



# **DSD Business Systems**

Sage 100 Enhancements

## **MRCA Electronic Reporting California Quarterly Unemployment Reporting**

Version 5.40



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California Quarterly Unemployment Reporting User's Manual  
Version 5.40

27 February, 2017

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## Section A: Introduction

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This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

### Web Resources

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

California UI Mag Media Reporting website:

[http://www.edd.ca.gov/Payroll\\_Taxes/FAQ - File Your Returns and Reports.htm](http://www.edd.ca.gov/Payroll_Taxes/FAQ_-_File_Your_Returns_and_Reports.htm)

[http://www.edd.ca.gov/pdf\\_pub\\_ctr/de8300.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de8300.pdf)

The Enhancement page contains:

*Current Release Schedule*

*Purchasing Information*

*Installation Instructions*

*Product Support*

*Enhancement Links*

MRCA California Quarterly Unemployment Reporting:

<http://www.dsdinc.com/enhancement/california-quarterly-electronic-reporting-3/>

The product web page contains:

*Product Description*

*Web Links*

*Current Product Version Table*

*Product Installation File Download*

*Product Manual in .pdf Format*

*Revision History*

*FAQ*

### Support

DSD provides product support through Sage 100 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.

### California Quarterly Unemployment Reporting Features

MRCA California Quarterly Unemployment Reporting features:

- Generate electronic media compliant with the California Quarterly Wage Information as required by the state of California. This report includes the following data:

*Employee Name*

*Social Security Number*

*Wage Plan Code*

*Employer Account Number*

*Reporting Period*

*State Quarter Wages Subject to Withholding (PIT Wages)*

*State Quarter Wages Subject to Unemployment Insurance*

*California Personal Income Tax (PIT) Withheld*

- The program is fully graphical.
- No standard Sage 100 programs are modified.
- A developer field is added to the PR1 Employee masterfile for the Wage Plan Code.
- The file that is generated can be copied by the program to a diskette (non client server systems), or copied by the user to a CD-ROM, or submitted electronically
- Generate a Summary Report, after the creation of the media file, which reports the information needed to complete the **EDD Electronic Reporting Transmittal Sheet** that must be submitted with the electronic media. This report also lists the name of the file that has been created and the folder that it was created in.
- Employees with negative wages are not reported (as required by the State of California). Employees that cannot be reported are listed as exceptions in the Summary Report.

## Section B: Getting Started

### CAUTION

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage 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

Sage 100 Module	Module Required	Required Level
P/R	Y	5.40

### Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 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 Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **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 File, Web, Demo and Manual Entry.

**File Unlock:** After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

**Web Unlock:** If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to 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 or email access. Later, you can unlock the product fully, during business hours.*

**Manual Entry Unlock:** If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

**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.*

- Convert Data:** After unlocking, the DSD Conversion Wizard 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 3.61, 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 Sage 100 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.

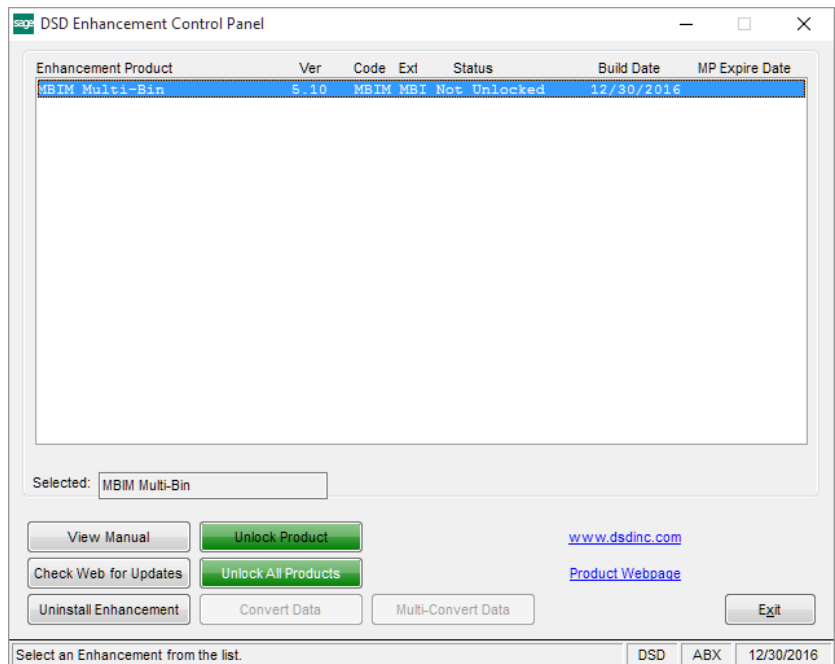
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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 internet connection on the Sage 100 system.*

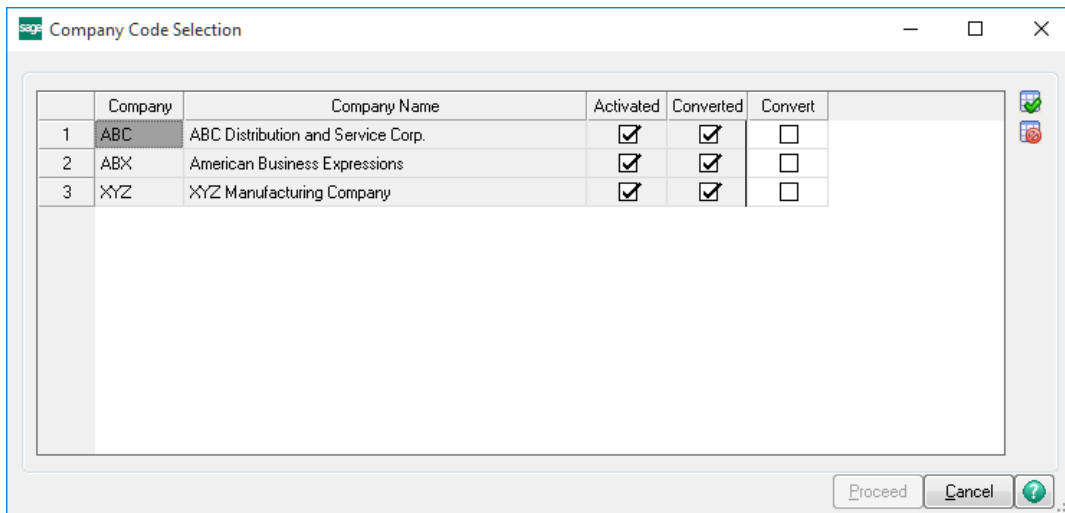
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**Convert Data:** After verification, the selected Enhancement's 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.



**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



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

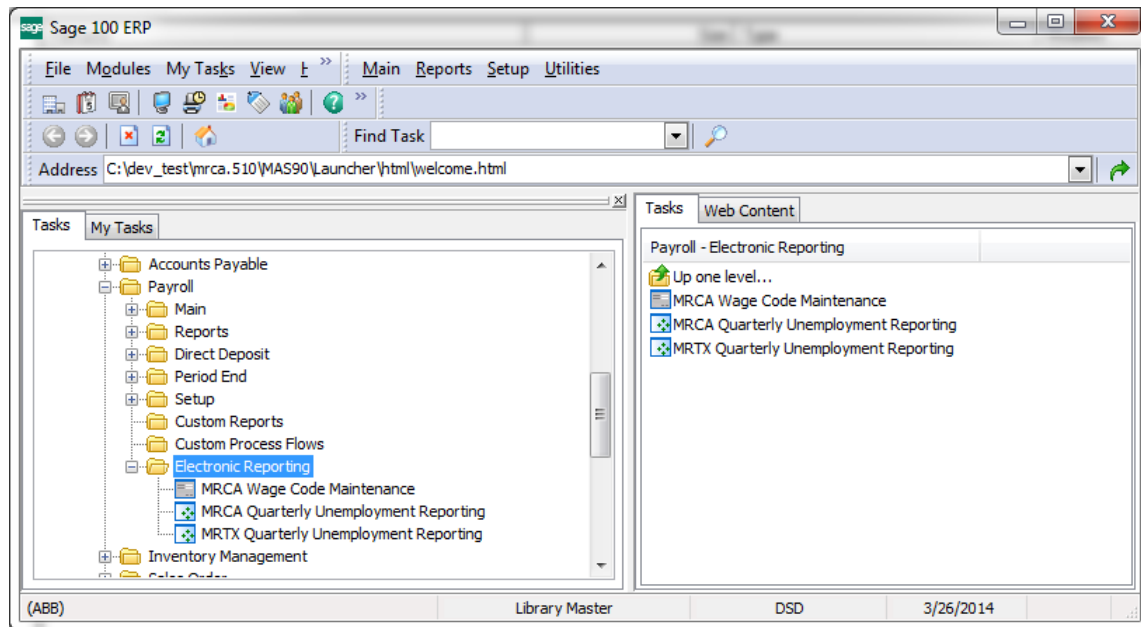
**Get Adobe Acrobat:** Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

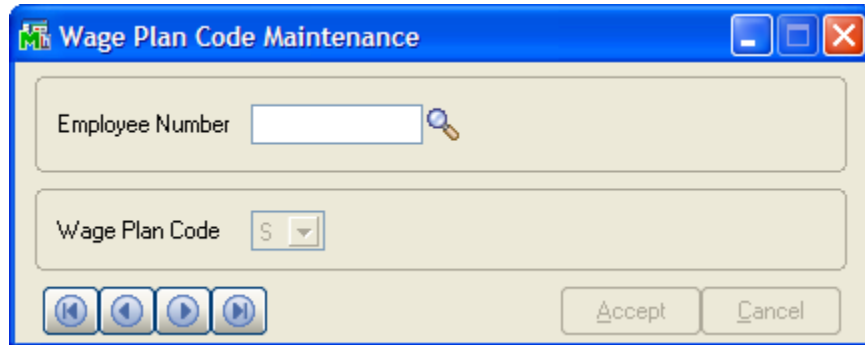
**Uninstall Enhancement** If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

## Section C: Setup

An **Electronic Reporting Menu** has been added to the Payroll module.  
All DSD Electronic Reporting menu items have been added to the **Electronic Reporting Menu**.

See screenshot below.



**Wage Plan Code Maintenance**

The **California Quarterly Electronic Media** enhancement **Wage Plan Code Maintenance** Screen can be accessed from the **Electronic Reporting** menu. Selection of an employee can be done by either lookup or browsing.

A **Wage Plan Code** must be assigned to each employee, as required for reporting.

**Wage Plan Code:** Enter the wage plan that is assigned for the employee. The following are the wage plan codes that may be assigned:

- S** Employee is covered under a State Plan for both Unemployment Insurance and Disability Insurance. (Default)
- U** Employee is covered under a Department approved Voluntary Plan for Disability Insurance and the State Plan for Unemployment Insurance.
- J** Employee is covered under the State Plan for Disability Insurance only (exempt from Unemployment Insurance).
- L** Employee is covered under a Voluntary Plan for Disability Insurance only (exempt from Unemployment Insurance).
- R** Employee claims a Religious Exemption from paying Disability insurance, but is covered under the State Plan for Unemployment Insurance. The employee must file an exemption certificate.
- A** Employee is covered under the State Plan for Unemployment Insurance.
- P** Employee is covered for Personal Income Tax Withholding purposes only.

The most common type of Wage Plan Code is **Type S**, and therefore this is the **default Wage Plan Code** used in the **MRCA** conversion program and when setting up new employees into Payroll.

## Section D: System Operations

### Using the California Quarterly Electronic Media Reporting

California Quarterly Unemployment Electronic Media Reporting is accessible from the Electronic Reporting menu.

California DE-6 Quarterly Unemployment Electronic Media Reporting

Company Name: ABC DISTRIBUTION AND SERVICE CORP.  
 Address: 1234 FIRST STREET  
 City: SAN DIEGO  
 State: CA  
 ZIP Code: 92123

Payment Year: 2006  
 Payment Qtr: 2  
 Federal Employer ID (FEIN): 012345678  
 California UI Acct Number: 01234567

Selection: All  Starting Ending

Employee Number:  00-

Proceed Cancel

Enter the Suffix Code assigned by TFW (use TEST for test) ABC 4/5/2006

**Name and Address Data:** 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 in which you are reporting.

**Payment Qtr:** Enter the quarter in which you are reporting. This field will default to the current Payroll quarter. *The Payment Quarter should always be set to the current Payroll quarter.*

**California State Employer Account Number (SEAN):** Enter SEAN assigned by the California EDD. This is an eight-digit number, with no dashes, spaces or other characters. According to the California specification, this is actually a seven-digit number followed by a check digit. Example: If your employer account number is “123-4567-8”, enter the value “12345678”.

**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.

After entering the data, click the Proceed button. The program will then create the data file after verifying the data entry. Note that the data will be retained for the next time that the program is used.

The program will create a file called **UIWAGE** in the Sage 100 system's Payroll data folder for the selected Company. For example, for the "ABC" Company, the data would be in the **MAS90/MAS\_ABC/PRABC** folder.

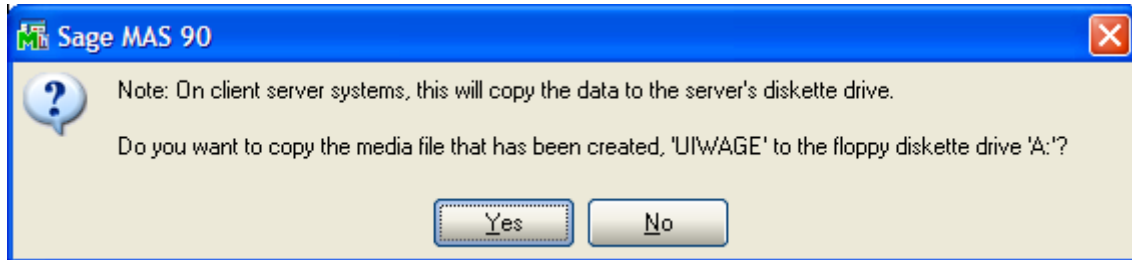
**Note:** In client server systems, the **UIWAGE** file will be created in the **MAS90/HOME** folder.

After creating the **UIWAGE** file, the program will display the following dialog:



Click the OK button to proceed.

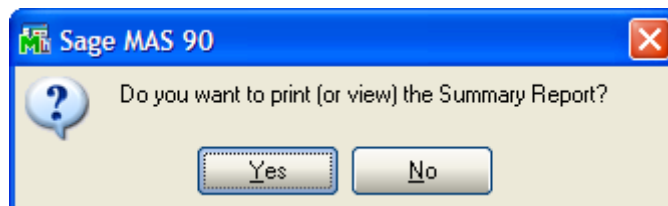
The program will then display this dialog:



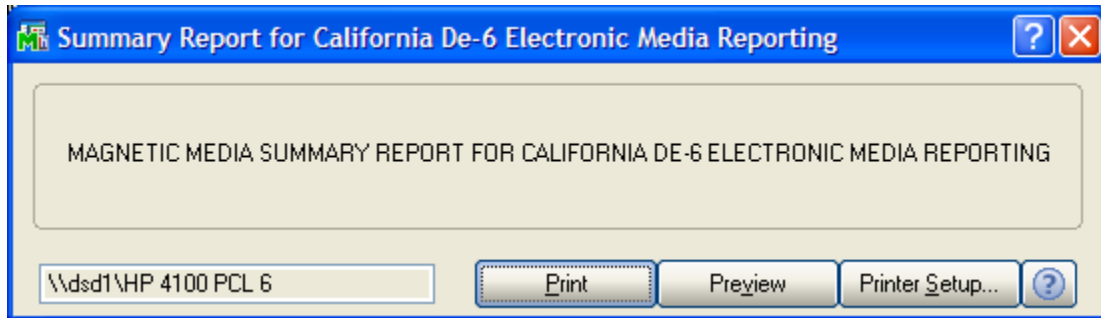
As noted on the dialog, on client server systems, if you click Yes to copy the data file, it will be copied to the diskette drive on the server where Sage 100 hosted.

### Summary Report

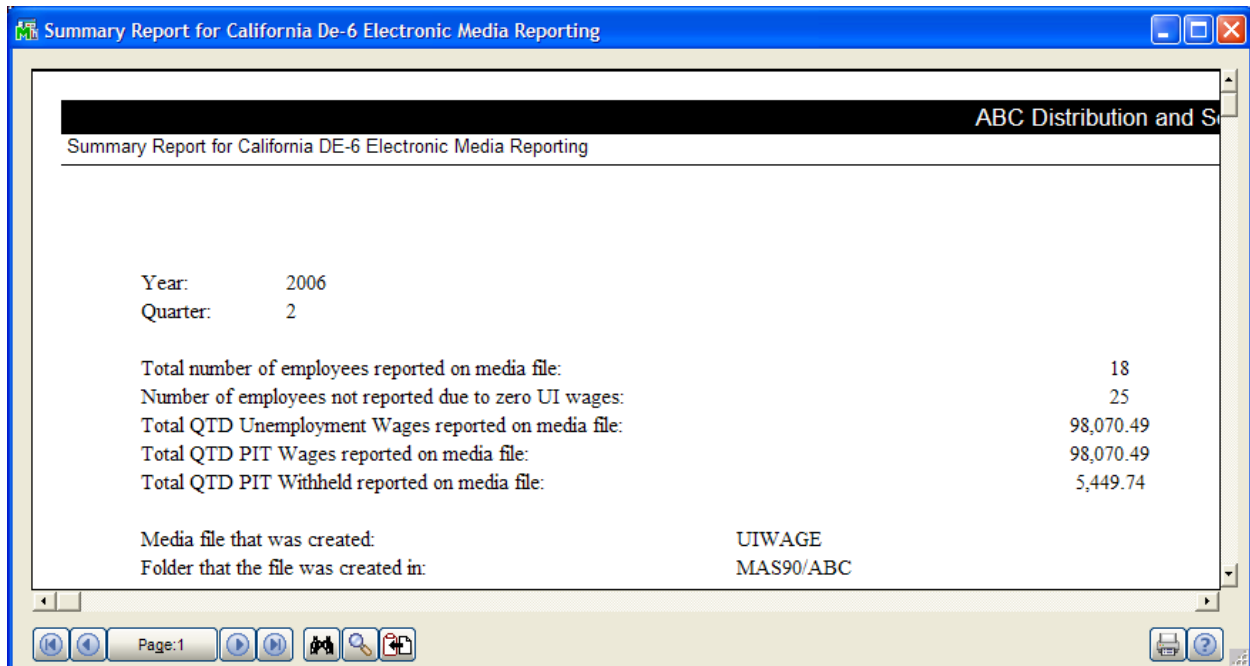
After clicking either the Yes or No button, (and after copying the data if Yes was selected) the following will be displayed (if exceptions are encountered, this dialog will say so in addition to what is displayed below):



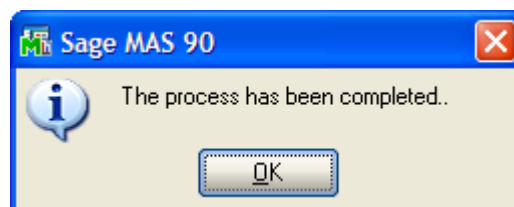
If you click the Yes button, the print dialog will be displayed:



Print or Preview the summary report, if desired. If exceptions are encountered, they will be listed on this report (none shown in example). Exceptions include employees with negative wages (cannot be reported per the specification) or employees whose wages would exceed the length of the field in the report file.



After (optionally) printing the Summary Report, the program will signal completion with the following dialog:



Clicking OK will complete the operation.

**FAQ*****Acceptable Media***

Reports can be submitted electronically or on either CD-ROM in CD-R format or on 3.5" diskette. Reports may not be submitted on CD-RW format.

***For electronic filing information, see:***

<https://eddservices.edd.ca.gov/index.html>

***Format Being Used***

DSD's MRCA California Electronic media program produces an electronic report in the **Comma Separated Values** format.

***File that is Created***

The name of the file produced by MRCA is **UIWAGE.CSV**.

The program will create a file called **UIWAGE.CSV** in the MAS 90 system's Payroll data folder for the selected Company. For example, for the "ABC" Company, the data would be in the **MAS90/MAS\_ABC/PRABC** folder.

**Note:** *In client sever systems, the UIWAGE.CSV file will be created in the MAS90/HOME 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 MRCA 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 Electronic Media Summary Totals are Different From Another Report***

Note that the specification for the electronic media 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 media file according to the specification.

The Quarterly Tax Summary Report may not match the Electronic Media 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***

Sage 100 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.

### ***First Name Field***

California requires that data in the first name field consist of the first name (only) not an initial and no middle or second name. The MRCA program examines the First Name field for the employee and extracts only the first word (everything up to a blank space or the end of the field).

It is important that the First name be present in Employee Maintenance, for every employee being reported.

### ***Unemployment Wages Reported***

Taxable limits are not applied to unemployment wages reported.

For technical readers, this is reported in positions 64-77 (State Quarterly Unemployment Insurance Total Wages) in the generated file.

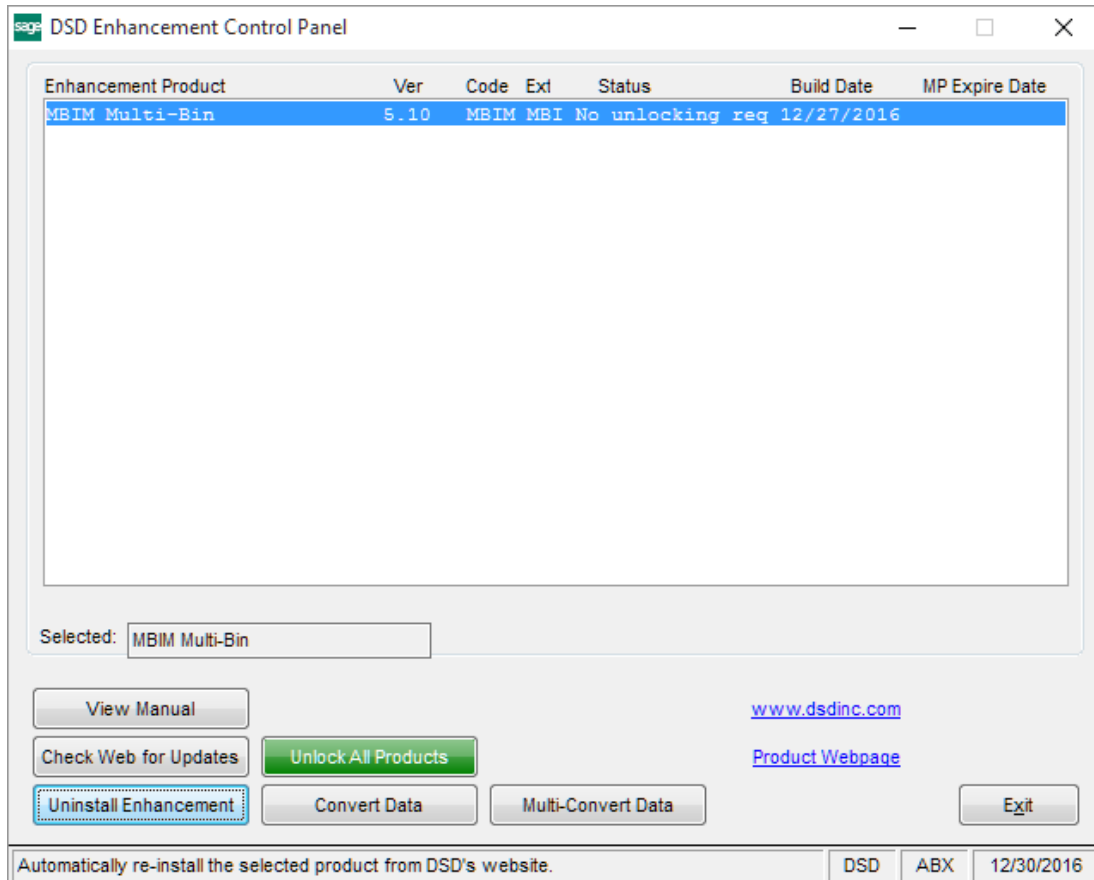
Quoted from the Electronic Reporting Guide For Quarterly Wage And Withholding Reporting Program specification (Page 20, DE 8300 Rev. 4 8-05):

“NUMERIC CHARACTERS ONLY. Enter the amount of employee's quarterly wages paid during the period that are subject to UI/SDI taxes. Taxable limitations do not apply. For example, Employee A makes \$40,000 a year, \$10,000 a quarter. 00000001000000 should be entered in this field each quarter. Include dollars and cents. Right justify and zero fill.”

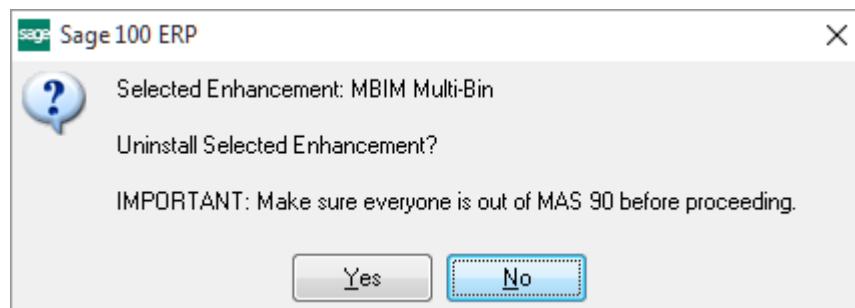
Note that the program will list employees that cannot be reported due to negative wages are exceptions in the Summary Report.

## Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

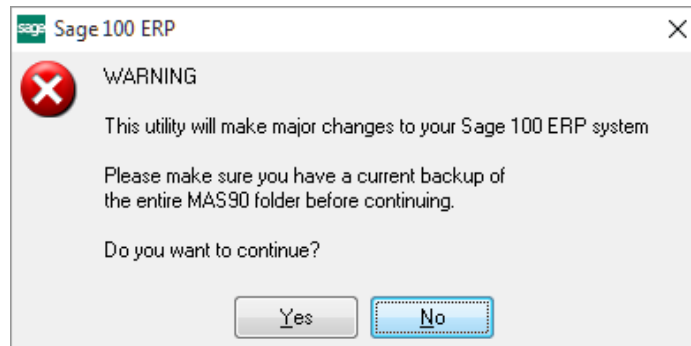


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



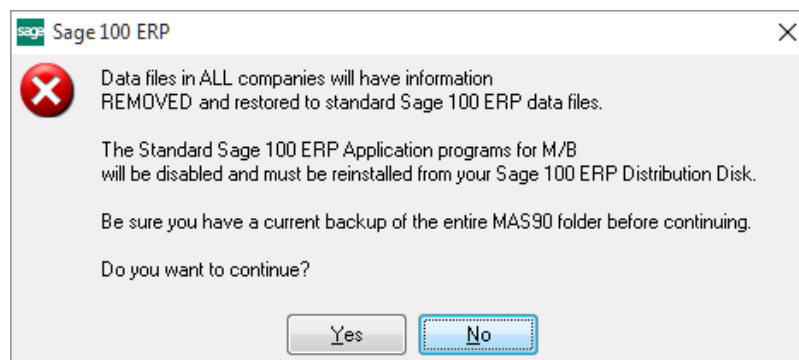
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

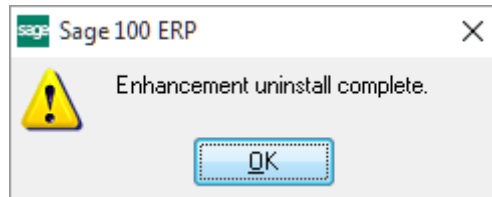
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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 Sage 100 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 Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).