



Infor ERP FACTS

Payroll

Release 7.7



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Preface

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

System Overview

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

Program Descriptions

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

References

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

Glossary of Terms

The glossary provides a definition of terms used in the manual and related terms from other modules.





Sample Reports



This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.

System Overview

The Payroll system is an optional module that provides the FACTS user all the tools necessary to generate and maintain payroll for their employees. The system maintains up to 24 periods of employee history. Payroll data can be segregated by departments and/or branches for reporting and posting. The system provides W-2 information electronically or on preprinted forms. Manual and system checks can be maintained. The system also stores every paycheck for each employee, along with monthly, quarterly and yearly summaries. Interaction with the General Ledger is automatic and great flexibility is available through the use of GL posting tables.

The Payroll menu is composed of the following subsystems or menus:

 <p>Check Preparation</p>	<p>Here employees are assigned to pay cycles (weekly, monthly, etc.), where their earnings distribution may be set up (GL purposes) and their deduction balances (loan balances) are entered. Once this is done a payroll may be run by setting the standard hours and earnings for the pay cycle, making exceptions to those standards and then checking the final list before printing checks.</p>
 <p>Check Writing</p>	<p>Using the Check Writing module you can create three types of checks in the payroll system: printed (regular) checks, manual checks and void checks.</p>
 <p>Inquiries</p>	<p>The inquiry menu allows users to display specific employee information by employee number or perform a search. General or detail information may be displayed for each employee.</p>
 <p>Reports</p>	<p>Most payroll reports have the option of printing in employee number, alphabetic, branch or employee class order. In addition to the order, you may then choose the range to be printed. For example, if the order chosen is branch, the beginning and ending branch is then asked for.</p>

 <p>End-of-Period</p>	<p>The end-of-period menu contains programs which should be run at the end of each month, period and year to close them correctly and acquire the information needed to report to the government. (Please refer to the normal procedures section.)</p>
 <p>File maintenances</p>	<p>These programs allow the user to enter, change and delete data. Some file maintenance programs will be used often while others will be used infrequently. These Infrequent File maintenances are used mainly during the initial installation of the payroll system.</p>

There are a number of steps that must be taken to set up the Payroll module. The following fields are a sampling of the fields that must be set up: Up to 12 **earnings codes** may be used to represent regular earnings, overtime earnings, vacation earnings, etc. Earnings codes may be set up for hourly rates, such as regular overtime and double-time or for non-hourly rates, such as bonuses and commissions. Up to 6 **Deductions Codes** may be used to represent any deductions taken out of earnings, such as Federal, FICA, State, Local, and 2 additional miscellaneous tax codes. There may be up to 10 other deductions after taxes, such as insurance or 401K. The other deductions may work up to a balance, for example loans or advances. **Pay Cycles** determine how often a payroll is run, for example weekly, biweekly, semimonthly or monthly and the average number of hours worked per payroll.

Once the earnings, deductions, and pay cycles are defined, employees are set up. Employees are set up through the Employee F/M program setting parameters that determine how the system is to process transactions for each employee. Employee information is stored and available to be printed on a report or to be displayed on the screen by an inquiry. Throughout the Payroll system, whenever an employee's number must be entered, the user has the ability to search for the employee through an alpha lookup. The search capability relieves the user of having to remember employee numbers.

New Employee Checklist

1. **Employee File Maintenance** - add the employee to the system.
2. **Employee Pay Cycle File Maintenance** - add the employee to the appropriate pay cycle(s). For example, a company may have a weekly pay cycle for hourly employees, a semi-monthly pay cycle for salaried employees, a monthly pay cycle for salespeople and a bonus pay cycle. One employee may be set up in as many pay cycles as needed.
3. **Earnings Distribution File Maintenance** - (optional) distributes earnings between the appropriate General Ledger accounts entered from the Salaries G/L#
4. **Employee Deduction Balance File Maintenance** - (optional) if the employee has a loan that they are paying off through payroll, enter the amount of the loan balance. Deduction codes may be flagged as to whether they work to a balance, e.g., loan or advance. Balances are set up if an employee has an outstanding balance. The deduction code indicates the amount to deduct from each pay check and as the deduction is used, the

deduction balance is reduced. Once the balance reaches zero, the deduction is no longer taken.

5. **Employee Maximum Hours File Maintenance** - enter the maximum hours allowed for the rest of the year for the employee earning codes maintained. Example: If the employee starts in the middle of the year and therefore, only has 40 hours (1 week) of vacation time (or sick time) remaining to be earned, enter 40 hours now. Prior to running the first payroll for next year, change the maximum hours to what this employee would normally earn.

When ready to process the first pay cycle, the user runs the Initialize Pay Cycle program. This program sets all the standard earnings and deductions for each employee into a working file. Changes to standard wages can be made through the Earnings Exception Entry and programs.

The Pre-Check Edit List provides a detailed printout of the hours worked, wages earned, and the gross and net amounts of the check for each employee. The user may then enter additional changes and run the Edit List as often as needed until the payroll is correct.

Printed, manual, and voided checks may be used in the Payroll system. Each type of check is updated by the Check Register program. The Check Register provides an audit trail of all checks and updates all appropriate files.

The Employee Inquiry program provides general information, past history by period, check history by check, pay cycle information, deduction balances, maximum hours tracking and period, quarter and year-to-date history for each employee. Employee notes may also be entered in the inquiry program.

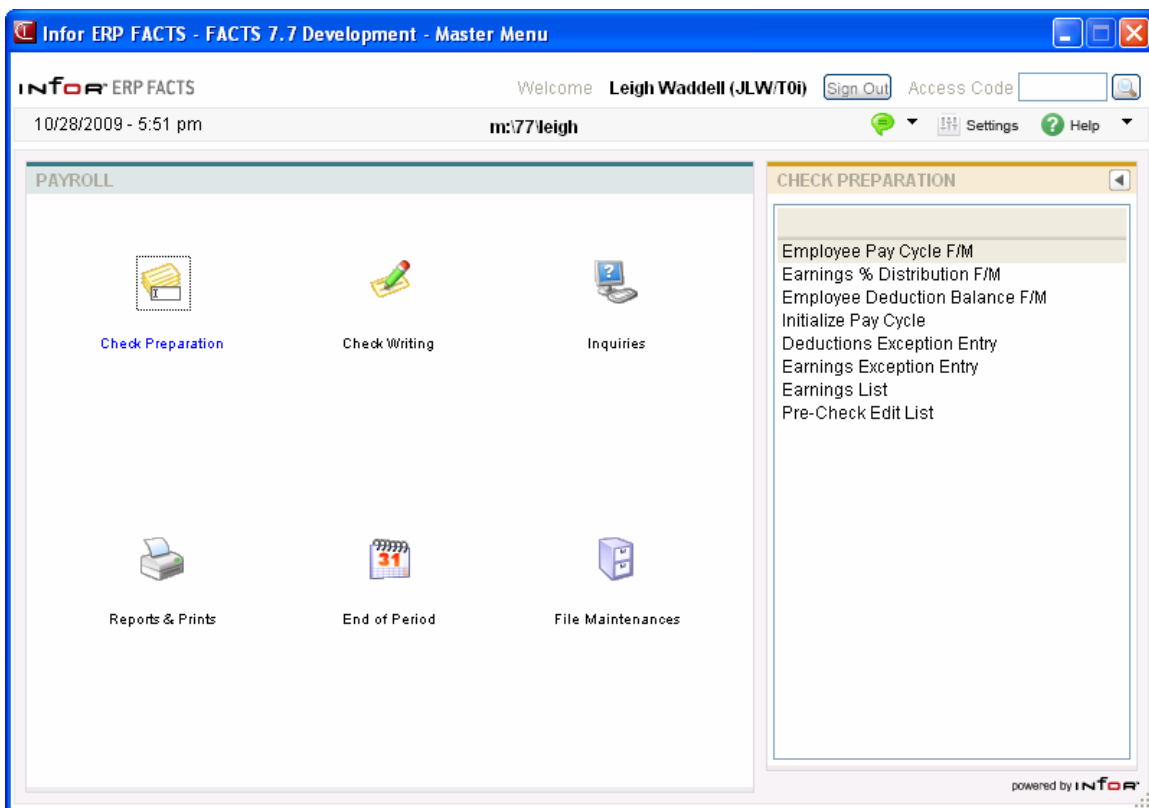
All payroll reports have the option of printing in employee number, alpha, branch or employee class order. In addition to the order, the user may choose the range to be printed. For example, the Employee Listing may be printed in alphabetical order. There is a wide variety of reports which print all available information stored in the Payroll system. The following Payroll reports are available:

- The **Employee Listing** prints a list of employees. Either general or pay cycle information may be printed in either summary or detail form. Active or terminated employees may also be selected.
- The **Check History Report** prints a report of check history within selected dates, in summary, checklist, breakdown or check detail form.
- The **Employee Maximum Hours Report** lists for each employee the maximum hours available, hours used, and hours remaining for any hourly earnings code selected to have maximum hours tracking.
- The **Earnings % Distribution Report** prints a list of the general ledger account numbers for each employee with earnings % distribution and the % of the employees earnings distributed to each account number.
- The **Employee Period History Report** prints a list of each employees hours, earnings and deductions by period in summary or detail for the periods selected.
- The **Matching Deduction Report** prints by deduction code for the period selected, the deduction amount and employer matching deduction amount.

- The **Worker's Compensation Report** prints for each tax type the rate (%) of contribution paid by the employer along with the earnings contribution, in either summary or detail form.
- The **Employee Label Print** program prints up to 99 labels to print per employee and may be sorted by zip code.
- The **Employee Notes Print** program prints the notes for any employees in the employee notes file.
- The **PR Code List** prints a list of the various PR codes: employee classes, departments, earnings, deductions, tax districts, earnings GL posting tables and deductions GL posting tables. The information stored with these codes is also printed.

Payroll is closed out at the end of each period, quarter, and year. Reports on the End-of-Period menu include a Period Earnings/Deductions Report, a Period GL Distribution, a Period Check Register, an Unemployment Report (for any tax district), a 941 Print, and a 945 Print. The End-of-Period Update zeros out the appropriate information for the period being closed so that the next period's information can be accumulated.

The Payroll system provides a W-2 capture for the end of year processing, so that new payroll year processing can take place even though W-2's may not be printed yet. The system also provides for magnetic media reporting on floppies or on tape.

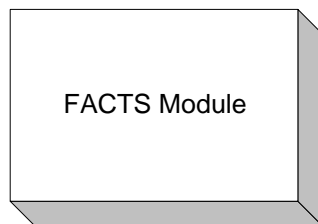
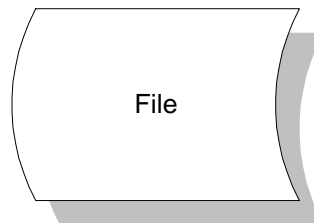
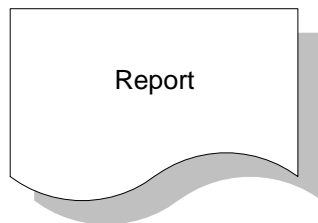
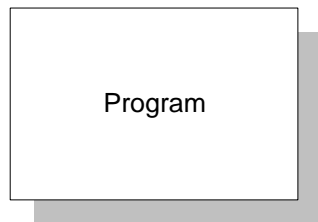


Payroll Flow Charts

The following pages present flow charts that illustrate the flow of information from Payroll to the other modules in the FACTS System. They also illustrate the flow of information within Payroll.

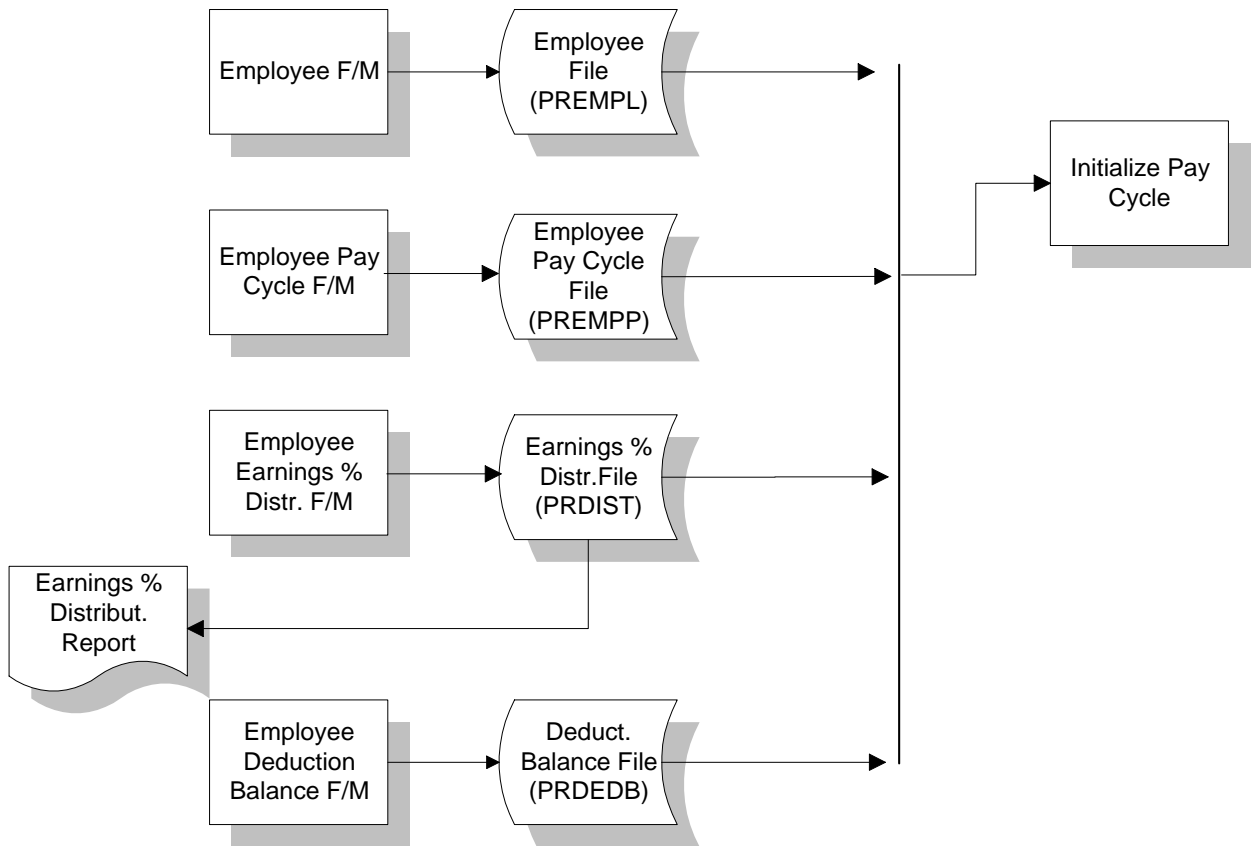
Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

The following symbols represent the types of information shown on the flow charts.

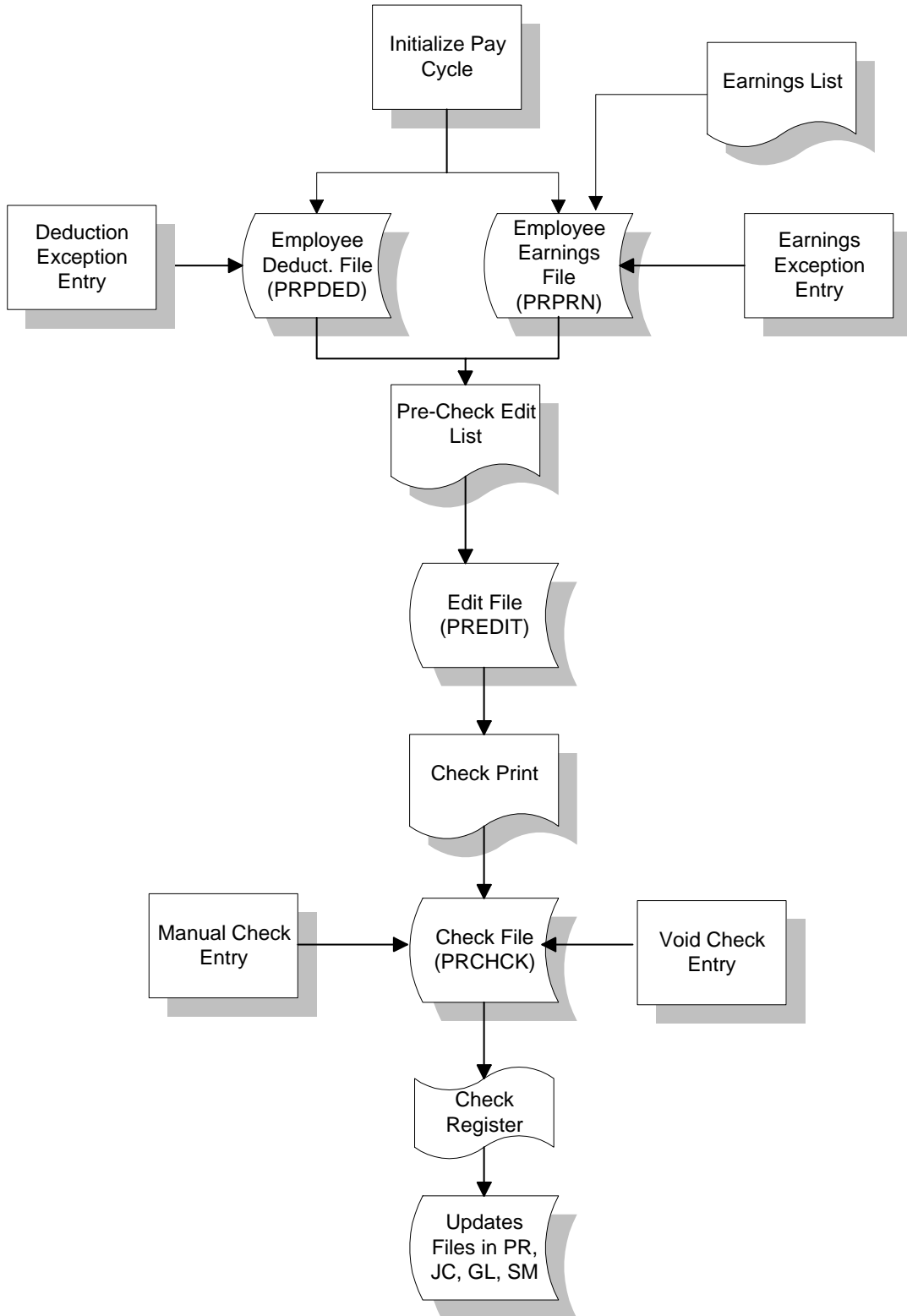




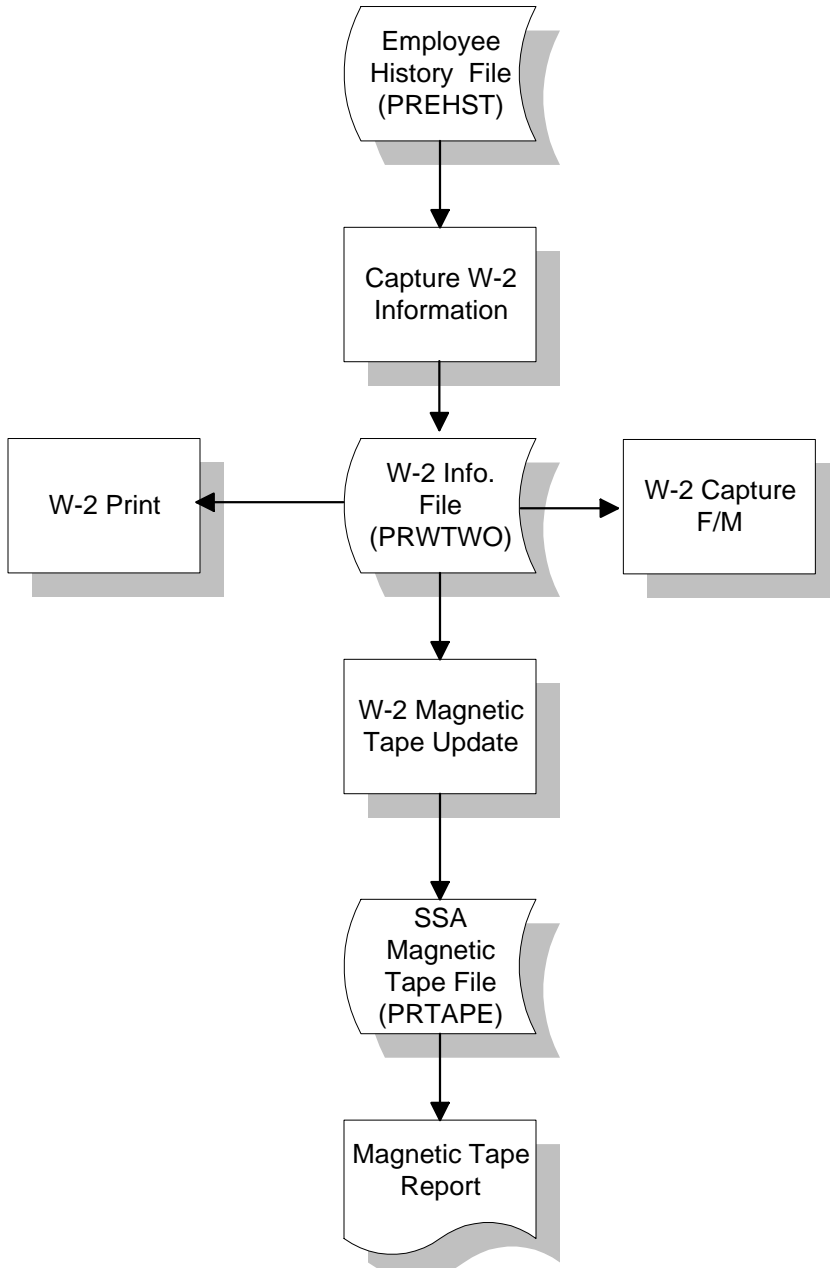
Payroll Employee Entry/Update



Pay Cycle Entry/Update



Process W-2s



Posting to General Ledger

Transactions from Payroll may automatically post to General Ledger. The PR Static Control F/M contains flags which determine how to post PR transactions to General Ledger.

Through the GL distribution flag the user determines the detail of the journal entries posted. The flag may be set to one of the following: 0-indicating no GL distribution is printed or posted; 1-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; 2-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or 3-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Through the posting journal the user determines which GL journal (where in the general ledger journal file) to post transactions.

There are standard entries made to general ledger when posting payroll. For example when an employee is written a payroll check, one debits salaries and credits cash. The user must set up where these standard GL account numbers used are and where they will come from.

The Payroll transactions are posted to General Ledger by the Payroll Check Register update. The standard account numbers posted are determined by the earnings and deductions GL posting tables. Users establish their own set of valid earnings and deductions GL posting tables. Each employee by pay cycle is assigned to an earnings and deductions GL posting table which determines the correct GL account numbers to post to when posting earnings and deductions to general ledger for that employee/pay cycle.

Earnings GL Posting Tables

Payroll earnings can post to the GL according to the type of payroll employee. Separate posting tables would be set up for each type of employee.

Example 1 - Multiple Earning GL Posting Tables

<u>ADM - Administrative Salaries</u>			<u>SLS - Sales Salaries</u>		
Reg	570-01-00	Adm Salaries-Reg	Reg	580-01-00	Sls Salaries-Reg
Sick	571-01-00	Adm Salaries-Sck	Sick	581-01-00	Sls Salaries-Sick
Vac	572-01-00	Adm Salaries-Vac	Vac	582-01-00	Sls Salaries-Vac
Ovt	573-01-00	Adm Salaries-Ovt	Ovt	583-01-00	Sls Salaries-Ovt
Hol1	574-01-00	Adm Salaries-Reg	Hol1	584-01-00	Sls Salaries-Reg
Hol2	575-01-00	Adm Salaries-Reg	Hol2	585-01-00	Sls Salaries-Reg

Com 576-01-00 Adm Salaries-Comm Com 586-01-00 Sls Salaries-Comm

The administrative employee earns:

Regular	\$1000.00
Sick	\$ 500.00
Overtime	\$ 250.00

The sales employee earns:

Regular	\$ 500.00
Sick	\$ 100.00
Commission	\$1500.00

The system uses the GL table to distribute the earnings as follows:

		DEBIT
570-01-00	Adm Salaries - Regular	\$1000.00
580-01-00	Sls Salaries - Regular	500.00
571-01-00	Adm Salaries - Sick	500.00
581-01-00	Sls Salaries - Sick	100.00
573-01-00	Adm Salaries - Overtime	250.00
586-01-00	Sls Salaries - Commission	1500.00

Example 2 - Earning and Deduction GL Tables

Employee earnings consists of:

Regular	\$2000.00
Sick	\$ 500.00
Overtime	\$ 250.00

Employee deductions consists of:

Federal	\$100
FICA	\$ 50
State	\$ 25
Insurance	\$ 10
<u>401K</u>	<u>\$ 30</u>
Net Check	\$2535

The GL distribution posts as follows:

		DEBIT	CREDIT
*	Cash		\$2535.00
**	Salaries	\$2000.00	
**	Salaries – Sick Pay	500.00	
**	Salaries – Overtime	250.00	
**	Federal Taxes		100.00
**	FICA Employee		50.00
**	FICA Employer Expense	50.00	
**	FICA Employer Payable		50.00
**	State Taxes		25.00
**	Insurance		10.00
**	401K Employee		30.00
**	401K Employer Expense	15.00	
**	401K Employer Payable		15.00
		\$2815.00	\$2815.00

* = G/L # assigned to bank printing checks.

** = G/L # assigned to employee GL deductions posting table, =.

Deductions GL Posting Tables

Example 3 - Deduction GL Posting Tables

In our example, all employees, regardless of department, are assigned to the same deductions GL posting table.

<u>STD - Standard Table</u>			<u>Matching Expense GL#</u>		
FICA	333-00-00	FICA Taxes Employee	Fica	340-00-00	FICA Taxes Employer
Fedl	331-00-00	Federal Taxes	401K	341-00-00	401K Employer
Stat	332-00-00	State Taxes			
Locl	333-00-00	Local Taxes			
Ins	335-00-00	Insurance			
Dntl	336-00-00	Dental			
401K	337-00-00	401K Employee			
Advc	338-00-00	Advance			

Employee earnings consists of:

Regular	\$2000.00
Sick	\$ 500.00
Overtime	\$ 250.00

Employee deductions consists of:

Federal	\$100
FICA	\$ 50
State	\$ 25
Insurance	\$ 10
<u>401K</u>	<u>\$ 30</u>
Net Check	\$2535

The GL distribution posts as follows:

		DEBIT	CREDIT
*	Cash		\$2535.00
**	Salaries	\$2000.00	
**	Salaries – Sick Pay	500.00	
**	Salaries – Overtime	250.00	
**	Federal Taxes		100.00
**	FICA Employee		50.00
**	FICA Employer Expense	50.00	
**	FICA Employer Payable		50.00
**	State Taxes		25.00
**	Insurance		10.00
**	401K Employee		30.00
**	401K Employer Expense	15.00	
**	401K Employer Payable		15.00
		\$2815.00	\$2815.00

* = G/L # assigned to bank printing checks.

** = G/L # assigned to employee GL deductions posting table, =.

Earnings Distribution

Through the PR Static Control F/M, the user sets the **Use Earnings Distribution** flag to indicate if the earnings % distribution feature is used. If set to Y, the earnings percent distribution file is active and the Earnings % Distribution F/M program is available. If the system uses earnings distribution by %, and employees have earnings % distribution records, then it takes precedence over their earnings GL posting table during posting.

Example 4 - Earnings Distribution

An employee is assigned to the following earnings GL posting table:

ADM - Administrative Salaries

Reg	570-01-00	Adm Salaries-Regular
Sick	571-01-00	Adm Salaries-Sick
Vac	572-01-00	Adm Salaries-Vacation
Ovt	573-01-00	Adm Salaries-Overtime
Hol1	574-01-00	Adm Salaries-Regular
Hol2	575-01-00	Adm Salaries-Regular

Com 576-01-00 Adm Salaries-Commissions

The employee earns the following:

Regular	<u>\$1000.00</u>
	\$1000.00

If the **Use Earnings Distribution** flag is set to N, the system uses the GL table to distribute the earnings as follows:

		<u>Debit</u>
570-00-00	Salaries-Regular	1000.00

If the **Use Earnings Distribution** flag is set to Y, the system uses the earnings % distribution from the Earnings % Distribution F/M program.

The employee earns 50% from Branch 1 and 50% from Branch 2.

The system distributes the earnings as follows:

		<u>Debit</u>
575-00-01	Salaries-Reg Br 1	500.00
575-00-02	Salaries-Reg Br 2	500.00

Post Unemployment

Through the PR Static Control F/M the user sets the post unemployment flag to indicate if the unemployment insurance (or tax) is to post to general ledger. If Y is entered, the system posts the unemployment debit and credit amounts to general ledger based on the tax districts. The Check Register GL distribution prints the unemployment GL information before posting occurs.

NOTE: If you are posting unemployment to GL, the system does not automatically post taxes payable to the accounts payable system. Therefore, the unemployment debit may be set up as the AP expense account (example, payroll tax expense) and the unemployment credit may be set up as the liability which becomes a zero-balance account when the taxes are entered in AP.

Example 5 - Posting Taxes Payable

		DEBIT	CREDIT
PR posting:	Payroll Tax Expense	100.00	
	Payroll Tax Liability		100.00
AR posting:	Payroll Tax Liability	100.00	
	Accounts Payable		100.00

Post Worker’s Compensation

Through the PR Static Control F/M the user sets the **Post Worker’s Comp** flag to indicate whether to post worker’s compensation to general ledger. If Y is entered, the system posts the worker’s compensation accrual and expense amounts to general ledger based on the employees’ worker’s compensation code (Worker’s Comp F/M). The Check Register GL distribution prints the worker’s compensation GL information before posting occurs.

NOTE: Each employee may be assigned to a branch through the Employee F/M however, the branch may not automatically post to General Ledger. Earnings and deductions GL posting tables must be set up with branch already inserted (if applicable) to post to General Ledger.

If Posting To Job Cost From Payroll

During the Earnings Exception Entry program the user may post the earnings to a job number to post to Job Cost. If job cost information is entered the debit (expense) account number comes from one of two places. If the **Post Work-in-Process** flag is set to Y in the JC to GL Posting F/M program, the debit account number is a work-in-process account number. Depending on the **Basis** flag set in this record for work-in-process, the default number is used or the work-in-process account number is assigned to the cost type for the GL posting table assigned to the job. If the post **Work-in-Process** flag is set to N in the JC to GL Posting F/M program, the expense account number is the standard earnings G/L # posted (same as if Job Cost is not used).

The Check Register GL distribution posts to GL as follows:

DEBIT	CREDIT
Work in Process or Adjustment	Cash

The work-in-process or expense GL number also posts into the Job Cost Job Posting Entry file. The Job Posting Register is then run which updates the WIP or expense GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

DEBIT	CREDIT
Accounts Receivable	Sales
	Tax
	Freight
Cost of Sales	WIP or Expense

The WIP or expense GL number was originally debited in Payroll and in Job Cost is credited. This means the WIP or Expense number is a wash account with the amount posting to the Cost of Sales GL account number.

Standard Procedures

This section covers standard procedures to be followed for payroll. These procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

1) Recommended Operating Procedures

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

2) End-Of-Period Checklist

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the payroll module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

3) End-Of-Period Checklist Explanation

A detailed account is provided of the purpose of each program on the checklist.

Recommended Operating Procedures

Daily Procedures (or as needed)

1. Print any employee listings or reports
2. Enter/change employee or pay cycle data

Pay Cycle Procedures

- *1. Initialize pay cycle
- *2. Enter exceptions to standards
- *3. Proof with edit list
4. Enter manual and void checks
5. Print checks
- *6. Print/update Check Register

Monthly Procedures (Jan, Feb, Apr, May, Jul, Aug, Oct, Nov only)

- *1. Print Period Earnings/Deductions Report
- *2. Print Period GL Distribution
- *3. Print Period Check Register
4. Print Period Unemployment Reports (if needed)
- *5. Run End-of-Period Update

Quarterly Procedures (Mar, Jun, Sep only)

- *1. Print Period Earnings/Deductions Report
- *2. Print Period GL Distribution
- *3. Print Period Check Register
4. Print Period Unemployment Reports (if needed)
- *5. Print Quarterly Earnings/Deductions Report
6. Print 941/945 forms
7. Run Clear Check History program
- *8. Print Quarterly Unemployment Reports (if needed)
- *9. Run End-of-Quarter Update

Yearly Procedures

- *1. Print Period Earnings/Deductions Report
- *2. Print Period GL Distribution
- *3. Print Period Check Register
- 4. Print Period Unemployment Reports (if needed)
- *5. Print Quarterly/Earnings Deductions Report
- *6. Print 941/945 forms
- *7. Run Clear Check History program
- 8. Print Quarterly Unemployment Reports (if needed)
- *9. Run Yearly Earnings/Deductions Report
- 10. Print Yearly Unemployment Reports (if needed)
- *11. Capture W-2 information
- *12. Run End-of-Period Update
- *13. Print W-2s
- *14. Run W-2 Magnetic Tape Update (if used)
- *15. Print W-2 Magnetic Tape Report (if used)

* indicates the procedure is required and must be performed in the time period designated.

Monthly Closeout Checklist - Payroll

Period ____ Year ____ (Jan, Feb, Apr, May, Jul, Aug, Oct, Nov)

User	Date	Menu	Description
_____	_____	EOP	1. Print Period Earnings/Deductions Report
_____	_____	EOP	2. Print Period GL Distribution
_____	_____	EOP	3. Print Period Check Register
_____	_____	EOP	4. Print Period Unemployment Reports
_____	_____	EOP	5. Run End-of-Period Update

Quarterly Closeout Checklist - Payroll

Quarter ____ Year ____ (Mar, Jun, Sep)

User	Date	Menu	Description
_____	_____	EOP	1. Print Period Earnings/Deductions Report
_____	_____	EOP	2. Print Period GL Distribution
_____	_____	EOP	3. Print Period Check Register
_____	_____	EOP	4. Print Period Unemployment Reports
_____	_____	EOP	5. Print Quarterly Earnings/Deductions Report
_____	_____	EOP	6. Print 941/945 forms
_____	_____	EOP	7. Run the Clear Check History program
_____	_____	EOP	8. Print Quarterly Unemployment Reports
_____	_____	EOP	9. Run End-of-Period Update

Yearly Closeout Checklist - Payroll

Year ____ (Dec)

User	Date	Menu	Description
_____	_____	EOP	1. Print Period Earnings/Deductions Report
_____	_____	EOP	2. Print Period GL Distribution
_____	_____	EOP	3. Print Period Check Register
_____	_____	EOP	4. Print Period Unemployment Reports
_____	_____	EOP	5. Print Quarterly Earnings/Deductions Report
_____	_____	EOP	6. Print 941/945 forms
_____	_____	EOP	7. Run the Clear Check History Program
_____	_____	EOP	8. Print Quarterly Unemployment Reports
_____	_____	EOP	9. Print Yearly Earnings/Deductions Report
_____	_____	F/M	10. Print Yearly Unemployment Reports
			11. Capture W-2 information
			12. Run End-of-Period Update
			13. Print W-2 forms
			14. Run W-2 Magnetic Tape Update
_____	_____	EOP	15. Print W-2 Magnetic Tape Report

End-Of-Period Checklist Explanation

Payroll is a module that only interacts with the general ledger and no other modules. Therefore, payroll may be closed for the period, quarter and year, whenever it is convenient for the user. However, it is important to note that until a period is closed, no payroll procedures may be executed for the following period. Also, until a quarter is closed no payroll procedures may be executed for the following quarter and until a year is closed no payroll procedures may be executed for the following year.

Payroll Monthly Procedures

1. **Print Period Earnings/Deductions Report.** This report must be run before the user can run the End-of-Period Update. It allows the user to obtain a report of wages paid in each earnings category and deductions withheld from payroll in each deduction category for all employees. Because this report can be run at any time or any number of times, the user is warned if all payrolls for the period have not been completed and/or if the report has already been printed. All Period Earnings Reports should be kept as an audit trail.
2. **Print Period GL Distribution.** This report should be run and updated before the user runs the End-of-period Update. It allows the user to obtain a report of the earnings distributions for the period. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All GL Distribution Reports should be kept as an audit trail.
3. **Print Period Check Register.** This register needs to be run for the user to obtain a listing, grouped by bank, of all regular, manual and void checks for the period. This register is a summary of the Check Registers printed for the period. After the register prints, the user should remove the records just printed in order to clear the file. If records are not removed, they will appear on next period's register. All Period Check Registers should be kept as an audit trail.
4. **Print Period Unemployment Reports.** These reports must be run before the user runs the End-of-Period Update or the figures are not available. It allows the user to obtain a report for each employee based on the tax district information of gross wages, taxable wages and nontaxable wages. All Unemployment Reports should be kept as an audit trail.
5. **Run End-of-Period Update.** This is the last step to closing payroll for the period. This program allows the user to close the current payroll period. It resets employee and department period figures to zero and advances the current period.

Payroll Quarterly Procedures

1. **Perform Payroll Monthly Procedures.** At the end of a quarter all monthly procedures must be followed except the End-of-Period Update. **CAUTION:** Do not run the End-of-Period Update until **ALL** quarterly reports have been run.
2. **Print Quarterly Earnings/Deductions Report.** This report must be run before the user can run the End-of-Period Update. It allows the user to obtain a report of wages paid in each earnings category and deductions withheld from payroll in each deduction category for all employees. Because this report can be run at any time or any number of times, the user is warned if all payrolls for the quarter have not been completed and or if the report has already been printed. All Quarterly Earnings/Deductions Reports should be kept as an audit trail.
3. **Print 941/945 forms.** The 941/945s must be printed before the user can run the End-of-Period Update. These forms are printed on paper by the system and no actual preprinted form is needed. The information on these forms is identical to the Period Earnings/Deductions Report for each employee.
4. **Run Clear Check History Program.** This program should be run in order to remove records from the check history file to prevent a full file. It is suggested that historical records over three months old be removed.
5. **Print Quarterly Unemployment Reports.** These reports must be run before the user runs the End-of-Period Update or the figures are not available. It allows the user to obtain a report for each employee based on the tax district information of gross wages, taxable wages and nontaxable wages. All Unemployment Reports should be kept as an audit trail.
6. **Run End-of-Period Update.** This is the last step of closing payroll for the quarter and should only be run if the Quarterly Earnings/Deductions Report and 941 forms have been printed. This program allows the user to close the current payroll month and quarter. It resets the employee and department monthly and quarterly figures to zero and advances the current month and quarter.

Payroll Yearly Procedures

1. **Perform Payroll Monthly and Quarterly Procedures.** At the end of a year all monthly and quarterly procedures must be followed except the End-of-Period Update. **CAUTION:** Do not run the End-of-Period Update until **ALL** yearly reports have been run.
2. **Print Yearly Earnings/Deductions Report.** This report must be run before the user can run the End-of-Period Update. It allows the user to obtain a report of wages paid in each earnings category and deductions withheld from payroll in each deduction category for all employees. Because this report can be run at any time, or any number of times, the user is warned if all payrolls for the year have not been complete and/or if the report has already been printed. All Yearly Earnings Reports should be kept as an audit trail.
3. **Print Yearly Unemployment Reports.** These reports must be run before the user runs the End-of-Period Update or the figures are not available. It allows the user to obtain a report for each employee based on the tax district information of gross wages, taxable wages and nontaxable wages. All Unemployment Reports should be kept as an audit trail.
4. **Capture W-2 information.** This report **MUST** be run before running the End-of-Year Update so that W-2's may be run. It captures all W-2 information so that W-2 Magnetic Media Updates can be run after the close of the payroll year.
5. **Run End-of-Period Update.** This is the last step to closing payroll for the year and can only be run if the above steps have been completed. This program allows the user to close the current payroll month, quarter and year. It resets employee and department monthly, quarterly and yearly figures to zero and advances the current year.
6. **Print W-2 forms.** The forms used for this program are the standard W-2 forms issued by the Department of Treasury. The information printed on these forms is identical to Yearly Earnings and Deductions Reports for each employee.
7. **Run W-2 Magnetic Tape Update.** This update transfers the W-2 information to a magnetic tape to submit to the Social Security Administration.
8. **Print W-2 Magnetic Tape Report.** This report records information dealing with the W-2 magnetic tape.

CHAPTER 2

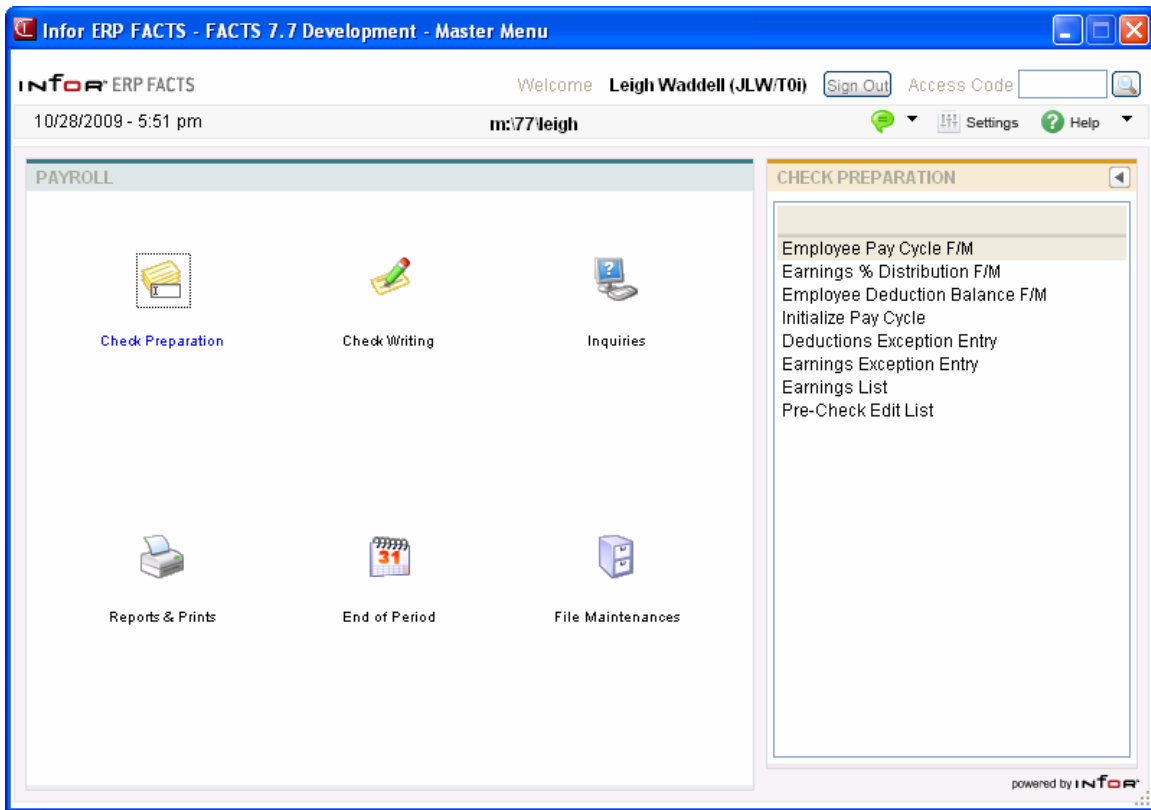
Check Preparation

Here employees are assigned to pay cycles (weekly, monthly, etc.), where their earnings distribution may be set up (GL purposes) and their deduction balances (loan balances) are entered. Once this is done a payroll may be run by setting the standard hours and earnings for the pay cycle, making exceptions to those standards and then checking the final list before printing checks.

The three file maintenance programs are the final procedures before running a payroll. The Employee Pay Cycle F/M is used to assign employees to their pay cycles. For example, John Smith might be a weekly salaried employee (base) as well as a commissioned salesperson (commission). Therefore, he will be set up in the weekly pay cycle where he has standard earnings and standard taxes and deductions are taken out as well as the commission pay cycle where only taxes are deducted. If his earnings are to be distributed to various GL account numbers (other than by department) they will be set up in the Earnings % Distribution F/M. If he has any deduction balances (i.e., loan balances) they are to be set up in the Employee Deduction Balance F/M. Once these three steps are taken a payroll may be run.

The first step to running a payroll is to initialize a pay cycle. The initialization will set up each employee's standard earnings, taxes and deductions in a work file (i.e., the hours and earnings/deductions entry file). Then you may use the Exception Entry program to make exceptions (changes) to any employee's standard earnings and use the Deductions Exception Entry program to make exceptions to taxes and deductions.

The Earnings List prints employee earnings information for a specific pay cycle. The Pre-check Edit List is used to print a listing (edit list) of what each employee's check will look like. Users can make corrections in the Exception Entry and/or Deductions Exception Entry programs and reprint the Edit List as often as needed until the list is finalized. Once checks have been printed, no more changes may be made.



Employee Pay Cycle F/M (PRF110)

Function

This program allows the user of the FACTS system to enter employees into pay cycles. Users set up general employee information (name, address, social security number, etc.) through the Employee F/M. Users also set up as many pay cycles as needed through the Pay Cycle F/M.

For example, a company may have a weekly pay cycle for hourly employees, a semi-monthly for salaried employees, a monthly (commission) for salespeople and a bonus pay cycle. Employees are then set up in appropriate pay cycles in this program. One employee may be set up in as many pay cycles as needed. For example, if an employee's compensation plan is salary plus commission, that employee may be set up in the semi-monthly pay cycle and the monthly pay cycle. The same employee might also perhaps be set up in the bonus pay cycle.

Through this program, users enter standard pay cycle information for an employee including standard pay rates, number of hours and deductions' amounts.

Once employees are set up in the appropriate pay cycles, a payroll may be run for a pay cycle. The information in this file is used to Initialize Pay Cycles (set all earnings to standards).

Before entering employee pay cycle data, pay cycles and employees must be set up in their respective file maintenance programs.

Hours, earnings and deductions category names appear on the screen as they were entered in the Codes Sequence F/M program.

User Fields

The following fields are involved in creating an employee pay cycle record:

1. Employee

Enter a valid employee number (ref. 4).

2. Pay Cycle

Enter the pay cycle code for this employee (up to 2 characters). The entry must be a valid pay cycle code. F2 allows a search (ref. 8).

3. Department

Enter the employee's normal department when working in this pay cycle (up to 3 characters). The entry must be a valid department code. Press Enter (CR) to default to the department assigned in the Employee F/M. F2 allows a search (ref. 8).

4. Earnings Table

Enter the GL earnings posting table for this employee in this pay cycle. The entry must be a valid earnings GL posting table. This table is used to print the

GL distribution of wages in the Check Register if the employee has no earnings % distribution record or % distribution is not used on the system. F2 allows a search (ref. 8).

5. Deductions Table

Enter the GL deductions posting table for this employee. The entry must be a valid deductions GL posting table. This table is used to print the GL distribution of taxes and deductions in the Check Register. F2 allows a search (ref. 8).

6. Gross Pay

Enter the employee's standard total gross pay for this pay cycle i.e., if entering a weekly pay cycle, enter the gross pay for one week of work (0-999999.99). Press Enter (CR) to initially default to 0.

7. Unemployment District

Enter the employee's tax district code in which to post unemployment.

8-19. Hours & Earnings

All hourly earnings codes entered through the Code Sequence F/M are displayed on the screen. Only earnings codes that are valid for the pay cycle are available for input. For each code, enter the standard number of hours worked by the employee per pay cycle, and the pay rate for that category and the job cost bill rate. For regular hours, press Enter (CR) to initially default to the standard hours set in the pay cycle's record. If number of hours is entered, then a pay rate must be entered.

If there are no standard hours, as in the case of sick or vacation hours, skip the entry. Compute standard hours for regular pay as follows: (hours per week times 52) / number of pay periods per year. If the number of hours per week is 40 and there are 12 pay periods per year, then this produces standard monthly hours of 173.33 and semi-monthly hours of 86.67.

20-25. Tax Deductions

All tax deductions codes are displayed on the screen. If the tax deductions category is not used in this pay cycle, it is skipped. For each code, the following fields are available:

Tax

Enter whether taxes are calculated from a **T**-table, are a **F**-fixed amount or percent, or if an **A**-additional amount of percent is to be added to the calculated tax table amount. Press Enter (CR) to initially default to T.

TBL (table)

Enter the tax table code to use. The entry must be a valid tax table entered through the Tax Table F/M and must be appropriate for the tax category (i.e., a federal tax code must be entered for the federal tax category). F2 allows a search (ref. 8).

Exemptions

Enter the number of exemptions claimed by the employee (up to 99). Press Enter (CR) to initially default to 0.

Frequency

Enter whether to withhold the tax on **A**-all payrolls, **O**-odd payrolls, **E**-even payrolls, **1-5**-1st, 2nd, 3rd, 4th or 5-th payroll of the month, or **N**-not used. Press Enter (CR) to initially default to A.

Amount

If the tax is calculated from a table or the frequency to withhold is not used, then this field is skipped. An amount is only entered when the tax is a fixed amount or additional amount as set in the tax field. Enter amount in dollars (0-999999.99) or as a percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**. Press Enter (CR) to initially default to 0.

Matching

If the tax is calculated from a table, the frequency to withhold is not used or if the employer does not match the deduction (as set through the Deductions Code F/M), this field is skipped. Enter the employer matching amount in dollars (0-999999.99) or percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**.

26-35. Other deductions.

All other deductions entered through the Codes Sequence F/M are displayed. Only deductions codes that are valid for this pay cycle are available for input. For each code, the following flag fields are available:

Frequency

Enter whether to withhold the deduction on **A**-all payrolls, **O**-odd payrolls, **E**-even payrolls, **1-5**-1st, 2nd, 3rd, 4th or 5th payroll of the month, or **N**-not used. Press Enter (CR) to initially default to the frequency set in the Pay Cycle F/M for the pay cycle.

Amount

If the frequency to withhold is not used, then this field is skipped. Enter an amount in dollars (0-999999.99) or as a percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**. Press Enter (CR) to initially default to 0.

Matching

If the frequency to withhold is not used or the employer does not match the deduction, then this field is skipped. Enter the employee matching amount in dollars (0-999999.99) or as a percent (0-99.99). When entering a percent, enter the amount and the percent (%) symbol and press **CR**. Press Enter (CR) to initially default to 0.

Employee Pay Cycle F/M (PRF110)

Help

EMPLOYEE PAY CYCLE F/M										PRF110
01-Demo Company										
*. EMPLOYEE	E100 Gregory Bi	TAX	T	TBL	EX	F	AMOUNT	MATCHING		
*. PAY CYCLE	B1 Bi-weekly At	20. FICA	T	FCA	0	A				
3. DEPARTMENT	1 Wholesale	21. FEDL	T	FIM	2	A				
4. EARN TABLE	GA1 Georgia Earnings	22. STAT	T	GAM	2	A				
5. DED TABLE	GA1 Georgia Deductio	23. LOCL	T	GL1	0	A				
6. GROSS PAY	1550.00	24. MISC	T	MCG	0	A				
7. UNEMP DIST	GA Georgia	25.								
8. REG	80.0000	RATES	JC	RATE	OTHER	F	AMOUNT	MATCHING		
9. OUTM		19.3750			26. 401K	A	5.00%	1.00%		
10. VAC					27. CRUN	1	50.00\$			
11. HOL1					28. INSU	A	20.00\$			
12. HOL2					29. DNTL	A	10.00\$			
13. SICK					30. XMAS	A	.00\$			
14. NOT HOURLY					31. DED1	N				
15. NOT HOURLY					32. DED2	N				
16. NOT HOURLY					33. ADVC	A	.00\$			
17. NOT USED					34. NOT USED					
18. NOT USED					35. NOT USED					
19. NOT USED										

Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |.. OK

Earnings % Distribution F/M (PRF120)

Function

This program allows the user of the FACTS system to create and maintain records in the earnings % distribution file.

In some cases, an employee may divide his working hours between departments, thereby requiring more than one general ledger account number for earnings distribution. In those and other appropriate cases, this program is used to record the average percent of earnings (or time) to be distributed to each account number. During the GL distribution report of the Check Register, total earnings are distributed according to the percentages in this file.

The user determines if the GL Distribution Report and/or earnings % distribution features are utilized through flags set through the PR static control record.

Example: An employee is assigned to the following earnings GL posting table:

*.	GL Table 100		
2.	Desc. Administrative		
3.	Reg	570-00-00	Salaries-Regular
4.	Sick	571-00-00	Salaries-Sick
5.	Vac	572-00-00	Salaries-Vacation
6.	Hol	573-00-00	Salaries-Holiday
7.	Dum1	570-00-00	Salaries-Regular
8.	Dum2	570-00-00	Salaries-Regular
9.	Comm	574-00-00	Salaries-Consulting
10.	Comm	575-00-00	Salaries-Commission
11.	Not used		
12.	Not used		
13.	Not used		
14.	Not used		

The employee earns the following:

Regular	\$1000.00
Vacation	1000.00
Commission	<u>500.00</u>
	\$2500.00

If the **Use Earnings Distribution** flag is set to N, the system uses the GL table to distribute the earnings as follows:

	<u>Debit</u>
570-00-00 Salaries-Regular	1000.00
572-00-00 Salaries-Vacation	1000.00
575-00-00 Salaries-Commission	500.00

If the **Use Earnings Distribution** flag is set to Y, and there is an earning % distribution record set up for the employee in the pay cycle, the system uses the earnings % distribution from the Earnings % Distribution F/M program. If the earnings % distribution is set up as follows:

*. Employee	E100 Steven S. Invencent		
*. Pay Cycle			02 Biweekly
	G/L #	Description	Percent
3.	581-00-01	Salaries-Branch 1	50.00%
4.	581-00-02	Salaries-Branch 2	50.00%
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
			100.00%

The system distributes the earnings as follows:

	<u>Debit</u>
581-00 -02Salaries-Branch 1	1250.00
581-00-02 Salaries-Branch 2	1250.00

User Fields

The following fields are involved in creating an earnings % distribution record:

1. Employee

Enter a valid employee number (ref. 4).

2. Pay Cycle

Enter the pay cycle (up to 2 characters). The entry must be a valid pay cycle code. F2 allows a search (ref. 8).

3. GL Account Number

Enter general ledger account number to be used for earnings distribution. The entry must be a valid GL account number. Up to 10 general ledger account numbers may be entered along with their percentages. F2 allows a search (ref. 8).

4. Percent of Total

For each GL account number entered, input the % of total earnings to be distributed to that account (up to 99.99). F3 ends fields. Press Enter (CR) to initially default to 0.

The sum of percents must equal 100% to exit the program.

Employee Deduction Balance F/M (PRF130)

Function

This program allows the user of the payroll system to create and maintain deduction balances for deductions to be taken from an employee until the deductions balance equals 0. This feature is useful to handle employee loans, advances, etc.

Deductions codes are input through the Deductions Code F/M program. The **Work to Balance** flag set by the user through that program determines if there is a balance associated with the deduction. The Employee Deduction Balance F/M allows the user to input the balance for each employee for each deductions code with the **Work to Balance** flag set to Y. During the Check Register update, the deductions amount withheld is subtracted from the balance that is on file (i.e., the balance is updated by the system).

User Fields

The following fields are involved in creating a deduction balance record:

1. Employee

Enter the employee number (ref. 4).

2. Balance

For each deductions category whose **Work to Balance** flag is set to Y in the Deduction Code F/M, enter the employee's current balance (0-999999.99). Press Enter (CR) to initially default to 0.

Initialize Pay Cycle (PRU110)

Function

This program allows the user of the FACTS System to run the first program which starts the payroll process by pay cycle. This program creates the standard earnings and deductions (in two work files) for each employee set up in a pay cycle.

Each employee's standard pay is determined by several factors including information in the employee pay cycle data file and information in the deduction balance file. The Initialize Pay Cycle program builds the hours and earnings/deductions entry file based on information in the employee pay cycle data and deduction balance files. Once this program has been run, a standard payroll has been created. Any changes to the standard payroll may be entered through the Deductions Exception or Earnings Exception Entry programs. A payroll is reviewed before checks are printed by running the Pre-Check Edit List. Pay cycles may be reinitialized up until checks are printed.

If records for the chosen pay cycle already exist in the payroll check file, i.e., checks have been printed, the program is inaccessible. In those cases, checks must be printed for the current information and the Check Register must be updated. When a pay cycle is reinitialized, all changes made to deductions through the Deductions Exception Entry program and all changes made to earnings through the Earnings Exception Entry program are lost. Each time a pay cycle is (re)initialized, only the standard earnings and deductions from the employee's pay cycle file are created (in the two work files).

User Fields

The following fields are involved in using the Initialize Pay Cycle program:

1. Pay Cycle

Enter the pay cycle code to initialize (up to 2 characters). The entry must be a valid pay cycle. A message is displayed showing the last run date.

If the pay cycle has already been initialized, the prompt comes up to reinitialize?. Press Enter (CR) to default to N. If reinitializing, any changes entered to a standard payroll are lost.

2. Period Ending Date

Enter the ending date of the time period for which employees are to be paid (ref. 3). The date is checked to be sure it falls within the acceptable range between periods (as determined in the pay cycle record). Press Enter (CR) to default to the system date.

Initialize Pay Cycle (PRU110)

Help

01-Demo Company INITIALIZE PAY CYCLE PRU110

WARNING: ALL ENTRY RECORDS FOR PAY CYCLE WILL BE LOST!

PAY CYCLE |.

ENDING DATE

ENTER PAY CYCLE TO INITIALIZE, F2-SEARCH, F4-END

Search End OK

Deductions Exception Entry (PRE110)

Function

This program allows the user of the FACTS system to enter exceptions to an employee's pay cycle deduction information for the current payroll.

Employees are paid based on the information created by the Initialize Pay Cycle program. If a pay check should differ from the standard amount, an exception entry must be made. Exceptions to earnings are entered through the Earnings Exception Entry program. Exceptions to deductions are entered through the Deductions Exception Entry (this program). These exceptions override the standard for current payroll only. For example, if a deduction is requested for one pay cycle, an entry must be made in this program.

The user may change taxes and/or other deduction information in this program. An inquiry is provided to show hours, earnings, deductions, and net pay (check amount)

Once all exceptions (earnings and deductions) are entered, the Pre-Check Edit List program should be run to calculate check amounts and provide the user with a tool for reviewing checks prior to actually printing them.

User Fields

The following fields are involved in making exception entries for deductions:

1. Pay Cycle

Enter the pay cycle code of the employee for which an exception is to be made. The entry must be a valid pay cycle. Press Enter (CR) to default to the first initialized pay cycle on file.

2. Employee Number

Enter the number of the employee for whom an exception is to be made. The employee entered must have an employee pay cycle data record for the pay cycle entered above. Press Enter (CR) to initially default to the first employee on file in this pay cycle (ref. 4).

3. Screen

Enter **D**-to make a deductions exception, **T**-to make a tax exception or **I**-to perform an inquiry. Press Enter (CR) to default to D.

Deductions Screen

The current payroll deductions are displayed beside the standard amounts stored in the employee pay cycle data file. The user has the option to:

- T** - Goes to the taxes screen
- I** - Goes to the inquiry screen
- #** - Changes a line number

- GL** - Changes the GL posting table
- F3** - Brings up next employee in pay cycle
- F4** - Enters a new employee to display

Taxes

Enter **T** to display the taxes screen where changes can be made.

Inquiry

Enter **I** to display earnings, deductions and taxes for inquiry purposes.

Change a line

Enter the line number of the deductions code to be changed. Enter the deductions amount and matching amount (if applicable) as a dollar figure or percent of total earnings. If entering as a percent, enter the amount and the percent (%) symbol and press **CR**.

GL-GL table

Enter **GL** to enter the GL posting table to use when posting deductions to GL. Enter a valid 3-character GL deductions posting table. Press Enter (**CR**) to default to the employees standard deductions GL posting table for this pay cycle. **F2** allows a search (ref. 8).

Next employee

Press **F3** to display the next employee in the pay cycle.

New employee

Press **F4** to enter a new employee to display.

Taxes Exception

The current payroll tax deductions are displayed beside the standard amounts from the employee pay cycle data file. The user has the option to:

- D** - Goes to the deductions screen
- I** - Goes to the inquiry screen
- #** - Changes a line number
- F3** - Brings up next employee in pay cycle
- F4** - Enters a new employee to display

Deductions

Enter **D** to display the deductions screen where changes can be made.

Inquiry

Enter **I** to display earnings, deductions and taxes for inquiry purposes.

Change a line

Enter the line number of the tax code to be changed. Enter whether the tax is **T**-calculated from a table, **F**-a fixed amount, or **A**-an amount in addition to the calculated amount from the table. Press Enter (**CR**) to default to the currently displayed value. Enter the tax deductions amount and matching amount (if applicable) either as a dollar figure or a percentage of earnings. If entering as a percent, enter the amount and the percent (%) symbol and press **CR**. The amount is only entered when the tax is a fixed amount or additional amount as set in the flag field.

Next employee

Press **F3** to display the next employee in the pay cycle.

New employee

Press **F4** to enter a new employee to display.

Inquiry

The inquiry screen is provided to display hours, earnings, deductions, and tax deductions amounts in each category. The check amount is also displayed. The user has the option to:

- D** - Goes to the deductions screen
- T** - Goes to the taxes screen
- F3** - Brings up next employee in pay cycle
- F4** - Enters a new employee to display

When exiting the program, the following message is displayed: **If changes were made, edit list must be run and recalculated. CR-continue.** This message warns the user to run the Pre-Check Edit List to update changes made so that the changes are reflected on the checks.

Earnings Exception Entry (PRE120)

Function

This program allows the user of the FACTS system to enter exceptions to an employee's pay cycle earnings information for the current payroll.

Employees are paid based on the information created by the Initialize Pay Cycle program. If a pay check should differ from the standard amount, an exception entry must be made. Exceptions to deductions are entered through the Deductions Exception Entry program. Exceptions to earnings are entered through the Earnings Exception Entry (this program).

These exceptions override the standard for the current payroll only. For example, if time is to be posted to sick or vacation time, an exception entry must be made for that time AND to reduce the number of regular hours worked.

The user may change earnings information in this program. To review the earnings entered, the user may run the Earnings List.

Once all exceptions (earnings and deductions) are entered, the Pre-Check Edit List program should be run to calculate check amounts and provide the user with a tool for reviewing prior to printing checks.

User Fields

The following steps are involved in making exception entries for earnings:

1. Pay Cycle

Enter the pay cycle of the employee for which an exception is to be made. The entry must be a valid pay cycle. Press Enter (CR) to default to the first initialized pay cycle on file.

2. Employee

Enter the number of the employee for whom an exception is to be made. The employee entered must have an employee pay cycle data record for the pay cycle entered above. Press Enter (CR) to initially default to the first employee on file in this pay cycle (ref. 4).

The current (initially standard) payroll hours and earnings are displayed on line numbers. The user has the option to:

- # - Changes a line number
- A - Adds a line number
- D - Deletes all earnings for the employee for the pay cycle
- L - Lists all earnings
- N - Brings up next employee in the pay cycle
- F3 - Exits the program

F4 - Backs up to enter a new employee to display

As lines are entered, deleted or changed, the total hours and earnings are calculated and displayed in the right header portion of the screen.

Change a line

Enter the line number of the earnings to be changed. Enter whether to **C**-change the line or **D**-delete the line. Press Enter (CR) to default to C. During the change routine, CR allows the currently displayed value to remain the same.

Add a line

Press **A** to add a line.

3. Date

Enter the earnings date (ref. 3). F3 ends entries. Press Enter (CR) to default to the system date. The entry must fall within the acceptable range between payrolls (set in the Pay Cycle F/M).

4. Sequence Number

The sequence number is assigned automatically by the system.

5. Department

Enter the department earnings are to post to. The entry must be a valid department. Press Enter (CR) to default to the employee's standard department for this pay cycle. F2 allows a search (ref. 8).

6. TBL (Table)

Enter the GL posting table to use to post the earnings entered on this line. The entry must be a valid earnings GL posting table. F2 allows a search (ref. 8).

7. Earnings Code

Enter the type of earnings (regular, vacation, etc.). The entry must be a valid earnings code (as set up in the Earnings Code F/M) and must be valid for this pay cycle (as set up in the Pay Cycle F/M). F2 allows a search (ref.8).

8. Hours

If the earnings code is not an hourly earnings code (set in the Earnings Code F/M), this field is skipped. Enter the number of hours worked for the earnings code (0-999.9999). If the number of hours entered exceeds the maximum hours entered for this employee and earnings code, a message is displayed as a warning. Press Enter (CR) to continue.

9. Rate

If the earnings code is not an hourly earnings code, this field is skipped. Enter the pay rate for the earnings code (0-999.9999). F2 defaults to the regular rate times (x) the earnings code multiplier (example overtime might be 1.5 times the rate) (set in the Earnings Code F/M).

10. Earnings

If the earnings code is an hourly earnings code, these earnings are automatically calculated, displayed, and this field is skipped. If the earnings code is not an hourly earnings code, enter the earnings amount (0-9999999.99).

11. CR-Accept Line, J-Job #, F4-Backup.

If the use job cost flag is set to N in the static control record, this field is skipped. Press CR to accept the line and bypass the job costing information. Enter J to enter Job Costing information. F4 backs up to the rate field (#9). If J is entered, fields #12-19 must be entered.

12. Job Number

Enter the valid job number to post this entry against. Entering a valid job number displays the job name, customer number and name, and billing type. Press Enter (CR) to default to the job number assigned to the employee in the Employee F/M (if any). F2 allows a search (ref. 8).

13. Price Message

If the job is a fixed contract or time and materials contract, this field is skipped. If the job is a cost plus (+) contract or a no charge contract, a message is displayed indicating the price which must be billed for the job. Press CR to continue.

14. Cost Code

Enter a valid cost code (up to four characters). Entering a valid cost code displays the cost code description and the cost type. The cost code sets the defaults for markup method (for all jobs that are not cost plus) and billing rate (for jobs that are fixed contracts or time and material). The cost code also determines whether the user is able to override the defaults. F2 allows a search (ref. 8).

The earnings entry determines the units, unit of measure and cost rate/extension.

15. Markup

This field is initially skipped and set to the markup assigned to the cost code. This may only be entered for jobs which are time and materials or fixed contracts and the **Allow Override of Billing** flag is set to Y in the cost code record. This may also be changed for no charge jobs but the bill rate is not affected.

Enter the markup method to use for this posting entry. The user has the following options:

- # - Enter the markup amount (0-9999999.99). Entering a number tells the system to mark up the cost by a dollar amount. The system marks up the cost rate by the dollar amount and calculates the bill extension.
- #+% - Enter the percentage (0-9999999.99%) to mark up the cost. To enter a percentage, the user must enter an amount and then the percentage sign. If no percentage sign is present, the system assumes the entered amount is a dollar amount. The system marks up the cost rate by the percentage amount and calculates the bill extension.

M - Enter the bill rate/extension manually. Entering M displays the word MANUAL and the program proceeds to the bill rate field (#16).

The fixed markup method is unavailable for selection, but can be used. To utilize the fixed method, select a cost code whose markup method is fixed.

Press Enter (CR) to initially default to the markup method (amount/percentage) from the cost code record.

16. Bill Rate

This field is unavailable if the **Allow Billing Override** flag in the cost code record is set to N. This field is initially skipped unless the markup method of the cost code is manual. Enter the price per displayed unit of measure. The bill extension is calculated and displayed. Press Enter (CR) to initially default to 0.

17. Memo

Enter the memo to post for this job cost transaction and to print on the job cost invoice (if applicable - see next field). Press Enter (CR) to initially default to blanks.

18. Print memo on job cost invoice?

This field is initially skipped and set to N. Enter N or Y to indicate whether to print the memo (entered in the previous field) on the job cost invoice. The field may only be set to Y if the **Billing Detail** for the cost type (that the cost code is assigned to) is set to A for all transaction in the Job Entry program. Press Enter (CR) to initially default to N.

19. CR-Continue, F4-Backup

Press CR to continue, accept the line and return to field #3.

Delete a line

Enter **D** to delete the record. All earnings records for the employee for this current pay cycle are deleted. Enter **N** or **YES** to delete. Press Enter (CR) to default to N.

List line-items

Enter **L** to list line-items. Enter the beginning date to list (ref. 3). Press Enter (CR) to continue.

N-next employee

Enter **N** to display the earnings for the next employee in the pay cycle displayed on the screen.

F3-end

Press **F3** to exit the program.

F4-back up

Press **F4** to back up to field #2.

Earnings Exception Entry (PRE120)

Help

01-Demo Company EARNINGS EXCEPTION ENTRY PRE120

PAY CYCLE B1 Bi-weekly Atlanta TOTAL EARNINGS 1550.00

EMPLOYEE E100 Gregory Billings HOURS 80.0000

LN	DATE	SQ	DEPT	TBL	CODE	HOURS	RATE	EARNINGS
1	10/05/02	01	1	GA1	REG	80.0000	19.3750	1550.00

Add Delete List Next Employee End Backup OK

LN# TO CHANGE, A-ADD, D-DELETE, L-LIST, N-NEXT EMPLOYEE, F3-END, F4-BACKUP ..

Earnings List (PRR120)

Function

This program allows the user of the FACTS system to print the earnings of employees for a specific pay cycle. Earnings are initially set by the Initialize Pay Cycle program that sets earnings to the standard entered in the Employee Pay Cycle F/M program. Changes to the standard earnings are entered through the Earnings Exception Entry program.

The user has the option to:

- Select the print order - employee, alpha, branch or employee class.
- Select beginning and ending order choice.
- Select department to print
- Select pay cycle to print.
- Select earnings code(s) to print.
- Select job # to print.

Report information includes the following: employee number and name, date, sequence number, department, earnings code, hours pay rate, total earnings and job number. Employee and report totals are printed. The total number of employees listed is also included.

User Fields

The following steps are involved in printing the Earnings List:

1. Order

Select the order the report is to print (ref. 7).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 2).

3. Ending Order Choice

Select the ending order choice to print (ref. 6).

4. Department

Enter the earnings code department. The entry must be a valid department. Press Enter (CR) to default to ALL.

5. Pay Cycle

Enter the pay cycle to print. The entry must be a valid pay cycle.

6. Earnings Code

Enter up to six 4-character earnings codes side by side to print. Press Enter (CR) to default to all.

7. Job

If the **Use Job Cost** flag in the PR Static Control Record is set to N, this field is skipped. Enter the job number to print. Press Enter (CR) to default to ALL.

The screenshot shows a window titled "Earnings List (PRR120)". The window contains the following text and controls:

- Help
- 01-Demo Company EARNINGS LIST PRR120
- ORDER E
- BEGINNING EMPLOYEE FIRST
- ENDING EMPLOYEE LAST
- DEPARTMENT ALL
- PAY CYCLE
- EARNINGS CODE
- JOB#**
- Character Pay Cycles Side By Side To Print
- ENTER 2-CHARACTER PAY CYCLES SIDE BY SIDE TO PRINT, F4-BACKUP
- Buttons: Backup, OK

Pre-Check Edit List (PRR110)

Function

This program allows the user of the FACTS System to print a report showing hours, earnings and deductions amounts for each employee. From this report, the user may verify that check amounts are correct prior to actually printing checks.

The Pre-Check Edit List Program should be run after the pay cycle has been initialized and any necessary exceptions have been entered (through the Deductions Exception Entry and Earnings Exception Entry Programs). The Check Print program calculates check amounts based on information created through the Pre-Check Edit List. Therefore, if additional exception entries are made after printing the edit list, the Pre-Check Edit List must be reprinted to reflect those changes.

The user has the option to:

- Select the pay cycle to print.
- Include department totals.
- Print summary or detail information.

The first part of this program calculates check amounts based on information created through the Initialize Pay Cycle and exception entry programs. The tax tables, deductions balances and employee history files are also used to calculate deductions amounts.

Reports information includes the following:

- Summary: For each employee, employee number, name, regular and premium hours and earnings, tax and other deductions and net pay amount.
- Detail: For each employee, hours and earnings amounts for each category by department, tax and other deductions amounts and net pay. Department Recap: total hours and earnings for each category by department, total tax and other deductions report totals and total net pay.

Employee and report totals are printed. The total number of employees listed is also included.

User Fields

The following fields are involved in printing the Pre-Check Edit List:

1. Pay Cycle

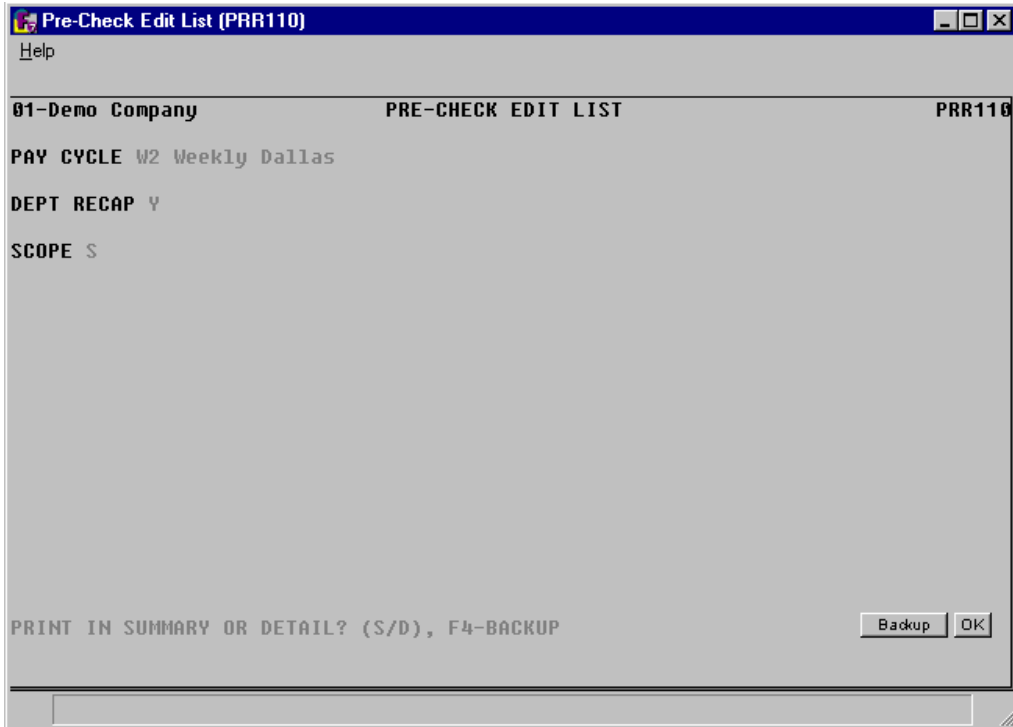
Enter a pay cycle code for which the edit list should print. The entry must be a valid pay cycle. If there are entries in the check file for this cycle (created through the Check Print program), the program does not continue. In this case, the Check Register must be printed and updated.

2. Department Recap

Enter **Y** or **N** to indicate if the department recap report is to print. Press Enter (CR) to default to **Y**.

3. Scope

Enter whether to print **S**-summary or **D**-detail information. Press Enter (CR) to default to **S**.



Check Writing

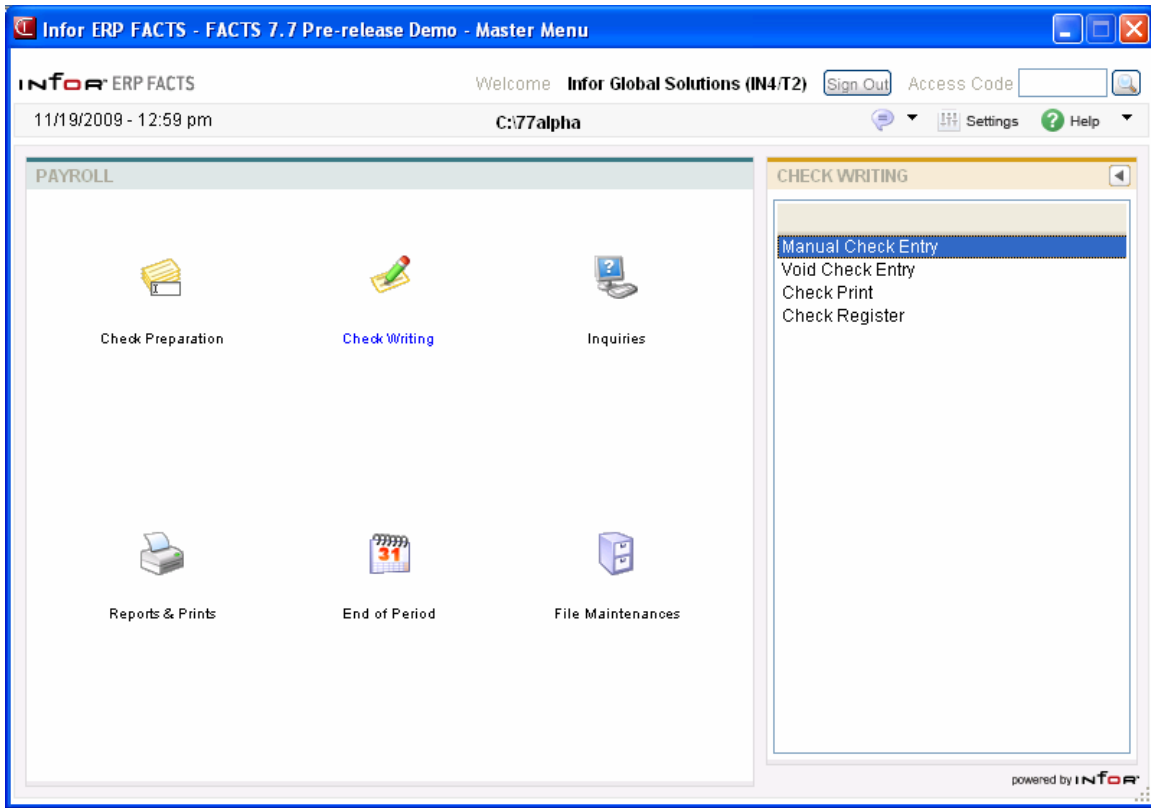
There are three types of checks in the payroll system: printed (regular) checks, manual checks and void checks.

The Check Print program is used to print checks which are generated from the Pre-Check Edit list program. When the user is satisfied with the list and is ready to have checks printed, the user will use the Check Print program. One check will print for each employee in the pay cycle and checks may only be printed for one pay cycle at a time.

The Manual Check Entry is used to enter and record manual checks (written manually by the user) paying an individual employee separately from a standard payroll run. Manual checks are usually entered after the check has been written. The user enters the employee, pay cycle, earnings and deductions. The taxes may be calculated automatically.

System generated (printed) and manual checks will not be updated until the Check Register has been run and updated. Checks may be reprinted and manual checks may be deleted or corrected until the time when the register is updated. If the register is incorrect the user may choose not to update it and may then print it again and update after corrections have been made.

The Void Check Entry program is used to void out printed or manual checks which have already been updated by the Check Register. The user enters the check number, pay cycle, employee, etc. Void checks are not updated until the Check Register is updated at which point the earnings, taxes and deductions will be subtracted from the employees' history files.



Manual Check Entry (PRE210)

Function

This program allows the user of the FACTS system to enter manual payroll checks that will not be printed by the system.

A manual check is a payroll check that is handwritten or typed but not calculated and printed by the payroll system. The user must enter complete check information including check number, date, amount, department and hours, earnings, deductions, and taxes.

Manual check information appears on the next Check Register. Information from manual checks is posted to all applicable files during the optional Check Register update. Information about a manual check may be modified at any time prior to the Check Register update.

User Fields

The following fields are involved in entering a manual check:

1. Pay Cycle

Enter a pay cycle in which the employee belongs for this manual check. The entry must be a valid pay cycle. Press F2 to search.

2. Check Type

The check type is set to **Manual** by the system and is displayed.

3. Check Number

Enter the check number of the manual check (1-999999). If there is a manual check with this number in this pay cycle, all screen information is displayed.

4. Employee Number

Enter a valid employee number for this check (ref. 4).

5. Check Date

Enter the date the manual check was issued (ref. 3). This date must be in the current or next GL period and cannot be prior to the current PR period. Press Enter (CR) to default to the system date.

6. Bank Code

Enter the ID code of the bank on which this check was written (2 characters). The entry must be a valid bank. Press Enter (CR) to default to the bank assigned to the pay cycle. Press F2 to search.

7. Earnings GI Table

Enter the earnings GL posting table for this check. The entry must be a valid GL posting table. Press Enter (CR) to default to the employee's standard earnings GL posting table. Press F2 to search.

8. Deductions GL Table

Enter the deductions GL posting table for this check. The entry must be a valid GL posting table. Press Enter (CR) to default to the employee's standard deductions GL posting table. Press F2 to search.

9. Department

Enter the department in which the employee worked for this check. The entry must be a valid department. Press Enter (CR) to default to the employee's standard department. Press F2 to search.

10-21. Hours

For each hourly earnings code, enter the number of hours worked (0-999.99). If an entry is made for hours, a earnings amount must be entered. CR initially defaults to 0.

Earnings

For each earnings code, enter the amount earned (0-999999.99). Press Enter (CR) to default to 0 if no hours were entered. If hours were entered, an earnings amount is required.

Automatic calculation of deductions?

Enter **N** or **Y** to indicate if deductions should be calculated by the system according to the employee pay cycle record. Press Enter (CR) to default to **N** and the user must proceed to enter deductions. If **Y** is entered, all deductions are calculated and displayed.

22-37. Deductions

If automatic calculation is not selected, enter the amount of deductions (0-999999.99). CR initially defaults to 0. If the employer is to match the deduction (as set through the Deductions Code F/M), enter the employer matching amount (0-999999.99). CR initially defaults to 0.

Automatic recalculation of taxes based on deductions?

Enter **N** or **Y** to indicate if taxes should be calculated by the system according to the employee pay cycle record and appropriate tax files. Press Enter (CR) to default to **N** and the user must proceed to enter taxes. If **Y** is entered, taxes are calculated and displayed.

Check amount

The system calculates and displays the check amount based on the above information. This amount cannot be changed. Only earnings and deductions amounts may be changed.

Void Check Entry (PRE220)

Function

This program allows the user of the FACTS system to void any system or manual checks previously updated by the Check Register. In order to void a check, it must be in the check reconciliation file.

The Void Check Entry program is very similar to the Manual Check Entry. However, when entering a void check, all hours, earnings and deductions are displayed as negative numbers. Void check information appears on the next Check Register. Information from void checks are posted to all applicable files during the optional Check Register update. Void check information may be modified at any time prior to the Check Register update.

User Fields

The following fields are involved in entering a void check:

1. Pay Cycle

Enter a pay cycle in which the employee belongs for this void check. The entry must be a valid pay cycle. Press F2 to search.

2. Check Type

The check type is set to **Void** by the system and is displayed.

3. Check Number

Enter the check number of the void check (1-999999). If there is a void check with this number in this pay cycle, all screen information is displayed.

4. Employee

Enter the valid employee number for this check (ref. 4).

5. Check date.

Enter the date this check was voided (ref. 3).

6. Bank ID

Enter the valid bank ID on which this check was written (2 characters). Press F2 to search.

At this point, if the check entered is on file in the check history file, all hours, earnings and deductions information from that record are displayed. Amounts are displayed as negative numbers.

Void this check

Enter **Y** or **N** to indicate if this is the correct check to void. If **N** is input, the screen is cleared and the program returns to the pay cycle field #1. If **Y** is entered the check is voided. Once a check is voided, only fields #6 and #9 may be changed.

NOTE: If you are using automatic calculation and a void check causes an employee's total earnings to fall below one of the tax cutoff limits (unlimited for Medicare and \$60,600 for Social Security), then that check **must** be run through the Check Register **before** any other checks are entered for that employee.

If the check entered is not on file in the check history file, the following fields are available:

Add anyway?

Enter **N** or **YES** to determine if entry of this void check should continue. Press Enter (CR) to default to N and returns to the pay cycle field. If YES is entered, the following fields are available:

NOTE: All hours, earnings and deductions, and matching amounts should be displayed as a negative (i.e., -10). The system assigns a negative symbol automatically.

7. Earnings GL Posting Table

This field is skipped unless the void check is manually entered. Enter a valid earnings GL posting table for this check. The entry must be a valid GL posting table. Press Enter (CR) to default to the employee's standard earnings GL posting table. Press F2 to search.

8. Deductions GL Posting Table

This field is skipped unless the void check is manually entered. Enter a valid deductions GL posting table for this check. The entry must be a valid GL posting table. Press Enter (CR) to default to the employee's standard deductions GL posting table. Press F2 to search.

9. Department

This field is skipped unless the void check is manually entered. Enter the department in which the employee worked for this check. The entry must be a valid department. Press Enter (CR) to default to the employee's standard department. Press F2 to search.

10-15. Hours

For each hours code, enter the number of hours worked (+/-999.99). CR initially defaults to 0.

Earnings

For each earnings code, enter the amount earned (+/-999999.99). CR initially defaults to 0, if no hours were entered. If hours were entered, an earnings amount is required.

Automatic calculation of deductions?

Enter **N** or **Y** to indicate if tax and other deductions should be calculated by the system according to the employee pay cycle record and appropriate tax files. Press Enter (CR) to default to N and the user must enter deductions.

22-37. Deductions

If automatic calculation is not selected, enter the amount of deductions (+/- 999999.99). CR initially defaults to 0.

Check amount

The system calculates and displays the check amount based on the above information. This amount cannot be changed. Only earnings and deductions amounts can be changed.

VOID CHECK ENTRY **PRE220**

VOID CHECK ENTRY		DEDS	AMOUNT	MATCHING
*. PAY CYCLE	6. BANK CODE	22. FICA		
*. CHECK TYPE	7. GL-EARN	23. FEDL		
*. CHECK #	8. GL-DEDT	24. STAT		
4. EMPLOYEE	9. DEPARTMENT	25. LOCL		
5. CHECK DATE		26. MISC		
	HOURS	EARNINGS		
10. REG		27.		
11. OUTM		28. 401K		
12. UAC		29. CRUN		
13. HOL1		30. INSU		
14. HOL2		31. DNTL		
15. SICK		32. XMAS		
16. CONS		33. DED1		
17. INSU		34. DED2		
18. BON		35. ADUC		
19. NOT USED		36. NOT USED		
20. NOT USED		37. NOT USED		
21. NOT USED		*. CHECK AMOUNT		

END OF FILE FOR THIS COMPANY. CR-START OVER, F4-NEW ENTRY |.

New Entry OK

Check Print (PRP210)

Function

This program allows the user of the FACTS system to build the check print file and print payroll checks.

This program builds the check print file according to information in the edit file. The edit file is created by the Pre-Check Edit List. The edit file includes all exception entries to standard earnings and deductions entered through the Deductions Exception Entry and Earnings Exception Entry programs. Checks are printed for one pay cycle at a time and may be reprinted as many times (if necessary) prior to the Check Register update. The Check Register must be updated for a pay cycle before the Initialize Pay Cycle program may be run for a new payroll.

The user has to option to:

- Select the pay cycle to print.
- Select the bank on which checks are written.
- Print a form alignment check.
- Enter the check date.
- Enter beginning check number.
- Void any unused check numbers.
- Reprint selected checks.

User Fields

The following fields are involved in printing payroll checks:

1. Pay Cycle

Enter the pay cycle for which checks are to print. The entry must be a valid pay cycle and one in which the Pre-Check Edit List has been run.

2. Bank

Enter a bank ID code for this pay cycle (2 characters). The entry must be a valid bank. Press Enter (CR) to default to the standard bank for this pay cycle. Entry of a valid code displays the bank name and the number of the last check printed for this bank.

3. Alignment

Indicate whether an alignment pattern should print. If Y is entered, the alignment pattern prints immediately and the program returns to this field.

4. Check Date

Enter the date to print on the checks (ref. 3). The entry must be a valid date in the current or next GL period and the current payroll period. Press Enter (CR) to default to the system date.

5. Beginning Check

Enter the check number of the first check to be printed (0-999999). The check number must be greater than the displayed last check printed. Look at your checks!!

6. Void?

If there are any unused check numbers, the user is given the option to void the checks between the last check printed on the previous Check Register and the check number entered in field #5. Enter **Y** or **N** to indicate if the displayed check numbers should be voided. Press Enter (CR) to default to **Y**. Manual checks and checks in the payroll check reconciliation file may not be voided. If there are no unused check numbers, the system displays an **N** automatically and the field is skipped. If checks are being printed for the first time for the pay cycle, skip to field #10.

7. Reprint Checks

This field is only used if checks for this pay cycle have been printed and the Check Register has not been updated. The first and last check numbers used on the previous checks are displayed. Enter **N** or **Y** to indicate if any of those checks should be reprinted. Press Enter (CR) to default to **N** and the next two fields are skipped.

8. First Reprint

Enter the number of the first check to reprint (0-999999). Only checks within the displayed range are accepted. Press Enter (CR) to default to the first check previously printed. Look at your checks!!

9. Last Reprint

Enter the number of the last check to reprint (0-999999). Only checks within the displayed range are accepted. Press Enter (CR) to default to the last check previously printed.

Check Print (PRP210) Help

01-Demo Company CHECK PRINT PRP210

PAY CYCLE W1 Weekly Atlanta

BANK 01 First National Bank of Atlanta LAST CHECK PRINTED 001376

ALIGNMENT N

CHECK DATE |.....

BEGINNING CHECK

VOID CHECKS

REPRINT CHECKS

ENTER DATE TO PRINT ON CHECKS (CR=SYSTEM DATE), F4-BACKUP

System Date Backup OK

Check Register (PRR210)

Function

This program allows the user of the FACTS system to obtain a report of all regular, manual, and void check information since the last Check Register was updated. The optional update following the register updates all necessary files.

This register is an audit trail of all hours, earnings, taxes and other deductions and should be printed, verified and updated each time a pay cycle is run. It may also be printed after input of manual or void checks. If the register is not printed directly after input of manual or void checks, the information appears on the next register with regular checks.

Information for the register comes from three programs - Check Print, Manual Check Entry and Void Check Entry.

The user has the option to:

- Print a listing of all checks.
- Select check types (regular and/or manual and void).
- Build and print a general ledger distribution, if needed.
- Post to general ledger, if a general ledger distribution is built.
- Update the check history, employee history, department history, employee past history earnings and deductions files.
- Update the monthly GL distribution and check file.
- Update the maximum hours, deduction balances check reconciliation files and the appropriate control records.

Register information includes the following:

- Register: For each employee, employee number, name, check number, department, regular and premium hours and earnings, taxes and other deductions and net pay. Regular, manual, void and register totals are printed. The total number of checks listed are also included.
- Detail recap: For each employee, hours and earnings amounts for each category, tax and other deductions amounts for each category and net pay. Employee and report hours, earnings, taxes and other deductions totals are printed.
- Tax recap: For each tax type, tax code and description, amount, matching, total, unemployment earnings, taxable and tax and tax type totals.
- Deduction recap: For each deduction, deduction code, description, amount, matching and total. Deduction totals are also included.

User Fields

The following fields are involved in printing the Check Register:

1. Pay Cycle

Enter the pay cycle for which the register should print. The entry must be a valid pay cycle.

2. Check register date

Enter the date on which the Check Register is being printed (ref. 3). Press Enter (CR) to default to the system date. Any valid date in the current payroll period is accepted.

NOTE: Payroll can only be run in the current period due to government reporting requirements.

3. Regular Checks

Enter **Y** or **N** to indicate whether information regarding regular checks (checks generated through the Check Print program) should print. Press Enter (CR) to default to **N** automatically if there are no regular checks to print. Press Enter (CR) to default to **Y** automatically if there are no manual and void checks to print.

4. Manual/Void Checks

Enter **Y** or **N** to indicate whether information regarding manual and void checks should print. Press Enter (CR) to default to **N** automatically if there are no manual or void checks to print. Press Enter (CR) to default to **Y** automatically if there are no regular checks to print.

5. Scope

Enter **N** or **Y** to indicate whether to print detail recap (prints same information as Pre-Check Edit List). Press Enter (CR) to default to **N**.

6a. Check Register. OK To Print GL distribution?

After printing the Check Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue. The program then prints the GL distribution. Once the GL distribution is printed, proceed to field #8.

For users not printing the GL distribution, the following field is displayed:

6b. Check Register. OK To Update?

After printing the Check Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue and no GL distribution will be printed, the following field (#8) is skipped and the program proceeds with the update.

8. Check GL distribution. OK To Update?

After printing the GL distribution, **verify the printout**. If everything is correct, enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the entire register process begins again.

Check Register (PRR210)

Help

01-Demo Company CHECK REGISTER PRR210

PAY CYCLE W1 Weekly Atlanta

DATE

REGULAR CHECKS

MANUAL/VOID CHECKS

SCOPE

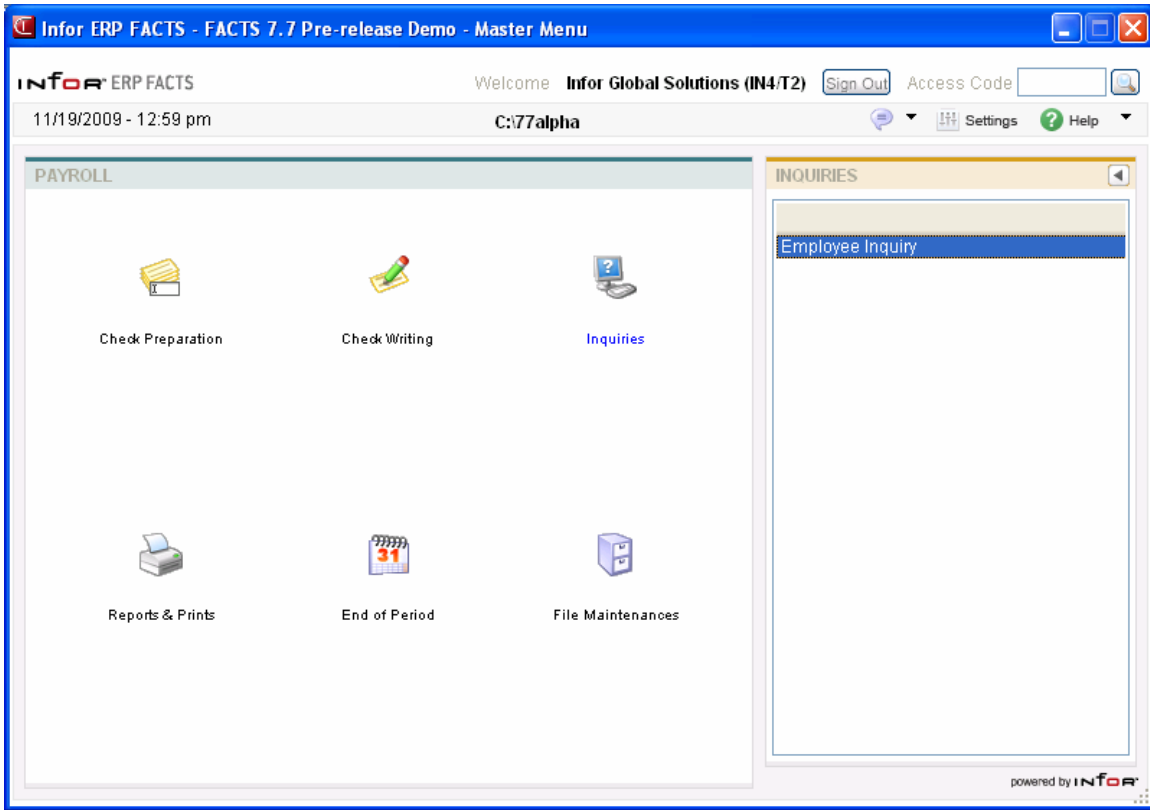
ENTER CHECK REGISTER DATE (CR=SYSTEM DATE), F4-BACKUP

System Date Backup OK

Inquiries

The inquiry menu allows users to display specific employee information by employee number or perform a search. General or detail information may be displayed for each employee.

The Employee Inquiry provides the following: general information (address, hire date, etc.), code information (employee class, etc.), period-to-date, quarter-to-date and year-to-date information (earnings, taxes, deductions), check history (check number, date, etc.), pay cycle information (pay cycle, department, gross pay, etc.), earnings distribution information (%), deduction balances, maximum hour information (available, etc.), and employee notes (created through this program).



Employee Inquiry (PRI610)

Function

This program allows the user of the FACTS system to display the following information about any employee:

- General information
- Code information
- PTD, QTD, or YTD information
- Employee history by period
- Check history
- Pay cycle information
- Earnings % distribution
- Deductions balances
- Maximum hours tracking information
- Employee notes (entered through this program)

User Fields

The following fields are involved in displaying employee information:

1. Employee

Enter the number of the employee to be displayed. Input of a valid number displays the employee name, alpha sort key, class, and branch. If the employee is inactive, (set in the Employee F/M) *INACTIVE* is displayed in the upper left of the header portion of the screen. Press Enter (CR) to default to the next employee on file (ref.4).

2. Information

Enter the following information type to display for this employee. When a type is selected, the entire information display is highlighted. CR displays the next employee on file and information based on the information type previously selected.

NOTE: On some implementations of Business Basic the system allows, and prompts for, the use of arrow and function keys for special features. Please refer to SM Appendix C.

G - Displays general information including reverse name, address, phone number, social security number, birth date, hire date, termination date, rehire date, last pay change date and last pay change amount. Also included is the statutory employee and eligible for pension flags along with the normal job number and normal job cost code (if applicable).

C - Displays code information including employee class, department, worker's compensation code and branch.

PT - Displays period-to-date information including for each state and local designation, the earnings amount in each category, number of hours worked in each category, tax deductions and matching amounts and other deductions and matching amounts. The

beginning state designation is asked for. Press Enter (CR) to default to the next state/local designation. Totals are also included.

- Q** - Displays quarter-to-date information in the same format as the period-to-date information. Totals are also included.
- Y** - Displays year-to-date information in the same format as the period-to-date information. Totals are also included.
- PA** - Displays past history information by period in the same format as the period-to-date information. The beginning period is asked for. Press Enter (CR) to default to the next period. Totals are also included.
- CH** - Displays check history information in the same format as the period-to-date information. Also included are totals for each check, check date, number, amount, type and pay cycle.
- P** - Displays pay cycle information including pay cycle, department, whether the employee is on a salary or paid hourly, earnings and deductions GL posting tables, gross pay, each hours code, standard number of hours, and standard rates, tax and deductions codes, flags, number of exemptions, amounts and matching.
- E** - Displays earnings % distribution information including the pay cycle, each GL account number used and the % of earnings distributed to that account.
- D** - Displays deductions codes and balances.
- HO** - Displays information for each hours code tracking maximum hours used, the yearly available, used and remaining hours.
- N** - Displays all notes recorded for this employee. If no notes exist for the employee displayed, the system will ask **Enter notes for this employee**. Enter **N** or **Y** to indicate whether to enter notes for this employee. Press Enter (CR) to default to N and returns to the main input. If the user enters a Y, line numbers are assigned beginning with 010 and will automatically increment by 10. Enter text (up to 70 characters per line). F3 ends entry of lines. F4 backs up to the line number; enter the beginning line number. F3 allows the user to set the line number increments (1-10). If the increment is set to one, a maximum of 999 lines may be entered. F4 (from line number) will back up and delete the previous line.

Once notes have been added, the following options are available:

- # - Changes a line number.** Notes may be changed or deleted by entering the line number. Enter whether to **C**-change or **D**-delete. If D is entered, the line is deleted. If C is entered, enter text (up to 70 characters). During this change routine, F1 defaults to the currently displayed value of the input. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. If a new line number is added, the old line number is deleted. F2 allows the user to set the line number increment (1-10). F4 backs up to the main input.
- L - Lists line numbers.** A limited number of line numbers appear on the screen at any time. The list function allows line numbers to be redisplayed. The user selects the beginning line number to list.
- A - Adds a line number.** New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. F2 allows the user to set the line number increment (1-10). F4 (from line number) will back up and delete the previous line.

M - Moves a line number. Enter beginning line number to move. Enter ending line number to move. Enter line number where text will be moved (existing lines will be replaced) one line at a time, or blocks of lines may be moved.

D - Deletes a line number. One line or several lines of notes can be deleted at any one time. Enter beginning and ending line numbers to delete. Enter **N** or **YES** to delete. Press Enter (CR) to default to N.

The screenshot shows a terminal window titled "Employee Inquiry (PRI610)". The window contains the following information:

```

01-Demo Company          EMPLOYEE INQUIRY          PRI610
                                CP=09/02 SEP
EMPLOYEE      E100 Gregory Billings          ALPHA BILLINGS G
                                                CLASS MGT
                                                BRANCH 01
-----GENERAL INFORMATION-----
      REVERSE NAME Billings Gregory
      ADDRESS 1 4728 Johnston Drive
      2
      3 Forrest Park, GA 30050
      PHONE# 404-366-6935
SOCIAL SECURITY # 233-09-5422          STATUTORY EMPLOYEE NO
      BIRTH DATE 04/12/68          ELIGIBLE FOR PENSION NO
      HIRE DATE 03/20/97
      TERMINATION DATE 07/05/98          NORMAL JOB# 00000207
      REHIRE DATE 06/10/99          NORMAL JOB COST CODE
LAST PAY CHANGE DATE 12/31/99
LAST PAY CHANGE AMT

GENERAL, CODES, PTD/QTD/YTD/PAST/CHK HIST, PAY CYCLE, EARN DIST, DED BAL, HOURS, NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP .. Backup OK
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE
    
```


Employee Inquiry (PRI610)

01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP

EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01

PERIOD-TO-DATE STATE LOCAL PERIOD-TO-DATE

EARNINGS		TAXES		DEDUCTIONS	
AMOUNT	HOURS	AMOUNT	MATCHING	AMOUNT	MATCHING

TOT

Backup OK

ENTER BEG STATE DESIGNATION, CR-NEXT ST/LOC DESIGNATION, F4-BACKUP ..
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

Employee Inquiry (PRI610)

01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP

EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01

CHECK HISTORY

CHECK HISTORY	DATE	CHCK	AMNT	TYPE	R	PAYCYCLE	B1
EARNINGS		TAXES		DEDUCTIONS			
AMOUNT	HOURS	AMOUNT	MATCHING	AMOUNT	MATCHING		
REG	924.00	80.00	FICA 72.22	72.22	401K	46.20	.00
OUTM			FEDL 141.21	.00	CRUN	25.00	.00
VAC			STAT 43.10	.00	INSU	20.00	.00
HOL1			LOCL 8.98	.00	DNTL	.00	.00
HOL2			MISC 8.98	.00	XMAS	.00	.00
SICK					DED1		
CONS					DED2		
INSU	20.00				ADUC	.00	.00

TOT

Next Check Backup OK

ENTER BEGINNING CHECK DATE TO DISPLAY (CR=NEXT CHECK), F4-BACKUP.....
ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

Employee Inquiry (PRI610)

Help

01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP

EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01

DEDUCTION BALANCES

CODE	BALANCE
NOT ON FILE	

GENERAL, CODES, PTD/QTD/YTD/PAST/CHK HIST, PAY CYCLE, EARN DIST, DED BAL, HOURS, NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP .. Backup OK

ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

Employee Inquiry (PRI610)

Help

01-Demo Company EMPLOYEE INQUIRY PRI610
CP=09/02 SEP

EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
CLASS GEN
BRANCH 01

DEDUCTION BALANCES

CODE	BALANCE
NOT ON FILE	

GENERAL, CODES, PTD/QTD/YTD/PAST/CHK HIST, PAY CYCLE, EARN DIST, DED BAL, HOURS, NOTES
ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP .. Backup OK

ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

Employee Inquiry (PRI610) [Help]

01-Demo Company EMPLOYEE INQUIRY PRI610
 CP=09/02 SEP

EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
 CLASS GEN
 BRANCH 01

HOURS AVAILABLE

CODE	YEARLY AVAILABLE	USED	REMAINING
VAC	40.00	.00	40.00
SICK	40.00	.00	40.00

GENERAL, CODES, PTD/QTD/YTD/PAST/CHK HIST, PAY CYCLE, EARN DIST, DED BAL, HOURS, NOTES
 ENTER INFORMATION DISPLAY CODE, CR-NEXT EMPLOYEE, F4-BACKUP .. [Backup] [OK]
 ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

Employee Inquiry (PRI610) [Help]

01-Demo Company EMPLOYEE INQUIRY PRI610
 CP=09/02 SEP

EMPLOYEE E101 Dale A. Martin ALPHA MARTIN DAL
 CLASS GEN
 BRANCH 01

NOTES

LN# NOTES
 010 STAFF ACCOUNTANT
 020
 030 REFER TO DALE WITH QUESTIONS REGARDING COMPANY FINANCIAL POLICY. HAS
 040 IN-DEPTH KNOWLEDGE OF COMPANY HISTORY.
 050
 060 RECEIVED COMPANY AWARD FOR SERVICES ON 07/18/94.
 070
 080 EMPLOYEE OF THE MONTH, AUGUST, 1994.

[List] [Add] [Move]

LINE # TO CHANGE, L-LIST, A-ADD, M-MOVE, D-DELETE, F4-END ... [Delete] [End] [OK]
 ARROW: UP=PREV EMPLOYEE, DOWN=NEXT EMPLOYEE, LEFT=PREV CODE, RIGHT=NEXT CODE

CHAPTER 5

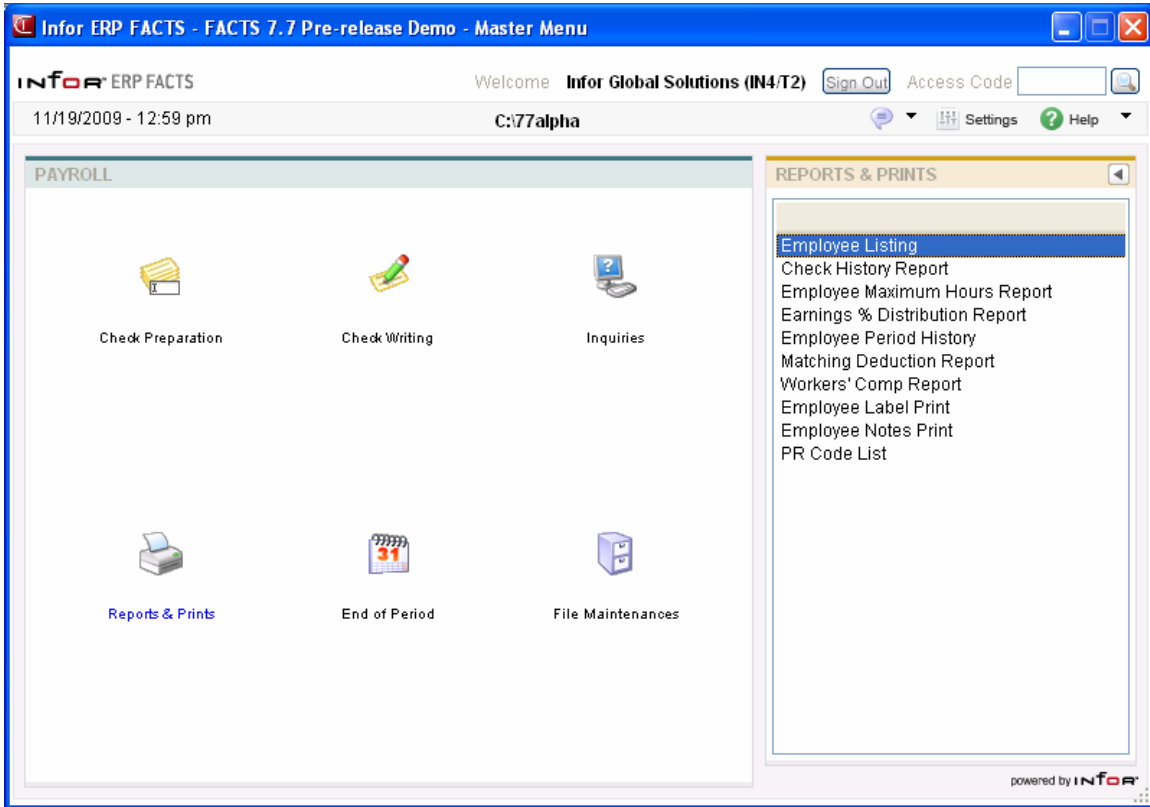
Reports & Prints

Most payroll reports have the option of printing in employee number, alphabetic, branch or employee class order. In addition to the order, you may then choose the range to be printed. For example, if the order chosen is branch, the beginning and ending branch is then asked for.

Most payroll reports also allow the user to select the pay cycle(s) and department to print such that only the information concerning the selected pay cycle(s) and department.

1. The Employee Listing prints a list of employees. Either general or pay cycle information may be printed in either summary or detail form. Active or terminated employees may also be selected.
2. The Check History Report prints a report of check history within selected dates, in summary, detail or check detail form.
3. The Employee Maximum Hours Report shows for each employee the maximum hours available, hours used, and hours remaining for any hourly earnings code selected to have maximum hours tracking.
4. The Earnings % Distribution Report prints a list of the general ledger account numbers for each employee with earnings % distribution and the % of the employees earnings distributed to that account number.
5. The Employee Period History Report prints a list of each employees hours, earnings and deductions by period in summary or detail for the periods selected.
6. The Matching Deduction Report prints by deduction code for the period selected, the deduction amount and employer matching deduction amount.
7. The Worker's Compensation Report prints for each state the rate (%) of contribution paid by the employer along with the earnings, in either summary or detail form.
8. The Employee Label Print program prints up to 99 labels to print per employee and may be sorted by zip code.

9. The Employee Notes Print program prints the notes for any employees in the employee notes file.
10. The PR Code List prints a list of the various PR codes: employee classes, departments, banks, earnings, deductions, tax districts, earnings GL groups and deductions GL groups. The information stored with these codes is also printed.



Employee Listing (PRR710)

Function

This program allows the user of the FACTS system to print general or pay cycle information regarding employees. Run this program before you run the Payroll Check Register.

The user has the option to:

- Select the order to print - employee, alpha, branch or class.
- Select the beginning and ending order choice.
- Select department to print.
- Select pay cycle(s) to print.
- Print general or pay cycle information.
- Print address, phone, social security number and/or pay change information if printing general information.
- Print summary or detail pay cycle information if printing pay cycle information.
- Print active, terminated, or both types of employees.
- Select the number of lines to skip between employees.

Report information includes the following:

- **General:** employee number, name, alpha sort key, department, employee class, worker's comp code, birth date, hire date, termination date, rehire date, active, statutory and pension flag and normal job number. The address, phone number, social security number and pay change information may also be included.
- **Pay Cycle:** employee number, name, pay cycle, department, GL posting tables for earnings and deductions, salary or hourly flag and gross pay. The summary report adds a summary of each employee's hours, taxes and other deductions. The detail report adds hours and pay rates in each category, tax flags, exemptions and amounts, and other deductions amounts. Gross pay, hours, deductions amounts and matching are totaled for each employee.

The total number of employees listed is also included.

User Fields

The following fields are involved in printing the Employee Listing:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice (ref.2).

3. Ending Order Choice

Select the ending order choice (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. Press Enter (CR) to default to ALL.

5. Pay Cycle

Enter up to twenty 2-character pay cycles side by side to print. Press Enter (CR) to default to ALL.

6. Information

Enter whether to print **General** or **Pay cycle** information. Press Enter (CR) to default to G.

7. Include

If pay cycle information was entered in field #6, this field is skipped. Enter whether to print employee **Address**, **Phone number**, **Social security number** and/or pay **Change** information. Press Enter (CR) to default to NONE.

8. Scope

If general information was entered in field #6, this field is skipped. Enter whether to print **Summary** or **Detail** information. Press Enter (CR) to default to S.

9. Status

Enter whether to print **Active** or **Terminated** employees. Press Enter (CR) to default to ALL.

8. Skip

Enter the number of lines to skip between employees (0-9). Press Enter (CR) to default to 0.

Employee Listing (PRR710)

Help

01-Demo Company EMPLOYEE LISTING PRR710

ORDER E

BEGINNING EMPLOYEE FIRST

ENDING EMPLOYEE LAST

DEPARTMENT ALL

PAY CYCLE ALL

INFORMATION G INCLUDE

STATUS

SKIP

INCLUDE ADDRESS, PHONE #, SOCIAL SEC #
AND/OR PAY CHANGE INFORMATION? (A+P+S+C, CR=NONE), F4-BACKUP

None Backup OK

Check History Report (PRR720)

Function

This program allows the user of the FACTS system to print a report of historical data related to payroll checks.

Check history is stored in detail by check and is updated by the Check Register. Check history records (checks) may be removed by the Clear Check History program at any time.

The user has the option to:

- Select the order to print - employee number, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the pay cycle(s) to print.
- Select the beginning and ending check date to print.
- Print summary, check list, breakdown, or check detail information.
- Print each employee on a new page.

Report information includes the following:

- Summary: employee number, name, total amount, total regular and premium hours, total regular and premium earnings and total taxes and other deductions.
- Check list: employee number and name. For each check of the employee, check date, number, type and amount. Employee and report totals are included.
- Breakdown: prints one line per check and includes employee number and name, check date, number, type, amount, regular and premium hours, regular and premium earnings and taxes and other deductions.
- Check history detail: For each employee, employee number and name and total. For each check listed for the employee, check number, date and type, GL earnings and deductions posting tables. Also included for each check, hours, earnings, taxes, other deductions and matching by each category. Check totals include hours, earnings, tax, other deductions, matching and net pay. In all formats, employee and report totals are included.

The total number of employees listed is also included.

User Fields

The following fields are involved in printing the Check History Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Pay Cycle

Enter up to twenty 2-character pay cycle codes side by side to print. Press Enter (CR) to default to ALL.

5. Beginning Date

Enter the first check date to be included on the report (ref.3). Press Enter (CR) to default to FIRST, the first date in the history file.

6. Ending Date

Enter the last check date to be included on the report (ref.3). Press Enter (CR) to default to LAST, the last date in the history file.

7. Scope

Enter whether to print Summary, check List, Breakdown, Detail or Check detail information. Press Enter (CR) to default to S.

8. New Page Per Employee

Enter N or Y to indicate if the report should begin a new page for each employee. Press Enter (CR) to default to N.

The screenshot shows a window titled "Check History Report (PRR720)" with a "Help" button. The main content area displays the following text:

```

01-Demo Company          CHECK HISTORY REPORT          PRR720
ORDER E
BEGINNING EMPLOYEE FIRST
ENDING EMPLOYEE LAST
PAY CYCLE ALL
BEGINNING DATE FIRST
ENDING DATE LAST
SCOPE S
NEW PAGE/EMPLOYEE |.
  
```

At the bottom of the window, there is a prompt: "NEW PAGE PER EMPLOYEE? (N/Y), F4-BACKUP" and four buttons: "N", "Y", "Backup", and "OK".

Employee Maximum Hours Report (PRR730)

Function

This program allows the user of the FACTS system to print a report showing the maximum hours available and hours used for any hourly earnings code.

Users determine which hourly earnings codes are maximum codes (example, sick or vacation where employees can only be paid so much per year). Users also set up for each employee, at the beginning of a year, the maximum hours allowable per employee. This report prints the status of maximum hours at any time.

The user has the option to:

- Select the order to print - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the pay cycle(s) to print.
- Select the hourly earnings code(s) to print.
- Select a minimum number of hours used as a cutoff.

Report information includes the following: employee number, name and for each selected hourly earnings code, the yearly available hours, hours used and hours remaining. The total number of employees listed is also included.

User Fields

The following fields are involved in printing the Employee Maximum Hours Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. Press Enter (CR) to default to ALL.

5. Pay Cycle

Enter up to twenty 2-character pay cycles side by side to print. Press Enter (CR) to default to ALL.

6. Hours Code

Enter up to six 4-character hourly earnings codes side by side to print. Press Enter (CR) to default to ALL.

7. Cutoff

Enter the minimum number of hours used to be included on the report (0-999.99). Any employees who have used less than the amount entered do not print on the report. Press Enter (CR) to default to NO CUTOFF.

Employee Maximum Hours Report (PRR730)

Help

01-Demo Company EMPLOYEE MAXIMUM HOURS REPORT PRR730

ORDER E

BEGINNING EMPLOYEE FIRST

ENDING EMPLOYEE LAST

DEPARTMENT ALL

PAY CYCLE ALL

EARNINGS CODE VAC SICK

CUTOFF

ENTER MINIMUM HOURS USED TO PRINT (CR=NO CUTOFF), F4-BACKUP

No Cutoff Backup OK

Earnings % Distribution Report (PRR740)

Function

This program allows the user of the FACTS system to print a report of the general ledger account numbers for employees with earnings % distribution records. The report is only available if the use earnings distribution flag is set to Y through the PR static control record.

The user has the option to:

- Select the order to print - employee number, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the pay cycle(s) to print.

Report information includes the following: employee number, name, pay cycle, each general ledger account number and description used by that employee and the % of the earnings distributed to that account number. The total number of employees listed is also included.

User Fields

The following fields are involved in printing the Earnings % Distribution Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. Press Enter (CR) to default to ALL.

5. Pay Cycle

Enter up to twenty 2-character pay cycles side to side to print. Press Enter (CR) to default to ALL.

Earnings % Distribution Report (PRR740)

Help

01-Demo Company EARNINGS % DISTRIBUTION REPORT PRR740

ORDER E

BEGINNING EMPLOYEE FIRST

ENDING EMPLOYEE LAST

DEPARTMENT ALL

PAY CYCLE ALL

END OF INPUTS. CR=CONTINUE, F4=BACKUP .

Backup OK

Employee Period History Report (PRR750)

Function

This program allows the user of the FACTS system to print employee history information by period for up to the number of periods stored.

The user has the option to:

- Select the order to print - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the beginning and ending period to print.
- Select the state and local code to print.
- Print summary or detail information.

Report information includes the following:

- Summary: employee number, name, for each period, period, state, locality, amount, premium and regular hours and earnings, taxes and other deductions. Employee and report totals are printed.
- Detail: employee number, name, for each period, period, state, locality and hours earnings, taxes, other deductions and matching for each category (code). Period, employee and report totals are listed.

The total number of employees listed is also included.

User Fields

The following steps are involved in printing the Employee Period History Report:

1. Order

Select the order choice to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. Press Enter (CR) to default to ALL.

5. Beginning Period

Enter the beginning period (PPYY) to print. Press Enter (CR) to default to the first period of the fiscal year.

6. Ending Period

Enter the ending period to print (PPYY). Press Enter (CR) to default to the current fiscal period.

7. State code

Enter the state code to print. The entry must be a valid state code. Press Enter (CR) to default to ALL.

8. Local Code

Enter the local code to print. The entry must be a valid local code. Press Enter (CR) to default to ALL.

9. Scope

Enter whether to print **Summary** or **Detail** information. Press Enter (CR) to default to S.

Employee Period History (PRR750)

Help

01-Demo Company EMPLOYEE PERIOD HISTORY REPORT PRR750

ORDER E

BEGINNING EMPLOYEE FIRST

ENDING EMPLOYEE LAST

DEPARTMENT ALL

BEGINNING PERIOD 01/02 FIRST PERIOD OF CURRENT YEAR

ENDING PERIOD 09/02 CURRENT PERIOD

STATE CODE ALL

LOCAL CODE ..

SCOPE

ENTER LOCAL CODE TO PRINT (CR=ALL), F4-BACKUP

All Backup OK

Matching Deduction Report (PRR760)

Function

This program allows the user of the FACTS system to print a report of any deduction code with employee matching information.

The user has the option to:

- Select the deduction code to print.
- Print period, quarterly, yearly or last pay check information.
- Select the branch to print.
- Select the department to print.

Report information includes the following: deduction code, description and the ending date of either the period, quarter or year. Also included are the employee number, name and social security number, the period, quarterly, or yearly employee gross earnings, the amount contributed by the employee, the percentage of gross contributed by the employee, the amount contributed by the employer, the percentage of gross contributed by the employer, the total-dollar amount contributed by both, and the percentage of gross that the total contribution by both represents. Report totals are printed. The total number of employees listed is also included.

User Fields

The following steps are involved in printing the Matching Deduction Report:

1. Deduction Code

Enter the deduction code to print. The entry must be a valid deduction code with the matching flag set to Y in the deductions code file.

2. Period

Enter whether to print **Period**, **Quarterly**, **Yearly** or **Last** pay check information. Press Enter (CR) to default to P.

3. Branch

Enter the branch to print. The entry must be a valid branch. Press Enter (CR) to default to ALL.

4. Department

Enter the department to print. The entry must be a valid department. Press Enter (CR) to default to ALL.

Matching Deduction Report (PRR760)

Help

01-Demo Company MATCHING DEDUCTION REPORT PRR760

DEDUCTION CODE |. . . .

TIME PERIOD

BRANCH

DEPARTMENT

ENTER DEDUCTION CODE TO PRINT, F4-END

End OK

Worker's Compensation Report (PRR770)

Function

This program allows the user of the FACTS system to print a report of the rate (%) of contribution paid by the employer to the tax district for worker's compensation purposes.

The user has the option to:

- Select the tax type to print - FICA, federal, state, local or miscellaneous 1 or 2.
- Select the beginning and ending order choice.
- Select the beginning and ending worker's comp code to print.
- Select the period to print.
- Print summary or detail information.

Report information includes the following:

- Summary: tax district code and description, worker's compensation code and description, rate of employer, earnings contribution and the premium to be paid of the selected periods. State and report totals of the total earnings of all selected periods are also included.
- Detail: summary plus the earnings and premium of each selected period. Also included among the state and report totals are the totals of the earnings and premium of each selected period.

The total number of tax districts (state, local, etc.) are also included.

User Fields

The following fields are involved in printing the Worker's Compensation Report:

1. Tax Type

Enter whether to print **X-FICA, Federal, State, Local, miscellaneous 1** or **miscellaneous 2** tax type. If FICA or federal were entered, fields #2-3 are skipped.

2. Beginning Order Choice

Select the beginning order choice to print. Press Enter (CR) to default to FIRST.

3. Ending Order Choice

Select the ending order choice to print. Press Enter (CR) to default to LAST.

4. Beginning Code

Enter the beginning worker's compensation code to print (up to 3 characters). Press Enter (CR) to default to FIRST, the first code on file.

5. Ending Code

Enter the ending worker’s compensation code to print (up to 3 characters). Press Enter (CR) to default to LAST, the last code on file.

6. Beginning period

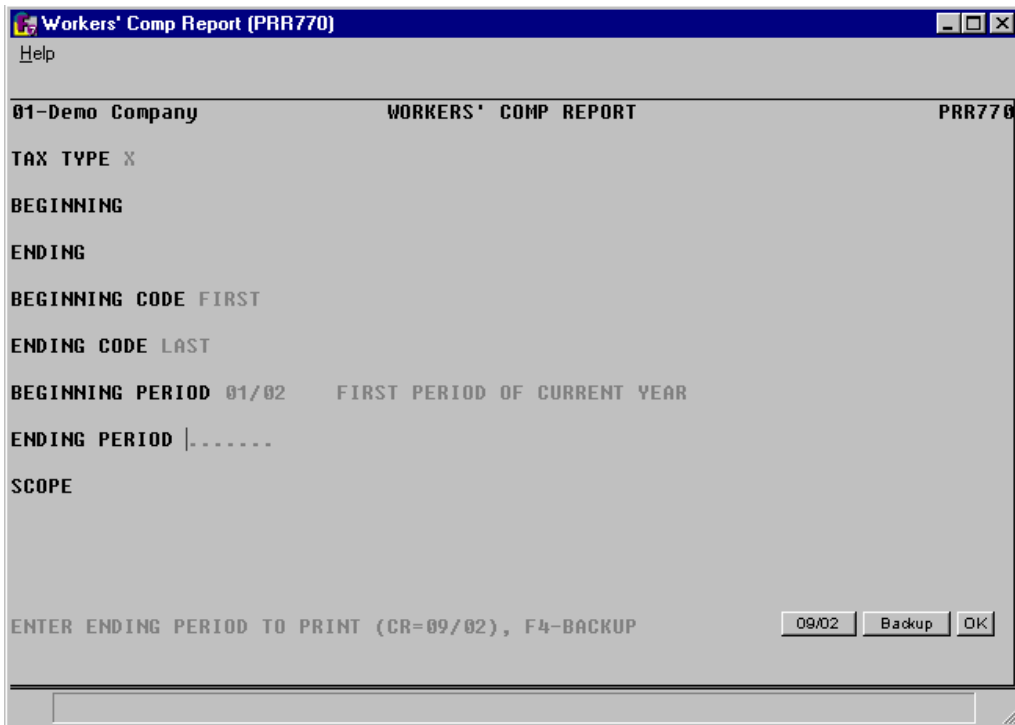
Enter the beginning period to print (PPYY). The period must be among the current or 22 previous PR periods. Press Enter (CR) to default to the first period of the current fiscal year.

7. Ending Period

Enter the ending period to print (PPYY). The period must be among the current or 22 previous PR periods and also be within 12 periods from the beginning period. Press Enter (CR) to default to the current period.

8. Scope

Enter whether to print Summary or Detail information. Press Enter (CR) to default to S.



Employee Label Print (PRP710)

Function

This program allows the user of the FACTS system to print labels by zip code from the information stored in the employee file.

The user has the option to:

- Select the print order - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Print the labels in zip code order.
- Print employee number or social security number.
- Print up to 99 labels for each employee.
- Print an alignment check.

Label information includes the following: employee name, address, city, state, zip code and either employee number or social security number or neither. The program prints on 11-1/2 x 15-inch paper and prints four (4) labels across. For more information on the size of the labels, see the forms section of the Installation Guide.

User Fields

The following fields are involved in printing the labels:

1. Order

Select the order the labels are to print (including Zip code order) (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Zip Code Sort

Enter N or Y to indicate whether to sort the customers by zip code. Press Enter (CR) to default to N.

5. Employee #/Ssn

Enter whether to print on all labels Employee number or Social security number. Press Enter (CR) to default to NONE.

6. Number Of Labels

Enter the number of labels to print per customer (1-99). Press Enter (CR) to default to 1.

7. Alignment

Enter N or Y to indicate whether to print an alignment (ref. 1).

Employee Notes Print (PRR780)

Function

This program allows the user of the FACTS system to print the notes recorded for each employee. Employee notes are created and maintained through the Employee Inquiry program.

The user has the option to:

- Select the print order - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Print a new page for each employee.

Report information includes the following: employee number and name and all notes recorded for an employee. Each employee printed may begin on a new page. The total number of employees printed is also included.

User Fields

The following fields are involved in printing employee notes:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

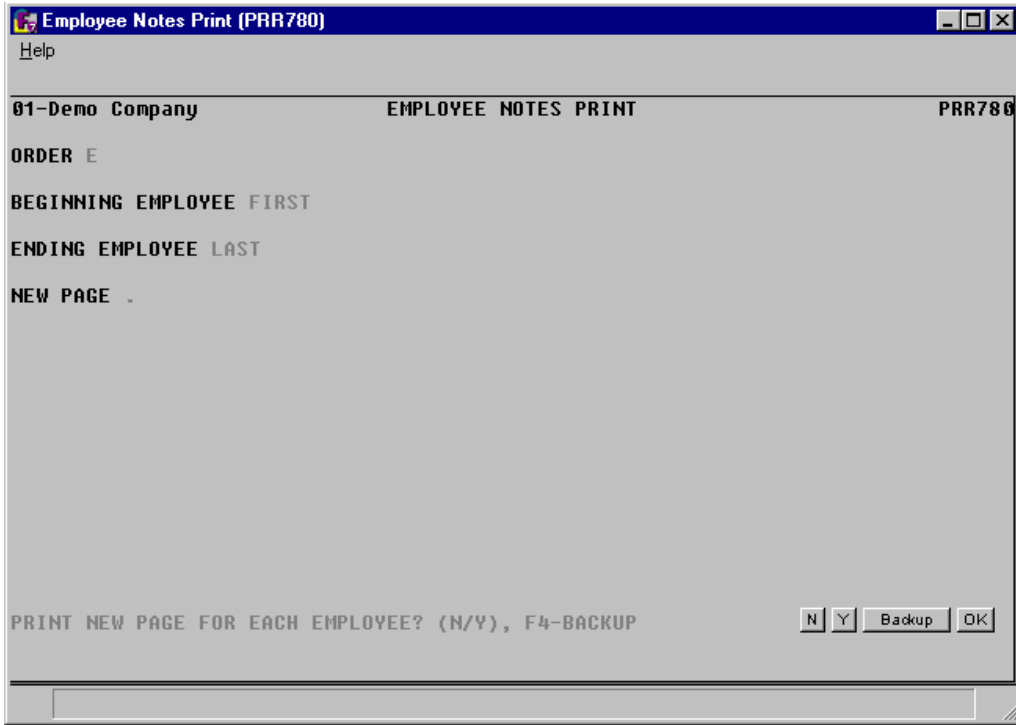
Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. New Page

Enter **N** or **Y** to indicate whether to print a new page (start on new page) for each employee with notes. Press Enter (CR) to default to N.



PR Code List (PRR790)

Function

This program allows the user of the FACTS system to print a list each of the following payroll codes:

- Employee class
- Department
- Earnings code
- Deductions code
- Tax district code
- Earnings GL posting table
- Deductions GL posting table

Each code above is entered into its own file maintenance program and is used to run the payroll system.

The user has the option to:

- Select the code to print.
- Select the beginning and ending code.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

User Fields

The following fields are involved in printing the payroll code list:

1. Select Number

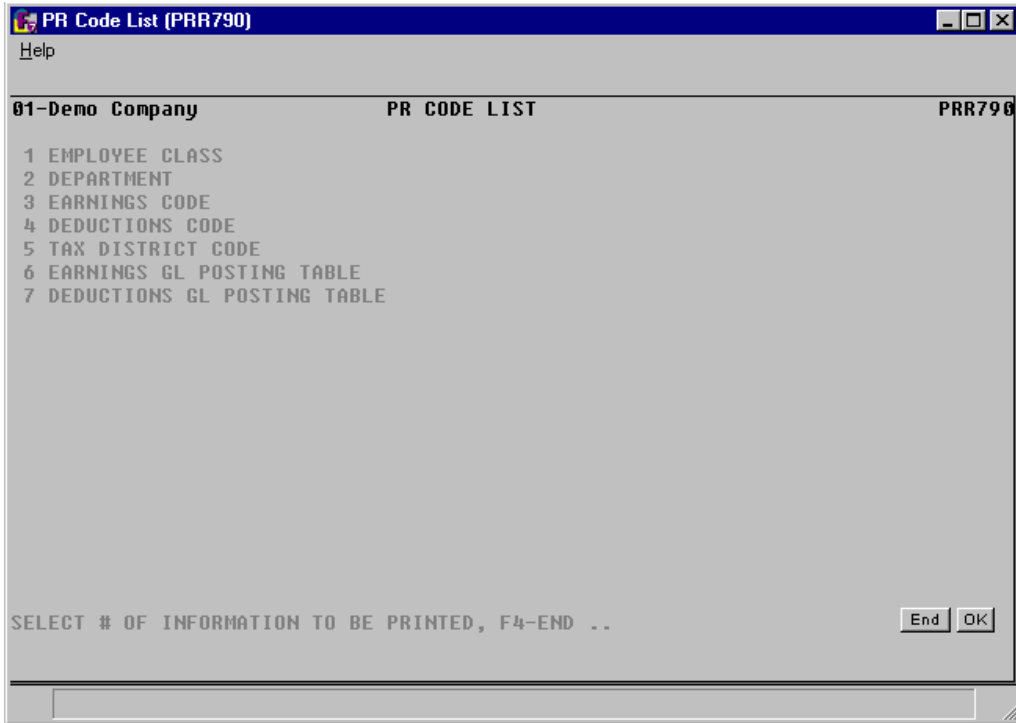
Enter the number of the field to print (1-7).

2. Beginning Order Choice

Enter the beginning order choice to print of the field selected. Press Enter (CR) to default to FIRST.

3. Ending Order Choice

Enter the ending order choice to print of the field selected. Press Enter (CR) to default to LAST.



CHAPTER 6

End of Period

The end-of-period menu contains programs, which should be run at the end of each month, period and year to close them correctly and acquire the information needed to report to the government. (Please refer to the normal procedures section.)

The monthly close-out procedures consist of running the following:

1. The Period Earnings/Deductions Report prints a report of all wages earned and deductions withheld in the period (month).
2. The Period GL Distribution prints a report of all general ledger expense distributions created during the Check Register for the period (month). An optional removal is included to remove the records after printing.
3. The Period Check Register prints a list grouped by bank of all regular, manual and void checks for the period (month). An optional removal is included to remove the records after printing.
4. The Unemployment Report prints a list of employee wages and state unemployment tax due for the period (month) by tax type.
5. The End-of-Period Update is run to clear out the period-to-date earnings, deductions and unemployment information.

The quarterly close-out procedures consist of running the following:

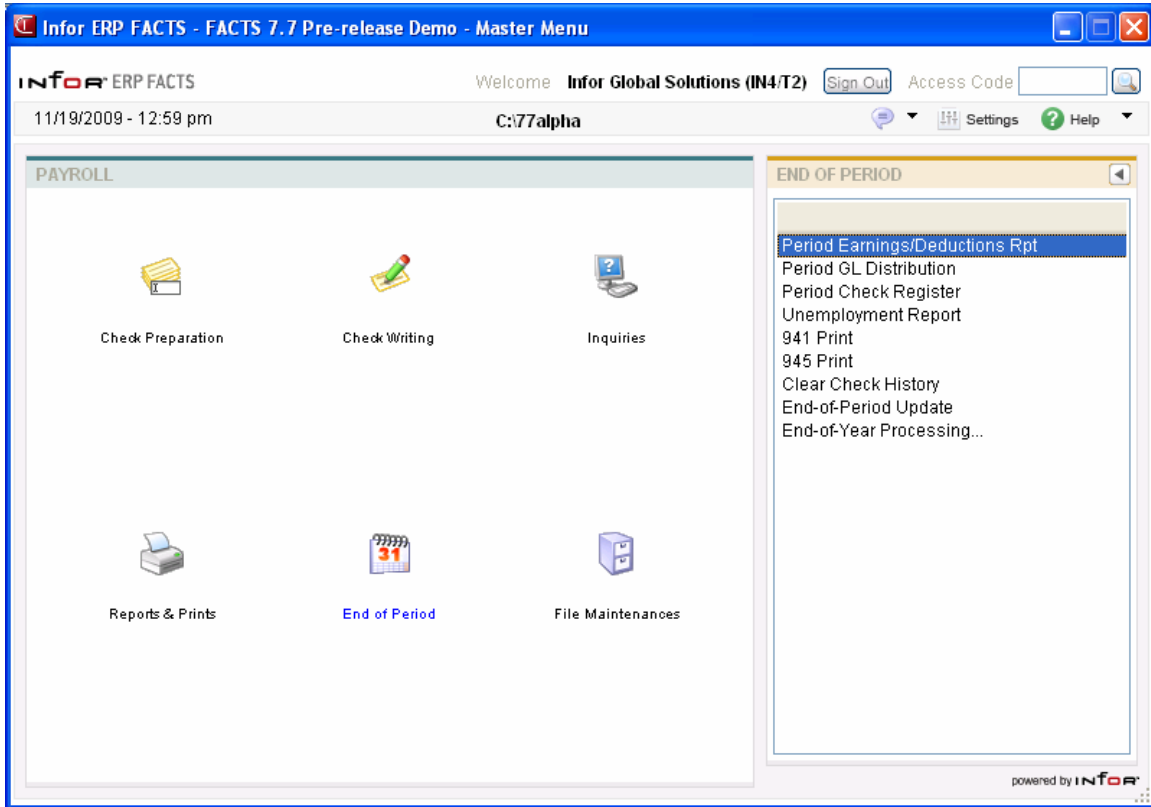
1. The Period Earnings/Deductions Report for the quarter
2. The 941 Print lists 941 information (federal tax and FICA amounts withheld) for reporting purposes.
3. The 945 Print lists 945 information (income tax withheld for nonpayroll items) for reporting purposes.
4. The Clear Check History program removes check history by date as determined by the user.
5. The Unemployment Report for the quarter

6. The End-of-Period Update is run to clear out the quarter-to-date earnings, deductions and unemployment information.

The yearly close-out procedures consist of running the following:

1. The Period Earnings/Deductions Report for the year
2. The Unemployment Report for the year
3. The W-2 Information Capture program must be run so that you can close out the year and start running payrolls before printing the W-2s. The program is found on the end-of-year procedures menu. (see next section)
4. The End-of-Period Update is run to clear out the year-to-date earnings, deductions and unemployment information.

At this point, the W-2s may be printed and/or W-2 Magnetic Tape Update may be run along with the W-2 Magnetic Tape Report to file with the Social Security Administration. The Clear Check History program should be run periodically (as set by the user) to clear out check history to keep the file from filling up.



Period Earnings/Deductions Report (PRR810)

Function

This program allows the user of the FACTS system to print a report of wages earned in each earnings category and deductions withheld during the period, quarter or year. Although the report may be printed at any time, it should be printed at the end of each period, quarter and year, and permanently filed as part of the end-of-period procedures.

The user has the option to:

- Select the order to print - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the department to print.
- Select the pay cycle(s) to print.
- Select the time period for reporting - period, quarter or year.
- Print a recap by department.

Report information includes the following: employee number, name and hours worked, wages earned and deductions withheld during the selected time period along with the employees total and report totals. The total number of employees listed is also included. The optional department recap prints for each department, by branch, hours worked and wages earned. Report totals are also printed in the department recap. The total number of departments listed is also included.

User Fields

The following fields are involved in printing the Period Earnings/Deductions Report:

1. Order

Select the order the report is to print (ref.7).

2. Beginning Order Choice

Select the beginning order choice to print (ref.2).

3. Ending Order Choice

Select the ending order choice to print (ref.6).

4. Department

Enter the department to print. The entry must be a valid department. Press Enter (CR) to default to ALL.

5. Pay Cycle

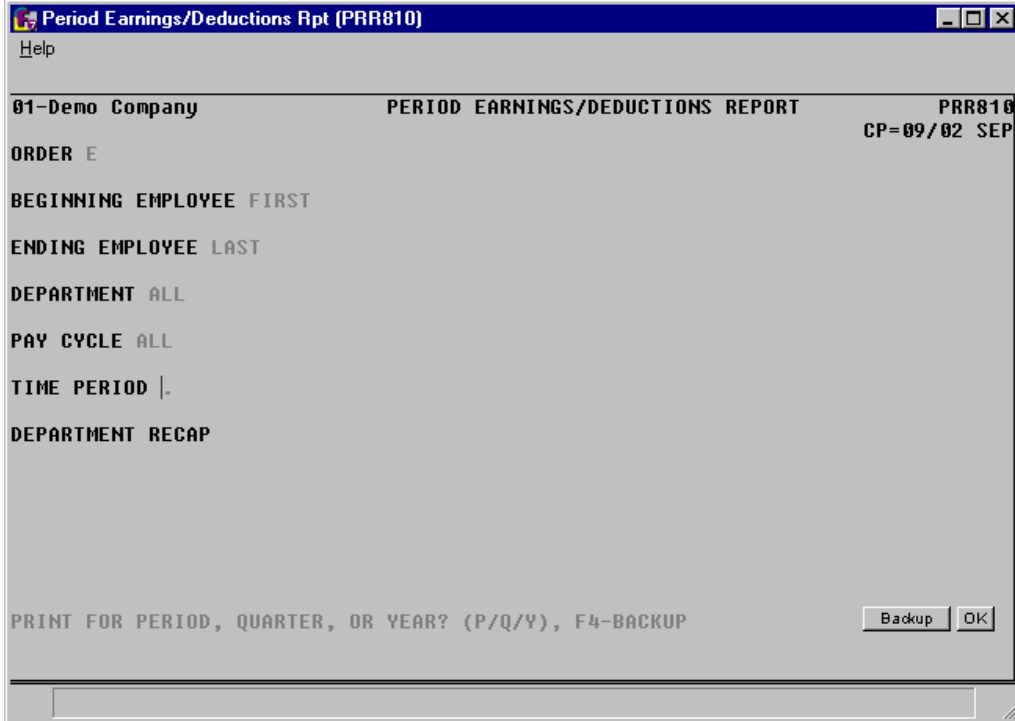
Enter up to twenty 2-character pay cycles side by side to print. Press Enter (CR) to default to ALL.

6. Time Period

Enter whether to print Period-to-date, Quarter-to-date or Year-to-date information. Press Enter (CR) to default to P.

7. Department Recap

Enter Y or N to indicate if the report recap by department should be printed. Press Enter (CR) to default to Y.



Period GL Distribution (PRR830)

Function

This program allows the user of the FACTS system to print a list of all general ledger expense distributions created during the Check Register. The report is only available if the **Use Period GL Distribution** flag in the PR Static Control Record is set to Y. Although this report may be printed at any time, it should be printed at the end of each period and permanently filed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the report is run.

The user has the option to:

- Select the period to print.
- Select the beginning and ending GL account number to print.
- Select the branch to print
- Select the department to print.
- Print summary or detail information.

Report information includes the following:

- Summary: one line per account number and includes general ledger account number and description, debit, credit and net amounts.
- Detail: general ledger number and description, employee number and name, check number, register number, debit, credit and net amounts. Totals for each account number are included.

Report totals are printed. The total number of GL account numbers listed is also included.

User Fields

The following fields are involved in printing the Period GL Distribution Report:

1. Period

Enter the payroll period to print (PPYY). Press Enter (CR) to default to CURRENT, the current payroll period as displayed in the upper right corner of the screen.

2. Beginning GL Number

Enter the first GL account number to be included. Press Enter (CR) to default to FIRST.

3. Ending GL Number

Enter the last GL account number to be included. Press Enter (CR) to default to LAST.

4. Branch

Enter the branch to print. The entry must be a valid branch. Press Enter (CR) to default to ALL.

Period Check Register (PRR840)

Function

This program allows the user of the FACTS system to print a listing, grouped by bank, of all regular, manual and void payroll checks for the period. Records on this report are created during the update portion of the Check Register program if the **Use Period Check Register** flag in the company PR static control record is set to Y.

Report information includes the following: bank number and name, check number, branch, employee number and name, check date, register number, check amount and type (regular, manual or void). Bank and report totals are printed. The total number of checks listed is also included.

User Fields

The following fields are involved in printing the Period Check Register:

1. Period

Enter the payroll period to print (PPYY). The entry must be a period which cannot occur after the next GL period. Press Enter (CR) to default to CURRENT, the current payroll period as displayed in the upper right corner of the screen.

2. Beginning Bank

Enter the number of the first bank to print. Press Enter (CR) to default to FIRST.

3. Ending Bank

Enter the number of the last bank to print. Press Enter (CR) to default to LAST.

4. Branch

Enter the branch to print. The entry must be a valid branch. Press Enter (CR) to default to ALL.

5. Check register. Do you wish to remove records just printed?

Enter YES or N to indicate whether to remove records just printed in the Period Check Register.

Unemployment Report (PRR850)

Function

This program allows the user of the FACTS system to print an unemployment report by tax district for the period.

Although the report may be printed at any time, report information is incomplete until the last payroll is run and the Check Register updated. It should be printed PRIOR to the end-of-period update since that program zeros period-to-date figures.

Report information is grouped by tax district code and includes tax district code and description, company name and address, tax ID numbers and wage ceiling. For each employee the following is printed: social security number, name, gross wages, taxable wages and nontaxable wages. Tax district totals are included along with the amount of unemployment tax due.

User Fields

The following fields are involved in printing an Unemployment Report:

1. Period

Enter whether to print a **Period**, **Quarterly**, or **Yearly** Unemployment Report. Press Enter (CR) to default to P.

2. Report Type

Enter whether to print **Federal**, **State**, **Local**, **Misc1** or **Misc2** tax type.

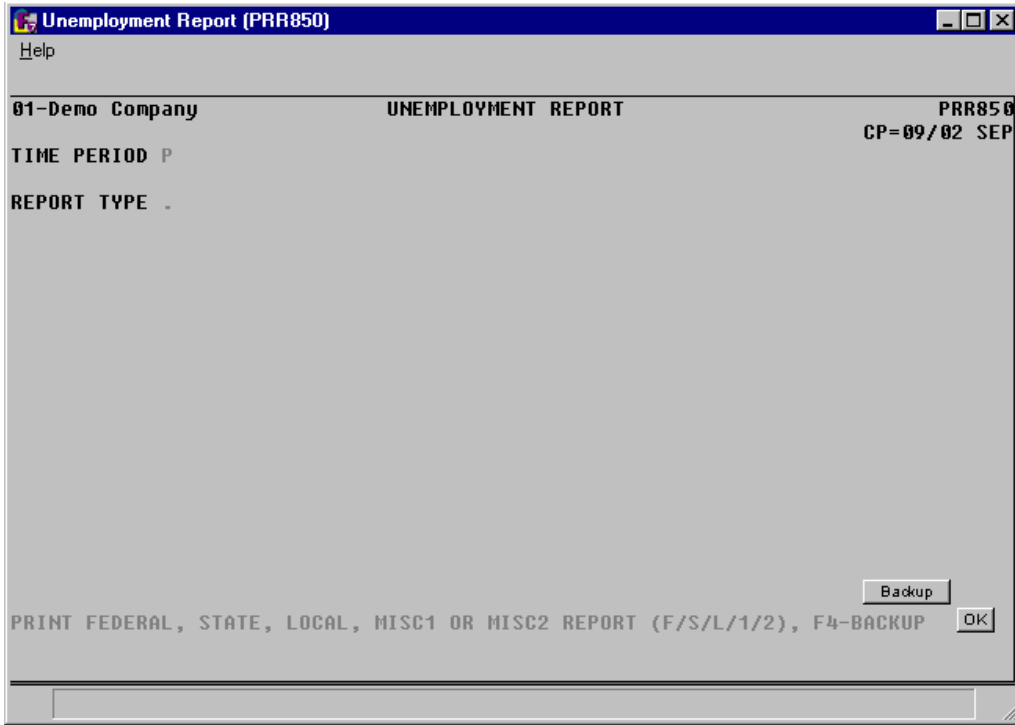
If Federal was selected as the report type, the beginning type and ending type are skipped.

3. Beginning Type

Enter the tax district of the first code to print. Press Enter (CR) to default to FIRST.

4. Ending Type

Enter the tax district of the last code to print. Press Enter (CR) to default to LAST.



941 Print (PRP810)

Function

This program allows the user of the FACTS system to print the 941 report for the current period for each company.

Although the report may be printed at any time, information is incomplete until the last payroll of the period is run and the Check Register updated. The report should be printed PRIOR to running the End-of-Period Update since that program zeros period-to-date figures.

Income tax withheld for **payroll** items will be reported on this form. Report information includes the following: company name and address and federal tax identification number. For each employee, the following is printed: social security number, employee name, gross wages, total wages subject to federal taxes, amount of federal tax withheld, total wages subject to FICA and FICA amount withheld, total wages subject to state tax and state tax withheld and total wages subject to local tax and local tax withheld. Report totals for gross wages, federal wages, federal tax, FICA wages, FICA tax, state wages, state tax, local wages and local tax are printed. The total number of employees listed is also included.

The Tax Liability Recaps prints date wages paid through for the three months of the quarter.

User Fields

The following fields are involved in printing the 941 Print:

1. Period

Enter whether to print 941's information for the **Period**, **Quarter** or **Year**. Press Enter (CR) to default to P.

2. Order

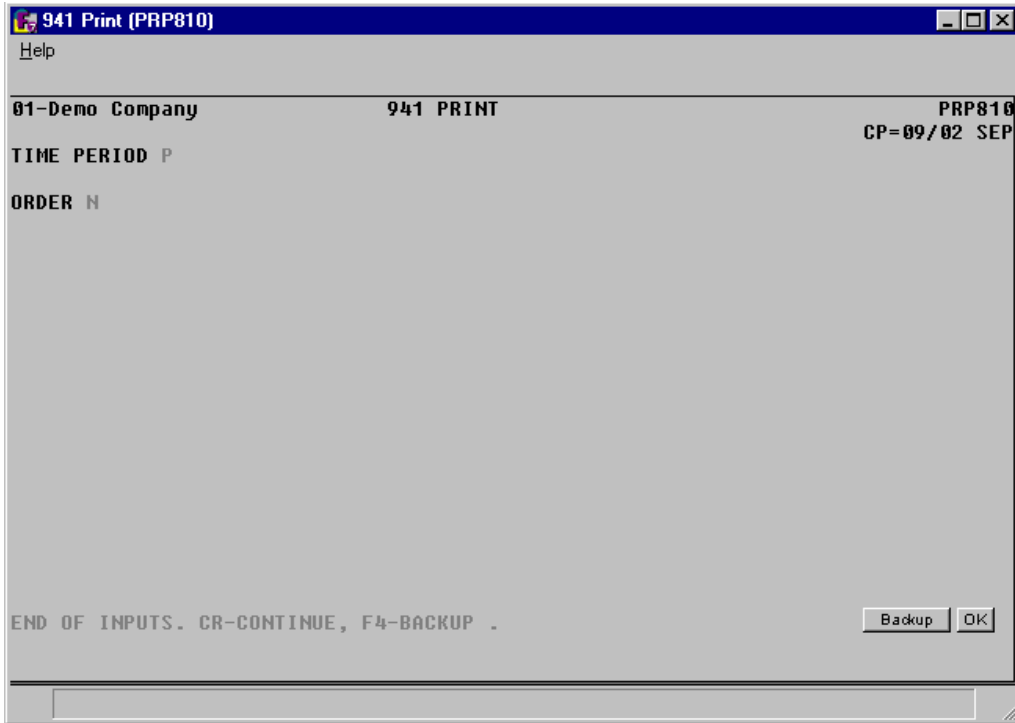
Enter **N** or **Y** to indicate whether to print 941 information in state order. Press Enter (CR) to default to N.

3. Recap

If P or Y was entered in field #1 this field is skipped. If Q was entered in field #1, and Y was entered in field #2, this field is skipped. If Q was entered in field #1 and N was entered in field #2, enter **N** or **Y** to indicate whether to print the detail of each month of the quarter. The detail includes a tax liability recap. Press Enter (CR) to default to N.

4. Earned Income

Enter **N** or **Y** to indicate whether to include earned income credit (FIEI) amounts on this report. This field is displayed only if the FIEI code is set up in the Deductions Code F/M and the Code Sequence F/M. Press Enter (CR) to default to N.



945 Print (PRP815)

This program allows the user of the FACTS System to print the 945 form for the current period for each company.

Although the report may be printed at any time, information is incomplete until the last payroll of the period is run and the Check Register updated. The report should be printed PRIOR to running the End-of-Period Update since that program zeros period-to-date figures.

Income tax withheld for **non-payroll** items will be printed on this form. Examples of non-payroll items include pensions, annuities, IRAs and gambling winnings. Report information includes the following: company name and address and federal tax identification number. For each employee, the following is printed: social security number, employee name, gross wages, total wages subject to federal taxes, and amount of federal tax withheld. Report totals for gross wages, federal wages, and federal tax are printed. The total number of employees listed is also included.

USER INPUTS

The following fields are involved in printing the 945 Print:

1. Time Period

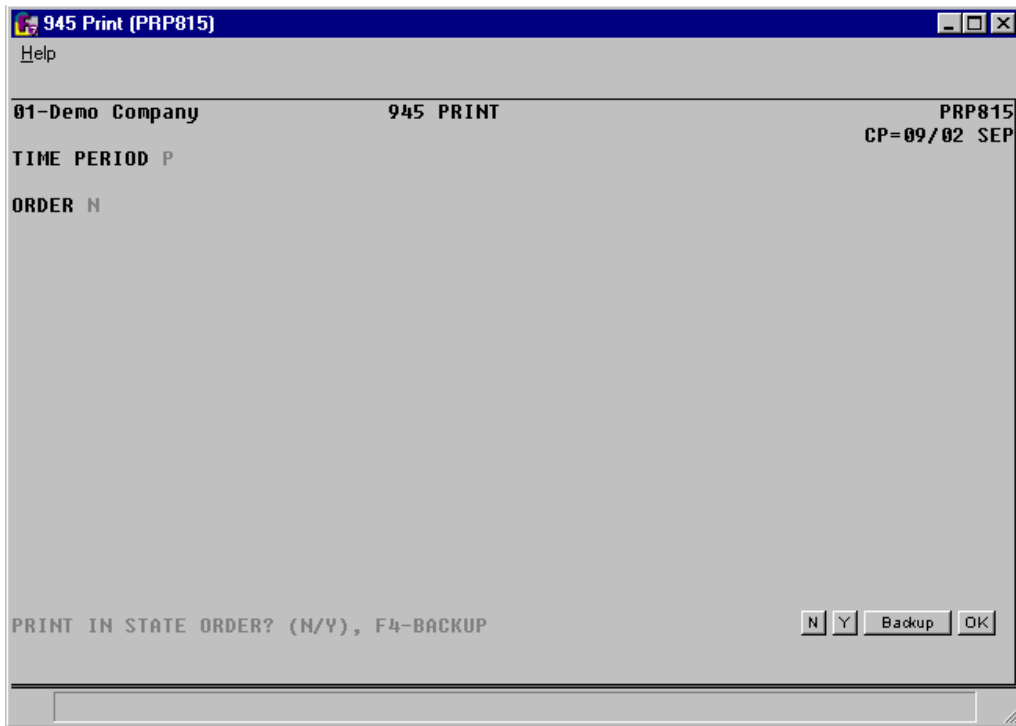
Enter whether to print 945 information for the **Period**, **Quarter** or **Year**. Press Enter (CR) to default to P.

2. Order

Enter **N** or **Y** to indicate whether to print 945 information in state order. Press Enter (CR) to default to N.

3. Recap

If P or Y was entered in field #1 this field is skipped. If Q was entered in field #1, and Y was entered in field #2, this field is skipped. If Q was entered in field #1 and N was entered in field #2, enter **N** or **Y** to indicate whether to print the tax liability recap for each month of the quarter. Press Enter (CR) to default to N.



Clear Check History (PRU810)

Function

This program allows the user of the FACTS system to remove groups of records from the check history file.

A regular schedule of record removal (i.e., once per month or quarter) should be established. Failure to periodically remove records may result in file overflow. The Check History Report and Period Check Register should be printed PRIOR to record removal to provide a hard copy for future reference.

The user has the option to:

- Select the order to remove records - employee, alpha, branch or employee class.
- Select the beginning and ending order choice.
- Select the pay cycle(s) for which records are to be removed.
- Remove as of a user-defined cutoff date.

By utilizing the above options, the user can effectively remove only the desired records. Removing check history records does not affect the period-to-date, quarter-to-date or year-to-date data in the employee history file. However, once checks are removed, they cannot be voided.

User Fields

The following fields are involved in clearing check history:

1. Order

Select the order to remove (ref.7).

2. Beginning Order Choice

Select the beginning order choice to remove (ref.2).

3. Ending Order Choice

Select the ending order choice to remove (ref.6).

4. Pay Cycle

Enter up to twenty 2-character pay cycles side by side to remove. Press Enter (CR) to default to ALL.

5. Cutoff

Enter the last check date to remove through (ref.3). Checks dated on or before the date entered are removed. Press Enter (CR) to default to NO CUTOFF and the check date is not a factor in determining whether to remove.

Note: When you remove check history, this information is no longer available for the Check History Report, Period Check Register, 941 Print, and other programs.

Clear Check History (PRU810)

Help

01-Demo Company CLEAR CHECK HISTORY PRU810
CP=09/02 SEP

THIS PROGRAM WILL REMOVE CHECK HISTORY FIGURES USED IN PAYROLL REPORTING.

ORDER E

BEGINNING EMPLOYEE FIRST

ENDING EMPLOYEE LAST

PAY CYCLE |.....

CUTOFF

Character Pay Cycles Side By Side To Remove All Backup

ENTER 2-CHARACTER PAY CYCLES SIDE BY SIDE TO REMOVE (CR=ALL), F4-BACKUP OK

End-Of-Period Update (PRU890)

Function

This program allows the user of the FACTS system to close the current payroll period, quarter or year.

This program closes the payroll period by:

- Removing period, quarterly and/or yearly QTD and YTD employee data.
- Removing period, quarterly and/or yearly unemployment information.
- Removing period, quarterly and/or yearly department history.
- Removing past employee history information.
- Incrementing the current period, quarter and/or year.
- Updating the date of the last end-of-period update.

All programs (reports) utilizing the employee history file, the workman's comp file, or the department history file should be printed prior to using the End-of-Period Update. Those programs (reports) include, but are not limited to the:

- Period Earnings/Deductions Report
- 941 Print
- W-2 Information Capture program
- Unemployment Report

User Fields

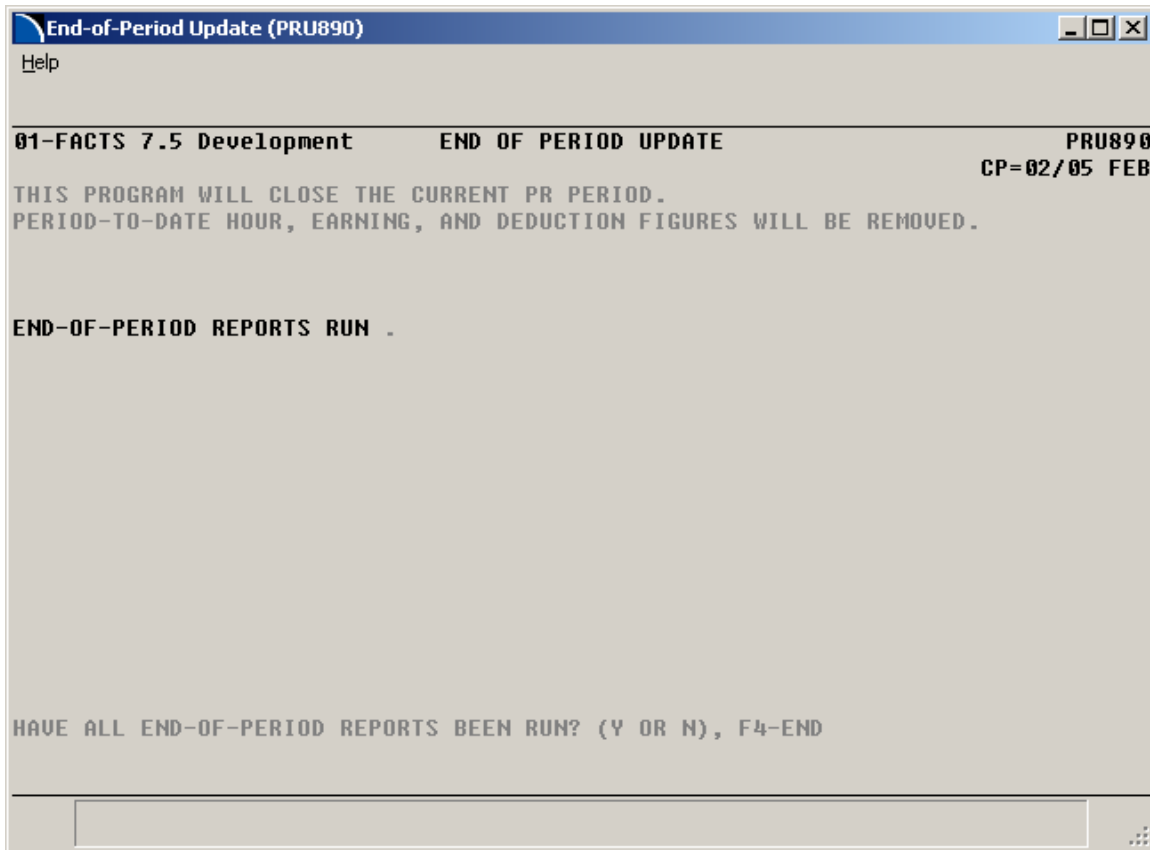
The following fields are involved in running the End-of-Period Update program:

1. End-Of-Period Reports Run

Enter **Y** or **N** to indicate if all appropriate reports have been printed. If **Y** is field, the program continues to the next field. If **N** is field, the user is warned that the reports should be printed.

2. Capture W-2 Information

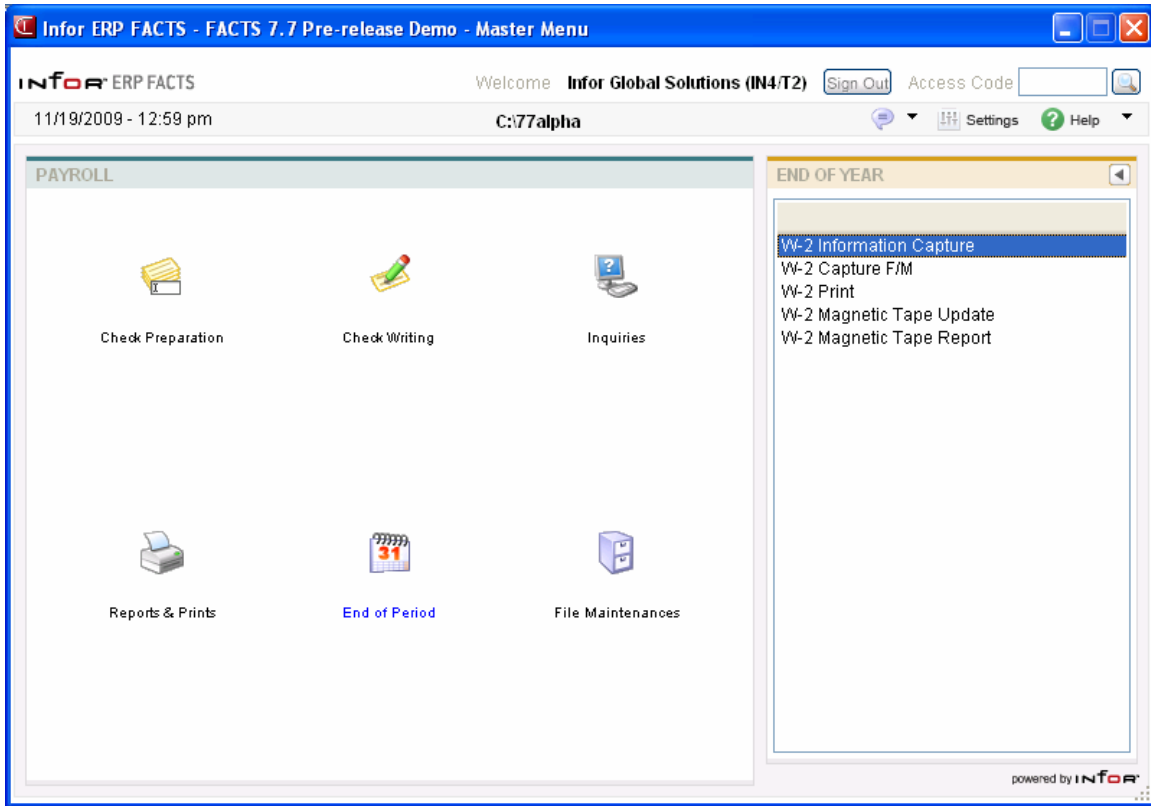
This field is skipped unless the year is being closed. Enter **Y** or **N** to indicate if W-2 information has been captured. If **N** is entered, the user is warned that the W-2 information should be run. If **Y** is entered, press **CR** to continue.



End of Year Processing

The end-of-year processing menu provides the user with a way to save W-2 information before year-end so that W-2s may be printed after the year has been closed. This allows users to begin processing in the new year without having to print W-2s. Users may then print and verify W-2 information in January after the rush of the year-end close-out.

After all year-end reports have been run (see end-of-period menu), the user may run the W-2 Information Capture program. This program saves the W-2 information for the year being closed in a separate file so that processing may begin in the new year. Any time after this program has been run (before or after year-end close-out), the user may modify what is to print on the W-2s through the W-2 Capture F/M program. The user may run the W-2 Print program to provide employees with W-2 forms for tax purposes. The W-2 Magnetic Tape Update may also be run along with the W-2 Magnetic Tape Report if magnetic tape reporting to the government is required.



W-2 Information Capture (PRU820)

This program allows FACTS users to capture current earnings, taxable earnings, FICA, federal, state, and local taxes. The program also captures additional fields necessary to print on the W-2s.

The recent passing of the Economic Growth and Tax Relief Reconciliation Act of 2001 allows for employees over the age of 50 to contribute more than the normal maximum to their 401K plans for the next 5 years. These are commonly known as "catch-up" contributions. The W-2 Information Capture program adds the dollars of both 401K Deduction Codes together and places this total in Box D in the W-2 Capture F/M.

When you run the W-2 Information Capture, the program separates the single employee name (from the Employee F/M record) into two fields - first name (15 characters) and last name (20 characters). Be sure to review these fields using the W-2 Capture F/M and correct, if necessary.

The following fields will not be captured by this program but may be entered through the W-2 Capture F/M Program:

- allocated tips
- social security tips
- non-qualified plan
- dependent care benefits
- box 12, code A
- box 12, code B
- box 12, code C
- box 12, code M
- box 12, code N
- box 12, code P
- box 12, code Q
- box 12, code R
- box 12, code S
- box 12, code T
- box 12, code V
- box 12, code W
- box 12, code Y
- box 12, code Z
- box 12, code AA
- box 12, code BB

The program should be run at the end of the year before closing the payroll year. The purpose is to capture the information so that W-2 reports, prints and magnetic media updates can be run after the close of the payroll year.

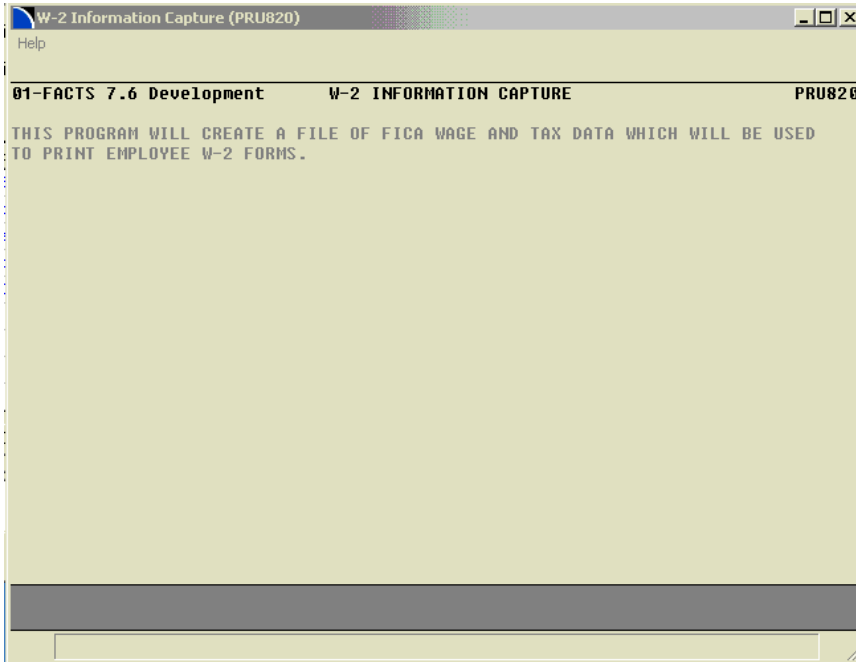
NOTES:

- ♦ W-2 information must be captured before W-2s are printed.
- ♦ No tax table changes should be made to in the Tax Table F/M for the new tax year until after this program is run.

Use the following fields to capture W-2 information:

1. OK To Capture?

Enter N or YES. CR defaults to N and the program exits.



W-2 Capture F/M (PRF810)

This program allows the user to manually modify field information that is printed on the W-2s. The information in this file is captured automatically by the W-2 Information Capture program. Modification may be necessary because the W-2 Information Capture program will not capture the social security tips, allocated tips, non-qualified plans, dependent care benefits, or codes A, B, C, M, N or P of box 12. The user must manually enter these fields through this program if these fields need to be printed on the W-2.

New records may not be added to this program. The user may only modify existing records created through the W-2 Information Capture program.

Use the following steps to modify W-2 information:

1. Employee

Enter the employee for which the W-2 record needs to be modified. The entry must be a valid employee. F2 allows an alpha search.

2. State Desg

Enter the state designation of the employee. The entry must be a valid state local designation. F2 allows a search. CR defaults to no state designation.

3. Local Desg

Enter the local designation of the employee. The entry must be a valid local designation. F2 allows a search. CR defaults to no local designation.

If the W-2 information has been captured for the entered employee, state designation, and local designation, the W-2 record is displayed. The user may then modify any information for fields #4-41. The amounts for field #18 (allocated tips), #25 (Social Security tips), #26 (non-qualified plan), #27 (dependent care benefit), #28 (box 12, code A), #29 (box 12, code B), #30 (box 12, code C), #39 (box 12, code M), #40 (box 12, code N) and #41 (box 12, code P) are not captured by the W-2 Information Capture program and need to be modified if applicable.

In the following fields #4-41, CR defaults to the value initially displayed. These fields will print on the W-2.

4. Name

Enter the employee name (first, middle, last and suffix) up to 36 characters.

5. Address 1

Enter the employee's address (up to 30 characters). If only one line is needed, use the first.

6. Address 2

Enter the employee's address (up to 30 characters). If only one line is needed, use the first.

7. City

Enter the city of residence (up to 15 characters).

8. State

Enter the state of residence (2 characters). F2 allows a search (#8).

9. Zip Code

Enter the employee's zip code (up to 10 characters).

10. SSN#

Enter the employee's 11-character Social Security number including dashes. Any entry over 8 characters is accepted.

11. Gross Wages

Enter the total gross wages for the employee for the year (+/- 9999999). This field does not print on the W-2.

12. Soc Sec Wages

Enter the Social Security wages amount (+/- 9999999). This amount will print in box 3 on the W-2.

13. Federal Wages

Enter the federal wages amount (+/- 9999999). This amount will print in box 1 on the W-2.

14. State Wages

Enter the state wages amount (+/- 9999999). This amount will print in box 17 on the W-2.

15. Local Wages

Enter the local wages amount (+/- 9999999). This amount will print in box 20 on the W-2.

16. Medicare Wages

Enter the Medicare wages amount (+/- 9999999). This amount will print in box 5 on the W-2.

17. Fringe Benefits

Enter the fringe benefits amount (+/- 9999999). This amount will print in box 12 on the W-2.

***18. Allocated Tips**

Enter the state wages amount (+/- 9999999). This amount will print in box 8 on the W-2.

19. EIC Amount

Enter the earned income credit amount (+/- 9999999). This amount will print in box 9 on the W-2.

20. Soc Sec Tax

Enter the Social Security tax amount withheld (+/- 9999999). This amount will print in box 4 on the W-2.

21. Federal Tax

Enter the federal tax amount withheld (+/- 9999999). This amount will print in box 2 on the W-2.

22. State Tax

Enter the state tax amount withheld (+/-9999999). This amount will print in box 18 on the W-2.

23. Local Tax

Enter the local tax amount withheld (+/-9999999). This amount will print in box 21 on the W-2.

24. Medicare Tax

Enter the Medicare tax amount withheld (+/-9999999). This amount will print in box 6 on the W-2.

***25. Soc Sec Tips**

Enter the social security tips amount (+/-9999999). This amount will print in box 7 on the W-2.

***26. Non-Qlfd Plan**

Enter the non-qualified plan amount (+/-9999999). This amount will print in box 11 on the W-2.

***27. Dep Care Bnft**

Enter the dependent care benefit amount (+/-9999999). This amount will print in box 10 on the W-2.

***28. Box 12, Code A**

Enter the amount for code A, Uncollected Social Security Tax on Tips, to be printed in box 12 on the W-2 (+/-9999999).

***29. Box 12, Code B**

Enter the amount for code B, Uncollected Medicare Tax on Tips, to be printed in box 12 on the W-2 (+/-9999999).

***30. Box 12, Code C**

Enter the amount for code C, Cost of group-term life insurance, to be printed in box 12 on the W-2 (+/-9999999).

31. Box 12, Code D

Enter the amount for code D, Section 401(k) contributions, to be printed in box 12 on the W-2 (+/-9999999).

32. Box 12, Code E

Enter the amount for code E, Section 403(b) contributions, to be printed in box 12 on the W-2 (+/-9999999).

33. Box 12, Code F

Enter the amount for code F, Section 408(k)(6) contributions, to be printed in box 12 on the W-2 (+/-9999999).

34. Box 12, Code G

Enter the amount for code G, Section 457(b) contributions, to be printed in box 12 on the W-2 (+/-9999999).

35. Box 12, Code H

Enter the amount for code H, Section 501(c)(18)(D) contributions, to be printed in box 12 on the W-2 (+/-9999999).

36. Box 12, Code J

Enter the amount for code J, Sick pay, to be printed in box 12 on the W-2 (+/-9999999).

37. Box 12, Code K

Enter the amount for code K, Tax on excess golden parachute payments, to be printed in box 12 on the W-2 (+/-9999999).

38. Box 12, Code L

Enter the amount for code L, Non-taxable part of employee business expense reimbursements, to be printed in box 12 on the W-2 (+/-9999999).

***39. Box 12, Code M**

Enter the amount for code M, Uncollected social security tax on cost of group-term life insurance, to be printed in box 12 on the W-2 (+/-9999999).

***40. Box 12, Code N**

Enter the amount for code N, Uncollected Medicare tax on cost of group-term life insurance to be printed in box 12 on the W-2 (+/-9999999).

***41. Box 12, Code P**

Enter the amount for code P, Excludable moving expense reimbursements, to be printed in box 12 on the W-2 (+/-9999999).

42. Box 12, Code Q

Enter the amount for code Q, Military compensation, to be printed in box 12 on the W-2 (+/-9999999).

43. Box 12, Code R

Enter the amount for code R, Contributions to medical savings account, to be printed in box 12 on the W-2 (+/-9999999).

44. Box 12, Code S

Enter the amount for code S, Contributions to SIMPLE IRA - 408(p), to be printed in box 12 on the W-2 (+/-9999999).

45. Box 12, Code T

Enter the amount for code T, Adoption benefits, to be printed in box 12 on the W-2 (+/-9999999).

46. Box 12, Code V

Enter the amount for code V, Income from exercise of nonstatutory stock option(s), to be printed in box 12 on the W-2 (+/-9999999).

47. Box 12, Code W

Enter the amount for code W, Employer contributions to your Health Savings Account, to be printed in box 12 on the W-2 (+/-9999999).

48. Box 12, Code Y

Enter the amount for code Y, Deferrals under a section 409A nonqualified deferred compensation plan, to be printed in box 12 on the W-2 (+/-9999999).

49. Box 12, Code Z

Enter the amount for code Z, Income under section 409A on a nonqualified deferred compensation plan, to be printed in box 12 on the W-2 (+/-9999999).

50. Box 12, Code AA

Enter the amount for code AA, Contributions to Roth Section 401(k), to be printed in box 12 on the W-2 (+/-9999999).

51. Box 12, Code BB

Enter the amount for code BB, Contributions to Roth Section 403(b), to be printed in box 12 on the W-2 (+/-9999999).

* indicates the amounts were not captured by the W-2 Information Capture Program and need to be modified by the user if applicable.

W-2 Capture F/M (PRF810) Help

01-FACTS 7.6 Development W-2 CAPTURE F/M PRF810

*. EMPLOYEE	-----	21. FEDERAL TAX
*. STATE DESG		22. STATE TAX
*. LOCAL DESG		23. LOCAL TAX
4. NAME		24. MEDICARE TAX
5. ADDRESS 1		25. SOC SEC TIPS
6. 2		26. NON-QLFD PLAN
7. CITY		27. DEP CARE BNFT
8. STATE		-----
9. ZIP CODE		BOX 12 CODES
10. SSN#	28. A	40. N
11. GROSS WAGES	29. B	41. P
12. SOC SEC WAGES	30. C	42. Q
13. FEDERAL WAGES	31. D	43. R
14. STATE WAGES	32. E	44. S
15. LOCAL WAGES	33. F	45. T
16. MEDICARE WAGES	34. G	46. U
17. FRINGE BENEFIT	35. H	47. W
18. ALLOCATED TIPS	36. J	48. Y
19. EIC AMOUNT	37. K	49. Z
20. SOC SEC TAX	38. L	50. AA
	39. M	51. BB

ENTER EMPLOYEE, F2-SEARCH, F3-NEXT RECORD, F4-END Search Next Record End OK

W-2 Print (PRP820)

Function

This program allows the user of the FACTS system to print yearly W-2s for all employees.

Although the report may be printed at any time (as long as the capture W-2 information program has been run, prior to printing), report information is incomplete until the last payroll of the year is run and the Check Register updated. The W-2 capture must be run before the end-of-period (year) update so that the W-2s may print.

One form is printed for each employee and each of his state and local codes.

The format of the printed W-2's has changed for the tax year 2001. When printing W-2's, align the printer with box a. Control Number.

W-2 Magnetic Tape Company F/M (PRF984) **added to overview section** due to March 2002 Monthly Update Readme.doc The entire W-2 Magnetic Tape Company F/M record must be reviewed and corrected if necessary based on the proper company information.

User Fields

The following fields are involved in printing W-2 forms:

1. Alignment

(Ref. 1)

2. Beginning Employee

Enter the number of the first employee to print. Press Enter (CR) to default to FIRST.

3. Ending Employee

Enter the number of the last employee to print. Press Enter (CR) to default to LAST.

4. Form Type

Enter whether to print on **2** - Double (2 wide) or **1** - Single (1 wide) W-2 forms. Press Enter (CR) to default to **2** - Double (2 wide) .

The screenshot shows a window titled "W-2 Print (PRP820)" with a standard Windows-style title bar. The window content is as follows:

Help

01-Demo Company W-2 PRINT PRP820
CP=09/02 SEP

ALIGNMENT N

BEGINNING EMPLOYEE FIRST

ENDING EMPLOYEE LAST

FORM TYPE 2

END OF INPUTS. CR-CONTINUE, F4-BACKUP .

Buttons: Backup OK

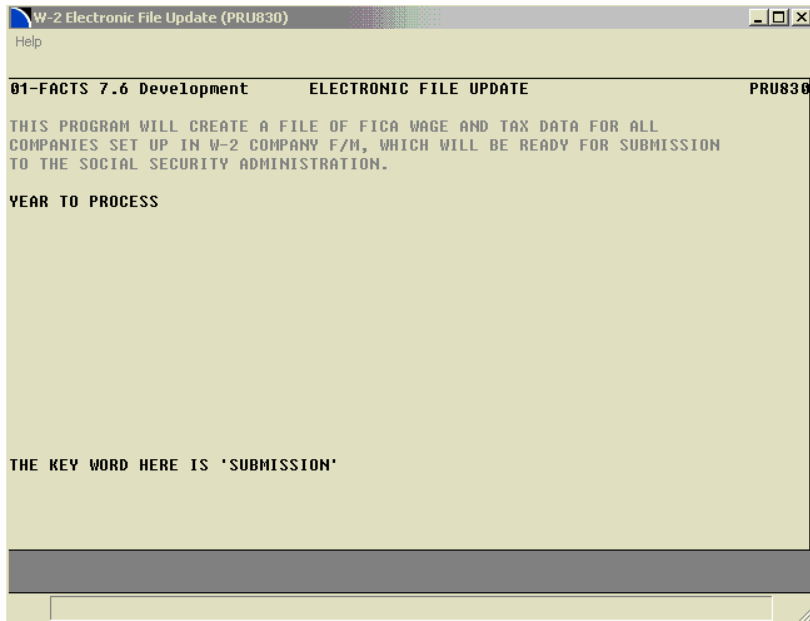
W-2 Electronic File Update (PRU830)

This program allows FACTS users to update information for electronic files. The Social Security Administration now requires that companies with more than 250 employees submit W-2 information in electronic files. The electronic file update takes information from the W-2 control records and the W-2 information and employee files, and creates an indexed file in the format required by the SSA. The user is responsible for transferring information to electronic files. If you have any questions on the information required, please contact your local Social Security Administration.

Use the following fields to run the W-2 Electronic File Update:

1. Year To Process

Enter the year (four digits) to process (YYYY). The update must be run for the current or previous year. If the year entered is already on file, proceeding overwrites the old records.



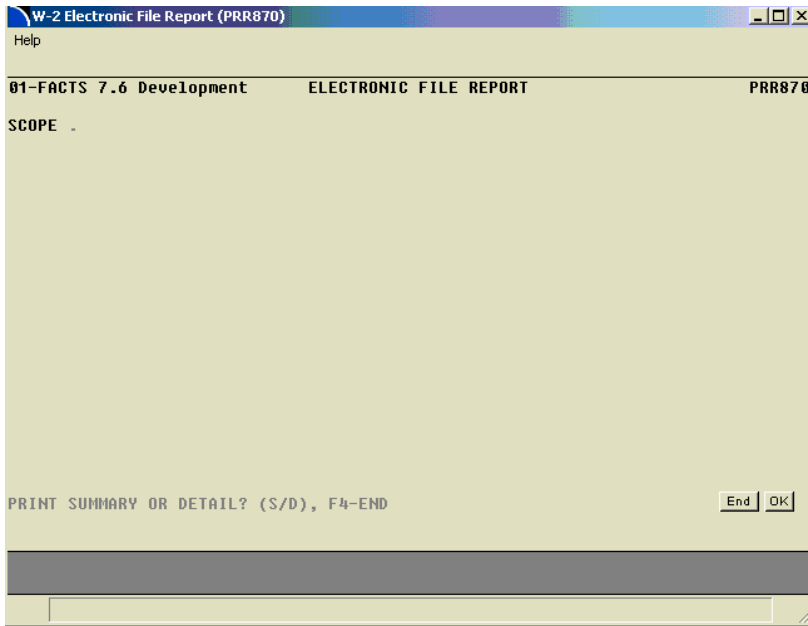
W-2 Electronic File Report (PRR870)

This program allows FACTS users to record information dealing with electronic files, and serves two main functions: (1) serves as a programmer’s dump of the formatted file (PRTAPE) to allow the checking of accuracy of the information in that file and (2) serves as a summary to allow the user to reconcile totals between printed W-2s and the data in PRTAPE. If you have any questions on the information required, please contact your local office of the Social Security Administration.

Use the following fields to print the W-2 Electronic File Report:

1. Scope

Enter whether to print **S**-summary or **D**-detail information. CR defaults to S.



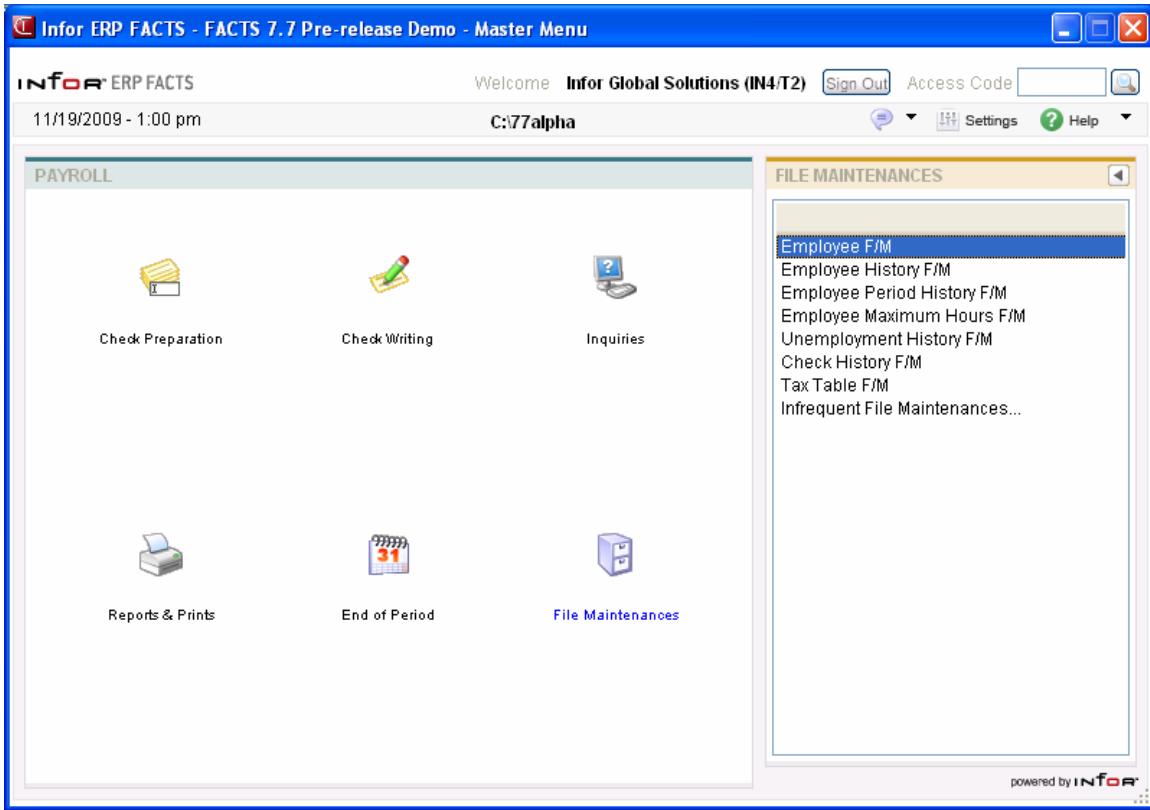
S

File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system. (refer to Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often (example - Employee F/M) where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the payroll period, quarter, year, check register trace number and End-of-Period Update.

All files, once set up by the system are maintained and updated by the system.



Employee F/M (PRF910)

Function

This program allows the user of the FACTS system to enter and maintain general employee information in the employee file.

Prior to entering any information in this file, employee class and department records and worker's comp codes must be defined through the appropriate file maintenance programs.

Each employee must be assigned an employee number. This number is used throughout the payroll system to identify the employee. Only employees input into this file may receive payroll checks. Only terminated employees may be deleted. An employee record may not be deleted from this file if the employee has history information (for the period, quarter or year) on file. History information must be deleted at the end of the year after W-2 information has been captured, before deleting employees.

A printout of this file information is available through the Employee Listing program. The information is also available for screen display through the Employee Inquiry program. After information is entered into this file, the user may input employee pay cycle, employee history, employee notes, employee maximum hours, employee deduction balances, and earnings % distribution information (where applicable).

User Fields

The following fields are involved in creating an employee record:

1. Employee

Enter the employee number (up to 10 characters). F2 allows a search (ref. 4).

2. Name

Enter the first, middle and last name of the employee (up to 30 characters) as it is to appear on printouts and inquiries.

3. Reverse Name

Enter the employee's last, first and middle name (up to 30 characters). This reverse name is used as the default in the alpha field #11. CR defaults to the reverse name from field #2.

4. Address 1

Enter the employee's address (up to 30 characters). If only one line is needed, use the first.

5. Address 2

Enter the employee's address (up to 30 characters). If only one line is needed, use the first.

6. City

Enter the city of residence (up to 15 characters).

7. State

Enter the state of residence (2 characters). The state must have been set up as a tax district in the Tax District F/M program. F2 allows a search (ref. 8).

8. Zip Code

Enter the employee's zip code (up to 10 characters).

9. Phone Number

Enter the employee's phone number including area code and dashes (up to 17 characters).

10. Social Security Number

Enter the employee's eleven-character social security number (including dashes). This field is mandatory and may not be skipped. Any entry over 8 characters is accepted.

11. Alpha

Enter the alphabetic sort key (up to 10 characters). Press Enter (CR) to initially default to the first ten characters of the reverse name. This sort key is used by reports and inquiries display employees in alphabetical order. In most cases, the first ten characters of the employee's last name is sufficient to achieve alphabetical lookup.

12. Employee Class

Enter the employee class (up to 3 characters). The entry must be a valid class. Press Enter (CR) to initially default to the first employee class on file. F2 allows a search (ref. 8).

13. Department

Enter the department (up to 3 characters). The entry must be a valid department. Press Enter (CR) to initially default to the first department on file. F2 allows a search (ref. 8).

14. Worker's Compensation

Enter the worker's compensation code (up to 3 characters). The entry must be a valid worker's comp code. F2 allows a search (ref. 8).

15. Status

Enter Y or N to indicate whether the employee's status is active. Press Enter (CR) to initially default to Y. If an employee is not active when a pay cycle is initialized, the employee is skipped.

16. Statutory

Enter N or Y to indicate if this is a statutory employee for W-2 reporting purposes, i.e., is this employee's compensation subject to social security (FICA) but not federal income tax withholding? This field is used for W-2 and

magnetic media purposes only. Press Enter (CR) to initially default to N. If Y is entered, an X-prints in the **Statutory Employee** box on the W-2.

17. Pension

Enter **N** or **Y** to indicate if this employee is eligible for pension for W-2 reporting purposes. This flag determines (regardless of whether or not the employee is a member of the pension plan) whether the employee is eligible for membership in the pension plan. Press Enter (CR) to initially default to N. If Y is entered, an X-prints in the **Pension Plan** box on the W-2.

If the use job cost flag in the PR static control record is set to N, fields #18-19 are skipped.

18. Normal Job

Enter the normal (default) job number in job cost that this employee works on (up to 8 characters). In the job cost entry information in the Earnings Entry program, this is the default job number. The entry must be a valid job number in job cost. F2 allows a search (ref. 8).

19. Job Cost Code

Enter the normal (default) cost code in job cost to post earnings to the Earnings Entry program. The entry must be a valid job cost code in job cost. F2 allows a search (ref. 8).

20. Birth Date

Enter the employee's birth date (ref. 2).

21. Hire Date

Enter the date the employee was hired (ref. 2).

The following four fields #22-25 are skipped. Once the record has been added to the file, these four fields are accessible through the line to change routine.

22. Termination Date

Enter the date that the employee was terminated (ref. 2). Only valid dates after the hire date (or the appropriate re-hire date) are accepted. F2 allows the user to enter blanks through this field. If the terminated date is entered, then the following prompt appears: **Termination will delete employee's records in pay cycle, deductions balances, maximum hours and earnings % distribution. OK to terminate? (N/YES)**. YES terminates the employee but leaves the history of the employee intact for W-2 printing at the end of the year. CR defaults to N.

23. Rehire Date

Enter the date that the employee was rehired (ref. 2). Entry must be a valid date on or after termination date. F2 allows user to enter blanks in this field.

24. Pay Change Date

Enter the date that the employee last received a pay change (ref. 2). Entry must be a valid date after hire date (or re-hire date, if applicable). F2 allows the user to enter blanks through this field.

25. Pay Change Amount

Enter the amount of employee's last pay change (+/-999999.99).

26. Branch

Enter the branch the employee works in. The entry must be a valid branch. F2 allows a search (ref. 8).

The screenshot shows a window titled "Employee F/M (PRF910)" with a "Help" button. The window displays the following data:

01-Demo Company		EMPLOYEE F/M	PRF910
*. EMPLOYEE	E100	15. ACTIVE	Y
2. NAME	Gregory Billings	16. STATUTORY	N
3. REVERSE NAME	Billings Gregory	17. PENSION	N
4. ADDRESS 1	4728 Johnston Drive	18. NORMAL JOB	00000207
5. ADDRESS 2		19. JOB COST CODE	
6. CITY	Forrest Park	20. BIRTH DATE	04/12/68
7. STATE	GA Georgia	21. HIRE DATE	03/20/97
8. ZIP CODE	30050	22. TERM DATE	07/05/98
9. PHONE #	404-366-6935	23. REHIRE DATE	06/10/99
10. SOCIAL SEC #	233-09-5422	24. PAY CHNG DATE	12/31/99
11. ALPHA	BILLINGS G	25. AMT	3000.00
12. EMPLOYEE CLASS	MGT Management	26. BRANCH	01 Atlanta
13. DEPARTMENT	1 Wholesale		
14. WORKERS' COMP	WC White Collar		

At the bottom of the window, there are buttons for "Delete", "New Entry", and "OK". Below the buttons, the text reads: "LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY .."

Employee History F/M (PRF915)

Function

This program allows the user of the FACTS system to create and maintain records in the employee history file.

Hour, earning and deduction historical information is stored in each of three time periods - period-to-date, quarter-to-date and year-to-date. It is filed by employee number, state and local designations.

The user may enter information through this program during the initial set up of the payroll system. Thereafter, it is maintained by the Check Register update program.

Information from this file is used by the Period Earnings Report, Period Deductions Report, 941 Print, W-2 Print, and the Employee Inquiry programs.

User Fields

The following fields are involved in creating an employee history record:

1. Time Period

Enter whether the record is **P**-period-to-date, **Q**-quarter-to-date or **Y**-year-to-date information. Press Enter (CR) to initially default to P.

2. Employee

Enter the employee number for this record (ref. 4).

3. State Designation

Enter the state code (2 characters). Only valid state tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no state designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period and employee displayed.

4. Local Designation

Enter the local code (2 characters). Only valid local tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no local designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period, employee and state designation displayed.

At this point, if a record for the time period, employee, state and local codes just entered is on file, all screen information is displayed. If a record is not found, the following fields are available.

5-16. Hours And Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by this employee during the selected time period (+/-9999.99). Press Enter (CR) to initially default to 0. Next enter the earnings (dollars paid to this employee) during the

selected time period (+/-999999.99). Press Enter (CR) to initially default to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

For nonhourly earnings codes, the hours field is skipped.

17-32. Deductions And Matching

All deductions codes entered through the Code Sequence F/M program are displayed. In addition, the FICA, federal, state and local tax codes plus any miscellaneous tax codes (entered through the Code Sequence F/M program) are displayed. For each tax code and deduction, enter the amount withheld from this employee during the selected time period (+/-999999.99). Note that the entry for FICA is split into Social Security and Medicare amounts; you are prompted to enter each of these amounts separately. Press Enter (CR) to initially default to 0.

For each deduction with an employer matching amount, enter the matching amount (+/-999999.99). Press Enter (CR) to initially default to 0.

TAX		AMOUNT	MATCHING
*. TIME PERIOD P			
*. EMPLOYEE	E100 Gregory Billing	17. FICA	240.22 240.22
*. STATE DESIG	GA Georgia	18. FEDL	361.22 .00
*. LOCAL DESIG	GL GA Local	19. STAT	155.26 .00
		20. LOCL	29.86 .00
		21. MISC	29.86 .00
		22.	

OTHER		AMOUNT	MATCHING
5. REG	130.00 2518.75		
6. OUTM	.00 .00		
7. VAC	30.00 581.25	23. 401K	155.00 31.00
8. HOL1	.00 .00	24. CRUN	100.00 .00
9. HOL2	.00 .00	25. INSU	40.00 .00
10. SICK	.00 .00	26. DNTL	20.00 .00
11. CONS	.00 .00	27. XMAS	20.00 .00
12. INSU	40.00	28. DED1	.00 .00
13. BON	.00	29. DED2	.00 .00
14. NOT USED		30. ADUC	.00 .00
15. NOT USED		31. NOT USED	
16. NOT USED		32. NOT USED	
TOTAL: HRS	160.00	EARNINGS	3140.00
		DEDUCTS	1151.42 271.22

Delete New Entry OK

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |.

Employee Period History F/M (PRF935)

Function

This program allows the user of the FACTS system to create and maintain records in the employee period history file. This program is only available if the **# Of History Periods Stored** in the PR Static Control Record is set to 1-24. If the flag is set to 0, past employee history is not stored.

The file is updated by the Check Register update. The information is available for display through the Employee Inquiry program and the Employee Period History Report.

User Fields

The following fields are involved in creating employee history:

1. Employee

Enter the employee number for this record (ref. 4).

2. Period

Enter the period (PPYY). F3 defaults to the first record on file for the employee displayed. Press Enter (CR) to initially default to the current payroll period.

3. State Designation

Enter the state code (2 characters). Only valid state tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no state designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period and employee displayed.

4. Local Designation

Enter the local code (2 characters). Only valid local tax district codes entered through the Tax District Information F/M are accepted. CR skips this entry meaning no local designation is used. F2 allows a search (ref. 8). F3 defaults to the first record on file for the time period, employee and state designation displayed.

At this point, if a record for the time period, employee, state and local codes just entered is on file, all screen information is displayed. If a record is not found, the following fields are available.

5-16. Hours and Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by this employee during the selected time period (+/-9999.99). Press Enter (CR) to initially default to 0. Next enter the earnings (dollars paid to this employee) during the selected time period (+/-999999.99). Press Enter (CR) to initially default to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

For nonhourly earnings codes, the hours field is skipped.

17-32. Deductions and Matching

All deductions codes entered through the Code Sequence F/M program are displayed. In addition, the FICA, federal, state and local tax codes plus any miscellaneous tax codes (entered through the Code Sequence F/M program) are displayed. For each tax code and deduction, enter the amount withheld from this employee during the selected time period (+/-999999.99). Press Enter (CR) to initially default to 0.

For each deduction with an employer matching amount, enter the matching amount (+/-999999.99). Press Enter (CR) to initially default to 0.

The screenshot shows a window titled "Employee Period History F/M (PRF935)" with a "Help" button. The main content is a table for "01-Demo Company" and "EMPLOYEE PERIOD HISTORY F/M" for "PRF935". The employee is "E100 Gregory Billing". The table lists earnings and deductions for the period "06/00 JUN".

EARNINGS		TAX	AMOUNT	MATCHING
*. EMPLOYEE	E100 Gregory Billing			
*. PERIOD	06/00 JUN		17. FICA	237.16
*. STATE DESIG	GA Georgia		18. FEDL	355.22
*. LOCAL DESIG	GL GA Local		19. STAT	152.86
			20. LOCL	29.46
			21. MISC	29.46
			22.	.00
5. REG	160.00	3100.00		
6. OUTM	.00	.00		
7. VAC	.00	.00	OTHER	AMOUNT
8. HOL1	.00	.00	23. 401K	155.00
9. HOL2	.00	.00	24. CRUN	.00
10. SICK	.00	.00	25. INSU	.00
11. CONS	.00	.00	26. DNTL	.00
12. INSU	.00	.00	27. XMAS	.00
13. BON	.00	.00	28. DED1	.00
14. NOT USED			29. DED2	.00
15. NOT USED			30. ADUC	.00
16. NOT USED			31. NOT USED	
TOTAL: HRS	160.00	EARNINGS 3100.00	32. NOT USED	
			DEDUCTS	050.16
				268.16

At the bottom of the window, there are buttons for "Delete" and "New Entry", and a text prompt: "LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |." with an "OK" button.

Employee Maximum Hours F/M (PRF920)

Function

This program allows the user of the FACTS system to create and maintain records in the employee maximum hours available file.

This file can be used to store employee's available yearly sick time, vacation, personal leave, etc. Through the Earnings Code F/M program, the user determines if maximum hours tracking is used for each hours codes. If the maximum hours tracking flag in the Earnings Code F/M for an earning is set to Y, the hours codes is included in the Employee Maximum Hours F/M (this program).

The user has the option to field the number of hours available per year in each category for each employee. The number of hours used or worked in each category is updated in the employee history file through the Check Register update. Information in this file may be printed through the Employee Maximum Hours Report or displayed on the screen through the Employee Inquiry.

If the **Zero Max Hours At Year End** flag is set to Y in the PR static control record, all hours are set to zero during the End-of-Period Update at the end of the year.

User Fields

The following fields are involved in creating an employee maximum hours record:

1. Employee

Enter any valid employee number (ref. 4).

2-7. Hours Available

All earnings codes entered through the Code Sequence F/M with the maximum hours tracking field in the Earnings Codes F/M program set to Y are displayed. For each code, enter the number of hours available per year for this employee (0-999.99). Press Enter (CR) to initially default to 0.

Employee Maximum Hours F/M (PRF920)

Help

01-Demo Company EMPLOYEE MAXIMUM HOURS F/M PRF920

*. EMPLOYEE E100 Gregory Billings

2. NOT USED

3. NOT USED

4. MAX HOURS VAC 80.00

5. NOT USED

6. NOT USED

7. MAX HOURS SICK 80.00

8. NOT USED

9. NOT USED

10. NOT USED

11. NOT USED

12. NOT USED

13. NOT USED

Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |.. OK

Unemployment History F/M (PRF925)

Function

This program allows the user of the FACTS system to maintain unemployment history for the period, quarter and year by tax district and employee.

Earnings are multiplied by the unemployment rate in the Tax District Information F/M for calculation of amount owed for unemployment to each tax district.

This information is used to print the Unemployment Report.

User Fields

The following fields are involved in creating unemployment history records:

1. Time Period

Enter whether the time period is **P**-period-to-date, **Q**-quarter-to-date, or **Y**-year-to-date. Press Enter (CR) to initially default to P.

2. Tax District

Enter tax district (2 characters). The entry must be a valid tax district. F2 allows a search. F3 defaults to the first record on file for the time period displayed.

3. Employee

Enter the employee for which unemployment history is to be recorded (ref. 4). F3 defaults to the first record on file for the time period and tax district displayed.

4. Earnings

Enter the total earnings of the employee (+/-9999999.99). Press Enter (CR) to initially default to 0.

5. Taxable Earnings

Enter the taxable earnings of the employee (+/-9999999.99). Press Enter (CR) to initially default to 0.

Check History F/M (PRF930)

Function

This program allows the user of the FACTS system to create and maintain records in the check history file.

The user may enter information through this program during the initial set up of the payroll system. Thereafter, it is maintained by the Check Register update program.

After the system is operational, this program should only be used to view the detail of any check. It should not be used to change information as the file's integrity could be damaged. To view an existing record, the user must enter the employee number, check date, check number and check type.

Information in this file may be printed using the Check History Report program or viewed on the screen using the Employee Inquiry. Check history may be removed by the Clear Check History program at any time by the user.

User Fields

The following fields are involved in creating a check history record:

1. Employee

Enter any valid employee number (ref. 4).

2. Check Date

Enter the date printed on the check (ref. 2). CR defaults to the system date. F3 defaults to the first record on file for the employee displayed.

3. Check Number

Enter the check number (up to 6 digits). CR defaults to the first record on file for the employee, check date and check number displayed.

4. Check Type

Enter whether the check type is **R**-regular (printed by the system), **M**-manual (handwritten), or **V**-void. Press Enter (CR) to initially default to R. F3 defaults to the first record on file for the employee, check date and check number displayed.

At this point, if the historical record already exists, then it is displayed. For new records, the program proceeds with the following fields:

5. Check Amount

Enter the net amount of the pay check (+/-999999.99). If check type is V, then only negative amounts are accepted. If check type is R or M, only positive amounts are accepted.

6. Pay Cycle

Enter the pay cycle that generated the check. The entry must be a valid pay cycle. F2 allows a search (ref. 8).

7-18. Hours and Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by this employee during the selected time period (+/-9999.99). Press Enter (CR) to initially default to 0. Next enter the earnings (dollars paid to this employee) during the selected time period (+/-999999.99). Press Enter (CR) to initially default to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

For nonhourly earnings codes, the hours field is skipped.

19-24. Tax Code, Amount, Matching

For each tax code, enter the following:

Tax code

Enter the tax table. The entry must be a valid tax table. F2 allows a search (ref. 8).

Amount

Enter the amount of tax (+/-999999.99). Press Enter (CR) to initially default to 0.

Matching

If the employer matches the tax (i.e., FICA), enter the amount of employer matching (+/-999999.99). Press Enter (CR) to initially default to 0.

25-34. Deduction Amount, Matching

For each deduction, enter the following:

Amount

Enter the deduction amount (+/-999999.99). Press Enter (CR) to initially default to 0.

Matching

If the employer matches the deduction (i.e., 401K), enter the amount of employer matching (+/-999999.99). Press Enter (CR) to initially default to 0.

35. GL Earnings

Enter the GL earnings posting table for earnings on this check. The entry must be a valid GL earnings posting table. F2 allows a search (ref. 8).

36. GL Deductions

Tax Table F/M (PRF940)

Function

This program allows the user of the FACTS System to create and maintain records in the Payroll Tax Tables File.

Payroll taxes defined in this file are used by the system to calculate tax amounts on payroll checks. The taxes in these tables, except for FICA, should represent annual tax rates. By entering annual rates, the computer may calculate taxes, using a single table, for any pay period (weekly, monthly, etc.).

Federal tax tables for married and single persons should be entered along with all applicable state, local and miscellaneous payroll tax tables.

NOTE: FICA is a special case and must be entered with certain restrictions in order to work correctly. These restrictions are:

- At the **Tax Code** field, FICA must be entered as **FCA**.
- At the **Type** field, FICA must be entered as **X**.
- At the **Annualize** field, **N** must be entered.

NOTE: No changes should be made to this program for the new tax year until **after** the W-2 Information Capture (PRU820) is run for the previous year.

User Fields

The following fields are involved in creating a tax table:

1. Tax Code

Enter any three characters to identify this tax table. The first-two characters of the code must be a valid tax district code entered through the Tax District Information F/M. F2 allows a search (ref. 8).

Type

When the tax code is entered, the tax type is displayed, **X**-stands for FICA, **F**-federal, **S**-state, **L**-local, **1**-miscellaneous 1 or **2**-miscellaneous 2. No field is necessary. The system assigns this type from the tax district information file.

2. Description

Enter the tax table description (up to 25 characters).

3. Annualize

Enter **Y** or **N** to determine if the employee's earnings are multiplied by the number of pay cycles in a year in order to annualize taxes. Press Enter (CR) to initially default to **Y**.

4. Federal Tax Amount Exempt

Enter **Y** or **N** to indicate whether to exclude the amount paid in federal taxes. Press Enter (CR) to initially default to **N**.

5. Minimum Deductions

Enter the minimum amount that can be deducted from earnings either before or after (depending on whether B or A is entered for field #12) taxes are applied (0-99999). Press Enter (CR) to initially default to 0.

6. Maximum Deductions

Enter the maximum amount that can be deducted from earnings either before or after (depending on whether B or A is entered for field #12) taxes are applied (0-99999). Press Enter (CR) to initially default to 0.

7. Standard Deductions Subtracted Amount

Enter the amount to be subtracted from earnings either before or after (depending on whether B or A is entered for field #12) taxes are applied. Press Enter (CR) to initially default to 0.

This amount should not be lower than the minimum deduction (field #5) or higher than the maximum deduction (field #6).

8. Standard Deductions %

Enter the percentage of earnings (if any) to be deducted from taxable earnings (0-99.99). When calculating the standard deductions, the system never deducts less than the minimum (field #5) or more than the maximum (field #6). Press Enter (CR) to initially default to 0.

9. Exempt Amount 1

Enter amount for the first exemption to be subtracted from earnings before taxes are applied (0-99999). Press Enter (CR) to initially default to 0.

10. Exempt Amount 2

Enter amount for the second exemption to be subtracted from earnings before taxes are applied (0-99999). Press Enter (CR) to initially default to 0.

11. Exempt Amount 3+

Enter amount for any exemptions (over 2) to be subtracted from earnings before taxes are applied (0-99999). Press Enter (CR) to initially default to 0.

12. Exempt Before Or After

This feature allows for the subtraction of exempted amounts either **B**-before or **A**-after tax calculations. Press Enter (CR) to initially default to B.

13. Fixed Tax Rate

Enter the fixed tax rate percentage (0-99.99) if applicable. Press Enter (CR) to initially default to 0 and skips field #14.

14. Employer Matching

Enter the employer matching rate percentage (0-99.99) if applicable (i.e., FICA). Press Enter (CR) to initially default to 0.

15. Tax Calculation Program

Enter the program which performs the tax calculations. Press Enter (CR) to initially default to the standard program (PRC210.) If custom modifications need to be made for tax calculations, use PRC210 as the model program. Copy PRC210 to another program (example PRC220) and make modifications to the new program.

16-19. Amounts 1-4

The amount descriptions are set up in the Tax District Information F/M program. These amounts are used if customer modifications are needed (see field #15) and are built into the standard tax calculation program PRC210.

If fixed rate tax codes are used, the table is not accessible and the rest of the fields are skipped. If fixed rate tax codes are not used, proceed to field #20.

20-34. Brackets

Tax is calculated in the standard program PRC210 as follows:

The base is tax to be paid (**not a taxable** amount). The system calculates the percent of the difference between the previous upper limit and the current upper limit. This total is added to the base to calculate the total tax.

Percent

Enter the percentage of taxable earnings to be taxed in this tax bracket (0-99.99). Press Enter (CR) to initially default to 0.

Base

Enter the amount to be taxed in addition to the percentage amount of this bracket (0-99999.99). Press Enter (CR) to initially default to 0.

Upper limit

Enter the upper limit of this tax bracket (0-9999999). Press Enter (CR) to initially default to 0.

Tax Table F/M (PRF940) _ _ X

Help

01-Demo Company TAX TABLE F/M PRF940

*. TAX CODE FCA	*. TAX TYPE X		
2. DESCRIPTION FICA			
3. ANNUALIZE N		PERCENT	BASE
4. FED TAX AMT EXMT N	20. BRACKET 1	7.65%	.00
5. MIN DEDUCTION 0	21. BRACKET 2	1.45%	4245.75
6. MAX DEDUCTION 0	22. BRACKET 3	.00%	5328.90
7. STD DED EXMT AMT 0	23. BRACKET 4		
8. DEDUCTION % .00%	24. BRACKET 5		
9. EXEMPT AMOUNT 1 .00	25. BRACKET 6		
10. 2 .00	26. BRACKET 7		
11. 3+ .00	27. BRACKET 8		
12. EXMT BEFORE/AFTER B	28. BRACKET 9		
13. FIXED TAX RATE .00%	29. BRACKET 10		
14. EMPLOYER MATCHING 100% TABLE	30. BRACKET 11		
15. TAX CALCULATION PGM PRC210	31. BRACKET 12		
16. N/A	32. BRACKET 13		
17. N/A	33. BRACKET 14		
18. N/A	34. BRACKET 15		
19. N/A			

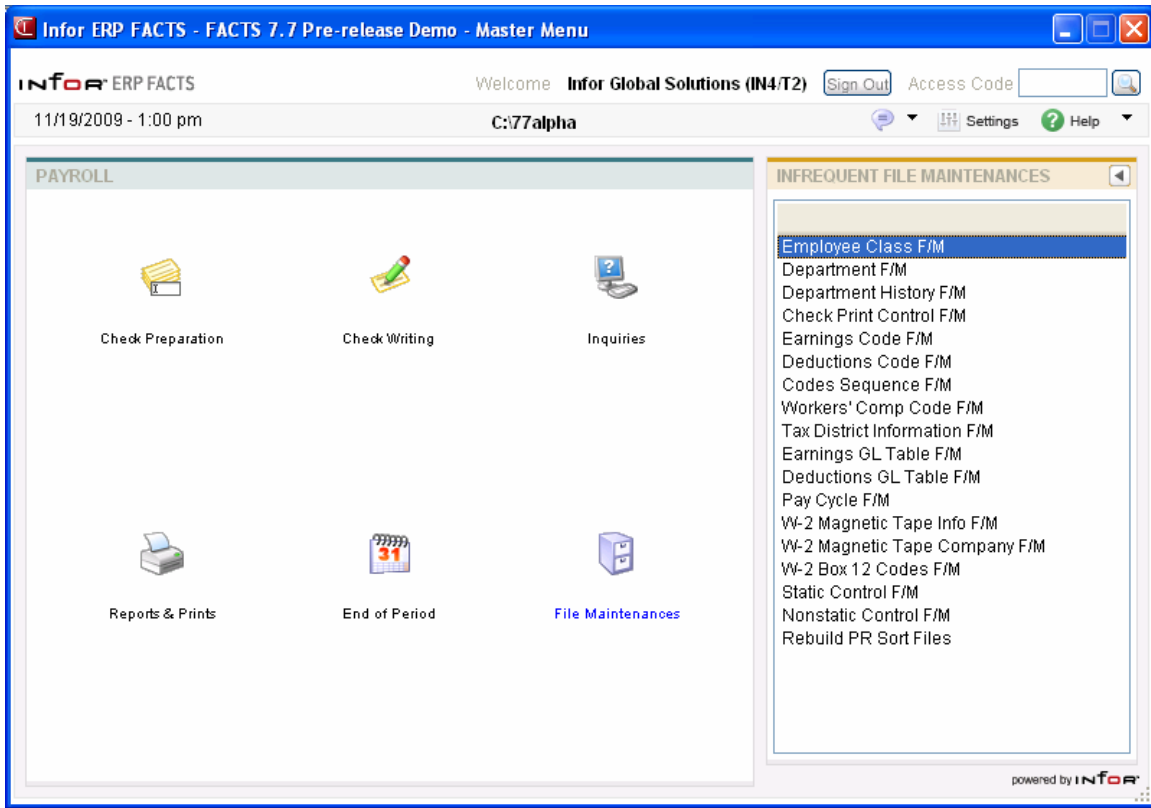
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..

Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M, which keeps track of the payroll period and all the check register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the payroll system do not need to be maintained by the user and it is unlikely that they will be used.



Employee Class F/M (PRF950)

Function

This program allows the user of the FACTS system to create and maintain employee class records.

Employee classes may be used to group employees by type (office, management, warehouse), by location (main office, branch 1, etc.) or by any category determined by the user. Many of the payroll reports can be printed by class. This allows for comparison of data by employee class.

If the user decides not to utilize the employee class feature, only one class must be created. During entry of employees through the Employee F/M, all employees are assigned to the one existing class.

User Inputs

The following fields are involved in creating an employee class record:

1. Employee Class

Enter the employee class (up to 3 characters). Press F2 to search.

2. Description

Enter the class description (up to 30 characters).

Employee Class F/M (PRF950)

Help

01-Demo Company EMPLOYEE CLASS F/M PRF950

* . EMPLOYEE CLASS GEN
2. DESCRIPTION General

Delete New Entry OK

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |..

Department F/M (PRF952)

Function

This program allows the user of the FACTS system to create and maintain department records.

Each employee is assigned a department number. Department codes are used to group employees by the department in which they work (purchasing, shipping, payroll, accounts receivable, etc.) or by any other category determined by the user. During a pay cycle, an employee may earn wages for multiple departments. Each department worked in may also have an assigned GL earnings posting table to post earnings of multiple departments to various GL account numbers. Hours worked and wages earned statistics are stored by department code for each of the three time periods (period-to-date, quarter-to-date and year-to-date). This information is updated by the system and is available for maintenance through the Department History F/M program.

If the user decides not to utilize the department feature, only one department must be created. During entry of employees through the Employee F/M program, all employees are assigned to the one existing department.

User Fields

The following fields are involved in creating a department record:

1. Department

Enter the department (up to 3 characters). Press F2 to search.

2. Description

Enter the department description (up to 30 characters).

Department F/M (PRF952)

Help

01-Demo Company DEPARTMENT F/M PRF952

*. DEPARTMENT 1
2. DESCRIPTION Wholesale

Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |.. OK

Department History F/M (PRF954)

Function

This program allows the user of the FACTS system to view, create and maintain records in the department history file.

The user may enter information through this program during the initial set up of the payroll system. Thereafter, it is maintained by the Check Register update program. However, most new users allow the system to begin compiling payroll information and do not enter past data.

If entering set up information, all hours worked and earnings paid must be gathered by department. Totals are entered for any or all of the three time periods (period-to-date, quarter-to-date and year-to-date) by branch.

User Fields

The following fields are involved in creating a department history record:

1. Time Period

Enter whether the time period is **P**-period-to-date, **Q**-quarter-to-date or **Y**-year-to date. CR initially defaults to P.

2. Branch

Enter the branch number. The entry must be a valid branch. Press F2 to search. F3 defaults to the first record for the time period displayed.

3. Department

Enter the department (up to 3 characters). The entry must be a valid PR department. Press F2 to search. F3 defaults to the first record of the time period and branch displayed.

4-15. Hours And Earnings

All earnings codes entered through the Code Sequence F/M are displayed. For each hourly earnings code, enter the number of hours worked by all employees in this department during the selected time period (+/-9999.99). Press Enter (CR) to initially default to 0. Next enter the earnings (dollars paid to all employees in this department) during the selected time period (+/-999999.99). Press Enter (CR) to initially default to 0. For each hourly code, there must be hours entered if earnings are entered and there must be earnings entered if hours are entered.

For non-hourly earnings codes, the hours field is skipped.

Department History F/M (PRF954)

Help

01-Demo Company DEPARTMENT HISTORY F/M PRF954

*. TIME PERIOD P
*. BRANCH 01 Atlanta Branch
*. DEPARTMENT 1 Wholesale

	HOURS	EARNINGS
4. REG	780.00	11811.75
5. OVTM	5.00	52.50
6. VAC	60.00	981.25
7. HOL1	10.00	253.13
8. HOL2	10.00	168.75
9. SICK	10.00	70.00
10. CONS		.00
11. INSU		295.00
12. BON		50.00
13. NOT USED		
14. NOT USED		
15. NOT USED		

Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |.. OK

Check Print Control F/M (PRF958)

Function

This program allows the user of the FACTS system to create and maintain check parameters that determine the print positions of information on payroll checks.

The check parameter file enables the user to control, within broad limitations, the print positions of payroll check information without requiring program changes. One record is stored for each bank which allows different checks for each bank. If the standard payroll check is to be used, the user should allow each field to default to its preset value. This produces a check print that matches the standard Infor™ check.

The check print program verifies that check print controls are on file for the chosen bank. Therefore, this record must be set up prior to printing checks.

Laser Check Driver Print Parameters

The laser driver, HPCHECK, prints to laser printers in 12 pitch. Using the correct settings in FACTS and the correct forms, this driver accommodates printing laser checks in FACTS. Contact Transform Technologies directly to order checks or to request samples at (800) 226-2564 or email Chris Bilello at cbilello@transformtech.net or Dottie Ward at dward@transformtech.net.

To use the HPCHECK laser driver, associate a link file for the laser printer with the HPCHECK printer. You can set it up as an additional printer in FACTS if other users make use of the laser printer for normal printing tasks. Use the settings below in Check Print Control F/M for Accounts Payable and Payroll laser check forms.

Note that these settings are only for the laser check forms (Accounts Payable and Payroll) provided by Transform Technologies. Laser check forms provided by any other forms vendor may not comply with the set up parameters given below.

Payroll Check HPCHECK Laser Driver Parameters

Number Of Lines Per Voucher	42	Voucher Column - Deductions Description	54
Voucher Column - Employee #	1	Voucher Column - Current Deductions	72
Voucher Column - Name	16	Voucher Column - YTD Deductions	84
Voucher Column - Social Security #	58	Number Of Lines Per Check	18
Voucher Column - Period End Date	74	Maximum Column - Script	78

Voucher Column - Check Number	86	Check Column - Check #	73
Voucher Column - Earnings Description	1	Check Column - Date	73
Voucher column - hours	20	Check Column - Script	5
Voucher Column - Current Earnings	29	Check Column - Amount	76
Voucher Column - YTD Earnings	42	Check Column - Name/ Address	10

User Fields

The following fields are involved in creating a check print control record:

1. Bank Code

Enter a valid bank code for these parameters. Press Enter (CR) to initially default to the bank set in the static control record. Press F2 to search.

2. Number Of Lines Per Voucher

Enter the maximum number of horizontal lines (21-99) on the voucher (or stub) portion of the check. Press Enter (CR) to initially default to 21.

3. Voucher Column - Employee

Enter the column number where the employee number prints on the voucher (0-125). Press Enter (CR) to initially default to 3.

4. Voucher Column - Name

Enter the column number where the employee name prints on the voucher (0-101). Press Enter (CR) to initially default to 16.

5. Voucher Column - Social Security

Enter the column number where the social security number prints on the voucher (0-120). Press Enter (CR) to initially default to 51.

6. Voucher Column - Period End Date

Enter the column number where the period ending date prints on the voucher (0-123). Press Enter (CR) to initially default to 64.

7. Voucher Column - Check Number

Enter the column number where the check number prints on the voucher (0-125). Press Enter (CR) to initially default to 75.

8. Voucher Column - Earnings Description

Enter the column number where the earnings code description prints on the voucher (0-127). Press Enter (CR) to initially default to 1.

9. Voucher column - hours

Enter the column number where hours amounts prints on the voucher (0-122). Press Enter (CR) to initially default to 18.

10. Voucher Column - Current Earnings

Enter the column number where the current earnings prints on the voucher (0-120). Press Enter (CR) to initially default to 25.

11. Voucher Column - YTD Earnings

Enter the column number where the YTD earnings amounts prints on the voucher (0-120). Press Enter (CR) to initially default to 36.

12. Voucher Column - Deductions Description

Enter the column where the deductions code description prints on the voucher (0-127). Press Enter (CR) to initially default to 48.

13. Voucher Column - Current Deductions

Enter the column number where the current deductions amounts prints on the voucher (0-120). Press Enter (CR) to initially default to 61.

14. Voucher Column - YTD Deductions

Enter the column number where the YTD deductions amounts prints on the voucher (0-120). Press Enter (CR) to initially default to 72.

15. Number Of Lines Per Check

Enter the maximum number of horizontal lines on the check portion of the check (17-99). Press Enter (CR) to initially default to 21.

16. Maximum Column - Script

Enter the maximum number of columns to be used when printing the check amount in words. Count one column for each letter or space (0-131). Press Enter (CR) to initially default to 90.

17. Check Column - Check #

Enter the column number where the check number prints on the check (0-125). Press Enter (CR) to initially default to 66.

18. Check Column - Date

Enter the column number where the check date prints on the check (0-123). Press Enter (CR) to initially default to 66.

19. Check Column - Script

Enter the column number where the check amount in words prints on the check (0-131 minus the length of script). Press Enter (CR) to initially default to 7.

20. Check Column - Amount

Enter the column number where the check amount in numbers prints on the check (0-120). Press Enter (CR) to initially default to 66.

21. Check Column - Name/Address

Enter the column number where the employee’s name and address prints on the check (0-101). Press Enter (CR) to initially default to 12.

Check Print Control F/M (PRF958)

Help

01-Demo Company CHECK PRINT CONTROL F/M PRF958

*. BANK CODE 01 First National Bank of Atlanta					
2.	# OF LINES PER VOUCHER	21	15.	# OF LINES PER CHECK	21
3.	VOUCHER COLUMN - EMPLOYEE #	3	16.	MAXIMUM COLUMN - SCRIPT	90
4.	NAME	16	17.	CHECK COLUMN - CHECK #	66
5.	SS #	51	18.	DATE	66
6.	PD END DATE	64	19.	SCRIPT	7
7.	CHECK #	75	20.	AMOUNT	66
8.	EARN DESC	1	21.	NAME/ADD	12
9.	HOURS	18			
10.	CURR EARN	25			
11.	YTD EARN	36			
12.	DEDUCT DESC	48			
13.	CURR DEDUCT	61			
14.	YTD DEDUCT	72			

Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |..

Earnings Code F/M (PRF960)

Function

This program allows the user of the FACTS system to define all types of wages paid to and hours worked by employees.

All types of hours and wages must be defined in this program. Earnings may or may not be associated with the number of hours worked. Examples of wages paid independent of hours worked are mileage, travel reimbursements, bonuses, commissions, etc. Hourly wages may be for regular, sick, vacation, overtime, etc. hours.

The user determines if the earnings are considered premium (i.e., overtime) and if various payroll taxes are withheld. The option to use maximum hours tracking is also available.

CAUTION! Deleting an earnings code that is used in the Code Sequence F/M program may endanger the integrity of the payroll data files.

User Fields

The following fields are involved in creating an earnings code record:

1. Earnings Code

Enter the earnings code (up to 4 characters). Press F2 to search.

2. Description

Enter the description of this code (up to 15 characters).

3. Hourly

Enter either **Y** or **N** to indicate if wages paid in this category depend on the number of hours worked. Press Enter (CR) to initially default to **Y**.

4. Premium Earnings

Enter **N** or **Y** to indicate if this earnings category uses earnings calculations other than straight time (for example, time-and-a-half or double time). This field is used in conjunction with the hours multiplier field. Press Enter (CR) to initially default to **N**.

5. Fringe Benefit

Enter **N** or **Y** to indicate whether the earnings for this code is included as a fringe benefit on the W-2. If **Y** is entered, the amount for this earnings code prints in the **Fringe Benefits** box on the W-2. Press Enter (CR) to initially default to **N**.

6. Matching Deduction

Enter **N** or **Y** to indicate whether the earnings code has a matching deduction. This is used when a deduction must also show as earnings for taxable income on the W-2. If **Y** is entered, users must set up the same 4-character deduction

Deductions Code F/M (PRF962)

Function

This program allows the user of the FACTS system to define others taxes and other deductions withheld from payroll checks.

The system requires the entry of the following four tax codes: FICA, FEDL (federal), STAT (state) and LOCL (local). Two additional miscellaneous taxes may also be set up to fit the needs of the user.

Any voluntary deductions to be withheld from payroll must be defined. Examples include insurance, employee loans, credit union, etc. A feature of the payroll system allows the tracking of employee advances and other deductions with a running balance.

FICA must be set up here. Set up FIEI for earned income credit (if applicable).

CAUTION! Deleting a deductions code that is used in the Code Sequence F/M program may endanger the integrity of the payroll data files.

User Fields

The following fields are involved in creating a deductions code record:

1. Deduction Code

Enter the deduction code (up to 4 characters). Press F2 to search.

2. Description

Enter the description of this code (up to 15 characters).

3. Deduction Type

Enter whether the deduction is a **T**-tax or **O**-other type of deduction. Press Enter (CR) to initially default to T.

4. Tax Type

If O was entered in field #3, this entry is skipped. Enter whether the tax type is **X**-FICA, **F**-federal, **S**-state, **L**-local, **1**-miscellaneous 1 (user-defined) or **2**-miscellaneous 2 (user-defined).

5. Work To Balance

If T was entered in field #3, this field is skipped. Enter **N** or **Y** to indicate if this deduction should be taken from an employee until it totals the balance entered through the Employee Deduction Balance F/M (i.e., for loans, advances, etc.). Press Enter (CR) to initially default to N.

6. Calculate On Gross/Net

If T was entered in field #3, this field is skipped and automatically set to G. Enter whether to use the **G**-gross or **N**-net as the basis for the deduction calculation. Press Enter (CR) to initially default to G.

7. Employer Matching

Enter N or Y to indicate if the employer matches the deduction; i.e., FICA tax requires the employer to match the deduction. Another example of employer matching is 401K. Press Enter (CR) to initially default to N and the remaining fields are skipped.

8. Max Comp Contribution/Yr

Enter the maximum amount (0-999999.99) or percent (0-99.99%) an employer may contribute per year. Press Enter (CR) to initially default to 0. If a percent is entered, type the amount, the percent (%) sign and press CR.

9. Max Empl Contribution/Yr

Enter the maximum amount (0-999999.99) or percent (0-99.99%) an employee may contribute per year. Press Enter (CR) to initially default to 0. If a percent is entered, type the amount, the percent (%) sign and press CR.

The screenshot shows a window titled "Deductions Code F/M (PRF962)". The window contains a list of deduction codes and their details. The list is as follows:

01-Demo Company		DEDUCTIONS CODE F/M	PRF962
*. DEDUCTION CODE		401K	
2. DESCRIPTION		401(k) Plan	
*. DEDUCTION TYPE		OTHER	
4. TAX TYPE			
5. WORK TO BALANCE		N	
6. CALCULATE ON GROSS/NET		G	
7. EMPLOYER MATCHING		Y	
8. MAX CONTRIBUTION/YR-COMP		5.00%	
9. EMPL		10.00%	

REQUIRED: FICA
FIEI=EARNED INCOME CREDIT IF APPLICABLE

Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY .. OK

Code Sequence F/M (PRF964)

Function

This program allows the user of the FACTS system to determine the order in which earnings codes, taxes and deductions codes appear on screens and reports throughout the payroll system.

When entering earnings codes the first one must be an hourly code with an hours multiplier of 1.000 as set in the Earnings Code F/M. Codes for any other wages earned may then be entered. When setting up other deductions, place the codes with a balance after non-balance deductions. Prior to using this program, earnings and deductions codes (including taxes) must be defined through the Earnings Code F/M and Deduction Code F/M programs.

CAUTION! Once processing begins, no changes should be made in this file without the supervision of your affiliate. Changes made to this file can seriously endanger the integrity of the data files! It is strongly advised that a password be used in this program.

User Fields

The following fields are involved in creating the code sequence record:

1-12. Earnings

Enter each earnings code as defined through the Earnings Code F/M. Press F2 to search. The first code must be an hourly code with an hours multiplier of 1.000. F3 ends entry of earnings codes and proceeds to the tax deductions entry.

13-18. Tax Deductions

Enter the codes for FICA, federal, state, local, (required) and miscellaneous (if applicable) payroll taxes. Press F2 to search. F3 ends entry of tax deductions and proceeds to the other deductions entry.

19-28. Other Deductions

Enter each deductions code as defined through the Deductions Code F/M. Press F2 to search. F3 ends entry of deductions codes.

Codes Sequence F/M (PRF964)

Help

01-Demo Company CODES SEQUENCE F/M PRF964

EARNINGS	TAX DEDUCTIONS	OTHER DEDUCTIONS
1. REG Regular Pay	13. FICA FICA	19. 401K 401(k) Plan
2. OUTM Overtime	14. FEDL Federal	20. CRUN Credit Union
3. VAC Vacation	15. STAT State	21. INSU Insurance
4. HOL1 Holiday Worked	16. LOCL Local	22. DNTL Dental Plan
5. HOL2 Holiday - Off	17. MISC Miscellaneous	23. XMAS Christmas Fund
6. SICK Sick Pay	18.	24. DED1 Misc Deduct 1
7. CONS Consulting Fees		25. DED2 Misc Deduct 2
8. INSU Insurance		26. ADUC Advance
9. BON Bonus		27.
10.		28.
11.		
12.		

CHANGES TO THESE CODES CAN ENDANGER THE INTEGRITY OF YOUR DATA

LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END |..

Delete End OK

Worker's Compensation Code F/M (PRF968)

Function

This program allows the user of the FACTS system to set up and maintain worker's compensation codes by tax district. Employers must pay federal and state governments as required to compensate for any illness or injury which is a direct result of the worker's position. The system maintains the earnings by period of worker's compensation once processing begins.

User Fields

The following fields are involved in creating a worker's compensation code record:

1. State

Enter the valid 2-character tax district (usually the state designation). Press F2 to search.

2. Worker's Compensation Code

Enter the worker's compensation code (up to 3 characters). Press F2 to search.

3. Description

Enter the description of the compensation code (up to 25 characters).

4. Rate

Enter the percent (of gross pay) the employer is contributing to worker's compensation (0-99.99%). This rate is multiplied times (x) the earnings to calculate the premium on the Worker's Comp Report. Press Enter (CR) to initially default to 0.

5. Accrual G/L

Enter the accruing general ledger number to post to worker's comp from the Check Register. The entry must be a valid GL account number. Press F2 to search. If the **post worker's comp** flag is set to N in the PR static control record, this number is not posted to the general ledger.

6. Expense G/L

Enter the expense account number to post to worker's comp from the Check Register. The entry must be a valid GL account number. Press F2 to search. If The **Post Worker's Comp** flag is set to N in the PR static control record, this number is not posted to the general ledger.

7-30. Amount

Enter the earnings for the current, last and 21 previous periods (999999.99). (The next period field is not used.) F2 sets the rest to 0.

Tax District Information F/M (PRF970)

Function

This program allows the user of the FACTS system to enter and maintain specific information regarding tax districts.

Each federal, state, local and/or miscellaneous and FICA tax district (if applicable) must be assigned a code. There is normally one federal code, one code for each state in which your company has a payroll and one code for each local and/or miscellaneous payroll tax. The tax district codes are used as the first two characters of the tax code in the Tax Tables F/M.

The Unemployment Report calculates and prints taxes due according to the rates and ceilings in this file.

NOTE: FI must be set up for the federal unemployment tax district and FC must be set up for FICA.

User Fields

The following fields are involved in creating a tax district information record:

1. Tax District Code

Enter two characters as the tax district code. FI must be set up for the federal tax district and FC must be set up for FICA. Press F2 to search.

2. Tax Type

If FI or FC was chosen above, then the tax type is assigned and this field along with field #3 are skipped. Enter whether this tax district is **X-FICA**, **F-federal**, **S-state**, **L-local**, **1-miscellaneous tax type 1** or **2-miscellaneous tax type 2**. Press Enter (CR) to initially default to S.

3. Description

Enter the tax district description (up to 15 characters).

4. District Tax Id

Enter your company's tax ID number for this tax district (up to 12 characters). This tax ID number prints on the Unemployment Report and on the W-2 forms.

5. Unemployment Rate

If the tax type is X, then this field along with field #6 are skipped. Enter the percent of employee earnings to be paid to this district by your company for unemployment (0-99.999). Press Enter (CR) to initially default to 0. This percent is used to calculate unemployment taxes to be paid by the employer.

6. Unemployment Wage Ceiling

Enter the unemployment wage ceiling (0-9,999,999.99). Once this yearly employee earnings ceiling is reached, unemployment tax is no longer deducted. Press Enter (CR) to initially default to 0.

For each earnings code, enter the following three fields:

7-18. Earnings

For each earnings code set up in the codes sequence F/M program, enter the following:

Add to taxable

Enter **Y** or **N** to indicate whether to add the amount of the earnings code to the taxable amount of the tax district (i.e., FICA, federal, state, etc.). For example, regular pay is usually taxable for federal taxes). Press Enter (CR) to initially default to Y.

Add to unemployment

Enter **Y** or **N** to indicate whether to add the amount of the earnings code to the unemployment amount of the tax district. For example, a cafeteria plan earnings may not be added to unemployment. Also, state laws vary on unemployment. Press Enter (CR) to initially default to Y.

Add to worker's comp

Enter **Y** or **N** to indicate whether to add the amount of the earnings code to the worker's compensation amount of the tax district. For example, a cafeteria plan earnings may not be added to worker's comp. Also, state laws vary on worker's comp. Press Enter (CR) to initially default to Y.

19-22. Amt Desc (Amount Description) 1-4

Enter the description to use on the tax table in the Tax Table F/M for amounts 1-4.

23. Unemp Debit

Enter the GL account number to debit for unemployment. This number is posted to general ledger by the Check Register if the **Post Unemployment** flag is set to Y in the PR static control record. The account number must be a valid account. F2 allows a search.

24. Unemp Credit

Enter the GL account number to credit for unemployment. This number is posted to general ledger by the Check Register if the **Post Unemployment** flag is set to Y in the PR static control record. The account number must be a valid account. F2 allows a search.

25-34. Deductions

For each deduction code set up in the Codes Sequence F/M program, enter the following:

Subtract from taxable

Enter **N** or **Y** to indicate whether to subtract the amount of the deduction code from the taxable amount of the tax district (i.e., FICA, federal, state, etc.). For example, 401K is usually subtracted from federal taxable, however, it is not subtracted from FICA taxable. Press Enter (CR) to initially default to N. If the net is used as the basis for the deduction calculation, as set in the Deductions Code F/M, the deduction may not be subtracted and must be set to N.

Subtract from unemployment

Enter N or Y to indicate whether to subtract the amount of the deduction code from the unemployment amount of the tax district. For example, a cafeteria plan deduction may not be subtracted from unemployment. Also, state laws vary on unemployment. Press Enter (CR) to initially default to N. If the net is used as the basis for the deduction calculation, as set in the Deductions Code F/M, the deduction may not be subtracted and must be set to N.

Subtract from worker’s comp

Enter N or Y to indicate whether to subtract the amount of the deduction code from the worker’s compensation amount of the tax district. For example, a cafeteria plan deduction may be subtracted from worker’s comp. Also, state laws vary on worker’s comp. Press Enter (CR) to initially default to N. If the net is used as the basis for the deduction calculation, as set in the Deductions Code F/M, the deduction may not be subtracted and must be set to N.

Tax District Information F/M (PRF970)

Help

01-Demo Company TAX DISTRICT INFORMATION F/M PRF970

*. TAX DISTRICT CODE FC 19. AMT DESC 1
 2. TAX TYPE X 20. 2
 3. DESCRIPTION FICA 21. 3
 4. DIST TAX ID 22. 4
 5. DIST UNEMP TAX ID 23. UNEMP DEBIT 740-01-1
 6. UNEMP RATE .000% WAGE CEILING .00 24. CREDIT 740-01-1

----ADD TO----				---SUBTRACT FROM---			
EARNINGS	TAXABLE	UNEMP	WC	DEDS	TAXABLE	UNEMP	WC
7. REG	Y	N	N	25. 401K	N	N	N
8. OUTM	Y	N	N	26. CRUN	N	N	N
9. UAC	Y	N	N	27. INSU	N	N	N
10. HOL1	Y	N	N	28. DNTL	N	N	N
11. HOL2	Y	N	N	29. XMAS	N	N	N
12. SICK	Y	N	N	30. DED1	N	N	N
13. CONS	Y	N	N	31. DED2	N	N	N
14. INSU	Y	N	N	32. ADUC	N	N	N
15. BON	Y	N	N	33. NOT USED			
16. NOT USED				34. NOT USED			
17. NOT USED							
18. NOT USED							

FI=FEDERAL INCOME FC=FICA
 Delete New Entry

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY .. OK

Earnings GL Posting Table F/M (PRF974)

Function

This program allows the user of the FACTS system to create and maintain the earnings GL posting tables. Users establish their own set of valid GL posting tables. Each employee by pay cycle is assigned to a GL posting table which determines the correct GL account numbers to post to when posting earnings to general ledger for that employee/pay cycle. The posting tables determine the general ledger distribution after the printing of the Check Register in payroll.

In our example there are two types of employees in payroll: administrative and sales. If administrative and sales employees are to have earnings separately post to general ledger, two GL posting tables are set up; one to assign to administrative employees and one to assign to sales employees.

*. GL Table	ADM	
2. Desc.	Administrative	
3. Reg	570-01	Admin Salaries-Regular
4. Sick	571-01	Admin Salaries-Sick
5. Vac	572-01	Admin Salaries-Vacation
6. Ovt	573-01	Admin Salaries-Overtime
7. Dum1	570-01	Admin Salaries-Regular
8. Dum2	570-01	Admin Salaries-Regular
9. Comm	574-01	Admin Salaries-Commission
10. Not used		
11. Not used		
12. Not used		
13. Not used		
14. Not used		

See next page.

*. GL Table	SLS	
2. Desc.	Sales	
3. Reg	570-02	Sales Salaries-Regular
4. Sick	571-02	Sales Salaries-Sick
5. Vac	572-02	Sales Salaries-Vacation
6. Ovt	573-02	Sales Salaries-Overtime
7. Dum1	570-02	Sales Salaries-Regular
8. Dum2	570-02	Sales Salaries-Regular
9. Comm	574-02	Sales Salaries-Commission
10. Not used		
11. Not used		
12. Not used		
13. Not used		
14. Not used		

The administrative employee earns the following:

Regular	\$1000.00
Vacation	\$ 500.00
Overtime	\$ 250.00

The sales employee earns the following:

Regular	\$ 500.00
Sick	\$ 100.00
Commission	\$1500.00

The system uses the GL table to distribute the earnings as follows:

		DEBIT
570-01	Admin Salaries - Regular	\$1000.00
570-02	Sales Salaries - Regular	500.00
571-02	Sales Salaries - Sick	100.00
572-01	Admin Salaries - Vacation	500.00
573-01	Admin Salaries - Overtime	250.00
574-02	Sales Salaries - Commission	1500.00

The following example uses the earnings and deductions GL tables:

An employee earns \$2000 with the following deductions; federal tax \$100, FICA tax \$50, state tax \$25, insurance \$10, 401K \$15 with employee matching \$15. The net check is \$1800. The GL distribution posts as follows:

* Cash		\$1800
Salaries	\$2000	
** Federal tax		100
** FICA employee		100
** FICA employer	50	
** State tax		25
** Insurance		10
** 401K employee		30
** 401K employer	15	
	\$2065	\$2065
* G/L # assigned to bank printing checks.		
** G/L # assigned to employee GL deductions posting table (see next program).		

User Fields

The following fields are involved in creating a GL posting table:

1. GL Table

Enter the GL posting table (up to 3 characters). F2 allows a search. (ref.8).

2. Description

Enter the GL posting table description (up to 30 characters).

3-14. Earnings Categories

The name of each earnings category entered into the Code Sequence F/M program appears on the screen. For each one, enter the GL account number to which wages should be posted. The entry must be a valid G/L number. The user must enter an account number for each category. The same account number may be used more than once. F2 allows search. (ref.8).

Deductions GL Posting Table F/M (PRF976)

Function

This program allows the user of the FACTS system to create and maintain the deductions GL posting tables. Users establish their own set of valid GL posting tables. Each employee by pay cycle is assigned to a GL posting table which determines the correct GL account numbers to post to when posting deductions to general ledger for that employee/ pay cycle. The posting tables determine the general ledger distribution after the printing of the Check Register in payroll.

In our example, all employees, regardless of department, are assigned to the same deductions GL posting table.

*. GL Table	STD	
2. Desc.	Standard Table	Matching Expense GL #
3. FICA	330-00 FICA Taxes Employee	340-00 FICA Taxes Employer
4. Fedl	331-00 Federal Taxes	
5. Stat	332-00 State Taxes	
6. Locl	333-00 Local Taxes	
7. Not used		
8. Not used		
9. Insu	335-00 Insurance	
10. Dntl	336-00 Dental	
11. 401K	337-00 401K Employee	341-00 401K Employer
12. Advc	338-00 Advance	
13. Not used		
14. Not used		
15. Not used		
16. Not used		
17. Not used		
18. Not used		

An employee earns \$2000 with the following deductions; federal tax \$100, FICA tax \$50, state tax \$25, insurance \$10, 401K \$15 with employee matching \$15. The net check is \$1800. The GL distribution posts as follows:

	DEBIT	CREDIT
* Cash		\$1800
** Salaries	\$2000	
330-00 FICA employee		100
340-00 FICA employer	50	
331-00 Federal tax		100
332-00 State tax		25
335-00 Insurance		10
337-00 401K employee		30
341-00 401K employer	15	
	\$2065	\$2065
* G/L number assigned to bank printing checks.		
** G/L number assigned to employee GL deductions posting table (see next program).		

User Fields

The following fields are involved in creating a deductions GL posting table:

1. GL Table

Enter the GL posting table (up to 3 characters). Press F2 to search.

2. Description

Enter the GL posting table description for deductions (up to 30 characters).

3-18. Deductions Categories

The name of each deductions category entered into the Code Sequence F/M program appears on the screen. For each category, enter the following:

Enter the GL account number to which deductions should be posted. The entry must be a valid G/L number. The user must enter an account number on each line. The same account number may be used more than once. Press F2 to search.

If the **Employer Matching** flag is set to N in the deduction code record, this field is skipped. If the flag is set to Y, enter the GL account number to which the matching expense should be posted. The entry must be a valid G/L number. Press F2 to search.

Pay Cycle F/M (PRF978)

Function

This program allows the user of the FACTS system to enter and maintain information regarding pay cycles. Users may set up as many pay cycles as needed. For example, a company may have a weekly pay cycle for hourly employees, a semimonthly for salaried employees, a monthly (commission) for salespeople and a bonus pay cycle. Employees are set up in the appropriate pay cycles in the Employee Pay Cycle F/M program. One employee may be set up in as many pay cycles as needed. For example, if an employee's compensation plan is salary plus commission, that employee may be set up in the semimonthly pay cycle and the monthly pay cycle. The same employee might also perhaps be set up in the bonus pay cycle.

Information in this file is used by the system to ensure that all payrolls are handled in the proper time period. Usage flags for earnings and deductions determine which categories are used in each pay cycle. For example, if commission is an earnings code, it might only be applicable to the monthly pay cycles where commissions are paid. Weekly and semimonthly employees are not eligible to receive commission during those pay cycles.

User Fields

The following fields are involved in creating a pay cycle:

1. Pay Cycle

Enter the pay cycle (up to 2 characters). Press F2 to search.

2. Description

Enter the pay cycle description (up to 30 characters).

3. Number Payrolls/Year

Enter the number of times per year this payroll is run (1-366). Examples include 12 monthly, 52 weekly, etc. Press Enter (CR) to initially default to 52.

4. Minimum Days

Enter the minimum number of days required to pass before the next payroll of this pay cycle may be run. For example, in a monthly pay cycle at least 25 days must pass before the next monthly payroll. Be sure to take holidays and months of different lengths into account when entering this number. Any entry from 1 to 366 and less than or equal to maximum days between payrolls is accepted. Press Enter (CR) to initially default to 5.

5. Maximum Days

Enter the maximum number of days allowed to pass before the next payroll of this pay cycle type may be run. Any entry from 1 to 366 and greater than or equal to minimum days between payrolls is accepted. Press Enter (CR) to initially default to 10.

NOTE: When the Initialize Pay Cycle program is run, the system checks the date of the previous payroll and the dates of the current payroll to be sure this payroll will fall within the required minimum and maximum number of days.

6. Average Hours

Enter the average number of hours worked by an employee per pay period in this pay cycle (1-999.99). Press Enter (CR) to initially default to 40.

7. Last Payroll Ending Date

Enter the ending date of the time period for which employees were paid in the most recent payroll of this pay cycle (ref.3). If being set up for the first time, press CR to default to NO DATE, see field #8.

8. Current Payroll Ending Date

Enter the ending date of the time period for which employees will be paid by the current payroll of this cycle (ref.3). Any valid date greater than or equal to the current payroll beginning date is accepted. If being set up for the first time, press CR to default to NO DATE.

The system updates the current payroll ending date at the time when the Initialize Pay Cycle program is run. When the Check Register is updated, the system rolls the current payroll ending date to the last payroll ending date and leaves the current payroll ending date blank.

9. Current Payroll Number This Year

Enter the current payroll number this year (1-366). Press Enter (CR) to initially default to 1. The payroll number is by the system to determine when deductions are used. If a deduction is set to be used on all odd payrolls, the system checks this flag to determine if the payroll is odd. If the flag is an odd number, the deduction is used. This flag is used to determine if odd or even deductions are used.

10. Current Payroll Number This Month

Enter the current payroll number for this month (1-31). Press Enter (CR) to initially default to 1. The payroll number is used by the system to determine when deductions are used. If a deduction is set to be used on the 2nd payroll of the month, the system checks this flag to determine if the payroll is the 2nd of the month. If the flag is set to 2, the deduction is used. This flag is used to determine if deductions are used for the 1st, 2nd, 3rd, 4th or 5th payroll of the month.

11. Bank Code

Enter the bank on which pay checks for this pay cycle are drawn. The entry must be a valid bank in the banking and check system in system management. Press F2 to search. When printing checks for this pay cycle, this is the default bank. Press Enter (CR) to initially default to the first bank on file.

12. Post Unemployment

Post unemployment by **E**-state of employment or by **R**-state of residence; i.e., post unemployment based on the tax district the employee lives in (from the

Employee F/M) or where the employee works (from the Employee pay Cycle F/M). Press Enter (CR) to initially default to E.

13. Job Cost

Enter N or Y to indicate whether the job cost bill rate is to be entered when setting up employees in their appropriate pay cycles in the Employee Pay Cycle F/M program. Press Enter (CR) to initially default to N.

14-25. Earnings Usage Flags

For each earnings code, enter Y or N to determine whether it is used in this pay cycle. For example, a commission earnings code may not be applicable to a weekly pay cycle where only hourly employees are paid. Only earnings with a Y appear in the Employee Pay Cycle F/M. Press Enter (CR) to initially default to Y.

26-41. Deduction Usage Flags

For each deduction code, enter the frequency to withhold each deduction as A-all, O-odd, E-even, 1-1st, 2-2nd, 3-3rd, 4-4th or 5-5th payroll of the month, or N-not used. Press Enter (CR) to initially default to A. If E is entered, the deduction is only used for even payrolls; i.e., the 2nd, 4th, etc. payroll of the year. If 1-5 is entered, the deduction is only used for the 1st, 2nd, etc. payroll of the month. For example, insurance may only be taken out once a month. Entering an N indicates the deduction is never used for the pay cycle. For example, weekly employees may not be eligible for advances, therefore, the deduction code for advance is set to N.

01-Demo Company		PAY CYCLE F/M		PRF978	
*. PAY CYCLE	B1	EARNINGS		DEDUCT FREQ	
2. DESC	Bi-weekly Atlanta	13. USE REG	Y	25. FICA	A
3. # PAYROLLS/YEAR	26	14. USE OUTM	Y	26. FEDL	A
4. MIN DAYS BTWN PAYROLLS	10	15. USE VAC	Y	27. STAT	A
5. MAX DAYS BTWN PAYROLLS	18	16. USE HOL1	Y	28. LOCL	A
6. AVG HOURS/PAY PERIOD	80.00	17. USE HOL2	Y	29. MISC	A
7. LAST PAYROLL-END DATE	09/25/00	18. USE SICK	Y	30. NOT USED	
8. CURR PAYROLL-END DATE	10/05/00	19. USE CONS	Y	31. 401K	A
9. PREV PAYROLL # THIS YEAR	12	20. USE INSU	Y	32. CRUN	A
10. PREV PAYROLL # THIS MNTH	2	21. USE BON	Y	33. INSU	A
11. BANK CODE	01 First Nat	22. NOT USED		34. DNTL	A
12. JOB COST	N	23. NOT USED		35. XMAS	A
		24. NOT USED		36. DED1	N
				37. DED2	N
				38. ADUC	A
				39. NOT USED	
				40. NOT USED	

Delete New Entry OK

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..

W-2 Electronic File Info F/M (PRF982)

This program allows FACTS users to field data that is appropriate for all companies transmitting W-2 and required IRS information via electronic files. This record must be set up in order to run the W-2 electronic file update. The transmitter company indicated by this F/M should be the company who sends the electronic source file to the Social Security Administration. The information required by this file maintenance is delineated by the SSA. If you have any questions on the information required in this file maintenance, please contact your local office of the Social Security Administration.

Tip and Hints

- The system combines all employee state/location records to create just one employee record used in the ACSII file. If multiple employee records exist, the system uses the **first** record it encounters to gather the employee name, address and social security number information.
- The flat file created by the W-2 Magnetic Electronic File is **PRTP##**, where ## is the company number for the company running this program. You are required to rename this file as W2REPORT before submitting to the SSA.

For more information how to use maintenances, refer to the following topics:

How to use file maintenance programs

More about the types of file maintenance programs

Use the following fields to create the W-2 magnetic tape information record:

1. Transmitting Co

Enter the company number for the company that is transmitting this information to the Social Security Administration (SSA).

2. PIN Number

Enter the PIN assigned to the employee who is authorized to submit the electronic file.

3. Contact Name

Enter the name of the employee to be contacted by the SSA concerning processing problems.

4. Phone

Enter the Contact's telephone number.

5. Extension

Enter the Contact's telephone extension.

6. E-mail

Enter the Contact's email address.

7. Fax

Enter the Contact's fax number.

8. Contact Method

Enter the preferable method of problem notification (1 - e-mail/internet, 2 - Fax, 3 - Postal Service).

The screenshot shows a window titled "W-2 Electronic File Info F/M (PRF982)". The window contains the following text:

```
01-FACTS 7.6 DeveIopment      W-2 ELECTRONIC FILE INFO F/M      PRF982
1. TRANSMITTING CO 01 FACTS 7.6 DeveIopment
2. PIN NUMBER      12345678
3. CONTACT NAME
4. PHONE
5. EXTENSION
6. E-MAIL
7. FAX #
8. CONTACT METHOD  1 E-MAIL
```

At the bottom of the window, there is a prompt: "LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END .." and three buttons: "Delete", "End", and "OK".

W-2 Electronic File Company F/M (PRF984)

This program allows the FACTS user to set up the transmitter company information. The program contains information pertaining to each company reporting W-2 information on electronic files. The transmitter company must be set up in order to run the W-2 electronic file update. The information required by this file maintenance is delineated by the Social Security Administration (SSA). If you have questions on the information required in this file maintenance, please contact your local office of the SSA.

The entire W-2 Electronic File Company F/M record must be reviewed and corrected if necessary based on the proper company information.

For more information how to use maintenances, refer to the following topics:

How to use file maintenance programs

More about the types of file maintenance programs

Use the following fields to create the W-2 magnetic tape company record:

1. Company Name

Enter the company name (up to 50 characters). CR initially defaults to the company name entered through the Company F/M program.

2. Address

Enter the company address (up to 40 characters).

3. Address 2

(Optional) Enter any additional company address (up to 40 characters) information. Note that the system uses only the first 22 characters of Address 1 and City in the electronic file.

4. City

Enter the company city (up to 25 characters).

5. State

Enter the 2-character abbreviation for the company state.

6. Zip

Enter the 5-digit zip code for the company.

7. ID

Enter the company federal ID number (up to 9 digits).

8. Employment Type

Enter whether the employment type is **A**-agriculture, **H**-household, **M**-military, **Q**-Medicare qualified federal, **X**-railroad, **F**-Form 944 or **R**-Regular(Form 941). CR initially defaults to R.

9. Establishment # For Erp

Enter the establishment number for the Establishment Reporting Plan (if applicable).

10. Income Tax Withheld By 3rd-Party Payers

Enter the total amount of income tax withheld by third-party payers (insurance companies, etc.) from payments (sick or disability payments, etc.) made to employees.

The screenshot shows a software window titled "W-2 Electronic File Company FM (PRF984)". The main display area contains the following text:

```
01-FACTS 7.6 DeveIopment      W-2 ELECTRONIC FILE COMPANY F/M      PRF984

1. COMPANY NAME      6.7 DeveIopment
2. ADDRESS 1        3425B Corporate Way
3. ADDRESS 2
4. CITY            Duluth
5. STATE           GA
6. ZIP             30096
7. ID #            012398754
8. EMPLOYMENT TYPE R
9. EST # FOR ERP
10. INCOME TAX WITHHELD BY 3RD-PARTY PAYERS      .00
```

At the bottom of the window, there is a prompt: "LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END |..". To the right of this prompt are three buttons: "Delete", "End", and "OK".

W-2 Box 12 Codes F/M (PRF986)

This program allows the user to set up codes for amounts in box 12 to be captured and printed on the W-2. Box 12 on the W-2 consists of a number of fields defined here in this program. You may set up codes D - H, J - L, and AA, BB. Each code may then be assigned an earnings or deductions code. The amount for this earnings or deductions code will then be captured by the W-2 Information Capture program in order for the W-2 to print in box 12 on the W-2.

Earnings and deductions codes must be set up in their respective file maintenance programs prior to entering here. These codes must also be set up before running the W-2 Information Capture program in order for the W-2 to print the correct amounts in box 12.

Please refer to the IRS instructions for proper use of box 12 on the W-2.

Use the following fields to create box 12 codes:

1. Box 12 Code

Enter a code for box 12 on the W-2 (D-H, J-L, Q-T, AA, BB). If codes A, B, C, M, N or P are used, the amounts must be entered manually after the W-2's are captured through the W-2 Capture F/M program.



The Economic Growth and Tax Relief Reconciliation Act of 2001 allows for employees over the age of 50 to contribute more than the normal maximum to their 401K plan for the next 5 years. These are commonly known as "catch-up" contributions. To accommodate this type of deduction, an additional Deduction Code field is available for Box D.

2. Earnings/Deductions Code

Enter an earnings or deductions code for the box 12 code. The entry must be a valid earnings or deductions code. F2 allows an earnings code search. F3 allows a deductions code search.

W-2 Box 12 Codes F/M (PRF986)

Help

01-Demo Company W-2 BOX 12 CODES F/M PRF986

*. BOX 12 CODE |
2. EARNINGS/DEDUCTIONS CODE

NOTE: FOR PROPER ENTRY, SEE IRS INSTRUCTIONS FOR BOX 12 INFORMATION.
IF CODE A, B, C, M, N, P OR U IS USED, ENTER THE AMOUNT THROUGH W-2
CAPTURE F/M.

L T For 2 Box 12 Next Record

ENTER CODE (D-H,J-L,Q-T) FOR W-2 BOX 12, F3-NEXT RECORD, F4-END End OK

Static Control F/M (PRF980)

Function

This program allows the user of the FACTS system to create and maintain the company payroll static control record. The static control record is critical to the proper functioning of the PR system. The record contains information which the PR system references in performing various functions.

CAUTION! It is strongly advised that a password be used on this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

User Fields

The following fields are involved in creating the company payroll static control record:

1. Bank

Enter the bank code of the standard PR bank. The entry must be a valid bank code. Press Enter (CR) to initially default to the first bank on file.

2. Use Check Reconciliation

Enter **Y** or **N** to indicate if the check reconciliation programs are used for PR checks in the Banking and Check System in System Management. If **N** is entered, Check Reconciliation is not available for PR Checks (Reconcile Checks, Check Listing and Check Reconciliation F/M programs are not available for PR checks). Press Enter (CR) to initially default to **Y**.

3. Use Period GL Distribution

Enter **Y** or **N** to indicate if the Period GL Distribution is used. Press Enter (CR) to initially default to **Y** indicating the period GL distribution file is active and the Period GL Distribution Report is available.

4. Use Period Check Register

Enter **Y** or **N** to indicate if the Period Check Register is used. Press Enter (CR) to initially default to **Y** indicating the period check file is active and the Period Check Register is available.

5. Use Earnings Distribution

Enter **Y** or **N** to indicate if the earnings % distribution feature is used. Press Enter (CR) to initially default to **Y** indicating the earnings percent distribution file is active and the Earnings % Distribution F/M program is available. If the system uses earnings distribution by %, and employees have earnings % distribution records, then it takes precedence over their earnings GL posting table during posting.

Example: An employee is assigned to the following earnings GL posting table:

The employee earns the following:

Regular	\$1000.00
Vacation	1000.00
Commission	500.00
	\$2500.00

If the **Use Earnings Distribution** flag is set to N, the system uses the GL table to distribute the earnings as follows:

	<u>Debit</u>
570-00 Salaries-Regular	1000.00
572-00 Salaries-Vacation	1000.00
575-00 Salaries-Commission	500.00

If the **Use Earnings Distribution** flag is set to Y, the system uses the earnings % distribution from the Earnings % Distribution F/M program. If the earnings % distribution is set up as follows:

The system distributes the earnings as follows:

	<u>Debit</u>
581-00 Salaries-Branch 1	1250.00
582-00 Salaries-Branch 2	1250.00

6. Use Job Cost

Enter **Y** or **N** to indicate whether Job Cost is to be used and tied into Payroll. Press Enter (CR) to initially default to Y.

7. Default Job Cost Bill Rate

Enter whether to use the job cost bill rate from the E-employee pay cycle file or C-cost code in employee file as the default for entering job cost information in the Earnings Entry program.

8. Zero Max Hours at Year End

Enter **N** or **Y** to indicate whether to zero out the maximum hours at year end. If Y is entered, all maximum hours entered by users through the Employee Maximum Hours F/M are set to zero by the End-of-Period Update at the end of the year.

9. # Of History Periods Stored

Enter the number of periods (months) of employee period history to store (0-24). The system automatically stores month-to-date, quarter-to-date and year-to-date history which is rolled to zero at the end of each month, quarter and year respectively. This flag refers to a separate file storing earnings, taxes and deductions for each employee by period. The system may store up to 24 periods of history which is available for printing on the Employee Period History Report and inquiry in the Employee Inquiry.

10. GL Distribution

The payroll system may post to General Ledger automatically. The Check Register may print a general ledger distribution and make a journal posting to

GL during the update. Enter **0**, **1**, or **2** to indicate how PR is tied in with general ledger. Press Enter (CR) to initially default to 0.

- 0 - no GL distribution is printed or posted.
- 1 - the GL distribution is printed (printing is in detail format) but not posted to GL.
- 2 - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

11. GL Posting Journal

Enter the journal number to post to when posting from the Payroll Check Register. The entry must be a valid journal number. Press F2 to search.

12. Post Unemployment

Enter **N** or **Y** to indicate whether to post the unemployment insurance (or tax) to general ledger. Press Enter (CR) to initially default to N. If Y is entered, the system posts the unemployment debit and credit amounts to general ledger based on the tax districts. The Check Register GL distribution prints the unemployment GL information before posting occurs.

NOTE: If you are posting unemployment to GL, the system does not automatically post taxes payable to the accounts payable system. Therefore, the unemployment debit may be set up as the AP expense account (example, payroll tax expense) and the unemployment credit may be set up as the liability which becomes a zero-balance account when the taxes are entered in AP.

Example:

	<u>Debit</u>	<u>Credit</u>
PR posting:		
Payroll Tax Expense	100.00	
Payroll Tax Liability		100.00
AP posting:		
Payroll Tax Liability	100.00	
Accounts Payable		100.00

13. Post Worker’s Comp

Enter **N** or **Y** to indicate whether to post worker’s compensation to general ledger. Press Enter (CR) to initially default to N. If Y is entered, the system posts the worker’s compensation accrual and expense amounts to general ledger based on the employees’ worker’s compensation code. The Check Register GL distribution prints the worker’s compensation GL information before posting occurs.

14. Qtd Roll Period

Enter the four payroll periods in which quarter-to-date history figures are to be rolled to zero when the periods are closed. Payroll always runs on the calendar year, therefore, enter the fiscal periods for March, June, September and December. For example, if the company’s fiscal year runs on the calendar year, enter 03060912. If the company’s fiscal year starts in March, enter 01040710; i.e., the first fiscal period ends in March which is when the first quarter is closed.

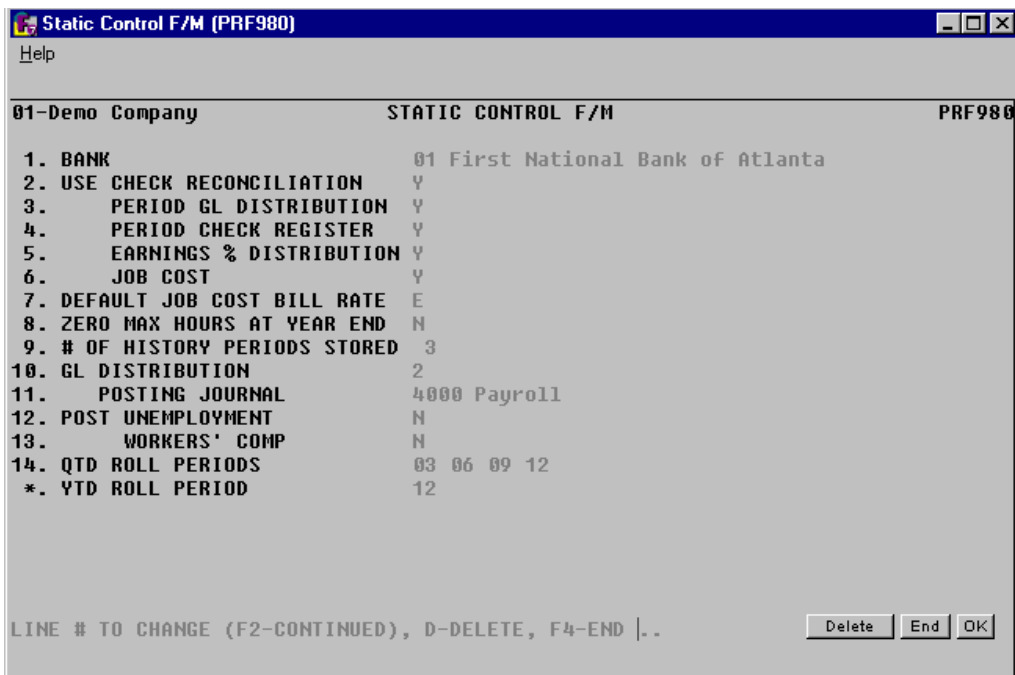
15. YTD Roll Period

The payroll period in which year-to-date history figures are to be rolled into prior year. The system automatically determines this field based on the QTD roll periods.

16. Sec. Code to View Employee Info from Bank Rec

Enter a character from a-z, A-Z or 0-9 to define the security code that authorizes users to have access to view employee information in the SM Bank Reconciliation system.

To authorize a user to view employee information in the Bank Reconciliation system, make sure this code appears in the Security Code field of that user's record in User Code F/M.



Nonstatic Control File Maintenance (PRF990)

Function

This program allows the user of the FACTS system to create and maintain the company payroll nonstatic control record. The nonstatic control record is critical to the proper functioning of the PR system. The record contains information which the PR system references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

User Fields

The following fields are involved in creating the PR nonstatic control record:

1. Current PR Period

Enter the current payroll period (PPYY) or period when actual PR processing will begin. This period must be equal to the current or next general ledger period. Press Enter (CR) to initially default to the current GL period.

2. Current Quarter

Enter the number of the current payroll quarter 1, 2, 3 or 4.

3. Current year

Enter the current year (YY). Press Enter (CR) to initially default to the year in the current period.

4. Date Of Last Eop Update

Enter the date of the last End-of-Period Update in payroll (ref.3). Press Enter (CR) to initially default to 010100.

*5. Last Check Register Number

This number keeps track of the last Check Register number used. As a Check Register is updated, the last number used is incremented by one. Upon installation, these fields should be set to 0. The field is automatically updated through normal processing. Press Enter (CR) to initially default to 0.

* indicates that changing the field after initial installation may have serious repercussions. Please refer to your affiliate before any changes are made.

Nonstatic Control F/M (PRF990)

Help

01-Demo Company NONSTATIC CONTROL F/M PRF990

1. CURRENT PR PERIOD	09/02 SEP
2. QUARTER	3
3. YEAR	2000
4. DATE OF LAST EOP UPDATE	08/31/02
5. LAST CHECK REGISTER #	0411

LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..

Delete End OK

Rebuild Payroll Sort Files (PRU990)

Function

This program allows the user of the FACTS system to rebuild payroll sort files which for any reason (power outage, hardware malfunction, etc.) are not in correspondence with their appropriate direct files. This program should be run only if a problem exists and only under the supervision of your affiliate or programmer.

Sort files are used throughout the FACTS system to enable the user to report or retrieve information in an order other than the order the main file is stored. For example, the records of the employee file are stored in employee number order. To access this file in alphabetical order requires a sort file which is stored by alpha lookup by employee number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild PR Sort Files program should only be run under the supervision of your affiliate.

User Fields

The following fields are involved in rebuilding payroll sort files:

1. PRCLSX

Enter **N** or **Y** to indicate whether to rebuild **PRCLSX**. This file is the employee by employee class sort file to the employee file. The file is used in the various PR reports which can be printed in employee class order. Press Enter (CR) to default to N.

2. PRBRCX

Enter **N** or **Y** to indicate whether to rebuild **PRBRCX**. This file is the employee by branch sort file to the employee file. This file is used in the various PR reports which can be printed in branch order. Press Enter (CR) to default to N.

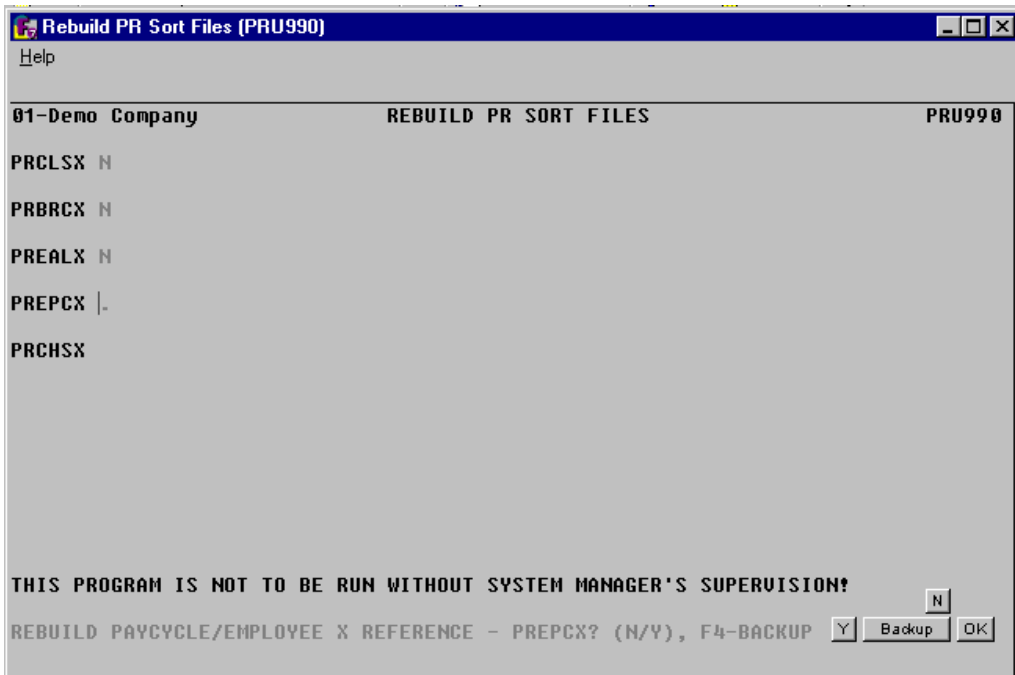
3. PREALX

Enter **N** or **Y** to indicate whether to rebuild **PREALX**. This file is the employee by alpha sort file to the employee file. This file is used in the various PR reports which can be printed alphabetically. Press Enter (CR) to default to N.

4. PREPCX

Enter **N** or **Y** to indicate whether to rebuild **PREPCX**. This file is the employee by pay cycle sort file to the employee pay cycle data file. It is used in the various PR reports which can print information for selected pay cycles. Press Enter (CR) to default to N.

Files will be rebuilt for all companies (ref.5).



APPENDIX A: References

1. **ALIGNMENT** An alignment check can be performed to ensure that forms paper is correctly aligned in the printer. If Y is entered, the alignment check prints immediately and the program returns to this input.
2. **DATE** Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two-digit year. For editing purposes, all dates will allow the entry and display of a four-digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of 'generic' dates. These tag names will also be accepted as the valid input dates in some data entry prompts.

If you are upgrading from FACTS 6.05 (or earlier) to FACTS 6.06 (or later), the dates previously stored in your system are converted for you behind the scenes. Dates that display as **/**/** indicate that data is present for the field but the system does not know how to interpret the date. Contact your Affiliate for support.

The Rule of 50: FACTS programs uses a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	10-Character Date Field
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	ORDERED 01/02/96<	ORDERED 01/02/96 <
Use the right arrow key or the END key to display the	ORDERED	ORDERED

full 4-digit year:	/02/199 <u>6</u> <	<u>01</u> /02/1996<
A plus sign at the end of the date field indicates that the year is not in the default century.	ORDERED <u>01</u> /02/96+	ORDERED <u>01</u> /02/2096<

3. **END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information entered for accuracy. If something needs to be changed, enter F4 to back up and change. Once everything is correct, press CR or type YES and the program continues.
4. **ORDER** In various reports and the Clear Check History program, the order choice may be selected. The options are by **E**-employee number, **A**-alpha sort, **B**-branch, or **C**-employee class. For example, the user may want to print in employee name order. CR defaults to E.
5. **BEGINNING ORDER CHOICE** Enter the beginning order choice to be selected, e.g., if branch was selected above, the user selects the beginning branch to process. CR defaults to FIRST (the first branch on file).
6. **ENDING ORDER CHOICE** Enter the ending order choice to be selected, e.g., if branch was selected above, the user selects the last branch to process. CR defaults to LAST (the last branch on file).
7. **SEARCH** The search feature allows the user to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays at the bottom of the screen, a number of fields at a time. The user may enter a search key, continue to view the search fields select the line number of one of the fields displayed, or return to the program input.

8. SEARCH ON EMPLOYEE

This feature is useful in finding the vendor number when only the name is known. This displays employee numbers at the bottom of the screen, at least one at a time along with each employee's alpha sort key, number, name, and phone number. The user may enter the beginning alpha to search, continue, select the employee displayed (type line number listed on) or return to the entry program. F2 allows a keyword search. The user selects an employee class to search (CR defaults to ALL), then enters a keyword of up to 10 characters. All employees containing those characters in the employee name and belonging to the selected employee class will be displayed.

APPENDIX B: Glossary of Terms

Branch Branches are subdivisions of a company; e.g., stores or profit centers. Valid branches are set up through the System Management Branch F/M program. A branch that exists on file is valid. The length of the branch is two digits (01-99 user-defined). Within Payroll, each employee may be assigned to a branch. Most Payroll reports may print by branch. For more information, refer to the Branch F/M in system Management.

Deduction Balance A deduction balance is the total amount to be reduced from an employees pay check(s) through a specific deduction code. Once set up the deduction balance is maintained by the system as the deduction reduces the employees check amount. Deduction balances are entered through the Deduction Balance F/M program.

Deductions Code A deductions code is a field used to store a specific type of reduction which may include taxes, e.g., federal, FICA, insurance, etc. Deductions codes are assigned to pay cycles. Employees are then assigned to pay cycles with a standard reduction amount entered for each deductions code. Deductions codes that exist on file are valid. Valid Deductions codes are set up through the Deductions Code F/M program. Deductions codes are up to four alphanumeric characters and are user-defined. For more information, refer to the Deductions Code F/M program.

Deductions GL Posting Table A deductions GL posting table is a set of GL account numbers used to post deductions of an employee to the proper GL account numbers in General Ledger. A deductions GL posting table that exists on file is valid. Valid deductions GL posting tables are set up through the Deductions GL Posting Table F/M program. Deductions GL posting tables are up to three alphanumeric characters and are user-defined. Each employee set up in a pay cycle is assigned to a deductions GL posting table for purposes of posting deductions to General Ledger. For more information, refer to the Deductions GL Posting Table F/M.

Department A department is used as a way of grouping employees, e.g., sales & marketing, accounting, warehouse, etc. A department that exists on file is valid. Valid departments are set up through the Department F/M program. Departments are up to three alphanumeric characters and are user-defined. Each employee is assigned to a department for reporting purposes. For more information, refer to the PR Department F/M.

Earnings Code An earnings code is a field used to store a specific type of wage, e.g., regular, sick, vacation, overtime, etc. Earnings codes are assigned to pay cycles. Employees are then assigned to pay cycles with a standard wage amount or hour and wage amount entered for each earnings code.

Earnings codes that exist on file are valid. Valid earnings codes are set up through the Earnings Code F/M program. Earnings codes are up to four alphanumeric characters and are user-defined. For more information, refer to the Earnings Code F/M program.

Earnings Distribution A method of distributing an employee's earnings to general ledger by a percentage rather than by using the earnings GL posting table. For more information, refer to the Posting to General Ledger section.

Earnings GL Posting Table An earnings GL posting table is a set of GL account numbers used to post earnings of an employee to the proper GL account numbers in General Ledger. An earnings GL posting table that exists on file is valid. Valid earnings GL posting tables are set up through the Earnings GL Posting Table F/M program. Earnings GL posting tables are up to three alphanumeric characters and are user-defined. Each employee set up in a pay cycle is assigned to an earnings GL posting table for purposes of posting wages to General Ledger. For more information, refer to the Earnings GL Posting Table F/M program.

Employee Class An employee class is used as a way of grouping employees, e.g., general, management, etc. An employee class that exists on file is valid. Valid employee classes are set up through the Employee Class F/M program. Employee classes are up to three alphanumeric characters and are user-defined. Each employee is assigned to an employee class for reporting purposes. For more information, refer to the Employee Class F/M. Employee notes are any miscellaneous remarks, records or commentary to be filed on the system. Up to 999 user-maintained employee notes are entered through the Employee Inquiry program.

GL # (General Ledger Account Number) A General Ledger account number that exists on file is valid. Valid GL numbers are set up through the general ledger Account F/M program. The system uses the numbers to organize specific accounts in order to post amounts. For example, the GL number 1000000000 may be the account for salaries; all salaries would then be added up and stored under account number 1000000000. The length of the GL number (minimum = 4, maximum = 10) is determined in the company control record. The system will allow the GL number to contain a branch number (2 digits) and/or a department number (maximum 4 digits). The position of these numbers are stored in the company control record.

Matching Deduction A matching deduction is a method of storing an employer's reduction which coincides with the employee's reduction, e.g., FICA, 401K, etc. Each deductions code set up is flagged as to whether it provides a matching employer deduction. Deduction codes are assigned to pay cycles. Employees are then assigned to pay cycles with a standard reduction amount entered for each deductions code and it's matching employer deduction amount.

Maximum Hours Tracking Maximum hours tracking is the process of the system maintaining the number of hours worked for an earnings code. Each earnings code set up is flagged as to whether

the system should track the number of hours worked. For example, employers may want to set up a maximum number of hours employees may earn wages for sick time and vacation time.

Pay Cycle A record set up by the user for a specific period of time which determines when employees are paid, e.g., weekly, monthly, etc. A pay cycle that exists on file is valid. Valid pay cycles are set up through the Pay Cycle F/M program. Each employee may be set up to be paid by as many pay cycles as needed. For more information, refer to the Pay Cycle F/M program.

Premium Earnings Premium earnings are earnings generated for earnings codes signifying the earnings are additional, e.g. bonus, overtime. Each earnings code set up is flagged as to whether the earnings generated are premium earnings.

Worker's Compensation Code A worker's compensation code is a field used to store worker's compensation amounts for insurance purposes. Each employee is assigned a worker's compensation code for calculating the compensation amounts per code. A worker's compensation code which exists on file is valid. Valid worker's compensation codes are set up through the Worker's Compensation Code F/M program. For more information, refer to the Worker's Compensation Code F/M.

APPENDIX C: SAMPLE REPORTS

PROGRAM	NAME	PAGE
PRR110	PRE-CHECK EDIT LIST - SUMMARY	C-3
PRR110	EDIT LIST RECAP - SUMMARY	C-4
PRR110	PRE-CHECK EDIT LIST - DETAIL	C-5
PRR110	PRE-CHECK EDIT LIST RECAP - DETAIL	C-10
PRR120	EARNINGS LIST	C-11
PRP210	SAMPLE PAYROLL CHECK	C-12
PRR210	CHECK REGISTER	C-13
PRR210	CHECK REGISTER DETAIL RECAP	C-14
PRR210	CHECK REGISTER - TAX RECAP	C-15
PRR210	CHECK REGISTER - DEDUCTION RECAP	C-16
PRR212	CHECK REGISTER GL DISTRIBUTION	C-17
PRR710	EMPLOYEE LIST - GENERAL INFORMATION	C-20
PRR710	EMPLOYEE LIST - PAY CYCLE INFO. - SUMMARY	C-21
PRR710	EMPLOYEE LIST - PAY CYCLE INFO. - DETAIL	C-22
PRR720	CHECK HISTORY LIST	C-23
PRR720	CHECK HISTORY - SUMMARY	C-24
PRR720	CHECK HISTORY - BREAKDOWN	C-25
PRR720	CHECK HISTORY - DETAIL	C-26
PRR730	EMPLOYEE MAXIMUM HOURS REPORT	C-27
PRR740	EARNINGS % DISTRIBUTION REPORT	C-28
PRR750	EMPLOYEE PERIOD HISTORY SUMMARY	C-29
PRR750	EMPLOYEE PERIOD HISTORY DETAIL	C-30
PRR760	MATCHING DEDUCTION REPORT	C-31
PRR770	WORKER'S COMP REPORT	C-32
PRP710	EMPLOYEE LABEL PRINT	C-33
PRR780	EMPLOYEE NOTES PRINT	C-34
PRR810	PERIOD/EARNINGS DEDUCTIONS REPORT	C-35
PRR810	PERIOD EARNINGS REPORT - DEPARTMENT RECAP	C-37
PRR830	PERIOD GL DISTRIBUTION	C-38
PRR840	PERIOD CHECK REGISTER	C-39
PRR850	UNEMPLOYMENT REPORT	C-40
PRP810	941 INFORMATION	C-41
PRP815	945 INFORMATION	C-43
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DATE: 09/28s

DEMO COMPANY

PRR110 PAGE: 1

USER: SSI T1b

PRE-CHECK EDIT LIST

TIME: 9:08 AM

PAY CYCLE W1 WEEKLY ATLANTA

PERIOD 10/09

EMPLOYEE NAME	-----HOURS-----		-----EARNINGS-----		-----DEDUCTIONS-----		NET PAY
	REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER	
E102 MARY ELIZABETH JONES	40.00	.00	280.00	.00	47.55	20.00	212.45
E106 RONALD PATTEN	40.00	.00	240.00	.00	66.16	.00	173.84
E107 SALLEY FURNESS	40.00	.00	305.00	.00	71.59	74.00	159.41
E109 NEIL J. ERICKSON	40.00	.00	280.00	.00	78.42	.00	201.58
E110 TAMMY A. FOSTER	40.00	.00	320.00	.00	59.81	.00	260.19
REPORT TOTAL	200.00	.00	1425.00	.00	323.53	94.00	1007.47

EMPLOYEES: 5

END OF REPORT

Payroll—7.7

DATE: 09/28/09 DEMO COMPANY PRR110 PAGE: 2
 USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME: 9:09 AM

-----EARNINGS-----			
DEPT DESCRIPTION		HOURS	AMOUNT
=====			
1 WHOLESALE	REG	80.00	540.00
	OVTM		
	VAC		
	HOL1		
	HOL2		
	SICK		
	CONS		
	INSU		45.00
	BON		
		-----	-----
	DEPARTMENT TOTAL	80.00	585.00
2 RETAIL	REG	120.00	840.00
	OVTM		
	VAC		
	HOL1		
	HOL2		

	SICK		
	CONS		
	INSU		.00
	BON		
	-----	-----	
DEPARTMENT TOTAL	120.00	840.00	
	-----	-----	
REPORT TOTAL	200.00	1425.00	

END OF EARNINGS RECAP

DATE: 09/28/09 DEMO COMPANY PRR110 PAGE: 3

USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME: 9:09 AM

-----DEDUCTIONS-----

	AMOUNT	MATCHING
=====		
FICA	109.01	109.01
FEDL	132.61	.00
STAT	56.60	.00
LOCL	11.20	.00
MISC	14.11	.00
401K	14.00	2.80
CRUN	25.00	.00
INSU	45.00	.00
DNTL	10.00	.00
XMAS	.00	.00
DED1	.00	.00
DED2	.00	.00
ADVC	.00	.00

REPORT TOTAL	417.53	111.81

END OF RECAP

DATE: 09/28/09

DEMO COMPANY

PRR110 PAGE: 1

USER: SSI T1b

PRE-CHECK EDIT LIST

TIME: 9:09 AM

-GL TBL--					-----EARNINGS-----		-----DEDUCTIONS-----				
EMPLOYEE NAME	PC	DEPT	EARN	DED	NET AMOUNT	HOURS	AMOUNT	AMOUNT	MATCHING		
=====											
E102 MARY ELIZABETH JONES	W1	1	GA1	GA1		REG	40.00	260.00	FICA	21.42	21.42
						OVTM	.00	.00	FEDL	11.42	.00
						VAC	.00	.00	STAT	9.11	.00
						HOL1	.00	.00	LOCL	2.80	.00
						HOL2	.00	.00	MISC	2.80	.00
						SICK	.00	.00	401K	.00	.00
						CONS	.00	.00	CRUN	.00	.00
						INSU	.00	20.00	INSU	20.00	.00
						BON	.00	.00	DNTL	.00	.00
									XMAS	.00	.00
									DED1		
									DED2		
									ADVC	.00	.00

					DEPARTMENT TOTAL		212.45	40.00	280.00	67.55	21.42

					EMPLOYEE TOTAL		212.45	40.00	280.00	67.55	21.42

E106 RONALD PATTEN	W1	2	GA2	GA2	REG	40.00	240.00	FICA	18.36	18.36
					OVTM	.00	.00	FEDL	32.25	.00
					VAC	.00	.00	STAT	10.75	.00
					HOL1	.00	.00	LOCL	2.40	.00
					HOL2	.00	.00	MISC	2.40	.00
					SICK	.00	.00	401K	.00	.00
					CONS	.00	.00	CRUN	.00	.00
					INSU	.00	.00	INSU	.00	.00
					BON	.00	.00	DNTL	.00	.00
								XMAS	.00	.00
								DED1		
								DED2		
								ADVC	.00	.00

				DEPARTMENT TOTAL	173.84	40.00	240.00		66.16	18.36

				EMPLOYEE TOTAL	173.84	40.00	240.00		66.16	18.36

DATE: 09/28/09

DEMO COMPANY

PRR110 PAGE: 2

USER: SSI T1b

PRE-CHECK EDIT LIST

TIME: 9:09 AM

-GL TBL--					-----EARNINGS-----		-----DEDUCTIONS-----				
EMPLOYEE NAME	PC	DEPT	EARN	DED	NET AMOUNT	HOURS	AMOUNT	AMOUNT	MATCHING		
=====											
E107 SALLEY FURNESS	W1	1	GA1	GA1		REG	40.00	280.00	FICA	23.33	23.33
						OVTM	.00	.00	FEDL	33.27	.00
						VAC	.00	.00	STAT	12.08	.00
						HOL1	.00	.00	LOCL	.00	.00
						HOL2	.00	.00	MISC	2.91	.00
						SICK	.00	.00	401K	14.00	2.80
						CONS	.00	.00	CRUN	25.00	.00
						INSU	.00	25.00	INSU	25.00	.00
						BON	.00	.00	DNTL	10.00	.00
									XMAS	.00	.00
									DED1		
									DED2		
									ADVC	.00	.00

					DEPARTMENT TOTAL		159.41	40.00	305.00	145.59	26.13

					EMPLOYEE TOTAL		159.41	40.00	305.00	145.59	26.13

E109 NEIL J. ERICKSON	W1	2	GA2	GA2	REG	40.00	280.00	FICA	21.42	21.42
					OVTM	.00	.00	FEDL	38.25	.00
					VAC	.00	.00	STAT	13.15	.00
					HOL1	.00	.00	LOCL	2.80	.00
					HOL2	.00	.00	MISC	2.80	.00
					SICK	.00	.00	401K	.00	.00
					CONS	.00	.00	CRUN	.00	.00
					INSU	.00	.00	INSU	.00	.00
					BON	.00	.00	DNTL	.00	.00
								XMAS	.00	.00
								DED1		
								DED2		
								ADVC	.00	.00
					-----	-----	-----	-----	-----	-----
					DEPARTMENT TOTAL	201.58	40.00	280.00	78.42	21.42
					-----	-----	-----	-----	-----	-----
					EMPLOYEE TOTAL	201.58	40.00	280.00	78.42	21.42

DATE: 09/28/09
 USER: SSI T1b

DEMO COMPANY
 PRE-CHECK EDIT LIST

PRR110 PAGE: 3
 TIME: 9:09 AM

-GL TBL--					-----EARNINGS-----		-----DEDUCTIONS-----				
EMPLOYEE NAME	PC	DEPT	EARN	DED	NET AMOUNT	HOURS	AMOUNT	AMOUNT	MATCHING		
E110 TAMMY A. FOSTER	W1	2	GA2	GA2		REG	40.00	320.00	FICA	24.48	24.48
						OVTM	.00	.00	FEDL	17.42	.00
						VAC	.00	.00	STAT	11.51	.00
						HOL1	.00	.00	LOCL	3.20	.00
						HOL2	.00	.00	MISC	3.20	.00
						SICK	.00	.00	401K	.00	.00
						CONS	.00	.00	CRUN	.00	.00
						INSU	.00	.00	INSU	.00	.00
						BON	.00	.00	DNTL	.00	.00
									XMAS	.00	.00
									DED1		
									DED2		
									ADVC	.00	.00
					-----	-----	-----	-----	-----		
DEPARTMENT TOTAL					260.19	40.00	320.00	59.81	24.48		
					-----	-----	-----	-----	-----		
EMPLOYEE TOTAL					260.19	40.00	320.00	59.81	24.48		

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-----  
-----  
-----  
REPORT TOTAL    1007.47      200.00    1425.00      417.53    111.81
```

PC=PAY CYCLE, DEPT=DEPARTMENT, GL TBL=GL TABLE

EMPLOYEES: 5

END OF REPORT

Payroll—7.7

DATE: 09/28/09 DEMO COMPANY PRR110 PAGE: 4
 USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME: 9:09 AM

-----EARNINGS-----			
DEPT DESCRIPTION		HOURS	AMOUNT
=====			
1 WHOLESALE	REG	80.00	540.00
	OVTM		
	VAC		
	HOL1		
	HOL2		
	SICK		
	CONS		
	INSU		45.00
	BON		
		-----	-----
	DEPARTMENT TOTAL	80.00	585.00
2 RETAIL	REG	120.00	840.00
	OVTM		
	VAC		
	HOL1		
	HOL2		

	SICK		
	CONS		
	INSU		.00
	BON		
	-----	-----	
DEPARTMENT TOTAL	120.00	840.00	
	-----	-----	
REPORT TOTAL	200.00	1425.00	

END OF EARNINGS RECAP

DATE: 09/28/09 DEMO COMPANY PRR110 PAGE: 5

USER: SSI T1b PRE-CHECK EDIT LIST RECAP TIME: 9:09 AM

-----DEDUCTIONS-----

	AMOUNT	MATCHING
=====		
FICA	109.01	109.01
FEDL	132.61	.00
STAT	56.60	.00
LOCL	11.20	.00
MISC	14.11	.00
401K	14.00	2.80
CRUN	25.00	.00
INSU	45.00	.00
DNTL	10.00	.00
XMAS	.00	.00
DED1	.00	.00
DED2	.00	.00
ADVC	.00	.00

REPORT TOTAL	417.53	111.81

END OF RECAP

DATE: 09/28/09

DEMO COMPANY

PRR120 PAGE: 1

USER: SSI T2E

EARNINGS LIST

TIME: 4:03 PM

EMPLOYEE FIRST TO LAST

PAY CYCLE W1

DEPARTMENT ALL

EARNINGS

EMPLOYEE NAME	DATE	SQ	DEPT	CODE	HOURS	RATE	EARNINGS	JOB#
---------------	------	----	------	------	-------	------	----------	------

=====

Pay Cycle W1 WEEKLY ATLANTA

E102 MARY ELIZABETH JONES	09/28/09	01	1	REG	40.0000	6.5000	260.00	
---------------------------	----------	----	---	-----	---------	--------	--------	--

EMPLOYEE TOTAL					40.0000		260.00	
----------------	--	--	--	--	---------	--	--------	--

E106 RONALD PATTEN	09/28/09	01	2	REG	40.0000	6.0000	240.00	
--------------------	----------	----	---	-----	---------	--------	--------	--

EMPLOYEE TOTAL					40.0000		240.00	
----------------	--	--	--	--	---------	--	--------	--

E107 SALLEY FURNESS	09/28/09	01	1	REG	40.0000	7.0000	280.00	
---------------------	----------	----	---	-----	---------	--------	--------	--

EMPLOYEE TOTAL					40.0000		280.00	
----------------	--	--	--	--	---------	--	--------	--

Payroll—7.7

Sample Reports

E109 NEIL J. ERICKSON	09/28/09	01	2	REG	40.0000	7.0000	280.00
					-----		-----
				EMPLOYEE TOTAL	40.0000		280.00
E110 TAMMY A. FOSTER	09/28/09	01	2	REG	40.0000	8.0000	320.00
					-----		-----
				EMPLOYEE TOTAL	40.0000		320.00
					-----		-----
				PAY CYCLE TOTAL	200.0000		1380.00
					-----		-----
				REPORT TOTAL	200.0000		1380.00

SQ=SEQUENCE NUMBER, DEPT=DEPARTMENT

EMPLOYEES: 5

END OF REPORT

E102 MARY ELIZABETH JONES 288-26-9874 09/28/09 001377

REGULAR PAY	40.00	260.00	9094.64	FICA	21.42	665.62
VACATION			130.00	FEDERAL	11.42	392.97
HOLIDAY WORKED			117.00	STATE	9.11	268.29
HOLIDAY - OFF			84.50	LOCAL	2.80	87.01
SICK PAY			52.00	MISCELLANEOU	2.80	87.01
CONSULTING FEES			148.18	INSURANCE	20.00	100.00
INSURANCE		20.00	170.00			
BONUS			578.81			

280.00 10375.13

212.45 8774.23 67.55 1600.90

001377

10/15/09

TWO HUNDRED TWELVE AND 45/100 DOLLARS

*****212.45

MARY ELIZABETH JONES

251 CLAIRMONT ROAD

#21

ATLANTA, GA 30345

DATE: 09/28/09

DEMO COMPANY

PRR210 PAGE: 1

USER: SSI T2E

CHECK REGISTER #0413

TIME: 4:08 PM

PAY CYCLE W1 WEEKLY ATLANTA

REGISTER DATE 10/15/09

PERIOD 10/09

CHECK	EMPLOYEE NAME	DEPT	-----HOURS-----		-----EARNINGS-----		-----DEDUCTIONS-----		NET PAY
			REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER	
=====									
REGULAR CHECKS									
001377	E102 MARY ELIZABETH JONES	1	40.00	.00	280.00	.00	47.55	20.00	212.45
001378	E106 RONALD PATTEN	2	40.00	.00	240.00	.00	66.16	.00	173.84
001379	E107 SALLEY FURNESS	1	40.00	.00	305.00	.00	71.59	74.00	159.41
001380	E109 NEIL J. ERICKSON	2	40.00	.00	280.00	.00	78.42	.00	201.58
001381	E110 TAMMY A. FOSTER	2	40.00	.00	320.00	.00	59.81	.00	260.19
REGULAR CHECKS TOTAL			200.00	.00	1425.00	.00	323.53	94.00	1007.47

Payroll—7.7

Sample Reports

REGISTER TOTAL	200.00	.00	1425.00	.00	323.53	94.00	1007.47
----------------	--------	-----	---------	-----	--------	-------	---------

CHECKS: 5

END OF REGISTER

Payroll—7.7

DATE: 09/28/09

DEMO COMPANY

PRR210 PAGE: 1

USER: SSI T2E

CHECK REGISTER #0413 - DETAIL RECAP

TIME: 4:08 PM

PAY CYCLE W1 WEEKLY ATLANTA

REGISTER DATE 10/15/09

PERIOD 10/09

		-----EARNINGS-----			-----DEDUCTIONS-----	
CHECK	EMPLOYEE NAME	CHECK AMT	HOURS	EARNINGS	AMOUNT	MATCHING
=====						
REGULAR CHECKS						
001377	E102 MARY ELIZABETH JONES	212.45	REG 40.00	260.00	FICA 21.42	21.42
			OVTM		FEDL 11.42	.00
			VAC		STAT 9.11	.00
			HOL1		LOCL 2.80	.00
			HOL2		MISC 2.80	.00
			SICK		401K .00	.00
			CONS		CRUN .00	.00
			INSU	20.00	INSU 20.00	.00
			BON		DNTL .00	.00
					XMAS .00	.00
					DED1	
					DED2	
					ADVC .00	.00

		-----	-----	-----	-----	-----	-----
	CHECK TOTAL	212.45	40.00	280.00		67.55	21.42
001378	E106 RONALD PATTEN	173.84	REG 40.00	240.00	FICA	18.36	18.36
			OVTM		FEDL	32.25	.00
			VAC		STAT	10.75	.00
			HOL1		LOCL	2.40	.00
			HOL2		MISC	2.40	.00
			SICK		401K	.00	.00
			CONS		CRUN	.00	.00
			INSU	.00	INSU	.00	.00
			BON		DNTL	.00	.00
					XMAS	.00	.00
					DED1		
					DED2		
					ADVC	.00	.00
	CHECK TOTAL	173.84	40.00	240.00		66.16	18.36
	REGULAR CHECKS	386.29	80.00	520.00		133.71	39.78
	REPORT TOTAL	386.29	80.00	520.00		133.71	39.78

END OF RECAP

Payroll—7.7

DATE: 09/28/09

DEMO COMPANY

PRR210 PAGE: 4

USER: SSI T2E

CHECK REGISTER #0413 - TAX RECAP

TIME: 4:08 PM

TAX TYPE	TAX CODE	DESCRIPTION	AMOUNT	MATCHING	TOTAL	EARNINGS	TAXABLE	TAX
-----UNEMPLOYMENT-----								
FICA	FCA	FICA	109.01	109.01	218.02	1425.00	.00	.00
FICA TOTAL			109.01	109.01	218.02	1425.00	.00	.00
FEDL	FIM	FEDERAL MARRIED	28.84	.00	28.84	600.00	600.00	37.20
	FIS	FEDERAL SINGLE	103.77	.00	103.77	825.00	825.00	51.15
FEDL TOTAL			132.61	.00	132.61	1425.00	1425.00	88.35
FEDERAL TAXES TOTAL			241.62	109.01	350.63	1425.00	1425.00	88.35
STAT	GAM	GEORGIA MARRIED	20.62	.00	20.62	600.00	560.00	17.92
	GAS	GEORGIA SINGLE	35.98	.00	35.98	825.00	775.00	24.80
STAT TOTAL			56.60	.00	56.60	1425.00	1335.00	42.72

Payroll—7.7

Sample Reports

LOCL	GL1	GEORGIA LOCAL	11.20	.00	11.20	1425.00	.00	.00
			-----	-----	-----	-----	-----	-----
		LOCL TOTAL	11.20	.00	11.20	1425.00	.00	.00
MISC	MCG	MISCELLANEOUS GEORGIA	14.11	.00	14.11	1425.00	.00	.00
			-----	-----	-----	-----	-----	-----
		MISC TOTAL	14.11	.00	14.11	1425.00	.00	.00

END OF TAX RECAP

DATE: 09/28/09

DEMO COMPANY

PRR210 PAGE: 1

USER: SSI T2E

CHECK REGISTER #0413 - DEDUCTION RECAP

TIME: 4:08 PM

DED DESCRIPTION	AMOUNT	MATCHING	TOTAL
=====			
401K 401-K PLAN	14.00	2.80	16.80
ADVC ADVANCE	.00	.00	.00
CRUN CREDIT UNION	25.00	.00	25.00
DED1 MISC DEDUCT 1	.00	.00	.00
DED2 MISC DEDUCT 2	.00	.00	.00
DNTL DENTAL PLAN	10.00	.00	10.00
INSU INSURANCE	45.00	.00	45.00
XMAS CHRISTMAS FUND	.00	.00	.00
	-----	-----	-----
DEDUCTION TOTAL	94.00	2.80	96.80

END OF RECAP

DATE: 09/28/09

DEMO COMPANY

PRR210 PAGE: 1

USER: SSI T2E

CHECK REGISTER #0413 - GL DISTRIBUTION

TIME: 4:10 PM

REGISTER DATE 10/15/09

GL PERIOD 10/09 OCT

GL#	DESCRIPTION	EMPLOYEE NAME	CHECK TYPE	DEBIT	CREDIT	NET
=====						
100-01-0	CASH	E102 MARY ELIZABETH JONES	001377 REGULAR		212.45	
		E106 RONALD PATTEN	001378 REGULAR		173.84	
		E107 SALLEY FURNESS	001379 REGULAR		159.41	
		E109 NEIL J. ERICKSON	001380 REGULAR		201.58	
		E110 TAMMY A. FOSTER	001381 REGULAR		260.19	
				-----	-----	-----
			ACCOUNT TOTAL	.00	1007.47	(1007.47)
180-01-0	PREPAID TAXES & INSURANCE	E107 SALLEY FURNESS	001379 REGULAR		10.00	
				-----	-----	-----
			ACCOUNT TOTAL	.00	10.00	(10.00)
340-01-0	401-K PAYABLE	E107 SALLEY FURNESS	001379 REGULAR		16.80	

			-----	-----	-----
		ACCOUNT TOTAL	.00	16.80	(16.80)
344-01-0 CREDIT UNION	E107 SALLEY FURNESS	001379 REGULAR		25.00	
			-----	-----	-----
		ACCOUNT TOTAL	.00	25.00	(25.00)
350-01-0 FEDERAL TAXES PAYABLE	E102 MARY ELIZABETH JONES	001377 REGULAR		54.26	
	E106 RONALD PATTEN	001378 REGULAR		68.97	
	E107 SALLEY FURNESS	001379 REGULAR		79.93	
	E109 NEIL J. ERICKSON	001380 REGULAR		81.09	
	E110 TAMMY A. FOSTER	001381 REGULAR		66.38	
			-----	-----	-----
		ACCOUNT TOTAL	.00	350.63	(350.63)
355-01-0 STATE TAXES PAYABLE	E102 MARY ELIZABETH JONES	001377 REGULAR		9.11	
	E106 RONALD PATTEN	001378 REGULAR		10.75	
	E107 SALLEY FURNESS	001379 REGULAR		12.08	
	E109 NEIL J. ERICKSON	001380 REGULAR		13.15	
	E110 TAMMY A. FOSTER	001381 REGULAR		11.51	

	-----	-----	-----
ACCOUNT TOTAL	.00	56.60	(56.60)

DATE: 09/28/09

DEMO COMPANY

PRR210 PAGE: 2

USER: SSI T2E

CHECK REGISTER #0413 - GL DISTRIBUTION

TIME: 4:10 PM

GL#	DESCRIPTION	EMPLOYEE NAME	CHECK TYPE	DEBIT	CREDIT	NET
=====						
357-01-0	TAXES PAYABLE	E102 MARY ELIZABETH JONES	001377 REGULAR		5.60	
		E106 RONALD PATTEN	001378 REGULAR		4.80	
		E107 SALLEY FURNESS	001379 REGULAR		2.91	
		E109 NEIL J. ERICKSON	001380 REGULAR		5.60	
		E110 TAMMY A. FOSTER	001381 REGULAR		6.40	
				-----	-----	-----
			ACCOUNT TOTAL	.00	25.31	(25.31)
550-01-1	SALARIES	E102 MARY ELIZABETH JONES	001377 REGULAR	260.00		
		E107 SALLEY FURNESS	001379 REGULAR	280.00		
				-----	-----	-----
			ACCOUNT TOTAL	540.00	.00	540.00
550-01-2	SALARIES	E106 RONALD PATTEN	001378 REGULAR	240.00		
		E109 NEIL J. ERICKSON	001380 REGULAR	280.00		
		E110 TAMMY A. FOSTER	001381 REGULAR	320.00		

			-----	-----	-----
		ACCOUNT TOTAL	840.00	.00	840.00
560-01-1 PAYROLL TAXES	E102 MARY ELIZABETH JONES	001377 REGULAR	21.42		
	E107 SALLEY FURNESS	001379 REGULAR	23.33		
			-----	-----	-----
		ACCOUNT TOTAL	44.75	.00	44.75
560-01-2 PAYROLL TAXES	E106 RONALD PATTEN	001378 REGULAR	18.36		
	E109 NEIL J. ERICKSON	001380 REGULAR	21.42		
	E110 TAMMY A. FOSTER	001381 REGULAR	24.48		
			-----	-----	-----
		ACCOUNT TOTAL	64.26	.00	64.26
565-01-1 401-K EMPLOYER EXPENSE	E107 SALLEY FURNESS	001379 REGULAR	2.80		
			-----	-----	-----
		ACCOUNT TOTAL	2.80	.00	2.80

DATE: 09/28/09

DEMO COMPANY

PRR210 PAGE: 3

USER: SSI T2E

CHECK REGISTER #0413 - GL DISTRIBUTION

TIME: 4:10 PM

GL#	DESCRIPTION	EMPLOYEE NAME	CHECK TYPE	DEBIT	CREDIT	NET
750-01-1	INSURANCE EXPENSE	E102 MARY ELIZABETH JONES	001377 REGULAR		.00	
		E107 SALLEY FURNESS	001379 REGULAR		.00	
ACCOUNT TOTAL				.00	.00	.00
REPORT TOTAL				1491.81	1491.81	.00

ACCOUNTS: 14

END OF GL DISTRIBUTION

Class MGT MANAGEMENT

E100	GREGORY BILLINGS	BILLINGS G	1	MGT	WC	04/12/62	03/20/91	07/05/92	06/10/93	Y	N	N	00000207
E102	MARY ELIZABETH JONES	JONES MARY	1	MGT	WC	01/19/64	02/05/89	/ /	/ /	Y	N	N	
E103	ROBERT JOHNSON	JOHNSON RO	1	MGT	WC	09/05/58	06/12/90	/ /	/ /	Y	N	N	
E104	STEPHEN S. INVINCENT	INVINCENT	1	MGT	WC	05/18/47	12/17/99	/ /	/ /	Y	N	Y	

CLS=EMPLOYEE CLASS, WC=WORKERS' COMPENSATION CODE, ACTV=ACTIVE, STAT=STATUTORY, PENS=PENSION

EMPLOYEES: 12

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR710 PAGE: 1

USER: SSI T24

EMPLOYEE LIST - PAY CYCLE INFORMATION

TIME: 2:15 PM

BRANCH 00 TO 99

PAY CYCLE ALL

ACTIVE EMPLOYEES

-GL TBL--

-----DEDUCTIONS-----

EMPLOYEE NAME	PC	DEPT	EARN	DED	GROSS PAY	HOURS	TAX	OTHER	MATCHING
---------------	----	------	------	-----	-----------	-------	-----	-------	----------

=====

Branch 01 ATLANTA BRANCH

E100 GREGORY BILLINGS	B1	1	GA1	GA	1550.00	80.0000	403.59	157.50	135.61
E101 DALE A. MARTIN	B1	1	GA1	GA	924.00	80.0000	247.18	91.20	72.22
E102 MARY ELIZABETH JONES	W1	1	GA1	GA	260.00	40.0000	47.55	20.00	21.42
E103 ROBERT JOHNSON	B1	1	GA1	GA	1350.00	80.0000	312.33	220.00	138.56
E104 STEPHEN S. INVINCENT	B1	1	GA1	GA	2000.00	80.0000	656.40	290.00	194.53
E106 RONALD PATTEN	W1	2	GA2	GA	240.00	40.0000	66.16	.00	18.36

Payroll—7.7

E107	SALLEY FURNESS	W1	1	GA1	GA	280.00	40.0000	68.68	74.00	26.13
E109	NEIL J. ERICKSON	W1	2	GA2	GA	280.00	40.0000	78.42	.00	21.42
E110	TAMMY A. FOSTER	W1	2	GA2	GA	320.00	40.0000	59.81	.00	24.48
						-----	-----	-----	-----	-----
BRANCH TOTAL						7204.00	520.0000	1940.12	852.70	652.73

Branch 02 DALLAS BRANCH

E105	DANIEL SIMMONS	W2	2	TX2	TX	225.00	40.0000	27.50	.00	17.21
E108	ANNE M. FRANKLIN	W2	1	TX1	TX	300.00	40.0000	77.22	120.00	22.95
E111	TONY B. WARE	W2	1	TX1	TX	400.00	40.0000	87.40	45.00	32.90
						-----	-----	-----	-----	-----
BRANCH TOTAL						925.00	120.0000	192.12	165.00	73.06
						-----	-----	-----	-----	-----
REPORT TOTAL						8129.00	640.0000	2132.24	1017.70	725.79

PC=PAY CYCLE, DEPT=DEPARTMENT, GL TBL=GL POSTING TABLE (EARN=EARNINGS, DED=DEDUCTIONS)

EMPLOYEES: 12

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR710 PAGE: 1

USER: SSI T24

EMPLOYEE LIST - PAY CYCLE INFORMATION

TIME: 2:17 PM

EMPLOYEE E100 TO E106

PAY CYCLE W1

ACTIVE EMPLOYEES

-GL TBL--

-----DEDUCTIONS-----

EMPLOYEE NAME	PC	DEPT	EARN	DED	GROSS	PAY	EARN	HOURS	RATES	T	TBL	EX	F	AMOUNT	MATCHING	
E102 MARY ELIZABETH JONES	W1	1	GA1	GA1	260.00	REG		40.0000	6.5000	FICA	T	FCA	0	A	21.42	21.42
						OVTM		.0000	9.7500	FEDL	T	FIM	3	A	11.42	.00
						VAC		.0000	6.5000	STAT	T	GAM	3	A	9.11	.00
						HOL1		.0000	9.7500	LOCL	T	GL1	0	A	2.80	.00
						HOL2		.0000	6.5000	MISC	T	MCG	0	A	2.80	.00
						SICK		.0000	6.5000	401K				A	.00	.00
						CONS				CRUN				A	.00	.00
						INSU				INSU				A	20.00	.00
						BON				DNTL				A	.00	.00
										XMAS				A	.00	.00
										DED1				A		
										DED2				A		
										ADVC				A	.00	.00

EMPLOYEE - PAY CYCLE TOTAL	260.00	40.0000			67.55	21.42
E106 RONALD PATTEN	W1	2 GA2 GA2	240.00	REG 40.0000	6.0000 FICA T FCA 0 A	18.36 18.36
				OVTM .0000	9.0000 FEDL T FIS 0 A	32.25 .00
				VAC .0000	6.0000 STAT T GAS 0 A	10.75 .00
				HOL1 .0000	9.0000 LOCL T GL1 0 A	2.40 .00
				HOL2 .0000	6.0000 MISC T MCG 0 A	2.40 .00
				SICK .0000	6.0000 401K A	.00 .00
				CONS	CRUN A	.00 .00
				INSU	INSU N	.00 .00
				BON	DNTL N	.00 .00
					XMAS A	.00 .00
					DED1 A	
					DED2 A	
					ADVC A	.00 .00

EMPLOYEE - PAY CYCLE TOTAL			240.00	40.0000		66.16 18.36

REPORT TOTAL			500.00	80.0000		133.71 39.78

PC=PAY CYCLE, DEPT=DEPARTMENT, GL TBL=GL POSTING TABLE (EARN=EARNINGS, DED=DEDUCTIONS),
 T=TYPE (T=TABLE, F=FIXED, A=ADDITIONAL), TBL=TAX TABLE, EX=# OF EXEMPTIONS,
 F=FREQUENCY TO WITHHOLD (A=ALL, O=ODD, E=EVEN, 1-5=1ST/2ND/3RD/4TH/5TH PAYROLL OF MONTH, N=NOT USED)

EMPLOYEES: 2

END OF REPORT

DATE: 09/28/09 DEMO COMPANY PRR720 PAGE: 1
USER: SSI T24 CHECK HISTORY LIST TIME: 2:19 PM

BRANCH 01 TO 01
PAY CYCLE W1
DATE FIRST TO LAST

EMPLOYEE NAME DATE CHECK T AMOUNT
=====

Branch 01 ATLANTA BRANCH

E102 MARY ELIZABETH JONES 09/05/09 001346 R 199.02
09/14/09 001357 R 209.42
09/21/09 001362 R 209.42
09/30/09 001372 R 234.39

EMPLOYEE TOTAL 852.25

E106 RONALD PATTEN 09/05/09 001347 R 190.19
09/14/09 001358 R 173.55
09/21/09 001363 R 173.55
09/30/09 001373 R 311.19

	EMPLOYEE TOTAL	848.48
E107 SALLEY FURNESS	09/05/09 001348 R	140.78
	09/14/09 001359 R	105.40
	09/21/09 001364 R	105.40
	09/30/09 001374 R	142.47

	EMPLOYEE TOTAL	494.05
E109 NEIL J. ERICKSON	09/05/09 001349 R	201.29
	09/14/09 001360 R	201.29
	09/21/09 001365 R	201.29
	09/28/09 000111 M	346.02
	09/30/09 001375 R	235.96

	EMPLOYEE TOTAL	1185.85

	BRANCH TOTAL	3380.63

	REPORT TOTAL	3380.63

T=CHECK TYPE (R=REGULAR, M=MANUAL, V=VOID)

EMPLOYEES: 4

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR720 PAGE: 1

USER: SSI T24

CHECK HISTORY SUMMARY

TIME: 2:20 PM

EMPLOYEE FIRST TO LAST

PAY CYCLE ALL

DATE FIRST TO LAST

EMPLOYEE NAME	AMOUNT	-----HOURS-----		-----EARNINGS-----		-----DEDUCTIONS-----	
		REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER
E100 GREGORY BILLINGS	1988.58	160.00	.00	3140.00	.00	816.42	335.00
E101 DALE A. MARTIN	1156.62	160.00	.00	1888.00	.00	548.98	182.40
E102 MARY ELIZABETH JONES	852.25	138.00	4.00	1052.00	89.00	208.75	80.00
E103 ROBERT JOHNSON	1713.71	140.00	20.00	2400.00	421.88	659.98	448.19
E104 STEPHEN S. INVINCENT	2075.50	160.00	.00	4040.00	.00	1384.50	580.00
E105 DANIEL SIMMONS	852.75	160.00	8.00	900.00	92.50	139.75	.00
E106 RONALD PATTEN	848.48	144.00	28.00	864.00	328.00	343.52	.00
E107 SALLEY FURNESS	494.05	150.00	5.00	1275.00	52.50	332.07	501.38
E108 ANNE M. FRANKLIN	383.44	160.00	.00	1200.00	.00	336.56	480.00
E109 NEIL J. ERICKSON	1185.85	200.00	.00	1620.00	50.00	484.15	.00
E110 TAMMY A. FOSTER	1081.34	155.00	5.50	1240.00	116.00	274.66	.00
E111 TONY B. WARE	1175.40	160.00	.00	1720.00	.00	364.60	180.00
REPORT TOTAL	13807.97	1887.00	70.50	21339.00	1149.88	5893.94	2786.97

EMPLOYEES: 12

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR720 PAGE: 1

USER: SSI T24

CHECK HISTORY BREAKDOWN

TIME: 2:20 PM

EMPLOYEE E100 TO E106

PAY CYCLE ALL

DATE FIRST TO LAST

EMPLOYEE NAME	DATE	CHECK T	AMOUNT	-----HOURS-----		-----EARNINGS-----		-----DEDUCTIONS-----	
				REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER
E100 GREGORY BILLINGS	09/05/09	001352 R	1004.29	80.00	.00	1570.00	.00	408.21	157.50
	09/21/09	001368 R	984.29	80.00	.00	1570.00	.00	408.21	177.50
			-----	-----	-----	-----	-----	-----	-----
		EMPLOYEE TOTAL	1988.58	160.00	.00	3140.00	.00	816.42	335.00
E101 DALE A. MARTIN	09/05/09	001353 R	578.31	80.00	.00	944.00	.00	274.49	91.20
	09/21/09	001369 R	578.31	80.00	.00	944.00	.00	274.49	91.20
			-----	-----	-----	-----	-----	-----	-----
		EMPLOYEE TOTAL	1156.62	160.00	.00	1888.00	.00	548.98	182.40
E102 MARY ELIZABETH JONES	09/05/09	001346 R	199.02	30.00	.00	215.00	50.00	45.98	20.00
	09/14/09	001357 R	209.42	40.00	.00	280.00	.00	50.58	20.00
	09/21/09	001362 R	209.42	40.00	.00	280.00	.00	50.58	20.00
	09/30/09	001372 R	234.39	28.00	4.00	277.00	39.00	61.61	20.00

		EMPLOYEE TOTAL	852.25	138.00	4.00	1052.00	89.00	208.75	80.00
E103	ROBERT JOHNSON	09/05/09 001354 R	882.09	60.00	20.00	1030.00	421.88	341.60	228.19
		09/21/09 001370 R	831.62	80.00	.00	1370.00	.00	318.38	220.00
		EMPLOYEE TOTAL	1713.71	140.00	20.00	2400.00	421.88	659.98	448.19
E104	STEPHEN S. INVINCENT	09/05/09 001355 R	1037.75	80.00	.00	2020.00	.00	692.25	290.00
		09/21/09 001371 R	1037.75	80.00	.00	2020.00	.00	692.25	290.00
		EMPLOYEE TOTAL	2075.50	160.00	.00	4040.00	.00	1384.50	580.00
		REPORT TOTAL	7786.66	758.00	24.00	12520.00	510.88	3618.63	1625.59

T=CHECK TYPE (R=REGULAR, M=MANUAL, V=VOID)

EMPLOYEES: 7

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR720 PAGE: 1

USER: SSI T24

CHECK HISTORY DETAIL

TIME: 2:21 PM

EMPLOYEE E100 TO E100

PAY CYCLE ALL

DATE FIRST TO LAST

		-GL TBL--		CHECK		-----EARNINGS-----		-----DEDUCTIONS-----	
CHECK	DATE	TYPE	EARN	DED	AMOUNT	HOURS	EARNINGS	AMOUNT	MATCHING
=====									
Employee	E100 GREGORY BILLINGS								
001352	09/05/09	REGULAR	GA1	GA1	1004.29	REG 50.00	968.75	FICA 120.11	120.11
						OVTM		FEDL 180.61	.00
						VAC 30.00	581.25	STAT 77.63	.00
						HOL1		LOCL 14.93	.00
						HOL2		MISC 14.93	.00
						SICK		401K 77.50	15.50
						CONS		CRUN 50.00	.00
						INSU	20.00	INSU 20.00	.00
						BON	.00	DN TL 10.00	.00
								XMAS .00	.00
								DED1	

					DED2						
					ADVC		.00	.00			
-----					-----		-----		-----		
		CHECK TOTAL	1004.29	80.00	1570.00	565.71	135.61				
001368	09/21/09	REGULAR	GA1	GA1	984.29	REG	80.00	1550.00	FICA	120.11	120.11
					OVTM			FEDL	180.61	.00	
					VAC			STAT	77.63	.00	
					HOL1			LOCL	14.93	.00	
					HOL2			MISC	14.93	.00	
					SICK			401K	77.50	15.50	
					CONS			CRUN	50.00	.00	
					INSU		20.00	INSU	20.00	.00	
					BON			DN TL	10.00	.00	
								XMAS	20.00	.00	
								DED1			
								DED2			
								ADVC	.00	.00	
-----					-----		-----		-----		
		CHECK TOTAL	984.29	80.00	1570.00	585.71	135.61				
-----					-----		-----		-----		
		EMPLOYEE TOTAL	1988.58	160.00	3140.00	1151.42	271.22				
-----					-----		-----		-----		

REPORT TOTAL	1988.58	160.00	3140.00	1151.42	271.22
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EMPLOYEES: 1

END OF REPORT

E104	STEPHEN S. INVINCENT	VAC	60.00	.00	60.00
		SICK	40.00	.00	40.00
E103	ROBERT JOHNSON	VAC	60.00	60.00	.00
		SICK	30.00	.00	30.00
E102	MARY ELIZABETH JONES	VAC	60.00	20.00	40.00
		SICK	40.00	8.00	32.00
E101	DALE A. MARTIN	VAC	40.00	.00	40.00
		SICK	40.00	.00	40.00
E106	RONALD PATTEN	VAC	60.00	44.00	16.00
		SICK	60.00	16.00	44.00
E105	DANIEL SIMMONS	VAC	40.00	.00	40.00
		SICK	40.00	20.00	20.00
E111	TONY B. WARE	VAC	80.00	.00	80.00
		SICK	40.00	30.00	10.00

EMPLOYEES: 12

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR740 PAGE: 1

USER: SSI T24

EARNINGS % DISTRIBUTION REPORT

TIME: 2:37 PM

CLASS FIRST TO LAST

PAY CYCLE ALL

EMPLOYEE NAME	PC G/L#	DESCRIPTION	PERCENT
---------------	---------	-------------	---------

=====

Class MGT MANAGEMENT

E100 GREGORY BILLINGS	B1 570-01-1	EMPLOYEE EXPENSES	25.00%
-----------------------	-------------	-------------------	--------

	550-01-1	SALARIES	75.00%
--	----------	----------	--------

PC=PAY CYCLE

EMPLOYEES: 1

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR750 PAGE: 1

USER: SSI T24

EMPLOYEE PERIOD HISTORY SUMMARY

TIME: 2:38 PM

EMPLOYEE E100 TO E104

PERIOD 01/09 TO 10/09

STATE CODE ALL

LOCAL CODE ALL

EMPLOYEE NAME	PERIOD	STATE	LOCAL	AMOUNT	-----HOURS-----		-----EARNINGS-----		-----DEDUCTIONS-----	
					REGULAR	PREMIUM	REGULAR	PREMIUM	TAXES	OTHER
E100 GREGORY BILLINGS	07/09	GA	GL	1940.35	160.00	.00	2899.51	.00	804.16	155.00
	08/09	GA	GL	2206.99	140.00	.00	3002.50	500.00	962.38	333.13
	09/09	GA	GL	1988.58	160.00	.00	3140.00	.00	816.42	335.00
EMPLOYEE TOTAL				6135.92	460.00	.00	9042.01	500.00	2582.96	823.13
E101 DALE A. MARTIN	07/09	GA	GL	1083.22	160.00	.00	1648.00	.00	564.78	.00
	08/09	GA	GL	1215.40	160.00	8.00	1888.00	120.00	599.20	193.40
	09/09	GA	GL	1156.62	160.00	.00	1888.00	.00	548.98	182.40
EMPLOYEE TOTAL				3455.24	480.00	8.00	5424.00	120.00	1712.96	375.80
E102 MARY ELIZABETH JONES	07/09	GA	GL	862.20	160.00	.00	1040.00	.00	177.80	.00

	08/09	GA	GL	1062.82	190.00	13.00	1305.00	110.50	254.68	98.00
	09/09	GA	GL	852.25	138.00	4.00	1052.00	89.00	208.75	80.00

	EMPLOYEE TOTAL			2777.27	488.00	17.00	3397.00	199.50	641.23	178.00
E103 ROBERT JOHNSON	07/09	GA	GL	1663.24	160.00	.00	2740.00	.00	636.76	440.00
	08/09	GA	GL	1726.96	160.00	.00	2740.00	.00	655.80	357.24
	09/09	GA	GL	1713.71	140.00	20.00	2400.00	421.88	659.98	448.19

	EMPLOYEE TOTAL			5103.91	460.00	20.00	7880.00	421.88	1952.54	1245.43
E104 STEPHEN S. INVINCENT	07/09	GA	GL	2018.79	160.00	.00	3983.29	.00	1384.50	580.00
	08/09	GA	GL	2214.65	160.00	.00	4040.00	.00	1475.59	349.76
	09/09	GA	GL	2075.50	160.00	.00	4040.00	.00	1384.50	580.00

	EMPLOYEE TOTAL			6308.94	480.00	.00	12063.29	.00	4244.59	1509.76

	REPORT TOTAL			23781.28	2368.00	45.00	37806.30	1241.38	11134.28	4132.12

EMPLOYEES: 5

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR750 PAGE: 1

USER: SSI T24

EMPLOYEE PERIOD HISTORY DETAIL

TIME: 2:38 PM

EMPLOYEE E100 TO E100

PERIOD 09/09 TO 10/09

STATE CODE ALL

LOCAL CODE ALL

		-----EARNINGS-----			-----DEDUCTIONS-----		
PERIOD	STATE DESC	LOCAL DESC	NET AMOUNT	HOURS	EARNINGS	AMOUNT	MATCHING
=====							
Employee	E100 GREGORY BILLINGS						
09/09	GA GEORGIA	GL GA LOCAL		REG 130.00	2518.75	FICA 240.22	240.22
				OVTM .00	.00	FEDL 361.22	.00
				VAC 30.00	581.25	STAT 155.26	.00
				HOL1 .00	.00	LOCL 29.86	.00
				HOL2 .00	.00	MISC 29.86	.00
				SICK .00	.00	401K 155.00	31.00
				CONS	.00	CRUN 100.00	.00
				INSU	40.00	INSU 40.00	.00
				BON	.00	DNTL 20.00	.00
						XMAS 20.00	.00

				DED1	.00	.00
				DED2	.00	.00
				ADVC	.00	.00
	-----	-----	-----	-----	-----	-----
PERIOD TOTAL	1988.58	160.00	3140.00	1151.42	271.22	
	-----	-----	-----	-----	-----	-----
EMPLOYEE TOTAL	1988.58	160.00	3140.00	1151.42	271.22	
	-----	-----	-----	-----	-----	-----
REPORT TOTAL	1988.58	160.00	3140.00	1151.42	271.22	

EMPLOYEES: 1

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR760 PAGE: 1

USER: SSI T24

MATCHING DEDUCTION REPORT

TIME: 2:39 PM

DEDUCTION CODE 401K 401-K PLAN FOR YEAR ENDING 12/31/90

BRANCH ALL

DEPARTMENT ALL

		-----CONTRIBUTIONS-----						
		GROSS	% OF		% OF		% OF	
EMPLOYEE NAME	SOC SEC#	EARNINGS	EMPLOYEE	GROSS	EMPLOYER	GROSS	TOTAL	GROSS
E100 GREGORY BILLINGS	233-09-5422	26869.90	1240.00	4.61%	248.00	.92%	1488.00	5.54%
E101 DALE A. MARTIN	457-98-6544	16141.69	92.40	.57%	.00	.00%	92.40	.57%
E102 MARY ELIZABETH JONES	288-26-9874	10095.13	.00	.00%	.00	.00%	.00	.00%
E103 ROBERT JOHNSON	344-09-9321	23634.26	2168.19	9.17%	542.05	2.29%	2710.24	11.47%
E104 STEPHEN S. INVINCENT	344-09-3320	31757.61	3000.00	9.45%	600.00	1.89%	3600.00	11.34%
E105 DANIEL SIMMONS	412-65-9874	10665.83	.00	.00%	.00	.00%	.00	.00%
E106 RONALD PATTEN	244-98-8745	9493.33	.00	.00%	.00	.00%	.00	.00%
E107 SALLEY FURNESS	355-65-9998	11298.50	453.38	4.01%	90.68	.80%	544.06	4.82%
E108 ANNE M. FRANKLIN	155-62-3221	15231.25	.00	.00%	.00	.00%	.00	.00%
E109 NEIL J. ERICKSON	277-89-3624	11280.99	.00	.00%	.00	.00%	.00	.00%
E110 TAMMY A. FOSTER	299-45-9632	11900.00	.00	.00%	.00	.00%	.00	.00%
E111 TONY B. WARE	455-85-9874	17543.82	.00	.00%	.00	.00%	.00	.00%

REPORT TOTAL	195912.31	6953.97	3.55%	1480.73	.76%	8434.70	4.31%
--------------	-----------	---------	-------	---------	------	---------	-------

EMPLOYEES: 12

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR770 PAGE: 1

USER: SSI T24

WORKERS' COMP REPORT

TIME: 2:40 PM

STATE FIRST TO LAST

CODE FIRST TO LAST

PERIOD 01/09 TO 10/09

WC

TD DESCRIPTION	CODE DESCRIPTION	RATE	EARNINGS	PREMIUM
=====				
GA GEORGIA	BC BLUE COLLAR	.25%	22430.24	56.08
	WC WHITE COLLAR	.75%	118904.09	891.78
			-----	-----
	STATE TOTAL		141334.33	947.86
TX TEXAS	BC BLUE COLLAR	.25%	17303.82	43.26
	WC WHITE COLLAR	.75%	25841.38	193.81
			-----	-----
	STATE TOTAL		43145.20	237.07
			-----	-----
	REPORT TOTAL		184479.53	1184.93

TD=TAX DISTRICT, WC=WORKERS' COMPENSATION

STATES: 2

END OF REPORT

GREGORY BILLINGS
4728 JOHNSTON DRIVE
FORREST PARK, GA 30050

DALE A. MARTIN
75 N. BUFORD HWY
#B
ATLANTA, GA 30321

MARY ELIZABETH JONES
251 CLAIRMONT ROAD
#21
ATLANTA, GA 30345

ROBERT JOHNSON
4378 SOUTH LAKE DRIVE
MORROW, GA 30351

STEPHEN S. INVINCENT
3319 OAKLAND DRIVE
ATLANTA, GA 30345

DANIEL SIMMONS
12409 FARMDALE LANE
APT# 26B
DALLAS, TX 75233

RONALD PATTEN
1975 WEST PINE STREET
HAPEVILLE, GA 30049

SALLEY FURNESS
15 CLOVER STREET
APT. #3
ATLANTA, GA 30345

ANNE M. FRANKLIN
567 W. MONTANA STREET
DALLAS, TX 75332

NEIL J. ERICKSON
29 NORTH DRUID HILLS
ATLANTA, GA 30340

TAMMY A. FOSTER
2322 HAMMOND DRIVE
ATLANTA, GA 30328

TONY B. WARE
41 PLAINVIEW STREET
DALLAS, TX 75321

DATE: 09/28/09

DEMO COMPANY

PRR780 PAGE: 1

USER: SSI T24

EMPLOYEE NOTES PRINT

TIME: 2:41 PM

EMPLOYEE E100 TO E100

NOTES

=====

Employee E100 GREGORY BILLINGS

VP IN CHARGE OF SALES

KEEP GREG INFORMED OF ALL EMPLOYEE ABSENCES. GREG WILL GIVE THE FINAL
OK ON ALL SICK PAY AND HOLIDAY ALLOWANCES.

TAKING A VACATION ON 09/01/09. WILL RETURN ON 09/15/09. ANY
QUESTIONS SHOULD BE TAKEN TO STEPHEN INVINCENT.

09/17/09 --> ----- IMPORTANT -----

***** Greg will be spending Mondays and Tuesdays for the
two months at the Dallas branch. PLEASE ALTER ANY
PLANS APPROPRIATELY. See him if you have any ques-
tions.

EMPLOYEES: 1

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR810 PAGE: 1

USER: SSI T2E

PERIOD EARNINGS/DEDUCTIONS REPORT

TIME: 4:12 PM

EMPLOYEE FIRST TO LAST

PAY CYCLE ALL

PERIOD 10/09

EMPLOYEE NAME	NET AMOUNT	-----EARNINGS-----		-----DEDUCTIONS-----		
		HOURS	EARNINGS	AMOUNT	MATCHING	
=====						
E102 MARY ELIZABETH JONES	REG	40.00	260.00	FICA	21.42	21.42
	OVTM	.00	.00	FEDL	11.42	.00
	VAC	.00	.00	STAT	9.11	.00
	HOL1	.00	.00	LOCL	2.80	.00
	HOL2	.00	.00	MISC	2.80	.00
	SICK	.00	.00	401K	.00	.00
	CONS	.00	.00	CRUN	.00	.00
	INSU	.00	20.00	INSU	20.00	.00
	BON	.00	.00	DNTL	.00	.00
				XMAS	.00	.00
				DED1	.00	.00
				DED2	.00	.00
				ADVC	.00	.00

EMPLOYEE TOTAL	212.45	40.00	280.00	67.55	21.42		
E106 RONALD PATTEN		REG	40.00	240.00	FICA	18.36	18.36
		OVTM	.00	.00	FEDL	32.25	.00
		VAC	.00	.00	STAT	10.75	.00
		HOL1	.00	.00	LOCL	2.40	.00
		HOL2	.00	.00	MISC	2.40	.00
		SICK	.00	.00	401K	.00	.00
		CONS	.00	.00	CRUN	.00	.00
		INSU	.00	.00	INSU	.00	.00
		BON	.00	.00	DNTL	.00	.00
					XMAS	.00	.00
					DED1	.00	.00
					DED2	.00	.00
					ADVC	.00	.00

EMPLOYEE TOTAL	173.84	40.00	240.00	66.16	18.36		

DATE: 09/28/09

DEMO COMPANY

PRR810 PAGE: 3

USER: SSI T2E

PERIOD EARNINGS/DEDUCTIONS REPORT

TIME: 4:12 PM

EMPLOYEE NAME	-----EARNINGS-----			-----DEDUCTIONS-----		
	NET AMOUNT	HOURS	EARNINGS	AMOUNT	MATCHING	
E110 TAMMY A. FOSTER	REG	40.00	320.00	FICA	24.48	24.48
	OVTM	.00	.00	FEDL	17.42	.00
	VAC	.00	.00	STAT	11.51	.00
	HOL1	.00	.00	LOCL	3.20	.00
	HOL2	.00	.00	MISC	3.20	.00
	SICK	.00	.00	401K	.00	.00
	CONS	.00	.00	CRUN	.00	.00
	INSU	.00	.00	INSU	.00	.00
	BON	.00	.00	DNTL	.00	.00
				XMAS	.00	.00
				DED1	.00	.00
				DED2	.00	.00
				ADVC	.00	.00
EMPLOYEE TOTAL		40.00	320.00		59.81	24.48
REPORT TOTAL		120.00	840.00		193.52	64.26

EMPLOYEES: 3

END OF REPORT

DATE: 09/28/09 DEMO COMPANY PRR810 PAGE: 1
 USER: SSI T2E DEPARTMENT RECAP TIME: 4:12 PM

EMPLOYEE FIRST TO LAST
 PAY CYCLE ALL
 PERIOD 10/09

-----EARNINGS-----

DEPT DESCRIPTION	HOURS	AMOUNT
------------------	-------	--------

=====

Branch 01 ATLANTA BRANCH

1 WHOLESALE	REG	80.00	540.00
	OVTM	.00	.00
	VAC	.00	.00
	HOL1	.00	.00
	HOL2	.00	.00
	SICK	.00	.00
	CONS		.00
	INSU		45.00
	BON		.00

	-----	-----
DEPARTMENT TOTAL	80.00	585.00

2 RETAIL	REG	120.00	840.00
	OVTM	.00	.00
	VAC	.00	.00
	HOL1	.00	.00
	HOL2	.00	.00
	SICK	.00	.00
	CONS		.00
	INSU		.00
	BON		.00

DEPARTMENT TOTAL 120.00 840.00

BRANCH TOTAL 200.00 1425.00

REPORT TOTAL 200.00 1425.00

DEPARTMENTS: 2

END OF REPORT

DATE: 09/28/09 DEMO COMPANY PRR830 PAGE: 1
 USER: SSI T2E PERIOD GL DISTRIBUTION TIME: 4:13 PM

PERIOD 10/09
 G/L# FIRST TO LAST

G/L#	DESCRIPTION	DEBIT	CREDIT	NET
=====				
100-01-0	CASH	.00	5538.91	(5538.91)
100-02-0	CASH	.00	586.92	(586.92)
180-01-0	PREPAID TAXES & INSURANCE	.00	10.00	(10.00)
192-01-0	EMPLOYEE ADVANCES	.00	170.00	(170.00)
332-01-0	INSURANCE PAYABLE	.00	30.00	(30.00)
332-02-0	INSURANCE PAYABLE	.00	45.00	(45.00)
340-01-0	401-K PAYABLE	.00	535.35	(535.35)
342-01-0	CHRISTMAS FUND	.00	15.00	(15.00)
344-01-0	CREDIT UNION	.00	150.00	(150.00)
350-01-0	FEDERAL TAXES PAYABLE	.00	2461.72	(2461.72)
350-02-0	FEDERAL TAXES PAYABLE	.00	218.99	(218.99)
355-01-0	STATE TAXES PAYABLE	.00	393.71	(393.71)
355-02-0	STATE TAXES PAYABLE	.00	35.66	(35.66)
357-01-0	TAXES PAYABLE	.00	159.26	(159.26)
357-02-0	TAXES PAYABLE	.00	21.49	(21.49)

Payroll—7.7

550-01-1 SALARIES	6904.00	.00	6904.00
550-01-2 SALARIES	1680.00	.00	1680.00
550-02-1 SALARIES	700.00	.00	700.00
550-02-2 SALARIES	225.00	.00	225.00
560-01-1 PAYROLL TAXES	44.75	.00	44.75
560-01-2 PAYROLL TAXES	64.26	.00	64.26
565-01-1 401-K EMPLOYER EXPENSE	94.85	.00	94.85
570-01-1 EMPLOYEE EXPENSES	491.83	.00	491.83
570-01-2 EMPLOYEE EXPENSES	64.26	.00	64.26
570-02-1 EMPLOYEE EXPENSES	55.85	.00	55.85
570-02-2 EMPLOYEE EXPENSES	17.21	.00	17.21
750-01-1 INSURANCE EXPENSE	.00	.00	.00
750-02-1 INSURANCE EXPENSE	30.00	.00	30.00
	-----	-----	-----
REPORT TOTAL	10372.01	10372.01	.00

ACCOUNTS: 28

END OF REPORT

DATE: 09/28/09

DEMO COMPANY

PRR840 PAGE: 1

USER: SSI T2E

PERIOD CHECK REGISTER 10/09

TIME: 4:14 PM

BANK FIRST TO LAST

CHECK BR	EMPLOYEE NAME	DATE	REG#	AMOUNT	TYPE
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=====

Bank 01 FIRST NATIONAL BANK OF ATLANTA

001025 01	E102 MARY ELIZABETH JONES	01/04/09	0036	215.55	
001026 01	E106 RONALD PATTEN	01/04/09	0036	173.55	
001027 01	E107 SALLEY FURNESS	01/04/09	0036	102.49	
001028 01	E109 NEIL J. ERICKSON	01/04/09	0036	201.29	
001029 01	E110 TAMMY A. FOSTER	01/04/09	0036	257.16	
001030 01	E100 GREGORY BILLINGS	01/04/09	0038	1070.42	
001031 01	E101 DALE A. MARTIN	01/04/09	0038	641.61	
001032 01	E103 ROBERT JOHNSON	01/04/09	0038	831.62	
001033 01	E104 STEPHEN S. INVINCENT	01/04/09	0038	1037.75	
001377 01	E102 MARY ELIZABETH JONES	10/15/09	0413	212.45	
001378 01	E106 RONALD PATTEN	10/15/09	0413	173.84	
001379 01	E107 SALLEY FURNESS	10/15/09	0413	159.41	
001380 01	E109 NEIL J. ERICKSON	10/15/09	0413	201.58	
001381 01	E110 TAMMY A. FOSTER	10/15/09	0413	260.19	

BANK TOTAL 5538.91

Bank 02 DALLAS FEDERAL BANK

000985 02	E105 DANIEL SIMMONS	01/04/09 0037	197.21
000986 02	E108 ANNE M. FRANKLIN	01/04/09 0037	95.86
000987 02	E111 TONY B. WARE	01/04/09 0037	293.85

BANK TOTAL 586.92

REPORT TOTAL 6125.83

BR=BRANCH

CHECKS: 17

END OF REPORT

DATE: 09/28/09 DEMO COMPANY PRR850 PAGE: 1
 USER: SSI T2E UNEMPLOYMENT REPORT TIME: 4:15 PM

GA GEORGIA PERIOD ENDING 10/31/09

DEMO COMPANY
 69 SOUTH PEACHTREE STREET
 ATLANTA, GA 30030

STATE TAX ID

WAGE CEILING 50000.00

-----WAGES-----

SOC SEC#	NAME	GROSS	TAXABLE	NON-TAXABLE
288-26-9874	MARY ELIZABETH JONES	280.00	240.00	40.00
244-98-8745	RONALD PATTEN	240.00	240.00	.00
355-65-9998	SALLEY FURNESS	305.00	255.00	50.00
277-89-3624	NEIL J. ERICKSON	280.00	280.00	.00
299-45-9632	TAMMY A. FOSTER	320.00	320.00	.00
STATE TOTAL		1425.00	1335.00	90.00

STATE TAX AT 3.200% 42.72

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REPORT TOTAL    1425.00    1335.00    90.00
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STATES: 1

END OF REPORT

DATE: 09/01/09

DEMO COMPANY

PRP810 PAGE: 1

USER: GUI TC

941 INFORMATION

TIME: 3:14 PM

QUARTER ENDING 06/30/09

DEMO COMPANY

69 South Peachtree Street

Atlanta, GA 30030

FEDERAL TAX ID

	-----FEDERAL-----			---SOCIAL SECURITY---		-----MEDICARE-----		-----STATE-----		-----LOCAL-----	
	GROSS	WAGES	TAX	WAGES	TAX	WAGES	TAX	WAGES	TAX	WAGES	TAX
=====											
233-09-5422 Gregory Billings	8992.65	8682.65	716.44	8992.65	304.96	8992.65	172.42	8682.65	308.12	8682.65	59.32
457-98-6544 Dale A. Martin	5544.00	5451.60	579.52	5544.00	205.43	5544.00	80.39	5451.60	175.54	5451.60	36.44
288-26-9874 Mary Elizabeth Jones	3876.50	3876.50	118.17	3876.50	132.05	3876.50	56.21	3876.50	78.45	3876.50	24.61
344-09-9321 Robert Johnson	8301.88	7753.69	531.66	8301.88	305.12	8301.88	120.38	7753.69	239.30	7753.69	50.14
344-09-3320 Stephen S. Invincent	12063.29	11263.29	1597.72	12063.29	443.20	12063.29	174.92	11263.29	407.56	11263.29	72.80

Payroll—7.7

Sample Reports

412-65-9874 Daniel Simmons											
	2892.88	2892.88	15.90	2892.88	85.60	2892.88	41.95	2892.88	42.16	2892.88	16.68
244-98-8745 Ronald Patten											
	3397.00	3397.00	301.73	3397.00	115.38	3397.00	49.25	3397.00	99.92	3397.00	21.52
355-65-9998 Salley Furness											
	4058.50	3941.12	336.84	4058.50	136.02	4058.50	58.85	3941.12	102.76	3941.12	.00
155-62-3221 Anne M. Franklin											
	3576.51	3576.51	290.78	3576.51	108.79	3576.51	51.86	3576.51	90.30	3576.51	21.00
277-89-3624 Neil J. Erickson											
	4039.97	4039.97	315.82	4039.97	116.61	4039.97	58.58	4039.97	108.20	4039.97	22.90
299-45-9632 Tammy A. Foster											
	4246.00	4246.00	175.00	4246.00	140.09	4246.00	61.57	4246.00	96.64	4246.00	26.36
455-85-9874 Tony B. Ware											
	4730.00	4730.00	186.24	4730.00	128.81	4730.00	68.59	4730.00	105.18	4730.00	25.80

TOTAL	65719.18	63851.21	5165.82	65719.18	2222.06	65719.18	994.97	63851.21	1854.13	63851.21	377.57

* PLEASE REFER TO THE APPROPRIATE WAGE FIGURES IN THIS REPORT WHEN FILLING OUT FORM 941.

EMPLOYEES: 12

END OF REPORT

DATE: 09/01/09

DEMO COMPANY

PRP810 PAGE: 2

USER: GUI TC

TAX LIABILITY RECAP

TIME: 3:14 PM

DATE WAGES PAID	FIRST MONTH	SECOND MONTH	THIRD MONTH
=====			
01	.00	.00	.00
02	.00	.00	.00
03	.00	.00	.00
04	.00	.00	.00
05	.00	.00	2410.82
06	.00	.00	.00
07	.00	.00	.00
08	.00	.00	.00
09	.00	.00	.00
10	.00	.00	.00
11	.00	.00	.00
12	.00	.00	.00
13	.00	218.99	.00
14	.00	.00	583.18
15	.00	.00	.00
16	.00	.00	.00
17	.00	.00	.00
18	.00	.00	.00

Payroll—7.7

19	.00	.00	.00
20	.00	.00	.00
21	.00	.00	2337.92
22	.00	.00	.00
23	.00	.00	.00
24	.00	.00	.00
25	.00	.00	.00
26	.00	.00	.00
27	.00	.00	.00
28	.00	.00	.00
29	.00	.00	54.26
30	.00	.00	496.14
31	.00	.00	.00
	-----	-----	-----
MONTHLY TOTAL	.00	218.99	5882.32

* THESE FIGURES INCLUDE FEDERAL INCOME TAX WITHHELD FOR PAYROLL ITEMS
 REPORTED ON FORM 941, NONPAYROLL ITEMS REPORTED ON FORM 945, AND
 EMPLOYER CONTRIBUTIONS FOR FICA AND FEDERAL INCOME TAX WITHHELD.

END OF RECAP

DATE: 11/21/09 DEMO COMPANY PRP815 PAGE: 1
USER: TAP T0n 945 INFORMATION TIME: 1:41 PM

QUARTER ENDING 09/30/09

DMO COMPANY
69 SOUTH PEACHTREE STREET
ATLANTA, GA 30030

FEDERAL TAX ID

-----FEDERAL-----

SOC SEC#	NAME	GROSS	WAGES	TAX
233-09-5422	GREGORY BILLINGS	9542.01	80.00	6.21
457-98-6544	DALE A. MARTIN	5544.00	80.00	8.50
288-26-9874	MARY ELIZABETH JONES	3280.50	130.00	3.44
344-09-9321	ROBERT JOHNSON	8301.88	120.00	8.23

344-09-3320	STEPHEN S. INVINCENT	12063.29	120.00	17.02
412-65-9874	DANIEL SIMMONS	2892.88	.00	.00
244-98-8745	RONALD PATTEN	2949.00	.00	.00
355-65-9998	SALLEY FURNESS	3698.50	300.00	24.08
155-62-3221	ANNE M. FRANKLIN	3576.51	.00	.00
277-89-3624	NEIL J. ERICKSON	3709.97	.00	.00
299-45-9632	TAMMY A. FOSTER	3860.00	10.00	.37
455-85-9874	TONY B. WARE	4730.00	330.00	12.99

TOTAL		64148.54	1170.00	80.84

EMPLOYEES: 12

END OF REPORT

DATE: 11/21/09

DEMO COMPANY

PRP815 PAGE: 2

USER: TAP T0n

TAX LIABILITY RECAP

TIME: 1:41 PM

DATE	WAGES PAID	FIRST MONTH	SECOND MONTH	THIRD MONTH
01	THRU 03	.00	.00	.00
04	THRU 07	.00	.00	2410.82
08	THRU 11	.00	.00	.00
12	THRU 15	.00	218.99	583.18
16	THRU 19	.00	.00	.00
20	THRU 22	.00	.00	2337.92
23	THRU 25	.00	.00	.00
26	THRU LAST	.00	.00	.00

MONTHLY TOTAL	.00	218.99	5331.92
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* THESE FIGURES INCLUDE FEDERAL INCOME TAX WITHHELD FOR PAYROLL ITEMS REPORTED ON FORM 941, NONPAYROLL ITEMS REPORTED ON FORM 945, AND EMPLOYER CONTRIBUTIONS FOR FICA AND FEDERAL INCOME TAX WITHHELD.

END OF RECAP

SAMPLE W-2 PRINT

			25629.90	2847.76				25629.90	2847.76
DEMO COMPANY			26869.90	1510.73	DEMO COMPANY			26869.90	1510.73
69 SOUTH PEACHTREE STREET					69 SOUTH PEACHTREE STREET				
ATLANTA, GA 30030			26869.90	389.61	ATLANTA, GA 30030			26869.90	389.61
			0.00	0.00				0.00	0.00
233095422			0.00	0.00	233095422			0.00	0.00
GREGORY BILLINGS			0.00	0.00	GREGORY BILLINGS			0.00	0.00
4728 JOHNSTON DRIVE	D	1240.00			4728 JOHNSTON DRIVE	D	1240.00		
FORREST PARK, GA 30050					FORREST PARK, GA 30050				
				x					x
GA		25629.90 1225.28	GL	25629.90 236.08	GA		25629.90 1225.28	GL	25629.90 236.08

Payroll—7.7

Sample Reports

			16049.29		2362.12				16049.29		2362.12
DEMO COMPANY			16141.69		900.05	DEMO COMPANY			16141.69		900.05
69 SOUTH PEACHTREE STREET						69 SOUTH PEACHTREE STREET					
ATLANTA, GA 30030			16141.69		234.05	ATLANTA, GA 30030			16141.69		234.05
			0.00		0.00				0.00		0.00
457986544			0.00		0.00	457986544			0.00		0.00
DALE A. MARTIN			0.00		0.00	DALE A. MARTIN			0.00		0.00
75 N. BUFORD HWY		D	92.40			75 N. BUFORD HWY		D	92.40		
#B						#B					
ATLANTA, GA 30321						ATLANTA, GA 30321					
					x						x
GA	16049.29	711.58	GL	16049.29	147.32	GA	16049.29	711.58	GL	16049.29	147.32
				25629.90	2847.76					25629.90	2847.76