

# Sunburst Software Solutions

2378 Dane Hill Road, West Charleston, VT 05872

Phone: (888) 348-2877

Toll Free Fax: (866) 684-5157

Email: [sales@sunburstsoftwaresolutions.com](mailto:sales@sunburstsoftwaresolutions.com)

Website: <http://www.sunburstsoftwaresolutions.com> or [www.qb4contractors.com](http://www.qb4contractors.com)

## Obtaining Certified Payroll Solution Updates

### Contents of this document:

1. When are updates available and how do we know?
2. Determining your current version of CPS.
3. Obtaining updates if your current version is 5.0.253 or LOWER.
4. Obtaining updates if your current version is 5.0.253 or HIGHER.
5. What if I'm using Windows Vista?

### 1. When are updates available and how do we know?

Program “*bug*” fixes are available on the Web Service Center as we correct them, and *we do not notify you*; however, you may access the Web Service Center at anytime to see what is available.

Program “*enhancements*”, such as the release of a compatibility update for a new version of QuickBooks or the release of an updated certified payroll report, are made available on the Web Service Center and *we do notify you via email* that “enhancement” updates are available and what the enhancements are.

As a customer of Sunburst Software Solutions, Inc. it is *your responsibility* to maintain your program, unlike Intuit and Microsoft we do not arbitrarily and automatically update your software, as we feel that software programs should do things when YOU tell them to do it. You are also responsible for downloading and installing updates following the instructions that we provide on the Web Service Center.

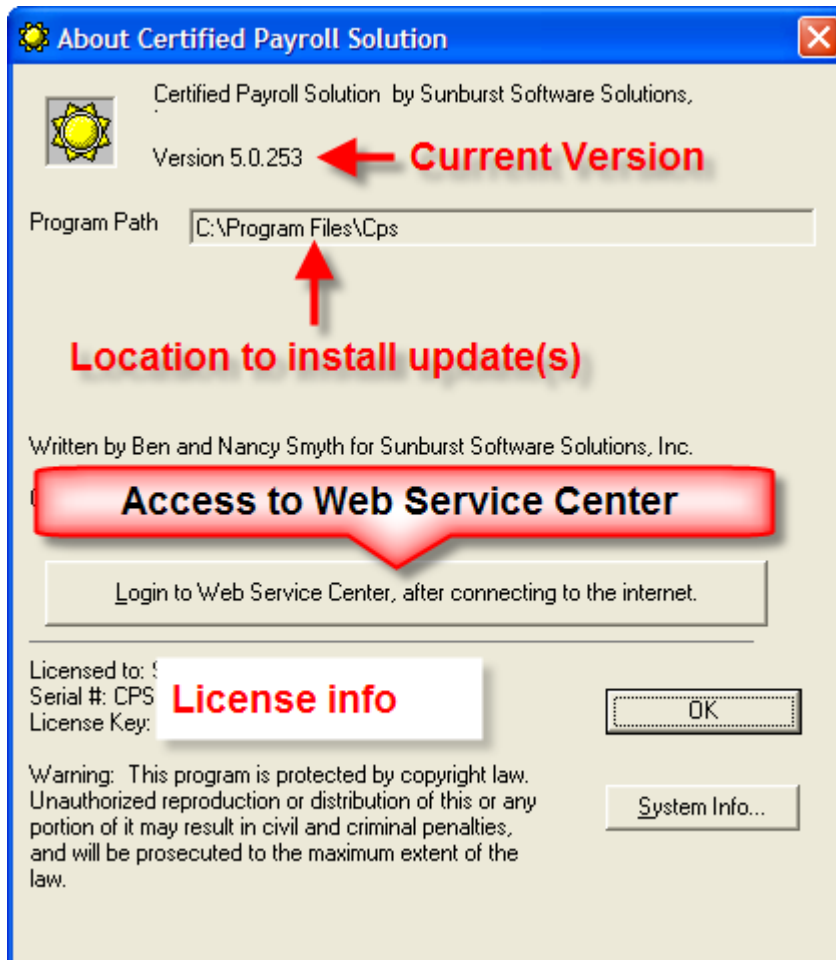
It is also your responsibility to keep us informed of your current email address, updating it on the Web Service Center as you change it – you can even have multiple email addresses if you desire. Beginning with Certified Payroll Solution **version 5.0.253** we have included a **Check for Updates** option on the **Help** menu. This option is in addition to the existing **Login to Web Service Center.....** button located in the **HELP About** window.

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## Determining your current version of CPS:

From the CPS **Help** menu: choose **About** to display the **About Certified Payroll Solution** window {sample shown below}:



The **About Certified Payroll Solution** window *will display the current version of CPS* that is installed on your computer. Version 5.0 is the Major or Parent release while .253 is the “update or child release”. These update releases are numbered sequentially following normal numbering – for example Version 5.0.207 is a lower or older version than Version 5.0.253.

### 3. Obtaining updates if your current version is 5.0.253 or LOWER.

If your version is 5.0.253 or LOWER you must use the “Login to Web Service Center” ..... button on the **About** screen to obtain your updates.

Clicking the “Login” button will launch your internet browser and automatically take you to your account on the **Web Service Center**. The reason that we say **your account** is because you can do much more than just download updates from the Web Service Center, as shown below.

The screenshot displays the Sunburst Software Solutions Web Service Center interface. It includes a 'Pending Modifications' section with contact information for Nancy Smyth. The main content area is divided into several sections: 'Certified Payroll Solution' with a 'Your current version is 5.0.253' note and a 'Current version of installed program' callout; 'The 3 B's' with instructions; 'Current Updates Available' with buttons for 'Version 5.0.253' and 'Version 5.0.255', and an 'Available updates, release status and prerequisites for installing' callout; 'Updating to Vista?' with a 'Windows Vista information' callout; 'Installing on a new computer?' with a 'Install on a new computer or get CAPS updates (if applicable)' callout; 'Flash Presentations for Training'; 'Help us get more data from QuickBooks®.'; 'Submit a Suggestion.'; and 'Get a discount on QuickBooks'.

**Certified Payroll Solution**  
Your current version is 5.0.253 ← **Current version of installed program**

**The 3 B's.**

1. **Be Sure** to install 1 update at a time.
2. **Be Sure** to start CPS, and use Help → About after unzipping each update to insure that each version is completely and correctly installed.
3. **Be Sure** to update every computer using this software.

**Current Updates Available**

5.0.253 Requires that version 5.0.207 is installed and functioning properly.  
Version 5.0.253 released 07-12-2007 **Beta Release**

5.0.255 Requires that version 5.0.207 is installed and functioning properly.  
Version 5.0.255 released 08-08-2007 **Alpha Release**

**Available updates, release status and prerequisites for installing**

**Pending Modifications**  
Contact: Nancy Smyth  
Phone: 888-348-2877  
Email: sales@sunburstsoftwaresolutions.com  
Modify Profile ← **Change contact person, phone, or email address**

**Updating to Vista?**  
Instructions for Updating to Vista ← **Windows Vista information**

**Installing on a new computer?**  
New Installation  
View CAPS Page  
**Install on a new computer or get CAPS updates (if applicable)**

**Flash Presentations for Training**  
Certified Payroll Flash Training Web Page  
Create your own Benefit Report Flash Training Demonstration

**Help us get more data from QuickBooks®.**  
Sign Petition to Intuit

**Submit a Suggestion.**  
Submit a Suggestion  
Show All Updates

**Get a discount on QuickBooks**  
Help Using the Web Service Center Logout

As you can see from the above screenshot the Web Service Center makes it easy for you to **Modify Your Profile** (change contact info, phone numbers or email addresses), see what **updates we currently have available**, learn about upgrading your system to **Windows Vista**, or download a new program to install on a new computer. These are just the highlights of this page and we encourage you to explore the other options available – all accessed by the click of a button.

To install Version 5.0.253, click the **Version 5.0.253 button** displayed under the **Current Updates Available** heading. Clicking the button will take you to a new web page – similar to that shown on the next page:

**Details for CPS Version 5.0.253**Released 07-12-2007 **Beta Release****Prerequisites**

Requires that version 5.0.207 is installed and functioning properly.

[Return to Main Page](#)

The left side of this window will list the enhancements/updates included in this version

The right side of this window will provide you with step-by-step instructions for downloading and installing the update

**Enhancements Included in Version 5.0.253**

Version 5.0.207 or higher must be installed before this update. If your current version is lower than 5.0.207, install that update FIRST.

1. Adds California Employment Utilization Report, similar to CC-257 without classification of employment by Gender or Race.
2. Modifications for Nevada Certified Payroll and Statement of Compliance. This also requires a state form update.
3. Modifications for the new Colorado DOT Statement of Compliance. This also requires a state form update.
4. Modifications for new Massachusetts Department of Occupational Safety Certified Payroll and Statement of Compliance. This also requires a state form update.
5. Adds Chicago EEO Report
6. Changes Pennsylvania Wage rate to omit cash benefit.
7. Adds better download/install update procedure.
8. Corrects California Prime/Sub contractor print bug.
9. Corrects LCP Tracker reporting of Straight Time, Overtime and Double Time hours.
10. Corrects Domicile address entry when adding new employees for Alaska
11. If the Work Begin Date in a job is set in the future, then "No Work" Performed reports will not print until there is reporting time for that particular job. When work is performed and the Work Begin Date is after the current pay period, the Work Begin Date is set to the pay period start date so that "No Work" reports will print for subsequent dates. This allows one to set the work start date to a date in the distant future and not generate reports until work actually begins.
12. Corrects Run-Time Error 9 when Employee List and Daily Time sheet reports are selected.
13. Corrects QuickBooks Menu Items.
14. Correctly allows employer health insurance to alter Colorado cash benefit rate.

**6 Step Instructions for Installing this Upgrade**

1. Be sure your current version of CPS is 5.0.207 or higher.
2. Close QuickBooks and Certified Payroll Solution if it is running. Be ready to login as the administrator before running reports so that access can be granted as detailed in step 6.
3. **Download the Update** When you click on the button below, choose to save the file to your hard drive. Save it in a location that you will easily remember, such as "My Documents\Cps Updates".

Version 5.0.253 (23.2MB)

High speed internet

OR If you have a dialup connection, we have split the update to separate files. Use the four downloads below instead of the single download above. Part B, C & D are not required.

Version 5.0.253 Part A (3.25MB)

Dial up internet

Version 5.0.253 B (5.2MB) Manual

Version 5.0.253 Part C (10.0MB) Context Help

Version 5.0.253 Part D (5.0MB Help)

4. **Start and run the installation.** Most browsers now let you open the file after it has been downloaded and saved. If this does not happen, use "My Computer" or "Windows Explorer", (choose your preference) to locate the downloaded file (named cpsv50253...) and double click it.

The above screen shot is a portion of the Detail Page for Version 5.0.253.

The heading shows that **Version 5.0.253** was released on **7/12/07** and that as of this document it was in a **Beta Release** status. The heading also indicates that in order to install this update you must currently be running CPS Version 5.0.207 or higher – this is listed under the Prerequisites section.

The numbered list on the left will inform you of the enhancements/updates that are included in this version.

The right side of this window will provide you with detailed step-by-step instructions for downloading and installing the update. Following these instructions will help you to successfully update your software without the need to contact us.

We have even created two types of update installations – one for those of you with high speed internet (accessed via a single download) and then smaller ones for those of you that still only have access to dial-up internet.

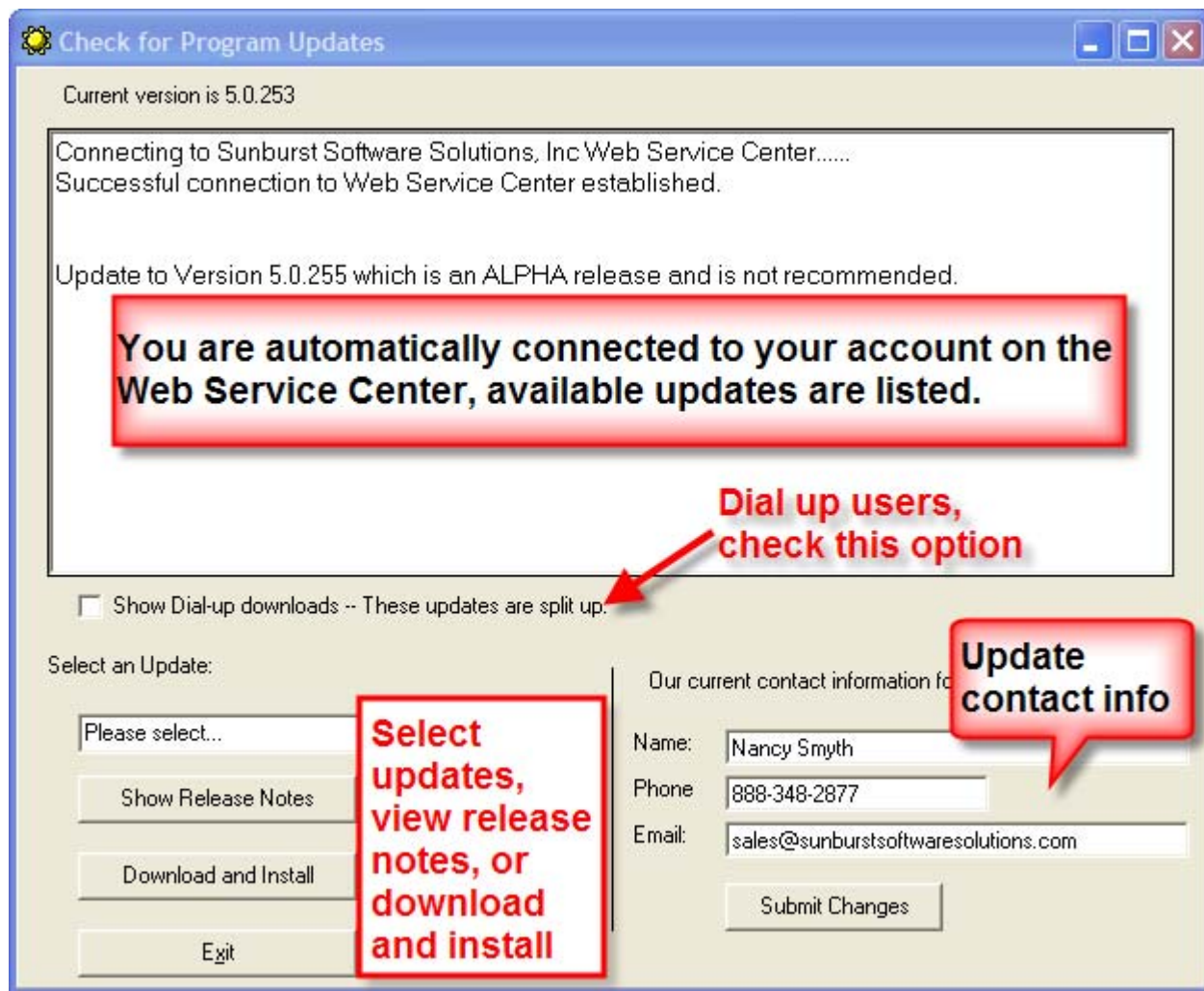


#### 4. Obtaining updates if your current version is 5.0.253 or HIGHER.

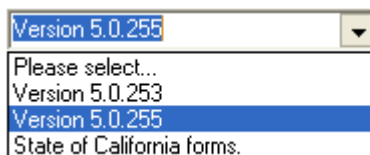
If your current CPS version is 5.0.253 or HIGHER, we have made the update process more automated for you, by adding an Update option directly on the Help menu.

From the CPS Help Menu choose Check for Updates

Selecting the **Check for Updates** menu option will launch the following window:

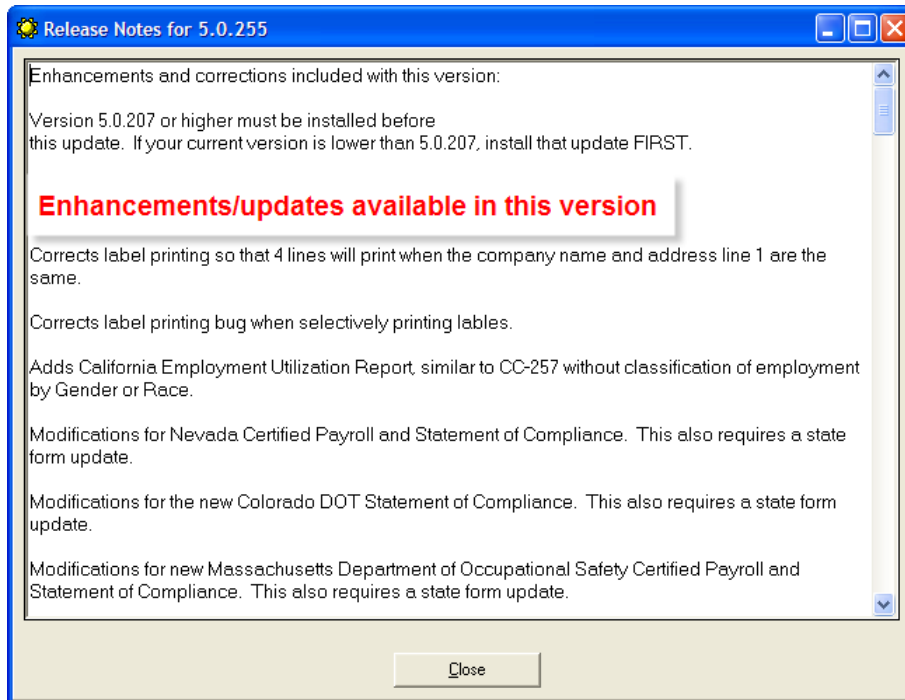


Using the drop down menu, select an update from the list

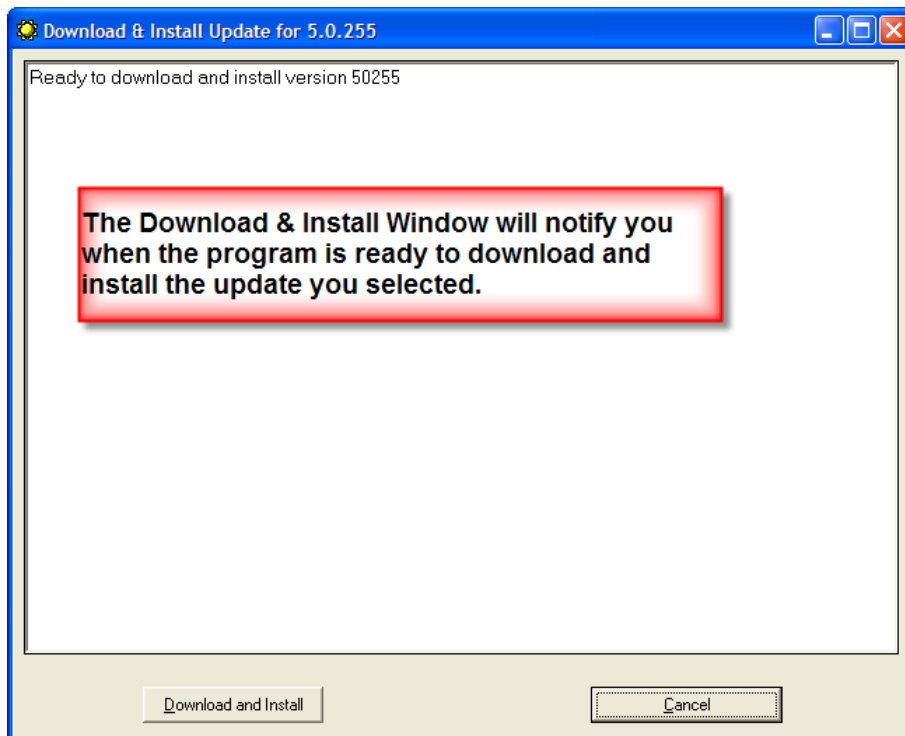


The dropdown menu will always provide access to download your state forms. The release notes will indicate if there are new or updated state forms that should be downloaded and installed. These form updates will be downloaded separately.

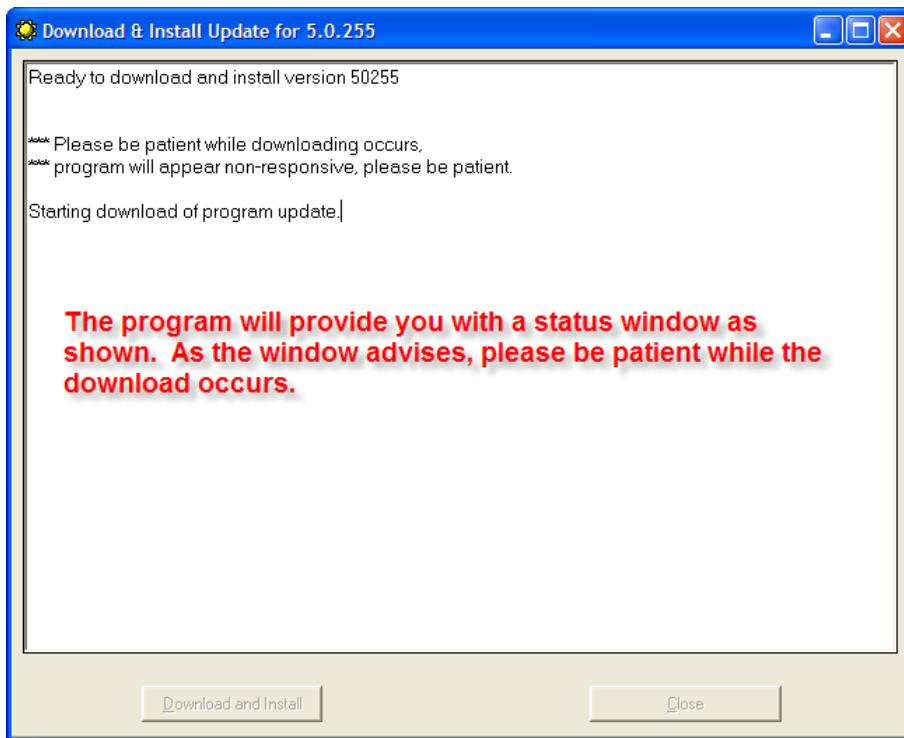
Click on the **Show Release Notes** button to display what enhancements/updates are included in this version.



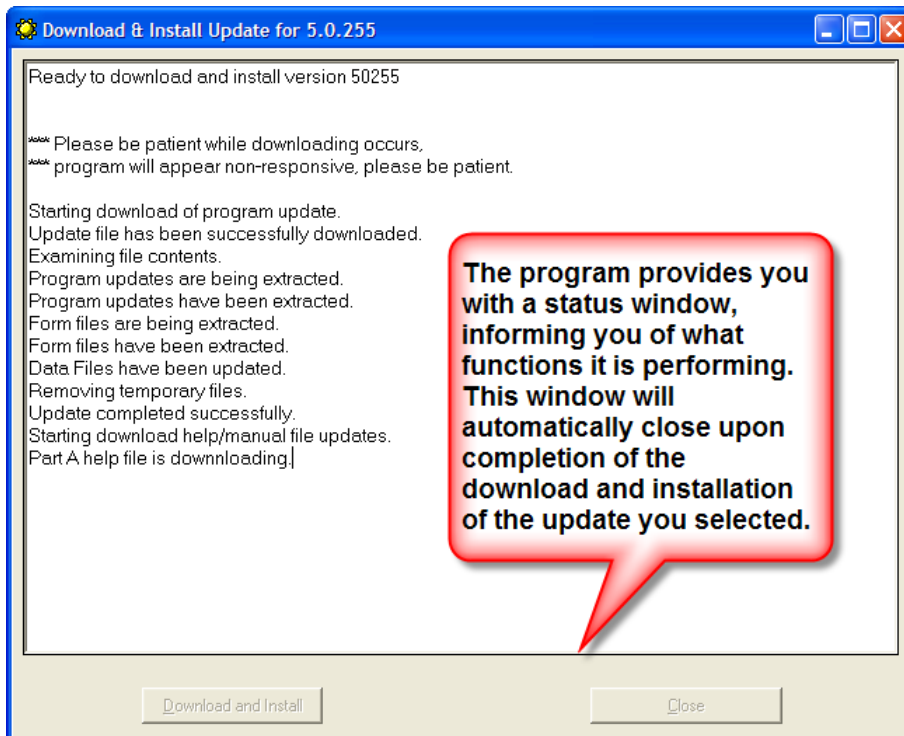
Clicking the **Download and Install** button opens the following window:



Click the **Download and Install button** and watch the status of the installation –



A download wizard will inform you of what task [function] the program is performing and its status.



This window will automatically close when the update is complete.

## 5. What if I'm using Windows Vista?

Windows Vista has caused a lot of issues, not only for us, other software developers, but also for you the end user.

If you are currently running CPS version 5.0.253 (See Step 2 – Determining your current version) on Windows Vista you may utilize the *Check for Updates* option on the **Help** menu to install your updates.

IF YOU ARE CURRENTLY RUNNING CPS VERSION 5.0.253 or lower on Windows Vista, you **MUST** download a new program, uninstall your existing version, and then install the new version.

Once you achieve Version 5.0.253 you may then use the *Check for Updates* option from the Help menu to install your updates.

### How do I obtain a new program?

From the CPS Help menu, choose About (please take notice of your current version), click the Login to Web Service Center Button to display a web page similar to the one shown below:

When viewing the Web Service Center as a Vista user you will NOT see the Summary of Updates Available as you did when using Windows XP or 2000.

Double-click the *New Installation* button.

Double-clicking on the **New Installation** button will open a web page where you can view Audio/Video training, or open complete installation instruction in .PDF format.

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## Sunburst Software Solutions

Welcome to our Web Service Center

Version Numbers do change

### New Installation for Certified Payroll Solution Version 5.0.253

#### Available Training

Self paced [Flash Demonstration](#)

**Audio/Video Training**

#### Video Training Available

[Certified Payroll Solution - Download & Installation](#) - Provides a complete overview of how to download the Certified Payroll Solution program electronically from the Web Service Center, save it to the hard drive of your computer and install the program. 12 minutes.

[Certified Payroll Solution - Initial Setup Video](#) - Walks you through entering your license information, granting CPS permission to access your QuickBooks file, and the initial setup of CPS and various certified payroll reporting preferences not handled by QuickBooks. 27 minutes.

[Certified Payroll Solution - QuickBooks Setup](#) - A review of your QuickBooks company file setup and the information that CPS "expects" to find there in order to accurately generate your certified payroll reports. 25 minutes.

[Certified Payroll Solution - Running Certified Payroll Solution](#) - An overview of running your first set of certified payroll reports and the creation of one-time linked records to hold additional information that QuickBooks has no means of tracking. This video demonstrates the setup of a state which falls under the reporting requirements of the Federal WH-347, while providing a good general overview of how the program works for all other states. 30 minutes.

This version of Certified Payroll Solution (CPS) is for **NEW CPS** users running QuickBooks 2003, 2004, 2005, 2006, 2007 Pro, Premier, (Accountant, Contractor, ...) or Enterprise Editions 3.0, 4.0, 5.0, 6.0, & 7.0 (any flavor). If you have QuickBooks 99, 2000, 2001, or 2002 you should contact us for a version 4.9 setup.

Wage Manager Solution is included with this version of Certified Payroll Solution. Access it from the Run menu in CPS.

Use these installation instructions to install the software on a computer that does not already have Certified Payroll Solution installed.

[Complete installation instructions in PDF format](#)

**Installation instructions in .pdf format**

### 3 Step Installation of Certified Payroll Solution

1. Download and save your software installation by clicking the button provided below (Approximately 40.0 MB).

- o If you have a dial-up internet connection, chances are this will be a waste of time, as an error will occur before the download completes.
- o Save this file on your hard drive for future reference, instead of "opening" the file directly.
- o

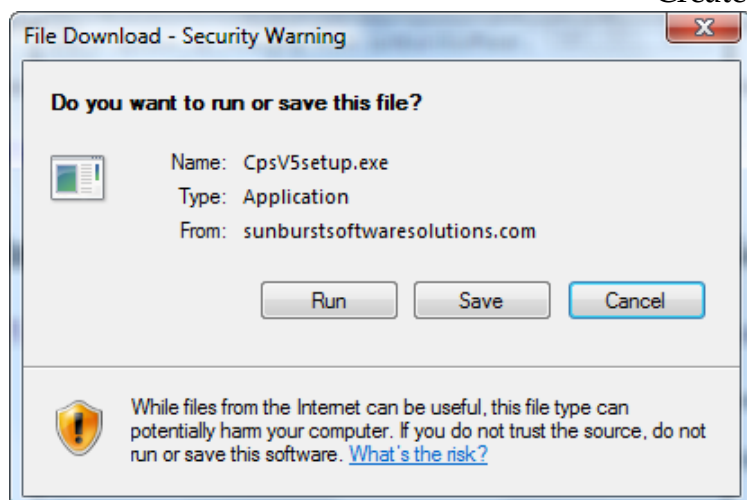
Download Current CPS Setup (40.0 MB)

**New program**

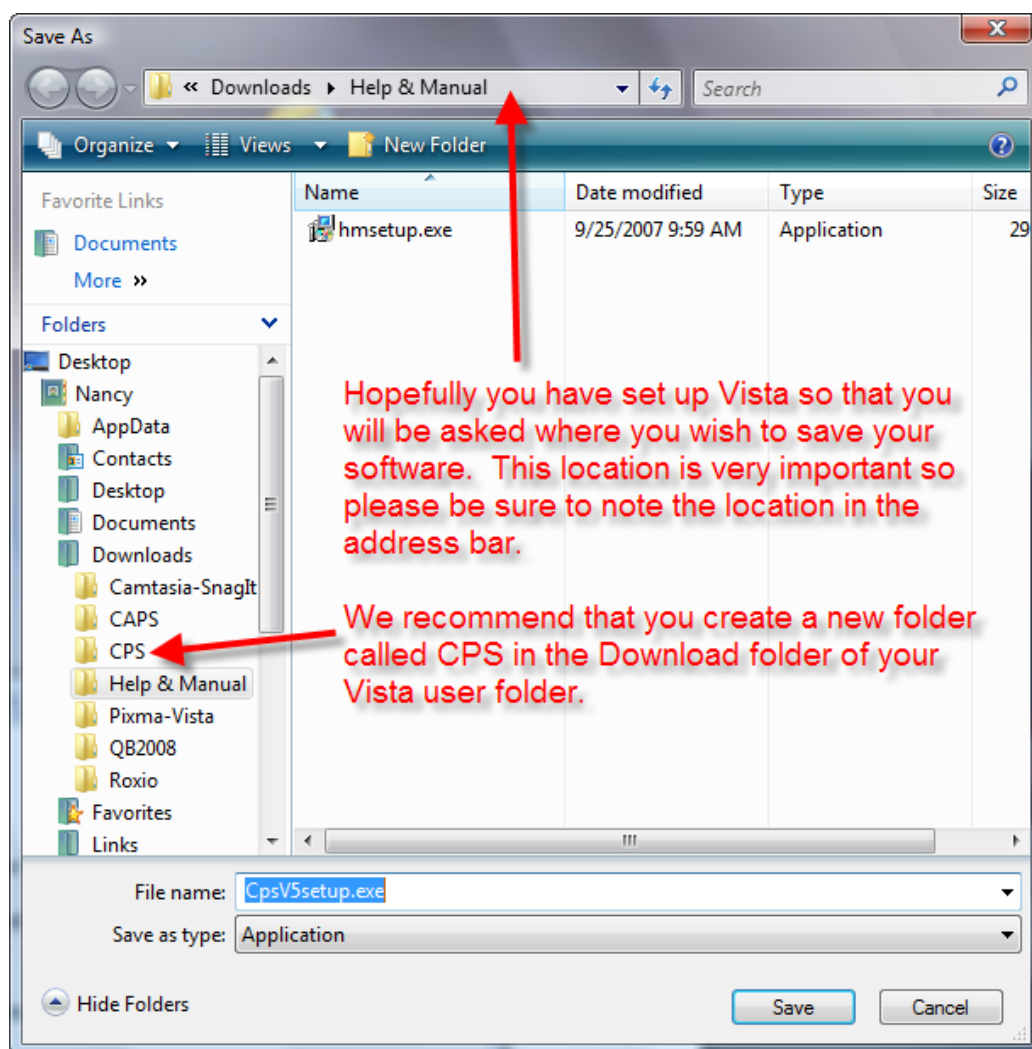
2. Start the Installation. Most browsers now let you open the file after it has been downloaded and saved. If this does not happen, use "My Computer" or "Windows Explorer", (use your preference) to locate the downloaded file (named CpsV5setup) and double click it.
  - o During the setup procedure be sure to select your specific state so that it is installed to the hard drive. Locate your state in the list and select the icon with the down arrow and select "This feature will be installed on the local hard drive". Failure to do so will require you to re-run the installation procedure and select your state as described above. You must also install the "Standard File Set", although this is selected for you by default.
3. When you run Certified Payroll Solution for the first time, you will be required to enter your license information:
  - o Simply copy and paste the information below to that form.
  - o Company Name:
  - o Serial Number:
  - o License Key: **Your license information will be displayed here**

Double-click on the Download Current CPS Setup button. Windows will display the following message box. Click Save.

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When choosing the Save Option, you will be asked where you wish to save the program.



When the download is complete, simply double-click on the file to start the installation wizard.

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