



DSD
BUSINESS SYSTEMS

DSD Business Systems

Sage 100 Enhancements

MRCT Electronic Reporting Connecticut Quarterly Unemployment and W-2 Reporting

Version 5.30



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Connecticut Quarterly Unemployment & W-2 Reporting User's Manual
Version 5.30

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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

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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 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

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/cwp/view.asp?a=1509&q=271146#IP201312>

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

The Enhancement page contains:

Current Release Schedule

Purchasing Information

Installation Instructions

Product Support

Enhancement Links

MRCT Connecticut Quarterly Unemployment & W-2 Reporting:

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

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

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 100 **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 Sage 100 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 Sage 100 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 Sage 100 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 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.

Connecticut Quarterly Unemployment & W-2 Reporting Features

The **Connecticut Electronic Reporting** modifications for Sage 100 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).

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
M/R	Y	5.30

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.

7. **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 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.

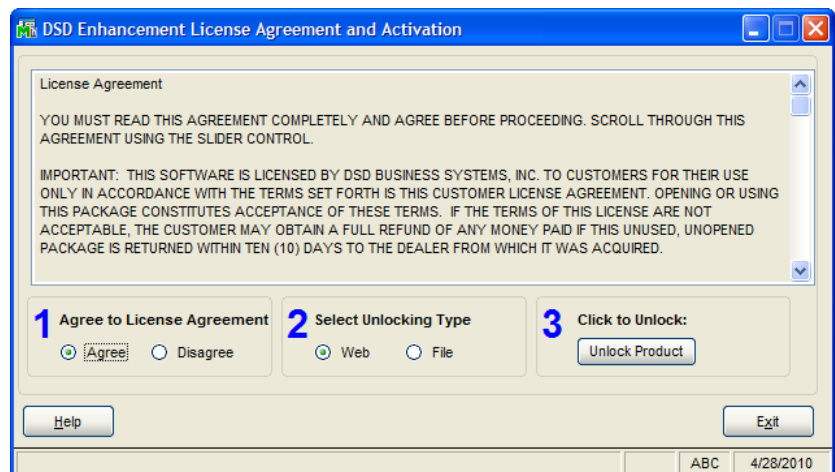
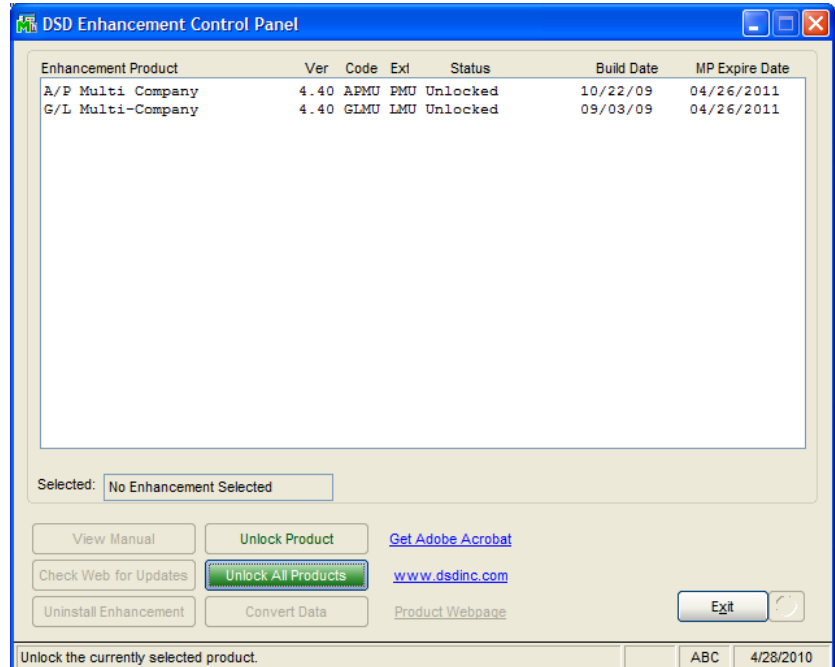
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired 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 ftp web 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.*

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 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 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.

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".

Creating a Quarterly Unemployment Mag Media Report

Connecticut Quarterly Unemployment Electronic Media Reporting is accessible from the Payroll / Electronic Reporting menu.

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.

MAS 90 for Windows

Help

ABC Distribution and Service Corp. (ABC) 07/26/00

CONNECTICUT MAGNETIC MEDIA PROCESSING SORTED BY EMPLOYEE NO.

STARTING EMPLOYEE NUM: 00-
ENDING EMPLOYEE NUM: 99-2222222

NAME: ABC DISTRIBUTION AND SERVICE CORP.
ADDRESS: 1234 FIRST STREET
CITY: SPRINGFIELD
STATE: CT ZIP: 12345-0000

PAYMENT YEAR: 2000
PAYMENT QTR: 2
EMPLOYER ID #: 012345678

REPORT REIMBURSABLE METHOD [Y/N]: N

IS THE ABOVE CORRECT? (Yes, No, Sort, END): [Yes]

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 be 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
INCOME TAX WITHHELD ON MEDIA FILE: 66.64		TOTAL PERSONAL
TOTAL NUMBER OF EMPLOYEES REPORTED ON MEDIA FILE:		2

Example Summary Report

Creating a State W-2 Mag Media Report

Connecticut State W2 Reporting is accessible from the **Payroll / Electronic Reporting** menu.

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.

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).

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.

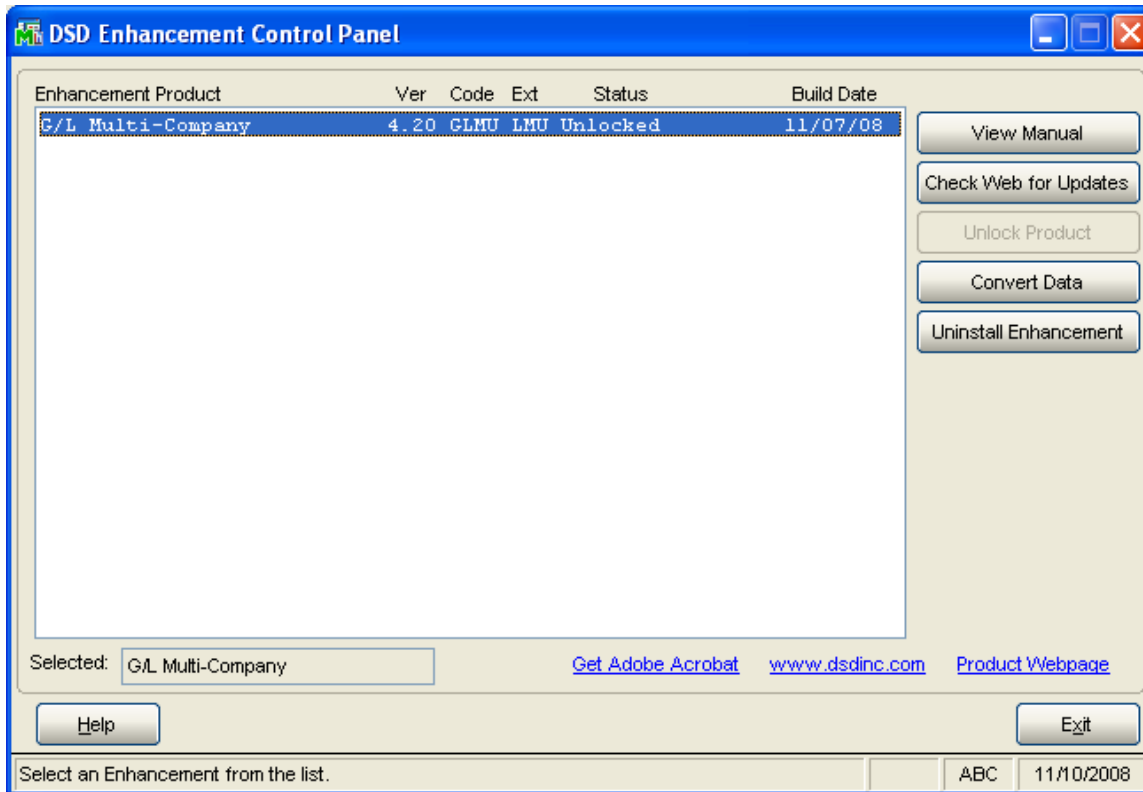
Making Archival Backups of Payroll Data

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.

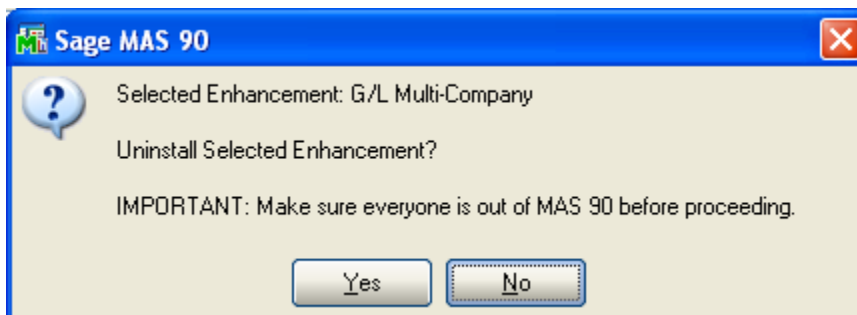
To report from a previous quarter, make a copy of the current Payroll data, restore the Payroll data from the desired quarter, make a report and then restore the current quarter Payroll data.

Section D: 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.

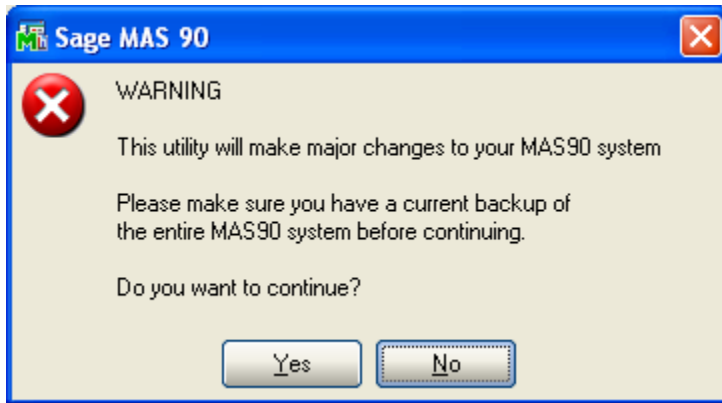


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

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.

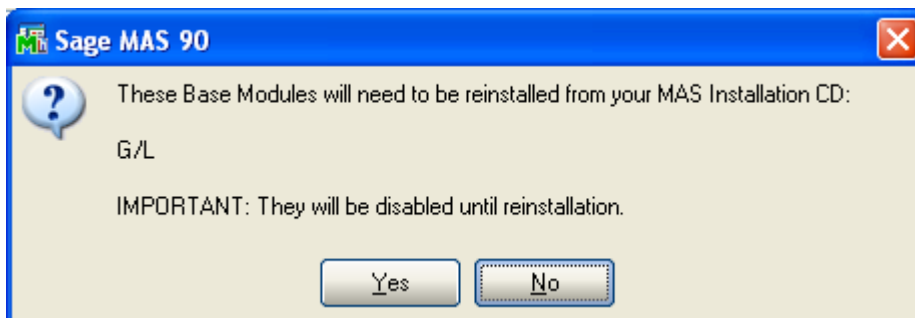


Select **No** to exit the Uninstall Process.

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 Sage 100 Service Packs / Updates, if applicable.

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



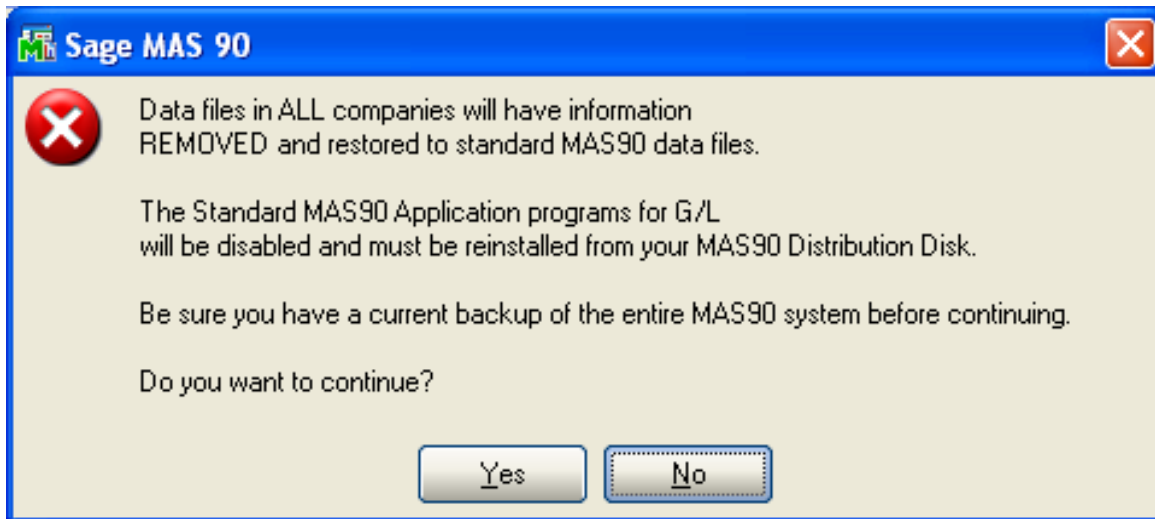
Select **No** to exit the Uninstall Process.

Select **Yes** to continue with the Uninstall Process.

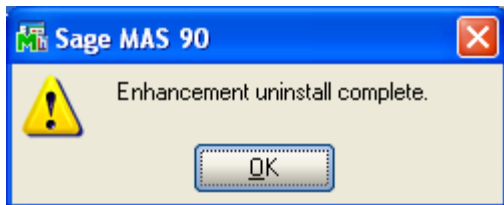
The following message box will appear, displaying the final warning message.

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).

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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: ☐ Product Problem ☐ Suggestions			
Product:	<i>MRCT Connecticut Quarterly Unemployment & W-2 Reporting</i>		Version:	<i>5.30</i>

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