



# **DSD Business Systems**

**Sage 100 Enhancements**

**MRCO**

**Colorado Quarterly Electronic Reporting**

**Version 7.10**



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MRCO Quarterly Electronic Reporting User's Manual  
Version 7.10

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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>

The Enhancement page contains:

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

MRCO Quarterly Electronic Reporting:

<https://development.dsdinc.com/enhancement/Colorado-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 remotely or by some other to duplicate the system.

### ***MRCO Quarterly Electronic Reporting Features***

MRCO Colorado Quarterly Unemployment Reporting features:

- Generate electronic media compliant with the Colorado Quarterly Wage 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
- A Summary Report can be printed or previewed, prior to creation of the media file.

## Section B: Getting Started



• 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               | 7.10 / 2.xx Payroll |

### 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.)*



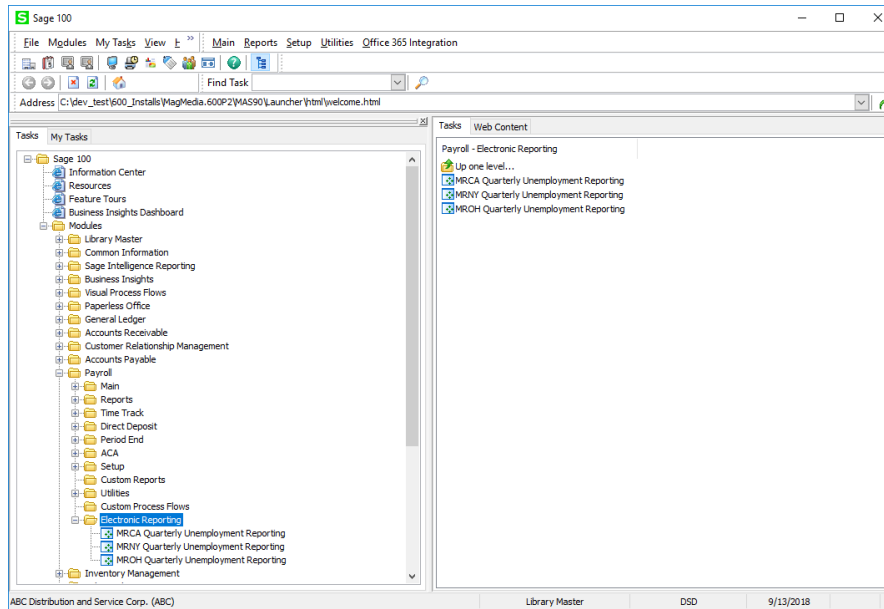
**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**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.



## Section D: System Operations

### Using the Colorado Quarterly Electronic Media Reporting

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

 MRCO Colorado Unemployment Reporting (ABC) 4/29/2020

**Company Settings**

Company Name

ABC Distribution and Service Corp.

Address

8787 Complex Dr.

ZIP Code

92123

City

San Diego

State

CA

Federal Employer ID

312311112

Save

**State Settings**

State UI Acct No

556753212

More..

**Export Settings**

Sort Export By

Employee Number

Export File Directory

C:\Colorado

Export File Name

UWAGE

Payment Year

2020

Payment Quarter

2

**Selections**

| Select Field       | Operand | Value |
|--------------------|---------|-------|
| Employee Number    | All     |       |
| Employee Last Name | All     |       |
| Sort Field         | All     |       |

Bullzip PDF Printer

Keep Window Open After

Print

☐

Preview

☐

Print

Preview

Setup

**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.

**Federal Employer ID:** Enter the FEIN number for the Company Code.

**State UI Acct No:** Enter the State Unemployment Account Number assigned to the Company by the State of Colorado. **NOTE: Do not enter dashes.**

**Sort Export By:** Select the sort method for employee records printed on the Summary Report, and exported to the CSV file. The options include:

- Employee Number
- Employee Name
- Employee Sort Field
- Social Security Number

**Export File Directory:** Select the directory for the export file to be exported to.

**Export File Name:** Enter the File name to be created. The default is UIWAGE.wdf.

### **More Button – State-Specific information**

Colorado Quarterly Unemployment Electronic Media Reporting has three additional fields, accessible by selecting the **More** Button.

The screenshot shows a dialog box titled "Colorado Unemployment Report" with a close button (X) in the top right corner. The dialog contains two main sections. The first section, labeled "Contact", includes three input fields: "Name" (containing "Ashley Unger"), "Phone" (containing "8585505900"), and "Ext" (containing "111"). Below these is a single-line input field for "EMail" (containing "AshleyU@dsdinc.com"). The second section, labeled "Unit Div Location / Plant Code", has a single input field containing the value "13". An "OK" button is located at the bottom right of the dialog.

## Report and Export

After entering the data, select the Print or Preview button to generate the Summary Report:

The screenshot shows a window titled "Summary Report for Colorado Electronic Media Reporting". The window contains the following information:

**Summary Report for Colorado Electronic Media Reporting**  
Sorted by Employee Number  
Calendar Year 2020 Quarter 2  
Export Directory: C:\Colorado  
Export File Name: UIWAGE.WDF

**ABC Distribution and Service Corp. (ABC)**

|                       |                                    |        |     |
|-----------------------|------------------------------------|--------|-----|
| Company Name:         | ABC Distribution and Service Corp. |        |     |
| Address:              | 8787 Complex Dr.                   |        |     |
| City:                 | San Diego                          | State: | CA  |
| Zip Code:             | 92123                              |        |     |
| State Account Number: | 556753212                          |        |     |
| Contact Name:         | Ashley Unger                       |        |     |
| Contact Phone:        | 8585505900                         | Ext:   | 111 |
| Contact Email:        | AshleyU@dsdinc.com                 |        |     |

| Employee                    | Social Security No | GrossWages |
|-----------------------------|--------------------|------------|
| 11-0000100 THOMAS, JERRY A. | 986-53-1239        | 554.00     |

Report Total: 554.00

Total Number of Employees Reported: 1

Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

After closing the Summary Report, the user is prompted:

The screenshot shows a dialog box titled "Sage 100" with a question mark icon. The text inside the dialog box is: "Do you want to export the MRCO Colorado Unemployment Report information now?". There are two buttons at the bottom: "Yes" and "No".

Select **Yes** to create the Electronic Reporting file.

Select **No** to exit.

## 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.

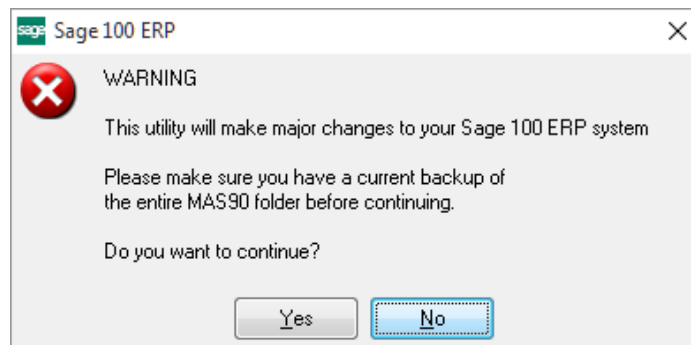


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

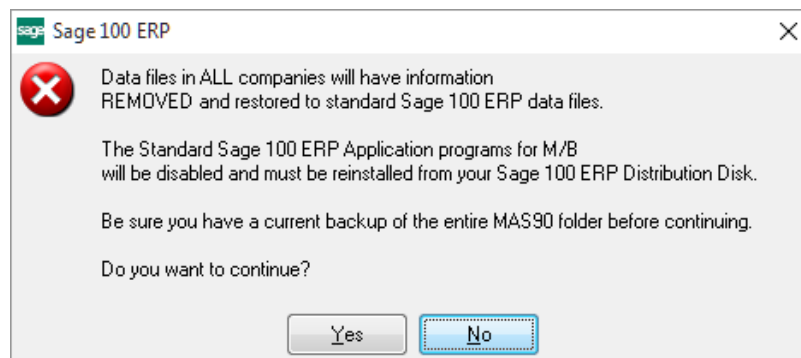
**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

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).