



w2_create_submission_file

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[Payroll > Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms Report](#)

Set the **Validation Rpt (V); W2 Forms - Copy A (A), Non-preprinted 3 Up (N); or W2REPORT File (F)** parameter to F (W2REPORT File) and enter the necessary parameter data.



Click **Run Preview**. Save the file as a .txt or .csv file. The following message is displayed:



Click **OK** to close the message. The W-2 Processing report is displayed.