

Copy from iSeries Folder – Express Version

(After W-2 or 1099 Mag Media Process)

1. Click Start/Programs/IBM Client Access Express/Operations Navigator.
 - Sign on with your User Id and Password. Find your AS/400 in the left window and click the + sign next to it.
 - Look in the left window under the AS/400 you should see an icon named File Systems. Click the + next to File Systems.
 - If you don't see File Systems proceed to the **STEP 2**, if you do proceed to **STEP 3**.
2. Place The Client Access CD in CD Drive
 - Click Start/Programs/IBM Client Access Express/Selective Setup.
 - Click Next.
 - When asked for the Source Directory, make sure the window has **D:\Express** as the Source Directory. (Note: D: is cd-rom drive letter – yours may be another letter)
 - Under the Operations Navigator Option choose all of the options.
 - Click Next until Client Access begins loading.
 - After rebooting go back to STEP 1.
3. Click the + sign next to Integrated File Systems.
4. Click the + sign next to QDLS.
5. Find the folder that you sent the W-2 or 1099 file to and click on that folder icon.
 - In the right window find the file that you copied: **W2REPORT.TXT** if it was a W-2 run and **IRSTAX** if it was a 1099 run.
 - Right click on that file and then left click on **C**opy
6. Open Up **Windows Explorer** (It can be found by right clicking Start button).
7. We suggest creating a folder for storing and archiving your W-2 and 1099 files
8. 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.
9. Be aware that the file name must be unique when coping it to a folder.
So, be sure to copy and rename the file after each Magnetic Media processing run.
Rename it to something like: **W2REPORT_2002_SSA.TXT**.
Be sure to rename it on the diskette before you send it to the **SSA**.
They expect the file to be named **W2REPORT.TXT** as do all of the states.
This same logic applies to 1099's with their file naming convention of **IRSTAX**.