

Quarterly Magnetic Media Processing

1. Be sure your State ID and SUI & SDI numbers are in the *Insurance Tax Table Maintenance* file. Do NOT use dashes when entering this number.
2. Many state record layouts have been updated with the installation of your Year End SCN, but you will need to check the record layouts for any state that you will be filing on magnetic media.
3. Run the *Create Work File* from the Quarterly Magnetic Media Processing option. This option will copy the information from the payroll files to a work file for use with Magnetic Media Processing. This copy step may be used more than once if necessary. You may recopy the information for the Company Data or Employee Data or both.
4. You must use the *Edit Company Information* to verify information shown and to fill in additional information that is required. The Plant Number, Authorization Number, and PA SUTA ID Number fields are optional fields to be used when appropriate for your company. ALL other fields MUST be completed. To complete the Name Code field, use the 'F' if the first name appears first in the employee master file or an 'S' if the last name, or surname, appears first in the employee master. You must be sure to answer data correct 'Y'es to both screens in order for your changes to be saved.
5. Run the *Print Edit List* to produce a report that will serve as your proof listing of the data that will be submitted on the diskette.
6. Use *Edit Employee Information* to make changes that may be necessary within the employee data.
7. You can now save the file directly to your system then copy to 3 ½ inch diskette or file via Electronic Data Transfer over the internet. When you do Generate Diskette after filling in the appropriate format and data correct Y you'll be prompted with a Browse For Folder dialog box. Select the location you wish to save your file.