



DSD Business Systems

MAS 90 Enhancements

MRMN

Magnetic Media Minnesota Quarterly Magnetic Media Reporting

Version 4.05



M/R Minnesota Quarterly Magnetic Media Reporting

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M/R Minnesota Quarterly Magnetic Media Reporting User's Manual

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Table of Contents

SECTION A: INTRODUCTION	5
WEB RESOURCES	5
SUPPORT.....	6
FEATURES	6
SECTION B: GETTING STARTED	7
REQUIRED LEVELS	7
INSTALLATION	7
DSD ENHANCEMENT CONTROL PANEL.....	8
SECTION C: SYSTEM OPERATIONS	10
USING THE MINNESOTA MAGNETIC MEDIA REPORTING PROGRAM	10
Before Proceeding	10
Payroll Module.....	10
Data Maintenance and Record Selection.....	11
Processing	11
SUMMARY REPORT.....	12
LICENSE AGREEMENT	13
FAX TRANSMITTAL FORM	15

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 Minnesota Quarterly Unemployment Reporting web sites:

http://www.uimn.org/tax/file_format.htm

http://www.uimn.org/tax/forms/MMREF_format_7-1-2005.pdf

http://www.uimn.org/tax/user-guide/tax_WDR.htm

http://www.uimn.org/tax/user-guide/tax_WDR1-FUM.htm

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

The Enhancement page contains:

Current Release Schedule

Purchasing Information

Installation Instructions

Product Support

Enhancement Links

MRMN M/R Minnesota Quarterly Unemployment Reporting:

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

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 **Minnesota 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 Minnesota. This report includes the following data:
 - ◆ Employee Name
 - ◆ Social Security Number
 - ◆ Employer Account Number (EIN)
 - ◆ Reporting Period
 - ◆ Gross State Quarter Wages
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.
3. Report is in Minnesota EFW2 format.

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	4.05
P/R	N	4.05

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**.

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.

- 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.*

The screenshot shows a software window titled "DSD Enhancement License Agreement and Activation". The window contains the following elements:

- License Agreement:** A text area with the following text: "YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL. 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."
- Step 1: Agree to License Agreement**
 - Radio buttons for "Agree" and "Disagree". "Disagree" is selected.
- Step 2: Select Unlocking Type**
 - Radio buttons for "Normal", "Demo", and "Web". "Normal" is selected.
- Step 3: Call DSD at 619-683-9900**
 - Text: "Have this information ready:"
 - Text: "Serial Number (if available)"
 - Text: "Authorization Code: FJGEMMJG"
 - Text: "Product Code: GLDE"
 - Text: "Product Version: 3.70"
- Step 4: Enter the following from DSD**
 - Text: "Serial Number: [input field]"
 - Text: "Activation Key: [input field]"
 - Text: "Then click to Unlock: [Unlock button]"
- Buttons:** "Help" and "Exit" buttons are located at the bottom of the window.
- Status Bar:** Shows "ABC" and "07/12/2002".

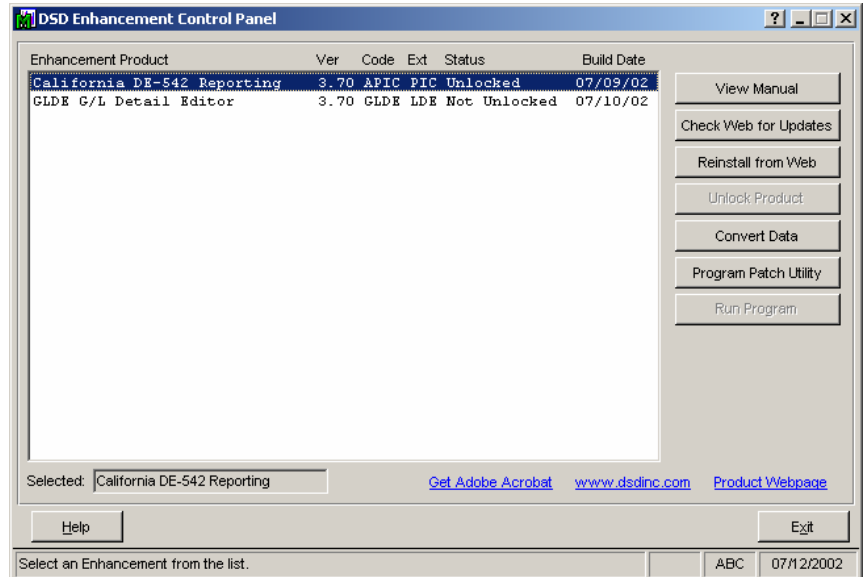
DSD Enhancement Control Panel

Starting with version 4.05, 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**.

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 system 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.

SECTION C: System Operations

Using the Minnesota Magnetic Media Reporting Program

Before Proceeding

Note: Report is generated in Minnesota MMREF-1 format.

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 a magnetic media filing for any number of reasons. You would have to restore a quarter's data before recreating a magnetic media filing diskette.

The Payroll data directory is normally called "PR" plus the three-letter company code and is located in the MAS90 directory. For instance, the ABC company Payroll data directory would be called "MAS90/PRABC".

Payroll Module

As part of the magnetic report, Minnesota requires that officer records reported to be indicated. For this reason, a check-box field **Officer** has been added to the Payroll Employee Masterfile. Check this field for each officer.

The screenshot shows the 'P/R Employee Maintenance' window. At the top, there are fields for Employee No. (11-0000100), Last Name (THOMAS), and First Name (JERRY A.). Below this are three tabs: 1. Main, 2. Wages, and 3. Checks. The 'Main' tab is active. The form contains several sections:

- Sort Field:** THOMAS
- Address:** 4121 W. 35th Street, Apartment 201
- Zip Code:** 53151
- City:** MILWAUKEE, **State:** WI
- Phone No.:** (414) 884-5621
- Birth Date:** 12/25/69
- Hire Date:** 01/15/02, **Comment:** Transfer From Central Warehse
- Term/Inact Date:** (empty), **Comment:** (empty)
- Review Date:** 01/15/02, **Comment:** (empty)
- Soc. Sec. No.:** 986-53-1239
- Marital Status:** Single
- Sex:** Male
- Race Code:** C
- Pension/Profit Sharing:** (unchecked)
- Officer:** (checked)

 On the right side, there are buttons for Earnings..., Deductions..., Tax Summary..., Change Status..., and Re-number... At the bottom, there is an Emergency Information section with Phone No. (414) 531-2399 and Contact (Judy Thomas). Navigation buttons (back, forward, etc.) and 'Accept' and 'Cancel' buttons are at the bottom right. The status bar at the very bottom shows 'ABC' and '04/21/2000'.

Data Maintenance and Record Selection

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.

MN ACCOUNT NUMBER: Enter the Minnesota Employer Account Number as assigned by the MN Dept of Economic Security – no dashes or spaces. Per the MN Specification: *“7-digit serial and 3-digit unit number (no hyphen). If you have been assigned a separate unit number for each location, please make every attempt to file wage detail information under the specific unit number of the location where services are performed.”*

Processing

After the data has been correctly entered, the program will create the magnetic 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**.

Note: *Report is in Minnesota EFW2 format.*

Notes: *The output file “MNNMREF.TXT” is created in the Payroll data directory. If, for any reason, the magnetic media program cannot copy the wage data file to the diskette, you can simply copy the file manually from this directory to the diskette.*

The Payroll data directory is normally called “PR” plus the three-letter company code and is located in the MAS90 directory. For instance, the ABC company Payroll data directory would be called “MAS90/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 "MNMMREF.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**:

```
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

License Agreement

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Fax Transmittal Form

To:	<i>DSD Business Systems Customer Service</i>		Fax:	619/683-9975
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>MRMN M/R Minnesota Mag. Media</i>		Version:	4.05

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