Merge W-2 Files - HRS6360

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This utility is used to combine files that have been created through the Reports > HR Reports > Quarterly/Annual Reports > HRS5100 - W-2 Forms for entities that share the same Employer Identification Number (EIN). A maximum of four databases can be combined using this utility.

Merge files:

❑ Under **Select Files to Merge**, click **Choose File** to select a file or type the path of the database file. A maximum of four database files can be entered.

❑ Click **Execute** to merge the files.

A message is displayed indicating the merge process completed successfully. Click **OK**.