



Champ Systems, Incorporated

California DE9C CSV File Generation
PR_0006

User Guide

For Sage 100 – Version 2017 (Level 5.40)

November 27, 2016

Table of Contents

Introduction	3
Installation and Registration	3
Scope of Documentation	3
Using the Enhancement	4
Calif DE9C CSV File Generation	4
Frequently Asked Questions	6

Introduction

This enhancement builds the CSV file used to upload quarterly employee wage information via California's Direct Entry method. The file is generated from the standard Sage 100 Payroll files for the current quarter.

Prior to Sage 100 Version 2014, this enhancement was call "California DE9C Electronic Reporting" and it generated the old MMREF file, which California stopped accepting in 2013. The program installed on the Electronic Reporting Menu. With Version 2014, Sage discontinued the Electronic Reporting module so since then the enhancement installs on the Payroll – Period End menu and has been renumbered from MR_0001 to PR_0006.

Installation and Registration

See the separate Installation and Registration Instructions that accompanied the enhancement. Please read all documentation and have a valid backup prior to installation.

Scope of Documentation

This guide assumes that the standard Sage 100 P/R module has already been installed and that the user is familiar with its operation. This guide describes only the changes associated with the California DE9C CSV File Generation enhancement.

Using the Enhancement

Calif DE9C CSV File Generation

The program should be run after all payroll activity for the current quarter has been completed but before the Period End Update has been run. Once a quarter has been closed, the quarterly file cannot be generated. The program does not update any standard Sage 100 data.

The file generated is named CA_DE9C_YYYYQ#.csv where YYYY is the current Payroll year and # is the quarter. It will be created in the company's Payroll data folder. If the file already exists, the user will be notified and prompted to continue. If the user continues, the program will erase the existing file and create a new one.

If the program encounters an employee with a negative value for the wage/tax fields, the user will be notified. The employee will be excluded from the file. The employee(s) will be identified on the printed report.

The user will be notified if the program does not select any employees.

The screenshot shows a dialog box titled "Calif DE9C CSV File Generation" with the following fields and options:

- Sort Option: Employee Name
- Output File: CA_DE9C_2010Q2.csv
- Destination: P:\Devel\DD\5.10\MAS90\MAS_ABC\prabc
- Wage Plan Code: S - CA SUI/CA DI
- Print Report: No
- For Year/Quarter: 2010, 2
- CA Employer ID: 123456
- Selection: All, Starting, Ending
- Employee Number: [checkbox checked] 00- [magnifying glass icon]
- Employee Name: [checkbox checked] [text box]
- Social Security Number: [checkbox checked] [text box]
- Ending: [magnifying glass icon]
- Employee Number Ending: [magnifying glass icon]
- Employee Name Ending: [magnifying glass icon]
- Social Security Number Ending: 999-99-9999
- Proceed button
- Check this box to print all Employees
- CSI, ABC, 5/16/2010

Output File

This field is display-only and gives the name of the CSV file that will be generated. The current Payroll year and quarter are part of the name.

Destination

This field is display-only and gives the name of the folder where the CSV file will be created. This is the company's Payroll data folder.

For Year/Quarter

CA Employer ID

These fields are display-only.

Sort Option

The file may be sorted by Employee Name or Social Security Number.

Wage Plan Code

Enter the Wage Plan that applies for your company.

Print Report

A register of the data written to the file may be printed or previewed.

Selections

Enter the optional ranges as needed. The default is to include all employees.

Proceed

Click Proceed to generate the file.

Frequently Asked Questions

California has multiple methods for submitting the quarterly wage reporting data. Does this enhancement address them all?

No. This enhancement only generates the CSV file for use in Direct Entry once the user has logged onto the Employment Development Department (EDD) website.

Can Champ Systems help me to get enrolled in the EDD system?

No. Contact EDD.

Can Champ Systems help me upload the data?

No. Contact EDD for any help required logging on or navigating the EDD website.

Which employees are included in the CSV file?

Within the selection ranges entered, only employees who have any of the following wage or taxes in California in the current quarter are included in the file:

- Wages subject to SDI, irrespective of the SDI limit.
- Wages subject to California Withholding Tax.
- California Withholding Tax withheld.

Sometimes the employee name is not correct once the data has been uploaded. Why?

The Payroll Employee Masterfile contains the employee First Name and Last Name fields. The CSV file includes the First, Middle and Last names. The program tries to separate the middle name from the other two name fields but depending on how the names are entered in Payroll, it does not always get it correct. Once uploaded, the EDD software will highlight any names that are invalid. If that happens, the user should try to correct how the name is represented in Sage 100 so that it will not be a problem in the future.

How does this enhancement interact with the Sage 100 Payroll system?

The enhancement is a stand-alone program that reads some Sage 100 Payroll files to generate the CSV file. No Sage 100 data is changed or removed by this enhancement. In order to allow for timely Payroll updates from Sage, the installation of this enhancement does not change the Sage Payroll data dictionary in any way.