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Magnetic Media Subscription
January 1st, 2006

◆ *Magnetic Media Subscription 2006*

January 2006 Edition

Sage Accpac International
6700 Koll Center Parkway, 3rd Floor
Pleasanton, CA 94566

Telephone: (925) 461-2625
Fax: (925) 461-5806
Website: <http://www.accpac.com/>

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Magnetic Media Subscription

About the Magnetic Media Subscription

This Magnetic Media Subscription update contains all the necessary files to report the states that require filing of W-2 and Unemployment (SUTA) information magnetically. ACCPAC will ship subsequent updates as states make changes.

 Any Federal Magnetic Media changes will be included in your Payroll Update Plan (PUP) subscription.


ACCPAC currently supports Magnetic Media for the following versions and builds:

- Pro Series 7.2 (all builds)
- Pro Series 7.3 (all builds)
- Sage Pro ERP 7.3B

Changes in This Update

The following sections contain updated information:

- [“SUTA \(Unemployment\),” on page 14](#)
- [“W-2,” on page 16](#)
- [“Instructions for Specific States,” on page 20](#)
- [“Indiana \(W-2\),” on page 22](#)
- [“Minnesota \(W-2\),” on page 22](#)
- [“Ohio \(W-2\),” on page 24](#)

 Updated information is highlighted in yellow.

Installing the Magnetic Media Subscription

To install the January 1st, 2006 Magnetic Media update:

1. Contact your Solution Provider (or Inside Sales at 800-945-8007) if you have any prior customizations to your Payroll application. Installing this Magnetic Media update may overwrite your customizations.
2. Back-up your entire Pro Series installation program and data files (not only the payroll data files) before proceeding.
3. You must install your latest Magnetic Media update after installing the tax update files.
4. Verify that all users have exited Pro Series. Start Pro Series and open System Manager.
5. Select **Maintain ▶ Payroll Update ▶ Magnetic Media Update**.
6. Click **Select Source** and navigate to the Magnetic Media folder containing the downloaded files. Use the following table to select the appropriate build and folder:

Installing from CD

Pro Series Build Number	Folder Containing the Update
3200.00, 3200.10	D:\MagMedia\Pro72\
3300.00, 3301.00	D:\MagMedia\Pro73\



Please note that Magnetic Media for Pro Series Version 7.1 (all builds) are no longer supported in 2006.

Installing Downloaded Files

Pro Series Build Number	Folder Containing the Update
3200.00, 3200.10	C:\AI_Temp\Pro72G\MagMedia\
3300.00, 3301.00	C:\AI_Temp\Pro73D\MagMedia\


 Please note that Magnetic Media for Pro Series Version 7.1 (all builds) are no longer supported in 2006.

7. Click **Select** to continue. You see a prompt to **Backup** or **Update**.

Select

- **Backup** to make backup copies of the magnetic media data files before updating. We suggest that you select this option. The previous version data files will be named SYSMAG*.DBB; the indexes will be named SYSMAG?.NDB. Select **OK** to update the files.
- **Update** to update the magnetic media data without making backup copies.

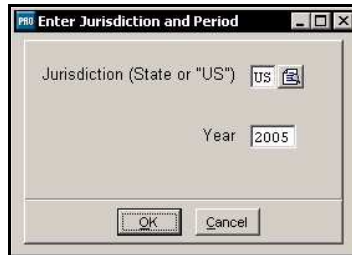
8. When the process is finished, the message “Magnetic Media Update Complete” appears. Click **OK**.

 If you are unsure of any of these instructions or have questions about the update process, please contact your ACCPAC Solution Provider or ACCPAC Source Solutions Technical Support at (800) 253-1372 for further assistance.

Running the W-2 and SUTA Magnetic Media Program

After installing the files from the magnetic media update disk, select **Print ▶ W-2 Forms ▶ Create W-2 Disk File**.

Enter the two-letter code for the state where you are filing tax reports (for example, the state where the employee lives). If the state is one for which SUTA reporting is supported, you see additional options for the quarter, year and tax type for reporting:




The screenshot shows a dialog box titled "Enter Jurisdiction and Period". It has two input fields: "Jurisdiction (State or 'US')" with the value "US" and a dropdown arrow, and "Year" with the value "2005". At the bottom, there are "OK" and "Cancel" buttons.

When you complete the option grid, you see the following choices:

Select

- **OK** to continue gathering tax reporting information.
- **Cancel** to quit without generating tax reports.

 See [“Instructions for Specific States,” on page 20](#), for any additional information that is required for your state.

Other options you see will differ depending on the state where you are filing. If you don't understand one of the options, see the alphabetical list in [“Magnetic Media Options,” on page 11](#), or contact your Authorized Solution Provider or a qualified accountant. Some state-specific options that do not appear below are described in [“Instructions for Specific States,” on page 20](#).

When you continue, Payroll collects the necessary information from your data files and displays it on the screen. At the same time, it generates a disk file in your Payroll data subdirectory.

The disk file is named PRxyynn.TXT, where “xx” is the two-letter state code, “yy” is the last two digits of the reporting year, and “nn” is the company number. Follow the instructions in your Payroll documentation for renaming and copying this file to a disk.



The file naming convention is different for New York. See [“New York \(W-2\),” on page 23](#) for more information.

Magnetic Media Options

This section contains a list of options that may appear, and a brief description for each option. The options are divided into the following sections:

- **General Options:** These options appear on the magnetic media filing forms for all states.
- **SUTA (Unemployment):** These options appear only when filing SUTA, and only apply to the state(s) listed in parentheses next to the option.
- **W-2:** These options appear only when filing Federal Withholding (W-2), and only apply to the state(s) listed in parentheses next to the option.

 ACCPAC does not support middle initials in the employee name.

General Options

City

Enter the city for the company for which you are reporting.

City and Province

Enter the city and province for the company for which you are reporting.

Company

Enter the name of the company for which you are reporting.

Computer Brand

Enter the name of the manufacturer of the computer you are using to generate the disk file. Enter **IBM** for all IBM-compatible computers.

Contact Name/Phone #/Title/Fax

Enter the name, phone number, title, and fax of the person to contact.

County Code

Enter the county code of the county.

Delivery Address

Enter the street number or P.O box of the delivery address.

ERP Number

If you answered **Y** to the Estab. Rptng. Plan option, enter your ERP number.

Employment Type

Select

- **M** for Military
- **H** for Household
- **A** for Agriculture
- **X** for Railroad
- **F** for Federal (This choice is not available for California.)
- **Q** for Medicare Qualified Federal
- **R** for Regular

Estab Rptng Plan

ERP Number

If your company is not a state or local government organization, specify whether or not your company uses the Establishment Reporting Plan (ERP). If you answer yes, enter your ERP number.

Estab. Num/CG/PRU

Establishment Number of Coverage Group Payroll Rec. Unit Number.

First Employee

Last Employee

Enter employee codes in either or both of these fields to generate W-2s or SUTA reports (or WT-4-Bs in NY) only for employees within that range. Leave these fields blank to generate reports for all employees in the designated state.

Federal Tax ID

Enter your federal tax identification number.

Foreign postal code

Enter the postal code for the reporting company, if applicable.

Gov't Organization

Enter **Y** if your company is a state or local government employer.

Location Address

Enter the specifics of the delivery address such as "Attention:, Suite, Room Number, and so on.

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Order by

Select

- **L** to sort the report data by employee last name.
- **N** to sort the data by employee code.
- **D** to sort the data by department number. Within each department, employees are sorted by employee code.

Other Withholding

Enter any income tax from a third-party payer.

PIN Number

Enter your Personal Identification Number.

Resub Indicator

Resub TLCN

Enter Y if this file is being resubmitted. If you answered yes, enter your TLCN number.

SUTA Account Number

Enter the 10-digit Employer Account Number.



You must obtain the applicable number for your state *before* running the magnetic media program.

Soc. Sec. Maximum

Enter the Social Security ceiling for the year in which you are generating W-2s, or accept the default value from the tax record.

State

Enter the two-character state code.

State Emplry Acct #

Enter your state employer account number.

State UC Acct Num.

Found on form UCT-6W.

State UC Tax Number (SUTA)

Found on CR4, CR4A, UC-10R, etc tax reporting forms.

State or Country

Enter the two-character state or country code.

Street address

Enter the street address of the company for which you are reporting.

Terminated Bus

Enter Y if you terminated a business during the reporting tax year.

Zip code/extension

Enter the five-digit zip code and, if applicable, the four-digit zip code extension.

SUTA (Unemployment)**Account ID (ME)**

Maine Revenue Service ID Number

Alloc L. Indicator (TX)

Allocation List Indicator.

Amended (MA)

If this is an Amended Filing, enter Y.

Branch Number (AZ)

UI Tax approved branch number—leave blank if not assigned.



You must obtain the applicable number for your state *before* running the magnetic media program.

Control Number (IL)

Enter DCN from the QTR Filing Notice.

County Code (TX)

Enter the county code of the county.

County Employees (TX)

Enter Y if you have employees who live outside of the company's county.

Dept Econ Sec ID # (MN)

Enter the Department of Economic Security Identification Number.

Elec Funds Trans (LA)

Electronic Funds Transfer Indicator.

Empl Account Number (MD)

This is not Fed ID or Central Reg Number.

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Employer Acct Num (AZ and AR)

State Unemployment Account Number.

Employer Name (NJ)

From Tape Authorization Letter.

Entity Code (MA)

Massachusetts Filing Entity Code.

Estab. Num/CG/PRU (NM)

Establishment Number of Coverage Group Payroll Rec. Unit number.

GDOL Account# (GA)

GDOL Account Number

Limit of Liab. Indic (NM)

Limitation of Liability (L) Indicator.

Magnetic Auth. No. (NJ)

From Tape Authorization Letter.

NJ Employer Reg. No (NJ)

From Tape Authorization Letter.

Officer Code (MN)

Enter **Y** for Affirmative or leave blank.

PIN Number (AZ)

Personal Identification Number (PIN)

Plant Number (MN and PA)

Enter the plant number.

PRU (NM)

If you specified that your company is a government organization, enter your Payroll Record Unit.

Remittance Amt (MO and TX)

If you answered **Y** to the Aloc. L. Indicator option, enter the total remittance amount.

Special Mail Code (FL)

Two unit code for special mailing of claim information.

State Control # (NC)

Enter the six-digit Remitter Number.

State UC Tax Number (CT)

Employer's Unemployment Compensation Number

State UD Tax Number (AZ)

7 digit UI employer tax number; do not enter check digit.

State UI Tax Number (MO)

State UI Employer Account Number

Suffix Code (TX)

Enter the suffix code assigned by TWC.

Svc Agent ID (TX)

If you answered **Y** to the Alloc. L. Indicator option, enter your Service Agent ID.

Tax Due (FL)

Enter the amount of tax payment due.

UC Type (CT and IL)

(T)axable or (R)eimbursable.

W-2

CO Withholding Acct (CO)

GA Withholding # (GA)

MD Central Reg # (MD)

Enter your Maryland Central Registration number.



You must obtain the applicable number for your state *before* running the magnetic media program.

Month 1/Month 2/Month 3 (CA)


Enter the number of employees your company had as of the 12th day of each of the three months in the reporting quarter.

NY City Tax ID (Earnings and Residential Taxes) (NY)

Yonkers Tax ID (Earnings and Residential Taxes) (NY)

Enter or select tax IDs to generate WT-4-Bs only for employees subject to the specified taxes. Leave these fields blank if you don't have any employees that must pay these taxes.

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 You must obtain the applicable number for your state *before* running the magnetic media program.

OFLT (MT)

Enter the OFLT Tax ID (or leave the field blank for none).

Reporting Entity ID (NY)

If you are a New York employer reporting as separate entities, enter the two-digit ID number assigned by the State of New York that appears with your Federal employer's identification number. Leave this entry blank if not applicable.

Test File (NY)

Select

- **L** to use real (live) data for generating the WT-4-B forms.
- **T** to create a test file using test data.

Yonkers Tax ID

Enter your Earnings tax ID, or blank for none.

States Supported in this Update

ACCPAC supports magnetic media for the following states at the time of this printing. If you're not sure if your state is or should be supported, contact your Solution Provider or your accountant.

State	SUTA Reporting Format	W-2 Reporting Format
AK		
AL	STATE-80	
AR	FEDERAL-128	
AZ	MMREF1	MMREF1
CA	DE-6	DE-6
CO	ICESA-275	MMREF1
CT	STATE-275	MMREF1
DC	ICESA-275	MMREF1
DE		MMREF1
FL	FEDERAL-128	
GA	GDOLWAGE (see "Georgia (SUTA)," on page 22)	MMREF1
ID		MMREF1
IL		MMREF1
IN		MMREF1
KS		MMREF1
KY	ICESA-275	MMREF1
LA	MMREF1	MMREF1
MA	ICESA-275	MMREF1
MD	STATE-34	MMREF1

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State	SUTA Reporting Format	W-2 Reporting Format
ME	ICESA-275	MMREF1
MI		MMREF1
MN	MMREF1	MMREF1
MO	MMREF1	MMREF1
MS	MMREF1	MMREF1
MT		MMREF1
NC	MMREF1	MMREF1
ND		MMREF1
NE		MMREF1
NH	MMREF1	
NJ	STATE-160	
NM	STATE-128	MMREF1
NY	WT-4B	WT-4B
OH		MMREF1
OR	MMREF1	
PA	ICESA-275	
PR		MMW2PR-1
RI	FEDERAL-275	MMREF1
SC	MMREF1	MMREF1
TN	STATE-54	
TX	ICESA-275	
UT		MMREF1
VA	MMREF1	MMREF1
WI	MMREF1	MMREF1

Instructions for Specific States

January 1st, 2006

Please note that the 2005 tax year is the last year for diskette submissions. All submissions for the 2006 tax year must be made electronically.

The following states have updated their W-2 Magnetic Media to include the 2005 changes to the MMREF-1 format, effective January 1st, 2006:

- Arizona
- Colorado
- Connecticut
- Delaware
- Georgia
- Idaho
- Illinois
- Indiana
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- New Mexico
- North Carolina
- North Dakota
- Ohio
- Rhode Island

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- South Carolina
- Utah
- Virginia
- Washington D.C.
- Wisconsin

The following states have updated their SUTA to include the 2005 changes, effective January 1st, 2006:

- Arizona
- New Hampshire
- Virginia


Additional State Magnetic Media Changes

The commonwealth of Puerto Rico has released Magnetic Media changes for the calendar year 2005.

California (W-2)

To generate the magnetic media DE-6 using the magnetic media subscription, you must add a custom tax property called "WAGE_PLAN" for each employee who pays California state withholding tax. The value you enter in this custom field must be a valid California wage plan code.

For complete information about adding custom tax properties and assigning values to them, see the "Setup and Maintenance" chapter of your Payroll documentation.

 If you have converted from VisionPoint to Pro Series Payroll, the conversion process adds this custom tax property for you.

Valid Wage Plan codes are:

- **S** Employee is covered under a state plan for both unemployment insurance and disability insurance.
- **U** Employee is covered under a department-approved voluntary plan for disability insurance and unemployment insurance.
- **J** Employee is covered under the state plan for disability insurance only.
- **L** Employee is covered under a voluntary plan for disability insurance only (exempt from unemployment insurance).
- **R** Employee claims a religious exemption from paying disability insurance, but is covered under the state plan for unemployment insurance.
- **A** Employee is covered under the state plan for unemployment insurance.
- **P** Employee is covered under the state plan for personal income tax withholding purposes only.


Georgia (SUTA)

Magnetic Media for the state of Georgia is filed using the GDOLWage Disk Report Program designed by the Georgia Department of Labor (GDOL).

 For more information about filing SUTA Magnetic Media for Georgia, please go to their Web site at http://www.dol.state.ga.us/em/tax_and_wage_reports.htm.

Indiana (W-2)

To add a county code to an employee, enter the two-digit Indiana County Code in the **Misc Code** field of General tab on the Employee Master Maintenance dialog box.

 If you have Pro Series Version 7.3B, instead of the **Misc Code** field, you can use the **Reserved 1** field on the Employee Master Maintenance dialog box to enter the County Code. If the **Reserved 1** field is left blank, the **Misc Code** field will be used.

When you generate the Magnetic Media files, this information appears in the **Local District** field of the Enter Local District code option grid. You can also enter the code in the option grid when you create the Magnetic Media disk files.

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Minnesota (W-2)

To add employer unit number to an employee in Pro Series, enter the four-digit Employer Unit Number in the **Misc Code** field of General tab on the Employee Master Maintenance dialog box. When you generate the SUTA Magnetic Media files, this information appears in the **MN Employer Unit Number**.



If you have Pro Series Version 7.3B, instead of the **Misc Code** field, you can use the **Reserved 1** field on the Employee Master Maintenance dialog box to enter the Employer Unit Number. If the **Reserved 1** field is left blank, the **Misc Code** field will be used.

New York (W-2)

If you have more than 250 employees for four consecutive quarters, the State of New York requires you to file quarterly WT-4-B forms on magnetic media. The State of New York requires that certain types of compensation be reported in a separate magnetic media record as “other wages,” distinct from regular wages (which the State of New York refers to as “benefit wages”).

These “other wages” include Severance Pay, Moving Expense Reimbursement, the first six months of Sick Pay, and the first six months of Disability Pay. You must report these payments only “if liable under FUTA.”

See the New York State Department of Taxation and Finance Publication 69, “Magnetic Media Reporting of Quarterly Combined Wage and Tax Information,” for more information on WT-4-B filing requirements.



To report quarter-to-date amounts correctly, generate the WT-4-B file *before* closing the quarter. Use the **Write W2 Disk File** option to generate the WT-4-B disk file for New York.

After you complete the option grid and the follow-up screen containing the more detailed, state-specific reporting information (for example, company, street address, city and province, and so on), you see a browse window that displays one record for each employee selected in the initial option grid.


For each employee for whom “other wage” reporting is applicable, enter the appropriate amount in the Other wages column and press <Enter>. The Benefit wages column adjusts accordingly when you enter an amount in the Other wages column (Other wages are subtracted from Benefits wages; Total wages amount remains unchanged).

When you have entered Other wages for all applicable employees, press <Ctrl-W>. You see a dialog box with the following options:

Select


- **Proceed** to continue with the WT-4-B reporting.
- **Edit** to change any of the reporting information you entered.
- **Quit** to quit without generating the WT-4-B disk file.

When you write the WT-4-B data to disk, Payroll creates a file named NYqqyyynn.TXT, where “qq” is the number of the quarter you are reporting, “yy” is the last two digits of the tax year, and “nn” is the Payroll company number. This file is written to your Payroll data directory.

 When you copy this file to a disk, you must copy it to a file named WT4Bmmyy.RPT, where “mm” is the reporting month and “yy” is the reporting year.

Ohio (W-2)

To add school district information to an employee in Pro Series, enter the four-digit School District Number in the **Misc Code** field of General tab on the Employee Master Maintenance dialog box.

 If you have Pro Series Version 7.3B, instead of the **Misc Code** field, you can use the **Reserved 1** field on the Employee Master Maintenance dialog box to enter the School District Number. If the **Reserved 1** field is left blank, the **Misc Code** field will be used.

When you generate the Magnetic Media files, this information appears in the **Local District** field of the Enter Local District code option grid. You can also enter the code in the option grid when you create the Magnetic Media disk files.

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