



*Sunburst Software Solutions, Inc.*

9/27/2012

Oregon Bureau of Labor and Industries form update

Oregon has changed their reporting requirements as follows:

**Column 7 - Gross Amount Earned:** now reported as gross amount earned THIS job/ALL jobs

**Column 8 - Itemized Deductions:** now reported as the TOTAL of each deduction (based on the gross paycheck) and should agree with your QuickBooks paycheck

**Column 9 - Net Wages Paid:** now reported as the employee's net take home for the week and should agree with the net check in QuickBooks.

The actual form itself has not changed in the way it looks, only in how payroll is to be reported.

### ***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 Oregon forms***

- Start CPS -> go back to the **Help** menu -> **Check for Updates** -> enter Administrator password -> in the **Please select** drop down -> choose **State of Oregon 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:**

After running your first set of certified payroll reports with the new forms, make sure that the dollar amount shown in **Column 9 - Net Wages Paid** matches the net QuickBooks paycheck! If the dollar amounts don't match, watch the *How to Troubleshoot when Deductions and/or Net Wages are Incorrect on Your Final Reports* video, found in the Certified Payroll Solution How-To Videos section of our support area at <http://www.sunburstsoftwaresolutions.com/certified-payroll-solution-how-to-videos/> or <http://bit.ly/LE3LFk> (both of these links should be clickable if you are viewing this document as a pdf).