



Sunburst Software Solutions, Inc.

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State of Maine – Department of Labor Bureau of Labor Standards Certified Payroll form

Based on internet research we have added the State of Maine Department of Labor Bureau of Labor Standards Certified Payroll form to Certified Payroll Solution. We do not know exactly how long this form has been available - we were previously unaware that it even existed - unfortunately none of the state agencies ever notify us when they release or update a form.

After you install this update, you will be able to print either the Standard Federal WH-347 form OR the State of Maine form on a job-by-job basis.

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 5.0.548 or higher - for example 5.0.549, 5.0.550, 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*

Step 2: Update the State of Maine forms

- Start CPS -> go back to the **Help** menu -> **Check for Updates** -> enter Administrator password -> in the **Please select** drop down -> choose **State of Maine forms** -> **Download and Install** -> **Download and Install again** -> click the **Close** button when it is active - click **Exit**.

Your software AND your forms are now up to date but remember, you need to update each computer that has CPS installed on it!

NOTE: The Maine Department of Labor form is now your *default form (this always occurs when the state your company resides in has a State specific form)*.

Step 3: Implementing the State of Maine forms

- In CPS, go to the **System Setup** menu -> **Defaults** -> **Job** -> click on the **Standard** tab - if MOST of your jobs require the Federal WH-347 form -> check this option here (you can always change it later when adding a new job to CPS). Click on the **Form Options** tab - make sure that **both** the State of Maine Form and the WH-347 are set to show SSN Format of XXX-XX-1234 and that the **Omit Employee Address** option is checked. Click **Ok** to save these changes.
- Go to the **Linked Data** menu in CPS -> choose **Jobs** -> Edit *each* of your active/no work jobs. Here we will click on the **Form Options** tab -> for each job select if you want to use the Federal WH-347. When you are finished editing and making changes, click the **Ok** button, then the **Done** button, and when prompted select **Yes**, to save changes.