DSD Business Systems

MAS 90 Enhancements

MRCO

Magnetic Media Colorado Quarterly Unemployment Reporting

Version 3.71

MAS 90 • MAS 200
Master Developer

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M/R Colorado Quarterly Magnetic Media Reporting User's Manual
Version 3.71
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SECTION A: Introduction

*According to Colorado Department of Labor and Employment all employers reporting 250 or more employees in any calendar quarter are encouraged to file their quarterly wages on magnetic media. Employers with less than 250 employees may elect to use magnetic reporting. This enhancement has been designed to meet this requirement using **MAS 90**.*
To fully explain the process of submitting a test diskette and subsequently filing quarterly on magnetic media, you need to order the **INSTRUCTIONS FOR SUBMITTING QUARTERLY WORKER-WAGE DATA (UITR-24)** publication from CDLE. The telephone number for that office is **1-800-480-8299**. This CDLE publication contains complete instructions on how to submit magnetic media and the required transmittal forms.

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**

MAS 90 Enhancements: **http://www.dsdinc.com/enh**

The Enhancement page contains:

Current Release Schedule
Purchasing Information
Installation Instructions
Product Support
Enhancement Links

MRTX Colorado Mag Media: **http://www.dsdinc.com/mrtx.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

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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 619/683-9900. Fax: 619/683-9975.

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.

Features

The **Colorado Magnetic Media Reporting** modifications for **MAS 90** Magnetic Media allows the user to:

1. Generate magnetic media compliant with the Magnetic Media Information as required by the State of Colorado. This report includes the following data:
   - Employee Name
   - Social Security Number
   - Employer Account Number (EIN)
   - Reporting Period
   - State Quarter Wages Subject to Unemployment Insurance
2. Generate a Magnetic Media summary report, after the creation of the magnetic media file, that reports the information needed to complete the Magnetic Media Transmittal form that must be submitted with the magnetic media.

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SECTION B: Getting Started

- **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.**

Required Levels

MAS 90 Module	Module Required	Required Level
M/R	**Y**	3.71

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 **619-683-9900**.

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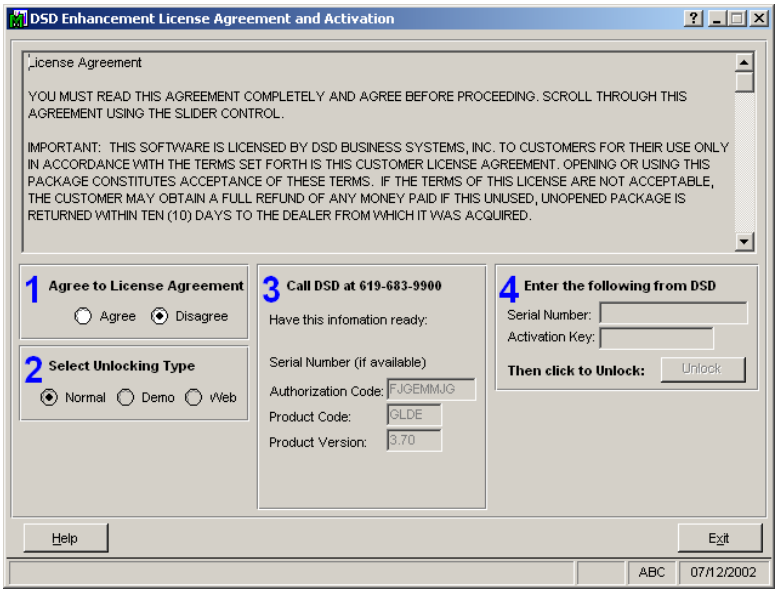
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click 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 Utility Suite window. This is accessed at the bottom of the Library Master Utility menu. In the DSD Utility Suite window, click the* ***DSD Enhancement Control Panel*** *button on the bottom of the window. Then, 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 3.71, all DSD Enhancement products include DSD's Utility Suite menu and DSD's Enhancement Control Panel. The **DSD Utility Suite is accessed from the Library Master Utilities menu**. The **DSD Enhancement Control** Panel is accessed from a **button on the bottom of the DSD Utility Suite window**.

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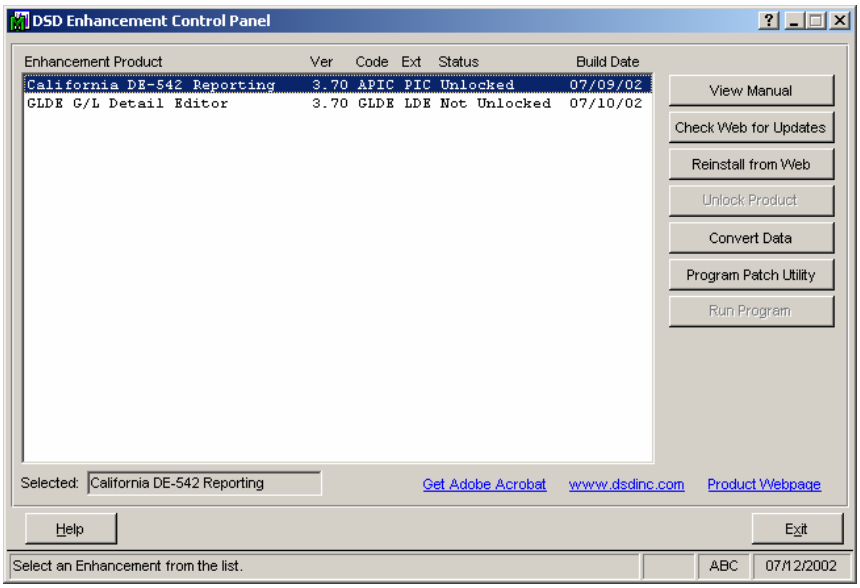
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the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

Reinstall from Web: After a verify dialog, this will automatically download and reinstall the selected Enhancement from the DSD website. *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.

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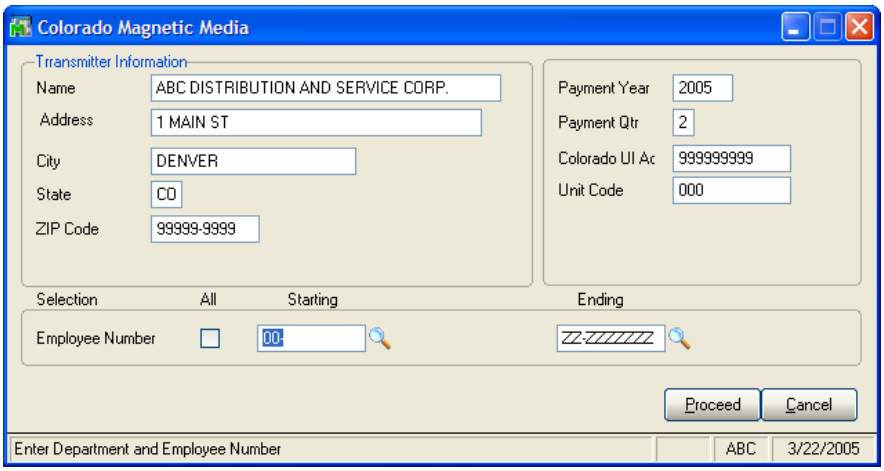
SECTION C: System Operations

Using the Colorado Magnetic Media Reporting Program



The **Colorado Magnetic Media Reporting** enhancement is accessed from the **M/R Main** menu.

Transmitter Name & Address Information: Enter the name and address information for the **company** that is reporting. These fields will default to the information found in Company Maintenance.

Payment Year: Enter the year for which you are reporting.

Payment Qtr: Enter the quarter for which you are reporting. This field will default to the current Payroll quarter.

NOTE: *The Payment Quarter should always be set to the current Payroll quarter.*

Unit Number: (Optional) Use this field to report your business unit number. If reported, this will be shown on the employer charge-back notice. This is a zero filled field.

Colorado UI Acct: Enter your Colorado UI Account number. ***Do not enter dashes.***

Employee Number (Starting): Enter the Starting Employee Number for reporting selection. An **<F2>** list mode is available for this field.

Employee Number (Ending): Enter the Ending Employee Number for reporting selection. An **<F2>** list mode is available for this field.

Summary Report

Once the **"UIWAGE.TXT"** magnetic media file has been transferred to the floppy drive, you will be prompted to print the **Summary Report.** This report displays information summarizing the records on the magnetic media. This summary information will be used to fill out the **Magnetic Media Transmittal Sheet** that is required to be submitted to the State along with the magnetic media. The following is a sample **Summary Report**:

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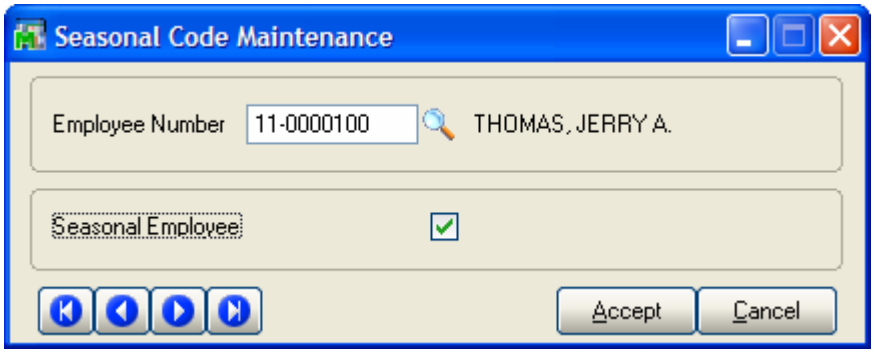
```
RUN DATE: 12/31/99          American Business Futures                    PAGE: 1
SYS DATE: 12/31/99         MAGNETIC MEDIA SUMMARY REPORT           TIME: 12:00 PM


          YEAR:    1996
          QUARTER: 3

          TOTAL QUARTERLY WAGES REPORTED ON MEDIA FILE:            1,217.20
          TOTAL PERSONAL INCOME TAX WITHHELD ON MEDIA FILE:           66.64
          TOTAL NUMBER OF EMPLOYEES REPORTED ON MEDIA FILE:                2
```

Example Summary Report



Seasonal Code Maintenance Utility

A Seasonal Code Maintenance Utility is included to maintain the Seasonal flag on your employees. *NOTE: Your business must have been granted seasonal status by UI Operations.*

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To:	***DSD Business Systems Customer Service***	Fax:	***619/683-9975***
From:	Name:	Phone:	
	Company:	Fax:	
Date:	/ /	# Pgs Including this Page:	
Subject:	Check One: ☐Product Problem	☐Suggestions	
Product:	***MRCO M/R Colorado Mag. Media***	Version:	***3.71***

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