

BS&A Courseware: Payroll

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BS&A Software Courseware

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BS&A Software, Inc.

14965 Abbey Lane

Bath MI 48808

About this Courseware

This courseware assumes students understand the basics of using a Windows-based computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

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Section 1: User Setup and Database Groups

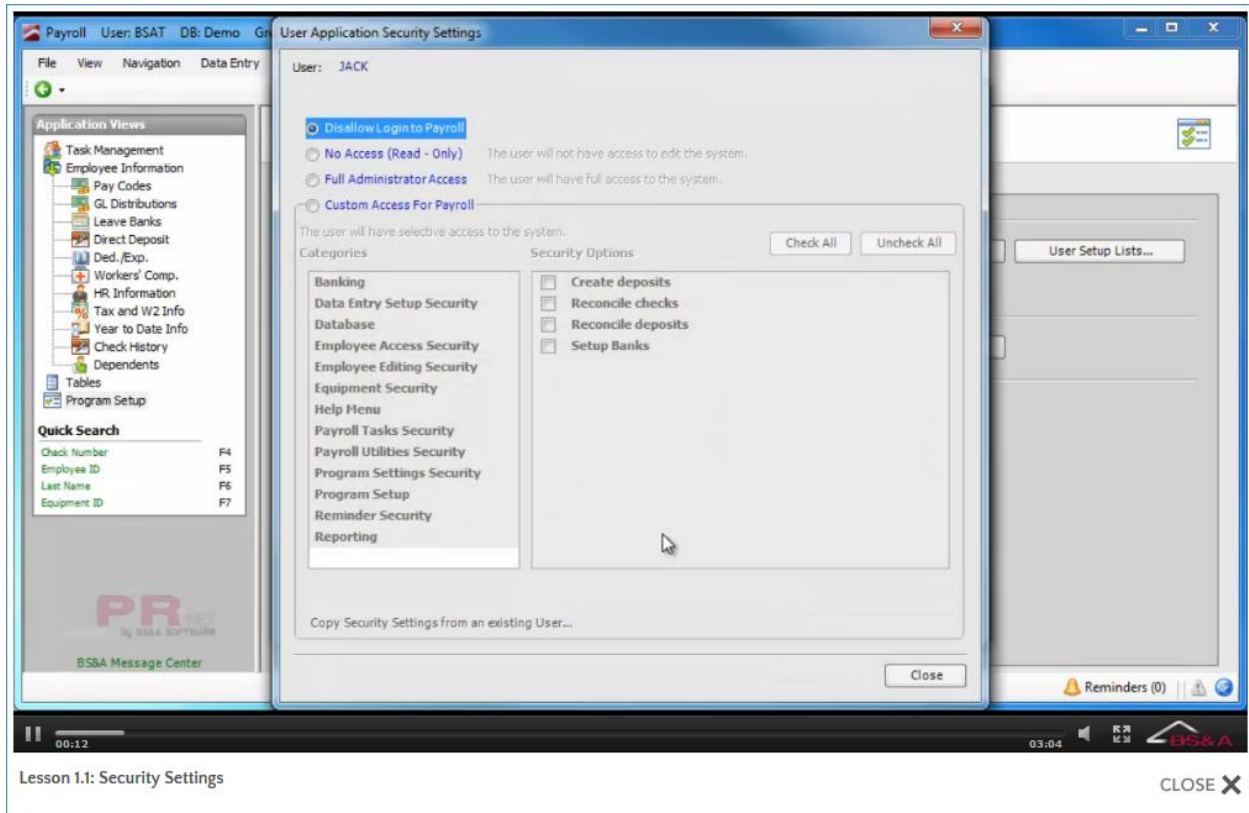


In this section you will learn how to:

- Establish user and password security
- Add users
- Set up Shared Database Groups

Lesson 1.1: Security Settings

Four basic security settings are available: Disallow Login to Payroll; No Access (Read-Only); Full Administrator Access; Custom (Limited) Access.



Disallow Login

Users are initially set to this access when first added (or imported, if using Active Directory users) so that, as an example, access to Payroll is not accidentally given while creating a user for Tax.

No Access (Read-Only)

The user can open the program and look around, but cannot edit any data. This is rarely used, as No Access (Read-Only) users cannot even print a report of the data they are viewing on the screen.

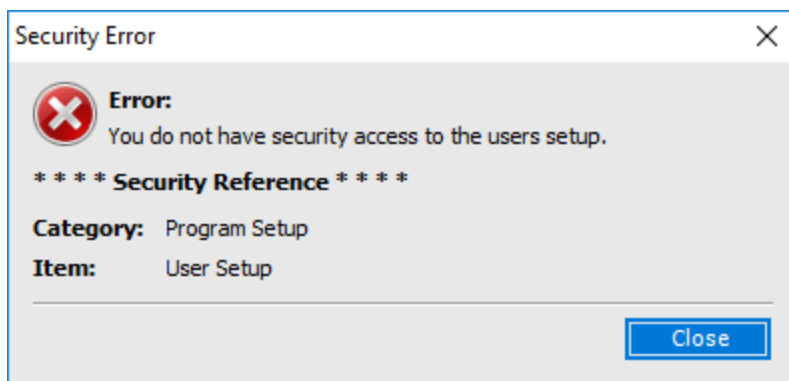
Full Administrator Access

The user will have lookup/edit access to all areas of the current application (a spreadsheet of security settings is available; your trainer will address this, or you may contact Tech Support). These settings are to the BS&A application only. Jack can be set as a Full Administrator Access user in AP, but have custom access set in GL. For full Administrator rights over all BS&A .NET applications, an additional security level exists for Enterprise Administrator.

Enterprise Administrators have the highest security level in the program and have rights to perform tasks that affect both users and user groups in all shared BS&A applications. For example, if Jack should have admin rights in Tax, but restricted rights in GL, do not check this box. If checked, Jack will have admin rights in GL as well. Enterprise Administrators have the rights to add or delete any other user (including an Enterprise user). A user must be marked as "Enterprise" in order to access the Shared Program Folder.

Custom (Limited) Access

Custom access is separated into categories, which are then separated into security options. If a number of users will have the same custom access, you can either copy settings from another user, or set up a User Group (see page 14). If a custom-access user attempts an operation for which he is restricted, the program will pop up a message; for example:



Lesson 1.2: Password Security

This is an entirely optional feature that allows an Enterprise Admin user to set requirements on individual users' passwords.

1. Go to Program Setup>Administration>Password Security.

The Verify Passwords Against Active Directory... setting should only be used under the direction of I.T. Support. If checked, it will change everyone's password (if already set up) in every BS&A program.

2. Check the Use Password Requirements box.
3. Select your options.

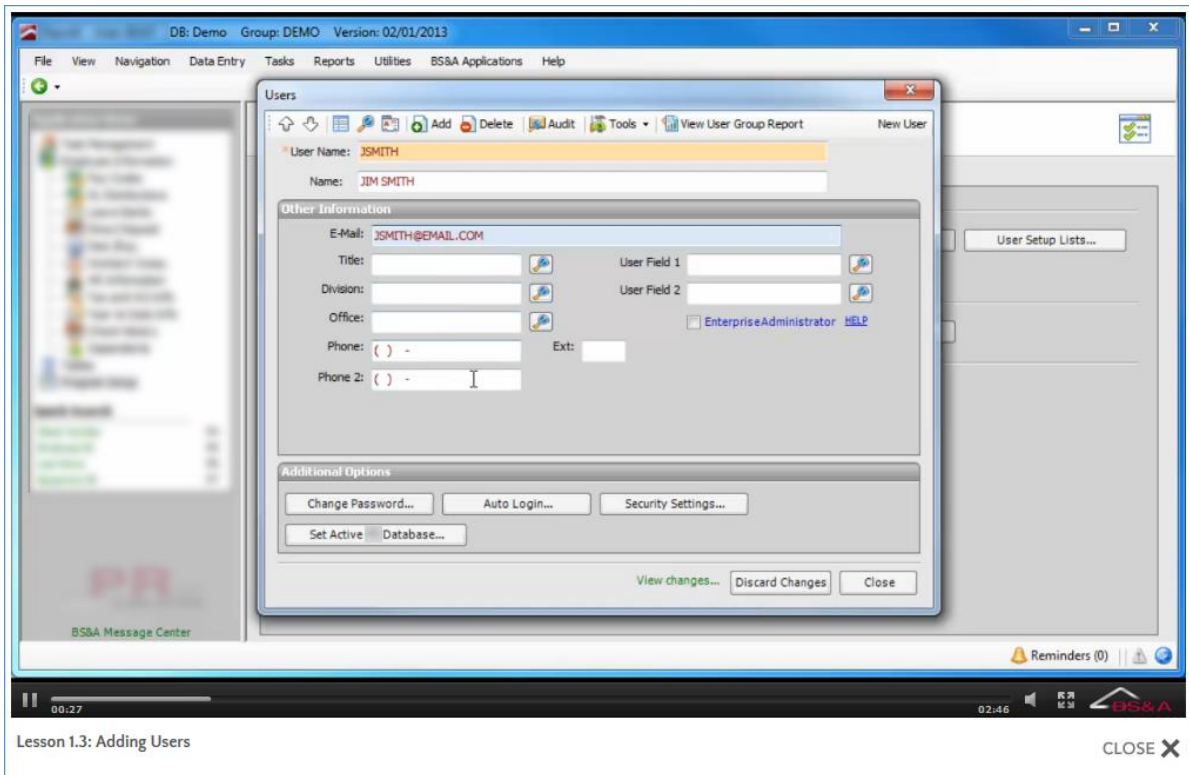
Regarding the other two settings appearing at the top of the screen:

- **BSA Users May Only be Imported from Active Directory.** If checked, the ability to manually add users is eliminated. Users can only be added by importing them from Active Directory.
- **Only Enterprise Admins May Add New Users.** If unchecked, users set up with either Full Administrator Access or with Custom Access to the User setup screen will be able to add users.

Lesson 1.3: Adding Users

Option 1: Manually Add a User

1. Go to Program Setup>Administration>Users.
2. Click the green Add button and enter the User Name.
3. (Optional) Enter the full Name, the user's Email, and any fields¹ in the Other Information pane.

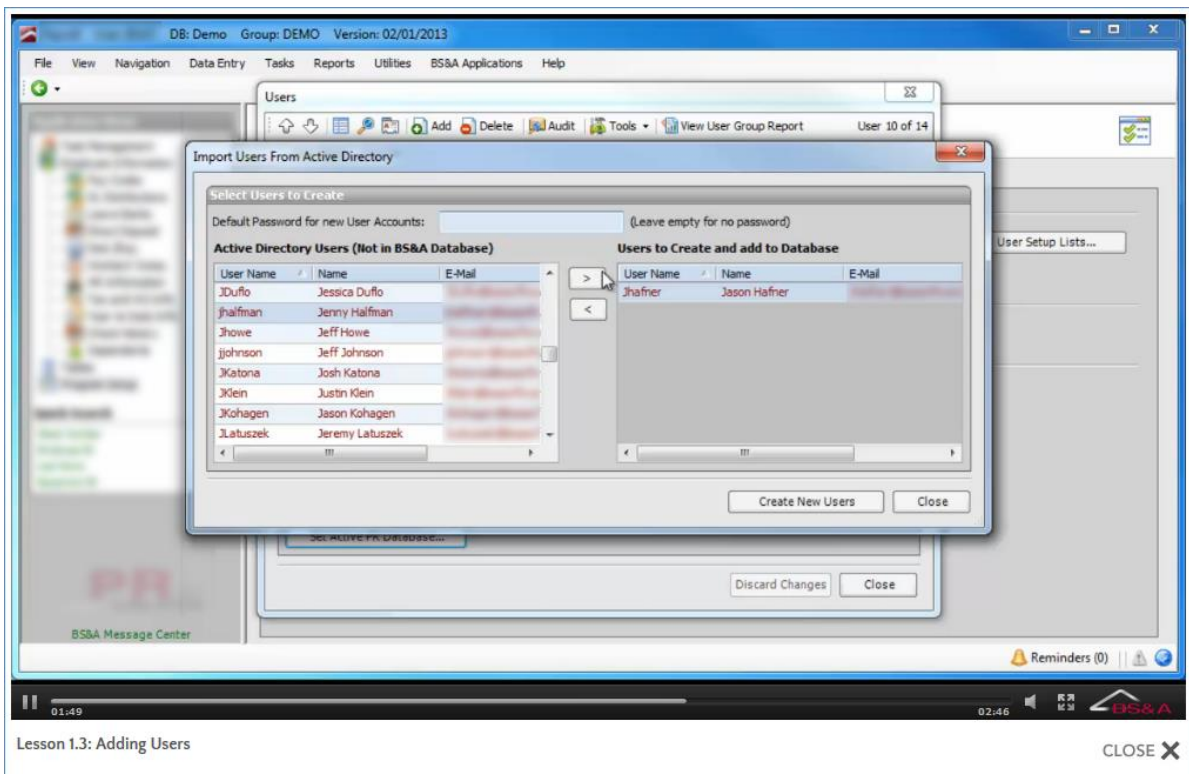


4. If applicable, click Set Active [application name] Database.
5. Once you have all of your users entered, you may (optionally) set passwords (see page 10) and set up either individual security or group security (see page 14).

¹With the exception of Enterprise Administrator; please contact BS&A I.T. Support for assistance.

Option 2: Import Users from Active Directory

1. Go to Program Setup>Administration>Users.
2. Click the Tools button>Import Users from Active Directory.
3. (Optional) Set a Default Password.
4. (Optional) Set a Username, Name, and/or Email filter to reduce the amount of names to select from.
5. Move the items from the left column to the right column.
6. Click Create New Users, then Ok.



7. Locate one of the users you just imported.
8. (Optional) Enter or verify the user's Email, and fill out any fields (see footnote) in the Other Information pane.
9. If applicable, click Set Active [application name] Database.
10. Once you have all of your users entered, you may (optionally) set passwords (see page 10) OR activate auto login (see page 12), and set up either individual security or group security (see page 14).

Lesson 1.4: Set Up Passwords

Follow these instructions if you will be setting up passwords in the BS&A programs as opposed to using Active Directory Auto Login (see page 12).

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Change Password.
3. Type the password (may be subject to some type of password security; see page 5) in New Password and Confirm New Password.
4. Click Save Password.
5. Repeat for additional users.

Lesson 1.5: Active Directory Auto Login

This is an entirely optional feature that allows an Enterprise Admin user to tell the programs to bypass the step of users having to enter a user name and password, provided the user name matches the user name set up in Active Directory.

1. Go to Program Setup>Administration>Active Directory Auto Login.
2. Select Use Auto Login Feature.
3. Check the Require Active Directory box and enter your Domain Name. Please contact I.T. Support for assistance with the When Auto Login Fails... setting.

At this point, the use of Auto Login is enabled, but users still have to opt in. This can be done through the Users setup screen, or users may do it themselves on their My Settings screen.

Lesson 1.6: Set User or User Group Security

Setup of User/User Group security is not necessary on Enterprise Admins.

Set Individual User Security

This may not be necessary if the individual user will be part of a User Group. If, however, the user is part of a group but will have additional individual security, setup here is necessary.

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Security Settings and set security for the current user. If "Custom Access," go to each Category to receive its security options and check the appropriate boxes to the right.
3. Click Close to return to the Users screen.
4. Repeat for additional users.

Copy Individual User Security Settings (Optional)

Copying a user's custom security settings is helpful when adding additional users that will have much of the same security. For example, Cash Receipting .NET has well over 50 individual security options per user. Setting these options once and copying to multiple users is a faster way to get users up and running. If individual users will be part of a User Group, this may not be necessary.

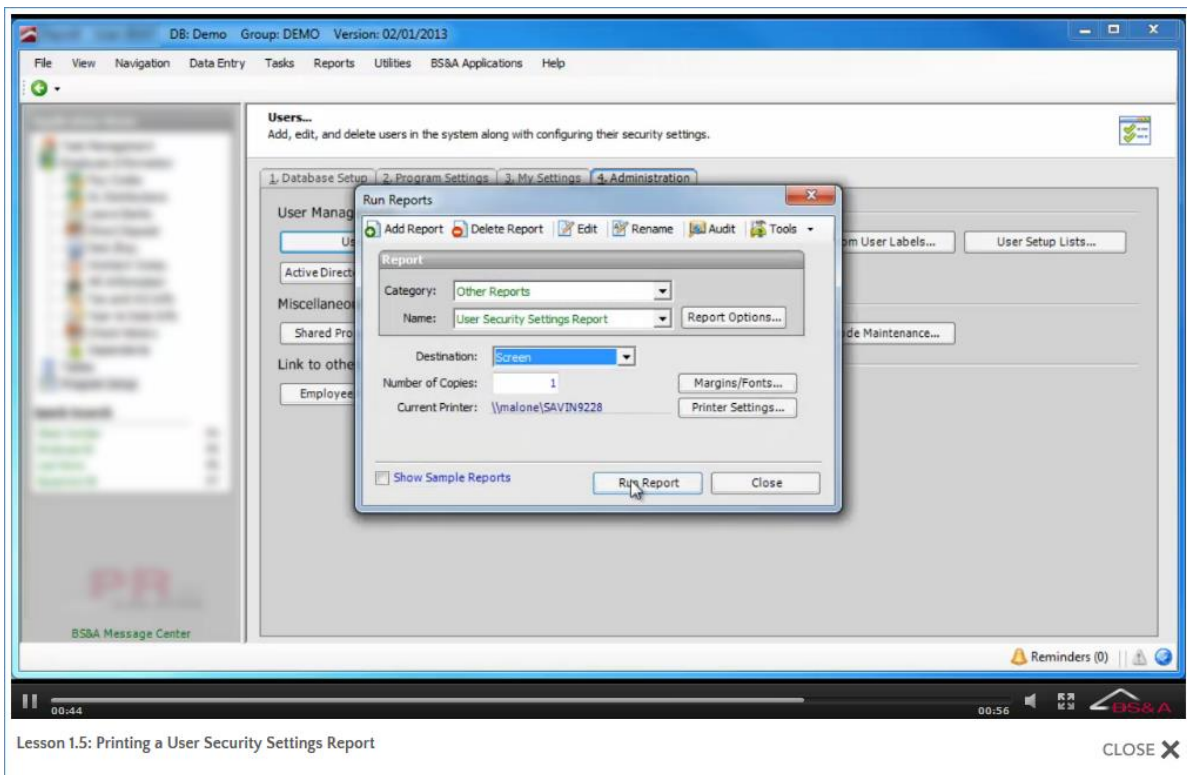
1. Go to Program Setup>Administration>Users and locate the user to copy to.
2. Click Security Settings.
3. Select Custom Access.
4. Click [Copy Security Settings from an existing User](#).
5. Select whether to search by Name or User Name, enter the criteria, and click Ok. If an exact match isn't found, a list of results will appear; double-click the appropriate user name to copy from.

Set User Group Security

1. Go to Program Setup>Administration.
2. Add or import users but do not go into the Security Settings screen.
3. Click Close to exit the Users screen; you will be on the Administration tab of Program Setup.
4. Click User Groups.
5. Click the green Add button and enter the Group Name.
6. Enter the Primary Contact and his/her Email. The Primary Contact is typically the one responsible for determining access rights.
7. Click Security Settings.
8. Set security for the current group. If Custom Access, go to each Category to receive its security options and check the appropriate boxes to the right.
9. Click Close to return to the Groups screen.
10. Move the items from the left column to the right column.
11. If one or more of this user group should have elevated security, return to the Users screen to set it up (see above).

Lesson 1.7: Printing a User Security Settings Report

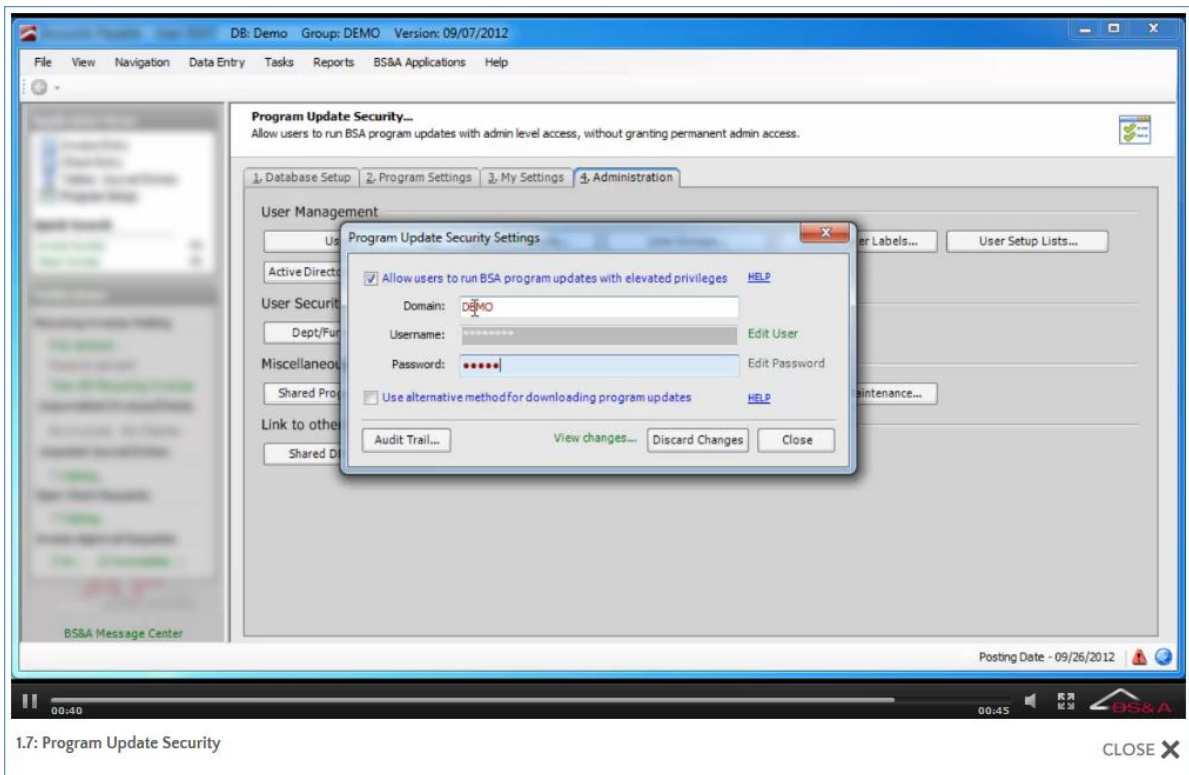
1. Go to Reports>Other Reports and select User Security Settings Report.
2. Click Report Options.
3. Select whether or not to Show User Settings for All Applications.
4. Select whether to Display Settings for All Users (and set its optional filters) or to Display Settings for Specified User (and select the user).
5. Click Ok.
6. Select the (print) Destination and click Run Report.



Lesson 1.8: Program Update Security

Program Update Security is designed for network environments with Windows Restricted Users. This option lets you add a specific Windows user name and password which will be used when a restricted user attempts to execute an update.

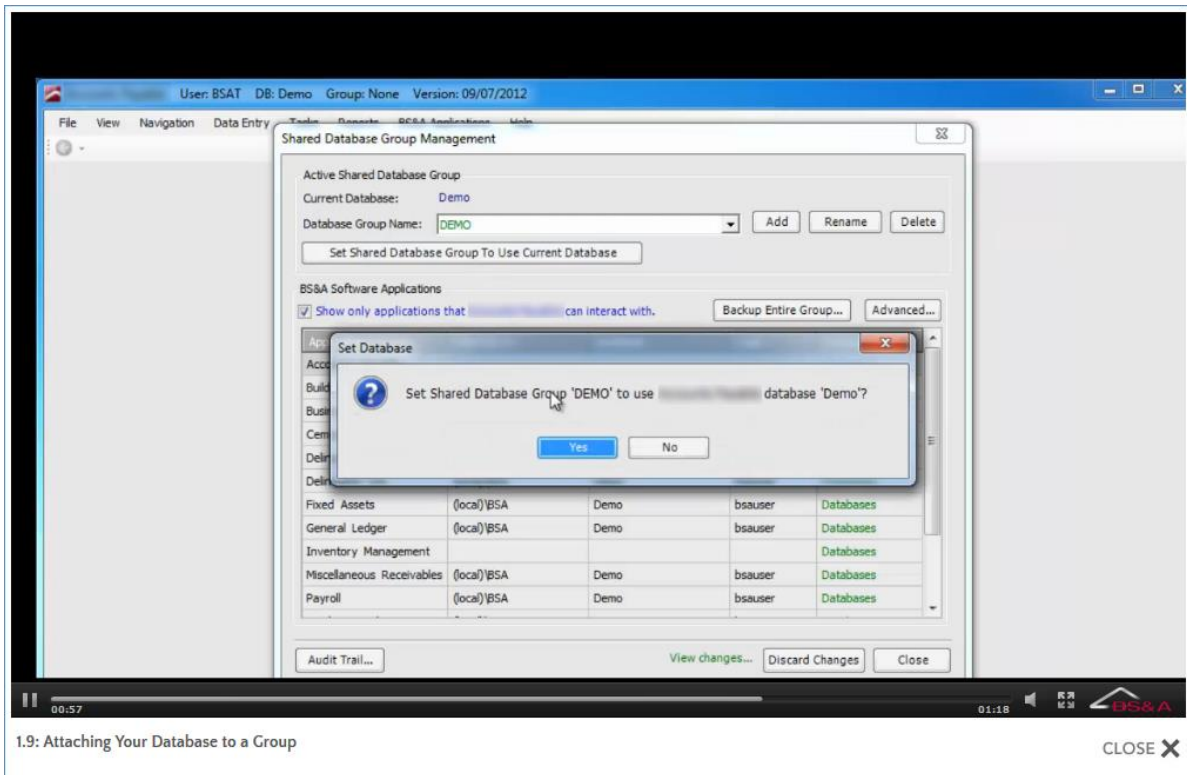
1. Go to Program Setup>Administration>Program Update Security.
2. Check the Allow Users to Run BS&A Program Updates with Elevated Privileges box.
3. Enter the Domain, User Name, and Password. This is the "Windows" user name/password.



Lesson 1.9: Attaching Your Database to a Group

To recap the "Basics" courseware that accompanies this one, Shared Database Groups minimize your database management by linking your BS&A .NET databases. A group only needs to be added in one BS&A application, and is then available in others for you to attach the appropriate databases.

1. Go to Program Setup>Administration>Shared DB Settings.
2. Verify Current Database is displaying your currently active (working) database.
3. Verify Database Group Name is displaying the correct group. Show Only Applications that Payroll Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with Payroll. Verify the database names listed there as well.
4. Click Set Shared Database Group to Use Current Database, then Yes.



5. Click Close.
6. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Section 2: Program Settings

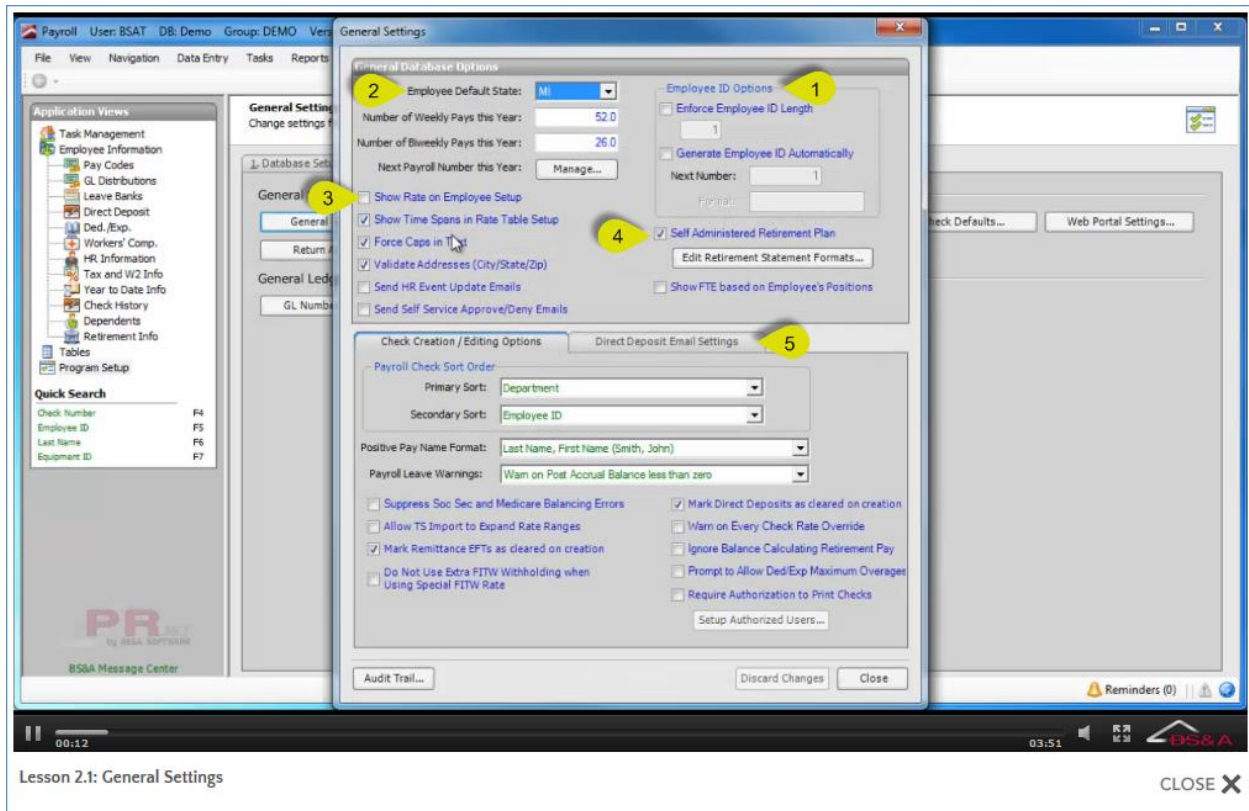


In this section you will learn how to:

- Set general program, accounting, scheduling, and user settings
- Set up check formats
- Enter your Return Address

Lesson 2.1: General Settings

There will be a discussion of General Settings as they relate to your municipality. Of note are items 1 - 5.



(1) Employee ID Options

- Enforce Employee ID Length. If checked, enter the maximum length allowed in the field beneath. This affects both auto-generated and manually-entered employee IDs.
- Generate Employee ID Automatically. If checked, enter the Next Number and the Format (use pound signs - # - for the Format). The Next Number increases automatically for each employee added to your database. As an example of Format, #### will generate numbers as 0001, 0002, and so on.

(2) Employee Default State. Your selection auto fills the State field when adding new employees.

(3) Show Rate on Employee Setup. If checked, the employee's primary rate of pay, for example, 18.00, will appear on the Employee setup screen.

(4) Self Administered Retirement Plan; Edit Retirement Statement Formats. Only to be used if your unit acts as the investment agent. If your unit is not the investment agent, you will only need to set up deductions/expenses for the retirement withholding. If checked, you will be prompted that the self-administered options will be available next time you open Payroll; click Ok. When you log back in, you will need to return to General Settings, click the Edit Retirement Statement Formats button, and select a format (or create your own). You will then need to...

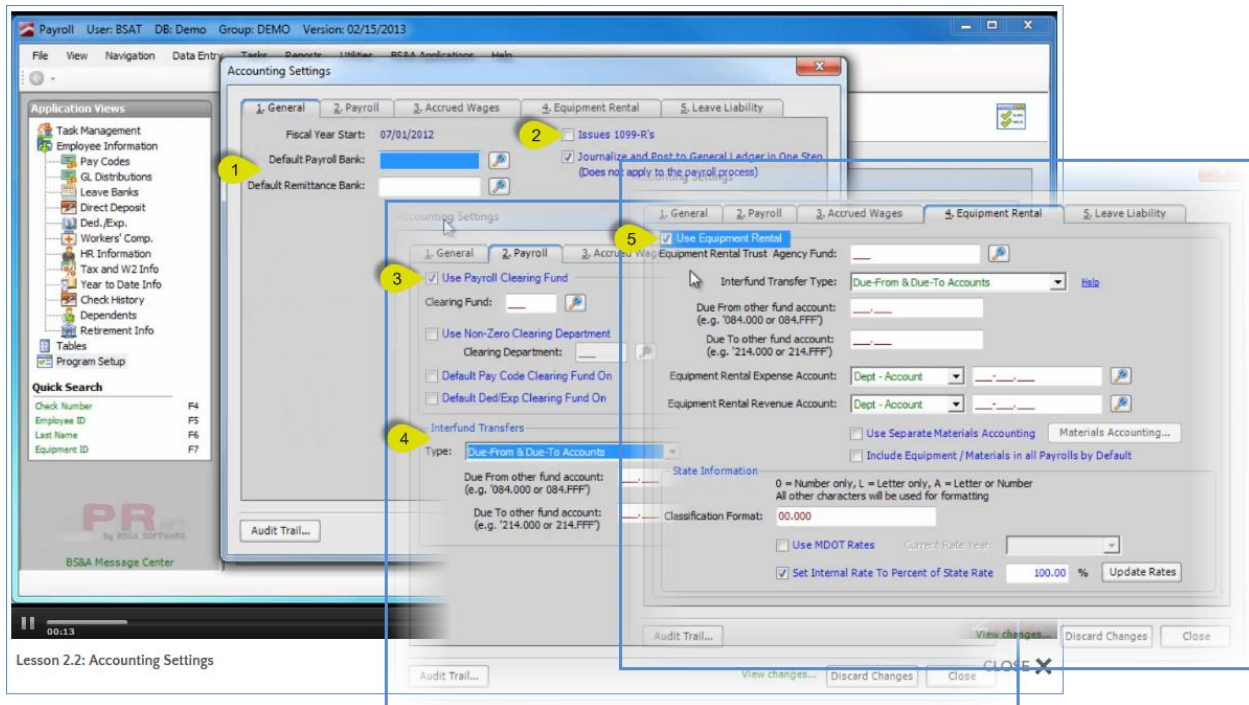
- Select or add a Retirement Statement Format
- Set up a Retirement Plan (see page 106)
- Add a Retirement pay code (if you pay your own retirees; see page 44)
- Add a Retirement deduction (see page 63)
- Add Retirement Plans to employees (see page 152)

(5) Direct Deposit Email Settings

- Stub Type. Select from Plain; HTML; PDF.
- Password Protect Direct Deposit PDF Files. If checked, employees will need to enter the last four digits of their SSN as the password to open PDF stubs.
- Show Leave Bank on Stubs. If checked, the employees' leave bank information will appear on their direct deposit stubs, if Plain Text or HTML. This includes the leave bank name and ID, Previous Balance, Comp Worked, Accrued, Lost, Taken, Bought Out, Net Change, and New Balance. If the employees use PDF stubs, the information will only appear if the check format contains a spot for it.
- Use Alternate Subject Line for Email Stubs. If checked, enter the text in the field below to appear in the Subject line of the email. If unchecked, the Subject line will appear as Payroll Check Stub: [mm]/[dd]/[yyyy].
- Email Test Stub. Click this button to verify stubs will be emailed correctly. You will need to select the appropriate bank from those set up separately in Program Setup (see page 111), and to enter a valid email address.
- Go to Email Settings. It is recommended you click this command link before emailing a test stub (above) to verify your settings.

Lesson 2.2: Accounting Settings

There will be a discussion of Accounting Settings as they relate to your municipality. Of note are items 1 - 5.



(1) Default Payroll Bank; Default Remittance Bank. Select from the banks set up elsewhere in Program Setup (see page 111). Your selections here will be the default on the Payroll Wizard (see page 160) and the Print Remittance Checks task (see page 195), respectively. The default bank can be changed for each payroll/remittance run.

(2) Issues 1099Rs. This must be checked if you wish to be able to produce 1099Rs, for use with a self-administered retirement plan.

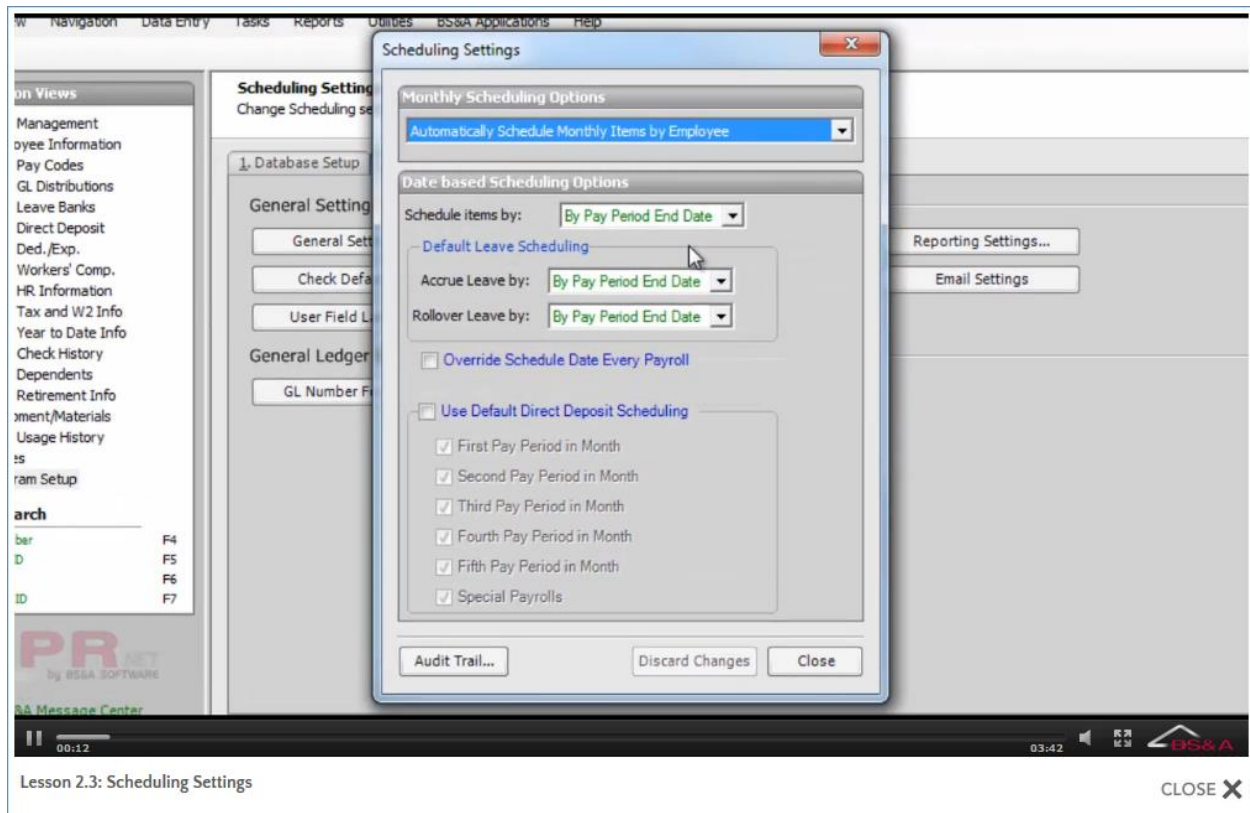
(3) Use Payroll Clearing Fund. A clearing fund is used to consolidate the payroll activity occurring in other funds.

(4) Interfund Transfers. Select from the following:

- Due From and Due To Accounts. By selecting this option, the program assumes that pooled cash is not used, and you will be able to specify the due from and due to accounts in the fields provided.
- Cash Account. By selecting this option, the program will not utilize due to and due from accounts. Instead, all of the interfund transfers will be routed through the Cash accounts.
- GL Setup. By selecting this option, the program will use the settings from General Ledger (when linked) to determine which accounts should be used for the transfer of funds between them. This can be used when the interfund transfer options are the same for payroll as they are for the rest of your BS&A .NET programs.

(5) Use Equipment Rental. Equipment Rental allows Payroll to create journal entries for the reimbursement of equipment usage expense from one fund or department to another. If checked, an Equipment/Materials node and Usage History node appear in Application Views.

Lesson 2.3: Scheduling Settings



Monthly Scheduling Options Pane

Affect pay codes, deductions/expenses, and direct deposit (though they are not required to be specifically scheduled. If not scheduled, they are assumed to be paid each payroll).

Automatically Schedule Monthly Items by Employee. This is the default setting and works in conjunction with a field located on each Employee Pay Code screen called Regular Payrolls Run This Month. This field is automatically updated after every payroll. When running a payroll, the program looks at the Regular Payrolls Run This Month field for each employee included in that payroll. It then looks at any monthly-scheduled pay codes (see page 44) and deductions (see page 63) attached to those employees, and triggers or disables a pay code and/or deduction accordingly (this can be edited on individual employees during the payroll).

For example, an item is scheduled for deduction during the second payroll of the month. Any employee part of the current payroll that has a 1 in the Regular Payrolls Run This Month field will have that item deducted ("1" having been generated after that first payroll was complete; the next payroll to be run is considered the second payroll of that month).

Direct Deposit works the same.

Set Payroll of the Month Manually Every Payroll. Be aware that if you select this option, you will need to manually enter the payroll of the month each time you run a payroll. The Regular Payrolls Run This Month field (see above) is ignored. This may require you to visit specific employees' checks every payroll and trigger/disable a pay code and/or deduction from being included in that payroll.

Date-Based Scheduling Options Pane

Affect pay codes, leave accruals, leave bank rollovers, and longevity.

Schedule Items By. Affects pay codes and longevity only. To illustrate the difference, let's assume you have a uniform cleaning allowance pay code that gets paid at the start of the fiscal year - for example, July 1. Your selection here determines when the employees (with this pay code) will get this pay:

- Pay Period End Date. The employees must work a day in July before they earn this pay.
- Check Post Date. The employees should get this pay for the first check that is paid in July.

Regardless of the setting, the program checks the activation date of the scheduled item (July 1st in our example) against your selected date for the current payroll (Check Post Date or Pay Period End Date) and if the activation date is greater, the item is activated.

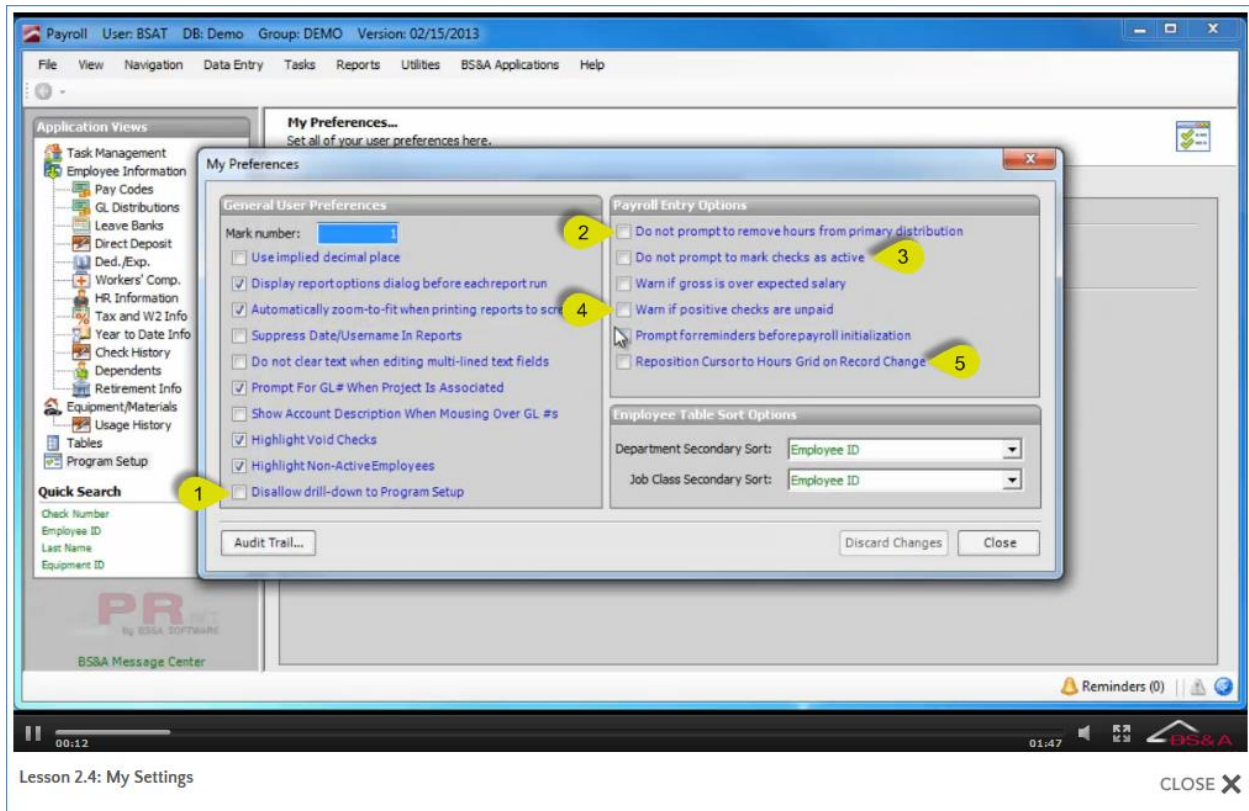
Default Leave Scheduling. Affects leave accruals and leave bank rollovers. Your selection here in the Schedule Settings screen is the default for each Leave Accrual and Leave Bank that you set up. Each Leave Accrual and Leave Bank can have its own setting; for example, Leave Bank A's rollover is determined by pay period end date, while Leave Bank B's rollover is determined by check post date.

Override Schedule Date Every Payroll. If checked, be aware you will need to manually select Pay Period End or Check Post Date each time you run a payroll or each time you add a Leave Accrual or a Leave Bank.

Use Default Direct Deposit Scheduling. If checked, default scheduling will automatically be set for all new direct deposits set up after its activation. Any direct deposit accounts set up before this default is turned on will need to be changed manually.

Lesson 2.4: My Settings

There will be a discussion of the My Settings screen as it relates to your users. Of note are items 1 - 5.



(1) Disallow Drill-Down to Program Setup. If checked, the Edit Records button available on Search Results dialogs is hidden, preventing the user from drilling down into Program Setup and altering settings.

(2) Do Not Prompt to Remove Hours From Primary Distribution. There is a setting on pay codes which allows leave time hours to automatically be subtracted from the employee's primary distribution. This is helpful when a default number of hours is used. If this Do Not Prompt... setting is checked, the program will not notify you before subtracting leave hours from the primary distribution.

(3) Do Not Prompt to Mark Checks as Active. If an employee has zero net pay, their check will not be marked to be paid. Upon entering hours, a prompt will appear asking if you would like to mark the check to be paid, unless you check this Do Not Prompt... setting.

(4) Warn If Positive Checks are Unpaid. It is possible to mark checks to not be paid, even when they have a positive pay amount. Checking this Warn If... setting tells the program to provide a warning upon closing the Edit Payroll screen if that happens.

(5) Reposition Cursor to Hours Grid on Record Change. When entering hours in the Edit Payroll step, it is possible to move the cursor to a different section of the screen than the hours entry (such as deductions, expenses, leave, etc.). Checking this Reposition Cursor... setting will relocate the cursor to the hours grid when a new employee is selected.

Lesson 2.5: Creating a Check Format and Setting Defaults

Creating the Check Format

1. Go to Program Setup>Program Settings>Check Defaults.
2. Click Add Check/Direct Deposit Format.
3. Enter the Name for New Check Format.
4. Enter Info for New Check Format.
5. Click Base on Check Format to select an existing format.
6. Click Ok.
7. The Report Designer opens. Make/save your changes and exit the designer.
8. Verify the correct format is appearing in Check Format.
9. Set your Check Defaults (see below).

Setting the Defaults

Lesson 2.5: Creating a Check Format and Setting Defaults

CLOSE X

Check Format; Direct Deposit Format; Remittance Check Format. In each, select the appropriate format. You may design your own check format or have BS&A design one for you; please contact Support for assistance.

Include Expenses on Checks. If checked, the corresponding setting on the check proofing report screen (Payroll Wizard) will be set as well and will show total expense on the checks.

Exclude Direct Deposit From Deduction/Expense List on Checks. If checked, direct deposits will not be included in the list of deductions/expenses on checks.

Display Print-Friendly Names on Checks. If checked, the print friendly name entered (if done) for the deduction/expense (see page 63) and/or pay code (see page 44) will print on the check. If a print-friendly name is entered on an employee's pay code screen (see page 124), you will be prompted to override and update printer friendly names on records where the printer friendly name is currently set to [name]. If unchecked, the Ded/Exp ID and/or Pay Code ID will print instead.

Combine Projected Hours Adjustments With Regular Distributions. If checked, projected hours will be combined with the current payroll's regular hours. If unchecked, adjustments will show separately.

Printing Order. Select from Check Number Order and Reverse Check Number Order.

Payment Summary. Select from Show All Payments Normally; Combine All Payments With the Same Pay Code; Combine All Payments With the Same Pay Code and Rate.

Deduction Display. Select from Show All Deductions Attached to the Current Check; Show Only Deductions With Value on This Check; Show All Deductions With Current or YTD Values on Checks.

Deduction/Expense Grouping. Select from Group Deductions/Expenses/Taxes Together on Checks; Separate Deductions/Expenses/Taxes on Checks; Separate Deductions/Expenses on Checks (Taxes Count as Deductions).

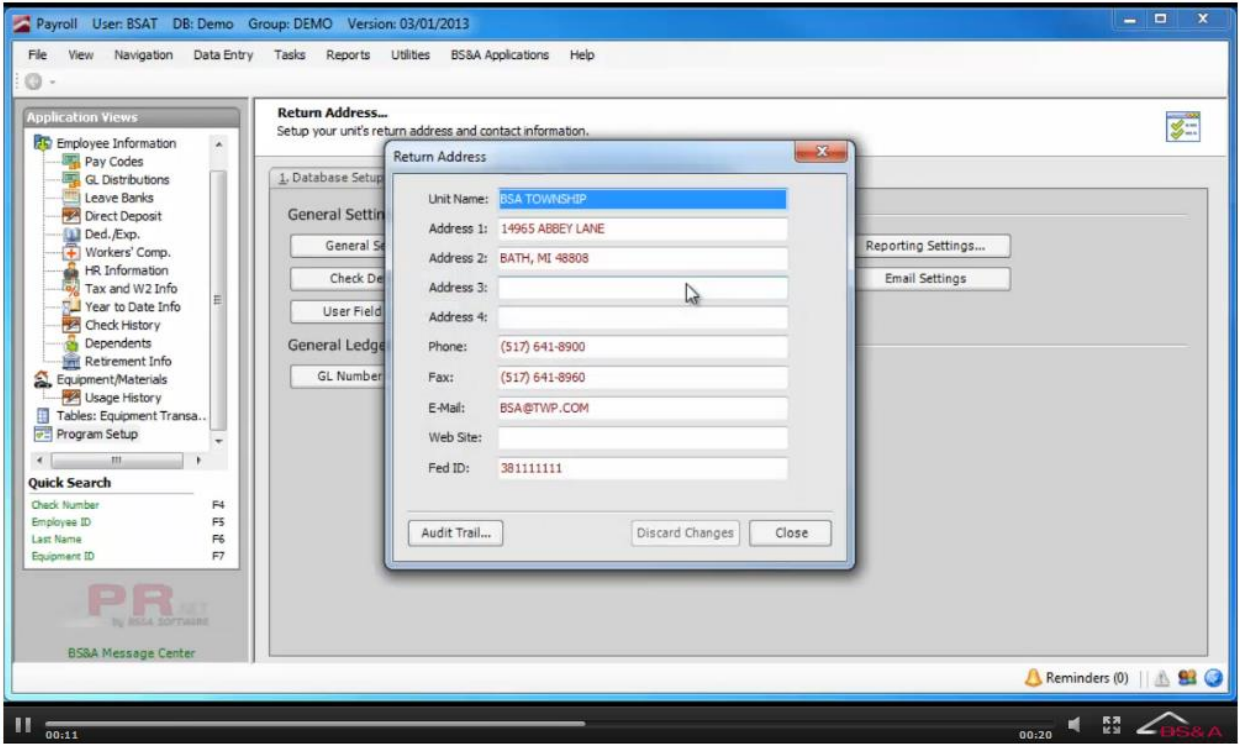
Optional Direct Deposit Header. Enter only if required by your bank.

Overtime by Multiplier Columns. When these columns are filled out, the data will show up on the check when included on the check format, as well as the employee.

Update Banks to Use Current Settings (Tool). If you would like these settings to become the defaults on your existing banks, click the Tools button and select this option. Move the items from the left column to the right column. Click Ok.

Lesson 2.6: Return Address

The Unit Name appears on several reports and printouts. Depending on the report, the address may appear as well.



The screenshot displays the Payroll software interface. The main window title is "Payroll User: BSAT DB: Demo Group: DEMO Version: 03/01/2013". The menu bar includes File, View, Navigation, Data Entry, Tasks, Reports, Utilities, BS&A Applications, and Help. On the left, there is an "Application Views" tree with categories like Employee Information, Pay Codes, GL Distributions, Leave Banks, Direct Deposit, Ded./Exp., Workers' Comp., HR Information, Tax and W2 Info, Year to Date Info, Check History, Dependents, Retirement Info, Equipment/Materials, Usage History, Tables: Equipment Transa..., and Program Setup. Below this is a "Quick Search" section with fields for Check Number (F4), Employee ID (F5), Last Name (F6), and Equipment ID (F7). The main area shows the "Return Address..." dialog box, which is titled "Return Address" and contains the following fields: Unit Name (BSA TOWNSHIP), Address 1 (14965 ABBEY LANE), Address 2 (BATH, MI 48808), Address 3 (empty), Address 4 (empty), Phone ((517) 641-8900), Fax ((517) 641-8960), E-Mail (BSA@TWP.COM), Web Site (empty), and Fed ID (381111111). The dialog box has buttons for "Audit Trail...", "Discard Changes", and "Close". The background window shows "General Settings" and "General Ledger" sections. The bottom of the screen shows a taskbar with a timer at 00:11, a system tray with "Reminders (0)", and a "CLOSE X" button.

Lesson 2.6: Return Address

CLOSE X

Section 3: Database Setup



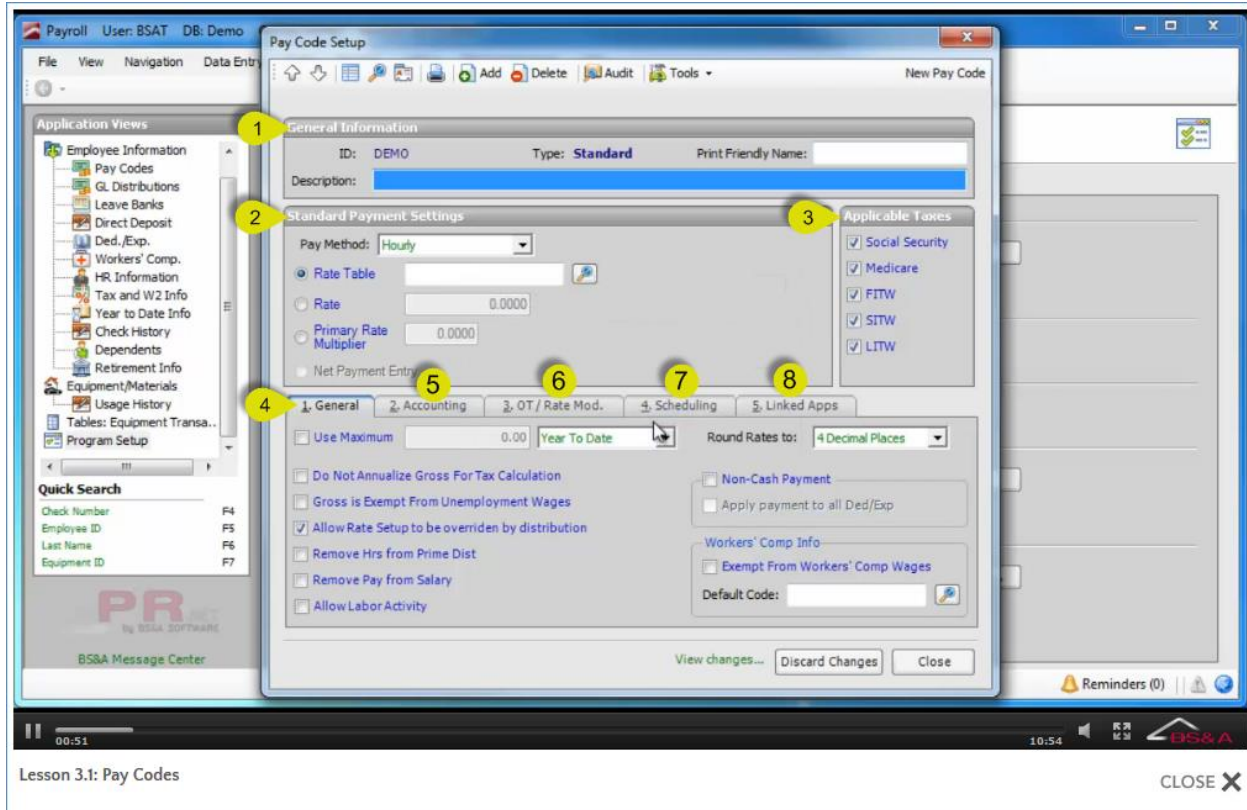
In this section you will learn how to set up a variety of items to manage your employees and payrolls.

Lesson 3.1: Pay Codes

Adding a Pay Code

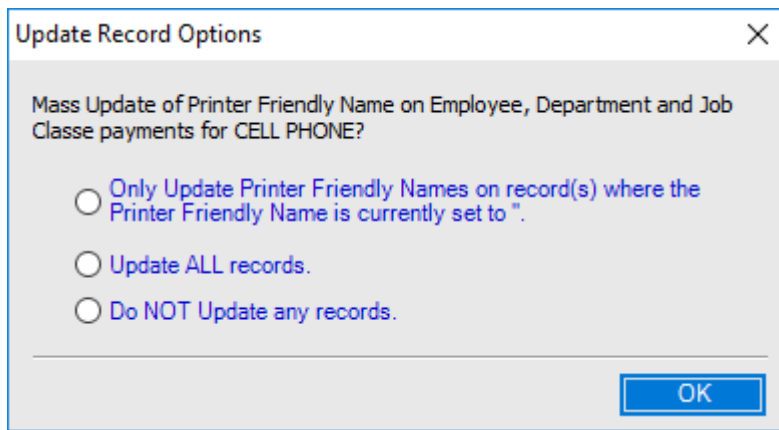
1. Go to Program Setup>Database Setup>Pay Codes.
2. Click the green Add button and enter the ID.
3. Select the Pay Code Type.
 - Hourly
 - Salary
 - Flat
 - Life Insurance. The value of Life Insurance pay codes will auto calculate. Employees with this pay code must have a valid birthday entered.
 - LWOP. Used to calculate expenses; they do not calculate a check, nor values for deductions.
 - Retirement. Requires you to have self-administered retirement enabled (see page 24).
 - Supplemental. Supplemental pay code hours will not show in the total hours located on the Edit Payroll screen.
4. Click Ok.
5. (Optional) Enter a Description and Print Friendly Name.
6. Determine your [pay code type] Settings and Applicable Taxes.
7. Click each tab - General; Accounting; Overtime; Scheduling; Linked Apps - where applicable and set up/verify your settings.

Pay Code Setup Screen



(1) General Information Pane. The General Information Pane appears beneath the Tool Bar and shows basic information.

- ID; Description. ID displays the ID entered when adding the pay code and can be changed through the Tools button at a later time. Description displays the text entered when adding the pay code and can be edited directly. It is informational only and doesn't appear on employees' checks.
- Type. Reflects the Type selected while adding the pay code, and affects the available Settings pane.
- Print Friendly Name. This is the name that can appear on employees' checks (provided you have enabled your check format to do so; see page 37). If left blank, the Print Friendly Name column on the employees' Pay Codes screens will default to the ID entered above, and can be cleared. Print Friendly Names on employees' Pay Codes screens can be customized for each employee. If you enter a Print Friendly Name, closing the Pay Code Setup screen prompts you to update employees with this name (pictured). If you elect not to, you may use a separate Tool to do so.



(2) Settings Pane. The appearance of the Settings pane is affected by the selected pay code type. Pictured at the beginning of this topic is a Standard Payment Settings pane, because the selected type is Standard. The type is shown in the Title Bar of the pane.

- Longevity-type and Leave-type pay codes may² use longevity IDs and leave banks, respectively, set up separately in Program Setup (see page 54 and page 80).
- Several pay code types let you use a rate table as the basis; rate tables are also set up separately in Program Setup (see page 51).
- Life Insurance-type pay codes use a table provided by the federal government and updated as necessary.

(3) Applicable Taxes Pane. With the exception of EIC pay codes, which have none, and Retirement pay codes, which don't tax Social Security and Medicare, all taxes are checked by default when you add a pay code. Uncheck any that cannot apply.

(4) General Tab

- Use Maximum. Enter the maximum in the field provided and select the appropriate - to-date calculation in the field to the right.
- Do Not Annualize Gross for Tax Calculation. Calculates the current pay code as though it were an annual pay frequency.
- Gross is Exempt From 1017 Wages. Amounts from the current pay code will not be included in the 1017 report.

²Not required, as leave banks and longevity IDs can be selected individually on employees.

- Allow Rate Setup to be Overridden by Distribution. Lets you override all rate information in the GL distribution screen on the employee. If unchecked, rates can only be changed on the employee's Pay Code screen.
- Remove Hours From Prime Distribution. Hours entered on the current pay code will be deducted from your primary distribution. For example, 80 hours are in the primary distribution. You've entered 6 hours of vacation. The vacation pay code has this option checked, so those 6 hours will be removed from the primary distribution, resulting in 74 hours.
- Remove Pay From Salary. Amounts from the current pay code will be subtracted from employees' salary amounts (for employees using Salary pay codes).
- Allow Labor Activity. The pay code is reported as labor wages for Trunkline Activity reports.
- Round Rates To. The number of decimal places the program will allow/accept for the current pay code. Some units carry rates out to 4 decimal places (1/100ths of a cent), while others stop at 3, or even 2, decimal places. By setting this option here in Program Setup, you are enforcing what the pay code will allow. For example, if you set this to 2, an entry of more than 2 decimal places tells the program to automatically round that amount to what is acceptable for 2 decimal places.
- Non-Cash Payment; Apply Payment to All Ded/Exp. Non-cash payment increases the employee's gross (taxable) without including in net pay. Apply payment tells the program to include the non-cash payment as a basis for deductions/expenses.
- Exempt From Workers Comp Wages. Removes all workers comp codes from distributions containing this pay code. This will not affect any checks that have already been finalized. You are prompted about this; click Yes to proceed.

(5) Accounting Tab. Available settings are determined by the pay code Type and, sometimes, other settings elsewhere in Program Setup.

- Use Clearing Fund. If this setting is available and checked, the clearing fund set up in Program Setup (see page 27) was set to be used by all deductions, expenses, and pay codes. It may be unchecked on individual pay codes.
- Alternate Clearing Fund. If applicable, check the box and enter the fund in the field provided.
- Display on W-2. If checked, enter the W-2 Box Number and W-2 Code/Label.
- Exclude From Accrued Wages. Accrued wages allows users to post a certain percentage of a pay period back to the previous fiscal year. For the pay that crosses the year-end, users can allocate part of the costs from that pay to the previous year, leaving the remaining percentage in the current year. For example, if there is a longevity that is always paid on the first check of the fiscal year, it might be

determined that all of the expenses related to that longevity pay should stay in the current fiscal year, rather than being posted back. Setting this Exclude option on that pay code lets that happen.

- Default Accounting
 - None. GL distribution must be manually entered on the GL Distribution screen for each employee, and that will be the number used.
 - Home GL Number. When adding this pay code to the employee's GL Distribution, the Home GL Number entered for that employee will be copied down to the employee's distribution. This can be overridden on a case-by-case basis when necessary.
 - Home Fund-Dept with Specified Account. When adding this pay code to the employee's GL Distribution, the Fund and Department portion of the Home GL Number entered for that employee will be copied down to the employee's distribution, and will combine with the Account number entered on this pay code's setup screen. This can be overridden on a case-by-case basis when necessary.

(6) Overtime Tab. A pay code other than Flat or Salary can include up to five overtime multipliers. As an alternative, a separate Overtime pay code can be set up.

(7) Scheduling Tab. If applicable to the current pay code, check the Use Scheduling box and select the Payroll Type (available on scheduling settings other than Regular Frequency/Monthly) to which the schedule applies.

Availability of Activation Dates and Monthly Options are determined by the following:

- If Regular Frequency, select from Monthly, Quarterly, Semi-Annually, and Annually.
 - If Monthly, check the appropriate boxes in the Monthly Options pod. The pay code will only be active on payrolls occurring during those periods.
 - If Quarterly, Semi-Annually, or Annually, the Activation Dates are enabled. Fill out the appropriate dates; the pay code will only be active on payrolls occurring on or after those dates.
- If Employee Date, the pay code will only be active on payrolls occurring on or after the date selected in the field beneath this radio button.
- If Selected Pay Periods, the pay code will be available each time you add a pay period to a pay period template (see page 102 for more information). You may select pay periods individually on the pay code (instructions follow), but it is more efficient to simply click this radio button and manage the scheduling in the Pay Period setup screen.

- i. Click the Select Pay Periods button.
- ii. Click the grey Add button.
- iii. Select the Pay Period ID, then the Active Pay Period, and click Ok.
- iv. Add more if necessary and click Close to return to the setup screen.

(8) Linked Apps Tab

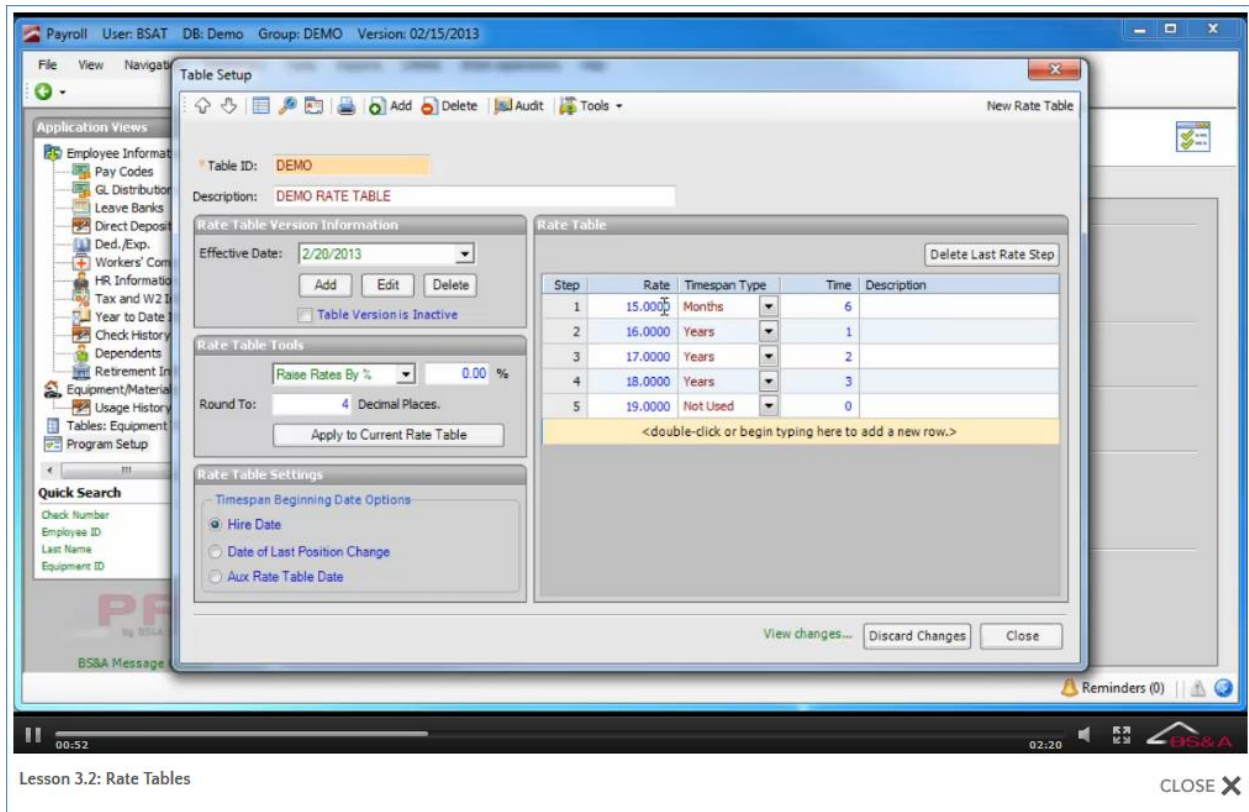
- Show in Timesheets. The pay code will be available for selection in Timesheets.
- New Distributions. If set to Allow Cloned or Allow Cloned and Build New, Timesheets users can add their own distribution to the pay code.
- Require a Note in Timesheets. A note will be required when entering hours for the pay code. For example, employees may need to explain overtime worked.
- Disable 24-hour Limit in Timesheets. This pay code will ignore the 24-hour limit in Timesheets.
- (Human Resources) Benefit Category; Sub Category. If applicable to the current pay code, select the Benefit Category and its Sub Category. This ties the pay code directly to a benefit category/subcategory in HR, enabling it to be tracked by HR as benefits in addition to base salary.
- Show in Work Orders. If checked, allows hours entered through BS&A Work Orders to be entered for this pay code.

Lesson 3.2: Rate Tables

Adding a Rate Table

1. Go to Program Setup>Database Setup>Rate Tables.
2. Click the green Add button.
3. Enter the Table ID and Description.
4. Click the grey Add button appearing beneath Effective Date.
5. Enter the Effective Date and click Ok to return to rate table setup. Upon clicking Ok, the first line of the table is available for data entry.
6. Select the Time Span Beginning Date Option and enter the Rate for the first step.
7. Continue adding rate steps.

Rate Table Setup Screen



Lesson 3.2: Rate Tables

CLOSE X

Table ID. The ID entered when adding the rate table. The ID can be changed through the Tools button.

Description. The Description appears on reports.

Rate Table Version Information. The Effective Date appearing in this field determines the rates for employees with pay codes to which the rate table is attached. For example, 02/01/[year]. Employees using the pay code attached to Rate Table A will be paid using these rates during the payroll containing that date. More than one effective date/rate can be set up for a particular rate table.

Rate Table Tools. Lets you raise or lower rates by a specific percentage, and apply rounding.

Rate Table Settings (Timespan Beginning Date Options). If a Timespan is used (selected in the Rate Table pane to the right), use this area to determine what defines the beginning of the Timespan.

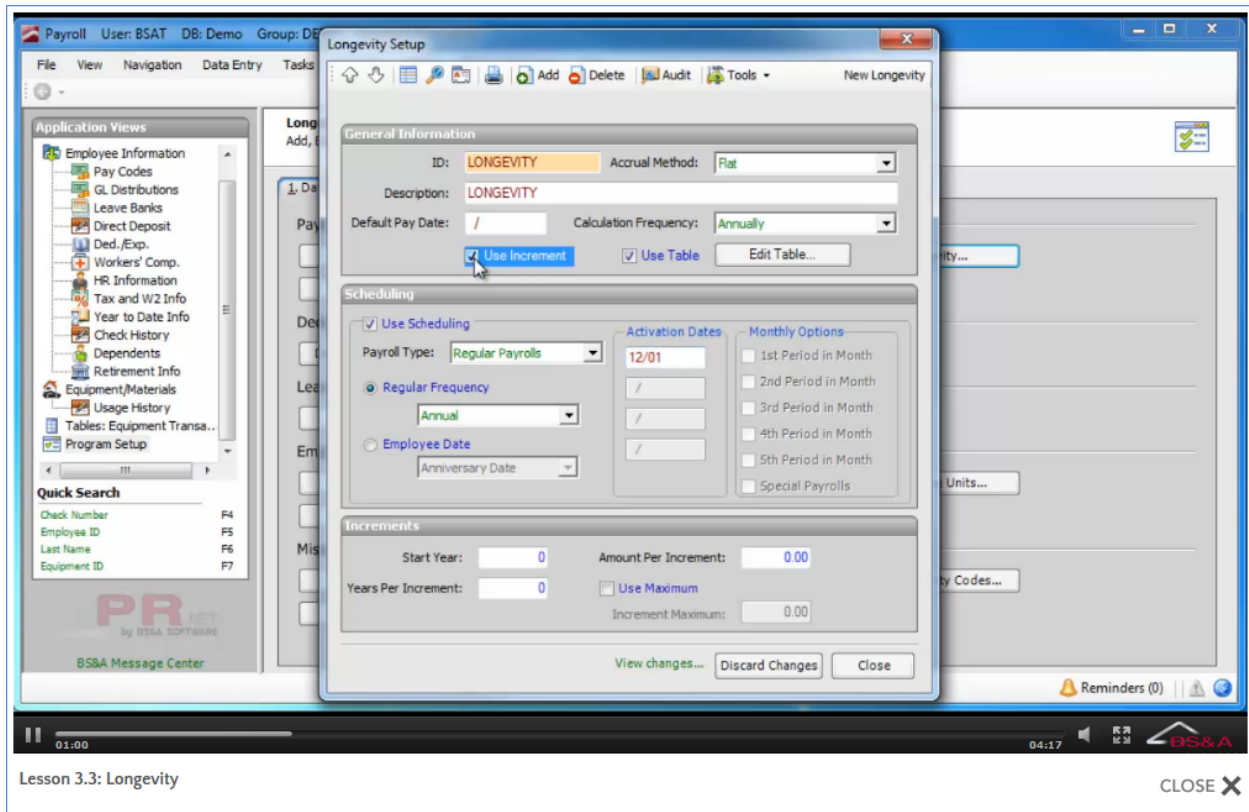
Rate Table. Lets you set up a tier of rates, and each step can choose whether or not to use a Timespan. If used, enter the Time in the next column. What's considered the beginning of the Timespan is determined in the Rate Table Settings pane to the left of this one. For example, Step 1 uses a Monthly Timespan, and 6 is entered in the Time column. Hire Date has been selected in the Rate Table Settings pane. Therefore, if an employee falls within the Step 1 tier, that rate will be effective for 6 months from the Hire Date, and will then show up as available for increase through the Schedule Rate Table Step Raises task (see page 225).

Lesson 3.3: Longevity

Adding a Longevity ID

1. Go to Program Setup>Database Setup>Longevity.
2. Click the green Add button.
3. Enter the Longevity ID.
4. Select the Accrual Method and Calculation Frequency.
5. If Increment and/or a Table is to be used, check the appropriate box. If Table, click the Edit Table button to set it up.
6. If scheduling is applicable, check the Use Scheduling box and select your settings.
7. If Use Increments was checked in step 5, select your settings.

Longevity Setup Screen



Lesson 3.3: Longevity

CLOSE X

ID. The ID entered when adding the Longevity item. The ID can be changed through the Tools button.

Description. The Description appears on reports.

Default Pay Date. If, for example, you enter 12/1 here, this will be the "longevity date" used in the Calculation Frequency (see below), unless an individual employee has a different date.

Accrual Method. Flat or % of Salary.

Calculation Frequency. Select from:

- Every Pay Period. Pay will be divided according to the employee's pay frequency and include the appropriate amount in each check.
- Annually. Pay will be included on the paycheck generated during the pay period containing the longevity date.
- Semi-Annually. Pay will be included on the paycheck generated during the pay period containing the longevity date, and again during the pay period six months from the longevity date.
- Quarterly. Pay will be included on the paycheck generated during the pay period containing the longevity date, and again once every three months.
- Monthly. Pay will be included on the paycheck generated during the pay period containing the longevity date, and again each month.

Use Increment. If checked, the settings in the Increments pane at the bottom become enabled. Increments can be used in conjunction with Tables.

Use Table; Edit Table. If checked, click the Edit Table button to set up a tier of Minimum/Maximum Years worked and the Pay Earned. The Max Years column is calculated each time you enter a Min Years/Pay Earned step.

Min Years ▲	Max Years	Pay Earned	
5.00	6.99	250.0000	X
7.00	9.99	500.0000	X
10.00	14.99	750.0000	X
15.00	19.99	1000.0000	X
20.00	999.99	1500.0000	X

<double-click or begin typing here to add a new row.>

Close

Tables can be used in conjunction with Increments.

Scheduling. If applicable to the current Longevity ID, check the Use Scheduling box and select the Payroll Type to which the schedule applies. Availability of Activation Dates and Monthly Options are determined by the following:

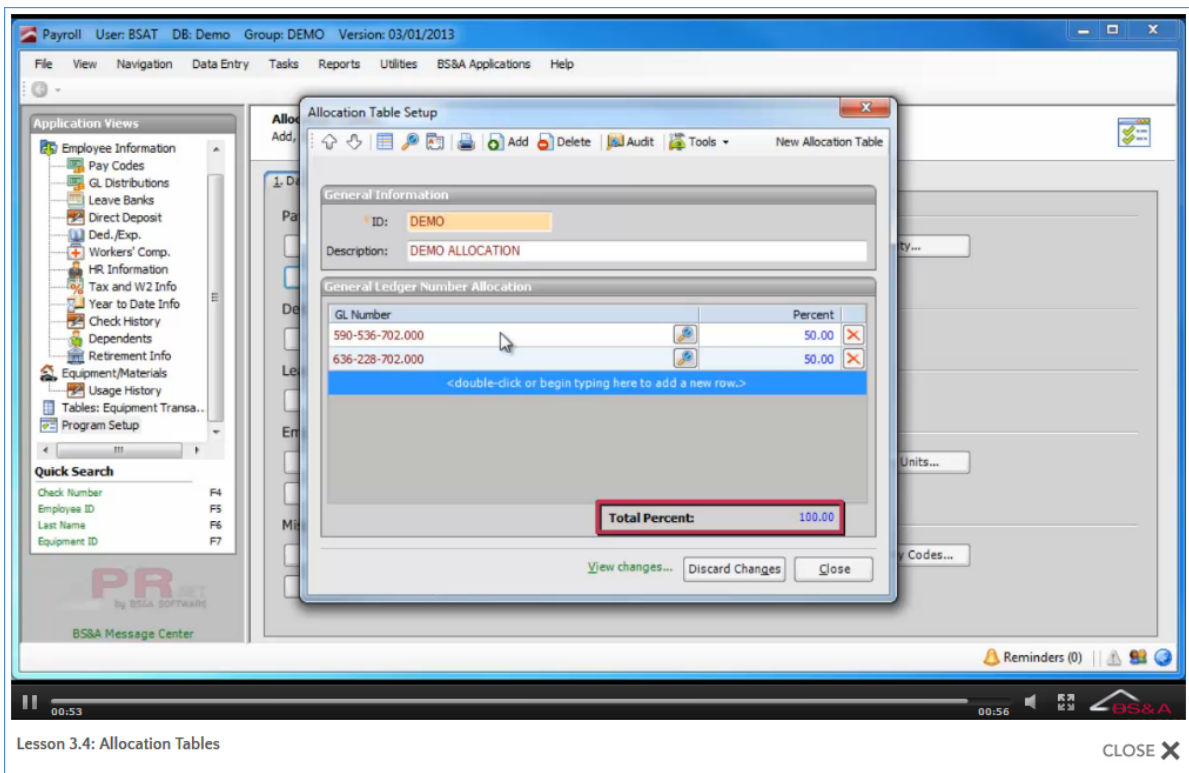
- If Regular Frequency, select from Monthly, Quarterly, Semi-Annually, and Annually. If Monthly, check the appropriate boxes in the Monthly Options pod. The Longevity ID will only be active on payrolls occurring during those periods. If Quarterly, Semi-Annually, or Annually, the Activation Dates are enabled. Fill out the appropriate dates; the Longevity ID will only be active on payrolls occurring on or after those dates.
- If Employee Date, the Longevity ID will only be active on payrolls occurring on or after the date selected in the field beneath this radio button.

Increments. Requires the Use Increment box at the top of the screen to be checked.

Lesson 3.4: Allocation Tables

Allocation tables allow you to set up a pre-defined, percentage-based distribution to be used for employees. Allocation tables are typically used when an employee's time is changed to multiple GL numbers based on a percentage, rather than as actual work hours tracked for each account. The allocated percentages must equal 100%.

1. Go to Program Setup>Database Setup>Allocation Tables.
2. Click the green Add button and enter the ID and an optional Description.
3. Double-click the bar labeled **<double-click or begin typing here to add a new row.>** and enter the GL number and Percent. Repeat for additional lines, until the total percentage equals 100.



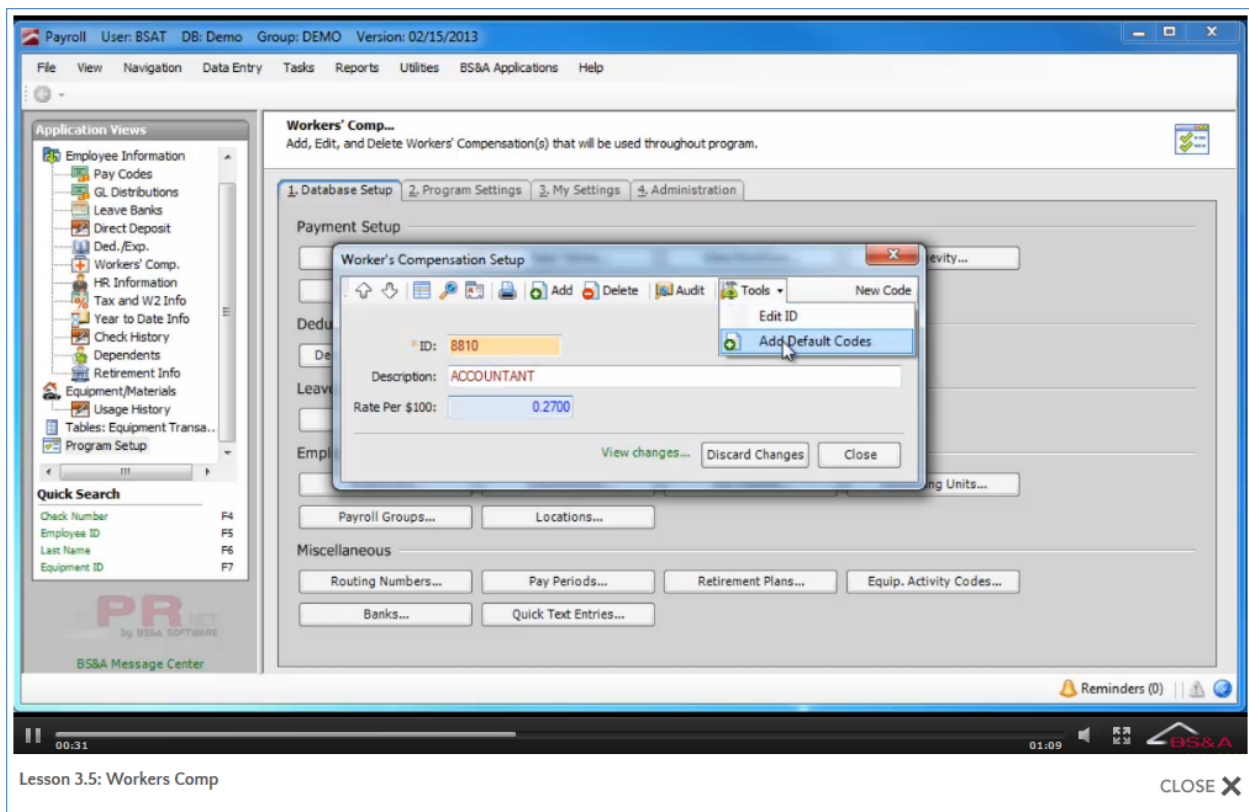
Lesson 3.5: Workers Comp

Adding a Code

1. Go to Program Setup>Database Setup>Workers Comp.
2. Click the green Add button.
3. Enter the ID, Description, and Rate per \$100.

Adding Default Codes

Default Workers Comp Codes are codes built in to the program. Adding them to your database will not affect any codes you may already have set up. This can be done via the Tools button here in Program Setup, or through the Utilities menu.



1. Go to Utilities>Add Default Workers Comp Codes and click Ok.
2. Go through each code and enter the Rate per \$100. This is especially important if you intend to expense Workers Comp through the program.
3. (Optional) Go to Program Setup>Database Setup>Workers Comp.
 - i. Click the Print button.
 - ii. Select the (print) Destination and click Run.
 - iii. Using the list as a guide, delete any default workers comp codes you don't use.

Lesson 3.6: Deductions/Expenses

Adding a Deduction/Expense

1. Go to Program Setup>Database Setup>Deductions and Expenses.
2. Click the green Add button.
3. The Wizard appears; click Next.
4. Select Create New..., then Next.
5. Enter the ID and Description, and select whether it is a Deduction or an Expense.

Available types:

Deductions	<i>Benefit Plan</i>	<i>Percent of Net</i>
	<i>Child Support</i>	<i>Percentage</i>
	<i>Deferred Comp</i>	<i>Savings Bond</i>
	<i>Flat Amount</i>	<i>Table of Values</i>
	<i>Garnishment</i>	<i>Tax Levy</i>
	<i>Insurance</i>	<i>Union Dues</i>
	<i>Local Tax</i>	<i>User Variable</i>
	<i>MERS</i>	

Expenses	<i>Benefit Plan</i>	<i>Percentage</i>
	<i>Deferred Comp</i>	<i>Table of Values</i>
	<i>Flat Amount</i>	<i>User Variable</i>
	<i>Insurance</i>	<i>Workers Comp</i>
	<i>MERS</i>	

6. Select the Accounting Information and click Next.
7. Continue through the Wizard and click Finish.
8. Click each tab - Calculation; Accounting; Retirement; Scheduling; Miscellaneous - where applicable and set up/verify your settings.

Copying from an Existing Deduction/Expense

Use this if you are setting up deductions/expenses with similarities to cut down on data entry time.

1. Go to Program Setup>Database Setup>Deductions & Expenses.
2. Click the green Add button.
3. The Wizard appears; click Next.
4. Select Copy From..., then Next.
5. Enter the Deduction/Expense ID and Description of the one you are creating.
6. Select the Existing Deduction/Expense ID.
7. Click Next, then Finish.
8. Make any necessary changes.

Deduction/Expense Setup Screen

Lesson 3.6: Deductions/Expenses

(1) Ded/Exp Information Pane. The Ded/Exp Information Pane appears beneath the Tool Bar and shows basic information.

- ID; Description. ID displays the ID entered when adding the deduction or expense and can be changed through the Tools button. Description displays the text entered when adding the deduction or expense and can be edited directly. It is informational only and doesn't appear on employees' checks.
- Print Friendly Name. If entered, this will be the text displayed on employees' checks (provided you have enabled your check format to do so; see page 37), rather than the ID.
- Type. The selected Type (Deferred Comp; Percentage; Child Support; etc.) affects the available settings in the tabs below. Workers Comp expenses are calculated based on the workers comp code attached to the employees' distribution and the experience modifier set up on the employer (see page 84).

(2) Calculation Tab. Most fields reflect the selection during the Wizard (see below) and can be changed).

- Flat Amount; Percentage. Flat amount or percentage to be deducted/expensed.
- Select Applicable Benefit Plans. Enabled for editing when the selected Type is Benefit Plan. Click to select the benefit plans set up in Human Resources. The selected plan will be used in the calculation for the current Deduction or Expense.
- Use Maximum; Maximum; To Date
 - Use Maximum tells the program whether to enforce a maximum amount for the current deduction or expense. Even if this box is not checked, overridden maximums may be used on individual employees.
 - Maximum stores the generic maximum amount that is to be deducted or expensed.
 - To Date determines the term of the maximum, even if overridden maximums are used on employees rather than the "blanket" maximum triggered by the Use Maximum setting. If, for instance, a maximum amount of \$10,000 was entered, the To Date field allows the user to determine if this maximum is Lifetime, Year to Date, Fiscal to Date, Quarter to Date, or Month to Date.
- Employee Maximums. Click this button to view a list of employees to which the current deduction or expense is attached, and to view their overridden maximum, if any. Those without an overridden maximum show 0.00, in which case the maximum entered here in Program Setup is used.

- User Variable Information. The User Variable field is located on the employee and is used to store the percentage or flat amount of the pay being deducted; click the Edit Employee Values button to receive a list of employees and their values.
- Exclude Pay Codes. Some deductions and expenses are calculated as a percentage of some, but not all, wages. In some situations, only the overtime portion of earnings on a particular pay code should be excluded from the calculation.
- Default Adjustments. In order for certain taxes to be calculated on adjusted gross wages, pre-tax deductions and expenses must be selected. These deductions and expenses are subtracted from the gross wages prior to that tax being calculated. When viewing a tax (such as FITW), the items selected as the default adjustments will be the deductions that are "pre-tax" for that tax item. Default adjustments may also be used to select certain deductions that must be excluded from the calculation of other deductions.

(3) Accounting Tab. Most fields reflect the selection during the Wizard (see below) and can be changed).

- W-2 Information. When adding a deduction other than Local Tax (automatically populated), enter the W-2 Box Number and W-2 Code/Label (if applicable).
- General Ledger Information
 - Dept-Account. This option uses the fund portion of the account number (FFF) from each distribution item set up on the employee, and the department and account numbers (DDD-AAA.AAA) you enter in the field to the right on this screen. This option is used most often for deductions and expenses. Regarding Remittance, in most cases, Dept-Account will be the appropriate option, with 000 entered in the Department portion.
 - Account. This option uses the fund and department portion of the account number (FFF-DDD) from each distribution item set up on the employee, and the account number (AAA.AAA) you enter in the field to the right on this screen. This option is only to be used when setting up deductions if your liability accounts are departmentalized, and when setting up remittance if your asset accounts are departmentalized. We recommend using this setting for expenses, since Payroll will automatically departmentalize the employer's payroll taxes and fringe benefits as required for GASB 34 reporting.
 - Employee Primary Pay (Expenses only). This option uses the GL number selected as each individual employee's primary GL distribution for the purpose of creating the GL Debit portion of the journal entry related to this expense.
 - Primary Pay - Account (Expenses only). This option uses the Fund and Department from the GL number selected as each individual employee's primary

GL distribution, combined with the Account number entered here, for the purpose of creating the GL Debit portion of the journal entry related to this expense.

Primary Pay - Dept-Account (Expenses only). This option uses the Fund from the GL number selected as each individual employee's primary GL distribution, combined with the Department and Account number entered here, for the purpose of creating the GL Debit portion of the journal entry related to this expense. Local Tax Entity (not pictured). Reflects the selection during the Wizard when adding a local-tax deduction and can be changed.

- Clearing Fund. If Use... is checked, the clearing fund set up in Program Setup (see page 27) was set to be used by all deductions, expenses, and pay codes. It may be unchecked on individual deductions and expenses. Alternate Clearing Fund may be used if applicable to a specific deduction or expense.
- Use Accrued Wages Account. If checked, the accrued wage account set up in Program Setup will be used by this (and all) deductions and expenses. It may be unchecked if the current item should use the GL Credit account number entered during the wizard.
- Exempt for Unemployment Gross. Checking this box excludes the amount of the deduction or expense from the Applicable Gross for unemployment wage earning purposes. In effect, a deduction so marked will be "pre-tax" by reducing the amount of applicable wages. Since most users pay unemployment on a reimbursing basis, this simply reduces the amount of applicable wages reported when the unemployment report/export file is created.
- Taxable Fringe Benefit. This is only enabled on employer-paid expenses. Marking an expense as such tells the program to increase the taxable wages of employees to which the expense is attached, thereby increasing the amount of taxes paid by the employee. Users must determine which taxes this benefit will be subject to: Federal, State, Local, SS, or Medicare.

(4) Retirement Tab

- Export Type. If you've added a retirement deduction or expense, this reflects the type selected and can be changed. The Export Type affects the Settings pane beneath it.
- Settings Pane. Changes depending on the selected Export Type.
- Matching Deduction ID. If you are viewing an expense that has a matching Deduction, select its ID here.
- Legally Required Contribution. Check this box if this is a deduction to which an employee is legally required to pay money (such as a pension plan the employee has no ability to opt out of). The program includes the amount as a deduction from

income for the purposes of calculating disposable income, which is normally used in Child Support and Garnishment deductions, thereby limiting the amount that may be taken for those deductions.

- Self-Admin Retirement Plan Contribution. When checked, the totals for this deduction or expense will be included in the totals for the employee or employer contributions on the Retirement Info screen, and in the calculation of interest on those amounts.

(6) Scheduling Tab

If applicable to the current deduction or expense (other than Monthly or Selected Pay Periods), check the Use Scheduling box and select the Payroll Type to which the schedule applies. Availability of Activation Dates and Monthly Options are determined by the following:

- If Regular Frequency, select from Monthly, Quarterly, Semi-Annually, and Annually.
 - If Monthly, check the appropriate boxes in the Monthly Options pod. The deduction or expense will only be active on payrolls occurring during those periods.
 - If Quarterly, Semi-Annually, or Annually, the Activation Dates are enabled. Fill out the appropriate dates; the deduction or expense will only be active on payrolls occurring on or after those dates.
- If Employee Date, the deduction or expense will only be active on payrolls occurring on or after the date selected in the field beneath this radio button.
- If Selected Pay Periods, the deduction or expense will be available each time you add a pay period to a pay period template (see page 102 for more information). You may select pay periods individually on the deduction or expense (instructions follow), but it is more efficient to simply click this radio button and manage the scheduling in the Pay Period setup screen.
 - i. Click the Select Pay Periods button.
 - ii. Click the grey Add button.
 - iii. Select the Pay Period ID, then the Active Pay Period, and click Ok.
 - iv. Add more if necessary and click Close to return to the setup screen.

(6) Miscellaneous Tab

- Do Not Show on Check Stubs. When checked, the current deduction or expense, including its amount, will not be shown on check stubs, regardless of general display

settings selected on the check format itself or in the Check Format button on the Payroll tab of the Banks screen.

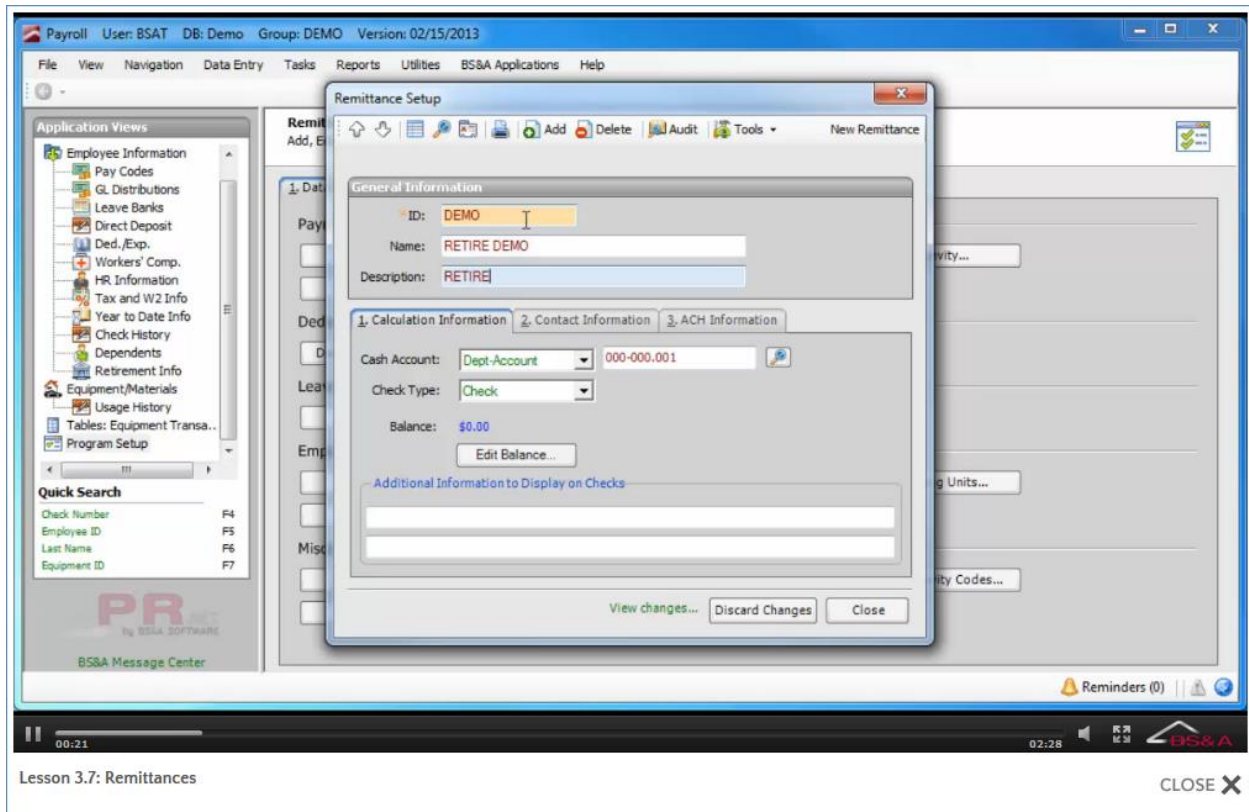
- (Human Resources) Benefit Category; Sub Category. When using BS&A Human Resources, each benefit plan is assigned to a benefit category for purposes of proper reporting. Even if the current deduction or expense is not directly tied to a benefit plan in HR, it can still be useful to categorize it to allow all costs (employee and employer paid) to be grouped for this reporting.
- Insurance Information. Informational only and provided for customers who want to track this information, but are not using BS&A Human Resources.

Lesson 3.7: Remittances

Adding a Remittance ID

1. Go to Program Setup>Database Setup>Remittances.
2. Click the green Add button.
3. Enter the ID, Name, and an optional Description.
4. Fill out the fields on the Calculation Information, Contact Information, and ACH Information tabs.

Remittance Setup Screen



General Information Pane. Shows the ID, Name and Description.

Calculation Information Tab

- Cash Account. Select from Dept-Account and Account. Enter the appropriate figures in the field to the right.
- Check Type. Select from Check and EFT. If EFT, and the remittance recipient is to be paid via ACH, you will need to visit the ACH Information tab and set up the appropriate information.
- Balance. Updates itself after every payroll wizard or after adding/editing the balance.
- Edit Balance Button. Click to add a new remittance item or edit the balance of a particular line item. This could be due to initial balances after conversion, or to deductions/expenses that had not been attached to the remittance when the payroll was run.
- Additional Information to Display on Checks. For example, case numbers, plan numbers, or account numbers to appear as memo lines on remittance checks.

Contact Information Tab. Click to fill out the address/phone/fax information.

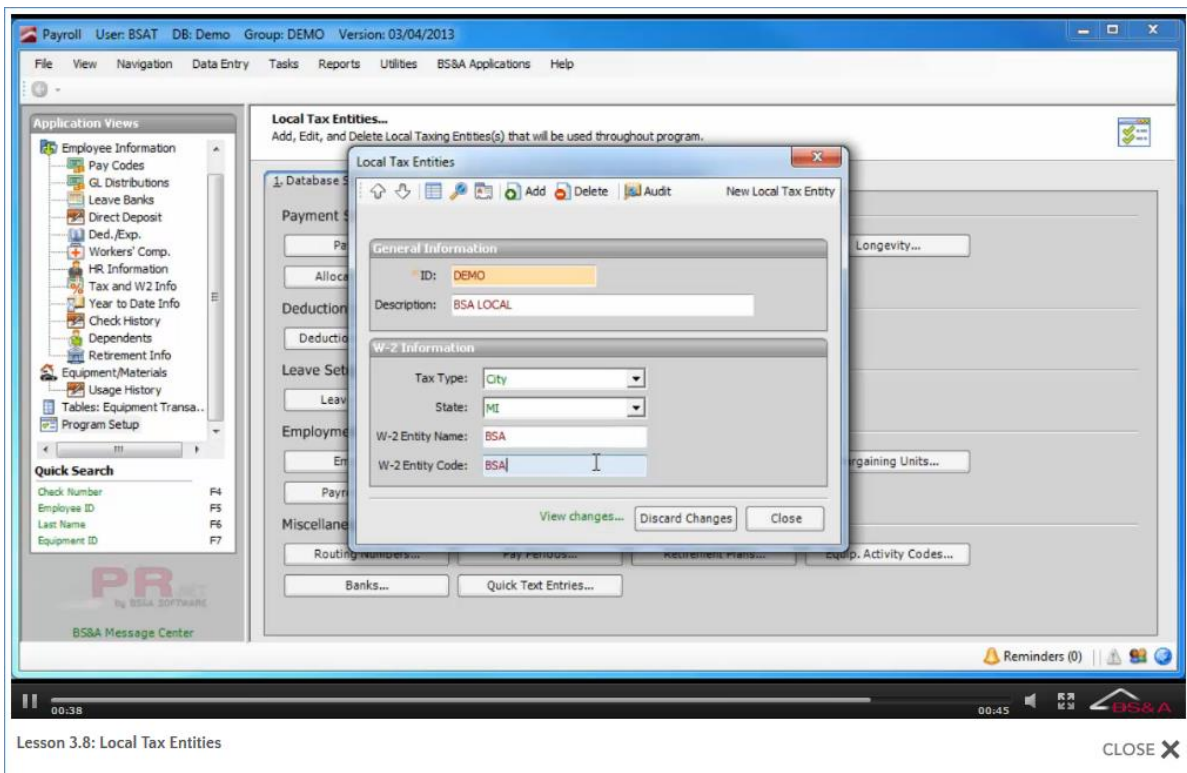
ACH Information Tab. If the selected Check Type on the Calculation Information tab is EFT, this tab lets you set up the appropriate ACH information (if applicable).

- Pay This Remittance With ACH. If applicable, check this box to enable the remaining fields.
- Routing Number. Select the routing number set up elsewhere in Program Setup (see page 100).
- Account Number. A valid account number must be entered.
- Account Type. Be sure to select the correct type: Checking; Savings; Loan.
- Run Prenote. If checked, a prenote must be run (see page 239) before the remittance recipient can be paid via ACH.
- Prenote Date. Fill this out after receiving confirmation from the bank that the prenote was successful.

Lesson 3.8: Local Tax Entities

Local tax entities are selected while setting up local tax deductions (see page 63).

1. Go to Program Setup>Database Setup>Local Tax Entities.
2. Click the green Add button.
3. Enter the ID and optional Description.
4. Enter the W2 Entity Name and W2 Entity Code. The W2 Entity Code is the code that will be used when printing W2s to represent this locality.

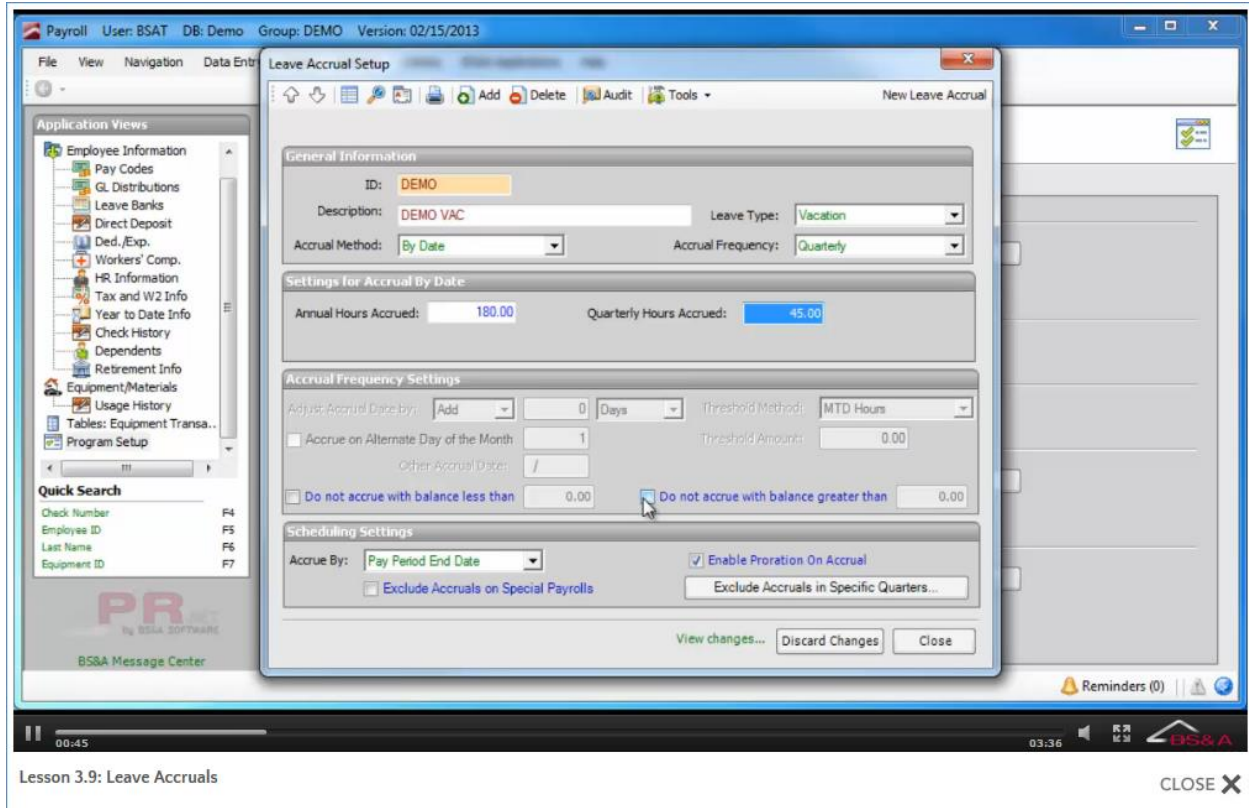


Lesson 3.9: Leave Accruals

Adding a Leave Accrual

1. Go to Program Setup>Database Setup>Leave Accruals.
2. Click the green Add button.
3. Enter the ID and Description.
4. Select the Leave Type.
5. Select the Accrual Method.
6. If applicable, select the Accrual Frequency.
7. Enter the settings in the Settings For [Accrual Method] pane.
8. Enter the settings in the Accrual Frequency Settings pane.
9. Verify or select the settings in the Scheduling Settings pane.
 - i. If applicable, click the Exclude Accruals... button to exclude one or more pay periods/months/quarters; click Ok to close.

Leave Accrual Setup Screen



General Information Pane

- ID; Description. ID displays the ID entered when adding the Leave Accrual and can be changed through the Tools button. Description displays the text entered when adding the Leave Accrual and can be edited directly.
- Leave Type. Leave Types (Vacation; Sick; Personal; Comp; Other) are available regardless of Accrual Method.
- Accrual Method. Each Accrual Method has specific settings.
 - By Date, Years Worked, and Incremental are further defined by Accrual Frequency (see below).
 - Roll Over accrual is how the rolled-over leave is accrued into the Leave Bank. The Roll over bank is where that accrual would usually go. No specific setting for rollover banks exists, so it is just another bank using the roll over accrual.
- Accrual Frequency. If the Accrual Method is By Date, Years Worked, or Incremental, a specific Accrual Frequency may be selected.

Settings for Accrual By... and Accrual Frequency Panes. Available settings vary by both the Accrual Method and the Accrual Frequency.

Scheduling Settings Pane

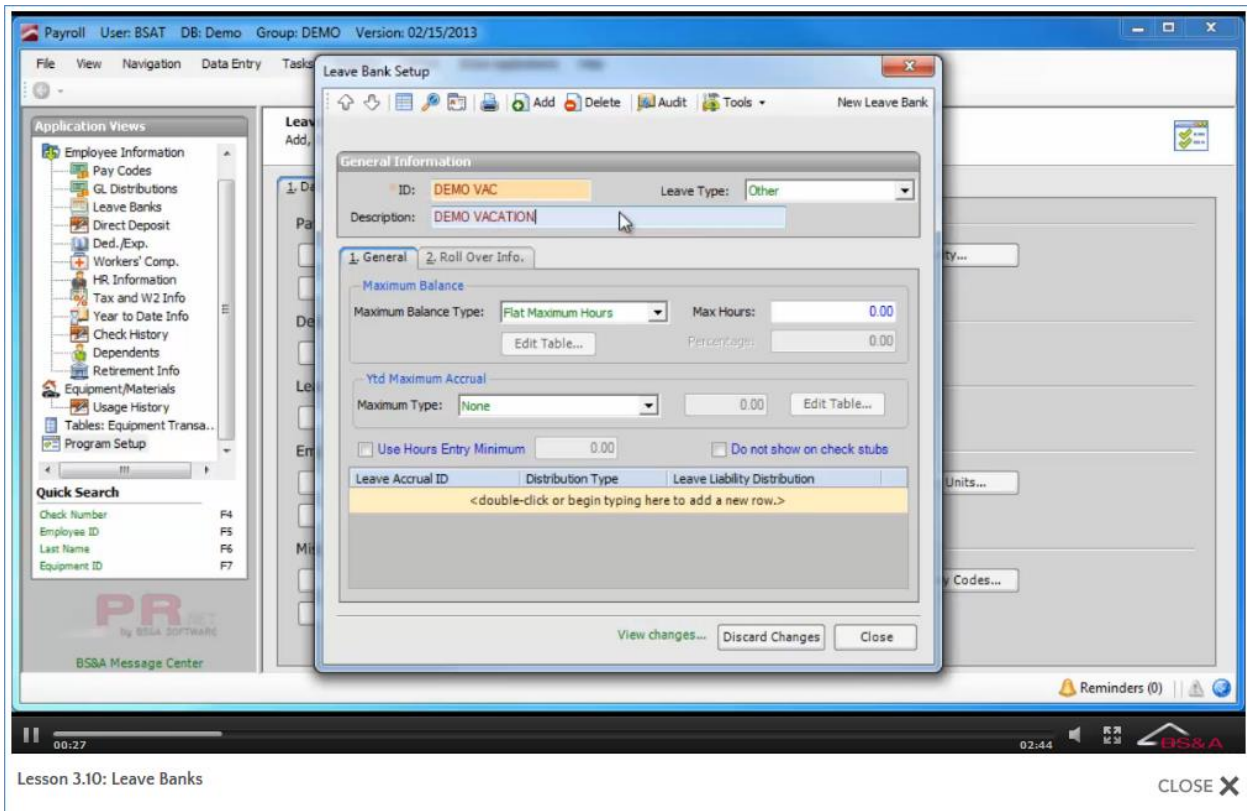
- Accrue By. Reflects the default selected elsewhere in Program Setup (see page 30) and can be changed when setting up leave accrual:
 - Pay Period End Date. Leave will accrue when accrual frequency occurs within the pay period end date.
 - Check Post Date. Leave will accrue when accrual frequency occurs within the check post date.
- Exclude Accruals on Special Payrolls. If checked, this type will be prevented from accruing during any "special" payrolls.
- Exclude Accruals... Button. Available on Every pay period, Monthly, and Quarterly Accrual Frequencies (button name reflects the Frequency). All pay periods/months/quarters are selected by default, meaning leave will be accrued. Uncheck any that are to be excluded.

Lesson 3.10: Leave Banks

Adding a Leave Bank

1. Go to Program Setup>Database Setup>Leave Banks.
2. Click the green Add button.
3. Enter the Leave Bank ID and Description.
4. Select the Leave Type.
5. Enter the General and Roll Over settings.

Leave Bank Setup Screen



General Information Pane

- ID; Description. ID displays the ID entered when adding the Leave Bank and can be changed through the Tools button. Description displays the text entered when adding the Leave Bank and can be edited directly.
- Leave Type. Leave Type affects other settings on this screen.

General Tab Settings

- Maximum Balance Type. If Flat or Percent, the appropriate field to the right is enabled for entry. If Table by years worked, the Edit Table button is enabled.
- Maximum Type. If YTD Amount, enter the most hours that can be earned in any one year. If Table by years worked, click the Edit Table button and set up the table.
- Use Hours Entry Minimum. If checked, enter a minimum number of leave hours to be taken (e.g. half hour, one hour, 4 hours, etc.).

Roll Over Info Tab

- Roll Over Type. Determines the available settings. If Roll Over Table, the Edit Roll Over Table button and the Table Start Date field are enabled for use.
- Roll Over Date. Anniversary, Birth Date, Promotion Date, and Review roll over dates let you specify how many days before or after the selected date to use as the roll over date.
- Rollover By. Reflects the default selected in Program Setup and can be changed when setting up a leave bank:
 - Pay Period End Date. Leave will accrue when accrual frequency occurs within the pay period end date.
 - Check Post Date. Leave will accrue when accrual frequency occurs within the check post date.
- Exclude Roll Over on Special Payrolls. If checked, this option prevents this type of leave from rolling over during any "special" payrolls.

Attaching Leave Accrual to a Leave Bank

1. Go to Program Setup>Database Setup>Leave Banks and locate the leave bank.
2. Double-click the first available orange bar.
3. Select the Leave Accrual ID.

Attaching a Leave Bank to a Pay Code

The pay code must be set up as a Leave pay code (see page 44).

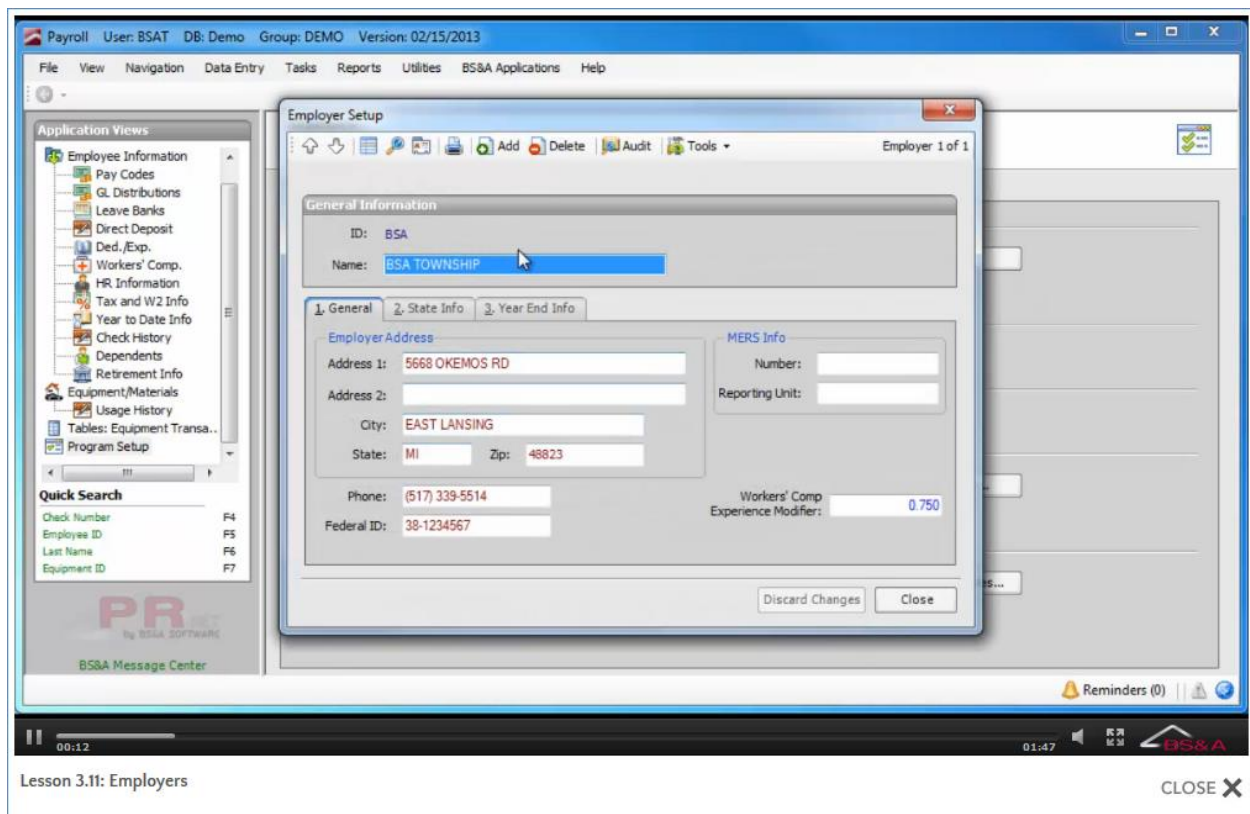
1. Go to Program Setup>Database Setup>Pay Codes and locate the pay code.
2. Select the Leave Bank ID.

Lesson 3.11: Employers

Adding an Employer

1. Go to Program Setup>Database Setup>Employers.
2. Click the green Add button.
3. Enter the ID and Name.
4. Fill out the information on the General and State Info tabs.

Employer Setup Screen



General Tab. Stores the address, phone number, Federal ID, and:

- MERS Number; MERS Reporting Unit. Only needed if you use self-administered retirement (see page 24).
- Workers Comp Expense Modifier. Used in the calculation of your workers comp amounts.

State Info Tab. Stores the State, State ID, Unemployment ID, SSA, and Account Number. Multiple records can be added via the grey Add button. The Unemployment ID must be filled out properly in order to create the Unemployment Wages export.

Year End Info Tab. Updated when W2s are committed. Double-click a year to view the W3. While there, you can click View Associated W2s, then double-click an employee to see his/her W2 details.

Lesson 3.12: Departments and Job Classes

In General

Departments and job classes are basically templates to be applied to employees, reducing data entry time. Everything set up on a department or job class can be overridden on each employee.

- Departments are required when adding an employee.
- Job classes are not required when adding an employee. A job class lets you further define an employee's role in the department to which he is attached. For example, the Building department can have one job class defined for clerical employees, and another defined for inspection staff.

When adding an employee and selecting a job class in addition to a department, you are given the option of keeping the department settings, overriding the department settings with the job class settings, or merging the two.

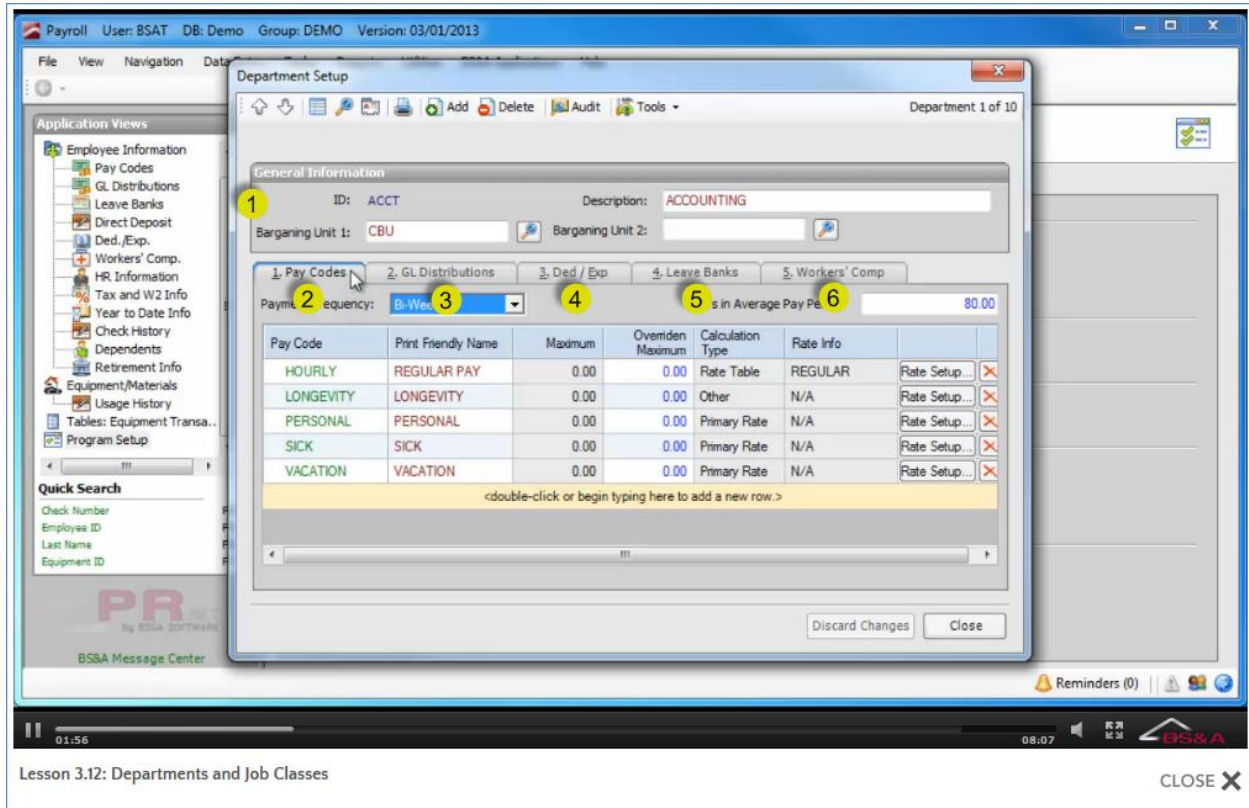
Making changes to a department or job class does not affect the original item (pay code, leave bank, workers comp code), or any employees already attached. Only employees added after the change is made are affected.

Adding a Department or Job Class

1. Go to Program Setup>Database Setup.
2. Click Departments or click Job Classes.
3. Click the green Add button.
4. Enter the ID and Description.
5. (Optional) Select a Bargaining Unit 1 and Bargaining Unit 2.
6. Click each tab - Pay Codes; GL Distributions; Ded/Exp; Leave Banks; Workers Comp - and set up/verify your settings.

Department; Job Class Setup Screens

Pictured is the Department Setup screen. The Job Class Setup screen is identical.



(1) General Information Pane. The General Information Pane appears beneath the Tool Bar and shows basic information.

- ID; Description. ID displays the ID entered when adding the department/job class and can be changed through the Tools button. Description displays the text entered when adding the department/job class and can be edited directly. It is informational only and doesn't appear on employees' checks.
- Bargaining Unit 1; Bargaining Unit 2. Optional. If used, select a bargaining unit set up elsewhere in Program Setup (see page 93).

(2) Pay Codes Tab

- Payment Frequency. Used to determine Federal Withholding tax. A Custom frequency is available for selection on individual employees.

- Hours in Average Pay Period. Used to infer annual salary for hourly employees, or hourly rate for salaried employees, as each of these is sometimes necessary (such as, when calculating leave hours for salaried employees).
- Pay Code Table. Shows basic information from the pay code setup. Click the ID to receive a pop up: View Pay Code Setup; Insert New Pay Code Row; Replace this Pay Code; Delete Pay Code.
- Rate Setup Button. Click to bring up a dialog letting you view/edit the rate calculation of the current pay code for the current department/job class:
 - Rate Table/Version Date. Lets you select a rate table and its version date to use for the current pay code.
 - Rate. Lets you enter a flat rate for the current pay code.
 - Based on Employee's Primary Rate/Multiplier. Select this option to calculate the current pay code's rate based on the pay code and GL distribution combination selected as the primary.
 - Based on Another Distribution's Rate/Multiplier. Select this option to calculate the current pay code's rate using a distribution set up on the department's/job class's GL Distribution screen.
 - Special. Used for custom situations.
 - Leave Bank ID/Longevity Bank ID. If the current pay code is a Leave or Longevity type, the Leave Bank or Longevity ID may be selected here.
 - Use FLSA Rate for Overtime Base Rate. If checked, the FLSA rate must be entered on the employee's Pay Code screen.

(3) GL Distribution Tab

- Priority Pay Code; Distribution; Rate; Default Hours. Shows the pay code selected as the primary and its distribution, rate, and default hours.
- Change Primary Distribution Button. Click this button to select another pay code to use as the primary.
- Clear Primary Distribution Button. Click this button to clear the primary distribution. Keep in mind employees inheriting this department/job class will not be included in a payroll until a primary distribution is set.
- Payment Distribution Table
 - Pay Code. Pay codes can be entered in any order. One pay code will need to be selected as the primary, to be used by pay codes whose rates are set to use the primary (for example, Leave pay codes).

Distribution Type. GL Number is the default distribution and can be changed to Allocation Table. Allocation tables are used to distribute wages to pre-determined GL numbers on a percentage basis.

Rate Step. The rate step appearing on the GL Distribution tab reflects the rate step of the selected pay code and can be changed for the current distribution.

Rate. The rate settings appearing on the GL Distribution tab reflect the settings of the selected pay code and can be changed for the current distribution (see "Rate Calculation Button," below).

Default Hours. Used in the calculation of pay and can be overridden on each employee attached to the current department/job class.

- Rate Calculation Button. The rate itself is displayed in the button. Clicking the button brings up a dialog that lets you view/edit the rate calculation of the current Pay Code Distribution line for the current department/job class:

Distribution Information Pane. Shows information from the pay code used on the current distribution line.

Rate Table/Effective Date/Step. Lets you select a rate table and its effective date and step to use for the current distribution line.

Rate. Lets you enter a flat rate for the current distribution line.

Based on Employee's Primary Rate/Multiplier. Select this option to use the same distribution as the pay code selected as the primary.

Based on Another Distribution's Rate/Priority. Select this option to calculate the current pay code's rate using a distribution set up on the department's/job class's GL Distribution screen.

Special. Used for custom situations.

(4) Deductions/Expenses Tab. Lists each deduction/expense tied to the current department/job class. Click the ID to pop up a menu (similar to the Pay Code, above).

(5) Leave Banks Tab. Lists each leave bank tied to the current department/job class. Click the ID to pop up a menu (similar to Pay Codes and Deductions/Expenses, above). Click the Details button to view/override the setup information for the current leave bank.

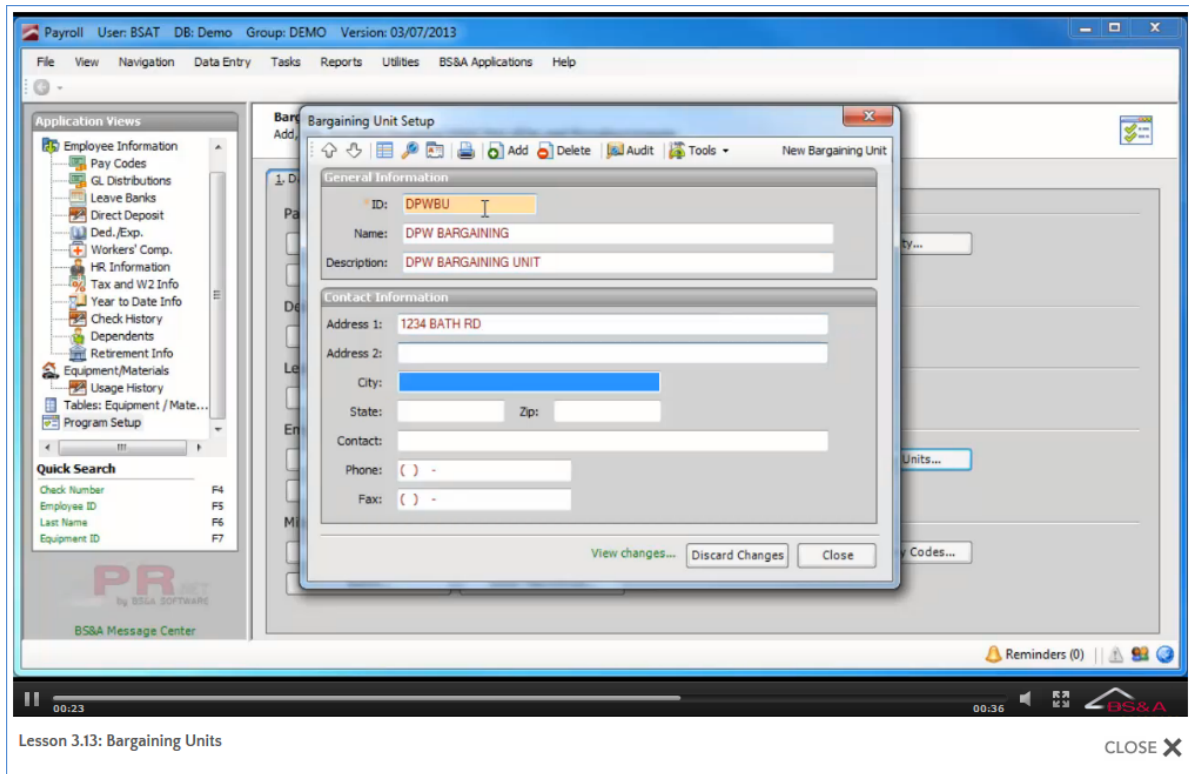
(6) Workers Comp Tab

- Default Workers Comp Code. If most or all pay codes on the department/job class will use the same Workers Comp code, select it here.

- Workers Comp Table. Lists each pay code/distribution tied to the current department/job class and lets you select a specific Workers Comp Code for each pay code.
- OT Button. Only enabled on pay codes set up to use overtime (not on Overtime pay codes themselves). If you have a number of overtime steps to be assigned Workers Comp codes, click the Tools button and choose Copy Regular WC Codes to Overtime as an alternative to manually visiting each OT button on the Workers Comp tab.

Lesson 3.13: Bargaining Units

1. Go to Program Setup>Database Setup>Bargaining Units.
2. Click the green Add button.
3. Enter the ID, Name, Contact Information, and an optional Description.



Lesson 3.14: Payroll Groups

Payroll Groups are used to group specific employees in a payroll, such as weekly-paid employees, bi-weekly-paid employees, etc. Selecting a payroll group is a required step when running a payroll. As such, it is recommended that commonly-used groups be set up here and attached to the appropriate employees.

Adding a Payroll Group

1. Go to Program Setup>Database Setup>Payroll Groups.
2. Click the green Add button.
3. Enter the ID and an optional Description.

Payroll Group Setup Screen

The screenshot displays the 'Payroll Group Setup' window. The 'ID' field contains 'MONTHLYT' and the 'Description' field contains 'MONTHLY EMPLOYEES'. The 'Filter Information' section includes the following settings:

- Filter Available Employees
- Employer: BSA
- Bargaining Unit: CBU
- Department: ACCT
- Pay Frequency: Weekly
- Job Class: CLERICAL
- Status: Active

The 'Group Information' section contains two tables:

Available Employees	
Employee ID	Name
ASH-366	ASHLEY, JORDAN A
DOG-388	DOGER, JOHN A
JOH-377	JOHNS, SAMATHA A
JOS-355	JOSEPH, JOE J
LIS-311	LISA, MONA J
SAM-333	SAMPSON, SAMUEL A
SMI-344	SMITH, TIFFANY J
THO-322	THOMPSON, TED T

Employees in Group	
Employee ID	Name

Navigation buttons between the tables: >>, <<, All, None.

Buttons at the bottom: View changes..., Discard Changes, Close.

Lesson 3.14: Payroll Groups

CLOSE X

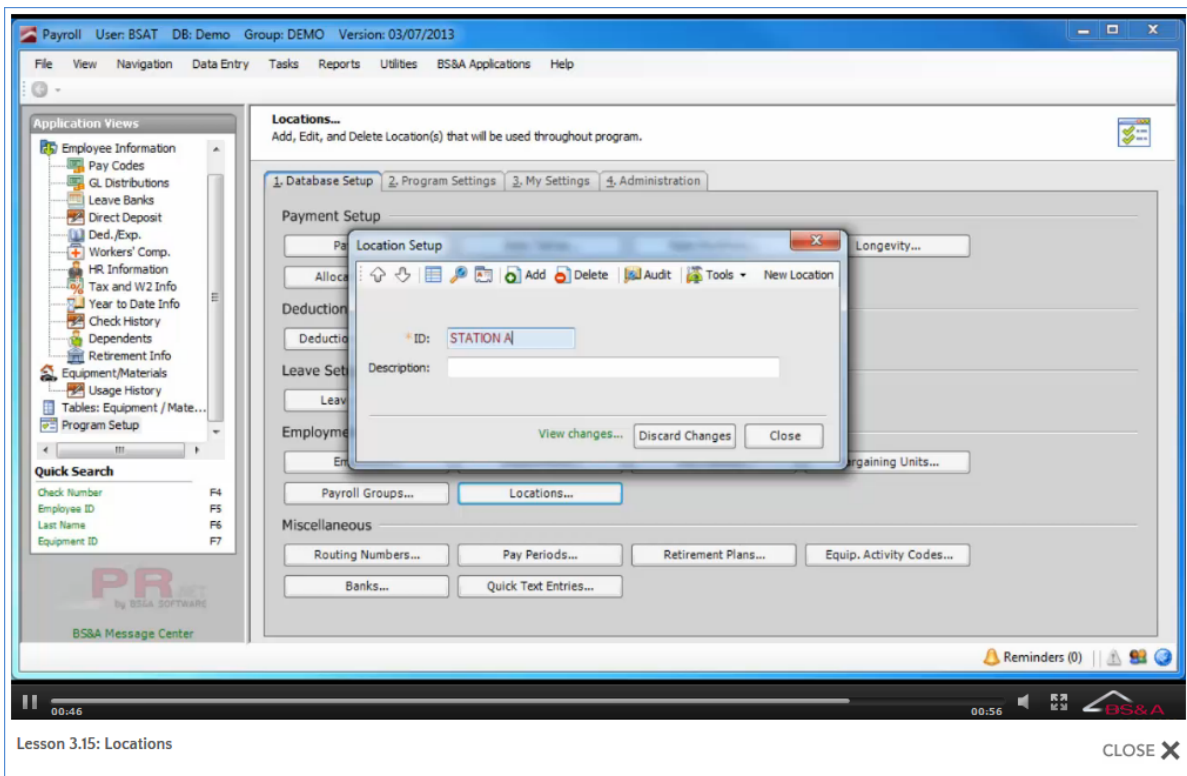
Filter Information Pane. Use this pane (not required) to narrow the field of available employees, making it more efficient to add or remove them from the current group.

Group Information Pane. Move the items from the left column to the right column. Payroll group membership can also be determined on individual employees (see page 120). If an employee belongs to multiple groups, and two or more are included in a payroll, the employee will receive only one paycheck.

Lesson 3.15: Locations

Locations allow users to assign a particular location to an employee. For instance, if there are multiple fire departments within a municipality, you would assign the employee to the Fire department, then select the location of Station A; Station B; etc. Locations (and departments) are selected on the Employee Information screen. When entering time in the payroll processing screens, employees can be sorted by their assigned locations, as can reports/checks.

1. Go to Program Setup>Database Setup>Locations.
2. Click the green Add button.
3. Enter the ID and an optional Description.



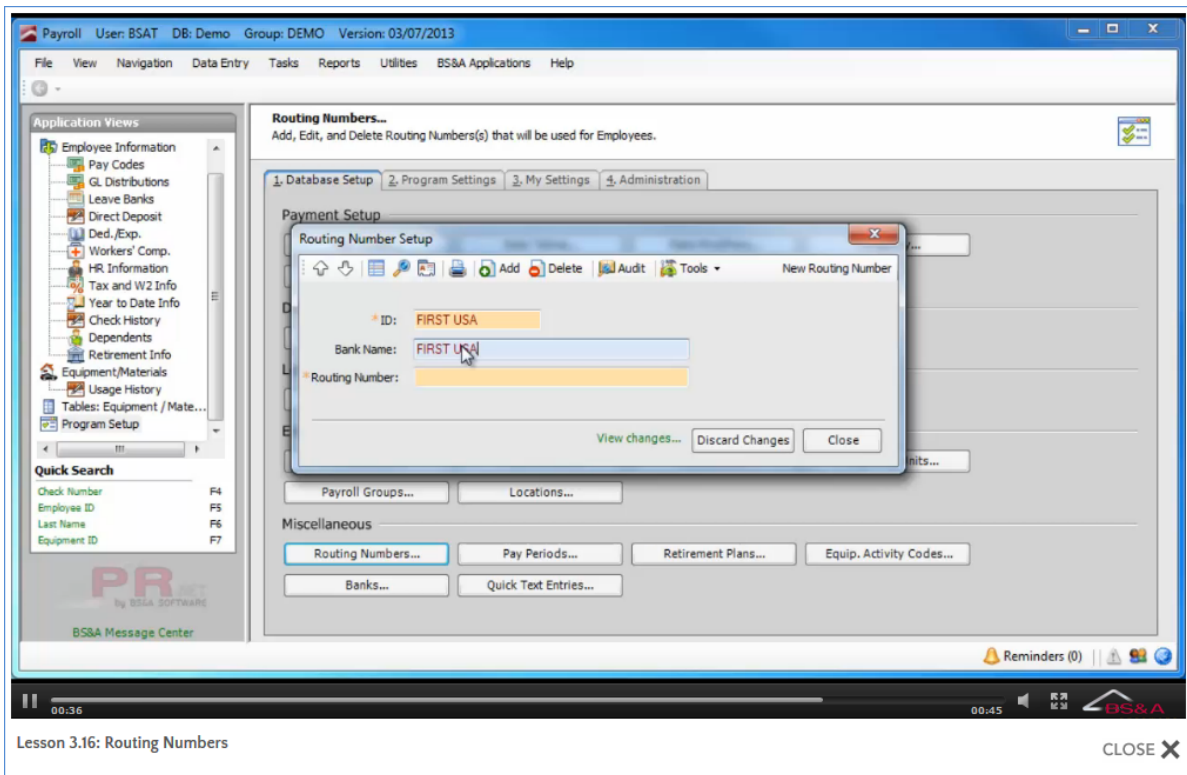
Lesson 3.15: Locations

CLOSE X

Lesson 3.16: Routing Numbers

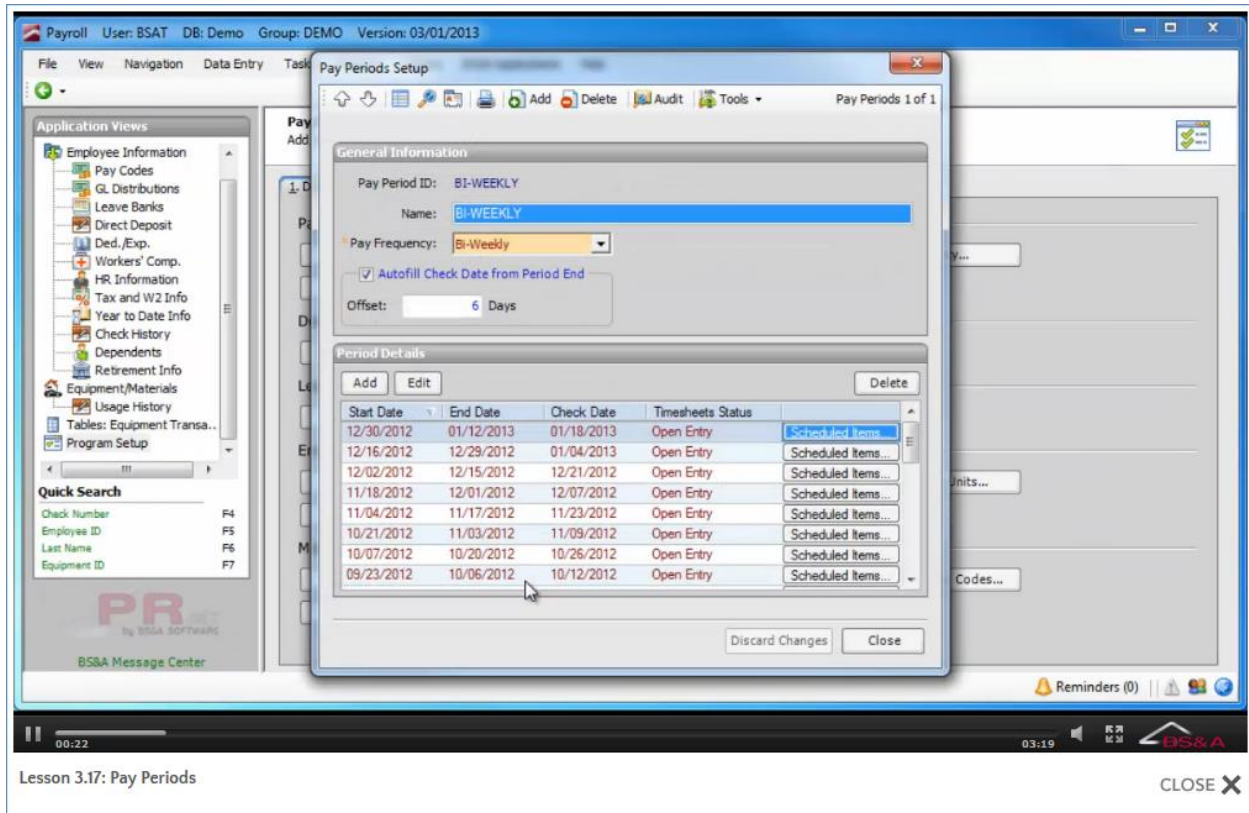
Routing numbers are selected on employees who use direct deposit (see page 132), and on remittance recipients who are paid via ACH (see page 71). The program will only allow valid routing numbers. Quite often, the routing number can be found on the financial institution's website.

1. Go to Program Setup>Database Setup>Routing Numbers.
2. Click the green Add button.
3. Enter the ID and a valid Routing Number (required).



Lesson 3.17: Pay Periods

Pay Periods are primarily beneficial for hours entry in Timesheets, but are also available for scheduling pay codes, deductions, and expenses.



Adding a Pay Period Template

1. Go to Program Setup>Database Setup>Pay Periods.
2. Click the green Add button.
3. Enter the Pay Period ID and an optional Name.
4. Select the Pay Frequency.
5. (Optional) Check the Auto Fill Check Date From Period End box and enter an optional Offset. For example, a pay period end date is 09/24/xx, and you've entered 6 as the offset. When you add the pay period, the check date will auto fill with 09/30/xx.
6. Now that the template has been set up, you can return any time and add the pay periods either individually, or en masse. Instructions follow.

Adding an Individual Pay Period to a Template

1. Go to Program Setup>Database Setup>Pay Periods and locate the pay period template.
2. Click the grey Add button in the Period Details pane.
3. Enter the Start Date (the End Date autocalculates; change if necessary).
4. Verify or enter the Check Date. Whether or not the Check Date auto fills with the End Date is determined by the setting of the Auto Fill Check Date field directly on Pay Period setup (see above).
5. Select the Time Entry Status:
 - Unavailable. No hours can be entered through the Timesheets program for the date range covered by this pay period. This setting is intended for future pay periods.
 - Leave Entry Only. Only leave-type hours (Sick, Vacation, Personal, etc.) can be entered for the date range covered by this pay period. This setting is intended for future pay periods, where some employees may need to enter time off.
 - Open Entry. Any hours can be entered for the date range covered by this pay period. This setting is intended for the "current" pay period(s).
 - Closed. No hours can be entered through the Timesheets program for the date range covered by this pay period. This setting is intended for pay periods that have already been completed.
6. Click Save.
7. Click the Scheduled Items button located at the right end of the pay period row. Each pane (Pay Codes; Deductions/Expenses; Leave Accruals) lists those records already marked to be scheduled during selected pay periods (which can be done on their individual setup screens). You may add additional records if necessary, or delete any that aren't to be included in the current pay period.

Mass Creating Pay Periods

1. Go to Program Setup>Database Setup>Pay Periods and locate the pay period template.
2. Click the Tools button>Mass Create Periods.
3. Enter the Start Date, Number of Periods, and Time Entry Status (see the previous set of instructions for status definitions) and click Create.
4. Verify or enter the Check Dates. If any Check Dates need to be changed or entered, double-click the pay period.
5. As with adding individually, click the Scheduled Items button located at the right end of the pay period row to view/edit scheduling.

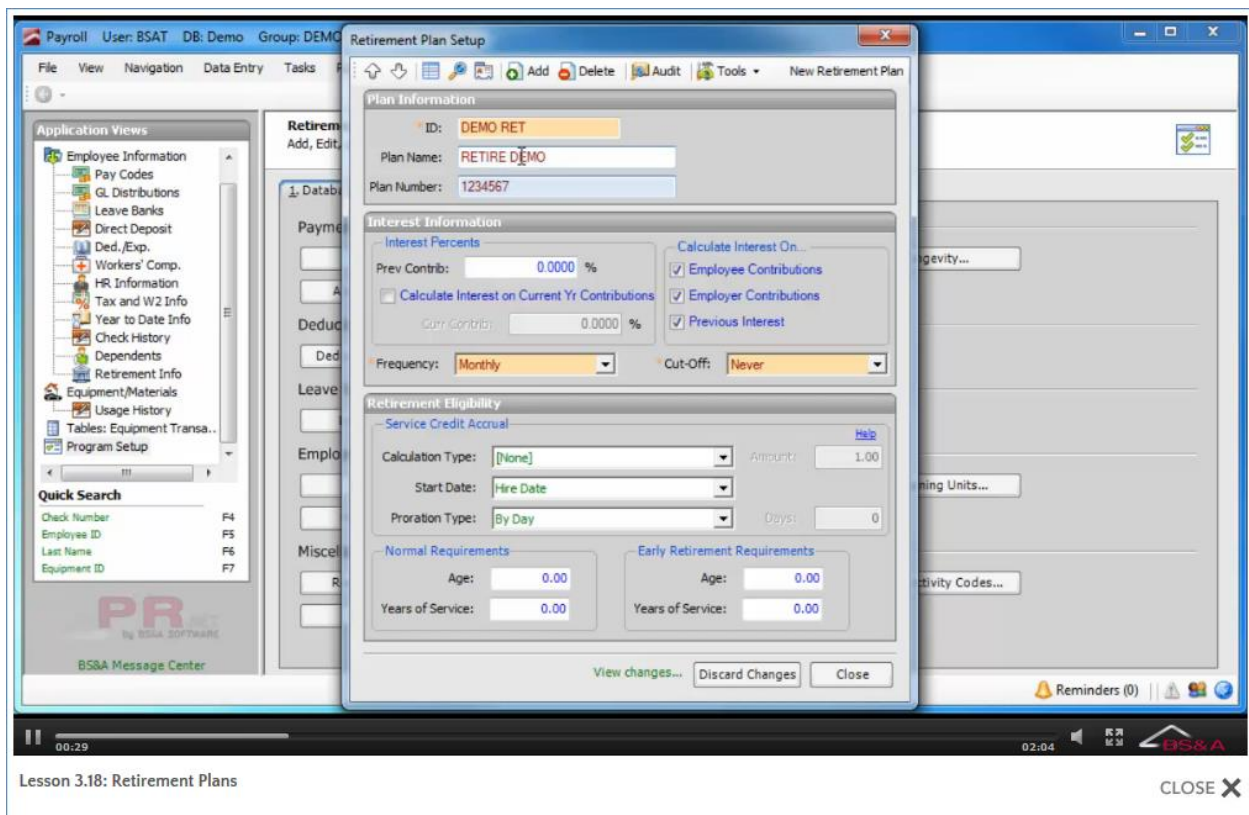
Lesson 3.18: Retirement Plans

Self-Administered Retirement must be enabled in order to set up retirement plans (see page 24).

Adding a Retirement Plan

1. Go to Program Setup>Database Setup>Retirement Plans.
2. Click the green Add button.
3. Enter the ID, Plan Name, and Plan Number.
4. Fill out the fields in the Interest Information and Retirement Eligibility panes.

Retirement Plan Setup Screen



Interest Information Pane

- Previous Contribution. The percentage entered here will be the percentage rate of interest used on any values stored in the employee's Previous Contributions field.
- Calculate Interest on Current Year Contributions; Current Contributions. If checked, enter the percentage in the Current Contributions field. Because municipalities have different ways of calculating interest, we have included this flexibility in our Payroll program.
- Calculate Interest On. These boxes are checked by default; uncheck any that don't apply to the current retirement plan.
- Frequency. Required. Select the frequency at which interest will calculate.
- Cutoff. Required. Select the cutoff at which interest will stop calculating.

Retirement Eligibility Pane

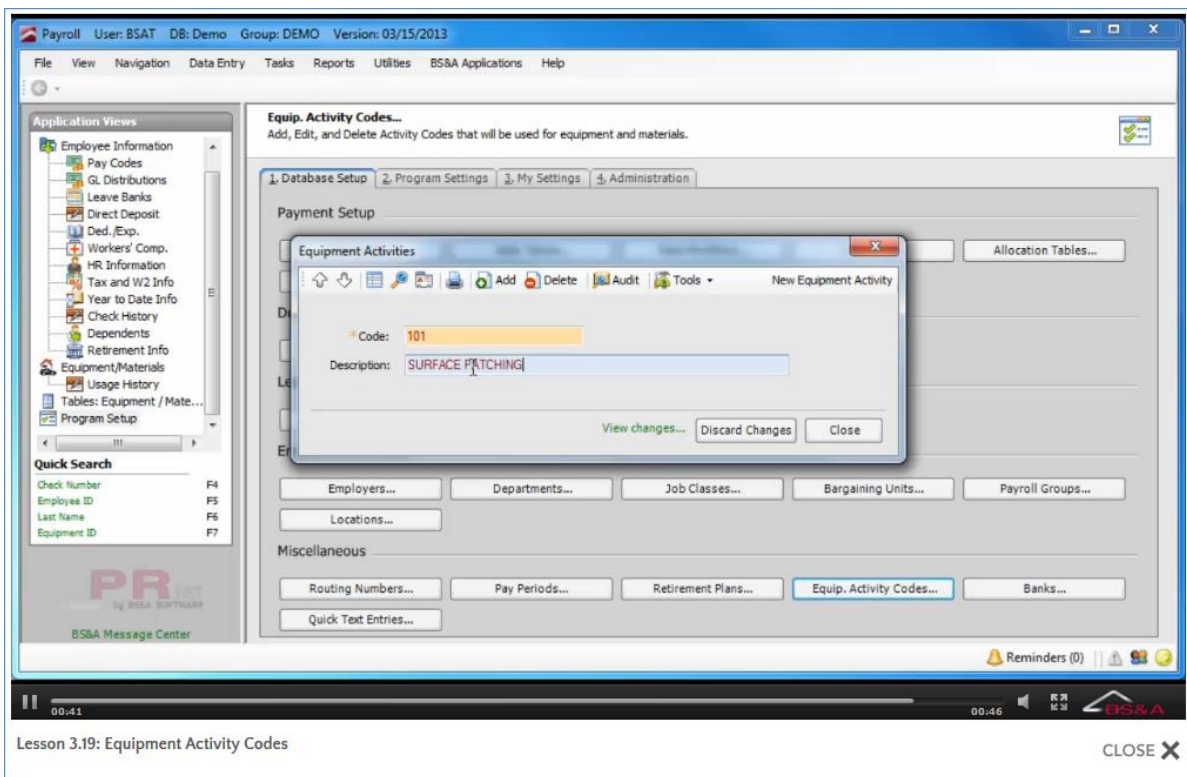
- Calculation Type. Determines what amount of service credit is calculated per year for each employee.
- Start Date. Defines when the employee's service credit begins calculating.
- Proration Type. How the program determines what counts as a month for purposes of determining service credit for that month.
- Normal Requirements; Early Retirement Requirements. Defines the Age at which employees are eligible for Normal/Early retirement, along with Years of Service.

Notes

Lesson 3.19: Equipment Activity Codes

Equipment accounting must be enabled in order to set up equipment activity codes (see page 27). Equipment activity codes are not required for equipment rental. They are only necessary if you wish to assign activity codes to labor, equipment, or materials, and can be used to report based on these activity codes.

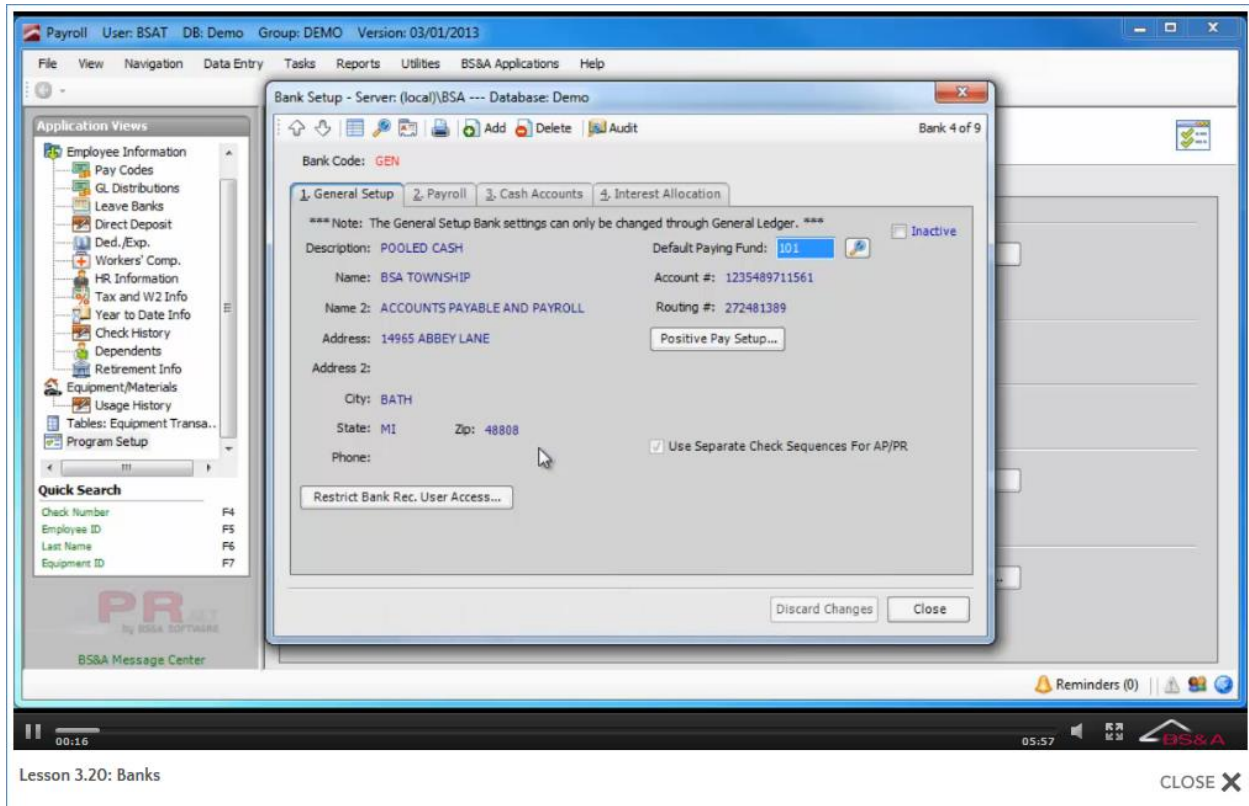
1. Go to Program Setup>Database Setup>Equip. Activity Codes.
2. Click the green Add button.
3. Enter the Code and the Description.



Notes

Lesson 3.20: Banks

This area is for the setup of your municipality's bank. Employee banks are set up separately as Routing Numbers (see page 100). If you are linked with General Ledger, the information on the General Setup tab is view-only, as pictured. Changes can only be made in General Ledger (refer to the General Ledger Courseware or to the General Ledger manual). While information on the Cash Accounts tab and the Interest Allocation tab are available for viewing in this program, this data is managed in General Ledger.



General Setup Tab

Description. An optional setting, used to describe the account. For example, General Account, Payroll Account, etc.

Name/Address. Optional. If you have enabled the Validate Addresses setting (see page 24), entering the city or the zip code will auto-fill the city/state/zip fields.

Restrict Bank Rec. User Access. Click this button to restrict the users who are able to perform bank reconciliations.

The screenshot shows a dialog box titled "Bank Rec. Restricted Users". It has a close button in the top right corner. The dialog is divided into two main sections. The first section, "Current Bank", contains a "Bank Code" field with the value "GEN". The second section, "Restricted Users", features an "Access Type" dropdown menu. The dropdown is open, displaying three options: "Allow access to all users", "Allow access to the users listed below", and "Prevent access to the users listed below". Below the dropdown is a table with a header "User" and one row containing the text "<doubl". At the bottom right of the dialog is a "Close" button.

Default Paying Fund. Required if your interfaced BS&A applications create Interfund Journal Entries.

Account Number; Routing Number. Enter your Account and Routing numbers, respectively. A valid routing number is required.

Positive Pay Setup. Positive Pay is an automated fraud detection tool offered by most banks. In its simplest form, it is a service that matches the account number, check number, and dollar amount of each check presented for payment against a list of checks previously authorized and issued by you. If there is a discrepancy, the bank notifies you before the item is paid. Click the button to set up:

- Export Format. The format to use when sending your bank the list of open checks (your bank can help determine which format is needed).
- Import Format. The format used by the bank when sending you the list of cleared checks. If you do not import this information, this field is not required.
- Bank Number. Only necessary if required by the bank.
- Optional Bank-Defined. Only necessary if required by the bank.

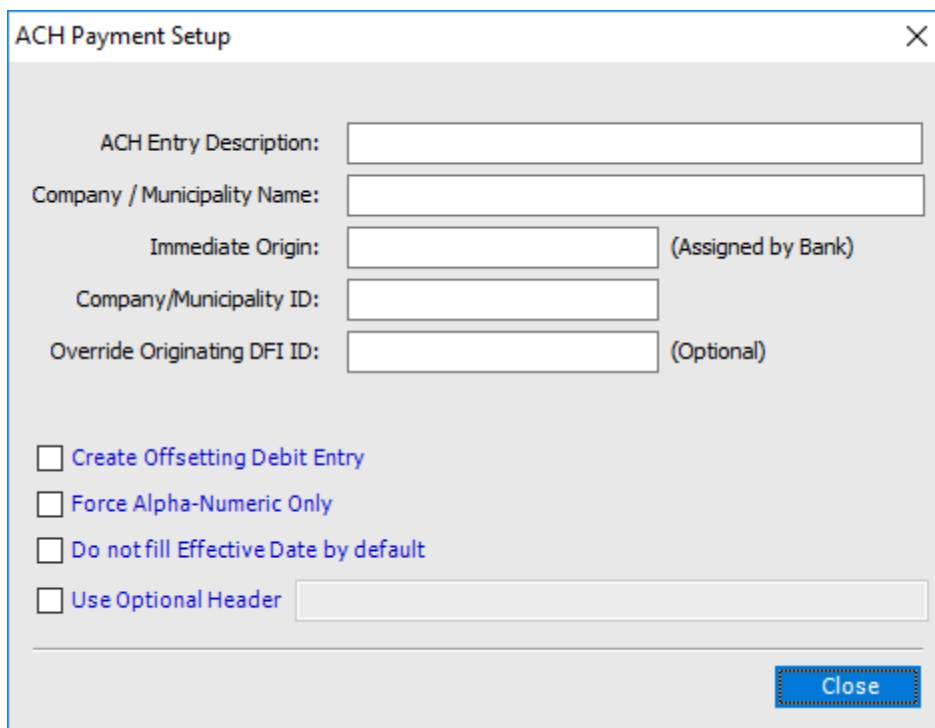
Use Separate Check Sequences for AP/PR. If you have two different check stocks - one for AP and another for PR - that use the same bank code, you can check this box (in GL only, if linked) to ensure that the Next Check Number entered for AP and for PR is updated with the correct number. General Ledger is able to derive which number is being issued from which app - Accounts Payable or Payroll.

Payroll Tab

Payroll Cash Account. Enter the cash account used for all payroll journal entries.

Override PR Account Number; PR Account Number. If your direct deposit bank account number differs from the bank account number entered on the General Setup tab, check this box and enter the PR Account Number.

Enable EFT/ACH Payment Features; ACH Payment Setup. If the "Enable..." setting is checked, click the ACH Payment Setup button to configure ACH for your unit. This area must be set up properly in order to successfully send prenotes and regular transactions. A prenote is a non-dollar transaction sent through the ACH network for the purpose of verifying the accuracy of the account data, and is required before processing ACH payments.



The screenshot shows a dialog box titled "ACH Payment Setup" with a close button (X) in the top right corner. The dialog contains several input fields and checkboxes:

- ACH Entry Description: [Text Input Field]
- Company / Municipality Name: [Text Input Field]
- Immediate Origin: [Text Input Field] (Assigned by Bank)
- Company/Municipality ID: [Text Input Field]
- Override Originating DFI ID: [Text Input Field] (Optional)
- Create Offsetting Debit Entry
- Force Alpha-Numeric Only
- Do not fill Effective Date by default
- Use Optional Header [Text Input Field]

A "Close" button is located at the bottom right of the dialog.

- ACH Entry Description. Describes the transaction and appears on your bank statements.
- Company/Municipality Name. Sixteen characters are allowed; avoid abbreviations if possible.
- Immediate Origin. Enter the code assigned by the bank.

- Company/Municipality ID. A 10-character ID assigned by the bank and used in the ACH File Header Record. It commonly consists of your FEIN or 1+FEIN; also referred to as "File ID."
- Override Originating DFI ID. If required (rarely), fill out this field. This will be used instead of the Company ID as the ACH origin.
- Create Offsetting Debit Entry. If required by the bank, check this box. This offsets the ACH credits posted to your employees' accounts.
- Force Alpha Numeric Only. If checked, special characters such as hyphens or apostrophes will be removed from text when sending ACH data. for example, "Smith-Barney" becomes "SmithBarney" and "O'Donnell" becomes "ODonnell."
- Do Not Fill Effective Date by Default. If checked, the user will be forced to enter the appropriate effective date when sending ACH transactions. Otherwise, the check date will be used, and this may not always be the correct effective date.
- Use Optional Header. If required by the bank, check this box and enter the header text in the field provided.

Check Formats. Click this button to manage the settings to be applied to your check formats.

Select Payroll Check Formats

Check Format: BSA Standard 2 Part, Check Top

Direct Deposit Format: BSA Double Stub Check Template

Remittance Check Format: BSA Standard Remittance Check

Note: To Add/Edit Check formats, please visit the 'Check Defaults' screen under 'Program Settings'

Check Display Options

Include Expenses on Checks

Exclude direct deposit from deduction/expense list on checks

Display Print Friendly Names On Checks

Payment Summary: Combine all payments with the same Pay Code

Payment Display: Show only payments with current value on checks

Deduction Display: Show all deductions with current or YTD values on checks

Ded/Exp Grouping: Group deductions/expenses/taxes together on checks

Optional Direct Deposit Header:

Close

Check Format, Direct Deposit Format, and Remittance Format are used to select default formats when printing checks (these defaults can be changed at the time of printing). If you need to make changes to a format or add a new one, please see page 37 for instructions.

Print Check Number on Check. If you do not have pre-numbered paper checks, this box must be checked.

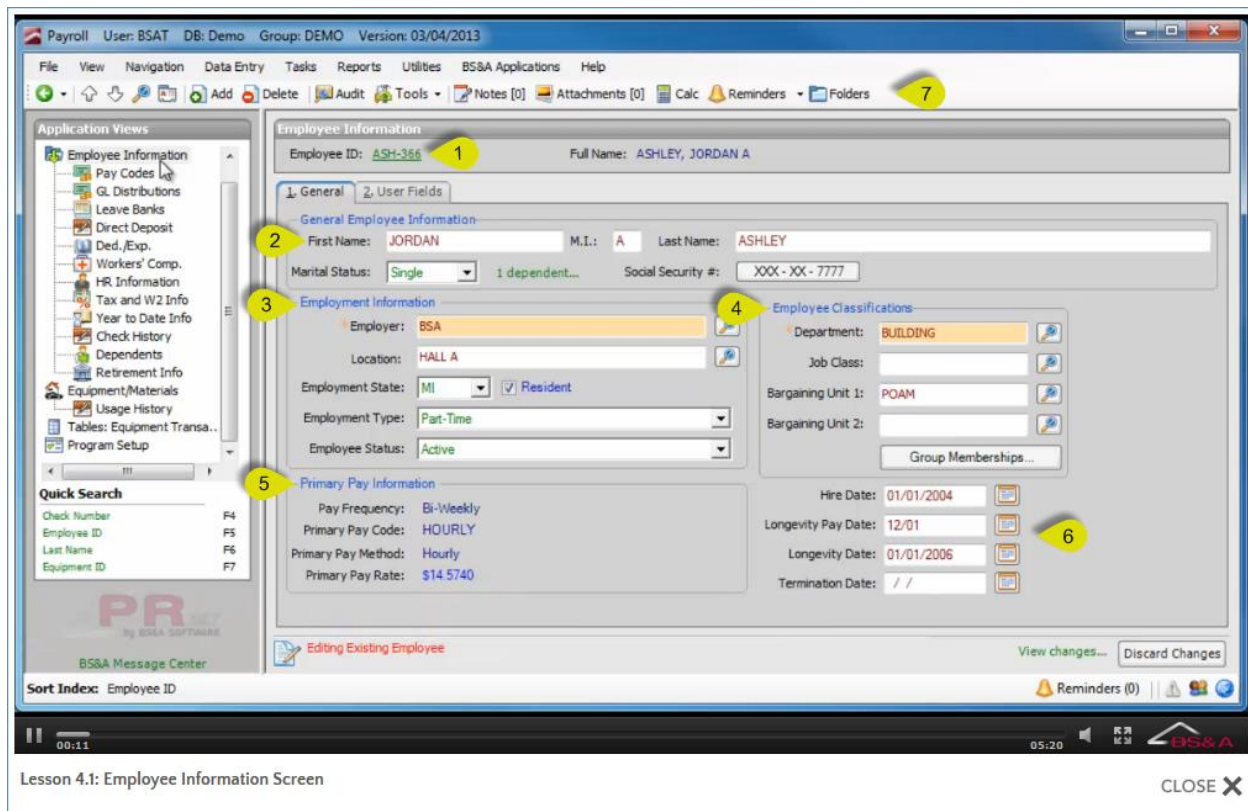
Auto Fill With Next Check Number; Next Check Number. If checked, the beginning check number will automatically be assigned during the "print checks" step in the Payroll Wizard, and when creating remittance checks. Do not check this box if you use the same check stock for Accounts Payable checks. The number entered in Next Check Number increases automatically after each paper check is processed.

Section 4: Employee Information



In this section you will learn about the different screens used to manage your employees.

Lesson 4.1: Employee Information Screen



(1) Employee ID. Shows the ID of the employee record currently loaded on the screen. Click the ID to launch a search dialog.

(2) Name. The name is broken down into First, M.I., and Last on the General tab. The program truncates the name in the Employee Information pane above, and displays it last name first.

(3) Employment Information. Shows...

- Employer. The selection of an Employer is required, and important for reporting purposes, such as W2s and 941s.
- Location. Used to specify a location. For instance, if there are multiple fire departments within a municipality, you would assign the employee to the Fire department, then select the location of Station A; Station B; etc. Locations are defined in Program Setup (see page 98).

- Employment State and Resident. Employment State reflects the default selected in Program Setup (see page 24) and can be changed when adding an employee. Resident is checked by default and can be unchecked.
- Employment Type. Select from a variety of types.
- Employee Status. Active is the default when adding an employee. Employees with a status other than Active may be highlighted in the Employees Table, due to a user setting in Program Setup. Selection of a status other than Active (with the exception of Probation) generates a prompt that the employee is in a status that may no longer generate pay, and you are asked if you want to remove him from any payroll groups.

(4) Employee Classifications. Shows...

- Department. A required selection when adding an employee. Departments are basically templates to be applied, reducing data entry time. Everything set up on a Department can be set up individually on each employee.
- Job Class. Though not required, a Job Class can be selected for more specific settings. For example, the Building department can have one Job Class defined for clerical employees, and another defined for inspection staff. If you select a Job Class in addition to a Department, you are prompted to select how the employee's Pay Codes, Distribution, Leave Banks, Deductions, and Expenses should be updated with the defaults from the Job Class:
 - Ignore. The default settings from the Job Class will not be applied to the current employee.
 - Merge. The default settings from the Job Class will be added to the department settings already applied to the current employee.
 - Overwrite. The default settings from the Job Class will replace the department settings already applied to the current employee.
- Bargaining Units 1 and 2. If defaults were set up on the selected Department or Job Class, these fields reflect those defaults and can be changed for the current employee.
- Group Memberships. Payroll Groups are defined in Program Setup (see page 95) and used to group specific employees in a payroll, such as weekly-paid employees, bi-weekly-paid employees, etc. Click the button to assign an employee to one or more Payroll Groups (if an employee belongs to multiple Groups, and two or more of those Groups are included in a payroll, the employee will receive only one paycheck). If you are also using Timesheets, a separate Timesheets Groups tab is available that lets you view/select a Timesheet Setup Group and/or Timesheet Approval Group.

(5) Primary Pay Information. Shows the Pay Frequency, Primary Pay Code, Primary Pay Method, and if set to in Program Setup (see page 24), the Primary Pay Rate.

(6) Dates

- Hire Date. Used in Leave Accruals that use a table.
- Longevity Pay Date. Default pay date for longevity (e.g., 12/1 if payment should be made during the first payroll of December).
- Longevity Date. Used to determine longevity pay for the current employee (may be different from the Hire Date).
- Termination Date. Informational only.

(7) Tool Bar buttons of note:

- Tools. Click to Mark as hidden, Copy employee, or Edit ID.
- Notes. Click to add notes about the current employee. Users will enter a subject, the note, and a date. A Last updated by column automatically stores the user name.
- Attachments. Click to add pictures or documents to the current employee.
- Calc. Click to calculate a check for the current employee.
- Reminders. Click to add or view a reminder about the current employee, or to add or view payroll reminders.

Lesson 4.2: Pay Codes Screen

The pay codes on the employee come from the defaults set up on the selected department or job class (see page 87) and can be changed.

The screenshot shows the Payroll software interface for employee ASHLEY, JORDAN A. The main area displays the following information:

- Employee Information:** Employee ID: ASH-366, Full Name: ASHLEY, JORDAN A.
- Pay Codes:**
 - Payment Frequency: Bi-Weekly (1)
 - Hours in Average Pay Period: 80.00 (2)
 - Hours in Work Day: 8.00
 - FLSA Rate: 0.0000
 - Aux Rate Table Date: //
- Pay Code Table:** (3)

Pay Code	Print Friendly Name	Maximum	Override Maximum	Calculation Type	Rate Info	
HOURLY	HOURLY	0.00	0.00	Rate Table	REGULAR	Rate Setup...
OT	OT	0.00	0.00	Primary Rate	N/A	Rate Setup...
PERSONAL	PERSONAL	0.00	0.00	Primary Rate	N/A	Rate Setup...
SICK	SICK	0.00	0.00	Primary Rate	N/A	Rate Setup...
VACATION	VACATION	0.00	0.00	Primary Rate	N/A	Rate Setup...

Below the table, there is a note: "<double-click or begin typing here to add a new row.>".

- Life Insurance Information:** (4)
- Most recent payroll information:**
 - Pay Period End Date: 02/11/2012
 - Check Date: 02/17/2012
 - Regular Payrolls Run This Month: 1

The interface also includes a navigation pane on the left with various application views and a Quick Search section (5).

(1) Payment Frequency. Shows the default set up on the department selected for the current employee and can be changed for that employee. It is used to determine Federal Withholding tax.

(2) Hours in Average Pay Period. Shows the default set up on the department selected for the current employee and can be changed for that employee. It is used in the calculation of leave hours for salaried employees.

(3) Pay Code Table. Shows...

- Pay Code. Click to receive a menu letting you view the setup information, insert a new pay code row, replace the existing row, or delete it from the employee.

- Print Friendly Name. If entered, this will override the one entered on Pay Code Setup (see page 44), and will print on checks, if that setting is marked in Program Setup (see page 37).
- Maximum; Overridden Maximum. Maximum shows the maximum as determined in Program Setup. Overridden maximums can be used even when the Use Maximum box is unchecked on the pay code in Program Setup. The To Date option on the pay code's Maximums section will be honored, however.
- Calculation Type. Shows the calculation type of the current pay code row.
- Rate Info. Shows basic information about the rate used for the current pay code row.
- Rate Setup Button. Click to view/edit the rate calculation of the current pay code for the current employee.

(4) Life Insurance Information Button. Clicking the button brings up a screen letting you enter the Total Policy Amount and Annual Premium Paid by Employee. Any amount entered over \$50,000 is considered taxable income. The Taxable Income can be calculated if you add a Life Insurance pay code and distribution to the employee.

(5) Most Recent Payroll Information. Shows the Pay Period End Date and Check Date for the last-run Regular payroll and last-run Special Payroll. Regular Payrolls Run this Month is updated after each regular payroll.

Lesson 4.3: GL Distributions Screen

The distributions on the employee come from the defaults set up on the selected department or job class (see page 87) and can be changed.

The screenshot displays the 'GL Distributions' screen for employee ASHLEY, JORDAN A. The interface includes a menu bar, a left-hand navigation pane, and a main content area. The 'Primary Distribution Info' section shows 'HOURLY' as the selected distribution with a rate of \$14.5740 and 80.00 default hours. The 'Home GL Number' is set to 101-215-702.000. The 'Payment Distributions Table' lists five distributions: HOURLY, SICK, OT, PERSONAL, and VACATION, each with a rate and default hours. The 'Tools' button in the menu bar is highlighted with a yellow circle and the number 4.

Order	Pay Code	Distribution Type	Distribution	Rate Step	Rate	Default Hours	OT...	Pay
1	HOURLY	GL Num	101-215-702.000	3	14.5740	80.00	OT...	✓
2	SICK	GL Num	101-215-702.000	0	14.5740	0.00	OT...	✓
3	OT	GL Num	101-215-702.000	0	21.8610	0.00	OT...	✓
4	PERSONAL	GL Num	101-215-702.000	0	14.5740	0.00	OT...	✓
5	VACATION	GL Num	101-215-702.000	0	14.5740	0.00	OT...	✓

(1) Primary Distribution Info Pane. Displays information about the distribution selected as the primary in the table below. The primary distribution can be changed or cleared using the appropriate button provided.

(2) Home GL Number. Can be entered for each employee, and used to ease the setup of account numbers in conjunction with the Default Accounting Information area of the Pay Code setup screen (see page 44).

(3) Payment Distributions Table. Shows...

- Order Number. You may manually adjust the order of distributions by changing the numbers in this column. Another option is to use the Tools button (see item 4).

- Pay Code. Pay codes can be entered in any order. One pay code will need to be selected as the primary, to be used by pay codes whose rates are set to use the primary (for example, Leave pay codes).
- Distribution Type. GL Number is the default distribution and can be changed to Allocation Table. Allocation tables are used to distribute wages to pre-determined GL numbers on a percentage basis.
- Rate Step. The rate step appearing on the GL Distribution tab reflects the rate step of the selected pay code and can be changed for the current distribution.
- Rate Button. The rate settings appearing on the GL Distribution tab reflect the settings of the selected pay code and can be changed for the current distribution by clicking the button.
- Default Hours. Used in the calculation of pay and can be overridden on each employee attached to the current department or job class.
- OT Button. Click to view/edit overtime distribution.
- Pay. If checked, the distribution will be used on the employee's check.

(5) Tools>Resort Distributions. Click the Tools button and select Resort distributions to select the sort order by of the employee's distribution.

Lesson 4.4: Leave Banks Screen

The leave banks on the employee come from the defaults set up on the selected department or job class (see page 87) and can be changed.

The screenshot shows the 'Leave Banks' screen in the Payroll software. The interface includes a menu bar at the top, a navigation pane on the left, and a main content area. The main content area displays the following information:

- Employee Information:** Employee ID: ASH-366, Full Name: ASHLEY, JORDAN A.
- Leave Banks:** A table with columns for 'Aux. Leave Date', 'Aux. Leave Roll Over Date', and 'Leave Proration'. The table lists three leave banks: PERSONAL, SICK, and VACATION. Each row has a 'Details...' button and a close button (X).
- Total Leave Banks:** 3

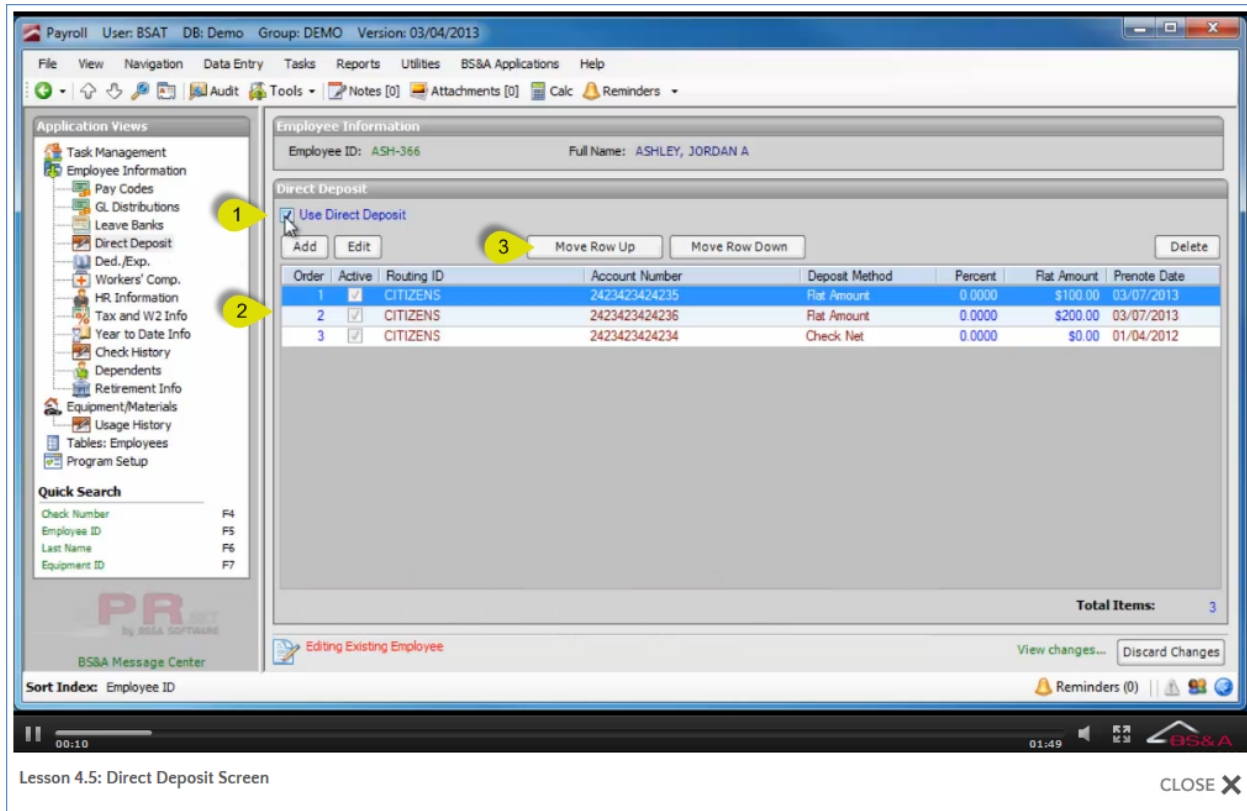
Three yellow callouts are present: (1) points to the 'Aux. Leave Date' field, (2) points to the 'Aux. Leave Roll Over Date' field, and (3) points to the 'Details...' button for the PERSONAL leave bank.

(1) Auxiliary Leave Date. Used for employee leave banks with a leave accrual frequency of Employee Date.

(2) Auxiliary Leave Roll Over Date. Used for employee leave banks with a roll over date of Auxiliary Roll Over Date.

(3) Details Button. Click to view the setup information for the current leave bank and override those settings if necessary.

Lesson 4.5: Direct Deposit Screen



(1) Use Direct Deposit. Check the box if the current employee will be paid via Direct Deposit. The remaining items on this screen become enabled.

(2) Direct Deposit Information. Upon clicking the grey Add button, you are presented with the Direct Deposit Information screen.

- Routing ID. The bank's routing number.
- Account Number. Be sure to enter the account number corresponding to the Account Type selected next.
- Account Type
- Deposit Method
- Active. Set automatically, and indicates that this employee will be included in direct deposit processing during a payroll.
- Run Prenote. Set automatically and should not be unchecked. This creates a \$0.00 transaction to verify the information is set up correctly.
- Prenote Date. Set by the user after a successful prenote.

- Schedule. If the direct deposit is only to be processed during specific pay periods, check the box and then the boxes of the pay periods.

(3) Move Row Up; Move Row Down Buttons. Click to move the currently-highlighted row up or down.

Notes

Lesson 4.6: Ded/Exp Screen

The deductions/expenses on the employee come from the defaults set up on the selected department or job class (see page 87) and can be changed.

Employee Information: Employee ID: ASH-SHE, Full Name: ASHLEY, JORDAN A.

Order	Ded / Exp ID	Maximum	Overridden Maximum	User Var Description	Value	Start Date	End Date	Adjust
1	RITW	\$0.00	\$0.00		N/A			Adjust...
2	SITW	\$0.00	\$0.00		N/A			Adjust...
3	SOCSEC_EE	\$113,700.00	\$0.00		N/A			Adjust...
4	SOCSEC_ER	\$113,700.00	\$0.00		N/A			Adjust...
5	MEDICARE_EE	\$0.00	\$0.00		N/A			Adjust...
6	MEDICARE_ER	\$0.00	\$0.00		N/A			Adjust...
7	TEAMSTERS	\$0.00	\$0.00		\$31.00			Adjust...
8	DEF_COMP_FLAT	\$17,500.00	\$0.00	DEF COMP FLAT	150.00			Adjust...
9	DEF_COMP_ER	\$0.00	\$0.00		N/A			Adjust...

Total Deduction/Expense Items: 0

Editing Existing Employee: View changes... Discard Changes

Sort Index: Employee ID

(1) Ded/Exp ID. Click to receive a menu letting you view the setup information, insert a new ded/exp row, replace the existing row, or delete it from the employee.

(2) Maximum; Overridden Maximum. Maximum shows the maximum as determined in Program Setup. Overridden can only be entered on ded/exp records set up to Use Maximum.

(3) User Variable Description; Value. If the current ded/exp is a User Variable type, you may enter the description and value here.

(4) Start Date; End Date. Start Date tells the program not to include the deduction/expense until a payroll that has a Check Date in the same date range as the Start Date entered here. End Date tells the program to stop including the deduction/expense

after the payroll that has a Check Date in the same date range as the End Date entered here.

(5) Adjust Button. Click the button to view prior adjustments. Changes should not be made here, but in the Deduction/Expense setup screen in Program Setup (see page 63).

Lesson 4.7: Workers Comp Screen

The workers comp codes on the employee come from the defaults set up on the selected department or job class (see page 87) and can be changed.

The screenshot shows the 'Workers Comp' screen for employee ASHLEY, JORDAN A. The interface includes a menu on the left, a top navigation bar, and a main content area. The 'Default Workers' Comp Code' is set to '98 10-1'. The table below lists pay codes and their associated workers comp codes.

Order	Pay Code	Distribution	Workers' Comp Code
1	HOURLY	101-215-702.000	OT
5	VACATION	101-215-702.000	OT
2	SICK	101-215-702.000	OT
4	PERSONAL	101-215-702.000	OT
3	OT	101-215-702.000	OT

Sort Index: Employee ID

(1) Default Workers Comp Code. If most or all pay codes on the employee will use the same workers comp code, select it here.

(2) Workers Comp Code. Lets you select a specific workers comp code for each listed pay code, overriding the default selected above.

Lesson 4.8: HR Information Screen

Payroll User: BSAT DB: Demo Group: DEMO Version: 03/19/2013

File View Navigation Data Entry Tasks Reports Utilities BS&A Applications Help

Application Views

- Task Management
- Employee Information
- Pay Codes
- GL Distributions
- Leave Banks
- Direct Deposit
- Ded./Exp.
- HR Information**
- Year to Date Info
- Check History
- Dependents
- Retirement Info
- Equipment/Materials
- Usage History
- Tables: Checks
- Program Setup

Quick Search

- Check Number F4
- Employee ID F5
- Last Name F6
- Equipment ID F7

BS&A Message Center

Sort Index: Employee ID

Employee Information

Employee ID: ASH-366 Full Name: ASHLEY, JORDAN A

1 Contact Info 2 Emergency Contact 3 Alternate Check Address 4 Other

1 Primary

First Name: JORDAN M.I.: A Last Name: ASHLEY

Address Information

Address 1: 456 NORTH ADAMS AVE Home Phone: (517) 555-5555

Address 2: Cell Phone: () - -

City: PEWAMO Work Phone: (517) 555-5555

State / Province: MI Zip / Postal Code: 48873

County: Country: United States - US

E-Mail Address: JASHLEY@BSATWP.COM

Receive Direct Deposit Stub by E-mail

Editing Existing Employee View changes... Discard Changes

Reminders (0)

Lesson 4.8: HR Information Screen CLOSE X

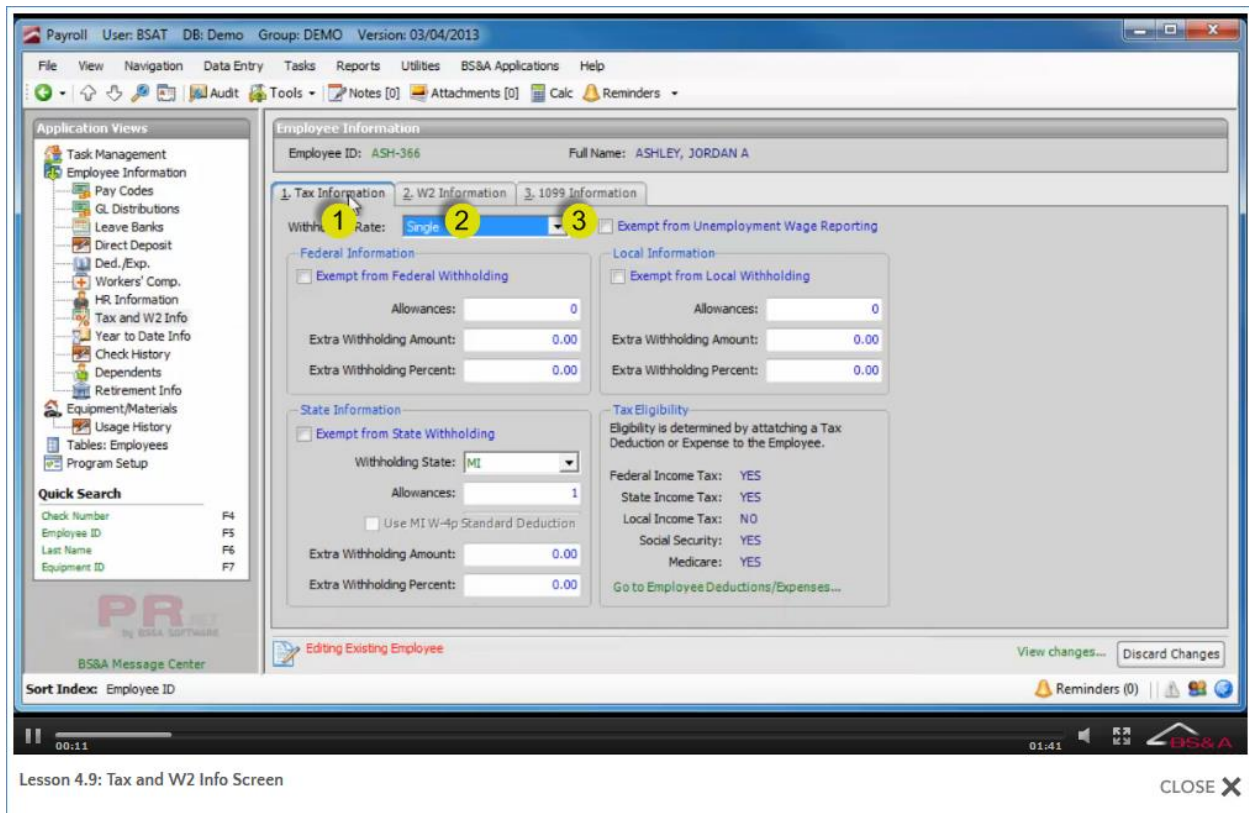
(1) Contact Info Tab. Stores contact information for the current employee.

(2) Emergency Contact Tab. An unlimited number may be added, but only one can be marked as Primary.

(3) Alternate Check Address Tab. If you will be mailing paper checks or direct deposit stubs to an address other than the one entered for the employee on the Contact Info tab, check the Print alternate name and mailing address on checks box and enter the address.

(4) Other Tab. Stores demographic, EEOC, and dates: Birth; Review; Promotion; Position Change; Last Raise. Birth date is required if any pay codes or deductions/expenses use this date.

Lesson 4.9: Tax and W2 Info Screen



(1) Tax Information Tab

- Withholding Rate
- Exempt from Unemployment
- Federal/State/Local Information
- Tax Eligibility. Tax Eligibility is determined by attaching a Tax deduction or expense to the employee. Click [Go to employee deductions/expenses](#) to verify or add the required deduction/expense (see page 63).

(2) W2 Information Tab

- Exclude from W2
- Total this employee by social security number; Master employee for this social security number
- Preview W2

- Box 13 Information
- Previous Employee W2s

(3) 1099 Information Tab. Not available unless your database is set up to issue 1099Rs (see page 27).

Lesson 4.10: Year to Date Info Screen

The screenshot shows the 'Year to Date Information' section of the software. It includes a 'Standard View' dropdown menu (labeled 1), a 'Year' field set to 2012 (labeled 2), and a table of YTD values for Gross, Net, and various pay codes. A 'Break Down of Ytd Values' dialog box is open, showing a detailed breakdown of the YTD total into items like Regular, 1.500X, 2.000X, and 2.500X, along with a transaction history table. The dialog box also includes a 'Transaction for currently selected item' section with a table of transactions.

Pay Code ID	First	Second	Third
HOURLY	2,311.92	0.00	0.00
OT	0.00	0.00	0.00
PERSONAL	112.00	0.00	0.00
SICK	0.00	0.00	0.00
VACATION	112.00	0.00	0.00
Totals:	\$2,535.92	\$0.00	\$0.00

Date	Transaction Type	Check Number	Amount	Has Check Adjustment
01/06/2012	Check	37029	896.00	No
02/17/2012	Check	DD104	1,365.92	Yes
03/08/2012	Ytd Adjustment		50.00	
Total			2,311.92	

(1) Standard View; Year(s). Year(s) is affected by your Standard View selection. If Range of Years, start and end years are entered. If Life to Date, no year selection is available.

(2) Custom View. Rather than a Standard view, select this and enter a date range in the fields provided.

(3) Drill Down. Click an item to drill down and view more information.

(4) Leave Balances. Display somewhat differently than other items. Most items in this screen show a YTD total, as of the end of the [month; quarter; year; etc.]. Leave balances, however, show the balance as of the end of the period, rather than YTD.

Making an Adjustment

1. Click an item to drill down.
2. Click the Create YTD Adjustment button.
3. Enter the Effective Date.
4. Enter the Amount Adjusted.
5. (Optional) Enter a Note.
6. Click Save. If the tax amount is affected by the adjusted gross, a screen appears prompting you to verify which taxable gross to adjust.

Lesson 4.11: Check History Screen

Payroll User: BSAT DB: Demo Group: DEMO Version: 03/19/2013

File View Navigation Data Entry Tasks Reports Utilities BS&A Applications Help

Application Views

- Task Management
- Employee Information
- Pay Codes
- GL Distributions
- Leave Banks
- Direct Deposit
- Ded./Exp.
- Workers' Comp.
- HR Information
- Tax and W2 Info
- YTD Data Info
- Check History**
- Dependent
- Retirement Info
- Equipment/Materials
- Usage History
- Tables: Checks
- Program Setup

Quick Search

- Check Number F4
- Employee ID F5
- Last Name F6
- Equipment ID F7

Employee Information

Employee ID: ASH-366 Full Name: ASHLEY, JORDAN A

Check History

Limit Date Range

Start: // End: // Clear

Number of Records: 19 Sort Index: Check Number

Check Number	Gross	Net	Voided	Posted	Bank ID	Employee ID	Remittance ID	Last
1	658.00	482.34	No	No	GEN	ASH-366		ASHL
5	332.00	240.65	No	No	GEN	ASH-366		ASHL
126	600.00	358.64	No	Yes	GEN	ASH-366		ASHL
11001	312.50	143.14	No	Yes	GEN	ASH-366		ASHL
14457	1,000.00	654.21	No	Yes	GEN	ASH-366		ASHL
14470	500.00	289.21	No	Yes	GEN	ASH-366		ASHL
14480	500.00	289.21	Yes	Yes	GEN	ASH-366		ASHL
14483	500.00	289.21	No	Yes	GEN	ASH-366		ASHL
35450	2,616.35	1,739.06	No	Yes	GEN	ASH-366		ASHL
35638	1,000.00	627.37	No	Yes	GEN	ASH-366		ASHL
36000	1,040.00	662.68	No	Yes	GEN	ASH-366		ASHL

Re-Print/Email Selected Checks

Discard Changes

Reminders (0)

Lesson 4.11: Check History Screen

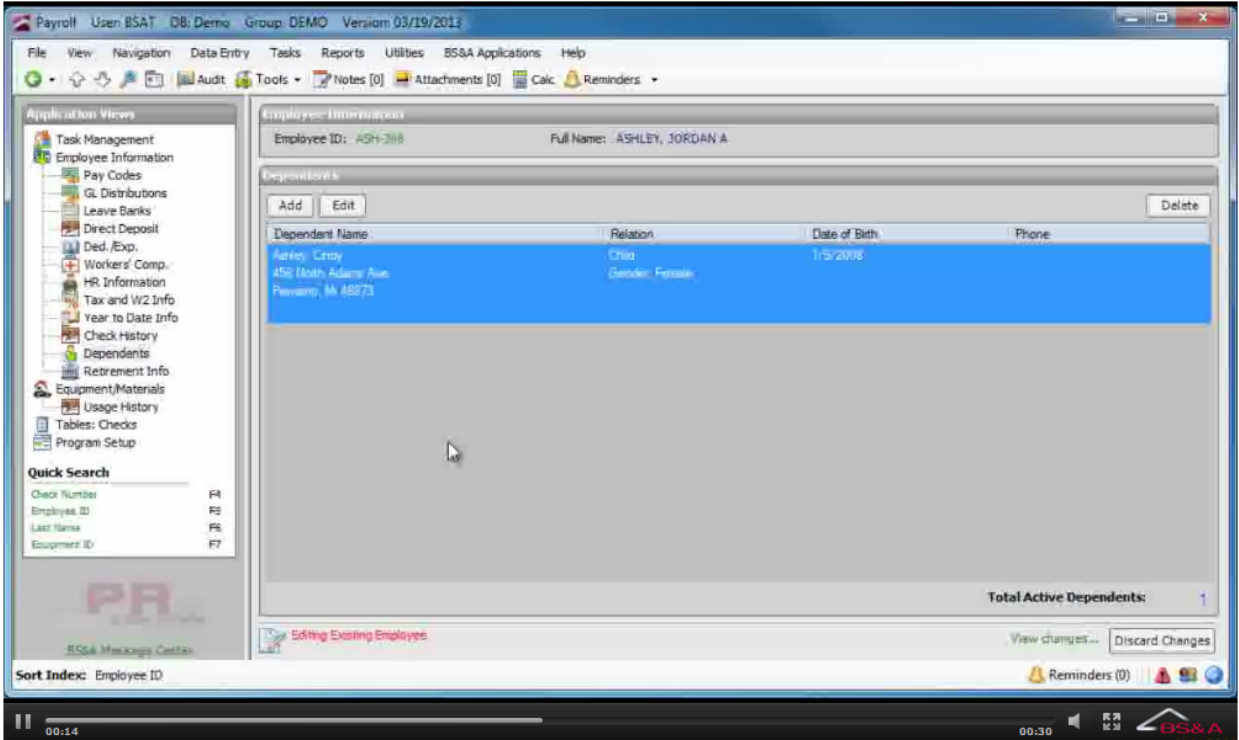
CLOSE X

(1) Limit Date Range. If the Start and End dates are left blank, or cleared by clicking the Clear button, all checks issued to the employee are listed below.

(2) Reprint/Email Selected Checks. Click this button to reprint or email checks. Checks can be selected using the Windows standard Shift+ or Ctrl+ click method.

Lesson 4.12: Dependents Screen

Dependents are primarily used in Human Resources for Benefit Plan Tracking (be sure to include the SSN if you are adding a dependent for use in HR). Dependents may also be selected on Payroll's Retirement Info screen in the Beneficiaries tab (see page 152).



The screenshot displays the Payroll software interface. The title bar shows "Payroll User: BSAT DB: Demo Group: DEMO Version: 03/19/2013". The menu bar includes File, View, Navigation, Data Entry, Tasks, Reports, Utilities, BS&A Applications, and Help. The toolbar contains icons for Audit, Tools, Notes [0], Attachments [0], Calc, and Reminders. The left sidebar lists "Application Views" such as Task Management, Employee Information, Pay Codes, GL Distributions, Leave Banks, Direct Deposit, Ded./Exp., Workers' Comp., HR Information, Tax and W2 Info, Year to Date Info, Check History, Dependents, Retirement Info, Equipment/Materials, Usage History, Tables: Checks, and Program Setup. Below this is a "Quick Search" section with fields for Check Number (F4), Employee ID (F5), Last Name (F6), and Equipment ID (F7). The main window is titled "Employee Information" and shows "Employee ID: ASH-308" and "Full Name: ASHLEY, JORDAN A". The "Dependents" section has "Add" and "Edit" buttons and a "Delete" button. A table lists the dependent:

Dependant Name	Relation	Date of Birth	Phone
Ashley, Lacey 456 North Adams Ave. Pawtucket, RI 02871	Child Gender: Female	1/5/2008	

At the bottom right of the dependents table, it says "Total Active Dependents: 1". The status bar at the bottom of the window shows "Editing Existing Employee", "View changes...", "Discard Changes", and "Reminders (0)". The system tray at the bottom of the screen shows the time as 00:14 and 00:30, along with the BS&A logo.

Lesson 4.12: Dependents Screen CLOSE X

Lesson 4.13: Retirement Info Screen

The Retirement Info screen is available if your database is set up to use Self-Administered Retirement (see page 24).

Payroll User: BSAT DB: Demo Group: DEMO Version: 03/04/2013

File View Navigation Data Entry Tasks Reports Utilities BSA Applications Help

Application Views

- Task Management
- Employee Information
- Pay Codes
- GL Distributions
- Leave Banks
- Direct Deposit
- Ded./Exp.
- Workers' Comp.
- HR Information
- Tax and W2 Info
- Year to Date Info
- Check History
- Dependents
- Retirement Info
- Equipment/Materials
- Usage History
- Tables: Checks
- Program Setup

Quick Search

- Check Number F4
- Employee ID F5
- Last Name F6
- Equipment ID F7

BSA Message Center

Sort Index: Employee ID

Employee Information

Employee ID: 0190 Full Name: LEMEN, GORDON P

Retirement Information

Using Self-Administered Retirement

Retirement ID: DH Last Interest Accrual Date: 06/30/2010

Enrollment Date: // Excluded Amount Per Pay: 0.00

Retirement Status: Retired, not drawing Withdrawn Date: //

Retirement Date: 07/17/2010

1 Retirement Balance 2 Service Credit 3 Beneficiaries

Current Period: 07/01/2010 -

	Previous	Current Period	Lifetime
Excluded Amount	20,139.90	0.00	20,139.90
Applicable Gross	916,087.13	19,374.35	935,461.48
Pre-Tax Contribution	44,470.07	292.15	44,762.22
Post-Tax Contribution	40,728.31	194.76	40,923.07
Employer Contribution	0.00	0.00	0.00
Balance:			\$172,785.30

Editing Existing Employee View changes... Discard Changes

Reminders (0)

Lesson 4.13: Retirement Info Screen CLOSE X

(1) Retirement Information Pane

- Using Self-Administered Retirement. This box must be checked in order to enable the remaining fields for editing.
- Retirement ID. Click the Browse button to select from the user-defined list in Program Setup (see page 106).
- Retirement Status. Select from: Contributing; Retired, not drawing; Retired and drawing; Withdrawn; Deferred, not drawing.
- Retirement Date. A date is not to be entered if the employee is not retired. The Retirement Date prints on statements and is occasionally used in interest calculations.
- Last Interest Accrual Date. Calculated during the Create Retirement Statements task (see page 236).

- Excluded Amount Per Pay. Only available if the Retirement Status is Retired and Drawing, and reduces the taxable wages on 1099R.
- Enrollment Date. Informational only.

(2) Retirement Balance Tab. Similar to the YTD screen, shows balance previous year, contributions current year and ending balance. Click the Print button to print the Statement selected as the format in Program Setup (see page 24).

(3) Service Credit Tab. Displays the service credits earned for each employee, broken into columns:

- Fiscal Year. The fiscal year during which the service credits were earned.
- Service Type. Displays the type of entry (typical, created when interest is calculated, or Initial Value, entered after conversion).
- Vested Credit (Years). Shows the number of vesting years earned for the entry. Vesting years are used to determine whether the employee has met the minimum requirements to be vested in the self-administered retirement plan.
- Benefit Credit (Years). Show the number of benefit years earned for the entry. This may differ from the vesting years due to leaves of absence, service purchases, or other reasons.
- Notes

(4) Beneficiaries Tab. Displays the selected beneficiaries for the retirement plan, as well as the relevant distribution percentage for each beneficiary. Click to select previously-entered dependents (see page 150) or manually add beneficiaries.

Section 5: Equipment/Material Rental



In this section you will learn about setting up and managing equipment/material rental.

Lesson 5.1: Adding Equipment/Material

The Equipment/Materials screen is available if your database is set up to use Equipment accounting (see page 27).

Adding Equipment/Material

1. Go to Equipment/Materials.
2. Click the green Add button.
3. Enter the Equipment ID and select the Type.
4. Fill out the information on the General tab and the Distributions tab.

Equipment/Materials Screen and Usage History

The screenshot displays the 'Equipment Information' screen in the Payroll software. The window title is 'Payroll User: BSAT DB: Demo Group: DEMO Version: 03/07/2013'. The interface includes a menu bar, a toolbar, and a sidebar with 'Application Views' and 'Quick Search'. The main area is titled 'Equipment Information' and contains tabs for 'General', 'Distributions', and 'User Fields'. The 'General' tab is active, showing fields for 'Equipment ID' (PICKUP TRUCK), 'Description' (2005 FORD PICKUP TRUCK), 'Type' (Equipment), 'State Classification' (16.27), 'Location' (DPW GARAGE), and 'Identification Number' (123245142848123). Below these are 'Rate Information' and 'Accounting Information' sections. A green plus button labeled 'Adding New Equipment' is visible at the bottom left of the main area. The status bar at the bottom shows 'Lesson 5.1: Adding Equipment/Material' and a 'CLOSE X' button.

(1) General Tab. Three fields of note:

- Type. You can select Equipment or Material. This is used in State Trunkline reports and when entering time in BS&A Timesheets (equipment and materials are on separate tabs). Materials can have separate accounting information set up.
- State Classification. If the equipment qualifies, enter the number using the format determined in Program Setup. For Michigan users, this number appears in the State Trunkline reports.
- Rate/Unit. The rate that will be charged for purposes of creating journal entries. The Rate/Unit is also used in the State Trunkline reports.

(2) Distributions Tab. Data entered here is the default, and can be overridden during a payroll. Four fields of note:

- GL Number. The GL number to which the equipment will be charged.
- Activity Code. Activity Codes are defined in Program Setup and are used in the State Trunkline reports, grouping together equipment/material usage. Some examples: Surface maintenance; Local streets; Major streets; Roadside maintenance.
- Default Hours. Used in the calculation of equipment/material usage.
- Pay. If checked, and default hours are entered, the equipment will automatically be marked for payment.

(3) Usage History. Located in Application Views beneath the Equipment/Materials node. Usage history updates itself after each payroll in which the current tem was included.

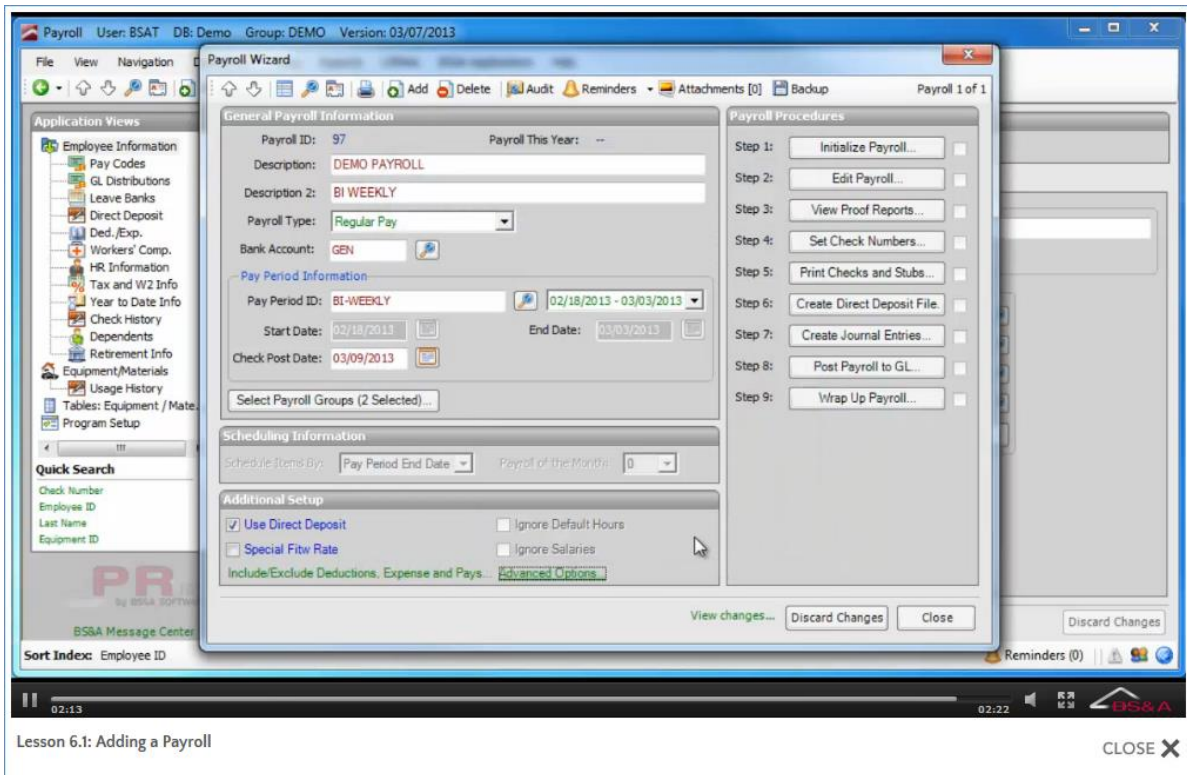
Section 6: Processing a Payroll



In this section you will learn about the payroll process from beginning to end.

Lesson 6.1: Adding a Payroll

1. Go to Tasks>Payroll Wizard.
2. Click the green Add button.
3. Enter the Description and an optional Description 2.
4. Verify or select the Payroll Type and Bank Account.
5. If used, select the Pay Period ID and the pay period.
6. If a pay period was selected in the previous step, the Start Date and End Date use those dates and are disabled. Otherwise, enter the dates.
7. Verify or enter the Check Post Date.
8. Click Select Payroll Groups.
 - i. Check the boxes of the Payroll Groups to be included in this payroll.
 - ii. If applicable, check the Include Equipment and Materials box. This can also be included on its own, without the selection of a group.
 - iii. Click Close to return to the payroll wizard.
9. If enabled (not recommended), select the Schedule Items By option and enter the Payroll of the Month.
10. Verify the setting of the Use Direct Deposit box.
11. If applicable, check the Special FITW Rate box.
12. If enabled (Special payrolls), select whether or not to Ignore Default Hours and/or Ignore Salaries.
13. If applicable, click **Include/exclude deductions and/or expenses** make your changes; click Close to return to the payroll wizard.



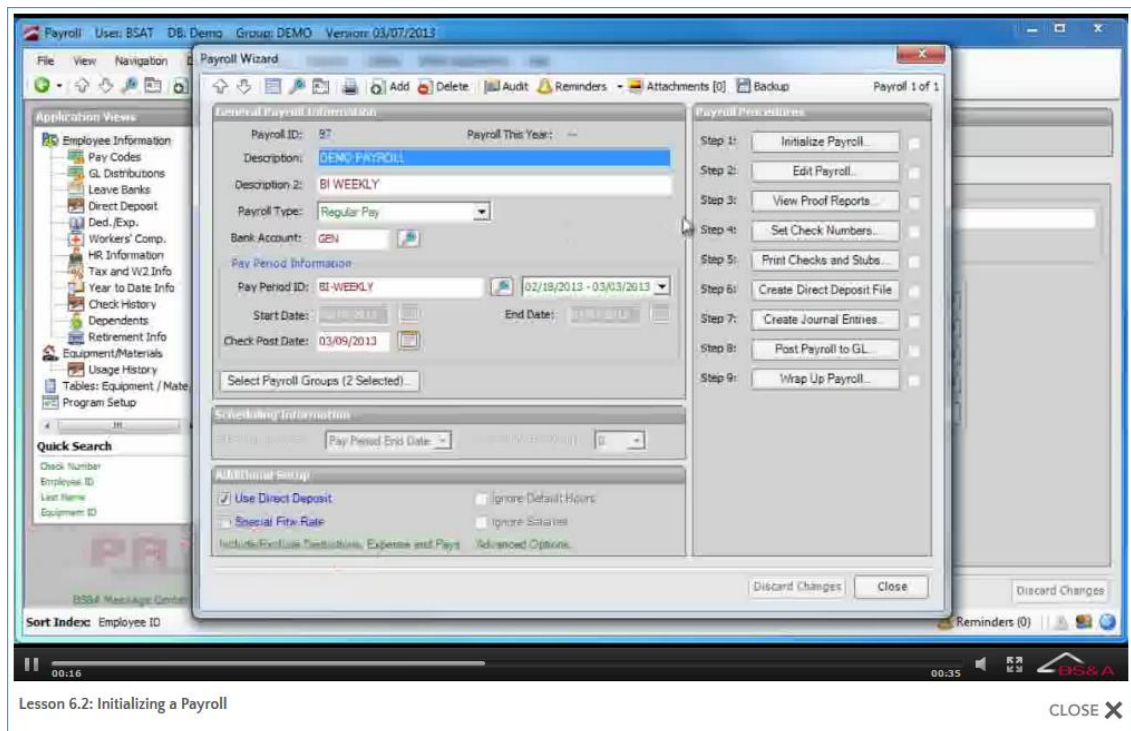
14. If applicable, override the pay period end date for one or more of the selected group(s) by following the next few steps.
 - i. Click **Advanced Options**.
 - ii. Select **Override Pay Period End Date by Group**.
 - iii. Enter the override date for the appropriate group(s).
 - iv. Click **Close** to return to the payroll wizard.
15. Make any necessary changes before initializing the payroll. Once initialized (see page 163), only the Description can be changed.

Notes

Lesson 6.2: Initializing a Payroll

Initializing a payroll prevents most changes in Program Setup from affecting the current payroll.

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Initialize Payroll.
 - If any problems are found, a warning is generated. It may be necessary to exit the Payroll Wizard and make the corrections.
 - Direct deposit issues can be corrected while in the Payroll Wizard.

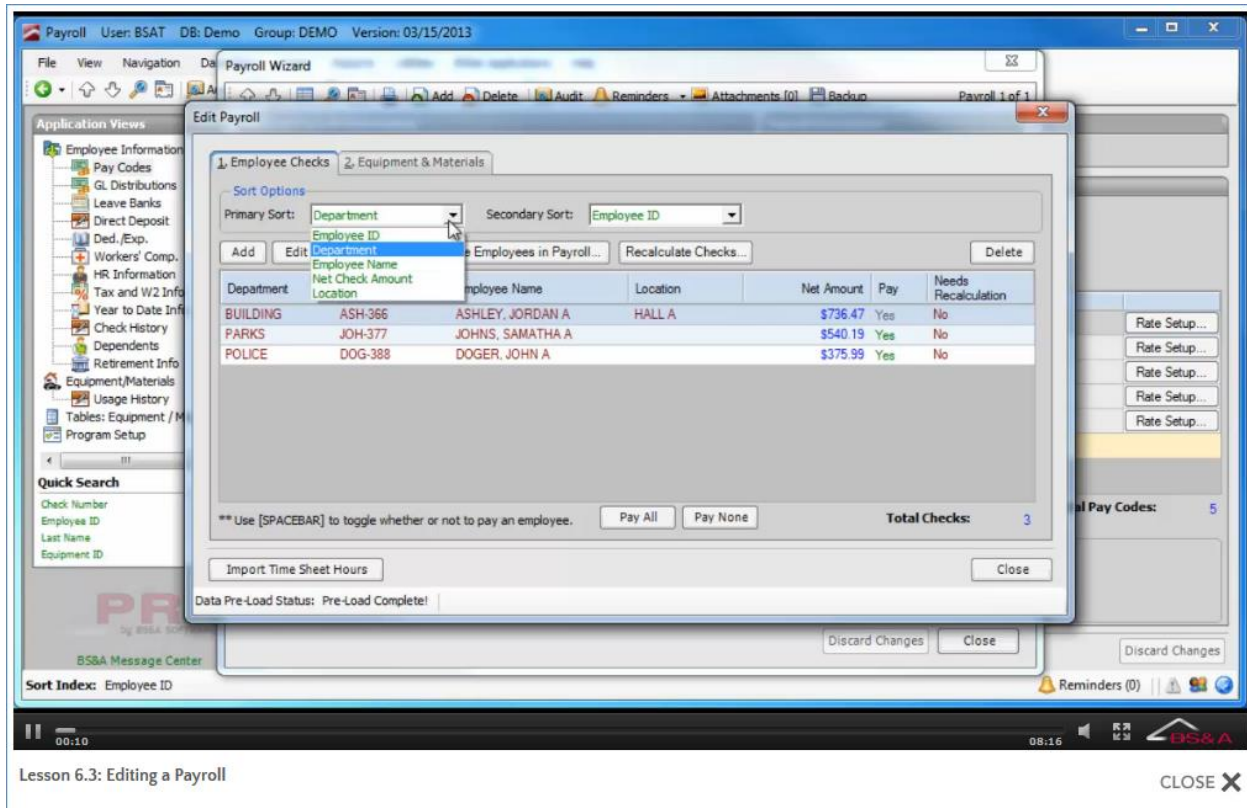


3. If hours need to be imported, please see page 169.
4. If checks need to be edited (e.g., hours entered, pay codes added), please see page 165.
5. After any necessary editing, run the proof reports (see page 172).

Notes

Lesson 6.3: Editing a Payroll

Clicking the Edit Payroll button on the Payroll Wizard opens the Edit Payroll screen.



Sorting the Payroll Edit Screen

Use Primary Sort and Secondary Sort to change the sort order of the employees appearing in the table below.

Recalculating Checks

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Edit Payroll.
3. Click Recalculate Checks.
4. (Optional) Click View Checks Needing Recalculation Report.
 - i. Select the (print) Destination and click Run Report.
 - ii. Review the report and close it.

5. Select the Population.
6. Click Recalculate Checks.
7. You are prompted that [number of] checks were recalculated; click Ok.

Adding/Removing Employees to/from Payroll

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Edit Payroll.
3. Add or remove one or more employees:
 - o One employee. To add, click the grey Add button and search for the employee. If the employee is already part of the payroll, you will be prompted as such and asked to add a second check for this pay. To remove, highlight the employee name and click the grey Delete button.
 - o Multiple employees
 - i. Click the Change Employees in Payroll button.
 - ii. Move the items from the left column to the right column.
4. Click Ok to return to the Edit Payroll screen.
5. If the check had not previously been marked for payment, you are prompted to do so now; click Yes.
6. Click Close to return to the Payroll Wizard.

Entering Equipment/Material Usage

Entering this can be done on affected employees' checks individually via the Related Views button, but most users take care of that here.

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Edit Payroll.
3. Click the Equipment & Materials tab.
4. Double-click the item for which you want to enter usage. If necessary, click the grey Add button to select an Equipment/Material ID.

5. Verify or enter the GL Number and Activity Code. If default hours were set up on the equipment/material, that default is reflected in the Total Hours field and can be changed via the Details button.
6. Click Details.
7. Double-click the orange bar and select the Entry Method (Summary; Employee; Check Distribution) and its accompanying settings.
8. Click Close to return to Equipment/Material Details.
9. If applicable, set up more distribution. When finished, click Save.
10. Click Close to return to the Edit Payroll screen.
11. Repeat for additional equipment/materials.
12. Click Close to return to the Payroll Wizard.

Edit Checks Screen

Lesson 6.3: Editing a Payroll

(1) Payments Pane. Lets you add distributions (**Add...**), raise rates (**Raise Rates...**), enter hours/overrides (Hours; Rate; Amount columns), select whether or not to pay that distribution this check (Pay checkbox), and enter overtime (OT button)

(2) Deductions and Expenses Panes. Let you add deductions or expenses ([Add...](#)), or override the amount for the current check (Amount column).



(3) Totals Section. Lets you keep track of changes being made to the current check.

(4) View Adjustments Button. Click to view adjustments made to previous checks (see page 222).

(5) View Basic Info Button. Click to you view basic information, including journal entries. Click the View Message button to view/edit a message for the current check.

(6) View Taxable Gross Button. Click to view each tax, its Applicable Gross, Pre-Tax Deductions, and Taxable Gross. Social Security and Medicare each provide a [Details...](#) command link. Click to view Employee and Employer amounts.

(7) Edit Direct Deposit Button. Click to view/edit direct deposit for the current check.

(8) Edit Leave Hours Button. Click to view/edit leave hours for the current check. If visible, a  flag indicates that this check has one or more leave banks accruing hours; a  flag indicates one or more leave banks losing hours.

Importing Time Sheet Hours

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Edit Payroll.
3. Click Import Timesheet Hours.
4. Trial Run is the default (and recommended) Run Type.
5. Select the Import (BS&A Timesheets Import; Excel Hours Import; Import from Third-Party System).
6. Select your Primary Sort and Secondary Sort.
7. Select the employees to import using any of the following methods:
 - Use your spacebar to toggle Yes/No.
 - Double-click an employee.
 - Use the Select All and Select None buttons to quickly select employees.
 - Use the Block buttons:
 - i. Highlight the first employee to include and click Start Block.
 - ii. Highlight the last employee to include and click End Block.
 - iii. Select To be imported as the Mark Range.
 - iv. Click Apply, then Clear.
8. Click Run Import.
 - If you are importing from BS&A Timesheets...
 - i. Select the Import Date Range and Type of Hours to Import, and click Run Import.
 - If you are importing from the Hours Entry Spreadsheet ("Excel hours import")...
 - i. Browse to the file and double-click it.
 - ii. Select whether to Import Hours in Total or to Import by Day, and enter the date(s); click Run Import.
 - If you are importing from a Third-Party System...
 - i. Select the import and click Setup to set options.
 - ii. Browse to the file and double-click it.
 - iii. Select the Import Date Range option and its accompanying settings.
 - iv. Click Run Import.
9. The Imported Hours Report dialog appears. If you have a Warning Count or an Error Count, click Run Status Report to view the warnings/errors. Make the corrections and begin the import again.

10. Provided there are no warnings or errors, click Run Imported Hours Report.
11. Select the (print) Destination and click Run Report.
12. Carefully review the report before closing it.
13. Click Close to exit the Imported Hours Report dialog.
14. Provided everything is correct, change the Run Type to Live Run and click Run Import (the Imported Hours report dialog appears again; close it).
15. Checks are recalculated. If those checks were not previously marked to be paid, you are prompted. Click Yes.
16. You are prompted to reset the import flag for all checks (resets them all to No); answer accordingly.
17. Click Close to exit the Payroll Hours Import Settings screen and continue with your payroll.

- i. Click Report Options.
 - ii. Check the boxes of the options to apply to the report, select your SSN Display Option, and click Ok.
 - iii. Select the (print) Destination and click Run Report.
 - iv. Carefully review the report and verify that the amounts for each employee in the current payroll are correct. If you need to make a change, please see page 165. Asterisks in front of pay codes indicate an adjustment.
5. Continue in the same manner for the remaining reports:
 - o Hours Verification Report
 - o Leave Accrual Report
 - o Adjustment Proofing Report
 - o Check Approval Report
 - o Unpaid Checks Report
 - o Check Overrides Report
 - o Checks Needing Recalculation Report. If employees are listed, you must run the Recalculate Checks utility from the Edit Payroll screen (see page 165).
 - o If equipment/material accounting is part of the payroll, two additional reports are available:

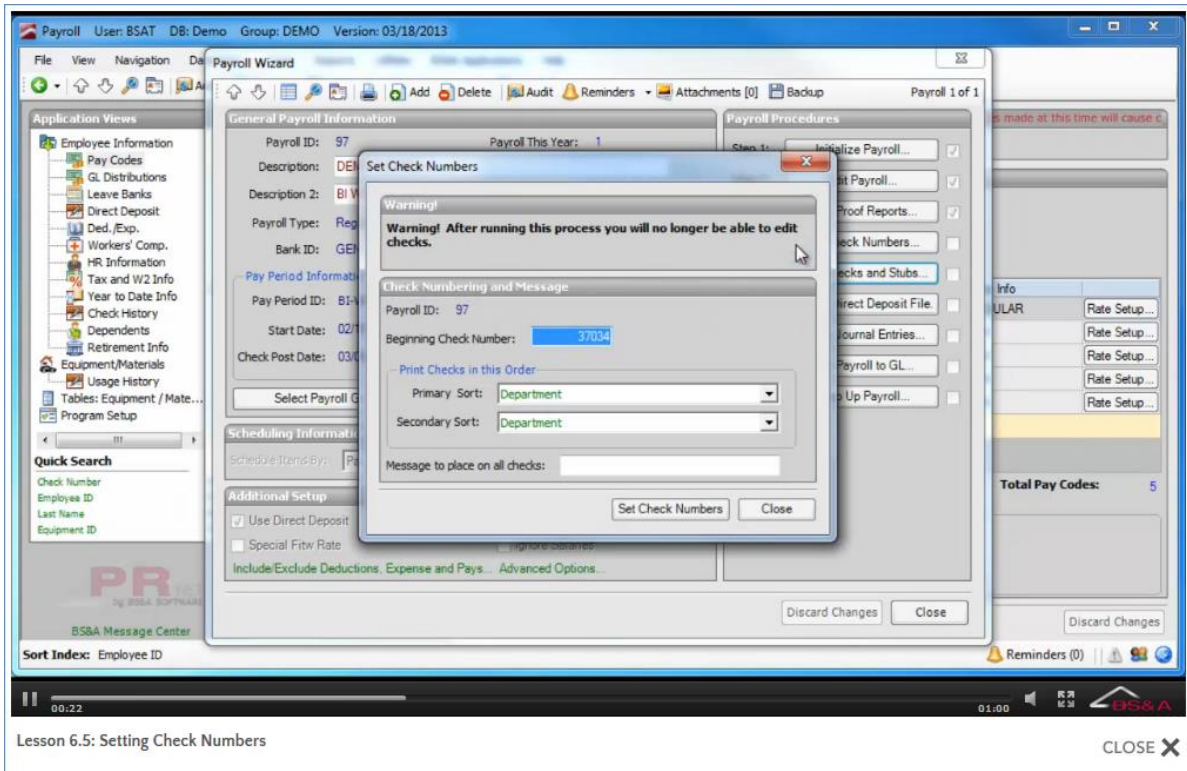
Labor Activity Proofing Report. Shows the equipment/employees and the hours/amounts/rates allocated to each GL number.

Equipment Proofing Report. Shows a detailed breakdown of each piece of equipment that was used. Shows activity/rate/distribution/amount, and a summary of those details by activity. The big difference between the two reports is the Labor Activity report shows only the usage allocated to an activity, while the Equipment Rental Proofing report shows all equipment usage; not just that associated with an Activity Code.
6. Click Close to return to the Payroll Wizard.
7. Set your check numbers (see page 175).

Lesson 6.5: Setting Check Numbers

Setting check numbers should not be done until the proof reports have been run (see page 172). After completing this step of the payroll process, you will be unable to edit checks for the current payroll, and you will be unable to delete the payroll.

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Set Check Numbers.

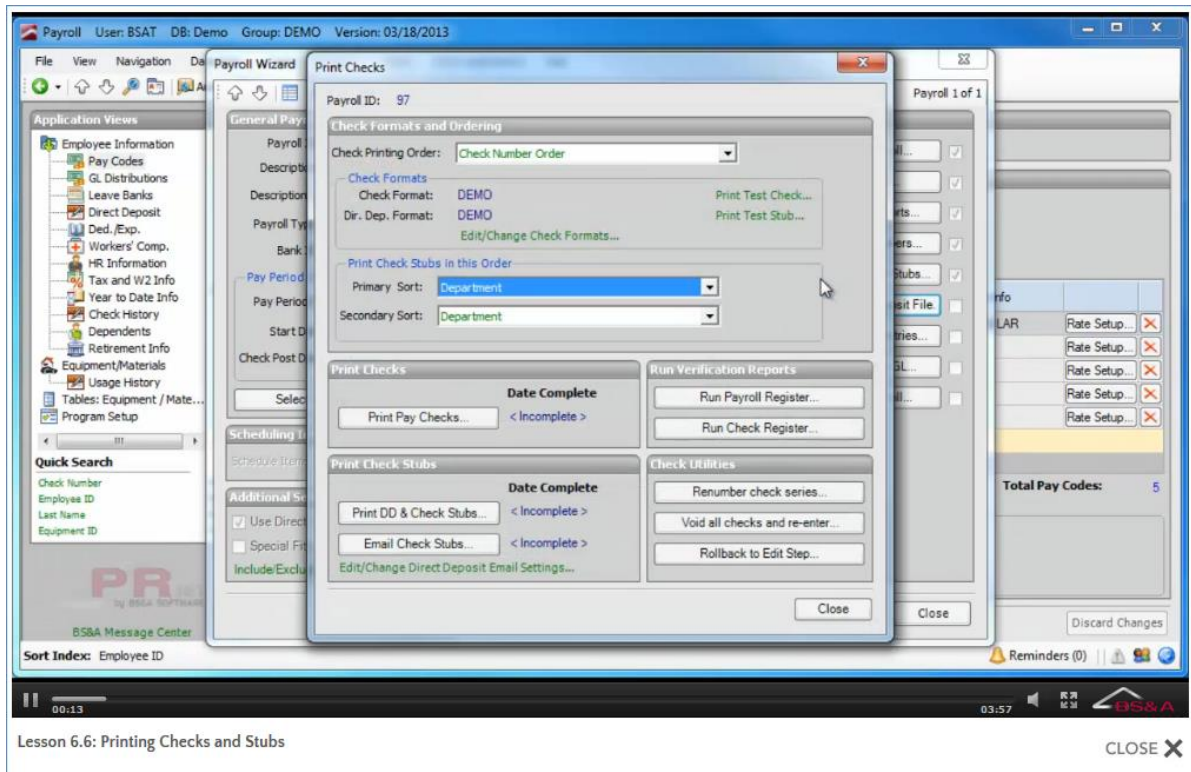


3. Beginning Check Number reflects your selection in Program Setup (see page 111) and can be changed for the current payroll.
4. Primary Sort and Secondary Sort reflect the defaults selected in Program Setup (see page 24) and can be changed for the current payroll.
5. (Optional) Enter a Message to Place on All Checks. Some check formats may not display this message. Please contact Support for assistance.
6. Click Set Check Numbers.
7. Print the checks and stubs (see page 177).

Lesson 6.6: Printing Checks and Stubs

Checks and stubs cannot be printed until at least the beginning check number has been set (see page 175).

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Print Checks and Stubs.



3. Select the Check Printing Order.
4. Check Format and Direct Deposit Format reflect your selections in Program Setup (see page 37). If another format needs to be selected, or the current format edited, click [Edit/Change Check Formats](#).
5. If you use pre-printed check stock, continue with the instructions immediately following:
 - i. Load your check stock in the printer.
 - ii. Click [Print test check](#).
 - iii. Select Printer as the Destination and click Run Report.
 - iv. Provided the test prints correctly, continue with the instructions.

6. If you will be printing direct deposit stubs and use pre-printed stub stock, continue with the instructions immediately following:
 - i. Load your stub stock in the printer.
 - ii. Click **Print test stub**.
 - iii. Select Printer as the Destination and click Run Report.
 - iv. Provided the test prints correctly, continue with the instructions.
7. Verify or select the Primary Sort and Secondary Sort (the fields reflect the defaults selected in Program Setup; see page 24).
8. (Optional, but recommended) Click Run Payroll Register.
 - i. Remove your check stock (or stub stock) from the printer.
 - ii. Select the Destination and Report Options.
 - iii. Click Run.
 - iv. Verify that all information is correct and continue with the instructions.
9. Print pay checks or check stubs, or email the check stubs:
 - o Paper checks:
 - i. Click Print Pay Checks.
 - ii. You are prompted to make sure you have the appropriate paper in your printer; click Ok.
 - iii. Select Printer as the Destination and click Run Report.
 - iv. You are prompted to verify the checks printed correctly. If so, click Yes and continue with step 11. If not, click No and continue with step 10.
 - o Direct deposit, printed stubs:
 - i. Click Print Direct Deposit Stubs.
 - ii. Select your option - Print ALL Direct Deposit Stubs or Print Direct Deposit Stubs for Those Without Email - and click Continue.
 - iii. You are prompted to make sure you have the appropriate paper in your printer; click Ok.
 - iv. Select Printer as the Destination and click Run Report.
 - v. You are prompted to verify the check stubs printed correctly. If so, click Yes and continue with step 11. If not, click No and continue with step 10.
 - o Direct deposit, emailed stubs (employees must have valid email addresses set up and be marked to receive stubs via email).

Emailing stubs is typically done after your payroll has been processed (see page 203).

 - i. Click Email Check Stubs.

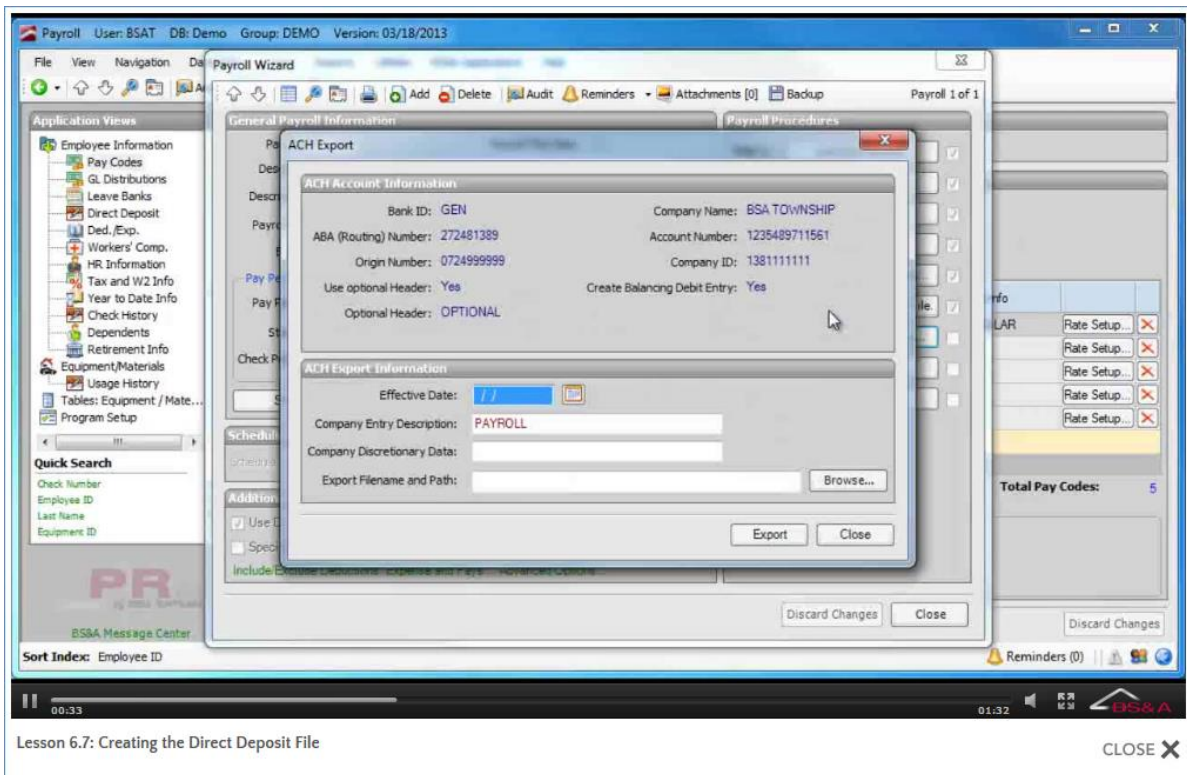
- ii. Verify or select/unselect the employees.
 - iii. Click Send Emails.
 - iv. Click Done.
 - v. You are prompted to verify that the check stubs emailed correctly. If so, click Yes and continue with step 11. If not, click no and continue with step 10.
10. If your checks/stubs printed/emailed correctly, run the Payroll Register and Check Register again (remember to remove your check stock first).
 11. Click Close to return to the payroll wizard.
 12. Proceed with the payroll:
 - If you use direct deposit, create the direct deposit file (see page 181).
 - If you do not use direct deposit, create the journal entries (see page 184).

Notes

Lesson 6.7: Creating the Direct Deposit File

A successful prenote must be done before processing direct deposit (see page 239). The creation of this prenote file is typically only necessary when changing programs, or when another major change occurs, such as switching banks. Individual accounts marked for prenote will be prenoted when the direct deposit file is created for all other employees in the payroll.

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Create Direct Deposit File.



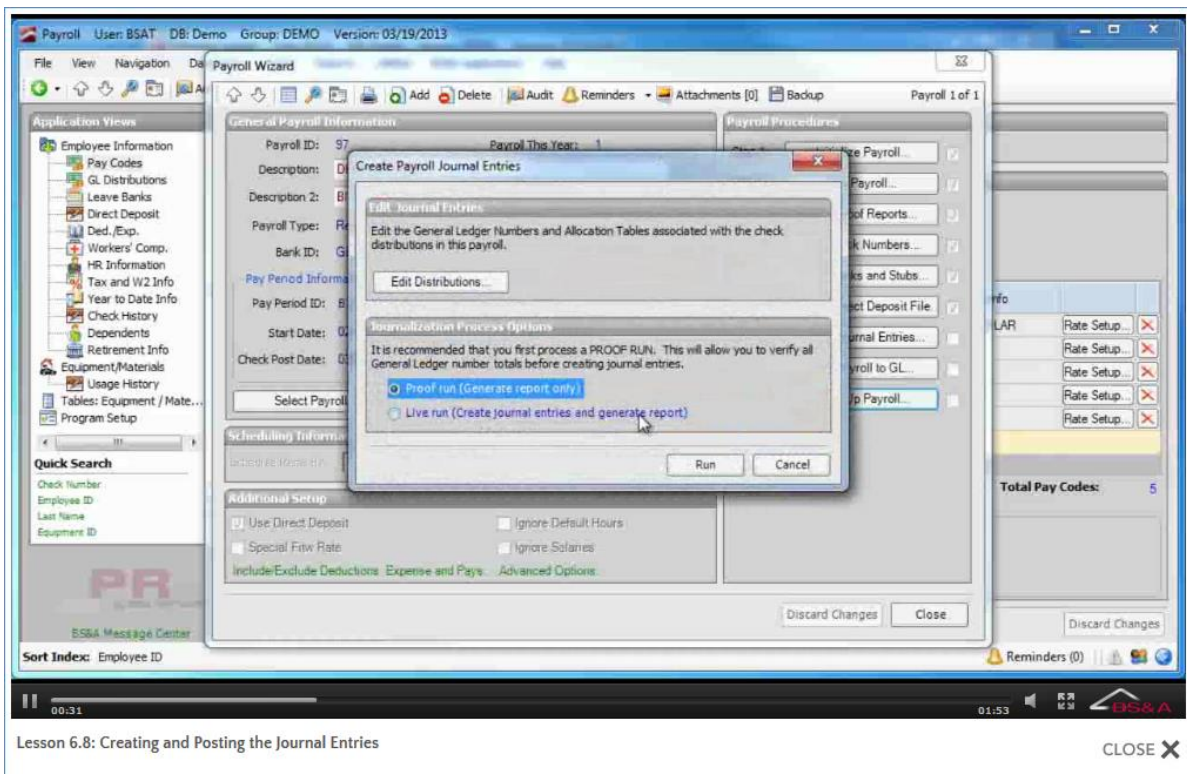
3. Effective Date is the date the money is to be transferred. This field may be displaying your computer's system date and may need to be changed. To safeguard against unintended transfer, go to your bank's ACH screen (see page 111) and check the Don't Prefill Effective Date box. This will force the entry of the appropriate date from now on.
4. Company Entry Description and Company Discretionary Data reflect the defaults from Program Setup and can be changed for the current payroll.
5. Enter or browse to the folder in which to save the file, enter the file name, and click Open.
6. Click Export.

7. Click Yes to view the ACH report.
8. View or print the report.
9. Send the file to the bank.
10. Proceed with creating the journal entries (see page 184).

Notes

Lesson 6.8: Creating and Posting the Journal Entries

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Create Journal Entries.
3. You are prompted to back up. If you made a backup prior to performing this task, click Yes to proceed. If not, click the [Click here to create a backup now...](#) command link and follow the prompts.
4. If necessary, click Edit Distributions to edit one or more paychecks; click Close to return to the task.
5. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct.



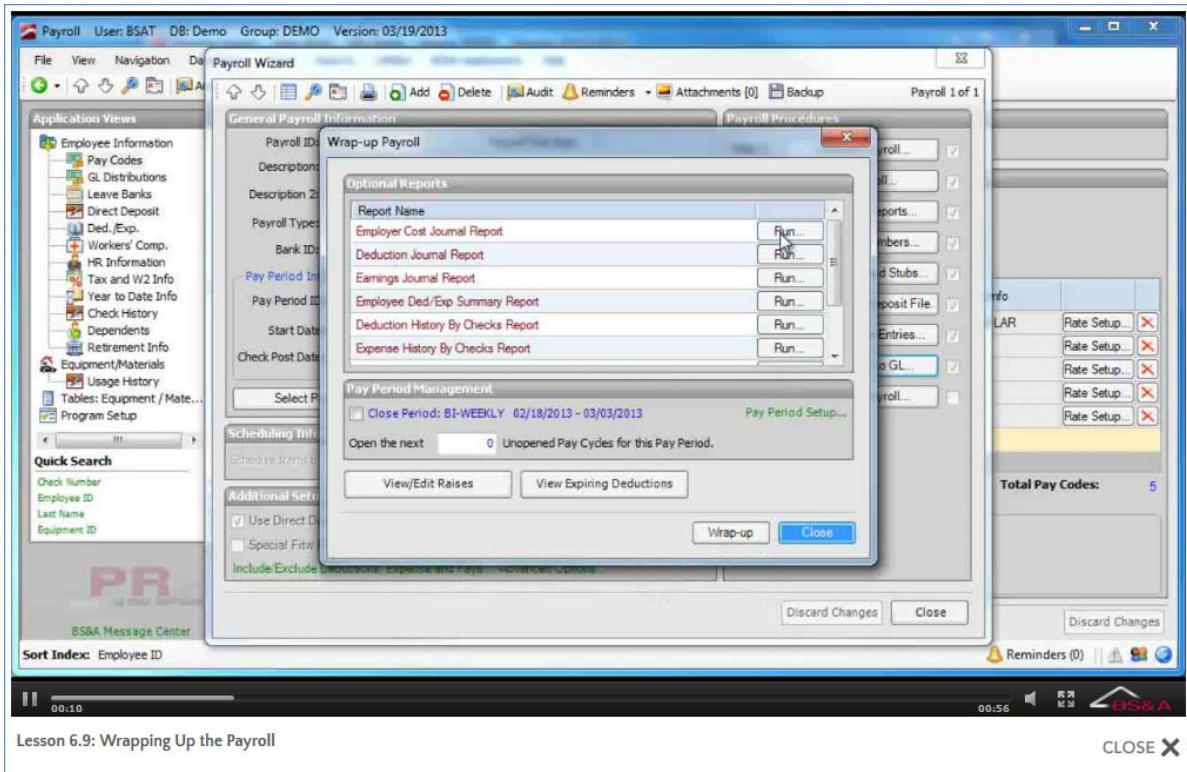
6. Click Run. If no errors are encountered, continue with the instructions immediately following:
 - i. Click Report Options.
 - ii. Select your options (typically run in Summary, unless a specific problem was detected) and click Close.
 - iii. Select the (print) Destination and click Ok.

- iv. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
7. Click Post Payroll to GL.
8. You are prompted that the journal entries were successfully posted and asked to print a report; answer accordingly.
9. Wrap up your payroll (see page 249).

Notes

Lesson 6.9: Wrapping Up the Payroll

1. Go to Tasks>Payroll Wizard and locate the payroll.
2. Click Wrap Up Payroll.



3. (Optional, but recommended) Click the Run button of each of the reports:
 - Employer Cost Journal Report
 - Deduction Journal Report
 - Employee Ded/Exp Summary Report
 - Expense History by Checks Report
 - Check Register Report
 - Workers Comp Report
 - Leave Accrual Report
4. (Optional) Check the Close... box to close the pay period used in this payroll.
5. (Optional) Enter a figure in Open the Next __ Unopened Pay Cycles for this Pay Period.
6. (Optional) Click View/Edit Raises. Make any necessary changes and click Close to return to the Wrap Up Payroll screen.

7. (Optional) Click View Expiring Deductions; click Close to return to the Wrap Up Payroll screen.
8. Click Wrap Up.

Notes

Section 7: Post-Payroll Tasks

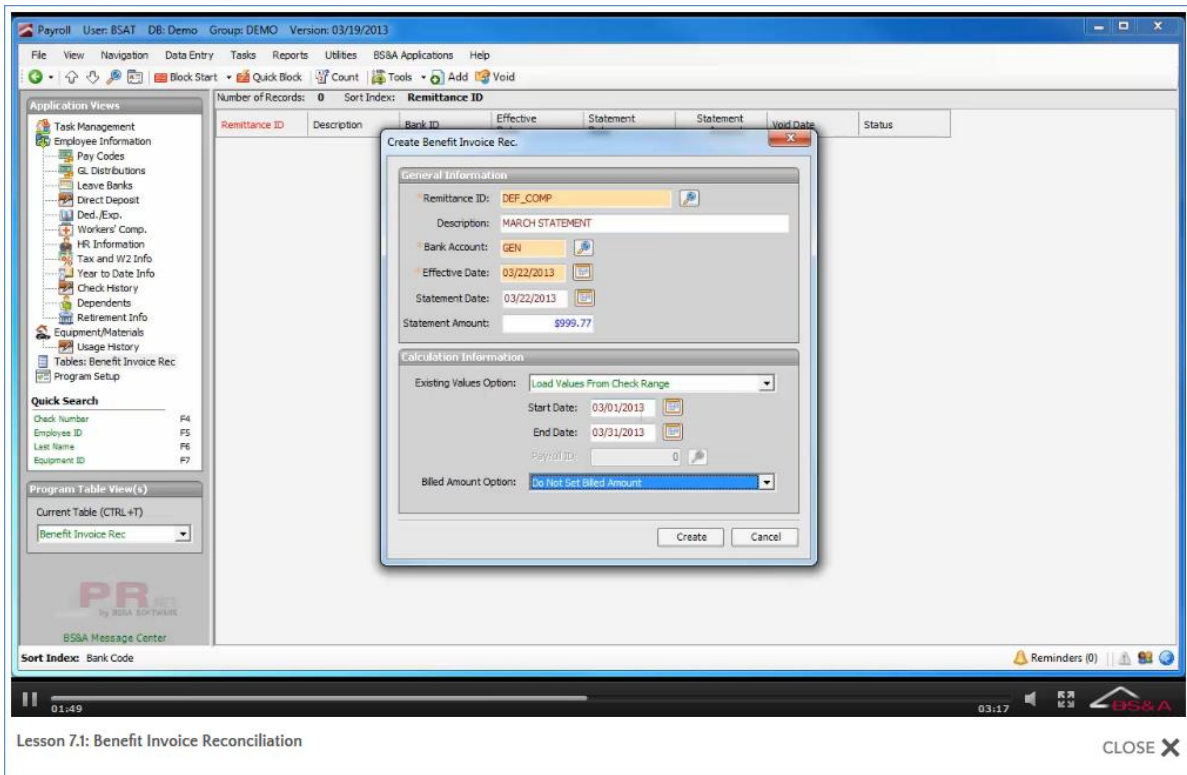


In this section you will learn about various tasks that are completed after a payroll has been processed.

Lesson 7.1: Benefit Invoice Reconciliation

The Benefit Invoice Reconciliation process is intended to allow users to reconcile the amount deducted and/or expensed for a benefit to the amount of the invoice. It should be run prior to the Issue and Journalize Remittance Checks task (see page 195).

1. Open the Benefit Invoice Rec table.
2. Click the green Add button and select the Remittance ID. Remittance IDs are used to combine all deductions/expenses related to a common benefit. Even if remittances are not used for paying invoices, they must be set up to utilize this reconciliation process.
3. (Optional) Enter a Description.
4. Select the Bank Account. The bank account is necessary to appropriately determine the cash account to be used for any journal entry-based adjustments created.
5. Enter the Effective Date. This date will be the posting date for any journal entry-based adjustments created.
6. Enter the Statement Date. This is the date of the statement from your benefit invoice.
7. Enter the Statement Amount. This is the amount from the invoice, which you are attempting to reconcile the deduction/expense amounts to.
8. Select the Existing Values Option. This is the method by which to load the values for each employee, and the appropriate related dates or payroll ID.
9. Select the Billed Amount Option (leave blank or set to the amount from the employee).
10. Click Create.



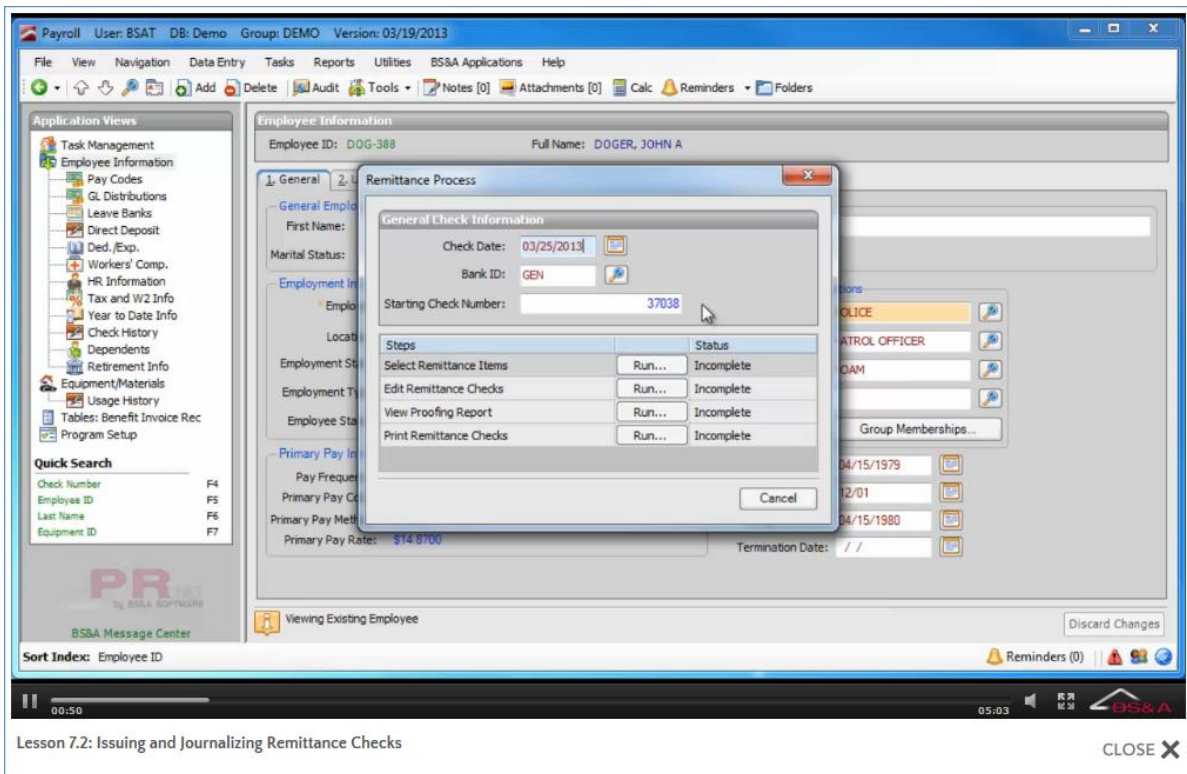
Lesson 7.1: Benefit Invoice Reconciliation

11. Verify or enter the amounts for each employee in the Total Billed column. Any amounts that deviate from this column will create an adjustment.
12. Once you've verified that the statement amount and the total billed amounts match, click Process. When processing adjustments, all deductions will create a check adjustment, to be created the next time that employee is paid. All unassociated benefit plans (available for HR .NET users) will create a journal entry, as they are not tied to a deduction or expense to create an adjustment. Expense adjustments can be created as journal entries, or as pending check adjustments. This starts as a proof run for you to verify the data. If you approve, you may then do a live run.

Lesson 7.2: Issuing and Journalizing Remittance Checks

The default setting is to post (non-payroll) journal entries to General Ledger as they are created. This setting may be disabled in Program Setup (see page 27). Also, it is generally recommended you run the Benefit Invoice Reconciliation task prior to this one (see page 192). If you exit the remittance task before journalizing and posting, any changes you may make to checks will not be saved.

1. Go to Tasks>Check Tasks>Print Remittance Checks.
2. Enter the Check Date.
3. Bank ID reflects the bank selected as the default in Program Setup (see page 27) and can be changed.
4. Verify or enter the Starting Check Number.



5. Click Run by Select Remittance Items.
 - i. Verify that the balances appearing match up with what was processed during the payroll. Any that don't can be edited during step 6.
 - ii. Check the boxes of the remittance checks to create or click **Select all remittance with a balance**.
 - iii. Click Create Checks.

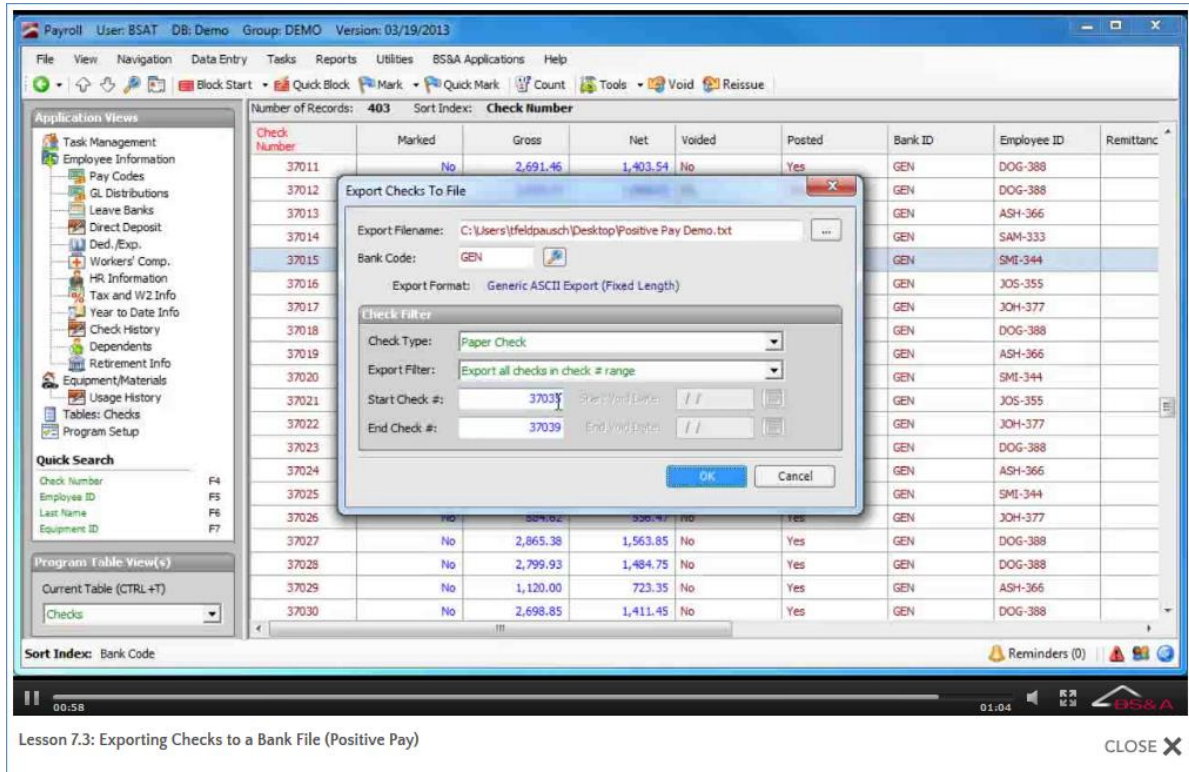
6. If necessary, click Run by Edit Remittance Checks.
 - i. Double-click the check to edit.
 - ii. Go to the line item and change the Amount. Tools are available to automatically set the balance; please contact Support for assistance.
 - iii. Click Close.
 - iv. Repeat for additional checks, if necessary.
7. Click Run by View Proofing Report.
 - i. Click Report Options and select whether or not to Show Stub Totals by Ded/Exp per Check; click Ok.
 - ii. Select the (print) Destination and click Run Report.
 - iii. Carefully review the report before closing it. As this is the only opportunity to generate this report, it is recommended you print a copy for your records.
8. Click Run by Print Remittance Checks.
 - o Paper checks:
 - i. If used, load your check stock in the printer.
 - ii. Click **Print test check**.
 - iii. Select Printer as the Destination and click Run Report.
 - iv. If the test check printed correctly, click Print Remittance Checks.
 - v. You are prompted to make sure you have the correct paper in your printer; click Ok.
 - vi. Select Printer as the Destination and click Run Report.
 - vii. You are prompted to verify that the checks printed correctly. If Yes... print Remittance EFTs (if there are any; if not, you receive the Journalize Remittance Checks screen; continue with step 9). If No... make the necessary adjustment and click Print Remittance Checks again.
 - o EFT stubs:
 - i. Click Print EFT Stubs.
 - ii. You are prompted to make sure you have the correct paper in your printer; click Ok.
 - iii. Select Printer as the Destination and click Run Report.
 - iv. You are prompted to verify that the checks printed correctly. If Yes... continue with step 9. If No... make the necessary adjustment and click Print EFT Stubs again.
 - o Create ACH File
 - i. Click Create ACH File.

- ii. Enter the Effective Date.
 - iii. Verify or enter the Company Entry Description and Company Discretionary Data.
 - iv. Enter or browse to the folder in which to save the file, enter the file name, and click Export, then Yes when prompted to view a report.
 - v. Carefully review the report before closing it.
 - vi. Click Ok to the success prompt, then click Close.
 - vii. You are prompted to verify that the checks printed correctly. If Yes... continue with step 9. If No... make the necessary adjustment and click Create ACH File again.
9. Click Close. The journalization process begins.
 10. Click Report Options and select your options; click Close.
 11. Select the (print) Destination and click OK.
 12. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Lesson 7.3: Exporting Checks to a Bank File (Positive Pay)

Positive Pay for the selected Bank Code must have been set up in General Ledger (when your databases are linked) prior to creating this export file. You may go to the Banks screen in Program Setup>Database Setup to verify the settings, but may not make any changes. Instructions for Positive Pay setup are in the General Ledger courseware.

1. Go to Tasks>Check Tasks>Export checks to bank file.
2. Enter or browse to the folder in which to save the file, enter the file name, and click Save.
3. Select the Bank Code and the Check Type.
4. Select your Export Filter.
5. Enter the range and click Ok.

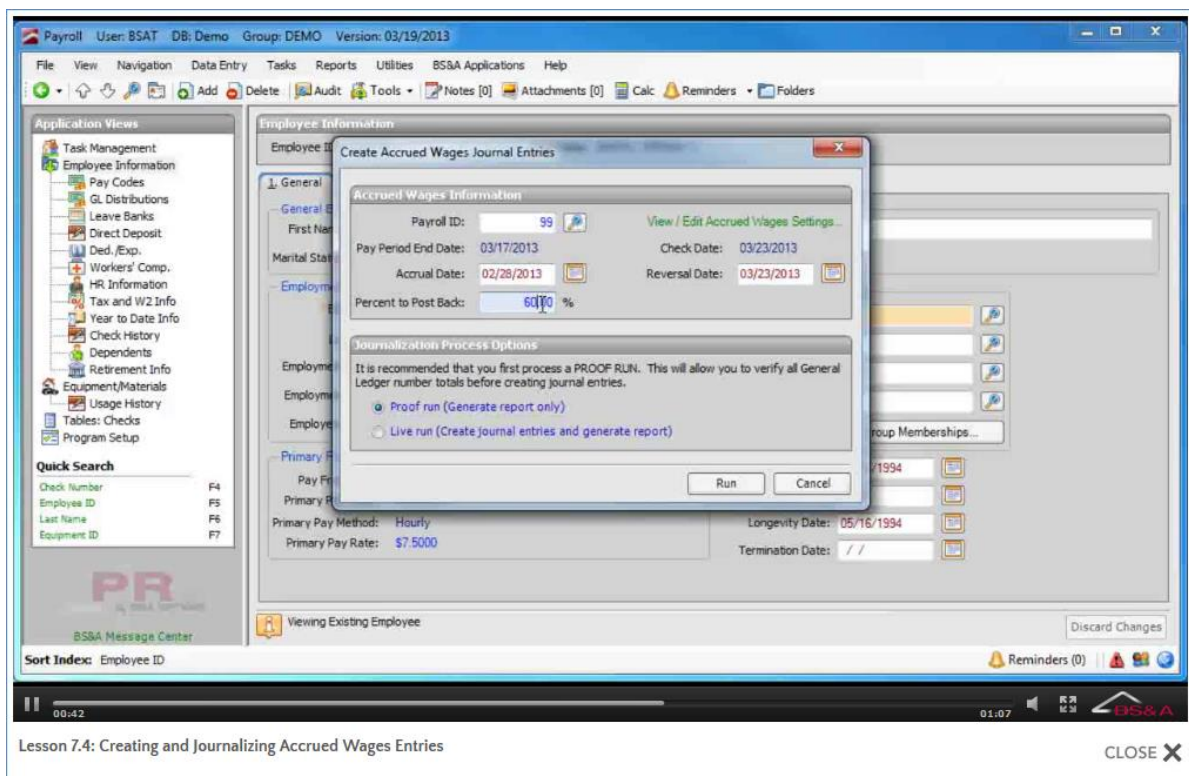


6. Send the file to your bank.

Lesson 7.4: Creating and Journalizing Accrued Wages Entries

The default setting is to post (non-payroll) journal entries to General Ledger as they are created. This setting may be disabled in Program Setup (see page 27).

1. Go to Tasks>Create Accrued Wages Entries.
2. (Optional) Click [View/edit accrued wages settings](#) to verify the settings before beginning.
3. Select the Payroll ID.
4. Enter the Accrual Date, the Reversal Date, and the Percent to Post Back.
5. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct.

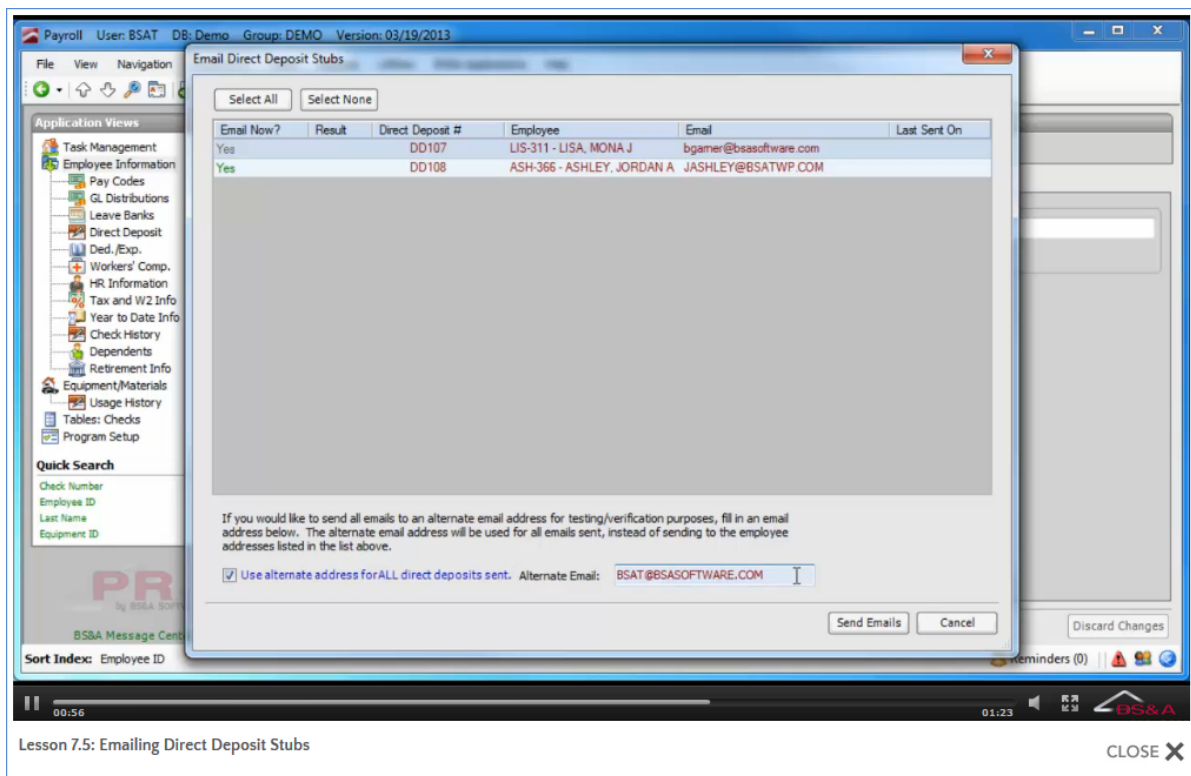


6. Click Run.
7. Select the (print) Destination and click Ok.
8. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Lesson 7.5: Emailing Direct Deposit Stubs

This tool is provided in the event you do not email direct deposit stubs during your payroll process (see page 177). Many users choose to email stubs after the payroll process has been completed, to avoid confusion from employees receiving notifications of deposit days in advance of the deposit actually occurring.

1. Go to Tasks>View Payroll History and locate the payroll.
2. Click the Tools button>Email Check Stubs.
3. Use the Select All and/or Select None buttons to quickly toggle the employees to include. Employees may be toggled individually by highlighting the record and pressing your spacebar.
4. (Recommended) Check the Use Alternate Address... box and enter the Alternate Email. All selected stubs will be sent to this email for verification purposes before they get sent to the employees.
5. Click Send Emails.

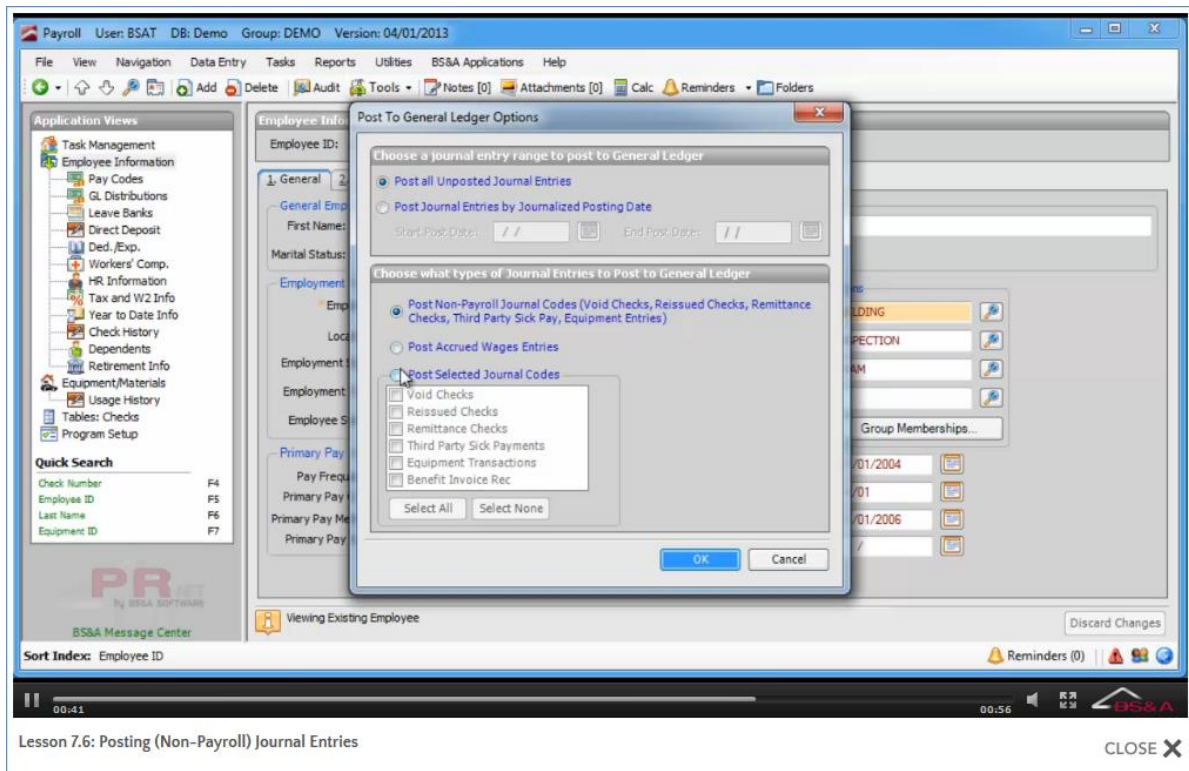


6. If you did as recommended in step 4, an email is sent to the address entered. Upon verification, return to this task, uncheck the Use Alternate Address... box, and click Send Emails.

Lesson 7.6: Posting (Non-Payroll) Journal Entries

Posting requires your database to be linked with BS&A General Ledger. These instructions are only necessary if you are not set up to post at the time your journal entries are created (see page 27), or if the user who performed the journalization does not have security rights to post to General Ledger (see page 2).

1. Go to Tasks>Journalize/Post>Post Journal Entries to BSA General Ledger.
2. Select the Post Date option (post all or post by date) and click Ok.

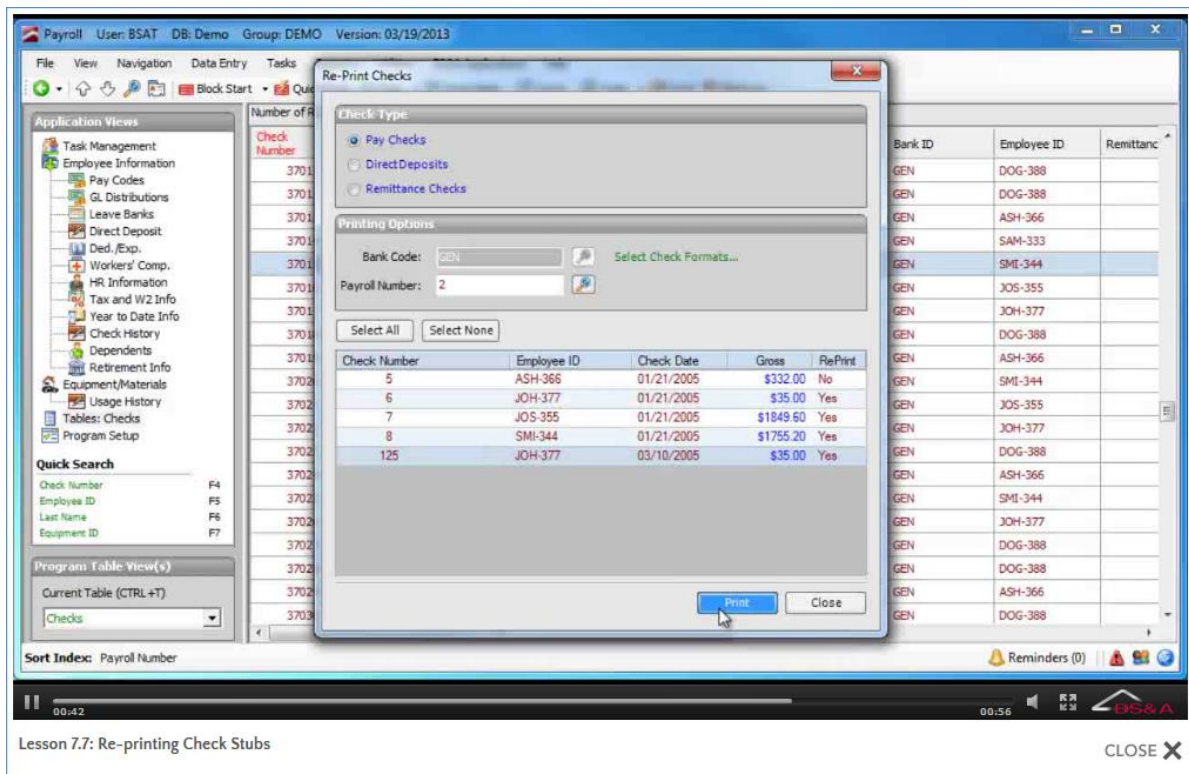


3. Click Yes to view a report.
4. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Lesson 7.7: Re-Printing Check Stubs

This lets you reprint Payroll, Direct Deposit, or Remittance stubs.

1. Go to Tasks>Check Tasks>Re-Print Check Stubs.
2. Select the Check Type and the Bank Code.
3. If re-printing paychecks or direct deposit, select the Payroll Number.
4. Select the checks to re-print by using your spacebar to toggle Yes in the Reprint column, or click Select All (individual checks can be toggled No). Another option is to double-click the check(s).
5. Click Print.



6. Select Printer as the Destination and click Run.
7. Answer accordingly when asked if the checks printed ok.

Lesson 7.8: Viewing Payroll History

Payroll history shows basic information, scheduling information, and accrued wages information. If any attachments were added to payroll, they may be viewed/edited, or you may add additional attachments. The Tools button lets you re-do ACH (see page 211) email direct deposit stubs (see page 203), and post payrolls if linked to General Ledger (see page 184).

1. Go to Tasks>View Payroll History.
2. Locate the payroll.

The screenshot shows the 'Payroll History' window for Payroll 97 of 99. The window is divided into three main sections: General Information, Scheduling Information, and Accrued Wages Information.

General Information:

- Payroll ID: 97
- Payroll This Year: 1
- Payroll Type: Regular Pay
- Use Special Ftw Rate: No
- Description: DEMO PAYROLL
- BI WEEKLY
- Pay Period: BI-WEEKLY 02/18/2013 - 03/03/2013
- Pay Period Start Date: 02/18/2013
- Pay Period End Date: 03/03/2013 (Overrides)
- Check Post Date: 03/09/2013
- Bank ID: GEN
- Payroll Posted On: 03/21/2013

Scheduling Information:

General Items Scheduled By	Status	Pay Period End Date
Use global scheduling	No	
Payroll In Month	N/A	

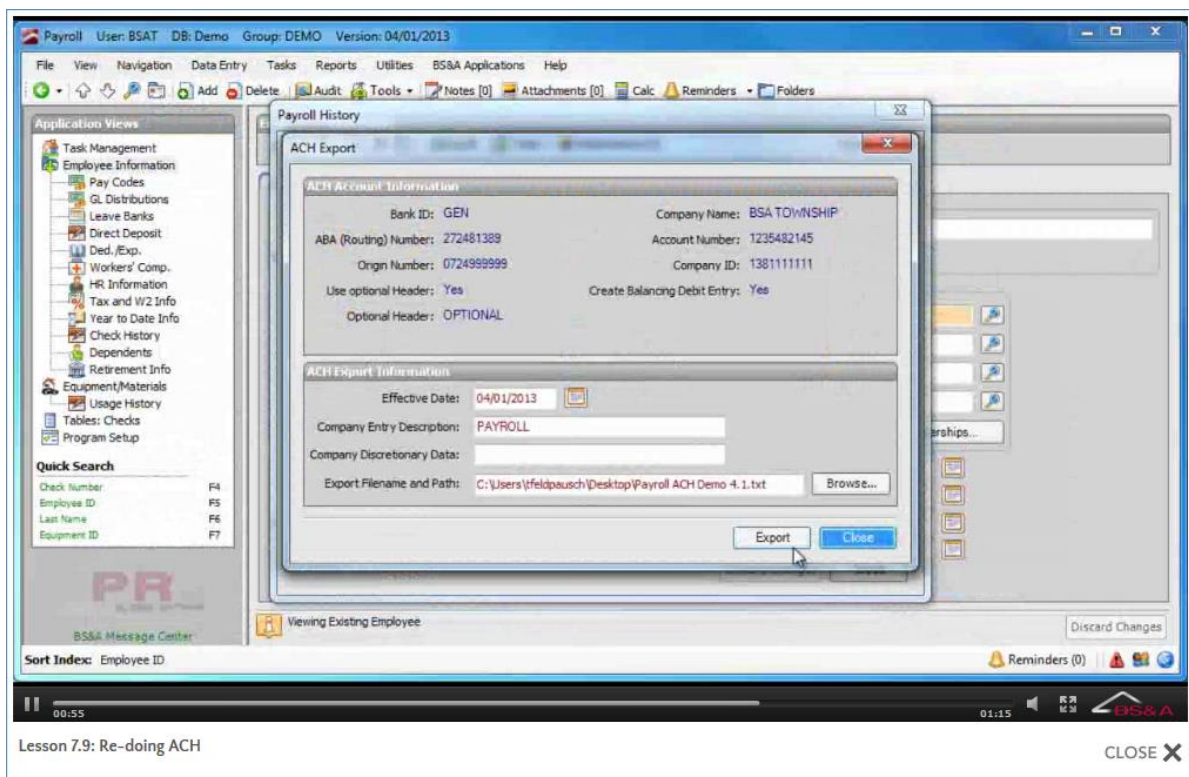
Accrued Wages Information:

	Status
Created entry	No
Accrual Date	//
Reversal Date	//
Percent Posted Back	--
Posted accrual entry	N/A
Posted reversal entry	N/A

The screenshot also shows the main application window with a sidebar containing various application views and a quick search section. The bottom of the window displays the lesson title 'Lesson 7.8: Viewing Payroll History' and a 'CLOSE' button.

Lesson 7.9: Re-Doing ACH

1. Go to Tasks>View Payroll History and locate the payroll.
2. Click the Tools button>Re-Do ACH.
3. Effective Date is the date the money is to be transferred. This field may be displaying your computer's system date and may need to be changed. To safeguard against unintended transfer, go to your bank's ACH screen (see page 111) and check the "Don't prefill effective date" box. This will force you to enter the appropriate date from now on.
4. Company Entry Description and Company Discretionary Data reflect the defaults from Program Setup and can be changed for the current payroll.
5. Enter or browse to the folder in which to save the file, enter the file name, and click Open.
6. Click Export.



7. Click Yes to view a report.
8. Carefully review the report before closing it. Optionally, you may print the report.
9. Exit Payroll History and send the file to the bank.

Lesson 7.10: Re-Issuing and Journalizing a Check

About Reissuing Checks

- Reissuing a check is not the same as voiding it. Do not void checks that need to be reissued. Reissued checks go through their own void process. If the check is simply to be voided, please see page 217.
- Cleared checks and direct deposit checks cannot be reissued.
- The default setting is to post (non-payroll) journal entries to General Ledger as they are created. This setting may be disabled in Program Setup (see page 27).

1. Open the Checks table and highlight the check.
2. Click the Reissue button.
3. Enter the Void Date.
4. Enter or accept the New Check Number.
5. Enter the Check Date and click Ok.

The screenshot shows the Payroll software interface with a 'Reissue Check' dialog box open. The dialog box contains the following information:

Are you ready to reissue this check?

Original Check Information

Check Number: 37047
Check Date: 03/08/2013
Bank ID: GEN
Void Date: 04/03/2013

New Check Information

Check Number: 37052
Check Date: 04/03/2013

The background table shows a list of checks with columns: Check Number, Marked, Gross, Net, Voided, Posted, Bank ID, Employee ID, and Remittanc. The table is sorted by Check Number. The dialog box is centered over the table, and the 'OK' button is highlighted.

Lesson 7.10: Re-issuing and Journalizing a Check

6. Print the check.

Lesson 7.11: Re-Numbering a Check Series

This tool lets you increase or decrease a range of check numbers, and is used to correct check numbers in the program to match the actual printed checks. You will not be able to enter a number already being used by a check.

1. Open the Checks table.
2. Click the Tools button>Renumber Check Series.
3. Select the Bank ID.
4. Select the First in Check Series and Last in Check Series. These are the numbers already recorded. For example, check numbers 1 - 5 printed on physical checks 4 - 8.
5. Select the Action.
6. Enter the Number by which to increase/decrease, or to set first/last number to. Continuing the example in step 4, you would enter 3/increase.
7. Verify the changes in the Preview pane.
8. Click Renumber.

Payroll User: BSAT DB: Demo Group: DEMO Version: 04/01/2013

File View Navigation Data Entry Tasks Reports Utilities BSA Applications Help

Block Start Quick Block Mark Quick Mark Count Tools Void Reissue

Application Views

Task Management

Employee Information

Pay Codes

GL Distributions

Leave Banks

Direct Deposit

Ded./Exp.

Workers' Comp.

HR Information

Tax and W2 Info

Year to Date Info

Check History

Dependents

Retirement Info

Equipment/Materials

Usage History

Tables: Checks

Program Setup

Quick Search

Check Number

Employee ID

Last Name

Equipment ID

Program Table View(s)

Current Table (CTRL +T)

Checks

Sort Index: Bank Code

Reminders (0)

01:01 01:15

BS&A

Lesson 7.11: Re-numbering a Check Series

CLOSE X

Original Check Number	Employee ID	Remittance Code	Bank ID	New Check Number
37035	DOG-388	GEN	GEN	37049
37036	JOS-355	GEN	GEN	37050
37037	DOG-388	GEN	GEN	37051

Employee ID	Remittance Code
DOG-388	
DOG-388	
DOG-388	
SAM-333	
DOG-388	
JOS-355	
DOG-388	
	1
	AFLAC
	DEF_COM
SMI-344	
JOH-377	
DOG-388	
DOG-388	
LIS-311	

Lesson 7.12: Voiding and Journalizing Checks

About Voiding Checks

- If a check needs to be reissued, please see page 213. Never void a check that needs to be reissued; reissued checks go through their own void process.
- Cleared checks and direct deposit checks cannot be voided.
- The default setting is to post (non-payroll) journal entries to General Ledger as they are created. This setting may be disabled in Program Setup.

Void One Check

1. Open the Checks table and highlight the check.
2. Click the Void button.
3. Enter the Void Date and click Ok.

Add a Series of Void Checks

Voiding a series of checks is typically done if there was a printer jam or if check stock was in the printer when someone sent a report. By adding these void checks, the next payroll will not accept a beginning number falling within the check number range entered.

1. Open the Checks table.
2. Click the Tools button>Add Void Checks.
3. Select the Bank ID.
4. Enter the Start Check Number and Last Check Number.
5. Enter the Check Date.
6. Click Add.

Payroll User: BSAT DB: Demo Group: DEMO Version: 03/19/2013

File View Navigation Data Entry Tasks Reports Utilities BSSA Applications Help

Block Start Quick Block Mark Quick Mark Count Tools Void Reissue

Number of Records: 398 Sort Index: Check Number

Application Views

- Task Management
- Employee Information
- Pay Codes
- GL Distributions
- Leave Banks
- Direct Deposit
- Def./Exp.
- Workers' Comp.
- HR Information
- Tax and W2 Info
- Year to Date Info
- Check History
- Dependents
- Retirement Info
- Equipment/Materials
- Usage History
- Tables: Checks
- Program Setup

Quick Search

- Check Number F4
- Employee ID F5
- Last Name F6
- Equipment ID F7

Program Table View(s)

Current Table (CTRL+T)

Checks

Check Number	Marked	Gross	Net	Voided	Posted	Bank ID	Employee ID	Remittanc
37021	No	936.00	247.76	No	Yes	GEN	JOS-355	
37022	No	884.62	556.46	No	Yes	GEN	JOH-377	
37023						GEN	DOG-388	
37024						GEN	ASH-366	
37025						GEN	SMI-344	
37026						GEN	JOH-377	
37027						GEN	DOG-388	
37028						GEN	DOG-388	
37029						GEN	ASH-366	
37030						GEN	DOG-388	
37031						GEN	DOG-388	
37032						GEN	DOG-388	
37034						GEN	SAM-333	
37035						GEN	DOG-388	
37036	No	1,090.00	254.36	No	Yes	GEN	JOS-355	
37037	No	1,189.60	406.00	No	Yes	GEN	DOG-388	
37038	No	295.00	295.00	No	Yes	GEN		1
37039	No	760.63	760.63	No	Yes	GEN		AFLAC
37040	No	999.77	999.77	No	Yes	GEN		DEF_COM
DD0	No	2,670.00	1,727.84	No	No	GEN	DOG-388	

Sort Index: Bank Code

Reminders (0)

01:22 01:35

Lesson 7.12: Voiding and Journalizing Checks

CLOSE X

Notes

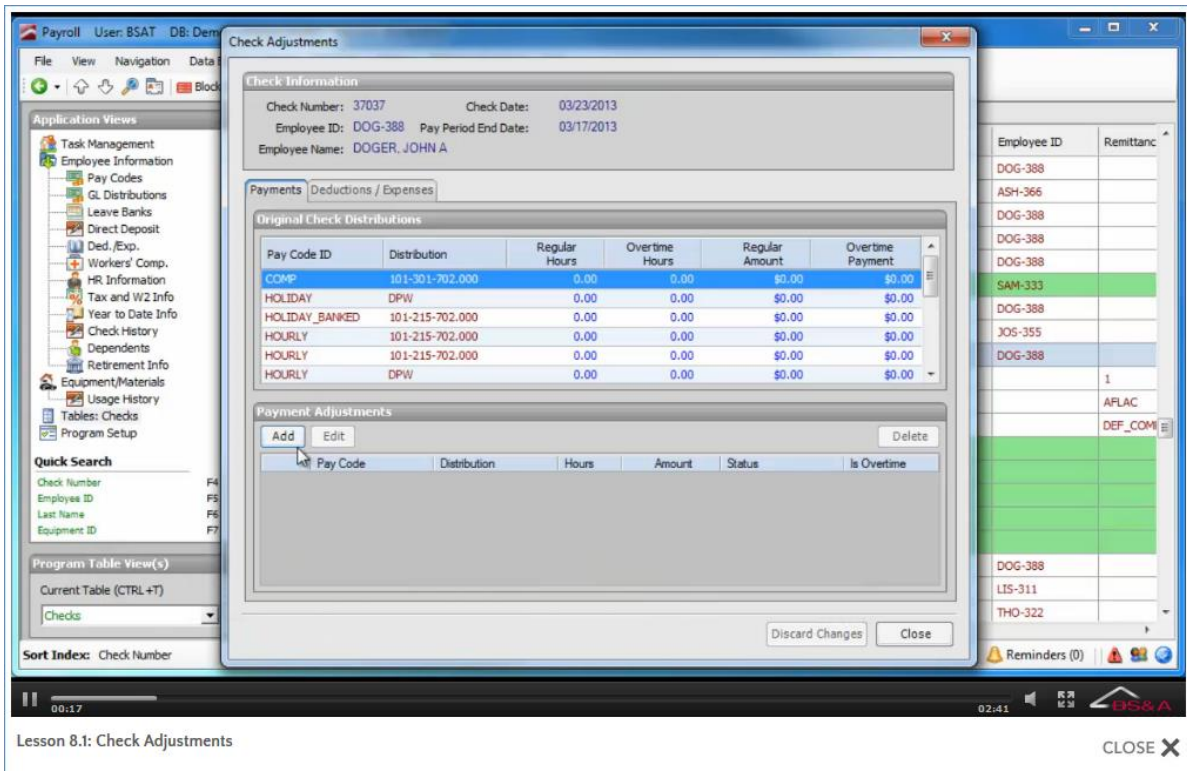
Section 8: Other Items in Tasks Menu/Tables



In this section you will learn about other useful tasks.

Lesson 8.1: Check Adjustments

1. Open the Checks table.
2. Highlight the check to adjust (do not open it).
3. Click the Tools button>Check Adjustments.
4. Click the appropriate tab (Payments or Deductions/Expenses).



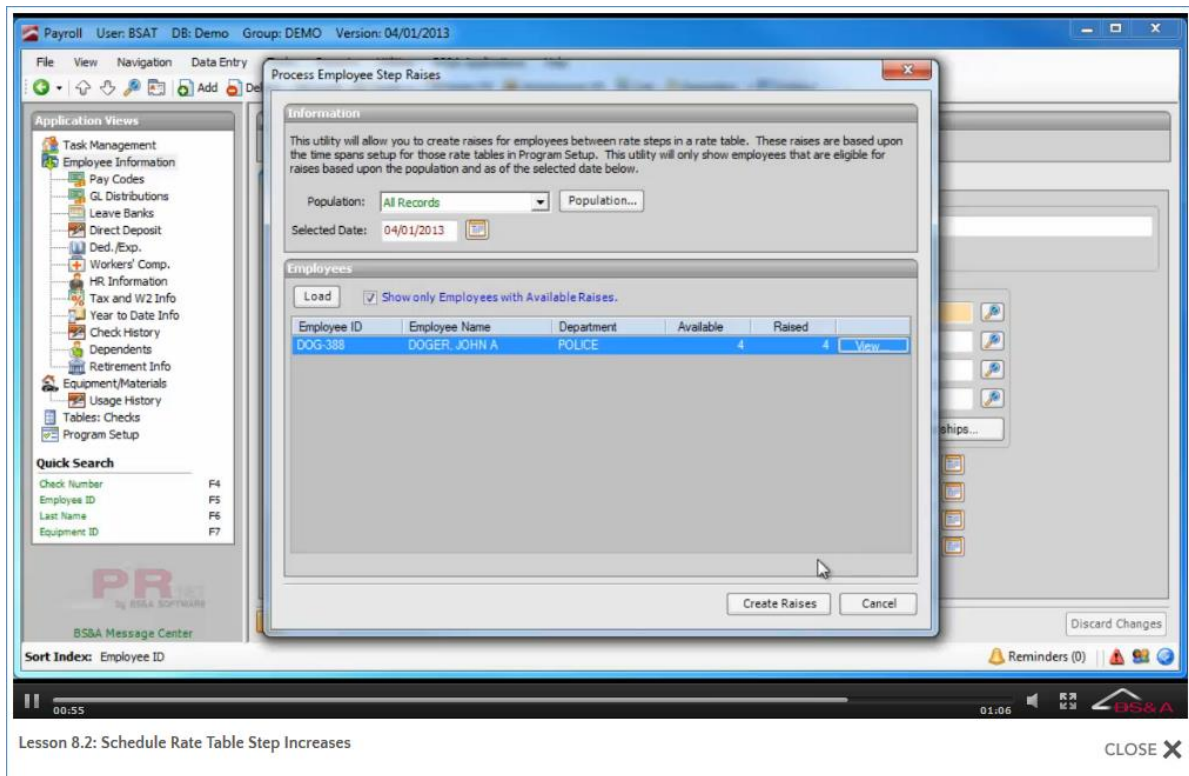
5. Click the grey Add button.
6. If Payment/Reimbursement (from original), continue with the instructions immediately following:
 - i. Click Select Distribution. Only the pay codes that were on the check are available.
 - ii. Select the pay code to adjust.
 - iii. If hourly, enter the Hours; the Amount is automatically calculated. If salary, enter the Amount.
 - iv. If making a payment adjustment, continue with step 7. Otherwise, click Ok.
7. If Payment/Payment (to new), continue with the instructions immediately following:

- i. Click Select Distribution. All pay codes and distributions set up for the employee are available for selection.
 - ii. Select the pay code to adjust.
 - iii. If hourly, enter the Hours and enter the Amount (Amount for payments is not automatically calculated). If salary, enter the Amount and click Ok.
8. If Deduction/Expense, continue with the instructions immediately following:
 - i. Select the Deduction/Expense ID.
 - ii. Select the Adjustment Amount (Withhold or Refund) and enter the Amount to withhold or refund.
 - iii. (Optional) Enter Notes and click Ok.
9. Verify the amounts in the Payment Adjustments (or Deduction/Expense Adjustments) pane. The Status is currently Unattached, meaning the adjustment has not yet been attached to a payroll. The next time this employee is included in a payroll, the adjustment will be reflected on the check created during that payroll.

Lesson 8.2: Schedule Rate Table Step Increases

This task looks at the rates in Program Setup - these rates must be using Timespans - and updates employees due for step increases (see page 51).

1. Go to Tasks>Schedule Rate Table Step Raises.
2. Select the Population.
3. Verify or enter the Selected Date.
4. (Optional) Check the Show Only Employees with Available Raises box.
5. Click Load.
6. Click the View button - for each employee - to verify the pending rate changes. You will need to toggle Yes. Either click the Select All button, or press your spacebar on the approved line. Click Close to return to the task.
7. Click Create Raises. These changes will be created as pending rate increases in the Employee GL Distributions screen, and will be applied on the appropriate date.



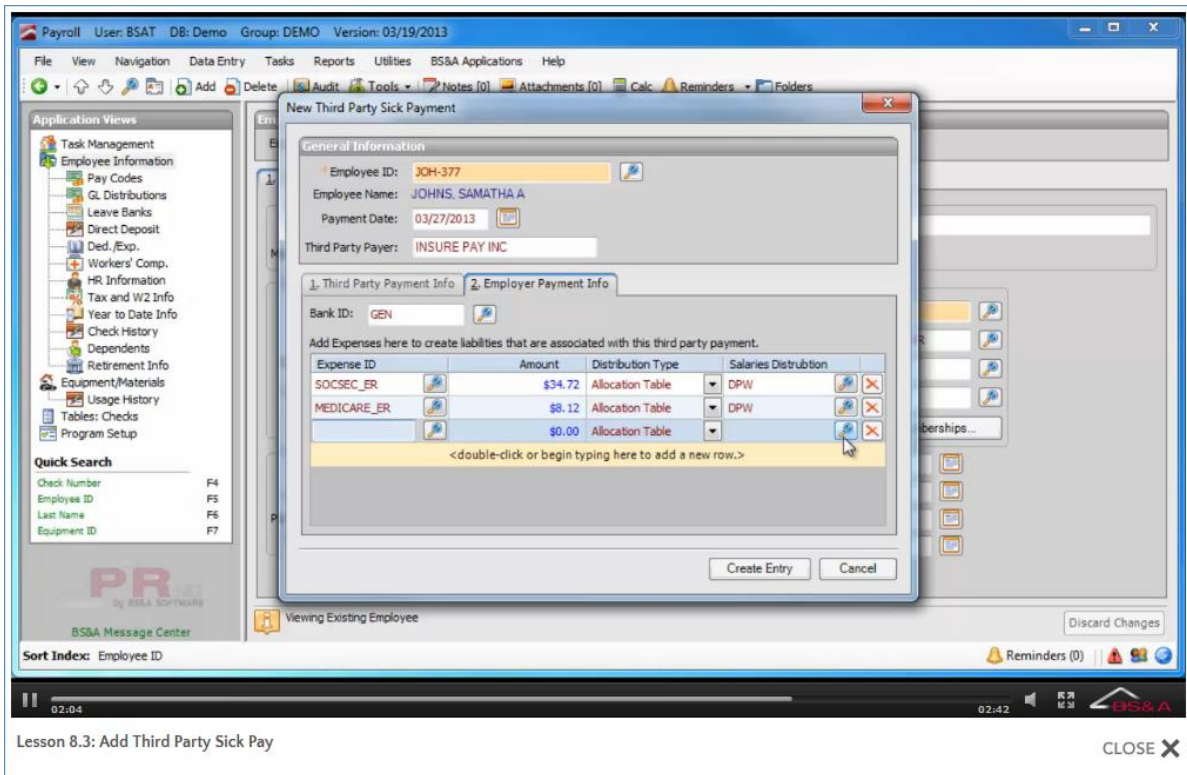
Notes

Lesson 8.3: Add Third Party Sick Pay

About Adjusting for Third-Party Sick Pay

- Adjusting for third-party sick pay, if necessary, must be done before closing the pay year. It is recommended that you enter in the third party sick pay when you receive the statement from the third-party provider.
- If your municipality will be reporting third-party sick pay on the W-2s you issue, you will need to enter the amount of third-party sick pay each employee received. If your third-party provider will be issuing a W-2 to the employee, please contact Support for assistance.
- The default setting is to post (non-payroll) journal entries to General Ledger as they are created. This setting may be disabled in Program Setup (see page 27).

1. Go to Tasks>Add Third-Party Sick Pay.
2. Select the Employee.
3. Enter the Payment Date, Third-Party Payer, and Payment Amount.
4. SITW State reflects the state selected on the employee (see page 120) and can be changed here.
5. All Applicable Taxes are checked by default and can be unchecked. If you do so, they are disabled in the Withholdings pane.
6. Enter the Withholding Amounts. When entering amounts for Social Security and Medicare, you are prompted to copy that amount to the matching expense; answer accordingly.
7. Click the Employer Payment Info tab.
8. Select the Bank.
9. Verify or enter the Social Security and Medicare expense amounts.
10. If necessary, add additional expense lines:
 - i. Double-click the bar labeled <double-click or begin typing here to add a new row.>.
 - ii. Select the Expense ID and enter the Amount.
 - iii. Verify or enter the Distribution Type and Distribution. These fill in by default with the employee's primary distribution.
11. Click Create Entry.



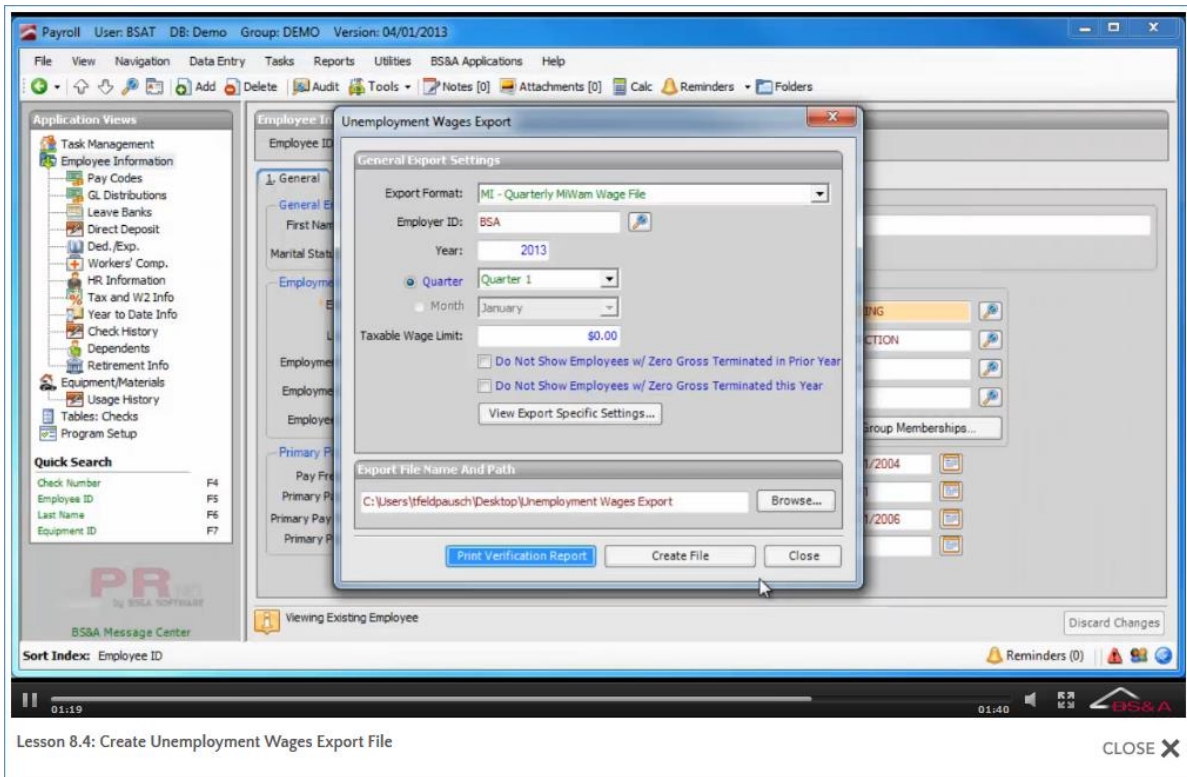
12. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct; click Run.
13. Click Report Options, select your options, and click Close.
14. Select the (print) Destination and click Ok.
15. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Notes

Lesson 8.4: Create Unemployment Wages Export File

Unemployment Wages Files are used by various states to report the wages (and sometimes, hours) for employees for unemployment purposes. Some states allow for online fill-in forms to be used, while others allow for paper reports to be printed/submitted. Whenever possible, BS&A attempts to include the electronic file format in the program for each state, as this is generally the most efficient way of reporting wage information.

1. Go to Tasks>Create Unemployment Wages Export File.
2. Each state has its own Export Format; be sure to select the correct one.
3. Select the Employer ID.
4. Verify or enter the Year.
5. Select the Quarter.
6. Enter the Taxable Wage Limit.
7. Select your Do Not Show... filter (or leave unchecked).
8. Click View Export Specific Settings (not all states have specific options) and set the options; click Ok to return to the export.
9. Enter or browse to the folder in which to save the file, enter the file name, and click Open to return to the export.
10. (Recommended) Click Print Verification Report.



Lesson 8.4: Create Unemployment Wages Export File

CLOSE X

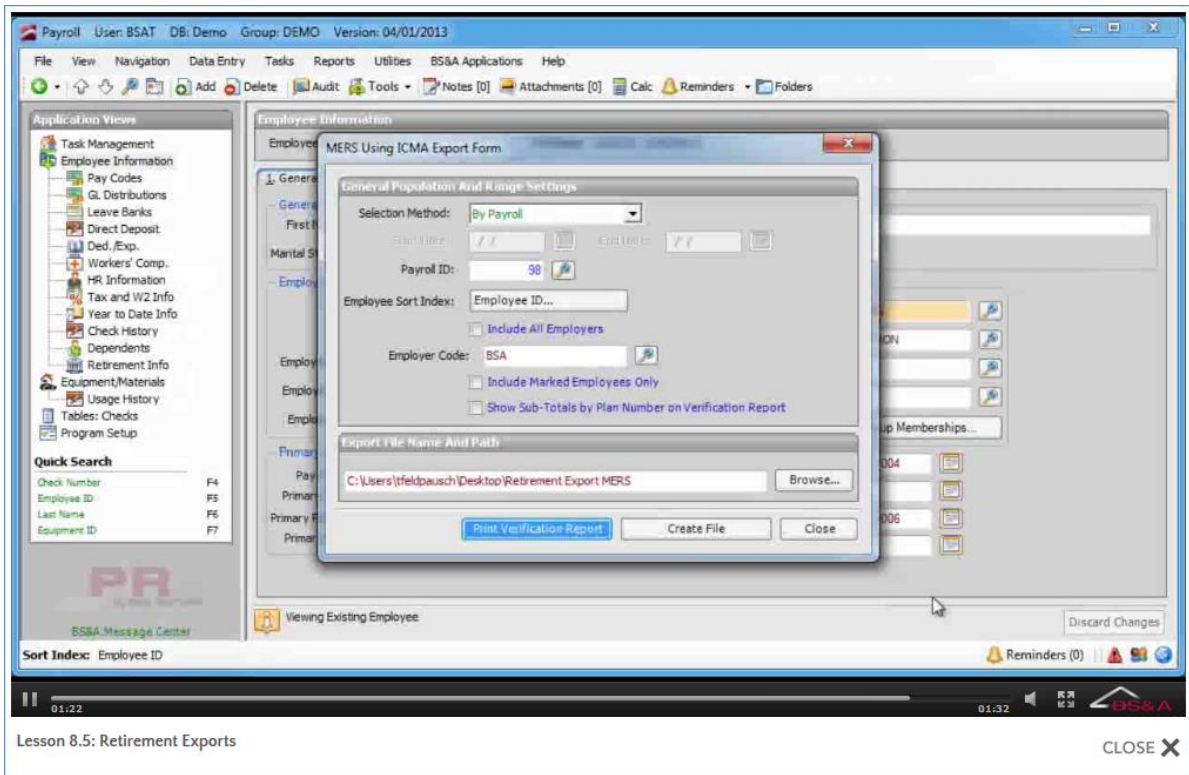
11. Select the (print) Destination and click Run Report.
12. Carefully review the report before closing it.
13. Provided everything is correct, click Create File.
14. Click Close to exit the export dialog.

Notes

Lesson 8.5: Retirement Exports

Specific settings, if available, for retirement exports are set on the deduction and/or expense (see page 63). Retirement deductions/expenses are typically Deferred Comp, Flat Amount, or Percentage.

1. Go to Tasks>Retirement Exports.
2. Select the appropriate Create...Export File.
3. Select your Selection Method.
4. Select the Payroll ID or enter the Start and End Dates, depending on your previous selection.
5. Select whether or not to Include All Employers. If unchecked, select the Employer Code.
6. Select whether or not to Include Marked Employees Only.
7. (Optional) Click Print Verification Report to verify the correct employees are being included in the export.
8. Enter or browse to the folder in which to save the file, enter the file name, and click Save.
Do not enter a file extension; the correct extension is automatically assigned.
9. Click Create File.

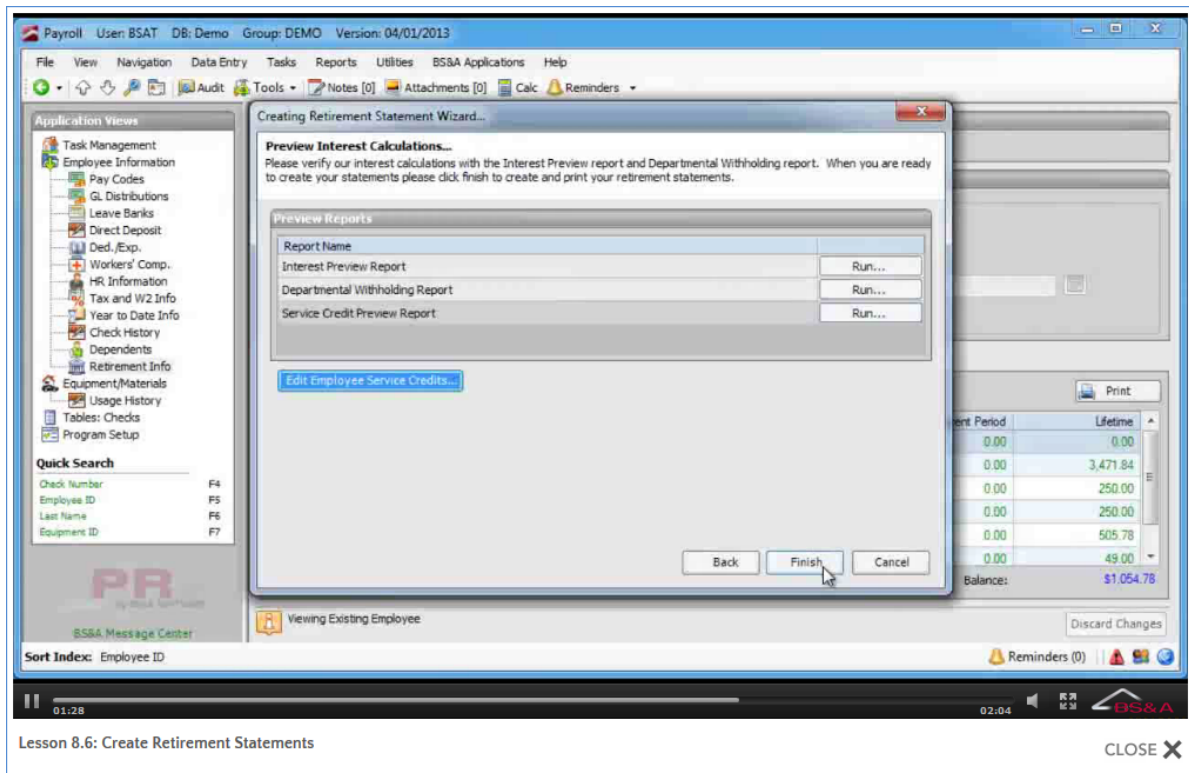


10. View or print the Notepad report that's generated.

Lesson 8.6: Create Retirement Statements

Create Statements and Calculate Interest

1. Go to Tasks>Create Retirement Statements>Next.
2. Enter the Retirement Statement/Interest Accrual Date.
3. Select the employees (use your spacebar to toggle Yes/No) and click Next, then Ok.
4. Click Run next to Interest Preview Report.
5. Select the (print) Destination and click Run.
6. Carefully review the report before closing it.
7. Click Run next to Departmental Withholding Report.
8. Click Report Options.
9. Set your options and click Ok.
10. Select the (print) Destination and click Run.
11. Carefully review the report before closing it.
12. Provided everything is correct, click Finish.



13. Select the Retirement Statement Format and click Print.
14. Provided everything is correct, click Yes.

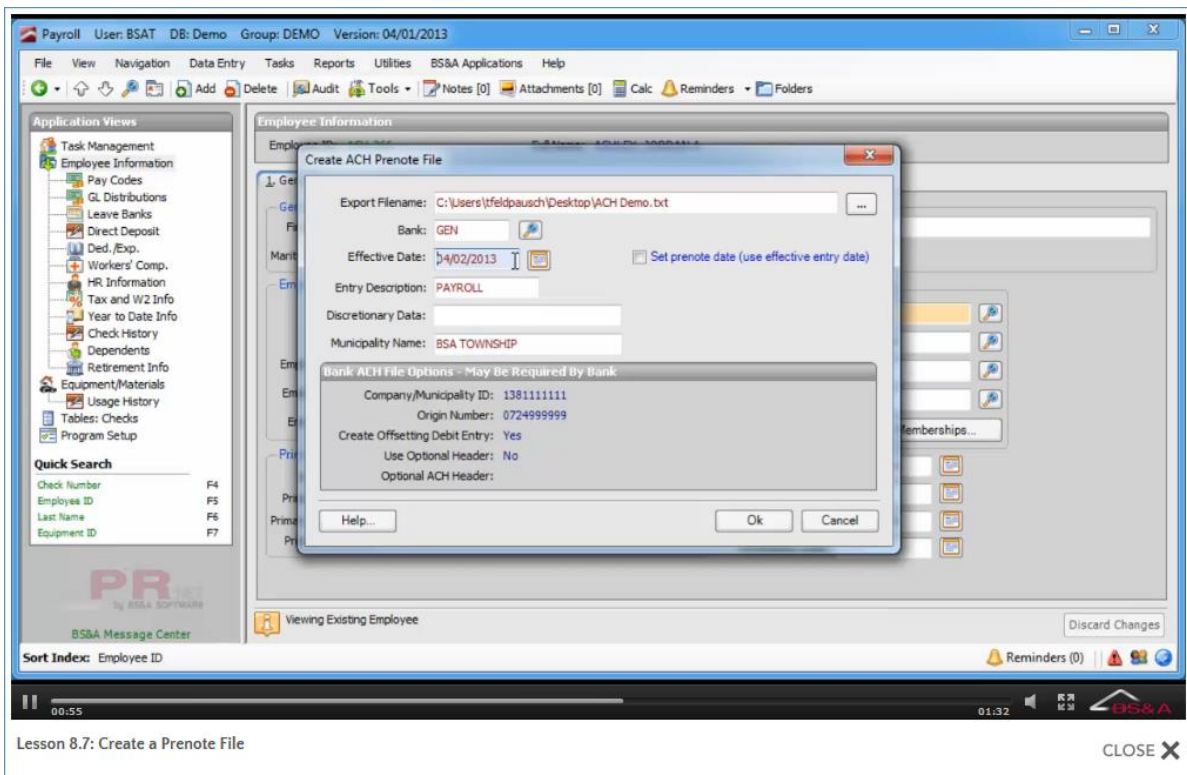
Print a Retirement Statement

1. Go to Retirement Info and locate the employee.
2. Click the Print button.
3. Select the (print) Destination and click Run. The format selected in Program Setup (see page 24) appears.

Lesson 8.7: Create a Prenote File

The creation of this prenote file is typically only necessary when changing programs, or when another major change occurs, such as switching banks. Individual accounts marked for prenote will be prenoted when the direct deposit file is created for all other employees in the payroll (see page 181). ACH settings for both the unit (see page 111) and the employees (see page 132) (and remittance vendors, if being paid via ACH) must be configured properly before you will be able to send a prenote.

1. Go to Tasks>Create ACH Prenote File.
2. Enter or browse to the folder in which to save the file, enter the file name, and click Save.
3. Select the Bank Code.
4. Verify or enter the Effective Date. This is the effective date of the prenote, not of the funds that will be transferred.
5. Entry Description, Discretionary Data, and Municipality Name reflect the defaults from Program Setup and can be changed here. The items appearing in the Bank ACH File pane reflect your bank's ACH settings and can only be changed in Program Setup.
6. Click Ok.



7. Click Yes to view a report.
8. Select the (print) Destination and click Run Report.
9. Carefully review the report before closing it.
10. Send the file to the bank.

Section 9: Year End



In this section you will learn about the year-end process from beginning to end.

Lesson 9.1: Checklist

This checklist is provided as a guide to assist you; please contact Support for assistance should you need it.

Most, but not all, of the items under Step 3 are part of the Wrap Up Pay Year utility. These items do not have to be completed prior to running your first payroll in the new year (Step 2, however, should).

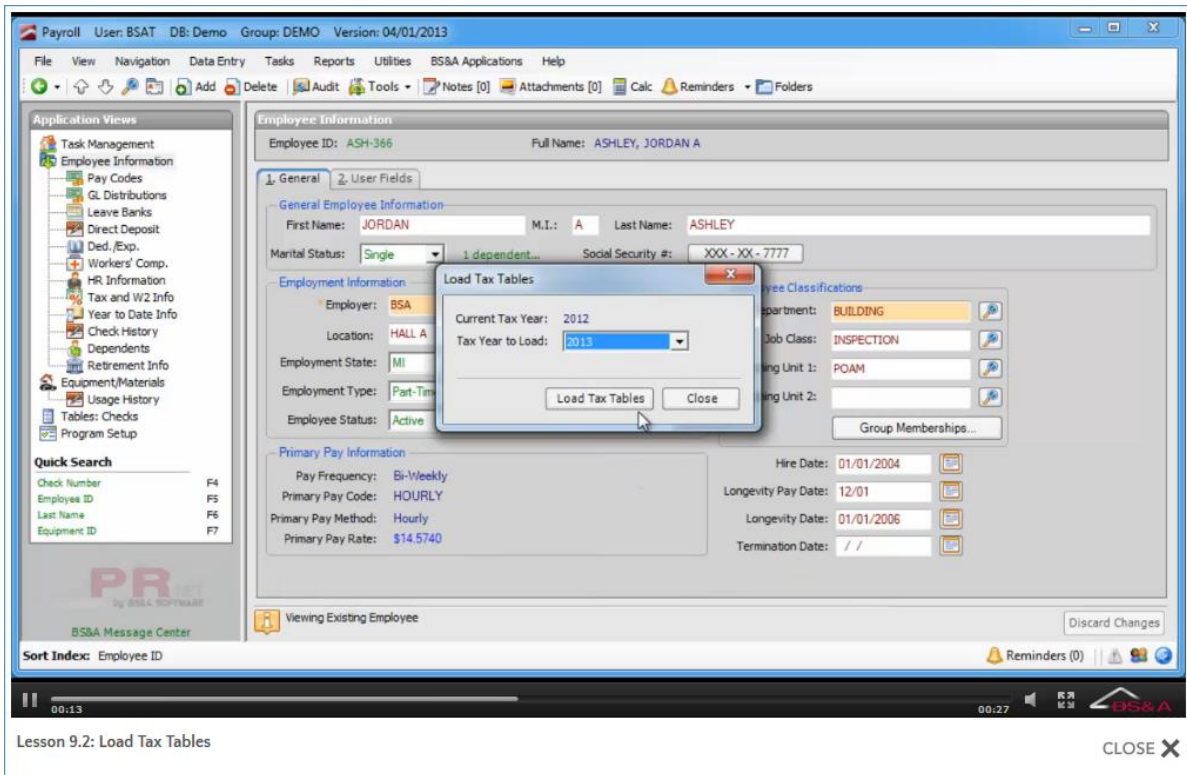
1. Upon receiving the tax tables each year from the IRS, BS&A incorporates them and releases an update, typically mid-December. You are notified both via a Message Center notification and by a Critical Update flag in your Payroll program. Be sure to install this update before beginning the year-end process, so that you may load these new tax tables (next step).
2. Prepare your new payroll year by loading the new tax tables (see page 247). Loading new tax tables should be done after your last "old year" payroll and before processing your first payroll of the new year.
3. Wrap up your old year
 - i. If necessary, adjust for Third-Party Sick Pay (see page 227)
 - ii. Select the year to close
 - iii. Print the Balancing Reports
 - FICA Verification Report
 - W2 Preview Summary Report. This is not required, but helpful in finding discrepancies before committing and printing W2s and W3s.
 - Federal Withholdings by Quarter Report. This is not required, but helpful in letting you verify that the values match your four 941s and any 941-Xs you have filed.

- iv. Close the pay year
- v. Back up your database (instructions are in the Basics courseware and in your Payroll manual)
- vi. Create pending W2s
- vii. If necessary, edit pending W2s
- viii. Print the W2 Proofing Reports
 - o W2 Proofing Report
 - o Federal Withholding by Quarters Report
 - o W3 Verification Report
- ix. Print and commit W2s and W3s

Lesson 9.2: Load Tax Tables

Do not follow these steps until after your last payroll of the old year.

1. Go to Utilities>Load Tax Tables.
2. Select the Tax Year to Load.

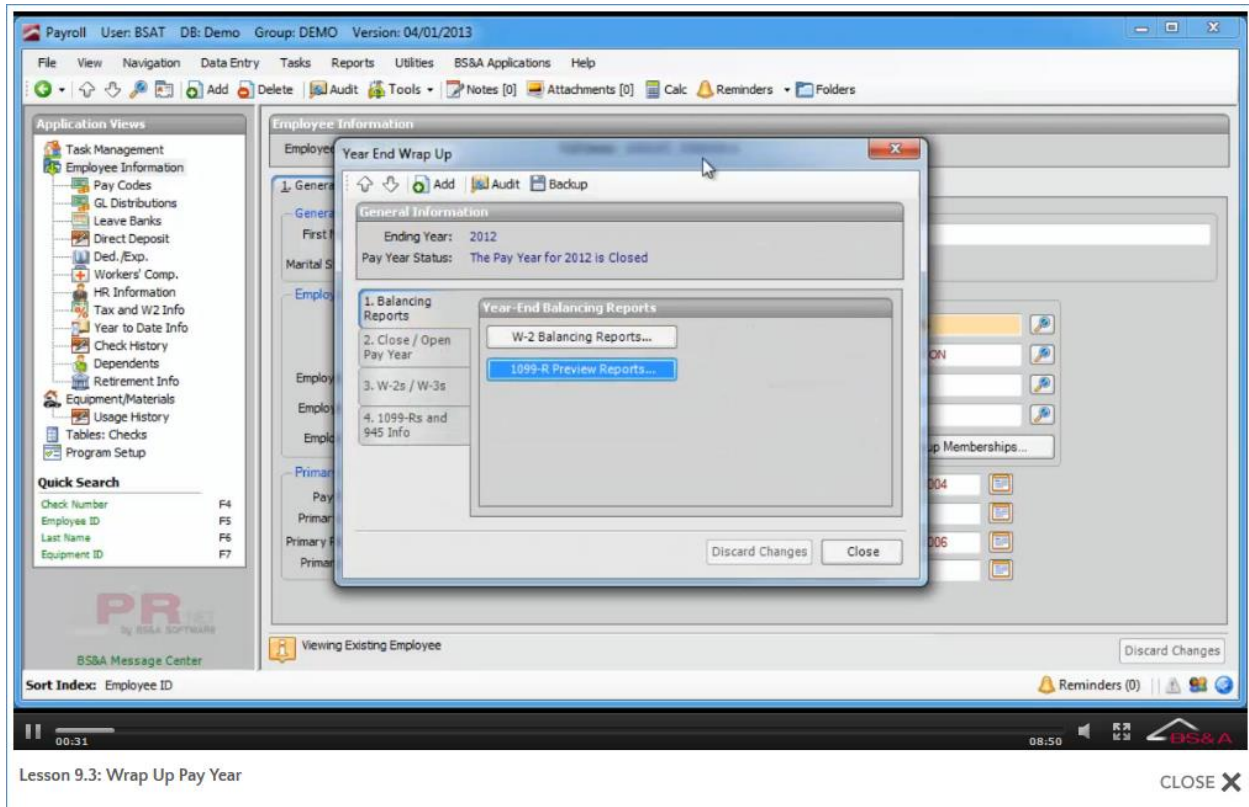


3. Click Load Tax Tables, then Ok, and finally, Close.

Notes

Lesson 9.3: Wrap Up Pay Year

The individual wrap-up steps do not have to be performed together. It is possible to print balancing reports, then return later to close the pay year or print W2s, although it is recommended to verify balances have not changed if you do not perform the steps consecutively.



Add Year End

1. Go to Utilities>Year End Utilities>Wrap Up Pay Year.
2. Click the green Add button.
3. Select the year you would like to wrap up.
4. Click the grey Add button. At this point, the year is still open.
5. You may proceed with printing the Balancing Reports.

Print and Review W2 Balancing Reports

1. Click the Balancing Reports tab.
2. Click W2 Balancing Reports.
3. Click the appropriate button, depending on which one you are currently running:
 - FICA Verification Report
 - W2 Preview Summary Report
 - Federal Withholdings by Quarter Report
4. Select the (print) Destination and click Run Report.
5. Verify/select the Report Options and click Ok.
6. Carefully review the report before closing it.
7. Provided everything on the reports is correct, you may proceed with closing the pay year.

Close Pay Year

1. Click the Close/Open Pay Year tab.
2. Click Close Pay Year, then Yes. The button changes to Re-Open Pay Year.
3. After backing up your database, you may proceed with creating Pending W2s.

Back Up Your Database

1. Click the Backup button.
2. Database to Back Up defaults to the currently-active database and can be changed.
3. Enter or browse to the folder in which to save the file, enter the file name, and click Save.

A file name is automatically supplied in the Save Backup As field, identifying the BS&A application, the database being backed up, and the date the backup is being created; we recommend using this name.

4. Click **Ok**.
5. Resume the Wrap Up utility.

Create Pending W2s

1. Go to Utilities>Year End Utilities>Wrap Up Pay Year.
2. Click the W2s/W3s tab.
3. Click Create Pending W2s.
4. Provided no common W2 problems are found, you are prompted as such. Click Ok to clear the prompt, and again to clear the success prompt. If problems are found, a report generates to your screen. Exit the Wrap Up utility, correct the problems, and return. At this point they have been created, but not committed. You may edit where necessary.
5. After any necessary editing, you are ready to print the W2 Proofing Reports.

Edit Pending W2s

1. Click the W2s/W3s tab.
2. Click Edit Pending W2s.
3. Verify or select the Employer.
4. Double-click the employee to open the Edit Employee W2 screen.
5. Make your changes and click Close.
6. Click Close again to return to the Year End Wrap Up screen.
7. After editing, you are ready to print the W2 Proofing Reports.

Print W2/W3 Proofing Reports

1. Click the W2s/W3s tab.
2. Click W2 Proofing Reports.
3. Verify or select the Employer.
4. Click the appropriate button, depending on which one you are currently running:
 - W2 Proofing Report
 - Federal Withholding by Quarters Report

- W3 Verification Report
5. Select the (print) Destination and click Run Report.
 6. Carefully review the report before closing it. If any discrepancies are found, make the changes to the W2s, and if necessary, add third-party sick pay (see page 227).
 7. Provided everything on all three reports is correct, you may proceed with printing and committing W2s and W3s.

Print and Commit W2s/W3s

W2s for employees can be blank or use pre-printed forms. Copy A must be on the official red IRS form. W3s must be on the official red IRS form.

1. Click the W2s/W3s tab.
2. Click Print W2s/W3s.
3. Verify or select the Employer.
4. Print the W2s:
 - i. Select the W2 Format.
 - ii. Click the Print W2s button.
 - iii. Select Printer as the Destination and click Run.
 - iv. Verify/select the Report Options and click Ok.
5. Export the W2s (replaces the need to print and mail Copy A and the W3):
 - i. Enter or browse to the folder in which to save the file, enter the file name, and click Open.
 - ii. Enter your EFW2 PIN.
 - iii. (Optional) Click [Download AccuWage](#) to verify your file before sending.
 - iv. Click the Export W2s (EFW2) button, then click Ok.
6. Print W3s:
 - i. Select the W3 Format.
 - ii. Click the Print W3s button.
 - iii. Select Printer as the Destination and click Run.
7. Click Close.
8. Click Commit W2s/W3s, then Yes.
9. You are prompted to reset Third-Party Sick Pay Participant Flags; answer accordingly.

Section 10: Reports



In this section you will learn about commonly-run reports. Screen shots show the main Report Options screen for each report.

Lesson 10.1: Deduction History by Employees

Category: **Deduction/Expense Reports**

Deduction History By Employees - Options

Report Population Options

Check Range

Show Checks by Post Date Range Start Date: 05/30/2018 End Date: 05/30/2018

Show Checks by Payroll Payroll ID: 0

Show Only Selected Deductions

- 457
- AFLAC_AFTER
- AFLAC_PRE
- AFSCME
- CHILD SUPPORT
- DELTA HR EE

Select All Select None

Employee Population

Population: All Records Population Options...

Apply Advanced Query to Population

Advanced Query...

Sort Index: Employee ID

Report Format Options

Social Security Number Option: X'ed Out (XXX - XX - XXXX)

Show Check Gross Column Show Sitw by State

Show Check Applicable Gross Column Do Not include checks with zero values

Show Grand Totals Page Break Between Deductions

Set Fonts... Reset Fonts OK Cancel

Lesson 10.2: Employee Hours and Gross by GL Number

Category: **Employee Reports**

Employee Hours And Gross Pay By GI Number Report - Options

Employee Population

Population: **All Records** Population Options...

Apply Advanced Query to Population

Advanced Query...

Sort Index: **Employee ID...**

Show Hidden Employees

1. Population Options **2. Format Options**

Check Population

Check Filter Type: **By Check Date**

Start Date: **05/30/2018** End Date: **05/30/2018**

Payroll ID: **0**

Show select Pay Codes

- BONUS
- CELL PHONE
- COMP
- COMP 15X
- DUMP TRUCK
- EIC_WOS
- EIC1

Select All Select None

Filter by GL Range

Filter Type: **Fund**

From: _____ To: _____

Show only employees for selected Employer

Employer ID: _____

Set Fonts... Reset Fonts **OK** Cancel

Lesson 10.3: Employee Deduction/Expense Summary

Category: **Employee Reports**

Employee Ded/Exp Summary Report - Options

1. Population Options | **2. Format Options**

Population: **All Records** Population Options...

Apply Advanced Query to Population
Advanced Query...

Sort Index: **Employee ID...**

Show Hidden Employees

Show only employees for selected Employer

Employer ID:

Check Filter

Type: **By Post Date**

Start Date: **05/30/2018**

End Date: **05/30/2018**

Payroll ID:

Show only selected Ded / Exp

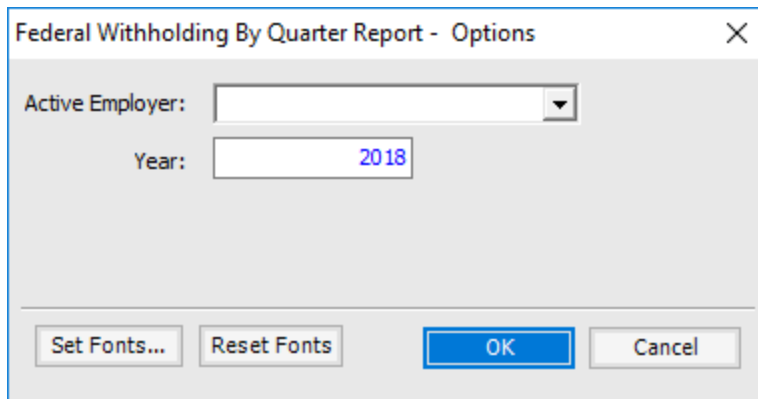
- 457
- AFLAC_AFTER
- AFLAC_PRE
- AFSCME
- BCBS_SINGLE
- CHILD SUPPORT
- DELTA HR EE
- DELTA HR ER

Select All | Select None

Set Fonts... | Reset Fonts | **OK** | Cancel

Lesson 10.4: Federal Withholding by Quarter

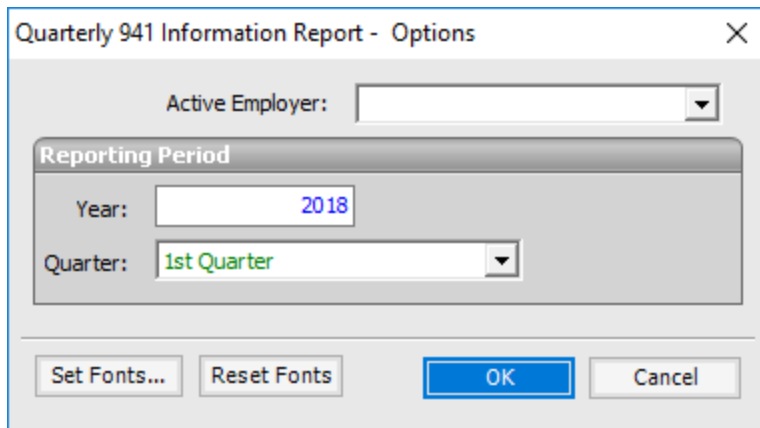
Category: **Tax Reports**



The image shows a software dialog box titled "Federal Withholding By Quarter Report - Options". It features a close button (X) in the top right corner. The main area contains two input fields: "Active Employer:" followed by a dropdown menu, and "Year:" followed by a text box containing the value "2018". At the bottom of the dialog, there are four buttons: "Set Fonts...", "Reset Fonts", "OK" (highlighted in blue), and "Cancel".

Lesson 10.5: Quarterly 941 Information

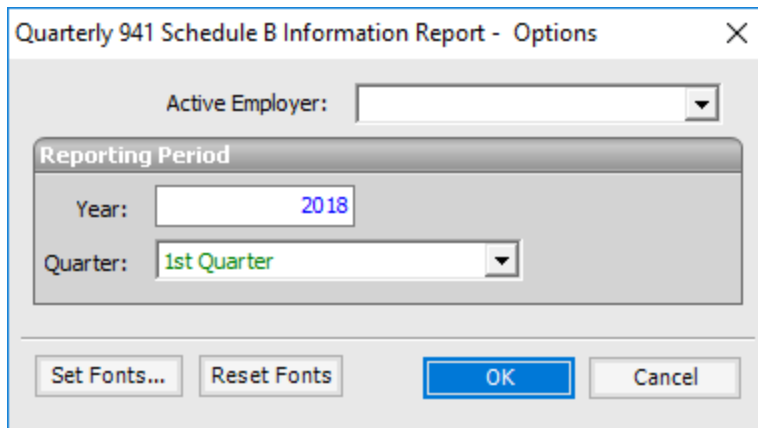
Category: **Tax Reports**



The screenshot shows a dialog box titled "Quarterly 941 Information Report - Options". At the top, there is a label "Active Employer:" followed by a dropdown menu. Below this is a section titled "Reporting Period" which contains a "Year:" label with a text box containing "2018" and a "Quarter:" label with a dropdown menu containing "1st Quarter". At the bottom of the dialog, there are four buttons: "Set Fonts...", "Reset Fonts", "OK", and "Cancel".

Lesson 10.6: Quarterly 941 Schedule B Information

Category: **Tax Reports**



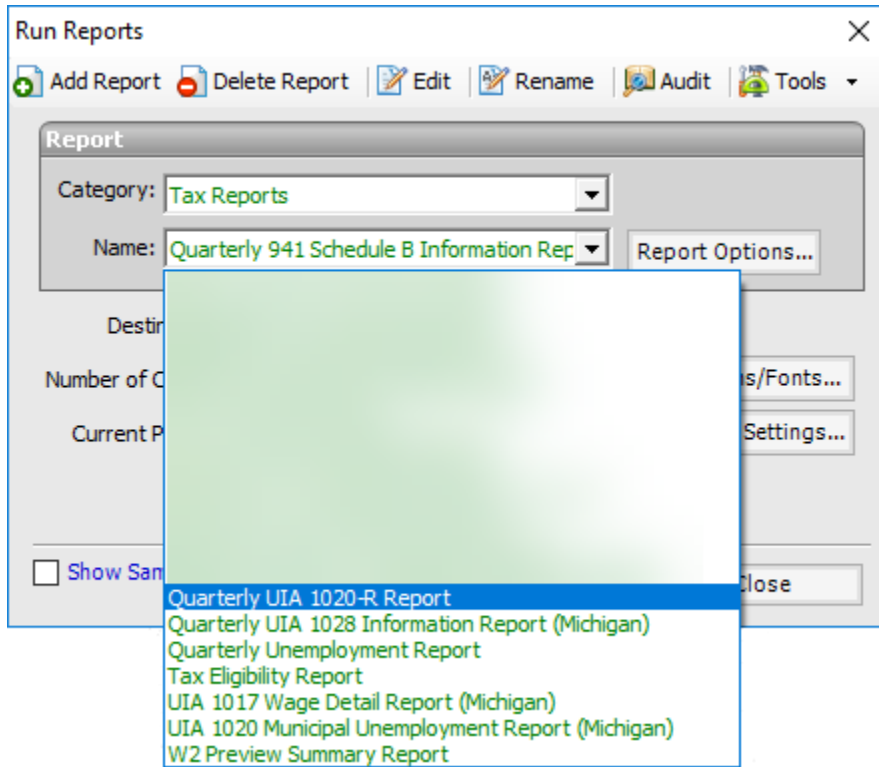
The image shows a software dialog box titled "Quarterly 941 Schedule B Information Report - Options". At the top, there is a close button (X) and a label "Active Employer:" followed by a dropdown menu. Below this is a section titled "Reporting Period" which contains a "Year:" field with the value "2018" and a "Quarter:" dropdown menu with the value "1st Quarter". At the bottom of the dialog, there are four buttons: "Set Fonts...", "Reset Fonts", "OK" (highlighted in blue), and "Cancel".

Notes

Lesson 10.7: Unemployment Reports

Category: **Tax Reports**

Unemployment reports vary by state.



Notes
