

Copy from Network Neighborhood or My Network Places

1. Open Up **Windows Explorer** (It can be found by right clicking **Start** button and clicking **Explore**).
2. We suggest creating a folder on your C: drive for storing and archiving your W-2, 1099 or SUTA files.
3. Scroll down in left pane and click the plus sign next to **Network Neighborhood** or **My Network Places**.
4. If you don't see your iSeries listed at this point then click on the Plus next to **Entire Network**. Your iSeries should be listed in the format **S105xxxx** the "xxxx" will be unique to your machine. It will sometimes be listed as **S105CXDS** or **S105CXDSSrv**.
5. If you still don't see your iSeries click on each icon listed under **Entire Network**. It should display in the right pane after clicking one of those icons. After you see it in the right pane double click that icon. It should then display in the left pane.
6. After you see the iSeries in the left pane, click it and you should see folders like QIBM and QCA400 in the right pane as well as **QDLS**.
7. Double click the **QDLS** icon in the right pane. It should move to the left pane and display it's contents in the right pane.
8. You should recognize the folder that you sent your file to in the right pane. Double click that icon and you should now see a list of files in the right pane.
9. Right click on the file that you created and then left click on **C**opy.
10. Click on the destination Folder for the W-2 or 1099 file. Then Click the **PASTE** icon. Wait a moment or two depending on the size of the file. The file should be copied into the Folder on your PC.
11. Be aware that the file name must be unique when coping it to a folder. So, be sure to copy the file after each Magnetic Media processing run.
(i.e. Process your Federal W-2 Magnetic Media.)
Before you start your States W-2 Magnetic Media process copy the **W2REPORT.TXT** file to your PC. Because the W-2 Magnetic Media process will overwrite the **W2REPORT.TXT** file each time.
So, for archiving copy the pc file to your PC and rename it with something like **W2REPORT_SSA_2002.TXT**.
Be sure to rename it on the diskette before you send it to the **SSA**.
The IRS expects the file to be named **W2REPORT.TXT**.
This same logic applies to 1099's with their file naming convention of **IRSTAX**.
The states have their own individual naming conventions.
Please check with your state for the proper naming convention.