



**DSD**  
BUSINESS SYSTEMS

# **DSD Business Systems**

**MAS 90/200 Enhancements**

**Q006**

**Washington State Unemployment Report**

**PR-1006**

**Version 4.40**



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Washington State Unemployment Report User's Manual  
Version 4.40

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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 MAS 90/200. For instructions on using MAS 90/200, refer to the appropriate MAS 90/200 manual, or call your MAS 90/200 reseller. DSD Business Systems offers excellent MAS 90/200 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*

Q006 Washington State Unemployment Report:

<http://www.dsdinc.com/enh/pages/Q006.htm>

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 MAS 90/200 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.

### ***Washington State Unemployment Report Features***

This DSD Extended Solution to the Payroll module adds the Washington State Unemployment Report. The report can be run in a 'Fixed Hours' or 'Selected Hours' version.

## Section B: Getting Started



- **If you reinstall or upgrade one of the MAS 90/200 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.**
- **Do not install this Enhancement on MAS SQL Systems.**

### Required Levels

MAS 90/200 Module	Module Required	Required Level
P/R	Y	4.40

### Installation

1. **Back-up:** Exit all MAS 90/200 sessions. Back-up existing MAS 90/200 data.
2. **Check Levels:** MAS 90/200 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 MAS 90/200 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 MAS 90/200:** MAS 90/200 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 MAS 90/ 200 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.*

**DSD Enhancement License Agreement and Activation**

License Agreement

YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL.

IMPORTANT: THIS SOFTWARE IS LICENSED BY DSD BUSINESS SYSTEMS, INC. TO CUSTOMERS FOR THEIR USE ONLY IN ACCORDANCE WITH THE TERMS SET FORTH IN THIS CUSTOMER LICENSE AGREEMENT. OPENING OR USING THIS PACKAGE CONSTITUTES ACCEPTANCE OF THESE TERMS. IF THE TERMS OF THIS LICENSE ARE NOT ACCEPTABLE, THE CUSTOMER MAY OBTAIN A FULL REFUND OF ANY MONEY PAID IF THIS UNUSED, UNOPENED PACKAGE IS RETURNED WITHIN TEN (10) DAYS TO THE DEALER FROM WHICH IT WAS ACQUIRED.

**1 Agree to License Agreement**  
☒ Agree ☐ Disagree

**2 Select Unlocking Type**  
☐ Web ☐ File  
☐ Demo ☒ Manual Entry

**3 Call DSD at 858-550-5900**  
 Have this information ready: End User Name: DSD Business Systems  
 Serial Number: 0555188

**4 Enter the following from DSD**  
 Activation Key:   
 Click to Unlock:

ABC 4/28/2010

**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.

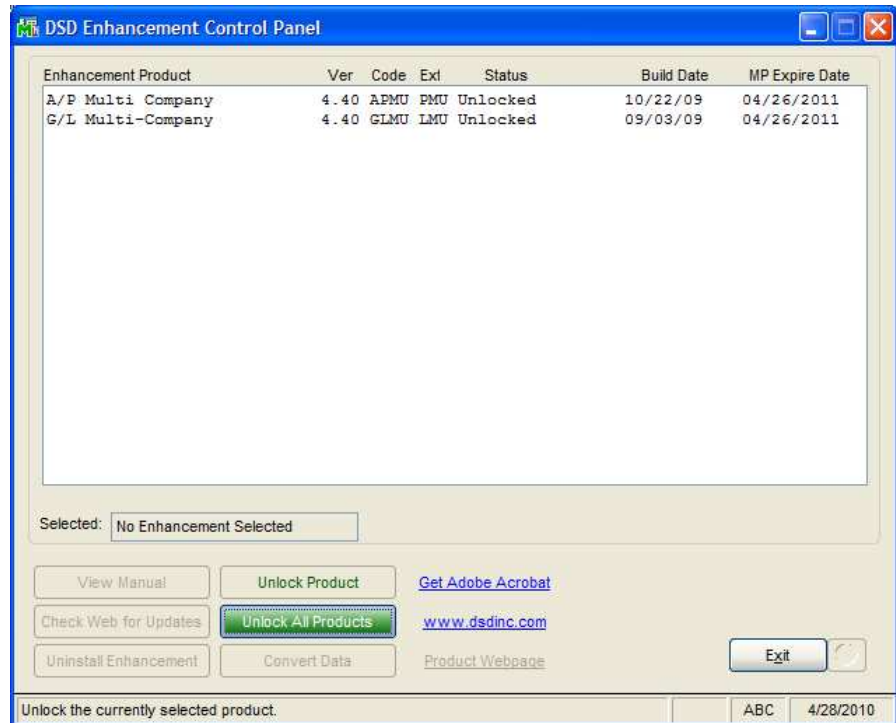
**Note:** You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

- Convert Data:** After 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 MAS 90/200 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.

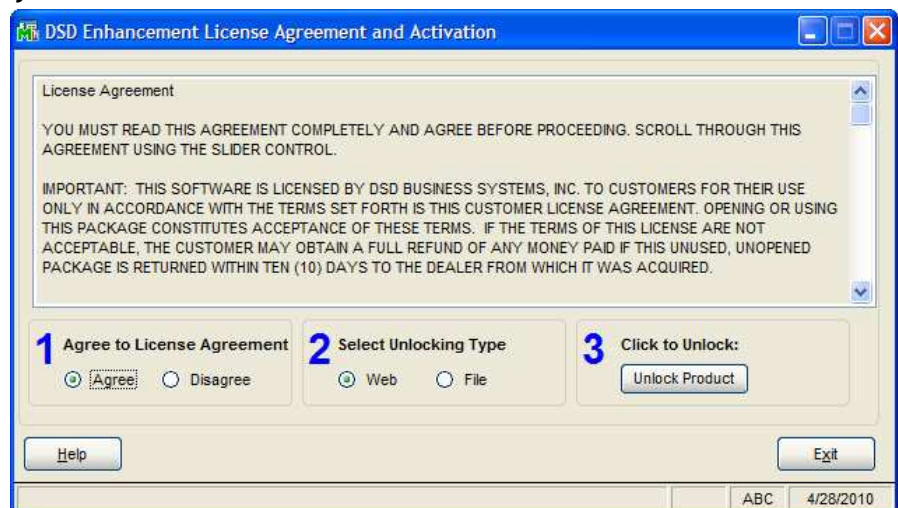


**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the MAS 90/200 system. If the file is not present, and the system has web access, the 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 MAS 90/ 200 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 .

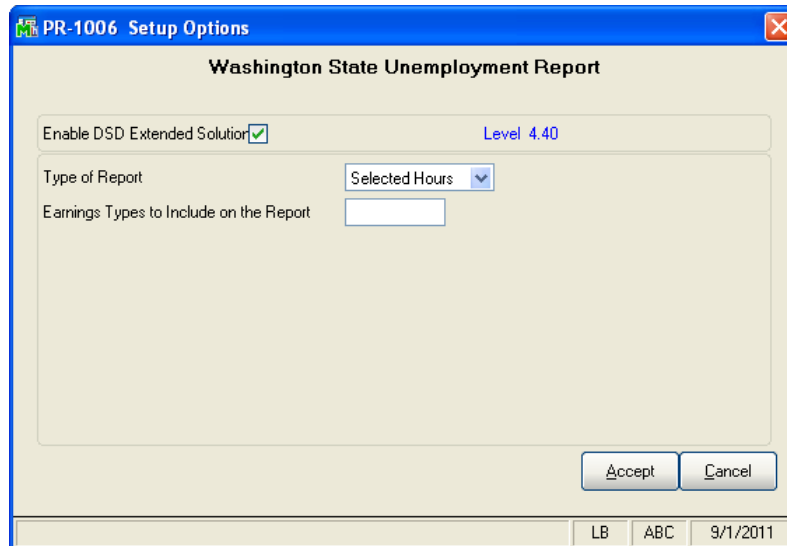
**Get Adobe Acrobat:** Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

**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: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Payroll Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.



Answer the following prompts:

**Type of Report (F/S):** The Fixed Hours report accumulates hours from the Employee Tax Summary file. The 'Selected Hours' report type will prompt you to enter the earnings types for which you want to accumulate hours. The 'Selected Hours' version of the report accumulates hours from the Perpetual Payroll History File. If the Selected Hours version of the report is selected, the standard MAS 90 MAS 200 Payroll Option 'Retain Perpetual Payroll History?' must be answered 'Yes.'

**Earnings Types to Include on the Report:** If you selected 'Select Hours' for the 'Type of Report,' enter the earnings types for the hours worked you want to include on this version of the report. Earnings types that can be entered are: **Regular, Overtime, Vacation, Sick, Benefit, Miscellaneous, Xcluded from tip calc, Fringe and Allocated Tips.**

If the Washington State Employment Report has not previously been added to a menu, a pop-up screen will be presented asking if you want to add it automatically to the Payroll Reports menu. Answer 'NO' if you want to use standard MAS 90 MAS 200 Menu Maintenance to add the program to a different menu of your choice.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

## Section D: System Operations

### Fixed Hours Version

This report can be selected for a range of employees, and is sorted by Employee Number, Sort Field, Name or Social Security Number. This report is an attachment that should be included with an employer's quarterly tax report submitted to the Washington State Employment Security Department. Hours will be accumulated from the Employee Tax Summary File

ABC Distribution and Service Corp.		DATE 05/31/10	PAGE NUMBER 1
TAX ID NUMBER: 123456789		WASHINGTON	
-----		-----	
SOC SEC NO.	EMPLOYEE NAME	GROSS WAGES	UNEMP WAGES HRS WRK
-----		-----	
986-53-1239	THOMAS, J	8,046.85	7,936.05 326
865-31-2399	JENKINS, A	7,451.30	7,340.50 292
632-19-8435	HADLEY, R	5,260.80	5,260.80 240
321-98-4356	RODRIGUEZ, M	7,924.00	7,924.00 200
219-84-3567	MILLER, S	7,867.20	7,867.20 200
134-52-1675	HARRINGTON, M	6,720.00	6,720.00 240
345-21-6754	KENDRICK, K	7,020.00	7,020.00 280
# EMPLOYEES THIS PAGE	7	TOTAL THIS PAGE:	50,290.15 50,068.55 1,778
-----			
TOTAL EMPLOYEES ON REPORT:		7	
TOTAL WAGES:		50,290.15	
EXCESS WAGES:		221.60	
TAXABLE WAGES:		50,068.55	
TAX DUE @: 0.00000%		.00	

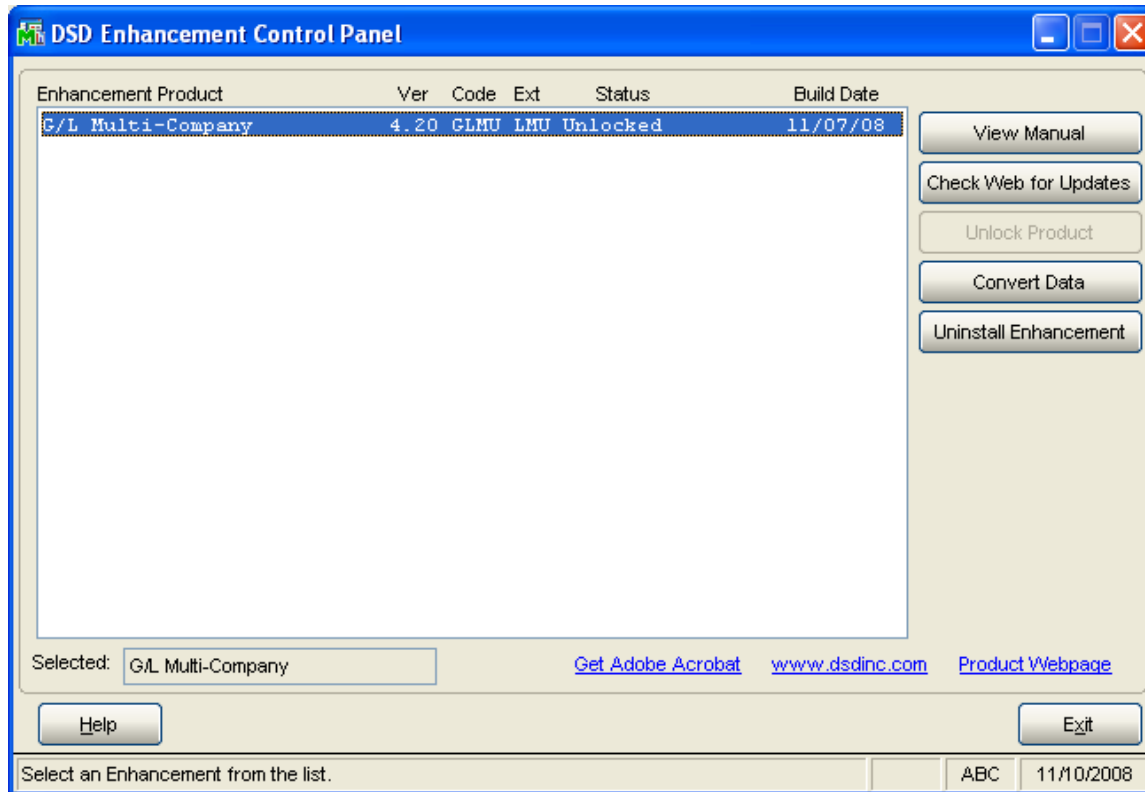
***Selected Hours Version***

The Selected Hours version of the report is selected and sorted in the same manner as the Fixed Hours version of the report. The only difference is that hours will be accumulated only for the earnings types entered at the Setup option 'Earnings Types to Include on the Report.' Hours are accumulated from the P/R Perpetual History Detail File. The Selected Hours version of the report can run slower than the Fixed Hours version; the P/R Perpetual History Detail File is scanned to determine each employee's earnings type. Perpetual History must be available for the period for which you want to run the report.

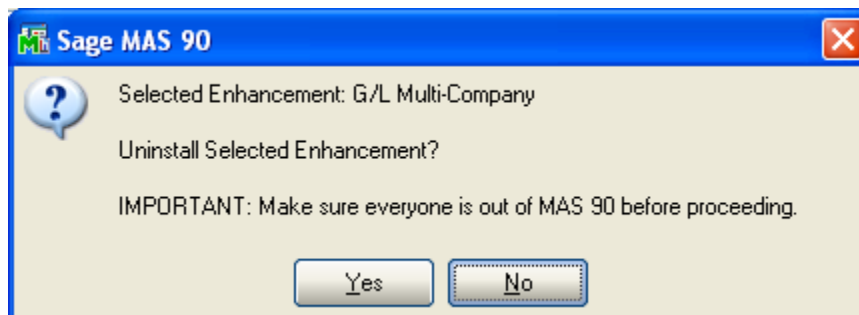
Hours are calculated based on the Check Date, not the Period-End Date.

## Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your MAS 90/200 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

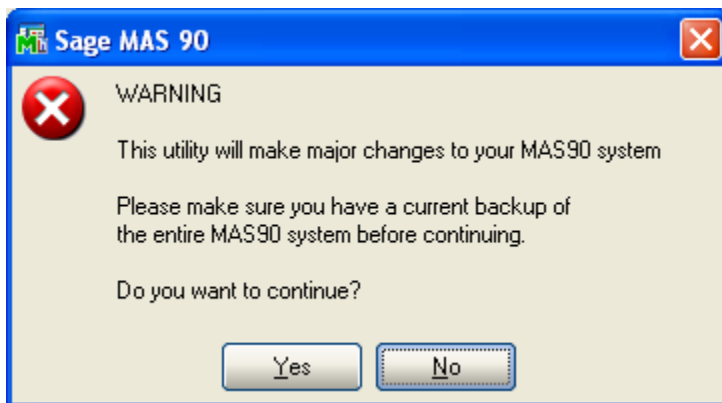


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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 MAS90 system should be completed prior to uninstalling a DSD product.

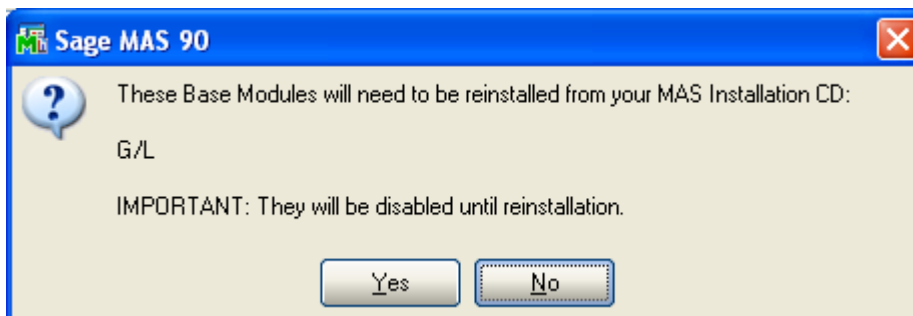


Select **No** to exit the Uninstall Process.

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

**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard MAS 90/200 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.**

The following message box will appear, and will display which of those specific MAS 90/200 modules you must reinstall afterwards.



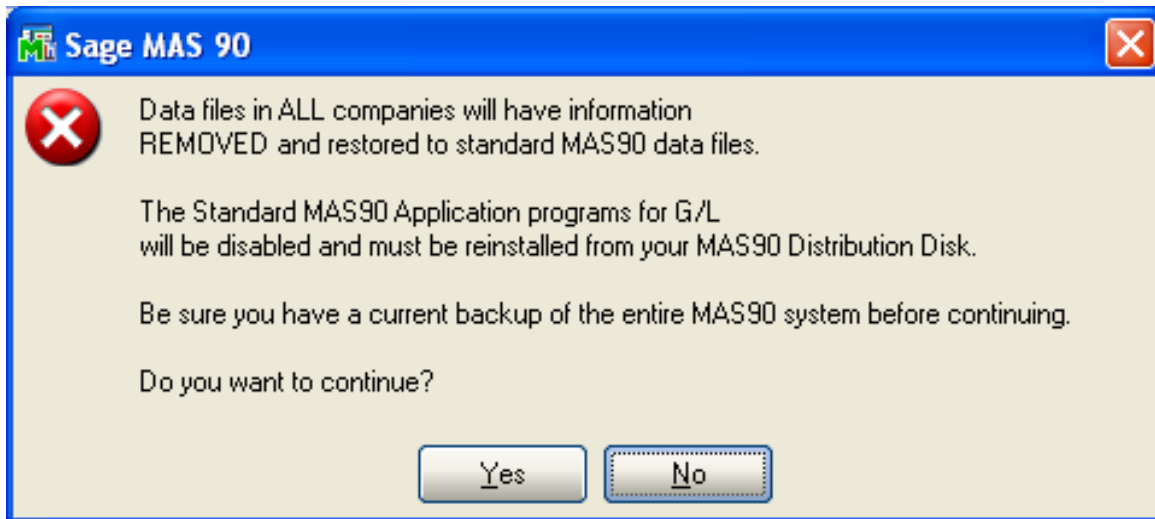
Select **No** to exit the Uninstall Process.

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

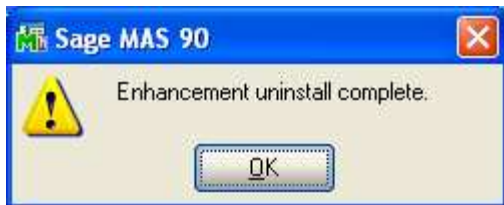
The following message box will appear, displaying the final warning message.

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 MAS 90/200 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 MAS 90/200 modules
- Reinstall the latest MAS 90/200 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard MAS 90/200 module(s).

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## Fax Transmittal Form

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To:	<b>DSD Business Systems Customer Service</b>		Fax:	<b>858/550-4900</b>
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<b>Q006 Washington State Unemployment Report</b>		Version:	<b>4.40</b>

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