DSD Business Systems

MAS 90 Enhancements

MRCT
Electronic Media
Connecticut Quarterly Unemployment and W2 Annual Reporting

Version 4.30

Sage Software Development Partner GOLD

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M/R Connecticut Quarterly Unemployment & W2 Reporting User's Manual
Version 4.30

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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

M/R Connecticut Quarterly Unemployment & W2 Reporting web sites:

http://www.ctdol.state.ct.us/

http://www.ctdol.state.ct.us/uitax/magnetic.htm

http://www.ctdol.state.ct.us/uitax/ftpFAQ.htm

http://www.ct.gov/drs/lib/drs/publications/pubsip/2008/ip08-17.1.pdf

DSD web site: **http://www.dsdinc.com**

The Enhancement page contains:

Current Release Schedule
Purchasing Information
Installation Instructions
Product Support
Enhancement Links

MRCT M/R Connecticut Quarterly Unemployment & W2 Reporting:
http://www.dsdinc.com/enh/pages/MRCT.htm

The product web page contains:

Product Description
Web Links
Current Product Version Table
Product Installation File Download
Product Manual in Adobe Acrobat Format
Revision History
FAQ

How to Use This Documentation

The DSD Business Systems **Connecticut Quarterly Unemployment & W2 Electronic Media Reporting enhancement ,(MRCT**), has been designed to work in conjunction with the Sage **MAS 90 Electronic**

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Reporting module. Before this software can be used, the **Electronic Reporting** module must be installed. Refer to the **Electronic Reporting** module for that module's installation instructions.

IMPORTANT: *Different Master Developers' enhancements have not been designed to work with each other. If you install two different enhancements on the same* ***MAS 90*** *system, there is a good chance that programming and data file conflicts could lead to serious data integrity problems. Please check with DSD Business Systems if you are contemplating the installation of more than one enhancement on your system.*

The conventions used in this documentation are identical to those used in the **MAS 90** application modules. This documentation contains only a description of the **MRCT** modifications. **If you are having difficulty using the Sage program, please refer to that application's manual, or to Sage Product Support.** DSD Business Systems can support or answer questions related to the use of the standard **MAS 90** modules, but only at the DSD Business Systems normal hourly consulting rate.

If you are having difficulties, which you feel are the result of a problem or bug in this software, please contact DSD Business Systems at **858-550-5900**. Our fax number is **858-550-4900**.

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.

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M/R Connecticut Quarterly Unemployment & W2 Reporting Features

The **Connecticut Electronic Reporting** modifications for **MAS 90** Electronic Reporting allows the user to:

1. Generate Electronic Reporting compliant with the Electronic Reporting Information as required by the State of Connecticut. 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 an Electronic Reporting summary report, after the creation of the Electronic Reporting file, which reports the information needed to complete the Electronic Reporting Transmittal form that must be submitted with the Electronic Reporting file
3. Creates state W-2 Electronic Reporting file (separately).

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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.
- Do not install this Enhancement on MAS SQL Systems.

Required Levels

MAS 90 Module	Module Required	Required Level
M/R	Y	4.30

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: Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the MAS90/200 server. Launch the program from Windows Explorer or by selecting Start/Run, then browse for the file in the location you saved it. Follow on-screen instructions.
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*, you can unlock the Enhancement without assistance using

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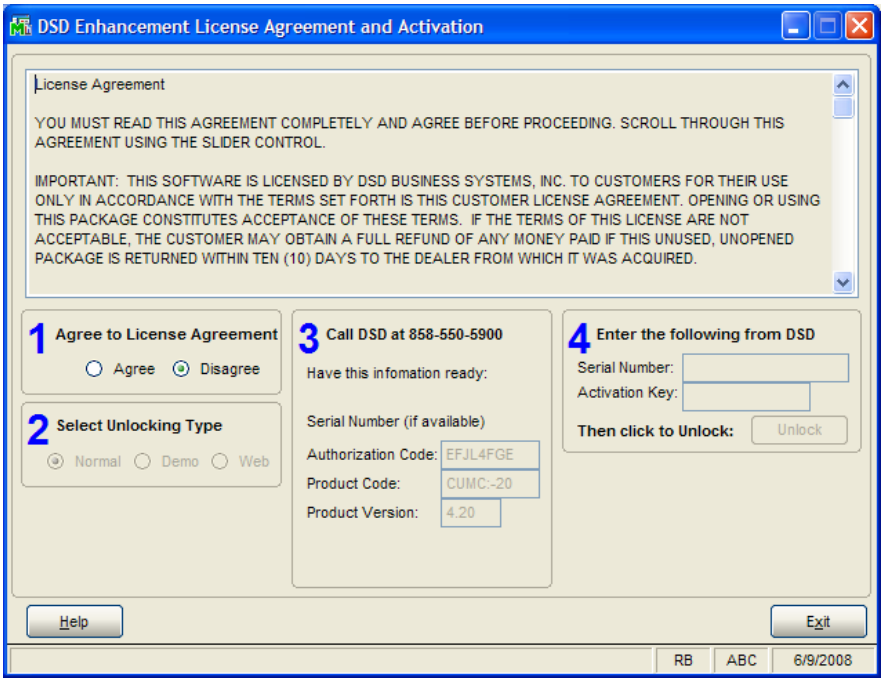
WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *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 a 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*** *found on the Library Master Utilities Menu. 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.*

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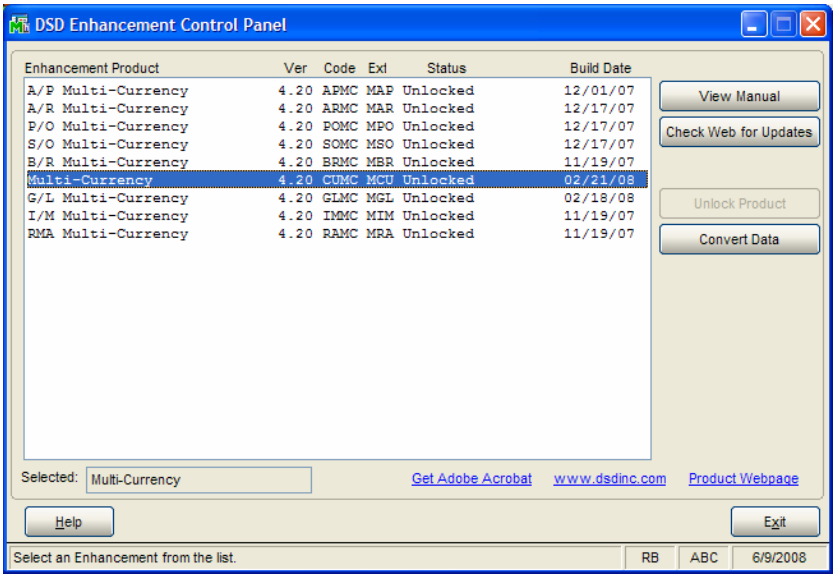
DSD Enhancement Control Panel

Starting with version 3.61, 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 an ftp 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. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.

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

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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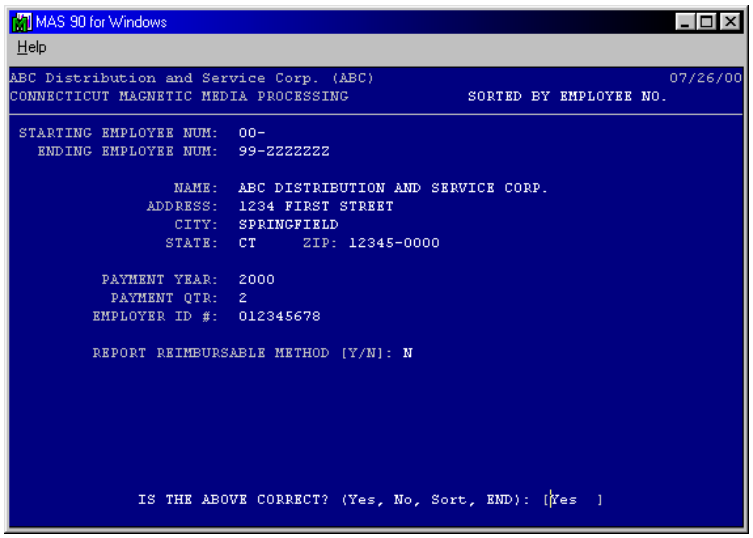
SECTION C: Operations

Before Proceeding

This program must be used before Payroll Period End Processing is performed at the end of a quarter. It is highly recommended that you make a complete back-up of all your Payroll data before closing the quarter. This is necessary because it is possible that you may have to re-submit an Electronic Reporting filing for any number of reasons. You would have to restore a quarter's data before recreating an Electronic Reporting filing diskette.
The Payroll data directory is normally called "PR" plus the three-letter company code and is located below the MAS90 directory. For instance, the ABC company Payroll data directory would called "MAS90/MAS_ABC/PRABC".

Creating a Quarterly Unemployment Mag Media Report



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

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

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.*

EMPLOYER ID #: Enter the Employer Identification code. Enter numbers only, do not use dashes.

REPORT REIMBURABLE METHOD: Defaults to "N". Enter "Y" to file as reimbursable.

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Processing

After the data has been correctly entered, the program will create the Electronic Reporting file, *"WAGEDATA",* in the payroll data directory for the selected company.
The Payroll data directory is normally called "PR" plus the three-letter company code and is located below the MAS90 directory. For instance, the ABC company Payroll data directory would called "MAS90/MAS_ABC/PRABC".

The program will then prompt whether to copy the data file to the diskette drive, if applicable, and whether to print the **Summary Report**. *. If, for any reason, the Electronic Reporting program cannot copy the wage data file to the diskette, you can simply copy the file manually from this directory to the diskette.*

On Unix systems, the program cannot copy the wage data file. Copy it manually.

On NT CS systems, the file is copied to the diskette drive on the server.

Summary Report

Once the **"WAGEDATA"** Electronic Reporting 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 Electronic Reporting file. This summary information will be used to fill out the **Electronic Reporting Transmittal Sheet** that is required to be submitted to the State along with the Electronic Reporting file. The following is a sample **Summary Report**:

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 QTR UNEMP WAGES REPORTED ON MEDIA FILE: 1,217.20
TOTAL QTR GROSS 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

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Creating a State W-2 Mag Media Report

To start the program, select "CT W-2 Mag Media" from the Electronic Reporting menu.

This program operates just like the federal W-2 report.

It creates a file called "CTTAXYY.TXT" (CTTAX followed by the two digit calendar year) in the payroll data directory for the selected company, that is copied to a diskette.

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FAQ

Media Types Accepted

The following types of media are acceptable as a means of submitting Unemployment Compensation Reports: FTP (File Transfer Protocol) & 3 ½" diskettes.

Format Being Used For Quarterly Unemployment Reporting

The file is generated in the state ICESA Wage Record format.

The name of the file produced for the quarterly unemployment wage report is "WAGEDATA". This file is located in the company's **Payroll data folder**.

FTP submitters only: It is imperative that you re-name the file you submit via FTP as follows: start with the quarter (1, 2, 3 or 4) and a two digit year (e.g., 01 for 2001) followed by a letter identifying this as a first, second or third submission for that quarter (e.g. an A designates a first submission) followed by the employer's registration. Thus a file named "101A9999999" would designate the first submission (A) of the 1st quarter 2001 data (101) for employer 99-999-99 (9999999.) If you FTP a file not properly named as instructed, there is always a danger that it would be overlaid.

See Connecticut's web site for instruction: http://www.ctdol.state.ct.us/uitax/magnetic.htm

Format Being Used For W-2

The file is generated in the Connecticut MMREF-1 Wage Record format.

The name of the file produced for the W2 report is "CTTAXYY.TXT", CTTAX followed by the 2 digit calendar year. This file is located in the company's **Payroll data folder**.

Why Unemployment Wages Might be Reported Incorrectly

The most common reason Unemployment Wages for a particular employee are reported incorrectly is that a deduction was not made because an Earnings Code was not set up correctly so a deduction would be made in Unemployment Wages.

The program reports exactly what is contained in **Qtd Wages Subject To Unemployment** field the **Employee's P/R Employee Tax Summary File** record (for technical readers, this is the PR3[9] numeric).

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To correct Unemployment Wages before reporting, use the **Fix** button in **Employee Maintenance** (click the **Tax Summary** button and then the **Fix** button). Supervisor rights are required to access the Fix button.

The Summary Totals are Different Than Another Report

Note that the specification for the Electronic Reporting report differs from the specification for a printed report. For example, employees with negative numbers for wages or zero wages cannot be reported in the Electronic Reporting file according to the specification.

The Quarterly Tax Summary Report may not match the Summary Report due to either the Limit not being applied, deduction codes for Cafeteria plan, or non-taxable wages not being set up properly.

Making Archival Backups of Payroll Data

MAS 90 does not retain summary data from previous quarters. It is good practice to make a permanent copy of a quarter's Payroll data before running Period End Processing. When Period End Processing is run, the total buckets are cleared.

To report from a previous quarter, make a copy of the current Payroll data, restore the Payroll data from the desired quarter, make a report and then restore the current quarter Payroll data.

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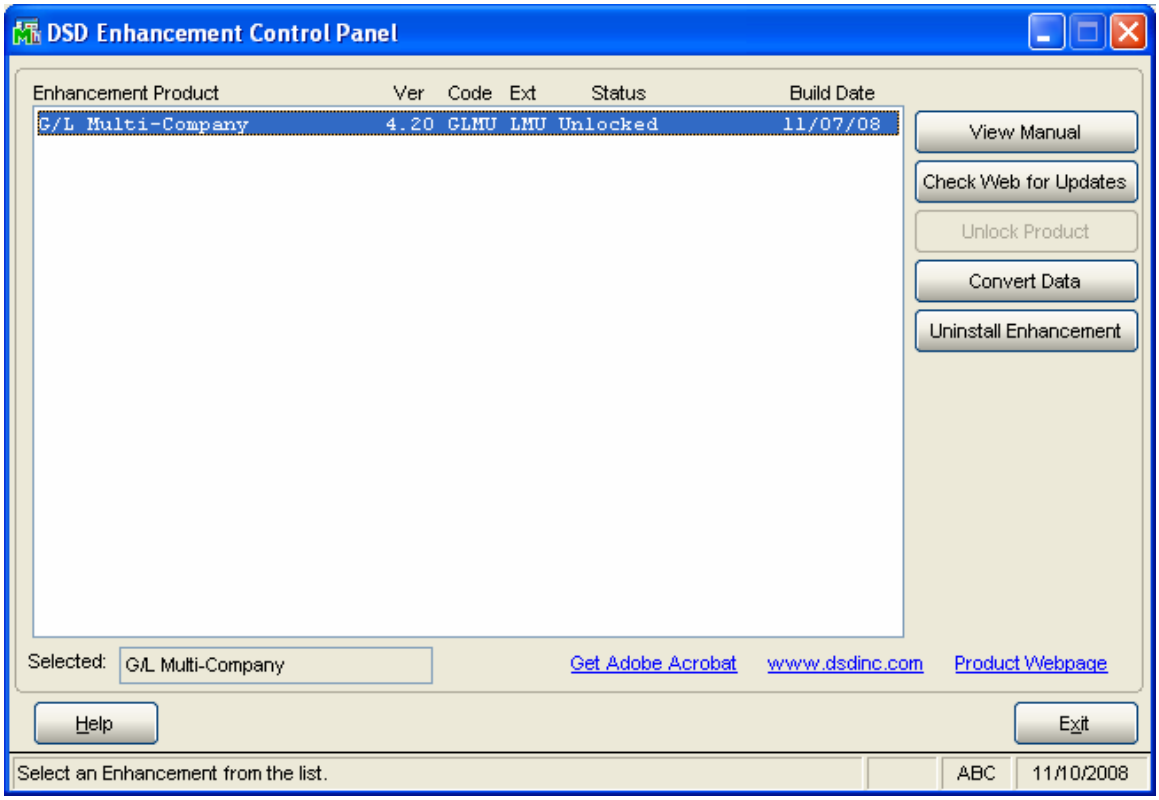
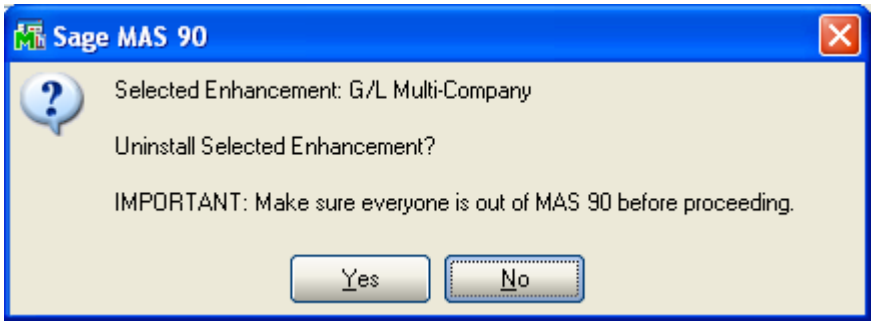
Section D: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.



When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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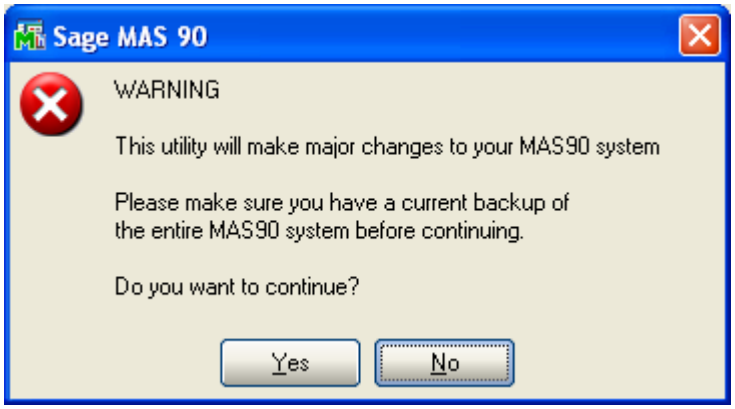
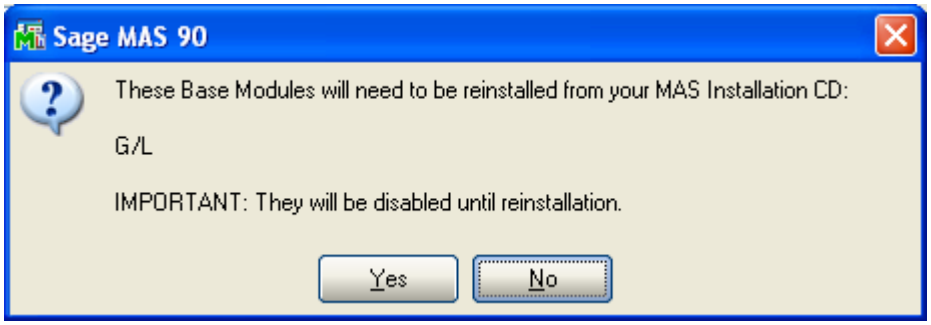
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific MAS 90/200 modules you must reinstall afterwards.



Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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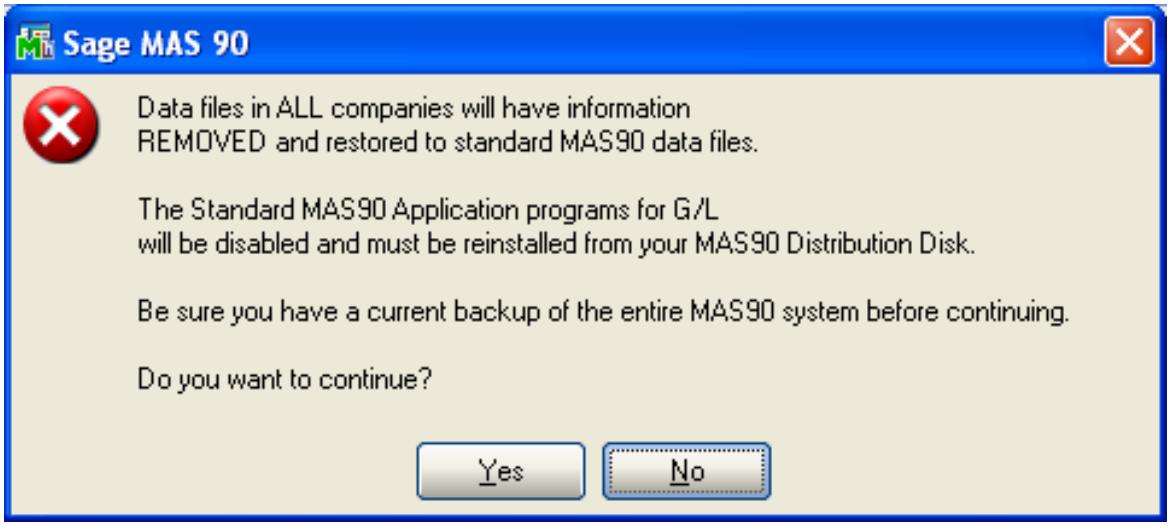
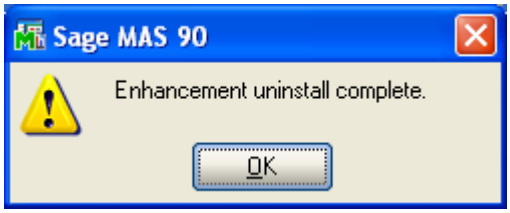
The following message box will appear, displaying the final warning message.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the MAS 90/200 system.



After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).

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