



DSD
BUSINESS SYSTEMS

DSD Business Systems

MAS 90 Enhancements

APIC

Accounts Payable DE-542 Reporting

Version 4.20

sage
software

Master Developer

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Accounts Payable DE-542 Reporting User's Manual
Version 4.20

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90. For instructions on using MAS 90, refer to the appropriate MAS 90 manual, or call your MAS 90 reseller. DSD Business Systems offers excellent MAS 90 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

APIC Accounts Payable DE-542 Reporting: <http://www.dsdinc.com/enh/pages/APIC.htm>

The product web page contains:

- Product Description*
- Adobe Acrobat Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in Word 97 and Adobe Acrobat Formats*
- Revision History*
- FAQ*

Support

DSD provides product support through MAS 90 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*

Program version.

Exact sequence that caused the error, including menus and menu selections.

Other pertinent information.

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Accounts Payable DE-542 Reporting Features

APIC has been designed to allow the user to automatically scan for Vendors that meet the requirements of the State of California for DE-542 reporting. When Vendors are found that must be reported to the California EDD department, records are created in the new DE-542 contractor file and they are flagged as needing to be reported. The user may elect to print the DE-542 form for those Contractors, or they may be written to a magnetic media file, and submitted on a diskette.

DSD Business Systems has worked with the State of California to ensure that users of this module will be in complete compliance with the new laws.

APIC does not modify standard MAS 90 programs so it is likely to be compatible with other A/P enhancements. Check with us to confirm that. The only change to the existing MAS 90 system is the addition of the new DE-542 menu selection in the Accounts Payable module.

Reports

APIC contains these new reports:

- **Contractor Listing:** This new report is available from the DE-542 Menu, or via the print button in Contractor Maintenance. It allows the user to list all Contractor records that have been created in conjunction with DE-542 printing. The report can be printed in Summary or Detail, it can be limited to just those Contractors who have pending DE-542's, or a range of Contractors may be selected.
- **DE-542 Selection Register:** This new report is available from the DE-542 Menu, and lists all Vendors who have been flagged for DE-542 submittal. This report informs the user if there are any problems with the Contractor's information that might cause submitted DE-542's to be rejected by the State.
- **DE-542 Form Printing:** This new report prints contractor information in the format specified by the State. They may be mailed or faxed to the EDD. This report also allows the user to

print a packet of test forms for submittal to the EDD, and it allows the user to adjust the position of the printout on the page.

- **DE-542 Magnetic Media:** This new program creates a submittal file, for those users who wish to send a diskette instead of faxing or mailing the forms. It also allows the user to create a test file for submittal to the EDD.
- **DE-542 Options Listing:** This report is available via the print button in the DE-542 Reporting Options screen.

Section B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the MAS 90 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Master Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**
- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

| MAS 90 Module | Module Required | Required Level |
|---------------|-----------------|----------------|
| A/P | Y | 4.20 |

Installation

The following instructions are for installing to Windows. For UNIX instructions see the "INSTALL.HTM" HTML file on the CD-ROM (you can use a Windows machine to view it.) It will guide you in mounting the CD-ROM on the UNIX file system and running a UNIX installation script.

1. **Back-up:** Exit all MAS 90 / MAS 200 sessions. Back-up existing MAS 90 / MAS 200 data.
2. **Check Levels:** MAS 90 / MAS 200 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Insert the installation CD-ROM. The installation will normally run automatically, otherwise, run SETUP.EXE on the CD-ROM. This can be run from the server or a workstation. Follow on-screen instructions. *If installing from an e-mail message or from a Web download, run the program sent to you (or downloaded). This will self-extract and run same Setup program.*
4. **Re-Start MAS 90 / MAS 200:** MAS 90 / MAS 200 will be updated.
5. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are Normal, Demo and Web.

Normal Unlock: You will need to unlock the Enhancement by calling DSD during business hours (8am to 5pm PST) at **858-550-5900**.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you have a DSD WebUnlock code, can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.
- The MAS 90 / MAS 200 system that is being used must have web access for this option to be available.
- You can get a WebUnlock Code from your DSD Enhancements sales representative.

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web access and/or an WebUnlock code. Later, you can unlock the product fully, during business hours.

Note: You can also unlock a DSD Enhancement through the DSD Enhancement Control Panel window. This is accessed at the bottom of the Library Master Utility menu. Select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

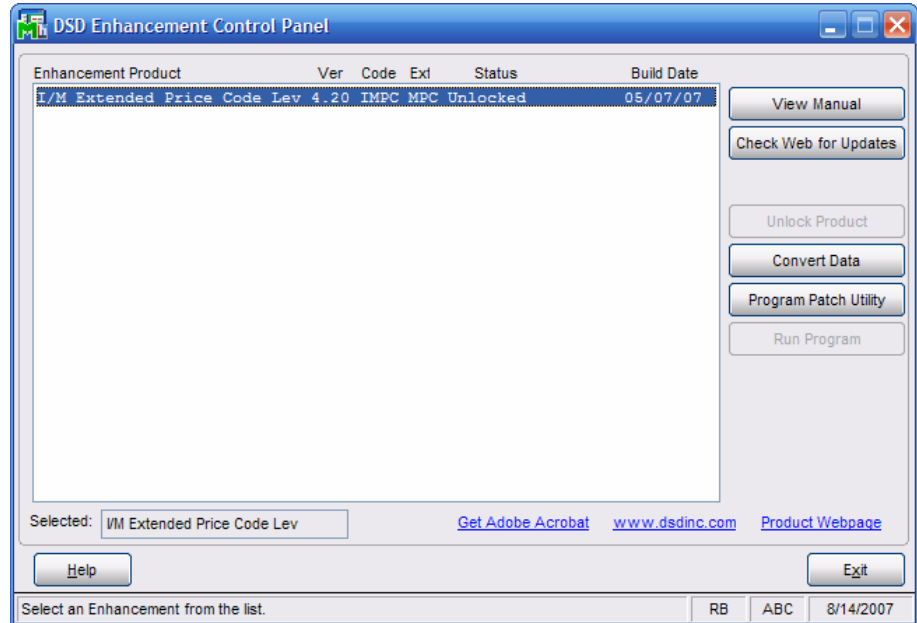
6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.

DSD Enhancement Control Panel

Starting with version 4.20, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu.**

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the “MAS90/PDF” folder in the MAS 90 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the “MAS90/PDF” folder and then displayed.



Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires a web connection on the MAS 90 / MAS 200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Convert Data: After verification, the selected Enhancements data conversion program will run.

Program Patch Utility: Only use this option under the guidance of a DSD Enhancement Technician. That person will guide you in its use.

Run Program: This button is enabled for certain DSD Utility programs only.

Additional Controls

Help: The Help button, located at the bottom left of the window, opens an HTML help file similar to the above.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

There are also links to the DSD website and the Enhancement page on that site.

Section C: Setup

Completing Installation and Getting Ready

Trigger the Data Conversion program by selecting the **DE-542 Reporting Options** selection in the new **DE-542 Menu**. After the **Unlocking Wizard** and **Conversion Programs** have run, the **DE-542 Reporting Options** panel will be displayed, as shown in the **System Setup** section. Enter all of the required information and settings.

Once the DE-542 Reporting Options have been set properly, the **DE-542 Selection** program should be run. It will select all Vendors who have not received a DE-542 this year, and whose payments to-date exceed \$600. You should print the **Selection Register** when prompted.

The **Selection Register** will show you if any problems exist with the Contractor records. There will be a problem with each and every Contractor record that was created, because until you access each of those records, and add the information required by the State, they will not be suitable for transmittal!

Access **Contractor Maintenance**, and for each record flagged in the **Selection Register**, supply all of the necessary information. If you have already sent DE-542's for some of the selected Contractors this year, then flag them as already having a DE-542 by entering the Date and Amount Reported into the **Contractor Maintenance** window. This will prevent you from duplicating a previous submittal (only one Contractor submittal is required per year).

Additionally, the new law requires that you submit a DE-542 for a qualified Contractor if you have entered into a contract with them, whether or not payments have been made. So, for any contractors who you have entered into contracts with, since the last time you made a DE-542 submittal, you must access (or create) their Contractor record, and record the details of the new contract.

After you have entered the necessary information, re-print the **Selection Register** to make sure that all Contractor records are OK.

If you will be submitting printed DE-542 forms to the EDD, you can do so without prior approval from the EDD. This is possible because DSD has previously submitted test forms to the EDD, and their approval number for us and for you has been issued and is stored in the APIC Options screen.

However, it is strongly recommended that before you submit printed forms, you order the standard template DE-542 form from the EDD and use this red template to position the printout exactly in the blanks on that form. Failure to do so may cause the EDD to return your forms un-scanned. The **DE-542 Forms** printing program allows you to move the printout up or down or left or right on the page, so that they can be exactly aligned on your particular printer.

To order template form: For 25 or more forms, telephone 916-322-2835. For less than 25 forms, telephone 916-657-0529.

If this is your first submittal, and you are submitting a diskette file, then you must first obtain and complete a DE-164 Magnetic Media Filing Registration form. Under the heading "Filing Information" you must check the **Other** box and write in "Independent Contractor" or "ICR" in the space provided. The registration form and your test file should be mailed to:

Magnetic Media Testing Unit, MIC 15
Employment Development Department
PO Box 826880
Sacramento, California 94280-0001

Question regarding the Independent Contractor Reporting program should be directed to the hotline at (916) 657-0529. **DSD Business Systems cannot answer questions regarding the submittal of test forms or files.**

Once you have all Contractor records completed, you may print the DE-542 form, or create a magnetic media file.

Report File to be Sent (Magnetic Media)

If you create a Magnetic Media file, it is saved in the `..\APccc` (`ccc` is your Company Code) subdirectory, and has the name **INDCONTR**. This file must be saved to a diskette, and mailed to the EDD.

After the forms have been printed, or the file created, you may update the DE-542 file, when prompted.

Frequency of Reporting

DE-542 submittals must be made within 20 days of qualified Contractor activity. It is therefore suggested that this process be duplicated once every two weeks.

APIC Options

The new **DE-542 reporting Options** window has been added as the last selection on the new **DE-542 Menu**. The new window is shown to the right.

Perform DE-542 Reporting: Selecting this option allows access to all of the DE-542 programs.

Current DE-542 Year: This is the calendar year for which you are currently reporting DE-542 activity. It should always correspond to the **1099 Year** field in **A/P Options**.

Federal ID Number (FEIN): This is your assigned FEIN. Omit hyphens. It is a required field.

California Account Number: This is the Employer Account Number assigned by the California EDD. It is an 8-character code. Do not enter blanks or hyphens.

Social Security Number: If your company is a sole proprietorship, enter the owner's Social Security Number, omitting hyphens.

Address and telephone fields: Enter this information as appropriate. Do not enter hyphens into the **Zip Code** or **Telephone Number** fields.

Default Reporting Method: You may enter **None**, **Form** or **Magnetic Media**. If you set this to **None**, you may still use Form Printing or Magnetic Media, however, you will not be automatically prompted after the **Selection Register** is printed. If you select either of the other two options, you will automatically be prompted to run the selected submittal program, after the **Selection Register** is printed.

EDD Form Approval Number: This is the EDD-issued approval number. DSD Business systems has been issued an Approval Number of "EDD 01038" which is also your Approval Number. This field should not be changed.

Print the latest Payment Date on the DE-542 or the Run Date: This field should be set to **Payment Date** in order to adhere to the new law. Unfortunately, if you do not remember to run these programs every two weeks, you may be assessed a penalty if you fail to report a Contractor within 20 days of making \$600 in total payments, or entering into a contract for more than \$600. If you set this field to **Run Date**, you will always be assured of not being fined for late reporting, however you may be in violation of the law. Do so at your own risk, and against our recommendation.

Print button: This button is located to the right of the **Cancel** button. When pressed, the report panel is displayed, and the user may perform the standard printing functions such as changing printers, previewing, etc.

Section D: System Operations

Contractor Maintenance

Contractor

Maintenance allows you to create records for Contractors who will be included in your DE-542 submittal. These records contain more information than is stored in the Vendor Masterfile, and you may save them permanently so that if and when the Vendor must have another DE-542 next year, you do not have to re-enter the information, if it has not changed.

The Contractor records are created automatically for you by the DE-542 Selection program, but that program cannot supply ALL of the necessary information. The DE-542 Selection program uses as much information as possible from the Vendor Masterfile when the scan is run. It is necessary for you to access all such records, in order to provide the missing information, if there is any.

Fields

Vendor No: If you enter a Vendor Number for an existing Contractor, the record will be read and displayed. If you enter a Vendor Number for a Vendor who has no existing Contractor record, that record will be created automatically for you, with information taken from the Vendor Masterfile. You may not create a record for any Vendor for which the 1099 Type is not "I" (individual).

You should only have to create records in Contractor Maintenance for Contractors with whom you have entered into a contract. DE-542 Selection cannot automatically create such records for you.

A **Contractor Lookup** is available by selecting the Lookup Button or selecting the <F2> Button. This lookup displays all contractors set up in Contractor Maintenance.

A **Vendor Lookup** is available by selecting the Vendor List Button (flashlight) or selecting the <F3> button. This lookup displays all vendors in the Vendor Masterfile.

Vendor and memo buttons: The **Vendor** button allows you to maintain the Constant and Description button for the selected Vendor, and the **Memo** button allows you to read or create new memos for the selected Vendor.

Report Information block: This is descriptive information for the DE-542. Do not use hyphens in the Zip Code.

Date of Last DE-542 Submittal: This should be blank for newly created Contractor records. This field is automatically updated by the DE-542 Update, and should normally not be changed manually. However, it may be necessary for you to enter a value here if the Contractor was selected by the **DE-542 Selection** program, but you have already submitted a DE-542 for the Contractor. This may be the case when you first install **APIC** on your system.

Note that DE-542's are only suppressed for a Contractor if this date falls within the current DE-542 year. For example, let's say that you submitted a DE-542 for 01-ANDERS on 06/14/05. The DE-542 programs will not print another DE-542 for 01-ANDERS during 2005, but as soon as 01-ANDERS exceeds \$600 in payments in 2006, it will be selected for DE-542 submittal.

Amount Reported: This is the amount reported on the previously submitted DE-542. This field is updated automatically and should normally not be changed manually.

Include this contractor in next DE-542 run: If this field is selected, this Contractor will be included in the next DE-542 submittal. When this field is selected the next two fields are enabled.

Last Pmt Date: This is the date on which the Contractor's total payments for the year met or exceeded \$600. If this date is more than 20 days earlier than the submittal date, then you may be fined by the EDD.

Amount to Report: This field contains the total payments made during the year to this Contractor. If there is a contract, then this field contains the contract amount.

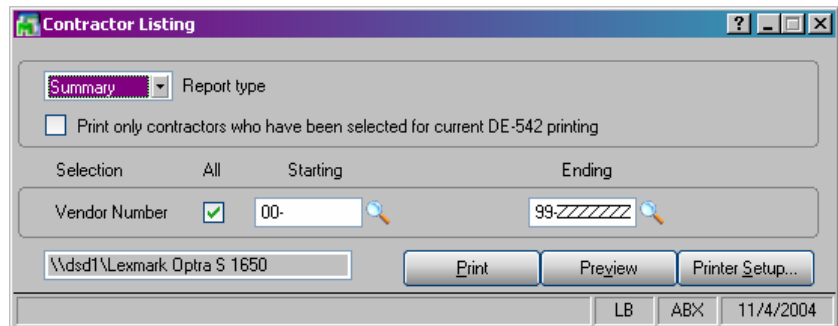
Contract: If this field is selected, the remaining fields will be enabled.

Contract fields: Enter the contract information into these fields.

Contractor Listing

When this program is selected by pressing the **Print** button in Contractor Maintenance, or when it is selected from the **DE-542 Menu**, the window shown at right is displayed.

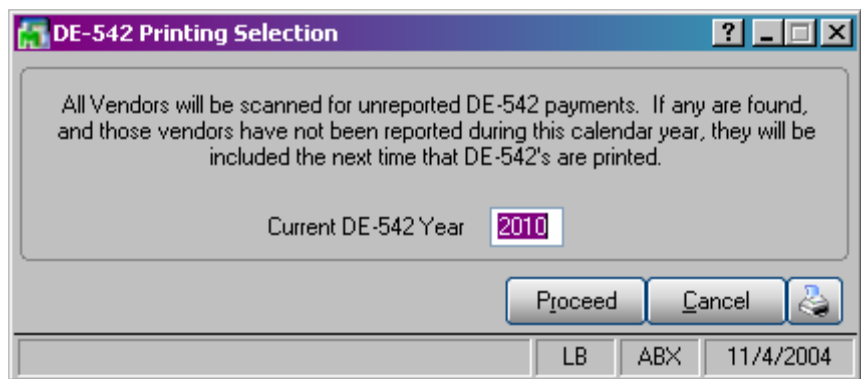
This program prints a list of all selected Contractors, in **Summary** or **Detail** form. The user may elect to list only those Contractors who have been selected for current DE-542 printing. A range of Contractors (Vendors) may also be selected.



DE-542 Selection

When this program is selected from the **DE-542 Menu**, the window shown at right is displayed.

The **Current DE-542 Year** is displayed, and may be changed. It should only be necessary to change this field once, at the beginning of the new calendar year, after all DE-542's from the previous year have been printed.



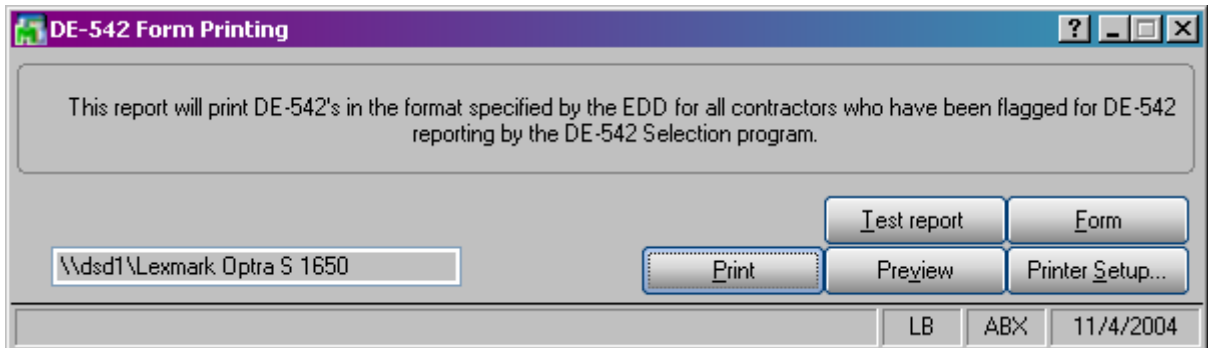
This program scans the current year's total 1099 payments for every type "I" Vendor, and only selects Vendors (Contractors) for printing if their payments to-date have met or exceeded \$600, and only if they have not yet had a DE-542 submittal.

If a Vendor is selected, one of two things happens. If there is an existing Contractor record (from last year), then that record is flagged for printing on the next submittal, the **Last Pmt Date** field in the Contractor record is updated from the same field in Vendor Maintenance, and the total year-to-date payment amount is entered into the **Amount to Report** field in the Contractor record. If there is **not** an existing Contractor record for the Vendor, then one is created using as much Vendor Description and Constant Data as possible.

When the **DE-542 Selection** process has completed, you will be prompted to run the **DE-542 Selection Register**.

DE-542 Form Printing

When selected, this window is displayed:



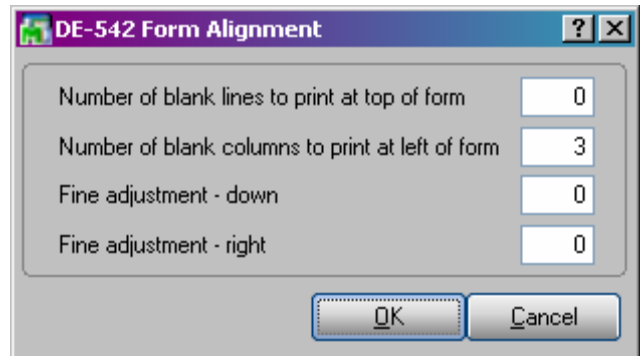
The **Test report** button produces a report containing 25 sample records. This report may be sent to the EDD in order to obtain forms approval from them.

If the **Form** button is pressed, the screen at right is displayed. The first two fields allow the user to adjust the horizontal or vertical position of the form on the page, in order to facilitate forms alignment with a variety of printers.

The **Fine adjustment** fields allow the user to adjust the form down or to the right by less than a full character or full line. The range of values will differ from printer to printer, but it is suggested that you start with a value of 50, and increase it or decrease it, depending on the position of the information on the form. When you are measuring the effect of your new settings, remember that the fine adjustment settings may have a very small effect on the location of the printout on the page. When DSD tested this feature, we found that settings from 40 to 100 were appropriate for graphics printers, and values of 5-10 were appropriate for dot matrix printers.

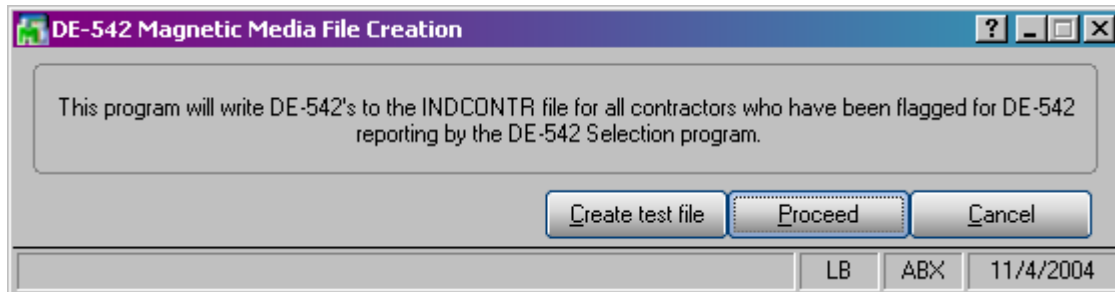
The printed form meets the EDD specifications in every way, and may be faxed or mailed to the EDD. It is recommended that they be mailed, because the faxing process causes distortion that may prevent your data from being scanned properly.

If you have any questions regarding the EDD specifications or procedures, you should contact the EDD at (916) 255-0649.



DE-542 Magnetic File Creation

When selected, this window is displayed:



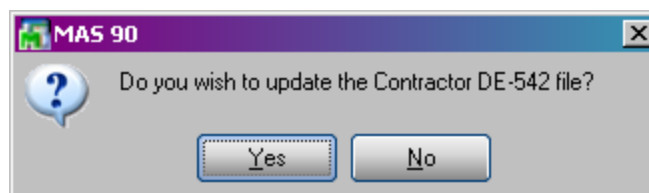
The DE-542 file meets the EDD specifications and should be mailed to the EDD. The **INDCONTR** file contains the DE-542 information, and it is saved in the A/P data subdirectory for your company.

The **Create test file** button allows the user to create a sample file containing 25 records. This file may be sent to the EDD in order to obtain approval from them for magnetic media submissions.

If you have any questions regarding the EDD specifications or procedures, you should contact the EDD at (916) 651-6945.

DE-542 Update

After the DE-542 Form Printing or DE-542 Magnetic Media file Creation programs have completed, the following prompt will be displayed:



If you click **Yes** you will not be able to re-print the current DE-542's. Clicking **Yes** causes the update program to scan all Contractor records. All "Include..." flags are unselected, and the **Date of Last DE-542 Submittal** and **Amount Reported** fields are both updated.

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