



Knowledge Base Article

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Article ID: 4151
Subject: Printing W2 Forms from Pro Gold i2
Last Modified: December 11, 2009

Applies to: Pro Gold i2 3.xx

Issue: W2 Forms can be printed from Pro Gold i2 for the employees that were paid through the Payroll module.
W2 records for the prior year must first be archived in order for W2 Forms to be printed for the prior year.

Resolution: The steps below explain how to archive the prior year W2 records and print the W2 Forms.

- Make sure that Pro Gold is on the most current version to ensure you have the most current W2 information.
 - In the **Setup Tab**, select **Check for Updates**.
 - If Pro Gold i2 is up to date, then move to the next step. If there is a newer version available, then Pro Gold i2 needs to be updated to the most current version before continuing.
- **Archiving prior year W2 records:**
 - When the payroll is run for the first time in the New Year, Pro Gold i2 gives the option to archive the prior year's records.
 - **Main Menu => Accounting => Employees**, click the **Create Payroll Entries** icon
 - Click on **Create Payroll**.
 - A warning message, "**WARNING! Pro Gold i2 has detected a new payroll year. Before you can process payroll for this year and print W2's for last year you must first archive payroll data for the year 2009.**" Click **Yes** to archive the information.
- The W2 Report can then be used to print W2 Forms. This report prints W2 data onto pre-printed laser W2 forms (2 per page).
 - **Main Menu => Accounting => Employees**, click the **Payroll Reports** icon
 - Select the **Employee W2 Report** and select the appropriate date range and criteria and click **Preview**.
 - Review the report to verify the information.
 - To print the forms, select the "**p**" key on your keyboard when viewing the forms and a printer dialog box will appear.
 - Change the print settings to print on legal size paper to print 2 forms per page. Also, multiple copies can be selected to print.
 - **Note: The pre-printed laser forms can be obtained from any office supply store**
 - For more information on IRS reporting, use these convenient links:
 - <http://www.irs.gov/pub/irs-pdf/fw2.pdf>; <http://www.irs.gov/pub/irs-pdf/iw2w3.pdf>

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Employee Payroll, End of Year, Taxes, W2 Form, 4151

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