

Blackbaud FundWare Payroll/Personnel Guide

VOLUME 2—USING PAYROLL/PERSONNEL

VERSION 7.50, JULY 2008



**Blackbaud.
FundWare**

USER GUIDE HISTORY

Date	Changes
December 1998–September 2003	7.0, Edition 1 through Version 7.20 SP 3
May 2004	7.30—This guide has been rewritten for this version of the software to better serve the needs of our customers. Program changes include a new timesheet entry form and the new HomePage interface.
December 2004	7.31—The guide has been edited to reflect new company information.
April 2005	7.31 SP1—A new section has been added to explain the setup process for the timesheet history stub.
November 2005	7.40—The guide has been updated with minor corrections.
July 2008	7.50—The guide has been updated to incorporate 7.40 SP1, SP4 Addendum and new company information.

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C H A P T E R 1

INTRODUCTION

The Blackbaud FundWare™ Payroll/Personnel module gives you the ability to manage and report on your organization's payroll easily and effectively. With Payroll/Personnel, you can:

- Maintain employee master records and history.
- Distribute expenses to multiple departments and/or General Ledger accounts.
- Define custom data items, including taxes, deductions, and employer costs.
- Allow multiple payroll accrual accounts and cash accounts.
- Create timesheets for a group of employees in a single step.
- Enter one or more timesheets for your employees in a single form.
- Process checks (e.g., produce checks, void checks, enter manual checks).
- Create direct deposit files.
- Post financial data to General Ledger, Project/Grant, and Accounts Payable.
- Process your W-2s (e.g., extract information, print W-2s, create electronic file).
- Update your earnings, taxes, deductions, and employer costs using the ToolBox.

THE PAYROLL PROCESS

The following steps represent a typical pay period. Procedures vary for each organization; you may not perform all of these steps or you may perform more.

1. Create employee timesheets.
2. Verify (and correct if necessary) timesheets.
3. Post timesheets.

4. Enter one-time deductions.
5. Calculate net pay.
6. Produce and review a Preliminary Check Register.
7. Produce checks and direct deposit payments.
8. Log printed check numbers and direct deposit payments.
9. Reconcile checks and direct deposit payments.

DEPARTMENTALIZATION, COSTCODES, AND DISTRIBUTION TABLES

The most-critical Payroll decision will determine how the system uses your settings and entries to resolve (or “build”) the account number to which you post your Payroll costs:

- Are you departmentalized, or
- Are you not departmentalized?

This setting is defined on your Payroll Parameter and can be different for salaried, hourly, or “other” employees (*Figure 1.1*). (See *Defining the Payroll Parameter* on page 1.34 for more information on the parameter.)

```

Demo User          Division 95          04/18/2002
Enter field to be changed <0 to accept>
PR - Define Payroll Parameter
Parameter.....: PYLS                      Changed.: 04/17/02
User.....: 00101

1) Configuration
Tax mode.....: U          - United States.
--Earning Type--
Salary.....: 2          - Departmentalize salaries.
Classified...: N          - Salaries not classified.
Hourly.....: 1          - There are hourly earnings.
Classified...: N          - Rates not classified.
Other.....: 0          - No other earnings.
Classified...: Y          - Other rates are classified.
Shift emps...: Y          - There are shift employees.
Costcode.....: Y          - Costcode is used.
Dist tables...: Y          - Distribution tables are used.

| Parameter being changed. | 1 of 4
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 1.1—Departmentalized Salary and Non-Departmentalized Hourly

Once this has been determined, you can decide if you are using costcodes or distribution tables:

- Costcodes can be used with departmentalized or non-departmentalized earnings.
- Distribution tables can only be used with non-departmentalized earnings.


The following sections explain these options and general instructions for implementing them. Specific instructions for each topic can be found later in this guide:

- *Creating Departmentalized Earnings* on page 1.72,
- *Implementing Costcodes* on page 1.46, or
- *Creating Distribution Tables* on page 1.67.

For examples of how Payroll uses these settings to resolve the account number during timesheet entry, see *Appendix C—How Does Payroll Resolve Accounts?* on page 1.259.

DEPARTMENTALIZED EARNINGS

The departmentalized earnings option represents a very specialized method of accounting. You should use the departmentalized earnings option if all or most of your employees have different wage distributions. When you define Salary, Hourly, and/or Other as departmentalized, you must also define departments and GLAs for each departmentalized option. You can then select and store these settings on the employee record.

 GLAs are literally “General Ledger accounts.” In everyday usage, they often represent the “natural” account or object code of an account number and define what the employee does or the cost category to which they belong. However, when we refer to GLAs in the program, we are referring to an additional piece of your Payroll setup (.H GLA, .S GLA, or .O GLA) and a setting on the employee record. You can use the department and GLA to refine how Payroll builds your account numbers.

HOW DO YOU IMPLEMENT DEPARTMENTALIZATION?

There are three primary steps that you must complete to prepare your system for departmentalization.

1. Define the Salary, Hourly, and/or Other earning type as 2 (Departmentalize) in field 1 of the Payroll Parameter (*Figure 1.2*).

```

Demo User          Division 95          04/18/2002
Enter field to be changed <0 to accept>
PR - Define Payroll Parameter
Parameter.....: PYLS          Changed.: 04/17/02
                               User....: 00101

1) Configuration
  Tax mode.....: U          - United States.
  --Earning Type--
  Salary.....: 2          - Departmentalize salaries.
  Classified...: N          - Salaries not classified.
  Hourly.....: 2          - Departmentalize hourly earning
  Classified...: N          - Rates not classified.
  Other.....: 1          - There are other earnings.
  Classified...: Y          - Other rates are classified.
  Shift emps...: Y          - There are shift employees.
  Costcode.....: Y          - Costcode is used.
  Dist tables...: Y          - Distribution tables are used.

| Parameter being changed. |----- 1 of 4
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 1.2—Departmentalized Setting in Division 95 Payroll Parameter



For more information on the payroll parameter, see *Defining the Payroll Parameter* on page 1.34.

2. You define edit values for each of these employee data items to represent all the departments (.S DEPT, .H DEPT, and/or .O DEPT) and GLAs (.S GLA, .H GLA, and/or .O GLA) that are needed by your organization.

3. You define one or more departments and GLAs for each employee on the **Accounting Information** tab of the employee record (*Figure 1.3*). (This is optional. Depending on other settings, the system will still be able to resolve the account number if the employee does not have a department and GLA setting.)

Department Earnings

Hourly rate
 Salary
 Other rate

% Expensed	Salary dept	GLA	Addtl basis for
50.00	Admin	Sal	
25.00	Ice rink	Season	
25.00	Soccer Field	Season	
100.00% of Salary expensed			

.S PCNT

.S GRP

These options are defined as edit values to the .S DEPT employee data item.

These options are defined as edit values to the .S DEPT employee data item.

Figure 1.3—Example .S DEPT and .S GLA Entry on Accounting Information Tab



Because you have defined the Salary, Hourly, and/or Other earning type as departmentalized, Payroll allows you to enter multiple definitions for your salary, hourly, or other settings. Non-departmentalized Salary, Hourly, and/or Other earning types allow only one entry (i.e., 100% to a single department, GLA, and Additional basis for).

For examples of how Payroll resolves the account number in a departmentalized system, see *Appendix C—How Does Payroll Resolve Accounts?* on page 1.259.

ARE DISTRIBUTION TABLES EASIER?

If you do not use distribution tables for a departmentalized configuration, each change to your system may force you to make changes to every employee record. However, you may find that defining and maintaining 20–30 distribution tables may be easier than adjusting the departmentalized earnings for each employee each time the information changes.

COSTCODES

You can use costcodes when your organization wants to code wage expenses to a specific project or “job” through an account number. In costcode accounting, employees usually work in multiple departments but there is no consistent distribution of labor. Employees may also have rates of pay that vary by department.

Defining your system to use costcodes involves settings on a number of different records:

- Payroll parameter,
- Earnings items (i.e., historical data items with the History type defined as E—Earnings),
- Edit values for employee data items (.COSTCODE and/or .COSTRATE, depending on your setup),
- Employee records,
- Timesheets.

See the following sections for example uses of costcodes. See *Implementing Costcodes* on page 1.46 for specific instructions to implement costcodes.

EXAMPLE COSTCODE—RATE DEFINED ON EMPLOYEE RECORD


Charles Applegart works for Emerald City’s vehicle maintenance department earning \$12 per hour. The vehicle maintenance department charges each city department for work on city vehicles. For example, Charles may work on police cars year-round (for the police department), but work on graders in the summer (for the road maintenance department) and snow plows in the winter (for the snow removal department).

Therefore, we define an edit value for .COSTCODE for each city department to ensure that the hours are billed correctly. When we enter a timesheet for Charles Applegart, we select the correct edit value for the hours worked. Payroll defaults the rate to the Hourly rate defined on the **Payroll Information** tab of the employee record (which corresponds to employee data item .H AMT) and resolves the account number to charge the correct city department for these hours.

See *Implementing Costcodes—Rate Defined on Employee Record* on page 1.46 for specific instructions to implement this type of costcode setup. For examples of how Payroll resolves the account number using costcodes, see *Appendix C—How Does Payroll Resolve Accounts?* on page 1.259.

EXAMPLE COSTCODE—RATE DEFINED ON .COSTCODE

Prucilla Pear works for Emerald City’s safety department as an emergency medical technician (EMT). However, she occasionally works as a standby firefighter for the city. EMTs earn \$25 per hour, while firefighters earn \$30 per hour. Because Prucilla is paid at different rates, we define .COSTCODE edit values for each department, including a lookup column 3 to hold the rate. We enter two pieces of information on Prucilla’s record:

- Hourly rate on the **Payroll Information** tab—Payroll will multiply the hourly amount by the rate defined by the hours billed. Therefore, to accurately reflect our EMT and firefighter rates, we enter 1.00 in the Hourly rate field.
 -  Certain organizations use this feature to better reflect a more complicated payroll calculation.
- .COSTCODE added to the **Pay Calculation** tab—Because most of Prucilla’s time is billed at the EMT rate, we select this edit value. When we enter a timesheet for Prucilla, the default .COSTCODE edit value will be EMT. We can change this for those hours that should be billed at the firefighter rate.

See *Implementing Costcodes—Rate Defined on Employee Record* on page 1.46 for specific instructions to implement this type of costcode setup. For examples of how Payroll resolves the account number using costcodes, see *Appendix C—How Does Payroll Resolve Accounts?* on page 1.259.

EXAMPLE COSTCODE—MULTIPLE RATES DEFINED ON EMPLOYEE RECORD

The Greene County parks and recreation department has three employees: Georgetta Berry, Oda Mae Pineapple, and Don Strawberry. Each of the employees may work at a variety of tasks:

- Georgetta usually works with wildlife management, where she earns \$18 per hour. Sometimes she fills in on the night patrol of the park, where she earns \$16 per hour.
- Oda Mae is a researcher and earns \$25 per hour. She also spends part of her week working with wildlife management, where she earns \$20 per hour.
- Don usually works the night patrol, where he earns \$17 per hour. However, he’s working on an advanced degree in biology and assists in the research department on occasion, where he earns \$19 per hour.

Because each employee works at a variety of tasks and earns different amounts for each task, we decide to use the Costcode with rate override option. This option allows us to add an edit value and define a unique rate for each task on the employee’s record.

We define .COSTCODE edit values for each department, then enter three pieces of information on each record:

- Hourly rate on the **Payroll Information** tab—Payroll will multiply the hourly amount by the rate defined by the hours billed. Therefore, to accurately reflect our payroll rates, we enter 1.00 in the Hourly rate field.



Certain organizations use this feature to better reflect a more complicated payroll calculation.

- .COSTCODE added to the **Pay Calculation** tab—Because most of Prucilla's time is billed at the EMT rate, we select this edit value. When we enter a timesheet for Prucilla, the default .COSTCODE edit value will be EMT. We can change this for those hours that should be billed at the firefighter rate.
- .COSTRATE added to the **Pay Calculation** tab—For each .COSTCODE that we add, we add a corresponding .COSTRATE data item and enter a rate.

See *Implementing Multi-Occurring Costcodes (Complex)* on page 1.60 for specific instructions to implement this type of costcode setup. For examples of how Payroll resolves the account number using costcodes, see *Appendix C—How Does Payroll Resolve Accounts?* on page 1.259.

DISTRIBUTION TABLES

You can use distribution tables in situations where wage expenses are consistently distributed to the same accounts using the same percentages. You define the accounts and percentages to which you are posting and assign that distribution table to employee records or to individual timesheet entries for your employees.

This option works well for:

- Salaried employees whose wage expense accounts are the same every period, or
- Hourly employees whose wage expense accounts are the same regardless of the number of hours worked.

HOW DO YOU IMPLEMENT DISTRIBUTION TABLES?

There are two primary steps that you must complete to prepare your system for distribution tables.

1. The first step to using distribution tables is to enter Y (Distribution tables are used) in the Dist tables field of the Payroll Parameter (Figure 1.4). See *Defining the Payroll Parameter* on page 1.34 for more information on the parameter.

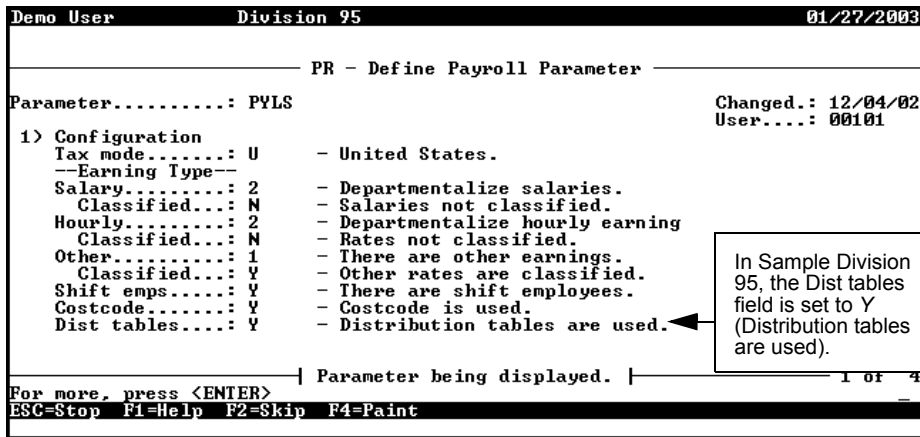


Figure 1.4—Distribution Table Setting in Division 95 Payroll Parameter

2. After you define the Payroll Parameter to allow distribution tables, you must define the tables themselves (Figure 1.5) and modify the .DIST TBL employee data item definition. (For specific instructions, see *Creating Distribution Tables* on page 1.67.)

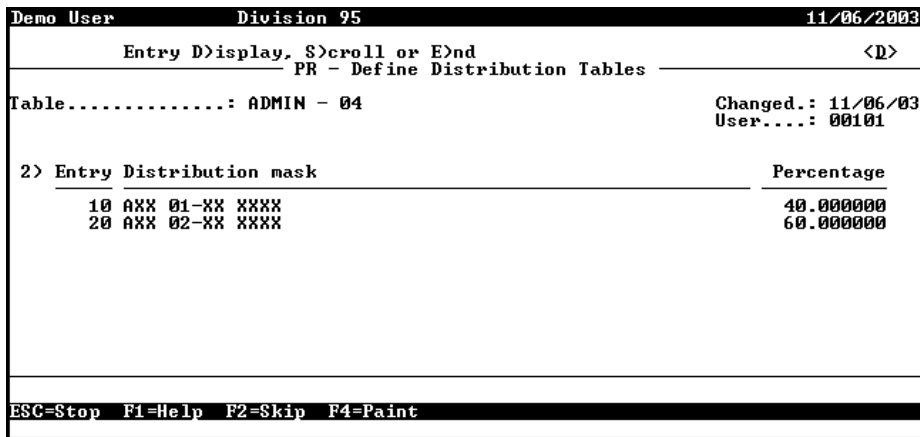


Figure 1.5—Distribution Table Definition

Once you have completed these setup tasks, there are two ways to implement distribution tables.

- You can attach a distribution table to the **Pay Calculation** tab of the employee record of all relevant employees (*Figure 1.6*).

Entry	Data Item	Value
0	Bank acct nbr - direct deposit	234 889
0	Bank name/route for direct dep	Cranberry National Bank
0	Credit Union amount	\$10.00
0	Fica taxable	FICA taxable
0	Marital status	Married
0	Number of Exemptions - Federal	No dependents
0	Distribution Table	Distributes across Fund 01

Figure 1.6—Attaching a Distribution Table to the Employee Record

Each time you create a timesheet for the employee, Payroll will provide that table as a default distribution table if the earnings item is defined for distribution tables (*Figure 1.7*).

Status	Earnings Item	Amt/Hrs/Unit	Rate Item	Rate Value	Costcode	Dist Table	Rate Override	Date	Errors
New	SALARY	1,471.81	S AMT			FUND01			Acct

Totals: Amount: 1,231.20 Hours: .000000 Units: .000000

Figure 1.7—Example Timesheet—Default Distribution Table

Or you can attach a distribution table directly to the timesheet, bypassing the employee record (*Figure 1.8*).

Status	Earnings Item	Amt/Hrs/Unit	Rate Item	Rate Value	Costcode	Dist Table	Rate Override	Date	Errors
New	SALARY	1,471.81	S AMT			<Not Used> FUND01 Distributes across Fund 01			Acct
Totals:		Amount: 1,231.20	Hours: .000000	Units: .000000					

Figure 1.8—Example Timesheet—Adding a Distribution Table

For examples of how Payroll resolves the account number using distribution tables, see *Appendix C—How Does Payroll Resolve Accounts?* on page 1.259.

THE PAYROLL/PERSONNEL HOMEPAGE

The Payroll/Personnel HomePage helps you keep an eye on upcoming activities and provides you with direct access to produce your reports. The following areas make up the Payroll HomePage:

- Activity Reminder area, and
- Reports area.

ACTIVITY REMINDERS

The Activity Reminders area allows you to enter a text note and a due date (optional) for module tasks (*Figure 1.9*). When you open the HomePage, any tasks with due dates earlier than the system date of your computer (i.e., “overdue”) will display as red.

Activity	Due Date
*	

Delete Print

Figure 1.9—Activity Reminders Area

Use the following instructions to use the Activity Reminders area.

1. On the General Ledger HomePage, enter up to 100 alphanumeric characters in the Activity field (*Figure 1.10*).

Activity Reminders	
Activity	Due Date
Update prenortification settings	
*	

Delete Print

Figure 1.10—Example Activity Reminder—Prenortification Reminder

2. If this task has a due date, enter the date in the Due Date field. Click the drop-down arrow to access the calendar. This field is optional.



If you do not have any text associated with a due date, the due date will not be saved when you exit the HomePage.

Your entries are saved when you close the HomePage or FundWare. You can edit the text or date information at any time.

PRINTING REMINDERS

Click **Print** to print the information in the Activity Reminders area. The report output will reflect the current sorting and displays in a preview window, from which you can print the information.

DELETING REMINDERS

Use the following instructions to delete a reminder.

1. Highlight the row.
2. Click **Delete**. A confirmation message displays.
3. Click **Yes**.

REPORTS AREA

The same categories that you see in Report Manager for the module will also display in the Reports Area of the Home Page (*Figure 1.11*). Each category can expand and collapse to show or hide the reports contained within. A single click of a report title will display the report parameters screen. Once you enter the details of the report and click **OK**, your report is produced.

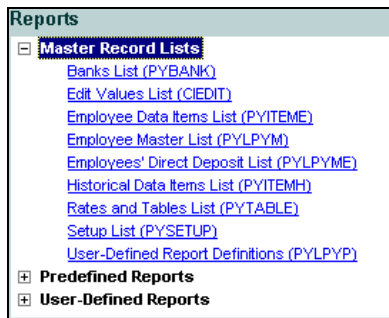


Figure 1.11—Reports Area of the Payroll/Personnel Home Page

USING THE FOLDERS

Folders represent tasks or steps in Payroll/Personnel work flow. The folder tree displays on the left in the main Payroll/Personnel window. When you select a folder, the information in the selected folder is listed in the detail pane on the right (*Figure 1.12*).

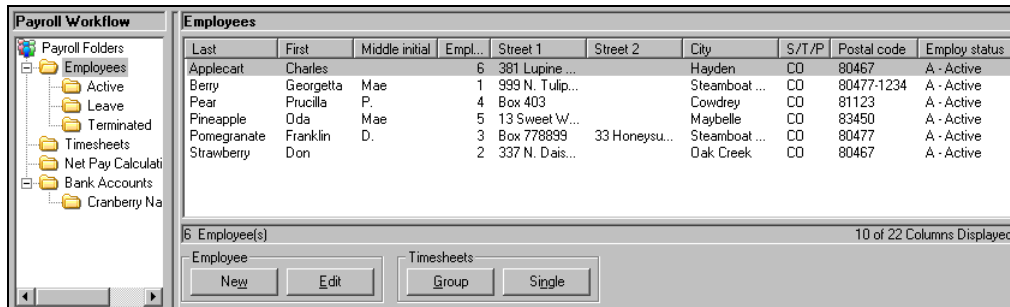


Figure 1.12—Payroll Main Window

The buttons at the bottom of the screen will change to match the actions allowed for that folder. A disabled (i.e., grayed-out) button can mean that you must first select an item or that your security level does not give you access to this function.

USING MASKS

A “mask” is an FundWare term for using a “wild card” in an account number to indicate a group of accounts. The best use of this feature is for processing and reporting. Where an X is placed in a mask, any value in that digit position will be accepted.



In Sample Division 96, if you enter the mask A01 00-00 111X in the Account Selector, you will get five accounts:

- A01 00-00 1110,
- A01 00-00 1111,
- A01 00-00 1112,
- A01 00-00 1114, and
- A01 00-00 1115.

SOME FUNDWARE BASICS

The following sections provide you information and instructions for opening and working in FundWare.

OPENING FUNDWARE

As you begin using FundWare, certain information is saved by the program and offered as a default. This has been designed to help you save time and steps, but you can change these defaults at any time by entering new information or selecting from the available options (depending on the field).

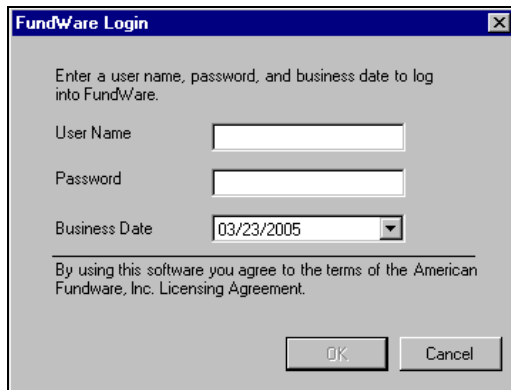
- User name—The program will enter the user name (or user number) of the last person to log into FundWare on that computer.
 - For security reasons, your password is not automatically entered. You must always enter your FundWare password.
- Business date—Defaults to the current system date (according to your computer’s operating system).
- Division—The program automatically selects the division you were working in the last time you were in FundWare.
 - If you have only one division (or have security rights to only one division) and do not have security rights to the System Administration area, the program will bypass the division selection window.

- Or, if you only have security rights to the System Administration area, the program will bypass the division selection window and open directly to the System Administration HomePage.
- HomePage—The program automatically opens to the HomePage of the module in which you were working the last time you were in FundWare.

Use the following instructions to open and log into FundWare.

1. Double-click the FundWare icon on your desktop or select Blackbaud FundWare® Enterprise or Professional from your Windows Start menu. The Login window displays.

Figure 1.13—FundWare Login Window



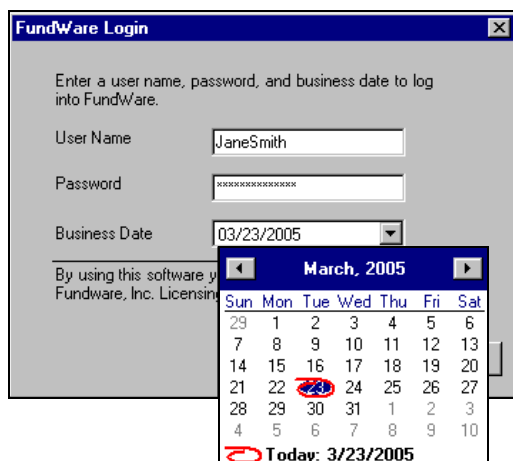
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

The User Name field will default to the last entry on this computer and the system will move to the Password field.

3. Enter your password in the Password text box. Your password entries will display as asterisks (*) as you type to maintain the privacy of your password.

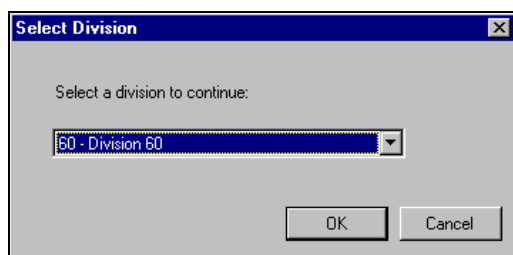
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

Figure 1.14—Selecting the Date



5. Click **OK**. If your User Name, Password, and Business Date are verified, the Select Division window displays, defaulting to the division you were working with the last time you were in FundWare.

Figure 1.15—Selecting the Division



If your organization uses the password aging feature, you may receive a message indicating that your password will or has expired. You will be offered the chance to enter a new password at this time. See *Changing Your Password During Login* on page 2.17.

If you have only one division (or have security rights to only one division) and do not have security rights to System Administration, the program will bypass the Select Division window. Or, if you only have

security rights to System Administration, the program will bypass the division selection window and open directly to the System Administration HomePage.

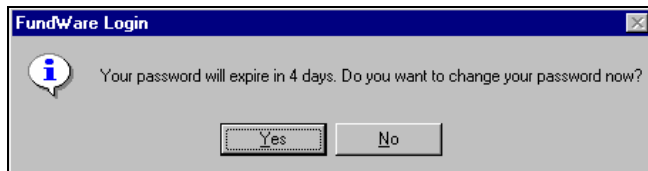
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

For users upgrading from earlier versions of FundWare, please note that you can only have one division open at a time in each instance of FundWare (a change in functionality). However, you can open the program multiple times for the same or different divisions and/or business dates.

CHANGING YOUR PASSWORD DURING LOGIN

If your organization uses the password aging feature (defined through System Administration), you may receive a message indicating that your password will or has expired.

Figure 1.16—Password Expiring



Use the following instructions to change the password at this time.

1. Click **Yes** to the password expiration message. The Change Password window displays.

Figure 1.17—Changing Your Password During Login



Change Password

Enter a new password and confirm it. Your new password cannot be the same as your old password

Old Password

New Password

Confirm New Password

OK Cancel

2. Enter your password in the Old Password text box.
3. Enter the new password in the New Password text box.
4. Retype your password in the Confirm New Password text box.
5. Click **OK**. Your password is changed. The next time you log into FundWare, you must use the new password or you will receive an error message.

You can also change your password from within the software. See *Changing Your Password From the Software* on page 2.21.

OPENING FUNDWARE MULTIPLE TIMES

Each “instance” of FundWare (i.e., each time you open the program) represents a single division on a single business date. However, you can open as many instances of FundWare as necessary to meet your needs.

When dealing with multiple instances of FundWare, keep the following rules in mind:

- Each instance of FundWare represents a single user, division, and business date, or represents access to the System Administration features by a single user.
- You can open as many instances of FundWare as necessary (i.e., for different users, business dates, or divisions).

- You can still change the business date for the current instance of FundWare without opening a new instance. See *Changing the Business Date* on page 2.20 for more information.

OPENING ADDITIONAL INSTANCES—FROM THE DESKTOP/START MENU

If you have one or more instances of FundWare open already, you can open additional instances of the program from your desktop or the Windows Start menu. You will be asked to identify the user, password, business date, and division (the same steps as opening the first instance of FundWare).

OPENING ADDITIONAL INSTANCES—FROM THE PROGRAM

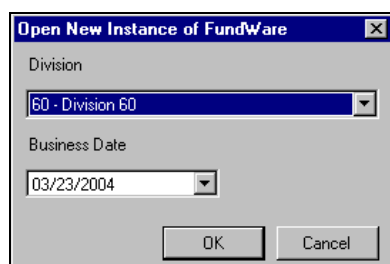
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

If you want to open a new instance of FundWare for a new division or a new business date, you can open the program from the desktop or Windows Start menu or from the Change Business Date task. For instructions on changing the business date, or opening a second instance of the program with a different business date, see *Changing the Business Date* on page 2.20.

Use the following instructions to open a new instance of FundWare for the current user and business date.

1. Select **File > Open FundWare** from the menu bar. The Open New Instance window displays, automatically selecting the division you were working with the last time you were in FundWare.

Figure 1.18—Opening a New Instance of FundWare



2. If necessary, select a different division (or System Administration) from the list.

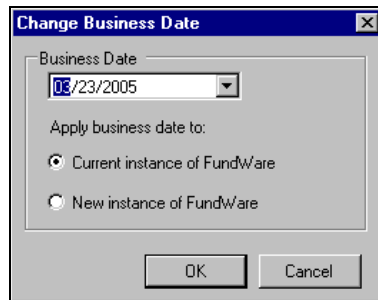
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

CHANGING THE BUSINESS DATE

You can change the business date for your current instance of FundWare or open a new instance of the same division with a different business date using the Change Business Date task. When you choose to open a new instance of the same division, the system applies the same user and password to the new instance and takes you directly to the HomePage for the module in which you were last working in that division.

1. Select **Edit > Change Business Date** from the menu bar. The Change Business Date window displays.

Figure 1.19—Changing the Business Date



- 1 Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
- 2 Select the applicable option for applying the new business date:
 - **Current Instance of FundWare**—Changes the business date for the current instance of FundWare. This option does not apply any changes to other instances of FundWare and does not open a new instance of the program.

The “Classic” windows will not accept a changed business date. If you have any of the Classic screens open when you attempt to change the business date for the current instance of FundWare, the system will return a message and not allow you to proceed. Close the Classic windows and try again.

- **New Instance of FundWare**—Opens a new instance of FundWare to the HomePage for the module in which you were last working, applying the same user, password, and division but using the new business date.
1. Click **OK**. The program applies your selection.

CHANGING YOUR PASSWORD FROM THE SOFTWARE

Use the following instructions to change the password for the current user.

1. Select **Edit > Password** from the menu bar. The Change Password window displays.

Figure 1.20—Changing the Current User's Password



2. Enter your password in the Old Password text box.
3. Enter the new password in the New Password text box.
4. Retype your password in the Confirm New Password text box.
5. Click **OK**. Your password is changed. The next time you log into FundWare, you must use the new password or you will receive an error message.

If your organization uses the password aging feature (defined through System Administration) and your password is nearing or has passed the expiration date, you can also change your password during the login process. See *Changing Your Password During Login* on page 2.17.

USING THE MENU BAR

Each module for which your organization is licensed and to which you have security rights displays in the menu bar. From these menu options, you can access all module-specific tasks (e.g., **General Ledger > Journal Entries > New**). In addition, you will use the menu bar to access specific program tasks (e.g., changing the business date):

- **File**—Open divisions; access Print Manager, Report Manager, or Financial Institutions.
- **Edit**—Change the business date or your password.
- **View**—View or close Navigator bar; view full or abbreviated menu names; view logged in users.
- **Window**—See all currently open windows, switch between these windows.
- **Help**—Access online help for the current module and program information.

KEYBOARD NAVIGATION

To help you navigate quickly through the program, FundWare allows you to use your keyboard instead of your mouse to access program tasks.

- **Menu bar**—You can access any task listed on the menus using a combination of the ALT key and a letter and the arrow keys.
 - Press the ALT key.
 - Press the underlined letter of the item to display the menu. The menu displays.
 - Use the arrow key and press ENTER to select a task.
- **Shortcut menus**—Access any applicable shortcut menus (normally displayed when you right-click your mouse) from the keyboard by pressing either SHIFT+F10 or the Application key (offered on many newer keyboards, located between the WINDOWS key and the CTRL key, to the right of the spacebar).
- **Shortcut keys**—Shortcut keys combine the CTRL key with a letter to give you direct access to certain tasks. These shortcuts are listed on the menus with the applicable tasks.
- **Drop-down lists**—You can access any drop-down list when focus is on the associated field by using a combination of the ALT key and the down arrow key.

IS YOUR MENU BAR TOO CROWDED?

If your organization is licensed for a number of FundWare modules, your menu bar may be too wide to use conveniently. You can change the module names that are listed in the menu bar to display as acronyms, which will decrease the width of the bar:

- Select **View > Abbreviated Menu Names** from the menu bar. To change back, select **View > Full Menu Names** from the menu bar.

HOW YOUR SECURITY RIGHTS IMPACT THE MENU BAR

Your individual security rights may impact the modules and tasks that you see on the menu bar.

- If your organization is licensed for a module, but your individual security settings do not allow you to access any tasks in that module, the module will not be listed in the menu bar.
- If your security settings allow you to access some, but not all, tasks in a module, the restricted tasks will not be listed in the menu bar.

USING THE NAVIGATOR BAR

The Navigator bar provides you with quick, mouse-driven access to your modules, module tasks, and currently open windows through two areas:

- Module navigator, and
- Open windows navigator.

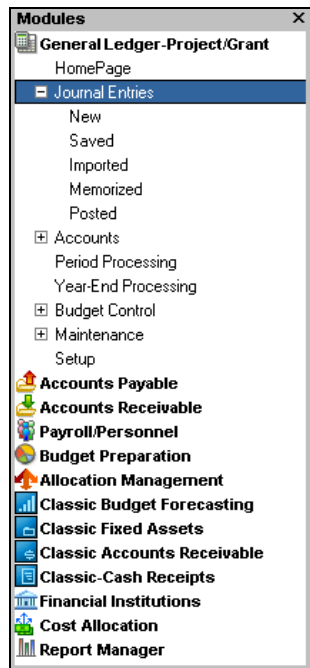
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as applicable. These settings will be retained by the system when you close FundWare.

MODULE NAVIGATOR

The module navigator lists the modules for which your organization is licensed (unless your individual security settings do not allow you to access a module). When you click a module (it just takes a single click), the module expands to display all of the associated module tasks.

Accessing any of the tasks within the module takes another single click on the specific item. Some tasks are “nested” below a title. A single click will expand the title, displaying the related tasks below.

Figure 1.21—Module Navigator—Expanded Menus



If your security settings restrict your access to specific tasks, those tasks will not be listed in the menu bar.

OPEN WINDOWS NAVIGATOR

The open windows navigator lists the windows that are currently open in this instance of FundWare, highlighting the window currently displayed. A single click of an entry in the open windows navigator redisplay the window in your workspace.

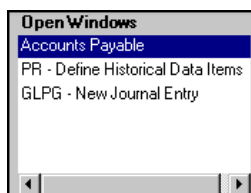


Figure 1.22—Open Windows Navigator

As with all Windows applications, the more FundWare windows that you open concurrently, the greater impact to your processor speed. You can use the Open Windows Navigator to monitor how many windows you have open at any one time.

HOW YOUR SECURITY RIGHTS IMPACT THE NAVIGATOR BAR

There is no security impact to the open windows navigator. If your security rights allowed you to open a task, then that window will display in the open windows navigator. However, your individual security rights may impact the modules and tasks that you see on the module navigator.

- If your organization is licensed for a module, but your individual security settings do not allow you to access any tasks in that module, the module will not be listed in the module navigator.
- Any tasks within a module from which you are restricted will not be listed in the menu bar.

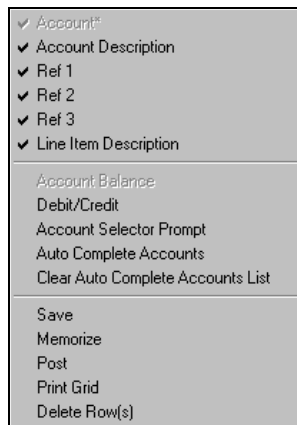
CUSTOMIZING YOUR DISPLAY

Throughout FundWare, you will encounter forms (similar to a table or spreadsheet) that allow you to customize the display through the shortcut menu (accessed by right-clicking your mouse) or through direct manipulation with your mouse. Most of these settings are retained with your user name. Therefore, the forms display according to your settings wherever you log in to FundWare. (In other words, the program remembers how the form displayed when you closed FundWare. This is how it will display the next time you open the program.)

Not all forms provide these options. If you attempt one of the customization options described here and are unsuccessful, it is likely that the option is not offered on that form.

HIDING AND DISPLAYING COLUMNS

To add or remove a column from a form, hover your mouse over the pane and right-click. A shortcut menu displays, which allows you to hide or display columns from the form.



In this example, the Account column is disabled because this column must always display.

The remaining columns are currently displayed in the New Journal Entry form.

Figure 1.23—Example Shortcut Menu for the GL New Journal Entry Form

The columns currently displayed in the form are indicated with a check mark. Select a column from the shortcut menu to add or remove that column to the detail pane.

If you have disabled fields through the module setup (e.g., the Accounts Payable parameter or stage settings), the associated column will not be listed on the shortcut menu.

RE-ORDERING THE COLUMNS

To re-order the columns in a form, “drag and drop” the column by clicking the column heading and moving the column to the desired position (holding the mouse button down).

RESIZING THE COLUMNS

To resize a column, hover your mouse over the column border until the icon changes.

Figure 1.24—Mouse Icon

Obligation	Description	Vendor number	Vendor Name	Due date	Amount
1015	Advertising - 2nd Installment	200	Ms. Fredericka Loomis	9/27/2002	\$2,000.00
1000	Advertising Contract	200	Ms. Fredericka Loomis	9/27/2002	\$21,000.00
1004	Cleaning Contract - 6 mos	500	Mountain Cleaning Service	9/27/2002	\$3,000.00

Click your mouse button and drag the column border until it is the desired width.

SORTING THE ENTRIES IN A FORM

To resort the entries in a form, click the heading of the column on which you want the sort based. To reverse the sort order, click the column heading again.

Figure 1.25—Sorting the Detail Pane

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1025		200	Ms. Fredericka Loomis	9/27/2002	\$200.00
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	\$175.66
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	\$99.12
1026		800	Mountain Rental Management	9/27/2002	\$99.63

Original display.

Entries resorted based on Obligation number.

Entry order reversed.

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	
1026		800	Mountain Rental Management	9/27/2002	
1025		200	Ms. Fredericka Loomis	9/27/2002	
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00

Obligation	Description	Vendor number	Vendor Name	Date ordered	Amount
1005	Liability Insurance FY'98	300	American Business Insurance	1/1/1998	\$13,500.00
1024	Monthly van insurance	300	American Business Insurance	9/27/2002	
1025		200	Ms. Fredericka Loomis	9/27/2002	
1026		800	Mountain Rental Management	9/27/2002	
1027	June bill	600	Mountain Bell Phone Service	9/27/2002	

Sort order is not retained when you close FundWare.

HELP

If you encounter questions or problems while you are working in the program, you can access the online help from the **Help** menu (on the menu bar) or by clicking F1 to access the online help for the current module.

You can also access PDF files (portable document format) of the guides from your server:

- FundWare\Data\User Documentation

You must have Adobe Acrobat Reader installed to view the files. This program is available from the FundWare CD or as a free download from www.adobe.com.

TRAINING AND CONSULTING SERVICES

Blackbaud, Inc. offers a number of options to help you improve your use of FundWare.

- Regional classes—Training classes held several times per month in various cities across the nation. These one- to five-day classes provide a hands-on learning environment and low student-to-instructor ratio.
- eClasses—Interactive training classes offered over the Internet provide you and your staff the opportunity to receive training from FundWare experts without leaving your desk.
- Onsite custom training sessions and consulting—Our training/consulting group offers you onsite services, including:
 - Training your staff using your data.
 - Installing/upgrading and configuring the software to meet the specific needs of your organization.

For more information about any of our training or consulting services, please explore our Web site (www.fundware.com/Products_Services/Training/train.asp) or contact our Client Sales department (800-551-4458).



USING THIS DOCUMENT

This manual is organized to reflect the most common uses of the module. It provides you with overview information of FundWare, followed by specific features and functions of the module.

CONVENTIONS

Use *Table 1.1* as a reference for conventions used in this document.

Table 1.1—Icon Conventions

Indicator	Description
	A caution or warning that must be heeded. Information contained in a warning should be carefully reviewed to avoid adverse affect on software operation.
	An example, used to clarify an issue.
ENTER	Keyboard directions are indicated in small capital letters (e.g., Press ENTER).
<i>demo user</i>	Specific text entries are indicated with italics (e.g., Type <i>demo user</i> for User Name).
Click OK	An item on the screen that requires user interface is indicated in bold.

GETTING SUPPORT

The following table provides a quick reference for getting the support you need for FundWare modules.

Table 1.2—Getting Support

Department	Contact	Description
Business Office	800-551-4458	Obtain general information or contact a staff member.
Technical 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
	Knowledgebase http://www.FundWare.com/Support/support.asp	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> • Requires your license number and web password.

Table 1.2—Getting Support (Continued)

Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department. http://www.FundWare.com/Products_Services/Training/train.asp	Contact us for more information on our training options: <ul style="list-style-type: none"> • Regionals—Classes from 1 to 5 days in length; held in cities around the country. • eClasses—Two- to three-hour classes offered over the Internet. • Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.
Replacement Software	800-551-4458 or 303-756-3030, Ask for the Client Sales department. e-mail: FWSupport@Kintera.com	Order replacement software.
Product Management	e-mail: FWSuggestionBox@Kintera.com	Contact our Product Management department with any suggestions for improving FundWare.
User Education	e-mail: FWUserEducation@Kintera.com	Contact our User Education department with suggestions for improving our user guides or online help.
World Wide Web	http://www.FundWare.com	Get the latest product and company information, download software and documentation updates, or send e-mail.

Blackbaud, Inc.
6430 S. Fiddler's Green Circle, Suite 200
Greenwood Village, CO 80111
800-551-4458
303-756-3030

CHAPTER 2

ADDING AND MAINTAINING EMPLOYEES

Your employee records contain basic data like address and phone number, as well as all applicable payroll and accounting information, and are accessed from the **Employees** folder. This folder stores all employees at the main level (i.e., the **Employees** folder level). However, “subfolders” divide the employees by status. Therefore, all your active employees can be found in the **Employees** folder and in the **Active** subfolder.

The employees display in the data area to the right. Below the employee records, buttons show the actions you may perform here (*Figure 2.1*). If an action is not available at a certain point in the payroll process, or if your security rights do not allow you access to a task (e.g., you can add but not edit employee records), the button will be disabled.

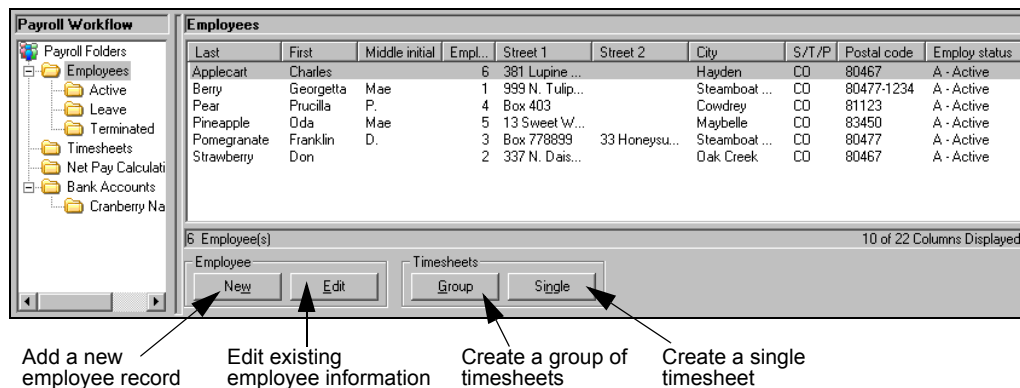


Figure 2.1—Payroll Buttons

ADDING EMPLOYEES

Use the following steps to add a new employee.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Employees** folder or the **Active** subfolder. The records stored in the folder display in the detail pane.
3. Click **Add** or right-click and select **Add Employee** from the pop-up list. The Employee Information window displays, open to the **Name and Address** tab (*Figure 2.2*).

Figure 2.2—Employee Record—Name and Address Tab

4. Complete the fields on the **Name and Address** tab according to *Table 2.1*.

Table 2.1—Field Definitions for the Name and Address Tab

Field and EDI	Definition
Employee (Number) (.EMPLOYEE)	The system can be set to assign an employee number to each new employee automatically.

Table 2.1—Field Definitions for the Name and Address Tab (Continued)

Field and EDI	Definition
Name • First (.NAME FST) • Middle (.NAME MI) • Last (.NAME LST)	<ul style="list-style-type: none"> No restrictions other than size. Type the employee's first name. The first 18 characters print on the check. Maximum characters = 30. Type the employee's middle name. The first character prints on the check. Maximum characters = 10. Maximum characters = 30. Up to 30 characters print on the check, depending on the length of the first name and middle initial. The total number of characters printed on the check for the first name, last name, and middle initial is 40.
Address • Street 1 (.ADDR1) • Street 2 (.ADDR2) • City (.CITY) • S/T/P (.STP)	<ul style="list-style-type: none"> No restrictions other than size. Type the street address. The first 40 characters print on the check. Maximum characters = 55. Type the rest of the street address in this optional field. The first 40 characters print on the check. Maximum characters = 65. Type the city. The first 25 characters print on the check. Maximum characters = 30. Type the first 2-3 characters of the state, territory or province. Only these characters print on the check. Maximum characters = 10.
Postal Code (.POSTAL)	Enter the zip or postal code, with a hyphen separating the expanded postal code (for example, 80030-52144). All 10 characters print on the check. Maximum characters = 20.
Country (.COUNTRY)	Type the country. Maximum characters = 30.

5. To save your work and remain in the employee record, click **Apply**. Clicking **OK** will save your work and close the employee record.

COMPLETING THE PERSONAL INFORMATION TAB

Use the following instructions to complete the **Personal Information** tab of the employee record.

1. Select the **Personal Information** tab (*Figure 2.3*).

Figure 2.3—Employee Record—Personal Information

2. Complete the fields on the **Personal Information** tab according to *Table 2.2*.

Table 2.2—Field Definitions for Personal Information Tab

Field and EDI	Definition
Dates	Must be valid numeric dates.
• Birth (.DOB)	• Format = mm/dd/yyyy.
• Hire (.DOH)	• Format = mm/dd/yyyy.
• Last Review (.DOR)	• Format = mm/dd/yyyy.
• Probation (.DOP)	• Enter either the first or last date of a probationary period. Format = mm/dd/yyyy.
• Termination (.DOT)	• Enter the date of termination. Format = mm/dd/yyyy.
Phone Numbers	Phone numbers must be numeric and contacts must be alphanumeric.

Table 2.2—Field Definitions for Personal Information Tab (Continued)

Field and EDI	Definition
• Home (.PHONE HME)	Enter the employee's home phone number, including the area code. Format = (999) 999-9999.
• Emg contact (.CONTACT E)	Type the name of the person to contact in case of an emergency. Maximum characters = 30.
• Emergency (.PHONE EMG)	Enter the phone number of the emergency contact person. Format = (999) 999-9999. It will format automatically for you.
• Alt contact (.CONTACT A)	Enter the name of a different person to contact in case of an emergency. Maximum characters = 30.
• Alternate phone (.PHONE ALT)	Enter the phone number of the alternate contact person. Format = (999) 999-9999. It will format automatically for you.
Personal Information	
• Gender (.SEX)	• Click the drop-down arrow and choose Not Used, Female, or Male.
• Soc Sec No (.T TID)	• Enter a U.S. Social Security Number, Canadian tax ID number, or other tax identification number. Maximum characters = 30. Hyphens are optional.

- To save your work and remain in the employee record, click **Apply**. Clicking **OK** will save your work and close the employee record.

COMPLETING THE PAYROLL INFORMATION TAB

Use the following instructions to complete the **Payroll Information** tab of the employee record.

1. Select the **Payroll Information** tab (Figure 2.4).

The screenshot shows a window titled "Employee Information" with a close button (X) in the top right corner. Below the title bar are several tabs: "Accounting Information", "Direct Deposit", "Pay Calculation", "Name and Address", "Personal Information", and "Payroll Information". The "Payroll Information" tab is selected and highlighted. The main area of the window is divided into two sections. The left section, titled "Payroll Status", contains three dropdown menus: "Employ status" (with "Active" selected), "Payment status", and "Pay frequency". The right section, titled "Payroll Information", contains four dropdown menus: "Home", "Salary", "Hourly rate", and "Other rate". At the bottom of the window are three buttons: "OK", "Cancel", and "Help".

Figure 2.4—Employee Record—Payroll Information

2. Complete the fields on the **Payroll Information** tab according to Table 2.3.

Table 2.3—Field Definitions for the Payroll Information Tab

Field and EDI	Definition
Payroll Status—Defines the employee with status codes.	
<ul style="list-style-type: none"> • Employ Status (.STATUS) 	<p>Click the drop-down arrow and choose the Employment Status:</p> <ul style="list-style-type: none"> • Active • Leave (for On Leave) • Terminated <p>While you can add status values by adding edit values to the .STATUS employee data item, only employees with a status of Active are included in group timesheets and only employees with a status of Terminated are removed when you purge history. We recommend that you use the .STATUS P employee data item to customize status information. <i>Entering Edit and Lookup Values</i> on page 1.123.</p>

Table 2.3—Field Definitions for the Payroll Information Tab (Continued)

Field and EDI	Definition
<ul style="list-style-type: none"> • Payment Status (.STATUS P) 	Click the drop-down arrow and choose: <ul style="list-style-type: none"> • Not used • Full-time hourly • Full-time salary • Part-time hourly • Full-time salary • Seasonal These are system defaults; you can change these or add to the list in setup; however, any customized settings are overwritten when you update from the ToolBox.
<ul style="list-style-type: none"> • Pay Frequency (.T FREQ) 	This is the number of pay periods in a calendar year. Click the drop-down arrow and choose: <ul style="list-style-type: none"> • Bi-weekly (26 times per year) • Monthly (12 times per year) • Semi-monthly (24 times per year) • Weekly (52 times per year) These are system defaults; you can change these or add to the list in setup.
Payroll Information—Defines the dollar amounts and accounting information for employee earnings.	
<ul style="list-style-type: none"> • Home (.HM DEPT) 	Click the drop-down arrow and choose the employee's home department. This field is used for sorting purposes only.
<ul style="list-style-type: none"> • Salary (.S AMT) 	An employee must have at least one Salary, Hourly, or Other rate, and may have more than one. In this field, enter the flat dollar amount of salary per pay period, if applicable. <ul style="list-style-type: none"> • If the Payroll parameter defines Salary as classified (field 1), select the salary option from a drop-down list.
<ul style="list-style-type: none"> • Hourly rate (.H AMT) 	Enter the per-hour rate of pay, if applicable. <ul style="list-style-type: none"> • If the Payroll parameter defines Hourly as classified (field 1), select the salary option from a drop-down list.
<ul style="list-style-type: none"> • Other rate (.O AMT) 	Click the drop-down arrow and choose the employee's per-unit rate of pay, if applicable. <ul style="list-style-type: none"> • If the Payroll parameter defines Other as classified (field 1), select the salary option from a drop-down list.

- To save your work and remain in the employee record, click **Apply**. Clicking **OK** will save your work and close the employee record.

COMPLETING THE ACCOUNTING INFORMATION TAB

Use the following instructions to complete the **Accounting Information** tab of the employee record. (You will use this tab only if your payroll process is departmentalized.)

1. Select the **Accounting Information** tab (*Figure 2.5*).

The screenshot shows a software window titled "Employee Information" with a close button (X) in the top right corner. The window has several tabs: "Name and Address", "Personal Information", "Payroll Information", "Accounting Information" (which is selected), "Direct Deposit", and "Pay Calculation".

Under the "Accounting Information" tab, there is a section titled "Department Earnings" containing three radio buttons: "Hourly rate" (selected), "Salary", and "Other rate".

Below the radio buttons is a table with four columns: "% Expensed", "Hourly dept", "GLA", and "Addtl basis for". The table is currently empty.



At the bottom of the "Department Earnings" section, there is a text input field containing "0.00% of Hourly rate expensed", followed by "Add" and "Delete" buttons.

At the bottom of the window, there are "OK", "Cancel", and "Help" buttons.

Figure 2.5—Employee Record—Accounting Information

2. Complete the fields on the **Accounting Information** tab according to *Table 2.4*.

Table 2.4—Field Definitions for the Accounting Information Tab

Field and EDI	Definition
Department Earnings	
<p>Hourly rate, Salary, or Other rate</p> <ul style="list-style-type: none"> • Hourly or Salary: % Expensed (.H PCNT, .S PCNT) • Hourly or Salary: Salary or Hourly dept (.H DEPT, .S DEPT) • Hourly or Salary: GLA (.H GLA, .S GLA) • Hourly or Salary: Addtl. basis for (.H GRP, .S GRP) • Other Rate: Hourly dept (.O DEPT) • Other Rate: GLA (.O GLA) • Other Rate: Addtl. basis for (.O GRP) 	<p>Select the radio button under Department Earnings to choose Hourly, Salary, or Other for the type of earnings. Click Add to begin entering information.</p> <ul style="list-style-type: none"> • Enter the percentage rate of wages going to the department and General Ledger account (GLA). Note that 50% is entered as 50.00. The entries should total 100%. • Click the drop-down arrow and choose the Department against which these wages will be expensed. • Click the drop-down arrow and choose a General Ledger Account edit value. Typical entries include: <ul style="list-style-type: none"> — Not used — Salaried — Seasonal • Click the  button to choose additional taxes and/or deductions which the earnings amount is subject to that are <u>not</u> already defined for the earnings historical data item. These data items are used in addition to what is defined for the earning historical data item. You must use a defined historical data item. To select a data item, see <i>Additional Basis Earnings</i> on page 2.40. • Click the drop-down arrow and choose the Department against which these wages will be expensed. • Click the drop-down arrow and choose a General Ledger Account edit value. • Click the  button to choose additional taxes and/or deductions which the earning amount is subject to that are <u>not</u> already defined for the earning historical data item. These data items are used in addition to what is defined for the earning historical data item. You must use a defined historical data item. To select a data item, see <i>Additional Basis Earnings</i> on page 2.40.

3. To save your work and remain in the employee record, click **Apply**. Clicking **OK** will save your work and close the employee record.

ACCOUNTING INFORMATION TAB—ADDITIONAL TIPS

- Departmentalized Earnings are defined in the payroll parameters as being expensed to multiple departments. For each earning which you defined as departmentalized, you created a departmental table.
- We strongly recommend that you define hourly, salary, and other settings when you enter an employee record, even if the employee currently only needs one setting. If at some point in the future you need this information for the employee, the information will be defined already.
- To delete a line, point to the gray area in the line next to the % Expensed column, and click **Delete**.

ADDITIONAL BASIS EARNINGS

Click on a data item from the Available list, then click the right arrow to move the data item to the Selected list (*Figure 2.6*). The double right arrow moves all Available data items to the Selected list. The left arrow buttons reverse the process.

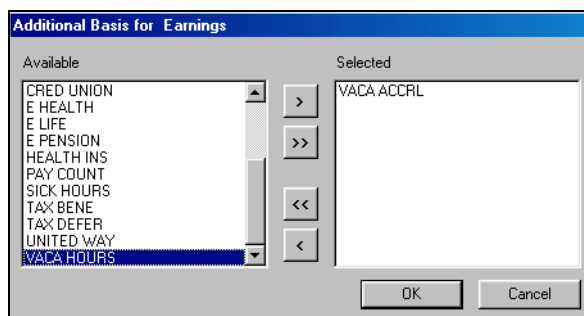


Figure 2.6—Additional Basis for Earnings

Remember: These data items are in addition to the basis defined on the earnings historical data item.

COMPLETING THE DIRECT DEPOSIT TAB

Before configuring employees for direct deposit, you should review the setup information in *Chapter 6—Defining Direct Deposit* on page 1.183. If your system is already configured for direct deposit, use the following instructions to complete the **Direct Deposit** tab the employee record.



This tab will not display if the Payroll parameter is not defined for electronic fund transfer (field 2).

1. Select the **Direct Deposit** tab (Figure 2.7).

Figure 2.7—Employee Record—Direct Deposit

2. Complete the fields on the **Direct Deposit** tab according to Table 2.5.

Table 2.5—Field Definitions for the Direct Deposit Tab

Field and EDI	Definition
Inactive, Active, or Pre-notification (.EFT ACT)	<p>Select the radio button under Direct Deposit to choose the status for this employee:</p> <ul style="list-style-type: none"> • Inactive—This employee is not active in the direct deposit program. • Active—This employee is active in the direct deposit program. • Pre-notification—This employee is in pre-notification for the current pay cycle, and will receive a regular check. The Payroll Administrator must change this field to Active after the pre-notification is submitted.
Selection (.EFT SEL)	<p>If you are using more than one bank for Direct Deposits, click the drop-down arrow to choose the appropriate box. This option allows you to complete the direct deposit process separately by financial institution.</p> <ul style="list-style-type: none"> • If you have only defined one bank, this field will say Not Used.

Table 2.5—Field Definitions for the Direct Deposit Tab (Continued)

Field and EDI	Definition
Line Entry	<p>Line numbers control the order in which information is processed. Enter a 2-digit line number.</p> <ul style="list-style-type: none"> • We recommend that you number lines 10, 20, 30, etc., and number the last line 99. • If the employee is directing their check to be deposited to one account, they will only have line 99.
Cycle (.EFT CYCLE)	<p>Click the drop-down arrow and choose the appropriate Direct Deposit Cycle. Cycles are activated in the Preliminary Check Register or when producing checks, and determine when the direct deposit occurs.</p>
Type (.EFT APR)	<p>Click the drop-down arrow and choose the amount type:</p> <ul style="list-style-type: none"> • Amount—A flat amount. • Percentage—A percentage of net pay. • Remainder—The remaining amount after all previous lines have been processed. All active or pre-note direct deposits must have the last line of their direct deposit information be a remainder line.
Transfer Type (.EFT DP)	<p>Click the drop-down arrow and choose the type of direct deposit:</p> <ul style="list-style-type: none"> • Checking Deposit—A credit to a checking account. • Deposit—A credit to an account. • Checking Pre-notification—A pre-notification for zero dollars for a checking account. (Use only when an active direct deposit employee directs a change to his/her direct deposit.) • Payment—A debit to a loan or mortgage account. • Payment Pre-notification—A pre-notification for zero dollars for a payment. • Savings Deposit—A credit to a savings account. • Savings Pre-notification—A pre-notification for zero dollars for a savings account. Use only when an active direct deposit employee issues a change.
Amount/Percent (.EFT NBR)	<p>If you chose Amount in the Transfer Type field, type in the amount here. If you chose Percentage, enter the percentage here. If you chose Remainder, enter zero here.</p>
Bank DFI Number (.EFT DFI)	<p>The bank's Depository Financial Institution number. Enter the number, which must be at least 8 digits, including any leading zeros. Do not enter the 9th digit in a bank number; it is a check digit.</p>
Bank Account Number (.EFT ACCT)	<p>The employee's bank account number. Maximum characters = 30.</p>

3. To save your work and remain in the employee record, click **Apply**. Clicking **OK** will save your work and close the employee record.

DIRECT DEPOSIT TAB—ADDITIONAL TIPS

- The lines are processed “top down”, so the lines with the highest priority should be entered first. In some cases, the later lines cannot be processed because of a lack of dollars.
- A line can be either a deposit or a payment. A deposit normally increases the balance of a checking or savings account and is considered a “credit” to the bank. A payment normally decreases the balance of a liability account like a mortgage or loan, and is considered a “debit” to the bank.
- Direct Deposit Cycles control when a payment or deposit is made. Cycles can be a number between one and nine. If all employees make the same deposits/ payments every pay period, cycles are not needed. But if any payments are made every other pay period or only on designated dates, cycles must be used.
- In addition to completing this tab, we *strongly* recommend that you create pre-notification file and send it to the bank. A pre-notification is a record sent to the employee’s bank to verify routing transit numbers and account numbers. Check with your financial institution for specific information regarding the number of banking days you must do the pre-note before the first Direct Deposit can be done.

Only pre-notes are produced in this file, and it can be produced at any time. It can also be used for active Direct Deposit employees who are being pre-noted for a new account.

COMPLETING THE PAY CALCULATION TAB

Use the following instructions to complete the **Pay Calculation** tab of the employee record. This tab stores any user-defined EDIs that you add to the employee record (automatically or manually).

1. Select the **Pay Calculation** tab (*Figure 2.8*).

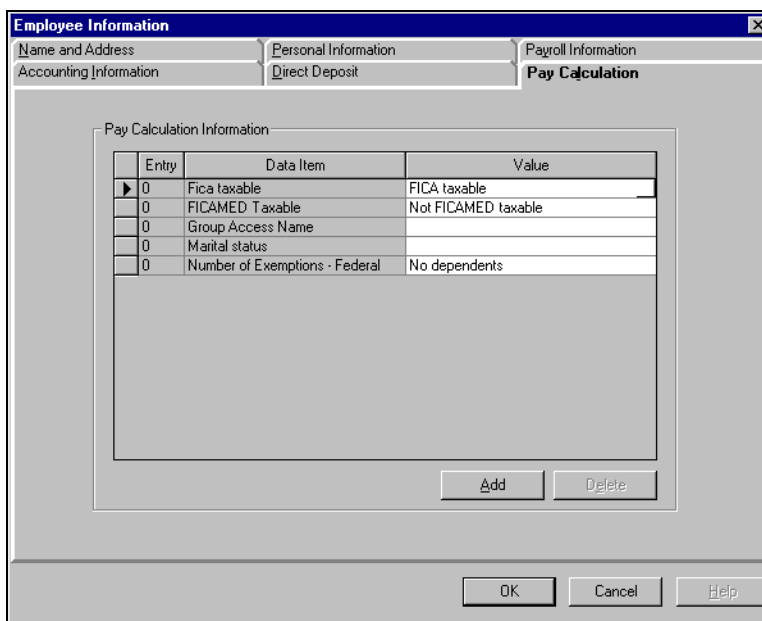


Figure 2.8—Employee Record—Pay Calculation



Any employee data items automatically added to employee records (field 3 of the EDI definition) will display on the **Pay Calculation** tab.

2. Complete the fields on the **Pay Calculation** tab according to *Table 2.6*.

Table 2.6—Field Definitions for the Pay Calculation Tab

Field	Definition
Data Item	<p>Click Add to add an additional data item. Whatever data items have been set up for the organization will appear here automatically. To delete a data item, select the line and click Delete.</p> <ul style="list-style-type: none"> You add the Normal Hours Worked data item to this tab (.H HRS) and enter the normal hours that the employee works in a pay period. When you create group timesheets for hourly employees, you can tell Payroll to look to the Normal Hours Worked defined on each employee's record. See <i>Creating Timesheets for a Group of Employees</i> on page 2.66 for more information on this feature.
Value	Depending on the type of data item you chose, either type in the value or choose the appropriate value from a drop-down menu.



For more information on the earnings data items (e.g., costcode, distribution table, departmentalized earnings), see *Implementing Costcodes* on page 1.46, *Creating Distribution Tables* on page 1.67, and *Creating Departmentalized Earnings* on page 1.72.

3. When you have finished all tabs, click **OK** to save the information and return to the main menu.

PAY CALCULATION TAB—ADDITIONAL TIPS

- An employee data item is a field that allows you to add information to employee records. Common data items include .MARITAL, .FICA TAX, .FWT EXEMP, etc. For more information on creating data items, see *Chapter 3—Using Data Items* on page 1.77.
- Values (i.e., edit values) are defined for some data items. If a data item has no value restrictions, such as employee names and addresses, it does not need edit values. A data item such as .MARITAL needs to be restricted to Married or Single. A .FICA TAX data item can only be Yes or No. Using edit values makes employee records easy to maintain because any necessary changes to the values are made in only one place, rather than on every record.

EDITING EMPLOYEES

Use the following steps to edit an existing employee.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Employees** folder or the applicable subfolder (e.g., **Active**). The records stored in the folder display in the detail pane.
3. Select the desired employee.
4. Click **Edit** or double-click the employee.
5. Click the appropriate tab and enter your changes
6. Click **OK** to save those changes and return to the Payroll/Personnel main window.

For detailed instructions on completing each field, see *Adding Employees* on page 2.31.

CHANGING EMPLOYEE STATUS

An employee cannot be “deleted” from Payroll/Personnel. However, you can change an employee’s status (e.g., from active to on leave, from active to terminated, from on leave to active). (If you wish to permanently purge employees, see *Purging Data* on page 1.237.)



Timesheets are created only for employees who have active status!

Use the following steps to change an employee’s status.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Employees** folder or the applicable subfolder (e.g., **Active**). The records stored in the folder display in the detail pane.
3. Select the employee.
4. Click **Edit** or double-click the employee.
5. Select the **Payroll Information** tab.

6. Select the new status from the Click the Employ Status drop-down menu (Figure 2.9).

Figure 2.9—Employee Status Drop-Down Menu

7. Click **OK**. The employee’s status changes and the employee record moves to the applicable subfolder.

ENTERING EMPLOYEE HISTORY

You may wish to enter historical information for employees to create a “history” check. You can:

- Enter year-to-date check information for employees if you are starting to use Payroll/Personnel in the middle of the calendar year.
 - You must enter the historic information before beginning your regular payroll operation. Several calculations (e.g., FICA) require year-to-date basis information to calculate accurately. Remember to enter history for “Other” type historical data items (e.g., employer’s share of FICA, federal, and state unemployment taxes; employer-paid benefits).

- Enter adjustments, such as corrections to basis hours or amounts. These entries do not impact General Ledger.

You will enter the historical information using a history date, which is used to determine the reporting period in which the information is included. For example, entries using 6/30/04 are included in quarter-to-date history for the second quarter and half-year history for the first half of the year. You can print this historical information with the Check History Report (see *Appendix B—Sample Reports* on page 2.225) or a customized user-defined report.

When entering Employee History, you will be prompted for a batch total (the net total of the checks) for the group of transactions to be entered. Once you have entered the entire batch of transactions, the Balance to go amount should be zero. If not, a net amount may be incorrect or missing, or the batch total may be incorrect.

Use the following steps to enter employee history.

1. Click **Transaction Entry > Enter Employee History** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Transaction Entry > Enter Employee History** from the menu bar. The task window displays asking you to enter the batch total (i.e., the net total of the checks) for the group of transactions to be entered (*Figure 2.10*).

Demo User	Division 95	09/22/2003
PR - Enter Employee History		
Batch total.....:	_____	Balance to go.:
	.00	
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 2.10—Enter the Batch Total

2. Enter the net total of checks that you wish to process. You may leave this field blank by pressing ENTER. Let the system calculate the total, and enter it before posting the batch.

- Press ENTER. As you complete each of the required fields on page 1, the next field is revealed (*Figure 2.11*).

```

Demo User          Division 95          04/22/2002
Enter field to be changed <0 to accept>  <_>
PR - Enter Employee History
Entered net.....:          1,500.00    Detail net.....:
Employee.....:             1 - Berry, Georgetta Mae
History date....:    4/22/2002
1) Net amount.....:          1,500.00

| Employee being added. | 1 of 2
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.11—Enter Employee History, Page 1 of 2

Complete the fields on the first page of the task according to *Table 2.7*.

Table 2.7—Enter Employee History—Page 1 of 2

Field	Valid Entry	Definition
Employee	#—number	The number of the employee for whom history is being entered. Press F1 to look up an employee number. You can scroll employees in number order or alphabetically by last name.
History date	99/99/9999	This date is used to determine the periods to include this history in for monthly, quarterly, and half-year reports.

Table 2.7—Enter Employee History—Page 1 of 2 (Continued)

Field	Valid Entry	Definition
Net amount	\$—amount or <blank>	The net check amount. If the history did not affect an employee check, press ENTER to leave the net amount zero. For example, accrued vacation hours and employer cost items, such as the employer share of FICA, do not affect employee checks. The net check amount must equal the total of all earnings entered less taxes and deductions before an entry can be added.
Entry	1–99999	A number for the data item within the history check. Each history item must have a unique number. Up to 99,999 pieces of employee history can be entered under one history check. Press ENTER to allow the system to automatically number entries.

4. Enter each data item for this history (Figure 2.12). Basis amounts must be entered for tax reporting data items.

```

Demo User          Division 95          04/22/2002
-----
PR - Enter Employee History
Entered net.....:          1,500.00   Detail net....:
Employee.....:             1 - Berry, Georgetta Mae
History date...:          4/22/2002
Entry.....:                1
Data item.....:
Hours/units.....:
Amount.....:
Basis hrs/units:
Basis amount...:

| Entry being added. | 2 of 2
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.12—Enter Employee History, Page 2 of 2

5. Complete the required fields according to *Table 2.8*.

Table 2.8—Enter Employee History—Page 2 of 2

Field	Valid Entry	Definition
Data Item	Historical Data Item name	The name of the Data Item for which history is to be added.
Hours/units	R—rate	The number of hours or units. This is an optional field. Press ENTER to leave it blank.
Amount	\$—amount	The amount for this Data Item. Press ENTER to leave it blank.
Basis hrs/ units	R—rate	The number of hours or units on which this Data Item is based. For example, vacation time may be based on the number of hours worked. Press ENTER to leave it blank.
Basis amount	\$—amount	The amount on which this Data Item is based. For example, the basis for FICA is dollar amount of total earnings. Basis amounts are used in production of year-end tax forms and must be entered correctly. Press ENTER to leave it blank.

All Data Items relating to this history check are entered in Entry field (*Figure 2.13*).

Entry	Data item	Description	Hours	Amount
add	1 SALARY	Salary	40.000000	2,000.00
add	2 .FWT	Federal Withholding Tax		250.00
add	3 .FICA	FICA		24.00
add	4 .FICAMED	Employee's share of FICAMED		29.00
add	5 .SWT CO	Colorado State Withholding		
add	6 .E FICA	Employer's share of FICA		24.00
add	7 .E FICAMED	Employer's share of FICAMED		29.00
add	8 E HEALTH	Employer Pd Health Insurance		25.00
add	9 E PENSION	Employer Pd Pension	35.000000	

Entry being added.

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

Figure 2.13—Example Data Items

6. When complete (i.e., the balance to go = 0.00), press ESC to display the option menu and type *E* to end the session.

7. The checks are stored in the PYEHIST report. Print this report to produce your checks.
8. File a printed copy of the report for your audit trail.

USING THE EMPLOYEE SELECTOR

Many tasks in the Payroll/Personnel module use a filter that allows you to define the employees, records, or transactions to include on a report or in a task, as well as preview your results. This feature is called the “Employee Selector”. If you don’t enter criteria in the Employee Selector, all tasks and reports will be processed in ID order for all employees.

The Employee Selector appears when you perform the following tasks:

- **Employees** folder and subfolders:
 - Create Group Timesheets
- **Timesheets** folder:
 - Create Group Timesheets
 - Post Timesheets
- **Net Pay Calculations** folder:
 - Calculate Net Pay
 - Check Writing

Use the following instructions to complete the Employee Selector.

1. Scroll through the list of employee data items and select the applicable data item, or type the data item name (*Figure 2.14*). For example:
 - .NAME LST—Generates an alphabetical list of employees by last name.
 - .HM DEPT—Generates a list of employees who work in specific departments.
 - .DOH—Generates a list of employees by date of hire.

- .STATUS P—Generates a list of full-time or part-time employees.

Figure 2.14—Employee Selector—Selecting an Employee Data Item

As you select a data item, the First Value and Last Value fields will reflect the format of information required, as appropriate (e.g., date format).

2. Enter the First and Last Values to limit the information returned. For example, select only employees hired in a six-months period (e.g., from January 1, 2004 through July 1, 2004):

- Choose .DOH in the Data Item.
- Enter the beginning date for the period (e.g., January 1, 2004) as the First Value.
- Enter the ending date for the period (e.g., July 1, 2004) as the Last Value.
- Last Value—The employee data item used to expand the information returned. Enter F SALARY as the Second Value.



To get all values, skip the First Value and Last Value fields and click **Add**.



If the Entry Range (Recurring Data Items Only) area is enabled, you have selected a data item with multiple entries (i.e., multi-occurring data items). Please refer to *Selection Mode* on page 2.56 for instructions on this area.

3. Select the applicable Include or Exclude radio button to refine your criteria.



By default, the records within the range of the First Value and Last Value will be included (i.e., the employees who fall within this range will be included in the task). However, you can also use this range as an exclusionary filter (i.e., the employees who fall within this range will be *excluded* from the task).

4. Click **Add** to add the selection the Employee Selector criteria. The details of the criterion are shown in the Display Area (*Figure 2.15*).

Figure 2.15—Employee Selector—Adding the Data Item Values

- Click **Preview** to view the employees included in your selection. The employees display in the Search Results area (*Figure 2.16*).

The screenshot shows the 'Employee Selector' dialog box. The 'Data Item' is set to '.DOH' (Date of Hire). The search criteria are 'Date of Hire [D 10]' with a range from '01/01/2004' to '07/01/2004'. The 'Selection Criteria Inclusion' is set to 'Include'. The 'Entry Range' is empty. The 'Selection Mode' is set to 'All Must Be True'. The 'Search Results' table shows the following data:

EMP	NAME FST	NAME LST
1	Georgetta	Berry
2	Don	Strawberry
3	Franklin	Pomegranate
4	Prucilla	Pear
5	Oda	Pineapple
6	Charles	Applecort

Figure 2.16—Employee Selector—Search Results



If you have very large groups of employees (for example, 4,000), the execution may take a few seconds.

- Click **OK** to apply your selection criteria.

SELECTION MODE

When salaries are departmentalized, data items such as .S AMT, .S DEPT, .S GLA, .S GRP and .S PCNT are defined as multiple entry fields (i.e., Payroll allows you to enter multiple definitions for your salary, hourly, or other settings). Each line of salary information for an employee is stored separately. When you select a multiple entry data item, the system displays an additional field called Selection Mode (*Figure 2.17*).

The screenshot shows a dialog box titled "Auto Time Card Generation". At the top, it says "Data Item:" followed by ".S DEPT" in a text box and a blue link "Default dept to be expensed [K, 20]". Below this is a list box containing several data items: .PHONE EMG, .PHONE HME, .POSTAL, .S AMT, .S DEPT (highlighted), .S GLA, .S GRP, and .S PCNT. To the right of the list box is a text area containing ".DOH From '01/01/2004' Thru '07/01/2004'". Below the list box are two input fields: "First Value:" and "Last Value:". To the right of these is a "Selection Criteria Inclusion" section with two radio buttons: "Include" (selected) and "Exclude". Below the "First Value" and "Last Value" fields is an "Entry Range (Recurring Data Items Only)" section with "From:" and "To:" fields. The "From:" field contains "0" and the "To:" field contains "99999". To the right of this is a "Selection Mode" section with two radio buttons: "All Must Be True" (selected) and "Any May Be True". At the bottom of the dialog are two buttons: "Add" and "Remove".

Figure 2.17—Employee Selector—Selection Mode

Selection Mode allows you to require that:

- All of the values in the specified range are present for it to be included or excluded; or
- If any of the values in the range is present, the employee is included.

For example:

- You want a list of employees who receive their salary from either the Sales or the Marketing Department, so you select the Any May Be True radio button.
- You want a list of employees who receive part of their salary from every Department, so you select the All Must Be True radio button.

Use the following instructions if you are entering the criteria for your Employee Selector and the Selection Mode is displayed.

1. Enter the first and last value in the From and To fields.
2. Select the applicable radio button (All Must Be True or Any May Be True).

3. Click **Add** and continue enter your Employee Selector criteria.

ADDING INFORMATION TO THE SEARCH RESULTS

The Employee Selector allows you to modify the information displayed in the Search Results area.

1. Click **Data Items**. The Select Data Items window displays.
2. Select the data item to add to the Search Results area (*Figure 2.18*).

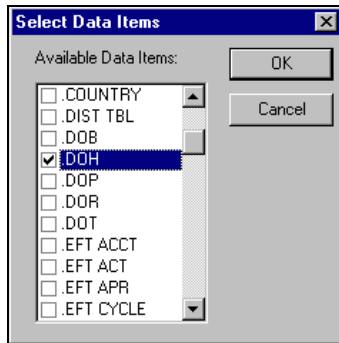


Figure 2.18—Selecting Data Items

3. Click **OK**. The information is added to the display (*Figure 2.19*).

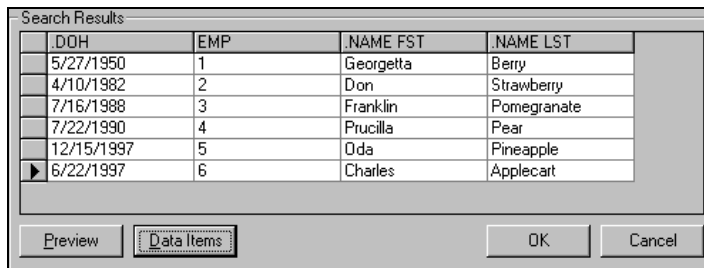


Figure 2.19—Data Items Added to the Search Results

C H A P T E R 3

ADDING AND MAINTAINING TIMESHEETS

All the setup tasks for Payroll/Personnel lead you to this point—creating timesheets for your employees. The timesheet process involves three easy steps:

1. Enter timesheet information for one or more active employees.
2. Verify the accuracy of the information on the timesheet (i.e., the correct basis amounts and valid GL account numbers).
3. Post the timesheets to the next stage of the process: calculating net pay.

As you define each portion of a timesheet (e.g., earning items, distribution tables), Payroll “builds” the account number. (See *Departmentalization, Costcodes, and Distribution Tables* on page 1.2 for more information on this process.) Any problems as the account number is built are reflected on the timesheet and in the timesheet detail pane.

For example, *Figure 3.1* shows an account error message.

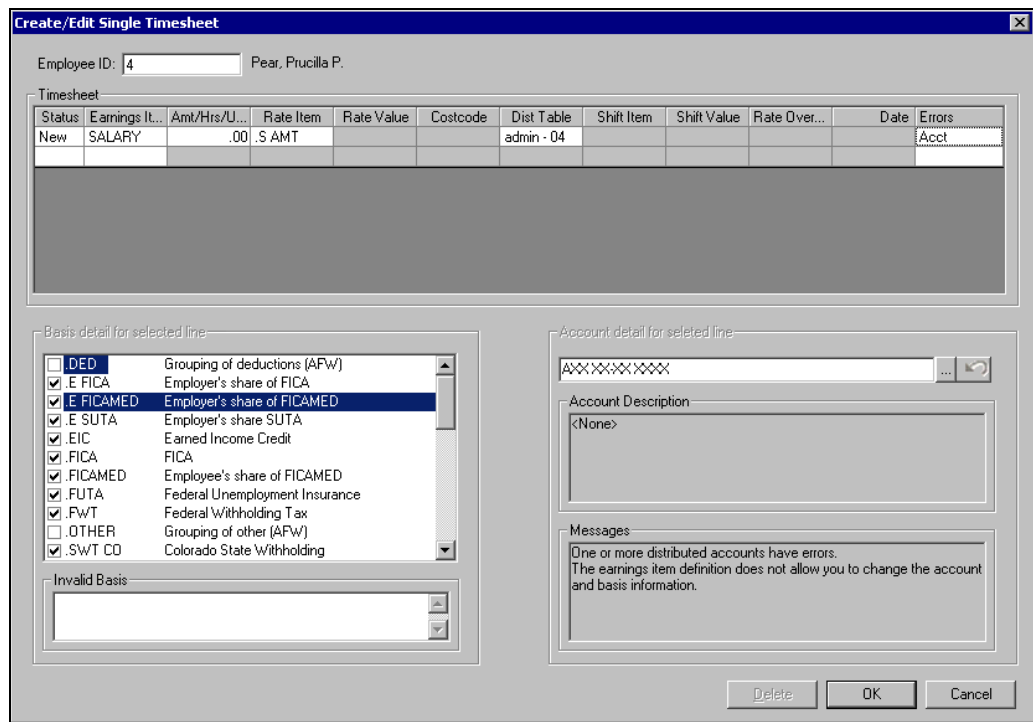


Figure 3.1—Example Timesheet With Account Error

Once you have entered your timesheets and resolved any account issues, you have to verify that the basis amounts and account numbers are valid (e.g., does the account number exist).



Basis is the dollar amount that an earning, tax, deduction, or employer cost is based on. For example, if an employer’s share of FICA is \$76.50, it has a “basis amount” of \$1,000 in earnings.

Once you have verified that the timesheets have no errors (or you have corrected and reverified the timesheets), you are ready to calculate the net pay. This step is discussed further in *Chapter 4—Calculating Net Pay* on page 2.83.

WHAT MAKES A TIMESHEET?

A timesheet is a single record that stores all of the current earnings items (or “line items”) for an employee. Each earnings item that you use may require different information, based on the item definition:

- The earnings item may require a flat dollar amount (e.g., a \$1,500 bonus for an employee).
- The earnings item may calculate a dollar amount based on hours or work performed (e.g., 40 hours in a week for an hourly employee).
- The earnings item may be defined by hours, not dollars (e.g., an employee takes 16 hours of sick time).

Once you save a timesheet entry, this information is stored as a timesheet and combined with any other current timesheet entries for the employee.

ANATOMY OF A TIMESHEET

Each single timesheet is comprised of three areas where you add timesheet entries, select basis details for each entry, and resolve account issues (*Figure 3.2*).

The screenshot shows a software window titled "Create/Edit Single Timesheet". At the top, it displays "Employee ID: 5" and "Pineapple, Oda Mae". Below this is a "Timesheet" table with columns: Status, Earnings It..., Amt/Hrs/U..., Rate Item, Rate Value, Costcode, Dist Table, Shift Item, Shift Value, Rate Over..., Date, and Errors. The table is currently empty. Below the table are two panels: "Basis detail for selected line" and "Account detail for selected line".

Basis detail for selected line:

- DED Grouping of deductions (APW)
- E FICA Employer's share of FICA
- E FICAMED Employer's share of FICAMED
- E SUTA Employer's share SUTA
- EIC Earned Income Credit
- FICA FICA
- FICAMED Employee's share of FICAMED
- FUTA Federal Unemployment Insurance
- .PWT Federal Withholding Tax
- .OTHER Grouping of other (APW)
- .SWT CD Colorado State Withholding

Account detail for selected line:

Account Description: [Empty text box]

Messages: [Empty text box]

At the bottom right, there are buttons for "Delete", "OK", and "Cancel".

Figure 3.2—Example Single Timesheet

TIMESHEET ENTRY AREA

The timesheet entry area is a grid in which you add your earnings items (*Figure 3.3*). (Remember, your earnings items are the historical data items defined as History type—E [Earnings] in field 1 of the historical data item record. See *Defining Historical Data Items* on page 1.85 for more information on this definition.)

Status	Earnings It...	Amt/Hrs/U...	Rate Item	Rate Value	Costcode	Dist Table	Shift Item	Shift Value	Rate Over...	Date	Errors/War...
	SALARY	600.00	.S AMT								
	SALARY	400.00	.S AMT								

Figure 3.3—Example Timesheet Entry Area

The availability of the cells in this grid will reflect your selections. For example, in *Figure 3.3* the Salary earnings item for this employee only requires amount and rate item information. Therefore, the other cells in this line are disabled.

BASIS DETAIL AREA

The Basis detail for selected line area provides information concerning the basis detail selections for the earnings item and the employee. Additionally, any messages concerning these selections display in the Invalid Basis box (*Figure 3.4*).

Basis detail for selected line

- DED Grouping of deductions (AFW)
- E FICA Employer's share of FICA
- E FICAMED Employer's share of FICAMED
- E SUTA Employer's share SUTA
- EIC Earned Income Credit
- FICA FICA
- FICAMED Employee's share of FICAMED
- FUTA Federal Unemployment Insurance
- FWT Federal Withholding Tax
- OTHER Grouping of other (AFW)
- SWT CO Colorado State Withholding

Invalid Basis

Figure 3.4—Example Basis for Selected Line Area



If field 4 of the earnings item definition indicates that change is not allowed, the area title (Basis detail for selected line) is disabled and you cannot to modify any of the basis selections.

The items selected in the Basis detail are defined in one of the following locations:

- The Basis for field (field 4) of the historical data item (*Figure 3.5*)

```

Demo User          Division 95          02/11/2004
-----
PR - Define Historical Data Items
Data item .....: HOURLY      < 735>          Changed.: 10/01/90
                                           User.....: 00200
4) Earning options
Entry type.....: H - Hours entered on time cards.
Rate from.....: .H AMT      - Hourly Rate
Multiply by....: 1.000000
Use shift.....: - Not used.
Use costcode...: Y - Use costcode.
Use dist table.: N - Do not use distribution tables
Chg acct/basis.: N - Change not allowed.
Basis for.....: .FWT,.EIC,.FUTA,.SWT CO,.E SUTA,.FICA,.E FICA,.FICAMED,
                : .E FICAMED
-----
Data item being displayed. | 2 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.5—Example Earnings Item Basis Information

- The employee Accounting Information tab (*Figure 3.6*).

% Expensed	Hourly dept	GLA	Addtl basis for
100.00	Admin	Season	

Figure 3.6—Example Accounting Information Tab

ACCOUNT DETAIL AREA

The Account detail for selected line area displays the account number and description built by the selected timesheet entry (i.e., line item). Additionally, any messages concerning the account number built by the payroll process display in the Messages box (Figure 3.7).

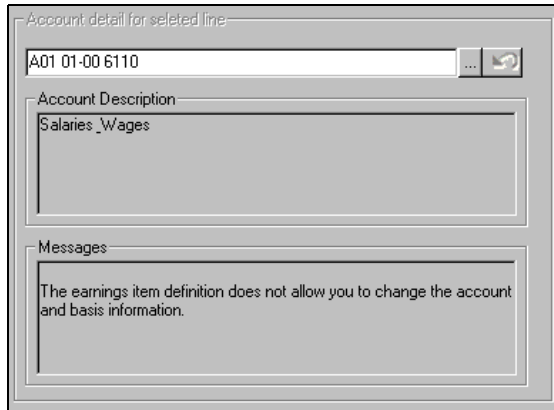


Figure 3.7—Example Basis for Selected Line Area



If field 4 of the earnings item definition indicates that change is not allowed, the area title (Account detail for selected line) is disabled and you cannot to modify any of the basis selections.

WHAT ARE GROUP TIMESHEETS

If you have a group of employees with a fixed earnings amount, you can save time by creating their timesheets as a group. This option is especially useful when you are creating groups of timesheets for regular earnings, such as:

- Salaried earnings when wages are the same each pay period.
- Hourly earnings for employees who work a fixed number of hours each pay period.
- Holiday pay that is recorded for all employees.



You may wish to create a group of timesheets for 80 hours for all hourly employees, then edit the timesheets for those few employees who worked less than 80 hours.

You can create group timesheets if you are using any of the following accounting methods (as defined in the Payroll parameter; see *Defining the Payroll Parameter* on page 1.34):

- Distribution tables,
- Departmentalized earnings, or
- Costcodes.

GROUP TIMESHEETS AND THE EARNINGS ITEM

When you create group timesheets, you will select the fixed earnings item (e.g., salary) from a drop-down list. This drop-down list displays all “earnings items” defined for your system. (If the entry type [field 4] for the earnings item is defined for no timesheet entry or for proration, the earnings item will not display.)



Remember, your earnings items are the historical data items defined as History type—E (Earnings) in field 1 of the historical data item record. See *Defining Historical Data Items* on page 1.85 for more information on this definition.

CREATING TIMESHEETS FOR A GROUP OF EMPLOYEES

Use the following steps to create timesheets for a group of employees.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Employees** or **Timesheets** folder (or an applicable subfolder). The records stored in the folder display in the detail pane.



You can only create timesheets for active employees. Therefore, in all the **Employees** subfolders except **Active**, **Group** is disabled.

3. Click **Group**. The Create Group Timesheets window displays (*Figure 3.8*).

Figure 3.8—Create Group Timesheets

4. Select the applicable earning item from the drop-down list. If the earnings item requires an entry of hours or units, the check box for Use hours from employee record and text box for Hour/Units are enabled.
- Use hours from employee record—The system applies any non-zero amount defined for the Normal Hours Worked employee data item. (You must manually add this information to the **Pay Calculation** tab of the employee record.)
 - Payroll will not create a timesheet for any employee who does not have a definition for Normal Hours Worked, or the entry is zero.
 - Hours/Units—The system applies the number of hours or units entered to all applicable employees.
5. If enabled, select the Use hours from employee record check box or enter the number of hours or units of work in the Hour/Units text box.
6. Ignore the Check Sequence field, if enabled. This field is not applicable in the current version of the software.



The Check Sequence field is enabled if you defined the Payroll parameter to allow multiple checks with the check sequence determined at the entry of the timesheet (i.e., Multiple Checks in field 2 of the parameter is defined as T—Check sequence determined at entry).

7. Click **Employee Selector** to identify the employees included in this group (or to further define employees if you selected the Salary or Hourly earnings item). The Employee Selector displays (Figure 3.9).

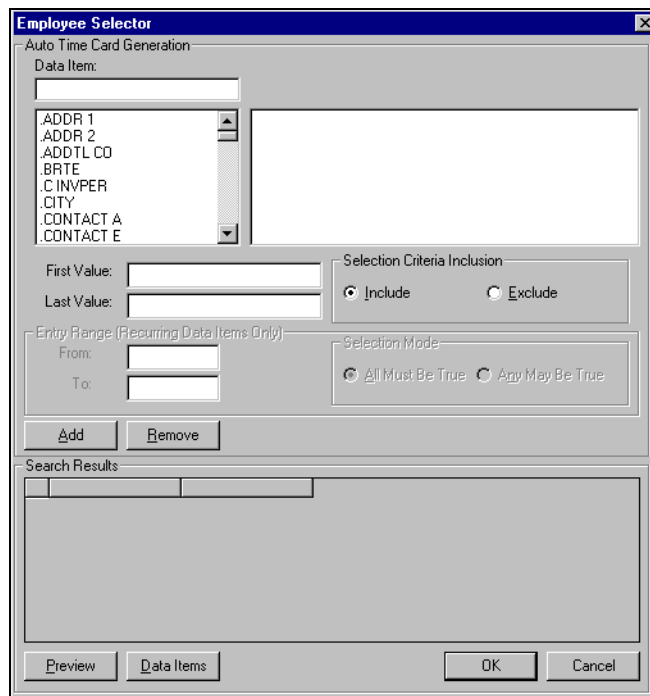


Figure 3.9—Employee Selector

8. Enter your selection parameters. (For more instructions on the Employee Selector, see *Using the Employee Selector* on page 2.52.)
9. When you have completed your selections, click **OK**. The Employee Selector closes and you return to the Create Group Timesheets window.
10. Click **OK**. The program saves the timesheets to the **Timesheets** folder. Depending on the number of timesheets that you are creating, this process may take a few seconds.



Clicking **Cancel** returns you to the main screen without generating timesheets.

TROUBLESHOOTING

If you should accidentally generate timesheets twice for the same group of employees, they will receive one check with double pay. To fix this problem, edit the timesheets to correct the error, removing the additional earnings.

CREATING A SINGLE TIMESHEET

You may wish to create a timesheet for one employee at a time. Often single timesheets are used to add hours for an employee who used sick or vacation hours, to correct a timesheet that was created automatically, or when employee wage expenses change each week. Use the following steps to add a single timesheet.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Employees** or **Timesheets** folder. The records stored in the folder display in the detail pane.

3. Click **Single**. The Create Single Timesheet window displays (*Figure 3.10*).

Figure 3.10—Create Single Timesheet

4. At Employee ID, enter the employee’s ID number in the first field and move to the next field.



If you accessed this form from the **Employees** folder, you can select the employee for which you are adding a single timesheet. When you click **Single**, the Employee ID is prepopulated with the selected employee.



Pressing ENTER from the Employee ID field will dismiss this form. Use TAB or your mouse to move to the next field.

5. Select the earnings item from the drop-down list. When you move off the earnings item cell, the applicable cells on the row will remain enabled while cells that are not need for the earnings item will be disabled (*Figure 3.11*).

Status	Earnings It...	Amt/Hrs/U...	Rate Item	Rate Value	Costcode	Dist Table	Shift Item	Shift Value	Rate Over...	Date	Errors
New	HOURLY		H AMT								

Figure 3.11—Example Timesheet With Disabled and Enabled Cells



Instead of selecting form the drop-down list, you can begin to type the earnings item name. The system will search for a match that you can select by pressing ENTER. This tip applies to all cells with a drop-down list.



To access any drop-down list from your keyboard, press ALT + the down-arrow key. You can use the up- and down-arrow keys and ENTER to select any option on the drop-down list. This tip applies to all cells with a drop-down list.

6. Enter the required information according to *Table 3.1*. (Again, some of these fields will be disabled, based on the needs of the earnings item.)

Table 3.1—Timesheet Entry Fields

Field	Description
Amt/Hrs/Units	Enter the amount, hours, or units to apply to the earnings item. (Your entry can but does not have to include plus/minus signs, parentheses, or decimal points.) For example: 40 hours <ul style="list-style-type: none"> • This field may default to a value from the employee record.
Rate From	Select the applicable employee data item from the drop-down list. <ul style="list-style-type: none"> • This field may default to a value from the Rate from field on the earnings item. • Changes to this field may change the default Amt/Hrs/Units.
Rate Value	Select the applicable edit value for the selected Rate From. <ul style="list-style-type: none"> • This field may default to a value from the employee record. • Changes to this field may change the default Amt/Hrs/Units. • Rate Value is usually used for classified earnings.

Table 3.1—Timesheet Entry Fields (Continued)

Field	Description
Costcode	Select the applicable costcode from the drop-down list. <ul style="list-style-type: none"> • This field may default to a value from the Pay Calculation tab of the employee record. • This column will not display if you did not set the Costcode option in the Payroll Parameter to “Yes” (field 1).
Dist Table	Select the applicable distribution table from the drop-down list. <ul style="list-style-type: none"> • This field may default to a value from the employee record. • This column will not display if you did not set the Dist Table option in the Payroll Parameter to “Yes” (field 1).
Shift Item	Select a shift item from the drop-down list. <ul style="list-style-type: none"> • This column will not display if you did not set the Shift emps option in the Payroll Parameter to “Yes” (field 1). • This field will be disabled if the earnings item has been defined for the following Entry type (field 4 of earnings item definition): Amount, Dated, Hours, or None.
Shift Value	Select a shift item from the drop-down list. <ul style="list-style-type: none"> • This column will not display if you did not set the Shift emps option in the Payroll Parameter to “Yes” (field 1). • This field will be disabled if you have not selected a Shift Item.
Rate Override	Enter a rate value or select from the drop-down list.
Date	Enter a valid date. <ul style="list-style-type: none"> • This field will be enabled if the entry type for the earnings item (field 4) is one of the dated entry options. However, the system will not enter a default date.
Error Type	This field is reserved to indicate if the system has encountered an account or basis error. The field will indicate the type of error. The actual error is elaborated in the Basis Detail and/or Account Detail areas in the lower part of the timesheet.

- Review the Basis detail (*Figure 3.4*). You may not be able to modify these selections. (If the title text for this area is disabled, you cannot modify any of the basis selections.)

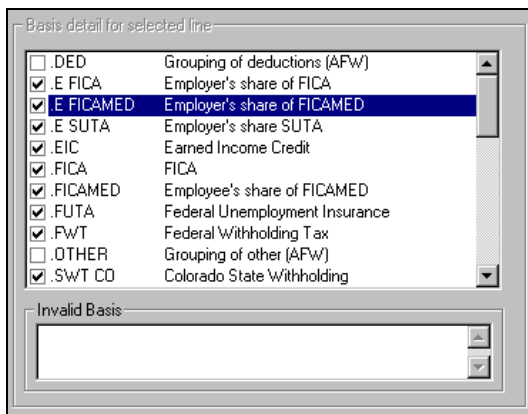


Figure 3.12—Example Basis for Selected Line Area

- Address any error message that display in the Invalid Basis box.
- Review the account built by your entries (*Figure 3.7*).

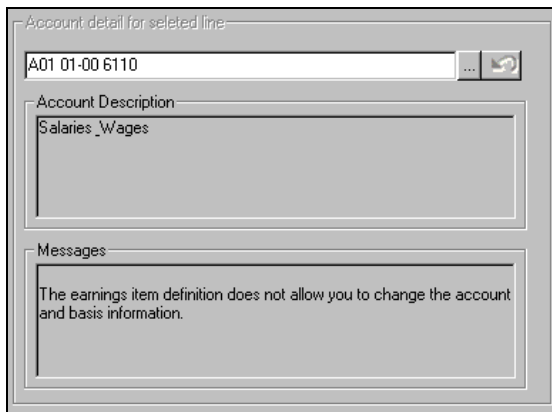



Figure 3.13—Example Basis for Selected Line Area

- If necessary (and allowed by the earnings item definition), you can click  and select an existing, active account number.

11. Click **OK** to create this timesheet, or click **Cancel** to close the timesheet without saving your selections.

EDITING A TIMESHEET

Once a timesheet has been created, the system does not differentiate between a timesheet created through the group or single timesheet process. Until you post a timesheet, you can change or delete any of the timesheet entries (as always, depending on your security settings).



Because of the complexity of the program, you cannot edit certain information on a timesheet (e.g., earnings item, employee ID). You must delete the line item or the timesheet and enter the correct information.

Use the following instructions to edit a timesheet.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Timesheets** folder. All unposted timesheets display in the detail pane.
3. Double-click the employee whose timesheet you want to enter, or select the employee and click **Edit**.
4. Edit the information, as necessary. The status cell will reflect your changes and the entry is updated when you click **OK** (saving your changes) (*Figure 3.14*).

Status	Earnings It...	Amt/Hrs/U...	Rate Item	Rate Value
Modified	SALARY	1,500.00	S AMT	

Figure 3.14—Modified Timesheet Entry



Because of the complexity of the calculations necessary for each earnings item, you cannot change an earnings item selection (e.g., change from Hourly to Salary). You must delete the earnings item and add a new item.

- To delete an entry (i.e., line item), click the Status cell for the line and click **Delete** (Figure 3.15). The status changes to Deleted and the entry is removed from the timesheet when you click **OK** (saving your changes).

Status	Earnings It...	Amt/Hrs/U...	Rate Item	Rate Value
Deleted	SALARY	1,500.00	.S AMT	

Figure 3.15—Deleted Timesheet Entry

- When complete, click **OK** to save your changes and close the timesheet window.

DELETING A TIMESHEET

Use the following steps to delete a timesheet.

- Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
- Select the **Timesheets** folder. All unposted timesheets display in the detail pane.
- Select the employee and click **Delete**. A confirmation message displays.



Although you are selecting the employee in this folder, this task only removes all current timesheet entries for this employee. It does not remove the actual employee record from your database.

- Click **Yes** to delete the timesheet or click **Cancel** to exit this task without deleting the timesheet.

VERIFYING TIMESHEETS

When you add a timesheet (i.e., click **OK** from the timesheet window), the system completes a preliminary check for the basis amount and account number. However, each timesheet must also pass a more detailed verification process before you can post it to the next step. Verifying confirms that:

- The account numbers built by the timesheet process are active for posting.

- All basis items are valid historical data items.

Unless you select specific employees to verify, this task is performed on all timesheets in the **Timesheets** folder. Once the process is complete, any errors are indicated in the Acct Error or Basis Error columns. You must resolve any outstanding errors before you can post the timesheet.



The Post task is also performed on all timesheets in the Timesheets folder. However, any timesheets with errors will be ignored. In other words, an error on one timesheet will not stop you from posting verified timesheets.

Use the following steps to verify timesheets.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Timesheets** folder. All unposted timesheets display in the detail pane.
3. Click **Verify**. The Verify All Timesheets window displays (*Figure 3.16*).

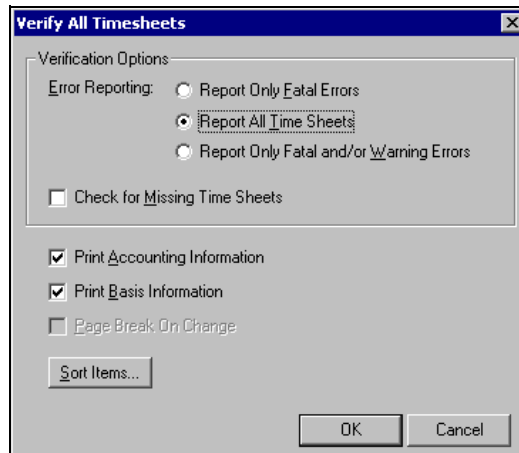


Figure 3.16—Verify All Timesheets

4. Select what level of Error Reporting you want to include on the Timesheet Verification Report (PYTCARD):
 - Report Only Fatal Errors—Report only those employees with one or more errors that prevent the timesheet from being verified and posted.

- **Report All Timesheets**—Report all timesheets, including those with no errors. This is the recommended choice; just because valid account and basis information exists does not guarantee its accuracy or check for missing basis.
- **Report Only Fatal and/or Warning Errors**—Report only those employees with one or more errors that prevent the timesheets from being verified and posted, and report warnings, which alert you to possible problems but do not prevent a timesheet from being verified and posted. This information prints in the Messages column of the Timesheet Verification Report.

See *Verification Warnings and Errors* on page 2.78 for more information on this report.

5. Select the **Check for Missing Timesheets** check box if you wish to verify that all active employees have timesheets. By default, the program will not check for missing timesheets.
6. Select the **Print Accounting Information** check box if you want accounting information printed on the report. Not selecting this box will print only account errors. This is recommended.
7. Select the **Print Basis Information** check box (recommended) if you want the basis information printed on the report. Not selecting this box will print only the errors.
8. Select the **Page Break On Change** check box if you have chosen to use **Sort Items** and you want a new report page each time the first sort item changes.
9. Click **Sort Items** if you want to select employee data items to order the information in the Timesheet Verification Report.

10. Select the employee data item on the left, and click Select to move it to the list on the right (*Figure 3.17*).

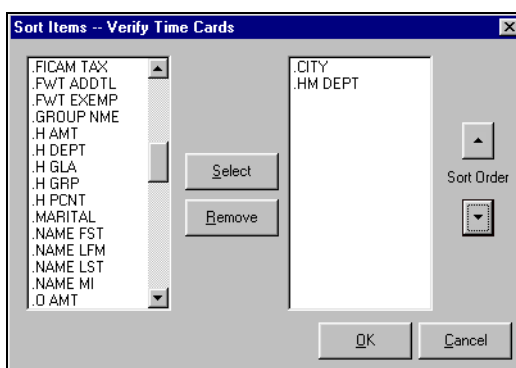


Figure 3.17—Sort Items—Verify Time Cards




Click the Sort Order up or down arrow to move it up or down on the list. The list reflects the order in which the data items will appear in the report.

11. Click **OK** to save your settings and close the Sort Items window.
12. Click **OK** to verify all timesheets in the **Timesheets** folder. When complete, the system returns you to the **Timesheets** folder. Any errors or problems are indicated in the Acct Error and Basis Error columns.

You are now ready to post any verified timesheets.

VERIFICATION WARNINGS AND ERRORS

Each time you verify timesheets, Payroll generates the Timesheet Verification Report. You should print the Timesheet Verification Report to see if there were errors or warnings during the verification process. Use the following instructions to view or print the report.

1. Select **File > Print Manager** from the menu bar.
2. Select PYTCARD and click **Open**.
3. Click Print  on the toolbar or select **File > Print**.

TIMESHEET VERIFICATION WARNINGS

The Timesheet Verification Report may include warning messages that inform you of possible problems (*Table 3.2*). However, these problems will not prevent you from posting the timesheet.

Table 3.2—Message Column Warnings

Timesheet Verification Warnings	Explanation
Active employee w/ no entries.	The Check for Missing Timesheets field was clicked, and an employee with no timesheet was found.
Calculated amount is zero.	The rate times hours (or units) equals zero, so the Rate item field is zero. Go to the employee record to correct the hourly or unit rate of pay.
Hours exceed day limit.	In a 24-hour period, the hours for the employee were over the limit defined in the setup parameters.
Hours exceed period limit.	In the timesheet period, the hours for the employee were over the limit defined in the setup parameters.
Terminated employee.	The employee was terminated. Check to see if a check should be issued. If not, delete the timesheet.
Terminated employee has timesheets.	Review the list of employees.

TIMESHEET VERIFICATION ERRORS

The Timesheet Verification Report may include error messages that inform you of possible problems (*Table 3.3*). You must correct any errors before you can post the timesheet.

Table 3.3—Message Column Errors

Timesheet Verification Errors	Explanation
Account errors	Reports the total number of account errors.
Basis errors	Reports the total number of basis errors.
Day errors	Reports the total number of day errors.
Entry/edit in process	Another user is signed on and is adding or editing timesheets.

Table 3.3—Message Column Errors (Continued)

Timesheet Verification Errors	Explanation
Invalid account - change not allowed.	This error occurs when creating a group of timesheets, and means the account number is invalid. Check that the Debit Option field of the historical data item record (in setup parameters) and the employee's record are correct. You may also edit the Chg acct/basis earnings items field in to allow the account to be changed. Then edit the current timesheets, or delete and recreate them.
Invalid account - change required.	This error occurs when creating a group of timesheets, and means the account number is invalid. Check that the Debit option field of the historical data item record and the employee's record are correct. Then edit the current timesheets, or delete and recreate them.
Invalid basis - change not allowed.	This error occurs when creating a group of timesheets. The Basis for field is invalid, and the Chg acct/basis field in the historical data item definition does not allow the basis to be changed. Check that the Basis for field on the historical data item and/or the Addtl basis for field on the employee's record are correct. You may also edit the Chg acct/basis field to allow the basis to be changed. Then change the current timesheets, or delete and recreate them.
Invalid basis - change required.	This error occurs when creating a group of timesheets. The Basis for field is invalid. Check that the Basis for field on the historical data item and/or the Addtl basis for field in the employee's record are correct. Then change the current timesheets, or delete and recreate them.
No "out" for this "in".	An "out" is missing for a clocked "in".
No "in" for this "out".	The first clocked timesheet is an "out" or there are two "outs" in a row.
Period errors	Reports the total number of period errors.
Posting in process.	Another user is posting timesheets. You cannot enter or verify additional timesheets until the posting completes.
Rate lookup must be numeric.	None of the lookup columns on the employee data item entered in the Rate Value field is defined as a numeric field. One of the Lookup columns must be defined as a whole number, #, an amount, \$, a rate, or R.
Rate missing for employee.	This occurs when adding a single timesheet. The employee data item entered in the Rate Item field does not exist on the employee's record. Check that the employee should receive this earning type. If so, add the earning rate to the appropriate earning category on his timesheet. If the timesheet should not have been entered, delete it.
Rate must be numeric.	The employee data item entered in the Rate Item field must be defined as a numeric field. It must be a whole number, an amount, or a rate.

Table 3.3—Message Column Errors (Continued)

Timesheet Verification Errors	Explanation
Shift lookup must be numeric.	None of the lookup columns on the employee data item entered in the Shift val field is defined as a numeric field. One of the columns must be defined as a whole number, #, an amount, \$, a rate, or R.
Verification in process.	Another user is already running Verify Timesheets. If you want to run verify again, wait until the first user is finished.
Warning - Timesheets cannot be posted.	There are errors in timesheet account, basis, rate, or shift. Review the message column of the report to find specific employees with errors. Make corrections, verify timesheets again, and print another Timesheet Verification Report. Repeat all these steps until all timesheets are verified.

To fix errors in an employee's record, select the desired employee in the **Employees** or **Timesheets** folder, and double-click or click **Edit**. After making and saving the necessary corrections to the employee's record, verify the timesheets again and check that your correction fixed the error.

POSTING TIMESHEETS

Once you have verified your timesheets, you are ready to post the timesheets to the next step in the process. The posting task involves the following:

- Preparing timesheets for net pay calculation and check processing. (You must post timesheets to the Net Pay Calculation folder before you can process checks.)
- Posting the information to General Ledger using the Labor Journal defined in the Payroll Parameter (field 4). (The normal journal entry is a debit to wage expense, and a credit to accrued payroll account defined in the Payroll Parameter.)

Unless you select specific employees to verify, this task is performed on all timesheets in the **Timesheets** folder. Once the process is complete, the timesheets move to the **Net Pay Calculations** folder. Use the following steps to post timesheets.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Timesheets** folder. All unposted timesheets display in the detail pane.

3. Click **Post**. The Post Timesheets window displays (*Figure 3.18*).

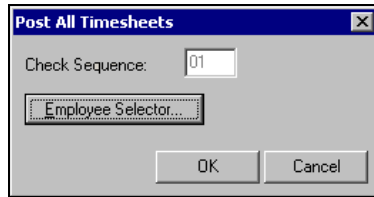


Figure 3.18—Post Timesheets



Because this feature is not applicable in the current version of the software, the Check Sequence text box should be disabled. If it is not, please ignore this field.

4. Use the Employee Selector to post timesheets for a select group of employees. (By default, the system will post all verified timesheets in the folder.)
5. Click **OK**. The Post All Timesheets window closes and you return to the **Timesheets** folder. The verified timesheets are posted to the **Net Pay Calculations** folder and no longer appear in the **Timesheets** folder.

After timesheets are posted, they are ready to be calculated. Calculating Net Pay is covered in *Chapter 4—Calculating Net Pay* on page 2.83.

C H A P T E R 4

CALCULATING NET PAY

Before you can produce checks for your timesheets, you must calculate and subtract any applicable deductions from the timesheet total (i.e., calculate net pay). These deductions can include standard deductions (e.g., deduction for insurance) or one-time deductions (e.g., correction to tax deduction).

Once you complete your net pay calculations, you are ready to produce your checks and direct deposit files, which you will also do from the **Net Pay Calculations** folder.

WHAT ARE ONE-TIME DEDUCTIONS?

The one-time deduction task allows you to enter a deduction manually. (When you calculate net pay, you can select deductions based on the calc period.) One-time deductions are items that are not normally part of an employee's paycheck. They can include:

- Deductions for an advance,
- Deductions for a one-time wage garnishment, and
- Adjustments or corrections to the amount of a tax or other deduction.

This task uses data items that have been defined as History type—D (Deductions) or T (Taxes) in field 1 of the historical data item record. (See *Defining Historical Data Items* on page 1.85 for more information on this definition.)

ENTERING ONE-TIME DEDUCTIONS

Use the following steps to enter one-time deductions.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.

2. Select the **Net Pay Calculations** folder. All timesheets at this stage of the payroll process display in the detail pane.
3. Click **One-Time Deductions**. (You can also select the timesheet, right-click, and select **Enter One-Time Deduction** from the shortcut menu.) The One-Time Deductions window displays (*Figure 4.1*).

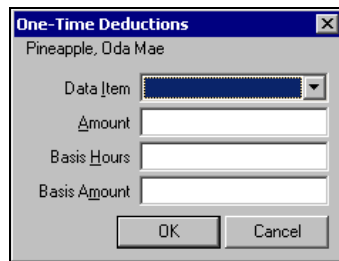


Figure 4.1—One-Time Deductions

4. Select the applicable deduction or tax type from the Data Item drop-down list.
5. Enter the amount to be deducted from the employee's check in the Amount text box. (This field is required; you cannot leave it blank.) Remember:
 - A positive number decreases the check amount.
 - A negative number increases it.
6. Enter the number of hours on which this deduction or tax is based in the Basis Hours text box. (If this field does not apply to this deduction, leave it blank.)
7. Enter the amount on which this deduction or tax is based in the Basis Amount text box. (If this field does not apply to this deduction, leave it blank.)



.FICA is based on the dollar amount of total earnings. Your organization uses basis amounts in production of year-end tax forms; therefore, this information must be entered correctly. However, the basis amount was entered incorrectly in the employee's history. Therefore, you add a correcting entry using the one-time deduction task. In the Basis Amount field, you enter the dollar amount (i.e., wages) on which the correction is based.

8. Click **OK**. Payroll processes the one-time deduction and closes the One-Time Deduction window.

You can view the timesheet information, including one-time deductions by selecting the timesheet and clicking **Detail**. (You can also double-click the timesheet, or right-click and select **Detail** from the shortcut menu.)

You can also check the results of your work by printing and reviewing the Preliminary Check Register (created during the check writing process), or by producing the Calculation Trace report (PYCTNE.L##). (See *Producing the Calculation Trace Report* on page 2.89 for instructions to produce this report.)



Because a one-time deduction could impact your taxable income (which is usually part of the net pay calculation), you should complete any one-time deductions before calculating net pay. If you calculate net pay and then add a one-time deduction, you must re-calculate net pay (see *Calculating Net Pay* on page 2.86).

CORRECTING ONE-TIME DEDUCTIONS

To correct a one-time deduction entry before checks are produced, enter an adjusting one-time deduction entry. For example, you enter a one-time deduction for health insurance for \$50.00. After reviewing your Preliminary Check Register, you realize the deduction should be for \$60.00. To correct this, enter another one-time deduction entry for \$10.00.

WHAT ARE NET PAY CALCULATIONS?

The net pay calculation task allows you to enter one or more deductions based on the calc period defined for the deduction.


Net pay calculation uses data items that have been defined as History type—D (Deductions) or T (Taxes) in field 3 of the historical data item record. (See *Defining Historical Data Items* on page 1.85 for more information on this definition.)

Additionally, when you defined the data item, you had the option of indicating that the calculation is never used, always used, or assigned to one of nine calculation cycles (field 3). When you calculate net pay, the data items are grouped by cycle and you can apply one or more cycles to the selected timesheets. (Data items that are always used are assigned to all cycles.)



A typical use of calculation cycles is for deductions that occur every other pay period or employer-paid benefits that are only calculated annually.

You may calculate net pay as many times as necessary until the payroll is correct. When you rerun this task, it replaces the previously-calculated paycheck with the new information.

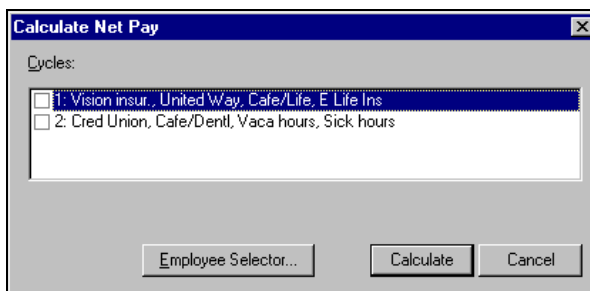
 Because a one-time deduction could impact your taxable income (which is usually part of the net pay calculation), you should complete any one-time deductions before calculating net pay. If you calculate net pay and then add a one-time deduction, you must re-calculate net pay.

CALCULATING NET PAY

Unless you select specific employees to verify, this task is performed on all timesheets in the **Net Pay Calculations** folder. Once the process is complete, you will be ready to write checks for any timesheets that calculated correctly (any errors are indicated in the Status column).

Use the following steps to calculate net pay for some or all timesheets in the **Net Pay Calculations** folder.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Net Pay Calculations** folder. All timesheets at this stage of the payroll process display in the detail pane.
3. Click **Calculate Net Pay**. (You can also select the timesheet, right-click, and select **Calculate Net Pay** from the pop-up menu.) The Calculate Net Pay window displays short description of the historical data items defined with a calculation cycle (field 4). The HDIs are organized by those cycles (*Figure 4.2*).



In Division 95, we have only two cycles. Each cycle has four HDIs assigned to it. (Most of our HDIs are not assigned to specific cycles.)

Figure 4.2—Example Calculate Net Pay

4. Click **Employee Selector** to calculate net pay for a specific group of employees (i.e., a subset of the employees with posted timesheets). The Employee Selector displays (Figure 4.3).

Figure 4.3—Employee Selector

5. Enter your selection parameters. (For more instructions on the Employee Selector, see *Using the Employee Selector* on page 2.52.)
6. When you have completed your selection, click **OK**. The Employee Selector closes and you return to the Calculate Net Pay detail pane.
7. Select one or more check boxes for the calculation cycles that you wish to calculate.



If you defined your Payroll parameter to allow multiple checks (field 2), a Check Sequence field may display. However, this feature is not supported in the current version of the software and the field must be ignored.

8. Click **Calculate**. When the program has completed the calculation process, the Calculate Net Pay window closes and you return to the **Net Pay Calculations** folder. The calculation status of the timesheets displays in the Status column (e.g., Calculated, Calc. Error - Account).

VIEWING CALCULATION INFORMATION

You can view the timesheet information, including one-time deductions by selecting the timesheet and clicking **Detail** (Figure 4.4). (You can also double-click the timesheet, or right-click and select **Detail** from the shortcut menu.)

Employee #	Check Status	Net Amount	Employee Name
6	P	598.06	Applecart, Charles

Source	Abbreviation	Hours	Amount	Basis Hours	Basis amount
Labor	SALARY	7	750.00		.00
Calc	.FWT		78.44		750.00
Calc	.FICA		46.50		750.00
Calc	.FICAMED		.00		750.00
Calc	.SWT CO		27.00		750.00
Balance	E FICA		46.50		750.00
Calc	E FICA		46.50		750.00
Balance	E FICAMED		.00		750.00
Calc	E FICAMED		.00		750.00
Balance	.FUTA		6.00		750.00

Figure 4.4—Display Calculation Results

You can view the timesheet information in greater detail in a number of ways:

- Calculation error report (PYCTNE.L#)—The details of any calculation errors are written to this report.
 - This is the same file name given to the Calculation Trace report, which shows the results of each line of a calculation for a single data item for a single employee.
- The Calculation Trace report (PYCTNE.L##)—See *Producing the Calculation Trace Report* on page 2.89 for instructions.
- Preliminary Check Register—The system creates this report during the check writing process. See *Writing Checks Using the Wizard* on page 2.97.
- Distribution After Net Pay Calculations report—A sorted distribution report in account dimension(s) order after net calculations and before check production. See *Producing the Distribution After Net Calculations Report* on page 2.152.

PRODUCING THE CALCULATION TRACE REPORT

The Calculation Trace report (PYCTNE.L##) shows the results of each line of a calculation (one-time or net pay) for a single data item for a single employee. (You can only run this report for one employee at a time.) However, you can only produce the Calculation Trace report when you have a calculated net pay but not yet produced your checks (i.e., the Status column displays “Calculated” or “Calc Error”).

This report is a very useful tool for troubleshooting payroll calculation issues (e.g., checking a new calculation, investigating a calculation result that seems incorrect). Use the following steps to produce the Calculation Trace report.

1. Click **Processing > Check Processing > Calculation Trace Report** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Processing > Check Processing > Calculation Trace Report** from the menu bar. The first page of the Calculation Trace report parameters window displays (*Figure 4.5*).

Demo User	Division 95	09/29/2003
PR - Calculation Trace Report		
1) Calc cycles.....:	_____	
2) Data item.....:	_____	
Selection being entered.		1 of 2
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 4.5—Calculation Trace Report—Page 1 of 2

2. Enter the applicable calculation cycle number (or numbers) separated by a space or comma and press ENTER. If you used one or more calculation cycles when you calculated net pay, you must enter the calculation number (or numbers) in this field.

3. Enter the applicable data item name and press ENTER. (You can access a list of data items by pressing F1.) The Items Selection field displays (Figure 4.6).

```

Demo User          Division 95          09/29/2003
-----
PR - Calculation Trace Report
Item selection.....: 1
3> Item Data item Options
-----
| Item selection being added. |
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 4.6—Calculation Trace Report—Item Selection

4. Enter the order number for the item selection and press ENTER. (This number simply helps you organize your entries, it is not used in the report.)
5. Enter an employee data item (should be .EMPLOYEE to filter by employee number, or you can use the employee name to produce the report for one employee). The second page of the Calculation Trace report parameters window displays (Figure 4.7).

```

Demo User          Division 95          09/29/2003
-----
PR - Calculation Trace Report
Item selection.....: 1
Data item .....: .EMPLOYEE - Employee Number
First value.....: -999,999,999,999,999
Last value.....: ** Last **
Include/exclude:  I - Include.
-----
| Item selection being added. | 2 of 2
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 4.7—Calculation Trace Report—Page 2 of 2

6. Enter the first and last values to filter the information in the report, and indicate if these records are included or excluded.
7. When complete, press ESC to display the option menu.
8. Type *E* to end the session
9. Type *0* to accept your entries.
10. Press ENTER to file a report (accepting the **Yes** option). The report (PYCTNE.L##, where ## represents your division number) is created and saved to your Reports folder.
11. Access the report through Print Manager.

The report consists of the calculation definition (maintained in field 8 of the HDI definition) (Figure 4.8) and the line-by-line calculation for the employee (Figure 4.9).

```

Run date: 09/29/2003 @ 10:05                Division 95
Bus date: 09/29/2003                        Calculation Trace Report

Data item      .E FICA   36
 2 COMNT *****
 3 COMNT
 4 COMNT DESCRIPTION: Employer's Share of FICA. Should be
 5 COMNT copied directly to allow updating by AFW.
 6 COMNT
10 COMNT CALCULATION:
12 COMNT Lines   Description
14 COMNT 100-130      Determine if employee is FICA taxable
16 COMNT 140-180      Exit if limit has been reached
18 COMNT 190         R13 = Based on wages
20 COMNT 200         R13 = YTD + current based on wages
22 COMNT 210-230      Determine if limit reached this period
24 COMNT 240         R14 = E FICA limit
26 COMNT 250         R14 = Limit * rate
28 COMNT 260         R15 = YTD E FICA paid
30 COMNT 270         R14 = Current amount of E FICA to be withheld
32 COMNT 280         R13 = Current wage amount E FICA is based on
34 COMNT 290         R2 = Current E FICA Deduction
36 COMNT 300         R4 = Current based on amount
38 COMNT
40 COMNT TABLES:
42 COMNT 1 - E FICA rate
44 COMNT 2 - E FICA limit
46 COMNT
50 COMNT SETUP NOTES: .FICA TAX is an employee data item
52 COMNT created when .E FICA is pulled in. .FICA TAX contains
54 COMNT Yes/No values which must be added to employee
56 COMNT records to determine wage eligibility for .E FICA.
58 COMNT
70 COMNT *****
99 REGOP reg(3) op(L) value(R,.000000)
100 REGOP reg(40) op(L) item(.FICA TAX)
110 IF reg(40) relop(NE) value(A,Y)
115 REGOP reg(4) op(L) value($,.00)
120 EXIT
130 FI
140 TABLE reg(11) item(.E FICA) value(#,2)
150 REGOP reg(12) op(L) item(.E FICA,ytd,basis amt)
160 IF reg(12) relop(GE) reg(11)
165 REGOP reg(4) op(L) value($,.00)
170 EXIT
180 FI
190 REGOP reg(13) op(L) reg(12)
    
```

Figure 4.8—Example Calculation Trace Report—Page 1

Start of calc				
Data item	.E FICA			
Employee	1			
Register 1	R		.000000	
Register 2	\$.00	
Register 3	R		.000000	The system registers display at the start of the calculation.
Register 4	\$		1,000.00	
Register 5	\$		1,000.00	
Register 6	R		.000000	
Register 7	\$		220.87	
Register 8	\$		75.00	
99	REGOP	reg(3) op(L) value(R,.000000)		
	R		.000000	
	R		.000000	
100	REGOP	reg(40) op(L) item(.FICA TAX)		
	N			
	A Y			
110	IF	reg(40) relop(NE) value(A,Y)		
				True
	A Y			
	A Y			
				False
130	FI			
140	TABLE	reg(11) item(.E FICA) value(#,2)		
	N			
	2	1/01/2000/ 10		
	R		76,200.000000	
150	REGOP	reg(12) op(L) item(.E FICA,ytd,basis amt)		
	N			
	\$.00	
160	IF	reg(12) relop(GE) reg(11)		
				True
	\$.00	

The amounts in registers 3 and 4 come from:

- Earnings items that are defined with this data item in the basis for field (field 4),
- Additional basis defined on the employee record, or
- Distribution tables.

The body of the report presents the calculations results, line by line.

Figure 4.9—Example Calculation Trace Report—Page 2

CORRECTING NEGATIVE CALCULATIONS

A negative check amount (i.e., the sum of the earnings is less than the sum of the taxes and deductions) will display in the detail pane and the timesheet detail window in red type within parenthesis. A negative net pay can be caused by:

- An incorrect calculation formula;
- Incorrect data items on the employee record;
- Low earnings, which cause the taxes and deductions to be higher than the wage; or

- A one-time deduction that is higher than the wage.

You can correct this situation by editing the employee record, the one-time deductions, or the calculation formulas.

ENTERING AN OFFSETTING TIMESHEET

To correct a calculated negative amount, you must create an offsetting, positive timesheet for this employee.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Employees** or **Timesheets** folder. All timesheets at this stage of the payroll process display in the detail pane.
3. Click **Single**. The **Create/Edit Single Timesheet** window displays.
4. Select the correct earnings item for this employee (e.g., Salary, Hourly) and create a timesheet for a positive amount that will offset the negative amount. This will reverse the journal entry.
5. Verify the timesheet to check for basis or account errors.
6. Post the timesheet to the **Net Pay Calculations** folder.
7. Recalculate the net pay. You may recalculate for all employees or use the Employee Selector to choose only the employee with the negative timesheet amount.

If the offsetting entry exactly matches the negative amount, this employee will disappear from the list in the **Net Pay Calculations** folder.

PROCESSING NEGATIVE CHECKS

While you may wish to process a negative direct deposit (to correct an error), there is little reason to produce a negative check. Payroll/Personnel warns that you have a calculated amount that is negative, and prompts you to:

- Use the Employee Selector to skip this check,
- Correct the error, or

- Fix the negative amount (*Figure 4.10*).

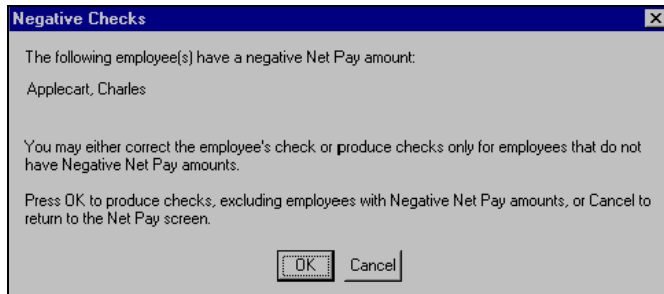


Figure 4.10—Negative Checks Message

If you do not correct the negative amount before you get to the Log Check Numbers window of the Check Writing Wizard (*Figure 4.11*), you will produce, print, and log a negative check. The **Bank Accounts** folder will reflect the negative amount, and you will then need to void the negative check.

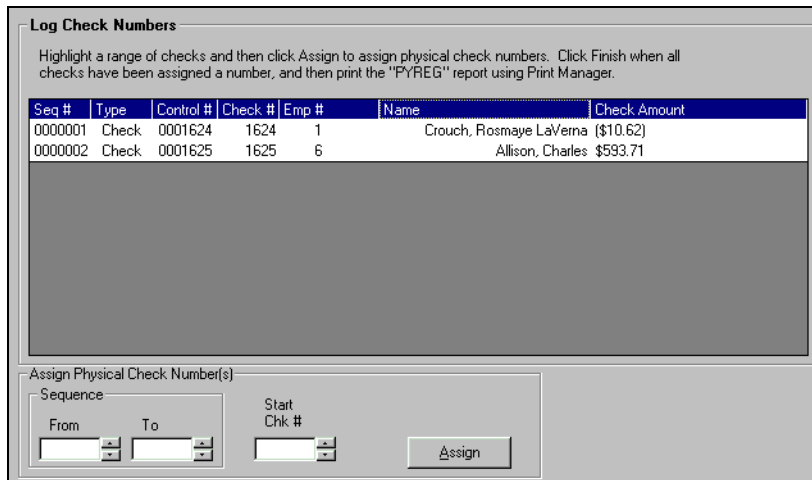


Figure 4.11—Example Negative Check

C H A P T E R 5

PRODUCING CHECKS

After you've calculated net pay for your timesheets, you are ready to produce your checks. You can create one or more checks using the Check Writing Wizard or you can create a single manual check for each timesheet.

- The Check Writing Wizard guides you through producing and printing checks, while also creating a Preliminary Check Register, defining information needed for banking, and logging the checks.
- A manual check is one written outside of FundWare. You must manually enter all the required check information for each check to maintain correct employee history, including amounts for all historical data items that are normally calculated by Payroll/Personnel.
 - Because you must manually enter all this information, we *strongly* recommend that you avoid writing manual checks.

With either method of creating checks, your expenses are posted to General Ledger on the business date used when the task is selected. Checks are written for the *Check date* entered for the check.

WRITING CHECKS USING THE WIZARD

Use the following steps to write one or more checks/direct deposits using the wizard.

1. Click **Open...** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open...** from the menu bar. The Payroll/Personnel folder tree and detail pane display.
2. Select the **Net Pay Calculations** folder. All timesheets at this stage of the payroll process display in the detail pane.

3. Click **Check Writing**. (You can also right-click in the detail pane and select **Post to Check Writing** from the shortcut menu.) The Check Writing Wizard displays, open to the Getting Started window (*Figure 5.1*).

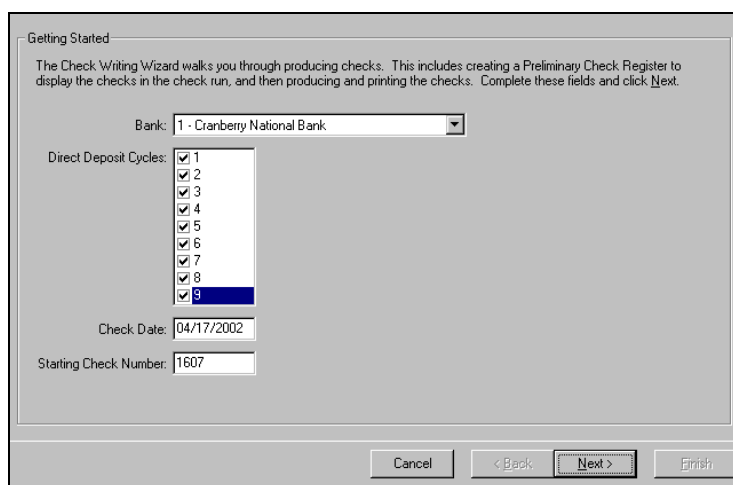
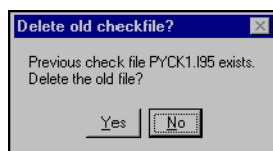


Figure 5.1—Payroll Check Writing Wizard, Getting Started

4. Select the bank (i.e., Financial Institution account) for this check run (for both checks and direct deposits) from the Bank drop-down menu. The Starting Check Number field is automatically filled with the next applicable number, based on the Financial Institution account definition.


After selecting the appropriate bank, a confirmation message may display (*Figure 5.2*). If this message does not display, move to step 6 on page 2.98.




In this example, PYCK is the file name, 1 is the bank ID, and I95 is the division.

Figure 5.2—Delete Old Check File Message


5. Click **Yes** or **No**, depending on whether or not you want to delete the check file.
6. If you are creating an EFT file (i.e., direct deposit file), select one or more Direct Deposit Cycles. (These cycles correspond to the cycle setting on the **Direct Deposit** tab of the employee record.)

 If you are not creating an EFT file (i.e., you are creating physical checks), leave these check boxes blank.

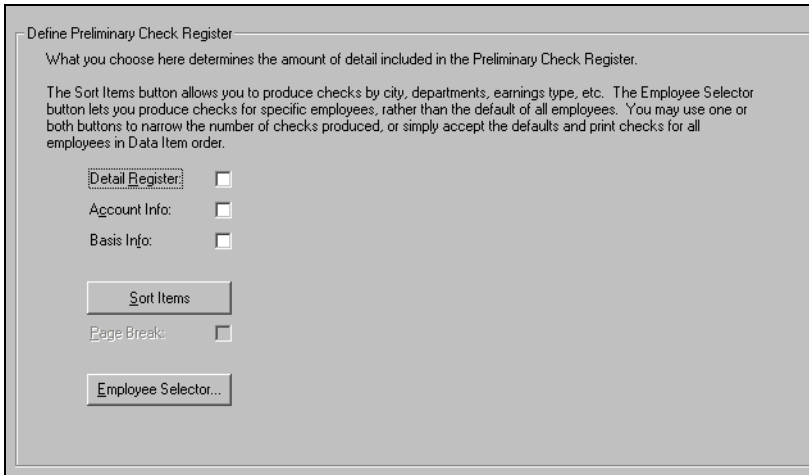
7. Enter a valid date in the Check Dates text box. For checks, this date will appear on the printed checks. For direct deposit payments and files, this date will be applied to the transactions.

 By default, the current business date is entered in this field. You can change this date, as necessary; the check date does not need to match the business date.

8. If the Starting Check Number field is editable (i.e., not disabled), you can change the starting check number, if necessary.

 If you selected the Auto Number Checks check box of the FIA definition, you cannot edit this field. The system will automatically update the Starting Check Number each time you run the Check Writing wizard. (For more information on FIAs, see *Chapter 4—Using the Financial Institutions Feature* on page 1.131.)

9. Click **Next** to proceed to the Define Preliminary Check Register window (*Figure 5.3*).



Define Preliminary Check Register

What you choose here determines the amount of detail included in the Preliminary Check Register.

The Sort Items button allows you to produce checks by city, departments, earnings type, etc. The Employee Selector button lets you produce checks for specific employees, rather than the default of all employees. You may use one or both buttons to narrow the number of checks produced, or simply accept the defaults and print checks for all employees in Data Item order.

Detail Register
 Account Info
 Basis Info
 Page Breaks

Sort Items

Employee Selector...

Figure 5.3—Payroll Define Preliminary Check Register



You must create the Preliminary Check Register to produce checks and direct deposit payments. The Preliminary Check Register allows you to review the result of the net pay calculation and a preview of the actual check register. The fields that you complete here determine the amount of detail included in the Preliminary Check Register.

10. Select the Detail Register check box to include a detail register for data items. The historical data item definition determines which data items will get a detail register.
11. Select the Account Info check box to include account numbers. If you do not select this check box, you will get year-to-date information.
12. Select the Basis Info check box to include the basis for information from the timesheets. If you do not select this check box, you will get year-to-date information.
13. Click **Sort Items** to choose employee data items to order the information in the Preliminary Check Register (e.g., produce checks by city, departments, earnings type) (Figure 5.4). If you do not want to define a sort order, move to step 17.

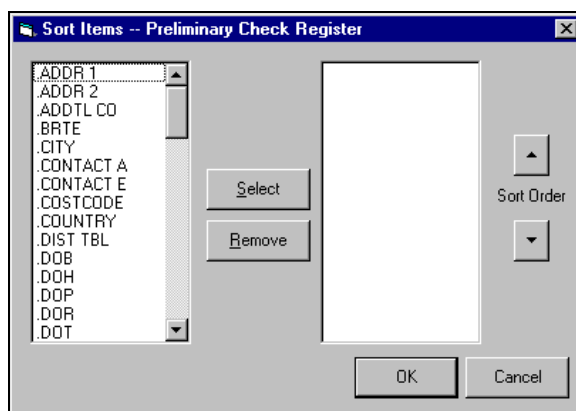


Figure 5.4—Sort Items—Preliminary Check Register

14. Select the employee data item on the left and click **Select** to move it to the list on the right.
15. Click the Sort Order up or down arrow to move it up or down on the list. The list reflects the order in which the data items will appear in the preliminary check register.
16. Click **OK** to save this sort order and return to the Check Writing wizard.

17. Click **Employee Selector** to produce a Preliminary Check Register for a select group of employees. If you do not want to define a sort order, Payroll will create checks in employee number order for all employees listed in the **Net Pay Calculations** folder and move you to the next step.
18. Click **Next** to produce the Preliminary Check Register. The Preliminary Check Register shows the result of the net pay calculation and a preview of the actual check register (*Figure 5.5*).

Employee Name/Description	Data Item	Hours	Amount
1 Berry, Georgetta Mae			
Salary	SALARY	.00	600
Salary	SALARY	.00	400
United Way Contribution	UNITED WAY	.00	5
Cafeteria Plan/Life Insurance	C LIFE	.00	70
Federal Withholding Tax	.FWT	.00	125
FICA	.FICA	.00	62
Colorado State Withholding	.SWT CO	.00	36
			701

Figure 5.5—Preliminary Check Register



Each time the Preliminary Check Register is produced, it replaces the previous one.

To view the entire Register, press PGDN or scroll down.



We recommend that you print and review the Preliminary Check Register at this time.

19. Click **Print Preliminary Check Register** to produce the check register and view in Print Manager. Print Manager opens.
20. Through Print Manager, select the PYPREG.L## report and click **Open**.
21. Select **File > Print** to print this report.

22. Review the Preliminary Check Register. If it is incorrect, you may need to cancel out of this task and make corrections on the employee record, at the timesheet step, or at the net pay calculations step. Once your corrections are entered, you must restart the check wizard.
23. Once the Preliminary Check Register is correct, click **Next** to produce and print checks (*Figure 5.6*). The Produce Checks window displays.

Produce Checks

1. Verify the check date 01/11/2007

This date is printed on the checks.

2. Produce Check

Click Next to produce the check file. (The file name, beginning with PYCK, reflects the Financial Institutions account use ID. For example, PYCK1.) Print your checks through Print Manager before beginning the Log Check Numbers step.

Sort Items

Date Range All 1 /11/2007 To 1 /11/2007

Figure 5.6—Produce Checks

24. Verify that the check date is correct. If it is not, click **Back** to return to the Getting Started window and enter the correct date.
25. If your system is configured to produce the timesheet history stub, enter a date range, based on the business date when you posted the timesheets, for the information included in the stub.



To use this feature, certain fields in the Payroll parameter and check format must be defined with specific settings. For more information, see *Using the Timesheet History Stub Feature* on page 1.177.

26. Click **Next** to produce the checks. The Log Check Numbers task displays (Figure 5.7).

Sequence	Type	Control	Check	Employee	Employee Name	Amount
1	Check	0001609	0001611	1	Berry, Georgetta Mae	\$711.31
2	Check	0001610	0001612	3	Pomegranate, Franklin D.	\$506.46
3	Check	0001611	0001613	4	Pear, Prucilla P.	\$367.87
4	Check	0001612	0001614	5	Pineapple, Oda Mae	\$713.91
5	Check	0001613	0001615	6	Applecart, Charles	\$586.31

Figure 5.7—Log Check Numbers



Because of printer problems, it is not always possible to use the check numbers in sequence; therefore, you should *always* print your checks before logging the check numbers.

27. Open Print Manager and produce your checks from the PYCK (checks) and/or PYSTUB (direct deposit) files.
28. If you are doing direct deposit, transmit the appropriate file to the employee's bank (or banks):
- ##PY2 in your Data folder if you answered T or U in the File format field in the direct deposit parameter record, or
 - ##PYN file in the Data folder.



The report name will include the use ID number of the FIA, as well as the division number. For example, Cranberry National Bank in Division 95 has a use ID number of 1. Therefore, all check files are named PYCK1.L95.

Once you print your checks, you are ready to return to the Check Writing Wizard and log the check numbers.




If the FIA is defined to autonumber the checks or if the check run is all direct deposits, you will not be allowed to log different check numbers. In this case, you are ready to click **Finish** to complete the check writing process.

LOGGING YOUR CHECK NUMBERS

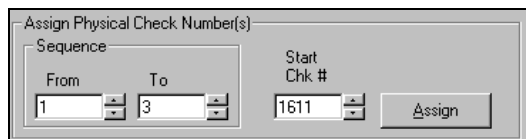
After you successfully print your checks, you must log the physical check numbers on the **Log Check Numbers** window of the Payroll Check Writing Wizard. If you have closed the wizard, you will return to this window when you click **Check Writing** (from the **Net Pay Calculations** folder) and select the FIA.

However, if the FIA is defined to autonumber the checks or if the check run is all direct deposits, you will not be allowed to log different check numbers. In this case, you are ready to click **Finish** to complete the check writing process.

 You will not be able to calculate net pay for additional timesheets until you complete the check writing process for these timesheets by logging your check numbers.


Use the following instructions to log your check numbers.


1. Select the check or checks to be numbered using your mouse (you can select consecutive checks using SHIFT), or enter a range of checks using the check sequence number (*Figure 5.8*).




The screenshot shows a dialog box titled "Assign Physical Check Number(s)". It has a "Sequence" section with "From" and "To" spinners containing the values "1" and "3" respectively. To the right is a "Start Chk #" spinner containing the value "1611". An "Assign" button is positioned to the right of the "Start Chk #" field.

Figure 5.8—Using Sequence Numbers to Assign Check Numbers

 If you use your mouse to select checks, the From and To sequence numbers will reflect your selection. Manually changing the sequence numbers will change the checks selected for numbering.

 Sequence numbers are system-generated numbers that allow you to track the checks before physical check numbers have been assigned.

2. Enter the first (or only) check number in the Start Chk # field. This number is the actual printed check number for the first highlighted check; the system will number all other highlighted checks sequentially from this number.

 If your check run is all direct deposit, the system will disable the From, To, and Start Chk # fields.

3. Click **Assign**. The system assigns the check numbers and displays the numbers in the Check column.

- Continue this process until all checks are numbered (*Figure 5.9*).

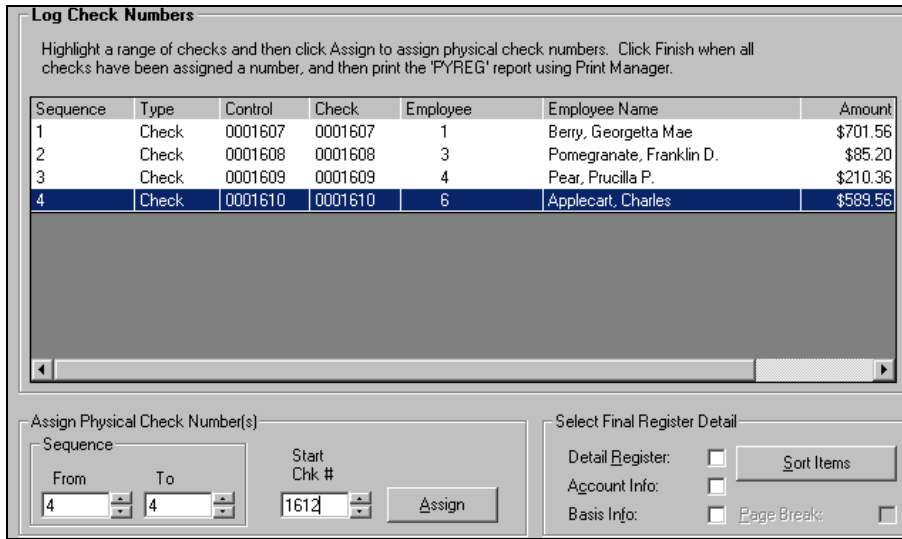


Figure 5.9—Example of Non-Sequential Check Numbers

- In the Select Final Register Detail area (*Figure 5.10*), select the applicable check boxes to include account and/or basis information in the final register.

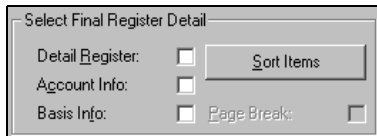


Figure 5.10—Select Final Register Detail Area

6. Click **Sort Items**. The Sort Items window displays (*Figure 5.11*).

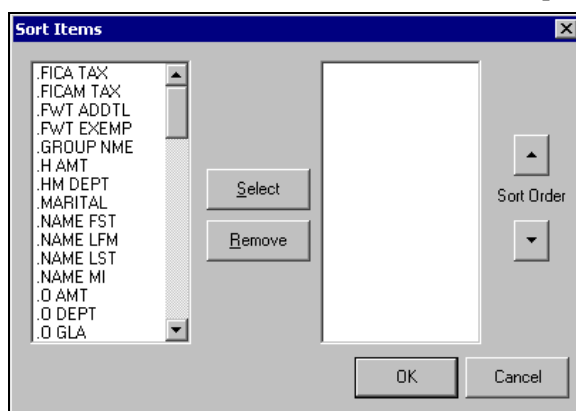


Figure 5.11—Sort Items Window

7. Select the data items on which the checks will be sorted in the PYREG.L## file. Use the up and down arrows to prioritize the sort items.
8. Click **OK**. You return to the Log Check Numbers window.
9. Click **Finish** to log the checks and exit the Check Writing Wizard. The software posts the Direct Deposit payments and/or logged checks to the General Ledger according to the business date and updates and posts to the Payroll/Personnel module according to the date in the Check Date field.



If the check date is different from the current business date, Payroll produces two trace reports.

When the process is complete, a message displays indicating that the information has posted to Financial Institutions (produces BRPOST.L##).

10. Click **OK**.



We strongly recommend that you review the trace report(s).

11. As a final check, you may want to review the final Check Register (PYREG.L##) and compare the information with the Preliminary Check Register.

PRODUCING A DIRECT DEPOSIT PROOF LIST

After producing the checks and Direct Deposits, you may wish to review the Direct Deposit transactions that will be transmitted to the bank. Print and file the Direct Deposit Proof List along with your check registers.

Use the following steps to Produce a Direct Deposit Proof List.

1. Click **Processing > Check Processing > Produce EFT Proof List** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Processing > Check Processing > Produce EFT Proof List** from the menu bar. A confirmation message displays.
2. Enter **Yes** to produce this report. A second confirmation message displays.
3. Enter **Yes** to file this report. The system produces the report and closes the window.
4. Through Print Manager, access the `PYLPEFT.L##` report.

ENTERING A MANUAL CHECK

A manual check is one written outside of the Payroll/Personnel software. You must then enter all the required check information to maintain correct employee history, including employer cost items as well as earnings, taxes, deductions, basis amounts, hours, and all account numbers.



Because of the complexity and effort of entering all this information, we *strongly* recommend that you do not create manual checks. Let the program calculate and produce all checks, even if the check run consists of a single check.

When entering a manual check, you will be prompted for a batch total (the net total of the checks) for the check. Once you have entered the entire transaction, the Balance to go amount should be zero. If not, a net amount may be incorrect or missing, or the batch total may be incorrect. Once you have posted the manual check, the program:

- Posts expenses to General Ledger on the business date used when the task is selected.
- Posts checks on the *Check date* entered for the check.
- Files a manual check register and one or more trace reports (i.e., two trace reports are created when the business date is different than the check date).

Use the following steps to enter a manual check.

1. Click **Transaction Entry > Enter Manual Checks** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Transaction Entry > Enter Manual Checks** from the menu bar. The system asks you to enter the batch total (i.e., the net total of the check) for the check (*Figure 5.12*).

```
Demo User          Division 95          09/30/2003
-----
PR - Enter Manual Checks
Batch total.....: _____,00   Balance to go.:
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
```

Figure 5.12—Enter the Batch Total

2. Enter the net total of check that you wish to process. You may leave this field blank by pressing ENTER. Let the system calculate the total, and enter it before posting the batch.

3. Press ENTER. As you complete each of the required fields on page 1, the next field is revealed (*Figure 5.13*).

Demo User		Division 95		09/30/2003	
PR - Enter Manual Checks					
Batch total.....:	765.50	Balance to go.:	765.50		
Bank.....:	1	- Cranberry National Bank			
Check number.....:	2215				
Run.....:	20				
Check date.....:	9/30/2003				
1> Employee.....:	4	- Pear, Prucilla P.			
2> Net amount.....:	569.72				
Check being added.					
1 of 3					
ESC=Stop F1=Help F2=Skip F4=Paint					

Figure 5.13—Entering Manual Checks, Page 1 of 3

4. Complete the fields on the first page of the task according to *Table 5.1*.

Table 5.1—Manual Check Field Definitions

Field	Valid Entry	Definition
Batch total	\$—amount or <blank>	The net total of all manual checks to be entered. You may leave this field blank by pressing ENTER. Let the system calculate the total, and enter it before posting the batch
Bank	1–10 characters	The Use ID for the Financial Institutions account for which the manual check was written. <ul style="list-style-type: none"> • Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.
Check number	#—number	The check number for which the manual check was written.
Run	System generated	The system-assigned run number is displayed.
Check date	99/99/9999	The date on which the check was written.
Employee	#—number	The number of the employee who received the manual check.
Net amount	\$—amount	The net amount of the manual check.

- Press ENTER to move to the second page of the task (Figure 5.14). You will enter that data items associated with this check on this page.

```

Demo User          Division 95          09/30/2003
-----
PR - Enter Manual Checks
Entered net.....:          569.72    Detail net....:
Bank.....:                1 - Cranberry National Bank
  Check number...:          2215
  Run.....:                20
  Check date.....:          9/30/2003
Entry.....:                1
3> Entry Data item  Description          Hours          Amount

| Entry being added. |
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 5.14—Entering Manual Checks, Page 2 of 3

- As you enter the data items for this check, the Entry number will track which item you are entering. You can change this number, as necessary.
- Press ENTER to begin working on the data item. The fields associated with the data item display (Figure 5.15).

```

Demo User          Division 95          09/30/2003
-----
PR - Enter Manual Checks
Entered net.....:          569.72    Detail net....:
Bank.....:                1 - Cranberry National Bank
  Check number...:          2215
  Run.....:                20
  Check date.....:          9/30/2003
Entry.....:                1
1> Data item.....:
  Hours/units.....:
  Amount.....:
  Basis hrs/units:
  Basis amount....:

| Entry being added. | 2 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 5.15—Entering Manual Checks, Page 2 of 3 (Data Item)

- Enter the applicable data item. (You can select from a list of data items by pressing F1.)

9. Complete the Hours/units, Amount, Basis hrs/units, and Basis amount fields, as necessary.
10. When complete, press ENTER. The third page of the task displays, allowing you to enter account information for the data item (*Figure 5.16*).

```

Demo User          Division 95          09/30/2003
-----
PR - Enter Manual Checks
Entered net.....:          569.72      Detail net.....:
Bank.....:          1 - Cranberry National Bank
  Check number...:          2215
  Run.....:          20
  Check date.....:          9/30/2003
Entry.....:          1
2> Account.....: _____
:
:
:
Db / Cr.....:

| Entry being added. | _____ 3 of 3
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 5.16—Entering Manual Checks, Page 3 of 3 (Account Number)

11. Enter the account number for funds applied to this data item and press ENTER. (You cannot enter an account mask, and the system does not build an account number automatically.)
12. Enter *Db* or *Cr* to indicate if this transaction is a debit or credit (*Figure 5.17*).

```

Entry.....:          1
2> Account.....: A01 00-00 2220
      A=FICA Taxes Payable
:
:
:
Db / Cr.....: Cr

```

Figure 5.17—Entering Manual Checks, Page 3 of 3 (Debit or Credit)



For data items that can post both debits and credits, such as employer paid benefits, indicate whether the amount entered is a debit or credit. Both the debit and credit entries must be made.

13. Press ENTER. The system asks if your entry is correct.
14. Type 0 and press ENTER to accept your entries. The system returns focus to the Entry field (on the second page of the task) and increases the Entry number.

15. Continue entering data items, as necessary.
16. When complete, press ESC to display the option menu and type *E* to exit the task and close the window.
17. Enter *P* to post the manual check.

A Manual Check Register is automatically filed using the file name PYMREG.L##, where ## is the division number. A separate trace report is produced and filed for each date for which posting was done; the name is CDS#####.L##. A reconciliation trace report with the name BRPOST.L## is also filed.

LOGGING UNUSED CHECKS

When you print your checks, you might lose forms because the printer jams or you might waste forms at the beginning or end of the printing job. When this happens, you should update the bank reconciliation files by logging the check numbers as “unused.”



An unused or destroyed check is one that was never issued and never will be issued. If the check was actually signed and given to the employee and later you must reverse the transaction, you should void the check (*Voiding a Check* on page 2.114).

Use the following steps to log one or more unused checks.

1. Click **Bank Reconciliation > Enter Unused Payroll Checks** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Bank Reconciliation > Enter Unused Payroll Checks** from the menu bar. The option menu displays.

- Enter *A* to log unused checks. The system asks you to identify the bank for associated with this task (*Figure 5.18*).

```

Demo User          Division 95          10/03/2003
-----
PR - Enter Unused Payroll Checks
Bank:.....: _____ -

| Log unused chks being added. |
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 5.18—Enter Unused Payroll Checks—Bank

- In the Bank field, enter the Use ID for the Financial Institutions account and press ENTER. (Press F1 for a list of Financial Institutions accounts associated with Payroll.) The remaining fields of the task display (*Figure 5.19*).

```

Demo User          Division 95          10/03/2003
-----
PR - Enter Unused Payroll Checks
Bank:.....: 1          Cranberry National Bank

1> Check Date:.... 10/03/2003
2> Check number:... 0
3> Check desc:....

| Log unused chks being added. | 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 5.19—Enter Unused Payroll Checks

4. Complete the required fields according to *Table 5.2*.

Table 5.2—Log Unused Checks Field Definitions

Field	Definition
Check Date	Enter the date the checks were produced. The date defaults to the business date displayed in the upper right corner of your screen.
Check number	Enter the number of the check number you did not use. You can only enter one check at a time.
Description	Enter a brief description that explains why you could not use the check. <ul style="list-style-type: none"> • For example, “Jammed in printer.”

5. When complete, type *0* and press ENTER at the menu option prompt to accept your entries. The system logs the check and returns to the Bank field to allow you to log additional unused checks.
6. When you have enter all unused checks, press ESC to display the option menu.
7. Type *E* to end the task. The system asks if you want to post the information to the Bank Reconciliation files.
8. Enter *Y* to post your unused checks and close this window.

Payroll logs the unused checks and files a reconciliation trace report (BRPOST.L##). You can also review unused checks using the Check Reports task.

VOIDING A CHECK

When you void a check, FundWare reverses the Payroll entries and posts reversal entries to General Ledger and Accounts Payable (if applicable). You can only void outstanding checks and outstanding direct deposits (i.e., once reconciled, you cannot void a transaction). When voiding a check, the system uses:

- The business date to post the General Ledger and Accounts Payable entries due to the impact on W-2s, and
- The original check date to post the Payroll information.



If you void a payroll check and reissue the check in another payroll reporting period, quarter, or calendar year, you may need to amend your 941 reports, W-2s, and any other payroll reports.

Use the following instructions to void a check.

1. Click **Open** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Open** from the menu bar.
2. Click the applicable FIA folder.
3. Select one or more check boxes for the check status and click **Go** to display your checks (*Figure 5.20*).

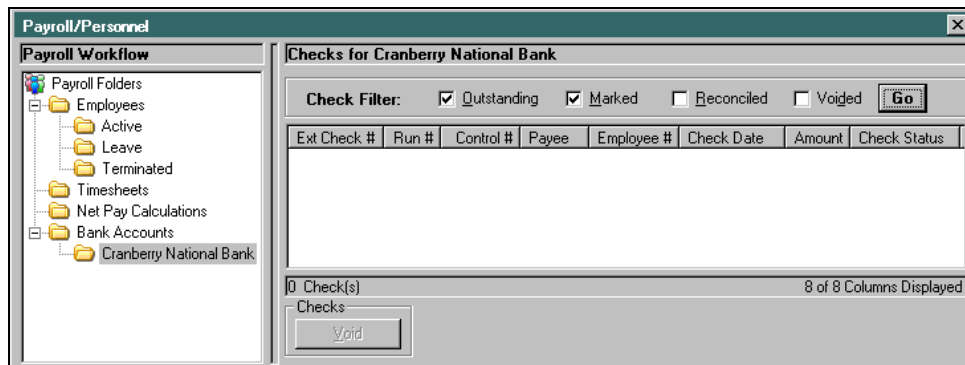


Figure 5.20—Example Filter Settings

4. Select the check or checks to be voided.



Select multiple sequential checks by selecting the first check, pressing SHIFT and selecting the last check in the sequence. Select multiple non-sequential checks by selecting the first check, pressing CTRL, and selecting the additional checks.

- Click **Void**. The Void Checks window displays, including the check(s) that you selected (Figure 5.21).

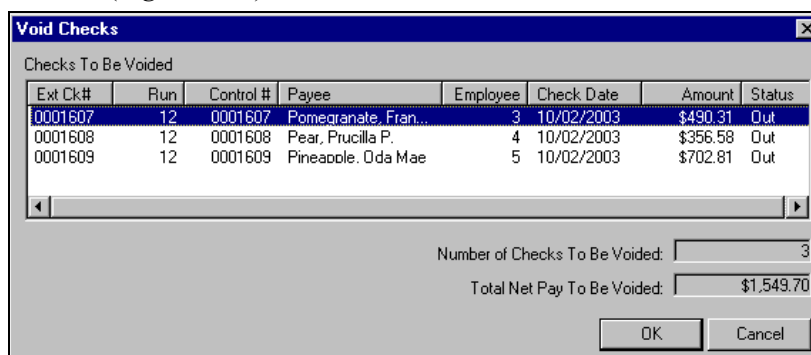


Figure 5.21—Void Checks



If you have multiple items here, you may click on any column header to sort them.

- Click **OK** to void these items. (Clicking **Cancel** will stop the void task and return you to the FIA folder.) Once Payroll completed the task, a confirmation message displays.
- Click **OK**. You return to the FIA folder and the checks or direct deposit entries not longer display.



Voided checks must be reconciled when you complete the reconciliation process.

After voiding a check, use Print Manager to review the following reports:

- Void Check Register Report (PYVREG.L##)—occurs automatically
- Bank Reconciliation Posting Report (BRPOST.L##)—occurs automatically.
- GL/AP Journal Entry Trace Report (CS#####.L##)—occurs if you are posting to the GL.

VOIDING AN EFT

Use the following instructions to void a direct deposit.

1. Open an instance of FundWare.
2. From the Division Selection window, select System Administration. (System Administration tasks can apply to multiple divisions. Therefore, instead of selecting a single division you must select System Administration.)
3. Click System Utilities on the module navigator or select System Administration > System Utilities from the menu bar. The System Utilities window displays (Figure 5.22).

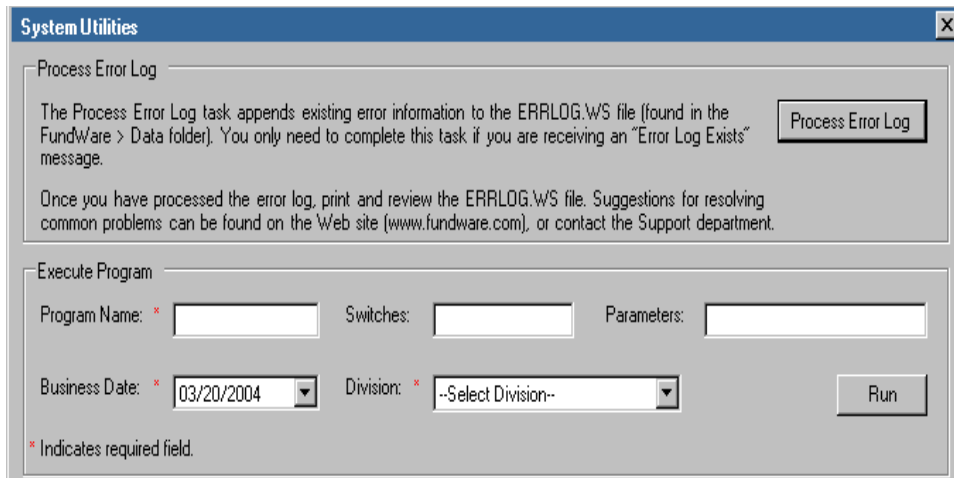


Figure 5.22—System Utilities Window

4. In the Execute Program area, enter the required information according to Table 5.3 to run the override.

Table 5.3—Voiding a Direct Deposit

Field	Entry
Program Name	PYL250
Switches	1
Parameters	Leave blank

Table 5.3—Voiding a Direct Deposit

Field	Entry
Business Date	Enter the business date that you want to use for the voiding transaction.
Division	Select the applicable division from the drop-down list.

5. Click Run. The program displays, asking you to enter the total EFT amount that you want to void

```

Demo User          Division 95          02/02/2006
-----
                                py1250
Batch total.....: _____ .00      Balance to go.:
-----
                                | Check being added. |
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 5.23—Entering the Batch Total

6. Enter the total net pay amount that you want to void. (You can adjust this amount prior to posting, as necessary.)
7. Press ENTER. The system asks you to identify the bank received these funds (Figure 5.24).

Demo User	Division 95	02/02/2006
py1250		
Batch total.....:	711.31	Balance to go.: 711.31
Bank.....:	_____	
Check being added.		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 5.24—Entering the Applicable Bank

8. Enter the bank number or press F1 to select from a list of your banks.
9. Press ENTER. The system asks you to enter the check number (*Figure 5.25*).

Demo User	Division 95	02/02/2006
py1250		
Batch total.....:	711.31	Balance to go.: 711.31
Bank.....:	1 - Cranberry National Bank	
Check number....:	_____0	
Check being added.		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 5.25—Check Number Field

10. ENTER 0 or press F1 to view all check and EFT entries. (There is no applicable “check number” for EFTs; therefore, you must select the EFT entry from the F1 list.)
11. Select the applicable EFT entry (*Figure 5.26*).

Bank	Check	Internal	Run	Name	Amount
1	1623	1623	19	Brown, Timonthy DTABLE	903.20
1	1624	1624	20	Pomegranate, Franklin HOU	799.07
1	1625	1625	20	Pear, Prucilla HOURLY - 7	303.74
1	1626	1626	20	Pineapple, Oda HOURLY - 3	5.70
1	EFT	1627	21	Berry, Georgetta SAL	711.31
1	1628	1628	21	Applecart, Charles SAL	586.31

Figure 5.26—Selecting the EFT Entry to Void (Check Number)

When you return to the screen, the field will still show a check number of 0.

12. Press ENTER. The system asks you to enter or select the system number of the EFT to void (Figure 5.27).

Bank	System number
1 - Cranberry National Bank	0

Figure 5.27—System Number Field

13. Enter the system number or press F1 to select the EFT entry (Figure 5.28).

Bank	Check	Internal	Run	Name	Amount
1	1623	1623	19	Brown, Timonhy DTABLE	903.20
1	1624	1624	20	Pomegranate, Franklin HOU	799.07
1	1625	1625	20	Pear, Prucilla HOURLY - 7	303.74
1	1626	1626	20	Pineapple, Oda HOURLY - 3	5.70
1	EFT	1627	21	Berry, Georgetta SAL	711.31
1	1628	1628	21	Applecourt, Charles SAL	586.31

| Check being added. |

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

Figure 5.28—Selecting the EFT Entry to Void (System Number)

14. Press ENTER. The system retrieves the information associated with the selected EFT and asks if your entries are correct (Figure 5.29).

Bank	Check number	Run	Check date	Employee	Net amount
1	0	21	2/03/2006	1 - Berry, Georgetta SAL	711.31

| Check being added. | 1 of 1

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

Figure 5.29—Confirmation Message

15. Press ENTER (or type Y) to accept your entries and void this EFT. The system indicates that the check has been added to the batch (Figure 5.30).

Demo User	Division 95	02/02/2006
py1250		
Batch total.....:	711.31	Balance to go.:
Bank.....:	1	
Employee.....:	1 - Berry, Georgetta SAL	
Net amount.....:	711.31	
Check has been added.		1 of 1
ESC=Stop F1=Help F2=Skip F4=Print		

Figure 5.30—EFT Added to Batch to Be Voided

16. Continue entering any other EFTs to be voided.



If you have completed your entries and there is still a Balance to go (i.e., you entered an incorrect Batch total), type B and correct the total.

17. When you have completed your entries, press ESC to display the session menu.

18. Type E to end the session. The batch option menu displays.

19. Type P to post your entries and void the selected EFTs.

20. Print, review, and save the void check register report (PYVREG.L##) and your trace reports.

CHAPTER 6

RECONCILING CHECKS

There are several steps involved in the Bank Reconciliation process:

- Entering a reconciliation—Checks and Direct Deposits are “marked for reconciliation,” in preparation for reconciliation.
- Posting a reconciliation—Changes “marked for reconciliation” items to “reconciled” using the current business date.
- Purging a reconciliation—Transactions that are “posted for reconciliation” are removed from the payroll reconciliation data files.
- Voiding a check—Void checks that have been logged but not reconciled.
- Logging unused checks—Enter unused checks.
- Producing check reports—Choose selection criteria and generate a report with the checks in the system (e.g., outstanding checks).
- Displaying your checks—Display reconcilable items on an include/exclude basis.

Another step that you may take when reconciling your checks is to import reconciliation information. During this task, you import a text file and change the record of your “outstanding” checks to “marked for reconciliation.” For more information on importing reconciliation files, see the *Blackbaud FundWare System Administration Guide*.

ENTERING A RECONCILIATION

When you are entering a reconciliation, you can work with individual checks or a range of checks to:

- Mark for reconciliation,
- “Unmark” for reconciliation (i.e., change from included in the reconciliation to exclude from the reconciliation), or

- Display bank and transaction information.

Use the following steps to begin the reconciliation process.

1. Click **Bank Reconciliation > Enter Reconciliation** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Bank Reconciliation > Enter Reconciliation** from the menu bar. The Enter Reconciliation window displays (*Figure 6.1*).

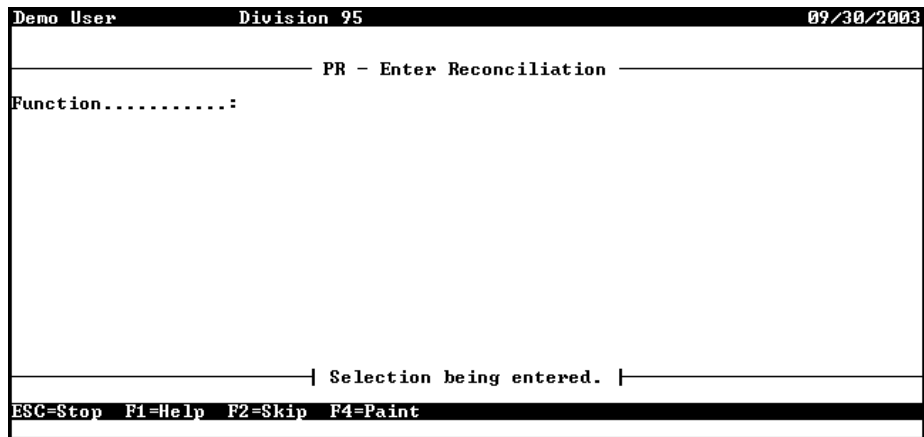


Figure 6.1—Enter Reconciliation

- Enter the function number representing the task you would like to complete (Table 6.1). (In this case, enter 1 to mark a range of checks for reconciliation.) You can press F1 to select from a list of options.

Table 6.1—Enter Reconciliation Field Definitions

Valid Entry	Definition
1—Mark a range of checks	The selecting of the range of continuous check numbers for which reconciliation is to be done.
2—Unmark a range of checks	The deselecting of the range of continuous check numbers for which reconciliation is to be done.
3—Manual mark/unmark entry	The tagging or untagging of individual transactions (one at a time) for reconciliation.
4—Automatic mark/unmark entry	Automatically brings up each item, one at a time, within the range and order selected. The operator may elect to reconcile or not as is needed.
5—Display a range of checks	Allows the viewing of the processing information for the selected range of transactions.

- Press ENTER. The task-related fields display (Figure 6.2).

```

Demo User          Division 95          09/30/2003
-----
                PR - Enter Reconciliation
-----
Function.....: 1 - Mark a range of checks.
Bank.....:
Type.....: C - Checks.
Sort order...: R - Reference # order.
Ref # range...: ** All **
Pause.....: Y - Pause between display.

-----
                | Selection being entered. | ----- 1 of 1
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 6.2—Enter Reconciliation—Function 1 (Marking a Range of Checks)

4. Complete the fields according to *Table 6.2*. Fields that do not apply to all functions are noted.

Table 6.2—Enter Reconciliation Field Definitions

Field	Applicable Function	Valid Entry	Definition
Bank	All functions	1–10 characters	The Use ID for the Financial Institutions account for which the manual check was written. <ul style="list-style-type: none"> Press F1 for a list of Financial Institutions accounts associated with Payroll/ Personnel.
Type	All functions	*—All C—Checks E—Electronic Fund Transfers (Direct Deposits)	Process all checks and Direct Deposits Process checks only Process Direct Deposits only. This is the total of all employee paychecks for which a Direct Deposit has been selected. Each transfer is for a specific payroll cycle.
Sort Order	Functions 1, 2, 4, and 5	D—Date order/ref # order R—Reference # order	Sort by date and then reference (check and/or Direct Deposit) number within dates chosen. Sort strictly by reference (check and/or Direct Deposit) number for the range selected.
Ref # range	Functions 1, 2, 4, and 5	0 to 9999999999	The range of continuous check numbers for which processing is to be performed. When entered in this screen, only the characters to the left of the hyphen (ref #) are necessary.
Ref #	Function 3	0 to 9999999999	The single check number that you are manually marking/unmarking. When entered in this screen, only the characters to the left of the hyphen (ref #) are necessary.
Pause	Functions 1, 2, and 5	Y—Pause between displays N—Do NOT pause between displays	Pause between displays. The Y response permits the viewing speed to be controlled by the operator. Deactivates the pause between displays.

Table 6.2—Enter Reconciliation Field Definitions (Continued)

Field	Applicable Function	Valid Entry	Definition
Mark/ Unmarked	Function 4	*—All M—Marked for reconciliation U—Unmarked for reconciliation	Selects both marked for reconciliation and unmarked transactions. There will be a combination of Ys and Ns appearing in the far right hand column. A Y appears in the far right hand column. Only those items marked for reconciliation will appear on the screen. Enter N or 0 to unmark. An N appears in the far right hand column. Only those items not marked for reconciliation will appear on the screen. Enter Y or 1 to mark.

5. At the confirmation message, type *Y* or press ENTER to accept your entries.
6. When the task is complete and you have viewed the information, a message displays asking if you have additional tasks.
7. Type *N* to exit this task and close the window.

POSTING A RECONCILIATION

Once you post your reconciled checks, you cannot undo the reconciliation. Therefore, this task offers two options:

- Preliminary—Returns a preview of the task results. Allows you to review transactions prior to posting.
- Final—Completes the task. Run once you have reviewed the preliminary post and found no errors. Generates a listing of all transactions which were posted and physically updates the records by marking them as “reconciled.”



You can only post checks that have been “marked for reconciliation” (i.e., using function 1, 3, or 4 of the Enter Reconciliation task).

Use the following steps to post a reconciliation.

1. Click **Bank Reconciliation > Post Reconciliation** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Bank Reconciliation > Post Reconciliation** from the menu bar. The Post Reconciliation window displays (*Figure 6.3*).

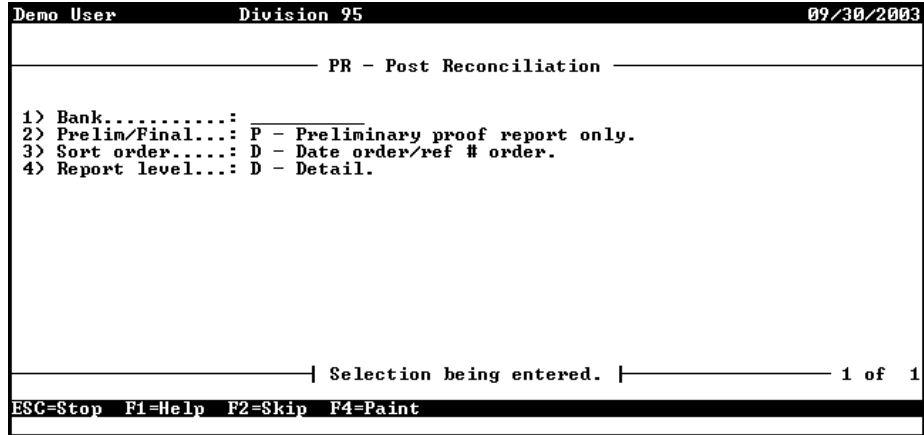


Figure 6.3—Post Reconciliation

2. Complete the required fields according to *Table 6.3*.

Table 6.3—Post Reconciliation Field Definitions

Field	Valid Entry	Definition
Bank	1–10 characters	The bank for which the reconciliation is being run.
Prelim/Final	P—Preliminary proof report only F—Post reconciliation entries	This option only generates a report; the check status is not changed to “reconciled.” This option generates a posted transaction report and changes the check status from “marked for reconciliation” to “reconciled.”
Sort order	D—Date order/ref # order R—Reference # order	Sorts the checks on the report in reference number order within the date order. Sorts the checks on the report in reference number order only.

Table 6.3—Post Reconciliation Field Definitions (Continued)

Field	Valid Entry	Definition
Report Level	S—Summary	Includes the Date, Type, Ref #, and Amount. • Note: The bank recap report is printed with ALL reports.
	D—Detail	Includes the Ref #, Type, Date, Ref Desc, Src, Emp #, Employee Name, and Amount. • Note: The bank recap report is printed with ALL reports.
	R—Recap only	Generates only the Recap report

- When complete, type *0* and press ENTER at the menu option prompt to accept your entries. The system asks if you would like to file a report.
- Type *Y* or press ENTER to produce the report (BRPROOF.L##, where ## represents your division number). When the report has been produced, a message displays at the bottom of the window.
- Press ENTER to exit this task and close the window.

Figure 6.4 shows a Preliminary Recon Proof Report that was sorted in Date/Ref # Order and produced using detail option (Figure 6.4).

```

Run date: 09/30/2003 @ 15:12          Division 95
Bus date: 09/30/2003          Preliminary Recon Proof Report - Detail  BRPROOF.L95  Page 1

```

Date	Type	Ref #	Ref desc	Src	Emp #	Employee name	Amount
01/15/1998	Check	1489-000	P/R Conv check run	P/R	1	Berry, Georgetta Mae	669.58
01/15/1998	Check	1490-000	P/R Conv check run	P/R	2	Strawberry, Daryl	46.17
01/15/1998	Check	1491-000	P/R Conv check run	P/R	3	Pomegranate, Franklin D.	539.17
01/15/1998	Check	1492-000	P/R Conv check run	P/R	4	Pear, Prucilla P.	387.45
01/15/1998	Check	1493-000	P/R Conv check run	P/R	5	Pineapple, Oda Mae	742.51
01/15/1998	Check	1494-000	P/R Conv check run	P/R	6	Applecart, Charles	569.70
01/31/1998	Check	1496-000	P/R Conv check run	P/R	1	Berry, Georgetta Mae	683.54
01/31/1998	Check	1497-000	P/R Conv check run	P/R	2	Strawberry, Daryl	27.71
01/31/1998	Check	1498-000	P/R Conv check run	P/R	3	Pomegranate, Franklin D.	577.05
01/31/1998	Check	1499-000	P/R Conv check run	P/R	4	Pear, Prucilla P.	410.20
01/31/1998	Check	1500-000	P/R Conv check run	P/R	5	Pineapple, Oda Mae	834.33
01/31/1998	Check	1501-000	P/R Conv check run	P/R	6	Applecart, Charles	557.71
02/15/1998	Check	1502-000	P/R Conv check run	P/R	1	Berry, Georgetta Mae	669.58
02/15/1998	Check	1503-000	P/R Conv check run	P/R	3	Pomegranate, Franklin D.	463.17
02/15/1998	Check	1504-000	P/R Conv check run	P/R	4	Pear, Prucilla P.	387.45
02/15/1998	Check	1505-000	P/R Conv check run	P/R	5	Pineapple, Oda Mae	742.51
02/15/1998	Check	1506-000	P/R Conv check run	P/R	6	Applecart, Charles	569.70
02/28/1998	Check	1511-000	P/R Conv check run	P/R	1	Berry, Georgetta Mae	673.49
02/28/1998	Check	1512-000	P/R Conv check run	P/R	3	Pomegranate, Franklin D.	403.41
02/28/1998	Check	1513-000	P/R Conv check run	P/R	4	Pear, Prucilla P.	311.91

Figure 6.4—Example Preliminary Recon Proof Report

PURGING A RECONCILIATION

The Purge Reconciliation task allows you to remove all reconciled transactions (i.e., checks with a status of “reconciled,” including voided checks), unused checks, as well as direct deposits from the reconciliation data file. (The information remains in the Payroll files.) Most customers only perform this task to reclaim disk space.



We *strongly* recommend that you backup your division before you purge reconciled checks. If you do not have a division backup, you can restore (if necessary) from a system backup.

This task offers two options:

- Preliminary—Returns a preview of the task results. Allows you to review the checks that will be purged prior to completing the task.
- Final—Completes the task. Run once you have reviewed the preliminary post and found no errors. Generates a listing of all transactions which were posted and physically updates the records by marking them as “reconciled.”



You can only purge checks that have been reconciled, voided, or marked as unused, or direct deposits that have been reconciled.

Use the following steps to purge reconciled, voided, or unused checks, or reconciled direct deposits.

1. Click **Bank Reconciliation > Purge Reconciliation** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Bank Reconciliation > Purge Reconciliation** from the menu bar. The Purge Reconciliation window displays (*Figure 6.5*).

```
Demo User          Division 95          10/02/2003
-----
PR - Purge Reconciliation
-----
1> Bank.....: _____
2> Date range.....: ** All **
3> Prelim/Final...: P - Preliminary purge report only.

| Selection being entered. | 1 of 1
ESC=Stop  F1=Help  F2=Skip  F4=Paint
```

Figure 6.5—Purge Reconciliation

- Complete the required fields according to *Table 6.4*.

Table 6.4—Purge Reconciliation Field Definitions

Field	Valid Entry	Definition
Bank	1–10 characters	The Use ID for the Financial Institutions account for which the manual check was written. <ul style="list-style-type: none"> Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.
Date range	mm/dd/yy to mm/dd/yy	Must be a valid date or all zeros in the first date field. Items on or between the dates selected will be deleted. If entered as 00/00/0000 to 99/99/9999, the default becomes **ALL** . ALL items purges ALL reconciled, unused, and voided checks currently present in the reconciliation data files regardless of dates.
Prelim/Final	P—Reconciliation Preliminary Purge Report	Only report processing takes place. The report will show all entries currently selected for purge.

- When complete, type *0* and press ENTER at the menu option prompt to accept your entries. The system asks if you would like to file a report.
- Type *Y* or press ENTER to produce the report (BRPURGE.L##, where ## represents your division number). When the report has been produced, a message displays at the bottom of the window.
- Press ENTER to exit this task and close the window.

PRODUCING RECONCILIATION CHECK REPORTS

Payroll allows you to produce a report of the checks entered into your Bank Reconciliation system (BRCHKRPL##). Use the following steps to run a check report.

1. Click **Bank Reconciliation > Check Reports** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Bank Reconciliation > Check Reports** from the menu bar. The Check Reports window displays (*Figure 6.6*).

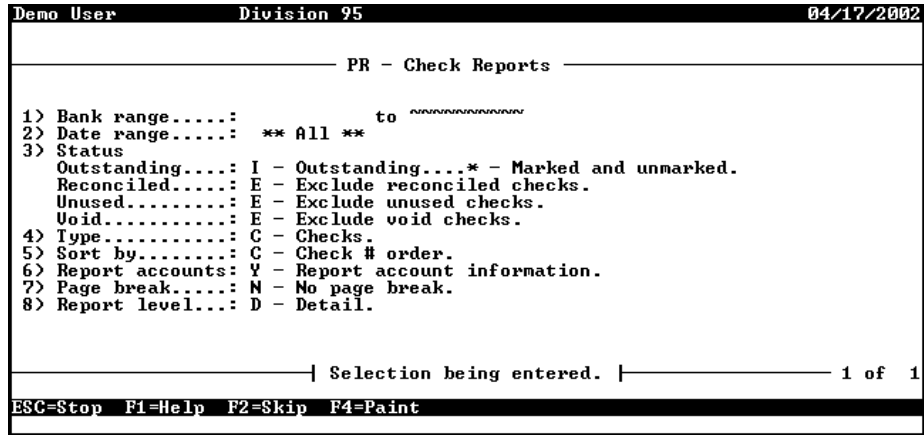


Figure 6.6—Check Reports

2. Enter the required information according to *Table 6.5* to define the contents of the report.

Table 6.5—Check Reports Field Definitions

Field	Valid Entry	Definition
Bank range	1-10 characters	The Use ID for the Financial Institutions account for which the checks were written. <ul style="list-style-type: none"> • Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.
Date range	mm/dd/yyyy	The range of dates for which the report is being produced.

Table 6.5—Check Reports Field Definitions (Continued)

Field	Valid Entry	Definition
Status		Use the following fields to define the checks that will be displayed, based on status.
• Outstanding	I—Include E—Exclude	Indicate if the results should include or exclude outstanding checks (items that have not yet cleared the bank statement). If you are including outstanding checks, you are asked to enter a second filter: <ul style="list-style-type: none"> • * (Marked and Unmarked)—Include all checks that are marked and unmarked for reconciliation. • M (Marked only)—Include only those checks that are marked for reconciliation. • U (Unmarked only)—Include only those checks that are not marked for reconciliation.
• Reconciled	I—Include E—Exclude	Indicate if the results should include or exclude reconciled checks (items that have already been marked/posted for reconciliation).
• Unused	I—Include E—Exclude	Indicate if the results should include or exclude unused checks.
• Void	I—Include E—Exclude	Indicate if the results should include or exclude voided checks.
Type	*—All C—Checks E—Direct Deposit	Pull both checks and Direct Deposits Pull only checks Pull only Direct Deposits
Sort by	C—Check # order D—Date order P—Payee order	Sort by check number only Sort by date only Sort by Payee name
Report accounts	Y—Report account information N—Do not report account information	Display on the report the account number information Do not include the account information on the report

Table 6.5—Check Reports Field Definitions (Continued)

Field	Valid Entry	Definition
Page Break	N—No page break S—Page break on status T—Page break on type	No page break will occur except on page overflow A new page will begin whenever the status changes A new page will begin whenever the type changes
Report level	S—Summary D—Detail	Only the check number, status, and amount will be on the report The detail items shown on the report are the check number, date, payee, amount, type, and status

3. When complete, type *0* and press ENTER at the menu option prompt to accept your entries. The system asks if you would like to file a report.
4. Type *Y* or press ENTER to produce the report (BRPROOF.L##). When the report has been produced, a message displays at the bottom of the window and the system asks if you would like to produce another report.



Type *Y* or press ENTER, the system returns you to the Bank field. Enter the required information for your report. The new report is appended to the existing report (BRPROOF.L##).

5. Type *N* or press ENTER to exit the task and close the window.

DISPLAYING YOUR CHECKS

The last step in the bank reconciliation process is to view the list of checks for a specific bank or review checks written to an employee. The system displays information on the selected check (or checks) on the screen or over several screens (i.e., this is not a printable report). This information includes the reference number, check date, amount, and reconciliation status.



Checks will always be displayed in reference # order in this task. To see checks in different sort orders, use either the Enter Reconciliation or Run Check Reports tasks.

Use the following steps to display checks.

1. Click **Bank Reconciliation > Display Checks** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Bank Reconciliation > Display Checks** from the menu bar. The task window displays (Figure 6.7).

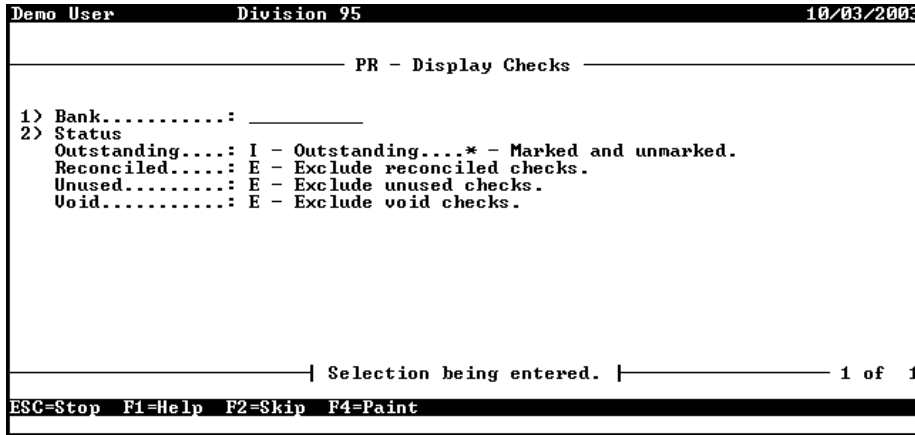


Figure 6.7—Display Checks

2. Enter the required information according to Table 6.6.

Table 6.6—Display Checks Field Definitions

Field	Valid Entry	Definition
Bank	1–10 characters	The Use ID for the Financial Institutions account for which the manual check was written. <ul style="list-style-type: none"> • Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.

Table 6.6—Display Checks Field Definitions (Continued)

Field	Valid Entry	Definition
Status		Use the following fields to define the checks that will be displayed, based on status.
• Outstanding	I—Include E—Exclude	Indicate if the results should include or exclude outstanding checks (items that have not yet cleared the bank statement). If you are including outstanding checks, you are asked to enter a second filter: <ul style="list-style-type: none"> • * (Marked and Unmarked)—Include all checks that are marked and unmarked for reconciliation. • M (Marked only)—Include only those checks that are marked for reconciliation. • U (Unmarked only)—Include only those checks that are not marked for reconciliation.
• Reconciled	I—Include E—Exclude	Indicate if the results should include or exclude reconciled checks (items that have already been marked/posted for reconciliation).
• Unused	I—Include E—Exclude	Indicate if the results should include or exclude unused checks.
• Void	I—Include E—Exclude	Indicate if the results should include or exclude voided checks.

- When complete, type 0 and press ENTER at the menu option prompt to accept your entries. The checks and direct deposits meeting the display criteria are displayed (Figure 6.8).

```

Demo User          Division 95          10/03/2003
-----
PR - Display Checks
1) Bank.....: 1          Cranberry National Bank
2) Status
   Outstanding....: I - Outstanding....* - Marked and unmarked.
   Reconciled.....: E - Exclude reconciled checks.
   Unused.....: E - Exclude unused checks.
   Void.....: E - Exclude void checks.
Reference #   Stat   Date   Payee          Src          Amount   Marked
-----
1489 000 Out 01/15/1998 Berry, Georgetta Mae P/R          669.58   N
1490 000 Out 01/15/1998 Strawberry, Daryl P/R           46.17   N
1491 000 Out 01/15/1998 Pomegranate, Franklin D P/R          539.17   N
1492 000 Out 01/15/1998 Pear, Prucilla P. P/R           387.45   N
1493 000 Out 01/15/1998 Pineapple, Oda Mae P/R           742.51   N
1494 000 Out 01/15/1998 Applecart, Charles P/R           569.70   N
1496 000 Out 01/31/1998 Berry, Georgetta Mae P/R           683.54   N
1497 000 Out 01/31/1998 Strawberry, Daryl P/R            27.71   N
<Esc> to stop, N for no pause, or Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Print
    
```

Figure 6.8—Display Checks—Results

4. Press ESC to end the display, type *N* to stop any pause in the display, or press ENTER to view any remaining checks. When the display is complete, you return to the Bank field.
5. Press ESC to display the option menu. The system asks for confirmation.
6. Type *Y* or press ENTER. The option menu displays.
7. Type *E* and press ENTER to exit the task and close the window.

C H A P T E R 7

PRODUCING PAYROLL REPORTS

Payroll allows you to produce a variety of reports to suit the needs of your organization. Included with this module are a number of standard reports, or reports that have preset column headings. You have the ability to select the accounts and to decide what information to include in the report rows.

You can also modify any of the standard reports to meet your needs, or create a new report definition.

REPORT CATEGORIES

The Payroll/Personnel reports are divided into three categories:

- **Master Record Lists**—Reports of the current master records. These reports should be printed and saved in an offsite or fire-proof location. In the event of computer problems, you can use the hard copy of the report to recreate your master records.
- **Predefined Reports**—Summary or detail reports for selected parameters (e.g., date, Financial Institution, account number/mask).
- **User-Defined Reports**—You can use these reports as a model, customizing them to fit your payroll reporting needs. You may also create a totally new report; instructions are at the end of this chapter.

PRODUCING PAYROLL/PERSONNEL REPORTS

Each Payroll/Personnel report lets you select and filter specific information. Because each report displays unique information, you will see different options for each.

1. Click the report name on the HomePage. The parameter window displays.



You can also access the report through Report Manager: select **File > Report Manager** from the menu bar; and select Payroll/Personnel, the report category, and the report name; and double-click or click **Produce**.

The Produce Reports parameters window displays (*Figure 7.1*). The parameters will vary based on the report that you select.

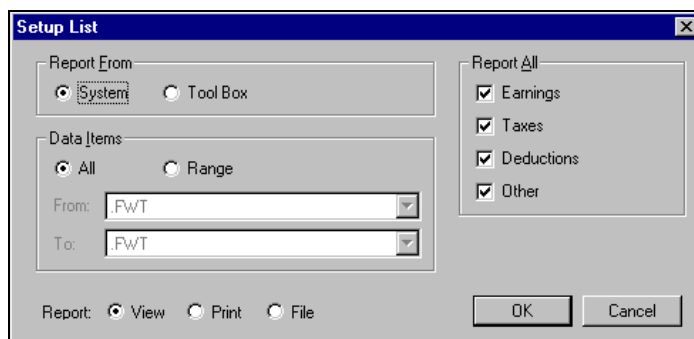


Figure 7.1—Produce Reports: Setup List

2. Complete the required report settings. *Table 7.1* describes what options you may be displayed on the parameters window. The options are presented in alphabetical order.

Table 7.1—Report Parameter Options

Option	Entry	Description
Account Mask	Text box	Enter the account or account mask to determine what accounts are included in the report. For more information on masks, see <i>Using Masks</i> on page 2.14.
Accounting Information	Check box	If you are printing detailed report information, you can include (check mark) or exclude (no check mark) the accounting information. (Applies to the Check History report only.)
Banks	Radio buttons	Select the applicable radio button to include all or a range of banks. <ul style="list-style-type: none"> • All—Includes entries assigned to all banks and entries not assigned to any bank (e.g., roll forward, history). • Range—Includes only those entries assigned to banks within the selected range. If you select Range, you must select the first (From) and last (To) banks of the range from the drop-down lists.

Table 7.1—Report Parameter Options (Continued)

Option	Entry	Description
Check Status	Select from drop-down list	Select the applicable check status to determine the checks to include in the report: <ul style="list-style-type: none"> • All checks—Includes checks assigned to all banks and entries not assigned to any bank (e.g., roll forward, history). • Normal checks • Void checks • Manual checks
Checks	Select a radio button	Select the applicable radio button to include all or a range of checks. <ul style="list-style-type: none"> • All • Range If you select Range, you must enter the first (From) and last (To) checks of the range.
Collate Options	Select a radio button	Indicate if the report should print checks in check number or system number order.
Data Items	Select a radio button	Select the applicable radio button to include all or a range of data items. <ul style="list-style-type: none"> • All • Range If you select Range, you must select the first (From) and last (To) data items of the range from the drop-down lists.
Dates	Select a radio button	Select the applicable radio button to include all or a range of dates. <ul style="list-style-type: none"> • All • Range If you select Range, you must enter the first (From) and last (To) dates of the range.
Employee Selector	Click Button	Select employees to be included or excluded from the report. User-defined reports will include all employees unless you filter employees using this selector. Often you will use the Employee Selector to exclude terminated employees from your reports.

Table 7.1—Report Parameter Options (Continued)

Option	Entry	Description
Formatted Text (Space Delimited (*.txt))	Check box	<p>If you select this option, the program will produce a .txt file instead of a Print Manager report (i.e., with an extension of L##, where ## represents the division number).</p> <ul style="list-style-type: none"> This option inserts quotes (") as the separator character and drops column titles. Generally, you will not need to use this option as the filed report in Print Manager is a text file that can be pulled into a variety of other software (e.g., Notepad or Excel).
Group or Report Name	Select a radio button	<p>You can produce a single report or a group of reports. (This option is also used with report definitions, i.e., you can produce the definition of a single report or a group of reports.)</p> <ul style="list-style-type: none"> Report Group <p>The default selection is Report.</p>
• Report/Group text box	Text box	<p>The enabled text box reflects the radio button selection. Enter the applicable report name or group name in the enabled text box.</p> <ul style="list-style-type: none"> Report Name—For user-defined reports, the default report name reflects the report that you selected in the list of reports. (No default displays when you select the User-Defined Report Definitions List.) Group Name—The program will produce all reports in the group. The same reporting date will be applied to all reports. By default, the Group name reflects the group of the report that you selected in the list of user-defined reports. Change this if necessary.
History From	Radio buttons	<p>Select the source for the history information:</p> <ul style="list-style-type: none"> Checks Timesheets
Page Break on Change	Check box	<p>Select the check box for the report to insert a page break at each change in the information (e.g., the report starts each new data item on a new page).</p> <p>If you are going to select data items by which the report will be sorted (the Sort Items option), checking this will cause the report to page break at each change of the first Sort Item.</p> <p>If the report has Print Break Totals enabled on the General tab of the report definition, a subtotal will also print at each page break.</p>

Table 7.1—Report Parameter Options (Continued)

Option	Entry	Description
Period	Drop-down list	Select the applicable period from which the report information will be drawn (e.g., Monthly total, Quarterly total, Beginning balance).
Report	Select the applicable radio button.	Select the radio button for your desired report output: <ul style="list-style-type: none"> • View—Saves a file (using the report name and the letter L plus the division name) in the report directory and displays the report in Print Manager. • Print—Saves a file (using the report name and the letter L plus the division name) in the report directory and prints the report from your default printer. • File—Saves a file (using the report name and the letter L plus the division name) in the report directory.
Report All	Select one or more check boxes	Select one or more check boxes representing the historical data item type (or types) to include in the report. <ul style="list-style-type: none"> • Earnings • Taxes • Deductions • Other
Report From	Select a radio button	Select the radio button representing the source of the report information: <ul style="list-style-type: none"> • System (i.e., your division) • ToolBox
Report Level	Select a radio button	Select the radio button for the type of information to be included in the report. <ul style="list-style-type: none"> • Summary • Detailed
Report Type	Drop-down list	Select the type of report from the drop-down list. For example: <ul style="list-style-type: none"> • Account/date/data item/employee detail • Account/date summary • Account/data item/employee summary
Reporting Date	Text box formatted for date	Any date-dependent information in your report is in reference to this date. Enter the appropriate date. <ul style="list-style-type: none"> • Defaults to the current business date.

Table 7.1—Report Parameter Options (Continued)

Option	Entry	Description
Secondary Sort	Radio buttons	Select the second criterion for sorting the report information: <ul style="list-style-type: none"> • Employee name • Employee number
Select Items	Check boxes	Select one or more data items that the system will use to compile the report.
Sort Items	Click Button	If you do not indicate a sort order of the data items included in your report, the report will present employees in employee number order. You should use a sort if you want Page Break and Print Break Totals.
Spreadsheet	Check box	Saves the file as a .TXT file, using quotes as separator characters.

3. Click **OK**. Click **Cancel** to exit the Produce Reports window without creating the report.

See *Appendix B—Sample Reports* on page 2.225 for example parameter windows and reports.

CREATING A USER-DEFINED REPORTS

Payroll/Personnel provides you with a number of standard reports. The module also includes a number of “user-defined” reports, for which you can define the information, or columns, contained in them.

User-defined reports are employee-oriented and cannot include accounting information (you can use Account Distribution reports for that). You may use user-defined reports to gather information within a calendar year and compare prior year information for as many years as you keep on your computer.

When you edit or copy a user-defined reports, you define the information that is printed in each of 26 columns, A–Z. Columns can include employee data item values or lookups, historical data item information for a specific period of time, calculated information that adds two or a range of columns, and subtracts, multiples or divides two columns, as well as blank worksheet columns that you may use to manually enter information.

Use the following steps to define a new report.

1. Select **File > Report Manager** from the menu bar. The Report Manager window displays.
2. Select Payroll/Personnel and the User-Defined Reports category.
3. Click **New** to set up your customized report. The Report Manager - Edit window displays, open to the **General** tab (*Figure 7.2*).

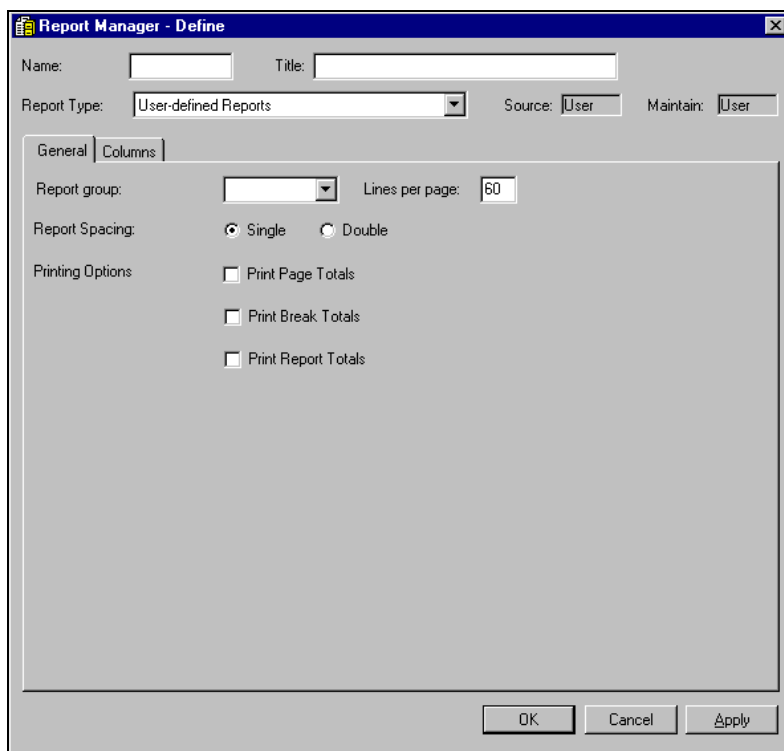
The image shows a screenshot of the 'Report Manager - Define' dialog box. The window title is 'Report Manager - Define'. It has two text input fields: 'Name:' and 'Title:'. Below these are three dropdown menus: 'Report Type:' (set to 'User-defined Reports'), 'Source:' (set to 'User'), and 'Maintain:' (set to 'User'). There are two tabs: 'General' (selected) and 'Columns'. Under the 'General' tab, there is a 'Report group:' dropdown menu, a 'Lines per page:' text box (set to '60'), 'Report Spacing:' with radio buttons for 'Single' (selected) and 'Double', and 'Printing Options' with three checkboxes: 'Print Page Totals', 'Print Break Totals', and 'Print Report Totals'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Figure 7.2—Report Manager—Edit

4. Enter a unique 5-character report abbreviation (alphanumeric) in the Name text box. This report abbreviation will be used to create the file name in your report directory when you produce the report.
5. Enter the 40-character title of the report (alphanumeric) in the Title text box. This title will print on your report.

The system maintains the Source and Maintain entries. Also, the only option in the Report Type drop-down list is the default—User-defined reports. Therefore, you do not need to enter anything into these fields.

6. Enter a new Report Group or select an existing Report Group from the drop-down list. The Report Group is not required; however, this option allows you to organize your new reports and print groups of reports with one step.



As you create your own Report Groups, those groups will display in the drop-down list. If you have not entered any Report Groups yet, the drop-down list will be empty.

7. Enter the total number of lines that can be printed on the page, including headings in the Lines per page text box.



Most reports are printed with 6 lines per inch, so an 11-inch page has 66 lines. To leave top and bottom margins of 1/2-inch each, enter 60 as the number of lines per page. Valid numbers go from 10 to 999.

8. Select the radio button for your Report Spacing: single- or double-spaced. (The default selection is single-spaced.)
9. Select one or more of the following Printing Options check boxes:
 - Print Page Totals—Includes totals at the end of each page.
 - Print Break Totals—Includes totals each time the first sort item changes.
 - Print Report Totals—Includes totals at the end of the report.



You must select at least one of these options if you intend to include any totals in your report.

10. Click **Apply** to save your report settings (and remain in the report definition window).



You can save your report definition at anytime by clicking Apply. If you click OK, you will save the report definition and return to Report Manager (i.e., close the report definition window).

11. Select the **Columns** tab to define the body of the report (*Figure 7.3*).

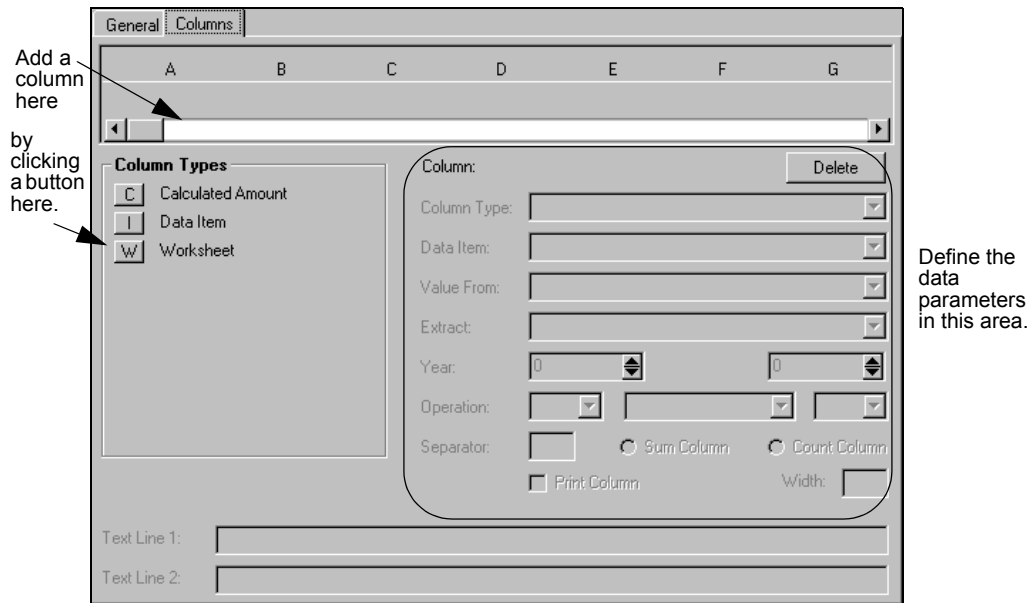


Figure 7.3—Columns Tab

12. Click a Column Types button to add the associated column to the report. The column appears in the bar above and a pointer indicates the column position (*Figure 7.4*).

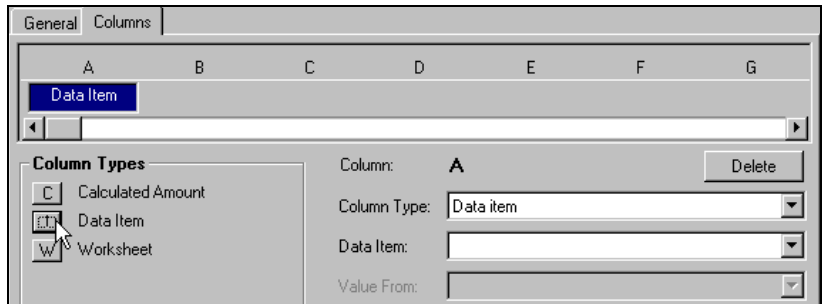



Figure 7.4—Adding a Column Type to the Report

 You can “click and drag” to reorder columns (i.e., click the column, hold the mouse button down, and move the column to the new position). You can also delete a selected (i.e., highlighted) column by clicking **Delete**.



Your report can have up to 26 columns.

13. Define the data you want included in the area on the right according to *Table 7.2*, *Table 7.3*, and *Table 7.3*. Because access to the fields depends on the column type, the tables have been divided by column type.

Table 7.2—Field Definitions for User-Defined Columns—Calculated Amount

Field	Definition
Column Type	The default entry is the type of column that you selected by clicking the button. However, you can change the column type if necessary by selecting from the drop-down list.
Operation	Select the first column of the calculation (first of two columns or first in a range of columns) from the drop-down list. The existing columns defined “before” the current column (i.e., that display to the left of the current column) display. You can only define a calculation based on columns displayed before the calculation column. <ul style="list-style-type: none"> • For example, if the current column is E, you could write a calculation based on columns A, B, C, or D, but not F, G, H, etc.
	Select a mathematical operation from the drop-down list. Your options are: <ul style="list-style-type: none"> <li style="margin-right: 20px;">• Plus <li style="margin-right: 20px;">• Times <li style="margin-right: 20px;">• Percentage of <li style="margin-right: 20px;">• Variance of <li style="margin-right: 20px;">• Minus <li style="margin-right: 20px;">• Divided by <li style="margin-right: 20px;">• Sum thru
	Select the second column of the calculation (second of two columns or last in a range of columns) from the drop-down list. The existing columns defined “before” the current column (i.e., that display to the left of the current column) display. You can only define a calculation based on columns displayed before the calculation column. <ul style="list-style-type: none"> • For example, if the current column is E, you could write a calculation based on columns A, B, C, or D, but not F, G, H, etc.
Print Column	Select this check box if you want the column to print in the report. <ul style="list-style-type: none"> • You can “hide” a column in the report output. This option is very useful if you have information you want to use in a calculation (therefore, it must be in the report definition), but you don’t want the information to display in the report itself.
Width	Enter the width of the column. Default width is 20 characters. <ul style="list-style-type: none"> • Remember, the column width must be in relation to the report width, which has a maximum of 250 characters. • This column is enabled only if you select the Print Column check box (i.e., you do not need to specify a column width if you are not printing the column in the report).

Table 7.2—Field Definitions for User-Defined Columns—Calculated Amount (Continued)

Field	Definition
Text Line 1	Enter the first line of the column title. The text defaults to the column type.
Text Line 2	If necessary, enter the second line of the column title.

Table 7.3—Field Definitions for User-Defined Columns—Data Items

Field	Definition
Column Type	The default entry is the type of column that you selected by clicking the button. However, you can change the column type if necessary by selecting from the drop-down list.
Data Item	Select the historical or employee data item that you wish to display in this column from the drop-down list. <ul style="list-style-type: none"> When you select a data item, the Value From text box is enabled.
Value From	Select the source of the data to be displayed in the report column. This date is relative to the report date entered when you produce the report, not the business date or the date you create the report definition. The options will vary depending on the type of data item. For example, <ul style="list-style-type: none"> Value of the data item Value of lookup columns Monthly total Beginning balance If you select an employee data item, the value is based on the existence (or lack) of an edit value: <ul style="list-style-type: none"> If the data item does not have any edit values—The value is determined by what is entered for the EDI on the employee record. If the data item does have any edit values—The value is determined by the edit value name for the EDI entered on the employee record. The lookup is determined by the corresponding lookup column for the edit value entered on the employee record.
Extract	Only enabled if the you have selected an HDI. Select the information to extract from the drop-down list (e.g., hours, amount).

Table 7.3—Field Definitions for User-Defined Columns—Data Items (Continued)

Field	Definition
Year	Only enabled if the you have selected an HDI. Enter the relative beginning year in the first text box. <ul style="list-style-type: none"> • The current year is 0. Last year would be –1, next year would be 1.
	Only enabled if the you have selected an HDI. Enter the relative ending year in the second text box. <ul style="list-style-type: none"> • The current year is 0. Last year would be –1, next year would be 1.
Sum Column	Use this option to sum the values in an EDI column.
Count Column	Use this option to count the number of occurrences of a value in an EDI column.
Print Column	Select this check box if you want the column to print in the report. <ul style="list-style-type: none"> • You can “hide” a column in the report output. This option is very useful if you have information you want to use in a calculation (therefore, it must be in the report definition), but you don’t want the information to display in the report itself.
Width	Enter the width of the column. Default width is 20 characters. <ul style="list-style-type: none"> • Remember, the column width must be in relation to the report width, which has a maximum of 250 characters. • This column is enabled only if you select the Print Column check box (i.e., you do not need to specify a column width if you are not printing the column in the report).
Text Line 1	Enter the first line of the column title. The text defaults to the column type.
Text Line 2	If necessary, enter the second line of the column title.

Table 7.4—Field Definitions for User-Defined Columns—Worksheet Column

Field	Definition
Column Type	The default entry is the type of column that you selected by clicking the button. However, you can change the column type if necessary by selecting from the drop-down list.
Separator	You can leave this field blank or you can enter a character to help define the boundaries of the column. <ul style="list-style-type: none"> • The pipe sign () is commonly used as a separator character.

Table 7.4—Field Definitions for User-Defined Columns—Worksheet Column (Continued)

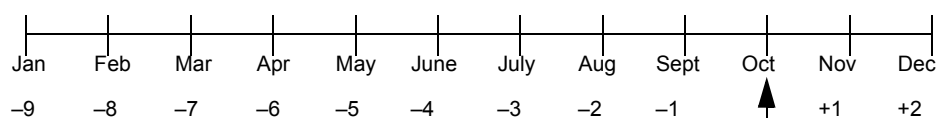
Field	Definition
Print Column	Select this check box if you want the column to print in the report. <ul style="list-style-type: none"> You can “hide” a column in the report output. This option is very useful if you have information you want to use in a calculation (therefore, it must be in the report definition), but you don’t want the information to display in the report itself.
Width	Enter the width of the column. Default width is 20 characters. <ul style="list-style-type: none"> Remember, the column width must be in relation to the report width, which has a maximum of 250 characters. This column is enabled only if you select the Print Column check box (i.e., you do not need to specify a column width if you are not printing the column in the report).
Text Line 1	Enter the first line of the column title. The text defaults to the column type.
Text Line 2	If necessary, enter the second line of the column title.

- When you have completed your report definition, click **OK** to save the definition and return to Report Manager. The report is added to the list of User-Defined Reports.

TIPS—REPORTS THAT CROSS FISCAL YEARS

- It is helpful to sketch a user-defined report that crosses fiscal years before creating the definition in Report Manager.
- A user-defined report setup to cross a fiscal year makes full use of the Year and Period options for HDI columns.
- A user-defined report that crosses fiscal years must be designed:
 - With one column for the months of the fiscal year that fall in the current calendar year, and
 - One (or more) columns for the months of the fiscal year that fall in the prior calendar year
- Each time the report is produced, the Report Date must be the last period of the fiscal year, to preserve the relativity of the Year and Period for the prior calendar year columns.

- *Figure 7.5* shows how you can sketch out the relative periods for your report.



This figure shows the relative offsets for a reporting date in October. You would combine these period numbers with relative years to determine your reporting period. For example:
December of the previous year would be relative year -1 , relative month $+2$.
March of the next year would be relative year $+1$, relative month -7 .
June of the current year would be relative year 0 , relative month -4 .

Figure 7.5—Example Relative Period Offset

EDITING A USER-DEFINED REPORT

Use the following instructions to edit any user-defined report to meet the needs of your organization.

1. Select the user-defined report that you wish to edit.
2. Click **Edit**. The Report Definition window displays the settings of the report.
3. Modify the report definition as necessary. Refer to *Creating a User-Defined Reports* on page 2.144 for further explanation of the report definition fields.
4. At any time, click **Apply** to save the report and remain in the report definition window. When you have completed the report definition, click **OK** to save the report and return to Report Manager.

PRODUCING THE DISTRIBUTION AFTER NET CALCULATIONS REPORT

The Distribution After Net Calculations report allows you to create a sorted distribution report in account dimension(s) order after net calculations and before check production. This report contains account distribution information sorted by a dimension or group of dimensions from the account structure for employees of a check run in process.

Before you can create the Distribution After Net Calculations report, you must adjust the Payroll Account Distribution Report Parameter.

ADJUSTING THE PAYROLL PARAMETER

Use the following steps to adjust the payroll parameter.

1. Click **Setup > Acct Distribution Rpt Param** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Acct Distribution Rpt Param** from the menu bar. The Account Distribution Report Parameter displays (*Figure 7.6*).

```

Demo User          Division 95          03/22/2002
-----
PR - Define Acct Distribution Rpt Param
Parameter.....: PYRP                      Changed.: 11/06/1998
User.....: 00000
Post/Dist
Level 1.....: A 1          Break.....: D 2 3 4  Report.....: Act Dsc Sub
Level 2.....:              D          S S S
Level 3.....:              D          S S S
Level 4.....:              D          S S S
Level 5.....:              D          S S S
-----
| Parameter being changed. | 1 of 1
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 7.6—Example Account Distribution Report Parameter

2. Type *C* to change the parameter.
3. Use the ENTER or arrow keys to access Level 5.
4. Enter the report information according to *Table 7.5*.

Table 7.5—Parameter Field Definitions

Field	Definition
ID Type	Enter the ID type for which you will create this report.
Break	Enter the dimensions for which the report will break (i.e., sort information).
Dsc	By default, the report information is pulled from Descriptive accounts. Press F1 to see a list of alternate settings.
Report	Enter the dimensions for which the report will create a secondary summary (i.e., a subtotal). This must be one of the dimensions included in the break section. • Note: This design varies from other FundWare distribution report formats.
Act	By default, the accounts included in the report will be printed in standard format. Press F1 to see a list of alternate settings.

Table 7.5—Parameter Field Definitions (Continued)

Field	Definition
Dsc	By default, the account descriptions included in the report will be printed in standard format. Press F1 to see a list of alternate settings.
Sub	By default, the account descriptions included in the report will be printed in standard format. Press F1 to see a list of alternate settings.

- When complete, press ENTER to save the parameter changes. *Figure 7.7* shows an example that will create a new page for each dimension 1–2 (fund–department) combination, and subtotals for each unique dimension 1 (fund).

```

Demo User          Division 95          03/22/2002
-----
PR - Define Acct Distribution Rpt Param
Parameter.....: PYRP                      Changed.: 11/06/1998
                                         User.....: 00000
Post/Dist      ID.....Break..... Dsc .....Report..... Act Dsc Sub
Level 1.....: A 1                      D 2 3 4          S  S  S
Level 2.....:                          D                S  S  S
Level 3.....:                          D                S  S  S
Level 4.....:                          D                S  S  S
Level 5.....: A 1 2                      D 1              S  S  S
-----
| Parameter being changed. |----- 1 of 1
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 7.7—Example Account Distribution Report Parameter

- Type *E* to exit this task and close the window.

PRODUCING OTHER REPORTS

There are a number of additional Payroll reports that are produced using Classic windows (*Table 7.6*).

Table 7.6—Classic Reports

Table Title	Category
Daily Earnings	Predefined Reports
Employee Change Log	Predefined Reports
Calculations List	Master Records Lists
Check Formats List	Master Records Lists
EFT Form Formats List	Master Records Lists
Direct Deposit Parameters List	Master Records Lists
Distribution Tables List	Master Records Lists

The following sections provide instructions for producing these reports.

PRODUCING THE DAILY EARNINGS REPORT

Use the following instructions to produce the Daily Earnings Report.

1. Click **Reports > Predefined Reports > Daily Earnings** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Reports > Predefined Reports > Daily Earnings** from the menu bar. The first page of the report parameters task displays (*Figure 7.8*).

Figure 7.8—Daily Earnings Report Parameters—Page 1 of 2

2. Complete the required fields according to *Table 7.7*.

Table 7.7—Daily Earnings Report—Page 1 Definitions

Field	Options	Definition
Date Range	valid date	Enter a valid range of dates for the report. Only information in this date range is included in the report.
Select Items	Valid data item	Enter up to three earnings historical data items that the system will use to compile the report. <ul style="list-style-type: none"> • Leave the field blank to include all data items in the report.
Sort Items	Valid data item	Enter an employee data item (or press F1 to select from a list of data items). The system will use the data item to sort the report. If you do not indicate a sort order of the data items included in your report, the report will present employees in employee number order. You must enter a data item in this field if you want page break totals.
Page break	Y N	Select Y for the report to insert a page break at each change in the change of the Sort Item information (e.g., the report starts each new data item on a new page).

- Press ENTER or PAGE DOWN to move to the next field (*Figure 7.9*).

```

Demo User          Division 95          11/07/2003
-----
PR - Daily Earnings
Item selection.....: 1
4) Item Data item Options
-----
| Item selection being added. |
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 7.9—Daily Earnings Report Parameters—Item Selection

- Enter the order number for the item selection and press ENTER. (This number simply helps you organize your entries, it is not used in the report.) The second page of the Daily Earnings report parameters window displays (*Figure 7.10*).

```

Demo User          Division 95          11/07/2003
-----
PR - Daily Earnings
Item selection.....: 1
Data item .....: .HM DEPT - Home Department

First value.....:
Last value.....: ** Last **
Include/exclude: I - Include.
-----
| Item selection being added. | 2 of 2
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 7.10—Daily Earnings Report Parameters—Page 2 of 2

- Enter the first and last values to filter the information in the report, and indicate if these records are included or excluded.
- Continue entering items until complete.

7. When complete, press ESC to display the option menu.
8. Type *E* to end the session
9. Type *0* to accept your entries.
10. Press ENTER to file a report (accepting the **Yes** option). The report (PYDEARN.L##, where ## represents your division number) is created and saved to your Reports folder and you are asked if you would like to create another report.
11. Type *Y* to create another Daily Earnings report or *N* exit the task and close the window.
12. Access the report through Print Manager (*Figure 7.11*).

Date	Entry	Earn item	Rate	item	Shift	item	Rate	val	Shift	val	Costcode	Hours	Hourly rate	Amount
Run date: 10/29/2003 @ 08:01 Division 95														
Bus date: 10/29/2003 Daily Earnings PYDEARN.L95 Page 1														

1 Berry, Georgetta Mae														
10/29/2003	1	SALARY	.S	AMT										600.00
10/29/2003	2	SALARY	.S	AMT										400.00
													Totals	1,000.00
6 Applecart, Charles														
10/29/2003	1	SALARY	.S	AMT										750.00
													Totals	750.00

Page Break														
Run date: 10/29/2003 @ 08:01 Division 95														
Bus date: 10/29/2003 Daily Earnings PYDEARN.L95 Page 2														
*** Report totals ***														

Earning		Hours		Amount										

SALARY				1,750.00										
* Totals *				1,750.00										

Figure 7.11—Example Daily Earnings Report

PRODUCING THE EMPLOYEE CHANGE LOG

Use the following instructions to produce the Employee Change Log. The Payroll Parameter must be defined to save employee change information (field 2—Log employee maintenance) to produce this report.

1. Click **Reports > Predefined Reports > Employee Change Log** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Reports > Predefined Reports > Employee Change Log** from the menu bar. The report parameters window displays (Figure 7.12).

Demo User	Division 95	11/07/2003
PR - Employee Change Log		
1> Report level...: S 2> Date range.....: ** All ** 3> Spreadsheet.....: N - Produce a regular print file. 4> Data items.....: ** All ** 5> User range.....: ** All **		
Selection being entered.		1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 7.12—Employee Change Log Parameters—Page 1 of 1

2. Complete the required fields according to Table 7.8.

Table 7.8—Employee Change Log—Field Definitions

Field	Options	Definition
Report Level	S D	Select the type of information to be included in the report. <ul style="list-style-type: none"> • Summary • Detailed
Date Range	valid date	Enter a valid range of dates for the report. Only information in this date range is included in the report.
Spreadsheet	Y N	If you enter Y, the system saves the file as a .TXT file, using quotes as separator characters.

Table 7.8—Employee Change Log—Field Definitions (Continued)

Field	Options	Definition
Data Items	All or a valid range	Accept the default entry (includes all employee data items) or enter a range to include only the specified employee data items. If you select Range, you must enter the first (From) and last (To) data items of the range.
User Range	All or a valid range	Accept the default entry (includes changes made by all employees) or enter a range to include only the changes made by specific employees. If you select Range, you must enter the first (From) and last (To) employee numbers of the range.

3. When complete, press ESC to display the option menu.
4. Type *E* to end the session
5. Type *0* and press ENTER to accept your entries. The report (PYSESS.L##, where ## represents your division number) is created and saved to your Reports folder and you are asked if you would like to create another report.
6. Type *Y* to create another Employee Change Log or *N* to exit the task and close the window.
7. Access the report through Print Manager (Figure 7.13).

```

Run date: 11/07/2003 @ 14:42          Division 95
Bus date: 11/07/2003                Employee Change Log          PYSESS.L95 Page 1

Session Employee Data Item      Entry Changed:
-----
1 101 - demo user              11/07/2003 @ 14:39:08
   6 Street 1                  From "381 Lupine Valley Rd" to "1295 East Warwick Drive"
   Changed                    From "10/05/1990" to "11/07/2003"
   User                        From "993" to "101"
2 101 - demo user              11/07/2003 @ 14:39:46
   1 Employ status              From "A" to "L"
   Changed                    From "06/27/1994" to "11/07/2003"
   User                        From "995" to "101"
3 101 - demo user              11/07/2003 @ 14:40:18
   4 Changed                   From "10/05/1990" to "11/07/2003"
   User                        From "993" to "101"
4 101 - demo user              11/07/2003 @ 14:40:18
   4 Hourly dept                2 From "Water" to "Ice rink"
   % Expensed                  1 From "55.000000" to "65.000000"
   % Expensed                  2 From "45.000000" to "35.000000"

Number of lines printed =      30          *** End of report ***
    
```

Figure 7.13—Example Employee Change Log

PRODUCING THE CALCULATIONS LIST

Use the following instructions to produce the Calculations List.

1. Click **Reports > Master Report Lists > Calculations List** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Reports > Master Report Lists > Calculations List** from the menu bar. The report parameters window displays (*Figure 7.14*).

```

Demo User          Division 95          04/13/2004
----- PR - Calculations List -----
Data items.....: _____ to ~~~~~~

| Selection being entered. | _____ 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint
  
```

Figure 7.14—Calculations List—Page 1 of 1

2. Enter a range of data items to include in the report, or accept the defaults to include all data items.
3. When complete, press ENTER. A confirmation message displays.
4. Type *0* and press ENTER to accept your entries. The report (PYCALC.L##, where ## represents your division number) is created and saved to your Reports folder and you are asked if you would like to create another report.
5. Type *Y* to create another Calculations List or *N* to exit the task and close the window.

6. Access the report through Print Manager (*Figure 7.15*).

Data item	Description	Line	Command	Detail
Run date: 04/13/2004 @ 07:36				
Bus date: 04/13/2004				
Division 95				
PR - Calculations List				
PYCALC.L95 Page 1				
.DED	Grouping of deductions	2	COMNT	*****
.E FICA	(AFW) Employer's share of FICA	3	COMNT	
		4	COMNT	DESCRIPTION: Employer's Share of FICA. Should be
		5	COMNT	copied directly to allow updating by AFW.
		6	COMNT	
		10	COMNT	CALCULATION:
		12	COMNT	Lines Description
		14	COMNT	100-130 Determine if employee is FICA taxable
		16	COMNT	140-180 Exit if limit has been reached
		18	COMNT	190 R13 = Based on wages
		20	COMNT	200 R13 = YTD + current based on wages
		22	COMNT	210-230 Determine if limit reached this period
		24	COMNT	240 R14 = E FICA limit
		26	COMNT	250 R14 = Limit * rate
		28	COMNT	260 R15 = YTD E FICA paid
		30	COMNT	270 R14 = Current amount of E FICA to be withheld
		32	COMNT	280 R13 = Current wage amount E FICA is based on
		34	COMNT	290 R2 = Current E FICA Deduction
		36	COMNT	300 R4 = Current based on amount
		38	COMNT	
		40	COMNT	TABLES:
		42	COMNT	1 - E FICA rate
		44	COMNT	2 - E FICA limit
		46	COMNT	
		50	COMNT	SETUP NOTES: .FICA TAX is an employee data item
		52	COMNT	created when .E FICA is pulled in. .FICA TAX contains
		54	COMNT	Yes/No values which must be added to employee
		56	COMNT	records to determine wage eligibility for .E FICA.

Figure 7.15—Example Calculations List

PRODUCING THE CHECK FORMATS LIST

Use the following instructions to produce the Check Formats List.

1. Click **Reports > Master Report Lists > Check Formats List** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Reports > Master Report Lists > Check Formats List** from the menu bar. The report parameters window displays (*Figure 7.16*).

```

Demo User          Division 95          04/13/2004
-----
PR - Check Formats List
-----
1) Report level...: S
2) Bank range.....: ** All **

| Selection being entered. | 1 of 1
-----
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 7.16—Check Formats List—Page 1 of 1

2. Complete the required fields according to *Table 7.9*.

Table 7.9—Check Formats List—Field Definitions

Field	Options	Definition
Report Level	S D	Select the type of information to be included in the report. <ul style="list-style-type: none"> • Summary • Detailed
Data Items	All or a valid range	Accept the default entry (includes all data items) or enter a range to include only the specified data items. If you select Range, you must enter the first (From) and last (To) data items of the range.

3. When complete, press ENTER. A confirmation message displays.
4. Type *0* and press ENTER to accept your entries. The report (PYFORM.L##, where ## represents your division number) is created and saved to your Reports folder and you are asked if you would like to create another report.
5. Type *Y* to create another Check Formats List or *N* to exit the task and close the window.

6. Access the report through Print Manager (*Figure 7.17*).

```

Run date: 04/13/2004 @ 08:03          Division 95
Bus date: 04/13/2004          PR - Check Formats List  PYFORM.L95  Page 1
Bank.....: 1                      Changed.: 08/08/00
                                      User....: 00101

1) Print options
  Suppress Ffeed.: Y - Suppress initial form feed.
  Suppress Fcount: Y - Suppress # of lines message.
  Laser print....: N - Use line printer.
  Timecard hist...: N - Do not print timecard history.
  Stub vertical...: N - Vertical position is not used.
  Form vertical...: N - Vertical position is not used.
  Time vertical...: N - Vertical position is not used.

2) Detail line options
  Stub dtl lines.: 11
  Time dtl lines.: 0

3) Stub heading      Column  Length  Data item
  Emp nbr - name...: 2       53
  Optional 1.....: 2       53      .ADDR 1
  Optional 2.....: 2       53      .CITY
  Date.....: 64      10
  Form number.....: 78      12

4) Stub detail      Column  Length  Option
  Earnings desc...: 2       10
  Cur hours.....: 13      8      - Normal format.
  Cur amount....: 22      10     - Normal format.
  Ytd hours.....: 33      8      - Normal format.
  Ytd amount....: 42      10     - Normal format.
  Taxes/deds desc: 53      10
  Cur amount....: 64      10     - Normal format.
  Ytd amount....: 75      10     - Normal format.
    
```

Figure 7.17—Example Check Formats List

PRODUCING THE EFT FORM FORMATS LIST

Use the following instructions to produce the EFT Form Formats List.

1. Click **Reports > Master Report Lists > EFT Form Formats List** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Reports > Master Report Lists > EFT Form Formats List** from the menu bar. The report parameters window displays (Figure 7.18).

```

Demo User          Division 95          04/13/2004
-----
PR - EFT Form Formats List
-----
1) Report level...: S
2) Bank range.....: ** All **

| Selection being entered. | 1 of 1
-----
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 7.18—EFT Form Formats List—Page 1 of 1

2. Complete the required fields according to Table 7.10.

Table 7.10—EFT Form Formats List—Field Definitions

Field	Options	Definition
Report Level	S D	Select the type of information to be included in the report. <ul style="list-style-type: none"> • Summary • Detailed
Data Items	All or a valid range	Accept the default entry (includes all data items) or enter a range to include only the specified data items. If you select Range, you must enter the first (From) and last (To) data items of the range.

3. When complete, press ENTER. A confirmation message displays.
4. Type 0 and press ENTER to accept your entries. The report (PYEFTFM.L##, where ## represents your division number) is created and saved to your Reports folder and you are asked if you would like to create another report.

5. Type *Y* to create another EFT Form Formats List or *N* to exit the task and close the window.
6. Access the report through Print Manager (*Figure 7.19*).

```

Run date: 04/13/2004 @ 08:21          Division 95
Bus date: 04/13/2004          PR - EFT Form Formats List  PYEFTFM.L95  Page 1

Bank.....: 1                                Changed.: 08/08/00
                                           User....: 00101

1) Print options
  Suppress Ffeed.:      Y - Suppress initial form feed.
  Suppress Fcount.:    Y - Suppress # of lines message.
  Laser print.....:    N - Use line printer.
  Timecard hist...:    N - Do not print timecard history.
  Stub vertical...:    N - Vertical position is not used.
  Form vertical...:    N - Vertical position is not used.
  Time vertical...:    N - Vertical position is not used.

2) Detail line options
  EFT dtl lines...:    21
  EFT dist lines...:  224
  EFT time lines...:   0

3) Stub heading      Column  Length  Data item
Emp nbr - name...:   2      53
Optional 1.....:   2      53      .ADDR 1
Optional 2.....:   2      53      .CITY
Date.....:         64      10
Form number.....:   78      12

4) Stub detail      Column  Length  Option
Earnings desc...:   2      10
  Cur hours....:   13      8      - Normal format.
  Cur amount...:  22      10      - Normal format.
  Ytd hours....:   33      8      - Normal format.
  Ytd amount...:  42      10      - Normal format.
Taxes/deds desc:   53      10
  Cur amount...:   64      10      - Normal format.
  Ytd amount...:   75      10      - Normal format.
    
```

Figure 7.19—Example EFT Form Formats List

PRODUCING THE DIRECT DEPOSIT PARAMETERS LIST

Use the following instructions to produce the Direct Deposit Parameters List.

1. Click **Reports > Master Report Lists > Direct Deposit Parameters List** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Reports > Master Report Lists > Direct Deposit Parameters List** from the menu bar. The report parameters window displays (*Figure 7.20*).

```

Demo User          Division 95          04/13/2004
-----
PR - EFT Parameters List
-----
1) Report level...: S
2) Bank range...:  ** All **

-----
| Selection being entered. |----- 1 of 1
-----
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 7.20—Direct Deposit Parameters List—Page 1 of 1

2. Complete the required fields according to *Table 7.11*.

Table 7.11—Direct Deposit Parameters List—Field Definitions

Field	Options	Definition
Report Level	S D	Select the type of information to be included in the report. <ul style="list-style-type: none"> • Summary • Detailed
Data Items	All or a valid range	Accept the default entry (includes all data items) or enter a range to include only the specified data items. If you select Range, you must enter the first (From) and last (To) data items of the range.

3. When complete, press ENTER. A confirmation message displays.
4. Type 0 and press ENTER to accept your entries. The report (PYEFTS.L##, where ## represents your division number) is created and saved to your Reports folder and you are asked if you would like to create another report.

5. Type *Y* to create another Direct Deposit Parameters List or *N* to exit the task and close the window.
6. Access the report through Print Manager (*Figure 7.21*).

```
Run date: 04/13/2004 @ 08:27          Division 95
Bus date: 04/13/2004                PR - EFT Parameters List

Bank.....: 1                        Changed.: 08/08/00
                                      User.....: 00101

1) EFT information
  Company name....: Model Division
  Company Id.....: 1863294329
  Discretionary..: Discretionary Data
  Entry desc.....: Entry Desc
  Effective days.: 1
  Origin DFI Id..: 00141217
  Incl what rcds.: 3 - Include all records.

2) EFT information
  Immed Dest Nme : IMMED DEST NAME
  Immed Orig Nme : IMMED ORIG NAME
  Immediate Dest.: 070048151
  Immediate Orig.: 00141217
  Debit Offset...: Y - Create type 27 rcd for credit.
  Debit Bank Acct: 123 456 7
  Status Code....: 1 - Financial Institution, ie Bank
  File Format....: Y - Include 9 trailer records.
```

Figure 7.21—Example Direct Deposit Parameters List

PRODUCING THE DISTRIBUTION TABLES LIST

Use the following instructions to produce the Distribution Tables List, which lists the details of your distribution tables.

1. Click **Reports > Master Record Lists > Distribution Tables List** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Reports > Master Record Lists > Distribution Tables List** from the menu bar. A confirmation message displays (*Figure 7.22*).

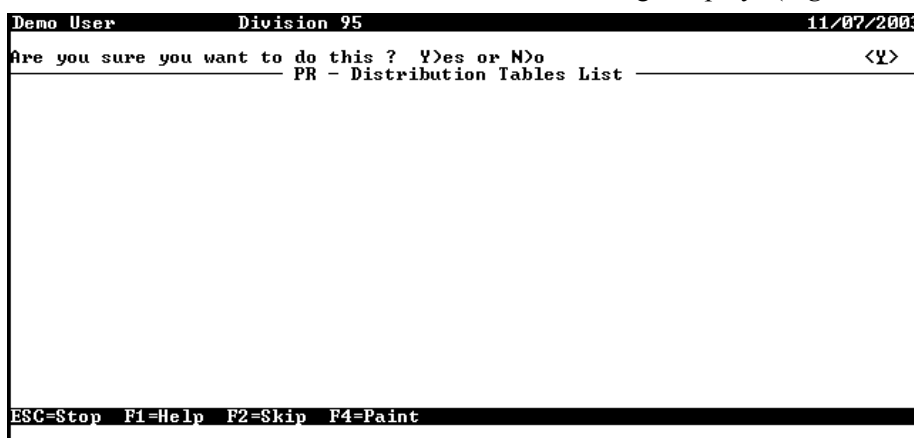


Figure 7.22—Distribution Tables List—Confirmation Message

2. Press ENTER to produce a report (accepting the **Yes** option). A second confirmation message displays asking if you want to file the report.
3. Press ENTER to file a report (accepting the **Yes** option). The report (PYSTDST.L##, where ## represents your division number) is created and saved to your Reports folder and you are asked if you would like to create another report.
4. Type Y to create another Distribution Tables List or N to exit the task and close the window.

5. Access the report through Print Manager (*Figure 7.23*).

Run date: 11/07/2003 @ 14:58	Division 95
Bus date: 11/07/2003	Distribution Tables List PYSTDST.L95 Page 1
Table.....: ADMIN - 04	Changed.: 11/07/03
	User.....: 00101
1) Description....: Table for Water Admin Tasks	
2) Entry Distribution mask	Percentage
-----	-----
10 AXX 01-XX XXXX	40.000000
20 AXX 02-XX XXXX	60.000000
Number of lines printed = 10	*** End of report ***

Figure 7.23—Example Distribution Tables List

PRINTING REPORTS

Report Manager lets you send Payroll/Personnel reports directly to your printer. You can also print reports from the Preview window or from the FundWare Print Manager.

PRINTING DIRECTLY TO YOUR PRINTER

Use the following steps to print directly to your default printer.

1. Click the report name on the HomePage. The parameter window displays.



You can also access the report through Report Manager: select **File > Report Manager** from the menu bar; and select Payroll/Personnel, the report category, and the report name; and double-click or click **Produce**.

The report parameters window displays.

2. Set the any filtering options you want for the report. See *Producing Payroll/Personnel Reports* on page 2.139.
3. Select the Print check box in the Output To section of the window.
4. Click **OK**. The report is sent to your Windows default printer.



When Master Record List and Predefined Reports print, they append to previously-generated copies stored in Print Manager. Each time you run an Employee Master List, for example, it adds to the existing one. If you do not want this to occur, delete previous versions of reports from Print Manager before running a report.

PREVIEWING REPORTS

Report Manager lets you preview reports on-screen. From the preview window you can print reports or export them as files in different formats.

1. Click the report name on the HomePage. The parameter window displays.



You can also access the report through Report Manager: select **File > Report Manager** from the menu bar; and select Payroll/Personnel, the report category, and the report name; and double-click or click **Produce**.

The report parameters window displays.

2. Set any filtering options you want for the report. See *Producing Payroll/Personnel Reports* on page 2.139.
3. Select the Preview check box in the Output To section of the window.
4. Click **OK**. The report opens in the Print Preview window.



If you do not have a default printer selected for the computer, you will receive an error message.

OPENING PRINT MANAGER

The FundWare Print Manager allows you to view, delete, print, format reports, and search for text. To access Print Manager, select **File > Print Manager** on the menu bar. Print Manager launches, displaying the Open dialog box (Figure 7.24).



Figure 7.24—Opening Print Manager

Refer to the *Blackbaud FundWare Print Manager Guide* for detail information and instruction regarding Printing and the Print Manager Setup Wizard.

EXPORTING REPORT INFORMATION

All FundWare reports, including standard reports, trace reports, even check files, are in ASCII format. ASCII is a generic format that most spreadsheet or work processing programs can read. You can bring any of your FundWare reports into your favorite work processor or spreadsheet and modify them there.

1. Produce the report.
2. Note the name and location of your report (i.e., the file name that you use to open the file through Print Manager).



For example, the trial balance is called GLTRBAL.L02 for division 02. By default, this report is saved as an ASCII formatted file in your **FundWare > Data** folder.

3. Using the secondary software program of your choice (e.g., Excel), select **File > Open** to open the FundWare report file.
4. The secondary software may display a “Wizard” to guide you through the process of importing and formatting the file. Follow these instructions.

C H A P T E R 8

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, use the Navigator Bar Item, 941 Processing > Define 941 Report Parameter.

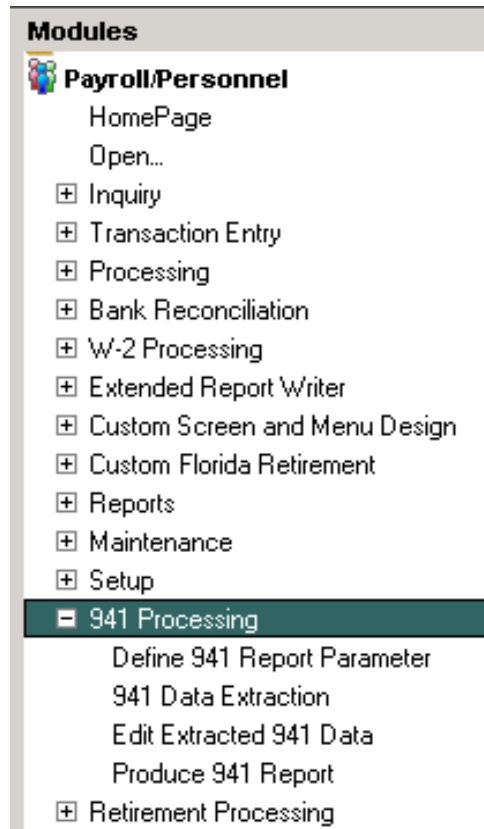


Figure 8.1—941 Report Parameter



You can also access the Report Parameter programs via the toolbar.

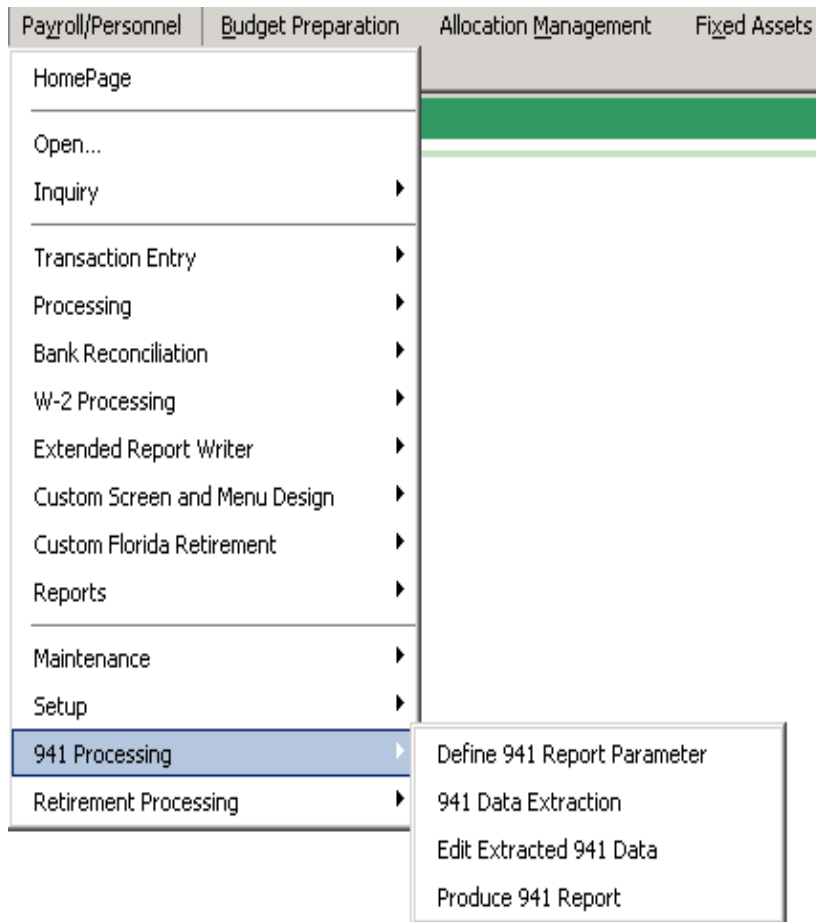


Figure 8.2—941 Report Toolbar

The first time you enter this program, you must do 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.

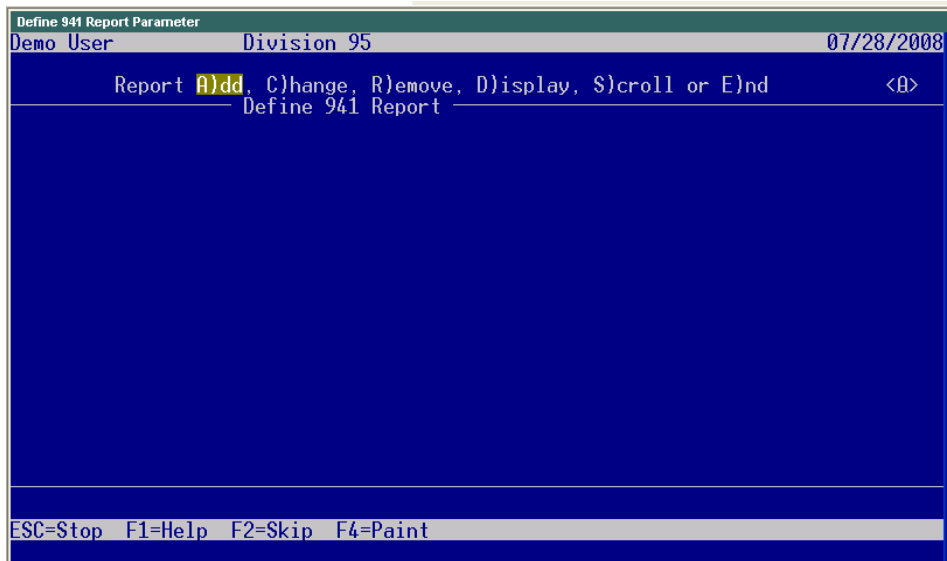


Figure 8.3—Define Parameter Entry

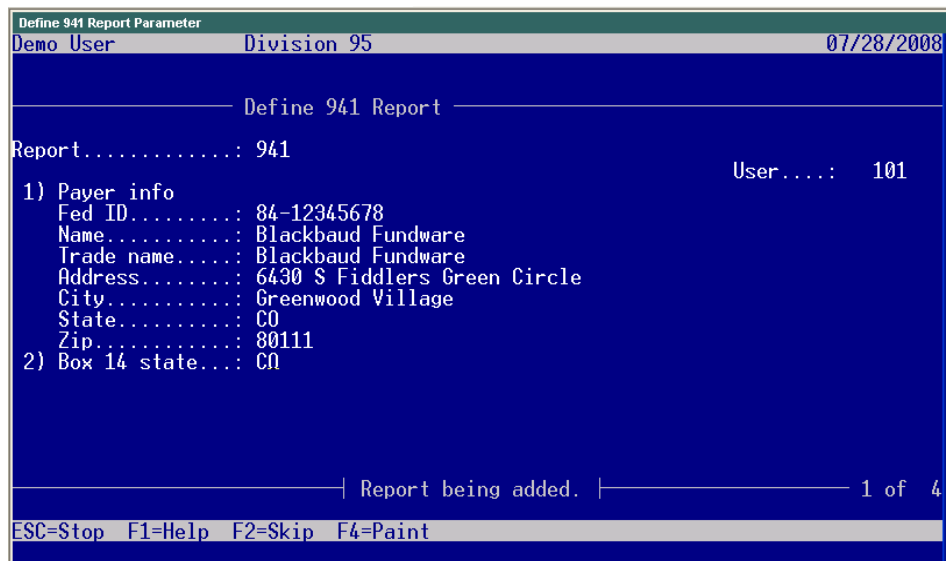


Figure 8.4—Define Parameter Screen 1

The Report Name Defaults to 941.

Table 8.1—Define Parameter Screen 1 Fields

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 12) Box 14
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

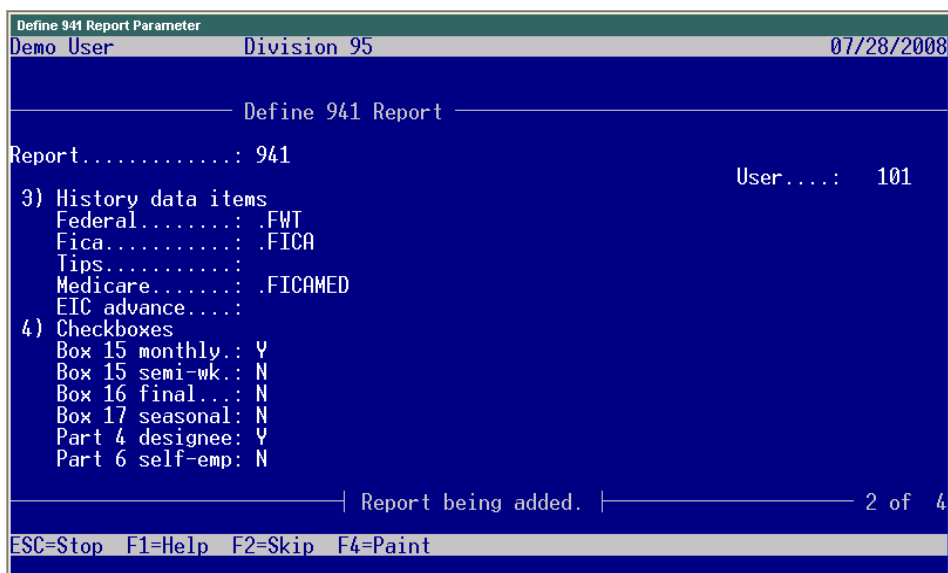


Figure 8.5—Define Parameter Screen 2

Table 8.2—Define Parameter Screen 2 Fields

Field	Definitios and placement on 941 Form
3) History Data Items	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. It is the Basis Amount on the Data Item that is being Extracted
Federal	Press F1 and select the data item where you store your Federal withholding, normally .FWT This information appears in Box 3 of the 941 for
Fica	Press F1 and select the data item where you store the Fica taxes, normally .FICA This information appears on line 5a of the 941 form
Tips	Press F1 and select the data item where you store tips, or leave the field blank This information appears on line 5b of the 941 form
Medicare	Press F1 and select the data item where you store Medicare taxes. This information appears on line 5c of the 941 form.
EIC Advance	Press F1 and select the data item where you store eic or leave blank This information appears in box 9 on the 941 form
4) Checkboxes	Answer Y if any of the numbered boxes need to have a check in Them otherwise leave the default of N.
Box 15 monthly	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. Monthly tax liability figures will then print in section 15.
Box 15 semi-wk	A Y will X the Box on line 15 that states “You were a semiweekly schedule depositor for any part of this quarter”
Box 16 final	A Y will X the Box on line 16 “If your business has closed or you stopped paying wages.
Box 17 seasonal	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”

Table 8.2—Define Parameter Screen 2 Fields

Field	Definitios and placement on 941 Form
Part 4 designee	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.
Part 6 self-emp	A Y will X the box in Part 6, “Check if you are self-employed”.

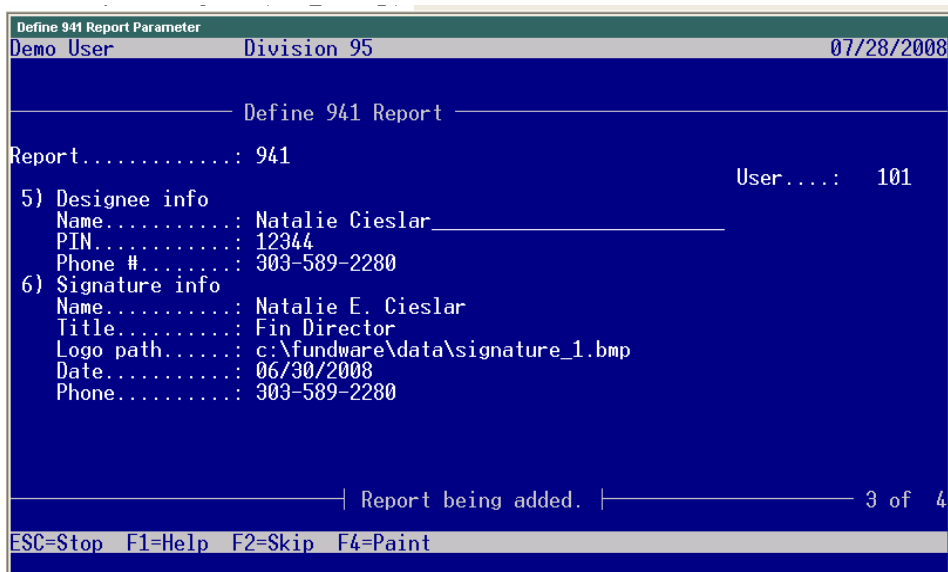


Figure 8.6—Define Parameter Screen 3

Table 8.3—Define Parameter Screen 3 Fields

Field	Definition and placement on 941 Form
5) Designee Info	
Name	Enter the name of a third-party Designee, or leave blank 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 The PIN will appear on Part 4 under the Designee's Name

Table 8.3—Define Parameter Screen 3 Fields

Field	Definition and placement on 941 Form
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. 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” Phone number may be entered as a full number string without dashes.

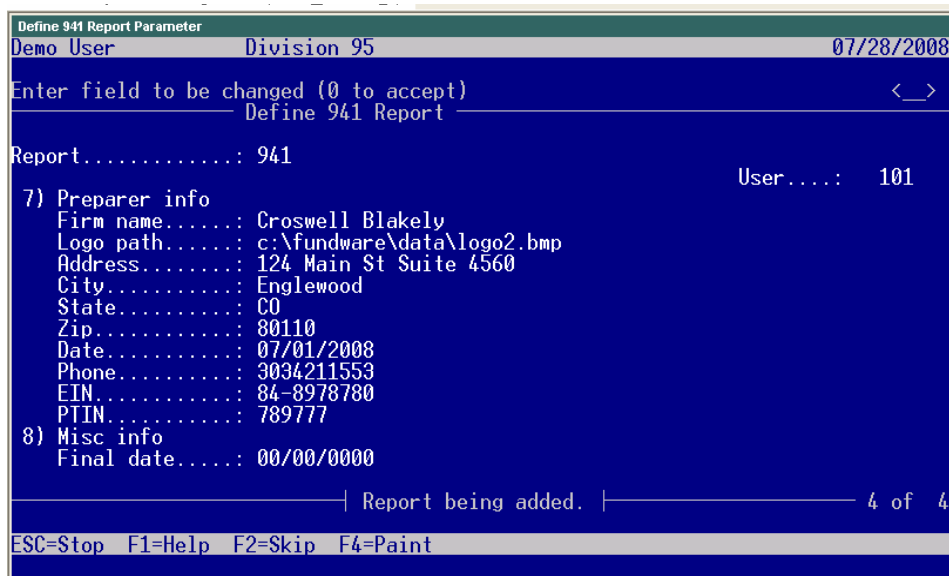


Figure 8.7—Define Parameter Screen 4

Table 8.4—Define Parameter Screen 4 Fields

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. 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.

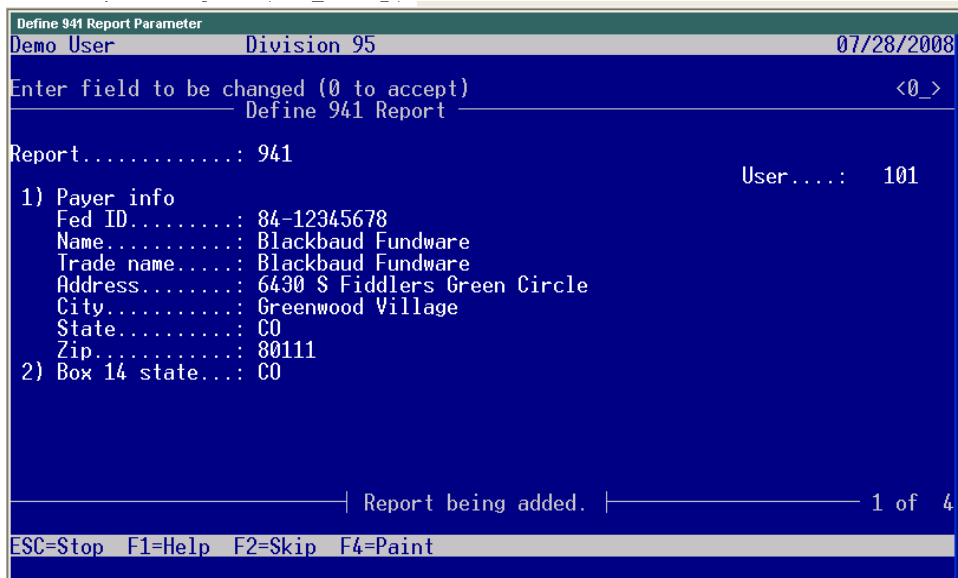


Figure 8.8—Exiting the Define Parameter Screen

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, use the Navigator Bar Item, 941 Processing > 941 Data Extraction.

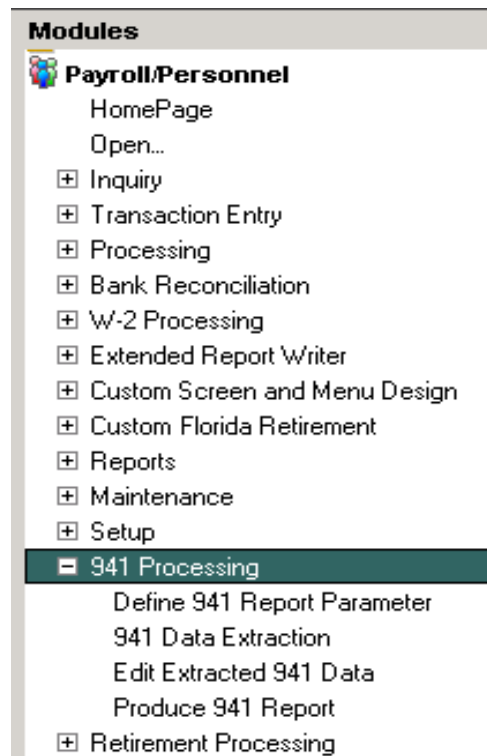


Figure 8.9—941 Data Extraction



You can also access the Data Extraction programs via the toolbar.

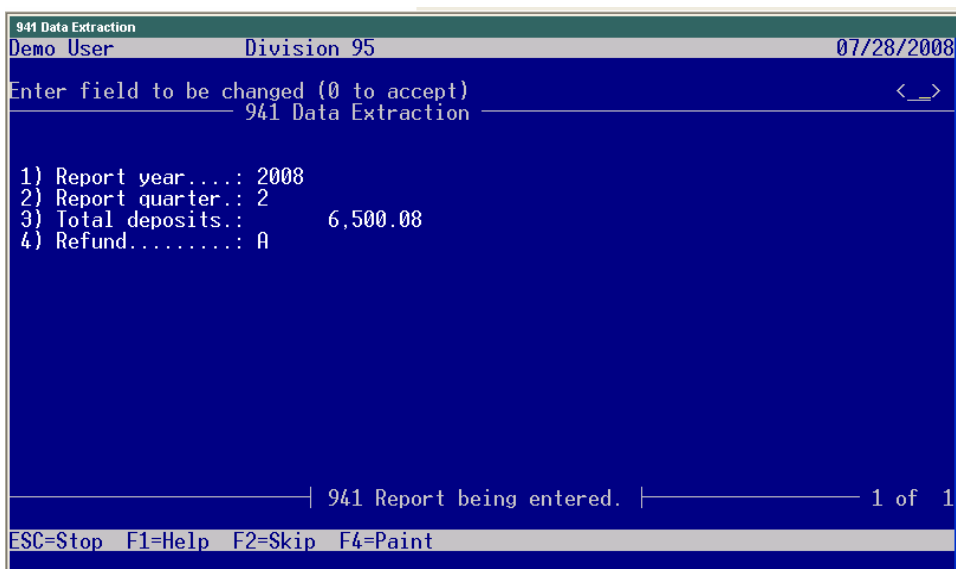


Figure 8.10—Extracting 941 Data

Table 8.5—Extracting 941 Data Fields

Field	Definition and Placement on 941 Form
1) Report year	The 4 digit report year for which the report is being generated. This determines which history will be pulled from Fundware Payroll.
2) Report quarter	The Quarter being reported (1 – 4) 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.

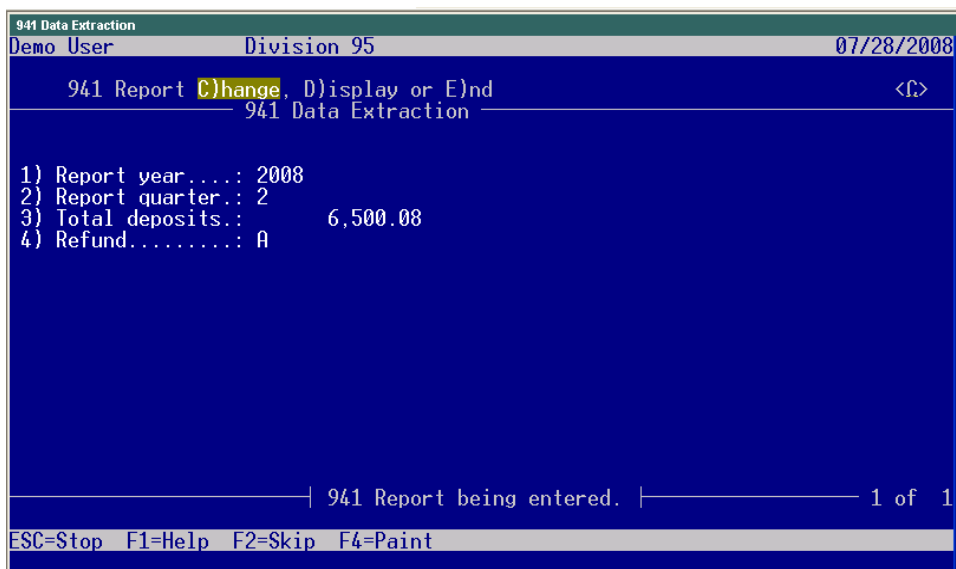


Figure 8.11—Accepting the extraction screen

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, use the Navigator Bar Item, 941 Processing > Edit Extracted 941 Data.

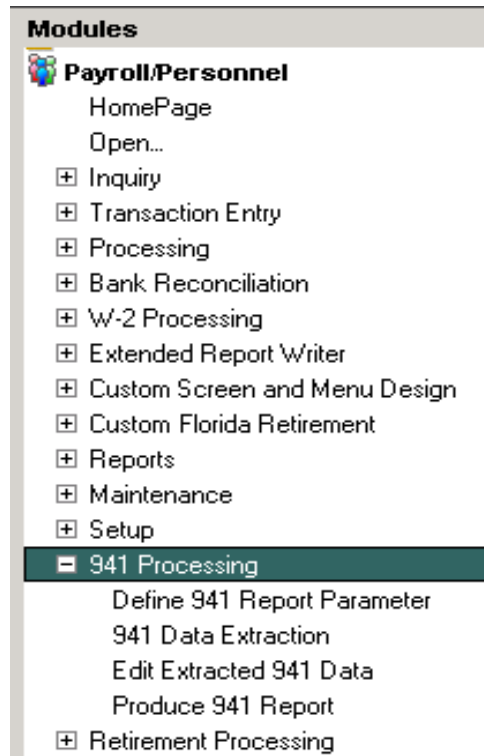


Figure 8.12—Edit Extracted 941 Data



You can also access the Edit Extracted 941 Data programs via the toolbar.

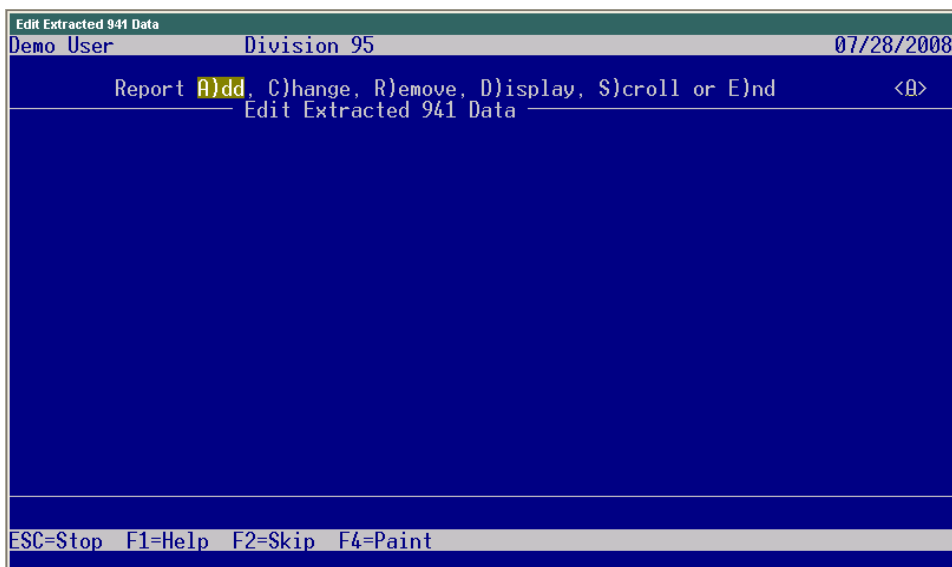


Figure 8.13—Display or Change command to edit data

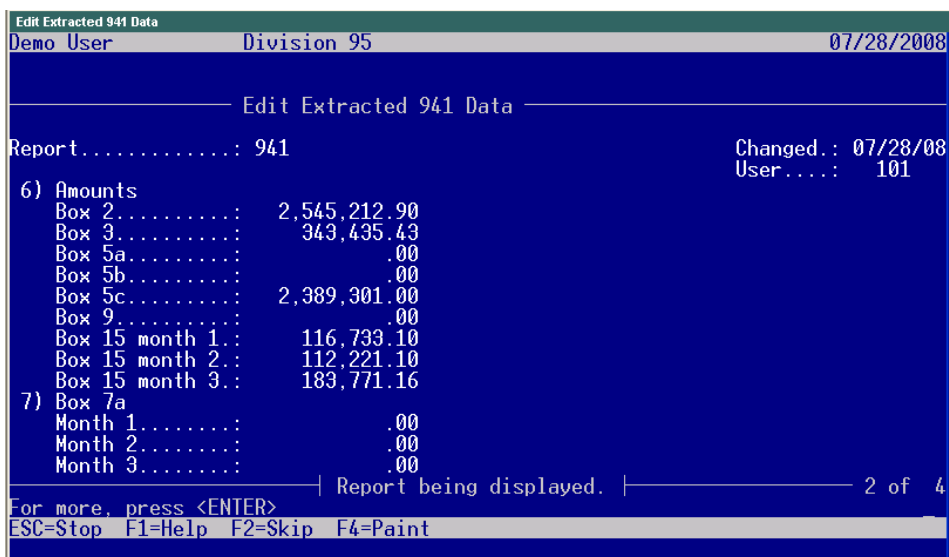


Figure 8.14—Displaying screen 2 of the extracted 941 data

By doing a Display the data extracted can be viewed. A Change 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, use the Navigator Bar Item, 941 Processing > Produce 941 Report.

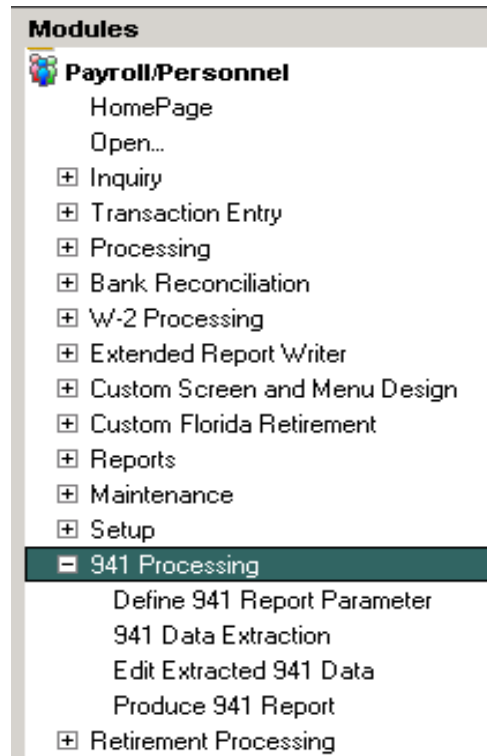


Figure 8.15—Produce 941 Report



You can also access the Produce 941 Report programs via the toolbar.

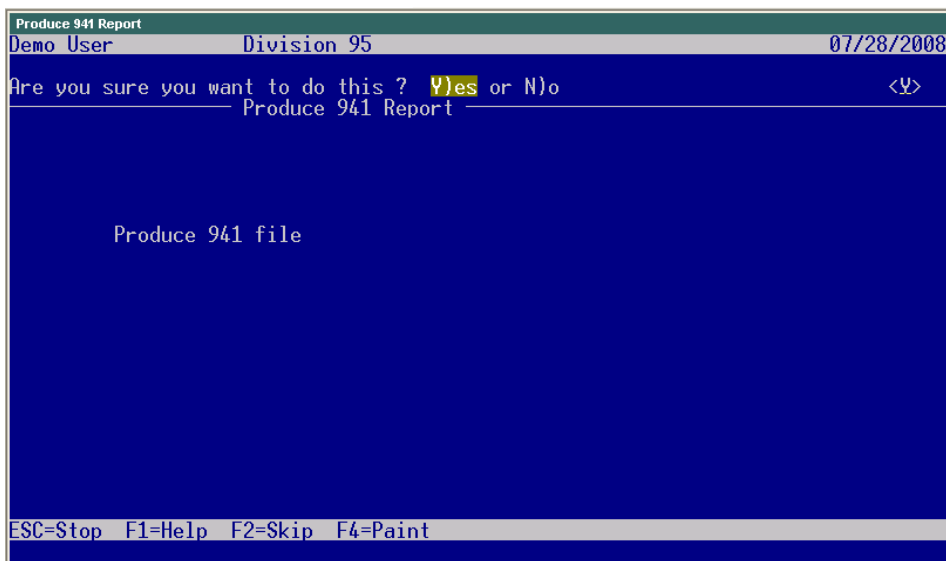


Figure 8.16—Producing the form

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

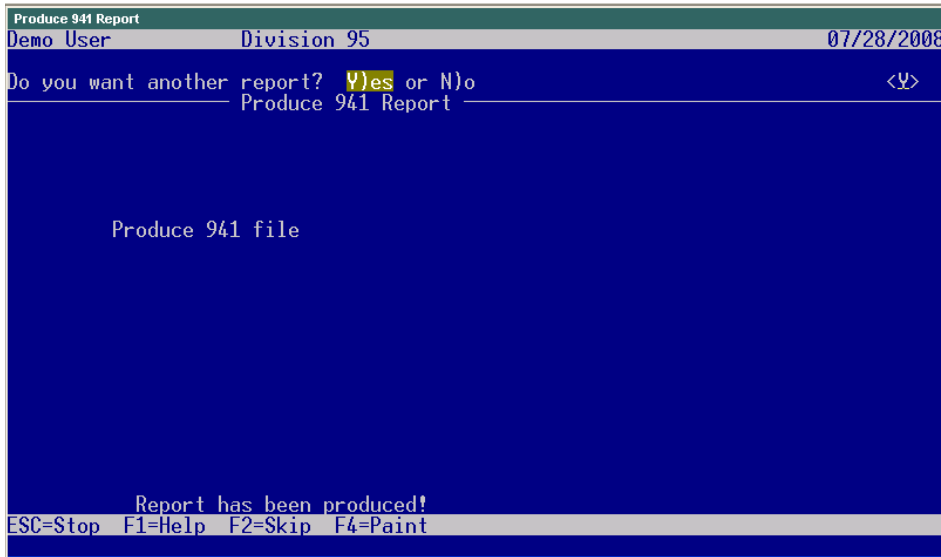


Figure 8.17—Exiting 941 Production

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 *Figure 8.18* and *Figure 8.19*.

Print Manager - [PY941VR.L95 (Default.tpl)]

File Edit Mode View Window Help

<Use Named Templates>

Page Break

Run date: 07/28/2008 @ 12:16 Division 95
 Bus date: 07/28/2008 941 Verification

Box	Description	Value
	Year	2008
	Quarter	2
Employer	Employer ID number	84-12345678
Employer	Name	Blackbaud Fundware
Employer	Trade name	Blackbaud Fundware
Employer	Address line 1	6430 S Fiddlers Green Circle
Employer	City	Greenwood Village
Employer	State	CO
Employer	Zip	80111
1	Total Employees	
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: 1

start | 07/28/2008 - System ... | 07/28/2008 - Division... | Payrollscreenshots.d... | Print Manager - [PY9...

Figure 8.18—Page 1 of the 941 Verification Report

Print Manager - [PY941VR.L95 (Default.tpl)]

File Edit Mode View Window Help

<Use Named Templates>

15 checkbox Monthly X

15 checkbox Semiweekly

15 Month 1 Month 1 116,733.10

15 Month 2 Month 2 112,221.10

15 Month 3 Month 3 183,771.16

15 Total Total liability for quarter 412,725.36

16 checkbox Final date

16 date Final date 00/00/0000

17 checkbox Seasonal

Part 4 checkbox Designee - Yes X

Part 4 Name Natalie Cieslar

Part 4 PIN 12344

Part 4 Phone 303-589-2280

Part 5 Logo path c:\fundware\data\signature_1.bmp

Part 5 Name Natalie E. Cieslar

----- Page Break -----

Run date: 07/28/2008 @ 12:16 Division 95

Bus date: 07/28/2008 941 Verification PY94:

Box	Description	Value
Part 5	Title	Fin Director
Part 5	Date	06/30/2008
Part 5	Phone	303-589-2280
Part 6	Logo path	c:\fundware\data\logo2.bmp
Part 6	Firm name	Croswell Blakely
Part 6	Address line 1	124 Main St Suite 4560
Part 6	City	Englewood
Part 6	State	CO
Part 6	Date	07/01/2008
Part 6	Phone	3034211553
Part 6	Self-employed checkbox	
Part 6	EIN	84-8978780
Part 6	Zip	80110
Part 6	SSN/PTIN	789777

Number of lines printed = 78 *** End of report ***

Mode: Windows Templates Printing Pg: 2

Figure 8.19—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.

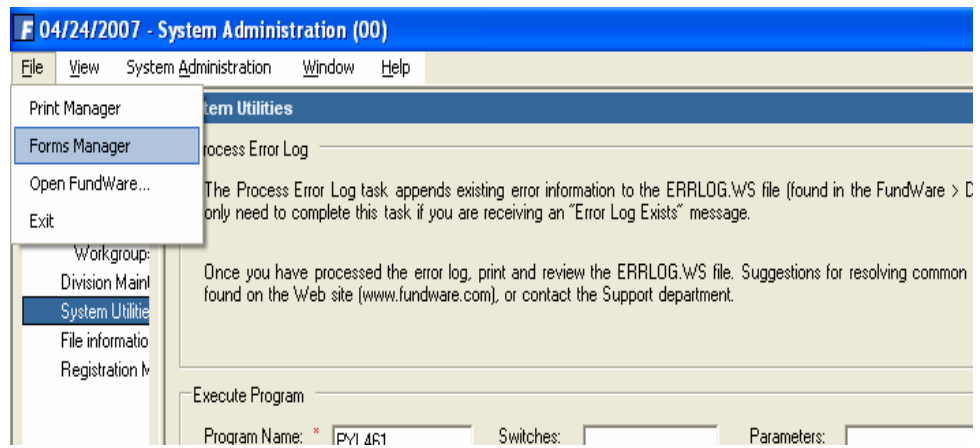


Figure 8.20—Accessing Forms Manager

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.

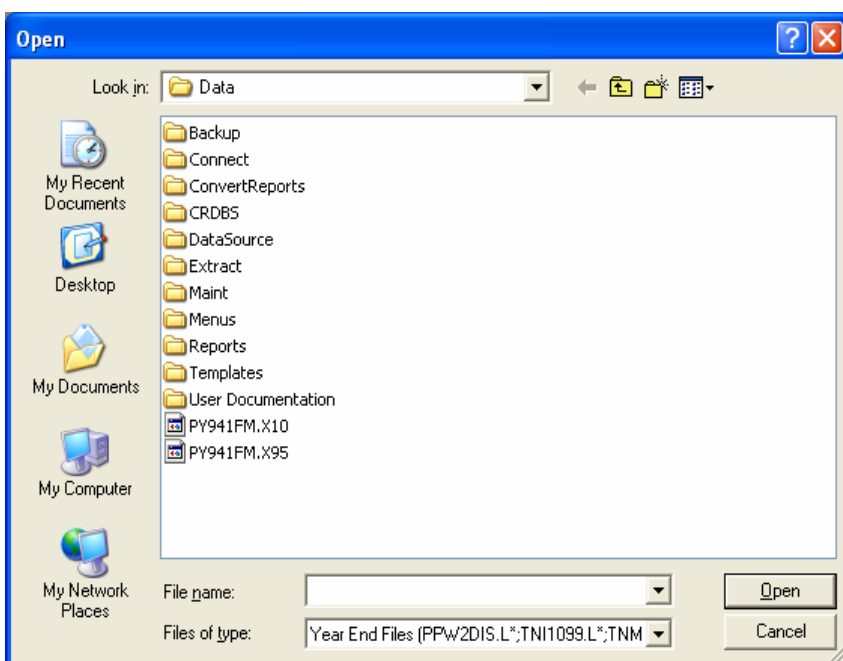


Figure 8.21—Forms Manager File Display

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

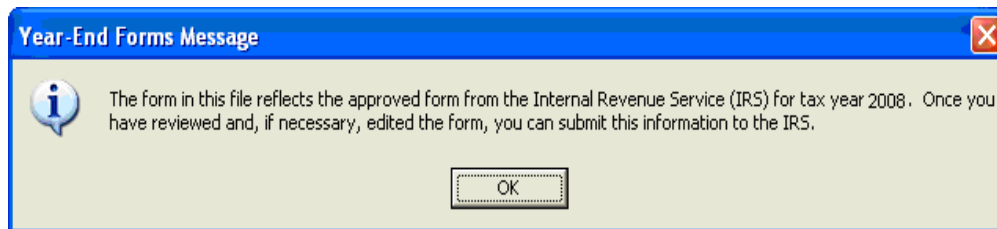


Figure 8.22—Forms Manager Message

Press OK.

The form currently produced in this release is Form 941 for 2008: Employer's Quarterly Federal Tax Return. (Rev. January 2008).

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

Form **941 for 2008: Employer's QUARTERLY Federal Tax Return** 0715 970108
 (Rev. January 2008) Department of the Treasury -- Internal Revenue Service OMB No. 1545-0029

(EIN)
 Employer identification number 84-12345678

Name (not your trade name) Blackbaud Fundware
Trade name (if any) Blackbaud Fundware
Address 6430 S Fiddlers Green Circle
Greenwood Village CO 80111

Report for this Quarter of 2008 (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="26744.52"/>	x .124 =	<input type="text" value="3316.32"/>
5b Taxable social security tips	<input type="text"/>	x .124 =	<input type="text"/>
5c Taxable Medicare wages & tips	<input type="text"/>	x .029 =	<input type="text"/>
5d Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d)			5d <input type="text" value="3316.32"/>

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

7 TAX ADJUSTMENTS (see 4 instructions for line 7 before completing lines 7a through 7g):

7a Current quarter's fractions of cents

7b Current quarter's sick pay

Figure 8.23—941 Form in Forms Manager



If any changes are needed at this point, use the “Edit Extracted 941 Data” 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 “Define 941 Report Parameter” 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 SETUP PARAMETER

EXTRACT 941 DATA

MODIFY 941 DATA

PRODUCE 941 FORM

C H A P T E R 9

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, use the Navigator Bar Item, Retirement Processing > Define Retirement Parameter.

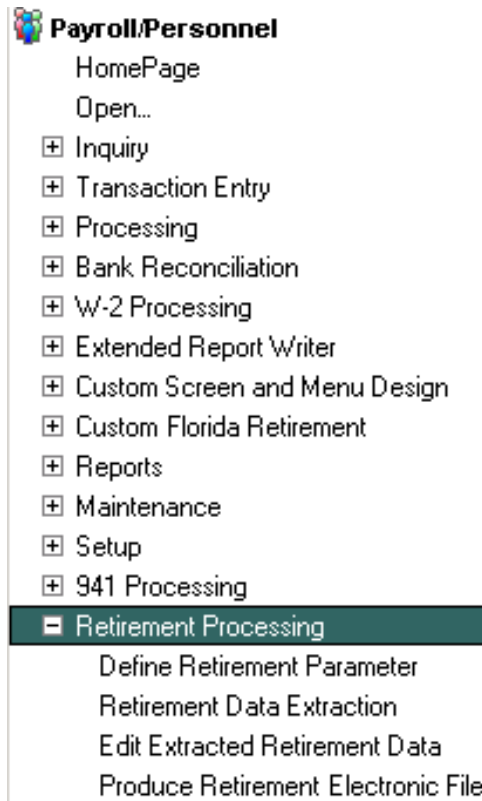


Figure 9.1—Define Retirement Parameter



You can also access the Define Retirement Parameter programs via the toolbar.

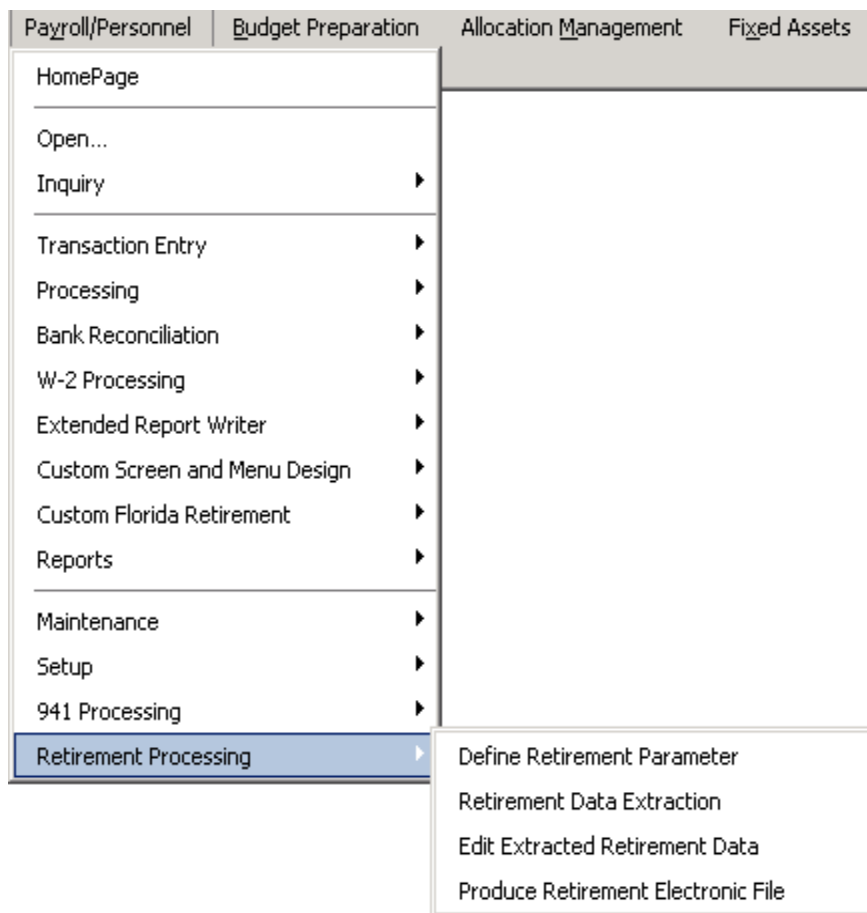


Figure 9.2—Retirement Report Toolbar

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. Blackbaud Fundware users that are in Massachusetts will have user-defined employee data items on their employee records.

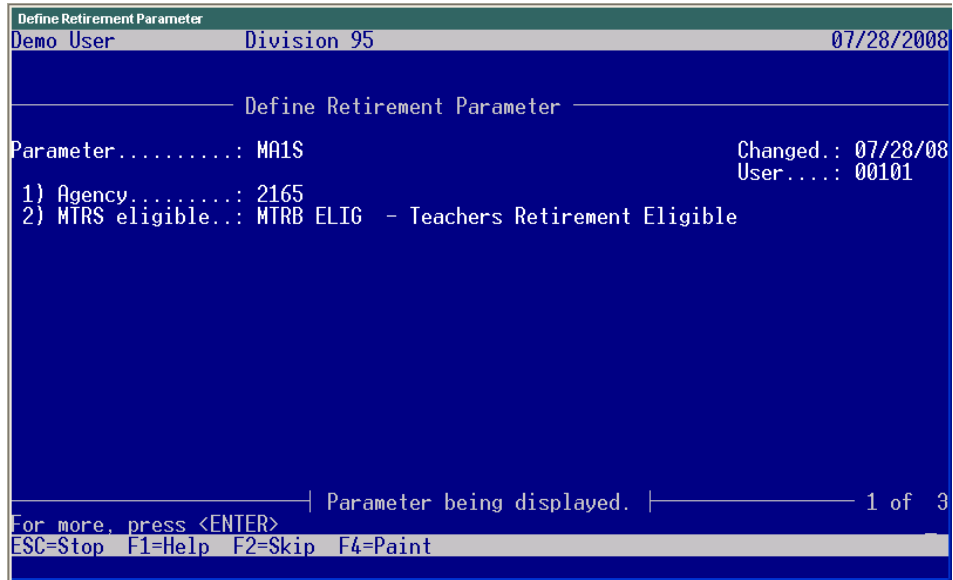


Figure 9.3—Parameter Definition Screen 1

Table 9.1—Parameter Definition Screen 1

Field	Description
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.
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.

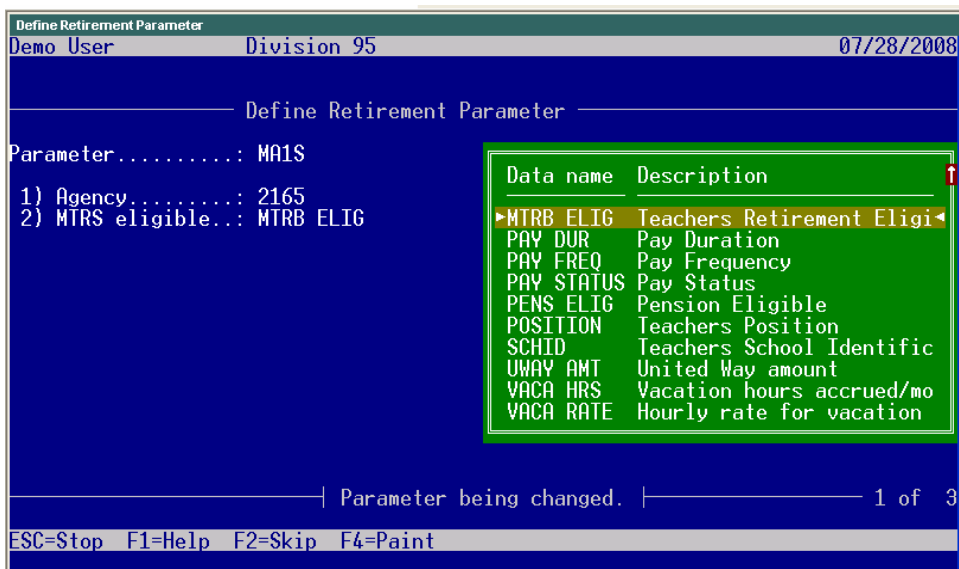


Figure 9.4—Parameter Definition F1 key

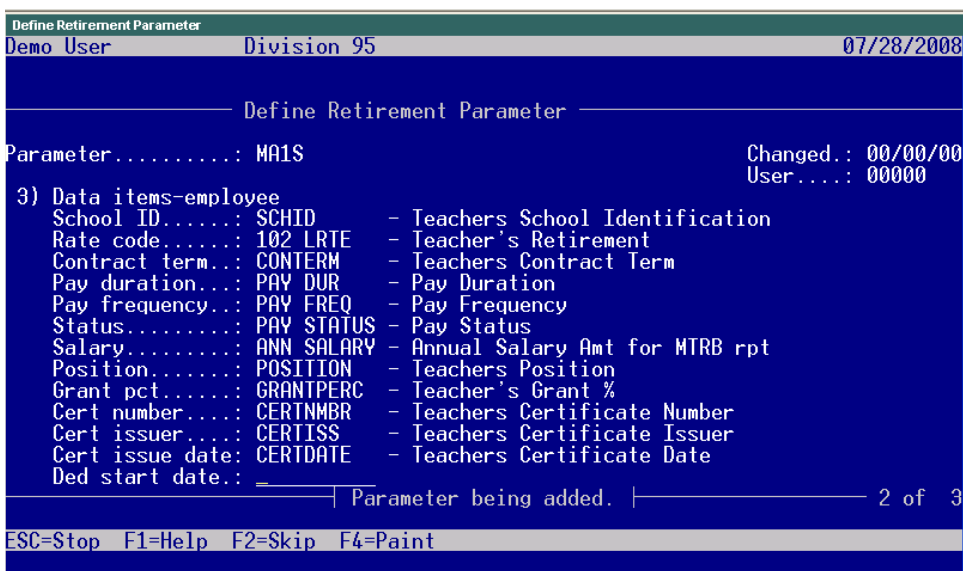


Figure 9.5—Parameter Definition Screen 2

Table 9.2—Parameter Definition Screen 2

Field	Description
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 genetic position code derived from an MTRS-defined table; the valid entries in this field are: SUPT Superintendent TEACH Teacher TEACH6 Teach - 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-ofstate 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.

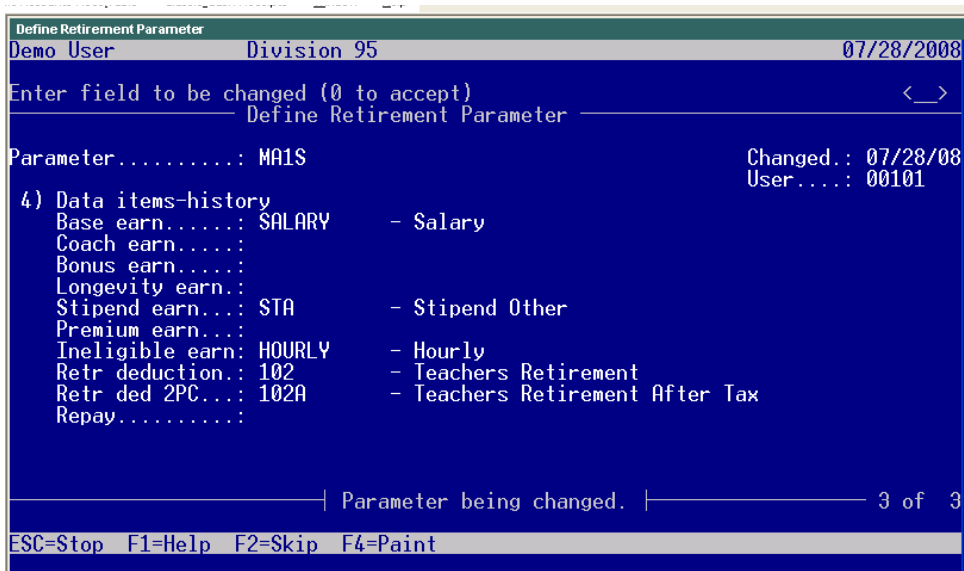


Figure 9.6—Parameter Definition Screen 3



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

Table 9.3—Parameter Definition Screen 3

4) Data items-history	

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.

RETIREMENT DATA EXTRACTION

To extract data to the Retirement Report, use the Navigator Bar Item, Retirement Processing > Retirement Data Extraction.

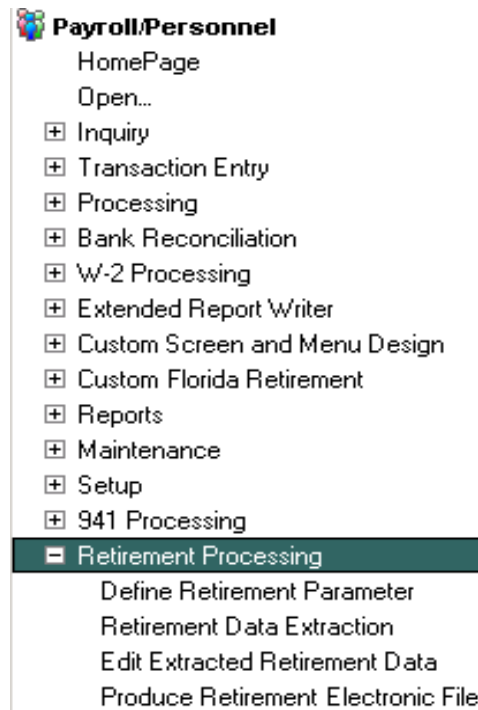


Figure 9.7—Extraction Program



You can also access the Retirement Data Extraction programs via the toolbar.

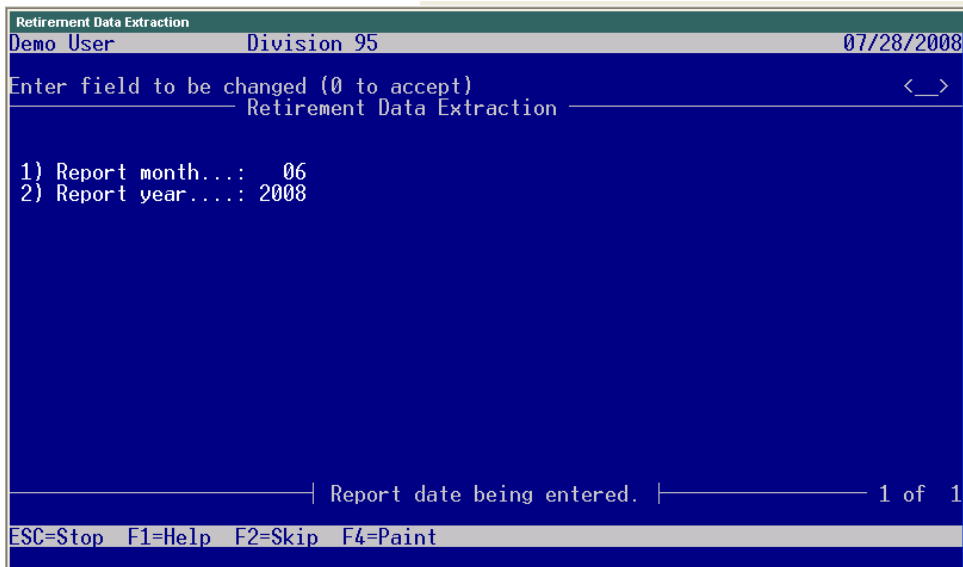


Figure 9.8—Extraction Program Report Month and Year

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.

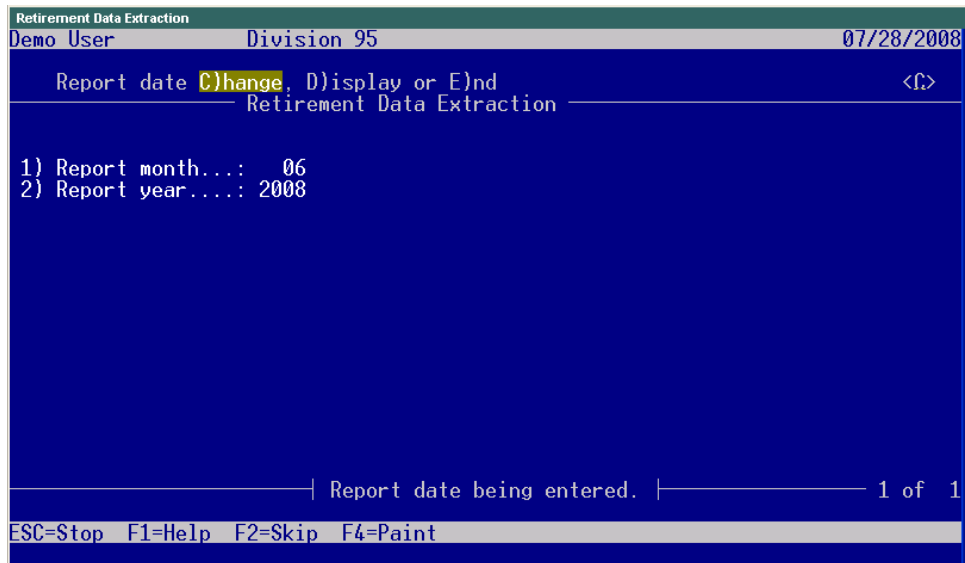


Figure 9.9—Extraction Program Change or End

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, use the Navigator Bar Item, Retirement Processing > Edit Extracted Retirement Data.

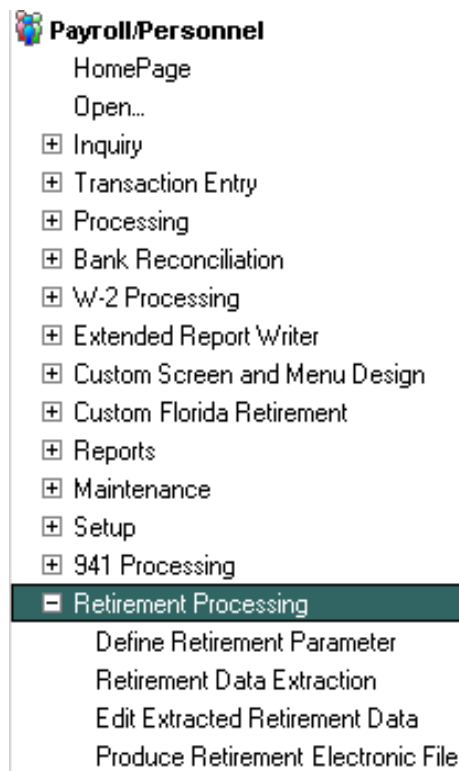


Figure 9.10—Edit Extracted Data



You can also access Edit Extracted Retirement Data via the toolbar.

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.

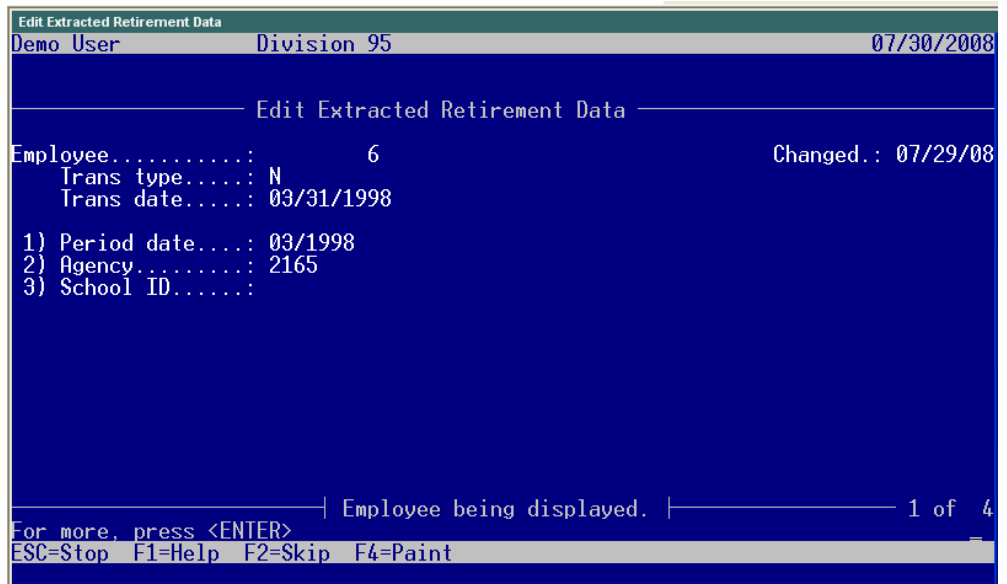


Figure 9.11—Display or Edit Extracted Data Screen 1

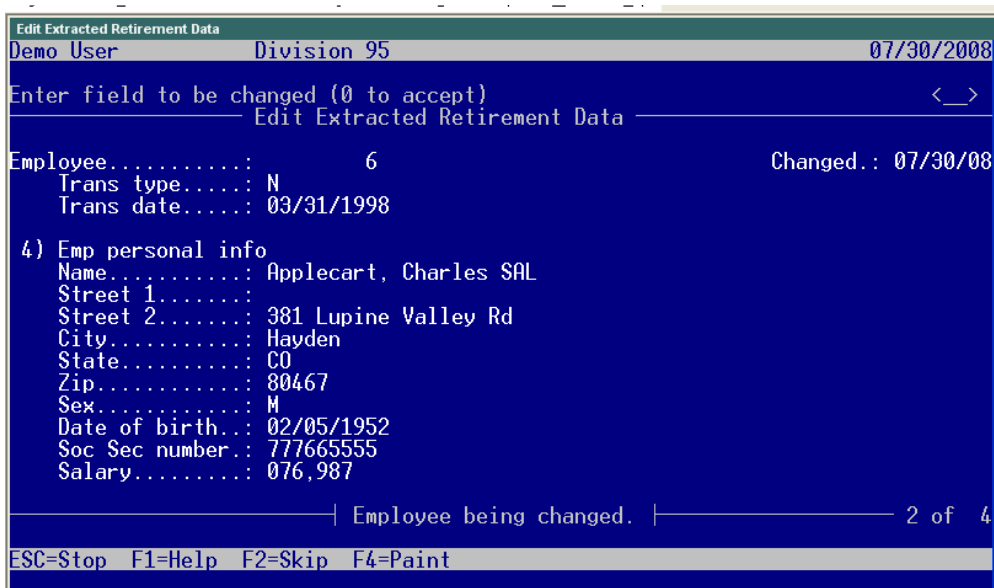


Figure 9.12—Display or Edit Extracted Data Screen 2

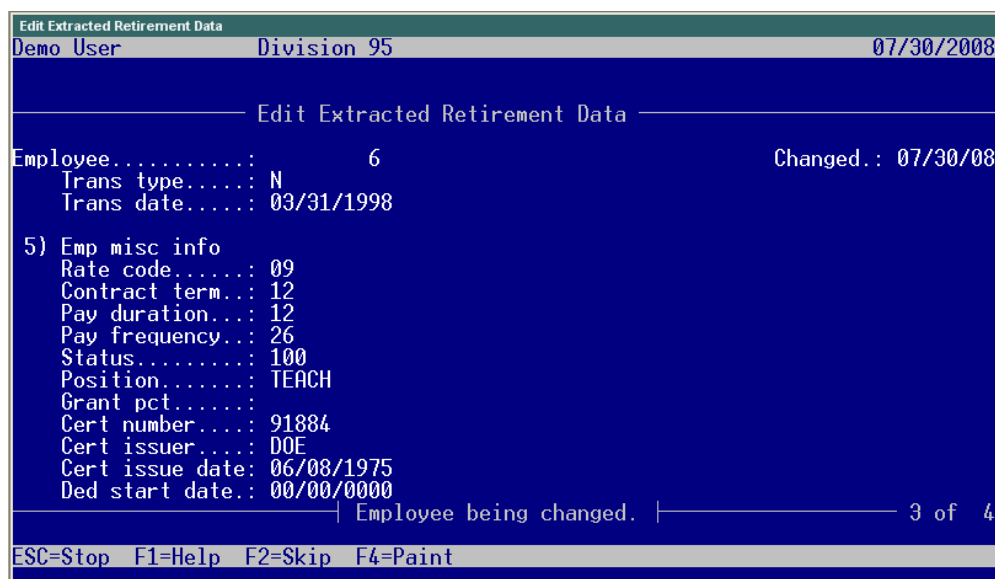


Figure 9.13—Display or Edit Extracted Data Screen 3

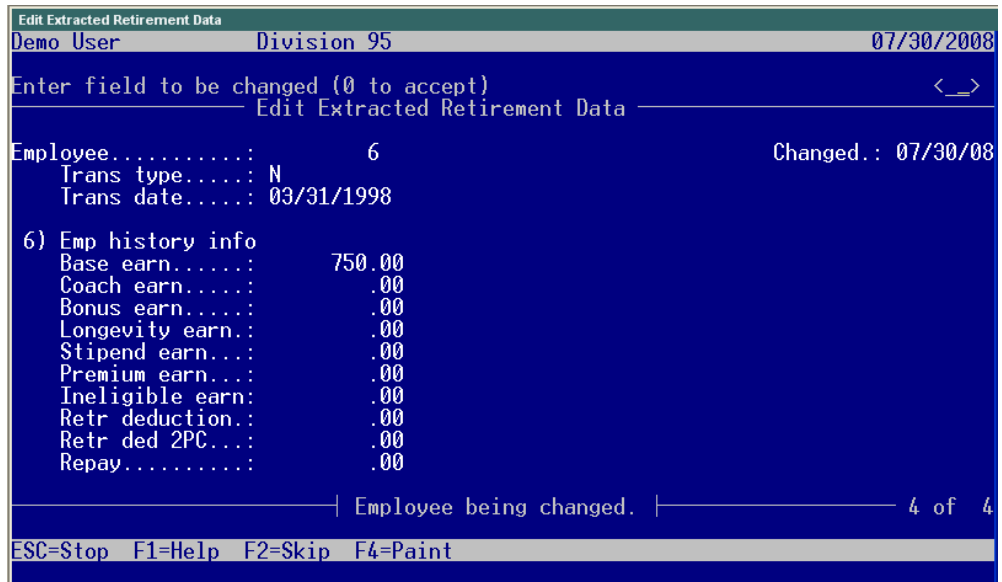


Figure 9.14—Display or Edit Extracted Data Screen 4



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 add records that don't fit within the normal extraction process.

PRODUCE THE MTRS ELECTRONIC FILE

To edit the extracted data, use the Navigator Bar Item, Retirement Processing > Produce Retirement Electronic File.

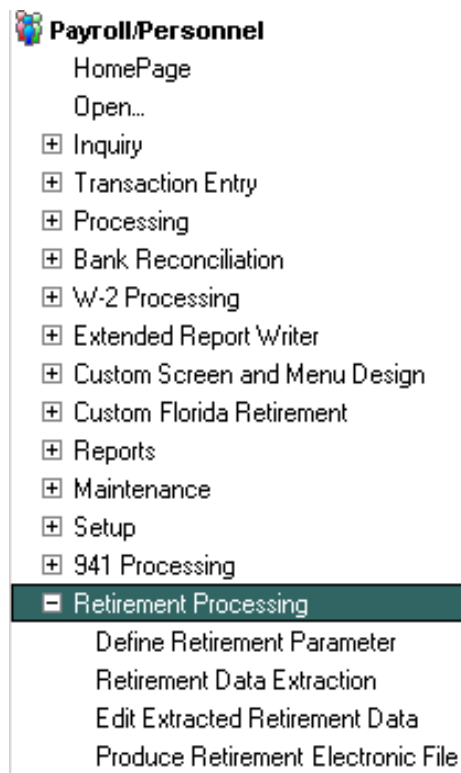


Figure 9.15—Produce the MTRS Electronic File



You can also access Produce Retirement Electronic File via the toolbar.

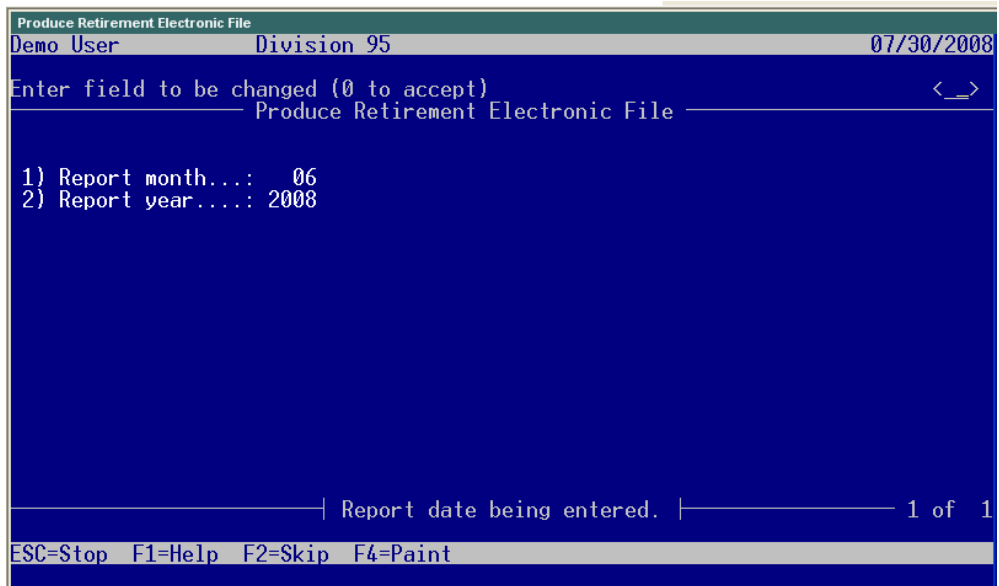


Figure 9.16—MTRS File Header Production

Table 9.4—MTRS File Header Production

Field	Description
1) Report month	Enter the 2 digit Report month.
2) Report year	Enter the 4 digit Report year.


```

Produce Retirement Electronic File
Demo User          Division 95          07/30/2008
Report date C)hange, D)isplay or E)nd   <C>
Produce Retirement Electronic File

1) Report month...: 06
2) Report year....: 2008

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

```

Figure 9.17—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

1. DEFINE PARAMETER
2. EXTRACT MTRS DATA
3. MODIFY MTRS DATA

4. PRODUCE ELECTRONIC FILE
5. SEND FILE TO MTRA (FILE NAME MA1####)

A P P E N D I X A

PAYROLL BEST PRACTICES

To help you Payroll system run at its optimum, your organization to follow the best practices described in this appendix.

DAILY

- Perform housekeeping procedures:
 - Delete any TP*.* files in your data directory when everyone is out of FundWare.
- Print any error logs immediately.
- Contact the FundWare Support department if you get an error message. Stop working if the error message includes “notify software support.”
- Backup all the FundWare files! Make sure that these backups are successful and that you can restore from them, if necessary.
 - You should have a system-wide backup process in place.
 - Do not rely solely on the division backup process available in FundWare.

MONTHLY

- Reorg the PY*.* files for each division. (See the *Blackbaud FundWare System Administration Guide* for more information on the reorg task.)

PAYROLL PROCESS

When you process payroll, FundWare uses files to store the timesheets and the net pay calculations until the checks are logged and the history files are updated. The following files (found in the Data folder) are used in the payroll process:

- **##PYA**—Store a pointer to the General Ledger—Project/Grant account number. **##** represents your division number.
- **##PYW**—Store the timesheets before they are posted. **##** represents your division number.
- **##PYX** and **PYY**—Store the detail calculations before the checks are logged. **##** represents your division number.

After you post the timesheets (from the **Timesheets** folder), Payroll removes all records from the PYW and moves the detail into the PYX and PYY files. After you log your checks (part of the check writing wizard), Payroll moves the detail from the PYX and PYY files into the permanent history files (i.e., the PYK and PYL files). Sometimes the files become corrupted which result in errors during payroll processing.

BEFORE POSTING TIMESHEETS

- Make a backup of your system.
- Post timesheets.

BEFORE LOGGING CHECKS

- Make a backup of your system.
 - Logging checks is the most vulnerable payroll process for errors to occur.
 - If you made a copy of your data files before logging, and an error does occur, you will have an easier recovery.
- Log checks.

AFTER LOGGING CHECKS

- Delete the **##PYA**, **##PYA.IDX**, **##PYW**, **##PYW.IDX**, **##PYX**, and **##PYX.IDX**, **##PYY** files, and **##PYY.IDX** (where **##** represents your division number).



DO NOT DELETE these files if you have timesheets in process or you have checks to log for another bank.

To verify that the files are empty, you can run the following program at a DOS prompt in your data directory: `rebuild ##pyw /i`. This will return the number of records in the file, if it is 0, you can safely delete the files. Since the PYA contains pointers to the account numbers, it does not remove the records at the end of the process and will not be empty. If you are deleting all three files (PYW, PXX, and PYY), you can safely delete the PYA. The files will be recreated when the next payroll is processed.

A P P E N D I X B

SAMPLE REPORTS

Table B.1 provides a sample of each standard report from FundWare Payroll/Personnel, as well as each User-Defined Reports. Your reports will vary from the examples based on your selection criteria and page break definitions.

Table B.1—Report Titles and File Names

Title	File Name
Master Record Lists	
Employee Master List—Reports the details of the employee record, except direct deposit information. Produce the Employee Direct Deposit List for direct deposit employees.	PYLPYM
Historical Data Items List—Reports all fields of the selected historical data item(s). Print and file the details for every HDI; reprint and file whenever you change the HDI definition.	PYITEMH
Employee Data Items List—Reports all fields of the selected employee data item(s). Print and file the details for every EDI; reprint and file whenever you change the EDI definition.	PYITEME
Edit Values List—Reports edit value detail for applicable employee data items (i.e., EDIs with edit values).	CIEDIT
Rates and Tables List—Reports all define rates and tables for the selected historical data items.	PYTABLE
Banks List—Reports banks in Use ID order.	PYBANK
Employees' Direct Deposit List—Reports details of direct deposit settings for employees.	PYLPYM (shown on screen as PYLPYME)
Setup List—Reports comments commands (COMNT) from field 8 of the historical data item definition.	PYSETUP
User-Defined Report Definitions List—Lists the definitions of user-defined reports.	PYLPYP

Table B.1—Report Titles and File Names (Continued)

Title	File Name
History Reports	
Employee History by Period	PYEHSTP
One Line Check List	PYCK1LN
Check History	PYCKHST
Account Distribution	PYDIST (if you chose the spreadsheet extract option, the file name is ##PYXDST, where ## is the division number)
Account Distribution By Account	PYDISTA
Distribution After Net Calculations—See <i>Producing the Distribution After Net Calculations Report</i> for setup instructions.	PYDISTC
User-Defined Reports	
941 Information Report	PY941
Employee Address List	PYADDRS
Employee Contact List	PYCNTCT
Employee Dates	PYDATES
Quarterly Earnings Reports	PYQEARN
Employee Status Report	PYSTAT
Employee Telephone Directory	PYTEL
Quarterly Unemployment Report	PYUNEMP
Employee Record Update Report	PYUPDAT

MASTER RECORD LISTS

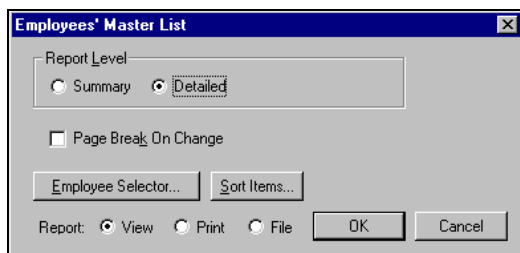


Figure B.1—Employee Master List Parameters

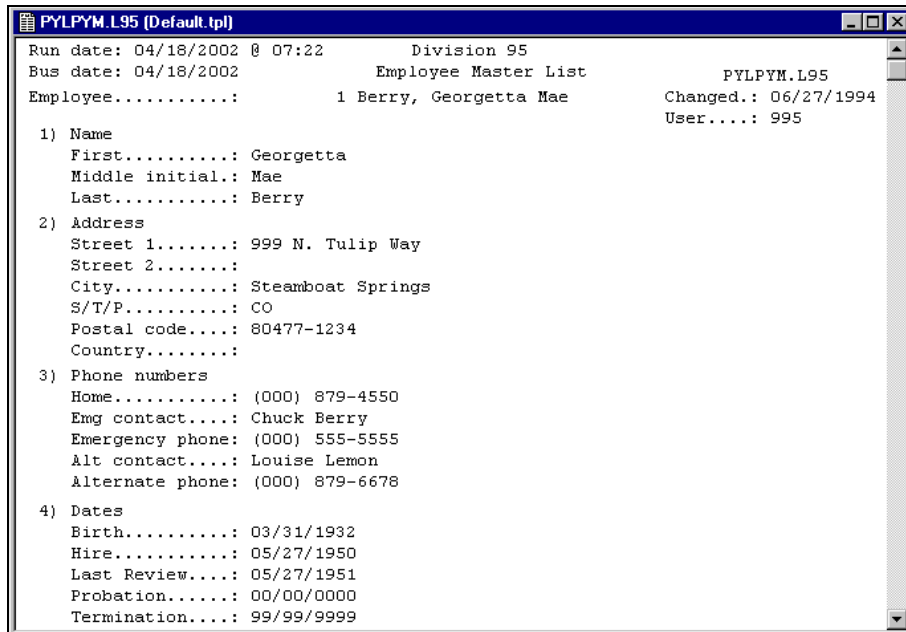


Figure B.2—Employee Master List

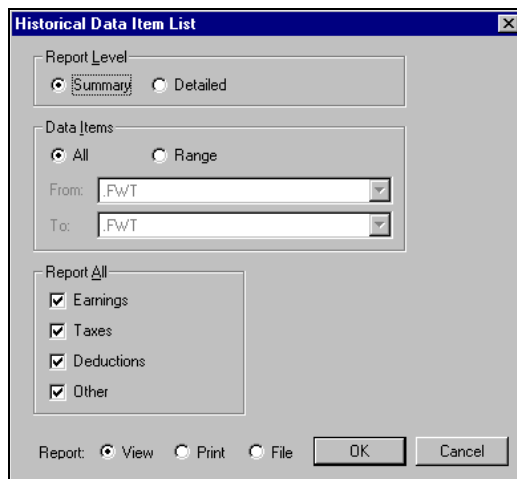


Figure B.3—Historical Data Item Lists Parameters

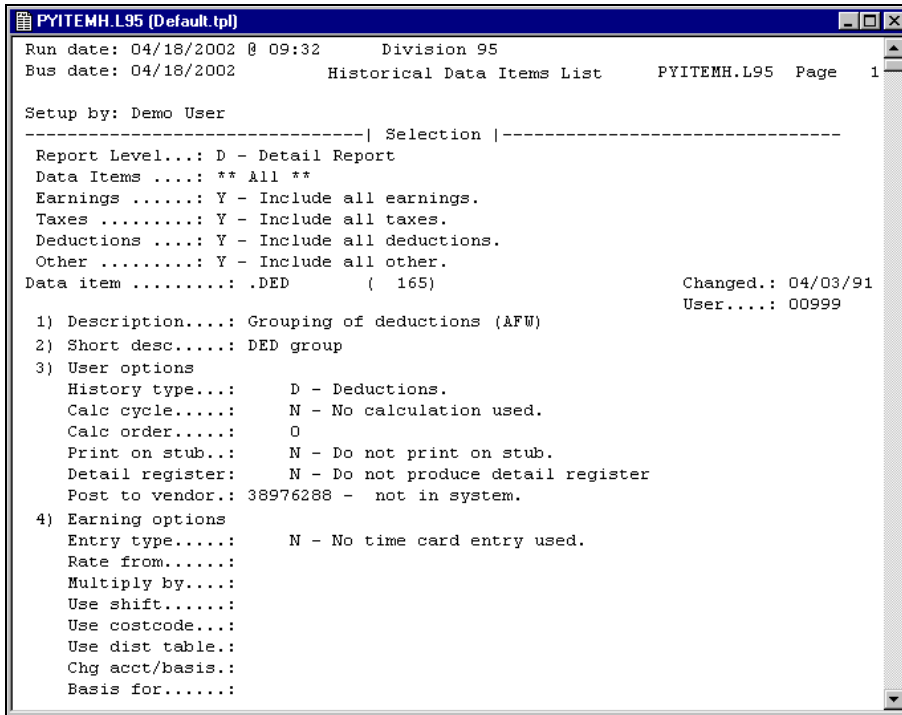


Figure B.4—Historical Data Items List

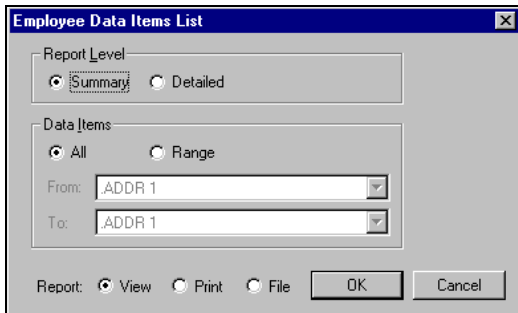


Figure B.5—Employee Data Items List Parameters

PYITEME.L95 (Default.tpl)		Division 95		PYITEME.L95		Page 1			
Run date: 04/18/2002 @ 10:14		Employee Data Items List							
Bus date: 04/18/2002									
Setup by: Demo User									
Report Level...: S - Summary Report									
Data Items: ** All **									
Data Item	Mbr Description	Short desc	Multi	Type	Edit	Scroll	Lookup col	Source	In use
.ADDR 1	1 First address line	Street 1	N	X	N	N	NNNNNNNNNN	I	Y
.ADDR 2	2 2nd line of address	Street 2	N	X	N	N	NNNNNNNNNN	I	Y
.ADDTL CO	304 Additional Colorado Withhold	Addtl CO Withld	N	\$	N	N	NNNNNNNNNN	U	Y
.BRTE	70 *Benefit-rate	*Benefit-rate	N	R	N	N	NNNNNNNNNN	S	N
.C INYPER	223 401(k) Investment Percent	Invest Percent	Y	R	N	Y	NNNNNNNNNN	I	N
.CITY	3 City	City	N	T	N	Y	NNNNNNNNNN	I	Y
.CONTACT A	16 Alternate Contact	Alt contact	N	T	N	Y	NNNNNNNNNN	I	Y
.CONTACT E	17 Emergency Contact	Emg contact	N	T	N	Y	NNNNNNNNNN	I	Y
.COSTCODE	163 Cost Code	Cost Code	N	K	Y	Y	TNNNNNNNNN	I	N
.COUNTRY	4 Country	Country	N	T	N	Y	NNNNNNNNNN	I	Y
.DIST TBL	164 Distribution Table	Dist table	N	K	Y	N	TNNNNNNNNN	I	N
.DOB	5 Date of Birth	Birth	N	D	N	N	NNNNNNNNNN	I	Y
.DOH	6 Date of Hire	Hire	N	D	N	Y	NNNNNNNNNN	I	Y
.DOP	23 Date of Probation	Probation	N	D	N	Y	NNNNNNNNNN	I	Y
.DOR	22 Date of Last Review	Last Review	N	D	N	Y	NNNNNNNNNN	I	Y
.DOT	7 Date of termination	Termination	N	D	N	N	NNNNNNNNNN	I	Y
.EFT ACCT	181 EFT Bank Account #	Bank account #	Y	T	N	N	NNNNNNNNNN	I	Y
.EFT ACT	184 EFT Active Flag	EFT Active	N	K	Y	Y	TNNNNNNNNN	I	Y
.EFT APR	185 EFT AMT, PCT, or Remainder	Amt/Pct/Rem	Y	K	Y	N	TNNNNNNNNN	I	Y
.EFT CYCLE	190 EFT Cycle	EFT Cycle	Y	K	Y	N	TNNNNNNNNN	I	Y
.EFT DFI	186 EFT Bank Transit/Routing #	Bank DFI #	Y	T	N	N	NNNNNNNNNN	I	Y
.EFT DP	187 EFT Deposit or Payment	Dep or Pay	Y	K	Y	N	TNNNNNNNNN	I	Y
.EFT MBR	188 EFT Amount or Percent	Amount/Percent	Y	\$	N	N	NNNNNNNNNN	I	Y
.EFT SEL	189 EFT Selection Value	EFT Selection	N	K	Y	Y	TNNNNNNNNN	I	N

Figure B.6—Employee Data Items List

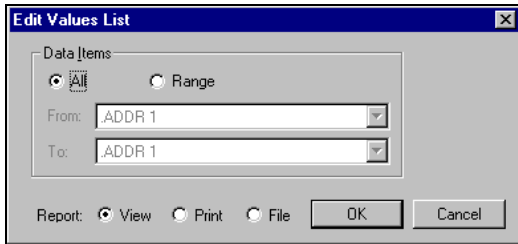


Figure B.7—Edit Values List Parameters

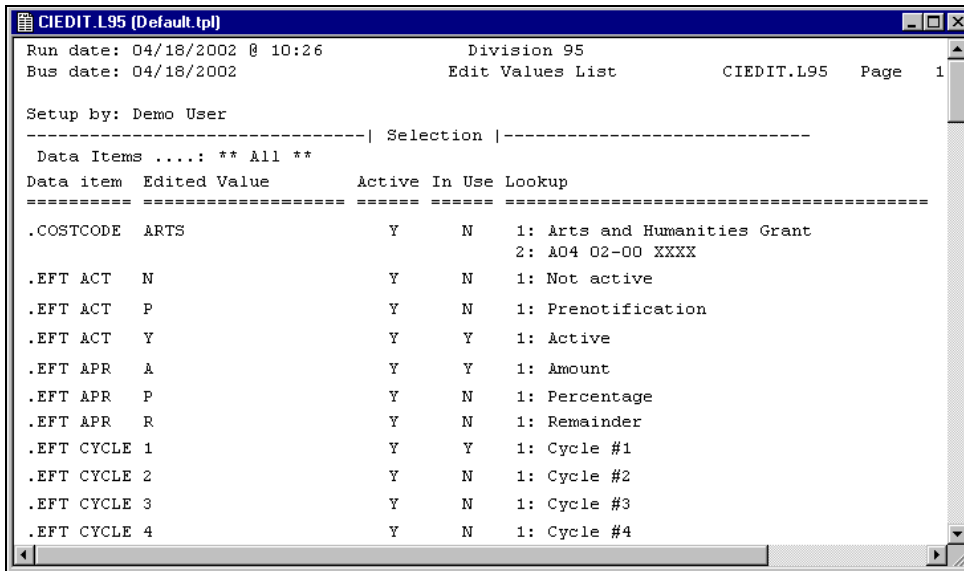


Figure B.8—Edit Values List

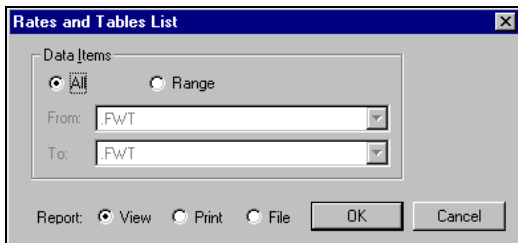


Figure B.9—Rates and Tables List Parameters

PYTABLE.L95 (Default tp) Division 95
 Run date: 04/18/2002 @ 10:47 Rates And Tables List
 Bus date: 04/18/2002 PYTABLE.L95 Page 1
 Setup by: Demo User

-----| Selection |-----

Data Items ** All **

Data Item	Table	Effective Date	Description	Line	Minimum	Maximum	Flat Amount	% Rate	XCs
.E FICA	1	01/01/1991	Fica rate	10	.00	999,999,999.99	.00	.062000	N
.E FICA	1	01/01/1990	Fica rate	10	.00	999,999,999.99	.00	.076500	N
.E FICA	2	01/01/2000	Limit	10	.00	.00	76,200.00	.000000	N
.E FICA	2	01/01/1999	Limit	10	.00	.00	72,600.00	.000000	N
.E FICA	2	01/01/1998	Limit	10	.00	.00	68,400.00	.000000	N
.E FICA	2	01/01/1997	Limit	10	.00	.00	65,400.00	.000000	N
.E FICA	2	01/01/1996	Employer FICA amounts	10	.00	.00	62,700.00	.000000	N
.E FICA	2	01/01/1995	Limit	10	.00	.00	61,200.00	.000000	N
.E FICA	2	01/01/1994	Limit	10	.00	.00	60,600.00	.000000	N
.E FICA	2	01/01/1993	Limit	10	.00	.00	57,600.00	.000000	N
.E FICA	2	01/01/1992	Limit	10	.00	.00	55,500.00	.000000	N

Figure B.10—Rates and Tables List

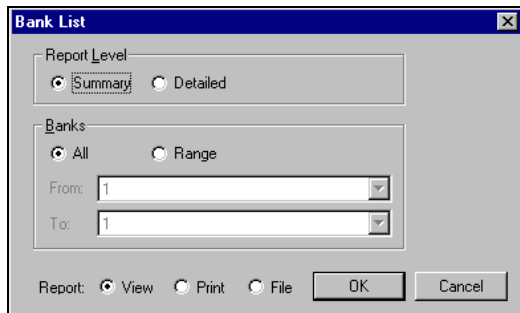


Figure B.11—Banks Lists Parameters

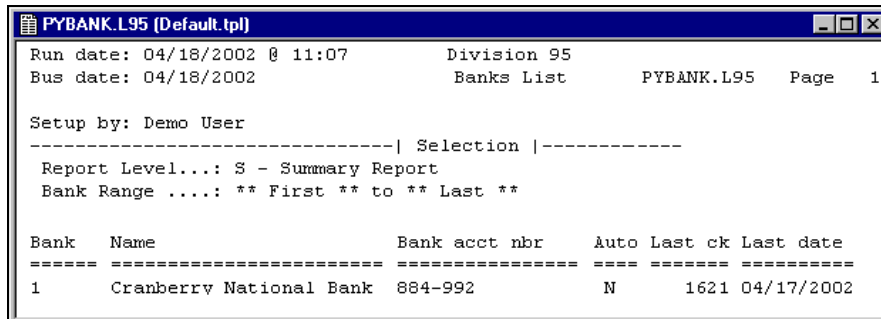


Figure B.12—Banks List

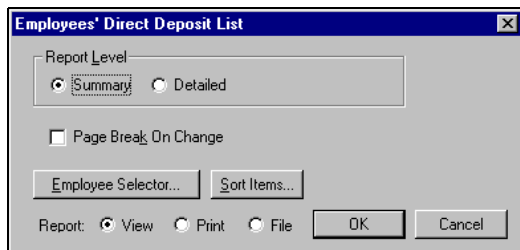


Figure B.13—Employees' Direct Deposit List Parameters

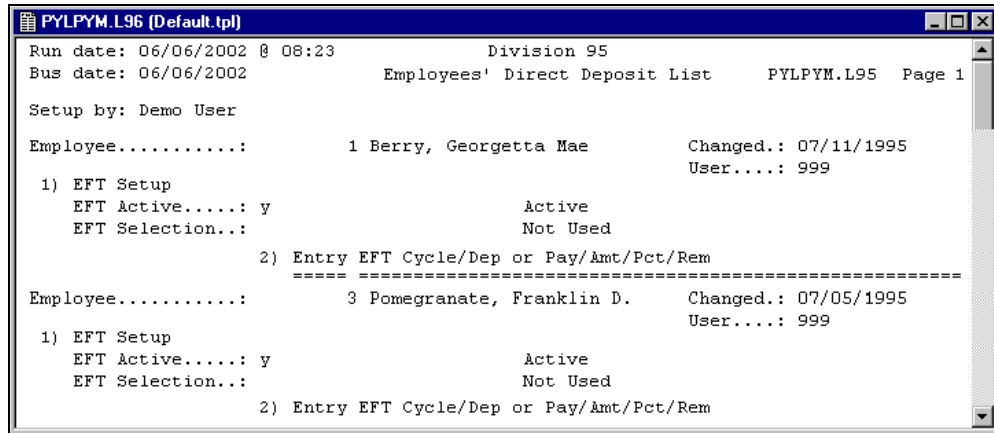


Figure B.14—Employees' Direct Deposit List

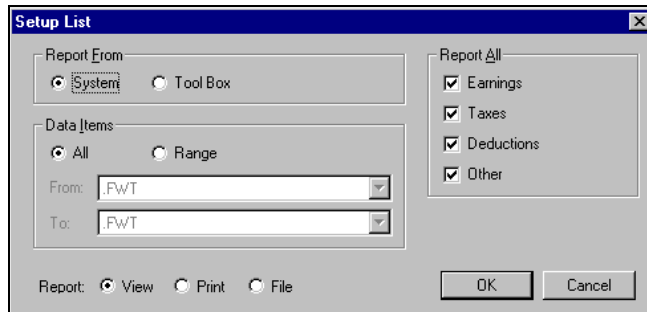


Figure B.15—Setup List Parameters

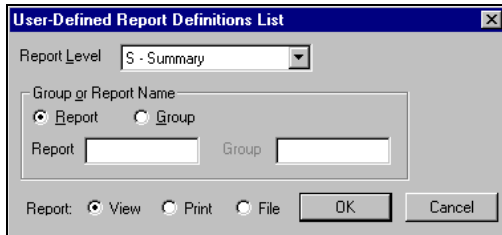


Figure B.17—User-Defined Report Definitions List Parameters

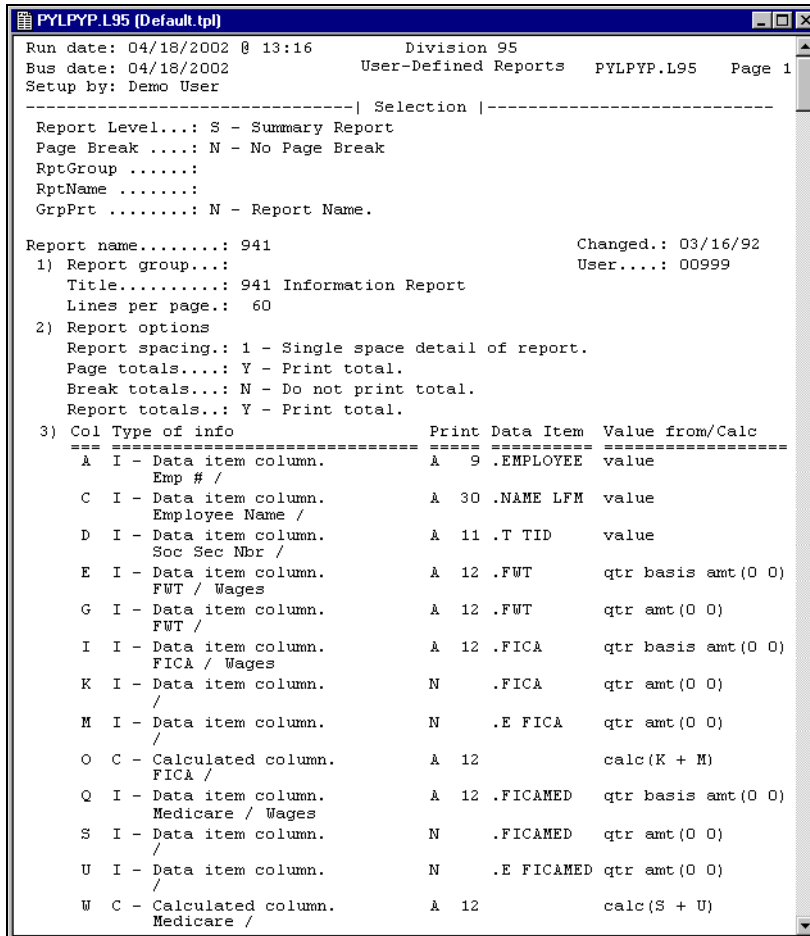


Figure B.18—User-Defined Report Definitions List

PREDEFINED REPORTS

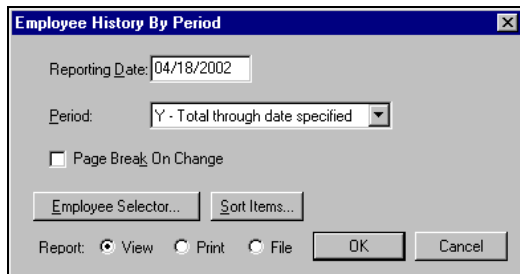


Figure B.19—Employee History By Period Parameters

Employee Name/Description	Data Item	Hours	Amount	Basis hours	Basis amount
1 Berry, Georgetta Mae					
Vacation hours accrued	VACA HOURS	16.00	16.00		
Sick hours accrued	SICK HOURS	30.00	10.00		
Comp hours accrued	COMP HOURS	15.00	15.00		
Salary	SALARY		2,000.00		
United Way Contribution	UNITED WAY		10.00		
Credit Union deduction	CRED UNION		80.00		
Cafeteria Plan/Life Insurance	C LIFE		140.00		
Cafeteria Plan/Dental Insur	C DENTAL		30.00		
Federal Withholding Tax	.FWT		246.38		1,830.00
FICA	.FICA		124.00		2,000.00
Employee's share of FICAMED	.FICAMED				2,000.00
Colorado State Withholding	.SWT CO		70.00		1,830.00
Employer's share of FICA	.E FICA		124.00		2,000.00
Employer's share of FICAMED	.E FICAMED				2,000.00
Federal Unemployment Insurance	.FUTA		16.33		2,041.00
Employer's share SUTA	.E SUTA		6.12		2,041.00
Total all tax deferred deducts	TAX DEFER		170.00		
Employer Pd Health Insurance	E HEALTH		190.00		
Employer Pd Pension	E PENSION		100.00		
Employer Pd Life Insurance	E LIFE		30.00		
Accrued vacation amount	VACA ACCRL		369.28		
Pay counter	PAY COUNT	2.00			

Figure B.20—Employee History By Period

Figure B.21—One Line Check List Parameters

Check Sys nbr	Date	Run Status	Employee Name	Amount
0	01/01/1999	0 Roll forward	1 Berry, Georgetta Mae	.00
0	01/01/1999	0 Roll forward	2 Strawberry, Daryl	.00
0	01/01/1999	0 Roll forward	3 Pomegranate, Franklin D.	.00
0	01/01/1999	0 Roll forward	4 Pear, Prucilla P.	.00
0	01/01/1999	0 Roll forward	5 Pineapple, Oda Mae	.00
0	01/01/1999	0 Roll forward	6 Applegart, Charles	.00
0	01/01/2000	0 Roll forward	1 Berry, Georgetta Mae	.00
0	01/01/2000	0 Roll forward	2 Strawberry, Daryl	.00
0	01/01/2000	0 Roll forward	3 Pomegranate, Franklin D.	.00
0	01/01/2000	0 Roll forward	4 Pear, Prucilla P.	.00
0	01/01/2000	0 Roll forward	5 Pineapple, Oda Mae	.00
0	01/01/2000	0 Roll forward	6 Applegart, Charles	.00
0	01/01/2001	0 Roll forward	1 Berry, Georgetta Mae	.00
0	01/01/2001	0 Roll forward	2 Strawberry, Daryl	.00
0	01/01/2001	0 Roll forward	3 Pomegranate, Franklin D.	.00
0	01/01/2001	0 Roll forward	4 Pear, Prucilla P.	.00
0	01/01/2001	0 Roll forward	5 Pineapple, Oda Mae	.00
0	01/01/2001	0 Roll forward	6 Applegart, Charles	.00
0	01/01/2002	0 Roll forward	1 Berry, Georgetta Mae	.00
0	01/01/2002	0 Roll forward	2 Strawberry, Daryl	.00
0	01/01/2002	0 Roll forward	3 Pomegranate, Franklin D.	.00
0	01/01/2002	0 Roll forward	4 Pear, Prucilla P.	.00
0	01/01/2002	0 Roll forward	5 Pineapple, Oda Mae	.00
0	01/01/2002	0 Roll forward	6 Applegart, Charles	.00
			Bank total	.00

Figure B.22—One Line Check List

Figure B.23—Check History Parameters

Run date: 04/17/2002 @ 12:22 Division 95
 Bus date: 04/17/2002 Check History PYCKHST.L95 Page 1
 Setup by: Demo User

-----| Selection |-----
 Report Level...: S - Summary Report
 Account: N - Do not print accounting info.
 Bank Range: ** First ** to ** Last **
 Date Range: ** All **
 Page Break: N - No Page Break

Employee Name	Bank	Date	Run	Check	Sys	nbr	Stat	Earnings	Deductions	Taxes	Net
1 Berry	1	01/15/1998	6	1489	1489	Out	1,000.00	75.00	255.42	669.58	
1 Berry	1	01/31/1998	7	1496	1496	Out	1,000.00	40.00	276.46	683.54	
1 Berry	1	02/15/1998	8	1502	1502	Out	1,000.00	75.00	255.42	669.58	
1 Berry	1	02/28/1998	9	1511	1511	Out	1,000.00	55.00	271.51	673.49	
1 Berry	1	03/15/1998	10	1513	1513	Out	1,000.00	75.00	255.42	669.58	
1 Berry	1	03/31/1998	11	1601	1601	Out	1,000.00	55.00	271.51	673.49	
1 Berry		01/01/1999	0	0	0		.00	.00	.00	.00	
1 Berry		01/01/2000	0	0	0		.00	.00	.00	.00	
1 Berry		01/01/2001	0	0	0		.00	.00	.00	.00	
1 Berry		01/01/2002	0	0	0		.00	.00	.00	.00	
1 Berry	1	04/17/2002	12	1610	1607	Out	1,000.00	130.00	220.19	649.81	
1 Berry				Total			7,000.00	505.00	1,805.93	4,689.07	

Figure B.24—Check History

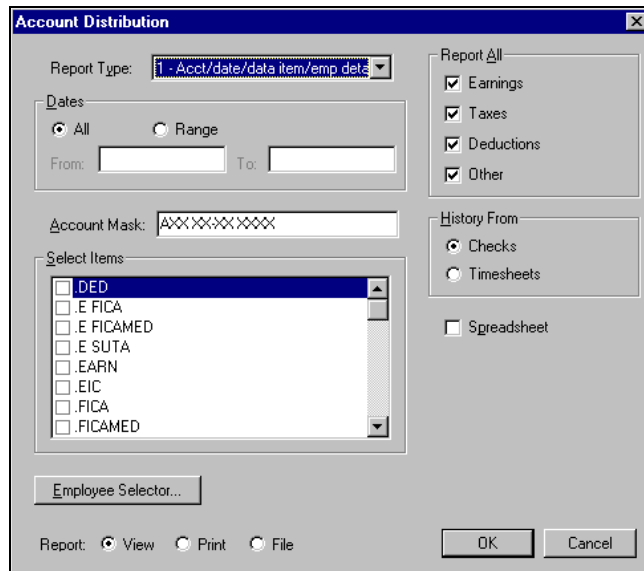


Figure B.25—Account Distribution Parameters

PYDIST.L95 (Default.tpl)

Run date: 04/18/2002 @ 15:22 Division 95 AXX XX-XX XXXX
 Bus date: 04/18/2002 Account Distribution PYDIST.L95 Page 1
 Setup by: Demo User

-----| Selection |-----

Date Range: ** All **
 Report Type ...: 1 - Acct/date/data item/emp detail
 SpreadSheet ...: N - Produce a regular print file
 Account Mask ..: AXX XX-XX XXXX
 History from ..: C - From check history.
 Earnings: Y - Include all earnings.
 Taxes: Y - Include all taxes.
 Deductions: Y - Include all deductions.
 Other: Y - Include all other.

Reporting checks 0/00/0000 to 99/99/9999 Acct/date/data item/emp detail

Date	Data Item	Description	Emp Name	Hours	Amount
A01 00-00 2215 Accrued Vacation Payable					
1/31/98	VACA ACCRL	Accrued vacation amount	1 Georgetta M Berry		92.32CR
1/31/98	VACA ACCRL	Accrued vacation amount	3 Franklin D Pomegranate		40.00CR
1/31/98	VACA ACCRL	Accrued vacation amount	4 Prucilla P Pear		11.32CR
1/31/98	VACA ACCRL	Accrued vacation amount	6 Charles Applecart		69.20CR
1/31/98	** Total **				212.84CR**
2/28/98	VACA ACCRL	Accrued vacation amount	1 Georgetta M Berry		92.32CR
2/28/98	VACA ACCRL	Accrued vacation amount	3 Franklin D Pomegranate		40.00CR
2/28/98	VACA ACCRL	Accrued vacation amount	4 Prucilla P Pear		11.32CR
2/28/98	VACA ACCRL	Accrued vacation amount	6 Charles Applecart		69.20CR
2/28/98	** Total **				212.84CR**
3/15/98	VACA ACCRL	Accrued vacation amount	1 Georgetta M Berry		461.60
3/31/98	VACA ACCRL	Accrued vacation amount	1 Georgetta M Berry		92.32CR
3/31/98	VACA ACCRL	Accrued vacation amount	3 Franklin D Pomegranate		40.00CR
3/31/98	VACA ACCRL	Accrued vacation amount	4 Prucilla P Pear		11.32CR
3/31/98	VACA ACCRL	Accrued vacation amount	6 Charles Applecart		69.20CR
3/31/98	** Total **				212.84CR**
4/17/02	VACA ACCRL	Accrued vacation amount	1 Berry, Georgetta Mae		369.28CR
4/17/02	VACA ACCRL	Accrued vacation amount	3 Pomegranate, Franklin D.		240.00CR
4/17/02	VACA ACCRL	Accrued vacation amount	4 Pear, Prucilla P.		113.20CR
4/17/02	VACA ACCRL	Accrued vacation amount	5 Pineapple, Oda Mae		240.00CR
4/17/02	VACA ACCRL	Accrued vacation amount	6 Applecart, Charles		276.80CR
4/17/02	** Total **				1,239.28CR**
A01 00-00 2215	** Total **				1,416.20CR**

Figure B.26—Account Distribution

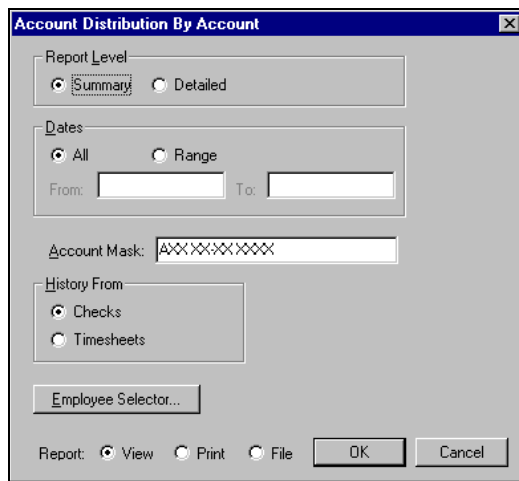


Figure B.27—Account Distribution By Account Parameters

PYDISTA.L95 [Default.tpl]

Run date: 04/18/2002 @ 15:45 Division 95
 Bus date: 04/18/2002 Account Distribution - By Account
 Setup by: Demo User

-----| Selection |-----
 Report Level...: S - Summary Report
 Date Range: ** All **
 Account Mask ..: AXX XX-XX XXXX
 History from ...: C - From check history.

01 General Fund		PYDISTA.L95	Page 2
Account/Description	Hours	Amount	
00 00 2215	Accrued Vacation Payable		1,416.20CR
00 00 2220	FICA Taxes Payable		4,944.12CR
00 00 2222	Federal W/H Taxes Payable		3,413.38CR
00 00 2223	State W/H Taxes Payable		1,091.42CR
00 00 2224	Fedl Unemploy Taxes Payable		263.95CR
00 00 2225	State Unemploy Taxes Payable		101.45CR
00 00 2230	Health Insurance Payable		5,680.00CR
00 00 2232	Life Insurance Payable		1,195.00CR
00 00 2234	Pension Payable		1,452.50CR
00 00 2236	Dental Insurance Payable		260.00CR
00 00 2240	United Way Payable		155.00CR
00 00 2242	Credit Union Payable		485.00CR
01 00 6110	Salaries & Wages		4,910.77
01 00 6112	Hourly Wages	180.6000	1,888.28
01 00 6115	Overtime Pay	6.0000	115.71
01 00 6120	Payroll Taxes		564.22
01 00 6130	Employee Benefits		1,077.29
02 00 6112	Hourly Wages	150.5000	1,573.58
02 00 6115	Overtime Pay	5.0000	96.43
02 00 6120	Payroll Taxes		134.39
02 00 6130	Employee Benefits		280.27
03 01 6114	Seasonal Wages	331.1000	1,930.92
03 01 6115	Overtime Pay	11.0000	117.40
03 01 6120	Payroll Taxes		167.30
03 02 6114	Seasonal Wages	24.0000	240.00
03 02 6120	Payroll Taxes		21.00
03 02 6130	Employee Benefits		30.00
01 General Fund		708.2000	7,310.46CR

Figure B.28—Account Distribution By Account

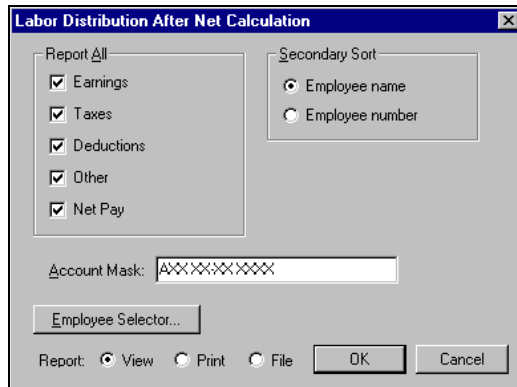


Figure B.29—Distribution After Net Calculations Parameters

PYDISTC.L95 (Default.tpl)									
Run date: 03/22/2002 @ 13:58									
Bus date: 03/22/2002									
FUND/DEPT 01 03 Recreation									
Emp	Name/Description	Hours	Bas Amt	Amount	Earnings	Taxes	Deductions	Other	Def Comp
4	Peat, Prucilla	44.00	.00	249.04	249.04	23.74	5.50		
	Hourly	44.00	.00	249.04	249.04	23.74	5.50		
	Cred Union		.00	5.50					
	FICA		249.04	23.74					
	FWT		249.04	18.62					
	Colo. SWT		249.04	7.15					
	Net Pay	44.00		194.03					
	Total			249.04	249.04	49.51	5.50	.00	.00
	FUND/DEPT 01 03 Recreation			249.04	249.04				
	Total	44.00		249.04	249.04	23.74	5.50		
	Hourly			5.50					
	Cred Union			23.74					
	FICA			18.62					
	FWT			7.15					
	Colo. SWT			194.03					
	Net Pay	44.00		194.03					
	Total			249.04	249.04	49.51	5.50	.00	.00
	01 General Fund			689.04	689.04				
	Total	88.00		1,000.00	1,000.00				
	Hourly			28.75					
	Salary			200.00					
	C DENTAL			108.50					
	Cafe/Hlth			45.50					
	Cafe/Life			225.00					
	Cred Union			16.00					
	Health Ins			156.70					
	United Way			72.50					
	FICA			142.06					
	FICA Med'l			44.35					
	FWT			649.68					
	Colo. SWT			393.13					
	Net Pay	88.00		72.50					
	Other data items			12.61					
	E FICA			25.63					
	E FICA Med'l			285.00					
	E FICAMED			60.00					
	SUTA			187.50					
	E SUTA			212.84					
	FUTA			1,249.21	1,689.04	415.61	286.50	1,249.21	337.25
	E FUTA			359.13					
	E HEALTH			72.50					
	E LIFE			12.61					
	E Life Ins			25.63					
	E PENSION			285.00					
	E PENSION			60.00					
	VACA ACCRL			187.50					
	Accr vacation			212.84					
	Total			1,249.21	1,689.04	415.61	286.50	1,249.21	337.25

Figure B.30—Labor Distribution After Net Calculations

USER-DEFINED REPORTS

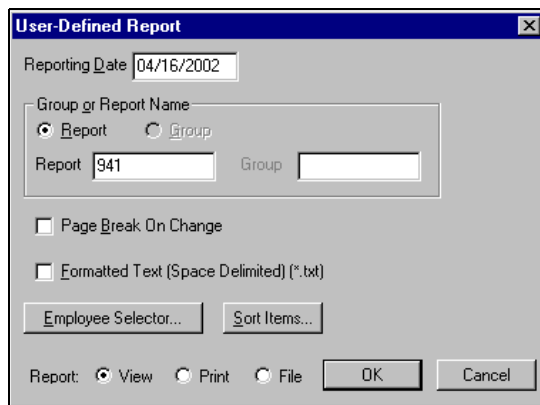


Figure B.31—941 Information Report Parameters

PY941.L95 (Default.tpl)											
Run date: 04/19/2002 @ 07:40			Division 95			941 Information Report			PY941.L95 Page 1		
Bus date: 04/19/2002			941 Information Report			PY941.L95			Page 1		
Setup by: Demo User			941 Information Report			PY941.L95			Page 1		
----- Selection -----											
Date	04/19/2002										
Page Break	N - No Page Break										
RptGroup											
RptName	941										
GrpPrt	N - Report Name.										
Emp #	Employee Name	Soc Sec Nbr	FWT	FICA	Wages	FICA	Wages	FICA	Wages	Medicare	Medicare
1	Berry, Georgetta Mae	123-44-5678	246.38	248.00	2,000.00	248.00	2,000.00	248.00	2,000.00	.00	.00
2	Strawberry, Daryl	143-56-8214	.00	.00	.00	.00	.00	.00	.00	.00	.00
3	Pomegranate, Franklin D.	342-167-8667	510.00	136.40	1,100.00	136.40	1,100.00	136.40	1,100.00	.00	.00
4	Pear, Prucilla P.	254-78-3043	622.60	77.20	622.60	77.20	622.60	77.20	622.60	.00	.00
5	Pineapple, Oda Mae	223-56-9002	1,550.00	204.60	1,650.00	204.60	1,650.00	204.60	1,650.00	.00	.00
6	Applecart, Charles	777-66-5555	1,470.00	186.00	1,500.00	186.00	1,500.00	186.00	1,500.00	.00	.00
** Page Total **			5,982.60	852.20	6,872.60	852.20	6,872.60	852.20	6,872.60	.00	.00
** Report Total **			5,982.60	852.20	6,872.60	852.20	6,872.60	852.20	6,872.60	.00	.00

Figure B.32—941 Information Report

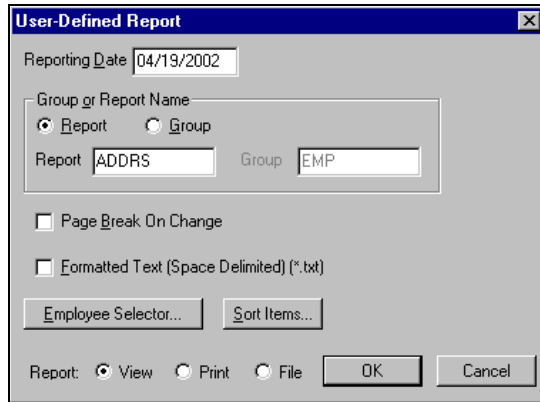


Figure B.33—Employee Address List Parameters

PYADDRS.L95 [Default.lpl]									
Run date: 04/19/2002 08:14		Division 95		Employee Address List		FYADDRS.L95		Page 1	
Bus date: 04/19/2002		Date		Selection					
Setup by: Demo User		04/19/2002		----- -----					
Page Break N - No Page Break		Date		----- -----					
RptGroup EMP		04/19/2002		----- -----					
RptName ADDR5		04/19/2002		----- -----					
GrpPrt N - Report Name.		04/19/2002		----- -----					
Emp Name	Street 1	Street 2	City	STP Code	Postal Code	Home Phone			
1 Berry, Georgetta Mae	999 N. Tulip Way		Steamboat Springs	CO	80477	(000)879-4550			
2 Strawberry, Daryl	337 N. Daisy Circle		Oak Creek	CO	80467	(000)276-3440			
3 Pomegranate, Franklin	Box 778899	33 Honeysuckle Drive N	Steamboat Springs	CO	80477	(000)879-1011			
4 Pear, Prucilla P.	Box 403	Cowdrey	CO	81123	(000)879-8790				
5 Pineapple, Oda Mae	13 Sweet William St	Maybelle	CO	83450	(000)333-7880				
6 Applecart, Charles	381 Lupine Valley Rd	Hayden	CO	80467	(000)888-9888				

Figure B.34—Employee Address List

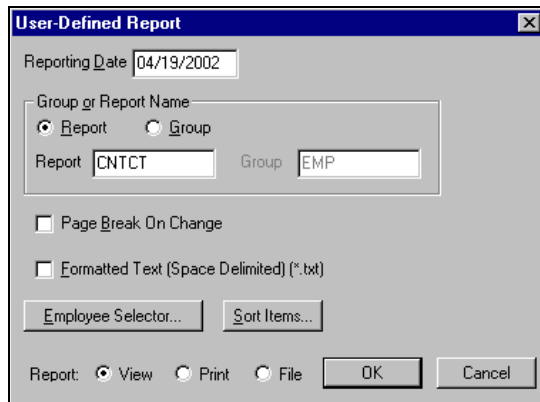


Figure B.35—Employee Contact List Parameters


```

PYCNTCT.L95 (Default.tpl)
Run date: 04/19/2002 08:34
Bus date: 04/19/2002
Setup by: Demo User
Division 95
Employee Contact List
PYCNTCT.L95 Page 1

-----| Selection |-----
Date .....: 04/19/2002
Page Break .....: N - No Page Break
RptGroup .....: EMP
RptName .....: CNTCT
GrpPrt .....: N - Report Name.

Home Emp Home Emergency Emergency Alternate
Department Num Name Phone Contact Phone Contact Phone
-----
Admin 1 Berry, Georgetta Mae (000)879-4550 Chuck Berry (000)555-5555 Louise Lemon (000)879-6678
Ice rink 2 Strawberry, Daryl (000)276-3440 Sally Strawberry (000)879-5000 (000)000-0000
Grant 3 Pomegranate, Franklin (000)879-1011 Polly Pomegranate (000)879-2320 Sue Ellen Pomegranate (212)313-4140
Ball park 4 Pear, Prucilla P. (000)879-8790 Prendergast Pear (000)879-8790 S.L. Blueberry (312)262-1682
Sewer 5 Pineapple, Oda Mae (000)333-7880 Frank Banana (000)333-3456 (000)000-0000
Water 6 Applecart, Charles (000)888-9888 Terri Applecart (000)888-9998 (000)000-0000

```

Figure B.36—Employee Contact List

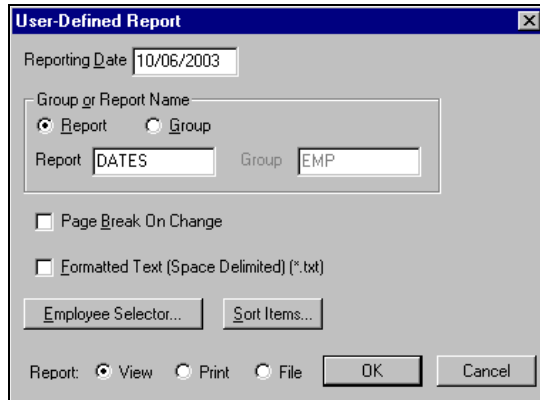


Figure B.37—Employee Dates Parameters

PYDATES.L95 (Default.tpl)									
Run date: 04/19/2002 @ 08:53		Division 95		PYDATES.L95		Page 1			
Bus date: 04/19/2002		Employee Dates							
Setup by: Demo User		----- -----		Selection -----					
Date	04/19/2002								
Page Break	N - No Page Break								
RptGroup	EMP								
RptName	DATES								
GrpPrt	N - Report Name.								
Home	Emp	Department	Num	Name	Hired	Review	Probation	Terminated	Birthday
Admin	1	Berry, Georgetta	Mae	05/27/1950	05/27/1951	00/00/0000	99/99/9999	03/31/1932	
Ice rink	2	Strawberry, Daryl		04/10/1982	04/10/1983	00/00/0000	99/99/9999	04/14/1960	
Grant	3	Pomegranate, Franklin		07/16/1988	07/16/1989	00/00/0000	99/99/9999	08/16/1922	
Ball park	4	Pear, Prucilla P.		07/22/1990	00/00/0000	00/00/0000	99/99/9999	06/14/1943	
Sewer	5	Pineapple, Oda Mae		12/15/1997		00/00/0000	99/99/9999	11/11/1971	
Water	6	Applecort, Charles		06/22/1997		00/00/0000	99/99/9999	02/05/1952	

Figure B.38—Employee Dates

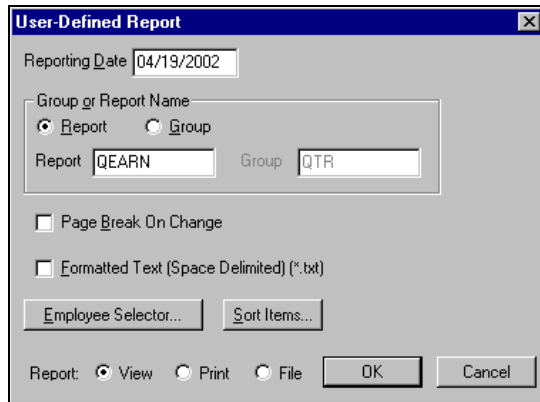


Figure B.39—Quarterly Earnings Report Parameters

PYQEARN.L95 (Default.tpl)

Run date: 04/19/2002 @ 09:04 Division 95
 Quarterly Earnings Report

Bus date: 04/19/2002
 Setup by: Demo User

-----| Selection |-----

Date: 04/19/2002
 Page Break: N - No Page Break
 RptGroup: QTR
 RptName: QEARN
 GrpPrt: N - Report Name.

Emp	Num Name	Salary	Hourly Amount	Hourly Alternate	Other Earnings	Overtime	Taxable Benefits	Total Earnings	Adjust
1	Berry, Georgetta Mae	2,000.00	.00	.00	.00	.00	.00	2,000.00	.00
2	Strawberry, Daryl	.00	.00	.00	.00	.00	.00	.00	.00
3	Pomegranate, Franklin	.00	800.00	.00	.00	300.00	.00	1,100.00	.00
4	Pear, Prucilla P.	.00	452.80	.00	.00	169.80	.00	622.60	.00
5	Pineapple, Oda Mae	.00	1,200.00	.00	.00	450.00	.00	1,650.00	.00
6	Applecart, Charles	1,500.00	.00	.00	.00	.00	.00	1,500.00	.00
6 ** Report Total **		3,500.00	2,452.80	.00	.00	919.80	.00	6,872.60	.00

Figure B.40—Quarterly Earnings Report

The dialog box is titled "User-Defined Report". It contains the following fields and options:

- Reporting Date: 10/06/2003
- Group or Report Name:
 - Report
 - Group
- Report: STAT
- Group: EMP
- Page Break On Change
- Formatted Text (Space Delimited) (*.txt)
- Buttons: Employee Selector..., Sort Items...
- Report: View Print File
- Buttons: OK, Cancel

Figure B.41—Employee Status Report Parameters

The report window displays the following information:

Run date: 04/19/2002 @ 09:40 Division 95
 Bus date: 04/19/2002 Employee Status Report PYSTAT.L95 Page 1
 Setup by: Demo User

-----| Selection |-----
 Date: 04/19/2002
 Page Break: N - No Page Break
 RptGroup: EMP
 RptName: STAT
 GrpPrt: N - Report Name.

Home Department	Emp Num	Emp Name	Employment Status	Payment Status	Marital Status	Sex	Pay Freq
Admin	1	Berry, Georgetta Mae	Active	Full-time salary	Single	Female	SM
Ice rink	2	Strawberry, Daryl	Active	Seasonal	Married	Male	SM
Grant	3	Pomegranate, Franklin D.	Active	Full-time hourly	Married	Male	SM
Ball park	4	Pear, Prucilla P.	Active	Seasonal	Single	Female	SM
Sewer	5	Pineapple, Oda Mae	Active	Full-time hourly	Married	Female	SM
Water	6	Applecort, Charles	Active	Full-time salary	Single	Male	SM

Figure B.42—Employee Status Report

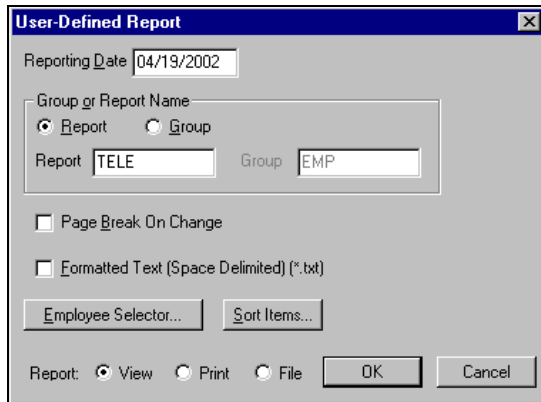


Figure B.43—Employee Telephone Directory Parameters

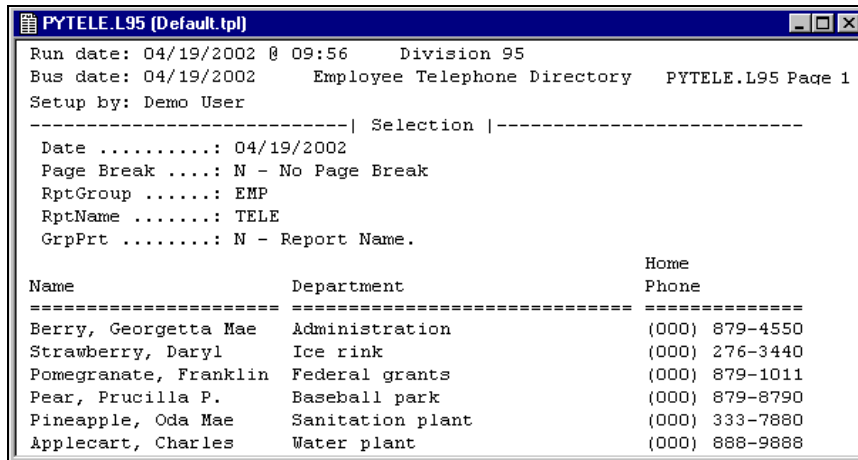


Figure B.44—Employee Telephone Directory

The dialog box is titled "User-Defined Report". It contains the following fields and options:

- Reporting Date: 04/19/2002
- Group or Report Name:
 - Report
 - Group
- Report: UNEMP
- Group: (empty)
- Page Break On Change
- Formatted Text (Space Delimited) (*.txt)
- Buttons: Employee Selector..., Sort Items...
- Report: View Print File
- Buttons: OK, Cancel

Figure B.45—Quarterly Unemployment Report Parameters

The report header includes:

```

PYUNEMP.L95 (Default.tpl)
Run date: 04/19/2002 @ 11:14 Division 95
Bus date: 04/19/2002 Quarterly Unemployment Report PYUNEMP.L95 Page 1
Setup by: Demo User
    
```

Report parameters:

```

-----| Selection |-----
Date .....: 04/19/2002
Page Break ....: N - No Page Break
RptGroup .....:
RptName .....: UNEMP
GrpPrt .....: N - Report Name.
    
```

Emp #	Employee Name	Soc Sec Nbr	FUTA		SUTA	
			Wages	FUTA	Wages	SUTA
1	Berry, Georgetta Mae	123-44-5678	2,041.00	16.33	2,041.00	6.12
2	Strawberry, Daryl	143-56-8214	.00	.00	.00	.00
3	Pomegranate, Franklin D.	342-167-867	1,141.00	9.13	1,141.00	3.42
4	Pear, Prucilla P.	254-78-3043	663.60	5.31	663.60	1.99
5	Pineapple, Oda Mae	223-56-9002	1,691.00	13.53	1,691.00	5.07
6	Applecart, Charles	777-66-5555	1,541.00	12.33	1,541.00	4.62
** Page Total **			7,077.60	56.63	7,077.60	21.22
** Report Total **			7,077.60	56.63	7,077.60	21.22

Figure B.46—Quarterly Unemployment Report

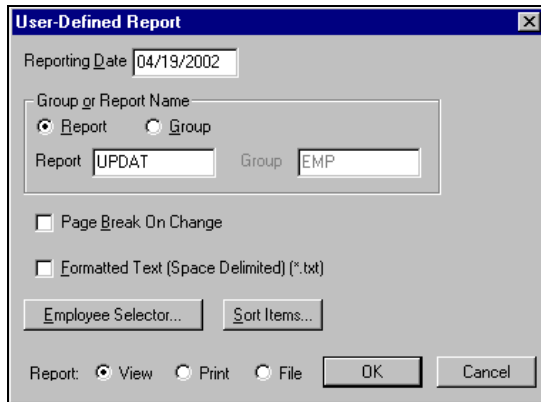


Figure B.47—Employee Record Update Report Parameters

Home Department	Employee Number	Name	Date of Last Change	Changed by User
Admin	1	Berry, Georgetta Mae	06/27/1994	995
Ice rink	2	Strawberry, Daryl	10/05/1990	993
Grant	3	Pomegranate, Franklin D.	04/17/2002	101
Ball park	4	Pear, Prucilla P.	10/05/1990	993
Sewer	5	Pineapple, Oda Mae	10/05/1990	993
Water	6	Applecourt, Charles	10/05/1990	993

Figure B.48—Employee Record Update Report

A

Account Mask—Allows you to group accounts using only one entry. A mask uses a variable (X) in place of an actual number. See also **Masking**.

Account Number—The number that stores transaction information in a financial reporting system.

Account Number Structure—Describes how accounts are categorized to represent funds, departments, subdepartments, GLAs, and so on.

Additional Basis—A field on the employee record that contains taxes, deductions, and employee costs for employee earnings. Contents of this field are added to the Basis For field on the earning's Historical Data Item definition for the total basis for the earning.

B

Bank—See **Financial Institution** and **Financial Institution Account**.

Basis Amounts—The dollar amount that an earning, tax, deduction, or employer cost is based on. For example, an entry for the employer's share of FICA for \$76.50 has a "basis amount" of \$1,000 in earnings.

Basis For—A field in the historical data item record on the earning. Taxes, deductions, and other data items that the earning is subject to are listed here. The earning will "output" to System Registers 3 and 4 for each of the data items listed here. See *Internal Registers* on page 1.252 for more information.

Business Date—The date used to post an entry to a ledger. Also called the posting date.

C

Calculation Trace Reports—Line-by-line presentation of calculations and results. Separate from transaction trace reports. See also **Trace Reports**.

Check Date—The date of the original check.

Check Number—The 7-digit external form number on the check, which is posted to history by the log checks task.

Cost Codes—A method of accounting for earnings that is used when wage expenses need to be coded to a specific project or job. You might want to use Cost Codes for:

- Employees who work in multiple departments (Cost Codes) but make the same rate of pay regardless of where they work.
- Employees whose rate of pay varies with the job they work and all employees who work that job are paid that rate.
- Employees who work in different departments and have different rates of pay.

Cycles—Up to 9 calculation cycles are allowed to determine when deductions occur for a payroll run (i.e., checks and direct deposit).

D

Data Item—See **Employee Data Items** and **Historical Data Items**.

Department—The dimensions or combination of dimensions that defines who an employee's wage expense belongs to. For example, Admin, Sales, etc.

Departmentalized Earnings—Earnings for one employee that are expensed to multiple departments. The earnings can be Salary, Hourly, or Other and must be given a percentage, with the percentages for each type adding up to 100%. This is determined by entry in the setup parameters.

Dimension—A group of numbers within the account number.

Direct Deposit—A feature that produces an NACHA file and stubs rather than physical checks. The file is given or transferred to a bank. Direct Deposit was called Electronic Funds Transfer (EFT) in the Classic Edition Payroll/Personnel.

Distribution Tables—A method of accounting for earnings that is used when wage expenses can be consistently distributed to the same accounts using the same percentages. Distribution Tables work best for salaried employees whose wage expense accounts are the same every period or hourly employees whose wage expense accounts are the same regardless of the number of hours worked. Distribution Tables do not work well for employees whose wage expense accounts change from pay period to pay period. The account mask from the table is added to by the account number determined for the earning. If the table contains no Xs, it is used exactly like it is, without additional account numbers from the earning item.

E

Earnings Item—An historical data item defined as, E—Earnings, T—Taxes, D—Deductions, or O—Other (employer costs and benefits). These HDIs are what you use to define earnings amounts on employee timesheets.

EDI—See **Employee Data Item (EDI)**.

Edit Value—A value attached to an Employee Data Item to restrict values placed on employee records. Up to 10 types of Edit Values can be placed on an Employee Data Item.

EFT—See **Direct Deposit**.

Employee Data Item (EDI)—A field that stores information on the employee record. There are 2 kinds of Data Items: System-defined and User-defined. System-defined Data Items are the fields on the employee record (e.g., name, phone number, date of hire, salary amount). User-defined Data Items are for additional fields that you wish to attach to the employee record or to use for sorting or selecting information for reports.

Employee Record—A record containing employee name, address, phone numbers, dates and earnings information. There is one Employee Record for each employee.

Employee Selector—A feature that allows you to restrict (i.e., filter) the range of employees or records to include in a task or on a report. Using the Employee Selector may be helpful if you cut checks at different times based on an Employee Data Item like Department.

F

Financial Institution—Any entity that has custody of, and/or manages, cash or cash-equivalent accounts (e.g., banks, savings and loans). A financial institution can have more than one account.

Financial Institution Account—A unique and specific account within a financial institution. An account will have a separate statement from the financial institution recording activity for the period. An account must be within a single financial institution (e.g., checking account, savings account). Accounts are “mapped” to each module.

G

GLA—Literally “General Ledger accounts.” In everyday usage, they often represent the “natural” account or object code of an account number and define what the employee does or the cost category to which they belong. However, when we refer to GLAs in the program, we are referring to an additional piece of your Payroll setup (.H GLA, .S GLA, or .O GLA) and a setting on the employee record. You can use the department and GLA to refine how Payroll builds your account numbers.

H

HDI—See **Historical Data Item (HDI)**.

Historical Data Item (HDI)—Any taxes, deductions, benefits, or earnings types that determine or affect an employee’s check. There are 4 types of Historical Data Items: earnings, taxes, deductions and other. Each Historical Data Item that affects your payroll must be brought in from the ToolBox or created by you manually. Examples are comp. hours accrued, vacation hours accrued, total all FICA deferred deductions, etc.

I

Inquiry—Allows you to view information like employee records, checks, employee history, tax rates and tables, or direct deposit information.

L

Log Checks—Enters the pre-printed check number into Payroll/Personnel. When you log check numbers, the system matches the check number to the system number in the employee check history record. This task also posts to the payroll history files and to General Ledger and Accounts Payable, when so defined in the setup parameter.

M

Marked for Reconciliation—Checks that are in the process of being reconciled.

Masking—A “wild card” code used to represent a group of accounts for reports, maintenance, or for account duplication. Use a mask to represent a group of accounts using only one entry. A mask uses an X in the place of an actual number in the account number.

N

Negative Checks—A paycheck amount may appear as a negative number if low earnings cause the deductions to be higher than the wage, a one-time deduction is higher than the wage, incorrect data items appear on the employee record, or an incorrect calculation formula was entered. You should correct a negative amount before you produce and print checks.

Non-Departmentalized Earnings (Other Earnings)—“Other” can be departmentalized, and is determined during parameter setup. Hourly, Salary and Other are defined on the employee record to allow for only one department and wage account. You may have none or as many as three non-departmentalized earnings.

O

One-Time Deductions—Deductions that are not normally part of an employee’s paycheck. For example, use One-time Deductions to pay back an advance, or adjust the amount of a tax or deduction.

Outstanding—Checks that have been issued but have not been cleared by the bank.

P

Parameter—Determines system configuration, check format, ledger posting, and journals used.

Pay Frequency—Determined by the number of checks issued in a calendar year. Pay Frequency is controlled by the .T FREQ edit values. Do not change these edit values since they are used in computing taxes.

Preliminary Check Register—A Preliminary Check Register shows the result of the net pay calculation and a preview of the actual check register.

Pre-Notification—An information record sent to the employee’s bank to verify routing transit numbers and account numbers for a Direct Deposit. You should define pre-notification one payroll cycle prior to the payroll cycle that the Direct Deposit will be activated or changed for an employee.

R

Rates and Tables—Are attached to Historical Data Items and contain rates, percentages, or amounts. They are used to calculate Historical Data Items.

Reconciled Checks—Checks that have been posted as processed by your bank.

S

Shortcut Menu—Menu displayed when you click the right mouse button (i.e., right-click).

Standard Reports—Reports that come with the software. The original reports should not be customized, but you may wish to make a copy of a standard report and edit it.

System Numbers—A number on each check and Direct Deposit that is automatically assigned by the Payroll/Personnel software. The number is printed on both the stub and the actual check. The System Number consists of two parts: the internal number and the form sequence number. For Direct Deposit employees, only the internal number prints on the Direct Deposit form. A sample System Number might look like this: 1609-0001

T

Time Cards—See **Timesheets**.

Timesheet Entries—Each entry of an “earnings item.” Earning items may be a number of different things (e.g., flat dollar amount such as salary, or a dollar amount based on hours or units such as sick time). Each timesheet entry is added to a single timesheet for the employee.

Timesheets—A computerized record of earnings for an employee. Each employee has one timesheet, which can have multiple “timesheet entries” to accommodate the different types of earnings (e.g., one timesheet can have entries for salary, bonus, and vacation time for a single employee). In earlier versions of Payroll/Personnel, these were called Time cards.

ToolBox—A set of predefined earnings, taxes, deductions, and employer costs (historical and employee data items) that you can copy into your system during setup or to update your system periodically. Use of ToolBox items can greatly reduce the amount of time required to setup a new payroll. American Fundware, Inc. updates the ToolBox data items at the beginning of each year. (As necessary, we also may update ToolBox throughout the year.)

Trace Reports—An “audit trail” of all entries made into the Payroll/Personnel module. If you use a FundWare financial reporting system such as General Ledger, each time a transaction is posted through a journal, a trace report is automatically created and saved to a file. See also **Calculation Trace Reports**.

U

User-Defined Reports—Reports you define. User-defined reports can contain both historical and employee data items in a columnar format. Several reports are already defined for you in the Payroll/Personnel module.

V

Voided Check—Checks that have been declared invalid after being written or produced. When a payroll check is voided, all journal entries and account payable obligations associated with the check are reversed.

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