

Sunburst Software Solutions, Inc. Presents

A Complete Installation Presentation of:
Certified Payroll Solution &
QuickBooks Pro/Premier 2004-2007 & Enterprise Solution 4.0-7.0



For Use With CPS Version 5.0

<http://www.sunburstsoftwaresolutions.com/>

4/1/2007



Introduction

Certified Payroll Solution (CPS) works together with QuickBooks® to provide a complete solution for Union or Non-Union contractors. **QuickBooks** holds your employees, customers, jobs, time tracking, and payroll information; it can also track your fringe benefit contributions. **CPS** hold additional information about employees, jobs, payroll wage items, and deductions that QuickBooks doesn't, in *linked records*. Information is then merged together to generate the final reports.

Because CPS utilizes existing QuickBooks data:

- You will save time
- You can get paid faster
- You can eliminate errors

Key Benefits:

- Get paid faster
- Save time on contract compliance through seamless integration with QuickBooks
- Create accurate, timely, legible reports
- Eliminate transposition errors
- Stop entering the same data twice
- Uses your existing QuickBooks data
- Simplifies critical areas of your business
- Makes your job more efficient
- Allows you to concentrate on your business
- Designed specifically to integrate with QuickBooks; since QuickBooks Pro 99



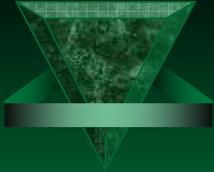
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Welcome

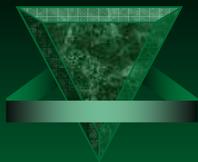
Welcome to the Certified Payroll Solution (CPS)/QuickBooks Data Integration presentation. This document will provide you with the information necessary to successfully merge CPS with QuickBooks.

This presentation should be used along with the Flash training demonstration provided on the Demonstration page of our site, the installation CD and either the whitepaper, printed manual or in-program Help File. In CPS click on Help->Contents or Help->Search for Help on.....



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Why was CPS created?



Nancy Smyth, President of Sunburst Software Solutions, Inc., has utilized Intuit products in a variety of industries since 1986, specializing in the construction industry, and has been a Certified QuickBooks ProAdvisor since 1999.

Providing bookkeeping services for several small Union and Non-Union construction firms in Connecticut, Nancy knew QuickBooks® was a great tool to be used not only for herself, but also by the small business owner.

While completing a job-costed payroll for 10 employees or a progress invoice within QuickBooks® was a fast and efficient process, completing the required Certified Payroll Reports and AIA Billing would take hours to complete.

Distaste for these tedious tasks led to a lengthy search for someone to extract this information from QuickBooks® and assemble these forms, ready to be signed and submitted.

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Certified Payroll reports must be submitted by contractors performing work on federal and/or state funded construction projects in excess of \$2000.00 and that are subject to Davis-Bacon Prevailing Wage Laws. Construction includes alteration and/or repair; including painting and decorating, of public buildings or public works.

In addition to a Federal Reporting format, which is by far the easiest to complete, there are 26 states that have developed their own "state specific" reporting requirements which have been derived from this format and its requirements. To further complicate matters; seven states have multiple reporting requirements administered by different agencies – one under the supervision of the Department of Labor and another under the Department of Transportation.

This form must be submitted weekly by the contractor for each Federal and/or State funded construction project that his/her employees perform work on – if the contractor fails to do so – the contractor will not be paid, can be fined, or even debarred (banned from working on these types of projects).

Creating a Certified Payroll Report using a manual method

CPS/CAPS Construction, Inc.
Certified Payroll - Box 1 Employee Information
 August 30, 2005

Employee	SS No.	Address
Apprentice, Amy L.	003-21-0080	PO Box 1111 1234 Some Street
Bookkeeper, Betty A.	001-23-1234	2378 Dane Hill Road West Charleston, CA 02345
Equipment, John J.	005-66-9987	PO Box 111 Newport, CA 02345
Laborer, Laura B.	002-55-1234	PO Box 798 West Charleston, CA 02345
Mason, Mark L.	004-66-9987	PO Box 888 Derby, CA 02345

U.S. Department of Labor
 Employment Standards Administration
 Wage and Hour Division

PAYROLL
 (For Contractor's Optional Use; See Instructions, Form WH-347 Incl.)

NAME OF CONTRACTOR: NANCY'S PEST
 PROJECT: 2378 DANE HILL RD, N. CHARLESTON, VT 05424
 PROJECT ADDRESS: 300 KERRIE, CHARLESTON, VT 05424
 PROJECT/CONTRACT #

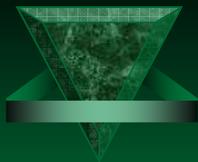
NAME	EMPLOYEE NO.	DATE	ACTIVITY	TIME	TOTAL HOURS	TOTAL WAGES	TOTAL OVERTIME	TOTAL GROSS PAYROLL	TOTAL NET PAYROLL	TOTAL SOCIAL SECURITY TAX	TOTAL FEDERAL TAX	TOTAL STATE TAX	TOTAL LOCAL TAX	TOTAL OTHER TAXES	TOTAL DEDUCTIONS	NET PAYROLL	
Amy L. Apprentice	003-21-0080	1/3/04	Flagger	8.0	16	7.20	1.60	24.00	24.00	2.88	4.80	0.00	0.00	0.00	7.68	33.12	1318.3
Betty A. Bookkeeper	001-23-1234	1/3/04	Office Oper.	8.0	8	36.00	0.00	36.00	36.00	4.32	7.20	0.00	0.00	0.00	7.92	63.58	416.62
John J. Equipment	005-66-9987	1/3/04	Builder Oper.	8.0	8	36.00	0.00	36.00	36.00	4.32	7.20	0.00	0.00	0.00	7.92	63.58	416.62

It takes hours each week to complete these reports by hand or through the use of an Excel spreadsheet where you must constantly update the information. This simple form with 8 employees takes **one hour** to complete by manually combining information from the following 4 different QuickBooks reports.

- Certified Payroll-Box 1 Report if you have the Premier Contractor Edition or an Employee Contact Report
- A customized Time by Job Detail Report
- A Transaction Detail Report from a Profit & Loss by Job Report, drilling down on the Payroll section for wages by employee for the job
- A Payroll Summary Report for gross payroll information

Suppose you have 3 other jobs that require these reports – that's 4 hours a week. Now suppose that you have 10-15 jobs requiring these reports – the hour just keep adding up and can literally turn into a full-time job for a single employee who does nothing each week – except prepare these reports.

Using CPS, a contractor can accurately and legibly complete this same form in less than 5 minutes (depends on computer speed). The larger the company the more significant the time savings are.



Problems that arise from manual methods

- ✓ Time consuming task
- ✓ Error prone process
- ✓ Tedious process
- ✓ Inaccurate reports
- ✓ Illegible reports
- ✓ Missing information
- ✓ Reports do not meet compliance monitoring
- ✓ Payments to the contractor is delayed
- ✓ Overall frustration & dissatisfaction with QuickBooks due to lack of functionality

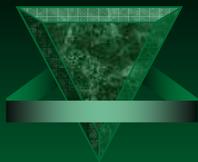
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Key Benefits of using CPS in conjunction with QuickBooks are

- Saves time on contract compliance
- Creates accurate, timely, legible reports
- Eliminates transposition errors
- Eliminates duplicate data entry
- Simplifies critical areas of clients business
- Submission of accurate reports expedites the payment process
- Provides high-end functionality at a fraction of the cost of construction specific software

Key Features of CPS

- Provides the complete Federal and/or State specific reporting format, ready for signature and mailing
- Uses existing QuickBooks data
- Holds other required information that QuickBooks has no means of tracking in linked records in its own database
- Generate any of 8 different Equal Employment Opportunity Commission (EEOC)/Workforce Utilization/Manning reports
- Create accurate, generic or custom designed, Union and/or bona fide plan benefit reports
- Unique QuickBooks Payroll Wage Management Solution allows users to Modify, Add, or Remove multiple Payroll Wage Items for multiple employees all at the same time



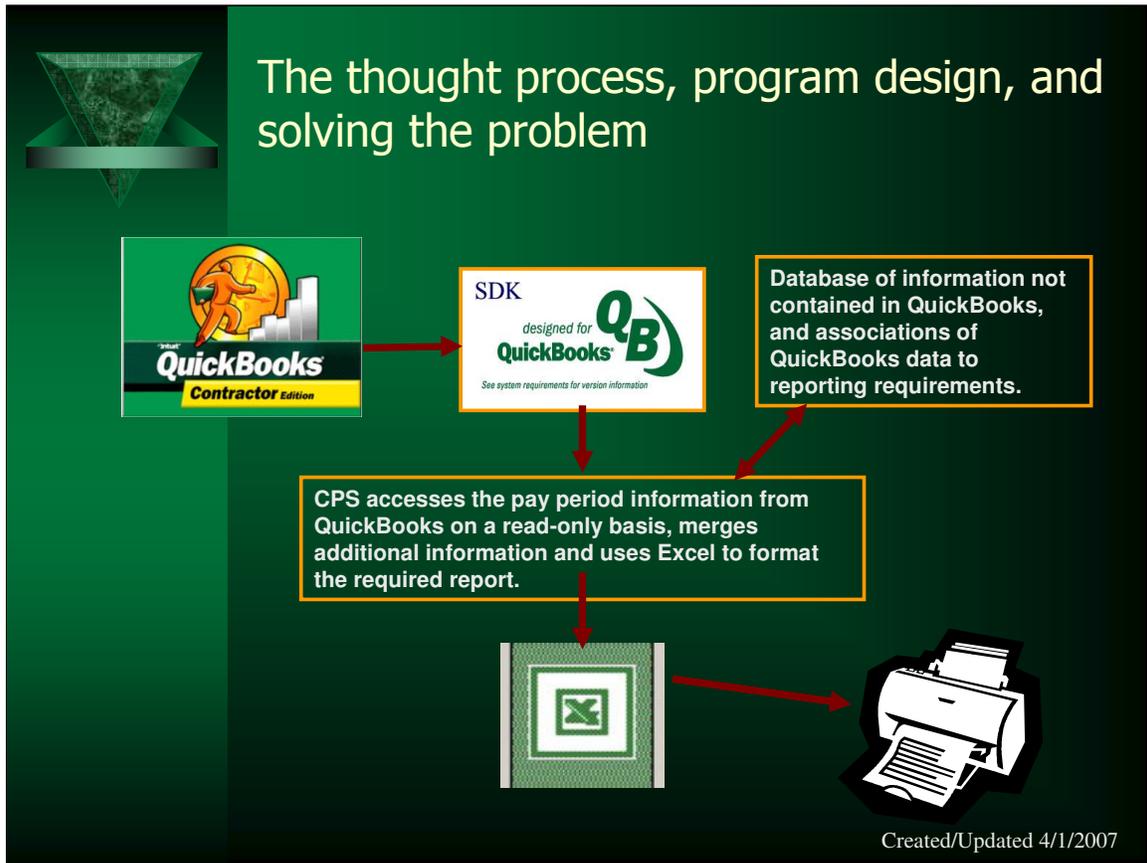
The Bigger Picture

- ✓ These forms must be submitted by contractors for federal/state funded construction projects.
- ✓ There are 26 states with specific reporting formats and rules.
- ✓ It takes hours each week to complete these forms by hand.
- ✓ QuickBooks holds 75% of the information required to complete the forms.
- ✓ The problem – how to get that data!

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Why use CPS vs. QuickBooks Contractor Edition only or any other product?

Certified Payroll Solution (CPS) extends the power and functionality of QuickBooks PC, Pro or Enterprise. QuickBooks on it's own cannot produce a *complete* federal or state specific certified payroll report in the required format, which means that the end user must run at least 5 different QB reports (payroll summary report, a Profit & Loss by Job report & drill down into the payroll section, a customized time by job detail report (or print weekly timesheets), and the Certified Payroll Box 1 Report) and then manually input the information into the required form (handwritten or typed) or must create elaborate Excel spreadsheets in the required layout and manually update them each week. This is a tedious, time-consuming, and highly error prone task that can require a full-time employee just to generate the reports. CPS can literally turn a 12-15 hour job into a 15-20 minute process, by using existing information contained in the QB file, while holding other key information that QB is not capable of maintaining in Linked records within its own database.



1. QuickBooks with some fine tuning – specifically the use of the Weekly Timesheet function, an expanded payroll item list based on various worker classifications, and utilization of the “Ship To” Address Block in the job record to hold the project number, project name, and physical location – holds **roughly 80-90% of the required information.**
2. The Intuit Software Development Kit (SDK) provides access to Job records, employee records, weekly timesheets and payroll data on a **read-only basis** (which means your clients data is totally safe because **nothing** is written back to the QuickBooks file).
3. Certified Payroll Solution would contain in it’s own database, through the one-time creation of **“linked records”**, missing information about employees, jobs, payroll wage items, and payroll deduction items; that QuickBooks either provides no means of tracking or cannot be reliably tracked and read due to limitations of the SDK.
4. The information from both programs would then be “merged” and formatted into the correct layout using Microsoft Word and Excel and printed.



How Certified Payroll Solution Accesses QuickBooks

Certified Payroll Solution (CPS) is written using the Intuit Software Development Kit (SDK) and accesses the QuickBooks data file on a read only basis – in other words, CPS **only reads** information that has already been entered in QuickBooks and manages that data in a way that is unique to certain portions of the construction industry that QuickBooks cannot accomplish itself – without ever writing anything back to the data file.

For more information on how CPS utilizes the Intuit Software Development Kit we have provided the following article:

<http://www.sunburstsoftwaresolutions.com/articles/CPS-SDK.pdf>



Created/Updated 4/1/2007



What information does CPS access?

CPS utilizes the following QuickBooks items:

- ✓ The "Ship To", and "Customer Type" information contained in the QuickBooks Job Record
- ✓ Weekly Timesheets
- ✓ Employee Records
- ✓ Payroll Item List
- ✓ Payroll Transactions

How does CPS utilize this information? Refer to the following article

<http://www.sunburstsoftwaresolutions.com/articles/CPS-info.pdf>



What Functions Does Certified Payroll Solution Provide?

By reading basic information from weekly timesheets, paychecks, employee and Job records in QuickBooks, and combining that with other required items that QuickBooks provides no means of tracking (which are stored in "linked records" in Certified Payroll Solutions own database), CPS will generate:

Federal or State specific Certified Payroll Reports

Statements of Compliance

"No Work Performed" payrolls

11 different Federal and State specific EEOC/Work Utilization Reports

2 standard or create customized Union/Bona-fide Plan Fringe Benefit Report

Provide a unique QuickBooks Payroll Wage Item Management Solution which allows users to Modify, Add, or remove multiple payroll wage items for multiple employees all at the same time.

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Certified Payroll Solution is suitable for both Union and Non-Union Contractors.



Advantages of the QuickBooks 2004-2007 Data Interface*

- ✓ CPS Menu Items can be added directly to the QuickBooks Employee Menu
- ✓ CPS can be automatically notified when a new employee, customer, or job is added to QB, so that you can complete the additional information required on reports that QB doesn't handle while having all the proper paperwork in front of you

***Important Notes:**

These options are only available if you are using QuickBooks Pro/Premier 2004-2007 or Enterprise Solutions 4.0-7.0.

Not currently available for Windows Vista users.

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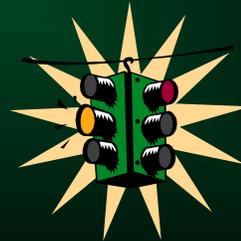
Through improvements made in the Intuit SDK, features like the above give 3rd party applications a more "integrated" look and feel. Instructions for accomplishing this are provided in the manual included with the program.



Prerequisites Before Starting – How to ensure a smooth integration

Installing & integrating CPS with QuickBooks is an easy process – most times this setup is minimal.

There are some things that can cause this process to not go smoothly, such as improperly updated computers/programs and failure to read the manual – to avoid any potential pitfalls, refer to the **Quick Start Guide** provided with the manual and be sure that all items listed have been reviewed.



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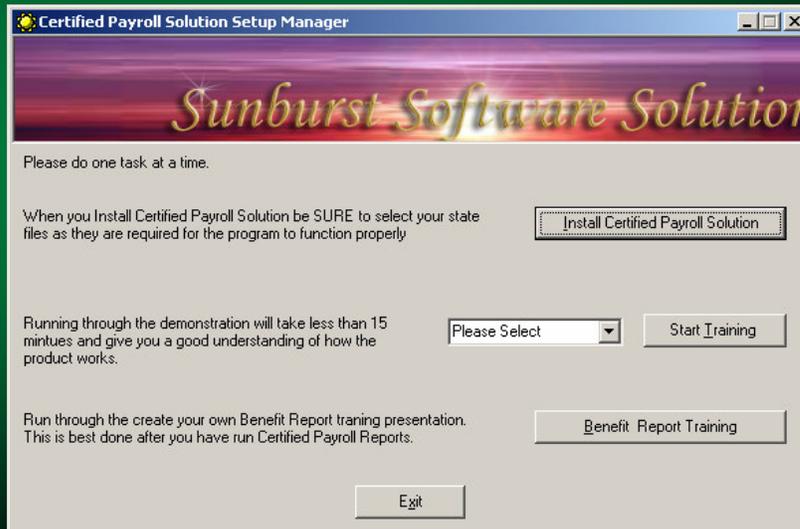
The **Quick Start Guide** provided with each manual covers such items as the following:

- The windows operating system has all critical updates & service patches applied
- Microsoft Word & Excel are installed on the computer & have all service patches applied
- All QB updates have been downloaded & are installed properly
- Verify that QB Preferences are set as outlined in the manual
- Insert the CPS installation CD and from the Installation Manager select the Flash training demonstration for a basic overview if you prefer NOT to read the manual
- Define optional Employee Custom Fields, if so desired, as outlined in the manual
- Review Changes to Customer:Job List, as outlined in the manual
- Setup Subcontractors, if applicable to your states reporting requirements, as outlined in the manual
- Setup Worker (Employee) Pay Rates, as outlined in the manual
- Setup Owner & Administrative Pay Rates, if so desired, as outlined in the manual
- Setup Company Paid Union or Bona-fide Plan Contributions, if applicable, as outlined in the manual
- Setup Employee Paid Union Deductions, if applicable, as outlined in the manual
- Review Modifications to Existing Employees in the manual
- Verify that all hours have been entered using the Weekly Timesheet
- Create & print paychecks; noting pay period ending date
- Visit <http://www.sunburstsoftwaresolutions.com/support-area.htm> & download the most up to date troubleshooting & error messages



Integrating CPS with QuickBooks – A Step-by-Step Overview

In most cases, inserting the installation CD starts the Setup Manager.



Select Install Certified Payroll Solution to begin the program installation.

Select your State to start the Training Demonstration.

Or choose to watch the Benefit Report Training for step-by-step instructions for creating your own custom benefit reports.

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If the installation Manager does not appear shortly after inserting the CD, please do the following:

- A. Use "My Computer" to locate the CD drive and double click on it.
- B. Locate the file named "CpsAutoRun" and double click on it.

The setup manager lets you control what to install as well as allow you to run the demonstration as a training overview. Click on the button desired to start the particular option desired. Below is an overview of each process.

What can go wrong and why?

We have thoroughly tested the installation process with various hardware and software configuration, however, it is virtually impossible to know exactly how someone else has setup their computer, their network, etc.

Spyware programs, such as Microsoft Anti-Spyware and others, can cause installation issues and it is best to disable spyware prior to installation.

Other things that can cause installation and integration problems are:

1. Insufficient permissions to install programs in a network environment
2. Windows updates have not been installed
3. Office updates have not been installed
4. QuickBooks updates have not been installed
5. Windows 98 computers have been upgraded to Windows 2000 or XP



Integrating CPS with QuickBooks – Initial Setup

While CPS is installing, open the QB company file in single user mode, logged in as the QB Administrator, and minimize QB.

Initial Setup

Company Name for Reports: Company name given when order was placed

State: State in which company is based

Serial Number: Serial Number

License Key: LLPG D62P HRGW SNPZ

Copy Forms From CD?: Yes

CD Drive Letter:

Data Path (including drive): C:\Program Files\CPS SDK\NM

Ok Exit without setup

The Company Name, Serial Number & License Key will be pre-filled with the information given at the time of the order, if purchased on CD.

If purchased via electronic download, you will need to copy and paste the license information from the email received.

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After you have accepted the license agreement, you will be taken to the Initial Setup Screen.

Entering required information:

Company Name for Reports: This information will be filled in with the information provided when the product was ordered.

State: This information will be filled in based on information provided when the product was ordered.

Serial Number: This information will be filled in.

License Key: This information will be filled in.

Copy Forms From CD?: Insert your CD into your drive, and choose **YES**

CD Drive Letter: enter the letter that designates your CD-ROM drive

Data Path (including drive): default is the **C** drive, if you have more than one drive, you can change the location of where your data is stored.

Troubleshooting:

Altering the Company Name in any manner will result in an "illegal license agreement" error message, this includes having the CAPS Lock on when the licensed name is in both upper and lower case. If the company name is not correct, contact technical support to notify us of the problem.

Integrating CPS with QuickBooks: Granting Permissions – A 2 step process for users of QuickBooks 2003/2004, Enterprise Solutions 3.0/4.0



CPS has a digital certificate identifying Sunburst as the creator of this program.

The QuickBooks Administrator must grant CPS permission to access Social Security Numbers, etc.

Additionally, the Yes, Always button should be selected.

Created/Updated 4/1/2007

CPS will now access your QuickBooks Pro/Premier/Enterprise company file requesting that you grant it permission to access your file. The following QuickBooks Integrated Application Screen will appear, and it is important that you check the box for "Allow this application to access Social Security Numbers and other personal data, and to click the Yes, Always button. **NOTE:** If you do not check the "Allow this application to access Social Security Numbers & other personal data" this information will **NOT** appear as required on the final reports.

On the Confirm to Proceed screen, select the Yes button.

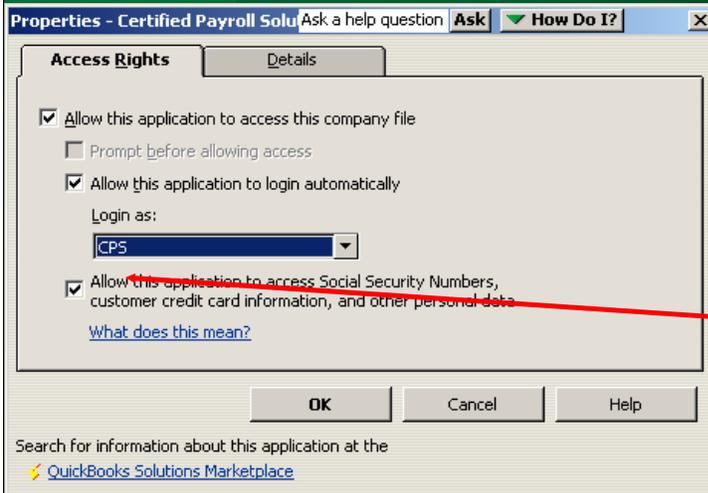
Troubleshooting:

If this screen does not appear there are two possible problems:

1. You are using QuickBooks Pro/Premier 2003 or Enterprise 3.0 and the Request Processor (which is how CPS talks to QuickBooks) did not install correctly. Use CTRL+ALT+DEL to bring up the Windows Task Manager, select End Task for both QB and CPS. Contact Technical Support for help installing the New Request Processor.
2. You are using QuickBooks Pro/Premier 2004-2006 or Enterprise 4.0-6.0 and there is a QuickBooks update that has not installed properly. We see this on occasion, mostly with Dell & HP computers running Windows XP. Please contact Technical Support should this happen.

Integrating CPS with QuickBooks: Granting Permissions – the 2nd step

To grant the 2nd set of permissions: In QB, Choose Edit -> Preferences -> Integrated Applications -> Company Preferences
Highlight Certified Payroll Solution in the box and click Properties



To allow CPS to access the QB file even if it is closed – check Allow this application to login automatically. The Login as should be someone with Administrator rights.

It is imperative that you check the box to allow this application to access Social Security Numbers, etc.

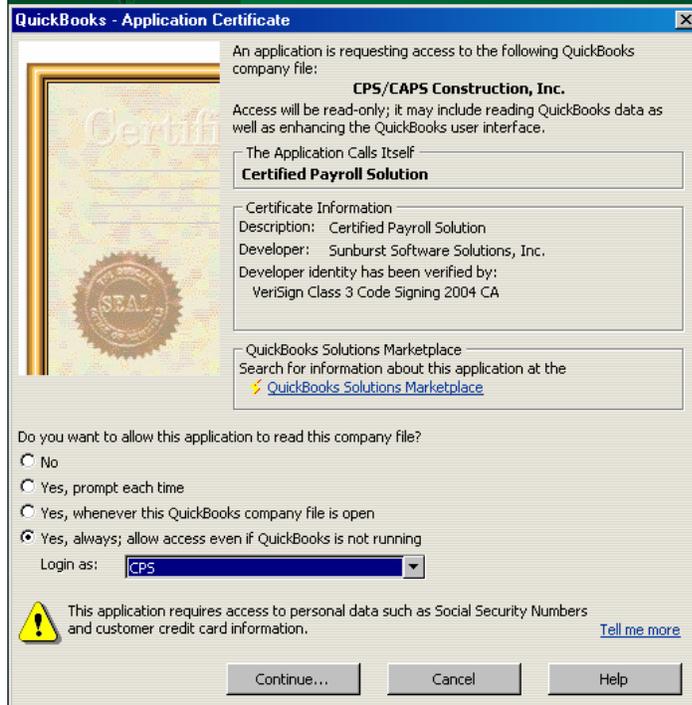
Created/Updated 4/1/2007

If the administrator is not the person who will be responsible for actually generating the certified payroll reports please follow the instructions in this message box: **If you do not follow these instructions your Certified Payroll Reports will not contain Social Security Numbers or Wage Rates and you will have to be logged in as the Administrator with QuickBooks open each time you run reports!**

Certified Payroll Solution follows the protocols of the User Permissions that have been established within the QB data file.

This is our Number 1 technical support call.

Integrating CPS with QuickBooks: Granting Permissions – QuickBooks Pro/Premier 2005/2007 and Enterprise Solution 5.0/7.0



Intuit has made it easier to grant permissions in these versions, and allows Developers such as ourselves to indicate "how" we will be accessing your QuickBooks company file.

On this screen you should check the **"Yes, always allow access even if QuickBooks is not running"**.

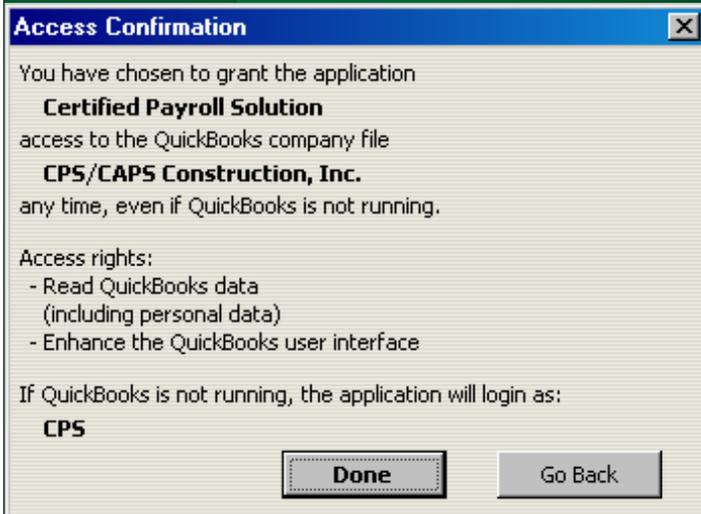
This screen also indicates that CPS requires access to personal data such as Social Security Numbers, which are required on Certified Payroll Reports.

Created/Updated 4/1/2007

Permissions must be granted by the QuickBooks Administrator, while being in single-user mode. This is a one-time process.

Please select **"Yes, always; allow access even if QuickBooks is not running"** and click the **Continue** button. If you choose not to select this option, if QuickBooks is not open, CPS has to access it, and it does cause a delay.

Integrating CPS with QuickBooks: Granting Permissions – QuickBooks Pro/Premier 2005/2007 and Enterprise Solution 5.0/7.0



The Access Confirmation screen shown to the left simply provides an overview of the permissions that you have just granted to CPS, and confirms that it will only **Read QuickBooks Data**.

Special Note for Enterprise 5.0/6.0 Users: Due to the dramatic changes that Intuit has made in the entire User Permission process only in Enterprise – we are still working out the minimum required permissions that CPS needs in order to run correctly under any user other than the QuickBooks Administrator.

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A complete list of the minimum permission settings for Enterprise 5.0, 6.0, and 7.0 are available in the included manual as well as on-line in our Support Area.



Integrating CPS with QuickBooks:

This concludes the most crucial portion of the integration of the two programs.

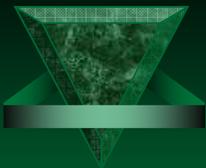
After you have completed granting permissions, minimize QB and you will have been automatically taken to the System Setup section of CPS.

Following the instructions found in the manual, complete the necessary information on the 5 – 6 tabs found here; this is ALL of the initial setup that is required.

When you have completed this you are ready to begin Setting up Certified Payroll Solution to Work with QuickBooks!

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The System Setup screens will contain different variables depending upon your states reporting requirements. If you are in a state that has it's own prevailing wage laws there will be a "Special States" page located at the back of your manual which will provide you with specific instructions from this point forward.



Setting Up CPS to Work With QB: Starting CPS

You are now ready to run the first certified payroll report with CPS.
From the Main Certified Payroll Solution screen, choose Run -> Certified Payroll Report.



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Enter Information about the Payroll you wish to run

Work Week/Pay Period Ending Date 01/03/04

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

Date of Paychecks 01/07/04 To 01/07/04

More Dates

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.

Backup Dates 1 week Advance Dates 1 week

<< Cancel Next >>

updated 4/1/2007

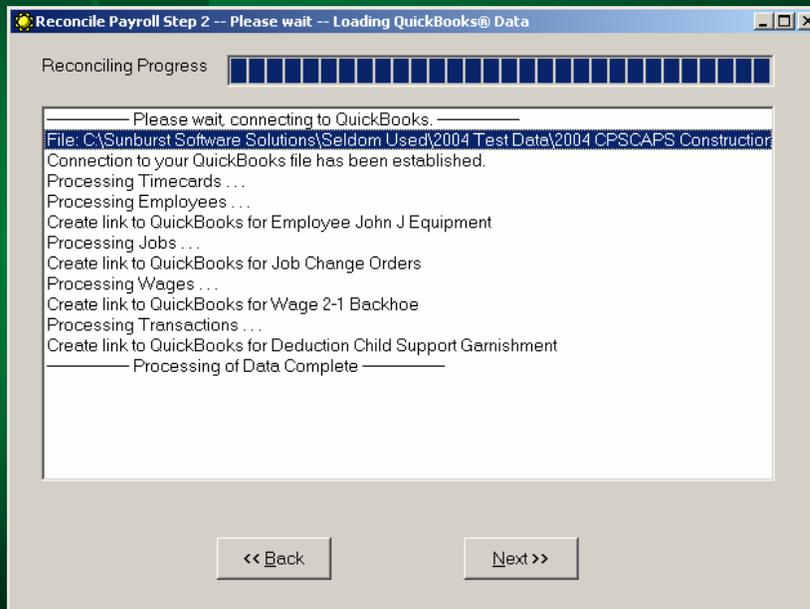
These two dates are extremely important as this is where you are telling CPS what information to ask QuickBooks for, and is the 2nd biggest support call.

To verify that you are entering the correct dates, in QB view a paycheck for the work week that you wish to generate reports for and verify the Pay Period and the check date.

Why is there a From & To Date? We had to make this provision because we deal with a lot of Union Shops who experience a high rate of layoffs, who must issue the employee a check immediately, so you might be issuing checks for the same pay period ending date on more than one day.

Once these dates have been setup correctly and payroll is always cut on the same day, users may utilize the "Advance Dates One Week" button.

Setting Up CPS to Work with QB: Retrieval of Data & Creating Linked Records



As CPS accesses the data file, it will begin compiling a list in this box of Employees, Jobs, Wages, & Deductions it has found based on the dates provided and will require you to "Create link to QuickBooks".

Selecting Next will begin the process.

Created/Updated 4/1/2007

You will find it most helpful if your client is sitting with you during the "linking" process, as there is likely information that only they will know about Employees, Jobs, Wages, & Deductions.

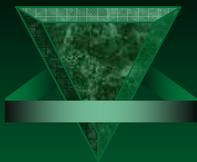
Linked Records are created because there are several items that are required to comply with Certified Payroll Reporting mandates that QB either has no means of tracking or doesn't reliably provide it's own internal linking, this linking process is done the first time you run CPS, and all information will then be remembered from week to week. You will not be required to do any additional linking until CPS finds a new employee, job, payroll item, or payroll deduction, at which time you will be prompted just like this and walked through all of the required screens..

How do I know that CPS is retrieving the correct information? Very good question. The designer of this program, Nancy Smyth (who is a Certified QuickBooks ProAdvisor) has been issuing Certified Payroll Reports since 1996 using QuickBooks, therefore, she knew where all of the required information came from in QuickBooks – this knowledge has been coded into Certified Payroll Solution program.

Troubleshooting:

There are a number of error messages that could occur here that relate directly to:

1. Incorrectly granting CPS permission to access the QB data could result in error code 8004041D
2. Failure of the installation of the Request processor required for CPS to talk to a QuickBooks Pro/Premier 2003 or Enterprise 3.0 file – error code [8007007E](#)
3. The unsuccessful installation of a QuickBooks update produces various error code numbers and messages.
4. A detailed listing of possible error codes as well as their resolution can be found on our Support Page www.sunburstsoftwaresolutions.com/support-area.htm



How does Certified Payroll Solution work?

Perhaps the best way to explain how Certified Payroll Solution 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 be taught about your company; and you do that "teaching" when you create the linked records.

First it looks at the Weekly Timesheet and 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 Jones needs to be added to my database, Job A needs to be added to my data base, etc); and prompts you to create linked records to hold missing information. Then it simply starts sorting, compiling and merging the data (much as you would from various reports you generated in order to complete them manually) in order to generate the completed reports.

Created/Updated 4/1/2007



What is a “linked record” and how is it created?

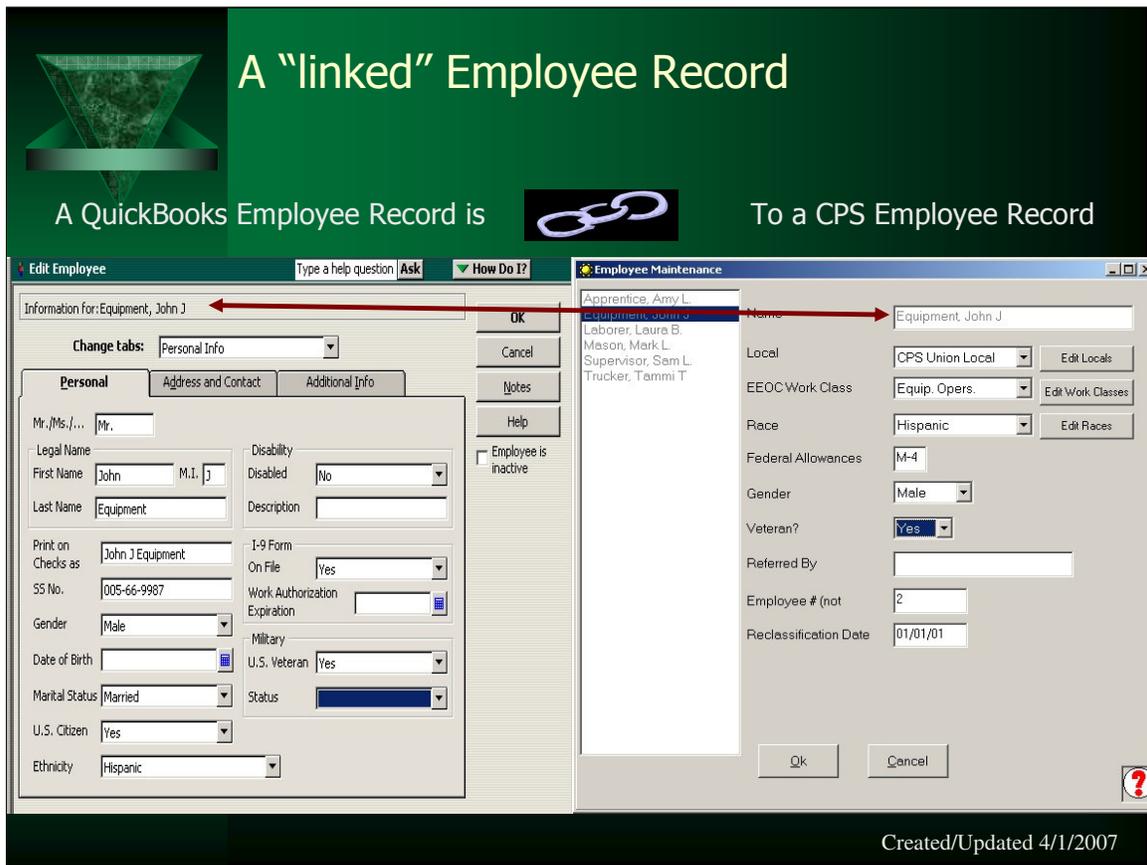


For each QuickBooks Job, Employee, Payroll Wage Item, and Payroll Deduction Item there is a corresponding “*linked*” record in the CPS database.

These linked records hold additional information that QuickBooks cannot track, but is required to appear on the Certified Payroll Reports, and merges it when the reports are printed.

The very first time that CPS is used, it’s database is empty, it will prompt you to “create linked records back to QuickBooks” for employees, jobs, payroll wage items, and payroll deductions.

This “linking” is a one-time set-up, and is then remembered from week to week.



The CPS Employee Record holds the following additional information about the Employee:

NOTE: Some states will require additional information on this screen – refer to the Special States page located at the end of the manual when completing this screen.

Union Local – If the company is a Union Shop, Union Locals are easily setup by clicking on the **Edit Locals** button and selecting Add. The employee can be assigned to his/her “home” local

EEOC Work Class: The work classification chosen here should be the one most often used by the employee for EEOC/Workforce/Manning counts. CPS comes pre-programmed with the 16 Major (parent) Work Classifications used on EEOC Reports, new Work Classifications can be added as necessary by clicking on the **Edit Work Classes** button and choosing New

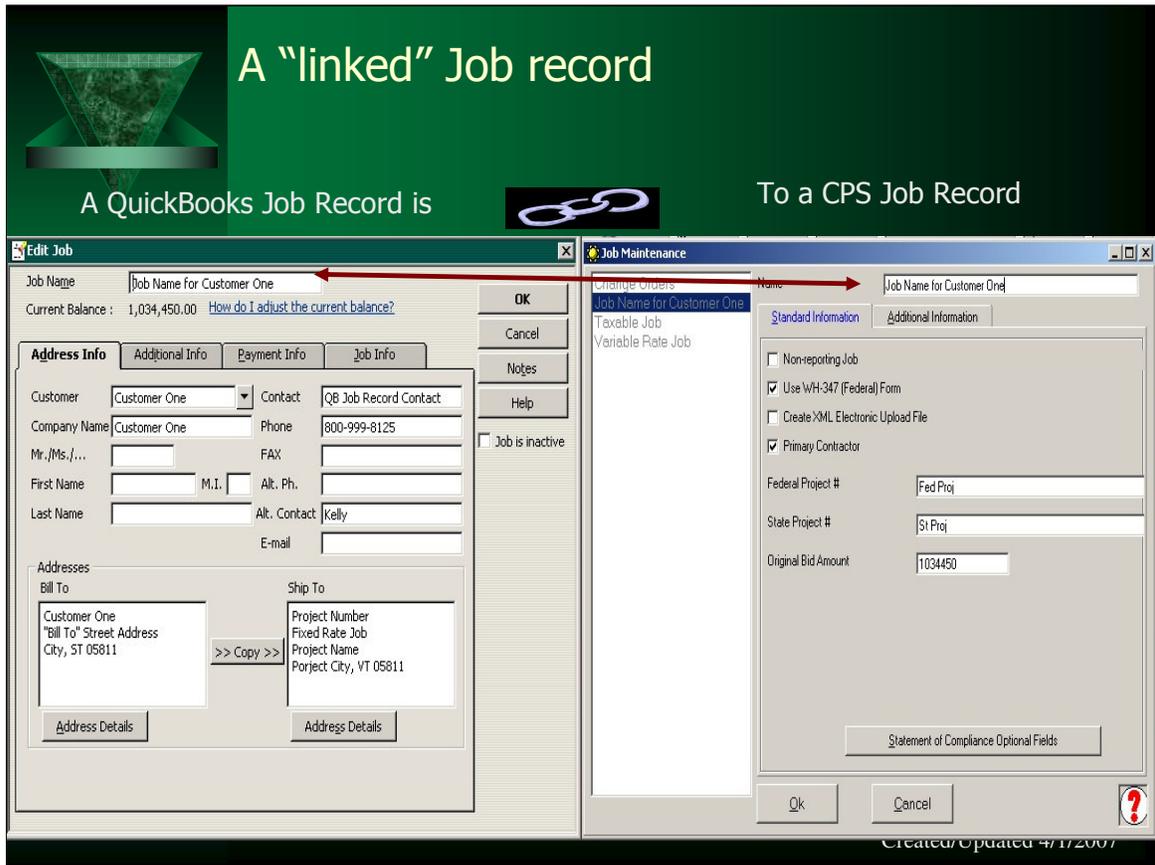
Race: If the contractor has not purchased the QuickBooks Employee Organizer, the employee’s race is chosen here

Federal Allowances: This is the one piece of information that must be entered in both QuickBooks and CPS, as current SDK provisions do not allow access to this piece of information

Gender: If the employee’s gender has been entered in QuickBooks, that information is automatically brought into CPS, if not the user has an opportunity to select it here.

Veteran: If this information has not been entered in QuickBooks, the user has the opportunity to select the appropriate choice here.

Referred by, Employee #, and Reclassification date are slated for future enhancements.



The CPS Job Record allows the user to enter the following additional information:

Standard Information:

Your Job number or name that you used in your QuickBooks Pro® list will automatically come up.

Non-Reporting Job (job that does not require a certified payroll report) place a checkmark in the box.

Create XML Electronic Upload File – if you are required to create an electronic report, check here.

Primary Contractor - if you are the Primary Contractor on this job place a check mark in the box. Enter **Federal Project Number, State Project Number, Original Bid Amount, or Edit your Statement of Compliance for this job.**

Setting up CPS to Work with QB – Linking Jobs: Additional Information



The screenshot shows a software window titled "Job Maintenance". On the left is a list of job types: "Change Orders", "Job Name for Customer One", "Taxable Job", and "Variable Rate Job". The "Change Orders" job is selected. The main area is divided into two tabs: "Standard Information" and "Additional Information". The "Additional Information" tab is active and contains several input fields: "License", "Serial", "Location", "County", "Begin Date", and "Est. Complete Date". At the bottom of the window are "OK" and "Cancel" buttons.

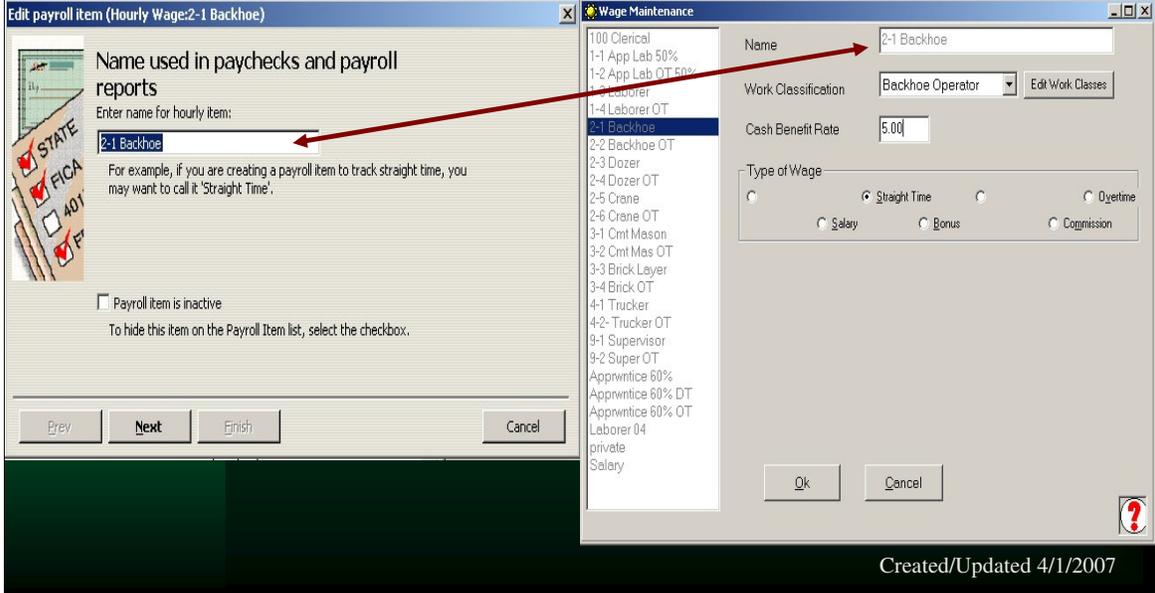
This tab usually contains state specific information and the "labels" terminology may change from State to State. Always consult the State page for details of the required contents for this section. Select OK when finished.

Created/Updated 4/1/2007

Where is the "State" page? The state page is the last page of the manual that came with the software, and will provide you with the state specific information required based on the state that your clients business is located in.

A "linked" Payroll Item

A QuickBooks Payroll Item is  To a CPS Wage Item



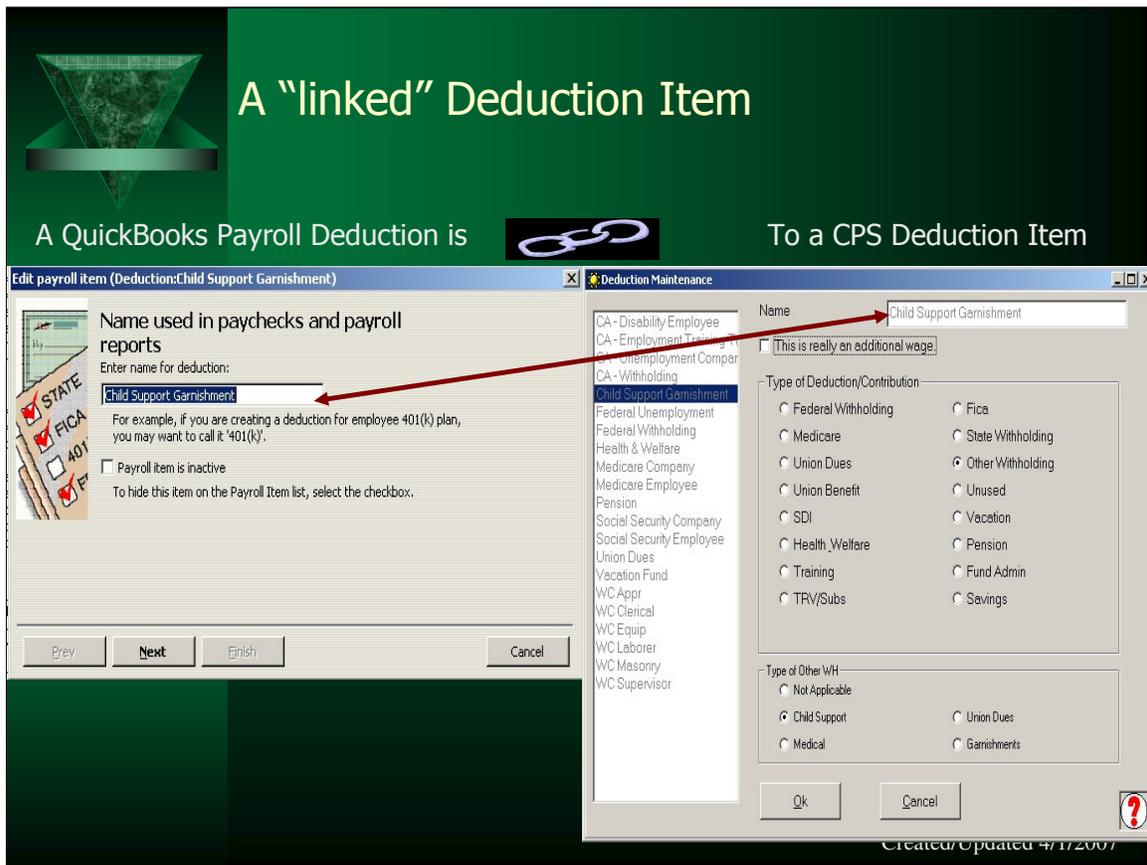
The screenshot shows two overlapping windows. The 'Edit payroll item (Hourly Wage:2-1 Backhoe)' window is in the foreground, displaying the 'Name used in paychecks and payroll reports' field with '2-1 Backhoe' entered. Below this, there are checkboxes for 'Payroll item is inactive' and 'To hide this item on the Payroll Item list, select the checkbox.' The 'Wage Maintenance' window is in the background, showing a list of wage items. The item '2-1 Backhoe' is selected in the list, and a red arrow points from this selection to the 'Name' field in the 'Edit payroll item' window. The 'Wage Maintenance' window also shows a 'Work Classification' dropdown set to 'Backhoe Operator' and a 'Cash Benefit Rate' of '5.00'. The 'Type of Wage' section has radio buttons for 'Straight Time', 'Overtime', 'Salary', 'Bonus', and 'Commission', with 'Straight Time' selected. The bottom right corner of the screenshot contains the text 'Created/Updated 4/1/2007'.

Each Payroll Item found in the Payroll Item list will have a corresponding linked record in CPS, this linked record contains:

Work Classification: Choose the Work Classification that you wish to have shown on the Certified Payroll Report from the drop down list. Basically what you are telling CPS is: “Whenever you see QuickBooks payroll item called 2-1 Backhoe, I want you to print the Backhoe Operator Work Classification on the Certified Payroll Report”.

Cash Benefit Rate: If the contractor is a non-union shop, it is required that the employees are paid the fringe benefit portion in cash as part of their gross payroll, this information is found in the Prevailing Wage Determination received with the contract and usually states something like Backhoe Operators are paid a base rate of \$20.00 per hour with a fringe benefit rate of \$5.00 per hour: in QuickBooks the employee rate of pay is \$25.00 per hour. Here you are simply “telling” CPS that \$5.00 of the rate of pay for this payroll item from QuickBooks is the Cash Benefit Rate, so that it is reported accurately on the report as \$20.00/\$5.00

Type of Wage: here you are simply telling CPS that “this is a payroll item that I use for Straight Time, Overtime, etc. In essence, each worker classification will have 2 payroll items associated with it, one for straight time and one for overtime – For example 2-1 Backhoe and 2-2 Backhoe OT will both be assigned to the worker classification of Backhoe Operator.



NOTE: This screen can vary depending on State Reporting requirements, refer to the state specific page located at the end of the manual for any further requirements.

Each QuickBooks Payroll Deduction Item is attached to a CPS Deduction Item. When creating this linked record the user is simply “telling” CPS what this item is and where it is to be reported on the final report.

Some items such as Child Support require dual classifications – in the top half of the linked record child support is indicated as an Other Withholding, while in the bottom half you have to specifically indicate what type of Other Withholding it is.

Other items such as Federal Unemployment, State Unemployment are not required to show on the report and they should be indicated as Unused in the top half of the record – meaning not used or not required for certified Payroll Reporting purposes.

Descriptions for the “Type of Other WH” come from System Setup -> System Preferences -> Labels Tab.



Setting Up CPS to Work With QB – Numbering Payrolls

Reconcile Payroll for Reporting Step 3

Job Name	Payroll #	No Work?	Finished?
Job Name for Customer One	1		No
Taxable Job	1		No
Variable Rate Job	1		No
Change Orders	10		No

<< Back Next >>

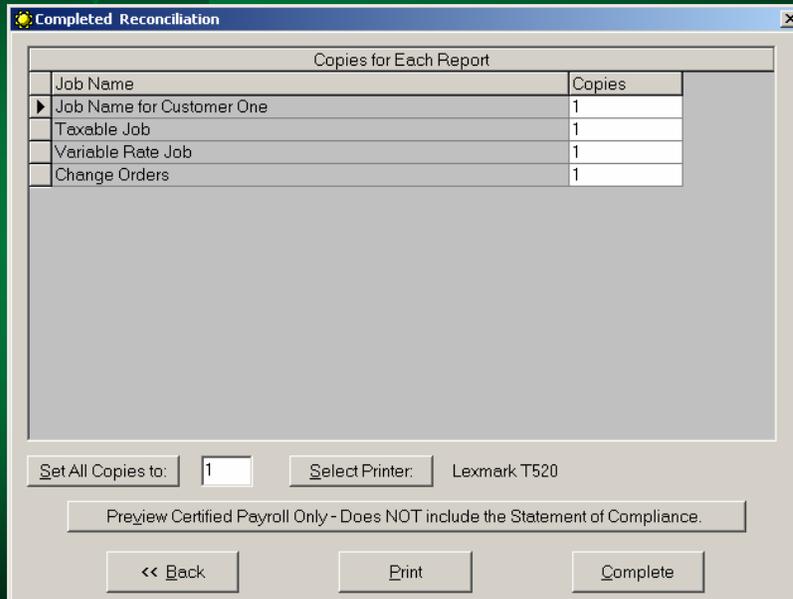
All reports will be numbered as "1" because this is the first time CPS has been run.

Simply overwrite the "1" with the correct payroll number.

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What about No Work Performed Payrolls? Once CPS "knows" about a job it expects to find hours posted to it in the weekly timesheet, if it finds no hours, it automatically "knows" it should generate a No Work Performed Payroll.

Setting Up CPS to Work with QB – Print or Preview?



Copies for Each Report	
Job Name	Copies
▶ Job Name for Customer One	1
Taxable Job	1
Variable Rate Job	1
Change Orders	1

Set All Copies to: Select Printer: Lexmark T520

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

<< Back Print Complete

Choosing to Preview is an effective means of verifying the accuracy of the report prior to printing it out.

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How to use this screen:

Set All Copies to button: If you wish to print 6 copies of each report – simply enter the number 6 in the Set All Copies To box, and click on the Set All Copies To button.

If you wish to print only 1 copy of a report for a specific job – first enter the number 0 in the Set All Copies To box, press the Set All Copies to Button and then enter the number 1 next to the Job Name in the Copies Column. This function is brand new as of January 2002 and is very useful if you are regenerating a lost report or if this is the first time you are running reports.

Preview button: This function will allow you to Preview your Certified Payroll Reports **ONLY**. To begin, choose to Set All Copies to 1 and then click on the Preview button. One by one your Certified Payroll Reports will appear on your screen similar to the Excel Print Preview function, **do not select the Print button from here as you will not get the Statement of Compliance.** You may click on the Zoom button to enlarge the report. When you have finished previewing this report, click on the Close button to preview the next report. Your computer screen may flicker and it will take several seconds for the next report to appear on your screen.

Troubleshooting:

If a Run-time error 91 occurs when you click the Preview or Print button; either Microsoft Excel and/or Word is not installed or there is a problem with the installation. In most cases starting Excel, going to the Help Menu and choosing Detect & Repair will solve the problem – you'll need to repeat this action with Word also. You will need to have the original Office installation CD's available. In rare instances, you will need to uninstall and then reinstall both programs.

What makes these reports "certified"?

Date: **09/18/2004**

I, **Nancy Hoffman , Bookkeeper** do hereby state:

- (1) That I pay or supervise the payment of the persons employed by **Nancy's Test** on the **Customer One**; 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 **Nancy's Test** 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), 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 or Other Garnishments. Other Withholding are classified as follows: #1 - Child Support, #2 - Union Dues, #3 - Medical/Dental Employee Deductions, and #4 - Other Garnishments. Explanations for these deductions are also 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 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.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Enter Explanation here	Enter Work Class here

REMARKS:

Remarks are limited to 512 characters including spaces.

NAME AND TITLE	SIGNATURE
Nancy Hoffman , 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.	

The Statement of Compliance language and original signature is what makes the report "certified"

CPS completes both the Certified Payroll Report and it's accompanying Statement of Compliance, ready for signature and mailing.

The weekly payrolls are called "certified" because each payroll is accompanied by a "Statement of Compliance" which is signed with an original signature by an authorized representative (Owner, President, Treasurer, or Payroll Administrator) of the submitting company and contains language certifying that the information being submitted is true and correct.

Identifying information includes the name and title of the person who will be signing (certifying the information), the name of the company submitting the report, the project name and the pay period.

Additional Information required on the Statement of Compliance:

Section 1. - a "deduction" explanation if the deductions are not adequately described on the payroll report

Section 4 (a) - indication that fringe benefits were/are paid to an approved fund, plan or program

Section 4 (b) – indication that the fringe benefits were paid to the employee in cash as part of gross wages

Section 4 (c) – any exceptions to 4 (a) or 4 (b) by craft (Work Classification)

Remarks – any additional remarks – such as the company issues payroll on a bi-weekly basis and dollar amounts shown on the report reflect the amounts of the single paycheck issued for the period.



Customer Testimonial

"I work for a plumbing contractor located in California, we are currently working on 10 public works projects. I was spending at least 12 hours a week generating Prevailing Wage Reports on the state mandated form DIR A-1-131, your Certified Payroll Solution Software has cut the amount of time I spend to about 15 minutes, all I have to do now is sign my name to the reports".

Kristi McNutt, Office Manger
Montano Plumbing, Inc., Santa Cruz, CA 95063

(CPS user since 2002)

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Additional Information – Resources on our website



State Specific Training Demonstrations, Whitepapers & sample forms are available at <http://www.sunburstsoftwaresolutions.com/certified-payroll-quick-tour.htm>

Common Problems, Version 5.0 Error Messages specific to QB 2004, Version 5.0 General Error Messages, Generating Delinquent Certified Payroll Reports, Where does the information that appears on the certified payroll reports come from are available at <http://www.sunburstsoftwaresolutions.com/support-area.htm>

The US Department of Labor Certified Payroll Reporting Requirements is available at <http://www.sunburstsoftwaresolutions.com/certified-payroll-reporting.htm>

What is EEOC/Work Utilization Reporting is available at <http://www.sunburstsoftwaresolutions.com/about-on-the-job-training.htm>

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Making use of the information that we provide free of charge on our website will make you like a "certified payroll reporting pro" when you talk to or work with your clients.



Common Problems

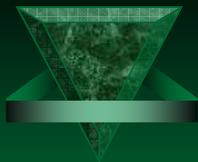


- ✓ Net Pay for the week on the report doesn't match QB net check – in CPS choose Linked Data -> Deductions and verify that you have correctly assigned your deductions to their proper locations on the form.
- ✓ No employee Social Security Numbers or rates of pay – you have not correctly granted permission for CPS in QuickBooks so that it can access this information
- ✓ Can't connect to QuickBooks – request processor was not installed, permissions were not properly granted, or a QB update did not install properly
- ✓ Runtime Error 91 – signifies that Microsoft Excel is not installed on this computer.

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Hurdles that are normally seen with clients using CPS

- Failure to grant CPS permission to access the QuickBooks data file
- User's having insufficient permissions in a networked environment
- QuickBooks improperly setup
- User's not entering hours using the QuickBooks Weekly Timesheet function
- Insufficient knowledge on "how" to use QuickBooks



Top 5 Things That Will Cause Integration Problems

1. The QuickBooks Administrator is a Certified QuickBooks ProAdvisor or Accountant who is not readily available, and you cannot get their username and password, therefore, the software cannot be installed until they are able to come to your office to grant CPS access to your data file.
2. Insufficient knowledge regarding construction industry in general and certified payroll reporting mandates.
3. Failure to watch training demonstration or read/follow provided setup instructions.
4. QuickBooks is improperly setup, haphazard/sloppy data entry procedures.
5. Use of the same payroll item with multiple rates of pay.



When To Call Support



Feel free to contact technical support at any time

by email: sales@sunburstsoftwaresolutions.com

By phone: (888) 348-2877

Via our on-line support forums:

<http://www.certifiedpayrollreports.com/forum/index.php>

If you have an error code/message that you cannot diagnose, please have both the error code # and message available.

“Learning about integration, is much like learning a foreign language.....you can’t go to a two week or even a two month course and expect to be fluent.”

Created/Updated 4/1/2007



How to request a FREE 30-day trial version of the software

A FREE 30-day trial is available on the Sunburst Software Solutions, Inc. website after viewing the flash demo. The flash demo is included with the software as a training demonstration tool. It covers QuickBooks Setup along with Setup in CPS and explains how the two programs work together.

Link to Flash Demonstration page:

<http://qb4contractors.com/certified-payroll-quick-tour.htm>

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