

DSD Business Systems

Sage 100 Enhancements

MRPA

Pennsylvania Quarterly Electronic Reporting

Version 7.10





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MRPA Quarterly Electronic Reporting User's Manual Version 7.10

14 August, 2023

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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

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

The Enhancement page contains:

Current Release Schedule Purchasing Information Installation Instructions Product Support Enhancement Links

MRPA Quarterly Electronic Reporting:

https://development.dsdinc.com/enhancement/Pennsylvania-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.

MRPA Quarterly Electronic Reporting Features

MRPA Pennsylvania Quarterly Unemployment Reporting features:

- Generate electronic media compliant with the Pennsylvania Quarterly Wage Information as required by the state of Pennsylvania, in **ICESA Format**.
- A Summary Report can be printed of previewed, prior to creation of the media file. This report includes the following data:

Company information Employee Number Employee Name Social Security Number State Quarter Gross Wages State Quarter Wages Subject to Unemployment Insurance

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	Required
Module	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.

MRPA Quarterly Electronic Reporting

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 <u>DSD Enhancement Control Panel</u> 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 License Agree	ment and Activation			-		×
License Agreement	COMPLETELY AND AGREE BEFORE PROCEEDING.	0000			10	^
AGREEMENT USING THE SLIDER CON IMPORTANT: THIS SOFTWARE IS LICE IN ACCORDANCE WITH THE TERMS SI PACKAGE CONSTITUTES ACCEPTANC		STOMER NT. OPE	RS FOR ENING O RE NOT /	THEIR U R USING ACCEPT/	SE ONLY 3 THIS ABLE,	
	THE DEALER FROM WHICH IT WAS ACQUIRED.	SNOT EI				~
Agree to License Agreement	3 Call DSD at 858-550-5900					
Agree O Disagree	Have this infomation ready: End User Name			s Syste	ms	
2 Select Unlocking Type	Serial Number	0555	188			
O Web O File Demo O Manual Entry	4 Enter the following from DSD Activation Key:					
	Click to Unlock: Unlock Product					
Help					Exit	

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

Enhancement Product	Ver	Code Ext	Status	Build Date	MP Expir	e Date
MBIM Multi-Bin	5.10	MBIM MBI	Not Unlocked	12/30/2016		
Selected: MBIM Multi-Bin						
Selected: MBIM Multi-Bin View Manual Unlo	nck Product			www.dsdinc.com		
View Manual Unlo	ock Product k All Products			www.dsdinc.com Product Webpage		
View Manual Unio Check Web for Updates Uniock		Multi-C	Convert Data			Exit

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.

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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.*)

Com	pany Code S	election				-	-		×
									_
	Company	Company Name	Activated	Converted	Convert				V
1	ABC	ABC Distribution and Service Corp.		I					6
2	ABX	American Business Expressions		☑					
3	XYZ	XYZ Manufacturing Company		☑					
							Ŷ		· •
						Proceed	Ē	ancel	

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 <u>Uninstall DSD</u> <u>Enhancements</u>)

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.

S *	Sage 100	T – T	×
File Home Web Content Modules Favorites	View Help	^	- 0
Change Change Change Change Change User Company Date Change Change Change Change User Change User Console Printing			Ŧ
Modules	<	Search all tasks	R
Sage Intelligence Reporting	*	+ Main	
Business Insights Visual Process Flows		+ Reports	
Paperless Office General Ledger		+ Time Track	
Accounts Receivable		+ Direct Deposit	
Customer Relationship Management Accounts Payable		+ Period End	:
Payrol		+ ACA	
Inventory Management	•	+ Setup	
🏀 Web Content		+ Utilities	
To Modules			
🛉 Favorites		Electronic Reporting MRPA Quarterly Unemployment Reporting	
	~	Find the second	
ABC Distribution and Service Corp. (ABC)	Payroll		

Section D: System Operations

Using the Pennsylvania Quarterly Electronic Media Reporting

Pennsylvania Quarterly Unemployment Reporting is accessible from the Electronic Reporting menu.

Company Name	ABC Distribu	tion an	d Service Co	rp.			S <u>a</u> ve	
Address	8787 Comple	x Drive	•					
ZIP Code	92123							
City	San Diego			State	CA			
Federal Employer ID	863112231							
tate Settings								
State UIAcct No	1413225433	3					M <u>o</u> re	a.
xport Settings								
Sort Export By	Employee Nu	mber	•					
Export File Directory	C:\dev_test\7	710_lns	stalls\MR.710	MAS90\MRE	xports		<u>e</u>	
Export File Name	FTP_UC2-2A	EAN						
Payment Year	2020 -	•					_	
Payment Quarter	2	·						
elections								
Select Field	Operand		Value					
Employee Number	All	-						
Employee Last Name	All	-						
Sort Field	All	•						

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 Pennsylvania. This is an nine-digit number, with no spaces or hyphens, no R or M indicators and no check digits. Do not drop the leading zero, if applicable. Example: If your employer account number is "123-4567-89", enter the value "123456789".

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 CSV file to be exported to. **Export File Name:** Enter the File name to be created. The default is UIWAGE.csv.

More Button – State-Specific information

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

mployer Account Number	3123001		
ontact			
Title	Accounting Manager		
Name	James Hetfield		
Phone	8585505900	Ext	1234

Report and Export

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

Summary Report for Penn	isylvania Electronic Media Report	/1 🏦 🔍	•				-	×
	Summary Report for I Sorted by Calendar Year 2023 Q Export Directory: C:Id Export Directory: FTP Company Name: Address: City: Zip Code:	uarter 2 lev_test\710_Instal	Is\MR.710\MAS90 ICS nd Service Corp.	MRExports	Distribution and Servi Federal Employer Nu			
	State Account Number: Contact: Employee	14132254333 Accounting Manage	r James Hetfield ocial Security No		Phone: 8585505900 Gross Wages	Ext: 1234 UI Taxable Wages		
	11-0000100 THOMAS, JEF	RYA. 9	86-53-1239		554.00	554.00		
	Employee Withholding Du Employer Contributions D Total Number of Employer	ue:	17.01 0.00 0	Report Total:	554.00	554.00		
	Total Number of Employed Total Number of Employed Total Number of Employed	es for Month 3:	1 0 1					
Current Page No.: 1		Total Page	No.: 1		Zoom Fac	tor: 100%		

After closing the Summary Report, the user is prompted:



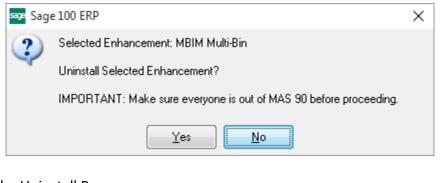
Select **Yes** to create the Electronic Reporting file. Select **No** to exit.

Section E: Uninstall DSD Enhancements

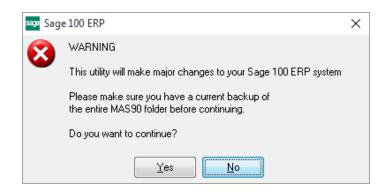
A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

Enhancement Product	Ver	Code		Status		uild Date		xpire Da	ate
MBIM Multi-Bin	5.10	MBIM	MBI	No unlocking	req 12	/27/2016			
Selected: MBIM Multi-Bin									
Selected: MBIM Multi-Bin									
Selected: MBIM Multi-Bin View Manual					<u></u>	.dsdinc.com]		
View Manual	All Products					.dsdinc.com			
View Manual Check Web for Updates	All Products		11.16	Convert Data				Exi	14

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.



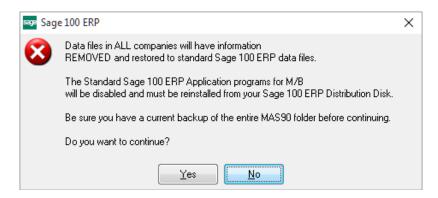
Select **No** to exit the Uninstall Process. Select **Yes** to continue with the Uninstall Process.

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).