DSD Business Systems

Sage 100 Enhancements

MRPA
Electronic Reporting
Pennsylvania Quarterly Unemployment and W-2 Reporting

Version 5.40

Information in this document is subject to change without notice.

Pennsylvania Quarterly Unemployment & W-2 Reporting User's Manual
Version 5.40

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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 Pennsylvania Quarterly Unemployment Reporting web sites:

http://www.portal.state.pa.us/portal/server.pt/community/uc_tax_information/14667/how_to_file/599132

http://www.portal.state.pa.us/portal/server.pt?open=514&objID=552138&mode=2

http://www.portal.state.pa.us/portal/server.pt?open=514&objID=599794&mode=2

There is also a tutorial available to explain uploading the file via the Internet:
https://www.uctides.state.pa.us/eTax/Documents/UC-Tides_PAUC-2A_SSA_Upload_Specifications_and_Tutorial.pdf

W-2s:

http://www.etides.state.pa.us/Upload_File_Specs.asp

http://www.portal.state.pa.us/portal/server.pt/community/employer_withholding/14495/mmref-1_code_records_layout/581035

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

The Enhancement page contains:

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

MRPA Pennsylvania Quarterly Unemployment & W-2 Reporting:

http://www.dsdinc.com/enh/by-module/magnetic-media-electronic-reporting/mrpa.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 **M/R Pennsylvania Quarterly Unemployment Reporting** (MRPA) enhancement 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 **MRPA** 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.

Pennsylvania Quarterly Unemployment & W-2 Reporting Features

The M/R **Pennsylvania Quarterly Unemployment Reporting** modifications for Sage 100 Electronic Reporting allows the user to:

1. Generate electronic media compliant with the Electronic Reporting Information as required by the State of Pennsylvania. 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.

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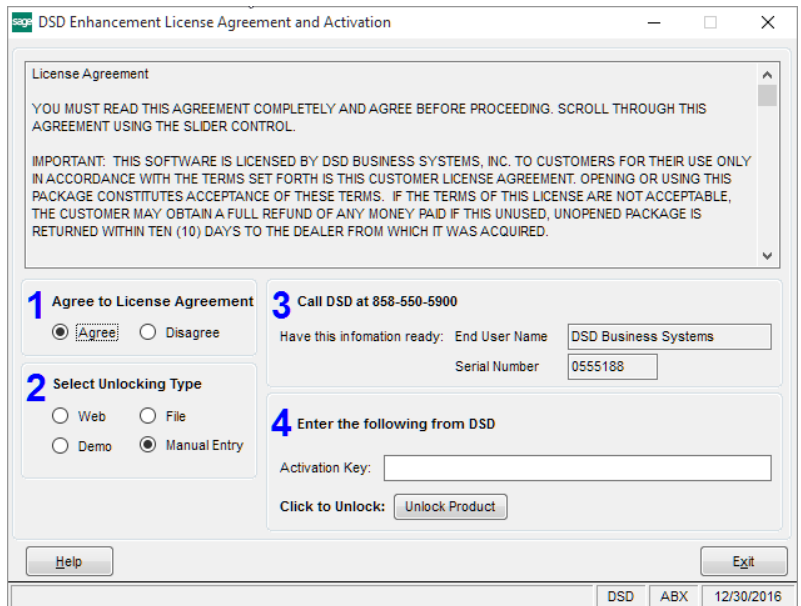
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

*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.*

7. **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.*
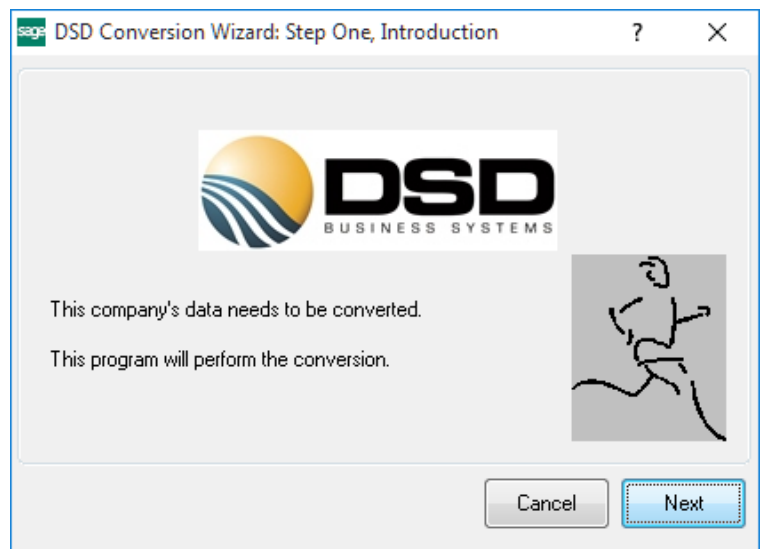
DSD Enhancement Control Panel

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.
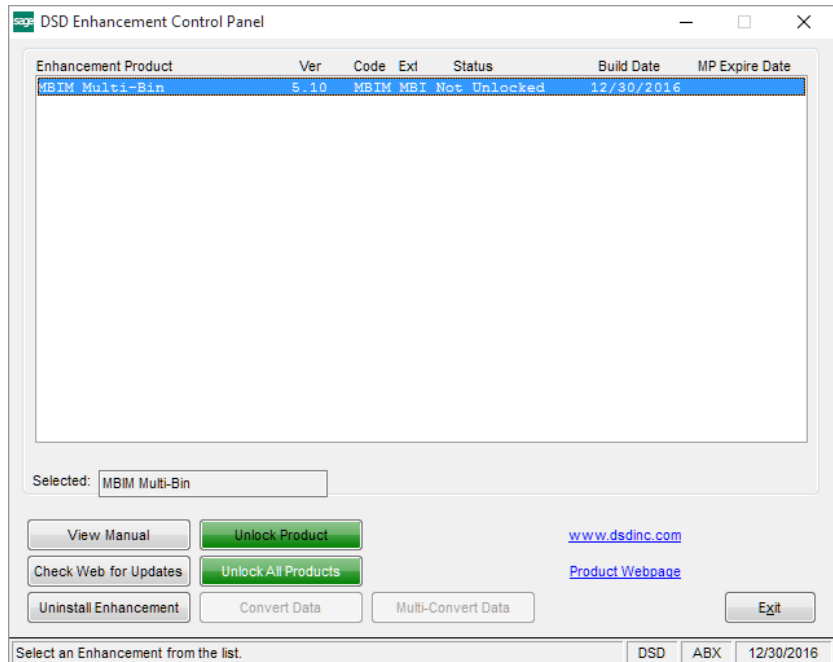
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*
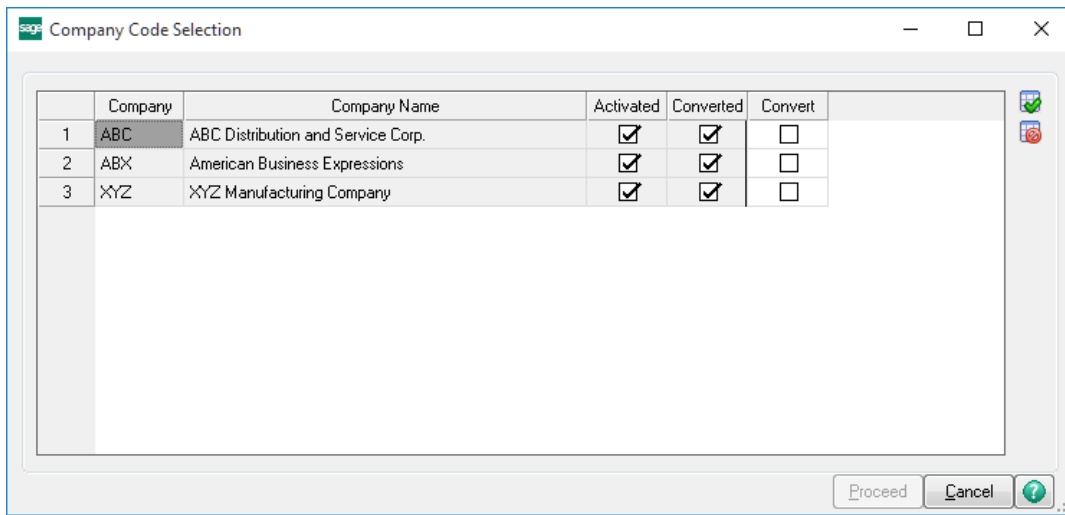
Help: The Help button, located at the bottom right of the window, opens an HTML help file.

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: Operations

Using the Pennsylvania Electronic Reporting Program

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

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 called "MAS90/MAS_ABC/PRABC".

Data Maintenance and Record Selection

The **Pennsylvania Quarterly Electronic Reporting** enhancement can be accessed 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.

Figure 1: Selection Screen 2

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 enter spaces or dashes.
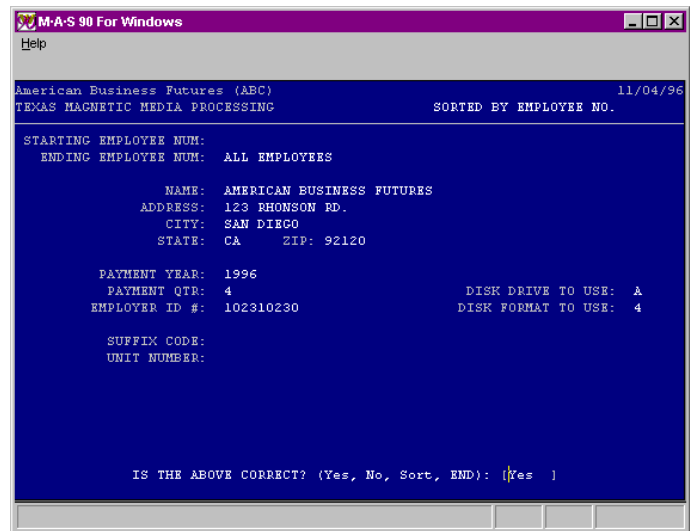
PA ACCT NUMBER: Enter your Pennsylvania account number without dashes or spaces. The program will remove spaces and left-pad the entry with zeros.

COMPANY CONTACT NAME: Enter name of company contact.

CONTACT PHONE NUMBER: Enter phone number of company contact.

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**.

Notes: The output file "FTP_UC2A_ EAN.SSA", (where EAN=Employer Account Number) is created in the Payroll data directory. 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.

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 called "MAS90/MAS_ABC/PRABC".

This program uses the PA SSA transmittal (275-byte) format.

The program creates a file called "**FTP_UC2A_ EAN.SSA**", (where EAN=Employer Account Number), which is created in the **MAS90/PR***ccc* (where *ccc* is the Company Code) folder. This file is copied directly to a floppy diskette if required.

On NT CS systems, the file is copied to the diskette drive on the server.

Summary Report

Once the **FTP_UC2A_ EAN.SSA** electronic 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 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 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 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

Creating the State W-2 Electronic Media Report

To start the program, select "PA W-2 Electronic Media" from the Payroll Electronic Reporting menu. All information presented in the PA W2 Electronic Reporting screen must be filled in prior to pushing the Proceed button. The File produced is called "UIWAGE.TXT" and can be found in the Payroll Data Directory for the company. It can then be uploaded to e-TIDES.

The format of the report is SSN EFW2 (MMREF-1) with only those records and fields required by the state of Pennsylvania.

This program works just like the standard Sage 100 Electronic Reporting Federal program, except it produces media suitable for the state of Pennsylvania.

Please see the field descriptions from the Standard Sage 100 W-2 Electronic Reporting Information Center for the PA screen shown to the right.

Format Being Used For Quarterly Unemployment Reporting

The file is generated in the state PA SSA Wage Record format.

The name of the file produced for the quarterly unemployment wage report is "**FTP_UC2A_ EAN.SSA**", where EAN=Employer Account Number. This file is located in the company's **Payroll data folder**.

Format Being Used For W-2

The file is generated in the Pennsylvania MMREF-1 Wage Record format.

The name of the file produced for the W-2 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

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.
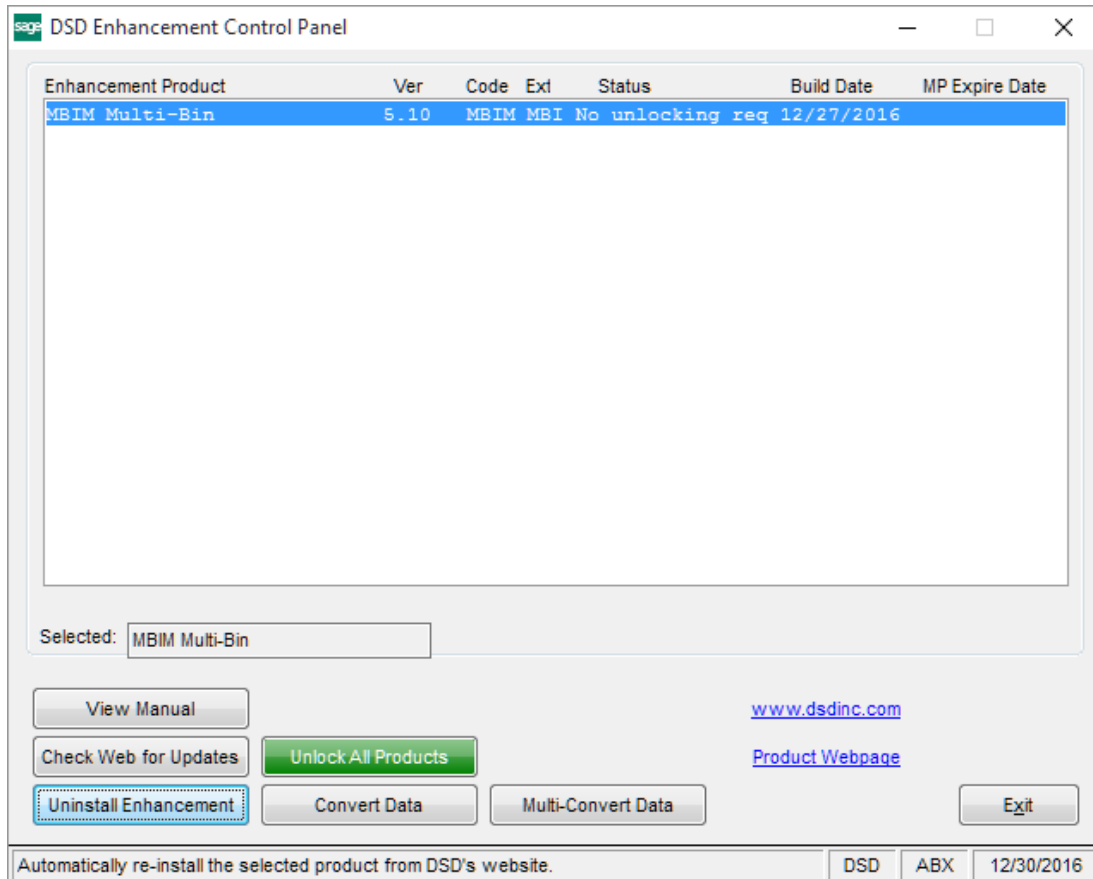

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:
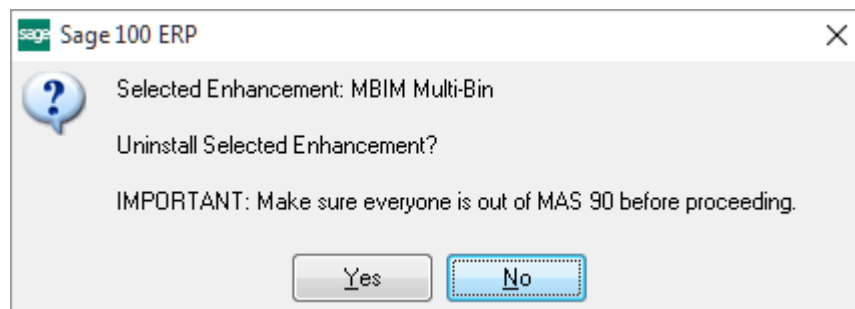
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
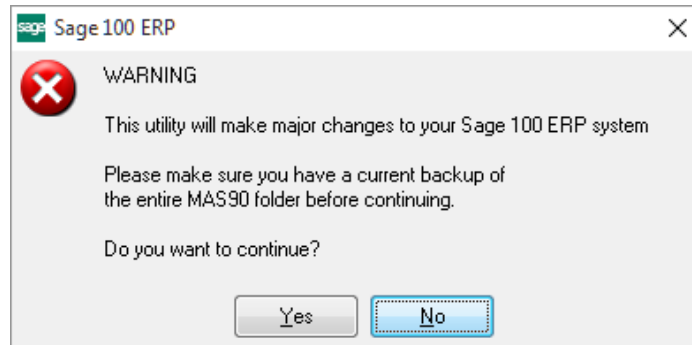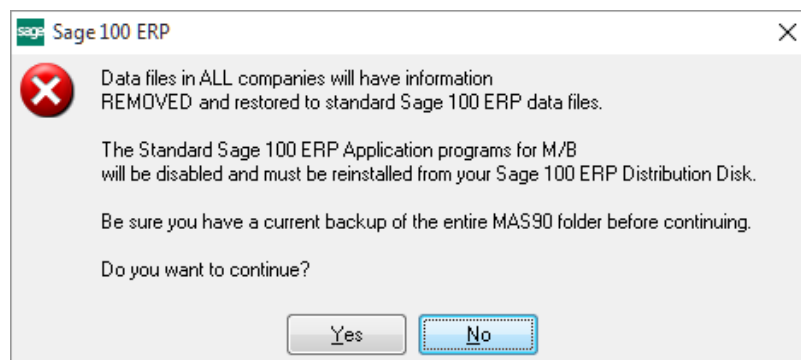

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.
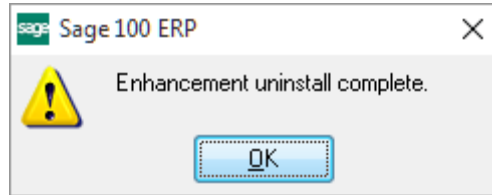
Now that the Uninstall process is completed, you must:

- 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).