



DSD Business Systems

Sage 100 Enhancements

MRMN

Electronic Reporting

Minnesota Quarterly

Unemployment Reporting

Version 5.40



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Minnesota Quarterly Unemployment 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

P/R Minnesota Quarterly Unemployment Reporting web sites:

http://www.uimn.org/tax/file_format.htm

http://www.uimn.org/tax/forms/MMREF_format_7-1-2005.pdf

<http://www.uimn.org/tax/user-guide/WDR.htm>

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

The Enhancement page contains:

Current Release Schedule

Purchasing Information

Installation Instructions

Product Support

Enhancement Links

MRMN Minnesota Quarterly Unemployment Reporting:

<http://www.dsdinc.com/enh/by-module/magnetic-media-electronic-reporting/mrmn.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 P/R Minnesota Quarterly Unemployment Reporting (MRMN) 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 MRMN 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.

Minnesota Quarterly Unemployment Reporting Features

The P/R Minnesota Quarterly Unemployment Reporting modifications for Sage 100 Electronic Reporting allows the user to:

1. Generate electronic media compliant with the Wage Detail Reporting as required by the State of Minnesota. This report includes the following data:
 - ◆ Employee Name
 - ◆ Social Security Number
 - ◆ Employer Account Number (EIN)
 - ◆ Reporting Period
 - ◆ Gross State Quarter Wages
 - ◆ Hours Worked
 - ◆ Officer Code
 - ◆ Unit Code
2. Generate a Summary report, after the creation of the electronic file that reports the information needed to complete a Transmittal form, if needed.
3. Report is in Minnesota EFW2 format.

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	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.*

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.

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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 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.

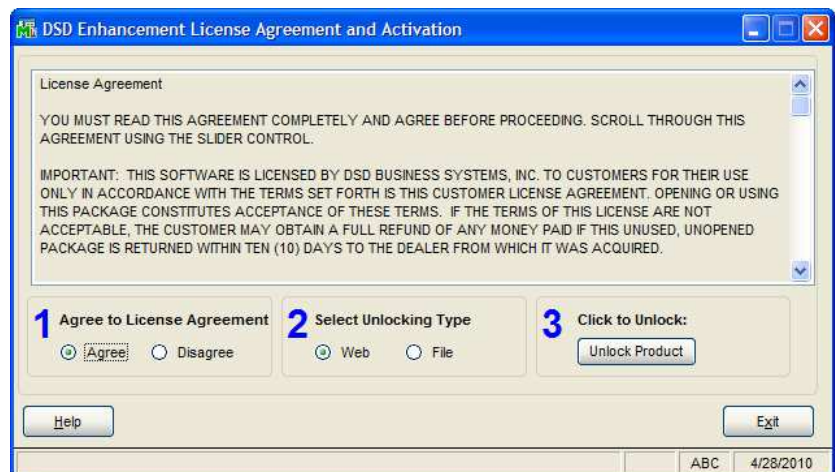
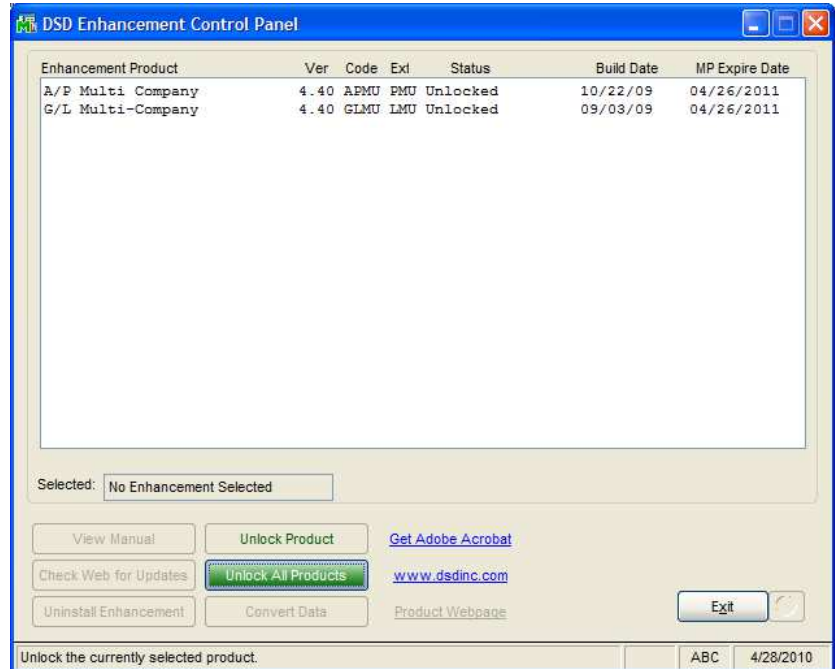
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage

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: Setup

MRNM Unit Code/Office Maintenance

The Unit Code and Office Maintenance enhancement is accessed from the P/R Electronic Reporting menu.

As part of the electronic report, Minnesota requires two new fields be added to the employee record.

Enter a **Unit Code** for each employee that requires a different unit code from the default entered during media creation.

Select the **Officer** check box for each officer.

The screenshot shows a dialog box titled "Unit Code/Officer Maintenance" with a Sage logo. It contains the following fields and controls:

- Employee Number: 11-0000105
- Company Officer:
- MN Unit Code: 1231
- Navigation buttons: Previous, Next, First, Last
- Action buttons: Accept, Cancel

Section D: 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 file 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 in the MAS90 directory. For instance, the ABC company Payroll data directory would be called "MAS90/MAS_ABC/PRABC".

THE MINNESOTA QUARTERLY UNEMPLOYMENT REPORTING ENHANCEMENT IS ACCESSED FROM THE P/R ELECTRONIC REPORTING MENU.

Data Maintenance and Record Selection

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.

MN ACCOUNT NUMBER: Enter the Minnesota Employer Account Number as assigned by the MN Dept of Economic Security – no dashes or spaces. Per the MN Specification: "7-digit serial and 3-digit unit number (no hyphen). If you have been assigned a separate unit number for each location, please make every attempt to file wage detail information under the specific unit number of the location where services are performed."

The screenshot shows a window titled "MAS 90" with a blue background. The window displays the following information:

```

ABC Distribution and Service Corp. (ABC) 1/13/2010
0 03:04 PM

STARTING EMPLOYEE NUM:
ENDING EMPLOYEE NUM: ALL EMPLOYEES

NAME: ABC DISTRIBUTION AND SERVICE CORP.
ADDRESS: 10000 MAIN ST
CITY: LOS ANGELES
STATE: CA ZIP: 90010

PAYMENT YEAR: 2010
PAYMENT QTR: 2
EMPLOYER ID #: 255999999

MN ACCOUNT NUMBER: 17171717
DEFAULT MN UNIT CODE: 9999

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

At the bottom right of the window, there is a status bar with the text "LB ABC 6/30/2010".

DEFAULT MN UNIT CODE: Enter the Unit Code to be used as the default for any employee that does not have a Unit Code assigned to them in Payroll Employee Masterfile Maintenance.

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 a diskette drive and whether to print the **Summary Report**.

Notes: The output file "MNMMREF.TXT" is created in the Payroll data directory in EFW2 format..

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".

Summary Report

Once the "MNMMREF.TXT" electronic media file has been created, you will be prompted to print the **Summary Report**. This report displays information summarizing the records on the electronic media. This summary information can be used to fill out a **Transmittal Sheet** if required to be submitted to the State. 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

FAQ

Format Being Used For Quarterly Unemployment Reporting

The file is generated in the state EFW2 Wage Record format.

The name of the file produced for the quarterly unemployment wage report is "MNMMREF.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.

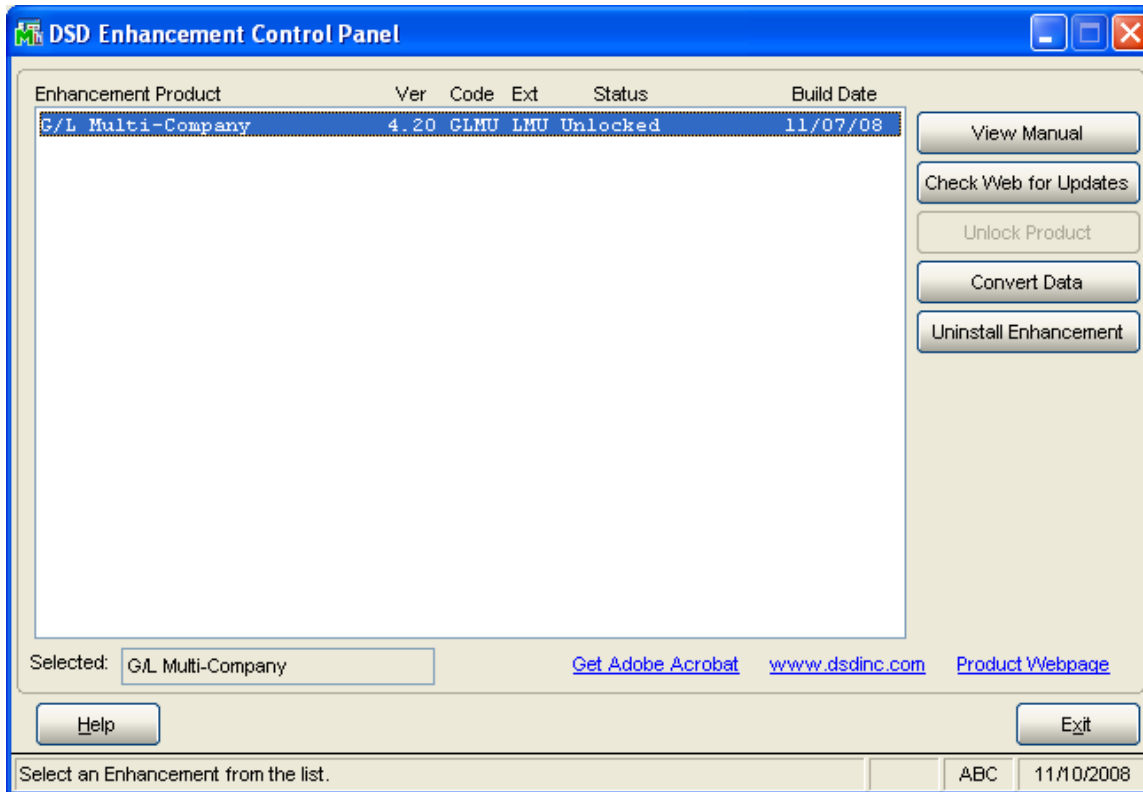
Making Archival Backups of Payroll Data

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.

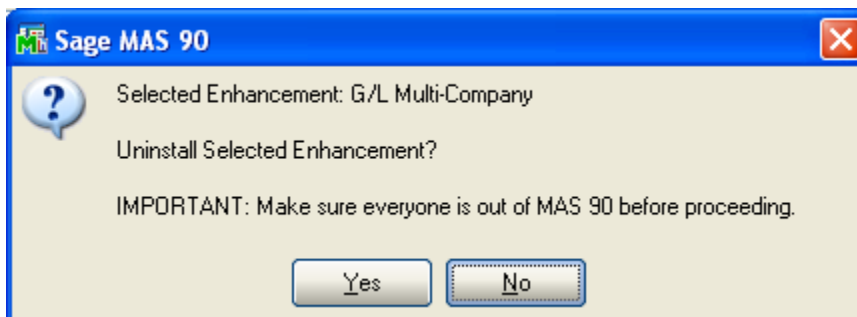
To report from a previous quarter, make a copy of the current Payroll data, restore the Payroll data from the desired quarter, make a report and then restore the current quarter Payroll data.

Section 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.

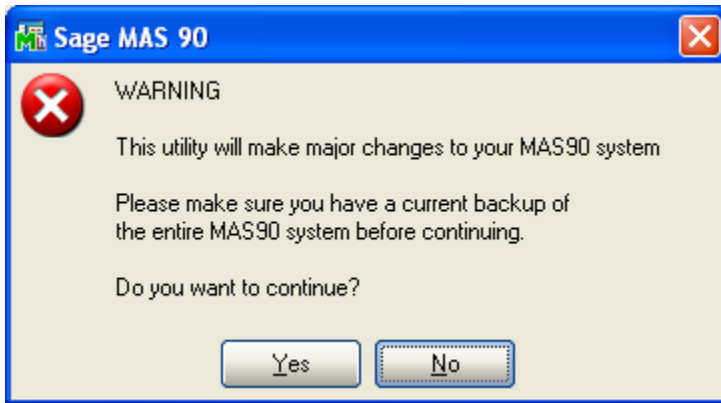


When accessing the DSD Utility Suite, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

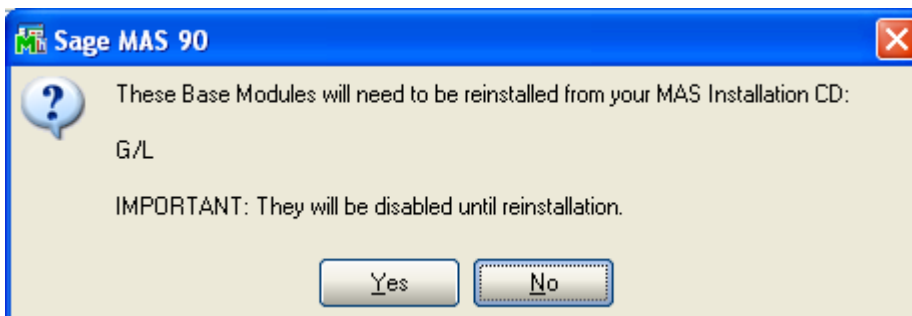
The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



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.

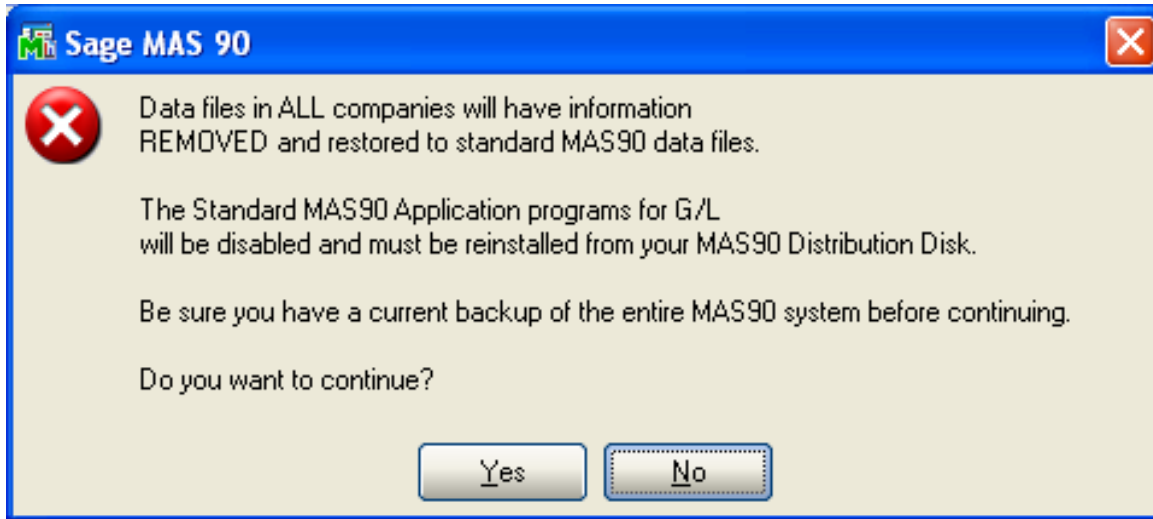


Select No to exit the Uninstall Process.
Select Yes to continue with the Uninstall Process.

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>MRMN Minnesota Quarterly Unemployment Reporting</i>		Version:	<i>5.40</i>

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