



Sunburst Software Solutions, Inc.

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Georgia Department of Transportation – Contractor’s Monthly Employment Utilization Report

Based on customer requests we have added the Georgia Department of Transportation – Contractor’s Monthly Employment Utilization Report – which is an EEOC report.

NOTE: This is the actual report form from the DOT Website and we cannot suppress the #DIV/0! Notations because they have password protected the spreadsheet. You would have this same issue if you downloaded the form directly from their website and filled it out.

Step 1: Update the program

- **Make a backup of your Certified Payroll Solution data** *{you should be doing this anyway - what if your computer crashes?}* From the CPS **Backup & Restore** menu -> choose **Enhanced Backup** -> browse to and select the same folder in which you save your QuickBooks backup -> check the **Make a backup every time I exit CPS on this PC** -> keep 5 backups from today and 5 backup prior to today -> click the **Backup** button.
- Close/Exit QuickBooks.
- From the Certified Payroll Solution **Help** menu -> choose **Check for Updates**
- Windows Vista, 7 (and soon 8) will require you to enter the computer Administrators password
- From the **Please select** drop down menu -> choose **Version 5.0.549 or higher** - *for example 5.0.550, 5.0.551, etc.*
- Click the **Download and Install** button - *launches new window*
- Click **Download and Install** again - *the program may seem unresponsive while it downloads the software/code update, please be patient.*
- When the **“update has completed window”** appears -> click **OK** - *CPS will close/exit*

Your software AND the new form is now up to date but remember, you need to update each computer that has CPS installed on it!

Step 2: Required setup for the Georgia DOT - Contractor’s Monthly Employment Utilization Report

- In CPS, go to the System Setup -> System Preferences -> Addresses tab, make sure that you have input your Fax No., Telephone Number and Cellular No. in the appropriate fields. Click Ok to save these changes.
- From the Linked Data menu -> Employees -> Edit each employee and make sure that each employee has been setup to accurately reflect Race, Sex, and main or default Work Classification assigned.

Step 3: Running the Georgia Department of Transportation - Contractor’s Monthly Employment Utilization Report

- From the Run menu -> EEOC Reports -> State Reports -> Georgia DOT Utilization
- Enter the Report From and To Dates (the period in time that you are reporting - for example 9/1/2012 - 9/30/2012) - click OK
- CPS will now connect to your QuickBooks file and will gather the necessary data.