



DSD
BUSINESS SYSTEMS

DSD Business Systems

MAS 90 Enhancements

MRKS
Electronic Media
Kansas Quarterly
Unemployment Reporting

Version 4.20

sage
software

Master Developer

M/R Kansas Quarterly Unemployment Reporting

Information in this document is subject to change without notice.

Copyright 1993-2007, DSD Business Systems All rights reserved.

M/R Kansas Quarterly Unemployment Reporting User's Manual
Version 4.20

5 March, 2009

DSD Business Systems
5120 Shoreham Place
Suite 280
San Diego, CA 92122
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

Trademarks

ProvideX[®] is a Trademark of Sage Software.

Windows is a trademark of Microsoft Corporation.

MAS 90[®] is a registered trademark of Sage Software.

PXPlus[®] is a registered trademark of PVX Plus technologies

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

This documentation and the software described herein, is prepared and published under license. Sage Software has not tested or verified either the software or any representation in this documentation regarding the software. Sage Software does not make any warranty with respect to either this documentation or the software described herein, and specifically disclaims any warranty, express or implied, with respect hereto, including the warranties of fitness for a particular purpose and merchantability.

Table of Contents

SECTION A: INTRODUCTION	6
WEB RESOURCES	6
HOW TO USE THIS DOCUMENTATION	7
SUPPORT	7
M/R KANSAS QUARTERLY UNEMPLOYMENT REPORTING FEATURES	8
SECTION B: GETTING STARTED	9
REQUIRED LEVELS	9
INSTALLATION	9
DSD ENHANCEMENT CONTROL PANEL	ERROR! BOOKMARK NOT DEFINED.
SECTION C: OPERATIONS	12
Before Proceeding	12
USING THE KANSAS ELECTRONIC REPORTING PROGRAM	12
Processing	13
SUMMARY REPORT	13
FAQ	14
Format Being Used For Quarterly Unemployment Reporting	14
Why Unemployment Wages Might be Reported Incorrectly	14
The Summary Totals are Different From Another Report	14
Making Archival Backups of Payroll Data	14
LICENSE AGREEMENT	15
FAX TRANSMITTAL FORM	17

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 Kansas Quarterly Unemployment Reporting web site:

<http://www.dol.ks.gov/UI/QuarterlyWage/QW.html>

<http://www.dol.ks.gov/UI/QuarterlyWage/ElectronicSubmit.html>

<http://www.dol.ks.gov/UI/QuarterlyWage/ElectronicSubmit.html#FileSpec>

<http://www.dol.ks.gov/UI/QuarterlyWage/NASWA.html>

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

The Enhancement page contains:

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

MRKS M/R Kansas Quarterly Unemployment Reporting:

<http://www.dsdinc.com/enh/by-module/magnetic-media-electronic-reporting/mrks.html>

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 **M/R Kansas Quarterly Unemployment Reporting (MRKS)** enhancement has been designed to work in conjunction with the Sage **MAS 90 Electronic 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 **MRKS** 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.

M/R Kansas Quarterly Unemployment Reporting Features

The **Kansas Quarterly Unemployment Reporting** modifications for **MAS 90** Electronic Reporting allows the user to:

1. Generate electronic media compliant with the Electronic Media Information as required by the State of Kansas. 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 Summary report, after the creation of the electronic media file, that reports the information needed to complete the Transmittal form that must be submitted with the electronic media.

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
M/R	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.

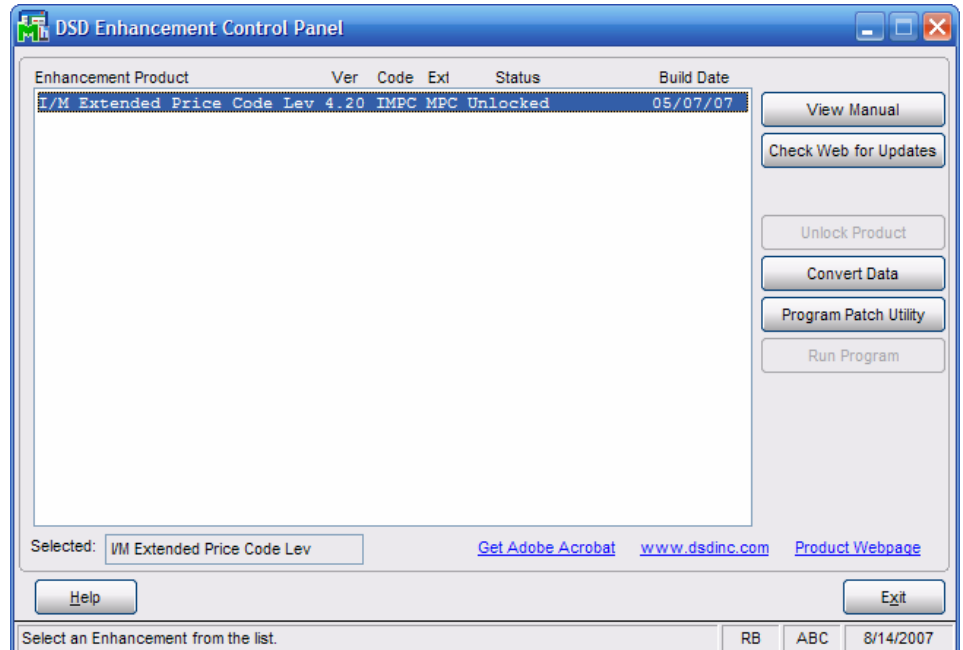
6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program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

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: 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 be called "MAS90/MAS_ABC/PRABC".

Using the Kansas Electronic Reporting Program

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.

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

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

KS EMPLOYER ID #: Enter the 7-digit Kansas State Employer UI Account Number. Enter numbers only, do not use dashes.

COMPANY CONTACT: Name of contact person at submitting company.

CONTACT PHONE NUMBER: Telephone number for company contact.

The screenshot shows the 'Kansas Magnetic Media' application window. It is divided into two main sections: 'Employer Information' and 'Transmitter Information'.
Employer Information:
 Name: ABC DISTRIBUTION AND SERVICE CORP.
 Address: COMPANY ADDRESS
 City: COMPANY CITY
 State: KS
 ZIP Code: 999999999
 Payment Year: 2006
 Payment Qtr: 2
 Employer FEIN: 999999999
 Transmitter FEIN: 999999999
 Kansas UI Acct No.: 9999999
Transmitter Information:
 Name: Transmitter name
 Address: Transmitter Address
 City: Kansas City
 State: KS
 ZIP Code: 999999999
 Contact: Contact Name
 Contact Phone: 999551212 Ext. 683
 Selection: All Starting Ending
 Employee Number: [] [00] [ZZZZZZ]
 Buttons: Proceed, Cancel
 Footer: Enter Department and Employee Number ABC 9/21/2006

Processing

After the data has been correctly entered, the program will create the electronic media file in the payroll data directory. The program will then prompt whether to copy the data file to the diskette drive and whether to print the **Summary Report**.

The output file "**UIWAGE.TXT**" is created in the Payroll data directory

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 be called "MAS90/MAS_ABC/PRABC".

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 electronic media file has been created, 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 **Transmittal Sheet** that is required to be submitted to the State along with the Electronic Reporting. 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 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

FAQ***Format Being Used For Quarterly Unemployment Reporting***

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

The name of the file produced for the quarterly unemployment wage report is "UIWAGE.TXT". 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).

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 From Another Report

Note that the specification for the Electronic Reporting file 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.

License Agreement

IMPORTANT: THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.

1. **LICENSE. DSD BUSINESS SYSTEMS, INC.,** a California corporation as Licensor and owner hereby agrees to grant you as Licensee a non-exclusive license to use the enclosed software subject to the terms and restrictions set forth in this License Agreement. Title in and ownership of all programs and program enhancements or modifications written by DSD Business Systems, Inc. shall remain at all times vested in DSD Business Systems, Inc. The right granted by this Customer License Agreement and your payment of the non-refundable License fee is the right to use the Program in accordance with the terms of this Customer License Agreement. Delivery of a copy of the Program to you is made solely to enable you to exercise this right.
2. **COPYRIGHT.** This Program is copyrighted and all rights are reserved by DSD BUSINESS SYSTEMS, INC. and SAGE, INC. You may not copy or reproduce any part of the Program except to copy the Program for backup purposes. If you make a backup copy you must reproduce and include the copyright notice on it. The distribution of the product is intended for the use of the original Licensee only and for use only on the computer systems specified. Lawful users of this Program are hereby licensed only to read the Program from its medium into the memory of a computer only for the purpose of executing the program.

The documentation is also copyrighted and all rights are reserved. This document may not, in whole or in part, be copied, photocopied, reproduced, translated, transmitted or reduced to any electronic medium of machine readable form without prior consent, in writing, from DSD BUSINESS SYSTEMS, INC.

The Licensee recognizes that DSD BUSINESS SYSTEMS, INC. has expended considerable time, effort and money to develop the licensed Software and Manual and that DSD BUSINESS SYSTEMS, INC. will be substantially damaged by its unauthorized use, sale or distribution. In addition to recovery of all damages and the obtaining of injunctive relief as provided by law, in the event legal action must be taken to enforce this provision, the Licensee will pay DSD BUSINESS SYSTEMS, INC. all reasonable legal fees incurred in enforcing the rights of DSD BUSINESS SYSTEMS, INC. under this provision.

3. **RESTRICTIONS ON USE AND TRANSFER.** The original and any backup copies of the Program and its documentation are to be used only in connection with a single computer or network fileserver. You may physically transfer the Program from one computer to another, provided that the Program is used in connection with only one computer or network fileserver at a time. You may not distribute copies of the Program Documentation to others. The Program is to be used exclusively for business purposes and not for personal, family or household use. YOU MAY NOT USE, COPY, MODIFY, OR TRANSFER THE PROGRAM, IN WHOLE OR IN PART, EXCEPT AS EXPRESSLY PROVIDED FOR IN THIS LICENSE AGREEMENT. IN ADDITION YOU MAY NOT MODIFY, ADAPT, TRANSLATE, REVERSE ENGINEER, DECOMPILE, DISASSEMBLE THE PROGRAM, OR CREATE ANY DERIVATIVE WORK BASED UPON THE PROGRAM.
4. **WARRANTY.** DSD BUSINESS SYSTEMS, INC. software is licensed "as is" with no warranties of any kind, either expressed or implied, other than the following: DSD BUSINESS SYSTEMS will repair any bugs or flaws found in the software. Flaws of a critical nature which affect the basic functionality of the software will be repaired on an "emergency" basis, with a corrected distribution diskette sent via UPS Blue or equal. Flaws of a non-critical or cosmetic nature will be repaired on a timely basis, and a corrected distribution diskette sent via UPS ground or regular mail. All incidental or consequential damages that result from any defect in the software, even if DSD Business Systems, Inc. has been advised of the possibility of such damages will be assumed by you.

5. **LIMITED WARRANTY FOR DISKETTES.** To the original licensee only, DSD BUSINESS SYSTEMS, INC. warrants the magnetic diskette on which the Program is recorded to be free from defects in materials and faulty workmanship under normal use and service for a period of ninety days from the date the Program is delivered. Any implied warranties of merchantability and fitness for a particular purpose are limited in duration to the period of ninety (90) days from the date of delivery. If, during this 90 day period, a defect in the diskette should occur, the diskette may be returned DSD BUSINESS SYSTEMS, INC., 5120 Shoreham Place, Suite 280, San Diego, California, 92122, or to any authorized DSD BUSINESS SYSTEMS, INC. Dealer, and the diskette will be replaced without charge to you, provided that you have previously returned the Warranty Registration Card along with a copy of your sales receipt for the Program.
6. **NO OTHER WARRANTIES.** No dealer or distributor of DSD BUSINESS SYSTEMS, INC. products or any agent of DSD BUSINESS SYSTEMS, INC. is authorized to make any representation of warranty with respect to the Program except those expressly stated in the Customer License Agreement.
7. **LIMITATION OF LIABILITY.** Neither DSD BUSINESS SYSTEMS, INC. nor anyone else who has been involved in the creation, production or delivery of this program shall be liable for any direct, incidental or consequential damages.
8. **TERM.** This license is effective until terminated. You may terminate it at any time by returning the Program and Documentation together with all copies, modifications and merged portions in any form to DSD BUSINESS SYSTEMS, INC. The license will also be terminated by DSD BUSINESS SYSTEMS, INC. immediately and without notice if you fail to comply with any term or condition of this License Agreement.
9. **ACKNOWLEDGMENT.** Your opening this package, use of this program or signature on the warranty registration card acknowledges that you have read this customer license agreement and agree to its terms. You further agree that the license agreement is the complete and exclusive statement of the agreement between yourself and DSD BUSINESS SYSTEMS, INC. and supersedes any proposal or prior agreement, oral or written, and any other communications between yourself and DSD BUSINESS SYSTEMS, INC or dealers and distributors of DSD BUSINESS SYSTEMS, INC products relating to the subject matter of this agreement.
10. **ASSIGNMENT.** You may not sublicense this license or the Program. You may not rent this Program or the use of the Program. You may not transfer this copy of the Program unless the recipient agrees in writing (and a copy of such acceptance is sent to DSD BUSINESS SYSTEMS, INC., 5120 Shoreham Place, Suite 280, San Diego, California, 92122) to accept all of the terms of this Customer License Agreement. Any attempt by you to otherwise rent, sublicense, assign or transfer any of the rights, duties or obligation hereunder is void and may be the cause for immediate termination of the license. DSD BUSINESS SYSTEMS, INC. may assign any of its rights and obligation under this agreement to any party without notice to you.

Fax Transmittal Form

To:	<i>DSD Business Systems Customer Service</i>		Fax:	<i>858/550-4900</i>
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>MRKS M/R Kansas Quarterly Unemployment Reporting</i>		Version:	<i>4.20</i>

This page may be copied