

Quarter End Training

10/18/2007

- I. Quarter End
 - a. F11 to the form PrQuarter

QuarterID # Lkp: View all

StartDate Lkp:

Desc | MagMedia | MagLog | MagEmployer | MagState | MagType | Directory | Switchboard

Quarter:
 QuarterID:
 YearID:
 StartDate:
 EndDate:

Lock Status:
 Locked:
 LockedBy:
 LockedDate:
 Updated:

Select Employer:
 EINC:

Employer Settings:

- b. View all at the top to choose the appropriate Quarter and EINC


QuarterID # Lkp: View all

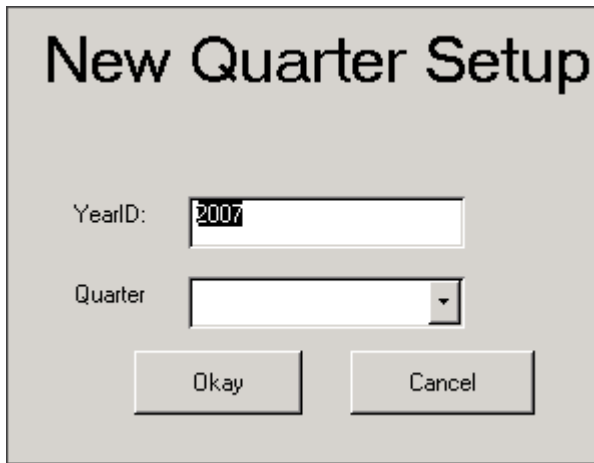
StartDate Lkp:

Desc | MagMedia | MagLog | MagEmployer | MagState | MagType | **Directory** | Switchboard

QuarterID	EINC	StartDate	EndDate	Locked	LockedBy	LockedDate
2006Q3_4	2	7/1/2006	9/30/2006	<input type="checkbox"/>	kweedman	
2006Q3_5	2	7/1/2006	9/30/2006	<input type="checkbox"/>	kweedman	
2006Q4	1	10/1/2006	12/31/2006	<input type="checkbox"/>	bgreene	
2006Q4_1	2	10/1/2006	12/31/2006	<input type="checkbox"/>	bgreene	
2006Q4_2	1	10/1/2006	12/31/2006	<input type="checkbox"/>	bgreene	
2007Q1	0	1/1/2007	3/31/2007	<input type="checkbox"/>	mari	
2007Q1_1	0	1/1/2007	3/31/2007	<input type="checkbox"/>	bgreene	
2007Q1_3	1	1/1/2007	3/31/2007	<input type="checkbox"/>	bgreene	
2007Q1_4	0	1/1/2007	3/31/2007	<input type="checkbox"/>	kweedman	
2007Q2	0	4/1/2007	6/30/2007	<input type="checkbox"/>	bgreene	
2007Q2_1	0	4/1/2007	6/30/2007	<input type="checkbox"/>	bgreene	
2007Q1_2	0	4/1/2007	6/30/2007	<input type="checkbox"/>	bgreene	
2007Q3	3	7/1/2007	9/30/2007	<input type="checkbox"/>	bgreene	
2007Q3_1	2	7/1/2007	9/30/2007	<input type="checkbox"/>	bgreene	
2007Q3_2	0	7/1/2007	9/30/2007	<input type="checkbox"/>	bgreene	
2007Q3_3	2	7/1/2007	9/30/2007	<input type="checkbox"/>	bgreene	
2007Q3_4	3	7/1/2007	9/30/2007	<input type="checkbox"/>	bgreene	

Record: 1 of 89

- c. Click on correct Quarter or if it does not exist please create new with the  button in the top left.

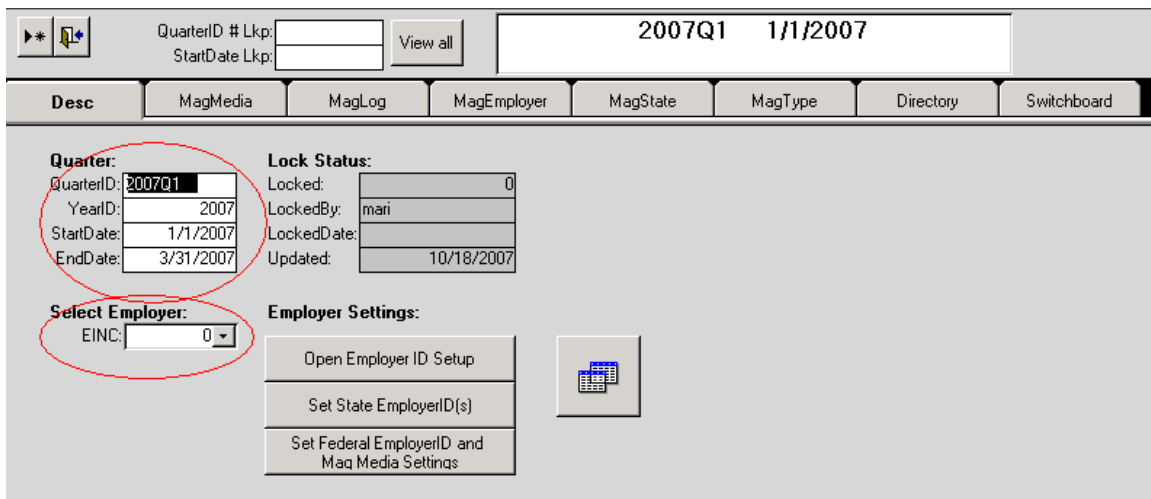


New Quarter Setup

YearID:

Quarter:

- d. Once you have chosen your quarter, please verify appropriate information such as start and end dates and EINC.



QuarterID # Lkp: View all 2007Q1 1/1/2007

StartDate Lkp:


Desc | MagMedia | MagLog | MagEmployer | MagState | MagType | Directory | Switchboard

Quarter:
QuarterID: 2007Q1
YearID: 2007
StartDate: 1/1/2007
EndDate: 3/31/2007

Lock Status:
Locked: 0
LockedBy: mari
LockedDate:
Updated: 10/18/2007

Select Employer:
EINC: 0

Employer Settings:



NOTE: If the EINC selection is blank the files will run for ALL EINC. Also, we suggest the customers have a quarter ID for each EINC to store historical data.

g. Click Generate all SUTA Quarterly Mag Media Files

QuarterID # Lkp: View all 2007Q1 1/1/2007
 StartDate Lkp:

Desc **MagMedia** MagLog MagEmployer MagState MagType Directory Switchboard

**Generates all the Quarterly State Mag Media Files for each state.
 Please specify an output directory.**

Generate All SUTA Quarterly Mag Media Files File Directory: C:\Documents and Settings\mari\Desktop\MN test\ Results:

Generate Federal Quarterly 941 Report

Mag Format Num Month1 Month2 Month3 Total SUTA SUTA SUTA Statelnc Statelnc
 State Type Filename Empr Count Count Count Count Taxable Tax Due Taxable Tax N R

FL	XML_FL	FLREPORT.X	1	0	229	260	466	\$450,127.67	\$12,153.72	\$12,153.72	\$444,517.19	\$0.00			
NJ	NJ	UIWAGE.TX	1	0	0	8	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

#States: 2 Total: 0 229 268 466 \$450,127.67 \$12,153.72 \$12,153.72 \$444,517.19 \$0.00

- h. You can now view your files by clicking the to the right of each state.
- i. You can run each state individually by clicking on the to the right of each state.
- j. Any errors that may have occurred when running the Mag Media are located in the MagLog tab.


QuarterID # Lkp: View all 2007Q1 1/1/2007
 StartDate Lkp:

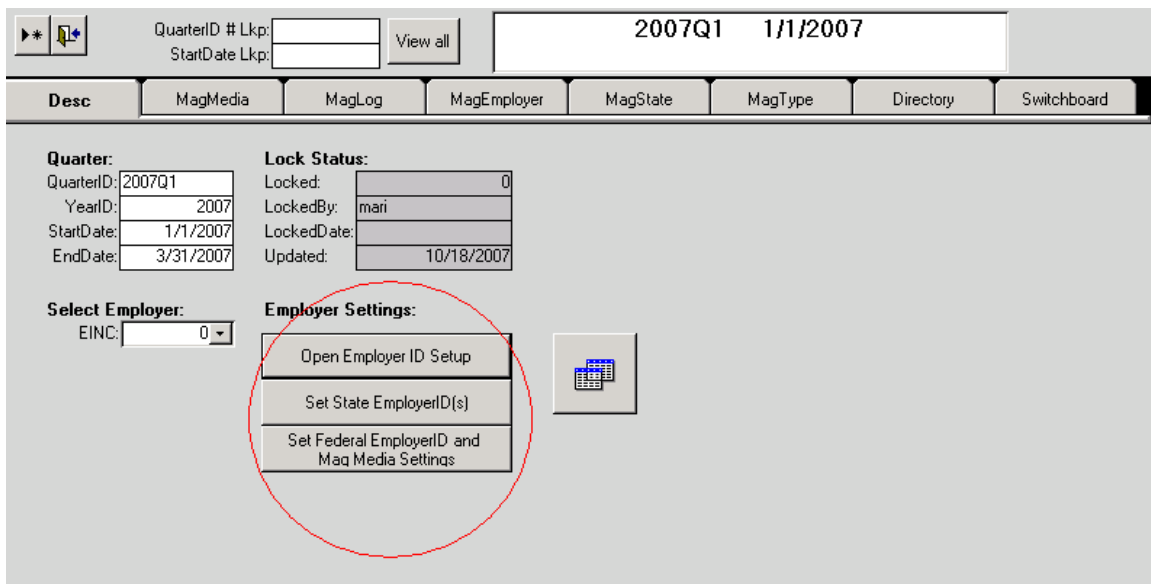
Desc MagMedia **MagLog** MagEmployer MagState MagType Directory Switchboard

Quarter Error Log

ID	State	QuarterID	LogType	CreatedDate	ErrorMessage	Error Query	Delete
32	2007Q1		sPrMagFormat_ICESA	4/10/2007	Error: There is an invalid State EmployerID and/or SUTA EmployerID in the PrTaxEmployerID table.		
			Tablenames: PrTaxEmployerIDRoot				
34	2007Q1		sPrMagFormat_ICESA	4/10/2007	Error: There is an invalid State EmployerID and/or SUTA EmployerID in the PrTaxEmployerID table.		
			Tablenames: PrTaxEmployerIDRoot				
37	2007Q1		sPrMagFormat_ICESA	4/10/2007	Error: There is an invalid State EmployerID and/or SUTA EmployerID in the PrTaxEmployerID table.		
			Tablenames: PrTaxEmployerIDRoot				
40	2007Q1		sPrMagFormat_ICESA	4/11/2007	Error: There is an invalid State EmployerID and/or SUTA EmployerID in the PrTaxEmployerID table.		
			Tablenames: PrTaxEmployerIDRoot				
45	2007Q1		sPrMagFormat_ICESA	4/11/2007	Error: There is an invalid State EmployerID and/or SUTA EmployerID in the PrTaxEmployerID table.		
			Tablenames: PrTaxEmployerIDRoot				

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- k. By clicking on the  to the right of the error you will get more detail.
- l. If they are missing any employer state, federal, or unemployment ID's as an error, there are links on the Desc tab to fix these. (Just ensure you are correcting the number for the correct state and EINC when updating. The customer will need to provide you with a valid ID. If there are not supposed to be wages in that state, enter 1234 and run the mag media again so we can verify what wages need to be moved and then come to Mari or Jon for further assistance.)



The screenshot shows a software interface with a top navigation bar and a main content area. The top bar includes a 'View all' button and a display showing '2007Q1 1/1/2007'. Below this is a tabbed interface with tabs for 'Desc', 'MagMedia', 'MagLog', 'MagEmployer', 'MagState', 'MagType', 'Directory', and 'Switchboard'. The 'Desc' tab is active, displaying a 'Quarter' section with fields for QuarterID (2007Q1), YearID (2007), StartDate (1/1/2007), and EndDate (3/31/2007). To the right is a 'Lock Status' section with fields for Locked (0), LockedBy (mari), LockedDate, and Updated (10/18/2007). Below these is a 'Select Employer' section with an 'EINC' dropdown menu set to '0'. To the right of the dropdown is an 'Employer Settings' section with three buttons: 'Open Employer ID Setup', 'Set State EmployerID(s)', and 'Set Federal EmployerID and Mag Media Settings'. A red circle highlights the 'Employer Settings' section. To the right of the buttons is a small calendar icon.