

Sunburst Software Solutions

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Alaska Form Update & Other Changes

Effective 4/28/09

There are numerous changes to the Alaska Certified Payroll Solution program including the following:

- Updated form - now requires the printing of **both** the Contracting Agency Project Number (CPS -> Linked Data -> Jobs -> this Job -> Edit -> Standard Information tab -> Federal and/or State Project Numbers) and Department of Labor Project Number (CPS -> Linked Data -> Jobs -> this Job -> Edit -> Additional Information tab -> Dept. of Labor Project #)
- Changes:
 - Not printing the Payroll # on No Work Reports
 - Printing a Statement of Compliance for No Work Reports
- State of Alaska electronic filing compatibility. We have worked extensively with people from the Alaska Department of Labor & Workforce Development to ensure that CPS meets their electronic certified payroll reporting requirements, which become effective sometime during the summer of 2009.

Details for Alaska Electronic Filing

1. In CPS, go to System Setup -> System Preferences -> click the Data Locations tab. Using the Browse for XML Folder button, create and select a folder in which to save the required files. Click OK.
2. In CPS, go to the System Setup -> Defaults-> Job -> Standard tab -> Electronic Upload Type drop down -> choose State of Alaska Export File. Click Ok.
3. Selecting Jobs which require electronic filing:
 - a. Existing Jobs - from the CPS Linked Data menu -> Jobs -> select Job -> Edit -> Form Options tab -> Electronic Upload Type drop down -> State of Alaska Export File. Click Ok, Done, and Yes to Save Changes.
 - b. New Jobs - will have this option automatically set if you set up your defaults and require no further action from you.

Obtaining the Update - this is a 2-part Update; one for the program and another for the forms:

- QuickBooks should be closed.
- Make a Backup of your CPS Data (Backup & Restore menu -> Enhanced Backup CPS Data)
- After the Backup has completed
- From the CPS Help menu -> Check for Updates
- From the Select an Update drop down, choose Version 5.0.340 (version number may be higher at a later date)

- Click the Download & Install button twice

The above actions update your program.

To obtain the new forms:

- From the CPS Help menu -> Check for Updates
- From the Select an Update drop down, choose State of Alaska forms
- Click the Download & Install button twice

Your program and your forms are now updated.