



## W2s – Electronic Filing

ARKONA QuickStart Guide

December 2006

*Use this QuickStart Guide for help filing your W2 statements and W3 Summary electronically.*

- As of January 1<sup>st</sup>, 2007 all ARKONA customers must file W2s electronically.
- Before you begin, print your W2s and make sure they are all correct before submitting W2 information to the IRS.

### 1. Register with the Social Security Administration (SSA).

- In this step you will obtain a Personal Identification Number (PIN) and a password from the Business Services Online (BSO) division of the SSA. These will be used to upload your wage data to the IRS.
- a. Get on the Internet and go to <http://www.ssa.gov/bsowelcome.htm>.
  - b. Click on the Register link and follow the instructions for registering.
    - You will need your Employer Identification Number to complete the registration process.

### 2. Download and install the AccuWage software from the SSA site.

- The AccuWage software is used to validate the file you will be submitting to the IRS and ensure that the file will be accepted.
  - Please install the AccuWage software on a secure PC with access to your ARKONA server and the Internet. This PC will be used to submit sensitive wage information to the IRS.
- a. After you have registered, find the search window on the SSA Web site and key in the word 'accuwage' and click Search.
  - b. Follow the search results and scroll down to the Download Options.
  - c. Click the [AccuWage Software – 2006 Tax Year](#) link and follow the instructions to download and install the software on the PC you will be submitting the W2s from.

### 3. Make sure there is an ftp server running on the PC.

- An ftp server such as FileZilla or 3CDaemon may already be running on this PC.
- The FileZilla software can be obtained at no charge from the ARKONA ftp site <ftp://ftp2.arkona.com>. You can log on to this site with a user ID: downloads and password: arkona213.

- For more help installing FileZilla, see the ARKONA Setup Guide called Installing FileZilla.

**4. Complete the setup in DCS Definitions.**

- This must be completed by the dealership ARKONA security officer or with help from ARKONA Customer Support
- Take option **6=DCS Definitions** from the System Environment menu to display the DCS Definitions.
    - Check to make sure the PZ manufacturer code doesn't exist in the list before proceeding.
  - Use function **F6=Add** to display the Add New Manufacturer window and key in the code PZ and press [ENTER] to display the Payroll Reporting screen.
  - Set the IP address to \*CALC and key in the user ID and password for the ftp user (case sensitive) and press [ENTER] to display the File Description screen.
  - Set up line 1 the File Description screen as shown below and press [ENTER] to save:

SE0700FL		A R K O N A		12/27/06
JIM		DCS File Assignments		
	Description	File Name	Seq#	Pc Path
1.	W2FED	W2WAGE.waq	Y	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**File Description Screen**

**5. Create a W2 wage file and transfer it to your PC.**

- Take option **40=Employees** from the Payroll & Personnel Management menu.
- Set the Year field to the correct tax year.

- c. Use function **F7=Print** to display the Select Reports menu and take option **1=Select** by Print W2s.
- d. Press [ENTER] on the Printer Selection window to display the Print W2 Selection screen.
- e. Take option **1=Select** by Federal eFiling Submission to display the Create the W2 Submission File window.
- f. Take option **1=Select** by Electronic Transfer and press [ENTER].
- d. Key in your PIN that you obtained in step 1.
- e. Select a problem notification method.
  - If you have an email address, set Postal = N and E-Mail = Y and key in your notification email address.
- f. Press [ENTER] to create the file and display the confirmation window and press [ENTER] again to exit the confirmation window.
  - If you get the message 'Connection could not be made. No data transferred', your ftp server is not running. Start the ftp server program and you will see an icon in you Windows system tray near the clock.

## **6. Validate the file with the AccuWage software.**

- For detail instructions on how to validate the data using AccuWage, return to the Business Services Online page on the Internet and click on the link to the BSO Handbook.
- a. Click the icon to open the AccuWage software and click Start Testing.
  - b. Browse to the folder containing the W2 wage file.
    - This is the folder that was assigned to the ftp user.
  - c. Click on the W2 wage file (e.g., W2WAGE00021.wag) and click Open to start the test.
    - AccuWage will identify records with errors (if any) and explain what the problem is.
    - Some simple errors can be resolved in the ARKONA setup. For help resolving record errors contact ARKONA Customer Support.
    - Once an error has been corrected, recreate the wage file as discussed in step 5.

## **7. Upload the file to the IRS.**

- a. Return to the Business Services Online page on the Internet and follow the instructions in the BSO Handbook for help uploading the file.