOYMENT TAX EXPRESS 2012
2012 W-2/1099 Express

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Please see www.taxtimeusa.com for the Frequently Asked Questions



Need Help! Read The Manual!!!
Or call tech support!!!

Tech Support: (248) 642-7070 or e-mail your question to: support@taxtimeusa.com

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RESTRICTIONS: You may use the Program on up to ten computers at a time, within the one Company, at a single location. You may use the Program on up to ten computers in a network, at a single location, provided the network fee is paid. Additional site locations may use the program, provided the second site license and, if applicable, network fee is paid for each location. Additional Companies practicing at the same location may use the program provided a separate license agreement is signed and the second site license fee and, if applicable, network fee is paid by each additional Company. You may not transfer the program electronically over a network. You may not distribute copies of the Program or documentation to others. This is a non-transferable license and you may not transfer this license to any third party. You may not use, copy, print, or transfer the program or documentation to another computer, except as explicitly allowed by this license. Licensee acknowledges the Program and documentation contains valuable trade secrets and copyright material of TaxTime and may only be copied as permitted by this license. You may copy the machine-readable form of the Program only for back-up or archive purposes, provided that no more than three (3) copies are in existence at any one time without prior written consent from TaxTime. You must include the TaxTime copyright notice on any copy. You may not copy, in whole or in part, any documentation which is provided in printed form with the Program. Free support of Program is limited to one hour of phone support.

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LIMITED WARRANTY ON DISKETTES/CD-ROM ("CD"): TaxTime warrants the original magnetic diskette/CD on which the Program is recorded to be free from defects in material and faulty workmanship under normal use and service for a period of ninety (90) days from the date you receive it. If during this ninety-day period, such a defect should occur, you may return the diskette/CD to TaxTime for a replacement diskette/CD at no charge. Replacement of the diskette/CD is your sole and exclusive remedy. TaxTime assumes no responsibility under this limited warranty for, and will not replace any diskette/CD with defects due to accident, abuse or misapplication. TaxTime makes this warranty to you as the original licensee only. This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

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TaxTime USA, Inc.
941/MI UNEMPLOYMENT TAX EXPRESS 2012

Instruction Manual

I. HARDWARE REQUIREMENTS

The following equipment is required to use 941/MI Unemployment Tax Express:

- Pentium III processor
- 256 megabytes of RAM or higher
- 50 megabytes of free hard disk space
- Windows 2000™, Windows XP™, Windows Vista operating system™ or Window 7™
- Hewlett Packard (HP) Laser Jet Series III™ or higher (or compatible) with at least 2 meg of RAM (Some HP III compatible laser jet printers will work with one meg of RAM, see section on printing a return)
- CD-Rom drive (if CD installation used – otherwise a secure internet connection needed)

Preferred equipment

Pentium IV processor

512 megabytes of RAM

HP Laser Jet Series IV™ or higher (or compatible) with at least 2 Meg of RAM

I. FORMS GENERATED

• **If 941/Unemployment Purchased**

- MESC 1020 Quarterly Tax Report
- MESC 1017 Wage Detail Report
- 1025 Employer Request for Address / Name Change
- MI Registration – Form 518
- MI Discontinuance Form 1772
- UIA 1110 Application for Michigan Unemployment Tax Credit
- FUTA Form 940
- Federal Form 941
- MESC Amended Returns – Forms 1019 and 1021
- Taxable Wage Report (showing MESC and FUTA excess and taxable wages by employee for each quarter and MESC and FUTA tax computation)
- Gross Wages Report (showing gross wages by employee for each quarter and year to date)
- Instruction Letters
- Client Status Report

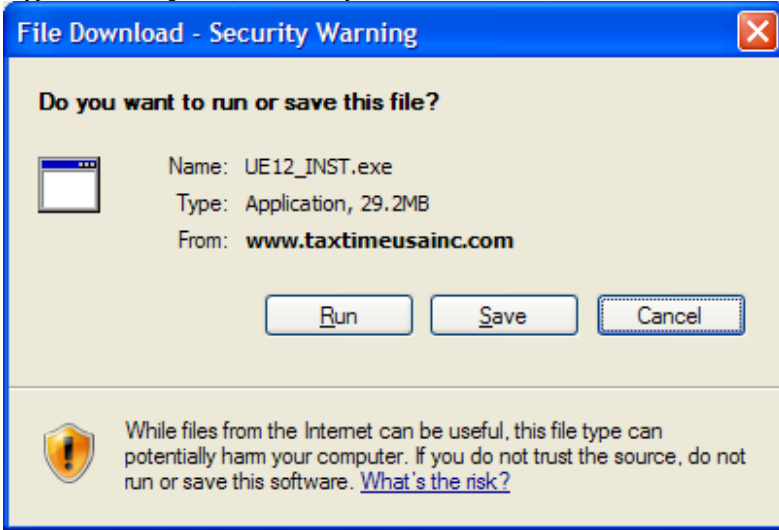
• **If W-2/1099 Purchased**

- W-2's Plain Paper Copy A's, 4 up Copy B, C and 2
- W-3
- 1099-MISC, 1099-R, 1099-INT and 1099-DIV
- 1096

**II. CD INSTALLATION (for e-delivery follow separately e-mailed instructions)
941/MI Unemployment Tax Express can be loaded as a single user version (on up to ten computers at one location) or as a network version (on up to ten computers at one location).**

SINGLE USER (SITE) INSTALLATION

- 1) To install 941/MI Unemployment Tax Express please insert the CD-ROM in the CD-ROM drive.
- 2) Click on **START** and then click on **RUN**.
- 3) Type in: **E:\setup.exe** (where e: is your CD-ROM drive) and hit **Enter** or click on **OK**.



- 4) If this Security Warning appears, please click on **Run** to continue with the installation.
- 5) MI Unemployment Tax Express Setup will appear. Click on **NEXT** to continue with Installation.
- 6) Click on **YES** to accept License Agreement.
- 7) To install MI Unemployment Tax Express to the default folder: C:\UIAEXP12 click on **NEXT**. To change the drive, path or directory click on Browse when prompted and enter the appropriate drive and path to install to and click **OK**.
- 8) The system will then prompt you for a Program Folder. The default is: MI Unemployment Tax Express. Click on **NEXT** to accept this folder name. The system will create a program folder called MI Unemployment Tax Express.
- 9) When installation is finished your system will indicate: Setup Complete. Click on **FINISH**.
- 10) Install will automatically put a 2012 MI Unemployment Tax Express icon on your desktop.
- 11) After MI Unemployment Tax Express has been successfully installed you are ready to use the program.
- 12) To use MI Unemployment Tax Express: click on the 2012 MI Unemployment Tax Express icon or click on **Start**, click on **Programs**, click on **MI Unemployment Tax Express** and then click on **MI Unemployment Tax Express**.

NOTE – If you do not register your software at this time you can do so later by clicking on **SETUP** and then clicking on **REGISTER MI UNEMPLOYMENT TAX EXPRESS**

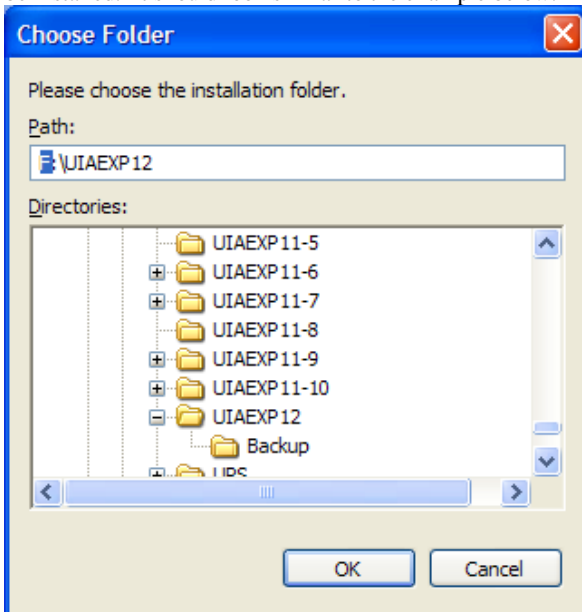
NOTE – If you ordered a **DEMO** version of **MI Unemployment Tax Express**, click on **CANCEL**.

III. NETWORK INSTALLATION

The installation process allows the user to install the software on the network drive and the user needs only to create a shortcut to: UE12.EXE on the network drive from his or her machine.

Note: The software does not need to be loaded on each machine when running in a network environment.

- 1) To install MI Unemployment Tax Express please insert the CD-ROM in the CD-ROM drive.
- 2) Click on **START** and then click on **RUN**.
- 3) Type in: **E:\setup.exe** (where e: is your CD-ROM drive) and hit **Enter** or click on **OK**.
- 4) MI Unemployment Tax Express 2012 Setup will appear. Click on **NEXT** to continue with Installation.
- 5) Click on **YES** to accept License Agreement.
- 6) To install MI Unemployment Tax Express to your network drive, click on **BROWSE**. The **Choose Folder** window will come up. Change the default folder from: C:\UIAEXP12 to: F:\UIAEXP12 by TYPING the Letter F: over the default C: (where F: is your network drive) the path should then read F:\UIAEXP12. If you want to install to a different path you must type in the entire path and folder name where the software is to be installed. It should look similar to the example below:



- 7) Click on **OK** and then click on **NEXT**.
- 8) The system will then prompt you for a Program Folder. The default is: MI Unemployment Tax Express. Click on **NEXT** to accept this folder name. The system will create a program folder called MI Unemployment Tax Express.
- 9) When installation is done your system will indicate: Setup Complete. Click on **FINISH**.
- 10) Install will automatically put an Icon on the desktop that loaded the program.
- 11) After MI Unemployment Tax Express has been successfully installed you are ready to use the program.
- 12) To use MI Unemployment Tax Express 2012: click on the 2012 MI Unemployment Tax Express Icon or click on **Start**, click on **Programs**, click on **MI Unemployment Tax Express** and then click on **MI Unemployment Tax Express**.

REGISTER UNEMPLOYMENT TAX EXPRESS

Select MI Unemployment Express Registration File

Registration Options:

Website Registration: Click on the Website Registration button below and enter your Customer # and Password EXACTLY as it appears in the e-mail sent to you or from the Program Registration Form included in your shipment. Click OK after info entered. If you are using a firewall it may display a warning message that ue12.exe is trying to access the internet; respond in a way to allow access.

Manual Registration: Click on the Website Registration button below and then click on the Registration Details button. Enter your Company Name and Address as shown in the e-mail sent to you or from the Program Registration Form included in your shipment. Be sure to enter your Company Name, password and network version (Yes/No) EXACTLY as it appears in the e-mail/Program Registration Form.

Location: If your registration file was emailed to you and you downloaded it to your hard drive or network, click on the Location button and then click on the Browse button to find the registration file: ue12.tcf.

Demo Users: Click Cancel below

Note: If you did not receive your Program Registration information via e-mail or regular mail please e-mail your request to:
salesupport@taxtimeusa.com

Registration File Location:

Website Registration

Customer #:

Password:

Manual Registration

Location:

To Register 941/MI UNEMPLOYMENT TAX EXPRESS 2012:

When you first go into program the above Registration Screen opens or from within program: click on SETUP and then click on REGISTER UNEMPLOYMENT EXPRESS.

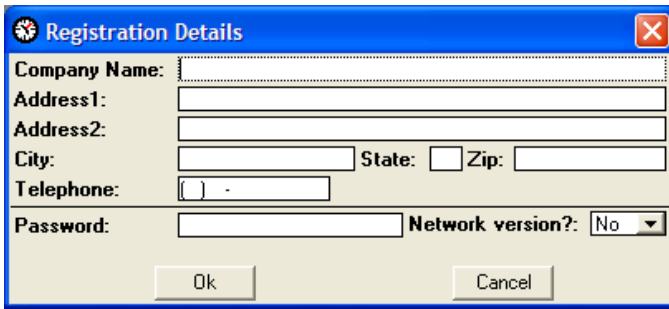
To use Website Registration (you must be connected to the internet):

- 1) From the Registration screen select Website Registration.
- 2) Enter in your Customer # and the password EXACTLY (it is case sensitive) as it appears on the Program Registration Form included in your shipment. Click OK.
- 3) The system will automatically register the software.

NOTE: If you are using a firewall it may display a warning message that txfrms05.exe is trying access the internet. Respond in a way to allow access, so registration can be completed.

To use Manual Registration:

- 1) From the Registration screen select Manual Registration and then click Registration Details.
- 2) A Registration window opens (See Below), enter the Company Name and Address as provided by TaxTime on the enclosed registration sheet. Enter Yes or No to the network question and enter the password from the enclosed registration sheet. Click Ok.
- 3) The system will register itself.



The image shows a Windows-style dialog box titled "Registration Details". It contains several input fields: "Company Name", "Address1", "Address2", "City", "State" (with a dropdown arrow), "Zip", "Telephone" (with a hyphen and a dropdown arrow), "Password", and "Network version?" (with a dropdown menu currently showing "No"). At the bottom, there are "Ok" and "Cancel" buttons.

To Register using a “Location”:

- 1) TaxTime will email a registration file to you
- 2) Follow the instructions in the email.
- 3) Click on OK.

Note:

To upgrade a DEMO program to a registered/licensed program and/or to upgrade a single user version to a network version please e-mail us at: sales@taxtimeusa.com or fax us at (248) 359-8025 with your upgrade request or give us a call at (248) 642-7070. The needed upgrade file can be e-mailed or regular mailed to you after payment has been received.

TO CREATE A 941/MI UNEMPLOYMENT TAX EXPRESS 2012 ICON FOR NETWORK STATIONS OR SINGLE (SITE) LICENSE USERS:

- 1) **Right click** on the **Desktop** click on **New** then click on **Shortcut**.
- 2) “Create Shortcut” windows will popup.
- 3) The user can either type in the exact command line, for example:
 - Network users: F:\APPS\UIAEXP12\UE12.EXE (skip to step 8)
 - Single users: C:\UIAEXP12\UE12.EXE (skip to step 8)
 OR click **Browse**.
- 4) A browse window will pop up.
- 5) In the **Look in** drop down select the drive where you installed MI Unemployment Tax Express.
- 6) In the browse window find the folder MI Unemployment Tax Express 2012 was installed to.
- 7) Once the folder is open double click on **UE12.EXE** or click on UE12.EXE and then click **Open**.
- 8) Then click **Next**.
- 9) The system will then ask for a name for the short cut; type in: **MI Unemployment Tax Express 2012**.
- 10) Then click **Finish**.
- 11) Your shortcut has now been created. To enter MI Unemployment Tax Express just double click on the icon.

Possible reasons if you experience problems while going into the MI Unemployment Tax Express:

- 1) If you get an error message: “Error Code 101 Sharing violation: Site Version – only one user can use the system at one time” you loaded the program as a site license and two or more users are trying to access the software at one time. We recommend upgrading to a network version if you want more than one person using MI Unemployment Tax Express at the same time. If there is not another user trying to access the software at the same time when you get this error message then we recommend the following: click on **Start** then click on **Find**. Click on **Files or Folders**. In the **Named** field type in: UE12.LDB in the **Look in** field make sure it says: My Computer. Click **Find Now**. Once found click on it and hit the delete key on your keyboard. Go back into MI Unemployment Tax Express.
- 2) If you get an error message: “SQL State error message” or “Driver Error message” you do not have the most current Data Access Drivers needed by our software. We recommend that you update your Windows system on the machine having the access problems. You can do this by running MDAC.EXE from the MI Unemployment Tax Express CD-ROM. This will update your system with the most current Windows Data Access Drivers. To Run MDAC.EXE first exit all open programs. Then click on **Start**, then click on **Run** then type D:\MDAC\MDAC2_5SP\MDAC_TYP.EXE and hit **Enter** (where D: is your CD-ROM drive, change if necessary). Follow the program instructions.
- 3) If you get an error message: “ODBC Microsoft Access Driver Login Failed – Could not find file C:\UIAEXP12\UE12.mdb” or the message “Error Code 1000 Critical Error Database Not Found” it is probably because you moved your current year database to a location other than the same directory where your MI Unemployment Tax Express program is located. You need to change the database path in Setup/Configuration. To get the system to point to the proper database location click OK on the error message. A “Login box” will then appear; click Database. A “select database window” will then appear. Use this window to locate UE11.mdb. When you find UE12.mdb highlight it by single clicking on it and then click OK. The window will close and the login window will reappear, click OK. MI Unemployment Tax Express will now start. You must go to Setup, Configuration, and Database Tab and change the path to UE12.mdb by following the instructions in Setup - Configuration – Database in this manual or the instructions on the screen.

GETTING STARTED

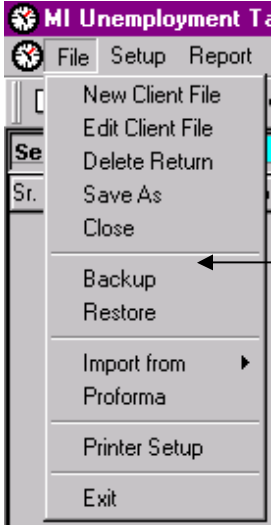
To Start 941/MI UNEMPLOYMENT TAX Express

- Click on **Start**.
- Click on **Programs**.
- Click on **MI Unemployment Tax Express**.

OR

If you created an icon for 2012 941/MI Unemployment Tax Express you can double click on it to go directly into program for information on creating a New return or Editing an existing return go to the section in the Manual called “Doing A Return.” To review various program defaults and/or to customize MI Unemployment Express, click on **Setup** from the Menu Bar.

IV. GENERAL MENU OVERVIEW



File Menu

New Return: Create new Client file.

Edit Return: Opens Edit Return Browse Window for existing clients.

Save As: Save current client to another file name.

Delete Return: Delete highlighted return(s)

Backup: Backup highlighted client return(s)

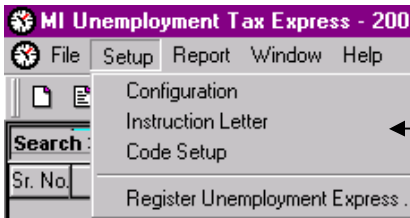
Restore: Restore client files from an external file.

Import from PPT: Imports General screen information from PPT Express or Sales Tax Express and Business Startup.

Proforma: Proforma's your 2011 files into 2012.

Printer Setup: Allows user to select a different printer to print forms/returns to.

Exit: Exit the program.



Setup Menu

Configuration: Allows the user to customize the system.

Codes Entry: Allows user to enter default names for Title.

Instruction Letter: Edit existing/create new instruction letters.

Register MI Unemployment Tax Express: Allows the user to register the software.

V. ICON DEFINITIONS FOR TOOL BAR

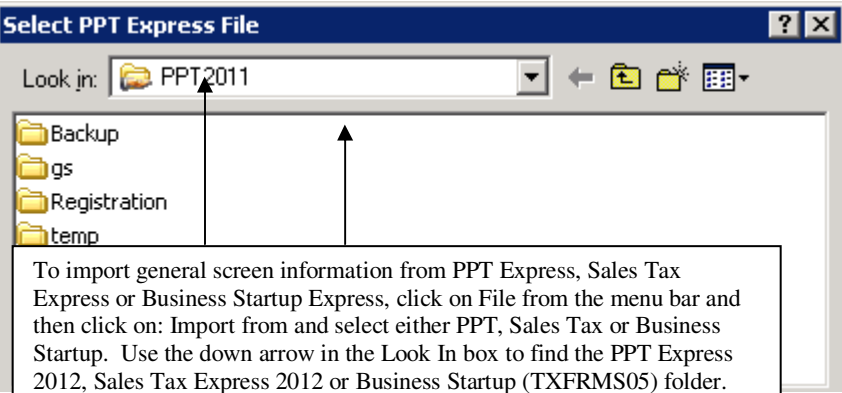
The screenshot shows the software interface for 'MI Unemployment Tax Express - 2008'. The menu bar includes 'File', 'Setup', 'Report', 'Window', and 'Help'. The toolbar contains 12 icons: a document, a document with a plus sign, a pencil, a document with a checkmark, a left-pointing arrow, a right-pointing arrow, a document with a plus sign, a document with a minus sign, a red 'X', a document with a plus sign, a document with a minus sign, and a document with a plus sign.

											Change Browse Sort Order
											Exit Program
											Close Window
											Printer Setup – Change printer selection
											Setup / Configuration
											Restore client files (use only to restore a previously backed up files)
											Backup client files
											Save current changes of the file you are working on
											Delete selected client files(s)
											Opens Edit Return Browse Window (Use to open an existing client file)
											Opens a New Return

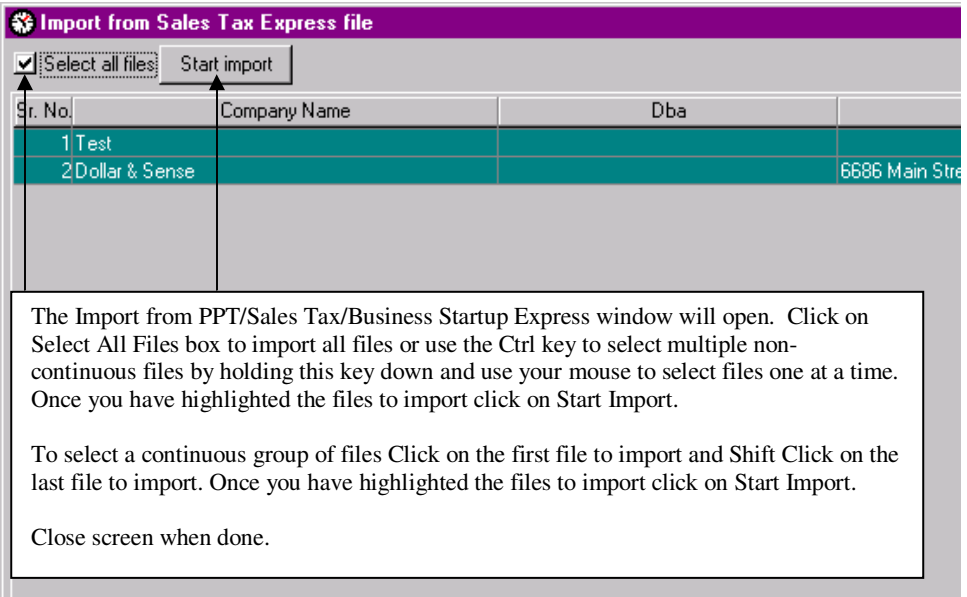
Note:

To select multiple client files to Delete or Backup use your mouse and Click on the first desired file and press the shift key and then Click on the last desired file. To select multiple non-continuous files press the CTRL key and use your mouse to Click on each desired file.

VI. IMPORT FROM PPT/SALES TAX OR BUSINESS STARTUP



To import general screen information from PPT Express, Sales Tax Express or Business Startup Express, click on File from the menu bar and then click on: Import from and select either PPT, Sales Tax or Business Startup. Use the down arrow in the Look In box to find the PPT Express 2012, Sales Tax Express 2012 or Business Startup (TXFRMS05) folder. The program will then display the database file (ppt2012.mdb or st11.mdb or txfrms05.mdb). Double click on that file name.



The Import from PPT/Sales Tax/Business Startup Express window will open. Click on Select All Files box to import all files or use the Ctrl key to select multiple non-continuous files by holding this key down and use your mouse to select files one at a time. Once you have highlighted the files to import click on Start Import.

To select a continuous group of files Click on the first file to import and Shift Click on the last file to import. Once you have highlighted the files to import click on Start Import.

Close screen when done.

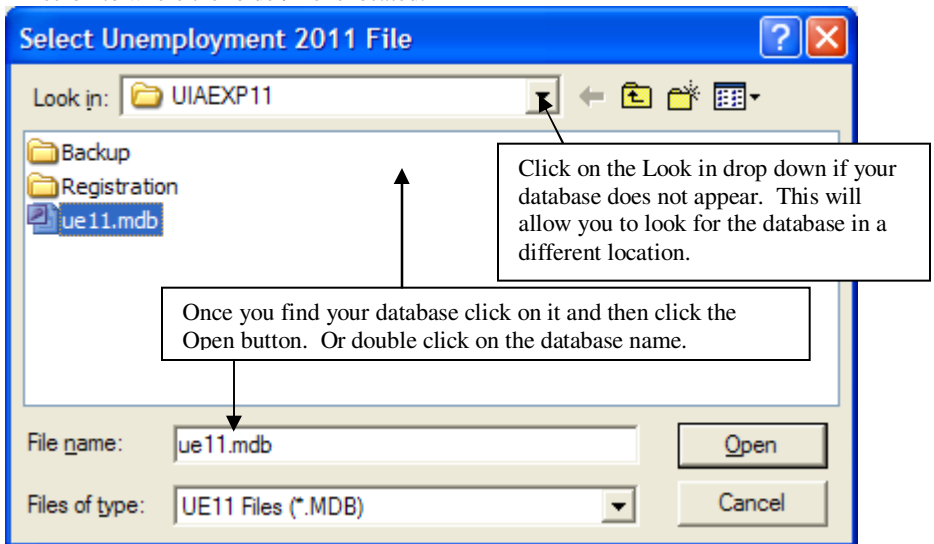
VII. PROFORMA 2011 DATA TO 2012

To proforma Unemployment Express 2011 data to 2012:

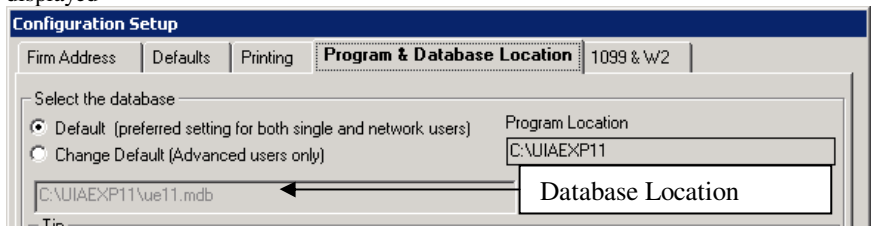
- 1) Click on **File** from the Menu Bar.
- 2) Click on **Proforma**. The default directory for your prior year files is the same drive as this year's program (change if necessary). The default folder is: UIAEXP11

NOTE – MI Unemployment Tax Express 2011 saved all client files in the database file: ue09.mdb. This database file name (UE11.mdb) does not need to be entered after the directory Name as our program automatically knows to look for database files.

MI Unemployment Tax Express will go to the folder: MI Unemployment Tax Express 2011 and will display any database files in that directory. If the file UE11.mdb (or UE11 if your computer is not displaying file extensions) does not appear, click on the down arrow and scroll to where the folder/file is located.



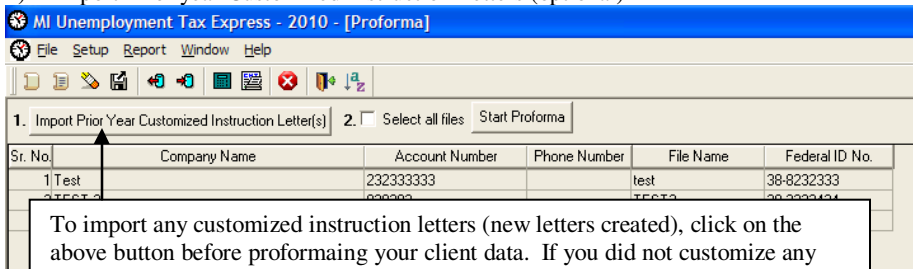
HINT – If you cannot easily find the UE11.mdb file we suggest first going into your Unemployment Express program for 2011 then click on “Setup” then click on configuration. Select the “Program & Database Location” Tab the database location will be displayed



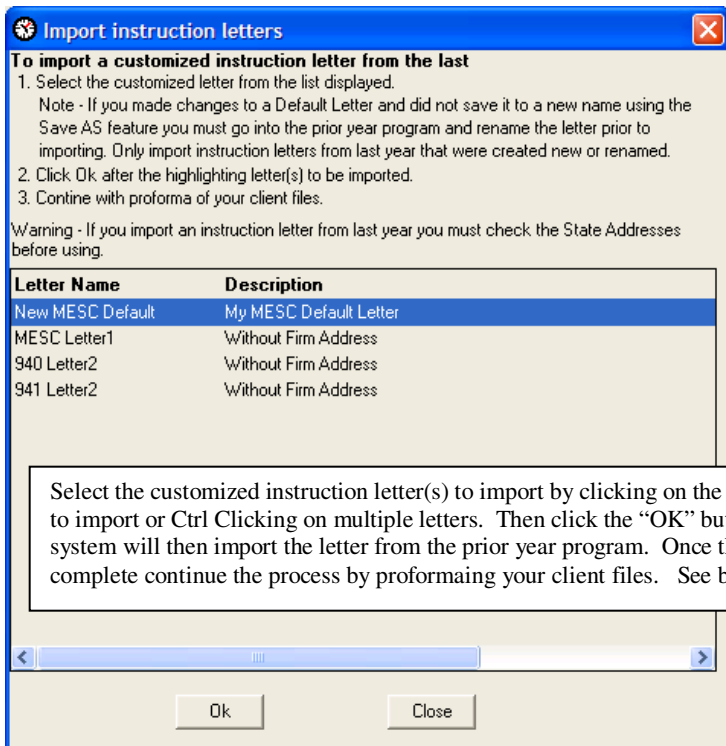
If you still cannot find the copy of the 2011 Database we suggest using Window's "find" feature. Click on the Start button at the bottom left of your desktop, and then click on Find. Click on Files or Folders and type in: UE11.mbd in the Named area and in the Look In field click on the down arrow and click on My Computer (if you are on a network also check

there) and click Find Now. If you still cannot find the UE11.mdb file, check on a different computer.

- 3) Double click on UE11.mdb or single click on it and click on OPEN. This database file will be scanned and all files in that directory will display in the “Proforma of Prior Year Files” screen.
- 4) Import Prior year Customized Instruction Letters (optional)



To import any customized instruction letters (new letters created), click on the above button before proformaing your client data. If you did not customize any instruction letters, skip this step. The screen below will open after clicking the above button.



Select the customized instruction letter(s) to import by clicking on the letter name to import or Ctrl Clicking on multiple letters. Then click the “OK” button. The system will then import the letter from the prior year program. Once this is complete continue the process by proformaing your client files. See below.

MI Unemployment Tax Express - 2008 - [Proforma]

File Setup Report Window Help

1. Import Prior Year Customized Instruction Letter(s) 2. Select all files Start Proforma

Sr. No.	Company Name	Account Number	Phone Number	File
1	gigigigig	3999999	(233) 233-3233	olkkllkj
2	test2	23424234	(212) 313-1233	test2

Click on the **Select All Files** box to proforma all the files at one time. We recommend limiting proforma to about 100 files at a time. To select multiple continuous files to backup, use your mouse and single click on the first file desired and press the Shift key and then single click on the last desired file. To select multiple non-continuous files press the CTRL key and use your mouse to single click on each desired file. Once you have highlighted the files to proforma click **Start Proforma**.

- 5) Instead of selecting all files you can select them by Filing status (Monthly, Quarterly, etc.) or type in a company name or file name and hit retrieve and then click select all, then click start proforma
- 6) Proforma will then bring over all your selected 2011 files into MI Unemployment Tax Express 2012. The status of which file is being proforma'd shows at the top of the screen. We recommend you proforma the same file(s) only once because you will duplicate files.
- 7) When Proforma is complete a "Proforma Complete" message will appear; click **OK**.
- 8) Click the red X button to close the proforma screen.

X. NEW CLIENT FILE

The screenshot shows the application window with a search bar highlighted in green. A tooltip is displayed over the search bar, providing instructions on how to create a new client file.

Click here to create a new client file Go to: Section XI. - Doing a Return - for additional data entry information.

Sr. No.	Company Name	Account Number
		42423423
		3999999
		3999999
4	sdfasdfsdf	22342
5	test2	23424234
6	test2	23424234

XI. EDIT BROWSE WINDOW

Searching for client files: The user can easily search for client files by typing search criteria into the corresponding field highlighted in green above the column the user is searching on. The system will then begin searching the client list based on the characters typed. To again display all the files, remove the characters typed. To change sort order from Company Name to File Name click on the column headings.

The screenshot shows the application window with the Edit Browse window open. The search bar is highlighted in green. The table below shows the results of the search.

Sr. No.	Company Name	Account Number	Phone Number	File Name
1	test2	23424234	(212) 313-1233	test2
2	test2	23424234	(212) 313-1233	test2

To open a client file **double click** on the file to open.

You can change the sort order from Company name to File name by clicking on the File name column header. To change back, click on the Company name column header. To make a permanent change to sort order, go to Setup then Configuration then General tab.

Click the Edit Browse Icon. This will open this browse window.

XII. DOING A RETURN

All client files open to: General Information Screen

941/MI Unemployment Express - 2012 - [New Return]

File _ Setup Report Window Help_

Select Screen ► General Information ▼

Account Number	23234443	
Federal ID Number	38-111111111	SSN: - -
Company Name	Sample Company	
Contact Name:	Joe Smith	
Doing business as		
Address	39393 Main St., Suite 300	
City / State / Zip:	Southfield / MI / 48075-	
Title:	PRESIDENT	Email:
Phone Number:	(248) 333-3333	Fax Number: () -
File Name:	Sample	FUTA form
MESC Tax Rate:	.0070	<input type="checkbox"/> Done?
Filing State	Michigan	
Employer's state I.D. number:		
Password to protect this file		Confirm password
Instruction Letter		
Quarterly tax letter	MESC Letter	
940 FUTA letter	940 Letter1	
941 Letter	941 Letter1	
Kind of W-2 Employer:	None appn	

Use this Drop Down to select the form to be worked on.

The only two fields that are required on this screen is the Company Name and the File Name and they are highlighted in Blue/Green.

Enter MESC Tax Rate that is used on the 1020 form for each quarter. Entering rate here will automatically carry to each quarter's screen.

The default instruction letter to print with the return can be changed by selecting a different instruction letter from the Instruction letter dropdown.

The SSN and Employer's State I.D. Number are used in the W-2/1099 module when appropriate.

To enter general notes on the client file click the Notes Icon on the toolbar

This screen contains General Information that is used on most of the forms and is automatically entered on the form being filled out.

Using Forms in Software

To Print Preview or Print.

Use these drop downs to select the form to complete. And which quarter you wish to work on.

2. Taxable Wage Limit: 9,000.00 Will you process Form 941 from Wage Detail?

5. Gross Wages: .00 Override Wage Detail Entry

6. Excess Wages: .00 Override

7. Taxable Wages: 0.00 12. No. of full-time & part-time workers

8. Tax Rate: 0.0000 1st Month: Override

9. Tax Due: 0.00 2nd Month:

10. Prior Account Date as of: 03/01/11 Override

Balance: .00 Override 3rd Month:

Sub total line (9+10): .00

11. Amount Enclosed: .00 Override

Telephone: (232) 324-4244 Title: PRESIDENT Sign date: 00/00/00

Check box, if final report.

Done

Quarterly Returns Done?

Click here to enter the Wage Detail for each employee for the 1017 and computation of the 1020

Enter Tax rate if not entered on General Information Screen. It is recommended to enter the MESC rate in General Information screen so it can automatically carry to this screen.

User can override calculated amounts if necessary by clicking the override check box and entering the desired values.

Click Quarterly Returns Done? To update the client status report when quarterly returns are completed.

Federal Form 941:

If you will be creating Form 941 from wage detail check the box “Will you process Form 941 from wage detail” at the top of the entry form. This will allow for the entry of additional wage detail information needed for the 941 Form.

The user can now complete a 1020 form with out entering detail information on the 1017 by using the overrides check boxes in this entry form and entering the desired values in the corresponding fields.

Form 1017 Navigation:

Enter Key: will keep you in the same column ex. Gross wages and will move the cursor to the next employee.

Tab Key: will move from column to column within the row.

To move to the Status, Delete or Worked in Months the user must use the mouse to click within those fields.

See Section XIV – Print a Return – for detailed printing instructions.

Using Forms in Software (continued)

Adding Employees to the 1017:

UIA 1017-Wage Detail Report

Click on SSN, Last Name or First Name to sort.

ID	Status	Delete	SSN	Last Name	First Name	Worked in			MESC Exempt	Section	
						Gross Wages	Jan	Feb			Mar
1			23-23-2333	Emp2	F2	4,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4,000.00	
2			23-23-2323	Emp1	F1	3,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	
3			23-67-3283	Emp3	F3	5,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	
4						.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.00	

12,000

The 1017 report is printed in SSN order. Therefore the employees are saved in that order after being entered and printed. To sort the list in Last Name, First Name order click on the Last Name column header. To sort the list in SSN order, click on the SSN column header.

If an employee did not work in a particular month uncheck the box and the system will re-compute 1020, Line 12 information.

Enter MESC Exempt payments to be reflected on the UIA1020 and UIA 1017 and Enter section 125 deductions and other 940 Exempt payments in the corresponding fields. These will transfer to the Form 940.

To Delete an employee click on the employee line and click the delete button.

To save the changes made click the Save & Close button.

Delete Save & Close Close

NOTE: Deleting an employee will remove all history for that employee and will affect prior and future reporting.

UIA 1017-Wage Detail Report

Federal WH	State WH	401K	Section 125	City WH	Taxable SS Tips (Incl. in Gross Wages)	MESC Exempt	Other 940 Exempt Payments
.00	.00	.00	.00	.00	.00	.00	.00
.00	.00	.00	.00	.00	.00	.00	.00
.00	.00	.00	.00	.00	.00	.00	.00
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Delete Save & Close Close

If the process Form 941 is selected then the additional fields will be available for data entry. This information will automatically feed to the 941 form.

State WH and City WH have been added if you are planning on using the W-2/1099 module to process W-2's. This information will import into that module.

**Using Forms in Software
(continued)**

MI Unemployment Tax Express - 2008 - [test2, File name: test2]

File Setup Report Window Help

Select Screen **1025 - Address/Name Change**

Employer Request For Address/Name Change

Current Employer Name: test2
 UIA Employer Account No.: 23424234 FEIN: 23442344444

New Employer Name:
 DBA:
 E-mail Address:

Physical Location of the Business

Street:
 City:
 State: Zip:
 Email:
 Telephone:

Mailing Address

Street:
 City:
 State: Zip:
 Email:

Mailing Address is:

Accountant/Employer Rep*
 Corporate Office Owner

To request Form UIA 1772, check here

Preparer

Name: Preparer Telephone No.: () -
 Title: Date: 00/00/00

Enter the requested information

**Using Forms in Software (continued)
1019 Amended Return:**

MI Unemployment Tax Express - 2008 - [test2, File name: test2]

File Setup Report Window Help

Select Screen **1019-Amended Wage Detail** for **3/2005**

Total Gross Wages Reported: .00 Actual Gross Wages: .00
 Title: Date: 02/04/08

Reason for the Amendment:

Be sure to select the quarter to be amended from the drop down selection box.

SSN On Form UIA 1017	Status	SSN	Last name	First Name	Gr
- -	<input type="text"/>	- -	<input type="text"/>	<input type="text"/>	<input type="text"/>

To delete an employee click on the employee and click the Delete button

Delete

Using Forms in Software (continued)

1021 Amended Quarterly:

MI Unemployment Tax Express - 2008 - [test2, File name: test2]

File Setup Report Window Help

Select Screen **1021-Amended Quarterly Tax** for 3/2

	Previously Reported Amounts	Corrected Amounts		
2. Gross Quarterly Wages	<input type="text" value=""/>	<input type="text" value=""/>		
3. Excess Wages	<input type="text" value=""/>	<input type="text" value=""/>		
4. Taxable Wages	0.00	0.00	0.00	0.00
5. Tax Rate	<input type="text" value=""/>	<input type="text" value=""/>		
6. Total Tax	0.00	0.00	0.00	0.00
7. Tax Paid	<input type="text" value=""/>	<input type="text" value=""/>		0.00

Reason for Adjustment:

Title: Date:

Be sure to select the quarter to be amended from the drop down selection box

Form 940

MI Unemployment Tax Express - 2010 - [940 Testing Co, File name: 940]

File Setup Report Window Help

Select Screen 940-Employer's Annual Federal Unemployment Tax Return for Pg-1

Form 940 for 2009: Employer's Annual Federal Unemployment (FUTA) Tax Return 850109
 Department of the Treasury — Internal Revenue Service OMB No. 1545-0028

If you paid unemployment tax in multiple states Or if any wages paid in any State was subject to a Credit Reduction click the button "1b and 2 Schedule A" to report this information. See below for details

Type of Return
(Check all that apply)

a. Amended

b. Successor employer

c. No payments to employees in 2009

d. Final: Business closed or stopped paying wages

City State ZIP code

Read the separate instructions before you fill out this form. Please type or print within the boxes.

Part 1: Tell us about your return. If any line does NOT apply, leave it blank.

1 If you were required to pay your state unemployment tax in 2009

This is an example of a value that can be overridden. Check the override box and enter the desired amount in the field to the right.

1a One state - OR 1b More than one state

1b & 2. Schedule A

1 Check here. Fill out Schedule A.

2 Check here. Fill out Schedule A (Form 940), Part 2.

Part 2: Determine your adjustments. If any line does NOT apply, leave it blank.

3 Total payments to all employees 420,000.00

4 Payment of state unemployment tax

If all of the taxable FUTA wages were excluded from state unemployment tax check the "Compute" Check box and the computation will be made.

If only some of the FUTA taxable wages were excluded check the "Use Worksheet" check box.

5 Total of \$7,000

6 Subtotal 392,000.00

7 Total tax 28,000.00

8 FUTA tax 224.00

Part 3: Determine your adjustments. If any line does NOT apply, leave it blank.

9 If ALL of the taxable FUTA wages you paid were excluded from state unemployment tax, multiply line 7 by .054 (line 7 x .054 = line 9). Then go to line 12 Compute 9 .00

10 If SOME of the taxable FUTA wages you paid were excluded from state unemployment tax, OR you paid ANY state unemployment tax late (after the due date for filing Form 940), fill out the worksheet in the instructions. Enter the amount from line 7 of the worksheet onto line 10 Use Worksheet 10 .00

11 If credit reduction applies, enter the amount from line 3 of Schedule A (Form 940) 11

Part 4: Determine your FUTA tax and balance due or overpayment for 2009. If any line does NOT apply, leave it blank.

The Form 940 can be created either from data entered on the 1017 or the user can create an after the fact 940 by using the form overrides and entering the values themselves. To override a value click the override checkbox and enter the desired value in the corresponding field.

940 Schedule A

940 - Schedule A

Part 1: Fill out this part if you were required to pay state unemployment taxes in more than one state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands). If any states do NOT apply to you, leave them blank.

1 Check the box for every state in which you were required to pay state unemployment tax this year. For a list of state names and their abbreviations, see the Instructions for Schedule A (Form 940).

<input type="checkbox"/> AK	<input type="checkbox"/> CO	<input type="checkbox"/> GA	<input type="checkbox"/> IN	<input type="checkbox"/> MD	<input type="checkbox"/> MS	<input type="checkbox"/> NH	<input type="checkbox"/> OH	<input type="checkbox"/> SC	<input type="checkbox"/> VA	<input type="checkbox"/> WY
<input type="checkbox"/> AL	<input type="checkbox"/> CT	<input type="checkbox"/> HI	<input type="checkbox"/> KS	<input type="checkbox"/> MI	<input type="checkbox"/> MT	<input type="checkbox"/> NJ	<input type="checkbox"/> OK	<input type="checkbox"/> SD	<input type="checkbox"/> VT	<input type="checkbox"/> PR
<input type="checkbox"/> AR	<input type="checkbox"/> DC	<input type="checkbox"/> IA	<input type="checkbox"/> KY	<input type="checkbox"/> MN	<input type="checkbox"/> NC	<input type="checkbox"/> NM	<input type="checkbox"/> OR	<input type="checkbox"/> TN	<input type="checkbox"/> WA	<input type="checkbox"/> VI
<input type="checkbox"/> AZ	<input type="checkbox"/> DE	<input type="checkbox"/> ID	<input type="checkbox"/> LA	<input type="checkbox"/> MO	<input type="checkbox"/> ND	<input type="checkbox"/> NV	<input type="checkbox"/> PA	<input type="checkbox"/> TX	<input type="checkbox"/> WI	
<input type="checkbox"/> CA	<input type="checkbox"/> FL	<input type="checkbox"/> IL	<input type="checkbox"/> MA	<input type="checkbox"/> ME	<input type="checkbox"/> NE	<input type="checkbox"/> NY	<input type="checkbox"/> RI	<input type="checkbox"/> UT	<input type="checkbox"/> WV	

Part 2: Fill out this part to tell us about wages you paid in any state (including the District of Columbia, Puerto Rico, and the U.S. Virgin Islands) that is subject to credit reduction. If any lines do NOT apply, leave them blank.

2 If you paid wages in any of these states... Override 2a

2a-b Michigan Total taxable FUTA wages paid in MI 2a X .003 = line 2b 2b

To report the credit reduction information from line 2 on the schedule A you **must** click “Save”.

To override the computed number in line 2a check the Override 2a check box by clicking on it and enter the desired value in line 2a.

Select the Quarter to work on the dropdown box below

Form 941

MI Unemployment Tax Express - 2009 - [Test, File name: Test]

File Setup Report Window Help

Select Screen >>> 941-Quarterly Federal Tax Ret for 1 Quarter

Part 1: Answer these questions for this quarter. Disable auto update from Wage Detail 1017

1. Number of employees who received wages, tips, or other: Override

2. Wages, tips, and other compensation:

3. Total income tax withheld from wages, tips, and other compensation:

4. If no wages, tips, and other compensation are subject to social security and Medicare taxes, enter "00":

5. Taxable social security and Medicare wages and tips:

Column 1

5a. Taxable social security wages: x .124 =

5b. Taxable social security tips: x .124 =

5c. Taxable Medicare wages & tips: x .029 =

5d. Total social security and Medicare taxes (Column 2, lines 5a through 5c):

6. Total taxes before adjustments (lines 3 + 5d = line 6):

7. TAX ADJUSTMENTS:

7a. Current quarter's fractions of cents:

7b. Current quarter's sick pay:

7c. Current quarter's adjustments for tips and group-term life insurance:

7d. Current year's income tax withholding (attach Form 941c):

7e. Prior quarters' social security and Medicare taxes:

7f. Special additions to federal income tax (attach Form 941c):

7g. Special additions to social security and Medicare:

7h. TOTAL ADJUSTMENTS (combine all amounts: lines 7a through 7g):

8. Total taxes after adjustments (combine lines 6 and 7h):

If you are going to do an after the fact 941 make sure the "Disable auto update from Wage Detail 1017" is checked otherwise the system will override your entered values.

The Form 941 can be created either from data entered on the 1017 or the user can create an after the fact 941 by checking the "Disable auto update form Wage Detail 1017" check box see above.

To override a value click the override checkbox and enter the desired value in the corresponding field.

W-2's/1099's

To prepare W-2's:

1. For new clients and for new client files – create a new file by clicking on File and then New Client File. The General Information screen opens. Enter all necessary information. Skip to step 8 below.
2. If you have been using the 2011 941/MI Unemployment Express program to prepare 941 and/or MI Unemployment returns you can import that data. From within a client file click on the Select Screen down arrow and select: **W-2 entry**
3. To import: from within the W-2 entry screen click on the: **Import From Wage Detail** button.
4. Name and social security information will come in to the Details screen for each employee imported. Complete the screen by filling in the address. Click on **SAVE** when address input is complete for that employee. (All employee names appear to the left of the screen).
5. Click on the W-2 tab and fill out any additional information needed for that employee's W-2. Click on **SAVE** when done.
6. Continue process for each employee.

NOTE - Be sure to hit **SAVE** in the Details screen before going to the W-2 screen for that employee. When W-2 input is complete hit **SAVE** before moving on to next employee.

7. Skip to the next section on printing W-2's or review the steps for new client files.
8. If this is a new client file or you did not use the 2011 941/MI Unemployment Express program – after entering new client information using step 1 above click on the Select Screen down arrow and select: **W-2 entry**
9. Begin by entering the name, social security number and address information for the first employee and then click on **SAVE**.
10. A W-2 tab will appear. Click on it to enter the W-2 information. Click on **SAVE** when done.
11. To enter another employee click on **NEW** at the bottom left of the W-2 entry screen. All employee names appear to the left of the screen. To view or edit an employee's information click on that employee's name.

NOTE: It is important to fill out the General Information screen completely before entering W-2 information. W-2's will be auto filled for box 15 – State based on the employer's state address and for the Employer state ID number (which has a separate input in the General Information screen). The W-2 will default to the federal ID number if the Employer state ID field is left blank. Both these inputs can be changed from within the W-2 screens.

To print W-2's:

1. From within the W-2 entry screen click on the Print Preview icon or click on File and then click on Print Preview.
2. All the W-2's should be automatically selected. The default W-2 to be viewed and/or printed is Copy A – Social Security Administration (SSA). Copy A is an approved SSA substitute form and can be printed on 20 lb. blank white paper. Our program does not use red copy W-2 (or W-3). Use the right scroll bar to view each Copy A or use your up/down keys or page up/page down keys. All other W-2 copies print on blank white paper (Employer and State Copies) and/or Employee 2-up or 4-up perforated paper.
3. To print Copy A – click on either printer icon or click on File and then click on Print Pages. A print setup screen comes up with one as the default number of copies. Click on **Print**.
4. To print the Employer Copy D – click on the Form type down arrow and select Copy D and follow step 3 above.
5. To print employee copies using the 4 up form click on the Form type down and select 4-up. These will need 4-up perforated forms. Follow step 3 above to print.
6. To print employee copies B,C 1 and 2 on blank paper instead of 4-up click on the Form type drop down and select one copy at a time and then follow step 3 above to print.
7. Click on the red X when done.

NOTE – you must be in Print Preview mode to print W-2/W-3's.

To print W-3:

1. From within the Print Preview screen click on the **Show W-3** button. The W-3 will appear on the screen. Follow step 3 above to print.
2. Click on the red X when done.

To prepare 1099's:

1. The 2011 program includes 1099-MISC, 1099-INT, 1099,-DIV and 1099-R.
2. For new clients and for new client files – create a new file by clicking on File and then New Client File. The General Information screen opens. Enter all necessary information.
3. For users of 2011 941/MI Unemployment Express - from within a client file click on the Select Screen down arrow and select: **1099 entry**.
4. Begin by entering the name, identification number and address and then click on **SAVE**.
5. A **Form** tab will appear. Click on it and then click on the down arrow to select the 1099 form to prepare for that person. Click on **SAVE** when done. If you have multiple 1099 types for that person click on the down arrow to select another form type and enter the necessary information. Be sure to click on **SAVE** when done with each form type.
6. To enter another person click on **NEW** at the bottom left of the 1099 entry screen. A new Details screen will open. Follow step 4 and 5 above.

NOTE - All names appear to the left of the screen. To view or edit a person's information click on that name. To Delete a name, highlight that name and then hit the Delete button.

To print 1099's:

1. From within the 1099 entry screen click on the **Print Preview icon** or click on File and then click on Print Preview.
2. All the Names should be automatically selected. The first 1099 type being processed will be viewed first and it will show Copy A – Social Security Administration (SSA). Our program uses the red Copy A for all 1099's and blank white paper and/or perforated blank paper for all other copies. Use the right scroll bar to view each Copy A.
3. To print Copy A – click on either printer icon or click on File and then click on Print Pages.

NOTE - Due to slight differences in printer settings we recommend printing a sample Copy A on white paper to see if any margin adjustments are needed. If so, those adjustments can be made in Configuration Setup and then clicking on the 1099 & W-2 tab.

NOTE – We recommend using your printer's regular 8.5" x 11" paper tray instead of manually feeding red Copy A and 1096 forms.

4. To print copies 1, B & 2 and C click on the form type drop down and select one copy at a time and then follow step 3 above to print.
5. To change 1099 form type click on the Select down arrow.

To print 1096:

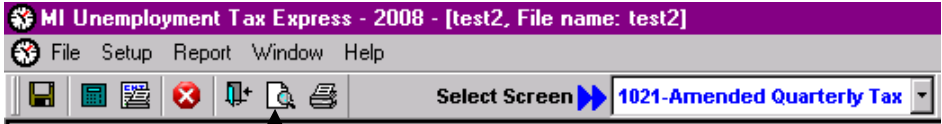
1. From within the Print Preview screen click on the **Show 1096** button. Form 1096 will appear on the screen. Follow step 3 above to print.
2. To change 1099/1096 form type click on the Select down arrow.
3. Click on the red X when done.

Forms:

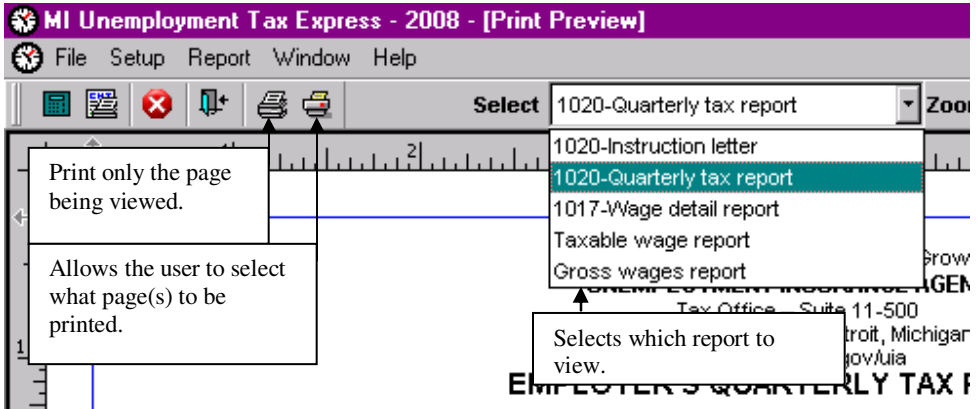
W-2 and 1099 forms can be purchased by going to our website and following the links to the W-2/1099 Express links and/or by going to the following link:

<http://www.taxtimeusa.com/w21099.html>

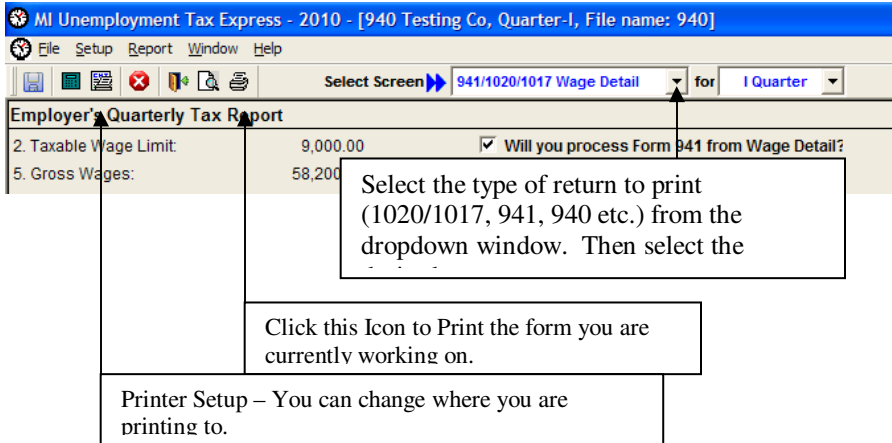
XIII. PRINT PREVIEW



To Print Preview Click the Preview icon on the title bar. This will print preview the return / form you are currently working on.



XIV. PRINT A RETURN



These same print commands are also available from the file menu.

When the print icon is clicked a Print Forms window similar to the one below will popup. It will display those returns and worksheets available to print from that area of the program.

Print Setup (1020)

- Instruction Letter 1
- 1020-Quarterly tax report 1
- 1017-Wage detail report 1
- Taxable wage report 1
- Gross wage report 1
- Print to pdf file

Printer Setup...

Print Close

Click to select and deselect returns and worksheet prior to clicking the Print button

Use the up and down arrow buttons to change the number of copies to print of each form printed

Click here to begin printing

Click here to close the Print window

To print your return to a PDF file, check this box and then click: Print. A browse window will open to confirm where to save and name of file.
The first time you print a PDF file the system will check to see if you have the needed print driver. If not it will automatically attempt to install it. See XVI for more information.

XV. CLIENT STATUS REPORT

- The Client Status Report tracks the status of all clients/files processed via our software. The program automatically updates the following fields: Who the return was completed by and when it was completed. The user must update the "DONE" and "DONE BY" flags at the bottom of the 1020 screen must be completed. The Client Status Report can be printed by clicking the Report menu and then select Client Status Report.

MI Unemployment Tax Express - 2011 - [Test RS 2, Quarter-I, File name: RS 2]

File Setup Report Window Help

Select Screen ▶ 941/1020/1017 Wage Detail for I Quarter

Employer's Quarterly Tax Report

2. Taxable Wage Limit:	9,000.00	<input checked="" type="checkbox"/> Will you process Form 941 from Wage Detail?
5. Gross Wages:	.00	<input type="checkbox"/> Override
6. Excess Wages:		
7. Taxable Wages:		
8. Tax Rate:		
9. Tax Due:		
10. Prior Account		
Date as of: 03/01/11	<input type="checkbox"/> Override	
Balance:	.00	<input type="checkbox"/> Override
Sub total line (9+10):	.00	
11. Amount Enclosed:	.00	<input type="checkbox"/> Override

Telephone: (232) 324-4244 Title: PRESIDENT Sign date: 00/00/00

Check box, if final report.

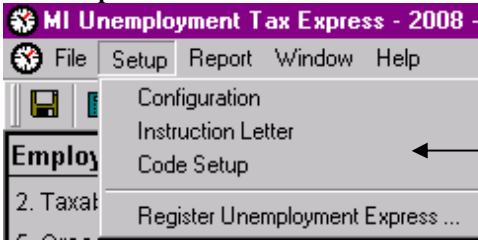
Done

Quarterly Returns Done? Done by: Date: 03/15/11

To Preview and or Print the report click on the report menu and select client status report. The client status report will display. To print click the printer icon while the client status report is being display on the screen.

When return is complete check the Done box. The Done by and Done fields will appear, fill in the Done by and Done fields.

XVI. Setup:



Setup Menu

Configuration: Allows the user to customize the system.

Codes Entry: Allows user to enter default values for Title and Done by fields.

Instruction Letter: Edit Existing/Create New instruction letters

Register MI Unemployment Express: Allows the user to register the software.

SYSTEM CONFIGURATION

System Configuration Screen:

The series of tabs on this screen allow the user to configure the system and set system defaults.

Firm Address tab

Configuration Setup

Firm Address | Defaults | Printing | Program & Database Location | 1099 & W2

Company Name: TAXTIME USA, INC.
Address: 30800 TELEGRAPH RD.
SUITE 1775
City: BINGHAM FARMS | State: MI | Zip: 48025
Telephone: (248) 642-7070
Federal ID: 38-1115554

Enter Password

Use the Firm Address tab to make firm address changes and to enter your Federal Id number. You cannot change the Company name. If your company name needs to be changed e-mail TaxTime at: Support@taxtimeusa.com and we will email you a new registration file with the corrected company name. There is a \$20.00 charge for Company name changes after shipment of software.

Ok Cancel

Click OK to save changes.

Click Cancel to discard changes

System Configuration (Continued):

The screenshot shows the 'Configuration Setup' dialog box with the 'Defaults' tab selected. The 'Firm Address' section shows 'C:\UIAEXP11' in the 'Proforma Folder' field. The 'Instruction Letter' section has three rows: 'Quarterly tax report' with 'MESC Letter', '940 FUTA letter' with '940 Letter1', and '941 letter' with '941 Letter1'. Each row has an 'Apply this letter to existing returns' button. A checkbox 'X out SSN on all Reports (except form 1017 & Form 1019)' is checked. The 'MI FUTA Credit Rate Reduction' field contains '0.0000'. An 'OK' button is at the bottom. Three callout boxes provide instructions: one for the MI FUTA rate reduction, one for the instruction letter dropdowns and buttons, and one for the OK button.

Configuration Setup

Firm Address | **Defaults** | Printing | Program & Database Location | 1099 & W2

Proforma Folder: C:\UIAEXP11

Instruction Letter

Quarterly tax report: MESC Letter [Apply this letter to existing returns]

940 FUTA letter: 940 Letter1 [Apply this letter to existing returns]

941 letter: 941 Letter1 [Apply this letter to existing returns]

X out SSN on all Reports (except form 1017 & Form 1019)

MI FUTA Credit Rate Reduction: 0.0000

OK

2012 FUTA rate reduction for Michigan is entered here. The rate is used to calculate the additional tax liability on the Taxable Wage Report for each quarter.

This function will allow the user to select an instruction letter and then assign it to all the client returns on file.

- 1) Select the Letter on left in the dropdown.
- 2) Click the Apply this letter... button to the right of the letter to be assigned.

Set Default instruction letter to assign when creating new returns or importing client data from other TaxTime USA programs.

To save the change made on this Tab Click "OK".

- Proforma Folder – The default directory for last year’s Unemployment Express files is: \UIAEXP11. If last year’s Unemployment files reside elsewhere, change the directory here. You can either type in the correct directory path or click on **Select** to find the correct path. Unemployment Express 2011 saved all client files in the database file: UE11.mdb. **This database file name (UE11.mdb) does not need to be entered after the directory Name as our program automatically knows to look for database files.** If the drive for last year’s program is different than this year’s program enter the drive id. For example, if Unemployment Express 2012 is on C: drive and Unemployment Express 2011 is on D: drive enter the proforma path as: D:\UIAEXP11
- X out SSN on all Reports (except form 1017) - when this is checked instead of printing the full SSN only the last four digits are printed on the reports for security purposes. If this is unchecked then the full SSN will print.

Printing Defaults tab

Configuration Setup

Firm Address | Defaults | **Printing** | Program & Database Location | 1099 & W2

Quarterly tax report	518-Discontinuance	941-Quarterly Federal
<input checked="" type="checkbox"/> Instruction Letter	<input checked="" type="checkbox"/> Page 1	<input checked="" type="checkbox"/> Instruction Letter
<input checked="" type="checkbox"/> 1020-Quarterly tax report	<input checked="" type="checkbox"/> Page 2	<input checked="" type="checkbox"/> Quarterly Federal
<input checked="" type="checkbox"/> 1017-Wage detail report	<input checked="" type="checkbox"/> Schedule A Pg-1	<input checked="" type="checkbox"/> Voucher
<input checked="" type="checkbox"/> Taxable wage report	<input checked="" type="checkbox"/> Schedule A Pg-2	<input checked="" type="checkbox"/> Schedule E
<input checked="" type="checkbox"/> Gross		<input checked="" type="checkbox"/> 941 Wage

1772-D
 Page 1
 Page 2
 Page 3
 Page 4

1019 - Amended Wage Detail
 Page 1

1021 - Amended Quarterly Tax
 Page 1

1110 - Unemploy. Tax Credit
 Page 1

PS Printer: Ghostscript PDF
PDF Folder: N:\IAEXP12

Install Ghostscript Printer
Select...

Ok Cancel

To enable PDF printing: Click here to install Ghostscript PDF printer. See below for details.

PDF Folder - allows the user to select a default folder to save returns printed as a PDF file. Click "Select" to change the default folder.

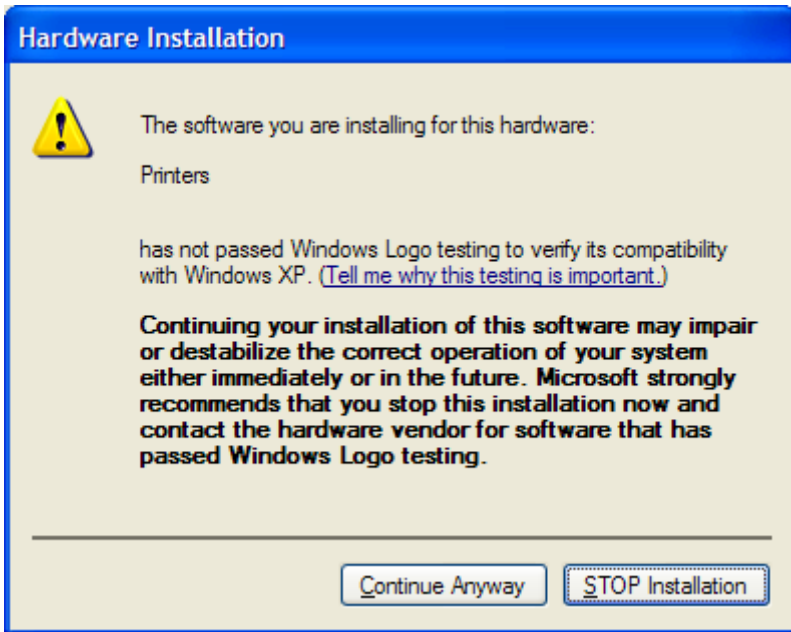
This sets the Default number of copies to print when the page prints

If you want to include your instruction letter in the PDF file mark this box

Sets the Default print setting for each page whether it will print or not. Checked boxes means that page will print by default if there is data for that return or worksheet.

Ghostscript Printer installation:

After clicking the “Install Ghostscript Printer” button the below message will display. Click “Continue Anyway” to allow installation. Installation will then begin. When installation is complete the Postscript (PS) “PS Printer” dropdown will display Ghostscript PDF. Once the Ghostscript Printer driver has been installed the above box will gray out. Users of any of are other software programs will not have to re-install as this is a one time installation.



Terminal Server, Citrix Server and users who have limited rights to the computer they are running on may need administrative rights to install this print driver. If you do not have the proper rights the message below will be displayed. To fix the problem log in with the proper rights and then try installing again.



Database & Program location tab

Configuration Setup

Firm Address | Defaults | Printing | **Program & Database Location** | 1099 & W2

Select the database

Default (preferred setting for both single and network users) Program Location

Change Default (Advanced users only) C:\UIAEXP12

C:\UIAEXP12\ue12.mdb

Tip

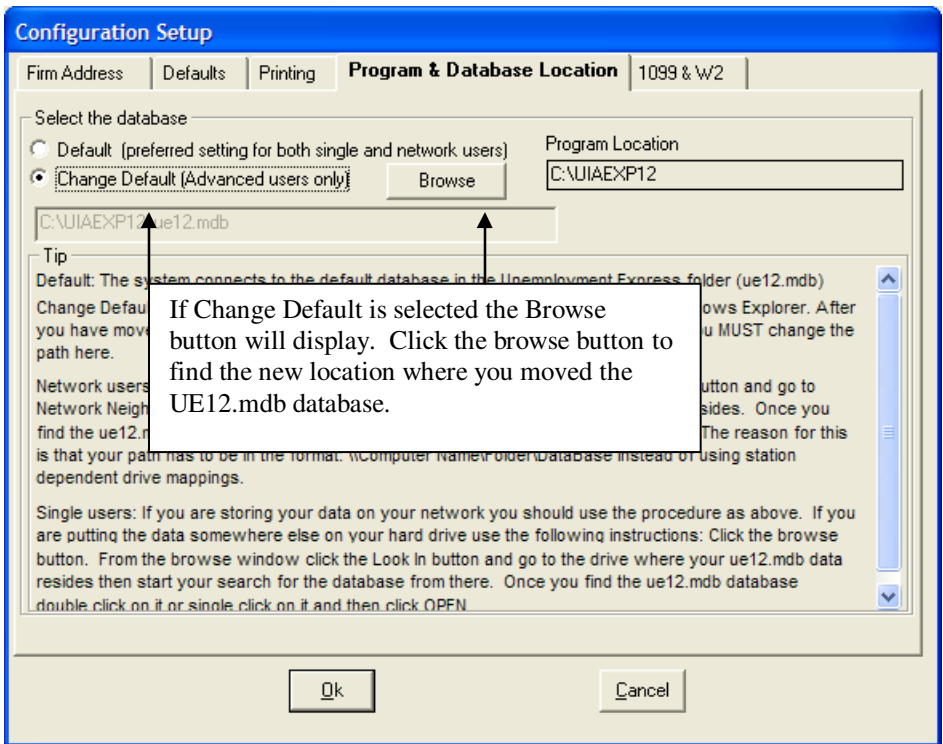
Default: The system connects to the default database in the Unemployment Express folder (ue12.mdb)

Change Default: Move your ue12.mdb database to your desired location by using Windows Explorer. After you have moved the database to the desired location, click the Change Default button. If the database is in other than the default you MUST change the path here.

Network users: In the browse window click the Look In button and go to Network Neighborhood, then start your search for the folder where your ue12.mdb resides. Once you find the ue12.mdb database double click on it or single click on it and then click OPEN. The reason for this is that your path has to be in the format: \\Computer Name\Folder\DataBase instead of using station dependent drive mappings.

Single users: If you are storing your data on your network you should use the procedure as above. If you are putting the data somewhere else on your hard drive use the following instructions: Click the browse button. From the browse window click the Look In button and go to the drive where your ue12.mdb data resides then start your search for the database from there. Once you find the ue12.mdb database double click on it or single click on it and then click OPEN.

Ok Cancel



To Change the MI Unemployment Tax Express Database Location:

The program location shows the location where Unemployment Tax Express 2012 is located and where the client database is located. The client database is in the file named: UE12.mdb. During installation UE12.mdb (client files) is loaded into the same directory where Unemployment Tax 2012 was installed. If you would like to move the database, you must use Windows Explorer.

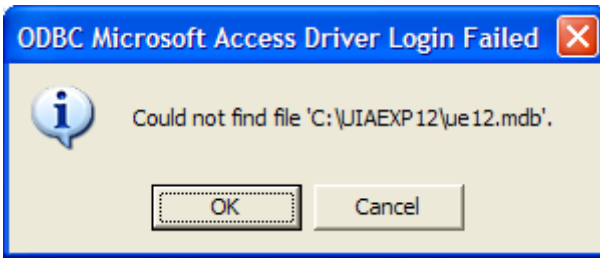
If you decide to, move the database file using Windows Explorer, then after doing so, go into Unemployment Tax Express 2012.

If you moved the database you will get the following error message: Error Code 1000 Critical Error Database Not Found.



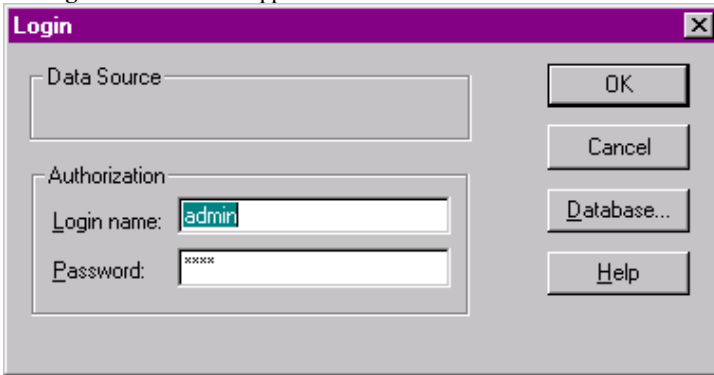
Click OK.

Another error box will pop up that says: ODBC Microsoft Access Driver Login Failed – Could not find file C:\UIAEXP12\UE12.mdb.

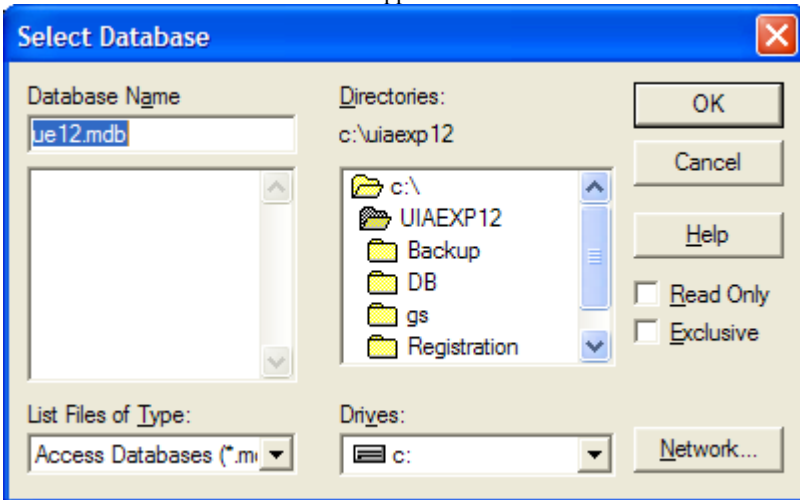


Click OK.

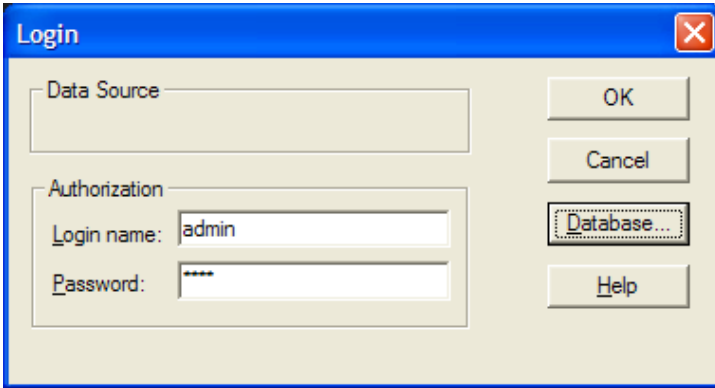
A "Login box" will then appear. Click the Database button



Then a "select database window" will appear.

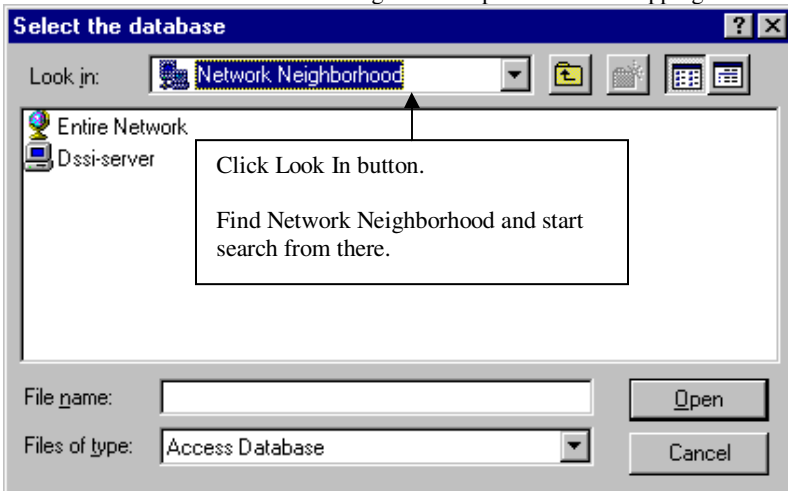


Use this window to locate **UE12.mdb** and then highlight it by single clicking on it; then click **OK**. The window will close and a login window will reappear:

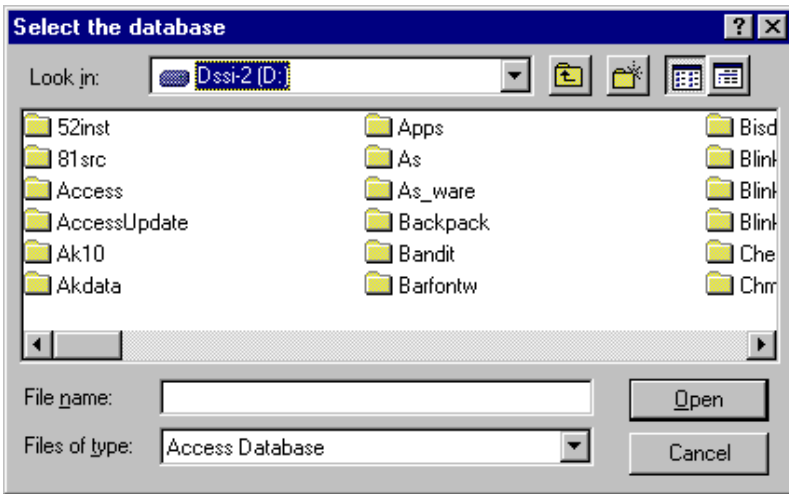


Click **OK**. Unemployment Tax Express will now start. Click on **Setup** on the menu bar then click on **Configuration** then click on the **Program & Database Tab**. Click on **Change Default** and follow the instructions below for type of installation.

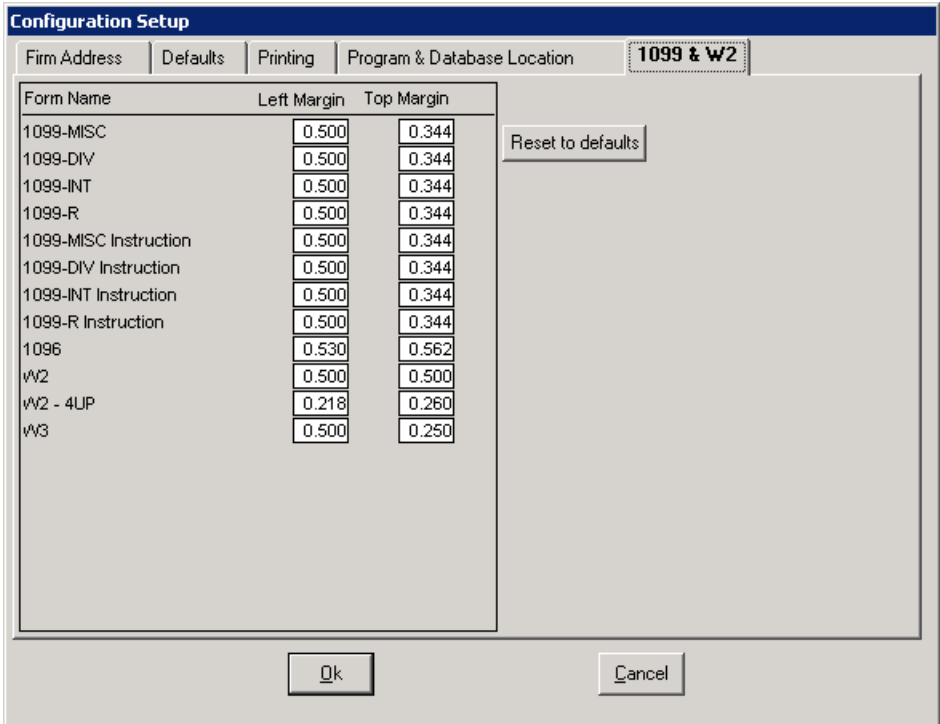
Network users: Click the browse button. From the browse window click the Look In button and go to Network Neighborhood, then start your search for the folder where your UE12.mdb resides. Once you find the UE12.mdb database double click on it or single click on it and then click OPEN. The reason for this is that your path has to be in the format: \\Computer Name\Folder\Database instead of using station dependent drive mappings.



Single users: If you are storing your data on your network you should use the procedure as above. If you are putting the data somewhere else on your hard drive use the following instructions: Click the browse button. From the browse window click the Look In button and go to the drive where your UE12.mdb data resides and start your search for the database from there. Once you find the UE12.mdb database double click on it or single click on it and then click OPEN.



W-2/1099 Tab



Use this tab to adjust the margin for 1099/W-2 printing. Adjusting the margins will change where the data will print on 1099 copy A and 1096 pre-printed forms. Adjusting the margins on the W-2's and W-3 will adjust where the form prints on the paper stock used.

CODES ENTRY

The screenshot shows a software window titled "Entry" with a purple header bar. Below the header is a "Select" dropdown menu currently displaying "Title". Underneath is a table with a header "Description" and two rows of data: "President" and "MXXCV". At the bottom of the window are three buttons: "Delete", "Save", and "Close".

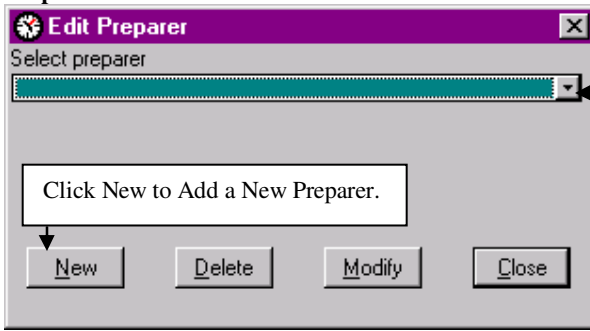
Description
President
MXXCV

Select from the drop down the item you want to enter defaults for.

Enter / Change the information here then click SAVE to save the changes

To Delete an Item click on the item and click the Delete Button

Preparer Maintenance:



Select Preparer to Delete or Modify.

Then click the Appropriate Button.

Click close to close the window.

INSTRUCTION LETTER

You can customize the Instruction letters, but only from Setup; no changes can be made from within a client file. **We recommend that any Instruction Letter default changes be made prior to proforma.** MI Unemployment Tax Express 2012 includes the following instruction letters:

II. 1020 & 1017:

- Quarterly Tax Letter - includes your firm name centered and bolded at the top.
- Quarterly Tax Letter2 - No Firm Name (we removed the firm name so you can print on your letterhead).

III. 940 Return:

- 940 Letter1 - includes your firm name centered and bolded at the top.
- 940 Letter2 - No Firm Name (we removed the firm name so you can print on your letterhead).

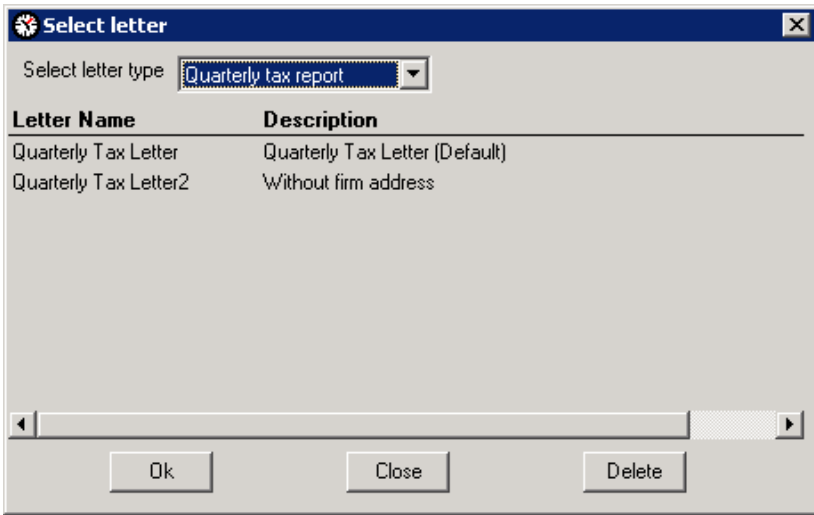
IV. 941 Return:

- 941 Letter1 - includes your firm name centered and bolded at the top.
- 941 Letter2 - No Firm Name (we removed the firm name so you can print on your letterhead).

We HIGHLY recommend using one of the default instruction letters as your default for each letter type.

See below discussion for selecting a different instruction letter other than the default.

To make changes to any of the above default Instruction letters: click on **Setup** from the Menu Bar and click on **Instruction Letter**. Click on **OPEN**: the SELECT LETTER dialog box opens. Click on the dropdown arrow to display the instruction letter types and make selection.



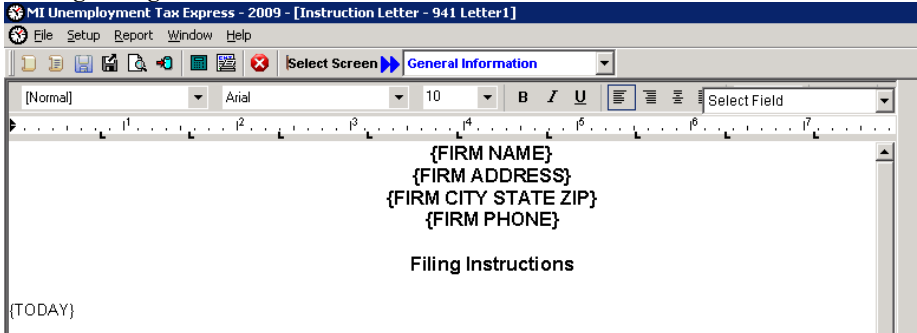
Double click on the Instruction letter you want to edit. Make your changes and click on **FILE** and then click on **SAVE**. See **“Making Changes”** below. If you are editing the default letter the system will ask you for a new letter name. To make this new letter your default, go to Setup, then Configuration, then Printing tab. Click on the dropdown arrow for the instruction letter return type you wish to change. Then click on the new letter to make it your new default. To use the new Instruction letter just created on a selective basis, do not change the Configuration default; change the Instruction Letter within the return itself.

To create and save a New Letter from an existing letter: follow the instructions above except click on **SAVE AS** instead of **SAVE**. Enter an **INSTRUCTION LETTER NAME** and click on **OK**. Click on the **red X** to **EXIT** the Instruction letter.

To make this new instruction letter your default or to select one of the other letters as your default, click on **SETUP** from the Menu Bar and click on **Configuration**. Click on the **GENERAL TAB** and click on the Instruction letter drop down arrow. Click on the new instruction letter you created and click on **OK**. This letter now becomes your default for all returns that you have not assigned a specific instruction letter to.

To create a New Instruction letter from scratch: click on **Setup** from the Menu Bar, click on **Instruction Letter** and click on **NEW**. We do not recommend using this feature but rather recommend changing the default letter following the steps above.

Making Changes:



Editing an instruction letter works much like using a word processor. Click or tab to the spot to start entering text; then enter the desired text.

To add a new field to the letter: Position your cursor where the field should be inserted then click on the “Select Field” dropdown and select the desired field from the dropdown list.

Change:

Font or Font Size: highlight the text to change by clicking and dragging over the text or double click on the word to change then click the font or font size dropdown and click on the desired change.

Bold, Italicize or Underline: highlight the text to change by clicking and dragging over the text or double click on the word to change then click the appropriate button on the instruction letter toolbar.

Line Justification: Position the cursor on the line to change and click the appropriate line justification button on the instruction letter toolbar.

Outline/Bullet points selection: Position the cursor on the line to start the outline or bullet point. Click the Outline or Bullet point button then use the tab key to move the bullet point to the right for indenting. Hitting enter will create another bullet point or outline point under the first. It can also be indented by hitting the tab key. Using the backspace key will un-indent the bullet point or outline.

Delete:

Text: Highlight the text to delete and hit the “**Delete key**”

Fields: Highlight the field by clicking to the RIGHT of the field and drag the mouse to the LEFT until the field is highlighted and hit the “**Delete key**”

Saving:

To save the changes made click the diskette icon on the tool bar or go to the file menu and click save. If you make a change to our default letter(s) the system will automatically do a Save As and ask for the new instruction letter name and a description. To use the letter go to the Setup Menu, click Configuration, click the Instruction Letters tab and change the instruction letter to print from the dropdown list where appropriate to the new letter.

Save As:

To save as click the Save As icon next to the Save diskette or click File then Save As.

The program will ask for a Letter name and description, enter these and click **Ok**.