OTTER VERSION 2.14.0 HELP

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Introduction

The OTTER System (Oregon Tax Employer Reporting System) allows employers to file Oregon Combined Payroll Tax reports by linking the reports electronically to our secure server. You may also use e-mail or mail us a diskette. The tax rates will change from year to year. All businesses will be notified of those changes and how to update their system.

This guide contains instructions for the OTTER System. It does not have complete instructions for the quarterly forms. Please refer to the current **Oregon Combined Payroll Tax Report** instruction booklet for complete instructions on the quarterly forms.

Computer requirements for the OTTER System include:

- Operating system of Windows 98/2000/XP/Vista
- A Pentium microprocessor or higher
- 128 MB RAM, though 256 MB is preferred
- 20MB free space on the system hard drive

To install the OTTER System, please see the Installation Instructions. After it is installed, use the program to create quarterly tax reports, print file copies, and save the data as a transfer file. The transfer file can be sent electronically using our secure server (most reliable), as an e-mail attachment over the Internet or by mailing the file to us on a 3.5" diskette.

File copies are not intended for submitting tax information. Do not send the printed reports to the Employment Department. The printed reports are to be used for employer's records only.

Quick Step Page

From the menu bar select **File**, then ***Save*** (or use the **F2** key) after editing existing information or adding new information.

First Time Use

1. In Windows 98/2000/XP/Vista, select the OTTER32 item from the Start menu under Programs/OTTER32 System. The Startup Wizard will appear.

2. To enter all new data, follow the Startup Wizard instructions.

3. To add further information, please follow the instructions listed below.

Add Information to an Existing System

1. Add a new business, or select an existing business, and complete the Business Information form. *For further information see* Business Information.

2. Add a new year to the business, or select an existing year, and complete the Default UI Tax Rate Information form. *For further information see* Default UI Tax Rate Information.

3. Add a new quarter, or select an existing quarter, and complete the Quarterly Information form. *For further information see* Quarterly Information.

4. Complete the Form 132. *For further information about Form 132, please see* Form 132.

5. If required, complete the Schedule B form. *For further information about Schedule B form, please see* Schedule B Form.

6. Complete the Form OQ. *For further information about Form OQ, please see* Form OQ.

7. Select ***Validate Quarter*** from the ***File*** menu on the menu bar to validate the quarter. *For further information, see* How to Validate a Quarter or Mass Validate. *Transfer files can only be created for validated quarters.*

8. If the quarter does not pass validation make corrections to the incorrect data entries until it does pass.

9. To prepare the file to transmit by secure server, e-mail or diskette, select ***Make Transfer File*** from the ***File*** menu on the menu bar. *For further information, see* How to Make a Transfer File. *Transfer files can only be created for validated quarters.*

10. Print copies of reports for your files if desired.

11. To add more information to the system, repeat steps 1 through 9.

12. Send the Reports to the Oregon Employment Department using **ONE** of the following methods:

    A.) Send reports electronically using the Employment Department secure server (most reliable). *For further information, please see* Transfer File by Secure Server. *Or*

    B.) send reports electronically as an **e-mail** attachment to the Employment Department. *For further information, please see* Transfer File by E-mail.
    E-mail address for the Oregon Employment Department**:**

    OTTER@emp.state.or.us **.** Or

C.) mail reports on a **3.5" diskette** to the Employment Department.
For further information, please see Send Reports on Diskette.
Oregon Employment Department address:

Oregon Employment Department
Tax Section - OTTER
875 Union St NE
Salem OR 97311-0030

13. Send **PAYMENTS** with completed Form **OTC** to the Oregon Department of Revenue.
Oregon Department of Revenue address:

Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920

PLEASE…
DO NOT SEND DISKETTES TO THE OREGON DEPARTMENT OF REVENUE!!!!

Installation Instructions

Please close all applications, including Office toolbars and virus scanning software, before starting the installation process for the OTTER System. If a message is displayed that another program is running, shut it down.

Windows 98/2000/XP/Vista users can press CTRL+ALT+DEL to see what programs are running. The Explorer should be the only program running. Any other applications need to be shut down.

Installation from the Internet

- ☞ To download the OTTER System from the Internet, go to http://oregon.gov/EMPLOY/TAX/OTTERhome.shtml .
- ☞ There are instructions on how to download and setup the OTTER System.

Installation Using CD

- ☞ Insert CD into the CD/DVD drive.
- ☞ Follow instructions on the screen.
- ☞ Double-click on the OTTER System icon to start the OTTER System.

Preparer Instructions

- **Please review all instructions before submitting reports.**
- Thank you for using the OTTER System. Following these guidelines can assist us in ensuring a smoother process for preparing and filing quarterly reports.
- If there are problems with OTTER, please review the instructions in this booklet for answers, use the online help, or look on the Internet at http://oregon.gov/EMPLOY/TAX/OTTERhome.shtml and review the FAQ section for similar problems. Please look for the answer in these locations before contacting the Employment Department for technical assistance.
- Do not include reports previously submitted. For example, do not send the 1st quarter, 2nd quarter or 3rd quarter reports when only needing to file the 4th quarter's report.
- **The secure server is the quickest and most reliable method of submitting the transfer file to us**.
- When submitting by e-mail, if the sent message was unsuccessful, a return message will be sent saying there was a problem. Check the address. It should say: OTTER@emp.state.or.us . Try to send the file again by attaching OTTERTRF.ZIP to a new e-mail message. If it fails to reach us twice, please use the secure server process.
- When submitting a diskette, please print your name, phone number, number of quarterly reports and number of firms reported, on the diskette label.

Please Read Section

If You Don't Read Anything Else, PLEASE READ THIS!

- Complete the forms in the following order: Form132, then Schedule B, then Form OQ. Calculated totals from Form 132 and Schedule B automatically flow to form OQ.
- The OTTER System is not intended to make printed reports. The print options provided are to create a hard copy for employer's records only.
- Some of the fields in this program use your system's default color to indicate they calculate automatically and data cannot be entered into these fields. Fields that are required are by default colored green. This color may be changed by the user. The white fields are optional.
- Please remember, when entering information into OTTER, if changes have been made to data fields, ***Save*** must be selected in order to move to another form.
- Save data often. Select the ***Save*** button on the toolbar, ***Save*** from the ***File*** menu, or press the ***F2*** key on the keyboard.
- The following is an explanation for each button on the Toolbar:

New Business	Add	Delete	Save	Copy Quarter	Validate Quarter	Print	Print Preview	Search	Sort

To see a description of a button while working in the OTTER System, place the cursor over the button for a couple of seconds and a description will appear.

Startup Wizard

For first time users, the OTTER System is designed to initialize a Startup Wizard. It walks the user through setting up their first business and the default settings for their system.

How to Use the Startup Wizard

☞ Select ***Next*** to bring up the next screen in the ***Startup Wizard***.

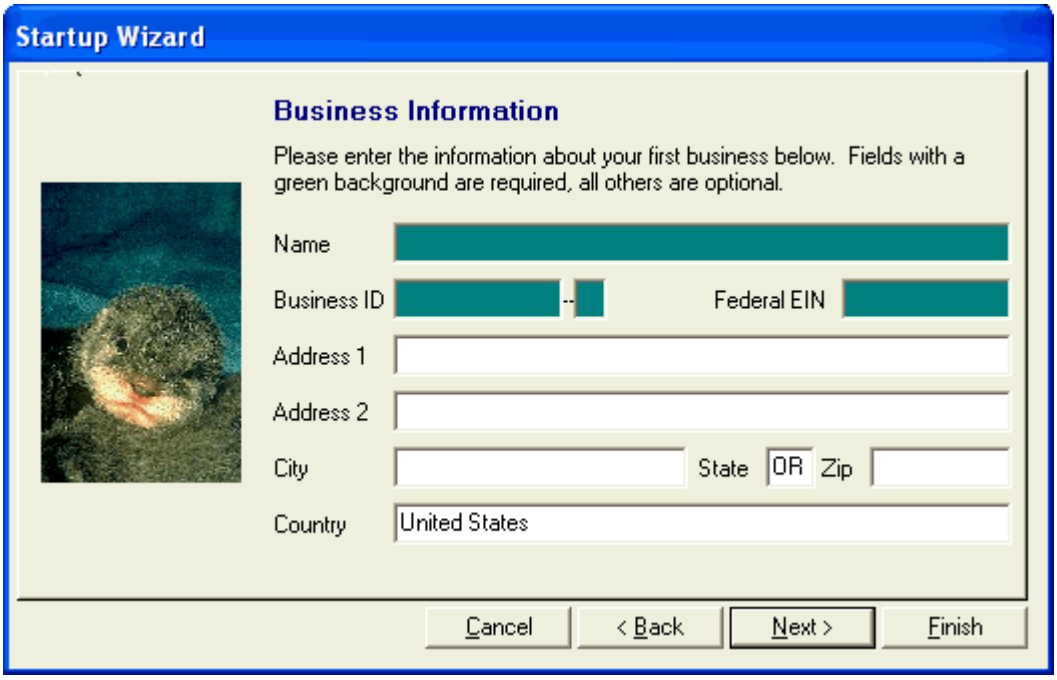
*The next **Startup Wizard** screen will appear.*

☞ Select ***Finish*** to exit out of the ***Startup Wizard*** and go directly into the system.

*This option is available at every step of the **Startup Wizard**, but we recommend you continue on through the Startup Wizard.*

☞ Select ***Cancel*** to exit out of the ***Startup Wizard*** and to exit out of the OTTER System.

*This option is available at every step of the **Startup Wizard.***



- ☞ Enter the name of the business in the ***Name*** field.

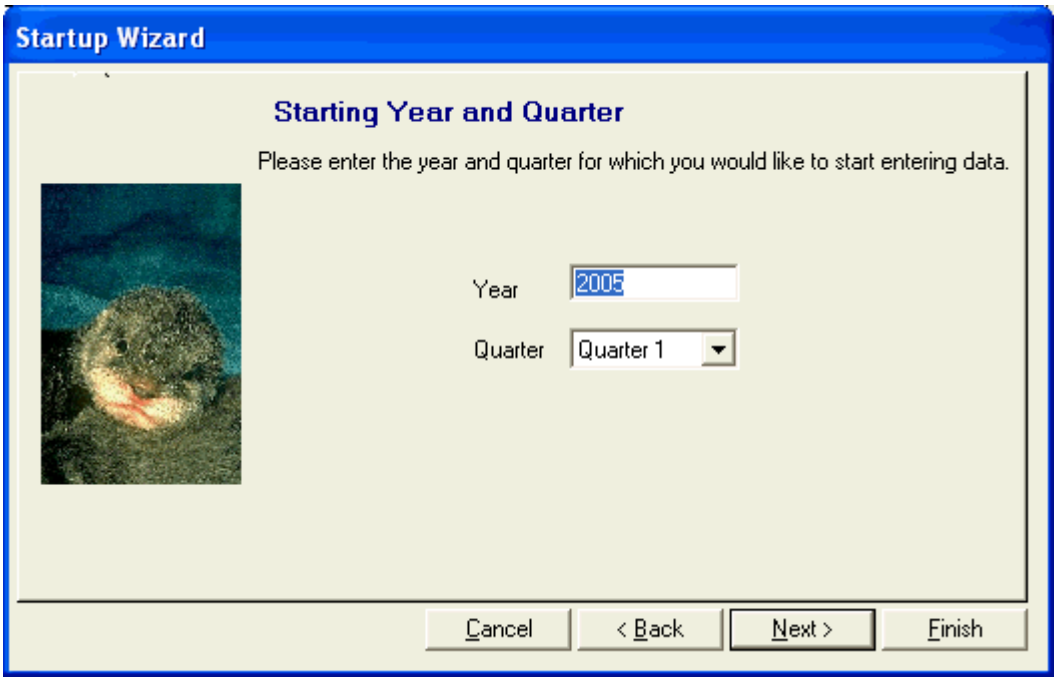
  This field cannot be left blank.

- ☞ Enter the Business ID Number (BIN) and Federal EIN in the appropriate fields.

  These fields cannot be left blank.

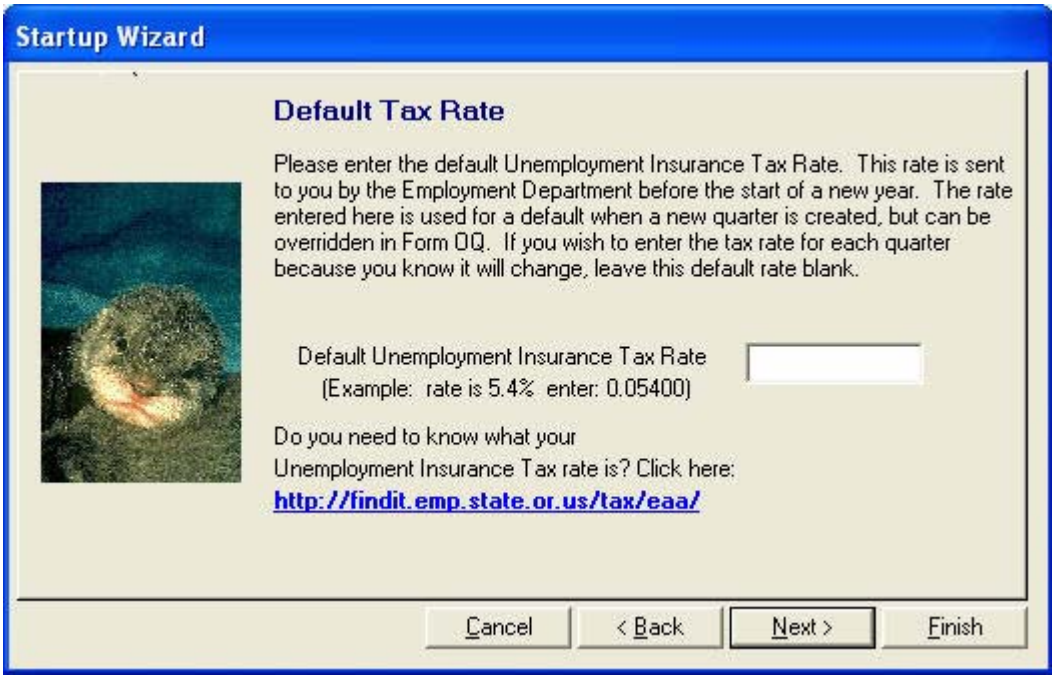
- ☞ Enter the business's address, city, state, zip and country information in the appropriate fields.
- ☞ Select ***Back*** to return to the previous ***Startup Wizard*** screen.
- ☞ Select ***Next*** to bring up the next screen in the ***Startup Wizard***.

  *The next **Startup Wizard** screen will appear.*



- ☞ Enter the first year to start entering data for the business.
- ☞ Select the quarter to start entering data for the business.
- ☞ Select ***Back*** to return to the previous ***Startup Wizard*** screen.
- ☞ Select ***Next*** to bring up the next screen in the ***Startup Wizard***.

  *The next **Startup Wizard** screen will appear.*



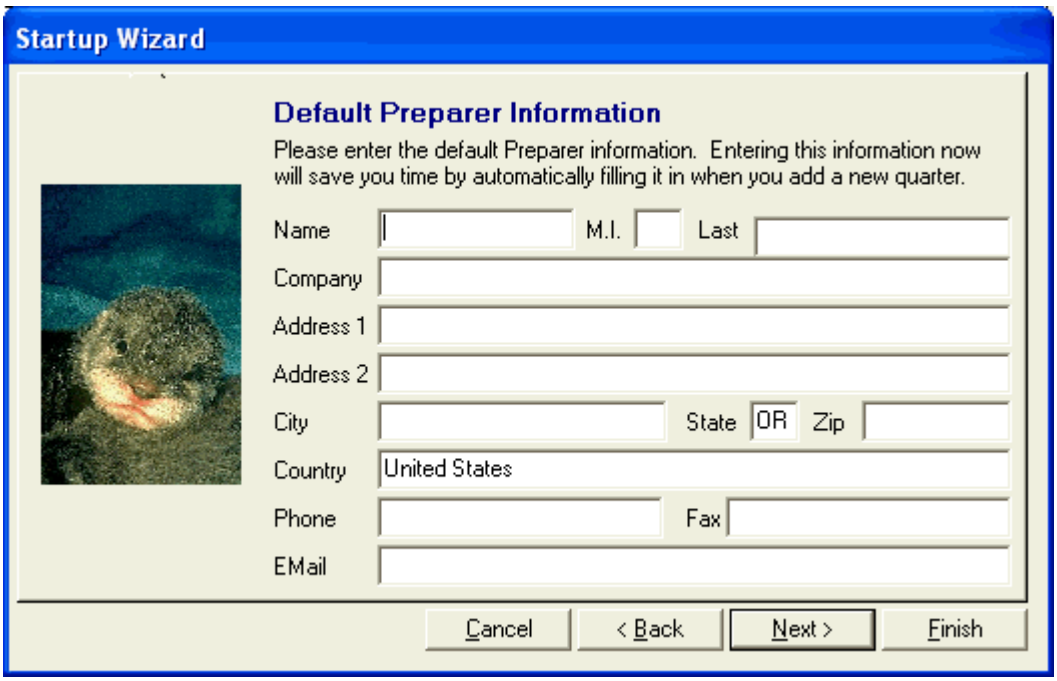
☞ Enter the Default Unemployment Insurance Tax Rate.

The new year's tax rate is mailed by the Employment Department in November of the previous year.

☞ Select ***Back*** to return to the previous ***Startup Wizard*** screen.

☞ Select ***Next*** to bring up the next screen in the ***Startup Wizard***.

*The next **Startup Wizard** screen will appear.*



The information entered on this Startup Wizard screen will default as the preparer information for any quarters added in the future. This information may be changed by selecting ***Options*** from the ***File*** menu. See How to Change the Default Preparer Information for further information.

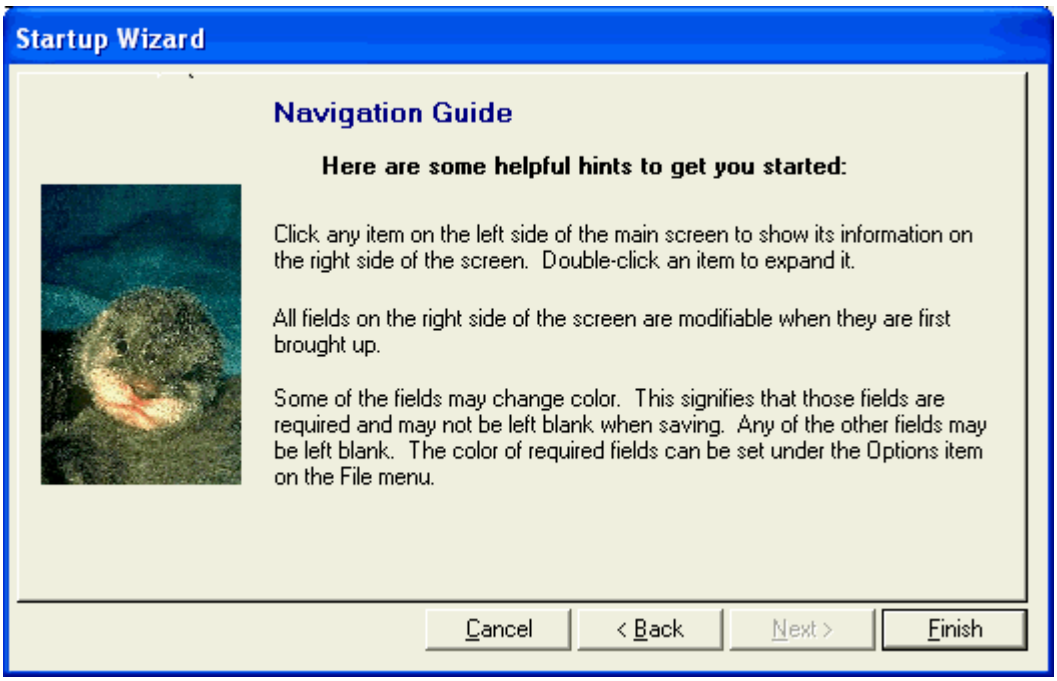
☞ Enter the first name, middle initial and last name of the preparer in the appropriate fields.

☞ Enter the name of the company that the preparer represents in the ***Company*** field.

☞ Enter the company's address, city, state, zip and country in the appropriate fields.

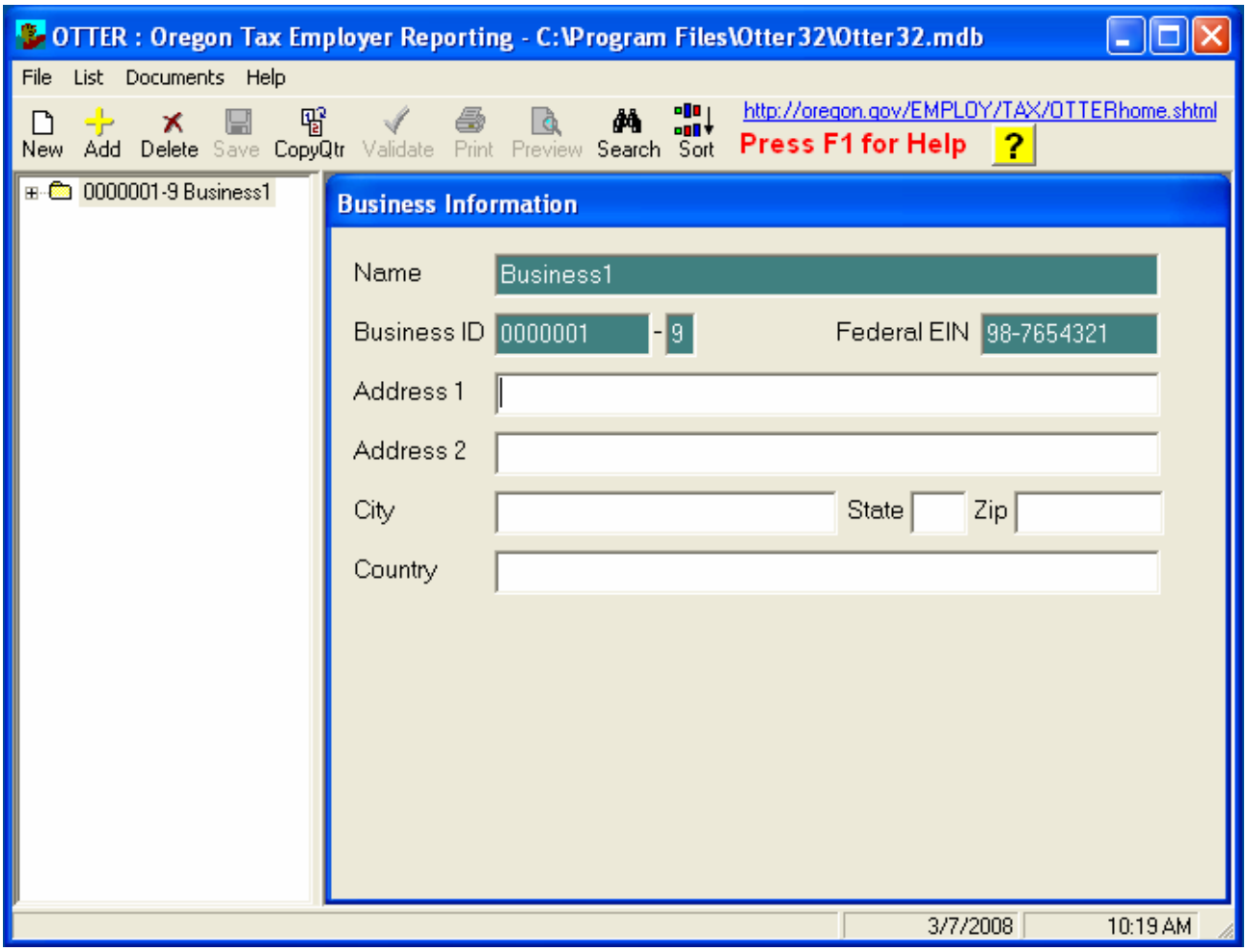
- ☞ Enter a phone number for the preparer in the ***Phone*** field.
- ☞ Enter a fax number for the preparer in the ***Fax*** field.
- ☞ Enter an e-mail address for the preparer in the ***Email*** field.
- ☞ Select ***Back*** to return to the previous ***Startup Wizard*** screen.
- ☞ Select ***Finish*** to exit out of the ***Startup Wizard*** and go directly into the system.
- ☞ Select ***Next*** to bring up the next screen in the ***Startup Wizard***.

  *The next **Startup Wizard** screen will appear.*



- ☞ Select ***Back*** to return to the previous ***Startup Wizard*** screen.
- ☞ Select ***Finish*** to exit out of the ***Startup Wizard*** and go directly into the system.

Main Screen



The OTTER System's main screen consists of a menu bar, a toolbar, a left panel, a separator bar, a right panel, and a status bar.

The menu bar is located at the top of the main screen. It includes a ***File*** menu, a ***List*** menu, a ***Documents*** menu, and a ***Help*** menu.

The ***File*** menu includes ***New Business***, ***Add Year***, ***Add Mass Year/Quarter***, ***Copy Quarter***, ***Delete***, ***Save***, ***Print Preview, Print, Validate Quarter***, ***Mass Validate***, ***Make Transfer File***, ***View Transfer File***, ***Utilities***, ***Options***, ***Backup/Restore*** and ***Exit***.

The ***List*** menu includes ***Search*** and ***Sort.***

The ***Documents*** menu includes links to Acrobat Reader documents ***Form013 (Change in Status Report), Form WR***, and ***Oregon Combined Payroll Tax Report***.

The ***Help*** menu includes ***Contents, Search for Help on…,*** Technical Support, ***System Information***, and ***About***.

When **Form 132** or **Schedule B** screens are active, you can see one more option on the menu bar – the ***Format Grid*** menu.

Note: If no information is entered yet in to the Otter32 system, only ***New Business***, ***Options***, ***Backup/Restore*** and ***Exit*** menu options are available under the File menu, and ***Add New Business*** button on the toolbar.

The toolbar is located at the top of the main screen, just below the menu bar. It consists of several

buttons that perform the same functions as the items listed on the menu bar.

The left panel is located on the left side of the screen and contains a list of the business information in tree/list form.

The separator bar is a vertical bar dividing the left and right panels.

The right panel is located on the right side of the screen and contains varying information depending on the item that is selected in the left panel.

The status bar is located at the bottom of the main Otter screen. This contains a message section and a date/time section.

Menu Bar

Go to Main Screen

File Menu

New Business – Add a new business to the list.

Add Year – Add a new year to the selected business.

Add Mass Year/Quarter - Add a specified year to one or more businesses.

Add Quarter – Add a new quarter to the selected year of the selected business.

Quarter 1 – Add Quarter 1
Quarter 2 – Add Quarter 2
Quarter 3 – Add Quarter 3
Quarter 4 – Add Quarter 4

Copy Quarter – Copy Form132 SSN's and names from one quarter to another. This option creates new quarter for selected record(s). If the destination quarter already exists, any SSN's that do not exist will be added. Existing SSN's will not be added.

Delete – Delete the selected business, year, or quarter.

Save – Save changes made to forms. This option is available only after changes have been made.

Print – Print the selected report (Form 132, Schedule B, and Form OQ). If a quarter is selected then all three reports are printed.

Print Preview – Preview the selected report (Form 132, Schedule B, and Form OQ). If a quarter is selected then all three reports are previewed.

Preview List of Accounts – Preview the ***List of Accounts*** report with the information about all the businesses in the Otter32 system. The report contains Business ID, Business Name, Quarter, Year, and indicates whether or not reports were validated and sent to a transfer file.

Print List of Accounts – Print the ***List of Accounts***.

Validate Quarter – Verify the selected quarterly reports. This must be completed before the report can be sent in to the Oregon Employment Department.

Mass Validate – Verify the selected quarterly reports for multiple quarters, for one business or multiple businesses.

Make Transfer File – Create the file that transmits the reports to the Oregon Employment Department.

View Transfer File – Display the list of reports that the selected transfer file contains.

Utilities

- Import Form 132 Data – Allows a user to import wage detail information into the currently selected Form 132.
- Export Form 132 Data – Allows a user to export wage detail information from the currently selected Form 132.
- Import Schedule B Data – Allows a user to import Schedule B information into the currently selected Quarter/Schedule B.
- Import Form OQ Data – Allows a user to import Form OQ information into the currently selected Quarter/Form OQ.

Multiple Business Form Imports

Multiple Business Form 132 Import – Allows a user to import wage detail information for one or more Businesses/Quarters.

Multiple Business Schedule B Import – Allows a user to import Schedule B information for one or more Businesses/Quarters.

Multiple Business Form OQ Import – Allows a user to import Form OQ information for one or more Businesses/Quarters.

Options

Default Colors – Allows setting the colors that display in required fields.

Default Preparer Information – Allows entry/edit of the default preparer information. This information will be pre-filled into the quarterly preparer information form that is displayed when a quarter is selected.

Backup/Restore - Allows a user to backup, archive, and restore Otter data.

Exit – Close OTTER.

List Menu

Search – Search the tree for a business (by ID or Name).

Sort – Set the order that the tree list displays the businesses, years, and quarters.

Format Grid Menu

Format Grid menu is visible only when Form 132 or Schedule B forms are displayed.

Font – Change color and size of the text in the grid(s) on the Form 132 and Schedule B forms.

Background – Change background in the grid(s) on the Form 132 and Schedule B forms.

Documents Menu

Documents menu allows a user to select the following Acrobat Reader documents: ***Form013 (Change in Status Report), Form WR***, and ***Oregon Combined Payroll Tax Report***.
These documents are also available under Start -> Programs -> Otter32 System -> Document.
Note: Acrobat Reader has to be installed in order to view the above documents.

Help Menu

Contents – Display Help Contents.

Search for Help on... – Display Index of available help information.

Technical Support – Display technical support information.

System Information – Information about user (if available), computer, CPU type and memory.

About Otter – Display the Version information of OTTER.

Tool Bar

New Business	– Add a new business to the list.
Add	– Add a new Year if a business is selected. Add a new Quarter if a year is selected.
Delete	– **F4** – Delete selected Business, Year, or Quarter.
Save	– **F2** – Save modified data. If this icon is colored, then there is information that needs to be saved.
Copy Quarter	– Copy Form 132 SSN's and Names from one quarter to another.
Validate Quarter	– **F12** – Cross match the three forms to verify that required information is entered correctly. This is **required** before quarterly report can be transferred.
Print	– **Ctrl+P** – Print selected report. Prints all three reports if quarter is selected.
Print Preview	– **Ctrl+R** – Preview selected report. Previews all three reports if quarter is selected.
Search	– **F3** – Search list for desired Business/Year/Quarter.
Sort	– Sort list by Business (ID or Name), Year, Quarter ascending or descending.

Left Panel

The left panel displays business information in a collapsible directory/outline format.

The different levels in the outline may either be expanded or collapsed using one of three methods.

- double click the left mouse button on a folder or the item listed to the right of a folder

  - or -

- click on the plus (+) or minus (-) next to an item

  - or -

- Keyboard method: If an item in the outline is highlighted (must be the active item - normally background is blue), the user may select the plus (+) key to expand the outline or the minus (-) key to collapse the outline.

Separator Bar

The separator bar is used to adjust the relative sizes of the left and right panels. To adjust these sizes, drag the mouse pointer over the separator bar until the mouse pointer changes, click and hold the left mouse button, drag the separator bar left or right to change relative sizes of the panels.

Right Panel

The right panel may contain one of the following items depending on the selection in the left panel:

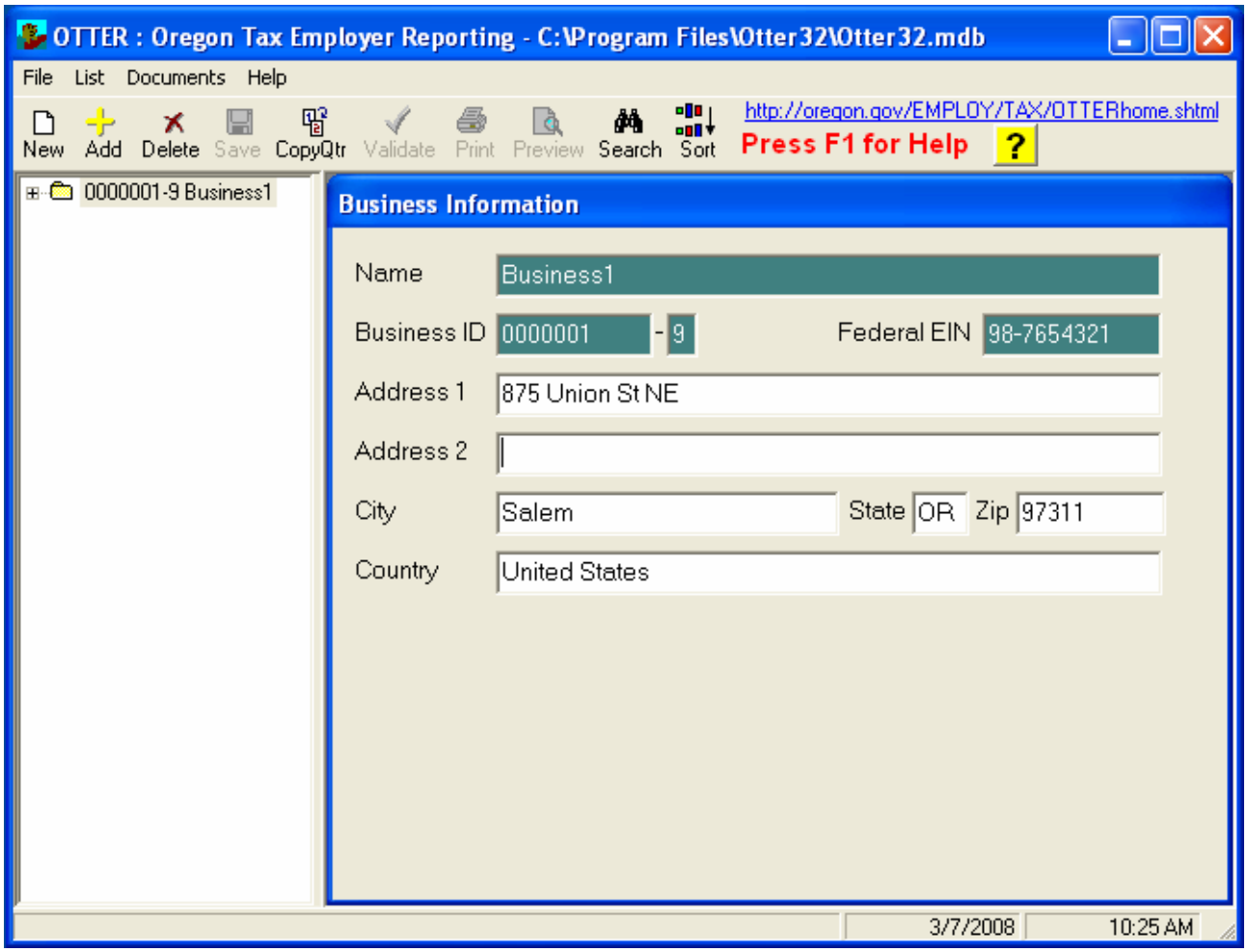
left panel	right panel
Business ID/Name	Business Information
Year	Default UI Tax Rate
Quarter	Preparer Information
Form 132	Wage Detail Information
Schedule B	Daily Withholding Information
Form OQ	Oregon Quarterly Tax Form

Status Bar

The status bar, located at the bottom of the Otter main form, is used to display error messages and other user information on the left portion. The right end of the status bar displays the current date and time.

Business Information

The ***Business Information*** form is displayed on the right panel when a business name in the outline on the left panel has been selected. This form contains the name, Business ID, Federal EIN and address information for the selected business. Data on this form may be edited whenever it is displayed. The ***File*** menu and toolbar provide options to ***Delete*** *and* ***Save*** *business information*.



For further information, please see the following:

- How to View Business Information
- How to Add a New Business
- How to Edit Business Information
- How to Delete Business Information
- How to cancel Adding a new Business

Business Name - Required

The business name is the name of the company for which this report is being filed. The business name should be entered with no leading spaces and spelled exactly as it appears on legal documents.

Business ID - Required

The Oregon Business ID is the identification number assigned to you by the State of Oregon. The Business ID consists of two parts: a seven-digit account number and a one digit check digit. This ID number consists of all numeric characters.

Federal ID - Required

The Federal ID is the identification number assigned by the federal government. This identification number is 9 numeric characters usually presented in the form of two digits, a dash, and seven digits.

Business Address

The business address is the address of the business for which this report is being filed. This address represents the address assigned to the business by which the company can be contacted via US POSTAL service.

Optional - entry is not required however it is requested.

How to View Business Information

☞ To view the address information for a particular business, click on its name and Business ID Number (BIN) in the outline on the left panel of the main screen.

Fields can be edited any time the account information is shown.

How to Add a New Business

☞ Select ***New Business*** from the ***File*** menu or the ***New*** button from the toolbar at the top of the screen.

☞ Enter the name of the business in the ***Name*** field.

This field cannot be left blank.

☞ Enter the Business ID and Federal EIN in the appropriate fields.

These fields cannot be left blank.

☞ Enter the business's address, city, state, zip and country in the appropriate fields.

☞ To save the new business information, select ***Save*** from the ***File*** menu or the toolbar at the top of the screen.

How to Edit Business Information

☞ To edit the address information for a particular business, click on its name and Business ID number (BIN) in the outline list on the left panel of the main screen.

☞ *Some fields will be a different color. Colored fields cannot be left blank. To change the color of the required fields see* How to Change Colors.

☞ Modify the values in all appropriate fields.

☞ To save changes, select ***Save*** from the ***File*** menu or from the toolbar at the top of the screen.

How to Delete Business Information

☞ To delete the address information for a particular business, click on the name and Business ID number (BIN) in the outline list on the left panel of the main screen.

☞ Select ***Delete*** from the ***File*** menu or the toolbar.
Deleting a business will cause all of the years and quarterly information related to the selected business to also be deleted.

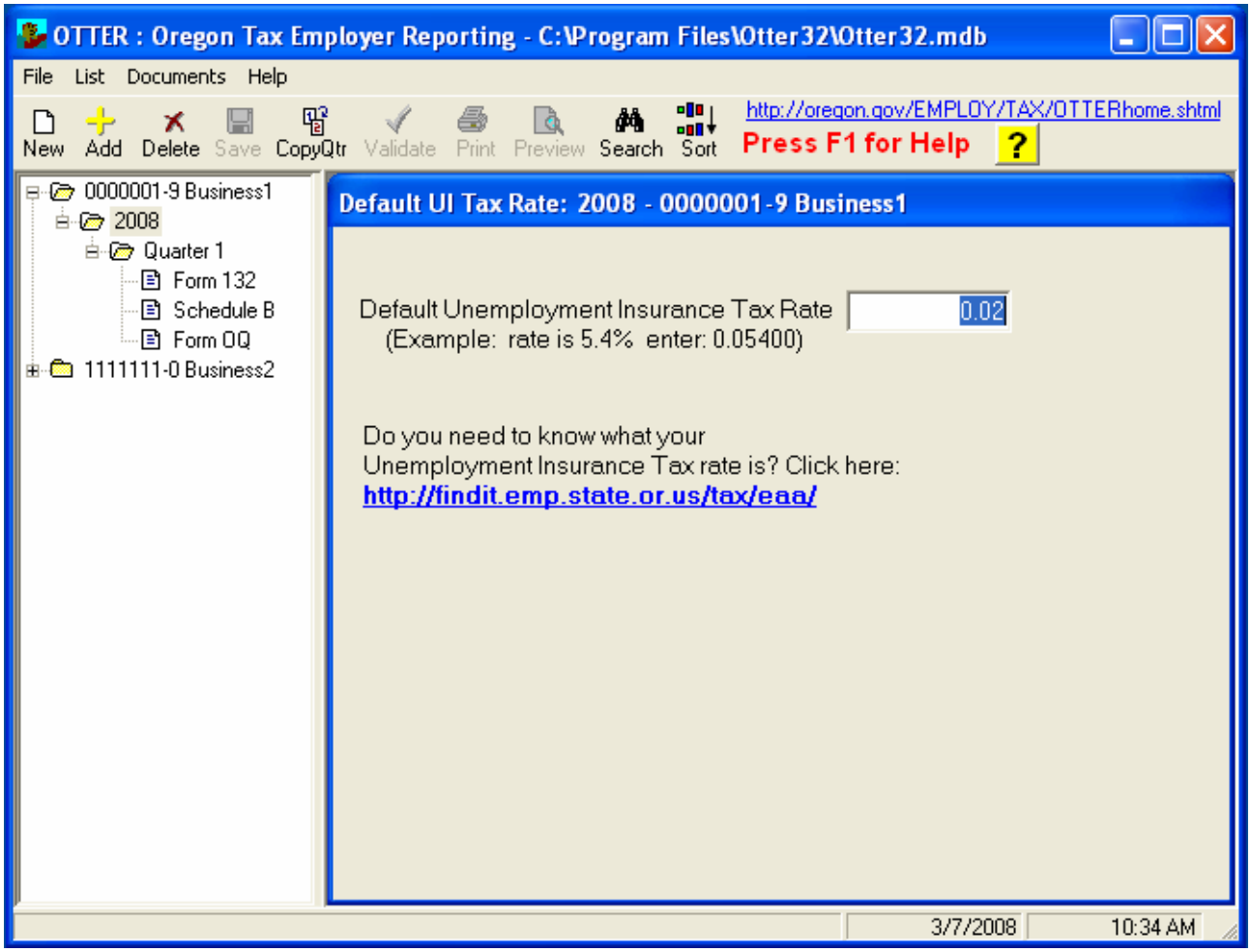
How to Cancel adding a New Business

To cancel adding a new business, press the **Esc** key (twice if you have already keyed some information). A prompt asking: "Do you want to abort adding a new Business?" is displayed. Click the **Yes** button to abort, click the **No** button to continue adding the business.

You can cancel the New Business add any time prior to saving.

Default UI Tax Rate (Yearly Information)

The ***Default UI Tax Rate*** form is displayed on the right panel when a year in the outline to the left is highlighted. This form contains the ***Default Unemployment Insurance Tax Rate*** for the year selected. The default yearly rate is the tax rate used for all new quarters added, but it will not change any existing quarter data. When first brought up, the data on this form may be modified. The ***File*** menu and toolbar provide options to ***Delete*** or ***Save***.



For further information, please see the following:

- How to View Default UI Tax Rate Information
- How to Add a New Year
- How to Add Mass Year/Quarter
- How to Edit Default UI Tax Rate Information
- How to Delete a Year

Default Rate

The default rate should contain the Unemployment Insurance tax rate that was assigned to the reporting business by the Oregon Employment Department for the selected year.

This rate will be pre-filled in the Form OQ UI tax rate field for any quarters added after this value is set. Existing quarters are not changed when this value is modified.

Reimbursing employers should set this value to zero (0). LGEBTF employers may need to change this value in July if their rate has changed.

How to View Default UI Tax Rate

☞ To view the ***Default Unemployment Insurance Tax Rate*** for a particular year; click on the year listed under a selected business from the outline on the left panel.

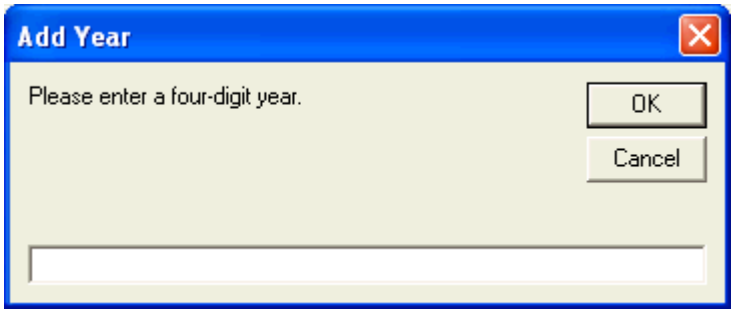
Fields can be edited any time the Default UI Tax Rate form is displayed.

How to Add a New Year

☞ Select the business for which the new year will be added from the outline on the left panel.

☞ Select ***Add Year*** from the ***File*** menu or toolbar.

*The **Add Year** dialog box will appear.*



☞ Enter a four-digit year into the blank field.

☞ Press the ***OK*** button to add the year to the selected business.

*If the **Cancel** button is selected, the addition of the new year will be cancelled.*

☞ Enter the ***Default Unemployment Insurance Tax Rate*** for the new year.

The default yearly rate is the tax rate used for all new quarters added, but it will not change any existing quarter data. Reimbursing employers should set the rate to zero; Local Government Employers Trust Fund employers should change the default rate for third quarter if the rate changed on July 1.

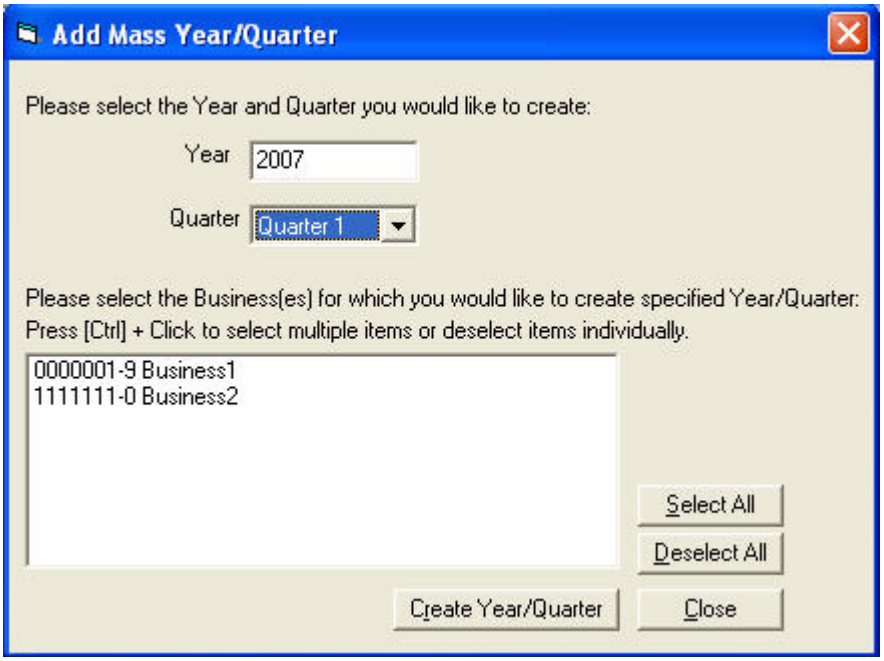
☞ Select ***Save*** from the ***File*** menu or the toolbar.

☞ To add a year and a quarter to one or more businesses at the same time, use the ***Add Mass Year/Quarter*** option under the ***File*** menu.

Add Mass Year/Quarter

☞ Click ***File*** menu and select ***Add Mass Year/Quarter***. The ***Add Mass Year/Quarter*** form will appear. *Year and Quarter fields will be pre-filled with current year and quarter, or you can enter a specific year and quarter you would like to create.*

☞ *All the businesses that do not have the specified year and quarter will be listed.*



☞ Click the Select All button to select all the businesses.

☞ The list of businesses that do not have the specified year and quarter will be refreshed.

☞ Click the Create Year/Quarter button to add specified year and quarter to the selected businesses.

☞ NOTE: Preparer's information must be complete when adding mass Year & Quarter.

☞ After the specified year and quarter is added to the selected business(es), the list of businesses is refreshed.

How to Edit Default UI Tax Rate Information

☞ To edit the ***Default Unemployment Insurance Tax Rate*** for a particular year, select the year from the outline on the left panel.

☞ Change the tax rate to the correct amount.

☞ To save changes, select ***Save*** from the ***File*** menu or the toolbar.

How to Delete a Year

☞ Select the year to be deleted from the outline on the left panel.

☞ Select ***Delete*** from the ***File*** menu or the toolbar.

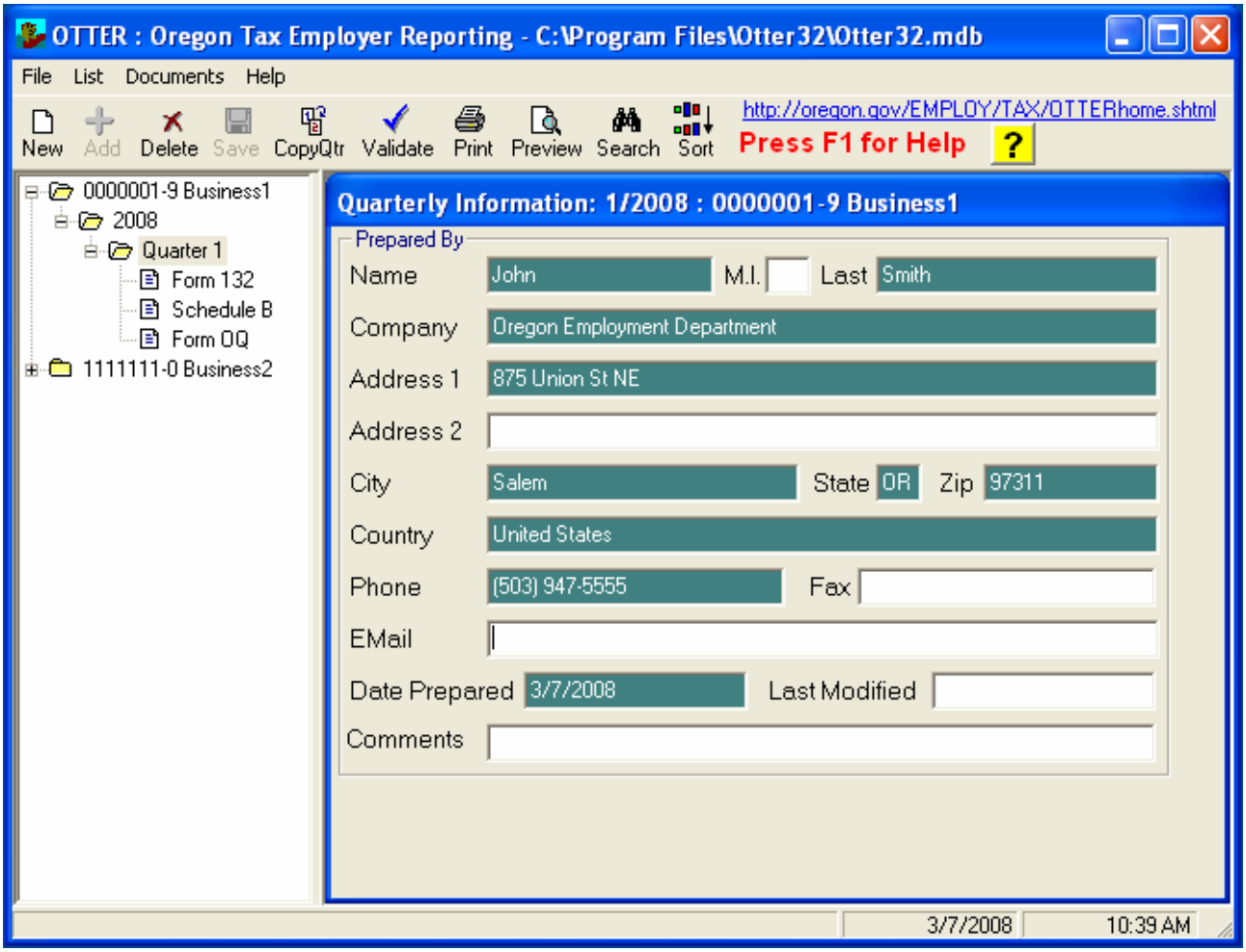
*The **Confirm Delete** dialog box will appear.*

☞ Select the ***Yes*** button to delete the year or ***No*** to cancel the deletion.

*Selecting **Yes** will delete ALL of the Quarterly information for the selected year / business.*

Quarterly Information

The ***Quarterly Information*** form contains information about the person who prepared the selected business's tax information for the selected quarter. It includes the individual's name, the company they represent, address information, a phone number and the date the quarterly information was prepared. The quarterly information may be modified any time the quarterly information form is displayed. The file menu and toolbar provide options to ***Delete*** or ***Save*** the quarterly information.



For further information please see the following:

- How to View Quarterly Information
- How to Add a New Quarter
- How to Add Mass Year/Quarter
- How to Edit Quarter Information
- How to Delete Quarter Information
- How to Copy a Quarter
- How to Validate a Quarter

Quarterly Info

The quarterly information form contains the preparer information. This information is used by the Oregon Employment Department to make contact with the preparers when necessary. New releases of the OTTER program are shipped using the preparer information.

Having consistent information for an individual preparer is important to ensure correct mailings with a minimum number of duplicate copies.

NOTE! - The preparer information pre-fills from the Default Preparer Information when a new quarter is added.

Preparer Name

The preparer name is the name of the person who is filling out the selected report. The preparer name consists of three parts:

1. First Name - **Required**
2. Middle Initial - Optional
3. Last Name - **Required**

Preparer Company - Required

The preparer company name is the name of the company that employs the person preparing the selected report. This may be the name of the person preparing the report.

Preparer Address Line 1 - Required

The preparer address is the mailing address of the person/company preparing the selected report.

Preparer Address Line 2 - Optional

If the mailing address of the preparer has more than one line, the second line of the preparer address allows entry of the additional address information.

Preparer City - Required

The preparer city is the city of the mailing address of the person/company preparing the selected report.

Preparer State - Required

The preparer state is the state abbreviation of the mailing address of the person/company preparing the selected report.

Preparer Zip Code - Required

The preparer zip code is the zip code of the mailing address of the person/company preparing the selected report.

Preparer Country – Required

The preparer country is the country of the mailing address of the person/company preparing the selected report.

Preparer Phone - Required

The preparer phone number is the phone number of the person/company preparing the selected report.

Preparer Fax - Optional

The preparer FAX number is the FAX number of the person/company preparing the selected report.

Preparer Email - Optional

The preparer Email is the Email address of the person/company preparing the selected report.

Date Prepared - Required

The date prepared is the date that the selected report is prepared. This date pre-fills with the current system date when the quarter is added. Date may be entered in any standard date format. Assumes current century if no century is entered. Default format **mm/dd/yyyy**.

How to View Quarterly Information

☞ To view quarterly information, double-click on a year listed under a business from the outline on the left panel.

☞ Click on a quarter listed under the selected year in the outline.

*The **Prepared By** information for the selected quarter will appear.*

How to Add a New Quarter

☞ Use ***Add Quarter*** if you are going to import data from a payroll system.

☞ Do not add a new quarter if you are going to use the ***Copy Quarter*** option to copy information from another quarter.

☞ Select a year listed below a business from the outline on the left panel.

☞ Select ***Add Quarter*** from the ***File*** menu or from the toolbar.

*If selecting **New Quarter** from the toolbar, the next sequential quarter for the selected year will be added, whereas, selecting **Add Quarter** from the **File** menu provides a choice of which quarter to add.*

☞ Select the appropriate quarter.

*The default **Prepared By** information will appear. To make modifications see* How to Change the Default Preparer Information*. For each new quarter added, a new set of forms (**Form 132, Form OQ**, and **Schedule B**) will appear in the outline on the left panel.*

☞ To save the ***Prepared By*** information, select ***Save*** from the ***File*** menu or from the toolbar.

How to Edit Quarter Information

☞ Select the quarter to be modified from the outline on the left panel.

☞ *Some fields will be a different color. Colored fields cannot be left blank. To change the color of the required fields, see* How to Change Colors***.***

☞ Modify the values in all appropriate fields.

☞ To save changes, select ***Save*** from the ***File*** menu or from the toolbar.

How to Delete Quarter Information

☞ To delete a quarter, select the quarter from the outline on the left panel.

Deleting a quarter will delete the Form 132, Form OQ, and Schedule B forms listed under the selected quarter.

☞ Select ***Delete*** from the ***File*** menu on the menu bar at the top of the screen or click the delete button on the toolbar.

*The **Confirm Delete** dialog box will appear.*

☞ Select the ***Yes*** button to delete the quarter or ***No*** to cancel the deletion.

*Selecting **Yes** will delete ALL of the Quarterly information for the selected Quarter / Year / Business.*

How to Copy a Quarter

☞ Select ***Copy Quarter*** from the ***File*** menu or from the toolbar.

*The **Copy quarter** dialog box will appear.*

☞ Enter the year and quarter from which the information will be copied.

☞ Press the ***Next*** button.

☞ Enter the year and quarter to which the information will be copied.

☞ Press the ***Next*** button.

*A list of businesses that have the **From Quarter** will appear.*

☞ Select all businesses for which the quarter information will be copied.

If a business has the quarter to copy to, the information to be copied will be added if the SSN does not already exist in the destination quarter. If the SSN already exists it will not be copied.

☞ Press the ***Finish*** button.

☞ NOTE: Preparer's information must be complete when copying a quarter.

How to Validate a Quarter

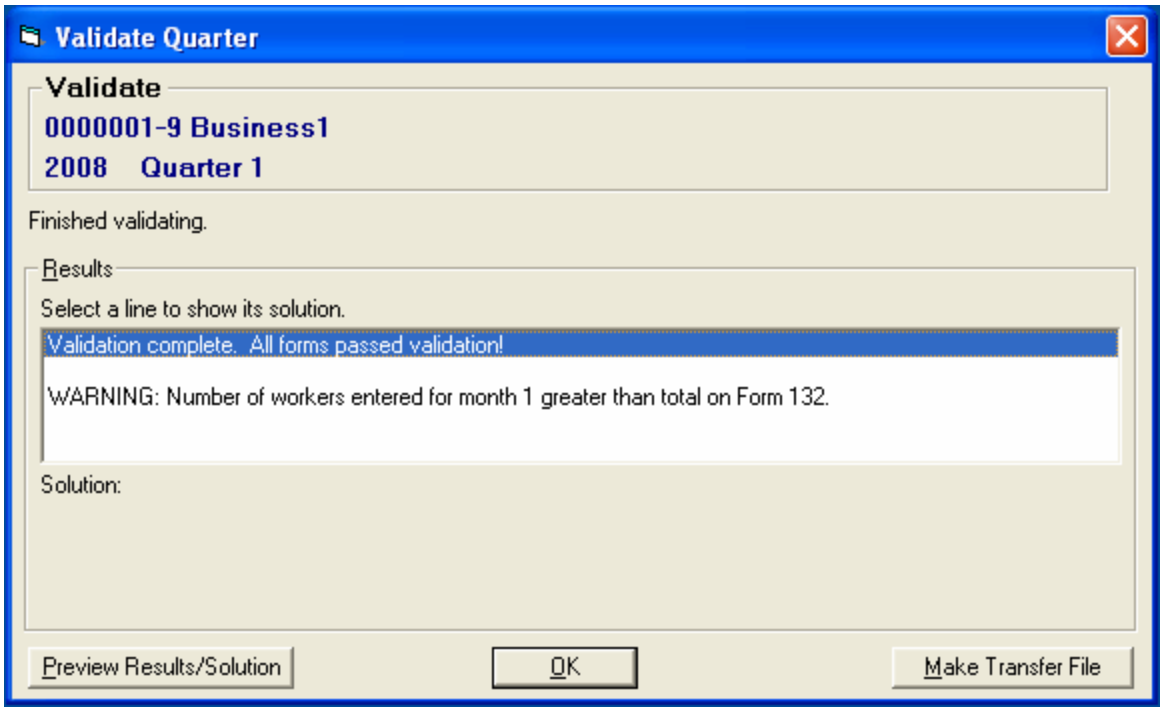
Reports must be validated before creating a transfer file. They will not validate if any required fields on the Preparer form are blank.

☞ Select the quarter to be validated (or one of the associated forms) from the outline on the left panel.

☞ Select ***Validate Quarter*** from the ***File*** menu or the toolbar.

*The **Validate Quarter** dialog box will appear.*

☞ Select the ***OK*** button.



☞ The ***Validate Quarter*** dialog box includes a ***Results*** and a ***Solution*** box. If any problems are found in the prepared reports for the selected quarter, they will be displayed as errors or warnings in the ***Results*** box. To see a solution to a problem found, click on the error or warning line and the solution will be

displayed in the ***Solution*** area of the ***Validate Quarter Screen***. If the forms have been prepared correctly, a "Validation Complete" message will appear in the ***Results*** box. To preview a report containing results and solutions, click ***Preview Results/Solution*** button.

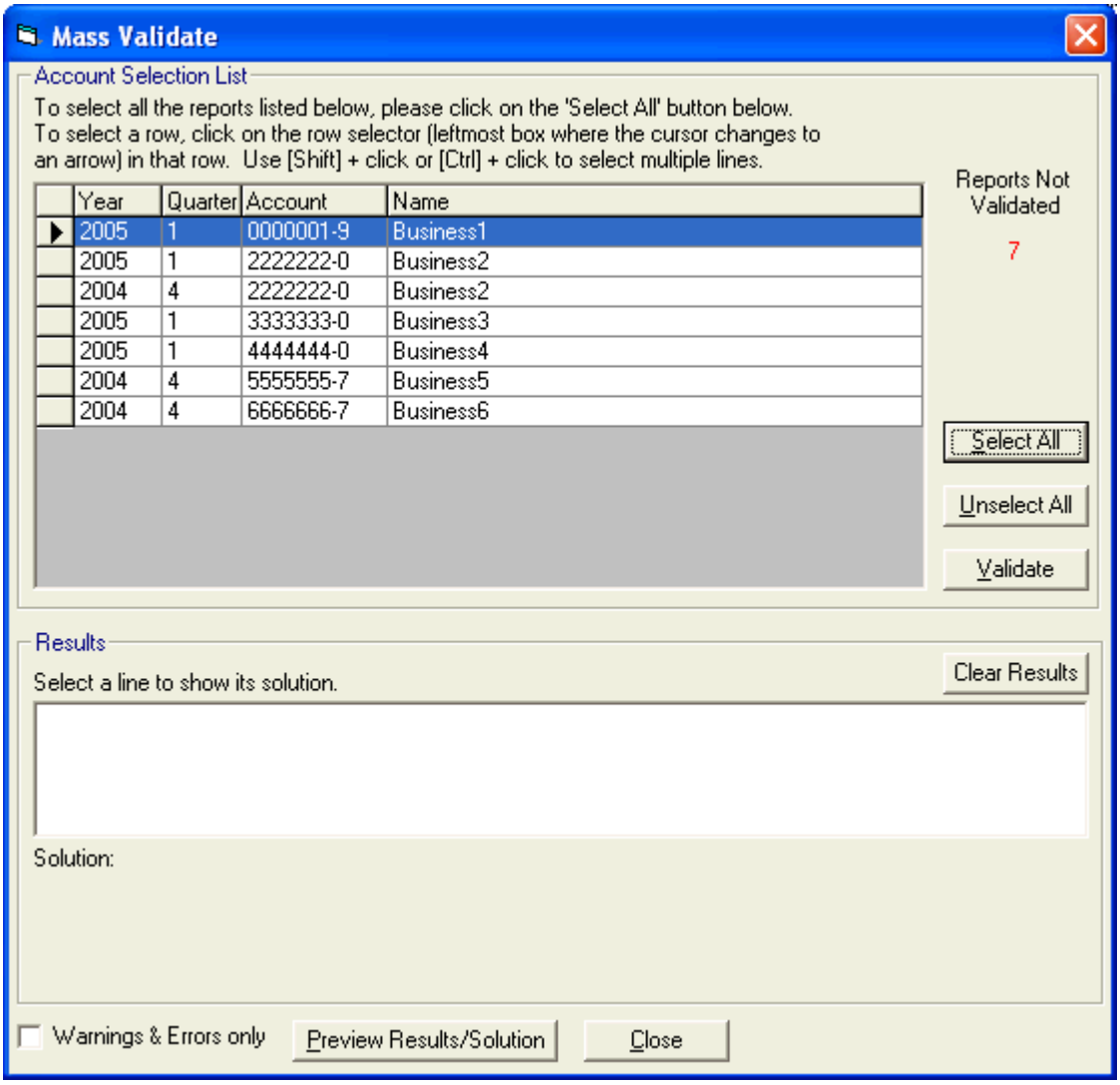
☞ To preview a report containing results and solutions, click Preview Results/Solution button.

Mass Validate

Mass Validate option allows verifying the multiple quarterly reports for multiple businesses.

☞ Select ***Mass Validate*** from the ***File*** menu on the menu bar.

*The **Mass Validate** form will appear.*

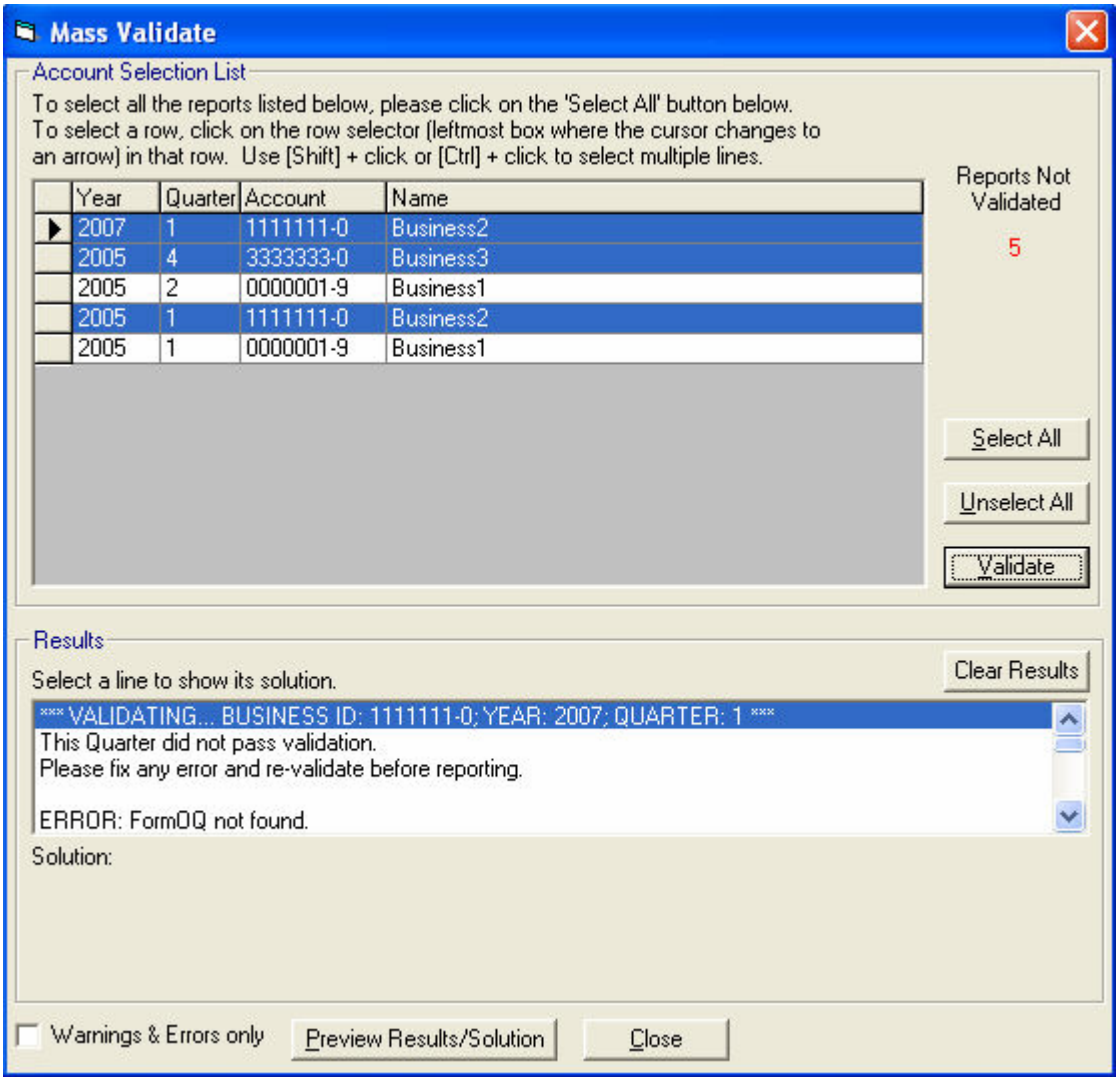


The ***Account Selection List*** shows only the year(s)/quarter(s) for all the businesses that are not validated and not reported yet. The number of the reports that are not validated is shown under the *Reports Not Validated* label.
Records in the grid are sorted by year, then by quarter in a descending order. To change the way the information is sorted, click on a column heading.

☞ Select a record or multiple records in the grid. You can click ***Select All*** button to select all the records in the grid.

☞ Click on the ***Validate*** button.

The results of the validation will be displayed in the ***Results*** list. To see a solution to a problem found, click on the error or warning line and the solution will be displayed in the ***Solution*** area. If the forms have been prepared correctly, a "Validation Complete" message will appear in the Results box. The records that passed the validation go off the list leaving only those records that did not pass the validation or were not selected for the validation.



☞ Click on the ***Preview Results/Solution*** button to preview a report with the results of the validation. The report contains what you see in the Results box, along with the corresponding Solution line.
Note: If a check box ***Warnings & Errors only*** is checked, the feedback report will contain only the records that have warnings and/or errors, and their solutions. You can print it out and use that information to locate business/year/quarter that needs to be fixed.

☞ Clicking on the ***Clear Results*** button will clear the Results list.

Form 132 - Employee Detail Report

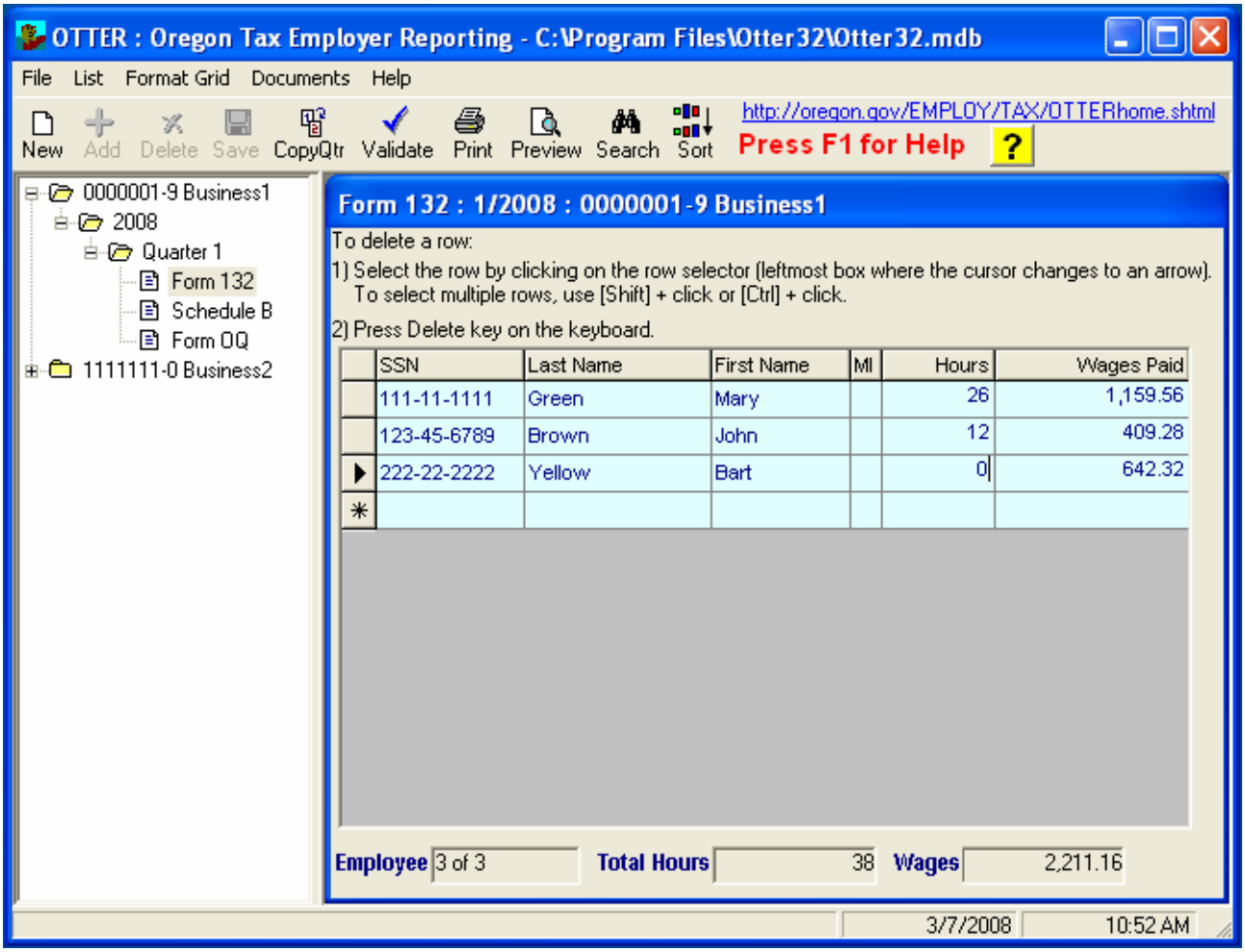
This form is used to report social security numbers, names, hours, total wages for each employee, and a sum of the total hours and total wages for the selected business. **This table can be sorted by any of the columns by clicking on the column title.** The information on this form may be modified any time it is displayed. The ***File*** menu and toolbar provide options to ***Save*** and ***Print Form 132***.

Complete this form only if reporting wages subject to State Unemployment Insurance. If subject to State Unemployment Insurance and there is no payroll to report for the quarter, do not complete this form.

Do not enter "credit" amounts or negative amounts on Form 132. If a person was overpaid or incorrectly

paid in a previous quarter, use the procedure for filing an amended report for the quarter in which the payment was originally paid (see the current year's Oregon Combined Payroll tax report instruction booklet).

The numbers of hours reported on Form 132 do not need to equal the number of hours reported for Workers' Benefit Fund. The two programs do not necessarily cover the same hours of individuals. Form 132 is only for hours of work subject to unemployment insurance.



For further information please see the following:

- How to View the Form 132 Information
- How to Add a New Form 132
- How to Edit Form 132 Information
- How to Delete a Form 132
- How to Delete an Employee from Form 132
- How to Preview and Print Form 132 Report
- How to Customize a Grid on the Form 132 form

Importing Form 132 Data:

- Form 132 Importing
- Multiple Business Form 132 Importing

Form 132 – the Employee Detail Report

If your business is subject to Oregon Unemployment Insurance (UI) tax, use this form to report employee detail. File this form with Form OQ.

Form 132 Title

The title bar of the Form 132 indicates to which quarter/year/business that this Form 132 is related.

Form 132 SSN - Required

The employee's SSN is legal social security number of the employee. This number is entered as nine digits with leading zeros (0) when needed. The SSN will display like 123-45-6789.

Form 132 Last Name - Required

The last name column contains the legal last name of the employee. The last name must be at least two (2) characters starting with a letter. Acceptable characters in the last name column are: a - z, A - Z, hyphen (-), space ( ), and apostrophe ('). All other characters are not allowed.

Form 132 First Name - Required

The first name column contains the legal first name of the employee. The first name must be at least one (1) character starting with a letter. Acceptable characters in the first name column are: a - z, A - Z, hyphen (-), space ( ), and apostrophe ('). All other characters are not allowed.

Form 132 Middle Initial - **Optional**

The middle initial column contains the legal middle initial of the employee. The middle initial is optional, but if entered must be a letter. Acceptable characters in the middle initial are: a - z, A - Z. All other characters are not allowed.

Form 132 Hours

The hours column contains the number of hours worked by the employee that were subject to UI taxes. This field is a number between 0 and 999 and must be entered as a whole number (e.g. 125.3 is entered as 126). Negative numbers are not allowed. Numbers greater than 999 should be entered as 999.

Optional - but must be entered if available. A penalty assessment may be levied if not entered when needed.

Form 132 Wages Paid

The wages paid column contains the total wages paid to the employee during the selected quarter. Negative numbers are not allowed.

Optional - but must be entered when available. A penalty assessment may be levied if not entered when needed.

Form 132 Employee ?? of ??

This indicates the current employee and the total number of employees currently entered into the Form 132. This is informational only.

Form 132 Total Hours

Total hours is the total of the hours column. This is informational only. The total hours does not necessarily indicate the number of hours needed in the Workers' Benefit Fund form.

Form 132 Total Wages

The total wages is a sum of the Wages Paid column. This figure will be entered into the UI Subject Wages entry of the Form OQ if it is greater than zero.

Form 132 Record Selector

The record selector portion of the Form 132 screen is used to select employees for deletion from the form. Clicking the record selector next to an employee will select (highlight) that row of the form, pressing the delete key on the keyboard will then delete the selected employee from the list.

There are two methods of selecting multiple employees:

1. Select the first employee as described above, then while holding down the Shift key on the keyboard, select the last contiguous employee. This will select (highlight) a continuous group of rows.

2. Select the first employee as described above, then while holding down the Ctrl key on the keyboard, select additional employees. This will highlight only those rows that were selected.

Form 132 Scroll Bar

The scroll bar is used to bring additional employees into view if more than one screen of employees are entered into the Form 132.

How to View the Form 132 Information

☞ To view Form 132 information, select the Form 132 line under a selected quarter, from the outline on the left panel.

☞ To change the way the information is sorted, click on a column heading once to sort the information in ascending order, twice to sort the information in descending order.

The information will be sorted by the column that is selected and clicked on.

How to Add a New Form 132

Every time a new Quarter is added, a new Form 132 is created.

☞ Add a new quarter to the outline.

A new quarter must be added in order to have a new Form 132. See How To Add A New Quarter.

☞ Select the Form 132 listed under the newly added quarter in the outline on the left panel.

☞ Import data from another file into the Form 132.

For more information about Importing data, see Form 132 Importing.

☞ If not importing from another file, Enter each employee's social security number, first name, last name and middle initial into the appropriate columns.

When entering SSN numbers, if it is a number that has been used before, the name fields will automatically be filled in with the previously used information.

☞ If not importing from another file, enter hours worked for each employee.

Refer to the current year's Oregon Combined Payroll Tax Report instruction book *for information to determine what to report.*

☞ If not importing from another file, enter the total wages, for the quarter, for each employee.

Include all payments, even if they will be considered "excess" in box 2A on Form OQ.

☞ To save the new Form 132 information, select ***Save*** from the ***File*** menu, from the toolbar, or set the cursor on a different row in the table.

If the cursor is moved from a selected row to a different row, changes in the originally selected row are automatically saved.

*The value in the **Total Wages** field will automatically be calculated and copied to box 1A on the **Tax Information** tab on the Form OQ.*

See Multiple Business Form 132 Import to import data for multiple businesses/quarters.

How to Edit Form 132 Information

☞ Select the Form 132 to be modified from the outline on the left panel.

☞ *A line for entering data will appear. You cannot enter an employee into the middle of the form, they must be entered in the blank line that appears on the bottom. The information can be sorted by clicking on the column heading by which to sort.*

☞ Enter each employee's social security number, first name, last name and middle initial into the appropriate columns.

When entering SSN numbers, if it is a number that has been used before, the name fields will automatically be filled in with the previously used information. Enter the middle initial where applicable.

☞ Enter hours worked for each employee.

When entering the hours, list only whole hours by rounding up any partial hours. Refer to the current year's Oregon Combined Payroll Tax Report instruction book for information to determine what to report.

☞ Enter the total wages, for the quarter, for each employee.

Include all payments, even if they will be considered "excess" in Item2 on Form OQ.

☞ To save changes, select ***Save*** from the ***File*** menu or from the toolbar.

How to Delete a Form 132

The selected quarter that the Form 132 is listed under must be deleted in order to delete a Form 132. See How to Delete Quarter Information.

How to Delete an Employee from Form 132

☞ Click the **selection box to the left of the SSN**.

The entire row will be highlighted.

☞ To select multiple consecutive employees, select the first row to be deleted, and while holding down the Shift key on the keyboard, select the last row to be deleted. *All the rows in between will be highlighted.*

☞ To select multiple non-consecutive employees, while holding down the Ctrl key on the keyboard, single click the selection box of each employee. Each selected employee will be highlighted as selected.

☞ To delete the selected records, press Delete key on the keyboard.

A message “Are you sure you want to delete selected records?” will show up. Click Yes to delete selected records or click No to cancel deletion.

All rows that were highlighted will be deleted.

How to Preview and Print Form 132 Report

☞ To preview the report before printing it, select ***Print Preview Form 132 Report*** from the ***File*** menu or toolbar at the top of the screen.

This option is only available when a Form 132 is selected from the outline.

☞ To print the report, select ***Print Form 132 Report*** from the ***File*** menu or from the toolbar.

This option is only available when a Form 132 is selected from the outline.

How to Customize a Grid on the Form 132

Font and background, column widths and row height could be modified in the grid on the Form 132.

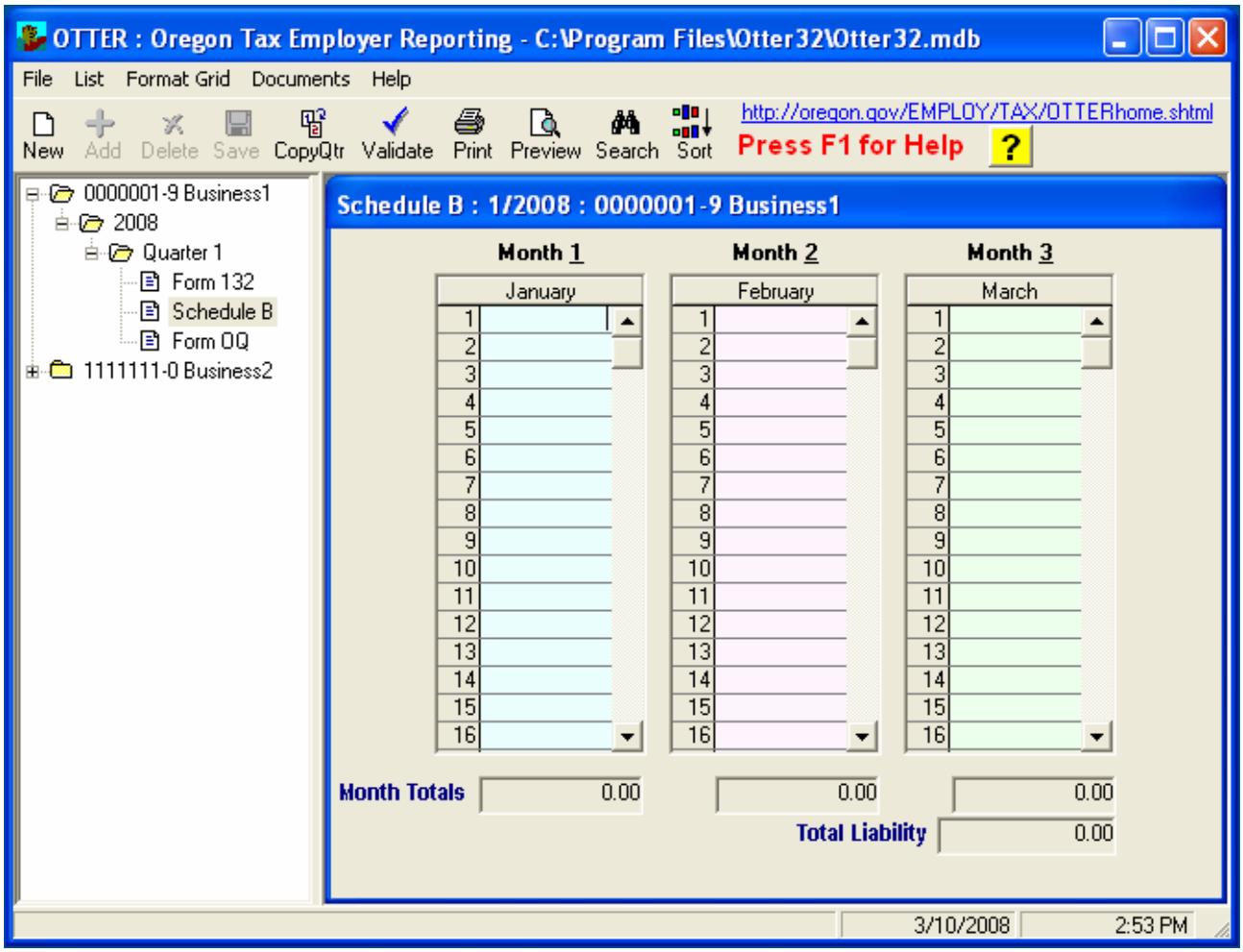
☞ ***To change a font in the grid***, click ***Format Grid*** menu, then click ***Font***. In the ***Font*** dialog box, select desired font, font size and color, and click ***OK***.

☞ ***To change a background in the grid*****,** click ***Format Grid*** menu, then click ***Background***. In the ***Color*** dialog box, specify the desired color and click ***OK***.

- ☞ ***To adjust the column widths*** of the grid, move the pointer over a column divider in the column header area. The pointer will become a horizontal double arrow. Drag the divider left or right to adjust the width of the corresponding column.
- ☞ ***To adjust the height of all grid rows***, move the pointer over a divider in the record selector column. The pointer will become a vertical double arrow. Drag the divider up or down to adjust the height. All rows will be adjusted to the same height; you cannot have different heights for individual rows.
- ☞ Custom layout for the grid on the Form 132 will be saved in the *Layouts* folder.

Schedule B Form

The Schedule B Form includes three months listed in columns for the appropriate quarter. Each of the three columns includes a line for each day of the month, and a monthly total field. There is also a ***Total Liability*** field for the selected quarter in the bottom right corner of the form. The information on this form may be modified any time the Schedule B form is displayed. The ***File*** menu and toolbar provide options to ***Save*** and ***Print Schedule B***. Complete this form only if it is required (see the Oregon Combined Payroll Tax Report Instructions).



For further information please see the following:

- How to View the Schedule B Form Information
- How to Add a New Schedule B Form
- How to Edit the Schedule B Form Information
- How to Delete a Schedule B Form
- How to Preview and Print the Schedule B Form Report
- How to Customize Grids on the Schedule B Form

Importing Data:

- Schedule B Importing
- Multiple Business Schedule B Importing

Schedule B - State Withholding Tax

Use this form if state income tax withholding deposits are required to be submitted semi-weekly or on a one-day banking basis. File Oregon Schedule B with Form OQ.

Schedule B Month 1

Enter the Withholding Tax withheld from your employees during each payroll period. Place these amounts in the cells that match the payroll dates for the first month of the quarter.

Schedule B Month 2

Enter the Withholding Tax withheld from your employees during each payroll period. Place these amounts in the cells that match the payroll dates for the second month of the quarter.

Schedule B Month 3

Enter the Withholding Tax withheld from your employees during each payroll period. Place these amounts in the cells that match the payroll dates for the third month of the quarter.

Schedule B Month 1 Total

Total liability for the first month of the quarter. This value is calculated from the values entered in the Schedule B Month 1 column.

Schedule B Month 2 Total

Total liability for the first month of the quarter. This value is calculated from the values entered in the Schedule B Month 2 column.

Schedule B Month 3 Total

Total liability for the first month of the quarter. This value is calculated from the values entered in the Schedule B Month 3 column.

Schedule B Total Liability

Total liability for the quarter. This value is calculated from the values calculated in Schedule B Month 1, Schedule B Month 2, and Schedule B Month 3 totals.

How to View the Schedule B Form Information

☞ To view the Schedule B form information, select the Schedule B form listed under a selected quarter, from the outline list on the left panel.

How to Add a New Schedule B Form

☞ Add a new quarter to the outline.

A new quarter must be added in order to have a new Schedule B form. See How to Add a New Quarter.

☞ Select the Schedule B listed under the newly added quarter in the outline on the left panel.

☞ Import data from another file into Schedule B.

☞ For more information about importing data see Schedule B Importing.

☞ If not importing, enter the dollar amounts in the appropriate columns.

For further information, please see the Oregon Combined Payroll Tax Report Instructions.

☞ To save the new Schedule B form information, select ***Save*** from the ***File*** menu or from the toolbar.

*The total for the Schedule B form automatically calculates and is copied to line **5B** on **Tax Info** tab on Form OQ.*

How to Edit the Schedule B Form Information

- ☞ Select the Schedule B form to be modified from the left panel.
- ☞ Modify the values in all appropriate fields.
- ☞ To save changes, select ***Save*** from the ***File*** menu or from the toolbar.

  *The total for the Schedule B form automatically calculates and is copied to line **5B** on **Tax Info** tab on Form OQ.*

How to Delete a Schedule B Form

The selected quarter that the Schedule B form is listed under must be deleted in order to delete a Schedule B form. See How to Delete Quarter Information.

How to Preview and Print the Schedule B Form Report

- ☞ To preview the report before printing it, select ***Print Preview Schedule B Report*** from the ***File*** menu or toolbar at the top of the screen.

  This option is only available when a Schedule B form is selected from the outline.
- ☞ To print the report, select ***Print Schedule B Report*** from the ***File*** menu or from the toolbar.

  This option is only available when a Schedule B form is selected from the outline.

How to Customize Grids on the Schedule B Form

Font and background could be modified in the grids on the Schedule B Form.

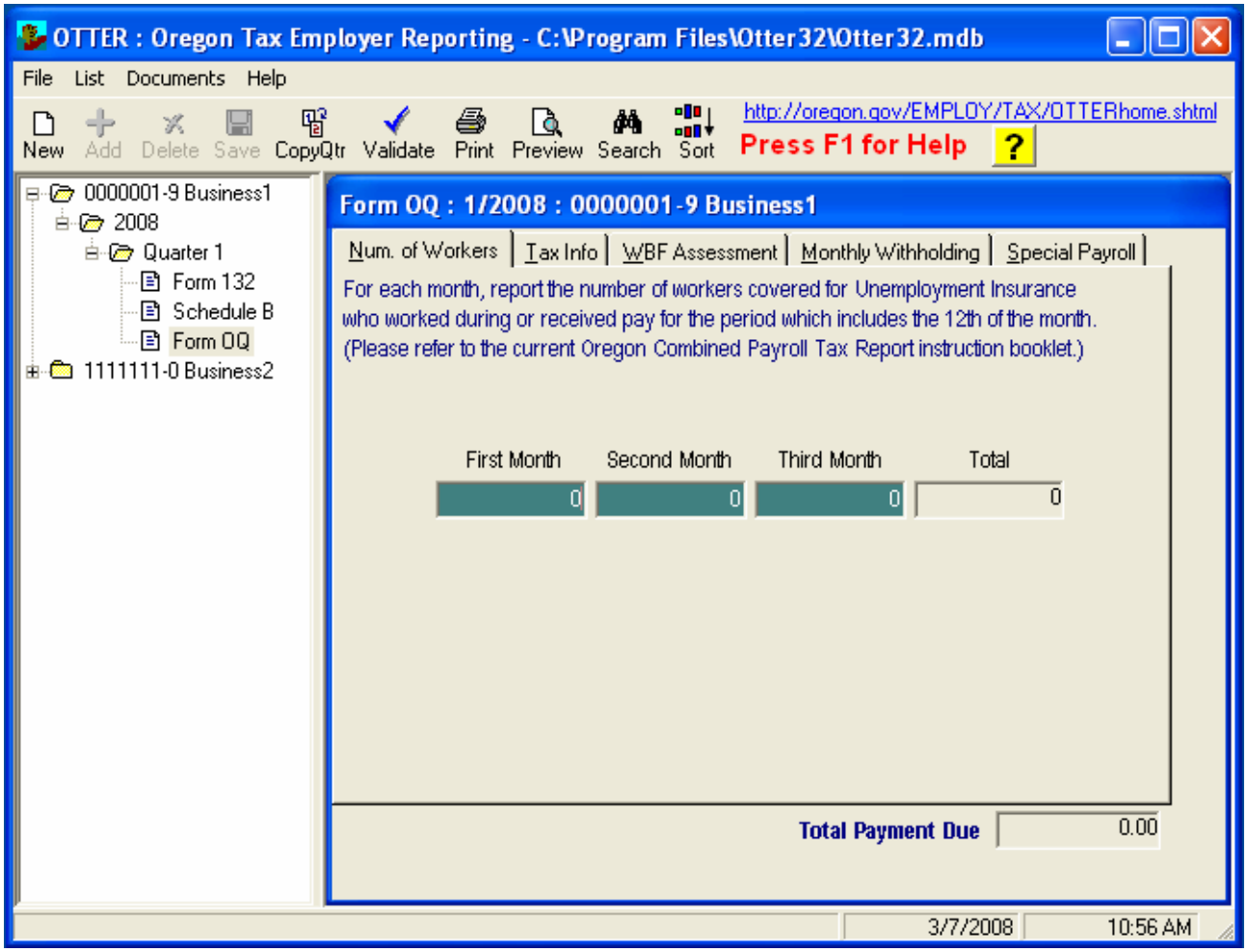
- ☞ ***To change a font in the 1st grid*** (2nd grid, 3rd grid), click ***Format Grid*** menu, then point to ***'Month1 Grid'*** (*'Month2 Grid', 'Month3 Grid'),* then click ***Font***. In the ***Font*** dialog box, select desired font, font size and font color, then click ***OK***.
- ☞ ***To change a background in the in the 1st grid*** (2nd grid, 3rd grid), click ***Format Grid*** menu, then point to ***'Month1 Grid'***, then click ***Background***. In the ***Color*** dialog box, specify the desired color and click ***OK***.

Custom layouts for the grids on the Schedule B Form will be saved in the *Layouts* folder.

Form OQ - Oregon Quarterly Tax Report

This form is used to report the data on the Form OQ. The form is separated into logical groupings on five tab windows. They include the ***Num. of Workers*** tab, the ***Tax Info*** tab, the ***Workers' Benefit Fund*** tab, the ***Monthly Withholding*** tab and the ***Special Payroll*** tab. The Special Payroll tab appears only for a year and quarter when special payroll tax is due. Also on the form, in the bottom right corner, is the calculated ***Total Payment Due*** field. The data on this form may be modified any time the Form OQ screen is displayed. The ***File*** menu and toolbar provide options to ***Save*** and ***Print Form OQ Report***.

Access portions of the form by clicking on the appropriate tab name. If the name at the top of a tab has a rectangular square around it, ***arrow*** keys can be pressed to access those portions.



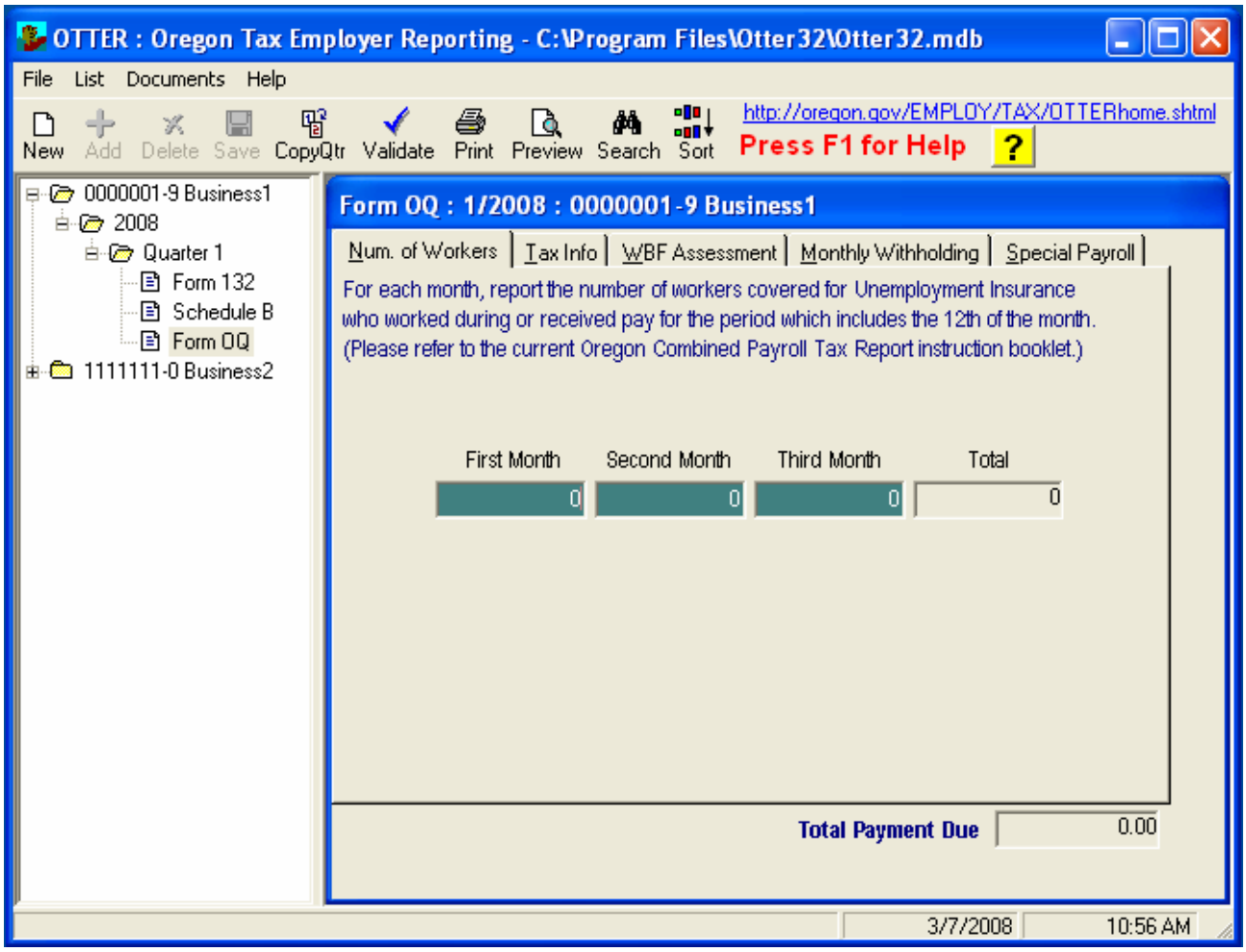
For further information, please see the following:

- How to View the Form OQ Information
- How to Add a New Form OQ
- How to Edit Form OQ Information
- How to Delete a Form OQ
- How to Preview and Print Form OQ Report
- Number of Workers Tab
- Tax Info Tab *Field Descriptions*
- Workers' Benefit Fund *Field Descriptions*
- Monthly Withholding Tab *Field Descriptions*
- Special Payroll Tab *Field Descriptions*

Importing Data:

- Form OQ Importing
- Multiple Business Form OQ Import

Num. of Workers Tab



Number of Workers Field Description

☞ Enter the number of covered workers for state unemployment during the first, second, and third months of the quarter.

Each of the month fields must be filled in.

For further information, please see the Oregon Combined Payroll Tax Report Instructions.

Number of Covered Workers

These are the fields in which to enter the number of workers covered by unemployment insurance that were employed each month. These fields default to zero (0) and must be filled in.

The "monthly number of covered workers" you report on Form OQ should include all full-time and part-time workers who worked or received pay subject to unemployment insurance law during the payroll period which includes the 12th of the month.

Some examples include:

a. Daily pay period - enter the number of workers on the daily payroll for the workday nearest the 12th of the month.

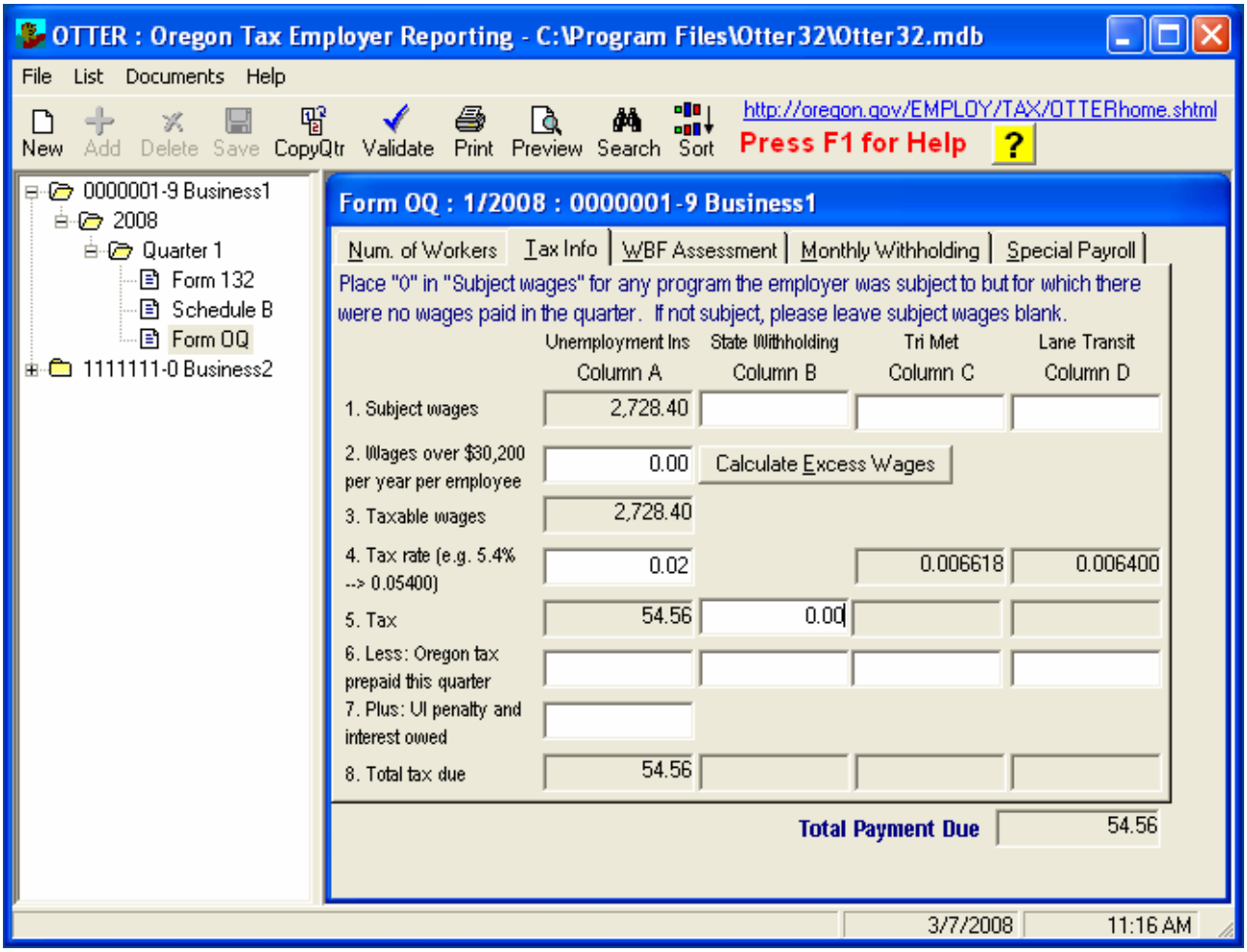
b. Weekly, bi-weekly, or semi-monthly pay period - enter the number of workers on the payroll for the period which includes the 12th of the month.

c. Monthly pay period - enter the number of workers on your monthly payroll.

d. If there were no covered workers during any pay period, enter 0 (zero) in the appropriate boxes. **Do not leave these boxes blank**.

Tax Info Tab

The tax info tab is where all of the different tax programs that are processed in the Oregon Combined Payroll Tax Report are entered and displayed.



Tax Info Tab Field Descriptions

- Leave box ***1A*** blank if employer was not subject to unemployment tax.

  *If employer was subject and there was payroll, box **1A** is automatically filled from Form 132.*

- Enter a zero(0) in box ***1A*** if employer was subject, but there was no payroll.

- Press the ***Calculate Excess Wages*** button to fill In box ***2A***, or manually enter the amount of the "Excess Wages".

  *If there are wages from other states in addition to the Oregon wages, do not use the **Calculate Excess Wages** button. In this instance, Excess Wages must be calculated manually. Using the **Calculate Excess Wages** button will calculate only the wages from Oregon that have been entered in the OTTER System.*

  *Employers reporting under the Local Government Employers Benefit Trust Fund option or the Reimbursing option enter 0 in box **2A** and do not use the **Calculate Excess Wages** Button.*

  See the current Oregon Combined Payroll Tax Report instructions for definitions.

- Box ***3A*** is automatically filled in and cannot be modified.

- In box ***4A***, Enter the employer's current tax rate. Enter the rate as a decimal (if tax rate is 1.0%, enter .01).

  *Local Government Employers Benefit Trust Fund tax rates may vary during the year. If you do not know the correct tax rate, call the nearest tax office. The tax office phone numbers are listed on the Technical Support page. Employers reporting under the Reimbursing option, enter 0 for the tax rate. Employers not subject to Unemployment Insurance reporting, leave box **4A** blank.*

- Box ***5A*** is automatically calculated and filled in. It cannot be modified.

- ☞ In box ***6A,*** enter the amount of tax already paid in the quarter for the employment tax program.
  Do not include the amount being paid at the time of filing this report.
- ☞ In box ***1B***, enter the total wages subject to State Withholding. If employer was not subject to State Withholding, leave box ***1B*** blank.
- ☞ If depositing quarterly, enter the appropriate amount in box ***5B***.
- ☞ If not depositing quarterly, the amount listed in box ***5B*** transfers from either Schedule B or the total from the Monthly State Withholding tab on Form OQ.
  In this case, Do not fill in box 5B.
- ☞ In box ***6B,*** enter the amount of tax already paid in the quarter for the withholding tax program.
  Do not include the amount being paid at the time of filing this report.
- ☞ Enter the appropriate amount in box ***1C*** if employer is subject to TriMet. If not subject to TriMet, leave box ***1C*** blank.
- ☞ Box ***4C*** is automatically pre-filled and is not editable.
- ☞ Box ***5C*** is automatically calculated and filled. It is not editable.
- ☞ In box ***6C,*** enter the amount of tax already paid in the quarter for TriMet tax.
  Do not include the amount being paid at the time of filing this report.

- ☞ Enter the appropriate amount in box ***1D*** if employer is subject to Lane Transit District. If employer was not subject to Lane Transit District, leave box ***1D*** blank
- ☞ Box ***4D*** is automatically pre-filled and is not editable.
- ☞ Box ***5D*** is automatically calculated and filled. It is not editable.
- ☞ In box ***6D,*** enter the amount of tax already paid in the quarter for the Lane Transit District.
  Do not include the amount being paid at the time of filing this report.
- ☞ Line ***8*** is automatically calculated and is not editable.
- ☞ The ***Total Payment Due*** field is automatically calculated and is not editable.

Column A – Unemployment Insurance

UI Subject Wages (Box 1A)

This amount will reflect the total subject wages from Form 132. If no subject wages were paid enter 0 (zero) in this box. **If not subject to UI Tax, leave this box blank.**

Excess wages (Box 2A)

Enter "Excess wages" in this box (use the Calculate Excess button if all previous quarters were entered and no out of state employees are involved). Excess wages are wages above the taxable wage base for the year per person. Reimbursing employers and Local Government Employers Benefit Trust Fund participants enter zero.

Calculate Excess Button

Use the calculate excess button to determine the excess wages. This button should always be used unless:

1. All preceding quarters are not in the system (e.g. processing quarter 2 but quarter 1 is not entered)
2. Some employees have out of state wages
3. This business is a reimbursing employer.
4. This business is a Local Government Employee Benefit Trust Fund(LGEBTF) participant.

Taxable Wages (Box 3A)

This box is calculated by subtracting UI Excess Wages (Box 2A) from UI Subject Wages (Box 1A).

UI Tax Rate (Box 4A)

This box contains the current year's UI Tax rate for the selected business. This value will prefill from

the default UI Tax Rate entered in the yearly form. If you do not know your rate, call the Oregon Employment Department at 503-947-1488. Reimbursing employers may leave this box blank or enter 0 (zero).

UI Tax (Box 5A)

This box is computed by multiplying UI Taxable Wages (Box 3A) by UI Tax Rate (Box 4A) and rounding to the nearest cent.

UI Prepaid (Box 6A)

Enter the amount of UI Tax prepaid or credits used this quarter. Include any credit amount that may have been overpaid in previous quarters. Include any overpayments from previous quarters where no refund was requested or issued.

UI tax payments are due one per quarter on the same day as the tax reports.

UI Penalty and Interest Owed (Box 7A)

Enter the amount of penalty and interest owed if the report is late. Figure the penalty by multiplying the number of employees by $6. The minimum penalty is $75. The maximum penalty is $1,500. If there were no employees, the penalty is $5. Late reports are those submitted more than 10 days after the due date.

To calculate interest owed, multiply the unpaid tax owed by 0.015 for each month or fraction of a month, after the date the payment is due. Interest is assessed even if the payment is one day late.

When calculating interest, use only the amount of unpaid tax. Do not calculate interest on previously assessed interest or penalties.

UI Total Due (Box 8A)

This amount is computed by subtracting UI Tax prepaid (Box 6A) from UI Tax (Box 5A) and adding UI Penalty and Interest (Box 7A) (5A - 6A + 7A). If the result is less than zero (overpaid), then zero (0) is entered.

Column B – State Withholding

SWT Subject Wages (Box 1B)

Enter the total subject wages subject to income tax (salaries, commissions, and bonuses), paid to Oregon employees this quarter. If you are reporting withholding on pension or annuity distributions, enter the amount of distributions with Oregon withholding. This amount need not match box 1A. Enter 0 (zero) if you had no payroll this quarter.

SWT Tax (Box 5B)

If you deposit:

Quarterly - Enter the total Oregon tax withheld this quarter. Enter zero (0) if you had no UI tax this quarter.

Monthly - complete the monthly withholding information on the monthly withholding tab. The total from the monthly withholding tab will automatically transfer to Box 5B.

Semi-weekly or one-banking day depositors - Complete Oregon Schedule B. The total from Schedule B will automatically transfer to Box 5B.

SWT Prepaid (Box 6B)

Enter the amount of withholding tax prepaid, including credits used, this quarter.

SWT Total Due (Box 8B)

This box is calculated by subtracting State Withholding Tax prepaid (Box 6B) from State Withholding Tax (Box 5B). If the result is less than zero (overpaid), then 0 (zero) is entered.

Column C – Tri-met District

TriMet Subject Wages (Box 1C)

Enter wages paid for work done in the Tri-Met district. Enter 0 (zero) if there was no payroll in the district this quarter. **Leave blank if not subject**.

TriMet Tax Rate (Box 4C)

This rate is pre-filled from the System Tax Rate Table.

TriMet Tax (Box 5C)

The box is calculated by multiplying Tri-Met Subject Wages (Box 1C) by Tri-Met Tax Rate (Box 4C) and rounding to the nearest cent.

TriMet Prepaid (Box 6C)

Enter the amount of Tri-Met tax prepaid, including credits used, this quarter.

TriMet Total Due (Box 8C)

This box is calculated by subtracting Tri-Met prepaid (Box 6C) from Tri-Met Tax (Box 5C). If the result is less than zero (overpaid), then 0 (zero) is entered.

Column D – Lane Transit District

Lane Transit Subject Wages (Box 1D)

Enter wages paid for work done in the Lane Transit district. Enter 0 (zero) if there was no payroll in the district this quarter. **Leave blank if not subject.**

Lane Transit Tax Rate (Box 4D)

This rate is pre-filled from the System Tax Rate Table.

Lane Transit Tax (Box 5D)

This box is calculated by multiplying Lane Transit Subject Wages (Box 1D) by Lane Transit Tax Rate (Box 4D) and rounding to the nearest cent.

Lane Transit Prepaid (Box 6D)

Enter the amount of Lane Transit District (LTD) tax prepaid, including credits used, this quarter.

Lane Transit Total Due (Box 8D)

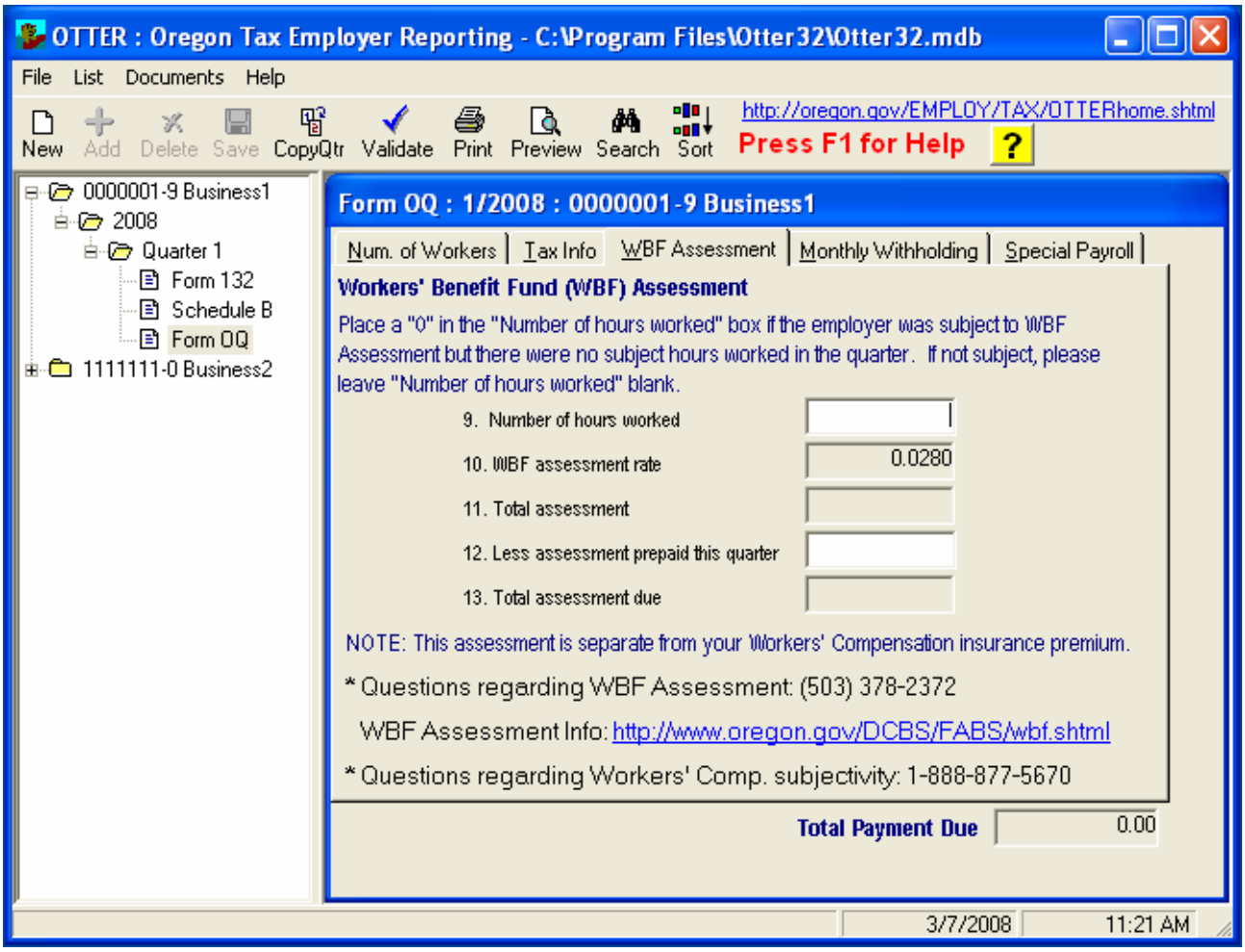
This box is calculated by subtracting Lane Transit Prepaid (Box 6D) from Lane Transit Tax Box 5D. If the result is less than zero (overpaid), then 0 (zero) is entered.

Total Payment Due

This box is calculated by adding Total UI Tax Due (Box 8A), Total State Withholding Tax Due (Box 8B), Total Tri-Met Tax Due (Box 8C), Total Lane Transit Tax Due (Box 8D), and Total WBF Assessment Due (Box 13). This does not include any credits. Credits cannot be transferred between programs using the Form OQ. (See Credit Handling).

Workers' Benefit Fund Tab

The Workers' Benefit Fund Tab is where the information pertaining to the Workers' Benefit Fund is captured and displayed. This assessment is in addition to the Workers' Compensation insurance premium.



Workers' Benefit Fund Tab Field Descriptions

- In ***line 9***, enter the number of hours subject to the Workers' Benefit Fund (WBF) Assessment.

  Enter whole numbers only. This number does not have to equal the number of hours found on Form 132 since the two programs have different subjectivity requirements.

- ***Line 10*** contains the WBF Assessment rate. It is not editable.

- ***Line 11*** contains the Total Assessment and is automatically calculated. It is not editable.

- In ***line 12***, enter the amount of WBF assessment already paid for this quarter.

  Do not include the amount being paid at the time of filing this report.

- The program calculates the amount in ***line 13*** as ***line 11*** minus ***line 12***. If ***line 11*** is smaller than ***line 12***, the program enters "0" in accordance with the instructions in the current Oregon Combined Payroll Tax Report booklet.

WBF Hours Worked (Box 9)

Enter sum of all hours worked by all workers, except volunteers, who are subject to Workers' Benefit Fund assessment. Round the sum of hours to the nearest whole. If you do not track actual hours worked, you may use a flat rate of 40 hours per week or 174 hours per month (prorate for part-time workers). If you have other information showing hours worked (such as a contract), you may use this information to determine hours worked. Include overtime hours. Do not include standby time. (You must document how calculations are made in case of an audit.) If you have no hours or only volunteer

workers' hours to report for the quarter, enter 0 (zero).

WBF Assessment Rate (Box 10)

This rate is pre-filled from the System Tax Rate Table.

WBF Total Assessment (Box 11)

This box is calculated by multiplying WBF hours worked (Box 9) by WBF assessment rate (Box 10) and rounding to the nearest cent.

WBF Prepaid (Box 12)

Enter the amount of prepaid WBF assessment, or WBF assessment credits used, this quarter.

WBF Total Due (Box 13)

This box is calculated by subtracting WBF assessment prepaid (Box 12) from WBF total assessment (Box 11). If the result is less than zero (overpaid), then 0 (zero) is entered.

Monthly State Withholding Tab

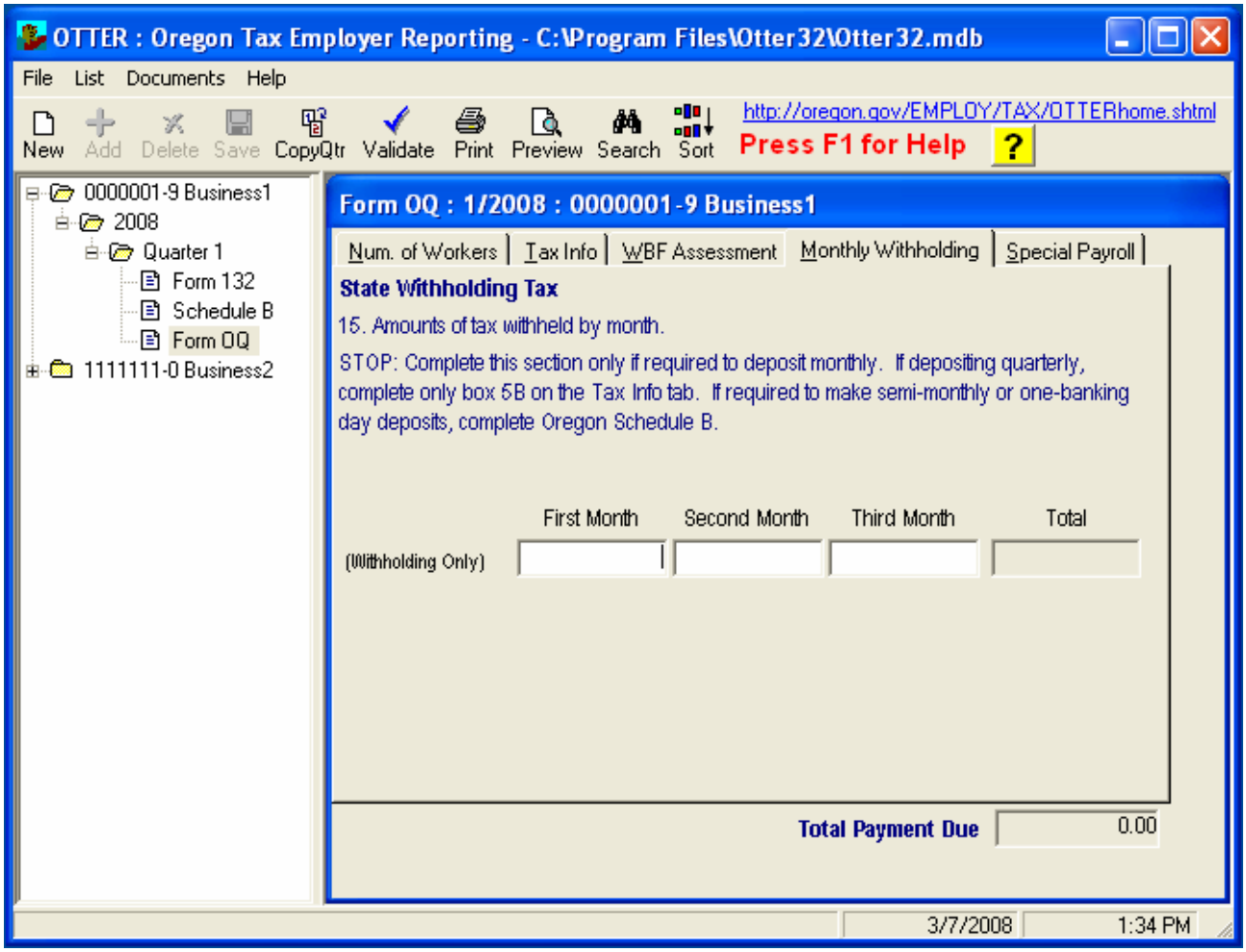
Monthly Withholding (Line 15)

This line is for those who are required to deposit on a monthly basis. Show the amount withheld in each month of the quarter. The total is the sum of the three months.

Do not include payments made for unemployment insurance tax, Workers' Benefit Fund assessment, or transit taxes in these boxes.

If you deposit only once a quarter, enter the total amount withheld in State Withholding Tax (Box 5B) only.

If you must deposit withholding on a daily or semi-weekly basis, do not complete this line. Report withholding on Oregon Schedule B. (For determining how often withholding must be deposited, see Guidelines for withholding due dates).



Monthly Withholding Tab Field Descriptions

☞ Skip the ***Withholding Only*** line if:

- You are not subject to State Withholding.
- You are subject to State Withholding but use Schedule B to report amounts withheld.
- You are subject to State Withholding but deposit quarterly.
- You are subject to State Withholding but had no subject payroll this quarter.
- Your State Withholding is reported on the annual Form WA.

☞ If State Withholding tax is deposited on a monthly basis, enter the amounts withheld from your employees during each month of the quarter.

☞ The ***Total*** field is automatically calculated and cannot be edited.

☞ The ***Total Payment Due*** field is automatically calculated and cannot be edited.

Withholding Month 1 (Item 15 box 1)

Used only if required to deposit on a monthly basis. Show the amount withheld for the **first** month of the quarter.

Withholding Month 2 (Item 15 box 2)

Used only if required to deposit on a monthly basis. Show the amount withheld for the **second** month of the quarter.

Withholding Month 3 (Item 15 box 3)

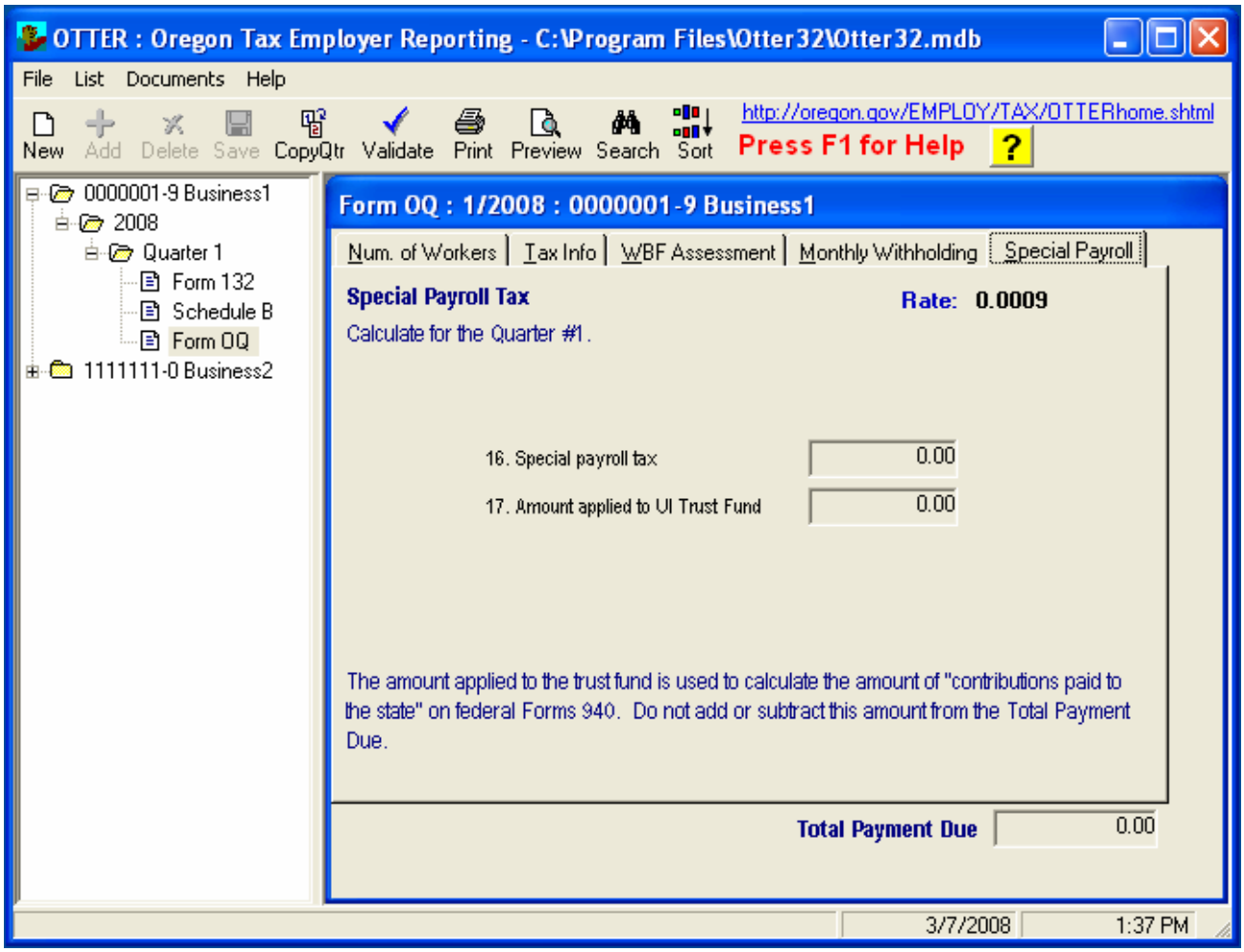
Used only if required to deposit on a monthly basis. Show the amount withheld for the **third** month of the quarter.

Withholding Total

This is the total withholding for the selected quarter. This box is calculated by adding Withholding Month 1, Withholding Month 2, and Withholding Month 3.

Special Payroll Tab

The ***Special Payroll*** tab is visible in odd number years through 2006. Starting in 2007 it is visible in every quarter. The **Special Payroll Tax** transfers a small percentage of the total taxable wages to funds such as the Wage Security Fund. All such transfers were mandated by the Oregon legislature. The special payroll tax is computed by multiplying the special payroll tax rate by UI Taxable Wages (Box 3A).



Special Payroll Tab Field Descriptions

☞ The ***Special Payroll*** tab will appear only on a Form OQ if the Form OQ is listed under a year and quarter when special payroll tax is due.

☞ Line ***16*** and Line ***17*** are both automatically calculated and filled in. These fields cannot be edited.

Special Payroll Tax (Box 16)

The special payroll tax is computed by multiplying UI Taxable Wage (Box 3A) by the special payroll tax rate.

UI Trust Fund (Box 17)

This box is calculated by subtracting the Special Payroll Tax (Box 16) from the UI Taxable Wages (Box 3A). This amount is applied to the UI Trust Fund. Use this amount on federal Form 940 or 940EZ as the tax actually paid to the state for the particular quarter. **Do not add or subtract this figure from taxes owed.**

How to View the Form OQ Information

☞ To view Form OQ information, select the Form OQ line under a selected quarter from the outline on the left panel.

☞ Click on the appropriate tab on the top of the tab window, or use the arrow keys to access the correct tab.

How to Add a New Form OQ

☞ Add a new quarter to the outline.

A new quarter must be added to create a new Form OQ. *See* How To Add A New Quarter*.*

☞ Select the *Form OQ* listed under the newly added quarter in the outline on the left panel.

☞ Click on the individual tabs and enter information into the appropriate fields.

Please see Num. of Workers Tab *field descriptions for further information.*

Please see Tax Info Tab *field descriptions for further information about the* ***Tax Info****.*

Please see Workers' Benefit Fund Tab *field descriptions for further information about the* ***Workers' Benefit Fund*** *info.*

Please see Monthly Withholding Tab *field descriptions for further information about the* ***Monthly State Withholding.***

Please see Special Payroll Tab *field descriptions for further information about the* ***Special Payroll*** *tab.*

☞ *To save the new Form OQ information, select* ***Save*** *from the* ***File*** *menu or from the toolbar.*

How to Edit Form OQ Information

☞ Select the Form OQ to be modified from the outline on the left panel.

☞ Modify the values in all appropriate fields.

☞ To save changes, select ***Save*** from the ***File*** menu or from the toolbar.

How to Delete a Form OQ

The selected quarter that the Form OQ is listed under must be deleted in order to delete a Form OQ. See How To Delete Quarter Information*.*

How to Preview and Print Form OQ Report

☞ To preview the report before printing it, select ***Print Preview Form OQ Report*** from the ***File*** menu or toolbar at the top of the screen.

This option is only available when a Form OQ is selected from the outline on the left panel.

☞ To print the report, select ***Print Form OQ Report*** from the ***File*** menu or from the toolbar.

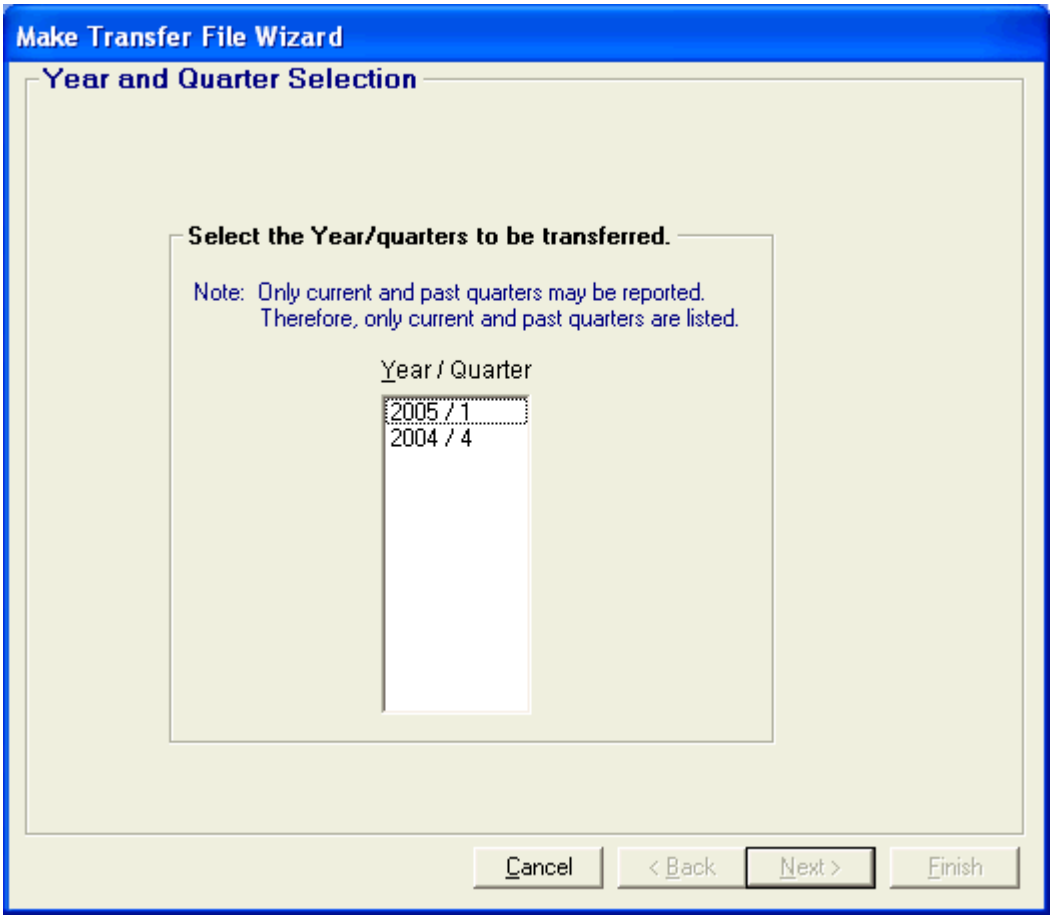
This option is only available when a Form OQ is selected from the outline on the left panel.

How to Make a Transfer File

Quarterly reports must be validated before making the transfer file.

☞ From the Validate Quarter screen, click on ***Make Transfer File*** or select ***Make Transfer File*** from the ***File*** menu on the menu bar.

The Year and Quarter Selection screen in the Make Transfer File Wizard will appear.



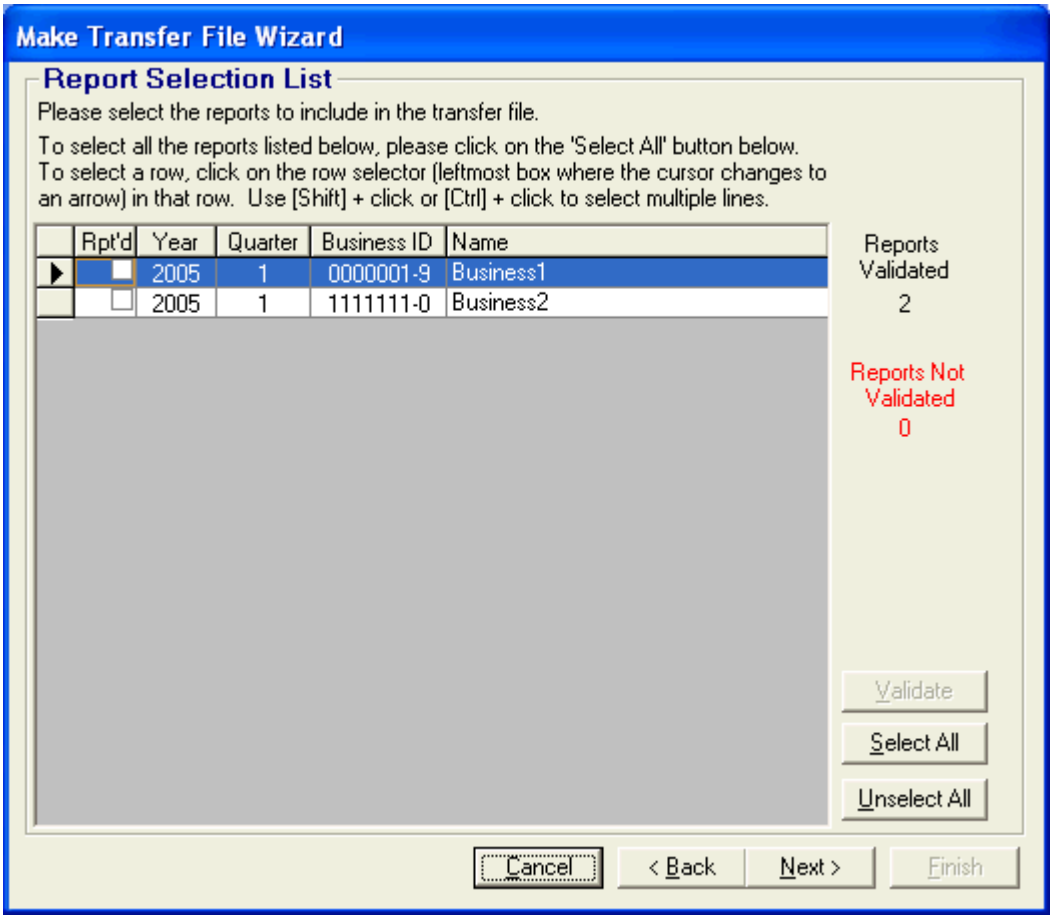
☞ Select the year and quarter(s) to be transferred.

Only current and past quarters may be reported. Therefore only current and past quarters are listed.

☞ Select ***Cancel*** to exit the Make Transfer File Wizard.

☞ Select ***Next*** to continue through the Make Transfer File Wizard.

The Report Selection Screen in the Make Transfer File Wizard will appear.



☞ Select all the reports to include in the transfer file.

Only Validated reports may be selected. Reports that have not been validated are colored red. The number of validated and non-validated reports is shown on the right side of the screen.

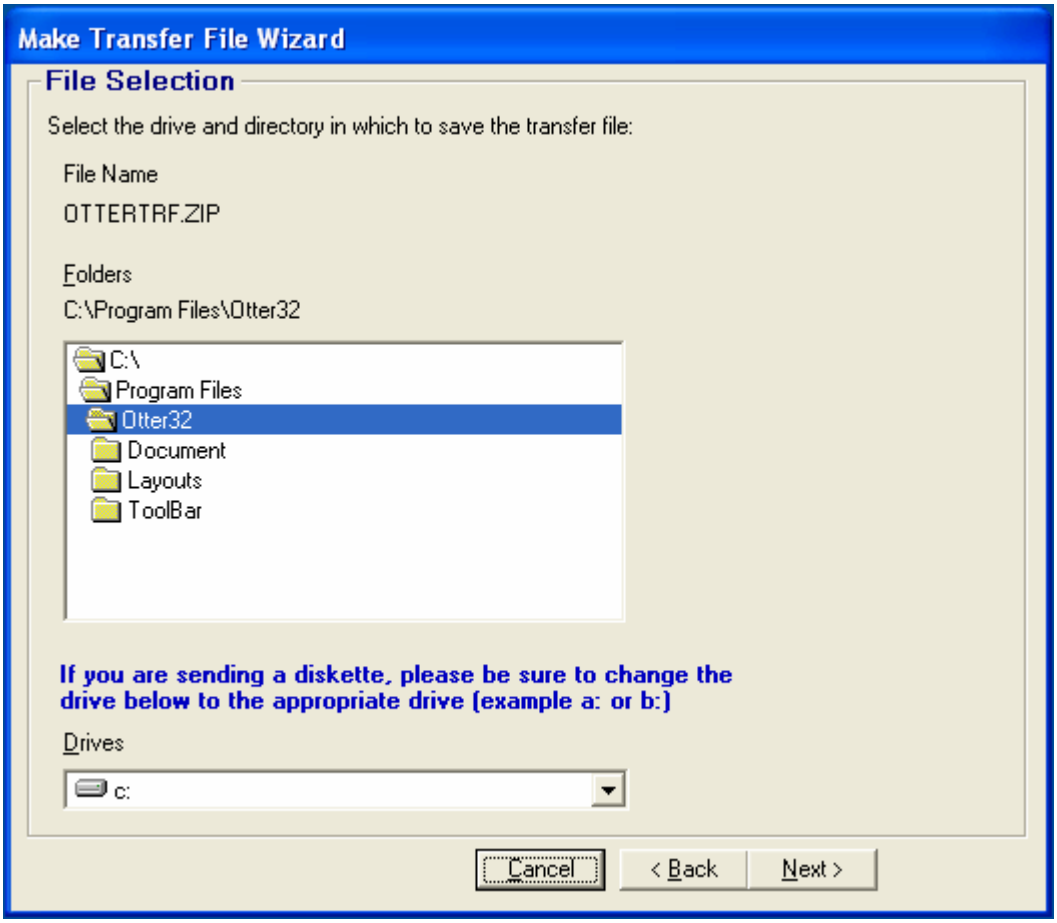
☞ To validate reports shown in red, select the report lines that need to be validated (one at a time) and press the ***Validate*** button.

☞ Select ***Cancel*** to exit the Make Transfer File Wizard.

☞ Select ***Back*** to return to the previous Make Transfer File Wizard screen.

☞ Select ***Next*** to continue through the Make Transfer File Wizard.

The File Selection screen in the Make Transfer File Wizard will appear.



☞ Select the drive and folder in which to save the transfer file.

*The default drive and folder is the path of your OTTER32.exe (e.g. c:\Program Files\Otter32). The transfer file will be saved as **OTTERTRF.ZIP**.*

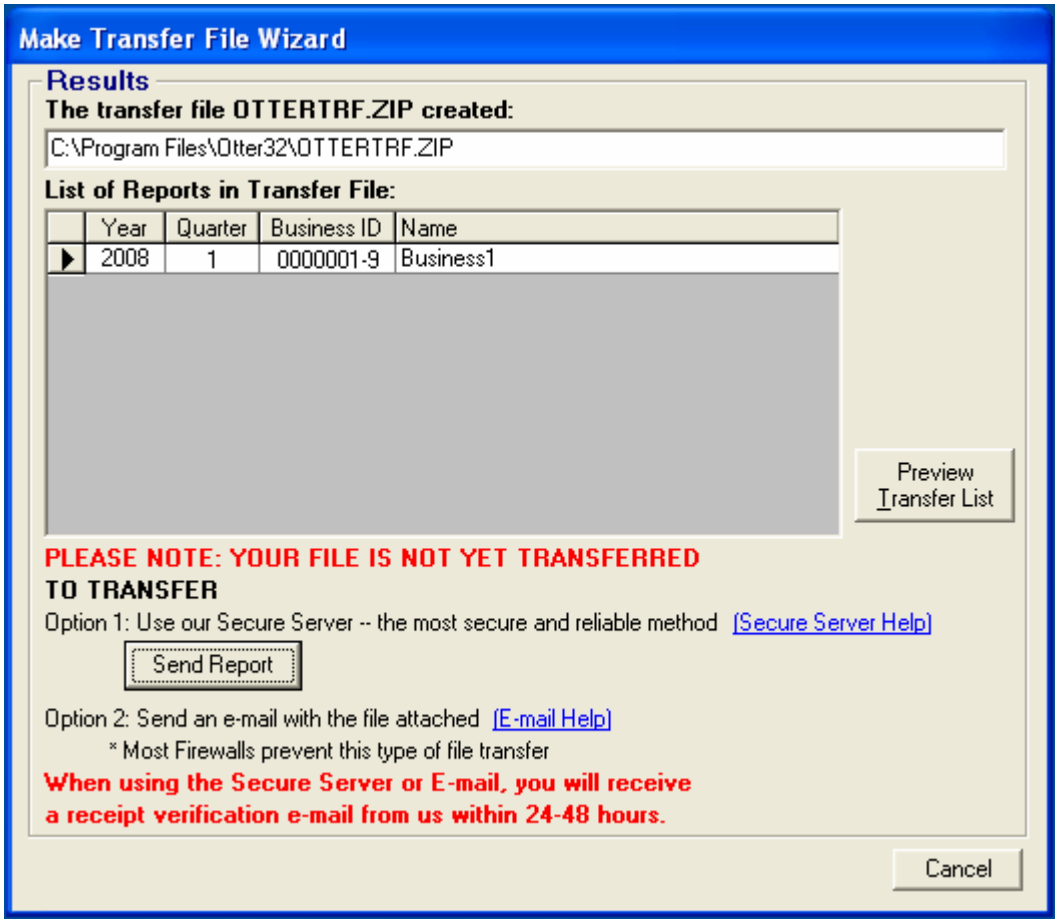
☞ If you are reporting by diskette, insert a blank disk into the floppy drive and use the down arrow in the ***Drives*** field to select the correct drive letter.

☞ Select ***Next*** to save the file out to the selected folder.

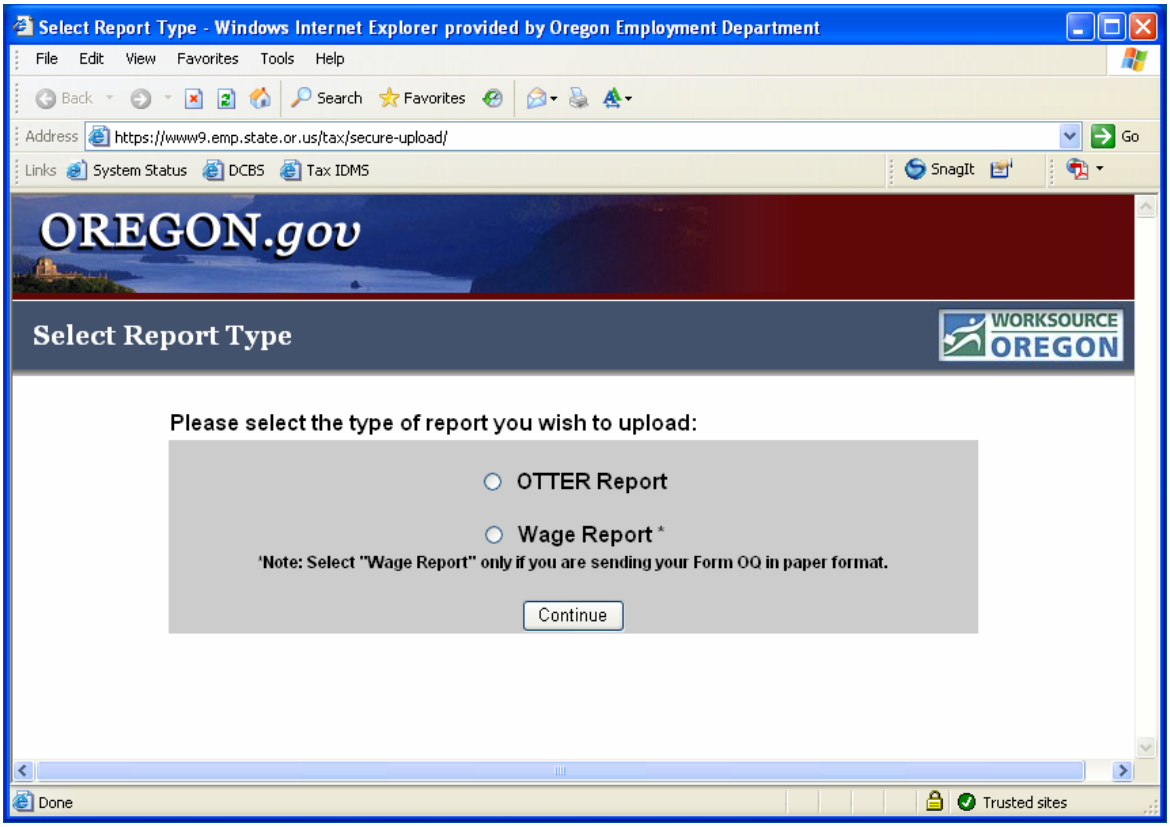
☞ Select ***Back*** to return to the previous Make Transfer File Wizard screen.

☞ Select ***Cancel*** to exit the Make Transfer File Wizard.

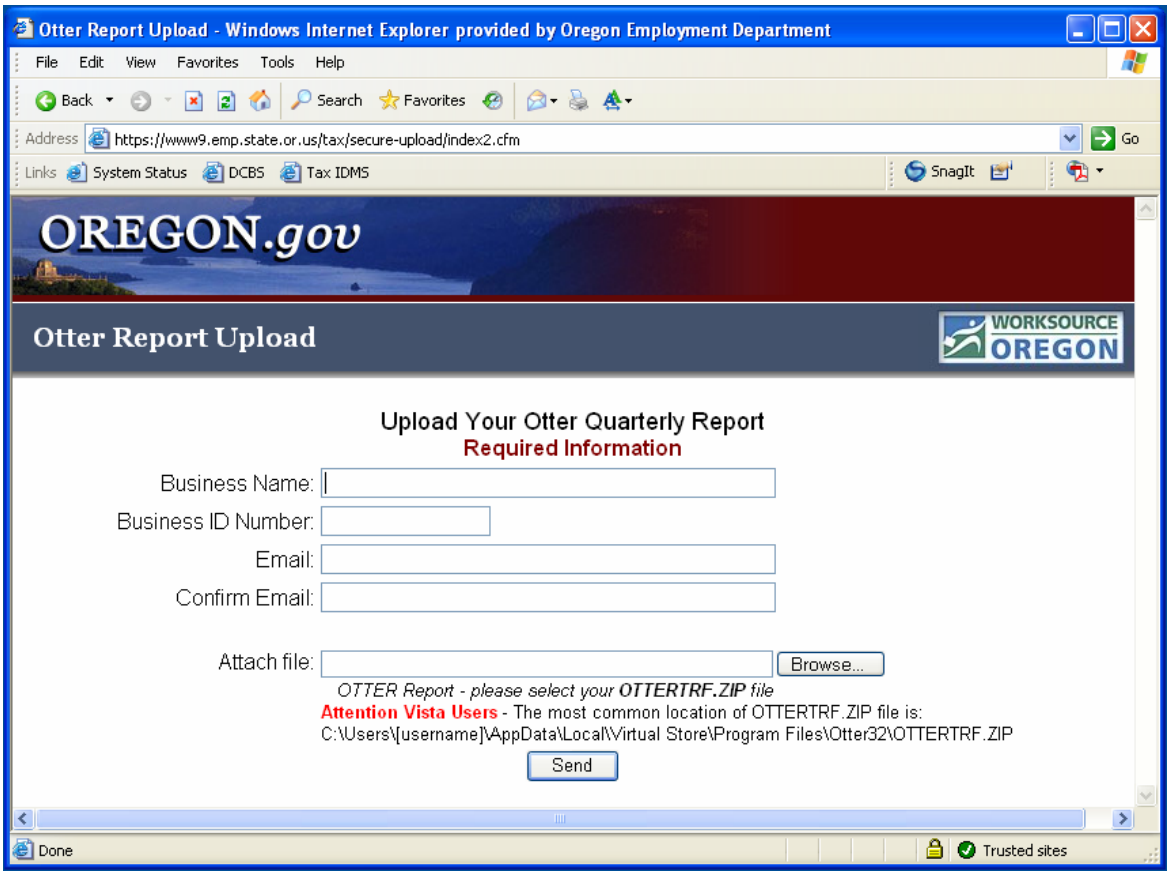
☞ The results screen will report the number of businesses transferred, the names of the reports, and whether the transfer was successful.



- Select ***Send Report*** to bring up the Secure Wage Report Upload site.
- It will also give information on how to transfer the file using the secure server or prepare the diskette to transmit to the Employment Department.
- You can transfer the file using the Secure Wage Report Upload site http://findit.emp.state.or.us/tax/secure-upload/, or via email by composing an email message and attaching the Ottertrf.zip file that was created through this process.



☞ Select ***OTTER Report*** then click on Continue.



☞ File out information then click on Send.

Sending Reports and Payments

Send Payments

Mail PAYMENT due along with an **Oregon Combined Tax Payment Coupon** (OTC) to:

Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920

PLEASE **DO NOT** SEND DISKETTES TO THE OREGON DEPARTMENT OF REVENUE**.**

Transferring report data:

See How to Make a Transfer File to create the file to transfer to the Oregon Employment Department

By Secure Server: See Transfer File using the Secure Server.

By Diskette: See Send Reports on Diskette.

By E-Mail: See Transfer File by E-Mail.

Transfer file by Secure Server

See How to Make a Transfer File (OTTERTRF.ZIP) to submit to the Oregon Employment Department.

1. Log onto the internet.
2. Go to http://findit.emp.state.or.us/tax/secure-upload (you may click on this link)
3. On the opened web page — Select Report Type -- click inside the radio button beside OTTER Report, then click the continue button. This web page will already be opened for you if you went through the steps of making a transfer file and clicked on the send report button.
4. Fill in the required information. If you are sending multiple reports, list a single business name and BIN from your zip file. We will send a response to the email address you insert. Select the correct quarter and year. Use the browse button to find your OTTERTRF.ZIP file from your computer (it defaults to C:\Program Files\OTTER32 subdirectory). Double click on the file to place its address in the attach file box.
5. Click the Send button and your file will be directed to our secure server.

Transfer File by E-mail

See How to Make a Transfer File to create the file (OTTERTRF.ZIP) to submit to the Oregon Employment Department

Not all e-mail software packages can add an attachment to an e-mail message. The most common forms permit attachments. Some e-mail only software may not have attachment options. Look through documentation that came with your e-mail software to determine if it has attachment capabilities.

1. Using your e-mail software, create a new message to be sent, using the following address:

   OTTER@emp.state.or.us

2. In the Subject line of the e-mail put the Business Identification Number of the business. If multiple businesses are being reported, please list the first business in the Subject line. In the body of the message put the number of accounts included in the OTTERTRF.ZIP file.
3. Attach the OTTERTRF.ZIP file to the e-mail message. Look for the file in the OTTER32 directory. For information on how to attach a file to an e-mail message, please refer to the documentation that came

with your e-mail software.

4. If the sent message was unsuccessful, a return message will be sent saying there was a problem. Check the address. It should say: **OTTER@emp.state.or.us**. Try to send the file again by attaching OTTERTRF.ZIP to a new e-mail message. If unsuccessful, use Transfer file by Secure Server.
5. When sending report via E-mail or using the Secure Wage Report Unload, you will receive a receipt verification e-mail within 24-48 hours.

Send Reports on Diskette

See How to Make a Transfer File to create the file (OTTERTRF.ZIP) to submit to the Oregon Employment Department

1. Write the quarter and year of the reports, the preparer's name, the preparer's phone number, and the number of reports on the diskette label.
2. Please use a diskette mailer to help safeguard the diskette from damage.
3. Mail the **DISKETTE** to:

Oregon Employment Department
Tax Section - OTTER
875 Union St. NE
Salem OR 97311-0030

Options

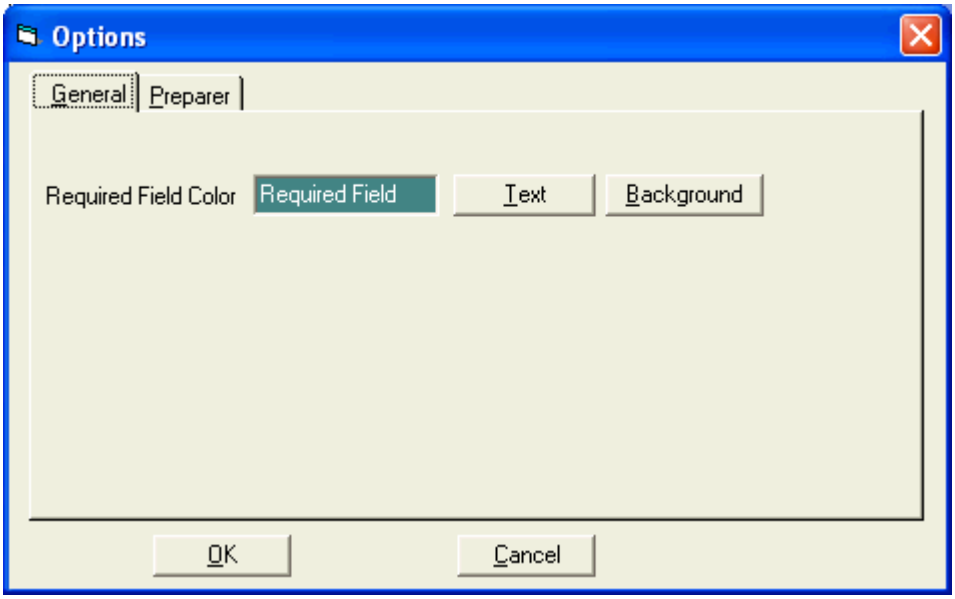
For further information, please see the following:

- How to Change Colors
- How to Change the Default Preparer Information

How to Change Colors

☞ Select ***Options*** from the ***File*** menu on the top menu bar.

*The **Options** dialog box will appear.*



☞ Select the ***General*** tab.

☞ Select the ***Text*** button to change the color of the text in all required data fields.

☞ Select the ***Background*** button to change the background in all required data fields.

☞ Select a color.

☞ Select the ***OK*** button to save the color change.

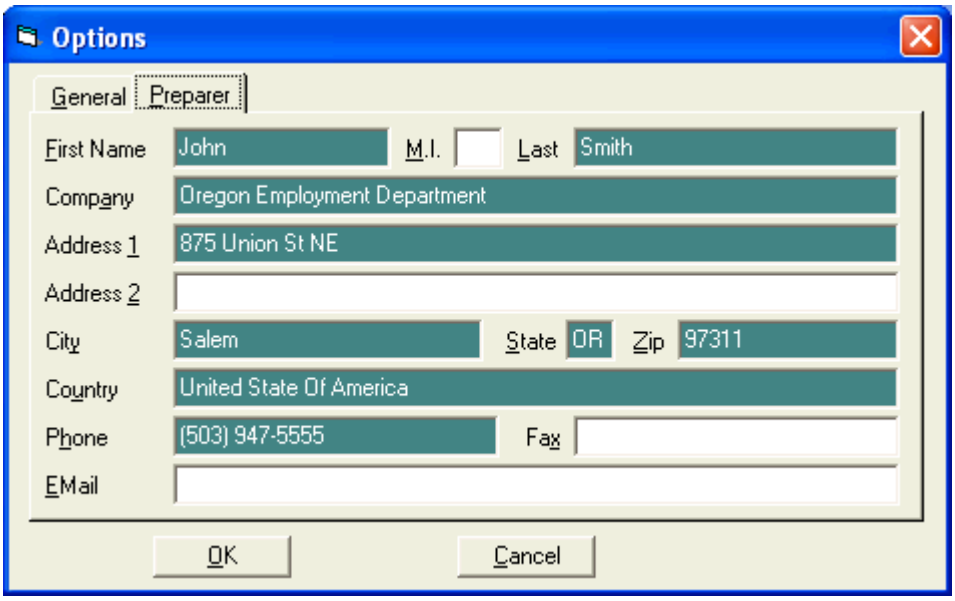
☞ Select the ***Cancel*** button to cancel the color change.

How to Change the Default Preparer Information

Changing the default preparer information will not change existing data. It will change the default preparer information for new quarters.

☞ Select ***Options*** from the ***File*** menu on the menu bar.

*The **Options** dialog box will appear.*



☞ Select the ***Preparer*** tab.

☞ Modify fields as needed.

☞ Select the ***OK*** button to save the preparer information change.

☞ Select the ***Cancel*** button to cancel the preparer information change.

☞ *Note:* Required fields have a background of different color.

Utilities

For further information, please see the following:

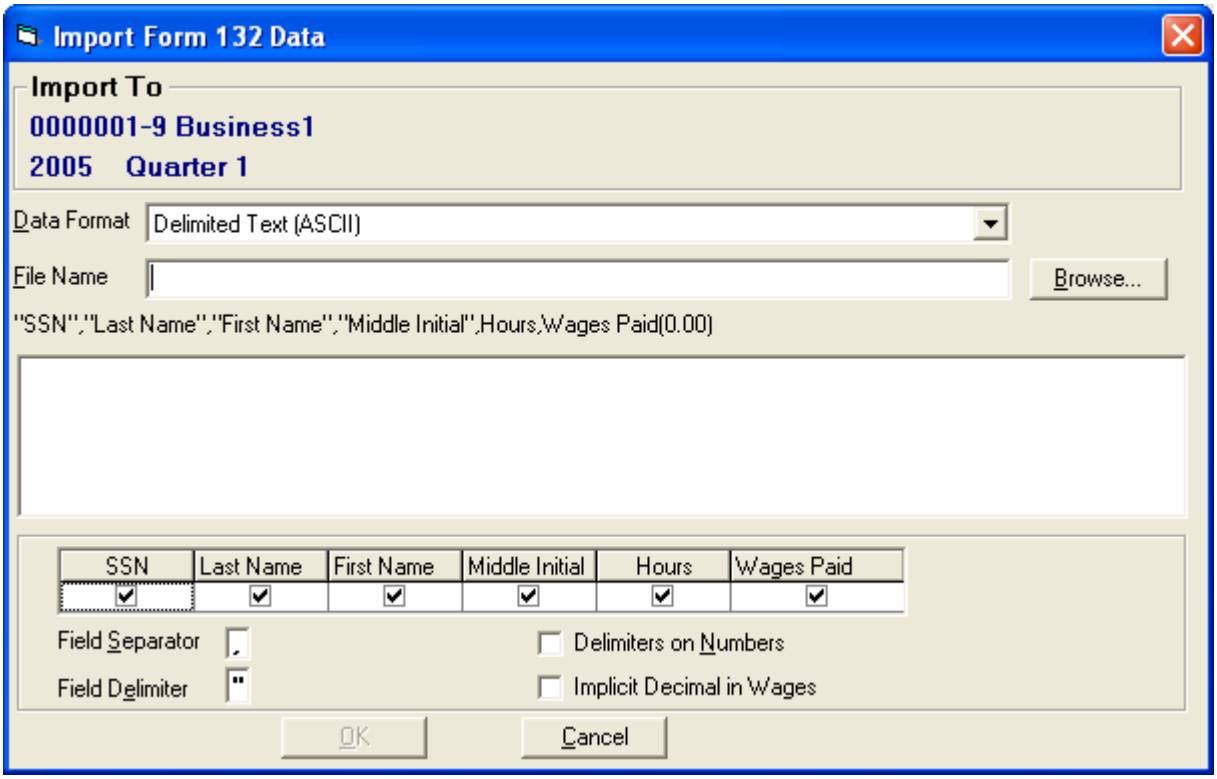
- Importing Form 132 Data
- Importing Schedule B Data
- Importing Form OQ Data
- Multiple Business Form 132 Import
- Multiple Business Schedule B Import
- Multiple Business Form OQ Import
- How to Export Data from a Form 132

Form 132 Importing

☞ Select ***Utilities*** from the ***File*** menu on the menu bar.

☞ Select ***Import Form 132 Data*** from ***Utilities***.

*The **Import Form 132 Data** dialog box will appear. This menu item is only available when a Form 132 is selected from the outline on the left panel of the screen.*



☞ Select the type of file to import from the ***Data Format*** list.

Depending upon what data format is selected; different options will appear at the bottom of the ***Import Form 132 Data*** dialog box. For further information, see Data Format Types below.

Note: If this is the first time import has been used, the default data format is Delimited Text (ASCII). If the import has been used previously, the default data format will be the data format of the last successful import.

☞ Type in the full path of the file name or select the ***Browse*** button on the right side of the dialog box to find the correct file to import.

☞ The line of text below the File Name is an example of how the file should look. If this is not how the file to be imported is formatted, the options in the bottom half of the screen will need to be used to adjust the import format.

☞ Select ***OK*** to start the import of the Form 132 data.

☞ To preview results of the importing, click the ***Preview Results*** button.

Note*:* the most recent successful import profile will be saved and retrieved the next time import is selected.

To Import more than one business's Form 132 information in one process, please see Multiple Business Form 132 Import.

Data Format Types

Import Data Formats for Single Business importing

Delimited Text (ASCII)

Fixed Width Text(ASCII)

Microsoft Excel 3.0, 4.0, 97

Microsoft Access 2.0, Access 97

Lotus wks, wk1, wk3, wk4

MMREF-1 (512 Byte)

Paradox 3.x, 4.x, 5.x

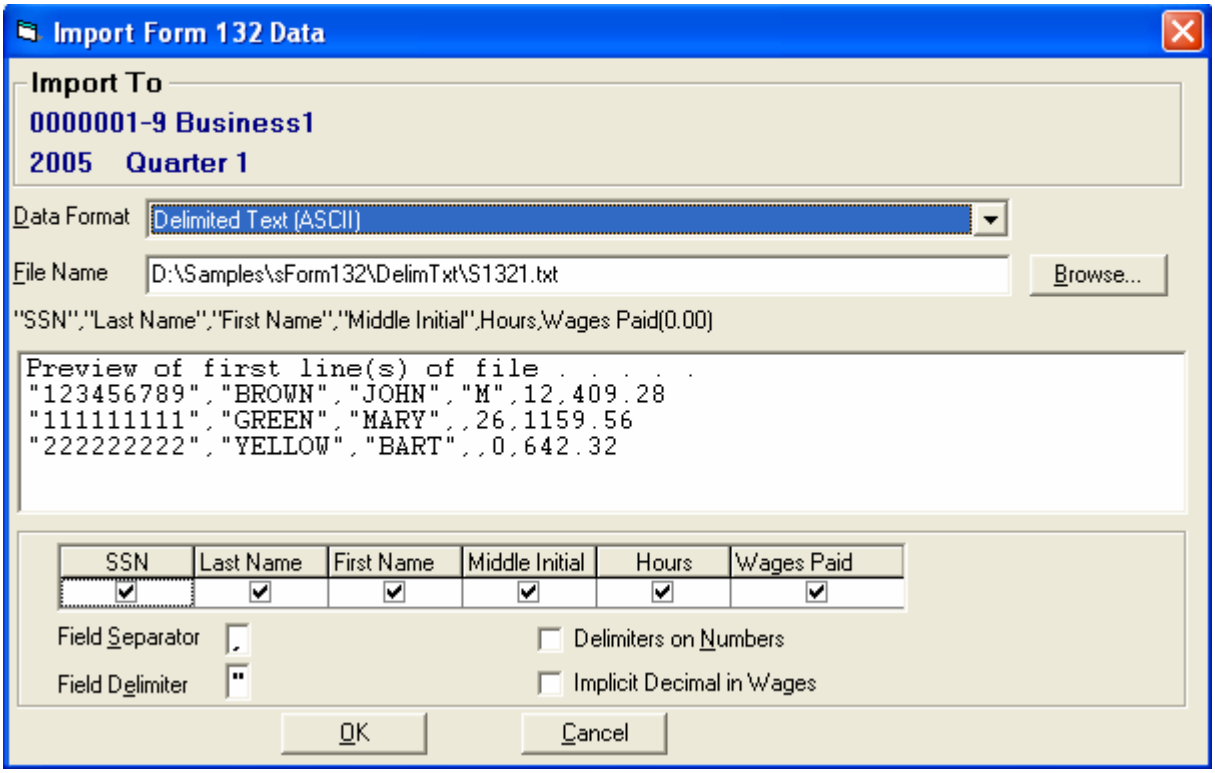
Dbase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

ASCII Delimited Text

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.



☞ Choose the order of how the fields will be imported.

☞ Using the mouse, click on the heading of the different fields and drag them to the correct position for importing the text file.

*The order of the **SSN, Last Name, First Name, Middle Initial, Hours**, and **Wages Paid** should match the order in which they appear in the delimited text file (See the preview list).*

☞ To exclude non-required fields from being imported, remove the checkmark in the box below the field name by placing the cursor in the desired column and clicking or by hitting the ***Delete*** key on the keyboard. To reselect the fields, click in the check box again, or hit the ***Insert*** key on the key board.

*Only the non-required fields (**Middle Initial**, **Hours** and **Wages**) may be excluded.*

☞ The **Field Separator** is the character that divides the fields in the text file. The default field separator is the comma.

☞ The **Field Delimiter** is the character that encloses the fields in the text file. The default field delimiter is the double quote. The field delimiter can be left blank which means there is no delimiter in the file.

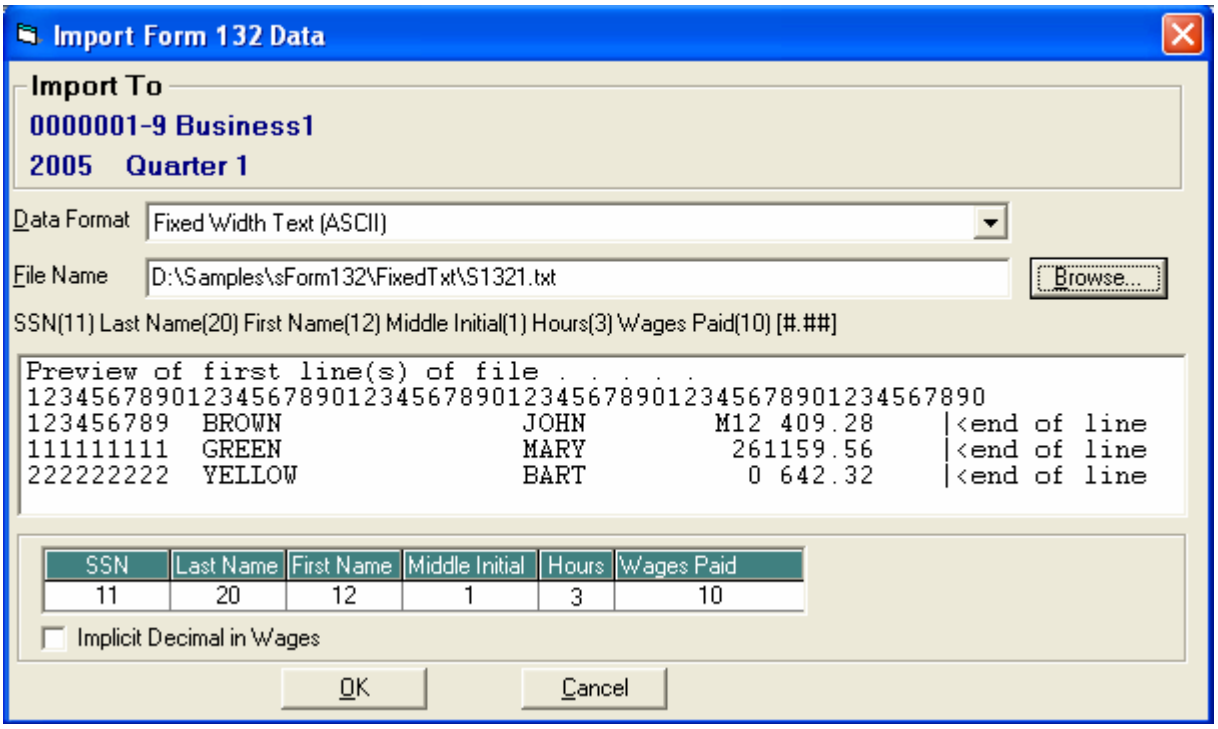
☞ The **Delimiters on Numbers** check box indicates that the numeric fields (hours and wages) are also enclosed by the **Field Delimiter.** The default is not checked, which means the numbers do not have delimiters.

☞ The **Implicit Decimal in Wages** check box indicates that no decimal point is present in the wages and the program is to assume two decimal places. This allows the wages to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

Fixed Width Text (ASCII)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Choose the order of how the fields will be imported and the lengths of each field.



*The size and position options will appear in the grid at the bottom of the **Import Form 132 Data** dialog box. The field lengths for **Fixed Width Text (ASCII)** appear under the field names.*

☞ Using the mouse, click on the heading of the different columns and drag them to the correct position for importing the text file.

*The order of the **SSN, Last Name, First Name, Middle Initial, Hours**, and **Wages Paid** should match the order in which they appear in the fixed width text file (See preview list).*

☞ In the box below each field name, type in the length of the field in the ASCII text file.

☞ To exclude non-required fields from being imported, click on the column heading of the field and press the ***Delete*** key on the keyboard. The color of the column heading will change color and the field will not be included in the example text line below the File Name field on the screen. To reselect a field press the ***Insert*** key on the key board while the appropriate column is selected.

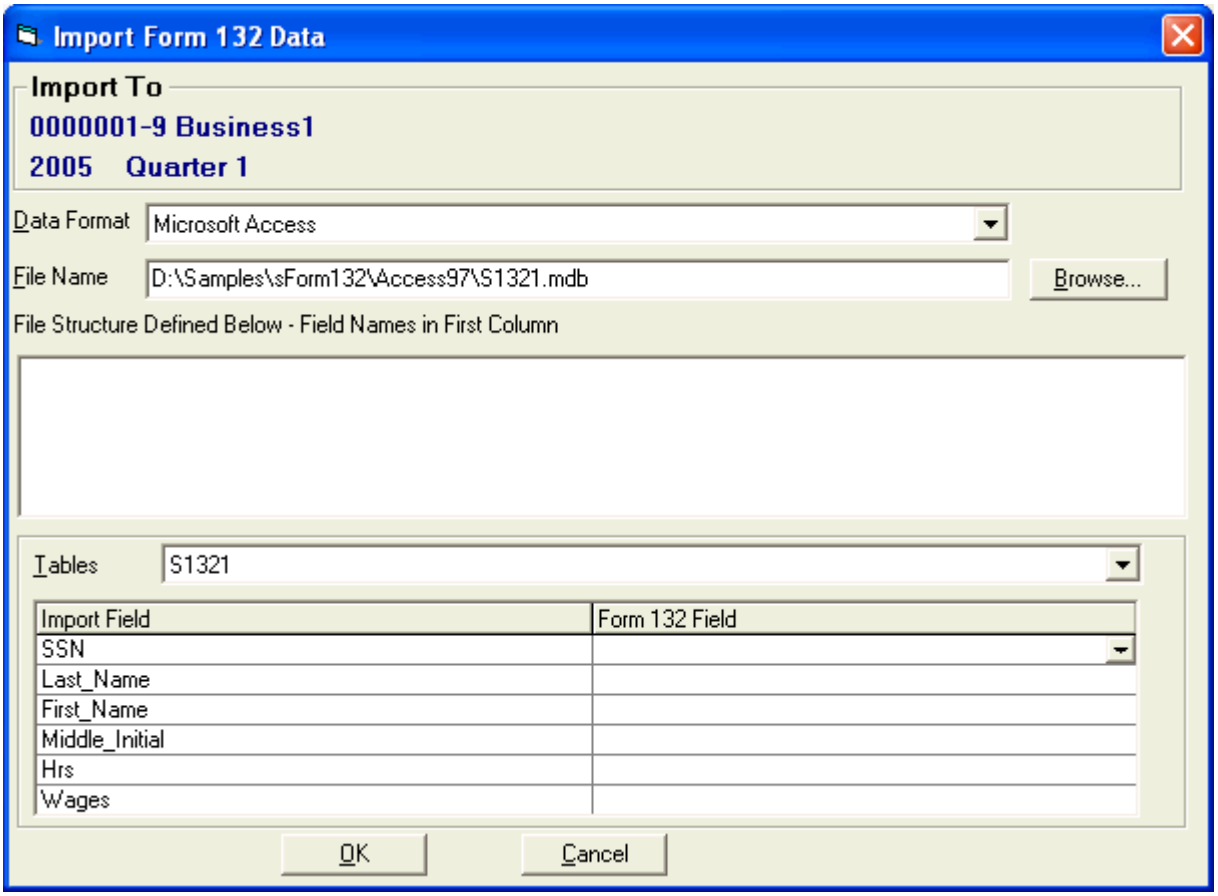
*Only the non-required fields (**Middle Initial**, **Hours** or **Wages**) may be excluded.*

☞ The **Implicit Decimal in Wages** check box indicates that no decimal point is present in the wages and the program is to assume two decimal places. This allows the wages to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

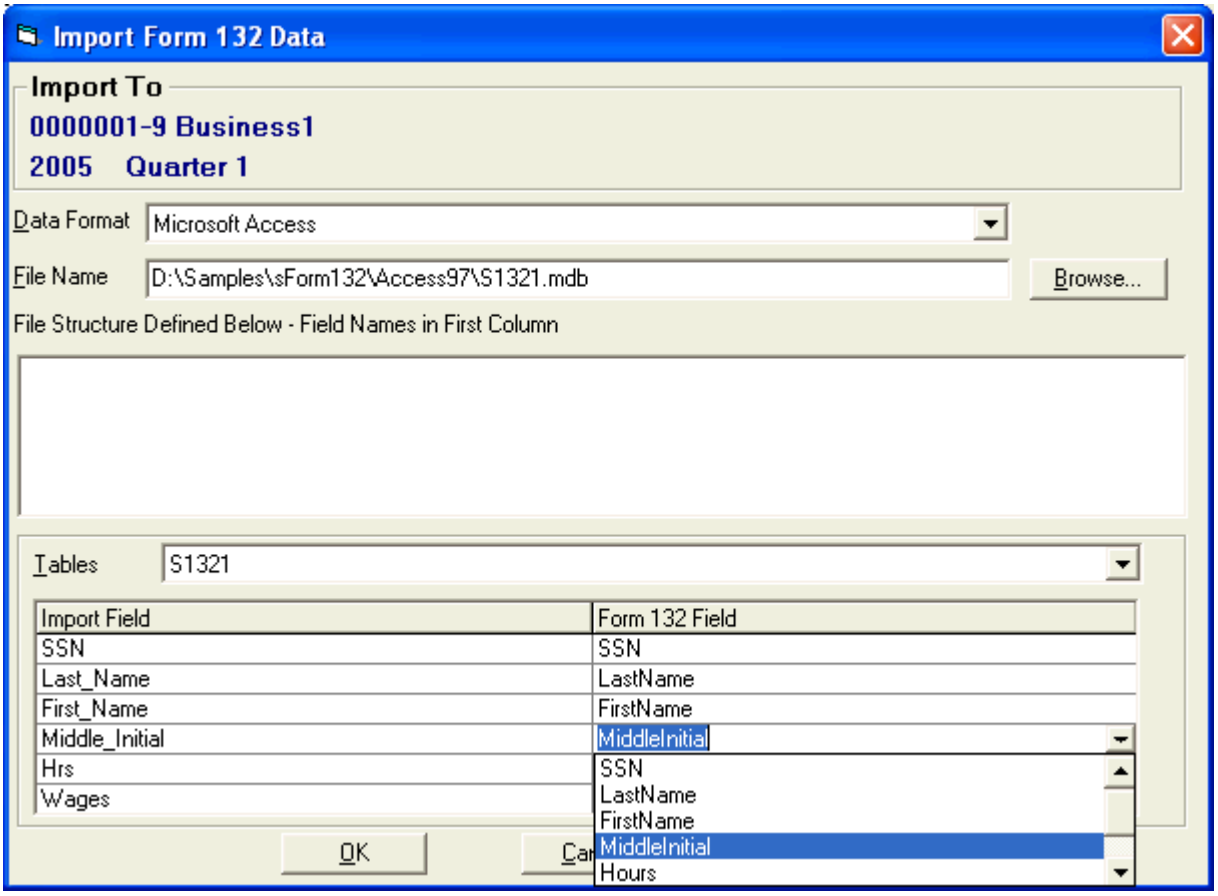
Microsoft Access 2.0, 97

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the table name to be imported from the "Tables" drop list.



*A list of field names found in the selected table will appear on the bottom of the **Import Form 132 Data** dialog box under the heading **Import Field**.*



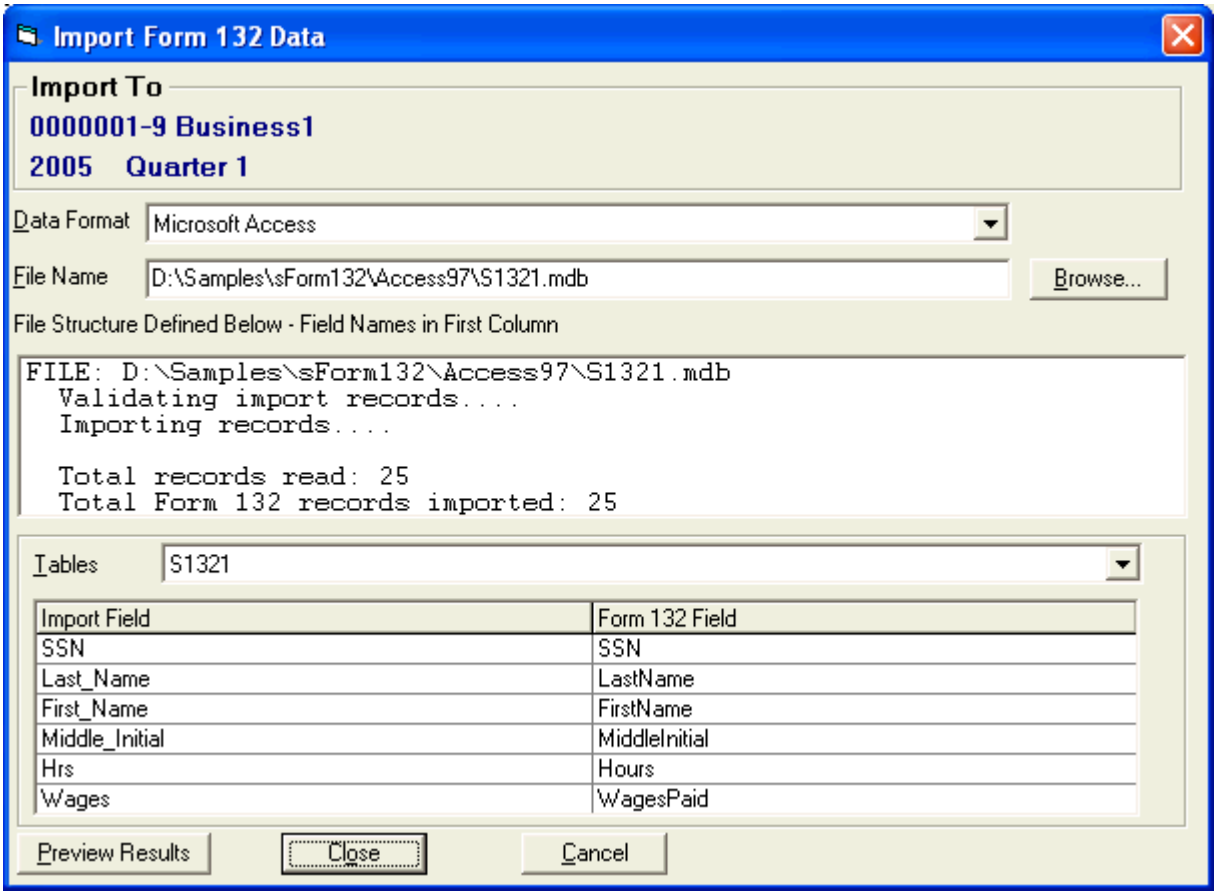
☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form 132 field into which the corresponding field on left will be imported.

☞ When all matches are made press the ***OK*** button.

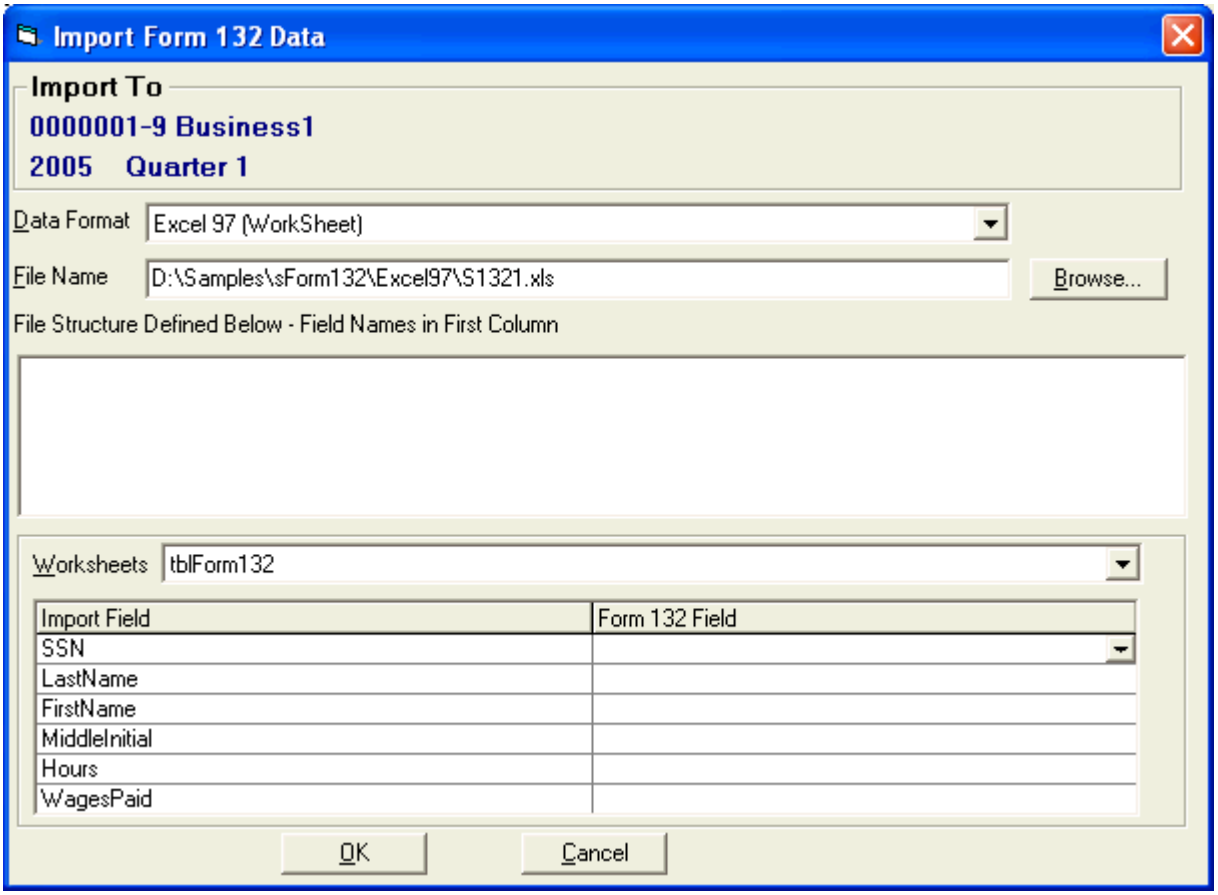
☞ A confirmation of completion should be received. If not, correct specified errors and try again.


Import Form 132 Data
Import To
0000001-9 Business1
2005 Quarter 1
Data Format
Microsoft Access
File Name
D:\Samples\sForm132\Access97\S1321.mdb
Browse...
File Structure Defined Below - Field Names in First Column
FILE: D:\Samples\sForm132\Access97\S1321.mdb
Validating import records....
Importing records....
Total records read: 25
Total Form 132 records imported: 25
Tables
S1321
Import Field
Form 132 Field
SSN
SSN
Last_Name
LastName
First_Name
FirstName
Middle_Initial
MiddleInitial
Hrs
Hours
Wages
WagesPaid
Preview Results
Close
Cancel

Use for:
Microsoft Excel 3.0, 4.0, 97, 2000, 2002, 2003
Lotus wks, wk1, wk3, wk4

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the worksheet name to be imported from the "Worksheets" drop list.



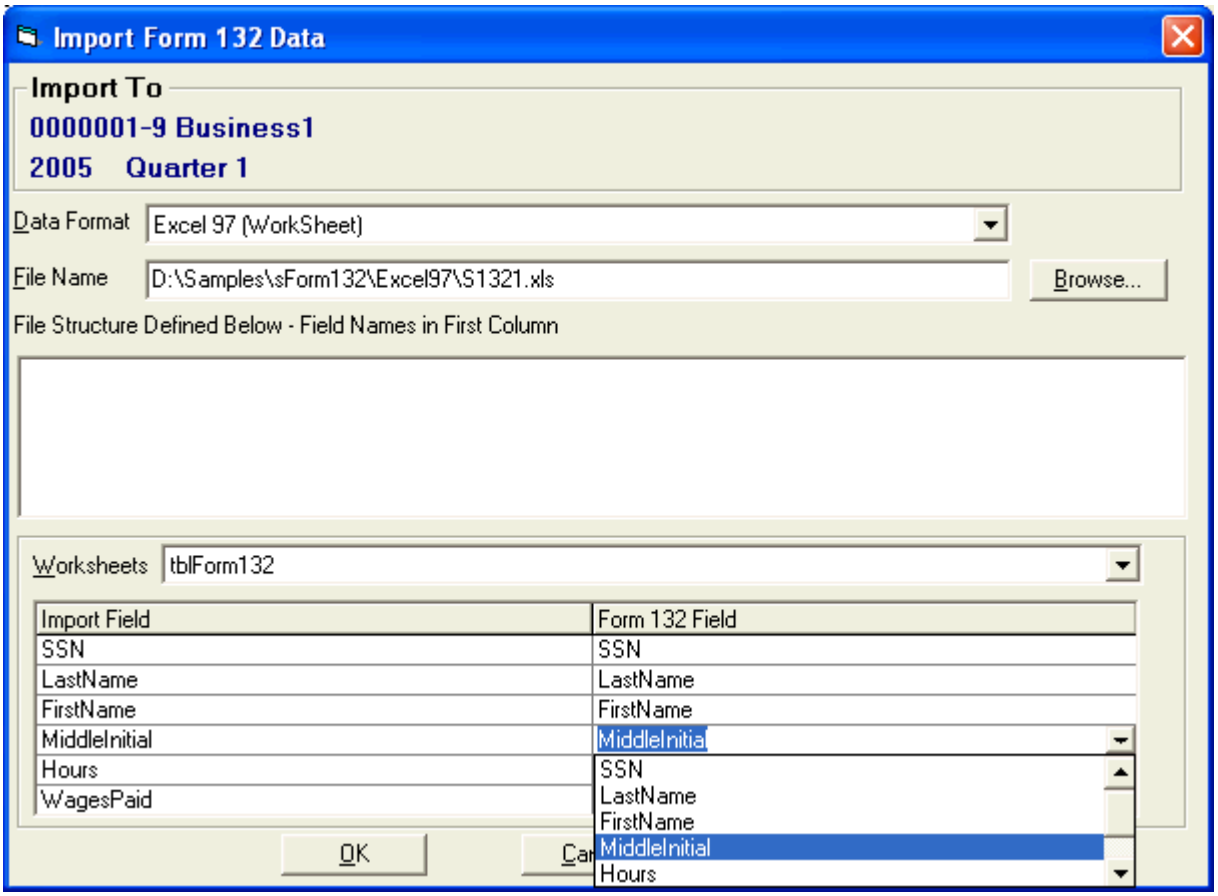
☞ A list of field names (Column Headings - 1st row of worksheet) found in the selected file will appear on the bottom of the **Import Form 132 Data** dialog box under the heading **Import Field**.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

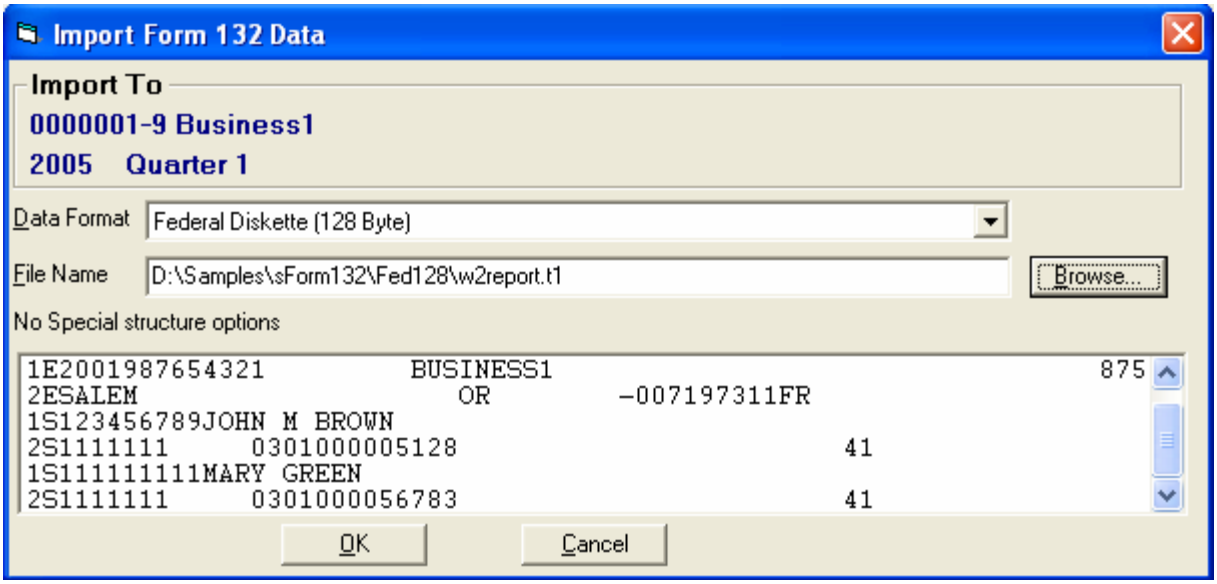
A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form 132 field into which the corresponding field on left will be imported.

☞ Press the ***OK*** button. A completion verification should be displayed. If an error message is received, correct indicated error and try again.



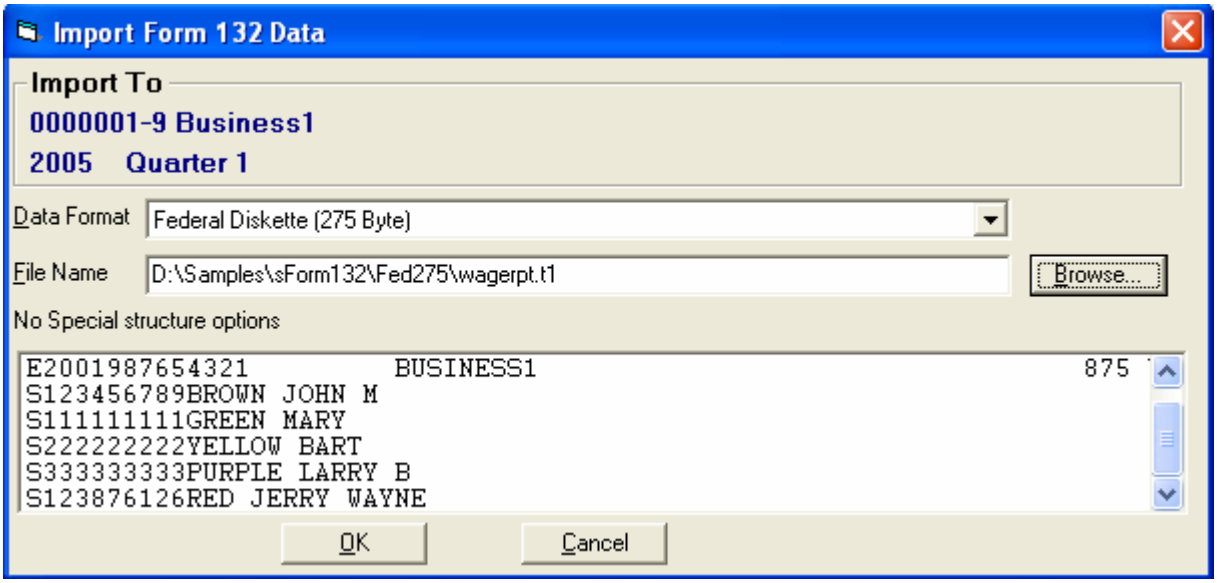
Federal Diskette (128 Byte)



These records should have a uniform 128-character length. There are four record types: 1E and 2E contain employer information, 1S and 2S contain Employee information (Supplemental).

See Federal 128 Byte Record Layouts for specific information on how to format the records.

Federal Diskette (275 Byte)

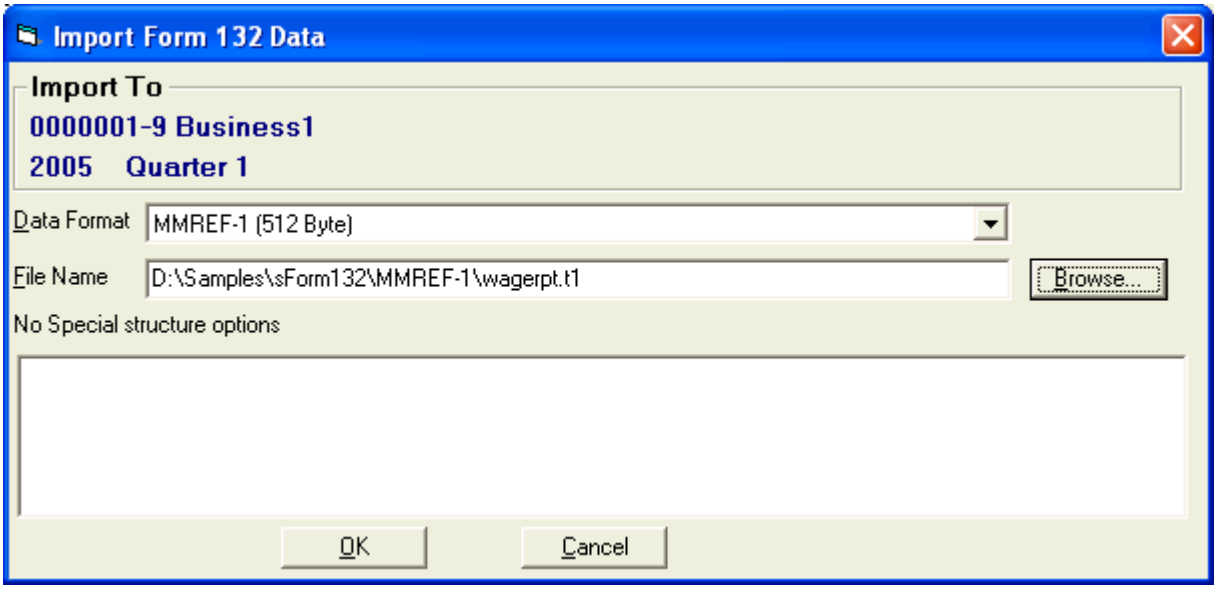


These records should have a uniform 275-character length. There are two record types: E contains employer information, S contains Employee information (Supplemental).

See Federal 275 Byte Record Layouts for specific information on how to format the records.

MMREF-1 (512 Byte)

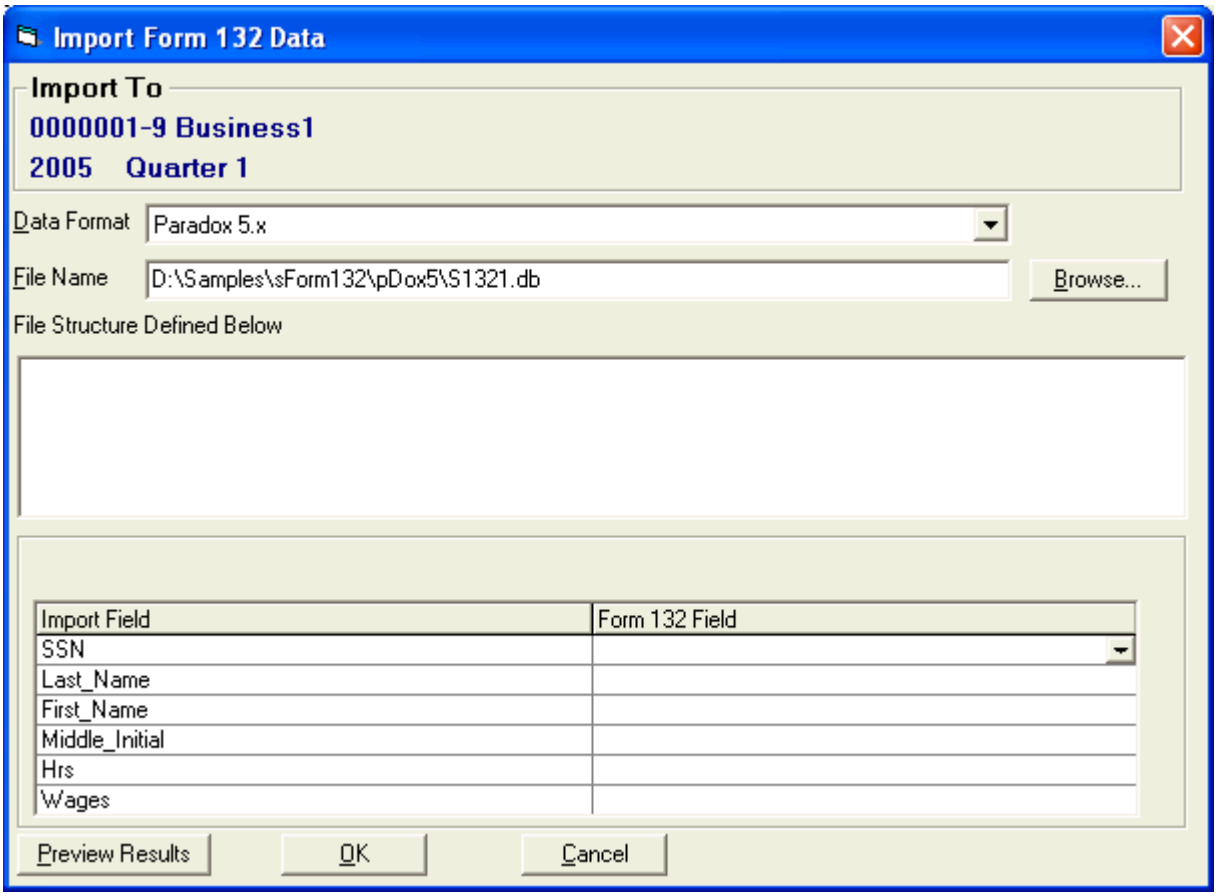
☞ Enter the name of the file to import or press the **Browse** button and select the desired file.



These records should have a uniform 512-character length. There are two record types: RE contains employer information, RS contains Employee information (State).

See MMREF-1 512 Byte Record Layouts for specific information on how to format the records.

Paradox 3.x, 4.x, 5.x
Dbase III, IV
FoxPro 2.0, 2.5, 2.6, 3.0



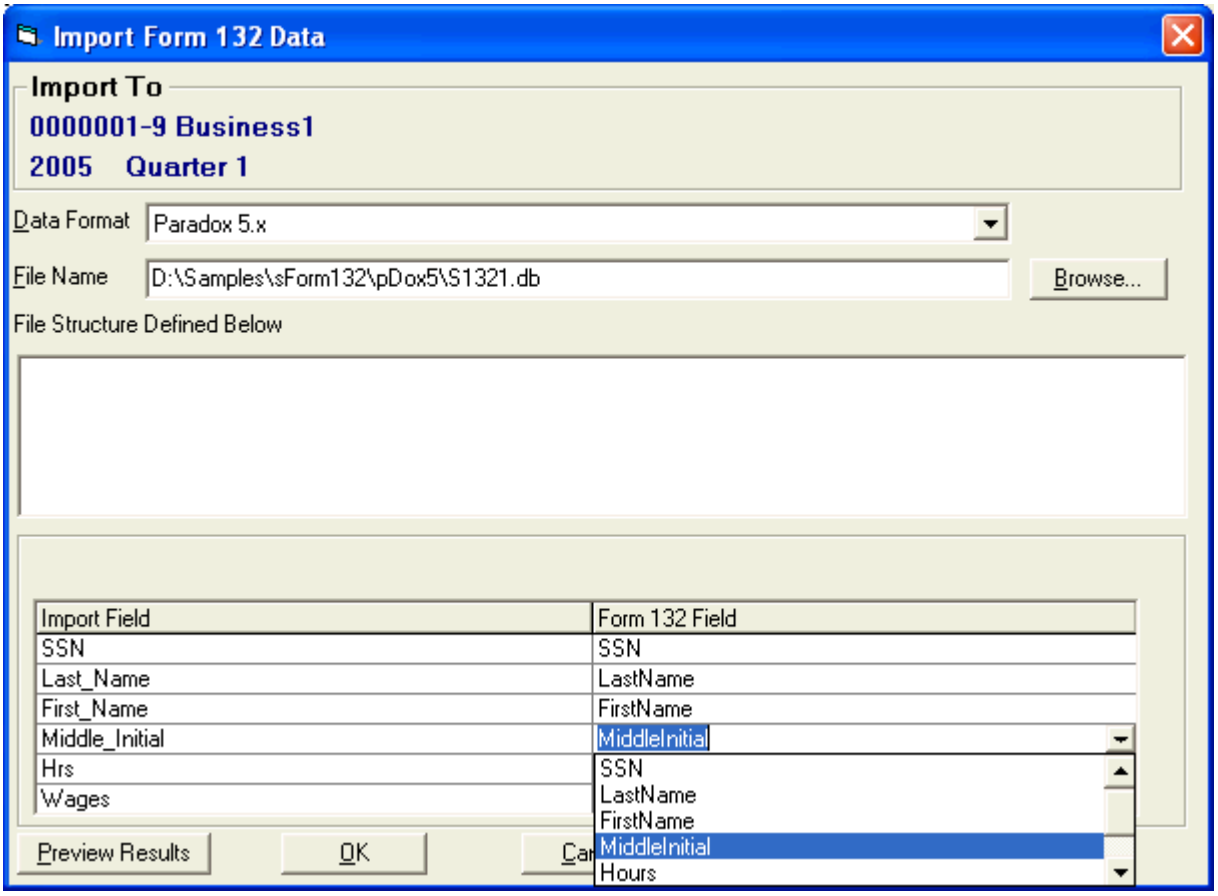
☞ Enter the name of the file to import or press the **Browse** button and select the desired file.
A list of field names found in the selected file will appear on the bottom of the **Import Form 132 Data** dialog box under the heading **Import Field**.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form 132 field into which the corresponding field on left will be imported.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.


Import Form 132 Data
Import To
0000001-9 Business1
2005 Quarter 1
Data Format
Paradox 5.x
File Name
D:\Samples\sForm132\pDox5\S1321.db
Browse...
File Structure Defined Below
Import Field
Form 132 Field
SSN
SSN
Last_Name
LastName
First_Name
FirstName
Middle_Initial
MiddleInitial
Hrs
Wages
SSN
LastName
FirstName
MiddleInitial
Hours
Preview Results
OK

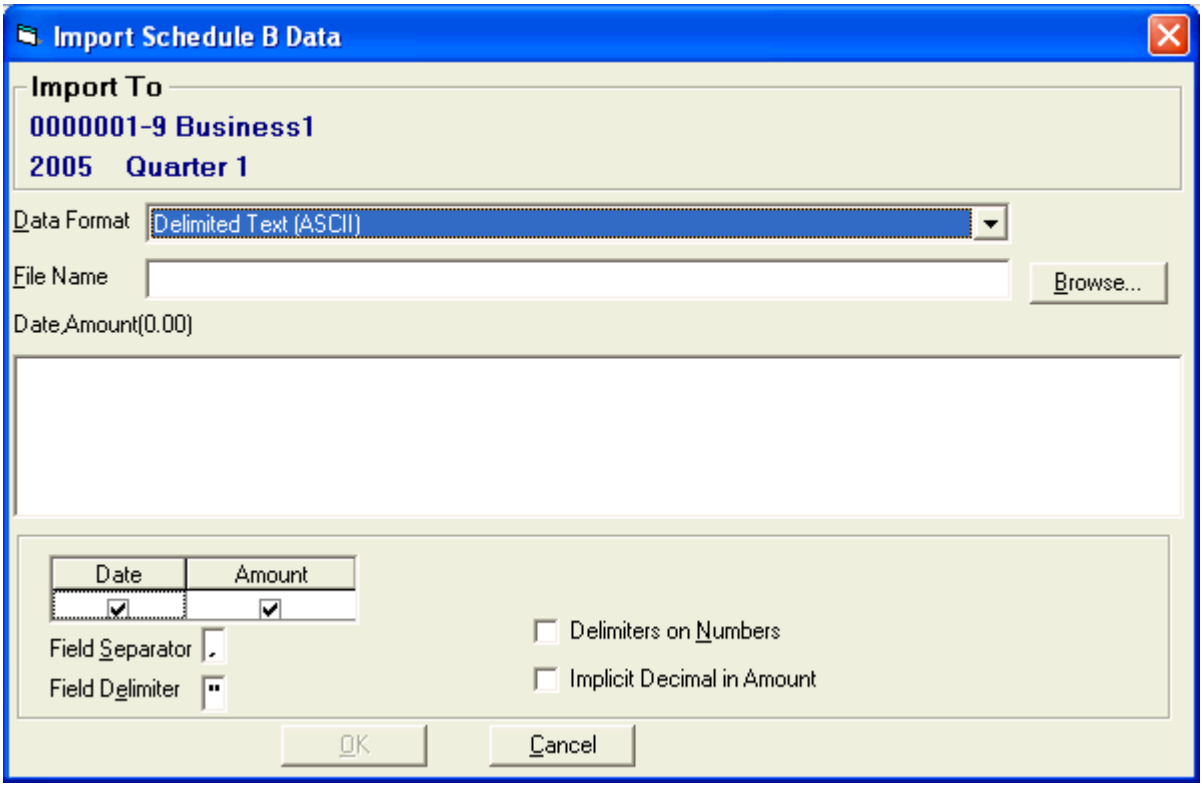
Schedule B Importing

☞ Select the Schedule B of the Business and Year/Quarter into which you wish to import data.

☞ Select ***Utilities*** from the ***File*** menu on the menu bar.

☞ Select ***Import Schedule B Data*** from ***Utilities***.

The **Import Schedule B Data** dialog box will appear. This menu item is only available when a Schedule B is selected from the outline on the left panel of the screen.



☞ Select the type of file to import from the ***Data Format*** list.

Depending upon what data format is selected; different options will appear at the bottom of the ***Import Schedule B Data*** dialog box. For further information, see Schedule B Data Formats.

Note: If this is the first time import has been used, the default data format is Delimited Text (ASCII). If the import has been used previously, the default data format will be the data format of the last successful import.

☞ Type in the full path of the file name or select the ***Browse*** button on the right side of the dialog box to find the correct file to import.`

☞ The line of text below the File Name is an example of how the file should look. If this is not how the file to be imported is formatted, the options in the bottom half of the screen will need to be used to adjust the import format.

☞ Select ***OK*** to start the import of the Schedule B data.

Note*:* the most recent **successful** import profile will be saved and retrieved the next time import is selected.

***Note*:** If errors in the data format/content are determined, no data from the selected file will be imported. A maximum of ten (10) errors will be reported before data validation is aborted.

Import Data Formats for Single Schedule B importing

Delimited Text (ASCII)

Fixed Width Text (ASCII)

Microsoft Access 2.0, Access 97

Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

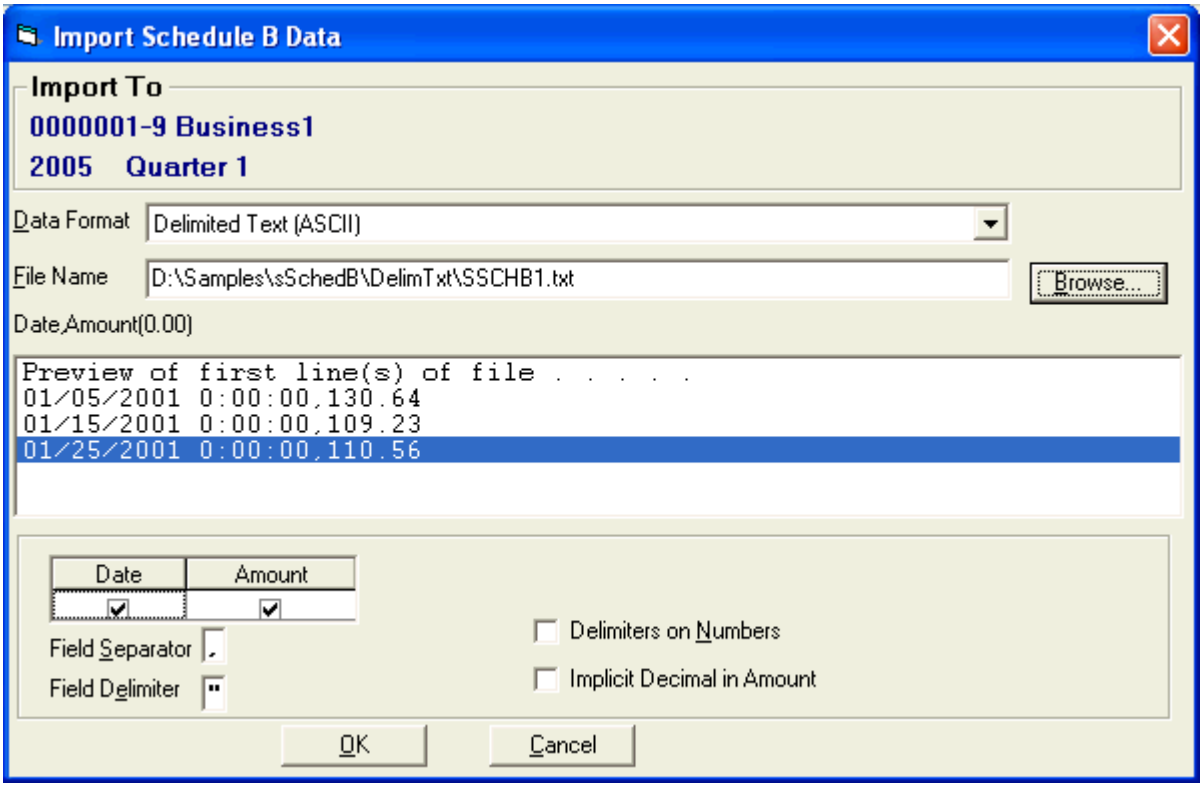
Paradox 3.x, 4.x, 5.x

Dbase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

Delimited Text (ASCII)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.



☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.

☞ Choose the order of how the fields will be imported.

☞ Using the mouse, click on the heading of the different fields and drag them to the correct position for importing the text file.

*The order of the **Date** and **Amount** should match the order in which they appear in the delimited text file (See the preview list).*

☞ To exclude non-required fields from being imported, remove the checkmark in the box below the field name by placing the cursor in the desired column and clicking or by pressing the ***Delete*** key on the keyboard. To reselect the fields, click in the check box again, or press the ***Insert*** key on the keyboard.

Only the non-required fields may be excluded.

☞ The **Field Separator** is the character that divides the fields in the text file. The default field separator is the comma.

☞ The **Field Delimiter** is the character that encloses the fields in the text file. The default field delimiter is the double quote. The field delimiter can be left blank which means there is no delimiter in the file.

☞ The **Delimiters on Numbers** check box indicates that the numeric fields (Amount) are also enclosed by the **Field Delimiter.** The default is not checked, which means the numbers do not have delimiters.

☞ The **Implicit Decimal in Amount** check box indicates that no decimal point is present in the Amount and the program is to assume two decimal places. This allows the Amount to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

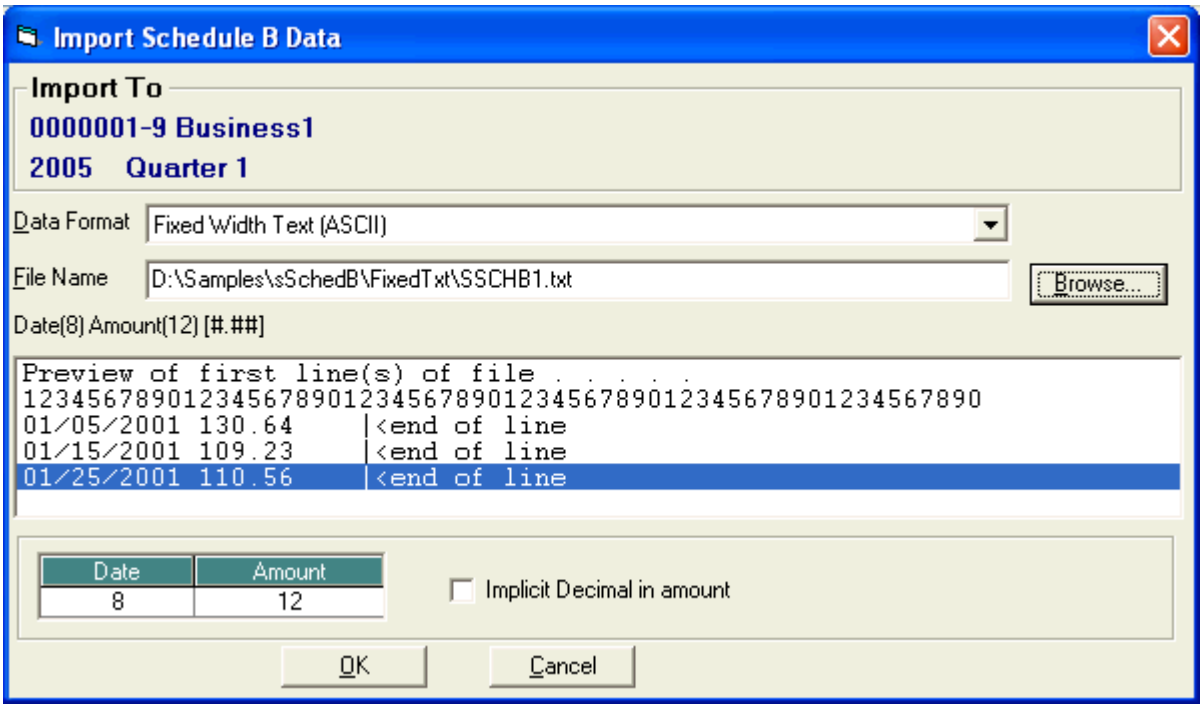
☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Fixed Width Text (ASCII)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.



☞ Choose the order of how the fields will be imported and the lengths of each field.

*The size and position options will appear in the grid at the bottom of the **Import Schedule B Data** dialog box. The field lengths for **Fixed Width Text (ASCII)** appear under the field names.*

☞ Using the mouse, click on the heading of the different columns and drag them to the correct position for importing the text file.

*The order of the **Date** and **Amount** should match the order in which they appear in the fixed width text file (See preview list).*

☞ In the box below each field name, type in the length of the field in the ASCII text file.

☞ To exclude non-required fields from being imported, click on the column heading of the field and press the ***Delete*** key on the keyboard. The color of the column heading will change and the field will not be included in the example text line below the File Name field on the screen. To reselect a field press the ***Insert*** key on the keyboard while the appropriate column is selected.

Only the non-required fields may be excluded.

☞ The **Implicit Decimal in Amount** check box indicates that no decimal point is present in the Amount and the program is to assume two decimal places. This allows the Amount to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

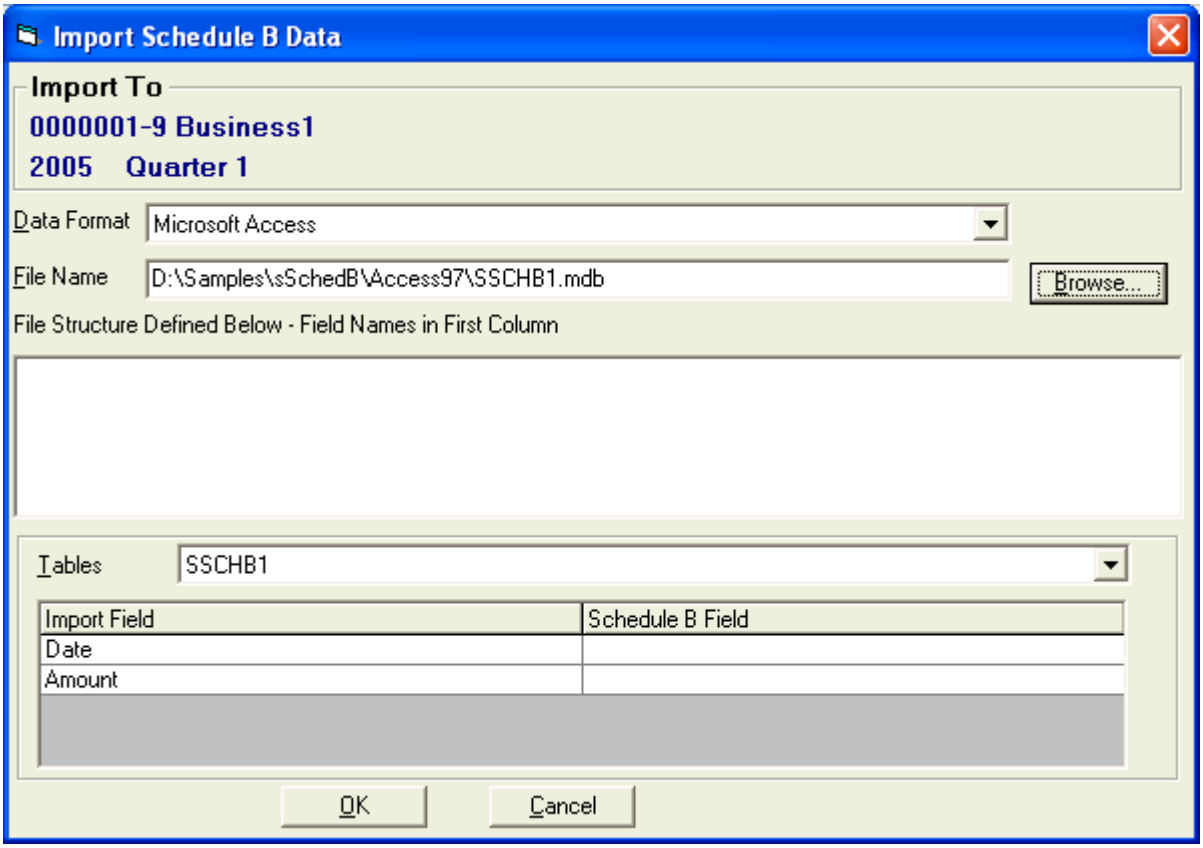
☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Access 2.0, 97

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the table name to be imported from the "Tables" drop list.

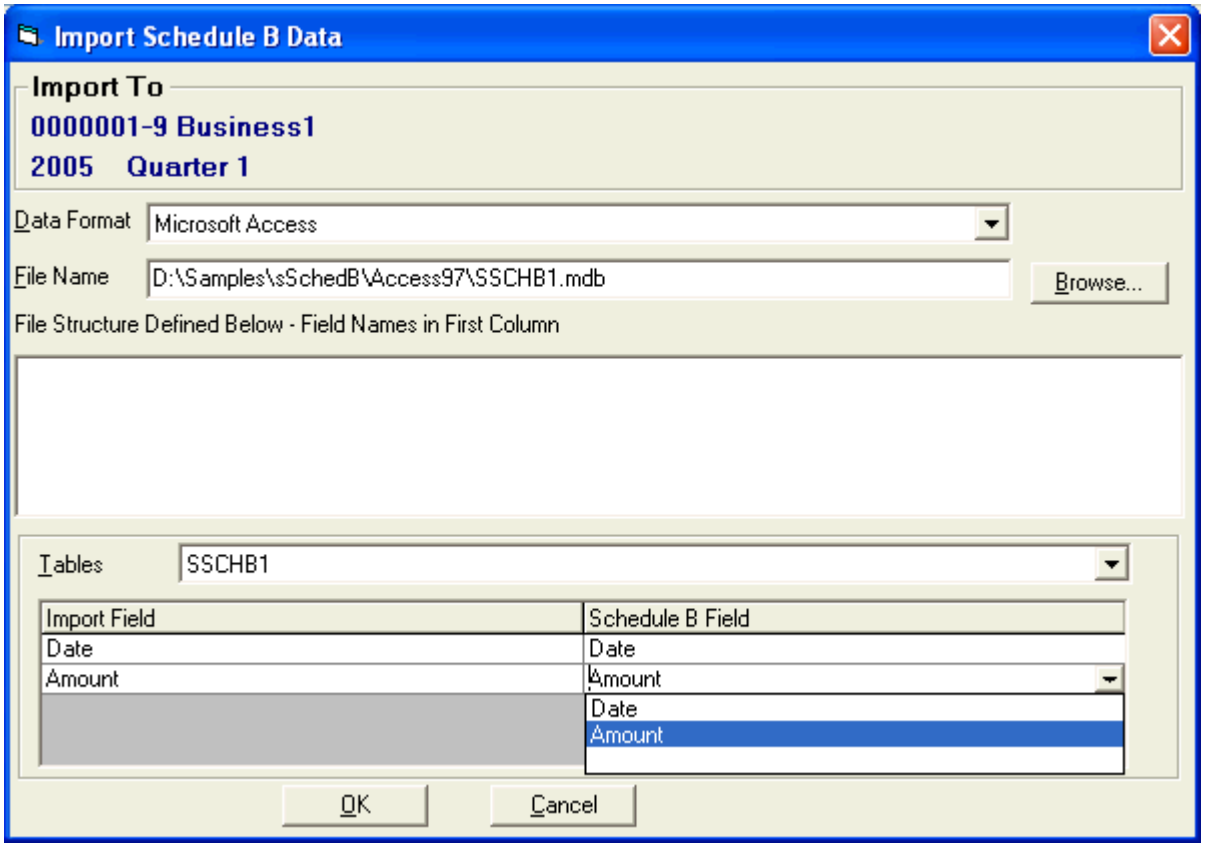


A list of field names found in the selected table will appear on the bottom of the ***Import Schedule B Data*** *dialog box under the heading* ***Import Field****.*

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Schedule B field into which the corresponding field on the left will be imported.



☞ When all matches are made press the ***OK*** button.

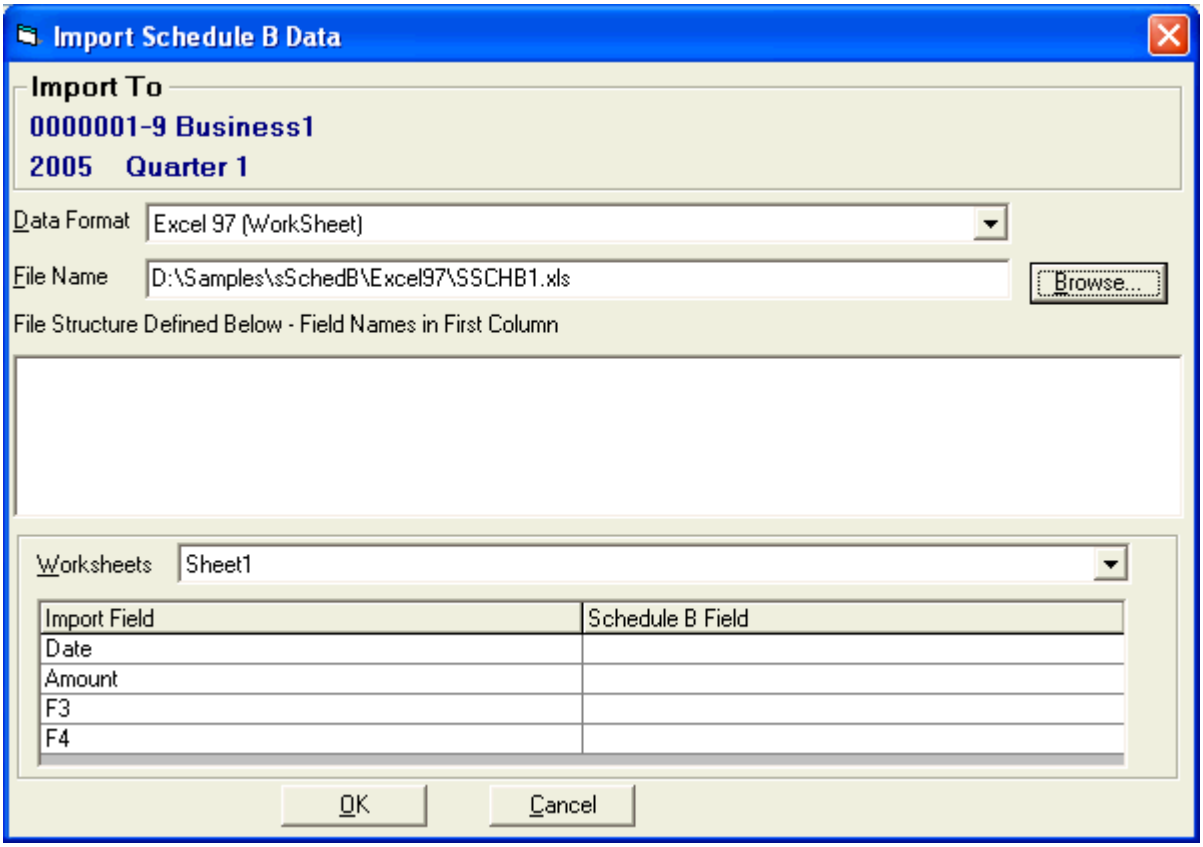
☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the worksheet name to be imported from the "Worksheets" drop list.

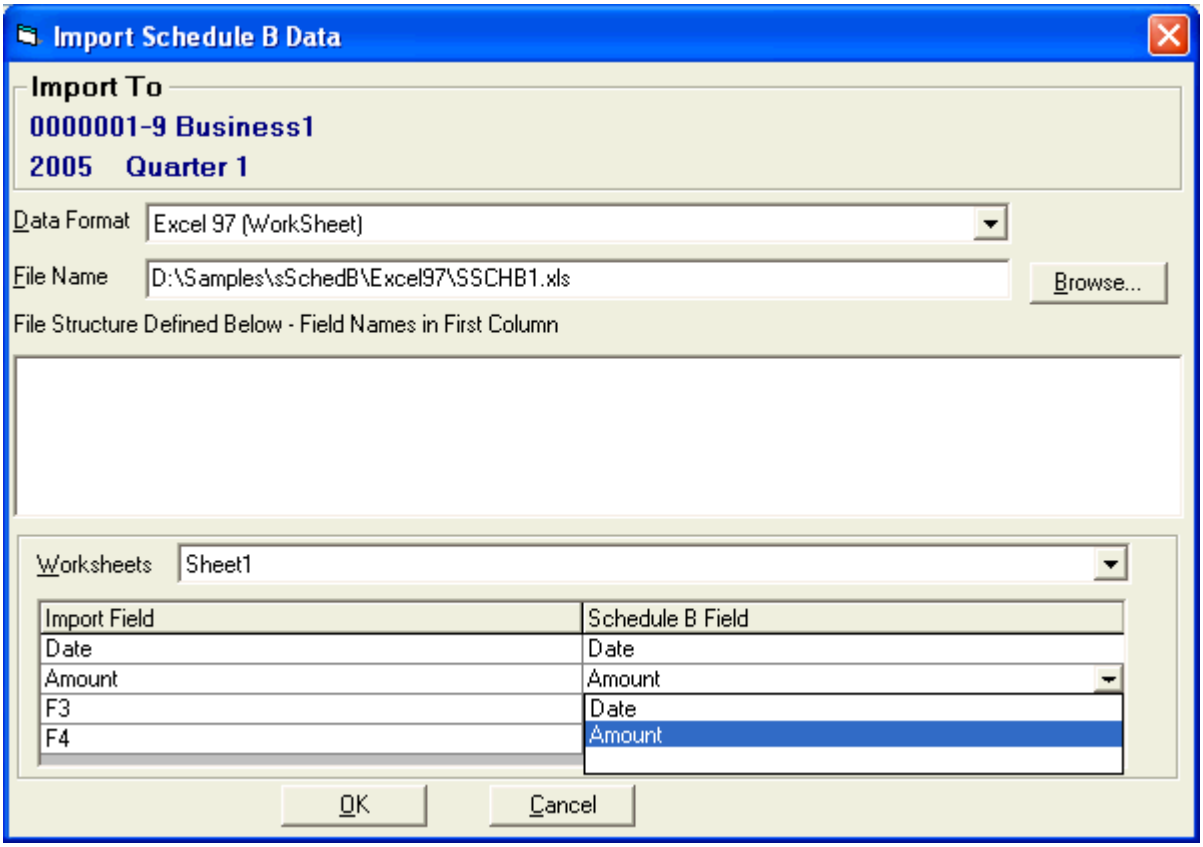


☞ A list of field names (Column Headings - 1st row of worksheet) found in the selected file will appear on the bottom of the ***Import Schedule B Data*** dialog box under the heading Import Field.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Schedule B field into which the corresponding field on left will be imported.



☞ Press the ***OK*** button.

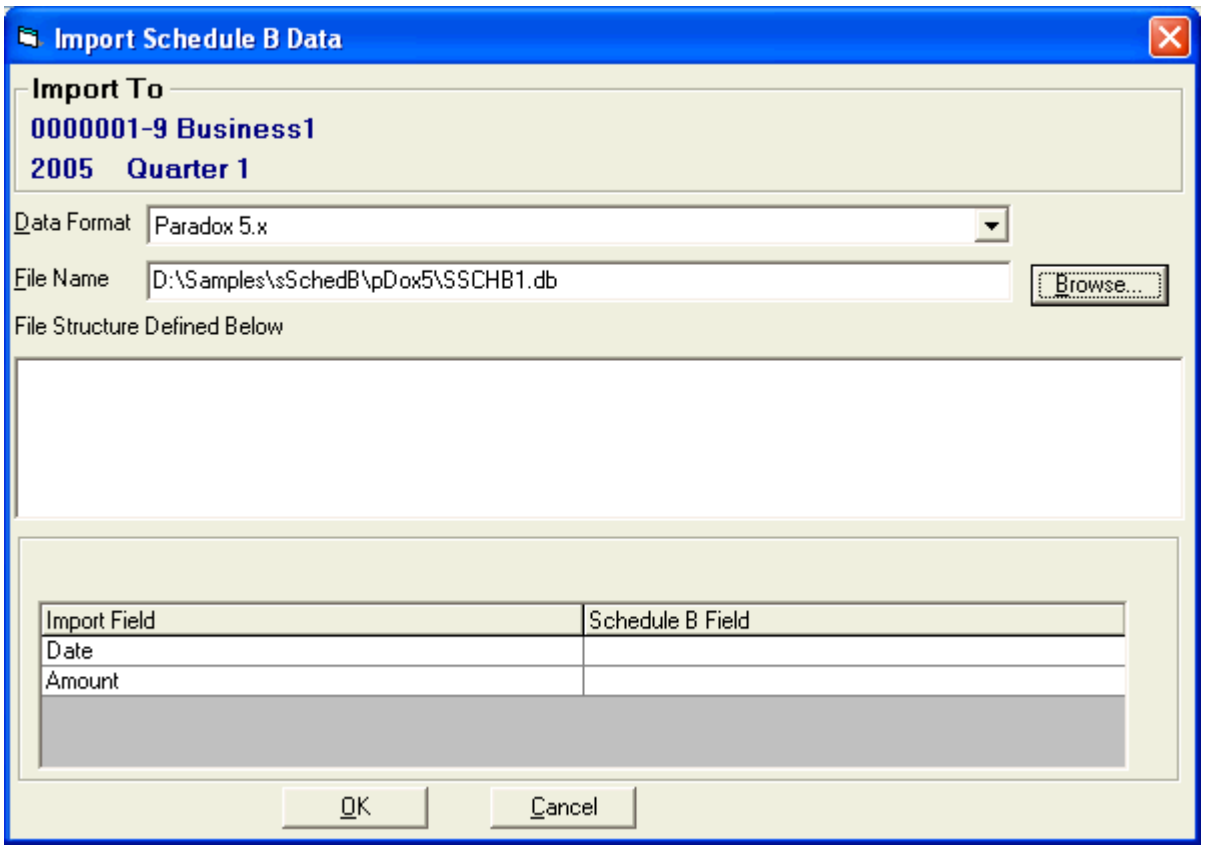
☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Paradox 3.x, 4.x, 5.x

dBase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

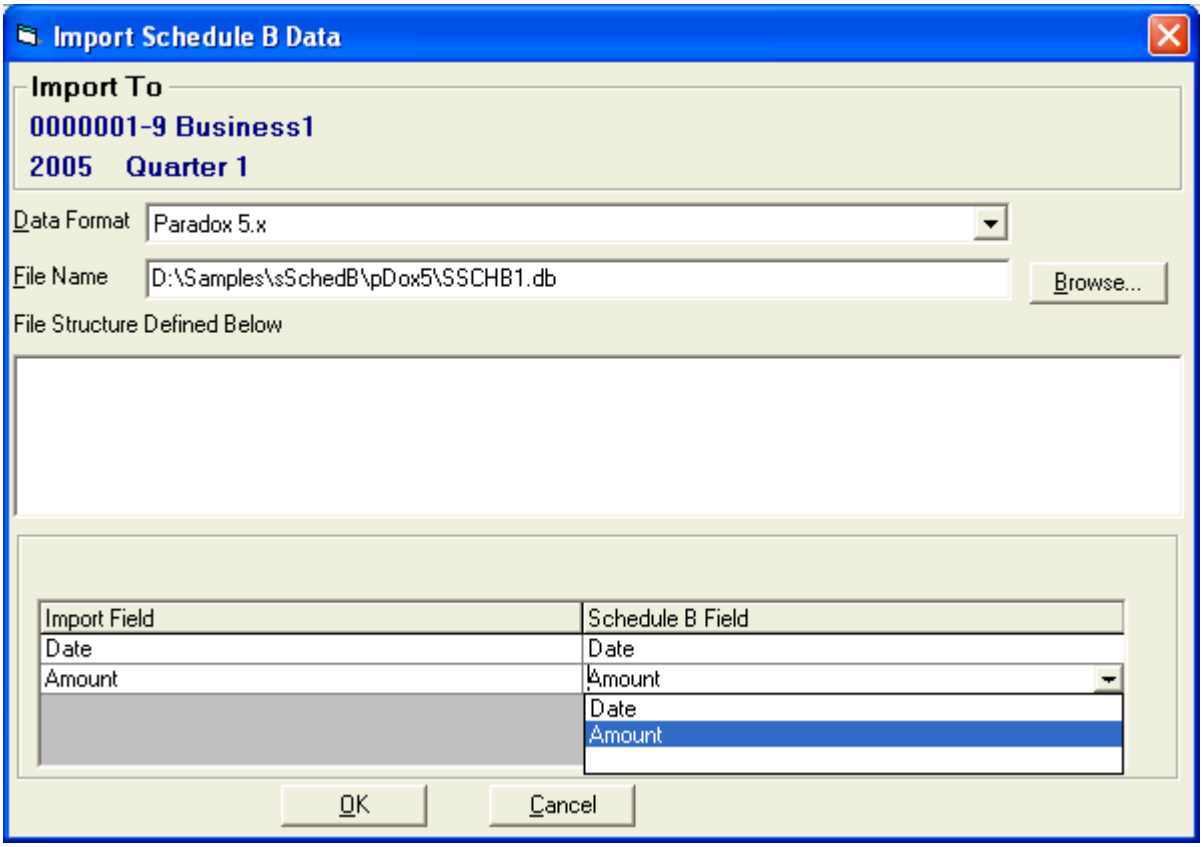


A list of field names found in the selected file will appear on the bottom of the ***Import Schedule B Data*** dialog box under the heading **Import Field**.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Schedule B field into which the corresponding field on left will be imported.

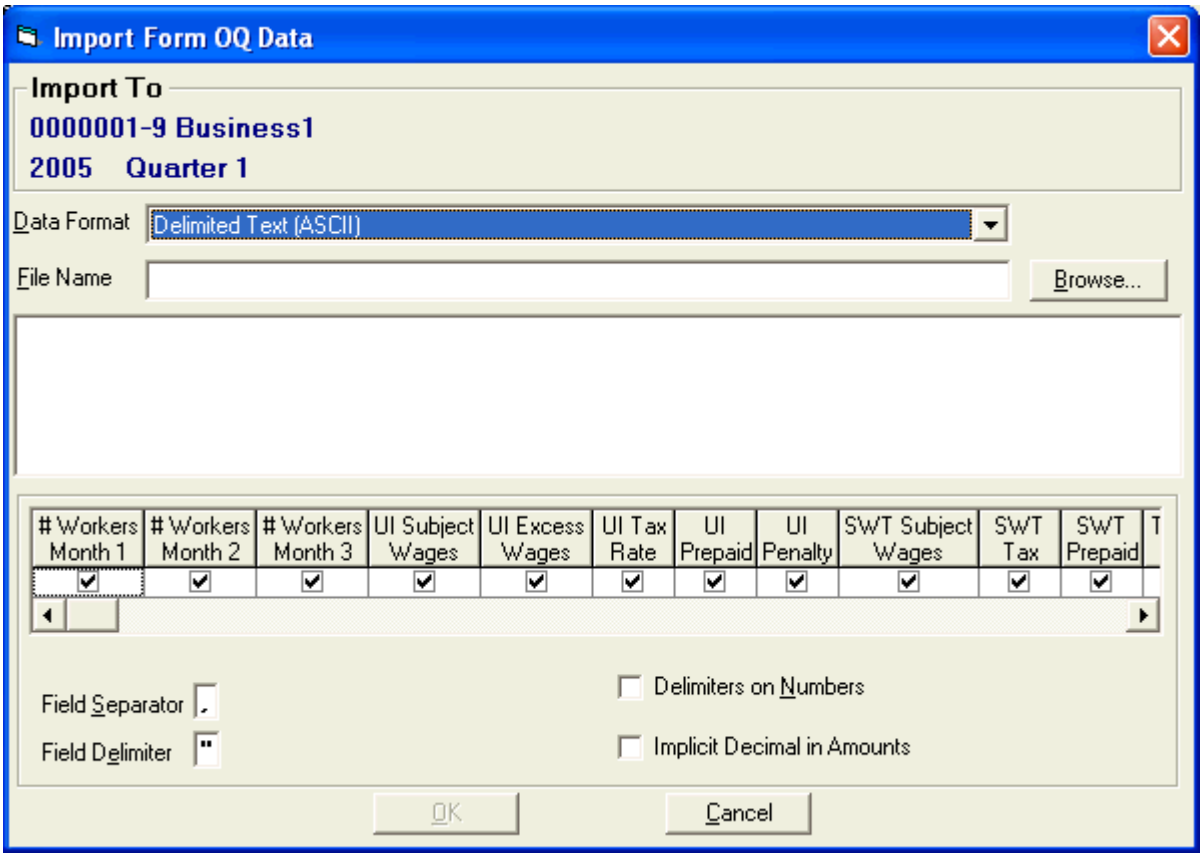


☞ Press the ***OK*** button

☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Form OQ Importing

- Select the Form OQ of the Business and Year/Quarter into which you wish to import data.
- Select ***Utilities*** from the ***File*** menu on the menu bar.
- Select ***Import Form OQ Data*** from ***Utilities***.



The **Import Form OQ Data** dialog box will appear. This menu item is only available when a Form OQ is selected from the outline on the left panel of the screen.

- Select the type of file to import from the **Data Format** list.

  Depending upon what data format is selected, different options will appear at the bottom of the ***Import Form OQ Data*** dialog box. For further information, see Form OQ Data Formats.

  Note: If this is the first time import has been used, the default data format is Delimited Text (ASCII). If the import has been used previously, the default data format will be the data format of the last successful import.

- Type in the full path of the file name or select the ***Browse*** button on the right side of the dialog box to find the correct file to import.
- Select ***OK*** to start the import of the Form OQ data.

  Note*:* the most recent **successful** import profile will be saved and retrieved the next time import is selected.

  ***Note*:** If errors in the data format/content are determined, no data from the selected file will be imported. A maximum of ten (10) errors will be reported before data validation is aborted.

  To Import more than one business's Form OQ information in one process, please see Multiple Business Form OQ Import.

Import Data Formats for Single Form OQ Importing

Delimited Text (ASCII)

Fixed Width Text (ASCII)

Microsoft Access 2.0, Access 97

Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

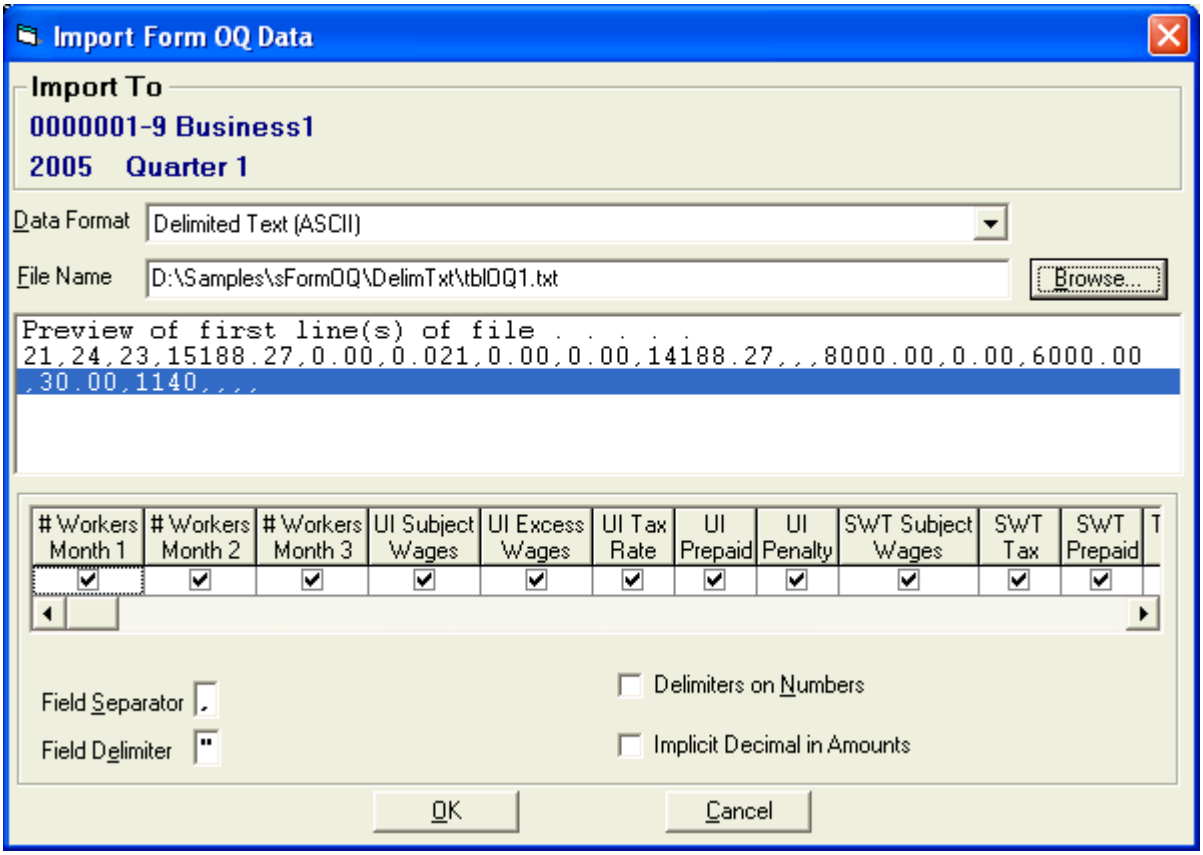
Paradox 3.x, 4.x, 5.x

Dbase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

Delimited Text (ASCII)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.



☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.

☞ Choose the order of how the fields will be imported.

☞ Using the mouse, click on the heading of the different fields and drag them to the correct position for importing the text file.

The order of the fields should match the order in which they appear in the delimited text file (See the preview list).

☞ To exclude non-required fields from being imported, remove the checkmark in the box below the field name by placing the cursor in the desired column and clicking or by pressing the ***Delete*** key on the keyboard. To reselect the fields, click in the check box again, or press the ***Insert*** key on the keyboard.

Only the non-required fields may be excluded.

☞ The **Field Separator** is the character that divides the fields in the text file. The default field separator is the comma.

☞ The **Field Delimiter** is the character that encloses the fields in the text file. The default field delimiter is the double quote. The field delimiter can be left blank which means there is no delimiter in the file.

☞ The **Delimiters on Numbers** check box indicates that the numeric fields are also enclosed by the **Field Delimiter.** The default is not checked, which means the numbers do not have delimiters.

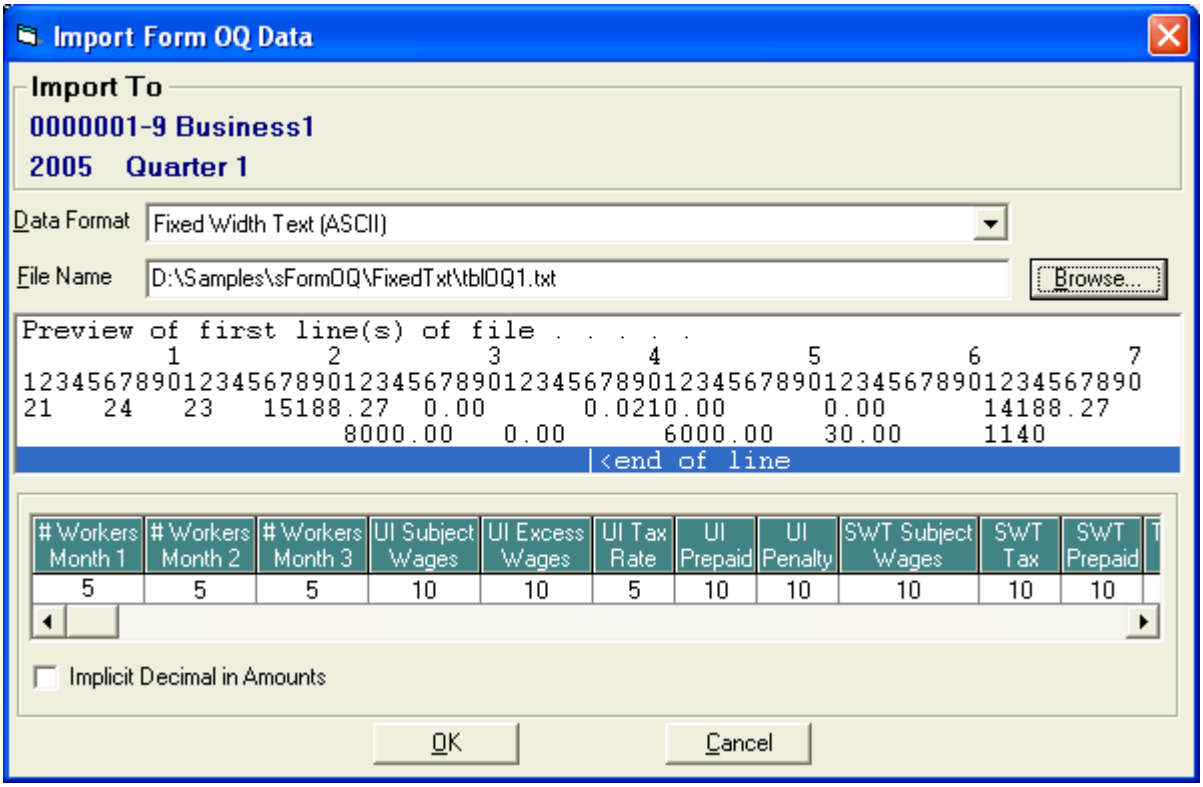
☞ The **Implicit Decimal in Amounts** check box indicates that no decimal point is present in the dollar amount fields and the program is to assume two decimal places. This allows the dollar amounts to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Fixed Width Text (ASCII)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.



☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.

☞ Choose the order of how the fields will be imported and the lengths of each field.

*The size and position options will appear in the grid at the bottom of the **Import Form OQ Data** dialog box. The field lengths for **Fixed Width Text (ASCII)** appear under the field names.*

☞ Using the mouse, click on the heading of the different columns and drag them to the correct position for importing the text file.

*The order of the **fields** should match the order in which they appear in the fixed width text file (See preview list).*

☞ In the box below each field name, type in the length of the field in the ASCII text file.

☞ To exclude non-required fields from being imported, click on the column heading of the field and press the ***Delete*** key on the keyboard. The color of the column heading will change. To reselect a field press the ***Insert*** key on the keyboard while the appropriate column is selected.

Only the non-required fields may be excluded.

☞ The **Implicit Decimal in Amounts** check box indicates that no decimal point is present in the dollar amount fields and the program is to assume two decimal places. This allows the dollar amount fields to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

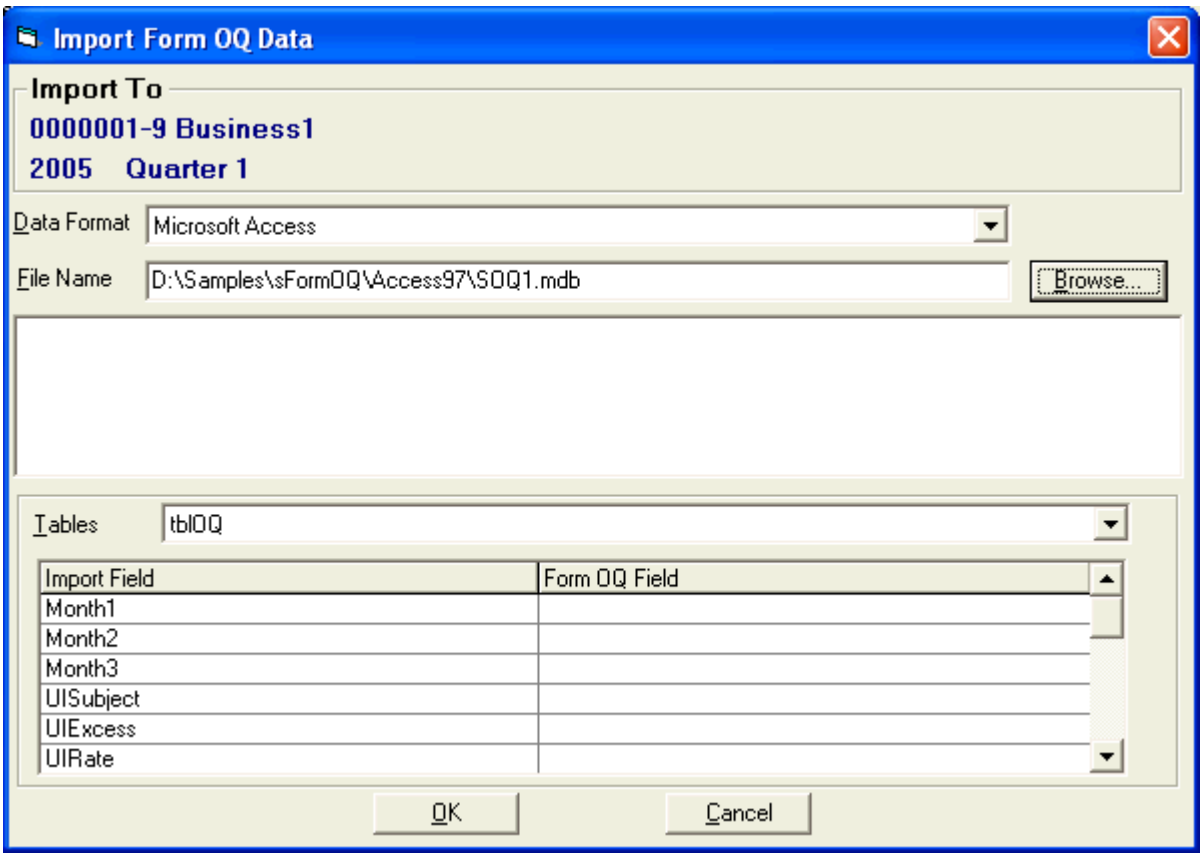
☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Access 2.0, 97

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the table name to be imported from the "Tables" drop list.

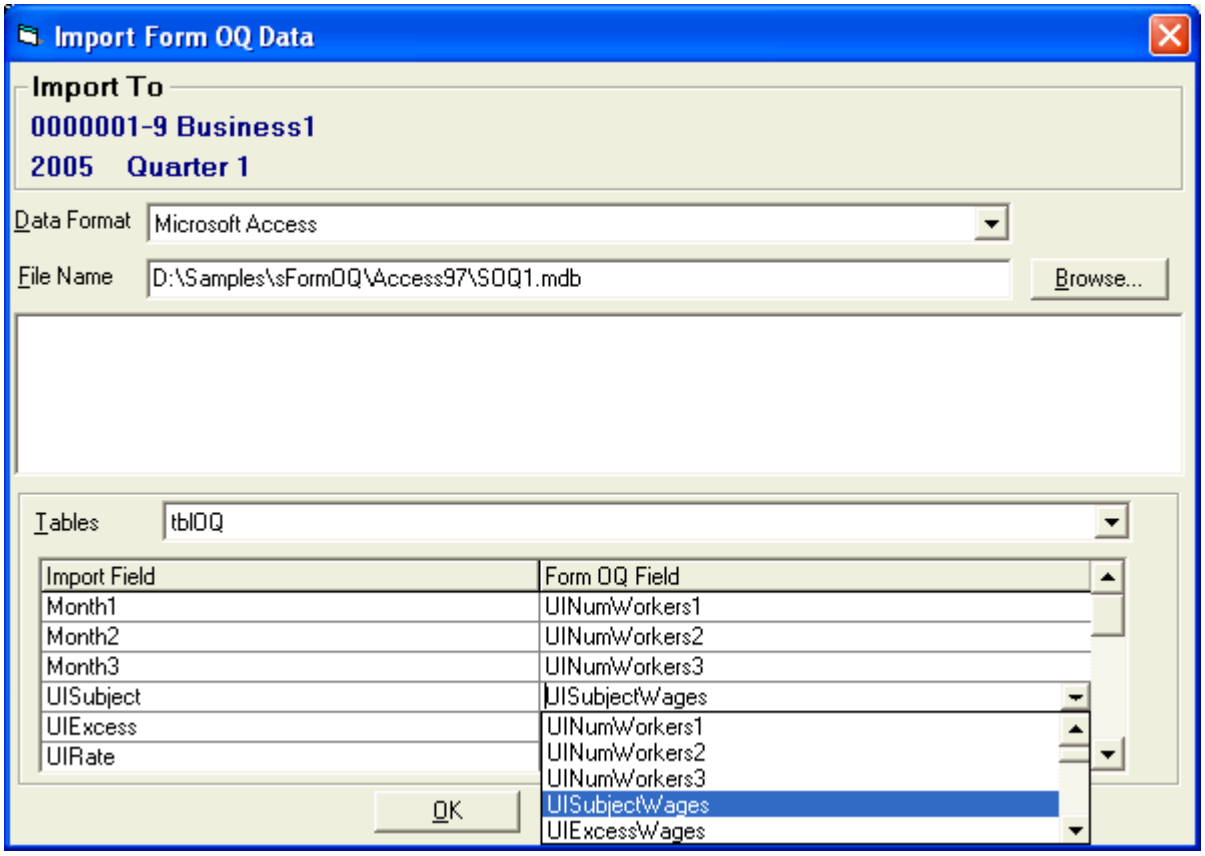


A list of field names found in the selected table will appear on the bottom of the ***Import Form OQ Data*** *dialog box under the heading* ***Import Field****.*

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form OQ field into which the corresponding field on left will be imported.



☞ When all matches are made press the ***OK*** button.

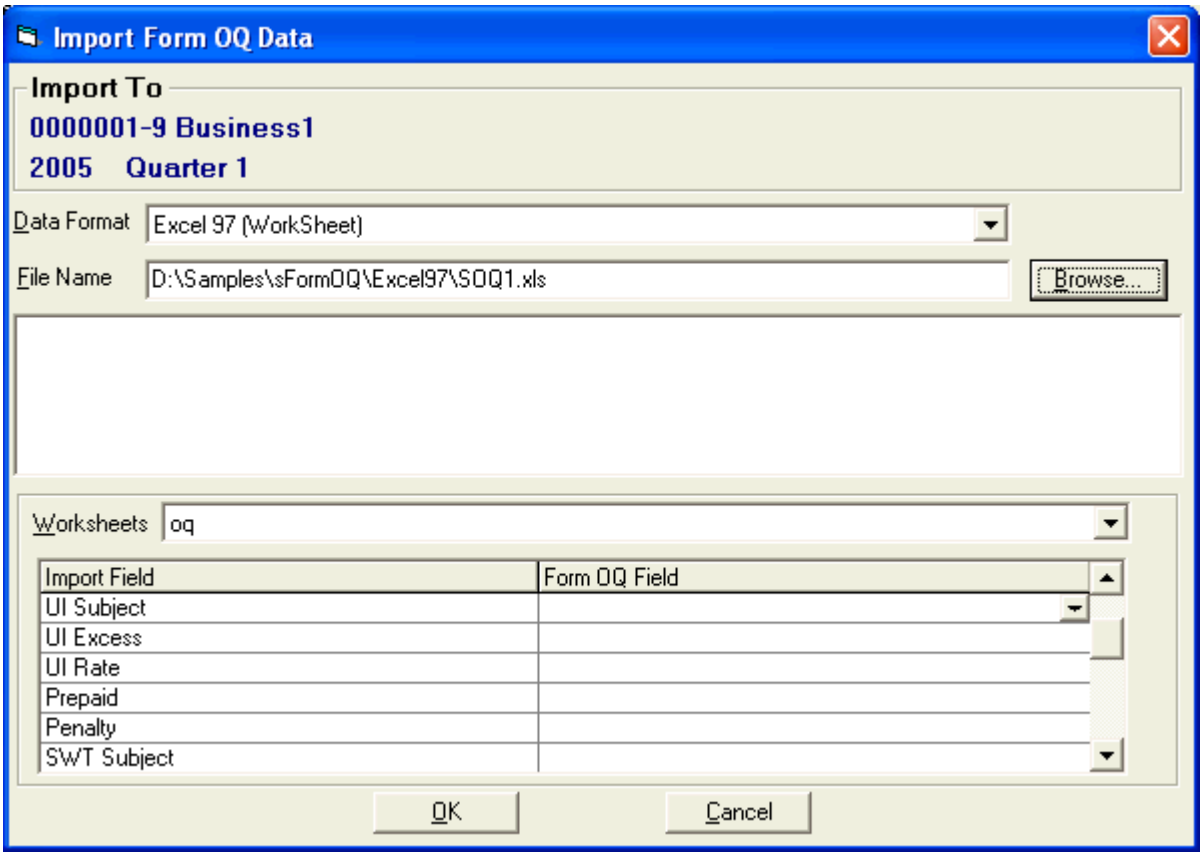
☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the worksheet name to be imported from the "Worksheets" drop list.

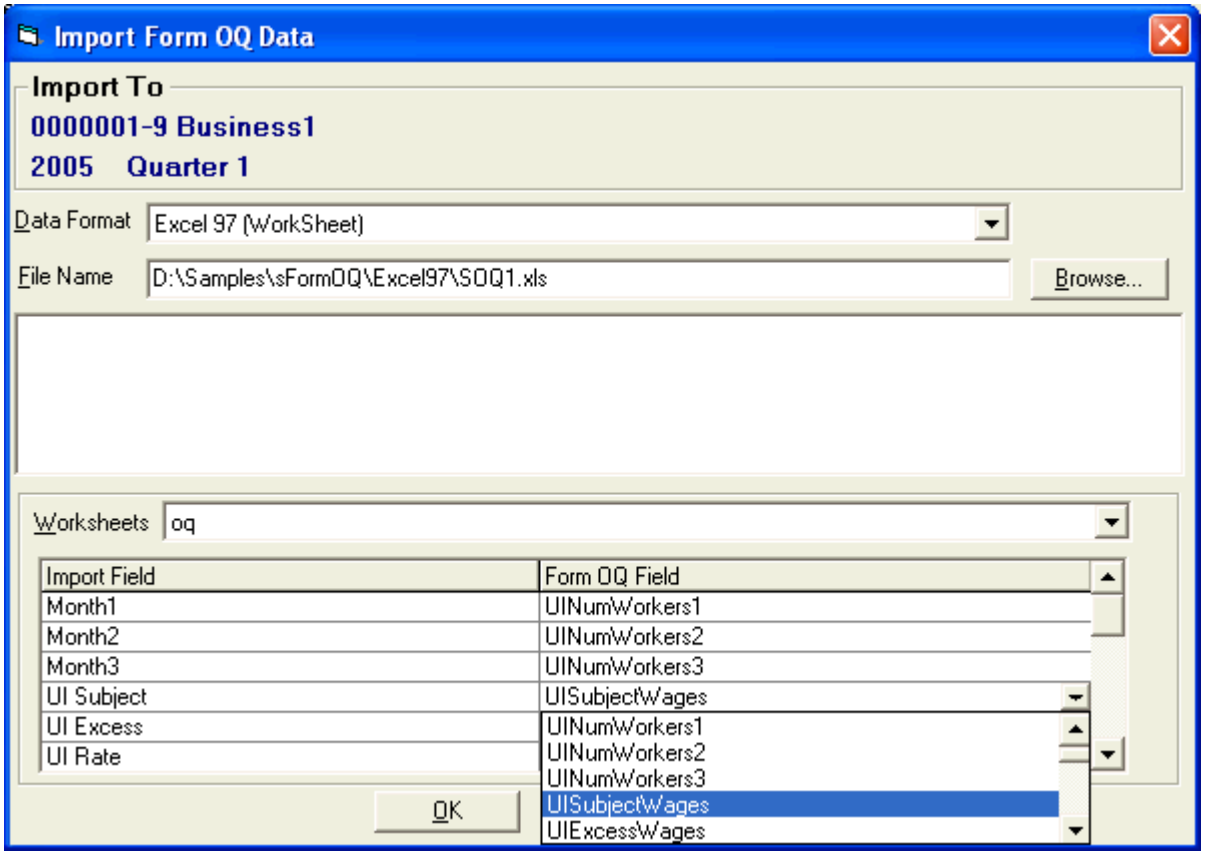


☞ A list of field names (Column Headings - 1st row of worksheet) found in the selected file will appear on the bottom of the ***Import Form OQ Data*** dialog box under the heading Import Field.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form OQ field into which the corresponding field on left will be imported.



☞ Press the ***OK*** button.

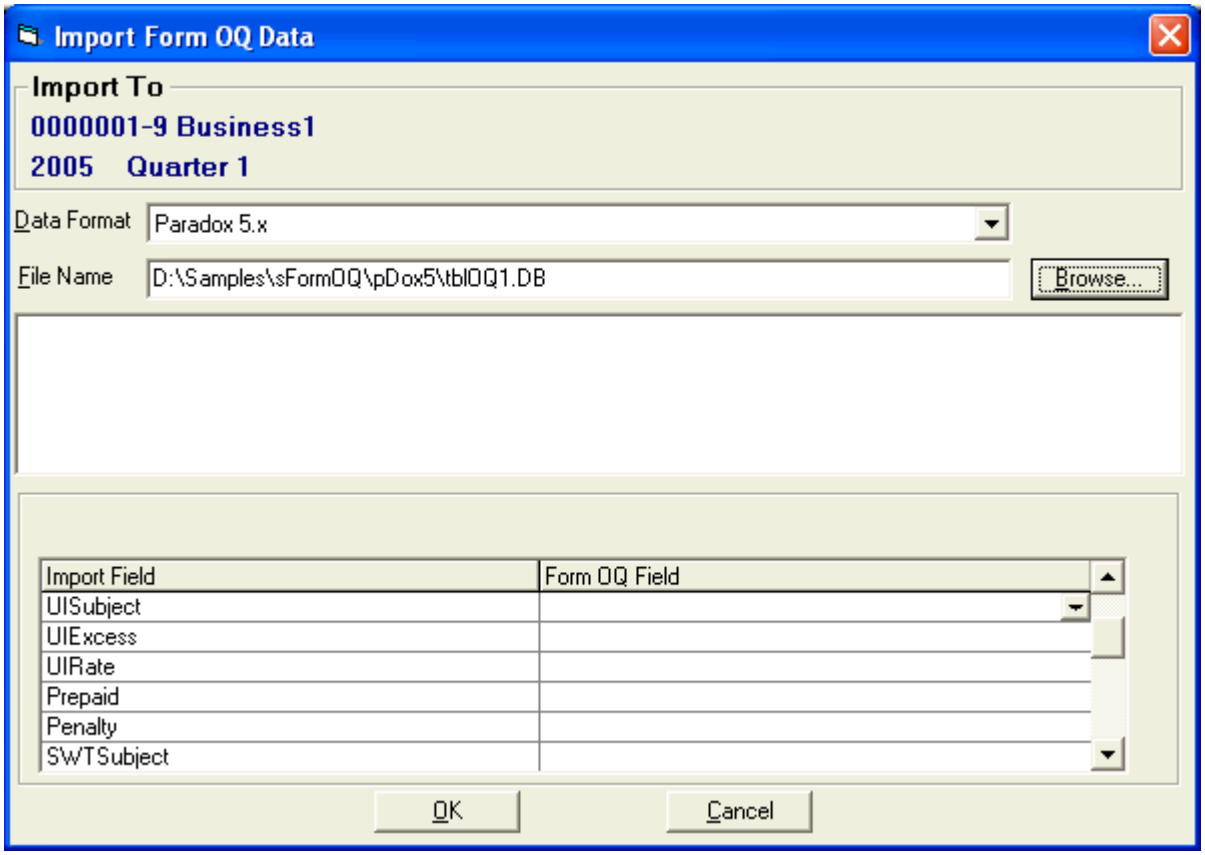
☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Paradox 3.x, 4.x, 5.x

dBase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

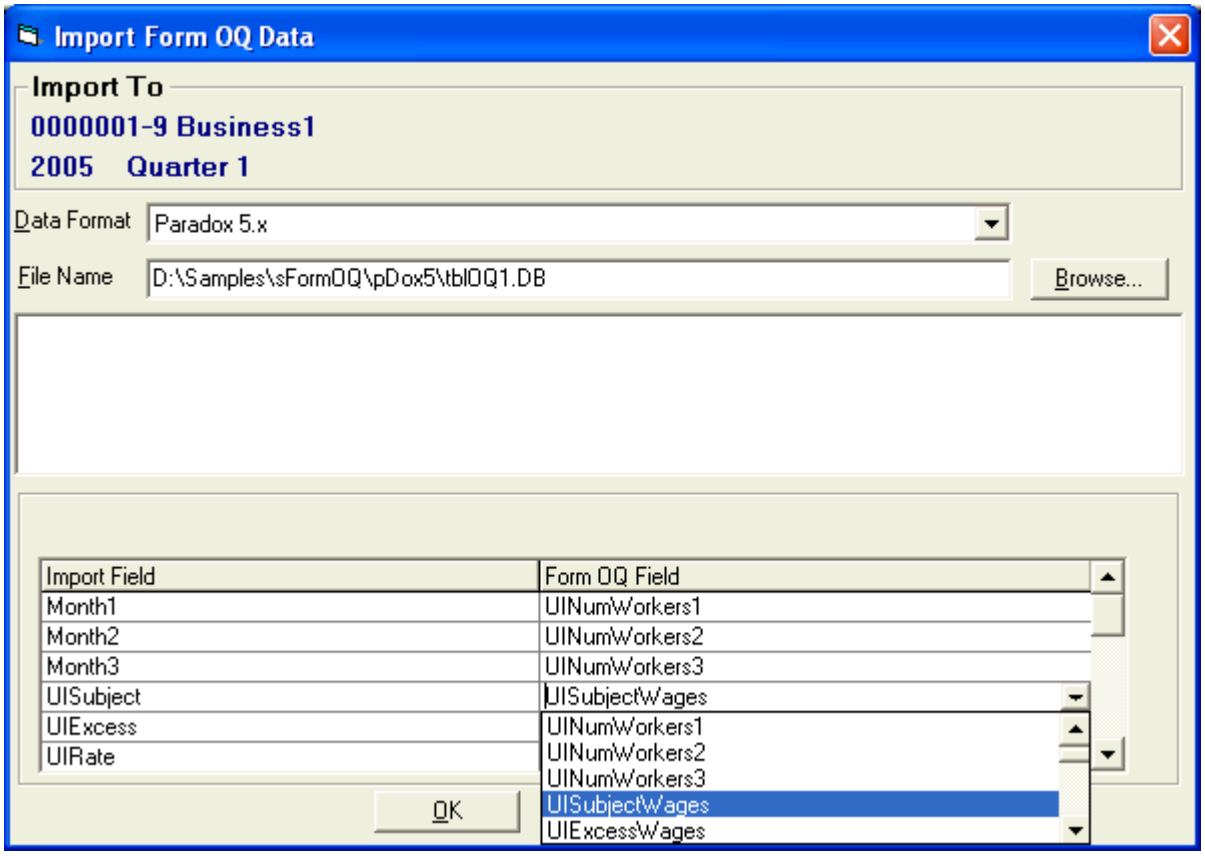


A list of field names found in the selected file will appear on the bottom of the ***Import Form OQ Data*** dialog box under the heading **Import Field**.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form OQ field into which the corresponding field on left will be imported.



☞ Press the ***OK*** button.

☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

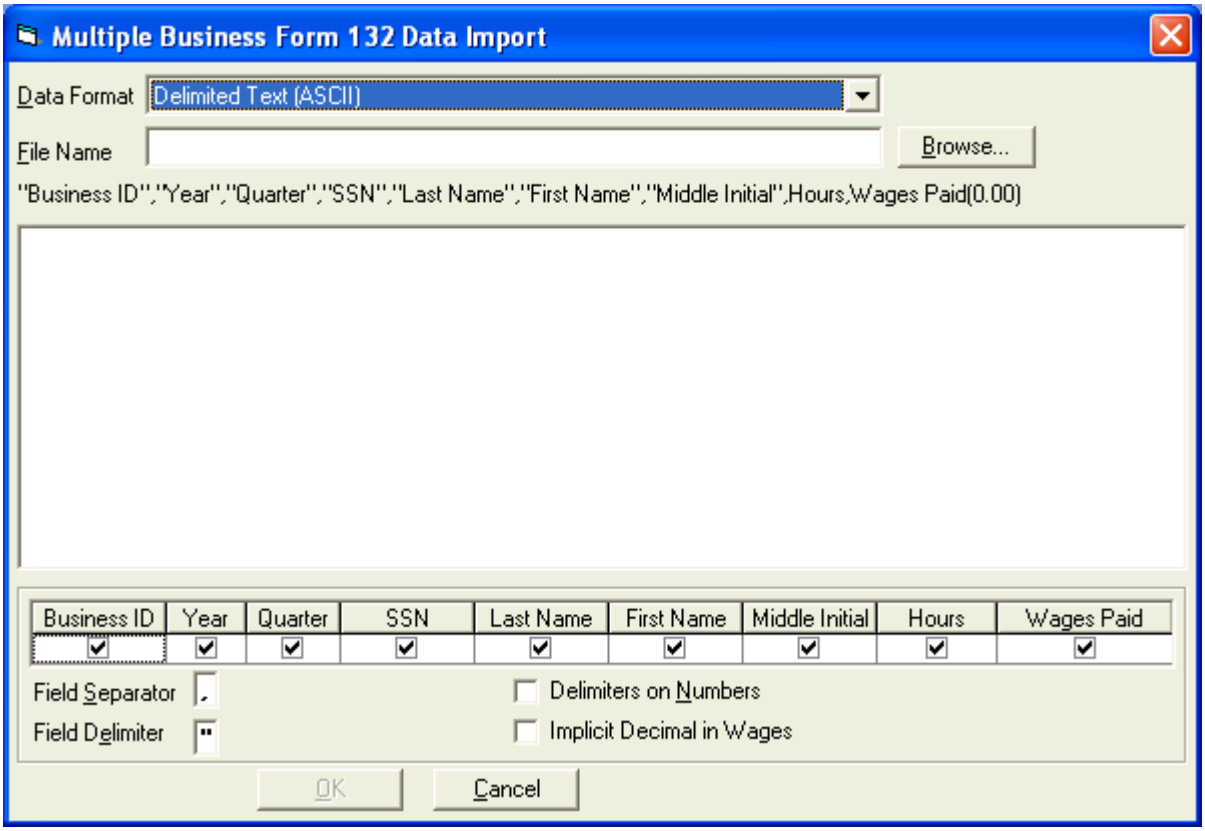
Multiple Business Form 132 Import:

☞ Select ***Utilities*** from the ***File*** menu on the menu bar.

Select ***Multiple Business Form Imports*** from the Utilities menu. This menu item is available when not in edit mode.

Select ***Multiple Business Form 132 Import***.

*The **Multiple Business Form 132 Data Import** dialog box will appear.*



☞ Select the type of file to import from the ***Data Format*** list.

Depending upon what data format is selected, different options will appear at the bottom of the ***Multiple Business Form 132 Data Import*** dialog box. For further information, see Multi Form 132 Data Formats below.

Note: If this is the first time import has been used, the default data format is Delimited Text (ASCII). If the import has been used previously, the default data format will be the data format of the last successful import.

☞ Type in the full path of the file name or select the ***Browse*** button on the right side of the dialog box to find the correct file to import.

Note: Multiple files may be selected for import from the **Browse** list. If more than one file is selected the file name box will contain "**...Multiple Files Selected...**". To select more than one file, hold down the SHIFT or CTRL key on the keyboard and then click on the files you wish to import.

☞ The **line of text** below the File Name is an example of how the file should look. If this is not how the file to be imported is formatted, the options in the bottom half of the screen will need to be used to adjust the import format.

☞ Select ***OK*** to start the import of the Form 132 data.

Note*:* the most recent **successful** import profile will be saved and retrieved the next time import is selected.
To import a single business's Form 132 information, please see Form 132 Importing.

Data Formats for Multiple Business Form 132 Imports

Delimited Text (ASCII)

Fixed Width Text (ASCII)

Microsoft Access 2.0, 97

Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

Federal Diskette (128 Byte)

Federal Diskette (275 Byte)

MMREF-1 (512 byte)

Paradox 3.x, 4.x, 5.x

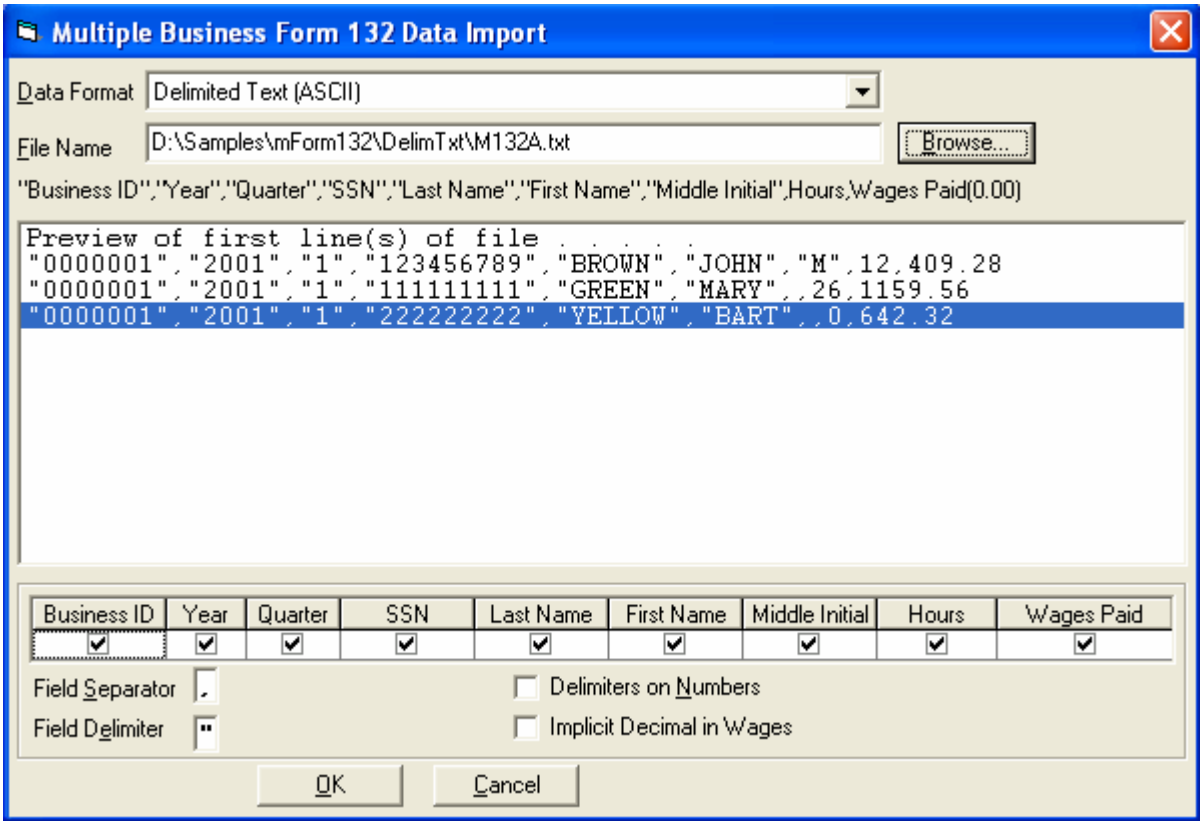
dBase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

ASCII Delimited Text (Multiple Business Form 132 Import)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.



☞ Choose the order of how the fields will be imported.

☞ Using the mouse, click on the heading of the different fields and drag them to the correct position for importing the text file.

*The order of the **Business ID, Year, Quarter, SSN, Last Name, First Name, Middle Initial, Hours**, and **Wages Paid** should match the order in which they appear in the delimited text file (See the preview list).*

☞ To exclude non-required fields from being imported, remove the checkmark in the box below the field name by placing the cursor in the desired column and clicking or by pressing the ***Delete*** key on the keyboard. To reselect the fields, click in the check box again, or press the ***Insert*** key on the keyboard.

*Only the non-required fields (**Middle Initial**, **Hours** and **Wages**) may be excluded.*

☞ The **Field Separator** is the character that divides the fields in the text file. The default field separator is the comma.

☞ The **Field Delimiter** is the character that encloses the fields in the text file. The default field delimiter is the double quote. The field delimiter can be left blank which means there is no delimiter in the file.

☞ The **Delimiters on Numbers** check box indicates that the numeric fields (hours and wages) are also enclosed by the **Field Delimiter.** The default is not checked, which means the numbers do not have delimiters.

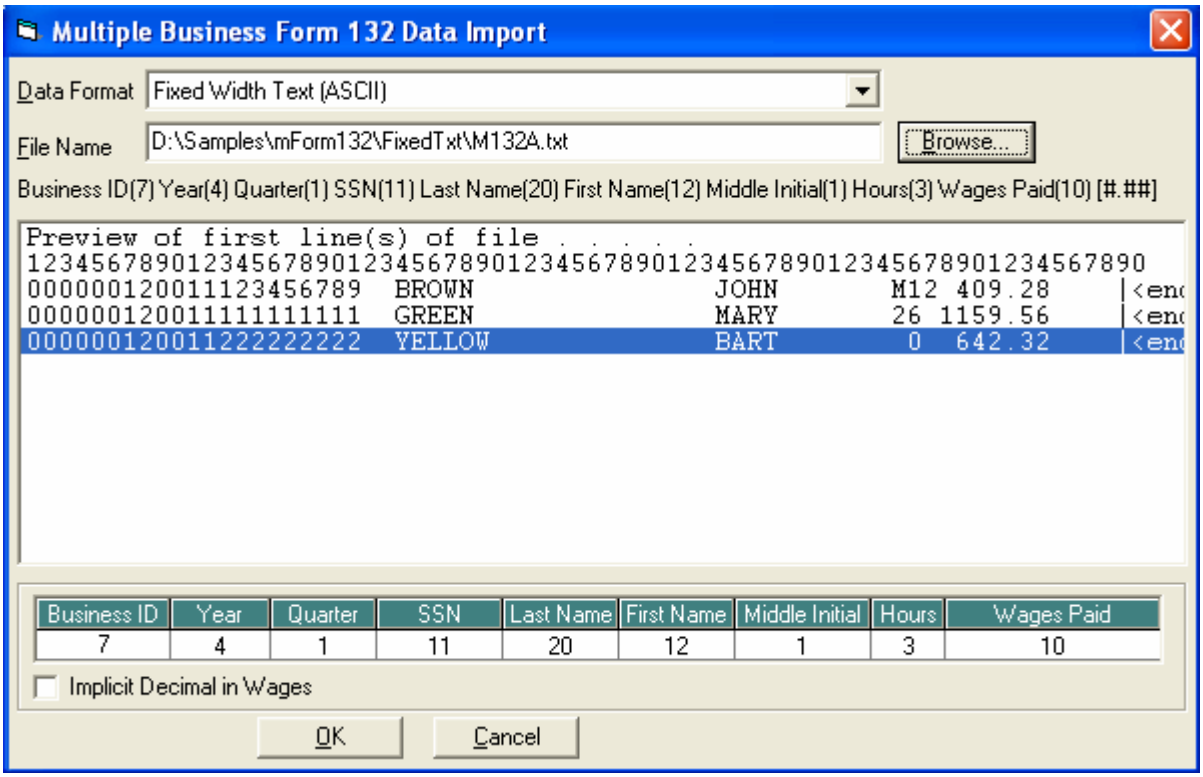
☞ The **Implicit Decimal in Wages** check box indicates that no decimal point is present in the wages and the program is to assume two decimal places. This allows the wages to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Fixed Width Text (Multiple Business Import)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file (multiple files may be selected when using Browse).



If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.
*The size and position options will appear in the grid at the bottom of the **Multiple Business Form 132 Data Import** dialog box. The field lengths for **Fixed Width Text (ASCII)** appear under the field names.*

☞ Using the mouse, click on the heading of the different columns and drag them to the correct position for importing the text file.

*The order of the **Business ID, Year, Quarter, SSN**, **Last Name, First Name, Middle Initial, Hours**, and **Wages Paid** should match the order in which they appear in the fixed width text file (See preview list).*

☞ In the box below each field name, type in the length of the field in the ASCII text file.

☞ To exclude non-required fields from being imported, click on the column heading of the field and press the ***Delete*** key on the keyboard. The color of the column heading will change color and the field will not be included in the **example text line** below the File Name field on the screen. To reselect a field press the ***Insert*** key on the keyboard while the appropriate column is selected.

*Only the non-required fields (**Middle Initial**, **Hours** and **Wages**) may be excluded.*

☞ The **Implicit Decimal in Wages** check box indicates that no decimal point is present in the wages and the program is to assume two decimal places. This allows the wages to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

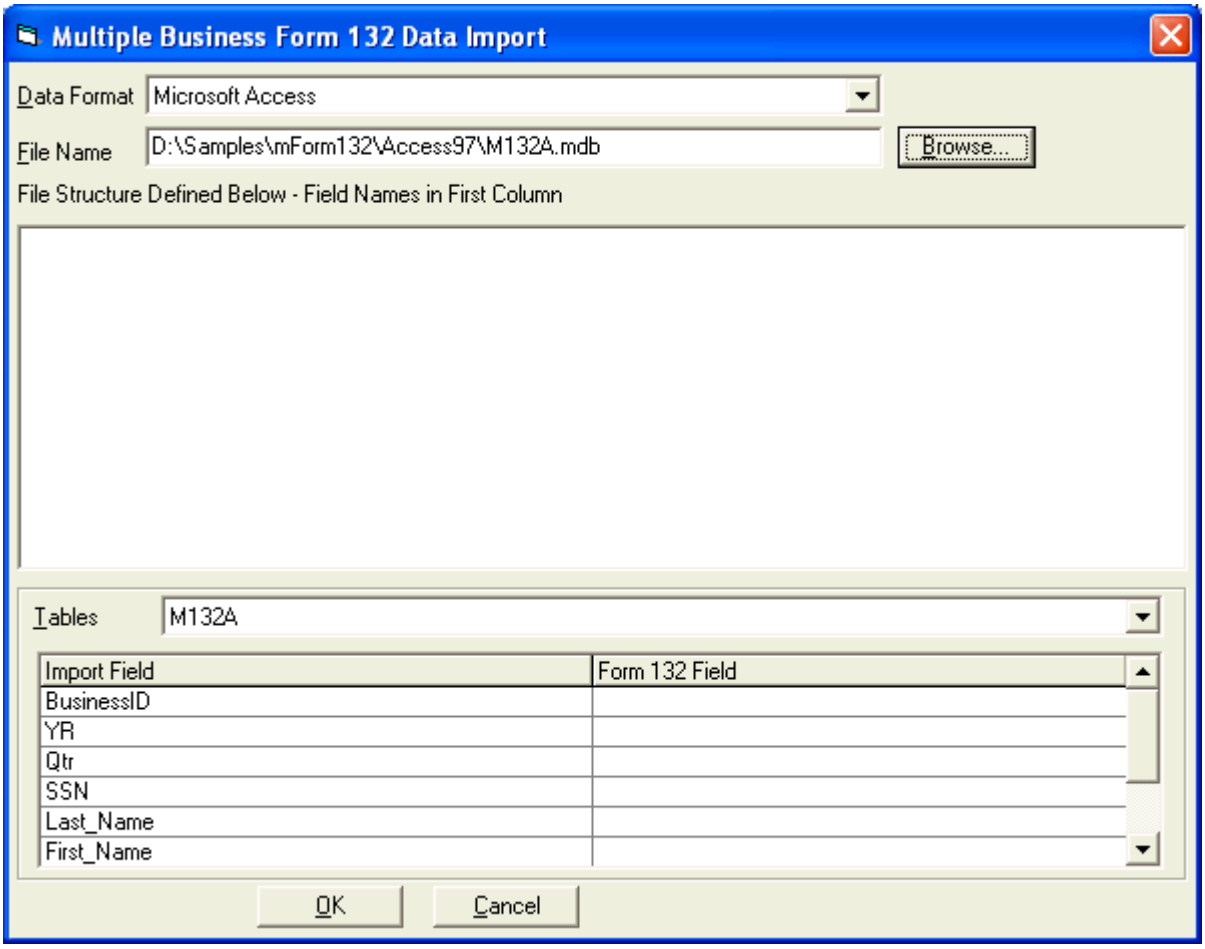
☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Access 2.0, 97

☞ Enter the name of the file to import or press the **Browse** button and select the desired file (multiple files may be selected when using Browse).

☞ Select the table name to be imported from the "Tables" drop list.

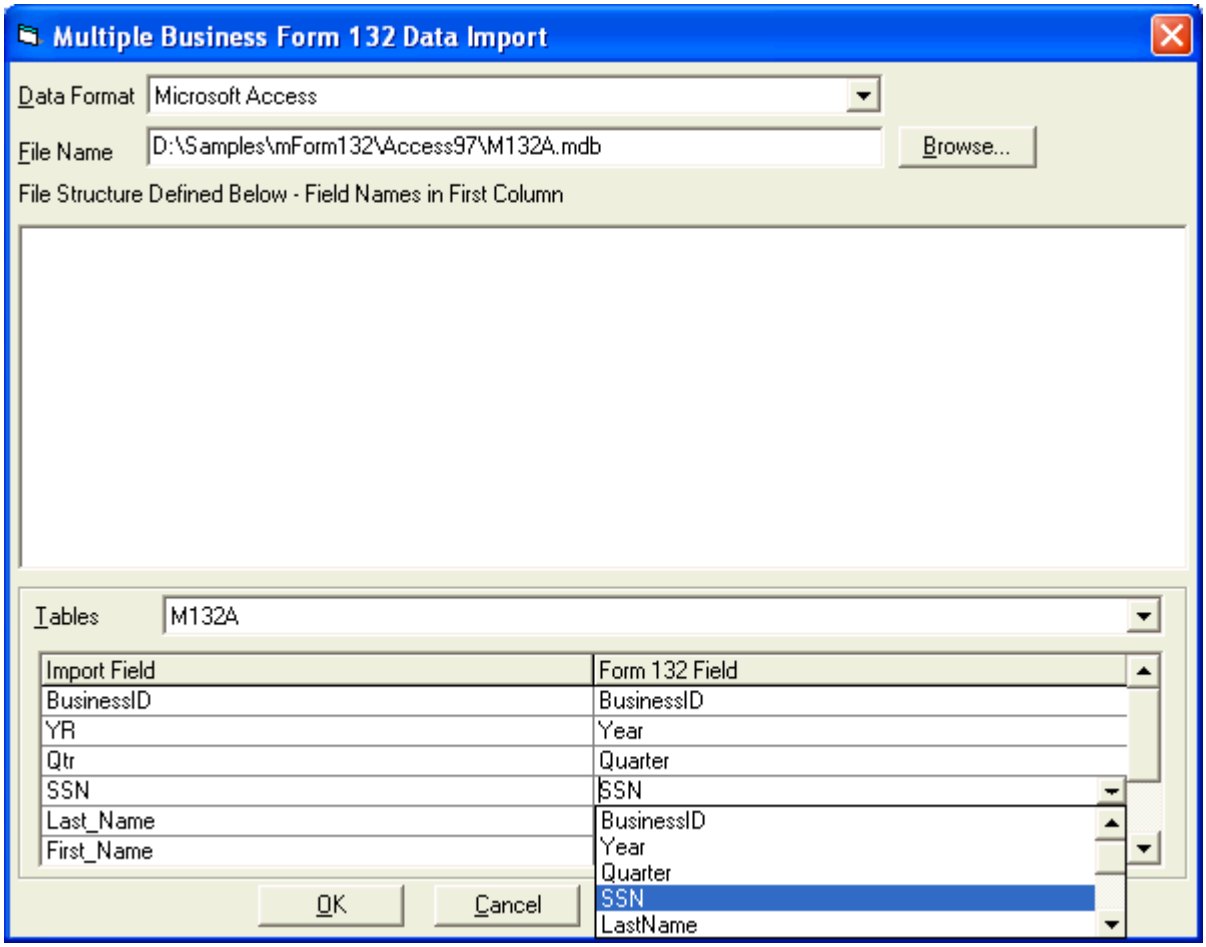


A list of field names found in the selected table will appear on the bottom of the ***Multiple Business Form 132 Data Import*** *dialog box under the heading* ***Import Field****.*

☞ For each field listed on the left, that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form 132 field into which the corresponding field on the left will be imported.



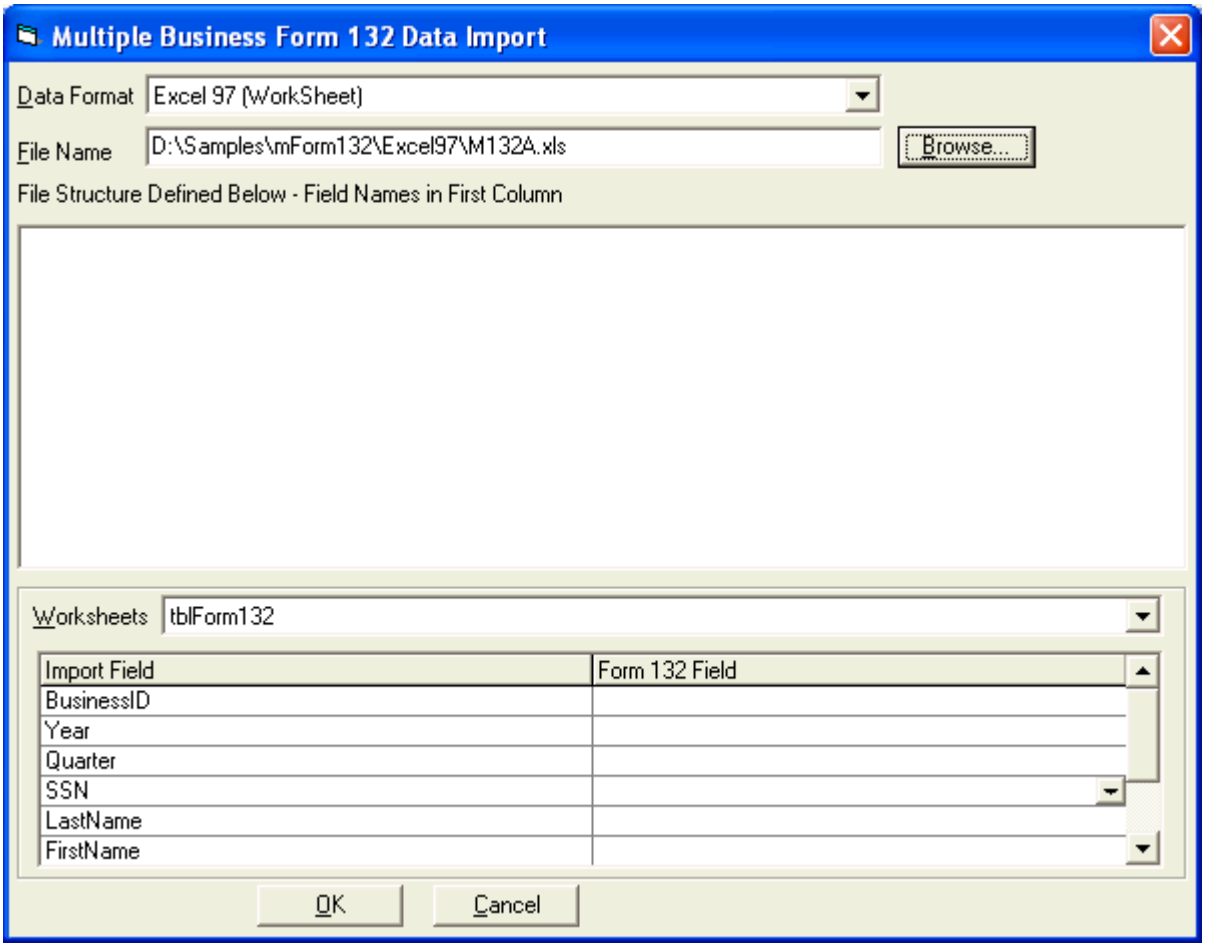
☞ When all matches are made, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

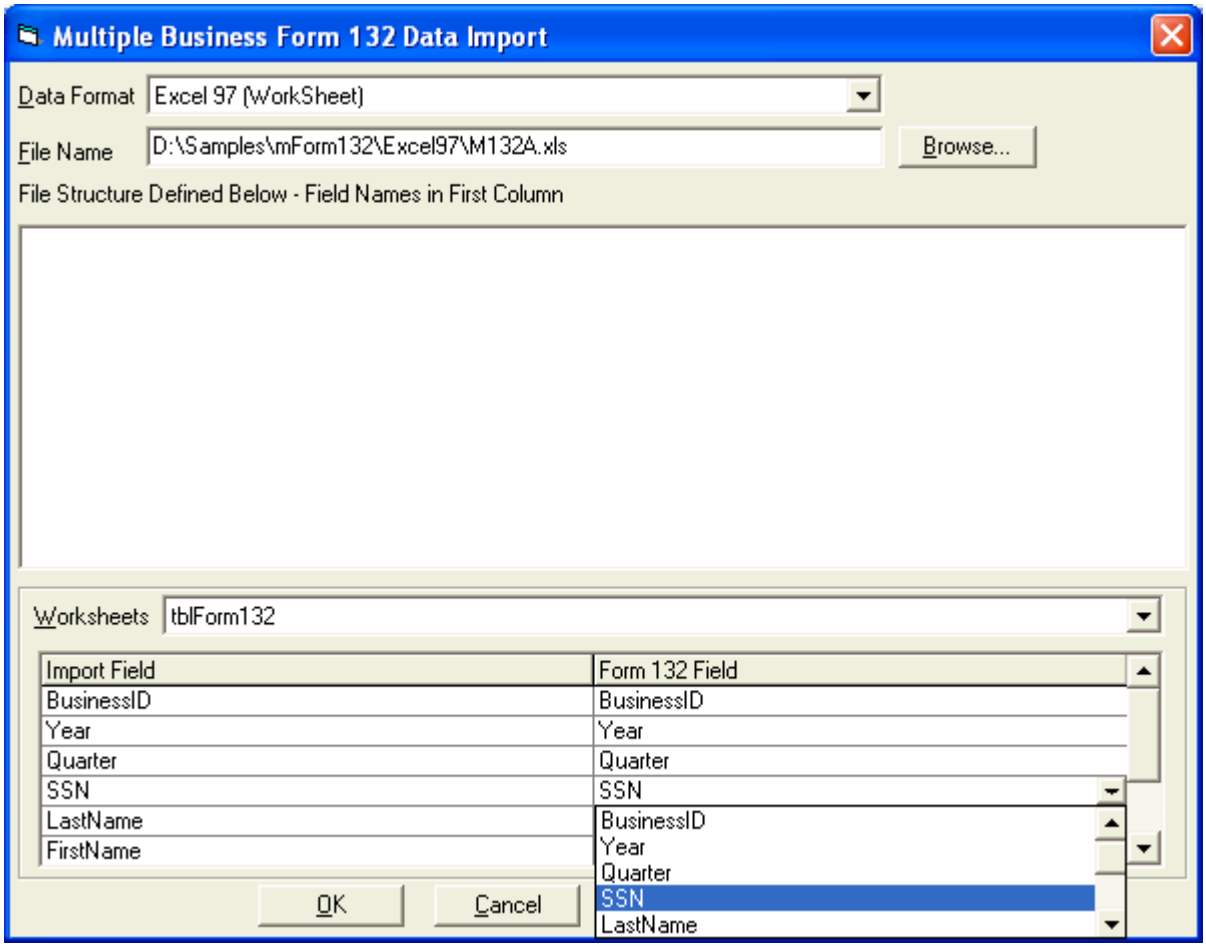
Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

- ☞ Enter the name of the file to import or press the **Browse** button and select the desired file (multiple files may be selected when using Browse).
- ☞ Spreadsheets can be imported provided that the expected worksheet is named the same: in all of the files, or 'Sheet1' , or the same as the workbook.



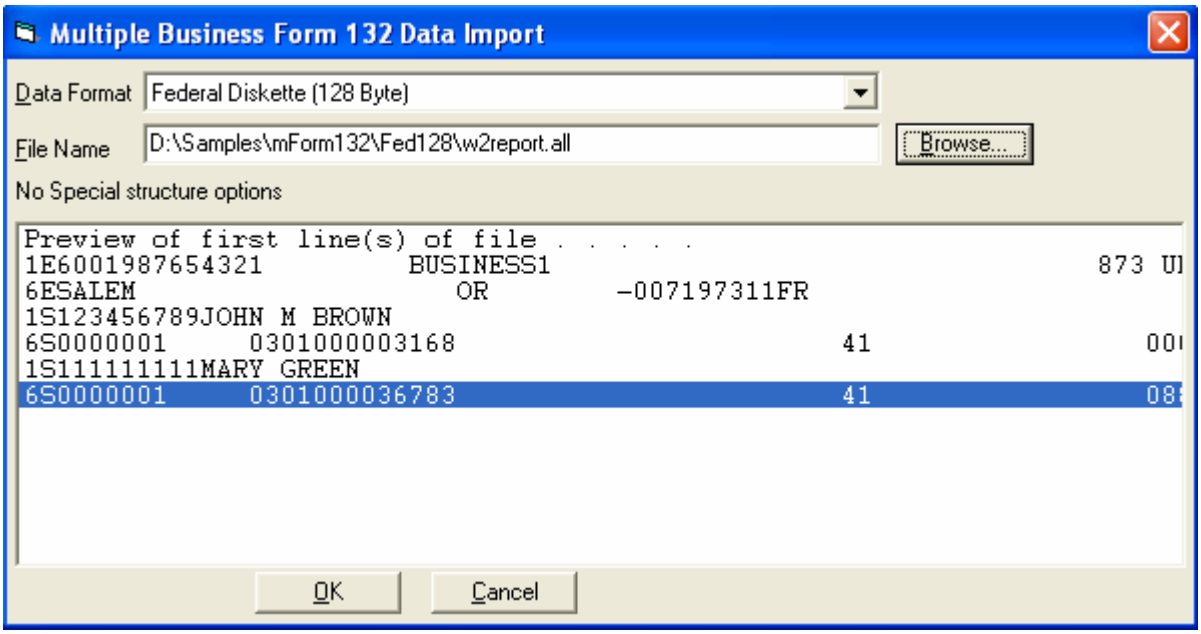
- ☞ A list of field names (Column Headings - 1st row of worksheet) found in the selected worksheet will appear on the bottom of the ***Multiple Business Form 132 Data Import*** dialog box under the heading Import Field.
- ☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.
  A down arrow will appear on the far right of the field that the cursor is focused on.
- ☞ Place the cursor on the arrow and select the Form 132 field into which the corresponding field on left will be imported.



☞ When all matches are made, Click the ***OK*** button. A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Federal Diskette (128 Byte)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file (multiple files may be selected when using Browse).



These records should have a uniform 128 character length. There are four record types: 1E and 2E contain employer information, 1S and 2S contain Employee information (Supplemental).

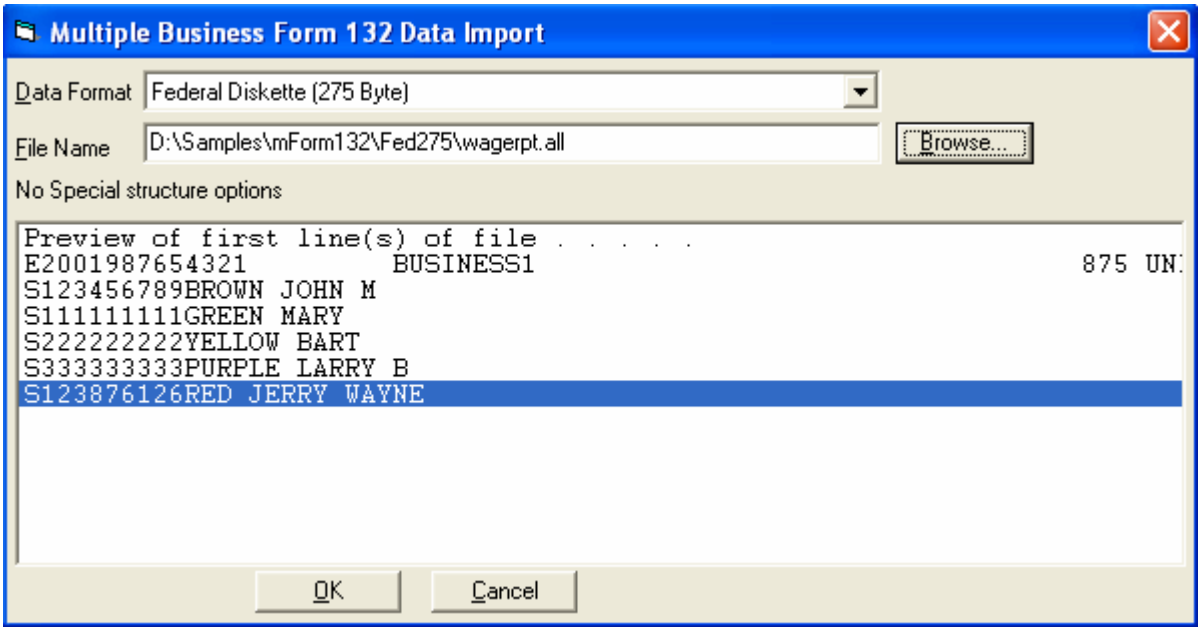
See Federal 128 Byte Record Layouts for specific information on how to format the records.

NOTE**:** *if the business Name, EIN, and Address information is provided, OTTER can create the business information entry when processing a Multiple Business Import. Otherwise you will be required to enter the business information before importing is allowed.*

☞ When the correct file is selected, Click the ***OK*** button. A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Federal Diskette (275 Byte)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file (multiple files may be selected when using Browse).



These records should have a uniform 275 character length. There are two record types: E contains employer information, S contains Employee information (Supplemental).

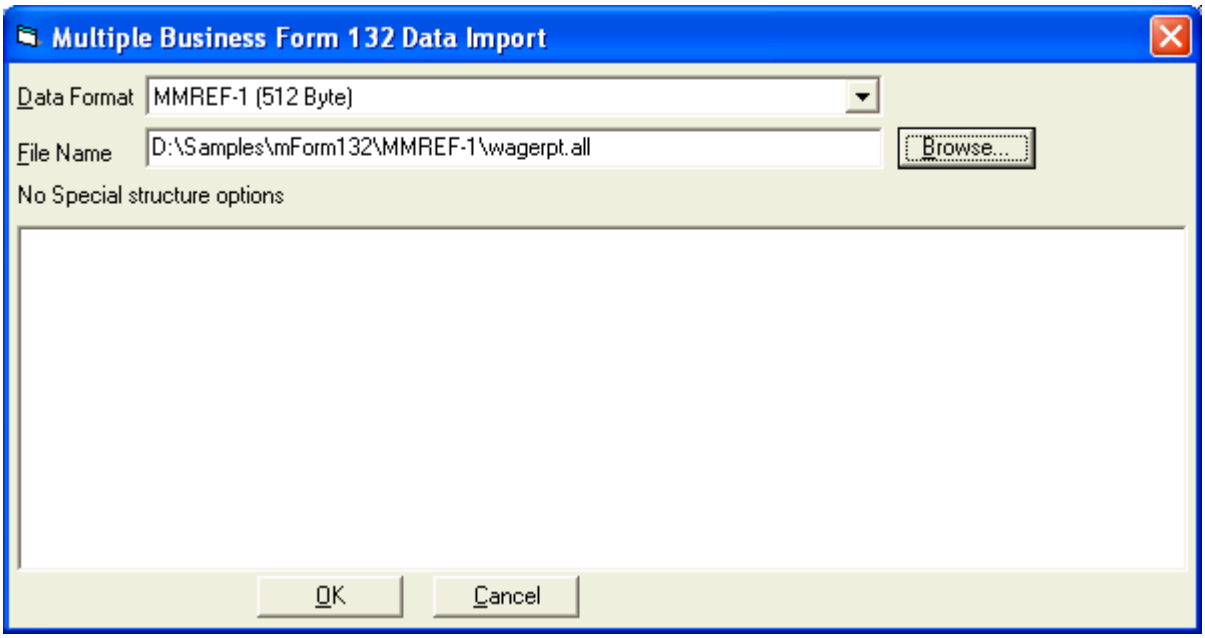
See Federal 275 Byte Record Layouts for specific information on how to format the records.

NOTE**:** *if the business Name, EIN, and Address information is provided, OTTER can create the business information entry when processing a Multiple Business Import. Otherwise you will be required to enter the business information before importing is allowed.*

☞ When the correct file is selected, Click the ***OK*** button. A completion verification should be displayed. If an error message is received, correct indicated error and try again.

MMREF-1 (512 Byte)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file (multiple files may be selected when using Browse).



These records should have a uniform 512 character length. There are two record types: RE contains employer information, RS contains Employee information (State Records).

See MMREF-1 512 Byte Record Layouts for specific information on how to format the records.

NOTE**:** *if the business Name, EIN, and Address information is provided, OTTER can create the business information entry when processing a Multiple Business Import. Otherwise you will be required to enter the business information before importing is allowed.*

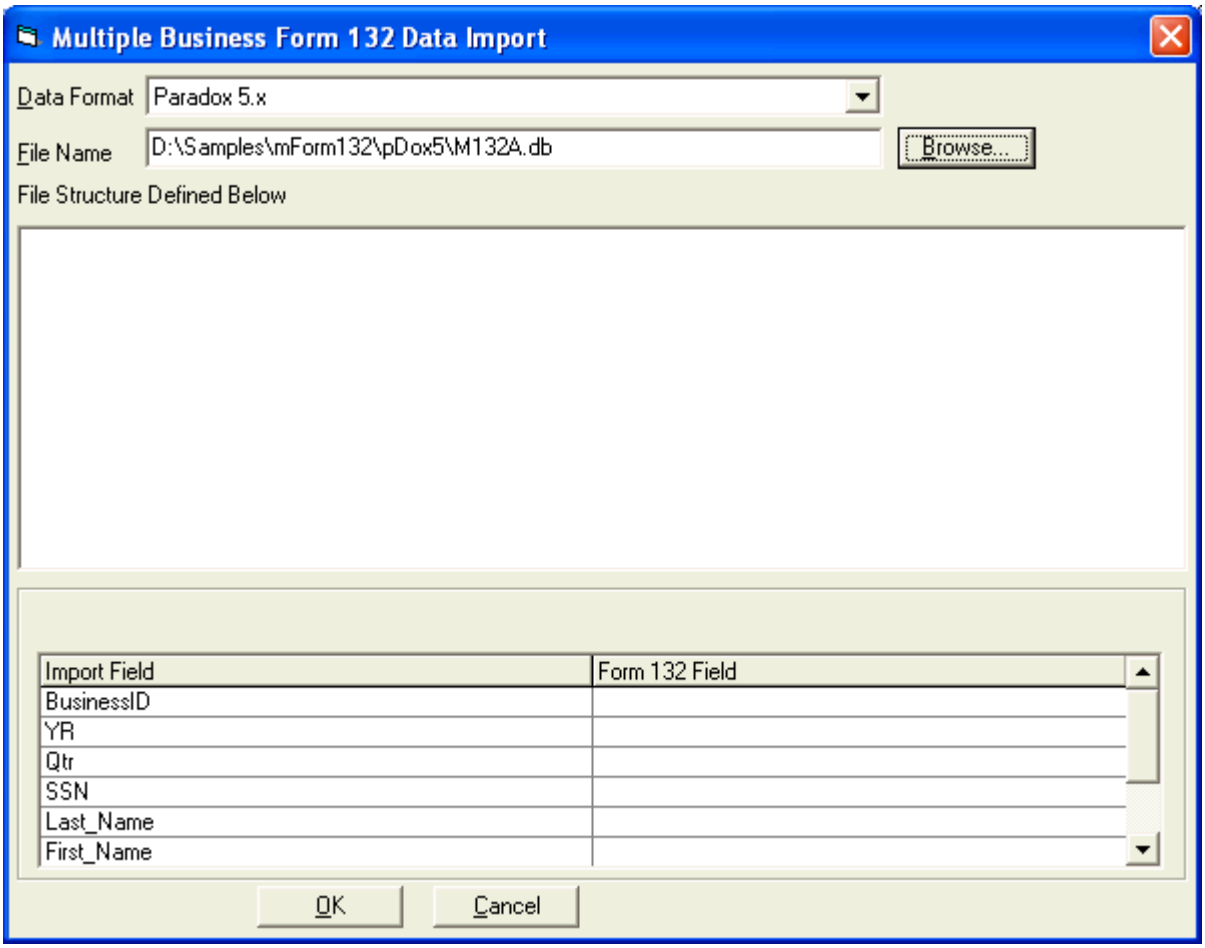
☞ When the correct file is selected, Click the ***OK*** button. A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Paradox 3.x, 4.x, 5.x

dBase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

☞ Enter the name of the file to import or press the **Browse** button and select the desired file (multiple files may be selected when using Browse).

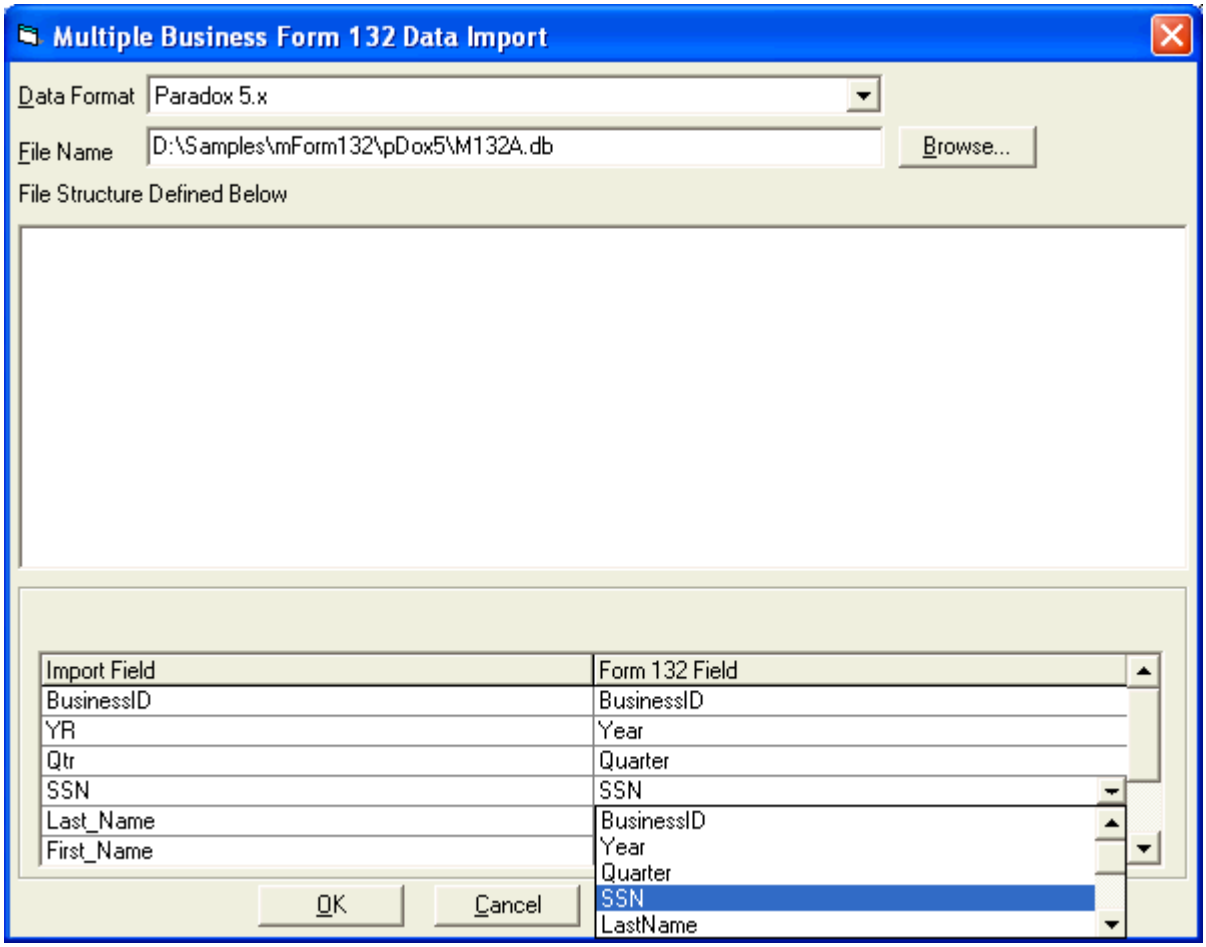


A list of field names found in the selected file will appear on the bottom of the ***Multiple Business Form 132 Data Import*** dialog box under the heading Import Field.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form 132 field into which the corresponding field on left will be imported.



☞ When all matches are made, click the **OK** button. A completion verification should be displayed. If an error message is received, correct indicated error and try again.

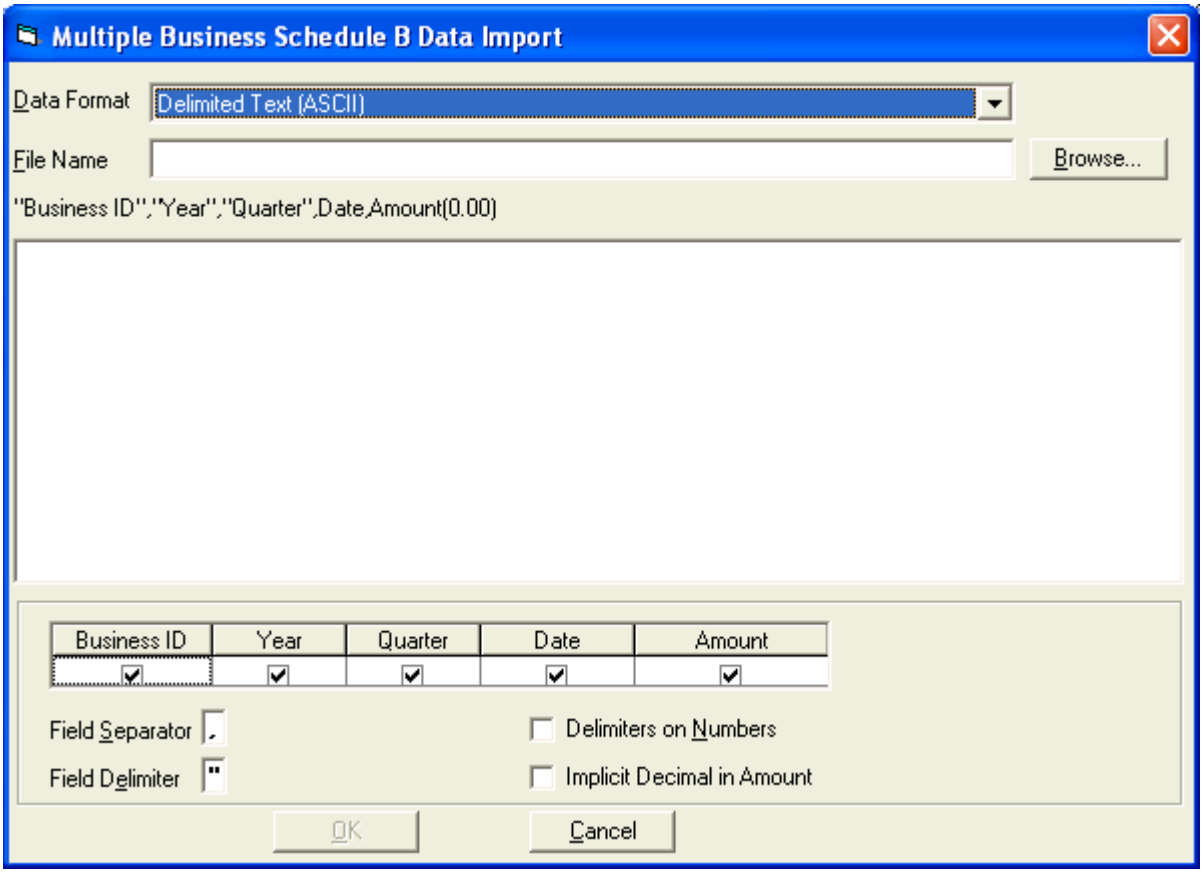
Multiple Business Schedule B Importing

☞ Select ***Utilities*** from the ***File*** menu on the menu bar.

☞ Select **Multiple Business Form Imports** from ***Utilities***. This menu item is available when not in edit mode.

☞ Select **Multiple Business Schedule B Import.**

The **Multiple Business Schedule B Data Import** dialog box will appear.



☞ Select the type of file to import from the **Data Format** list.

Note: Multiple files may be selected for import from the **Browse** list. If more than one file is selected the file name box will contain "**...Multiple Files Selected...**". To select more than one file, hold down the SHIFT or CTRL key on the keyboard and then click on the files you wish to import.

Depending upon what data format is selected; different options will appear at the bottom of the **Multiple Business Schedule B Data Import** dialog box. For further information, see Data Formats for Multiple Business Schedule B Imports.

Note: If this is the first time import has been used, the default data format is Delimited Text (ASCII). If the import has been used previously, the default data format will be the data format of the last successful import.

☞ Type in the full path of the file name or select the ***Browse*** button on the right side of the dialog box to find the correct file to import.

☞ The line of text below the File Name is an example of how the file should look. If this is not how the file to be imported is formatted, the options in the bottom half of the screen will need to be used to adjust the import format.

☞ Select ***OK*** to start the import of the Schedule B data.

Note*:* the most recent **successful** import profile will be saved and retrieved the next time import is selected.

***Note*:** If errors in the data format/content are determined, no data from the selected file will be imported. A maximum of ten (10) errors will be reported before data validation is aborted.

Data Formats for Multiple Business Schedule B Imports

Delimited Text (ASCII)

Fixed Width Text (ASCII)

Microsoft Access 2.0, Access 97

Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

Paradox 3.x, 4.x, 5.x

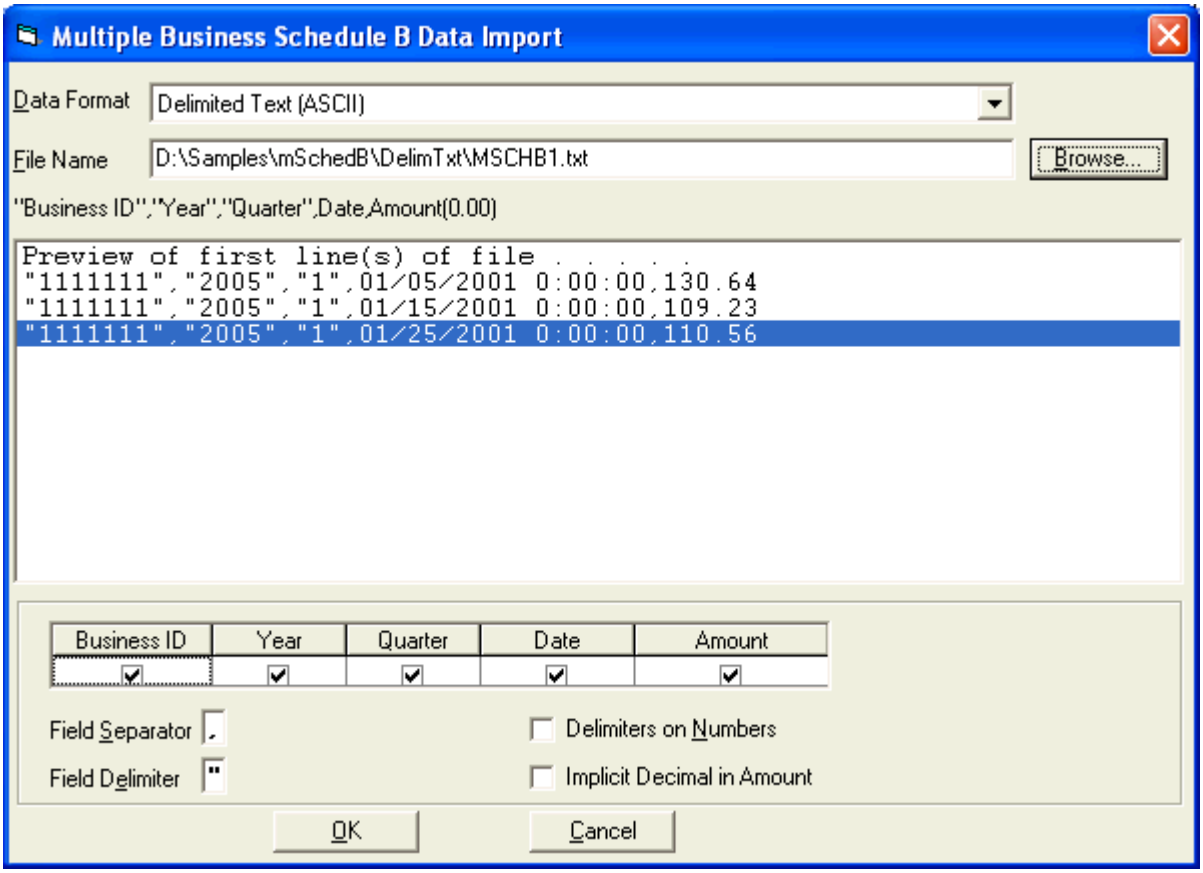
Dbase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

Delimited Text (ASCII)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.



☞ Choose the order of how the fields will be imported.

☞ Using the mouse, click on the heading of the different fields and drag them to the correct position for importing the text file.

*The order of the **Business ID**, **Year**, **Quarter**, **Date** and **Amount** should match the order in which they appear in the delimited text file (See the preview list).*

☞ The **Field Separator** is the character that divides the fields in the text file. The default field separator is the comma.

☞ The **Field Delimiter** is the character that encloses the fields in the text file. The default field delimiter is the double quote. The field delimiter can be left blank which means there is no delimiter in the file.

☞ The **Delimiters on Numbers** check box indicates that the numeric fields (Amount) are also enclosed by the **Field Delimiter.** The default is not checked, which means the numbers do not have delimiters.

☞ The **Implicit Decimal in Amount** check box indicates that no decimal point is present in the Amount and the program is to assume two decimal places. This allows the Amount to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

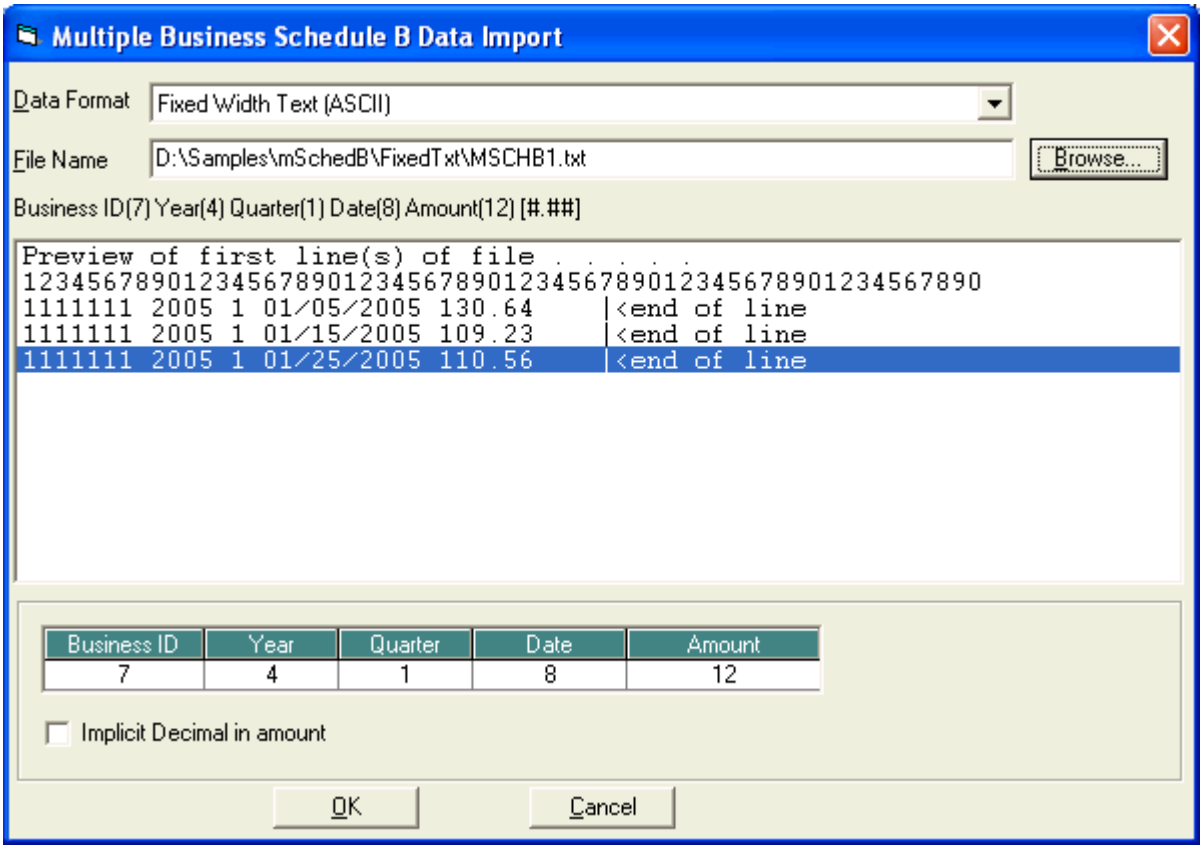
☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Fixed Width Text (ASCII)

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.



☞ Choose the order of how the fields will be imported and the lengths of each field.

The size and position options will appear in the grid at the bottom of the **Multiple Business Schedule B Data Import** *dialog box. The field lengths for* ***Fixed Width Text(ASCII)*** *appear under the field names.*

☞ Using the mouse, click on the heading of the different columns and drag them to the correct position for importing the text file.

The order of the **Business ID**, **Year**, **Quarter**, **Date** *and* **Amount** *should match the order in which they appear in the fixed width text file (See preview list).*

☞ In the box below each field name, type in the length of the field in the ASCII text file.

☞ The **Implicit Decimal in Amount** check box indicates that no decimal point is present in the Amount and the program is to assume two decimal places. This allows the Amount to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

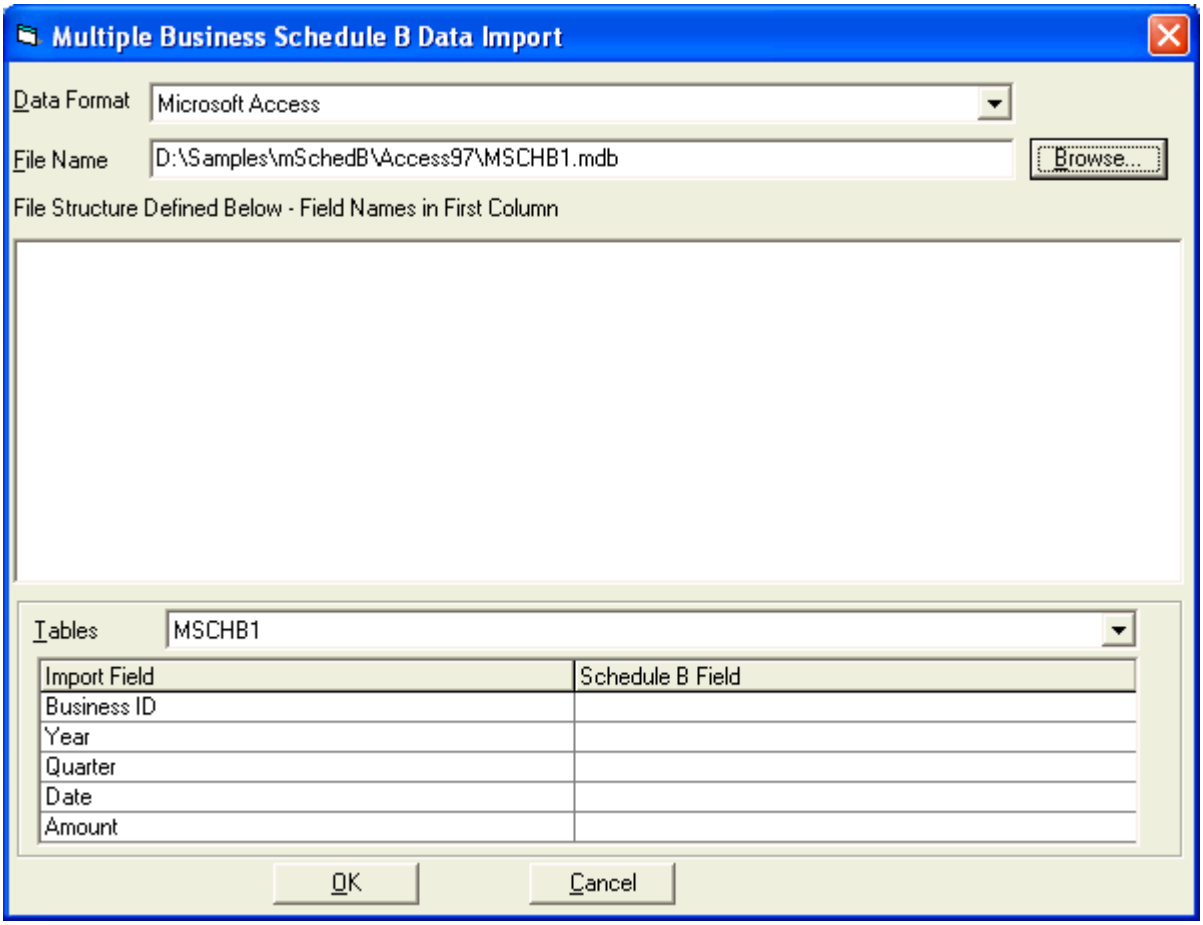
☞ When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Access 2.0, 97

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the table name to be imported from the "Tables" drop list.

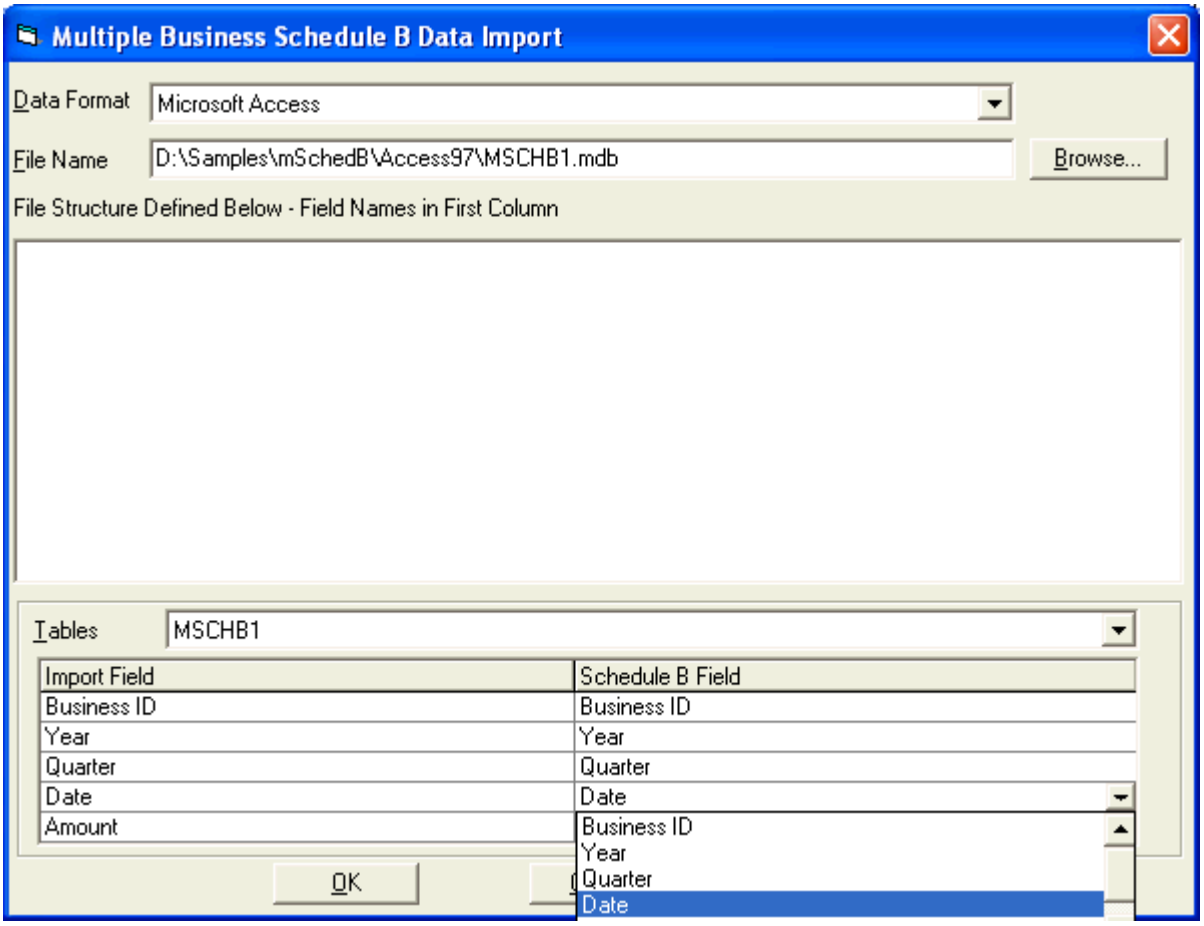


A list of field names found in the selected table will appear on the bottom of the **Multiple Business Schedule B Data Import** *dialog box under the heading* ***Import Field****.*

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Schedule B field into which the corresponding field on the left will be imported.



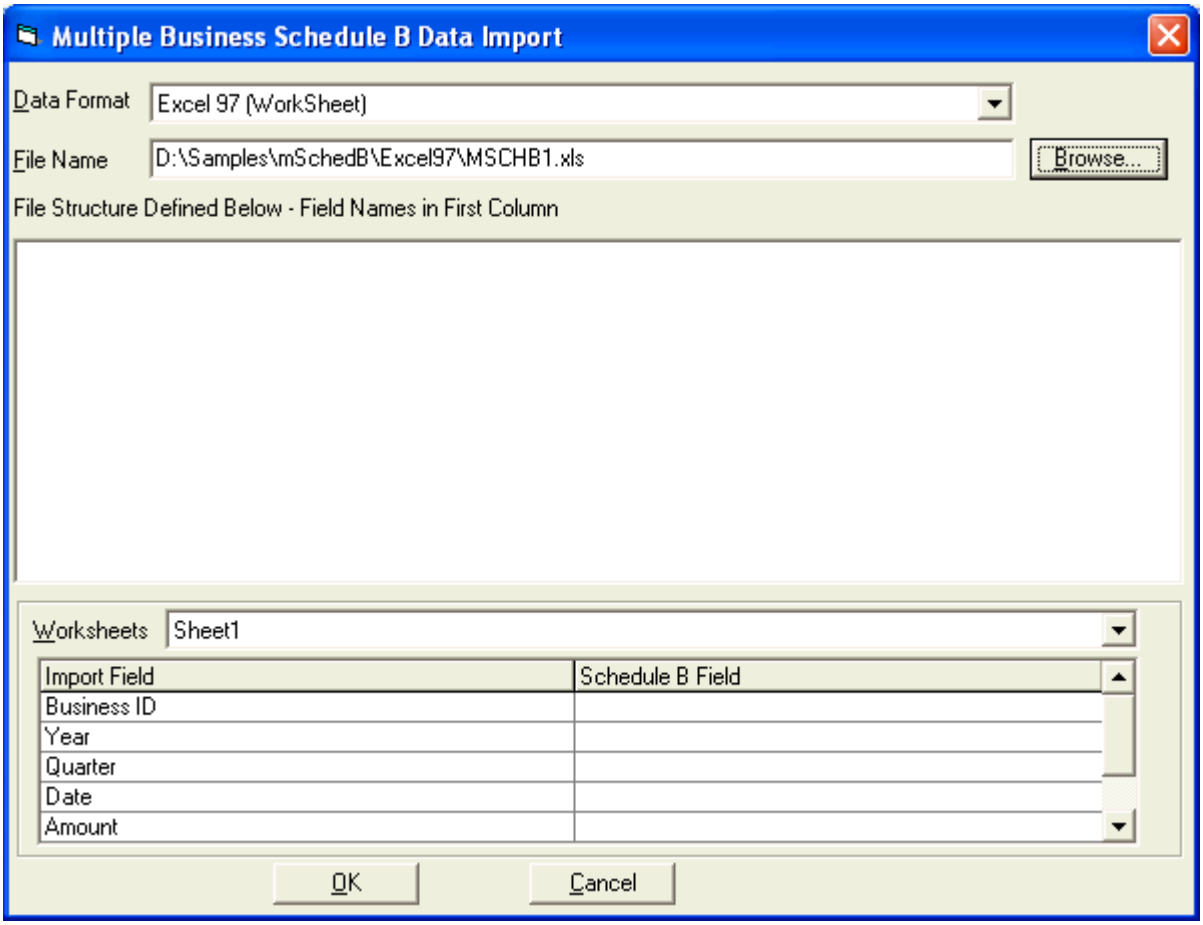
☞ When all matches are made press the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Excel 3.0, 4.0, 97

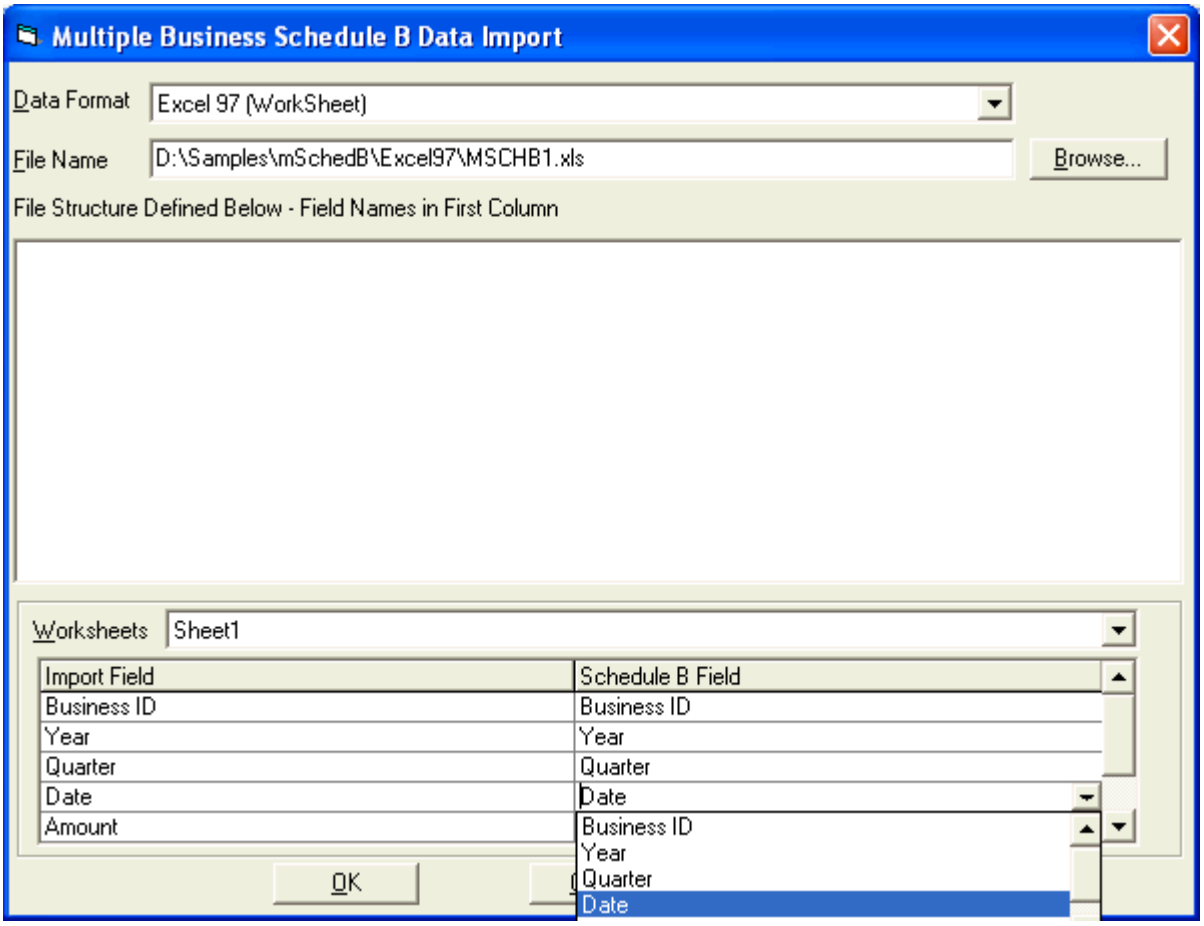
Lotus wks, wk1, wk3, wk4

- ☞ Enter the name of the file to import or press the **Browse** button and select the desired file.
- ☞ Select the worksheet name to be imported from the "Worksheets" drop list.



- ☞ A list of field names (Column Headings - 1st row of worksheet) found in the selected file will appear on the bottom of the **Multiple Business Schedule B Data Import** dialog box under the heading Import Field.
- ☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

  A down arrow will appear on the far right of the field that the cursor is focused on.
- ☞ Place the cursor on the arrow and select the Schedule B field into which the corresponding field on the left will be imported.



☞ Press the ***OK*** button.

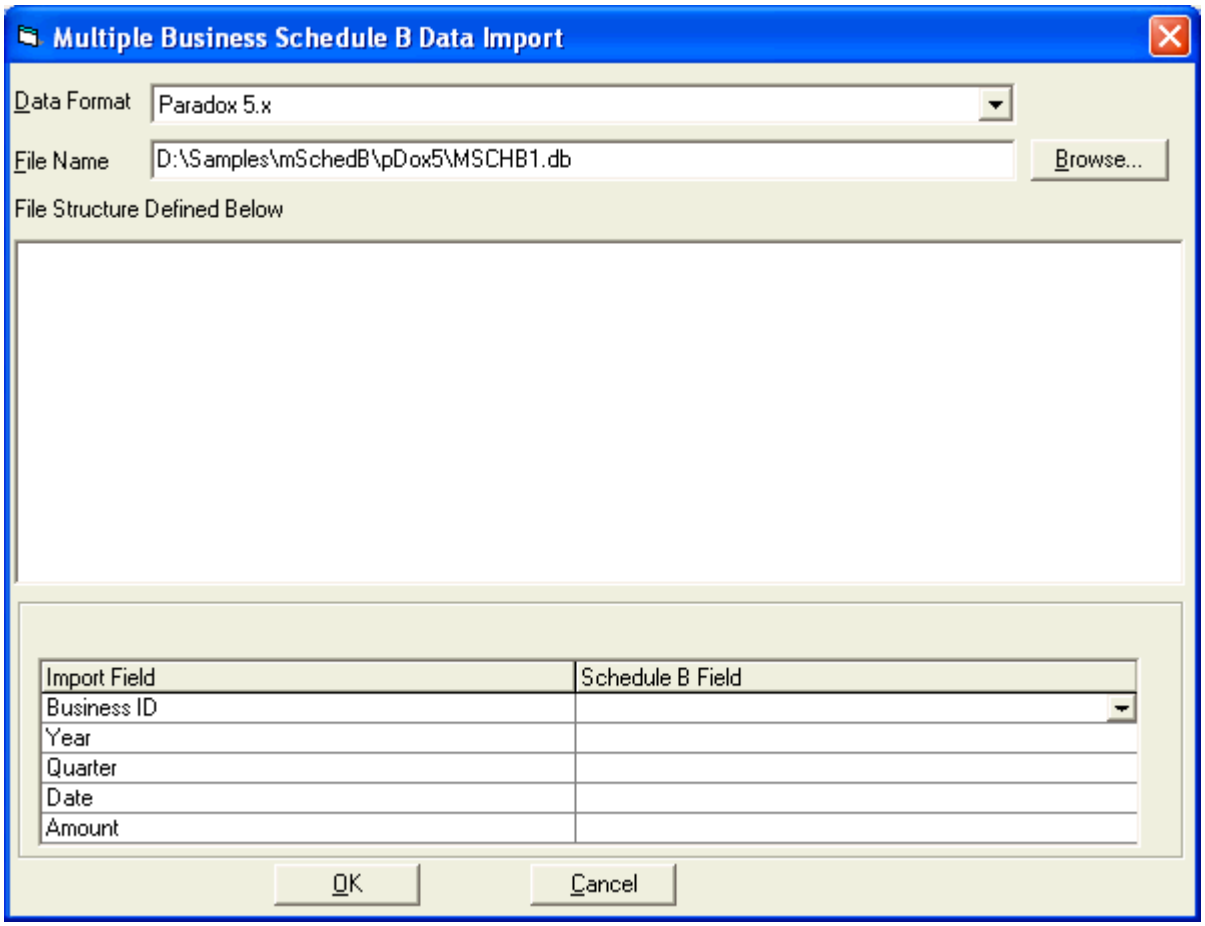
☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Paradox 3.x, 4.x, 5.x

dBase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

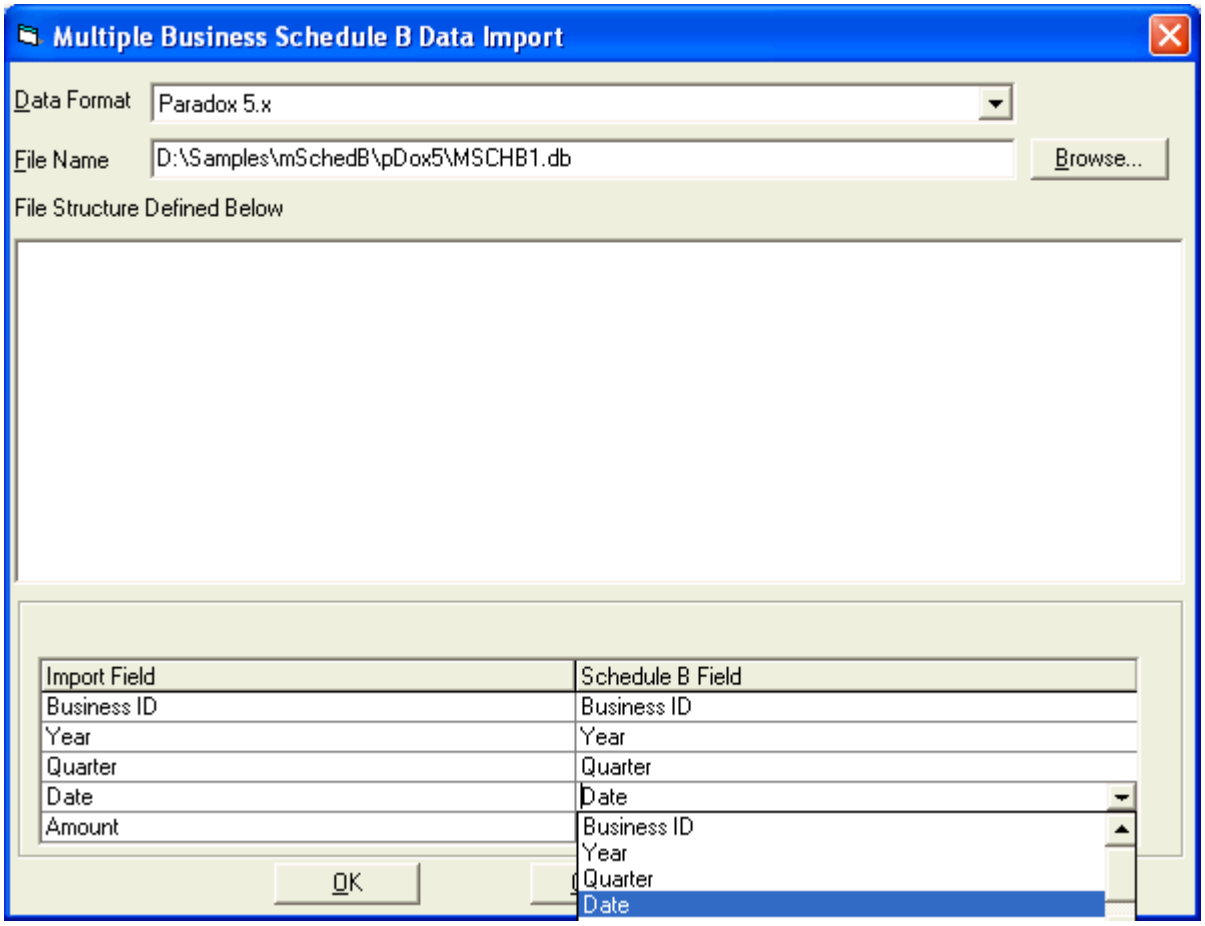


A list of field names found in the selected file will appear on the bottom of the **Multiple Business Schedule B Data Import** dialog box under the heading **Import Field**.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Schedule B field into which the corresponding field on left will be imported.



☞ Press the ***OK*** button.

☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

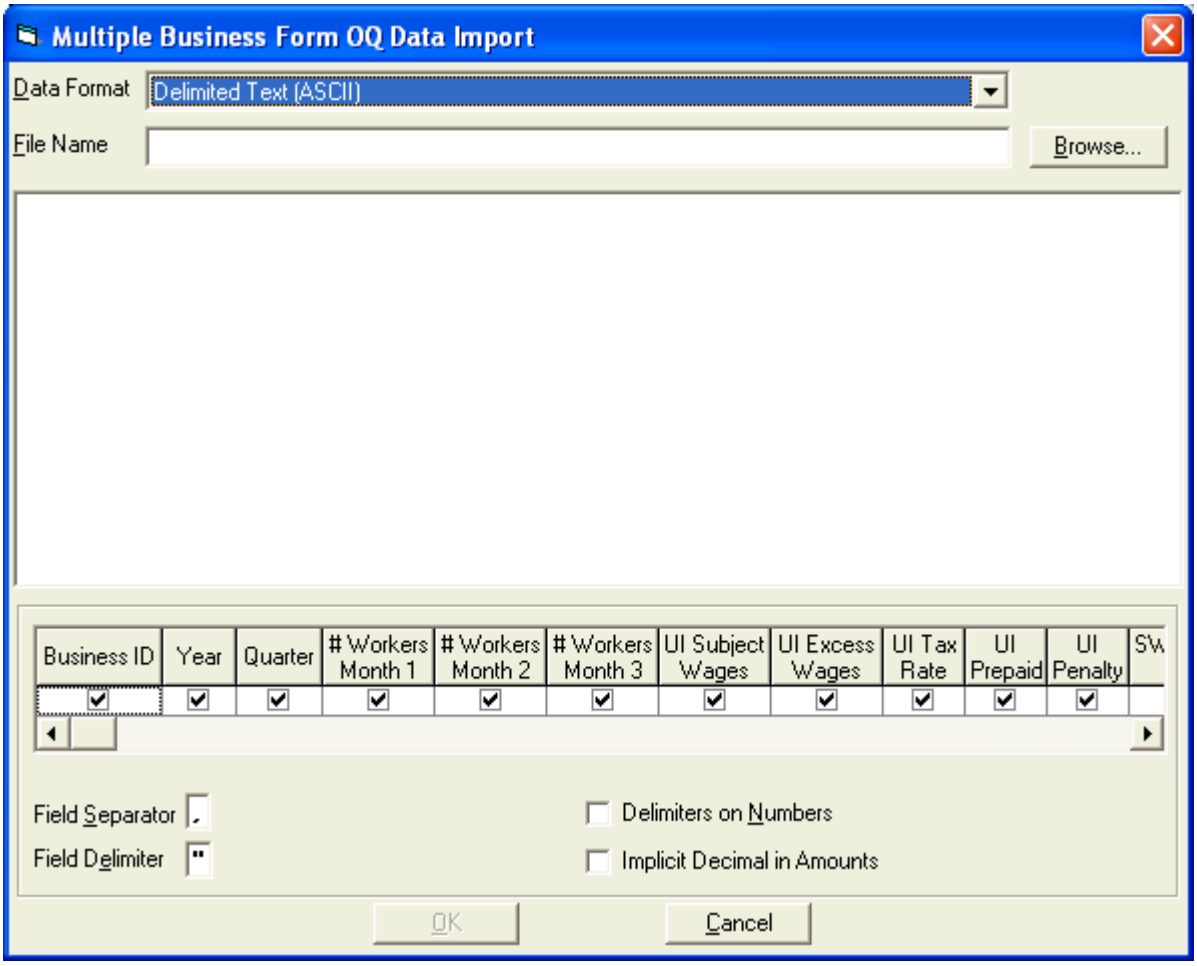
Multiple Business Form OQ Importing

☞ Select ***Utilities*** from the ***File*** menu on the menu bar.

☞ Select **Multiple Business Form Imports** from ***Utilities***. This menu item is available when not in edit mode.

☞ Select **Multiple Business Form OQ Import.**

The **Multiple Business Form OQ Data Import** dialog box will appear.



☞ Select the type of file to import from the **Data Format** list.

Depending upon what data format is selected, different options will appear at the bottom of the **Multiple Business Form OQ Data Import** dialog box. For further information, see Data Formats for Multiple Form OQ importing.

Note: If this is the first time import has been used, the default data format is Delimited Text (ASCII). If the import has been used previously, the default data format will be the data format of the last successful import.

☞ Type in the full path of the file name or select the ***Browse*** button on the right side of the dialog box to find the correct file to import.

☞ Select ***OK*** to start the import of the Form OQ data.

Note*:* the most recent **successful** import profile will be saved and retrieved the next time import is selected.

***Note*:** If errors in the data format/content are determined, no data from the selected file will be imported. A maximum of ten (10) errors will be reported before data validation is aborted.

To Import a single business's Form OQ information, please see Form OQ Importing.

Data Formats for Multiple Form OQ importing

Delimited Text (ASCII)

Fixed Width Text (ASCII)

Microsoft Access 2.0, Access 97

Microsoft Excel 3.0, 4.0, 97

Lotus wks, wk1, wk3, wk4

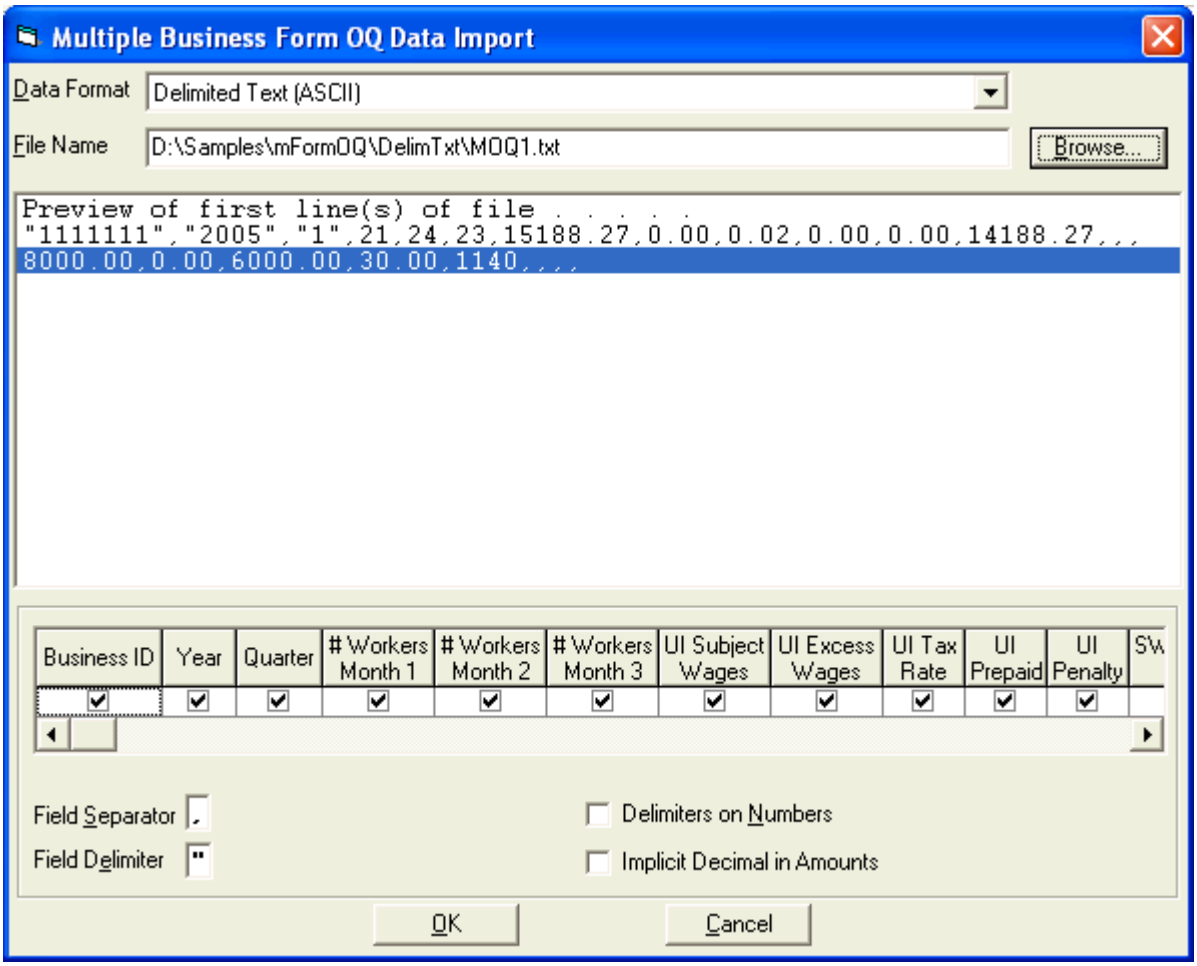
Paradox 3.x, 4.x, 5.x

Dbase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

Delimited Text(ASCII)

- Enter the name of the file to import or press the **Browse** button and select the desired file.
- If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.

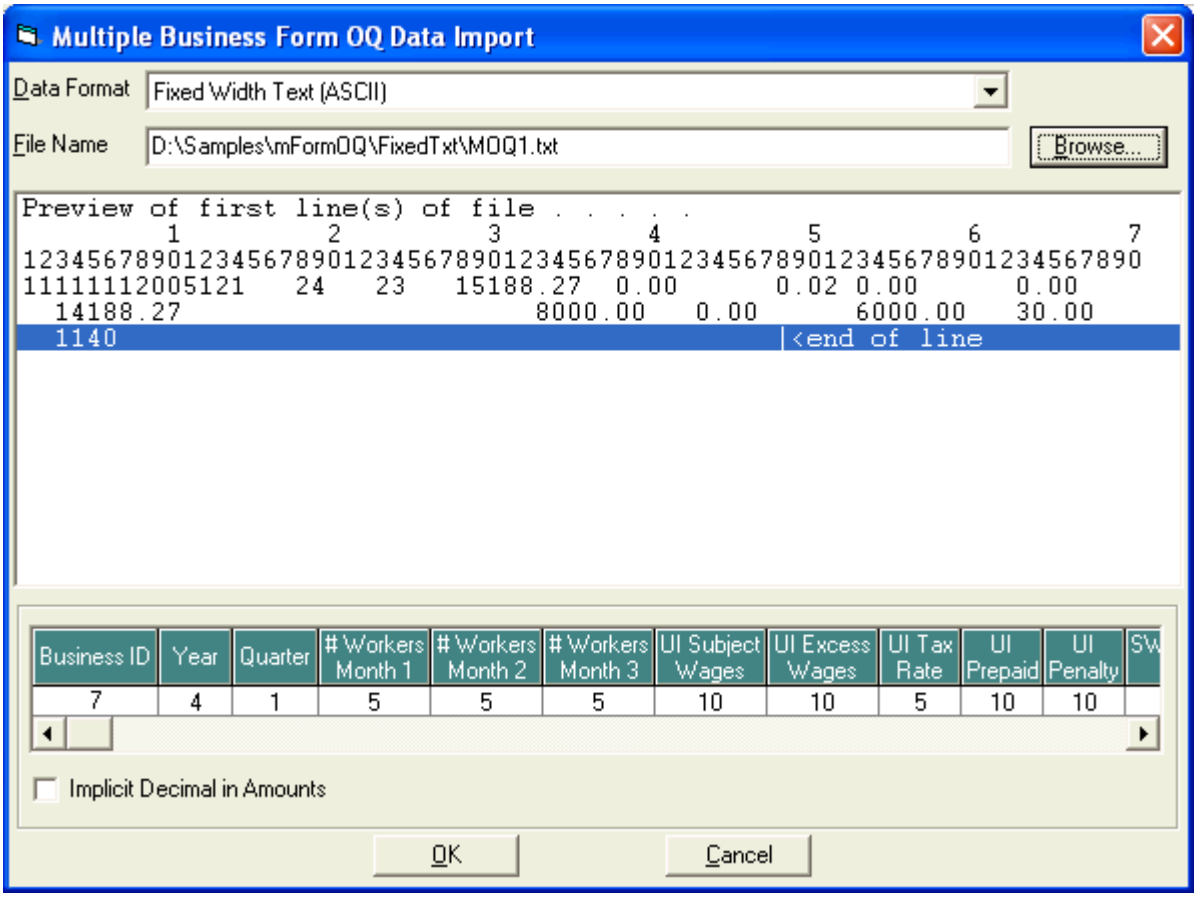


- Choose the order of how the fields will be imported.
- Using the mouse, click on the heading of the different fields and drag them to the correct position for importing the text file.
  The order of the fields should match the order in which they appear in the delimited text file (See the preview list).
- To exclude non-required fields from being imported, remove the checkmark in the box below the field name by placing the cursor in the desired column and clicking or by pressing the ***Delete*** key on the keyboard. To reselect the fields, click in the check box again, or press the ***Insert*** key on the keyboard.
  Only the non-required fields may be excluded.
- The **Field Separator** is the character that divides the fields in the text file. The default field separator is the comma.
- The **Field Delimiter** is the character that encloses the fields in the text file. The default field delimiter is the double quote. The field delimiter can be left blank which means there is no delimiter in the file.
- The **Delimiters on Numbers** check box indicates that the numeric fields are also enclosed by the **Field Delimiter.** The default is not checked, which means the numbers do not have delimiters.
- The **Implicit Decimal in Amounts** check box indicates that no decimal point is present in the dollar amount fields and the program is to assume two decimal places. This allows the dollar amounts to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.
- When all options are set, click the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Fixed Width Text (ASCII)

- ☞ Enter the name of the file to import or press the **Browse** button and select the desired file.
- ☞ If the filename ends with ".txt", the first 3 lines of the file (preview) should be displayed in the list in the middle of the form.



- ☞ Choose the order of how the fields will be imported and the lengths of each field.

  The size and position options will appear in the grid at the bottom of the **Multiple Business Form OQ Data Import** *dialog box. The field lengths for* ***Fixed Width Text(ASCII)*** *appear under the field names.*

- ☞ Using the mouse, click on the heading of the different columns and drag them to the correct position for importing the text file.

  The order of the ***fields*** *should match the order in which they appear in the fixed width text file (See preview list).*

- ☞ In the box below each field name, type in the length of the field in the ASCII text file.

- ☞ To exclude non-required fields from being imported, click on the column heading of the field and press the ***Delete*** key on the keyboard. The color of the column heading will change. To reselect a field press the ***Insert*** key on the keyboard while the appropriate column is selected.

  Only the non-required fields may be excluded. The **Business ID**, **Year**, and **Quarter** are required.

- ☞ The **Implicit Decimal in Amounts** check box indicates that no decimal point is present in the dollar amount fields and the program is to assume two decimal places. This allows the dollar amount fields to be stored without decimal point. The default is unchecked, which indicates that the decimal point is present in the file.

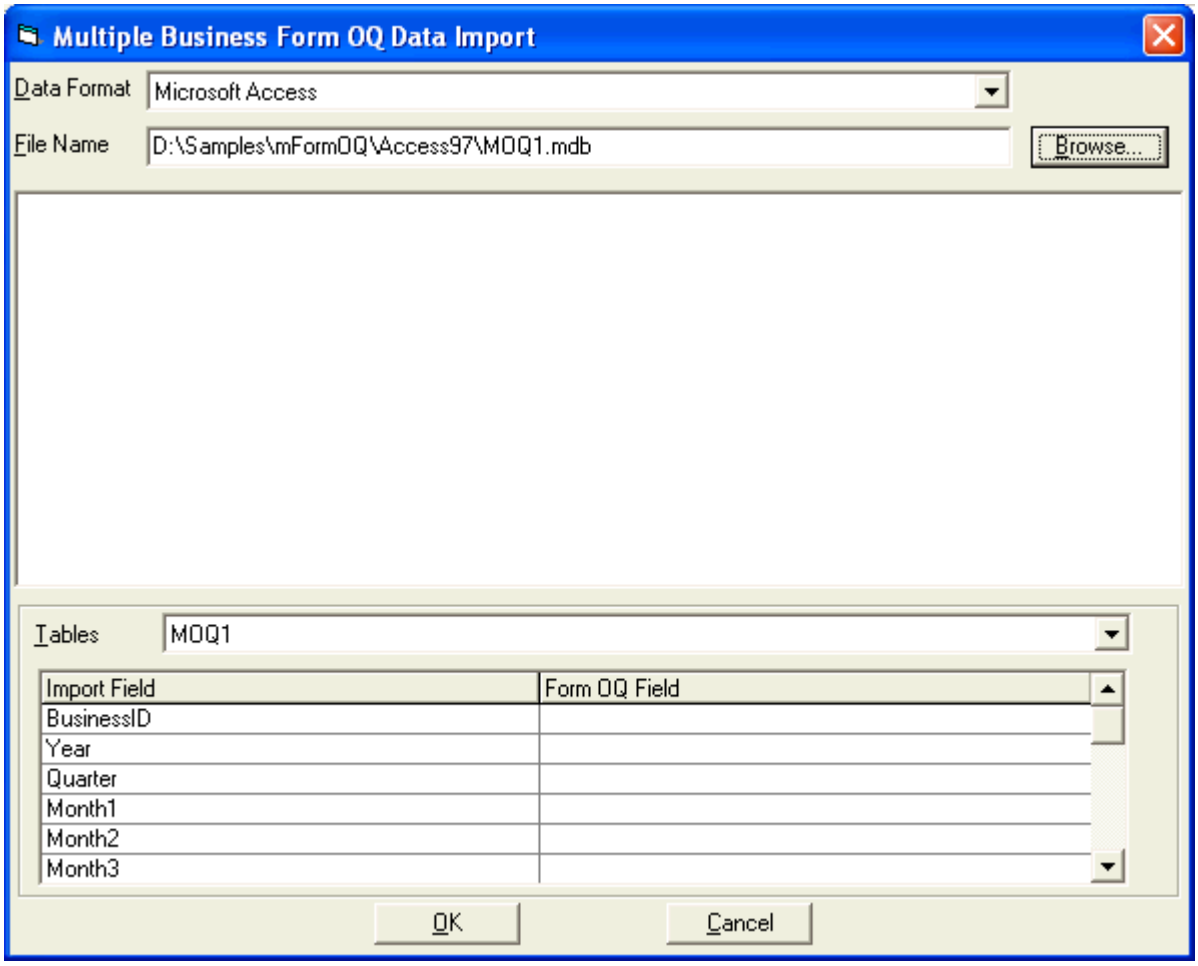
- ☞ When all options are set, click the ***OK*** button.

- ☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Access 2.0, 97

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

☞ Select the table name to be imported from the "Tables" drop list.

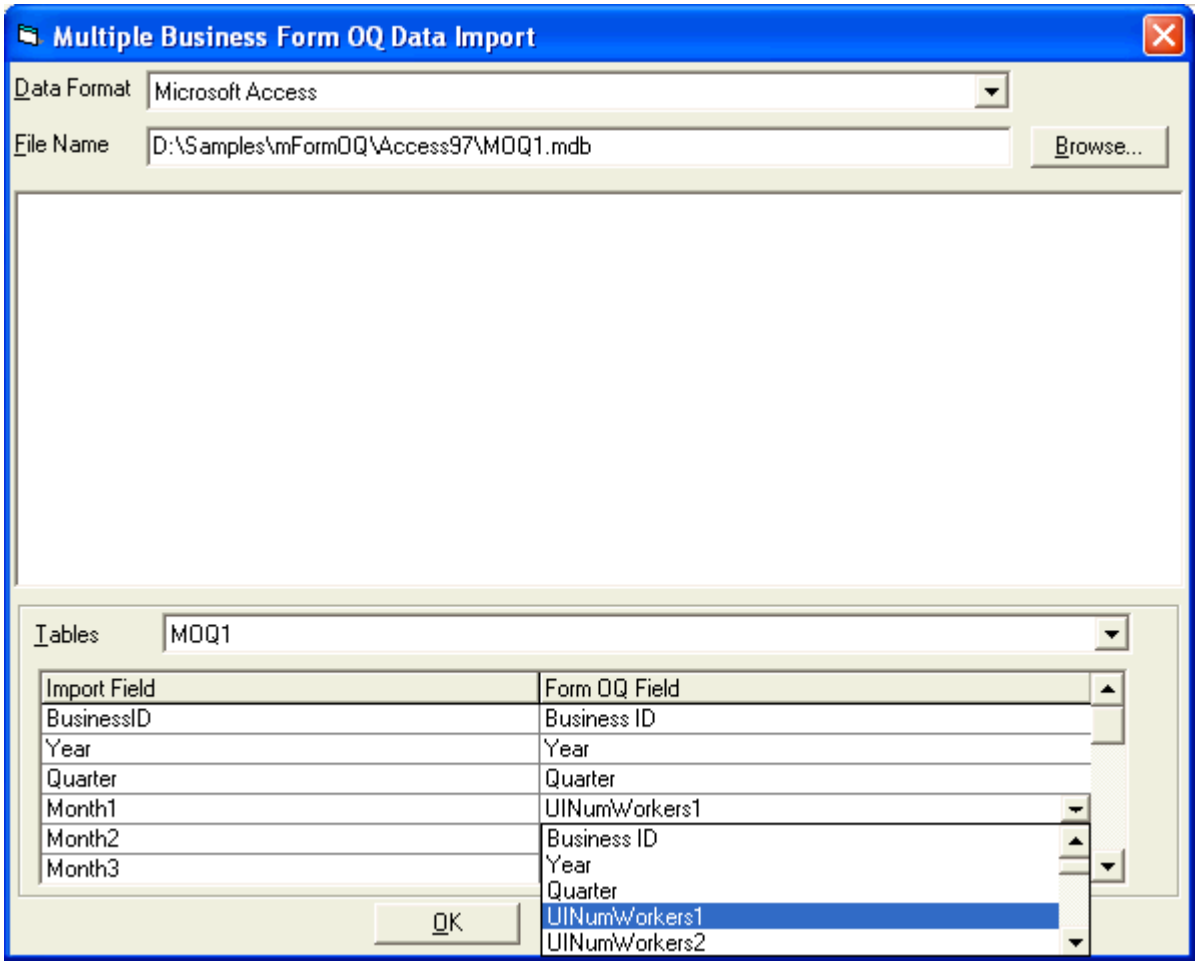


A list of field names found in the selected table will appear on the bottom of the **Multiple Business Form OQ Data Import** *dialog box under the heading* ***Import Field****.*

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form OQ field into which the corresponding field on left will be imported.



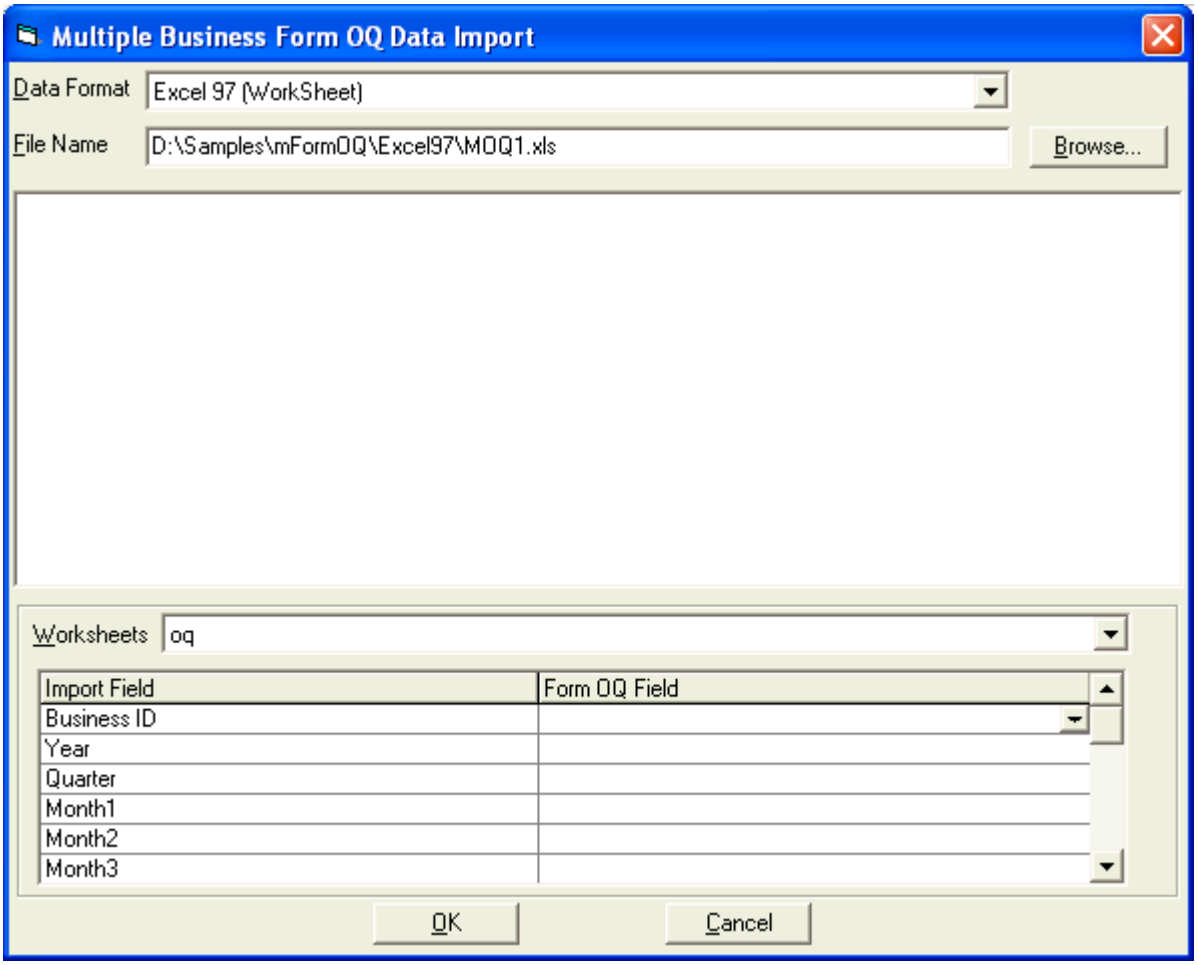
☞ When all matches are made press the ***OK*** button.

☞ A confirmation of completion should be received. If not, correct specified errors and try again.

Microsoft Excel 3.0, 4.0, 97

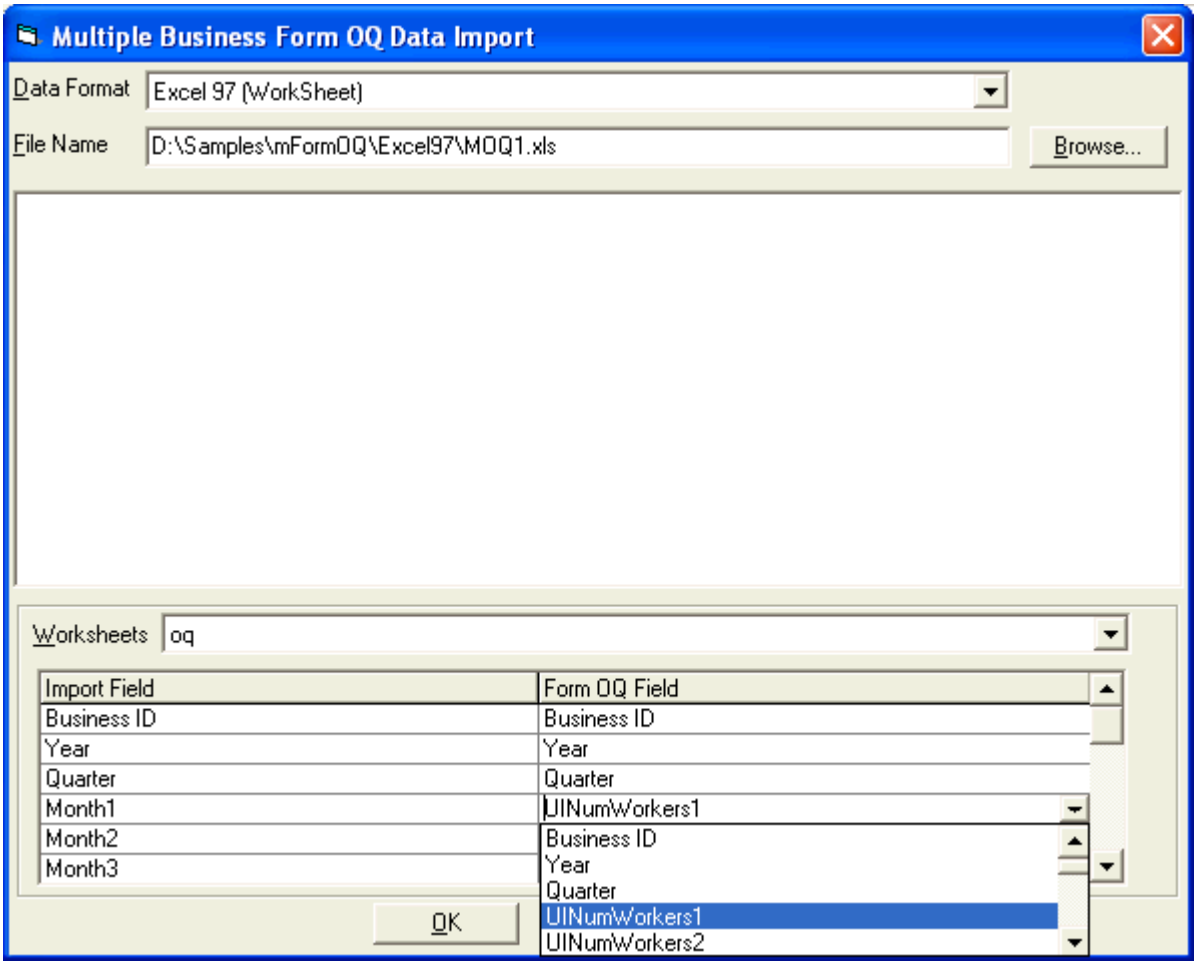
Lotus wks, wk1, wk3, wk4

- ☞ Enter the name of the file to import or press the **Browse** button and select the desired file.
- ☞ Select the worksheet name to be imported from the "Worksheets" drop list.



- ☞ A list of field names (Column Headings - 1st row of worksheet) found in the selected file/worksheet will appear on the bottom of the **Multiple Business Form OQ Data Import** dialog box under the heading Import Field.
- ☞ For each field listed on the left that will be imported (it is not necessary to use all columns in a worksheet), place the cursor in the corresponding field on the right.

  A down arrow will appear on the far right of the field that the cursor is focused on.
- ☞ Place the cursor on the arrow and select the Form OQ field into which the corresponding field on left will be imported.



☞ Press the ***OK*** button.

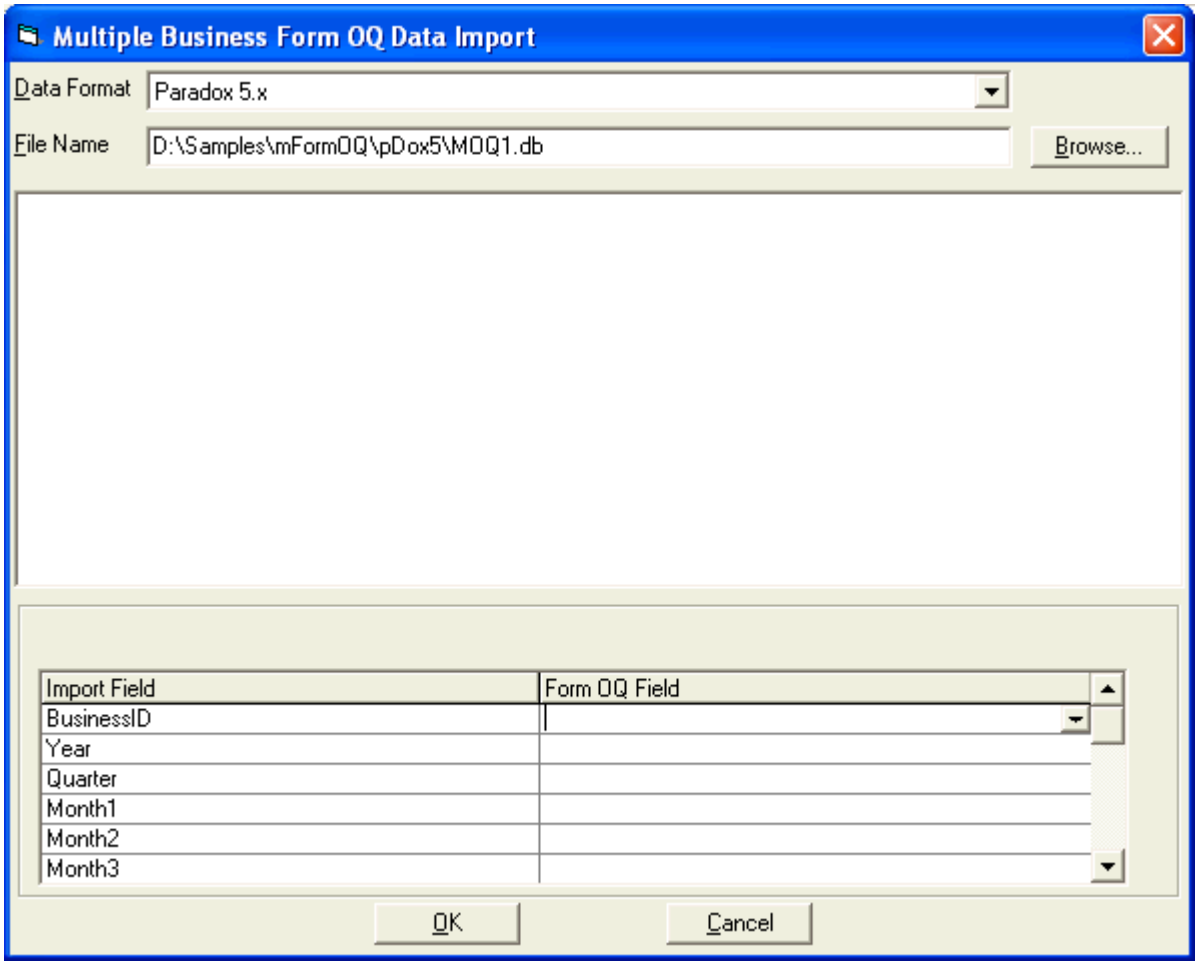
☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

Paradox 3.x, 4.x, 5.x

dBase III, IV

FoxPro 2.0, 2.5, 2.6, 3.0

☞ Enter the name of the file to import or press the **Browse** button and select the desired file.

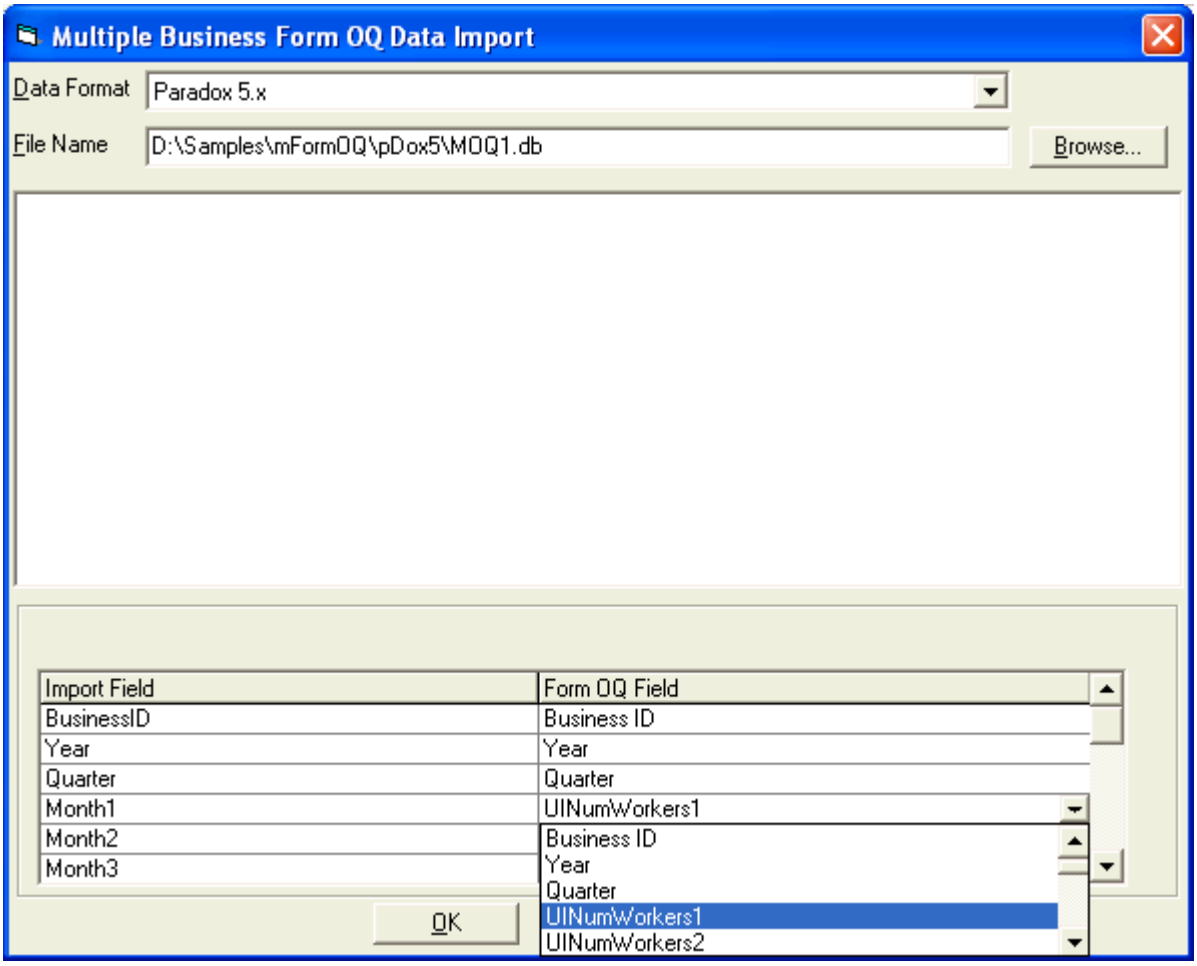


A list of field names found in the selected file will appear on the bottom of the **Multiple Business Form OQ Data Import** dialog box under the heading **Import Field**.

☞ For each field listed on the left that will be imported, place the cursor in the corresponding field on the right.

A down arrow will appear on the far right of the field that the cursor is focused on.

☞ Place the cursor on the arrow and select the Form OQ field into which the corresponding field on left will be imported.



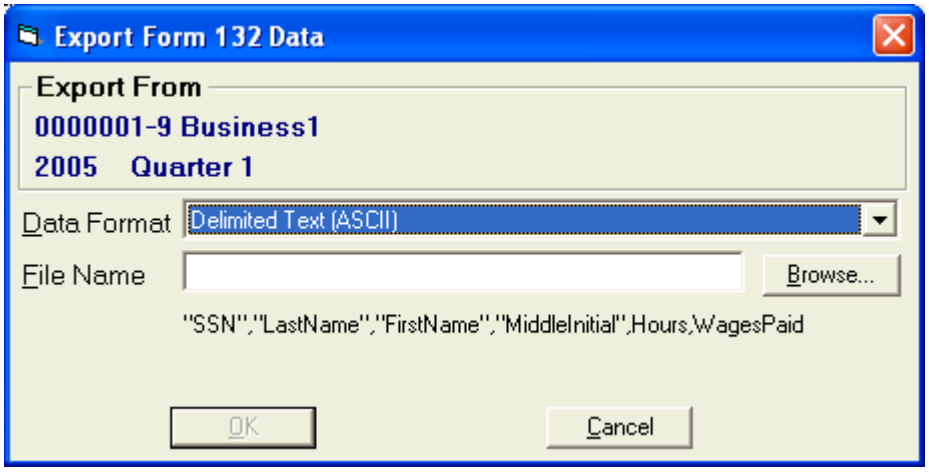
☞ Press the ***OK*** button.

☞ A completion verification should be displayed. If an error message is received, correct indicated error and try again.

How to Export Data from a Form 132

- Select the Form 132 of the Business and Year/Quarter from which you wish to export data.
- Select ***Utilities*** from the ***File*** menu on the menu bar.
- Select ***Export Form 132 Data*** from ***Utilities***.

  *The **Export Form 132 Data** dialog box will appear. This menu item is only available when a quarter or a Form 132 is selected from the outline on the left panel of the screen.*



- Select the ***Data Format*** in which to export the file.
- Enter the full path of the text file, or press the ***Browse*** button to select the file into which the Form 132 data will be exported.
- Select ***OK*** to export the file.

  *If the file exported successfully the message "All records exported" will be displayed. Select **OK**. If the file did not export successfully, an error message will be displayed.*

Federal 128 Byte Record Layouts

Fields that are required by the Oregon Employment Department are marked with an asterisk (*) and are underlined for ease of identification.

Record layout for Employer Records - Code 1E and 2E (Employer Data)

These records identify the employer whose employee wage information is being reported. Each Code 1E record must be followed directly by a Code 2E record.

Following each set of Code 1E/2E records, group together all the employee (Code 1S/2S) records for the employer identified in the set of Code 1E/2E records.

Code 1E - Employer Record

Location	Field	Length	Description and Remarks
*1-2	Record Identifier	2	Constant "1E"
3-6	Payment Year prepared.	4	Enter the year for which the report is being
7-15	Employer Identification Number (EIN)	9	Enter the numeric characters only. Omit all prefixes and suffixes. Do not begin number with "69". **OTTER requires this to be able to create the business information.**
16-24	State/Locate 69 Number	9	If not applicable enter blanks (spaces).
25-74	Employer Name	50	Left justify and fill with spaces.
75-114	Street Address	40	Left justify and fill with spaces.
115	Foreign Address	1	Enter a space.
116-128	Blank	13	Enter spaces. Reserved for SSA use.

Code 2E - Employer Record

Location	Field	Length	Description and Remarks
*1-2	Record Identifier	2	Constant "2E"
3-27	City	25	Left justify and fill with spaces. If foreign address, also include the name of the foreign "state", province.
28-37	State	10	Use a standard FIPS postal abbreviation. For a foreign address, enter spaces.
38-42	Zip Code Extension	5	Use this field as necessary for the four-digit extension of the ZIP Code, being sure to include the hyphen in position 38.
43-47	Zip Code or Foreign Postal Code	5	Enter a valid Zip Code. If foreign use foreign postal code.
*48	Name Code	1	Preferred - Enter "S" if the surname appears first in the name field (position 12-38) of the following Code 1S record(s).
49	Type of Employment	1	Enter the appropriate Code: A - Agriculture H - Household M - Military Q - Medical Qualified Government Employment (MQGE) X - Railroad R - Regular (all others)
50-51	Blank	2	Enter spaces. Reserved for SSA.

52-55	Establishment number or Coverage Group (CG) /Payroll Record Unit (PRU)	4	Enter either Establishment number or the Coverage Group/Payroll Record Unit number, whichever is applicable, otherwise fill with spaces.
56	Limitation of Liability indicator	4	For section 218 State/Local entities only: If applicable, enter the letter "L". Otherwise enter a space.
57-128	Blank	72	Enter spaces. Reserved for SSA use.

NOTE**:** *if the business Name, EIN and Address information is provided, OTTER can create the business information entry when processing a Multiple Business Import. Otherwise you will be required to enter the business information before importing is allowed.*

Record Layout for Employee Wage Record - Code 1S and 2S (Employee Data)

These records are used to report wage information for the employees of the employer identified in the most recent set of Code 1E/2E records. Each Code 1S record must be followed directly by a Code 2S record for the same employee.

The format of the employee name on the Code 1S record must correspond to the Name Code in position 48 of the related Code 2E employer record. Upper case letters are preferred.

The fields required by the Oregon Employment Department in Code 1S/2S records are identified with an asterisk (*) and are underlined for convenience.

Code 1S - Supplemental (Employee) Record

Location	Field	Length	Description and Remarks
*1-2	Record Identifier	2	Constant "1S"
*3-11	Social Security Number	9	Enter the employee's social security number.
*12-38	Employee Name	27	Enter the employee's name. If Name Code is "F", enter First Name(preferred) or initial, Middle Name or Initial(preferred), surname. If Name Code is "S"(preferred), enter Surname, First Name(preferred) or initial, Middle Name or Initial(preferred). Left justify and fill with spaces.
39-78	Street Address	40	Left justify and fill with spaces.
79-103	City	25	Left justify and fill with spaces.
104-113	State	10	Enter the standard FIPS postal alphabetical abbreviation. Left justify and fill with spaces.
114-118	Zip Code Extension	5	Use this field as necessary for the four digit extension of the Zip Code, being sure to include the hyphen in position 114. Left justify and fill with spaces. If this field is not applicable, enter spaces.
119-123	Zip Code or Foreign Postal Code and	5	Enter a valid Zip Code. For a foreign address, use this field for the Foreign Postal Code. Left justify fill with spaces.
124	Blank	1	Enter a space.
*125-126	State Code	2	If the wages are Oregon wages, enter "41".
127-128	Optional Code	2	To be defined by individual states.

Code 2S - Supplemental (Employee) Record

Location	Field	Length	Description and Remarks
*1-2	Record Identifier	2	Constant "2S"
*3-9	State Employer Account Number	7	Enter 7 digit Business Identification Number (BIN). Do not include the hyphen and check digit, e.g., if your BIN is 0123456-7, enter 0123456. Left Justify and fill with spaces.
10-14	Blank	5	Enter spaces or for employer use.
*15-18	Reporting Period	4	Enter the last month and year for the calendar quarter for which this report applies as follows: Jan-March of 1999 = "0399" April-June of 1999 = "0699" July-Sep of 1999 = "0999" Oct - Dec of 1999 = "1299"
*19-27	State Quarterly Unemployment Insurance Total Wages	9	Employee Wages for quarter. Right justify and zero fill.
28-36	State Quarterly	9	Right justify and zero fill.
37-38	Number of weeks worked	2	Numeric only, right justify and zero fill; e.g., 01-13.
39-42	Date First Employed	4	Enter month and year, e.g., "0198".
43-46	Date of Separation	4	Enter month and year, e.g., "0199".
47-51	Taxing Entity code	5	To be defined by user.
52-53	State Code	2	Enter FIPS postal Numeric Code.
54-62	State Taxable Wages	9	Right justify and zero fill.
63-70	State Income Tax Withheld	8	Right justify and zero fill.
*71-73	Number of Hours Worked	3	Enter the number of hours worked (0-999) during the reporting period. Right justify and zero fill.
74-80	Other State Data	7	To be defined by the individual agencies.
81	Tax Type Code	1	Enter the appropriate Code for entries in position 87-95 and 96-102: C - City Income Tax D - County Income Tax E - School District Income Tax F - Other Income Tax
82-86	Taxing Entity Code	5	To be defined by individual taxing agencies.
87-95	Local Taxable Wages	9	To be defined by individual taxing agencies.
96-102	Local Income Tax	7	To be defined by individual taxing agencies.
103-109	State Control number	7	Optional.
*110-118	Social Security Number	9	Enter the employee's social security number.
119-128	Blank	10	Enter spaces or for employer's use.

Federal 275 Byte Record Layouts

Fields that are required by the Oregon Employment Department are marked with an asterisk (*) and are underlined for ease of identification.

Record layout for Employer Records - Code E (Employer Data)

This record identifies an employer whose employee wage data is reported. Generate a new Code E record each time it is necessary to change the information in any field on this record. Following each Code E record, group together all the Code S records for the employer identified in that Code E record.

Code E - Employer Record

Location	Field	Length	Description and Remarks
*1	Record Identifier	1	Constant "E" - Generate a new Code E record whenever the information in any field on this record needs to be changed.
2-5	Payment Year	4	Enter the year for which the report is being prepared. Enter numeric characters only. Update each year. Note: all Code E records within a file must be for the same year.
6-14	Employer Identification Number (EIN)	9	Enter only numeric characters. Omit all hyphens, prefixes and suffixes. This number should NOT begin with '69'. **OTTER requires this to be able to create the business information.**
15-23	State/Local 69 Number	9	If not applicable, enter spaces.
24-73	Employer Name	50	Left justify and fill with spaces.
74-113	Street Address	40	Left justify and fill with spaces.
114-138	City	25	Left justify and fill with spaces. If this is a foreign address, also include the name of the foreign "state", province, etc., e.g., Ontario.
139-148	State	10	Use the standard FIPS postal abbreviation. If this is a foreign address, enter the two character country code, e.g., CN for Canada. Left justify and fill with spaces.
149-153	Zip Code Extension	5	Use as necessary for the four-digit extension of the Zip Code, being sure to include the hyphen in position 149. If this is a foreign address, use this field as necessary for overflow for a foreign postal code begun in positions 154-158; left justify and fill with spaces. If field is not applicable, enter spaces.
154-158	Zip Code or Foreign Postal Code	5	Enter a valid ZIP Code. For a foreign address, use this field for the Foreign Postal Code, if applicable; left justify and fill with spaces; if necessary, continue the Foreign Postal Code in positions 149-153 above.
*159	Name Code	1	Preferred - Enter "S" if the surname appears first in the employee name field (positions 11-37) of the following Code S records. Enter "F" if the first name appears first in the employee name field of the following Code S records. this code may vary with each Code E record as long as the name format on the associated Code S records remains consistent with this name code.

160	Type of Employment	1	Enter the appropriate code: A - Agriculture H - Household M - Military Q - Medicare Qualified Government Employment X - Railroad Employment R - Regular (All others)
161-162	Blocking Factor	2	Maximum blocking factor = 25
163-166	Establishment Number or Coverage Group/ Payroll Record Unit	4	Enter the Establishment Number of the Coverage Group/Payroll Record Unit number, whichever is applicable. Otherwise enter spaces.
167-254	Blank	88	Enter spaces. Reserved for SSA use.
255	Limitation of Liability Indicator	1	If applicable, enter the letter "L". Otherwise, enter a space.
256	Foreign Address Indicator	1	If the information shown in positions 74-158 is for a foreign address (i.e., outside of the US and US territories and possessions, and not APO or FPO), enter the letter "X" in this field. Otherwise, enter a space.
257-275	Blank	19	Enter spaces. Reserved for SSA use.

Record Layout for Supplemental Record - Code S (Employee Data)

This record is used to report quarterly wage data for individual employees of the employer identified in the previous Code E record. Code S records should be grouped together to follow the appropriate Code E record. The employee wage records may appear in sequence by SSN or Name within each Code E record.

The format of the employee name in the Code S record must correspond to the Name Code indicated in position 159 of the Code E record. Separate all segments of the name with spaces. Upper Case letters are preferred.

Code S - Supplemental (Employee Data) Record

Location	Field	Length	Description and Remarks
*1	Record Identifier	1	Constant "S"
*2-10	Social Security Number	9	Enter the employee's social security number.
*11-37	Employee Name	27	Enter employee's name. If Name Code in position 159 of Code E record is "S", enter Surname, first name, middle initial. If Name Code is "F", enter First name, middle initial, Surname. Left justify and fill with spaces.
38-77	Street Address	40	Left justify and fill with spaces.
78-102	City	25	Left justify and fill with spaces. If this is a foreign address, also include the name of the foreign "state", province, etc. e.g., Ontario.
103-112	State	10	Enter the standard FIPS postal alphabetical abbreviation. If this is a foreign address, enter the two-character country code, e.g., CN for Canada. Left justify and fill with spaces.
113-117	ZIP Code Extension	5	Use this field as necessary for the four-digit extension of the ZIP Code, being sure to include the hyphen in position 113. If this field is not

			applicable, enter spaces.
118-122	ZIP Code or Foreign Postal Code	5	If this is a foreign address, use the field for the Foreign Postal Code, if applicable. Left justify and fill with spaces. If necessary, continue the Foreign Postal Code in positions 113-117. Otherwise, enter a valid ZIP Code.
123	Blank	1	Enter a space.
*124-125	State Code	2	If the wages are Oregon wages, enter "41".
126-127	Optional Code	2	To be defined by individual states.
*128-131	Reporting Period	4	Enter the last month and year for the calendar quarter for which this report applies; e.g., "0399" for January - March of 1999.
*132-140	State Quarterly Unemployment Insurance Total Wages	9	Employee Wages for quarter. Right justify and zero fill.
141-149	State Quarterly Unemployment Insurance Total Wages	9	Right Justify and zero fill.
150-151	Number of Weeks Worked	2	Enter the appropriate number of weeks worked (0-13) during the reporting period. Right justify and zero fill.
152-155	Date First Employed	4	Enter the month and year, e.g., "0198"
156-159	Date of Separation	4	Enter the month and year, e.g., "0199"
160-164	Taxing Entity Code	5	To be defined by user.
*165-171	State Employer Account Number	7	Enter your 7 digit Business Identification Number (BIN). Do not include the hyphen and check digit, e.g., if your BIN is 0123456-7, enter 0123456.
172-182	Blank	11	Enter spaces or for employer use.
183-184	State Code	2	Enter appropriate FIPS postal numeric code.
185-193	State Taxable Wages	9	Right justify and zero fill.
194-201	State Income Tax Withheld	8	Right justify and zero fill.
*202-204	Number of Hours Worked	3	Enter the number of hours worked (0-999) during the reporting period. Right justify and zero fill.
205-211	Other State Data	7	To be defined by individual taxing agencies.
212	Tax Type Code	1	Enter the appropriate code for entries in fields 218-226 and 227-233. C - City Income Tax D - County Income Tax E - School District Income Tax F - Other Income Tax
213-217	Taxing Entity Code	5	To be defined by individual taxing agencies.
218-226	Local Taxable Wages	9	To be defined by individual taxing agencies.
227-233	Local Income Tax Withheld	7	To be defined by individual taxing agencies.
234-240	State Control Number	7	Optional.
241-275	Blank	35	Enter spaces or for employer use.

MMREF-1 (512 Byte)

CODE RE – EMPLOYER RECORD LAYOUT - Length = 512

The fields required by the Oregon Employment Department are identified with an asterisk (*) and are underlined for your convenience. Fields that are in *Italics* are fields that are *preferred* but are not required.

Location	Field	Length	Specifications
*1 – 2	Record Identifier	2	Constant "RE"
3 – 6	Tax Year	4	Not required.
7	Agent Indicator Code	1	Not required.
8 –16	Employer/Agent	9	Not required.
17-25	Agent for EIN	9	Not required.
26	Terminating Business Indicator	1	Not required.
27-30	Establishment Number	4	Not required.
31-39	Other EIN	9	Not required.
40-96	*Employer Name*	*57*	*Enter the employer's business name as registered* with the Oregon Employment Department. Left justify and fill with blanks.
97-118	Physical Address	22	Not required.
119-140	*Delivery Address*	*22*	*Enter the employer's delivery address (street or post office box). Left justify and fill with blanks.*
141-162	*City*	*22*	*Enter the employer's city. Left justify and fill with blanks.*
163-164	*State Abbreviation*	*2*	*Enter the employer's state. Use a postal abbreviation. For a foreign address, leave blank.*
165-169	*Zip Code*	*5*	*Enter a valid zip code. For a foreign address, leave blank.*
170-173	*Zip Code Extension*	*4*	*Enter the four-digit extension of the zip code. If not applicable, leave blank.*
174-178	Blank	5	Not required.
179-201	Foreign State Province	23	Not required.
202-216	Foreign Postal Code	15	Not required.
217-218	Country Code	2	Not required.
219	Employment Code	1	Not required.
220	Tax Jurisdiction Code	1	Not required.
221-512	Blank	292	Spaces.

CODE RS – STATE RECORD LAYOUT - Length = 512

The fields required by the Oregon Employment Department are identified with an asterisk (*) and are underlined for your convenience. Fields that are in *Italics* are fields that are *preferred* but are not required.

Location	Field	Length	Specifications
*1 – 2	Record Identifier	2	Constant "RS"
*3 – 4	State Code	2	Enter the appropriate FIPS postal Numeric code. For Oregon, the code is "41".
5 – 9	Taxing Entity Code	5	Not required.
*10-18	Social Security Number(SSN)	9	Enter the employee's social security number. Enter only NUMERIC characters. If the SSN is not available, enter zeros (0) in locations 10-18. Omit Hyphens, prefixes and suffixes. DO NOT USE 111111111, 333333333, OR 123456789.
*19-33	Employee First Name	15	Enter the first name of the employee exactly as shown on the social security card. Left justify and fill with blanks.
*34-48	Employee Middle Name	15	If applicable, enter the employee's middle name or initial exactly as shown on the social security card. Left justify and fill with blanks.

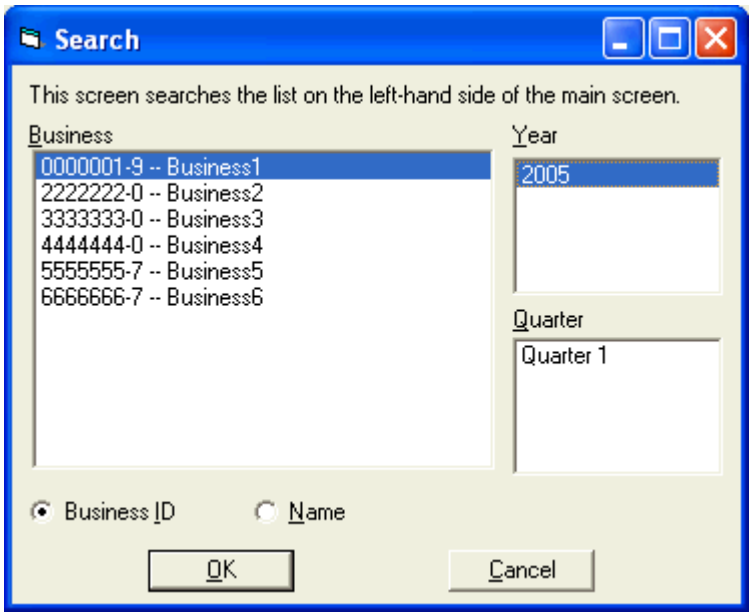
*49-68	Employee Last Name	20	Enter the last name of the employee exactly as shown on the social security card. Left justify and fill with blanks.
69-72	Suffix	4	Not required.
73-94	Location Address	22	Not required.
95-116	*Employee Address*	*22*	*Enter the employee's address. Left justify and fill with blanks. Not required but preferred.*
117-138	*Employee City*	*22*	*Enter the employee's city. Left justify and fill with blanks. Not required but preferred.*
139-140	*State Abbreviation*	*2*	*Use the appropriate state 2 digit abbreviation. For a foreign address, leave blank. Not required but preferred.*
141-145	*Zip Code*	*5*	*Enter the appropriate valid zip code. For a foreign address, leave blank. Not required but preferred.*
146-149	*Zip Code Extension*	*4*	*Use this field for the four-digit extension of the Zip Code. If not applicable, leave blank. Not required but preferred.*
150-154	Blank	5	Spaces.
155-177	Foreign State Province	23	Not Required.
178-192	Foreign Postal Code	15	Not Required.
193-194	Country Code	2	Not Required.
195-196	Optional Code	2	Not Required.
*197-202	Reporting Period	6	Enter the last month and 4 digit year in MMCCYY format for the calendar quarter for which this report applies; e.g., "032001" for January-March of 2001.
*203-213	State Quarterly Unemployment Insurance Total Wages	11	Right justify and zero fill. Do not include commas or decimals. Negative amounts are not allowed.
214-224	State Quarterly Unemployment Insurance Total Taxable Wages	11	Not Required.
225-226	Number of Weeks Worked	2	Not Required.
227-234	Date First Employed	8	Not Required.
235-242	Date of Separation	8	Not Required.
243-247	Blank	5	Not Required.
*248-254	State Employer Account Number	7	Business Identification Number. Do not include hyphen or check digit, e.g., if BIN is 0123456-7, enter 0123456.
255-267	Blank	13	Not Required.
268-273	Blank	6	Not Required.
274-275	State Code	2	Not Required.
276-286	State Taxable Wages	11	Not Required.
287-297	State Income Tax Withheld	11	Not Required.
298-307	Other State Data	10	Not Required.
308	Tax Type Code	1	Not Required.
309-319	Local Taxable Wages	11	Not Required.
320-330	Local Income Tax Withheld	11	Not Required.
331-337	State Control #	7	Not Required.
*338-340	Hours Worked	3	If hours worked is greater than 999, enter 999. Do not enter partial hours. Right justify and zero fill.
341-412	Supplemental Data	72	Not Required.
413-487	Supplemental Data	75	Not Required.
488-512	Blank	25	Not Required.

Search

How to Search for Information

☞ Select ***Search*** from the ***List*** menu or from the toolbar.

*The **Search** dialog box will appear.*



☞ Select the ***Name*** button on the bottom of the dialog box to sort the list of businesses by name. The last selected order will be retrieved the next time search is selected.

☞ To search for a particular business by name, type the first letter of the business's name.

The list of names will change to find the closest match to what has been typed.

☞ Select the ***Business ID*** button on the bottom left side of the dialog box to sort by the Business ID numbers (BIN).

☞ To search for a particular business by ID number (BIN), start typing the business ID (BIN).

The list of IDs will change to find the closest match to what has been typed.

☞ Click on a business name or ID number (BIN).

*The corresponding years for the selected business will appear to the right in the **Year** section of the dialog box.*

☞ Select the year to be found.

*The corresponding quarters for the selected year will appear below the **Year** section, in the **Quarter** section of the dialog box.*

☞ Select the quarter to be found.

☞ Select the ***OK*** button to start the search.

☞ Select the ***Cancel*** button to cancel the search.

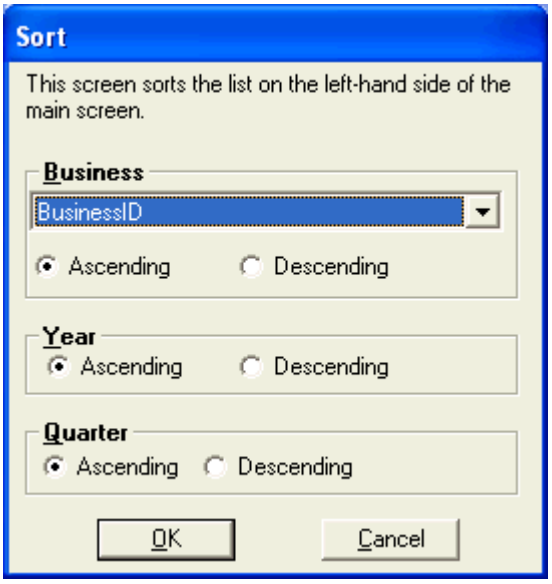
Sort

How to Change the Sort Order of the Businesses

Changing the sort order will change the way the outline in the left panel of the main screen is sorted.

☞ Select ***Sort*** from the ***List*** menu or from the toolbar.

*The **Sort** dialog box will appear.*



☞ Select either ***Name*** or ***Business ID*** number (BIN) from the drop down ***Business*** list.

☞ Select either ***Ascending*** or ***Descending*** for Business ID or name.

☞ Select ***Ascending*** or ***Descending*** for the year.

☞ Select ***Ascending*** or ***Descending*** for the quarter.

☞ Select the ***OK*** button to make the sort changes effective.

☞ Select the ***Cancel*** button to cancel the sort changes.

Amending a Report

If a report sent using this program is in error, the program can be used to amend the report. An amended report is one that contains the correct amounts that should have been on the original report; not the differences.

You may use the program to create the amended report, but **DO NOT send the amended report electronically.**

INSTEAD, **print the amended report and write AMENDED at the top of each form**. CIRCLE the changes made, and include a brief explanation of the changes made. Send an amended copy of each of the forms that was submitted as the original report, even if only one of the forms has a change.

Mail **AMENDED REPORT** to:

Employment Department
Tax Section - OTTER
875 Union St NE
Salem OR 97311-0030

Mail any **PAYMENT** required because of the amendment with a Form OTC to:

Oregon Department of Revenue
PO Box 14800
Salem OR 97309-0920

If you need help with any adjustments or have questions about creating amended reports, please call the Tax Representative in your area.

Technical Support

If you need help with this program and have not found the answer to your question in this instruction booklet, you may call the Oregon Employment Department Tax Office in your area.

To find your closest Oregon Employment Department Tax Office phone number, go to our web page at www.oregon.gov/EMPLOY/TAX and select Tax Offices from the left menu bar.

The Central Office fax number is (503) 947-1487.

Questions may be e-mailed to: taxinfo@emp.state.or.us .

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Quick Reference

Bold, Italicized words indicate buttons, fields, or menu items.
Use the ***Tab*** key on the keyboard to step through fields on any screen.
Use the ***Shift + Arrow*** key to select more than one item in a list.
Use the ***Ctrl*** key and mouse to select only certain items in a list.

Cancel Field Changes - **Esc**

Help Contents **- F1**

New Business

Add

Delete **- F4**

Save **- F2**

Copy Quarter

Validate Quarter **- F12**

Print **- Ctrl+P**

Print Preview **- Ctrl+R**

Search **- F3**

Sort

Backup/Archive/Restore Otter Data

Otter has a built-in backup, archive, and restore features.

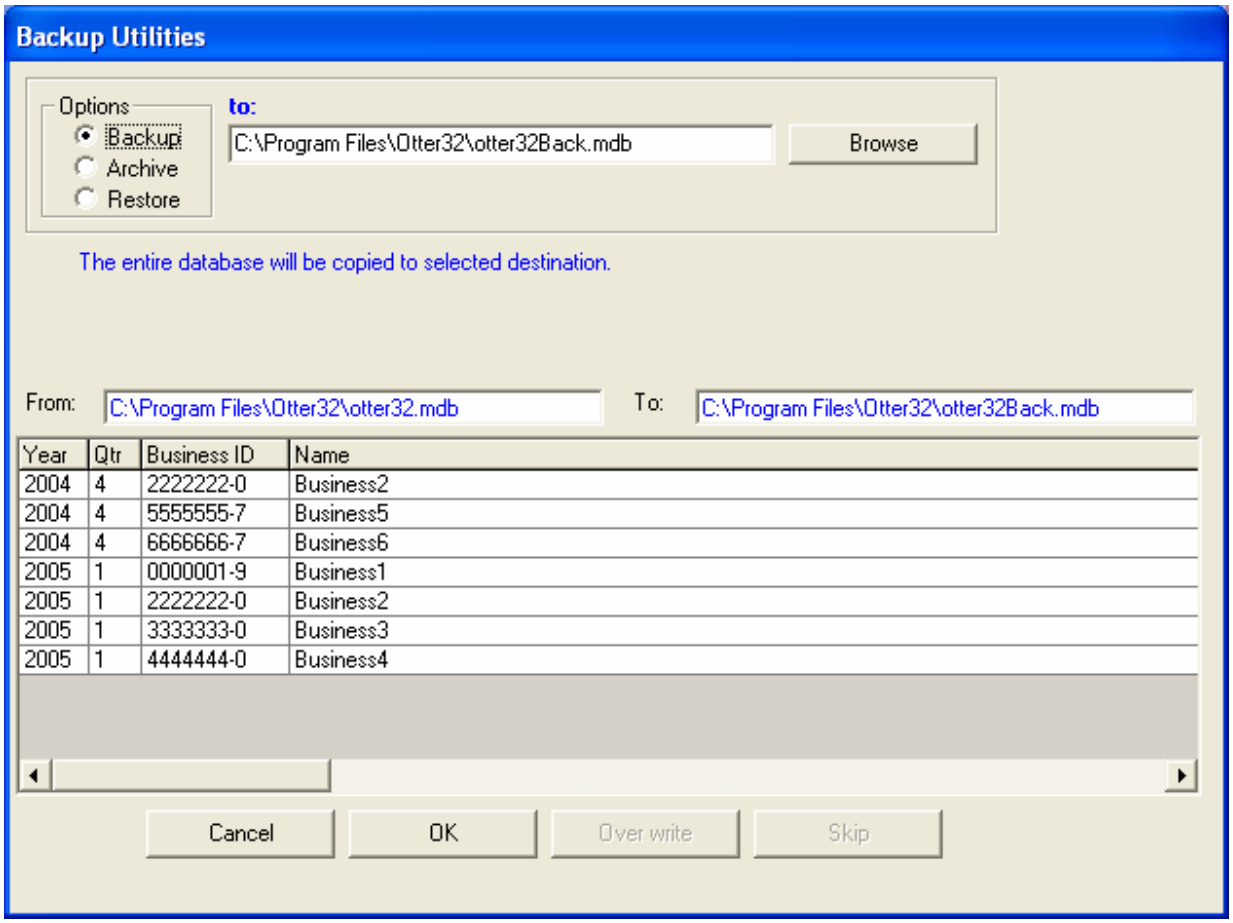
Backup feature allows a user to create an exact copy of the current Otter32.mdb file.
Archive feature allows a user to move old records from the current Otter database file to the "archive" database.

The backup copy of the Otter32.mdb and the archive database could be created on a network drive or an external drive.

Restore feature allows a user to restore previously archived Otter data.

Backup Otter Data

☞ In Otter, select ***Backup/Restore*** option under ***File*** menu. The ***Backup Utilities*** window will come up.



☞ The grid in the Backup Utilities window shows the *Year*, *Quarter*, *Business ID* and *Business Name* of the businesses that Otter currently has data for.

To create a backup of the existing database Otter32.mdb:

☞ Select *Backup* under *Options*, then specify the path and a name for the backup database in the "to:" box. By default, the destination database is C:\Program Files\Otter32\otter32Back.mdb.

You can use the Browse button to navigate to the destination database.

You can backup Otter database to an external drive.

☞ Click on the OK button. A copy of the database Otter32.mdb should be created in the specified directory.

The utility will generate a message to inform the user of a success or failure of the backup operation,

and the reason for failure such as Invalid path or read/write permission problem.

☞ The backup grid can sort its contents in ascending or descending orders by clicking on the Year, Qtr, and Business ID column headers.

Archive/Restore Otter Data

Basic concepts of Archive/Restore:

1. *Source database*: the database being archived or restored.
2. *Destination database*: the database which will receive the records from the Source database.
3. *Source grid*: the left grid showing the contents of the Source database.
4. *Destination grid*: the right grid showing the contents of the Destination database.
5. Archive/Restore modes of the Backup Utilities use color coding to identify duplicate records in the source and destination databases. Duplicate records appear in red text, and new records are blue.
6. In the Archive mode the source database is always the currently open Otter database (Otter32.mdb). Archiving is designed to reduce the size of Otter database to make it more efficient and faster.
7. In the Archive mode the user has an option to remove or keep the archived records. However, it is recommended to create a backup of the Otter database before archive/remove operation.
8. In the Restore mode the destination database is always the Otter database (Otter32.mdb).
9. Data in both, the source grid and the destination grid, could be sorted by *Year*, *Qtr*, or *Business ID*.

   To sort the information in the grid by the column in the *ascending* order, click on the column heading once. Clicking on the column heading again will sort the information in descending order.

   The information in the grid will be sorted by the column that was selected and clicked on.
10. The source grid has a popup menu for selecting and unselecting its contents.
11. To select a row in the grid, click on the record selector of that row. *The entire row will be highlighted.*
12. To select multiple consecutive rows in the grid, select the first row you would like to select, and while holding down the Shift key on the keyboard, select the last row you would like to select. *All the rows in between will be highlighted*
13. To select all the records in the source grid, right-click in the grid, and select “Select all records” option from the menu. *To unselect all the records* in the source grid, right-click in the grid, and select “Unselect all records” option.

Archive Otter Data

Archive option in Otter allows a user to archive old year’s Otter data.

☞ To archive records from the current Otter database, select *Archive* option, then specify the path and database name in the “to:” box. By default, the destination database is C:\Program Files\Otter32\otter32Arch.mdb.

You can use the Browse button to navigate to the destination database.

☞ As soon as you select the archive database, the destination grid will show the database contents.

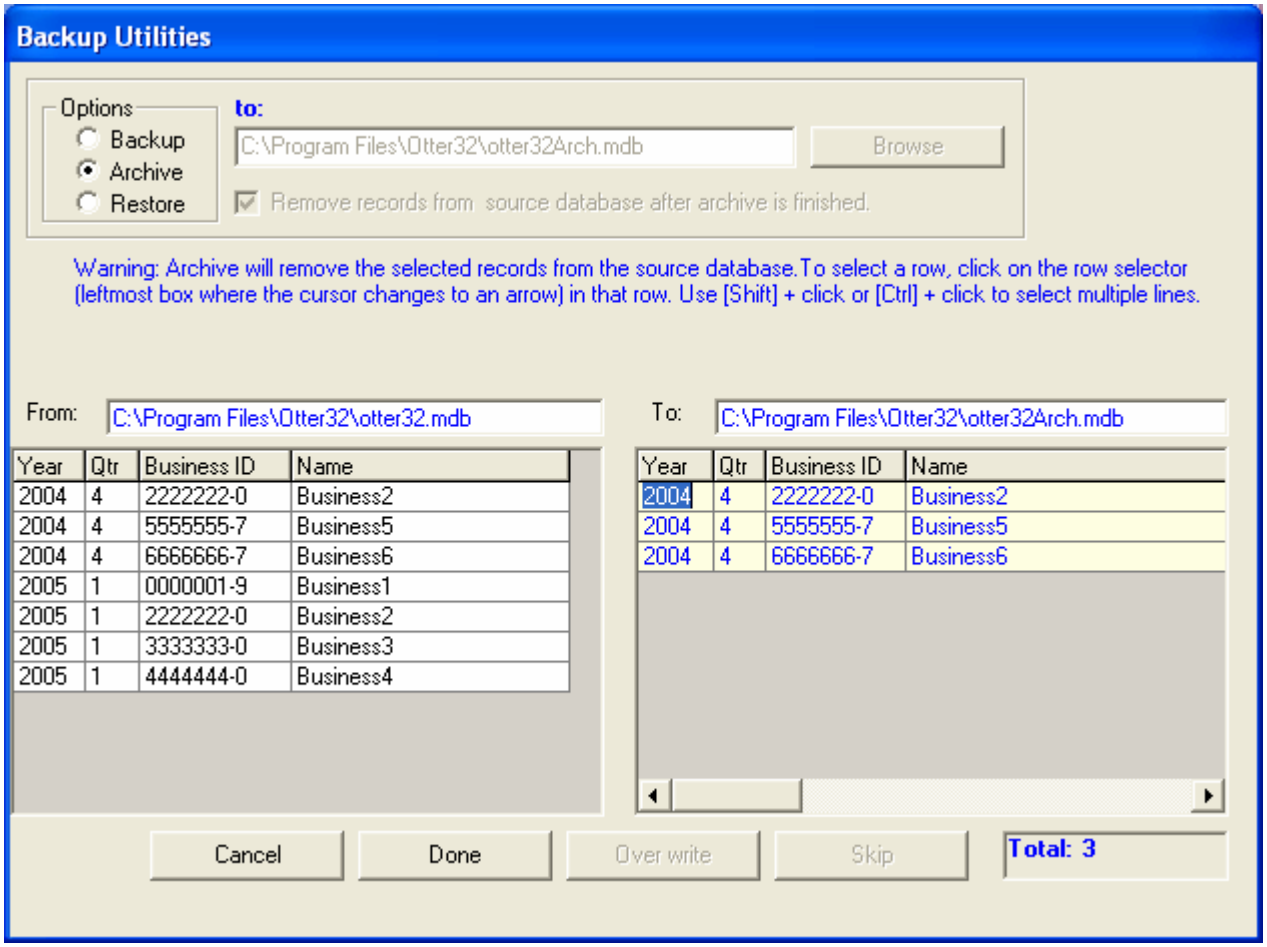
☞ In the source grid, select records you would like to archive.

As soon as you select one or more rows in the left grid, OK button becomes available.

OK button will remain disabled (grayed-out) if no records are selected in the source grid.

☞ Put a check mark in the check box *”Remove records from source database after archive is finished”* if you would like to remove records from the current Otter database.

☞ Click on the OK button.



Note: the blue color indicates that records did not exist in destination database.

☞ Click on the *Done* button to finish the Archive operation.

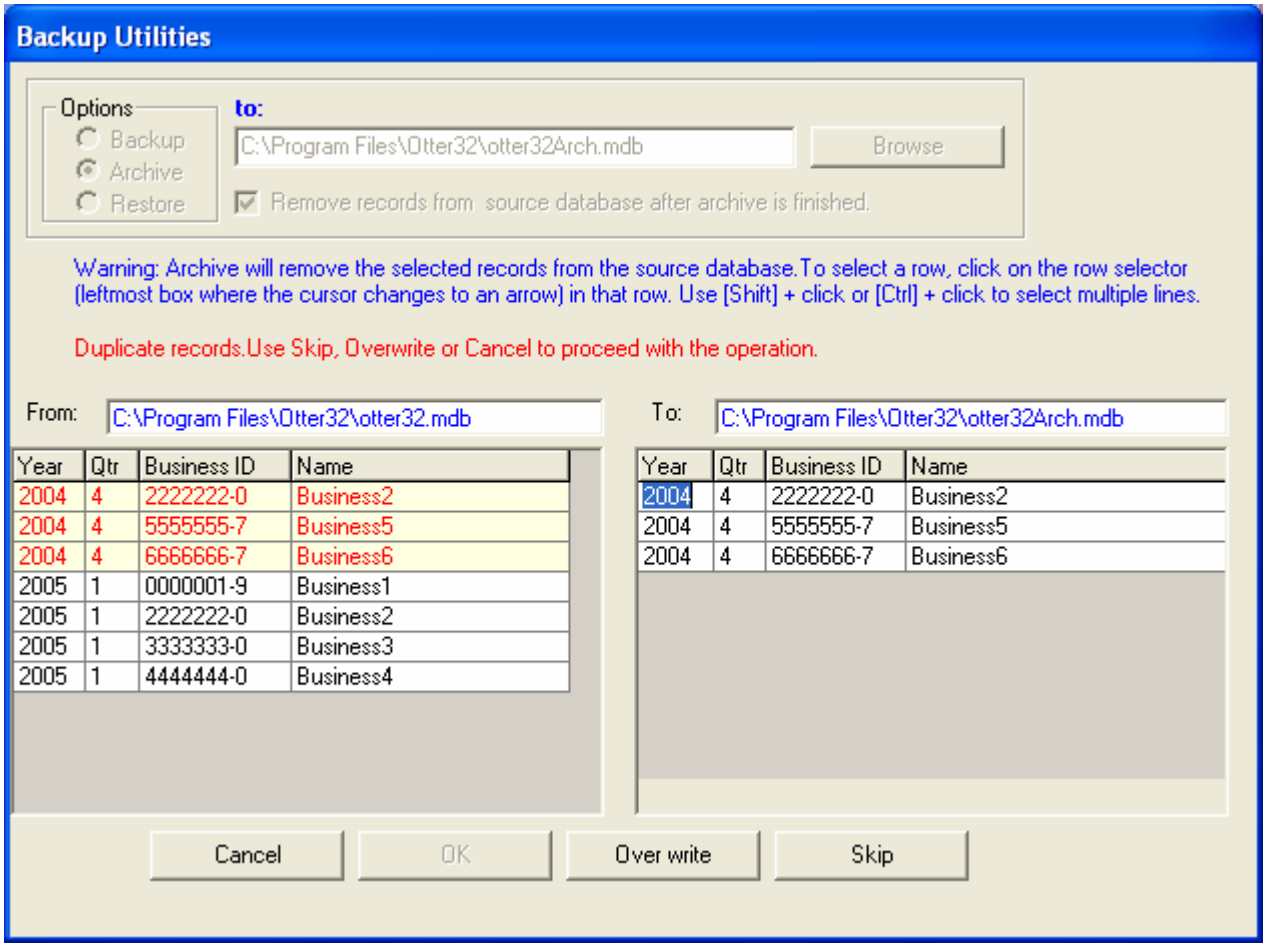
Total number of the archived and duplicate records (if any) will be shown in lower right corner of the Backup Utilities window.

Duplicate records

If records already existed in the destination archive database, they appear in red, and *Overwrite* and *Skip* buttons become available.

To update records in the destination database, click on the Overwrite button.

Clicking on the Skip button allows the user to write the new records into the destination database and skip the duplicate records.



☞ To close the Backup Utilities window, click on the *Cancel* button.

Restore Otter Data

Restore option in Otter allows a user to restore previously archived or backed up Otter data.

In the Restore mode, the destination database is your current Otter database (Otter32.mdb).

☞ In the Backup Utilities window, select *Restore* option.

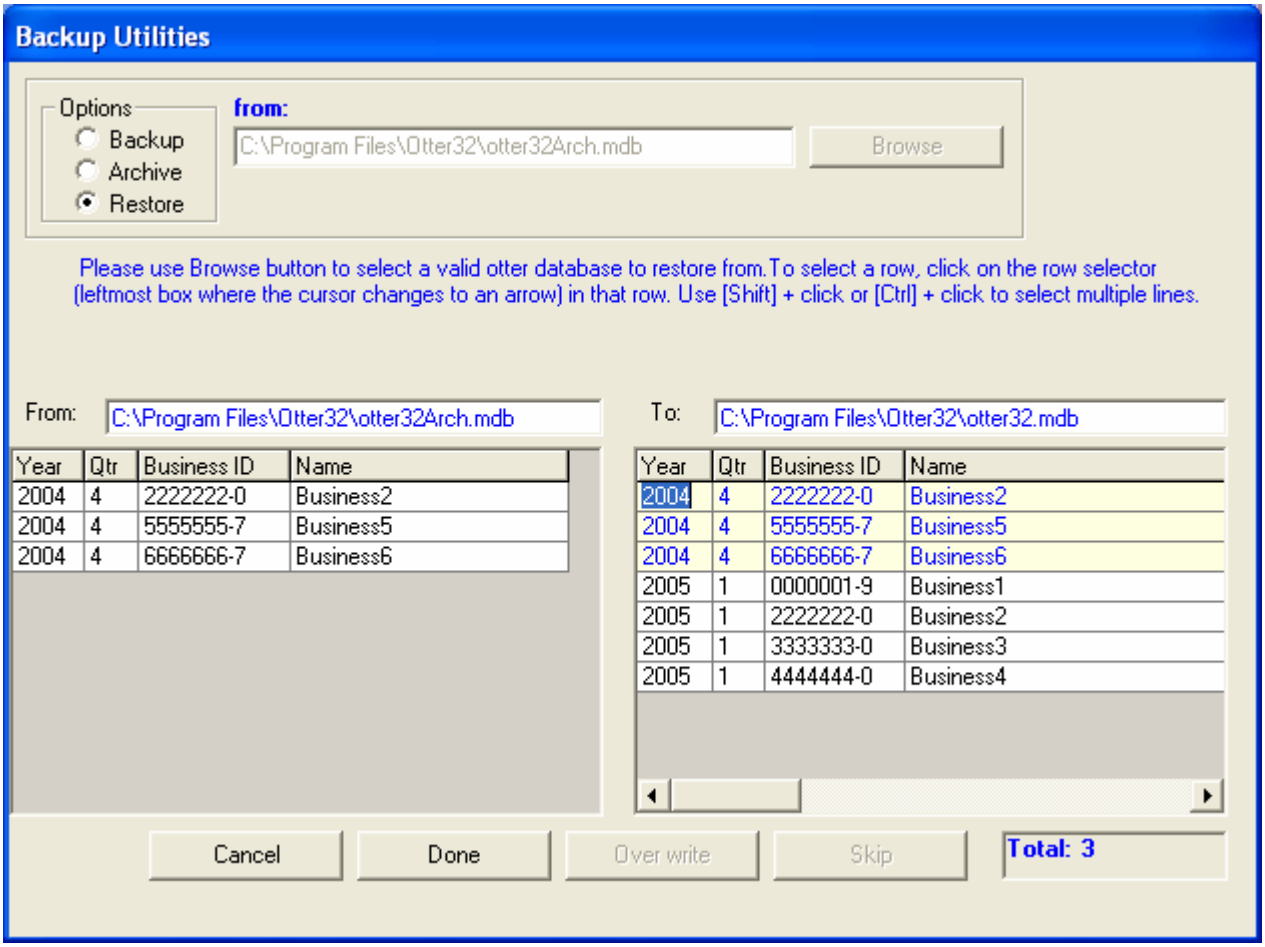
☞ Click on the Browse button, and select the database to restore Otter data from (e.g. C:\Program Files\Otter32\otter32Arch.mdb or :\Program Files\Otter32\otter32Back.mdb).

☞ The contents of the source database will be shown in the source grid.

☞ In the source grid, select records to be restored.

As soon as you select one or more rows in the left grid, OK button becomes available.

☞ Click on the OK button.
Selected records will be imported from the source database to the destination database, and will be shown in the destination grid.



☞ If any of the selected records already exist in the destination database, you can clicking on the *Skip* button to leave existing records in the intact.

NOTE: **clicking on the *Overwrite*** button will replace existing records in the destination database with records from the backup/archive database. **Any changes that were done to these records since the last backup/archive will be lost!**

☞ Click on the *Done* button.

☞ Click on the *Cancel* button to close the Backup Utilities window.

Helpful Hints

☞ It is a good idea to run the Database Repair Utility on a regular basis. This utility has two functions: 1) repair corrupted data files, 2) compact the data file. Compacting the data file makes the database run more efficiently and therefore faster.

☞ To Backup the Otter information see Backup Otter Data.

Convert/Merge Databases

☞ Program name: **Convert.exe**; located in the \Otter32 folder.

☞ This utility can be used to convert an Otter.mdb file to an Otter32.mdb or to Merge Otter.mdb or Otter32.mdb files.

☞ To start this program, select the Merge Database Icon from the Start\Programs\Otter32 System Menu in Windows 98/2000/XP/Vista. This will start the program with the destination database pointing to the Otter32.mdb file.

- ☞ Select the Folder and file that you want to convert/merge into the current Otter32.mdb. Press the Next button to start the conversion/merging process. The results screen will be displayed indicating what action is being performed. When the merging process is finished, the "Merge Complete" message will be displayed.
- ☞ You can use Backup/Restore utility to merge Otter data.

Database Repair Utility

- ☞ Program name: **Repair32.exe**; located in the \Otter32 folder.
- ☞ This utility repairs most database corruption problems. Runtime errors of type 30xx (e.g. 3049) are generally corrected by the execution of this utility.
- ☞ This utility also **compacts** the database making it more efficient and faster.
- ☞ To start this program, select the Repair Database icon from the Start\Programs\Otter32 System menu in Windows 98/2000/XP/Vista. This will start the program with the default database pointing to the Otter32.mdb file. Click the Repair Database button to execute the repair or change the file to be repaired by selecting a new file.

Other Forms

Form OTC - Oregon Combined Tax Payment Coupon. Form OTCs are mailed separately, by December 31 of each year. If you need to order additional coupons,

Write: or Call:

Oregon Department of Revenue
PO BOX 14800
Salem OR 97309-0920

503-945-8091 or
503-378-4988.

Form 013 - Change in Status Report. Use this form to report changes in your business. Do **not** use Form OTC or Form OQ to make changes in status. See the Change in Status Report for detailed instructions. Form 013 WR is included in Acrobat Reader format on the Otter32 CD or may be downloaded from the Oregon Department of Revenue web site www.oregon.gov/DOR

Form WR - Oregon Annual Withholding Tax Reconciliation Report. Use this form to reconcile your state withholding account. Form WR is due February 28 of each year. Form WR is included in Acrobat Reader format on the Otter32 CD or may be downloaded from the Oregon Department of Revenue web site www.oregon.gov/DOR.

Guidelines for Oregon withholding payment due dates

If your federal tax liability is:	**Oregon withholding tax payments are due:**
• less than $1,000 for the quarter	Within 30 days after the end of the quarter
• $50,000 or less in the lookback period*	by the 15th of the month following payroll
• More than $50,000 in the lookback period* **If the day falls on a:** Wednesday, Thursday and/or Friday Saturday, Sunday, Monday, and/or Tuesday	Semiweekly Deposit Schedule **Then pay taxes by:** the following Wednesday the following Friday
• $100,000 in a single pay period*	Within one banking day

*Lookback period is the twelve-month period ended the preceding June 30. The lookback period for agricultural employers is the calendar year prior to the calendar year just ended.

Credit Balance Handling

Note: You cannot use Form OQ to transfer credits between programs.

☞ **Credit applied to another program:**
Send a written request along with Form OQ to the agency who handles the program that has the credit.
Include your account name, BIN, tax program, quarter, and year where the credit is and give the same information for where you want the credit applied. Also include any notices or memos you've received regarding the credit.

☞ **Credit refunded:**
Send a written request to the agency who handles the program that has the credit. Include your account name, BIN, the work **"Refund,"** and the amount to refund.