

# **Blackbaud FundWare Payroll/Personnel Guide**

**VOLUME 1—SETTING UP AND MAINTAINING PAYROLL/PERSONNEL**

**VERSION 7.60, SEPTEMBER 2009**

**Blackbaud<sup>®</sup>  
FundWare<sup>™</sup>**

## 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.
April 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 edited to reflect new company information.
September 2009	7.60—The guide has been updated to incorporate 7.60 functionality and to reflect new company information.

© Copyright 2009, Blackbaud FundWare, Inc. All rights reserved.

The Blackbaud FundWare logos, among others, are registered trademarks and/or registered service marks of Blackbaud Fundware, Inc. in the United States and other countries. Other parties' trademarks or service marks are the property of their respective owners and should be treated as such.

# TABLE OF CONTENTS

## Volume 1—Setting Up and Maintaining Payroll/Personnel

<b>Chapter 1—Introduction</b> .....	<b>1.1</b>
The Payroll Process .....	1.1
Departmentalization, Costcodes, and Distribution Tables .....	1.2
Departmentalized Earnings .....	1.3
How Do You Implement Departmentalization? .....	1.3
Are Distribution Tables Easier? .....	1.5
Costcodes .....	1.6
Example Costcode—Rate Defined on Employee Record .....	1.6
Example Costcode—Rate Defined on .COSTCODE .....	1.7
Example Costcode—Multiple Rates Defined on Employee Record ..	1.7
Distribution Tables .....	1.8
How Do You Implement Distribution Tables? .....	1.8
The Payroll/Personnel HomePage .....	1.11
Activity Reminders .....	1.11
Printing Reminders .....	1.12
Deleting Reminders .....	1.12
Reports Area .....	1.13
Using the Folders .....	1.13
Using Masks .....	1.14
Some FundWare Basics .....	1.14
Opening FundWare .....	1.14
Changing Your Password During Login .....	1.17
Opening FundWare Multiple Times .....	1.18
Opening Additional Instances—From the Desktop/Start Menu .....	1.19
Opening Additional Instances—From the Program .....	1.19
Changing the Business Date .....	1.20
Changing Your Password From the Software .....	1.21
Using the Menu Bar .....	1.22
Keyboard Navigation .....	1.22

Is Your Menu Bar Too Crowded? . . . . .	1.23
How Your Security Rights Impact the Menu Bar . . . . .	1.23
Using the Navigator Bar . . . . .	1.23
Module Navigator . . . . .	1.23
Open Windows Navigator . . . . .	1.25
How Your Security Rights Impact the Navigator Bar . . . . .	1.25
Customizing Your Display . . . . .	1.25
Hiding and Displaying Columns . . . . .	1.26
Re-Ordering the Columns . . . . .	1.26
Resizing the Columns . . . . .	1.27
Sorting the Entries in a Form . . . . .	1.27
Help . . . . .	1.27
Training and Consulting Services . . . . .	1.28
Using This Document . . . . .	1.28
Conventions . . . . .	1.29
Getting Support . . . . .	1.29
. . . . .	1.30
<b>Chapter 2—Payroll/Personnel Setup . . . . .</b>	<b>1.31</b>
Before You Begin the Setup Process . . . . .	1.31
General Ledger Journals . . . . .	1.32
Payroll Liability Account . . . . .	1.34
Defining the Payroll Parameter . . . . .	1.34
System History . . . . .	1.42
Encrypting Checks . . . . .	1.44
Implementing Costcodes . . . . .	1.46
Implementing Costcodes—Rate Defined on Employee Record . . . . .	1.46
Implementing Costcodes—Rate Defined on .COSTCODE . . . . .	1.53
Implementing Multi-Occurring Costcodes (Complex) . . . . .	1.60
Creating Distribution Tables . . . . .	1.67
Distribution Tables and Errors . . . . .	1.72
Creating Departmentalized Earnings . . . . .	1.72
<b>Chapter 3—Using Data Items . . . . .</b>	<b>1.77</b>
System-Defined vs. User-Defined Data Items . . . . .	1.77
System-Defined HDIs . . . . .	1.78
System-Defined EDIs . . . . .	1.78

---

What Are Historical Data Items? . . . . .	1.81
Rules for Historical Data Items . . . . .	1.82
Creating New Data Items Based on Existing Data Items . . . . .	1.83
Tips and Tricks for Historical Data Items . . . . .	1.84
What Is the ToolBox? . . . . .	1.84
Defining Historical Data Items . . . . .	1.85
Historical Data Item System Information (Field 7). . . . .	1.103
Adding HDIs From the ToolBox. . . . .	1.104
Employee Data Items Created by ToolBox HDIs. . . . .	1.107
Creating HDI Calculations and Tables . . . . .	1.107
Using Rates and Tables . . . . .	1.108
Example Rates and Tables for .E FICA . . . . .	1.108
Defining Rates and Tables. . . . .	1.110
What Are Employee Data Items? . . . . .	1.113
What Kind of Information Can an EDI Store? . . . . .	1.114
What Are Edit Values? . . . . .	1.114
What Are Lookup Values? . . . . .	1.114
How Can You Use Multiple Values? . . . . .	1.115
Customizing the Labels on the Employee Record . . . . .	1.116
Defining Employee Data Items . . . . .	1.118
Entering Edit and Lookup Values . . . . .	1.123
Employee Data Item System Information . . . . .	1.124
Example EDI and the Employee Record. . . . .	1.126
Maintaining Edit Values for Employees . . . . .	1.127
Maintaining Employee Data Items . . . . .	1.129
<b>Chapter 4—Using the Financial Institutions Feature . . . . .</b>	<b>1.133</b>
Hints for Clients Converting From Classic . . . . .	1.134
Mapping Version 5.8/5.9 Banks to the Accounts . . . . .	1.135
Viewing Financial Institutions . . . . .	1.141
Re-Ordering the Display . . . . .	1.141
Adjusting Column Size . . . . .	1.142
Adding a Financial Institution . . . . .	1.142
Adding Financial Institution Accounts . . . . .	1.148
Associating the Accounts. . . . .	1.150
Associating the Accounts—Accounts Payable . . . . .	1.153
Associating the Accounts—Payroll/Personnel . . . . .	1.156
Associating the Accounts— . . . . .	1.158

Editing an FIA .....	1.159
Editing an Association .....	1.160
Deleting an FIA .....	1.162
Deleting a GL Cash Account Association .....	1.162
<b>Chapter 5—Defining Check Formats .....</b>	<b>1.163</b>
Check Terms .....	1.163
Defining Check Formats .....	1.164
Using the Timesheet History Stub Feature .....	1.179
Laser Printing .....	1.183
<b>Chapter 6—Defining Direct Deposit .....</b>	<b>1.185</b>
File Format .....	1.186
Warning—Payroll Always Overwrites These Files .....	1.186
Setting Up Your Direct Deposit System .....	1.187
Gathering Your Information .....	1.187
Defining the Payroll Parameter Setting .....	1.188
Defining the Direct Deposit Parameters .....	1.188
Defining Direct Deposit Form Formats .....	1.193
Defining The Employee Direct Deposit Tab .....	1.206
Direct Deposit Cycles .....	1.209
Direct Deposit Tab—Additional Tips .....	1.209
What Is a Prenotification File? .....	1.210
Creating a Prenotification File When You Create Checks .....	1.210
Creating the Prenotification File Separate From the Check Wizard .....	1.211
Example Direct Deposit—Multiple Accounts .....	1.215
Example Direct Deposit—Payments and Cycles .....	1.215
Example Direct Deposit—Checking and Savings Accounts .....	1.216
Example Direct Deposit—Multiple Options .....	1.216
Example Direct Deposit—Adding a Bonus .....	1.217
Changing an Employee’s Direct Deposit Distribution .....	1.218
Example Direct Deposit—Changing Accounts .....	1.218
Example Direct Deposit—Adding Accounts .....	1.220
Example Direct Deposit—Adding Multiple Accounts .....	1.221
Example Direct Deposit—Adding Cycles and Accounts .....	1.223
Errors in the Direct Deposit File .....	1.225
Logging The Direct Deposit Transactions .....	1.225

---

Sample Three-Part Direct Deposit Stub . . . . .	1.226
Using the Selection Feature . . . . .	1.228
Direct Deposit Tips . . . . .	1.230
Producing a Direct Deposit Proof List . . . . .	1.231
<b>Chapter 7—Periodic Processing . . . . .</b>	<b>1.233</b>
Updating the ToolBox . . . . .	1.233
Getting Updated Versions of ToolBox Changes . . . . .	1.234
Updating Historical Data Items . . . . .	1.234
Updating Employee Data Items . . . . .	1.236
Rolling Balances Forward . . . . .	1.236
Defining HDIs to Roll Balances Forward . . . . .	1.237
Rolling Balances Forward . . . . .	1.238
Purging Data . . . . .	1.239
Purging Timesheet History . . . . .	1.239
Saving Summary Information and Purging a Year . . . . .	1.241
Purging the Employee Change Log . . . . .	1.243
Importing Payroll/Personnel Data . . . . .	1.245
<b>Appendix A—Calculation Commands . . . . .</b>	<b>1.247</b>
Overview of Calculations . . . . .	1.248
Command Groups . . . . .	1.248
Multi-Occurring Data Item Commands . . . . .	1.248
Conditional Type Commands . . . . .	1.249
Case Commands . . . . .	1.250
Other Type Commands . . . . .	1.250
Question Groups . . . . .	1.251
Internal Registers . . . . .	1.254
<b>Appendix B—Clocked Timesheet Entry . . . . .</b>	<b>1.257</b>
Numbered Entry . . . . .	1.257
Dated Entry . . . . .	1.258
Clocked Entry . . . . .	1.258
Matching In and Out . . . . .	1.259
Open In and Out . . . . .	1.260

<b>Appendix C—How Does Payroll Resolve Accounts? . . . . .</b>	<b>1.261</b>
Departmentalized Examples . . . . .	1.262
Option B—Department and GLA From Employee Record . . . . .	1.263
Variations on a Theme . . . . .	1.268
Option B—Without Costcodes . . . . .	1.270
Option B—With Multiple Departments and GLAs . . . . .	1.274
Option D—Department From Employee Record . . . . .	1.279
Not Departmentalized . . . . .	1.283
Option D—Department From Employee Record . . . . .	1.284
Option D—With Costcodes and Distribution Tables . . . . .	1.288
Option D—With Distribution Tables but No Costcodes . . . . .	1.292
Understanding the Interaction With the Entry Type . . . . .	1.295

---

## **Volume 2—Using Payroll/Personnel**

<b>Chapter 1—Introduction . . . . .</b>	<b>2.1</b>
The Payroll Process . . . . .	2.1
Departmentalization, Costcodes, and Distribution Tables . . . . .	2.2
Departmentalized Earnings . . . . .	2.3
How Do You Implement Departmentalization? . . . . .	2.3
Are Distribution Tables Easier? . . . . .	2.5
Costcodes . . . . .	2.6
Example Costcode—Rate Defined on Employee Record . . . . .	2.6
Example Costcode—Rate Defined on .COSTCODE . . . . .	2.7
Example Costcode—Multiple Rates Defined on Employee Record . . . . .	2.7
Distribution Tables . . . . .	2.8
How Do You Implement Distribution Tables? . . . . .	2.8
The Payroll/Personnel HomePage . . . . .	2.11
Activity Reminders . . . . .	2.11
Printing Reminders . . . . .	2.12
Deleting Reminders . . . . .	2.12
Reports Area . . . . .	2.13
Using the Folders . . . . .	2.13
Using Masks . . . . .	2.14
Some FundWare Basics . . . . .	2.14



---

Opening FundWare . . . . .	2.14
Changing Your Password During Login. . . . .	2.17
Opening FundWare Multiple Times . . . . .	2.18
Opening Additional Instances—From the Desktop/Start Menu . . . . .	2.19
Opening Additional Instances—From the Program . . . . .	2.19
Changing the Business Date . . . . .	2.20
Changing Your Password From the Software . . . . .	2.21
Using the Menu Bar. . . . .	2.22
Keyboard Navigation . . . . .	2.22
Is Your Menu Bar Too Crowded? . . . . .	2.23
How Your Security Rights Impact the Menu Bar . . . . .	2.23
Using the Navigator Bar . . . . .	2.23
Module Navigator . . . . .	2.23
Open Windows Navigator. . . . .	2.25
How Your Security Rights Impact the Navigator Bar . . . . .	2.25
Customizing Your Display . . . . .	2.25
Hiding and Displaying Columns. . . . .	2.26
Re-Ordering the Columns. . . . .	2.26
Resizing the Columns . . . . .	2.27
Sorting the Entries in a Form . . . . .	2.27
Help . . . . .	2.27
Training and Consulting Services . . . . .	2.28
Using This Document . . . . .	2.28
Conventions . . . . .	2.29
Getting Support . . . . .	2.29
. . . . .	2.30
<b>Chapter 2—Adding and Maintaining Employees . . . . .</b>	<b>2.31</b>
Adding Employees . . . . .	2.31
Completing the Personal Information Tab . . . . .	2.33
Completing the Payroll Information Tab . . . . .	2.35
Completing the Accounting Information Tab . . . . .	2.38
Accounting Information Tab—Additional Tips . . . . .	2.40
Additional Basis Earnings. . . . .	2.40
Completing the Direct Deposit Tab. . . . .	2.40
Direct Deposit Tab—Additional Tips. . . . .	2.43
Completing the Pay Calculation Tab. . . . .	2.43
Pay Calculation Tab—Additional Tips. . . . .	2.45

Editing Employees . . . . .	2.45
Changing Employee Status . . . . .	2.46
Entering Employee History . . . . .	2.47
Using the Employee Selector . . . . .	2.52
Selection Mode . . . . .	2.56
Adding Information to the Search Results . . . . .	2.57

**Chapter 3—Adding and Maintaining Timesheets . . . . . 2.59**

What Makes a Timesheet? . . . . .	2.61
Anatomy of a Timesheet . . . . .	2.62
Timesheet Entry Area . . . . .	2.63
Basis Detail Area . . . . .	2.63
Account Detail Area . . . . .	2.65
What Are Group Timesheets . . . . .	2.65
Group Timesheets and the Earnings Item . . . . .	2.66
Creating Timesheets for a Group of Employees . . . . .	2.66
Troubleshooting . . . . .	2.69
Creating a Single Timesheet . . . . .	2.69
Editing a Timesheet . . . . .	2.74
Deleting a Timesheet . . . . .	2.75
Verifying Timesheets . . . . .	2.75
Verification Warnings and Errors . . . . .	2.78
Timesheet Verification Warnings . . . . .	2.79
Timesheet Verification Errors . . . . .	2.79
Posting Timesheets . . . . .	2.81

**Chapter 4—Calculating Net Pay . . . . . 2.83**

What Are One-Time Deductions? . . . . .	2.83
Entering One-Time Deductions . . . . .	2.83
Correcting One-Time Deductions . . . . .	2.85
What Are Net Pay Calculations? . . . . .	2.85
Calculating Net Pay . . . . .	2.86
Viewing Calculation Information . . . . .	2.88
Producing the Calculation Trace Report . . . . .	2.89
Correcting Negative Calculations . . . . .	2.93
Entering an Offsetting Timesheet . . . . .	2.94
Processing Negative Checks . . . . .	2.94

<b>Chapter 5—Producing Checks</b> .....	<b>2.97</b>
Writing Checks Using the Wizard .....	2.97
Logging Your Check Numbers .....	2.104
Producing a Direct Deposit Proof List .....	2.107
Entering a Manual Check .....	2.107
Logging Unused Checks .....	2.112
Voiding a Check .....	2.114
Voiding an EFT .....	2.116
<b>Chapter 6—Reconciling Checks</b> .....	<b>2.123</b>
Entering a Reconciliation .....	2.123
Posting a Reconciliation .....	2.127
Purging a Reconciliation .....	2.130
Producing Reconciliation Check Reports .....	2.131
Displaying Your Checks .....	2.134
<b>Chapter 7—Producing Payroll Reports</b> .....	<b>2.139</b>
Report Categories .....	2.139
Producing Payroll/Personnel Reports .....	2.139
Creating a User-Defined Reports .....	2.144
Tips—Reports That Cross Fiscal Years .....	2.151
Editing a User-Defined Report .....	2.152
Producing the Distribution After Net Calculations Report .....	2.152
Adjusting the Payroll Parameter .....	2.152
Producing Other Reports .....	2.155
Producing the Daily Earnings Report .....	2.155
Producing the Employee Change Log .....	2.158
Producing the Calculations List .....	2.161
Producing the Check Formats List .....	2.162
Producing the EFT Form Formats List .....	2.164
Producing the Direct Deposit Parameters List .....	2.166
Producing the Distribution Tables List .....	2.168
Printing Reports .....	2.170
Printing Directly to Your Printer .....	2.170
Previewing Reports .....	2.171
Opening Print Manager .....	2.172
Exporting Report Information .....	2.172

<b>Chapter 8—Payroll 941 Report and Form</b> . . . . .	<b>2.175</b>
Report Setup . . . . .	2.175
Report Data Extraction . . . . .	2.184
Report Modification . . . . .	2.187
Produce 941 Form . . . . .	2.190
Printing the 941 Form . . . . .	2.195
Recap of Programs for 941 Form . . . . .	2.198
<b>Chapter 9—MTRS Payroll Retirement Reports</b> . . . . .	<b>2.201</b>
Report Setup . . . . .	2.201
Retirement Data Extraction . . . . .	2.210
Define and Edit Employee Data . . . . .	2.212
Produce the MTRS Electronic File . . . . .	2.216
Recap of Programs for the MTRS File Production . . . . .	2.218
<b>Appendix A—Payroll Best Practices</b> . . . . .	<b>2.221</b>
Daily . . . . .	2.221
Monthly . . . . .	2.221
Payroll Process . . . . .	2.222
Before Posting Timesheets . . . . .	2.222
Before Logging Checks . . . . .	2.222
After Logging Checks . . . . .	2.222
<b>Appendix B—Sample Reports</b> . . . . .	<b>2.225</b>
Master Record Lists . . . . .	2.227
Predefined Reports . . . . .	2.237
User-Defined Reports . . . . .	2.246

# CHAPTER 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 1.261.

## 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.)

% 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			

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 1.261.

## 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 Applecart 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 Applecart, 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 1.261.

## 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 1.261.

## 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 1.261.

## 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.

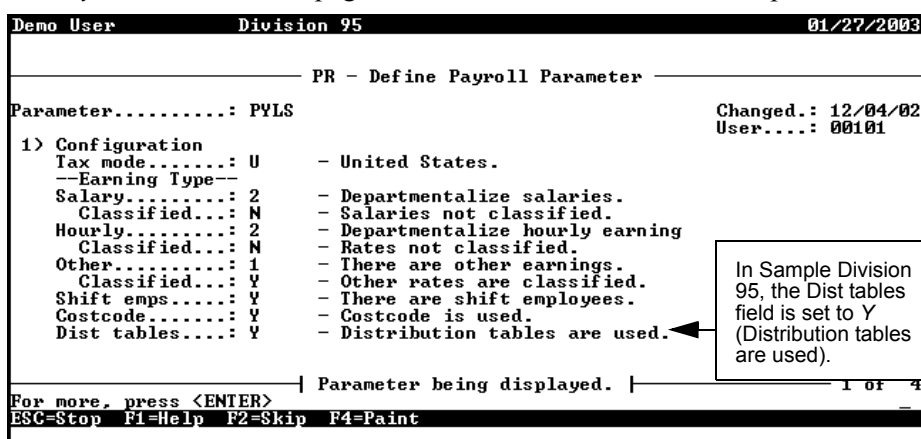


Figure 1.4—Distribution Table Setting in Division 95 Payroll Parameter

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.)

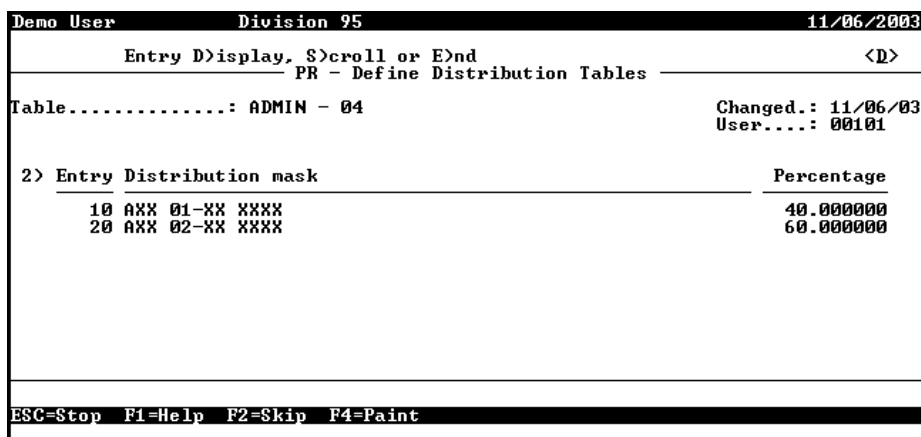


Figure 1.5—Distribution Table Definition

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*).

The screenshot shows a window titled "Timesheet" with a table and a dropdown menu. The table has columns: Status, Earnings Item, Amt/Hrs/Unit, Rate Item, Rate Value, Costcode, Dist Table, Rate Override, Date, and Errors. The first row contains: New, SALARY, 1,471.81, S AMT, and Acct. The "Dist Table" dropdown menu is open, showing options: "<Not Used>" and "FUND01 Distributes across Fund 01". At the bottom, a Totals section shows: Amount: 1,231.20, Hours: .000000, and 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 1.261.

## 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.

The screenshot shows a window titled "Activity Reminders" with a table. The table has two columns: Activity and Due Date. The first row contains an asterisk (\*) in the Activity column. At the bottom, there are two buttons: Delete and 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 HomePage (*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.

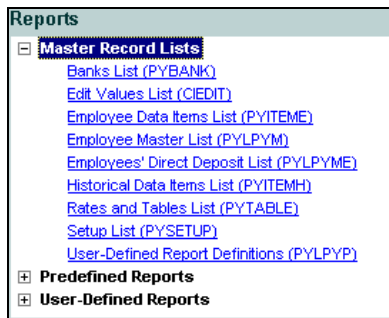


Figure 1.11—Reports Area of the Payroll/Personnel HomePage

## 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*).

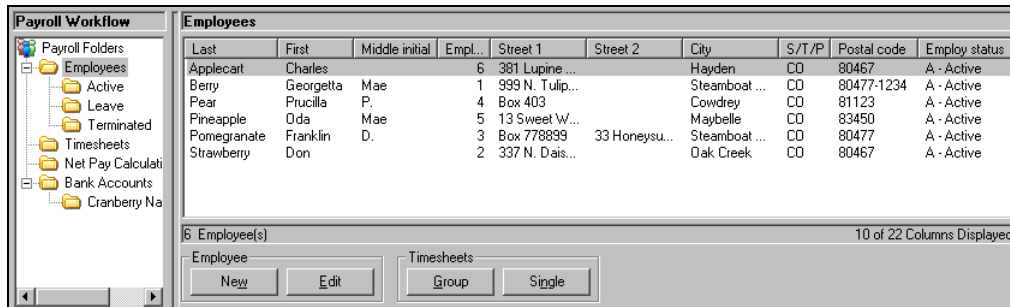


Figure 1.12—Payroll Main Window

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).

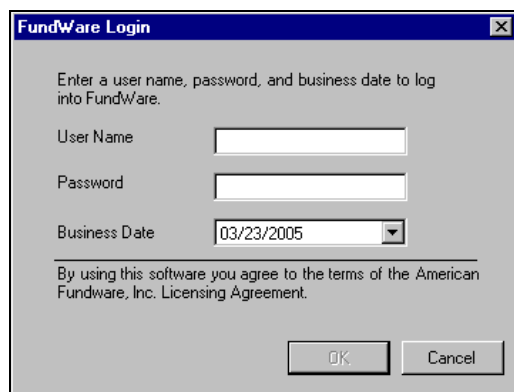
- User name—The program will enter the user name (or user number) of the last person to log into FundWare on that computer.
  - For security reasons, your password is not automatically entered. You must always enter your FundWare password.
- Business date—Defaults to the current system date (according 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



FundWare Login

Enter a user name, password, and business date to log into FundWare.

User Name

Password

Business Date

By using this software you agree to the terms of the American Fundware, Inc. Licensing Agreement.

OK Cancel

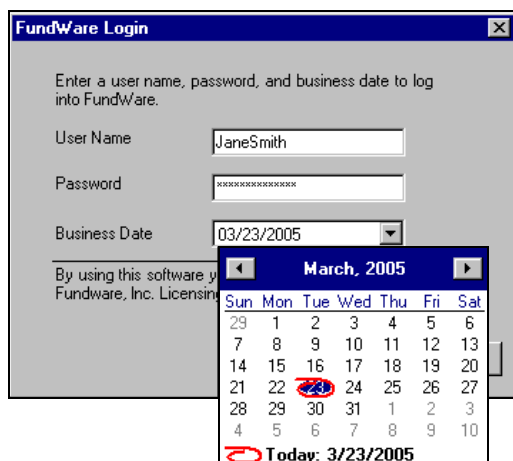
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

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.

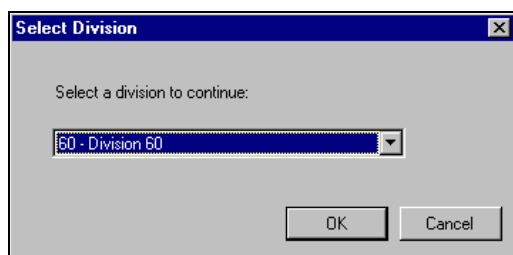
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

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 1.17.

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.

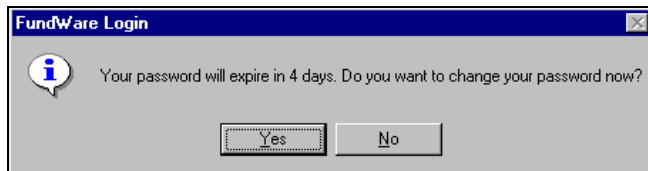
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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 1.21.

## 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 1.20 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

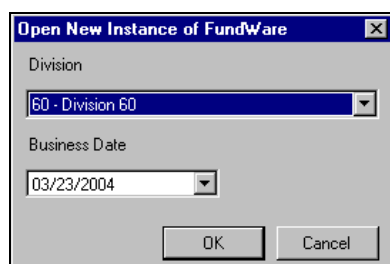
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

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 1.20.

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.

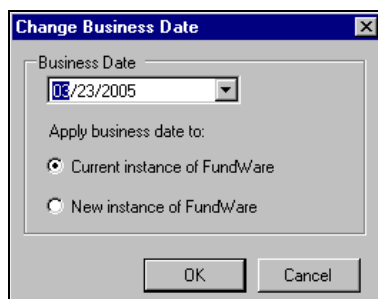
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

## 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

The screenshot shows a standard Windows-style dialog box titled "Change Password". The dialog contains the following elements:

- Title Bar:** "Change Password" with a close button (X).
- Instructional Text:** "Enter a new password and confirm it. Your new password cannot be the same as your old password".
- Input Fields:** Three text boxes stacked vertically, labeled "Old Password", "New Password", and "Confirm New Password".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

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 1.17.

## 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.

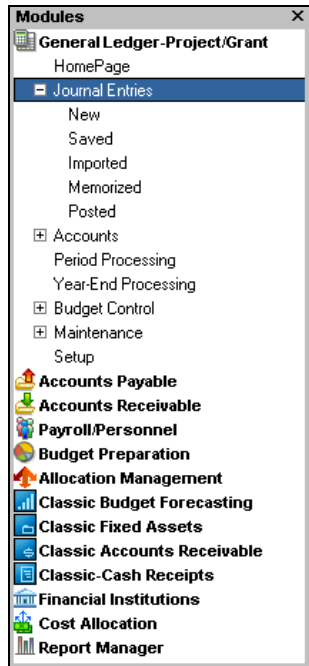
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as 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.

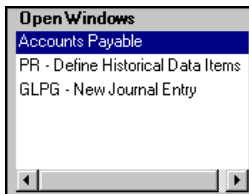


Figure 1.22—Open Windows Navigator

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.

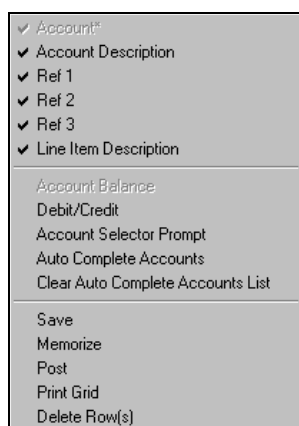
## CUSTOMIZING YOUR DISPLAY

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](http://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 (<http://www.blackbaud.com>) 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 <b>OK</b>	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@blackbaud.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> <li>• Blackbaud Site ID</li> <li>• FundWare version number</li> <li>• Error message details</li> </ul>
	Knowledgebase <a href="http://www.blackbaud.com">www.blackbaud.com</a>	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> <li>• Requires your license number and Blackbaud Site ID.</li> </ul>

Table 1.2—Getting Support (Continued)

Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department.  www.blackbaud.com	Contact us for more information on our training options: <ul style="list-style-type: none"> <li>• Regionals—Classes from 1 to 5 days in length; held in cities around the country.</li> <li>• eClasses—Two- to three-hour classes offered over the Internet.</li> <li>• Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.</li> </ul>
Product Management	www.blackbaud.com	Contact our Product Management department with any suggestions for improving FundWare.
All other information	www.blackbaud.com	Links are available for all other FundWare information including replacement software, user guides and software updates.

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

## CHAPTER 2

# PAYROLL/PERSONNEL SETUP

Before you can begin working in the Payroll/Personnel module, you must configure the program to meet the needs of your organization. Because this module provides you with great flexibility, this involves some planning on your part. The elements that you must define can include the following, depending on your organization:

- The Payroll parameter,
- Tax historical data items,
- Earning historical data items,
- Deduction historical data items,
- Other (employer cost) historical data items,
- Costcodes/distribution tables/departmentalization,
- The check format, and
- Direct deposit parameters.

### BEFORE YOU BEGIN THE SETUP PROCESS

The Payroll/Personnel module will build (or compile) the account number to which it posts in General Ledger based on your settings. Therefore, you must have a thorough understanding of the payroll process for your organization and your accounting structure before you begin your Payroll/Personnel setup.



Payroll can automatically calculate most of the components of your payroll. However, if your organization's underlying policies and procedures are difficult to understand and administer, your payroll setup will be even more complicated. If necessary, you may want to explore updating your payroll procedures before you begin setting up your Payroll system.

Before you begin the Payroll setup process, you should also:

- Define journals for Payroll, and
- Defining a Payroll liability account.

## GENERAL LEDGER JOURNALS

Before you can define the Payroll Parameter, you should have two journals defined in your General Ledger for use by the Payroll/Personnel module:

- Labor, and
- Payroll.

For example, Sample Division 95 has the following two journals defined (*Figure 2.1*).

The image shows two overlapping screenshots of a software interface for defining journals. The top window is for a journal named 'LABOR' with the description 'Labor Journal'. It includes fields for 'Last Updated' (8/28/1990) and 'By User' (993). Below these are tabs for 'General' and 'ID Types'. Under 'General', there are dropdowns for 'Posting Type' (Actual entries), 'Trace Report' (Both detail & summary), and 'Entry Security' (Data entry is not allowed). There is also an 'Item Description' field set to 'Description'. The bottom window is for a journal named 'PAYRL' with the description 'Payroll Disbursements Journal'. It has the same 'Last Updated' and 'By User' fields. It also has 'Posting Type', 'Trace Report', and 'Entry Security' dropdowns, and an 'Item Description' field. This window has two additional sections: 'Reference Titles' with three text boxes containing 'Employee #', 'Check #', and 'Data Item'; and 'Additional Data Items' with three dropdown menus, each set to 'None'.

Figure 2.1—Sample Labor and Payroll Journals

When you define the Payroll Parameter (see *Defining the Payroll Parameter* on page 1.34), you indicate to which journals you will post for different tasks. *Table 2.1* shows you how FundWare posts Payroll transactions to General Ledger using journals.

Table 2.1—Journal Posting Process With General Ledger

Task	Example Journal	Debit	Credit
Enter and post timesheets	Labor	Wage Expense	Accrued Payroll Liability

Table 2.1—Journal Posting Process With General Ledger (Continued)

Task	Example Journal	Debit	Credit
Calculate taxes, deductions, and employer costs	Payrl	Tax and Employer Cost Expenses	Accrued Payroll Liability
Log checks	Payrl	Accrued Payroll Liability	Cash Account

If you also use the Accounts Payable module, you may be posting to AP when you log checks. Payroll will post to AP using the Expense journal defined in AP Basic Setup. *Table 2.2* show how FundWare posts to AP using a journal. Payroll will post to AP using the Expense journal defined in AP Basic Setup.

Table 2.2—Journal Posting Process With Accounts Payable

Task	Example Journal	Debit	Credit
Log checks/direct deposits	Purch	Deductions Payable	Accounts Payable

For more information on defining journals, see the *Blackbaud FundWare General Ledger—Project/Grant Guide*.

## PAYROLL LIABILITY ACCOUNT

You must also define a liability account for accrued payroll. For example, account A01 00-00 2210 is defined as the payroll liability account in Sample Division 95 (*Figure 2.2*).

Account: A01 00-00 2210 Description: Accrued Payroll  
 Last Updated: 12/14/1987 By User: 999

General | Data Items | Account Balances | Budget Balances | Year At A Glance | Other Options

Status: Active

Attributes - A

Position	Required	Attribute Description
1	Y	LI - Liabilities
2	N	
3	N	T1 - Gen. Government
4	N	F1 - General Fund
5	N	D1 - General Fund
6	N	
7	N	
8	N	
9	N	
10	N	
11	N	
12	N	
13	N	
14	N	
15	N	

Figure 2.2—Sample Accrued Payroll Liability Account

For more information on defining accounts, see the *Blackbaud FundWare General Ledger—project/grant Guide*.

## DEFINING THE PAYROLL PARAMETER

You must define the payroll parameter before you begin any other setup tasks. Because the parameter controls overall system operation, be very careful in making any changes once you have completed this step.



Changes to the payroll parameter are recorded by business date and user number in the fields displayed in the upper right hand corner of the screen.

Use the following steps to define the payroll parameter.

1. Click **Setup > Payroll Parameter** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Payroll Parameter** from the menu bar.

- Type *A* to add information. Page 1 of the Payroll Parameter displays (Figure 2.3).



If you have installed a new ToolBox, type *C* to change information so that any new Employee Data Items will be updated on your system. (See Chapter 7—Periodic Processing on page 1.233 for more information on the Payroll ToolBox.)

```

Demo User          Division 95          01/27/2003
-----
PR - Define Payroll Parameter
Parameter.....: PYLS                      Changed.: 00/00/00
                                           User.....: 00000
1) Configuration
  Tax mode.....: U
  --Earning Type--
  Salary.....: 0      - No salary earnings.
    Classified...: N    - Salaries not classified.
  Hourly.....: 0      - No hourly earnings.
    Classified...: N    - Rates not classified.
  Other.....: 0       - No other earnings.
    Classified...: N    - Other rates not classified.
  Shift emps...: N    - No shift employees.
  Costcode.....: N    - No costcode used.
  Dist tables...: N    - No distribution tables used.
-----
| Parameter being added. |----- 1 of 4
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.3—Define Payroll Parameter, Page 1 of 4

- Complete the entries for Field 1, which determine your earnings types, according to Table 2.3.

Table 2.3—Payroll Parameter—Field 1 (Configuration) Definitions

Field	Options	Definition
Tax Mode	U C	<ul style="list-style-type: none"> <li>• U—United States</li> <li>• C—Canada</li> </ul>
Salary	0 1 2	<p>“Salary” is any earning that is a flat amount (e.g., Jane Smith earns \$2000 every two weeks; all employees earn \$125 as a flat salary for “on-call pay”).</p> <ul style="list-style-type: none"> <li>• 0—There are no salaried employees.</li> <li>• 1—There are salaried employees whose wages:                             <ul style="list-style-type: none"> <li>— Are expensed to one department per employee,</li> <li>— Use distribution tables, or</li> <li>— Use costcodes.</li> </ul> </li> <li>• 2—There are salaried employees whose wages are departmentalized.</li> </ul>

Table 2.3—Payroll Parameter—Field 1 (Configuration) Definitions (Continued)

Field	Options	Definition
Classified	Y N	<ul style="list-style-type: none"> <li>• Y—Salary amount does not appear on the employee's record; the amount is selected from a drop-down list of "grades" and "steps." <ul style="list-style-type: none"> <li>— For example, you can use this option if you have employees whose salary amount depends on job classification (e.g., a GS1 employee is paid \$1,000.00 and a GS2 employee is paid \$1,100.00).</li> </ul> </li> <li>• N—Salaries are not classified by job. Salary amount and pay period are entered on the <b>Payroll Information</b> tab of the employee record.</li> </ul>
Hourly	0 1 2	<p>"Hourly" is any earning that is multiplied by a rate (e.g., Joe Jones earns \$12 dollars for each hour he works; this hourly amount is multiplied by a rate of 1.5 for overtime).</p> <ul style="list-style-type: none"> <li>• 0—There are no hourly employees.</li> <li>• 1—There are hourly employees whose wages: <ul style="list-style-type: none"> <li>— Are expensed to one department per employee.</li> <li>— Use distribution tables.</li> <li>— Use costcodes.</li> </ul> </li> <li>• 2—There are hourly employees whose wages are departmentalized.</li> </ul>
Classified	Y N	<ul style="list-style-type: none"> <li>• Y—Hourly amount does not appear on the employee's record; the amount is selected from a drop-down list of "grades" and "steps." <ul style="list-style-type: none"> <li>— For example, you can use this option if you have employees whose per hour wage depends on job classification (e.g., a GS1 employee is paid \$10.00 per hour and a GS2 is paid \$11.00 per hour).</li> </ul> </li> <li>• Hourly wages are not classified by job. Hourly amount and pay period are entered on the <b>Payroll Information</b> tab of the employee record.</li> </ul>
Other	0 1 2	<ul style="list-style-type: none"> <li>• 0—There are no other employees. Other is for per unit wages, such as piece work.</li> <li>• 1—There are other employees whose wages: <ul style="list-style-type: none"> <li>— Are expensed to one department per employee.</li> <li>— Use distribution tables.</li> <li>— Use costcodes.</li> </ul> </li> <li>• 2—There are other employees whose wages are expensed to more than one department per employee.</li> </ul>
Classified	Y N	<ul style="list-style-type: none"> <li>• Y—Unit rate does not appear on the employee's record; the amount is selected from a drop-down list of "grades" and "steps." For example: <ul style="list-style-type: none"> <li>— Referee Softball – \$30.00 per game</li> <li>— Referee Soccer – \$25.00 per game</li> </ul> </li> <li>• N—Other wages are not classified by job.</li> </ul>



Table 2.3—Payroll Parameter—Field 1 (Configuration) Definitions (Continued)

Field	Options	Definition
Shift emps	Y N	<ul style="list-style-type: none"> <li>• Y—Shift differential is paid. In other words, a “premium” or “differential” is added to the employee’s base pay. Use this option if:               <ul style="list-style-type: none"> <li>— You have employees who work different shifts throughout a pay period, and</li> <li>— Those shifts have different rates of pay.</li> </ul> </li> <li>• N—Shift differential is not paid.</li> </ul>
Costcode	Y N O	<ul style="list-style-type: none"> <li>• Y—Costcodes are used.</li> <li>• N—Costcodes are not used.</li> <li>• O—Costcodes with rate override are used.               <ul style="list-style-type: none"> <li>— After selecting this option, Def Rate-item displays, answer Y to use the default rate item. The data item defined for Rate from in the Earnings options field displays as the default Rate value in the Edit Timesheets task.</li> <li>— Answer N to use a no default rate-item. The Rate value field in the Edit Timesheets task is blank; no default is entered and any rate from defined on the earnings item (historical data item) is ignored.</li> </ul> </li> </ul>
Dist tables	Y N	<ul style="list-style-type: none"> <li>• Y—Distribution Tables are used.</li> <li>• N—Distribution Tables are not used.</li> </ul>

4. Press ENTER or PAGE DOWN to move to the next field. Page 2 of the Payroll Parameter displays (Figure 2.4).

```

Demo User          Division 95          01/27/2003
----- PR - Define Payroll Parameter -----
Parameter.....: PYLS                      Changed.: 00/00/00
User.....: 00000

2> User options
Log emp maint...: N
Post to A/P....: N      - Do not post to A/P.
Date format....: 1      - MM/DD/YYYY
Amount format...: $      - Spell out check amount.
Auto employee...: Y      - Search for next employee.
Multiple checks: N      - Only 1 check per employee.
Elec fund xfer.: N      - EFT not in use.
Ext check title: Check
Scramble checks: N      - Do not scramble check file.

-----| Parameter being added. |----- 2 of 4
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 2.4—Define Payroll Parameter, Page 2 of 4

5. Complete the entries for Field 2, which determine your user options, according to Table 2.4.

Table 2.4—Payroll Parameter—Field 2 (User Options) Definitions

Field	Options	Definition
Log emp maint	Y N	This option keeps a log of all changes made to employee records if Y – Yes is answered. A report listing the date, time, the user making the changes, and the change(s) made can be printed with the Employee Change Log (PYSESS.L##). <ul style="list-style-type: none"> <li>• Y—Log employee changes (recommended).</li> <li>• N—No logging of employee changes.</li> </ul>
Post to AP	Y N	<ul style="list-style-type: none"> <li>• Y—Obligations are created automatically in Accounts Payable when you post Payroll checks. The Post to AP field is enabled on deductions, taxes, and other historical data items to hold the vendor number for any data items designated to post automatically to Accounts Payable.</li> <li>• N—No posting will be done to the Accounts Payable module.</li> </ul>
Date format	1–4	Format of the date on payroll checks. <ul style="list-style-type: none"> <li>• 1—MM/DD/YYYY (e.g., 01/31/2004)</li> <li>• 2—DD MMM, YYYY (e.g., 31 Jan, 2004)</li> <li>• 3—MMM DD, YYYY (e.g., Jan 31, 2004)</li> <li>• 4—DD-MMM-YYYY (e.g., 31-Jan-2004)</li> </ul>
Amount format	N S	Format how the check amount prints on the payroll check amount line. <ul style="list-style-type: none"> <li>• N—Numeric amount format on checks (e.g., 100 dollars and 00 cents * * * *)</li> <li>• S—Word amount format on checks (e.g., One hundred dollars and no cents * * * *)</li> </ul>
Auto employee	Y N	<ul style="list-style-type: none"> <li>• Y—Search for the next employee number when adding an employee. Starts with 1 and increments by 1 for each employee.</li> <li>• N—Do not search for the next employee number. Requires the operator to enter the employee number.</li> </ul>
Multiple Checks	N T P	<ul style="list-style-type: none"> <li>• N—Multiple checks will not be used. Only one check per employee per pay period is allowed. (This setting is required to process payroll in the 7.x versions.)</li> <li>• T—Multiple checks are used. Check sequence is entered at timesheet entry.</li> <li>• P—Multiple checks are used. Check sequence is determined when the timesheets are posted.</li> </ul>

Table 2.4—Payroll Parameter—Field 2 (User Options) Definitions (Continued)

Field	Options	Definition
Elec fund xfer	Y N	<ul style="list-style-type: none"> <li>• Y—Electronic Fund Transfer (i.e., “Direct deposit”) is used.</li> <li>• N—Electronic Fund Transfer is not used.</li> </ul>
Ext check title	10 characters	Enter the word that the system should use for a check. <ul style="list-style-type: none"> <li>• United States organizations usually use “check.”</li> <li>• Canadian organizations usually use “cheque.”</li> <li>• Municipalities often use “warrant.”</li> </ul> The name displays on reports and in Inquiry tasks.
Scramble checks	Not editable	Reflects your encryption setting for Payroll checks. For more information on this feature, see <i>Encrypting Checks</i> on page 1.44.

6. Press ENTER or PAGE DOWN to move to the next field. Page 3 of the Payroll Parameter displays (Table 2.5).

```

Demo User          Division 95          01/27/2003
-----
PR - Define Payroll Parameter
Parameter.....: PYLS                      Changed.: 00/00/00
                                           User.....: 00000
3> Timecard options
  Keep history...: Y      - Keep time card history.
  Day check.....: N      - No day checking.
  Period check...: N      - No period checking.
4> Ledger options
  Ledger post....: Y      - Post to General Ledger.
  Post units....: N      - No units posted.
  Labor journal..: LABOR
  Compress.....: 1      - Compress liabilities.
  Paid journal...: PAYRL
  Compress.....: 1      - Compress liabilities.
  Accrued account:
-----
| Parameter being added. |----- 3 of 4
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.5—Define Payroll Parameter, Page 3 of 4

7. Complete the entries for Fields 3 and 4, which determine your timesheet and ledger options, according to *Table 2.5*.

*Table 2.5—Payroll Parameter—Field 3 and Field 4 Definitions*

Field	Options	Definition
Timecard Options		
Keep History	Y N	<ul style="list-style-type: none"> <li>• Y—Maintain timesheet history.                             <ul style="list-style-type: none"> <li>— FundWare creates a data file that is updated when you post timesheets.</li> <li>— You should use this option if your organization requires a 3-part check and/or you are using the daily earnings report. (See <i>Producing the Daily Earnings Report</i> on page 2.155.)</li> </ul> </li> <li>• N—Do not maintain timesheet history.</li> </ul>
Day check	N Y... max	<ul style="list-style-type: none"> <li>• N—Day check in clocked timesheet entry is not used.</li> <li>• Y... max—Day checking is used in clocked timesheet entry.                             <ul style="list-style-type: none"> <li>— Enter the maximum hours over which to report an error.</li> <li>— “Day check” only checks clocked time.</li> <li>— Prints warning on the Timesheet Verification Report if the maximum hours per day are exceeded, however, timesheets will be posted.</li> </ul> </li> </ul>
Period check	N Y... max	<ul style="list-style-type: none"> <li>• N—Pay period check in clocked timesheet entry is not used.</li> <li>• Y... max—Pay period checking is used in timesheet entry.                             <ul style="list-style-type: none"> <li>— Enter the maximum hours over which to report an error.</li> <li>— “Period check” sums all hours (overtime + VACA + SIC, etc.) and checks that sum against the limit.</li> <li>— Prints warning on the Timesheet Verification Report if the maximum hours per day are exceeded, however, timesheets will be posted.</li> </ul> </li> </ul>
Ledger Options		
Ledger Post	Y N	<ul style="list-style-type: none"> <li>• Y—Payroll/Personnel financial information posts to a Financial Reporting System such as General Ledger.</li> <li>• N—Payroll/Personnel is a stand-alone system that does not post to a Financial Reporting System. The remaining fields in Ledger options are skipped.</li> </ul>

Table 2.5—Payroll Parameter—Field 3 and Field 4 Definitions (Continued)

Field	Options	Definition
Post units	N Y... ID types Z... ID types	<ul style="list-style-type: none"> <li>• N—Units or hours are not posted to General Ledger.</li> <li>• Y... ID types—Units or hours are posted to specified ID types. <ul style="list-style-type: none"> <li>— Earnings using units or hours that have a zero dollar amount, e.g., vacation time, do not post to General Ledger.</li> <li>— You must post to GL in detail.</li> </ul> </li> <li>• Z... ID types—Units are posted to the specified ID types. <ul style="list-style-type: none"> <li>— Earnings using units or hours are posted regardless of the dollar amount, e.g., the units or hours for zero dollar amount earnings like vacation time are posted.</li> <li>— You must post to GL in detail.</li> <li>— If you select this option, you should not also compress all entries (option 3 for Compress).</li> </ul> </li> </ul>
Labor journal	5 characters	The journal through which timesheets entries are posted to General Ledger. Press F1 to select from your existing journals.
• Compress	0–3	<p>This is the level of detail posted to GL from the Labor journal.</p> <ul style="list-style-type: none"> <li>• 0—Post all entries in detail.</li> <li>• 1—Compress accrued payroll liability entries only.</li> <li>• 2—Compress expense entries by Data Item.</li> <li>• 3—Compress all entries.</li> </ul>
Paid journal	5 characters	The journal through which check entries are posted to General Ledger. Press F1 to select from your existing journals.
• Compress	0–4	<p>This is the level of detail posted to GL from the Paid journal.</p> <ul style="list-style-type: none"> <li>• 0—Post all entries in detail.</li> <li>• 1—Compress accrued payroll liability entries.</li> <li>• 2—Compress expense entries.</li> <li>• 3—Compress all entries.</li> <li>• 4—Compress all entries; post cash entries in detail.</li> </ul>
Accrued account	account number or mask	<p>This is the account or account mask for the Accrued Payroll account in GL.</p> <ul style="list-style-type: none"> <li>• This account is credited by the Labor journal and debited by the Payroll journal.</li> </ul>

## SYSTEM HISTORY

The fourth page of the payroll parameter will not display until you initially create the parameter. The information on this page is not editable, it is maintained by payroll processing tasks (i.e., you cannot enter anything; it is for your information only) (Figure 2.6).

```

Demo User          Division 95          01/27/2003
-----
PR - Define Payroll Parameter
Parameter.....: PYLS                      Changed.: 01/27/03
                                           User....: 00101
5) System information
  Implementation.: 1      - Parameter defined.
  Last session...: 0
  Last employee...: 0
  Last run.....: 0
  Last run date...: 00/00/0000
  Active year....: 0000
  Purged year....: 0000
  Saved year....: 0000
  -- Time cards --
  Status.....: 0      - No time cards entered.
  Task activity..: 0      - No time cards in process.
  Number of users: 0
-----
Parameter being displayed. |----- 4 of 4
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.6—Define Payroll Parameter, Page 4 of 4

Use the information provided according to Table 2.6.

Table 2.6—Payroll Parameter—Field 5 Definitions

Field	Options	Definition
System Information		No entry allowed in these fields.
Implementation	0 1 2 3	Setup has not been started. Parameter has been defined. Employees have been defined. Setup is complete.
Last session	# – number	Each time a user makes a change to an employee record in the Edit Employee task, this number is increased by one. <ul style="list-style-type: none"> <li>• Every time a change is made in this task, a session is completed.</li> <li>• This number reflects the last session number and corresponds to the session number on the Employee Change Log report.</li> <li>• This information is tracked if the Log emp maint setting is Y—Log employee changes (see field 2).</li> </ul>

Table 2.6—Payroll Parameter—Field 5 Definitions (Continued)

Field	Options	Definition
Last employee	# – number	The last employee number used. <ul style="list-style-type: none"> <li>If your setting for Auto employee (see field 2) is Y—Search for next employee, the system will look at this entry to determine the next employee number.</li> </ul>
Last Run	# – number	The last check run number used. <ul style="list-style-type: none"> <li>Updated each time checks are logged.</li> </ul>
Last run date	99/99/9999	The check date of the last check run logged.
Active year	9999	The calendar year of the payrolls being processed. <ul style="list-style-type: none"> <li>Active year is 0000 until the first posting activity is entered at which time the year of the business date used to enter the posting activity replaces the 0000.</li> <li>The Timesheet tasks, Check Processing tasks, and Enter Employee History task are posting tasks that start up the active year.</li> <li>After setup is complete, Active year is updated only when a Roll Balances Forward task is used (produces PYLOVR.L##).</li> <li>You may post to any date in the Active year or any date in the year before the Active year.</li> <li>If you post to the year before the Active year, balances are automatically rolled forward to the Active year (produces PYLOVR.L##).</li> <li>You may not post to a date in the year after the Active year.</li> </ul>
Purged year	9999	The last year purged. <ul style="list-style-type: none"> <li>A purged year is one that has been deleted from the system.</li> </ul>
Saved year	9999	The last year saved. <ul style="list-style-type: none"> <li>A saved year is one whose detail has been deleted from the system but summary information has been retained.</li> <li>Data from saved years may be used in reports.</li> </ul>
Time Cards • Status	0 1 2	No timesheets are entered. Timesheets have been entered and need verification. Timesheets have been verified.

Table 2.6—Payroll Parameter—Field 5 Definitions (Continued)

Field	Options	Definition
Task Activity	0	No timesheets are in process.
	1	A user is entering timesheets through Edit Timesheets or Create Group Timesheets.
	2	A user is in the Verify Timesheets task.
	3	A user is in the Post Timesheets task.
Number of users	1–9999	The number of users currently performing timesheet activities.
History dates	mm/dd/yyyy– mm/dd/yyyy	This field appears if the Keep history field under Timecard options is defined as Yes. History data is kept on the system for the date range specified.

## ENCRYPTING CHECKS

The Payroll/Personnel module allows you to encrypt (or “scramble”) your checks. Using this option, your check print file displays and prints normally with Print Manager. However, when opened in any other program (e.g., Word, Notepad), the information is encrypted, thus protecting your check information.



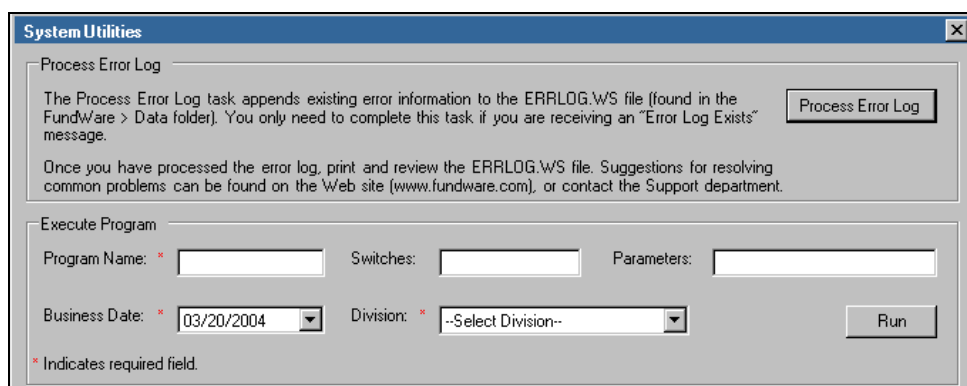
Once this option is activated, it cannot be de-activated without the assistance of FundWare Support (800-227-7575).

Use the following instructions to activate the encryption option. When complete, this setting is reflected in field 2 of the payroll parameter.

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**.)



- Click **System Utilities** on the module navigator or select **System Administration > System Utilities** from the menu bar. The System Utilities window displays (*Figure 2.7*).



*Figure 2.7—System Utilities Window*

- In the Execute Program area, enter the required information according to *Table 2.7* to run the override.

*Table 2.7—Encrypting Checks*

Field	Entry
Program Name	PYL006
Switches	23
Parameters	Leave blank
Business Date	Defaults to the current date. Accept default.
Division	Select the applicable division from the drop-down list.

- Click **Run**. A confirmation message displays.
- Type *Y* for Yes and press ENTER.
- Type *E* to end the task and press ENTER.
- Press ESC close the window.

## IMPLEMENTING COSTCODES

Costcodes come in two varieties, based on your selection in the Payroll parameter:

- Single-use—Y (Costcodes are used). This is the more common use of the .COSTCODE feature.
  - You define edit values for the .COSTCODE data item and apply .COSTCODE and an edit value once to each employee record.
  - You can enter a rate on the employee record or define a rate as part of the .COSTCODE edit value.
  - See *Example Costcode—Rate Defined on Employee Record* on page 1.5 and *Example Costcode—Rate Defined on .COSTCODE* on page 1.6 for examples of these options.
- Multi-use—O (Costcodes with rate override are used). This is a more complex application of the .COSTCODE feature and is less common among users.
  - You define edit values for the .COSTCODE data item and the .COSTRATE data item.
  - You apply .COSTCODE and .COSTRATE multiple times to each employee record. Your .COSTCODE and .COSTRATE entries will correspond (i.e., .COSTCODE entry 2 links to .COSTRATE entry 2).
  - See *Example Costcode—Multiple Rates Defined on Employee Record* on page 1.6 for an example of this option.

The following sections provide instructions for configuring your system to use each type of costcode.

### IMPLEMENTING COSTCODES—RATE DEFINED ON EMPLOYEE RECORD

Use the following steps to define your system to use the .COSTCODE data item and define the rate of pay on the employee record. (See *Example Costcode—Rate Defined on Employee Record* on page 1.5 for an example of this setup.)

1. Click **Setup > Payroll Parameter** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Payroll Parameter** from the menu bar.

- Enter *Y* (Costcode is used) in the Costcode field (*Figure 2.8*). The system automatically creates the .COSTCODE employee data item when you save the Payroll parameter.

```

Demo User          Division 95          01/27/2003
-----
PR - Define Payroll Parameter
-----
Parameter.....: PYLS                      Changed.: 12/04/02
                                           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 displayed. | 1 of 4
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
  
```

In Sample Division 95, the Costcode field is set to Y (Costcode is used).

Figure 2.8—Costcode Setting “Y” in Division 95 Payroll Parameter



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

- Make a list of the edit values you will use (including account masks).
- Click **Setup > Employee Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Employee Data Items** from the menu bar.
- Type *C* to change the data item by entering edit values.

- Type .COSTCODE, or press F1 and select the data item from the list. The first page of the .COSTCODE definition displays (Figure 2.9).

```

Demo User          Division 95          11/11/2003
Enter field to be changed <0 to accept>          <__>
PR - Define Employee Data Items
-----
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
1) Description....: Cost Code
2) Short desc.....: Cost Code
3) User options
   Data type.....:      K - Alphanumeric(20), keyword.
   Auto add.....:      N - Manually add data item.
   Default value..:
   Entry required.:    N - No entry is required.
   Multiple values:    N - No entry nbr used w/data item.
   Scroll.....:      Y - Item is scrolled.
   Edit data.....:    Y - Values are edited.
   Lookup col's....:  I/M/N/N/N/N/N/N/N/N
-----
| Data item being changed. |----- 1 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.9—.COSTCODE Definition—Page 1 of 3

- If necessary, edit the Description, Short description, Default value, Edit data, and Lookup column fields (for more detailed instructions, see *Defining Employee Data Items* on page 1.118).



The setting for Multiple values is N (No entry nbr used w/data item) indicates that this is a single-occurring data item. In other words, no numbering is used when you add .COSTCODE to the employee record because it can be added only once. You cannot edit this field.

8. Type 5 (the field number) or press PAGE DOWN to access the third page of the record. Any existing edit values for .COSTCODE are listed (*Figure 2.10*).

```

Demo User          Division 95          02/17/2003
Edit value A>dd, C>hange, R>emove, D>isplay, S>croll or E>nd      <A>
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 03/18/04
5) Edited value      Active In use
Police               Y      N
Road Maintenance    Y      N
Snow                 Y      N
    
```

---

```

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

Figure 2.10—Example List of Edit Values for .COSTCODE



If you are in the display mode, the second page of the record displays system information (*Figure 2.11*). You cannot modify any of the fields on this page.

```

Demo User          Division 95          11/11/2003
Enter field to be changed <0 to accept>          <_>
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
4) System
Source.....:      I - Defined in setup.
In use.....:      N - Data item has not been used.
    
```

---

```

| Data item being changed. | 2 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.11—.COSTCODE Definition—Page 2 of 3

9. Type *A* to add an edit value. The system asks you to enter the name of the edit value (*Figure 2.12*).

```

Demo User          Division 95          11/11/2003
-----
PR - Define Employee Data Items -----
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
Edited value.....: _____
5) Edited value      Active In use
-----
| Edit value being added. |
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.12—.COSTCODE Definition—Edit Value Name

10. Enter the edit value name (up to 20 alphanumeric characters) in the Edited Value field.
11. Press ENTER. The edit value definition page displays (*Figure 2.13*).

```

Demo User          Division 95          02/17/2003
-----
PR - Define Edit Values -----
Emp data item.....: .COSTCODE < 163>          Changed.: 02/17/03
Edited value....: Fire                          User.....: 00101
Active.....: Y
In use.....:
Lookup 1.....:
Lookup 2.....:
N - Not in use, may be removed.
-----
| Edit value being changed. | 1 of 1
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.13—.COSTCODE Definition—Edit Value Definition

12. Indicate if the edit value is active (Y) or inactive (N—not active, cannot be used).



The In use field is a system-maintained field that indicates if the edit value has ever been used on an employee record.

13. Enter a description in Lookup 1 (up to 30 characters of alphanumeric text). This description displays in the edit value drop-down list on the **Pay Calculation** tab.
14. Enter an account mask in Lookup 2 (up to 55 characters of alphanumeric mask). This mask will be used in the account resolution. See *Appendix C—How Does Payroll Resolve Accounts?* on page 1.261 for examples.
15. Press ESC to return to the Define Edit Values menu. The new edit value is listed and you can continue to add more edit values, if necessary.
16. Type *E* to exit the edit values task. A confirmation message displays.
17. Type *0* to accept your changes.
18. Press ESC to display the option menu.
19. Type *E* to close the window.
20. Click **Setup > Historical Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Historical Data Items** from the menu bar.
21. Ensure that all earnings items with which you will use .COSTCODE are defined to allow costcodes (*Figure 2.14*).

```

Demo User          Division 95          11/06/2003
-----
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,.EIG,.FUTA,.SWT CO,.E SUTA,.FICA,.E FICA,.FICAMED,
                : .E FICAMED
-----
| Data item being changed. |                2 of 7
-----
ESC=Stop F1=Help F2=Skip F4=Paint

```

The Use costcode field is set to Y (Use costcode).

Figure 2.14—Example Earnings Item (Hourly) Defined for .COSTCODE

22. On the **Pay Calculation** tab of the employee record, add .COSTCODE and select an edit value from the drop-down list to the **Pay Calculation** tab (see *Completing the Pay Calculation Tab* on page 2.43) (*Figure 2.15*).

Entry	Data Item	Value
0	Fica taxable	FICA taxable
0	Number of Exemptions - Federal	1 Dependent
0	Marital status	Single
0	Bank name/route for direct dep	No direct deposit
0	Cafeteria Plan/Dental Ins Amt	Single dental insurance
0	Life insurance eligible	Yes
0	Pension Eligible	Yes
0	Vacation hours accrued/month	8
0	Hourly rate for vacation accl	8.65
0	Cost Code	<div style="border: 1px solid black; padding: 2px;">                     Work on Fire Dept. vehicles                      Work on Police vehicles                      Work on Road Maintenance vehic                      Work on snow removal vehicles                 </div>

Figure 2.15—Example Costcode Entry on Pay Calculation Tab



The value displayed in the drop-down list matches the description entered in Lookup 1 of the data item edit value.

23. When you are entering timesheets and select the earnings item, the edit value from the employee record is the default entry. If you click the drop-down arrow, you can see all the edit value information (*Figure 2.16*).

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		Fire						Acct
					<div style="border: 1px solid black; padding: 2px;">                     &lt;Not Used&gt;                      Fire Work on Fire Dept. vehicles AXX 04 XXXXXX                      Police Work on Police vehicles AXX 01 XXXXXX                      Road Mainten Work on Road Maintenance vehic AXX 02 XXXXXX                      Snow Work on snow removal vehicles AXX 03 XXXXXX                 </div>						

Totals: Amount: .00 Hours: .000000 Units: .000000

Basis detail for selected line:  
 .DED Grouping of deductions (AFW)  
 FICA Employer's share of FICA

Account detail for selected line:  
 AXX 04 XXXXXX

Figure 2.16—Example Timesheet With .COSTCODE Edit Values

24. When Payroll processes the timesheet, the system uses the rate defined in the Hourly rate field (**Payroll Information** tab) on the employee record.



## IMPLEMENTING COSTCODES—RATE DEFINED ON .COSTCODE

Use the following steps to define your system to use the .COSTCODE data item. In this scenario, we define the rate of pay on each .COSTCODE edit value. (See *Example Costcode—Rate Defined on .COSTCODE* on page 1.6 for an example of this setup.)

1. Click **Setup > Payroll Parameter** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Payroll Parameter** from the menu bar.
2. Enter *Y* (Costcode is used) in the Costcode field (*Figure 2.17*). The system automatically creates the .COSTCODE employee data item when you save the Payroll parameter.

```

Demo User          Division 95          01/27/2003
-----
PR - Define Payroll Parameter
Parameter.....: PYLS                      Changed.: 12/04/02
                                           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 displayed. | 1 of 4
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Paint
  
```

Figure 2.17—Costcode Setting “Y” in Division 95 Payroll Parameter



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

3. Make a list of the edit values you will use (including account masks and corresponding rates).
4. Click **Setup > Employee Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Employee Data Items** from the menu bar.
5. Type *C* to change the data item by entering edit values.

6. Type .COSTCODE, or press F1 and select the data item from the list. The first page of the .COSTCODE definition displays (Figure 2.18).

```

Demo User          Division 95          11/11/2003
-----
Enter field to be changed (<0 to accept)          <__>
PR - Define Employee Data Items
-----
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
1) Description....: Cost Code
2) Short desc.....: Cost Code
3) User options
  Data type.....: K - Alphanumeric(20), keyword.
  Auto add.....: N - Manually add data item.
  Default value...:
  Entry required.: N - No entry is required.
  Multiple values: N - No entry nbr used w/data item.
  Scroll.....: Y - Item is scrolled.
  Edit data.....: Y - Values are edited.
  Lookup col's...: I/M/N/N/N/N/N/N/N/N
-----
| Data item being changed. |----- 1 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.18—.COSTCODE Definition—Page 1 of 3

7. If necessary, edit the Description, Short description, Default value, and Edit data fields (for more detailed instructions, see *Defining Employee Data Items* on page 1.118).
8. Define Lookup column 3 for R—Signed (9.6) (Figure 2.19).

```

Demo User          Division 95          09/19/2003
-----
PR - Define Employee Data Items
-----
Data item .....: .COSTCODE < 163>
1) Description....: Cost Code
2) Short desc.....: Cost Code
3) User options
  Data type.....: K - Alphanumeric(
  Auto add.....: N - Manually ad
  Default value...:
  Entry required.: N - No entry is
  Multiple values: N - No entry nb
  Scroll.....: Y - Item is scr
  Edit data.....: Y - Values are
  Lookup col's...: I/M/N/N/N/N/N/N/N/N
-----
| Dat | Enter R in Lookup column 3. |----- 1 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Must be:

- N - Not used.
- # - Signed(15), number.
- \$ - Signed(13.2), amount.
- R - Signed(9.6), rate.
- D - Numeric(mm/dd/yyyy).
- P - Numeric(10), area code and nbr
- A - Alphanumeric(3), attribute.
- K - Alphanumeric(20), keyword.
- T - Alphanumeric(30), text.
- X - Alphanumeric(55), extended text.
- M - Alphanumeric(55), external mask.

Figure 2.19—.COSTCODE Definition—Page 1 of 3



The setting for Multiple values is N (No entry nbr used w/data item) indicates that this is a single-occurring data item. In other words, no numbering is used when you add .COSTCODE to the employee record because it can be added only once. You cannot edit this field.

9. Type 5 (the field number) or press PAGE DOWN to access the third page of the record. Any existing edit values for .COSTCODE are listed (*Figure 2.20*).

```

Demo User          Division 95          02/17/2003
-----
Edit value A>dd, C>hange, R>emove, D>isplay, S>croll or E>nd      <A>
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 03/19/04
5) Edited value      Active In use
   EMTs              Y      Y
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.20—Example List of Edit Values for .COSTCODE



If you are in the display mode, the second page of the record displays system information (*Figure 2.21*). You cannot modify any of the fields on this page.

```

Demo User          Division 95          11/11/2003
-----
Enter field to be changed <0 to accept>      <__>
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
4) System
   Source.....:      I - Defined in setup.
   In use.....:      N - Data item has not been used.
-----
| Data item being changed. | 2 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.21—.COSTCODE Definition—Page 2 of 3

- Type *A* to add an edit value. The system asks you to enter the name of the edit value (Figure 2.22).

```

Demo User          Division 95          11/11/2003
-----
PR - Define Employee Data Items -----
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
Edited value.....: _____
5) Edited value   Active In use
-----
| Edit value being added. |
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.22—.COSTCODE Definition—Edit Value Name

- Enter the edit value name (up to 20 alphanumeric characters) in the Edited Value field.
- Press ENTER. The edit value definition page displays (Figure 2.23).

```

Demo User          Division 95          02/17/2003
-----
PR - Define Employee Data Items -----
Data item .....: .COSTCODE < 163>          Changed.: 03/19/04
Edited value.....: Firefighter
Active.....: Y
In use.....: N - Not in use, may be removed.
Lookup 1.....:
Lookup 2.....:
Lookup 3.....: .000000
-----
| Edit value being added. | 3 of 3
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 2.23—.COSTCODE Definition—Edit Value Definition

- Indicate if the edit value is active (Y) or inactive (N—not active, cannot be used).



The In use field is a system-maintained field that indicates if the edit value has ever been used on an employee record.

14. Enter a description in Lookup 1 (up to 30 characters of alphanumeric text). This description displays in the edit value drop-down list on the **Pay Calculation** tab.
15. Enter an account mask in Lookup 2 (up to 55 characters of alphanumeric mask). This mask will be used in the account resolution. See *Appendix C—How Does Payroll Resolve Accounts?* on page 1.261 for examples.
16. Enter a rate in Lookup 3.
17. Press ESC to return to the Define Edit Values menu. The new edit value is listed and you can continue to add more edit values, if necessary.
18. Type *E* to exit the edit values task. A confirmation message displays.
19. Type *0* to accept your changes.
20. Press ESC to display the option menu.
21. Type *E* to close the window.
22. Click **Setup > Historical Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Historical Data Items** from the menu bar.

- Ensure that all earnings items with which you will use .COSTCODE are defined to allow costcodes (Figure 2.24).

```

Demo User          Division 95          11/06/2003
----- 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
    
```

The Use costcode field is set to Y (Use costcode).

| Data item being changed. | 2 of 7

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

Figure 2.24—Example Earnings Item (Hourly) Defined for .COSTCODE

- On the **Payroll Information** tab of the employee record, enter 1.00 in the Hourly rate field (see *Completing the Payroll Information Tab* on page 2.35) (Figure 2.25). Payroll multiplies the Hourly rate by the rate defined on the .COSTCODE edit value by the hours worked. Payroll will multiply 1.00 by the .COSTCODE rate and hours worked.


Accounting Information		Direct Deposit		Pay Calculation	
Name and Address		Personal Information		Payroll Information	
Payroll Status			Payroll Information		
Employ status	Active	Home	Baseball park	Salary	0.00
Payment status	Seasonal	Hourly rate	1.00	Other rate	Not used
Pay frequency	Semi-monthly				

Figure 2.25—Hourly Rate Defined as 1.00 on Payroll Information Tab

25. On the **Pay Calculation** tab of the employee record, add .COSTCODE and select an edit value from the drop-down list to the **Pay Calculation** tab (see *Completing the Pay Calculation Tab* on page 2.43) (*Figure 2.26*).

Entry	Data Item	Value
0	Fica taxable	FICA taxable
0	Number of Exemptions - Federal	1 Dependent
0	Marital status	Single
0	Bank name/route for direct dep	No direct deposit
0	Credit Union amount	\$10.00
0	Life insurance eligible	No
0	Pension Eligible	No
0	Vacation hours accrued/month	2
0	Hourly rate for vacation accl	5.66
0	Cost Code	Emergency Medical Technician Firefighter

Figure 2.26—Example Costcode Entry on Pay Calculation Tab

 The value displayed in the drop-down list matches the description entered in Lookup 1 of the data item edit value.

26. When you are entering timesheets and select the earnings item, the edit value from the employee record is the default entry. If you click the drop-down arrow, you can see all the edit value information (*Figure 2.27*).

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		EMT's						Acct
					<Not Used>						
					EMT's	Emergency Medical Technician	A××05×××××				
					Firefight	Firefighter	A××04×××××				

Figure 2.27—Example Timesheet With .COSTCODE Edit Values

27. When Payroll processes the timesheet, the system uses the rate defined on the edit value.

## IMPLEMENTING MULTI-OCCURRING COSTCODES (COMPLEX)

Use the following steps to define your system to use the .COSTCODE data item and apply it multiple times to the employee record. (See *Example Costcode—Multiple Rates Defined on Employee Record* on page 1.6 for an example of this setup.)

1. Click **Setup > Payroll Parameter** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Payroll Parameter** from the menu bar.
2. Enter *O* (Costcode with rate override used) in the Costcode field (*Figure 2.28*). The system automatically creates the .COSTCODE employee data item when you save the Payroll parameter.

Demo User                      Division 95                      01/27/2003

PR - Define Payroll Parameter

Parameter.....: PYLS

1) Configuration

Tax mode.....: U	- United States.
-Earning Type-	
Salary.....: 2	- Departmentalize salaries.
Classified...: N	- Salaries not classified.
Hourly.....: 2	- Departmentalize hourly earnings.
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.....: O	- Costcode w/rate override used.
Dist tables...: Y	- Distribution tables are used.

Def Rate-item: Y

Parameter being changed.                      1 of 4

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

Figure 2.28—Example Costcode Setting “O” in Division 95 Payroll Parameter



The .COSTCODE and .COSTRATE employee data items are created automatically when you saved the payroll parameter.

3. Make a list of the edit values you will use (including account masks).
4. Click **Setup > Employee Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Employee Data Items** from the menu bar.
5. Type *C* to change the data item by entering edit values.



6. Type .COSTCODE, or press F1 and select the data item from the list. The first page of the .COSTCODE definition displays (Figure 2.29).

```

Demo User          Division 95          11/11/2003
Enter field to be changed <0 to accept>          <_>
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
1) Description....: Cost Code
2) Short desc.....: Cost Code
3) User options
  Data type.....: K - Alphanumeric(20), keyword.
  Auto add.....: N - Manually add data item.
  Default value..:
  Entry required.: N - No entry is required.
  Multiple values: Y - Entry number used w/data item.
  Scroll.....: Y - Item is scrolled.
  Edit data.....: Y - Values are edited.
  Lookup col's...: I/M/N/N/N/N/N/N/N/N
| Data item being changed. |----- 1 of 3
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 2.29—.COSTCODE Definition—Page 1 of 3

7. If necessary, edit the Description, Short description, Default value, and Edit data fields (for more detailed instructions, see *Defining Employee Data Items* on page 1.118).



The setting for Multiple values is Y (Entry number used w/data item) indicates that this is a multi-occurring data item. In other words, each entry of .COSTCODE and .COSTRATE on an employee's record is numbered. You cannot edit this field.

8. Type 5 (the field number) or press PAGE DOWN to access the third page of the record. Any existing edit values for .COSTCODE are listed (*Figure 2.30*).

```

Demo User          Division 95          02/17/2003
Edit value A>dd, C>hange, R>emove, D>isplay, S>croll or E>nd      <A>
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 03/19/04
5) Edited value      Active In use
Nght Patrol         Y      N
Research            Y      N
    
```

---

```

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

Figure 2.30—Example List of Edit Values for .COSTCODE



If you are in the display mode, the second page of the record displays system information (*Figure 2.31*). You cannot modify any of the fields on this page.

```

Demo User          Division 95          11/11/2003
Enter field to be changed <0 to accept>      <_>
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
4) System
Source.....:      I - Defined in setup.
In use.....:      N - Data item has not been used.
    
```

---

```

| Data item being changed. | 2 of 3
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.31—.COSTCODE Definition—Page 2 of 3

9. Type *A* to add an edit value. The system asks you to enter the name of the edit value (*Figure 2.32*).

```

Demo User          Division 95          11/11/2003
-----
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 11/11/03
Edited value.....:
5) Edited value      Active In use
-----
| Edit value being added. |
-----
ESC=Stop F1=Help F2=Skip F4=Paint

```

*Figure 2.32—.COSTCODE Definition—Edit Value Name*

10. Enter the edit value name (up to 20 alphanumeric characters) in the Edited Value field.
11. Press ENTER. The edit value definition page displays (*Figure 2.33*).

```

Demo User          Division 95          02/17/2003
-----
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 03/19/04
Edited value.....: Wildlife Mgmt
Active.....: Y
In use.....: N - Not in use, may be removed.
Lookup 1.....:
Lookup 2.....:
-----
| Edit value being added. | 3 of 3
-----
ESC=Stop F1=Help F2=Skip F4=Paint

```

*Figure 2.33—.COSTCODE Definition—Edit Value Definition*

12. Indicate if the edit value is active (Y) or inactive (N—not active, cannot be used).



The In use field is a system-maintained field that indicates if the edit value has ever been used on an employee record.

13. Enter a description in Lookup 1 (up to 30 characters of alphanumeric text). This description displays in the edit value drop-down list on the **Pay Calculation** tab.
14. Enter an account mask in Lookup 2 (up to 55 characters of alphanumeric mask). This mask will be used in the account resolution. See *Appendix C—How Does Payroll Resolve Accounts?* on page 1.261 for examples.
15. Press ESC to return to the Define Edit Values menu. The new edit value is listed and you can continue to add more edit values, if necessary.
16. Type *E* to exit the edit values task. A confirmation message displays.
17. Type *0* to accept your changes.
18. Press ESC to display the option menu.
19. Type *E* to close the window.
20. Click **Setup > Historical Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Historical Data Items** from the menu bar.
21. Ensure that all earnings items with which you will use .COSTCODE are defined to allow costcodes (*Figure 2.34*).

```

Demo User          Division 95          11/06/2003
-----
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, .FUIA, .SWT CO, .E SUTA, .FICA, .E FICA, .FICAMED,
               : .E FICAMED
-----
| Data item being changed. |                2 of 7
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

The Use costcode field is set to Y (Use costcode).

Figure 2.34—Example Earnings Item (Hourly) Defined for .COSTCODE

22. On the **Payroll Information** tab of the employee record, enter 1.00 in the Hourly rate field (see *Completing the Payroll Information Tab* on page 2.35) (*Figure 2.35*). Payroll multiplies the Hourly rate by the rate defined on the .COSTCODE edit value by the hours worked. Payroll will multiply 1.00 by the .COSTCODE rate and hours worked.

Figure 2.35—Hourly Rate Defined as 1.00 on Payroll Information Tab

23. On the **Pay Calculation** tab of the employee record, add .COSTCODE and select an edit value from the drop-down list to the **Pay Calculation** tab (see *Completing the Pay Calculation Tab* on page 2.43).



The value displayed in the drop-down list matches the description entered in Lookup 1 of the data item edit value.

24. For each .COSTCODE data item, add the .COSTRATE (Cost Code Override Rate) data and enter the rate amount (*Figure 2.26*).

Entry	Data Item	Value
0	Cafeteria Plan/Dental Ins Amt	Single dental insurance
0	Credit Union amount	\$40.00
0	Employer Pd Health Insur Amt	Individual health policy
0	Life insurance eligible	Yes
0	Pension Eligible	Yes
0	United Way amount	\$5.00
0	Vacation hours accrued/month	8
0	Hourly rate for vacation accl	11.54
1	Cost Code	Wildlife Management
1	Cost Code Override Rate	18.00
2	Cost Code	Night Patrol of Park Grounds
2	Cost Code Override Rate	16.00

Figure 2.36—Example Costcode Entry on Pay Calculation Tab



Each entry of .COSTCODE and .COSTRATE is numbered. These numbers link the .COSTCODE edit value with the .COSTRATE amount.

25. When you are entering timesheets and select the earnings item, the first edit value defined on the **Pay Calculation** tab is the default entry. If you click the drop-down arrow, you can see all the edit value information (*Figure 2.37*).

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		Wildlife M...						Acct
					<Not Used>						
					Night Patrol of Park Grounds			Axx14xxxx			
					Laboratory Research & Analysis			Axx12xxxx			
					Wildlife Mgn			Axx10xxxx			

Totals: Amount: .00    Hours: .000000    Units: .000000

Basis detail for selected line:  
 .DED    Grouping of deductions (APW)  
 .E FICA    Employer's share of FICA

Account detail for selected line:  
 Axx10xxxx

Figure 2.37—Example Timesheet With .COSTCODE Edit Values

26. When Payroll processes the timesheet, the system uses the rate defined on for the .COSTRATE associated with the selected .COSTCODE (i.e., with the same numbers as entered on the **Pay Calculation** tab).

## CREATING DISTRIBUTION TABLES

Creating and using distribution tables involves a number of tasks:

- Define the payroll parameter to include the use of distribution tables.
- Define the earnings items (historical data items) that will use distribution tables.
- Define edit values for the .DIST TBL employee data item.
- Define distribution tables. (Note: the distribution table name and the edit value name entered on .DIST TBL must match.)
- On the **Pay Calculation** tab of an employee's record, add the .DIST TBL and select the applicable edit value.

Use the following steps to use distribution tables in your Payroll system.

1. Ensure that the payroll parameter Dist Tables field holds *Y* (Distribution tables are used).



If the field holds this value, the .DIST TBL employee data item was created automatically when you saved the Payroll parameter.

2. Click **Maintenance > Historical Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Historical Data Items** from the menu bar.
3. Define the earning items that will use distribution tables to contain a *Y* for the field titled Use dist table (*Figure 2.38*).

```

Demo User          Division 95          11/05/2002
-----
PR - Define Historical Data Items
Data item .....: SALARY      < 734>          Changed.: 10/01/90
                                           User....: 00200
4) Earning options
Entry type.....: A - Amount entered on time cards.
Rate from.....: .S AMT      - Amount of Salary
Multiply by....:
Use shift.....:
Use costcode...: N - Do not use costcode.
Use dist table.: Y - Use distribution tables.
Chg acct/basis.: N - Change not allowed.
Basis for.....: .FWT,.EIC,.FUTA,.SWT CO,.E SUTA,.E FICA,.E FICAMED,
                : .E FICAMED

```

The Use dist table field is set to Y (Use distribution tables).

2 of 7

For more, press <ENTER>  
ESC=Stop F1=Help F2=Skip F4=Print

Figure 2.38—Example Earnings Item (Salary) Defined to Use Distribution Tables

4. Click **Maintenance > Distribution Tables** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Distribution Tables** from the menu bar.
5. Type *A* to add a distribution table.
6. Enter the name of the distribution table (up to 10 alphanumeric characters).
7. Complete the required fields according to *Table 2.8*.

*Table 2.8—Field Definitions for Distribution Tables*

Field	Valid Entry	Definition
Entry	1-999	User-defined line item number for the table.
Distribution mask	mask	The account or account mask for the line item.
Addtl basis	Historical data items	The additional items that will use the earning for this distribution as basis for their calculation. • This field is optional.
Percentage	%	The percentage for the line item (e.g., 50.0000 for 50%). The percentages must total to 100.



Figure 2.39 shows an example distribution table added to Division 95 for the edit value defined in Figure 2.40.

Demo User	Division 95	02/17/2003
PR - Define Distribution Tables		
Table.....:	TABLE 1	Changed.: 02/17/03 User....: 00101
1> Description....:	Distributes across Fund 01	
Demo User	Division 95	02/17/2003
Entry Display, Scroll or End <D> PR - Define Distribution Tables		
Table.....:	TABLE 1	Changed.: 02/17/03 User....: 00101
2> Entry Distribution mask		Percentage
10 A01 XX-01 6XXX		33.333333
20 A01 XX-02 6XXX		33.333333
30 A01 XX-03 6XXX		33.333334
For more ESC=Stc		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 2.39—Example Distribution Table 1

8. Press ESC to return to the Define Distribution Tables menu.
9. Type *E* to save your entries and return to the **Payroll/Personnel > Maintenance** menu.
10. Produce the Distribution Tables List (PYSTDST) (**Reports > Master Record Lists Distribution Tables List**). You will use this to ensure that the table name entered as an edit value on the .DIST TBL data item matches exactly the name of the distribution table. (For more information on this report, see *Producing the Distribution Tables List* on page 2.168.)
11. Click **Maintenance > Edit Values** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Edit Values** from the menu bar.
12. Type *A* to add an edit value for to the .DIST TBL employee data item.

- Type .DIST TBL, or press F1 and select the data item from the list. *Figure 2.40* shows an example edit value for the .DIST TBL data item in Division 95.

```

Demo User          Division 95          02/17/2003
-----
PR - Define Edit Values
Emp data item.....: .dist tbl          Changed.: 03/28/91
Edited value....: Table 1              User....: 00999
Active.....: Y - Active.
In use.....: N - Not in use, may be removed.
Lookup 1.....: Distributes across Fund 01_____

| Edit value being added. |----- 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 2.40—Example .DIST TBL Edit Value for Division 95

- In the Edited value field, enter the name of the distribution table as defined in the distribution table definition. (The entries must match exactly.)
- Indicate if the edit value is active (Y) or inactive (N—not active, cannot be used).



The In use field is a system-maintained field that indicates if the edit value has ever been used on an employee record.

- Enter a description in Lookup 1 (up to 30 characters of alphanumeric text). This description displays in the edit value drop-down list on the **Pay Calculation** tab.
- Press ESC to return to the Define Edit Values menu.
- Type *E* to save your entries and return to the **Payroll/Personnel > Maintenance** menu.

19. As you add employee records (see *Adding Employees* on page 2.31), add the distribution table to the **Pay Calculation** tab (see *Completing the Pay Calculation Tab* on page 2.43). *Figure 2.41* shows an example employee record with the distribution table edit value that we defined earlier (see *Figure 2.40*).

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 2.41—Example Distribution Table Entry on Pay Calculation Tab



The value displayed in the drop-down list matches the description entered in Lookup1 of the data item edit value. The program matches the name of the edit value that you select with the name of the distribution table to apply the correct distribution.

Now you can create your timesheets:

- Create Group Timesheets—The distribution table on the employee record is used.
- Enter/Edit Single Timesheets—The default distribution table is entered automatically when you select an earnings item defined for distribution tables. You can override this setting.

## DISTRIBUTION TABLES AND ERRORS

If a timesheet has any errors, a message will display in the Account detail area (*Figure 2.42*). You must correct the errors before you can continue processing the timesheet.

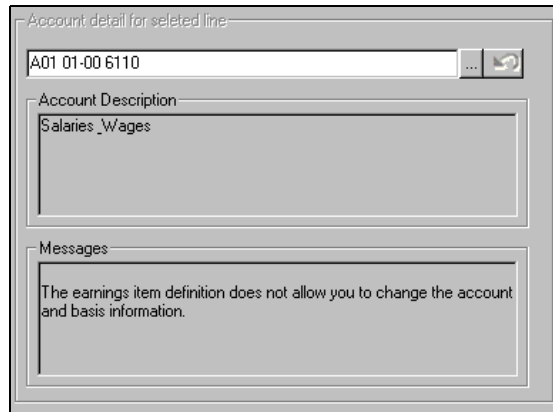


Figure 2.42—Example Basis for Selected Line Area

## CREATING DEPARTMENTALIZED EARNINGS

Use the following steps to set up Departmentalized Earnings.

1. Click **Setup > Payroll Parameter** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Payroll Parameter** from the menu bar.

2. Type *A* to enter information or *C* to change existing information.



Once you define your employees, you will be restricted in how you can change the earning type settings.

3. Type *2* for the earning type in the Configuration field.
4. Make a list of the departments and General Ledger accounts that you will use.
5. Click **Maintenance > Edit Values** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Edit Values** from the menu bar.
6. Define edit values for:

- .S DEPT and .S GLA
  - .H DEPT and .H GLA
  - .O DEPT and .O GLA
7. Enter the name of the data item, or press F1 and select the data item from the list.
  8. Press ENTER. The system asks you to identify the new edit value (*Figure 2.43*).

Demo User	Division 95	11/10/2003
PR - Define Edit Values		
Emp data item.....: .S DEPT		Changed.: 09/20/90
Edited value...: _____		
Edit value being added.		
ESC=Stop F1=Help F2=Skip F4=Print		

Figure 2.43—Entering the Edit Value Name

9. In the Edited value field, enter the name of the edit value and press ENTER. The system displays the remaining fields of the edit value (*Figure 2.44*).

Demo User	Division 95	11/10/2003
PR - Define Edit Values		
Emp data item.....	: \$ DEPT	Changed.: 09/20/90
Edited value....	: Soccer Field	User....: 00200
Active.....	: Y	
In use.....	: N - Not in use, may be removed.	
Lookup 1.....	:	
Lookup 2.....	:	
Edit value being added.		1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 2.44—Entering the Edit Value Information

10. Indicate if the edit value is active (Y) or inactive (N—not active, cannot be used) and press ENTER.



The In use field is a system-maintained field that indicates if the edit value has ever been used on an employee record.

11. Enter a description in Lookup 1 (up to 30 characters of alphanumeric text). This description displays in the edit value drop-down list on the **Accounting Information** tab.

12. Enter an account mask in Lookup 2 and press ENTER (*Figure 2.45*). The edit value is added to your system.

```

Demo User          Division 95          11/10/2003
-----
PR - Define Edit Values
Emp data item.....: .S DEPT              Changed.: 09/20/90
Edited value.....: Soccer Field          User.....: 00200
Active.....: Y - Active.
In use.....: N - Not in use, may be removed.
Lookup 1.....: Barnes & Suarez soccer fields
Lookup 2.....: A01 03-01 XXXX
-----
| Edit value being added. |----- 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 2.45—Entering an Account Mask for Lookup 2



This mask will be used in the account resolution. If you do not enter an account number, the system will default to an account with a full mask (e.g., AXX XX-XX XXXX) when you leave the field. See *Appendix C—How Does Payroll Resolve Accounts?* on page 1.261 for examples.

13. Press ESC to return to the Define Edit Values menu.
14. Type *E* to save your entries and return to the **Payroll/Personnel > Maintenance** menu.

- As you add or edit employee records, add the departmentalization information to the **Accounting Information** tab (Figure 2.46). For more information, see *Completing the Accounting Information Tab* on page 2.38.

The screenshot shows the 'Accounting Information' tab with the 'Department Earnings' section expanded. It includes radio buttons for 'Hourly rate', 'Salary' (which is selected), and 'Other rate'. Below this is a table with the following data:

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

Below the table, a text box displays '100.00% of Salary expensed', and there are 'Add' and 'Delete' buttons.

Figure 2.46—Example Use of Soccer Field Edit Value



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. However, every entry must include a percentage. 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).



## CHAPTER 3

### USING DATA ITEMS

Data items are the heart of the FundWare Payroll/Personnel module. There are two types of data items:

- Historical data items (HDIs), and
- Employee data items (EDIs).

Historical data items:

- Are updated each time you process your payroll.
- Contain the calculation commands and “do the work” when you process your payroll.
- Contain the “rules” for building (or compiling) the account to which payroll expenses are posted in General Ledger.
- Often use EDIs as well as other HDIs in their definition.

Employee data items:

- Comprise the employee record (i.e., every field on the employee record is an EDI).
- Store static values; these values are not updated when you process your payroll.
- Are often used by HDIs in the payroll calculations.

#### SYSTEM-DEFINED VS. USER-DEFINED DATA ITEMS

There are certain system-defined historical and employee data items that are installed with your FundWare Payroll/Personnel module. You can identify system-defined data items by the period (or “dot”) at the beginning of the data item name (e.g., .EARN stores groupings of earnings, .EMPLOYEE stores the employee number, .DOB stores the date of birth).

## SYSTEM-DEFINED HDIS

Four system-defined historical data items are installed with the module:

- .DED—Grouping of deductions
- .EARN—Grouping of earnings
- .OTHER—Grouping of other
- .TAX—Grouping of taxes

All other system-defined HDIs are installed with the ToolBox (see *Updating the ToolBox* on page 1.233). These data items involve taxes for Federal, state, and state taxing authorities.

## SYSTEM-DEFINED EDIS

A number of system-defined employee data items are included with Payroll. *Table 3.1* lists the system-defined employee data items that comprise the employee record (with the exception of the **Pay Calculation** tab).

*Table 3.1—System-Defined Employee Data Items Comprising the Employee Record*

Data Item	Range	Description
.ADDR 1	_____ to _____	First line of street address
.ADDR 2	_____ to _____	Second line of street address
.CITY	_____ to _____	City
.CONTACT A	_____ to _____	Name of alternate emergency contact
.CONTACT E	_____ to _____	Name of emergency contact
.COUNTRY	_____ to _____	Country
.DOB	00/00/0000 to 99/99/9999	Date of birth
.DOH	00/00/0000 to 99/99/9999	Date of hire
.DOP	00/00/0000 to 99/99/9999	Date of probation
.DOR	00/00/0000 to 99/99/9999	Date of last review
.DOT	00/00/0000 to 99/99/9999	Date of termination
.EFT ACCT	_____ to _____	EFT Bank Account number
.EFT ACT	_____ to _____	EFT active flag

Table 3.1—System-Defined Employee Data Items Comprising the Employee Record (Continued)

Data Item	Range	Description
.EFT APR	_____ to _____	EFT amount, percent, remainder
.EFT CYCLE	_____ to _____	EFT cycle
.EFT DFI	_____ to _____	EFT bank transit/routing #
.EFT DP	_____ to _____	EFT deposit (checking, savings) or payment
.EFT NBR	1 to 999999999999.99	EFT amount or percent
.EFT SEL	_____ to _____	EFT selection value
.EMPLOYEE	1 to 999999999	Employee number
.H AMT	–999999999999.99 to 999999999999.99	Hourly rate of pay
.H DEPT	_____ to _____	Name of department–hourly earnings
.H GLA	_____ to _____	Name of GLA or object code for hourly earnings
.H GRP	_____ to _____	Employee additional basis
.H HRS	–99999999.999999 to 99999999.999999	Normal hours worked
.H PCNT	–999999999999.99 to 999999999999.99	Percent expensed–hourly earnings
.HM DEPT	_____ to _____	Employee’s home department
.MARITAL	_____ to _____	Marital status
.NAME FST	_____ to _____	First name
.NAME LFM	_____ to _____	Last name, first name, and middle name
.NAME LST	_____ to _____	Last name
.NAME MI	_____ to _____	Middle initial
.O AMT	–999999999.999999 to 999999999.999999	Rate of pay–other type earnings
.O DEPT	_____ to _____	Name of department–other earnings
.O GLA	_____ to _____	Name of GLA or object code for other earnings
.O GRP	_____ to _____	Employee additional basis

Table 3.1—System-Defined Employee Data Items Comprising the Employee Record (Continued)

Data Item	Range	Description
.O PCNT	–999999999.999999 to 999999999.999999	Percent expensed—other earnings
.PHONE ALT	(000)000–0000 to (999)999–9999	Alternate emergency phone number
.PHONE EMG	(000)000–0000 to (999)999–9999	Emergency phone number
.PHONE HME	(000)000–0000 to (999)999–9999	Home phone number
.POSTAL	_____ to _____	Postal code
.S AMT	–9999999999999.99 to 9999999999999.99	Salary amount
.S DEPT	_____ to _____	Name of department—salaried employees
.S GLA	_____ to _____	Name of GLA or object code for salaried earnings
.S GRP	_____ to _____	Employee additional basis—salaried
.S PCNT	–999999999.999999 to 999999999.999999	Percent expensed—salaried employees
.SEX	_____ to _____	Gender
.SHIFT	–999999999.999999 to 999999999.999999	Shift differential
.STATUS	_____ to _____	Employment status (active, leave, or terminated)
.STATUS P	_____ to _____	Payment status (full-time, part-time, or seasonal)
.STP	_____ to _____	State, territory, or province
.T FREQ	_____ to _____	Pay frequency
.T TID	_____ to _____	Social security number
.TRC DATE	00/00/0000 to 99/99/9999	Date of last change to employee's record
.TRC USER	1 to 9999999999	Number of user who made last change to record

Certain employee data items are created when you define your payroll parameter. These data items must be added manually to the **Pay Calculation** tab (*Table 3.2*).

*Table 3.2—System-Defined Employee Data Items Created During Setup*

Data Item	Range	Description
.COSTCODE	_____ to _____	Costcode • Only added to your system when you define your setup to use costcodes.
.COSTRATE	_____ to _____	Cost rate • Only added to your system when you define your setup to use costcodes with rate override (option O on the Payroll parameter).
.DIST TBL	_____ to _____	Distribution table • Only added to your system when you define your setup to use distribution tables.

## WHAT ARE HISTORICAL DATA ITEMS?

Historical data items maintain employee data for current and historical earnings, taxes, and deductions and are updated each time you process the payroll. For each item printed on the checks and maintained in employee history, there must be an associated HDI.

There are four types of historical data items:

- **Earnings**—Record dollars, hours, or other pay units earned by the organization’s employees (i.e., an increase to gross pay). Hourly and salaried earnings, overtime, double time, and vacation hours are commonly used earnings.
- **Taxes**—Deducted from employee earnings (i.e., a reduction of gross pay to net pay) as mandated by the state and local taxing authorities applicable to your organization.
- **Deductions**—Taken out of employee checks to reimburse the employer for expenses paid on behalf of the employee, such as health insurance (i.e., a reduction of gross pay to net pay). Deductions may also be for a voluntary gift to a non-profit organization such as United Way or a contribution to a savings plan such as 401K.
- **Other—Employer’s Cost**—Used to record employer cost items and benefits (e.g., employer’s portion of FICA or Medicare). Does not impact gross or net pay.

Historical data item definitions contain information such as name, type, calculation frequency and priority, roll forward options, posting to the General Ledger, calculations, and rates and tables. HDIs also contain the “rules” for building (or compiling) the account number.



Not all historical data items have calculations, rates, and tables. As a general rule, earnings do not have calculations and tables, but taxes, deductions, and other data items do.

Table 3.3 summarizes the use of each type of historical data item.

Table 3.3—Types of Historical Data Items

Type	Data	Task	Accounting	Examples
Earning	Hours, dollars, or units	Selected when you produce single or group timesheets.	Determines the debit portion of the timesheet, usually a wage expense account. • Increases gross pay.	Salary, hourly, overtime, double time, bonuses, vacation time, sick time, and per-piece wages.
Tax	Dollars	Calculated during Calculate Net Pay. May also be entered through One-time Deductions.	Determines the credit portion of a tax entry. Usually a tax liability account. • Decreases gross pay to net pay.	FWT, state taxes, FUTA, and FICAMED.
Deduction	Dollars	Calculated during Calculate Net Pay or entered through One-time Deductions.	Determines the credit portion of a deduction entry. Usually a deduction liability account. • Decreases gross pay to net pay.	401K, PERA, insurance, and garnishments.
Other	Dollars	Calculated during Calculate Net Pay.	Determines both the debit and credit portion of employer cost items or benefits. • No impact to gross or net pay.	Employer’s portion of FICA, FICAMED, or SUTA. Benefits such as health and dental insurance that are company paid.

## RULES FOR HISTORICAL DATA ITEMS

The following rules apply when you add historical data items:

- Because historical data items and employee data items for a division reside in the same data file (##CID, where ## represents the division number), an historical data item and an employee data item cannot have the same name.
- Once a data item is added to setup, you cannot remove it from your system.
- Always test data items in a test division before adding them to the live division and using them in an actual payroll. (Because you can't remove a data item once you've added it, this allows you to test the data item first, without impacting your live data.)
- Do not wait until a payroll is in process to add a new data item. (In other words, always complete your payroll process before adding a new data item.)
- Print and keep hard copies of all data item definitions. If you have some system problem, this will help you recreate the data items. (You can print your data items using the Historical Data Items List report in Report Manager.)
  - When you edit a data item definition, print an updated copy of the definition, but keep the original printout of the definition.
- There are certain ToolBox data items that are used by the system to summarize all activity each pay period by history type. Do not use these data items to add a new data item to your division:
  - .DED,
  - .EARN,
  - .OTHER, or
  - .TAX.

For more information on the ToolBox, see *What Is the ToolBox?* on page 1.84.

- When you add a data item from the ToolBox, the first five characters of the data item name (before any spaces) must be unique (e.g., HLTH1, HLTH2)
  - EDIs automatically created by HDIs added from the toolbox use the first five characters of the HDI name, followed by a space and a descriptor (e.g., amt, lamt, rate). For example, the system would create EDIs of HLTH1 AMT and HLTH2 AMT for HDIs HLTH1 and HLTH2. If you have HDIs called HLTH 1 and HLTH 2, the system would create only one EDI called HLTH AMT.

For more information on the ToolBox, see *What Is the ToolBox?* on page 1.84.

## CREATING NEW DATA ITEMS BASED ON EXISTING DATA ITEMS

When you create new historical data items, you have the option of using existing data items as a “template.” After you enter the name of the new HDI, you will be offered one or two options:

- Use data item—Allows you to select from the existing ToolBox HDIs. (Remember: ToolBox HDIs are not associated with specific divisions until you copy them to your system. They are not the same as division-specific HDIs.)
  - If you use a ToolBox HDI as a template for your new HDI, the system will create any associated employee data items.
- Copy data item—Allows you to select from the existing HDIs defined for the division.
  - If you use a division-specific HDI as a template for your new HDI, the system will *not* create any associated employee data items.



Because the ToolBox HDIs and the division HDIs are not the same, you might think you have a data item in your division, when in reality you have a similar data item in the ToolBox. Make sure you are looking at your division and not in the ToolBox when you are modifying an HDI.

## TIPS AND TRICKS FOR HISTORICAL DATA ITEMS

The following tips will help you when you add new historical data items:

- When table rates change, add a new table using the same number so that the calculation table commands do not need to be changed.
- Do not remove the old table with the expired effective date; keep the history of at least one prior year.
- To create earnings items, copy from existing HDIs as much as possible. You should try to create all other types of HDIs (i.e., deductions, taxes, and other HDIs) by copying a template from the ToolBox.
- The data item description and short description are not required to be unique (i.e., the system won't stop you from using the same description or short description on multiple data items). However, because these descriptions display within the system, you should try to keep these descriptions unique so that you can make the correct selections.

## WHAT IS THE TOOLBOX?

The ToolBox is a set of predefined earnings, taxes, deductions, and employer costs (historical and employee data items) that you can use as a template to add HDIs to 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. Additionally, American Fundware, Inc. updates the ToolBox data items at the beginning of each year. (As necessary, we also may update ToolBox throughout the year.)

For more information on the ToolBox, see:



- *Adding HDIs From the ToolBox* on page 1.104, and
- *Updating the ToolBox* on page 1.233.

## DEFINING HISTORICAL DATA ITEMS

When you define a new historical data item, you can base the new HDI on any of your existing user- or system-defined HDIs. This is extremely helpful if you are adding a number of related new historical data items.



You must define the Payroll parameter before you can add user-defined historical data items.

Use the following steps to define a historical data item.

1. Click **Setup > Historical Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Historical Data Items** from the menu bar.
2. Type *A* to add a new historical data item. The system asks for the name of the new data item (*Figure 3.1*).

*Figure 3.1—Entering the Historical Data Item Name*

3. Enter the name of the data item. This name can be up to 10 alphanumeric characters long.
4. Press ENTER. The system asks if you want to use an existing ToolBox data item as a template for the new data item.

- If you do not want to use an existing ToolBox data item as a template for the new data item, press ENTER. You skip to step 6 on page 1.86.
5. Enter a data item name or press F1 to view your existing ToolBox data items and select from the list (Figure 3.2). (The system will use the selected ToolBox data item as a “template” for your new data item.)

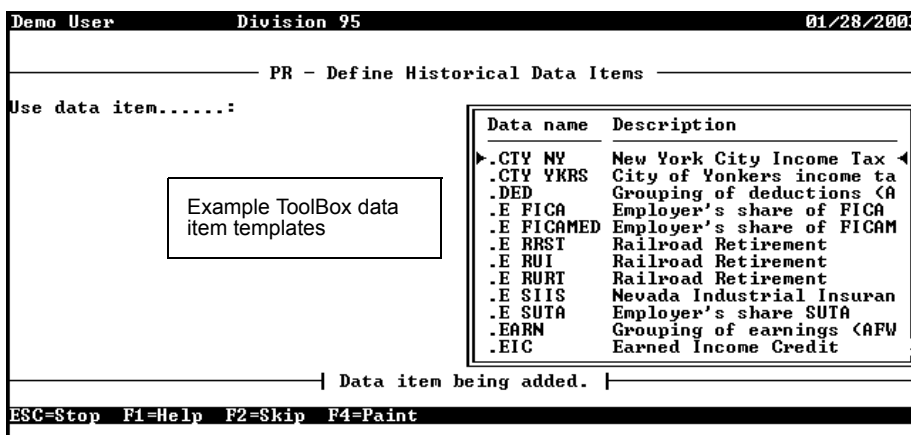




Figure 3.2—Sample List of ToolBox Data Items in Division 95

 The F1 list displays only those data items in the ToolBox. Do not mistake this for a list of data items in your division. These data items do not exist in your division unless you have added them manually.

6. Press ENTER. The system asks if you want to copy an existing division data item as a template for the new data item. This will only display if you did not select a ToolBox data item in the previous step.

- If you do not want to use an existing division data item as the basis for the new data item, press ENTER. You skip to step 8 on page 1.87.

 The F1 list displays only those data items in your division. ToolBox data items are not included in this list.

7. Enter a data item name or press F1 to view your existing data items for the division and select from the list (Figure 3.3).

Demo User                      Division 95                      01/28/2003

PR - Define Historical Data Items

Copy data item.....:

Example data items for  
Division 95


Data name	Description
▶.DED	Grouping of deductions <A>
.E FICA	Employer's share of FICA
.E FICAMED	Employer's share of FICAM
.E SUTA	Employer's share SUTA
.EARN	Grouping of earnings <AFW>
.EIC	Earned Income Credit
.FICA	FICA
.FICAMED	Employee's share of FICAM
.FUTA	Federal Unemployment Insu
.FWT	Federal Withholding Tax
.OTHER	Grouping of other <AFW>
.SWT CO	Colorado State Withholdin

| Data item being added. |

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

Figure 3.3—Sample List of Data Items for Division 95

8. Press ENTER. Page 1 of the Define Historical Data Items record displays (Figure 3.4).

 The information displayed on this and all subsequent pages will reflect your selection to use, copy, or create the data item from scratch. In other words, if you “used” or “copied” from an existing data item (ToolBox or divisional), the information in the original data item will populate the fields of the new data item. You can change this

information as necessary. If you did not select any existing data item as a basis for the new data item, the fields should be blank. Press CTRL + HOME to delete inaccessible information

```

Demo User          Division 95          01/28/2003
-----
PR - Define Historical Data Items
Data item .....: GUIDEXAMP ( 401)          Changed.: 12/11/02
User.....: 00999
1) Description....: Employee's Pay
2) Short desc.....: SALARY
3) User options
   History type....: E - Earnings.
   Calc cycle.....: N - No calculation used.
   Calc order.....: 0
   Print on stub...: Y - Print on stub.
   Detail register: Y - Produce detail register w/chks
-----
| Data item being added. |----- 1 of 7
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.4—Example Historical Data Item Based on .E FICA, Page 1 of 7

- Complete the entries for Fields 1–3 according to *Table 3.4*.

Table 3.4—Historical Data Items Field Definitions—Fields 1–3

Field	Options	Definition
Desc	30 alphanumeric characters	Description of the data item. <ul style="list-style-type: none"> <li>You will see both the data item name and description in the Earnings Item drop-down list during timesheet entry and on the <b>Pay Calculation</b> tab.</li> </ul>
Short desc	15 alphanumeric characters	Brief description that prints on the check stub.

Table 3.4—Historical Data Items Field Definitions—Fields 1–3 (Continued)

Field	Options	Definition
User options		
History Type	E—Earnings	<ul style="list-style-type: none"> <li>Increases net pay (i.e., is added to paycheck).</li> <li>Uses entries in Earning Options field 4.</li> <li>Is the key to building the account number for “prorate on” items during Calculate Net Pay process.</li> <li>May or may not Post G/L in field 6.</li> <li>If Post G/L setting is Y, uses Debit option in field 6 (usually a wage expense account).</li> <li>Available in the Earnings Item drop-down list during timesheet entry for group and single timesheets.</li> </ul>
	D—Deduction	<ul style="list-style-type: none"> <li>Decreases net pay (i.e., is subtracted from paycheck). (A negative deduction increases net pay.)</li> <li>Not used for legally required withholdings (i.e., taxes).</li> <li>Post G/L setting in field 6 must be Y.</li> <li>Uses Credit option in field 6 (usually a liability account).</li> <li>Available for use by One-Time Deduction entry during Net Pay Calculations.</li> </ul>
	T—Tax	<ul style="list-style-type: none"> <li>Decreases net pay (i.e., is subtracted from paycheck), similar to D-deductions. (A negative tax increases net pay.)</li> <li>Used for legally required withholdings, (i.e., taxes).</li> <li>Post G/L setting in field 6 must be Y.</li> <li>Uses Credit option in field 6 (usually a liability account).</li> <li>Available for use by One-Time Deduction entry during Net Pay Calculations.</li> </ul>
	O—Other (employer costs and benefits)	<ul style="list-style-type: none"> <li>Does not affect net pay (i.e., no impact to paycheck).</li> <li>Used for employer costs.</li> <li>Post G/L setting in field 6 may be Y or N.</li> <li>If Post G/L setting is Y, uses both Debit option (usually an expense account) and Credit option (usually a liability account) in field 6.</li> </ul>
Calc cycle	N	No calculation used. Earnings do not normally have calculations.
	Y	Calculation is executed each time the Calculate Net Pay task is used.
	1–9	Calculation is executed when Calc Cycle is activated during Calculate Net Pay. <ul style="list-style-type: none"> <li>Assign a calc cycle number to HDIs that are not calculated with every payroll.</li> </ul>

Table 3.4—Historical Data Items Field Definitions—Fields 1–3 (Continued)

Field	Options	Definition
Calc order	1–999	<p>The order in which the calculation is processed during the Calculate Net Pay task. The task begins with 1 and continues numerically through the calculations.</p> <ul style="list-style-type: none"> <li>This number does not need to be unique for every HDI. When HDIs have the same calc order, the data item number is used as a secondary calc order.</li> <li>If an HDI needs to be calculated for it to be used by another HDI's calculation, make sure that the calc order is unique (i.e., do not rely on the data item number).</li> </ul> <p>Following a standard format will help you when you contact Support. Therefore, we suggest you follow this Calc order format:</p> <ul style="list-style-type: none"> <li>100–199—Earnings</li> <li>200–299—Tax-deferred (i.e., pre-tax) deductions</li> <li>300–399—Taxes</li> <li>500–599—Deductions</li> <li>700–799—Other</li> </ul>
Print on stub	N	<p>Do not print historical data item on check stub.</p> <ul style="list-style-type: none"> <li>Typically used for HDIs of type “other.”</li> </ul>
	Y	<p>Print historical data item on check stub.</p> <ul style="list-style-type: none"> <li>Typically used for earnings, taxes, and deductions.</li> </ul>
Detail register	N	<p>Do not produce detail register when checks are produced.</p>
	Y	<p>Produce detail register when checks are produced.</p> <ul style="list-style-type: none"> <li>Detail registers are selected with the Preliminary Check Register and Final Check Register during the check writing process.</li> <li>Detail registers are by data item for all HDIs that have activated this feature (as opposed to the check register, which is by employee).</li> <li><b>Tip:</b> During setup, set this to Y for all items for verification. It can be changed later.</li> </ul>
Post to vendor	0 (zero)	<p>Do not post the historical data item to an AP vendor.</p>
	vendor number	<p>Post the historical data item to the AP vendor number entered (i.e., create an obligation for the vendor number entered here each time checks are produced).</p> <ul style="list-style-type: none"> <li>The vendor must already exist in AP.</li> <li>The Post to AP setting in the Payroll parameter (field 2) must be Y for this feature to be active.</li> </ul>

10. Press ENTER or PAGE DOWN to move to the next field. If the new data item is an earnings type (as determined by the History type setting in field 1), page 2 of the Define Historical Data Items record displays (Figure 3.5).

```

Demo User          Division 95          04/18/2002
Enter field to be changed <0 to accept> PR - Define Historical Data Items <_>
Data item .....: GUIDEEXAMP < 401>          Changed.: 10/05/90
                                           User.....: 00993
4) Earning options
Entry type.....:      A - Amount entered on time cards.
Rate from.....: .S AMT      - Amount of Salary
Multiply by.....:
Use shift.....:
Use costcode...:      N - Do not use costcode.
Use dist table.:      Y - Use distribution tables.
Chg acct/basis.:      N - Change not allowed.
Basis for.....: .FWT,.EIC,.PUTA,.SWT CO,.E SUTA,.FICA,.E FICA,.FICAMED,
                : .E FICAMED
| Data item being changed. | 2 of 7
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 3.5—Example Earning Historical Data Item, Page 2 of 7



This field is only required for certain data items. If it does not display, skip to step 12 on page 1.97.

11. If applicable, complete the entries for Field 4, which determine your earning options, according to *Table 3.5*.

*Table 3.5—Historical Data Items Field Definitions—Field 4*

Field	Options	Definition
Earning Options		
Entry type	The entry type determines how the account number is built (i.e., compiled). The following entries are rate override options. When you are entering timesheets, you can change the default rate for an employee by entering an override rate.	
	N	No timesheet entry is used. Usually used for taxes, deductions, and other items.
	H	Hours are entered during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	A	Amount (dollars) entered during timesheet entry. Defaults are .S DEPT, .S GLA, and .S AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Salary option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	O	Units (other) are entered during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>



Table 3.5—Historical Data Items Field Definitions—Field 4 (Continued)

Field	Options	Definition
Entry type	1	<p>Dated hours—Hours are entered during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/15/2004 timesheet 2, etc.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	2	<p>Clocked hours—Hours are entered during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/15/2004, 1200, Out.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	3	<p>Dated amount—Amounts are entered during timesheet entry. Defaults are .S DEPT, .S GLA, and .S AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/15/2004 timesheet 2, etc.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	4	<p>Clocked amounts—Amounts are entered during timesheet entry. Defaults are .S DEPT, .S GLA, and .S AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/15/2004, 1200, Out.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	5	<p>Dated units—Units are entered during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/15/2004 timesheet 2, etc.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	6	<p>Clocked units—Amounts are entered during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/15/2004, 1200, Out.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>

Table 3.5—Historical Data Items Field Definitions—Field 4 (Continued)

Field	Options	Definition
Entry Type (continued)		The following entries are rate override options. When entering timesheets, you can override the default rate for an employee.
	7	Hours on cards/rate override. Hour rate can be overridden during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	8	Dated hours/rate override. Hour rate can be overridden during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/01/2004 timesheet 2, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	9	Clocked hours/rate override. Hour rate can be overridden during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/01/2004, 1200, Out. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	X	Other on cards/rate override. Other rate can be overridden during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	Y	Dated other/rate override. Other rate can be overridden during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/01/2004 timesheet 2, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
	Z	Clocked other/rate override. Other rate can be overridden during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/01/2004, 1200, Out. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>

Table 3.5—Historical Data Items Field Definitions—Field 4 (Continued)

Field	Options	Definition
Rate from	10-character employee data item name	<p>The employee data item containing the amount or rate value used by the earning during timesheet entry.</p> <ul style="list-style-type: none"> <li>• Entry types H, 1, 2, and 7–9—Default to .H AMT.</li> <li>• Entry types A, 3, and 4—Default to .S AMT.</li> <li>• Entry types O, 5, 6, X, Y, and Z —Default to .O AMT.</li> </ul> <p>If you leave this field blank (i.e., no default), you must manually enter the rate for this earnings item on each single timesheet.</p>
Multiply by	\$ – amount	<p>The factor to by which earnings are multiplied.</p> <ul style="list-style-type: none"> <li>• Default is 1.0.</li> <li>• Overtime multiplier is 1.5.</li> <li>• Double-time multiplier is 2.0.</li> </ul>
Use shift	.SHIFT	<p>The employee data item .SHIFT contains edit values that are added to the employees per hour or per unit rate when you enter timesheets. You may want to use this option if:</p> <ul style="list-style-type: none"> <li>• You have employees who work different shifts throughout a pay period, and</li> <li>• Those shifts have different rates of pay.</li> </ul> <p>This option is only available if the Shift Emps setting is Y in field 1 of the Payroll parameter.</p>
Use costcode		This field only displays if you have defined the Payroll parameter to use costcodes.
	Y	The earning uses costcodes to build the account number when you enter timesheets.
	N	<p>The earning does not use costcodes to build the account number when you enter timesheets.</p> <ul style="list-style-type: none"> <li>• The account number entered on the mask line in field 6 (full account; no masking characters), or</li> <li>• The distribution table.</li> </ul>

Table 3.5—Historical Data Items Field Definitions—Field 4 (Continued)

Field	Options	Definition
Use dist tables		This field only displays if you have defined the Payroll parameter to use costcodes.
	Y	The earning uses distribution tables to build the account number when you enter timesheets.
	N	The earning does not use distribution tables to build the account number when you enter timesheets. The account number is built from: <ul style="list-style-type: none"> <li>• The account number entered on the mask line in field 6 (full account; no masking characters), or</li> <li>• The costcode.</li> </ul>
Chg acct/basis	N	You cannot change the account number and basis for fields when you enter timesheets.
	Y	You can change the account number and basis for fields when you enter timesheets. <ul style="list-style-type: none"> <li>• During setup, set to Y to allow you to correct problems quickly. Once your payroll is running without account number and basis errors, change this setting to N.</li> </ul>
Basis for	110 alphanumeric characters	The taxes, deductions, and employer costs to which an earning is subject. Completed only for earnings type historical data items. <ul style="list-style-type: none"> <li>• Basis for and Additional basis for on the employee's record are added together to create the total basis. Separate items in the basis by commas. For example:                             <ul style="list-style-type: none"> <li>— .FWT, .FICA, .E FICA, .E FICAMED, .SWT CO</li> </ul> </li> <li>• Type carefully! The program will not check your spelling of the data items.</li> </ul>

- Press ENTER or PAGE DOWN to move to the next field. Page 3 of the Define Historical Data Items record displays (Figure 3.6).

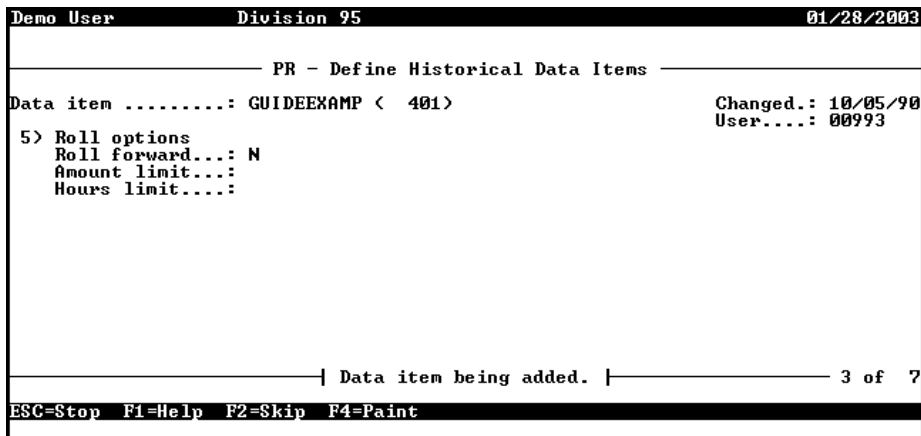


Figure 3.6—Example Historical Data Item Based on .E FICA, Page 3 of 7

- Complete the entries for Field 5, which determine your roll options (for items with balances that carry forward to the new calendar year, such as vacation and comp time), according to Table 3.6.

Table 3.6—Historical Data Items Field Definitions—Field 5

Field	Options	Definition
Roll Options		
Roll forward	Typically, the only types of HDIs that you will roll forward are leave balances, loan balances, and longevity counters. Roll forward is for the calendar year only; it is not tied to your organization's fiscal year.	
	N	Do not roll balance forward to new calendar year.
	H	Roll hours forward to new calendar year.
	A	Roll amount balance forward to new calendar year.
	B	Roll both hours and amount balances forward to new calendar year.
Amount limit	\$ – amount	If the Roll forward option is A or B, enter the maximum amount that can be carried forward to the new year.
Hours limit	R – rate	If the Roll forward option is H or B, enter the maximum number of hours that can be carried forward to the new year.

14. Press ENTER or PAGE DOWN to move to the next field. Page 4 of the Define Historical Data Items record displays (*Figure 3.7*).

```

Demo User          Division 95          01/28/2003
-----
PR - Define Historical Data Items
Data item .....: GUIDEXAMP < 401>          Changed.: 10/05/90
                                           User....: 00993
6) Ledger options
Post G/L.....: Y - Post this item to the G/L.
Debit option...: B - Both dept and GLA from emp.
Prorate on...:
Mask.....:
Credit option...:
Prorate on...:
Mask.....:
-----| Data item being added. |----- 4 of 7
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.7—Example Historical Data Item Based on .E FICA, Page 4 of 7

15. Complete the entries for Field 6, Ledger options, according to *Table 3.7*. These entries determine the accounts an item uses in the General Ledger.

Table 3.7—Historical Data Items Field Definitions—Field 6

Field	Options	Definition
Ledger Options		
Post G/L		The field's default will depend on the data item's History type (in field 3 of the definition). <ul style="list-style-type: none"> <li>• Only history type O—Other (employer costs and benefits) will allow you to enter a setting in this field.</li> <li>• Data items that debit cannot use the same account mask as data items that credit. In this instance, you should enter N—Do not post to General Ledger.</li> </ul>
	N	Do not post to General Ledger
	Y	Post to General Ledger

Table 3.7—Historical Data Items Field Definitions—Field 6 (Continued)

Field	Options	Definition
Debit option	<ul style="list-style-type: none"> <li>Used when Post G/L setting is Y.</li> <li>Used by HDI history types E—Earnings or O—Other (employer costs and benefits).</li> </ul>	
	A	Use account from Mask field (defined later in this task). For departmentalized setup, the account number cannot contain any Xs (i.e., no characters can be masked).
	D	Use department from the employee record (or costcode or distribution table) and GLA from mask. For history type E—Earnings only.
	G	Use GLA from the employee record (or costcode or distribution table) and department from mask. For history type E—Earnings only.
	B	Use both the department and GLA on the employee record (or costcode or distribution table).
	P	<p>Prorate based on the dollars in the historical data items listed in Prorate on. Can be combined with portions of the Mask.</p> <ul style="list-style-type: none"> <li>Prorated items are not entered on the timesheet. They are applied when you calculate net pay.</li> <li>Entry type (field 4) must be N (no timesheet entry used) if you define a Calc cycle (field 3).</li> </ul>
H	<p>Prorate based on the hours in the historical data items listed in the Prorate on. Works the same as Prorate option P except the hours or units are used instead of the amounts. Whether hours or units are used is based on the individual data items listed in the Prorate on field.</p> <ul style="list-style-type: none"> <li>Prorated items are not entered on the timesheet. They are applied when you calculate net pay.</li> <li>Entry type (field 4) must be N (no timesheet entry used) if you define a Calc cycle (field 3).</li> </ul>	
<ul style="list-style-type: none"> <li>Prorate on</li> </ul>	10-character historical data item name(s)	<p>Contains the historical data items to use as a base. The account number is completed using these data items to complete the account mask (next field).</p> <ul style="list-style-type: none"> <li>The option is only available if the Debit Option is to prorate on amounts or hours options (i.e., P or H).</li> <li>Separate items with commas.</li> <li>Type carefully! The program will not check your spelling of the data items.</li> </ul>

Table 3.7—Historical Data Items Field Definitions—Field 6 (Continued)

Field	Options	Definition
<ul style="list-style-type: none"> <li>• Mask</li> </ul>	55-character account or account mask	<p>The contents of this field are combined with the Debit option to build accounts. For earnings HDIs (i.e., history type E—Earnings), the field 4 earning options can also be used to build accounts.</p> <p>Following are example entries for this field, based on the selected Debit option:</p> <ul style="list-style-type: none"> <li>• Debit option: A—You must enter a complete account number (i.e., no masked characters)                             <ul style="list-style-type: none"> <li>— A01 00-00 6110</li> </ul> </li> <li>• Debit option: D—Mask the department but define the GLA                             <ul style="list-style-type: none"> <li>— AXX XX-XX 6110</li> </ul> </li> <li>• Debit option: G—Mask the object code but define the department                             <ul style="list-style-type: none"> <li>— A01 00-00 XXXX</li> </ul> </li> <li>• Debit option: B—Mask the department and GLA dimensions:                             <ul style="list-style-type: none"> <li>— AXX XX-XX XXXX</li> </ul> </li> <li>• Debit option: P/H—Mask the dimensions filled by the proration.                             <ul style="list-style-type: none"> <li>— If the proration is on department and the GLA is 6170, the Mask is AXX XX-XX 6170</li> <li>— The masked characters will be resolved by the HDIs in the Prorate On field.</li> </ul> </li> </ul>



Table 3.7—Historical Data Items Field Definitions—Field 6 (Continued)

Field	Options	Definition
Credit Options		Completed for taxes, deductions, and other type historical data items. <ul style="list-style-type: none"> <li>• Used when Post G/L setting is Y.</li> <li>• Used by history types D—Deduction, T—Taxes, and O—Other (employer costs and benefits).</li> </ul>
	A	Use account from Mask.
	D	Use first department from the employee record and the GLA from Mask. Searches for the department in this order: .H DEPT, .S DEPT, .O DEPT.
	G	Use the first GLA from the employee record and the department from Mask. Searches for the GLA in this order: .H GLA, .S GLA, .O GLA.
	B	Use both the first department and the first GLA on the employee record.
	P	Prorate based on the dollars in the historical data items listed in Prorate on. Can be combined with portions of the Mask.
	H	Prorate based on the hours in the historical data items listed in Prorate on. Works the same as the Prorate option above except the hours or units are used instead of the amounts. Whether hours or units are used is based on the individual data items listed in the Prorate on field.
• Prorate on	10-character historical data item name(s)	Contains the historical data items to use as a base. <ul style="list-style-type: none"> <li>• The option is only available if the Credit Option is to prorate on amounts or hours options (i.e., P or H).</li> <li>• Separate items with commas.</li> <li>• Type carefully! The program will not check your spelling of the data items.</li> </ul>
• Mask	55-character account or account mask	The contents of this field are combined with the Credit option to build accounts. These rules shown in the following table:
		• A—An account definition such as 01 00-00 2110.
		• D—Xs with a defined GLA such as XX XX-XX 2110.
		• G—Defined department with a masked object code such as 01 00-00 XXXX.
		• B—Xs for department and GLA dimensions. XX XX-XX XXXX.
• P/H—Xs for the dimensions not included in the proration. For example, if proration is on department and the GLA is 2110, the Mask is XX XX-XX 2110.		

- Press ENTER or PAGE DOWN to move to the next field. Page 6 of the Define Historical Data Items record displays (Figure 3.8). (Field 7, which displays on the fifth page of the Data Items record, stores system defined information and will not display until you save the record. See *Historical Data Item System Information (Field 7)* on page 1.103.)

Demo User		Division 95		01/28/2003	
PR - Define Historical Data Items					
Data item .....: GUIDEEXAMP < 401>				Changed.: 01/29/03 User.....: 00101	
8> Line Command Detail					
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		
Calculation being added.					
ESC=Stop F1=Help F2=Skip F4=Paint					

Figure 3.8—Example Historical Data Item Based on .E FICA, Page 6 of 7

- If this data item does not need calculations or if you are using the calculations defined in the source data item, press ESC and type E to move to the last page of the definition (Figure 3.9).

Demo User		Division 95		01/28/2003				
PR - Define Historical Data Items								
Data item .....: GUIDEEXAMP < 401>				Changed.: 10/05/90 User.....: 00993				
Table.....: 0				Effective date.. 10/05/1990 Entry.. 0				
9>	Tbl	Date	Entry	Minimum	Maximum	Flat amount	Rate	Xcs
	1	1/01/1991	10	.00	9999,999.99	.00	.062000	N
	1	1/01/1990	10	.00	9999,999.99	.00	.076500	N
	2	1/01/2000	10	.00	.00	76,200.00	.000000	N
	2	1/01/1999	10	.00	.00	72,600.00	.000000	N
	2	1/01/1998	10	.00	.00	68,400.00	.000000	N
	2	1/01/1997	10	.00	.00	65,400.00	.000000	N
	2	1/01/1996	10	.00	.00	62,700.00	.000000	N
	2	1/01/1995	10	.00	.00	61,200.00	.000000	N
Table being added.								
ESC=Stop F1=Help F2=Skip F4=Paint								

Figure 3.9—Example Historical Data Item Based on .E FICA, Page 7 of 7



Payroll calculations have a number of options and can become complex as a result of your payroll needs. To save time and to realize the full power of calculations, many of our customers work with outside resources to define their calculations (e.g., Professional Services). For more information, please visit the FundWare Web site ([www.fundware.com](http://www.fundware.com)). Or see *Appendix A—Calculation Commands* on page 1.247.

18. If this data item does not need rates and tables or if you are using the rates and tables defined in the source data item, press ESC and type *E* to save the data item.

If you are adding or modifying calculations, see *Using Rates and Tables* on page 1.108) for instructions on writing data item rates and tables.

## HISTORICAL DATA ITEM SYSTEM INFORMATION (FIELD 7)

The fifth page of the HDI will not display until you initially create the data item. The information on this page is not editable, it is maintained by payroll processing tasks (i.e., you cannot enter anything; it is for your information only). Field 7 does not allow data entry (*Figure 3.10*).

```

Demo User          Division 95          04/18/2002
Enter field to be changed <0 to accept>  <_>
PR - Define Historical Data Items
Data item .....: GUIDEEEXAMP < 401>      Changed.: 10/05/90
                                           User....: 00993
?> System
Source.....:      U - Defined by user.
In use.....:      N - Data item has not been used.
Group process...

| Data item being changed. | 5 of 7
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 3.10—Define Historical Data Items, Page 5 of 7

Use the information provided according to *Table 3.8*.

*Table 3.8—Payroll Parameter—Field 5 Definitions*

Field	Definition
Source	<ul style="list-style-type: none"> <li>• I (Initialized)—Added to your division when you define or modify the Payroll parameter.</li> <li>• S (Defined by system)—The data item is one of the system-defined data items added by copying a template from the ToolBox.</li> <li>• U (Defined by user)—The data item is a user-defined data item.</li> </ul>
In use	<ul style="list-style-type: none"> <li>• Y (Data item has been used)—The data item has not yet been used during payroll processing.</li> <li>• N (Data item has not been used)—The data item has been used during payroll processing.</li> </ul>
Group process	<p>May be referenced by FundWare Support when troubleshooting calculations. The information in this field has no application for most users.</p> <ul style="list-style-type: none"> <li>• Only used by the following system-defined historical data items: .DED, .EARN, .TAX, and .OTHER.</li> </ul>

## ADDING HDIs FROM THE TOOLBOX

You can add historical data items from the ToolBox in two ways:

- Use the ToolBox data item as a “template” for a new data item. This option is useful if you want to create a new data item that is similar to an existing ToolBox data item. However, when FundWare updates the ToolBox and you install the updates to your system, you will not be updating data items created this way.
  - For example, you need a data item for health insurance; however, you do not want to update this data item once you define it to meet the needs of your organization.
- Install the ToolBox data item directly to your division. In this case, you use the exact same name as the ToolBox data item. When FundWare updates the ToolBox and you install the updates to your system, you update these data items.
  - For example, your organization is located in North Carolina, so you install the .SWT NC data item for North Carolina taxes. As the taxes for North Carolina are changed, FundWare updates the ToolBox, you download the updated ToolBox and update the .SWT NC data item.

Use the following instructions to add an historical data item from the ToolBox.

1. Click **Setup > Historical Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Historical Data Items** from the menu bar.
2. Type *A* to add a new historical data item. The system asks for the name of the new data item (*Figure 3.11*).

Demo User	Division 95	01/28/2003
PR - Define Historical Data Items		
Data item .....	:	_____
Data item being added.		
ESC=Stop F1=Help F2=Skip F4=Paint		

*Figure 3.11—Entering the Historical Data Item Name*

3. Enter the name of the data item. This name can be up to 10 alphanumeric characters long.



Remember, if you want to be able to update this data item from the ToolBox, you must use the exact name of the data item. If you do not want to update the data item from the ToolBox, you can use a different name.

4. Press ENTER. The system asks if you want to use an existing ToolBox data item as the basis for the new data item.

- Enter a data item name or press F1 to view your existing ToolBox data items and select from the list (Figure 3.12). (The system will use the selected ToolBox data item as a “template” for your new data item.)

Demo User		Division 95		01/28/2003																											
PR - Define Historical Data Items																															
Use data item.....:																															
		<table border="1"> <thead> <tr> <th>Data name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>.CTV NY</td> <td>New York City Income Tax</td> </tr> <tr> <td>.CTV YKRS</td> <td>City of Yonkers income ta</td> </tr> <tr> <td>.DED</td> <td>Grouping of deductions CA</td> </tr> <tr> <td>.E FICA</td> <td>Employer's share of FICA</td> </tr> <tr> <td>.E FICAMED</td> <td>Employer's share of FICAM</td> </tr> <tr> <td>.E BRST</td> <td>Railroad Retirement</td> </tr> <tr> <td>.E RUI</td> <td>Railroad Retirement</td> </tr> <tr> <td>.E RURT</td> <td>Railroad Retirement</td> </tr> <tr> <td>.E SIIS</td> <td>Nevada Industrial Insuran</td> </tr> <tr> <td>.E SUTA</td> <td>Employer's share SUTA</td> </tr> <tr> <td>.EARN</td> <td>Grouping of earnings CAFW</td> </tr> <tr> <td>.EIC</td> <td>Earned Income Credit</td> </tr> </tbody> </table>				Data name	Description	.CTV NY	New York City Income Tax	.CTV YKRS	City of Yonkers income ta	.DED	Grouping of deductions CA	.E FICA	Employer's share of FICA	.E FICAMED	Employer's share of FICAM	.E BRST	Railroad Retirement	.E RUI	Railroad Retirement	.E RURT	Railroad Retirement	.E SIIS	Nevada Industrial Insuran	.E SUTA	Employer's share SUTA	.EARN	Grouping of earnings CAFW	.EIC	Earned Income Credit
Data name	Description																														
.CTV NY	New York City Income Tax																														
.CTV YKRS	City of Yonkers income ta																														
.DED	Grouping of deductions CA																														
.E FICA	Employer's share of FICA																														
.E FICAMED	Employer's share of FICAM																														
.E BRST	Railroad Retirement																														
.E RUI	Railroad Retirement																														
.E RURT	Railroad Retirement																														
.E SIIS	Nevada Industrial Insuran																														
.E SUTA	Employer's share SUTA																														
.EARN	Grouping of earnings CAFW																														
.EIC	Earned Income Credit																														
Data item being added.																															
ESC=Stop F1=Help F2=Skip F4=Paint																															

Figure 3.12—Sample List of ToolBox Data Items in Division 95



The F1 list displays only those data items in the ToolBox. Do not mistake this for a list of data items in your division. These data items do not exist in your division unless you have added them manually.

- Press ENTER. The first page of the data item definition displays, defaulting to the information contained in the ToolBox definition.
- Modify or complete the data item definition, as necessary. See *Defining Historical Data Items* on page 1.85 for information about specific fields.



Some data items imported directly to your system will still require you to complete certain fields. These fields will not be overwritten when you update the data item from the ToolBox.

- Once you have completed the data item definition, press esc to display the option menu for adding historical data items.
- Type *E* to end the entry task. You are asked to accept your entries.
- Type *0* to accept your entries.
- Press ESC to return to the Define Historical Data Items options menu.

12. Type *E* to save your entries and return to the **Payroll/Personnel > Maintenance** menu.

### EMPLOYEE DATA ITEMS CREATED BY TOOLBOX HDIS

When you add historical data items (either using the “template” process or by copying the HDI directory to your division), the system will automatically create any employee data items needed by that historical data item. Field 8 of the data item definition will include notes on any employee data items created this way (*Figure 3.13*).

```

Demo User          Division 95          11/10/2003
----- PR - Define Historical Data Items -----
Data item .....: .SWT CO   < 95>          Changed.: 10/05/90
Calculation line...: 50                    User....: 00993

8> Line Command Detail
-----
50 COMNT  SETUP NOTES: .SWT CO creates 1 data item which can
52 COMNT  be added to employee records - .ADDTL CO. This is
54 COMNT  an optional data item containing the dollar amount
56 COMNT  of additional state withholding. .SWT CO also uses
58 COMNT  .MARITAL <marital status> and .FWT EXEMP <number of
60 COMNT  exemptions claimed for federal withholding>.
61 COMNT
62 COMNT  .SWT CO uses TAX DEFER, SWI DEFER, SUPP WAGES, and
63 COMNT  TAX BENE which are explained in the Setup List.
-----
For more, Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 3.13—Example Setup Notes for .SWT CO

When you update your historical data items from the ToolBox (see *Updating Historical Data Items* on page 1.234), you should also update your employee data items (see *Updating Employee Data Items* on page 1.236).

### CREATING HDI CALCULATIONS AND TABLES

The calculations and tables form the heart of historical data items. However, these calculations have a number of options and can become complex as a result of your payroll needs. Because of the critical nature of the accuracy of payroll information, many of our customers work with outside resources to define their calculations (e.g., Professional Services). This saves them time, while allowing them to realize the full power of calculations designed specifically for their organization. FundWare also offers classes in writing and modifying calculations. For more information, please visit the FundWare Web site ([www.fundware.com](http://www.fundware.com)).

To learn more about the commands and options available for HDI calculations and tables, please turn to *Appendix A—Calculation Commands* on page 1.247.

## USING RATES AND TABLES

When you define historical data items, you may also define up to 999 tables to hold rate information for that HDI. Each table can hold information for up to 99999 rates (e.g., flat amount, instructions for excess amount). Each table also holds an effective date, which allows you to maintain various rates that are used based on the current business date.

When you process your payroll using the historical data item, the system looks at the date restriction on the table (if defined) and uses the applicable table to calculate taxes and deductions.

### EXAMPLE RATES AND TABLES FOR .E FICA

The .E FICA data item has two tables, but a number of different date restrictions that determine which definition is used (based on the business date). *Figure 3.14* shows .E FICA from the Define Rates and Tables task.

Demo User		Division 95		11/11/2003	
PR - Define Rates and Tables					
Data item .....	.E FICA			Changed.: 11/11/03	
Table .....	0			User....: 00101	
Effective date.:	0/00/0000				
Data item	Table	Date	Description		
.E FICA	1	1/01/1991	Fica rate		
.E FICA	1	1/01/1990	Fica rate		
.E FICA	2	1/01/2003	Employer FICA wage limit 2003		
.E FICA	2	1/01/2002	Employer FICA Limit 1/1/2002		
.E FICA	2	1/01/2001	FICA Limit 1/1/2001		
.E FICA	2	1/01/2000	Limit		
.E FICA	2	1/01/1999	Limit		
.E FICA	2	1/01/1998	Limit		
.E FICA	2	1/01/1997	Limit		
.E FICA	2	1/01/1996	Employer FICA amounts		
Table being scrolled.					
For more, Press <ENTER>					
ESC=Stop F1=Help F2=Skip F4=Paint					

Figure 3.14—Tables Defined for .E FICA (Define Rates and Tables Task)



The 2003 table for .E FICA holds the wage limit for that tax year (Figure 3.15).

```

Demo User          Division 95          11/11/2003
-----
          Entry D)isplay, S)croll or E)nd          <D>
          PR - Define Rates and Tables
Data item .....: .E FICA          Changed.: 11/11/03
Table.....: 2          User....: 00101
Effective date.: 1/01/2003
2> Entry          Minimum          Maximum          Flat amount          % rate Xcs
dis  10          .00          .00          87,000.00          .000000 N
-----
Demo User          Division 95          11/11/2003
-----
          PR - Define Rates and Tables
Data item .....: .E FICA          Changed.: 11/11/03
Table.....: 2          User....: 00101
Effective date.: 1/01/2003
Entry.....: 10
Minimum.....: .00
Maximum.....: .00
Flat amount...: 87,000.00
% rate.....: .000000
Excess.....: N - Do not subtract prev max.
-----
          Entry being displayed. | 2 of 2
          Entry has been displayed.
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.15—.E FICA Table 2 for 2003

You can see the tables used in the .E FICA calculation (Figure 3.16).

```

Demo User          Division 95          11/11/2003
-----
          PR - Define Historical Data Items
Data item .....: .E FICA < 82>          Changed.: 10/05/90
Calculation line...: 0          User....: 00993
8> Line Command Detail
   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
          Calculation being scrolled. |
For more, Press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.16—.E FICA Calculation Using Tables

When you process your payroll using .E FICA, the system looks at your business date and uses the applicable table (e.g., if it is within the year 2003, Payroll uses the table definition for 2003, shown in *Figure 3.15*).

## DEFINING RATES AND TABLES

Use the following steps to define rates and tables.

1. Click **Maintenance > Rates and Tables** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Rates and Tables** from the menu bar.
2. Type *A* to add a new table. The system asks for the name of the data item with which this table will be associated (*Figure 3.17*).

Demo User	Division 95	02/18/2003
PR - Define Rates and Tables		
Data item .....	:	_____
Table .....	:	0
Effective date.:	:	0/ 0/0000
Table being added.		
ESC=Stop F1=Help F2=Skip F4=Paint		

*Figure 3.17—Entering the Historical Data Item Name*

3. Enter the name of the data item or press F1 to select from a list of existing data items.
4. Enter the table number, which must be a number between 1 and 999.



You can define tables with the same table number as long as the Effective date field is different.

5. Enter the date that the table becomes effective.



Remember: FundWare Payroll/Personnel will use this date, compared to the business date when you log on to process your payroll, to determine which tables to use.

A description field displays (Figure 3.18).

```
Demo User          Division 95          02/18/2003
----- PR - Define Rates and Tables -----
Data item .....: .FICA                      Changed.: 02/18/03
Table.....: 5                               User.....: 00101
Effective date.: 1/01/2004
1) Description.....:
| Table being added. | 1 of 2
ESC=Stop F1=Help F2=Skip F4=Paint
```

Figure 3.18—Entering the Table Description

- 6. Enter a description of the table and press ENTER. This field can hold up to 30 alphanumeric characters. An entry field displays (Figure 3.19).

```
Demo User          Division 95          02/18/2003
----- PR - Define Rates and Tables -----
Data item .....: .FICA                      Changed.: 02/18/03
Table.....: 5                               User.....: 00101
Effective date.: 1/01/2004
Entry.....: 10
2) Entry      Minimum      Maximum      Flat amount      % rate Xcs
| Entry being added. |
ESC=Stop F1=Help F2=Skip F4=Paint
```

Figure 3.19—Entering the Entry Number

- Enter the entry number for this rate (i.e., line number within the table). New tables default to the first entry number of 10 and increment by 10 so that commonly used entry numbers are 10, 20, 30, 40, etc. The rate page of the table displays (Figure 3.20).

```

Demo User          Division 95          02/18/2003
-----
PR - Define Rates and Tables
Data item .....: .FICA                      Changed.: 02/18/03
Table.....: 5                               User.....: 00101
Effective date.: 1/01/2004
Entry.....: 10

Minimum.....: _____ .00
Maximum.....: _____ .00
Flat amount...: _____ .00
% rate.....: _____ .000000
Excess.....: Y - Subtract prev max as excess.

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

Figure 3.20—Entering the Rate Information

- Complete the fields according to Table 3.9.

Table 3.9—Rate Information Field Definitions

Field	Valid Entry	Definition
Minimum Maximum	\$—amount	Range an amount must fall into to receive the rate or flat amount.
Flat amount	\$—amount	Fixed dollar amount to charge for amounts that fall between the Minimum and Maximum.
% Rate	R—rate	Rate to multiply amounts that fall between the Minimum and Maximum. <ul style="list-style-type: none"> <li>The amount is multiplied by the rate.</li> </ul>
Excess	Y  N	Subtract minimum amount as excess. The line is calculated using the following formula so that the difference between the amount pulled into the table and the Minimum is part of the calculation: <ul style="list-style-type: none"> <li>Result = flat amount + [(amount - minimum) * % rate]</li> </ul> Do not subtract minimum amount. The formula is the following: <ul style="list-style-type: none"> <li>Result = flat amount + [amount * % rate]</li> </ul> Difference between the minimum and the amount is ignored.

9. Press ESC to return to the Define Rates and Tables menu.
10. Type *E* to end the entry session.
11. Type *0* to save your entries.
12. Type *E* to save your entries and return to the **Payroll/Personnel > Maintenance** menu.

Figure 3.21 shows that the FICA Table 2, entry 10, contains the FICA flat amount of \$76,200 effective 01/01/2000.

```

Demo User          Division 95          02/18/2003
-----
PR - Define Rates and Tables
Data item .....: .FICA          Changed.: 07/07/00
Table.....: 2          User....: 00101
Effective date.: 1/01/2000
Entry.....: 10
Minimum.....: .00
Maximum.....: .00
Flat amount....: 76,200.00
% rate.....: .000000
Excess.....: N - Do not subtract prev max.

| Entry being displayed. | 2 of 2
Entry has been displayed.
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 3.21—Example Rates and Tables

## WHAT ARE EMPLOYEE DATA ITEMS?

Employee data items are pieces of information attached to the employee records, such as the city where the employee resides, the department(s) where they work, and the amount they pay for a health insurance deduction. Every employee record is composed of EDIs (i.e., every field on the employee record is an EDI). Some are predefined by the system, while you can create others to track information needed by your organization. (See *System-Defined EDIs* on page 1.78 for a complete list of the employee data items predefined by the system.)



EDI values are not updated by payroll processing.



Employee data items must be defined before you can add your employees. However, you can add new EDIs at a later date, if necessary.

## WHAT KIND OF INFORMATION CAN AN EDI STORE?

EDIs allow you to store all kinds of information. However, you must define the type of information in the data item definition.



Will the data item store number information only (e.g., employee number)? Will it store a combination of numbers and/or letters (e.g., vehicle license number)? Or maybe the data item will store a financial amount (e.g., deduction for vision insurance)?

Employee data items may be defined with edit values and/or multiple values.

## WHAT ARE EDIT VALUES?

When you define an employee data item, you can indicate whether that EDI will hold unique information (e.g., information unique to each employee, like social security number or spouse's name) or if the entry will be selected from a predefined list. These predefined entries are called edit values.

For example, the system-defined data item **.STATUS P** (Payment status field on the **Payroll Information** tab of the employee record) contains the employee's payment status. Users are allowed to select one of the following edit values from a drop-down list:

- Not used
- Full-time hourly
- Full-time salary
- Part-time hourly
- Part-time salary
- Seasonal

## WHAT ARE LOOKUP VALUES?

Lookup values are information attached to a data item edit value that can be used “for your information” and/or included in reports and calculations. For example, most people find it difficult to remember department account numbers for 200 employees. However,


the department names are usually meaningful and easy to remember. You can modify the system-defined EDI .HM DEPT (for Home Department) to have the following lookup values:

- Admin—01 00-00
- Police—02 01-02
- Fire—03 01-02

You can enter one of these three department names and it “looks up” the account number. Employee data items may contain up to 10 lookup values; however, most users define only one or 2 lookup values.

## HOW CAN YOU USE MULTIPLE VALUES?


When you apply or enter information for an employee data item, you are usually entering or select a single value. For example, an employee has one “value” for their social security number. However, there are some employee data items that have multiple values.

 For example, the system-defined EDI .S DEPT contains the department in which a salaried employee works. If you have employees who work in more than one department, .S DEPT must be able to hold more than one value for the system to work correctly.

This concept is called “multiple values.” Let’s say you wanted to keep the names of your employees’ family members. You could define an employee data item (e.g., “Family”) to hold text, use multiple values, and have no edit values (i.e., you must enter a value rather than select from a predefined list). When you add Family to your employee records you could enter “Ward,” “June,” and “Wally.” Then you could print those values on a report.

You can examine how employee data items are defined in the Division 95 or Division 96 (the sample divisions) by printing an Employee Data Item List.

To produce the report, click the Employee Data Item List report name on the HomePage (Master Records List category). 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 Master Records List report category, and the Employee Data Item List report name; and double-click or click **Produce**.

## CUSTOMIZING THE LABELS ON THE EMPLOYEE RECORD

Employee data items make up each field of the employee record (Figure 3.22). (*Adding Employees* on page 2.31 identifies each EDI on the employee record.)

Accounting Information    Direct Deposit    Pay Calculation  
Name and Address    Personal Information    **Payroll Information**

Payroll Status

Employ status: Active

Payment status: Seasonal

Pay frequency: Semi-monthly

Payroll Information

Home: Baseball park

Salary: 0.00

Hourly rate: 1.00

Other rate: Not used

▶ .T FREQ—Short description "Pay frequency"

▶ .STATUS P—Short description "Payment status"

▶ .STATUS—Short description "Employ"

Figure 3.22—Example System-Defined Employee Data Items on Payroll Information Tab

By modifying the short description of the employee data item, you can change the label for the field on the employee record.

1. Click **Setup > Employee Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Employee Data Items** from the menu bar.



You must define the Payroll parameter before you can add user-defined employee data items.



- Type *C* to change an employee data item. The system asks you for the name of the data item (*Figure 3.26*).

```

Demo User          Division 95          02/03/2003
-----
PR - Define Employee Data Items
Data item .....: _____

| Data item being added. |
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 3.23—Entering the Employee Data Item Name

- Enter the name of the data item and press ENTER. Page 1 of the Define Employee Data Items record displays (*Figure 3.24*).

```

Demo User          Division 95          02/03/2003
-----
PR - Define Employee Data Items
Data item .....: GUIDEEEXPLE < 403>          Changed.: 02/03/03
1) Description....: _____
2) Short desc.....:
3) User options
   Data type.....: N -
   Auto add.....: N - Manually add data item.
   Default value..:
   Entry required.: N - No entry is required.
   Multiple values: N - No entry nbr used w/data item.
   Scroll.....: N - Item cannot be scrolled.
   Edit data.....: N - Data values are not edited.
   Lookup col's...: N/N/N/N/N/N/N/N/N
| Data item being added. | 1 of 3
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 3.24—Define Employee Data Items, Page 1 of 3

- Modify the short description as necessary (up to 15 alphanumeric characters).
- Press ESC to exit the record. The system asks if your entries are correct.
- Type *Y* to accept your entries.

7. Press ESC to display the option menu.
8. Type *E* to exit the task and close the window.
9. Locate the PYCEmpInqUtil.exe executable file in the **Bin** folder (stored in the version folder under **FundWare**, e.g., **FundWare > 7.40 > Bin**).
10. Double-click to open the Build/Repair Employee Inquiry Table (*Figure 3.25*). This utility will synchronize your data following this editing process.

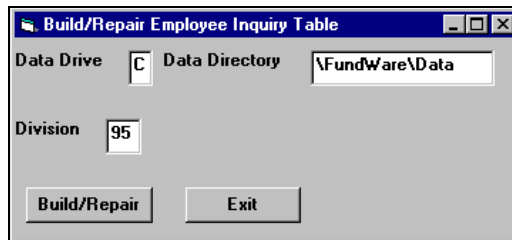


Figure 3.25—Build/Repair Employee Inquiry Table

11. Enter the correct data drive, data directory, and division (or accept the defaults).
12. Click **Build/Repair**. When the process has completed successfully, a message displays.
13. Click **OK**.

## DEFINING EMPLOYEE DATA ITEMS

Use the following steps to define an employee data item manually.

1. Click **Setup > Employee Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Employee Data Items** from the menu bar.



You must define the Payroll parameter before you can add user-defined employee data items.

2. Type *A* to add a new employee data item. The system asks you for the name of the new data item (*Figure 3.26*).

```

Demo User          Division 95          02/03/2003
-----
PR - Define Employee Data Items
Data item .....: _____

| Data item being added. |
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.26—Entering the Employee Data Item Name

3. Enter the name of the data item. This name can be up to 10 alphanumeric characters long.
4. Press ENTER. Page 1 of the Define Employee Data Items record displays (*Figure 3.27*).

```

Demo User          Division 95          02/03/2003
-----
PR - Define Employee Data Items
Data item .....: GUIDEEXPLE < 403>          Changed.: 02/03/03
1) Description....: _____
2) Short desc.....:
3) User options
  Data type.....: N -
  Auto add.....: N - Manually add data item.
  Default value..:
  Entry required.: N - No entry is required.
  Multiple values: N - No entry nbr used w/data item.
  Scroll.....: N - Item cannot be scrolled.
  Edit data.....: N - Data values are not edited.
  Lookup col's...: N/N/N/N/N/N/N/N/N
-----
| Data item being added. | _____ 1 of 3
-----
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.27—Define Employee Data Items, Page 1 of 3

5. Complete the entries for fields 1–3 according to *Table 3.10*.

*Table 3.10—Employee Data Item Field Definitions—Fields 1–3*

Field	Options	Definition
Description	30 characters	Description of the data item. <ul style="list-style-type: none"> <li>• The description prints on reports and is displayed when you add the EDI on the <b>Pay Calculation</b> tab of the employee record.</li> <li>• Does not need to be unique except to avoid confusion.</li> </ul>
Short desc	15 characters	Brief description of the data item.
User options		
Data type	This field determines what kind of information the data item can store and how an HDI can use the information. This field cannot be changed once you save the EDI.	
	#	15-digit number with no decimal point. Leading zeros are ignored. <ul style="list-style-type: none"> <li>• Employee number (system-defined data item .EMPLOYEE)</li> <li>• Allows edit values</li> </ul>
	\$	13-digit number with 2 decimal places. Used for flat dollar amount earnings or deductions. <ul style="list-style-type: none"> <li>• Additional Federal withholding tax (system-defined data item .FWT ADDTL)</li> <li>• Salary amount (system-defined data item .S AMT)</li> <li>• Allows edit values</li> </ul>
	R	9-digit rate with 6 decimal places. Used for rates. <ul style="list-style-type: none"> <li>• Per-hour wage (system-defined data item .H AMT)</li> <li>• Percentage deductions</li> <li>• Allows edit values</li> </ul>
	D	Dates (99/99/9999). <ul style="list-style-type: none"> <li>• Date of birth (system-defined data item .DOB)</li> <li>• Date of hire (system-defined data item .DOH)</li> <li>• Allows edit values</li> </ul>
	P	Phone numbers (999-999-9999). <ul style="list-style-type: none"> <li>• Home phone number (system-defined data item .PHONE HME)</li> <li>• Emergency phone number (system-defined data item .PHONE EMG)</li> <li>• Allows edit values</li> </ul>

Table 3.10—Employee Data Item Field Definitions—Fields 1–3 (Continued)

Field	Options	Definition
Data type (continued)	A	3-character alphanumeric values that usually have “look ups.” Often used for Y/N values. <ul style="list-style-type: none"> <li>• Marital status (system-defined data item .MARITAL)</li> <li>• Employee gender (system-defined data item .SEX)</li> <li>• Allows edit values</li> </ul>
	K	20-character values which usually have “look ups.” <ul style="list-style-type: none"> <li>• Department (system-defined data item .S DEPT)</li> <li>• Allows edit values</li> </ul>
	T	30-characters of alphanumeric text. <ul style="list-style-type: none"> <li>• First name (system-defined data item .NAME FST)</li> <li>• Last name (system-defined data item .NAME LST)</li> <li>• Does not allow edit values</li> </ul>
	X	55-characters of alphanumeric text. <ul style="list-style-type: none"> <li>• First and second lines of the employee’s address (system-defined data items .ADDR 1 and .ADDR 2)</li> <li>• Does not allow edit values</li> </ul>
	M	55-character account mask (e.g., the lookup values for .S DEPT and .H DEPT). <ul style="list-style-type: none"> <li>• Does not allow edit values.</li> </ul>
Auto add	This field cannot be changed once you save the EDI.	
	N	Item is not automatically added to new employee records. <ul style="list-style-type: none"> <li>• You must manually add the data item to new and existing employee records.</li> </ul>
	Y	Item is automatically added to employee records. <ul style="list-style-type: none"> <li>• You must manually add the data item to existing employee records.</li> <li>• Will automatically be included on <b>Pay Calculation</b> tab for all employee records added after you complete and save the EDI definition.</li> </ul>
Default value	A value dependent on the Data type.	The most common value for the date item. For example, A (active) is the Default value for .STATUS because the majority of employees are active. <ul style="list-style-type: none"> <li>• This is an optional field.</li> <li>• Defining a default value can save you entry time.</li> </ul>

Table 3.10—Employee Data Item Field Definitions—Fields 1–3 (Continued)

Field	Options	Definition
Entry Required	N	You are not required to enter a value on the employee record.
	Y	You are required to enter a value on the employee record. • Zeros and blank entries for edit values are not allowed.
Multiple values	N	Data item has one value. For example, .DOB has one value, the employee date of birth.
	Y	Data item may have multiple values. For example, .S DEPT is a multiple value employee data item for employees with salaried earnings in more than one department.
Scroll	N	The field is no longer applicable.
	Y	• Select N for ease of maintenance issues.
Edit data	Option not available if the data item type (i.e., Data Type field) is T (30 characters of alphanumeric text), X (55-characters of alphanumeric text), and M (55-character mask).	
	N	The data item does not use edit values. • You must enter the value of the data item on the employee record.
	Y	The data item uses edit values. • You must select the value of the data item from a drop-down list.
Lookup col's	Option only available if Edit data setting is Y—Item has edit values.	
	n/n/n/n/n/n/n/n/n/n	You can define up to 10 lookup columns. • Press F1 and select the data type (all types available) for the applicable column.

6. If the Edit data setting is N—Data values are not edited, you have completed the data item definition. Type *0* to save the data item.

Press ENTER or PAGE DOWN. If the Edit data setting is Y—Item has edit values, page 2 of the Define Employee Data Items record displays. Continue with the next section.

7. Press ESC to display the Employee Data Item options menu.
8. Type *E* to end the session and return to the **Setup** menu.

## ENTERING EDIT AND LOOKUP VALUES

Once you complete the first page of the Define Employee Data Items record, the third page displays (Figure 3.28). (Field 4, which displays on the second page of the Data Items record, stores system defined information and will not display until you save the record. See *Employee Data Item System Information* on page 1.124.)

```

Demo User          Division 95          02/03/2003
-----
PR - Define Employee Data Items
Data item .....: GUIDEEEXPLE < 401>          Changed.: 02/03/03
Edited value.....:
5) Edited value      Active In use
-----
| Edit value being added. |
-----
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 3.28—Adding an Edited Value

Complete the entries for Field 5 according to *Table 3.11* if you are defining edit and/or lookup values for the data item.

Table 3.11—Employee Data Item Field Definitions—Field 5

Field	Options	Definition
Edited value	A value of the type defined in Data type.	One of the entries that displays in the drop-down list of predefined data item values and in the employee selector. <ul style="list-style-type: none"> <li>Entry must be of the same type as the type defined in Data type. For example, if Data type is K (keyword).</li> <li>Edited value may be up to 55 alphanumeric characters, depending on the data type.</li> </ul>
Active	N Y	Edit value is inactive. Edit value is active and can be added to employee records.

Table 3.11—Employee Data Item Field Definitions—Field 5 (Continued)

Field	Options	Definition
In use		This field is filled by the system and indicates if the edit value has been used on an employee record. If an edit value has been used, you cannot delete it from the data item definition.
	N	Edit value has not been added to employee records.
	Y	Edit value has been added employee records (at some point in time).
Lookup (number)	Lookup value	<p>A field will display for each of the lookup columns for which you entered a data type in Field 3.</p> <ul style="list-style-type: none"> <li>For example, if you defined the Lookup col's. field as T/M/n/n/n/n/n/n/n/n two fields will display, and you must enter a text lookup entry and a mask lookup entry.</li> <li>If you defined no lookup columns, this field will not display.</li> </ul>

## EMPLOYEE DATA ITEM SYSTEM INFORMATION

The second page of the employee data item record displays Field 4, which stores system defined information and will not display until you save the record (Figure 3.29).

```

Demo User          Division 95          02/04/2003
-----
PR - Define Employee Data Items
Data item .....: GUIDEEXPLE < 401>          Changed.: 02/04/03
4) System
Source.....: U - Defined by user.
In use.....: N - Data item has not been used.

-----
Data item being displayed. |----- 2 of 3
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 3.29—Define Employee Data Items, Page 2 of 3



Table 3.12 explains the fields when defining an Employee Data Item.

Table 3.12—Employee Data Item Field Definitions—Field 4

Field	Options	Definition
Source	S	Item defined when an HDI was added via the ToolBox.
	U	Item defined by a user.
	I	Item defined when the payroll parameter was defined.
In use	This field is filled by the system and indicates if the data item has been used on an employee record. If a data item has been used, you cannot delete it from the system.	
	N	Item has not been added to employee records.
	Y	Item has been added to employee records.
Secure	This field is filled by the system and indicates if the data item value field is a secure value and/or the Social Security Number.	
	N	Value is non-secure.
	Y	Value is always secure.
	S	Value is tax ID number.

## EXAMPLE EDI AND THE EMPLOYEE RECORD

To show how an employee data item will display on the employee record, we have added a data item to record the name of the employee's spouse (*Figure 3.30*).

```

Demo User          Division 95          02/07/2003
-----
PR - Define Employee Data Items -----
Data item .....: SPOUSE    < 401>          Changed.: 02/07/03
1) Description....: Name of employee's spouse
2) Short desc.....: Spouse name
3) User options
   Data type.....: T - Alphanumeric(30), text.
   Auto add.....: Y - Data is automatically added.
   Default value..:
   Entry required.: N - No entry is required.
   Multiple values: N - No entry nbr used w/data item.
   Scroll.....: Y - Item is scrolled.
   Edit data.....: N - Data values are not edited.
   Lookup col's...: N/N/N/N/N/N/N/N/N
-----
| Data item being displayed. |----- 1 of 3
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Print
    
```

Figure 3.30—Employee Data Item—Spouse

Note that this record is a 30-character alphanumeric field that will be added automatically to all new employee records. So when we add a new employee, we see the data item on the **Pay Calculation** tab (Figure 3.31).

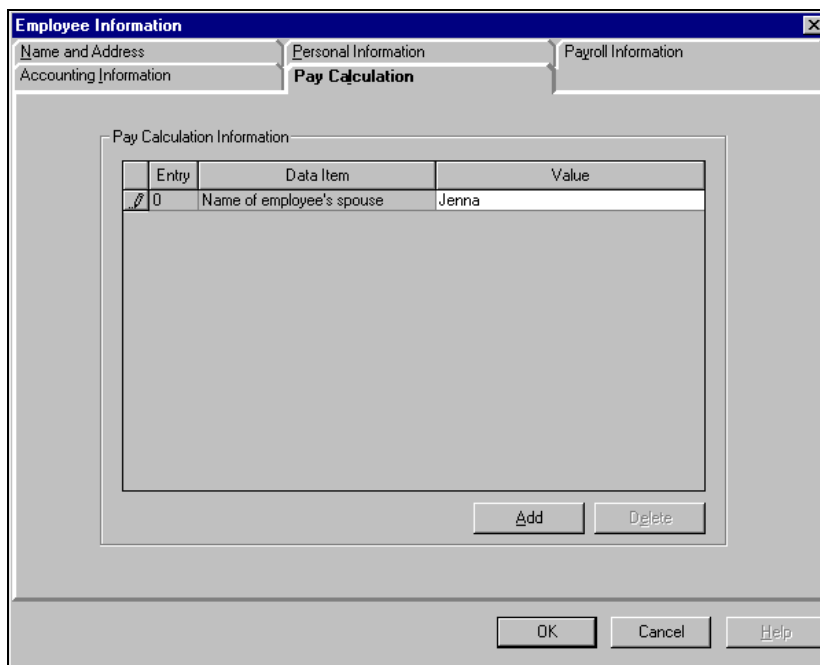


Figure 3.31—Pay Calculation Tab With Spouse EDI

## MAINTAINING EDIT VALUES FOR EMPLOYEES

Maintain Edit Values provides you with an efficient way to edit data item values with numeric lookup values on employee data items. You can then enter a percent or amount increase or decrease to those edit values. An edit value is the number, name, or special characters given to the data item. For example, LIFE is the data item for life insurance; Y is the value for the data item. (Note: No period in the data item name indicates that this is a user-define data item.)

The percent increase or decrease values should be entered according to *Table 3.13*.

*Table 3.13—Increase/Decrease Results*

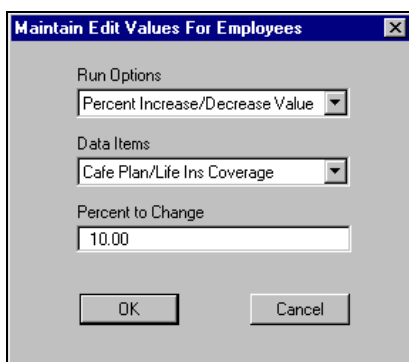
Percent Increase or Decrease	Result
10.00	= 10% increase
.10	= .10% increase
-10.00	= 10% decrease



Be sure to have a complete backup before doing any changes to an employee data item with edit values. There is no easy way to back out a change. For example, doing a 10% increase on 1000.00 results in 1100.00. Doing a -10% decrease (to remove the change) results in 990.00. Also, you can not use this task to edit multi-occurring data items.


Use the following steps to edit employee edit values.

1. Click **Maintenance > Employee Edit Values** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Employee Edit Values** from the menu bar. The Maintain Employee Edit Values For Employees window displays (*Figure 3.32*).



*Figure 3.32—Maintain Edit Values For Employees*

2. Select either **Percent Increase/Decrease Value** or **Amount Increase/Decrease Value** from the Run Options drop-down menu. The example above will increase the Cafeteria Plan/Life Insurance Coverage by 10%.
3. Select the appropriate data item from the Data Items drop-down menu.

4. If you chose Percent Increase/Decrease Value for Run Options, the next field is labeled Percent to Change. Enter the percent of increase or decrease here. If you chose Amount Increase/Decrease Value, this field would be labeled Amount to Change. The example above reflects a 10% increase.
5. Click **OK**. The next time you run the payroll process, your changes will be reflected.
6. When you click **OK**, Payroll/Personnel automatically creates a report called PYLMNT, which reports the old and new values. To print it:
  - Select **File > Print Manager** from the menu bar.
  - Select PYLMNT and click **Open**.
  - Click  on the toolbar or select **File > Print**.

## MAINTAINING EMPLOYEE DATA ITEMS

Employee data items can be quickly added, changed, or removed for all employees or groups of employees using this feature. This type of “mass edit” can save you time. Use Maintain Employee Data Items to:

- Add a new data item and data item value to a group of employees
- Change the value of a data item on a group of employees
- Remove a data item from a group of employees
- Remove a specific data item value and data item from a group of employees
- Allow percent increase or decrease to a data item value
- Allow amount increase or decrease to a data item value



You cannot use Maintain Employee Data Items for multi-occurring data items, or with these single-occurring data items: EMPLOYEE (employee number), TRC USER (last user to access the employee), and TRC DATE (last date of access).

Use the following steps to maintain employee data items:

1. Click **Maintenance > Employee Data Items** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Employee Data Items** from the menu bar.

2. The Employee Data Items window displays (*Figure 3.33*).

```
Demo User          Division 95          01/27/2003
----- PR - Employee Data Items -----
1) Run option.....: 1
2) Data item.....:
   Data item value:

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

Figure 3.33—Edit Employee Data Items

3. Enter the code for the Run Option or press F1 to view a list of the options.
- **Add Data Item**—Add a new data item and data item value. If an employee already has the data item, it is not affected.
  - **Update Data Item**—Edit an existing data item value. Employees who do not use this data item are not affected.
  - **Remove Data Item**—Delete an existing data item and its value (regardless of the value).
  - **Remove Data Item Value**—Delete a data item and its value for the value you enter.
  - **Percent Increase/Decrease Value**—Increase or decrease a data item value by a percentage. Employees who do not use this data item are not affected. Applies to \$ or Rate data items only.
  - **Amount Increase/Decrease Value**—Increase or decrease a data item value by an amount. Employees who do not use this data item are not affected. Applies to \$ or Rate data items only.
4. Enter the name of the data item you wish to change, update, or remove from the Data Items drop-down menu.
5. Enter the appropriate amount, value, or percent in the Data Item Value text box.

6. If you want to maintain data items for a group of employees, click PAGE DOWN to access the Employee Selector. Bypassing the Employee Selector will perform your data item changes on all employees.
7. Once you've completed your choices in the Employee Selector, press ESC to display the option menu.
8. Type *E* to exit the selection task.
9. Type 0 to accept your entries and update data items. When the process is complete, the system creates a report called PYLIMNT.L## (where ## represents the division number) and asks if you have another maintenance task to complete.
10. Type *N* to exit the task and close the window.



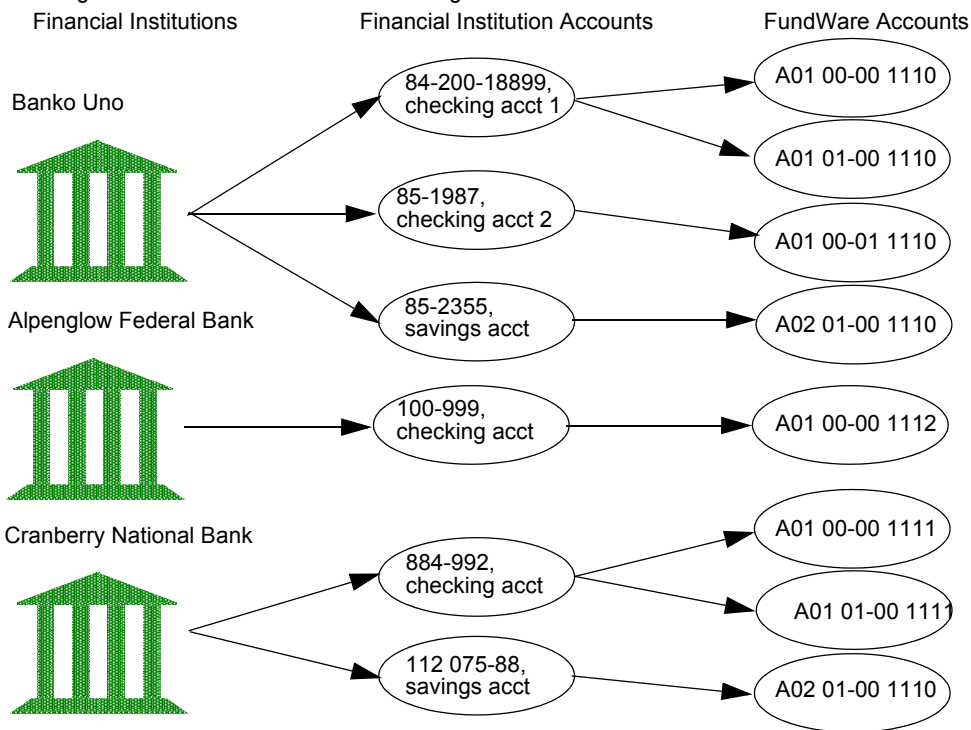


# CHAPTER 4

## USING THE FINANCIAL INSTITUTIONS FEATURE

The Financial Institutions feature provides a way for you to manage your cash and cash-equivalent accounts. It is the central location for banking information for the Accounts Payable, Payroll/Personnel, and modules.

Figure 4.1—Financial Institutions Diagram



Use this feature to manage your banking process, including:

- Add information (e.g., multiple addresses, phone numbers, and account numbers) for each financial institution (e.g., bank, savings and loan).

- Define each financial institution account (e.g., checking account, savings account) for the financial institution.
- Link each financial institution account to Accounts Payable, Payroll/Personnel, and/or accounts through General Ledger.

For example, the City of Megalopolis does business with Cranberry National Bank (the financial institution). The City has four accounts (financial institution accounts, or FIAs) with Cranberry National Bank:

- Checking account 1—Used for Payroll, paid from GL account A01 00-00 1111.
- Checking account 2—Used for Accounts Payable, paid from GL account A01 00-00 1112. Also receives normal Accounts Receivable payments from GL cash account A01 00-00 1113.
- Savings account—Receives payments from all modules; GL cash accounts are A01 00-00 1111; A01 00-00 1112; A01 00-00 1113.
- Money market account—Receives all donations via from GL cash account A01 00-00 1114.

Each module is associated to each applicable FIA (e.g., Payroll is associated to checking account 1 and the savings account).

The following acronyms are used throughout the Financial Institutions feature: APE (Accounts Payable), PYL (Payroll/Personnel), CRS.

This chapter provides you with the information needed to:

- Run the account mapping utility (for existing customers), and
- Operate Financial Institutions.

## **HINTS FOR CLIENTS CONVERTING FROM CLASSIC**

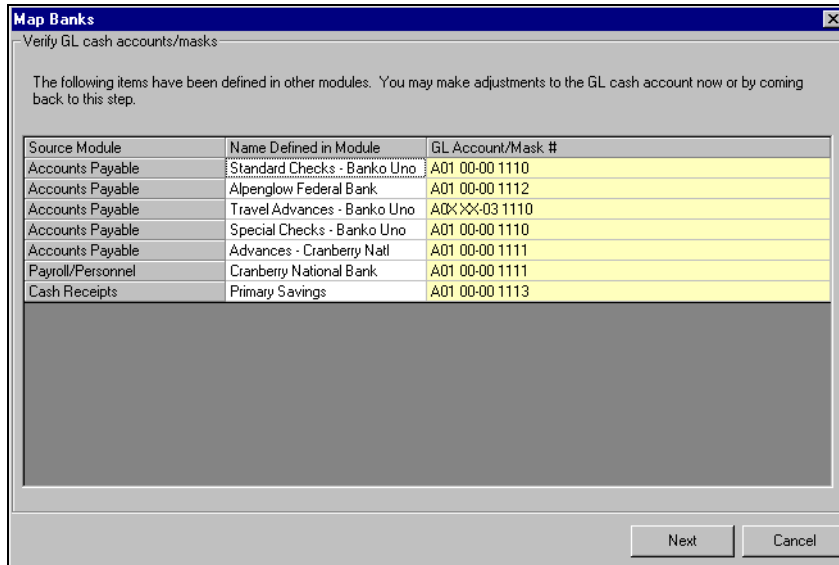
- In the FundWare Classic Edition, each module had a separate method of defining a bank.
- Each “bank” represented an account.
- A Financial Account for a Financial Institution may encompass more than one “bank” from an FundWare Classic Edition module.
- “Banks” in the Classic Edition will automatically be converted to Financial Accounts by FundWare.

## MAPPING VERSION 5.8/5.9 BANKS TO THE ACCOUNTS

If you have existing bank information, the first time that you open the Financial Institutions feature, FundWare will have you map the existing information through two main steps: mapping the old bank to a new Financial Institutions account (FIA), and mapping that FIA to the modules that use it and to General Ledger. Use the following steps to accomplish these tasks.

1. Select **Maintenance > Financial Institutions > Financial Institutions** from the menu bar. The Verify GL cash accounts/masks window displays.

Figure 4.2—Mapping Existing Banks to Accounts



A fourth column, Message, displays only if a GL account/mask has a problem. In this event, the problem is described in the column.


2. When the account information is all correct, click **Next**. The Assign Banks window displays.

Figure 4.3—Assigning the Banks

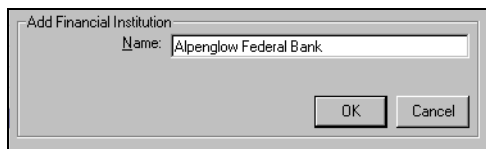
Financial Institution	Source Module	Name Defined in Module	GL Account/Mask #	Module Bank Account #
--- Not Mapped ---		Standard Checks - Banko Uno	A01 00-00 1110	84-200-18899
--- Not Mapped ---		Alpenglow Federal Bank	A01 00-00 1112	100-9999
--- Not Mapped ---	APE	Travel Advances - Banko Uno	A0X:XX-03 1110	84-200-18899
--- Not Mapped ---		Special Checks - Banko Uno	A01 00-00 1110	84-200-18899
--- Not Mapped ---		Advances - Cranberry Natl	A01 00-00 1111	884-992
--- Not Mapped ---	PYL	Cranberry National Bank	A01 00-00 1111	884-992
--- Not Mapped ---	CRS	Primary Savings	A01 00-00 1113	88425

Source Module—The module in the FundWare Classic Edition in which the bank was defined.

Name Defined in Module—The name used in the FundWare Classic Edition to define the bank.

3.  To associate the name of the Financial Institution to the name defined for the associated module, click the right side of the cell to activate the drop-down arrow, then click the arrow. If you have mapped other Financial Institutions during this process, the names will display in the drop-down list.
4. Select the appropriate Financial Institution from the list or a New Institution, as necessary. If you select a Financial Institution from the drop-down list, proceed to step 7 on page 1.137.

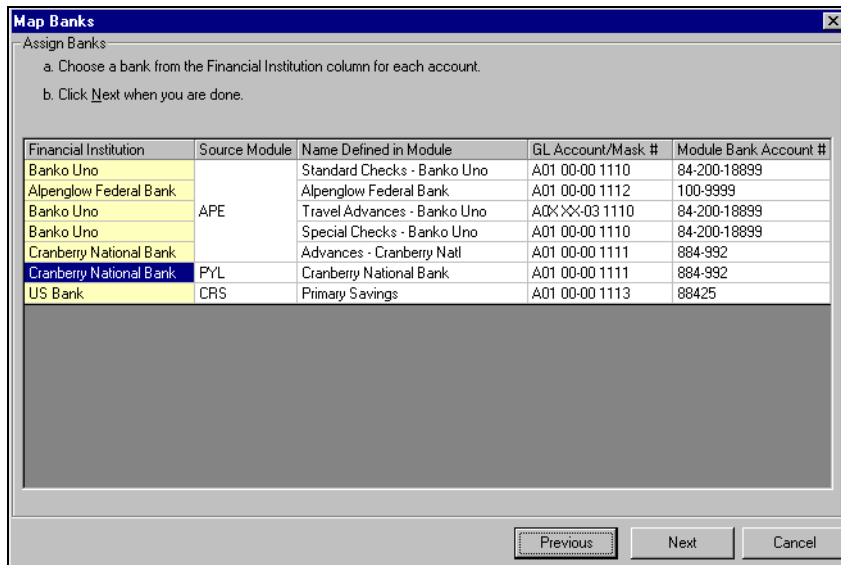
If you select a New Institution, the Add Financial Institution window displays.  
*Figure 4.4—Add Financial Institution Dialog Box*



The Name text box defaults to the value for the Name Defined in Module.

5. Modify the name of the financial institution, if necessary.
6. Click **OK**. The Add Financial Institution window closes and you return to the Assign Banks window.
7. Repeat these steps, as necessary, until all accounts have an assigned financial institution.

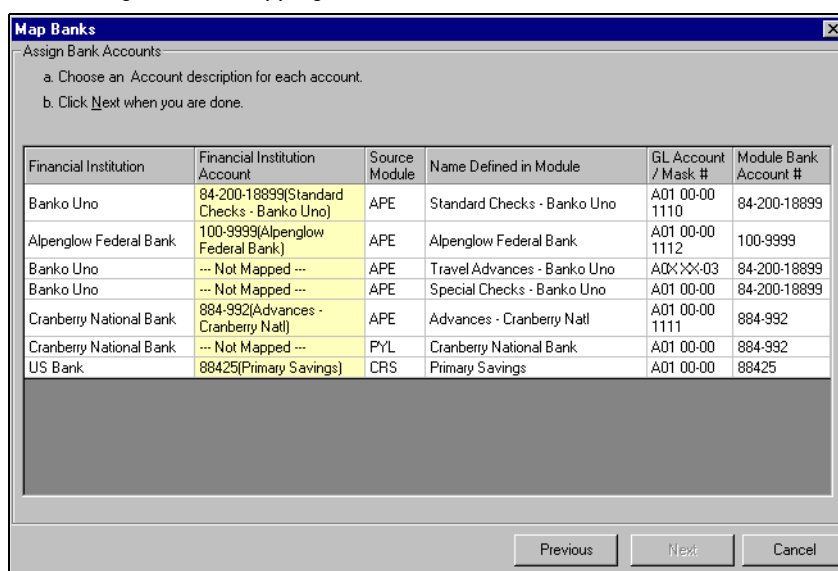
There should now be entries for all the Financial Institutions.  
*Figure 4.5—All Financial Institutions Assigned*



8. Click **Next**. The Assign Bank Accounts window displays, containing entries from the previous window, as well as a new column: Financial Institution Account. The cells in the Financial Institution Account column will be

populated by either a default account number and description or --- Not Mapped ---. The defaults are supplied by the FundWare Classic Edition based on the original information.

This window provides you with a way to map financial institution accounts.  
 Figure 4.6—Mapping Financial Institution Accounts

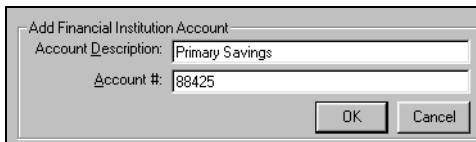


Multiple instances of the same General Ledger cash account number must be assigned to the same financial institution account (by definition, this also means assigned to the same financial institution).

9. To edit default Financial Institution Account information, double-click the cell. The edit Financial Institution Account window displays.
10. Edit the Account Description and Account #, as necessary.
11. In the Financial Institution Account column, click the right side of a cell to activate the drop-down arrow, then click the arrow.
12. Select the appropriate account description from the drop-down list or a New Account, as necessary. If you select an account description from the drop-down list, proceed to step 16 on page 1.139.

If you select **New Account** from the drop-down list within the Financial Institution fields, the Add Financial Institution Account window displays.

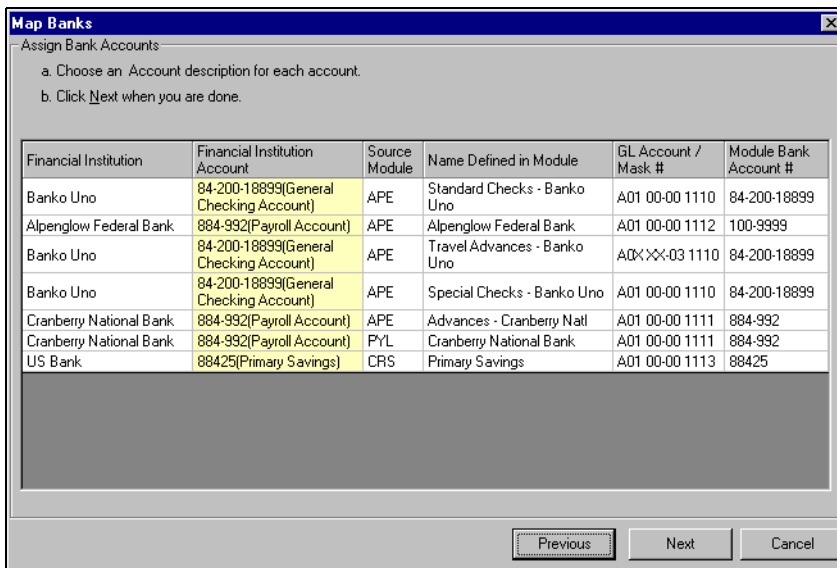
Figure 4.7—Add Financial Institution Account



13. Enter the Account Description and Account # (the account number that appears on your statement).
14. If FundWare has not already inserted the appropriate account number, enter the account number corresponding to the description in the Account # field.
15. Click **OK**. The Add Financial Institution Account window closes and you return to the Assign Bank Accounts window.
16. Repeat these steps, as necessary, until all accounts have an assigned financial institution account.

There should now be entries for all the Financial Institutions.

Figure 4.8—Entries for All Financial Institution Accounts



17. Click **Next**.

When all assignments are complete, the Review Assignments window displays.  
*Figure 4.9—Review Assignment*

Financial Institution	Financial Institution Account	Source Module	Name Defined in Module	GL Account / Mask #	Module Bank Account #
US Bank	Primary Savings	CRS	Primary Savings	A01 00-00	88425
Banko Uno	General Checking Account	APE	Standard Checks - Banko Uno	A01 00-00	84-200-18899
			Special Checks - Banko Uno	A01 00-00	84-200-18899
			Travel Advances - Banko Uno	A0X XX-03	84-200-18899
Alpenglow Federal Bank	Alpenglow Federal Bank	APE	Travel Advances - Banko Uno	A0X XX-03	84-200-18899
			Alpenglow Federal Bank	A01 00-00	100-9999
Cranberry National Bank	Payroll Account	PYL	Advances - Cranberry Natl	A01 00-00	884-992
			Cranberry National Bank	A01 00-00	884-992



If a Financial Institution is only mapped to one or more General Ledger masked account, you will not be able to view or edit that information until an actual General Ledger account has been associated to the FI.

Each entry in the Financial Institution Account column corresponds to a Financial Institution Account where a module account has been mapped.

If a Financial Institution Account entry spans more than one source module, this indicates that all the source modules have been associated with that Financial Institution Account. In the example above, the Cranberry National Bank Payroll Account spans APE and PYL, indicating that the account is associated with Accounts Payable and Payroll/Personnel.

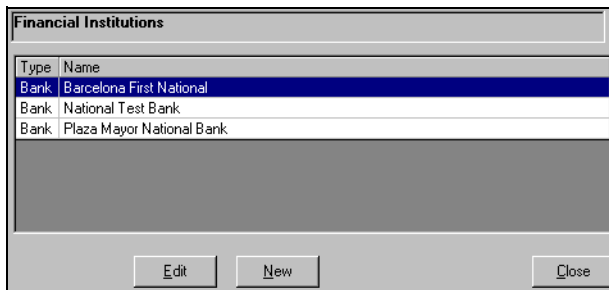
- Click **Previous** to return to earlier windows if you need to make any assignment changes.
- Click **Cancel** to exit the Review Assignments window without saving the information.
- Click **Finish** to save the information and proceed further into the Financial Institutions feature.



## VIEWING FINANCIAL INSTITUTIONS

The main Financial Institutions window can display the FIA information in a variety of ways. When you open the Financial Institutions feature, the window displays the Type and Name of each financial institution entered in the system.

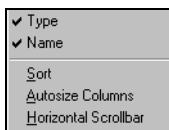
Figure 4.10—Displaying Financial Institution Information



You can remove either of these columns from the display by using the following steps.

1. Move the cursor anywhere in the Financial Institutions window.
2. Right-click. The drop-down list displays.

Figure 4.11—Right-Click Menu



3. Select the category to be displayed or hidden (a check mark indicates that the category will display).

## RE-ORDERING THE DISPLAY

The information in the main Financial Institutions window can be displayed in alphanumeric or reverse alphanumeric order, based on each column. To sort on a column, click the column heading. The information will be re-ordered based on an alphanumeric sort of that column. To display in reverse alphanumeric order, click the heading a second time.

## ADJUSTING COLUMN SIZE

To adjust the column size, right-click and select **Autosize Columns**. Move the cursor to the edge of the column in the heading. The arrow will change to a line and two smaller arrows.

Figure 4.12—Adjusting the Column Size



Holding the mouse button down, move the cursor left or right to adjust the column width as desired.

## ADDING A FINANCIAL INSTITUTION

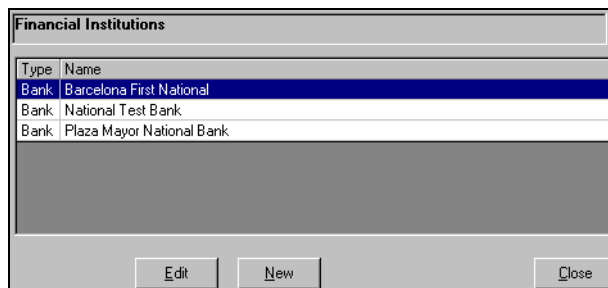
Use the following steps to add a financial institution (FI).



If, while creating an FI, you decide to cancel the action, the information will be retained. There is no function to delete an FI; therefore, even though you cancel the action, the FI is permanently part of your system. An FI added this way will not cause any errors.

1. Select **File > Financial Institutions > Maintenance** from the menu bar. The Financial Institutions window displays.

Figure 4.13—Adding an FIA



- Click **New**. The New Financial Institution window displays, defaulting to the **General** tab. Three tabs display behind the **General** tab: **Address**, **Phone**, and **Account**.

Figure 4.14—New Financial Institution Record

The screenshot shows a window titled "New Financial Institution" with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Address", "Phone", and "Account". The "General" tab is selected. Inside the window, there is a section labeled "General Information" containing a "Name" text input field and a "Type" dropdown menu with "Bank" selected. At the bottom of the window are three buttons: "Apply", "OK", and "Cancel".

- Enter the required information according to the following table:

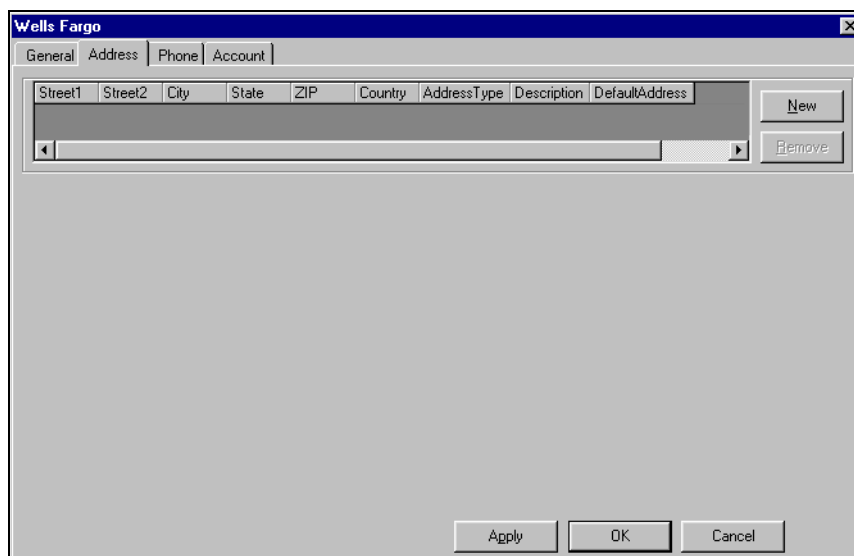
Table 4.1—Required Information

Text Box	Description
Name	Enter the name of the financial institution. This information is used for verification purposes of screens and reports. Maximum 40 alphanumeric characters.
Type	Select the type of financial institution from the drop-down list: <b>Bank</b> or <b>Savings and Loan</b> .

- Click **Apply** to save.

5. Select the **Address** tab. If addresses have been added, the tab displays the window and text boxes, populated with the information for the first entry in the window. If no addresses have been entered, no fields display.

Figure 4.15—Address Tab



- Click **New** to add an address (optional). The expanded **Address** tab displays.

Figure 4.16—Expanded Address Tab

As you add addresses for FI, they will display in the window.

- Enter the information according to the following table:

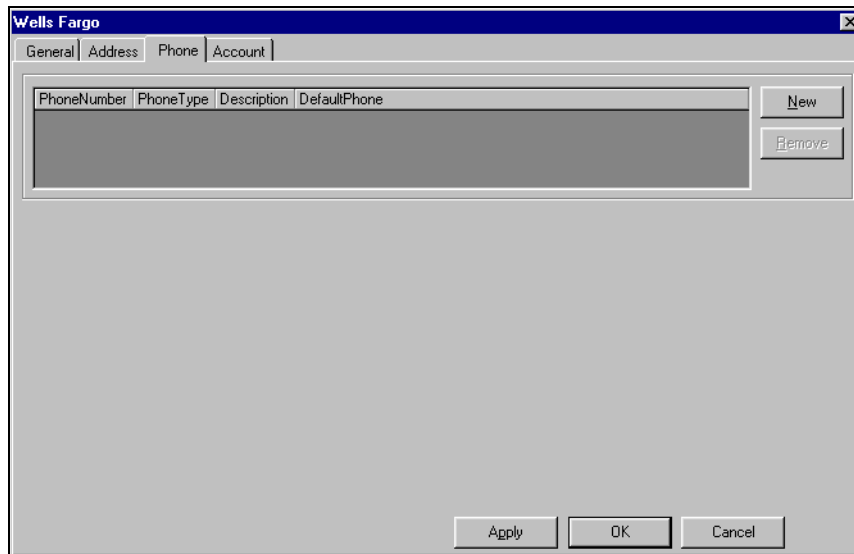
Table 4.2—Address Tab Information

Text Box	Description
Type	Select the type of address from the drop-down list (e.g., Business, Home, or Other).
Street 1 Street 2	Enter the street address for this location of the financial institution. Maximum 35 alphanumeric characters for each.
City	Enter the city for this address. Maximum 19 alphanumeric characters.
State	Select the US state from the drop-down list, or enter up to 5 characters for the state, province, or territory.
Zip	Enter the zip or post code. Maximum 50 alphanumeric characters.
Country	Enter the country, if desired. Maximum 35 alphanumeric characters.
Description	Enter a description of the location, e.g., main office of the financial institution. Maximum 50 alphanumeric characters.
Default	Select this check box if this address is to be used as the default address when mailing something to the financial institution.

- Click **Apply** to save. If you have another address to enter for this financial institution, click **New** and repeat step 7. If you do not have another address to enter, proceed to the next step.

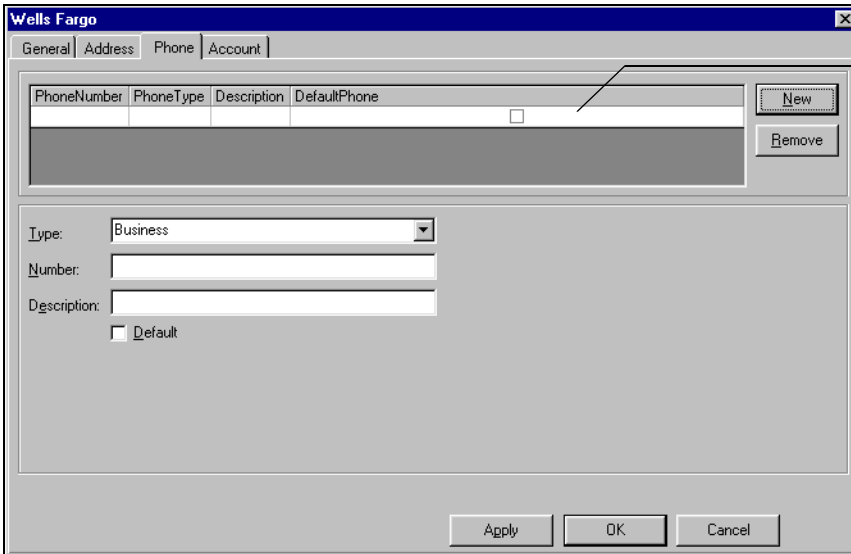
9. Select the **Phone** tab. If phone numbers have been added, the tab displays the window and text boxes, populated with the information for the first entry in the window. If no phone numbers have been entered, no fields display.

Figure 4.17—Phone Tab



- Click **New** to add a phone number (optional). The **Expanded Phone** tab displays.

Figure 4.18—Expanded Phone Tab



As you add phone numbers for the financial institution, they will display in the window.

- Enter the information according to the following table

Table 4.3—Expanded Phone Tab

Text Box	Description
Type	Select the type of phone number from the drop-down list (e.g., Business, Home, or Other).
Number	Enter the phone number. Maximum 50 alphanumeric characters.
Description	Enter a description of the phone number, e.g., most helpful customer service representative. Maximum 50 alphanumeric characters.
Default	Select this check box if this is to be used as the default phone number when calling the financial institution.

- Click **Apply** to save. If you have another phone number to enter for this financial institution, click **New** and repeat step 11. If you do not have another phone number to enter, proceed to the next step.

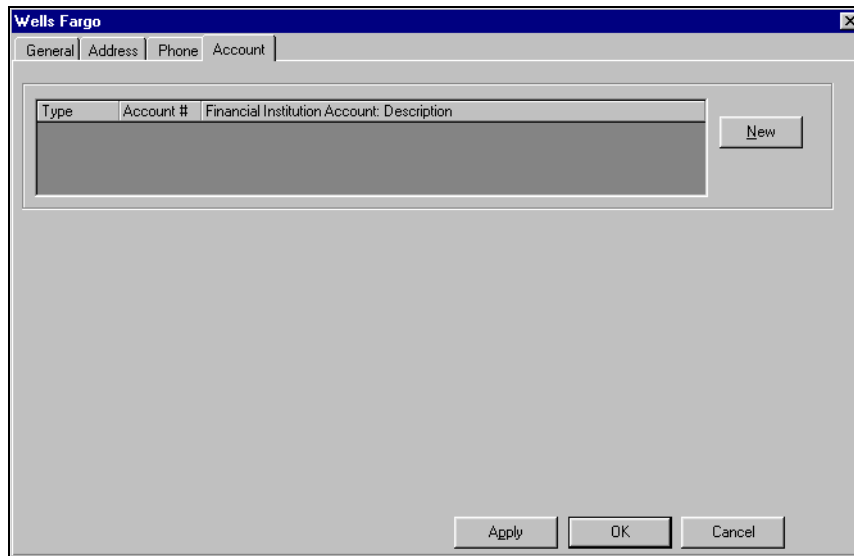
Now you have defined the financial institution. You must add the accounts for the FI (e.g., two checking accounts and a savings account) on the **Account** tab. These accounts are “FIAs” (financial institution accounts).

## ADDING FINANCIAL INSTITUTION ACCOUNTS

You can add as many financial institution accounts (i.e., actual accounts at your banking entity) as necessary for each financial institution (i.e., the banking entity).

1. Select the **Account** tab. If accounts have been added, the tab displays the window and text boxes, populated with the information for the first entry in the window. If no accounts have been entered, no fields display.

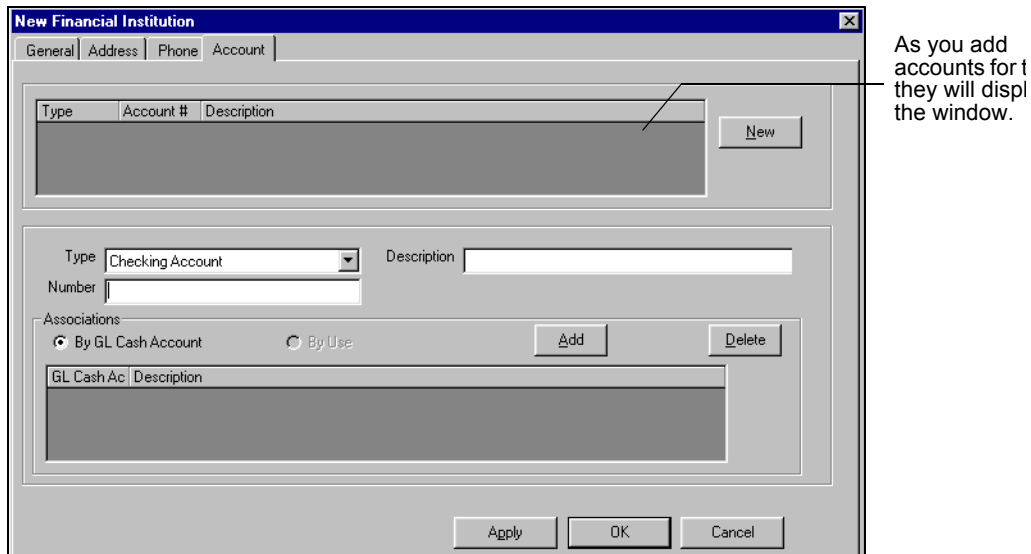
Figure 4.19—Account Tab





- Click **New** to add an account (required to use this financial institution). The expanded **Account** tab displays.

Figure 4.20—Expanded Account Tab



- Enter the required information according to the following table.

Table 4.4—Expanded Account Tab

Text Box	Description
Type	Select the type of account from the drop-down list: <b>Checking Account</b> , or <b>Savings Account</b> .
Number	Enter the account number. Maximum 20 alphanumeric characters.
Description	Enter a description of the account, e.g., petty cash account. Maximum 30 alphanumeric characters.

- Click **Apply** to save. If you have another account to enter for this financial institution, click **New** and repeat step 3. (You can also make associations for your account at this time. See *Associating the Accounts* on page 1.150 for more information.) If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

At this point, your financial institution exists, however, the financial institution accounts have not been associated with General Ledger accounts. This mapping can be done at any time, however, you will not be able to access the FIAs through Accounts Payable, Payroll/Personnel, or until this task is done.

## ASSOCIATING THE ACCOUNTS

You can associate as many General Ledger accounts as you need to your Financial Institutions account (FIA), however, a General Ledger account may only be associated with one Financial Institution account. The process that you will follow for associating your accounts involves a few main tasks:



Once you associate a GL account to a financial institution account, that GL account may not be associated with any other FIA.

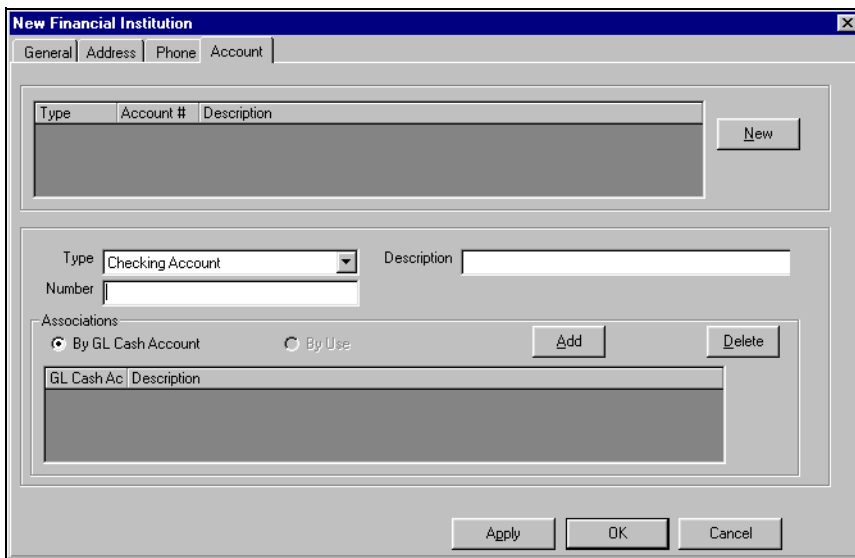
- Determine the GL cash accounts that will be associated to the FIA.
- Enter the accounts as “GL cash accounts.” (Masked accounts are not allowed. To mimic the effect of an account mask, you can define all accounts resulting from the mask as GL cash accounts.)
- Associate one or more accounts, or account masks, to the FIA by module (i.e., Accounts Payable, Payroll/Personnel, or.)

The following sections provide instructions for associating one or more General Ledger accounts to your selected Financial Institutions account.

1. Select the **Account** tab of the applicable financial institution.
2. Select the FIA to be associated from the upper window. The text boxes are populated with the information specific to the selected FIA.

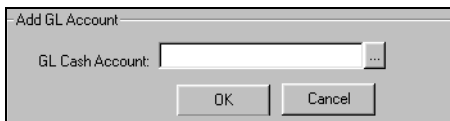
3. Select the By GL Cash Account radio button.


Figure 4.21—Expanded Account Tab



4. Click **Add**. The Add GL Account pop-up displays.

Figure 4.22—Add GL Account Dialog Box



5. Enter the GL Cash Account in the text box, or click  to browse for the correct account. The Account Selector window displays. Use the selector to select the appropriate account.
6. Click **OK** to save. A confirmation message displays.
7. Click **Yes**. The Add GL Account pop-up closes and you return to the **Account** tab.
8. Click **Apply** to save.
9. If you have another General Ledger account to map to this Financial Institution account, repeat these steps.

10. Select the By Use radio button.
11. Click **Add**. The Select Module window displays.

*Figure 4.23—Select Module Dialog Box*



12. Select the appropriate module from the drop-down list: **Accounts Payable**, **Payroll/Personnel**, or.
13. Click **OK**. The module-specific window displays.

See the following sections for instructions to complete the module-specific window.

## ASSOCIATING THE ACCOUNTS—ACCOUNTS PAYABLE

Use the following instructions to complete the Accounts Payable By Use window

Figure 4.24—Accounts Payable “By Use” Associations

For reference, this is the Financial Institutions account to which you are mapping.

As accounts are added, they are displayed in this window.

GL Cash Ac	Use ID	Description
------------	--------	-------------

Usage Definition

GL Cash Acct: [dropdown]  
Usage ID: [text]  
Description: [text]

Data Items Printed on Check Stub

- 1
- 2
- 3

User Options

[dropdown]  
Last Check Number: [text]

Usage Information

Distribution Report

Reporting Option: [dropdown] Report ID Type: [dropdown]

Break Dimer: Description [text]

Buttons: New, Apply, OK, Cancel

Usage Information displays a brief list of the most recent activities in this account.

1. Enter the required information according to the following table

Table 4.5—AP User Required Information

Accounts Payable Text Box	Description
Usage Definition—GL Cash Acct	<p>Select the GL cash account to be associated with this financial institution account from the drop-down list or enter an account mask.</p> <ul style="list-style-type: none"> <li>You cannot create new accounts through FI. The account or accounts must exist in GL.</li> </ul>
Usage Definition—Usage ID	<p>Enter a unique identifier for this association. This ID will be used to identify the account when you produce checks.</p> <ul style="list-style-type: none"> <li>Maximum 10 alphanumeric characters.</li> </ul> <p>When you produce checks, FundWare will create a unique file for each FIA by attaching the ID number to “OTCK.” For example, if the usage ID is 146983, the file name is OTCK146983.L## (where ## represents your division number).</p> <ul style="list-style-type: none"> <li>If the usage ID is fewer than four characters, the file name will include Xs. For example, if the usage ID is 135, the file name is OTCK135X.</li> </ul>
Usage Definition—Description	<p>Enter a unique description for this association. This description will display in the Accounts Payable module when you select the account from which to draw funds.</p> <ul style="list-style-type: none"> <li>Maximum 35 alphanumeric characters.</li> </ul>
Usage Information	<p>Summary information concerning the usage of the account association displays in this window.</p>
Data Items Printed on Check Stub	<p>Click the right side of the text box to activate a drop-down arrow. From the drop-down list, select three data items to be printed on the Accounts Payable checks.</p> <ul style="list-style-type: none"> <li>Data items are optional.</li> </ul>
Distribution Report—Reporting Option	<p>Select one of six options to define the amount of detail included with the check register:</p> <ul style="list-style-type: none"> <li>N—No accounting distribution report</li> <li>Y—With all check registers</li> <li>1—With preliminary register only</li> <li>2—With final check register only</li> <li>3—With reprint register only</li> <li>4—With final check and reprint registers</li> </ul>
Distribution Report—Report ID Type	<p>This would normally be the General Ledger ID type.</p>
Distribution Report—Break Dimension/Description	<p>In the grid that displays when you select a report ID type, click the Break Dimension and select a dimension on which the register will enter a page break from the drop-down list.</p> <p>Enter a Description for each Break Dimension. This text that will print on the report at the break line.</p> <ul style="list-style-type: none"> <li>Maximum 20 characters for both selections.</li> </ul>

Table 4.5—AP User Required Information (Continued)

Accounts Payable Text Box	Description
User Options	<p>Select a check option from the drop-down list: System Numbered, User Numbered, or Laser Checks.</p> <ul style="list-style-type: none"> <li>• System Numbered—Checks are automatically numbered by the computer. If needed, this number can be changed through the check parameters. Use this option for pre-printed checks.</li> <li>• User Numbered—For each batch of checks that you print, you must enter the first check number. Use this option for pre-printed checks.</li> <li>• Laser Checks—Checks are automatically numbered. You cannot change the check number. Use this option for blank check stock.</li> </ul>
Last Check Number	<p>Enter the last check number in this text box. Subsequent checks will be numbered starting with the next number (e.g., you type 1220 in this text box, the checks will begin with 1221).</p> <p>If you leave this field blank, the system applies 0 to the field. When you begin writing checks, the system starts counting from 1.</p>

2. If you have additional Accounts Payable accounts that you would like to map to this FIA, click **New**. If not, click **OK**. The Accounts Payable By Use window closes and you return to the **Account** tab.
3. Click **Apply** to save the financial institution. If you have another account to enter for this financial institution, click **New** and repeat the necessary steps. If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

## ASSOCIATING THE ACCOUNTS—PAYROLL/PERSONNEL

Use the following instructions to complete the Payroll/Personnel By Use window.

Figure 4.25—Payroll/Personnel “By Use” Associations

For reference, this is the Financial Institutions account to which you are mapping.

As accounts are added, they are displayed in this window.

GL Cash Ac	Use ID	Description
------------	--------	-------------

Usage Definition

GL Cash Acct: [dropdown]

Usage ID: [text]

Description: [text]

Data Items Printed on Check Stub

- 1
- 2
- 3

User Options

Auto Number Checks:

Last Check Number: [text]

Usage Information

Apply OK Cancel

Usage Information displays a brief list of the most recent activities in this account.



1. Enter the required information according to the following table:

Table 4.6—Payroll/Personnel Required Information

Payroll/Personnel Text Box	Description
Usage Definition—GL Cash Acct	Select the GL cash account or enter a GL account mask to be associated with this financial institution account from the drop-down list. (You cannot create new accounts through FI. The account or accounts must exist in GL.)
Usage Definition—Usage ID	Enter a unique identifier for this association. This ID will be used to identify the account when you produce checks. <ul style="list-style-type: none"> <li>• Maximum 10 alphanumeric characters.</li> </ul> <p>When you produce checks, FundWare will create a unique file for each FIA by attaching the ID number to “OTCK.” For example, if the usage ID is 146983, the file name is OTCK146983.L## (where ## represents your division number).</p> <ul style="list-style-type: none"> <li>• If the usage ID is fewer than four characters, the file name will include Xs. For example, if the usage ID is 135, the file name is OTCK135X.</li> </ul>
Usage Definition—Description	Enter a unique description for this association. This description will display in the Payroll/Personnel module when you select the account from which to draw funds. Maximum 35 alphanumeric characters.
Usage Information	Summary information concerning the usage of the account association displays in this window.
Data Items Printed on Check Stub	Click the right side of the text box to activate a drop-down arrow. From the drop-down list, select three data items to be printed on the Payroll/Personnel checks. <ul style="list-style-type: none"> <li>• Your selections will print in the lower left quadrant of the check stub.</li> </ul>
User Options—Auto Number Checks	Select this check box to have the payroll/personnel checks numbered automatically by the system. If you do not select this check box, you will need to enter the first check number for each batch of checks that you print.
User Options—Last Check Number	If you selected to auto number your payroll/personnel checks, enter the last check number in this text box. Subsequent checks will be numbered starting with the next number (e.g., you type 1220 in this text box, the checks will begin with 1221).

2. If you have additional Payroll/Personnel accounts that you would like to map to this Financial Institutions account, click **New**. If not, click **OK**. The Payroll/Personnel By Use window closes and you return to the **Account** tab.
3. Click **Apply** to save. If you have another account to enter for this financial institution, click **New** and repeat the necessary steps. If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

## ASSOCIATING THE ACCOUNTS—

Accounts Receivable and Cash Receipts customers: Accounts Receivable includes Cash Receipts, which also uses the Financial Institutions feature. While the process is the same for both modules, the interface will reflect the module for which you are licensed. However, this guide will display the Accounts Receivable screens by default.

Figure 4.26—Accounts Receivable Cash Receipts By Use Associations

For reference, this is the Financial Institutions account to which you are mapping.

As accounts are added, they are displayed in this window.

The screenshot shows a software window titled "Wells Fargo: #11257 0023-CRS Use: -". Inside the window, there is a table with columns "GL Cash Ac", "Use ID", and "Description". A "New" button is located to the right of the table. Below the table, there is a "Usage Definition" section with a dropdown menu for "GL Cash Acct" and a text field for "Description". At the bottom of the window, there are "Apply", "OK", and "Cancel" buttons. A message at the bottom of the main area states: "Cash Receipts requires no additional use information."

1. Enter the required information according to the following table:

Table 4.7—Required Information

Text Box	Description
GL Cash Acct	Select the GL cash account or enter a GL account mask to be associated with this financial institution account from the drop-down list. (You cannot create new accounts through FI. The account or accounts must exist in GL.) <ul style="list-style-type: none"> <li>• If you enter an account mask, the valid account will be determined using the masked account digits in the account.</li> </ul>
Description	Enter a unique description for this association. This description will display in the module when you select the account to which you will deposit funds. Maximum 35 alphanumeric characters.

2. If you have additional accounts that you would like to map to this Financial Institutions account, click **New**. If not, click **OK**. The By Use window closes and you return to the **Account** tab.
3. Click **Apply** to save. If you have another account to enter for this financial institution, click **New** and repeat the necessary steps. If you have completed your entry of accounts, click **OK** to save the changes and return to the Financial Institutions main window.

## EDITING AN FIA

Use the following steps to edit the information concerning a financial institution.

1. From the Financial Institutions main window, select the financial institution that you want to edit and click **Edit**, or double-click the institution in the window.

The window displays with the text boxes populated with the information specific to the selected financial institution.

2. Select the tab containing the desired information. For addresses and phone numbers, select the entry in the window. The specific address or phone information populates the text boxes.
3. Edit the information, as necessary.
4. Click **Apply** to save the changes on each tab.
5. Click **OK** to save when you have completed your edits. You return to the Financial Institutions main window.

## EDITING AN ASSOCIATION

Use the following steps to edit the association information concerning a financial institution.

1. From the Financial Institutions main window, select the financial institution that you want to edit and click **Edit**, or double-click the institution in the window.

The window displays with the text boxes populated with the information specific to the selected financial institution.

2. Select the **Account** tab.
3. Select the FI account to be edited.
4. Select the **By Use** radio button. The accounts display in the lower window.

Figure 4.27—Displaying Accounts

The screenshot shows a window titled "US Bank" with tabs for "General", "Address", "Phone", and "Account". The "Account" tab is active. It contains a table with columns "Type", "Account #", and "Description". One row is visible: "CHK", "88425", "Primary Savings". A "New" button is to the right. Below this is a form with "Type" set to "Checking Account", "Description" set to "Primary Savings", and "Number" set to "88425". Under "Associations", the "By Use" radio button is selected. There are "Add" and "Edit" buttons. A table below shows associations with columns "Module", "GL Cash Account", "Use ID", and "Description".

Module	GL Cash Account	Use ID	Description
Accounts Payable	A01 00-00 1110	1	Banko Uno
Payroll/Personnel	A01 00-00 1110	1	Cranberry National Bank
Cash Receipts	A01 00-00 1110	1	Primary Savings

5. Select the account to be edited.

- Click **Edit**. A window displays, defined by the module associated with the account selected.

Figure 4.28—Dialog Box as Defined by the Module

The dialog box displays the following information:

GL Cash Account	Use ID	Description
A01 00-00 1110	1	Banko Uno

**Usage Definition**

GL Cash Acct: A01 00-00 1110  
 Usage ID: 1  
 Description: Banko Uno

**Usage Information**

Last Updated: 12/13/88  
 By User: 999  
 Current Run: 0  
 Last Cut Date: 02/10/1998

**Data Items Printed on Check Stub**

- 1 Invoice #
- 2 P.O. #
- 3 Contract #

**User Options**

User Numbered: [dropdown]  
 Last Check Number: 15003

**Distribution Report**

Reporting Option: Y - With All Check register  
 Report ID Type: A-Financial Reporting S

Break Dimension	Description
3-Sub-dept	
1-Fund	

All the accounts associated to that module display in the window above. The information concerning the selected account populates the text boxes below.

- Edit the information, as necessary.
- Click **Apply** to save the information or click **OK** to save the information and exit the window.
- Repeat these steps, as necessary.
- When you have completed your edit of the association information, click **OK**.

## DELETING AN FIA

You cannot delete a financial institution from FundWare. Any financial institution for which you add information and save is permanently retained in the system. This is true even if you cancel out of the action at a later point in the creation. For example, you create a new financial institution and enter the name and type, then click **Apply** to save the information. If you then click **Cancel**, that financial institution is still retained.

If you add this information and click **Cancel** (not **Apply**), the financial institution displays in the list of Financial Institutions, but will disappear if you close, then re-open, the application.

## DELETING A GL CASH ACCOUNT ASSOCIATION

To delete an association, that association cannot be in use elsewhere in the program. Use the following steps to delete an association.

1. From the Financial Institutions main window, select the financial institution that you want to edit and click **Edit**, or double-click the institution in the window.

The window displays with the text boxes populated with the information specific to the selected financial institution.

2. Select the **Account** tab.
3. Select the FI account to be modified.
4. Select the association from the lower window.
5. Click **Delete**. The association is removed from the lower window.

If the association is used elsewhere in the program, a message will display and the action will not be completed.

# CHAPTER 5

## DEFINING CHECK FORMATS

When you defined an FIA (Financial Institution account), a default check format for that FIA was added for you. Those default values are for standard check stock. Since your organization may want to format your own checks, the software allows you to modify the standard form. However, only one check format per FIA is allowed.

Defining Check Formats allows you to define size, position, and content of the stub, the check and the timesheet history.

Formatting the check requires the entry of character positions and field sizes for the data printed on the check. A form template is very helpful in the process of designing your checks. If you have pre-printed checks, your printer may be able to furnish layout information. For an example of a three-part check listing timesheet history, see *Sample Three-Part Direct Deposit Stub* on page 1.226.

### CHECK TERMS

Table 5.1 provides definitions for terms used in connection with your check forms.

Table 5.1—Check Forms Terms

Term	Definition
Form	In this task, Form refers to the actual checks. This consists of the check number, date, payee name and address, and dollar amount.
Column	The starting vertical position of a piece of information in characters. If zero (0) is entered, the field is not printed. Valid values are zero (0) to 132. For example, a Column value of 6 places information six characters from the left margin.
Length	The Length defines the allowed width in characters. For example, a Length of 10 means that 10 characters are allowed for the field on the check.

Table 5.1—Check Forms Terms (Continued)

Term	Definition
Line	The horizontal position of a piece of information. Lines are counted from the top of the form. Zero (0) may be entered to suppress printing of the field.
Option	Field specific information. Press F1 for a list of valid options.

## DEFINING CHECK FORMATS

Because a default check format for that FIA was added when you defined your FIAs (Financial Institution accounts), use the following steps to modify the existing check format. (Remember: You can define only one check format per FIA.)

1. Click **Setup > Check Formats** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Check Formats** from the menu bar.
2. Type *C* to enter information. The system asks for the FIA (or “Bank”) name (*Figure 5.1*). Press F1 to see a list of your payroll FIAs (i.e., FIAs with a By Use association with Payroll/Personnel).

Figure 5.1—Enter FIA Name



3. Enter the FIA name or select from the F1 list. Page 1 of the Define Check Format record displays (Figure 5.2).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>
PR - Define Check Formats
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..: Y - 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.: 5

| Form control being changed. | 1 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 5.2—Define Check Formats, Page 1 of 9

4. Complete fields 1 and 2, which define the printing and stub options, according to Table 5.2.

Table 5.2—Define Check Formats Field Definitions—Fields 1 and 2

Field	Options	Definition
Print Options		This field defines how the stub portion of the form is printed.
Suppress Feed	Y	Suppress initial form feed. The first check prints on the check form currently in the printer. The waste of check forms is determined by the printer and the operating system.
	N	Do not suppress initial form feed. Advances one form, then prints the first check.
Suppress Fcount	Y	Suppress the **** Number of lines printed **** message.
	N	Do not suppress the **** Number of lines printed **** message. One form is lost at the end since it contains this message.
Laser print	Y	Laser printing is used for checks. Select only if you are using an ACOM printer.
	N	Laser printing for checks is not used. <ul style="list-style-type: none"> <li>• Enter N unless you are using ACOM printers.</li> </ul>

Table 5.2—Define Check Formats Field Definitions—Fields 1 and 2 (Continued)

Field	Options	Definition
Timecard hist	Y N R	Timesheet history can be printed on the check stub if timesheet history is maintained by answering Y in the Keep history field under Time card options in the payroll parameter.  Print timesheet history.  Do not print timesheet history.  Print history—sum by rate.
Stub vertical	Y N	Defines the vertical position of the stub portion of the form.  Stub vertical position is used. Using 300 dots per inch as the rule, enter a Y position.  Stub vertical position is not used. A standard check with stub on the top is used.  • Enter N unless you are using ACOM printers.
<p>Note: Defining the stub vertical, form vertical and time vertical is only available for laser check printing, if you answered Laser print—Y—Laser printing is used for checks <i>and</i> you are using ACOM printers. You determine the order of the stub, the body of the check, and timesheet history that print on the check. Refer to your printer manual for specific information.</p>		
Form vertical	Y N	Defines the vertical position of the check portion of the form.  Check vertical position is used. Using 300 dots per inch as the rule, enter a Y position.  Check vertical position is not used. A standard check with stub on the top is used.
Time vertical	Y N	Defines the vertical position of the timesheet portion of the form.  Check vertical position is used. Using 300 dots per inch as the rule, enter a Y position.  Check vertical position is not used. A standard check with stub on the top is used.
Detail line options		
Stub dtl lines	The number of lines of earnings, taxes, and deductions to appear on the check stub. • 0—No stub detail is printed. • 1–50—Number of detail lines on stub; 11 is the default.	

Table 5.2—Define Check Formats Field Definitions—Fields 1 and 2 (Continued)

Field	Options	Definition
Time dtl lines		The number of lines of timesheet history, earning items, and amounts to appear on the timesheet history stub.
	0 1-50	No information is printed. Number of detail lines on timesheet history stub; 0 is the default. Note: If you have more timesheet history detail lines than are defined, the system will total the remaining lines. For example, Time dtl lines is 5, you have 7 lines of timesheet history. The first four lines of timesheet history will print in detail and the remaining three lines will be summed and printed on the remaining line.

5. Press ENTER or PAGE DOWN to move to the next field. Page 2 of the Define Check Format record displays (Figure 5.3).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>  <_ >
PR - Define Check Formats
Bank.....: 1                               Changed.: 08/08/00
                                           User.....: 00101
3> Stub heading      Column  Length  Data item
Emp nbr - name.:    2         30
Optional 1.....:   31        30   .ADDR 1
Optional 2.....:   62        30   .CITY
Date.....:         64        10
Form number.....:   78        12

| Form control being changed. | 2 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 5.3—Define Check Formats, Page 2 of 9

- Complete field 3, which defines the placement of the stub header line, according to Table 5.3.

Table 5.3—Define Check Formats Field Definitions—Field 3

Field	Options	Definition
Stub heading		These fields define the content and placement of the stub header line. For each possible field on the check stub, a Column and Length must be specified. Optional 1 and Optional 2 may contain an employee data item. Enter zeroes to not print a field.
Emp nbr-name	Employee number and name.	Minimum length is 9 characters.
Optional 1	Employee data item	Optional information that will print at the top of the stub. Minimum length is 1.
Optional 2	Employee data item	Optional information that will print at the top of the stub. Minimum length is 1.
Date	Date	Minimum length is 12 characters.
Form number	Check number	Minimum length is 12 characters (7 digits for the system number, 1 digit for the hyphen, and 4 digits for the form sequence number).

- Press ENTER or PAGE DOWN to move to the next field. Page 3 of the Define Check Format record displays (Figure 5.4).

```

Demo User          Division 95          04/17/2002
Enter field to be changed (<0 to accept>          <_ >
----- PR - Define Check Formats -----
Bank.....: 1                               Changed.: 08/08/00
User.....: 00101
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.

-----| Form control being changed. |----- 3 of 9
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 5.4—Define Check Formats, Page 3 of 9

8. Complete field 4, which defines the placement of the stub detail, according to *Table 5.4*.

*Table 5.4—Define Check Formats Field Definitions—Field 4*

Field	Options	Definition
Stub detail		These fields define the content and placement of stub earning information. For each possible field on the check stub, a Column and Length must be specified. The Length field has a minimum length of 5 characters. For each field containing hours or amounts, you must also enter an option for the printing of commas and decimals. Valid options are:
	ENTER	Normal format with commas and decimals.
	1	Suppress commas.
	2	Suppress decimal places.
	3	Suppress both commas and decimals.
4	Commas and decimals must be considered in field length.	
Earnings desc		Short description for an earnings item (field 2 of the HDI definition)
Cur hours		Current hours
Cur amount		Current amount
Ytd hours		Year-to-date hours
Ytd amount		Year-to-date amount
Taxes/deds desc		Short description for taxes and deductions (field 2 of the HDI definition)
Cur amount		Current amount
Ytd amount		Ytd amount

- Press ENTER or PAGE DOWN to move to the next field. Page 4 of the Define Check Format record displays (Figure 5.5).

```

Demo User          Division 95          04/17/2002
Enter field to be changed (<0 to accept>          < >
PR - Define Check Formats
Bank.....: 1          Changed.: 08/08/00
User.....: 00101

5) Form detail          Line  Column  Length
Form number....:      6      64      12
Amount <alpha>.:     10       8      40
Date.....:         10      51      10
Amount <number>.:    10      63      21
Address line 1.:    13       8      35
Address line 2.:    14       8      35
Address line 3.:    15       8      35
Address line 4.:    16       8      35
Address line 5.:    17       8      35

| Form control being changed. |          4 of 9
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 5.5—Define Check Formats, Page 4 of 9

- Complete field 5, which defines the placement of check detail information, according to Table 5.5.

Table 5.5—Define Check Formats Field Definitions—Field 5

Field	Options	Definition
Form detail		This field defines content and layout of the detail portion of the check. Line, Column, and Length must be entered for each field.
Form number		Internal system number. Minimum length is 12 characters.
Amount (alpha)		Amount of the check written out like Seven hundred and fifty dollars. Minimum length is 40. If amount does not meet maximum size, it is filled with *** to prevent modification of the check amount.
Date		Check date. Minimum length is 10 characters.
Amount (number)		Numeric amount of check. If amount does not meet maximum size, it is filled with *** to prevent modification of check amount.
Address 1-5		Name and address of employee. If smaller field lengths are entered, the information is truncated.

- Press ENTER or PAGE DOWN to move to the next field. Page 5 of the Define Check Format record displays (Figure 5.6).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>
PR - Define Check Formats
Bank.....: 1
6> Form items      Option              Extract      Item        Lin Col Len
   Item 1.....: N-Not used.
     1 text.....:
     2.....: N-Not used.
     2 text.....:
     3.....: N-Not used.
     3 text.....:
Changed.: 08/08/00
User....: 00101
-----| Form control being changed. |----- 5 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 5.6—Define Check Formats, Page 5 of 9

- Complete field 6, which defines the placement of Data Items and their values to print on the check form, according to Table 5.6.



The monthly hours for the Historical Data Item Hourly is defined to print after the text Hours Worked on the check form.

Table 5.6—Define Check Formats Field Definitions—Field 6

Field	Options	Definition
Form Items		These fields define the content and placement of up to three data items values and text that can appear on the check form. For each data item defined for the check form, a Line, Column, and Length must be defined.
Option	N E C M Q H Y B T A	Not used (default) Employee item Current total Monthly total Quarterly total Half year total Yearly total Beginning total Total for year Annual total

Table 5.6—Define Check Formats Field Definitions—Field 6 (Continued)

Field	Options	Definition
Extract	N	Not used (default)
	H	Hours
	A	Amount
	O	Other
	1	Basis hours
	2	Basis amount
	3	Basis other
Data item	Press F1 for a list of existing data items in the system to select, a list of historical data items is displayed for all Option selections except E—Employee Item. If E—Employee item is selected, pressing F1 displays a list of Employee Data Items.	
Text	Text to prefix data item printed on the check form. The text will not print if the data item does not exist for the employee or the data item value is zero.	

- Press ENTER or PAGE DOWN to move to the next field. Page 6 of the Define Check Format record displays (Figure 5.7).

```

Demo User          Division 95          04/17/2002
Enter field to be changed (<0 to accept>          <_>
PR - Define Check Formats
Bank.....: 1          Changed.: 08/08/00
User.....: 00101
?> Time heading      Column Length Data item
Emp nbr - name.:      1      10
Optional 1.....:      0       0
Optional 2.....:      0       0
Date.....:           12      10
Form number.....:     22       7
First date.....:     31      10
Last date.....:     43      10

| Form control being changed. | 6 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 5.7—Define Check Formats, Page 6 of 9



- Complete field 7, which defines the heading for the optional third part of the check form (timesheet history), according to *Table 5.7*. Note: These fields will not display if the Payroll parameter Keep History option (field 3) is defined as N.

*Table 5.7—Define Check Formats Field Definitions—Field 7*

Field	Options	Definition
Time heading		These fields define the content and placement of the timesheet header line. For each possible field on the timesheet stub, a Column and Length must be specified. Optional 1 and Optional 2 may contain an employee data item. Enter zeroes to not print a field.
Emp nbr-name		Employee number and name. Minimum length is 9 characters.
Optional 1		Optional information, enter an employee data item. Minimum length is 1 character.
Optional 2		Optional information, enter an employee data item. Minimum length is 1 character.
Date		Date. Minimum length is 10 characters.
Form number		Internal system number. Minimum length is 12 characters.
First date		First date of timesheet history. Minimum length is 10 characters.
Last date		Last date of timesheet history. Minimum length is 10 characters.

- Press ENTER or PAGE DOWN to move to the next field. Page 7 of the Define Check Format record displays (*Figure 5.8*).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>  <__>
PR - Define Check Formats
Bank.....: 1                               Changed.: 08/08/00
                                           User.....: 00101
8) Time detail      Column  Length  Option
Date.....:         1      10
Entry.....:        11       5
Earn item.....:     18      10
Rate item.....:     28       7
Shift item.....:     0       0
Rate value.....:     0       0
Shift value.....:     0       0
Cost code.....:     0       0
Hours.....:         56       5   -
Rate.....:         63       5   -
Amount.....:        70      10   -
-----| Form control being changed. |----- 7 of 9
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

*Figure 5.8—Define Check Formats, Page 7 of 9*

16. Complete field 8, which defines the detail for the optional third part of the check form (timesheet history), according to *Table 5.8*.

*Table 5.8—Define Check Formats Field Definitions—Field 8*

Field	Options	Definition
Time detail	These fields define the content and placement of timesheet detail information. For each possible field on the timesheet stub, a Column and Length must be specified. Enter a 0 for columns not to appear. The Length has a minimum length of 5 characters. For Hours and Rate, the following options apply for the printing of commas and decimals. For Amount, only the first three options apply:	
	ENTER	Normal format with commas and decimals.
	1	Suppress commas.
	2	Suppress decimal places.
	3	Suppress commas and decimals.
	4	Print only 2 decimals.
	5	Print 2 decimals, no commas.
Date	Business date of the timesheet.	
Entry	Unique number for each timesheet.	
Earn item	Historical Data Item used to create timesheets.	
Rate item	Employee Data Item that contains the salary amount, hourly, or unit rate of pay.	
Shift item	Employee Data Item that stores shift differentials.	
Rate value	Rate value • For classified setups, this is the name of the rate edit value.	
Shift value	Shift value • For classified setups, this is the name of the rate edit value.	
Costcode	Costcode • For classified setups, this is the name of the rate edit value.	
Hours	Hours	
Rate	Rate	
Amount	Amount	

17. Press ENTER or PAGE DOWN to move to the next field. Page 8 of the Define Check Format record displays (Figure 5.9).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>          <_0>
PR - Define Check Formats
Bank.....: 1          Changed.: 08/08/00
User.....: 00101

9) Laser options
Send init code.: N - Don't use init codes.
Symbol.....: N - Don't print symbol.
Signature.....: N - Don't print signature.
LOGO.....: N - Don't print LOGO.
Bank LOGO.....: N - Don't print bank info.
Aux on-us<MICR>.: N - Don't print aux on-us <MICR>.
Transit <MICR>.: N - Don't print Transit <MICR>.
On-us <MICR>...: N - Don't print ON-US <MICR>.
MICR font.....: N - MICR codes are not used.
Send addit code.: N - Don't send additional codes.
Send term code.: N - Don't send termination codes.

| Form control being changed. | 8 of 9
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 5.9—Define Check Formats, Page 8 of 9



Page 8 and Page 9 of the Define Check Formats record are used only if set the Laser print parameter (Field 1) to Y—Use laser printer. You should only use that setting and the fields on Page 8 and Page 9 if you use an ACOM printer.

18. If you are not using ACOM printers, all settings should be *N*. However, if you are using ACOM printers, complete field 9 to define the use of laser codes, according to Table 5.9.

Table 5.9—Define Check Formats Field Definitions—Field 9

Field	Options	Definition
Laser options		This field defines the use and position of numerous laser codes.
Send init code	Y	Use initial codes.
	N	Do not use initial codes.
	F	Download a file. File name: ##_CK1 where ## is the division number.
Symbol	Y	Check symbol is printed; enter X and Y positions.
	N	Check symbol is not printed.

Table 5.9—Define Check Formats Field Definitions—Field 9 (Continued)

Field	Options	Definition
Signature	Y	Print signature; enter X and Y positions.
	N	Do not print signature.
Logo	Y	Print company logo; enter X and Y positions.
	N	Do not print company logo.
FIA logo	Y	Print FIA logo; enter X and Y positions.
	N	Do not print FIA logo.
AUX on-us (MICR)	Y	Print auxiliary on-us MICR codes; enter X and Y positions.
	N	Do not print auxiliary on-us codes.
Transit (MICR)	Y	Print transit codes, enter X and Y positions.
	N	Do not print transit codes.
On-us (MICR)	Y	Print on-us codes, enter X and Y positions.
	N	Do not print on-us codes.
MICR font	Y	MICR font is used.
	N	MICR font is not used.
Send addit code	Y	Additional codes are used.
	N	Additional codes are not used.
	F	Download a file. File name: ##_CK2 where ## is the division number.
Send term code	Y	Send termination codes.
	N	Do not send termination codes.

19. Press ENTER or PAGE DOWN to move to the next field. Page 9 of the Define Check Format record displays (Figure 5.10).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>  <_>
PR - Define Check Formats

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

10) Laser codes
  Init codes.....: Not in use.
  Symbol codes...: Not in use.
  Signature codes: Not in use.
  LOGO codes.....: Not in use.
  Bank LOGO codes: Not in use.
  Aux on-us codes: Not in use.
  Transit codes..: Not in use.
  On-us codes....: Not in use.
  MICR font code.: Not in use.
  Additn'l codes.: Not in use.
  Terminate codes: Not in use.

| Form control being changed. | 9 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 5.10—Define Check Formats, Page 9 of 9

20. If you are not using ACOM printers, all settings should be *N*. However, if you are using ACOM printers, complete field 10 to define the actual laser codes, according to Table 5.9.

Table 5.10—Define Check Formats Field Definitions—Field 10

Field	Options	Definition
Laser codes		This field defines the actual laser codes. You are only prompted for fields that were activated. A Y was entered in the Laser options field. For all of these fields, a single pipe symbol ( ) indicates an escape character; a double pipe symbol (  ) indicates a carriage return/new line sequence.
Init codes	20 characters	The initial codes.
Symbol codes	55 characters	The check symbol codes.
Signature code	55 characters	The codes that make up the signature.
Logo codes	55 characters	The codes that define the company logo.
FIA logo codes	55 characters	The codes that define the FIA logo.

Table 5.10—Define Check Formats Field Definitions—Field 10 (Continued)

Field	Options	Definition
AUX on-us codes	space = prints space 0–9 = print nbr & = transit symbol \$ = amount symbol / = on-us symbol - = dash symbol @ = check number	The auxiliary on-us codes in the MICR line.
Transit codes	space = prints space 0–9 = print nbr & = transit symbol \$ = amount symbol / = on-us symbol - = dash symbol	The transit codes in the MICR line.
On-us codes	space = prints space 0–9 = print nbr & = transit symbol \$ = amount symbol / = on-us symbol - = dash symbol @ = check number	The on-us codes in the MICR line.
MICR font code	55 characters	The font for the MICR line.
Additional codes	55 characters	The additional codes.
Terminate codes	20 characters	The termination codes.

## USING THE TIMESHEET HISTORY STUB FEATURE

When you produce your timesheets, FundWare can include an additional stub with timesheet history, earning items, and amounts. To use this feature, certain fields in the Payroll parameter and check format must be defined with specific settings, according to the following instructions.

1. Click **Setup > Payroll Parameter** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Payroll Parameter** from the menu bar.
2. Type *C* to change information. Page 1 of the Payroll Parameter displays (*Figure 5.11*).

```

Demo User          Division 95          01/27/2003
-----
PR - Define Payroll Parameter
Parameter.....: PYLS                      Changed.: 00/00/00
                                           User.....: 00000
1) Configuration
Tax mode.....: U
--Earning Type--
Salary.....: 0      - No salary earnings.
  Classified...: N    - Salaries not classified.
Hourly.....: 0      - No hourly earnings.
  Classified...: N    - Rates not classified.
Other.....: 0       - No other earnings.
  Classified...: N    - Other rates not classified.
Shift emps....: N    - No shift employees.
Costcode.....: N    - No costcode used.
Dist tables....: N    - No distribution tables used.
-----
| Parameter being added. |----- 1 of 4
ESC=Stop  F1=Help  F2=Skip  F4=Paint

```

Figure 5.11—Define Payroll Parameter, Page 1 of 4

3. Access field 3—Timecard options, on page 3 of the Payroll Parameter (*Table 5.12*).

Demo User	Division 95	01/27/2003
PR - Define Payroll Parameter		
Parameter.....: PYLS		Changed.: 00/00/00 User....: 00000
3) Timecard options		
Keep history...: Y	- Keep time card history.	
Day check.....: N	- No day checking.	
Period check...: N	- No period checking.	
4) Ledger options		
Ledger post....: Y	- Post to General Ledger.	
Post units.....: N	- No units posted.	
Labor journal...: LABOR		
Compress.....: 1	- Compress liabilities.	
Paid journal...: PAYRL		
Compress.....: 1	- Compress liabilities.	
Accrued account:		
Parameter being added.		3 of 4
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 5.12—Define Payroll Parameter, Page 3 of 4

4. Ensure that Keep history setting is Y—Keep time card history.
5. Press ESC and type 0 to save your settings.
6. Type E to exit the task.
7. Click **Setup > Check Formats** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Check Formats** from the menu bar.
8. Type C to enter information. The system asks for the FIA (or “Bank”) name. Press F1 to see a list of your payroll FIAs (i.e., FIAs with a By Use association with Payroll/Personnel).



9. Enter the FIA name or select from the F1 list. Page 1 of the Define Check Format record displays (Figure 5.2).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>
PR - Define Check Formats
Bank.....: 1          Changed.: 08/08/00
User.....: 00101

1) Print options
  Suppress Ffeed.: Y - Suppress initial form feed.
  Suppress Pcount.: Y - Suppress # of lines message.
  Laser print....: N - Use line printer.
  Timecard hist...: Y - 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.: 5

| Form control being changed. | 1 of 9
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 5.13—Define Check Formats, Page 1 of 9

10. Access field 1—Print Options.
11. In the Timecard history field, ensure that the setting is either of the following:

- Y—Print timesheet history.
- R—Print history—sum by rate.

If the setting is N—Do not print timesheet history, FundWare will not produce the timesheet history stub.

12. Access field 2—Detail Line Options.
13. In the Time dtl lines field, enter the number of lines that FundWare should display in the timesheet history stub for timesheet history, earning items, and amounts:
- 0—No information is printed.
  - 1–50—Number of detail lines on timesheet history stub; 0 is the default.



If you have more timesheet history detail lines than are defined, the system will total the remaining lines. For example, Time dtl lines is 5, you have 7 lines of timesheet history. The first four lines of timesheet history will print in detail and the remaining three lines will be summed and printed on the remaining line.

14. Move to field 7—Time heading on page 6 of the Define Check Format record (Figure 5.7).

```

Demo User          Division 95          04/17/2002
Enter field to be changed (<0 to accept)  < >
PR - Define Check Formats
Bank.....: 1                               Changed.: 08/08/00
User.....: 00101
?> Time heading      Column  Length  Data item
Emp nbr - name.:      1      10
Optional 1.....:      0       0
Optional 2.....:      0       0
Date.....:           12      10
Form number.....:     22       7
First date.....:     31      10
Last date.....:     43      10

| Form control being changed. | 6 of 9
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 5.14—Define Check Formats, Page 6 of 9

15. Complete the fields to define the heading for the timesheet history stub, according to Table 5.11. Note: These fields will not display if the Payroll parameter Keep History option (field 3) is defined as N.

Table 5.11—Define Check Formats Field Definitions—Field 7

Field	Options	Definition
Time heading		These fields define the content and placement of the timesheet header line. For each possible field on the timesheet stub, a Column and Length must be specified. Optional 1 and Optional 2 may contain an employee data item. Enter zeroes to not print a field.
Emp nbr-name		Employee number and name. Minimum length is 9 characters.
Optional 1		Optional information, enter an employee data item. Minimum length is 1 character.
Optional 2		Optional information, enter an employee data item. Minimum length is 1 character.
Date		Date. Minimum length is 10 characters.
Form number		Internal system number. Minimum length is 12 characters.
First date		First date of timesheet history. Minimum length is 10 characters.
Last date		Last date of timesheet history. Minimum length is 10 characters.

16. Press ESC and type 0 to save your settings.

17. Type *E* to exit the task.
18. When producing checks, you can control the information included in the timesheet history stub by entering a date range (*Figure 5.15*) on the Produce Checks window of the Check Wizard.

**Produce Checks**

**1. Verify the check date**

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.

Date Range  All  To

Figure 5.15—Produce Checks

## LASER PRINTING

American Fundware, Inc. is not liable for rejected checks created with the Laser Printing feature for ACOM printers only. It is the sole responsibility of the client to ensure that:

- The MICR line is accurate,
- Printed within tolerances,
- Printed on 24-pound or greater long-grain paper, and
- The toner used has the proper signal strength.

We *strongly* advise that you test the check format by printing example checks (*Figure 5.16*). Additionally, you should strictly control and monitor access to the cartridge.

Maybelle		04/17/2002		1610-0004		Stub heading			
Earnings	Cur hrs	Cur amt	Ytd hrs	Ytd amt	Taxes/Deds		Cur amt	Ytd amt	
Sick hours	4.00		12.00		FWT	7.19	7.19	Stub detail	
Hourly	40.00	600.00	40.00	600.00	FICA	37.20	37.20		
E Health		95.00		95.00	Colo. SWT	6.00	6.00		
E Pension		30.00		30.00	United Way	10.00	10.00		
E Life Ins		15.00		15.00	Cred Union	45.00	45.00		
					Health Ins	225.00	225.00		
					Cafe/Life	50.00	50.00		
Earnings.:		600.00		600.00	Employee.....:5				
Less tax.:		50.39		50.39					
Less ded.:		330.00		330.00					
Net pay..:		219.61		219.61					
							1610	Form detail	
*****219 Dollars and 61 Cents							04/17/2002		*****219.61
Oda M Pineapple									
13 Sweet William Street									
Maybelle CO 83450									

Figure 5.16—Sample Check

## CHAPTER 6

### DEFINING DIRECT DEPOSIT

Direct deposit (also known as Electronic fund transfer, or EFT) allows you to produce a file for the electronic transfer of payroll funds rather than physical check forms. You submit this file to the financial institutions to transfer the monies to the accounts specified by the employee.

Implementing direct deposit into your organization will be a major task initially, but once it is functioning, paperwork will be significantly reduced.

- No checks to print. Direct deposit stubs can be produced on plain paper. (Similar to paychecks, stubs provide the same information but display “Non-negotiable.”)
- No checks to sign.
- No checks to be reconciled.
- No checks to be lost by employees or lost in the mail; therefore, no checks to reissue.
- Employees can indicate multiple distributions for their pay. For example, Employee A deposits 80% of net to a checking account and 20% to a savings account. Employee B deposits \$1,000 to checking, makes a \$400 payment to her mortgage, and deposits the remainder in a Christmas savings fund.



Employees with direct deposit errors are not included in the direct deposit file. These employees do not receive a direct deposit form; instead a physical check is produced for employees with direct deposit errors.

If you are setting up your FundWare Payroll system and want to use the direct deposit feature, we recommend that you set up and produce at least your first two payrolls as regular checks. There is a certain amount of “tweaking” that even the most well-thought out setup requires. Get your payroll and your payroll personnel to a solid level of confidence and then implement direct deposit, as it is generally more difficult to correct errors using direct deposit than physical check forms.

## FILE FORMAT

This feature was developed from information received from the National Automated Clearing House Association (NACHA). The files created by the Payroll/Personnel check writing task is in accordance with the NACHA file guidelines and is accepted by most banks (i.e., you should not need any additional bank software).

The payroll manager or controller for your organization should work with your bank (i.e., financial institution) to produce and test a sample file. If NACHA format is not accepted, the file will require additional processing, which your bank may or may not be willing to perform.

When you complete the check writing task for direct deposit, the system creates the following files (where ## is your division number):

- ##PYN file in the Data folder, and
- ##PY2 in your Data folder if you answered T or U in the File format field in the direct deposit parameter record. You will submit the ##PY2 file to your financial institution.
- PYSTUB.L## in your Data folder. Print this file and distribute to the employee.



##PYN and ##PY2 cannot be viewed through Print Manager. If you wish to view these files, you must use a Note Pad (or similar text program).

## WARNING—PAYROLL ALWAYS OVERWRITES THESE FILES

As you work with the direct deposit feature, you must constantly be aware that each time you produce checks and direct deposits through the check wizard, the system overwrites the previous file. You must make sure that you have completed the direct deposit process before you can begin a new direct deposit payroll.

For example, if you are using the selection feature (see *Using the Selection Feature* on page 1.228) to create separate files for each financial institution, you must make sure that you completely finish one direct deposit process before beginning the next.

Also, when you create a prenotification file (see *Creating the Prenotification File Separate From the Check Wizard* on page 1.211), you are creating the same files (##PYN and ##PY2). So you must take care to process a prenotification with the understanding that you are overwriting the last direct deposit file.

## SETTING UP YOUR DIRECT DEPOSIT SYSTEM

The setup process for Payroll's Direct Deposit system has a number of steps:

1. Gather the necessary bank and employee information.
2. Define the payroll parameter setting.
3. Define the direct deposit parameters for each FIA.
4. Define direct deposit form formats for each FIA.
5. Define the direct deposit information for each employee.
6. Create a prenotification file to test the system.

## GATHERING YOUR INFORMATION

You need to ask your bank the following questions:

- Can you process a NACHA formatted file? If not, the bank may be willing to change the file into a format it can use.
- If NACHA format is acceptable, ask the bank if they want:
  - The file control records, and
  - The employer control records.
- Also, the bank may have a guidebook or other documentation of the tasks required to setup and operate direct deposit. Ask your bank when the file will be posted and how errors will be addressed.

You should also gather the following information from your employees:

- Bank name(s),
- Account number(s),
- Deposit and payment amounts or percentages.

With this information find the Depository Financial Institution (DFI) numbers for each financial institution, verify account numbers, determine what cycles and direct deposit selection values are necessary (if any).

## DEFINING THE PAYROLL PARAMETER SETTING

Before you can begin the direct deposit setup tasks, you must ensure that the payroll parameter is defined to allow electronic fund transfers. You probably did this when you defined the payroll parameter, but you should ensure that the Elec fund xfer entry in Field 2 of the payroll parameter is set to *Y*—EFT is used (*Figure 6.1*).

```

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

2) User options
  Log emp maint...: N      - No logging of employee changes
  Post to A/P....: Y      - Post to Accounts Payable.
  Date format....: 1      - MM/DD/YYYY
  Amount format...: N     - Print check amount as number.
  Auto employee...: Y     - Search for next employee.
  Multiple checks: N     - Only 1 check per employee.
  Elec fund xfer.: Y     - EFT is used.
  Ext check title: Check
  Scramble checks: N     - Do not scramble check file.

| Parameter being changed. | 2 of 4
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure 6.1—Elec Fund Xfer With an Entry of Y

When you save the payroll parameter, the system creates several employee data items (beginning with .EFT) that are required for direct deposit. These data items require no editing or changing, and they should be largely invisible to you as a user.

## DEFINING THE DIRECT DEPOSIT PARAMETERS

Direct deposit parameters define company information for the transmittal file. Use the following steps to modify the direct deposit parameter (created automatically when you save the Payroll parameter defined for direct deposit).



You should refer to the *NACHA Operating Rules Manual* and communicate with your bank to define these fields correctly.

1. Click **Setup > EFT Parameters** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > EFT Parameters** from the menu bar.



- Type *C* to enter information. The system asks for the FIA usage ID (*Figure 6.2*). Press *F1* to see a list of your payroll FIAs (i.e., FIAs with a By Use association with Payroll/Personnel).

```

Demo User          Division 95          02/07/2003
-----
PR - Define EFT Parameters
Bank.....: _____

| Elec fund xfer being changed. |
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 6.2—Enter FIA Name

- Enter the FIA usage ID or select from the *F1* list. Page 1 of the Define EFT Parameters record displays (*Figure 6.3*).

```

Demo User          Division 95          04/17/2002
-----
Enter field to be changed <0 to accept>      <_ >
PR - Define EFT Parameters
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 DF1 Id...: 00141217
Incl what recds.: 3 - Include all records.

| Elec fund xfer being changed. |           1 of 2
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 6.3—Define EFT Parameters, Page 1 of 2

4. Complete field 1, which defines the company information that will be sent to bank as part of the direct deposit file, according to *Table 6.1*.

*Table 6.1—Direct Deposit Field Definitions—Field 1*

Field	Options	Definition
Direct Deposit Information		This field defines the company information portion of the file. See the NACHA Operating Rules Manual for more detailed information about each field.
Company name	16 characters	Your organization's name. Use upper case letters only.
Company ID	10 alphanumeric	Your organization's identification number. Must be one of the following options: <ul style="list-style-type: none"> <li>• 1##### IRS Employer ID (EIN)</li> <li>• 3##### Data Universal Numbering System (DUN)</li> <li>• 9***** (User-defined value)</li> </ul>
Discretionary	20 characters	Discretionary information. Use upper case letters only.
Entry desc	10 alphanumeric	Description of entry. Use upper case letters only.
Effective days	2 digits	The day, relative to the check date, the file is posted. For example, enter 00 (zero, zero) and the file posts on the check pay date. The file is stamped with the check pay date, not the creation date.  Effective days are added to the pay date which is the date on file. For example, an effective day of 1 indicates that the file posts one day after the check date. Verify with your FIA. Some FIAs always process files on the next business day. Work closely with your ACH agent to obtain the correct entry for this file.
Origin DFI ID	8 digits	The transit/routing number of the originating DFI number. This DFI number is the routing number for the debit offset, if it is enabled. <ul style="list-style-type: none"> <li>• The number 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.</li> <li>• This field is required. If necessary, enter a fictional number to avoid receiving errors when you produce checks.</li> </ul>

Table 6.1—Direct Deposit Field Definitions—Field 1 (Continued)

Field	Options	Definition
Incl what rcds		This field defines what records are included in the file. Ask your FIA what information they need and define this field accordingly.
	0	Include only PPD entry records.
	1	Include file records.
	2	Include company records.
	3	Include all records.

5. Press ENTER or PAGE DOWN to move to the next field. Page 2 of the Define EFT Parameters record displays (Figure 6.4).

```

Deno User          Division 95          04/17/2002
Enter field to be changed <0 to accept>      <_>
PR - Define EFT Parameters
Bank.....: 1                               Changed.: 08/08/00
User.....: 00101
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.

| Elec fund xfer being changed. | 2 of 2
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.4—Define EFT Parameters, Page 2 of 2

6. Complete field 2, which defines the FIA information, according to *Table 6.2*.

*Table 6.2—Direct Deposit Field Definitions—Field 1*

Field	Options	Definition
Immed Dest Name	23 alphanumeric	The name of the ACH Operator or receiving point that will process the file. Obtain correct entry from your ACH agent. Check with your FIA to define this field. Use upper case letters only.
Immed Orig Name	23 alphanumeric	The name of the ACH Operator or sending point for this file. Obtain correct entry from your ACH agent. Check with your FIA to define this field. Use upper case letters only.
Immediate Dest	10 alphanumeric	The transit/routing number of the ACH Operator or receiving point that will process the file. Obtain correct entry from your ACH agent and check with your FIA to define this field. the correct entry for this field is as follows: XXXXXXXXXXXX where X represents a space and Y represents the value given to you by your ACH agent.
Immediate Orig	10 alphanumeric	The financial institution that will submit the ACH data. Obtain correct entry from your ACH agent and check with your FIA to define this field. The correct entry for this field is as follows: XXXXXXXXXXXX where X represents a space and Y represents the value given to you by your ACH agent.
Debit Offset	Y N	This field allows you to create a detail record in your FIA file that will debit the account specified in the Debit Bank Acct field. In addition, the number in the Origin DFI ID field is used for this entry.  Answer Y if your FIA requires an entry for the total of all credit entries. This will create a debit offset record in the current FIA file.  No debit offset record for the current FIA file.
Debit Bank Acct	17 alphanumeric	The Debit FIA account. This is used with the origin DFI for the account and FIA for the offset withdrawal. Enter the value of the account to be debited here. Remember that the FIA number is the value in the Origin DFI ID field and will be the DFI value in the FIA file offset record.

Table 6.2—Direct Deposit Field Definitions—Field 1 (Continued)

Field	Options	Definition
Status code		This field specifies what type of entry is submitted to the FIA file. The usual entry is 1, a financial institution.
	0	File is prepared by ACH Operator.
	1	Financial institution.
	2	Federal Agency, exempt.
File Format	Y	Include 9 trailer records. Using this entry will allow the size of the FIA file to be an exact multiple 940 bytes. <ul style="list-style-type: none"> <li>• Produces only the ##PYN file.</li> </ul>
	N	Do not include 9 records. <ul style="list-style-type: none"> <li>• Produces only the ##PYN file.</li> </ul>
	T	A carriage return/line feed will be placed after each 94th character. In addition, 9 trailer records will be included as explained in the Y option above. <ul style="list-style-type: none"> <li>• Produces the ##PYN and ##PY2 files. Transmit the ##PY2 file to your financial institution.</li> </ul>
	U	A carriage return/line feed will be placed after each 94th character. 9 trailer records are not used. <ul style="list-style-type: none"> <li>• Produces the ##PYN and ##PY2 files. Transmit the ##PY2 file to your financial institution.</li> </ul>

7. Press ESC to display the Define EFT Parameters options.
8. Type *E* to end the session and return to the **Setup** menu.

## DEFINING DIRECT DEPOSIT FORM FORMATS

When you defined an FIA (Financial Institution account), a direct deposit form for that FIA was added for you. You may wish to modify the standard direct deposit form, which defines the format of the PYSTUB.L##. Separate format definitions allow you to define your checks and direct deposits differently. You may print a three-part direct deposit form with the stub, the body of the non-negotiable check, and timesheet history.

You can define the size, position, and content of the stub, the non-negotiable check, and the timesheet history. Formatting the direct deposit form requires the entry of character positions and field sizes for the data printed on the direct deposit form. Direct deposit stubs can be printed on stub forms or on plain paper.

Use the following steps to modify the existing Direct Deposit Form Formats record. (Remember: You can define only one direct deposit format per FIA usage.)

1. Click **Setup > EFT Form Formats** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > EFT Form Formats** from the menu bar.
2. Type *C* to enter information. Page 1 of the Define EFT Form Format record displays (*Figure 6.5*).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>      <_ >
PR - Define EFT Form Formats
Bank.....: 1                               Changed.: 08/08/00
User.....: 00101

1) Print options
  Suppress Pfeed.: Y - Suppress initial form feed.
  Suppress Pcount.: 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.: 50
  EFT time lines.: 0

Form control being changed. | 1 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.5—Define EFT Form Formats, Page 1 of 9

3. Complete fields 1 and 2, which define the printing and detail line options, according to *Table 6.3*.

Table 6.3—Direct Deposit Field Definitions—Fields 1 and 2

Field	Options	Definition
Print Options		This field defines how the stub portion of the Direct Deposit form is printed.
Suppress Feed	Y	Suppress initial form feed. The first Direct Deposit form prints on the Direct Deposit stub or paper currently in the printer. The waste of stubs or paper is determined by the printer and the operating system.
	N	Do not suppress initial form feed. Advances one form, then prints the Direct Deposit form.

Table 6.3—Direct Deposit Field Definitions—Fields 1 and 2 (Continued)

Field	Options	Definition
Suppress Fcount	Y	Suppress the ****Number of lines printed **** message.
	N	Do not suppress the **** Number of lines printed **** message. One form is lost at the end since it contains this message.
Laser print	Y	Laser printing is used for Direct Deposit forms.
	N	Laser printing for Direct Deposit forms is not used. • Enter <i>N</i> unless you are using ACOM printers.
Timecard hist		Timesheet history can be printed on the Direct Deposit form if timesheet history is maintained by answering <i>Y</i> in the Keep history field under Timecard options in the payroll parameter.
	Y	Print timesheet history.
	N	Do not print timesheet history.
Stub vertical	R	Print history—sum by rate.
	Y	Defines the vertical position of the stub portion of the form. Stub vertical position is used. Using 300 dots per inch as the rule, enter a <i>Y</i> position.
	N	Stub vertical position is not used. A standard Direct Deposit check format with stub on the top is used. • Enter <i>N</i> unless you are using ACOM printers.
Note: Defining the stub vertical, form vertical, and time vertical is only available for laser Direct Deposit form printing, if you answered Laser print— <i>Y</i> —Laser printing is used for Direct Deposit forms and you are using ACOM printers. You determine the order the stub, the body of the non-negotiable check and timesheet history print on the Direct Deposit form. Refer to your printer manual for specific information.		
Form vertical		Defines the vertical position of the non-negotiable check portion of the form.
	Y	Direct Deposit check vertical position is used. Using 300 dots per inch as the rule, enter a <i>Y</i> position.
	N	Direct Deposit check vertical position is not used. A standard Direct Deposit check format with the stub on top used.

Table 6.3—Direct Deposit Field Definitions—Fields 1 and 2 (Continued)

Field	Options	Definition
Time vertical	Y N	Defines the vertical position of the timesheet portion of the Direct Deposit form.  Direct Deposit check vertical position is used. Using 300 dots per inch as the rule, enter a Y position.  Direct Deposit check vertical position is not used. A standard Direct Deposit check format with stub on the top is used.
Detail line options	The number of lines of earnings, taxes, and deductions to appear on the Direct Deposit stub.	
EFT dtl lines	0 1–50	No stub detail is printed.  Number of detail lines on stub; 11 is the default.
EFT dist lines	0 1–50	No stub detail is printed.  Number of lines for direct deposit distribution reporting.
EFT time lines	0 1–50	The number of timesheet entries, earning items and amounts to appear on the direct deposit timesheet history stub.  No timesheet detail is printed.  Number of detail lines on direct deposit timesheet history stub; 0 is the default.  Note: If you have more timesheet history detail lines than are defined, the system will total the remaining lines and place the totals on the line with the description "Other misc."



- Press ENTER or PAGE DOWN to move to the next field. Page 2 of the Define EFT Form Format record displays (Figure 6.6).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>
PR - Define EFT Form Formats
Bank.....: 1
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
Changed.: 08/08/00
User....: 00101

| Form control being changed. | 2 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.6—Define EFT Form Formats, Page 2 of 9

- Complete field 3, which defines the placement of the Direct Deposit stub header line, according to Table 6.4.

Table 6.4—Direct Deposit Field Definitions—Field 3

Field	Options	Definition
Stub heading		These fields define the content and placement of the Direct Deposit stub header line. For each possible field on the Direct Deposit check stub, a Column and Length must be specified. Optional 1 and Optional 2 may contain an employee data item. Enter zeroes to not print a field.
Emp nbr-name		Employee number and name. Minimum length is 9 characters.
Optional 1		Optional information. Enter an Employee Data Item. Minimum length is 1.
Optional 2		Optional information. Enter an Employee Data Item. Minimum length is 1.
Date		Date. Minimum length is 10 characters.
Form number		Check number. Minimum length is 12 characters (7 digits for the system number, 1 character for the hyphen and 4 digits for the form sequence number).

- Press ENTER or PAGE DOWN to move to the next field. Page 3 of the Define EFT Form Format record displays (Figure 6.7).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>
PR - Define EFT Form Formats
Bank.....: 1          Changed.: 08/08/00
User....: 00101

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.

| Form control being changed. | 3 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.7—Define EFT Form Formats, Page 3 of 9

- Complete field 4, which defines the placement of the Direct Deposit stub detail, according to Table 6.5.

Table 6.5—Direct Deposit Field Definitions—Field 4

Field	Options	Definition
Stub detail	ENTER 1 2 3 4	These fields define the content and placement of Direct Deposit stub earning information. For each possible field on the Direct Deposit check stub, a Column and Length must be specified. The Length field has a minimum length of 5 characters. For each field containing hours or amounts, you must also enter an option for the printing of commas and decimals. Valid options are:  Normal. Suppress commas. Suppress decimal places. Suppress both commas and decimals. Commas and decimals must be considered in field length.
Earnings desc	Description for an earning	
Current hours	Current hours	

Table 6.5—Direct Deposit Field Definitions—Field 4 (Continued)

Field	Options	Definition
Cur amount		Current amount
Ytd hours		Year-to-date hours
Taxes/deds desc		Description for taxes and deductions
Cur amount		Current amount
Ytd amount		Ytd amount

- Press ENTER or PAGE DOWN to move to the next field. Page 4 of the Define EFT Form Format record displays (Figure 6.8).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>      <_>
PR - Define EFT Form Formats
Bank.....: 1                               Changed.: 08/08/00
User.....: 00101
5> Form detail      Line  Column  Length
Form number.....:   6    64    12
Amount (alpha):..:  10     8    40
Date.....:        10    51    10
Amount (number):.  10    63    21
Address line 1.:  13     8    35
Address line 2.:  14     8    35
Address line 3.:  15     8    35
Address line 4.:  16     8    35
Address line 5.:  17     8    35
-----| Form control being changed. |----- 4 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.8—Define EFT Form Formats, Page 4 of 9

- Complete field 5, which defines the placement of Direct Deposit form detail information, according to *Table 6.6*. Note: the words “Non-negotiable” print on the Direct Deposit form.

*Table 6.6—Direct Deposit Field Definitions—Field 5*

Field	Options	Definition
Form detail		This field defines content and layout of the detail portion of the Direct Deposit non-negotiable check. Line, Column, and Length must be entered for each field. A line specifying “NON-NEGOTIABLE” prints on the Direct Deposit form. Note: To produce a Direct Deposit stub ONLY, enter all 0s (zeroes) for this screen to suppress printing the form detail.
Form number		Check number. Minimum length is 12 characters.
Amount (alpha)		Amount of the Direct Deposit check written out, like Seven hundred and fifty dollars. Minimum length is 40. If amount does not meet maximum size, it is filled with *** to prevent modification of the check amount.
Date		Check date. Minimum length is 10 characters.
Amount (number)		Numeric amount of check. If amount does not meet maximum size, it is filled with *** to prevent modification of check amount.
Address 1–5		Name and address of employee. If smaller field lengths are centered, the information is truncated.

- Press ENTER or PAGE DOWN to move to the next field. Page 5 of the Define EFT Form Format record displays (*Figure 6.9*)

```

Demo User          Division 95          04/17/2002
Enter field to be changed (<0 to accept>          <_>
PR - Define EFT Form Formats
Bank.....: 1
6> Form items      Option          Extract          Item          Lin Col Len
Item 1.....: N-Not used.
1 text.....:
2.....: N-Not used.
2 text.....:
3.....: N-Not used.
3 text.....:
Changed.: 08/08/00
User....: 00101
| Form control being changed. | 5 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

*Figure 6.9—Define EFT Forms Formats, Page 5 of 9*

11. Complete field 6, which defines the placement of Data Items and their values to print on the Direct Deposit form, according to *Table 6.7*.

*Table 6.7—Direct Deposit Field Definitions—Field 6*

Field	Options	Definition
Form items	These fields define the content and placement of up to three Data Items values and text that can appear on the Direct Deposit check form. For each Data Item defined for the Direct Deposit check form, a Line, Column, and Length must be defined.	
Option	N E C M Q H Y B T A	Not used (default) Employee item Current total Monthly total Quarterly total Half year total Yearly total Beginning total Total for year Annual total
Extract	N H A O 1 2 3	Not used (default) Hours Amount Other Basis hours Basis amount Basis other
Data item	Press F1 for a list of existing data items in the system to select. A list of Historical Data Items is displayed for all Option selections except E—Employee item. If E—Employee item is selected, pressing F1 displays a list of Employee Data Items.	
Text	Text to prefix data item printed on the Direct Deposit check form. The text will not print if the Data Item does not exist for the employee or the Data Item value is zero.	

12. Press ENTER or PAGE DOWN to move to the next field. Page 6 of the Define EFT Form Format record displays (*Figure 6.10*).

```

Demo User          Division 95          04/17/2002
Enter field to be changed (<0 to accept>          < >
PR - Define EFT Form Formats
Bank.....: 1          Changed.: 08/08/00
User.....: 00101
?> Time heading      Column Length Data item
Emp nbr - name.:      1      10
Optional 1.....:      0       0
Optional 2.....:      0       0
Date.....:           12      10
Form number.....:     22       7
First date.....:     31      10
Last date.....:     43      10

Form control being changed.          6 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.10—Define EFT Forms Formats, Page 6 of 9

13. Complete field 7, which defines the heading for the optional third part of the Direct Deposit form (i.e., the timesheet history), according to *Table 6.8*. Note: These fields will not display if the Payroll parameter Keep History option (field 3) is defined as N.

Table 6.8—Direct Deposit Field Definitions—Field 7

Field	Options	Definition
Time heading		These fields define the content and placement of timesheet card header line. For each possible field on the timesheet stub, a Column and Length must be specified. Optional 1 and Optional 2 may contain an employee data item. Enter zeroes to not print a field.
Emp nbr-name		Employee number and name. Minimum length is 9 characters.
Optional 1		Optional information. Enter an Employee Data Item. Minimum length is 1 character.
Optional 2		Optional information. Enter an Employee Data Item. Minimum length is 1 character.
Date		Date. Minimum length is 10 characters.
Form number		Check number. Minimum length is 12 characters.
First date		First date of timesheet history. Minimum length is 10 characters.
Last date		Last date of timesheet history. Minimum length is 10 characters.

14. Press ENTER or PAGE DOWN to move to the next field. Page 7 of the Define EFT Form Format record displays (Figure 6.11).

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>          <_ >
PR - Define EFT Form Formats
Bank.....: 1          Changed.: 08/08/00
User.....: 00101
8> Time detail      Column Length Option
Date.....: 1        10
Entry.....: 11       5
Earn item.....: 18   10
Rate item.....: 28   7
Shift item.....: 0    0
Rate value.....: 0    0
Shift value.....: 0    0
Cost code.....: 0    0
Hours.....: 56       5 -
Rate.....: 63       5 -
Amount.....: 70     10 -
Form control being changed. | 7 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.11—Define EFT Forms Formats, Page 7 of 9

15. Complete field 8, which defines the detail for the optional third part of the Direct Deposit form (i.e., the timesheet history), according to Table 6.9. Note: These fields will not display if the Payroll parameter Keep History option (field 3) is defined as N.

Table 6.9—Direct Deposit Field Definitions—Field 8

Field	Options	Definition
Time detail		These fields define the content and placement of timesheet detail information. For each possible field on the timesheet stub, a Column and Length must be specified. Enter a 0 for columns not to appear. The Length has a minimum length of 5 characters. For Hours and Rate, the following options apply for the printing of commas and decimals. For Amount, only the first three options apply:
	ENTER	Normal format with commas and decimals.
	1	Suppress commas.
	2	Suppress decimal places.
	3	Suppress commas and decimals.
	4	Print only 2 decimals.
	5	Print 2 decimals, no commas.

Table 6.9—Direct Deposit Field Definitions—Field 8 (Continued)

Field	Options	Definition
Date		Business date of the timesheet.
Entry		Unique number for each timesheet.
Earn item		Historical Data Item used to create timesheets.
Rate item		Employee Data Item that contains the salary amount, hourly, or unit rate of pay.
Shift item		Employee Data Item that stores shift differentials.
Rate value		Rate value • For classified setups, this is the name of the rate edit value.
Shift value		Shift value • For classified setups, this is the name of the rate edit value.
Costcode		Costcode • For classified setups, this is the name of the rate edit value.
Hours		Hours
Rate		Rate
Amount		Amount



16. Press ENTER or PAGE DOWN to move to the next field. Page 8 of the Define EFT Form Format record displays (Figure 6.12). (This screen is only used if you have indicated that you are using the laser printing option.)

```

Demo User          Division 95          04/17/2002
Enter field to be changed <0 to accept>          <_ >
PR - Define EFT Form Formats
Bank.....: 1          Changed.: 08/08/00
User.....: 00101
9) Laser options
Send init code.: N - Don't use init codes.
Symbol.....: N - Don't print symbol.
Signature.....: N - Don't print signature.
LOGO.....: N - Don't print LOGO.
Send addit code.: N - Don't send additional codes.
Send term code.: N - Don't send termination codes.

| Form control being changed. | 8 of 9
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 6.12—Define EFT Forms Formats, Page 8 of 9



Page 8 and Page 9 of the Define EFT Check Formats record are used only if set the Laser print parameter (Field 1) to Y—Use laser printer. You should only use that setting and the fields on Page 8 and Page 9 if you use an ACOM printer.

17. If you are not using ACOM printers, all settings should be N. However, if you are using ACOM printers, complete field 9 to define the use of laser codes, according to Table 6.10.

Table 6.10—Direct Deposit Field Definitions—Field 9

Field	Options	Definition
Laser options		This field defines the use and position of numerous laser codes.
Send init code	Y	Use initial codes.
	N	Do not use initial codes.
	F	Download a file. File name: ##_CK1 where ## is the division number.
Signature	Y	Print signature; enter X and Y positions.
	N	Do not print signature.

Table 6.10—Direct Deposit Field Definitions—Field 9 (Continued)

Field	Options	Definition
Logo	Y	Print company logo; enter X and Y positions.
	N	Do not print company logo.
Send addit code	Y	Additional codes are used.
	N	Additional codes are not used.
	F	Download a file. File name: ##_CK2 where #3 is the division number.
Send term code	Y	Send termination codes.
	N	Do not send termination codes.

- Press ENTER or PAGE DOWN to move to the next field. Page 9 of the Define EFT Form Format record displays (Figure 6.13). (This screen is only used if you have indicated that you are using the laser printing option.)

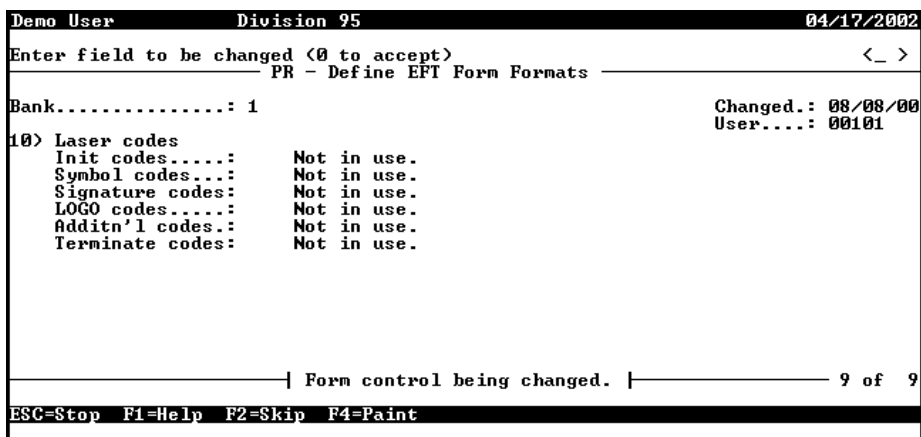


Figure 6.13—Define EFT Forms Formats, Page 9 of 9

## DEFINING THE EMPLOYEE DIRECT DEPOSIT TAB

Use the following instructions to complete the **Direct Deposit** tab.

1. Select the **Direct Deposit** tab (*Figure 6.14*).

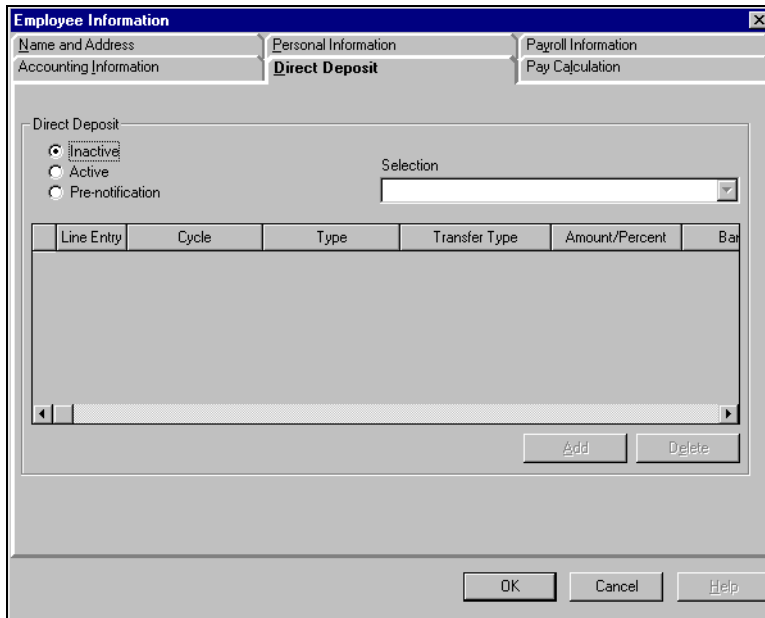


Figure 6.14—Employee Record—Direct Deposit

2. Complete the fields on the **Direct Deposit** tab according to *Table 6.11*.

Table 6.11—Field Definitions for the Direct Deposit Tab

Field	Definition
Inactive, Active, or Pre-notification	<p>Select the radio button under Direct Deposit to choose the status for this employee:</p> <ul style="list-style-type: none"> <li>• Inactive—This employee is not active in the direct deposit program and will receive a regular pay check. (Default setting until you change this selection.)</li> <li>• Active—This employee is active in the direct deposit program.</li> <li>• 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.</li> </ul>
Selection	<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"> <li>• If you have only defined one bank, this field will say Not Used (i.e., the direct deposit will go to this bank because there are no others to select).</li> </ul>

Table 6.11—Field Definitions for the Direct Deposit Tab (Continued)

Field	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"> <li>• We recommend that you number lines 10, 20, 30, etc., and number the last line 99.</li> <li>• If the employee is directing their check to be deposited to one account, they will only have line 99.</li> </ul>
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	<p>Click the drop-down arrow and choose the amount type:</p> <ul style="list-style-type: none"> <li>• Amount—A flat amount.</li> <li>• Percentage—A percentage of net pay.</li> <li>• 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.</li> </ul>
Transfer Type	<p>Click the drop-down arrow and choose the type of direct deposit:</p> <ul style="list-style-type: none"> <li>• Checking Deposit (C)—A credit to a checking account. Performs the same function as Checking Deposit (D).</li> <li>• Checking Deposit (D)—A credit to a checking account. Performs the same function as Checking Deposit (C).</li> <li>• Deposit—A credit to an account.</li> <li>• 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.)</li> <li>• Payment—A debit to a loan or mortgage account.</li> <li>• Payment Pre-notification—A pre-notification for zero dollars for a payment.</li> <li>• Savings Deposit—A credit to a savings account.</li> <li>• Savings Pre-notification—A pre-notification for zero dollars for a savings account. (Use only when an active direct deposit employee issues a change.)</li> </ul>
Amount/Percent	<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	<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 that will be calculated by Payroll.</p>
Bank Account Number	<p>The employee's bank account number. Up to 30 characters allowed.</p>



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 CYCLES

Direct deposit cycles are assigned to each line of the distribution and control when a payment or deposit is made. (You will indicate the cycle when you complete the Check Writing task.) Cycles can be a number between 1 and 9, Always Calculate, or Never Calculate. If all employees make the same deposits/payments every pay period, you do not need to use cycles. But if any payments are made every other pay period or only on designated dates, you must use the cycles feature.



Employee A nets \$1000 every paycheck. The first paycheck of the month applies \$800 to her mortgage. This payment doesn't impact the second paycheck of the month. Therefore, you would set up two cycles. The first paycheck of the month would be in cycle 1, the second paycheck of the month would be in cycle 2.



The Remainder direct deposit line should be set to Always Calculate.

## 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.
- If there are not enough funds for the last lines, the message Insufficient funds is reported. Conversely, if there is an overflow of funds, the message EFT distribution not = net pay. Not posted. is reported.
- The last line of distribution should always be a Remainder deposit to a savings or checking account. This line will send 100% of the remainder, be it \$200 or 1 cent, to a valid account. This line takes care of pennies created by rounding.



The exception to this rule is if an employee has 100% of their pay check deposited to a single bank account. You will only need a line 99 specifying a Remainder deposit and the bank account information.

- 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.
- To delete an entry, click the far left cell to highlight the entire line and click **Delete**.

## WHAT IS A PRENOTIFICATION FILE?

Whenever you add or change the direct deposit setup for one or more employees, you should create a prenotification file to transmit to the employee's bank to verify the correctness of routing transit numbers and account numbers (no dollar transactions are included in the prenotification file).



Check with each institution for specific information to determine how many banking days prior to running your payroll you must send the prenotification file.

When you create a prenotification file, the system creates the following files (where ## is your division number):

- ##PYN file in the Data folder, and
- ##PY2 in your Data folder if you answered T or U in the File format field in the direct deposit parameter record. You will submit the ##PY2 file to your financial institution.

When you create a prenotification file, you are creating the same files as the direct deposit process (##PYN and ##PY2). So you must take care to process a prenotification with the understanding that you are overwriting the last direct deposit file. You will send the ##PYN or ##PY2 files to your financial institution.

You can create a prenotification file two ways:

- Automatically when you create your checks through the check wizard, or
- Manually through an option on the menu.

## CREATING A PRENOTIFICATION FILE WHEN YOU CREATE CHECKS

When you create a prenotification file for a specific payroll cycle using the check wizard, the employee receives a regular printed pay check and the system creates a prenotification file to verify the accuracy of routing transit numbers and account numbers (as with a prenotification file, no dollar transactions are included in the file).

Use the following instructions to create a prenotification file when you create your checks.

1. Enter the employee's pay distribution on the **Direct Deposit** tab.

2. Select the **Pre-notification** radio button (*Figure 6.15*).

Direct Deposit

Inactive  
 Active  
 Pre-notification

Selection: Not Used

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank ID
99	Always calculate	Percentage	Checking Deposit (C)	100.00	12345789

Figure 6.15—Example Prenotification Setting on Direct Deposit Tab



You cannot create a prenotification file for a Remainder type. Therefore, you should select either Percentage or Amount and complete the prenotification process. When the account information has been accepted by the employee's bank, you can change the type to Remainder.

3. Complete your payroll cycle as you would normally. Payroll creates the necessary files.
4. Transmit the ##YPY2 file to the appropriate financial institution.
5. If the information is correct and accepted by the financial institution, change the setting on the employee's **Direct Deposit** tab from Pre-notification to Active. (You must do this before the next payroll cycle, or the employee will receive another paper check.)



Because this involves more interaction on your part, we recommend that you use this method for small numbers of employees.

The next payroll will produce a “live” direct deposit transaction and direct deposit form. No changes are required for the direct deposit distribution lines.

## CREATING THE PRENOTIFICATION FILE SEPARATE FROM THE CHECK WIZARD

You can also create a prenotification file through a task on the menu (i.e., you do not need to wait until you process your checks with the wizard to create the prenotification file). You then transmit the file to the employee's bank to verify the correctness of routing transit numbers and account numbers (no dollar transactions are included in the prenotification file).

Use the following steps to create a prenotification file for direct deposit without processing checks.

1. Click **Maintenance > Prenotification of Employees' EFT** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Maintenance > Prenotification of Employees' EFT** from the menu bar. The Prenotification of Employees' EFT screen displays (*Figure 6.16*).

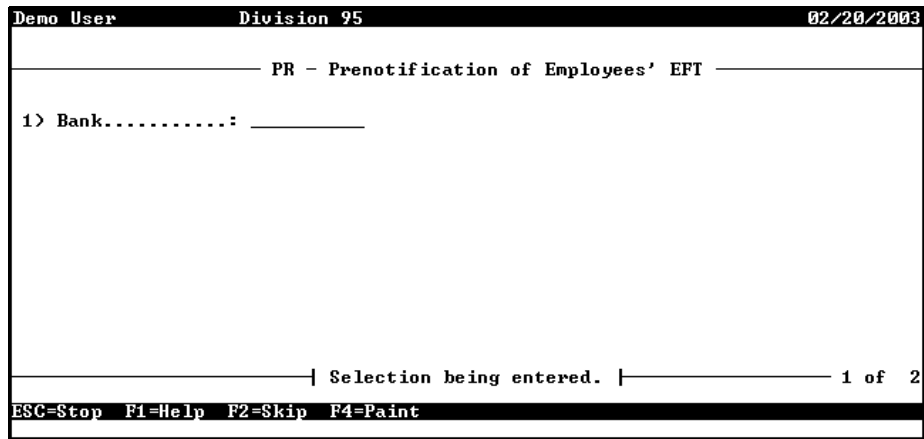


Figure 6.16—Entering the Bank Number

2. Enter the number of the Bank (i.e., the use ID number of the FIA), or press F1 to select from a list of available FIAs.



- Press ENTER. The system asks for the item number (*Figure 6.17*). Because you can add more than one parameter to select the employees included in the prenotification file, this number indicates which parameter you are entering.

Demo User	Division 95	02/21/2003
PR - Prenotification of Employees' EFT		
Item selection.....: __		
2> <u>I</u> tem <u>D</u> ata <u>i</u> tem <u>O</u> ptions		
Item selection being added.		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 6.17—Entering the Parameter Item Number

- Enter the item number (between 1 and 10).
- Press ENTER. The system asks for the data item that will be used to filter employees for the prenotification file (*Figure 6.18*).

Demo User	Division 95	02/21/2003
PR - Prenotification of Employees' EFT		
Data item .....: _____		
2> <u>I</u> tem <u>D</u> ata <u>i</u> tem <u>O</u> ptions		
Item selection being added.		
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure 6.18—Entering the Data Item

- Enter the data item, or press F1 and select from the list of data items.

- Press ENTER. The system displays the parameters for the prenotification file filter (Figure 6.19).

```

Demo User          Division 95          02/21/2003
-----
PR - Prenotification of Employee's EFT
Item selection.....:          1
Data item .....:   .EFT ACT - EFT Active Flag

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 6.19—Entering the Parameters



You will usually select .EFT ACT and include all employees with a status of Pre-notification on the **Direct Deposit** tab (i.e., First value and Last value of *P*). However, you must remember to change the setting to Active after the file has been accepted or the employee will receive a normal (i.e., paper) paycheck.

- Complete the options according to Table 6.12

Table 6.12—Field Definitions for the Prenotification Parameters

Field	Definition
First value	Enter the first value of the data item that you wish to use when you filter employees.
Last value	Enter the last value of the data item that you wish to use when you filter employees.
Entry range	This option will only display if the data item select allows multiple entries. This allows you to further filter the information included in the prenotification file.
Inclusion	Select the inclusion or exclusion option. <ul style="list-style-type: none"> <li>• 1—Include of all values found.</li> <li>• 2—Include of any values found.</li> <li>• 3—Exclude of all values found.</li> <li>• 4—Exclude of any values found.</li> </ul>

9. If necessary, enter additional filter parameters.
10. Press ESC to display the Define EFT Parameters options.
11. Type *E* to end the session.
12. Type *0* to accept your changes and return to the **Maintenance** menu.
13. Transmit the ##PYN or ##PY2 files to the applicable financial institution to confirm the direct deposit information.
14. When the information has been confirmed and accepted by the financial institution, you are ready to “go live” with your direct deposit!

### EXAMPLE DIRECT DEPOSIT—MULTIPLE ACCOUNTS

Every pay period, Employee A splits the net pay between two accounts at United Bank. Note that the last line of the distribution is a “Remainder” line for rounding and unusual problems. (Note: This setup will work regardless of whether the payroll is setup with cycles or not.)

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Always calculate	Percentage	Checking Deposit (C)	80.00	12345678	80-927272
99	Always calculate	Remainder	Checking Deposit (D)	0.00	12345678	80-541426

Figure 6.20—Example Direct Deposit Formula—Employee A



A remainder line should always be the last line, as you will see in the following examples.

### EXAMPLE DIRECT DEPOSIT—PAYMENTS AND CYCLES

Employee B’s organization has designed their payroll with two cycles: cycle 1 is activated for the first payroll of the month and cycle 2 for the second. On the first payroll of the month (cycle 1), Employee B makes a car payment (\$345.09) and deposits the remainder in a checking account. On the second payroll (cycle 2), the mortgage is

paid (\$830.00) and the remainder is again deposited to the checking account. Because the remainder is always calculated it is included in all payroll cycles. Note that the mortgage and checking accounts are with the same financial institution (i.e., same DFI number), while Employee B’s car payment is made to a different institution.

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Cycle #1	Amount	Payment	345.09	98765432	726193
20	Cycle #2	Amount	Payment	830.00	12345678	8271
99	Always calculate	Remainder	Checking Deposit (C)	0.00	12345678	85-625173

Figure 6.21—Example Direct Deposit Formula—Employee B

### EXAMPLE DIRECT DEPOSIT—CHECKING AND SAVINGS ACCOUNTS

Employee C receives a base salary of \$800 and a commission, which varies from pay period to pay period. So that she never has to address what the commission amount is, Employee C has decided to deposit her base salary to her checking account and the commission funds directly to her savings account.

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Always calculate	Amount	Checking Deposit (C)	800.00	12345678	92783904
99	Always calculate	Remainder	Savings Deposit	0.00	12345678	92783927

Figure 6.22—Example Direct Deposit Formula—Employee C

### EXAMPLE DIRECT DEPOSIT—MULTIPLE OPTIONS

Employee D’s organization has also designed their payroll with two cycles: cycle 1 is activated for the first payroll of the month and cycle 2 for the second. On the first payroll of the month (cycle 1), Employee D deposits 80% of his paycheck to his

checking account and the remainder to his savings account. On the second payroll (cycle 2), Employee D makes a car payment (\$250.25) to a separate financial organization, deposits 60% of his paycheck to his checking account, and deposits the remainder to his savings account.

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Cycle #1	Percentage	Checking Deposit (C)	80.00	12345678	548621-14
20	Cycle #2	Amount	Payment	250.25	88546125	99647
30	Cycle #2	Percentage	Checking Deposit (C)	60.00	12345678	548621-14
99	Always calculate	Remainder	Savings Deposit	0.00	12345678	548621-21

Figure 6.23—Example Direct Deposit Formula—Employee D

### EXAMPLE DIRECT DEPOSIT—ADDING A BONUS

Now let’s say Employee D’s organization decides to pay a bonus twice a year. Employee D still makes the same payments and deposits throughout the year, but chooses to put all bonus funds (100%) into a separate money market account at his financial institution. Therefore, the payroll department designates cycle 3 as the bonus cycle for the employee.

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Cycle #1	Percentage	Checking Deposit (C)	80.00	12345678	548621-14
20	Cycle #2	Amount	Payment	250.25	88546125	99647
30	Cycle #2	Percentage	Checking Deposit (C)	60.00	12345678	548621-14
40	Cycle #3	Percentage	Savings Deposit	100.00	12345678	548621-35
99	Always calculate	Remainder	Savings Deposit	0.00	12345678	548621-21

Figure 6.24—Example Direct Deposit Formula—Employee D With Cycle 3

## CHANGING AN EMPLOYEE’S DIRECT DEPOSIT DISTRIBUTION

When you change an employee’s direct deposit distribution, you must first enter the changes as “prenotifications” while keeping the existing distribution lines as they are. When you run your next payroll (after making the changes), FundWare will:

- Distribute the employee’s paycheck according the existing distribution, and
- Create prenotification files to verify the account information in the direct deposit distribution changes.

When the financial institution has confirmed the account information, you must remove the old distribution lines and change the prenotification lines to the correct Transfer Type.

Use the following guidelines when changing an employee’s direct deposit distribution, then review the examples that follow to better understand the process.

- Click **Add** to add a new distribution line.
- To remove a distribution line, click the far left of the line to select the entire entry and click **Delete**.
- Click **Apply** to save the changes and remain in the employee record.
- Click **OK** to save the changes and close the employee record.

### EXAMPLE DIRECT DEPOSIT—CHANGING ACCOUNTS

Employee E is currently active on the direct deposit system, sending all of his paycheck to a checking account each pay period by using the Remainder command. Employee E’s **Direct Deposit** tab looks like *Figure 6.25*

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
99	Always calculate	Remainder	Checking Deposit (C)	0.00	12345678	00112233

Figure 6.25—Original Direct Deposit Tab for Employee E

Employee E decides to change the account to which his paycheck is deposited. The new account is also a checking account and is located at the same financial institution. For one pay period, we add a Checking Prenotification entry to the **Direct Deposit** tab for 100% distribution to the new checking account (line 98), but keep the current distribution (line 99) (Figure 6.26). When we run the payroll, the system will create a prenotification file to confirm the new checking account information while still depositing the funds to the original checking account.

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
99	Always calculate	Remainder	Checking Deposit (C)	0.00	12345678	00112233
98	Always calculate	Percentage	Checking Prenotification	100.00	12345678	00214456

Figure 6.26—Temporary Direct Deposit Tab for Employee E



Remember: We can't create a prenotification file for the Remainder type. We'll change the entry to remainder when the information has been accepted by the employee's bank.

Once the information has been accepted and confirmed by the financial institution, we delete the original distribution and change the new direct deposit entry (i.e., line 98) to Type "Remainder" and Transfer Type "Checking Deposit" (Figure 6.27).

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
98	Always calculate	Remainder	Checking Deposit (C)	0.00	12345678	00214456

Figure 6.27—Modified Direct Deposit Tab for Employee E

## EXAMPLE DIRECT DEPOSIT—ADDING ACCOUNTS

Employee F is currently active on the direct deposit system, sending all of her paycheck to a checking account each pay period by using the Remainder command. Employee F's **Direct Deposit** tab looks like *Figure 6.28*

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
99	Always calculate	Remainder	Checking Deposit (C)	0.00	62595874	55-481214

Figure 6.28—Original Direct Deposit Tab for Employee F

Employee F decides to change her direct deposit distribution so that \$50.00 is deposited in her savings account at a different financial institution. For one pay period, we add a Savings Prenotification entry to the **Direct Deposit** tab for the distribution to the new savings account (line 10), but keep the current distribution (line 99) (*Figure 6.29*). When we run the payroll, the system will create a prenotification file to confirm the new savings account information while still depositing all the funds to the checking account.

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
99	Always calculate	Remainder	Checking Deposit (C)	0.00	62595874	55-481214
10	Always calculate	Amount	Savings Prenotification	50.00	74125896	12547-88

Figure 6.29—Temporary Direct Deposit Tab for Employee F

Once the information has been accepted and confirmed by the financial institution, we change the Transfer Type for line 10 from Savings Prenotification to Savings Deposit.



Note that the system will display the line entries in numeric order (i.e., even though we added line 10 after line 99, once the file is closed and reopened, line 10 displays before line 99).

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Always calculate	Amount	Savings Deposit	50.00	74125896	12547-88
99	Always calculate	Remainder	Checking Deposit (C)	0.00	62595874	55-481214

Figure 6.30—Modified Direct Deposit Tab for Employee F

### EXAMPLE DIRECT DEPOSIT—ADDING MULTIPLE ACCOUNTS

Employee G is currently active on the direct deposit system, sending all of her paycheck to a checking account each pay period by using the Remainder command. Employee G's **Direct Deposit** tab looks like *Figure 6.31*

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
99	Always calculate	Remainder	Checking Deposit (C)	0.00	85236974	1112247

Figure 6.31—Original Direct Deposit Tab for Employee G

Employee G decides to change her direct deposit distribution so that:

- \$15 is applied as a payment to an account with her credit union (different financial institution), and
- The remainder is deposited to a different checking account (i.e., not the checking account to which she is currently depositing her payroll).

For one pay period, we add two prenotification entries (Payment and Checking) of type “Percentage” (50% each) to the **Direct Deposit** tab for the distribution to the new accounts (lines 10 and 20), but keep the current distribution (line 99) (Figure 6.32).



**Remember:** We can’t create a prenotification file for the Remainder type. We’ll change the Type selections, Transfer Type selections, and Amount/Percentage entries to the correct settings when the information has been accepted by the employee’s bank.

When we run the payroll, the system will create a prenotification file to confirm the new payment and checking account information while still depositing the funds to the original checking account.

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
99	Always calculate	Remainder	Checking Deposit (C)	0.00	85236974	1112247
10	Always calculate	Percentage	Payment Prenotification	50.00	12345678	85-44751-3
20	Always calculate	Percentage	Checking Prenotification	50.00	85236974	1113473

Figure 6.32—Temporary Direct Deposit Tab for Employee G

Once the information has been accepted and confirmed by the financial institution, we:

- Delete line 99 (the original checking deposit).
- For line 10—Change the Type from Percentage to Amount, the Transfer Type from Payment Prenotification to Payment, and the Amount/Percentage from 50% to \$15.
- For line 20—Change the Type from Percentage to Remainder, the Transfer Type from Checking Prenotification to Checking Deposit, and the Amount/Percentage from 50% to 0.00.

Note: If you want to be consistent throughout our system, you can enter the information so that the Remainder is always line 99 (e.g., edit the information entered on line 99 to be the same as line 20, then delete line 20). We have edited the employee record in a similar way in *Figure 6.33*.

Direct Deposit

Inactive  
 Active  
 Pre-notification

Selection: Not Used

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Always calculate	Amount	Payment	15.00	12345678	85-44751-3
99	Always calculate	Remainder	Checking Deposit (C)	0.00	85236974	1113473

Figure 6.33—Modified Direct Deposit Tab for Employee G

## EXAMPLE DIRECT DEPOSIT—ADDING CYCLES AND ACCOUNTS

Employee H is currently active on the direct deposit system, with the following distribution with each paycheck:

- \$375 to his mortgage (bank account),
- \$45 to his savings account (credit union), and
- The remainder to his checking account (bank account).

Employee H's **Direct Deposit** tab looks like *Figure 6.34*

Direct Deposit

Inactive  
 Active  
 Pre-notification

Selection: Not Used

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Always calculate	Amount	Payment	375.00	12345678	85-44751-3
20	Always calculate	Amount	Savings Deposit	45.00	85236974	1113473
99	Always calculate	Remainder	Checking Deposit (C)	0.00	12345678	65-44751-1

Figure 6.34—Original Direct Deposit Tab for Employee H

Employee H's organization decides to implement payroll cycles, so he changes his paycheck distribution as follows:

- Cycle 1—\$90 to his savings account (credit union),
- Cycle 2—\$700 to his mortgage (bank account),
- Cycles 1 and 2—The remainder to his checking account (bank account).

For one pay period, we add two prenotification entries (Payment and Savings) to the **Direct Deposit** tab for the new cycle distribution (lines 30 and 40), but keep the current checking account distribution (Remainder line 99) (*Figure 6.35*). (Because this is always calculated, this distribution is not impacted by the change to cycles.) When we run the payroll, the system will create a prenotification file to confirm the new payment and checking account information while still depositing the funds to the original checking account.

Direct Deposit

Inactive  
 Active  
 Pre-notification

Selection: Not Used

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
10	Always calculate	Amount	Payment	375.00	12345678	85-44751-3
20	Always calculate	Amount	Savings Deposit	45.00	85236974	1113473
30	Cycle #1	Amount	Savings Prenotification	90.00	85236974	1113473
40	Cycle #2	Amount	Payment Prenotification	700.00	12345678	85-44751-3
99	Always calculate	Remainder	Checking Deposit (C)	0.00	12345678	65-44751-1

Add Delete

Figure 6.35—Temporary Direct Deposit Tab for Employee H

Once the information has been accepted and confirmed by the financial institution, we delete lines 10 and 20 (*Figure 6.36*).

Direct Deposit

Inactive  
 Active  
 Pre-notification

Selection: Not Used

Line Entry	Cycle	Type	Transfer Type	Amount/Percent	Bank DFI Number	Bank Account Number
30	Cycle #1	Amount	Payment	90.00	85236974	1113473
40	Cycle #2	Amount	Savings Deposit	700.00	12345678	85-44751-3
99	Always calculate	Remainder	Checking Deposit (C)	0.00	12345678	65-44751-1

Add Delete

Figure 6.36—Modified Direct Deposit Tab for Employee H

## ERRORS IN THE DIRECT DEPOSIT FILE

If an employee has direct deposit errors that were not seen on the Preliminary Check Register, the system will:

- Create the direct deposit file(s),
- Exclude the employee from the direct deposit file(s), and
- Create a regular (i.e., paper) paycheck for the employee.

Once you have completed the direct deposit process, you must correct the employee's direct deposit information for the next pay period.



In basic practice, you should correct the employee's information with prenotification settings. Therefore, the employee will receive a regular (i.e., paper) paycheck for the next pay period as well. If the prenotification information is accepted, you can active the direct deposit for the period after.

## LOGGING THE DIRECT DEPOSIT TRANSACTIONS

When you complete the check writing process, Payroll logs the direct deposit transactions using the computer-assigned system numbers. In addition, Payroll produces a check register, journal entries, and a trace report.

In the Payroll/Personnel system, your direct deposit transactions should be referred to by the computer-assigned system numbers. Direct deposit payments are summed by check run and posted as one total to the reconciliation system with a check number of 0.



If your organization uses the FundWare Bank Reconciliation module, your direct deposit entries are not summed and posted as one total. Each direct deposit entry posts individually.

Log **only** printed check information in the From number, To number, and Check number fields. You **must** complete this task for any direct deposit payments; however, no entry is necessary for direct deposit payments in these fields. Direct deposit payments are referenced by the internal number assigned by the system (always 200).

## **SAMPLE THREE-PART DIRECT DEPOSIT STUB**

You have the option of printing a three-part check listing: the stub, the body of the check, and timesheet history. To print timesheet history, you must define the Payroll parameter to save timesheet history (field 3) and define the EFT form parameter for the financial institution to print the timesheet history (field 1).

Figure 6.37 shows a sample three-part direct deposit stub.

3 - Franklin F Pomegranate				03/31/1998		1522			
Earnings	Cur hrs	Cur amt	Ytd hrs	Ytd amt	Taxes/Deds	Cur amt	Ytd amt		
Vaca hours			12.00		FWT	77.97	1,315.43		
Sick hours			12.00		Fica	74.40	656.04		
Hourly	80.00	1,200.00	842.00	10,020.00	Fica Med'l	17.40	34.80		
E Health		95.00		950.00	Colo. SWT	32.19	229.67		
E Pension		60.00		501.00	United Way		40.00		
E Life Ins				30.00	Cafe/Hlth	200.00	2,000.00		
					Cafe/Life		140.00		
					Cafe/Dentl		75.00		
Earnings . . .		1,200.00		10,020.00	Employee . . . . .		3		
Less tax . . .		201.96		2,235.94					
Less ded . . .		200.00		2,255.00					
Net pay . . .		753.55		5,633.36					
Amount	Dep/Pay	Account	Message						
100.00	Sav Dep	23 56 891	=====						
698.04	Chk Dep	34 21 890	=====						
-----									
Hours Worked	80.00				1522				
*** ** * * * * * NON-NEGOTIABLE * * * * * * * NON-NEGOTIABLE * * * * * * * * * *									
*****798 Dollars and 04 Cents 03/31/1998 *****798.04									
Franklin F Pomegranate									
Box 778800									
33 Honeysuckle Drive NW									
Steamboat Strings CO 80477									
-----									
3 - Franklin F Pomeg				03/31/1998		1522		00/00/0000 99/99/9999	
Date	Entry	Earn Item	Rate	Shift	Rate	Shift	Hours	Rate	Amount
03/31/1998	1	Hourly	Hourly				40.00	15.00	600.00
03/31/1998	2	Hourly	Hourly				40.00	15.00	600.00

Figure 6.37—Example Direct Deposit Stub

## USING THE SELECTION FEATURE

If you choose to use the Selection feature, you will assign edit values to the .EFT SEL employee data item and apply these edit values to the employee record. This allows you to include or exclude these employees, based on the Selection setting, when you complete the check writing task.



This is an optional feature. You are not required to use the Selection value. If you do not set up your system for the Selection feature (i.e., you do not add edit values to the .EFT SEL employee data item), “Not used” will be the only option in the Selection drop-down list.

You can add financial institutions as edit values to the .EFT SEL employee data item (Figure 6.38).

Demo User		Division 95		02/26/2003	
Edit value		Display, Scroll or End		<D>	
PR - Define Employee Data Items					
Data item	.....: .EFT SEL	<	189>	Changed.:	02/26/03
5>	Edited value	Active	In use		
	Banko Uno	Y	N		
	Cranberry National	Y	N		

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

Figure 6.38—Example Edit Values for .EFT SEL



These edits then display in the Selection drop-down list on the **Direct Deposit** tab (Figure 6.39).

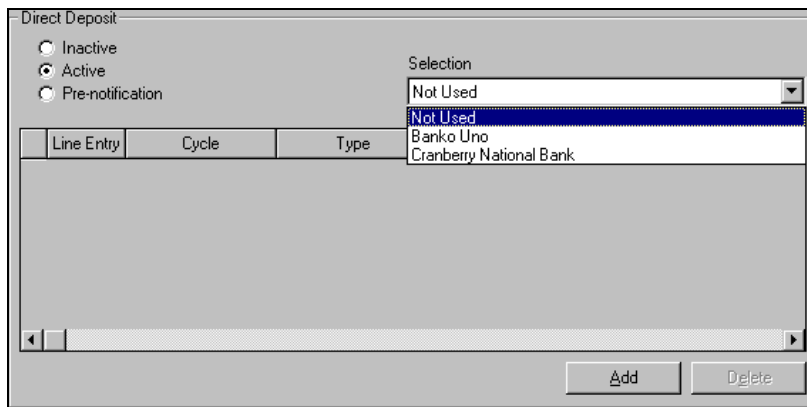


Figure 6.39—Selection Drop-Down List With Edit Values



Each time you run the check writing task to create your direct deposit files, the system overwrites the previous file. Therefore, if you are using the selection feature to create separate files for each financial institution, you must make sure that you completely finish one direct deposit process before beginning the next.

When you complete your payroll, you can use the Employee Selector to include (or exclude) employees assigned to a specific financial institution (Figure 6.40).

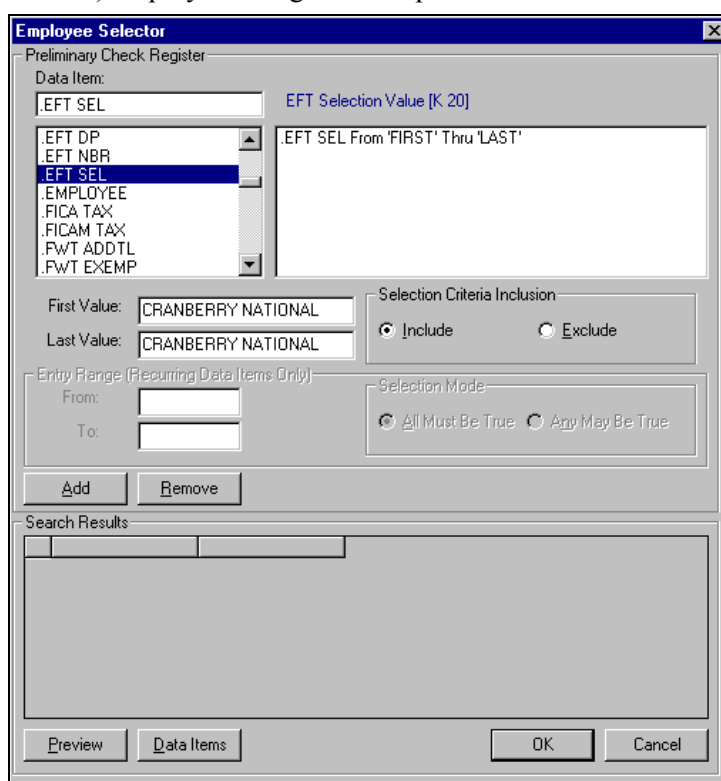


Figure 6.40—.EFT SEL Filtering in the Employee Selector

## DIRECT DEPOSIT TIPS

- Before you set up direct deposit in your division, create a test division (i.e., a copy of your existing division) and test the process. Set up all the parameters and employees as you would in your “live” division and ensure that the process works. Then you can proceed with your real division.
  - This will take extra time, but the process is complicated enough that it may pay off in the end to work through any problems in the test division!
- Each time you create a direct deposit file, produce and file the proof report (PYLPEFT.L##). (See *Producing a Direct Deposit Proof List* on page 1.231 for instructions.)

## 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.



## CHAPTER 7

### PERIODIC PROCESSING

There are a number of tasks that you should or must complete periodically. These include:

- Using the ToolBox—The ToolBox is a set of predefined earnings, taxes, deductions, and employer costs. At least annually, FundWare posts an update to the ToolBox on the Support Web site ([www.fundware.com/Support/support.asp](http://www.fundware.com/Support/support.asp)).
- Rolling Balances Forward—Refreshes balances and carries forward accrued hours, units, and/or amounts (e.g., vacation hours, sick hours) to a new calendar year.
- Purging Data—Periodically purging information will free up disk space on your computer or server. You may purge:
  - Timesheet history,
  - Check detail information,
  - The employee change log, or
  - All information from a prior year.

Additionally, you may import data to your Payroll/Personnel system. Instructions for importing can be found in the *Blackbaud FundWare System Administration Guide*.

#### UPDATING THE TOOLBOX

The ToolBox is 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. Additionally, American Fundware, Inc. updates the ToolBox data items at the beginning of each year. (As necessary, we also may update ToolBox throughout the year.)

The Setup List (part of the Master Records Lists category) produces a list of ToolBox contents (Figure 7.1).

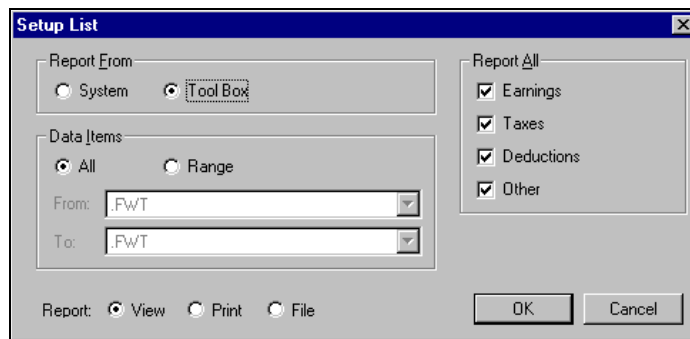


Figure 7.1—Producing the Setup List to Report on ToolBox Contents

## GETTING UPDATED VERSIONS OF TOOLBOX CHANGES

Updated versions of the ToolBox are available from the Support Web site ([www.fundware.com/Support/support.asp](http://www.fundware.com/Support/support.asp)), along with instructions for installing the update on your system. If you do not have access to our Web site and need an updated ToolBox sent to you, please call 800-551-4458 or 303-756-3030 and ask for the Client Sales department.

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

## UPDATING HISTORICAL DATA ITEMS

Use the following instructions to update your historical data items with current ToolBox information.




You must install the current ToolBox update before beginning this task. Installation instructions are available with the ToolBox update from our Web site ([www.fundware.com/Support/support.asp](http://www.fundware.com/Support/support.asp)).

1. Ensure that all users are logged out of Payroll/Personnel.

- Click **Processing > Periodic Processing > Update Data Items From Toolbox** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Processing > Periodic Processing > Update Data Items From Toolbox** from the menu bar. The Update Data Items From Toolbox screen displays (*Figure 7.2*).

*Figure 7.2—Entering the Data Item to Update*

- Enter the individual historical data items that you wish to update in your payroll, or press F1 to select from a list of HDIs.
-  You can only enter one historical data item at a time.
- Press ENTER. A confirmation message displays.
  - Type *Y* to accept your entries. A second confirmation message displays.
  - Type *Y* to accept your entries and update the specified historical data item. The system asks if there are any additional historical data items that you must update.
  - Type *Y* to continue updating HDIs. Type *N* to end this task and return to the Periodic Processing menu.
  - Repeat this process for each of your divisions.

## UPDATING EMPLOYEE DATA ITEMS

When you update the historical data items from the ToolBox, those changes may have an impact on some of your employee data items. (These data items are used by the historical data items, and were likely created by the system when you added the historical data item to your division.) For more information, see *Employee Data Items Created by ToolBox HDIs* on page 1.107.



You must install the current ToolBox update and update your historical data items before beginning this task.

You can update all this information by updating your employee data items with current ToolBox information.

1. Click **Setup > Payroll Parameter** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Setup > Payroll Parameter** from the menu bar.
2. Type *C* to change the payroll parameter.
3. Type *0* to accept the changes.



You have not actively changed any of the payroll parameter settings. However, when you save the “changes,” Payroll updates your employee data items.

4. Press ENTER. The system will update the employee data items. When complete, the Define Payroll Parameter menu line displays.
5. Press *E* to end the task and return to the Setup menu.

Your system has now been updated with the current ToolBox information and Payroll/Personnel is ready to use.

## ROLLING BALANCES FORWARD

The Roll Balances Forward task refreshes balances and carries forward accrued hours, units, and/or amounts (e.g., vacation hours, sick hours) for a new calendar year. By rolling the balances forward, you change the active year to the year to which balances are rolled, and roll the balances to a system-maintained beginning balance period.



This task does not post to your Financial Reporting System. It is also not linked to the GL–P/G roll balances task.





You must roll balances forward before you calculate the first payroll of a new calendar year.

## DEFINING HDIS TO ROLL BALANCES FORWARD

When you define a historical data item, Field 5 defines the roll options (*Figure 7.3*).

```

Demo User          Division 95          02/19/2003
-----
PR - Define Historical Data Items
Data item .....: VACA          < 406>          Changed.: 02/05/91
                                           User....: 00999
5> Roll options
Roll forward...:      H - Roll hours/units forward.
Amount limit...:
Hours limit....:      _____240.000000
-----
| Data item being added. | _____ 3 of 7
-----
ESC=Stop  F1=Help  F2=Skip  F4=Paint
  
```

*Figure 7.3—Example Historical Data Item Based for Vacation*

In this field, you must indicate whether hours/units, amounts, or both can be carried forward by selecting from the following options:

- N—Do not roll balance forward to new calendar year.
- H—Roll hours forward to new calendar year.
- A—Roll amount balance forward to new calendar year.
- B—Roll both hours and amount balances forward to new calendar year.

If you select N (Do not roll balance forward to new calendar year), no balances will roll forward.

Depending on your Roll forward selection, you will also indicate Amount and Hours limits:

- Amount limit—Used with Roll forward options A or B. This field holds the maximum amount that can be carried forward to the new year.
- Hours limit—Used with Roll forward options H or B. This field holds the maximum number of hours that can be carried forward to the new year.

## ROLLING BALANCES FORWARD

Use the following steps to roll balances forward.

1. Click **Processing > Periodic Processing > Roll Balances Forward** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Processing > Periodic Processing > Roll Balances Forward** from the menu bar. The Roll Balances Forward screen displays (*Figure 7.4*).

```
Demo User          Division 95          10/06/2003
-----
PR - Roll Balances Forward
-----
Roll to year...: 2004
-----
| Selection being entered. |----- 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint
```

Figure 7.4—Roll Balances Forward

2. Enter the new year to which the balances will roll forward. Once complete, the beginning balance for HDIs impacted by this task will change for the year entered.
3. Press ENTER. A confirmation message displays.
4. Type *Y* to accept your entries and roll your balances forward. When the process is complete, you return to the Periodic Processing menu.

Any balances rolled forward by this task are listed in the Roll Forward report (PYRLOVR.L##, where ## represents the division number). Open Print Manager to view or print this report.

## PURGING DATA

Periodically purging information will free up disk space on your computer or server.

You may purge:

- Timesheet history,
- Check detail information,
- The employee change log, or
- All information from a prior year.



Under no circumstances should you purge data until you have a backup of your data. Because this process permanently removes the data from your system, you will have no other way to recover the information.

## PURGING TIMESHEET HISTORY

If you maintain timesheet history and have run all necessary timesheet history reports, you may wish to delete some of the timesheet history. This will free up disk space on your computer or server.



You should have a backup of your data before purging timesheet history. Because this process permanently removes the data from your system, you will have no other way to recover the information.

Use the following steps to purge timesheet history.

1. Click **Processing > Periodic Processing > Purge Timesheet History** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Processing > Periodic Processing > Purge Timesheet History** from the menu bar. The task window displays (Figure 7.5).

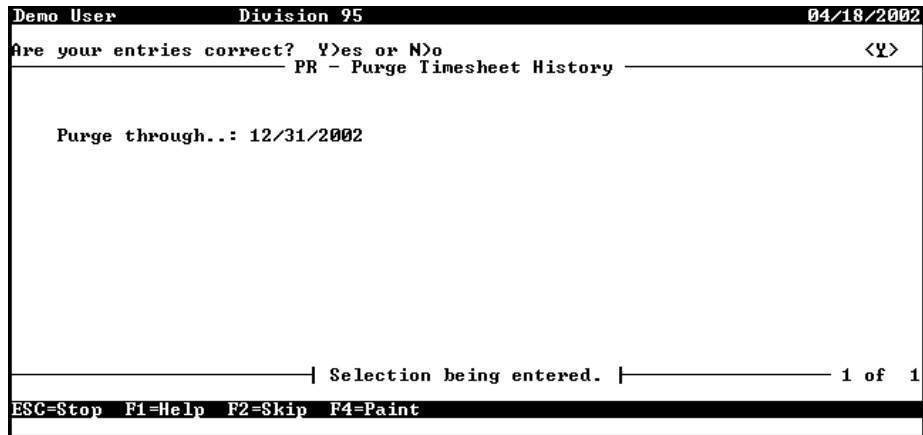


Figure 7.5—Purge Timesheet History

2. Enter the ending date of the period for which you are purging timesheet history.
3. Press ENTER. A confirmation message displays.
4. Type *Y* to accept your entries and purge the timesheet information. When the process is complete, another message displays.
5. Press ENTER to exit the task and close the window.
6. Locate the PYCEmpInqUtil.exe executable file in the **Bin** folder (stored in the version folder under **FundWare**, e.g., **FundWare > 7.40 > Bin**).

7. Double-click to open the Build/Repair Employee Inquiry Table (*Figure 7.6*). This utility will synchronize your data following this purging process.

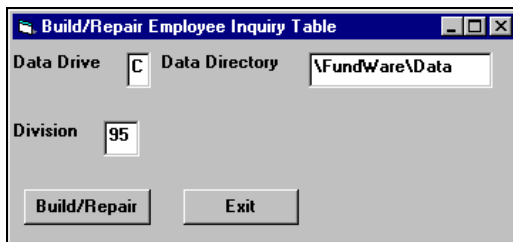


Figure 7.6—Build/Repair Employee Inquiry Table

8. Enter the correct data drive, data directory, and division (or accept the defaults).
9. Click **Build/Repair**. When the process has completed successfully, a message displays.
10. Click **OK**.

## SAVING SUMMARY INFORMATION AND PURGING A YEAR

The Purge/Save Year option is a two-step process that allows you to purge:

- All information from a prior year, or
- The check detail information, leaving monthly summary information available for reports.
  - If you run comparative reports between years or reports that cross payroll years, you need to save summary information from the prior year. When the information is no longer needed, execute the purge option of this task for the year.



Performing this task frees up disk space on your computer or server. It will also allow you to remove terminated employees and “reuse” employee numbers. Do not purge information until you have successfully produced all your year-end tax forms.



You should store a permanent data backup in a safe or off site before purging a year. Because this process permanently removes the data from your system, you will have no other way to recover the information.

Use the following steps to purge or save year. (You must save a year before that year can be purged.)

1. Click **Processing > Periodic Processing > Purge/Save Year** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Processing > Periodic Processing > Purge/Save Year** from the menu bar. The task window displays (*Figure 7.7*).

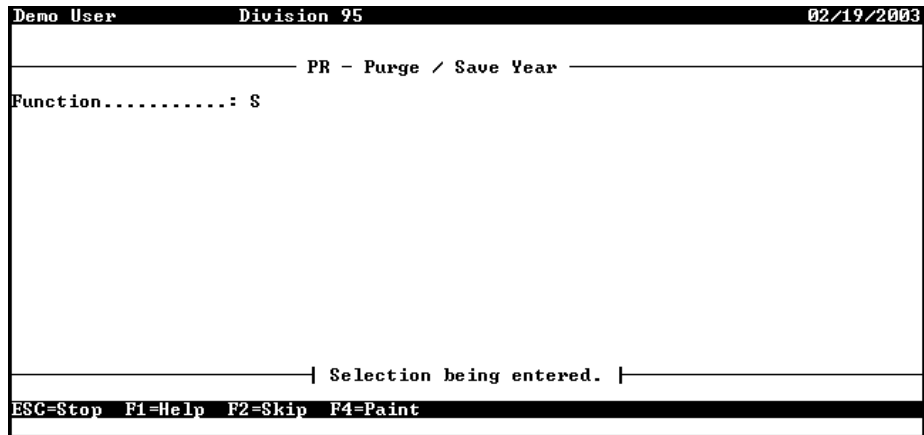


Figure 7.7—Purge/Save Year

2. Select which task you are completing:
  - P—Purge entire year.
  - S—Save summary information—Each year must be saved before you can purge.

- Press ENTER. The remaining parameters of the task display (*Figure 7.8*).

```

Demo User          Division 95          02/19/2003
-----
PR - Purge / Save Year
Function.....: S - Save summary information.
  Purge term....: N
  Year.....:
-----
| Selection being entered. |----- 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint

```

*Figure 7.8—Purge/Save Year Parameters*

- For the Purge task, enter your selection for purging terminated employees in the Purge term field
  - Y—Purge terminated employees.
  - N—Do not purge terminated employees.
- Enter the year for which you are completing the purge or save task.
- Press ENTER. A confirmation message displays.
- Type *Y* to accept your entries and purge or save the year. When the process is complete, another message displays.
- Press ENTER to end the task and close the window.

## PURGING THE EMPLOYEE CHANGE LOG

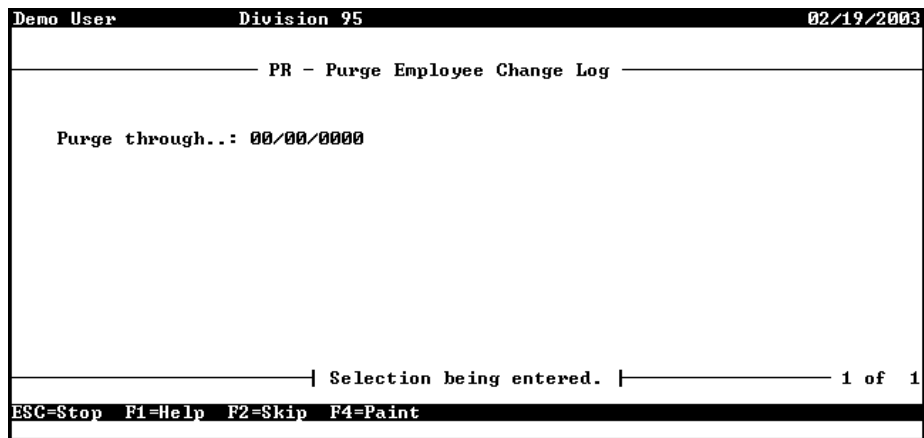
You can use this task to purge employee change log information. This will free up disk space on your computer or server.



You should print a copy of your Employee Change Log for your records before beginning this task.

Use the following steps to purge the employee change log.

1. Click **Processing > Processing > Periodic Processing > Purge Employee Change Log** on the module navigator (if the module is not expanded, click **Payroll/Personnel** first) or select **Payroll/Personnel > Processing > Periodic Processing > Purge Employee Change Log** from the menu bar. The Purge Employee Change Log screen displays (*Figure 7.9*).



*Figure 7.9—Purge Employee Change Log*

2. Enter the date through which you want to purge the change log information.
3. Press ENTER. A confirmation message displays.
4. Type *Y* to accept your entries and purge employee change log information. When the process is complete, another message displays.
5. Press ENTER to end the task and close the window.
6. Locate the PYCEmpInqUtil.exe executable file in the **Bin** folder (stored in the version folder under **FundWare**, e.g., **FundWare > 7.40 > Bin**).



7. Double-click to open the Build/Repair Employee Inquiry Table (*Figure 7.6*). This utility will synchronize your data following this purging process.

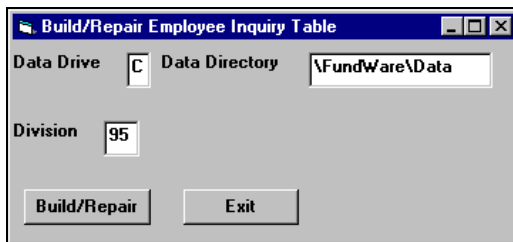


Figure 7.10—Build/Repair Employee Inquiry Table

8. Enter the correct data drive, data directory, and division (or accept the defaults).
9. Click **Build/Repair**. When the process has completed successfully, a message displays.
10. Click **OK**.

## IMPORTING PAYROLL/PERSONNEL DATA

All instructions for importing Payroll/Personnel data are included in the *Blackbaud FundWare System Administration Guide*. Please refer to this guide for more information. You can find all user guides in the **FundWare > Data > User Documentation** folder on your server.



# A P P E N D I X A

## CALCULATION COMMANDS

---

The Payroll module uses calculations to define earnings and deductions (e.g., 401k, health insurance). These calculations have a number of options and can become complex as a result of your payroll needs. Because of the critical nature of the accuracy of payroll information, many of our customers work with outside resources to define their calculations (e.g., Professional Services). This saves them time, while allowing them to realize the full power of calculations designed specifically for their organization. FundWare also offers classes in writing and modifying calculations. For more information, please visit the FundWare Web site ([www.fundware.com](http://www.fundware.com)).

This appendix provides you with an overview of the commands used to create your Payroll calculations.

## OVERVIEW OF CALCULATIONS

All calculations are based on the same set of commands. These commands make up the internal payroll “language” used by the Payroll/Personnel module. The commands, in turn are divided into command groups. Each group of commands have a specific purpose. The fields entered for each command are determined by question groups.

Figure A.1 shows the command and question groups asked by each command.

Command	Command Group	Question Groups									
		Output	Reg/Item	Reg	Reg Oper	Rel Oper	Reg/Item Value	Item	Item Col	Reg / Value	Value
EACH	Multi	-	-	-	-	-	-	Yes	-	-	-
MATCH	Multi	-	-	-	-	-	-	Yes	-	-	-
BREAK	Multi	-	-	-	-	-	-	-	-	-	-
CONT	Multi	-	-	-	-	-	-	-	-	-	-
END	Multi	-	-	-	-	-	-	-	-	-	-
IF	Conditional	-	Yes	-	-	Yes	Yes	-	-	-	-
ANDIF	Conditional	-	Yes	-	-	Yes	-	-	-	-	-
ORIF	Conditional	-	Yes	-	-	Yes	-	-	-	-	-
ELIF	Conditional	-	Yes	-	-	Yes	-	-	-	-	-
ELSE	Conditional	-	-	-	-	-	-	-	-	-	-
FI	Conditional	-	-	-	-	-	-	-	-	-	-
CASE		-	-	-	-	-	-	-	Yes	-	-
VALUE	Case	-	-	-	-	-	-	-	-	Yes	-
ESAC	Case	-	-	-	-	-	-	-	-	-	-
COMNT	Other	-	-	-	-	-	-	-	-	-	Yes
RECOF	Other	-	-	Yes	-	Yes	-	-	-	-	-
TABLE	Other	-	-	Yes	-	-	-	-	-	-	-
EXIT	Other	-	-	-	-	-	-	Yes	-	Yes	-
SET ACT	Other	-	-	-	-	-	Yes	-	-	-	-
SET DES	Other	-	-	-	-	-	Yes	-	-	-	-

Figure A.1—Question Groups

## COMMAND GROUPS

The commands and how they are used can be grouped functionally. Each one of these groups have specific functions that they perform or some other commonality.

### MULTI-OCCURRING DATA ITEM COMMANDS

These commands are used when processing multi-occurring employee data items. They provide a looping mechanism so that each occurrence of a data item may be processed.

To define the loop, the EACH ... END commands must be used. The EACH defines the beginning and the END defines the end of the loop. Any command may be used between the EACH ... END including another EACH loop. EACHs may be nested 5 levels deep. The other commands specific to multi-occurring fields are:

- MATCH—Causes the specified data item to be matched by date and entry number with the data item defined by the EACH command.
- BREAK—Causes the processing of the EACH loop to be terminated and the command after the END command to be processed next.
- CONT—Causes the processing of the current EACH loop to be terminated. Processing continues with the next value of the EACH data item starting at the first command after the EACH.

## CONDITIONAL TYPE COMMANDS

These commands allow the optional execution of a group of commands based on the comparison of a register or data item. The ordering of the conditional commands is very important, and must be as follows:

- IF—Defines the beginning of a group of commands to be optionally executed. If the result of the IF comparison is true, the intervening commands, those between the IF and the ELIF, ELSE, or FI are executed. Any other command may appear between the IF and the ELIF, ELSE, or FI, including another IF. IFs may be nested 50 levels deep.
- ANDIF or ORIF—These two optional commands, if used, must immediately follow the IF command and allow additional comparisons to be done.
  - The ANDIF indicates that all comparisons must be true for the “true” group of commands to be executed.
  - The ORIF indicates that if any comparison is true, the “true” group of commands is to be executed.

There is no limit to the number of ANDIFs or ORIFs that may follow the IF. An IF may not have a mixture of ANDIFs and ORIFs.

- ELIF—This is an optional command that is used as a short cut for the ELSE, IF command sequence. See the ELSE and IF commands for a full description.
- ELSE—This is an optional command that defines the end of the “true” group and the beginning of the “false” group of commands. This command is always associated with the current open IF or ELIF commands.
- FI—Defines the end of the current IF command. A FI is required for each IF in the report. A FI is **not** required for an ELIF.

## CASE COMMANDS

These commands provide another way of conditionally executing a group of commands. As with the conditional commands, the order the case is specified is very important and must be as follows:

- **CASE**—Defines the beginning of a case group and indicates what data item is to be used by the following **VALUE** commands. A **VALUE** command must immediately follow the **CASE** command. Within a case group additional case groups may be executed. **CASEs** may be nested 50 levels.
- **VALUE**—Defines the value for the data item selected in the **CASE** statement that will cause the commands following to be executed. Multiple **VALUE** commands without intervening commands indicate additional values that will cause commands following to be executed. Additional **VALUE** commands with intervening commands indicate different groups of conditional commands.
- **ESAC**—Defines the end of a case group. There must be an **ESAC** for every **CASE** statement within the report.

## OTHER TYPE COMMANDS

These commands do not fall into any particular function or group, but perform individual functions.

- **COMNT**—Allows a comment to be placed into the language. Comments are used to clarify what the particular set of instructions is doing in a more English-like manner.
- **REGOP**—Allows information to be maintained using registers. This is primarily used for summing, counting, and arithmetic types of functions. Forty registers are available for use.
- **SET ACT**—Sets an account number for the data item which overrides the account number defined in the Ledger Options field for the historical data item. The same historical data item can be used for several employees, but with a different account number.
- **SET DES**—Sets a description for the data item which overrides the Short desc field for the historical data item. The same historical data item can be used for several employees, but with a different description.
- **TABLE**—Allows a date related multiplication to be performed using rates and table. The first register indicates the source as well as the location of where the result is to be stored. Item indicates the table name, and Reg/Value indicates which table number to use. The current business date is always used as the date.
- **EXIT**—Causes the current set of commands to be terminated.

## QUESTION GROUPS

Question groups are used to categorize the fields that are asked by various commands.

Reg / item question group—Indicates that either a register or data item may be used.

- Register/Item—Determines whether a register or data item is to be entered. Valid values are:
  - R—Register
  - I—Data item
- Internal reg #—If register was selected with the above option, the module asks for the register number to use. Valid values range from 1 to 40.
- Data item—If item was selected with the above option, the module asks for the data item to use.
- Item value from—After the data item is entered, the module asks for the value of the data item to retrieve. Valid values are:
  - E—Entry of item. This gets the value of the entry number in the multi-occurring data item.
  - V—Value of item. This gets the actual value of the data item.
  - L—Lookup of column. This gets the lookup value of the data item for the column selected.
- Lookup of column—If the lookup of column was selected, the column to be retrieved must be entered.

Register question group—Indicates that a register is to be used.

- Internal reg #—The register number to use. Valid values range from 1 to 40.

Register operation question group—Indicates that a register operation is to be used. This is the primary mechanism for doing arithmetic.

- Reg operation—Defines the type of operation to be performed. Valid values are:
  - + Add to register
  - - Subtract from register
  - \* Multiply register by
  - / Divide register by
  - L—Load register with
  - A—Load register with Annual
  - D—Load register with Deannual

Relational operator question group—Indicates that a relational comparison is to be performed.

- Rel operator—Defines the type of comparison to be performed. Valid values are:
  - EQ—is equal to
  - NE—is not equal to
  - LT—is less than
  - LE—is less than or equal to
  - GT—is greater than
  - GE—is greater than or equal to

Register / item / value question group—Indicates that either a register, data item, or value (constant) may be used.

- Register/Item/Value—Determines whether a register, data item, or value is to be used. Valid values are:
  - R—Register
  - I—Data item
  - V—Value
- Internal reg #—If register was selected with the above option, the module asks for the register number to use. Valid values range from 1 to 40.
- Data item—If an item was specified with the above option, the module asks for the data item to use.
- Item value from—After the data item is entered, the module asks for the value of the data item to retrieve.

If the data item is an EDI (employee data item), the valid values are:

- E—Entry of item. This gets the value of the entry number in the multi-occurring data item.
- V—Value of item. This gets the actual value of the data item.
- L—Lookup of item. This gets the lookup value of the data item for the column selected.

If the data item is an HDI (historical data item), the valid value is entered as a two character field where the first value is one of:

- C—Current total
- M—Monthly total
- Q—Quarterly total
- H—Half year total



- Y—Year through reporting date (including beginning balance)
- B—Beginning balance
- T—Total posted for year
- A—Annual total (including beginning balance)

The second character indicates the type of information to be pulled, where one of the following must be entered:

- H—Hours
- A—Amount
- O—Other
- 1—Basis hours
- 2—Basis amount
- 3—Basis other
- Lookup of column—If the lookup of column was selected, the column to be retrieved must be entered.
- Data type—If value is selected with the above option, the module asks for the type of value to be entered. Valid values are:
  - N—Not used
  - #—Signed(15) Number
  - \$—Signed(13.2) Amount
  - R—Signed(9.6) Rate
  - D—Numeric(mm/dd/yyyy) Date
  - P—Numeric(10) Phone (area code and nbr)
  - A—Alphameric(2) Attribute
  - K—Alphameric(10) Key word
  - T—Alphameric(30) Text
  - X—Alphameric(55) Extended text
  - M—Alphameric(55) Account Mask
- xxxxxx—Once the type of value has been entered, then the actual value is entered. The “xxxxxx” is replaced with an appropriate prompt for the type of value.

Item question group—Used when a data item name is to be entered.

- Data item—The name of the selected data item must be entered.
- Register value question group—The reg value group indicates that either a register or value (constant) may be used. Valid values are:
  - R—Register

- V—Value
- Internal reg #—If register was selected with the above option, the module asks for the register number to use. Valid values range from 1 to 40.
- Data type—If value is selected with the above option, the module asks for the type of value to be entered. Valid values are:
  - N—Not used
  - #—Signed(15)Number
  - \$—Signed(13.2)Amount
  - R—Signed(9.6)Rate
  - D—Numeric(mm/dd/yyyy)Date
  - P—Numeric(10)Phone (area code and nbr)
  - A—Alphameric(2)Attribute
  - K—Alphameric(10)Key word
  - T—Alphameric(30)Text
  - X—Alphameric(55)Extended text
  - M—Alphameric(55)account Mask
- xxxxxx—Once the type value has been entered, then the actual value is entered. The “xxxxxx” is replaced with an appropriate prompt for the type of value.

Value question group—Used when a particular value is to be entered.

- xxxxxx—The “xxxxxx” is replaced with an appropriate prompt for the data type of the value.

## INTERNAL REGISTERS

Up to 40 internal register numbers may be used for any calculation. Internal registers 1 through 10 are reserved and are used as follows.

*Table A.1—Internal Registers*

Register	Input/Output	Description
1	Output	Resulting hours
2	Output	Resulting amount
3	Input/Output	Basis hours
4	Input/Output	Basis amount

Table A.1—Internal Registers

Register	Input/Output	Description
5	Input	Current total “earning” amount
6	Input	Current total “earning” hours
7	Input	Current total “tax” amount
8	Input	Current total “deduction” amount
9–10		Reserved for future use

The Input/Output column indicates if the register is used as input to the calculation, output from the calculation or both.



# A P P E N D I X B

## CLOCKED TIMESHEET ENTRY

Clocked Timesheet Entry is a feature where timesheets are entered with clocked hours. You may want to use this feature if your employees punch a time clock, and you need to report very specific date, hour, and time information. However, you must process your timesheets through Classic menu tasks.

There are three methods of Timesheet Entry:

- Numbered entry
- Dated entry
- Clocked entry

### NUMBERED ENTRY

Numbered entry is the normal, non-dated, and non-clocked method of entry. The timesheets begin numbering at 1 and increment by one for each timesheet.

*Table B.1—Numbered Entry*

Employee	Entry	Earnings	Amt/Hrs
Sam Smith	1	SALARY	\$1200
	2	VACA TIME	8
	3	SICK TIME	-8
Jason Jefferson	1	SALARY	\$1300
	2	BONUS	\$400

Earnings must be defined to use numbered entry. You are prompted for an entry number when entering single timesheets.

## DATED ENTRY

Dated entry consists of a date and a number for each timesheet. There may be multiple numbers on a single date. Timesheets begin numbering at one and increment by one for each timesheet.

Table B.2—Dated Entry

Employee	Date	Entry	Earnings	Amt/Hrs
Mike Mills	01/15/04	1	HOURLY 1	20
		2	HOURLY 2	10
Lisa Linden	01/01/04	1	HOURLY	8
	01/02/04	1	HOURLY	8
	01/03/04	1	HOURLY	8
	01/04/04	1	HOURLY	8

Earnings must be defined to use dated entry. You are prompted for a date and number when entering timesheets. Dated entry earnings cannot be used in group timesheets. The Timesheet Verification Report will list the date and entry for each timesheet.

## CLOCKED ENTRY

Clocked entry consists of a date, clocked time, and In or Out. Earnings must be defined to use clocked entry. Clocked entry earnings cannot be used in group timesheets. The Timesheet Verification Report will list the date, time, and total for each timesheet. Total clocked hours are checked against the Day check maximum in the parameter; warnings are issued for employees over the limit. Total of all hourly earnings is checked against the Period check maximum in the parameter; warnings are issued for employees over the limit. There are two basic methods of clocked time:

- Matching In and Out
- Open In and Out

## MATCHING IN AND OUT

Using the matching in and out method, every in for an earning must also be accompanied by an out. In and outs should not overlap.

*Table B.3—Matching In and Out*

Employee	Date	Time	In/Out	Earnings	Amt/Hrs
Bill Baxter	01/15/04	0800	I	HOURLY	4
		1200	O	HOURLY	0
		1300	I	HOURLY	4
		1700	O	HOURLY	0
Sasha Sears	01/15/04	0800	I	HOURLY	6
		1400	O	HOURLY	0
Peter Prewitt	01/01/04	0800	I	HOURLY	6
		1500	O	HOURLY	
	01/02/04	0800	I	HOURLY	6.25
		1515	O	HOURLY	0
	01/03/04	0830	I	HOURLY	6
		1530	O	HOURLY	0

In this example, Hourly is defined to use clocked time.

## OPEN IN AND OUT

Using the open in and out method, an Out is not required for every In for an earning. In and outs overlap.

Table B.4—Open In and Out

Employee	Date	Time	In/Out	Earnings	Amt/Hrs
Bill Baxter	01/15/04	0800	I	HOURLY	4
		1200	I	Lunch	1
		1300	I	HOURLY	4
		1700	O	HOURLY	0
Sasha Sears	01/15/04	0800	I	SALARY	8
		1600	I	OVERTIME	3
		1900	O	OVERTIME	0
Peter Prewitt	01/01/04	0800	I	HOURLY	6
		1500	O	HOURLY	0
	01/02/04	0800	I	HOURLY	6.25
		1515	O	HOURLY	0

In this example, Hourly is defined as a regular earning using clocked time. Lunch is defined as an hourly clocked earning with no Rate and no Basis. The accounting must be set up but it should never be used because Lunch has no rate, and therefore no amount to post. The key is to define items like Lunch and Break without a rate.



# A P P E N D I X C

## HOW DOES PAYROLL RESOLVE ACCOUNTS?

This appendix is designed to help you understand how your Payroll system can build your accounts, based on the settings in your Payroll Parameter, historical data item definitions, employee records, costcodes, and/or distribution tables. It is divided into two main areas, based on your most-basic Payroll decision:

- 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 C.1*).

```
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 C.1—Departmentalized Salary and Non-Departmentalized Hourly

You must define the Payroll Parameter to post to General Ledger (field 4). This will be reflected in field 6 of the earnings item and will often be a setting that you cannot change for earnings items.



An earnings item is an historical data item as E—Earnings in field three of the definition. These HDIs are what you use to define earnings amounts on employee timesheets.

Once you begin to enter timesheets for an employee, the program begins to build the account number, starting with the settings on the earnings item. The program looks to the Debit option defined for the earnings item to determine how the account will be built. Your debit options are:

- A—Use account from Mask field. (The account number defined can not contain any masked characters.)
- D—Use department from the employee record (or costcode or distribution table) and GLA from mask.
- G—Use GLA from the employee record (or costcode or distribution table) and department from mask.
- B—Use both the department and GLA on the employee record (or costcode or distribution table).
- P—Prorate based on the dollars in the historical data items listed in Prorate on.
- H—Prorate based on the hours in the historical data items listed in the Prorate on.

The examples in this appendix use only debit options D, G, or B. Debit options A, P, and H are excluded from the examples for various reasons:

- Debit option A defines the account number to which you post; therefore, the system does not build any account numbers.
- Debit options P and H do not build account numbers during the timesheet process. For more on options P and H, see *Chapter 3—Using Data Items* on page 1.77.

## DEPARTMENTALIZED EXAMPLES

The steps involved in building the account number will vary widely, depending on a number of settings. However, it will help you to understand the basic path that the system follows when building the account number:

1. Earnings item,
2. Employee record (departments and/or GLAs), and/or
3. Costcodes (can be added to the employee record or the timesheet).

The following examples show some of the more common ways Payroll resolves account numbers for departmentalized salary earnings.

## OPTION B—DEPARTMENT AND GLA FROM EMPLOYEE RECORD

This example involves the following scenario:

- We selected an HDI that draws both the department and GLA from the employee record.
- We have defined both the department and GLA for the employee (saved on his employee record).
- We have also defined a costcode for the employee (saved on his employee record).

Given these settings and selections, Payroll resolves the account number as follows.

1. Take the account mask defined on the earnings item (*Figure C.2*). Note: This account mask is entered as a default on the timesheet, and can be overridden (if the earnings item definition allows).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Historical Data Items
Data item .....: SALARY      < 734>          Changed.: 10/01/90
                                           User.....: 00200
6) Ledger options
  Post G/L.....:      Y - Post this item to the G/L.
  Debit option...:      B - Both dept and GLA from emp.
  Prorate on...:
  Mask.....:      AXX XX-XX 6110
  Credit option...:
  Prorate on...:
  Mask.....:
-----
| Data item being displayed. |----- 4 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.2—Example Historical Data Item—Debit Mask

2. Take the Entry Type defined on the earnings item (Figure C.3).

```

Demo User          Division 95          11/10/2003
----- PR - Define Historical Data Items -----
Data item .....: SALARY      < 734>          Changed.: 10/01/90
                                           User.....: 00200
4) Earning options
Entry type.....:      A - Amount entered on time cards.
Rate from.....: .S AMT      - Amount of Salary
Multiply by....:
Use shift.....:
Use costcode...:      Y - Use costcode.
Chg acct/basis.:      Y - Change of acct/basis allowed.
Basis for.....: .FWT,.EIC,.FUTA,.SMT 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 C.3—Example Historical Data Item—Rate From

3. Because the Entry Type on the earnings item is an amount option (as opposed to an hour or unit option), default to the Salary settings on the **Accounting Information** tab (Figure C.4).

Employee Information - Applecart, Charles

Name and Address | Personal Information | Payroll Information

Accounting Information | Direct Deposit | Pay Calculation

Department Earnings

Hourly rate  
 Salary  
 Other rate

Hourly dept: Not used | GLA: Not used | Addtl basis for: ...

OK | Cancel | Help

Figure C.4—Example Employee Record—Accounting Information Tab

4. Take the salary department defined on the employee record and lookup the account mask (Lookup 2 on the edit value definition for .S DEPT) (*Figure C.5*).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .S DEPT   < 31>          Changed.: 09/20/90
Edited value.....:
Active.....:      Y - Active.
In use.....:      Y - In use, cannot be removed.
Lookup 1.....:   Water plant
Lookup 2.....:   AXX 02-XX XXXX
-----
| Edit value being displayed. |----- 3 of 3
Edit value has been displayed.
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.5—.S DEPT—Water Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Water department. So here’s how our account is building:

```

    AXX XX-XX 6110 (from the earnings item)
plus
    AXX 02-XX XXXX (from the department)
builds to
    AXX 02-XX 6110
    
```

- Take the GLA defined on the employee record (*Figure C.6*) and lookup the account mask (Lookup 2 on the edit value definition for .S GLA).

**Employee Information - Applecart, Charles**

Name and Address | Personal Information | Payroll Information

**Accounting Information** | Direct Deposit | Pay Calculation

Department Earnings

Hourly rate  
 Salary  
 Other rate

% Expensed	Salary dept	GLA	Addtl basis for
100.00	Water	Sal	

100.00% of Salary expensed

Add Delete

OK Cancel Help

Figure C.6—Example Employee Record—Accounting Information Tab

Based on the GLA selection on the **Accounting Information** tab, we look to the .S GLA edit value definition (*Figure C.7*).

```

Demo User          Division 95          11/06/2003
----- PR - Define Employee Data Items -----
Data item .....: .S GLA    < 32>          Changed.: 09/27/90
Edited value.....:
Active.....:      Y - Active.
In use.....:      Y - In use, cannot be removed.
Lookup 1.....: Salaried
Lookup 2.....: AXX XX-00 XXXX

| Edit value being displayed. |----- 3 of 3
Edit value has been displayed.
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.7—.S GLA—Sal Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Sal GLA. So here's how our account is building:

AXX XX-XX 6110 (from the earnings item)  
 plus  
 AXX 02-XX XXXX (from the department)  
 plus  
 AXX XX-00 XXXX (from the GLA)  
 builds to  
 AXX 02-00 6110

6. Take the costcode defined on the employee record (*Figure C.8*) and lookup the account mask.

Entry	Data Item	Value
0	Cost Code	State Grant 04
0	Fica taxable	FICA taxable
0	Number of Exemptions - Federal	1 Dependent
0	Marital status	Single
0	Bank name/route for direct dep	No direct deposit
0	Cafeteria Plan/Dental Ins Amt	Single dental insurance
0	Life insurance eligible	Yes
0	Pension Eligible	Yes
0	Vacation hours accrued/month	8
0	Hourly rate for vacation acctl	8.65

Figure C.8—Example Employee Record—Pay Calculation Tab

- Take the account mask from the Lookup 2 for the State Grant 04 edit value (Figure C.9).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 03/28/91
Edited value.....: State
Active.....: Y - Active.
In use.....: N - Not in use, may be removed.
Lookup 1.....: State Grant for Water Reclaim.
Lookup 2.....: A04 XX-XX XXXX
-----
Edit value has been displayed. | Edit value being displayed. | 3 of 3
ESC=Stop  F1=Help  F2=Skip  F4=Print
    
```

Figure C.9—.COSTCODE—State Grant 04 Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the State Grant 04 edit value. And our account number is resolved:

```

AXX XX-XX 6110 (from the earnings item)
plus
AXX 02-XX XXXX (from the department)
plus
AXX XX-00 XXXX (from the GLA)
plus
A04 XX-XX XXXX (from the costcode)
builds to
A04 02-00 6110
    
```

### VARIATIONS ON A THEME

The above example is a very simple example of departmentalize earnings using costcodes. There are any number of ways to make this more complex:



- If the department account mask (i.e., Lookup 2 for the Water edit value on .S DEPT) is A01 02-00, then the account is resolved at this step and the process goes no further:

AXX XX-XX 6110 (from the earnings item)  
plus  
AXX 02-XX XXXX (from the department)  
builds to  
A01 02-00 6110

In this case, it does not matter what other definitions might apply (e.g., GLA, costcode). The system has a complete account number and looks not further.

- If a number has already been resolved during this process, Payroll will ignore any additional numbers in that position.

AXX XX-XX 6110 (from the earnings item)  
plus  
A03 XX-XX XXXX (from the department)      The fund is defined at this step...  
plus  
AXX XX-00 XXXX (from the GLA)  
plus  
A04 02-XX XXXX (from the costcode)      So Payroll ignores the fund definition  
builds to      in this step.  
A03 02-00 6110

- When you enter the timesheet, you could override the costcode default (taken from the **Pay Calculation** tab of the employee record). (Or add a costcode if no default has been defined for the employee.)
- The earnings item may not be defined for costcodes. The account resolution might look like this:

AXX XX-XX 6110 (from the earnings item)  
plus

A04 02-XX XXXX (from the department)

plus

AXX XX-00 XXXX (from the GLA)

builds to

A04 02-00 6110

- The account could complete all the resolution steps, but not have a complete number. In this case, you would receive a message indicating that you must complete the number on the timesheet:

AXX XX-XX 61XX (from the earnings item)

plus

AXX 02-XX XXXX (from the department)

plus

AXX XX-00 XXXX (from the GLA)

plus

A04 XX-XX XXXX (from the costcode)

builds to

A04 02-00 61XX



In this example, a message would display on the timesheet that the account was not resolved. If the Change account/basis setting on the HDI definition (field 4) allow you to change this information, you can edit the account directly. If the setting is N—Change not allowed, you must select different options for the timesheet entry.

## OPTION B—WITHOUT COSTCODES

This example involves the following scenario:

- We selected an HDI that draws both the department and GLA from the employee record.
- We have defined both the department and GLA for the employee (saved on his employee record).

- We have not assigned costcodes to the employee record or assigned any during timesheet entry.

Given these settings and selections, Payroll resolves the account number as follows.

1. Take the account mask defined on the earnings item (*Figure C.10*). Note: This account mask is entered as a default on the timesheet, and can be overridden (if the earnings item definition allows).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Historical Data Items
Data item .....: SALARY      < 734>          Changed.: 10/01/90
                                           User.....: 00200
6) Ledger options
  Post G/L.....:      Y - Post this item to the G/L.
  Debit option...:      B - Both dept and GLA from emp.
  Prorate on...:
  Mask.....:      AXX XX-XX 6110
  Credit option...:
  Prorate on...:
  Mask.....:
-----
| Data item being displayed. |----- 4 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.10—Example Historical Data Item—Salary

2. Take the Entry Type defined on the earnings item (*Figure C.11*).

```

Demo User          Division 95          11/10/2003
-----
PR - Define Historical Data Items
Data item .....: SALARY      < 734>          Changed.: 10/01/90
                                           User.....: 00200
4) Earning options
  Entry type.....:      A - Amount entered on time cards.
  Rate from.....:      .S AMT - Amount of Salary
  Multiply by.....:
  Use shift.....:
  Use costcode...:      Y - Use costcode.
  Chg acct/basis.:      Y - Change of acct/basis allowed.
  Basis for.....:      .FWT,.EIC,.FUTA,.SWI 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 C.11—Example Historical Data Item—Rate From and Costcode Option

- Because the Entry Type on the earnings item is an amount option (as opposed to an hour or unit option), default to the Salary settings on the **Accounting Information** tab.

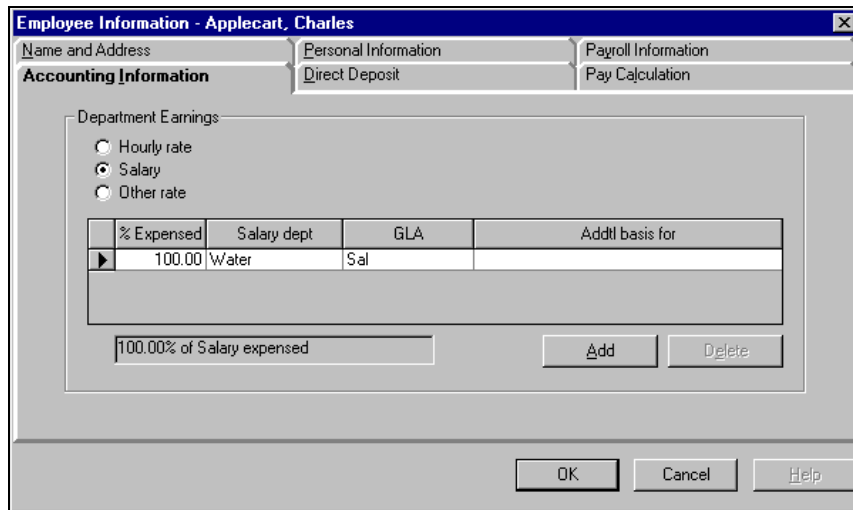


Figure C.12—Example Employee Record—Accounting Information Tab

- Take the salary department defined on the employee record and lookup the account mask (Lookup 2 on the edit value definition for .S DEPT) (Figure C.13).

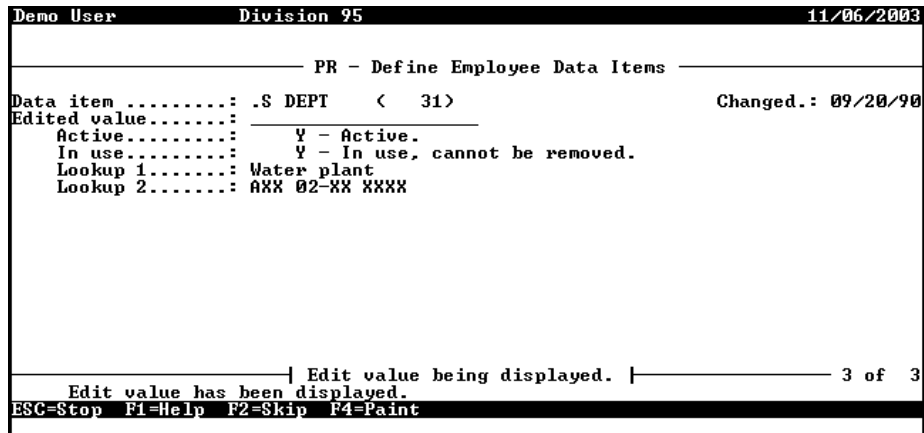


Figure C.13—.S DEPT—Water Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Water department. So here's how our account is building:

A04 02-XX 6110 (from the earnings item)

plus

A04 02-XX XXXX (from the department)

builds to

A04 02-XX 6110

- Take the GLA defined on the employee record (*Figure C.14*) and lookup the account mask (Lookup 2 on the edit value definition for .S GLA).

**Employee Information - Applecart, Charles**

Accounting Information

Department Earnings

Hourly rate  
 Salary  
 Other rate

% Expensed	Salary dept	GLA	Addtl basis for
100.00	Water	Sal	

100.00% of Salary expensed

Add Delete

OK Cancel Help

Figure C.14—Example Employee Record—Accounting Information Tab

Based on the selection on the **Accounting Information** tab, we look to the .S GLA edit value definition (*Figure C.15*).

Demo User	Division 95	11/06/2003
PR - Define Employee Data Items		
Data item .....	.S GLA < 32>	Changed.: 09/27/90
Edited value.....	Y - Active.	
Active.....	Y - In use, cannot be removed.	
In use.....	Salaried	
Lookup 1.....	AXX XX-00 XXXX	
Lookup 2.....		
Edit value has been displayed.		3 of 3
ESC=Stop F1=Help F2=Skip F4=Print		

Figure C.15—.S GLA—Sal Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Sal GLA. And our account number is resolved:

```

A04 02-XX XXXX (from the earnings item)
plus
A04 02-XX XXXX (from the department)
plus
A04 02-00 XXXX (from the GLA)
builds to
A04 02-00 6110
    
```

### OPTION B—WITH MULTIPLE DEPARTMENTS AND GLAS

This example involves the following scenario:

- We selected an HDI that draws both the department and GLA from the employee record.
- We have defined multiple departments and a single GLA for the employee (saved on his employee record). The employee's salary amount is distributed across the departments.

- We have not assigned costcodes to the employee record or assigned any during timesheet entry.

Given these settings and selections, Payroll resolves the account number as follows.

1. Take the account mask defined on the earnings item (*Figure C.16*). Note: This account mask is entered as a default on the timesheet, and can be overridden (if the earnings item definition allows).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Historical Data Items
Data item .....: SALARY      < 734>          Changed.: 10/01/90
                                           User.....: 00200
6) Ledger options
  Post G/L.....:      Y - Post this item to the G/L.
  Debit option...:      B - Both dept and GLA from emp.
  Prorate on...:
  Mask.....:      AXX XX-XX 6110
  Credit option...:
  Prorate on...:
  Mask.....:
-----
| Data item being displayed. |----- 4 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.16—Example Historical Data Item—Salary

2. Take the Entry Type defined on the earnings item (*Figure C.17*).

```

Demo User          Division 95          11/10/2003
-----
PR - Define Historical Data Items
Data item .....: SALARY      < 734>          Changed.: 10/01/90
                                           User.....: 00200
4) Earning options
  Entry type.....:      A - Amount entered on time cards.
  Rate from.....:      .S AMT - Amount of Salary
  Multiply by.....:
  Use shift.....:
  Use costcode...:      Y - Use costcode.
  Chg acct/basis.:      Y - Change of acct/basis 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 C.17—Example Historical Data Item—Rate From and Costcode Option

3. Because the Entry Type on the earnings item is an amount option (as opposed to an hour or unit option), default to the Salary settings on the **Accounting Information** tab.

The screenshot shows a software window titled "Employee Information - Applecart, Charles". It has several tabs: "Name and Address", "Personal Information", "Payroll Information", "Direct Deposit", and "Pay Calculation". The "Accounting Information" tab is active. Under "Department Earnings", there are three radio buttons: "Hourly rate", "Salary" (which is selected), and "Other rate". Below this is a table with four columns: "% Expensed", "Salary dept", "GLA", and "Addtl basis for". The table contains three rows of data:

% Expensed	Salary dept	GLA	Addtl basis for
50.00	Admin	Sal	
25.00	Ice rink	Sal	
25.00	Ball park	Sal	

Below the table is a text field containing "100.00% of Salary expensed" and two buttons labeled "Add" and "Delete". At the bottom of the window are "OK", "Cancel", and "Help" buttons.

Figure C.18—Example Employee Record—Accounting Information Tab



4. Take the salary department defined on the employee record and lookup the account mask (Lookup 2 on the edit value definition for .S DEPT) (*Figure C.19*).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .S DEPT  < 31>          Changed.: 09/20/90
Edited value.....:
Active.....: Y - Active.
In use.....: Y - In use, cannot be removed.
Lookup 1.....: Administration
Lookup 2.....: A04 01-XX XXXX

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .S DEPT  < 31>          Changed.: 09/20/90
Edited value.....:
Active.....: Y - Active.
In use.....: N - Not in use, may be removed.
Lookup 1.....: Ice rink
Lookup 2.....: A04 02-XX XXXX

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .S DEPT  < 31>          Changed.: 09/20/90
Edited value.....:
Active.....: Y - Active.
In use.....: Y - In use, cannot be removed.
Lookup 1.....: Baseball park
Lookup 2.....: A04 03-XX XXXX

ESC
-----
| Edit value being displayed. | 3 of 3
Edit value has been displayed.
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.19—.S DEPT—Admin, Baseball Park, and Ice Rink Edit Values

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Water department. So here's how our account is building:

from the earnings item	AXX XX-XX 6110	AXX XX-XX 6110	AXX XX-XX 6110
plus		plus	plus
from the department	A04 01-XX XXXX	A04 02-XX XXXX	A04 03-XX XXXX
builds to		builds to	builds to
	A04 01-XX 6110	A04 02-XX 6110	A04 03-XX 6110

- Take the GLA defined on the employee record (*Figure C.20*) and lookup the account mask (Lookup 2 on the edit value definition for .S GLA).

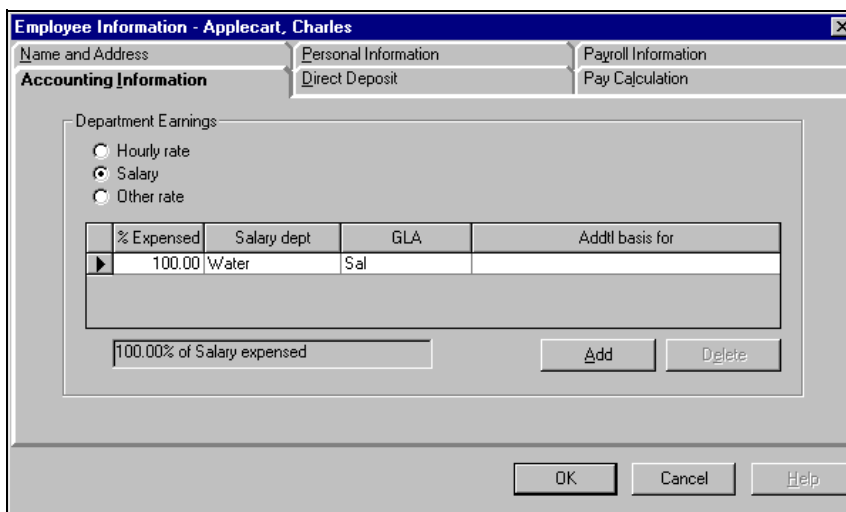


Figure C.20—Example Employee Record—Accounting Information Tab

Based on the selection on the **Accounting Information** tab, we look to the .S GLA edit value definition (Figure C.21).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .S GLA    < 32>          Changed.: 09/27/90
Edited value.....:
Active.....:      Y - Active.
In use.....:      Y - In use, cannot be removed.
Lookup 1.....:    Salaried
Lookup 2.....:    AXX XX-00 XXXX
-----
| Edit value being displayed. |----- 3 of 3
Edit value has been displayed.
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.21—.S GLA—Sal Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Sal GLA. And our account number is resolved:

from the earnings item	AXX XX-XX 6110	AXX XX-XX 6110	AXX XX-XX 6110
plus		plus	plus
from the department	A04 01-XX XXXX	A04 02-XX XXXX	A04 03-XX XXXX
plus		plus	plus
from the GLA	AXX XX-00 XXXX	AXX XX-00 XXXX	AXX XX-00 XXXX
builds to		builds to	builds to
	A04 01-00 6110	A04 02-00 6110	A04 03-00 6110
	50% of amount	25% of amount	25% of amount

## OPTION D—DEPARTMENT FROM EMPLOYEE RECORD

This example involves the following scenario:

- We selected an HDI that draws both the department from the employee record and the GLA from the account mask defined on the HDI.
- We have defined both the department and GLA for the employee (saved on his employee record).

- We have also defined a costcode for the employee (saved on his employee record).

Given these settings and selections, Payroll resolves the account number as follows.

1. Take the account mask defined on the earnings item (*Figure C.22*). Note: This account mask is entered as a default on the timesheet, and can be overridden (if the earnings item definition allows).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Historical Data Items
Data item .....: SALARY      ( 734)          Changed.: 10/01/90
                                           User.....: 00200
6) Ledger options
Post G/L.....:      Y - Post this item to the G/L.
Debit option...:      B - Both dept and GLA from emp.
Prorate on...:
Mask.....:      AXX XX-XX 6110
Credit option...:
Prorate on...:
Mask.....:
-----
| Data item being displayed. |----- 4 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.22—Example Historical Data Item—Salary

2. Take the Entry Type defined on the earnings item (*Figure C.23*).

```

Demo User          Division 95          11/10/2003
-----
PR - Define Historical Data Items
Data item .....: SALARY      ( 734)          Changed.: 10/01/90
                                           User.....: 00200
4) Earning options
Entry type.....:      A - Amount entered on time cards.
Rate from.....:      .S AMT      - Amount of Salary
Multiply by...:
Use shift.....:
Use costcode...:      Y - Use costcode.
Chg acct/basis.:      Y - Change of acct/basis 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 C.23—Example Historical Data Item—Rate From and Costcode Option

- Because the Entry Type on the earnings item is an amount option (as opposed to an hour or unit option), default to the Salary settings on the **Accounting Information** tab.

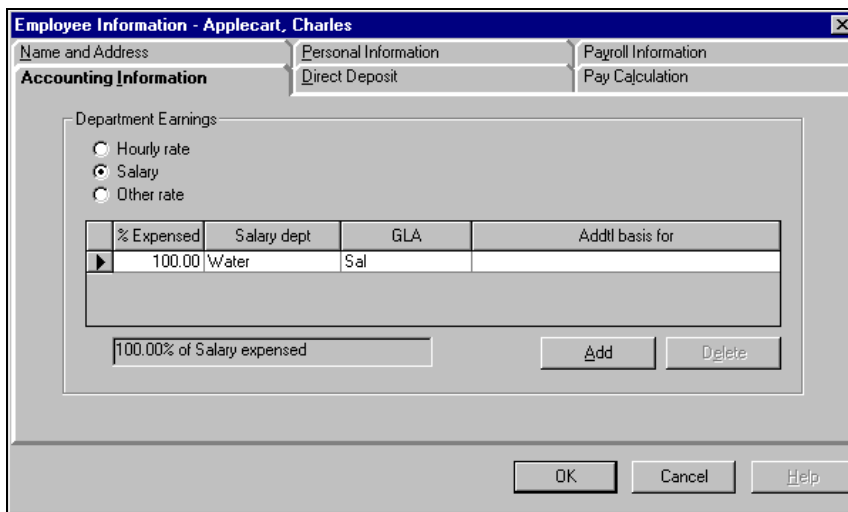


Figure C.24—Example Employee Record—Accounting Information Tab

- Take the salary department defined on the employee record and lookup the account mask (Lookup 2 on the edit value definition for .S DEPT) (Figure C.25).

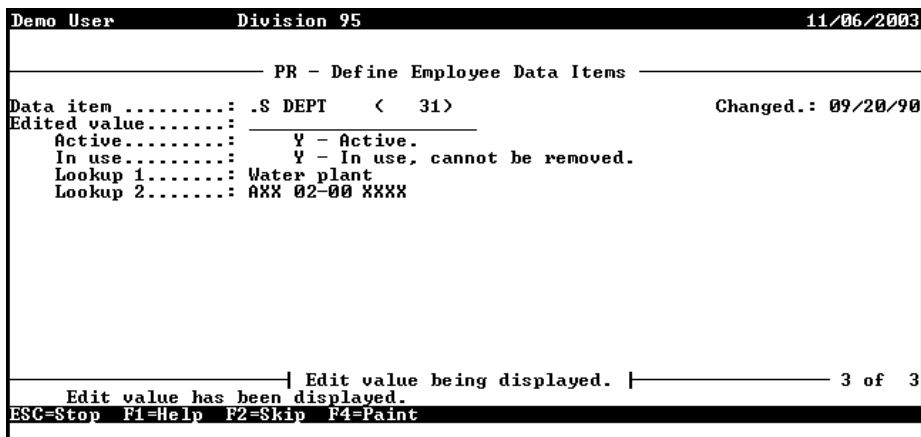


Figure C.25—.S DEPT—Water Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Water department. So here's how our account is building:

AXX XX-XX 6110 (from the earnings item)

plus

AXX 02-00 XXXX (from the department)

builds to

AXX 02-00 6110

5. Take the costcode defined on the employee record (*Figure C.26*) and lookup the account mask.

Entry	Data Item	Value
0	Cost Code	State Grant 04
0	Fica taxable	FICA taxable
0	Number of Exemptions - Federal	1 Dependent
0	Marital status	Single
0	Bank name/route for direct dep	No direct deposit
0	Cafeteria Plan/Dental Ins Amt	Single dental insurance
0	Life insurance eligible	Yes
0	Pension Eligible	Yes
0	Vacation hours accrued/month	8
0	Hourly rate for vacation accl	8.65

Figure C.26—Example Employee Record—Pay Calculation Tab

- Take the account mask from the Lookup 2 for the State Grant 04 edit value (Figure C.27).

Demo User	Division 95	11/06/2003
PR - Define Employee Data Items		
Data item .....	.COSTCODE < 163>	Changed.: 03/28/91
Edited value.....	State	
Active.....	Y - Active.	
In use.....	N - Not in use, may be removed.	
Lookup 1.....	State Grant for Water Reclaim.	
Lookup 2.....	A04 XX-XX XXXX	
Edit value being displayed.		3 of 3
Edit value has been displayed.		
ESC=Stop F1=Help F2=Skip F4=Print		

Figure C.27—.COSTCODE—State Grant 04 Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the State Grant 04 edit value. And our account number is resolved:

AXX XX-XX 6110 (from the earnings item)

plus

AXX 02-00 XXXX (from the department)

plus

A04 XX-XX XXXX (from the costcode)

builds to

A04 02-00 6110

## NOT DEPARTMENTALIZED

The steps involved in building the account number will vary widely, depending on a number of settings. Basically, the system uses the following path to look for elements in the account number:

- Earnings item,

2. Employee record (departments and/or GLAs),
3. Costcodes (can be added to the employee record or the timesheet), and/or
4. Distribution tables (can be added to the employee record or the timesheet).

The following examples show some of the more common ways Payroll resolves account numbers.

### OPTION D—DEPARTMENT FROM EMPLOYEE RECORD

This example involves the following scenario:

- We selected an HDI that draws both the department from the employee record and the GLA from the account mask defined on the HDI.
- We have defined both the department and GLA for the employee (saved on his employee record).
- We have also defined a costcode for the employee (saved on his employee record).

Given these settings and selections, Payroll resolves the account number as follows.

1. Take the account mask defined on the earnings item (*Figure C.28*). Note: This account mask is entered as a default on the timesheet, and can be overridden (if the earnings item definition allows).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Historical Data Items -----
Data item .....: HOURLY      < 735>          Changed.: 10/01/90
User.....: 00200
6) Ledger options
Post G/L.....:      Y - Post this item to the G/L.
Debit option...:      B - Both dept and GLA from emp.
Prorate on...:
Mask.....:      AXX XX-XX XXXX
Credit option..:
Prorate on...:
Mask.....:
-----
Data item being displayed. |----- 4 of 7
For more, press <ENTER>
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

Figure C.28—Example Historical Data Item—Hourly



2. Take the Entry Type defined on the earnings item (*Figure C.29*).

```

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,.PUTA,.SWT CO,.E SUTA,.FICA,.E FICA,.FICAMED,
                : .E FICAMED

For more, press <ENTER> | Data item being displayed. | ----- 2 of 7
ESC=Scop  F1=Help  F2=Skip  F4=Paint
    
```

Figure C.29—Example Historical Data Item—Rate From

3. Because the Entry Type on the earnings item is an hour option (as opposed to an amount or unit option), default to the Salary settings on the **Accounting Information** tab (*Figure C.30*) and lookup the account mask (Lookup 2 on the edit value definition for .H DEPT).

Employee Information - Strawberry, Don

Accounting Information

Department Earnings

Hourly rate  
 Salary  
 Other rate

% Expensed	Hourly dept	GLA	Addtl basis for
100.00	Admin	Season	

100.00% of Hourly rate expensed

Add Delete

OK Cancel Help

Figure C.30—Example Employee Record—Accounting Information Tab

4. Take the hourly department defined on the employee record and lookup the account mask (Lookup 2 on the edit value definition for .H DEPT) (Figure C.31).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .H DEPT  < 36>          Changed.: 11/06/03
Edited value.....:
Active.....: Y - Active.
In use.....: Y - In use, cannot be removed.
Lookup 1.....: Administration
Lookup 2.....: AXX 02-XX XXXX
-----
| Edit value being displayed. |----- 3 of 3
Edit value has been displayed.
ESC=Stop  F1=Help  F2=Skip  F4=Print
    
```

Figure C.31—.H DEPT—Admin Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the Admin department. So here's how our account is building:

```

        AXX XX-XX 6110 (from the earnings item)
plus
        AXX 02-XX XXXX (from the department)
builds to
        AXX 02-XX 6110
    
```

- Take the costcode defined on the employee record (Figure C.32) and lookup the account mask.

Entry	Data Item	Value
0	Cost Code	State Grant 04
0	Fica taxable	FICA taxable
0	Number of Exemptions - Federal	1 Dependent
0	Marital status	Single
0	Bank name/route for direct dep	No direct deposit
0	Cafeteria Plan/Dental Ins Amt	Single dental insurance
0	Life insurance eligible	Yes
0	Pension Eligible	Yes
0	Vacation hours accrued/month	8
0	Hourly rate for vacation accl	8.65

Figure C.32—Example Employee Record—Pay Calculation Tab

- Take the account mask from the Lookup 2 for the State Grant 04 edit value (Figure C.33).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 11/06/03
Edit value.....: State
Active.....: Y - Active.
In use.....: N - Not in use, may be removed.
Lookup 1.....: State Grant - Water Rec. - Adm
Lookup 2.....: A04 XX-00 XXXX

| Edit value being displayed. | 3 of 3
Edit value has been displayed.
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.33—.COSTCODE—State Grant 04-a Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the State Grant 04 edit value. And our account number is resolved:

AXX XX-XX 6110 (from the earnings item)  
plus  
AXX 02-XX XXXX (from the department)  
plus  
A04 XX-00 XXXX (from the costcode)  
builds to  
A04 02-00 6110

### **OPTION D—WITH COSTCODES AND DISTRIBUTION TABLES**

This example involves the following scenario:

- We selected an HDI that draws both the department and GLA from the employee record.
- We have not defined any department and GLA information for the employee.
- We have not defined any costcode or distribution table information on the employee record.
- We selected a costcode and a distribution while entering the timesheet.

Given these settings and selections, Payroll resolves the account number as follows.

1. Take the account mask defined on the earnings item (*Figure C.34*). Note: This account mask is entered as a default on the timesheet, and can be overridden (if the earnings item definition allows).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Historical Data Items -----
Data item .....: HOURLY      < 735>          Changed.: 10/01/90
                                           User.....: 00200
6) Ledger options
Post G/L.....:      Y - Post this item to the G/L.
Debit option...:      B - Both dept and GLA from emp.
Prorate on...:
Mask.....:      AXX XX-XX XXXX
Credit option...:
Prorate on...:
Mask.....:
-----
| Data item being displayed. |----- 4 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.34—Example Historical Data Item—Hourly

2. Take the Entry Type defined on the earnings item (*Figure C.35*).

```

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.:      Y - 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 C.35—Example Historical Data Item—Rate From



We have changed the Use costcode setting for the Hourly earnings item in Division 95 specifically for this example.

- Because the Entry Type on the earnings item is an hour option (as opposed to an amount or unit option), default to the Salary settings on the **Accounting Information** tab and lookup the account mask (Lookup 2 on the edit value definition for .H DEPT). In this example, the employee does not have any department information defined (*Figure C.36*). Therefore, the program gets no accounting information in this step.

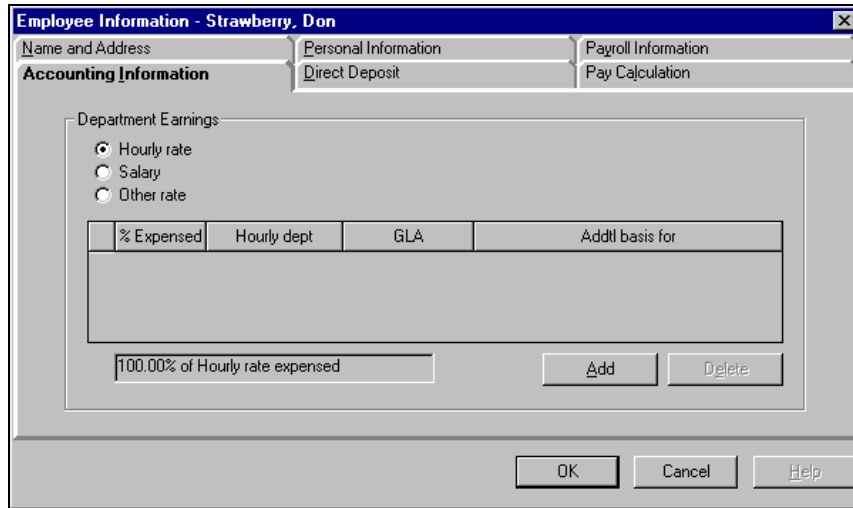


Figure C.36—Example Employee Record—Accounting Information Tab

- Take the costcode added to the timesheet during entry (*Figure C.37*).

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		<Not Used>						Acct
					ARTS Arts and Humanities Grant			A04 02-00XXXX			
					State State Grant - Water Rec. - Adm			A04 XX-00XXXX			

Figure C.37—Example Timesheet With Costcode

- Take the account mask from the Lookup 2 for the State Grant 04 edit value (Figure C.38).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Employee Data Items
Data item .....: .COSTCODE < 163>          Changed.: 11/06/03
Edited value.....: State
Active.....: Y - Active.
In use.....: N - Not in use, may be removed.
Lookup 1.....: State Grant - Water Rec. - Adm
Lookup 2.....: A04 XX-00 XXXX
-----
| Edit value being displayed. |----- 3 of 3
Edit value has been displayed.
ESC=Stop F1=Help F2=Skip F4=Print
    
```

Figure C.38—.COSTCODE—State Grant 04-a Edit Value

In this example, Payroll takes the numbers defined in the Lookup 2 account mask of the State Grant 04 edit value. And our account number is resolved:

AXX XX-XX 6110 (from the earnings item)

plus

A04 XX-00 XXXX (from the costcode)

builds to

A04 XX-00 6110

- Take the distribution table defined on the timesheet (Figure C.39).

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		State						Acct
						<Not Used>					
						admin - 04	Administrative Table 4				

Figure C.39—Example Timesheet With Distribution Table and Costcode

- Take the account masks and distributions from the Admin - 04 distribution table (Figure C.40).

Demo User	Division 95	11/06/2003
Entry D>isplay, S>croll or E>nd		
PR - Define Distribution Tables		
Table.....: ADMIN - 04		Changed.: 11/06/03 User....: 00101
2> Entry	Distribution mask	Percentage
10	AXX 01-XX XXXX	40.000000
20	AXX 02-XX XXXX	60.000000
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure C.40—ADMIN - 04 Distribution Table

And our account numbers are resolved:

AXX XX-XX 6110 (from the earnings item)	AXX XX-XX 6110 (from the earnings item)
plus	plus
A04 XX-00 XXXX (from the costcode)	A04 XX-00 XXXX (from the costcode)
plus	plus
AXX 01-XX XXXX (from the dist. table)	AXX 02-XX XXXX (from the dist. table)
builds to	builds to
A04 01-00 6110—40% of amount	A04 02-00 6110—60% of amount

### OPTION D—WITH DISTRIBUTION TABLES BUT NO COSTCODES

This example involves the following scenario:

- We selected an HDI that draws both the department and GLA from the employee record.
- We have not defined any department and GLA information for the employee.
- We have not defined any costcode or distribution table information on the employee record.



- We selected a distribution while entering the timesheet.

Given these settings and selections, Payroll resolves the account number as follows.

1. Take the account mask defined on the earnings item (*Figure C.41*). Note: This account mask is entered as a default on the timesheet, and can be overridden (if the earnings item definition allows).

```

Demo User          Division 95          11/06/2003
-----
PR - Define Historical Data Items
Data item .....: HOURLY      < 735>          Changed.: 10/01/90
User.....: 00200
6) Ledger options
Post G/L.....: Y - Post this item to the G/L.
Debit option...: B - Both dept and GLA from emp.
Prorate on...:
Mask.....: AXX XX-XX XXXX
Credit option...:
Prorate on...:
Mask.....:
-----
| Data item being displayed. |----- 4 of 7
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure C.41—Example Historical Data Item—Hourly

2. Take the Entry Type defined on the earnings item (*Figure C.42*).

```

Demo User          Division 95          11/10/2003
-----
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...: N - Do not use costcode.
Use dist table.: Y - 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 C.42—Example Historical Data Item—Rate From

- Because the Entry Type on the earnings item is an hour option (as opposed to an amount or unit option), default to the Salary settings on the **Accounting Information** tab and lookup the account mask (Lookup 2 on the edit value definition for .H DEPT). In this example, the employee does not have any department information defined (Figure C.43). Therefore, the program gets no accounting information in this step.

Figure C.43—Example Employee Record—Accounting Information Tab

- Take the distribution table defined on the timesheet (Figure C.44).

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		State						Acct

admin - 04 Administrative Table 4

Figure C.44—Example Timesheet With Distribution Table

- Take the account masks and distributions from the Admin - 04 distribution table (Figure C.45).

Demo User	Division 95	11/06/2003
Entry D>isplay, S>croll or E>nd		<D>
PR - Define Distribution Tables		
Table.....: ADMIN - 04	Changed.: 11/06/03	User.....: 00101
2> Entry Distribution mask		Percentage
10 A04 01-00 XXXX		40.000000
20 A04 02-00 XXXX		60.000000
ESC=Stop F1=Help F2=Skip F4=Paint		

Figure C.45—ADMIN - 04 Distribution Table

And our account numbers are resolved:

AXX XX-XX 6110 (from the earnings item) plus A04 01-00 XXXX (from the dist. table) builds to A04 01-00 6110—40% of amount	AXX XX-XX 6110 (from the earnings item) plus A04 02-00 XXXX (from the dist. table) builds to A04 02-00 6110—60% of amount
---	---

## UNDERSTANDING THE INTERACTION WITH THE ENTRY TYPE

Your system could be looking at any of three options for the department and GLA data items (Table C.1). How does Payroll know which data item to look at when resolving the account?

Table C.1—Department and GLA Created for Departmentalization

Salary Earning Type	Hourly Earning Type	Other Earning Type
.S DEPT	.H DEPT	.O DEPT

Table C.1—Department and GLA Created for Departmentalization

Salary Earning Type	Hourly Earning Type	Other Earning Type
.S GLA	.H GLA	.O GLA

The answer to this question is that Payroll looks at the Entry Type defined for the earnings item (*Table C.2*).

Table C.2—Historical Data Item Entry Types

Options	Definition
N	No timesheet entry is used. Usually taxes, deductions, and other items are Ns.
H	Hours are entered during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
A	Amount (dollars) entered during timesheet entry. Defaults are .S DEPT, .S GLA, and .S AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Salary option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
O	Units (other) are entered during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is numbered 1, 2, 3, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
1	Dated hours—Hours are entered during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/15/2004 timesheet 2, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
2	Clocked hours—Hours are entered during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/15/2004, 1200, Out. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
3	Dated amount—Amounts are entered during timesheet entry. Defaults are .S DEPT, .S GLA, and .S AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/15/2004 timesheet 2, etc. <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>

Table C.2—Historical Data Item Entry Types (Continued)

Options	Definition
4	<p>Clocked amounts—Amounts are entered during timesheet entry. Defaults are .S DEPT, .S GLA, and .S AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/15/2004, 1200, Out.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
5	<p>Dated units—Units are entered during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/15/2004 timesheet 2, etc.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
6	<p>Clocked units—Amounts are entered during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/15/2004, 1200, Out.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
7	<p>Hours on cards/rate override. Hour rate can be overridden during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is numbered 1, 2, 3, etc.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
8	<p>Dated hours/rate override. Hour rate can be overridden during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/01/2004 timesheet 2, etc.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
9	<p>Clocked hours/rate override. Hour rate can be overridden during timesheet entry. Defaults are .H DEPT, .H GLA, and .H AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/01/2004, 1200, Out.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Hourly option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>
X	<p>Other on cards/rate override. Other rate can be overridden during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is numbered 1, 2, 3, etc.</p> <ul style="list-style-type: none"> <li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li> </ul>

Table C.2—Historical Data Item Entry Types (Continued)

Options	Definition
Y	<p>Dated other/rate override. Other rate can be overridden during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated and numbered: 01/01/2004 timesheet 1, 01/01/2004 timesheet 2, etc.</p> <ul style="list-style-type: none"><li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li></ul>
Z	<p>Clocked other/rate override. Other rate can be overridden during timesheet entry. Defaults are .O DEPT, .O GLA, and .O AMT. Entry is dated, clocked and In or Out: 01/01/2004, 0800, In; 01/01/2004, 1200, Out.</p> <ul style="list-style-type: none"><li>• Payroll will only look at the information entered under the Other option on the <b>Accounting Information</b> tab on the employee record.</li></ul>

### 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 1.254 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.



## Symbols

.DED	1.78
.EARN	1.78
.H GLA	1.3, 2.3
.O GLA	1.3, 2.3
.OTHER	1.78
.S GLA	1.3, 2.3
.SWT	1.104
.TAX	1.78

## A

Access	
From keyboard	1.22, 2.22
Shortcut menus	1.22, 2.22
Account	
Liability	1.34
Account mask	2.140
Definition	1.299, 2.261
Account number	
Definition	1.299, 2.261
Account number structure	
Definition	1.299, 2.261
Accounting information	2.140
Accounting Information tab	
Tips	2.40
Accounting methods	
Cost codes	1.6, 2.6
Accounts	
Resolution	1.261
Accrued account	1.41
Accrued payroll	1.34
Acronyms	

Menu	1.23, 2.23
Active year	1.43, 1.236
Activity reminder	1.11, 2.11
Adding	
Columns to detail pane	1.26, 2.26
Departmentalized earnings to the employee record	1.3, 2.3
Employees	2.31
Group timesheets	2.65, 2.66
Manual checks	2.97, 2.107
One-time deductions	2.83
Single timesheet	2.69
User-defined reports	2.144
Additional basis	
Definition	1.299, 2.261
Additional basis for	2.39, 2.40
Adjusting	
Payroll parameter	2.152
ALT key	1.22, 2.22
Amount format	1.38
Amount/percent	1.208, 2.42
Amt/Hrs/Units	2.71
ASCII	2.172
Asterisks	1.15, 2.15
Auto employee	1.38
<b>B</b>	
Balances	
Roll forward	1.236
Rolling	1.236
Bank	
Definition	1.299, 2.261

Bank account # . . . . .	1.208, 2.42	Command groups . . . . .	1.248
Bank DFI # . . . . .	1.208, 2.42	Commands . . . . .	1.247
Bank reconciliation . . . . .	2.123	HDI's . . . . .	1.107
Display checks . . . . .	2.134	Internal registers . . . . .	1.254
Enter reconciliation . . . . .	2.123	Question groups . . . . .	1.251
Logging unused checks . . . . .	2.112	Viewing . . . . .	2.88
Post reconciliation . . . . .	2.127	Capital letters . . . . .	1.29, 2.29
Purge reconciliation . . . . .	2.130	Categories	
Run check reports . . . . .	2.131	Reports . . . . .	2.139
Voiding a check . . . . .	2.114	Caution . . . . .	1.29, 2.29
Banks		Change log	
Reports . . . . .	2.140	Purging . . . . .	1.243
Basis . . . . .	1.96	Check date	
Basis amounts		Definition . . . . .	1.300, 2.262
Definition . . . . .	1.299, 2.261	Check number	
Basis for		Definition . . . . .	1.300, 2.262
Definition . . . . .	1.299, 2.261	Check sequence . . . . .	1.38
Benefits . . . . .	1.81	Check sequences . . . . .	2.82
Benefits of using Payroll/Personnel .1.1,	2.1	Check status . . . . .	2.141
Birth date . . . . .	2.34	Check title . . . . .	1.39
Bold . . . . .	1.29, 2.29	Check writing wizard	
BRCHKRP . . . . .	2.131	Preliminary check register . . .	2.100
BRPOST . . . . .	2.106, 2.112, 2.114, 2.116	Checks	
BRPROOF . . . . .	2.129, 2.134	Adding manual . . . . .	2.97, 2.107
BRPURGE . . . . .	2.131	Check numbers . . . . .	2.104
Business date		Check wizard . . . . .	2.97
Defaults . . . . .	1.14, 2.14	Defining formats 1.163, 1.164, 1.193	
Definition . . . . .	1.299, 2.261	Displaying . . . . .	2.134
Opening multiple . . . . .	1.18, 2.18	Encryption . . . . .	1.44
Business Office . . . . .	1.29, 2.29	Entering manual . . . . .	2.97, 2.107
<b>C</b>		Entering reconciliation . . . . .	2.123
Calculation Trace report . . . . .	2.89	Logging unused . . . . .	2.112
Calculation trace reports		Negative . . . . .	2.94
Definition . . . . .	1.299, 2.261	Posting reconciliation . . . . .	2.127
Calculations . . . . .	1.248	Purging reconciliation . . . . .	2.130
Case commands . . . . .	1.250	Reconciliation reports . . . . .	2.131
		Reconciling . . . . .	2.123
		Reports . . . . .	2.141



- 
- Running check reports . . . . . 2.131
  - Sample payroll check . . . . . 1.183
  - Scrambling . . . . . 1.44
  - Sequence number . . . . . 2.104
  - Timesheet history stub . . . . . 1.179
  - Voiding . . . . . 2.114
  - Voiding negative . . . . . 2.114
  - Classic Edition
    - Mapping banks . . . . . 1.135
  - Classified . . . . . 1.36, 1.174, 1.204
  - Clocked timesheet entry . . . . . 1.257
  - Collate options . . . . . 2.141
  - Column type . . . . . 2.148, 2.149, 2.150
  - Columns
    - Adding to detail pane . . . 1.26, 2.26
    - Count . . . . . 2.150
    - Print . . . . . 2.150, 2.151
    - Removing from detail pane . . . 1.26, 2.26
    - Re-ordering in detail pane 1.26, 2.26
    - Resizing in detail pane . . 1.27, 2.27
    - Sorting in detail pane . . . 1.27, 2.27
    - Sum . . . . . 2.150
  - Consulting services . . . . . 1.28, 2.28
  - Correcting
    - Negative calculations . . . . . 2.93
  - Cost codes . . . . . 1.6, 2.6
    - Definition . . . . . 1.300, 2.262
    - Using with group timesheets . . 2.66
  - Costcode . . . . . 1.37
  - Costcodes . . . . . 1.2, 1.46, 1.60, 2.2, 2.72
    - HDI's . . . . . 1.95
  - Count column . . . . . 2.150
  - Country . . . . . 2.33
  - Creating
    - Checks . . . . . 2.97
    - Group timesheets . . . . . 2.65, 2.66
    - Single timesheets . . . . . 2.69
    - User-defined reports . . . . . 2.144
  - Customizing
    - Display . . . . . 1.25, 2.25
  - Cycles
    - Definition . . . . . 1.300, 2.262
    - Direct deposit . . . . . 1.209
  - D**
  - Daily Earnings report . . . . . 2.155
  - Data
    - Purging . . . . . 1.239
  - Data items . . . . . 2.52
    - Defining employee . . . . . 1.118
    - Definition . . . . . 1.300, 2.262
    - Definition of employee . . . . . 1.113
    - Definition of historical . . . . . 1.81
    - Edit value . . . . . 2.44
    - Employee multiple values . . . 1.115
    - Look up values . . . . . 1.114
    - Reports 2.141, 2.149, 2.160, 2.163, 2.165, . . . . . 2.167
    - System-defined . . . . . 1.77
    - User-defined . . . . . 1.77
  - Data items (see also Employee data items) . . . . . 2.45
  - Data Items button . . . . . 2.57
  - Date format . . . . . 1.38
  - Date range
    - Reports . . . . . 2.156, 2.159
  - Dates
    - Reporting . . . . . 2.143
    - Reports . . . . . 2.141
  - Deductions . . . . . 1.81
    - Adding one-time . . . . . 2.83
  - Defaults
    - Business date . . . . . 1.14, 2.14
    - Division . . . . . 1.14, 2.14
    - HomePage . . . . . 1.15, 2.15

Password . . . . .	1.14, 2.14	Definition . . . . .	1.300, 2.262
System Administration . . . . .	1.14, 2.14	Employee record . . . . .	1.206
User name . . . . .	1.14, 2.14	Errors . . . . .	1.225
Defining		File format . . . . .	1.186
Check formats . . . . .	1.163, 1.164, 1.193	Logging transactions . . . . .	1.225
Direct deposit form formats . . . . .	1.193	Parameters . . . . .	1.188
EDIs . . . . .	1.118	Payroll parameter . . . . .	1.188
Electronic fund transfer form formats		Sample stub . . . . .	1.227
1.193		Setup . . . . .	1.187
HDIs . . . . .	1.85	Three-part stub . . . . .	1.226
Historical data items . . . . .	1.81	Tips . . . . .	2.43
Payroll parameter . . . . .	1.34	Type . . . . .	1.207, 2.41
Definition		Voiding . . . . .	2.114
EDIs . . . . .	1.113	Direct deposit Proof list . . . . .	1.231, 2.107
HDIs . . . . .	1.81	Disabled menu items . . . . .	1.23, 2.23
Deleting		Display	
Timesheets . . . . .	2.75	Customizing . . . . .	1.25, 2.25
Department . . . . .	2.39	Display area . . . . .	2.54
Definition . . . . .	1.300, 2.262	Distribution After Net Calculations	
Home . . . . .	2.37	Adjusting parameter . . . . .	2.152
Departmentalized earnings 1.2, 1.3, 1.72,		Using . . . . .	2.152
2.2, . . . . .	2.3	Distribution tables . . . . .	1.2, 1.8, 1.37, 1.67,
Adding to the employee record . . . . .	1.3,	2.2, . . . . .	2.8, 2.72
2.3		Addtl basis . . . . .	1.68
Definition . . . . .	1.300, 2.262	Definition . . . . .	1.300, 2.262
Hourly, salary, other rate . . . . .	2.39	Errors . . . . .	1.72
Using with group timesheets . . . . .	2.66	HDIs . . . . .	1.96
Detail pane		Mask . . . . .	1.68
Adding columns . . . . .	1.26, 2.26	Percentage . . . . .	1.68
Removing columns . . . . .	1.26, 2.26	Using with group timesheets . . . . .	2.66
Re-ordering columns . . . . .	1.26, 2.26	Distribution Tables List . . . . .	2.168
Resizing columns . . . . .	1.27, 2.27	Division	
Sorting data . . . . .	1.27, 2.27	Defaults . . . . .	1.14, 2.14
Dimension		Divisions	
Definition . . . . .	1.300, 2.262	Opening multiple . . . . .	1.18, 2.18
Direct deposit . . . . .	1.39, 1.185	Employer cost items . . . . .	1.81
Cycles . . . . .	1.208, 1.209, 2.42, 2.43	Drop-down lists . . . . .	1.22, 2.22
Defining form formats . . . . .	1.193		

- 
- E**
- Earning item
    - Definition . . . . . 1.301, 2.263
  - Earnings . . . . . 1.81
    - Additional basis . . . . . 2.40
  - EDIs
    - Auto add . . . . . 1.121
    - Data type . . . . . 1.120
    - Default value . . . . . 1.121
    - Definition . . . . . 1.113
    - Edit values . . . . . 1.114
    - Look up values . . . . . 1.114
    - Lookup col's . . . . . 1.122
    - Maintaining . . . . . 1.129
    - Maintaining edit values . . . . . 1.127
    - Multi-occurring commands . . . . . 1.248
    - Multiple values . . . . . 1.115, 1.122
    - System information . . . . . 1.124
    - System-defined . . . . . 1.78
    - Updating from ToolBox . . . . . 1.236
  - Edit value
    - Definition . . . . . 1.301, 2.263
  - Edit values . . . . . 1.114
    - Maintaining . . . . . 1.127
  - Editing
    - Employees . . . . . 2.45
    - Menu bar . . . . . 1.23, 2.23
    - Negative calculations . . . . . 2.93
    - One-time deductions . . . . . 2.85
    - Timesheets . . . . . 2.74
    - User-defined reports . . . . . 2.152
  - EFT
    - See Direct Deposit . . . . . 1.185
  - Electronic fund transfer
    - Defining form formats . . . . . 1.193
  - Electroninc fund transfer
    - See Direct deposit . . . . . 1.185
  - Emergency contact . . . . . 2.35
  - Employ status . . . . . 2.36
  - Employee
    - History Register . . . . . 2.52
  - Employee Change Log . . . . . 2.158, 2.161, 2.162, . . . . . 2.164, 2.166
  - Employee change log . . . . . 1.38
  - Employee data item
    - Definition . . . . . 1.301, 2.263
  - Employee data items
    - See EDIs . . . . . 1.113
    - Updating . . . . . 1.236
  - Employee Master List report . . . . . 2.227
  - Employee record
    - Adding departmentalized earnings . . . . . 1.3, . . . . . 2.3
    - Definition . . . . . 1.301, 2.263
  - Employee Selector . . . . . 2.52, 2.68, 2.87
    - Data Items . . . . . 2.57
    - Definition . . . . . 1.301, 2.263
    - Reports . . . . . 2.141
  - Employees . . . . . 2.31
    - Adding . . . . . 2.31
    - Address . . . . . 2.33
    - Changing status . . . . . 2.46
    - Data items . . . . . 1.129
    - Defining data items . . . . . 1.118
    - Direct deposit tab . . . . . 1.206
    - Editing . . . . . 2.45
    - Gender . . . . . 2.35
    - History . . . . . 2.47
    - Look up values . . . . . 1.114
    - Multiple values . . . . . 1.115
    - Name . . . . . 2.33
    - Number . . . . . 2.32
    - Purging change log . . . . . 1.243
    - Selector . . . . . 2.52
    - Social Security Number . . . . . 2.35
    - Status . . . . . 2.36

Encryption	
Checks	1.44
Entering	
Manual checks	2.97, 2.107
Offset timesheets	2.94
One-time deductions	2.83
Errors	2.79
Direct deposit	1.225
Distribution table	1.72
Verification	2.79
Example	1.29, 2.29
Excel	2.172
Exporting	
To other programs	2.172
Extract	2.149
<b>F</b>	
F1	1.27, 2.27
F10	1.22, 2.22
Federal taxes	1.233
File	
Reports	2.143
Financial Institution	
Definition	1.133, 1.301, 2.263
Financial Institution account	
Definition	1.134, 1.301, 2.263
Financial Institution accounts	
Reports	2.140
Financial Institutions	
Adding an FIA	1.142
Associating accounts	1.150
Associating AP accounts	1.152
Associating Cash Receipts accounts	1.158
Associating Payroll/Personnel accounts	1.156
By GL Cash Account radio button	1.151
By Use radio button	1.152
Column size	1.142
Deleting an association	1.162
Deleting an FIA	1.162
Displaying the information	1.141
Editing an association	1.160
Editing an FIA	1.159
Re-ordering the information	1.141
First value	2.53
folder tree	1.13, 2.13
Folders	1.13, 2.13
Formats	
Check	1.164
Direct deposit files	1.186
Formatted text	2.142
Forms	
Customizing	1.25, 2.25
<b>G</b>	
General Ledger	
Edit value	2.39
General Ledger account	1.3, 2.3
Definition	1.302, 2.264
Getting	1.29, 2.29
GLA	1.3, 2.3
Group timesheets	
Cost codes	2.66
Creating	2.65, 2.66
Departmentalized earnings	2.66
Distribution tables	2.66
Groups	
Report	2.146
Reports	2.142
Guides	1.27, 2.27
<b>H</b>	
HDI	1.81
Adding from ToolBox	1.104

- 
- Basis for ..... 1.96
  - Calc cycle ..... 1.89
  - Calc order ..... 1.90
  - Calculations ..... 1.107
  - Creating from existing ..... 1.83
  - Defining ..... 1.85
  - Definition ..... 1.81
  - Distribution tables ..... 1.96
  - EDIs created by ToolBox ... 1.107
  - Entry type ..... 1.92
  - History type ..... 1.89
  - Rate from ..... 1.95
  - Rates ..... 1.108
  - Rolling balances ..... 1.237
  - Rules ..... 1.82
  - System information ..... 1.103
  - System-defined ..... 1.78
  - Tables ..... 1.107
  - Tips and tricks ..... 1.84
  - Updating from ToolBox .... 1.234
  - Use costcode ..... 1.95
  - Use shift ..... 1.95
  - Help ..... 1.27, 2.27
  - Hire date ..... 2.34
  - Historical data items
    - Defining ..... 1.81
    - Definition ..... 1.302, 2.264
    - Roll balances ..... 1.237
    - See HDIs ..... 1.81
    - ToolBox ..... 1.84
    - Types ..... 1.82
    - Updating ..... 1.234
  - History
    - Dates ..... 1.44
    - Employee ..... 2.47
    - Employee Register ..... 2.52
    - Purging timesheets ..... 1.239
    - System ..... 1.42
    - Timesheet ..... 1.40
    - History from ..... 2.142
    - HomePage ..... 1.11, 2.11
      - Defaults ..... 1.15, 2.15
    - Hourly ..... 1.36
    - Hourly dept. .... 2.39
    - Hourly rate ..... 2.37
  - I**
    - Implementation ..... 1.42
    - Importing
      - See System Administration guide ... 1.245
    - Inquiry
      - Definition ..... 1.302, 2.264
    - Instances ..... 1.18, 2.18
      - From the desktop ..... 1.19, 2.19
      - From the program ..... 1.19, 2.19
      - From the Start menu .... 1.19, 2.19
    - Italics ..... 1.29, 2.29
  - J**
    - Journals ..... 1.32
  - K**
    - Keyboard
      - Right-click menus ..... 1.22, 2.22
    - Keyboard access ..... 1.22, 2.22
  - L**
    - Labor journal ..... 1.32, 1.41
    - Laser printing ..... 1.183
    - Last employee ..... 1.43
    - Last review ..... 2.34
    - Last run ..... 1.43
    - Last run date ..... 1.43
    - Last session ..... 1.42
    - Last value ..... 2.53

Ledger Post ..... 1.40  
Liability account ..... 1.34  
Line entry ..... 1.208, 2.42  
Line item ..... 2.61  
Log emp maint ..... 1.38  
Logging  
    Direct deposit transactions .. 1.225  
Logging checks ..... 2.104  
    Definition ..... 1.302, 2.264  
    Unused ..... 2.112  
Look up values  
    EDIs ..... 1.114

**M**

Maintaining  
    EDI edit values ..... 1.127  
    EDIs ..... 1.129  
Manual checks  
    Entering ..... 2.97, 2.107  
Manuals ..... 1.27, 2.27  
Mapping Classic Edition banks .. 1.135  
    Assigning accounts ..... 1.137  
    Assigning banks ..... 1.136  
    Message column ..... 1.135  
    Reviewing assignments ..... 1.140  
Marked for reconciliation  
    Definition ..... 1.302, 2.264  
Mask ..... 2.140  
Masking ..... 1.303, 2.265  
    Definition ..... 1.302, 2.264  
Masks ..... 1.14, 2.14  
Master record lists ..... 2.225  
    Employee Master List ..... 2.227  
Menu acronyms ..... 1.23, 2.23  
Menu bar ..... 1.22, 2.22  
    Editing ..... 1.23, 2.23  
Menu key ..... 1.22, 2.22  
Menus

Keyboard access ..... 1.22, 2.22  
Security ..... 1.23, 2.23  
Modifying  
    Timesheets ..... 2.74  
    User-defined reports ..... 2.152  
Module Navigator ..... 1.23, 2.23  
Module navigator  
    Security ..... 1.25, 2.25  
Multiple  
    Business dates ..... 1.18, 2.18  
    Divisions ..... 1.18, 2.18  
Multiple checks ..... 1.38

**N**

NACHA formatted file ..... 1.187  
Natural account ..... 1.3, 2.3  
Navigator bar ..... 1.23, 2.23  
Negative checks ..... 2.93, 2.94  
    Voiding ..... 2.114  
Net pay calculations ..... 2.83  
    ..... 2.85  
    Adjustments ..... 2.83  
    Amount ..... 2.84  
    Basis amount ..... 2.84  
    Basis hours ..... 2.84  
    Calculating ..... 2.86  
    Data item ..... 2.84  
    One-time deductions ..... 2.83  
    Viewing ..... 2.88  
    Wage advance ..... 2.83  
    Wage garnishment ..... 2.83  
Non-departmentalized earnings  
    Definition ..... 1.303, 2.265  
Number of users ..... 1.44

**O**  
Offset timesheets ..... 2.94  
One-time deductions

- 
- Adding ..... 2.83
  - Correcting ..... 2.85
  - Definition ..... 1.303, 2.265
  - Entering ..... 2.83
  - Viewing ..... 2.88
  - Online help ..... 1.27, 2.27
  - Open Windows Navigator ... 1.25, 2.25
  - Open windows navigator
    - Security ..... 1.25, 2.25
  - Opening
    - From the desktop ..... 1.19, 2.19
    - From the program ..... 1.19, 2.19
    - From the Start menu ... 1.19, 2.19
  - Operation ..... 2.148
  - Organizing
    - Groups ..... 2.146
  - Origin DFI ID ..... 1.190
  - Other rate ..... 2.37
  - Outstanding checks
    - Definition ..... 1.303, 2.265
- P**
- Page break
    - Reports ..... 2.156
  - Page break on change ..... 2.142
  - Paid journal ..... 1.41
  - Parameter ..... 1.34, 1.303, 2.265
  - Password
    - Asterisks ..... 1.15, 2.15
    - Defaults ..... 1.14, 2.14
  - Pay Calculation tab
    - Tips ..... 2.45
  - Pay frequency ..... 2.37
    - Definition ..... 1.303, 2.265
  - Payment status ..... 2.37
  - Payroll
    - Process ..... 1.1, 2.1
  - Payroll journal ..... 1.32
  - Payroll parameter ..... 1.34
    - Adjusting for reports ..... 2.152
    - Defining ..... 1.34
    - Direct deposit ..... 1.188
  - Payroll status ..... 2.36
  - Percent expensed ..... 2.39
  - Period
    - Reports ..... 2.143
  - Phone number
    - Home ..... 2.35
  - Phone numbers ..... 2.34
  - Post to AP ..... 1.38
  - Post units ..... 1.41
  - Postal code ..... 2.33
  - Posting
    - Check reconciliation ..... 2.127
    - Timesheets ..... 2.81
  - Predefined reports ..... 2.226
  - Preliminary check register . 1.303, 2.265
    - Check writing wizard ..... 2.100
    - Printing ..... 2.101
  - Preliminary Recon Proof report . . 2.129
  - Pre-notifications
    - Definition ..... 1.304, 2.266
    - Direct deposit ..... 2.43
    - Employees EFT report ..... 1.210
    - Which files to send to the bank 1.210
  - Preview option ..... 2.171
  - Previewing reports ..... 2.171
  - Print
    - Reports ..... 2.143
  - Print column ..... 2.148, 2.150, 2.151
  - Print Manager ..... 2.172
  - Printing
    - Laser ..... 1.183
    - Preliminary check register ... 2.101
    - Reports ..... 2.170
    - Directly to your printer 2.170

Reports from preview window	2.171	PYSESS	1.38, 2.160
Probation	2.34	PYSTDST	1.69, 2.169
Processing		PYTCARD	2.76, 2.78
Checks	2.97	PYVREG	2.116
Negative checks	2.94	PYW	2.222
Producing		PYX	2.222
Reports	2.139	PYY	2.222
Program		<b>R</b>	
PYL006	1.45	Rates	
Purge	2.130	HDIs	1.108
Purged year	1.43	Rates and tables	
Purging		Definition	1.304, 2.266
Data	1.233, 1.239	Reconciled checks	
Employee change log	1.243	Definition	1.304, 2.266
Reconciliation	2.130	Reconciliation	
Timesheet history	1.239	Entering	2.123
Year	1.241	Posting	2.127
PYA	2.222	Purging	2.130
PYCALC	2.161	Reports	2.131
PYCEmpInqUtil.exe	1.118, 1.240, 1.244	Reconciling	
PYCK	2.103	Checks	2.123
PYCTNE	2.85, 2.88, 2.89, 2.91	Removing	
PYDEARN	2.158	Columns from detail pane	1.26, 2.26
PYEFTFM	2.165	Timesheets	2.75
PYEFTP report	1.210	Re-ordering	
PYEFTS	2.167	Columns in detail pane	1.26, 2.26
PYEHIST	2.52	Reorg	2.221
PYFORM	2.163	Report	
PYL006	1.45	Categories	2.139
PYLIMNT	1.131	PYLPEFT	1.231, 2.107
PYLMNT	1.129	Report level	2.143
PYLOVR	1.43	Reports	2.159, 2.163, 2.165, 2.167
PYLPEFT	1.230, 1.231, 2.107	Report type	2.143
PYLPYM	2.227	Reporting date	2.143
PYMREG	2.112	Reports	1.13, 2.13
PYPREG	2.101	Account mask	2.140
PYREG	2.106	Accounting information	2.140
PYRLOVR	1.238		



- 
- Adjusting payroll parameter . 2.152
  - ASCII . . . . . 2.172
  - Banks . . . . . 2.140
  - BRCHKRP . . . . . 2.131
  - BRPOST . . . . . 2.112, 2.114, 2.116
  - BRPROOF . . . . . 2.129, 2.134
  - BRPURGE . . . . . 2.131
  - Calculation Trace . . . . . 2.91
  - Calculation Trace report . . . . . 2.89
  - Calculations List . . . . . 2.161
  - Check Formats List . . . . . 2.163
  - Check status . . . . . 2.141
  - Checks . . . . . 2.141
  - Collate options . . . . . 2.141
  - Column type . . 2.148, 2.149, 2.150
  - Count column . . . . . 2.150
  - Daily Earnings 2.155, 2.158, 2.169
  - Data item . . . . . 2.149
  - Data items . . . . 2.141, 2.160, 2.163,  
2.165, . . . . . 2.167
  - Date range . . . . . 2.156, 2.159
  - Dates . . . . . 2.141
  - Direct Deposit Paramaters List 2.167
  - Direct deposit proof list 1.231, 2.107
  - Distribution After Net Calculations  
2.152
  - Distribution Tables List . . . . . 2.168
  - Editing user-defined . . . . . 2.152
  - EFT Form Formats List . . . . . 2.165
  - Employee Change Log 2.158, 2.160,  
2.161, . 2.162, 2.164, 2.166
  - Employee change log . . . . . 1.38
  - Employee history register . . . . . 2.52
  - Employee Master List . . . . . 2.227
  - Employee Selector . . . . . 2.141
  - Exporting . . . . . 2.172
  - Extract . . . . . 2.149
  - File . . . . . 2.143
  - Formatted text . . . . . 2.142
  - Groups . . . . . 2.142, 2.146
  - History from . . . . . 2.142
  - Level . . . . . 2.143
  - Master record lists . . . . . 2.225
  - Operation . . . . . 2.148
  - Page break . . . . . 2.156
  - Page break on change . . . . . 2.142
  - Period . . . . . 2.143
  - Predefined . . . . . 2.226
  - Preliminary Recon Proof report . . .  
2.129
  - Previewing . . . . . 2.171
  - Print . . . . . 2.143
  - Print column . . 2.148, 2.150, 2.151
  - Printing . . . . . 2.170, 2.172
  - Printing from preview window 2.171
  - Printing to printer . . . . . 2.170
  - Producing . . . . . 2.139
  - PYCALC . . . . . 2.161
  - PYCTNE . . . . . 2.85, 2.88, 2.89, 2.91
  - PYDEARN . . . . . 2.158
  - PYEFTFM . . . . . 2.165
  - PYEFTP . . . . . 1.210
  - PYEFTS . . . . . 2.167
  - PYFORM . . . . . 2.163
  - PYLPEFT . . . . . 1.230
  - PYMREG . . . . . 2.112
  - PYRLOVR . . . . . 1.238
  - PYSESS . . . . . 2.160
  - PYSTDST . . . . . 2.169
  - PYVREG . . . . . 2.116
  - Reconciliation . . . . . 2.131
  - Report all . . . . . 2.143
  - Report from . . . . . 2.143
  - Report level . . 2.159, 2.163, 2.165,  
2.167
  - Reporting date . . . . . 2.143

Secondary sort	2.144	Employee	2.52
Select items	2.144, 2.156	Separator	2.150
Separator	2.150	Sequence number	2.104
Sort items	2.144, 2.156	Sequences	2.82
Spreadsheet	2.144, 2.159	Setup	
Sum column	2.150	Direct deposit	1.187
Text lines	2.149, 2.150, 2.151	Shift emps	1.37
Trace reports	2.112, 2.116	Shortcut keys	1.22, 2.22
Type	2.143	Shortcut menu	1.304, 2.266
User range	2.160	Shortcut menus	1.22, 2.22
User-defined	2.144, 2.226	Sort items	
Value from	2.149	Reports	2.144, 2.156
View	2.143	Sorting	
Width	2.148, 2.150, 2.151	Data in detail pane	1.27, 2.27
Year	2.150	Space delimited	2.142
Resizing		Spreadsheet	
Columns in detail pane	1.27, 2.27	Reports	2.144, 2.159
Right-click menus	1.22, 2.22	Standard reports	
Roll balances forward	1.236, 1.238	Definition	1.304, 2.266
HDIs	1.237	State taxes	1.233
<b>S</b>		Status	
Salary	1.35	Payroll	2.36
Salary amount	2.37	Stub	
Saved year	1.43	Timesheet history	1.179
Scramble checks	1.39	Sum column	2.150
Scrambling checks	1.44	Summary information	1.241
Search results	2.55	System Administration	
Secondary sort	2.144	Defaults	1.14, 2.14
Security		System history	1.42
Menus	1.23, 2.23	System information	
Navigator bar	1.25, 2.25	EDIs	1.124
Select items		HDIs	1.103
Reports	2.144, 2.156	System numbers	
Selection	1.207, 2.41	Definition	1.304, 2.266
Selection feature	1.228	System-defined	
Selection mode	2.56	EDIs	1.78
Selector		HDIs	1.78

- 
- T**
- Tables
    - HDI's ..... 1.107
  - Task activity ..... 1.44
  - Tax mode ..... 1.35
  - Taxes ..... 1.81
  - Technical support ..... 1.29, 2.29
  - Termination date ..... 2.34
  - Text lines ..... 2.149, 2.150, 2.151
  - Three-part stub
    - Direct deposit ..... 1.226
  - Time cards (now called Timesheets) ... 1.305, ..... 2.267
  - Timesheet
    - Definition ..... 2.61
    - Entry ..... 2.61
  - Timesheet entries
    - Definition ..... 1.304, 2.266
  - Timesheet entry
    - Definition ..... 2.61
  - Timesheets ..... 2.52
    - Account detail ..... 2.73
    - Account detail area ..... 2.65
    - Adding group ..... 2.65, 2.66
    - Adding single ..... 2.69
    - Basis detail ..... 2.73
    - Basis detail area ..... 2.63
    - Check for missing timesheets . 2.77
    - Check sequence ..... 2.67
    - Cost codes ..... 2.66
    - Creating for a single employee 2.69
    - Creating group ..... 2.65, 2.66
    - Definition ..... 1.305, 2.267
    - Deleting ..... 2.75
    - Departmentalized earnings ... 2.66
    - Distribution tables ..... 2.66
    - Earning item ..... 2.71
    - Editing ..... 2.74
    - Employee ID ..... 2.70
    - Employee Selector ..... 2.68, 2.87
    - Entering offset ..... 2.94
    - Entry area ..... 2.63
    - Errors ..... 2.72, 2.79
    - History ..... 1.40
    - History on stub ..... 1.179
    - Page break on change ..... 2.77
    - Posting ..... 2.81
    - Print accounting information .. 2.77
    - Print basis information ..... 2.77
    - Purging history ..... 1.239
    - Report all timesheets ..... 2.77
    - Report only fatal and/or warning
      - errors ..... 2.77
    - Report only fatal errors ..... 2.76
    - Sort items ..... 2.77
    - Troubleshooting ..... 2.69, 2.81
    - Verification errors ..... 2.78, 2.79
    - Verification warnings ..... 2.79
    - Verifying ..... 2.75
    - Viewing errors ..... 2.78
    - Warnings ..... 2.79
  - Tips
    - Accounting Information tab .. 2.40
    - Direct deposit ..... 2.43
    - Pay Calculation tab ..... 2.45
  - ToolBox ..... 1.84, 1.233
    - Adding HDIs ..... 1.104
    - EDIs ..... 1.107
    - Updating EDIs ..... 1.236
    - Updating HDIs ..... 1.234
  - Toolbox
    - Definition ..... 1.305, 2.267
  - TP files ..... 2.221
  - Trace reports ..... 2.112, 2.116
    - Definition ..... 1.305, 2.267
  - Training ..... 1.28, 1.30, 2.28, 2.30

Transactions	
Logging direct deposit . . . . .	1.225
Transfer type . . . . .	1.208, 2.42
Type . . . . .	1.208, 2.42
<b>U</b>	
Updating the ToolBox . . . . .	1.233
User guides . . . . .	1.27, 2.27
User name	
Defaults . . . . .	1.14, 2.14
User range	
Reports . . . . .	2.160
User-defined	
Editing reports . . . . .	2.152
Reports . . . . .	2.144
User-defined reports . . . . .	2.226
Definition . . . . .	1.305, 2.267
Using	
Distribution After Net Calculations .	2.152
Using this document . . . . .	1.28, 2.28
<b>V</b>	
Value from	
Reports . . . . .	2.149
Values	
First and last . . . . .	2.53
Verification	
Errors . . . . .	2.79
Warnings . . . . .	2.79
Verifying	
Timesheets . . . . .	2.75
Verifying	
Timesheets . . . . .	2.75
View	
Reports . . . . .	2.143
Viewing	
Calculations . . . . .	2.88
Voided checks	
Definition . . . . .	1.305, 2.267
Voiding	
Checks . . . . .	2.114
Direct deposit . . . . .	2.114
Negative checks . . . . .	2.114
<b>W</b>	
Warning . . . . .	1.29, 2.29
Warnings . . . . .	2.79
Verification . . . . .	2.79
Width . . . . .	2.148, 2.150, 2.151
Wizard	
Check wizard . . . . .	2.97
Writing checks . . . . .	2.97
<b>Y</b>	
Year	
Reports . . . . .	2.150

# **Blackbaud FundWare Payroll/Personnel Guide**

**VOLUME 2—USING PAYROLL/PERSONNEL**

**VERSION 7.60, SEPTEMBER 2009**

**Blackbaud<sup>®</sup>  
FundWare<sup>™</sup>**

## 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.
September 2009	7.60—The guide has been updated to incorporate 7.60 functionality and to reflect new company information.

© Copyright 2009, Blackbaud FundWare, Inc. All rights reserved.

The Blackbaud FundWare logos, among others, are registered trademarks and/or registered service marks of Blackbaud Fundware, Inc. in the United States and other countries. Other parties' trademarks or service marks are the property of their respective owners and should be treated as such.

# TABLE OF CONTENTS

## Volume 1—Setting Up and Maintaining Payroll/Personnel

<b>Chapter 1—Introduction</b> .....	<b>1.1</b>
The Payroll Process .....	1.1
Departmentalization, Costcodes, and Distribution Tables .....	1.2
Departmentalized Earnings .....	1.3
How Do You Implement Departmentalization? .....	1.3
Are Distribution Tables Easier? .....	1.5
Costcodes .....	1.6
Example Costcode—Rate Defined on Employee Record .....	1.6
Example Costcode—Rate Defined on .COSTCODE .....	1.7
Example Costcode—Multiple Rates Defined on Employee Record ..	1.7
Distribution Tables .....	1.8
How Do You Implement Distribution Tables? .....	1.8
The Payroll/Personnel HomePage .....	1.11
Activity Reminders .....	1.11
Printing Reminders .....	1.12
Deleting Reminders .....	1.12
Reports Area .....	1.13
Using the Folders .....	1.13
Using Masks .....	1.14
Some FundWare Basics .....	1.14
Opening FundWare .....	1.14
Changing Your Password During Login .....	1.17
Opening FundWare Multiple Times .....	1.18
Opening Additional Instances—From the Desktop/Start Menu .....	1.19
Opening Additional Instances—From the Program .....	1.19
Changing the Business Date .....	1.20
Changing Your Password From the Software .....	1.21
Using the Menu Bar .....	1.22
Keyboard Navigation .....	1.22

Is Your Menu Bar Too Crowded? . . . . .	1.23
How Your Security Rights Impact the Menu Bar . . . . .	1.23
Using the Navigator Bar . . . . .	1.23
Module Navigator . . . . .	1.23
Open Windows Navigator . . . . .	1.25
How Your Security Rights Impact the Navigator Bar . . . . .	1.25
Customizing Your Display . . . . .	1.25
Hiding and Displaying Columns . . . . .	1.26
Re-Ordering the Columns . . . . .	1.26
Resizing the Columns . . . . .	1.27
Sorting the Entries in a Form . . . . .	1.27
Help . . . . .	1.27
Training and Consulting Services . . . . .	1.28
Using This Document . . . . .	1.28
Conventions . . . . .	1.29
Getting Support . . . . .	1.29
. . . . .	1.30
<b>Chapter 2—Payroll/Personnel Setup . . . . .</b>	<b>1.31</b>
Before You Begin the Setup Process . . . . .	1.31
General Ledger Journals . . . . .	1.32
Payroll Liability Account . . . . .	1.34
Defining the Payroll Parameter . . . . .	1.34
System History . . . . .	1.42
Encrypting Checks . . . . .	1.44
Implementing Costcodes . . . . .	1.46
Implementing Costcodes—Rate Defined on Employee Record . . . . .	1.46
Implementing Costcodes—Rate Defined on .COSTCODE . . . . .	1.53
Implementing Multi-Occurring Costcodes (Complex) . . . . .	1.60
Creating Distribution Tables . . . . .	1.67
Distribution Tables and Errors . . . . .	1.72
Creating Departmentalized Earnings . . . . .	1.72
<b>Chapter 3—Using Data Items . . . . .</b>	<b>1.77</b>
System-Defined vs. User-Defined Data Items . . . . .	1.77
System-Defined HDIs . . . . .	1.78
System-Defined EDIs . . . . .	1.78



What Are Historical Data Items? . . . . .	1.81
Rules for Historical Data Items . . . . .	1.82
Creating New Data Items Based on Existing Data Items . . . . .	1.83
Tips and Tricks for Historical Data Items . . . . .	1.84
What Is the ToolBox? . . . . .	1.84
Defining Historical Data Items . . . . .	1.85
Historical Data Item System Information (Field 7). . . . .	1.103
Adding HDIs From the ToolBox. . . . .	1.104
Employee Data Items Created by ToolBox HDIs. . . . .	1.107
Creating HDI Calculations and Tables . . . . .	1.107
Using Rates and Tables . . . . .	1.108
Example Rates and Tables for .E FICA . . . . .	1.108
Defining Rates and Tables. . . . .	1.110
What Are Employee Data Items? . . . . .	1.113
What Kind of Information Can an EDI Store? . . . . .	1.114
What Are Edit Values? . . . . .	1.114
What Are Lookup Values? . . . . .	1.114
How Can You Use Multiple Values? . . . . .	1.115
Customizing the Labels on the Employee Record . . . . .	1.116
Defining Employee Data Items . . . . .	1.118
Entering Edit and Lookup Values . . . . .	1.123
Employee Data Item System Information . . . . .	1.124
Example EDI and the Employee Record. . . . .	1.126
Maintaining Edit Values for Employees . . . . .	1.127
Maintaining Employee Data Items . . . . .	1.129
<b>Chapter 4—Using the Financial Institutions Feature . . . . .</b>	<b>1.133</b>
Hints for Clients Converting From Classic . . . . .	1.134
Mapping Version 5.8/5.9 Banks to the Accounts . . . . .	1.135
Viewing Financial Institutions . . . . .	1.141
Re-Ordering the Display . . . . .	1.141
Adjusting Column Size . . . . .	1.142
Adding a Financial Institution . . . . .	1.142
Adding Financial Institution Accounts . . . . .	1.148
Associating the Accounts. . . . .	1.150
Associating the Accounts—Accounts Payable . . . . .	1.153
Associating the Accounts—Payroll/Personnel . . . . .	1.156
Associating the Accounts— . . . . .	1.158

Editing an FIA .....	1.159
Editing an Association .....	1.160
Deleting an FIA .....	1.162
Deleting a GL Cash Account Association .....	1.162

**Chapter 5—Defining Check Formats ..... 1.163**

Check Terms .....	1.163
Defining Check Formats .....	1.164
Using the Timesheet History Stub Feature .....	1.179
Laser Printing .....	1.183

**Chapter 6—Defining Direct Deposit ..... 1.185**

File Format .....	1.186
Warning—Payroll Always Overwrites These Files .....	1.186
Setting Up Your Direct Deposit System .....	1.187
Gathering Your Information .....	1.187
Defining the Payroll Parameter Setting .....	1.188
Defining the Direct Deposit Parameters .....	1.188
Defining Direct Deposit Form Formats .....	1.193
Defining The Employee Direct Deposit Tab .....	1.206
Direct Deposit Cycles .....	1.209
Direct Deposit Tab—Additional Tips .....	1.209
What Is a Prenotification File? .....	1.210
Creating a Prenotification File When You Create Checks .....	1.210
Creating the Prenotification File Separate From the Check Wizard .....	1.211
Example Direct Deposit—Multiple Accounts .....	1.215
Example Direct Deposit—Payments and Cycles .....	1.215
Example Direct Deposit—Checking and Savings Accounts .....	1.216
Example Direct Deposit—Multiple Options .....	1.216
Example Direct Deposit—Adding a Bonus .....	1.217
Changing an Employee’s Direct Deposit Distribution .....	1.218
Example Direct Deposit—Changing Accounts .....	1.218
Example Direct Deposit—Adding Accounts .....	1.220
Example Direct Deposit—Adding Multiple Accounts .....	1.221
Example Direct Deposit—Adding Cycles and Accounts .....	1.223
Errors in the Direct Deposit File .....	1.225
Logging The Direct Deposit Transactions .....	1.225

---

Sample Three-Part Direct Deposit Stub . . . . .	1.226
Using the Selection Feature . . . . .	1.228
Direct Deposit Tips . . . . .	1.230
Producing a Direct Deposit Proof List . . . . .	1.231
<b>Chapter 7—Periodic Processing . . . . .</b>	<b>1.233</b>
Updating the ToolBox . . . . .	1.233
Getting Updated Versions of ToolBox Changes . . . . .	1.234
Updating Historical Data Items . . . . .	1.234
Updating Employee Data Items . . . . .	1.236
Rolling Balances Forward . . . . .	1.236
Defining HDIs to Roll Balances Forward . . . . .	1.237
Rolling Balances Forward . . . . .	1.238
Purging Data . . . . .	1.239
Purging Timesheet History . . . . .	1.239
Saving Summary Information and Purging a Year . . . . .	1.241
Purging the Employee Change Log . . . . .	1.243
Importing Payroll/Personnel Data . . . . .	1.245
<b>Appendix A—Calculation Commands . . . . .</b>	<b>1.247</b>
Overview of Calculations . . . . .	1.248
Command Groups . . . . .	1.248
Multi-Occurring Data Item Commands . . . . .	1.248
Conditional Type Commands . . . . .	1.249
Case Commands . . . . .	1.250
Other Type Commands . . . . .	1.250
Question Groups . . . . .	1.251
Internal Registers . . . . .	1.254
<b>Appendix B—Clocked Timesheet Entry . . . . .</b>	<b>1.257</b>
Numbered Entry . . . . .	1.257
Dated Entry . . . . .	1.258
Clocked Entry . . . . .	1.258
Matching In and Out . . . . .	1.259
Open In and Out . . . . .	1.260

<b>Appendix C—How Does Payroll Resolve Accounts? . . . . .</b>	<b>1.261</b>
Departmentalized Examples . . . . .	1.262
Option B—Department and GLA From Employee Record . . . . .	1.263
Variations on a Theme . . . . .	1.268
Option B—Without Costcodes . . . . .	1.270
Option B—With Multiple Departments and GLAs . . . . .	1.274
Option D—Department From Employee Record . . . . .	1.279
Not Departmentalized . . . . .	1.283
Option D—Department From Employee Record . . . . .	1.284
Option D—With Costcodes and Distribution Tables . . . . .	1.288
Option D—With Distribution Tables but No Costcodes . . . . .	1.292
Understanding the Interaction With the Entry Type . . . . .	1.295
<b>Glossary . . . . .</b>	<b>1.299</b>
<b>Index . . . . .</b>	<b>1.307</b>

---

## **Volume 2—Using Payroll/Personnel**

<b>Chapter 1—Introduction . . . . .</b>	<b>2.1</b>
The Payroll Process . . . . .	2.1
Departmentalization, Costcodes, and Distribution Tables . . . . .	2.2
Departmentalized Earnings . . . . .	2.3
How Do You Implement Departmentalization? . . . . .	2.3
Are Distribution Tables Easier? . . . . .	2.5
Costcodes . . . . .	2.6
Example Costcode—Rate Defined on Employee Record . . . . .	2.6
Example Costcode—Rate Defined on .COSTCODE . . . . .	2.7
Example Costcode—Multiple Rates Defined on Employee Record . . . . .	2.7
Distribution Tables . . . . .	2.8
How Do You Implement Distribution Tables? . . . . .	2.8
The Payroll/Personnel HomePage . . . . .	2.11
Activity Reminders . . . . .	2.11
Printing Reminders . . . . .	2.12

---

Deleting Reminders . . . . .	2.12
Reports Area . . . . .	2.13
Using the Folders . . . . .	2.13
Using Masks . . . . .	2.14
Some FundWare Basics . . . . .	2.14
Opening FundWare . . . . .	2.14
Changing Your Password During Login . . . . .	2.17
Opening FundWare Multiple Times . . . . .	2.18
Opening Additional Instances—From the Desktop/Start Menu . . . . .	2.19
Opening Additional Instances—From the Program . . . . .	2.19
Changing the Business Date . . . . .	2.20
Changing Your Password From the Software . . . . .	2.21
Using the Menu Bar . . . . .	2.22
Keyboard Navigation . . . . .	2.22
Is Your Menu Bar Too Crowded? . . . . .	2.23
How Your Security Rights Impact the Menu Bar . . . . .	2.23
Using the Navigator Bar . . . . .	2.23
Module Navigator . . . . .	2.23
Open Windows Navigator . . . . .	2.25
How Your Security Rights Impact the Navigator Bar . . . . .	2.25
Customizing Your Display . . . . .	2.25
Hiding and Displaying Columns . . . . .	2.26
Re-Ordering the Columns . . . . .	2.26
Resizing the Columns . . . . .	2.27
Sorting the Entries in a Form . . . . .	2.27
Help . . . . .	2.27
Training and Consulting Services . . . . .	2.28
Using This Document . . . . .	2.28
Conventions . . . . .	2.29
Getting Support . . . . .	2.29
. . . . .	2.30
<b>Chapter 2—Adding and Maintaining Employees . . . . .</b>	<b>2.31</b>
Adding Employees . . . . .	2.31
Completing the Personal Information Tab . . . . .	2.33
Completing the Payroll Information Tab . . . . .	2.35
Completing the Accounting Information Tab . . . . .	2.38
Accounting Information Tab—Additional Tips . . . . .	2.40

Additional Basis Earnings . . . . .	2.40
Completing the Direct Deposit Tab . . . . .	2.40
Direct Deposit Tab—Additional Tips . . . . .	2.43
Completing the Pay Calculation Tab . . . . .	2.43
Pay Calculation Tab—Additional Tips . . . . .	2.45
Editing Employees . . . . .	2.45
Changing Employee Status . . . . .	2.46
Entering Employee History . . . . .	2.47
Using the Employee Selector . . . . .	2.52
Selection Mode . . . . .	2.56
Adding Information to the Search Results . . . . .	2.57
<b>Chapter 3—Adding and Maintaining Timesheets . . . . .</b>	<b>2.59</b>
What Makes a Timesheet? . . . . .	2.61
Anatomy of a Timesheet . . . . .	2.62
Timesheet Entry Area . . . . .	2.63
Basis Detail Area . . . . .	2.63
Account Detail Area . . . . .	2.65
What Are Group Timesheets . . . . .	2.65
Group Timesheets and the Earnings Item . . . . .	2.66
Creating Timesheets for a Group of Employees . . . . .	2.66
Troubleshooting . . . . .	2.69
Creating a Single Timesheet . . . . .	2.69
Editing a Timesheet . . . . .	2.74
Deleting a Timesheet . . . . .	2.75
Verifying Timesheets . . . . .	2.75
Verification Warnings and Errors . . . . .	2.78
Timesheet Verification Warnings . . . . .	2.79
Timesheet Verification Errors . . . . .	2.79
Posting Timesheets . . . . .	2.81
<b>Chapter 4—Calculating Net Pay . . . . .</b>	<b>2.83</b>
What Are One-Time Deductions? . . . . .	2.83
Entering One-Time Deductions . . . . .	2.83
Correcting One-Time Deductions . . . . .	2.85
What Are Net Pay Calculations? . . . . .	2.85
Calculating Net Pay . . . . .	2.86

Viewing Calculation Information .....	2.88
Producing the Calculation Trace Report .....	2.89
Correcting Negative Calculations .....	2.93
Entering an Offsetting Timesheet .....	2.94
Processing Negative Checks .....	2.94
<b>Chapter 5—Producing Checks .....</b>	<b>2.97</b>
Writing Checks Using the Wizard .....	2.97
Logging Your Check Numbers .....	2.104
Producing a Direct Deposit Proof List .....	2.107
Entering a Manual Check .....	2.107
Logging Unused Checks .....	2.112
Voiding a Check .....	2.114
Voiding an EFT .....	2.116
<b>Chapter 6—Reconciling Checks .....</b>	<b>2.123</b>
Entering a Reconciliation .....	2.123
Posting a Reconciliation .....	2.127
Purging a Reconciliation .....	2.130
Producing Reconciliation Check Reports .....	2.131
Displaying Your Checks .....	2.134
<b>Chapter 7—Producing Payroll Reports .....</b>	<b>2.139</b>
Report Categories .....	2.139
Producing Payroll/Personnel Reports .....	2.139
Creating a User-Defined Reports .....	2.144
Tips—Reports That Cross Fiscal Years .....	2.151
Editing a User-Defined Report .....	2.152
Producing the Distribution After Net Calculations Report .....	2.152
Adjusting the Payroll Parameter .....	2.152
Producing Other Reports .....	2.155
Producing the Daily Earnings Report .....	2.155
Producing the Employee Change Log .....	2.158
Producing the Calculations List .....	2.161
Producing the Check Formats List .....	2.162
Producing the EFT Form Formats List .....	2.164

Producing the Direct Deposit Parameters List . . . . .	2.166
Producing the Distribution Tables List . . . . .	2.168
Printing Reports . . . . .	2.170
Printing Directly to Your Printer . . . . .	2.170
Previewing Reports . . . . .	2.171
Opening Print Manager . . . . .	2.172
Exporting Report Information . . . . .	2.172
<b>Chapter 8—Payroll 941 Report and Form . . . . .</b>	<b>2.175</b>
Report Setup . . . . .	2.175
Report Data Extraction . . . . .	2.184
Report Modification . . . . .	2.187
Produce 941 Form . . . . .	2.190
Printing the 941 Form . . . . .	2.195
Recap of Programs for 941 Form . . . . .	2.198
<b>Chapter 9—MTRS Payroll Retirement Reports . . . . .</b>	<b>2.201</b>
Report Setup . . . . .	2.201
Retirement Data Extraction . . . . .	2.210
Define and Edit Employee Data . . . . .	2.212
Produce the MTRS Electronic File . . . . .	2.216
Recap of Programs for the MTRS File Production . . . . .	2.218
<b>Appendix A—Payroll Best Practices . . . . .</b>	<b>2.221</b>
Daily . . . . .	2.221
Monthly . . . . .	2.221
Payroll Process . . . . .	2.222
Before Posting Timesheets . . . . .	2.222
Before Logging Checks . . . . .	2.222
After Logging Checks . . . . .	2.222
<b>Appendix B—Sample Reports . . . . .</b>	<b>2.225</b>
Master Record Lists . . . . .	2.227
Predefined Reports . . . . .	2.237
User-Defined Reports . . . . .	2.246



**Glossary** .....**2.261**

**Index** .....**2.269**



# 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 1.261.

## 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.)

The screenshot shows the 'Accounting Information' tab with the following data:

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

Below the table, it indicates '100.00% of Salary expensed'. The 'Hourly rate' radio button is selected. The 'Direct Deposit' and 'Pay Calculation' tabs are also visible.

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 1.261.

## 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 1.261.



## 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 1.261.

## 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 1.261.

## 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.

```

Demo User          Division 95          01/27/2003
-----
PR - Define Payroll Parameter
Parameter.....: PYLS                      Changed.: 12/04/02
                                           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.
    
```

In Sample Division 95, the Dist tables field is set to Y (Distribution tables are used).

```

| Parameter being displayed. | 1 of 4
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

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.)

```

Demo User          Division 95          11/06/2003
-----
Entry D>isplay, S>croll or E>nd          <D>
PR - Define Distribution Tables
Table.....: ADMIN - 04                      Changed.: 11/06/03
                                           User....: 00101

2) Entry Distribution mask                    Percentage
-----
10 AXX 01-XX XXXX                          40.000000
20 AXX 02-XX XXXX                          60.000000
    
```

```

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

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*).

The screenshot shows a window titled "Timesheet" with a table containing the following data:

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>			Acct	
							FUND01	Distributes across Fund 01		

At the bottom of the window, there is a "Totals" section with the following values:

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 1.261.

## 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.

The screenshot shows a window titled "Activity Reminders" with a table containing the following data:

Activity	Due Date
*	

At the bottom of the window, there are two buttons: "Delete" and "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 HomePage (*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.

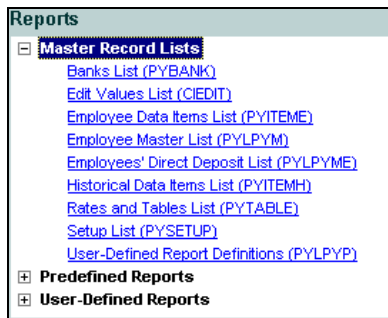


Figure 1.11—Reports Area of the Payroll/Personnel HomePage

## 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*).

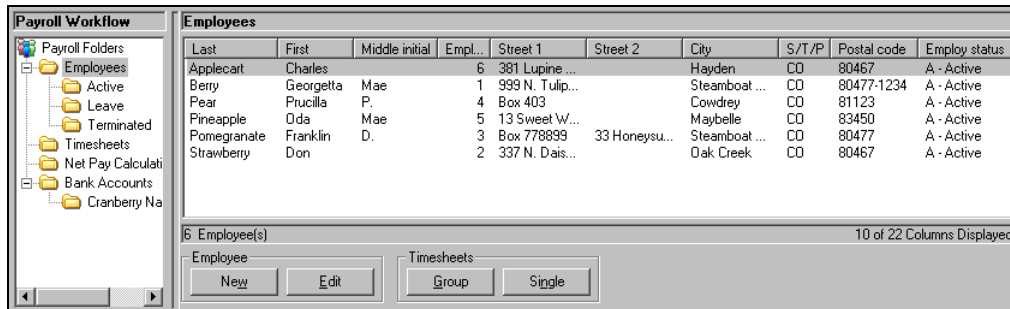


Figure 1.12—Payroll Main Window

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.

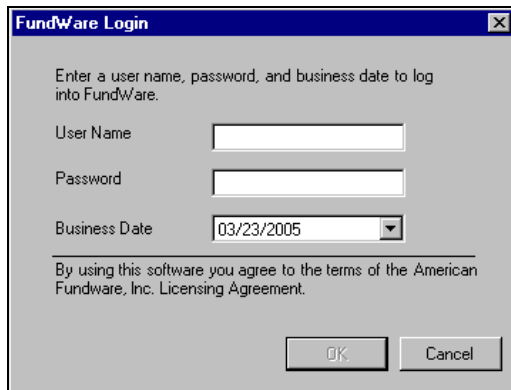


- Or, if you only have security rights to the System Administration area, the program will bypass the division selection window and open directly to the System Administration HomePage.
- HomePage—The program automatically opens to the HomePage of the module in which you were working the last time you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



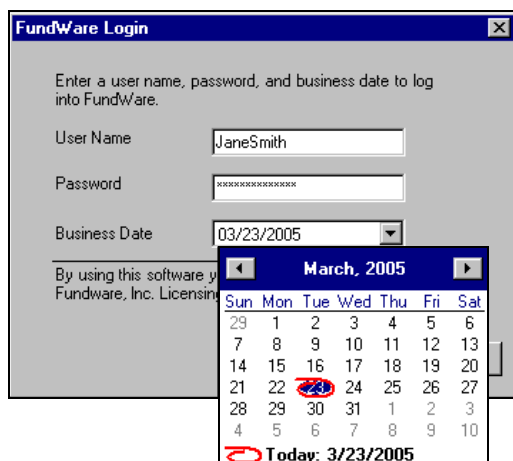
2. Enter your user name in the User Name text box. You can enter your user number instead of your user name, if preferred.

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.

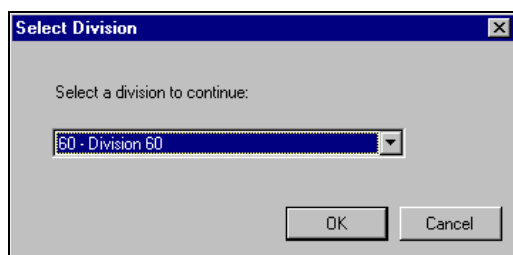
4. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.

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.

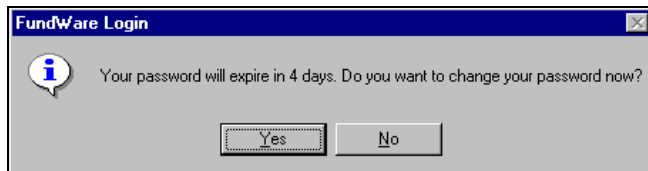
6. If necessary, select a different division (or System Administration) from the list.
7. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

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

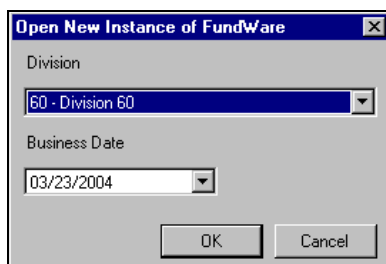
You can also open a new division or a new instance of the same division from within FundWare. Because you are opening this division from the program, the system applies the same user and password to the new instance and allows you to select a new division or business date.

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.

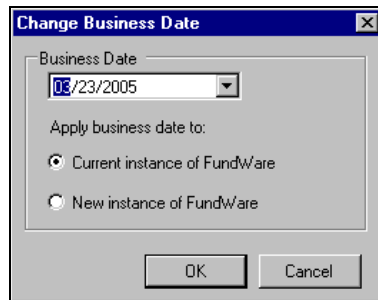
3. Accept the default business date or enter a new date. You can manually enter the date (moving from day to month to year using the arrow key or mouse) or you can click the down-arrow to select a date from the calendar.
4. Click **OK**. FundWare opens to the HomePage of the module that you last accessed.

## 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.

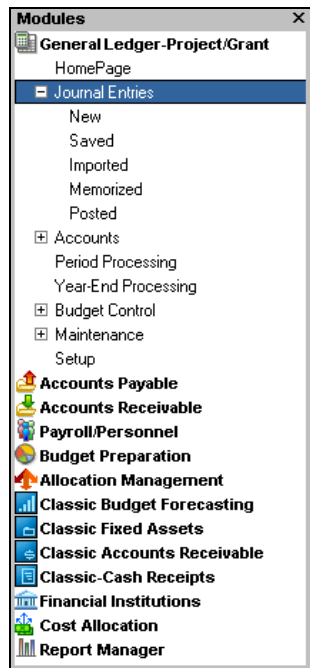
You can resize the Navigator bar to meet the needs of your display by using your mouse to click on the right frame of the bar and drag the frame to the position you want. You can also hide or show the Navigator bar using the options on the **View** menu. Select the option to hide or show the bar, as 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.

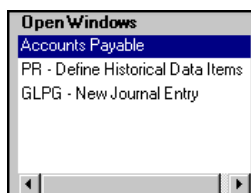


Figure 1.22—Open Windows Navigator

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.

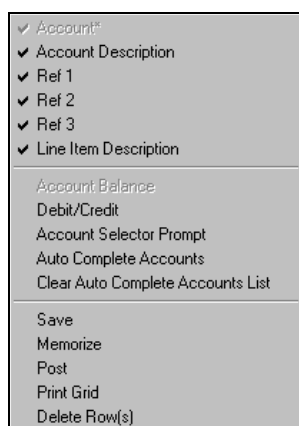
## CUSTOMIZING YOUR DISPLAY

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](http://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 (<http://www.blackbaud.com>) 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 <b>OK</b>	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@blackbaud.com	Get help resolving technical issues with the product. Please have the following information ready when you call: <ul style="list-style-type: none"> <li>• Blackbaud Site ID</li> <li>• FundWare version number</li> <li>• Error message details</li> </ul>
	Knowledgebase www.blackbaud.com	A searchable database where you can type your questions and get a list of possible answers. <ul style="list-style-type: none"> <li>• Requires your license number and Blackbaud Site ID.</li> </ul>

Table 1.2—Getting Support (Continued)

Department	Contact	Description
Training	800-551-4458 Ask for the Client Sales department.  www.blackbaud.com	Contact us for more information on our training options: <ul style="list-style-type: none"> <li>• Regionals—Classes from 1 to 5 days in length; held in cities around the country.</li> <li>• eClasses—Two- to three-hour classes offered over the Internet.</li> <li>• Onsite custom training and consulting—Our consulting staff can implement FundWare and/or train your employees using your organization's data.</li> </ul>
Product Management	www.blackbaud.com	Contact our Product Management department with any suggestions for improving FundWare.
All other information	www.blackbaud.com	Links are available for all other FundWare information including replacement software, user guides and software updates.

**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.

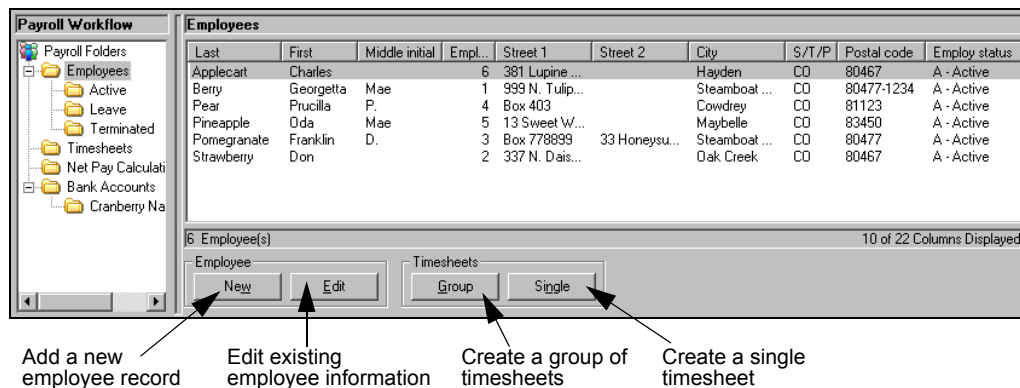


Figure 2.1—Payroll Buttons

## 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"> <li>No restrictions other than size.</li> <li>Type the employee's first name. The first 18 characters print on the check. Maximum characters = 30.</li> <li>Type the employee's middle name. The first character prints on the check. Maximum characters = 10.</li> <li>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.</li> </ul>
Address • Street 1 (.ADDR1) • Street 2 (.ADDR2) • City (.CITY) • S/T/P (.STP)	<ul style="list-style-type: none"> <li>No restrictions other than size.</li> <li>Type the street address. The first 40 characters print on the check. Maximum characters = 55.</li> <li>Type the rest of the street address in this optional field. The first 40 characters print on the check. Maximum characters = 65.</li> <li>Type the city. The first 25 characters print on the check. Maximum characters = 30.</li> <li>Type the first 2-3 characters of the state, territory or province. Only these characters print on the check. Maximum characters = 10.</li> </ul>
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"> <li>• <b>Employ Status (.STATUS)</b></li> </ul>	<p>Click the drop-down arrow and choose the Employment Status:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Leave (for On Leave)</li> <li>• Terminated</li> </ul> <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"> <li>• Payment Status (.STATUS P)</li> </ul>	Click the drop-down arrow and choose: <ul style="list-style-type: none"> <li>• Not used</li> <li>• Full-time hourly</li> <li>• Full-time salary</li> <li>• Part-time hourly</li> <li>• Full-time salary</li> <li>• Seasonal</li> </ul> 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"> <li>• Pay Frequency (.T FREQ)</li> </ul>	This is the number of pay periods in a calendar year. Click the drop-down arrow and choose: <ul style="list-style-type: none"> <li>• Bi-weekly (26 times per year)</li> <li>• Monthly (12 times per year)</li> <li>• Semi-monthly (24 times per year)</li> <li>• Weekly (52 times per year)</li> </ul> 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"> <li>• Home (.HM DEPT)</li> </ul>	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"> <li>• Salary (.S AMT)</li> </ul>	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"> <li>• If the Payroll parameter defines Salary as classified (field 1), select the salary option from a drop-down list.</li> </ul>
<ul style="list-style-type: none"> <li>• Hourly rate (.H AMT)</li> </ul>	Enter the per-hour rate of pay, if applicable. <ul style="list-style-type: none"> <li>• If the Payroll parameter defines Hourly as classified (field 1), select the salary option from a drop-down list.</li> </ul>
<ul style="list-style-type: none"> <li>• Other rate (.O AMT)</li> </ul>	Click the drop-down arrow and choose the employee's per-unit rate of pay, if applicable. <ul style="list-style-type: none"> <li>• If the Payroll parameter defines Other as classified (field 1), select the salary option from a drop-down list.</li> </ul>

- 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 window titled "Employee Information" with a close button (X) in the top right corner. The window has three tabs: "Name and Address", "Personal Information", and "Payroll Information". The "Accounting Information" sub-tab is active, with "Direct Deposit" and "Pay Calculation" sub-tabs visible below it. The main area contains a "Department Earnings" section with three radio buttons: "Hourly rate" (selected), "Salary", and "Other rate". Below this is a table with four columns: "% Expensed", "Hourly dept", "GLA", and "Addtl basis for". The table is currently empty. At the bottom of the table area, there is a text input field containing "0.00% of Hourly rate expensed" and two buttons: "Add" and "Delete". At the very bottom of the window are three buttons: "OK", "Cancel", and "Help".

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"> <li>• Hourly or Salary: % Expensed (.H PCNT, .S PCNT)</li> <li>• Hourly or Salary: Salary or Hourly dept (.H DEPT, .S DEPT)</li> <li>• Hourly or Salary: GLA (.H GLA, .S GLA)</li> <li>• Hourly or Salary: Addtl. basis for (.H GRP, .S GRP)</li> <li>• Other Rate: Hourly dept (.O DEPT)</li> <li>• Other Rate: GLA (.O GLA)</li> <li>• Other Rate: Addtl. basis for (.O GRP)</li> </ul>	<p>Select the radio button under Department Earnings to choose Hourly, Salary, or Other for the type of earnings.</p> <p>Click <b>Add</b> to begin entering information.</p> <ul style="list-style-type: none"> <li>• 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%.</li> <li>• Click the drop-down arrow and choose the Department against which these wages will be expensed.</li> <li>• Click the drop-down arrow and choose a General Ledger Account edit value. Typical entries include: <ul style="list-style-type: none"> <li>— Not used</li> <li>— Salaried</li> <li>— Seasonal</li> </ul> </li> <li>• 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.</li> <li>• Click the drop-down arrow and choose the Department against which these wages will be expensed.</li> <li>• Click the drop-down arrow and choose a General Ledger Account edit value.</li> <li>• 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.</li> </ul>

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.

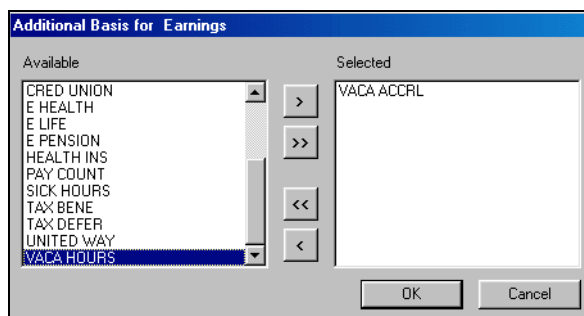


Figure 2.6—Additional Basis for Earnings

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 1.185. 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"> <li>• Inactive—This employee is not active in the direct deposit program.</li> <li>• Active—This employee is active in the direct deposit program.</li> <li>• 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.</li> </ul>
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"> <li>• If you have only defined one bank, this field will say Not Used.</li> </ul>

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

Field and EDI	Definition
Line Entry	Line numbers control the order in which information is processed. Enter a 2-digit line number. <ul style="list-style-type: none"> <li>• We recommend that you number lines 10, 20, 30, etc., and number the last line 99.</li> <li>• If the employee is directing their check to be deposited to one account, they will only have line 99.</li> </ul>
Cycle (.EFT CYCLE)	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.
Type (.EFT APR)	Click the drop-down arrow and choose the amount type: <ul style="list-style-type: none"> <li>• Amount—A flat amount.</li> <li>• Percentage—A percentage of net pay.</li> <li>• 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.</li> </ul>
Transfer Type (.EFT DP)	Click the drop-down arrow and choose the type of direct deposit: <ul style="list-style-type: none"> <li>• Checking Deposit—A credit to a checking account.</li> <li>• Deposit—A credit to an account.</li> <li>• 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.)</li> <li>• Payment—A debit to a loan or mortgage account.</li> <li>• Payment Pre-notification—A pre-notification for zero dollars for a payment.</li> <li>• Savings Deposit—A credit to a savings account.</li> <li>• Savings Pre-notification—A pre-notification for zero dollars for a savings account. Use only when an active direct deposit employee issues a change.</li> </ul>
Amount/Percent (.EFT NBR)	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.
Bank DFI Number (.EFT DFI)	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.
Bank Account Number (.EFT ACCT)	The employee's bank account number. Maximum characters = 30.

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*).

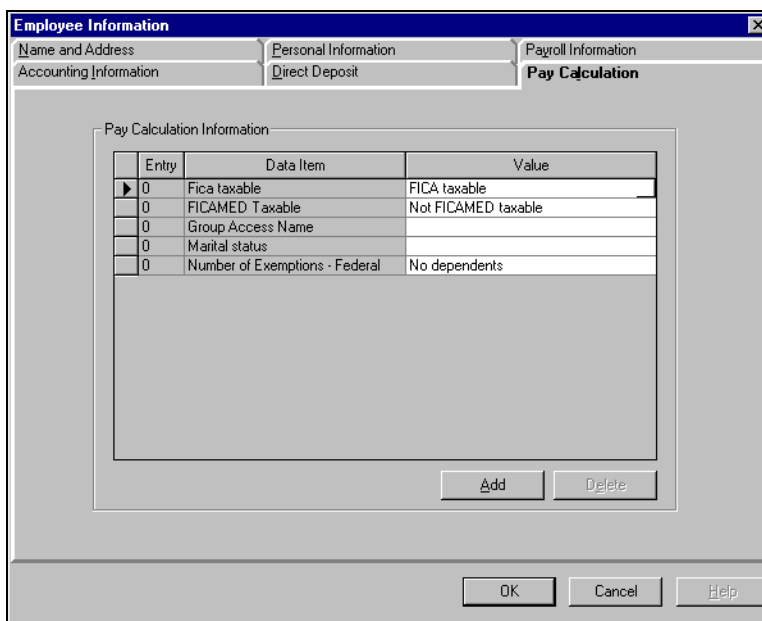


Figure 2.8—Employee Record—Pay Calculation



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 <b>Add</b> 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 <b>Delete</b>.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
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 1.239.)



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. It has a title bar with a close button. Below the title bar is a section for 'Auto Time Card Generation' with a 'Data Item' dropdown set to '.DOH' and a 'Date of Hire [D 10]' label. A list of data items includes .CONTACT E, .COSTCODE, .COUNTRY, .DIST TBL, .DOB, .DOH (highlighted), .DOP, and .DOR. To the right, a text box shows the selection criteria: '.DOH From '01/01/2004' Thru '07/01/2004''. Below this are input fields for 'First Value: 01/01/2004' and 'Last Value: 07/01/2004'. There are radio buttons for 'Selection Criteria Inclusion' (Include is selected) and 'Selection Mode' (All Must Be True is selected). There are also 'Add' and 'Remove' buttons. At the bottom is a 'Search Results' table with columns EMP, NAME FST, and NAME LST. The table contains six rows of employee data. At the very bottom are 'Preview', 'Data Items', 'OK', and 'Cancel' buttons.

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, the "Data Item:" field contains ".S DEPT" with a blue tooltip that says "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 (which is highlighted in blue), .S GLA, .S GRP, and .S PCNT. To the right of the list box, the text ".DOH From '01/01/2004' Thru '07/01/2004'" is displayed. Below the list box are two input fields: "First Value:" and "Last Value:". To the right of these fields is a "Selection Criteria Inclusion" section with two radio buttons: "Include" (which is 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 these fields is a "Selection Mode" section with two radio buttons: "All Must Be True" (which is selected) and "Any May Be True". At the bottom of the dialog box 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*).

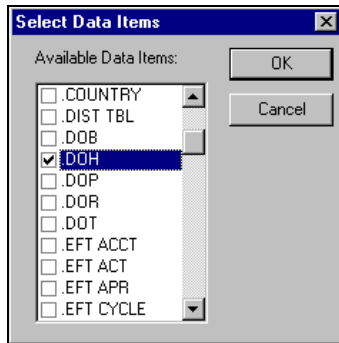


Figure 2.18—Selecting Data Items

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

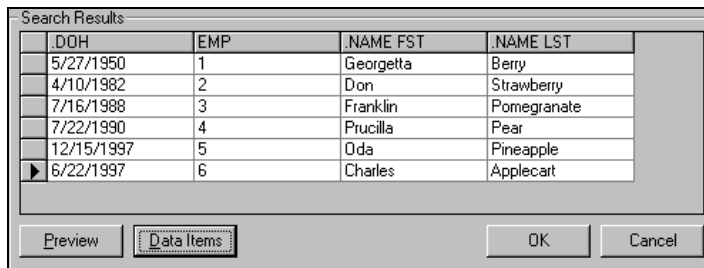


Figure 2.19—Data Items Added to the Search Results



## 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.

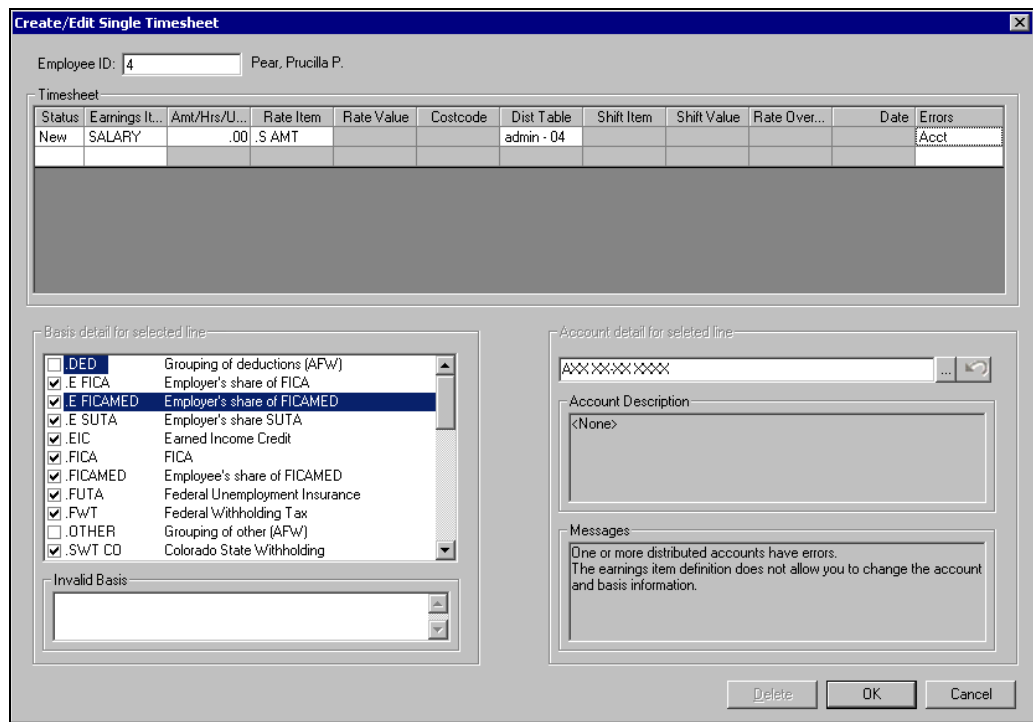


Figure 3.1—Example Timesheet With Account Error

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*).

Item	Description
<input type="checkbox"/>	DED Grouping of deductions (AFW)
<input checked="" type="checkbox"/>	E FICA Employer's share of FICA
<input checked="" type="checkbox"/>	E FICAMED Employer's share of FICAMED
<input checked="" type="checkbox"/>	E SUTA Employer's share SUTA
<input checked="" type="checkbox"/>	EIC Earned Income Credit
<input checked="" type="checkbox"/>	FICA FICA
<input checked="" type="checkbox"/>	FICAMED Employee's share of FICAMED
<input checked="" type="checkbox"/>	FUTA Federal Unemployment Insurance
<input checked="" type="checkbox"/>	FWT Federal Withholding Tax
<input type="checkbox"/>	OTHER Grouping of other (AFW)
<input checked="" type="checkbox"/>	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).

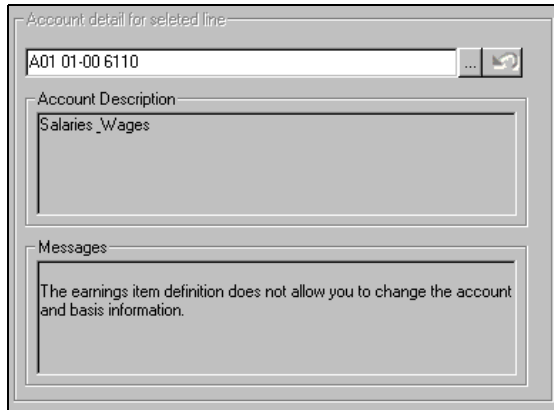


Figure 3.7—Example Basis for Selected Line Area



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).

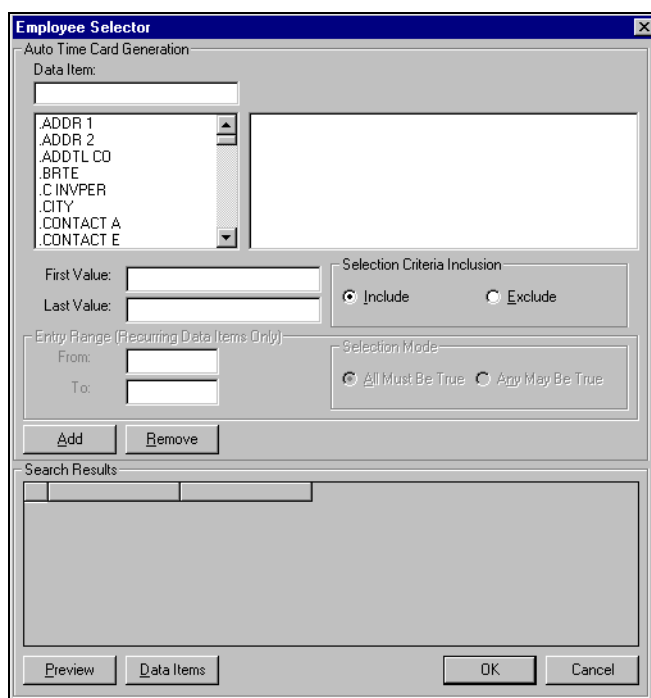


Figure 3.9—Employee Selector

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"> <li>• This field may default to a value from the employee record.</li> </ul>
Rate From	Select the applicable employee data item from the drop-down list. <ul style="list-style-type: none"> <li>• This field may default to a value from the Rate from field on the earnings item.</li> <li>• Changes to this field may change the default Amt/Hrs/Units.</li> </ul>
Rate Value	Select the applicable edit value for the selected Rate From. <ul style="list-style-type: none"> <li>• This field may default to a value from the employee record.</li> <li>• Changes to this field may change the default Amt/Hrs/Units.</li> <li>• Rate Value is usually used for classified earnings.</li> </ul>

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"> <li>• This field may default to a value from the <b>Pay Calculation</b> tab of the employee record.</li> <li>• This column will not display if you did not set the Costcode option in the Payroll Parameter to “Yes” (field 1).</li> </ul>
Dist Table	Select the applicable distribution table from the drop-down list. <ul style="list-style-type: none"> <li>• This field may default to a value from the employee record.</li> <li>• This column will not display if you did not set the Dist Table option in the Payroll Parameter to “Yes” (field 1).</li> </ul>
Shift Item	Select a shift item from the drop-down list. <ul style="list-style-type: none"> <li>• This column will not display if you did not set the Shift emps option in the Payroll Parameter to “Yes” (field 1).</li> <li>• 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.</li> </ul>
Shift Value	Select a shift item from the drop-down list. <ul style="list-style-type: none"> <li>• This column will not display if you did not set the Shift emps option in the Payroll Parameter to “Yes” (field 1).</li> <li>• This field will be disabled if you have not selected a Shift Item.</li> </ul>
Rate Override	Enter a rate value or select from the drop-down list.
Date	Enter a valid date. <ul style="list-style-type: none"> <li>• 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.</li> </ul>
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.)

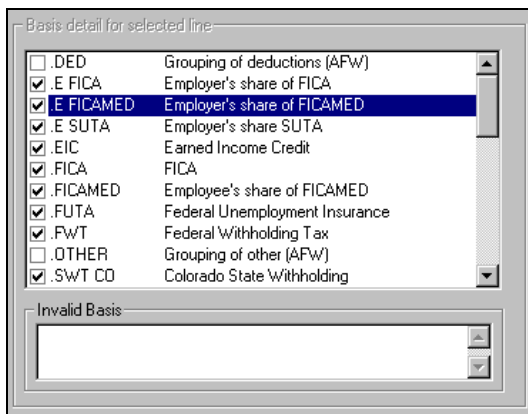


Figure 3.12—Example Basis for Selected Line Area

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

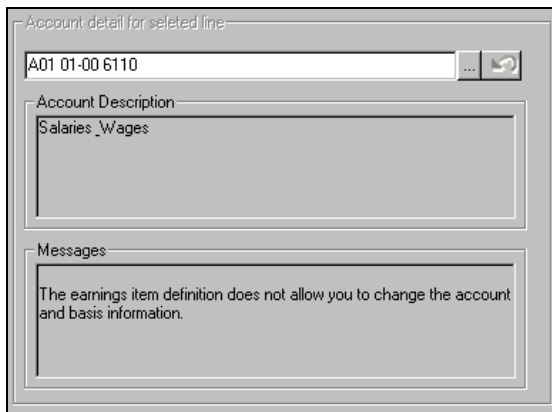



Figure 3.13—Example Basis for Selected Line Area

- 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*).

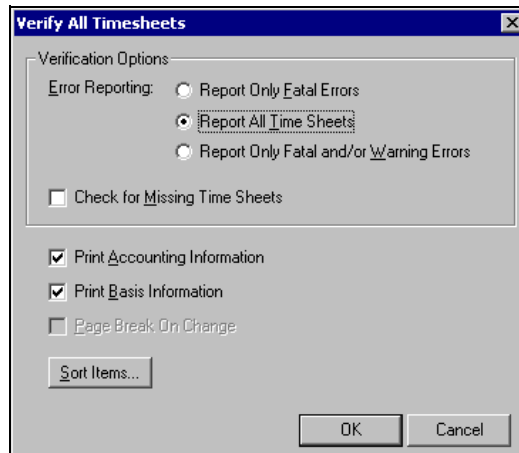


Figure 3.16—Verify All Timesheets

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*).

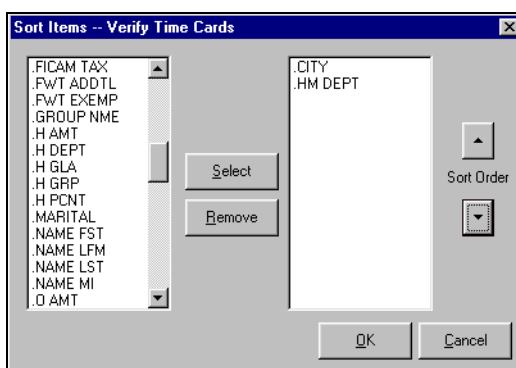


Figure 3.17—Sort Items—Verify Time Cards




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

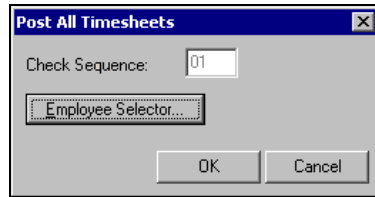
Once you have verified your timesheets, you are ready to post the timesheets to the next step in the process. The posting task involves the following:

- 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.

## CHAPTER 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*).

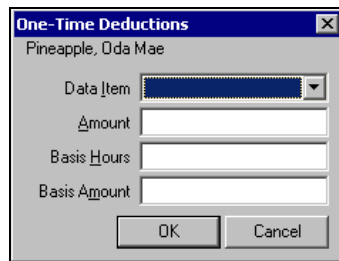


Figure 4.1—One-Time Deductions

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.



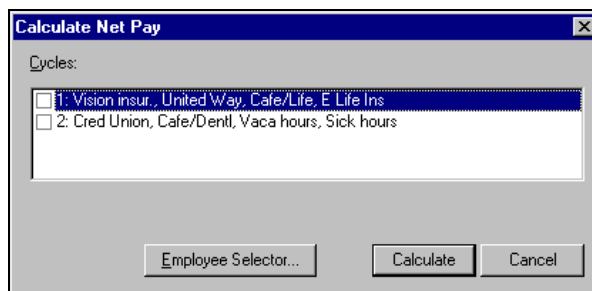
Because a one-time deduction could impact your taxable income (which is usually part of the net pay calculation), you should complete any one-time deductions before calculating net pay. If you calculate net pay and then add a one-time deduction, you must re-calculate net pay.

## 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



- 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

- Enter your selection parameters. (For more instructions on the Employee Selector, see *Using the Employee Selector* on page 2.52.)
- When you have completed your selection, click **OK**. The Employee Selector closes and you return to the Calculate Net Pay detail pane.
- 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*).

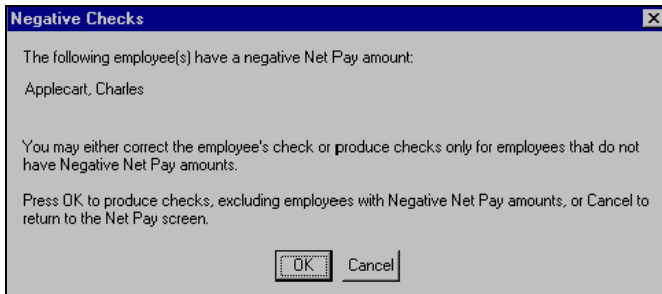


Figure 4.10—Negative Checks Message

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.

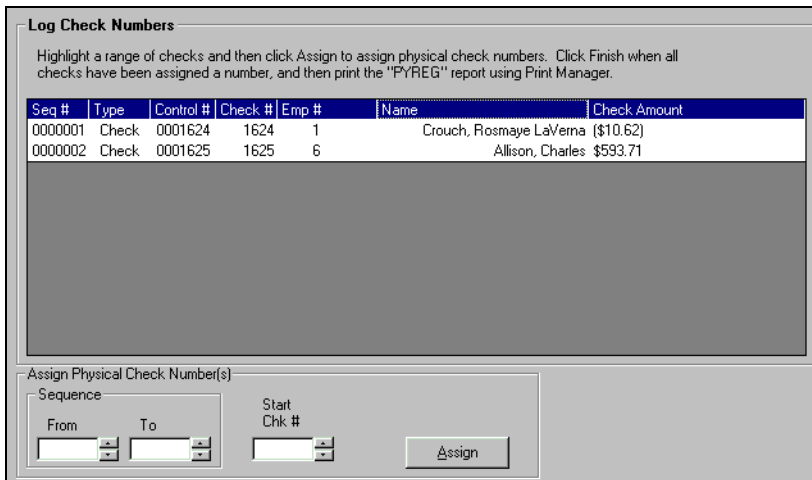


Figure 4.11—Example Negative Check



## CHAPTER 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*).

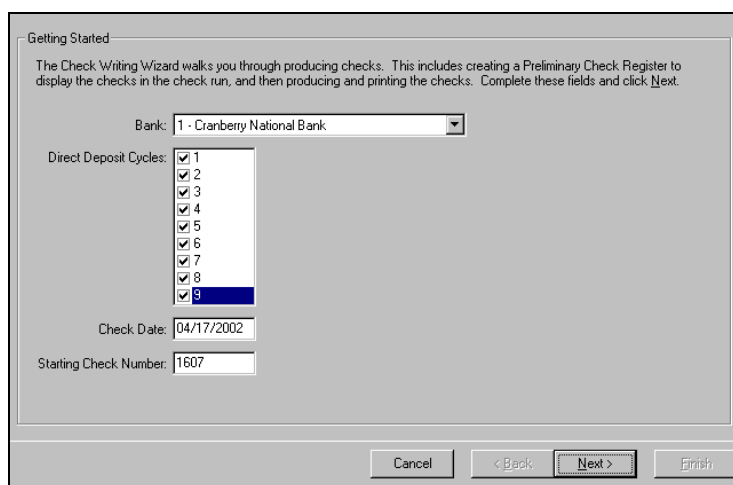
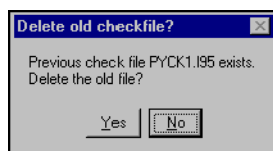


Figure 5.1—Payroll Check Writing Wizard, Getting Started

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.

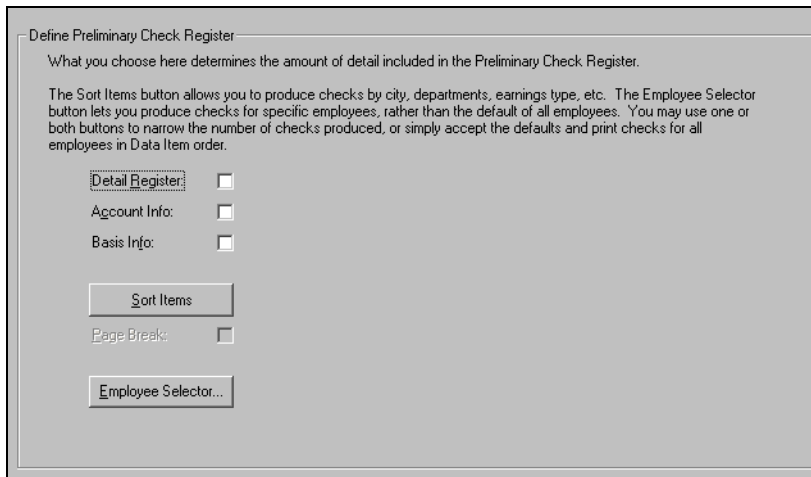
7. Enter a valid date in the Check Dates text box. For checks, this date will appear on the printed checks. For direct deposit payments and files, this date will be applied to the transactions.

 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 1.133.)

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

Sort Items

Page Breaks  
 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.

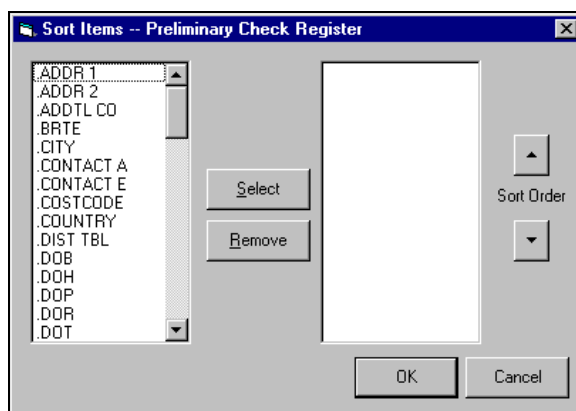


Figure 5.4—Sort Items—Preliminary Check Register

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 1.179.



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

**Log Check Numbers**

Highlight a range of checks and then click Assign to assign physical check numbers. Click Finish when all checks have been assigned a number, and then print the "PYREG" report using Print Manager.

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

Assign Physical Check Number(s)

Sequence: From 1 To 1 Start Chk # 1607 Assign

Select Final Register Detail

Detail Register:  Sort Items

Account Info:

Basis Info:  Page Break:

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*).

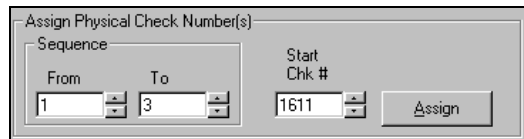





Figure 5.8—Using Sequence Numbers to Assign Check Numbers

 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*).

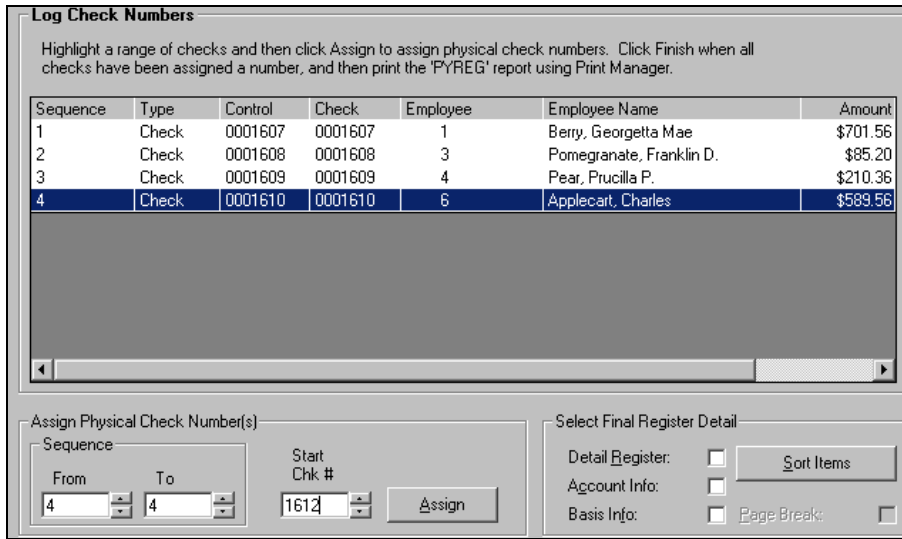


Figure 5.9—Example of Non-Sequential Check Numbers

- 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.

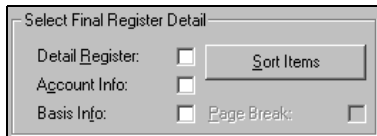


Figure 5.10—Select Final Register Detail Area

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

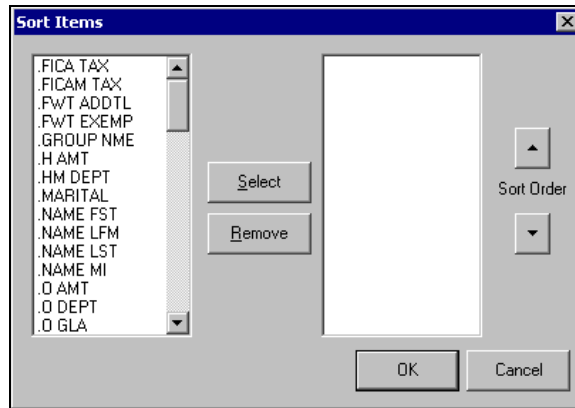


Figure 5.11—Sort Items Window

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.

- 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

- 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"> <li>Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.</li> </ul>
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.

5. 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

6. 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.
7. 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)

8. 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"> <li>• For example, “Jammed in printer.”</li> </ul>

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*).

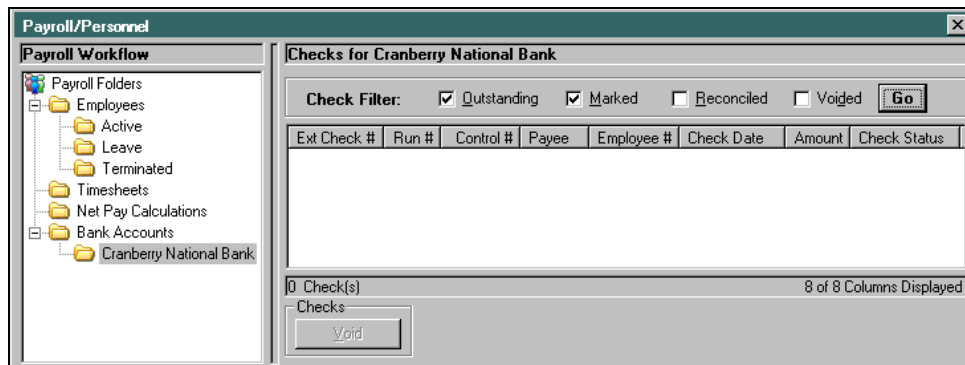


Figure 5.20—Example Filter Settings

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).

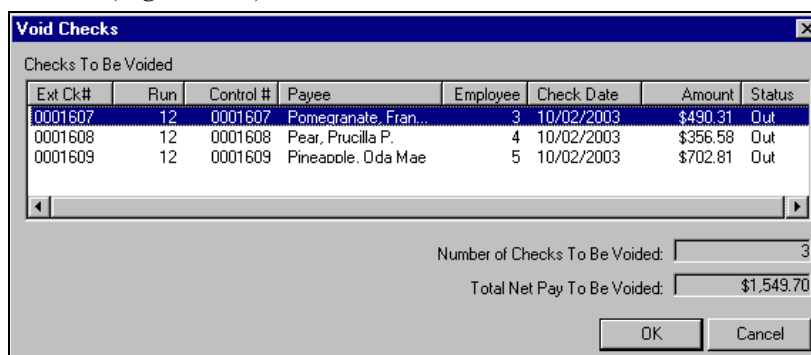


Figure 5.21—Void Checks



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).

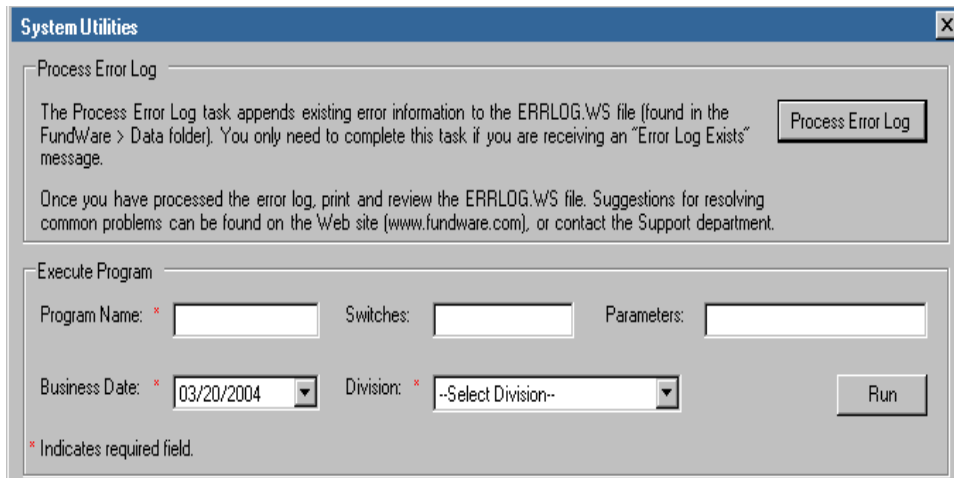


Figure 5.22—System Utilities Window

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.

- 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

- Enter the total net pay amount that you want to void. (You can adjust this amount prior to posting, as necessary.)
- 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

Batch total.....: 711.31 Balance to go.: 711.31

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

Are your entries correct? Y=es or N)o

Batch total.....: 711.31 Balance to go.: 711.31

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*).

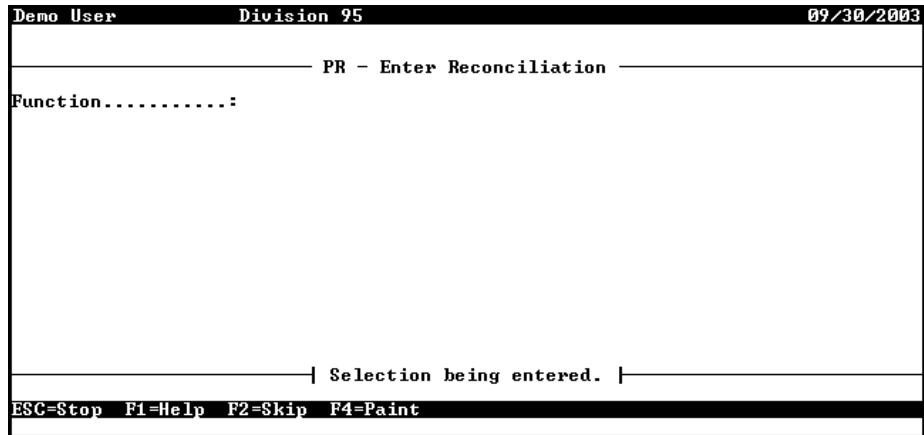


Figure 6.1—Enter Reconciliation

- 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"> <li>Press F1 for a list of Financial Institutions accounts associated with Payroll/ Personnel.</li> </ul>
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*).

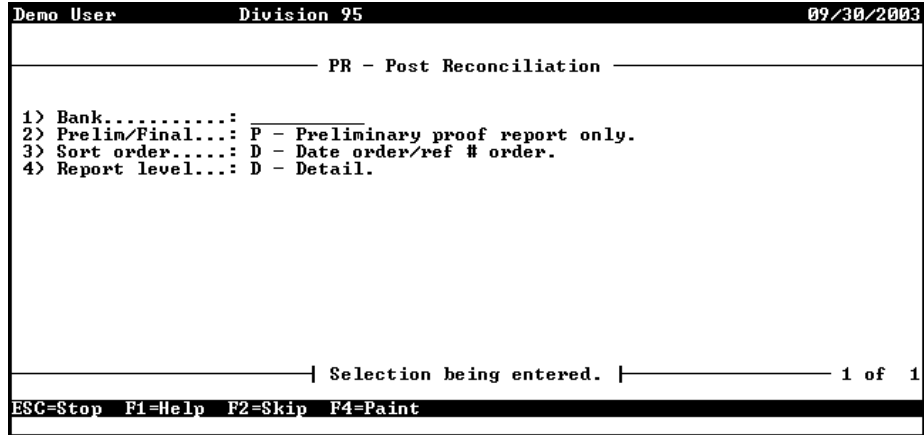


Figure 6.3—Post Reconciliation

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.

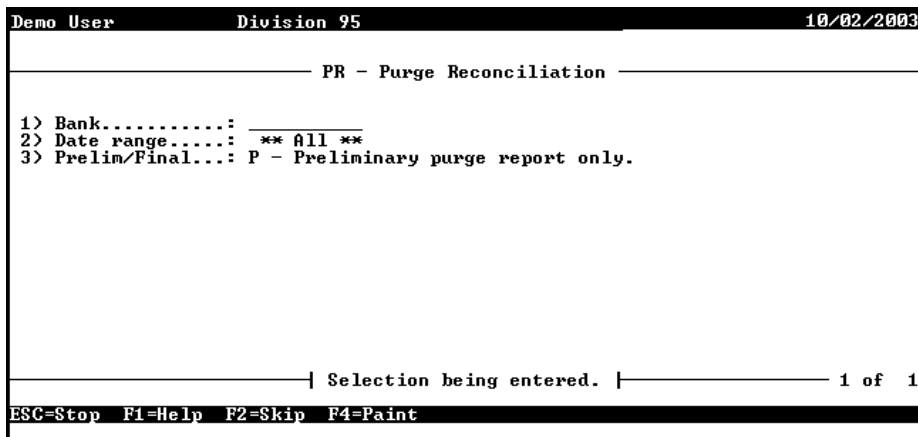
This task offers two options:

- 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"> <li>Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.</li> </ul>
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 <b>**ALL**</b> . 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*).

```

Demo User          Division 95          04/17/2002
-----
PR - Check Reports
1) Bank range.....:          to ~~~~~
2) Date range.....:  ** All **
3) Status
   Outstanding.....: I - Outstanding....* - Marked and unmarked.
   Reconciled.....: E - Exclude reconciled checks.
   Unused.....:      E - Exclude unused checks.
   Void.....:        E - Exclude void checks.
4) Type.....:         C - Checks.
5) Sort by.....:     C - Check # order.
6) Report accounts: Y - Report account information.
7) Page break.....: N - No page break.
8) Report level....: D - Detail.

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

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"> <li>• Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.</li> </ul>
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"> <li>• * (Marked and Unmarked)—Include all checks that are marked and unmarked for reconciliation.</li> <li>• M (Marked only)—Include only those checks that are marked for reconciliation.</li> <li>• U (Unmarked only)—Include only those checks that are not marked for reconciliation.</li> </ul>
• 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).

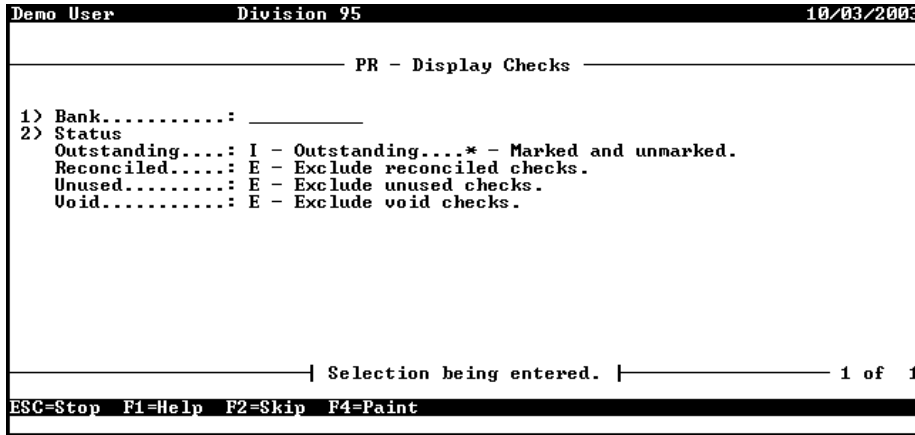


Figure 6.7—Display Checks

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"> <li>• Press F1 for a list of Financial Institutions accounts associated with Payroll/Personnel.</li> </ul>

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"> <li>• * (Marked and Unmarked)—Include all checks that are marked and unmarked for reconciliation.</li> <li>• M (Marked only)—Include only those checks that are marked for reconciliation.</li> <li>• U (Unmarked only)—Include only those checks that are not marked for reconciliation.</li> </ul>
• 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.



## CHAPTER 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.

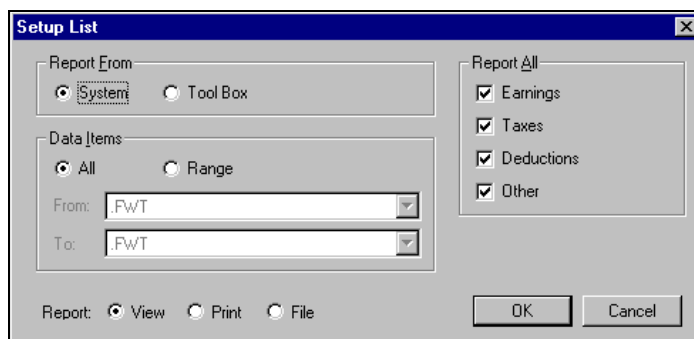


Figure 7.1—Produce Reports: Setup List

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"> <li>• All—Includes entries assigned to all banks and entries not assigned to any bank (e.g., roll forward, history).</li> <li>• Range—Includes only those entries assigned to banks within the selected range.</li> </ul> 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"> <li>• All checks—Includes checks assigned to all banks and entries not assigned to any bank (e.g., roll forward, history).</li> <li>• Normal checks</li> <li>• Void checks</li> <li>• Manual checks</li> </ul>
Checks	Select a radio button	Select the applicable radio button to include all or a range of checks. <ul style="list-style-type: none"> <li>• All</li> <li>• Range</li> </ul> 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"> <li>• All</li> <li>• Range</li> </ul> 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"> <li>• All</li> <li>• Range</li> </ul> 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"> <li>This option inserts quotes (") as the separator character and drops column titles.</li> <li>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).</li> </ul>
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"> <li>Report</li> <li>Group</li> </ul> <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"> <li>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.)</li> <li>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.</li> </ul>
History From	Radio buttons	<p>Select the source for the history information:</p> <ul style="list-style-type: none"> <li>Checks</li> <li>Timesheets</li> </ul>
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 <b>General</b> 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"> <li>• 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.</li> <li>• 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.</li> <li>• File—Saves a file (using the report name and the letter L plus the division name) in the report directory.</li> </ul>
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"> <li>• Earnings</li> <li>• Taxes</li> <li>• Deductions</li> <li>• Other</li> </ul>
Report From	Select a radio button	Select the radio button representing the source of the report information: <ul style="list-style-type: none"> <li>• System (i.e., your division)</li> <li>• ToolBox</li> </ul>
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"> <li>• Summary</li> <li>• Detailed</li> </ul>
Report Type	Drop-down list	Select the type of report from the drop-down list. For example: <ul style="list-style-type: none"> <li>• Account/date/data item/employee detail</li> <li>• Account/date summary</li> <li>• Account/data item/employee summary</li> </ul>
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"> <li>• Defaults to the current business date.</li> </ul>

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"> <li>• Employee name</li> <li>• Employee number</li> </ul>
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

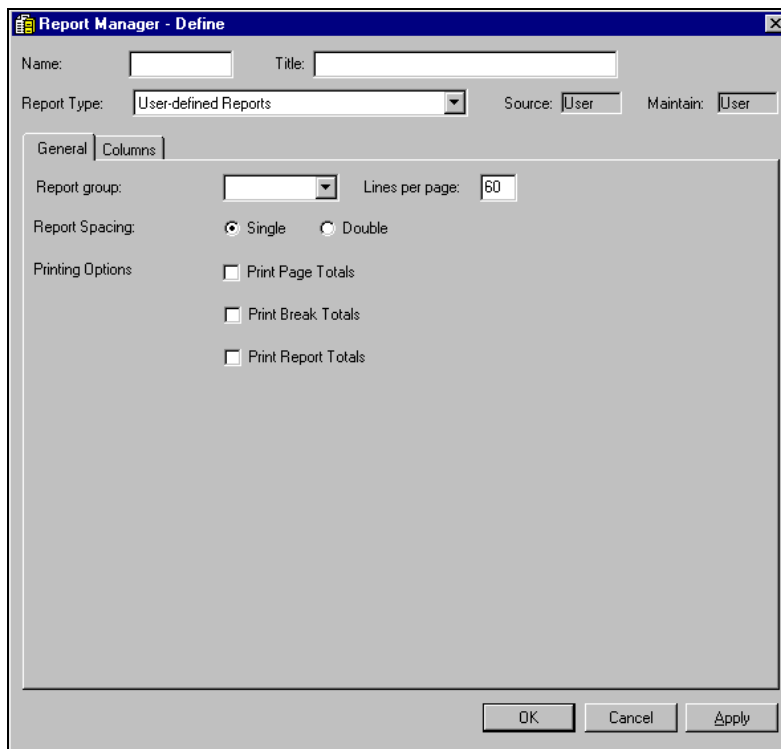
Payroll/Personnel provides you with a number of standard reports. The module also includes a number of “user-defined” reports, for which you can define the information, or columns, contained in them.

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 tabs: 'General' (selected) and 'Columns'. In the 'General' tab, there are fields for 'Name:' and 'Title:'. Below these are 'Report Type:' (set to 'User-defined Reports'), 'Source:' (set to 'User'), and 'Maintain:' (set to 'User'). Under the 'General' tab, there are several options: 'Report group:' (a dropdown menu), 'Lines per page:' (set to '60'), 'Report Spacing:' (with radio buttons for 'Single' and 'Double', where 'Single' is selected), and 'Printing Options' (with checkboxes for 'Print Page Totals', 'Print Break Totals', and 'Print Report Totals', all of which are currently unchecked). At the bottom of the dialog 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*).

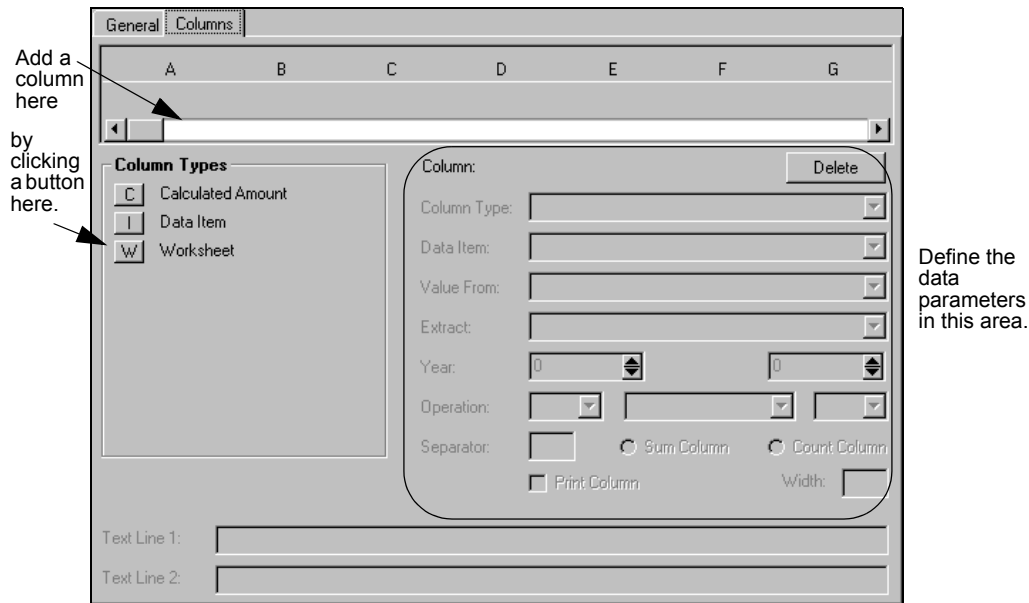


Figure 7.3—Columns Tab

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*).

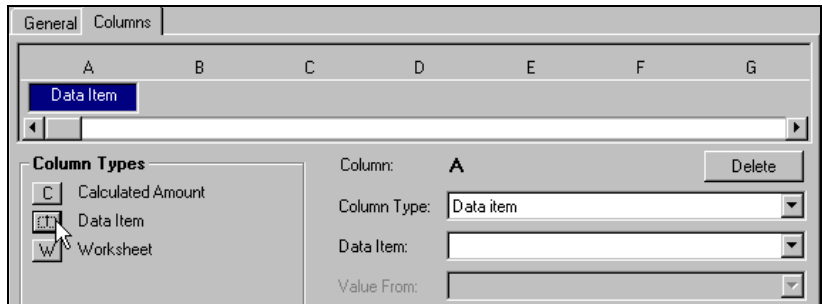



Figure 7.4—Adding a Column Type to the Report

 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	<p>Select the first column of the calculation (first of two columns or first in a range of columns) from the drop-down list.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
	<p>Select a mathematical operation from the drop-down list. Your options are:</p> <ul style="list-style-type: none"> <li>• Plus</li> <li>• Times</li> <li>• Percentage of</li> <li>• Variance of</li> <li>• Minus</li> <li>• Divided by</li> <li>• Sum thru</li> </ul>
	<p>Select the second column of the calculation (second of two columns or last in a range of columns) from the drop-down list.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Print Column	<p>Select this check box if you want the column to print in the report.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Width	<p>Enter the width of the column. Default width is 20 characters.</p> <ul style="list-style-type: none"> <li>• Remember, the column width must be in relation to the report width, which has a maximum of 250 characters.</li> <li>• 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).</li> </ul>

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"> <li>When you select a data item, the Value From text box is enabled.</li> </ul>
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"> <li>Value of the data item</li> <li>Value of lookup columns</li> <li>Monthly total</li> <li>Beginning balance</li> </ul> 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"> <li>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.</li> <li>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.</li> </ul>
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"> <li>The current year is 0. Last year would be -1, next year would be 1.</li> </ul>
	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"> <li>The current year is 0. Last year would be -1, next year would be 1.</li> </ul>
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"> <li>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.</li> </ul>
Width	Enter the width of the column. Default width is 20 characters. <ul style="list-style-type: none"> <li>Remember, the column width must be in relation to the report width, which has a maximum of 250 characters.</li> <li>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).</li> </ul>
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"> <li>The pipe sign ( ) is commonly used as a separator character.</li> </ul>



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

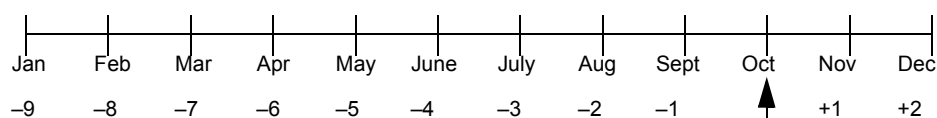
Field	Definition
Print Column	Select this check box if you want the column to print in the report. <ul style="list-style-type: none"> <li>You can “hide” a column in the report output. This option is very useful if you have information you want to use in a calculation (therefore, it must be in the report definition), but you don’t want the information to display in the report itself.</li> </ul>
Width	Enter the width of the column. Default width is 20 characters. <ul style="list-style-type: none"> <li>Remember, the column width must be in relation to the report width, which has a maximum of 250 characters.</li> <li>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).</li> </ul>
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.....: 000000
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*).

Demo User	Division 95	11/07/2003
PR - Daily Earnings		
1> Date range.....:	0/00/0000 to 99/99/9999	
2> Select items.....:	:	
	:	
3> Sort items.....:		
Page break.....:	N - No page break.	
Selection being entered.		1 of 2
ESC=Stop F1=Help F2=Skip F4=Paint		

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"> <li>• Leave the field blank to include all data items in the report.</li> </ul>
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"> <li>• Summary</li> <li>• Detailed</li> </ul>
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"> <li>• Summary</li> <li>• Detailed</li> </ul>
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"> <li>• Summary</li> <li>• Detailed</li> </ul>
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*).

Field	Options	Definition
Report Level	S D	Select the type of information to be included in the report. <ul style="list-style-type: none"> <li>• Summary</li> <li>• Detailed</li> </ul>
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.

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"> <li>• Summary</li> <li>• Detailed</li> </ul>
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.

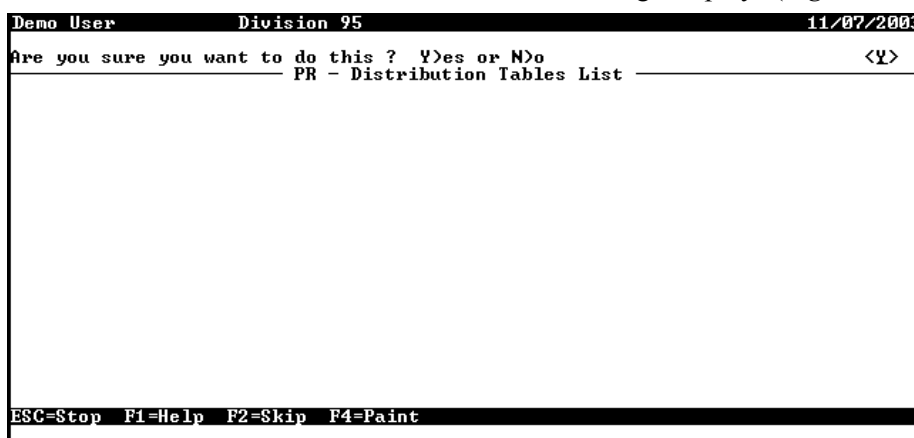
2) EFT information
  Immed Dest Nme : IMMED DEST NAME
  Immed Orig Nme : IMMED ORIG NAME
  Immediate Dest.: 070048151
  Immediate Orig.: 00141217
  Debit Offset...: Y - Create type 27 rcd for credit.
  Debit Bank Acct: 123 456 7
  Status Code....: 1 - Financial Institution, ie Bank
  File Format....: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

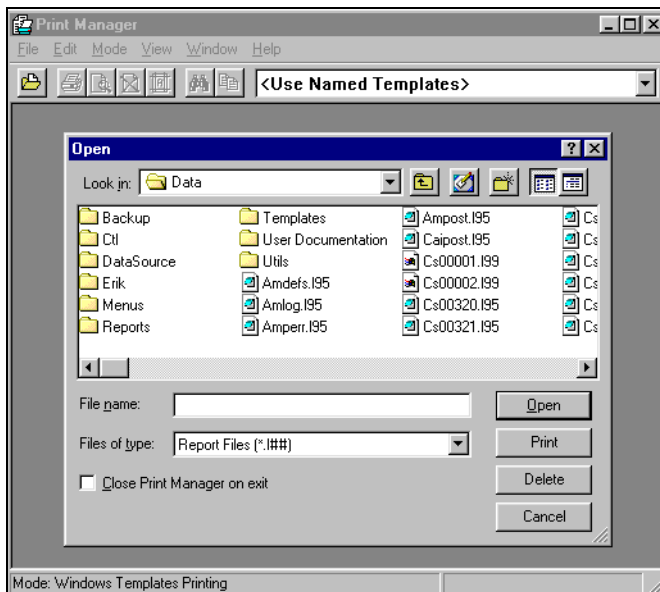


Figure 7.24—Opening Print Manager

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.





## CHAPTER 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.

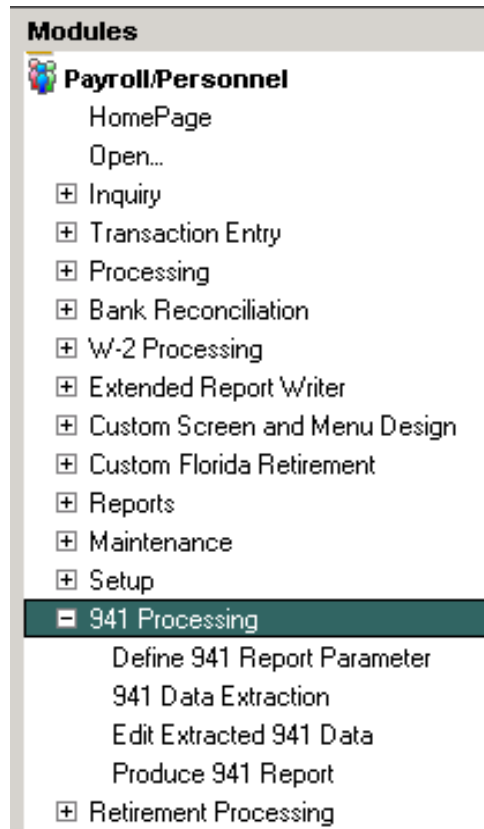


Figure 8.1—941 Report Parameter



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

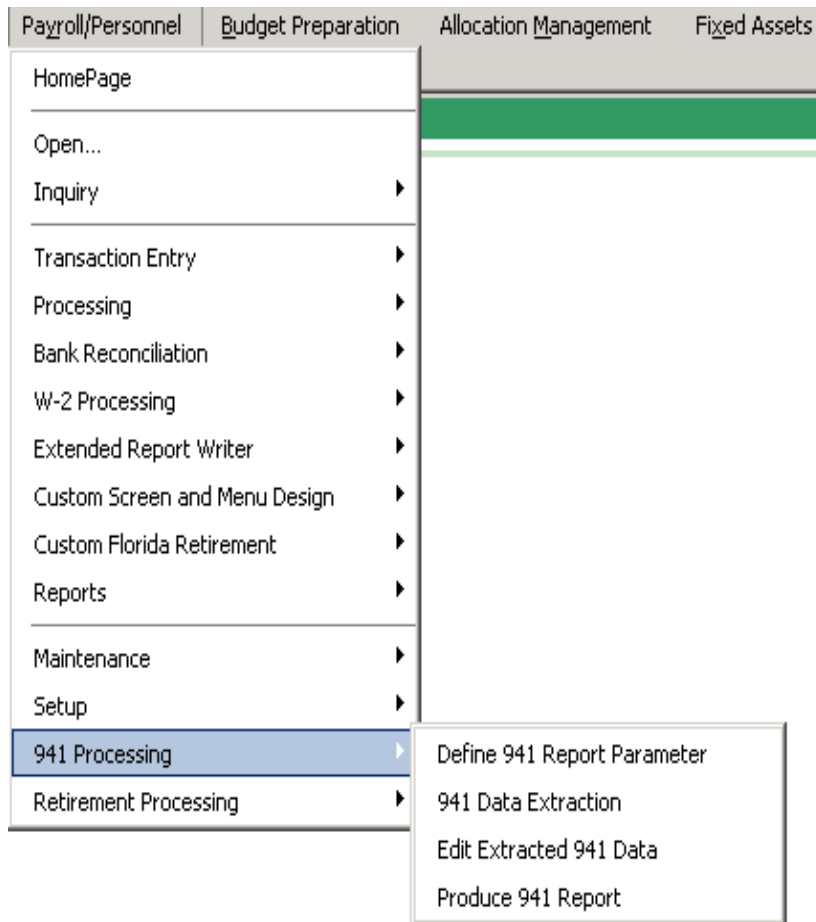


Figure 8.2—941 Report Toolbar

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.

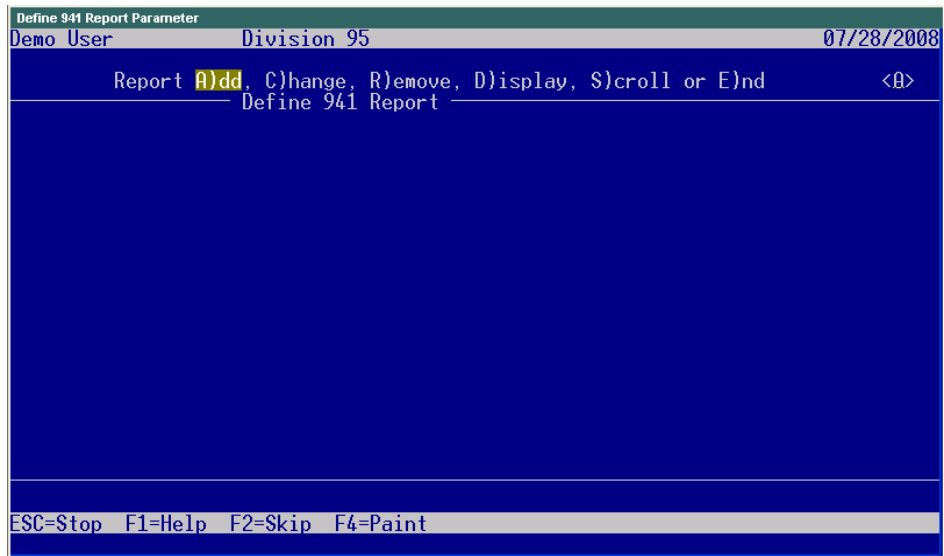


Figure 8.3—Define Parameter Entry

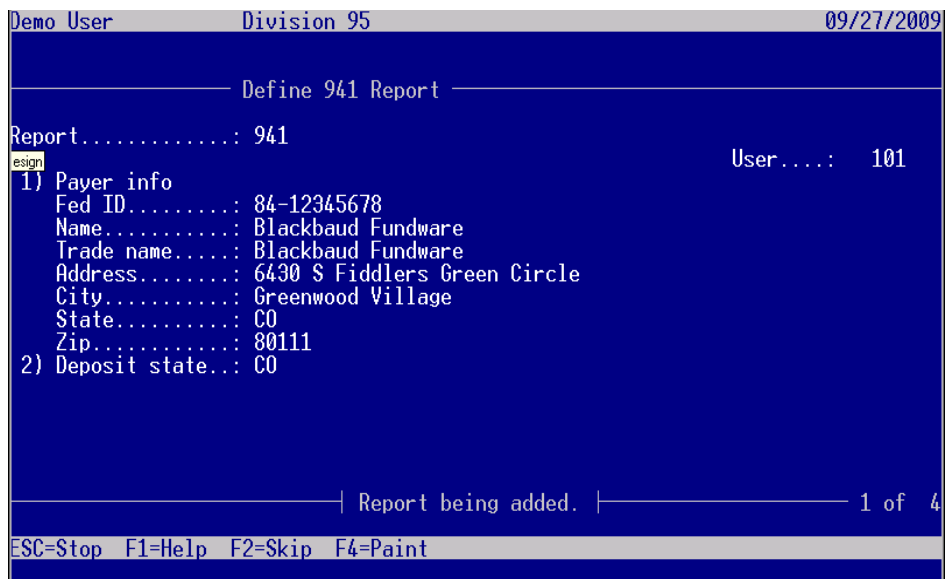


Figure 8.4—Define Parameter Screen 1

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 1.
2) Deposit state	Enter the state abbreviation for the state where you made your deposits OR enter "MU" if you made your deposits in multiple states.

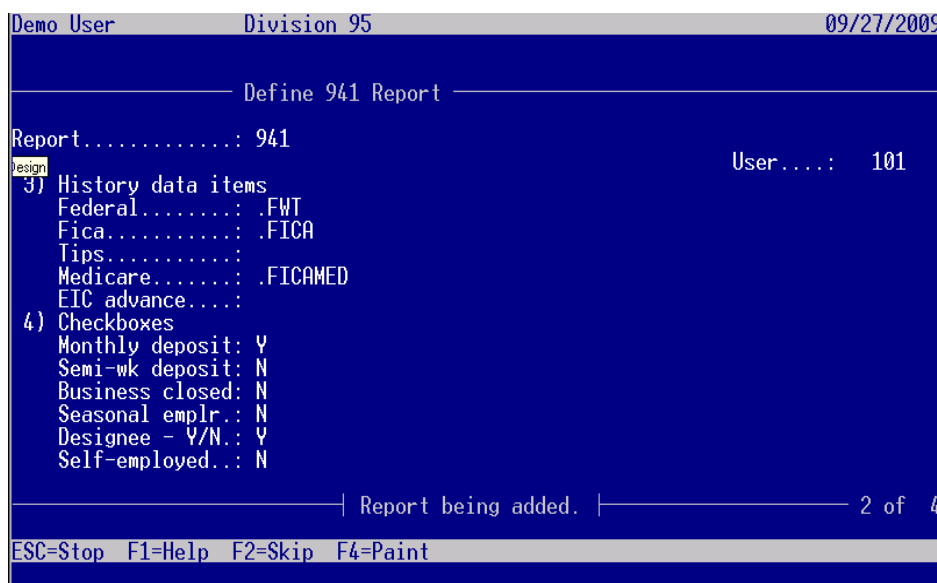


Figure 8.5—Define Parameter Screen 2

Table 8.2—Define Parameter Screen 2 Fields

Field	Definitions 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.
Fica	Press F1 and select the data item where you store the Fica taxes, normally .FICA.
Tips	Press F1 and select the data item where you store tips, or leave the field blank.
Medicare	Press F1 and select the data item where you store Medicare taxes.
EIC Advance	Press F1 and select the data item where you store eic or leave blank.
4) Checkboxes	Answer Y if any of the numbered boxes need to have a check in Them otherwise leave the default of N.
Monthly deposit	Y will X the box that states “You were a monthly schedule depositor for the entire quarter. The monthly tax liability for the form can be input later in the “Edit Extracted 941 Data” step.
Semi-wk deposit	A Y will X the Box that states “You were a semiweekly schedule depositor for any part of this quarter.”
Business closed	A Y will X the Box on that states “If your business has closed or you stopped paying wages.”
Seasonal emplr	A Y will X the Box that states “If you are a seasonal employer and you do not have to file a return for every quarter of the year.”
Designee - Y/N	A Y will X the box as a Yes to “May we speak with your third-part designee?” An N will X the No box.
Self-Employed	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
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".

Table 8.3—Define Parameter Screen 3 Fields

Field	Definition and placement on 941 Form
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.

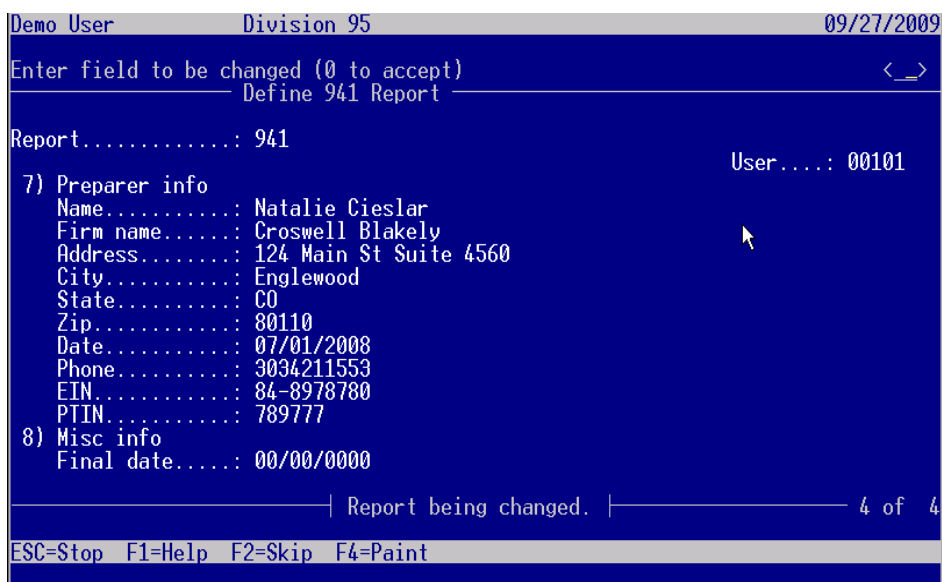


Figure 8.7—Define Parameter Screen 4

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.
Name	Enter the name of the Paid Preparer.
Firm name	Enter Firm name of Paid Preparer or leave blank.



Table 8.4—Define Parameter Screen 4 Fields

Field	Definitions and placement on 941 Form
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 the business has closed or you stopped paying wages. Otherwise leave blank.

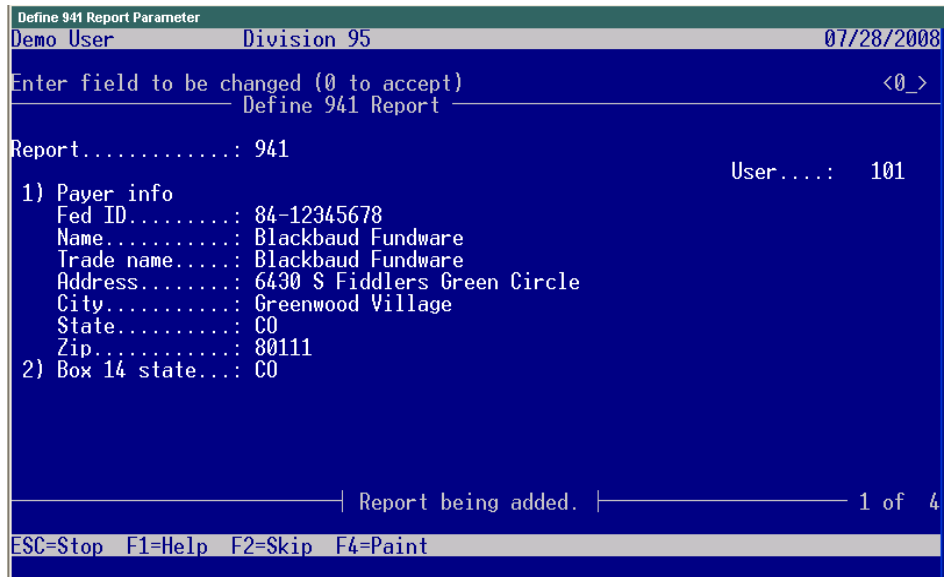


Figure 8.8—Exiting the Define Parameter Screen

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.

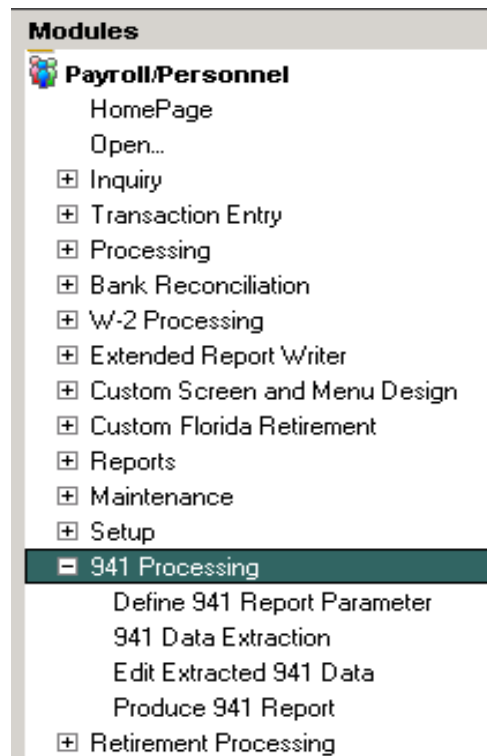


Figure 8.9—941 Data Extraction



You can also access the Data Extraction programs via the toolbar.

```

Demo User          Division 95          09/27/2009
Enter field to be changed (0 to accept)  <_>
          941 Data Extraction

1) Report year....: 2008
2) Report quarter.: 2
3) Total deposits.:      6,500.08
4) Refund.....: A
5) COBRA pd x 65%.:      4,225.00
6) # of COBRA indiv:      2

          | 941 Report being entered. |          1 of 1
ESC=Stop  F1=Help  F2=Skip  F4=Paint
    
```

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 overpayment amount. Spaces = not applicable A = Apply to next return S = Send a refund.

Table 8.5—Extracting 941 Data Fields

Field	Definition and Placement on 941 Form
5) COBRA pd 65%	65% of COBRA you paid for eligible individuals
6) # of COBRA indiv	Number of individuals provided COBRA premium assistance

```

Demo User          Division 95          09/27/2009
941 Report C)hange, D)isplay or E)nd    <C>
----- 941 Data Extraction -----
1) Report year...: 2008
2) Report quarter.: 2
3) Total deposits.: 6,500.08
4) Refund.....: A
5) COBRA pd x 65%.: 4,225.00
6) # of COBRA indiv: 2

-----| 941 Report being entered. |----- 1 of 1
ESC=Stop F1=Help F2=Skip F4=Paint

```

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.

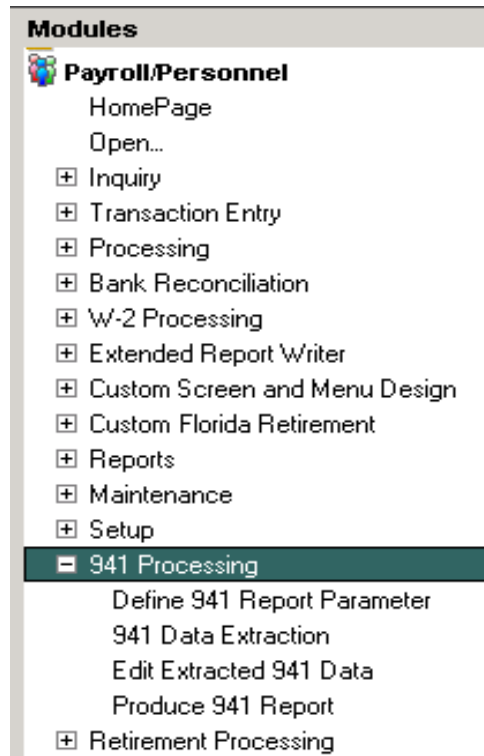


Figure 8.12—Edit Extracted 941 Data



You can also access the Edit Extracted 941 Data programs via the toolbar.

```

Demo User          Division 95          09/27/2009
-----
Edit Extracted 941 Data
Report.....: 941                      Changed.: 09/27/09
                                           User....: 101
1) Year.....: 2008
2) Quarter...: 2
3) Total employees: 0
4) Total deposits.: 6,500.08
5) COBRA pd x 65%.: 4,225.00
6) # of COBRA indiv: 2
7) Overpayment....: A

-----| Report being displayed. |----- 1 of 3
For more, press <ENTER>
ESC=Stop F1=Help F2=Skip F4=Paint

```

Figure 8.13—Display or Change command to edit data

```

Demo User          Division 95          09/27/2009
-----
Enter field to be changed (0 to accept)  <_>
Edit Extracted 941 Data
Report.....: 941                      Changed.: 09/27/09
                                           User....: 101
8) Amounts
  Wages & other..: 2,545,212.90
  Income tax w/h.: 343,435.43
  Fica wages.....: .00
  Fica tips.....: .00
  Med wages/tips.: 2,389,301.00
  EIC.....: .00
  Liab month 1...: 116,733.10
  Liab month 2...: 112,221.10
  Liab month 3...: 183,771.16
9) Cents fraction
  Month 1.....: .00
  Month 2.....: .00
  Month 3.....: .00

-----| Report being changed. |----- 2 of 3
ESC=Stop F1=Help F2=Skip F4=Paint

```

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.



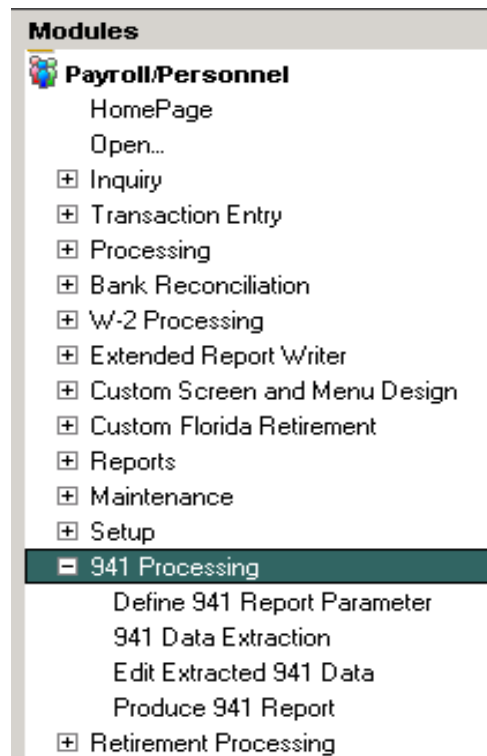


Figure 8.15—Produce 941 Report



You can also access the Produce 941 Report programs via the toolbar.

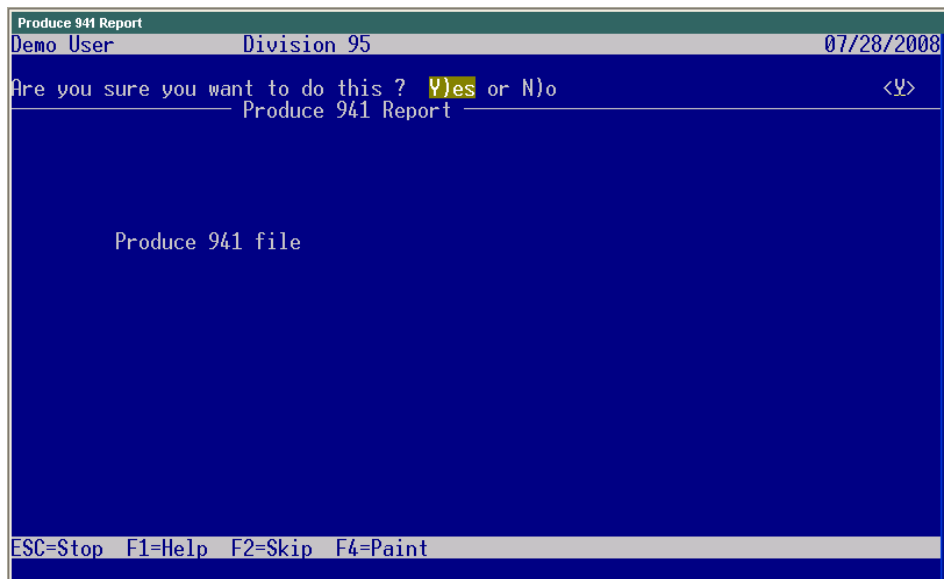


Figure 8.16—Producing the form

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

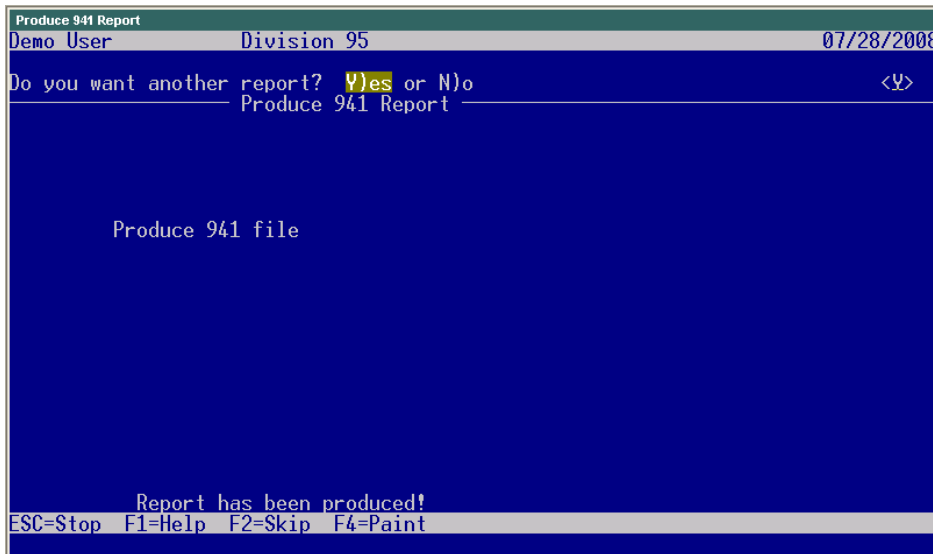


Figure 8.17—Exiting 941 Production

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*.

Blackbaud FundWare Payroll/Personnel Guide—Volume 2

----- Page Break -----	
Run date: 09/27/2009 @ 21:59	Division 95
Bus date: 09/27/2009	941 Verification
	1
Description	
Value	
=====	
Year	2008
Quarter	2
Employer ID number	84-12345678
Employer name	Blackbaud Fundware
Employer trade name	Blackbaud Fundware
Employer address	6430 S Fiddlers Green Circle
Employer city	Greenwood Village
Employer state	CO
Employer zip	80111
Total Employees who received wages	
Wages, tips, and other compensation	2,545,212.90
Income tax withheld	343,435.43
No taxable wages checkbox	
Taxable fica wages (exclude tips)	.00
Fica tax amount	.00
Taxable fica tips	.00
Fica tax - tips amount	.00
Taxable medicare wages and tips	2,389,301.00
Medicare tax amount	69,289.73
Total fica and med tax amount	69,289.73
Total taxes before adjustments	412,725.16
Fractions of cents	.00
Sick pay	.00
Tips and group-term life insurance	.00
Total adjustments	.00
Total taxes after adjustments	412,725.16
Advance EIC payments to employees	.00
Total taxes after EIC adjustment	412,725.16

Figure 8.18—Page 1 of the 941 Verification Report

```

Monthly schedule depositor checkbox      X
Tax liability month 1                     116,733.10
Tax liability month 2                     112,221.10
Tax liability month 3                     183,771.16
Total liability for quarter               412,725.36
Semiweekly schedule depositor checkbox
Business closed/stopped pay wages ckbox
Final date you paid wages                 00/00/0000
Seasonal employer checkbox
Designee may speak with IRS checkbox     X
Designee's name                           Natalie Cieslar
Designee's phone number                   303-589-2280
Designee's select 5-digit PIN             12344
Designee may not speak with IRS checkbox
Path to digital signature                  c:\fundware\data\signature_1.bmp
Executive's name                           Natalie E. Cieslar
----- Page Break -----
Run date: 09/27/2009 @ 21:59                Division 95
Bus date: 09/27/2009                       941 Verification
                                           1

Description                                Value
=====
Executive's title                          Fin Director
Date of executive's signature               06/30/2008
Executive's phone number                    303-589-2280
Self-employed paid preparer checkbox
Paid preparer's name                       Natalie Cieslar
Paid preparer's tax ID                      789777
Date of paid preparer's signature           07/01/2008
Paid preparer's firm name                   Crowell Blakely
Paid preparer's firm EIN                   84-8978780
Paid preparer's firm address                124 Main St Suite 4560
Paid preparer's firm phone number           3034211553
Paid preparer's firm city                   Englewood

```

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.

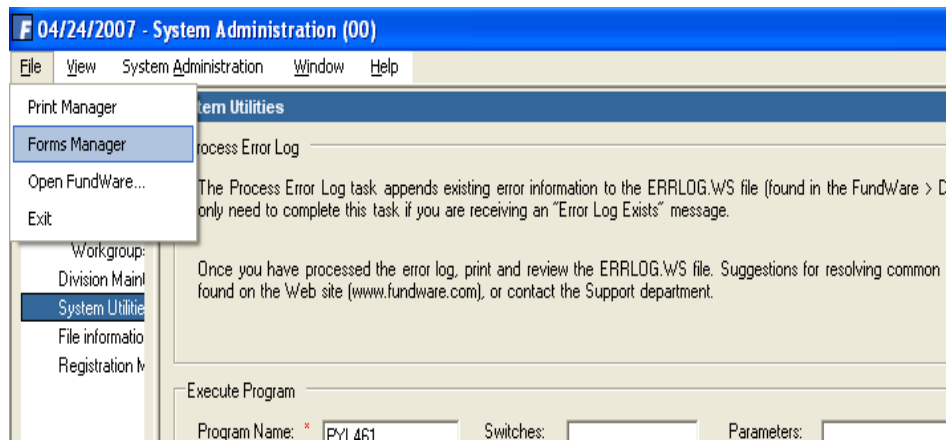


Figure 8.20—Accessing Forms Manager

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

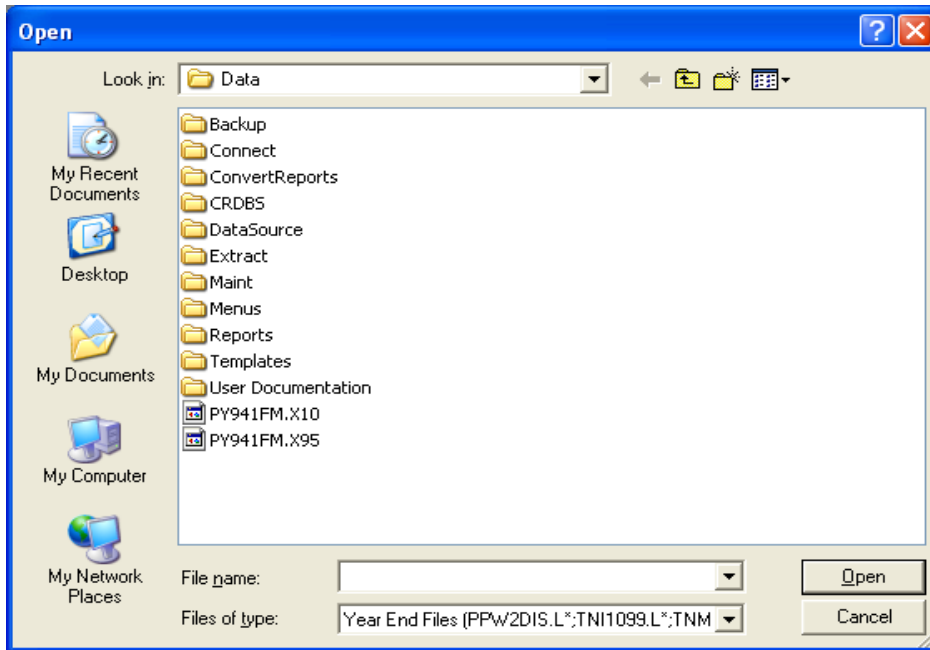


Figure 8.21—Forms Manager File Display

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

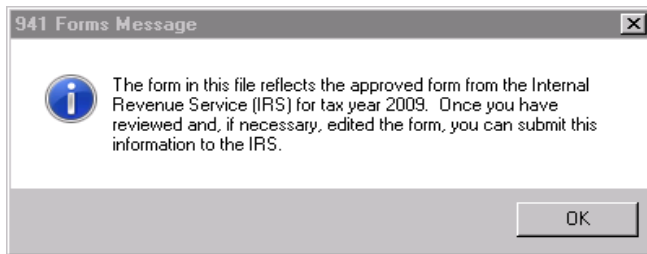


Figure 8.22—Forms Manager Message

Press OK.

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	6
2	Wages, tips, and other compensation	2	26504.52
3	Total income tax withheld from wages, tips, and other compensation	3	2907.37
4	If no wages, tips, and other compensation are subject to social security or Medicare tax		<input type="checkbox"/> Check and go to line 6.
5	Taxable social security and Medicare wages and tips:		
	Column 1	Column 2	
5a	Taxable social security wages 26744.52 x .124 =	3316.32	
5b	Taxable social security tips x .124 =		
5c	Taxable Medicare wages & tips x .029 =		
5d	Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d)	5d	3316.32
6	Total taxes before adjustments (lines 3 + 5d = line 6)	6	6223.69
7	TAX ADJUSTMENTS (see 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



## CHAPTER 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.

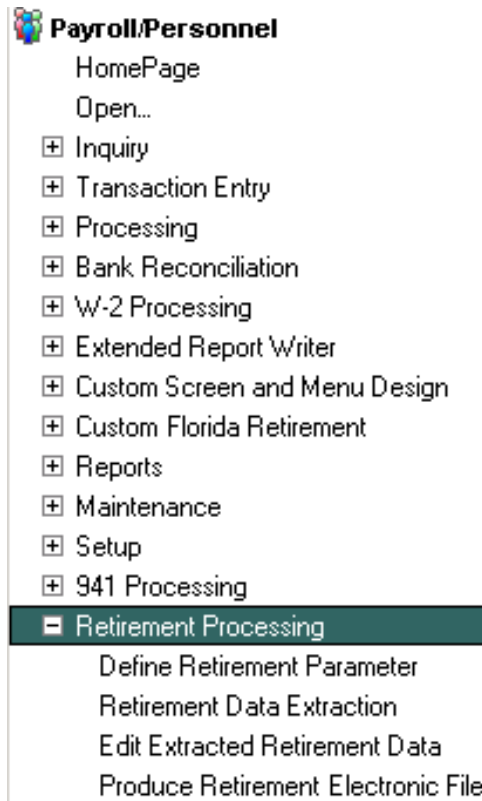


Figure 9.1—Define Retirement Parameter



You can also access the Define Retirement Parameter programs via the toolbar.

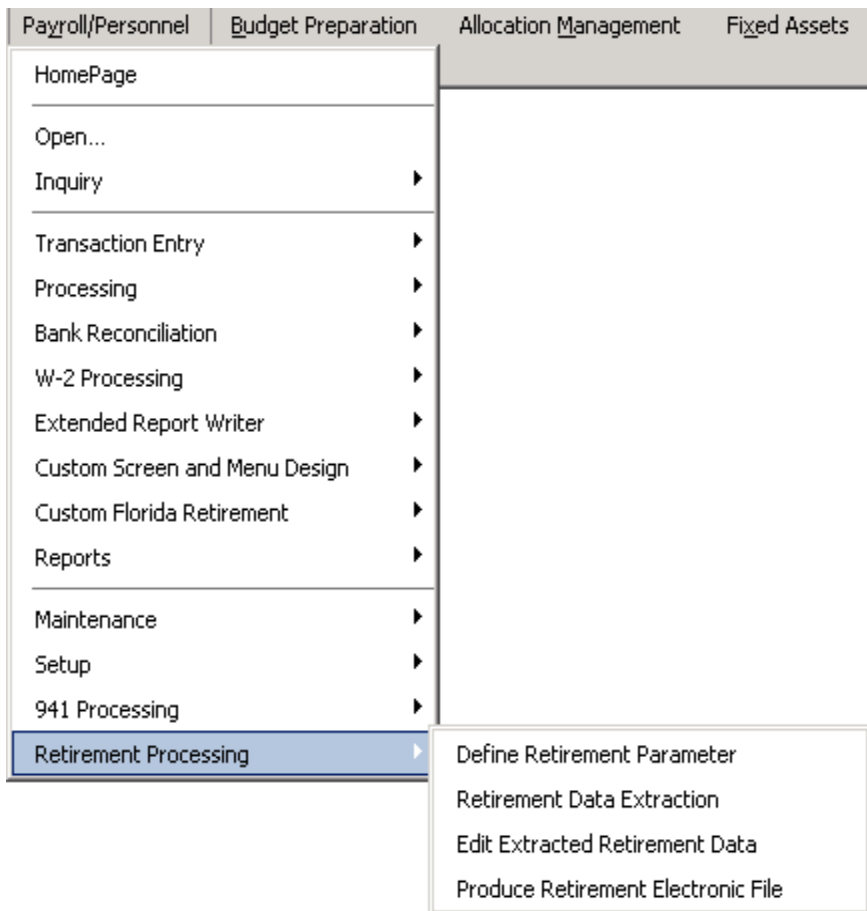


Figure 9.2—Retirement Report Toolbar

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.

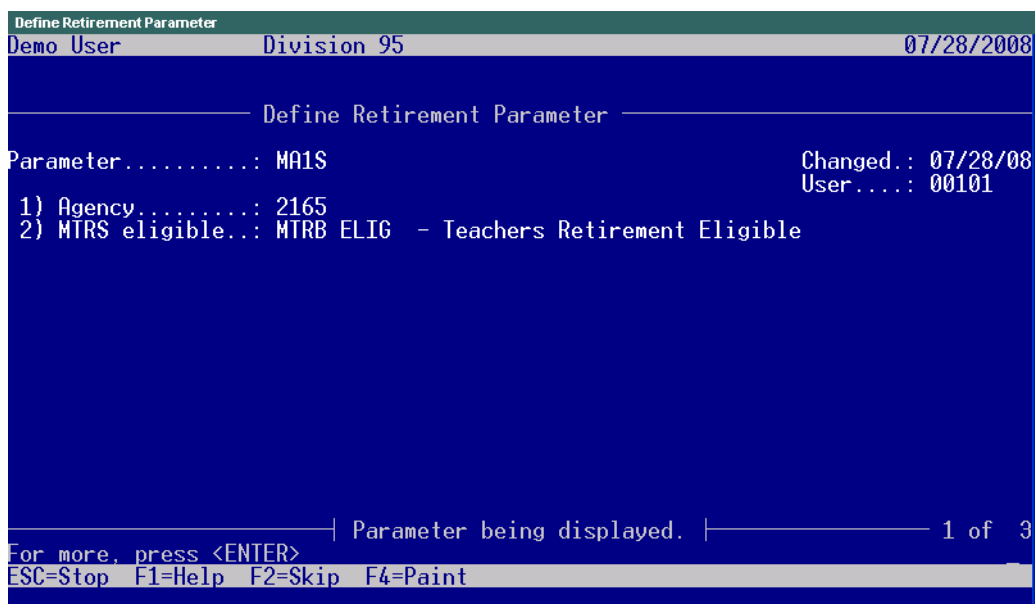


Figure 9.3—Parameter Definition Screen 1

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.

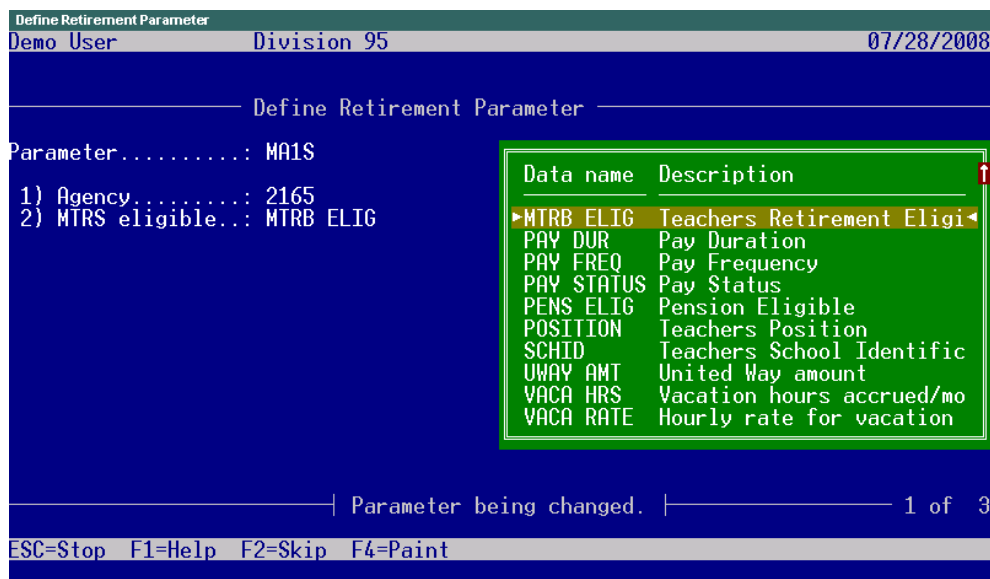


Figure 9.4—Parameter Definition F1 key

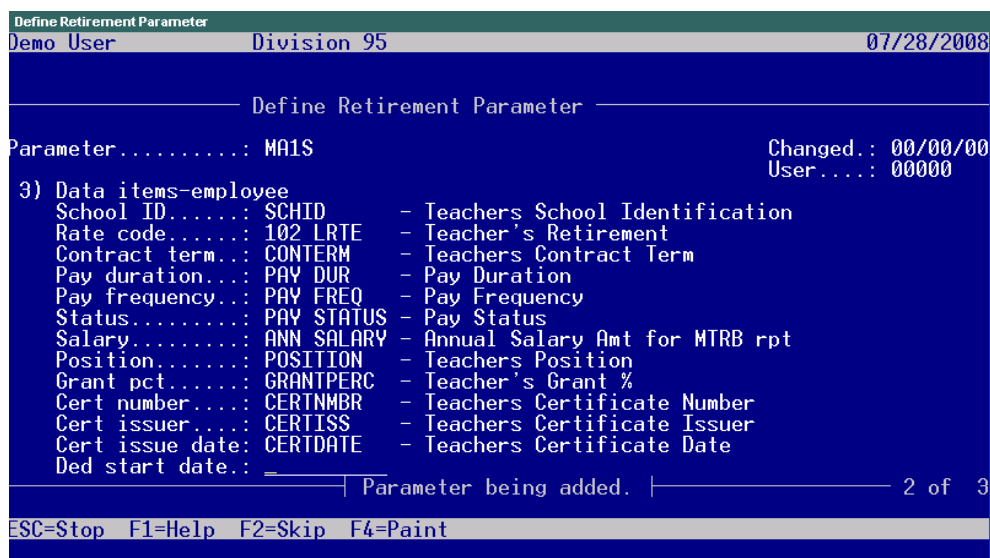


Figure 9.5—Parameter Definition Screen 2

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.

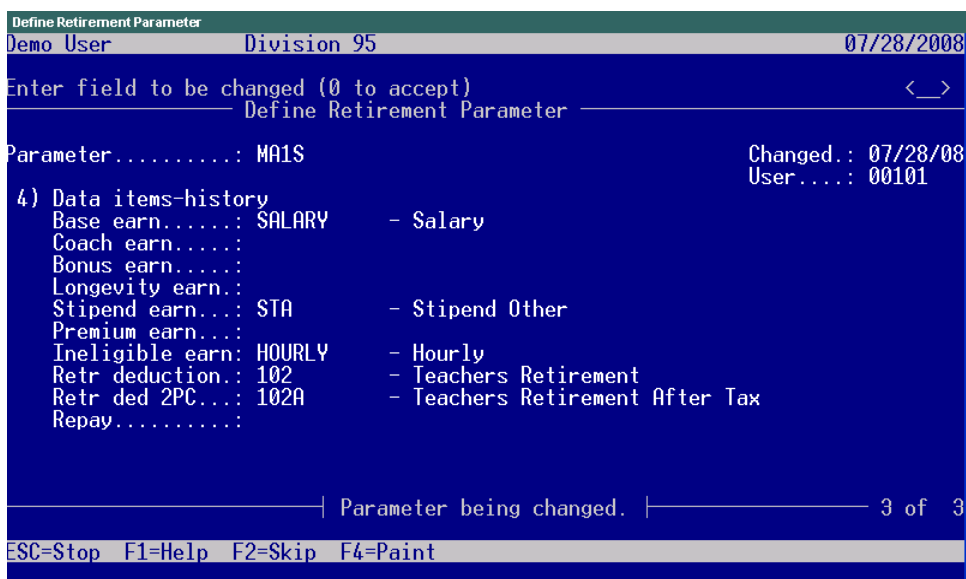


Figure 9.6—Parameter Definition Screen 3


 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.

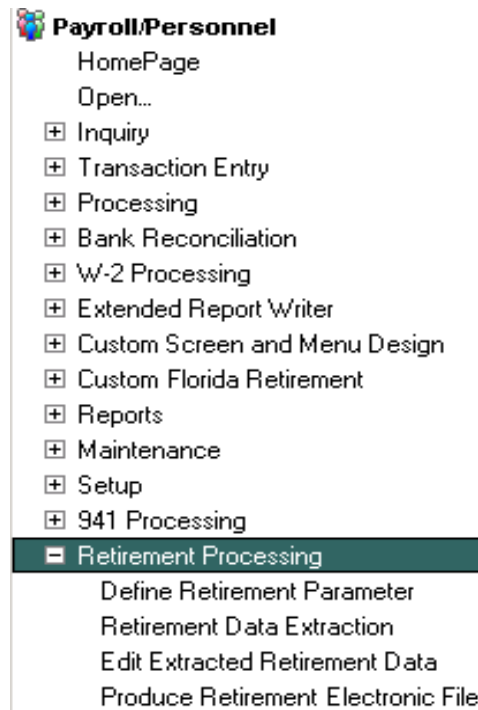


Figure 9.7—Extraction Program



You can also access the Retirement Data Extraction programs via the toolbar.

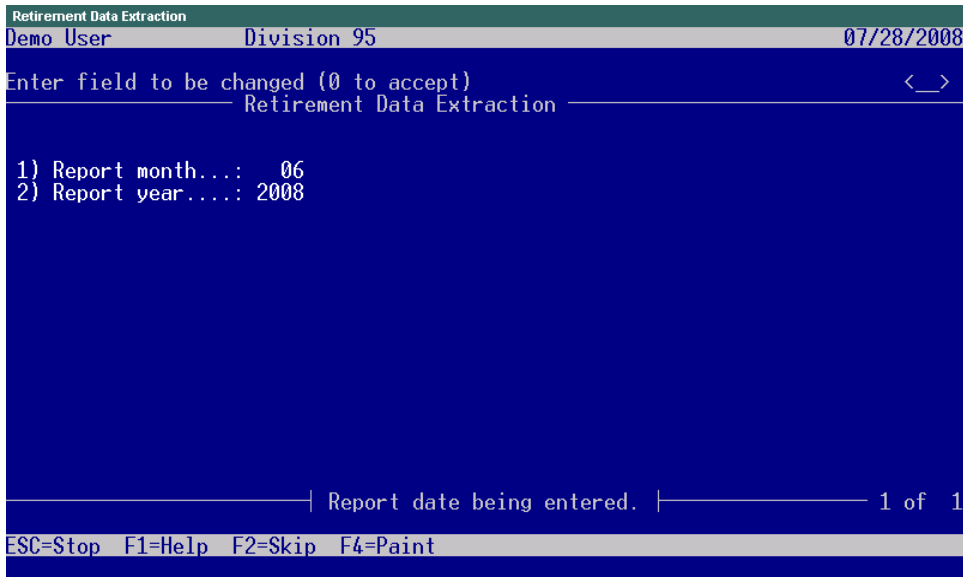


Figure 9.8—Extraction Program Report Month and Year

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.

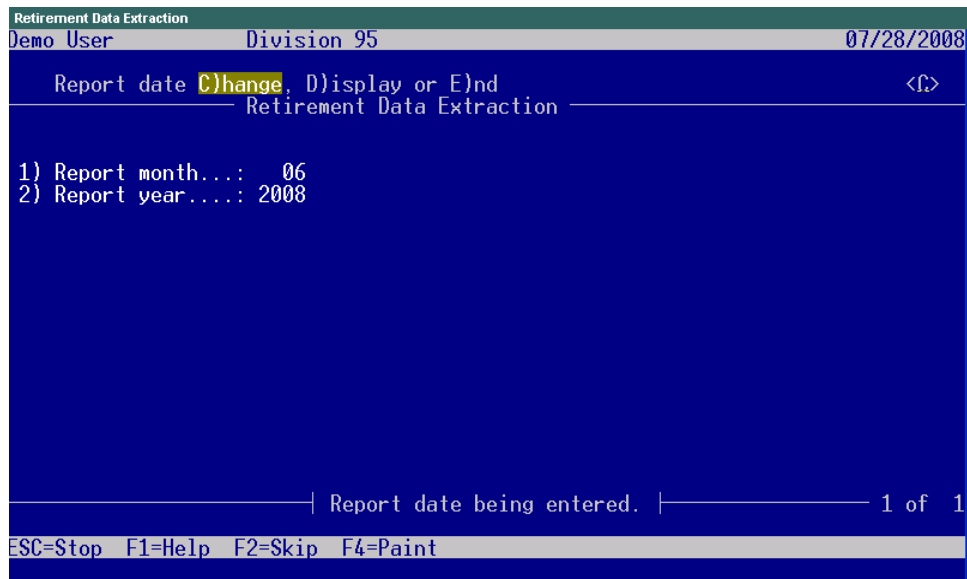


Figure 9.9—Extraction Program Change or End

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.

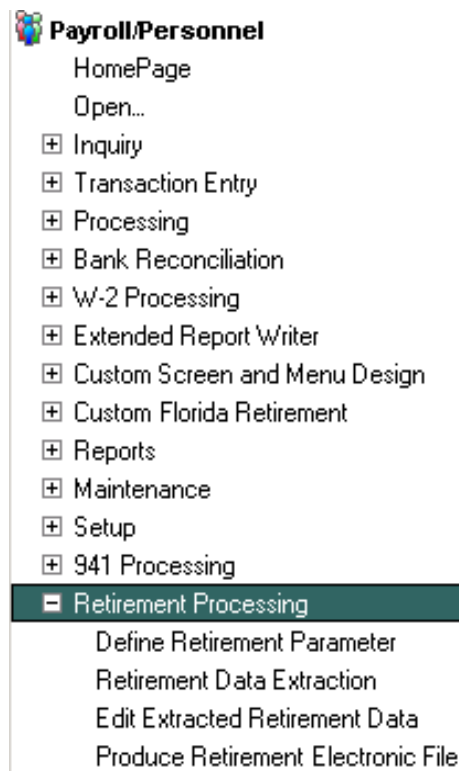


Figure 9.10—Edit Extracted Data



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.

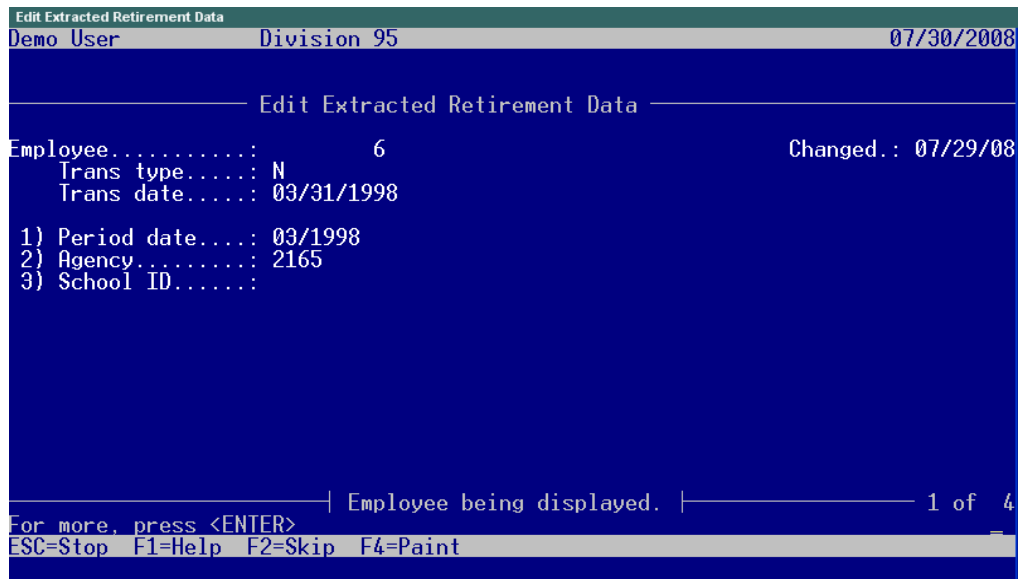


Figure 9.11—Display or Edit Extracted Data Screen 1

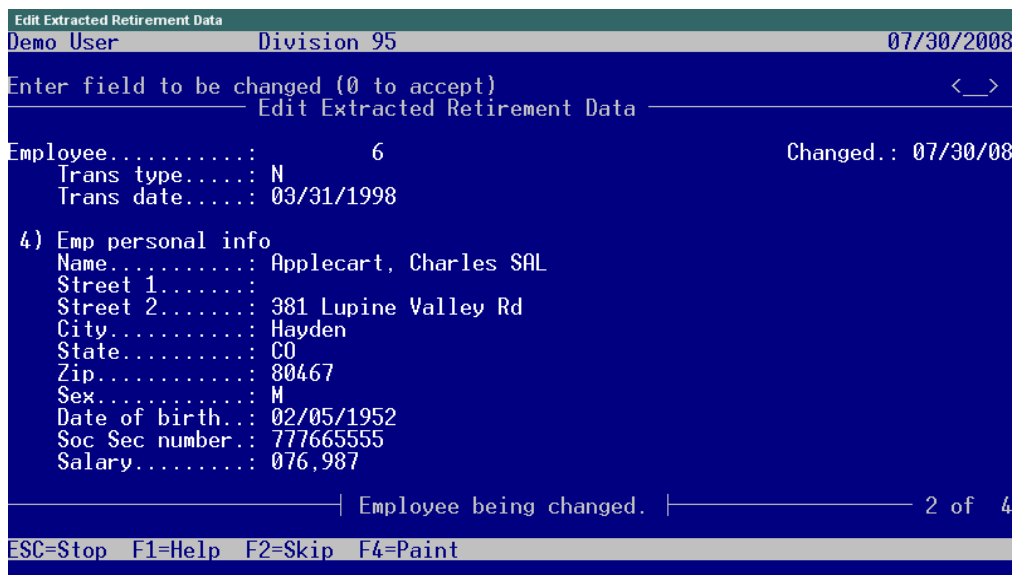


Figure 9.12—Display or Edit Extracted Data Screen 2



```

Edit Extracted Retirement Data
Demo User          Division 95          07/30/2008
-----
Edit Extracted Retirement Data
Employee.....:      6          Changed.: 07/30/08
  Trans type....: N
  Trans date....: 03/31/1998

5) Emp misc info
  Rate code.....: 09
  Contract term..: 12
  Pay duration...: 12
  Pay frequency...: 26
  Status.....: 100
  Position.....: TEACH
  Grant pct.....:
  Cert number....: 91884
  Cert issuer....: DOE
  Cert issue date: 06/08/1975
  Ded start date.: 00/00/0000
-----| Employee being changed. |----- 3 of 4
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

Figure 9.13—Display or Edit Extracted Data Screen 3

```

Edit Extracted Retirement Data
Demo User          Division 95          07/30/2008
-----
Enter field to be changed (0 to accept)          <_>
Edit Extracted Retirement Data
Employee.....:      6          Changed.: 07/30/08
  Trans type....: N
  Trans date....: 03/31/1998

6) Emp history info
  Base earn.....:      750.00
  Coach earn.....:         .00
  Bonus earn.....:         .00
  Longevity earn.:         .00
  Stipend earn...:         .00
  Premium earn...:         .00
  Ineligible earn:         .00
  Retr deduction.:         .00
  Retr ded 2PC...:         .00
  Repay.....:         .00
-----| Employee being changed. |----- 4 of 4
ESC=Stop F1=Help F2=Skip F4=Paint
    
```

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.

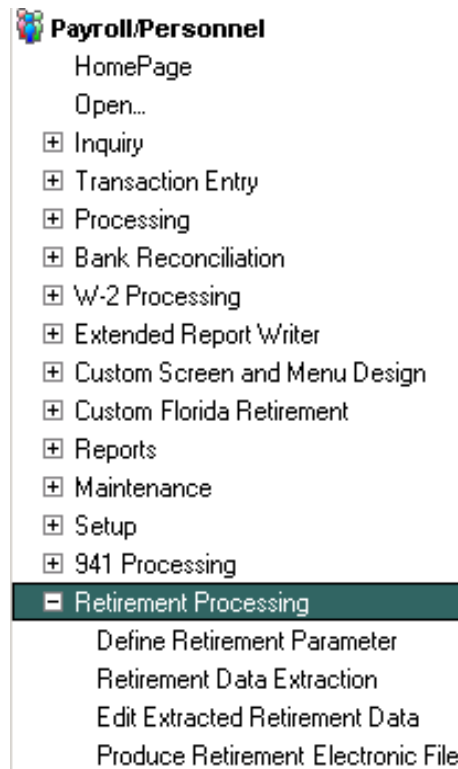


Figure 9.15—Produce the MTRS Electronic File



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, PYX, 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

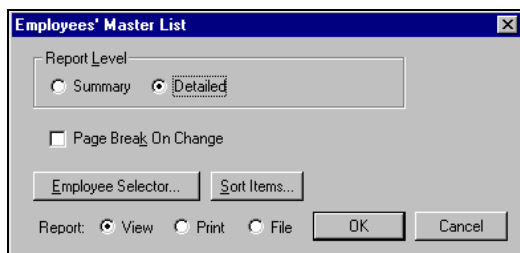


Figure B.1—Employee Master List Parameters

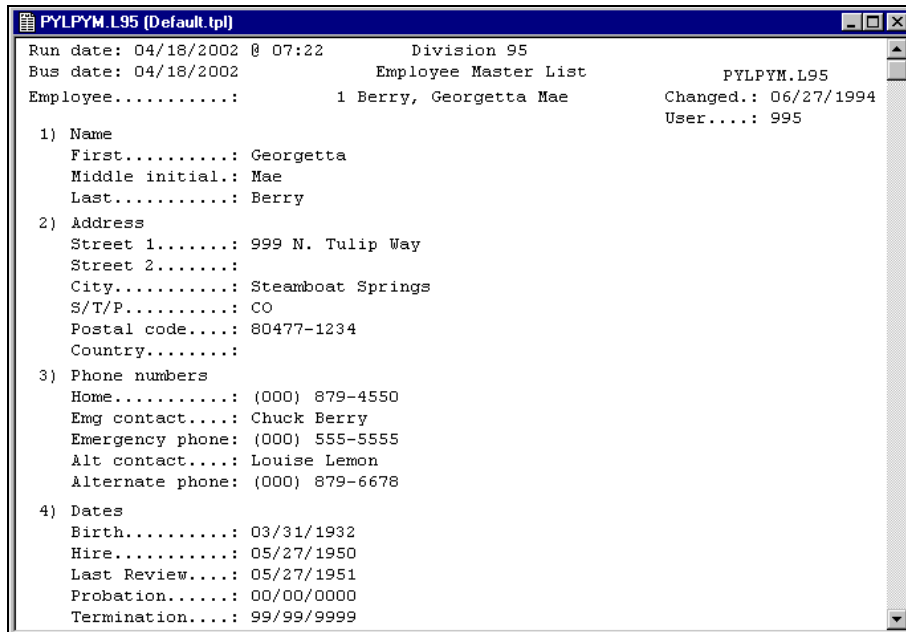


Figure B.2—Employee Master List

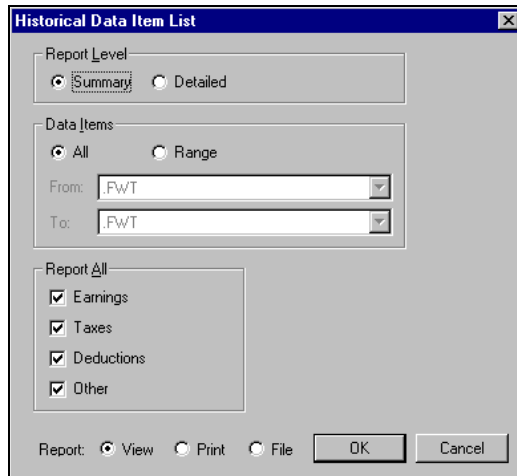


Figure B.3—Historical Data Item Lists Parameters



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



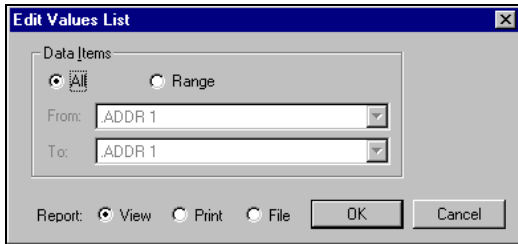


Figure B.7—Edit Values List Parameters

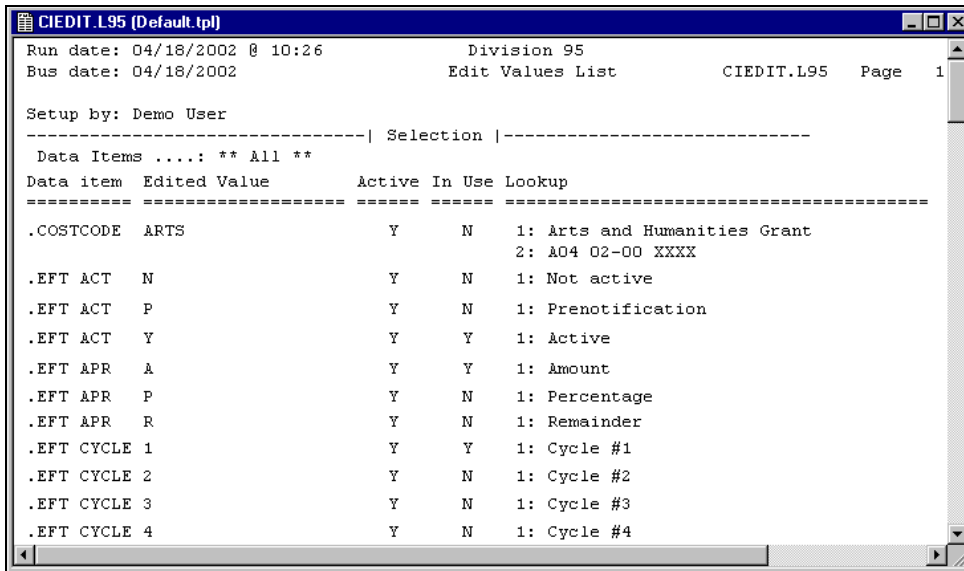


Figure B.8—Edit Values List

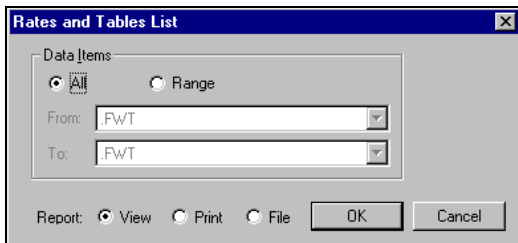


Figure B.9—Rates and Tables List Parameters

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

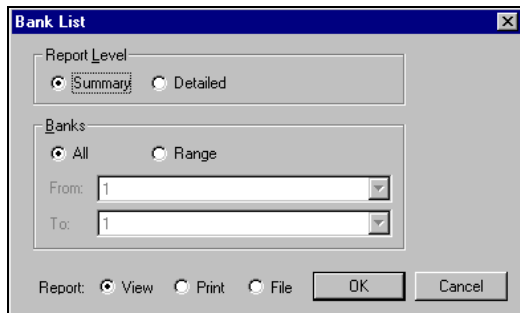


Figure B.11—Banks Lists Parameters

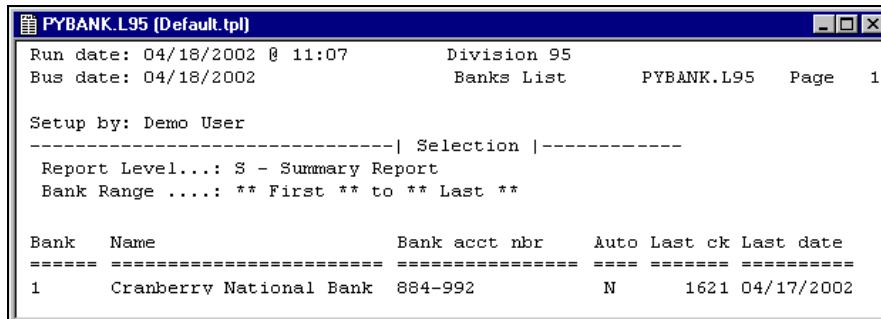


Figure B.12—Banks List

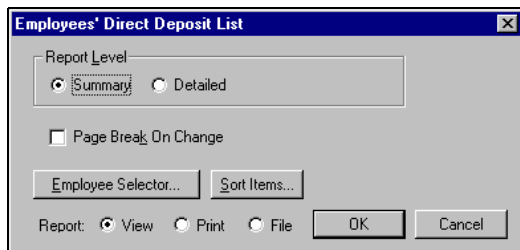


Figure B.13—Employees' Direct Deposit List Parameters



```

PYSETUP.L95 (Default.tpl)
Run date: 04/18/2002 0 11:25
Bus date: 04/18/2002
Division 95
Setup List
PYSETUP.L95 Page 1

-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
Setup by: Demo User
Toolbox .....: N - Print from existing system.
Data Items .....: ** All **
Earnings .....: Y - Include all earnings.
Taxes .....: Y - Include all taxes.
Deductions .....: Y - Include all deductions.
Other .....: Y - Include all other.

-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
Data Item Description Ref Item Description Setup Notes
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
.DED Grouping of deductions
C DENTAL Cafeteria Plan/Dental CDENT LAMT Cafeteria Plan/Dent DESCRIPTION: Deduction based on an amount that is
edited.

USE: When the amount deducted can be categorized.
A code is stored on the employee's record in *LAMT.
The code looks up the amount to deduct. For example,
use this type of deduction for health insurance when
the rates can be grouped into one or more categories such
as single plan or family plan.

SETUP NOTES: When .DED LAMT is used as a model you are
asked for a 5-character code to describe the deduction.
That code is substituted for the * in data items. For
example, if you are defining an insurance deduction and
you enter INSUR as the code, the data item *LAMT is
changed to INSUR LAMT.

Change the definition of *LAMT to describe your use
of the deduction. Add additional lookups (Optional).
Define edit values for *LAMT.
Add *LAMT to the record of each employee who has this
deduction.

If you are using this model for a tax-deferred
deduction, change the calc order in field 3 to 200.

CALCULATION:
The edited amount in lookup 2 of *LAMT is loaded in
register 2 and used as the deduction amount.

```

Figure B.16—Setup List

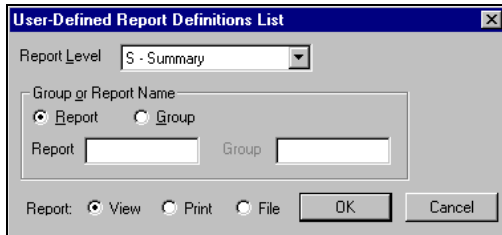


Figure B.17—User-Defined Report Definitions List Parameters

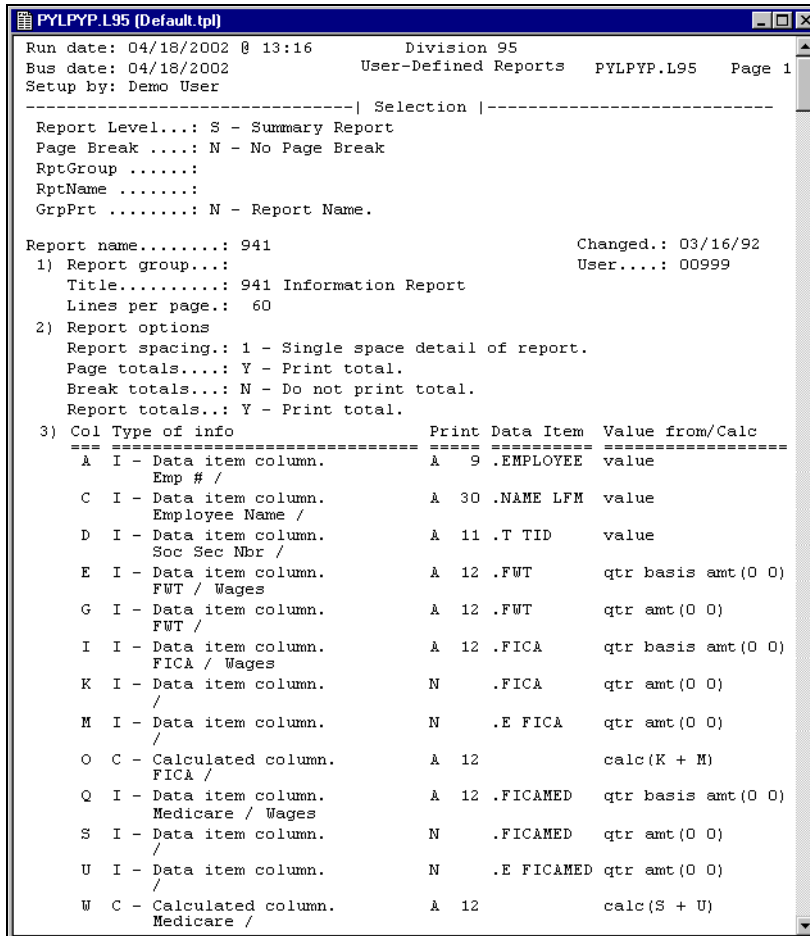


Figure B.18—User-Defined Report Definitions List

## PREDEFINED REPORTS

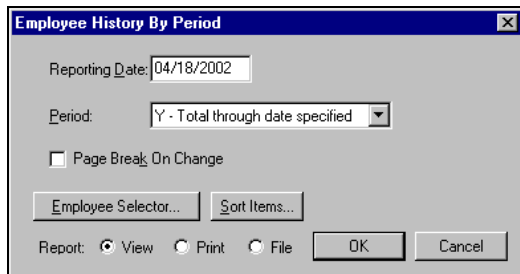


Figure B.19—Employee History By Period Parameters

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

PYCK1LN.L95 (Default.tpl)

Run date: 04/18/2002 @ 14:15      Division 95  
 Bus date: 04/18/2002      One Line Check List      PYCK1LN.L95      Page 1  
 Setup by: Demo User

-----| Selection |-----  
 Bank Range ....: \*\* First \*\* to \*\* Last \*\*  
 Check Range ....: \*\* First \*\* to \*\* Last \*\*      Collate by: C  
 Date Range ....: \*\* All \*\*  
 ChkStatus .....: A - All Checks  
 SpreadSheet ....: N - Produce a regular print file

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

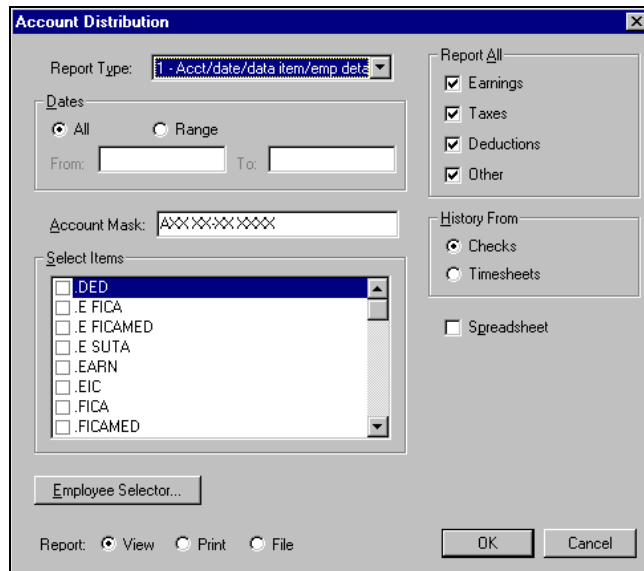


Figure B.25—Account Distribution Parameters

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

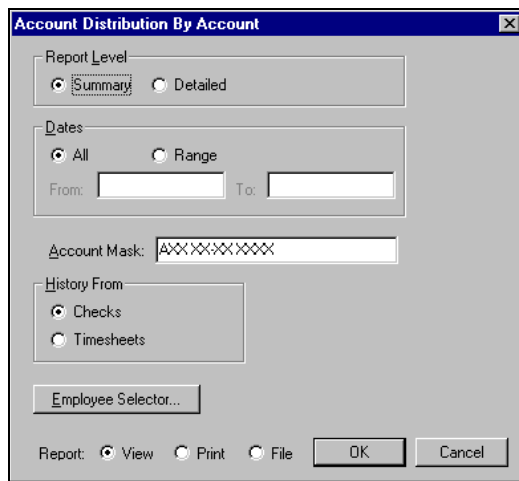


Figure B.27—Account Distribution By Account Parameters

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

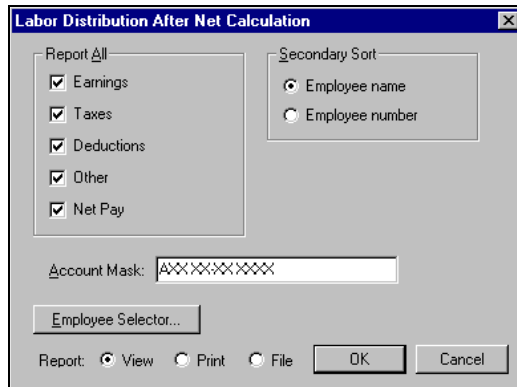


Figure B.29—Distribution After Net Calculations Parameters

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			249.04	49.51	5.50	.00	.00
	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	28.75	200.00		28.75
	Hourly			200.00					
	Salary			108.50					
	C DENTAL			45.50					
	Cafe/Dentl			225.00					
	Cafe/Hlth			16.00					
	Cafe/Life			156.70					
	Cred Union			72.50					
	Cred Union			142.06					
	C LIFE			44.35					
	Health Ins			649.68					
	Health Ins			393.13					
	UNITED WAY			72.50					
	UNITED WAY			12.61					
	FICA			285.00					
	FICA			60.00					
	FICA Med'l			187.50					
	FICA Med'l			212.84					
	FWT								
	Colo. SWT								
	Net Pay	88.00			1,689.21	415.61	286.50	1,249.21	337.25
	Total			1,249.21	1,689.21	415.61	286.50	1,249.21	337.25
	Other data items								
	E FICA							393.13	
	E FICA Med'l							72.50	
	SUTA							12.61	
	E SUTA							25.63	
	FUTA							285.00	
	E HEALTH							60.00	
	E LIFE							187.50	
	E Pension							212.84	
	E PENSION							187.50	
	Accr vacation							12.61	
	VACA ACCRL							212.84	
	Total			1,249.21	1,689.21	415.61	286.50	1,249.21	337.25

Figure B.30—Labor Distribution After Net Calculations

## USER-DEFINED REPORTS

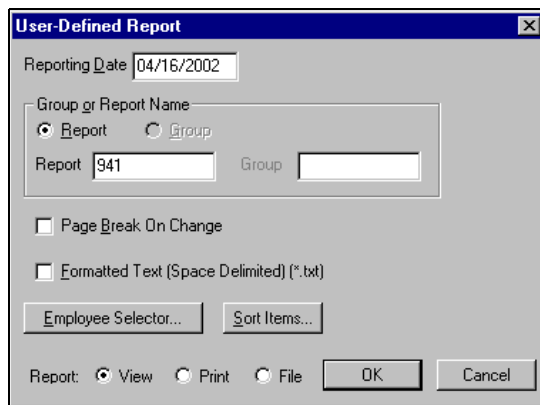


Figure B.31—941 Information Report Parameters



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

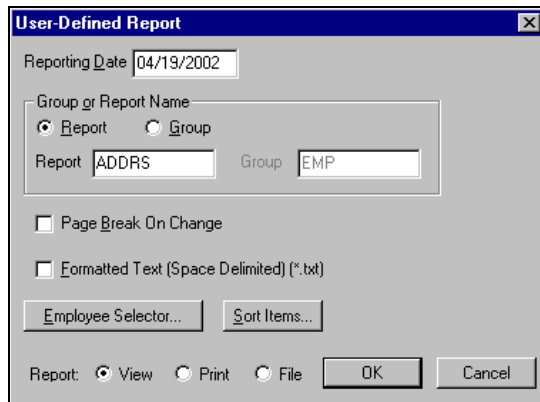


Figure B.33—Employee Address List Parameters

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									
Setup by: Demo User									
-----  Selection  -----									
Date .....	04/19/2002								
Page Break .....	N - No Page Break								
RptGroup .....	EMP								
RptName .....	ADDRS								
GrpPrt .....	N - Report Name.								
Emp Name	Street 1	Street 2	City	STP	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

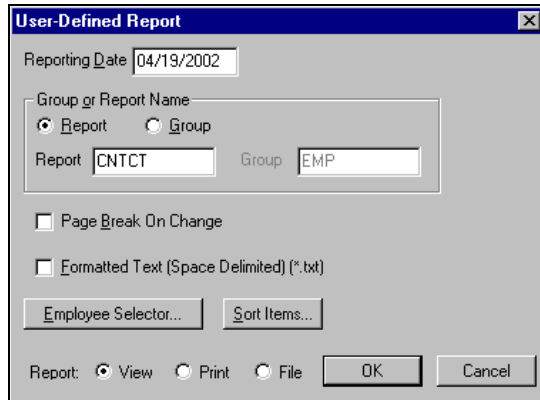


Figure B.35—Employee Contact List Parameters

```

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

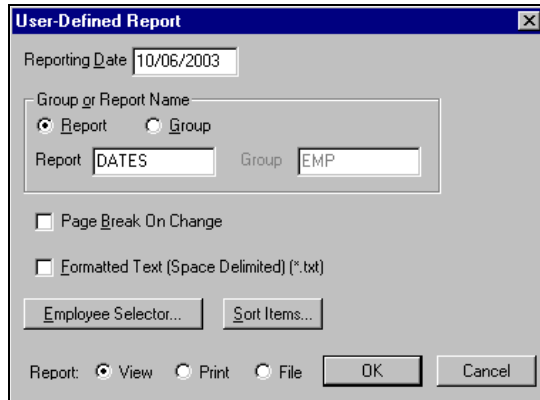


Figure B.37—Employee Dates Parameters

PYDATES.L95 (Default.tpl)											
Run date:	04/19/2002 @ 08:53	Division	95							Page	1
Bus date:	04/19/2002	Employee Dates								PYDATES.L95	
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

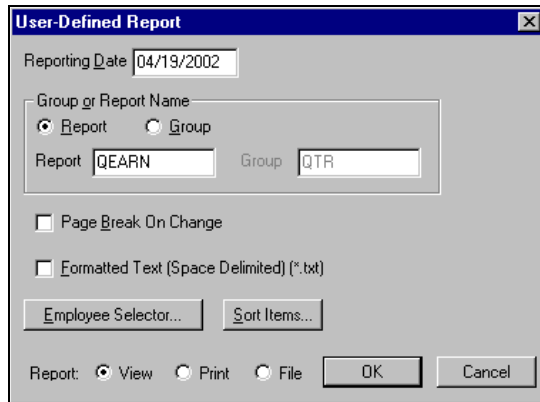


Figure B.39—Quarterly Earnings Report Parameters



PYQEARN.L95 (Default.tpl)											
Run date: 04/19/2002 @ 09:04			Division 95			Quarterly Earnings Report			Quarterly Earnings Report		
Bus date: 04/19/2002			Page Break . . . : N - No Page Break			RptGroup . . . . . : QTR			RptName . . . . . : QEARN		
Setup by: Demo User			Date . . . . . : 04/19/2002			GrpPrt . . . . . : N - Report Name.			Selection  -----		
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	.00	.00	2,000.00	.00
2	Strawberry, Daryl	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
3	Pomegranate, Franklin	.00	800.00	.00	.00	300.00	.00	.00	.00	1,100.00	.00
4	Pear, Prucilla P.	.00	452.80	.00	.00	169.80	.00	.00	.00	622.60	.00
5	Pineapple, Oda Mae	.00	1,200.00	.00	.00	450.00	.00	.00	.00	1,650.00	.00
6	Applecart, Charles	1,500.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
6 ** Report Total **		3,500.00	2,452.80	.00	.00	919.80	.00	.00	.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

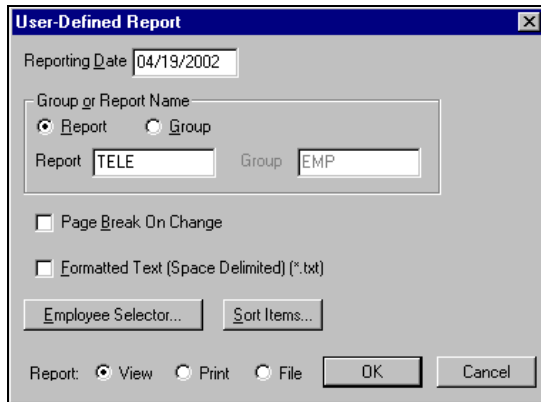


Figure B.43—Employee Telephone Directory Parameters

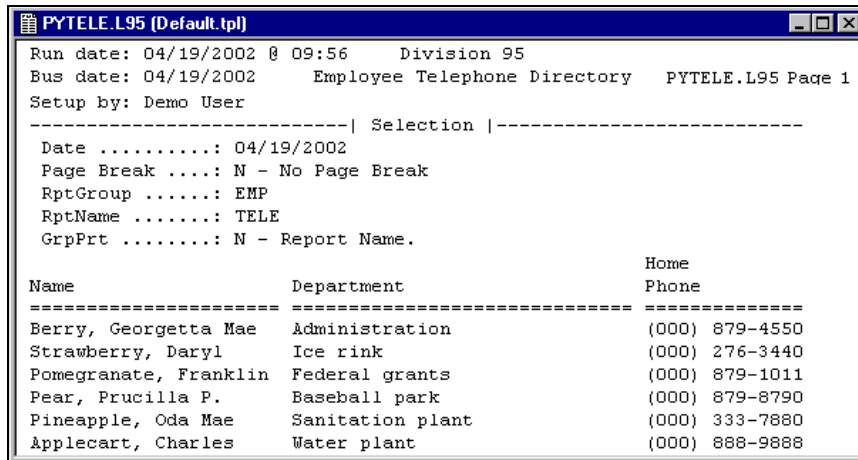


Figure B.44—Employee Telephone Directory

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: 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.

Selection parameters:

- 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 1.254 for more informatin.

**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.



## Symbols

.DED .....	1.78
.EARN .....	1.78
.H GLA .....	1.3, 2.3
.O GLA .....	1.3, 2.3
.OTHER .....	1.78
.S GLA .....	1.3, 2.3
.SWT .....	1.104
.TAX .....	1.78

## A

Access	
From keyboard .....	1.22, 2.22
Shortcut menus .....	1.22, 2.22
Account	
Liability .....	1.34
Account mask .....	2.140
Definition .....	1.299, 2.261
Account number	
Definition .....	1.299, 2.261
Account number structure	
Definition .....	1.299, 2.261
Accounting information .....	2.140
Accounting Information tab	
Tips .....	2.40
Accounting methods	
Cost codes .....	1.6, 2.6
Accounts	
Resolution .....	1.261
Accrued account .....	1.41
Accrued payroll .....	1.34
Acronyms	

Menu .....	1.23, 2.23
Active year .....	1.43, 1.236
Activity reminder .....	1.11, 2.11
Adding	
Columns to detail pane ..	1.26, 2.26
Departmentalized earnings to the employee record ...	1.3, 2.3
Employees .....	2.31
Group timesheets .....	2.65, 2.66
Manual checks .....	2.97, 2.107
One-time deductions .....	2.83
Single timesheet .....	2.69
User-defined reports .....	2.144
Additional basis	
Definition .....	1.299, 2.261
Additional basis for .....	2.39, 2.40
Adjusting	
Payroll parameter .....	2.152
ALT key .....	1.22, 2.22
Amount format .....	1.38
Amount/percent .....	1.208, 2.42
Amt/Hrs/Units .....	2.71
ASCII .....	2.172
Asterisks .....	1.15, 2.15
Auto employee .....	1.38
<b>B</b>	
Balances	
Roll forward .....	1.236
Rolling .....	1.236
Bank	
Definition .....	1.299, 2.261

Bank account # . . . . .	1.208, 2.42	Command groups . . . . .	1.248
Bank DFI # . . . . .	1.208, 2.42	Commands . . . . .	1.247
Bank reconciliation . . . . .	2.123	HDI's . . . . .	1.107
Display checks . . . . .	2.134	Internal registers . . . . .	1.254
Enter reconciliation . . . . .	2.123	Question groups . . . . .	1.251
Logging unused checks . . . . .	2.112	Viewing . . . . .	2.88
Post reconciliation . . . . .	2.127	Capital letters . . . . .	1.29, 2.29
Purge reconciliation . . . . .	2.130	Categories	
Run check reports . . . . .	2.131	Reports . . . . .	2.139
Voiding a check . . . . .	2.114	Caution . . . . .	1.29, 2.29
Banks		Change log	
Reports . . . . .	2.140	Purging . . . . .	1.243
Basis . . . . .	1.96	Check date	
Basis amounts		Definition . . . . .	1.300, 2.262
Definition . . . . .	1.299, 2.261	Check number	
Basis for		Definition . . . . .	1.300, 2.262
Definition . . . . .	1.299, 2.261	Check sequence . . . . .	1.38
Benefits . . . . .	1.81	Check sequences . . . . .	2.82
Benefits of using Payroll/Personnel .1.1,	2.1	Check status . . . . .	2.141
Birth date . . . . .	2.34	Check title . . . . .	1.39
Bold . . . . .	1.29, 2.29	Check writing wizard	
BRCHKRP . . . . .	2.131	Preliminary check register . . .	2.100
BRPOST . . . . .	2.106, 2.112, 2.114, 2.116	Checks	
BRPROOF . . . . .	2.129, 2.134	Adding manual . . . . .	2.97, 2.107
BRPURGE . . . . .	2.131	Check numbers . . . . .	2.104
Business date		Check wizard . . . . .	2.97
Defaults . . . . .	1.14, 2.14	Defining formats .1.163, 1.164, 1.193	
Definition . . . . .	1.299, 2.261	Displaying . . . . .	2.134
Opening multiple . . . . .	1.18, 2.18	Encryption . . . . .	1.44
Business Office . . . . .	1.29, 2.29	Entering manual . . . . .	2.97, 2.107
<b>C</b>		Entering reconciliation . . . . .	2.123
Calculation Trace report . . . . .	2.89	Logging unused . . . . .	2.112
Calculation trace reports		Negative . . . . .	2.94
Definition . . . . .	1.299, 2.261	Posting reconciliation . . . . .	2.127
Calculations . . . . .	1.248	Purging reconciliation . . . . .	2.130
Case commands . . . . .	1.250	Reconciliation reports . . . . .	2.131
		Reconciling . . . . .	2.123
		Reports . . . . .	2.141



- 
- Running check reports . . . . . 2.131
  - Sample payroll check . . . . . 1.183
  - Scrambling . . . . . 1.44
  - Sequence number . . . . . 2.104
  - Timesheet history stub . . . . . 1.179
  - Voiding . . . . . 2.114
  - Voiding negative . . . . . 2.114
  - Classic Edition
    - Mapping banks . . . . . 1.135
  - Classified . . . . . 1.36, 1.174, 1.204
  - Clocked timesheet entry . . . . . 1.257
  - Collate options . . . . . 2.141
  - Column type . . . . . 2.148, 2.149, 2.150
  - Columns
    - Adding to detail pane . . . 1.26, 2.26
    - Count . . . . . 2.150
    - Print . . . . . 2.150, 2.151
    - Removing from detail pane . . . 1.26, 2.26
    - Re-ordering in detail pane 1.26, 2.26
    - Resizing in detail pane . . 1.27, 2.27
    - Sorting in detail pane . . . 1.27, 2.27
    - Sum . . . . . 2.150
  - Consulting services . . . . . 1.28, 2.28
  - Correcting
    - Negative calculations . . . . . 2.93
  - Cost codes . . . . . 1.6, 2.6
    - Definition . . . . . 1.300, 2.262
    - Using with group timesheets . . 2.66
  - Costcode . . . . . 1.37
  - Costcodes . . . . . 1.2, 1.46, 1.60, 2.2, 2.72
    - HDI's . . . . . 1.95
  - Count column . . . . . 2.150
  - Country . . . . . 2.33
  - Creating
    - Checks . . . . . 2.97
    - Group timesheets . . . . . 2.65, 2.66
    - Single timesheets . . . . . 2.69
    - User-defined reports . . . . . 2.144
  - Customizing
    - Display . . . . . 1.25, 2.25
  - Cycles
    - Definition . . . . . 1.300, 2.262
    - Direct deposit . . . . . 1.209
  - D**
  - Daily Earnings report . . . . . 2.155
  - Data
    - Purging . . . . . 1.239
  - Data items . . . . . 2.52
    - Defining employee . . . . . 1.118
    - Definition . . . . . 1.300, 2.262
    - Definition of employee . . . . . 1.113
    - Definition of historical . . . . . 1.81
    - Edit value . . . . . 2.44
    - Employee multiple values . . . 1.115
    - Look up values . . . . . 1.114
    - Reports 2.141, 2.149, 2.160, 2.163, 2.165, . . . . . 2.167
    - System-defined . . . . . 1.77
    - User-defined . . . . . 1.77
  - Data items (see also Employee data items) . . . . . 2.45
  - Data Items button . . . . . 2.57
  - Date format . . . . . 1.38
  - Date range
    - Reports . . . . . 2.156, 2.159
  - Dates
    - Reporting . . . . . 2.143
    - Reports . . . . . 2.141
  - Deductions . . . . . 1.81
    - Adding one-time . . . . . 2.83
  - Defaults
    - Business date . . . . . 1.14, 2.14
    - Division . . . . . 1.14, 2.14
    - HomePage . . . . . 1.15, 2.15

Password . . . . .	1.14, 2.14	Definition . . . . .	1.300, 2.262
System Administration . . . . .	1.14, 2.14	Employee record . . . . .	1.206
User name . . . . .	1.14, 2.14	Errors . . . . .	1.225
Defining		File format . . . . .	1.186
Check formats . . . . .	1.163, 1.164, 1.193	Logging transactions . . . . .	1.225
Direct deposit form formats . . . . .	1.193	Parameters . . . . .	1.188
EDIs . . . . .	1.118	Payroll parameter . . . . .	1.188
Electronic fund transfer form formats		Sample stub . . . . .	1.227
1.193		Setup . . . . .	1.187
HDIs . . . . .	1.85	Three-part stub . . . . .	1.226
Historical data items . . . . .	1.81	Tips . . . . .	2.43
Payroll parameter . . . . .	1.34	Type . . . . .	1.207, 2.41
Definition		Voiding . . . . .	2.114
EDIs . . . . .	1.113	Direct deposit Proof list . . . . .	1.231, 2.107
HDIs . . . . .	1.81	Disabled menu items . . . . .	1.23, 2.23
Deleting		Display	
Timesheets . . . . .	2.75	Customizing . . . . .	1.25, 2.25
Department . . . . .	2.39	Display area . . . . .	2.54
Definition . . . . .	1.300, 2.262	Distribution After Net Calculations	
Home . . . . .	2.37	Adjusting parameter . . . . .	2.152
Departmentalized earnings 1.2, 1.3, 1.72,		Using . . . . .	2.152
2.2, . . . . .	2.3	Distribution tables . . . . .	1.2, 1.8, 1.37, 1.67,
Adding to the employee record . . . . .	1.3, 2.3	2.2, . . . . .	2.8, 2.72
Definition . . . . .	1.300, 2.262	Addtl basis . . . . .	1.68
Hourly, salary, other rate . . . . .	2.39	Definition . . . . .	1.300, 2.262
Using with group timesheets . . . . .	2.66	Errors . . . . .	1.72
Detail pane		HDIs . . . . .	1.96
Adding columns . . . . .	1.26, 2.26	Mask . . . . .	1.68
Removing columns . . . . .	1.26, 2.26	Percentage . . . . .	1.68
Re-ordering columns . . . . .	1.26, 2.26	Using with group timesheets . . . . .	2.66
Resizing columns . . . . .	1.27, 2.27	Distribution Tables List . . . . .	2.168
Sorting data . . . . .	1.27, 2.27	Division	
Dimension		Defaults . . . . .	1.14, 2.14
Definition . . . . .	1.300, 2.262	Divisions	
Direct deposit . . . . .	1.39, 1.185	Opening multiple . . . . .	1.18, 2.18
Cycles . . . . .	1.208, 1.209, 2.42, 2.43	Employer cost items . . . . .	1.81
Defining form formats . . . . .	1.193	Drop-down lists . . . . .	1.22, 2.22

- 
- E**
- Earning item
    - Definition . . . . . 1.301, 2.263
  - Earnings . . . . . 1.81
    - Additional basis . . . . . 2.40
  - EDIs
    - Auto add . . . . . 1.121
    - Data type . . . . . 1.120
    - Default value . . . . . 1.121
    - Definition . . . . . 1.113
    - Edit values . . . . . 1.114
    - Look up values . . . . . 1.114
    - Lookup col's . . . . . 1.122
    - Maintaining . . . . . 1.129
    - Maintaining edit values . . . . . 1.127
    - Multi-occurring commands . . . . . 1.248
    - Multiple values . . . . . 1.115, 1.122
    - System information . . . . . 1.124
    - System-defined . . . . . 1.78
    - Updating from ToolBox . . . . . 1.236
  - Edit value
    - Definition . . . . . 1.301, 2.263
  - Edit values . . . . . 1.114
    - Maintaining . . . . . 1.127
  - Editing
    - Employees . . . . . 2.45
    - Menu bar . . . . . 1.23, 2.23
    - Negative calculations . . . . . 2.93
    - One-time deductions . . . . . 2.85
    - Timesheets . . . . . 2.74
    - User-defined reports . . . . . 2.152
  - EFT
    - See Direct Deposit . . . . . 1.185
  - Electronic fund transfer
    - Defining form formats . . . . . 1.193
  - Electroninc fund transfer
    - See Direct deposit . . . . . 1.185
  - Emergency contact . . . . . 2.35
  - Employ status . . . . . 2.36
  - Employee
    - History Register . . . . . 2.52
  - Employee Change Log . . . . . 2.158, 2.161, 2.162, . . . . . 2.164, 2.166
  - Employee change log . . . . . 1.38
  - Employee data item
    - Definition . . . . . 1.301, 2.263
  - Employee data items
    - See EDIs . . . . . 1.113
    - Updating . . . . . 1.236
  - Employee Master List report . . . . . 2.227
  - Employee record
    - Adding departmentalized earnings . . . . . 1.3, . . . . . 2.3
    - Definition . . . . . 1.301, 2.263
  - Employee Selector . . . . . 2.52, 2.68, 2.87
    - Data Items . . . . . 2.57
    - Definition . . . . . 1.301, 2.263
    - Reports . . . . . 2.141
  - Employees . . . . . 2.31
    - Adding . . . . . 2.31
    - Address . . . . . 2.33
    - Changing status . . . . . 2.46
    - Data items . . . . . 1.129
    - Defining data items . . . . . 1.118
    - Direct deposit tab . . . . . 1.206
    - Editing . . . . . 2.45
    - Gender . . . . . 2.35
    - History . . . . . 2.47
    - Look up values . . . . . 1.114
    - Multiple values . . . . . 1.115
    - Name . . . . . 2.33
    - Number . . . . . 2.32
    - Purging change log . . . . . 1.243
    - Selector . . . . . 2.52
    - Social Security Number . . . . . 2.35
    - Status . . . . . 2.36

Encryption	
Checks	1.44
Entering	
Manual checks	2.97, 2.107
Offset timesheets	2.94
One-time deductions	2.83
Errors	2.79
Direct deposit	1.225
Distribution table	1.72
Verification	2.79
Example	1.29, 2.29
Excel	2.172
Exporting	
To other programs	2.172
Extract	2.149
<b>F</b>	
F1	1.27, 2.27
F10	1.22, 2.22
Federal taxes	1.233
File	
Reports	2.143
Financial Institution	
Definition	1.133, 1.301, 2.263
Financial Institution account	
Definition	1.134, 1.301, 2.263
Financial Institution accounts	
Reports	2.140
Financial Institutions	
Adding an FIA	1.142
Associating accounts	1.150
Associating AP accounts	1.152
Associating Cash Receipts accounts	1.158
Associating Payroll/Personnel accounts	1.156
By GL Cash Account radio button	1.151
By Use radio button	1.152
Column size	1.142
Deleting an association	1.162
Deleting an FIA	1.162
Displaying the information	1.141
Editing an association	1.160
Editing an FIA	1.159
Re-ordering the information	1.141
First value	2.53
folder tree	1.13, 2.13
Folders	1.13, 2.13
Formats	
Check	1.164
Direct deposit files	1.186
Formatted text	2.142
Forms	
Customizing	1.25, 2.25
<b>G</b>	
General Ledger	
Edit value	2.39
General Ledger account	1.3, 2.3
Definition	1.302, 2.264
Getting	1.29, 2.29
GLA	1.3, 2.3
Group timesheets	
Cost codes	2.66
Creating	2.65, 2.66
Departmentalized earnings	2.66
Distribution tables	2.66
Groups	
Report	2.146
Reports	2.142
Guides	1.27, 2.27
<b>H</b>	
HDI	1.81
Adding from ToolBox	1.104

- 
- Basis for ..... 1.96
  - Calc cycle ..... 1.89
  - Calc order ..... 1.90
  - Calculations ..... 1.107
  - Creating from existing ..... 1.83
  - Defining ..... 1.85
  - Definition ..... 1.81
  - Distribution tables ..... 1.96
  - EDIs created by ToolBox ... 1.107
  - Entry type ..... 1.92
  - History type ..... 1.89
  - Rate from ..... 1.95
  - Rates ..... 1.108
  - Rolling balances ..... 1.237
  - Rules ..... 1.82
  - System information ..... 1.103
  - System-defined ..... 1.78
  - Tables ..... 1.107
  - Tips and tricks ..... 1.84
  - Updating from ToolBox .... 1.234
  - Use costcode ..... 1.95
  - Use shift ..... 1.95
  - Help ..... 1.27, 2.27
  - Hire date ..... 2.34
  - Historical data items
    - Defining ..... 1.81
    - Definition ..... 1.302, 2.264
    - Roll balances ..... 1.237
    - See HDIs ..... 1.81
    - ToolBox ..... 1.84
    - Types ..... 1.82
    - Updating ..... 1.234
  - History
    - Dates ..... 1.44
    - Employee ..... 2.47
    - Employee Register ..... 2.52
    - Purging timesheets ..... 1.239
    - System ..... 1.42
    - Timesheet ..... 1.40
    - History from ..... 2.142
    - HomePage ..... 1.11, 2.11
      - Defaults ..... 1.15, 2.15
    - Hourly ..... 1.36
    - Hourly dept. .... 2.39
    - Hourly rate ..... 2.37
  - I**
    - Implementation ..... 1.42
    - Importing
      - See System Administration guide ... 1.245
    - Inquiry
      - Definition ..... 1.302, 2.264
    - Instances ..... 1.18, 2.18
      - From the desktop ..... 1.19, 2.19
      - From the program ..... 1.19, 2.19
      - From the Start menu .... 1.19, 2.19
    - Italics ..... 1.29, 2.29
  - J**
    - Journals ..... 1.32
  - K**
    - Keyboard
      - Right-click menus ..... 1.22, 2.22
    - Keyboard access ..... 1.22, 2.22
  - L**
    - Labor journal ..... 1.32, 1.41
    - Laser printing ..... 1.183
    - Last employee ..... 1.43
    - Last review ..... 2.34
    - Last run ..... 1.43
    - Last run date ..... 1.43
    - Last session ..... 1.42
    - Last value ..... 2.53

Ledger Post ..... 1.40  
 Liability account ..... 1.34  
 Line entry ..... 1.208, 2.42  
 Line item ..... 2.61  
 Log emp maint ..... 1.38  
 Logging  
     Direct deposit transactions .. 1.225  
 Logging checks ..... 2.104  
     Definition ..... 1.302, 2.264  
     Unused ..... 2.112  
 Look up values  
     EDIs ..... 1.114

**M**

Maintaining  
     EDI edit values ..... 1.127  
     EDIs ..... 1.129  
 Manual checks  
     Entering ..... 2.97, 2.107  
 Manuals ..... 1.27, 2.27  
 Mapping Classic Edition banks .. 1.135  
     Assigning accounts ..... 1.137  
     Assigning banks ..... 1.136  
     Message column ..... 1.135  
     Reviewing assignments ..... 1.140  
 Marked for reconciliation  
     Definition ..... 1.302, 2.264  
 Mask ..... 2.140  
 Masking ..... 1.303, 2.265  
     Definition ..... 1.302, 2.264  
 Masks ..... 1.14, 2.14  
 Master record lists ..... 2.225  
     Employee Master List ..... 2.227  
 Menu acronyms ..... 1.23, 2.23  
 Menu bar ..... 1.22, 2.22  
     Editing ..... 1.23, 2.23  
 Menu key ..... 1.22, 2.22  
 Menus

Keyboard access ..... 1.22, 2.22  
 Security ..... 1.23, 2.23  
 Modifying  
     Timesheets ..... 2.74  
     User-defined reports ..... 2.152  
 Module Navigator ..... 1.23, 2.23  
 Module navigator  
     Security ..... 1.25, 2.25  
 Multiple  
     Business dates ..... 1.18, 2.18  
     Divisions ..... 1.18, 2.18  
 Multiple checks ..... 1.38

**N**

NACHA formatted file ..... 1.187  
 Natural account ..... 1.3, 2.3  
 Navigator bar ..... 1.23, 2.23  
 Negative checks ..... 2.93, 2.94  
     Voiding ..... 2.114  
 Net pay calculations ..... 2.83  
     ..... 2.85  
     Adjustments ..... 2.83  
     Amount ..... 2.84  
     Basis amount ..... 2.84  
     Basis hours ..... 2.84  
     Calculating ..... 2.86  
     Data item ..... 2.84  
     One-time deductions ..... 2.83  
     Viewing ..... 2.88  
     Wage advance ..... 2.83  
     Wage garnishment ..... 2.83  
 Non-departmentalized earnings  
     Definition ..... 1.303, 2.265  
 Number of users ..... 1.44

**O**  
 Offset timesheets ..... 2.94  
 One-time deductions

- 
- Adding ..... 2.83
  - Correcting ..... 2.85
  - Definition ..... 1.303, 2.265
  - Entering ..... 2.83
  - Viewing ..... 2.88
  - Online help ..... 1.27, 2.27
  - Open Windows Navigator ... 1.25, 2.25
  - Open windows navigator
    - Security ..... 1.25, 2.25
  - Opening
    - From the desktop ..... 1.19, 2.19
    - From the program ..... 1.19, 2.19
    - From the Start menu ... 1.19, 2.19
  - Operation ..... 2.148
  - Organizing
    - Groups ..... 2.146
  - Origin DFI ID ..... 1.190
  - Other rate ..... 2.37
  - Outstanding checks
    - Definition ..... 1.303, 2.265
- P**
- Page break
    - Reports ..... 2.156
  - Page break on change ..... 2.142
  - Paid journal ..... 1.41
  - Parameter ..... 1.34, 1.303, 2.265
  - Password
    - Asterisks ..... 1.15, 2.15
    - Defaults ..... 1.14, 2.14
  - Pay Calculation tab
    - Tips ..... 2.45
  - Pay frequency ..... 2.37
    - Definition ..... 1.303, 2.265
  - Payment status ..... 2.37
  - Payroll
    - Process ..... 1.1, 2.1
  - Payroll journal ..... 1.32
  - Payroll parameter ..... 1.34
    - Adjusting for reports ..... 2.152
    - Defining ..... 1.34
    - Direct deposit ..... 1.188
  - Payroll status ..... 2.36
  - Percent expensed ..... 2.39
  - Period
    - Reports ..... 2.143
  - Phone number
    - Home ..... 2.35
  - Phone numbers ..... 2.34
  - Post to AP ..... 1.38
  - Post units ..... 1.41
  - Postal code ..... 2.33
  - Posting
    - Check reconciliation ..... 2.127
    - Timesheets ..... 2.81
  - Predefined reports ..... 2.226
  - Preliminary check register . 1.303, 2.265
    - Check writing wizard ..... 2.100
    - Printing ..... 2.101
  - Preliminary Recon Proof report . . 2.129
  - Pre-notifications
    - Definition ..... 1.304, 2.266
    - Direct deposit ..... 2.43
    - Employees EFT report ..... 1.210
    - Which files to send to the bank 1.210
  - Preview option ..... 2.171
  - Previewing reports ..... 2.171
  - Print
    - Reports ..... 2.143
  - Print column ..... 2.148, 2.150, 2.151
  - Print Manager ..... 2.172
  - Printing
    - Laser ..... 1.183
    - Preliminary check register ... 2.101
    - Reports ..... 2.170
    - Directly to your printer 2.170

Reports from preview window	2.171	PYSESS	1.38, 2.160
Probation	2.34	PYSTDST	1.69, 2.169
Processing		PYTCARD	2.76, 2.78
Checks	2.97	PYVREG	2.116
Negative checks	2.94	PYW	2.222
Producing		PYX	2.222
Reports	2.139	PYY	2.222
Program		<b>R</b>	
PYL006	1.45	Rates	
Purge	2.130	HDIs	1.108
Purged year	1.43	Rates and tables	
Purging		Definition	1.304, 2.266
Data	1.233, 1.239	Reconciled checks	
Employee change log	1.243	Definition	1.304, 2.266
Reconciliation	2.130	Reconciliation	
Timesheet history	1.239	Entering	2.123
Year	1.241	Posting	2.127
PYA	2.222	Purging	2.130
PYCALC	2.161	Reports	2.131
PYCEmpInqUtil.exe	1.118, 1.240, 1.244	Reconciling	
PYCK	2.103	Checks	2.123
PYCTNE	2.85, 2.88, 2.89, 2.91	Removing	
PYDEARN	2.158	Columns from detail pane	1.26, 2.26
PYEFTFM	2.165	Timesheets	2.75
PYEFTP report	1.210	Re-ordering	
PYEFTS	2.167	Columns in detail pane	1.26, 2.26
PYEHIST	2.52	Reorg	2.221
PYFORM	2.163	Report	
PYL006	1.45	Categories	2.139
PYLIMNT	1.131	PYLPEFT	1.231, 2.107
PYLMNT	1.129	Report level	2.143
PYLOVR	1.43	Reports	2.159, 2.163, 2.165, 2.167
PYLPEFT	1.230, 1.231, 2.107	Report type	2.143
PYLPYM	2.227	Reporting date	2.143
PYMREG	2.112	Reports	1.13, 2.13
PYPREG	2.101	Account mask	2.140
PYREG	2.106	Accounting information	2.140
PYRLOVR	1.238		



- 
- Adjusting payroll parameter . 2.152
  - ASCII . . . . . 2.172
  - Banks . . . . . 2.140
  - BRCHKRP . . . . . 2.131
  - BRPOST . . . . . 2.112, 2.114, 2.116
  - BRPROOF . . . . . 2.129, 2.134
  - BRPURGE . . . . . 2.131
  - Calculation Trace . . . . . 2.91
  - Calculation Trace report . . . . . 2.89
  - Calculations List . . . . . 2.161
  - Check Formats List . . . . . 2.163
  - Check status . . . . . 2.141
  - Checks . . . . . 2.141
  - Collate options . . . . . 2.141
  - Column type . . 2.148, 2.149, 2.150
  - Count column . . . . . 2.150
  - Daily Earnings 2.155, 2.158, 2.169
  - Data item . . . . . 2.149
  - Data items . . . 2.141, 2.160, 2.163,  
2.165, . . . . . 2.167
  - Date range . . . . . 2.156, 2.159
  - Dates . . . . . 2.141
  - Direct Deposit Paramaters List 2.167
  - Direct deposit proof list 1.231, 2.107
  - Distribution After Net Calculations  
2.152
  - Distribution Tables List . . . . . 2.168
  - Editing user-defined . . . . . 2.152
  - EFT Form Formats List . . . . . 2.165
  - Employee Change Log 2.158, 2.160,  
2.161, . 2.162, 2.164, 2.166
  - Employee change log . . . . . 1.38
  - Employee history register . . . . . 2.52
  - Employee Master List . . . . . 2.227
  - Employee Selector . . . . . 2.141
  - Exporting . . . . . 2.172
  - Extract . . . . . 2.149
  - File . . . . . 2.143
  - Formatted text . . . . . 2.142
  - Groups . . . . . 2.142, 2.146
  - History from . . . . . 2.142
  - Level . . . . . 2.143
  - Master record lists . . . . . 2.225
  - Operation . . . . . 2.148
  - Page break . . . . . 2.156
  - Page break on change . . . . . 2.142
  - Period . . . . . 2.143
  - Predefined . . . . . 2.226
  - Preliminary Recon Proof report . . .  
2.129
  - Previewing . . . . . 2.171
  - Print . . . . . 2.143
  - Print column . . 2.148, 2.150, 2.151
  - Printing . . . . . 2.170, 2.172
  - Printing from preview window 2.171
  - Printing to printer . . . . . 2.170
  - Producing . . . . . 2.139
  - PYCALC . . . . . 2.161
  - PYCTNE . . . 2.85, 2.88, 2.89, 2.91
  - PYDEARN . . . . . 2.158
  - PYEFTFM . . . . . 2.165
  - PYEFTP . . . . . 1.210
  - PYEFTS . . . . . 2.167
  - PYFORM . . . . . 2.163
  - PYLPEFT . . . . . 1.230
  - PYMREG . . . . . 2.112
  - PYRLOVR . . . . . 1.238
  - PYSESS . . . . . 2.160
  - PYSTDST . . . . . 2.169
  - PYVREG . . . . . 2.116
  - Reconciliation . . . . . 2.131
  - Report all . . . . . 2.143
  - Report from . . . . . 2.143
  - Report level . . 2.159, 2.163, 2.165,  
2.167
  - Reporting date . . . . . 2.143

Secondary sort	2.144	Employee	2.52
Select items	2.144, 2.156	Separator	2.150
Separator	2.150	Sequence number	2.104
Sort items	2.144, 2.156	Sequences	2.82
Spreadsheet	2.144, 2.159	Setup	
Sum column	2.150	Direct deposit	1.187
Text lines	2.149, 2.150, 2.151	Shift emps	1.37
Trace reports	2.112, 2.116	Shortcut keys	1.22, 2.22
Type	2.143	Shortcut menu	1.304, 2.266
User range	2.160	Shortcut menus	1.22, 2.22
User-defined	2.144, 2.226	Sort items	
Value from	2.149	Reports	2.144, 2.156
View	2.143	Sorting	
Width	2.148, 2.150, 2.151	Data in detail pane	1.27, 2.27
Year	2.150	Space delimited	2.142
Resizing		Spreadsheet	
Columns in detail pane	1.27, 2.27	Reports	2.144, 2.159
Right-click menus	1.22, 2.22	Standard reports	
Roll balances forward	1.236, 1.238	Definition	1.304, 2.266
HDIs	1.237	State taxes	1.233
<b>S</b>		Status	
Salary	1.35	Payroll	2.36
Salary amount	2.37	Stub	
Saved year	1.43	Timesheet history	1.179
Scramble checks	1.39	Sum column	2.150
Scrambling checks	1.44	Summary information	1.241
Search results	2.55	System Administration	
Secondary sort	2.144	Defaults	1.14, 2.14
Security		System history	1.42
Menus	1.23, 2.23	System information	
Navigator bar	1.25, 2.25	EDIs	1.124
Select items		HDIs	1.103
Reports	2.144, 2.156	System numbers	
Selection	1.207, 2.41	Definition	1.304, 2.266
Selection feature	1.228	System-defined	
Selection mode	2.56	EDIs	1.78
Selector		HDIs	1.78

- 
- T**
- Tables
    - HDI's ..... 1.107
  - Task activity ..... 1.44
  - Tax mode ..... 1.35
  - Taxes ..... 1.81
  - Technical support ..... 1.29, 2.29
  - Termination date ..... 2.34
  - Text lines ..... 2.149, 2.150, 2.151
  - Three-part stub
    - Direct deposit ..... 1.226
  - Time cards (now called Timesheets) ...
    - 1.305, ..... 2.267
  - Timesheet
    - Definition ..... 2.61
    - Entry ..... 2.61
  - Timesheet entries
    - Definition ..... 1.304, 2.266
  - Timesheet entry
    - Definition ..... 2.61
  - Timesheets ..... 2.52
    - Account detail ..... 2.73
    - Account detail area ..... 2.65
    - Adding group ..... 2.65, 2.66
    - Adding single ..... 2.69
    - Basis detail ..... 2.73
    - Basis detail area ..... 2.63
    - Check for missing timesheets . 2.77
    - Check sequence ..... 2.67
    - Cost codes ..... 2.66
    - Creating for a single employee 2.69
    - Creating group ..... 2.65, 2.66
    - Definition ..... 1.305, 2.267
    - Deleting ..... 2.75
    - Departmentalized earnings ... 2.66
    - Distribution tables ..... 2.66
    - Earning item ..... 2.71
    - Editing ..... 2.74
    - Employee ID ..... 2.70
    - Employee Selector ..... 2.68, 2.87
    - Entering offset ..... 2.94
    - Entry area ..... 2.63
    - Errors ..... 2.72, 2.79
    - History ..... 1.40
    - History on stub ..... 1.179
    - Page break on change ..... 2.77
    - Posting ..... 2.81
    - Print accounting information .. 2.77
    - Print basis information ..... 2.77
    - Purging history ..... 1.239
    - Report all timesheets ..... 2.77
    - Report only fatal and/or warning
      - errors ..... 2.77
    - Report only fatal errors ..... 2.76
    - Sort items ..... 2.77
    - Troubleshooting ..... 2.69, 2.81
    - Verification errors ..... 2.78, 2.79
    - Verification warnings ..... 2.79
    - Verifying ..... 2.75
    - Viewing errors ..... 2.78
    - Warnings ..... 2.79
  - Tips
    - Accounting Information tab .. 2.40
    - Direct deposit ..... 2.43
    - Pay Calculation tab ..... 2.45
  - ToolBox ..... 1.84, 1.233
    - Adding HDIs ..... 1.104
    - EDIs ..... 1.107
    - Updating EDIs ..... 1.236
    - Updating HDIs ..... 1.234
  - Toolbox
    - Definition ..... 1.305, 2.267
  - TP files ..... 2.221
  - Trace reports ..... 2.112, 2.116
    - Definition ..... 1.305, 2.267
  - Training ..... 1.28, 1.30, 2.28, 2.30

Transactions	
Logging direct deposit . . . . .	1.225
Transfer type . . . . .	1.208, 2.42
Type . . . . .	1.208, 2.42
<b>U</b>	
Updating the ToolBox . . . . .	1.233
User guides . . . . .	1.27, 2.27
User name	
Defaults . . . . .	1.14, 2.14
User range	
Reports . . . . .	2.160
User-defined	
Editing reports . . . . .	2.152
Reports . . . . .	2.144
User-defined reports . . . . .	2.226
Definition . . . . .	1.305, 2.267
Using	
Distribution After Net Calculations .	
2.152	
Using this document . . . . .	1.28, 2.28
<b>V</b>	
Value from	
Reports . . . . .	2.149
Values	
First and last . . . . .	2.53
Verification	
Errors . . . . .	2.79
Warnings . . . . .	2.79
Verifying	
Timesheets . . . . .	2.75
Verifying	
Timesheets . . . . .	2.75
View	
Reports . . . . .	2.143
Viewing	
Calculations . . . . .	2.88
Voided checks	
Definition . . . . .	1.305, 2.267
Voiding	
Checks . . . . .	2.114
Direct deposit . . . . .	2.114
Negative checks . . . . .	2.114
<b>W</b>	
Warning . . . . .	1.29, 2.29
Warnings . . . . .	2.79
Verification . . . . .	2.79
Width . . . . .	2.148, 2.150, 2.151
Wizard	
Check wizard . . . . .	2.97
Writing checks . . . . .	2.97
<b>Y</b>	
Year	
Reports . . . . .	2.150