

Fitrix™

***Payroll ♦ User Reference***

*Version 3.90*

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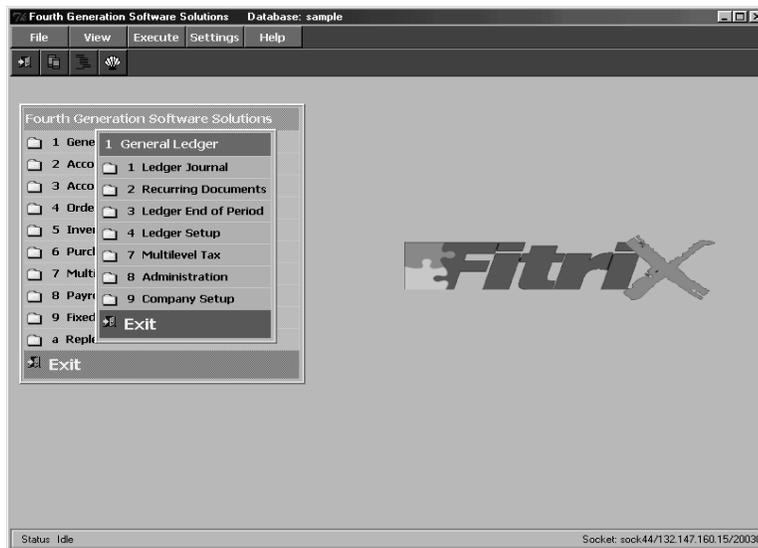
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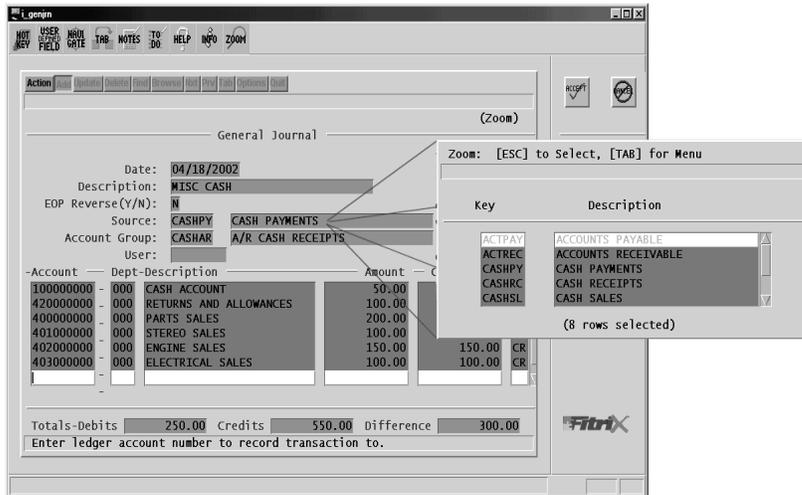
Welcome to the Fitrix Payroll User Reference. This manual is designed to be a focused step-by-step guide. We hope that you find all of this information clear and useful.

Although the pictures in this manual are all of character based screens, please keep in mind that all of our products offer the option of being viewed in a graphic based Windows screen. Examples of graphic based product viewing modes are shown below in Example 1 and Example 2.



Example 1: Menu Graphical Windows Mode

Here is another example:



Example 2: Data Entry Graphical Windows Mode

Displaying our products in graphic mode, as shown in Example 1 and Example 2, is customary for many Fitrix product users.

However, your viewing mode is a user preference. Changing from character based to graphical based is a product specific procedure, so if you wish to view some applications in character mode, and some in graphical mode, that can be done as well.

If you have any questions about how to view your products in graphical mode, please consult your Installation Instructions or contact the Fitrix helpdesk at 1(800)374-6157. You can also contact us by email: support@fitrix.com. Please be prepared to offer your name, your company, telephone number, the product you are using, and your exact question.

We hope you enjoy using our products and look forward to serving you in the future.

Thank You,  
Fourth Generation

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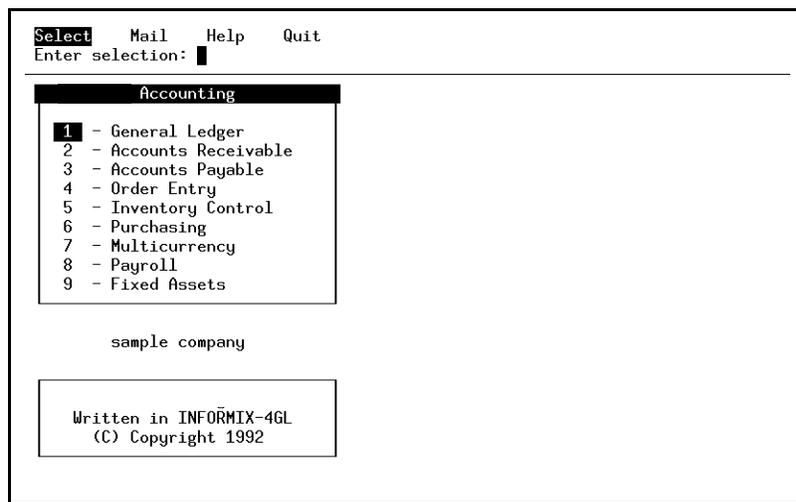
## Menus Overview

This section shows the menus that appear on the Fitrix System Menu and the Payroll Menus, and gives a brief description of each of the menu options.

## Fitrix System Menu

The System menu contains an option for each of the *Fitrix* modules that you have installed. You access a specific *Fitrix* module from the System menu.

The Fitrix System menu:



Depending on the modules that you have installed, your Fitrix System menu may contain the following menu options:

- **General Ledger:** Manages your general ledger. G/L is an information center for all other Fitrix modules and for your own custom applications. G/L allows you to define ledger accounts and account groups, create recurring documents (to eliminate entering the same basic transactions repeatedly), and post to the appropriate accounting periods. G/L provides immediate, on-line G/L information.
- **Accounts Receivable:** Automates your company's billing procedures. A/R produces standard customer invoices, statements, and ledgers, in addition to providing on-line access to this customer information.

- **Accounts Payable:** Automates your bill-paying procedures. Ensures that discounts are taken when available, vendor payment information is tracked, and expenses are posted to the appropriate accounts. A/P provides immediate, on-line payable information.
- **Order Entry:** Automates the complete ordering process, which includes standard orders, credit/debit memos, blanket orders, and back orders. Order Entry provides immediate on-line access to order information.
- **Inventory Control:** Automates the process of receiving, shipping, transferring, and adjusting inventory. As with all Fitrix modules, real-time access to your data is provided.
- **Purchasing:** Automates the purchasing of inventory by creating and compiling requisitions, creating purchase orders, receiving goods, and automatically filling backorders.
- **Payroll:** Automates the payroll system, while providing the user complete flexibility in defining the logic for calculating employee deductions, employer obligations, and earnings categories.
- **Multicurrency:** Automates the tracking of transactions that use multiple currencies. Multicurrency calculates differences in the value of your home currency caused by changes in exchange rates over the payment cycle and posts them to a special ledger account.
- **Fixed Assets:** Keeps track of fixed assets and automatically updates in-house and Federal Tax books.

The various modules are selected by entering the number preceding the module descriptions. For example, typing 6 brings up the Purchasing Main Menu. Using the [ ↑ ] and [ ↓ ] arrow keys, you may also move the highlight to the menu item you wish to select, and then press [ENTER] to select that item.

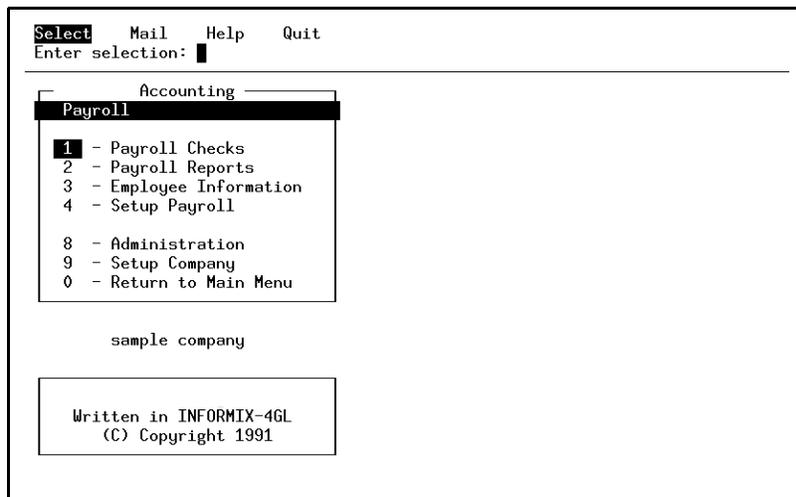
## The Payroll Main Menu

Fitrix Payroll is designed to make processing payroll accurate and efficient. It makes it easy to run regular payroll checks and even modify automatically-generated payroll entries to reflect sick or vacation days used by an employee. Use time cards, run reports, even generate W-2 forms quickly. Fitrix Payroll even makes it easy to record pay increases for a single employee or a whole department.

You access the Payroll System by selecting the number preceding Payroll on the Fitrix System Menu. You can bypass the System Menu and enter the Payroll System directly from a system prompt by typing:

**fg.py**

The Payroll menu:



All Fitrix modules are organized with the most frequently used functions appearing on the first menu.

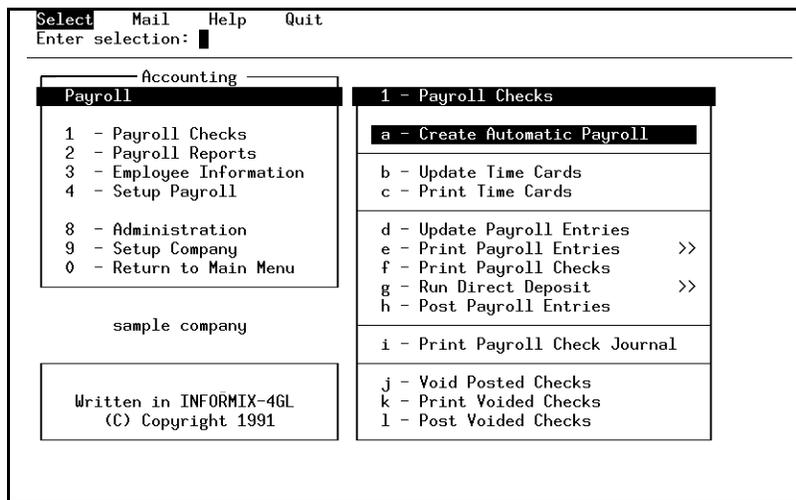
The Payroll Main menu contains the following options:

- **Payroll Checks:** The options on this menu are used to run payroll, update time cards, modify payroll entries, and post to the general ledger. You can also use this menu to void checks, and print a copy of the Payroll Checks Journal.
- **Payroll Reports:** Use the options on the Payroll Reports menu to run a variety of reports, including a Payroll Analysis Report, FUTA Report, 941 Report, and W-2 Forms. You also use this menu to run a report of activity that has been posted to the General Ledger Activity File, delete old activity, and prepare the system to begin a new year.
- **Employee Information:** Use this menu when you want to add new employees to your system, set up your initial set of employees, keep on-line notes on an employee, or print an employee recap or wage history report.
- **Setup Payroll:** This menu contains options used for setting up the payroll system. Update Income, Deduction, and Obligation Codes, as well as Accrual Codes, Defaults, Tax Tables, and Employee Types. Also on this menu is the Payroll Utilities Submenu which contains options for changing employee rates, and verifying and restoring the information contained in employee Quarter-to-date and Year-to-date accruals.
- **Administration:** All Fitrix modules incorporate this menu, which stores options that provide greater control over transaction logging. Most of the options contained in this menu are used only with systems that use the INFORMIX Standard Engine. The Check Index Files and Update Database Statistics options are used regardless of which version of INFORMIX is being used.
- **Setup Company:** This menu is used extensively when you are first setting up your Fixed Assets system. Company and account information is entered through this menu. Setup information for account number ranges and checking accounts is entered here as well. In addition, you can specify the database you want to work in through the Select Different Company option.
- **Return to Main Menu:** Returns you to the Fitrix System Menu.

## Payroll Checks Menu

The Payroll Checks Menu is the most frequently used menu of the Payroll System. Use this menu to run regular payroll, print checks, print non-regular checks such as bonus and expense checks and run direct deposit. This menu also contains options for maintaining and printing time cards and viewing the payroll checks journal. Finally, you void posted checks, if needed, from this menu.

The Payroll Checks menu:



This menu contains the following options:

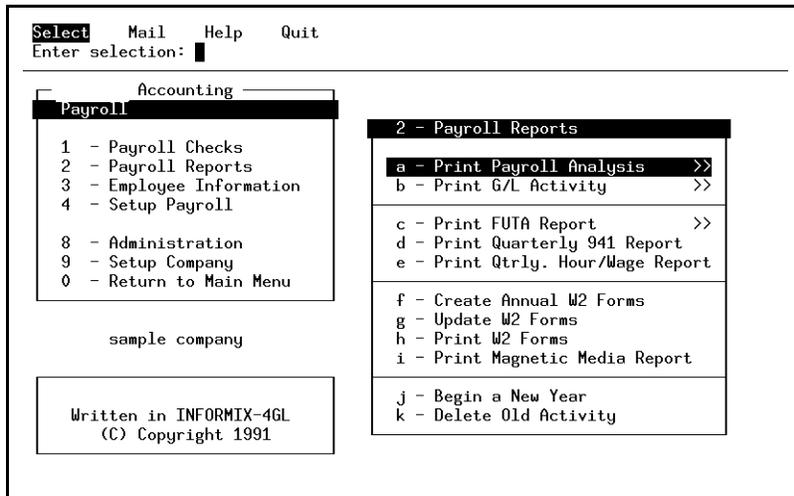
- **Create Automatic Payroll:** Use this option to create your regular payroll runs. The system will create payroll entries for those employees who are due to be paid according to the date they were last paid and their pay period.
- **Update Time Cards:** Use this option to add or update employee time cards. Time cards are used to track hours worked by hourly employees, or to track the number of hours worked on different jobs.

- **Print Time Cards:** Print the time cards that are in the system. You can either print only time cards that have not yet been used, or all time cards in the system, including those that have been used.
- **Update Payroll Entries:** Use this option to modify payroll entries created by the Automatic Payroll process, or to add manual payroll entries used to create irregular checks such as bonus or expense checks.
- **Print Payroll Entries (submenu):** The options on this submenu are used to print an Edit List of payroll entries to verify the information in the payroll entries before printing checks. You may print an Exceptions Report or a Detailed Edit List. This option must be run prior to printing your payroll checks.
- **Print Payroll Checks:** Use this option to print checks or non-negotiable direct deposit check forms.
- **Run Direct Deposit (submenu):** There are four options on this submenu, all used for direct deposit:
  1. Create Direct Deposit Entries, which assembles all of the necessary direct deposit information and stores it in a temporary holding file;
  2. Create Direct Deposit Media, which transfers the information from the holding file onto DOS disk;
  3. Update Bank Holidays, used to enter a list of all banking holidays for the current year; and
  4. Print Bank Holidays, used to print a list of the bank holidays you have entered.
- **Post Payroll Entries:** This option is used to post payroll entries to the payroll transaction files and to the General Ledger if you have G/L installed on your system.
- **Print Payroll Check Journal:** This option prints a copy of the Payroll Check Journal which shows a list of the payroll checks that have been written (listed in numerical order by check).
- **Void Posted Checks:** Use this option to void a posted check.
- **Print Voided Checks:** Use this option to print an edit list of voided checks prior to posting.

- **Post Voided Checks:** Use this option to post the voided checks.

## Payroll Reports Menu

The Payroll Reports menu:



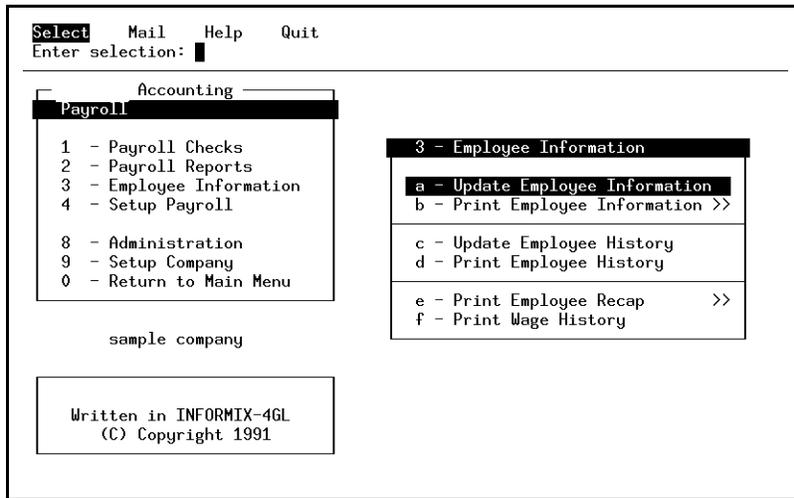
This menu contains the following options:

- **Print Payroll Analysis:** Use this option to view activity that has been posted to the General Ledger Activity file. Use the report to verify the amounts you post to the chart of accounts.
- **Print G/L Activity:** Run this report to project depreciation for any asset from the current date through end of the asset's depreciable life.
- **Print FUTA Report (submenu):** This report summarizes all of the data required for the IRS Form 4562 (Alternative Minimum Tax Reporting).
- **Print Quarterly 941 Report:** This report shows the data that is required in the tax preference section of IRS Form 4626.
- **Print Qtrly. Hour/Wage Report:** Use this option to run a report showing the gain or loss resulting from the retirement of a fixed asset.
- **Create Annual W-2 Forms:** Use this report to summarize the current year's acquisitions.

- **Update W-2 Forms:** Used to make modifications or additions to the W-2s generated by Create Annual W-2 forms.
- **Print W-2 Forms:** Prints the W-2 forms to match the format of the forms printed by the government.
- **Print Magnetic Media Report:** assembles W-2 information into the correct format and then transfers them onto DOS-formatted disk so they can be sent to the government via magnetic media rather than on paper.
- **Begin a New Year:** Resets employee year to date and quarter to date accruals to zero.
- **Delete Old Activity:** Deletes activity which was posted prior to the date specified.

## Employee Information Menu

The Employee Information menu:



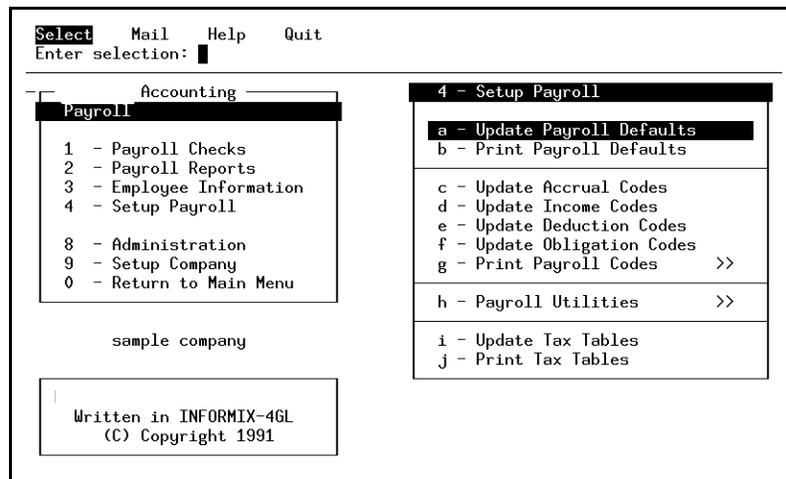
The Employee Information Menu contains the following options:

- **Update Employee Information:** Use this option to enter new employees into the system and update information on existing employees. Also record terminations with this option.
- **Print Employee Information (submenu):** Print a copy of the information contained in the Employee Information reference file in one of four forms.
  1. **Print Summary by Name:** Prints a summary list of employee sorted by employee name.
  2. **Print Summary by Code:** Prints a summary list of employees sorted by employee code.
  3. **Print Detail by Name:** prints a detailed list of employee sorted by employee name.
  4. **Print Detail by Code:** prints a detailed list of employees sorted by employee code.

- **Update Employee History:** Use this option to keep on-line notes on employees. The free-form notes can record commendations, personnel reviews, education, and so forth.
- **Print Employee History:** Print a copy of the information contained in the Employee History reference file.
- **Print Employee Recap:** Prints a report showing each employee's activity for each income, deduction, and obligation code. This report can be run in either summary or detail form.
- **Print Wage History:** This report recreates posted payroll entries.

## Setup Payroll Menu

The Setup Payroll menu:



The menu contains the following options:

- **Update Payroll Defaults:** Use this option to update and maintain the Payroll Defaults file. This file stores information common to all payroll processes as well as default information that will be applied when no overriding information has been entered at a higher level. This file also stores the name of the temporary holding file that will be used when magnetic media reporting is being used, and the command used to transfer that information to DOS-formatted disk.
- **Print Payroll Defaults:** This option prints a copy of the information in the Payroll Defaults reference file.
- **Update Accrual Codes:** This option allows you to set up and modify accrual codes which are user-defined schedules for accruing sick and vacation leave.
- **Update Income Codes:** Add and maintain Income codes with this menu option. Income Codes are used to assign rates of pay to employees throughout the payroll system.

- **Update Deduction Codes:** Add and maintain Deduction codes with this menu option. Deduction codes are used to assign deductions to employees throughout the payroll system.
- **Update Obligation Codes:** Add and maintain Obligation Codes with this menu option. Obligation Codes are used to assign obligations to employees throughout the payroll system.
- **Print Payroll Codes (submenu):** This submenu contains options for printing the codes in the payroll system.
  1. **Print Accrual Codes:** prints the information in the Accrual Codes reference file.
  2. **Print Income Codes:** prints a copy of the information in the Income Codes reference file.
  3. **Print Deduction Codes:** prints a copy of the information in the Deduction Codes reference file.
  4. **Print Obligation Codes:** prints a copy of the information in the Obligation Codes reference file.
  5. **Print Listing for All Codes:** prints a listing of the information contained in the Accrual, Income, Deduction, and Obligation Codes reference file.
- Payroll Utilities (submenu): This submenu contains the following options:
  1. **Change Employee Rates:** This option is used to modify employee rates of pay for a group of employees such as a department or employee type.
  2. **Print Accruals Edit List:** This option is used to print a listing of the values in the employees' quarter-to-date and year-to-date accruals.
  3. **Restore Employee Accruals:** Use this option to verify the information contained in employee's year to date and quarter to date accruals; the system compares the values in the accruals to the posted values, and adjusts the values in the accruals if there are any inconsistencies.
- Update Tax Tables: This option is used to enter and modify information in tax tables, which are tables used to apply certain deductions which are not applied with a flat rate.

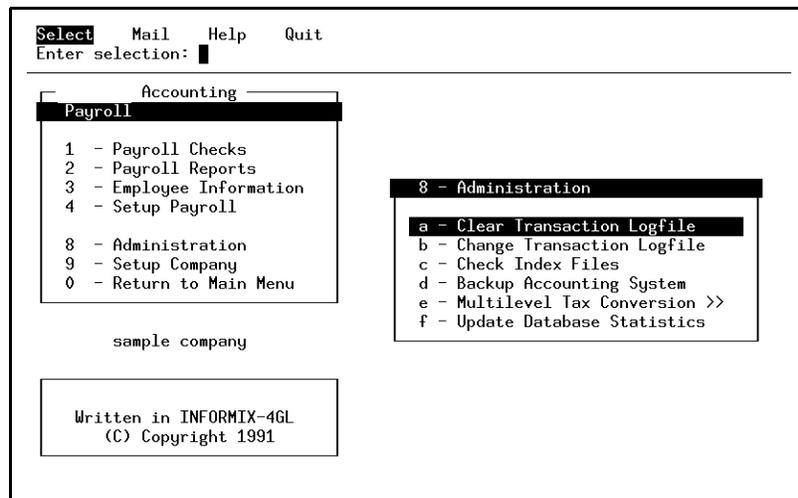
- **Print Tax Tables:** This option prints the information contained in the Tax Table reference file.
- **Update Employee Types:** This option is used to add and maintain information on employee types. Employee Types are used to classify employees who share certain types of information to make data-entry and maintenance easier.
- **Print Employee Types:** Use this option to print the information contained in the Employee Types reference file.

## Administration Menu

The Administration Menu is used to control transaction logging when using the INFORMIX Standard engine.

If the INFORMIX OnLine engine is being used, only the Check Index Files option and the Update Database Statistics option are used.

The Administration menu:



This menu provides the following options:

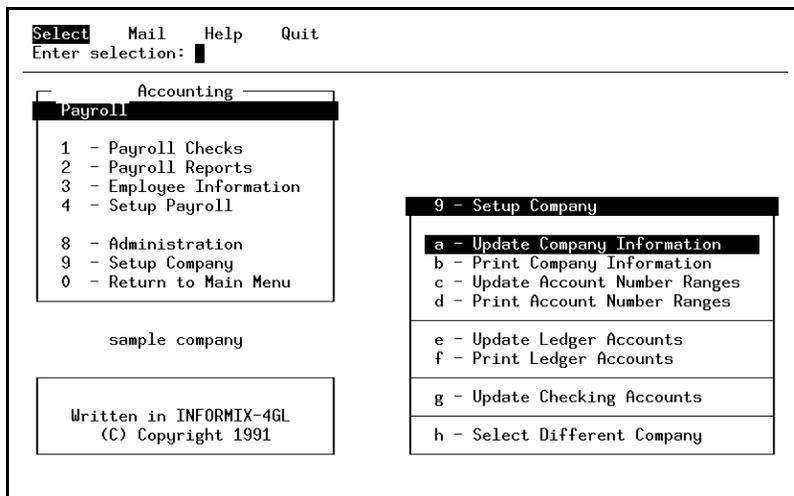
- **Clear Transaction Logfile:** This option enables you to manually clear the logfile(s). Logfiles quickly grow in size and should be cleared out on a regular basis to recover disk space.
- **Change Transaction Logfile:** This option allows you to change the name of transaction logfiles and prepare the database for transaction logging. Under INFORMIX-4.0 it is necessary to set up different logfiles for each different company that is established. This is optional under Informix 1.10.03.

- **Check Index Files:** This menu option runs "bcheck" on the database(s) in your \$DBPATH. The "bcheck" program is a C-ISAM utility program that compares an index file to a data file to see whether the two are consistent. If they are not, "bcheck" asks whether you want to delete and rebuild the corrupted indexes. bcheck can help correct INFORMIX system table discrepancies that may harm system performance. Most users never need to use this option. Your system administrator will run "bcheck" if necessary.
- **Backup Accounting System:** This option backs up the accounting code and data to removable media. It is NOT considered sufficient, as delivered, for any system's backup needs. It is provided as what might be called a "backup backup," to be used when you need an additional backup, and in those periods when a dependable, automated backup system is unavailable. It is also provided as a service to end-users and resellers, as a reminder of the importance of a tested backup system.
- **Multilevel Tax Conversion:** This option allows you to convert your database to use multilevel tax codes. The multilevel tax conversion is a one-time only procedure.
- **Update Database Statistics:** This menu option updates the size of the database. By updating the statistics you may speed up your data processing. You may update the statistics at any time. The time required to do so varies with the size of the database.

## Setup Company Menu

Under the Setup Company Menu you set up a variety of parameters that apply to all Fitrix modules. Company name and address, ledger accounts, and account number ranges are maintained using this menu.

The Setup Company menu:



The Setup Company Menu provides the following options:

- **Update Company Information:** Allows you to set up the business name and address, department codes, and department descriptions.
- **Update Account Number Ranges:** Allows you to establish the account number ranges for each category of account. In other words, you are able to specify what ranges of account numbers are to be treated as Current Assets, Fixed Assets, Current Liabilities, and so forth.
- **Print Company Information:** Prints a hard copy record of what has been set up under the Update Company Information option.
- **Print Account Number Ranges:** Prints a hard copy record of the account number ranges that have been set up with the Update Account Number Ranges option.

- **Update Ledger Accounts:** Allows you to establish ledger account numbers and their descriptions, assign an account to a subtotal group (for reporting purposes), and set up a default for how a particular account is affected by debits and credits.
- **Print Ledger Accounts:** Prints the ledger account information set up under the Update Ledger Account option.
- **Update Checking Accounts:** Allows you to specify any asset account as a checking account for a given department within the company, or for the company as a whole. You may find it useful to specify more than one checking account per department or company so that similar expenses can be controlled through the same account.
- **Select Different Company:** Allows you to specify which database you want to work with. For example, when you are first learning how to use this Fitrix module or are training new operators, you will probably want to use the Sample database, rather than the Standard database which contains your company's actual data.



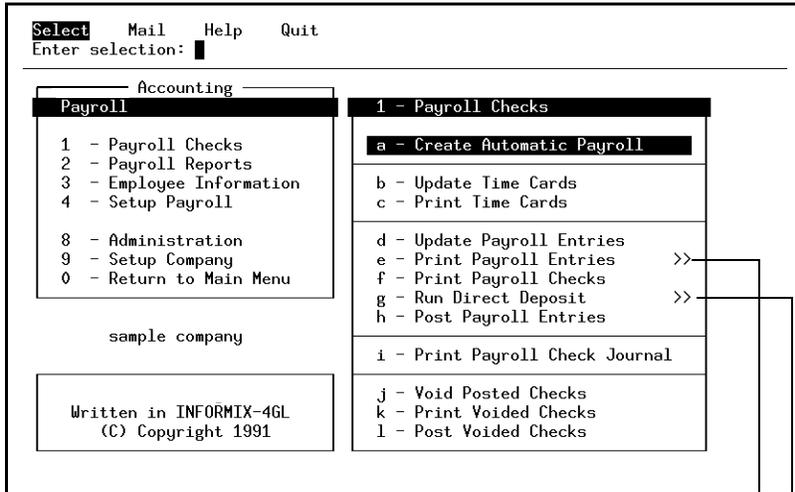
# 2

## Payroll Checks Menu

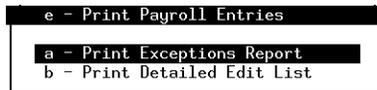
The Payroll Checks Menu is the most frequently used menu of the Payroll system. Use the options on this menu to:

- n create, modify, and post payroll entries;
- n enter, modify, and print time cards;
- n print payroll checks;
- n void posted checks; and
- n print the Payroll Checks Journal.

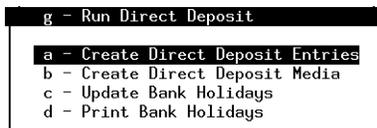
The Payroll Checks Menu:



The Print Payroll Entries Submenu:



The Run Direct Deposit Submenu:



## **Create Automatic Payroll**

Create Automatic Payroll creates payroll entries for employees who are due to be paid, based on the employee's pay period and the employee's last pay date. Payroll entries are created from time cards and/or from the information setup in the employee's information file.

Only one Payroll Entry will be created for each employee. If more than one Timecard exists for an employee, they will be combined on one Payroll Entry.

A Payroll Entry will NOT be created for an employee if another Payroll Entry already exists for that employee, even if the employee is due to be paid, so be sure that no Payroll Entries exist for employees for whom you wish to create new Payroll Entries.

When you select Create Automatic Payroll you must first direct the program's output (that is, the report) as with all Fitrix options that produce reports. You will then be prompted for certain information. The prompts are as follows:

### **Create Payroll for Timecards only?:**

When you run Create Automatic Payroll, you have the option of creating Payroll Entries for only those employees for whom timecards have been entered, or for both timecard and non-timecard employees. Enter Y or N at the prompt.

### **Enter Payroll Date:**

The payroll date is the accounting date for the series of payroll entries being created. This date may be modified for individual payroll entries using the Update Payroll Entries menu option.

If you type [ENTER] without specifying a date, or after indicating an invalid date, the current system date will be used.

The payroll date is very important for correct reporting and accounting. This date is the date printed on the paycheck and is the accounting date for the corresponding expense.

### **End of Period Date:**

The end of period date is used to determine if deductions with special frequencies should be applied when the payroll is created automatically. This date, along with an employee's default pay period, is also used to determine if an employee is eligible for pay during automatic payroll creation. Finally, timecards that will be applied when payroll is created will use this date as the cut-off date. If the time card starting date is the same as, or before the end of period date, the time card will be used even if the ending date of the time card is outside of the pay period.

**Create Bonus Checks:**

If a check is a bonus check, it will not be considered a regular payroll check; that is, it will not update the Last Pay date in the payroll entry. If you answer Y to the prompt, the system will not update the Last Pay date in the Payroll Entry for employees for whom checks were created. A value of N means that the Last Pay date will be updated. If this is a regular payroll run, be sure to enter N. Enter Y when you are creating bonus checks, expense checks, or other checks that are not part of your regular payroll run. Otherwise a payroll entry may not be created the next time create automatic payroll is run.

Once you have specified the two payroll dates you must select the group of employees for whom to generate payroll entries.

The Create Payroll Selection Criteria form:

```
=====  
Create Automatic Payroll                               Modifiable Accounting  
=====  
ENTER SELECTION CRITERIA  Press [DEL] to Cancel or [ESC] to Select  
----- Selection Criteria for Payroll Creation -----  
Employee ID Code:                                Last Name:  
  First Name:                               Dept. :  
Employee Type:                               Job Code:  Title:  
  Job Code:                               Pay Period:  
Pay Period:                               Last Pay Date:  
Last Pay Date:                               Full Time?  
Full Time?  
  
Use known characters with [?] or [*] for one or many unknowns  
  
=====  
Output to: /u/tmp/ifx34753  
=====
```

Using this form, you may designate a set of employees by entering employee code, name, type, job, pay period, last pay date, and/or employment status. Leave all fields blank and press [ESC] to create entries for all eligible employees.

An automatic payroll entry will not be created for an individual under the following circumstances:

- The employee is not yet due to be paid (determined by the employee's pay period, date last paid, and end of current period);
- There is already a current Payroll Entry for the employee;
- The employee's termination date is before the end-of-period-date. The termination date is entered in the Term. field on the Extended Employee Information detail screen of the Employee Information form;
- the employee is an employee for whom "hold payment" is indicated (such employees may only be paid manually). The Hold Pay field is located on the Extended Employee Information detail screen of the Employee Information form.

All lines from the employee detail file will be included in the Payroll Entry. Therefore, even lines with zero amounts either on the Timecard or in the employee setup will be included in the generated Payroll Entry. Zero amount entries make it easier to manually adjust individual Payroll Entries.

For example, an employee is not paid for sick leave unless it is used. However, you might include the income code for sick pay with a zero value as part of the default income for the employee so that when you need to make an adjustment to that amount, the income code to use for that employee's sick leave is already present on the payroll entry.

The logic used to compute the automatic payroll (and subsequent recalculation of payroll amounts) is as follows:

First, all of the wages are calculated. Only those wages that are not expense or advance type incomes are included in the gross wages amount. Next, all of the deductions that reduce taxable income are processed according to the type of deduction in the order they appear in the Employee Information file. Deductions that result in a negative check are reduced to the amount of net income so that a negative payroll check cannot be automatically produced. After the deductions that reduce taxable income are processed all other deductions are computed. Finally, all of the obligations are figured.

All of these values are processed based upon the income data from the timecards or Employee Information file. All of the individual income, deduction, and obligation amounts can be modified later using Update Payroll Entries. If you want to give an employee additional sick pay or vacation pay, after running Create Automatic Payroll (with or without timecards) enter the modified values for the employee using Update Payroll Entries.

When timecards are used to generate the income for a payroll entry they are not deleted and may be reviewed at any time. However, they are flagged as used so they cannot be used in the future.

For an example of the listing generated with this option, see "Automatic Payroll Report" on page 6-48.

## Update Timecards

Timecards are used to facilitate tracking employees' hours. Timecards can be used for more than just hourly employees. You can use timecards for hourly employees, for employees whose wage varies with each pay period, for employees whose wage varies with different jobs, to track hours worked on different jobs.

Timecards are used when the Create Automatic Payroll option is run to create Payroll Entries.

You add and modify Timecards with Update Timecards. All timecards entered for an employee that fall within the pay period for which a payroll entry is being created are used to determine the wages for the employee. More than one time card can be entered for an employee. If no time cards exist for the employee then the default income setup is used. Deductions and employer obligations are taken from the Employee Information file.

The Time Card form:

```

Action: Add Update Delete Find Browse Nxt Prv Tab Options Quit
Create a new document
-----
Time Cards
-----
Employee: -
Card Starting Date: Ending Date:
Income - Code ----- Rate ----- Number ----- Amount --- Hours --
-----
Totals: -----
-----
(No Documents Selected)

```

**1. Employee:**

This field stores the Employee Code for the employee for whom you are creating the timecard. The employee's name will be displayed in the adjacent field.

When you press [ENTER], the income codes for this employee will automatically be loaded into the timecard detail lines.

Zoom is available in this field.

For employees whom you will normally pay by timecard you may find it most convenient to set up that employee's defaults to reflect a normal time card for the employee as opposed to a complete payroll period. Since the income information you include as the employee's defaults will be used when you enter time cards for the employee, you would have to make a minimum number of changes to the data that is loaded automatically. For example, if you prefer to start with zero values for each of the income categories you could set up the employee's default income codes with zero amounts. The defaults for deductions and obligations should always be set up to reflect a complete payroll period because they are not used in the time card process.

**2. Card Starting Date:**

This field stores the starting date covered by this time card. If you leave this field blank it will default to the current system date. This date is used to determine if a time card should be used during automatic payroll creation. If the card starting date is the same as or earlier than the end of period date entered when running create automatic payroll, the time card will be used for that payroll creation.

**3. Ending Date:**

This field stores the last day covered by this time card. This field is used for your reference only and defaults to the current system date.

**4. Income Code:**

Enter the code representing the type of income to be paid on this card. Any type of income may be entered here. For example, you may use an income code for mileage reimbursement so that the mileage reimbursement is included when the payroll entry is created. The two values from which the amount is calculated are Rate

and Number. Often, the value in the Number field will have nothing to do with how many hours were worked. In this case the Number field would be set to the number of miles and the Rate field set to the reimbursement rate per mile. For non-hourly income types the value in the hours field is not recorded as hours actually worked for the income.

For a more detailed discussion of the relationship between rate, hour, and number, see "Income, Deductions, and Obligations" on page 2-21 of the *Fitrix Payroll User Guide*.

Zoom is available in this field.

**5. Rate:**

This field stores the hourly rate to pay for this income type. Normally, a default value will be loaded when you enter the income code or when you enter a new Employee Code. The value for the Rate field is multiplied by the value in the Number field to determine the income amount any time you press [ENTER] to leave this input field.

**6. Number:**

This field stores a value to use with the income Rate to calculate the income Amount. This rate may be a number of hours to pay, a number of pieces of work, just the value 1.00 for flat rate type income, or any amount which can be applied to the rate in the income Rate field to correctly calculate the income amount.

**7. Amount:**

This field is used to display the income amount for the time card detail line. The income amount is determined by the income rate in the Rate field multiplied by the number in the Number field. This amount is automatically calculated. No entry is allowed in this field.

**8. Hours:**

This field stores the number of hours actually worked for this income. A default value for number of hours usually worked may be used. If previously setup, this default value is loaded when you enter the income code or the employee code.

**9. Totals: Number:**

This field is used to display the total number of work units paid on this time card. This total is automatically calculated and no entry is allowed in this field.

**10. Totals: Hours:**

This field is used to display the total number of hours paid on this time card. This total is automatically calculated.

Note: If income types other than income with hourly rates are included on this time card this total will not accurately reflect the number of hours being paid.

**11. Totals: Amount:**

This field is used to display the total income indicated on this time card. The amount in this field is automatically calculated and no entry is allowed.

## **Print Time Cards**

Print Time Cards is used to review any time cards, current and used, in the payroll system. When you first execute this option you must direct the destination for the Timecard report. Then enter your selection criteria in the Selection Criteria form:

```
Time Cards                                     Modifiable Accounting
-----
ENTER SELECTION CRITERIA   Press [DEL] to Cancel or [ESC] to Select
-----
----- Selection Criteria for Printing Time Cards -----
Employee ID Code: █
Last Name:           First Name:
Card Starting Date:   Ending Date:
Old Cards?
Use known characters with [?] or [*] for one or many unknowns
-----
Output to: /u/tmp/ifx98896
```

You may specify employee code, name, time card starting and ending dates, and whether you wish to review old and/or current time cards. Time cards are sorted in employee code order for the date range selected.

Press [ESC] with no selection criteria to select only current time cards. If you wish to select time cards that have already been used on a payroll you must enter a Y in the Old Cards? field. The default for this field is N.

For an example of this report, see "Time Cards Listing" on page 6-49.

## **Update Payroll Entries**

Use the Update Payroll Entries option to modify Payroll Entries created by the Update Payroll Entries menu option and to add manual Payroll Entries. You will often need to modify a Payroll Entry created by the Create Automatic Payroll process in order to make the paycheck reflect the employee's work week. You will want to create a manual Payroll Entry to make a bonus or expense check. You can also delete Payroll Entries with this option.

You may create any number of unposted Payroll Entries per employee. A separate check will be printed for each Payroll Entry. However, if there is an unposted Payroll Entry for an employee, Create Automatic Payroll will NOT create another Payroll entry for that employee, even if the Last Pay and Pay Period data indicate that it should.

When you post, the system removes Payroll Entries from the file. Until entries are posted, they can be viewed, updated, and deleted through this option even when the entries are created automatically.

A Payroll Entry consists of a payroll Entry main screen and four detail screens: the Payroll Information detail screen, the Payroll Income Detail screen, the Payroll Deduction Detail screen and the Payroll Obligation Detail screen.

The Payroll Entry main form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
=====
----- Payroll Entry -----
Payroll Date:                               Last Pay:
Ending Date:                               Period:
Employee Code:                               -
Cash Account:                               Dept:   Print Check:
Check Number:                               Check Amount:
-- Employee Income/Deductions --          ----- Employer Obligations -----
Gross Wages:
Taxable Wages:
Employee FICA:                               FUTA Liability:
Employee Medicare:                           FICA Liability:
Federal Income Tax:                           Medicare Liability:
State Income Tax:                             Other Liabilities:
Local Taxes:
Other Deductions:                             Total Liabilities:
-----
Net Wages:                               Exp/Advn:                               Hours Worked:
-----
(No Documents Selected)
    
```

**1. Payroll Date:**

This field stores the accounting date for the payroll entry. The accounting date is used as the check date and is the date which will be recorded for all accounting transactions for the Payroll Entry. For more information on determining the correct Payroll Date, see the discussion under "Create Automatic Payroll" on page 2-3.

**2. Last Pay:**

Once you have entered a value in the Employee Code field, the last time the employee was paid is shown in the Last Pay field. The date is retrieved from the Employee Information file. No entry is allowed in this field.

The Last Pay field is updated whenever a payroll entry is posted UNLESS the Payroll Entry was a bonus check. A bonus check will not update the Last Pay field, so that the employee will still be paid the next time he or she is due.

**3. Ending Date:**

This field stores the ending date of the current period. If you are in Add mode, entering payroll manually, you should enter this date before you enter the employee code. This date will be used to determine whether to include time-sensitive deductions when default data is loaded from the Employee Information file.

When you post this Payroll Entry the Ending Date becomes the new Last Pay date for the employee. If you do not enter a date into this field it will default to the Payroll Date when the document is stored.

**4. Period:**

No entry is allowed in this field. The pay period code for the employee is retrieved from the employee information file and displayed in this field. You can use the code to compare the Ending Date to the Last Pay date. Normally, when you have created a Payroll Entry automatically, the pay period will reflect the difference between these two dates.

**5. Employee Code:**

This field stores the unique identification code for the employee to be paid with this payroll entry.

Zoom is available in this field.

When you press [ENTER] after entering a valid Employee Identification code, the employee's name is displayed in the field next to the Employee Code field. The payroll data for the employee is automatically retrieved from the Employee Information file and loaded into the Payroll Entry.

As with the Create Automatic Payroll menu option, all income, deduction, and obligation amounts are automatically calculated. All deductions for the employee are applied based upon the deduction frequency, the date the deduction was last applied, and the Ending Date. It is important to have entered an Ending Date before you enter an Employee Code.

You may not change the employee code once the payroll entry has been stored. In Add mode, however, when you change the employee code a new set of defaults is automatically loaded from the Employee Information file for the new employee. If you had made any changes to the data which was loaded previously, these changes will be lost.

**6. Cash Account:**

Zoom is available in this field.

This field stores the ledger account number of the cash account on which the payroll check will be drawn. If you leave this field empty, the system will supply the account number according to the default hierarchy: first, the cash account specified in the employee information file will be used. If this information has been deleted, the account from the Payroll Defaults file will be used when the entry is posted.

**7. Dept.:**

Zoom is available in this field.

This field stores the department to which the cash disbursement for this payroll entry should be posted. The department code will be automatically loaded from the Employee Information file when you enter an employee code on this payroll entry.

**8. Check Amount:**

This field shows the amount of the check. This field is display-only; no entry is allowed. The check amount is automatically calculated from the net wages (gross wages - deductions - obligations) plus expense reimbursements plus pay advances.

**9. Check Number:**

This field stores the number to be printed on the payroll check. If you want the check number to be generated automatically when the check is printed you should leave this field blank. When payroll checks are printed this field will show the check number assigned during printing if the field had been left blank.

If no check number has been assigned when this payroll entry is posted, an error will be reported and posting will not be allowed. A "dummy" number such as 0000 should be used for transactions where no paycheck will be printed, such as midyear setup.

**10. Print Check?:**

The entry in this field indicates whether or not a check for the payroll entry should be printed when the Print Payroll Checks menu option is run. This field defaults to Y.

If you do not wish to print a check, set this field to N. You must use a check number, even when the Print Check field is set to N, for tracking and reporting purposes. A "dummy" number such as 0000 can be used for such transactions.

When you print checks, this entry in this field is automatically changed to N to prevent you from accidentally reprinting a check. If you need to reprint the check for any reason you can change the value back to Y. You may also wish to reset the check number if you want a new number assigned. For more information on reprinting checks, see "Reprinting Checks" on page 5-25 of the *Fitrix Payroll User Guide*.

The information in the remainder of the form is display only. The fields show the total amounts for the income, deduction, and obligation information that are in the detail screens.

1. Gross Wages: This field shows the total income minus any expense or advance income.
2. Taxable Wages: This field displays the amount of wages that are subject to Federal Income Tax withholding. Some deductions may reduce the amount of wages that are subject to Federal Income Tax withholding, for example. This reduced amount is shown here.
3. Employee FICA: This field shows the FICA amount withheld from the employee's wages for the Social Security portion of FICA.
4. Employee Medicare: This field shows the amount withheld for the Medicare portion of FICA.
5. Federal Income Tax: This field shows the amount of Federal Income Tax withheld from the employee's wages.
6. State Income Tax: This field shows the amount of State Income Tax withheld from the employee's wages.
7. Local Taxes: This field shows the amount of Local Tax withheld from the employee's wages.
8. Other Deductions: This field shows the total of all deductions not included in the amounts above.
9. FUTA Liability: This field shows the total employer liability incurred for this payroll entry for Unemployment Insurance.

10. FICA Liability: This field shows the total FICA liability for Social Security incurred for this payroll entry apart from the amount withheld from the employee's wages.
11. Medicare Liability: this field shows the amount of the employer liability for the Medicare portion of FICA.
12. Other Liabilities: This field displays the total of all employer obligations not included in the amounts above.
13. Total Liabilities: This field shows the total of all employer obligations incurred as a result of this payroll entry.
14. Net Wages: This field displays the employee's net wages. This figure is the result of the employee's gross wages minus all deductions.
15. Exp/Advn: This field displays the total of all expense reimbursement (exp) and advance income (adv) included as a part of the payroll entry.
16. Hours Worked: This field shows the total number of hours actually on the job. This number is the total of the hours worked for all income codes on the employee's Income Codes Detail form.

To access any of the detail screens, use the Zoom command ([CTRL]-[z]) and select a detail screen from the Picker Window.

### **Additional Payroll Information**

To access the Additional Payroll Information detail screen, choose Payroll Information from the Picker Window.

The Additional Payroll Entry Information screen:

```
Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[w]
-----
Employee:
----- Additional Payroll Entry Information -----
                Accrue Sick:  N
                Accrue Vacation:  N
                Bonus Check:  N
                ----- Direct Deposit Information -----
                        Deposit:  N
-----
Accrue Sick Hours with this Payroll Entry
```

**1. Accrue Sick:**

If the Payroll Entry is created with the Automatic Payroll process, the value in this field defaults to Y. If the Payroll Entry is created manually, this value defaults to N. You can modify the default values. With a Y value, the Sick leave accruals will be updated by this payroll entry. If the value is N, this payroll entry will have no effect on the sick leave accruals.

**2. Accrue Vacation:**

If the Payroll Entry is created with the Automatic Payroll process, the value in this field defaults to Y. If the Payroll Entry is created manually, this value defaults to N. You can modify the default values. With a Y value, the Vacation leave accruals will be updated by this payroll entry. If the value is N, this payroll entry will have no effect on the Vacation leave accruals.

**3. Bonus Check:**

This field determines whether the check will be a bonus/expense check or a regular payroll check. If it is a bonus check, the Last Pay date of the payroll Entry will not be updated by this transaction. In this way, the check will not interfere with the create automatic payroll process. If the check is not a bonus or expense check, the last pay field will be updated.

This field defaults to N when the Payroll Entry is created automatically and Y if the Payroll Entry is created manually.

**4. Direct Deposit:**

The value in this field determines whether or not this check will be included in the creation of direct deposit entries. This value defaults to N if the payroll Entry is created manually. If the Payroll entry is created automatically, the value defaults to the value contained in the Direct Deposit field of the Employee Information file.

**Income Codes and Rates Detail**

To access the Income Codes and Rates Detail screen, select Payroll Income Detail from the Picker Window.

Many of the income amounts may be set to zero. Income types with zero amounts are often set up in the Employee Information file in order to facilitate manual entries into those income categories. For example, one of these income detail lines might be set up to record mileage reimbursement which is an expense type income. Since this value is probably not constant from pay period to pay period you would set up the number of miles driven to default to zero (in the Employee Information file) and then make a manual adjustment from this form.

The Income Codes and Rate Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[w]
===== (Zoom)=====
-----Income Codes and Rate Detail -----
Employee:
Income Code ----- Rate ----- Number ----- Amount ----- Hours --
█

Totals: -----
                0.00000000          0.00          0.00

Income Code  Low Exception  High Exception  Acct No.  Dept.
-----
Enter an income code.
    
```

**1. Income Code:**

This column stores the Income Code for the type of income desired.

You cannot delete an existing income code from a payroll entry. If you wish to stop using a code, you must enter a zero rate for that code. This is to prevent accidental removal of current codes and their accruals.

Zoom is available in this field.

**2. Rate:**

This column stores the default rate for this income code. This rate may be a flat rate (with the income number equal to 1.00), an hourly rate, a rate based on piecework, or any rate which can be applied to the value in the income Number field to correctly calculate the income amount. The data in this field is supplied from a time card, the Employee Information file, or the default rate for the income type. When you leave this field the income Amount is recalculated.

For more information on Rate in calculation of Income, refer to "Income, Deductions, and Obligations" on page 2-20 of the *Fitrix Payroll User Guide*.

**3. Number:**

This column stores the value to use with the income Rate to calculate the income amount. This rate may be a number of hours to pay, a number of pieces of work, just the value 1.00 for flat rate type income, or any amount which can be applied to the rate in the income Rate field to correctly calculate the income amount. The data in this field is supplied from a time card, the Employee Information file, or the default number for the income type. When you leave this field the income Amount is recalculated.

**4. Amount:**

This column stores the income amount for each income code. It is always equal to the Rate times the Number.

**5. Hours:**

In this field, you enter the number of hours actually worked for the income being paid. The number of hours worked for an Hourly income type is by definition always equal to the number of hours paid. For any other income type the value is loaded from either the Employee Information file or the default value for this income type.

The detail section of the screen shows additional information for the income code that your cursor is in. As you scroll up or down in the header section of the form, the detail line changes accordingly. From any line in the header section of the screen, press [TAB] to move to the detail portion of the screen.

**6. Low Exception:**

Whenever the income is below this amount, it will be flagged on the Payroll Entries Edit List.

**7. High Exception:**

Whenever the income rises above this amount, it will be flagged on the Payroll Entries Edit List.

**8. Acct. No:**

This field stores the Expense Account for the income code. Zoom is available in this field.

**9. Dept.**

This field stores the Department that corresponds to the Account Number. Zoom is available in this field.

### Deduction Codes and Rates

To access the Deduction Codes and Rates Detail screen, select Payroll Deduction Detail from the Picker Window.

The Deductions Codes and Rate Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form          CTRL-[u] to Recalculate      [CTRL]-[w]
=====
-----Deduction Codes and Rate Detail-----
Employee:
Deduction Code -----Rate-----Amount-----
█
-----
Total: -----
0.00
-----
Deduction Code  Low Exception  High Exception  Acct No.  Dept.
-----
Enter a Deduction Code.

```

#### 1. Deduction Code:

This field stores the unique deduction code used to identify the deduction type.

When you enter a code, the only value displayed is in the rate column. To see the value in the Amount column you must press [CTRL]-[u].

If you wish to stop using a code, you must enter a zero rate for that code rather than to "erase" it. This method prevents you from accidentally removing current codes and altering their accruals.

#### 2. Rate:

This field holds the rate to use for the deduction type. The value reflects either a rate to be applied to gross or taxable wages, a rate to be used with the total number of hours actually worked for the wages, or a simple flat rate. How the rate is used depends on the values set up in the deduction codes file.

Leave the Rate field blank if the deduction is to be calculated by using a tax table. To use a tax table for this deduction, the deduction code must be the same as the code for the corresponding tax table. To override the use of a tax table for a deduction, enter the rate or flat amount to be used for this deduction.

For more information, see "Update Tax Tables" on page 5-31.

If you need to cancel a deduction already in effect, the rate can be set to zero.

**3. Amount:**

You may manually enter a value in this field if you want to change the amount that is calculated automatically. Once changed manually, the deduction amount will no longer be automatically calculated for this deduction only.

To update the value in this field, with the current value, subject to changes in income and other related deductions, press [CTRL]-[u]. It is also updated when you leave this form.

The detail section of the screen shows additional information for the Deduction code that your cursor is in. As you scroll up or down in the header section of the form, the detail line changes accordingly. From any line in the header section of the screen, press [TAB] to move to the detail portion of the screen.

**4. Low Exception:**

Whenever the deduction is below this amount, it will be flagged on the Payroll Entries Edit List.

**5. High Exception:**

Whenever the deduction amount rises above this amount, it will be flagged on the Payroll Entries Edit List.

**6. Acct. No:**

This field stores the account number for posting this deduction type. Zoom is available in this field.

**7. Dept.**

This field stores the Department that corresponds to the Account Number. Zoom is available in this field.

**Obligation Codes and Rates Detail**

To access the Obligation Codes and Rates Detail form, select Payroll Obligation Detail from the Picker Window.

In the Obligations section of the form you may enter employer obligations to apply to this Payroll Entry. These obligation codes and their values are loaded from the Employee Information file or from the default values defined for the individual obligation codes.

The Obligation Codes and Rate Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form          CTRL-[u] to Recalculate      [CTRL]-[w]
=====
-----Obligation Codes and Rate Detail-----
Employee:
Obligations -----Rate-----Amount-----
█

Total: -----
                0.00
-----
Obligation   Expense Acct Dept.   Liability Acct Dept.
-----
Enter an employer payment obligation code.

```

**1. Obligations:**

This field stores the unique obligation code used to identify the obligation type. Usually these codes are loaded from the Employee Information file. The Zoom function is available in this field.

If you wish to stop using a code, you must enter a zero rate for that code rather than erase it. This prevents you from accidentally removing current codes and altering their accruals.

When you enter a code and press [ENTER], the only value displayed is in the Rate column. To see the value in the Amount column you must press [CTRL]-[u].

**2. Rate:**

In the Rate field you enter the obligation rate. Depending on the obligation type, the rate will be applied either to the gross wages, the taxable wages, the FICA or FUTA wage base, the total number of hours worked, or as a simple flat rate. If you need to cancel an obligation already in effect, set the Rate to zero.

**3. Amount:**

The obligation amount is automatically calculated from the rate using the obligation type to determine how the rate should be applied. You may manually change the value in this field. Once changed, the value for the changed line only will not be automatically recalculated unless the Amount field is left blank.

**4. Expense Account:**

This field is used to enter the expense account number that will be used when this expense is posted.

The Zoom function is available in the Expense Account field.

**5. Dept.:**

This field stores the department code to use for posting this income expense. Zoom is available in this field.

**6. Liability Acct.:**

This field is used to enter the liability account number that will be used when this expense is posted.

Zoom is available in this field.

**7. Dept.:**

This field stores the department code that corresponds to the Liability Account.  
Zoom is available in this field.

## Print Payroll Checks

Print Payroll Checks is used to print payroll checks for current payroll entries. Before you run this option you must first run the Print Payroll Entries menu option.

### Print Alignment Template:

This prompt enables you to print a check template to ensure that your forms are positioned correctly in the printer. If you answer Y to the prompt, a dummy check will print.

### Form Positioned Correctly:

If the form is positioned correctly, answer Y. If not, adjust the form and answer N; the template will print again. Continue in this manner until you are satisfied that the form is positioned correctly. Then respond Y.

The Selection Criteria form will appear.

The Payroll Checks Selection Criteria form:

```
Payroll Checks                                     Modifiable Accounting
=====
Enter the required data and press [ESC] to save.
=====
Direct Deposit Checks? 
Starting Check No:
Payroll Cash Acct:
Enter (Y) if printing on non-negotiable direct deposit check forms.
=====
Output to: /u/tmp/ifx21057
```

### Direct Deposit Checks:

Answer N if you are printing regular checks. Answer Y if you are printing non-negotiable direct deposit forms. The words "Non-Negotiable" will print on the signature line of the check forms.

**Starting Check No:**

Enter a starting check number for the checks that will be printed in this batch. This check number will appear on the first check that has not already been assigned a check number with the Update Payroll Entries menu option. The check number is incremented for each subsequent check.

**Payroll Cash Acct.:**

You may also enter the cash account for the checks to be printed. This account must correspond to a cash account indicated on at least one of the current payroll entries. Checks will be printed only for those entries using the cash account you enter on this input form.

If you leave this input field blank the default cash account defined in the Payroll Defaults file will be used. The Payroll Defaults file is maintained with the Update Payroll Defaults option of the Setup Payroll Menu. The Zoom function is available for help selecting an appropriate cash account number.

Once you have entered acceptable values for starting check number and cash account, press [ESC] to begin printing the checks.

Checks will be printed for all Payroll Entries except under the following conditions:

- the payroll entry has been marked to prevent printing of a check (the Print Check field has a value of N);
- the payroll entry's cash account does not correspond to the one designated for this check run;
- the cash amount of the payroll entry is negative;
- fatal errors were detected for the payroll entry when the Print Payroll Entries menu option was run.

When the checks are printed, the corresponding payroll entries are updated. The Print Check field is changed to N to prevent this check from being accidentally reprinted. The Check Number field for the Payroll Entry is assigned the check number which appears on the printed check.

For an example of a payroll check, see "The Payroll Check" on page 6-52.

## **Run Direct Deposit Submenu**

This submenu provides you with the options necessary to run direct deposit of your payroll checks.

For a more in-depth discussion of how to set up and use Direct Deposit, refer to the *Fitrix Payroll User Guide*.

### **Create Direct Deposit Entries**

This option takes the information from Payroll Entries, which you have created either manually or with the Create Automatic Payroll option, and creates the entries that the bank will use to transfer funds from your company account to your employees' bank accounts. The information is inserted into a direct deposit table at this point.

This option also generates a report which shows the direct deposit entries that were created. For an example of this report, see "Direct Deposit Entries Listing" on page 6-53.

### **Create Direct Deposit Media**

This option creates a file with the name specified in the Holding File Name field on the Payroll Defaults form and transfers the information created with the Create Direct Deposit Entries command into that file. That information is then transferred to your DOS formatted disk. It is this disk that you will deliver to the bank for processing. You need to make sure that the Media Creation Command on the Payroll Defaults form is `doscp <holding file name> <device name>` if you have a DOS shell.

This option also generates a report which shows the data as it is actually assembled on the disk. For an example, see "Direct Deposit Media Listing" on page 6-54.



## **Print Bank Holidays**

This option prints a list of bank holidays as entered with the Update Bank Holidays option. For an example of the listing generated with this option, see "Bank Holidays Listing" on page 6-55.

## **Print Payroll Entries**

Print Payroll Entries is used to print an edit list of all of the current payroll entries prior to printing checks and posting.

The Print Payroll Entries submenu gives you two options: an Exceptions Report and a Detailed Edit List. The Exceptions Report shows only each employee's name, social security number, the date of pay and the gross deductions and amount of the check. It also shows any income, deduction, or obligation codes that exceed predefined high or low exception values which have been set up.

The Detailed Edit list shows all of the data in the Payroll Entry.

When you run an Edit List, all Payroll Entries are checked for possible errors or unusual conditions. Warnings for each payroll entry are reported under the following conditions:

- the employee was terminated before the ending date of the pay period;
- excess sick leave or vacation pay was recorded for the employee;
- the check amount is negative;
- no federal taxes were reported for employees who have a Social Security Number but are not exempt (as indicated on W-4 form).

Either the Exceptions Report or the Detailed Edit List must be run before Payroll Checks can be printed and Payroll Entries can be posted.

For an example of these reports, see "Payroll Entries—Exceptions Report" on page 6-50 and "Payroll Entries—Detailed Edit List" on page 6-51.

## **Post Payroll Entries**

Post Payroll Entries is used to post the current payroll entries to the Payroll Activity file. It will also post to the G/L Activity file if the General Ledger module is installed and the Post to General Ledger flag in the Payroll Defaults file is set to Y.

Before you run this option you must first run an Edit List with one of the options on the Print Payroll Entries submenu. You may run either an Exceptions Report or a Detailed Edit List. For more information on the Payroll Entries Edit Lists, see "Print Payroll Entries" on page 2-33.

In order to be posted, each Payroll Entry must have a check number, and the Print Check field for the entry must have an value of N. Always Print Payroll Checks before posting.

All payroll entries for which Print Payroll Entries reported no fatal errors will be posted. If any entries have been modified since the last time Print Payroll Entries was run they will not be posted. A Payroll Entries Edit List must always be re-run for those entries that have been modified.

When the report runs it will detect the same errors and warning conditions detected by the Payroll Entries Edit List. In addition to those errors, it reports a fatal error for a document if no check number has been assigned or if the Payroll Entry is marked positively for printing a check.

When the entry is posted, all of the individual income, deduction, and obligation accruals for the employee are updated. Also the dates deductions were last taken are reset to the new end of period date. Finally, the date last paid for the employee is reset to the end of period date and, depending on the payroll entry accrual flags, sick and vacation accruals are updated.

Once a payroll entry has been posted it is stored as payroll activity. A posted payroll entry cannot be unposted. However, you can post a voiding entry which reverses the effect of an incorrect document. For more information, "Void Posted Checks" on page 2-36.

For an example of this report, see "Payroll Entries Posting Report" on page 6-56.

## Print Payroll Check Journal

You can print the Payroll Check Journal for any range of dates. The report includes a list of all payroll checks grouped by cash account and department as well as summaries of the deductions and employer obligations associated with those checks.

The Payroll Check Journal Selection Criteria form:

```
Payroll Check Journal                               Modifiable Accounting
-----
Enter Selection Criteria   Press [ESC] to Select: [DEL] to Cancel
-----
Start Date: █           End Date:
-----
Enter the beginning date you wish to select.
-----
Output to: /u/tmp/ifx27844
```

On this input form you may enter a start date and end date for the report. All payroll checks within those dates, inclusive, will appear in the check journal report. The start and end dates default to the current system date.

For an example of this report, see "Payroll Check Journal" on page 6-57.

## Void Posted Checks

The Void Posted Checks menu option is used to enter payroll checks and their corresponding payroll entries to be voided. Voiding creates a document which, when posted, will reverse the effects of the incorrect document.

The Void Posted Checks form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
-----
Voided Checks
-----
Payroll Document Number:
Void Document Date:
Reset Sick Accruals:
Reset Vacation Accruals:
-----
Payroll Information
-----
Employee:
Payroll Date:
Posting Date:
Posting No.:
Check Number:
-----
(No Documents Selected)

```

### 1. Payroll Document Number:

This field stores the document number of the payroll entry to be voided. The document number can be found printed on the Payroll Entry Posting Report. Once you've entered the document number and press [ENTER] the identifying data for that posted payroll entry is displayed in the lower portion of the form.

### 2. Void Document Date:

This is the date that the voiding document will be posted.

If the document to be voided was in a period that is now closed, you may want to post the voiding to an open period.

However, if you want to post the voiding document to a closed period, you will not be prevented from doing so.

**3. Reset Sick Accruals:**

Enter Y if you want this voiding to reset the Sick Accrual value for this employee. If you enter Y, the system will subtract the number of hours that accrued for the paycheck being voided. Enter N if you do not want the accrual to be reset.

**4. Reset Vacation Accruals:**

Enter Y if you want this voiding to reset the Vacation Accrual value for this employee. If you enter Y, the system will subtract the number of hours that accrued for the paycheck being voided. Enter N if you do not want the accrual to be reset.

**5. Employee:**

These fields display the code and name of the employee for whom the payroll entry was recorded. No entry is allowed.

**6. Payroll Date:**

This field displays the accounting date recorded for the payroll entry. No entry is allowed in this field.

**7. Posting Date:**

No entry is allowed in this field, which displays the actual date that the payroll entry was posted to the system. No entry is allowed.

**8. Posting No:**

No entry is allowed in this field, which displays the posting sequence number or batch number for the posting of the payroll entry. This number was reported on the Payroll Entry Posting Report.

**9. Check Number:**

No entry is allowed in this field, which displays the number on the check corresponding to this payroll entry.

## **Print Voided Checks**

Print Voided Checks may be used to print an edit list—a verification report of payroll and accounting activity that will be posted as a result of the voided payroll entries. This must be run prior to posting and may serve as an edit list.

For an example of this report, see "Voided Checks Listing" on page 6-58.

## **Post Voided Checks**

Post Voided Checks posts the entries entered with the Void Posted Checks option. It also prints a report of all payroll and accounting activity that is posted as a result of the voided payroll entries. You must run the Print Voided Checks Edit List before posting with this option.

Once you have directed the program output (the report) the program posts an entry reversing the effect of the document to be voided.

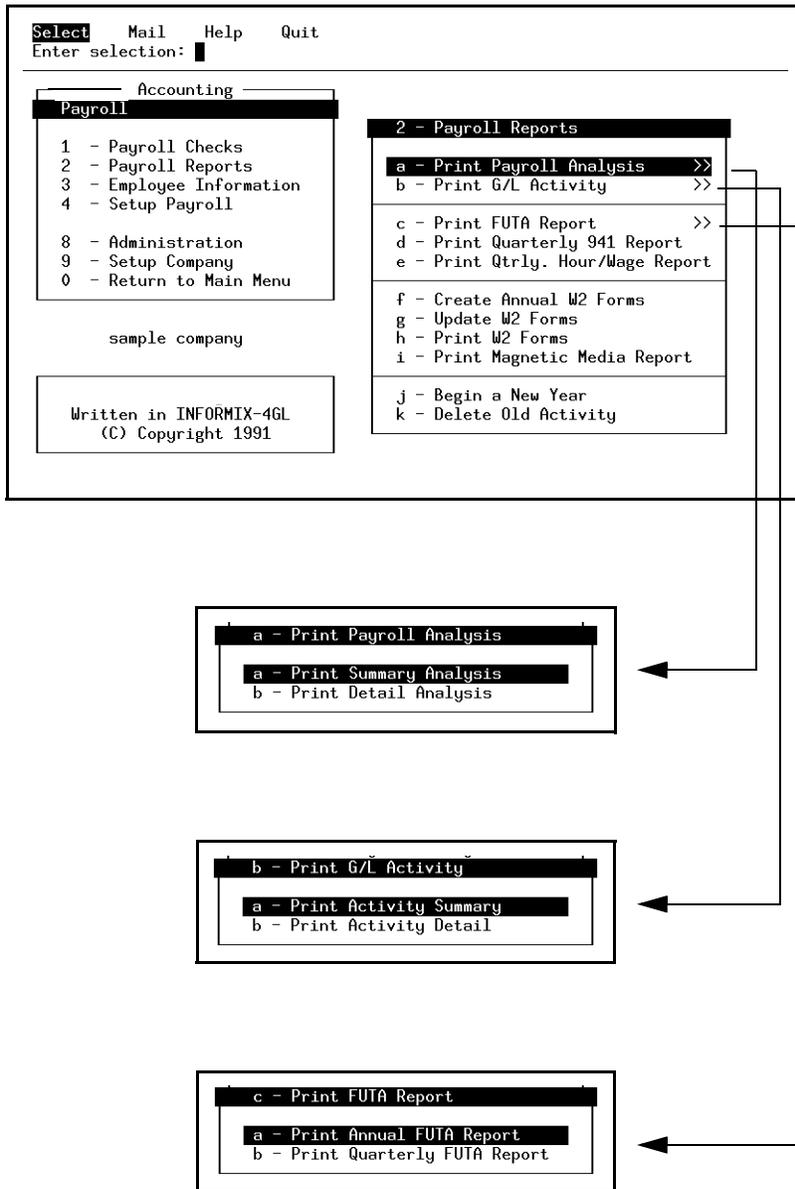
For an example of this report, see "Voided Checks Posting Report" on page 6-59.

# 3

## **Payroll Reports Menu**

The Payroll Reports Menu contains a number of reports that allow you to review and analyze the activity recorded in your Payroll system. With the reports on this menu you can analyze payroll, accounting, and employee activity. You can review data required for federal and state tax reports, and you can review and reset year-to-date activity accruals.

The Payroll Reports Menu:



## Print Payroll Analysis

Print Payroll Analysis is used to print analysis reports based upon the type of payroll activity. For example, you may generate a report to see the income activity for a certain group of employees, or to review the FICA amounts withheld by a selected department in a specified month.

The Print Payroll Analysis submenu consists of two options—Print Detail Analysis and Print Summary Analysis.

The Summary version lists quarter-to-date and year-to-date amounts for each income, deduction, and obligation code. The detail version gives a listing for each employee under each income, deduction, and obligation code showing the date, the document number and the amount of the check.

Once you have selected a destination for the report, you will see a prompt. For the summary version you will see the following prompt:

### Enter any date in the Desired Quarter

At this prompt simply enter any date that is in the quarter on which you want to run an analysis.

For the Detail version, you will see:

```
Payroll Analysis                                     Modifiable Accounting
-----
Enter Selection Criteria   Press [ESC] to Select: [DEL] to Cancel
-----
Start Date: 04/30/92      End Date: 04/30/92

Enter the beginning date you wish to select.

-----
Output to: /u/tmp/ifx16386
```

Enter the range of dates for the report you wish to generate.

Once you enter the date, the system displays the Payroll Summary Analysis Selection Criteria form:

```
Payroll Analysis                               Modifiable Accounting
-----
ENTER SELECTION CRITERIA  Press [DEL] to Cancel or [ESC] to Select
-----
Selection Criteria for Payroll Analysis
-----
Activity Code: █      Type:
Employee ID Code:
Last Name:           , First Name:
Employee Type:       Dept:
Job Code:           Title:
Pay Period:         Full Time?
-----
Use known characters with [?] or [*] for one or many unknowns
-----
Output to: /u/tmp/ifx54051
```

Use the Selection Criteria form the same way for both versions of the report. Enter information into some or all of the fields on the form. The form contains the following fields:

**Activity Code:**

Enter income, deduction, or obligation code selection criteria.

**Type:**

Enter activity type selection criteria ([A] Checks, [B] Income, [C] Deductions, [D] Obligations).

**Employee ID Code:**

Enter employee identification code selection criteria.

**Employee Name:**

Enter selection criteria for employees' last names or first names.

**Employee Type:**

Enter employee type selection criteria.

**Department:**

Enter selection criteria for a department or group of departments.

**Job Code/Title:**

Enter selection criteria to be used with employee job codes or titles.

**Pay Period:**

Enter selection criteria for employee pay period.

**Full Time**

Enter Y to run a report on full time employees; enter N to run a report on part time employees.

For an example of these reports, see "Payroll Analysis—Summary Analysis" on page 6-60, and "Payroll Analysis—Detail Analysis" on page 6-61.

## **Print G/L Activity**

Print G/L Activity is used to print the accounting activity detail or summary for a specified date range. It cannot be run unless you have G/L installed on your system and are posting payroll activity to G/L. (In order to post to G/L you must have the Post to General Ledger flag of the Payroll Defaults file set to Y.)

The Print G/L Activity submenu has two options: Print Activity Summary, and Print Activity Detail.

For both versions of the report, after you direct the output of the report, you must enter the Start Date and End Date which determine the range of information that will be included in the report.

On this input form you may enter a start date and end date for the report. All payroll accounting activity within those dates, inclusive, will appear on the report. The start and end dates default to the current system date.

For an example of these reports, see "G/L Activity—Activity Summary" on page 6-62, and "G/L Activity—Activity Detail" on page 6-63.

## **Print FUTA Report**

The Print FUTA report submenu has two options: Print Annual FUTA Report and Print Quarterly FUTA Report.

The Print Annual FUTA Report option is used to report on the specified year's withholding of FUTA. In addition, related values required for completing the Federal Unemployment Tax form (940) are provided.

You will be prompted for a date within the year you desire for the report. If you enter no date or an invalid date the current system date minus 60 days will be used as a default. The assumption is that this report is usually run immediately after the end of the year for which the report should be run.

The Print Quarterly FUTA Report option is used to report on a specified quarter's withholding of FUTA. When you choose this option, you are prompted for a date within the quarter you desire for the report.

This report should be run before running the Begin a New Year report because the FUTA report gets its data from the Year-to-date buckets for each employee and Begin a New Year resets these to zero.

For examples of these reports, see "Annual FUTA Report" on page 6-64 and "Quarterly FUTA Report" on page 6-65.

## Print Quarterly 941 Report

This option is used to print quarterly data useful in preparing the Federal 941 Quarterly Income Report.

The Quarterly 941 Selection Criteria form:

```
Quarterly 941 Data Report                               Modifiable Accounting
-----
Enter the required data and press [ESC] to save.
-----
Federal Tax Deposits: █
Quarter Date:
-----
Enter the federal deposits made this quarter (as on form 941).
-----
Output to: /u/tmp/ifx14533
```

From this form you enter the Federal Tax Deposits made for the quarter and a date within the quarter for which you want to run the report. If you enter no value for Federal Tax Deposits the amount will default to zero. If no date is entered for the Quarter Date it will default to the current system date minus 80 days on the assumption that the report will be run in the quarter *following* the one being reported on.

For an example of this report, see "Quarterly 941 Report" on page 6-66.

## **Print Quarterly Hour/Wage Report**

This option is used to print quarterly data recording hours worked and wages earned. This data is useful for completing state and local tax reports.

Once you have chosen the report destination the report begins to run and you are prompted for a date within the quarter on which to report. If no date (or an invalid date) is entered, the current system date is used and a report will be generated using the data for the current quarter.

For an example of this report, see "Quarterly Hour/Wage Report" on page 6-67.

## Create Annual W-2 Forms

Create Annual W-2 Forms is used to assemble the W-2 file used to print the W2 forms for employees. The Create Annual W-2 Forms option assembles the W-2 file for the previous year only. For example if you executed this option in 1993, it would assemble the W-2 file for the year 1992. This option always removes all existing W-2 forms from the W-2 file before creating the new W-2 forms.

This option also prints a listing of the information created. This listing should be reviewed for accuracy before printing the actual W-2 forms. If you need to supplement the W-2 information, use the Update W-2 Forms option on the Payroll Reports Menu.

For an example of the listing created with this option, see "Annual W-2 Forms Listing" on page 6-68.

## Update W-2 Forms

The Update W-2 Forms option allows you to modify W-2 entries created with the Create Annual W-2 Forms option.

The W-2 form:

Action: <input checked="" type="checkbox"/> Add Update Delete Find Browse Nxt Prv Options Quit			
Create a new document			
-----			
Employee Code:	1 Control Number:		
2 Employer's name, address & ZIP	6 Stat Dec Pen Leg 942 Sub Def Void		
	7 Allocated Tips	8 Advance EIC	
	9 Fed Tax Wheld.		10 Compensation
3 Federal EIN	4 State ID No.		
5 Soc Sec Number	11 SSec. Withheld	12 SSec. Wages	
	13 SSec. Tips	14 Mdcare Wage/Tips	
19 Employee's name, address & ZIP	15 Mdcare Withheld	16 Nonqual. Plans	
	17	18	
	22 Dp Care Ben.	23 Fringe Benefits	
-----			
(No Documents Selected)			

The following section describes each field of the W2 form:

**Employee Code:**

This six character field uniquely identifies the employee. This code is not printed on the actual W-2 forms. This code is retrieved from the Employee Information file by the Create Annual W-2 Forms option. The Employee Code cannot be changed once a W-2 is stored.

**1 Ctrl No.:**

This ten character field represents the control number that you give to this form. This control number is optional.

**2 Employer's name, address & ZIP:**

This field is retrieved automatically from the Company file. The Company file is maintained with the Update Company Information option of the Setup Company Menu.

**3 Federal EIN:**

This protected field is retrieved automatically from the IRS Employer Identification Number field of Payroll Defaults file. The Payroll Defaults file is maintained with the Update Payroll Defaults option on the Setup Payroll Menu.

**4 State ID No.:**

This field is automatically retrieved from the State Employer Identification Number field of the Payroll Defaults file.

**5 Soc Sec Number:**

This display-only field is retrieved automatically from the Employee Information file. The Employee Information file is maintained with the Update Employee Information option on the Employee Information Menu.

**6 Stat Dec Pen Leg 942 Sub Def Void:**

These fields correspond to line five of the actual W2 form. These fields are not filled automatically by the Create Annual W2 Forms option on the Payroll Reports Menu. You must manually enter an X in the applicable boxes. See your instructions for filling out W2 forms regarding entries in these fields.

These fields are the following:

**Stat:** Statutory Employee

**Dec:** Deceased

**Pen:** Pension plan

**Leg:** Legal representative

**942:** 942 employee

**Sub:** Subtotal. An X in this field means that this form is a subtotal form. This is a protected field. Subtotal W2 forms are automatically produced by the Print W2 Forms option on the Payroll Reports Menu.

**Def:** Deferred compensation

**Void:** Void this form. There is typically no need to void a form since you can change or delete a W2 form before printing.

**7 Allocated Tips:**

This is a numeric field. The Create Annual W-2 Forms option does not insert an amount into this field. This amount must be entered from your records. See your instructions for filling out W-2 forms for more information.

**8 Advance EIC:**

This numeric field contains the total advance earned income credit payments made to the employee. The income code used for advanced earned income credit payments is determined by the E.I.C. Income code entered in the Payroll Defaults file. The Payroll Default file is maintained with the Update Payroll Defaults option on the Setup Payroll Menu.

**9 Fed Tax Wheld.:**

This numeric field contains the total amount of federal tax withheld for the employee. The deduction code used for federal tax deductions is determined by the Federal Tax Deduction field in the Payroll Defaults file.

**10 Compensation:**

This numeric field contains the total amount of compensation to this employee.

All income that does not have a type **Advance** or **Expense** is included in this total.

**11 FICA Withheld:**

This numeric field contains the total amount of Social Security deductions withheld from the employee's pay. The deduction code used for these deductions is determined by the FICA deduction code entered in the Payroll Defaults file.

**12 FICA Wages:**

This amount is retrieved automatically from the Employee Information file during the Create Annual W2 Forms process. This amount is the total of all income minus any deductions that reduce the Social Security wage base. Deductions that reduce the Social Security wage base are those deductions with a Tax Status of A, B, D or F.

**13 FICA Tips:**

Enter the total amount of social security tips reported (if any).

**14 Medicare Wages:**

This amount is the total of all income subject to the Medicare portion of deductions for FICA. See the description for FICA Wages for a listing of deduction types that reduce this amount.

**15 Medicare Tax:**

This field contains the total amount of Medicare deductions withheld from the employee's pay.

**16 Nonqual. plans:**

This field is designated for the total amount for nonqualified benefit plans, if any.

**19 Employee's name, address & ZIP:**

This is a display-only field. This address is retrieved automatically from the Employee Information file.

**22 Dependent care:**

This field is designated for the total amount for dependent care benefits, if any.

**23 Benefits:**

The Create Annual W2 Forms option fills this field with the total of all non-FICA type income. Non-FICA income includes income types whose Tax Status is A, B, D or F.

The remaining fields can be found on the detail screen, which you access by using the Zoom command [CTRL]-[z]) and selecting State/Local Information:

Add: [ESC] to Store, [DEL] to Cancel, [TAB] Next Window		Help: [CTRL]-[w]			
Enter changes into form					
Employee Code:		Control number:			
----- State and Local Tax Data -----					
24 State Tax	25 Wages	26 Name	27 Local Tax	28 Wages	29 Name
██████████					
Enter the total amount of state income tax withheld (if any).					

**24 State Tax:**

This numeric field contains the total amount of state tax withheld from the employee's pay. This amount is retrieved automatically from the Employee Information file by the Create Annual W2 Forms option.

The deduction code used for state tax is determined by the state tax deduction code entered in the Employee Information file. If you do not enter a state tax deduction code for an employee, the deduction code used for state tax is determined by the State Tax Deduction code entered in the Payroll Defaults file.

**25 Wages:**

This amount is equal to the total wages paid to this employee by the employer while working in this state.

**26 Name:**

Enter the state name (if applicable).

**27 Local Tax:**

This numeric field contains the total amount of local tax withheld from the employee's pay.

The deduction code used for local tax is determined by the local tax code entered in the Employee Information file. If you do not enter a local tax code for an employee, the deduction code used for local tax is determined by the Local Tax Deduction field in the Payroll Defaults file.

**28 Wages:**

This amount is the total wages paid to this employee while working in this local jurisdiction.

**29 Name:**

Enter the local tax jurisdiction name (if applicable).

## **Print W-2 Forms**

Print W-2 Forms is used to print the information on the W-2 Forms.

The Print W-2 Forms program automatically generates subtotal W-2 forms every 42nd form.

For an example of the W-2 form, see "W-2 Form" on page 6-69.

## **Print Magnetic Media Report**

Use this option if you are reporting to the IRS on magnetic media. To use this option you must have already entered the name of the holding file and the media creation command in the Payroll Defaults file (found on the Setup Payroll Menu). For more information, see "Update Payroll Defaults" on page 5-3, and "Payroll Defaults" on page 3-32 of the *Fitrix Payroll User Guide*.

We *strongly* advise users to make a permanent backup of the holding file after creating magnetic media, because this file will be overwritten the next time you choose an option which uses the holding file (Direct Deposit also uses this file).

**Note**

After you choose the Print Magnetic Media Report option, be sure to insert a formatted disk into your disk drive before you continue.

## **Begin a New Year**

Begin a New Year is the menu option used to reset employees' individual income, deduction, and obligation accruals to zero.

**Note**

Be sure to run this report before the first payroll of the year. The year-to-date accrual data relies upon the individual accrual values for the employee.

Be sure to run your FUTA Reports before you run this option. However, you may begin a new year before you create W-2 forms.

Begin a New Year does not automatically reset the sick and vacation leave accruals to zero, so these accruals will be carried over into the new year. If your company policy is to have these amounts reset to zero when you begin a new year, you must reset these values manually (through Update Employee Information), or have the program modified by your qualified Reseller.

For an example of this report, see "Begin a New Year Report" on page 6-70.

## **Delete Old Activity**

The Delete Old Activity option deletes payroll activity and time cards from the Payroll Activity file that have a date on or before the date you specify. You cannot delete activity or time cards for the current year. This safety feature prevents you from deleting the detail information needed for other reports in Fitrix Payroll.

When you run this option, you are prompted for the following information:

### **Delete payroll activity on and before:**

Enter the date for the payroll activity that you wish to delete.

All payroll activity and time cards on and before this date will be deleted. The Delete Old Payroll Activity report lists the document number, document date, employee code, type of activity and amount of activity deleted.

### **Warning!**

Do not use this option until after you have created W-2 forms and run the FUTA report. This option will delete the data necessary to create W-2 forms.

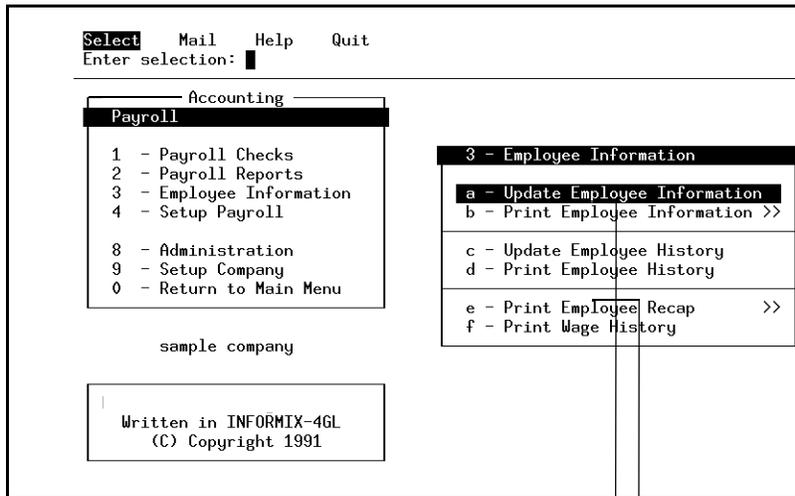
For an example of the Delete Old Payroll Activity report, see "Delete Old Activity Report" on page 6-71.

# 4

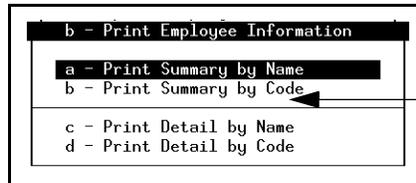
## **Employee Information Menu**

The Employee Information menu includes options that allow you to add and maintain information about individual employees. Among these options are the ability to define employees, employee types, maintain employee history, print out employee information, and generate review reports of wages and payroll activity.

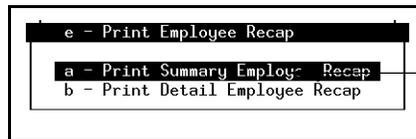
The Employee Information Menu:



The Print Employee Information Submenu:



The Print Employee Recap Submenu:



## Update Employee Information

The Update Employee Information menu option is used to add and maintain data about the individual employees in the Payroll System. The entries are used as defaults in the creation of Timecards and Payroll Entries. Proper setup of defaults here greatly reduces the need for manual entries and adjustments in the payroll process.

The Employee Information main form:

Action: <input checked="" type="checkbox"/> Add Update Delete Find Browse Nxt Prv Options Quit		
Create a new document		
-----		
Employee Information		
-----		
Employee ID Code:		
Social Security #:		
Employee Type:		
Job Code:		
Title:		
Payroll Account:		
Dept:		
-----		
Last Name:	First Name:	MI:
Address:		
City:	State:	Zip Code:
Phone:		
Birthdate:		
-----		
(No Documents Selected)		

### 1. Employee ID Code:

In this field you enter a unique Employee Identification code which will be used throughout the payroll system to identify this employee. You may not change an employee's ID code once you have stored the new employee in the database.

You may not delete employees for whom there is posted payroll activity since many reports will require reference data for that employee. If an employee leaves your company, enter the termination date in the Term field (on the Extended Employee Information field, see below), but do not attempt to remove the employee from the system.

You may create multiple entries for a single employee by assigning the employee different Employee ID Codes. You might choose to do this if an employee relocates from one state to another within your company. Since the state and local

taxes as well as employer obligations will differ from state to state, this will allow you to correctly pay and track the wages, deductions, and employer obligations for the individual. The system links the two different entries together as the same employee with the Social Security Number. This way, the federal income tax reports and the deduction and obligation limits will be properly maintained for the employee.

**2. Social Security Number:**

In this field you enter the employee's Social Security Number. Every employee must have a valid Social Security Number in order for the Employee Information file to be stored.

The Social Security Number may be used to link together different Employee Information files for the same employee. See above for more information. If you do this, you will see a warning message: "Duplicate Social Security Number used." This warning is to prevent accidentally using a duplicate Social Security Number if this was not your intention. Simply press [ENTER] to continue.

**3. Employee Type:**

This field holds the Employee Type code for the employee. When you enter a valid Employee Type Code, the system will retrieve the data set up for that Employee Type and enter the corresponding data into the Employee Information file. In this way, Employee Types facilitate data-entry by making it easier to add new employees to the Payroll system.

Any of the information that is entered by way of the Employee Type code can be altered for the specific employee.

Zoom is available in this field.

Once a valid Employee Type Code has been entered, the description is displayed in the adjacent field.

**4. Job Code:**

In this field you may enter a job classification code for the employee's position. This code can be used to group employees for reporting purposes.

**5. Title:**

In this field you may enter the employee's job title. Job title may be used to group employees for reporting purposes.

**6. Payroll Account:**

In this field you enter the ledger account number for the cash account you want to use for payroll checks for this employee. If you do not specify an account number in this field the default cash account from the Payroll Defaults file is used as the cash account. The Payroll Defaults file is maintained with the Update Payroll Defaults option of the Setup Payroll Menu.

Zoom is available in this field.

Once a Payroll Account is entered, the account description is displayed in the adjacent field.

**7. Dept.:**

In this field you enter the department code to use with this employee. This code is used when a payroll entry is posted for the employee and a department code has not been specified for posting the payroll check or any income, deduction, or obligation detail on the payroll entry. This field may have a value loaded from the Employee Types file. The Employee Types file is maintained with the Update Employee Types option of the Setup Payroll Menu.

Zoom is available in this field.

Once a valid Department Code is entered, the Department description is displayed in the adjacent field.

**8. Last Name:**

This field stores the employee's last name.

**9. First Name:**

This field stores the employee's first name.

**10. MI:**

This field stores the employee's middle initial, if any.

**11. Address: street and/or mailing address**

This field has two lines. You may use the second line for apartment number, route, P.O.Box, and so forth.

**12. City:**

This field stores the city name.

**13. State:**

This field stores the two-letter abbreviation of the employee's state.

**14. Zip Code:**

This field stores the employee's Zip Code. There is room for the nine-digit Zip + four code.

**15. Phone:**

This field stores the employee's home telephone number. There is room for area code plus phone number.

**16. Birthdate:**

This field stores the employee's birthdate.

**Extended Employee Information Detail**

To access the Extended Employee Information detail form, select Extended Information from the Picker Window.

The Extended Employee Information form:

```

Add: [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[w]
-----
Extended Employee Information
-----
Employee ID Code:                Social Security #:
Employee Type:
Last Name:                        First Name:                MI:
-----
Fed. Allwncs:  █ Pay Period:    Full Time?    Hired:
State Allwncs:    Marital:      Hold Pay?    Term.:
State Tax Code:   Local Tax Code:    Last Pay:
Sick Leave Income Code:    Sick Accrued:    Used:
Vacation Income Code:     Vac. Accrued:    Used:
Sick Accrual:    Cntr.    Vac. Accrual:    Cntr.
Direct Deposit:    DFI:
Check Digit:      Bank Account Number:
-----
Enter the number of federal withholding allowances for this employee.
    
```

The upper portion of this form displays employee information from the main screen and is entered automatically. This information is display-only.

**1. Fed. Allwncs:**

This field stores the number of withholding allowances claimed by the employee on their W4 form.

If the employee has claimed EXEMPT status you should enter 99 allowances for that employee.

**2. Pay Period:**

In this field you enter the pay period code for the employee.

This value may be loaded from the Employee Types file. The pay period code along with the Last Paid date for the employee are used to determine if the employee is eligible for pay when payroll entries are created with the Create Automatic Payroll menu option. The pay period code may also be used to select groups of employees for reporting on many of the reports in the Payroll system.

The pay period code may have one of the following values:

- W (Weekly): The employee is paid each week.
- B (Bi-weekly): The employee is paid every two weeks.

- S (Semi-monthly): The employee is paid twice a month.
- M (Monthly): The employee is paid once a month.
- Q (Quarterly): The employee is paid each quarter.
- H (Semi-annually): The employee is paid twice a year.
- A (Annually): The employee is paid once a year.
- D (Daily/Misc.): The employee is paid daily or on an irregular basis.

**3. Full Time:**

You may enter a Y (yes) or N (no) value in this field to indicate the employee's employment status. This field may be used to group and select employees on many reports in the Payroll system. This field may have a value loaded from the Employee Types file.

**4. Hired:**

In this field you enter the date the employee was hired. This field is used only for your reference.

**5. State Allowncs:**

This field stores the number of withholding allowances claimed by the employee for state tax purposes. If the state allowance value is left null, all tax table calculations will use the value specified for federal allowances as the default.

**6. Marital:**

In this field you enter the employee's marital status as indicated on the W4 form. This information is used to calculate the proper tax table deduction for payroll entries. This field is required.

**7. Hold Pay:**

In this field you may enter either a Y or N to indicate whether payroll entries should not be created by the Create Automatic Payroll option for an individual employee. For example, if an employee is on a leave of absence without pay you can prevent payroll entries from being generated for the employee by entering Y in this field. This field may have a value loaded from the Employee Types file.

**8. Term:**

This field stores the last date for which the employee is eligible for pay. Use this field when an employee has been terminated.

You will also want to use this field if an employee moves from one state to another: it is best to terminate the employee and set up a new employee definition for the individual in order to ensure that state and local taxes are reported consistently and to track wages earned in each state.

**9. State Tax Code:**

In this field you enter the deduction code that will be used for this employee's state tax withholding. If you do not enter a value in this field the default value from the Payroll Defaults file is used when reports are run which require that deduction code. The Payroll Defaults file is maintained with the Update Payroll Defaults option of the Setup Payroll Menu.

The State Tax Deduction Code field may have a value loaded from the Employee Types file.

Zoom is available in this field.

**10. Local Tax Code:**

This field holds the deduction code that will be used for this employee's local tax withholding. If you do not enter a value in this field the default values from the Payroll Defaults file is used when reports are run which require that Deduction Code.

The Local Tax Code field may have a value loaded from the Employee Types file.

Zoom is available in this field.

**11. Last Pay:**

This field displays the date the employee was last paid. Whenever you post a Payroll Entry for the employee, this date is automatically updated with the new end of period date for that payroll entry. You should enter the correct date when setting up the Payroll system since this date will be used to determine payroll eligibility by the automatic payroll creation process.

**12. Sick Leave Income Code:**

In this field, enter the income code that will be used for this employee's sick leave pay. When a Payroll Entry is posted for this employee, a check is made to see if the employee received any income with this income code. If so, the number of hours paid for the income is automatically added to the Sick Used field of this form. This field may have a value loaded from the Employee Types file.

Zoom is available in this field.

**13. Sick Accrued:**

If accrual codes have been set up for this employee, the posting of a payroll entry increases the value in this field according to the sick leave accrual method specified for this code. (You can, however, prevent sick leave from accruing during a paycheck by setting the Accrue Sick flag on the Payroll Entry form to No.) Accrual codes may be set up either through Update Employee Information for the individual or as an entry in the Employee Type file for this type of employee. See the discussion of accrual codes under Update Accrual Codes on the Setup Payroll Menu.

**14. Used:**

This field is used to display the number of hours of sick leave paid to the employee during the year. This field is automatically updated when a payroll entry with sick leave income is posted for the employee. When you first setup the employee you should enter the number of hours of sick leave already used by the employee in the current year. This field may have a value loaded from the Employee Types file. The Employee Types file is maintained with the Update Employee Types option of the Setup Payroll Menu.

Zoom is available in this field.

**15. Vacation Income Code:**

In this field you enter the income code that will be used for this employee's vacation pay. When a payroll entry is posted for this employee a check is made to see if the employee received any income with this income code. If so the number of hours paid for the income is automatically added to the Vac. Used field of this form. This field may have a value loaded from the Employee Types file. The Employee Types file is maintained with the Update Employee Types option of the Setup Payroll Menu.

The Zoom function is available in this field.

**16. Vac. Accrued:**

If accrual codes have been set up for this employee, the posting of a payroll entry increases the value in this field according to the vacation accrual method specified for this code. (You can prevent Vacation leave from accruing during a paycheck by setting the Accrue Vacation flag on the Payroll Entry to No.) Accrual codes may be set up either through Update Employee Information for the individual or as an entry in the Employee Type file for this type of employee. See the discussion of accrual codes under Update Accrual Codes on the Setup Payroll Menu.

**17. Used:**

This field is used to display the number of hours of vacation paid to the employee during the year. This field is automatically updated when a payroll entry with vacation income is posted for the employee. When you first setup the employee you should enter the number of hours of vacation already used by the employee in the current year. This field may have a value loaded from the Employee Types file. The Employee Types file is maintained with the Update Employee Types option of the Setup Payroll Menu.

The Zoom function is available in this field.

**18. Sick Accrual:**

In this field you enter the code for the sick leave accrual method specified with the Update Accrual Codes option on the Setup Company menu. This code may be assigned for an individual through the Employee Information form. It also may appear in this field because it has been set up for an Employee Type through Update Employee Types on the Setup Company menu. If this field is left blank in both the Employee Information and Employee Types files, no accrual will take place for the employee.

See the discussion of accrual codes under Update Accrual Codes on the Setup Payroll Menu.

**19. Cntr:**

The value in this system-maintained field indicates the number of posted pay periods (or hours, depending on the accrual method) that have been accumulated toward the next accrual of sick leave hours to the employee's accrued total. If the

accrual method specifies a Lapse period before accrual is to begin, the Counter field functions initially to accumulate posted pay periods (or hours, depending on the method) until the number specified for the Lapse is reached.

See the discussion of counter fields under Update Accrual Codes on the Setup Payroll Menu.

**20. Vac. Accrual:**

In this field you enter the code for the vacation accrual method specified with the Update Accrual Codes option on the Setup Company menu. This code may be assigned for an individual through the Employee Information form. It also may appear in this field because it has been set up for an Employee Type through Update Employee Types on the Setup Company menu. If this field is left blank in both the Employee Information and Employee Types files, no accrual will take place for the employee.

See the discussion of accrual codes under Update Accrual Codes on the Setup Payroll Menu.

**21. Cntr:**

The value in this system-maintained field indicates the number of posted pay periods (or hours, depending on the accrual method) that have been accumulated toward the next accrual of vacation hours to the employee's accrued total. If the accrual method specifies a Lapse period before accrual is to begin, the Counter field functions initially to accumulate posted pay periods (or hours, depending on the method) until the number specified for the Lapse is reached.

See the discussion of counter fields under Update Accrual Codes on the Setup Payroll Menu.

**22. Direct Deposit:**

Enter Y if the employee uses direct deposit; enter N if the employee does not use direct deposit.

This value should not be set to Y until a successful prenotification has been obtained for the employee.

**23. DFI:**

This field stores the Routing Number for the employee's direct deposit checks. Enter a value in this field if the employee uses or may use direct deposit. If the employee will not be using direct deposit, leave this field blank.

For information on where to find the DFI, refer to the *Fitrix Payroll User Guide*.

**24. Check Digit:**

This field stores the Check digit, another identification number for direct deposit checks.

For information on where to find the Check Digit, refer to the *Fitrix Payroll User Guide*.

**25. Bank Account Number:**

This field stores the employee's bank account number. This information is used for direct deposit purposes. Enter a value in this field if the employee uses or may use direct deposit. If the employee does not use direct deposit, leave this field blank.

**Income Codes and Rates Detail**

To access the Income Codes and Rate Detail form, use the Zoom Command ([CTRL]-[Z]) and select Employee Income from the Picker Window. If you are in Add or Update mode you will remain in that mode on the next form.

The Income Codes and Rate Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[w]
=====
-----Income Codes and Rate Detail -----
Employee ID Code:                                         Social Security #:
Employee Type:
Last Name:                First Name:                MI:
-Income-----Rate-----Number-----Amount-----Hours--
█
=====
Income Code   Low Exception  High Exception  Acct No.   Dept.
Quarter 1    Quarter 2     Quarter 3     Quarter 4  Year-to-Date
=====
Enter an income code.
    
```

This data is initially loaded from the Employee Types file if a valid employee type was entered for the employee. The Employee Types file is maintained with the Update Employee Types option of the Setup Payroll Menu.

The income information you enter in the Income section is used by the Automatic Payroll Creation program and by the Timecards input program to create a default set of income. You should set up the detail in this section to facilitate its use either when Payroll Entries are created or when a Timecard is entered (see Update Time Cards and Create Automatic Payroll).

**1. Code:**

This field stores the identification code for the type of income desired.

If both Rate and Number fields have values, the income Amount is calculated when you leave this field.

The Zoom function is available for this field.

**2. Rate:**

This field stores the income rate to use with the income number to calculate the income amount. This rate may be a flat rate (with the income number equal to 1.00), it might be an hourly rate, a rate based on piecework, or any rate which can

be applied to the value in the income Number field to correctly calculate the income amount. The data in this field is usually supplied initially from either the Employee Types file or the default rate from the Income file.

When you leave the Rate field the income Amount is recalculated. Often this rate is left blank in order to use the default rate defined for the income type in the Income file instead of a specific default for an individual employee. This method allows you to make global changes to pay rates at the level of the default entry, rather than in each individual employee's file.

**3. Number:**

This field stores the income number to use with the income rate to calculate the income amount. This rate may be a number of hours to pay, a number of pieces of work, just the value 1.00 for a flat rate type income, or any amount which can be applied to the rate in the income Rate field to correctly calculate the income amount.

The data in this field is usually supplied initially from either the Employee Types file or the default number from the Income file. The Employee Information file is maintained with the Update Employee Information option of the Employee Information Menu. The Income file is maintained with the Update Income Codes option of the Setup Payroll Menu.

When you leave the Number field, the income Amount is recalculated. Often this field is left blank in order to use the default number defined for the income type in the Income file instead of a specific default for an individual employee.

**4. Amount:**

No entry is allowed in this field. This field is used to display the default income amount and is calculated from the income Rate multiplied times the income Number.

**5. Hours:**

This value is used for non-hourly income types only. When payroll is created the number of hours worked for the income is taken from this field or from the general default value defined for the income type.

Often this field is left blank in order to use the default hours defined for the income type in the Income file instead of a specific default for an individual employee. While your cursor is in a field in an Income Code row, additional infor-

mation for that income code will be displayed in the detail (bottom) section of the form. You can modify that information by pressing [TAB] to access the detail section of the form.

**6. Income Code:**

This display-only field displays the Income Code from which you moved into the detail section of the form.

**7. Low Exception:**

This field holds the low exception amount for this income code. If this income falls below the low exception amount, it will be flagged on the Payroll Edit List.

The value in this field is carried over from the Income Codes file, but it can be overridden for this employee by changing the amount in this field.

**8. High Exception:**

This field holds the high exception amount for this income code. If this income rises above the high exception amount, it will be flagged on the Payroll Edit List.

The value in this field is carried over from the Income Codes file, but it can be overridden for this employee by changing the amount in this field.

**9. Acct. No:**

This field stores the Expense Account to be used for this code. The value is carried over from the Income Codes file, but it can be overridden for this employee by changing the account number in this field.

Zoom is available in this field.

**10. Dept.:**

This field hold the Department Code associated with the ledger account specified in the Account Number field.

Zoom is available in this field.

Quarterly and Year-to-Date totals for the employee for the Income code will also be displayed at the bottom of the form. This information is display-only.

## Deduction Codes and Rates Detail

To access the Deduction Codes and Rates detail form, select Employee Deduction from the Picker Window.

The Deduction Codes and Rates Detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[W]
=====
-----Deduction Codes and Rate Detail-----
Employee ID Code:                                         Social Security #:
Employee Type:
Last Name:                                               First Name:       MI:
Deduction-----Rate-----Limit-----Applied-----Freq.-----
█

-----
Deduction Code   Low Exception   High Exception   Acct No.   Dept.
      Quarter 1     Quarter 2     Quarter 3     Quarter 4   Year-to-Date
-----
Enter a Deduction Code.
    
```

In the Deductions section of the form you may enter the deductions that normally apply to this employee. These deduction codes and their values are loaded from the Employee Types file if you specified a valid employee type for this employee.

You should set up all of the deductions that apply to a full pay period for the employee. You may also wish to enter special kinds of deductions that should be applied for only a given period.

### 1. Code:

This field stores the deduction code used to identify the deduction type. Usually these codes are loaded from the Employee Types file.

Zoom is available in this field.

### 2. Rate:

This field holds the rate to use if applicable for the deduction type. The rate reflects either a rate to be used with gross or taxable wages, a rate to be used with the total number of hours actually worked for the wages, or a simple flat rate. How the rate is used depends on the type of deduction and whether a tax table exists for the deduction.

Do not use a rate with a deduction that uses a tax table to calculate the deduction amount. If you do, the deduction will be calculated using the rate, rather than the tax table amount.

Normally this field is left blank to ensure that the default rate defined for the deduction code in the Deduction file is used instead of a rate for a specific individual.

**3. Limit:**

This field stores the maximum amount of deduction of this type that should be taken for this individual per year.

If you have set up more than one employee file for a given individual to represent different pay circumstances (different states, for example), the limit must be the same for each employee file for the individual.

Normally this field is left blank to ensure that the default limit defined in the Deduction file is used instead of limits defined for individual employees.

**4. Applied:**

The date in this field is used along with the deduction frequency to determine if the deduction should be applied when payroll entries are created. The date is automatically updated when a Payroll Entry with this deduction type is posted for this employee. The date used is the last day of the period for which the employee was paid.

**5. Freq.:**

This field stores the frequency with which the deduction should be applied.

- M (Monthly): Apply this deduction to the first pay period of each month.
- Q (Quarterly): Apply this deduction to the first pay period of each quarter.
- Y (Yearly): Apply this deduction to the first pay period of each year.

- A (Always): Apply this deduction each pay period.
- N (Never): Never automatically apply this deduction.

Deductions with a frequency N (Never) will never be used. You would only list a deduction that is never automatically applied in order to maintain an accrual for the deduction where the deduction is applied manually. Normally this field is left blank in order to ensure that the default frequency for the deduction defined in the Deduction file will be used instead of a specific frequency for this employee.

While your cursor is in a field in an Deduction Code row, additional information for that deduction code will be displayed in the detail (bottom) section of the form. You can modify that information by pressing [TAB] to access the detail section of the form.

**6. Deduction Code:**

This display-only field displays the Deduction Code from which you moved into the detail section of the form.

**7. Low Exception:**

This field holds the low exception amount for this deduction code. If this deduction is below the low exception amount, it will be flagged on the Payroll Edit List.

The value in this field is carried over from the Deduction Codes file, but it can be overridden for this employee by changing the amount in this field.

**8. High Exception:**

This field holds the high exception amount for this deduction code. If this deduction rises above the high exception amount, it will be flagged on the Payroll Edit List.

The value in this field is carried over from the Deduction Codes file, but it can be overridden for this employee by changing the amount in this field. Zoom is available in this field.

**9. Acct. No:**



It is usually appropriate to leave the Rate and Limit fields blank in order to ensure that the defaults defined in the Obligation file will be used instead of individually defined values. By leaving those fields blank you will simplify the task of changing the rate for an obligation that is the same for all employees.

**1. Code:**

In this field you enter the unique obligation code used to identify the obligation type.

**2. Rate:**

This field stores the obligation rate. Depending on the obligation type the rate will be applied either to the gross wages, the taxable wages, the total number of hours worked, or as a simple flat rate. Normally this field is left blank in order to ensure that the default rate defined in the Obligations file is used instead of an individually defined rate.

If you need to cancel an obligation that is already in effect, you can set the rate for this obligation to zero.

**3. Limit:**

In this field you enter the maximum amount of this obligation to accrue each year. Normally this field is left blank in order to ensure that the default rate defined in the Obligations file is used instead of an individually defined rate.

While your cursor is in a field in an Obligation Code row, additional information for that deduction code will be displayed in the detail (bottom) section of the form. You can modify that information by pressing [TAB] to access the detail section of the form.

**4. Obligation Code:**

This display-only field displays the Obligation Code from which you moved into the detail section of the form.

**5. Expense Acct.:**

This field stores the Expense Account to be used for this code. The value is carried over from the Obligation Codes file, but it can be overridden for this employee by changing the account number in this field. Zoom is available in this field.

**6. Dept.:**

This field hold the Department Code associated with the ledger account specified in the Expense Account field. Zoom is available in this field.

**7. Acct. No:**

This field stores the Account to be used for this code. The value is carried over from the Obligation Codes file, but it can be overridden for this employee by changing the account number in this field. Zoom is available in this field.

**8. Dept.:**

This field hold the Department Code associated with the ledger account specified in the Account Number field. Zoom is available in this field.

Quarterly and Year-to-Date totals for the employee for the Obligation code will also be displayed at the bottom of the form. This information is display-only.

## **Print Employee Information**

Print Employee Information is a submenu with four options:

- Print Summary by Name
- Print Summary by Code
- Print Detail by Name
- Print Detail by Code

All four of these menu options and reports behave similarly but generate different reports. The summary report generates a list of employees with their address, telephone number, Social Security Number, and date of hire and sorted either by employee name or by employee ID code. The detail report prints a detailed listing of all of the information stored in the Employee Information file including income, deduction, and obligation code detail information. The Employee Information file is

maintained with the Update Employee Information option of the Employee Information Menu. The Employee Information Detail report may be sorted either by the employee's name or by the employee ID code.

When you first execute any of these report menu options, you must direct the output of the report, as with all menu options that produce reports. Once the report program begins running with all four reports, you are prompted with the same selection form that allows you to preselect a group of employees to appear on the report.

The Employee Summary Listing Selection Criteria form:

```
Employee Detail Report                               Modifiable Accounting
=====
ENTER SELECTION CRITERIA   Press [DEL] to Cancel or [ESC] to Select
-----
----- Selection Criteria for Employee Detail Report -----
Employee ID Code: █
Last Name:
Employee Type:           Dept:      , First Name:
Job Code:                Title:

Pay Period:
Last Pay Date:
Full Time?
Use known characters with [?] or [*] for one or many unknowns

-----
Output to: /u/tmp/ifx83235
```

You may enter selection criteria into the following fields:

**1. Employee ID Code:**

Enter employee identification code selection criteria.

**2. Last Name/First Name:**

Enter selection criteria for the employees' last names or first names.

**3. Employee Type:**

Enter employee type selection criteria.

**4. Dept.:**

Enter selection criteria for a department or group of departments.

**5. Job Code/Title:**

Enter selection criteria to be used with employee job codes or titles.

**6. Pay Period:**

Enter any selection criteria for employee pay period.

**7. Last Pay Date:**

Enter date selection criteria for the date on which the employees were last paid.

**8. Full Time:**

Select Y for full time, N for part time; leave this field blank to select both full and part time employees.

For examples of these reports, see "Employee Information—Summary by Name" on page 6-72, "Employee Information—Summary by Code" on page 6-73, "Employee Information—Detail by Name" on page 6-74, and "Employee Information—Detail by Code" on page 6-75.

## Update Employee History

The Update Employee History menu option is used to maintain notes relating to any employee in the Payroll system. These notes are free form notes and may be used to record any valuable information about the employee such as performance review, a summary of an employee's experience, recognition for outstanding contributions, and so forth. The date defaults to the system date, but can be modified.

The Employee History form:

The screenshot shows a terminal-style interface for the 'Employee History' form. At the top, there is a menu bar with the following options: Action: Add Update Delete Find Browse Nxt Prv Tab Options Quit. Below the menu bar, the text 'Create a new document' is visible. The main title of the form is 'Employee History'. There are two input fields: 'Employee:' followed by a hyphen '-' and 'Date:'. Below these fields is a large text area labeled 'History Notes:'. At the bottom of the form, the text '(No Documents Selected)' is displayed.

### 1. Employee:

In this field you enter the employee's ID code. When you press [ENTER] to leave this field the employee's name is displayed in the field adjacent to the employee code field.

### 2. Date:

This field is automatically set when you add a new history note or when you use the Update command to change an existing note. You may modify the date in this field date if desired.

### 3. History Notes:

To move to the part of the entry form where you enter the text of the note you press [TAB]. In this field you may enter as many lines of text as you desire.

Be sure to press return at the end of a line; auto-wrap is not available.

## **Print Employee History**

Print Employee History is used to print a report containing the text of the history notes for any group of employees.

When you select this option, you must direct the program's output (the history notes) as with all Fitrix programs that generate a report. You are then prompted with a selection form that allows you to select a group of employees and notes to appear on the report.

The Employee History Selection Criteria form:

```
Employee History                                     Modifiable Accounting
=====
ENTER SELECTION CRITERIA   Press [DEL] to Cancel or [ESC] to Select
=====
----- Selection Criteria for Employee History -----
History Date: █
Employee ID Code:
Last Name:                First Name:

Use known characters with [?] or [*] for one or many unknowns
=====
Output to: /u/tmp/ifx55123
```

From this selection form you may use whatever criteria you desire to select the employees and notes which should appear on the report.

You may enter selection criteria by the following fields:

### **1. History Date:**

Enter any date or date range selection criteria for the date of the note.

**2. Employee ID Code:**

Enter any employee identification code selection criteria.

**3. Last Name/First Name:**

Enter any selection criteria for the employees' last names or first names.

For an example of this report, see "Employee History" on page 6-76 and "Summary Employee Recap" on page 6-77.

## Print Employee Recap

Print Employee Recap is used to print analysis reports based upon the employee activity. For example, you may generate a report to see the payroll activity for a certain group of employees or a single employee for a specified month or time period. The report options available under this submenu are Print Summary Employee Recap and Print Detail Employee Recap.

When you run the Summary Employee Recap report, you will be prompted for the following information:

### Enter any Date in the Desired Quarter:

At this prompt, enter any date in the quarter for which you want to run the report.

When you select the Detail Employee Recap report, you will be prompted for a range of dates:

### Start Date: End Date:

Enter a range of dates for which you wish to generate this report.

The Employee Recap Selection Criteria form:

```
Employee Recap                                     Modifiable Accounting
-----
ENTER SELECTION CRITERIA   Press [DEL] to Cancel or [ESC] to Select
-----
Selection Criteria for Employee Recap Report
-----
Employee ID Code: █
Last Name:           , First Name:
Employee Type:       Dept:
Job Code:            Title:
Pay Period:          Full Time?
-----
Use known characters with [?] or [*] for one or many unknowns
-----
Output to: /u/tmp/ifx88234
```

**1. Pay Date Range:**

Enter a single date, a date range, or other date selection criteria.

**2. Employee ID Code:**

3. Enter employee identification code selection criteria.

**4. Employee Name:**

5. Enter selection criteria for the employees' last names or first names.

**6. Employee Type:**

7. Enter employee type selection criteria.

**8. Department:**

9. Enter selection criteria for a department or group of departments.

**10. Job Code/Title:**

11. Enter selection criteria to be used with employee job codes or titles.

**12. Pay Period:**

13. Enter selection criteria for employee pay period.

**14. Full Time:**

15. Select Y for full time, N for part time; leave the field blank to select both full and part time employees.

For examples of these reports, see "Summary Employee Recap" on page 6-77, and "Detail Employee Recap" on page 6-78.

## Print Wage History

The Print Wage History menu option is used to print any posted payroll entries in detail. The option might be used, for example, to satisfy an employee query regarding any payroll check issued to that employee.

After you direct the output of the report, you will be prompted for a date range:

### Start Date:End Date:

At the prompt, enter the range of dates for which you wish to run the report.

You will then see a Selection Criteria form:

```
Wage History                                     Modifiable Accounting
-----
ENTER SELECTION CRITERIA   Press [DEL] to Cancel or [ESC] to Select
-----
Selection Criteria for Employee Payroll Report
-----
Employee Code: █
Employee Name: Last      First
Document Number:

Use known characters with [?] or [*] for one or many unknowns
-----
Output to: /u/tmp/ifx95094
```

You may enter selection criteria by the following fields:

### 1. Employee Code:

Enter any employee identification code selection criteria.

### 2. Last Name/First Name:

Enter any selection criteria for the employees' last names or first names.

### 3. Document Number:

Enter any selection criteria for the payroll document number printed on the Payroll Entry Posting Report or the Payroll Check Journal.

For an example of this report, see "Wage History Report" on page 6-79.



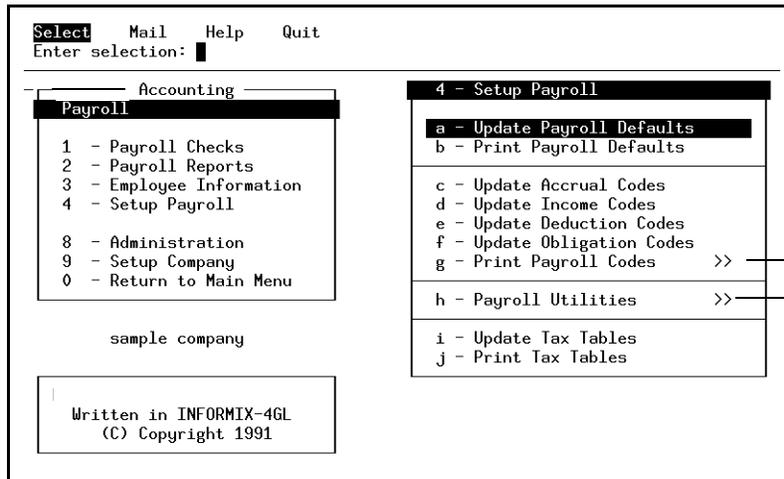
# 5

## The Setup Payroll Menu

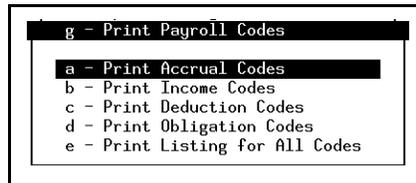
The Setup Payroll menu provides options for building the basic set of payroll data upon which the Payroll system relies. This data includes the definition of accrual codes and income, deduction, and employer obligation types.

Menu options also allow you to define basic employee types and general system defaults as well as codes required for federal tax reporting. Finally, there are menu options for setting up tax tables and building or adding to your chart of accounts.

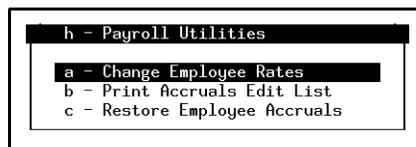
The Setup Payroll Menu:



The Print Payroll Codes Submenu:



The Payroll Utilities Submenu:



## Update Payroll Defaults

The Update Payroll Defaults menu option is used to maintain defaults and other special values used throughout the Payroll system. These values include system-wide defaults such as the Payroll cash account number, and income and deduction codes such as the deduction code used for Federal Income Tax withholding. The form also includes other values used for reporting purposes like the Employer Identification Number (EIN) issued by the IRS.

Since there can be one and only one Defaults file, all options on the ring menu other than Update have been disabled.

The Payroll Defaults form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
=====
                        Payroll Defaults
IRS Employer Identification Number: 12-3456789
State Employer Identification Number: 21-890017000
Post to General Ledger: Y
-----
                        Codes for Reporting
Federal Tax Deduction: FEDTAX          F.U.T.A. Obligation: FUTA
F.I.C.A. Deduction: FICA              F.I.C.A. Obligation: FICA
Medicare Deduction: MEDICR           Medicare Obligation: MEDICR
State Tax Deduction: STATAX          E.I.C. Income:
Local Tax Deduction: LOCTAX
-----
Account Numbers and Direct Deposit Information -----
Payroll Expense: 610000000 Payroll Liability: 220000000 Cash: 102000000
Company DFI:                Company Check Digit:      Offset Debit: N
Company Bank:                Bank Acct:
-----
                        Magnetic Media Reporting
Holding File Name: /tmp/mmedia
Media Creation Command: doscp /tmp/mmedia /dev/fd096ds15
=====
(1 of 1)

```

### 1. IRS Employer Identification Number:

This field stores the Employer Identification Number assigned to your company by the IRS for tax reporting purposes.

### 2. State Employer Identification Number:

This field stores your state issued Employer Identification Number if applicable.

### 3. Post to General Ledger:

When this field is set to Y, Payroll postings update General Ledger activity files.

Set this flag to N during midyear setup. Prior activity can be posted with this flag set to N so that Payroll activity doesn't affect G/L balances. When setup is complete, set the flag to Y.

If the General Ledger module is not installed on your system, this field must be N.

#### **4. Federal Tax Deduction:**

This field stores the deduction code you use to withhold Federal Income Tax. When reports are run that require reporting of tax amounts withheld this value is used to identify the appropriate deductions for all employees.

Do not change the entry in this field after you have started using the payroll system (except when you begin a new year) since this code is only used to identify the Federal Income Tax withholding at the time a report is run. Otherwise the Federal Income Tax withheld will not be properly reported.

Zoom is available in this field.

#### **5. F.I.C.A. Deduction:**

This field stores the deduction code that is used for the Social Security F.I.C.A. withholding. This covers the Social Security portion of F.I.C.A. Like the deduction code for Federal Income Tax, this code should never be changed in the middle of a calendar year or reports will be incorrect.

Zoom is available in this field.

#### **6. Medicare Deduction:**

This field holds the deduction code that is used for Medicare withholding. This covers the Medicare portion of F.I.C.A. Like the deduction code for Federal Income Tax, this code should never be changed in the middle of a calendar year.

Zoom is available in this field.

#### **7. State Tax Deduction:**

This field holds the deduction code that is used for State Tax withholding. Like other codes, this code should never be changed in the middle of a calendar year.

Zoom is available in this field.

**8. Local Tax Deduction:**

This field holds the deduction code that is used for Local Tax withholding. Like other codes, this code should never be changed in the middle of a calendar year.

Zoom is available in this field.

**9. F.U.T.A. Obligation:**

This field stores the obligation code that is used for recording F.U.T.A. liabilities. Do not change this code in the middle of a calendar year or your reports will be incorrect.

Zoom is available in this field.

**10. F.I.C.A. Obligation:**

This field stores the obligation code that is used for the Social Security portion of F.I.C.A. liability. Do not change this code in the middle of a calendar year or your reports may be incorrect.

Zoom is available in this field.

**11. Medicare Obligation:**

This field stores the obligation code that is used for the Medicare portion of F.I.C.A. liability. Do not change this code in the middle of a calendar year or your reports may be incorrect.

Zoom is available in this field.

**12. E.I.C. Income:**

This field stores the income code that is used for Earned Income Credit advance payments, if any. Do not change this code in the middle of a calendar year or your reports may be incorrect.

Zoom is available in this field.

**13. Payroll Expense:**

This field holds the default expense account for posting payroll entries. When posting, if no expense account number is specified on the payroll entry for the income or obligation code being used, then this account number is used. This field should always have a value.

Zoom is available in this field.

**14. Payroll Liability:**

This field holds the default liability account for posting payroll entries. When posting, if no liability account number is specified on the payroll entry or for the deduction or obligation code being used, then this account number is used. For reliable operation of your Payroll system this field should always have a value.

Zoom is available in this field.

**15. Cash:**

This field stores the default cash account for posting payroll checks. When posting, if no cash account number is specified on the payroll entry or for the employee being paid, then this account number is used. For reliable operation of your Payroll system this field should always have a value.

Zoom is available in this field.

**16. Company DFI:**

This field stores your company's bank DFI number (Routing Number). This field is for direct deposit purposes.

For information on where to find the DFI, refer to the *Fitrix Payroll User Guide*.

**17. Company Check Digit:**

This field holds your company's bank Check Digit. This information is for direct deposit purposes.

For information on where to find the Check Digit, refer to the *Fitrix Payroll User Guide*.

**18. Offset Debit:**

This field holds a value of Y or N which determines whether or not the direct deposit amount should be automatically offset with a debit. This field is for direct deposit purposes

**19. Company Bank:**

This field stores the name of your company bank for direct deposit purposes.

**20. Bank Account:**

This field stores your company bank account number for direct deposit purposes.

**21. Holding File Name:**

This field holds the full pathname of a file in your file system to which information will be written before being copied to disk. This is a temporary holding file; because the information will be overwritten, you should make a permanent backup of this file for future reference. This field is for direct deposit purposes and for magnetic media reporting of W-2 information.

**22. Media Creation Command:**

This field holds the operating system command which is used to transfer the information from the holding file to the DOS-formatted disk. This field is for direct deposit purposes and for magnetic media reporting of W-2 information.

## **Print Payroll Defaults**

Print Payroll Defaults is used to print a listing of all of the data in the Payroll Defaults file entered with the Update Payroll Defaults menu option.

For an example of this report, see "Payroll Defaults Listing" on page 6-80.

## Update Accrual Codes

The Update Accrual Codes option allows you to add and maintain codes for income categories that accumulate over time. Typically these are used for sick leave and vacation time accruals. They are also used to track the waiting period, if any, preceding the employee's eligibility for accruals (called the Lapse).

The system automatically tracks and updates accrued amounts for the employee according to the accrual method parameters set up in the Accrual Codes file. These parameters determine how much vacation time or sick leave time the employee can accrue, at what interval more time is added to the accrued total, and how much is added after each interval.

The Accrual Reference Information form:

```
Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
-----
----- Accrual Reference Info -----
Accrual Code:
Description:
Method:      H - Hours, P - Periods
Rate:
Frequency:
Lapse:
-----
(No Documents Selected)
```

### 1. Accrual Code:

This field holds the code which designates a particular method of tracking employee benefits that accumulate on the basis of hours or pay periods worked by the employee. The code may be up to six alphanumeric characters.

### 2. Description:

Enter a description of the accrual method for this code. This is a 30 character field.

**3. Method:**

Enter "H" if the accrual method is based on hours worked, "P" if based on the number of pay periods.

**4. Rate:**

Enter the rate for this accrual method. Rate is the amount, typically a whole number of hours, that accrues to the employee each time the Frequency value is reached. Each time an accrual takes place, the appropriate accrual field on the Employee Information form (Sick Accrued or Vacation Accrued) increments by the Rate.

For more information on the proper use of these fields, see Accrual Codes in the *Fitrix Payroll User Guide*.

**5. Frequency:**

The Frequency for the accrual method is the fixed number of hours or pay periods that must elapse before the next accrual of the Rate value to the employee. Enter a whole number for this field.

**6. Lapse:**

The value assigned for Lapse is the "threshold" number of hours or pay periods worked by the employee before the accrual method takes effect. Lapse may have a zero value.

If the accrual code fields on the Employee Information form are left blank for an employee, no accrual takes place for the employee. In addition, if you wish to exclude any given payroll entry from the accrual process, you can do so by setting the accrual flag to "N" for the Accrue Sick or Accrue Vacation fields of the Payroll Entries form. This flag is on the Additional Payroll Entry Information detail screen.

Each accrual code field on the Employee Information form works with a counter field (Cntr) that is coordinated with the Frequency for that code. That is, the counter value shows you where the employee is in the accrual process with respect to the Frequency designated for that accrual code.

## Update Income Codes

The Update Income Codes menu option is used to maintain and add Income Codes for the Payroll system. These codes are used to identify pay sources for all income processed by the Payroll system and to provide default income data to facilitate use of the income code.

Each income code has data describing how that sort of income is applied as well as defaults for rate, units/hours, and ledger accounts/department numbers. Defaults specified here for any income code can be overridden for employee types, individual employees, and individual payroll entries.

The Income Codes form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
=====
Income Codes
-----
Income Code:
Description:
Income Type:           Non-qualified?
-----
Defaults for Manual Entry -----
Default Rate:
Default Number:           Default Hours:
Low Amount:               High Amount:
Default Expense Account:
Department:
-----
(No Documents Selected)

```

### 1. Income Code:

An income code is a unique identifying code used throughout the Payroll system to reference an income type. These income codes are used to indicate what sort of pay an employee has earned on each payroll entry. Each income category—even expense and advance type income—should have a corresponding income code.

In addition to providing general income categories, the income codes can be used to analyze the payroll system. For example, if you wish to implement a job costing scheme you could define sets of income codes to be used for each job. You might

add a series of income codes that all begin with a unique two or three character pattern (like XXHOUR, XXSICK, XXVACN) and then use the Print Payroll Analysis menu option from the Payroll Reports Menu to print analysis of payroll costs only for income with codes beginning with the pattern "XX."

You can define as many income codes as you wish, but the more you define the more important it becomes to use these types of patterns when naming similar or related codes.

**2. Description:**

This thirty-character field is a brief description of the income category represented by the income code.

**3. Income Type:**

This field accepts an income type code that determines to which general income category the income belongs. The possible income types are:

**A- Advance** type income is similar to expense type income in that no deductions are taken from income of this type. Advance type income can be used for issuing pay advances on the employee's normal paycheck. The advance can be recouped by setting up a deduction for future paychecks that pays off the advance.

**B-** The **FICA/FUTA exempt** income type designates income included in the gross wages amount for deduction, obligation, and tax calculations but which is exempt from both FICA and FUTA taxes. Wages earned by students working for a private school, college, or university while enrolled and attending classes fall into this category.

**E-** The **expense** income type is used to indicate any income for which no deductions should be applied. In most instances this is an expense reimbursement, but this designation can be used for other kinds of payments that are not wages. For example, advance payments of Earned Income Credits could be categorized as expense type income since those wages are usually not subject to deductions or withholding.

**F-** The **non-FICA** income type code designates income that is included in the gross wages amount for deduction and tax calculations but which is specifically exempt from FICA. For example, under certain conditions the wages for

disabled workers are exempt from FICA. By properly marking income codes that are exempt from FICA taxes, you can assure that the federal tax data is reported correctly.

**H- Hourly** income is income for which the number of hours paid equals the number of hours worked. The number of hours worked for a non-hourly income type must come from a default value in the Payroll system or be entered manually each time that income type is used.

**N- Non-hourly** income is all taxable income that is not hourly. For income codes that have a non-hourly income type, the number of hours actually worked for the income cannot be calculated automatically. The system relies on a value specified in the Default Hours field either on this input form or in the Employee Information file. The Employee Information file is maintained with the Update Employee Information option of the Employee Information Menu.

Examples of non-hourly income are salaries, payment by piecework, or any income for which the number of hours worked does not correspond to the number of hours paid.

**U-** Income designated as **non-FUTA** type is included in the gross wages amount for obligation and tax calculations but is specifically exempt from FUTA. Income for Federal employees who are members of uniformed services as well as Peace Corps volunteers are examples of this category. By properly marking income codes that are FUTA-exempt, you can assure that data is reported correctly.

**4. Non-qualified:**

This field determines whether or not the income source represents a distribution from a non-qualified plan. This information is for W-2 purposes. It holds a value of Y or N.

**5. Default Rate:**

This field holds the default wage rate to use with this income. Unless a different rate is indicated specifically in the Employee Information file or Employee Type file, this default rate will be used when Timecards and Payroll Entries are created.

To make sure that this default and other income code defaults defined in this file are used, you must be sure not to enter specific values in the Employee Information file or Employee Type file for this income code.

For example, if you leave the Rate field blank for this income type in the Employee Information file, you will be able to change the income rate for any employee who is paid with this code by changing the default here once instead of changing the rate for each employee individually.

**6. Default Number:**

This field holds the default hours/units to pay with this income code. Along with the income rate this number is used to calculate the income amount on Payroll Entries. Unless an overriding number of units/hours is indicated specifically in the Employee Information file, this default value will be used when Payroll Entries and Timecards are created.

If the income code is hourly, this number will equal the hours worked (provided the rate is set properly as the hourly rate). Salary (non-hourly) income typically shows the value 1 in this field.

**7. Default Hours:**

In this field you enter the default number of hours usually worked for this income. Unless an overriding value is entered in the Employee Information file, this default value is used when payroll entries are created.

**8. Low Amount:**

The Low Amount field stores an amount for flagging income amounts on the Print Payroll Entries Edit List. If an income amount falls below the Low Amount, it will be flagged.

**9. High Amount:**

The High Amount field stores an amount for flagging income amounts on the Print Payroll Entries Edit List. If an income amount is above the High Amount, it will be flagged.

**10. Default Expense Account:**

In this field you enter the expense account to use by default for this income code. Unless a value is entered specifically in the Employee Information file, this default expense account will be used to account for income using this income code. If no value is entered here the default reverts to the Expense Account default in the Payroll Defaults file. Zoom is available in this field.

When you enter a valid account number, its description is displayed in the adjacent field.

**11. Department:**

This field stores the default department code associated with the account number. The department entered here will be used if no overriding department number is specified for this income code in the Employee Information Accounting form.

Upon entry of a valid Department Code, the Department description will be displayed adjacent to this field.

The Zoom function is available to select a department code.

## Update Deduction Codes

The Update Deduction Codes option is used to maintain and add deduction types for the Payroll system. These codes are used to identify deductions for all payroll entries processed by the Payroll system, to provide default data to facilitate use of the deduction code, and to indicate how the deduction should be applied.

Defaults specified here for any deduction code can be overridden for employee types, individual employees, and individual payroll entries.

The Deduction Codes form:

```

Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
-----
Deduction Codes
-----
Deduction Code:
Description:

Deduction Type:      Tax Jurisdiction:
Tax Status:          EIN Number:

----- Defaults for Manual Entry -----
Rate:                Limit:
Frequency:           High Amount:
Low Amount:
Liability Account:
Department:

-----
(No Documents Selected)

```

### 1. Deduction Code:

This field holds a unique code to identify this deduction type throughout the Payroll system. This is a six-character field.

You can set up as many deduction codes as you wish, but the more types you define the more important it becomes to use a pattern (like ZZSAVE, ZZCRED, ZZMMKT) when naming similar or related codes. This pattern can then be used to identify general deduction categories.

### 2. Description:

In this thirty-character field you enter a brief description of the deduction type represented by the deduction code.

### **3. Deduction Type:**

This field stores a deduction type code that determines how to apply deductions using this deduction code. If the deduction code has a corresponding tax table only the G and T deduction types apply. The possible deduction types are:

**F-** The deduction type F applies to the FICA wages amount. This rate is applied to income from all types except income types F (FICA exempt) and B (FICA/FUTA exempt).

**G-** The deduction rate or tax table calculation is based on the gross wages amount.

**H-** The deduction rate applies to the total number of hours worked.

**N-** The deduction rate is a flat rate. Net wages are reduced by this amount.

**T-** The deduction rate or tax table calculation should be based on the taxable wages amount.

**U** The deduction rate applies to the FUTA wages amount. This rate is applied to income from all types except income types U (FUTA exempt) and B (FICA/FUTA exempt).

While the taxable and gross wages amounts are often equal, some deductions may reduce taxable wages by the amount of the deduction. Also, certain deductions can be based on the FICA wage base, separate from taxable wages. In these cases, it is important to accurately identify the set of wages on which the deduction is based.

### **4. Tax Status:**

This field stores the tax status of the deduction. While some kinds of deductions are taken before any taxes are calculated, some deductions reduce only the amount on which FICA or FUTA taxes are calculated. Most deductions are based on the taxable wages and don't affect the taxable amount.

To accommodate these various kinds of deductions, you can specify whether a deduction should reduce the taxable wage amount, the FICA taxable wages, the FUTA taxable wages, all, or none. All deductions that reduce the taxable wages are calculated before other deductions. Any other deduction can be based on a particular wage base.

Possible values for the Tax Status field are:

- A-** Reduce the FICA wages, FUTA wages, and taxable wages amounts by the amount of the deduction.
- B-** Reduce both the FICA and the taxable wages amounts by the amount of the deduction.
- C-** Reduce both the FUTA and the taxable wages amounts by the amount of the deduction.
- D-** Reduce both the FICA and the FUTA wages amounts by the amount of the deduction.
- F-** Reduce the FICA wages amount by the amount of the deduction.
- N-** Do not reduce the FICA, FUTA, or taxable wages amounts.
- T-** Reduce the amount of taxable wages by the amount of the deduction.
- U-** Reduce the FUTA wages amount by the amount of the deduction.

**5. EIN Number:**

This field holds your state EIN (Employer Identification Number) if this is a state deduction.

**6. Rate:**

This field is the default rate to use with this deduction.

Do not enter a Rate for deductions that should be calculated using a Tax Table. Instead, relate this deduction to the corresponding Tax Table by using the same code for both the Tax Table and the Deduction Code. For more information on Tax Tables see "Update Tax Tables" on page 5-29.

Unless overridden by a different rate indicated in the Employee Information file, this default rate will be used when time cards and payroll entries are created.

**7. Limit:**

The limit is the maximum amount of this deduction that may be taken annually. In other words, this deduction will be applied only until that limit is reached. No deduction is automatically calculated for an amount that would exceed the deduction limit. Once the deduction limit is reached the deduction amount will always be zero unless it is manually adjusted. The limit defined here is compared to the accrued amount for this code in the Employee Information file.

This default value will be used when Payroll Entries are created unless overridden at a higher level.

**8. Frequency:**

This field stores the default frequency at which this deduction should be applied. The frequency along with the ending date for the period in which the deduction was last applied for each employee is used to determine if the deduction should be applied on a given payroll entry. The possible values for this field are:

**A-** Always: Apply this deduction each pay period.

**M-** Monthly: Apply this deduction to the first pay period of each month.

**N-** Never: Never automatically apply this deduction.

**Q-** Quarterly: Apply this deduction to the first pay period of each quarter.

**Y-** Yearly: Apply this deduction to the first pay period of each year.

This value will be applied if no other frequency is entered at a higher level.

**9. Low Amount:**

The Low Amount field stores an amount for flagging deduction amounts on the Print Payroll Entries Edit List. If a deduction amount falls below the Low Amount, it will be flagged.

**10. High Amount:**

The High Amount field stores an amount for flagging deduction amounts on the Print Payroll Entries Edit List. If a deduction amount rises above the Low Amount, it will be flagged.

**11. Liability Account:**

This field holds the default liability account to use for this deduction code. Unless an overriding value is entered at a higher level, this default liability account will be used to account for any deduction using this deduction code. If no value is entered here, the liability account default in the Payroll Defaults file is used.

Upon entry of a valid Account number, the description of the ledger account is displayed in the adjacent field. Zoom is available in this field.

**12. Department:**

This field holds the default department code associated with the Liability Account. The Department Code entered will be used unless an overriding value is entered at a higher level.

Upon entry of a valid code, the Department Description will be displayed in the adjacent field. Zoom is available in this field.

## Update Obligation Codes

The Update Obligations Codes option is used to maintain and add obligation codes for the Payroll system. These codes are used to identify obligations for all payroll entries processed by the Payroll system, to provide default data to facilitate use of the obligation code, and to indicate how the obligation should be applied.

Defaults specified here for any obligation code can be overridden for employee types, individual employees, and individual payroll entries.

The Employer Obligation Codes form:

```
Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
-----
Employer Obligation Codes -----
Obligation Code:
Description:
Obligation Type:
----- Defaults for Manual Entry -----
Default Rate:
Default Limit:
Default Expense Account:
Department:
Default Liability Account:
Department:
-----
(No Documents Selected)
```

### 1. Obligation Code:

The obligation code is a unique identifying code used throughout the Payroll system to reference this obligation type. These obligation codes are used to indicate what sort of obligations should be taken and how they should be applied to an employee's payroll entry.

You can set up as many obligation codes as you wish, but the more you define the more important it becomes to use some type of pattern (like ZZSAVE, ZZCRED, ZZMMKT) in naming similar or related codes. This way, the pattern can be used to identify general obligation categories.

**2. Description:**

This thirty-character field holds a brief description of the obligation type represented by the obligation code.

**3. Obligation Type:**

This field holds an obligation type code that is used to determine how to apply obligations using this obligation code. The possible obligation types are:

**F-** The obligation type F applies to the FICA amount. This rate is applied to income from all types except income types F (FICA exempt) and B (FICA/FUTA exempt).

**G-** The obligation rate applies to the gross wages amount.

**H-** The obligation rate applies to the total number of hours worked.

**N-** The obligation rate is a flat rate.

**T-** The obligation rate applies to the taxable wages amount.

**U-** The obligation rate applies to the FUTA wages amount. This rate is applied to income from all types except income types U (FUTA exempt) and B (FICA/FUTA exempt).

Certain obligations can be based on the FICA or FUTA wage base, separate from taxable wages. In these cases it is important to identify the wage base on which the obligation is calculated.

**4. Default Rate:**

This field holds the default rate to use with this obligation code. Unless an overriding rate is specified at a higher level, this default rate will be used when Timecards and Payroll Entries are created. The obligation rate is applied according to the obligation type—gross or taxable wages, FICA or FUTA wages, the number of hours worked, or as a flat rate.

**5. Default Limit:**

The limit is the maximum amount of this obligation that can be taken annually. Unless an overriding limit is specified at a higher level, the default value will be used.

No obligation will be automatically calculated for an amount that would exceed the obligation limit. Once the obligation limit is reached, the obligation amount will always be zero unless it is manually adjusted. The limit defined here is compared to the accrued amount for this code in the Employee Information file.

**6. Default Expense Account:**

This field stores the expense account to use as a default for this obligation code. Unless an overriding value is entered at a higher level, this default expense account will be used for any obligation using this obligation code. If no value is entered, the expense account default in the Payroll Defaults file is used.

Upon entry of a valid account number, the account description will be displayed in the adjacent field. Zoom is available in this field.

**7. Department:**

This field holds the default department code associated with the Default Expense Account. The department entered here is used if no department number is specified for this obligation code at a higher level. Zoom is available in this field. Upon entry of a valid Department code, the Department Description is displayed in the adjacent field.

**8. Default Liability Account:**

This field stores the Liability Account to use by default with this obligation. Unless an overriding value is specified at a higher level, this default liability account will be used for any obligation using this obligation code.

Upon entry of a valid account number, the account description will be displayed in the adjacent field. Zoom is available in this field.

**9. Department:**

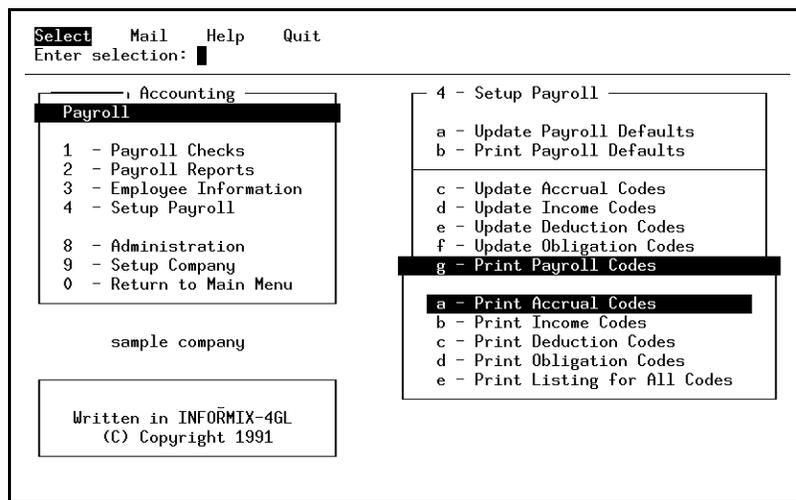
This field holds the default department code to use for with this obligation. The department entered here is used if no department number is specified for this obligation code at a higher level.

Upon entry of a valid Department Code, the Department Description will be displayed in the adjacent field. Zoom is available in this field.

## Print Payroll Codes

The Print Payroll Codes option is used to print listings of the Accrual, Income, Deduction, and Obligation Codes defined in the Payroll system.

The Print Payroll Codes submenu:



This submenu provides the following options:

- **Print Accrual Codes:** This option allows you to print a listing of the Accrual Codes entered with the Update Accrual Codes menu option.
- **Print Income Codes:** This option allows you to print a listing of the Income Codes entered with the Update Income Codes menu option.
- **Print Deduction Codes:** This option allows you to print a listing of the Deduction Codes entered with the Update Deduction Codes menu option.
- **Print Obligation Codes:** This option allows you to print a listing of the Obligation Codes entered with the Update Obligation Codes menu option.
- **Print Listing for All Codes:** This option allows you to print a listing of the Income Codes, Deduction Codes, and the Obligation Codes defined in the payroll system.

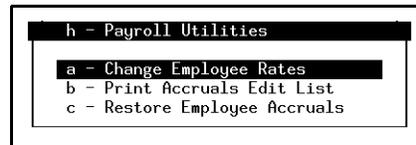
With each of these menu options you must direct the options's output (the listing) when you first execute the menu option.

For examples of these reports, refer to the following:

- "Accrual Codes Listing" on page 6-81
- "Income Codes Listing" on page 6-82
- "Deduction Codes Listing" on page 6-83 and
- "Obligation Codes Listing" on page 6-84

## Payroll Utilities

The Payroll Utilities submenu:



The Payroll Utilities submenu contains options which you will use for various time-saving tasks.

### Change Employee Rates

This option allows you to change employee compensation for one employee, a department, an employee type, employees of a particular status (full or part time) or any combination.

Do NOT use this approach to change generic codes like FUTA, FICA, Medicare, etc. If a code's rate is the same for all employees, it should be updated using the appropriate system defaults file. If you use Change Employee Rates to change such a rate, the rate is entered at the employee level, which means that future maintenance may be very difficult.

When you select this option, you will be prompted for certain information:

**Enter (I) income; (D) deduction; (O) obligation:**

At this prompt, enter the letter representing the type of code you want to change.

**Enter [Income, Deduction, or Obligation] code:**

Enter the code for the rate you are changing.

**Enter rate of change:**

Enter the amount of the change.

**Is rate change a Percentage or Flat rate (P/F):**

Indicate whether the amount entered is a flat rate or a percentage.

You will then see a selection criteria form. Enter the selection criteria that indicates which employees the change should apply to.

**Rate Change Report Selection Criteria form:**

```
Rate Change Report                               Modifiable Accounting
-----
ENTER SELECTION CRITERIA  Press [DEL] to Cancel or [ESC] to Select
-----
                Selection Criteria for Rate Change Report
-----
Employee ID Code: █                               , First Name:
  Last Name:
Employee Type:      Dept:
  Job Code:         Title:
  Pay Period:      Full Time?
-----
Use known characters with [?] or [*] for one or many unknowns
-----
Output to: /u/tmp/ifx27212
```

The rates will be automatically changed, and a report will be generated.

For a copy of the report generated by this option, see "Change Employee Rates" on page 6-85.

## **Print Accruals Edit List**

Use this option to view an edit list of employees' quarter-to-date and year-to-date accruals. When you choose this option you will be prompted for a date:

**Enter any date in the desired year:**

Enter a date in the year for which you want to print the Accrual Edit List.

In the selection criteria form, enter selection criteria for the employee(s) for which you wish to see accrual information.

The Accruals edit list Selection Criteria form:

```
Employee Accrual Listing                               Modifiable Accounting
=====
ENTER SELECTION CRITERIA   Press [DEL] to Cancel or [ESC] to Select
=====
----- Selection Criteria for Accrual Revision Report -----
Employee SSN: █
Employee ID Code:
Last Name:                               , First Name:
Employee Type:                            Dept:
Job Code:                                 Title:
Pay Period:                               Full Time?
=====
Use known characters with [?] or [*] for one or many unknowns
=====
Output to: /u/tmp/ifx78332
```

For an example of the report generated by this option, see "Accruals Edit List" on page 6-86.

## Restore Employee Accruals

Use this option to verify that the values in employees' quarterly and year-to-date accruals are accurate. If there is a discrepancy between the quarter-to-date and year-to-date buckets and the values in the payroll analysis report, then this program may be necessary to bring the values in the buckets into line with the posted activity.

When you choose this option, you will be prompted for a date.

### Enter any date in the desired year:

Enter a date in the year for which you want to verify employee accruals.

The program gathers all activity for the year specified and compares the values in the Activity Tables against the quarter-to-date accruals (buckets) in the employee detail tables. If there is a difference, the value from the posted activity will replace the amount in the bucket. If there are duplicate codes in the employee detail, the program will put all of the quarter-to-date and year-to-date information into the first occurrence of the code and will assign zero quarter-to-date and year-to-date figures for all other occurrences of the code.

Unlike all the other edit lists in the Payroll module, it is not necessary to run the accruals edit list prior to running the accruals posting program. The Edit List does not update the employee buckets; it is purely informational.

Enter your selection criteria in the Selection Criteria form.

The accruals will be verified and modified if necessary. A report will be generated. For an example of this report, see "Restore Employee Accruals" on page 6-87.

## **Update Tax Tables**

Update Tax Tables is used to enter tax tables to be used when calculating certain deductions. The tax tables are percentage method tax tables based on pay period and marital status. As described in the IRS Employer's Tax Guide (Circular E), the tax table calculation is as follows:

The taxable amount equals the wages (either gross or taxable as indicated by the deduction type) minus the number of withholding allowances times the single withholding allowance amount for the employee's pay period.

The base amount, over amount, and tax rate are selected from the tax table from the entry for the employee's pay period and marital status where the taxable amount is greater than or equal to the over amount but less than the over amount of the next tax table entry.

With these values the amount of tax is calculated with the following formula:

tax amount = base amount + (tax rate x (taxable amount - over amount))

It is possible to use the tax table creatively to produce a variety of results. For example, if you wanted a flat rate deduction that is only taken if a minimum income threshold has been met, you could set up this deduction as a simple tax table. First the single allowance withholding amount for all pay periods would be set to zero and the tax rate for all entries in the table would also be set to zero. Then the base amounts in the tax table would be set to the flat rate (the same for all table entries). Finally, the over amount for each pay period in the tax table would be set to the appropriate minimum income threshold for that pay period. This is just a single example of how you can use the tax table logic to provide the ability to calculate a variety of more complex deduction types.

For a tax table to be complete each entry in the table must have a pay period and marital status. Also each combination of pay period and marital status should have at least one entry unless no taxes should be computed for a particular combination. If an incomplete tax table is used, some employees may have zero dollar tax amounts calculated from the tax table regardless of the employee's wages if there is no tax table entry for that employee's pay period and marital status.

The Tax Table form:

```

Action: Add Update Delete Find Browse Nxt Prv Tab Options Quit
Create a new document
=====
----- Tax Table -----
-----
Tax Year:
Tax Table Code:
-----
----- Withholding Allowance Amounts -----
Weekly: Quarterly:
Bi-weekly: Semi-Annually:
Semi-Monthly: Annually:
Monthly: Daily/Misc.:
-----
----- Rates -----
Pay Period Marital Over Amount Base Amount Tax Rate
-----
-----
(No Documents Selected)
    
```

**1. Tax Year:**

This field holds the year for which this tax table is to be used. You can have several different tax table entries that have the same tax table code, but are distinguished by their year, so that a single code can be used to designate multiple versions corresponding to different tax years.

**2. Tax Table Code:**

This field stores the identification code for this tax table. For a deduction to be calculated using the Tax Table, the Tax Table Code and the Deduction Code must be the same. The Deduction Code must have been entered in the Deduction Codes file before it can be used here.

If you want to enter a Tax Table that is going to be used until a future year, enter the future year's date in the Tax Year field and enter the appropriate Deduction Code in the Tax Table Code field.

The Zoom function is available in this field.

**3. Weekly:**

This field stores the single withholding allowance amount for a weekly pay period.

**4. Bi-weekly:**

This field stores the single withholding allowance amount for a bi-weekly pay period.

**5. Semi-monthly:**

This field stores the single withholding allowance amount for a semi-monthly pay period.

**6. Monthly:**

This field stores the single withholding allowance amount for a monthly pay period.

**7. Quarterly:**

This field stores the single withholding allowance amount for a quarterly pay period.

**8. Semi annually:**

This field stores the single withholding allowance amount for a semi-annual pay period.

**9. Annually:**

This field stores the single withholding allowance amount for an annual pay period.

**10. Daily/Misc.:**

This field stores the single withholding allowance amount for a daily or non-constant pay period.

To move to the detail section of the form to enter the tax table values, press [TAB].

**11. Pay Period:**

This field stores the pay period code for this tax table entry. Possible values are:

**W-** Weekly: The employee is paid each week.

**B-** Bi-weekly: The employee is paid every two weeks.

**S-** Semi-monthly: The employee is paid twice a month.

**M-** Monthly: The employee is paid once a month.

**Q-** Quarterly: The employee is paid each quarter.

**H-** Semi-annually: The employee is paid twice a year.

**A-** Annually: The employee is paid once a year.

**D-** Daily/Misc.: The employee is paid on a daily or irregular basis.

**12. Marital:**

The fields in this column store the marital status code for this tax table entry. Enter M for married, S for single, H for head of household (for state tax purposes).

**13. Over Amount:**

The columns in this field store the over amount for this tax table entry. Once the taxable amount is calculated, the system searches the entries with the correct pay period and marital status for the employee and selects the entry that has the largest over amount that is less than or equal to the taxable amount.

**14. Base Amount:**

The fields in this column store the flat amount of the tax for this tax table entry. To this figure, the system will add the product of the tax rate times the taxable amount in excess of the over amount.

**15. Tax Rate:**

The columns in this field store the tax rate which will be applied to the taxable amount in excess of the over amount.

## **Print Tax Tables**

Print Tax Tables is used to print a detailed listing of all of the tax tables defined in the Tax Tables file. The Tax Tables file is maintained with the Update Tax Tables option of the Setup Payroll Menu.

For an example of this report, see "Tax Tables Listing" on page 6-88.

## Update Employee Types

Update Employee Types is used to maintain and add employee types in the Payroll system. The Employee Type is used to group employees by a common classification and to facilitate entering new employees into the Payroll system. The data associated with an employee type consists of all non-specific employee information, employee data that may be common to many employees.

The Employee Types main form:

Action: <input checked="" type="checkbox"/> Add Update Delete Find Browse Nxt Prv Options Quit		
Create a new document		
-----		
Employee Types		
-----		
Employee Type Code:		
Description:		
Cash Account:		
Dept:		
-----		
Special Income Deduction Codes		
-----		
State Tax Deduction Code:		
Local Tax Code:		
Sick Leave Income Code:		
Vacation Income Code:		
Sick Accrual Code:		
Vacation Accrual Code:		
Sick Allowed:		
Vacation Allowed:		
-----		
Employee Status		
-----		
Pay Period:		
Full Time?		
Hold Pay?		
-----		
(No Documents Selected)		

### 1. Employee Type Code:

This field stores the unique six-character code identifying this employee type.

### 2. Description:

This thirty-character field holds a description of this employee type.

### 3. Cash Account:

This field holds the Cash Account to which payroll entries will post.

Upon entry of a valid Account Code, the Account Description will be displayed in the adjacent field. Zoom is available in this field.

**4. Dept.:**

This field holds the Department Code that corresponds to the ledger account specified in the Cash Account field.

Upon entry of a valid Department Code, the Department Description will be displayed in the adjacent field. Zoom is available in this field.

**5. State Tax Deduction Code:**

This field holds the State Tax Deduction Code that is to be used with this Employee Type. Zoom is available in this field.

**6. Sick Accrual Code:**

This field holds the Accrual Code that defines how sick leave is to accrue for this Employee Type. Zoom is available in this field.

**7. Local Tax Code:**

This field holds the Local Tax Code that is to be used with this Employee Type. Zoom is available in this field.

**8. Vacation Accrual Code:**

This field stores the Accrual Code that defines how Vacation leave is to accrue for this Employee Type. Zoom is available in this field.

**9. Sick Leave Income Code:**

This field stores the Income Code that will be used to pay for sick leave for this Employee Type. Zoom is available in this field.

**10. Sick Allowed:**

This field holds the number of hours of sick leave allowed per year for this employee type.

**11. Vacation Income Code:**

This field holds the Income Code that will be used to pay for vacation leave for this Employee Type. Zoom is available in this field.

**12. Vacation Allowed:**

This field holds the number of hours of vacation leave allowed per year for this Employee Type.

**13. Pay Period:**

This field stores the pay period for this Employee Type. The possible entries are:

**W**- Weekly

**B**- Bi-weekly

**S**- Semiannually

**M**- Monthly

**Q**- Quarterly

**A**- Annually

**D**- Daily/Other

**14. Full Time:**

This field specifies whether the Employee Type is full time or part time. An entry of Y specifies full time; an entry of N specifies part time.

**15. Hold Pay:**

This field specifies whether paychecks for this Employee Type will always be created automatically. An entry of N specifies that checks will always be created automatically; an entry of Y specifies that checks will not be created automatically (you must create them manually).

You can change this value at the employee level if desired.

**Income Codes and Rates Detail form**

To access the Income Codes and Rates detail form, use the Zoom command ([CTRL]-[z]) and select Employee Type Income from the Picker Window.

The Income Codes and Rates Detail form:

```

Update: [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                       [CTRL]-[w]
===== (Zoom)=====
-----Income Codes and Rate Detail-----
Type:
Income Code -----Rate-----Number-----Amount-----Hours---
█
-----
Income Code   Low Exception   High Exception   Acct No.   Dept.
-----
Enter an income code.
    
```

While your cursor is in any field in a row, detail information for that code will be displayed in the detail (bottom) section of the form. To modify information in the detail section, press [TAB] to access that section of the form.

**1. Income Code:**

The fields in this column store the Income Codes that are to apply to this Employee Type. When you enter an Income Code, the Rate, Number, Amount, and Hours are automatically retrieved from the Income Codes Reference file. You can modify that information for this Employee Type if you desire. Zoom is available in this field.

You may enter up to thirty Income Codes for each Employee Type. (This amount can be increased if necessary).

**2. Rate:**

This field stores the Rate at which this income should be applied for this Employee Type. The information is originally retrieved from the Income Codes Reference file, but it can be modified as necessary.

**3. Number:**

This field stores the Number for this Income Code for this Employee Type. The information is originally retrieved from the Income Codes Reference file, but it can be modified as necessary.

**4. Amount:**

This field is display-only. It calculates the amount of this Income Code based on the Rate and the Number.

**5. Hours:**

This field stores the number of hours for this Income code for this Employee Type. This information is originally retrieved from the Income Codes Reference file, but it can be modified if necessary.

**6. Low Exception:**

This field stores the Low Amount retrieved from the Income Codes Reference file. This information can be modified for this Employee Type.

**7. High Exception:**

This field stores the High Amount retrieved from the Income Codes Reference file. This information can be modified for this Employee Type.

**8. Acct. No:**

This field stores the Account Number for posting Payroll Entries for this Employee Type. This information is retrieved from the Income Codes Reference file and can be modified for this Employee Type. Zoom is available in this field.

**9. Dept.:**

This field stores the Department Number that corresponds to the Account Number. It is retrieved from the Income Codes Reference file, and can be modified if necessary. Zoom is available in this field.

**Deduction Codes and Rates Detail form**

To access the Deduction Codes and Rates Detail form, choose Employee Types Deduction from the Picker Window.

The Deduction Codes and Rates detail form:

```

Add:  [ESC] to Store, [DEL] to Cancel, [TAB] Next Window      Help:
Enter changes into form                                     [CTRL]-[W]
=====
-----Deduction Codes and Rate Detail-----
Type:
Deduction Code -----Rate-----Limit-----Frequency-----
█

-----
Deduction Code   Low Exception   High Exception   Acct No.   Dept.
-----
Enter a Deduction Code.
    
```

While your cursor is in any field in a row, detail information for that Deduction Code will be displayed in the detail (bottom) section of the form. To modify that information, press [TAB] to access the detail section of the form.

**1. Deduction Code:**

The fields in this column store the Deduction Codes that are to apply to this Employee Type. When you enter a Deduction Code, the Rate, Limit, and Frequency are automatically retrieved from the Deduction Codes Reference file. You can modify that information for this Employee Type if you desire. Zoom is available in this field.

You may enter up to thirty Deduction Codes for each Employee Type.

**2. Rate:**

The fields in this column store the Rate at which the Deductions are to be applied for this Employee Type. The information is originally retrieved from the Deduction Codes Reference file, but they can be modified for this Employee Type as necessary.

**3. Limit:**

The fields in this column store the Limit for applying this Deduction. This information is originally retrieved from the Deduction Codes Reference file, but it can be modified as necessary.

**4. Frequency:**

The fields in this column represent the frequency with which the Deductions are to be applied for this Employee Type. This field can be modified for this Employee Type

**5. Low Exception:**

This field stores the Low Amount retrieved from the Deduction Codes Reference file. This allows you to flag deduction amounts that fall below the low amount. This field can be modified for this Employee Type.

**6. High Exception:**

This field stores the High Amount retrieved from the Deduction Codes Reference file. This allows you to flag deduction amounts that rise above the specified high amount. This field can be modified for this Employee Type.

**7. Acct. No:**

This field stores the account Number for posting Payroll entries of this Employee type. This information is retrieved from the Deduction Codes reference file, and can be modified for this Employee Type. Zoom is available in this field.

**8. Dept.:**

This field stores the Department Number that corresponds to the Account Number. It is retrieved from the Deduction Codes file, and can be modified for the Employee Type. Zoom is available in this field.

**Obligation Codes and Rates Detail form**

To access the Obligation Codes and Rates Detail form, choose Employee Type Obligations from the Picker Window.

The Obligation Codes and Rates Detail form:



This field stores the Expense Account for the Obligation. This information is retrieved from the Obligation Codes Reference file and can be modified for the Employee Type as necessary. Zoom is available in this field.

**5. Dept.:**

This field stores the Department that corresponds to the Expense Account in the Expense Account field. The information is retrieved from the Obligation Codes reference file, and can be modified for the Employee Type as necessary. Zoom is available in this field.

**6. Liability Acct.:**

This field stores the Liability Account for the Obligation. This information is retrieved from the Obligation Codes Reference file and can be modified for the Employee Type as necessary. Zoom is available in this field.

**7. Dept.:**

This field stores the Department that corresponds to the Liability Account in the Liability Account field. The information is retrieved from the Obligation Codes reference file, and can be modified for the Employee Type as necessary. Zoom is available in this field.

## **Print Employee Types**

Print Employee Types is used to print a detailed listing of all of the employee types defined in the Employee Types file. The Employee Types file is maintained with the Update Employee Types option of the Setup Payroll Menu. The Employee Types report includes all of the income, deduction, and employer obligation detail for each employee type as well as the general information for the employee types.

For an example of this report, see "Employee Types Listing" on page 6-89.

# 6

## Sample Reports

This chapter shows samples of all of the reports and listing produced by Fitrix Payroll.

# Automatic Payroll Report

Date: 05/20/92		ABC COMPANY		Page: 1	
Time: 12:18:23		Create Automatic Payroll			
=====					
Employee: COCHMD - MICHAEL D COCHRANE		Cash Account: 102000000-000			
Period Ending: 06/05/92		Hours Worked: 86.00			
Payroll Date: 06/05/92					
-----					
--- Employee Income -----		Employee Deductions -----		Employer Obligations ---	
Gross:	559.00	FICA:	34.66	FICA:	34.66
Taxable:	559.00	Medicare:	8.11	Medicare:	8.11
Exp/Advn:	.00	Fed. Tx:	46.38	FUTA:	34.66
Chk Amt:	447.10	State Tx:	16.60	Other:	1.68
Net:	447.10	Local Tx:	6.15		
		Other:	.00		
TOTALS:		111.90		79.11	
-----					
Employee: COOMER - EARL R COOMBS					
Period Ending: 06/05/92		Cash Account: 102000000-000			
Payroll Date: 06/05/92		Hours Worked: 86.00			
-----					
--- Employee Income -----		Employee Deductions -----		Employer Obligations ---	
Gross:	537.50	FICA:	33.33	FICA:	33.33
Taxable:	537.50	Medicare:	7.79	Medicare:	7.79
Exp/Advn:	.00	Fed. Tx:	58.15	FUTA:	33.33
Chk Amt:	411.84	State Tx:	20.48	Other:	1.61
Net:	411.84	Local Tx:	5.91		
		Other:	.00		
TOTALS:		125.66		76.06	
-----					
Employee: DICKWT - WILLIAM T DICKEY					
Period Ending: 06/05/92		Cash Account: 102000000-000			
Payroll Date: 06/05/92		Hours Worked: 86.00			
-----					
--- Employee Income -----		Employee Deductions -----		Employer Obligations ---	
Gross:	537.50	FICA:	33.33	FICA:	33.33
Taxable:	537.50	Medicare:	7.79	Medicare:	7.79
Exp/Advn:	.00	Fed. Tx:	58.15	FUTA:	33.33
Chk Amt:	411.84	State Tx:	20.48	Other:	1.61
Net:	411.84	Local Tx:	5.91		
		Other:	.00		
TOTALS:		125.66		76.06	
-----					
Create Automatic Payroll				Page: 1	

# Time Cards Listing

Date: 05/20/92	ABC COMPANY	Page: 1
Time: 12:23:58	Time Cards	
Cash Account: 102000000-000		
Time Cards for Employee: COCHMD - COCHRANE, MICHAEL D		
From: 01/01/92	To: 01/15/92	
Income	Rate	Hours
REGHR	6.50000000	86.00
		Amount
		559.00
Totals:		86.00
		559.00
Grand Totals for Employee: COCHMD		86.00
		559.00
Time Cards for Employee: COOMER - COOMBS, EARL R		
From: 01/01/92	To: 01/15/92	
Income	Rate	Hours
REGHR	6.25000000	86.00
		Amount
		537.50
Totals:		86.00
		537.50
Grand Totals for Employee: COOMER		86.00
		537.50
Time Cards for Employee: DICKWT - DICKEY, WILLIAM T		
From: 01/01/92	To: 01/15/92	
Income	Rate	Hours
REGHR	6.25000000	86.00
		Amount
		537.50
Totals:		86.00
		537.50
Grand Totals for Employee: DICKWT		86.00
		537.50
Time Cards for Employee: ERSKCN - ERSKINE, CARL N		
From: 01/01/92	To: 01/15/92	
Income	Rate	Hours
REGHR	10.00000000	86.00
		Amount
		860.00
Totals:		86.00
		860.00
Grand Totals for Employee: ERSKCN		86.00
		860.00
Time Cards		
		Page: 1

## Payroll Entries—Exceptions Report

Date: 05/20/92	ABC COMPANY		Payroll Entry Listing		Page: 1
Time: 12:25:38					
=====					
Payroll for Cash Account: 102000000-000					
-----					
CEDENO, ELSA P	SSN: 556-39-9872			Pay Date: 05/01/92	
Gross: 1,375.00	Deductions:	382.09		Amt.: 992.91	
*** Warning: No Federal Unemployment or F.I.C.A. obligation indicated.					
COCHRANE, MICHAEL D	SSN: 646-32-7183			Pay Date: 06/05/92	
Gross: 559.00	Deductions:	111.90		Amt.: 447.10	
COOHBS, EARL R	SSN: 567-09-1721			Pay Date: 06/05/92	
Gross: 537.50	Deductions:	125.66		Amt.: 411.84	
DICKEY, WILLIAM T	SSN: 562-30-0661			Pay Date: 06/05/92	
Gross: 537.50	Deductions:	125.66		Amt.: 411.84	
ERSKINE, CARL N	SSN: 672-01-2763			Pay Date: 06/05/92	
Gross: 860.00	Deductions:	213.70		Amt.: 646.30	
FELLER, ROBERTO N	SSN: 231-92-9018			Pay Date: 06/05/92	
Gross: 860.00	Deductions:	209.43		Amt.: 650.57	
HAMMER, MAXWELL U	SSN: 456-35-6462			Pay Date: 06/05/92	
Gross: 537.50	Deductions:	125.66		Amt.: 411.84	
HOUK, RALPH T	SSN: 534-21-9273			Pay Date: 06/05/92	
Gross: 1,000.00	Deductions:	298.08		Amt.: 701.92	
*** Warning: No Federal Unemployment or F.I.C.A. obligation indicated.					
HOWARD, ELOISE D	SSN: 307-39-2818			Pay Date: 06/05/92	
Gross: 731.00	Deductions:	171.53		Amt.: 559.47	
HUBBELL, CARL E	SSN: 544-28-0827			Pay Date: 06/05/92	
Gross: 860.00	Deductions:	233.66		Amt.: 626.34	
JACKSON, JOSEPHINA E	SSN: 319-22-1229			Pay Date: 06/05/92	
Gross: 537.50	Deductions:	125.66		Amt.: 411.84	
KEELER, WILLIAM P	SSN: 544-83-2793			Pay Date: 06/05/92	
Gross: 537.50	Deductions:	125.66		Amt.: 411.84	
=====					
Payroll Entry Listing					Page: 1

## Payroll Entries—Detailed Edit List

Date: 05/20/92	ABC COMPANY	Page: 1
Time: 12:27:09	Payroll Entry Listing	
=====		
Payroll for Cash Account: 102000000-000		
-----		
Employee: CEDEEP - ELSA P CEDENO	Document Number: UNASSIGNED	
Period Ending: 05/01/92	Cash Account: 102000000-000	
Payroll Date: 05/01/92	Hours Worked: 86.00	
-----		
--- Employee Income ---	Employee Deductions	Employer Liabilities ---
Gross: 1,375.00	FICA: 85.25	FICA: .00
Taxable: 1,306.25	Medicare: 19.94	Medicare: .00
Exp/Advt: .00	Fed. Tx: 144.09	FUTA: .00
Chk Amt: 992.91	State Tx: 49.69	Other: .00
Net: 992.91	Local Tx: 14.37	
	Other: 68.75	
	TOTALS: 382.09	.00
-----		
Income Code	Account	Amount
REGSAL - REGULAR PAY - SALARIED	700100000-000	1,375.00
	Total:	1,375.00
-----		
Deduction Code	Account	Amount
FEDTAX - FEDERAL TAX WITHHOLDING	215000000-000	144.09
STATAX - STATE WITHHOLDING	218000000-000	49.69
SOCSEC - SOCIAL SECURITY PART OF FICA	217000000-000	85.25
MEDICR - MEDICARE PORTION OF FICA TAX	217100000-000	19.94
STLTAX - SEATTLE LOCAL TAX	218000000-000	14.37
401K - DEDUCTION FOR EMPLOYEE 401K	218000000-000	68.75
	Total:	382.09
-----		
*** Warning: No Federal Unemployment or F.I.C.A. obligation indicated.		
■		
=====		
Payroll Entry Listing		Page: 1

# The Payroll Check

## (Direct Deposit)

ABC Company						400001
CEDENO, ELSA P				Ending: 06/10/92		Net: 1,254.68
REGSAL	86.00	1,375.00	2,750.00	SOCSEC	85.25	170.50
SKSPAY	.00	.00	.00	MEDICR	19.94	39.88
BONUS	.00	.00	.00	STLTAX	15.13	30.26
WCSPAY	.00	.00	.00	STATAK	.00	531.25
				FEDTAX	.00	154.40
				401K	.00	.00
				HCARE	.00	.00
<b>Totals</b>	<b>86.00</b>	<b>1,375.00</b>	<b>2,750.00</b>		<b>120.32</b>	<b>926.29</b>

40001

**ABC Company**

\*\*\* ONE THOUSAND TWO HUNDRED FIFTY-FOUR AND 68/100

06/10/92    \*\*\*\*\*1,254.68

ELSA P CEDENO  
3419 ALASKAN WAY  
SEATTLE, WA 98121

NON-NEGOTIABLE

⑆1250000024⑆ 12545 674⑆

## Direct Deposit Entries Listing

Date: 05/20/92	ABC COMPANY	Page: 1
Time: 12:36:22	Automatic Payroll Deposits	
=====		
Document Number: 1010		
Employee Code: CEDEEP	CEDEN0, ELSA P	
Check Number: 30000		
DFI: 1250003	Check Digit: 7	Bank Account No.: 4028743973
Payroll Date: 05/01/92	Amount to be Deposited:	992,91
Employee Code: KENTCR	KENT, CLARK R	
Check Number: 30001		
DFI: 1250002	Check Digit: 8	Bank Account No.: 1253477884321
Payroll Date: 05/01/92	Amount to be Deposited:	772,37
Employee Code: MORGJP	MORGAN, JOSEPH P	
Check Number: 30002		
DFI: 1250008	Check Digit: 1	Bank Account No.: 74927645921
Payroll Date: 05/01/92	Amount to be Deposited:	2227,16
Employee Code: SLAUEB	SLAUGHTER, ENOS B	
Check Number: 30003		
DFI: 1250003	Check Digit: 7	Bank Account No.: 9351863983
Payroll Date: 05/01/92	Amount to be Deposited:	865,21
Employee Code: SMITRN	SMITH, ROGER N	
Check Number: 30004		
DFI: 1250003	Check Digit: 7	Bank Account No.: 96292167383
Payroll Date: 05/01/92	Amount to be Deposited:	1700,68
Employee Code: STENCP	STENGEL, CASEY P	
Check Number: 30005		
DFI: 1250003	Check Digit: 7	Bank Account No.: 9087328821
Payroll Date: 05/01/92	Amount to be Deposited:	917,56
Total Credits for Department	102000000-000	7475,89
Total Debits for Department	102000000-000	7475,89
Total Credits for Account	102000000	7475,89
Total Debits for Account	102000000	7475,89
Total Credits for Document 1010		7475,89
Total Debits for Document 1010		7475,89
=====		
Payroll Direct Deposit		Page: 1



# Bank Holidays Listing

Date: 05/20/92	ABC COMPANY	Page: 1
Time: 12:39:06	Bank Holidays	
=====		
Bank Holidays for: 1990		
-----		
01/01/90	New Year's Day	
01/21/90	Martin Luther King Day	
02/18/90	President's Day	
05/27/90	Memorial Day	
07/04/90	Independence Day	
09/02/90	Labor Day	
10/14/90	Columbus Day	
11/11/90	Veteran's Day	
11/28/90	Thanksgiving Day	
12/25/90	Christmas Day	
=====		
Bank Holidays		Page: 1

## Payroll Entries Posting Report

Date: 05/20/92		ABC COMPANY		Page: 2	
Time: 12:40:07		Payroll Entry Posting			
		Posting Sequence: 116			
=====					
Employee: COCHMD - MICHAEL D COCHRANE		Document Number: 199			
Period Ending: 06/05/92		Cash Account: 102000000-000			
Payroll Date: 06/05/92		Hours Worked: 86,00			
--- Employee Income ----- Employee Deductions ----- Employer Liabilities ---					
Gross:	559,00	FICA:	34,66	FICA:	34,66
Taxable:	559,00	Medicare:	8,11	Medicare:	8,11
Exp/Advn:	.00	Fed. Tx:	46,38	FUTA:	34,66
Chk Amt:	447,10	State Tx:	16,60	Other:	1,68
Net:	447,10	Local Tx:	6,15		
		Other:	.00		
		TOTALS:	111,90		79,11
Employee: COOMER - EARL R COOMBS		Document Number: 200			
Period Ending: 06/05/92		Cash Account: 102000000-000			
Payroll Date: 06/05/92		Hours Worked: 86,00			
--- Employee Income ----- Employee Deductions ----- Employer Liabilities ---					
Gross:	537,50	FICA:	33,33	FICA:	33,33
Taxable:	537,50	Medicare:	7,79	Medicare:	7,79
Exp/Advn:	.00	Fed. Tx:	58,15	FUTA:	33,33
Chk Amt:	411,84	State Tx:	20,48	Other:	1,61
Net:	411,84	Local Tx:	5,91		
		Other:	.00		
		TOTALS:	125,66		76,06
=====					
Payroll Entry Posting				Page: 2	

# Payroll Check Journal

Date: 05/20/92		ABC COMPANY		Page: 1	
Time: 12:44:23		Payroll Check Journal			
		From 05/01/92 to 05/20/92			
=====					
Checks on account: 102000000 - PAYROLL BANK ACCOUNT					
Department: 000 - MAIN OFFICE					
Check No.	Doc No.	Check Date	Employee Name	Amount	
20000	119	05/01/92	COCHRANE, MICHAEL D	447.10	
20001	120	05/01/92	COOMBS, EARL R	411.84	
20002	121	05/01/92	DICKEY, WILLIAM T	411.84	
20003	122	05/20/92	ERSKINE, CARL N	646.30	
20004	123	05/01/92	FELLER, ROBERTO N	650.57	
20005	124	05/01/92	HAMMER, MAXWELL U	411.84	
20006	125	05/01/92	HOUK, RALPH T	701.92	
20007	126	05/01/92	HOWARD, ELOISE D	559.47	
20008	127	05/01/92	HUBBELL, CARL E	626.34	
20009	128	05/01/92	JACKSON, JOSEPHINA E	411.84	
20010	129	05/01/92	KEELER, WILLIAM P	411.84	
20011	131	05/01/92	LANDIS, JERRY W	908.78	
20012	132	05/01/92	LEHON, ROBERT P	411.84	
20013	133	05/01/92	MARION, MARTY R	411.84	
20014	134	05/01/92	MATHEWSON, CHRIS T	491.92	
20015	135	05/01/92	MCELLEND, ERIN H	704.17	
20016	136	05/01/92	MEDWICK, DONALD R	607.69	
20017	137	05/01/92	MERKLE, FREDERICK R	465.76	
20018	139	05/01/92	PACKHOOD, BARNEY L	411.84	
20019	140	05/01/92	PARKINSON, ALBERT T	537.50	
20020	141	05/01/92	PICKLE, DEL H	411.84	
20021	142	05/01/92	PINKERTON, ELLEN H	525.57	
20022	143	05/01/92	PIPP, WALLACE L	530.53	
20023	144	05/01/92	REESE, PETER J	411.84	
20024	145	05/01/92	ROOT, CHARLES H	457.80	
20025	146	05/01/92	SAIN, JONATHON K	411.84	
20026	148	05/01/92	SMITH, HARRY P	665.57	
20027	151	05/01/92	THOMAS, DANIEL S	427.15	
20028	152	05/01/92	TRAYNOR, PAUL S	514.90	
20029	153	05/01/92	TWEEZER, CECIL B	491.92	
20030	154	05/01/92	UECKER, ROBERT R	431.80	
20031	155	05/01/92	WAGNER, HONUS P	411.84	
20032	156	05/01/92	WILSON, LOUIS H	465.76	
20033	157	05/01/92	WRIGHT, CLAUDETTE P	411.84	
30000	198	05/01/92	CEDENO, ELSA P	992.91	
30001	210	05/01/92	KENT, CLARK R	772.37	
30002	218	05/01/92	MORGAN, JOSEPH P	2,227.16	
30003	227	05/01/92	SLAUGHTER, ENOS B	865.21	
30004	229	05/01/92	SMITH, ROGER N	1,700.68	
30005	230	05/01/92	STENGEL, CASEY P	917.56	
40000	159	05/15/92	COCHRANE, MICHAEL D	447.10	
40001	160	05/15/92	COOMBS, EARL R	411.84	
40002	161	05/15/92	DICKEY, WILLIAM T	411.84	
40003	162	05/15/92	ERSKINE, CARL N	646.30	
40004	163	05/15/92	FELLER, ROBERTO N	650.57	
40005	164	05/15/92	HAMMER, MAXWELL U	411.84	
40006	165	05/15/92	HOUK, RALPH T	701.92	
=====					
Payroll Check Journal				Page: 1	



# Voided Checks Posting Report

Date: 05/20/92	Voided Payroll Checks Posting	Page: 1
Time: 12:57:13	ABC COMPANY	
	Posting Sequence: 117	
=====		
New Document Number: 238		
Document Number: 119	Date: 05/20/92	Check Number: 20000
Employee: COCHMD - MICHAEL D COCHRANE		
Pay Date: 05/01/92		
Payroll Activity		
Check		
119 CHECK		-447.10
Income		
119 REGHR		-559.00
Deductions		
119 FEDTAX		-46.38
119 MEDICR		-8.11
119 SOCSEC		-34.66
119 STATAK		-16.60
119 STLTAX		-6.15
Obligations		
119 FUTA		-34.66
119 MEDICR		-8.11
119 SOCSEC		-34.66
119 STSUTA		-1.68
-----		
=====		
Voided Payroll Checks Posting		Page: 1



## Payroll Analysis—Detail Analysis

Date: 05/21/92		ABC COMPANY		Page: 1
Time: 11:42:41		Payroll Analysis - Detail		
		From 05/01/92 to 06/15/92		
=====				
Payroll Checks				
		Date	Doc.	Amount
	CEDEEP - CEDENO, ELSA P	05/01/92	198	992.91
	COCHMD - COCHRANE, MICHAEL D	05/01/92	119	447.10
		05/15/92	159	447.10
		05/20/92	238	(447.10)
		06/05/92	199	447.10
	COOMER - COOMBS, EARL R	05/01/92	120	411.84
		05/15/92	160	411.84
		05/20/92	239	(411.84)
		06/05/92	200	411.84
	DICKWT - DICKEY, WILLIAM T	05/01/92	121	411.84
		05/15/92	161	411.84
		06/05/92	201	411.84
	ERSKCN - ERSKINE, CARL N	05/15/92	162	646.30
		05/20/92	122	646.30
		06/05/92	202	646.30
	FELLRN - FELLER, ROBERTO N	05/01/92	123	650.57
		05/15/92	163	650.57
		06/05/92	203	650.57
	HAMMHU - HAMMER, MAXWELL U	05/01/92	124	411.84
		05/15/92	164	411.84
		06/05/92	204	411.84
	HOUKRT - HOUK, RALPH T	05/01/92	125	701.92
		05/15/92	165	701.92
		06/05/92	205	701.92
	HOWAED - HOWARD, ELOISE D	05/01/92	126	559.47
		05/15/92	166	559.47
		06/05/92	206	559.47
	HUBBCE - HUBBELL, CARL E	05/01/92	127	626.34
		05/15/92	167	626.34
		06/05/92	207	626.34
	JACKJE - JACKSON, JOSEPHINA E	05/01/92	128	411.84
		05/15/92	168	411.84
		06/05/92	208	411.84
	KEELWP - KEELER, WILLIAM P	05/01/92	129	411.84
		05/15/92	169	411.84
		06/05/92	209	411.84
	KENTCR - KENT, CLARK R	05/01/92	210	772.37
	LANDJW - LANDIS, JERRY W	05/01/92	131	908.78
		05/15/92	171	908.78
		06/05/92	211	908.78
	LEMORP - LEMON, ROBERT P	05/01/92	132	411.84
		05/15/92	172	411.84
		06/05/92	212	411.84
	MARIMR - MARION, MARTY R	05/01/92	133	411.84
		05/15/92	173	411.84
		06/05/92	213	411.84
	MATHCT - MATHEWSON, CHRIS T	05/01/92	134	491.92
		05/15/92	174	491.92
		06/05/92	214	491.92
	MCCLEM - MCLELLAND, ERIN M	05/01/92	135	704.17
=====				
Payroll Analysis - Detail				Page: 1

## G/L Activity—Activity Summary

Acct.	Dpt.	Description	Debits	Credits	Net Activity
-----					
102000000-000		PAYROLL BANK ACCOUNT	.00	59,113.21	(59,113.21)
213000000-000		ACCRUED STATE UNEMPLOYMNT TAX	.00	194.27	(194.27)
215000000-000		ACCRUED FEDERAL WITHHOLDING	.00	7,966.64	(7,966.64)
216000000-000		ACCRUED FEDERAL UNEMPLOYMENT	.00	4,016.68	(4,016.68)
217000000-000		ACCRUED EMPLOYEE F.I.C.A.	.00	4,793.23	(4,793.23)
217100000-000		ACCRUED EMPLOYEE MEDICARE	.00	1,120.92	(1,120.92)
217500000-000		ACCRUED EMPLOYER F.I.C.A.	.00	4,016.68	(4,016.68)
217600000-000		ACCRUED EMPLOYER MEDICARE	.00	939.30	(939.30)
218000000-000		ACCRUED TAXES - OTHER	.00	6,249.50	(6,249.50)
614000000-000		SALES STAFF TAXES	9,166.93	.00	9,166.93
700100000-000		ADMINISTRATIVE WAGES	79,243.50	.00	79,243.50
----- Total -----					
			Debits	Credits	Net Activity
			88,410.43	88,410.43	.00
-----					
G/L Activity Summary					Page: 1

## G/L Activity—Activity Detail

05/21/92 11:48:25		G/L Activity Detail ABC COMPANY Between 05/01/92 and 06/30/92					Payroll Page: 1
Source	Doc #	Date	Ref	Description	Debits	Credits	
102000000-000				PAYROLL BANK ACCOUNT			
PY	119	05/01/92	COCHMD	PAYROLL ENTRY		447.10	
PY	120	05/01/92	COOMER	PAYROLL ENTRY		411.84	
PY	121	05/01/92	DICKAT	PAYROLL ENTRY		411.84	
PY	123	05/01/92	FELLRN	PAYROLL ENTRY		650.57	
PY	124	05/01/92	HAMHMU	PAYROLL ENTRY		411.84	
PY	125	05/01/92	HOUKRT	PAYROLL ENTRY		701.92	
PY	126	05/01/92	HOWAED	PAYROLL ENTRY		559.47	
PY	127	05/01/92	HUBBCE	PAYROLL ENTRY		626.34	
PY	128	05/01/92	JACKJE	PAYROLL ENTRY		411.84	
PY	129	05/01/92	KEELWP	PAYROLL ENTRY		411.84	
PY	131	05/01/92	LANDJM	PAYROLL ENTRY		908.78	
PY	132	05/01/92	LEHOPP	PAYROLL ENTRY		411.84	
PY	133	05/01/92	HARIHR	PAYROLL ENTRY		411.84	
PY	134	05/01/92	HATHCT	PAYROLL ENTRY		491.92	
PY	135	05/01/92	HCCLEH	PAYROLL ENTRY		704.17	
PY	136	05/01/92	MEDWDR	PAYROLL ENTRY		607.69	
PY	137	05/01/92	HERKFR	PAYROLL ENTRY		465.76	
PY	139	05/01/92	PACKBL	PAYROLL ENTRY		411.84	
PY	140	05/01/92	PARKAT	PAYROLL ENTRY		537.50	
PY	141	05/01/92	PICKDM	PAYROLL ENTRY		411.84	
PY	142	05/01/92	PINKEM	PAYROLL ENTRY		525.57	
PY	143	05/01/92	PIPPML	PAYROLL ENTRY		530.53	
PY	144	05/01/92	REESPJ	PAYROLL ENTRY		411.84	
PY	145	05/01/92	ROOTCH	PAYROLL ENTRY		457.80	
PY	146	05/01/92	SAINJK	PAYROLL ENTRY		411.84	
PY	148	05/01/92	SHITHP	PAYROLL ENTRY		665.57	
PY	151	05/01/92	THOMDS	PAYROLL ENTRY		427.15	
PY	152	05/01/92	TRAYPS	PAYROLL ENTRY		514.90	
PY	153	05/01/92	TWEECB	PAYROLL ENTRY		491.92	
PY	154	05/01/92	UECKRR	PAYROLL ENTRY		431.80	
PY	155	05/01/92	WAGNHP	PAYROLL ENTRY		411.84	
PY	156	05/01/92	WILSLM	PAYROLL ENTRY		465.76	
PY	157	05/01/92	WRIGCP	PAYROLL ENTRY		411.84	
PY	198	05/01/92	CEDEEP	PAYROLL ENTRY		992.91	
PY	210	05/01/92	KENTCR	PAYROLL ENTRY		772.37	
PY	218	05/01/92	MORGJP	PAYROLL ENTRY		2,227.16	
PY	227	05/01/92	SLAUEB	PAYROLL ENTRY		865.21	
PY	229	05/01/92	SHITRN	PAYROLL ENTRY		1,700.68	
PY	230	05/01/92	STENCP	PAYROLL ENTRY		917.56	
PY	159	05/15/92	COCHMD	PAYROLL ENTRY		447.10	
PY	160	05/15/92	COOMER	PAYROLL ENTRY		411.84	
PY	161	05/15/92	DICKAT	PAYROLL ENTRY		411.84	
PY	162	05/15/92	ERSKCH	PAYROLL ENTRY		646.30	
PY	163	05/15/92	FELLRN	PAYROLL ENTRY		650.57	
PY	164	05/15/92	HAMHMU	PAYROLL ENTRY		411.84	
PY	165	05/15/92	HOUKRT	PAYROLL ENTRY		701.92	
PY	166	05/15/92	HOWAED	PAYROLL ENTRY		559.47	
PY	167	05/15/92	HUBBCE	PAYROLL ENTRY		626.34	
PY	168	05/15/92	JACKJE	PAYROLL ENTRY		411.84	
PY	169	05/15/92	KEELWP	PAYROLL ENTRY		411.84	

G/L Activity Detail

Page: 1

# Annual FUTA Report

Date: 07/22/92 Time: 15:12:45		Unemployment Tax Report ABC COMPANY		Page: 1
For Calendar Year 1992				
Soc. Sec.	Employee	YTD Wages	YTD Exempt Wages	YTD FUTA
122-82-3845	PACKWOOD, BARNEY L	3,500.00	.00	217.00
222-29-8187	PICKLE, DEL M	3,500.00	.00	217.00
231-92-9018	FELLER, ROBERTO N	5,700.00	.00	353.40
307-39-2818	HOWARD, ELOISE D	4,814.00	.00	298.47
319-22-1229	JACKSON, JOSEPHINA E	3,500.00	.00	217.00
327-92-0487	MEDWICK, DONALD R	5,600.00	.00	347.20
333-44-8103	SAIN, JONATHON K	3,500.00	.00	217.00
340-23-1018	TWEEZER, CECIL B	4,480.00	.00	277.76
342-23-2282	PIPP, WALLACE L	4,480.00	.00	277.76
356-29-2364	STENGEL, CASEY P	8,750.00	1,750.00	434.00
383-77-3721	UECKER, ROBERT R	3,500.00	.00	217.00
388-64-8183	WAGNER, HONUS P	3,500.00	.00	217.00
481-23-4121	MARION, MARTY R	3,500.00	.00	217.00
486-35-6462	HAMMER, MAXWELL U	3,500.00	.00	217.00
464-92-0849	SMITH, HARRY P	6,160.00	.00	381.92
533-55-2177	SLAUGHTER, ENOS B	8,225.00	1,225.00	434.00
534-21-9273	HOUK, RALPH T	7,000.00	.00	434.00
537-82-6736	LANDIS, JERRY W	8,750.00	1,750.00	434.00
542-86-8431	GRIFFEY, KEN L	5,100.00	.00	316.20
543-67-2108	WRIGHT, CLAUDETTE P	3,525.20	.00	218.56
544-28-0827	HUBBELL, CARL E	5,600.00	.00	347.20
544-73-0287	KENT, CLARK R	7,700.00	700.00	434.00
544-83-2793	KEELER, WILLIAM P	3,500.00	.00	217.00
545-39-7112	MATHEWSON, CHRIS T	4,480.00	.00	277.76
546-49-8239	SMITH, ROGER N	16,800.00	9,800.00	434.00
546-89-3628	MORGAN, JOSEPH P	79,800.00	72,800.00	434.00
555-38-7210	TRAYNOR, PAUL S	4,620.00	.00	286.44
555-43-0290	PINKERTON, ELLEN H	4,900.00	.00	303.80
556-30-7319	MCLELLAND, ERIN M	6,160.00	.00	381.92
556-39-9872	CEDENO, ELSA P	9,625.00	2,625.00	434.00
562-30-0661	DICKEY, WILLIAM T	3,500.00	.00	217.00
567-09-1721	COOMBS, EARL R	3,525.20	.00	218.56
569-32-9391	PARKINSON, ALBERT T	3,500.00	.00	217.00
574-77-6321	WILSON, LOUIS H	3,640.00	.00	225.68
599-02-8364	THOMAS, DANIEL S	3,640.00	.00	225.68
623-47-2309	LEMON, ROBERT P	3,500.00	.00	217.00
646-32-7183	COCHRANE, MICHAEL D	3,666.00	.00	227.29
672-01-2763	ERSKINE, CARL N	10,700.00	3,700.00	434.00
744-09-3000	REESE, PETER J	3,500.00	.00	217.00
982-82-7629	MERKLE, FREDERICK R	3,640.00	.00	225.68
Year to Date Grand Totals:		286,580.40		
YEAR-TO-DATE FUTA Exempt Wages (over limit):			94,350.00	
Yearly FUTA Tax:				11,918.28

# Quarterly FUTA Report

Date: 07/22/92 Time: 21:30:37		Unemployment Tax Report ABC COMPANY		Page: 1
For Quarter 01/01/92 through 03/31/92				
Soc. Sec.	Employee	QTR Wages	QTD Exempt Wages	QTD FUTA
122-82-3845	PACKHOOD, BARNEY L	3,000.00	.00	186.00
222-29-8187	PICKLE, DEL H	3,000.00	.00	186.00
231-92-9018	FELLER, ROBERTO N	4,900.00	.00	303.80
307-39-2818	HOWARD, ELOISE D	4,134.00	.00	256.31
319-22-1229	JACKSON, JOSEPHINA E	3,000.00	.00	186.00
327-92-0487	MEDWICK, DONALD R	4,800.00	.00	297.60
333-44-8103	SAIN, JONATHON K	3,000.00	.00	186.00
340-23-1018	TWEEZER, CECIL B	3,840.00	.00	238.08
342-23-2282	PIPP, WALLACE L	3,840.00	.00	238.08
356-29-2364	STENGEL, CASEY P	7,500.00	500.00	434.00
383-77-3721	UECKER, ROBERT R	3,000.00	.00	186.00
388-64-8183	WAGNER, HONUS P	3,000.00	.00	186.00
451-23-4121	MARION, MARTY R	3,000.00	.00	186.00
456-35-6462	HAMMER, MAXWELL U	3,000.00	.00	186.00
464-92-0849	SMITH, HARRY P	5,280.00	.00	327.36
533-55-2177	SLAUGHTER, ENOS B	7,050.00	50.00	434.00
534-21-9273	HOUK, RALPH T	6,000.00	.00	372.00
537-82-6736	LANDIS, JERRY W	7,500.00	500.00	434.00
542-86-8431	GRIFFEY, KEN L	3,850.00	.00	238.70
543-67-2108	WRIGHT, CLAUDETTE P	3,025.20	.00	187.56
544-28-0827	HUBBELL, CARL E	4,800.00	.00	297.60
544-73-0287	KENT, CLARK R	6,600.00	.00	409.20
544-83-2793	KEELER, WILLIAM P	3,000.00	.00	186.00
545-39-7112	MATHEWSON, CHRIS T	3,840.00	.00	238.08
546-49-8239	SMITH, ROGER N	14,400.00	7,400.00	434.00
546-89-3628	MORGAN, JOSEPH P	76,400.00	69,400.00	434.00
555-39-7210	TRAYNOR, PAUL S	3,960.00	.00	245.52
555-43-0290	PINKERTON, ELLEN H	4,200.00	.00	260.40
556-30-7319	MCLELLAND, ERIN H	5,280.00	.00	327.36
556-39-9872	CEDENO, ELSA P	8,250.00	1,250.00	434.00
562-30-0661	DICKEY, WILLIAM T	3,000.00	.00	186.00
567-09-1721	COOMBS, EARL R	3,025.20	.00	187.56
569-32-9391	PARKINSON, ALBERT T	3,000.00	.00	186.00
574-77-6321	WILSON, LOUIS M	3,120.00	.00	193.44
599-02-8364	THOMAS, DANIEL S	3,120.00	.00	193.44
623-47-2309	LEMON, ROBERT P	3,000.00	.00	186.00
646-32-7183	COCHRANE, MICHAEL D	3,146.00	.00	195.05
672-01-2763	ERSKINE, CARL N	4,900.00	.00	303.80
744-09-3000	REESE, PETER J	3,000.00	.00	186.00
982-82-7629	MERKLE, FREDERICK R	3,120.00	.00	193.44
Quarter to Date Grand Totals:		248,880.40		
QTR-To-Date FUTA Exempt Wages (over limit):			79,100.00	
Quarterly FUTA Tax				10,526.38

# Quarterly 941 Report

Date: 05/21/92	ABC COMPANY	Page: 1
Time: 11:53:29	Quarterly 941 Data Report	
	From 04/01/92 to 06/30/92	
=====		
Tax Liabilities by Period:		
Period: 9		
05/01-05/03		
Social Security Wages:	32,579.50	
Medicare Wages:	32,579.50	
FIT Withheld:	3,493.00	
Social Security Tax:	3,320.83	
Medicare Tax:	776.60	
Tax Liability:	7,590.43	
Period: 12		
05/12-05/15		
Social Security Wages:	22,739.50	
Medicare Wages:	22,739.50	
FIT Withheld:	2,201.47	
Social Security Tax:	2,691.22	
Medicare Tax:	629.34	
Tax Liability:	5,522.03	
Period: 14		
05/20-05/22		
Social Security Wages:	(236.50)	
Medicare Wages:	(236.50)	
FIT Withheld:	(33.83)	
Social Security Tax:	(29.34)	
Medicare Tax:	(6.86)	
Tax Liability:	(70.03)	
Period: 18		
06/04-06/07		
Social Security Wages:	22,739.50	
Medicare Wages:	22,739.50	
FIT Withheld:	2,201.47	
Social Security Tax:	2,691.22	
Medicare Tax:	629.34	
Tax Liability:	5,522.03	
-----		
Totals:		
Social Security Wages:	77,822.00	
Medicare Wages:	77,822.00	
FIT Withheld:	7,862.11	
Social Security Tax:	8,673.93	
Medicare Tax:	2,028.42	
Tax Liability:	18,564.46	
=====		
Quarterly 941 Data Report		Page: 1

# Quarterly Hour/Wage Report

Date: 05/21/92		ABC COMPANY		Page: 1	
Time: 11:56:17		Quarterly Hour and Wage Report			
		From 04/01/92 to 06/30/92			
=====					
PACKBL - PACKWOOD , BARNEY L	Hours			Wages	
05/01/92 - REGHR	86,00			537,50	
05/15/92 - REGHR	86,00			537,50	
06/05/92 - REGHR	86,00			537,50	
Totals for SS# 122-82-3845:	258,00			1,612,50	
=====					
PICKDM - PICKLE , DEL M	Hours			Wages	
05/01/92 - REGHR	86,00			537,50	
05/15/92 - REGHR	86,00			537,50	
06/05/92 - REGHR	86,00			537,50	
Totals for SS# 222-29-8187:	258,00			1,612,50	
=====					
FELLRN - FELLER , ROBERTO N	Hours			Wages	
05/01/92 - REGHR	86,00			860,00	
05/15/92 - REGHR	86,00			860,00	
06/05/92 - REGHR	86,00			860,00	
Totals for SS# 231-92-9018:	258,00			2,580,00	
=====					
HOWAED - HOWARD , ELOISE D	Hours			Wages	
05/01/92 - REGHR	86,00			731,00	
05/15/92 - REGHR	86,00			731,00	
06/05/92 - REGHR	86,00			731,00	
Totals for SS# 307-39-2818:	258,00			2,193,00	
=====					
JACKJE - JACKSON , JOSEPHINA E	Hours			Wages	
05/01/92 - REGHR	86,00			537,50	
05/15/92 - REGHR	86,00			537,50	
06/05/92 - REGHR	86,00			537,50	
Totals for SS# 319-22-1229:	258,00			1,612,50	
=====					
MEDWDR - MEDWICK , DONALD R	Hours			Wages	
05/01/92 - REGHR	86,00			860,00	
05/15/92 - REGHR	86,00			860,00	
06/05/92 - REGHR	86,00			860,00	
Totals for SS# 327-92-0487:	258,00			2,580,00	
=====					
SAINJK - SAIN , JONATHON K	Hours			Wages	
05/01/92 - REGHR	86,00			537,50	
05/15/92 - REGHR	86,00			537,50	
06/05/92 - REGHR	86,00			537,50	
=====					
Quarterly Hour and Wage Report				Page: 1	

## Annual W-2 Forms Listing

Date: 05/21/92		ABC COMPANY		Page: 1
Time: 16:18:23		Create Payroll W2 Forms		
=====				
Employee Code CEDEEP				
2 Employer's name, address & ZIP				
ABC COMPANY	8 Advance EIC		.00	
115 MAIN STREET	9 Federal Tax		144.09	
SEATTLE , WA 98133	10 Wages		1,306.25	
3 Employer EIN 91-5745778				
4 State ID	11 SSec. Withheld		85.25	
5 Social Security# 556-39-9872	12 SSec. Wages		1,375.00	
	14 Mdcr. Wage/Tips		1,375.00	
	15 Mdcr. Withheld		19.94	
	16 Nonqual Plans		.00	
19 Employee's name, address & ZIP				
ELSA P CEDENO	23 Fringe Benefits		.00	
3419 ALASKAN WAY	24 State Tax		49.69	
SEATTLE , WA 98121	25 State Wages		1,306.25	
	27 Local Tax		14.37	
	28 Local Wages		1,306.25	
=====				
Employee Code COCHMD				
2 Employer's name, address & ZIP				
ABC COMPANY	8 Advance EIC		.00	
115 MAIN STREET	9 Federal Tax		92.76	
SEATTLE , WA 98133	10 Wages		1,118.00	
3 Employer EIN 91-5745778				
4 State ID	11 SSec. Withheld		69.32	
5 Social Security# 646-32-7183	12 SSec. Wages		1,118.00	
	14 Mdcr. Wage/Tips		1,118.00	
	15 Mdcr. Withheld		16.22	
	16 Nonqual Plans		.00	
19 Employee's name, address & ZIP				
MICHAEL D COCHRANE	23 Fringe Benefits		.00	
6023 BACKSTOP STREET	24 State Tax		33.20	
SEATTLE , WA 98122	25 State Wages		1,118.00	
	27 Local Tax		12.30	
	28 Local Wages		1,118.00	
=====				
Create Payroll W2 Forms		Page: 1		

# W-2 Form

<b>1</b> Control number					
<b>2</b> Employer's name, address, and ZIP code			<b>6</b> Statutory <input type="checkbox"/> Deceased <input type="checkbox"/> Pension <input type="checkbox"/> Legal <input type="checkbox"/> employee    plan    rep.		
			<b>7</b> Allocated tips		<b>8</b> Advance EIC payment
			<b>9</b> Federal income tax withheld		<b>10</b> Wages, tips, other compensation
<b>3</b> Employer's Identification number	<b>4</b> Employer's state I.D. number	<b>11</b> Social security tax withheld		<b>12</b> Social security wages	
<b>5</b> Employee's social security number		<b>13</b> Social security tips		<b>14</b> Medicare wages and tips	
<b>19a</b> Employee's name (first, middle, last)			<b>15</b> Medicare tax withheld		<b>16</b> Nonqualified plans
			<b>17</b> See Instrs. for Form W-2		<b>18</b> Other
<b>19b</b> Employee's address and AIP code					
<b>20</b>		<b>21</b>		<b>22</b> Dependent care benefits	
<b>23</b> Benefits included in Box 10					
<b>24</b> State income tax	<b>25</b> State wages, tips, etc.	<b>26</b> Name of state	<b>27</b> Local income tax	<b>28</b> Local Wages, tips, etc.	<b>29</b> Name of locality

Copy D For Employer

Department of the Treasury—Internal Revenue Service

Form **W-2 Wage and Tax Statement 1991**

## Begin a New Year Report

Date: 05/27/92	ABC COMPANY	Page: 1
Time: 10:25:09	Year End Report	
=====		
CEDEEP - CEDENO, ELSA P		
Calendar year: 1992		
-----		
Income		Accrual
REGSAL - REGULAR PAY - SALARIED		2,750.00
REGSAL - REGULAR PAY - SALARIED		2,750.00
REGSAL - REGULAR PAY - SALARIED		2,750.00
BONUS - BONUS PAY		100.00
Deductions		Accrual
FEDTAX - FEDERAL TAX WITHHOLDING		295.00
STATAX - STATE WITHHOLDING		110.42
SOCSEC - SOCIAL SECURITY PART OF FICA		176.70
MEDICR - MEDICARE PORTION OF FICA TAX		41.33
STLTAX - SEATTLE LOCAL TAX		31.36
STLTAX - SEATTLE LOCAL TAX		31.36
STLTAX - SEATTLE LOCAL TAX		31.36
Obligations		Accrual
FUTA - FUTA CONTRIBUTION		176.70
MEDICR - MEDICARE PORTION OF FICA		41.33
SOCSEC - SOCIAL SEC PORTION OF FICA		176.70
STSUTA - STATE UNEMPLOYMENT CONTRIB.		8.56
=====		
Year End Report		Page: 1

# Delete Old Activity Report

Date: 05/27/92		ABC COMPANY		Page: 1	
Time: 10:58:41		Delete Old Payroll Activity			
		Delete Activity On or Before 12/31/91			
Doc. Number	Doc. Date	Employee	Activity	Amount	
6	12/16/89	000001	CHECK - PAYROLL CHECK		
6	12/16/89	000001	REGPAY - PAYROLL CHECK		
6	12/16/89	000001	401K - DEDUCTION FOR EMPLOY		
6	12/16/89	000001	DISABL - DEDUCTION FOR EMPLOY		
6	12/16/89	000001	FEDTAX - FEDERAL TAX WITHHOLD		
6	12/16/89	000001	FICA - FEDERAL TAX WITHHOLD		
6	12/16/89	000001	LOCTAX - FEDERAL TAX WITHHOLD		
6	12/16/89	000001	STATAX - STATE WITHHOLDING		
6	12/16/89	000001	FICA - STATE WITHHOLDING		
6	12/16/89	000001	STUN01 - STATE WITHHOLDING		
7	12/16/89	000003	CHECK - PAYROLL CHECK		
7	12/16/89	000003	OVER01 - PAYROLL CHECK		
7	12/16/89	000003	REGPAY - PAYROLL CHECK		
7	12/16/89	000003	401K - DEDUCTION FOR EMPLOY		
7	12/16/89	000003	DISABL - DEDUCTION FOR EMPLOY		
7	12/16/89	000003	FEDTAX - FEDERAL TAX WITHHOLD		
7	12/16/89	000003	FICA - FEDERAL TAX WITHHOLD		
7	12/16/89	000003	LOCTAX - FEDERAL TAX WITHHOLD		
7	12/16/89	000003	STATAX - STATE WITHHOLDING		
7	12/16/89	000003	FICA - STATE WITHHOLDING		
7	12/16/89	000003	FUTA - FUTA CONTRIBUTION		
7	12/16/89	000003	STUN01 - FUTA CONTRIBUTION		
8	12/16/89	DUP001	CHECK - PAYROLL CHECK		
8	12/16/89	DUP001	REGPAY - PAYROLL CHECK		
8	12/16/89	DUP001	401K - DEDUCTION FOR EMPLOY		
8	12/16/89	DUP001	DISABL - DEDUCTION FOR EMPLOY		
8	12/16/89	DUP001	FEDTAX - FEDERAL TAX WITHHOLD		
8	12/16/89	DUP001	FICA - FEDERAL TAX WITHHOLD		
8	12/16/89	DUP001	LOCTAX - FEDERAL TAX WITHHOLD		
8	12/16/89	DUP001	STATAX - STATE WITHHOLDING		
8	12/16/89	DUP001	FICA - STATE WITHHOLDING		
8	12/16/89	DUP001	STUN01 - STATE WITHHOLDING		
9	12/16/89	HJROSE	CHECK - PAYROLL CHECK		
9	12/16/89	HJROSE	REGPAY - PAYROLL CHECK		
9	12/16/89	HJROSE	401K - DEDUCTION FOR EMPLOY		
9	12/16/89	HJROSE	DISABL - DEDUCTION FOR EMPLOY		
9	12/16/89	HJROSE	FEDTAX - FEDERAL TAX WITHHOLD		
9	12/16/89	HJROSE	FICA - FEDERAL TAX WITHHOLD		
9	12/16/89	HJROSE	STATAX - STATE WITHHOLDING		
9	12/16/89	HJROSE	FICA - STATE WITHHOLDING		
9	12/16/89	HJROSE	FUTA - FUTA CONTRIBUTION		
9	12/16/89	HJROSE	STUN01 - FUTA CONTRIBUTION		
10	12/16/89	JOEPNT	CHECK - PAYROLL CHECK		
10	12/16/89	JOEPNT	SALARY - PAYROLL CHECK		
10	12/16/89	JOEPNT	DISABL - PAYROLL CHECK		
10	12/16/89	JOEPNT	EMPSAV - EMPLOYEE SAVINGS PLA		
10	12/16/89	JOEPNT	FEDTAX - FEDERAL TAX WITHHOLD		
10	12/16/89	JOEPNT	FEDTAX - FEDERAL TAX WITHHOLD		
10	12/16/89	JOEPNT	FICA - FEDERAL TAX WITHHOLD		
10	12/16/89	JOEPNT	FICA - FEDERAL TAX WITHHOLD		
10	12/16/89	JOEPNT	FUTA - FUTA CONTRIBUTION		
10	12/16/89	JOEPNT	STUN01 - FUTA CONTRIBUTION		
25	06/01/90	000001	CHECK - PAYROLL CHECK		
25	06/01/90	000001	OVER01 - PAYROLL CHECK		
25	06/01/90	000001	REGPAY - PAYROLL CHECK		
25	06/01/90	000001	REGPAY - PAYROLL CHECK		
25	06/01/90	000001	401K - DEDUCTION FOR EMPLOY		

=====  
 "24,del\_old\_act" 310 lines, 23822 characters

## Employee Information—Summary by Name

Date: 05/22/92		Employee Summary		Page: 1	
Time: 09:07:49		ABC COMPANY			
CEDEEP	ELSA P CEDENO 3419 ALASKAN WAY SEATTLE, WA 98121 INTERNAL CONTROLLER			SSN: 556-39-9872 Hired: 07/04/85 Tel. 206 733 2339	
COCHMD	MICHAEL D COCHRANE 6023 BACKSTOP STREET SEATTLE, WA 98122 SALESPERSON			SSN: 646-32-7183 Hired: 07/01/91 Tel. 206 3232 4372	
COOHER	EARL R COOMBS 2103 GRANDSTAND AVENUE SEATTLE, WA 98122 SALESPERSON			SSN: 567-09-1721 Hired: 05/19/91 Tel. 206 737 2768	
DICKWT	WILLIAM T DICKEY 10034 100TH STREET SEATTLE, WA 98210 SALESPERSON			SSN: 562-30-0661 Hired: 08/17/91 Tel. 206 722 3419	
ERSKCN	CARL N ERSKINE 4891 TROLLEY WAY SEATTLE, WA 98144 MANAGEMENT LEVEL 1			SSN: 672-01-2763 Hired: 02/15/90 Tel. 206 776 2312	
FELLRN	ROBERTO N FELLER 3972 15TH STREET SEATTLE, WA 98134 MANAGEMENT LEVEL 1			SSN: 231-92-9018 Hired: 11/01/89 Tel. 206 722 2772	
HAMMMU	MAXWELL U HAMMER 2391 TENPENNY WAY SEATTLE, WA 98102 SALESPERSON			SSN: 456-35-6462 Hired: 10/02/91 Tel. 206 898 3213	
HOUKRT	RALPH T HOUK 1003 13TH STREET SEATTLE, WA 98112 CLERK	APARTMENT 1		SSN: 534-21-9273 Hired: 03/09/91 Tel. 206 722 3938	
HOWAED	ELOISE D HOWARD 40 KINGSTON WAY SEATTLE, WA 98102 SALESPERSON			SSN: 307-39-2818 Hired: 12/14/90 Tel. 206 333 3323	
HUBBCE	CARL E HUBBELL 3482 UNIVERSITY WAY SEATTLE, WA 98131 MANAGEMENT			SSN: 544-28-0827 Hired: 12/05/89 Tel. 206 553 7629	
=====				Page: 1	
Employee Summary					

## Employee Information—Summary by Code

Date: 05/22/92		Employee Summary		Page: 1	
Time: 09:10:13		ABC COMPANY			
=====					
CEDEEP	ELSA P CEDENO 3419 ALASKAN WAY SEATTLE, WA 98121 INTERNAL CONTROLLER			SSN: 556-39-9872 Hired: 07/04/85 Tel. 206 733 2339	
COCHMD	MICHAEL D COCHRANE 6023 BACKSTOP STREET SEATTLE, WA 98122 SALESPERSON			SSN: 646-32-7183 Hired: 07/01/91 Tel. 206 3232 4372	
COOMER	EARL R COOHBS 2103 GRANDSTAND AVENUE SEATTLE, WA 98122 SALESPERSON			SSN: 567-09-1721 Hired: 05/19/91 Tel. 206 737 2768	
DICKWT	WILLIAM T DICKEY 10034 100TH STREET SEATTLE, WA 98210 SALESPERSON			SSN: 562-30-0661 Hired: 08/17/91 Tel. 206 722 3419	
ERSKCN	CARL N ERSKINE 4891 TROLLEY WAY SEATTLE, WA 98144 MANAGEMENT LEVEL 1			SSN: 672-01-2763 Hired: 02/15/90 Tel. 206 776 2312	
FELLRN	ROBERTO N FELLER 3972 15TH STREET SEATTLE, WA 98134 MANAGEMENT LEVEL 1			SSN: 231-92-9018 Hired: 11/01/89 Tel. 206 722 2772	
HAMMHU	MAXWELL U HAMMER 2391 TENPENNY WAY SEATTLE, WA 98102 SALESPERSON			SSN: 456-35-6462 Hired: 10/02/91 Tel. 206 898 3213	
HOUKRT	RALPH T HOUK 1003 13TH STREET SEATTLE, WA 98112 CLERK	APARTMENT 1		SSN: 534-21-9273 Hired: 03/09/91 Tel. 206 722 3938	
HOWAED	ELOISE D HOWARD 40 KINGSTON WAY SEATTLE, WA 98102 SALESPERSON			SSN: 307-39-2818 Hired: 12/14/90 Tel. 206 333 3323	
HUBBCE	CARL E HUBBELL 3482 UNIVERSITY WAY SEATTLE, WA 98131 MANAGEMENT			SSN: 544-28-0827 Hired: 12/05/89 Tel. 206 553 7629	
=====					
Employee Summary				Page: 1	

## Employee Information—Detail by Name

Date: 05/22/92	ABC COMPANY		Page: 1	
Time: 09:10:57	Employee Detail Report			
=====				
Employee Code: CEDEEP				
ELSA P CEDENO	Phone: 206 733 2339			
3419 ALASKAN WAY	SS#: 556-39-9872			
SEATTLE, WA 98121	Birthdate: 02/09/63			
Employee Type: ADMIN1 - ADMINISTRATION PAY TYPE				
Position: ADMIN - INTERNAL CONTROLLER				
Payroll Account: 102000000 - PAYROLL BANK ACCOUNT				
Department: 000 - MAIN OFFICE				
Last Pay Date:	Fed. Allow.: 2	Pay Period: Semi-monthly		
Date Hired: 07/04/85	State Allow.:	Full Time? Y		
Terminated:	Marital Status: M	Hold Pay? N		
State Tax Deduction Code: STATAK	Local Tax Code: STLTAX			
Sick Leave Income Code: SKSPAY	Sick Allowed: 48.0	Used:		
Vacation Income Code: VCSPAY	Vac. Allowed: 80.0	Used:		
Sick Accrual Code: SICS01	Vac. Accrual Code: VACS02			
=====				
Income	Rate	Number	Hours	Expense Account
REGSAL	1375.0000000	1.00000000	86	700100000-000
SKSPAY	15.98000000			700100000-000
VCSPAY	15.98000000			700100000-000
BONUS				610000000-000
Deductions	Rate	Limit	Fqu.	Liability Account
FEDTAX			A	215000000-000
STATAK			A	218000000-000
SOCSEC	0.06200000	3310.80	A	217000000-000
MEDICR	0.01450000	1812.50	A	217100000-000
STLTAX	0.01100000	75.00	A	218000000-000
HCARE			A	218000000-000
401K			A	218000000-000
Obligations	Rate	Limit	Expense Account	Balancing Account
=====				
Employee Detail Report				Page: 1

## Employee Information—Detail by Code

Date: 05/22/92	ABC COMPANY	Page: 1		
Time: 09:12:09	Employee Detail Report			
=====				
Employee Code: CEDEEP				
ELSA P CEDENO	Phone: 206 733 2339			
3419 ALASKAN WAY	SS#: 556-39-9872			
SEATTLE, WA 98121	Birthdate: 02/09/63			
Employee Type: ADMIN1 - ADMINISTRATION PAY TYPE				
Position: ADMIN - INTERNAL CONTROLLER				
Payroll Account: 102000000 - PAYROLL BANK ACCOUNT				
Department: 000 - MAIN OFFICE				
Last Pay Date:	Fed. Allow.: 2	Pay Period: Semi-monthly		
Date Hired: 07/04/85	State Allow.:	Full Time? Y		
Terminated:	Marital Status: M	Hold Pay? N		
State Tax Deduction Code: STATAK Local Tax Code: STLTAX				
Sick Leave Income Code: SKSPAY	Sick Allowed: 48.0	Used:		
Vacation Income Code: VCSPAY	Vac. Allowed: 80.0	Used:		
Sick Accrual Code: SICS01	Vac. Accrual Code: VACS02			
-----				
Income	Rate	Number	Hours	Expense Account
REGSAL	1375.0000000	1.00000000	36	700100000-000
SKSPAY	15.98000000			700100000-000
VCSPAY	15.98000000			700100000-000
BONUS				610000000-000
Deductions	Rate	Limit	Fqu.	Liability Account
FEDTAX			A	215000000-000
STATAK			A	218000000-000
SOCSEC	0.06200000	3310.80	A	217000000-000
MEDICR	0.01450000	1812.50	A	217100000-000
STLTAX	0.01100000	75.00	A	218000000-000
HCARE			A	218000000-000
401K			A	218000000-000
Obligations	Rate	Limit		Expense Account Balancing Account
=====				
Employee Detail Report				Page: 1



# Summary Employee Recap

Date: 05/27/92		ABC COMPANY		Page: 1
Time: 09:23:03		Employee Recap - Summary		
		For Quarter 01/01/92 through 03/31/92		
=====				
CEDEEP - CEDENO, ELSA P				
Payroll Checks		QTD	YTD	
	Total:	2,195.19	2,195.19	
Income		QTD	YTD	
	BONUS - BONUS PAY	100.00	100.00	
	REGSAL - REGULAR PAY - SALARIED	2,750.00	2,750.00	
	Total:	2,850.00	2,850.00	
Deductions		QTD	YTD	
	FEDTAX - FEDERAL TAX WITHHOLDING	295.00	295.00	
	MEDICR - MEDICARE PORTION OF FICA TAX	41.33	41.33	
	SOCSEC - SOCIAL SECURITY PART OF FICA	176.70	176.70	
	STATAX - STATE WITHHOLDING	110.42	110.42	
	STLTAX - SEATTLE LOCAL TAX	31.36	31.36	
	Total:	654.81	654.81	
Obligations		QTD	YTD	
	FUTA - FUTA CONTRIBUTION	176.70	176.70	
	MEDICR - MEDICARE PORTION OF FICA	41.33	41.33	
	SOCSEC - SOCIAL SEC PORTION OF FICA	176.70	176.70	
	STSUTA - STATE UNEMPLOYMENT CONTRIB.	8.56	8.56	
	Total:	403.29	403.29	
=====				
Employee Recap - Summary				Page: 1

## Detail Employee Recap

Date:	05/27/92	ABC COMPANY	Page: 1
Time:	09:26:31	Employee Recap - Detail	
		For 01/01/92 to 02/27/92	
=====			
CEDEEP - CEDENO, ELSA P			
Payroll Checks			
		Doc.	Amount
01/15/92		155	1,061.97
01/31/92		201	1,133.22
			=====
		Check Total:	2,195.19
Income			
BONUS - BONUS PAY			
		Doc.	Amount
01/31/92		201	100.00
		BONUS Total:	100.00
REGSAL - REGULAR PAY - SALARIED			
		Doc.	Amount
01/15/92		155	1,375.00
01/31/92		201	1,375.00
		REGSAL Total:	2,750.00
			=====
		Income Total:	2,850.00
Deductions			
FEDTAX - FEDERAL TAX WITHHOLDING			
		Doc.	Amount
01/15/92		155	140.00
01/31/92		201	155.00
		FEDTAX Total:	295.00
MEDICR - MEDICARE PORTION OF FICA TAX			
		Doc.	Amount
01/15/92		155	19.94
01/31/92		201	21.39
		MEDICR Total:	41.33
SOCSEC - SOCIAL SECURITY PART OF FICA			
		Doc.	Amount
01/15/92		155	85.25
01/31/92		201	91.45
		SOCSEC Total:	176.70
STATAX - STATE WITHHOLDING			
		Doc.	Amount
01/15/92		155	52.71
01/31/92		201	57.71
		STATAX Total:	110.42
STLTAX - SEATTLE LOCAL TAX			
		Doc.	Amount
01/15/92		155	15.13
01/31/92		201	16.23
		STLTAX Total:	31.36
			=====
		Deduction Total:	654.81
Obligations			
FUTA - FUTA CONTRIBUTION			
		Doc.	Amount
01/15/92		155	85.25
01/31/92		201	91.45
			=====
Employee Recap - Detail			Page: 1

# Wage History Report

Date: 05/27/92	ABC COMPANY	Page: 1
Time: 09:27:46	Wage History	
	From 01/01/92 to 02/27/92	
=====		
Employee: CEDEEP - CEDENO, ELSA P	SS#: 556-39-9872	
Document Date: 01/15/92	Document Number: 155	
Payroll Date: 01/15/92	Check Number: 35	
Ending Date: 01/15/92		
-----		
CHECK - CASH AMOUNT	1,061.97	
Income	Amount	YTD
REGSAL - REGULAR PAY - SALARIED	1,375.00	2,750.00
	-----	
Totals:	1,375.00	
Deductions	Amount	YTD
FEDTAX - FEDERAL TAX WITHHOLDING	140.00	295.00
MEDICR - MEDICARE PORTION OF FICA TAX	19.94	41.33
SOCSEC - SOCIAL SECURITY PART OF FICA	85.25	176.70
STATAX - STATE WITHHOLDING	52.71	110.42
STLTAX - SEATTLE LOCAL TAX	15.13	31.36
	-----	
Totals:	313.03	
=====		
Wage History		Page: 1

## Payroll Defaults Listing

Date: 05/22/92	ABC COMPANY	Page: 1
Time: 10:05:06	Payroll Defaults	
-----		
Payroll Defaults		
-----		
IRS Employer Identification Number: 91-5745778		
State Employer Identification Number: 6023831181		
Post To General Ledger: Y		
-----		
Codes for Reporting		
-----		
Federal Tax Deduction: FEDTAX	F.U.T.A. Obligation: FUTA	
F.I.C.A. Deduction: SOCSEC	F.I.C.A. Obligation: SOCSEC	
Medicare Deduction: MEDICR	Medicare Obligation: MEDICR	
State Tax Deduction: STATAK	E.I.C Income:	
Local Tax Deduction: STLTAK		
-----		
Account Numbers		
-----		
Payroll Expense: 610000000	Payroll Liability: 218000000	Cash: 102000000
-----		
Direct Deposit Reporting		
-----		
Destination DFI#: 12500003	Check Digit: 7	Offset Debit: Y
Bank Name: FIRST NATIONAL BANK	Bank Account: 8912449017	
-----		
Magnetic Media Reporting		
-----		
Holding File Name: /tmp/mmedia		
Media Creation Command: doscp /tmp/mmedia > /dev/fd096ds15		
-----		
Payroll Defaults		
-----		
Page: 1		

# Accrual Codes Listing

Date: 05/26/92	ABC COMPANY	Page: 1
Time: 10:38:51	Accrual Codes	
=====		
Accrual: SICH01 - HOURLY SICK ACCRUAL 1	Method: H	
Rate: 1.0	Frequency: 52.0	Lapse: 160.0
Accrual: SICS01 - SEMI-MONTH SALARY YEAR 1	Method: P	
Rate: 1.538	Frequency: 1.0	Lapse: 2.0
Accrual: VACH01 - HOURLY VACATION ACCRUAL 1 YEAR	Method: H	
Rate: 1.0	Frequency: 43.0	Lapse: 86.0
Accrual: VACH02 - HOURLY VACATION ACCRUAL 2 YEAR	Method: H	
Rate: 3.876	Frequency: 100.0	Lapse: 0.0
Accrual: VACH03 - HOURLY VACATION ACCRUAL 5 YEAR	Method: H	
Rate: 5.814	Frequency: 100.0	Lapse: 0.0
Accrual: VACS01 - SEMI-MONTH SALARY 1 YEAR	Method: P	
Rate: 1.846	Frequency: 1.0	Lapse: 2.0
Accrual: VACS02 - SEMI-MONTH SALARY 2 YEAR	Method: P	
Rate: 3.077	Frequency: 1.0	Lapse: 0.0
Accrual: VACS03 - SEMI-MONTH SALARY 5 YEAR	Method: P	
Rate: 4.615	Frequency: 1.0	Lapse: 0.0
=====		
Accrual Codes		Page: 1

# Income Codes Listing

Date: 05/22/92	ABC COMPANY	Page: 1
Time: 10:06:32	Income Codes	
-----		
Income: ADVNCE - ADVANCE PAY	Number:	Type: A
Rate: 700100000 - ADMINISTRATIVE WAGES		Hours:
Account: 700100000 - ADMINISTRATIVE WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: BONUS - BONUS PAY	Number:	Type: N
Rate: 610000000 - SALES STAFF WAGES		Hours:
Account: 610000000 - SALES STAFF WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: EXPPAY - EXPENSE REIMBURSEMENT INCOME	Number:	Type: E
Rate: 700100000 - ADMINISTRATIVE WAGES		Hours:
Account: 700100000 - ADMINISTRATIVE WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: OVR2HR - OVERTIME COMPENSATION HOURLY	Number:	Type: H
Rate: 700100000 - ADMINISTRATIVE WAGES		Hours:
Account: 700100000 - ADMINISTRATIVE WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: OVR2HR - DOUBLE OVRTIME COMP - HOURLY	Number:	Type: H
Rate: 700100000 - ADMINISTRATIVE WAGES		Hours:
Account: 700100000 - ADMINISTRATIVE WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: REGHR - REGULAR HOURLY PAY	Number: 80.0	Type: H
Rate: 700100000 - ADMINISTRATIVE WAGES		Hours: 80.0
Account: 700100000 - ADMINISTRATIVE WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: REGSAL - REGULAR PAY - SALARIED	Number: 1.0	Type: N
Rate: 700100000 - ADMINISTRATIVE WAGES		Hours:
Account: 700100000 - ADMINISTRATIVE WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: SKHPAY - HOURLY SICK INCOME PAY	Number:	Type: H
Rate: 610000000 - SALES STAFF WAGES		Hours:
Account: 610000000 - SALES STAFF WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: SKSPAY - SALARIED SICK PAY	Number:	Type: N
Rate: 700100000 - ADMINISTRATIVE WAGES		Hours:
Account: 700100000 - ADMINISTRATIVE WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income: VCHPAY - HOURLY VACATION PAY	Number:	Type: H
Rate: 610000000 - SALES STAFF WAGES		Hours:
Account: 610000000 - SALES STAFF WAGES		
Department: 000 - MAIN OFFICE		
-----		
Income Codes		Page: 1

## Deduction Codes Listing

Date: 05/22/92	ABC COMPANY	Page: 1
Time: 10:06:56	Deduction Codes	
-----		
Deduction: 401K - DEDUCTION FOR EMPLOYEE 401K		
Rate:	Limit:	Frequency: A
Account: 218000000 - ACCRUED TAXES - OTHER		
Department: 000 - MAIN OFFICE		
Type: N		Tax Status: T
-----		
Deduction: ADVPAY - DEDUCTION FOR ADVANCED PAY		
Rate:	Limit:	Frequency:
Account: 230000000 - LOANS FROM OWNERS & OFFICERS		
Department: 000 - MAIN OFFICE		
Type: N		Tax Status: N
-----		
Deduction: EMPSAV - EMPLOYEE SAVINGS PLAN		
Rate:	Limit:	Frequency: A
Account: 221000000 - ACCRUED EMPLOYEE SAVINGS PLAN		
Department: 000 - MAIN OFFICE		
Type: N		Tax Status: N
-----		
Deduction: FEDTAX - FEDERAL TAX WITHHOLDING		
Rate:	Limit:	Frequency: A
Account: 215000000 - ACCRUED FEDERAL WITHHOLDING		
Department: 000 - MAIN OFFICE		
Type: T		Tax Status: N
-----		
Deduction: HCARE - HEALTH CARE SECTION 125		
Rate:	Limit:	Frequency: A
Account: 218000000 - ACCRUED TAXES - OTHER		
Department: 000 - MAIN OFFICE		
Type: N		Tax Status: A
-----		
Deduction: MEDICR - MEDICARE PORTION OF FICA TAX		
Rate: 0.0145	Limit: 1812.5	Frequency: A
Account: 217100000 - ACCRUED EMPLOYEE MEDICARE		
Department: 000 - MAIN OFFICE		
Type: F		Tax Status: N
-----		
Deduction: SOCSEC - SOCIAL SECURITY PART OF FICA		
Rate: 0.062	Limit: 3310.8	Frequency: A
Account: 217000000 - ACCRUED EMPLOYEE F.I.C.A.		
Department: 000 - MAIN OFFICE		
Type: F		Tax Status: N
-----		
Deduction: STATAX - STATE WITHHOLDING		
Rate:	Limit:	Frequency: A
Account: 218000000 - ACCRUED TAXES - OTHER		
Department: 000 - MAIN OFFICE		
Type: T		Tax Status: N
-----		
Deduction: STLTAX - SEATTLE LOCAL TAX		
Rate: 0.011	Limit: 75.0	Frequency: A
Account: 218000000 - ACCRUED TAXES - OTHER		
Department: 000 - MAIN OFFICE		
Type: T		Tax Status: N
-----		
Deduction Codes		Page: 1

## Obligation Codes Listing

Date: 05/22/92	ABC COMPANY	Page: 1
Time: 10:08:23	Obligation Codes	
-----		
Obligation: FUTA - FUTA CONTRIBUTION		
Rate: 0.062	Limit: 434.0	Obligation Type: U
Default Expense Account: 614000000	- SALES STAFF TAXES	
Department: 000	- MAIN OFFICE	
Default Liability Account: 216000000	- ACCRUED FEDERAL UNEEMPLOYMENT	
Department: 000	- MAIN OFFICE	
-----		
Obligation: MEDICR - MEDICARE PORTION OF FICA		
Rate: 0.0145	Limit: 1812.5	Obligation Type: F
Default Expense Account: 614000000	- SALES STAFF TAXES	
Department: 000	- MAIN OFFICE	
Default Liability Account: 217600000	- ACCRUED EMPLOYER MEDICARE	
Department: 000	- MAIN OFFICE	
-----		
Obligation: SOCSEC - SOCIAL SEC PORTION OF FICA		
Rate: 0.062	Limit: 3310.8	Obligation Type: F
Default Expense Account: 614000000	- SALES STAFF TAXES	
Department: 000	- MAIN OFFICE	
Default Liability Account: 217500000	- ACCRUED EMPLOYER F.I.C.A.	
Department: 000	- MAIN OFFICE	
-----		
Obligation: STSUTA - STATE UNEEMPLOYMENT CONTRIB.		
Rate: 0.003	Limit: 21.0	Obligation Type: U
Default Expense Account: 614000000	- SALES STAFF TAXES	
Department: 000	- MAIN OFFICE	
Default Liability Account: 213000000	- ACCRUED STATE UNEEMPLOYHNT TAX	
Department: 000	- MAIN OFFICE	
-----		
Obligation Codes		Page: 1

## Change Employee Rates

Date: 05/27/92		ABC COMPANY		Page: 1	
Time: 10:21:59		Rate Change Report			
=====					
COCHMD	- COCHRANE, MICHAEL D				
REGHR	Prev:	6.50000000	New:	206.50000000	
COOMER	- COOMBS, EARL R				
REGHR	Prev:	6.25000000	New:	206.25000000	
DICKWT	- DICKEY, WILLIAM T				
REGHR	Prev:	6.25000000	New:	206.25000000	
ERSKCN	- ERSKINE, CARL N				
REGHR	Prev:	10.00000000	New:	210.00000000	
FELLRN	- FELLER, ROBERTO N				
REGHR	Prev:	10.00000000	New:	210.00000000	
HAMHMU	- HAMMER, MAXWELL U				
REGHR	Prev:	6.25000000	New:	206.25000000	
HOWAED	- HOWARD, ELOISE D				
REGHR	Prev:	8.50000000	New:	208.50000000	
HUBBCE	- HUBBELL, CARL E				
REGHR	Prev:	10.00000000	New:	210.00000000	
JACKJE	- JACKSON, JOSEPHINA E				
REGHR	Prev:	6.25000000	New:	206.25000000	
KEELWP	- KEELER, WILLIAM P				
REGHR	Prev:	6.25000000	New:	206.25000000	
LEHORP	- LEHON, ROBERT P				
REGHR	Prev:	6.25000000	New:	206.25000000	
MARIHR	- MARION, MARTY R				
REGHR	Prev:	6.25000000	New:	206.25000000	
MATHCT	- MATHENSON, CHRIS T				
REGHR	Prev:	8.00000000	New:	208.00000000	
MCCLEM	- MCLELLAND, ERIN M				
REGHR	Prev:	11.00000000	New:	211.00000000	
MEDWDR	- MEDWICK, DONALD R				
REGHR	Prev:	10.00000000	New:	210.00000000	
MERKFR	- MERKLE, FREDERICK R				
REGHR	Prev:	6.50000000	New:	206.50000000	
PACKBL	- PACKWOOD, BARNEY L				
REGHR	Prev:	6.25000000	New:	206.25000000	
=====					
Rate Change Report				Page: 1	

# Accruals Edit List

Date: 05/27/92		ABC COMPANY				Page: 1
Time: 10:10:13		Employee Accrual Revision Edit List				
		From 01/01/92 to 12/31/92				
=====						
CEDEEP - CEDENO, ELSA P						
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date	
BONUS	100.00	.00	.00	.00	100.00	
REGSAL	2,750.00	.00	.00	.00	2,750.00	
FEDTAX	295.00	.00	.00	.00	295.00	
MEDICR	41.33	.00	.00	.00	41.33	
SOCSEC	176.70	.00	.00	.00	176.70	
STATAX	110.42	.00	.00	.00	110.42	
STLTAX	31.36	.00	.00	.00	31.36	
FUTA						
Bucket:	.00	.00	.00	.00	.00	
Posted:	176.70	.00	.00	.00	176.70	
MEDICR						
Bucket:	.00	.00	.00	.00	.00	
Posted:	41.33	.00	.00	.00	41.33	
SOCSEC						
Bucket:	.00	.00	.00	.00	.00	
Posted:	176.70	.00	.00	.00	176.70	
STSUTA						
Bucket:	.00	.00	.00	.00	.00	
Posted:	8.56	.00	.00	.00	8.56	
COCHMD - COCHRANE, MICHAEL D						
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date	
REGHR	1,040.00	.00	.00	.00	1,040.00	
FEDTAX						
Bucket:	.00	.00	.00	.00	.00	
Posted:	52.26	.00	.00	.00	52.26	
MEDICR						
Bucket:	.00	.00	.00	.00	.00	
Posted:	15.08	.00	.00	.00	15.08	
SOCSEC						
Bucket:	.00	.00	.00	.00	.00	
Posted:	64.48	.00	.00	.00	64.48	
STATAX						
Bucket:	.00	.00	.00	.00	.00	
Posted:	28.88	.00	.00	.00	28.88	
STLTAX						
Bucket:	.00	.00	.00	.00	.00	
Posted:	11.44	.00	.00	.00	11.44	
FUTA						
Bucket:	.00	.00	.00	.00	.00	
Posted:	64.48	.00	.00	.00	64.48	
MEDICR						
Bucket:	.00	.00	.00	.00	.00	
Posted:	15.08	.00	.00	.00	15.08	
SOCSEC						
Bucket:	.00	.00	.00	.00	.00	
=====						
Employee Accrual Revision					Page: 1	

# Restore Employee Accruals

Date: 05/27/92		ABC COMPANY				Page: 1
Time: 10:13:52		Employee Accrual Revision Posting				
		From 01/01/92 to 12/31/92				
=====						
CEDEEP - CEDENO, ELSA P						
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date	
BONUS	100.00	.00	.00	.00	100.00	
REGSAL	2,750.00	.00	.00	.00	2,750.00	
FEDTAX	296.00	.00	.00	.00	296.00	
MEDICR	41.33	.00	.00	.00	41.33	
SOCSEC	176.70	.00	.00	.00	176.70	
STATAX	110.42	.00	.00	.00	110.42	
STLTAX	31.36	.00	.00	.00	31.36	
FUTA						
Previous:	.00	.00	.00	.00	.00	
New Value:	176.70	.00	.00	.00	176.70	
MEDICR						
Previous:	.00	.00	.00	.00	.00	
New Value:	41.33	.00	.00	.00	41.33	
SOCSEC						
Previous:	.00	.00	.00	.00	.00	
New Value:	176.70	.00	.00	.00	176.70	
STSUTA						
Previous:	.00	.00	.00	.00	.00	
New Value:	8.56	.00	.00	.00	8.56	
COCHMD - COCHRANE, MICHAEL D						
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date	
REGHR	1,040.00	.00	.00	.00	1,040.00	
FEDTAX						
Previous:	.00	.00	.00	.00	.00	
New Value:	52.26	.00	.00	.00	52.26	
MEDICR						
Previous:	.00	.00	.00	.00	.00	
New Value:	15.08	.00	.00	.00	15.08	
SOCSEC						
Previous:	.00	.00	.00	.00	.00	
New Value:	64.48	.00	.00	.00	64.48	
STATAX						
Previous:	.00	.00	.00	.00	.00	
New Value:	28.88	.00	.00	.00	28.88	
STLTAX						
Previous:	.00	.00	.00	.00	.00	
New Value:	11.44	.00	.00	.00	11.44	
FUTA						
Previous:	.00	.00	.00	.00	.00	
New Value:	64.48	.00	.00	.00	64.48	
MEDICR						
Previous:	.00	.00	.00	.00	.00	
New Value:	15.08	.00	.00	.00	15.08	
SOCSEC						
Previous:	.00	.00	.00	.00	.00	
=====						
Employee Accrual Revision					Page: 1	

# Tax Tables Listing

Date: 05/22/92		ABC COMPANY		Page: 1	
Time: 10:47:14		Tax Tables			
=====					
Tax Table for: 1992 FEDTAX - FEDERAL TAX WITHHOLDING					
Withholding Constants	Daily: 8.85	Weekly: 44.23	Bi-weekly: 88.46	Semi Monthly: 95.83	Monthly: 191.67
	Quarterly: 575.00	Annual: 2300.00	Semi Annual: 1150.00		
-----					
Weekly Single	Over Amount	Base Amount	Tax Rate		
	25.00	.00	0.15		
	438.00	61.95	0.28		
	1023.00	225.75	0.31		
Married	71.00	.00	0.15		
	760.00	103.35	0.28		
	1735.00	376.35	0.31		
-----					
Biweekly Single	Over Amount	Base Amount	Tax Rate		
	50.00	.00	0.15		
	875.00	123.75	0.28		
	2046.00	451.63	0.31		
Married	142.00	.00	0.15		
	1519.00	206.55	0.28		
	3469.00	752.55	0.31		
-----					
Semi-Monthly Single	Over Amount	Base Amount	Tax Rate		
	54.00	.00	0.15		
	948.00	134.10	0.28		
	2217.00	489.42	0.31		
Married	154.00	.00	0.15		
	1646.00	223.80	0.28		
	3758.00	815.16	0.31		
-----					
Monthly Single	Over Amount	Base Amount	Tax Rate		
	108.00	.00	0.15		
	1896.00	268.20	0.28		
	4433.00	978.56	0.31		
Married	308.00	.00	0.15		
	3292.00	447.60	0.28		
	7517.00	1630.60	0.31		
-----					
Quarterly Single	Over Amount	Base Amount	Tax Rate		
	325.00	.00	0.15		
	5685.00	804.45	0.28		
	13300.00	2935.81	0.31		
Married	925.00	.00	0.15		
	9875.00	1342.50	0.28		
	22550.00	4891.50	0.31		
-----					
Semi-Annual	Over Amount	Base Amount	Tax Rate		
=====					
Tax Tables		Page: 1			

## Employee Types Listing

Date: 05/22/92		ABC COMPANY		Page: 1	
Time: 10:48:04		Employee Type Report			
=====					
Employee Type: ADMIN1 - ADMINISTRATION PAY TYPE					
Payroll Account: 102000000 - PAYROLL BANK ACCOUNT					
Department: 000 - MAIN OFFICE					
Pay Period: S		Hold Pay? N		Full Time? Y	
State Tax Deduction Code: STATAX			Local Tax Code: STLTAX		
Sick Leave Income Code: SKSPAY		Sick Allowed: 48.0			
Vacation Income Code: VCSPAY		Vac. Allowed: 80.0			
Sick Accrual Code: SICS01		Vac. Accrual Code: VACS02			
=====					
Income	Rate	Number	Hours	Expense Account	
REGSAL	1000.0000000	1.00000000	86	700100000-000	
SKSPAY	11.54000000			700100000-000	
VCSPAY	11.54000000			700100000-000	
BONUS				610000000-000	
Deductions	Rate	Limit	Fqu.	Liability Account	
FEDTAX			A	215000000-000	
STATAX			A	218000000-000	
SDCSEC	0.06200000	3310.80	A	217000000-000	
MEDICR	0.01450000	1812.50	A	217100000-000	
STLTAX	0.01100000	75.00	A	218000000-000	
HCARE			A	218000000-000	
401K			A	218000000-000	
Obligations	Rate	Limit		Expense Account	Liability Account
=====					
Employee Type Report				Page: 1	



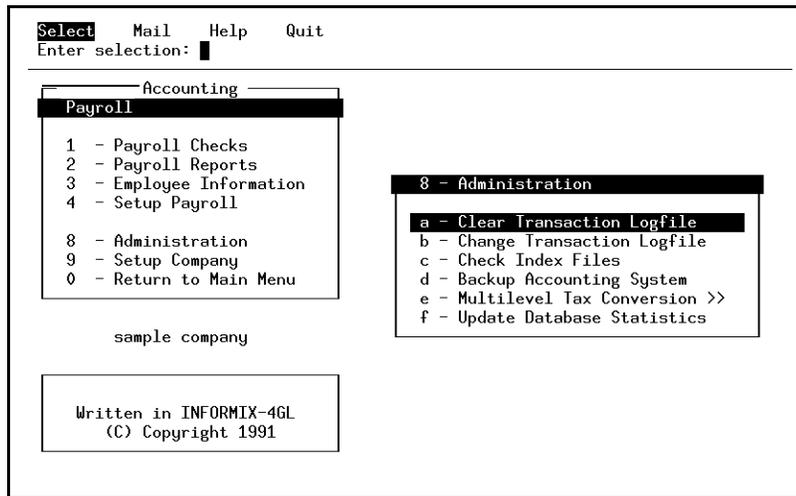
# 7

## Administration Menu

The Administration Menu is used to control transaction logging when using the Informix standard engine.

If the INFORMIX OnLine engine is being used, only the Check Index Files and Update Database Statistics options are used.

The Administration menu:



Transaction logfiles are Informix system files. They form a “before-and-after” snapshot of data that is being processed. If a problem occurs in the middle of batch processing, the partially processed data can be rolled-back to the “before” data, thus preserving the integrity of the database. Users never see these files, nor do many programmers, since transaction processing is transparent to the user.

For more information about logfiles and transaction processing, refer to your Informix technical reference manual.

It is strongly recommended that *one person be responsible* for the administration of the transaction logfiles. They quickly grow in size and must be cleared out to recover disk space. Often a job that runs nightly is employed for this task. Consult your system administrator.

## **Clear Transaction Logfile**

Note that previous versions of Fitrix erased the logfile each time you exited the main menu. This is no longer the case. You must manually clear the logfile from the administration menu. Clearing transaction logfiles should be done when no one is using the system.

## Change Transaction Logfile

The Change Transaction Logfile option changes the name of the transaction logfile and prepares the database for transaction logging.

NOTE: The INFORMIX-1.10.03 user can choose not to use the Change Transaction Logfile option without harm to the system or database. However, the ability to name different logfiles for each company is an option that may be useful.

With INFORMIX-4.0 transaction logging *must* be established the first time a company is started, and each company must have its own logfile. If you run a Fitrix *Business* program for a company that has not yet had logging established, an error message will be displayed instructing you to start a logfile for the company using option b - Change Transaction Logfile.

Under INFORMIX-4.0, a logfile name cannot be changed if anyone is using that company. If this is attempted, an error message will appear explaining that the database for that company is in use. However, under INFORMIX-1.10.03 you may use the Change Transaction Logfile option at any time. New logfiles need to be entered with “absolute” pathnames as opposed to pathnames relative to the current working directory.

### Examples:

(absolute) `$fg/accounting/data/log_file`

(relative) `log_file`

(relative) `../../data/log_file`

## **Check Index Files**

The Check Index Files option runs “bcheck,” an INFORMIX utility program, on the database(s) in your DBPATH. The “bcheck” program is a C-ISAM utility program that compares an index file to a data file to see whether the two are consistent. If they are not, “bcheck” asks whether you want to delete and rebuild the corrupted indexes. This process may take several hours to complete, depending on the size and number of databases.

Most users never need to use this option. Your system administrator will run “bcheck” if necessary.

## **Backup Accounting System**

This option may be run to back up the accounting code and data to removable media (e.g. QIC streaming tape). This is NOT considered sufficient, as delivered, for any system's backup needs. It is provided as what might be called a "backup backup," to be used at certain junctures at which users wish an additional backup, and in those periods when a dependable, automated backup system is unavailable. It is also provided as a service to Fitrix end-users and resellers, as a reminder of the importance of a tested backup system.

Backups are problematic due to the wide variety in hardware and devices, quantities and location of data and code, and the unique requirements of individual customers. This option should be modified for each installed site. It is designed to be easily and permanently modified for each site, i.e. once you have modified it, the change will be effective for all Fitrix products, including future upgrades and over-installs.

Modification may consist of:

- modifying the backup utility itself to more accurately reflect the configuration and needs of the system;
- changing the option to call another, established backup utility;
- simply changing the option to refer to other established backup procedures.

If no modification is made, the backup script (**\$fg/bin/fg.bu**) attempts to find the name of a backup media device used to extract the Fitrix programs from the install media. If the standard Fitrix installation routine was run on the system, this device is stored in the **\$extract** variable in the **\$fg/install/config.ins** file. If this device name (generally a QIC tape drive) is found, the backup script attempts to tar all files contained in the directories listed in the **\$fg** and **\$DBPATH** variables to that device.

Before running these defaults, the system checks for the existence of a **\$fg/bin/fg.bu.com** file. This file is not created by Fitrix products or installations and its existence on the system tells the backup option that this is a custom backup command or program to run rather than the default options. If you wish to "disable" this menu option, in a manner in which you will not have to re-disable it when a new version of Base Files is installed, you may simply create a **\$fg/bin/fb.bu.com** file that consists of echoing a reference to standard backup procedures to the screen.

Sample **fg.bu.com** files:

- `tar cvmf /dev/rmt/ctape0 $budirs`
- `tar cvmf /dev/rmt/ctape0 /usr/accounting/data`
- `cpio -ocvdumB $budirs | compress -q | dd of=/dev/rtp bs=512k`
- `/usr/bin/otherprogram`
- `echo 'Backups are performed automatically on this system. For assistance contact Bob Smith, Software Solutions 534-4594.'`

Additional information is available in the `$fg/bin/fg.bu` script itself.

**Note**

We must reiterate that the sort of brute force, manually-run backup attempted by the default settings of this utility is well short of the full backup needs of any system. The defaults address only a very simplistic selection of directories and will not function at all under many variations, such as Informix OnLine data, systems that have not used a standard installation and do not have a config.ins file pointing to an accessible device drive, diverse distribution of data and code, etc. Every site should have an automated (e.g. through crontab) backup system that has been verified to be effective in continual maintenance of backup copies of all crucial system data.

## **Multilevel Tax Conversion**

This option allows you to convert your database to use multilevel tax codes. The multilevel tax conversion is a one time only procedure. Follow the instructions in the release notes to convert your database.

## **Update Database Statistics**

This menu option updates the Informix database statistics for the current company. If you update the statistics, you may speed up your data processing. You can update the statistics at any time. The time required to update the statistics varies with the size of the database.

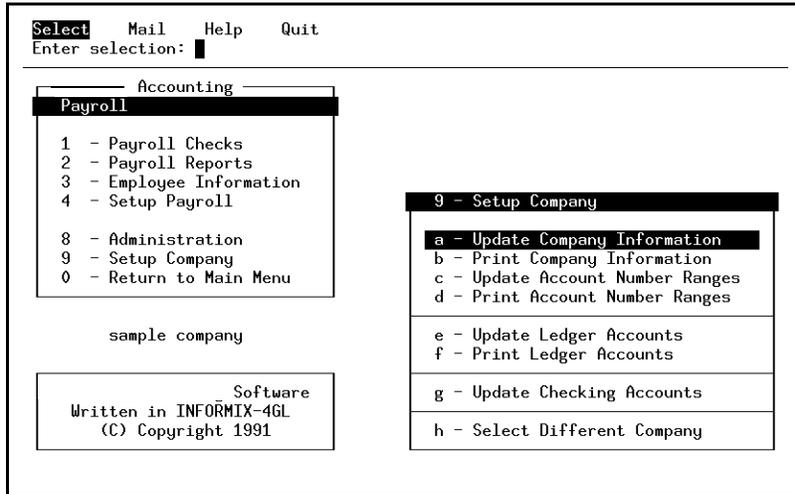


# 8

## Setup Company Menu

The Setup Company Menu contains the most infrequently used options in this module. These options pertain to the company as a whole; that is, the information maintained through the options on this menu is not module-specific. This menu is duplicated on each Fitrix module you have installed, and can therefore be maintained through other modules as well.

The Setup Company menu:



## Update Company Information

This option is used to set up and maintain the Company Information file. This file stores data regarding the name and address of your company, which is used on reports. In addition, department codes—used if you intend to assign income and expenses to departments—are stored here. Refer to the definitions for departments and profit centers in the Glossary for further information.

The Company Information form:

```

Action: Add Update Delete Find Browse Nxt Prv Tab Options Quit
Create a new document
-----
Company Information
-----
Business Name: ABC COMPANY
Address1: 115 MAIN STREET
Address2:
City, State, Zip: SEATTLE , WA 98133
Country: KING
Country: USA
Multilevel Tax: Y Use Multilevel Tax Groups: Y
-----
Department Codes -- Description -----
000 MAIN OFFICE
100 EAST COAST DISTRIBUTION CENTER
200 WEST COAST DISTRIBUTION CENTER
-----
(1 of 1)

```

When you first use the system, the company information fields have default data provided in both the sample and standard company data sets. This data is included merely as a sample, and should be modified to represent your company.

The data in the first document of the Company file is unique to each database (i.e. company). The file contains only one record; therefore, the commands on the ring menu, with the exception of Update, Quit, and Tab, have been disabled.

### Company Information section

The name and address entered here appear on all reports generated by the system.

**1. Business Name:**

This alphanumeric field stores your company's name. It may be up to thirty characters.

**2. Address1:**

This field stores your company's address. Up to thirty alphanumeric characters may be entered.

**3. Address2:**

This field provides an additional thirty-character address line. Use this field for building name, suite number, etc.

**4. City, State, Zip:**

This field stores the city, state, and zip code for your company. Use the two-letter abbreviation for your state. Space is provided for the zip +4 code.

**5. County:**

Up to thirty alphanumeric characters may be entered.

**6. Country:**

This field may contain up to thirty alphanumeric characters.

**7. Multilevel Tax:**

This is a Y/N field that controls the multilevel tax features.

**8. Use Multilevel Tax Groups:**

This is a Y/N field. When this field is set to Y, you must enter a tax group code in all menu options except Update Tax Groups.

## **Department section**

This section of the form stores three-digit department codes. The department field is alphanumeric, allowing you to establish numeric or alphabetic (or a combination) codes. The use of department codes for tracking income and expenses is completely optional.

### **1. Department Codes:**

In this column, enter a department code that identifies a profit center, a division of the company, etc. Throughout the Fitrix modules, you have the option of posting sales and expenses to specific departments. This is a three-character alphanumeric field.

### **2. Description:**

In this column, specify the department name associated with the department code in the same row. Your alphanumeric department name may be up to thirty characters in length.

## **Print Company Information**

This menu item prints a report detailing the information currently stored in the Company Information file. The report can be used to verify data-entry accuracy and should be filed as a hardcopy record of your Company Information reference file.

## Update Account Number Ranges

Through this option, the Account Number Ranges file can be set up and maintained. This involves specifying the account number range that is to be associated with each type of ledger account. If you are using a range different from the default ranges, you must establish these ranges before creating your Chart of Accounts. You may also change the default descriptions of these account number ranges with this option.

The Account Number Ranges form:

```
Action: Add Update Delete Find Browse Nxt Prv Options Quit
Create a new document
-----
Account Number Ranges
-----

First Current Asset: 100000000 CURRENT ASSETS
First Fixed Asset: 180000000 FIXED ASSETS
First Current Liability: 200000000 CUR LIABILITIES
First Long Term Liability: 270000000 L/T LIABILITIES
First Equity or Capital: 300000000 CAPITAL
First Income or Sales: 400000000 INCOME/SALES
First Cost of Goods: 500000000 COST OF GOODS
First Operation Expense: 600000000 EXPENSES

-----
(1 of 1)
```

This form lists each ledger account type. The first column describes the type of account range. The second column is the account number, and the last column is the definition of the account. The account number range includes all of the numbers from

one line to the next. For example, Current Assets starts at account 100000000 and ends at account 179999999 because Fixed Assets starts at 180000000. Any account number over 600000000 is considered an expense account.

**Note**

If you change the account ranges, you must update or delete the affected accounts in your Chart of Accounts, because the account type is determined when the account is created or updated. If you want your numbers to follow a different numbering sequence, the existing accounts will not be of any use to you, so they should be removed.

## **Print Account Number Ranges**

This menu option allows you to print a hard copy version of your account number ranges, as established through the Update Account Number Ranges option covered previously. The report can be used to verify data-entry accuracy and should be filed as a hard copy record of your Account Number Ranges reference file.

## Update Ledger Accounts

Through this menu item, you setup and maintain the Ledger Account file (also referred to as the "Chart of Accounts"). You probably already have a chart of accounts, in which case you do not need to set up another one.

After selecting Update Ledger Accounts, the Ledger Accounts form is displayed.

The Ledger Accounts form:

The screenshot shows a terminal-style window for the 'Ledger Accounts' form. At the top, there is a menu bar with the following options: Action: Add Update Delete Find Browse Nxt Prv Options Quit. Below the menu bar, it says 'Create a new document'. The main area of the form is titled 'Ledger Accounts' and contains several fields: 'Account Number:', 'Type-', 'Description:', 'Subtotal Group (optional):', and 'Increase with Credit?:'. At the bottom of the form, it displays '(No Documents Selected)'.

With this option, you can add new accounts and correct their descriptions, but you cannot add to or change account balances. You cannot delete any account that has had activity posted to it.

The form contains the following fields:

**1. Account Number:**

This field stores the unique nine-digit numeric account number that identifies the account. This is a required field.

**2. Type:**

Once an account number is entered, its "type" appears next to it. This type is automatically retrieved from the Account Number Ranges file. This is a display-only field.

**3. Description:**

This field stores the alphanumeric name (up to thirty characters in length) of the account; it is a required field.

**4. Subtotal Group:**

If you wish, you may establish account subtotal groups, used in other Fitrix *Business* modules for subtotaling specific accounts in your Chart of Accounts. This is a 30-character alphanumeric field.

Subtotal codes can be used to subtotal accounts on both the income statement and the balance sheet. If ledger accounts that have the same subtotal code are not consecutive, more than one subtotal is printed—one for each consecutive group. In other words, in order for subtotal codes to work as expected, ledger accounts with the same subtotal code must be consecutive.

**5. Increase with Credit:**

This field has a significant impact on posting. An entry of Y indicates that the account is increased with a credit, an entry of N specifies that the account is increased with a debit. A default value is provided based on the type of account you are entering. Typically, asset and expense accounts are increased with a debit; liability, owners equity, and income accounts with a credit. You may override this default value, if appropriate.

## **Print Ledger Accounts**

This menu item prints a hardcopy listing of the chart of accounts. It can be used to verify data entry and stored as a permanent record of your Chart of Accounts.

## Update Checking Accounts

The Update Checking Accounts option allows you to designate checking accounts for each separate department you have established. The use of department codes to categorize your expenses and revenues is optional. If you are using department codes, you may or may not decide to establish separate checking accounts for different departments. If you decide to, this menu option provides the capability of establishing separate checking accounts for departments.

The Checking Accounts form:

Action: **Add** Update Delete Find Browse Nxt Prv Options Quit  
Create a new document

-----  
Checking Accounts  
-----

Account Number:  
Department Code:

-----  
(No Documents Selected)

The form contains the following fields:

### 1. Account Number:

This is a required nine-digit numeric field which stores the number of an account to be used for writing checks. Any account number designated here must have been set up previously in the Chart of Accounts, maintained through the Update Ledger Accounts option. Keep in mind that the account number specified must be an asset account; it must be within the range of account numbers set aside for company asset accounts. The Zoom feature can be used to fill in this field.

### 2. Description:

This is a 30-character display-only field, located to the right of the Account Number field. Upon entering a valid account number, the system automatically displays the corresponding account name in this field. This description is retrieved from the Ledger Account file. You cannot directly modify the information shown in this field.

**3. Department Code:**

This is a three-character alphanumeric field which defaults to 000. If you are using departments to track income and expenses, this field can be used to store the number corresponding to the department this checking account is to serve. Any code entered into this field must have been set up previously in the Company Information file, maintained through Update Company Information.

## Select Different Company

This menu option allows you to specify the database in which you want to work.

Fitrix products come with two distinct sets of data. The standard company database contains the real data for your company; the sample company database contains data to be used for training purposes. The sample database is provided so that anyone who is new to the system can see examples and run options without risk of damage to the real accounting data of your company. Apart from the sample and standard databases, this option allows you to create additional databases. For more information on creating new databases, see *Learning Fitrix*.

When you select this menu option, the following form appears:

```
Select  Mail  Help  Quit
Enter selection: h

Change Current Company
Press [ENTER] or [ESC] to record. [DEL] to abort
Enter the new company name: standard.
```

The current company name appears in the form. Use this form to change databases.

When the menu reappears, the new company name is displayed on the left side of the screen between the Main Menu and the Fitrix logo.



# 9

## SQL Queries

SQL stands for Structured Query Language. It is a standard method for accessing a SQL-compatible database. This section of the manual discusses how to use SQL to gather information from the database.

SQL is used primarily to generate ad hoc reports. SQL front end tools, such as Informix ISQL, allow you to enter and run standard SQL queries with a simple set of commands. Other productivity tools allow you to link data in the SQL database to spreadsheets, word-processing documents, charts, and graphs. As the information in the database changes, the spreadsheet changes automatically.

Before you use SQL report generators or productivity tools, you must know how SQL itself works. Though a particular SQL front-end tool may differ, the basic instruction sets should work in a similar manner. This section introduces you to the basic use of these statements and gives you examples of how they are used in a variety of ways.

The examples use General Ledger tables and columns. Since all accounting transactions eventually end up in the General Ledger, it is a common application for SQL queries. The point of this section, however, is to cover the basics of SQL, not to teach you how to create specific queries in individual applications.

## **SELECT Command**

The **SELECT** statement gets information from the database. There are only six different clauses that control which information this **SELECT** retrieves. They are called clauses since they describe a part of the overall **SELECT** command. Only two of these clauses are required for any SQL database query. These commands or clauses are listed and described below.

**SELECT:** The **SELECT** clause is the start of all SQL queries. It is required for all information retrieval. It is used to tell the system which information categories or fields—in SQL they are called columns—you want to access.

**FROM:** The **FROM** clause is also required for all SQL Selects. It is used to tell the system from which file or table to take the data.

**WHERE:** The **WHERE** clause is optional. It lists the selection criteria for the Select statement. It allows you to describe which records you want to see.

**ORDER BY:** The **ORDER BY** clause is also optional. It allows you to tell the system in what order to put retrieved records.

**GROUP BY:** The **GROUP BY** clause is also optional. It allows you to tell the system how to group records for totals and subtotals.

**HAVING:** The **HAVING** clause is also optional. It allows you to tell the system which groups to select.

You can retrieve any type of information from a SQL database with these six clauses. In the next several sections we will cover these commands in more detail.

### **Using SELECT and FROM**

The format for the most basic SQL query is:

```
SELECT column-names FROM table-names
```

In this statement, SQL commands are printed in all capital letters; however, most SQL tools are not case sensitive.

Column-names refers to the names of the actual columns or information categories created in the table. Table-names refers to the database tables that contain the data.

## Selecting All Columns

When you don't want to specify specific column names, you can use the asterisk (\*) to indicate that you want the values in all columns. For example, suppose you want to see all information from a control table. Enter:

```
SELECT * FROM stxcntrc
```

Stxcntrc is the name of the control table. Typically, there is only one record in this control table and, in this example, the columns in it are company name, address #1, address #2, city, state, zip, county, country, the first current asset account, the first fixed asset account, first current liability account, the first long term liability account, first capital account, the first income account, first cost of goods account, and the first expense account.

In response to this query, the system displays the values associated with each of these columns. The exact format in which this information is displayed differs from system to system.

## Selecting Specific Columns

If you just want to see specific columns from a table, enter the names of the columns. For example, if you want just the name and address information from the database, enter:

```
SELECT co_name, addr1, addr2, city, state, zip, county, country  
FROM stxcntrc
```

The names used are those that are part of the data dictionary. In order to select specific columns, you must know what they are named in the database. Some SQL query systems provide a display of these column and table names. Typically, however, you must work from printed table definitions. There are SQL queries that allow you to retrieve information about the names of the columns and tables in the database, but they are not covered here.

Notice that the different column names are separated by commas. This is usually required. The last column name does not have a comma after it.

## Using Math in the SELECT Statement

You can also include mathematical operations within your SELECT statement. The mathematical operators recognized are:

+ Addition

- Subtraction

\* Multiplication

/ Division

Here is an example of addition:

```
SELECT doc_no, amount, amount + 1 FROM stgactvd
```

The result of this query shows the document number, the amount of the transaction, and that amount + 1.

Here is an example of multiplication:

```
SELECT doc_no, amount, amount * .078 FROM stgactvd
```

You do not need to use literal amounts as part of your math. You can use other column names.

```
SELECT doc_no, amount, amount / doc_no FROM stgactvd
```

You can combine multiple mathematical operations (for example, you can multiply, divide, add, and subtract all in the same SELECT statement), and you may combine column names and literals in calculations.

```
SELECT doc_no, amount, doc_no + amount, amount / 2  
FROM stgactvd
```

You can also use parentheses to show the order of precedence of mathematical operations.

```
SELECT doc_no, amount / (1 + 2)  
FROM stgactvd
```

This expression adds 1 + 2 before dividing this sum into amount.

## Selecting Specific Rows: WHERE

The simplest selection statements show all the information in a file or table. However, you may only want to see specific rows (records) that meet a given selection criteria. To make such a selection, use the WHERE clause.

The format for the WHERE clause is:

```
WHERE column-name relational-operator value
```

This may seem a little complicated, but an example should clarify how it is used. For example, Fitrix *Business* uses a table to store all of the accounting detail from the General Ledger system. If you want to see the entries for a particular original journal, use the following statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AP"
```

The asterisk causes the system to display all columns in this table. The table named `stgactvd` is the activity data table for the General Ledger system.

In the `WHERE` clause, you see the name of a column `orig_journal`, followed by a relational operator `=` and finished by a value, `AP`. What this statement means is: list all the columns in the table `stgactvd` where the column `orig_journal` contains `AP`.

In composing this query, you can use any column name in the table.

Relational operators consist of the following:

Symbol	Meaning
<code>=</code>	Equal To
<code>&lt;&gt;</code> or <code>!</code>	Not Equal To
<code>&gt;</code>	Greater Than
<code>&lt;</code>	Less Than
<code>&gt;=</code>	Greater Than or Equal To
<code>&lt;=</code>	Less Than or Equal To

## Matching Character Patterns

The keyword `MATCHES` can be used within the `WHERE` clause to select rows that contain certain string patterns.

The format is as follows:

```
WHERE column-name MATCHES value
```

In this case, the column name must be a character type column. This means that it must contain characters, not numbers. The value is a pattern of characters and must be enclosed in quotation marks. For example, our previous query of the general ledger activity table could have been stated using the `MATCHES` keyword like this:

```
SELECT * FROM stgactvd WHERE orig_journal MATCHES "AP"
```

In this example, we require an exact match, which is exactly the same as an = command. The real power of MATCHES comes into play when you use wildcards to find a meaningful character string within a longer character column.

## **MATCH Wildcards**

There are three wildcards:

\* This matches any set of characters or no characters

? This matches any single character.

[X-Y] This matches the range of characters indicated.

You can use these wildcards in a variety of ways to select the proper rows from a table. For example, in the General Ledger detail table, there is a column that contains the department code. Note that even though department codes typically consist of digits, it is still a character field, not a numeric field. These codes can be any character string up to three characters long. Use these codes to select line item detail in the variety of ways detailed below:

```
SELECT * FROM stgactvd WHERE department MATCHES "1"
```

This finds any rows where the department code begins with the character 1.

```
SELECT * FROM stgactvd WHERE department MATCHES "**10**"
```

This finds any rows where the department code contains the character string 10 anywhere in it.

```
SELECT * FROM stgactvd WHERE department MATCHES "?10"
```

This finds any line item where the department contains the characters 10 preceded by any other single character. It does not find a department beginning with 10, but it finds 110, 210 and so on.

```
SELECT * FROM stgactvd WHERE department MATCHES "1[1-5]*"
```

This finds all rows containing department codes that begin with the digit 1, followed by the digits 1 through 5, and then followed by any other characters. This does not find rows where the digits 1 through 5 do not immediately follow the beginning digit 1.

## Using AND and OR in the Where Clause

You can make your WHERE clause more complicated by using AND and OR as follows:

**AND:** Makes the clause more restrictive. In order to be selected, the data must pass all tests joined by the AND clauses.

**OR:** Makes the clause less restrictive. To be selected, the data only need pass one test or the other. The syntax for the use of AND and OR is:

```
WHERE column_name relational-operator value
AND column_name relational-operator value
```

or

```
WHERE column_name relational-operator value
OR column_name relational-operator value
```

In the next example, the WHERE clause selects only rows in which the department code begins with the digit 1 and whose document number is greater than one hundred. Rows in which the department code begins with 1 and whose document number is less than or equal to 100 are not selected. Rows in which the document number is greater than one hundred, but in which the department code does not begin with 1 are also *not* selected.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
```

In the following example, even more documents are selected. All documents in which the department code begins with 1 are selected because they pass the first test. In addition, all documents with numbers greater than one hundred are selected because they pass the second test.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

(NOTE: Even though some documents may pass both tests, they are only selected *once*.)

## Using Multiple ANDs and ORs

You can use AND and OR to join any number of phrases.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
```

```
AND orig_journal = "AR"  
AND amount > 1000
```

Again: adding these ANDs makes the test more and more restrictive; in order to be selected, the row must meet *all* of these criteria.

You can also use parentheses to group ANDs and ORs.

```
SELECT * FROM stgactvd WHERE (department MATCHES "1*"  
AND doc_no > 100) OR (orig_journal = "AR"  
AND amount > 1000)
```

In this test, selected records or rows must either have a department code that begins with 1 and a document number greater than 100 or they must have an original journal code of AR and an amount greater than 1000.

## **Improper Use of AND or OR**

Remember the AND and the OR are used to join complete column\_name relational-operator value phrases within the WHERE clause. It is *not* used to join separate WHERE clauses or to join values to a single column\_name.

*RIGHT:*

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"  
OR doc_no > 100
```

*WRONG:*

```
SELECT...  
OR WHERE doc_no > 100
```

*RIGHT:*

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"  
OR department MATCHES "**1"
```

*WRONG:*

```
SELECT...  
OR MATCHES "**1"
```

## WHERE Using LIKE

LIKE is a keyword that works almost identically to MATCHES. The major difference is that it has different wildcards. Instead of using an asterisk to match characters, a percent sign (%) is used. Instead of question marks to match a single character, an underscore is used.

```
SELECT * FROM stgactvd WHERE department LIKE "1%"
```

This finds all departments that begin with 1 and are followed by any combination of other characters. LIKE can only be used for character columns (letters or digits). The values used must be enclosed with quotation marks.

## WHERE Using BETWEEN

You can use the keyword BETWEEN to indicate that you want to select a value between two other values.

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

This selects all rows in which the amount column has a value from 10 and 40, inclusive.

When you use BETWEEN, you must use AND, as shown below, to indicate the second set of values.

*RIGHT:*

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

*WRONG:*

```
SELECT... BETWEEN 10 40
```

You also must show the values in the proper order with the smallest value first. The wrong example does not produce an error message, but no rows are selected.

*RIGHT:*

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

*WRONG:*

```
SELECT... BETWEEN 40 AND 10
```

You can also use BETWEEN to specify a range of dates or alphanumeric characters.

```
SELECT * FROM stgactvd WHERE orig_journal  
BETWEEN "A" AND "Z"
```

This query selects all documents with an original journal code beginning with a capital letter.

## **WHERE Using IN**

Use the keyword IN to compare the value in a column with a list of possible values. You could do the same thing using a series of ORs, but IN makes this somewhat more straight-forward.

The syntax:

```
WHERE column-name IN (list of values)
```

Here is an example of selection from a list of possible values.

```
SELECT * FROM stgactvd  
WHERE orig_journal IN ("AR", "AP", "GJ")
```

This select statement finds any rows which contain AR, AP, or GJ in the original journal code column.

It is the same as the following SELECT statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AR"  
OR orig_journal="AP"  
OR orig_journal="GJ"
```

You can see the advantage of using the IN keyword.

## **Matching NULL Values**

SQL discriminates between a column filled with spaces or zero and one filled with a NULL value. A column with a NULL value has never had any values entered into it or has had those values removed. Spaces or the value zero are not considered NULL.

You may wish to identify the values that are NULL when selecting records. For this purpose, you have IS NULL keywords for use with the WHERE clause.

The syntax:

```
WHERE column_name IS NULL
```

For example:

```
SELECT * FROM stgactvd WHERE department IS NULL.
```

This finds all records in the activity table which have no department code associated with them.

## Using NOT

With many WHERE statement keywords, you can use the keyword NOT to select records that are *not* matched by your selection criteria. NOT can be used with the following keywords:

MATCHES

LIKE

BETWEEN

IN

NULL

For example, if you wanted to find all records with a value NOT NULL in the department column, use the following:

```
SELECT * FROM stgactvd WHERE department IS NOT NULL.
```

finds all the rows with values in the department column

```
SELECT * FROM stgactvd WHERE orig_journal  
NOT IN ("AR", "AP", "GJ")
```

selects all rows that have orig\_journal codes that are not equal to AR, AP, or GJ

```
SELECT * FROM stgactvd WHERE department  
NOT BETWEEN "A" AND "Z"
```

selects rows whose department codes do not begin with a capital letter

```
SELECT * FROM stgactvd WHERE department NOT MATCHES "1*"
```

selects all rows where the department code does not begin with 1

```
SELECT * FROM stgactvd WHERE department NOT LIKE "1%"
```

selects all rows where the department code does not begin with 1.

## Selecting From Multiple Tables

So far, we have shown only SQL queries that take data from one table. Using the WHERE command you can also join two tables together and get related information from them.

For example, in Fitrix General Ledger, the activity table, stgactvd, contains the information about each line item that is posted to the system. It does not contain the basic information about the document, such as when it was created and a general description of the document. This information is in a general reference table for all transactions on the system. This table is called stxtranr.

To see the document date as well as the information about specific line items, select columns from both of these tables and join them together using a WHERE clause so that only the related records are selected.

The syntax for joining multiple tables is:

```
SELECT [table-name].column-name,[table-name.]column-name,...
FROM table1, table2,...
WHERE table1.column-name=table2.column-name
```

The WHERE clause causes the SELECT statement to return only those rows where the specified columns in each table are identical. The table name after the SELECT statement only needs to be used when the column name appears in both tables.

In Fitrix *Business*, the table name must always be used because when two columns carry matching data used for joins, they are named identically. You can see which columns need to be joined in the WHERE clause, by noting which columns in the two tables have the same name.

Here is an example of a query that returns a list of amounts for the individual lines that make up a transaction, selected from the general ledger activity table, along with the corresponding document date and description of the transaction from the general transaction table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, amount
FROM stxtranr, stgactvd
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
```

This selection produces one row for each line that was entered under the Update General Journal option. Each line contains the document number, the document date, the description of the transaction, and the amount posted for that line.

Notice that `doc_no` after the `SELECT` is preceded by the table name, `stxtranr`. This table name is required because `doc_no` is used as a column in both tables. Their contents are identical, but you need to specify in SQL which table you want to use.

Also notice that we did not have to use the table names for `doc_date`, `doc_desc`, and `amount`. This is because these columns only appear in one table or the other.

## Joining More Than Two Tables

You can use any number of tables in a `SELECT` statement. If more tables are used, you simply extend the `WHERE` clause to equate columns within each table.

For example, in Fitrix *Business*, there is another table that holds information about a transaction. This table is `stgtranr` and it contains information such as the accounting period and year for the transaction. If you want to see this information for each of your activity lines, extend your query to include this third table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, acct_period, acct_year, amount
FROM stxtranr, stgactvd, stgtranr
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.orig_journal=stgtranr.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
AND stxtranr.doc_no = stgtranr.doc_no
```

Notice that two new columns have been added: `acct_period` and `acct_year`. No tables need to be specified for these columns because they occur only in the table `stgtranr`. `Stgtranr` has been added to the `FROM` clause. The `AND` clauses have also been duplicated to join the columns from `stxtranr` to the matching ones in `stgtranr`. The choice of `stxtranr` for the join in this case was arbitrary since all tables involved contain the same keys. `Stgactvd` could have just as easily been used. However, this may not always be the case; many joins may take place on columns that are unique to a particular table.

## **ORDER BY Command**

Use the ORDER BY clause to sort the output. It is optional and can be used in conjunction with any other optional clauses.

The syntax:

```
ORDER BY column-name
```

Column-name must be an element in the SELECT list of columns; that is, you cannot ORDER BY a column that has not been selected. For example, to see all of the rows in the General Ledger activity table sorted by document number, use the following command:

```
SELECT * FROM stgactvd ORDER BY doc_no
```

If you want to do the same thing but select only a specific original journal, use the following command:

```
SELECT * FROM stgactvd  
WHERE orig_journal = "AR" ORDER BY doc_no
```

## **Sorting by Multiple Columns**

You can create sorts within sorts. For example, if you want to see all order lines organized by original journal, and within each original journal, organized by department number, use the following command:

```
SELECT * FROM stgactvd  
ORDER BY orig_journal, doc_no
```

## **Using Aggregate Functions**

There are a number of special functions that perform calculations among the rows selected. These are called aggregate functions because they work on a group of rows. When they are used, you do not see the individual rows themselves, but the results of the operation on all rows or groups of rows.

The aggregate keywords and their functions are:

**AVG** (column-name) Calculates the average of the column specified for the rows selected.

**COUNT (\*)** Counts the number of rows retrieved by the WHERE clause.

**MAX (column-name)** Finds the maximum value in the column specified for the rows selected.

**MIN (column-name)** Finds the minimum value in the column specified for the rows selected.

**SUM (column\_name)** Adds the column specified and totals it for the rows selected.

These aggregate functions are used like column names after the SELECT keyword. They do not subtotal unless you use the GROUP BY clause (explained in the next section).

*RIGHT:*

```
SELECT sum(amount) FROM stgactvd WHERE doc_no = 4
```

This query produces the total amount for document 4. It does not, however, show the document number itself.

*WRONG:*

```
SELECT doc_no, sum(amount) FROM stgactvd
```

This produces an error requesting a GROUP BY phrase.

## **GROUP BY Command**

This clause gives you subtotals for different groups of rows using aggregate functions. The syntax:

```
SELECT column-list, aggregate-functions FROM table-name
GROUP BY column-list
```

For example:

```
SELECT doc_no, sum(amount) FROM stgactvd
GROUP BY doc_no
```

This produces a list showing each document number and the total for that document next to it.

**NOTE:** You must have a **GROUP BY** clause for each column selected.

*RIGHT:*

```
SELECT doc_no, acct_no, sum(amount) FROM stgactvd
GROUP BY doc_no, acct_no
```

This produces a line for each unique combination of a document number and an account number. In other words, you get the sum for document number one, for the first account number, then the sum for document number one, for the second account number, and so on. You do *not* get the sum for a given document number alone.

*WRONG:*

```
SELECT...
GROUP BY doc_no
```

This produces a **GROUP BY** error because you referenced `acct_no` in the column selection but did not repeat it in the **GROUP BY** column list.

## **Using SQL Statements With Uniplex Spreadsheets**

One of the most practical aspects of SQL is the ability it gives you to take data directly from your financial database and analyze it with other tools that are compatible with SQL.

The Uniplex spreadsheet is such a tool, providing two commands that allow you to directly access financial data from within the spreadsheet. These commands are Link and Paste.

Link sets up a permanent link between the SQL database and your spreadsheet. A SQL statement is embedded into a cell of the spreadsheet. What appears in that cell is the result of the SQL Query. When the database information changes, the spreadsheet recalculates automatically. Once a link is established, the spreadsheet is live, changing as the database changes.

Paste is less exciting. It allows you to retrieve data from the database into the spreadsheet for one time use. It also uses a SQL SELECT statement to do this, but unlike the Link command, it allows you to bring in a whole set of data rather than just one number.

### **Selecting a Database**

SQL access in Uniplex is established through the Integrate function on the main command menu. To access the Integrate function, type a [/] (slash).

This brings up the main command line. One of the options on it is Integrate. To select this option, highlight it and press [ENTER] or type an [I].

This brings up the integration command line. It lists the various types of data that can be integrated into the spreadsheet. One of the first options on this menu is Database.

Select the Database option to bring up the database integration command line. The first three commands on it — Name, Paste, and Link — are used to bring data from the database into the spreadsheet.

The first thing you must do is select the database. Under SQL you may access a number of different databases. However, use only one such database at a time in a spreadsheet.

To tell the system what database to use, type [N], the Name command. When the system displays a line, type:

```
db database_name [ENTER]
```

## Linking the Database to the Spreadsheet

To embed a SQL statement into a cell of the spreadsheet, and thereby establish a live link between the value shown in that cell and the information in the database, use the Link command.

After selecting the database from the database integration command line, use that same command line to access the Link command. Type [L] and the following appears on the top of the spreadsheet:

```
@pipe("Select _
```

Your cursor is represented by the underscore. It is in a position where you can add to the SELECT statement that has been started for you.

Finish the SELECT statement with a double quotation mark and a right parenthesis. If you forget the ending quotation mark and parenthesis, you get an error.

*RIGHT:*

```
@pipe("SELECT sum(amount) FROM stgactvd  
WHERE doc_no = 4")
```

This selection produces the sum of all amounts in the general ledger activity file for document number 4.

*WRONG:*

```
@pipe...  
WHERE doc_no = 4
```

## Using Single Quotes for String Values

Because the phrase is already within quotation marks, you must quote values or strings in the WHERE clause using single quotes only.

*RIGHT:*

```
@pipe("SELECT avg(amount) FROM stgactvd  
WHERE orig_journal = 'AR'")
```

This is correct. This selection returns the average amount posted to accounts for transactions originating in the accounts receivable journal.

*WRONG:*

```
@pipe...  
WHERE orig_journal = "AR" )
```

The system reports an error at the first set of quotes. It thinks you are stopping the SQL statement mid-clause.

## Returning Only a Single Value

The SELECT statement must produce a single value only. Any SELECT that produces values for multiple columns or multiple rows causes an error. Only one number must appear in the cell. Typically, this number is generated by an aggregate function or by a WHERE clause restricted to a single row. A single column or aggregate function must appear after the SELECT.

## Example SELECTs for Linking

Here are some examples taken from the General Ledger tables which hold current information about the Fitrix General Ledger system.

*RIGHT:*

```
SELECT acct_no FROM stgjourn  
WHERE orig_journal = "AR" AND doc_no = 1  
AND line_no = 1
```

This works because the SELECT statement returns a single value. The SELECT retrieves only a single row because in the stgjourn table, the original journal code, the document number, and the line number define a unique row.

*WRONG:*

```
SELECT acct_no, department FROM stgjourn  
...  
AND line_no = 1
```

This produces two values, one for the account number and another for the department code.

*RIGHT:*

```
SELECT count(distinct acct_no) FROM stgjourn  
WHERE orig_journal = "AR" AND doc_no = 1
```

This query returns the number of unique ledger account numbers used in a transaction.

*WRONG:*

```
SELECT acct_no FROM stgjourn...
```

This SELECT *might* work but it is possible that there *could* be two lines on the general journal document with the same account number. In that case, this query fails.

## **Pasting Data Into The Spreadsheet**

You can also enter a SQL statement into the spreadsheet and use it to bring in an entire array of data. Use the Paste command from the data integration command line. Unlike data accessed using the Link command, this data is not live. That is, this data is current only at that point in time when it is retrieved into the spreadsheet.

When you access this command by typing [P] from the command line, a line appears. Enter any legitimate SELECT statement on this line. The results of this SELECT are stored in your spreadsheet starting at the cell in which you are currently located.

There are no special rules controlling the entry of the SELECT statement. It is entered without any special punctuation. It can select any number of rows and columns.

The rows and columns selected fit into the rows and columns of the current spreadsheet.

# Glossary

**Account:** An account is a classifying or summarizing device. It is a category from or into which you transfer funds and thereby track or "account" for them.

**Account Number:** Each account in the Chart of Accounts is identified by a unique nine-digit number. Accounts of a given type usually are grouped by account number. For example, all asset accounts might begin with a "1" followed by three digits.

Example of a Simple Chart of Accounts:

Number	Account Description	Type
100000000	CASH IN BANK	ASSET
110000000	ACCOUNTS RECEIVABLE	ASSET
200000000	ACCOUNTS PAYABLE	LIABILITY
300000000	EQUITY	CAPITAL
400000000	PRODUCT SALES	INCOME
450000000	SERVICE SALES	INCOME
500000000	COST OF GOODS	EXPENSE
590000000	DISCOUNTS ALLOWED	EXPENSE
600000000	GENERAL EXPENSE	EXPENSE

**Accounting Periods:** Each business transaction is time sensitive. In this system, a new accounting period is created every time you close out the existing period. While accounting periods typically correspond to the months in the year, you are

not limited to this length of accounting period. You have the flexibility to customize the length of accounting period to suit your needs. A transaction that takes place in the current year will fall into one of these possible periods.

**General Ledger:** A general ledger is the ledger that includes all the accounts in an accounting system.

**Accrual Method:** A method of accounting which records revenues and expenses in the period in which they are earned or incurred and not in the period in which they are received or paid. Compared to the cash method of accounting, the accrual method of accounting is more accurate, but tends to be more complex.

**Adding A Record (row):** This is the process of creating a new record (row) and adding it to a file (table). For example, when you add a new account to the Account file, you are adding a record to that file.

**Adjusting Entries:** Entries that adjust the balances of ledger accounts. Adjusting entries are usually made for one of two reasons. One reason is to record unrecorded events such as revenue earned but not received. The other reason is to correct accounting errors.

**Age:** The number of days between the date on a particular document and the "aging date." When processing an aging report, the system prompts for the aging date; therefore, the user determines which date to use as an aging date. See Customer Aging and Vendor Aging.

**Alphanumeric field:** An alphanumeric field is a field that can consist of any combination of letters and numbers.

**Asset Account:** Assets are things of value possessed by a business. Cash in a bank account is an asset, as is accounts receivable (the money owed a business by its customers). Assets need not be paid for to be considered assets. Asset accounts are increased by a debit and decreased by a credit.

**Automatic Reorder:** The process of generating purchase orders for inventory items whose quantity falls below the reorder point.

**Average Cost:** Average cost is a method of calculating the cost of inventory items by averaging the per unit cost of all items currently in stock.

**Backorder:** If items are out of stock, these items can be put on back order. When the item comes in, it is usually shipped. The backorder document is a modified version of the original sales order and represents an agreement to ship the item as soon as the item becomes available.

**Backup:** In computer terms, backup refers to the process of copying computer files. These copies are usually made to diskette or tape. File backups are insurance against system failure.

**Balance:** The balance of an account is equal to the sum of the debit and credit postings to the account. Accounts are in balance if the total debits are equal to the total credits.

**Balance Forward Customers:** Statements for "balance forward" customers show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first. In contrast, "open item" statements show each outstanding invoice, and payments may be applied to a particular invoice.

**Balance Sheet:** The balance sheet shows the current financial condition of a company. The balance sheet lists asset, liability, and capital accounts. It is usually totalled in two main sections. The first section totals assets. The second totals liabilities and capital. Assets must always equal liabilities plus capital.

**Blanket Order:** This is a large order that is split into more than one shipment, possibly to different locations.

**Blanket Release:** A blanket release is a document that is a subset of a larger blanket order. It represents a single shipment for an order that comprises multiple shipments.

**Capital Accounts:** These accounts record the difference between what is owned (assets) and what is owed (liabilities). It is also called proprietorship or net worth. Capital accounts are increased by a credit and decreased by a debit.

**Cash Receipt:** Money received as payment for goods or services. An A/R cash receipt is a payment that applies to an outstanding invoice. A non-A/R cash receipt is a payment that does not apply to an outstanding invoice. A non-A/R receipt may not even apply to a customer's account.

**Cash Receipts Journal:** The cash receipts journal is the journal into which all cash receipts activity is recorded, thus affecting the balances of accounts in the receivable ledger.

**Check Journal/Cash Disbursement Journal:** This is the journal into which all cash disbursements activity is recorded, thus affecting the balances of accounts in the payable ledger.

**Cash Method:** A method of accounting which records revenues and expenses in the period in which they are received or paid and not in the period in which they are earned or incurred. Compared to the accrual method of accounting, the cash method is less accurate, but less complex.

**Chart of Accounts:** A "chart" is a list of accounts. The Chart of Accounts includes all the different accounts used in summarizing the transactions and current condition of a business. In Fitrix *Business* the Ledger Accounts file stores the chart of accounts. The Ledger Accounts file is maintained with the Update Ledger Accounts option on the Setup Company Menu.

**Column:** In a relational database (the Informix database is a relational database) each "file" is actually a table, organized into rows and columns. A column stores one type of information, such as a customer's name or street address.

**Cost of Goods Sold (COG) Account:** This is the account in which you accumulate the amount you have paid for items you have sold from inventory. The balance of this account is increased (debited) when you sell an item.

**Count Adjustment Account:** This is a balancing account that is posted to when the inventory quantity-on-hand is adjusted—in this case there is no corresponding sale or purchase of inventory.

**Count Sheet:** This is a list of items and their physical locations in a warehouse(s) to be used by personnel counting inventory.

**Credit:** The term credit can refer to two different things depending on its usage. If used in reference to ledger accounts, credit refers to an entry that increases or decreases a ledger account. Some accounts are increased by a credit while others are decreased by a credit. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer

accounts, a credit refers to an acknowledgment of payment. When a customer pays you, you credit that customer's account. When you pay a vendor, that vendor credits your account.

**Creditor:** A person or company to whom you owe money. Your vendors are creditors when you owe them money.

**Credit Memo:** If referring to customer accounts, a credit memo refers to a document notifying a customer that his account has been credited (reduced). When dealing with vendor accounts you enter a credit memo to increase the amount you owe the vendor.

**Current Assets:** Current assets are assets that are normally used up during the operating cycle of a business (usually one year). Cash and inventory are typical examples of current assets.

**Customer Accounts:** Though not an account in the general ledger sense, a customer account is used to summarize what a given customer owes or is owed at a particular point in time. A customer's account is summarized by a statement.

**Customer Activity:** Activity refers to any transaction that affects the balance of a customer or ledger account. A summary of activity shows all transactions affecting those balances in the current period.

**Customer Aging:** The customer aging shows how long any open items have been on the books and how much of a customer's debt falls into various aging categories. Those aging categories reflect progressively more serious levels of overdue payment.

**Customer Balance:** The customer balance is the amount owed by or owed to a customer. If the customer owes you money, he is said to have a debit balance. If you own him money, he is said to have a credit balance. A customer balance is the total of his current open items.

**Customer Terms:** Customer terms are the conditions under which you expect payment from the customer. Customer terms typically include the period of time within which you expect to be paid, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

**Current Accounting Period:** This is the accounting period for which you are currently posting transactions.

**Debit:** The term debit can refer to two different things depending on its usage. If used in reference to ledger accounts, a debit refers to an entry that increases or decreases a ledger account. Some accounts are increased by debits while others are decreased by debits. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, when a customer purchases goods from you, you debit that customer's account. When you purchase goods from a vendor, the vendor debits your account.

**Debit Memo:** If used in reference to a customer account, a debit memo refers to a document notifying the customer that his account has been debited (increased).

**Database:** A database is all the related information within a computer system organized so that a variety of programs have access to the information.

**Deleting a Record (row):** This is the process of removing a record (row) from a database after that record has been added to the database.

**Department Code:** A three-character department code identifies which "profit center" an account belongs to. If you are not using profit centers, the default department code is "000." Refer to the discussion of Profit Centers for an example of the use of department codes to set up profit centers within a company.

**Document:** A document summarizes a business or monetary transaction. When posted, documents affect the balances in ledger accounts by "crediting" and "debiting" accounts in that ledger. All accounting documents must balance. In other words, their credits must equal their debits.

**Drop Ship Order:** This is an order that is shipped directly to your customer. The items ordered never enter your warehouse. The items go directly from your vendor to your customer.

**Employee Code:** Each employee in the Payroll system is identified by a unique six-character code. Although an employee's name and social security number can be used to sort and view data on an employee, the employee code is the key used throughout the Payroll system to uniquely identify an employee.

**Employee Type:** Each employee in the Payroll system can be associated with an employee type which is identified by a unique six-character code. The employee type provides access to default setup values for the employee, and provides a means for grouping employees.

**Expense Accounts:** Expense accounts are used to record the categories of expenses. These accounts are decreased by a credit and increased by a debit.

**Field:** A field is a data-entry or display area on a form. In most cases, each field on a data-entry form corresponds to a column in a table. Tables are used to store information entered on a data-entry form.

**FIFO:** "First-In First-Out"—One of several methods of determining the value of inventory and calculating the cost of goods sold. Using the FIFO method, it is assumed that the "first inventory items in" (the oldest inventory items) are the "first inventory items out" (the first items to be shipped).

**Finance Charges:** Finance charges are charges made against a customer account for non-payment of an amount due. Finance charges are new charges made against the customer's account because he did not make his payments according to the terms established for him.

**FOB:** FOB stands for "free on board" or "freight on board." The FOB point determines when the title to a product changes hands; that is, it determines at what point the buyer assumes ownership of a product. FOB sometimes—but does not necessarily—affects who pays the freight charges for shipping a product. In some businesses the seller pays freight up to the FOB point and the buyer pays from the FOB point. Similarly, in some businesses the FOB point determines who pays insurance on the shipment.

**Form:** A data-entry form is displayed on the screen and is the template into which information is entered. A form may combine information from several different tables, usually lines of information from a "header" table at the top of the form and several rows from a "detail" table at the bottom.

**General Ledger:** A general ledger is the ledger that includes all the accounts in an accounting system.

**General Journal:** The general journal is the most basic journal in accounting. A general journal can be used to record daily business transactions affecting any ledger account.

**Income Accounts:** Income accounts are used to record the sources of revenue. They are also called sales accounts since they categorize types of sales. These accounts are increased by a credit and decreased by a debit.

**Income/Deduction/Obligation Codes:** Each type of income, deduction, and incurred employer obligation is identified by a unique six-character code. When the income, deduction, or obligation is used in a payroll entry it is referred to by this code. The code provides access to default values and basic information required to calculate the income, deduction, or obligation amount.

**Income Statement:** The income statement summarizes the change in the "capital" or value of a company over a period of time. This report records how much money came into a business and how much was spent by the business. It is also frequently called the "profit and loss" statement. It totals income and then subtracts the expenses, leaving a net profit or loss.

**Item Code:** An item code is a unique alphanumeric string identifying a type of inventory item.

**Inventory Account:** This is the current assets account that represents the value of the goods in stock.

**Inventory Adjustment Account:** This is the ledger account that balances changes made to the inventory account balance, that do not result from sales, returns, or purchases.

**Inventory Control (I/C):** This is the system for tracking goods stored for sale to customers, including calculation of costs and prices.

**Inventory item:** This is a single unit of merchandise from inventory.

**Journal:** Journals are used to record activity that affects account balances and thereby ledger balances. A journal is also known as a "book of original entry" because it is where a transaction is initially entered. There are many different kinds of journals, each recording a different source of changes to the ledger (for example: Accounts Payable journal, Accounts Receivable journal).

**Ledger:** A group of related accounts is called a ledger.

**Liability Accounts:** Liabilities are debts (something that is owed). Liability accounts are increased by a credit and decreased by a debit.

**LIFO:** "Last-In First-Out" is one of several methods of calculating the cost of inventory items. With the LIFO method those inventory items "last in" (most recently purchased) are considered the "first out" (first to be sold).

**Open Items:** Open items are the invoices and credit/debit memos that have been posted and contain outstanding balances. These balances represent an amount owed by the customer or due to the customer. A document is considered an open item until its balance is paid or otherwise adjusted to zero.

**Open Item Customers:** Statements for open item customers show each outstanding invoice. For open item customers, payments are applied to a specific invoice. In contrast, balance forward statements show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first.

**Order Acknowledgment:** An order acknowledgment is a hardcopy version of a sales order. Order acknowledgments may be sent to customers so that they have a record of the sales transaction.

**Payable Ledger:** A payable ledger is the ledger that includes all the accounts affected by accounts payable transactions—invoices, cash disbursements, and vendor credits and debits.

**Payable Document:** There are four common types of payable documents: a vendor invoice, a cash disbursement, a vendor credit, and a vendor debit.

**Payroll Document:** A payroll document is the complete record of a payroll disbursement. This document includes an employee's gross income, deductions, net income, employer obligations, as well as the related accounting data for the document.

**Payroll Deduction:** A payroll deduction is any amount withheld from an employee's check. For every deduction there is typically an employer liability incurred.

**Payroll Income:** Payroll income comprises wages, reimbursements, and cash outlays recorded as part of a payroll entry. Payroll income normally is an operating expense.

**Payroll Journal:** The payroll journal is the journal into which all payroll activity—pay checks, income, deductions, and employer obligations—is recorded. When posted, this activity affects the balance of accounts in the payroll ledger.

**Payroll Ledger:** A payroll ledger is the ledger that includes all the accounts affected by posted payroll transactions—pay checks, income, withholding, and incurred obligations.

**Payroll Obligation:** A payroll obligation is an employer liability resulting from a payroll transaction. For example, when an employer withholds federal taxes from an employee's paycheck, the employer incurs a liability (an obligation) to pay the amount withheld to the federal government.

**Posting Sequence Numbers:** All processes which "post" entered data into a file for completed documents have reports that feature a posting sequence number. These numbers are used to keep track of reports. Each type of report has its own sequence of posting numbers.

**Prepaid Asset:** This is an asset that you have paid for, but not yet received.

**Profit Center:** A "profit center" identifies a division of a company for which profits can be calculated separately. Both sales and expenses for each division are identified by a "sub-account" number.

Example: A Simple Chart of Accounts with Two Profit Centers

Number	Dep Code	Account Description	Type
100000000		CASH IN BANK	ASSET
200000000		ACCOUNTS PAYABLE	LIABILITY
300000000		EQUITY	CAPITAL
400000000	100	PRODUCT SALES	INCOME
400000000	200	PRODUCT SALES	INCOME
450000000	100	SERVICE SALES	INCOME
450000000	200	SERVICE SALES	INCOME
500000000	100	COST OF GOODS	EXPENSE
600000000	100	GENERAL EXPENSE	EXPENSE
400000000	200	PRODUCT SALES	INCOME

Number	Dep Code	Account Description	Type
500000000	200	COST OF GOODS	EXPENSE
600000000	200	GENERAL EXPENSE	EXPENSE

**Purchase Order:** A purchase order represents the purchase of merchandise from a vendor.

**Purchasing:** The purchasing system is one of several Fitrix *Business* modules. It provides an automated method for tracking purchases, tracking receiving, and projecting cash requirements.

**Receivable Documents:** There are four common types of receivable documents: a customer invoice, a customer cash receipt, a customer credit, and a customer debit.

**Receivable Ledger:** A receivable ledger is the ledger that includes all the accounts affected by accounts receivable transactions—invoices, cash receipts, and customer credits and debits.

**Receivable Journal:** The receivable journal is the journal into which all accounts receivable transactions—invoicing, credits, and debits—are recorded. When posted, these transactions affect the balance of accounts in the receivable ledger.

**Row:** Information is stored internally in the database in tables that consist of rows and columns. A row is one set of specific information within a table. For example, an account table contains all the information about a single account in an account row. An account table contains as many rows as there are different accounts.

**Statement:** The customer statement shows the current activity for a given customer. The statement shows outstanding invoices, recent payments, credits, and debits to the customer's account.

**Store or Record:** Recording or storing data is the process of saving it in the database after it has been added or updated.

**Table:** A table is where information is stored in a computer. A given table contains only a specific type of information. For example, an account table contains the different sales and expense accounts used by the system.

**Transaction:** A transaction is any business activity involving the transfer of money, goods, and/or services. In an accounting system, most activity takes the form of a business transaction. Transactions, when entered through a menu option, are referred to as "documents."

**Update:** Updating a table is the process of modifying rows within the table. Whenever you change a description in the account table, for example, you are updating a row within that table.

**Vendor Accounts:** Though not an "account" in the general ledger sense, a vendor account is used to summarize what a vendor is owed at a particular point in time. A vendor's account is summarized by an aging statement.

**Vendor Activity:** Activity refers to any transaction involving a vendor that affects the balance of a vendor or ledger account. A summary of activity shows all transactions affecting those balances over a specified period of time.

**Vendor Aging:** A vendor aging report lists outstanding vendor invoices categorized by number of days from the vendor invoice date or due date. Vendor aging reports can be setup to "age" in two different ways: an aging report can categorize outstanding vendor invoices, from those currently due to those past due (see the Print Vendor Aging menu option in the Accounts Payable system). In this case, the aging categories reflect ever more serious levels of overdue payment.

Secondly, an aging report can categorize outstanding vendor invoices, from those currently due to those that will be due in the future (see the Print Vendor Cash Requirement menu option in the Accounts Payable system). This report is a projection of cash requirements. In this case, the aging categories reflect amounts due farther in the future.

**Vendor Balance:** The vendor balance is the amount owed to or owed by a vendor. If you owe a vendor money, the vendor's account has a credit balance. If the vendor owes you money, the vendor's account has a debit balance. A vendor's balance is the sum of all open items pertaining to that vendor.

**Vendor Terms:** Vendor "terms" are the conditions under which the vendor expects payment from you. Vendor terms typically include the period of time within which you expect to pay that vendor's invoices, any discounts allowed for early payment, and the time frame within which such discounts are allowed.



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