

## Using the Quarterly Wage on Disk(ette) Feature

This feature produces the data file that you submit to the government.

### Before you begin:

- Ensure that you have entered employees' supplemental information, if it applies to you (see the section [Entering Employee Supplemental Information](#)).
- Review the section [Notes and Instructions for Specific States section](#) for any special instructions that may apply to your state.

### To use the Quarterly Wage on Disk(ette) feature:

1. From the Payroll Government Reports, choose Qtrly Wage on Disk(ette).
2. On the Payroll Quarterly Wage on Disk(ette) window, select the Quarter and the Year to report. The Due Date appears automatically. It is one month later than the end of the quarter period that you have chosen.
3. Select the Tax Authority.

If you selected Florida Unemployment Tax, a check box called Test appears. Select this check box only if you are producing a test data file to send to the Florida Department of Revenue.

4. If you select an employee selection list that you have previously created, the Payroll program will automatically process only the employees within the selection list.
5. Select the range of employees (**From Employee, To Employee**) to process.

Sage ERP Accpac U.S. Payroll creates a header record (for example, an RA record) at the beginning of the data, and an ending record (for example, an RF record) at the end of the data. Some states require that if you submit your data on more than one diskette (for example, the total number of employees to be processed may not fit on one diskette), the header, and ending record must be on each diskette. If your state has this requirement, you need to run the Quarterly Wage on Disk(ette) process more than once. For each run, select a range of employees that will fit on one diskette.

6. Enter the information on the four tabs: **Employer Info I**, **Employer Info II**, **Transmitter Info I**, and **Transmitter Info II**. Refer to your magnetic media specifications to determine what values to enter in the fields. Refer also to the section [Notes and Instructions for Specific States](#). Examples of fields on the tabs include:
  - **Foreign Address** (on Employer Info I tab). If you choose this option, the Country Code field appears.
  - **Terminating Business** (on Employer Info I tab). If you are terminating your business during the quarter that you selected, then choose this option.
  - **SUTA Employer Tax Percentage** (on Employer Info II tab). Enter the rate at which you pay unemployment insurance for the quarter you have chosen.
7. When you have completed all the information, click Process.
8. Follow the instructions that appear on screen. For example, on the Quarterly Wage Report File Destination window, choose whether to produce the file on diskette or in a folder on your hard disk for electronic submission.

9. When processing finishes, a dialog box enables you to print a status report that summarizes the data produced on diskette or hard disk. Click Yes and then Print to print the report or click No. You can print the report later, by choosing Quarterly Wage on Disk(ette) Status from the Payroll Government Reports.

If you are running this process more than once, click **Yes** to print the report after each run. You will only be able to print the last run if you choose to print the report later.

## Notes and Instructions for Specific States

The following Table 2 provides notes and instructions that you should know if you plan to use the Quarterly Wage on Disk(ette) function for these states:

Alaska (AK)	Maryland (MD)	Nevada (NV)
Arkansas (AR)	Maine (ME)	Ohio (OH)
Florida (FL)	Michigan (MI)	Pennsylvania (PA)
Georgia (GA)	Missouri (MO)	Pennsylvania PSD (PA PSD)
Illinois (IL)	North Carolina (NC)	Puerto Rico (PR)
Indiana (IN)	North Dakota (ND)	Texas (TX)
Kentucky (KY)	New Jersey (NJ)	Vermont (VT)
Massachusetts (MA)	New Mexico (NM)	

**Table 2**

State	Notes
Alaska (AK)	<p>The Quarterly Wage On Disk(ette) process will produce two files for Alaska:</p> <ul style="list-style-type: none"> <li>• A header file called <b>AKHDRyyq.CSV</b></li> <li>• A details file called <b>AKDTLyyq.CSV</b></li> </ul> <p>Where <b>yy</b> denotes the tax year and <b>q</b> denotes the quarter (for example, <b>AKDTL123.CSV</b> is the details file for year 2012, third quarter. If you are filing for just one company, you can submit only the details file.</p>
Arkansas (AR)	<p>The program will not support the Individual Out of State Wages and the Individual Out of State Wages State. The user will need to manually adjust the file for the employees that are impacted.</p>

State	Notes
<p>Florida (FL)</p>	<p>On the Quarterly Wage On Disk(ette) window:</p> <ul style="list-style-type: none"> <li>• To produce a test file (called <b>FLQWTEST.xml</b>), select the <b>Test</b> check box adjacent to the <b>Tax Authority</b> field.</li> <li>• To produce a production file (called <b>FLQWRPT.xml</b>), clear the <b>Test</b> check box adjacent to the <b>Tax Authority</b> field.</li> <li>• Ensure that the <b>Contact Phone No.</b> field (on the <b>Transmitter Info I</b> tab) contains only the 10-digit phone number, without any spaces or special characters.</li> </ul> <p>Before submitting your production file to the Florida Department of Revenue, we recommend that you submit a test file. The program can now produce a zero wage file to report that there was no employment for an employer per quarter. Zero wage files will be reported with one employee detail in the following manner:</p> <p>SSN # First Name Last Name Middle Name Wage Amount</p> <p>999-99-9999 J Doe \$0.00</p> <p> <b>NOTE:</b> A zero wage file can also be generated by using a selection criteria (selection list) that results in no wages found by the program, even though wage employees may exist in the database.</p> <p>For Florida Unemployment reports due on or after July 1, 2012, a recent law changed reporting requirements and adds a new field to the report specifically for private employers contracting to provide services to a governmental or nonprofit educational institution. The new field is to include the required <b>Employee's Wages Paid this Quarter Under a Contract with an Educational Institution</b> information.</p> <p>Employers with employees that fall into this category are required to manually enter the wage amount in the XML file after it is created. To modify the XML file, follow these steps:</p> <ol style="list-style-type: none"> <li>1. Create your Quarterly Wage on Disk(ette) for Florida Unemployment.</li> <li>2. Once the XML file is created, double-click on the file to open it in the XML format in Notepad.</li> <li>3. Scroll to the section in the file which begins with <b>&lt;Employee&gt;</b>. Note that there's an <b>&lt;Employee&gt;</b> section for each individual employee. Find the first employee whose wages require the additional detail.</li> <li>4. Within the specified employee <b>&lt;Employee&gt;</b> section, scroll to <b>&lt;EducationalWages&gt;</b> and <b>&lt;TotalWages&gt;0.00&lt;/TotalWages&gt;</b>.</li> <li>5. Replace the <b>0.00</b> between the wages tags with the applicable amount for this employee.</li> <li>6. Repeat this process for each employee who has the applicable Educational Wages.</li> <li>7. Save the file and submit following your standard process.</li> </ol>

State	Notes
	<pre> &lt;PayRoll&gt; &lt;Employee&gt; &lt;SSN&gt;888888888&lt;/SSN&gt; &lt;Employee&gt; &lt;FirstName&gt;FRANK&lt;/FirstName&gt; &lt;MiddleName&gt;L&lt;/MiddleName&gt; &lt;LastName&gt;JOHNSON&lt;/LastName&gt; &lt;Suffix/&gt; &lt;/Employee&gt; &lt;Totalwages&gt;20000.00&lt;/Totalwages&gt; &lt;Taxablewages&gt;8000.00&lt;/Taxablewages&gt; &lt;OutOfStatewages&gt; &lt;Totalwages&gt;0.00&lt;/Totalwages&gt; &lt;Taxablewages&gt;0.00&lt;/Taxablewages&gt; &lt;TaxState&gt;XX&lt;/TaxState&gt; &lt;/OutOfStatewages&gt; &lt;Educationalwages&gt; &lt;Totalwages&gt;0.00&lt;/Totalwages&gt; &lt;/Educationalwages&gt; &lt;/Employee&gt; </pre>
Georgia (GA)	Sage ERP Accpac U.S. Payroll does not support the N record (that is, the tax record).
Illinois (IL)	<p>After selecting the Tax Authority as Illinois Unemployment Tax the Monthly check box will appear next to the year field. The field has been added to allow for the monthly reporting option. Important notes about generating the file:</p> <ul style="list-style-type: none"> <li>• If you check the Monthly check box you must enter the end date of month of that quarter.</li> <li>• The 2 digit file sequence is set to "01". If you need to adjust for multiple files you will need to adjust this file sequence manually.</li> <li>• The submission file must not contain duplicate Employer records.</li> <li>• The submission file must not contain duplicate Employee records.</li> <li>• Appending a file can only be done for a different Employer and different set of employees.</li> </ul>
Indiana (IN)	<p>Be sure that your employer number is formatted correctly in the <b>Reporting ID</b> field of the Federal And State Taxes window:</p> <ol style="list-style-type: none"> <li>1. In the <b>Tax</b> field, select <b>INSUTA</b>.</li> <li>2. In the <b>Reporting ID</b> field of the <b>Basic Info</b> tab, enter your employer number in this format: <ul style="list-style-type: none"> <li>◦ 6 Numeric +1 Alpha or Space</li> </ul> </li> </ol>

State	Notes
Kentucky (KY)	<p>Be sure that your employer number is formatted correctly in the <b>Reporting ID</b> field of the Federal And State Taxes window:</p> <ol style="list-style-type: none"> <li>1. In the <b>Tax</b> field, select <b>KYSUTA</b>.</li> <li>2. In the <b>Reporting ID</b> field of the <b>Basic Info</b> tab, enter your employer number in this format: <ul style="list-style-type: none"> <li>○ First two characters: Enter your 2-digit employer number prefix. If none, enter <b>00</b>.</li> <li>○ Characters 3 to 8: Enter your 6-digit employer number.</li> <li>○ Character 9: Enter your employer suffix (must be an alphabetic letter). If none, leave it blank.</li> </ul> </li> </ol> <p>This format is required for the <b>E</b> record, location 173 to 181, as described in the magnetic media specifications for Kentucky.</p>
Massachusetts (MA)	<ol style="list-style-type: none"> <li>1. For the Employer naming convention, Sage ERP Accpac U.S. Payroll uses the employer ID number from the <b>Reporting ID</b> field of MASUTA.</li> <li>2. For the Agent naming convention, use the <b>Agent ID</b> field on the <b>Transmitter Info I</b> tab to enter your Agent ID. If this field is blank, the Employer naming convention is used.</li> <li>3. Only the "Original" submission reason code is supported.</li> </ol> <p>You can only append to an existing Employer ID or Agent ID file if the ID numbers are the same and the files are generated on the same date. Otherwise, a new file will be generated.</p>
Maryland (MD)	<p>Be sure that your employer number is formatted correctly in the <b>Reporting ID</b> field of the Federal And State Taxes window:</p> <ol style="list-style-type: none"> <li>1. In the <b>Tax</b> field, select <b>MDSUTA</b>.</li> <li>2. In the <b>Reporting ID</b> field of the <b>Basic Info</b> tab, enter your 10-digit employer's Account Number. The first two digits are zeroes. Omit hyphens and spaces.</li> </ol>

State	Notes
Maine (ME)	<p>Sage ERP Accpac U.S. Payroll supports only the layout formats described in the State of Maine’s publication All Employers and Businesses Except Employee Leasing Companies.</p> <p>On the <b>Transmitter Info I</b> tab of the Payroll Quarterly Wage On Disk(ette) window, enter the Maine Payroll Processor License Number, as issued by Maine Payroll Department of Professional Financial Regulation.</p> <p>If you remit income tax withholding to Maine Revenue Services on a semi-weekly basis:</p> <ol style="list-style-type: none"> <li>1. Select the <b>Remit Payments Semi-weekly</b> check box on the <b>Employer Info I</b> tab of the Payroll Quarterly Wage on Disk(ette) window. The <b>Schedule 1</b> tab then appears.</li> <li>2. Complete the information on the <b>Schedule 1</b> tab, which simulates the published form “Schedule 1/C1 (Form 941/C1 – ME)” from Maine Revenue Services. For instructions, refer to those provided by Maine Revenue Services.</li> </ol> <p>The Quarterly Wage On Disk(ette) process produces a file for Maine called <b>MEQRyy-q.txt</b>, where <b>yy</b> denotes the tax year and <b>q</b> denotes the quarter (for example, <b>MEQR09-3.txt</b> is the file for year 2009, third quarter).</p> <p>Sage ERP Accpac U.S. Payroll does not support the ACH Debit information.</p>
Michigan (MI)	<p>Be sure that your employer number is formatted correctly in the <b>Reporting ID</b> field of the Federal And State Taxes window:</p> <ul style="list-style-type: none"> <li>• The UA Account number must consist of 10 digits in total. The first 7 digits are the Employer Number, the last 3 digits are the Multi Unit Number. The multi-unit number is three zeros unless you have requested a multi-unit number greater than 000.</li> <li>• Three checkboxes have been added – Final Report, Apportionment, and Amended.</li> </ul>
Missouri (MO)	<p>Be sure that your employer number is formatted correctly in the <b>Reporting ID</b> field of the Federal And State Taxes window:</p> <ol style="list-style-type: none"> <li>1. In the <b>Tax</b> field, select <b>MOSUTA</b>.</li> <li>2. In the <b>Reporting ID</b> field of the <b>Basic Info</b> tab, enter your employer’s Account Number. Omit hyphens and spaces. Be sure the entire number is entered in the <b>Reporting ID</b> field before you create the report on diskette or hard disk. An example of omitting hyphens; enter 345678012345678A for 345678-0-123-4567-A.</li> </ol>
North Carolina (NC)	<p>Sage ERP Accpac U.S. Payroll does support the N record.</p>
North Dakota (ND)	<p>On the Transmitter Info II tab of the Payroll Quarterly Wage on Disk(ette) window:</p> <ul style="list-style-type: none"> <li>• In the Provider field, enter the ID issued to you upon registration. The program will use this as its internal file name.</li> <li>• In the Transport Media field select the Media Type applicable for your file.</li> </ul>

State	Notes
New Jersey (NJ)	Enter the Magnetic Authorization number on <b>Transmitter Info I</b> tab of the Payroll Quarterly Wage On Disk(ette) window. If you submit multiple diskettes, each diskette must contain a complete set of employees, beginning with a header record and terminating with an ending record. See step 5 of the section "Using the Quarterly Wage on Disk(ette) Feature" on page 10.
New Mexico (NM)	<p>On the <b>Employer Info II</b> tab of the Payroll Quarterly Wage On Disk(ette) window:</p> <ul style="list-style-type: none"> <li>• In the field to the left of the <b>Code for WCA Fee</b> field, select Deduction or <b>Local/Other Tax</b>. Your choice determines whether the <b>Code for WCA Fee</b> field will list the deduction codes or customized tax codes that you have created in Payroll.</li> <li>• The file name is adjusted with the .TXT extension.</li> <li>• Only the original file submission is supported.</li> </ul> <p>Note that Sage ERP Accpac U.S. Payroll will report any employee (not just New Mexico employees) who is assigned the code that you selected in the <b>Code For WCA Fee</b> field, and who has a WCA fee amount to report.</p>
Nevada (NV)	<p>Be sure that your employer number is formatted correctly in the <b>Reporting ID</b> field of the Federal And State Taxes window:</p> <ol style="list-style-type: none"> <li>1. In the <b>Tax</b> field, select <b>NVSUTA</b>.</li> <li>2. In the <b>Reporting ID</b> field of the <b>Basic Info</b> tab, enter your employer's Account Number. Omit any decimal, hyphen, or check digit. Be sure the entire number is entered in the <b>Reporting ID</b> field before you create the report on diskette or hard disk. An employer number appearing on the pre-printed quarterly report as 0123456.00-7 must be entered as 012345600.</li> </ol> <p>The program produces a zero wage file to report that there was no employment for an employer for the quarter.</p>
Ohio (OH)	<p>Sage ERP Accpac U.S. Payroll does not support the following:</p> <ul style="list-style-type: none"> <li>• Third Party Administrator ID</li> <li>• ACH Debit information</li> <li>• Out of State Wages</li> </ul> <p>The file can only be created when the Employer and Transmitter have the same name.</p>

State	Notes
<p>Pennsylvania (PA)</p>	<p>Sage ERP Accpac U.S. Payroll supports the following:</p> <ul style="list-style-type: none"> <li>• File Upload and FTP.</li> <li>• The original file and the amended file .</li> <li>• A new <b>.TAB</b> file will be created for Original filing only.</li> <li>• The <b>.END</b> file has been removed.</li> <li>• No R or M indicators and no check digits in the State Unemployment Compensation Account Number. Do not drop the leading zeros if applicable.</li> </ul> <p>On the <b>Employer Info II</b> tab of the Payroll Quarterly Wage On Disk(ette) window:</p> <ul style="list-style-type: none"> <li>• In the field to the left of the <b>Code For Employee Assessment</b> field, select either <b>Deduction</b> or <b>Local/Other Tax</b>. Your choice determines whether the <b>Code For Employee Assessment</b> field will list the deduction codes or customized tax codes that you have created in Payroll.</li> </ul> <p>The Third –Party Administrator (TPAs) are not be supported.</p> <p>The Reimbursable Financial Method Employer is not supported.</p> <p>Please refer to the state publication for all requirements.</p>

State	Notes
<p>Pennsylvania PSD (PA PSD)</p>	<p>The Quarterly Wage on Disk(ette) function generates the magnetic media file for PA PSD taxes. You can create the file by doing the following:</p> <ul style="list-style-type: none"> <li>• Click on <b>Payroll &gt;Government Reports</b> and then double-click <b>Qtr Wage on Disk(ette)</b> .</li> <li>• From the <b>Tax Authority</b> dropdown select <b>Pennsylvania PSD Tax</b>.</li> <li>• Enter any additional information in the appropriate fields.</li> <li>• Click <b>Process</b>.</li> </ul> <p>Additional notes:</p> <ul style="list-style-type: none"> <li>• Payroll supports the PA Standard format which is accepted by Jordan, Berkheimer, and Keystone.</li> <li>• After selecting the Pennsylvania PSD Tax for the Tax Authority and the Quarter the Due Date field will change to the End Date of that quarter. This setting will create a file for the entire quarter selected. If you check Monthly, you will need to enter the End Date for the particular month in the quarter. For example, if you wanted to report for the first quarter of 2013 for the month of March, you would select –</li> </ul> <p style="padding-left: 40px;">Quarter: 1st</p> <p style="padding-left: 40px;">Year: 2013</p> <p style="padding-left: 40px;">Monthly: Checked</p> <p style="padding-left: 40px;">End Date: March 31, 2013</p> <ul style="list-style-type: none"> <li>• The Record Change check box is only for the Employer Record.</li> <li>• If you have multiple work locations, specify each unique <b>Employer PSD Code</b> to generate a report for each location, and you can use the append option at the end of the file creation process to combine the reports.</li> <li>• The Employer Tax Account Number is derived from the Reporting ID field in the Non-Resident PA Tax code.</li> <li>• Foreign address is not supported.</li> <li>• The Employer Total School District Only Payments is not supported.</li> </ul>
<p>Puerto Rico (PR)</p>	<p>Sage ERP Accpac U.S. Payroll supports the Partial Wage Indicator.</p> <ul style="list-style-type: none"> <li>• If the wages reported are for partial work PARTTIME. Check the Part-time worker check box in the Employee setup, Pay tab.</li> <li>• If the box is unchecked it will report as Not available or full time work FULL TIME.</li> </ul>

State	Notes
Texas (TX)	<p>Sage ERP Accpac U.S. Payroll supports the C-3 Contribution Data reporting. The C-3 Data indicator and its associated fields will be populated in the report on diskette or hard disk. On the <b>Employer Info II</b> tab of the Payroll Quarterly Wage On Disk(ette) window:</p> <ul style="list-style-type: none"> <li>• In the <b>Industry Code</b> field, enter the 6-digit North American Industry Classification System code (NAICS) that best classifies the employer.</li> <li>• In the <b>County Code</b> field, enter the County Code of the county in which you had the greatest number of employees. Note that the program does not check for an incorrect County Code.</li> <li>• In the <b>Outside County Employees</b> field, enter the number of employees outside the county shown in the County Code field.</li> </ul> <p>Sage ERP Accpac U.S. Payroll does not support the Allocation List reporting. The <b>Allocation List</b> indicator (Record A, location 220) and its associated fields described in the magnetic media specifications will be left blank.</p>
Vermont (VT)	<p>Sage ERP Accpac U.S. Payroll supports Option 2 of the Vermont Internet Tax and Wage System Upload specifications.</p>