

Solution-IV™ Accounting Payroll



Version 8.81

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1 Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Payroll features.

The General Ledger and System Integration flowcharts show how your Payroll module operates and how it relates to the overall accounting system.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Payroll Features

The following standard features are included in Thoroughbred Solution-IV Payroll:

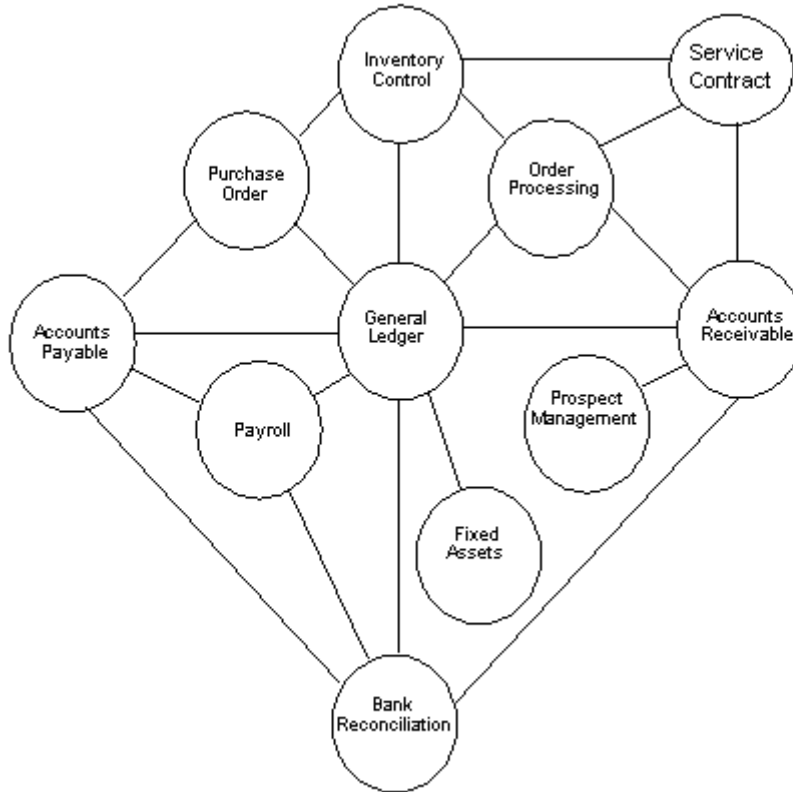
- Thoroughbred Solution-IV Payroll helps to process your company payroll by providing analysis reports that show labor trends broken down by hours worked, and labor costs by employee, department, earnings code, and job.
- Payroll prints W-2s and quarterly reports that provide the information needed to complete required government forms.
- The Payroll system handles multiple taxing jurisdictions, as well as 401k plans.
- The Payroll system allows you to adapt the Payroll package to your special needs without having to make program changes. The parameters feature choices including whether or not to post to General Ledger, whether to tie your tax deposits into Accounts Payable, and whether or not to accrue vacation and sick pay beyond the end of the year.
- Payroll includes tax tables for both federal taxes and for all states that assess a state income tax.
- The system allows an unlimited number of earnings codes, deductions, and payroll taxes.
- Earnings and deductions may each be designated as taxable or non-taxable. This allows you to accommodate a 401k plan.
- The system handles regular, premium, bonus, vacation, sick, and holiday earnings. It can calculate these based on hours worked or as a flat amount. You may also define a limit for a given earnings code.
- You can base deductions on a flat amount, a percentage of gross, on hours worked, or on a specific earnings code calculation. You can define limits by pay period, month-to-date, quarter-to-date, and year-to-date, and can set minimum hours and earnings amounts to which a deduction will apply.
- Federal, state, local, FICA, Unemployment, Worker's Compensation, and other employer contributions are defined by the user. You may base contributions on an hourly rate, percentage of gross, flat amount, or according to a deduction code calculation. You can set contribution limits by period, month, quarter, or year.
- You can pre-define each employee with earnings, deduction, and tax profile. Then, each payroll period, employees can be selected automatically for processing, with the need to change only that information that differs from period to period.
- You can define daily, weekly, biweekly, semi-monthly, monthly, quarterly, and annual pay cycles for each employee.

- You may choose to post employer contributions, employee taxes, and employee deductions automatically to the Solution-IV Accounts Payable package for subsequent payment.
- You can enter both computer-generated and manually written payroll checks for each employee during the payroll cycle. Manual, computer-calculated, and direct-deposit checks can be processed in the same payroll cycle.
- The system maintains the last review, next review, last raise, last pay rate, birth date, date of hire, and many other demographic data. These can be viewed on several payroll reports or accessed from Thoroughbred Query-IV.
- You can retain payroll history for as long as you want, and you can produce a detailed check history report from the historical files at any time.
- You can have the system accrue vacation and sick pay automatically, and allow each employee a specified number of vacation and sick hours per year. The system will track hours accrued as well as hours used.
- Payroll handles W-2 printing for multiple taxing jurisdictions.
- You can keep a full set of employee comments for each employee to use in tracking salary history or other general employee-related information.
- You can print a wide variety of management reports, including:
 - ◆ Employee Masterfile Listing
 - ◆ Employee Accrual Report
 - ◆ Payroll Registers
 - ◆ Analysis Reports
 - ◆ Labor Distribution Report
 - ◆ Quarterly Tax and Contribution Reports
 - ◆ Date Cross-Reference Reports

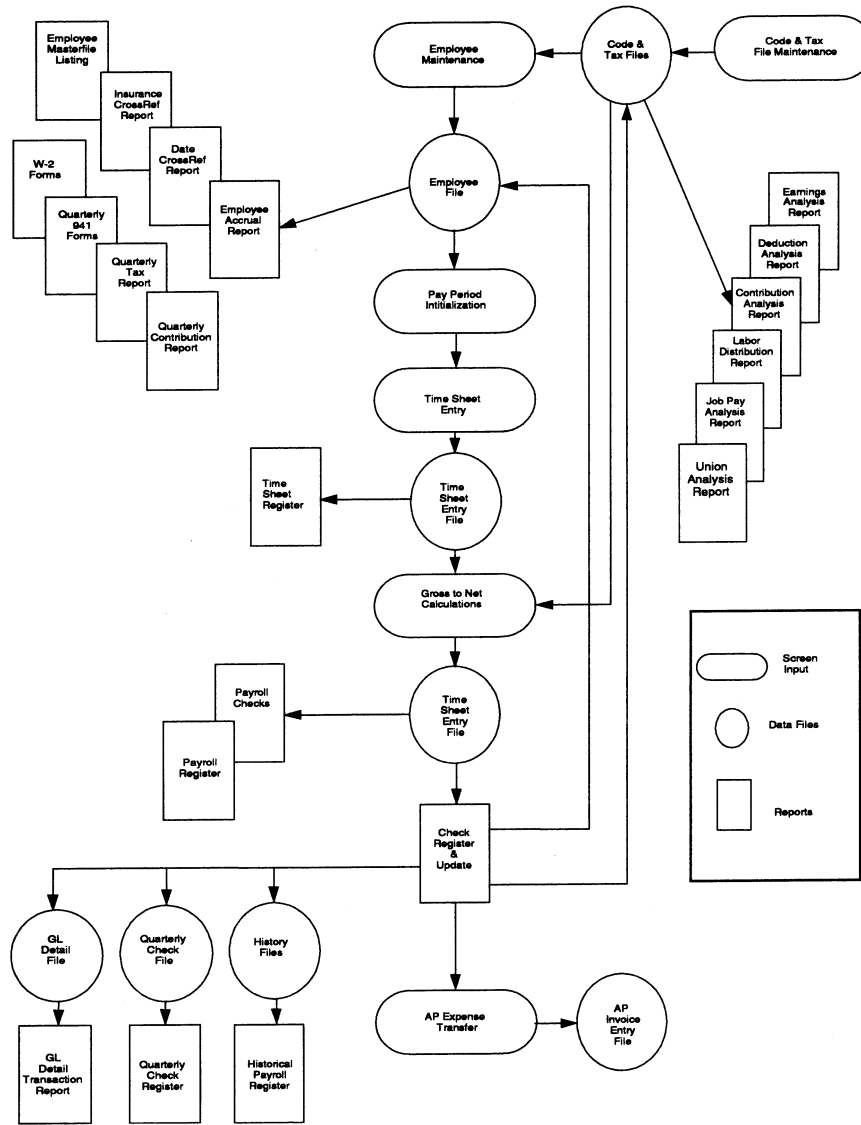
Thoroughbred Solution-IV Accounting Flowchart

The following System Integration flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Payroll flowchart on the following page shows how the various components of the Payroll module are related.



Solution-IV Payroll Flowchart



How to make the Greatest Use of This Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Payroll system.

This manual will introduce you to the capabilities of the Solution-IV Payroll, give you ideas to help you get started with the initial setup, provide complete processing instructions, and also serve as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

Keep the manual handy. Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance

How This Manual is Organized

This manual has been organized to take you through normal Payroll activity.

Chapter 1

Introduction - Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Payroll features. The Payroll and System Integration flowcharts show how your Payroll module operates and how it relates to the overall accounting system.

Chapter 2

Payroll Menus-Describes the options available on the Payroll Main Menu, Code File Maintenance Menu, and Monthly Reports Menu.

Chapter 3

Payroll Setup-Explains how to get started with your Payroll system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4

Employee Maintenance-Describes the options that are available during usual day-to-day processing. These include Employee Maintenance, Employee Inquiry, and Tax Calculation Inquiry.

Chapter 5

Payroll Processing-Discusses the options that are available when processing the payroll. They include Pay Period Initialization, Time Sheet Entry, Gross to Net Calculations, and Check Printing, along with the accompanying reports and updates.

Chapter 6

Payroll Reports-Describes how to execute the Solution-IV Payroll Reports. These include the Employee Masterfile Listing and Employee Label Printing, as well as the standard monthly analysis reports, such as the Earnings Analysis, Deduction Analysis, Tax Analysis, Contribution Analysis, Labor Distribution, Job Pay Analysis, Payroll Union, Insurance Cross Reference, Date Cross Reference, and Employee Accrual Reports; and the quarterly, and annual reports, such as the Historical Payroll Register, Quarterly 941 Forms, Quarterly Tax, Quarterly Contribution, W-2 Form Printing, Quarterly Check Register, and AP Expense Transfer.

Chapter 7

Period End Processing-Describes what happens during the Period End Update and the Status Change Update.

2 Payroll Menus

Thoroughbred Solution-IV Payroll uses options that can be selected from the following menus:

- Payroll Main Menu
- Employee Maintenance Menu
- Code File Maintenance Menu
- Reports Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

Payroll Main Menu

Introduction

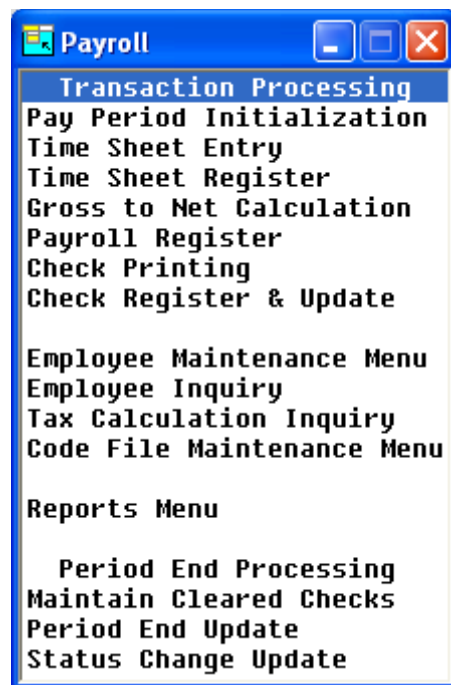
The Thoroughbred Solution-IV Payroll package automatically calculates employee and employer payroll taxes. Checks are printed weekly, biweekly, semimonthly, monthly, quarterly, annually or on irregular payroll cycles, or any combination of the above. Quarterly reports are printed to help you with your governmental reporting and W-2s are printed at the end of the year.

The payroll package handles multiple taxing jurisdictions, as well as pre-tax 401k deductions.

Employee information is kept, including birth date, emergency contacts, race, sex, marital status, vacation and sick days taken, along with quarter-to-date and year-to-date earnings and deduction amounts.

How to Execute

From the Solution-IV Accounting System Master Menu, select **Payroll**.



Time Sheet Entry

Pay Period Initialization

Pay Period Initialization is used to begin the pay cycle. This is where information such as the period ending date, the check date and selection cycle are entered.

This function can also automatically generate default timesheets based on information stored in the employee masterfile.

Time Sheet Entry

This function performs maintenance on individual timesheets. Overtime hours and deductions may be entered, as well as manual checks, voids, and reversals.

Time Sheet Register

The Time Sheet Register allows you to review the results of Pay Period Initialization and Time Sheet Entry. This report may be printed whenever desired. It shows earnings and deduction lines for checks and direct deposits. For manual checks and reversals, all lines are displayed.

Payroll Calculation and Checks**Gross to Net Calculations**

After the timesheets have been entered, Gross to Net Calculations are run to calculate the tax withholding and employer contribution amounts. These amount are calculated based on the tax tables, tax accrual codes and contribution codes, as well as employee-specific data saved in the employee masterfile.

Payroll Register

The Payroll Register prints the results of the Gross to Net Calculations. This report may be printed whenever desired. It shows all line types for all transactions and should be carefully reviewed before printing checks.

Check Printing

This function actually prints the payroll checks.

Check Register and Update

This check register details the checks just printed and the earnings and deductions applied on this check.

If the check register printed correctly, the information may be posted to the appropriate files in Payroll, General Ledger, and Accounts Payable.

Masterfile Maintenance**Employee Maintenance**

This function is used to maintain detailed records for each of your employees. For more information, see the Employee Maintenance Menu section of this chapter.

Employee Inquiry

This function is used to view and/or print basic information about an employee, one employee at a time. The displayed information includes name and address, code information and check history. No information may be modified using this option.

Tax Calculation Inquiry

This option allows you to see the calculated tax amount for any employee. You will be prompted for the employee and tax codes, the earnings and total pre-tax deduction amounts and the number of exemptions. The system takes this information and performs the standard tax calculation to derive a tax amount. This feature allows an employee to see the impact of a change in their exemptions or pre-tax deductions.

Code File Maintenance Menu

This option gives you access to the menu that contains the parameters and all of the code files.

Reports**Employee Masterfile Listing**

This is a list of the employee information as found in Employee Maintenance. You may choose from a variety of "sort and print" options -- from the bare minimum amount of information to the full employee masterfile.

Employee Label Printing

This function is used to print labels using information from the employee masterfile.

Monthly Reports Menu

This option gives you access to the menu that contains most of the reports. Any of the reports may be printed at any time and are as current as the last payroll update.

Period End Processing**Maintain Cleared Checks**

This function is used to mark checks as being cleared, or "unmark" them if they were cleared improperly. Checks may be cleared either as a range or one at a time.

This function is important only if you have chosen to remove only cleared checks from the monthly check file during period end processing.

Period End Update

This function should be run at the end of each month after the last pay cycle has been completed. Be sure to run it before any entries are made for the following period, as it does remove some information from some files.

Status Change Update

This function takes all of the masterfile entries that you have marked to change or delete, verifies that the changes/deletions are valid, and then performs the changes/deletions. A report is printed before the update is performed allowing you to decide whether or not to continue with the update.

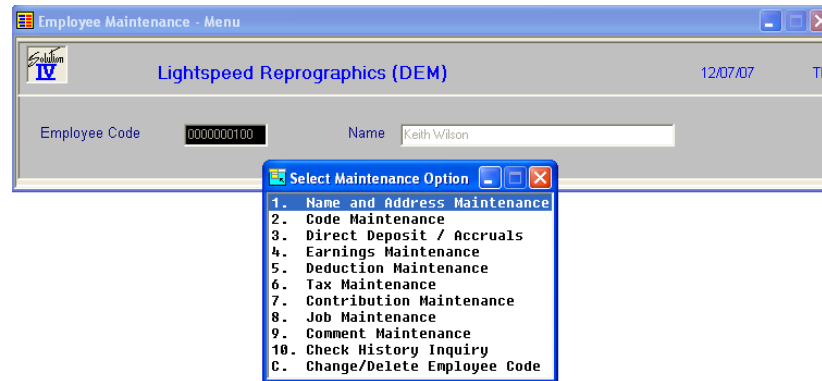
Employee Maintenance Menu

Introduction

This option is used to maintain detailed records for each of your employees.

How to Execute

From the Payroll Main Menu, select **Employee Maintenance Menu**.



Employee Maintenance Options

Name and Address Maintenance

Allows you to maintain the name and address for each employee along with emergency information.

Code Maintenance

Allows you to maintain sensitive employee information such as, pay rate and anniversary dates. The posting code, labor code, union code, and class codes are also maintained here.

Direct Deposit / Accruals

Allows you to maintain direct deposit data as well as vacation and sick accrual information.

Earnings Maintenance

Stores the different earnings codes from which this employee can be paid. Each record contains monthly, quarterly, yearly, and last year's earnings amounts and hours.

Deduction Maintenance

Stores the different deduction codes, which can be taken for this employee. Each record contains deduction amounts for the month, quarter, year, and last year.

Tax History Maintenance

Stores the different tax codes, which can be calculated for this employee. Each record contains monthly, quarterly, yearly and last year's gross earnings, taxable earnings and tax amounts.

Contribution Maintenance

Stores the different contribution codes, which can be calculated for this employee. Each record contains monthly, quarterly, yearly and last year's gross earnings, base earnings, and employer's contribution amounts.

Employee Job Rate Maintenance

Stores the different job codes from, which this employee can be paid. Each record contains monthly, quarterly, yearly and last year's earnings amounts and hours.

Comment Maintenance

This is a text field allowing you to keep track of personnel or employee-specific issues regarding this employee.

Check History Inquiry

Prior check history and monthly, yearly and last year's summary information is kept here.

Change/Delete Employee Code

This is used to delete an inactive employee or change the employee code.

Code File Maintenance Menu

Introduction

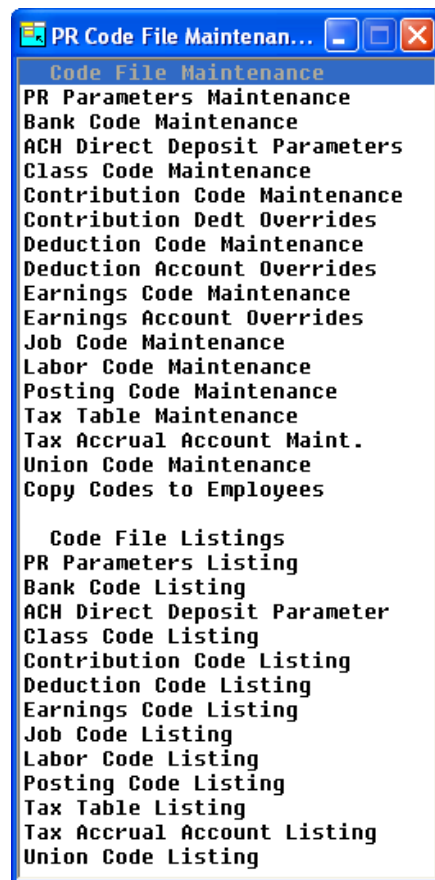
This option gives you access to the Code File Maintenance Menu.

This menu is where you maintain the Payroll Parameters and all of the code files such as earnings codes and posting codes.

These codes should be set up before entering anything else in the system, since Employee Maintenance and Timesheet Entry use information entered in the code files.

How to Execute

From the Payroll Main Menu, select **Code File Maintenance Menu**.



Code File Maintenance

Payroll Parameters Maintenance

The parameters allow you to customize the Payroll package to meet the specific needs of your company. Here you will be able to state whether you want to use job codes, if you wish to automatically generate Accounts Payable invoices, vacation and sick accrual information, how to clear check history, and whether or not you want to post to General Ledger.

Bank Code Maintenance

The Bank Code Maintenance function is used by all applications to maintain a central banking source. You may set up as many bank codes as required, having at least one for each bank account you write checks from or deposit checks to.

ACH Direct Deposit Parameters

The ACH Direct Deposit Parameters Maintenance function is used to define the ACH Parameters for each banking source. You may set up each bank code as required for ACH processing. This file is optional and need not be set up if you are not processing direct deposit payroll checks.

Class Code Maintenance

Class codes are basically file-verified sort options. They are also used in Employee Maintenance.

Contribution Code Maintenance

Contribution codes contain the types of payments that the employer may make on behalf of the employee. Examples include Social Security (FICA), employer 401k contributions, and state unemployment insurance premiums.

Contribution Deduction Overrides

Some contributions allow you to deduct certain deductions from the gross wages prior to calculating the contribution.

Deduction Code Maintenance

Deduction codes contain the types of payroll deductions that employees can have deducted from gross pay. Examples include employee 401k payments, union dues, garnishments, and health insurance premiums.

Deduction Account Overrides

The deduction account override codes allow the General Ledger accrual account used by a deduction code to be overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

Earnings Code Maintenance

Earnings codes contain the pay types from which an employee can be paid. Examples include regular earnings, overtime earnings, sick earnings, and vacation earnings.

Earnings Account Overrides

The earnings account override codes allow the General Ledger expense account used by an earning code to be overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

Job Code Maintenance

Job Code Maintenance allows individual jobs to be defined with their own pay rates and General Ledger expense posting. When the payroll parameters are configured to use job codes, an employee's pay rate can be computed based on the active job.

Labor Code Maintenance

Labor Code Maintenance allows different types of labor categories to be created. The Labor Distribution Report prints a breakdown of earnings by each labor code.

Posting Code Maintenance

If you wish to separate your employees by department and/or location, the posting code allows you to post each department/location combination to a separate General Ledger expense account.

Tax Table Maintenance

Complete tax tables for federal withholding and all fifty states are included with Solution-IV Payroll. This function allows you to add new tables and update existing tables. The information stored in each table includes exemption amounts and limits, the calculation sequence and the actual tax table. The tax tables are shared for all companies.

Tax Accrual Account Maintenance

Tax Accrual Account Maintenance is used to activate a tax table that is used by the selected company. Once a tax accrual code exists, the tax table can be used for employee tax calculation. This code contains information such as the General Ledger accrual accounts, selection cycles, and earnings codes to include or exclude during tax calculation.

Union Code Maintenance

This function allows you to define various union codes. The union code contains information such as address, phone, contact, and membership fees. The Payroll Union Report displays earnings with a breakdown by the union code.

Copy Codes to Employees

This function allows you to take ranges of the codes defined on the menu, and copy them into selected employee masterfile records. This is a timesaving measure in the initial set up of the system.

Code File Listings

Payroll Parameters Listing

This report shows what was entered in Payroll Parameters Maintenance.

Bank Code Listing

This report lists the bank codes as entered in Bank Code Maintenance.

ACH Direct Deposit Parameters

This report lists the bank code direct deposit parameters.

Class Code Listing

This report lists the class codes as entered in Class Code Maintenance.

Contribution Code Listing

This report lists the contribution codes as entered in Contribution Code Maintenance. It includes all the detail information associated with each code.

Deduction Code Listing

This report lists the deduction codes as entered in Deduction Code Maintenance. It includes all the detail information associated with each code.

Earnings Code Listing

This report lists the earnings codes as entered in Earnings Code Maintenance. It includes all the detail information associated with each code.

Job Code Listing

This report lists the job codes as entered in Job Code Maintenance. It includes the job's rate information.

Labor Code Listing

This report lists the labor codes as entered in Labor Code Maintenance.

Posting Code Listing

This report shows the posting codes and their associated account codes as entered in Posting Code Maintenance.

Tax Table Listing

This report prints the tax tables. You can sort by the tax table code or the jurisdiction type. Print options and ranges may also be selected.

Tax Accrual Account Listing

This report lists all the tax accrual account codes entered in Tax Accrual Account Maintenance. It includes selection cycles, posting information, and the Accounts Payable vendor.

Union Code Listing

This report list all union codes entered in Union Code Maintenance.

Monthly Reports Menu

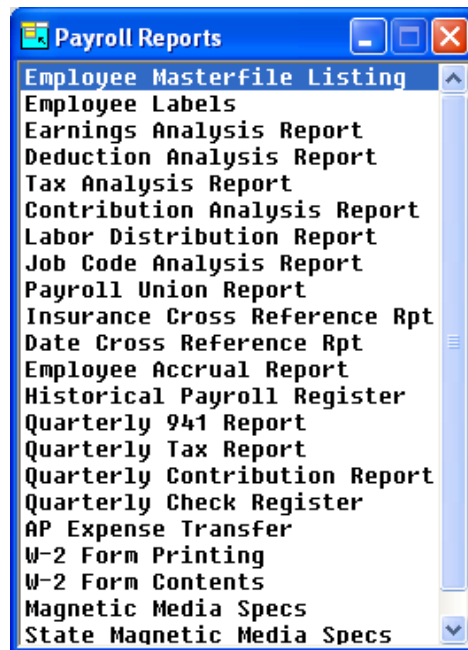
Introduction

This option gives you access to the menu that contains most of the Payroll reports.

All of the analysis reports on this menu may be printed at any time and are as current as the last update. The AP Expense Transfer that automatically generates Accounts Payable invoices from Payroll expenses is also available from this menu.

How to Execute

From the Payroll Main Menu, select **Reports Menu**.



Analysis Reports

Employee Masterfile Listing

This is a list of the employee information as found in Employee Maintenance. You may choose from a variety of sort and print options.

Employee Labels

This function is used to print labels using information from the Employee Masterfile.

Earnings Analysis Report

This report breaks down employee earnings by earnings code. The sort options are by employee code and posting code; reporting can be selective on individual earnings codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Deduction Analysis Report

This report breaks down employee deductions by deduction code. The sort options are by employee code and posting code; reporting can be selective on individual deduction codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Tax Analysis Report

This report breaks down employee tax withholding by tax code. The sort options are by employee code and posting code; reporting can be selective on individual tax codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Contribution Analysis Report

This report breaks down employer contributions by contribution code. The sort options are by employee code and posting code; reporting can be selective on individual contribution codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Labor Distribution Report

This report breaks down employee earnings by labor code. The sort options are by employee code and posting code; reporting can be selective on individual labor codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Job Code Analysis Report

This report breaks down employee earnings by job code. The sort options are by employee code and posting code; reporting can be selective on individual job codes. You can choose to print monthly, quarterly, yearly and last year's amounts.

Payroll Union Report

This report shows employee earnings sorted by the employee's union code. You can print a range or selected union codes and you can indicate your choice to print information monthly, quarterly, yearly or for last year.

Insurance Cross Reference Report

This report lists all employees with age, sex and marital status. It prints alphabetically by employee code.

Date Cross Reference Report

This report allows you to sort a range of employees by any one of the following dates: Birth, start, last review, next review, last raise, termination date or rehire date. The report shows the number of months and years since the sorted date.

Employee Accrual Report

The Employee Accrual Report prints the current vacation and/or sick accruals for a range of employees. It can calculate the future cost of the available time by employee.

Quarterly and Annual Reports

Historical Payroll Register

This report reproduces past payroll check registers from the payroll history files. It can print quarterly, yearly or a range of dates for a range of employees.

Quarterly 941 Forms

This prints the 941 required by governmental agencies.

Quarterly Tax Report

This report will produce a list of gross earnings, taxable earnings and taxes withheld for each employee sorted by tax code. A range or selected tax code may be printed for each quarter and yearly amounts.

Quarterly Contribution Report

This report produces a list of base earnings, gross earnings, and employer contributions made for each employee sorted by contribution code. A range or selected contribution code may be printed for each quarter and yearly amounts.

Quarterly Check Register

The Quarterly Check Register is a detail list of all the checks that have been printed during the quarter. Depending on the answer to the question in Parameter Maintenance, the register may also contain outstanding checks from prior months.

This report may be printed at any time but should be printed at least as part of period end processing.

AP Expense Transfer

This function prints a list of invoices to be transferred to the Solution-IV Accounts Payable package. The indicator in the Payroll Parameters must be set to 'Y' to use this option.

W-2 Form Printing

This function will normally be used at the end of the calendar year when it will print W-2 forms as required by the government.

W-2 Forms Contents

This option is used to maintain each of the boxes found on the W-2 form. It indicates which earnings, deductions, taxes and contributions are to print in which box of the W-2.

Magnetic Media Specs

This option is used to specify the contents of the required fields for magnetic media reporting.

State Magnetic Media Specs

This option is used to specify the contents of the required field for the Supplemental or "S" records included in the standard magnetic media file.

3 Payroll Setup

This chapter explains how to design and set up your Payroll system. It also explains how to perform code file maintenance.

In this section we provide several setup ideas that should help you to decide what information you need to gather and how you should enter it into your new system.

You will want to modify these ideas to fit your company's needs.

Payroll Parameters

Introduction

The parameters allow you to customize the Payroll package to meet the specific needs of your company. Here you will be able to state whether you want to use job codes, if you wish to automatically generate Accounts Payable invoices, vacation and sick accrual information, how to clear check history, and whether or not you want to post General Ledger.

Note: You must start here when setting up your Payroll.

How to Execute

From the Code File Maintenance Menu, select **PR Parameters Maintenance**.

The screenshot shows the 'PR Parameters Maintenance' window for 'Lightspeed Reprographics (DEM)'. The window title bar includes the application name and standard window controls. The main area contains several sections of parameters:

- General Ledger and Invoicing:**
 - Post distributions to General Ledger? Y
 - Automatically generate payables invoices? N
 - Use job codes? Y If yes, post by job code? Y
 - Use labor codes? Y Use union codes? Y
 - Default social security number to employee code? N
 - Access to employee comments in Employee Inquiry C
 - Special processing for tipped employees? N
 - Current quarter: Minimum wage:
- Vacation Accrual Information:**
 - Accrual based on: hours
 - Allow accrual to exceed total? N
 - Carry accrual to next year? N
 - Earnings types:
- Sick Accrual Information:**
 - Accrual based on: hours
 - Allow accrual to exceed total? N
 - Carry accrual to next year? N
 - Earnings types:
- Period End Information:**
 - Purge all checks quarterly, yearly or only cleared checks C
 - Number of days to retain terminated employees: or years

Description of Fields

Post distributions to General Ledger?

You may choose not to make any postings to General Ledger from Payroll. Normally this would not be the case, but you may want to do it when you are initially entering data into the system.

- Y** Posts checks to the General Ledger.
- N** Makes no postings outside of the Payroll system.

Automatically generate Payables Invoices?

You may choose to automatically generate Solution-IV Accounts Payable invoices to pay your payroll expenses. To use this option, Solution-IV Accounts Payable must be installed and vendors must exist in the same company.

Y Automatically generates Accounts Payable invoices after printing the Check Register audit reports. This setting makes the vendor code field mandatory in Contribution, Deduction, and Tax Accrual Code Maintenance.

N Suppresses automatic Accounts Payable invoice generation. Use Job Codes?

You have the option to disable the use of job codes. Job codes provide a way to calculate the pay rate based on the job type or category.

Y Job codes are enabled. Pay rates can be calculated based on job.

N Job codes are disabled. All references to them are skipped.

If you answer **Y** above, the system prompts:

Post by Job Code?

You have the option of posting earning expenses to the General Ledger based on the account entered in the job code or the earnings code.

Y Posts to General Ledger using the account found in the job code record.

N Posts to General Ledger using the account found in the earnings code record. This is the case if you choose not to use job codes.

Default Social Security Number to Employee Code?

This field indicates whether or not to use the employee code as the social security number when adding a new employee. This is useful when using the social security number as the employee code. The valid entries are:

Y Defaults the social security number to the employee code.

N Does not default the social security number.

Current Quarter

This field contains the current quarter based on today's date. It may be overridden.

Display Employee Comments In Employee Inquiry

Employee Inquiry is a menu option allowing you to view, but not modify, selected employee information. Exceptions to the "no modify" rule are the employee comments as follows:

C User with access to Employee Inquiry may view, add, change, or delete the comments.

I User with access to Employee Inquiry may only look at the comments.

N The comments are not accessible at all in Employee Inquiry.

Special processing for tipped employees?

Some states allow employers to pay less than the federal minimum wage to tipped employees. However, the employee must report at least enough tips to bring him up to minimum wage.

- Y** Employees with tips may earn less than the minimum wage, so may require special makeup tip processing to reach the minimum wage.
- N** Tips are not part of this company.

Minimum Wage

Enter the minimum wage per hour.

Vacation Accrual Information**Accrual based on X hours**

Enter the number of hours on which the vacation hours are accrued. It is normally based on the hours worked per year. The default is 2080, which is calculated as 40 hours per week, multiplied by 52 weeks per year.

Allow accrual to exceed total?

You have the option of allowing the vacation accrual to exceed the maximum number of vacation hours for the employee.

- Y** Allows the vacation accrual to exceed the employee's pre-set limit.
- N** Stops vacation accrual when the individual limits are reached.

Carry accrual to next year?

You have the option of allowing employees to carry over vacation hours not taken during the current year to the following year.

- Y** The vacation accrual field in the employee file is not reset to zero during year-end processing.
- N** The vacation accrual amounts are set to zero during year-end.

Earnings Types

This field indicates the type of earnings code as follows:

- R** Regular earnings
- B** Bonus
- V** Vacation
- M** Miscellaneous
- W** Wages paid to makeup tips
- U** Units
- I** Imputed income
- O** Overtime earnings
- S** Sick
- H** Holiday
- T** Tips
- C** Comp time Taken
- P** Personal time Taken

Enter the earnings types that you would like to base your vacation accrual upon. The standard is usually RVSH for regular, vacation, sick and holiday earnings; the use of these earning types work down the employee vacation accrual.

Sick Accrual Information**Accrual based on X hours**

Enter the number of hours on which the sick pay hours are accrued. It is normally based on the hours worked per year. The default is 2080, which is calculated as 40 hours per week, multiplied by 52 weeks per year.

Allow accrual to exceed total?

You have the option of allowing the sick pay accrual to exceed the maximum number of sick hours for the employee.

Y Allows the sick pay accrual to exceed the employee's pre-set limit.

N Stops sick pay accrual when the individual limits are reached.

Carry accrual to next year?

You have the option of allowing employees to carry over sick pay hours not taken during the current year to the following year.

Y The sick pay accrual field in the employee file is not reset to zero during year-end processing.

N The sick accrual amounts are set to zero during year-end.

Earnings Types

This field indicates the type of earnings code as follows:

R	Regular earnings
B	Bonus
V	Vacation
M	Miscellaneous
W	Wages paid to makeup tips
U	Units
I	Imputed income
O	Overtime earnings
S	Sick
H	Holiday
T	Tips
C	Comp time Taken
P	Personal time Taken

Enter the earnings types that you would like to base your sick time accrual upon. The standard is usually RVSH for regular, vacation, sick and holiday earnings; the use of these earning types work down the employee sick time accrual.

Period End Information**Purge all checks quarterly, yearly or only cleared checks:**

You have the option of retaining checks until they have cleared, if desired. During period end processing, the options are as follows:

Q Will clear the check file every quarter.

Y Will clear the check file at year-end.

C Will only remove those checks that you have indicated as having cleared the bank.

Number of days to retain terminated employees

Enter the number of days to wait before deleting the employee record. Year-End Processing will delete employees whose termination date is at least this many days before today. The default is 365 days or 1 year.

Exit the Screen

Once you have completed the information on the parameters screen, you will be returned the Code File Maintenance Menu.

Payroll Parameters Listing

Introduction

This report displays or prints the parameters entered in Payroll Parameters Maintenance.

How to Execute

From the Code File Maintenance Menu, select **PR Parameters Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Bank Code Maintenance

Introduction

All Thoroughbred Solution-IV Accounting applications use this function to define different bank accounts. A different bank code must be set up for each checking or deposit account you use. Accounts Payable, Payroll, and Accounts Receivable all have access to the same bank codes. The results tie together in General Ledger and Bank Reconciliation.

How to Execute

From the Code File Maintenance Menu, select **Bank Code Maintenance**.

Bank Code	BA	Description	Operating Bank
GL Account No	101-00-00		Cash in bank - General Fund
Bank Acct No			
Status			

Description of Fields**Bank Code**

Enter a two-character alphanumeric code. The system uses this code to select the proper General Ledger cash account to use when entering or printing checks.

Example: BA — Bank of America checking

Description

Enter up to 40 alphanumeric characters to describe the bank code.

GL Account No

Enter the General Ledger account code to which this bank code should post. It is normally a cash account. Each bank code should post to a unique General Ledger account code.

Bank Acct. No

Enter up to 15 alphanumeric characters for your bank account number. This field is optional and only for your internal use.

Bank Route

Enter up to 10 characters for your bank route number.

Next Cash Receipt Batch Number

Enter the first cash receipts batch number that you want the system to automatically assign during OP Invoice Posting.

Status

The status field is used to hold the current status of every masterfile record as follows:

- **Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the bank code and you will be returned to the Code File Maintenance Menu.

Bank Code Listing**Introduction**

This report lists all bank codes, descriptions, General Ledger account codes, and bank account ID numbers as entered in Bank Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Bank Code Listing**.

Reports

Select a printed or displayed copy. When they are finished, you will be returned automatically to the Code File Maintenance Menu.

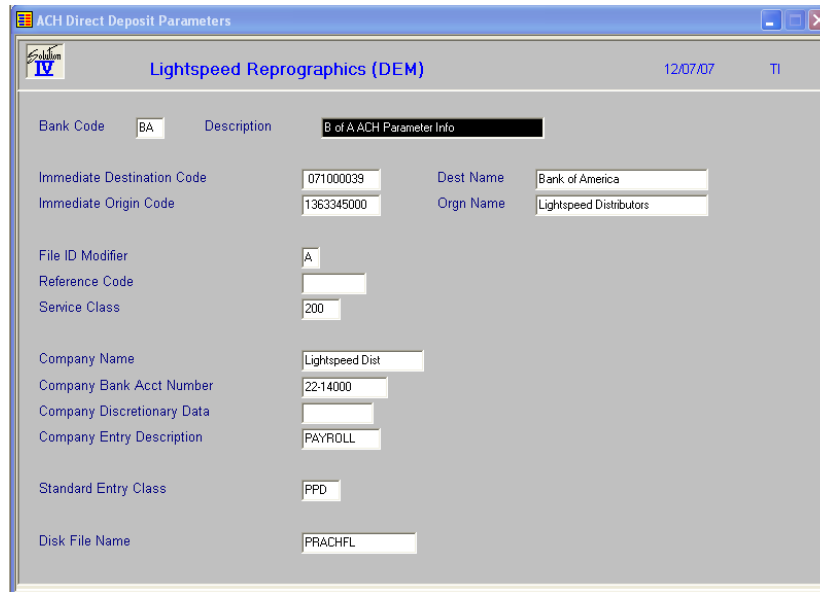
ACH Direct Deposit Parameters

Introduction

The ACH Direct Deposit Parameters Maintenance function is used to define the ACH Parameters for each banking source. You may set up each bank code as required for ACH processing. This file is optional and need not be set up if you are not processing direct deposit payroll checks.

How to Execute

From the Code File Maintenance Menu, select **ACH Direct Deposit Parameters**.



Bank Code	BA	Description	B of A ACH Parameter Info
Immediate Destination Code	071000039	Dest Name	Bank of America
Immediate Origin Code	1363345000	Orgn Name	Lightspeed Distributors
File ID Modifier	A		
Reference Code			
Service Class	200		
Company Name	Lightspeed Dist		
Company Bank Acct Number	22-14000		
Company Discretionary Data			
Company Entry Description	PAYROLL		
Standard Entry Class	PPD		
Disk File Name	PRACHFL		

Description of Fields

Bank Code

Enter up to 2 alphanumeric characters representing the bank code that these checks will be or were written from.

Description

Enter up to 30 characters to describe the ACH bank setup record. This field is used solely for documenting purposes.

Immediate Destination Code

Enter up to 10 characters for the ACH Immediate Destination Code. This field is normally formatted as:

bNNNNNNNNNN where 'b' indicates a blank space and the NNNNNNNNNN number is the company's originating DFI Identification number for ACH transactions. For example, the field might contain, b071000039, where 'b' is a blank space.

Dest Name

Enter up to 23 characters for the name of the ACH bank that received the direct deposit file. For example, this field might contain "Bank of America".

Immediate Origin Code

Enter one of the following in this field:

- 1** EIN (Employee Identification Number)
- 2** DUNS
- 9** Company Assigned Code.

Orgn Name

Enter up to 23 characters for the name of the origination organization.

File ID Modifier

Enter a single character for the File ID Modifier. This field usually contains the letter 'A'.

Reference Code

If used, enter up to 8 characters for the Reference Code. This field is optional for the ACH direct deposit file and is usually left empty.

Service Class

Enter one of the following codes in this field:

- 200** Mixed CR/DR
- 220** Credits only
- 225** Debits only

Company Name

Enter up to 16 characters to indicate the PR company name. This can usually be the same name as was used for the originating organization, if a single batch of records is sent for the entire payroll run.

Company Bank Account Number

Enter the company's bank account number with the ACH bank.

Company Discretionary Data

Enter up to 12 characters of company discretionary data. This field is usually left empty.

Company Entry Description

Enter a value up to ten characters to describe the entries. The value of this field is established by the Originator to describe the purpose of the entry to the Receiver. For example:

PAYROLL Usually for a PR direct deposit file.
 CONCENTRAT
 INS PREMIU

Standard Entry Class

Enter one of the following codes in this field:

- PPD** Payroll file (usual for a PR direct deposit file)
- CCD** Concentration file

Disk File Name

Enter up to 15 characters for the name of the physical data file to be created on disk. This file can then be copied to floppy or tape to be sent to the bank.

Exit the Screen

When you are finished, press **F4** from the bank code and you will be returned to the Code File Maintenance Menu.

ACH Direct Deposit Parameters Listing

Introduction

The ACH Direct Deposit Parameters Listing lists the bank code direct deposit parameters.

How to Execute

From the Code File Maintenance Menu, select **ACH Direct Deposit Parameters Listing**.

Report

Select a printed or displayed copy. When they are finished, you will be returned automatically to the Code File Maintenance Menu.

Class Code Maintenance

Introduction

Class codes are basically file verified sort options, which give you another way of categorizing your employees. Class codes are used in Employee Maintenance and on most reports. They are optional.

How to Execute

From the Code File Maintenance Menu, select **Class Code Maintenance**.

Class Code	Description	Status
NIHQ	New Jersey Headquarters	

Description of Fields

Class Code

Enter up to six alphanumeric characters for the class code. The class code is a file verified sort option used in Employee Maintenance as a means of classifying your employees. Several reports may be printed by class code.

Description

Enter up to 35 alphanumeric characters to describe the class code.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the class code and you will be returned to the Code File Maintenance Menu.

Class Code Listing

Introduction

This report lists the class codes as entered in Class Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Class Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Contribution Code Maintenance

Introduction

Contribution codes contain the types of payments that the employer may make on behalf of the employee. Examples include Social Security (FICA), employer 401k contributions, and state unemployment insurance premiums.

How to Execute

From the Code File Maintenance Menu, select **Contribution Code Maintenance**.

The screenshot displays the 'Contribution Code Maintenance' window for 'Lightspeed Reprographics (DEM)'. The interface includes the following fields and options:

- Contribution Code:** 401K-C
- Description:** 401k - Central Bank & Trust
- Abbreviated Description:** 401k Cent
- Contribution Type:** F
- Calculation Method:** P
- Overtime Calc Method:** J
- Include or Exclude Earnings:** (Dropdown menu)
- Post expense by posting code?:** N
- Post accrual by posting code?:** N
- Expense Account:** 680-00-00
- Accrual Account:** 225-00-00
- Equal to code:** (Empty field)
- Vendor Code:** CENTRAL
- Limit per pay period:** 0.00
- Limit per month:** 0.00
- Limit per quarter:** 0.00
- Limit per year:** 0.00
- Rate:** 0.000
- Min YTD earnings:** 0.00
- Max YTD earnings:** 0.00
- Status:** (Dropdown menu)

Description of Fields

Contribution Code

Enter up to six alphanumeric characters for the contribution code. The contribution code defines employer contribution types. These codes are used to determine the amounts employers contribute on behalf of their employees.

Examples:

FICA - Social Security

SUI - State Unemployment Insurance

Description

Enter up to 35 alphanumeric characters to describe the contribution code.

Abbreviated Description

Enter up to ten characters to describe the contribution code. This is the description that will appear on the payroll registers.

Contribution Type

This field indicates what type of contribution is defined as follows:

- F** Federal
- S** State
- L** Local
- C** FICA
- W** Worker's compensation
- U** Unemployment insurance
- O** Other

Calculation Method

This field indicates how the contribution amount will be calculated as follows:

- F** Fixed amount
- H** Rate per hour
- P** Percent of gross
- E** Equal to specified deduction code
- T** Equal to specified tax code

Overtime Calc Method

This field indicates how the contribution amount will be calculated for overtime earnings as follows:

- I** Include all earnings
- S** Include overtime earnings at premium at the regular rate
- N** Do not include overtime earnings
- P** Include only overtime premium

Include or Exclude Earnings

This field indicates whether the earnings codes that follow are to be included or excluded in the calculation of the contribution amount.

- I** Include the following earnings codes.
- E** Exclude the following earnings codes.

Earnings Codes Included/Excluded

Enter up to 16 earnings codes to be included in or excluded from the calculation of the contribution amount. All entries must be valid earnings codes.

Post Expense by Posting Code?

This indicates whether or not you wish to post the contribution expense to General Ledger by department and/or location.

- Y** Posts to General Ledger using the expense account entered below plus department/location segments entered in the posting code. This enables contributions from different employees to post separate General Ledger accounts.
- N** Posts to General Ledger using the exact expense account entered below. All employees using this contribution code will post to the same General Ledger account.

Post Accrual by Posting Code?

This indicates whether or not you wish to post the contribution accrual to General Ledger by department and/or location.

- Y** Posts to General Ledger using the accrual account entered below plus the department/location segments entered in the posting code. This enables contributions from different employees to post to separate General Ledger accounts.
- N** Posts to General Ledger using the exact accrual account entered below. All employees using this contribution will post the same General Ledger account.

Expense Account

Enter the General Ledger account code to which you want to post the expense side of this contribution.

Accrual Account

Enter the General Ledger account code to which you wish to post the accrual side of this contribution.

Equal to Deduction Code

If you entered 'E' as the calculation method, enter the deduction code you wish to match with this contribution code. If the calculation method is not 'E', this field will be skipped.

Vendor Code

If you indicated in your parameters that you wish to utilize the Accounts Payable expense transfer feature, enter the Accounts Payable vendor code to which you wish to post this contribution.

Limit per Pay Period

Enter the maximum amount that may be contributed for each pay period. If the limit is set to zero, the system assumes there is no per period limit.

Limit per Month

Enter the maximum amount that may be contributed during each month. If the limit is set to zero, the system assumes there is a monthly limit.

Limit per Quarter

Enter the maximum amount that may be contributed during each quarter. If the limit is set to zero, the system assumes there is no quarterly limit.

Limit per Year

Enter the maximum amount that may be contributed during each year. If the limit is set to zero, the system assumes there is no annual limit.

Rate

Enter the rate for this contribution according to the calculation method as follows:

F Enter the exact amount of the contribution per pay period.

P Enter the percent of gross wages to be contributed.

H Enter the amount to contribute per hour worked.

Minimum

Enter the minimum YTD earnings before the contribution will be calculated.

Maximum

Enter the maximum YTD earnings at which contributions will no longer be calculated.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive This record may be used by those records already using it, but may not be added to new records.

D - Deleted This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the contribution code and you will be returned to the Code File Maintenance Menu.

Contribution Code Listing

Introduction

This report lists the contributions as entered in Contribution Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Contribution Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Contribution Deduction Overrides

Introduction

Some contributions are calculated as a percentage of gross earning or are equal to some other deduction or tax. Some contributions allows you to deduct certain deductions from the gross wages prior to calculating the contribution. This option allows you to setup contributions so it is calculated on the correct wages.

How to Execute

From the PR Code File Maintenance Menu, select **Contribution Dedt Overrides**:

Description of Fields

Contribution Code

Enter up to 6 alphanumeric characters for the contribution code. Contribution codes are used to determine the amount of taxes and/or deductions employers contribute on behalf of their employees. The amount calculated for contributions are not withheld from employees checks, but are used simply for General Ledger reporting.

Description

Enter up to 35 alphanumeric characters to describe the contribution code.

Short Description

This field displays the short description for that Contribution Code.

Include or Exclude Deductions

This field indicates whether the deduction codes that follow are to be included or excluded in the calculation of the contribution amount as follows:

- I** Include the following deduction codes
- E** Exclude the following deduction codes

Exit the Screen

The system will prompt:

- Yes** Update Record
- No** Do not Update Record

Press **F4** to return to the Code File Maintenance Menu.

Deduction Code Maintenance

Introduction

Deduction codes contain the types of payroll deductions that employees can have deducted from gross pay. Examples include employee 401k payments, union dues, garnishments, and health insurance premiums.

How to Execute

From the Code File Maintenance Menu, select **Deduction Code Maintenance**.

The screenshot shows the 'Deduction Code Maintenance' window for 'Lightspeed Reprographics (DEM)'. The window title is 'Deduction Code Maintenance' and the date is '12/07/07'. The main content area displays the following fields:

- Deduction Code:** 401K-C
- Description:** 401k - Central Bank and Trust
- Abbreviated Desc:** 401k Cent
- Calculation Method:** F
- Selection Cycles:** [] [] [] [] [] []
- Equal to Earnings:** []
- Post by Posting Code?:** N
- Accrual Account:** 225-00-00
- Vendor Code:** CENTRAL
- Rate or amount:** 25.00
- Min earnings amt:** 0.00
- Min hours:** 0.00
- Status:** []
- Limit per period:** 0.00
- Limit per month:** 0.00
- Limit per quarter:** 0.00
- Limit per year:** 0.00
- Include or Exclude Tax Codes:** E
- Tax Codes:** FEDMA, FEDSIN, [], [], [], [], [], [], [], []

Description of Fields

Deduction Code

Enter up to six alphanumeric characters for the deduction code. The deduction code defines employee deduction types. These codes are used to determine the amount employees have deducted from their earnings. Examples include union dues, employee 401k savings plans, and employee payments for medical benefits. Federal, state, and local taxes are not considered deductions.

Description

Enter up to 35 alphanumeric characters to describe the deduction code.

Abbreviated Desc

Enter up to ten characters to describe the deduction code. This description will appear on payroll checks and registers instead of the regular description.

Calculation Method

This field indicates how the deduction amount will be calculated as follows:

- F** Fixed amount per pay period
- H** Rate per hour
- P** Percent of gross pay
- T** Total hours
- E** Equal to specified earnings
- G** Garnishment Percentage
- M** Garnishment Fixed Amount

Selection Cycles

Enter selection cycles for this deduction. When one of the selection cycles entered here matches a selection cycle entered in Pay Period Initialization, the deduction will be calculated. If no selection cycles are entered here, the deduction will always be selected.

Equal to Earnings

If you entered "E" as the calculation method, enter the earnings code from which the amount is computed for this deduction code. If the calculation method is not "E", this field is skipped.

Post by Posting Code?

This indicates whether or not you wish to post the deduction expense to General Ledger by department and/or location.

- Y** Posts to General Ledger using the expense account entered below plus department/location segments entered in the posting code. This enables deductions from different employees to post separate General Ledger accounts.
- N** Posts to General Ledger using the exact expense account entered below. All employees using this deduction code will post to the same General Ledger account.

Accrual Account

Enter the General Ledger account code to which you want to post the deduction accrual. It is usually a liability account.

Vendor Code

If you indicated in your parameters that you wish to utilize the expense transfer feature, enter the vendor code to which you wish to post this deduction.

Rate or Amount

Enter the rate for this deduction according to the calculation method as follows:

- F** Enter the exact amount of the deduction per pay period.
- P** Enter the percent of gross wages to be deducted.
- H** Enter the amount to deduct per hour worked.

Min Earnings Amt

Enter the minimum amount that must be earned before this deduction will be taken.

Min Hours

Enter the minimum number of hours that must be worked before this deduction will be taken.

Status

The status field is used to hold the current status of every masterfile record as follows:

- **Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Limit per Period

Enter the maximum amount that may be deducted for each pay period. If the limit is set zero, the system assumes there is no per period limit.

Limit per Month

Enter the maximum amount that may be deducted during each month. If the limit is set to zero, the system assumes there is no monthly limit.

Limit per Quarter

Enter the maximum amount that may be deducted during each quarter. If the limit is set to zero, the system assumes there is no quarterly limit.

Limit per Year

Enter the maximum amount that may be deducted during each year. If the limit is set to zero, the system assumes there is no annual limit.

Include or Exclude Tax Codes

This field indicates whether this deduction will affect the base from which the tax codes that follow are calculated. This is the function that allows a deduction to be pre-taxed. If you wish to set up a 401K deduction, set this field to an "I", then include in the next field(s) only those tax codes(s) for whom the 401K deduction is not pre-tax. The tax codes are as follows:

- I** All tax codes except those in the following list have their taxable base reduced by the amount of this deduction.
- E** All tax codes in the following list have their taxable base reduced by the amount of this deduction.

Tax Codes Included/Excluded

Enter up to 16 tax codes to be affected by the amount of this deduction.

Exit the Screen

When you are finished, press **F4** from the deduction code and you will be returned to the Code File Maintenance Menu.

Deduction Account Overrides

Introduction

The Deduction Account Overrides allow the General Ledger accrual account used by a deduction code to be overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

How to Execute

From the Code File Maintenance Menu, select **Deduction Account Overrides**.

The screenshot shows a software window titled "Deduction Account Overrides" for "Lightspeed Reprographics (DEM)". The window contains several input fields: "Deduction Code" with the value "401K-C", "Posting Code" which is redacted with a black box, "Post by Posting Code?" with an unchecked checkbox, and "GL Account Code" with two empty text boxes. A dropdown menu is open for the "Deduction Code" field, displaying "401k - Central Bank and Trust". The window also shows a date of "12/07/07" and a user identifier "TI".

Description of Fields

Deduction Code

Enter the deduction code that requires a separate General Ledger account code for each posting code.

Posting Code

Enter the associated posting code.

Account Code

Enter the appropriate General Ledger accrual account code to which this deduction code/posting code combination will post.

Exit the Screen

When you are finished, press **F4** from the deduction code and you will be returned to the Code File Maintenance Menu.

Deduction Code Listing

Introduction

This report displays or prints the deductions and their associated accrual account overrides entered in Deduction Code Maintenance and Deduction Account Overrides.

How to Execute

From the Code File Maintenance Menu, select **Deduction Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Earnings Code Maintenance

Introduction

Earnings codes contain the pay types from which an employee can be paid. Examples include regular earnings, overtime earnings, sick earnings, and vacation earnings.

How to Execute

From the Code File Maintenance Menu, select **Earnings Code Maintenance**.

The screenshot shows the 'Earnings Code Maintenance' window for 'Lightspeed Reprographics (DEM)'. The window title is 'Earnings Code Maintenance' and the date is '12/07/07'. The 'Earnings Code' field is set to 'REG' and the 'Description' field is set to 'Regular'. The 'Abbreviated Desc' field is set to 'Reg'. The 'Earnings Type' field is set to 'R' and the 'Calculation Method' field is set to 'R'. The 'Selection Cycles' field is empty. The 'Adjustment Amt' field is set to '0.00', the 'Rate Multiplier' field is set to '1.000', the 'Rate or Amount' field is set to '0.000', the 'Standard Hours' field is set to '0.00', and the 'Earnings Limit' field is set to '0.00'. The 'Post by Posting Code?' field is set to 'Y'. The 'GL Expense Account' field is set to '900-00-00' and the 'Miscellaneous expenses' field is empty. The 'Status' field is a dropdown menu.

Description of Fields

Earnings Code

Enter up to six alphanumeric characters for the earnings code. The earnings codes define employee earnings types and are used to determine the amount employees are paid.

Examples:

REG - Regular Pay
OVT - Overtime Pay
VAC - Vacation Pay.

Description

Enter up to 35 alphanumeric characters to describe the earnings code.

Abbreviated Desc

Enter up to ten characters to describe the earnings code. This description will appear on payroll checks and registers instead of the regular description.

Earnings Type

This field indicates what type of earnings code is defined as follows:

R	Regular earnings
B	Bonus
V	Vacation
M	Miscellaneous
W	Makeup wages (also known as tips deemed to be wages)
U	Units
I	Imputed Income
O	Overtime earnings
S	Sick
H	Holiday
T	Tips
C	Comp time Taken
P	Personal time Taken

Vacation and sick accruals are calculated based on the parameter definition of earnings type to include; the use of vacation and sick earnings types work down the respective employee accrual.

The overtime rate multiple is applied on overtime earnings

Comp time is accrued using a regular, vacation or sick earnings code with an **H** (hours only) calculation method.

Notes for using tips:

When timesheets for tipped employees are processed, be sure to create a tip deduction code. This deduction should be setup with a calculation type **E** (equal to earnings code) and the earnings code specified should be the earnings code setup as a tip type **T**. If the total of all employee earnings are less than the minimum wage defined in the Payroll Parameters the system will automatically apply the difference to a **W** type earnings code.

Imputed income also requires that you set up a deduction that is equal to this imputed earnings code.

Calculation Method

This field indicates how the earnings amount will be calculated as follows:

R	Regular - based on salary or hours.
F	Fixed amount per pay period.

Selection Cycle

Enter selection cycles for this earnings code. When one of the selection cycles entered here matches a selection cycle entered in Pay Period Initialization, the earnings code will be calculated. If no selection cycles are entered here, the earnings code will always be selected.

Adjustment Amt

The adjustment amount is the amount added to the calculated earnings. This allows all employees using the earnings code to automatically have their earnings increased or decreased by the specified amount.

Rate Multiplier

If the earnings type is 'O', enter the amount by which the pay rate is multiplied to compute the overtime earnings. If the earnings type is not 'O', this field is skipped.

Rate or Amount

Enter the rate or fixed amount for this earnings code. If you use the rate multiplier above, be sure that the product of this field and the multiplier equal the desired earnings amount.

Standard Hours

Enter the usual number of hours on which this earnings rate is based.

Example: If this is regular pay and you pay weekly, you would probably enter 40 here.

Earnings Limit

Enter the maximum amount that may be earned for each pay period. If the limit is set to zero, the system assumes there is no limit.

Post by Posting Code?

This indicates whether or not you wish to post the earnings expense to General Ledger by department and/or location.

Y Posts to General Ledger using the payroll expense account entered below plus the department/location segments entered in the posting code. This enables earnings from different employees to post to separate General Ledger accounts.

N Posts to General Ledger using the exact payroll expense account entered below. All employees using the earnings code will post to the same General Ledger account.

GL Expense Account

Enter the General Ledger account to which you wish to post the earnings expense.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active The field is blank. This record may be used anywhere, anytime. This is the normal case.

I - Inactive This record may be used by those records already using it, but may not be added to new records.

D - Deleted This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

C - Changed This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the earnings code and you will be returned to the Code File Maintenance Menu.

Earnings Account Overrides

Introduction

The Earnings Code Overrides allow the General Ledger expense account used by an earning code to be overridden based on the posting code. This is useful if posting to a specific account is needed for a specific department/location combination.

How to Execute

From the Code File Maintenance Menu, select **Earnings Account Overrides**.

Description of Fields

Earning Code

Enter the earning code that requires a separate General Ledger account for each posting code.

Posting Code

Enter the associated posting code.

Account Code

Enter the appropriate General Ledger account code to which this earnings code/posting code combination will post.

Exit the Screen

When you are finished, press **F4** from the earnings code and you will be returned to the Code File Maintenance Menu.

Earnings Code Listing

Introduction

This report displays or prints the earnings codes and their associated account overrides entered in Earnings Code Maintenance and Earnings Code Overrides.

How to Execute

From the Code File Maintenance Menu, select **Earnings Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Job Code Maintenance

Introduction

Job Code Maintenance allows individual jobs to be defined with their own pay rates and General Ledger expense posting. When the payroll parameters are configured to use job codes, an employee's pay rate can be computed based on the active job.

How to Execute

From the Code File Maintenance Menu, select **Job Code Maintenance**.

The screenshot shows a software window titled "Job Code Maintenance" for "Lightspeed Reprographics (DEM)". The window contains the following fields and values:

- Job Code: SALES
- Description: Floor Salesperson
- Rate Type: S
- Normal Rate: 15,000
- Post by Posting Code?: Y
- GL Expense Account: 600-00-01
- Status: (dropdown menu)

Description of Fields

Job Code

Enter up to six alphanumeric characters for the job code. The job is used to pay employees based on the type of work performed.

Description

Enter up to 35 alphanumeric characters to describe the job code.

Rate Type

This field indicates whether to apply hours worked to the pay rate as follows:

H Hourly. The system will multiply the rate by the number of hours entered.

S Salaried. The system will apply the pay rate directly.

Normal Rate

Enter the amount to pay when using this job code based on the rate type as follows:

H Enter the rate per hour.

S Enter the flat dollar amount.

GL Expense Account

Enter the General Ledger expense account to which you wish to post earnings using this job code.

Status

The status field is used to hold the current status of every masterfile record as follows:

- **Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.

- I - Inactive** This record may be used by those records already using it, but may not be added to new records.

- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the job code and you will be returned to the Code File Maintenance Menu.

Job Code Listing

Introduction

This report displays or prints the job codes entered in Job Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Job Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

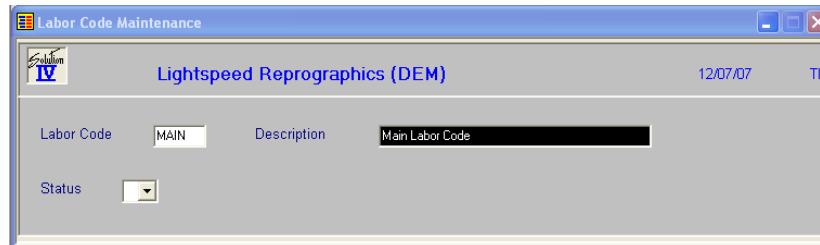
Labor Code Maintenance

Introduction

Labor Code Maintenance allows different types of labor categories to be created. The main purpose of the labor code is to allow you to break down your payroll expenses by type of work performed. You can see this breakdown on the Labor Distribution Report.

How to Execute

From the Code File Maintenance Menu, select **Labor Code Maintenance**.



Description of Fields

Labor Code

Enter up to six alphanumeric characters for the labor code. The labor code is used to breakdown earnings by labor categories.

Description

Enter up to 35 alphanumeric characters to describe the labor code.

Status

The status field is used to hold the current status of every masterfile record as follows:

- **Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the labor code and you will be returned to the Code File Maintenance Menu.

Labor Code Listing

Introduction

This report displays or prints the labor codes entered in Labor Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Labor Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Posting Code Maintenance

Introduction

Posting codes are used to break down the employee masterfile by departments and/or locations. Since you may enter a separate department code and location code for each posting code, accruals and expenses may be posted to unique General Ledger accounts for each department/location combination.

How to Execute

From the Code File Maintenance Menu, select **Posting Code Maintenance**.

The screenshot shows a software window titled "PR Posting Code Maintenance". The window header includes the company name "Lightspeed Reprographics (DEM)", the date "12/07/07", and the user "TI". The main form area contains several input fields: "Posting Code" is set to "MAIN", "Description" is "Main Posting Code", "Post Payroll Expenses to" section has "Location" set to "01" and "New Jersey", and "Department" is empty. There is also a "Status" dropdown menu.

Description of Fields

Posting Code

Enter up to six alphanumeric characters for the posting code.

Examples:

NJS - New Jersey Sales Department

CAP - California Production

Description

Enter up to 35 alphanumeric characters to describe the posting code.

Location

Enter a valid location code as entered in General Ledger Location Code Maintenance. The code entered here will be substituted into the General Ledger account codes during posting, if you choose to post by posting code. This field may be left blank.

Department

Enter a valid department code as entered in General Ledger Location Code Maintenance. The code entered here will be substituted into the General Ledger account codes during posting, if you choose to post by posting code. This field can be left blank.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the posting code and you will be returned to the Code File Maintenance Menu.

Posting Code Listing

Introduction

This report lists the posting codes as entered in Posting Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Posting Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

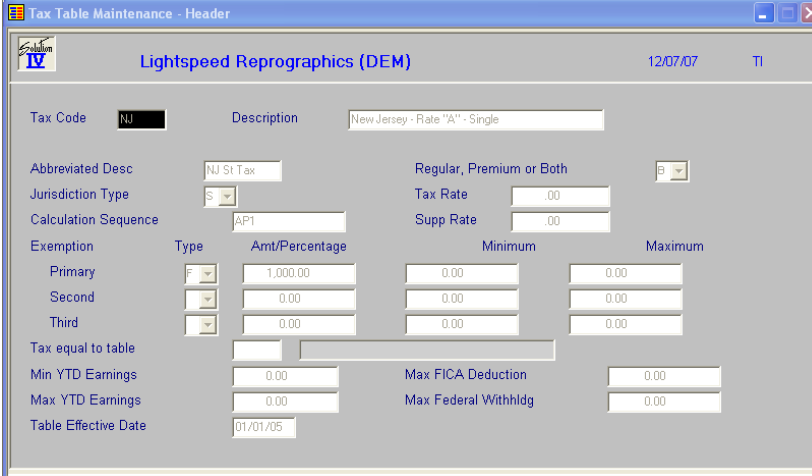
Tax Table Maintenance

Introduction

Complete tax tables for federal withholding and all fifty states are included with Solution-IV Payroll. This function allows you to add new tables and update existing tables. The information stored in each table includes exemption amounts and limits, the calculation sequence, and the actual tax table. The tax tables are shared for all companies.

How to Execute

From the Code File Maintenance Menu, select **Tax Table Maintenance**.



Header Screen

Tax Code

Enter up to six alphanumeric characters for the tax code.

Examples:

AK = Alaska

ALMAR = Alabama-Married

ALSIN = Alabama-Single

Description

Enter up to 35 alphanumeric characters to describe the tax code.

Abbreviated Desc

Enter up to ten characters to describe the tax code. This description will appear on payroll checks and registers instead of the regular description.

Jurisdiction Type

This field controls the sequencing of the calculation of all tax codes for the employee as follows:

- F** Federal
- C** FICA
- S** State
- L** Local
- U** Unemployment / Other

Note: Gross to net calculations will always process the taxes in the following order: FC SLU.

Calculation Sequence

This field controls how calculation of this tax will be performed. Since this field is designed so that any part of the calculation can be performed in any order, care must be taken to insure that each step is logical. Certain steps, such as 'p' and '2', are mutually exclusive. If no tax amount is to be calculated for this code, leave this field blank. The valid sequence steps are:

- A** Annualize period earnings
- F** Deduct FICA from earnings (only with jurisdiction types C and S)*
- H** Recalculate earnings base using hours worked times the tax rate
- L** Check that YTD amount + tax amount is above lower limit
- U** Check that YTD amount + tax amount is below upper limit
- R** Round tax amount to nearest whole dollar
- p** Percent of federal tax (enter percentage rate in the tax rate field)*
- W** Deduct federal withholding from earnings*
- P** Apply primary exemption
- S** Apply second exemption
- T** Apply third exemption
- 1** Apply tax table
- 2** Tax is a percent of the amount calculated for another tax code (enter percentage rate in the "tax rate" field)*
- 5** Apply adjustment table with no exemptions 6-8. Apply adjustment table using the number already entered here (6-8)

*This step is meaningful only if the source tax has been calculated. For example, you cannot perform step F if you are calculating federal taxes, because the federal taxes are calculated before FICA.

Regular, Premium or Both

This field indicates whether the tax calculation is based on regular earnings, premium earnings, or both (all earnings) as follows:

- R** Regular earnings only.
- P** Premium earnings only.
- B** Both regular and premium earnings.

Tax Rate

If you are using calculation sequence "p" or "2", enter the amount or percentage used to calculate the withholding amount. If you are not using "p" or "2", leave this field blank.

Exemption Type

This field indicates whether the exemption is a fixed amount or a percentage of gross as follows:

- P** Percentage of gross earnings.
- F** Fixed amount.

There are three different exemptions (referred to as Primary, Second, and Third), which may be defined as any tax exemption, deduction or allowance. It is critical that you are consistent when referring to the exemption, if your allowance is defined as the Second Exemption always enter the count for allowances as the second entry.

To apply the Primary, Second, or Third exemption, use the `P`, `S` or `T` values in the calculation sequence.

Amt/Percentage

Enter the exemption amount or percentage.

Minimum

Enter the minimum amount this exemption can be. If the exemption is calculated to be less than the amount entered here, the amount entered here will be used instead.

Maximum

Enter the maximum amount this exemption can be. If the exemption is calculated to be less than the amount entered here, the amount entered here will be used instead.

Tax equal to table

If you are using sequence step '2', enter the tax table code you wish to use here. The system will find the tax amount calculated for that tax code, then multiply it by the percentage entered in the tax rate field.

Min YTD Earnings

When the calculation sequence `L` is used, the system checks that the year-to-date earnings amount plus the calculated tax amount is greater than this amount. If the sequence `L` is not used, this field is ignored.

Max YTD Earnings

When the calculation sequence 'U' is used, the system checks that the year-to-date earnings amount plus the calculated tax amount, is less than this amount. If the sequence 'U' is not used, this field is ignored.

Table Effective Date

Enter the effective date for the information in the table. This field is for information only and is not taken into account during the calculation.

Max FICA Deduction

Enter the maximum amount that may be deducted for FICA.

Max Fed With Ded

Enter the maximum amount that may be deducted for federal tax withholding.

When you are finished, the system prompts:

Table Correct? Yes No Tax table Adjustment table Copy Print Delete

- Y** Saves the information on the screen, then returns to the tax table code to allow you to work with another tax table.
- N** Allows you to modify information on the header screen.
- T** Allows you to maintain the tax tables (see Tax Table Screen).
- A** Allows you to maintain the adjustment tables (see Adjustable Table Screen).
- C** Allows you to copy this tax table to another name (see Copy Tax Table).
- P** Displays or prints the Tax Table Listing for just this tax table code, then returns to this prompt.
- D** Deletes the tax table if there are no tax accrual records in any company. It does not wait for the status change update to do the delete.

If you select **T** or **A** above, a table screen will appear, similar to the following.

Tax Table Maintenance - Header

LightSpeed Reprographics (DEM) 12/07/07 TI

Tax Code: NJ Description: New Jersey - Rate "A" - Single

Abbreviated Desc: NJ St Tax Regular, Premium or Both: B

Jurisdiction Type: S Tax Rate: .00

Calculation Sequence: AP1 Supp Rate: .00

Exemption	Type	Amt/Percentage	Minimum	Maximum
Primary	F	1,000.00	0.00	0.00
Second		0.00	0.00	0.00

Tax Table Maintenance - Lines

Line	At least	But less than	Tax Amount	Percentage
1	0.00	20,000.00	0.00	1.500
2	20,000.00	35,000.00	300.00	2.000
3	35,000.00	40,000.00	600.00	3.900

Table Maintenance works similar to the "lines" screens used elsewhere in the system.

Enter	Modifies the line if it exists. Adds a line if it is blank.
Line #	Goes to that line. If you enter a line that is greater than the total number of line, it goes to the last line.
Up arrow	Goes to next line above.
Down arrow	Goes to next line below.
Page-up	Goes to the previous screen.
Page-down	Goes to the next screen.
Line delete	Deletes that line and moves all lines below up.
Line insert	Inserts a line at that spot and moves all lines below down.

At least

Enter the lowest income level to qualify for this tax line. This field corresponds to the column heading labeled 'Over' or 'At Least' on your tax table form. The default amount will be the amount of the 'But Less Than' amount of the line immediately above the current line.

But less than

Enter the highest income level to qualify for this tax line. This field corresponds to the column heading labeled 'Not Over' or 'But Less Than' on your tax table form. This amount may not be less than the 'At Least Amount' on the same line. Entering zero in this field will set the entry to the highest amount (999,999,999.99).

Tax Amount

Enter the tax amount specified in the tax table for the specified income range.

Percentage

Enter the percentage by which the income above the "at least", but less than the "but less than" is multiplied.

Note: Taxes are calculated by taking the amount entered in the "tax amount" field and adding it to the percentage multiplied by the income.

Adjustment Table Screen

The fields on the screen are identical to the fields on the tax table screen.

Copy Tax Table

Enter new Tax Table Name

Enter the tax table code to which you wish to copy this tax table.

Print Table

This option allows you to print just the current tax table. When it is finished, you will be returned automatically to this prompt.

Exit the Screen

When you are finished, press **F4** from the tax table and you will be returned to the Code File Maintenance Menu.

Tax Table Listing

Introduction

This report lists the tax tables as entered in Tax Table Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Tax Table Listing**.

The screenshot shows a software window titled "Tax Table Listing" for "Lightspeed Reprographics (DEM)". The window contains several sections for configuring the report:

- Sort Options:** Lists "1) Tax Table" and "2) Jurisdiction Type". An "Enter Sort Option" field contains the number "1".
- Detail Options:** Three options with radio buttons: "Print sequence footnote?" (Y), "Print tax table lines?" (Y), and "Print summary only?" (N).
- Print Selected Tax Tables Only?:** A radio button set to "N".
- From Code:** A text box containing "AK".
- To Code:** A text box containing "WY".

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- | | |
|-----------------------------|---|
| 1. Tax | Table Prints the report alphabetically by tax table code. |
| 2. Jurisdiction Type | Prints the reports in jurisdiction type (FCSLU)/tax table code order. |

Detail Options

Print Sequence Footnote?

You may suppress printing of the report's footnotes.

- | | |
|----------|---|
| Y | Prints the valid sequence types (i.e.: F-Federal, A-Annualize, etc.) at the end of each page on the report. |
| N | Does not print the footnote. |

Print Tax Table Lines?

- | | |
|----------|---|
| Y | Includes tax and adjustment tables on the report. |
| N | Does not print tax and adjustment tables. |

Print Summary Only?

Y Prints a summary report only. When used in conjunction with answering **N** to the questions above, provides you with just a listing of available tax codes.

N Prints full detail on this report.

Print Selected Tax Tables Only?

If you selected to sort by tax tables, you have the option of entering individual tax tables on the report as follows:

Y Displays a view and allows you to select individual tax tables.

N Allows you to enter a range of tax tables.

If you answer **N**, or are not sorting by tax tables, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Tax Accrual Account Maintenance

Introduction

Tax Accrual Accounts Maintenance is used to 'activate' a tax table for use by the selected company. Only after the tax accrual code exists, may the tax table be used for employee tax calculation. This code contains information such as accrual posting parameters, selection cycles, and earnings codes to include or exclude during tax calculation.

How to Execute

From the Code File Maintenance Menu, select **Tax Accrual Account Maint.**

Description of Fields

Tax Code

Enter up to six alphanumeric characters for the tax code.

Post by Posting Code

This indicates whether or not you wish to post the accruals to General Ledger by department and/or location.

- Y** Posts to General Ledger using the accrual account entered below plus the department/location segments entered in the posting code. This enables taxes from different employees to post to separate General Ledger accounts.
- N** Posts to General Ledger using the exact accrual account entered below. All employees using this tax code will post to the same General Ledger account.

State ID

Enter up to 18 characters for the state identification number. This field prints on the quarterly reports and W-2 Forms. If the field is left blank, the reports and forms will use the state identification number entered in Company Masterfile Maintenance.

Accrual Account

Enter the General Ledger account to which you wish to post the accrual calculated with this tax table.

Vendor Code

If you indicated in your parameters that you wish to utilize the expense transfer feature, enter the vendor code to which you wish to post this tax code.

Include or Exclude Earnings Codes

This field indicates whether the earnings codes that follow are to be included or excluded in the calculation of the tax amount.

I Include the following earnings codes.

E Exclude the following earnings codes.

Earnings Codes Included/Excluded

Enter up to 16 earnings codes to be included in or excluded from the calculation of the tax amount. All entries must be valid earnings codes.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the tax code and you will be returned to the Code File Maintenance Menu.

Tax Accrual Account Listing**Introduction**

This report lists the tax accruals as entered in Tax Accrual Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Tax Accrual Account Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

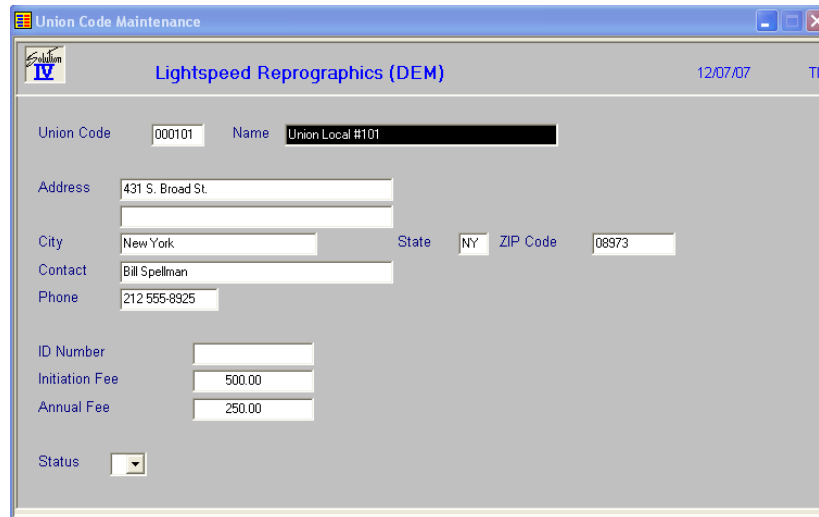
Union Code Maintenance

Introduction

This function allows you to define various union codes. The union code contains information such as address, phone, contact, and membership fees. The Payroll Union Report displays earnings with a breakdown by the union code.

How to Execute

From the Code File Maintenance Menu, select **Union Code Maintenance**.



The screenshot shows a software window titled "Union Code Maintenance" for "Lightspeed Reprographics (DEM)". The window displays a form with the following fields and values:

- Union Code: 000101
- Name: Union Local #101
- Address: 431 S. Broad St.
- City: New York
- State: NY
- ZIP Code: 08973
- Contact: Bill Spellman
- Phone: 212 555-8925
- ID Number: (empty)
- Initiation Fee: 500.00
- Annual Fee: 250.00
- Status: (dropdown menu)

Description of Fields

Union Code

Enter up to six alphanumeric characters for the union code.

Name

Enter up to 35 characters for the union name.

Address

Enter up to two lines of 35 characters each for the union's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

City

Enter up to 25 characters for the city. The city should be entered here, not on the address line above.

State

Enter up to two characters for the state abbreviation. The state should be entered here, not on the address or city lines above.

Zip Code

Enter up to ten characters for the ZIP code. The ZIP code should be entered here, not on the address lines above.

Example: 08875-1234 or 08875 or AP087QA

Contact

Enter the name of the union contact.

Phone

Enter up to ten characters for the union's main phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

ID Num

Enter up to 15 characters for the union's identification number.

Initiation Fee

Enter the union's initiation fee. This field is for reference only. To withhold this fee, enter it as an employee deduction.

Annual Fee

Enter the union's annual fee. This field is for reference only. To withhold this fee, enter it as an employee deduction.

Status

The status field is used to hold the current status of every masterfile record as follows:

- Active** The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

Exit the Screen

When you are finished, press **F4** from the union code and you will be returned to the Code File Maintenance Menu.

Union Code Listing

Introduction

This report lists the union codes as entered in Union Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Union Code Listing**.

Report

Select a printed or displayed copy. When it is finished, you will be returned automatically to the Code File Maintenance Menu.

Copy Codes to Employees

Introduction

This function allows you to copy earning, deduction, contribution, and tax codes (enter using options 7, 5, 4, and 12) automatically into employee records. This saves substantial time over entering the codes manually to each employee.

How to Execute

From the Code File Maintenance Menu, select **Copy Codes to Employees**.

Description of Fields

Code Type

Enter the type of code you wish to copy from the following:

- E** Earnings code
- D** Deduction code
- T** Tax code
- C** Contribution code
- J** Job Code

Code

Enter the code you wish to copy. It must belong to the type entered above.

From Employee

To Employee

Enter the first and last employee in the range that you wish to copy this code into, or press

Enter twice to select all employees.

Automatically Select this code?

Y Sets the flag in the employee masterfile so these earnings/deductions will automatically be selected in Payroll initialization.

N Sets the flag to N.

Exit the Screen

When you are finished, press **F4** from the code type and you will be returned to the Code File Maintenance Menu.

This function prints a list of invoices to be transferred to the Solution-IV Accounts Payable package. The indicator in the Payroll Parameters must be set to **Y** to use this option.

4 Employee Maintenance

Employee Maintenance is where you maintain detailed records for each of your employees.

This chapter describes the options that are available from the Employee Maintenance Menu. Employee Maintenance options include:

- Name and Address Maintenance
- Employee Code Maintenance
- Direct Deposit / Accruals
- Earnings Maintenance
- Deduction Maintenance
- Tax History Maintenance
- Contribution Maintenance
- Job Rate Maintenance
- Comment Maintenance
- Check History Inquiry
- Change/Delete Employee Code

This chapter also details how to use Employee Inquiry to look at selected employee data, and Tax Calculation Inquiry to look at selected tax data.

How to Design Employee Codes

Introduction

Since employee codes are used to identify all Payroll transactions, it is important that you use a consistent method of numbering. Employees also appear alphabetically by employee code when printing reports in Payroll. Use numbers, letters or a combination of both. We strongly recommend that you do not use special characters such as "~" and "^".

The Solution-IV Payroll module allows you to assign up to 10 alphanumeric characters for the employee code.

The following is a list of four suggested types of numbering methods:

Numbers Only

The numbers-only method is the fastest method when using the numeric keypad. It is best suited for companies with a large number of employees.

Using the numbers-only method, the system automatically right-justifies the number and fills the spaces to the left with zeros. To access the employee, you do not need to enter the leading zeros, only the number itself.

Example: If you enter 101 the system displays 000000101.

The system automatically adds the zeros to keep employees in numerical order, otherwise you might end up with the employees printing as follows:

1,10,100,101,....,11,110,111,....,12,2,20,200,

Social Security Number

A variation on the numbers only method is to use the employee's social security number for the employee code. One advantage of this method is that the employee code will always be unique. Disadvantages include the codes being very long (using nine characters) and the codes will not appear to be in any order on reports. If you choose to use this numbering method make sure you set the "Default Social Security Number" flag in the Payroll Parameters to **Y**.

Numbers and Letters

This combination method allows employee codes to be assigned easily, and groups employees by the first letter in their name. You may want to use the first few characters of the employee name followed by a four-digit number or code. This method is well suited for large and small companies alike.

Example: S010 or SM010

Letters Only

This method allows simple identification of the employee by looking at the name. You may want to use some form of the employee's name, or abbreviate the employee's name. This method is practical only if you have a small number of employees, because the more employees you have, the harder it is to assign a unique employee code. The advantage of this method is that it may be easier to identify an employee using only the employee code.

Example: SMITH

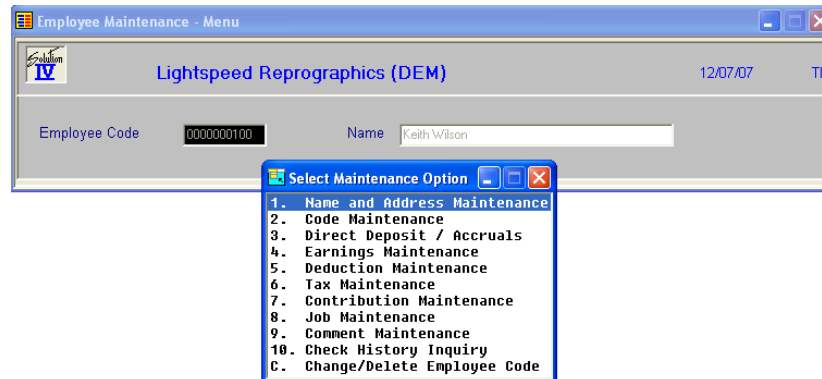
Employee Maintenance

Introduction

This function is used to maintain detailed records for each of your employees.

How to Execute

From the Payroll Main Menu, select **Employee Maintenance Menu**.



Description of Fields

To perform any of the functions on the Employee Maintenance Menu, you must first enter an employee code.

Employee Code

Enter up to ten characters for the employee code. The employee code will be used throughout the system when referring to a particular employee. The previous section may help you decide on an employee numbering scheme if you do not already have one.

To add a new employee, enter a new employee code, and the system will automatically take you through the first two maintenance options: Employee Name and Address Maintenance and Code Maintenance.

One employee code has been reserved as follows:

DEFAULT Enter employee code DEFAULT only in Employee Maintenance (it is not permitted in Time Sheet Entry, etc.). If you create employee DEFAULT, any new employees you add will default to the information entered for DEFAULT. This is very useful if your employees use the same earnings codes, deductions, contributions, and taxes.

Exit the Screen

When you are finished, press **F4** from the selection prompt to return to the employee code. Press **F4** from the employee code when at the Employee Maintenance Menu to return to the Payroll Main Menu.

Name and Address Maintenance

Introduction

Use this function to maintain the name and address for each employee along with emergency information.

How to Execute

From the Employee Maintenance Menu, select **1. Name and Address Maintenance**.

The screenshot shows a software window titled "Employee Maintenance - Constants" for "Lightspeed Reprographics (DEM)". The window contains a form with the following fields and values:

- Employee Code: 000000100
- Name: Keith
- I.: Wilson
- Position: Sales
- Address: 152 Maple St
- Alt Sort: WILSON
- City: Somerville
- Soc Sec Num: 555-12-1234
- State: NJ
- ZIP: 08876
- Country: [Empty]
- Gender: M
- Marital Status: M
- Home Phone: 908 555-1287
- Cell: [Empty]
- Work Phone: [Empty]
- Ext: [Empty]
- Work E-mail: [Empty]
- Emergency Contact: Alice Wilson
- Home Phone: [Empty]
- Relationship: Wife
- Work Phone: [Empty]
- Cell Phone: [Empty]

Description of Fields

First Name

Enter up to 15 characters for the employee's first name.

Middle Initial

Enter up to two characters for the employee's middle initial, if desired.

Last Name

Enter up to 20 characters for the employee's last name.

Name

The employee's full name will default to the combination of first, middle and last names as entered above. Press Enter to leave the name as shown, or enter up to 35 characters for the employee's full name.

Address

Enter up to two lines of 35 characters each for the employee's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

City

Enter up to 25 characters for the city. The city should be entered here, not on the address line above.

State

Enter up to two characters for the state abbreviation. The state should be entered here, not on the address or city lines above.

ZIP

Enter up to ten characters for the ZIP code. The ZIP code should be entered here, not on the address lines above.

Example: 08875-1234 or 08875 or AP087QA

Country

Enter up to two characters for the country code, if desired.

Home Phone

Enter up to ten characters for the employee's home phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Cell Phone

Enter up to 10 characters for the employee's cell phone number. Do not add any punctuation.

Home E-mail

Enter up to 60 characters for the employee's home email address.

Work Phone

Enter up to ten characters for the employee's work phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Ext

Enter characters for employee's work phone extension.

Work E-mail

Enter up to 60 characters for the employee's work email address.

Position

Enter up to 30 characters describing the employee's position. This optional field is for information purposes only; use either the class codes or the labor codes for reporting breakdown.

Alt Sort

Enter up to ten characters for use as an alternate sort for this employee. Most reports may be printed in alternate sort order.

Soc Sec Num

Enter up to nine characters for the employee's social security number. Do not add any punctuation. If you have the "Default Social Security Number" flag in the Payroll Parameters set to **Y**, this field will default to the employee code, but may be overridden.

Example: 123456789 will be redisplayed as 123-45-6789.

Gender

This field indicates the employee's gender as follows:

M Male

F Female

Marital Status

This field indicates whether the employee is married or single.

M Married

S Single

Emergency Contact

Enter up to 35 characters for the name of the employee's designated emergency contact.

Relationship

Enter up to 35 characters for the relationship of the employee to the emergency contact.

Home Phone

Enter up to ten characters for the emergency contact's home phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Work Phone

Enter up to ten characters for the emergency contact's work phone number. Do not add any punctuation.

Example: 8005240430 will be redisplayed as 800 524-0430.

Cell Phone

Enter up to 10 characters for the emergency contact's cell phone number. Do not add any punctuation.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Code Maintenance

Introduction

This option allows you to maintain sensitive employee information such as pay rate, and anniversary dates. The posting codes, labor code, union code, and class codes are also maintained here.

How to Execute

From the Employee Maintenance Menu, select **2. Code Maintenance**.

The screenshot shows a software window titled "Employee Maintenance - Codes/Dates" for "Lightspeed Reprographics (DEM)". The window displays a form for employee "Andrew Dean" with Employee Code "000000200". The form includes various fields for personal and employment information:

- Employee Code:** 000000200
- Name:** Andrew Dean
- Pension Flag?** N
- Statutory?** N
- Defer - 3rd?** N
- Cobra?** N
- Veteran?** N
- Disabled?** N
- Unemployment?** N
- Rehirable?** N
- EEO Code:** [Empty]
- Full/Part:** F
- Posting Code:** MAIN
- Labor Code:** MAIN
- Union Code:** 000101
- Class 1:** [Empty]
- Class 2:** [Empty]
- Pay Cycle:** B
- Salary/Hourly:** H
- Birth Date:** 08/21/60
- Start Date:** 09/05/98
- Last Review:** [Empty]
- Last Raise:** [Empty]
- Rehire Date:** [Empty]
- Pay Rate:** 15,000
- Last Rate:** 12,000
- Terminated:** [Empty]
- Comment:** [Empty]
- Deceased?** N

Description of Fields

Pension Flag?

This field indicates whether or not the employee participates in a pension plan. The value entered appears in the appropriate box on the W-2 Form.

- Y** The employee is in a pension plan.
- N** The employee is not in a pension plan.

Statutory?

This field indicates whether or not the employee is considered to be a statutory employee as follows:

- Y** The employee is a statutory employee.
- N** The employee is not a statutory employee.

Defer - 3rd?

This field indicates whether or not the employee received deferred compensation during the year, such as 401-K, and/or was a third party sick pay employee during the year as follows:

- Y** Yes, the employee received deferred compensation but is not a third party sick pay employee.

N No, the employee did not receive deferred compensation and is not a third party sick pay employee.

B Yes, the employee received deferred compensation and is a third party sick pay employee

T No, the employee did not receive deferred compensation but is a third party sick pay employee.

Cobra?

This field indicates whether or not the employee is receiving benefits under COBRA. When this indicator is `Y', year-end processing will not delete the employee.

Y The employee receives COBRA benefits.

N The employee does not receive COBRA benefits.

Veteran?

This field indicates whether or not the employee is a veteran as follows:

Y The employee is a veteran.

N The employee is not a veteran.

Disabled?

This field indicates whether or not the employee is disabled as follows:

Y The employee is disabled.

N The employee is not disabled.

Unemployment?

This field indicates whether or not the employee has received unemployment compensation in the past as follows:

Y The employee has received unemployment compensation.

N The employee has not received unemployment compensation.

Rehireable?

This field indicates whether or not your firm has previously employed the employee as follows:

Y The employee has been rehired. Be sure to enter the rehire date.

N The employee has not previously worked for this company.

EEO Code

Enter the Equal Employment Opportunity Commission code corresponding to the employee's racial background. This field is optional and may contain any value.

Full/Part

This field indicates the employee has either full or part time status as follows:

F Full time status

P Part time status

Pay Cycle

This field indicates employee's paycheck frequency. The automatic timesheet entry feature compares this field with the pay cycles entered in Pay Period Initialization. When this field matches one of the entries, the employee is selected. The valid pay cycles are:

D	Daily
W	Weekly
B	Biweekly
S	Semi-monthly
Q	Quarterly
A	Annually

Salary/Hourly

This field indicates whether the default pay type is hourly or salaried as follows:

H	Hourly
S	Salaried

Birth Date

Enter the employee's date of birth. This field is used on the Date Cross-Reference and Insurance Cross Reference Reports.

Start Date

Enter the employee's first date of employment. This field is used in the Date Cross-Reference Report.

Last Review

Enter the date of the employee's last review. This field is used in the Date Cross Reference Report.

Next Review

Enter the date of the employee's next scheduled review. This field is used in the Date Cross-Reference Report.

Last Raise

Enter the date of the employee's last pay raise. This field is used in the Date Cross-Reference Report.

Rehire Date

Enter the date on which this employee was rehired. This field is used in the Date Cross-Reference Report.

Pay Rate

Enter the employee's pay rate per pay period. It will only use this rate if the rates in the job code, employee job code, earnings code, employee earnings code, and overtime codes are all zero.

The pay rate is actually computed as follows:

If using job codes, it first looks at the applicable job code to get the rate. It then looks at the employee job code, and if the rate there is not zero, it replaces it. If the rate is still zero, the system then looks at the applicable employee earnings code, standard earnings code, then finally to this rate until it finds a rate that is not zero.

If you are not using job codes, the system starts with the employee earnings code. If it is zero, it looks at the earnings code itself. If the rate is still zero, it uses this pay rate.

For overtime calculation, unless there is an actual rate in the employee overtime earnings record or the overtime earnings code itself, this pay rate will be used with the overtime multiplier to calculate the rate.

Last Rate

Enter the amount of the employee's previous salary rate.

Terminated

Enter the date on which this employee was terminated. When this field contains a date, the employee's status will be automatically set to **I** (Inactive). The Period End Processing option to delete terminated employees will check whether or not this field contains a date.

Comment

Enter up to 35 characters giving the reason for termination or a comment on the termination. If more text must be entered, use the employee comment screen.

Deceased

This field indicates whether or not the employee is deceased. This information is required for W-2 reporting. Valid entries are:

- Y** The employee is deceased
- N** The employee is not deceased

Enter up to 35 characters giving the reason for termination or a comment on the termination. If more text must be entered, use the employee comment screen.

Posting Code

Enter up to six alphanumeric characters for the posting code. Posting codes are used to breakdown the employee masterfile by any department and/or location combination needed. Additionally, you have the option of posting accruals and expenses to General Ledger based on the departments and/or locations specified by the posting code.

Labor Code

Enter up to six alphanumeric characters for the labor code. The labor code is used to break down earnings by labor categories.

Union Code

Enter up to six alphanumeric characters for the union code representing the union to which this employee belongs, if applicable.

Class Code 1 & 2

Enter up to six alphanumeric characters for the class code. The class code is a file verified sort option used in Employee Maintenance as a means of classifying your employees. Several reports may be printed by class code.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Direct Deposit / Accruals

Introduction

This option allows you to maintain direct deposit data as well as vacation and sick accrual information.

How to Execute

From the Employee Maintenance Menu, select **3. Direct Deposit / Accruals**.

The screenshot shows a software window titled "Employee Maintenance - HR Information" for "Lightspeed Reprographics (DEM)". The date is 12/10/07 and the user is TA. The Employee Code is 000000200 and the Name is Andrew Dean. The Direct Deposit Information section has a table with columns: Bank ID, Account Number, Type, and Deposit Amount. The Accrual Information section has a table with columns: Type, Hours, Days, Taken (Hours, Days), and Accrued (Hours, Days).

Direct Deposit Information			
Bank ID	Account Number	Type	Deposit Amount
[Redacted]		[Dropdown]	.00
		[Dropdown]	.00
		[Dropdown]	.00
		[Dropdown]	.00
		[Dropdown]	.00

Accrual Information						
Type	**** Total ****		**** Taken ****		*** Accrued ***	
	Hours	Days	Hours	Days	Hours	Days
Vacation	80.00	10.00	0.00	0.00	0.00	0.00
Sick	80.00	10.00	0.00	0.00	0.00	0.00
Comp			0.00	0.00	0.00	0.00
Auth PTO			0.00	0.00	0.00	0.00

Description of Fields

Bank ID

Enter the bank identification code used for processing direct deposits. If this field is not blank, timesheets are processed as direct deposits.

Account Number

This field contains the employee's bank account. Direct deposit amounts will be made to this account. If this field is not blank, timesheets are processed as direct deposits.

The first two characters **MUST** be from the following list:

- 22** Checking
- 32** Savings
- 23** Checking – pre-note
- 33** Savings – pre-note

Note: If 'pre-note' no actual direct deposit will be recorded in the direct deposit transfer file. Pre-notes are for test purposes only.

Type

This field contains the type of direct deposit as follows:

- F** The following amount is a fixed dollar amount to deposit
- P** The following amount is a percentage amount to deposit

The last account in the list will receive the balance of the total deposit regardless of this field's value.

Deposit Amount

This field contains the amount of this direct deposit. This can be either a fixed amount or a percentage depending on the value of the previous field.

If you are going to split the deposit between multiple accounts, be sure to put the "F"ixed amounts first, followed by any accounts that are either going to get the balance or a percentage of what's left.

For example, if you are going to put \$75 into their savings account and the balance into their checking, the setup would be as follows:

```
Bank ID   Savings Account Num   F   75.00
Bank ID   Checking Account Num   P   100.00
```

The system is designed so that the last account in the list will receive the balance of the total deposit. But for clarity, it may be best to be sure to have values in all the fields.

Vacation Total Hrs

Enter the number of hours per year this employee is entitled to.

Vacation Taken Hrs

Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a vacation (type='R') earnings code is processed.

Vacation Accr Hrs

Enter the number of vacation hours accrued for this calendar year. This field is automatically incremented each pay period, whenever a regular (type='R') earnings code is processed.

Sick Total Hrs

Enter the number of hours per year this employee is entitled to.

Sick Taken Hrs

Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a sick (type='S') earnings code.

Sick Accr Hrs

Enter the number of sick hours accrued for this calendar year. This field is automatically incremented each pay period, whenever a regular (type='R') earnings code is processed.

Comp Taken Hrs

Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a comp time (type='C') earnings code.

Comp Accr Hrs

Enter the number of comp time hours accrued for this calendar year. This field is automatically incremented each pay period, whenever an hours only (type='H') earnings code is processed.

Auth PTO Taken Hrs

Enter the number of hours already taken for this calendar year. The system will automatically update this field whenever hours are entered for a personal time (type='P') earnings code.

Auth PTO Accr Hrs

Enter the number of authorized personal time hours accrued for this calendar year.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Earnings Maintenance

Introduction

This function contains the different earnings codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute

From the Employee Maintenance Menu, select **4. Earnings Maintenance**.

	Month to Date	Year to Date	Last Year				
Earnings	0.00	0.00	0.00				
Hours	0.00	0.00	0.00				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
Earnings	0.00	0.00	0.00	0.00			
Hours	0.00	0.00	0.00	0.00			

Description of Fields**Earnings Code**

Enter up to six alphanumeric characters for the earnings code you wish to add to this employee. An employee can use an earnings code in Time Sheet Entry only if it is entered here.

Pay Automatically

This field indicates whether or not Pay Period Initialization is to select this earnings code during automatic timesheet entry as follows:

- Y** Automatically selects this earnings code.
- N** Skips this earnings code during Pay Period Initialization.

Selection Cycles

Enter selection cycles for this earnings code. When one of the selection cycles matches a selection cycle entered in Pay Period Initialization, the earnings code will be selected. If no selection cycles are entered here, the earnings code will always be selected.

Salary or Hourly

This field indicates whether to apply hours worked to the pay rate as follows:

- H** Hourly, which will multiply the pay rate by the number of hours worked.
- S** Salaried, which will apply the pay rate directly.

Hours

Enter the default number of hours on which this earnings rate is based.

Rate/Amt

Enter the rate for this earnings code. If you use the rate multiplier be sure that the product of this field and the multiplier equal the desired earnings rate. If the employee is salaried, enter the amount of his salary per pay period.

Standard Job Code

Enter up to six alphanumeric characters for the job code to be used with this earnings code.

Use supplemental tax rate?

This field indicates whether or not the earnings should be taxed at the supplemental tax rate instead of the normal rate found in the tax tables as follows:

- Y** Uses the supplemental rate found in either the Employee Tax record or the Tax Table header. You may want to use the supplemental rate on bonus or commission checks, or other checks that are processed outside of the normal pay cycle.
- N** Uses the standard tax table.

Amounts

These fields contain the total earnings for this employee during the current month, quarter, year, and last year. The appropriate fields are cleared during period end processing.

Hours

These fields contain the total number of hours recorded for this employee during the current month, quarter, year, and last year. The appropriate fields are cleared during period end processing.

Exit the Screen

When you are finished, press **F4**, from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to print the report.

Deduction Maintenance

Introduction

This function contains the different deduction codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute

From the Employee Maintenance Menu, select **5. Deduction Maintenance**.

	Month to Date	Year to Date	Last Year	Lifetime
Amount	0.00	0.00	0.00	293.63

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Amount	0.00	0.00	0.00	0.00

Description of Fields

Deduction Code

Enter up to six alphanumeric characters for the deduction code you wish to add to this employee. An employee can only use the deduction code in Time Sheet Entry if it is entered here.

Automatically Deduct?

This field indicates whether or not Pay Period Initialization is to select this deduction code during automatic timesheet entry as follows:

- Y** Automatically selects this deduction code.
- N** Skips this deduction code during Pay Period Initialization.

Selection Cycles

Enter selection cycles for this deduction. When one of the selection cycles matches a selection cycle entered in Pay Period Initialization, the deduction will be calculated. If no selection cycles are entered here, the deduction will always be selected.

Deduction Amount

Enter the amount of this deduction based on the calculation method entered in Deduction Code Maintenance as follows:

- F** Enter the deduction amount.
- P** Enter the percentage of gross wages.
- H** Enter the amount per hour worked to deduct.

Take before garnish?

If this employee is subject to having wages garnished, you have the option of including this deduction in the amount deducted from wages before calculating the garnishment amount as follows:

- Y** This deduction will be subtracted from earnings before calculating any garnishment amounts.
- N** This deduction will be taken after any garnishments are calculated.

Base Limit on

This field indicates which history field contains the limit amount, if any, for this deduction. When the amount in the applicable history field equals or exceeds the limit amount entered in the next field, the system will no longer automatically take this deduction.

- C** Withholding will stop if the deduction for this check equals the limit set in the next field.
- M** Withholding will stop on a monthly basis when the month-to-date deduction amount equals the limit set in the next field. It will resume again next month.
- Q** Withholding will stop on a quarterly basis when the quarter-to-date deduction amount equals the limit set in the next field. It will resume again next quarter.
- Y** Withholding will stop on an annual basis when the year-to-date deduction amount equals the limit set in the next field.
- L** Withholding will stop when the lifetime amount equals the limit set in the next field.

Limit Amount

Enter the maximum amount that may be deducted for this deduction based on the "base limit on" entered above. If the limit is zero, no limit will be applied, and the deduction will be taken throughout the year.

Amounts

These fields contain the total deduction amount for this employee for the current month, quarter, year, and last year. The appropriate fields are cleared during period end processing.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to print the report

Tax Maintenance

Introduction

This function contains the different tax codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute

From the Employee Maintenance Menu, select **6. Tax Maintenance**.

The screenshot displays the 'Employee Maintenance - Taxes' window. The title bar reads 'Employee Maintenance - Taxes'. The application name is 'Lightspeed Reprographics (DEM)' and the date is '12/10/07'. The user is 'TA'. The form contains the following fields and values:

- Employee Code: 000000200
- Name: Andrew Dean
- Tax Code: NJ
- Desc: New Jersey - Rate 'A' - Single
- Number of Exemptions:
 - Primary: 0
 - Second:
 - Third:
- Override Type: T
- Percent/Amount:
- Override Amount: 0.00
- Supplemental Tax Rate: .00

A table of tax amounts is shown below:

	Month to Date	Year to Date	Last Year
Gross	0.00	0.00	0.00
Taxable	0.00	0.00	0.00
Tax	0.00	0.00	0.00

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Gross	0.00	0.00	0.00	0.00
Taxable	0.00	0.00	0.00	0.00
Tax	0.00	0.00	0.00	0.00

Description of Fields

Tax Table Code

Enter up to six characters for the tax code you wish to add to this employee. An employee will only use tax codes that are entered here during tax calculation.

Primary Exemptions

The number of primary exemptions to be used on this tax code.

Second Exemptions

Enter the number of secondary exemptions to be used on this tax code.

Third Exemptions

Enter the number of third exemptions to be used on this tax code.

Override

You have the option of deducting the exact calculated tax amount or a different amount as follows:

- T** Will deduct only the calculated tax amount from the employee's check.
- F** Overrides the calculated amount with a fixed dollar amount or percentage.
- A** Deducts the calculated tax amount plus an additional amount or percentage.

Percent or Amount

If you entered **F** or **A** above,

P Deducts the percentage of gross entered in the next field.

A Deducts the exact amount entered in the next field.

Override Amount

Enter the amount or percentage to be deducted.

Supplemental Tax Rate

Enter the supplemental tax rate to be used for this tax code if earnings are being taxed at the supplemental rate rather than the regular rate found in the tax tables. If this rate is zero, the supplemental rate from the tax table will be used instead.

Gross

These fields contain the total gross wages for this employee during the current month and year, last year, and for all quarters in the current year.

Taxable

These fields contain the taxable wages, which apply to this tax code for this employee during the current month and year, last year, and for all quarters in the current year.

Tax

These fields contain the tax amounts of this tax code for this employee during the current month and year, last year, and for all quarters in the current year.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to print the report:

Contribution Maintenance

Introduction

This function contains the different contribution codes used by each employee. It also encompasses monthly, quarterly, yearly, and last year's hours, along with amounts for each code.

How to Execute

From the Employee Maintenance Menu, select **7. Contribution Maintenance**.

	Month to Date	Year to Date	Last Year
Gross	0.00	0.00	0.00
Basis	0.00	0.00	0.00
Contrib	0.00	0.00	0.00

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Gross	0.00	0.00	0.00	0.00
Basis	0.00	0.00	0.00	0.00
Contrib	0.00	0.00	0.00	0.00

Description of Fields

Contribution Code

Enter up to six alphanumeric characters for the contribution code you wish to add to this employee. An employee can only use contribution codes during tax calculation that are entered here.

Contribution Rate

Enter the rate for this contribution.

Base Limit on

This field indicates which history field contains the limit amount, if any, for this contribution. When the amount in the applicable history field equals or exceeds the limit amount entered in the next field, the system will no longer automatically take this contribution.

- C** Contribution will stop if the contribution for this check equals the limit set in the next field.
- M** Contribution will stop on a monthly basis when the month-to-date contribution amount equals the limit set in the next field. It will resume again next month.
- Q** Contribution will stop on a quarterly basis when the quarter-to-date contribution amount equals the limit set in the next field. It will resume again next quarter.
- Y** Contribution will stop on an annual basis when the year-to-date contribution amount equals the limit set in the next field.
- N** Contribution will not stop.

Limit Amount

Enter the maximum amount that may be withheld for this contribution. This limit is applied in Gross to Net Processing. If the limit is zero, no limit will be applied, and the deduction will be taken throughout the year.

Gross

These fields contain the total gross wages for this employee during the current month and year, last year, and for all quarters in the current year.

Basis

These fields contain the wages, which apply to this contribution code for this employee during the current month and year, last year, and for all quarters in the current year.

Contribution

These fields contain the contribution amounts of this contribution code for this employee during the current month and year, last year, and for all quarters in the current year.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to print the report:

Job Rate Maintenance

Introduction

If you stated in the payroll parameters that you wish to use job codes, this function allows you to maintain the different job codes used by each employee.

How to Execute

From the Employee Maintenance Menu, select **8. Job Maintenance**.

	Month to Date	Year to Date	Last Year				
Amount	0.00	0.00	0.00				
Hours	0.00	0.00	0.00				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
Amount	0.00	0.00	0.00	0.00			
Hours	0.00	0.00	0.00	0.00			

Description of Fields

Job Code

Enter up to six alphanumeric characters for the job code that applies to this employee.

Rate

If the employee is salaried, enter the salary amount that applies to this job code. If the employee is hourly, enter the rate per hour he earns when using this job code.

Hours

Enter the standard hours per pay period this employee works on this job code.

Amount

These fields contain the amounts this employee earned using this job code during the current month and year, last year, and for all quarters in the current year.

Hours

These fields contain the number of hours this employee worked using this job code during the current month and year, last year, and for all quarters in the current year.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, press **F8** to select another screen or press **F9** to print the report.

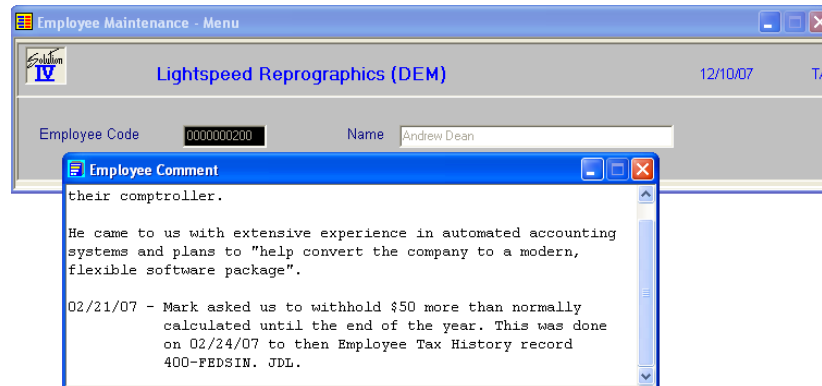
Comment Maintenance

Introduction

This function allows you to maintain an unlimited number of free-form lines of text. You may use this text field however you want. Suggestions might be notes on reviews or other employee specific issues.

How to Execute

From the Employee Maintenance Menu, select **9.Comment Maintenance**.



Description of Fields

Comment

Use the standard text editing keys for your specific terminal to add lines to the text field. Line insert and delete, character insert and delete, page up, page down, etc. all work here.

If you use the comment field for anything date oriented, such as reviews, you may find the comment most useful if you insert the most recent comments at the top by using **Line Insert**.

When you are finished editing the comment, press **F4** and you will receive the following prompt:

Save text (Y/N)?

Y Saves any changes to Comment Maintenance.

N Leaves Comment Maintenance as it was before you started.

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.


Check History Inquiry

Introduction

This inquiry shows all checks for the employee in the current year.

How to Execute

From the Employee Maintenance Menu, select **10. Check History Inquiry**.



Check Cd	Check Number	Ty	Check Date	Total Earnings	Check Amount
B2	2	D	11/04/07	640.00	417.67
B2	102	D	11/04/07	640.00	417.67
B2	138	D	11/04/07	640.00	681.35
B2	143	D	11/04/07	640.00	681.35
B2	148	D	08/31/07	640.00	681.35
B2	153	D	08/31/07	640.00	681.35
BA	3	D	11/04/05	640.00	417.67
BA	6	C	04/09/98	640.00	459.69
BA	10	C	04/23/98	677.50	483.60
BA	40	C	01/05/01	640.00	470.20
BA	71	C	04/05/01	640.00	476.94
BA	77	C	04/05/01	640.00	476.94
BA	83	C	04/05/01	640.00	476.94

Description of Fields

If the employee has received more checks than can be displayed on one screen use the **Down Arrow**, **Up Arrow**, **Page Up**, and **Page Down** keys to scroll through the checks.

Exit the Screen

When you are finished, press **F4** to exit the view, then press **F4** from the employee code to return to the Employee Maintenance Menu, or press **F8** to select another screen.

Change/Delete Employee Code

Introduction

Use this function for the same purpose as the status field on the code files. The status is used to eliminate problems caused by deleting employees who have earnings but for whom a W2 has not been printed. It also allows you to change employee codes. The inactive status may be used if an employee has been terminated but has activated COBRA or if he may be called back to work after the New Year. No checks will be printed for employees with a status of **D** or **I**.

How to Execute

From the Employee Maintenance Menu, select **C. Change/Delete Employee Code**.

Description of Fields

Do you want to Delete Change Inactivate Reactivate

Enter one of the following: D, C, I, or R.

Delete

Delete this record? Yes No

Y Marks the employee for deletion. During the Status Change Update, the employee is only deleted if he has never received a check. Otherwise, the employee will be deleted during year-end processing.

N Does not mark this employee for deletion and returns to the employee code field.

Change

Enter the Employee Code to change this Employee Code to:

Enter the new employee code. This employee code may or may not already exist in the file. If it does not exist, all references to the old employee code are changed to the new employee code. If the new employee code already exists, the information for the old code is combined with the new. These changes take effect during the Status Change Update.

Inactive

If the employee is marked with a status of **I**, you are stating that the employee no longer works for you and no further checks may be processed. You will want to set the employee status to **I** if he has been terminated but is taking advantage of COBRA, or if he may be rehired after the end of the year and you wish to keep him in the employee file. The "inactivate" status takes effect immediately.

Reactivate

The reactivate option may be used to remove the inactive status from the employee at any time, and the delete or change status only before the Status Change Update has been performed.

Exit the Screen

After you have modified the status for the employee, the cursor returns to the "Selection" prompt on the Employee Maintenance Menu.

Employee Inquiry

Introduction

This function allows you to view and/or print basic information about an employee, one employee at a time. This information includes name and address, codes, earnings history, check history, and the employee comment. Only the comment may be modified when using this function.

How to Execute

From the Payroll Main Menu, select **Employee Inquiry**.

The screenshot shows a software window titled "Employee Maintenance - Constants" for "Lightspeed Reprographics (DEM)". The window contains a form with the following fields and values:

- Employee Code: 0000000200
- Name: Andrew Dean
- Address: 573 W. 57th St., Hillsboro, NJ 08876
- Position: Marketing Mgr
- Alt Sort: DEAN
- Soc Sec Num: 555-55-5125
- Home Phone: 908 555-5240
- Cell: [Empty]
- Gender: M
- Marital Status: M
- Work Phone: [Empty]
- Ext: [Empty]
- Work E-mail: [Empty]
- Emergency Contact: Janet Sonders
- Home Phone: [Empty]
- Relationship: Sister
- Work Phone: [Empty]
- Cell Phone: [Empty]

Description of Fields

Employee Code

Enter the code for the employee you wish to view. The employee's address and other constant information are displayed. This screen is for display only and no information can be modified here.

The system then prompts:

Display: Address Dts/Codes Bnk/Acc Earn/Dedt Cont/Tax History Text Rpt

Address

Displays the information shown on the screen above.

Dates/Codes

Displays the various flags, dates, and codes as entered on the second Employee Maintenance screen.

Bnk/Acc

Displays the employee's direct deposit bank information and the employee's time that has been accrued.

Earn/Dedt

Displays a view showing the employee's earnings and deductions. You can scroll through the view using the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys.

Cont/Tax

Displays a view showing the employee's contributions and taxes. You can scroll through the view using the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys.

Press **F4** to return to the "display" prompt.

History

Displays a view showing a summary of each check issued to the employee during the year. You can scroll through the view using the **Up Arrow**, **Down Arrow**, **Page Up** and **Page Down** keys, or press **F4** to return to the prompt.

Text

This option allows you to view the employee comment. If your parameters allow, you may modify the comment here.

Rpt

Prints a report showing masterfile information for this employee only.

Select **Dts/Codes**, the following screen displays.

The screenshot shows a window titled "Employee Maintenance - Codes/Dates" with the following fields and values:

Employee Code	0000000200	Name	Andrew Dean
Pension Flag?	<input type="checkbox"/> N	Pay Cycle	B
Statutory?	<input type="checkbox"/> N	Salary/Hourly	H
Defer - 3rd?	<input type="checkbox"/> N	Birth Date	08/21/60
Cobra?	<input type="checkbox"/> N	Start Date	09/05/98
Veteran?	<input type="checkbox"/> N	Pay Rate	15,000
Disabled?	<input type="checkbox"/> N	Last Review	
Unemployment?	<input type="checkbox"/> N	Next Review	
Rehireable?	<input type="checkbox"/> N	Last Raise	
EEO Code		Rehire Date	
Full/Part	<input type="checkbox"/> F	Terminated	<input type="checkbox"/>
Posting Code	MAIN	Comment	
Labor Code	MAIN	Deceased?	<input type="checkbox"/> N
Union Code	000101		
Class 1			
Class 2			

Select **Bnk/Acc**, the following screen displays.

The screenshot shows a software window titled "Employee Maintenance - HR Information" for "Lightspeed Reprographics (DEM)". The window contains a table for bank accounts and an accrual information section.

Bank ID	Account Number	Type	Deposit Amount
			.00
			.00
			.00
			.00
			.00

Accrual Information

Type	**** Total ****		**** Taken ****		*** Accrued ***	
	Hours	Days	Hours	Days	Hours	Days
Vacation	80.00	10.00	0.00	0.00	0.00	0.00
Sick	80.00	10.00	0.00	0.00	0.00	0.00
Comp			0.00	0.00	0.00	0.00
Auth PTO			0.00	0.00	0.00	0.00

Exit the Screen

When you are finished, press **F4** from the employee code to return to the Payroll Main Menu.

Tax Calculation Inquiry

Introduction

This option allows you to see the calculated tax amount for any employee. You will be prompted for the employee and tax codes, the earnings and total pre-tax deduction amounts and the number of exemptions. The system takes this information and performs the standard tax calculation to derive a tax amount. This feature allows an employee to see the impact of a change in their exemption or pre-tax deductions.

How to Execute

From the Payroll Main Menu, select **Tax Calculation Inquiry**.

The screenshot shows a web-based application window titled "Tax Inquiry" for "Lightspeed Reprographics (DEM)". The window contains the following fields and values:

- Employee Code: 000000200
- Employee Name: Andrew Dean
- Tax Code: NJ
- Tax Code Description: New Jersey - Rate "A" - Single
- Total Earnings: 0
- Pre-tax Deductions: 0.00
- Number of Exemptions: Primary, Second, and Third (all empty)
- Tax Override Type: T
- Percent/Amount: (empty)
- Override Amount: 0.00
- Calculated Tax: 0.00

Description of Fields

Employee Code

Enter the employee code you wish to inquire about.

Tax Code

Enter the applicable tax code.

Earnings

Enter the amount of the employee's earnings that will apply to this tax code.

Pre-Tax Deduction Total

Enter the dollar amount of pre-tax deductions.

Number of Exemptions

Enter the number of primary, second, and third deductions the employees wish to take.

Override

This field indicates whether the tax amount is to come from the tax table calculation, the calculated amount plus an additional amount, or the additional amount only as follows:

- T** Tax table calculated amount only.
- A** Tax Table plus an additional amount.
- F** Fixed amount only.

Percent or Amount

This field indicates whether the additional tax amount is calculated as an amount or a percentage of gross wages. This field is skipped if the override type is "T". The valid entries are:

- A** Amount
- P** Percent of gross wages

Override Amount

Enter the amount of additional tax withholding if the Amount or Percentage indicator is **A**. If the indicator is **P**, enter the percentage of gross wages for the additional amount. This field is skipped if the override is **T**.

Calculated Tax

After you have answered all of the above questions, the calculation system will calculate the tax for the scenario entered above and display the tax in the "Calculated Tax" field in the middle of the screen.

When finished, the system prompts:

Calculation complete, Return to continue

You are then returned to employee code and may make another inquiry.

Exit the Screen

When you are finished, press **F4** from the employee code and you will be returned to the Payroll Main Menu.

5 Payroll Processing

This chapter explains how to perform the following:

- Pay Period Initialization
- Timesheet Entry
- Timesheet Register
- Gross to Net Calculations
- Payroll Register
- Check Printing
- Check Register and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Payroll system.

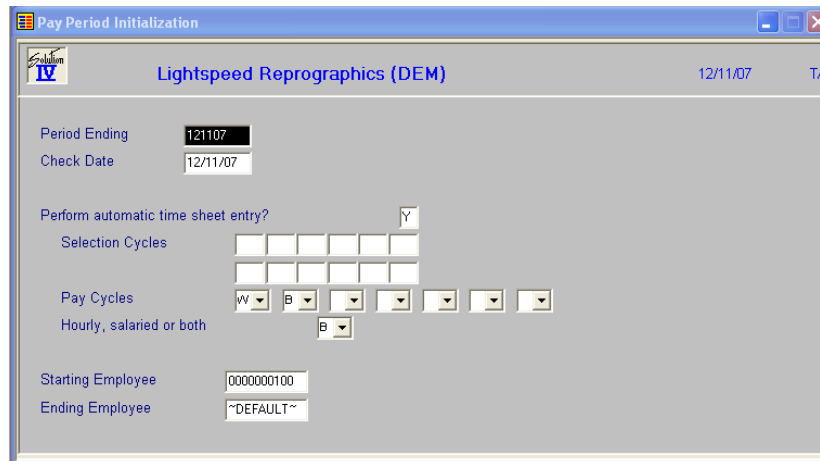
Pay Period Initialization

Introduction

Pay Period Initialization is used to begin the pay cycle. This is where information such as period ending date, check dates, and selection cycles are entered.

How to Execute

From the Payroll Main Menu, select **Pay Period Initialization**.



Description of Fields

Period Ending

Enter the payroll period ending date for this check run.

Check Date

Enter the check date for this check run. This date will be the actual date on the check, and will probably be different from the period ending date.

Perform Automatic Timesheet Entry?

If you wish, Automatic Timesheet Entry will generate default timesheets for employees based on the "automatic" flag in each employee's file and the selection cycles entered above.

Y Automatically makes entries in the timesheet entry file.

N Does not put any entries in the timesheet entry file, even if the "pay automatically" flag in the employee file is **Y**.

Selection Cycles

Enter up to 12 selection cycles. The selection cycles are used to match earnings, deductions, and contribution codes for automatic selection. If no selection cycles are entered, only those codes with a blank select cycle will be selected. If you want to select blank and non-blank cycles in the same payroll run, leave the first select cycle blank then enter your non-blank cycles.

Pay Cycles

Enter up to seven pay cycles. Timesheets will be generated for employees whose pay cycle matches one of the cycles entered here as follows:

- D** Daily (365 pay periods per year)
- S** Semi-monthly (24 pay periods per year)
- W** Weekly (52 pay periods per year)
- Q** Quarterly (4 pay periods per year)
- B** Bi-weekly (26 pay periods per year)
- A** Annually (1 pay period per year)

Select Hourly, Salaried or Both

This field indicates whether only salaried employees, hourly employees, or both are to be selected as follows:

- H** Hourly employees only
- S** Salaried employees only
- B** Both hourly and salaried employees

Starting Employee

Ending Employee

Enter the first and last codes in the range you wish to select, or press **Enter** twice to select all codes.

When you are finished, the system prompts:

Scanning Employee

You will see the employee and tax codes displayed on the screen. When the initialization is finished, the system prompts:

Employees selected, RETURN to continue

Exit the Screen

Press **Enter** at the above prompt to return to the Payroll Main Menu.

Time Sheet Entry

Introduction

This function performs maintenance on individual timesheets. Overtime hours and deductions may be entered as well as manual checks, voids, and reversals.

How to Execute

From the Payroll Main Menu, select **Time Sheet Entry**.

Header Screen

Employee Code

Enter the employee code of the employee for whom you wish to enter or modify the timesheet. If you need to enter a void check, leave this field blank.

Transaction Type

The transaction type controls how the timesheet will be processed as follows:

- C** Computer check
- M** Manual check
- D** Direct deposit voucher
- V** Void check
- R** Check reversal

The following chart shows how each type is processed. Note that except for actual check printing, the computer check and direct deposit types are the same. Voids may only be entered when the employee code is blank.

Trans Type	Timesheet Entry		Calculations			Check Printing			Check Register
	Header	Lines	Earnings/ Deductions	Taxes	Contri- butions	Checks	Direct Deposits	Both	
C	Y	Y	AT	AT	AT	Y	N	Y	Y
D	Y	Y	AT	AT	AT	N	Y	Y	Y
R	Y	N	N	N	N	N	N	N	Y
M	Y	Y	T	T	T	N	N	N	Y
V	Y	N	N	N	N	N	N	N	C

Key to the above codes:

- Y** Function allowed/timesheet processed at this step.
N Function not allowed/timesheet not processed at this step.
A Add timesheet lines.
T Total timesheet lines into timesheet header.
C Check number updated only (Quarterly Check File).

Sequence Number

The sequence number allows you to enter multiple timesheets of the same type for the same employee. Such as, when issuing more than one check for an employee. The sequence number starts at **1** (one).

Bank

Manual Checks Only

Enter up to two alphanumeric characters representing the bank code that these checks were/will be written from.

Check No.

Manual Checks Only

Enter the check number to process. The check number is not entered for checks or direct deposit vouchers. When entering a reversal, the bank/check number must exist in the check history file. For void and manual checks, any check number may be entered.

Chk Date

Manual Checks Only

Enter the check date for this timesheet. For checks and direct deposit vouchers, the default check date comes from Pay Period Initialization. For other types, the default is today's date. The check date is the check's legal date of issue and is printed on the check itself.

Calc

This field indicates whether the lines in this timesheet will be recalculated during Gross to Net Calculations. This can be used to force the system to accept the tax and contribution lines as entered, instead of automatically generating these lines.

- Y** Calculate taxes and contributions during Gross to Net Calculations.
N Accept the tax and contribution lines as entered and do not change when running Gross to Net Calculations.

Weeks

Enter the number of weeks worked for the period of time covered by this timesheet. The default amount is based on the employee's pay cycle. This value is used in quarterly and annual reports.

Total Hours

This field contains the total hours worked during this pay period for this employee. It is updated during Gross to Net Calculations and cannot be modified here.

Check Amount

This field contains the net check amount for this timesheet. It is updated during Gross to Net Calculations and cannot be modified here.

Lines Screen

Once you are finished with the header screen, the following screen will be displayed:

Time Sheet Entry - Header

Lightspeed Reprographics (DEM) 12/11/07 TA

Employee Code: 000000100 Name: Keith Wilson
 Check Type: C Sequence Number: 1

Bank Check Num: 0000000000 Chk Date: 12/11/07 Calc? Cy: Y Weeks: 2 Total Hours: .00 Check Amount: .00

Time Sheet Entry - Lines

Line Ty Code	Post	Labor	Union	Job	Hours	Rate	Amount
1	E	REG	Regular				
	MAIN	MAIN	000101	CLERK	80.00	0.125	10.00
2	D	401K-C	401k - Central Bank and Trust				
	MAIN	MAIN	000101				50.00
3	D	MED	Medical				
	MAIN	MAIN	000101				1.50

Line

Return Modifies the line, if it exists. Adds a line, if it is blank.

Line = # Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

Up arrow Goes to next line above.

Down arrow Goes to next line below.

Page-up Goes to the previous screen.

Page-down Goes to the next screen.

Line delete Deletes that line and moves all lines below it up.

Line insert Inserts a line at that spot and moves all lines below it down.

Ty

This field indicates the type of line being entered. The valid line types are:

E Earnings

T Tax

D Deduction

C Contribution

Note: Earnings line types use the Hours, Rate and Amount fields. All other line types only use the Amount field.

Code

Enter a valid earnings, deduction, tax or contribution code. The type of code to enter is determined by the line type entered above.

Post

Enter up to six alphanumeric characters for the posting code representing the department/location where the employee worked these hours.

Labor

Enter up to six alphanumeric characters for the labor code.

Union

Enter up to six alphanumeric characters for the union-code if applicable.

Job

Enter up to six alphanumeric characters for the job code, if applicable.

Hours

Enter the number hours worked for this timesheet line or use the Up Arrow to move back to any of the code fields described above.

Rate

Enter the employee's pay rate. For salaried employees, this field is skipped. For hourly employees, enter the rate per hour worked.

Amount

Enter the amount for this timesheet line. This amount represents the total to be paid or withheld for this transaction.

Exit the Screen

When you are finished, press **F4** from the employee code, and you will be returned to the Payroll Main Menu.

Timesheet Register

Introduction

This report is used to verify the results of Pay Period Initialization and Timesheet Entry. It consists of two parts: the register itself followed by a summary for each earnings and deduction code.

How to Execute

From the Payroll Main Menu, select **Timesheet Register**.

Report

Select a printed or displayed copy. When the reports are finished you will be returned automatically to the Payroll Main Menu.

Gross to Net Calculations

Introduction

After the timesheets have been entered, this function is run to calculate tax withholding and employer contribution amounts. These amounts are calculated based on the tax tables, tax accrual codes, and contribution codes, as well as employee-specific data saved in the employee masterfile.

How to Execute

From the Payroll Main Menu, select **Gross to Net Calculations**.

Description of Fields

Do You Want to Run Gross to Net Calculations?

Y The system will calculate tax and employer contribution amounts for each employee.

N You will be returned to the Payroll Main Menu.

Exit the Screen

When the calculations are finished, you will be returned to the Payroll Main Menu.

Payroll Register

Introduction

This report shows the combined results of Payroll Initialization, Timesheet Entry, and Gross to Net Calculations. You should review this report carefully for accuracy before printing checks, since what is shown here is what will be printed on the checks. The report consists of two parts: the register showing detail by employee, and the summary, showing totals for each earning, deduction, tax, and contribution code used.

How to Execute

From the Payroll Main Menu, select **Payroll Register**.

Report

Select a printed or displayed copy. When the report is finished you will be returned automatically to the Payroll Main Menu.

Check Printing

Introduction

This function is used to print checks and direct deposit vouchers for distribution to your employees. Direct deposit vouchers look exactly like checks, except that the check portion is voided.

How to Execute

From the Payroll Main Menu, select **Check Printing**.

Check Printing Options

Lightspeed Reprographics (DEM) 12/11/07 TA

Print computer only, direct deposit only or both? B

Bank Code BA Operating Bank

Check Number 0000000192

Starting Employee 0000000100

Description of Fields

Print Computer Only, Direct Deposit or Both

You may choose to print computer checks, direct deposit vouchers, or both as follows:

- C** Prints computer checks only.
- D** Prints direct deposit vouchers only.
- B** Prints both checks and direct deposit vouchers.

Bank Code

Enter up to two alphanumeric characters representing the bank code that these checks will be written from.

Check No

Enter the starting check number that the printer will actually print on. If you have the type of printer that forces you to waste a check in order to get the checks loaded on the tractor feeders, enter the check number of the first check which will be printed on, not the wasted check.

The computer will automatically void the checks that it uses for alignment patterns.

Starting Employee

Enter the employee code representing the first employee for whom you wish to print a check, or press Return to start with the first employee in the batch. Normally you will not enter an employee code here unless you are restarting check printing after a paper jam or other problem.

Checks

Select a printed or displayed copy. When they are finished, you will be asked if you wish to print the Check Register.

Check Register and Update

Introduction

The check register is an audit report showing the checks printed in this batch, with all the earnings, deductions, taxes, and contributions detailed. If you are satisfied that the information in the report is correct, you may update this check batch to the permanent Payroll and General Ledger files.

Note: The check register is an audit report, and must be kept with your permanent accounting records.

How to Execute

From the Payroll Main Menu, select **Check Register & Update**.

Description of Fields

Enter Posting Date

Enter the date you wish to use for posting these checks to General Ledger. This date is very important because it controls both the General Ledger period and Payroll quarter in which these checks appear. Make sure that the date is at least in the proper month.

Example: If today is 3/30/14 and you are printing checks for 4/2/14, be sure that the posting date is 4/2/14.

Do you want a printed copy? Yes No

Y Prints the check register to the printer.

N Displays the check register on the screen. You cannot run the update if you do not print the register.

If the check register was printed to the printer, the system prompts:

Do you want to continue the update? Yes No

Y Updates the batch of checks to the permanent files, then clears the timesheet entry file.

N Returns to the Payroll Main Menu. Make any necessary corrections, and then reprint the register.

Reports

When the reports and update are finished, you will be returned automatically to the Payroll Main Menu.

6 Payroll Reports

This chapter describes how to execute the Solution-IV Payroll reports. Samples of each report are also shown.

Employee Masterfile Reports

- Employee Masterfile Listing
- Employee Label Printing

Analysis Reports

- Earnings Analysis Report
- Deduction Analysis Report
- Tax Analysis Report
- Contribution Analysis Report
- Labor Distribution Report
- Job Code Analysis Report
- Payroll Union Report
- Insurance Cross Reference Report
- Date Cross Reference Report
- Employee Accrual Report

Quarterly and Annual Reports

- Historical Payroll Register
- Quarterly 941 Forms
- Quarterly Tax Report
- Quarterly Contribution Report
- Quarterly Check Register
- AP Expense Transfer
- W-2 Form Printing
- W-2 Form Contents
- Magnetic Media Specs
- State Magnetic Media Specs

Employee Masterfile Listing

Introduction

This is a list of the employee information as found in Employee Maintenance. You may choose from a variety of sort and print options - from the bare minimum amount of information to the full employee masterfile.

How to Execute

From the Payroll Reports Menu, select **Employee Masterfile Listing**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order in which you wish to print this report.

- 1. Employee Code:** Prints the report in employee code order.
- 2. Employee Name:** Prints the report in alphabetically in employee name order.
- 3. Alt Sort Field:** Prints the report alphabetically in alternate sort/employee code order.
- 4. ZIP Code:** Prints the report in ZIP code/employee code order.
- 5. Posting Code:** Prints the report in posting code/employee code order.
- 6. Soc Sec Num:** Prints the report in social security number order.

Detail Options

Print Employee Address?

Y Prints the employee's address on the report.

N Does not print the employee's address on the report.

Print Code Information?

Y Prints code information for each employee.

N Does not print code information on the report.

Print Employee Amounts?

Y Prints weeks worked and employee accrual information.

N Does not print weeks worked or accrual information on the report.

Print Comments?

Y Prints the contents of the employee comment text field.

N Does not print the comment.

Active, Inactive or Both?

A Prints the active employees only.

I Prints the inactive employees only

B Prints both the active and inactive employees.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering up to 5 individual employees on the report as follows:

Y Displays a view and allows you to select up to 5 individual employees.

N Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

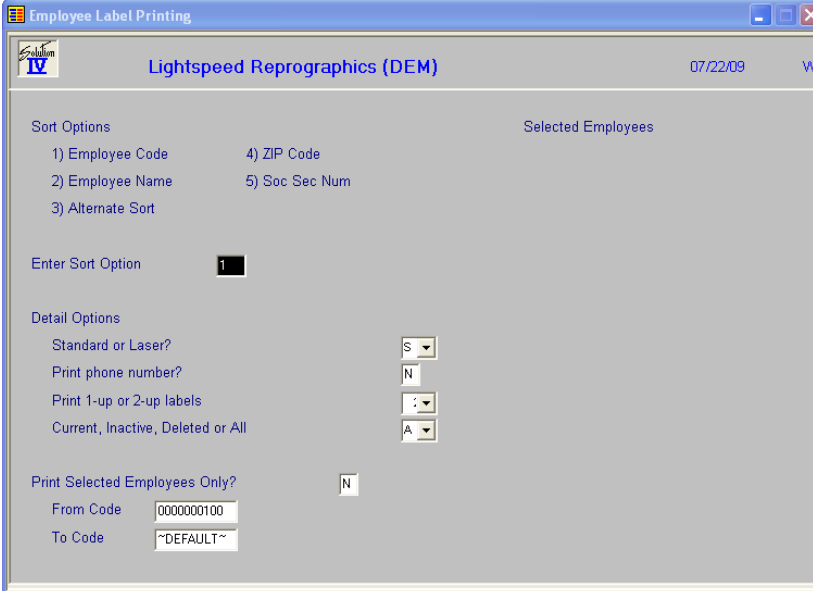
Employee Label Printing

Introduction

This function is used to print labels using information from the employee masterfile. The default is 2-up, 1"x4" labels with the employee name and address printed on them.

How to Execute

From the Payroll Reports Menu, select **Employee Labels**.



Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- | | |
|---------------------------|---|
| 1. Employee Code: | Prints the report in employee code order. |
| 2. Employee Name: | Prints the report alphabetically in employee name order. |
| 3. Alt Sort Field: | Prints the report alphabetically in alternate sort/employee code order. |
| 4. ZIP Code: | Prints the report in ZIP code/employee code order. |
| 5. Soc Sec Num: | Prints the report in social security number order. |

Detail Options

Standard or Laser?

You have the option of printing these labels on a continuous feed printer or on a laser printer.

S Standard – Continuous form 1-1/2" by 4" labels

L Laser – Avery 5962 laser stock labels

Print Phone Number?

You may choose to print the phone number on the employee label. This is useful if you wish to create Rolodex cards for each employee.

Y Prints employee phone number on the label.

N Does not print the phone number on the label.

Print 1 or 2 Up Labels

1 Prints assuming you only have one column of labels.

2 Prints assuming you have two columns of labels as follows:

Employee A	Employee B
Employee C	Employee D

Print Active, Inactive or Both?

A Prints the active employees only.

I Prints the inactive employees only

B Prints both the active and inactive employees.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y Displays a view and allows you to select individual employees.

N Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

**From Sort Option
To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Label Printing

Select a printed or displayed copy. When the labels are finished, you will be returned automatically to the Payroll Reports Menu.

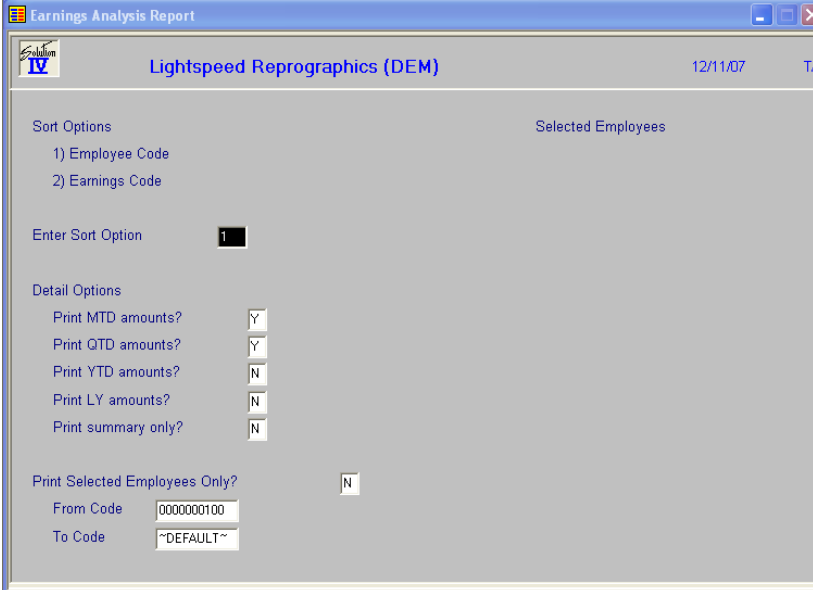
Earnings Analysis Report

Introduction

This report breaks down employee earnings by earnings code.

How to Execute

From the Payroll Reports Menu, select **Earnings Analysis Report**.



Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order in which you wish to print this report.

1. **Employee Code:** Prints the report in employee code order.
2. **Posting Code:** Prints the report in posting code/employee code order with subtotals by posting code.

Detail Options

Select up to two of the following figures to print on the report:

Print MTD Figures?

- Y** Prints month-to-date hours and amounts.
N Does not print month-to-date figures.

QTD Figures?

- Y** Prints quarter-to-date hours and amounts.
N Does not print quarter-to-date figures.

YTD Figures?

- Y** Prints year-to-date hours and amounts.
- N** Does not print year-to-date figures.

LY Figures?

- Y** Prints last year's hours and amounts.
- N** Does not print last year's figures.

Print Summary only?

You have the option of printing this report on a summary or detail basis as follows:

- Y** Prints the report showing only total earnings for each employee.
- N** Prints the report showing each employee's earnings broken down by earnings code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

- Y** Displays a view and allows you to select individual employees.
- N** Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Deduction Analysis Report

Introduction

This report breaks down employee deductions by deduction code.

How to Execute

From the Payroll Reports Menu, select **Deduction Analysis Report**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order in which you wish to print this report.

1. **Employee Code:** Prints the report in employee code order.
2. **Deduction Code:** Prints the report in deduction code/employee code order with subtotals by deduction code.

Detail Options

MTD Figures?

Y Prints month-to-date hours and amounts.

N Does not print month-to-date figures.

QTD Figures?

Y Prints quarter-to-date hours and amounts.

N Does not print quarter-to-date figures.

YTD Figures?

Y Prints year-to-date hours and amounts.

N Does not print year-to-date figures.

LY Figures?

- Y** Prints last year's hours and amounts.
- N** Does not last year's figures.

Print Summary only?

You have the option of printing this report on a summary or detail basis as follows:

- Y** Prints the report showing only total deductions for each employee.
- N** Prints the report showing each employee's deductions broken down by deduction code.

Print Selected Employees only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

- Y** Displays a view and allows you to select individual employees.
- N** Allows you to enter a range of employees.

If you answer **N**, or are not sorting by employee, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Tax Analysis Report

Introduction

This report breaks down employee tax withholding by tax code.

How to Execute

From the Payroll Reports Menu, select **Tax Analysis Report**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Employee Code:** Prints the report in employee code order.
- 2. Tax Code:** Prints the report in tax code/employee code order with subtotals by tax code.

Detail Options

Select up to two of the following figures to print on the report:

MTD Figures?

Y Prints month-to-date hours and amounts on the report.

N Does not print month-to-date figures.

QTD Figures?

Y Prints quarter-to-date hours and amounts on the report.

N Does not print quarter-to-date figures.

YTD Figures?

Y Prints year-to-date hours and amounts on the report.

N Does not print year-to-date figures.

Last Year Figures?

Y Prints last year's hours and amounts on the report.

N Does not print last year's figures.

Print Summary Only?

You have the option of printing this report on a summary or detail basis as follows:

Y Prints the report showing only total taxes for each employee.

N Prints the report showing each employee's taxes broken down by tax code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y Displays a view and allows you to select individual employees.

N Allows you to enter a range of employees.

If you answer N, or are not sorting by employee, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Contribution Analysis Report

Introduction

This report breaks down employer contributions by contribution code.

How to Execute

From the Payroll Reports Menu, select **Contribution Analysis Report**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. **Employee Code:** Prints the report in employee code order.
2. **Contribution Code:** Prints the report in contribution code/employee code order with subtotals by contribution code.

Detail Options

Select up to two of the following figures to print on the report:

MTD Figures?

Y Prints month-to-date hours and amounts on the report.

N Does not print month-to-date figures.

QTD Figures?

Y Prints quarter-to-date hours and amounts on the report.

N Does not print quarter-to-date figures.

YTD Figures?

Y Prints year-to-date hours and amounts on the report.

N Does not print year-to-date figures.

LY Figures?

Y Prints last year's hours and amounts on the report.

N Does not print last year's figures.

Print Summary Only?

You have the option of printing this report on a summary or detail basis as follows:

Y Prints the report showing only total contributions for each employee.

N Prints the report showing each employee's contributions broken down by contribution code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

Y Displays a view and allows you to select individual employees.

N Allows you to enter a range of employees.

If you answer N, or are not sorting by employee, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

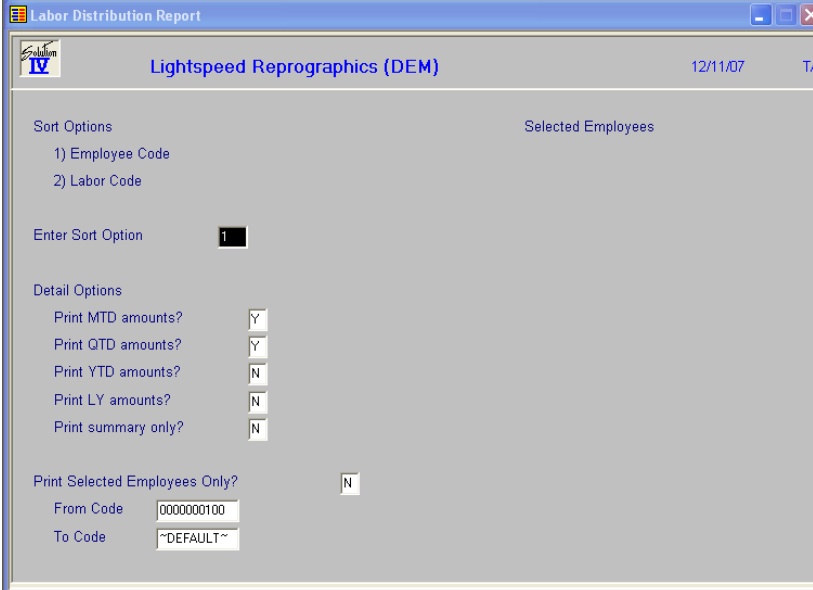
Labor Distribution Report

Introduction

This report breaks down employee earnings by labor code.

How to Execute

From the Payroll Reports Menu, select **Labor Distribution Report**.



Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Employee Code:** Prints the report in employee code order.
- 2. Labor Code:** Prints the report in labor code/employee code order with subtotals by labor code.

Detail Options

Select up to two of the following figures to print on the report:

MTD Figures?

Y Prints month-to-date hours and amounts on the report.

N Does not print month-to-date figures.

QTD Figures?

Y Prints quarter-to-date hours and amounts on the report.

N Does not print quarter-to-date figures.

YTD Figures?

Y Prints year-to-date hours and amounts on the report.

N Does not print year-to-date figures.

LY Figures?

Y Prints last year's hours and amounts on the report.

N Does not print last year's figures.

Print Summary Only?

You have the option of printing this report on a summary or detail basis as follows:

Y Prints the report showing total labor for each employee.

N Prints the report showing earnings for each employee broken down by labor code.

Print Selected Employees Only?

If you select to sort by employee, you have the option of entering individual employees on the report as follows:

Y Displays a view and allows you to select individual employees to print on the report.

N Allows you to enter a range of employees to print.

If you select **N**, or are not sorting by employees, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Job Code Analysis Report

Introduction

This report breaks down employee earnings by job code.

How to Execute

From the Payroll Reports Menu, select **Job Code Analysis Report**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Employee Code:** Prints the report in employee code order.
- 2. Job Code:** Prints the report in job code/employee code order with subtotals by job code.

Detail Options

Select up to two of the following figures to print on the report:

MTD Figures?

- Y** Prints month-to-date hours and amounts on the report.
N Does not print month-to-date figures.

QTD Figures?

- Y** Prints quarter-to-date hours and amounts on the report.
N Does not print quarter-to-date figures.

YTD Figures?

- Y Prints year-to-date hours and amounts on the report.
- N Does not print year-to-date figures.

LY Figures?

- Y Prints last year's hours and amounts on the report.
- N Does not print last year's figures.

Print Summary only?

You have the option of printing this report on a summary or detail basis as follows:

- Y Prints the report showing only total earnings for each employee.
- N Prints the report showing earnings for each employee broken down by job code.

Print Selected Employees Only?

If you selected to sort by employee, you have the option of entering individual employees on the report as follows:

- Y Displays a view and allows you to select individual employees to print on the report.
- N Allows you to enter a range of employees to print.

If you select **N**, or are not sorting by employees, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Payroll Union Report

Introduction

This report shows employee earnings sorted by the employee's union code.

How to Execute

From the Payroll Reports Menu, select **Payroll Union Report**.

Selection Options

Select one of the following figures to print on the report:

MTD Figures?

Y Prints month-to-date hours and amounts on the report.

N Does not print month-to-date figures.

QTD Figures?

Y Prints quarter-to-date hours and amounts on the report.

N Does not print quarter-to-date figures.

YTD Figures?

Y Prints year-to-date hours and amounts on the report.

N Does not print year-to-date figures.

LY Figures?

Y Prints last year's hours and amounts on the report.

N Does not print last year's figures.

Print Summary Only?

You have the option of printing this report on a summary or detail basis as follows:

Y Prints the report showing only total earnings for each union code.

N Prints the report showing earnings for each employee broken down by union code.

Print Selected Employees Only?

You have the option of entering individual employees to print on the report as follows:

Y Displays a view and allows you to select individual employees to print on the report.

N Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee

To Employee

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Insurance Cross Reference Report

Introduction

This report lists all employees showing their age, gender, and marital status.

How to Execute

From the Payroll Reports Menu, select **Insurance Cross Reference Rpt.**

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Date Cross Reference Report

Introduction

This report allows you to sort a range of employees by any one of the following dates: birth, start, last review, next review, last raise, termination, or rehire date. The report shows the number of months and years since the last sort date.

How to Execute

From the Payroll Reports Menu, select **Date Cross Reference Rpt.**

Selection Options

Date type

Enter the type of date you wish to print on this report from the following list. The report will be sorted in order by this date.

- B** Birth
- L** Last raise
- S** Start
- T** Termination
- R** Last review
- H** Rehire
- N** Next review

Sort by Year or Month

This report may be sorted by the Year or Month for the date selected as follows:

- Y** Sorts report by Year component of date.
- M** Sorts report by Month component of date.

Active, Inactive or Both

This report may be printed for active, inactive or all employees as follows:

- A** Prints active employees only.
- I** Prints inactive employees only.
- B** Prints both active and inactive employees.

Print other date types

Enter up to 6 date types to include on this report. The selected dates will print in addition to the date type entered above. However, the report will be sorted by the date type entered above.

- B** Birth
- L** Last raise
- S** Start
- T** Termination
- R** Last review
- H** Rehire
- N** Next review

Starting Date

Ending Date

Enter the first and last dates in the range that you wish to print, or press **Enter** twice to print all dates.

Print Selected Employees Only?

You have the option of printing individual employees on the report as follows:

- Y** Displays a view and allows you to select individual employees to print on the report.
- N** Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee

To Employee

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Employee Accrual Report

Introduction

The Employee Accrual Report prints the current vacation and/or sick accruals for a range of employees. It can calculate the future cost of the available time by employee.

How to Execute

From the Payroll Reports Menu, select **Employee Accrual Report**.

The screenshot shows the 'Employee Accrual Report' application window. The window title is 'Employee Accrual Report' and the application name is 'Lightspeed Reprographics (DEM)'. The date is 12/11/07 and the user is TA. The interface includes sections for Sort Options, Detail Options, and From/To Code fields.

Sort Options:

- 1) Employee Code
- 2) Posting Code

Enter Sort Option: 1

Detail Options:

- Print pay rate extension? Y
- Print vac, sick, comp, personal VSCP
- Print salaried, hourly or both B
- Print inactive employees? Y
- Print employees with zero accruals? Y

Print Selected Employees Only? N

From Code: 000000100

To Code: ~DEFAULT~

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Employee Code:** Prints the report in employee code order.
- 2. Posting Code:** Prints the report in posting code/employee code order with subtotals by posting code.

Detail Options

Print Pay Rate Extension?

You have the option of printing the dollar value associated with accrued vacation and sick time. It is calculated by multiplying the accrued hours by the employee's standard rate. This number is helpful when posting year-end accruals to General Ledger.

- Y** Prints the dollar amount of the accruals for all employees printed.
- N** Does not print the extended accrual amounts.

Print Vacation, Sick, Comp or Personal

You may print vacation accruals, sick accruals or both on this report as follows.

- V Prints vacation accruals.
- S Prints sick accruals.
- C Prints comp time accruals.
- P Prints personal time accruals.

Print Salaried, Hourly or Both

You may choose to print salaried, hourly or all employees on this report as follows:

- S Prints salaried employees only.
- H Prints hourly employees only.
- B Prints both salaried and hourly employees.

Print Deactivated Employees?

This report may be printed for only active employees or all employees as follows:

- Y Prints all employees, including those whose status is 'I.'
- N Prints only currently active employees.

Print Employees with zero Accr ?

You have the option of not printing employees whose accrual amounts are zero. This option restricts the size of the report by printing only employees with accruals.

- Y Prints all employees including those with no hours accrued.
- N Prints only those employees who have hours accrued.

Print Selected Employees Only?

If you select to sort by employee, you have the option of entering individual employees on the report as follows:

- Y Displays a view and allows you to select individual employees to print on the report.
- N Allows you to enter a range of employees to print.

If you select N, or are not sorting by employees, the system prompts:

**From Sort Option
To Sort Option**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Historical Payroll Register

Introduction

This report reproduces past payroll check registers from the payroll history files. It can print quarterly, yearly or a range of dates for a range of employees.

How to Execute

From the Payroll Reports Menu, select **Historical Payroll Register**.

Selection Options

Sort by Check or by Employee

C Sorts report by check number across all employees.

E Sorts report by employee.

Print Summary Only?

You have option of printing this report on a summary or detail basis as follows:

Y Prints the report showing only the net check amounts for each employee.

N Prints the report showing each employee's check with full earnings, deduction, contribution, and tax detail.

If you selected to print the report using a range of dates, the system prompts:

Starting Date

Ending Date

Enter the first and last dates in the range that you wish to print, or press **Enter** twice to print all dates.

Print Selected Employees Only?

You have the option of entering individual employees on the report as follows:

Y Displays a view and allows you to select individual employees to print on the report.

N Allows you to enter a range of employees to print.

If you select N, the system prompts:

**From Employee
To Employee**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Payroll Reports Menu.

Quarterly 941 Report

Introduction

This prints the 941 Form required by governmental agencies.

How to Execute

From the Payroll Reports Menu, select **Quarterly 941 Report**.

Detail Options

Reporting Quarter

Enter the quarter (1-4) that you wish to run this report against.

Print Federal amounts?

You have the option of printing tax codes with a federal jurisdiction type as follows:

Y Prints federal tax information on the report.

N Does not print federal tax information.

Print State amounts?

You have the option of printing tax codes with a state jurisdiction type as follows:

Y Prints state tax information on the report.

N Does not print state tax information.

Print Local amounts?

You have the option of printing tax codes with a local jurisdiction type as follows:

- Y** Prints local tax information on the report.
- N** Does not print local tax information.

Print FICA amounts?

You have the option of printing tax codes with a FICA jurisdiction type as follows:

- Y** Prints FICA tax information on the report.
- N** Does not print FICA tax information.

Print unemployment amounts?

- Y** Prints unemployment tax information on the report.
- N** Does not print unemployment tax information.

Double-space report?

You may print this report with single or double spacing between each line. Double spacing may be required on certain forms.

- Y** Prints a double spaced report.
- N** Prints a single spaced report.

Suppress zero records?

You have the option of not printing employees whose quarterly numbers are all zero. This option restricts the size of the report by printing only employees with quarterly numbers as follows:

- Y** Prints only employees who have some quarterly information.
- N** Prints all employees including those with zero records.

Print Selected Employees Only?

You have the option of entering individual employees on the report as follows:

- Y** Displays a view and allows you to select individual employees to print on the report.
- N** Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

**From Employee
To Employee**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Reports

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Payroll Reports Menu.

Quarterly Tax Report

Introduction

This report produces a list of gross earnings, taxable earnings, and tax withheld for each employee sorted by tax code.

How to Execute

From the Payroll Reports Menu, select **Quarterly Tax Report**.

The screenshot shows a software window titled "Quarterly Tax Report" for "Lightspeed Reprographics (DEM)". The window has a "Detail Options" section on the left and a "Selected Tax Codes" section on the right. The "Detail Options" section includes the following items:

- Print 1st quarter amounts? Y
- Print 2nd quarter amounts? Y
- Print 3rd quarter amounts? Y
- Print 4th quarter amounts? Y
- Print year-to-date amounts? N
- Print summary only? N
- Suppress zero records? N
- Print Selected Tax Codes Only? N

The "Selected Tax Codes" section includes two input fields:

- From Tax Code: AK
- To Tax Code: WY

Selection Options

Print x Quarter Figures

You may select which quarters you want to print on the report. Each selected quarter adds one line per employee to the report. To shorten the report, it is suggested that you only select the quarter(s) actually needed. The valid entries are:

- Y** Prints figures for the indicated quarter.
- N** Does not print figures for the indicated quarter.

Print year-to-date amounts?

You have the option of printing year to date amounts and/or hours on this report as follows:

- Y** Prints year to date figures.
- N** Does not print year to date figures.

Print summary only?

You have option of printing this report on a summary or detail basis as follows:

- Y** Prints the report showing only totals.
- N** Prints the report detailing earnings by employee.

Suppress zero records?

You have the option of not printing employees whose quarterly numbers are all zero. This option restricts the size of the report by printing only employees with quarterly numbers as follows:

Y Prints only employees who have some quarterly information.

N Prints all employees including those with zero records.

Print Selected Tax Codes Only?

You have the option of printing tax codes on the report as follows:

Y Displays a view and allows you to select individual tax codes to print on the report.

N Allows you to enter a range of tax codes to print.

If you select **N**, the system prompts:

From Tax Code

To Tax Code

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

Quarterly Contribution Report

Introduction

This report produces a list of base earnings, gross earnings, and employer contributions made for each employee sorted by contribution code.

How to Execute

From the Payroll Reports Menu, select **Quarterly Contribution Report**.

Selection Options

Print x Quarter Figures?

You may select which quarters you want to print on the report. Each selected quarter adds one line per employee to the report. To shorten the report, it is suggested that you only select the quarter(s) actually needed.

Y Prints figures for the indicated quarter.

N Does not print figures for the indicated quarter.

Print year-to-date amounts?

You have the option of printing year to date year to date amounts and/or hours on this report as follows:

Y Prints year-to-date figures.

N Does not print year-to-date figures.

Print summary only?

You have option of printing this report on a summary or detail basis as follows:

Y Prints the report showing only totals.

N Prints the report detailing contributions by employee.

Suppress zero records?

You have the option of not printing employees whose quarterly numbers are all zero. This option restricts the size of the report by printing only employees with quarterly numbers as follows:

Y Prints only employees who have some quarterly information.

N Prints all employees including those with zero records.

Print Selected Contributions Only?

You have the option of printing contribution codes on the report as follows:

Y Displays a view and allows you to select individual contribution codes to print on the report.

N Allows you to enter a range of contribution codes to print.

If you select **N**, the system prompts:

From Contribution Code

To Contribution Code

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

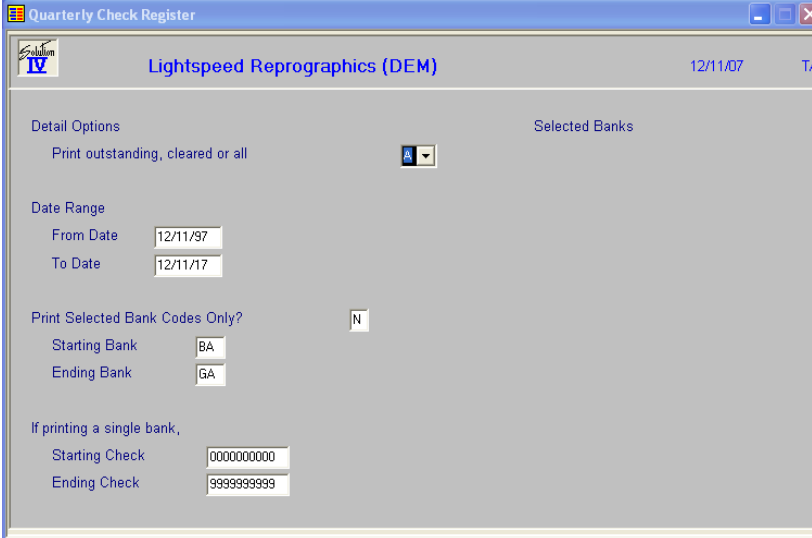
Quarterly Check Register

Introduction

The Quarterly Check Register is a detail list of all the checks that have been printed during the quarter. Depending on the answer to the question in Parameters Maintenance, the register may also contain outstanding checks from prior months.

How to Execute

From the Payroll Reports Menu, select **Quarterly Check Register**.



Quarterly Check Register

Lightspeed Reprographics (DEM) 12/11/07 TA

Detail Options Selected Banks

Print outstanding, cleared or all

Date Range

From Date 12/11/97

To Date 12/11/17

Print Selected Bank Codes Only? N

Starting Bank BA

Ending Bank GA

If printing a single bank,

Starting Check 0000000000

Ending Check 9999999999

Selection Options

Selected Bank Codes Only?

You have the option of entering banks to print on the report as follows:

- Y** Displays a view and allows you to select up to ten individual banks to print on the report.
- N** Allows you to enter a range of banks to print.

If you select **N**, the system prompts:

Starting Bank

Ending Bank

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Starting Check

Ending Check

Enter the first and last checks in the range that you wish to print or press **Enter** twice to print all checks.

Detail Options**Print Outstanding, Cleared or All Checks?**

This question controls which checks will be printed on the report as you may have many months worth of checks in the check file.

- O** Prints only those checks that have not cleared the bank.
- C** Prints only those checks that have cleared the bank.
- A** Prints all checks for the bank selected regardless of whether or not they have cleared the bank.

From Date**To Date**

Enter the first and last dates in the range that you wish to print, or press **Enter** twice to print all dates.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Payroll Reports Menu.

AP Expense Transfer**Introduction**

This function will print a report detailing the invoices generated by the Check Register Update and then posts them to the Solution-IV Accounts Payable module, if desired.

How to Execute

From the Reports Menu, select **AP Expense Transfer**.

Description of Fields

After the report has been printed to the printer, the system prompts:

Do you want to continue? Yes No

Y Posts the invoices to Accounts Payable.

N Returns to the Monthly Reports Menu.

Report

When the update is finished you will automatically be returned to the Payroll Reports Menu.

W-2 Form Printing

Introduction

This function will normally only be used at the end of the calendar year when it will print W-2 Forms.

How to Execute

From the Payroll Reports Menu, select **W-2 Form Printing**.

Selection Options

Number of forms between totals

Enter the number of forms to print between total forms. Normally a total form is printed after each 41 W-2 Forms.

Print Edit Report?

You may choose to print an edit report listing W-2 information for all employees. It is suggested that this report be used to check the W-2 information before the actual forms are printed. The valid responses are:

Y Prints the edit report followed by the W-2 Forms.

N Prints the W-2 Forms only.

Magnetic Media Required?

You may choose to generate a file containing the W-2 information as required by the IRS for magnetic media reporting. Check with your tax guide or accountant to determine whether or not you need to utilize this feature. W-2 Forms will be printed no matter how you answer this question.

Y Generates the magnetic media reporting file.

N Skips this step.

Note: The name of the file is **W2REPORT**, as required by the IRS. Please see your Thoroughbred dealer for details on how to send this file to the IRS.

W-2 Form Year

Enter the year for which W-2's are being printed. This year will correspond to the formulas set up in W-2 Form Contents.

Forms:

- S** Standard multi-part pin-fed forms.
- L** Laser Forms 5201 through 5204
- F** Laser Forms 5201 and 5205 (four-up).

Print Selected Employees Only?

You have the option of entering individual employees for whom to print W2's as follows:

- Y** Displays a view and allows you to select individual employees to print on the report.
- N** Allows you to enter a range of employees to print.

If you select **N**, the system prompts:

From Employee**To Employee**

Enter the first and last codes in the range that you wish to print, or press **Enter** twice to print all codes.

Move 5201 Form**Move 5205 Form**

You may control how much to move the form up or down from the standard printing position. This will allow you to further refine alignment of the forms. If the form needs to be moved up, use a negative number. The amount the form needs to be moved is based on 720 per inch.

Reports

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Payroll Reports Menu.

W-2 Form Contents

Introduction

This function is used to maintain the contents of each of the boxes found on the W-2 form. We cannot emphasize enough that it is your responsibility to make sure that the correct amounts print in the appropriate boxes on the W-2 form!

How to Execute

From the Payroll Reports Menu, select **W-2 Form Contents**.

Line	Box	Ch	Sp	Contents
1	1	B		TFEDMAR + TFEDSIN
2	2	W		TFEDMAR + TFEDSIN
3	3	B		TFICA
4	4	W		TFICA
5	5	B		TFICA2
6	6	W		TFICA2
7	12	D	G	D401K-C

Selection Options

Line

Press **Enter**, **Line #**, **Up Arrow**, **Down Arrow**, **Page Up**, **Page Down**, **Line Insert**, or **Line Delete** as used in other lines maintenance programs such as Time Sheet Entry.

Box

Enter the W-2 box number in which you wish to print the total of the amounts entered in the contents field.

Note: If a box contains multiple amounts (such as boxes 12 and 14), you will enter the same box number on multiple lines.

Character

Enter the special character required to precede the amount in this box. In 2001, this character is used in boxes 11, 12 and 14.

If you need to enter a description in front of the amount in box 14, enter an "*" (asterisk) here.

Specification

Enter the line specification from the following list:

- G** Prints the "Gross" amount as found in the employee record
- B** Prints the "Basis" amount as found in the employee record
- W** Prints the "Withholding" amount as found in the employee record

Contents

Enter up to 240 characters (this is a scrolling field) defining the amount this box will actually contain. Each element must be separated by spaces. This field may contain the types of elements found on the following page:

+ - * / Defines whether to add, subtract, multiply or divide the elements this is separating.

An actual literal number. This will most likely be used with box 12.

Cx Where *x* is the contribution code whose amount will be printed in this box.

Dx Where *x* is the deduction code whose amount will be printed in this box.

Ex Where *x* is the earnings code whose amount will be printed in this box.

Tx Where *x* is the tax code whose amount will be printed in this box.

x Where *x* is the literal text. This literal is only allowed in box 14. The literal is then followed by a space and the accompanying formula. For example:

CA-SDI TCASDI1 + TCASDI2

would result in

CA-SDI 1023.44

being printed in box 14 of the W-2.

State and Local Boxes

The amounts in the state and local boxes on the W-2 form are filled in automatically. You do not need to define lines for these boxes.

In order to ensure that the information in these boxes is correct, please verify that the state and local tax ID numbers are entered in the appropriate tax accrual record(s) and that the 'Jurisdiction Type' in the tax table header is set to an 'S' for state tax codes and an 'L' for local tax codes.

Example

A sample W-2 Form Definition has been defined in the DEM company. Use this as a guide when defining your own W-2 form. If you used Solution-IV Payroll last year, you may find that last year's W-2 form is essentially correct for this year except that some box numbers have changed! ***Please review your setup carefully!***

Important

You are solely responsible for entering the correct elements into the appropriate boxes on the W-2 form. Each payroll and each company is different, with different needs and different codes. The examples given here are not meant to have a one-to-one correspondence with your company and are useful only as a guide!

Exit the Screen

When you are finished maintaining the W-2 form, press **F4** from the year field to return to the Payroll Reports Menu.

Magnetic Media Specs

Introduction

This function is used to maintain each of the fields found in the W-2 Magnetic Media file.

The record formats used to create the magnetic media file were taken from SSA publication 42-007.

For further information regarding submitting on magnetic media, please refer to the Social Security Administration website at www.ssa.gov/employer.

AccuWage

If you would like to test your media file prior to submitting it to the SSA, AccuWage is available on the Internet. The self-extracting file may be downloaded as follows:

Goto: <http://www.ssa.gov/employer>

Select: Wage Reporting Software

Select: ACCUWAGE Information and Software

This software identifies many, but not all, wage submission errors. The likelihood of submission rejection, though not eliminated, is greatly reduced when utilizing this software.

Thoroughbred carefully reviews the magnetic media creation process, but does not have sufficient demonstration data to test all functions of the file creation. You are ultimately responsible for the validity of your magnetic media submission.

Therefore, Thoroughbred strongly recommends you take advantage of this offer from the SSA.

How to Execute

From the Payroll Reports Menu, select **Magnetic Media Specs**.

Description of Fields

Payment Year

Enter the year for which you are submitting W-2's on magnetic media.

Example: 2013

The following fields default to the information found in the company record and are used on the A, B and E magnetic media records.

Employer ID

Enter the 9-character employer identification number used for Federal reporting. Do not enter the dash or any spaces.

Example: 331234567

Company Name

Enter up to 44 alphanumeric upper-case characters for your company name.

Address

Enter up to 35 alphanumeric upper-case characters for your street address. Enter up to 35 alphanumeric upper-case characters on the second line for your location address. Do not put city and state information on these lines.

City

Enter up to 20 alphanumeric upper-case letters for your city.

State

Enter your 2-character state abbreviation using upper-case characters only.

ZIP Code

Enter the first 5 characters of your ZIP code.

ZIP Extension

Enter a dash followed by the last 4 characters of your ZIP code.

Contact

Enter up to 20 characters for the main contact of the employer.

Phone

Enter up to 10 characters (without punctuation) for the employer's main phone number.

Ext

Enter up to 5 characters for the extension of the employer.

Fax

Enter up to 10 characters (without punctuation) for the FAX number of the employer.

Email

Enter up to 60 characters for the employer's e-mail address.

Foreign Address Indicator

If the address entered on this screen is outside of the United States or its possessions and is not an APO or FPO, enter an 'X' in this field. Otherwise, leave it blank.

Computer Manufacturer

Enter up to 8 alphanumeric upper-case characters representing the name of the manufacturer of your computer system.

Type of Employment

Enter the appropriate code from the following list:

A Agriculture

H Household

- M** Military
- Q** Medicare Qualified Government Employment
- X** Railroad
- F** Regular
- R** Regular (all others)

Establishment Number

Enter up to 4 upper-case characters for either the Establishment Number or the Coverage Group/Payroll Record Unit Number, whichever is applicable. Otherwise, leave this field blank.

Other EIN

If a form 941, 942 or 943 was submitted to the IRS for the same tax year as this report and the form used an EIN other than the one entered at the top of this screen, enter the other 9-character EIN. Otherwise leave this field blank.

Employee Name Format

The IRS allows you to specify whether you want to report the employee names first-name first or surname (last-name) first.

Solution-IV will capitalize and use the first 27 characters (22 if deceased) of the Employee Name (PRLEMP1.EMPL-NAME) when writing to the magnetic media file. It is your responsibility to ensure that the name is correct (matches the individual's social security card) and that spacing, hyphens and apostrophes are properly placed.

Please specify how the employee name is displayed in the Employee Name (EMPL-NAME) field in the Employee Masterfile as follows:

- F** First-name first John M Doe
- S** Surname (last-name) first Doe, John M

Note: Solution-IV defaults to first-name first when entering new employees.

Third Party Withheld

Enter the amount of any taxes withheld by a third party.

Kind of Employer

Enter the proper code for the type of employer:

- F** Federal Government
- S** State and Local Governmental Employer
- T** Tax Exempt Employer
- Y** State and Local Tax Exempt Employer
- N** None Apply

Agent

Enter up to 9 characters for the Agent Indicator Code, if applicable.

- 1** 2678 Agent
- 2** Common Pay Master

PIN

Enter up to 17 characters for the Personal Identification Number assigned to the employee who is authorized to submit this file.

Contact

Enter up to 27 characters with the name of the person the SSA can contact if there are questions regarding the magnetic media files.

Phone

Enter up to 15 characters for the contact's telephone number.

Example: 8005551234

Ext

Enter up to 5 characters for the extension where the contact can be reached.

Email

Enter up to 40 characters for the contact's e-mail address.

Fax

Enter up to 10 characters for the contact's fax number, without formatting.

Tax Jurisdiction

Enter a single character representing the tax jurisdiction, if applicable.

- V** Virgin Islands
- G** Guam
- S** American Samoa
- N** Northern Mariana Islands
- P** Puerto Rico

Preparer

Enter the appropriate code from the following list:

- A** Accounting Firm
- L** Self Prepared
- S** Service Bureau
- P** Parent Company
- O** Other

Description of Fields

The remainder of this screen works in a manner similar to W-2 Form Contents Maintenance. Beside each field description, you will indicate which amount from the employee record is to be used and what that amount is made up of as follows:

GBW

This field indicates which amount to use from the employee records when accessing the contents in the next field.

Enter one of the following:

- G** Uses the "Gross" amounts as found in the employee record
- B** Uses the "Taxable" or "Basis" amounts as found in the employee record
- W** Uses the "Withholding" amounts as found in the employee record

Contents

Enter up to 240 characters (this is a scrolling field) defining the amount this box will actually contain. Each element must be separated by spaces. This field may contain the following types of elements:

- + - * /** Defines whether to add, subtract, multiply or divide the elements this is separating.
- #####** An actual literal number.
- Cx** Where *x* is the contribution code whose amount will be printed in this box.
- Dx** Where *x* is the deduction code whose amount will be printed in this box.
- Ex** Where *x* is the earnings code whose amount will be printed in this box.
- Tx** Where *x* is the tax code whose amount will be printed in this box.

Note: These will be similar to boxes you have defined in W-2 Form Contents Maintenance.

Important: Lines left blank will be filled with zeros.

Contents**Wages, Tips & Other Compensation**

The elements entered here correspond to box 1 on the W-2 which contains taxable earnings.

Example: GBW = B; Contents = TFEDMAR + TFEDSIN

Federal Tax Withheld

The elements entered here correspond to box 2 on the W-2.

Example: GBW = W; Contents = TFEDMAR + TFEDSIN

Social Security Wages

The elements entered here correspond to box 3 on the W-2.

Example: GBW = B; Contents = TFICA

Social Security Tips

The elements entered here correspond to box 7 on the W-2.

Example: GBW = G; Contents = ETIPS

Social Security Withheld

The elements entered here correspond to box 4 on the W-2.

Example: GBW = W; Contents = TFICA

Medicare Wages & Tips

The elements entered here correspond to box 5 on the W-2.

Example: GBW = B; Contents = TFICA2

Medicare Tax Withheld

The elements entered here correspond to box 6 on the W-2.

Example: GBW = W; Contents = TFICA2

Non-Qualified 457 Distribution

The elements entered here correspond to box 11 on the W-2 and contain the amount of distributions from a Section 457 plan.

Non-Qualified Not 457 Distribution

The elements entered here correspond to box 11 on the W-2 and contain the amount of distributions from any non-qualified compensation plans that are not Section 457 plans.

Excess Life Insurance Premiums

The elements entered here correspond to box 12 on the W-2 and contain the employer's cost of premiums for group term life insurance in excess of \$50,000.

Uncollected Tax on Tips

Combine the uncollected social security tax with the uncollected Medicare tax and report as one amount in this field.

Allocated Tips

The elements entered here correspond to box 8 on the W-2 and contain the tips allocated to the employee.

Fringe Benefits

The elements entered here correspond to box 12 on the W-2 and contain the total taxable fringe benefits included in box 1.

Deferred Compensation

The elements entered here correspond to box 12 on the W-2. This amount should equal the total of all deferred compensation contributions to the following plans: 401k, 403b, 408k6, 457b and 501c18D.

Dependent Care Benefits

The elements entered here correspond to box 10 on the W-2. It contains the total amount of Section 129 dependent care benefits paid or incurred by the employer for the employee, including the fair market value of employer-provided or employer-sponsored day care facilities and amounts paid or incurred in a Section 125 cafeteria plan. The total should include any amount in excess of the \$5,000 exclusion.

Contents

This screen contains additional fields that are required on the Magnetic Media files.

401k Deferred

The elements entered here represent deferred compensation contributions to Section 401(k).

Example: GBW = B; Contents = D401K-C

403b Deferred

The elements entered here represent deferred compensation contributions to Section 403(b).

408k Deferred

The elements entered here represent deferred compensation contributions to Section 408(k)(6).

457b Deferred

The elements entered here represent deferred compensation contributions to Section 457(b).

501c Deferred

The elements entered here represent deferred compensation contributions to Section 501(c)(18)(D)

Uncollected tips

The elements entered here represent uncollected employee tax on tips. Combine the uncollected Social Security tax and the uncollected Medicare tax in this field.

Medical Savings

The elements entered here represent the medical savings account amount.

Simple Retirement

The elements entered here represent the simple retirement account amount.

Adoption Expense

The elements entered here represent qualified adoption expenses.

PR Wages

The elements entered here represent wages subject to Puerto Rico Tax.

PR Commission

The elements entered here represent commissions subject to Puerto Rico tax.

PR Allowances

The elements entered here represent allowances subject to Puerto Rico tax.

PR Tips

The elements entered here represent tips subject to Puerto Rico tax.

PR Tax Withheld

The elements entered here represent Puerto Tax withheld.

Retirement

The elements entered here represent retirement fund subject to tax.

Other Wages

The elements entered here represent total wages, tips and other compensation subject to Virgin Islands, or Guam, or American Samoa, or Northern Mariana Islands tax.

Other Taxes Withheld

The elements entered here represent tax withheld by Virgin Islands, Guam, American Samoa or Northern Mariana Islands.

Contents

This screen contains additional fields that are required on the Magnetic Media files.

Uncollected FICA

The elements entered here represent uncollected social security or RRTA tax on cost of group life insurance.

Uncollected FICA2

The elements entered here represent uncollected Medicare tax on cost of group life insurance.

Non-statutory Stock

The elements entered here represent income from the exercise of non-statutory stock options.

Health Contribution

Enter up to 255 characters representing all of the codes which make up distributions from any employer contributions to health plans.

Combat Non-taxable

Enter up to 255 characters representing all of the codes which make up distributions from any nontaxable Combat earnings.

409A Income

Enter up to 255 characters representing all of the codes which make up distributions from any 409A Income information.

409A Deferred

Enter up to 255 characters representing all of the codes which make up distributions from any 409A Deferred income information.

ROTH 401 Contribution

Enter up to 255 characters representing all of the codes which make up distributions from any employer contributions to ROTH 401 plans.

ROTH 403 Contribution

Enter up to 255 characters representing all of the codes which make up distributions from any employer contributions to ROTH 403 plans.

Health Costs

Enter up to 255 characters representing all of the codes which make up distributions from any employer contributions for the cost of employer sponsored health coverage.

ROTH 457B Contribution

Enter up to 255 characters representing all of the codes which make up distributions from any employer contributions for the Governmental Section 457b Plan.

Example

A sample Magnetic Media Specification has been defined in the DEM company. Use this and your W-2 specification as a guide.

Important

You are solely responsible for entering the correct elements into each of these fields. Each payroll and each company is different, with different needs and different codes. The examples given here are not meant to have a one-to-one correspondence with your company and are useful only as a guide!

Use of the Accuwage software, available from the SSA web page, is highly recommended prior to submitting your magnetic media files.

Exit the Screen

When you are finished maintaining the magnetic media file, you will be returned automatically to the Payroll Reports Menu.

State Magnetic Media Specs

Introduction

This function is used to maintain each of the fields found in the state record (RS) of the magnetic media format.

The record formats used to create the magnetic media file were taken from the SSA publication 42-007. Because these records are considered optional by the SSA, additional information may be required by individual states. Please contact the appropriate agency within your state for further information.

How to Execute

From the Payroll Reports Menu, select **State Magnetic Media Specs**.

Description	GBWL Contents
Unemp Insur Total Wages	G
Unemp Insur Taxable Wages	G
State Taxable Wages	B TNJ
State Income Tax Withheld	W TNJ
Other State Data	L

Description of Fields

State Code

Enter the 2-character state abbreviation for the state to which this record applies.

Example: NJ - New Jersey

Employer Account Number

Enter up to 12 alphanumeric characters representing the State Employer Account Number. The Employer Account Number is assigned by the state. Punctuation for this field is defined by the individual states.

Taxing Entity Code

Enter up to 5 characters for the Taxing Entity Code. The contents of this code will be defined by the individual states.

State Optional Code

Enter up to 2 characters representing the optional code, as defined by the individual states.

GBWL

This field indicates which amount to use from the employee records when accessing the contents in the next field.

Enter one of the following:

- G** Uses the "Gross" amounts as found in the employee record
- B** Uses the "Taxable" or "Basis" amounts as found in the employee record
- W** Uses the "Withholding" amounts as found in the employee record
- L** Uses the actual literal data entered in the contents

Unemployment Insurance Total Wages

Enter up to 255 characters representing all of the codes which make up the Unemployment Insurance wages for this state.

Example: GBWL = G; Contents = CNJSUI1 + CNJSUI2

Unemployment Insurance Taxable Wages

Enter up to 255 characters representing all of the codes which make up the Unemployment Insurance taxable wages for this state.

Example: GBWL = B; Contents = CNJSUI1 + CNJSUI2

State Taxable Wages

Enter up to 255 characters representing the state tax taxable wages for this state.

Example: GBWL = B; Contents = TNJA + TNJB + TNJC + TNJD + TNJE

State Income Tax Withheld

Enter up to 255 characters representing the state tax withheld for this state.

Example: GBWL = W; Contents = TNJA + TNJB + TNJC + TNJD + TNJE

Other State Data

Enter up to 255 characters representing the other state data to be defined by this state. If this field is to be a literal, enter "L" in the GBWL field and enter up to 10 characters that are to appear in this field.

Example

A sample State Magnetic Media Specification has been defined in the DEM company. Use this and your W-2 specification as a guide.

Important

You are solely responsible for entering the correct elements into each of these fields. Each payroll and each company is different, with different needs and different codes. The examples given here are not meant to have a one-to-one correspondence with your company and are useful only as a guide!

Exit the Screen

When you are finished maintaining the state magnetic media file, you will be returned automatically to the Payroll Reports Menu.

7 Period End Processing

This chapter describes the options that are available during Period End Processing. They include:

- Maintain Cleared Checks
- Period End Update
- Status Change Update

Each of these functions is usually executed only once each month, after all transactions have been entered for the current month and before any entries are made for the next month.

Maintaining Cleared Checks

Introduction

This function is used to mark checks as being cleared, or to unmark them if they were cleared improperly. Checks may be cleared either as a range or one at a time.

This function is important only if you have chosen to remove only cleared checks from the monthly check file during period end processing.

How to Execute

From the Payroll Main Menu, select **Maintain Cleared Checks**.

Description of Fields

Bank Code to Maintain

Enter the bank code for which you wish to clear checks.

Starting Check to Clear

There are two different ways to clear checks, and you will probably want to use both.

1. Clear checks by range. Enter the starting check in the range here, and the ending check in the range in the next field. This is useful when groups of checks have cleared.
2. Clear individual checks. Press **F2** at this field. A view of the checks will display on the screen. Use the arrow keys to move up and down the checks. Press **F1** on a highlighted check, and it will be flagged as "cleared". If it was already cleared, it will be re-flagged as open. Press **F4** to exit the view.

Ending Check to Clear

Enter the last check in the range that you want to clear, or use the **F2** key as in "Starting Check."

If you entered a range of checks, the system prompts:

Proceed with clearing this check number range?

You may respond as follows:

- Y** Clears the checks in the range. If checks exist in the range that has already been marked as "cleared," nothing happens to them.
- N** Returns to the bank code.
- U** "Un-clears" checks in the range that was previously cleared.

Exit the Screen

When you are finished with this function, press **F4** at either the bank code or starting check field to return to the Payroll Main Menu.

Period End Update

Introduction

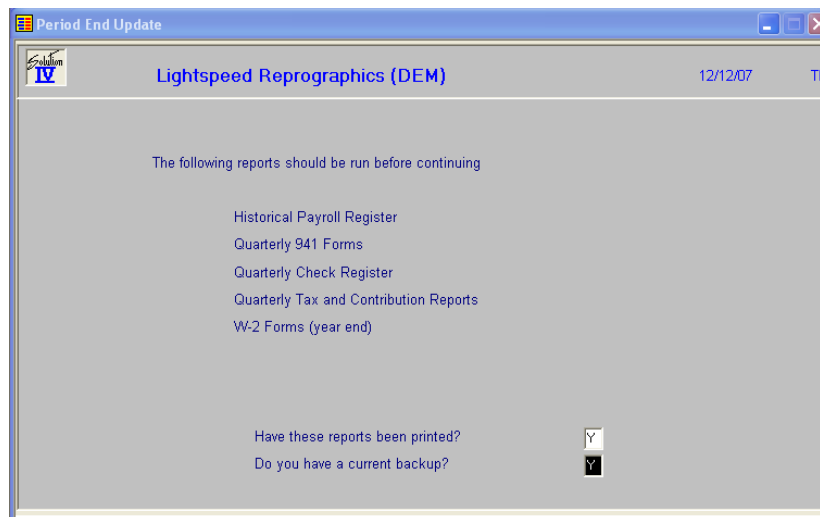
This function should be run at the end of each month after the last pay cycle has been completed. Be sure to run it before any entries are made for the following period.

Period End Processing does the following:

1. Clears the quarterly check file according to the specifications set in your parameters.
2. Clears all month-to-date figures throughout the Payroll system, including the employee and code files.
3. Deletes any terminated employees based on the termination date and, the number of days to wait before deleting an employee.
4. Clears vacation/sick accruals based on the parameters.
5. Clears historical transactions older than the specified date.
6. If running quarter end, the Period End Update will increment the current quarter indicator in the payroll parameters.
7. If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and clear all year-to-date figures.
8. A separate option is available for clearing the automatic AP Expense Transfer amounts.

How to Execute

From the Payroll Main Menu, select **Period End Update**.



Description of Fields

Have these reports been printed?

The following reports should be printed before processing period end because data may be cleared from these files:

- Historical Payroll Register
- Quarterly 941 Forms
- Quarterly Tax and Contribution Reports
- W-2 Forms (year end)
- Quarterly Check Register

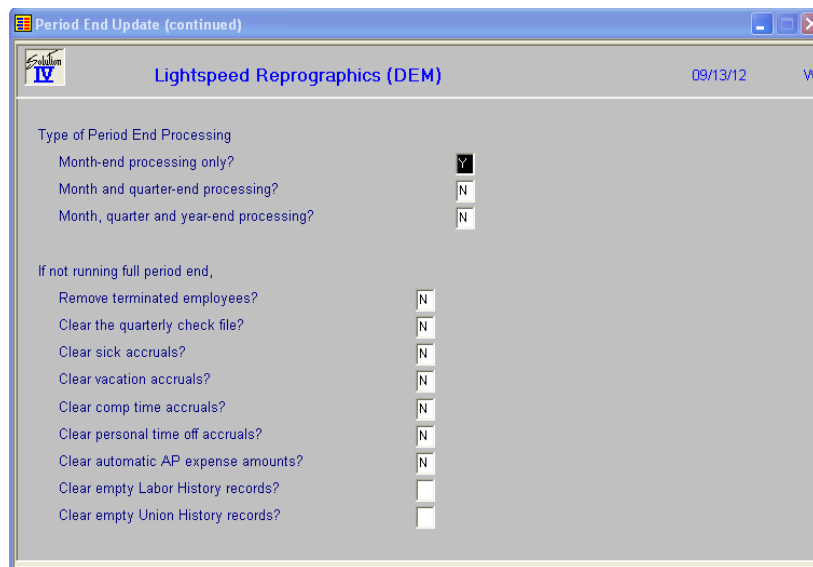
If you have printed your final copy of these reports, answer **Y**.

Do you have a current backup?

It is **VERY IMPORTANT** that you make backups before processing period end. Even if you do not make other backups during the month, at least make them at this time.

If you have current backups, answer **Y**.

If you have answered **Y** to both of the above questions, you will see the following screen:



Description of Fields

Month-end processing?

Month end processing clears all month-to-date (MTD) figures throughout the payroll system.

Month and quarter-end processing?

Quarter end does everything that month end does. In addition, it increments the current quarter indicator in the payroll parameters and controls which quarterly bucket the Check Register Update will update.

Month, quarter and year-end processing?

Year-end does everything that month end and quarter end do, plus:

1. Clears all year-to-date buckets throughout the system including the employee masterfile and code files.
2. Rolls the year-to-date figures into the last year buckets.
3. Sets the current quarter indicator to 1.

Clears vacation/sick accruals if required by the payroll parameters.

Remove terminated employees?

Terminated employees may be deleted from the system as part of year-end processing. When using this option, the system looks at the termination date for each employee. It compares this date with today's date, taking into account the number of days to retain terminated employees from the payroll parameters. Employees without termination dates are skipped.

Y Scans for employees to delete. Employees are evaluated based on the termination date and the number of days to retain terminated employees from the payroll parameters.

N Does not delete terminated employees.

Clear the quarterly check file?

Normally the quarterly check file is cleared as part of quarter end processing. However, there may be times when you need to clear the quarterly check file mid-quarter. For example, if the file gets full and you don't have room on the disk to expand it. Be sure to print the Quarterly Check Register before clearing checks.

Y Clears the quarterly check file in the manner stated in your payroll parameters.

N Leaves the quarterly check file alone.

Clear sick accruals?

Employee sick accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y Clears the sick accruals based on the payroll parameters.

N Does not affect the sick accruals.

Clear vacation accruals?

Employee vacation accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y Clears the vacation accruals based on the payroll parameters.

N Does not affect the vacation accruals.

Clear comp time accruals?

Employee comp time accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y Clears the comp time accruals based on the payroll parameters.

N Does not affect the comp time accruals.

Clear personal time off accruals?

Employee personal time off accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Y Clears the personal time off accruals based on the payroll parameters.

N Does not affect the personal time off accruals.

Clear automatic AP expense amounts?

The amounts for the Automatic Accounts Payable Expense Transfer are stored separately for each deduction, tax and contribution. You have the option of clearing these numbers during period end. You will only want to use this option if you do not want to post to Accounts Payable.

Y Clears the Automatic AP Expense amounts.

N Does not affect the Automatic AP Expense amounts.

Clear empty Labor History records?

The labor distribution file may, over time, have records that have no transactions posted to them. This option gives you the ability to clean these out, thereby shortening the report.

Y Clears the labor history file of empty records.

N Does not affect the labor history file.

Clear empty Union History records?

The union distribution history file may, over time, have records that have no transactions posted to them. This option gives you the ability to clean these out, thereby shortening the record.

Y Clears the union history file of empty records.

N Does not affect the union history file.

Exit the Screen

When the Period End Update is finished you will be returned to the Payroll Main Menu.

Status Change Update

Introduction

The Status Change Update takes all of the employee masterfile and code file entries that you have marked to change or delete, verifies their validity, and then effects the change. A report is printed prior to the update showing what is changed/deleted, and you then have the option of continuing the update or not.

Important: This is a powerful function, which may result in codes or employees being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

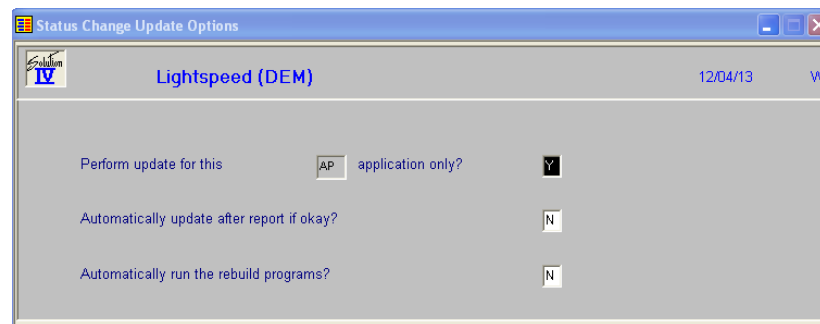
Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup -- this is for your own protection!
- Make sure that the timesheet entry files have been updated.
- Make sure no one else is using Solution-IV Accounting.

How to Execute

From the Payroll Main Menu, select **Status Change Update**.



Description of Fields

Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

Y Perform the update for just this module.

N Perform the update for all modules.

Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

Y Automatically continue with the update after the report is printed.

N Wait for the user to respond to the continue question.

Automatically run the rebuild programs?

You have the option of automatically running the analysis build programs for Order Processing and/or Purchase Order when applicable.

Y Automatically continue with the rebuild programs after the update is completed.

N Do not run the rebuild programs at this time.

Procedure for Status Change

The Status Change Update works as follows:

1. Makes sure the entry files are empty, and that no one else is using the system (any company, any application).
2. Builds a list of all the records that are marked to be deleted or changed (status = D or C).
3. Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere (except for the history files).

Example: If you are deleting Earnings code REG, then REG may not be used by any employees in Employee Maintenance. However, the code may exist in the history files.

4. It then checks the records to be changed and insures that the "change to" is not going to be changed to something else or deleted.
5. A report is printed showing the changes to be made, and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

Are you sure you want to continue the update?

Y Completes the status changes as indicated on the report in the following order.

N Does not run the update, and returns to the Payroll Main Menu.

6. The requested changes are performed.
7. The requested deletions are performed.
8. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files -- one for each element that could be changed. They are normally blank. If the element has been changed the associated flag is set to "C."

Exit the Screen

When the Status Change Update is finished, you will be returned to the Payroll Main Menu.