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Committed to Providing Contractors Using
QuickBooks® with Solutions!



Certified Payroll Solution Training Presentation and

Demonstration for Contractors in

Arizona, Arkansas, Florida, Georgia, Idaho, Indiana,
Louisiana, Maine, Maryland, Michigan, Minnesota, Montana,
Nebraska, New Hampshire, Oklahoma, South Carolina,
Tennessee, Texas, Utah, Vermont, Virginia, West Virginia,
and Wyoming

How Certified Payroll Solution Automates:

- *Certified Payroll Reporting*
- *Statements of Compliance*
- *EEOC/Work Utilization Reports*
- *ARRA Reporting*
- *and Union/ "Bona-fide" Plan Benefit Reporting*

.by Extending the Power of QuickBooks®!



Welcome

Welcome to the Certified Payroll Solution (CPS) Demonstration & Training Presentation. This presentation will take you approximately 20-30 minutes to view (*or you can print it out and look at it later*) and will provide you with a **basic**, but comprehensive overview of the setup requirements in “**both**” QuickBooks and Certified Payroll Solution and will alleviate that feeling of “**ok, I have the software....now what?**”

You will also be shown how to create the “**linked records**” in CPS. These “**linked records**” hold vital information that QuickBooks, on its own, has no means of tracking but is required on the Certified Payroll Reports, Statements of Compliance, EEOC/Work Utilization Reports, and Union/Bona-fide Plan Benefit Reports that you may have to file.

This presentation is included on all CD purchases of the program (in addition to being available here on our web site), and **it is highly recommended** that you use it as a guide to the programs setup and use....**prior** to contacting technical support - as it covers the most basic of questions that you might have. Additional information is contained in our Audio/Video training, while the detailed manual provided with the purchase of this software will deal with more specific issues - such as, how to setup and track Union or Bona-fide Plan fringe benefit contributions in QuickBooks and, then, how to create accurate Fringe Benefit contribution Reports using CPS.

Audio/Video Training, Manuals and In-Program Help:

If you purchase CPS on CD, you will receive a printed manual complete with a “**Quick Start Guide**”. If you purchase CPS via electronic download, when you install the software, the manual will be installed in .pdf format and can be accessed from:

- a shortcut that is placed on your desktop
- from your computer’s Start button by choosing All Programs, Sunburst Software Solutions, CPS Manual
- from within the CPS program by choosing the Help Menu and selecting Manual (.pdf)
- Once CPS is installed, Help - which is specific to the screen you are working with - is available by clicking on the **?** in the lower right corner of each screen.

Using the training tools, materials, and other free resources that we have provided will ensure your success and help you reap the benefits of this time saving software!



A brief introduction to Certified Payroll Solution and what it can do for your company.

Certified Payroll Solution (CPS) has been *specifically designed* to work together with QuickBooks, and only QuickBooks, to provide a complete solution for both Union and Non-Union contractors. *QuickBooks* provides the backbone of the information regarding Employees, Customers, Jobs, Time Tracking and Payroll information; it can also be set up to track Union and/or Bona-fide Plan fringe benefit contributions. *Certified Payroll Solution* holds additional information about Employees, Jobs, Payroll Wage Items, and Deductions required on the final reports that QuickBooks has no means of keeping, via *“linked records”*. Information from both programs is then *“merged”* together to generate the final reports, using Microsoft® Word and Excel, ready for signature and mailing.

Because CPS utilizes existing QuickBooks data, you will experience the following benefits:

- Save time on contract compliance.
- Create accurate, timely, legible reports.
- Eliminate transposition errors.
- Stop entering the same data twice.
- Get paid faster.
- Simplifies critical areas of your business.
- Makes your job more efficient.
- Allows you to concentrate on your business.
- Designed specifically for QuickBooks.
- Created using the Intuit SDK
- CPS has provided a fully integrated, time-saving solution for QuickBooks users since October 2000.

These are just a few of the features that Certified Payroll Solution has to offer:

- Choose Federal or State Specific Reports by Job.
- Choose from multiple Federal, State and Local EEOC Reports.
- Includes standard generic Fringe Benefit Reports.
- Create user-defined Fringe Benefit Reports.
- Easily handles bi-weekly payroll.
- Handles *both* reporting and non-reporting Jobs and Employee Work Classifications.
- Automatically generates “No Work Performed” Payrolls and EEOC Reports.
- Handles multiple Work/Trade Classifications and pay rates per employee.
- Create “electronic” certified payrolls.
- Includes *Wage Manager Solution*, which allows you to work with multiple employees, payroll wage items, and pay rates, all at the same time.

For a detailed look at all of the features CPS provides and compare it to competitive products, click on the following link: <http://www.sunburstsoftwaresolutions.com/cps-faq-21.htm>



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Certified Payroll Solution Setup

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Please resist the urge to *skip* this presentation. Certified Payroll Solution is NOT a program that you can just install and run - there is some setup involved and this presentation will cover the basics.

Certified Payroll Reporting requirements are complex at best, add to that the fact that each of you will have QuickBooks setup differently, and we then have a difficult time providing short and efficient training materials.

When we created CPS, we did so with the belief that we should get as much information as absolutely possible out of the QuickBooks data file so you wouldn't have to enter data multiple times and/or in multiple places.

Keeping this in mind, we do utilize portions of your QuickBooks file that you might not - meaning that you will end up with "blank" spots on your final reports.

Taking the time to go through, and then follow the instructions provided in our training materials, will ensure that your certified payrolls are right the first time.



QuickBooks Setup: Preferences

Certified Payroll Solution utilizes settings in the following QuickBooks Preferences:

- General Preferences - Company Preferences Tab
- Payroll & Employees Preferences - Company Preferences Tab
- Time Tracking Preferences - Company Preferences Tab



Important Notes:

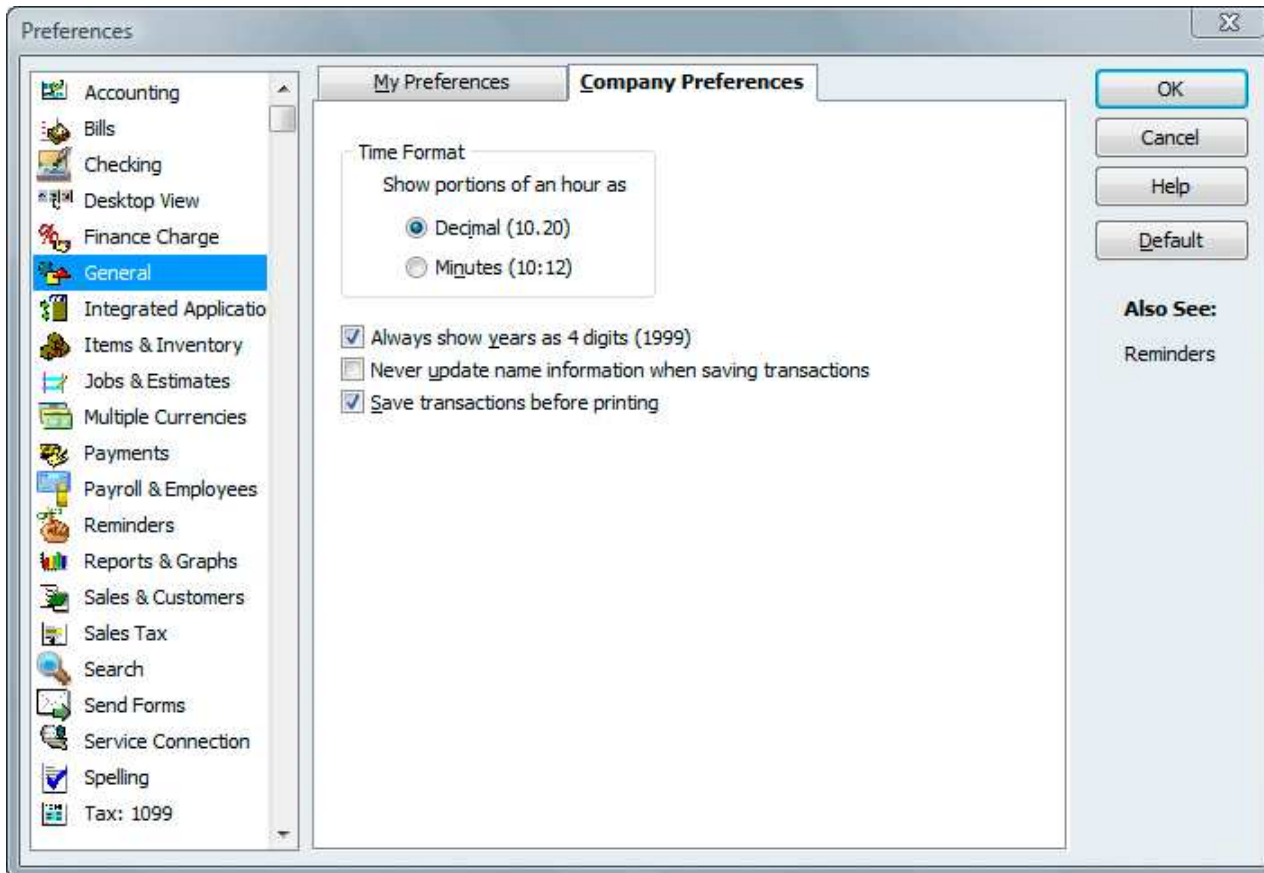
1. Only the QuickBooks Administrator can make changes to the QuickBooks Preferences Settings and the Administrator must be logged into QuickBooks in Single-User Mode.
2. Verifying that the Preference Settings are setup correctly will not only enhance the performance of QuickBooks but will ensure accurate Certified Payroll Reports.
3. Preferences are found in QuickBooks by first choosing the Edit Menu and then selecting Preferences.
4. Screenshots shown in this presentation are from QuickBooks Premier 2011 - see the manual for other QuickBooks versions as some of the specific preference settings have been moved and will not appear as shown.





QuickBooks Setup - Preferences

General Preferences - Company Preferences Tab



When you choose to enter portions of hours as:

Decimal - you would enter 5 hours and 30 minutes as 5.50 in the weekly timesheet.

Minutes - you would enter 5 hours and 30 minutes as 5.30 in the weekly timesheet.

Important Note:



When using the “minutes” option, it is important to “round” minutes to the nearest whole number and **AVOID** using Hours, Minutes, Seconds - for example: if an employee works 5 hours, 32 minutes, and 15 seconds, you should round that to 5 hours and 30 minutes or 5.30; likewise, when using the “decimal” option, you should avoid entering hours such as 7.91 hours. There is currently a “bug” in the Intuit SDK which sends erroneous time entries to 3rd party applications such as ours. While QuickBooks is quite capable of storing hours, minutes and seconds internally - it only sends hours and minutes to 3rd party applications, which cases incorrect reporting of hours on the final report.



QuickBooks Setup - Preferences

Payroll & Employees Preferences - Company Preferences

Preferences

My Preferences | **Company Preferences**

QuickBooks Payroll Features

- Full payroll
- No payroll
- Complete Payroll Customers

Set preferences for

- Pay Stub & Voucher Printing
- Workers Compensation
- Sick and Vacation

Enable ViewMyPaycheck

Copy earnings details from previous paycheck

Recall quantity field on paychecks Recall hour field on paychecks

Job Costing, Class and Item tracking for paycheck expenses

Assign one class per Entire paycheck Earnings item

Changing the employee name display preferences will cause all Quickbooks windows to close. Please finish paying your employees before you do this.

Display Employee List by:

- First Name
- Last Name

Employee Defaults...

Mark new employees as sales reps

Display employee social security numbers in headers on reports

OK

Cancel

Help

Default

Also See:

- General
- Tax: 1099

Be sure that the option for *Job Costing, Class and Item tracking for paycheck expenses* are "tracked per earnings item", **UNLESS** you wish to use the Balance Sheet by Class Report in QuickBooks 2011 - then set the Assign one class per "Entire paycheck".



QuickBooks Setup - Preferences

Time Tracking Preferences - Company Preferences Tab

Preferences

My Preferences Company Preferences

Time tracking

Do you track time?

Yes No

First Day of Work Week Sunday

Invoicing options

Create invoices from a list of time and expenses

Track reimbursed expenses as income

Default Markup Percentage 25.0%

Default Markup Account 4000 - Income:4...

Also See:

- General
- Sales and Customers
- Jobs and Estimates

Here, you will want to make sure that **Do You Track Time?** is set to "Yes".

Select the correct **First Day of Work Week** from the "drop down menu".



Time tracking is crucial to the accuracy of your reports - without using this time tracking option and entering all employee hours in the QuickBooks Weekly Timesheets, CPS will have no way of knowing how many hours were worked each day on each job by each employee.



QuickBooks Setup Customer:Job List

The Customer:Job list should be set up so that the contractor or Awarding Authority that you are doing the work for is your QuickBooks *Customer*.

Using the Customer -> “**Add Job**” function; add the individual jobs that you will be performing work on for that contractor or Awarding Authority.



Certified Payroll Solution looks for information and settings that are found in *each job record* that you might not normally use, spending a few minutes to review the next slide will prevent “*blank spots or missing information*” on your completed reports and a call to Technical Support.

We utilize the Job record to hold information that is required on the Certified Payrolls, Statements of Compliance, EEOC and Benefit Reports and, therefore, may use portions of the job record that you usually do not use.



Having customers, as well as jobs in Quickbooks, will help you achieve accurate Job Costing Reports, as well as, accurate Certified Payroll Reports.



Your Customer:Job List should look similar to this.....

Customer Center: 2010 Test (All Transactions)

Customers & Jobs | Transactions

View: Active Customers

Find: [Search]

Name	Balance Total	Overdue	Days Overdue
Customer Four	40,949.50		
Change Orders	1,125.00	1366	
Estimated Costs	39,824.50	1458	
Group Items	0.00		
Customer One	10,125.00		
Job Costing	0.00		
QuickBooks Job Name	0.00		
Sub-Total	10,125.00	2311	
Customer Three	1,185.00		
COGS	0.00		
New Job	1,185.00	2138	
Taxable Job	0.00		
Customer Two	380,897.51		
Negative Change Order Mess	30,000.00	2341	
Stored Materials	336,000.01	2462	
Variable Rate Job	14,897.50	2462	
Jim & Sue Durand	0.00		
OES	0.00		

Customer Information

Customer Name: 2010 Test | Contact: Nancy Smyth | Phone: 888-348-2877

Company Name: QuickBooks 2010 Test | Alt Phone: | Fax: 866-684-5157

Billing Address: QuickBooks 2010 Test, 2378 Dane Hill Road, West Charleston, VT 0 | Email: sales@sunburstsof... | Terms: | Price Level: |

Reports for this Customer

- QuickReport
- Open Balance
- Show Estimates
- Customer Snapshot

Notes: [Edit Notes...]

Show: All Transa... | Filter By: All | Date: All

Type	Num	Date	Account	Amount
Invoice	62	08/03/2009	1210 - Acco...	720.00
Estimate	19	07/01/2009	4 - Estimates	7,600.00

Your Customer:Job List should contain BOTH **Customers** and the various “Jobs” that you are performing work on for that Customer.

Jobs are shown as being indented and below the Customer Name.

Important Note:



If you have a job with “sub-jobs” and enter time against the sub-job, CPS will produce a Certified Payroll Report for each individual sub-job. The hours **cannot be “rolled up”** to the job level because CPS has to follow “QuickBooks business rules” and QuickBooks will treat each sub-job as its own individual job.



Setting up the QuickBooks Job Record

Step 1 - Enter your project information in the "Ship To"

Job Name:

Current Balance: 0.00 [How do I adjust the current balance?](#)

Address Info | Additional Info | Payment Info | Job Info

Customer: Contact:

Company Name: Phone:

Mr./Ms./...: FAX:

First Name: M.I.: Alt. Phone:

Last Name: Alt. Contact:

E-mail:

Cc:

Addresses

Bill To:

Ship To:

Default shipping address

Job is inactive

Enter your **Project Information** in the "Ship To" address block to have it flow through to the **Project Name & Location on the Certified Payroll Report**.

Be sure to **check** that this is the "Default shipping address"; otherwise, QuickBooks will not "remember" this information.



The QuickBooks Job Record Setup

Step 2 - Create a “filter” for your prevailing wage jobs

Job Name: Kitchen

Current Balance: 0.00 [How do I adjust the current balance?](#)

Address Info | **Additional Info** | Payment Info | Job Info

Customer Type: CPS

Preferred Send Method: E-mail

Price Level: [Dropdown]

Customer Fields:

- Contract #: [Text Box]
- B-Day: [Text Box]
- Spouse's Name: [Text Box]

Job is inactive:

Buttons: OK, Cancel, Notes, Help, Define Fields

Creating a “**Customer Type**” of **CPS** in the **Additional Info tab** will act as a “**filter**” for your Jobs that require certified payroll reports.

To create a Customer Type, click the Customer Type Drop Down Menu, Choose Add New, Type in CPS, click OK.



Important Note: If you have also purchased our AIA billing program, creating a “**Customer Type**” of **CPS & AIA** or **AIA & CPS** will indicate that a job requires **BOTH** certified payroll reports and AIA billing.



QuickBooks Setup Payroll Items

The QuickBooks Payroll Item List “*may*” require the most setup in order to generate accurate Certified Payroll Reports, EEOC/Work Utilization Reports, ARRA Reports and Benefit Reports.



QuickBooks Payroll Wage Items are linked to Work/Trade Classifications that will print on your Certified Payroll Reports in CPS.

Because of this, you should “no longer” use the generic *Hourly Rate* payroll item for all employees, but assign different rates in individual Employee Records; “**UNLESS**” you have only one type of Work/Trade Classification to report on the certified payroll report, “**OR**” each employee only works under one specific classification and rate of pay - no matter what job he works on.

For example, you might have employees that fall under the following classifications:

- Foreman
- Laborer
- Equipment Operator
- Truck Driver

Evaluate your employees for Work Classifications that need to appear on the final reports - see the manual section called “*Pay Rates*” for additional details on evaluating employees, work classes, and payroll items.

For additional information about Work Classifications, refer to the Work Classification section in the manual, or on our web site using the link below:

<http://www.sunburstsoftwaresolutions.com/view-document-details/certified-payroll-solution-employee-work-classifications.htm>

The documentation on Work Classifications includes 8 detailed examples of the most common setup processes - complete with instructions for the required setup in both QuickBooks and CPS.





Quickbooks Setup Payroll Items - Step 1

If you have employees that perform work under multiple Work/Trade Classifications, **AND/OR** these employees frequently “switch” work classifications (Joe goes to the jobsite in the morning and works as a Laborer, and then in the afternoon he works as an Equipment Operator), create new payroll items that you will associate with each of the different Work Classifications.

To continue with our example, you would create new payroll items for:

- Foreman
- Laborer
- Equipment Operator
- Truck Driver

Additionally, you would need to create payroll items for Overtime and/or Doubletime.



Why do I need to create new payroll items?

When you use the QuickBooks “**Hourly Rate**” payroll item, **YOU** might know that Joe worked as both a Laborer and an Equipment Operator on a specific job, but CPS will have “**no way**” of knowing that - so, we have you “**tell CPS**” when this type of situation occurs through the use of different payroll items for different work classifications. When these QuickBooks Payroll items are brought into CPS, you will “**link**” each Payroll item to a specific Work Classification that will print on the Certified Payroll Report.

When you create a more specific Payroll Item List, it is very easy to distinguish when Joe worked as a Laborer and when Joe worked as an Equipment Operator by “**switching**” payroll items when you enter Joe’s hours in the QuickBooks Weekly Timesheet, and creating a more comprehensive payroll item list will also help you, when it’s time for a Workers Compensation Audit.

NOTE: Payroll item names do not need to be Work Class specific, there are NO naming restrictions; you simply need to have a mental association between the payroll item name that you have in QuickBooks and the work/trade classification that you wish it to represent.

QuickBooks Payroll Items are “linked” to Work/Trade Classifications that print on the report.



QuickBooks Setup Payroll Items - Step 2

After you have determined the various Work/Trade Classifications that your employees fall under, you will need to:

1. Create the new payroll items in your Payroll Item List.
2. Add those new payroll items to each Employees Record and assign the appropriate pay rates.
3. If an employee will ultimately be performing duties under “*multiple*” Work/Trade Classifications, add all appropriate payroll items and pay rates to his/her record.
4. While editing each Employee record, be sure that you have “*checked*” the option to *Use Time Data to create paychecks*.
5. You can also use *Wage Manager Solution* to perform steps 1-3.



Through the use of a more detailed payroll item list, an employee may work on the same job under “multiple” work/trade classifications and rates of pay, all in the same day (or week), and be accurately reported on the final certified payroll report, EEOC reports, and on any fringe benefit contribution reports that you may need to generate.



Wage Manager Solution (a \$100.00 value) is included *Free* with your purchase of Certified Payroll Solution. Wage Manager will allow you to easily work with ALL of your employees, payroll items, and rates of pay in a convenient grid (much like a spreadsheet). It will allow you to add new payroll items, modify existing payroll items, or remove obsolete payroll items, along with rates of pay to your existing employee records - but will not delete them from your QuickBooks Payroll Item List.

Wage Manager Solution can be accessed from the Certified Payroll Solution Run menu by choosing Wage Manager.



QuickBooks Setup

An example of a completed Employee Record

Edit Employee

Information for: Mitchell, Clark

Change tabs: Payroll and Compensation Info

Payroll Info

Earnings

Item Name	Hourly/Annual Rate
9899 - Supervision	21.25
5646 - Carpentry	21.25
5213 - Concrete	21.25

Use time data to create paychecks

Payroll Schedule: Weekly
Pay Frequency: Weekly
Class: Labor Costs -

What is a payroll schedule?

OK
Cancel
Notes
Help
 Employee is inactive

Order Business Cards

Additions, Deductions and Company Contributions

Item Name	Amount	Limit
9899-Supervision ...	10.12%	
5646-Carpentry C...	10.2%	
5213-Concrete	10.0%	
Medical deduction	-50.00	
5028-Masonry Costs	7.3%	

Taxes...
Sick/Vacation...
Direct Deposit

Employee is covered by a qualified pension plan

A *correctly setup* Employee Record should contain the payroll items that you will use as the employee *“switches”* work/trade classifications, as well as, the appropriate rate of pay.

Be sure to *“check”* the option to *“Use time data to create paychecks”*; now, all of the entries that you make in the Weekly Timesheet will automatically flow over into your QuickBooks paychecks.

QuickBooks Limitations: For Pro and Premier versions, you are limited to 25 payroll earnings items per employee, and in Enterprise, you are limited to 100 earnings items per employee.



QuickBooks Setup Entering Time

Weekly Timesheet Type a help question **Ask** **How Do I?**

Previous Next Print Edit Single Activity Learn about Online Timesheets...

Name **John J Equipment**

Week Of **Dec 28 to Jan 3, 2004**

Timesheet

Customer:Job	Service Item	Payroll Item	Notes	Class	Su 28	M 29	Tu 30	W 31	Th 1	F 2	Sa 3	Total	Billable?
Customer One:Job Name for Customer One	03 Excavation	2-1 Backhoe							8:00			8:00	<input checked="" type="checkbox"/>
Customer One:Job Name for Customer One	03 Excavation	2-3 Dozer								8:00		8:00	<input checked="" type="checkbox"/>

Enter employee hours using the QuickBooks Weekly Timesheet function: choose the correct **Jobs**, service items, and **Payroll Items** (to distinguish when an employee went from straight time to overtime, or “switched” work classifications), and enter the appropriate number of **hours worked each day** on each job. CPS does not pay any attention to Service Items; if you want accurate job costing, you should use them.

CPS reads information that you enter here to complete the “timesheet” with the hours worked each day on the certified payroll report. You MUST use the QuickBooks weekly timesheet function in order for this information to transfer to the final certified payroll report.



Important Tip:

When entering timesheets, make sure that you assign ALL employee hours to a “**job**”, otherwise, you will receive an error when you run CPS. If you usually enter hours for your clerical staff and do not assign that time to a job, in your Customer:Job list, create a Customer called “Overhead” and assign that job to those hours: likewise, if you have employees who spend time in the “shop or yard”, you can create a “Shop” Customer and assign hours appropriately.



QuickBooks Processing Payroll

When you have completed entering weekly timesheets for all employees, process payroll as usual, allowing all the time data to come into the paycheck from the timesheet.

Certified Payroll Reports **cannot be generated** until AFTER payroll has been processed in QuickBooks and the paychecks have been printed, using either the Standard Do-It-Yourself (including Enhanced or Enhanced Plus) or Assisted Payroll options.

Payroll **should be** issued on a weekly basis to comply with reporting requirements, however, many of our customers do issue payroll on a bi-weekly basis and indicate that in the “Remarks” section of the Statement of Compliance without problems - complete details about issuing bi-weekly payroll can be found in the manual.

Certified Payroll Solution IS NOT compatible with the Online Payroll Services offered through Intuit.

Important Tips:



As you create employee paychecks, if you discover that you have time posted to an incorrect job or have used an incorrect payroll item, you may change this information in the Paycheck Preview window. **HOWEVER**, you must go back to the timesheet and also make the corrections there, as well. **If you do not correct the timesheet**, you will receive an error message when you run CPS, as it “**verifies**” that the same items (jobs and payroll items) that are in the timesheet are also in the paycheck.

If you use QuickBooks Assisted Payroll, pay careful attention to your timesheet entries, because once you have sent your payroll to Intuit to be processed, you **CANNOT** make changes to payroll item or rates of pay in the paycheck detail.

There are special procedures to follow if you, for some reason, happen to “underpay” an employee on a prevailing wage job. Complete details are available on our website using the following link:

<http://www.sunburstsoftwaresolutions.com/view-document-details/certified-payroll-solution-underpaying-employees.htm>

This is the conclusion of the QuickBooks setup!



Certified Payroll Solution Installation

Installing CPS is as simple as inserting the CD or double-clicking on the program executable that you download from our Web Service Center, and can be easily accomplished by even the most novice computer user - **simply by following the instructions** on the screens, combined with the detailed instructions in the printed manual under Installation, the **“Installation Guide”** provided in .pdf format, or in the Audio/Video Training - available from the Web Service Center where you also download the program.

Certified Payroll Solution can be installed in a multi-user environment with no additional per seat or per user licenses required. Complete Network Installation instructions are provided in the manual and Installation Guide from the Web Service Center.



Important Notes:

During the installation, you should have your QuickBooks company file open, and you should be logged into that file as the **QuickBooks Administrator and be in Single-User Mode** in order to grant CPS “permission” to access your QuickBooks data.

Step-by-step instructions (including screen shots) are included in the manual, Installation Guide, and Audio/Video Training for granting permissions with various versions of QuickBooks and will not be covered in this presentation.



Windows 7 & Vista users will want to make sure that their User Account Control (UAC) is turned on and that you install the software under a STANDARD USER account, see the manual, Installation Guide, or Audio Video Training for complete instructions.



Certified Payroll Solution Initial Setup

After you have installed Certified Payroll Solution on your computer and granted permission for it to access your QuickBooks data file, complete details can be found in your manual or in Audio/Video Training, you will automatically be taken to the **System Setup -> System Preferences** section where you will enter some additional information about your company.

The System Preferences section will allow you to “tell” CPS about numerous “special reporting requirements” - these are “**company preferences and settings**” NOT handled by QuickBooks that your company may have to follow, and how you handle specific items and tasks.



The System Preferences section is divided into 5 tabs and will require you to enter the following information please **resist** the temptation to “**skip**” this section as it provides you with the ability to choose multiple options to meet the needs of your company.

Complete instructions for networking CPS can be found in your manual or on our website in the CPS Support, Training, and Resource Center.



Certified Payroll Solution - Initial Setup

System Setup -> Addresses Tab

System Preferences

Addresses | W/C Info + | Labels | Settings | Data Locations

Address 1: 2378 Dane Hill Road

Address 2: West Charleston, VT 05872

Address 3:

Address 4:

Phone: 888-348-2877 Fax: 866-684-5157

Preparer's Name: Nancy Smyth

Preparer's Title: COA

Owner's Name:

Owner's Title:

Contractor's License #: From SS->SP->Addresses tab

Ok Cancel

Enter the required details about your company - City, State and Zip Code can all be combined in Address 2, as shown to the left.

Preparer's Name and **Preparer's Title** are for use on the "**Statement of Compliance**" and should be the name and title of the person who will actually be signing the reports.

Enter your Contractor's License # to be used on various other reports.

Once you begin using CPS, Help specific to the screen you are viewing is easily accessed by clicking on the ? mark in the lower right corner of the screen.

Click on the "**W/C Info**" tab to continue.



Certified Payroll Solution - Initial Setup

System Preferences -> W/C Info Tab

System Preferences

Addresses | **W/C Info +** | Labels | Settings | Data Locations

Enter information if it is required on your forms:

W/C Carrier	<input type="text"/>
W/C Policy Number	<input type="text"/>
W/C Effective Date	<input type="text"/>
W/C Expiration Date	<input type="text"/>
Federal Employer ID #	<input type="text" value="01-2345678"/>
DUNS #	<input type="text" value="123456789-1234"/>
Texas DOT Contractor ID (5 digit #)	<input type="text" value="0"/>
Unemployment Insurance #	<input type="text"/>

OK Cancel

All states, *with the exception of California, Connecticut, Missouri, Texas, and Wisconsin*, can actually skip filling out the information on this tab, however, **"the Employer's Federal ID Number and the DUNS #"** are required for **ALL** states, as it is used on the ARRA Report, some EEOC and/or Fringe Benefit Reports.

Click on the **"Labels"** tab to continue.



Certified Payroll Solution - Initial Setup

System Preferences -> Labels Tab



System Preferences

Addresses | W/C Info + | **Labels** | Settings | Data Locations

Wage Rate Labels correspond to the lines that are printed for each employee. The ones that already exist should not be changed, since they correspond to the order shown on your Certified Payroll Report. They are also checked in the Wage Maintenance. However, feel free to place "Down Time" or "Double Time" in an empty slot.

	Name	Abbreviation	(4) DAY AND DATE							(5) TOTAL HOURS
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1st Listed Wage Rate Name			12/28	12/29	12/30	12/31	1/1	1/2	1/3	
2nd Listed Wage Rate Name	Overtime	OT								
3rd Listed Wage Rate Name										
4th Listed Wage Rate Name	Straight Time	ST	0	0	0	0	8	8	0	16

WH-347 Other Withholding Labels are the 4 descriptions for the Certified Payroll Report

Other #1	Child Support	Other #2	Union Dues
Other #3	Medical	Other #4	Garnishments

Ok Cancel

The position of the *Straight Time* and *Over Time Labels* are linked to where "ST" and "OT" hours are to be *shown* on the final report. You *should not* change these.

You may, however, add Double time or Shift Time to either of the "blank" fields.

Feel free to change the names of the *WH-347 Other Withholding Labels* to identify employee deductions (Other Withholdings) on the final report. The labels you create here will provide the "**Deduction Key Code**" on the bottom of the Federal (WH-347) certified payroll report.

Click the "*Settings*" tab to continue.



Certified Payroll Solution - Initial Setup

System Preferences -> Settings Tab

These “*settings*” help CPS to accurately generate your reports.

Auto Number Employees? should always be set to “Yes”.

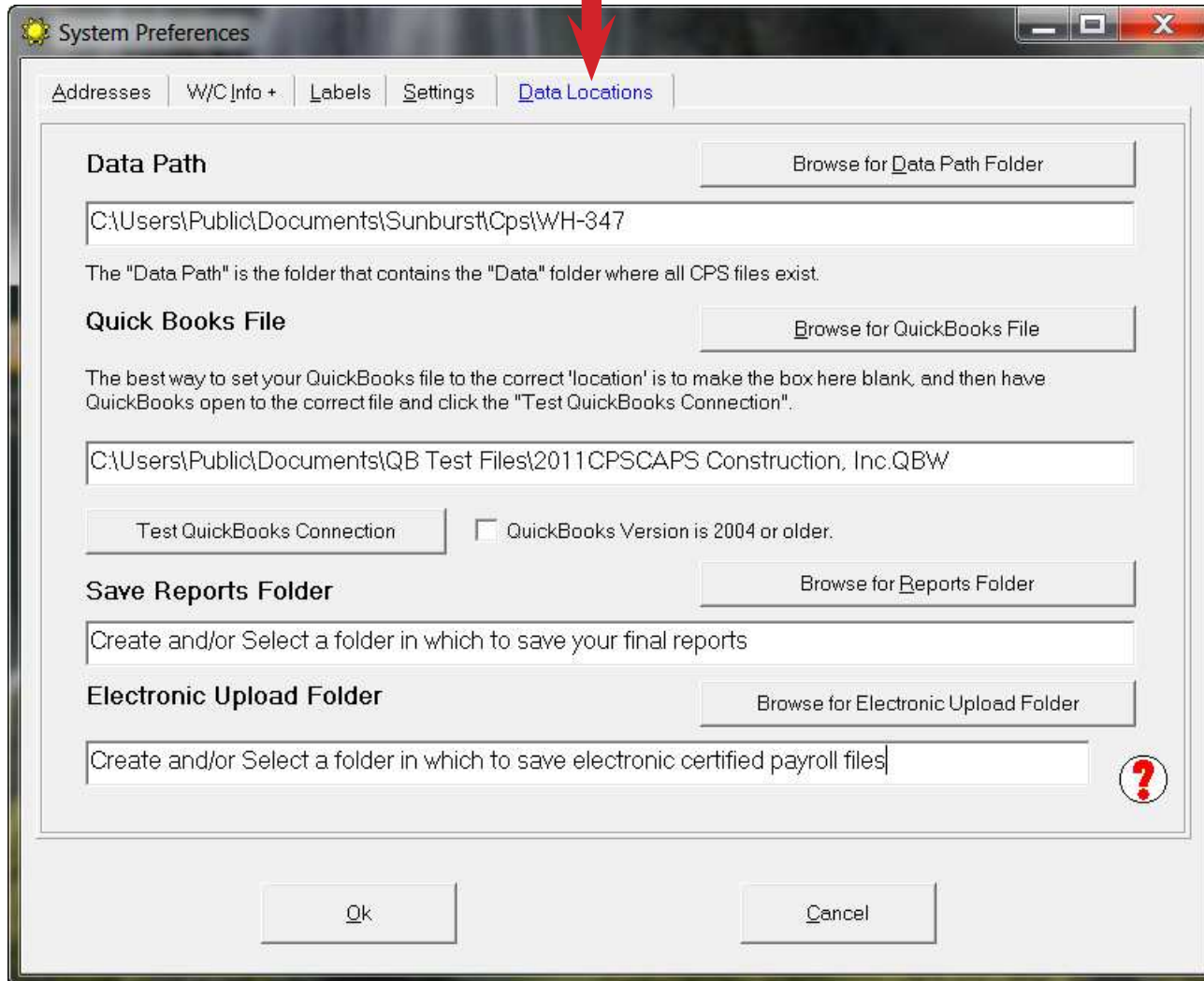
IF you chose to create the **Customer Type of CPS in the QuickBooks Job Record -> Additional Info Tab to “act as a filter”** for your jobs that need certified payroll, you will want to check the option “Reporting jobs must have CPS in the QuickBooks Job Record Customer Type field”.



Certified Payroll Solution - Initial Setup

System Preferences -> Data Locations Tab

This screen will simply show you where everything is installed or *“lives”* on your computer. *“Normally”* you should not have to change any of these items - **UNTIL**:



1. You wish to use CPS in a multi-user environment, in which case, you would change the information in the *Data Path* box by using the *“Browse for Data Path Folder”* button.

2. You *move or upgrade your Quickbooks data file*, in which case, you would *“delete the contents of the QuickBooks File box”*.

3. You are required to file *“electronic” certified payroll reports*, then you will need to create a *“folder”* in which to save them by using the *“Browse”* button.

If you have chosen to network CPS, you need to know where you have stored or moved your data and should document its location.

Click *“Ok”* to finalize your settings.

If you are required to submit electronic certified payroll reports, you MUST create/select an Electronic Upload Folder.



Certified Payroll Solution - Initial Setup - System Setup Statement of Compliance -> WH-348 (1) Tab

We have **provided you** with a “standard” deduction explanation which will appear on EVERY Statement of Compliance that you will generate using CPS.

Statement Of Compliance (WH-348)

WH-348 (1) | WH-348 (4)

The first sentence of section 1 ... your company name on the Customer Name/Project #, that during the pay period commencing... (Customer Name/Project # is standard, but may be altered below).

Omit the customer name.

Replace the Project # with the Job Name.

WH-348 section (1) ...from the full weekly wages earned by any person other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S. C 276C {amended by 40 U.S.C. 3145 12/18/2008}), and described below:

Deductions are based on gross wages and include but are not limited to: Federal Withholding, FICA, Medicare, State Withholding, State Disability Insurance, Union Deductions, Child Support, Other Garnishments. Explanations for deductions listed in the "Other" Column are described on the Certified Payroll Report.

Ok Cancel ?

Use the option at the top to change how your company name/project name is displayed on the Statement of Compliance.

This “explanation” can be **changed** to meet the specific needs of your company, by simply “**clicking in the white box and typing in your changes**”.

You are limited to 500 characters including spaces for the explanation.

Click the “**WH-348(4)**” tab to continue.



Certified Payroll Solution - Initial Setup - System Setup Statement of Compliance -> WH-348 (4) Tab

Statement Of Compliance (WH-348)

WH-348 (1) | WH-348 (4)

4. (A & B) Check Box Option

- Where Fringe Benefits are paid to approved plans, funds or programs.
- Where Fringe Benefits are paid in cash.

4. (C) Exceptions

Exception (Craft)	Explanation

4. (C) Remarks:

- Use this information on ALL WH-348 Statements of Compliance
- Use this information as a default for each job

Ok Cancel ?

The setting on this tab will allow you to easily indicate how you pay the *“fringe benefit”* portion of the prevailing wage - either to an:

- approved plan

OR

- in cash

by checking the appropriate box.

You can enter Exceptions and Remarks that will appear on ALL Statements of Compliance.

By selecting the option to *“Use this information as a default for each job”*, you can enter “standard” Exceptions and Remarks here, and then change these entries as needed for each Job.

Click *“Ok”* to finalize your settings.



Certified Payroll Solution - Initial Setup - System Setup Defaults -> Employees

Setting up “Employee Defaults” will help you pre-fill information about your employees that CPS holds in “*linked records*” because QuickBooks has no means to reliably track it.

If you are a *non-union shop*, you would select *None* from the *Local Dropdown Menu* - OR select the *Edit Locals* button and *Add* Union information.

If most of your employees are Equipment Operators, you would choose *Equipment Operators* from the *EEOC Work Class Dropdown Menu*, OR select the *Edit Work Classes* button to *Add* new Work Classifications.

If most of your employees are Hispanic, you would choose *Hispanic* from the *Race Dropdown Menu*.

If most of your employees are Married, type *M-* in the *Federal Allowances box*.

Click “*Ok*” to finalize your settings.

Placing a checkmark in any of the other 4 options will allow you to enter this information for each employee, when you create *Linked* employee Records.

Any information that is entered here can easily be changed on a Employee-by-Employee basis, when you create the Linked Employee Records.



Certified Payroll Solution - Initial Setup - System Setup Defaults -> Jobs -> Standard

Setting up “Default Job information” will help you speed up the creation of *Linked Job Records*, when you run your first certified payroll report.

It is recommended that you NOT check the “Non-reporting job” option, as this will tell CPS that you have no jobs that need certified payroll reports.

You can choose to print the Department of Defense Statement of Compliance instead of the standard WH-348 Compliance Statement.

If you are usually the Primary (General) contractor on these jobs, you would “check the Primary Contractor” option - *the DEFAULT option is for you to be a Subcontractor, and you are required to do nothing.*

If *most of your jobs require that you submit an “electronic”* certified payroll report (this is becoming increasingly more popular), you would choose an “**Electronic Upload Type**”.

License #'s will automatically flow over from the “**System Setup -> System Preferences -> Address Tab**”, IF you have completed that information.

Enter “standard” Location and County information.

Choose to create a Daily Time Report, Employee List, and/or Authorized Deduction Report.

Click the “*Form Options*” tab to continue.

Information that is entered here can easily be changed on a Job-by-Job basis, when you create the Linked Job Records.



Certified Payroll Solution - Initial Setup - System Setup Defaults -> Jobs -> Form Options

The “Form Options” tab will allow you to choose your “default” preferences for displaying employee Social Security numbers and address on your final printed reports as well as any electronic reports that you are required to submit.

Section	Report Type	SSN Format	Omit Employee Address
On the Certified Payroll Report	WH-347 Form	XXX-XX-1234	<input checked="" type="checkbox"/>
On Electronic Filing	Standard XML Export file. (Elation & TRS)	Show SSN	<input type="checkbox"/>
	LCP Tracker Export file.	Show SSN	<input type="checkbox"/>
	Sandia Laboratory XML Export file.	Show SSN	<input type="checkbox"/>

CPS comes pre-programmed with the current reporting requirements for both the printed WH-347 and electronic filing requirements, so there should be no need to make any changes on this screen.

While you may change how social security numbers and employee addresses are submitted on electronic reports, be advised that if your changes do not comply with current requirements there is a good chance that your reports will be rejected.

Click “OK” button to finalize your settings and continue.

All options that you have selected here can be changed on a job-by-job basis later when you create specific Linked Job records.

Important Note about the Electronic Filing Options - these options will NOT be available unless you specified a folder in which to save them from the System Setup -> System Preferences -> Data Locations tab.



Certified Payroll Solution - Initial Setup - System Setup Users

User Name: Admin

Password: [Empty]

Verify Password: [Empty]

Administrator

Password recovery fee is \$50.00.

Allow access to:

- Benefit Setup
- Wage Manager
- Mailing Label Setup
- QB Menu and Notification
- Fringe Benefits & Special Withholdings
- System Setup
- Restore Data
- Check for Updates
- Delete Records

Ok Cancel

You can set up individual Users & Passwords in CPS. Each user can their own individual permissions as to what they can and cannot do in the Certified Payroll program.

The DEFAULT user is Admin with no password.

Passwords are case sensitive.

A complete list of User Names & Passwords should be documented & maintained. There is a \$50.00 password recovery fee.



Certified Payroll Solution - Initial Setup - System Setup

Mailing Label Settings

Mailing Labels Setup

Count of Labels Across	<input type="text" value="3"/>	Count of Labels Down	<input type="text" value="10"/>
Width of each label (inches)	<input type="text" value="2.75"/>	Height of each label (inches)	<input type="text" value="1"/>
Shift all labels horizontally (inches)	<input type="text" value="0.5"/>	Shift all labels vertically (inches)	<input type="text" value="0.5"/>

Optionally fill remaining labels on page with this mailing address (extra labels for your return address):

<input type="text" value="WH-347 (Florida) Co."/>
<input type="text" value="2378 Dane Hill Road"/>
<input type="text" value="West Charleston, VT 05872"/>
<input type="text"/>

Message for assistance in loading paper (ie upside down in paper tray):

Select Printer: Canon MX330 series Printer (Copy 1)

Print a Test

Ok Cancel ?

Have a lot of jobs that you need to submit certified payroll reports for? Instead of hand addressing the envelopes, let CPS print mailing labels for you!

Don't worry if you don't have enough jobs to use up a full sheet of labels, CPS will print return address labels for you - IF you set up this option.

This is already setup to work with Avery 5160 (1" x 2 5/8 " - 30 per sheet) Mailing Labels.



Certified Payroll Solution - Initial Setup - System Setup Other System Setup Options

The System Setup Menu also provides the following options:

- Benefit Reporting
 - Benefit Form Setup
 - Benefit Setup
- Edit Job Completion Dates
- Remove Old History
- QuickBooks Menu & Event Notifications
- View CPS Log File

These options are explained in detail in the manual (look in the Table of Contents) and ***will not*** be covered in this presentation.



Taking the time initially to setup up your program will allow you to take advantage of many time-saving features leaving you less exhausted at the end of the day!



Congratulations you have completed all required Initial Setup!

You are now ready to generate your first certified payroll reports using Certified Payroll Solution!

There will be some additional linking to do during this initial run (mostly point and clicks or drop down menus and select options) for Employees, Jobs, Payroll Items, and Payroll Deductions. **“Linked Records”** are created because there is so much information that is required to be shown on the Certified Payrolls, Statements of Compliance, EEOC, and Benefit Reports that QuickBooks has just no means of tracking.

The information that you enter into these linked records will be merged with information found in your QuickBooks file, when the final reports are printed.

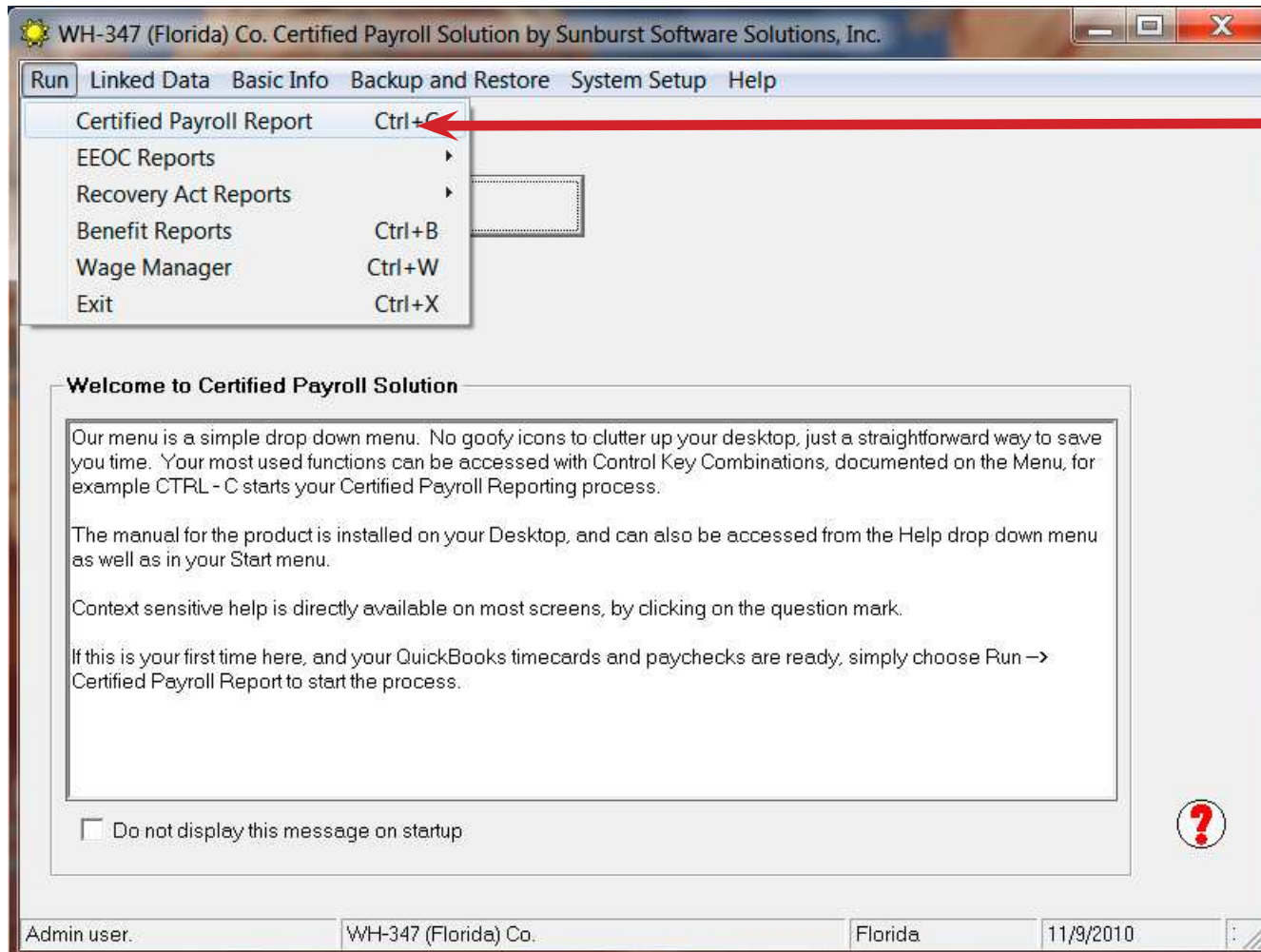
You will only need to create these linked records once - and CPS will remember the information from week to week.



This initial linking should take you less time than it would take to manually create your certified payroll reports; and next week, it should be as easy as starting CPS, choosing Run -> Certified Payroll, clicking the Advance Dates One Week button, clicking Next, Next, Next, Print!



Running Certified Payroll Solution



From the CPS Main Menu, choose **Run** and **Certified Payroll Report**.

Concerned about our “plain” menus and background?

Don't be. While graphics are “pretty”, they only tend to bloat the size of the program and slow down its performance.



CPS will first request that you to enter two very important dates:

1. Your Work Week/Pay Period Ending Date
2. The date that you issued the paychecks

Here's how to find those required dates, using the actual employee paychecks in QuickBooks - this is an EXTREMELY important step and one of our top 5 technical support calls.

Paycheck - Payroll Checking Account

Bank Account: 1130 · Payroll Checking Account Ending Balance: -26,498.69

Print As: Amy L. Apprentice
Pay to the Order of: Apprentice, Amy L.
Amount: \$ 249.36
Date: 01/21/2009
No. 327

Address: Amy L. Apprentice, PO Box 1111, 1234 Some Street, Somewhere, CA 03810

Paycheck Summary

Earnings	325.00	Pay Period	01/11/2009 - 01/17/2009
Additions	0.00	Hours Worked	25.00
Taxes	-66.14		
Deductions	-9.50		

Buttons: Previous, Next, Print, Find, Attach, Order Checks, Save & Close, Revert

2. The employee paycheck will also show you that the “*date*” you issued the paychecks was “01/21/09”.

1. The employee paycheck will show you what days your pay period covers, and that your “*Pay Period ending date*” is “01/17/09”.



Entering the Requested Dates

Reconcile Payroll for Reporting Step 1 -- Enter Data

Work Week/Pay Period Ending Date

This date determines the hours that show on the Certified Payroll Reports. Based on System Preferences, this should be a Saturday.

Date of Paychecks To

This date range determines the dollar amounts displayed on the reports. Any pay checks found in this date range (and entered into the "More" box), will be included on the reports. This is the actual paycheck date(s) for the period ending above.

1. Enter the **Pay Period Ending Date of 01/17/09** that you found on the employee paycheck here.

2. Enter the **Date you issued the "Paychecks of 01/21/09"** that you found on the employee paycheck here.

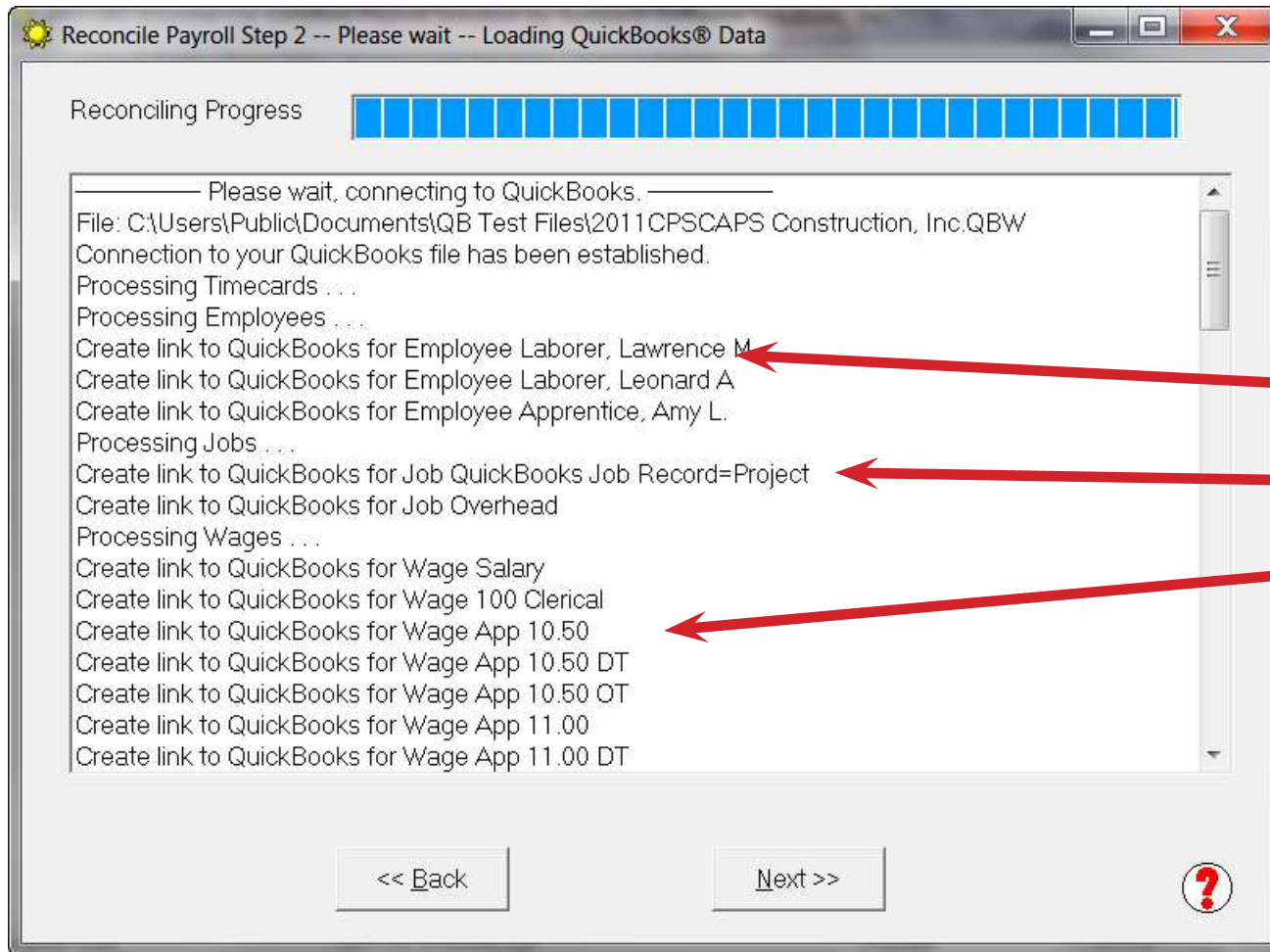
3. Once your dates have been set correctly **AND IF** you always issue your paychecks on the same day of each week, you can use the **Advance Dates One Week** option to automatically update these dates.

NOTE: *Manual contains details for bi-weekly payroll.*

Click the **"Next"** button to continue.



Certified Payroll Solution begins *reading* data from your QuickBooks company file, prompting you to create “Linked Records”.



CPS displays a log file of the information it is **reading** from your data file and will **inform you of the links that you will be creating** for:

- **“Employee”** (Laborer, Lawrence M.),
- **“Job”** called (QuickBooks Job Record=Project),
- **“Payroll Wage Item”** called (App 10.50),
- **“Payroll Deductions”** not shown in log.

By clicking the **“Next”** button, CPS will begin walking you through the creation of these **“linked records”**.



How does Certified Payroll Solution work?

We'll digress for a moment to stop and explain how CPS works, as it is not visibly apparent.

CPS does most of its work *“behind the scene”* and perhaps the best way to explain how CPS works is to say that it knows as much as you do about certified payroll reporting mandates (if you have been doing these reports for any length of time), and works much like you would to prepare them. Basically, when you purchase CPS, it's like hiring a new employee who is a *“whiz”* at certified payroll - but needs to learn about your company - your employees, the jobs you are working on, your payroll wage items, and payroll deductions.

First, it looks at the Weekly Timesheets and the Employees, Jobs, Payroll Items, and hours worked each day; then, it starts verifying that it knows about the items found - if CPS finds anyone or anything new, it starts making “lists”.

- John J. Equipment needs to be added to my database.
- QuickBooks Job Name needs to be added to my database.
- Payroll Item 2-1 Backhoe needs to be added to my database;
- Payroll Deduction Child Support Garnishment needs to be added to my database

CPS will then *“prompt you”* to create linked records for these items that will hold additional information. Then, it simply starts sorting, compiling, and merging the data - much as you would from various reports that you would print from QuickBooks in order to complete the reports manually - CPS does this through “linking” in order to generate the completed reports.

Certified Payroll Solution accesses your QuickBooks data file on a *“read-only basis”*; meaning, it treats your data file much like a book that holds information that it will *“read and utilize”*. Beginning with the 2005 version of QuickBooks, this is validated when you initially grant CPS permission to access your company file. Any and all changes to your QuickBooks company file **MUST** be done by a human. Your QuickBooks data is totally safe.

Intuit has built provisions into their Software Development Kit (SDK) which we use to create CPS, that makes ALL third party applications follow “normal QuickBooks business rules”, no matter what the program can do. Additional information on the SDK, as well as how CPS utilizes the SDK, is available from the CPS In-Program Help File by choosing the CPS Help Menu -> Contents -> Certified Payroll Solution Development Process and How Certified Payroll Solution Utilizes the Intuit QuickBooks Software Development Kit.



Creating the “*linked*” Employee Record Employee Reconciliation Screen

CPS will create and store a “*linked record*” for each QuickBooks employee that it has found hours entered for in the Weekly Timesheet. This “*linked record*” will hold information about the employee that QuickBooks is not capable of holding - or we are not allowed to access with the SDK.

Employee Reconciliation

Apprentice, Amy L.
Laborer, Lawrence M.
Laborer, Leonard A.

Name: Apprentice, Amy L.

Local: None [Edit Locals]

EEOC Work Class: Laborer-Apprentice 50% [Edit Work Classes]

Race: White [Edit Races]

Federal Allowances: M-2

Gender: Female

ARRA Hire?

Ok Cancel

1. The **Employee Name** that is displayed in the “Name” Box is the employee that CPS is currently asking you about.

2. **We currently are not able to retrieve the number of Federal Withholding Allowances** from the QuickBooks employee record. That information must be entered here as S-1, M-4 OR S, M, HH.

Basically, you are telling CPS the following:

Amy L. Apprentice doesn't belong to a Union, her MAIN work classification is a Laborer, Apprentice at 50%, she is White, files as M-2, and is Female.

Click the “Ok” button to continue (takes you to the next item to be linked).



Creating the “linked” Job Record Job Reconciliation Screen - Standard Info Tab

CPS will create and store a “linked record” for each new Job that has time for this work week. This “record” will hold information about the job that QuickBooks, on its own, is not capable of holding. If you created the “filter” to only select jobs with a “CPS” type, any job that does not have this type will be automatically added as a “Non-Reporting” Job.

The screenshot shows the 'Job Reconciliation' window with the 'Standard Information' tab selected. The 'Name' field is populated with 'QuickBooks Job Record=Project'. Below the tabs, there are two unchecked checkboxes: 'Non-reporting Job' and 'Primary Contractor'. The 'Print Name as' field is also populated with 'QuickBooks Job Record=Project'. The 'Federal Project #' field contains 'CPS Job->Standard Info-Federal' and the 'State Project #' field contains 'CPS Job->Standard Info-State'. The 'Original Bid Amount' field contains '26,527.50'. At the bottom, there is a button labeled 'Statement of Compliance Optional Fields' and 'Ok' and 'Cancel' buttons.

1. The **QuickBooks Job Name** that is displayed in the “**Name**” Box is the job that CPS is currently seeking information about.
 2. If the job **does not** require a certified payroll, “**check the Non-reporting Job box**”.
 3. Use the **Print Name As** field if you want the name displayed differently than it is in QuickBooks.
 4. Information entered in the **Federal Project # and State Project #** boxes will also display on the “**Statement of Compliance**” otherwise the QuickBooks Job Name will display.
 4. **Original Bid Amounts** are used on various “**EEOC**” Reports.
 5. Click the **Statement of Compliance Optional Fields** button to add “**Remarks**” that are specific to this job.
- Click on the “**Additional Info**” tab to complete the rest of the Job Setup.



Creating the “linked” Job Record Job Reconciliation Screen - Additional Info Tab

Information that is entered in the Additional Info tab is used mainly for EEOC Reports and to hold information for states that have their own “special” reporting requirements. Some of the information required on this screen will be pre-filled from other portions of the CPS setup. All items are fairly self-explanatory.

Job Reconciliation

Name: QuickBooks Job Record=Project

Standard Information | **Additional Information** | Form Options

License: From SS->SP->Addresses tab

Serial: CPS Job-Additional Info-Serial

Location: CPS Job-Additional Info-Location

County: CPS Job-Additional Info-Location

Begin Date: 12/20/08

Est. Complete Date: 08/15/10

Print Daily Time Report for this Job

Print Employee List for this Job

Print Authorized Deduction Report for this Job

Optional reports for this specific job.

OK Cancel ?

If you have completed information in System Setup -> System Preferences -> Address Tab AND System Setup -> Defaults -> Jobs, the information in the top portion of this record is already completed, just waiting for you to make any Job specific changes that are necessary.

The only thing left to do is to enter the **Begin** and **Estimated Completion Date** for this project - used on various EEOC Reports.

You may also choose to generate a Daily Time Report, Employee List, and/or Authorized Deduction Report, for this job.

Click the “**Form Options**” tab to continue.



Creating the “linked” Job Record Job Reconciliation Screen - Form Options Tab

Job Reconciliation

Name: QuickBooks Job Record=Project

Standard Information | Additional Information | **Form Options**

Certified Payroll Report

Use Department of Defense Statement of Compliance

SSN # Format: XXX-XX-1234

Omit Employee's address.

Electronic Filing

Electronic Upload: Standard XML Export file. (Elation Systems)

SSN # Format: Show SSN

Omit Employee's address.

Ok Cancel ?

The “Form Options” tab lets you select specific options for how you want your final certified payroll report printed or electronically uploaded.

You can also choose to Print/Use the Department of Defense Statement of Compliance instead of the standard Statement of Compliance.

If you completed System Setup -> Defaults -> Jobs settings you will find that those settings have automatically flowed through to this window.

The chances are very good that you will not need to make any adjustments here.

Click the “**Ok**” button to finalize your settings for this job and to continue on to either the next Job or the Wage Reconciliation section.



Creating the “linked” Payroll Wage Item Record Wage Reconciliation Screen

As your QuickBooks payroll wage items are brought into CPS, you will *link or assign the payroll item* to a “specific **Work Classification that will print on the certified payroll report**”.

Suppose the Prevailing Wage Determination said that the base rate of pay for a Backhoe Operator was \$10.00 per hour and the Fringe Rate was \$5.00 and you pay your Fringes in CASH to the employee as part of his hourly wage. In QuickBooks his rate of pay would be \$15.00, here you would indicate that \$5.00 was the Cash Benefit Rate. CPS will then report in Column 6 on the report \$10.00/\$5.00.

1. The *QuickBooks Payroll Item* displayed in the “Name box” is the payroll item that CPS is seeking information about.

2. From the *Work Classification Dropdown Menu*, select the “Work Classification that you wish to have shown” on the final report - OR - select the *Edit Work Classes button* to “create additional Work Classifications”.

3. In the *Cash Benefit Rate box*, enter the amount of the Hourly Fringe Benefit contribution that you pay to the employee in “CASH” - this is NOT his rate of pay! *This is not applicable for Union Shops.*

4. Select the *Type of Wage* that you use this payroll item for (“Straight Time, Overtime, etc.”)

Basically, what you told CPS is: “Every time you see this payroll item from QuickBooks, I want you to print this *Work Classification on the Certified Payroll Report, this is the amount of the CASH fringes that we pay to the employee, and this is a payroll item we use for Straight Time*”.

Click the “Ok” button to continue.



Adding New Employee Work Classifications

The ability to add new Work Classifications begins when you click on the **Edit Work Classes button** from the **“Employee or Wage Reconciliation Screen”** (or from the **Basic Info Menu** by choosing **“Work Classifications”**), and then selecting the **“Add button”**.

CPS comes pre-programmed with the 16 Standard Work Classifications that are **required** to be reported on EEOC Reports. **DO NOT DELETE THESE ITEMS.**

When adding new Work Classifications, think of these standard ones as **“Parent categories”**.

In this example, we need to create a **new Work Classification for Backhoe Operator** which is a **“child or subclass”** of the **Standard Equipment Operators** Work Classification.

Click the **“Ok”** button, the **“Done”** button, and the **“Yes to save changes”** button. These buttons are not visible on this screen shot - but they do exist.

For additional information on how Work/Trade Classifications are used (including detailed setup of the 8 most common processes), refer to the Work Classifications section in the manual or use the link below:

<http://www.sunburstsoftwaresolutions.com/view-document-details/certified-payroll-solution-employee-work-classifications.htm>



Creating the “linked” Deduction Record Deduction Reconciliation Screen

QuickBooks payroll items for Additions, Deductions, and Company Contributions will need to be **assigned** to their proper “**type**” so that they are correctly reported on the final reports. Basically, what you are “telling” CPS is: **“The dollar amounts from the QuickBooks paycheck for this (payroll item name) should be reported under this (type of) withholding or benefit on the certified payroll”**.

1. The **QuickBooks Addition, Deduction, or Company Contribution payroll item** shown in the **Name box** is the item that CPS is seeking additional information about.

You simply **select** what “**type**” of Deduction or Contribution this is from a standard list.

3. Items that are generically classified as “**Other Withholding**” must be further broken down into **specific types of other withholding**.

QuickBooks “Additions” should have the top box checked, as well as “Unused”.

Check the “Unused” option for items that are not reported on the final reports, such as Worker’s Comp, Federal and State Unemployment company payments.

In this example, you are telling CPS that the **Child Support Garnishment** from QuickBooks is an **Other Withholding** and should be reported under **Child Support**.



Numbering Payrolls

The first time that you run your reports, the payroll number automatically defaults to “1”(after all, it’s the first time the program has seen this information), you can easily change the number by clicking in the Payroll # column, next to the job, and type in the correct number. The next time you run CPS, it will automatically increase this number by 1 - the program just needs **you** to give it the correct starting point.

Job Name	Payroll #	No Work?	Finished?
QuickBooks Job Record=Project	1		No
Select no worked performed sheets:			
OT at Maximum Rate	2 Yes		No
OT, DT & Vacation	2 Yes		No

Once CPS “knows” about a job, it will NOT ask you to set them up or create a linked record for them back to the QuickBooks data file.

Additionally, once the program “knows” about a job, it will look for time for those jobs in weekly timesheets; if it finds no time, it will automatically print a “No Work” Performed” report for you.

Click the **Next** button to continue.



Print or Preview?

Completed Reconciliation

Copies for Each Report	
Job Name	Copies
QuickBooks Job Record=Project	1
OT at Maximum Rate (No Work)	1
OT, DT & Vacation (No Work)	1

Set All Copies to: Select Printer: Canon MX330 series Printer (Copy 1)

Preview Certified Payroll Only - Does NOT include the Statement of Compliance.

<< Back Print Mailing Labels Complete ?

The Print Screen is very flexible.

The number of copies to print for each job can be set as you desire

OR, you can **Preview JUST the report** for accuracy prior to printing.

To **print BOTH** the Certified Payroll and the Statement of Compliance, you must select the **"Print"** button.

A **"Runtime Error 91"** when selecting Preview or Print indicates that **"you do not have"** Microsoft Excel and/or Word installed on your computer - OR - you are using Microsoft Office Click-to-Run.

Troubleshoot your reports for "blank spots" after printing, and if you need help determining where the information on the Certified Payrolls and Statements of Compliance comes from.....

In CPS go to the HELP MENU -> WHERE DOES INFO COME FROM? (.PDF) to find your answers.



Completed Statement of Compliance

Date: **01/21/2009**

I, **Nancy Smyth, CQA , Bookkeeper** do hereby state:

less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

- (1) That I pay or supervise the payment of the persons employed by **Sunburst Software Solutions, Inc.** on the **Customer Four CPS->Linked Data->Jobs->Fed Pr CPS->Linked Data->Jobs->St Pr** ; that during the payroll period commencing on the **28** day of **December, 2003**, and ending the **03** day of **January, 2004**, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Sunburst Software Solutions, Inc.** from the full weekly wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

{The following standard deduction explanation is pre-programmed into CPS and will appear on each form, however, you can easily change it to better suit the needs of your company .} Deductions are based on gross wages and include but are not limited to: Federal Withholding, FICA, Medicare, State Withholding, State Disability Insurance, Union Deductions, Child Support or Other Garnishments. Explanations for deductions listed in the "Other" Column are described on the Certified Payroll Report.

- (2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.
- (3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.
- (4) That:
- (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
 - In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below
- (b) WHERE FRINGE BENEFITS ARE PAID IN CASH
 - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS: *The ONLY thing left for you to do is to sign the Statement of Compliance and pop it in the mail.*

NAME AND TITLE	SIGNATURE
Nancy Smyth, CQA , Bookkeeper	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Revised December 2008, Expires 12/31/2011.

*Troubleshoot your reports for "blank spots" after printing, and if you need help determining where the information on the Certified Payrolls and Statements of Compliance comes from.....
 In CPS go to the HELP MENU -> WHERE DOES INFO COME FROM? (.PDF) to find your answers.*



Ok, that's it.....you are done with the initial setup and linking! Let's talk about some "other stuff"

The initial setup of any "new" software program is an investment of both money and time, and it is the initial piece that is always the hardest or the worst. You owe it to yourself to make the investment of time, in order to really "know and understand the way the program works", because it really will save you a lot of time in the long run..... many customers have told us that the initial setup took LESS TIME to do than to manually complete one week's worth of reports!

"The good news is this" - next week when you are ready to run your reports it may be as simple as starting CPS, choosing Run, Certified Payroll, clicking the Advance Dates One Week button, clicking Next, Next, Next, Print That's a total of 8 mouse clicks and then waiting for your printer! Only new employees, jobs, wages, or deductions will need to be added.

Hopefully, you have/or will utilize the extensive training resources and materials that we have provided for you (free of charge), and that your first certified payroll is "perfect" - however, that's usually not the case - there is ALWAYS something that someone has "skipped" or entered incorrectly. To make any corrections to your Certified Payroll Solution Setup, all you have to do is go to the **Main CPS** screen and choose the **"Linked Data"** menu - from here, you can work with the CPS Linked Records for Employees, Jobs, Wages, and Deductions and easily make any necessary corrections to your CPS Setup.

If your first set of certifieds are "perfect", you owe yourself a "pat on the back for a job well done"!

Let's take a minute to talk about "Support".

We are **"more than happy"** to help you should you encounter problems. However, we cannot "hold your hand" through the entire setup process, train multiple people as you hire and fire, train you to use QuickBooks, diagnose and/or setup computer networking.

Items such as these are beyond the "normal" scope of technical support, and you will be expected to pay for those services that are above and beyond the realm of technical support relating directly to our software.



Additional Reports EEOC/Work Utilization/Manning & ARRA Reports

EEOC Reports (also known as Work Utilization or Manning Reports) and ARRA Reports are generated in a similar manner, beginning at the Main Run Menu and choosing EEOC Reports -OR - Recovery Act Reports -> Federal ARRA Reports, and then selecting the report you wish to create. Certified Payroll Solution includes the following Federal, State, and Local EEOC/Work Utilization Reports:

Federal Forms:

- Form 1391/1392
- Form 1391-A
- Form 1392-A & 1392-A-Reverse
- Form CC-257
- Form 1391/1392 with Mixed Race

Local Reports:

- Boston Housing Authority WMPP5
- City of Chicago
- City & County of Denver DSBO
- Jackson County Sports Authority
- Port Authority of NY/NJ
- San Diego Workforce

State Specific Forms:

- Arizona DOT
- California Employment Utilization
- Connecticut CC-257
- Illinois DOT Form 949-0441
- Illinois Tollway
- Michigan DOT Form 1199
- Minnesota DOT Form EEO-13
- New Jersey AA-202
- Oregon DOT
- Pennsylvania EEO-400
- Washington State EEO Report
- West Virginia EEO 150



Additional Reports Union/Bona-fide Plan Benefit Reporting

Certified Payroll Solution includes two pre-programmed Benefit Reports that are very generic in nature. These reports can be generated using several options - by job, by Union, detailed contributions, summarized contributions, by month, or by user defined date range - and may meet most, if not all, of your reporting needs.

However, we do realize that these reports may not meet the reporting requirements of a specific Union or bona-fide plan administrator. We have, therefore, included a “Design-Your-Own-Report” module; you will create the reporting format layout in an Excel spreadsheet, labeling the data contents, and then “mapping” the placement of information from QuickBooks, as well as, CPS.

These reports are highly accurate, as they are based on an *“actual hours worked”* from the QuickBooks timesheets, thus assuring you, that if you wish to generate a report for a given month, ONLY the hours for that month are included on the report.

There is limited support for Benefit Reports, as there are simply too many unions in too many states who each want to see their reports the way they want to see them, however, we have provided you with 18 pages of detailed instructions in the manual, and a Flash training demonstration (included on your CD or available on our website by clicking here....) to walk you through the ENTIRE process - from designing the layout of your form in Excel, to mapping the data, setting up your benefits and, finally, printing your reports.

A full-sized sample of one of the generic reports is available using the following url:
<http://www.sunburstsoftwaresolutions.com/download-document/generic-benefit-report.htm>

Flash Training:

Again, if you purchased the program on CD, this training presentation is located on the CD.

For those of you who have purchased the program via electronic download, the training presentation can be accessed from the Help menu->On the Web->Training; this will take you to the Free Training area of our website - look for **Free Training for the Design Your Own Report - Benefit Reporting Module.**



Certified Payroll Solution Other Features & Functions

This is just a partial listing of key features & functions, for a complete listing of all features & functions and to see how CPS compares to the competition, [click here](#).

- Select Federal or State specific Certified Payrolls & Statements of Compliance by Job
- Automatically produce “No Work Performed” payrolls and EEOC Reports
- Create an XML file for “electronic filing” of Certified Payroll Reports
- Create any of 25 Federal and/or State Specific Equal Employment Opportunity Commission (EEOC) Reports
- Create generic Union/Bona-fide plan benefit reports
- Create custom designed fringe benefit reports that meet the requirements of your specific Union or Bona-fide Plan Administrator
- Easily handles both weekly and bi-weekly QuickBooks payroll
- Automate payroll wage rate changes by using Wage Manager Solution
- Handles multiple reporting & non-reporting hours for the same job and/or employee
- Handles multiple paychecks for the same work week ending date
- Handles 4 different pay rates per work classification - Straight time, Overtime, and any two others that you need to report, such as Doubletime or Shift Differential.

I was spending at least 12 hours a week generating Prevailing Wage Reports on the California Department of Industrial Relations form A-1-131. Certified Payroll Solution has cut the amount of time I spend to about 15 minutes! All I have to do now, is sign my name on the reports!

Kristi McNutt, Office Manager - Montano Plumbing, Inc., Santa Cruz, CA



Additional Information & Support Resources on our web site - provided FREE of Charge

Our website contains 8 years of support resources and additional information, which has taken us thousand of hours to compile and update - on over 1500 pages - and it just keeps growing all the time! Below is a very small list of resources that are available. You owe it to yourself to visit our website and just “poke around” our Support Area (<http://www.sunburstsoftwaresolutions.com/technical-support.htm>).

- QuickBooks for Contractors Newsletter Article Archive - where you will find advanced QuickBooks tips & techniques.
- Case Studies and User Comments - see what other user’s have to say about CPS.
- Frequently Asked Questions about usability.
- Common Problems - answers to your most common setup problems.
- Error Messages - a detailed listing of the most common error messages that have been encountered to date and how to correct them.
- Enterprise 5.0, 6.0 7.0, 8.0, 9.0, 10.0, and 11.0 Minimum Permission Requirements - Enterprise users will want to ensure that the person responsible for generating certified payroll reports has sufficient permissions within QuickBooks.
- Generating Delinquent Certified Payroll Reports - Step-by-Step instruction on how to generate delinquent reports.
- Correctly Handling the Underpayment of Employees - Step-by-Step instructions on how to issue “make-up or payroll adjustment checks” and issue corrected certified payroll reports, that prove beyond a shadow of a doubt that you did pay your employees any amounts that you inadvertently shorted them.
- Where Does the Info Come From? - a detailed overview of where ALL of the information comes from that appears on your final Certified Payroll Reports and Statements of Compliance, this is a valuable tool for troubleshooting “blank spots”.



“Education is a valuable asset which NO ONE can take away from you!” The more you know about your job and the software that you use - the more efficient and productive you will be.



You have reached the conclusion of this demonstration.

We have only briefly touched on the high-end functionality of CPS in this demonstration.

If you have purchased CPS or have a Free 30-Day Trial Version - additional information for more specific items will be found in the manual provided with the program, as this demonstration contains the “basics” in a very thorough overview, which should answer most, if not all, of your questions.

If you are a visitor to our site - we take this moment to thank you for your interest. If you are still unsure if Certified Payroll Solution is the “right solution” for your business, we offer you an opportunity to try CPS *free* for 30 days..

Request a FREE 30-day Trial at <http://www.sunburstsoftwaresolutions.com/trial.htm>

You may reach us at (888) 348-2877 or send an email to sales@sunburstsoftwaresolutions.com

Pricing, Licensing, etc. follow.....

Certified Payroll Solution has been used by nearly 3,000 QuickBooks users on a weekly basis since it's public release in March, 2001; and therefore, has a proven track record of success and reliability.

About Sunburst Software Solutions, Inc.

Sunburst Software Solutions, Inc. has been providing fully integrated, time-saving solutions for Certified Payroll Reporting, AIA Billing and Payroll Wage Management for QuickBooks since October 2000. Our products leverage 70+ years of QuickBooks use, bookkeeping, accounting, software development and construction experience to provide you with real-world solutions to help you work smarter.....*not harder!*



Pricing, Licensing, Maintenance, and Support

The cost of the program is as follows:

- \$375.00 for the “electronic version” via high speed internet download
- \$405.00 for the software on CD and printed manual shipped Priority Mail through the US Post Office (2-7 day delivery, depending upon your location)
- \$425.00 for the software on CD and printed manual shipped Express Mail through the US Post Office (2-3 day delivery, depending upon your location)

The software is licensed to your company, and it can be installed on as many computers as necessary, with NO per seat or per user fee.

Maintenance is billed annually at \$75.00, during the month of your original purchase, and includes 1 full year of product enhancements or reporting format changes that we will provide, PLUS compatibility updates for the newest version of QuickBooks. You are notified via email when a product update or enhancement is available - we currently do not automatically update our software like Intuit does - frequently, these email notifications are sent directly to your spam and /or junk mail folders, so please take necessary precautions to ensure you receive these notices.

To view our Support Policy, please visit the following url:

<http://www.sunburstsoftwaresolutions.com/support-policy.htm>

Using CPS has freed much valuable time as the program does all the work. What used to take an hour or two, now takes only minutes.

Lapiers Painting Co., Inc. - Palmer, AK

Pricing is current as of 11/01/2010; and is subject to change. Check our website “Order” page for current pricing.