



Kintera FundWare 7.40 SP4 User Guide Addendum

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CHAPTER 1

ABOUT THE UPDATES

OVERVIEW

This document contains updates being released as part of the SP4 (Service Pack 4) release of April 2007.

WHAT IS INCLUDED IN THIS RELEASE?

In addition to enhancements in the release notes, the following new features are included in this release:

- Enhanced Ledger Report with all types of transactions: Budget, Encumbrance, and Actual.
- AP Warrant/Voucher Approval Report
- Payroll 941 Report
- MTRS Retirement Report for Massachusetts

SUPPORT

If you have any technical questions about updates, please contact our Support Department.

Department	Contact	Description
Technical Support	Kintera Fundware Customer Support 800-227-7575 e-mail: fwsupport@kintera.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> • FundWare license number • FundWare version number • Error message details
World Wide Web	www.kinterainc.com/fundware	Get the latest product and company information, download software and documentation updates, or send e-mail.

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CHAPTER 2

NEW LEDGER REPORT

OVERVIEW OF NEW ENHANCED LEDGER REPORT TYPE K

TYPE K INCLUDES ALL TYPES OF TRANSACTIONS: BUDGET, ENCUMBRANCE AND ACTUAL.

Previous standard GL transaction reports allowed for only one type of transaction per report. Actual, budget or encumbrance could be selected, but not all three on the same report. The new report includes beginning balances for each account for encumbrance, actual and budget, followed by detailed transactions of all three types for the period specified. There are columns for budget, encumbrance and actual.

CREATING THE REPORT

Use the following instructions to add the Enhanced Ledger Report to your system.

1. Open Report Manager and Select General Ledger Reports> Transaction Reports.
2. Click **New** to create a report definition.
3. Complete the required fields on the following tabs:

- **General Tab**

Give the Report a short name in the Name field and a title that will print on the report heading when produced. The New Report Type field is K which can be selected from the dropdown. The remaining fields are identical to standard setup on the pre-existing LEDGR report.

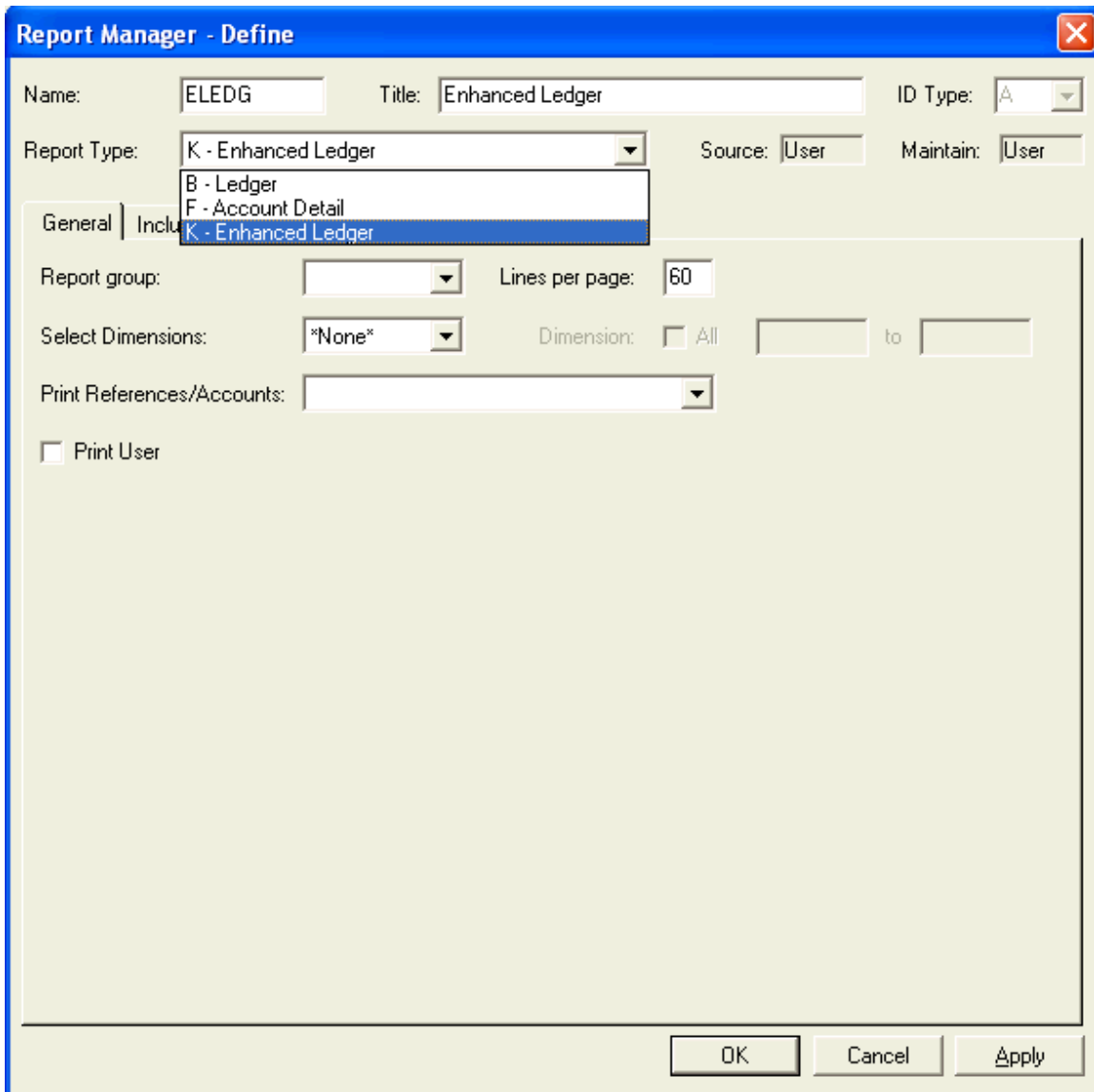


Figure 2.1 – General Tab

- **Include/Exclude Attributes Tab**

This may be left blank, or can be used for selected attributes.

- ▼ You may wish to include only EX accounts on one report to mirror an Expenditure report and have a second report that shows all attributes that meet the mask you will use when producing the report.

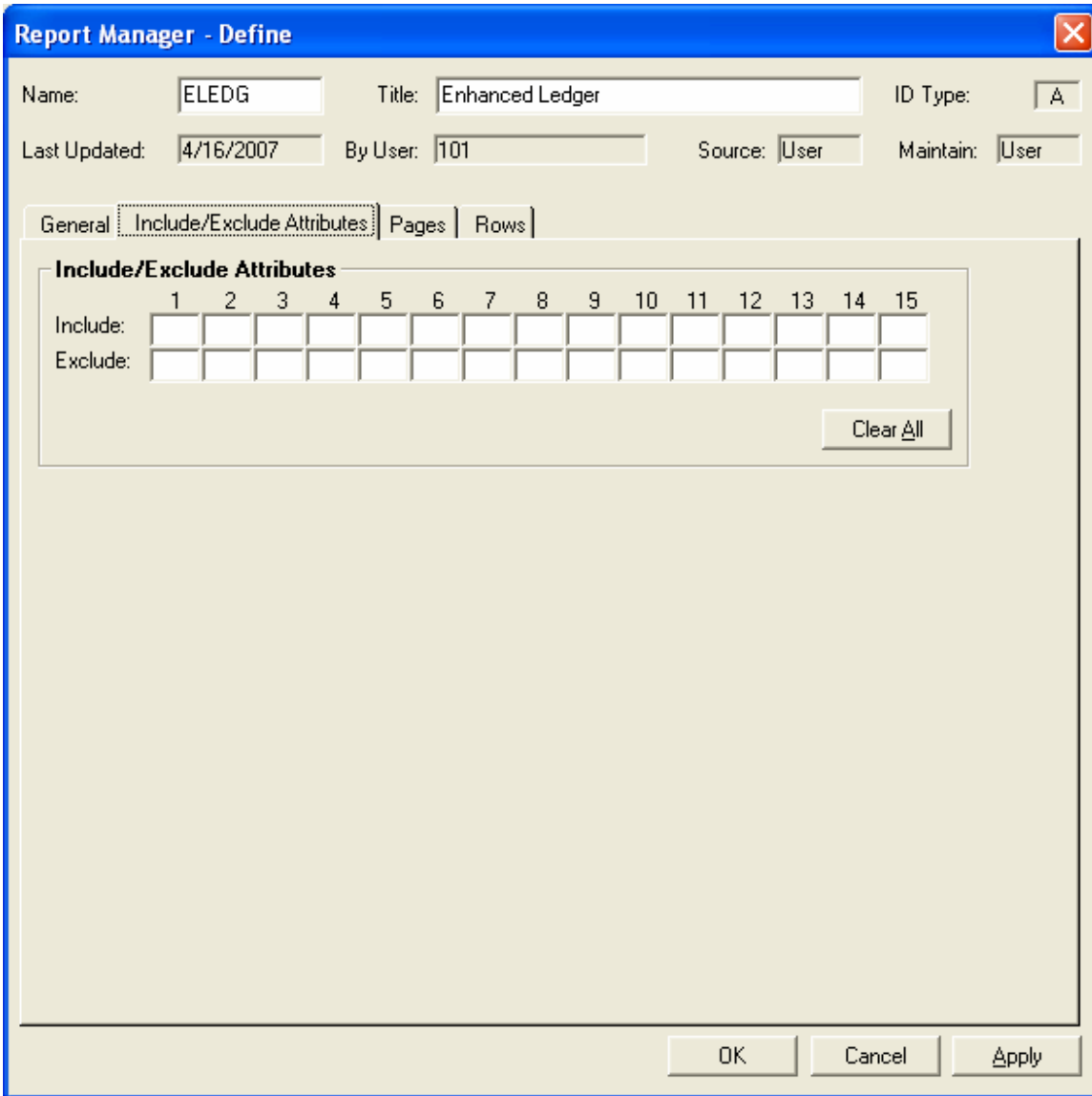


Figure 2.2 – Include/Exclude Attributes Tab

- **Pages Tab**

The pages tab determines on which dimensions or attributes your Report will break.

If you use the break dimension settings, at each change in the dimension that you define in your report, it will:

- Total the information in the section
- Insert a page break
- Start a new section

▼ In the example below, the report is set to break on the first dimension (i.e., the fund dimension), and each section of the report would be fund-specific. When the fund

changes from 01 to 02, the report would detail and subtotal fund 01 and start reporting fund 02 on a new page.

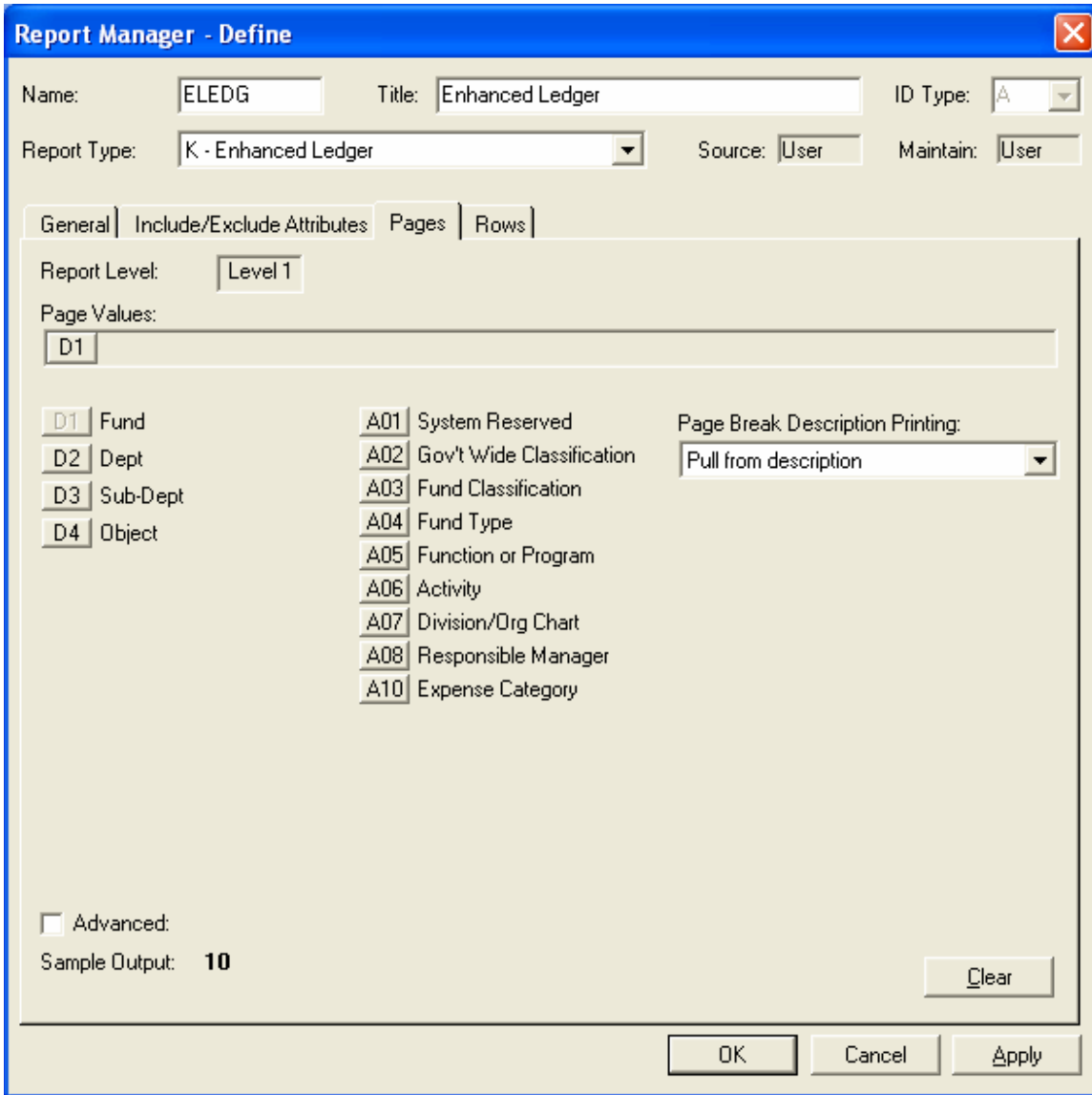
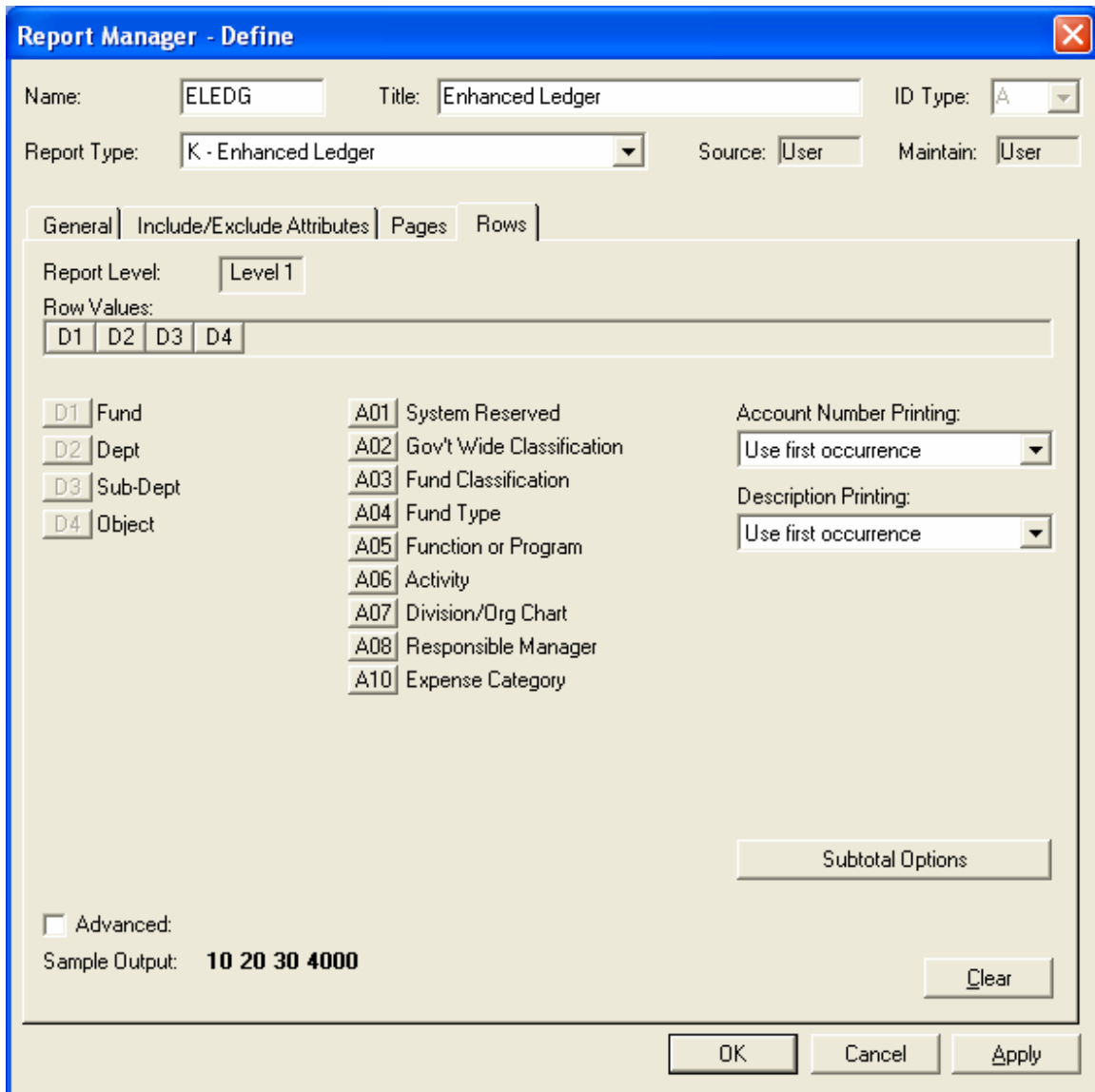


Figure 2.3-- Pages Tab

- **Rows Tab**

The Rows tab determines if the full account number should be printed or if they should be summarized. The figure below is set to print each account number individually.



Report Manager - Define

Name: Title: ID Type:

Report Type: Source: Maintain:

General | Include/Exclude Attributes | Pages | **Rows**

Report Level:

Row Values:

<input type="text" value="D1"/> Fund	<input type="text" value="A01"/> System Reserved	Account Number Printing:
<input type="text" value="D2"/> Dept	<input type="text" value="A02"/> Gov't Wide Classification	<input type="text" value="Use first occurrence"/>
<input type="text" value="D3"/> Sub-Dept	<input type="text" value="A03"/> Fund Classification	Description Printing:
<input type="text" value="D4"/> Object	<input type="text" value="A04"/> Fund Type	<input type="text" value="Use first occurrence"/>
	<input type="text" value="A05"/> Function or Program	
	<input type="text" value="A06"/> Activity	
	<input type="text" value="A07"/> Division/Org Chart	
	<input type="text" value="A08"/> Responsible Manager	
	<input type="text" value="A10"/> Expense Category	

Advanced:
Sample Output: **10 20 30 4000**

Figure 2.4 – Rows Tab

See your Kintera FundWare General Ledger/Project Grant Guide for further information on creating and producing reports.

After clicking Apply or OK to exit the form, the report is ready to be produced.

PRODUCING YOUR REPORT

Select the report from either the General Ledger Homepage or the Report Manager list of reports.

User-defined reports of this type are saved to the Transaction Reports category.

Double-click or click Produce. The Produce Report window displays.

Figure 2.54 – Producing the Report

REPORT EXAMPLE

Run date: 02/16/2007 @ 10:27
 Bus date: 02/14/2007

Division 95
 Enhanced Ledger

Select...: AKX XX-XX XXXX
 CSELE06.L95 Page 1

01 General Fund

Date	Trans #	Jnl	Description		Budget	Encumbrance	Fiscal year ending December 31, 2007 Actual	Balance
01 00 00 6100			Pooled Personnel Expense	Beginning balance	.00	.00	.00	.00
01/31/2007	146	GJNLA					1,000.00	
04/30/2007	223	GJNLA	Net change for month				1,000.00	
07/30/2007	226	GJNLA	Net change for month				1,000.00	
10/30/2007	229	GJNLA	Net change for month				1,000.00	
01 00 00 6100			Pooled Personnel Expense	Ending balance	.00	.00	4,000.00	4,000.00CR
01 00 00 7130			Pooled Telephone Expense	Beginning balance	.00	.00	.00	.00
01/31/2007	146	GJNLA					100.00	
04/30/2007	223	GJNLA	Net change for month				100.00	
07/30/2007	226	GJNLA	Net change for month				100.00	
10/30/2007	229	GJNLA	Net change for month				100.00	
01 00 00 7130			Pooled Telephone Expense	Ending balance	.00	.00	400.00	400.00CR
01 00 00 9999			Suspense	Beginning balance	.00	.00	.00	.00
01/10/2007	1	ENCUM Ms. Fredericks Loomis		1000 entry		25,000.00		
01/11/2007	2	ENCUM Ms. Fredericks Loomis		1000 change		25,000.00CR		
01 00 00 9999			Suspense	Ending balance	.00	.00	.00	.00

Example General Ledger Report Type K with Budget, Encumbrance Actual and Balance.

The Balance column on the right is showing by how much the Actual and Encumbrance are over the budget amount.

CHAPTER 3

AP WARRANT/VOUCHER APPROVAL REPORT

OVERVIEW OF AP WARRANT/VOUCHER APPROVAL REPORT

The New Accounts Payable Warrant/Voucher Approval Report is designed to list obligations ready for Council or Commission Approval, and can also be used informally for Manager Approval within any organization.

The report has features for customized format, sorting, signatures, and titles. Users can specify what pieces of information, available from a standard list of obligation and/or check data items, they wish to appear in the body of the report.

If you are using the report for true Warrant Approval, you most likely will have an Obligation Reference set up in Accounts Payable which holds the Warrant Number. The Obligation References are set up under Accounts Payable> Maintenance> Obligation References and are entered on obligations prior to their being marked for pay.

- ▼ The examples in the documentation are using a W for Warrant, but you may use whatever Obligation Reference you have set up for this purpose. Refer to your Accounts Payable Guide should you need to start using a new Obligation Reference.

REPORT SETUP

If you are a governmental entity that needs a report of open obligations to submit to your governing council or commission for approval, with specific terms based on your locale and type of entity, a new report has been developed that will allow custom configuration for the approvals that you need.

This new warrant report will allow you to specify the information needed in the report header, the body of the report, the footer information of the report, and signature lines and titles.

To define the warrant report, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report (Figure 3.1):

Program name:	OTS408
Switches:	2
Parameters:	<blank>

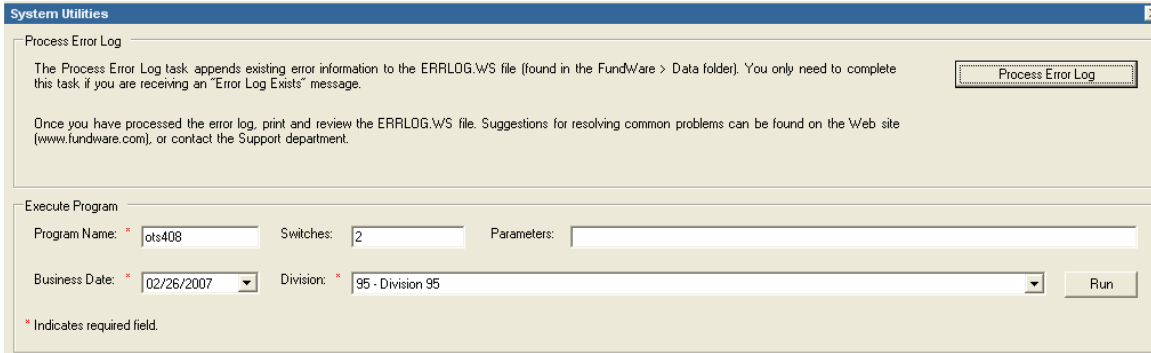


Figure 3.1 -- Warrant report definition program

A sample of the warrant report that you can define with the above program is provided in Figures 3.2 and Figure 3.3. Refer back to these diagrams when filling out the Report Definition.

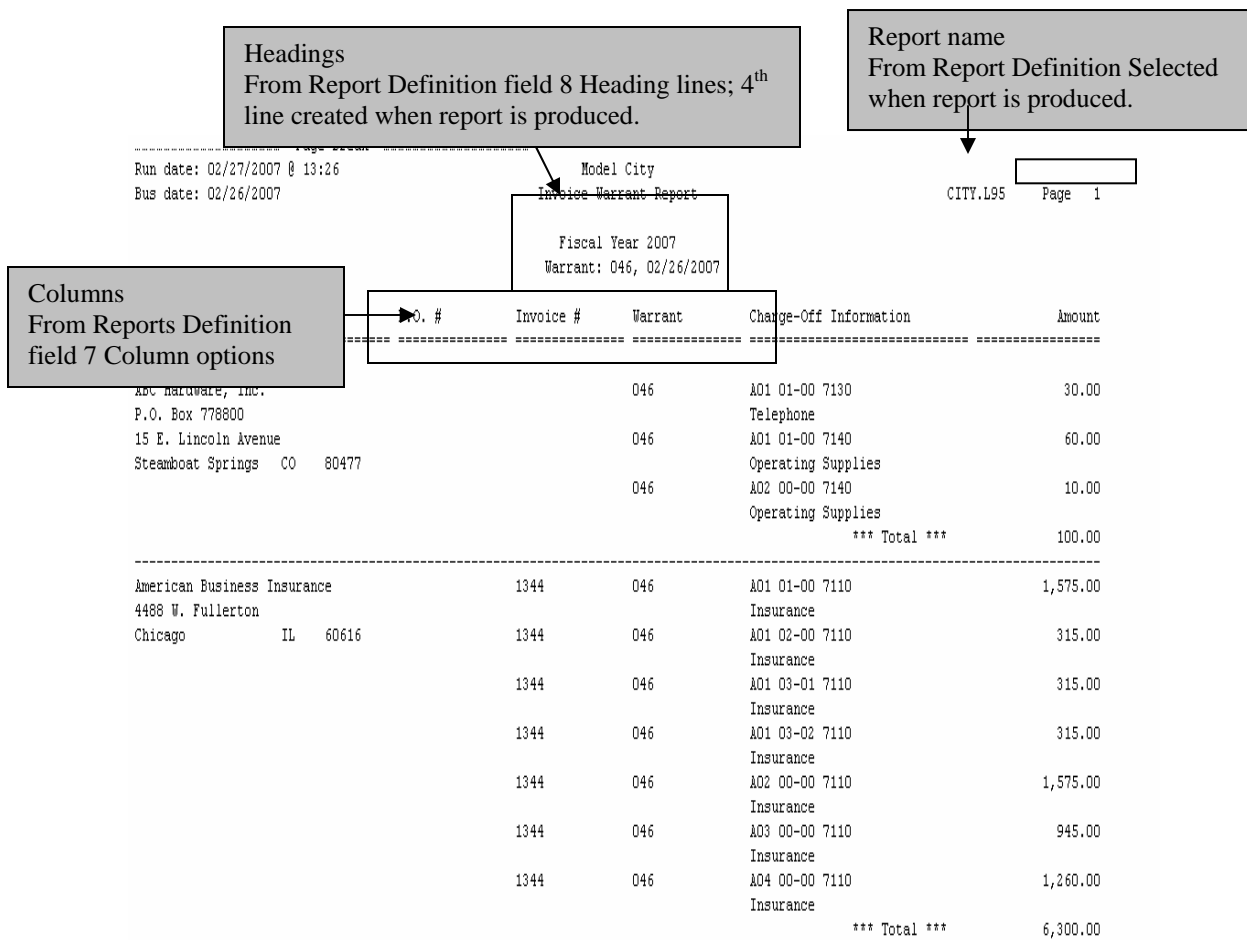


Figure 3.2 --Warrant report headings, columns and body

Summary lines
From Report Definition field 10

When <D> is included in the Summary lines text, the Report Date entered when the report is produced will be present in the Summary lines.

To the Treasurer:

Pay to each of the persons named in the above warrant, dated 02/26/2007, the accompanying payrolls and schedules of bills payable the sums set against their respective names, amounting in the aggregate to 13,000.00 dollars and charge the same to the appropriations or accounts indicated.

Signature lines
From Report Definition field 9

When <\$> is included in the Summary lines text, the total dollar amount of the obligations included on the report will be present in the Summary lines.

Summary title 1
From Report Definition field 9

Summary title 2
From Report Definition field 9

Town Manager

Finance Director

Page Break

Cash Disbursement by Fund

Fund dimension
From Report Definition field 3

1 General Fund	6,310.00
2 Water Plant Fund	2,335.00
3 Sanitation Plant Fund	1,395.00
4 Federal Grants Fund	2,960.00

Warrant Total: 13,000.00

Figure 3.3 -- Warrant report summary page information

NEW WARRANT REPORT CREATION

To add a new warrant report, select the A)dd option.

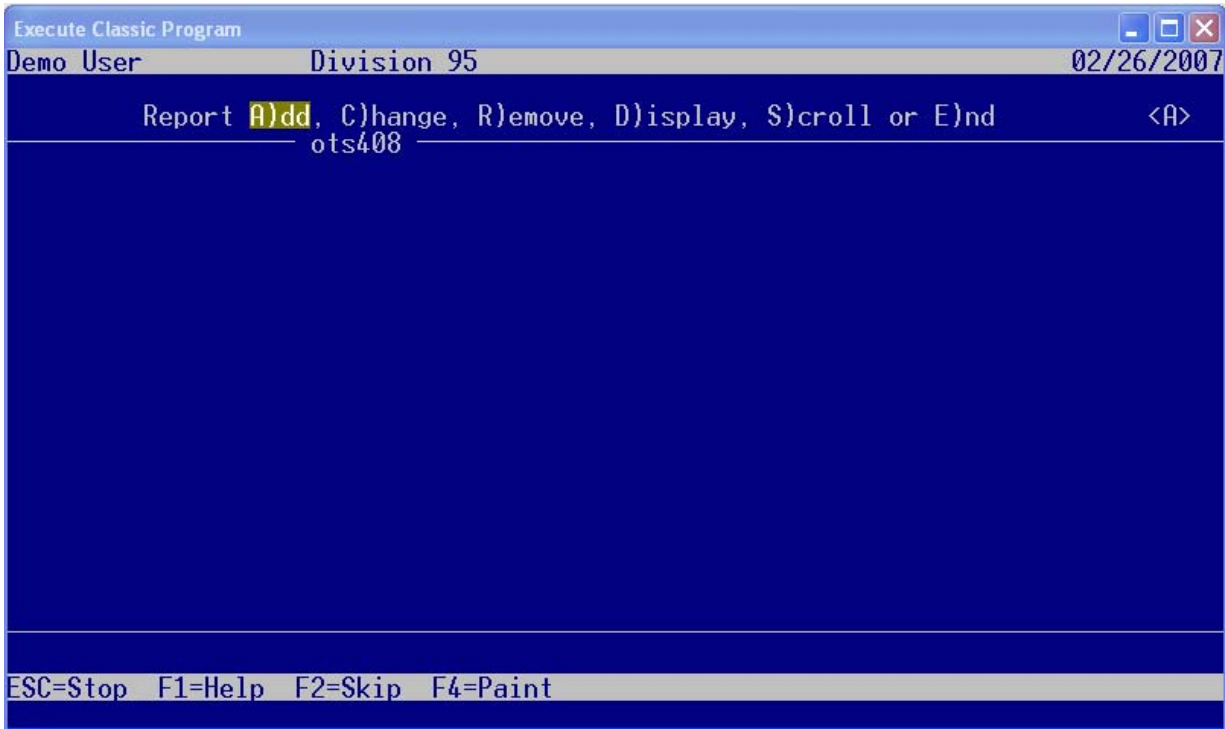


Figure 3.4 Warrant report definition selector

REPORT DEFINITION



Figure 3.5 -- Warrant report Definition

In the Report field, enter the name for your warrant report, up to 10 characters (Figure 5). You can add as many warrant report definitions as you need. Each individual definition will have a unique name.

Field 1 Enter a 35 character description for your warrant report

Field 2 Enter the letter of your ID Type for the General Ledger or Project Grant accounts that will be selected for the body of your warrant report

Field 3 Enter the dimension number of your account structure that contains your Fund dimension

- If you are unsure of your Fund dimension value, you can find it from General Ledger/Project Grant -> Maintenance -> ID Types. For the ID Type that you entered in Field 2 of the warrant report definition, select the **Account Structure** tab (Figure 3.6). Your Fund Dimension can be found by the **Radio Button** selected under the **Fund** column heading.

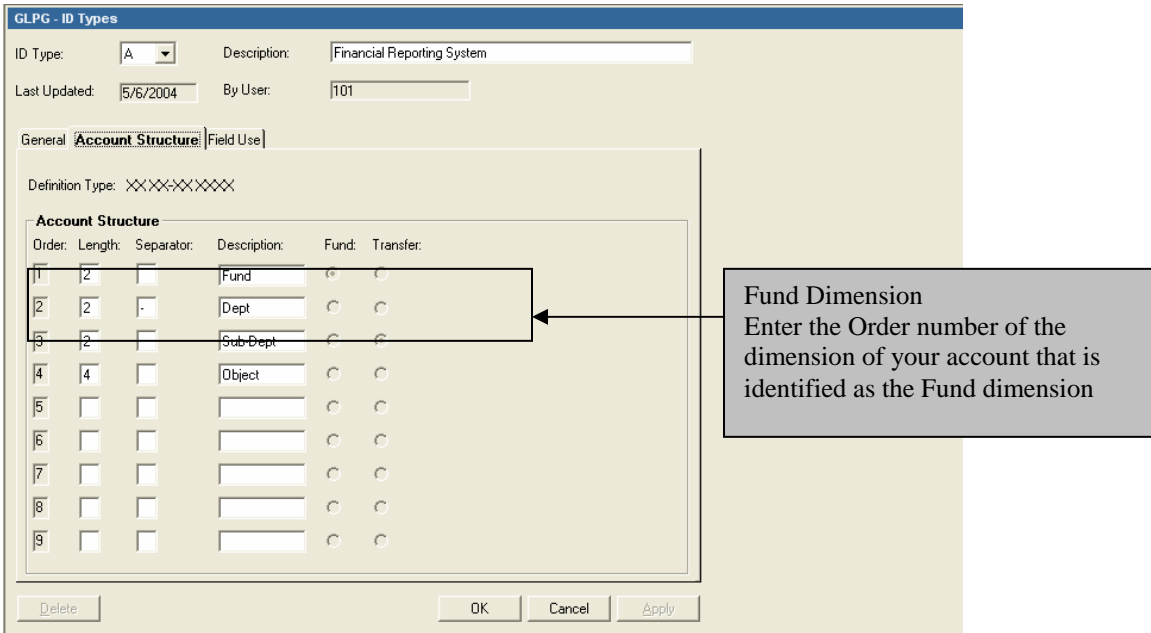


Figure 3.6 -- Warrant report Fund dimension



Figure 3.7 – Continuation of Report Definition

Field 4 Enter the Stage number of your warrant stage.
Typically, this is your ready to pay stage.

⚠ Stage 30 would be entered as 030

- If you are unsure of your AP stage values, you can find them in Accounts Payable -> Setup -> Define Extended Setup.
- Select Display. Your ready to pay stage can be found in field 3 (Figure 3.8).

```

AP - Define Extended Setup
Demo User          Division 95          02/26/2007
-----
AP - Define Extended Setup
Parameter.....: OTSS                      Changed.: 02/27/07
                                           User....: 00101
1) Ledger post stages
  Expense stage..: 30
  Paid stage.....: 60
2) Invoice stages
  From stage.....: 30
  To stage.....: 30
3) Check writing stages
  Ready to pay...: 30
  Marked for pay.: 50
  Paid.....: 60
  Reconciled.....: 70
  Voided.....: 30
-----
Parameter being displayed. 1 of 3
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.8 -- Ready to pay stage



Figure 3.9 – Continuation of Report Definition

Field 5 Enter the reference value that you want to have your vendors sorted by.
Enter # here to sort the vendors by name.

Field 6 Enter the way in which you want the Print Manager to handle the filing of your warrant report, when a previously produced report already exists in your report folder .

- ▼ Enter N if you want a previously filed warrant report to be replaced by the newly produced report. Enter Y if you want the newly produced report to add on to the end of the previously produced report.

Field 7 Enter your choice for the three columns of the body of the report that you need to include.

Enter # for the invoice date or the letter of the obligation references.

- ▼ The warrant report includes the vendor name in column 1, then your Field 7 choices in the next three columns. (see figure 3.2). Column 5 is Charge-Off Information, which is the General Ledger Account number and description for the included obligations. Column 6 is the amount charged to each account.

Field 8 Enter text for the first three lines of the warrant report heading. The fourth line of the warrant report heading is generated by the system, and contains the warrant number and the report date (Figure 3.2).

Field 9 Enter up to 40 characters for two titles for the required warrant approval officials next to Title 1 and Title 2.

Also in Field 9 of the warrant report definition, enter the number of signature lines for the required warrant approval signatures (from 0 – 9).



Figure 3.10 -- Warrant report summary page titles

Field 10 Enter the text that is to appear on the warrant report summary page. To include the report date in the text, enter <D> for the mm/dd/yyyy; to include the total amount of the obligations/vouchers included in the report, enter <\$> into the text.

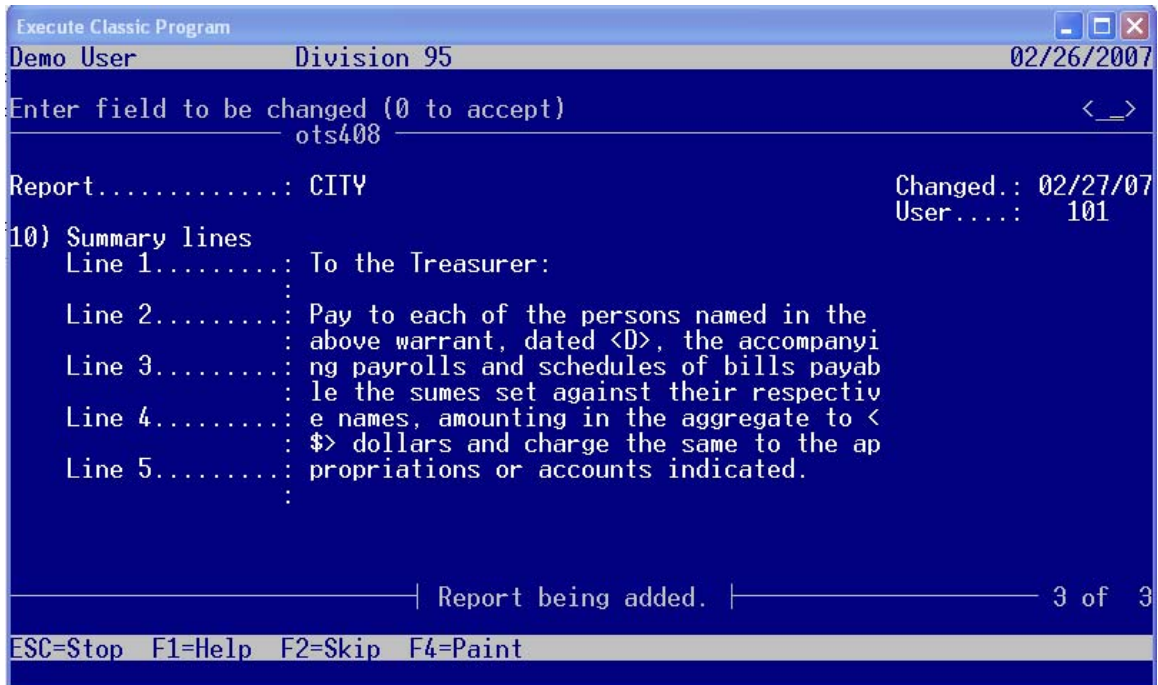


Figure 3.11 -- Warrant report summary page text

When you have completed all ten fields of the report definition, the Enter field to be changed (0 to accept) prompt will appear. Press your [Enter] key to add the Report to your division. If you need to change any of the previously defined fields prior to adding the report, enter the number of the field at the prompt and press [Enter].

When your field changes are complete, press [Enter] to add the warrant report.

You will receive a message that your Report has been added when you press [Enter] at the Enter field to be changed (0 to accept) prompt. You can change any of the fields in the report definition later as needed.

REPORT PRODUCTION

To produce the warrant report, launch Division 00, select System Utilities and execute the following program, for the division you are producing the report in.

Program name: OTS800
 Switches: <blank>
 Parameters: OTS841

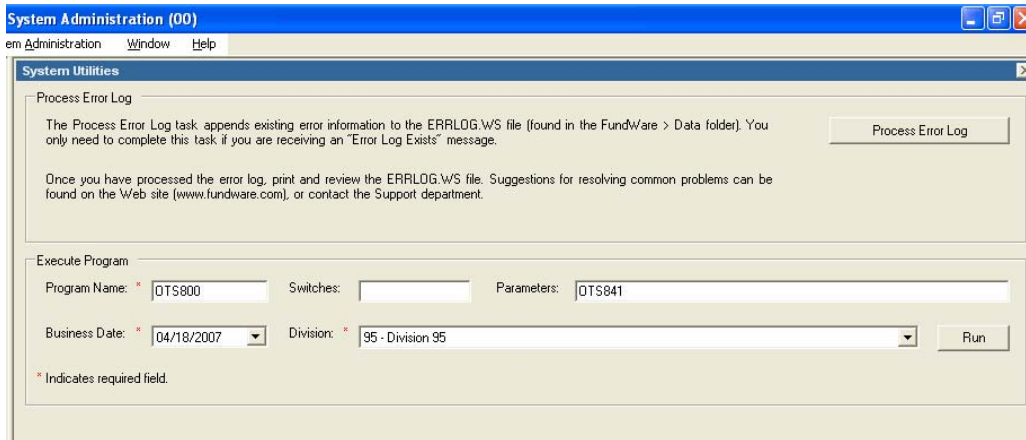


Figure 3.12 – Report Production Override

Enter fields as follows to produce the Warrant Report.

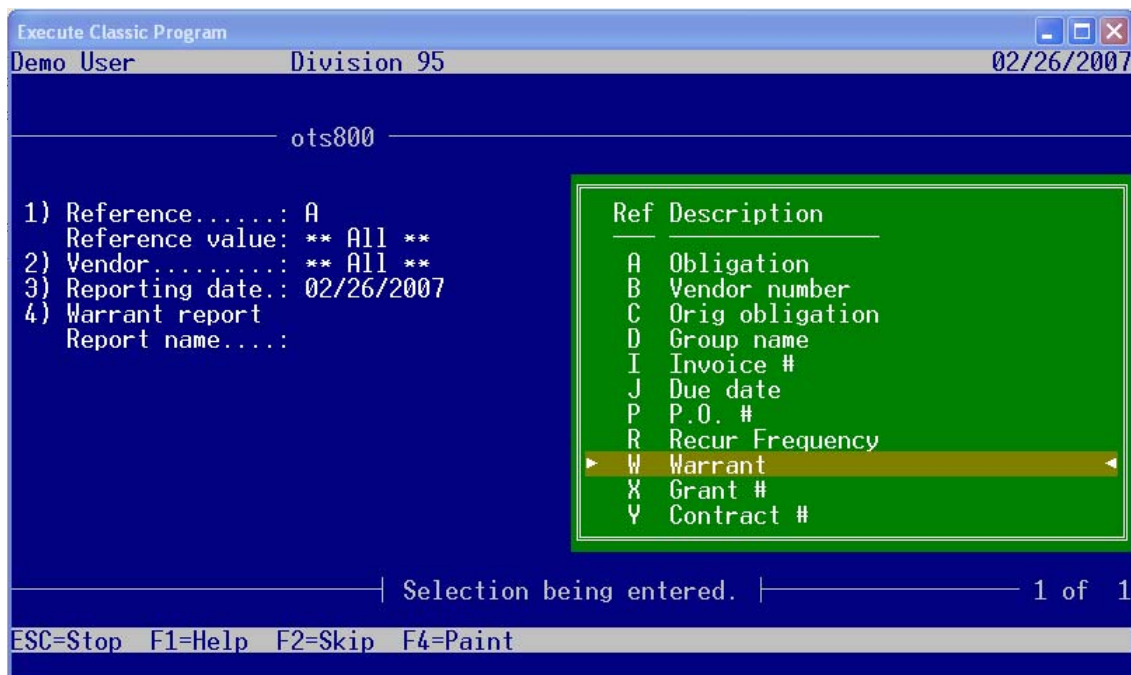


Figure 3.13 – Report Production

Field 1 Enter the Reference Letter for which you are producing the report. Pressing the F1 key will show what Reference letters are defined on your system. (Figure 3.13).

If you have set up Obligation Reference W for Warrant, enter W and in the **Reference value** line. Select the Warrant Numbers you wish to include. You may use any Obligation Reference letter you have set up on your system to Filter this report.

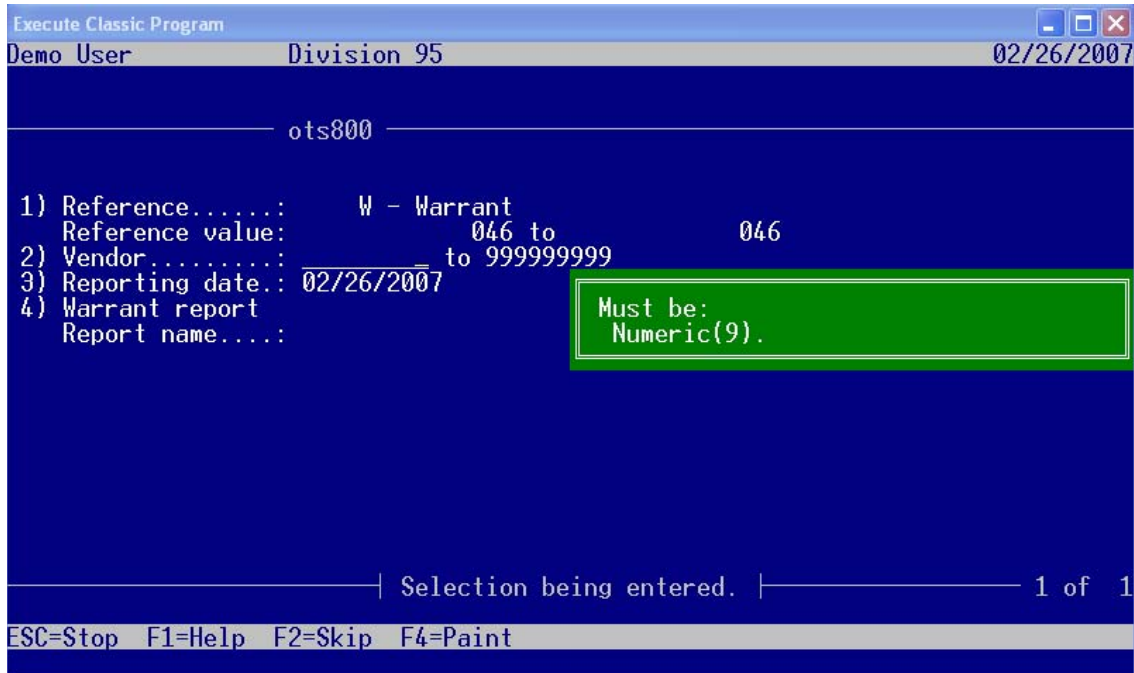


Figure 3.14 – Report Production

Field 2 Enter the **Vendor Number** in field 2 or leave the default to include all vendors who have obligations with the Warrant number you have selected.

Field 3 Enter the **Reporting Date**.

Field 4 Enter the **Warrant Report** Report Name.

Once you have completed the screen, answer **Y**es to “Do you wish to file report?”

In the Print Manager, your report will file in the Fundware\data directory with the report name and the .L## extension (where ## is your division number, such as CITY.L95).

CHAPTER 4

941 REPORT

OVERVIEW OF THE PAYROLL 941 REPORT AND FORM

The new Payroll 941 Report will allow an organization to create a quarterly report for submission and is produced on the approved Federal 941 Form through Forms Manager.

Dollar amounts are extracted from the Fundware Payroll history files to the report. There is a modification program that will allow the user to edit any fields that are needed to complete the form.

On initial Setup and subsequent production of the report the following steps will be involved:

- **Define** Parameter Record
- **Extract** 941 Information
- **Modify** Fields as necessary
- **Produce** the Form for printing in Forms Manager
- **Print** the Form through Forms Manager

REPORT SETUP

To define the 941 Report, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report.

Program name:	PYL457
Switches:	2
Parameters:	<blank>

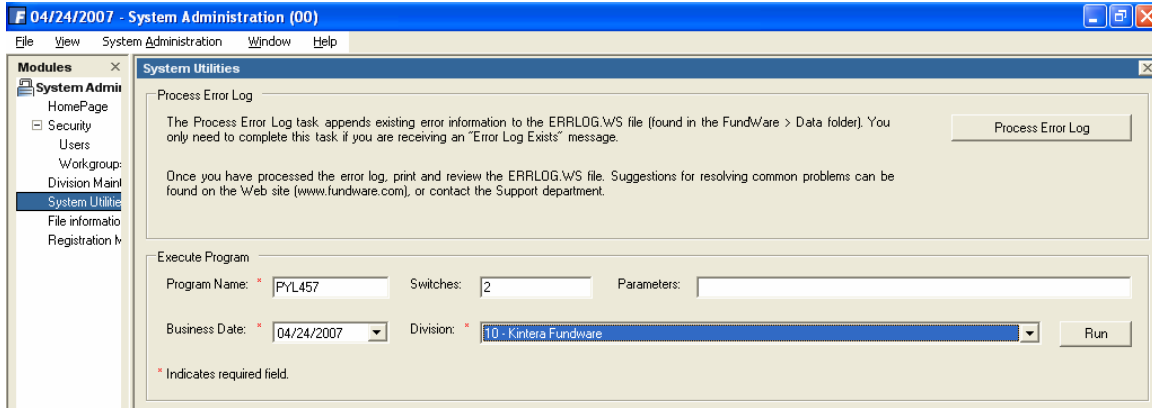


Figure 4.1 – Define Parameter Override

The first time you enter this program, you must do to an **A) Add** to set up the Report Parameter. The information in this parameter can be modified as needed through the **C)Change** function, once it is defined.

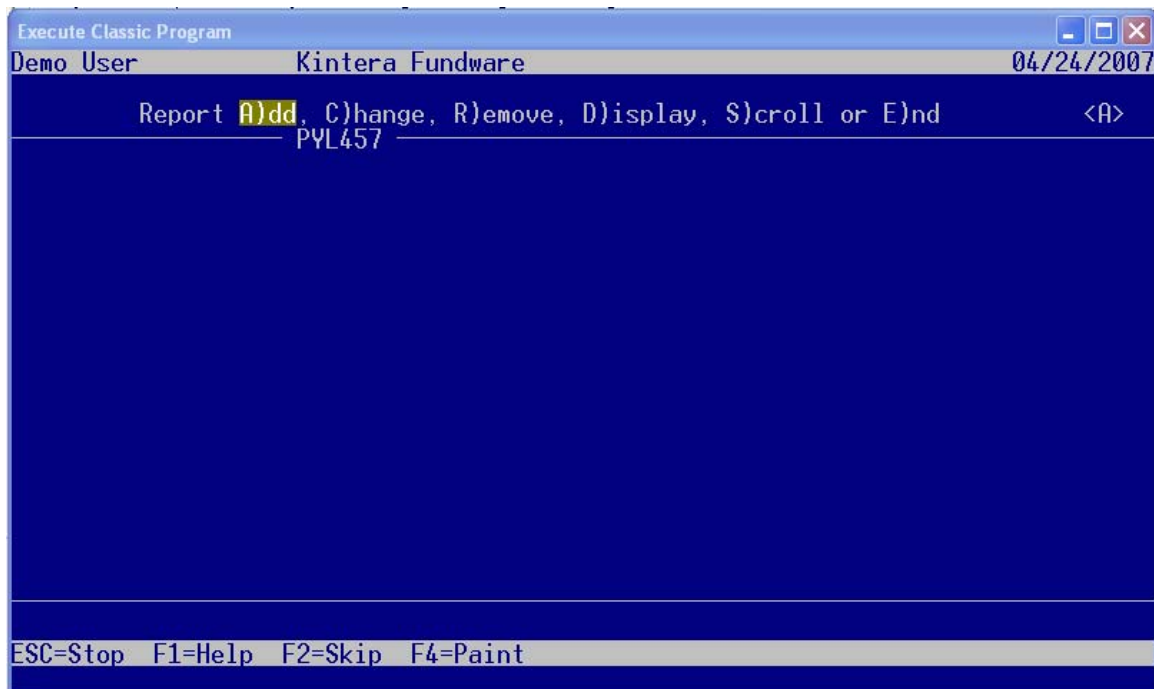


Figure 4.2 – Define Parameter Entry

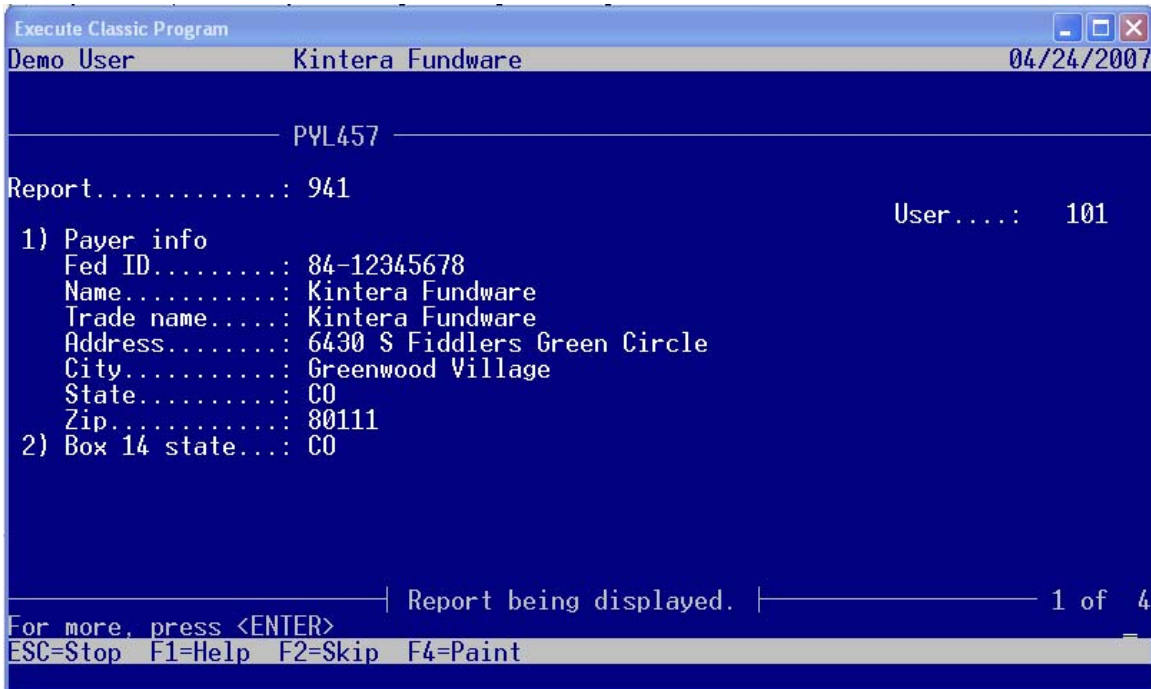


Figure 4.3 – Define Parameter Screen 1

The Report Name Defaults to 941.

Field	Definitions and Placement on 941 Form
1)Payer Info	Enter the Federal EIN and Employer name and address as it will Appear on the 941 form Page 1
2)Box 14 State	Enter the state abbreviation for the state where you made your deposits OR enter “MU” if you made your deposits in multiple states. Appears on 941 Line 14

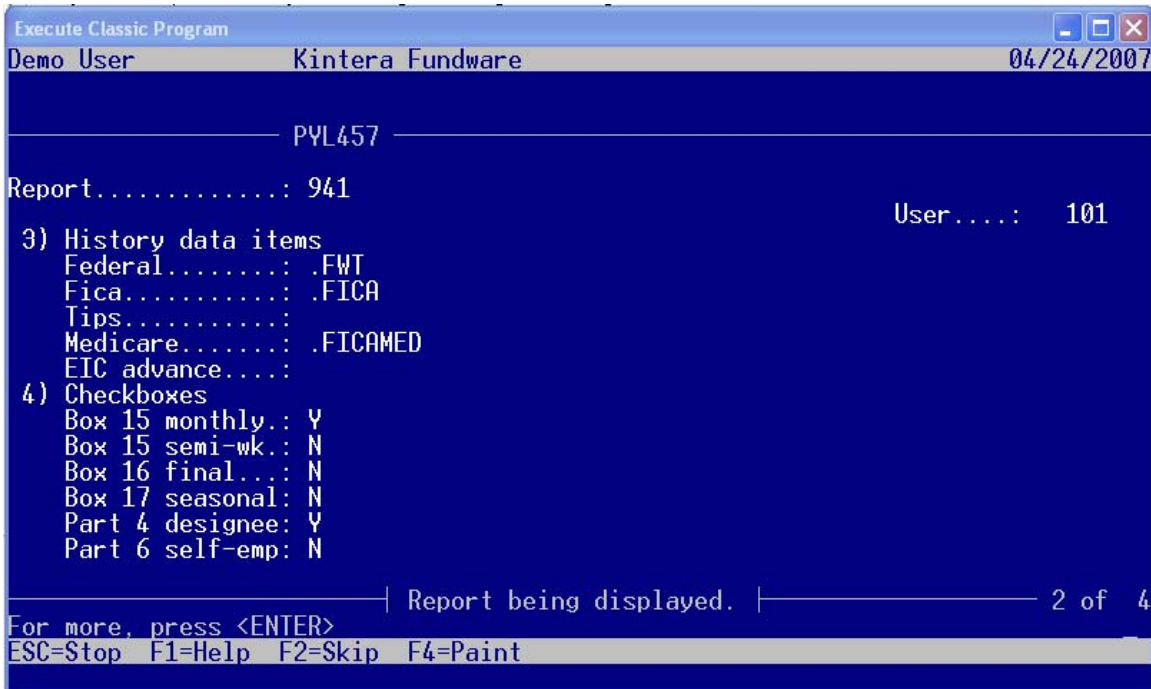


Figure 4.4 – Define Parameter Screen 2

Field	Definitions and placement on 941 Form
3)History Data Items	<p>The Payroll Historical Data Item Names from which to pull the wages and taxes. These data items are used for both the quarterly and monthly calculations on the form.</p> <ul style="list-style-type: none"> It is the Basis Amount on the Data Item that is being Extracted
Federal	<p>Press F1 and select the data item where you store your Federal withholding, normally .FWT</p> <ul style="list-style-type: none"> This information appears in Box 3 of the 941 form
Fica	<p>Press F1 and select the data item where you store the Fica taxes, normally .FICA</p> <ul style="list-style-type: none"> This information appears on line 5a of the 941 form
Tips	<p>Press F1 and select the data item where you store tips, or leave the field blank</p> <ul style="list-style-type: none"> This information appears on line 5b of the 941 form
Medicare	<p>Press F1 and select the data item where you store medicare taxes.</p> <ul style="list-style-type: none"> This information appears on line 5c of the 941 form

EIC Advance	<p>Press F1 and select the data item where you store eic or leave blank</p> <ul style="list-style-type: none"> This information appears in box 9 on the 941 form
4) Checkboxes	<p>Answer Y if any of the numbered boxes need to have a check in Them otherwise leave the default of N.</p>
Box 15 monthly	<p>A Y will X the box on line 15 that states “You were a monthly schedule depositor for the entire quarter. Fill out your tax liability for each month.</p> <ul style="list-style-type: none"> Monthly tax liability figures will then print in section 15.
Box 15 semi-wk	<p>A Y will X the Box on line 15 that states “You were a semiweekly schedule depositor for any part of this quarter”.</p>
Box 16 final	<p>A Y will X the Box on line 16 “If your business has closed or you stopped paying wages.</p>
Box 17 seasonal	<p>A Y will X the Box on line 17 “If you are a seasonal employer and you do not have to file a return for every quarter of the year”.</p>
Part 4 designee	<p>A Y will X the box on Part 4 as a Yes to “May we speak with your third-part designee?” An N will X the box on Part 4 as a No.</p>
Part 6 self-emp	<p>A Y will X the box in Part 6, “Check if you are self-employed”.</p>

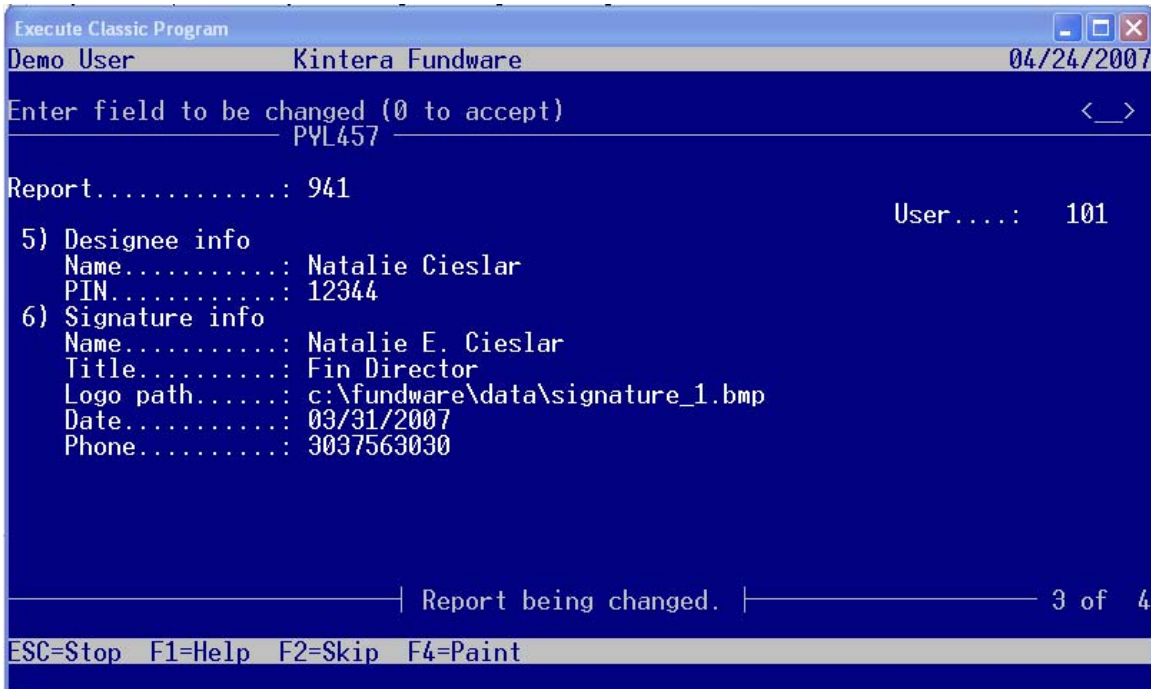


Figure 4.5 – Define Parameter Screen 3

Field	Definitions and placement on 941 Form
5) Designee Info	
Name	Enter the name of a third-party Designee, or leave blank <ul style="list-style-type: none"> The name if entered will appear on Part 4 of the 941 form
PIN	Enter a 5 digit PIN used when talking with the IRS <ul style="list-style-type: none"> The PIN will appear on Part 4 under the Designee’s Name
6)Signature Info	The data entered will appear on Part 5 of the 941 Form
Name	The entered name will appear in the “Print your name here” box.
Title	The Title will appear in the “Print your title here” box.
Logo path	If you have an image file with a signature, enter the file path to its location, otherwise leave blank and sign the form manually. <ul style="list-style-type: none"> The electronic signature will be printed on the form next to “Sign your name here”.
Date	Enter the date of the form for Part 5

Phone	Enter a phone to print in part 5 next to “best daytime phone” <ul style="list-style-type: none"> • Phone number may be entered as a full number string without dashes.
-------	---

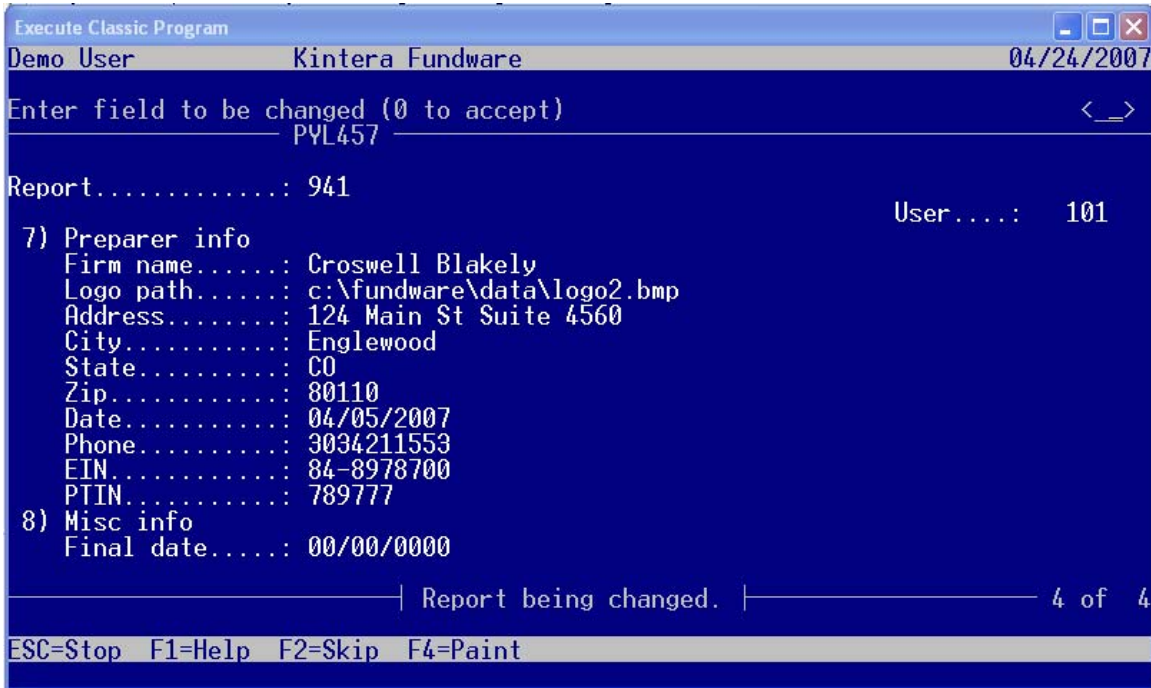


Figure 4.6 – Define Parameter Screen 4

Field	Definitions and placement on 941 Form
7)Preparer info	This section applies to Paid Preparers only. It should be left blank if it does not apply. <ul style="list-style-type: none"> • This information will appear on Part 6 of the 941 Form
Firm name	Enter Firm name of Paid Preparer or leave blank
Logo path	If you have an image file with a signature for the paid preparer, enter the file path to its location, otherwise leave blank and sign the form manually. The electronic signature will be printed on the form next to “Paid Preparer’s Signature”
Address	Enter the address of the paid preparer or leave blank.
City	Enter the city of the paid preparer or leave blank.
State	Enter the State of the paid preparer or leave blank.
Zip	Enter the zip code of the paid preparer or leave blank.
Date	Enter the date the paid preparer signed or leave blank
Phone	Enter the phone of the paid preparer. Phone number may be entered as a full number string without dashes.

EIN	Enter the Employer Identification number of the paid preparer or leave blank.
PTIN	Enter the SSN or PTIN of the paid preparer or leave blank.
8)Misc info	
Final date	Enter the final date you paid wages if field 16 on the 941 form has been used when the business has closed or you stopped paying wages. Otherwise leave blank.



Figure 4.7 – Exiting the Define Parameter Screen.

Once the screen has been completely filled out, select 0 to accept. You may then perform a **C)hange** to make corrections or **E)nd** to exit the screen as above.

REPORT DATA EXTRACTION

To Extract data for the 941 Report, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report.

Program name: PYL460
Switches: <blank>

Parameters: <blank>



Figure 4.8 – Override PYL460 to Extract Data

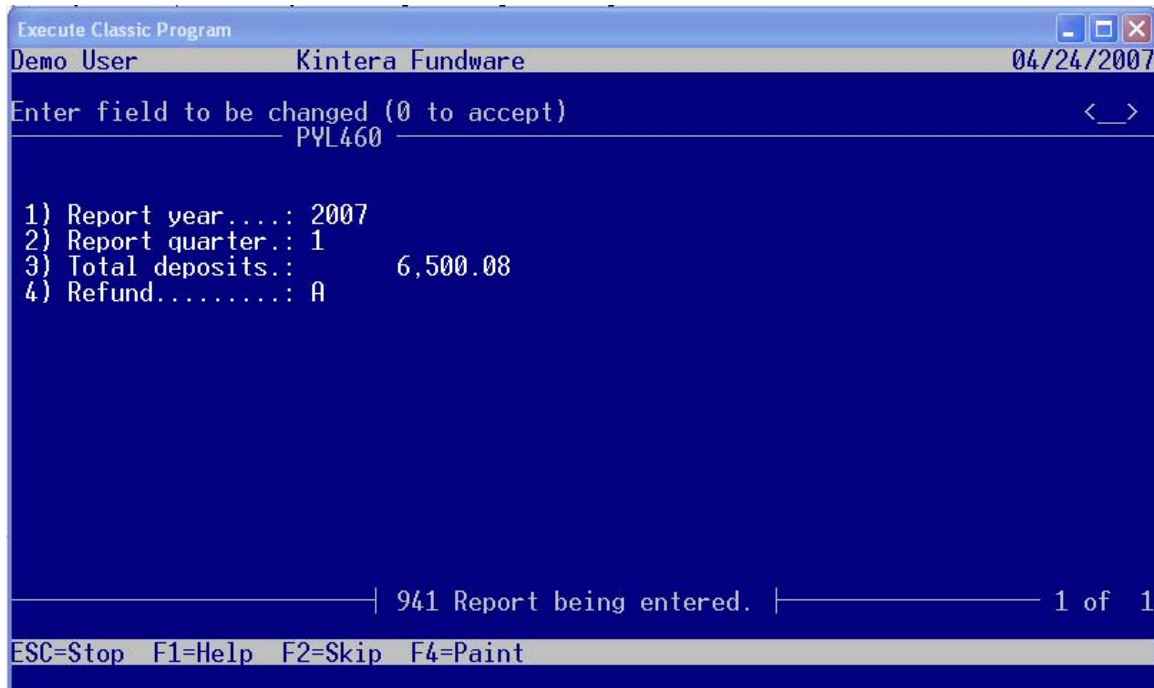
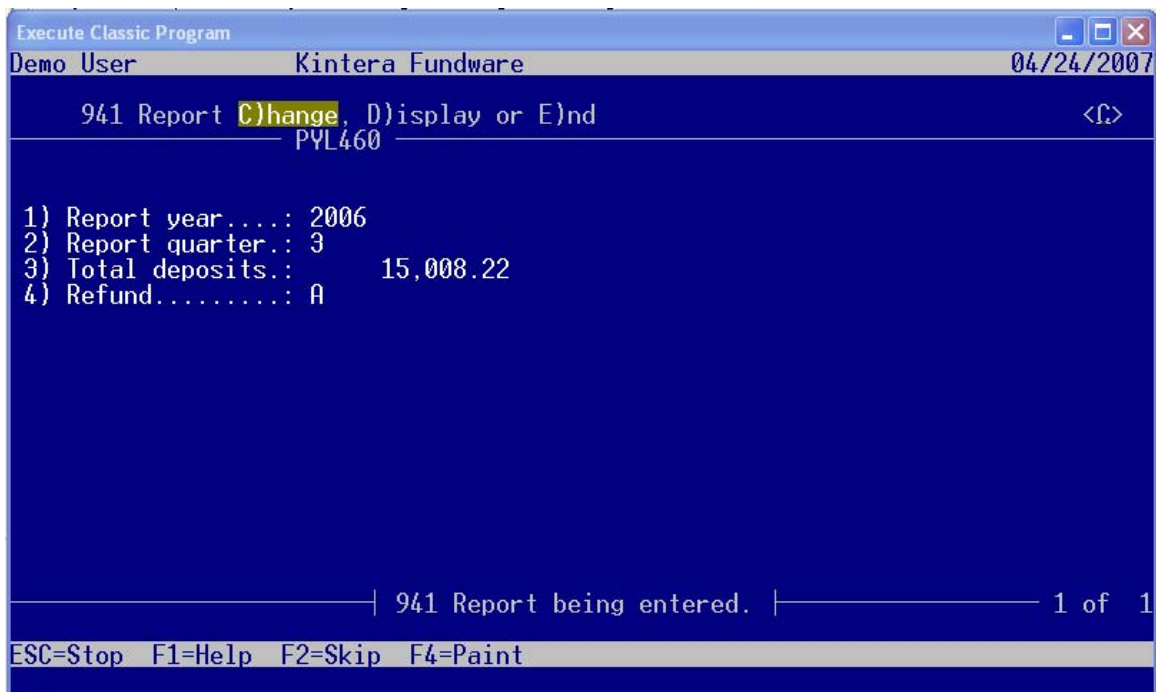


Figure 4.9 – Extracting 941 Data

Field	Definition and Placement on 941 Form
1) Report year	The 4 digit report year for which the report is being generated.

	<ul style="list-style-type: none"> This determines which history will be pulled from Fundware Payroll.
2) Report quarter	The Quarter being reported (1 – 4) <ul style="list-style-type: none"> This determines which history quarter will be pulled from Fundware Payroll.
3) Total deposits	The dollar amount of the total tax deposits that have been made for the quarter.
4) Refund	The refund option is used to determine which checkbox, if any, to use for the box 13 overpayment amount. Spaces = not applicable A = Apply to next return S = Send a refund.



```

Execute Classic Program
Demo User      Kintera Fundware      04/24/2007
941 Report C)hange, D)isplay or E)nd
          PVL460
1) Report year...: 2006
2) Report quarter...: 3
3) Total deposits...: 15,008.22
4) Refund...: A
          | 941 Report being entered. | 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint
  
```

Figure 4.10 – Accepting the extraction screen

Accept the screen with (0 to accept), if necessary, **C)hange** or **E) to end**, and the initial 941 extraction file will be created.

- ▼ The extraction files are named ##PY9 and ##PY9.IDX, where ## = Division number, and will be in the Fundware\data directory.

REPORT MODIFICATION

To edit data for the 941 Report, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report.

Program name: PYL458
 Switches: 2
 Parameters: <blank>



Figure 4.11 - Override PYL458 to Edit Data

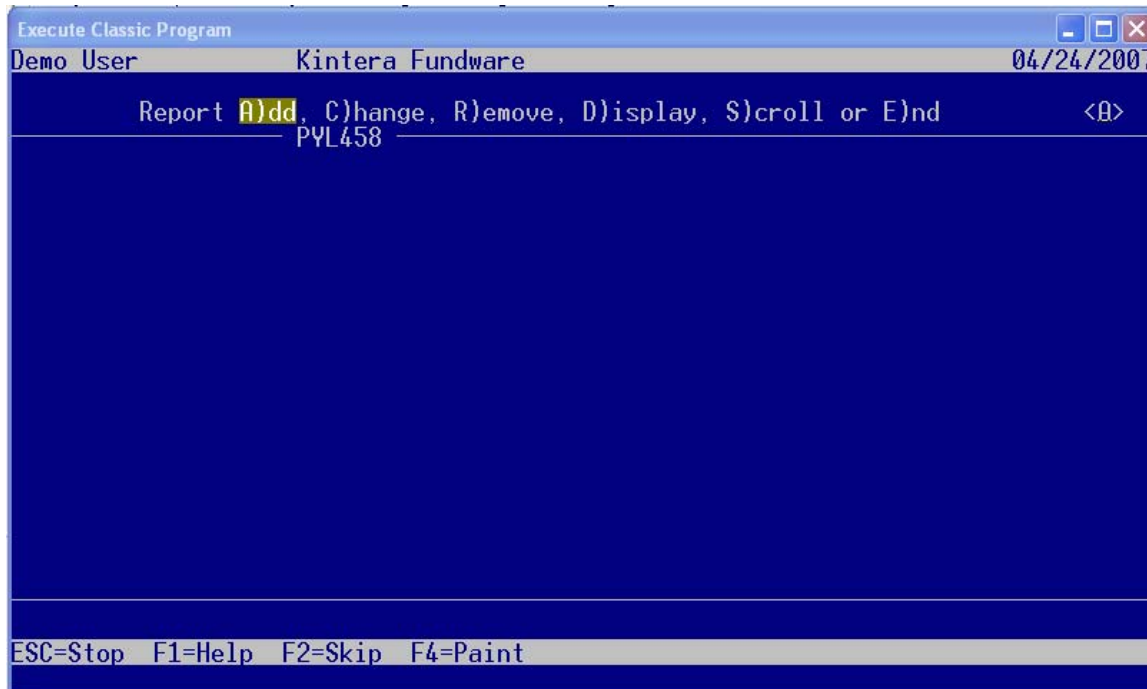


Figure 4.12 – Display or Change command for pyl458

```

Execute Classic Program
Demo User      Kintera Fundware      04/24/2007
-----
PYL458
Report.....: 941                      Changed.: 04/24/07
User.....: 101

6) Amounts
Box 2.....: 2,545,212.90
Box 3.....: 343,435.43
Box 5a.....: .00
Box 5b.....: .00
Box 5c.....: 2,389,301.00
Box 9.....: .00
Box 15 month 1.: 116,733.10
Box 15 month 2.: 112,221.10
Box 15 month 3.: 183,771.16
7) Box 7a
Month 1.....: .00
Month 2.....: .00
Month 3.....: .00
-----
Report being displayed. |----- 2 of 4
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 4.13 – Displaying screen 2 of the extracted 941 data

By doing a **D**isplay the data extracted can be viewed. A **C**hange will allow changing data in any of the visible fields.

When in the screen this program brings up, any of the fields can be modified to overwrite the fields pulled from the initial parameter or to modify dollars amounts if needed.

The dollar amounts pulling can be verified by running employee history by period reports within Fundware Report Manager. These reports, if run for the same months or quarters as on the 941 report, will show both the dollars on individual employees and totals at the end of the history report that will correspond to the amounts on the produced 941 Report. The reports can be accessed through Report Manager> Payroll> Predefined Reports> Employee History by Period.

PRODUCE 941 FORM

To produce the form for the 941 Report, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report.

```

Program name:    PYL461
Switches:       <blank>
Parameters:     <blank>

```

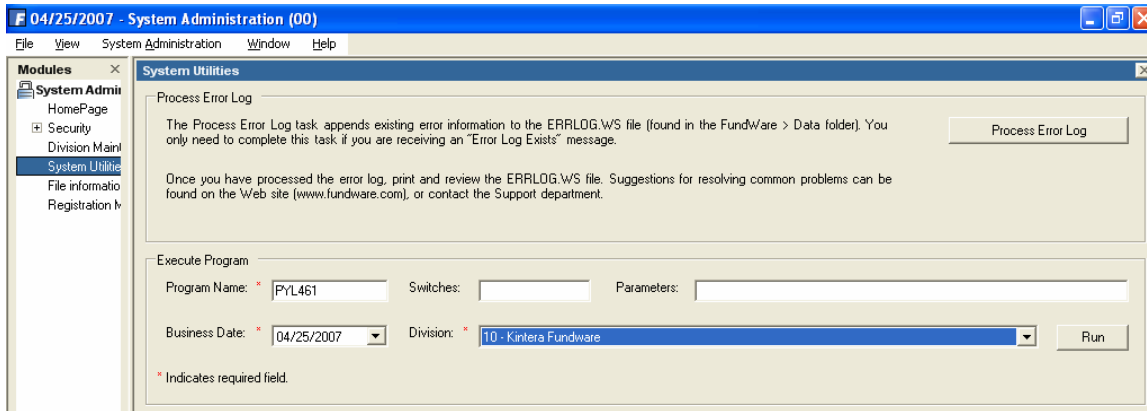


Figure 4.14 -- Override PYL461 to Produce the 941 Form

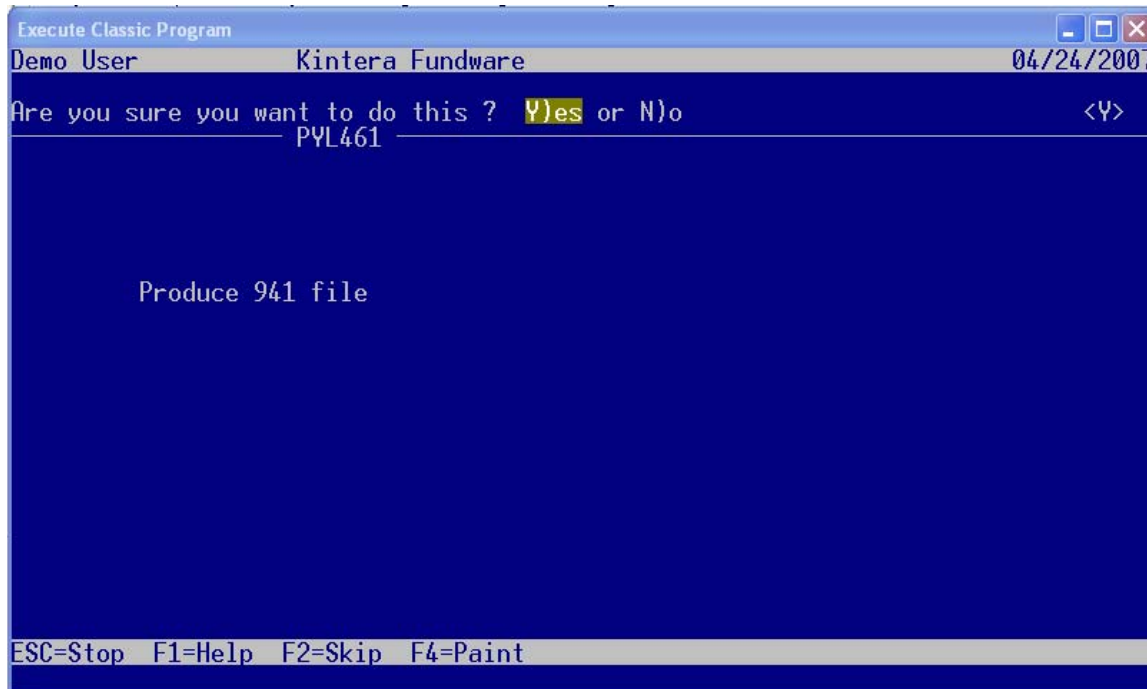


Figure 4.15 – Producing the form

Answer **Y)es** to produce the form.

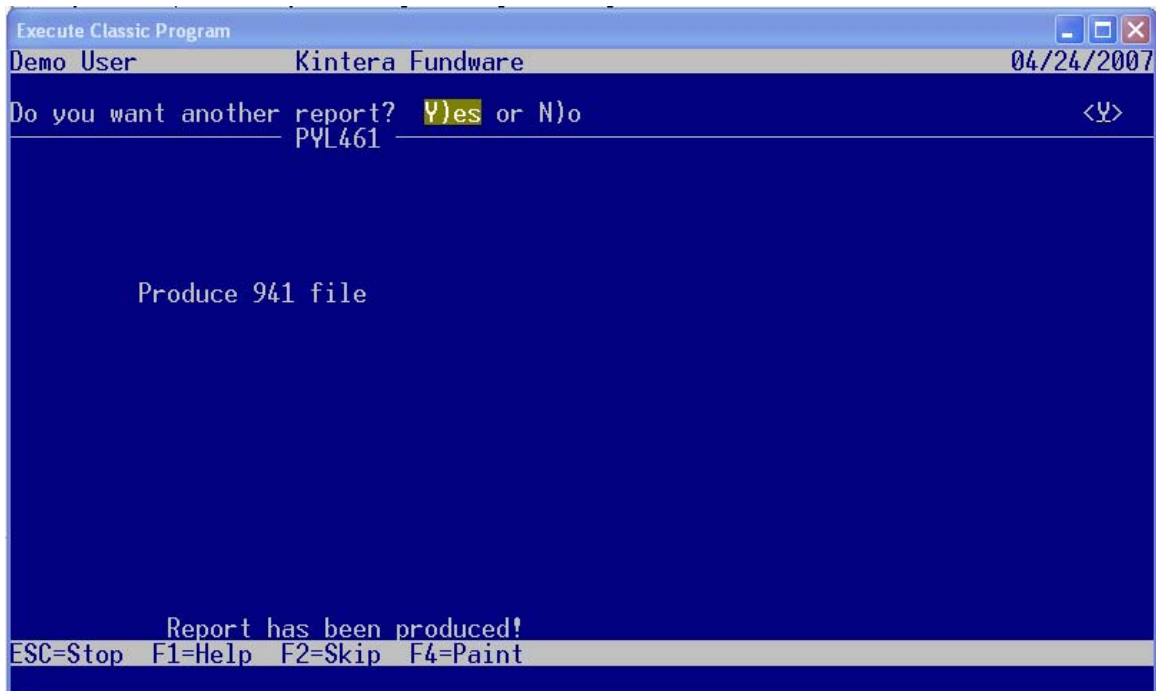


Figure 4.16 – Exiting 941 Production

At “Do you want another report? Answer **N)o** and the screen will return to System Utilities.

Producing the form also creates a verification print, with the name of PY941VR.L## where ## equals the Division Number. This can be opened through Print Manager and appears in Figures 4.17 and 4.18.

Print Manager - [PY941VR.L10]

File Edit Mode View Window Help

17 characters per inch - Laser

Page Break

Run date: 04/25/2007 @ 10:41 Kintera Fundware
 Bus date: 04/25/2007 941 Verification PY941VR.L10

Box	Description	Value
	Year	2006
	Quarter	3
Employer	Employer ID number	84-12345678
Employer	Name	Kintera Fundware
Employer	Trade name	Kintera Fundware
Employer	Address line 1	6430 S Fiddlers Green Circle
Employer	City	Greenwood Village
Employer	State	CO
Employer	Zip	80111
1	Total Employees	437
2	Wages, tips, other comp	2,545,212.90
3	Total income tax withheld	343,435.43
4	No wages checkbox	
5a col 1	Taxable SS wages	.00
5a col 2	Taxable SS wages	.00
5b col 1	Taxable SS tips	.00
5b col 2	Taxable SS tips	.00
5c col 1	Taxable Med wages & tips	2,389,301.00
5c col 2	Taxable Med wages & tips	69,289.73
5d	Total SS & Med taxes	69,289.73
6	Total taxes before adjustments	412,725.16
7a	Cur quarter fractions	.00
7b	Cur quarter sick pay	.00
7c	Cur quarter adj for tips	.00
7d	Cur year income tax withholding	.00
7e	Prior quarter SS & Med taxes	.00
7f	Special adds to FIT	.00
7g	Special adds to SS & Med	.00
7h	Total adjustments	.00
8	Total taxes after adjustments	412,725.16
9	Advance EIC payments	.00
10	Total taxes after EIC adjustment	412,725.16

Pg: 2 Ln: 7 Col: 57

Figure 4.17 – Page 1 of the 941 Verification Report

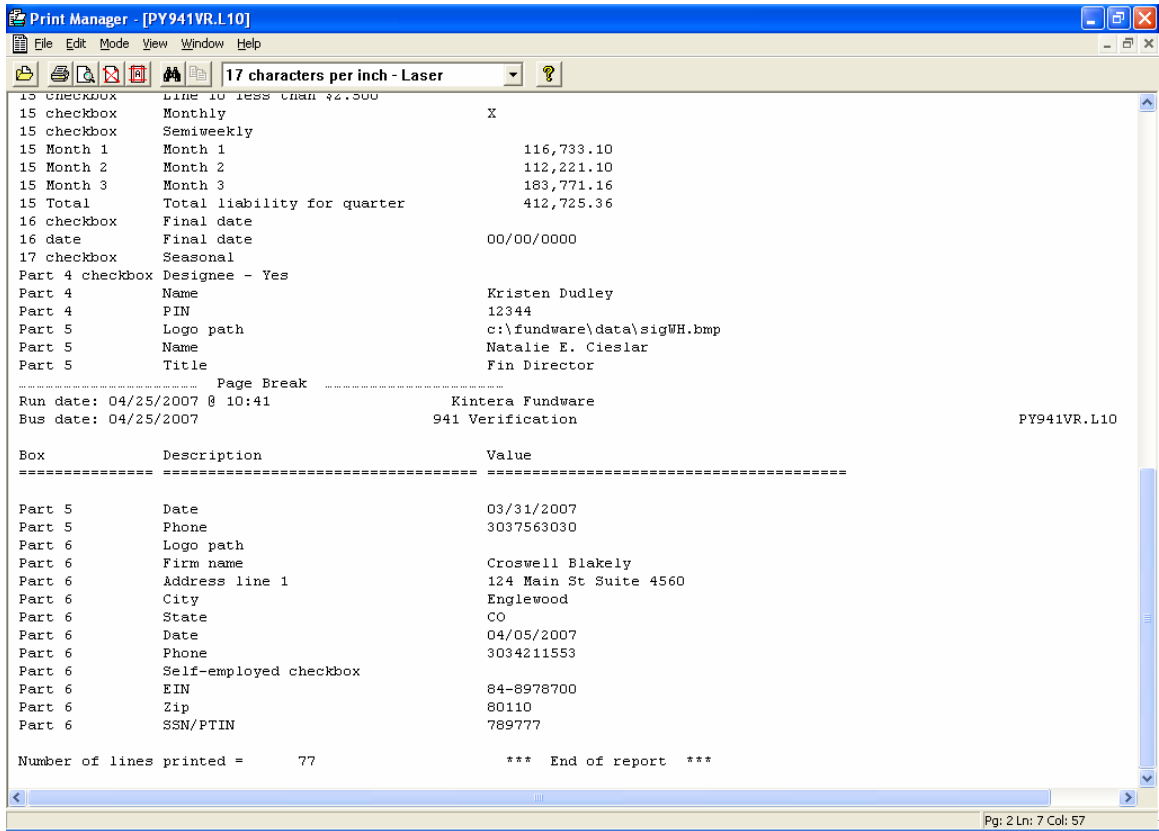


Figure 4.18 – Page 2 of the 941 Verification Report.

PRINTING THE 941 FORM

From within your Fundware Division, or through Division 00 Access the **Forms Manager** through File>Forms Manager.

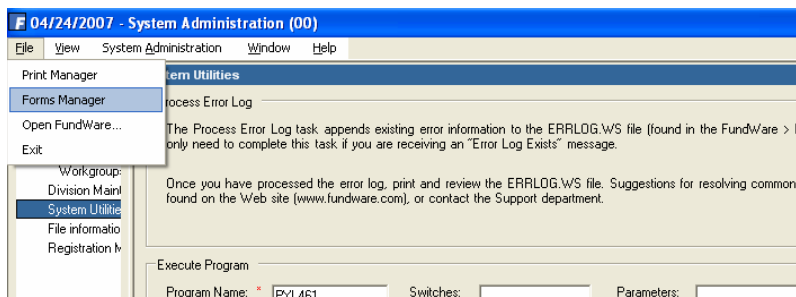


Figure 4.19 – Accessing Forms Manager

Select File> Open, or the Open Icon and you will see a file names PY941FM.X## where ## is the division number for which the report was produced. Highlight the File and open it.

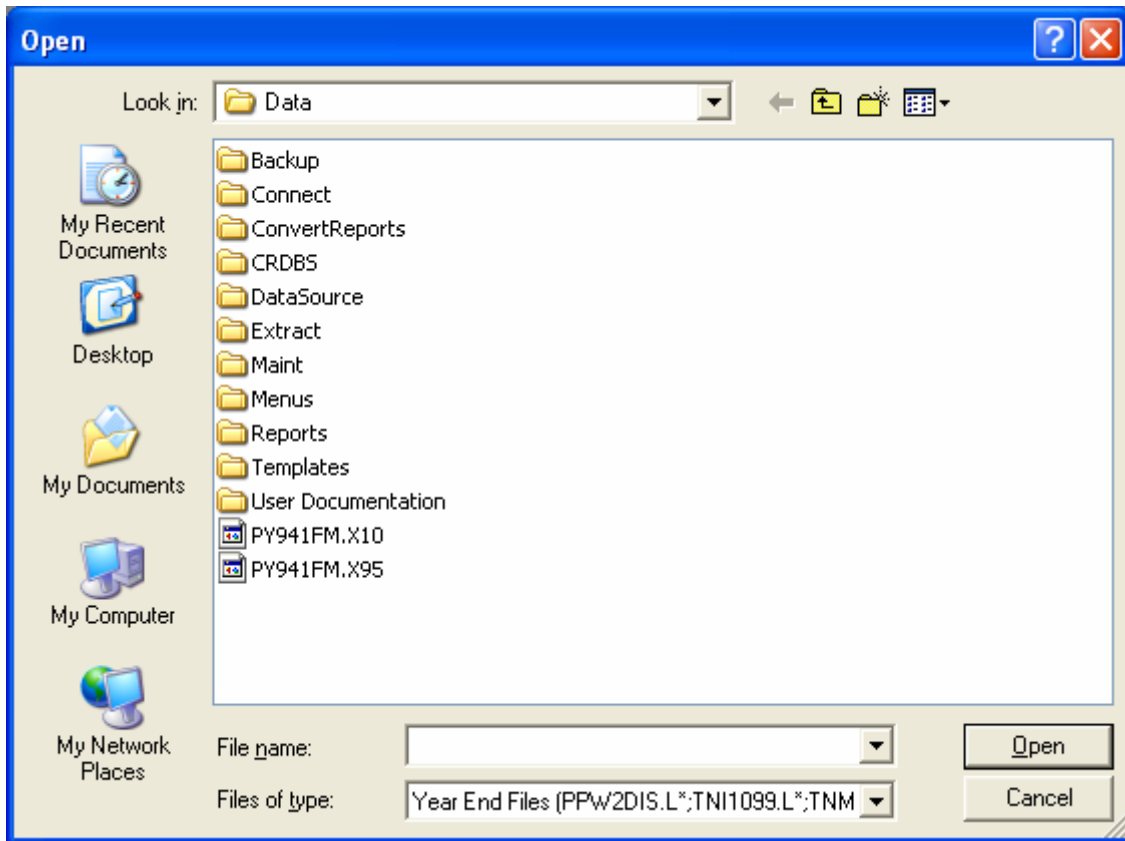


Figure 4.20 – Forms Manager File Display

On opening the Form, you will receive a message that reads:

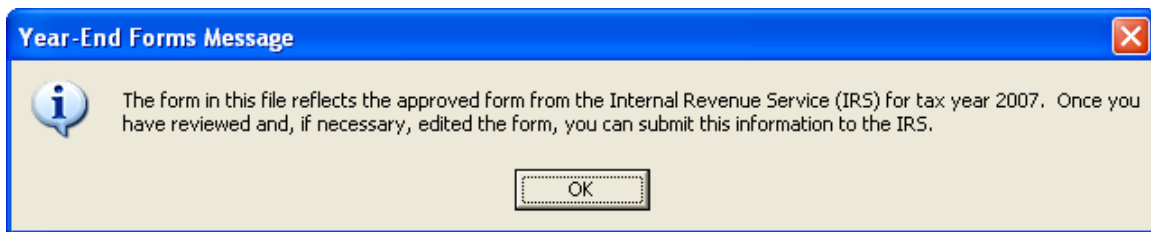


Figure 4.21 – Forms Manager Message

Press **OK**.

The form currently supported on this Service Pack is Form 941 for 2007: Employer's Quarterly Federal Tax Return. (Rev. January 2007).

You can then use any of the available navigation tools within Forms Manager. The form is only 2 pages, so the options are limited

Forms Manager

File Navigation View Help

Page: 1 Of 2 Vendor Count: 1

Form **941 for 2007: Employer's QUARTERLY Federal Tax Return** (Rev. January 2007) Department of the Treasury-- Internal Revenue Service OMB No. 1545-0029 970107

(EIN)
 Employer identification number 84-12345678

Name (not your trade name) Kintera Fundware
 Trade name (if any) Kintera Fundware

Address 6430 S Fiddlers Green Circle
Greenwood Village CO 80111

Report for this Quarter of 2007 (Check one)
 1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4) **1**

2 Wages, tips, and other compensation **2**

3 Total income tax withheld from wages, tips, and other compensation **3**

4 If no wages, tips, and other compensation are subject to social security or Medicare tax: Check and go to line 6.

5 Taxable social security and Medicare wages and tips:

	Column 1		Column 2
5a Taxable social security wages	<input type="text" value="2389301.00"/>	x .124 =	<input type="text" value="296273.32"/>
5b Taxable social security tips	<input type="text"/>	x .124 =	<input type="text"/>
5c Taxable Medicare wages & tips	<input type="text" value="2389301.00"/>	x .029 =	<input type="text" value="69289.73"/>
5d Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d).....			5d <input type="text" value="365563.05"/>

6 Total taxes before adjustments (lines 3 + 5d = line 6) **6**

7 TAX ADJUSTMENTS (Read instructions for line 7 before completing lines 7a through 7h):

7a Current quarter's fractions of cents

7b Current quarter's sick pay.....

Figure 4.22 – 941 Form in Forms Manager

- ▼ If any changes are needed at this point, use the Report Modification Step (Program name PYL458, switch 2) to edit any field appearing on those screens. If modifications are needed to a name or address field, which do not appear in the edit screens, they must be made in the Parameter program and the data will need to be extracted again. When the 941 form is reproduced, the original form will be overwritten, so there will never be more than 2 pages.

RECAP OF PROGRAMS FOR 941 FORM

FUNCTION	PROGRAM NAME	SWITCH
SETUP PARAMETER	PYL457	2
EXTRACT 941 DATA	PYL460	BLANK
MODIFY 941 DATA	PYL458	2
PRODUCE 941 FORM	PYL461	BLANK

CHAPTER 5

PAYROLL RETIREMENT REPORT - MTRS

OVERVIEW OF MTRS PAYROLL RETIREMENT REPORTS

The new Payroll Retirement Report for the State of Massachusetts will allow an organization to create an electronic file for submission to MTRS.

The programs are designed for the Teachers Retirement Report for the State of Massachusetts, and meets the Massachusetts MTRS specifications.

On initial Setup and Production of the report the following steps will be involved:

- Define Parameter Record (this is on initial setup only)
- Extract employee data
- Edit Extracted Employee Information
- Produce Electronic File

REPORT SETUP

To define the Retirement Report, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report (Figure 3.1):

Program name: PYL406
 Switches: 2
 Parameters: <blank>

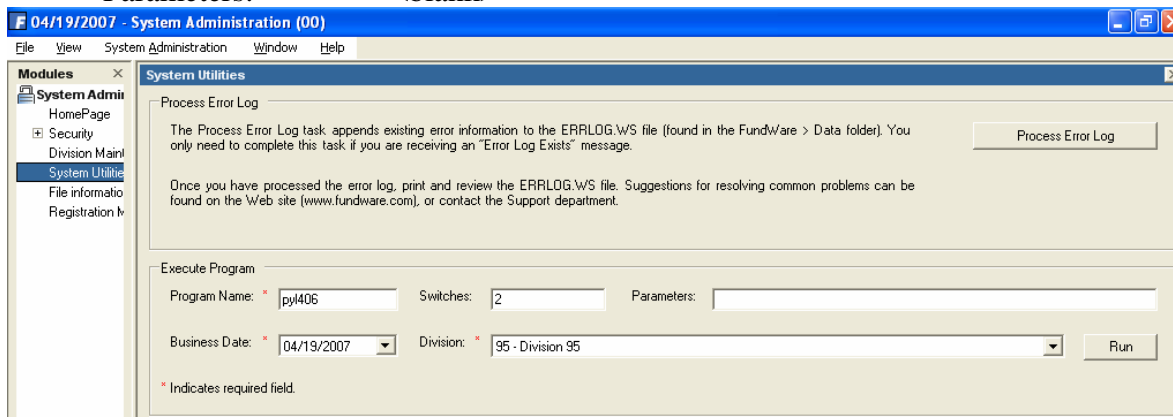


Figure 5.1 -- Retirement Report Definition Program PYL406

The first time you enter this program, you must do an **A) Add** to set up the Report Parameter. The default name of the Parameter will display as MA1S.

- Any fields that are not filled out will have to be edited as needed in later steps. Kintera Fundware users that are in Massachusetts will have user-defined employee data items on their employee records.

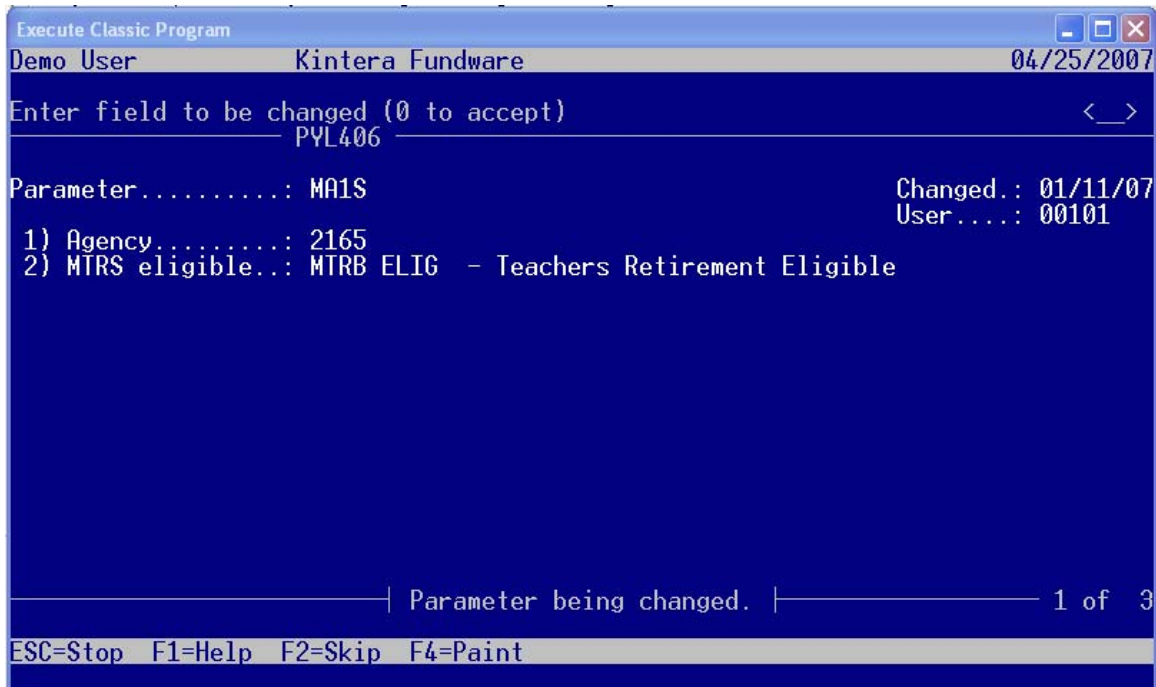


Figure 5.2 – Parameter Definition Screen 1

Field 1 **AGENCY** Enter the school district four-digit agency code assigned by the MTRS. If the report is being produced for other purposes, this field may be ignored.

Field 2 **MTRS ELIGIBLE** Enter the data item used on your system to indicate an employee should appear on this report.

- Pressing F1 will show a list of data items currently available on your system.

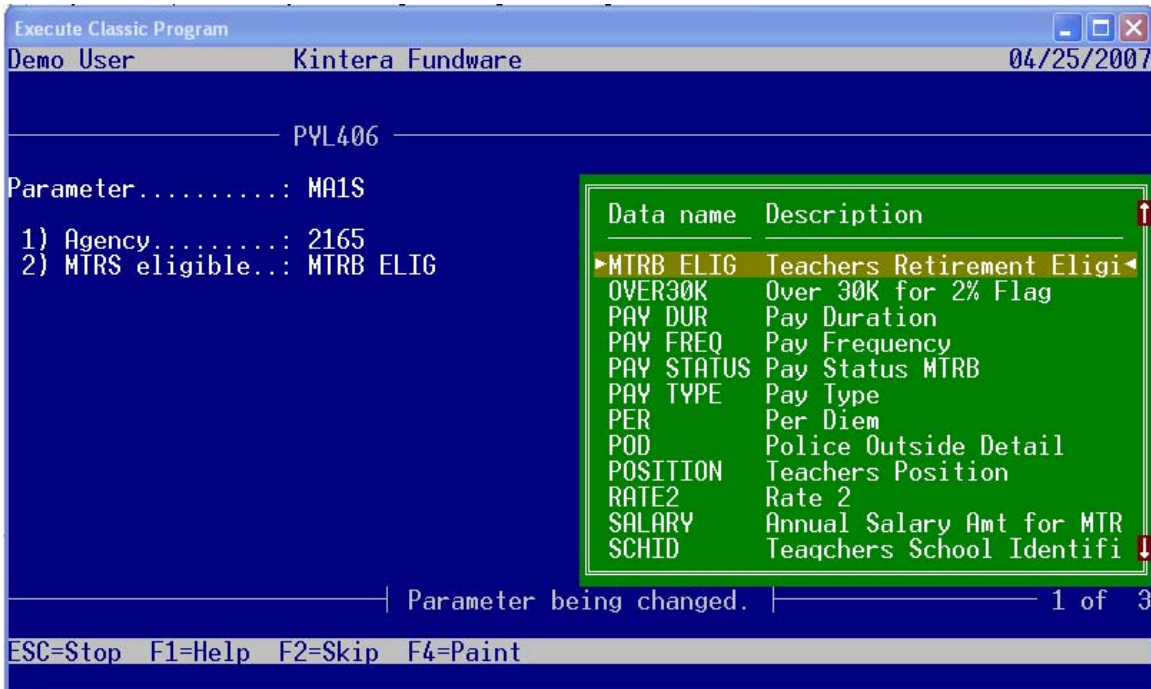


Figure 5.3 – Parameter Definition F1 key

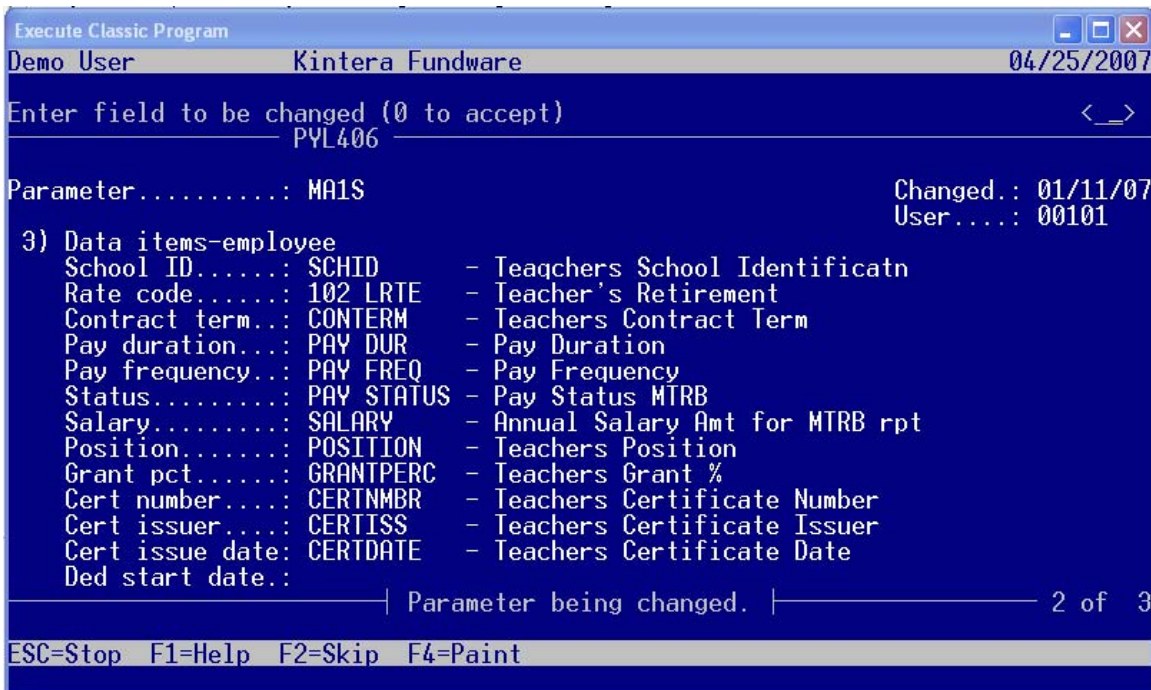


Figure 5.4 – Parameter Definition Screen 2

Field 3 **DATA ITEMS-EMPLOYEE** Pressing the F1 key will again show a list of the data items available in your payroll system for extraction.

The following definitions have been provided for the Massachusetts report.

SCHOOL ID The School building location code assigned by the DOE

RATE CODE Identifies the contribution rate in the record being reported. Valid entries on the data item that will be stored and extracted are 05, 07, 08, 09 or 11.

CONTRACT TERM The length of the contract, expressed in months, covering the member whose deductions are being reported. Valid entries are 09, 10, 11 and 12. To report payments made to an athletic coach who teaches in another district, enter 09 in this field.

PAY DURATION Pay Duration of the contract for the member being reported. Valid values are 09, 10, 11, 12 and LS to indicate the length of time, in months, over which the member's contract is paid. The "LS" value is entered for members on a 12-month contract cycle, but who collect their summer pay as a lump-sum in month 10.

PAY FREQUENCY The annual frequency that pay is issued; valid entries are 01-53. A member who receives pay every week would have a pay frequency of 52. Teachers who receive pay on a bi-weekly schedule usually have a pay frequency of 26.

STATUS Full-time/part time status. The percentage of full-time the member being reported is working; field is 3-digit numeric; full-time is entered as "100"; part-time entries are usually "050" through "099". While employees who are working less than half-time ("050") are ineligible for MTRS membership, it is sometimes necessary to report less than half-time values in this field when a member is working in more than one school district. Note that the value listed in the annual salary field should show the full-time equivalent salary for members who are working and being paid on a part-time basis.

SALARY The base annual contractual salary for the member being reported, exclusive of any additional compensation (often referred to as "step and scale"). This field must be updated whenever a member's salary changes. Additional compensation such as coaching pay or stipends must not be included in the annual salary figure. For members who are working less than full-time, this should be the full-time equivalent salary. In the monthly deduction report the salary figure must conform to the following equation where, b = base earnings n = number of pays being reported f = pay frequency p = full time factor expressed as a whole number S = annual salary $S = [(b/n)f]/[p (0.01)]$

POSITION The member's generic position code derived from an MTRS-defined table; the valid entries in this field are: SUPT Superintendent TEACH Teacher TEACH6 Teacher - 6-month wait COACH Coach (as primary title) ADMIN Administrator PRIN Principal OTHER Other LTS Long-term substitute NURSE School Nurse

GRANT PCT This field indicates the percentage of the member's eligible retirement earnings that are derived from federal grant funds. The field accepts values from 1 to 100 and defaults to "0" if no input is provided. A "0" is read by the system as "no federal grant component in effect".

CERT NUMBER This is the teacher's certification number issued by the Department of Education, or the Board of Allied Health Professionals in the case of physical therapists or occupational therapists. Other valid entries in this field are: P (certification Pending), C (Charter school - no certification number necessary), W (Waiver of certification), P2 (member is working with out-of-state certification).

CERT ISSUER Valid entries are DOE (Department of Education) or AHP (Board of Allied Health Professionals).


CERT ISSUE DATE The actual date certification was issued.

DED START DATE The date of the first retirement deduction.



Figure 5.5 – Parameter Definition Screen 3

Field 4 Data items-history

 The following fields are pulling from historical data items which contain earnings information for the reporting period.

BASE EARN Contractual base earnings actually paid to the member during the reporting period; the sum reported as base earnings should equal the contracted annual salary divided by the annual pay frequency, multiplied by the number of pay periods being reported.

COACH EARN Earnings over and above base earnings paid for athletic coaching at such times as they occur. In order to be eligible to participate in the system, coaches must be employed and enrolled as teachers. It is common for districts to employ coaches who teach at other districts.

BONUS EARN Earnings paid as cost-of-living bonus. Some employers refer to this category of pay as a cost-of-living adjustment.

LONGEVITY EARN Earnings paid for longevity. Sometimes this is referred to as longevity bonus.

STIPEND EARN Additional earnings paid as contractual stipends reported when they occur; e.g., Choral Director, Department Head, Lead Teacher, etc. Per diem earnings for guidance counselors whose contract requires them to work extra days are reported in this field if the extra pay is determined to be eligible for retirement deductions.

PREMIUM EARN Premiums paid by the employer for individual life insurance, disability earnings insurance or annuity (403b) contracts, when they occur. Frequently found in administrator's contracts, these are usually deductions from payments that are submitted directly to the insurance provided (see section on regular compensation).

RETR DEDUCTION The retirement contribution actually deducted for the member reported in this record. This is calculated as a percentage of the sum of all eligible earnings reported in the previous earnings fields. The deduction rates are: 5% for members who entered service prior to January 1, 1975 7% for members whose eligible employment began between January 1, 1975 and December 31, 1983 8% for members with membership dates between January 1, 1984 and June 30, 1996 9% for members who established membership between July 1, 1996 and June 30, 2001 11% for members who entered service on or after July 1, 2001 11% for members who entered service on or before June 30, 2001 and elected to participate in RetirementPlus

RETR DED 2PC The "30-plus" contribution deducted for the member reported in this record. Members subject to this deduction contribute an additional 2% of all earnings over \$30,000 per year. This additional deduction applies to members with membership dates between January 1st 1979 and June 30th 2001 who have not elected to participate in RetirementPlus. When the system determines that a member is subject to the additional 2% withholding, it carries out a validation where: e = total eligible earnings being reported n = number of pays in the period being reported f = pay frequency T = additional 2% deduction amount $T = \{e - [(30000/f) n]\}(.02)$

REPAY Reserved for reporting pre-tax installment payments in the deduction record. Must be combined with a normal contribution input record.

EXTRACT EMPLOYEE DATA

To extract data to the Retirement Report, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report

Program name: PYL420
 Switches: 2
 Parameters: <blank>

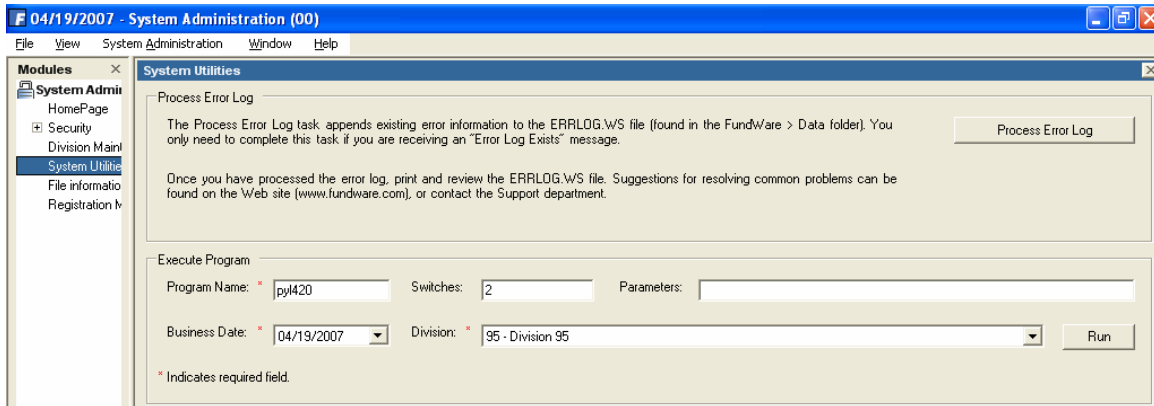


Figure 5.6 – Extraction Program PYL420

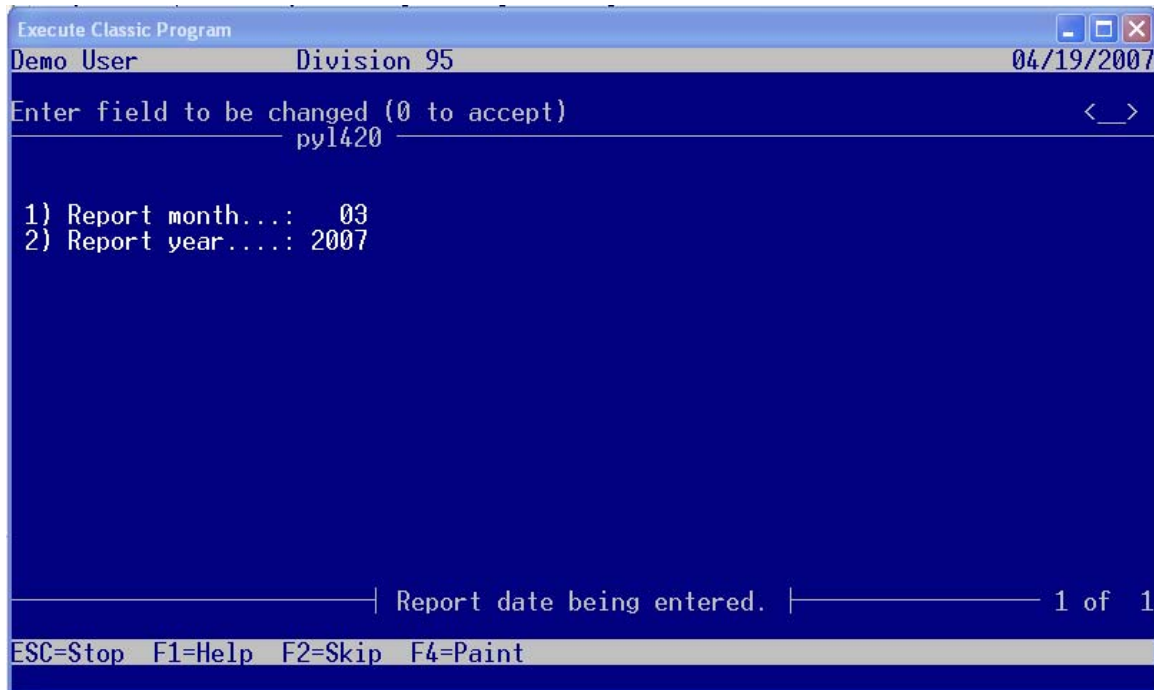
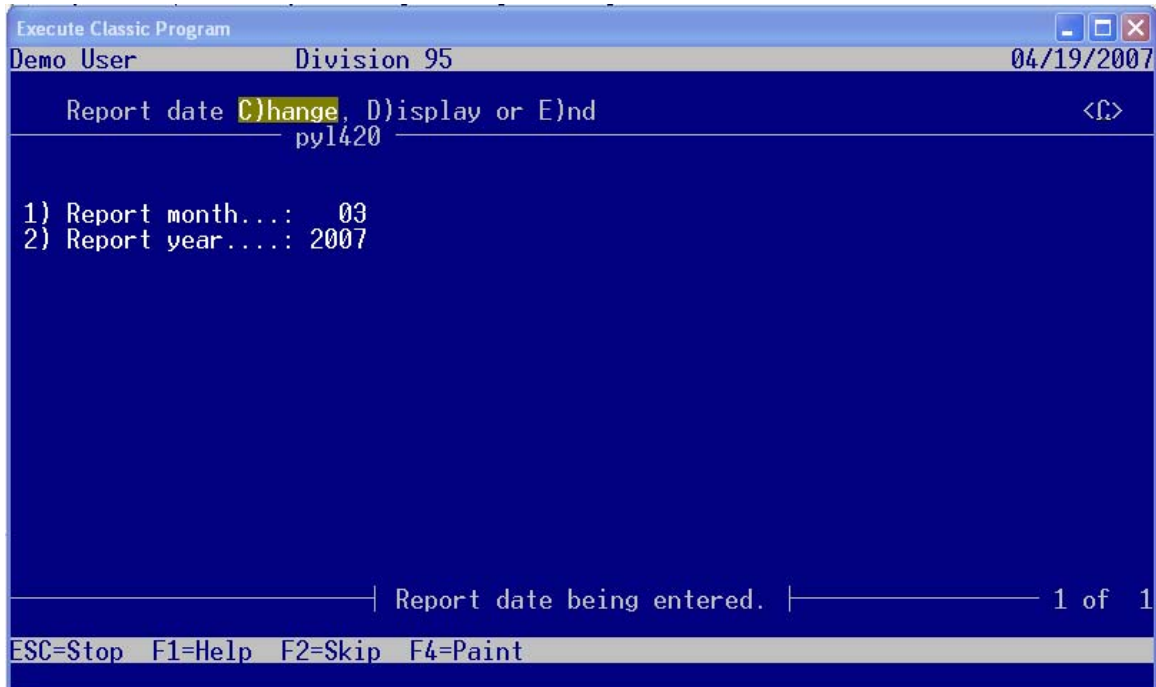


Figure 5.7 – Extraction Program Report Month and Year

As this program prompts for the month and year of the report, only those paychecks within the selected period will be extracted. This program creates the ##PY4 file where ## is your division number. This file can be located in your data directory and is only used to hold the extracted data. The editing program as follows is what is used if corrections are needed.



```

Execute Classic Program
Demo User      Division 95      04/19/2007
Report date C)hange, D)isplay or E)nd      <C>
pyl420

1) Report month...: 03
2) Report year....: 2007

Report date being entered. 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 5.8 – Extraction Program Change or End

Once you have input the Report month and year, you will have the option C) to change or E) to End. Select E if you are ready to extract.

DEFINE AND EDIT EMPLOYEE DATA

To Edit the extracted data, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report :

Program name:	PYL408
Switches:	2
Parameters:	<blank>

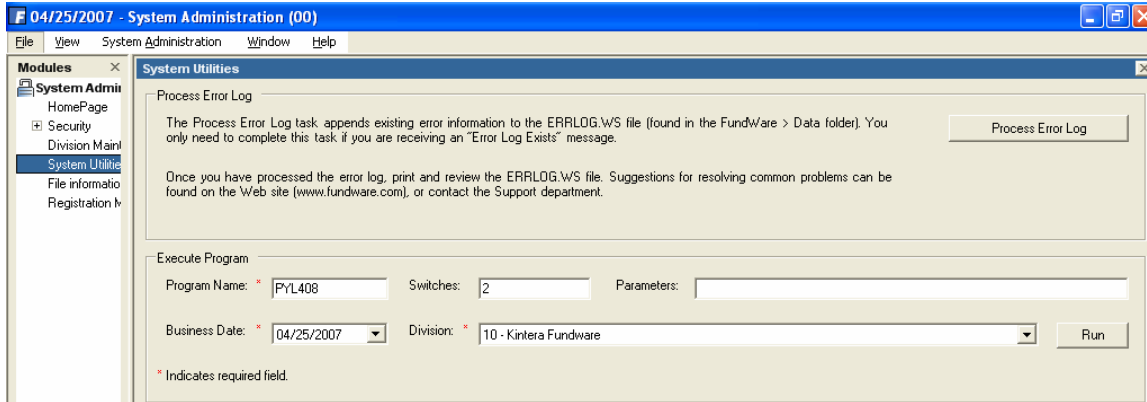


Figure 5.9 – Edit Extracted Data PYL408

The **S) Scroll** selection may be used to see all the employees that have been extracted.

C) Change will allow selection of the Employee, the Trans type (currently always “N”) and the Trans date, or date of the paycheck.

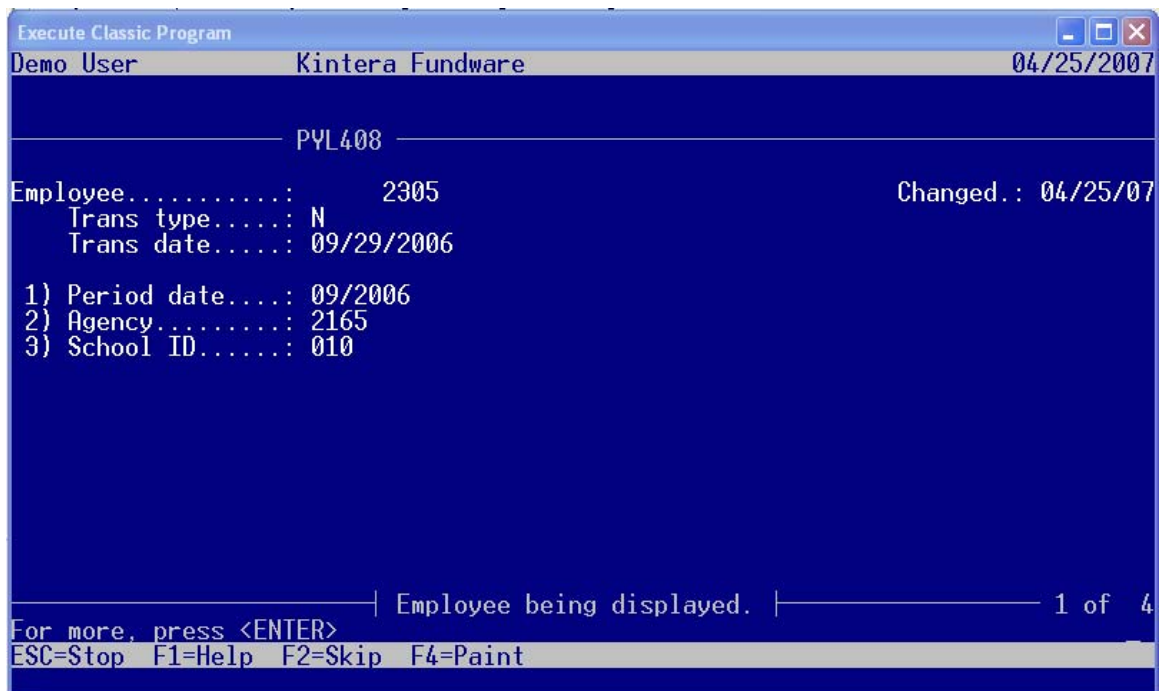


Figure 5.10 – Display or Edit Extracted Data Screen 1

Execute Classic Program

Demo User Kintera Fundware 04/25/2007

Enter field to be changed (0 to accept) <_>

PYL408

Employee.....: 2305 Changed.: 04/25/07
 Trans type.....: N
 Trans date.....: 09/29/2006

4) Emp personal info
 Name.....: DELMONICO, JANE T.
 Street 1.....:
 Street 2.....: 56 DARTMOUTH ST
 City.....: NORWOOD
 State.....: MA
 Zip.....: 02062
 Sex.....: F
 Date of birth..: 02/05/1947
 Soc Sec number.: 300729688
 Salary.....: 128,794

Employee being changed. | 2 of 4

ESC=Stop F1=Help F2=Skip F4=Paint

Figure 5.11 – Display or Edit Extracted Data Screen 2

Execute Classic Program

Demo User Kintera Fundware 04/25/2007

Enter field to be changed (0 to accept) <_>

PYL408

Employee.....: 2305 Changed.: 04/25/07
 Trans type.....: N
 Trans date.....: 09/29/2006

5) Emp misc info
 Rate code.....: 11
 Contract term..: 10
 Pay duration...: 10
 Pay frequency..: 26
 Status.....: 100
 Position.....: TEACH
 Grant pct.....:
 Cert number....: 91884
 Cert issuer....: DOE
 Cert issue date: 06/08/1968
 Ded start date.: 00/00/0000

Employee being changed. | 3 of 4

ESC=Stop F1=Help F2=Skip F4=Paint

Figure 5.12 – Display or Edit Extracted Data Screen 3

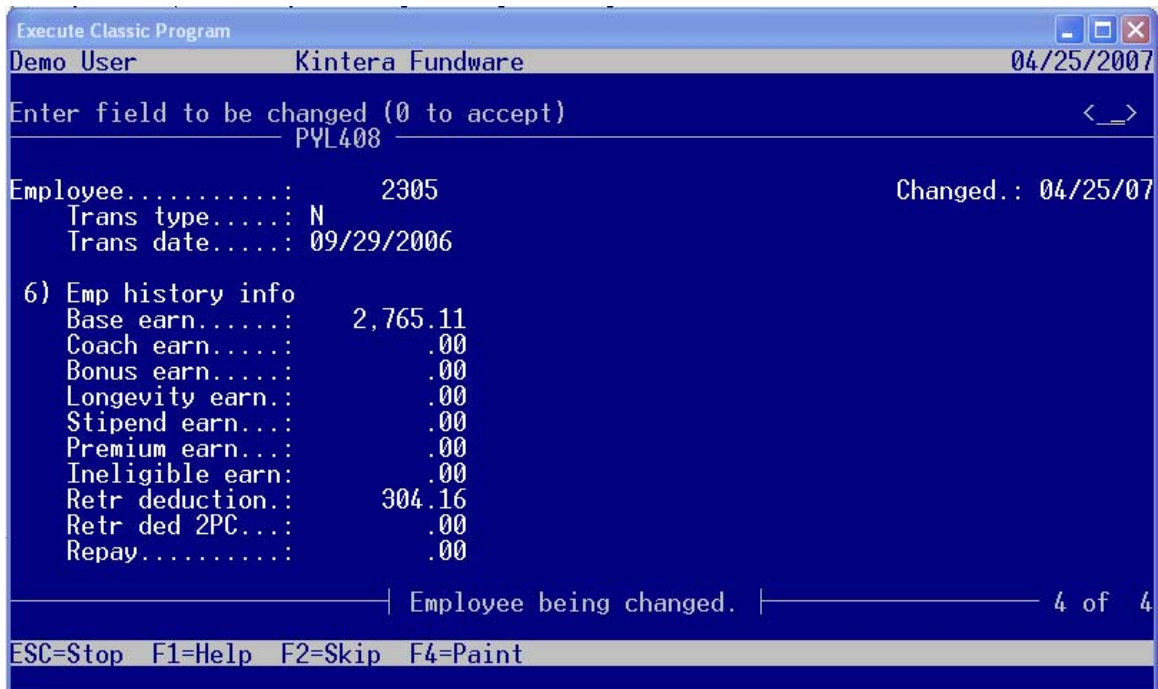


Figure 5.13 – Display or Edit Extracted Data Screen 1

- ▼ This task is optional, but provides a good view of the extracted employee records in addition to any needed editing. It can be used to manually A) Add records that don't fit within the normal extraction process.

PRODUCE THE MTRS ELECTRONIC FILE

To Edit the extracted data, launch Division 00, select System Utilities and execute the following program, for each division in your system that will require this report.

Program name: PYL430
 Switches: 2
 Parameters: <blank>

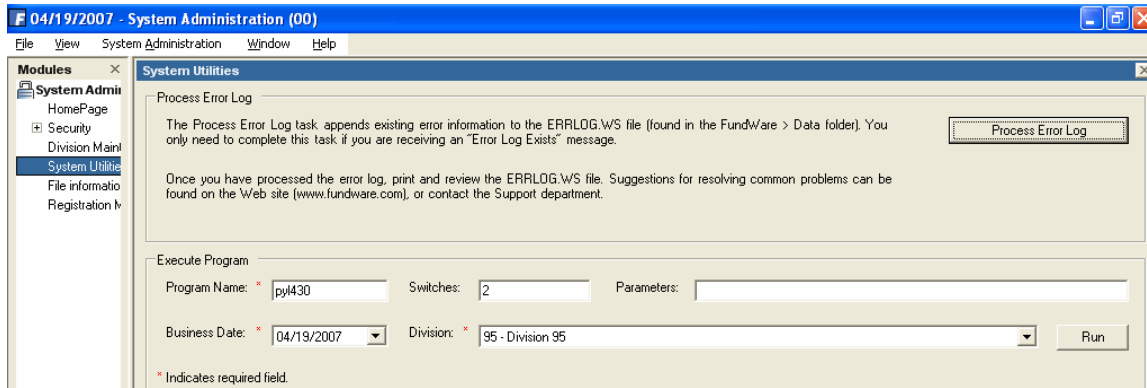


Figure 5.14 – Produce the MTRS Electronic File PYL430

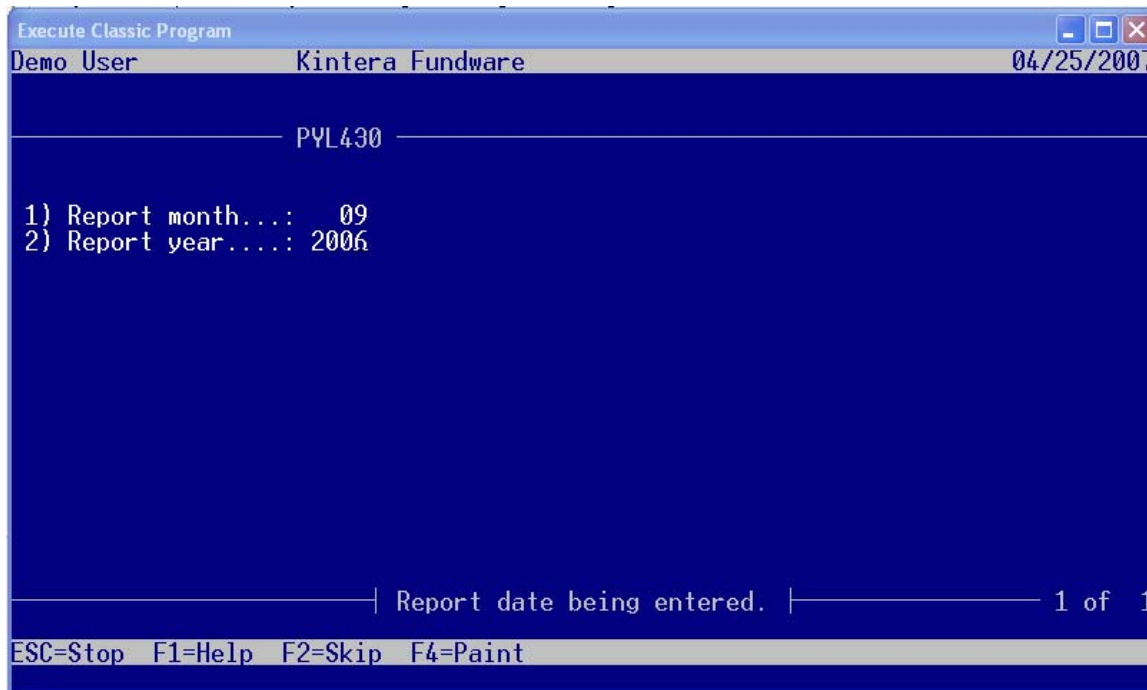


Figure 5.15 – MTRS File Header Production

Field 1 Enter the 2 digit Report month.

Field 2 Enter the 4 digit Report year .

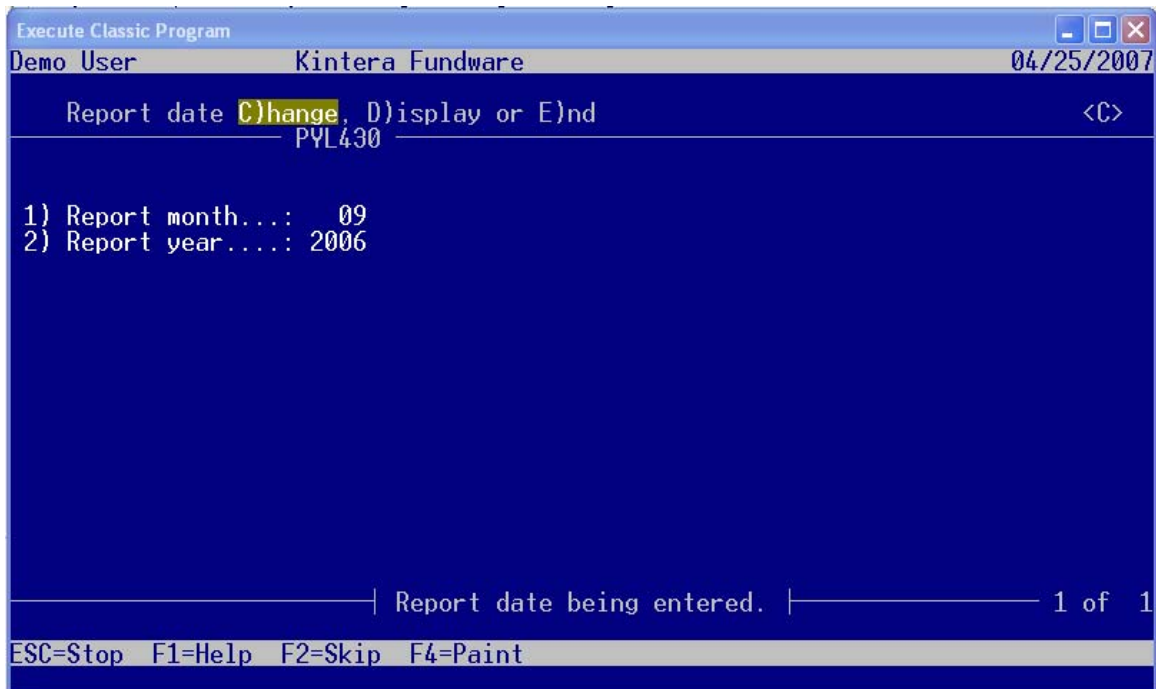


Figure 5.16 – MTRS File Production Change and End

Accept the screen with (0 to accept) and then either **C)hange** to change or **E)nd** to produce the file and exit the program.

- ▼ This program is pulling out of the **##py4** file that was previously extracted and/or edited. It creates the MTRS file in the Fundware\Data Directory that will be sent to the state. The name will be **MA1####**, where **####** is the tty number of the workstation where it was extracted. If being accessed through Print Manager, it will only be displayed if “Files of Type” **All Files** is selected.
- ▼ It can also easily be viewed through Notepad.

RECAP OF PROGRAMS FOR THE MTRS FILE PRODUCTION

FUNCTION	PROGRAM NAME	SWITCH
DEFINE PARAMETER	PYL406	2
EXTRACT MTRS DATA	PYL420	2
MODIFY MTRS DATA	PYL408	2
PRODUCE ELECTRONIC FILE	PYL461	BLANK
SEND FILE TO MTRS	FILE NAME MA1####	

APPENDIX**RELEASE NOTES 740 SP4****NEW OR MODIFIED FUNCTIONALITY****Accounts Payable**

Tracker 23081 – Report for warrant/voucher approval

--Enhanced Accounts Payable to produce an obligation report suitable for council or commission approval, with customized sorting, signatures and titles. See the Kintera FundWare SP4 Release Guide for details.

Tracker 23140 – Add obligation reference as a check sorting option

--Enhanced Check Parameter, Check Writing, and Check Registers to allow sorting of checks by obligation reference.

Tracker 23240 – OTAGE Invoice Aging report does not display all obligations included on the OTHIST Invoice History report

--Modified the OTAGE Invoice Aging report to display obligations that were paid at a date later than the report date.

Tracker 23083 – Add capability to store historical obligation distribution information

--Created new data file ## OTO (where ## = Division number) to capture obligation distribution history. Reporting capability for this file will be added in a future release (currently only certain governmental entities support reporting from this new file).

Budget Control

Tracker 23232 – Error message “Some accounts have budget errors” was not correct when controlling by dimensions

--Modified Budget Control to check for include and exclude attributes when not controlling accounts on all dimensions.

Fixed Assets

Tracker 23226 – All assets not displaying on report when no filter selection for asset number is specified

--Modified the asset selector to properly include all assets on user-defined reports.

Forms Manager

Tracker 23221 – Add the federal Form 941 report to Forms Manager

--Enhanced the Forms Manager to produce the quarterly Federal Form 941. See the Kintera FundWare SP4 Release Guide for details.

Tracker 23259 – Include YESB 2006

--The 2006 Year End Service bulletin is included in this release.

General Ledger

Tracker 23188 – New ledger report that includes all ledger types (Budget, encumbrance and actual)

--Created new General Ledger report type K Enhanced Ledger. The new report type displays Budget, Encumbrance and Actual amounts to calculate the account balances. See the Kintera FundWare SP4 Release Guide for details.

Tracker 23230 – Project Grant ID Types are not visible in the Purge/Save Fiscal Year tab

--Modified the ID Types drop down menu on the General Ledger-Project Grant Year End Processing – Purge/Save Fiscal Year tab to include Project Grant ID Types.

Tracker 23238 – Import file Division number and account numbers are not validated

--Enhanced import program GLS017 to import to the Division specified in the import file header record and validate accounts to the chart of accounts.

Payroll

Tracker 23085 and 23260– Exclude employee number from the check and direct deposit stub

--Enhanced the Check Format, Direct Deposit, and Check Writing tasks to allow printing of the employee name without the employee number. For payrolls setup to use the employee social security number as the employee number, the employee/social security number can now be excluded from printing on the check or direct deposit stub.

Tracker 23087 – Add federal Form 941

--Enhanced Payroll to capture all information required by the Federal 941 report and create a file that can be produced for the report in Forms Manager. See the Kintera FundWare SP4 Release Guide for details.

Tracker 21614 – Multi-occurring employee data items that auto-add to new employee records

--Modified the auto-add employee data item function to save multi-occurring employee data items. The employee number field for new employees has been modified due to this change. When a new employee is now added to Payroll/Personnel, for payrolls that are not using the auto-employee number feature, the employee number field cannot be changed once the user navigates from the employee number field. Canceling out of the screen will allow the user to select a different number if necessary

Tracker 19093 – Update data items from toolbox task does not update data item Changed date or User number

--Enhanced data item Changed date and User number to be incremented by the Update data items from toolbox task.

Tracker 22177 – Transactions were not imported into financial institutions message when voiding Payroll checks

--Modified the Void check function to properly use the Instance ID, which was preventing void checks from importing into financial institutions.

Tracker 22901 – Allow social security numbers beginning with number ranges 729 – 733 to be added to employee records

--Modified the New Employee task to allow social security numbers beginning with 729 through 733 to be added to the employee record, due to this number range now being valid per the Social Security Administration.

Tracker 23086 – Teachers' Retirement report electronic file for the state of Massachusetts

--Enhanced Payroll to produce the Teacher's Retirement report per the state of Massachusetts MTRS specifications. See the Kintera FundWare SP4 Release Guide for details.

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