



March 23, 2016

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## TO

Users of the Creative Solutions Accounting™ (CSA) software.

This user bulletin explains changes made for this version of Creative Solutions Accounting.

## CHANGES

### All CSA products

**Important!** If you are running Creative Solutions Accounting from a network installation, you will be prompted to run the desktop setup on each workstation the first time CSA is launched after applying this update. In a Terminal Server environment, you must run the desktop setup from each terminal server that runs CSA.

**Note:** You must log in to your computer as an administrator to download and apply software updates via CS Connect™ and to run the desktop setup. Be certain to restart your computer after running the desktop setup to insure that all components are installed correctly.

### Payroll form and filing information

To determine the status, availability, and filing methods for payroll tax forms, refer to the Payroll section of the CSA Home Page. Click the + sign next to a jurisdiction to display the list of available forms. Click the + sign next to any form to display the status and filing methods available.

### Payroll Compliance module

We have updated the following federal forms to the latest versions available from the agencies.

- Form 941 and electronic file
- Forms W-2 and W-3 (except the black-and-white versions of Copy A and W-3)
- All copies of corrected Forms W-2c and W-3c (including facsimile copies)


### State Payroll Tax modules

- **Alaska** – We have updated Form TQ01C to the latest version available from the agency.
- **Arizona** – We have updated Form A1-QRT to the latest version available from the agency.
- **Delaware** – We have updated Forms W1 9301, W1A 9301, and W1Q 9701 to the latest versions available from the agency.
- **Florida** – We have updated Forms RT-6, RT-6A, and RT-6NF to the latest versions available from the agency.
- **Georgia** – We have updated Forms G-7(M) and G-7(Q) to the latest versions available from the agency.
- **Illinois** – We have updated Forms IL-501 and IL-941 to the latest versions available from the agency. We have added two new fields (*Preparer Name* and *PTIN*) to the Supplemental Information dialog (accessed by choosing Setup > Supplemental Information in the Utilities > Payroll Tax Processing window).
- **Indiana** – We have updated Form UC-5A to the latest version available from the agency.  
**Note:** Before you begin processing 2016 Indiana UC-1 forms for first quarter, you will need to restart your computer to ensure that the form's scan line is displayed correctly.
- **Kansas** – We have updated Form K CNS 100 to the latest version available from the agency.

- **Maine** – The State of Maine requires all employers to file Forms 941ME and UC-1 electronically. Because of this, we have removed the Facsimile paper type from these forms.
- **Massachusetts**
  - The State of Massachusetts requires Form 941D to be filed electronically. Because of this, we have removed the Facsimile paper type from this form.
  - We have updated Form M-941 to the latest version available from the agency.
  - We have removed Forms M-941A and M-942. You must file Form M-941 instead.
- **Mississippi** – We have updated Form 89-105 to the latest version available from the agency.
- **Montana** – We have updated Forms UI-5, UI-5A, and UI-5G to the latest versions available from the agency.
- **Nevada** – We have added Forms RPT3795 and NEW 0098 to the application to replace Forms NUCS-4072 and NUCS-4073, respectively. These are the latest unemployment forms from the agency.
- **North Carolina** – We have updated Forms NCUI-101, NCUI-101-B, and NC-5Q to the latest versions available from the agency.
- **North Dakota** – We have updated Form SFN 41263 to the latest version available from the agency.
- **Ohio** – We have updated the due dates for RITA Form 11 and CCA Form CCA-102.
- **Oregon** – We have updated the TriMet Transit District and Lane Transit District rates for 2016 for Form OQ.
- **Rhode Island** – We have updated Forms TX-17 and TX-17 Continuation to the latest versions available from the agency.
- **South Carolina** – We have updated Form WH-1605 to the latest version available from the agency.
- **Vermont** – We have updated the Healthcare Contribution rate used by the application for Form C-101. Currently, each employer is exempt from paying the healthcare contribution for up to four full-time equivalent (FTE) employees. Effective for first-quarter 2016 reporting, employers must pay an increased Healthcare Contribution amount for each FTE employee above the exemption level of four FTE employees.
- **Washington, D.C.** – We have updated Form FR-900Q to the latest version available from the agency.
- **Wyoming** – We have updated Form WYO078 to use the 2016 Workers' Compensation Average Wage amounts for corporate officers.

## HELP & SUPPORT

### Help & How-To Center

For answers to questions on using CSA, access the Help & How-To Center by choosing Help > Help & How-To, by clicking the  button on the toolbar, or by pressing CTRL+Y. For more information, including sample searches, see [Finding answers in the Help & How-To Center](#).

### Product support

From the [Support Contact Information page on our website](#), you can complete a form to send a question to our Support team. To speak directly with a Support Representative, call 800.968.0600 and follow the prompts. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For additional details (including extended support hours for tax season and hours for other applications), visit the [Support section of our website](#). You can also access the Support section from within CSA by choosing **Help > Additional Resources > General Support Information**.

### Website resources and email subscriptions

Visit [our website](#) to access the Tax & Accounting Community (formerly ARNE), to learn about training courses, to view blogs and articles, and more. You can access the website from within CSA by choosing **Help > On the Web > CS Professional Suite Home Page**.

We issue software update notices via email. You can sign up to receive these notices by visiting the [My Account section of our website](#). You'll need to create a web account (if you don't already have one) and then sign up for the Email Subscription service where you can indicate which notices you want to receive.