

Sunburst Software Solutions

2378 Dane Hill Road, West Charleston, VT 05872

Phone: (888) 348-2877 Fax: (866) 684-5157

Email: sales@sunburstsoftwaresolutions.com

Website: www.sunburstsoftwaresolutions.com or www.QB4Contractors.com

The American Recovery and Reinvestment Act (ARRA) of 2009 - U. S. Department of Transportation EEOC Reports

May 6, 2009

The American Recovery and Reinvestment Act of 2009 (ARRA), provides the State Departments of Transportation and Federal Lands Agencies with \$27.5 billion for highway infrastructure investment.

With this money there also comes an increased level of reporting, which we have added to Certified Payroll Solution to better and more fully serve the needs of our customers who may be working on these types of construction projects.

ARRA Reports include:

- Monthly Employment Report - Form FHWA-1589
- Monthly Recipient Project Status Report - Form FHWA-1585 (a summary report in addition to Form FWA-1589 - usually completed at the State level)
- Initial ARRA Project Plan - Form FHWA-1586 (a summary report in addition to Form FWA-1589 - usually completed at the State level)
- Monthly Summary Employment Report - Form FHWA-1587 (a summary report in addition to Form FWA-1589 - usually completed at the State level)
- Periodic Grouped Project Report - Form FHWA-1588 (a summary report in addition to Form FWA-1589 - usually completed at the State level)

To obtain the update:

1. Close QuickBooks
2. Backup your CPS Data, using the Enhanced Backup option found from the Backup & Restore menu
3. From the CPS Help menu -> Check for Updates -> from the Select an Update drop down -> choose Version 5.0.343 (or higher*)
4. Click Download & Install twice.

*Version numbers change frequently as new functionality is added to the program and/or reported bugs are fixed. Periodically we combine several versions into one release for less update versions to choose from - selecting the **next highest number** will provide you with the same compatibility (plus corrected problems) as the one indicated in this article. For example if the article instructs you to download version 5.0.343 and you do not see that as being available, however, there is a version 5.0.344 indicated; you would follow the same instructions but select version 5.0.344

To Save Your ARRA Reports:

If you wish to save your ARRA Reports in Excel format, you may do so if you follow these steps:

1. From the System Setup menu -> System Preferences -> Data Locations tab -> if there is currently a folder specified in the XML Electronic Upload Folder - this is where your ARRA Reports will be saved
2. If there is no folder specified, use the Browse for XML Folder to create and then select a folder in which to save your ARRA Reports.

Add Your Company Dun & Bradstreet Number to CPS:

A Dun & Bradstreet number for your company is required to be reported on Form FHWA-1589. A Dun & Bradstreet number is a unique nine-digit number, sometimes followed by an optional 4 digit DUNS Plus Number.

If you currently do not have a DUNS Number you may request one free of charge using the following url - <http://fedgov.dnb.com/webform/displayHomePage.do> or call 1-866-705-5711 for the government dedicated DUNS Number request line.

Once you have your DUNS Number, start CPS -> go to the System Setup menu -> System Preferences -> W/C Info Tab and enter your DUNS or DUNS Plus number in the DUNS # field; i.e. 999999999.9999, as shown below:

The screenshot shows the 'System Preferences' dialog box with the 'W/C Info' tab selected. The dialog contains several input fields for company information. The 'DUNS #' field is highlighted with a red oval and contains the value '999999999.9999'. Other fields include 'Self-Insured Certificate #', 'W/C Policy Number', 'W/C Effective Date', 'W/C Expiration Date', and 'Federal Employer ID #'. The 'Federal Employer ID #' field contains the value '01-2345678'. There are 'Ok' and 'Cancel' buttons at the bottom of the dialog.

Field	Value
Self-Insured Certificate #	CPS-System Setup-System Preferences-W/C Info Tab
W/C Policy Number	CPS-System Setup-System Preferences-W/C Info T
W/C Effective Date	
W/C Expiration Date	
Federal Employer ID #	01-2345678
DUNS #	999999999.9999

Reports are accessed from the CPS Run menu -> Recovery Act Reports -> Federal ARRA Reports.

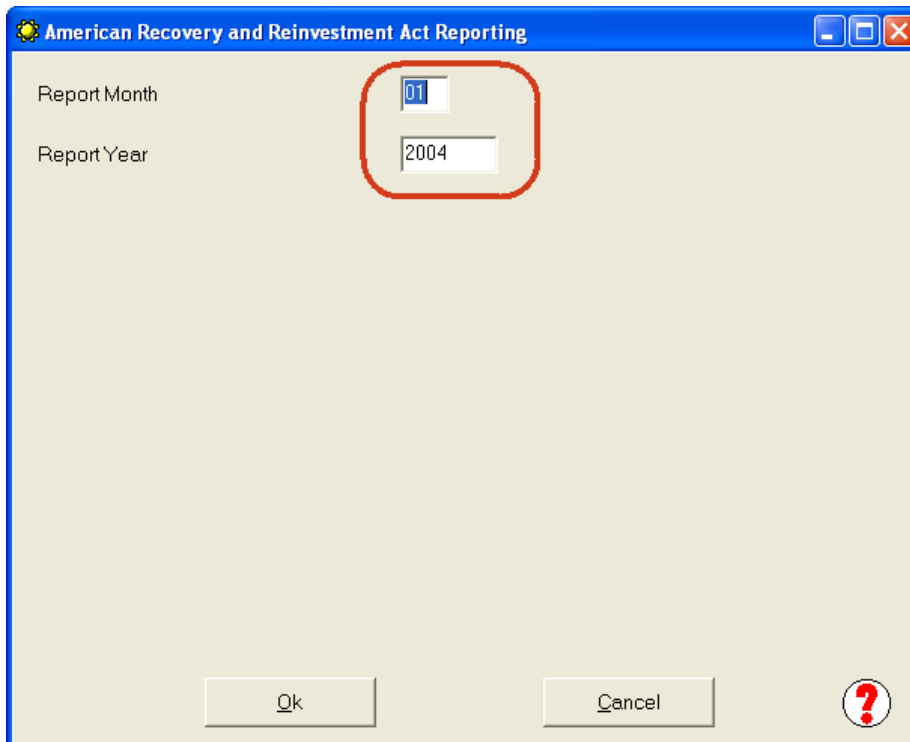
Monthly Employment Report – Form FHWA-1589

At this point we know that all subcontractors, general contractors and consultants and funding recipient working on an ARRA project MUST submit Form FHWA 1589 on a monthly basis and that prime/general contractors or consultants for each project will be responsible for reporting their own company data as well as all subcontractor data. These reports will be required until the completion of the project or until September 2012. The State will provide you with a “due date” for the report.

Form FHWA 1589 will either be required by or used as a “guide” for the States in providing employment information on each ARRA project. Monthly employment information on each ARRA project is then used by the States for meeting additional reporting requirements which are imposed at the State level; such as taking the collected data and completing Form 1587 to submit to the FHWA. For most of you, this will be all that you need to complete.

Generating the 1589 Report:

From the Run menu -> choose Recovery Act Reports -> Federal ARRA Reports



American Recovery and Reinvestment Act Reporting

Report Month: 01

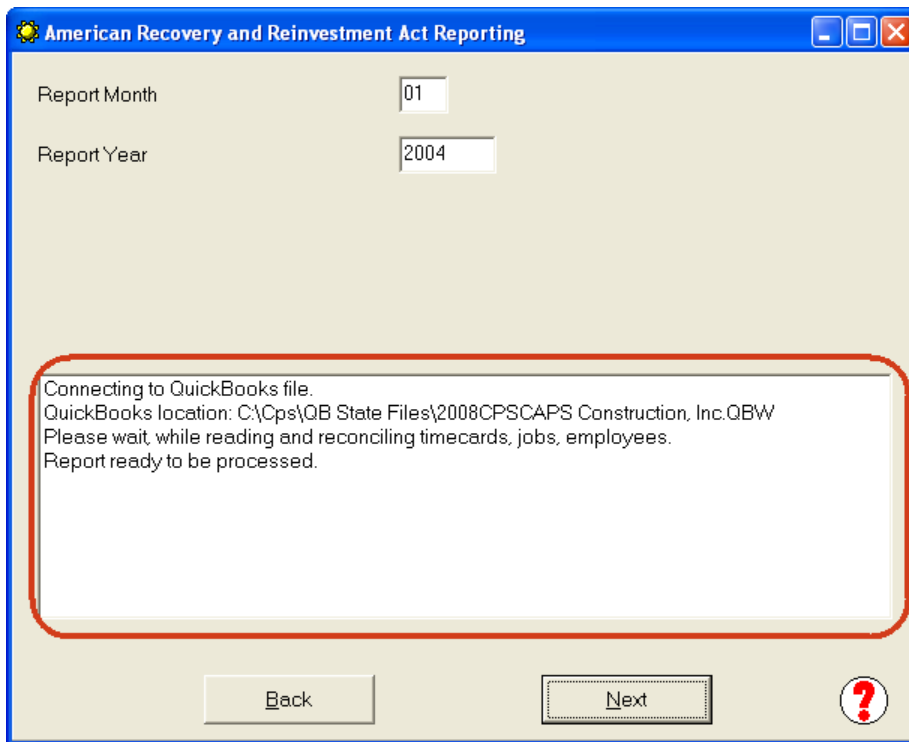
Report Year: 2004

Ok Cancel ?

Enter the month and year covered by the report you wish to generate.

January 2004 would be entered as 01 for Report Month and 2004 for Report Year.

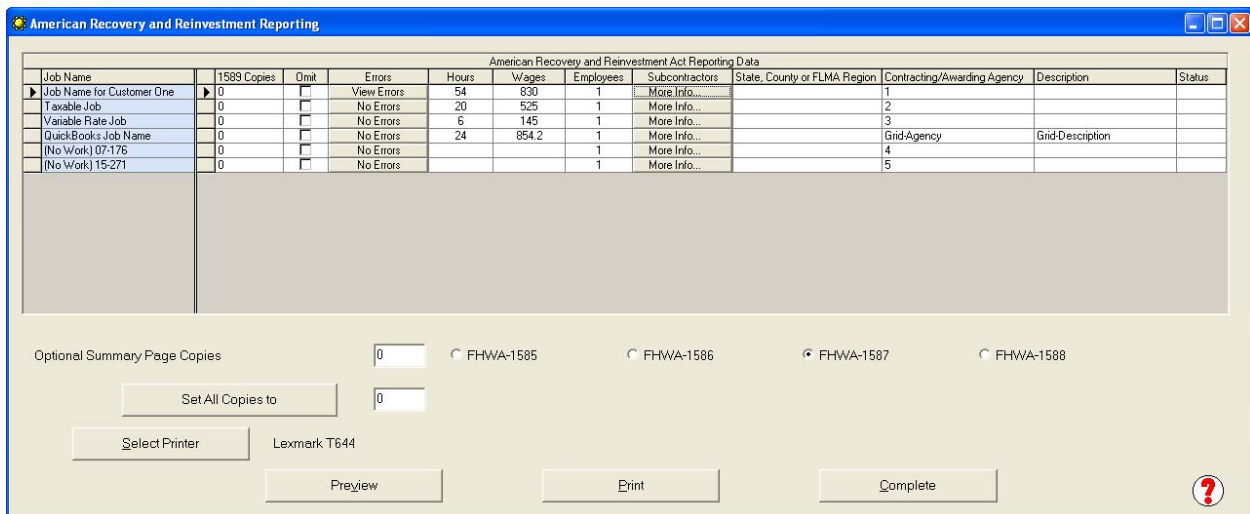
Click the **Ok** button.



The window displayed at the bottom of the screen will tell you what CPS is currently doing - reading and reconciling timecards, jobs and employees.

When the "Report ready to be processed" message appears, click the **Next** button to continue.

The ARRA Reporting home page will display with a convenient grid, similar to other EEOC Reports.



Because screen shots are sometimes difficult to deal with, we'll describe each column and the data that is required to be entered:

Job Name - this column will display the Job Name from QuickBooks OR the name you have chosen in the CPS Job record -> Standard Info -> Print Name As option.

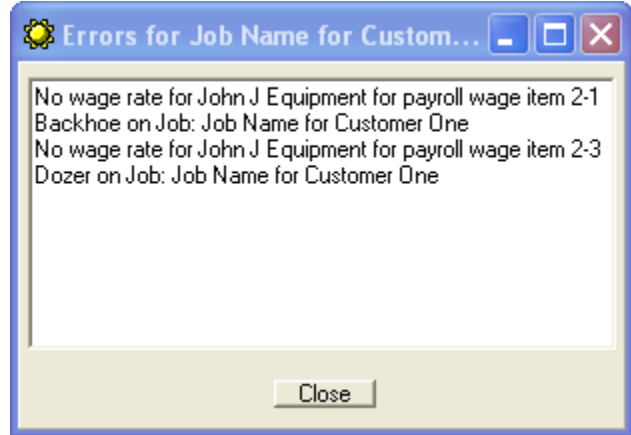
1589 Copies - use this column to enter the number of copies of the 1589 report that you wish to print for each specific job, if the number of copies varies by job.

Omit - use this column to omit a specific job(s) from one of the Optional Summary Reports (Forms FHWA-1585, FHWA-1586, FHWA-1857, and FHWA-1588). The Omit column would be used for non-ARRA funded projects.

Errors - this is an extremely important column as it will indicate if there are errors that will affect your reports or if No Errors were found. When CPS finds problems a "View Errors" button will display.

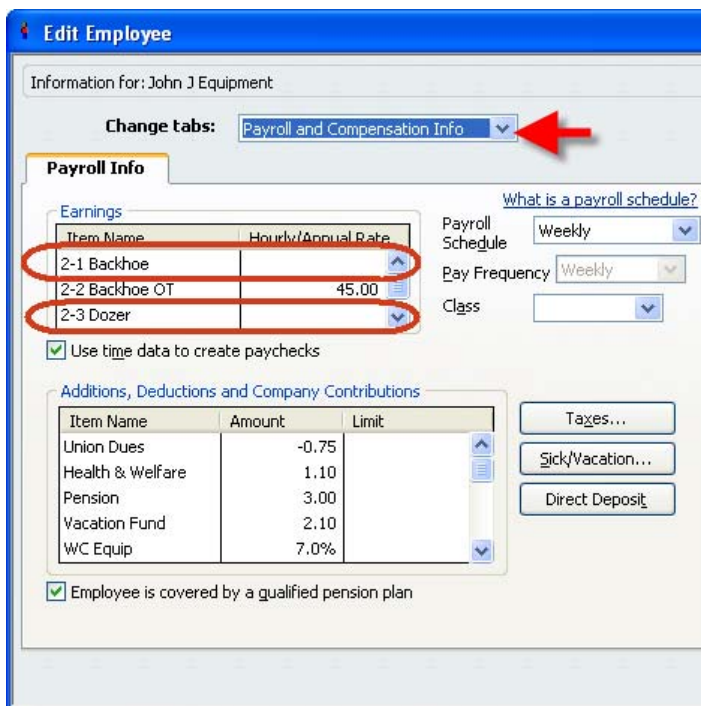
Errors
View Errors
No Errors
No Errors
No Errors
No Errors
No Errors

Click on the "View Errors" button to see what problems CPS has discovered so that you can correct them before printing your reports.



This error is telling you that CPS cannot find a rate of pay in the John J. Equipments employee record in QuickBooks for the payroll item called 2-1 Backhoe and 2-3 Dozer - **this will cause wages to be incorrect on your report.**

Read the error message window and learn to trust CPS; as it will seldom if ever steer you wrong.



When you open John J. Equipment's employee record in QuickBooks and switch to the Payroll & Compensation Info tab; you will indeed see that there is NO rate of pay associated with the payroll items 2-1 Backhoe and 2-3 Dozer. Correct the error in QuickBooks and run your reports again.

Hours - this column displays the total hours for the period that CPS has found from your QuickBooks timesheets that have been posted against this job. **Hours are to be rounded to the nearest whole number when the report is printed.**

Wages - this column displays the total wages for the period that correspond to the total number of hours. **Wages are to be rounded to the nearest whole number when the report is printed.**

Employees - this column displays the total number of your employees who performed work on the jobsite during the reporting period.

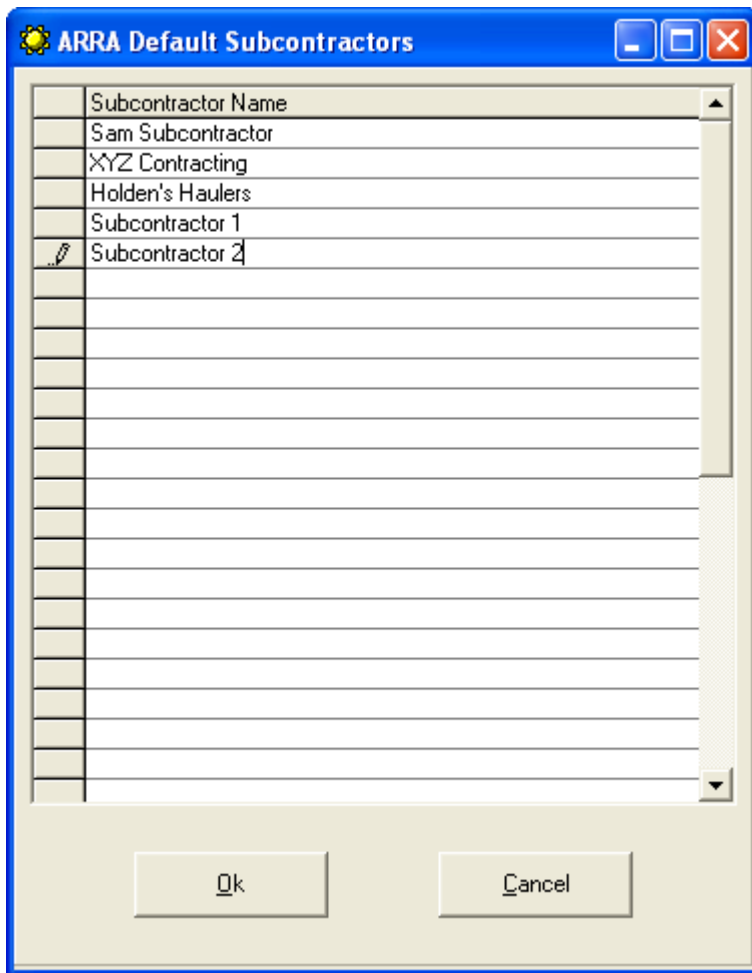
Subcontractors - As a general contractor you are required to enter the data collected on Form 1589 by you from your subcontractors and add that data to your own report.

Each **Job** will have a **More Information** button. Clicking on the **More Information** button will display a window where you can enter your Subcontractor names, the number of employees that they had on the jobsite, the number of hours those employees worked, and the total wages paid to those employees.

Job Name	Subcontractors
▶ Job Name for Customer One	▶ More Info...
Taxable Job	More Info...
Variable Rate Job	More Info...
Print Name QuickBooks Job Name	More Info...
(No Work) 07-176	More Info...
(No Work) 15-271	More Info...

The screenshot shows a dialog box titled "Hours for Job Name for Customer One". It features a table with the following columns: Subcontractor, Employees, Hours, and Wages. The table contains three rows of data: Holden's Haulers (0 employees, 0 hours, 0 wages), Sam Subcontractor (0 employees, 0 hours, 0 wages), and XYZ Contracting (0 employees, 0 hours, 0 wages). Below the table, there is a scrollable area and a button labeled "Edit Subcontractors" which is circled in red. Other buttons include "Ok" and "Cancel".

IF you have no subcontractor names displayed, click the **Edit Subcontractors** button to setup your subcontractors.

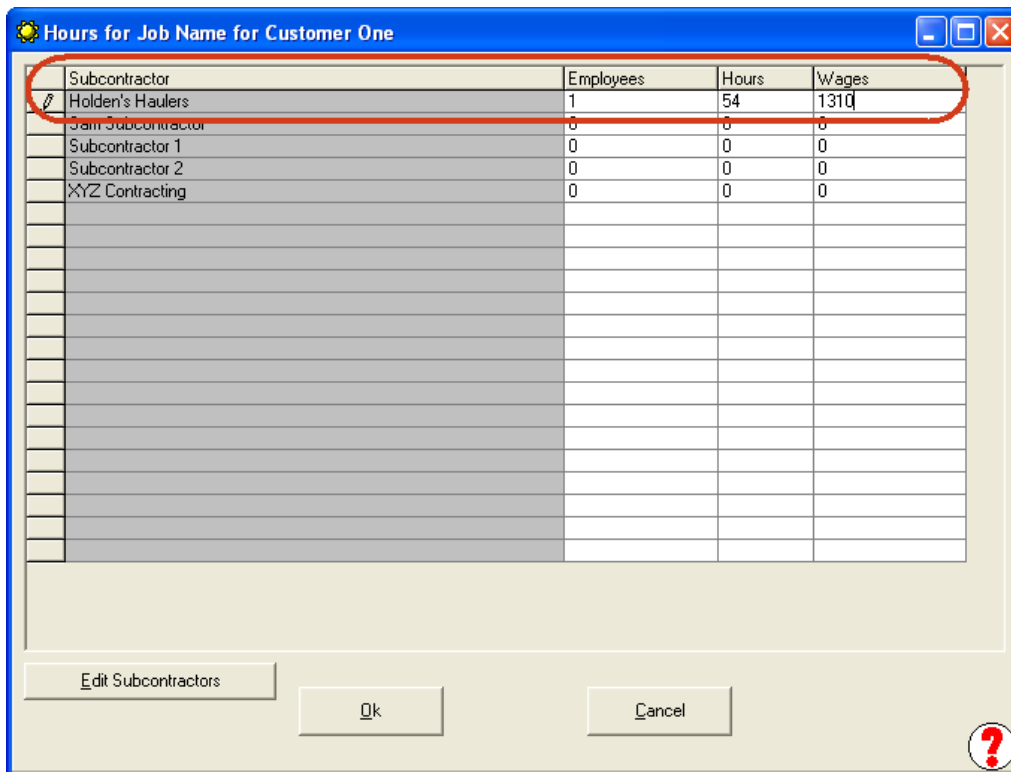


Use the **Default Subcontractors** window to enter ALL of your subcontractors for ALL of your jobs.

This will then make the complete list of subcontractors available for selection on each job.

When you have finished entering your list of subcontractors, click the **Ok** button.

You can also access Subcontractor setup from the Run menu -> Recovery Act Reports -> Enter Subcontractor Data option.



Enter applicable subcontractor data for each specific job.

Click **Ok** when complete and ready to enter subcontractor data for the next job in your list.

State, County or FLMA Region - this column contains the data displayed in Item 5 in the report header - **Project Location**. Here you will enter the state where the construction project occurs. If the project is performed for Federal Lands, provide the FLH Division or Federal Land Managing Agency (FLMA) region.

Contracting/Awarding Agency - this column contains the data displayed in Item 2 in the report header - **Contracting Agency**. Here you will enter the name of the contracting agency. Enter "State" for State DOT projects. For non-state projects, enter the name of the contracting agency (other State agency, Federal agency, tribe, MPO, city, county, or other funding recipient).

Optional Summary Forms FHWA-1585, 1586, 1587, and 1588

We have added these forms for your convenience, as these forms are usually completed at the State level and submitted to the Federal Highway Administration/U.S. Department of Transportation.

Form FHWA-1585 Monthly Recipient Project Status Report - usually submitted by each State in order to provide information on the status of all ARRA projects, and is provided as a convenience, in case you are asked for it.

Form FHWA-1586 Initial ARRA Project Plan - usually submitted by each State from data submitted by all contractors/consultants working on the project and is simply provided as a convenience, in case you are asked for it.

Form FHWA-1587 Monthly Summary Employment Report - usually submitted by each State from employment data gathered from each contractor/consultant working on the project and is provided as a convenience, in case you are asked for it.

Form FHWA-1588 Periodic Grouped Project Report - usually submitted by each State when a State needs to provide information on one or more individual ARRA projects that are part of a previously awarded grouped, bundled or area wide project, in case you are asked for it.

Additional documentation

Download the complete 22 page American Recovery and Reinvestment Act of 2009 Reporting Requirements, published by the Federal Highway Administration U.S. Department of Transportation; with an effective date of 3/23/09, from our website - by clicking here <http://www.sunburstsoftwaresolutions.com/u.s.-dot-arra-reporting-requiremnts.htm>