



Infor Infinium HCM Payroll Guide to Management Functions

Volume 1

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About This Guide

This section contains information about the:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

The *Infinium Payroll Guide to Management Functions* is written for all users of Infinium Payroll (Infinium PY) including:

- those who are responsible for setting up system controls during the initial implementation of PY
- those who maintain Infinium PY controls
- those who perform Infinium PY processing, administrative and reporting activities
- Payroll supervisors and managers
- System administrators and technical staff members who provide support to Infinium PY users

Purpose of This Guide

The purpose of this guide is to provide you with an in-depth explanation of how to set up controls and perform processing for advanced features of Infinium PY. You can set up and begin using the advanced features before or after you go live on Infinium PY. This guide is intended to be used as a reference guide.

Organization of This Guide

This guide is task oriented. We have grouped related tasks into parts. Each part contains overview information and step-by-step instructions to lead you through the tasks.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and Wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names The guide uses the same abbreviations as the screen.	<i>Master Files</i> Use <i>Max Lnth</i> to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and warnings	Caution: You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type <code>Infinium PY</code> in the <i>System</i> field. The following message is displayed: <code>Company not found</code>
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.

Convention	Description	Example
Select	Choose a menu option or choose a record or field value after prompting.	Select <i>Employer Controls</i> . Select a record. From the <i>List</i> menu, select <i>Display</i> .
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.</p>	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select <i>Update Employer Controls</i> [UCO].
Publication titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	<i>Infinium Training Administration Guide to Setup and Processing</i> is referred to as <i>Infinium TR Guide to Setup and Processing</i> .

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the IBM AS/400 or iSeries are described in the following table. All Infinium PY function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen

Function Key	Name	Description
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character-based and Graphical-based Screens

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

```

2/17/98 13:01:49      Personnel Actions Update      PEGMTR      PEDMTR
Employer . . . . : ZUS      SAMPLE US COMPANY
Employee . . . . : 80038    GREEN, KELLY
  SC                      Salary Change
-----
SC Effective Date _____ Position . . . . 110140 +
SC Reason . . . .  _____ + Job Code . . . . 140_ +
SC Base Rate . . . . _____ -or- Increase % . . . . _____
Updt Payroll Rate 1 (0->4) Payroll Rate . . . . _____
Pay Grade . . . . _____ + Scheduled Pay Pds 26
Regular Hours . . . . 80.00
Pay Type . . . . $ Bonus? . . . . 0 (0=No 1=Yes)
SC Base Frequency A_ Comp Ratio . . . : 23.8000
Pay Frequency . . B_ Salary Quartile : 1
Prev. Frequency . A_ Prev. Base Rate . 50,000.0000
Comment . . . . . Description . . . _____

2=Change 4=Delete
Opt Date Reasn Positn Job Base Rate Incr% Incr. Amt. Comp
_ 1/01/1998 MERIT 110140 S 140 50,000.0000 6.0220 2,840.0000 23.80
_ 8/20/1995 ADJST 110140 S 140 47,160.0000 13.3653 5,560.0000 23.58

F3=Exit F4=Prompt F8=Calculate F10=Access F12=Previous
    
```

Figure 1: Sample character-based screen for Infinium HR suite

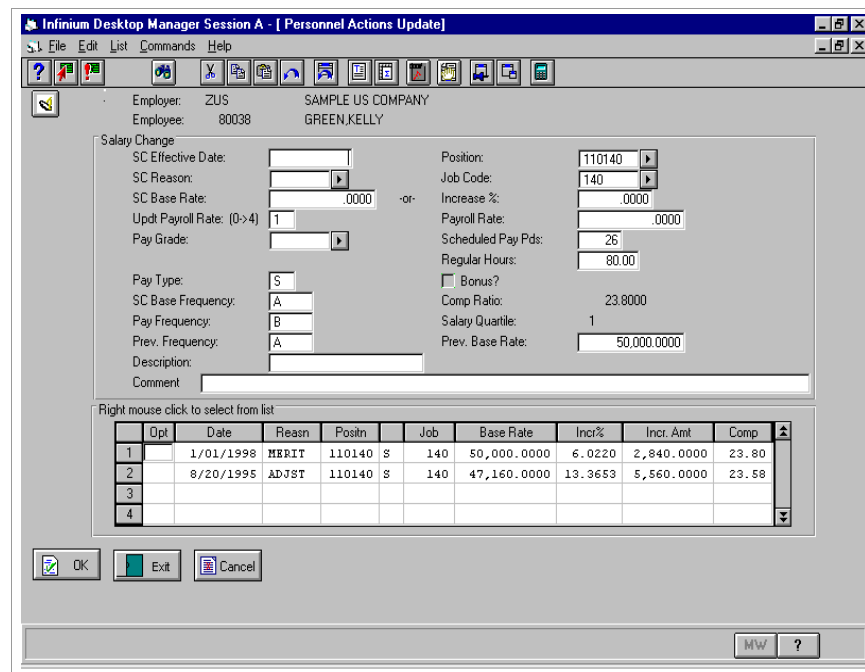


Figure 2: Sample graphical-based screen for Infinium HR suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

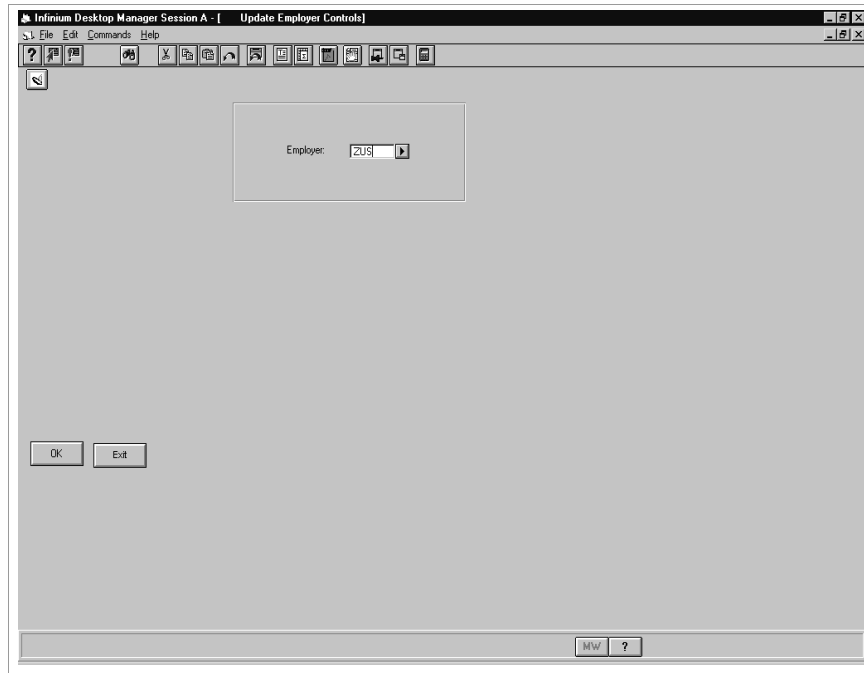


Figure 3: PY prompt screen

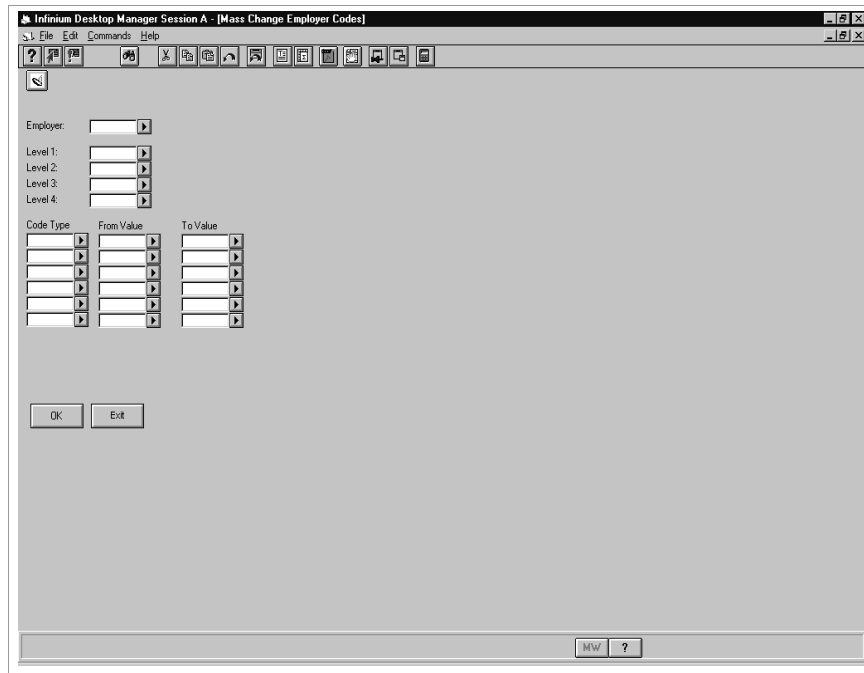


Figure 4: PY selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type 1 and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
Infinium Financial Management Suite	Infinium FM
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	Infinium HR
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR

Related Documentation

For further information about Infinium PY, refer to the following:

- *Infinium Payroll Guide to Controls*
 - *Infinium Payroll Guide to Processing*
-

- *Infinium Payroll Guide to US Year End Processing*
- *Infinium Payroll Guide to Canadian Year End Processing*
- *Infinium Payroll Guide to Federal and State Reporting*
- *Infinium Payroll Guide to Multiple Tax ID Processing*
- *Infinium Human Resources Guide to Setup and Processing for Benefits Administration*
- *Infinium Human Resources/Payroll Technical Guide*
- *Infinium Human Resources/Payroll Conversion Workbook*
- *Infinium Payroll Menu Tree*
- *Infinium Human Resources/Payroll Reports Book*
- *Program Reference Guide*
- *File/Field Descriptions*
- *Database Relations*
- Online help

Installation instructions and release notes are available on Infor365 Online Support.

Notes

Chapter 1 Infinium Payroll: An Overview

1

Infinium Payroll is a comprehensive payroll management system that allows you to manage employee information, process and track employee pay, and perform payroll reporting and administrative activities. It is fully integrated with Infinium Human Resources.

The chapter consists of the following topics:

Topic	Page
Infinium Human Resources/Payroll Overview	1-2
Conventions Used in Infinium Payroll	1-4
Terminology and Concepts	1-8
Commonly Used Fields	1-11

Infinium Human Resources/Payroll Overview

The flowchart that follows identifies key components of both Infinium PY and Infinium HR. Information that is shared between the two systems is positioned in the upper middle and lower middle parts of the chart. For example, the entity control and level controls are shared between Infinium PY and Infinium HR. Similarly, users of both Infinium PY and Infinium HR can hire new employees and both can access the employee Basic Data record.

Information that is unique to Infinium PY or Infinium HR is shown under each product heading. For example, you set up and maintain general ledger controls and income and deduction controls using Infinium PY while you maintain salary ranges and benefit controls using Infinium HR. In the standard system configuration, only Infinium PY includes cycle processing options and only Infinium HR includes applicant data and benefit administration options.

The flowchart that follows depicts the standard configuration of Infinium PY and Infinium HR. Your system administrator determines the menu options that you can access and can move options between Infinium PY and Infinium HR to suit your organization's needs.

Infinium Human Resources and Infinium Payroll Overview

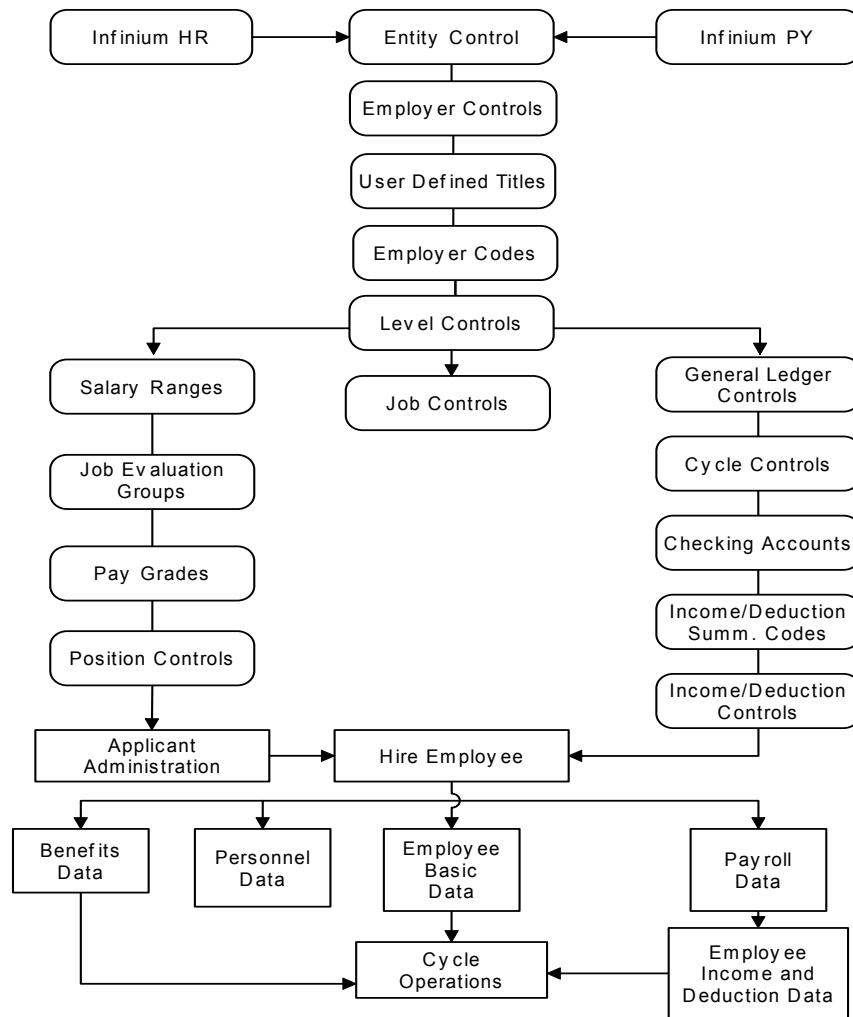


Figure 1-1: Infinium PY and Infinium HR System Overview

Conventions Used in Infinium Payroll

There are several conventions that are used throughout Infinium PY including those listed below.

Understanding System Names

In this guide and others, Infinium PY is sometimes referred to as Infinium PY. Infinium HR is sometimes referred to as Infinium HR. The combination of the HR and Infinium PY products is identified as Infinium HR/PY.

Using Update Functions

Throughout Infinium PY, you use options that begin with *Update* to add, change or delete information in the system.

Using Display Functions

Throughout Infinium PY, you use options that begin with *Display* to view information in the system. You cannot use display options to add, change or delete information.

Using List Functions

Throughout Infinium PY, you use options that begin with *List* to generate standard reports of information in the system. You generally use a selection screen to identify the information you want to include on the report.

You use options on various operating system screens to view and print your reports. For example, you can press F14 from the Infinium PY main menu to access the Work with Submitted Jobs screen. You use options on this screen to display and print the spooled files that contain your reports. Refer to information about your operating system for detailed instructions on how to view and print your reports.

Understanding Defaults

A default is a value that the system automatically assigns or an action that the system automatically takes. Some default values and actions are pre-defined by Infinium; others are defined by users as they set up Infinium PY. Default values are generally entered on control screens.

Using Quick Access

On most screens in Infinium products, including Infinium PY, you can press F10 to display a pop-up window that allows you to go to another function without first returning to the product's main menu or desktop. You enter a pre-defined Quick Access code for the function that you want to access. This timesaving feature allows you to move rapidly to functions in the systems to which you are authorized.

You can use Quick Access codes to move to functions within Infinium PY or to a function in any other system to which you are authorized. Quick Access codes are displayed in brackets following all menu functions listed in this guide.

Prompting and Selecting

Throughout all Infinium products, including Infinium PY, when you place your cursor on any field that displays +, you can press F4 or click on the F4 button to display a list of valid values for that field. You can select a value from the list by typing any character in the *Opt* field next to the value you want to use, then pressing Enter. The system returns to the field your cursor was in when you prompted and automatically fills it with the value you selected.

Required Fields

Many screens have a combination of required and optional fields. You must complete the required fields before the system allows you to proceed. To find out which fields are required for a screen, press Enter or click on the Enter button; the system highlights the fields that you must complete.

Field Exit

With numeric and date fields, the text you type does not always fill the entire field. You can press the FieldExit key to complete the field, right justify numeric entries, and move your cursor to the next field on the screen.

Exiting from a Screen

You generally press Enter to save your work and exit from Infinium PY screens. However, in some cases you press F3 to exit from a screen.

When you press F3 or click on the F3 button to leave a screen, the system displays the Exit Options window. Type **1**, **2** or **3** and press Enter to leave the screen. The table below explains the options.

- | | |
|----------|--|
| 1 | Leave the screen and save any changes you have made. |
| 2 | Leave the screen but do not save any changes. |
| 3 | Return to the screen. |

The default value is **1**.

Using System Help

Infinium provides four levels of Help for all products including Infinium PY. You can press Help on any field in Infinium PY. The system first displays Field Help for the specific field your cursor was in when you accessed the Help system.

- If you press Enter on the Field Help screen, the system next displays Screen Help. Screen Help provides you with information concerning the purpose of the screen you are completing.
 - If you press Enter on the Screen Help screen, the system next displays Function Key Help. Function Key Help provides you with an overview of the functions performed by function keys for the screen you are using.
 - If you press Enter on the Function Key Help screen, the system next displays Function Help. Function Help provides you with an overview of the entire function you are using.
 - If you press Enter again, the system returns to the field from which you accessed Help.
-

In addition to the four levels of standard system Help text, you can also enter up to four levels of your own user defined Help text. When you enter your own Help text, the system displays it before it displays standard system Help text. See *Application Manager Navigational Guide* for details.

Working with Sub-Files

At the bottom of some screens, the system displays one or more lines of previous information related to the function and specific control or employee with which you are working. The area of the screen in which the system displays these records is called a sub-file.

You can review, modify or, in some cases, delete records from the sub-file. The system displays one line of key information for each record in the sub-file. To review all of the information for a record, you must retrieve it from the sub-file.

The top half of a sub-file screen contains input fields into which you can type new information or change information for an existing sub-file record you have retrieved from the sub-file. When you press Enter to save new information, the system stores it as a new entry in the sub-file. When you press Enter to save updated information for an existing sub-file record, the system replaces the old sub-file record with the updated record.

To review or modify information in a sub-file record, type **2** in the *Opt* field adjacent to the record. The system moves the information to the input area in the top portion of the screen, where you can review or update it. Press Enter to return the record to the sub-file.

To delete a record from the sub-file, type **4** in the *Opt* field adjacent to the record. When you press Enter, the system displays **DELETED** in place of that line in the sub-file.

You must press F3 to exit from sub-file screens. When you press F3, the system makes your sub-file addition, change or deletion permanent.

Terminology and Concepts

This section contains Infinium and Infinium PY terminology that you should understand before you continue to the detail topics. These concepts are used throughout the entire Infinium PY system.

Cycle

You set up pay cycles in Infinium PY to group employees together for pay processing. Employees paid in the same cycle share check dates, pay period dates, employer checking accounts and check stock.

You assign each employee to a pay cycle based on your processing needs. You can restrict pay cycles based on employee pay type (for example, hourly or salary), pay frequency (for example, weekly or monthly) or level assignment.

Deductions

You define deductions in Infinium PY to withhold amounts from employee pay checks and to track employer liabilities. You create deduction controls for both voluntary and involuntary deductions. Voluntary deductions include health insurance and savings bonds. Involuntary deductions include federal, state, provincial and local taxes.

When you set up a deduction control, you select from among five calculation methods. These methods are described in detail in the “Setting Up Controls for flat Amount Deductions,” “Setting Up Controls for Percentage and Hourly Deductions,” “Setting Up U.S. Tax Deductions” and “Setting Up Canadian Tax Deductions” parts in the *Infinium PY Guide to Controls*.

Entity Control

The entity control governs how you assign numbers to employees. It also displays current release numbers and allows you to identify the related Infinium products that are installed on your system. You define the entity

control once regardless of the number of employers you define on your system.

Employer Control

The employer control groups employees together for processing and reporting. You define controls for each employer and hire employees into an employer. You must specify an employer to perform most processing activities in Infinium HR and Infinium PY.

An employer can represent a single federal tax identification number or, with U.S. multiple tax identification processing and Canadian Employment Insurance processing, several different federal tax identification numbers. Refer to the *Infinium PY Guide to Controls* for details.

Employer Code Types and Code Values

Code types are pre-defined three-character designators the system uses to categorize information and ensure that your employee data is consistent and reliable. For each code type, you develop a list of code values that suit your business and reporting requirements. Some code types have a standard list of code values. For example, you use code type **STA** to enter the state or province in which each employee resides. You define standard code values for this code type, such as **NY** for New York, **CA** for California, and **ON** for Ontario.

Infinium has defined approximately 150 code types for Infinium HR/PY. You must define code values for fewer than twenty code types to perform basic processing on Infinium HR.

Employer Groups

Employer Groups collect employees assigned to different companies together for certain processing and reporting activities.

Incomes

You define incomes to generate earnings for each employee within your organization. When you set up an income control, you select from among twelve calculation methods. These methods are described in detail in the “Setting Up Accumulators and Controls for Hourly Incomes” and “Setting Up Controls for All Other Incomes” parts in the *Infinium PY Guide to Controls*.

Level Controls

Levels define the organizational structure of each employer. You can establish up to four levels for each employer. Each employee is assigned to a set of levels within an employer. Infinium HR and Infinium PY use levels for processing, reporting, security and general ledger number resolution.

Job Controls

Job controls define classes or types of work performed in your organization. You can establish very broadly defined jobs, such as clerk or manager, or more specific jobs, such as Senior Payroll Administrator or Recruiting Supervisor. Employees in different parts of your organization can be assigned to the same job code. In Infinium PY, you can associate pay rates and general ledger account numbers with jobs.

Position Controls

Position controls identify where jobs are performed in your organization and track budgeted and authorized employee headcount. You set up and maintain position controls only on Infinium HR. You must set up at least one position for each job and associate it with levels to specify where the work is performed in the employer.

Positions can also default information into employee records. In addition to a job and levels, you can associate a location code, workers' compensation code, union code, shift code and other information with each position. If you activate the position default feature, when you assign an employee to a position the system automatically defaults information from the position control to the employee's records.

Commonly Used Fields

Selecting an Employee

You can use two fields on selection screens in Infinium PY to identify the employee whose information you want to review or update:

- Employee
- Last Name

You must specify the employee's number for the system to locate the employee's record.

Using the Employee Field

You can type the number assigned to the employee whose information you want to update or display in the *Employee* field. If you do not know the employee's number, you can press F4 to display a list of all employees associated with the specified employer or use the *Last Name* field to find the employee number.

When you press F4, the system displays the Employee Locate screen. To locate a specific employee, type some or all of his or her last name on the blank line adjacent to the *Locate* field on the Employee Locate screen and press Enter. The cursor moves to the employee(s) whose name matches the letters or name you specified.

Type any character in the *Opt* field next to the employee you want to update or view and press Enter. The system returns to the prompt screen and automatically fills in the employee number and last name of the employee you selected.

Using the Last Name Field

If you know the employee's complete last name, you can type it in the *Last Name* field and then press F4 to display the Employee Locate screen. The system positions your cursor adjacent to the employee's name and number. Type any character in the *Opt* field next to the employee you want to update or view and press Enter. The system returns to the prompt screen and automatically fills in the employee number of the employee you specified.

If you do not know the employee's entire last name, type as much as you know and press F4. The system displays employee(s) whose names match the letters or name you specified. Type any character in the *Opt* field next to the employee you want to update or view and press Enter. The system returns to the prompt screen and automatically fills in the complete last name and employee number of the employee you selected.

Selecting an Employer

You use the *Employer* field to identify the employer whose information you want to access, or the employer of the employee whose information you want to access. Type the value that represents the employer in this field.

If you do not know the value that represents an employer, you can press F4 to display a list of all of the employers that have been defined in your Infinium Payroll/Human Resources database. You can save keystrokes by setting up a default employer code value on your Infinium HR/PY user security control. You can override the default employer if you have security clearance to access other employers on your system.

Chapter 2 Performing Cycle Support and Post-cycle Activities

2

This chapter includes information on options you can use during and after pay cycle processing to recover from technical problems along with options you can use to review cycle history and employee check history.

The chapter consists of the following topics:

Topic	Page
Overview of Cycle Support and Post-cycle Activities	2-2
Using Cycle Support Functions	2-4
Displaying Cycle Information	2-13
Using the <i>Payroll Inquiry</i> Menu Options	2-19
Re-numbering Paychecks	2-46
Reorganizing Cycle Work Files	2-53

Overview of Cycle Support and Post-cycle Activities

You use the functions below during and after pay cycle processing to solve processing problems or to display and print information.

Use . . .	To . . .
<i>Cycle Support Operations</i>	Recover from pay cycle processing technical problems. Expedite normal cycle processing steps in emergency situations only.
<i>Display Cycle History/Status</i>	Display key information about cycles currently being processed or that have already been posted.
<i>Payroll Inquiry</i>	Display and print employee detailed check history. Display and print employee annual pay history. Find, display and print checks and vouchers using check/voucher number.
<i>Post-Assign Check Numbers</i>	Assign a new number to posted payroll checks in Infinium PY history files.
<i>Reorganize Cycle Workfiles</i>	Remove data from cycle work files for posted cycles. Reorganize cycle work files for faster cycle processing.

Objectives

When you complete this chapter, you should be able to do the following:

- Work with technical staff members to troubleshoot and resolve technical cycle processing problems
- Expedite normal pay cycle processing steps in emergency situations only
- Display key information for cycles being processed along with cycle history
- Display and print employee check history

- Assign new numbers to posted checks
- Reorganize cycle work files

Using Cycle Support Functions

You can use two cycle support functions in Infinium PY to recover from certain technical problems or processing errors that you might encounter during cycle processing. You can use the *Cycle Support Functions* option with any type of pay cycle. You use the *Batch Cycle Support Functions* option only for cycles in which you use the batch timesheet entry method.

Caution: Do not use these options to skip or accelerate normal cycle processing procedures. Refer to the *Infinium PY Guide to Processing* for details on how to process pay cycles.

You should contact the technical support person at your location when you use the functions described below.

Understanding Cycle Support Functions

You use the *Cycle Support Functions* option to:

- Reset the active status flag for any non-posted cycle
- Move the cycle to a different processing stage
- Cancel or delete a non-posted cycle

The system uses interactive processing for the *Cycle Support Functions* option. It displays the Cycle Support Functions screen on your personal until it has completed the processing you selected. Depending on the number of employees, incomes and deductions in your pay cycle, it may take some time to complete certain tasks, such as recalculating the cycle and re-releasing the cycle.

The table below explains the actions you can take using this function.

Cycle Support Options

Type this value:	To perform this action:	Which allows you to:
1 Reset Status Flag	Reset the status of a cycle from active to inactive	Recover from abnormal situations (for example, a power failure) that leave the cycle in active status even though processing has stopped

Cycle Support Options

Type this value:	To perform this action:	Which allows you to:
2 Recalculate Cycle	<p>Recalculate a cycle</p> <p>This option performs the same processing that occurs when you type * in <i>Opt</i> field on the Print Trial Register screen.</p>	<p>Rebuild labor expense account numbers</p> <p>Ensure correct limit processing for employees with multiple checks in the same pay cycle</p> <p>Recalculate existing incomes and deductions in cycle work files based on updated income and deduction controls</p> <p>The system does not refresh updated income and deduction priorities for existing records because priorities are used to determine the initial order in which records are processed and unpredictable results would occur if the values changed during the calculation itself. The system refreshes priorities only for system generated incomes such as shift differential or over-limit incomes that are deleted and recreated or for newly generated deductions.</p>
3 Re-release Cycle	<p>Discard all deductions in the cycle except for mass entered deductions and rebuild the deductions work file (PYPTD) from scratch</p> <p>Recalculate all incomes, deductions and net pay amounts</p> <p>Discard all changes made in the <i>Update Checks</i> function</p> <p>Do not use this option during normal cycle processing.</p>	<p>Remove double deductions from the deductions work file. (The system creates two of each deduction for each employee if you run the <i>Release Timesheet Data</i> function twice for a cycle.)</p> <p>Add or remove deductions from the cycle whose controls were set up incorrectly (for example, the deduction frequency was wrong)</p> <p>Recover from system crashes (see Option 5 below)</p>

Cycle Support Options

Type this value:	To perform this action:	Which allows you to:
4 Set Stage to Release	<p>Skip the <i>Prove Timesheet Data</i> function and proceed directly to the <i>Release Timesheet Data</i> function</p> <p>Do not use this option during normal cycle processing.</p>	<p>Avoid running the <i>Prove Timesheet Data</i> function multiple times. You normally must generate the Timesheet Proof report following each time you review or make changes to income data using the <i>Enter Timesheet Data</i> or <i>Express Timesheet Entry</i> functions.</p>
5 Set Stage to Register	<p>Bypass the <i>Release Timesheet Data</i> function and proceed directly to the <i>Print Trial Register</i> function</p> <p>Before you use this option, you must first use these options within <i>Cycle Support Functions</i>:</p> <ul style="list-style-type: none"> ■ Option 1 - Reset Status Flag ■ Option 3 - Re-release Cycle 	<p>Recover from a system crash that occurs when Infinium PY is processing the <i>Release Timesheet Data</i> function</p>
6 Set Stage to Post	<p>Bypass the <i>Print Trial Register</i> function and proceed directly to the <i>Post Cycles and Print Checks</i> function.</p> <p>Do not use this option during normal cycle processing</p>	<p>Avoid running the <i>Print Trial Register</i> function multiple times. You normally must generate the Trial Register following each time you review or make changes to checks using the <i>Update Checks</i> function</p>

Cycle Support Options

Type this value:	To perform this action:	Which allows you to:
8 Delete Cycle	<p>Delete a cycle and all of its data, including all checks and vouchers.</p> <p>Remove the cycle header data used during the <i>Begin Cycle</i> function (such as period beginning and ending dates) from the Cycle History file (PYPCH) file.</p> <p>You can enter cycle header data before you run the cycle using the <i>Update Future Cycle Schedule</i> option.</p>	<p>Delete a cycle which contains major errors and remove header information from the <i>Update Future Cycle Schedule</i> option</p> <p>Because the <i>Begin Bonus Cycle Operations</i> option is programmed to create a new cycle header record, always use option 8 to remove a bonus cycle</p>
9 Cancel Cycle	<p>Delete a cycle and all of its data, including checks and vouchers</p> <p>Retain the cycle header data used during the <i>Begin Cycle</i> function (such as period beginning and ending dates) in the Cycle History file (PYPCH) file. You can review or modify this data before you run the cycle using the <i>Update Future Cycle</i> option.</p> <p>If you cancel and begin a cycle again, you do not receive the Enrollments to Deductions register the second time.</p>	<p>Delete a cycle which contains major errors and retain header information in the <i>Update Future Cycle Schedule</i> option</p>

Caution: When you delete or cancel a pay cycle, the system does not retain any of the information you entered, such as time entry and deduction data, with one exception. If you use the *Update Daily Time Data* function to enter time, the system retains information in this file and resets the records so that you can reuse them in another cycle.

Performing Cycle Support Functions

Follow these steps to utilize the *Cycle Support Functions* option:

- 1 From the Infinium Payroll main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Cycle Support Operations*.
- 4 Select *Cycle Support Functions [CSF]*. The system displays the screen shown in Figure 2-1.

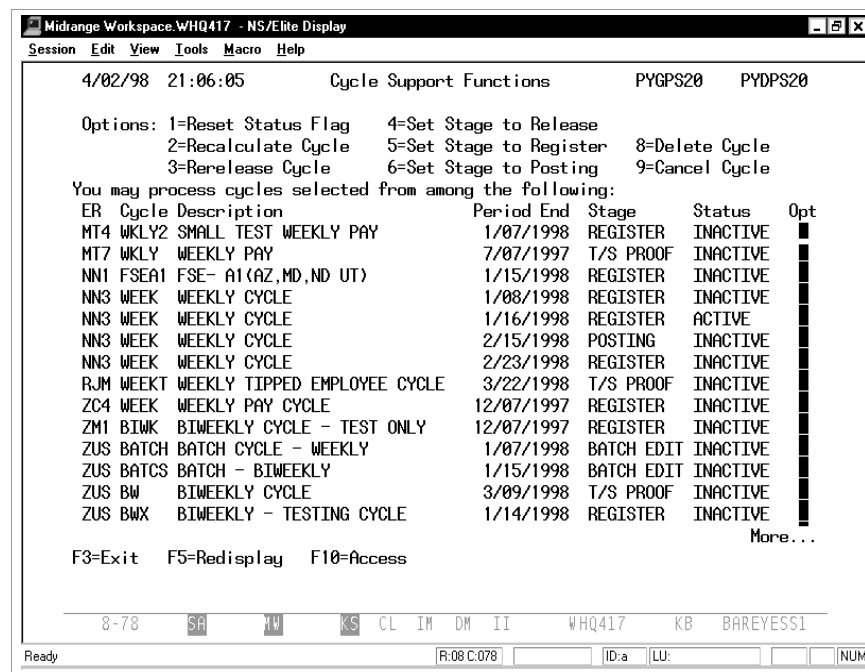


Figure 2-1: Cycle Support Functions screen

The system displays all active payroll cycles on your system.

- 5 Use the information below to work with this screen. Refer to the table in the preceding section entitled “Understanding Cycle Support Functions” for details.

Opt

Type one of the following values in this field:

- 1 Reset Status Flag

- 2 Recalculate Cycle
- 3 Re-release Cycle
- 4 Set Stage to Release
- 5 Set Stage to Register
- 6 Set Stage to Post
- 8 Delete Cycle
- 9 Cancel Cycle

6 Press Enter. The system re-displays the Cycle Support Functions screen and moves your cursor to the upper left-hand corner of the screen.

7 Press Enter again to confirm your selection.

8 The system displays the Cycle Support Functions screen as it processes your request. When processing is complete, the system returns you to the Infinium PY main menu.

9 You can:

- Repeat steps 1 through 7 to perform other cycle support actions for the same or a different cycle
- Proceed to the *Cycle Operations* option to complete normal cycle processing steps.

Using Batch Cycle Support

You use the *Batch Timesheet Support Function* option to reset or delete one or more batches of time entry data in a cycle before you close the time over to the cycle and run the *Release Timesheet Data* function. In addition to the options described below, you can also use the *Cycle Support Functions* option to work with batch cycles.

The table below describes the two options available for batch cycles.

Batch Cycle Support Options

Type this value:	To perform this action:	Which allows you to:
1 Reset Status	Reset the status of a	Permit a user to

Batch Cycle Support Options

Type this value:	To perform this action:	Which allows you to:
Flag	batch of time entry data from: INUSE (active) to EDIT (inactive) PROOF (active) to EDIT (inactive)	manually update data in a specified time entry batch when the batch is already being updated by another user or the system
4 Delete	Delete a batch of time entry data	Remove a batch of data from a cycle

Follow these steps to use the *Batch Timesheet Support Function* option:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Cycle Support Operations*.
- 4 Select *Batch Timesheet Support Functions [BTS]*. The system displays the screen shown in Figure 2-2.

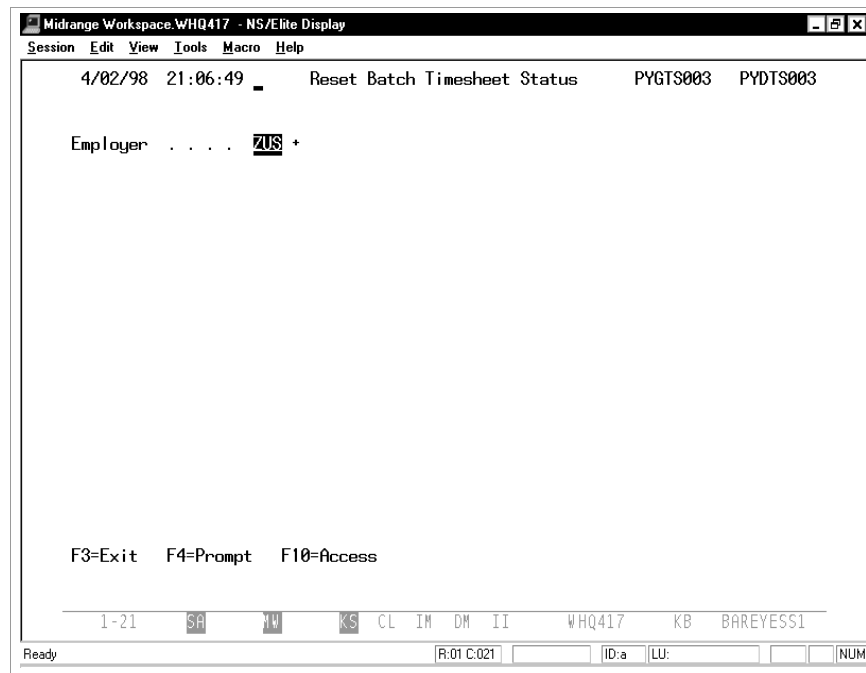


Figure 2-2: Reset Batch Timesheet Status prompt screen

- 5 Type the value that represents your employer.
- 6 Press Enter. The system displays the screen shown in Figure 2-3.

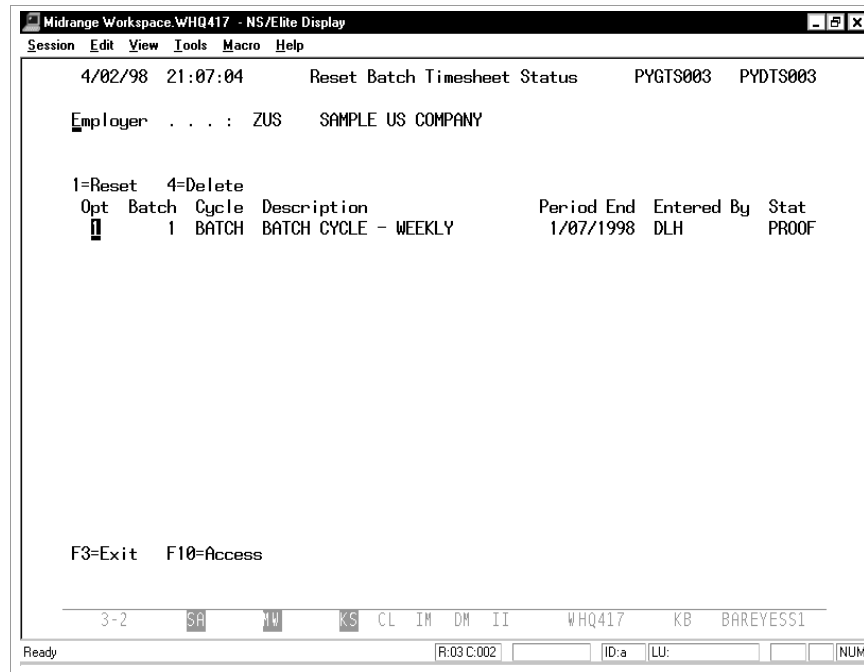


Figure 2-3: Reset Batch Timesheet Status screen

The system displays the batches of time entry data associated with active pay cycles.

- 7 Use the following information to work with this screen. Refer to the preceding table in this section for details:

Opt

Type one of the following values in this field:

- | | |
|----------|---------------------------------------|
| 1 | Reset the status of a selected batch. |
| 4 | Delete a selected batch. |
- 8 Press Enter. The system instantly processes your request, redisplay the Reset Batch Timesheet Status screen, and performs one of the following actions:
 - If you typed **1**, it displays the new status for the selected batch
 - If you typed **4**, it removes the selected batch
 - 9 Press F3 to exit from the Reset Batch Timesheet Status screen.

- 10** Repeat steps 5 through 8 to work with additional time entry batches or press F3 to return to the Infinium PY main menu.

Displaying Cycle Information

You use the *Display Cycle History/Status* option to view the history of posted pay cycles, the status of active pay cycles currently being processed, and key information for future pay cycles. You can use this information to research, troubleshoot, and confirm the situation of a particular pay cycle.

The system displays the information below.

For this type of cycle:	The system displays the following:
Active (non-posted)	<p>Basic information:</p> <ul style="list-style-type: none"> ■ Pay period ending date ■ Number of employees processed ■ Current status (active/inactive) ■ Stage (next processing step) <p>Additional information:</p> <ul style="list-style-type: none"> ■ Check date ■ Fiscal periods (month and year) ■ Tax frequency ■ Weeks worked ■ Supplemental tax indicator
Future (not yet started)	<p>Basic information:</p> <ul style="list-style-type: none"> ■ Pay period ending date ■ Current stage (Future) <p>Additional information:</p> <ul style="list-style-type: none"> ■ Check date ■ Fiscal periods (month and year) ■ Tax frequency ■ Weeks worked ■ Supplemental tax indicator

For this type of cycle:	The system displays the following:
Completed (posted)	<p>Basic information:</p> <ul style="list-style-type: none">■ Pay period ending date■ Number of employees processed■ Current stage (Completed)■ Gross and net cycle amounts■ Date completed <p>Additional information:</p> <ul style="list-style-type: none">■ Check date■ Fiscal periods (month and year)■ Tax frequency■ Weeks worked■ Supplemental tax indicator

Follow these steps to utilize the *Display Cycle History/Status* function:

- 1 From the Infinium PY main menu select *Cycle Operations*.
 - 2 Select *Miscellaneous Functions*.
 - 3 Select *Display Cycle History/Status* [DCHS]. The system displays the screen shown in Figure 2-4.
-

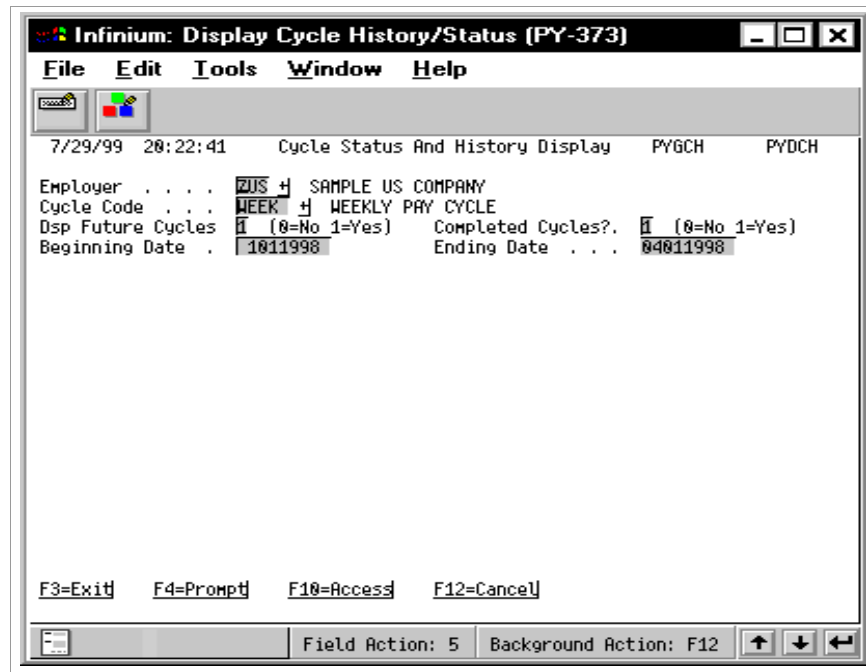


Figure 2-4: Cycle Status and History Display prompt screen

4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Cycle Code

Type the value that identifies the pay cycle whose information you want to display. Press F4 to display a list of cycle code values.

Leave this field blank to display information for all pay cycles within the specified employer.

Dsp Future Cycles

Indicate whether you want to display information for pay cycles you have not yet started. You use the *Update Future Cycle Schedule* function to enter information for pay cycles you plan to process in the future. Refer to the *Infinium PY Guide to Controls* for details on how to set up a future cycle schedule.

Valid values are:

- 0 No, do not display information for future pay cycles.

- 1** Yes, display information for future pay cycles.

Completed Cycles?

Indicate whether you want to display information for pay cycles you have already posted.

Valid values are:

- 0** No, do not display information for posted pay cycles.

- 1** Yes, display information for posted pay cycles.

Beginning Date

Type the earliest pay period ending date for which you want to review information.

Leave this field blank to review pay cycle data without restricting the starting pay period ending date.

Ending Date

Type the latest pay period ending date for which you want to review information.

Leave this field blank to review pay cycle data without restricting the last pay period ending date.

- 5** Press Enter. The system displays the screen shown in Figure 2-5.
-

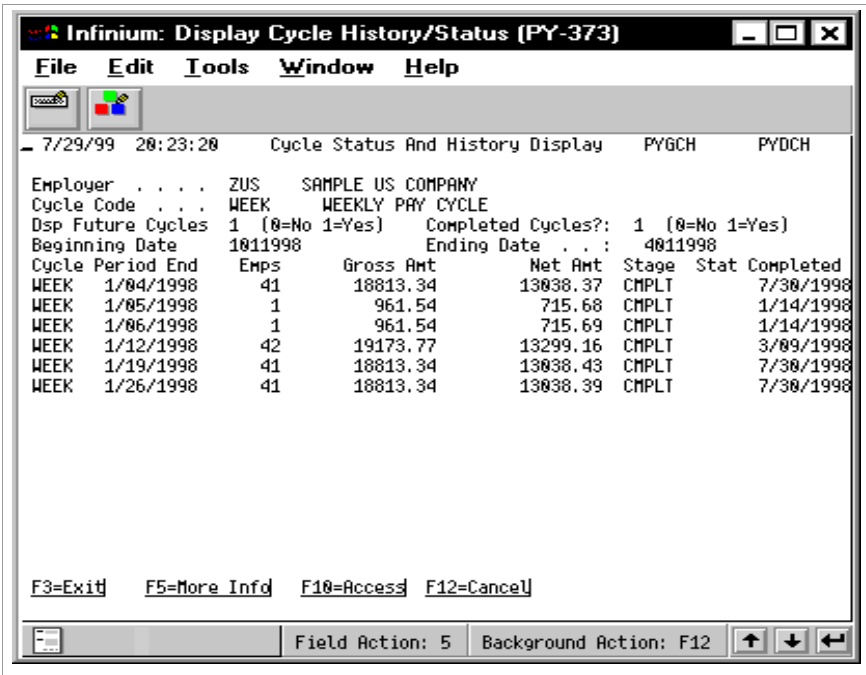


Figure 2-5: Cycle Status And History Display screen

The system uses your specifications on the preceding screen to display basic information for the types of pay cycles shown below.

If you type this value:	In this field:	The system displays:
1	<i>Dsp Future Cycles</i>	Future and active cycles
0	<i>Completed Cycles?</i>	
0	<i>Dsp Future Cycles</i>	Completed and active cycles
1	<i>Completed Cycles?</i>	
1	<i>Dsp Future Cycles</i>	Future, completed and active
1	<i>Completed Cycles?</i>	cycles
0	<i>Dsp Future Cycles</i>	Only active cycles
0	<i>Completed Cycles?</i>	

- 6 Press F5 to display additional information for each selected pay cycle as shown in Figure 2-6.

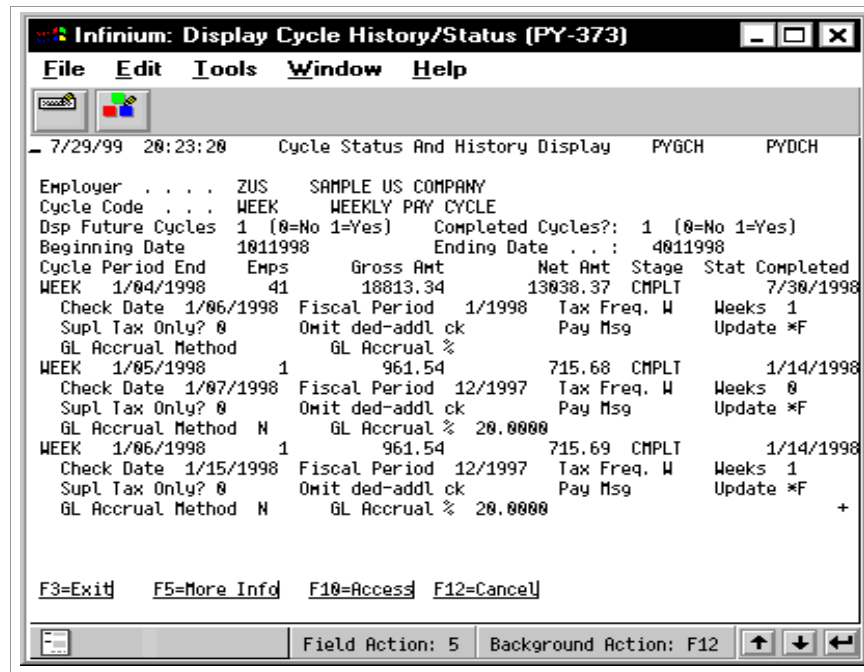


Figure 2-6: Cycle Status And History Display expanded screen

7 The system displays the following information for the selected cycles:

- Check date
- Fiscal month and year
- Tax frequency
- Weeks worked
- Supplemental tax identifier
- Omit deductions for additional checks status
- Pay message code
- Update *F employee fringe income amount, for Canadian employees only
- General Ledger accrual method and percentage for the selected cycles

8 Press F5 to return to the initial display of basic information.

9 Press F3 or F12 to exit from this screen. The system displays the Cycle Status and History Display prompt screen.

10 Repeat steps 4 through 7 to review information for other pay cycles or press F3 to return to the Infinium PY main menu.

Using the *Payroll Inquiry* Menu Options

You can use the functions below from the *Payroll Inquiry* menu to review and print employee detailed pay and check history.

Use...	To...
<i>Display Check History</i>	review detailed information for some or all of the pay checks and vouchers processed for a selected employee.
<i>List Check History</i>	print the following for a specified employee or all employees working for a specified tax company or employer or at specified organizational levels: <ul style="list-style-type: none"> ■ Summary or detailed check information for a specified check date range, or ■ Total for a specific income type or deduction type within the check date range
<i>Display Issued Checks/Vouchers</i>	locate a previously issued check or voucher using the account and check number which can be displayed and printed.
<i>Display Annual Pay History</i>	review the following for a selected employee: <ul style="list-style-type: none"> ■ Total annual hours worked, gross pay, gross wages, net pay, and deduction totals for one or more selected years ■ Annual totals for each income and deduction processed in a selected year
<i>List Employee Pay History</i>	print a report for up to six employees, containing key information for selected checks and vouchers including: <ul style="list-style-type: none"> ■ Check date, account code and check or voucher number ■ Pay cycle code and pay period ending date ■ Gross pay for each check and gross earnings and hours worked by segment ■ Total hours in the first hours column showing a total of both hours columns for each employee ■ Unemployment insurance wages and *CUIC deduction amounts for Canadian employers only

Recognizing Security Restrictions

The system applies level security and security group restrictions to the options within the *Payroll Inquiry* function. Therefore, if your user profile is restricted from accessing employees in specified levels or security groups, you cannot access their check history and annual payroll history information using options within the *Payroll Inquiry* function.

The system displays the following message when you attempt to access the records of employees to whom you are not authorized:

You are not authorized to access this employee's records.

Refer to the "Using System Operations Functions" chapter of this guide for details on how to implement Infinium HR/PY security features.

Displaying Check History

Overview

You use the *Display Check History* function to review detailed information for checks and vouchers you have processed for an employee in any pay cycle on Infinium PY. You can select checks by a range of dates, and by income code or deduction codes.

The screen or screens displayed depend upon your selection criteria.

If you press F8 (Print) at one of the Display Check History screens, the system prints the information for the selected employee that matches your current selection criteria such as a check date range, income type, or deduction type.

The system uses information from the files listed in the table below for this display.

The system uses information from this file:	On this screen:	To display:
Check Ledger (PYPCL)	Checks Display	Check status (cleared or voided) Cleared or voided date Checking account code Check or voucher number Check date Gross and net pay
Income Ledger (PYPIL)	Check Analysis and Income Analysis	Income code and description Segment Hourly pay rate and hours worked Income amount Levels and job worked Labor expense account number Shift code Units worked Project number Work breakdown structure Cost code
Deduction Ledger (PYPDL)	Check Analysis and Income Analysis	Deduction code and description Wage base and tax base Employer liability and employee deduction amount Combined wage base only and tax/limit base only indicator and override flags

Steps

Follow these steps to display employee check history:

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Payroll Inquiry*.
- 3 Select *Display Check History* [DCKH]. The system displays the Payroll Inquiry display check history prompt screen.

Payroll Inquiry Prompt Screen

- 4 Use the following information to complete the fields on this screen:

Employer

Specify the employer for which you want to view check history information.

Tax Company

If the specified employer is set up as a multi-tax employer, you can specify a tax company. If this is a multi-tax employer and you leave this field blank, the display includes all this employer's tax companies.

Employee

To review check history for a specific employee, type the employee's number.

To review check history for more than one employee in sequence, leave this field blank.

Last Name

To review check history for a specific employee, type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

To review check history for more than one employee in sequence, leave this field blank.

- 5 Press Enter. The system displays one of the following screens:
- If you specified an employee, the system displays the Checks Display screen. Skip to step 10.
 - If you did not specify an employee, the system displays the Payroll Inquiry levels prompt screen.

Payroll Inquiry Levels Prompt Screen

The Payroll Inquiry levels prompt screen displays the level descriptions defined for the selected employer.

- 6 Use the following information to complete the fields on this screen:

Level 1, 2, 3, 4

If you want to review check history for employees assigned to a specific level combination, type a value in one or more of the level fields.

Leave these fields blank to display a list of all employees for the selected employer.

- 7 Press Enter. The system displays the Payroll Inquiry employee selection screen.

Payroll Inquiry Employee Selection Screen

The Payroll Inquiry employee selection screen displays a list of employees within their level assignments. The system highlights active employees and lowlights terminated employees.

- 8 Use the following information to complete the field on this screen:

Opt

Type any character in this field adjacent to the employee(s) whose check history you want to review.

If you select more than one employee, the system brings up information for each employee in the sequence in which the selected employees are displayed on this screen.

- 9 Press Enter. The system displays the Checks Display selection screen.

Checks Display Selection Screen

For the selected employee, the top of the Checks Display selection screen displays the information below:

The system displays this employee information:	That you can verify using this menu option:
Tax identification number Pay type Pay frequency Base rate	<i>Update Basic Data</i>
Pay cycle code Home Tax Co	<i>Update Payroll Data (USA) or Update Payroll Data (Canada)</i>
Year-to-date gross and net pay	<i>Correct Employee YTD Totals</i>

The *Selected Tax Co* value represents the tax company you specified as a selection criterion earlier in this procedure.

- 10** Use the information below to complete the additional selection criteria on the Check Display prompt screen. The subsequent display depends on the selection criteria you specify here.

Begin Chk. Date

Type the earliest check date for which you want to see check history.

Leave this field blank to display check history without restricting the starting check date.

Ending Chk. Date

Type the latest check date for which you want to see check history.

Leave this field blank to display check history without restricting the ending check date.

Income Code

To display check history for a specified income, type the code that represents that income.

When you specify an income and press Enter, the system displays the Income Analysis screen. It extracts the following information from the income ledger file:

- Total hours and income amount for the selected time period
- Checking account code and check or voucher number
- Period ending date and check date
- Hourly rate, hours paid, and amount
- Levels, segment, and job worked
- Labor expense account number
- Shift code and units worked
- Project number, work breakdown structure, and cost code

Leave this field blank to review check history for all incomes.

Deduction Code

To display check history for a specified deduction, type the code that represents that deduction.

When you specify a deduction and press Enter, the system displays the Deduction Analysis screen. It extracts the following information from the deduction ledger file:

- Total employee deduction and employer liability amounts for the selected time period
- Checking account code and check or voucher number
- Period ending date, check date and segment
- Wage base and tax base
- Employee deduction and employer liability amounts
- Home state indicator for U.S. employers
- WLRP indicator for Canadian employers
- Wage base only indicator and override flags

Leave this field blank to review check history for all deductions.

11 Press Enter. The system displays one of the following screens:

- If you typed a value in the *Income Code* field, the system displays the Income Analysis screen described above. Press F5 on this screen to see additional information on a second line per entry. Press F5 again to return the display to the initial one-line format.
- If you typed a value in the *Deduction Code* field, the system displays the Deduction Analysis screen described above. Press F5 on this screen to see additional information on a second line per entry. Press F5 again to return the display to the initial one-line format.
- If you left the *Income Code* and *Deduction Code* fields blank, the system redisplay the Checks Display selection screen to list on the bottom portion of the screen the checks that meet your date range selection.

For each listed check, the screen displays the clear/void status if applicable, the account number, check number, check date, gross pay, and check amount. Refer to the table in the overview of this function for the sources of the information.

12 To review details for a particular listed check, type any character in the *Opt* field and press Enter. The system displays the Check Analysis screen.

Check Analysis Screen

For the selected check, the Check Analysis screen displays income information in the top portion of the screen and deduction information in the bottom portion of the screen.

For incomes, the list includes the income code and description and the segment, rate, hours, and amount for that income in this check.

For deductions, the list includes the deduction code and description and the base amount, employer liability, employee deduction amount, the wage base only indicator, and override flags.

- 13 Use the following information to work with this screen:

Displaying Additional Incomes or Deductions

If there are more incomes or deductions than can fit on the initial display, the system displays + in the lower right-hand corner of the income and/or deduction sections of the screen.

To view additional income or deduction information do the following:

- For additional incomes, place your cursor in the income section of the screen and press PageDown. The system scrolls to another screen of income information.
- For additional deductions, place your cursor in the deduction section of the screen and press PageDown. The system scrolls to another screen of deduction information.

Understanding Income Information

For each income the system displays the segment, rate of pay, hours processed and amount.

Place your cursor in the income section of the screen and press F5 to display additional information for incomes, including the levels worked, job worked, labor expense account, shift code, units worked, project number, work breakdown structure (WBS), and cost code.

Press F5 again to return to the original display of income information.

Understanding Deduction Information

The system displays the following information for deductions:

Base Amount

The system displays the wage base amount calculated in the check for deductions you define using method 3 (amount extension) and method 4 (tax). The system uses the accumulator assigned on the first screen of the deduction control to calculate the wage base.

For deductions that have a wage limit, such as *FICA, *Uxx and *Dxx deductions in the U.S. or *CFxx deductions in Canada, this wage represents the wages that were available for use in the deduction calculation before applying the wage limits.

ER Liability

The system displays the employer contribution for applicable deductions.

EE Deduction

The system displays the employee contribution for applicable deductions.

WBO

This field identifies deductions with wage base only or tax/limit base only adjustments. You must type a value in the *Wage Base Only?* field in the *Enter On-Demand Checks* or *Update Checks* functions to process a wage base only or tax/limit base only deduction.

Valid values are:

- | | |
|--------------------------------|---|
| blank
or
0 | This is a not a wage base only adjustment. Normal calculations apply. The system calculates the wage base and the tax/limit base unless you type a wage base or tax/limit base override amount. |
| 1 | This is a wage base only adjustment with a system-calculated tax/limit base. You must type an override amount in the <i>New Wage Base</i> field. The system uses the <i>New Wage Base</i> value to calculate the tax/limit base unless you type a tax/limit base override amount. |
| 2 | This is a wage base only adjustment with no system-calculated tax/limit base. You must type an override amount in the <i>New Wage Base</i> field. The system does not calculate the tax/limit base and leaves the value as 0 unless you type a tax/limit base override amount. |
| 3 | This is a tax/limit base only adjustment with no system-calculated wage base. You must type an override amount in the <i>New Tax/Lim Base</i> field. The system does not calculate the wage base and leaves the value as 0 unless you type a wage base override amount. |
| 4 | This is a tax amount adjustment with no change to the wage or tax/limit bases. The values in the <i>New Wage Base</i> and <i>New Tax/Lim Base</i> fields must be 0 . |

Ovr

This field indicates whether you overrode field values when you calculated the check. Each of the four digits of this field value represents a separate

override field on the Update Checks – Deductions screen or on the On-Demand Checks – Deductions screen.

- Position 1 indicates if you overrode the employee amount.
- Position 2 indicates if you overrode the employer expense liability amount.
- Position 3 indicates if you overrode the wage base amount.
- Position 4 indicates if you overrode the tax/limit base amount.

Valid values are:

- | | |
|----------|---|
| 0 | The system calculated the value. |
| 1 | You typed an override value for the amount. |

Tax/Limit Base

Place your cursor in the deduction section of the screen and press F5 to display tax base information for tax deductions and limit base information for all other deductions except flat amount deductions (method 1).

For taxes only, the system displays the taxable wage base amount calculated in the check for this deduction. If the employee reaches the statutory limit for a tax deduction in a check, the system displays a prorated taxable wage base. If the employee has already exceeded the statutory limit for a tax deduction in a check, the system displays no tax base even if it calculates a wage base.

For non-tax deductions, the system displays the wage base calculated in the check for this deduction. If the employee reaches a user-defined wage base limit for a deduction, such as a 401K deduction with an earnings limit, the system displays a prorated wage base in this field. If the employee has already exceeded the user-defined wage base limit for a deduction, the system displays zero for the wage base.

For Canadian *CFxx tax deductions, this field contains the value in the wage base after it was reduced by special pre-tax amounts for contributions to an RPP or RPSP, union dues, alimony payments or other amounts approved by the tax service office, and amounts claimed on the TD1 form for living in a prescribed zone. The modified wage amount was used to look up the appropriate tax table tax rate and K factor needed for calculating the employee's basic tax.

For Canadian *CCPP and *CQPP tax deductions, this field contains the value in the wage base after it was reduced by the applicable exemption amount for the pay period. When the employee exceeds the annual CPP contribution, the *Tax Limit Base* is calculated as 0. On the check where the employee

crosses the annual limit, the *Tax/Limit Base* represents the amount of wages needed to match the remaining tax amount.

The system uses the accumulator assigned on the first screen of the deduction control to calculate the tax or limit base.

Press F5 again to return to the original display of deduction information.

Displaying Update Checks Audit Report

Press F11 to display Update Checks Audit information on the Display Update Checks Auditing screen. This screen lists manual changes, additions, and deletions to incomes and deductions.

Type 1 next to a change record to display the Display Update Checks Auditing screen, which shows the audit information about the specified record.

Press F5 on the Update Checks Audit information screen to display calculation changes for that record. The information includes:

- Sequence number
- Income or deduction
- Type of income or deduction
- The time the change was made
- The user who made the change
- The type of change
- The new amount
- The old amount

- 14 Press Enter or F3 to exit to the Check Analysis screen. Press F3 again to return to the Checks Display selection screen so that you can select another check or specify different selection criteria.

Checks Display Selection Screen

- 15 Repeat the preceding steps for additional checks or selection criteria or press F3 to return to the Payroll Inquiry prompt screen.

Payroll Inquiry Prompt Screen

- 16 At the Payroll Inquiry prompt screen, specify another employer or employee for check history display, or press F3 to return to the Infinium PY main menu.
-

Displaying Issued Checks and Vouchers

You use the *Display Issued Chcks/Vouchers* function to locate, view and print information about previously issued checks and vouchers.

The system uses information from the files listed in the following table on the Payroll History display.

The system uses information from this file:

On this screen:	To display:
Check Ledger (PYPCL)	Checks Display Check status (cleared or voided) Cleared or voided date Checking account code Check or voucher number Check date Gross and net pay
Income Ledger (PYPIL)	Check Analysis Income code and description Segment Hourly pay rate and hours worked Income amount Levels and job worked Labor expense account number Shift code Units worked Project number Work breakdown structure Cost code
Deduction Ledger (PYPDL)	Check Analysis Deduction code and description Wage base and tax base Employer liability and employee deduction amount Combined wage base only and tax/limit base only indicator and override flags

Locating and Displaying Issued Checks and Vouchers

Follow these steps to locate issued checks and vouchers:

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Payroll Inquiry*.
- 3 Select *Display Issued Checks/Vouchers* [DCV]. The system displays the screen shown in Figure 2-7.

```

4/23/02 09:36:57      Display Issued Checks/Vouchers      PYGPI30      PYDPI30

Employer . . . .  ___ +
Checking Acct . .  _____ +
From Check Date .  _____          To Check Date . .  _____
From Chk/Voucher# _____          To Chk/Voucher# .  _____

F3=Exit  F4=Prompt  F10=Access

```

Figure 2-7: Display Issued Checks/Vouchers prompt screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Checking Acct

Type the checking account number for which you want to display information. Leave blank to display information for all checking accounts.

From Check Date/ To Check Date

Specify the earliest and latest dates for which you want to display check information.

You must specify check dates or check/voucher numbers.

From Chk/Voucher#/ To Chk/Voucher#

Specify the lowest and highest check or voucher number for which you want to display check information.

You must specify check/voucher numbers or check dates.

- 5 Press Enter. The system displays the Checks Display screen shown in Figure 2-8.

```

4/23/02 09:38:11          Checks Display          PYGPI30  PYDPI30

Employer . . . .  ZUS +
Checking Acct . .  MAN +
From Check Date .  _____      To Check Date . .  _____
From Chk/Voucher#  _____1      To Chk/Voucher# .  _____500

Clear/Void Status  Acct# Check No. Check Date   Gross Pay   Check Amt.  Opt
M  MAN           115  1/14/2000      25.00        .00        -
1/20/2000 CLEAR M  MAN           114  1/14/2000     1000.00     775.72     -
M  MAN           100  12/31/1999      43.54         .00        -
M  MAN              2  7/14/1999     5000.00     3204.71     -
M  MAN              1  6/14/1999     5000.00     3204.71     -

F3=Exit  F5=More Info  F8=Print  F10=Access

```

Figure 2-8: Check Display selection screen

Use this screen to view summary and detail information about checks or vouchers that meet the selection criteria. You can also enter new selection criteria to further limit the criteria for the checks or vouchers that are displayed.

On this screen you can do the following:

- Press F5 to display additional check or voucher information
- Press F8 to print check or voucher information for all listed checks or vouchers
- Display income and deduction information for a check by typing any character in *Opt* next to the check.
- Further restrict your selection criteria by specifying a different employer, checking account, from- and to-check dates or from- and to-check/voucher numbers

- 6 Type any character in *Opt* next to the check/voucher record whose income and deduction information you want to display. The system displays the Check Analysis screen shown in Figure 2-9.

4/23/02 09:38:47		Check Analysis		PYGPI30	PYDPI30
Employer	SAMPLE US COMPANY				
Employee	80112	BERRY, HOLLY			
Account Number :	MAN	Check Number . . :	115		
Check Date . . . :	1/14/2000	Cycle :	ODC		
Period Ending . . :	1/31/2000	Cleared on . . . :			
Net :		Gross :	25.00		
Code	Income	Seg.	Rate	Hours	Amount
RETRO	RETRO PAY		.0000	.00	25.00
Code	Deductions	Base Amount	ER Liability	EE Deduction	WBO/Ovr
*FICA	SOCIAL SEC TAX	25.00	1.55	1.55	
*FMHI	MEDICARE TAX	25.00	.36	.36	
*FWT	FEDERAL INCOME TAX	25.00	.00	.00	
*FUTA	FED UNEMPLOY. TAX	25.00	.20	.00	
*SPA	PENNSYLVAN INC TAX	25.00	.00	.70	
*UPA	PENN. STATE UNEMP.	25.00	.50	.00	
UNDUE	UNION DUES	25.00	.00	22.39	
F3=Exit F5=More Info F8=Print F10=Access					

Figure 2-9: Check Analysis screen

Use this screen to view summary and detail information about incomes and deduction for the specified check/voucher.

On this screen you can do the following:

- Press F5 to display additional check or voucher information
- Press F8 to print check or voucher information

Displaying Annual Pay History

You use the *Display Annual Pay History* function to view a summary display of employee incomes and deductions by calendar year. The system updates the annual pay history files each time you close the employer calendar year. The system retains information in the annual pay history files even after you consolidate or purge detailed check history.

The system uses information from the files listed in the table below on the Payroll History display.

The system uses information from this file:	To display:
Summarized History Master (PYPPQ)	Calendar year Total annual hours worked Total annual gross pay, gross wages and net pay Total annual employee deduction amount
Summarized Income History (PYPIQ)	Income code Total annual hours worked Total annual income amount
Summarized Deduction History (PYPDQ)	Deduction code Employer liability amounts Employee deduction amounts Wage base

Displaying Annual Pay History

Follow these steps to display annual pay history:

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Payroll Inquiry*.
 - 3 Select *Display Annual Pay History* [DAPH]. The system displays the screen shown in Figure 2-10.
-

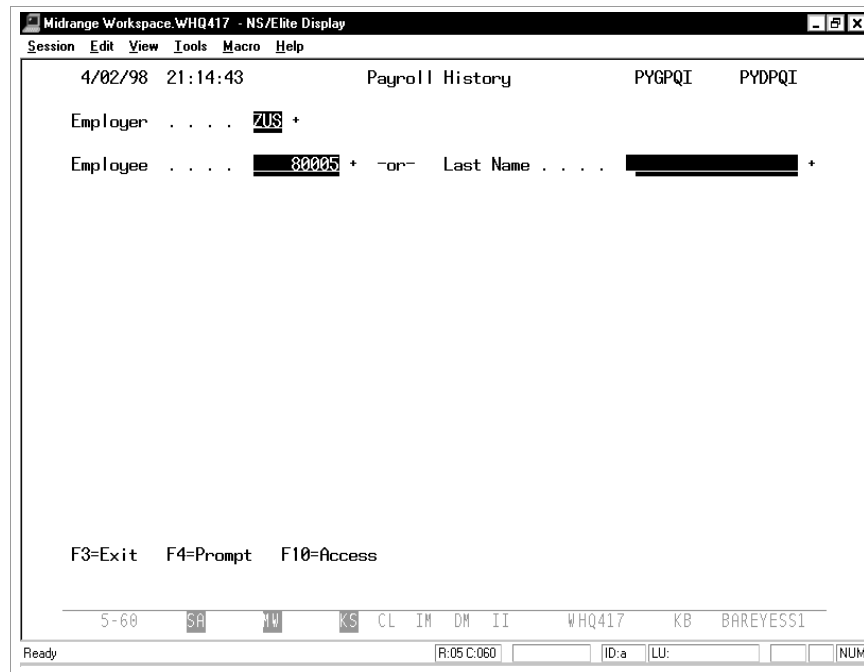


Figure 2-10: Payroll History prompt screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

To review annual pay history for a specific employee, type the employee's number.

To review annual pay history for more than one employee in sequence, leave this field blank.

Last Name

To review annual pay history for a specific employee, type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

To review annual pay history for more than one employee in sequence, leave this field blank.

- 5 Press Enter. The system displays one of the following screens:

- If you specified an employee, the system displays the Payroll History prompt screen 4 shown in Figure 2-13. Skip to step 10.

- If you did not specify an employee, the system displays the second Payroll History prompt screen shown in Figure 2-11.

```

Midrange Workspace.WHQ417 - NS/Elite Display
Session Edit View Tools Macro Help
4/02/98 21:15:55 Payroll History PYGPQI PYDPQI
Employer . . . : ZUS SAMPLE US COMPANY
Area . . . : 100 + WESTERN AREA
Division . . . : OPS +
Department . . . : LAB +
Cost Centr . . . : 201 +
Area Division Department Cost Centr Name Employee Opt

F3=Exit F4=Prompt F10=Access

8-24 SA HW KS CL IM DM II WHQ417 KB BAREYESSI
Ready R:08 C:024 ID:a LU: CAPS NUM

```

Figure 2-11: Payroll History prompt screen

The system displays the level descriptions defined for the selected employer on this screen.

- 6 Use the following information to complete the fields on this screen:

Level 1, 2, 3, 4

If you want to review annual pay history for employees assigned to a specific level combination, type a value in one or more of the level fields.

Leave these fields blank to display a list of all employees in the selected employer.

- 7 Press Enter. The system displays the screen shown in Figure 2-12.

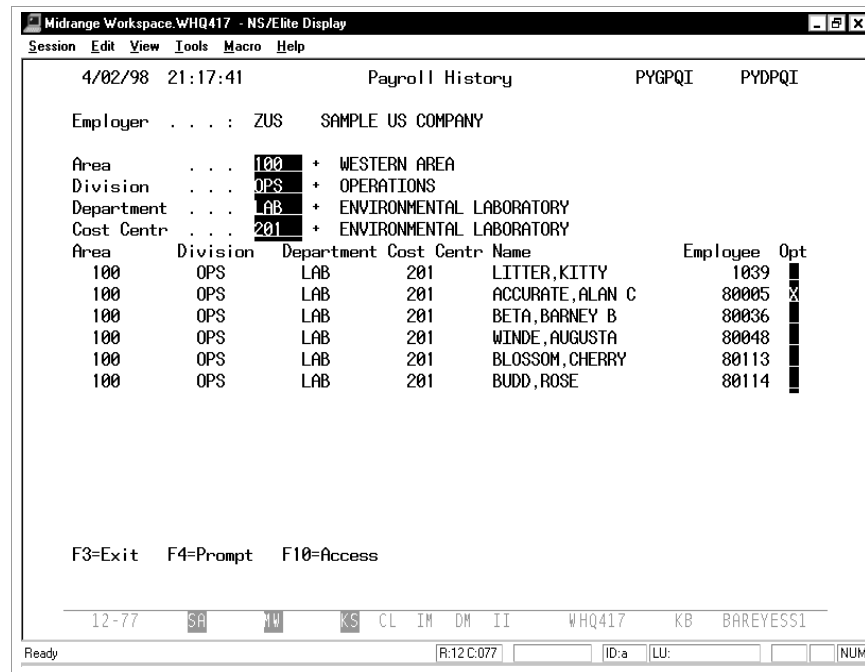


Figure 2-12: Payroll History prompt screen

The system displays a list of employees along with their level assignments. The system highlights active employees and lowlights terminated employees.

- 8 Use the following information to complete the field on this screen:

Opt

Type any character in this field adjacent to the employee(s) whose annual pay history you want to review.

If you select more than one employee, the system brings up information for each employee in the sequence in which the selected employees are displayed on this screen.

- 9 Press Enter. The system displays the screen shown in Figure 2-13.

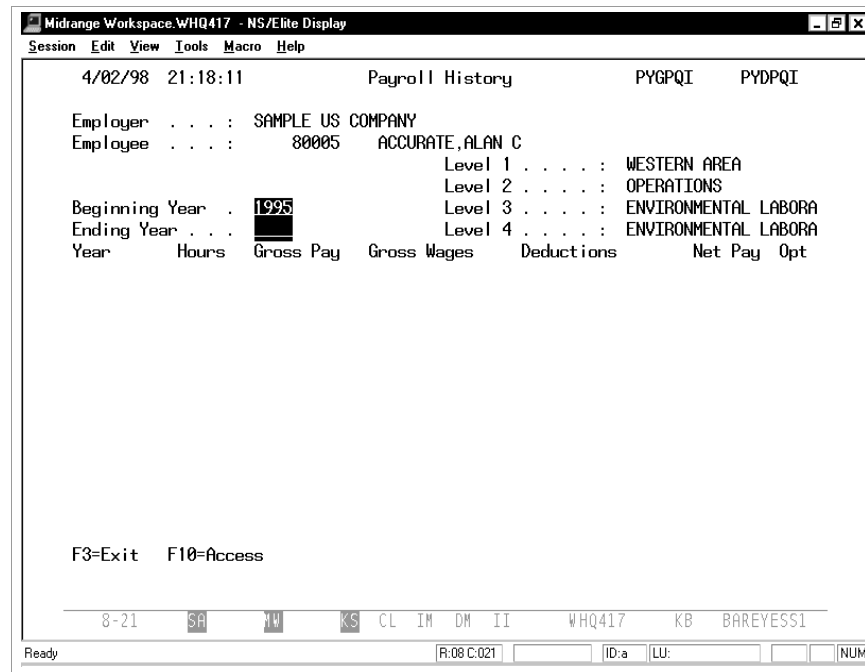


Figure 2-13: Payroll History prompt screen

The system displays the selected employee's assigned levels at the top of the screen.

- 10 Use the following information to complete the fields on this screen:

Beginning Year

Type the earliest calendar year for which you want to see annual pay history.

Leave this field blank to display annual pay history without restricting the starting year.

Ending Year

Type the latest calendar year for which you want to see annual pay history.

Leave this field blank to display annual pay history without restricting the ending year.

- 11 Press Enter. The system re-displays the Payroll History screen as shown in Figure 2-14.

4/02/98 21:18:29 Payroll History PYGPQI PYDPQI

Employer . . . : SAMPLE US COMPANY
 Employee . . . : 80005 ACCURATE,ALAN C

Level 1 : WESTERN AREA
 Level 2 : OPERATIONS
 Level 3 : ENVIRONMENTAL LABORA
 Level 4 : ENVIRONMENTAL LABORA

Beginning Year . . 1995
 Ending Year

Year	Hours	Gross Pay	Gross Wages	Deductions	Net Pay	Opt
1998	56.00	664.60	664.60	370.10	294.50	
1997	158.00	3009.29	3009.29	1177.86	1831.43	X
1996	1265.00	9753.74	9753.74	3457851.43	6552304.12	
1995	2050.00	15420.50	15420.50	14710.69	709.81	

F3=Exit F10=Access

12-77 SA MW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:12 C:077 ID:a LU: NUM

Figure 2-14: Payroll History prompt screen

The system displays the following information for each selected year:

- Annual hours worked
- Annual gross pay, gross wages and net pay
- Total annual employee deduction amount

12 Use the following information to complete the field on this screen:

Opt

To display income and deduction totals for a specific year, type any character in the *Opt* field adjacent to it.

13 Press Enter. The system displays the Payroll History screen as shown in Figure 2-15.

4/02/98 21:18:54 Payroll History PYGPQI PYDPQI

Employer . . . : SAMPLE US COMPANY
 Employee . . . : 80005 ACCURATE, ALAN C

Year	Code	Hours Worked	Income Amount
1997	BONUS		1000.00
1997	HOLH	8.00	80.74
1997	HOUR	150.00	1928.55

Year	Code	Employee Deductions	Employer Deductions	Wage Base
1997	*FICA	186.57	186.57	3009.29
1997	*FMHI	43.63	43.63	3009.29
1997	*FUTA		24.07	3009.29
1997	*FWT	517.43		2788.27
1997	*LCLE			3009.29
1997	*LI01	3.90		3009.29
1997	*SCO	23.53		496.55

F3=Exit F10=Access

1-1 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:01 C:001 ID:a LU: NUM

Figure 2-15: Payroll History screen

For the selected year, the system displays income information in the top portion of the screen and deduction information in the bottom portion of the screen.

- 14 Use the following information to work with this screen:

Displaying Additional Incomes or Deductions

If there are more incomes or deductions than can fit on the initial display, the system displays + in the lower right-hand corner of the income and/or deduction sections of the screen.

- To see information for additional incomes, place your cursor in the income section of the screen and press PageDown. The system scrolls to another screen of income information.
- To see information for additional deductions, place your cursor in the deduction section of the screen and press PageDown. The system scrolls to another screen of deduction information.

- 15 Press Enter or F3 to exit from this screen. The system displays the Payroll History prompt screen 4 shown in Figure 2-14.
- 16 Repeat steps 10 through 14 to review annual income and deduction totals for other years for the selected employee or press F3 to return to the Payroll History prompt screen 4.

- 17 Follow steps 1 through 14 to review annual pay history for other employees or press F3 to return to the Infinium PY main menu.

Printing Annual Pay History

Choosing Which Report to Generate

You can use the *List Annual Pay History* function to print key details from selected checks or vouchers for up to six employees.

To print check details for a specified time period, use the *List Check History* function described later in this chapter of the guide. The *List Check History* function provides a report with details similar to those you can view through the *Display Check History* function.

Employee Pay History Report Contents

The Employee Pay History report generated through *List Annual Pay History* includes the following information:

- Check date
- Checking account code and check or voucher number
- Pay cycle code
- Pay period ending date
- Gross pay for each check
- Gross earnings and hours worked by segment
- Employment insurance wages and *CUIC deduction amounts for Canadian employers only

Follow these steps to print annual pay history:

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Payroll Inquiry*.
 - 3 Select *List Annual Pay History* [PEPH]. The system displays the screen shown in Figure 2-16.
-

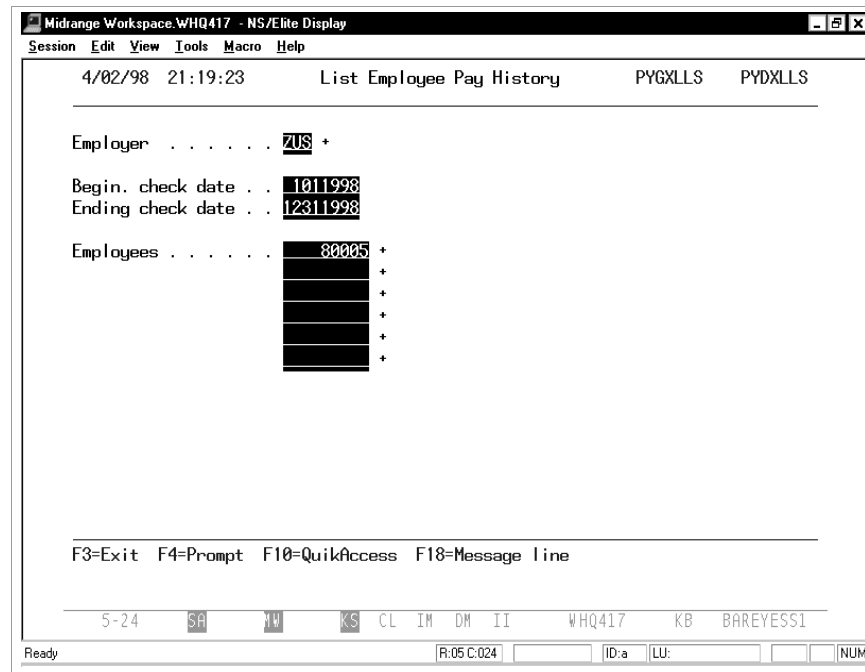


Figure 2-16: List Employee Pay History selection screen

4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Begin. check date

Type the earliest check date for which you want to print check history.

Leave this field blank to print check history without restricting the starting check date.

Ending check date

Type the latest check date for which you want to print check history.

Leave this field blank to print check history without restricting the ending check date.

Employees

Type the numbers of up to six employees whose check history you want to print. Press F4 to display a list of employees in the specified employer.

You must type the number of at least one employee. You cannot leave this field blank to generate a pay history report containing all employees in the specified employer.

- 5 Press Enter. The system generates the following message and returns you to the Infinium PY main menu:

Building submission request . . .

The system uses batch processing to generate the Employee Pay History report. Locate printer file PYTLB855 on the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can view or print the report using options on these screens. A sample of this report is provided on the following page.

Printing Check History

Overview

Use *List Check History* to print a report with detailed employee check history. You can limit the report contents to a single employee, employees of a specified employer or tax company, or a specified organizational level.

You can include summary or detailed information, choose whether to sort alphabetically by employee or by employee within organizational level, specify a range of check dates, or specify printing income or deduction totals rather than check lists.

Detailed and Summary Reports

The detailed report includes both the check summary information for the specified period and the income and deduction details for each check.

The summary report includes only the check summary information for the specified period. It is available only if you leave the income and deduction information blank.

Income and Deduction Information

Specify an income type to print the total dollars issued to this employee for this income type. To print of list of the employee's checks, do not specify an income.

Specify a deduction type to print the total dollars withheld from this employee for this deduction type. To print of list of the employee's checks, do not specify a deduction.

You can specify an income code or a deduction code, but not both.

Follow this path to access the List Check History submission screen:

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select Payroll Inquiry.
 - 3 Select *List Check History* [PYCHKLST].
-

Re-numbering Paychecks

When you post a payroll cycle, the system assigns a number to each check, updates employee check history files and creates spooled files of check forms, registers and other related reports for you to print. It includes the check number in check history files, in the payroll register and on the check forms if you use the standard Infinium PY check printing program.

The system obtains a number for the first check you print in the cycle and increments the initial number by one for each subsequent check. The system skips any numbers that you have already assigned to other checks. The system obtains the check numbers from one of the following:

- The value in the *Next Check #* field on the Checking Account Control selected when you began the pay cycle
- The value you entered in the *Starting Check #* field on the Post Payroll Cycle screen when you posted the payroll cycle
- The value you entered when replying to the system message during the cycle posting process. The system generates the message when you type 1 in the *Prompt Oper?* field on the Post Payroll Cycle screen

If you use the standard Infinium PY check printing program with pre-printed check forms, the system prints the system-assigned number in the upper right corner of each check. The system-assigned check number should match the check number that is pre-printed on each check form and/or embedded in the micro-encoding at the bottom of the check.

Unusual situations can occur, however, in which the check numbers assigned by the system do not match with the check numbers you actually used. For example, a pinfeed printer can jam while printing checks, destroying check stock and causing you to skip several numbers ahead for the checks printed after the paper jam. The system prints the originally assigned number on the checks; however, that number no longer matches the pre-printed or micro-encoded check number.

You can use the *Post-Assign Check Numbers* option after you complete the pay cycle to update Infinium PY with the actual check numbers you used for historical purposes and to ensure that you clear the correct checks when you perform check reconciliation. The system stores both the original and reassigned numbers in the check ledger (PYPCL) file. It shows only the new check number in both displayed and printed reports. The system does not allow you to use the old or new check numbers again for the same checking account code.

You can use the *Post-Assign Check Numbers* function only to renumber check data stored in history files. You cannot use this option for these purposes:

- To correct the check numbers that will print on payroll checks or the payroll register during the post cycles and print checks stage of cycle processing
- To reassign numbers to direct deposit vouchers
- To reassign numbers to manual checks

Generating Audit Reports

When you use the *Post-Assign Check Numbers* option, the system automatically generates an audit report detailing the old and new numbers for each check along with the user ID, date, time and work station associated with the change. You can print a similar report at any later time using the *List Check Number Changes* option.

Preparing to Re-number Checks

Before you can reassign check numbers, you must determine the total number of checks in the pay cycle and identify the correct number for each check you issued. The example below illustrates the analysis that you must do before you can renumber checks.

In this example, the system assigns check numbers 305 to 315 to the eleven checks in your pay cycle. You print checks 305, 306 and 307 correctly. Your printer then jams twice. It first jams before printing check number 308 and destroys the check forms numbered 308 to 314. It begins printing again using check form number 315 for the check whose system-assigned number is 308. It then jams again before printing the last check and wastes one check form.

The table below illustrates the original system-assigned check numbers along with the numbers on the check forms you actually used.

System-assigned Check Numbers	Check Numbers Actually Used
305	305
306	306
307	307

System-assigned Check Numbers	Check Numbers Actually Used
308	315
309	316
310	317
311	318
312	319
313	320
314	321
315	323

After you post this payroll cycle, you use the *Post Assign Check Numbers* function to correct check history (and you order a new printer!) You specify the eleven check numbers you actually used on the prompt screen. The system then goes through the checks in order, confirming the three correct numbers and updating the eight incorrect numbers. It generates an audit report that identifies the old and new check numbers.

Re-assigning Check Numbers

Follow these steps to re-number check numbers in Infinium PY check history files:

- 1 From the Infinium PY main menu select *Cycle Operations*.
 - 2 Select *Post-Cycle Functions*.
 - 3 Select *Post-Assign Check Numbers [PACN]*. The system displays the screen shown in Figure 2-17.
-

CHECK # VERIFICATION AND REASSIGNMENT

PY 11.0 QA-113

You may select from the following cycles

Opt	ER	Cycle	Description	Period End	Freq	Type	O	Mo/Year
<input type="checkbox"/>	AM1	STATE	ALL STATES	8/01/2008	W		3	01 2007
<input type="checkbox"/>	AM1	ONDEM	ON DEMAND	7/29/2008	W		3	07 2007
<input type="checkbox"/>	ZUS	ODC	ON DEMAND CYCLE	7/26/2008	W		3	07 2008
<input type="checkbox"/>	ZUS	ODC	ON DEMAND CYCLE	7/22/2008	22		3	07 2008
<input type="checkbox"/>	MA1	ODC	ON-DEMAND CYCLE	21/07/2008	W		3	07 2008
<input type="checkbox"/>	MA1	ODC	ON-DEMAND CYCLE	21/07/2008	W		3	07 2008
<input type="checkbox"/>	AM1	ONDEM	ON DEMAND	7/20/2008	W		3	07 2007
<input type="checkbox"/>	AM1	ONDEM	ON DEMAND	7/20/2008	W		3	07 2007
<input type="checkbox"/>	ZUS	ODC	ON DEMAND CYCLE	7/19/2008	W		3	07 2008
<input type="checkbox"/>	ZUS	ODC	ON DEMAND CYCLE	7/19/2008	W		3	07 2008
<input type="checkbox"/>	MA1	ODC	ON-DEMAND CYCLE	15/07/2008	B		3	07 2008
<input type="checkbox"/>	ZUS	ODC	ON DEMAND CYCLE	7/15/2008	22		3	07 2008
<input type="checkbox"/>	AM1	STATE	ALL STATES	7/14/2008	W		3	07 2007
<input type="checkbox"/>	PGI	PGIC1	PGI CYCLE 1	6/30/2008	B		2	06 2008
<input type="checkbox"/>	KRI	ODC	ON DEMAND CYCLE	6/16/2008	W		2	06 2008
<input type="checkbox"/>	ZUS	ODC	ON DEMAND CYCLE	6/16/2008	W		2	06 2008
<input type="checkbox"/>	KRI	ODC	ON DEMAND CYCLE	6/15/2008	W		2	06 2008

Figure 2-17: Check # Verification and Reassignment prompt screen

The system displays all posted cycles on this screen in reverse chronological order. The system displays the most recent cycles first. Press PageDown to locate the cycle whose checks you want to renumber.

- 4 Use the following information to complete the field on this screen:

Opt

Type any character in this field adjacent to the cycle whose checks you want to renumber.

- 5 Press Enter. The system displays the screen shown in Figure 2-18.

CHECK # VERIFICATION AND REASSIGNMENT

Actions PY 11.0 QA-113

Employer ZUS Period Ending 1/16/2008
 Cycle BW
 Cycle Description BIWEEKLY CYCLE
 Checking Account 11111 CHECKING ACCOUNT #1
 Number of Checks 78

Enter below the ranges of checks actually used

From	To
305	307
315	321
323	323
0000000000	0000000000
0000000000	0000000000
0000000000	0000000000
0000000000	0000000000
0000000000	0000000000
0000000000	0000000000

Figure 2-18: Check # Verification and Reassignment screen

At the top of the screen, the system displays the checking account code used in the selected cycle along with the total number of checks processed in that cycle. You must account for all checks in the cycle when you complete this screen. The total number of checks you specify on this screen must equal the total number of checks you issued in the cycle.

6 Use the following information to fill in the fields on this screen:

From
To

Type the range(s) of check numbers you used in the *From* and *To* fields from lowest to highest number. If there are missing check numbers in the range, identify a single missing check number by typing the same check number in the *From* and *To* fields.

For checks whose numbers you are correcting, do not type the original system-assigned check numbers. Type only the numbers of the check forms that you used in ascending numeric order. The system automatically verifies or updates the number of each check in the payroll history files for the selected cycle.

Continuing the example in the previous section, you would type two ranges of numbers plus a range for the final check number. The first range, from 305 to 307, identifies the first group of check numbers you used before the printer jammed. The second range, from 315 to 321, identifies the second group of

check numbers you used after the printer jammed. You then type **323** in the *From* and *To* fields to account for the last check in the cycle.

7 Press Enter to do one of the following:

- If your data entry is not complete, advance to a new screen to enter more ranges of numbers. The system displays your last entry on the preceding screen for confirmation of the data you have already entered.
- If your data entry is complete, have the system verify that you have accounted for each check in the pay cycle. It displays error messages if the total number of checks you entered is less than or more than the total number of checks you issued in the selected payroll cycle.

8 Press F16 to submit your re-number request to the system for batch processing. The system displays the following message at the bottom of the screen:

Press ENTER to Confirm submission of this check number reassignment request.

9 Press Enter. The system generates the following message and returns you to the Infinium PY main menu:

Building submission request . . .

The system uses batch processing to re-assign check numbers and generate the Post Assign Check Numbers report. Locate printer file PYTCK30 on the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can view or print the report using options on these screens. A sample of this report is provided on the following page.

Reorganizing Cycle Work Files

During cycle processing the system creates many temporary work files. When you post a payroll cycle, the system stores information from the temporary files in permanent files, however it does not automatically delete most of the work files. When these work files grow larger, they can slow down your system processing speed. You can use the *Reorganize Cycle Workfiles* function to remove unnecessary records from the cycle work files and then reorganize them, thereby optimizing your system processing speed.

You should run the *Reorganize Cycle Workfiles* function on a regular basis, such as weekly or monthly, depending on the size and number of pay cycles you process. You can run this function only when the cycle work files are not being used by either the system or users. Therefore, it is best to run the *Reorganize Cycle Workfiles* function in the interval occurring after you post all current cycles and before you start new cycles.

The *Reorganize Cycle Workfiles* function removes records from the following work files and then reorganizes them:

- Employee Income (PYPTE)
- Employee Deduction (PYPTD)
- Level Totals (PYPTT)
- Cycle Deduction Exceptions (PYPCX)
- Cycle Automatic Pay (PYPWX)
- Check Header (PYPCZ)
- Check Incomes (PYPIZ)
- Check Deductions (PYPDZ)

Refer to the *Infinium HR/PY Technical Guide* for detailed technical information on the *Reorganize Cycle Workfiles* function.

Running the *Reorganize Cycle Workfiles* Function

Follow these steps to run the *Reorganize Cycle Workfiles* function:

- 1 From the Infinium PY main menu select *Cycle Operations*.
 - 2 Select *Post-Cycle Functions*.
-

- 3 Select *Reorganize Cycle Workfiles* [RCW]. The system displays the screen shown in Figure 2-19.

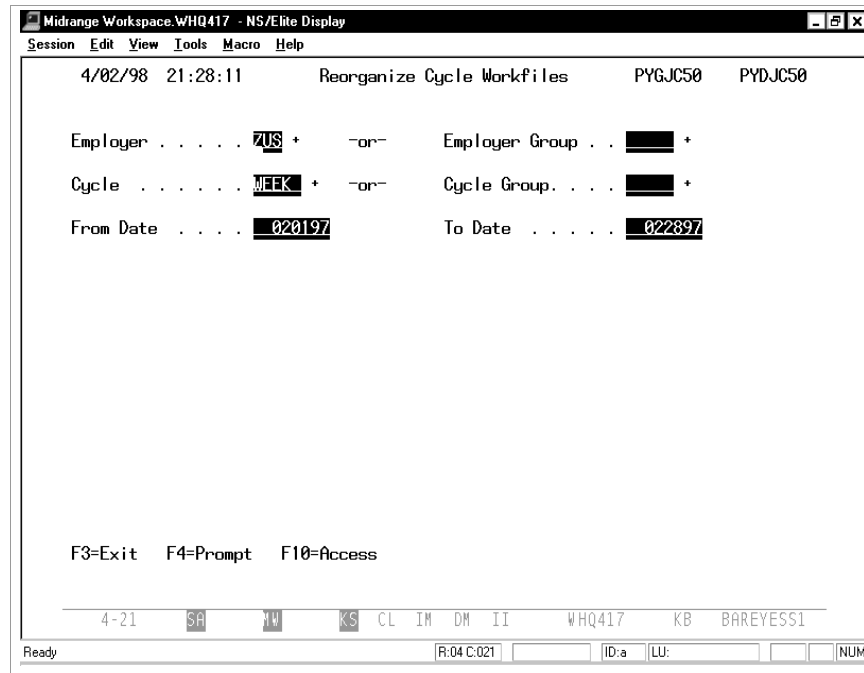


Figure 2-19: Reorganize Cycle Workfiles selection screen

- 4 Use the following information to complete the field on this screen:

Employer

To reorganize work files of a specific employer, type the value that represents that employer in this field.

Leave this field blank to reorganize cycle work files of all employers in a specified employer group.

You must complete this field or the *Employer Group* field.

Employer Group

To reorganize work files of all employers in an employer group, type the code value that represents that group in this field. You define employer groups using code type **ERG**. Refer to the *Infinium HR Guide to Controls* for information on how to set up employer groups.

You must complete this field or the *Employer* field.

Cycle

To reorganize work files of a specific pay cycle, type the value that represents that cycle in this field. You must type a value in the *Employer* field to complete this field.

Leave this field blank to reorganize work files of all cycles for the specified employer or employer group.

Cycle Group

To reorganize work files of all cycles in a selected cycle group, type the value that represents that group in this field. You must type a value in the *Employer* field to complete this field. You define cycle groups using code type **CYG** and assign cycles to the group using the *Update Cycle Groups* function.

Leave this field blank to reorganize work files of all cycles for the specified employer or employer group.

From Date

To reorganize work files for cycles with period ending dates on or after a particular date, type the starting date in this field.

Leave this field blank to reorganize cycles regardless of their pay period ending date.

To Date

To reorganize work files for cycles with period ending dates on or before a particular date, type the starting date in this field.

Leave this field blank to reorganize cycles regardless of their pay period ending date.

- 5 Press Enter. The system generates the following message and returns you to the Infinium PY main menu:

Building submission request . . .

- 6 The system uses batch processing to reorganize the specified cycle work files.
-

Notes

The chapter consists of the following topics:

Topic	Page
Overview	3-2
Setting up Employer and Cycle Controls for the Update Checks Audit Report	3-3
Generating the Update Checks Audit Report	3-6
Displaying Update Checks Audit Information	3-8
Purging Update Checks Audit Information	3-10

Overview

You can generate an Update Checks Audit report after you make changes to check information when you use the *Update Checks* function. This report lists changes made by users for an employer/cycle/period ending date in the *Update Checks* function:

- Added incomes
- Changed incomes
- Deleted incomes
- Added deductions
- Changed deductions
- Deleted deductions

You can specify to audit updated checks information at the employer level and at the cycle level. If you want to automatically generate a batch report that shows the details of changes after each user's session in a cycle, you must indicate this on the employer control. To generate an audit report associated with the payroll posting process, you must indicate this on the cycle control.

The audit report that the system generates when a user exits the *Update Checks* function contains only the changes made in that (function) session. Each time a user accesses the *Update Checks* function and makes changes, the system generates an audit report when the user exits the function. To show all of the changes made in the *Update Checks* function for all sessions by a user or users for a employer, cycle, and period ending date, use the *Update Checks Audit Report* function.

You can also display updated checks audit information.

After you accumulate a number of audit records you can use the *Purge Update Checks Audit* function to remove the specified audit records from the system.

Setting up Employer and Cycle Controls for the Update Checks Audit Report

You must set up information in both the employer control and the cycle control to generate the Update Checks Audit report.

Setting up the Employer Control

To generate audit information of changes made when users work with the *Update Checks* function, you must specify yes in the *Audit Upd Checks* field on the employer control. Complete the steps below to set up the employer control for generating audit information.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls prompt screen.
 - 4 Specify the employer and press Enter. The system displays the first Update Employer Controls screen.
 - 5 Complete this screen as you normally would and press Enter. The system displays the second Update Employer Controls screen.
 - 6 Complete this screen as you normally would and press Enter. The system displays a screen similar to Figure 3-1.
-

Figure 3-1: Update Employer Controls screen

- 7 Specify yes in the *Audit Upd Checks?* field.
- 8 Complete the remaining fields as you normally would and press Enter. The system displays the fourth Update Employer Controls screen.
- 9 Complete the fields on this screen as you normally would and press Enter.
- 10 Press F3 to exit to the main menu.

Setting up the Cycle Control

To generate an audit report, as part of the posting process of a cycle, of changes made when users work with the *Update Checks* function, you must set up the cycle control. You must specify yes in the *Chk Audit at Post* field on the cycle control.

Complete the steps below to set up the cycle control for generating audit information.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Cycle Controls [UCY]*. The system displays the Update Cycle Controls prompt screen.

- 4 Complete the *Employer* and *Cycle* fields and press Enter. The system displays the first Update Cycle Controls screen.
- 5 Complete the fields on this screen as you normally would and press Enter. The system displays the second Update Cycle Controls screen similar to Figure 3-2.

The screenshot shows a software window titled "UPDATE CYCLE CONTROLS". The window has a menu bar with "Actions" and a toolbar with icons for back, forward, and help. The main content area is divided into two columns of settings. The left column is titled "Cycle Defaults" and the right column is titled "Print Register Defaults". Both columns contain a list of settings, each with a checkbox and a "Check for Yes" label. The "Check for Yes" label is checked for most settings. The "Check Sequence" field is set to "A" and has a note "(0->5, A->F)". The "Page 2 of 3" indicator is visible in the top right corner of the main content area.

Field	Value	Check for Yes
Employer	ZUS	
Cycle	BATCH	
Cycle Defaults		
Batch Cycle		<input checked="" type="checkbox"/>
Check No. Prompt		<input type="checkbox"/>
Exclude at Begin		<input type="checkbox"/>
Mult. Timekeepers		<input checked="" type="checkbox"/>
Check Sequence	A (0->5, A->F)	
Proof Summ Errs		<input checked="" type="checkbox"/>
Print Register Defaults		
Trial at Release		<input checked="" type="checkbox"/>
Suppl at Trial		<input checked="" type="checkbox"/>
Check at Posting		<input checked="" type="checkbox"/>
Units on Register		<input checked="" type="checkbox"/>
Trial Summ Errs		<input checked="" type="checkbox"/>
Sft Diff Report		<input checked="" type="checkbox"/>
Chk Audit at Post		<input type="checkbox"/>

Figure 3-2: Update Cycle Controls screen

- 6 Specify yes in the *Chk Audit at Post* field.
- 7 Complete the remaining fields as you normally would and press Enter. The system displays the third Update Cycle Controls screen.
- 8 Complete the fields on this screen as you normally would and press Enter. The system returns to the Update Cycle Controls prompt screen.
- 9 Update the cycle controls for another cycle or press F3 to exit to the main menu.

Generating the Update Checks Audit Report

To generate an Update Checks Audit Report, you can:

- Specify that you want the system to automatically generate the audit report after you use the *Update Checks* function by specifying yes in the *Audit Update Chks?* field on the employer control.
- Specify that you want the system to automatically generate the report after the payroll posting process is complete by specifying yes in the *Chk Audit at Post* field on the second Update Cycle Controls screen.
- Generate the report by selecting the *Update Check Audit Report* function on the *Cycle Functions* menu.

Complete the steps below to generate the Update Checks Audit report.

- 1 From the Infinium PY main menu select *Cycle Operations*.
- 2 Select *Cycle Functions*.
- 3 Select *Update Checks Audit Report* [UPDCHKAUD]. The system displays a screen similar to Figure 3-3.

UPDATE CHECKS AUDIT REPORT

Actions PY 11.0 QA-113

Type selections, press Enter

Employer ZUS SAMPLE US COMPANY

Cycle WEEK WEEKLY PAY CYCLE

Period end date 1072008

User (Leave Blank For All)

Employee -or- Last Name

Figure 3-3: Update Checks Audit Report screen

- 4 Use the information below to complete this screen.

Employer

Specify the employer for whom you want to generate the audit report.

Cycle

Specify the pay cycle associated with changes you made in *Update Checks* for which you want to generate the audit report.

Period end date

Specify the period ending date for the cycle you specify in the *Cycle* field.

User

Specify the user whose information you want to include on the report. Leave blank for all users.

Employee

Specify the employee whose information you want to include on the report. Leave blank for all employees.

Last Name

Specify the number of the employee whose information you want to include on the report. Leave blank for all.

5 Press Enter.

Displaying Update Checks Audit Information

You can display Update Checks Audit information. Complete the steps below to display Update Checks Audit information.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Payroll Inquiry*.
- 3 Select *Display Check History* [DCKH]. The system displays the Payroll Inquiry prompt screen.
- 4 Specify the employer and employee and tax company, if appropriate, and press Enter. The system displays the Checks Display screen.
- 5 Press Enter to display a list of checks.
- 6 Select a check whose audit information you want to display. The system displays the Check Analysis screen.
- 7 Press F11 to display the Display Update Checks Auditing screen similar to Figure 3-4.

Sel	Chk	ID	Type	Date	Time	User	Description	New Amt	Old Amt
<input type="checkbox"/>	2	I	ADJS	9/02/2008	080818	MERCURY	Added	-130.0	.00
<input type="checkbox"/>	2	I	SICKS	9/02/2008	080818	MERCURY	Added	130.00	.00

Figure 3-4: Display Update Checks Auditing selection screen

You can do the following on this screen:

- Select a check record to display audit information such as the user who made the changes and the new and old values by typing 1 next to the record
 - Display calculations for the changes by pressing F5
- 8 Press F5 to display calculations with the changes. The system displays a screen similar to Figure 3-5.

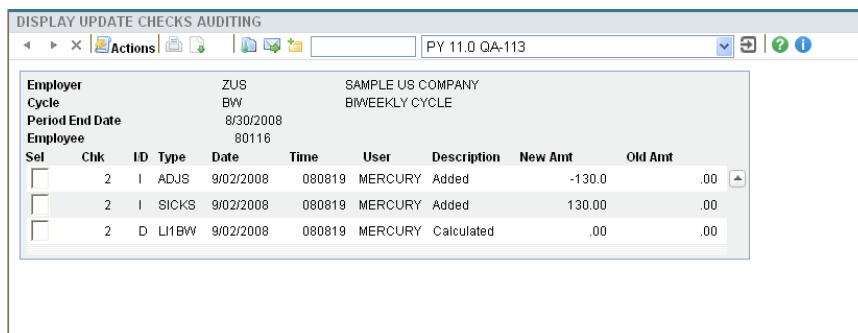


Figure 3-5: Display Update Checks Auditing calculation screen

- 9 Type 1 in the *Sel* field to select a check record to display details, and press Enter. The system displays a screen similar to Figure 3-6.

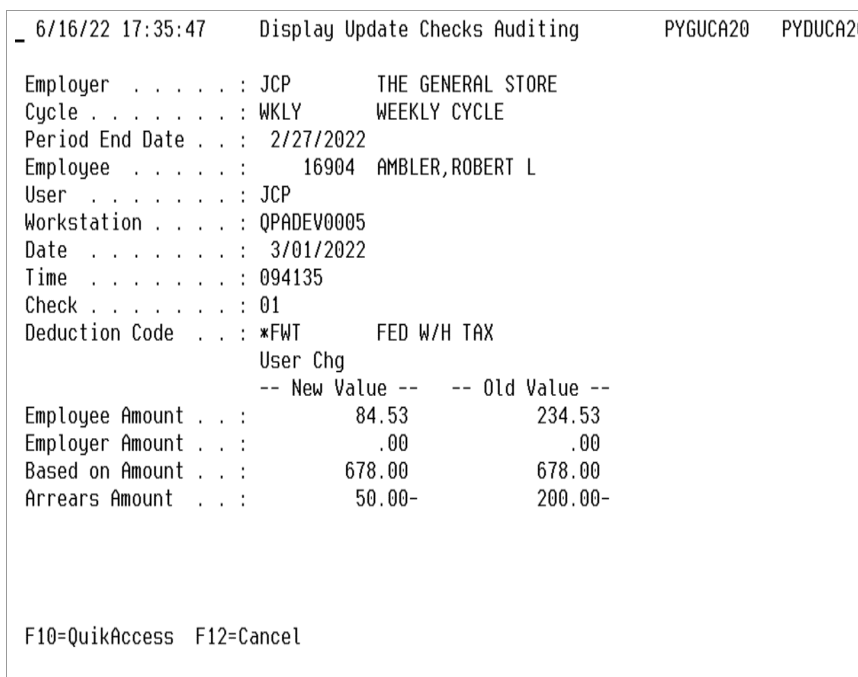


Figure 3-6: Display Update Checks Auditing detail screen

- 10 After you review the audit information, press F3 four times to exit to the main menu.

Purging Update Checks Audit Information

Complete the steps below to purge Update Checks Audit information.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Purge Functions*.
- 3 Select *Detailed History*.
- 4 Select *Purge Update Checks Audit [PURCHKAUD]*. The system displays a screen similar to Figure 3-7.

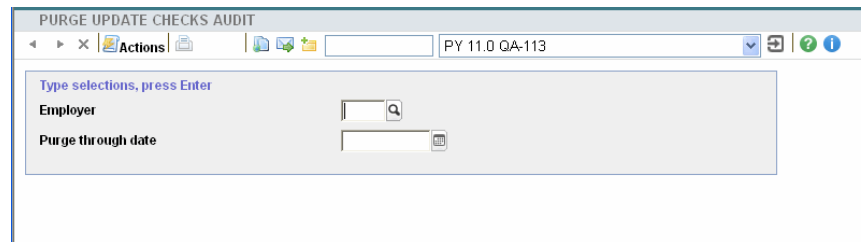


Figure 3-7: Purge Update Checks Audit screen

- 5 Use the information below to complete this screen.

Employer

Specify the employer for whom you want to purge Update Checks Audit records.

Purge through date

Specify a date through which to purge update checks audit records.

- 6 Press Enter. The system purges the records for the specified employer and date.

Chapter 4 Displaying and Correcting Employee Income and Deduction Data

4

You can use options within the *Display Employee Data* and *Correct Employee Data* functions under the *System Operations* main menu function to display and update income and deduction period totals and other summarized balances for employees. The system uses this information for tax reporting, including quarterly unemployment reports and year end tax forms such as the W-2, T4, and so on.

The system automatically updates employee income and deduction summarized balances each time you post or void a payroll check or direct deposit voucher. Therefore, you do not normally need to make changes to the posted information.

WARNING! Before you make manual adjustments to employee income and deduction totals using options within the *Correct Employee Data* function, we strongly recommend that you contact the Infinium Customer Support Center for guidance.

The chapter consists of the following topics:

Topic	Page
Overview of Employee Income and Deduction Data	4-2
Displaying Employee Income Data	4-6
Displaying Employee Deduction Data	4-21
Displaying Employee Year-To-Date Totals	4-34
Displaying Employee Miscellaneous Data	4-42
Correcting Employee Data	4-50

Overview of Employee Income and Deduction Data

The system updates a variety of payroll history files each time you post a payroll check. The system tracks detailed information for each employee's incomes and deductions by check and also creates summary totals for quick reference and efficient reporting. When you implement Infinium PY, you can use conversion programs to update these summary totals with income and deductions balances processed on your previous payroll system.

The *Display Employee Data* and *Correct Employee Data* functions contain the summarized information below for each income and deduction processed for an employee.

The system stores this information for:

Employee Incomes	Employee Deductions
<i>Current Cycle</i>	<i>Current Cycle</i>
<i>Current Month</i>	<i>Current Month</i>
<i>First Quarter</i>	<i>First Quarter</i>
<i>Second Quarter</i>	<i>Second Quarter</i>
<i>Third Quarter</i>	<i>Third Quarter</i>
<i>Fourth Quarter</i>	<i>Fourth Quarter</i>
<i>Current Year</i>	<i>Current Year</i>
<i>Fiscal Year</i>	<i>Fiscal Year</i>
<i>Prior Cycle</i>	<i>Prior Cycle</i>
<i>Prior Month</i>	<i>Prior Month</i>
<i>Prior Fourth Quarter</i>	<i>Prior Fourth Qtr</i>
<i>Prior Year</i>	<i>Prior Year</i>
<i>Prior Fiscal Year</i>	<i>Prior Fiscal Year</i>
<i>User Data</i>	<i>User Data</i>
<i>Limit Balance</i>	<i>Life-to-date</i>
	<i>Limit Balance</i>
	<i>Arrears Balance</i>

Other options within the *Display Employee Data* and *Correct Employee Data* functions contain the following types of information:

- For every employee, year-to-date gross pay, gross wages, net pay and annual deduction totals
- For U.S. multi-tax employers, income and deduction balances by tax company and state/local code for employees who work in more than one tax company during the year
- For Canadian employers, tax deduction balances by employment insurance account for employees who work under more than one employment insurance account during the year
- For state income tax deductions (*S- -), data from the last and previous to last checks used for supplemental tax calculations
- For state unemployment tax deductions (*U- -), the unemployment tax wage base and number of weeks worked

Objectives

When you complete this chapter you should be able to accomplish the following:

- Locate employee summary income and deduction data
- Make manual adjustments to posted income and deduction balances only when the corrections cannot be entered through normal cycle processing options

Working with Income and Deduction Data

The system tracks summary information for employee incomes and deductions in the files listed below. The information is stored by employer, employee number and income or deduction code.

For employees of U.S. multi-tax employers who cross over from one tax company to another during the calendar year, the system also tracks income and tax deduction data by tax company. For Canadian employees who work in certain employment insurance accounts, the system tracks gross wages and tax deduction data by wage loss replacement plan (WLRP) code.

You can use the options below to display or correct the summary totals.

Use this function:	To review this information:	Based on data in this file:
<i>Display Employee Income Data</i> <i>Correct Employee Income Data</i>	Period-to-date and other balances shown in the preceding table for incomes and deductions	Employee Incomes (PYPIE), Additional Employee Income File (PYPIT)
<i>Display Employee Deduction Data</i> <i>Correct Employee Deduction Data</i>	State specific period-to-date balances for *TIP and *TOKE incomes	Employee Deductions (PYPDE) Employee Unemployment Deductions (PYPDU), Employee Deduction – Special Tax Data (PYPDT)
<i>Correct Income Data by Level</i>	Period-to-date and other balances shown in the preceding table for incomes by levels worked	Employee Income by Levels File (PYPIH)
<i>Display Employee Income - Multitax</i> <i>Correct Employee Income - Multitax</i> <i>Display Employee Multi-Tax Ded</i> <i>Correct DX-Employee Mult-tax Ded</i>	Income and deduction period-to-date balances and other balances for employees of U.S. multi-tax employers who work in more than one tax company during the calendar year State specific period-to-date balances for *TIP and *TOKE incomes	Employer Tax Company Crossover Employees Summarized Income Data (PYPIX), Additional Employee Income File (PYPIT) Employer Tax Company Crossover Employees Summarized Deduction Data (PYPDX), Employee Deduction – Special Tax Data (PYPDT)
<i>Display Employee YTD Totals</i> <i>Correct Employee YTD Totals</i>	Total current and prior year gross pay, gross wages, net pay, deductions, weeks worked and FLSA data Tracks same information by tax company for employees of U.S. multi-tax employers who work in more than one tax company during the calendar year	Employee Payroll Master (PYPMS) Multi-Tax PY Crossover Employee Payroll Master (PYPMMT)

Use this function:	To review this information:	Based on data in this file:
<p><i>Display Employee Misc. Data</i></p> <p><i>Correct Employee Misc. Data</i></p>	<p>Period-to-date and other balances for Canadian employees who are assigned to the standard employer premium factor (WLRP code 1) for employment insurance calculations</p> <p>Tip amounts for employees authorized to the tip credit (*TIPC) income</p>	<p>Employee Miscellaneous Data (PYPST)</p>
<p><i>Display Employee Misc Data (CAN)</i></p> <p><i>Correct Employee Misc Data (CAN)</i></p>	<p>Period-to-date and other balances by employment insurance account for Canadian employees who are assigned to reduced employer premium factors (WLRP codes 2 through 9) for employment insurance calculations</p>	<p>Employee Miscellaneous Data 2 (PYPST2)</p>

Displaying Employee Income Data

You can use these options to display employee income data:

- *Display Employee Income Data*
- *Display Employee Income-Multitax*

Displaying Summary Employee Income Information

Follow these steps to display summary employee income data:

- 1 From the Infinium PY main menu select System Operations.
- 2 Select *Supervisor's Functions*.
- 3 Select *Display Employee Data*.
- 4 Select *Display Employee Income Data [DEI]*. The system displays the screen shown in Figure 4-1.

```
7/24/00 16:49:19           Employee Income           PYGDIED  PYDDIED
Employer . . . .  ZUS  +
Employee . . . .  80112 + -or- Last Name . . . .  _____ +
Income Type . . .  HOUR  +

F3=Exit  F4=Prompt  F10=Access
```

Figure 4-1: Employee Income prompt screen

5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose income data you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

Income Type

Type the value that identifies the income you want to review for the specified employee.

Press F4 to display a list of the incomes to which the specified employee is authorized.

6 Press Enter. The system displays the screen shown in Figure 4-2.

_ 7/16/02 14:05:04		Employee Income	PYGDIED	PYDDIED
Employer	PB2	PHB, INC.MAINE TEST DON'T USE		
Employee	2595	TIPPER TIPSWAITER		
Income Type . . .	*TIPS	TIPS		
		Amount	Hours	
Current Cycle . .		50.00	.00	
Current Month . .		50.00	.00	
First Quarter . .		.00	.00	
Second Quarter .		.00	.00	
Third Quarter . .		50.00	.00	
Fourth Quarter .		.00	.00	
Current Year . . .		50.00	.00	
Fiscal Year . . .		50.00	.00	
Prior Cycle00	.00	
Prior Month00	.00	
Prior Fourth Qtr.		.00	.00	
Prior Year00	.00	
Prior Fiscal Year		.00	.00	
User Data00	.00	
Limit Balance . .		50.00		
F3=Exit F10=Access F8=Addl Info				

Figure 4-2: Employee Income screen

Locating Related Information

Refer to the “Closing Calendar and Fiscal Periods” chapter in this guide for information on the *Close Calendar Month*, *Close Employer Calendar Quarter* and *Close Employer for Fiscal Year* functions. Refer to the *Infinium PY Guide to US Year End Processing* and *Infinium PY Guide to Canadian Year End Processing* for information on the *Close Employer for Calendar Year* function.

7 Use the following information to work with this screen:

Current Cycle Amount
Current Cycle Hours

The system displays the amount and hours paid in the last payroll cycle processed for the specified employee and income. Depending on the value you entered in the *OD Upd Pr. Cyc. Amt* field on the cycle control for your on-demand cycle, the system displays one of the following:

- The amount and hours processed in the last regular pay cycle
- The amount and hours processed in the last on-demand cycle
- The total of all amounts and hours processed in on-demand cycles since the employee’s last regular pay cycle

Current Month Amount
Current Month Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income since you last ran the *Close Employer Calendar Month* function. The system accumulates amounts in these fields until you run the *Close Employer Calendar Month* function. When you close the calendar month, the system transfers the accumulated amount and hours to the *Prior Month* fields and resets the value in the *Current Month* fields to zero.

First Quarter Amount
First Quarter Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income with check dates between January 1 and March 31 of the current calendar year.

Second Quarter Amount
Second Quarter Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income with check dates between April 1 and June 30 of the current calendar year.

Third Quarter Amount
Third Quarter Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income with check dates between July 1 and September 30 of the current calendar year.

Fourth Quarter Amount
Fourth Quarter Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income with check dates between October 1 and December 31 of the current calendar year.

Current Year Amount
Current Year Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income since the last time you ran the *Close Employer for Calendar Year* function.

The system accumulates amounts in these fields until you run the *Close Employer for Calendar Year* function. When you close the calendar year, the system transfers the accumulated amount and hours to the *Prior Year* fields and resets the values in the *Current Year* fields to zero.

Fiscal Year Amount
Fiscal Year Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income since the last time you ran the *Close Employer for Fiscal Year* function.

The system accumulates amounts in these fields until you run the *Close Employer for Fiscal Year* function. When you close the fiscal year, the system transfers the accumulated amount and hours to prior fiscal year fields in the employee income file (PYPIE) and resets the values in the *Current Year* fields to zero.

Prior Cycle Amount
Prior Cycle Hours

The system displays the amount and hours paid in the previous payroll cycle for the specified employee and income. Depending on the value you entered in the *OD Upd Pr. Cyc. Amt* field on the cycle control for your on-demand cycle, the system displays one of the following:

- The amount and hours processed in the second to last regular pay cycle
 - The amount and hours processed in the second to last on-demand cycle
-

- The total of all amounts and hours processed in on-demand cycles since the employee's last regular pay cycle

Prior Month Amount

Prior Month Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income in the previous calendar month.

When you close the calendar month, the system first clears existing amounts in the *Prior Month* fields. Then the system transfers the accumulated amount and hours from the *Current Month* fields to the *Prior Month* fields and resets the value in the *Current Month* fields to zero.

Prior Fourth Qtr Amount

Prior Fourth Qtr Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income with check dates between October 1 and December 31 of the previous calendar year.

When you close the calendar year, the system transfers the accumulated amount and hours to the *Fourth Quarter* fields to the *Prior Fourth Qtr* fields and resets the values in the *Fourth Quarter* fields to zero.

Prior Year Amount

Prior Year Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income in the previous calendar year.

When you close the calendar year, the system transfers the accumulated amount and hours from the *Current Year* fields to the *Prior Year* fields and resets the values in the *Current Year* fields to zero.

Prior Fiscal Year Amount

Prior Fiscal Year Hours

The system displays the amount and hours processed in all payroll cycles posted for the specified employee and income in the previous fiscal year.

When you close the fiscal year, the system transfers the accumulated amount and hours from the *Current Fiscal Year* fields to the *Prior Fiscal Year* fields and resets the values in the *Current Fiscal Year* fields to zero.

User Data Amount
User Data Hours

If you typed 1 in the *Updt User Inc/Ded* field on the employer control, the system displays the amount and hours processed in all payroll cycles posted for the specified employee and income since the last time you ran the *Clear User Defined Data Fields* function.

The system accumulates amounts in these fields until you run the *Clear User Defined Data Fields* function. When you clear the user fields, the system resets the values in the *User Data* fields to zero.

Limit Balance Amount

The system displays the total income processed for the employee in the current calendar year up to the value specified in the *YTD Limit* field on the income control. You can specify an annual limit for only those incomes you define using the flat amount calculation method (method 1).

- 8 Press Enter or F3 to exit from this screen.

or

To display state information for *TIPS or *TOKES incomes, press F8 to display the Additional Employee Income Data selection screen shown in Figure 4-3.

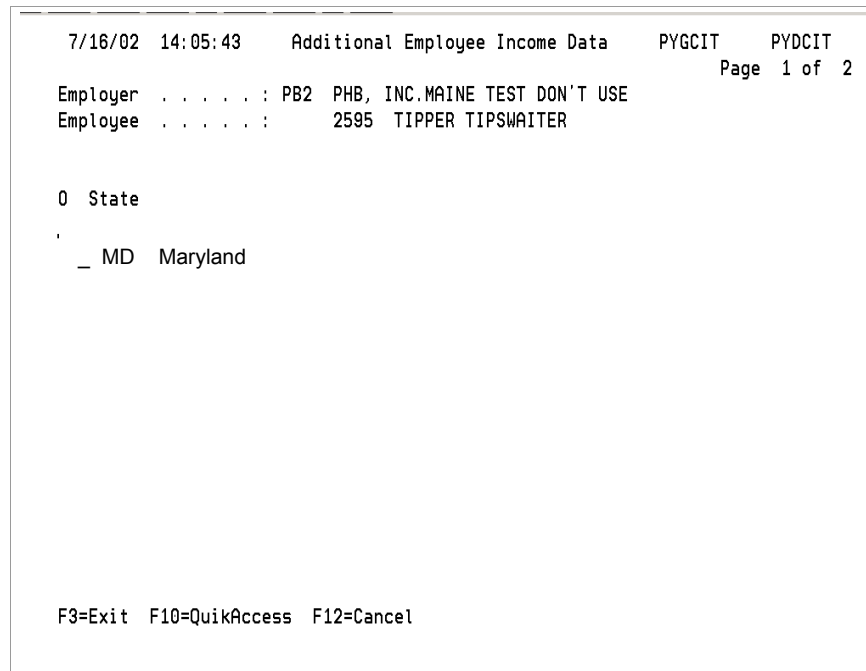


Figure 4-3: Additional Employee Income Data screen

You must be displaying *TIP or *TOKE information for this employee to display this screen. The system stores employee income balances by state in the Additional Employee Income (PYPIT) file.

- 9 Type any character in O next to the state whose tips or tokes income you want to view. The system displays the Additional Employee Income Data screen shown in Figure 4-4 .

```
7/16/02 14:05:43      Additional Employee Income Data      PYGCIT      PYDCIT
                                                    Page 1 of 2
Employer . . . . . : PB2  PHB, INC.MAINE TEST DON'T USE
Employee . . . . . :      2595  TIPPER TIPSWAITER

0 State
-  MA  MASSACHUSETTS

F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 4-4: Additional Employee Income Data screen

- 10 Use the following information to work with this screen:

Prior Month

The system displays the amount processed in all payroll cycles posted for the specified employee and income in the previous calendar month.

Type the correct amount, if necessary.

When you close the calendar month, the system first clears existing amounts in the *Prior Month* field. Then the system transfers the accumulated amount from the *Current Month* field to the *Prior Month* field and resets the value in the *Current Month* field to zero.

Current Month

The system displays the amount processed in all payroll cycles posted for the specified employee and income since you last ran the *Close Employer*

Calendar Month function. The system accumulates amounts in this field until you run the *Close Employer Calendar Month* function.

Type the correct amount, if necessary.

When you close the calendar month, the system transfers the accumulated amount to the *Prior Month* field and resets the value in the *Current Month* field to zero.

When you close the calendar year, the system first clears existing amounts in the *Prior 1st, 2nd, 3rd and 4th Quarter* fields. Then, the system transfers the accumulated amount from *Current 1st, 2nd, 3rd and 4th Quarter* fields to the *Prior Quarter* fields and resets the value in the *Current Quarter* fields to zero.

Prior First Qtr

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between January 1 and March 31 of the prior calendar year.

Type the correct amount, if necessary.

First Quarter

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between January 1 and March 31 of the current calendar year.

Type the correct amount, if necessary.

Prior Second Qtr

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between April 1 and June 30 of the prior calendar year.

Type the correct amount, if necessary.

Second Quarter

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between April 1 and June 30 of the current calendar year.

Type the correct amount, if necessary.

Prior Third Qtr

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between July 1 and September 30 of the prior calendar year.

Type the correct amount, if necessary.

Third Quarter

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between July 1 and September 30 of the current calendar year.

Type the correct amount, if necessary.

Prior Fourth Qtr

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between October 1 and December 31 of the prior calendar year.

Type the correct amount, if necessary.

Fourth Quarter

The system displays the amount processed in all payroll cycles posted for the specified employee and income with check dates between October 1 and December 31 of the current calendar year.

Type the correct amount, if necessary.

Prior Year

The system displays the amount processed in all payroll cycles posted for the specified employee and income in the previous calendar year.

When you close the calendar year, the system transfers the accumulated amount from the *Current Calendar Year* fields to the *Prior Calendar Year* fields and resets the values in the *Current Calendar Year* fields to zero.

Type the correct amount, if necessary.

Current Year

The system displays the amount processed in all payroll cycles posted for the specified employee and income since the last time you ran the *Close Employer for Calendar Year* function.

The system accumulates amounts in these fields until you run the *Close Employer for Calendar Year* function. When you close the calendar year, the system transfers the accumulated amount to the *Prior Year* fields and resets the values in the *Current Year* fields to zero.

Type the correct amount, if necessary.

Displaying Income Data for Multi-Tax Employees

If you use multi-tax processing in your employer, the system tracks employee income by tax company. The system maintains summary income balances for multi-tax employees in the Employee Income file. When an employee changes from one tax company to another during the calendar year, the system instantly creates additional sets of income summary records for the original tax company and the new tax company. It uses these additional records to produce a W-2 form for each tax company in which the employee worked during the calendar year.

The system stores employee income balances by tax company in the Employer Tax Company Crossover Employees Summarized Income Data (PYPIX) file. The balances in these tax company income records together must equal the overall balances in the employee's summary income record in the Employee Income file (PYPIE.) The following table illustrates the relationship between the balances in an employee's tax company income records and the corresponding balance in his or her summary income record.

Field	Tax Company A (PYPIX)	Tax Company B (PYPIX)	Summary (PYPIE)
<i>Current Month</i>	1500	500	2000
<i>Quarter 1</i>	6000	0	6000
<i>Quarter 2</i>	5500	500	6000
<i>Quarter 3</i>	0	6000	6000
<i>Current Year</i>	11,500	6,500	18,000

Follow these steps to display employee income data by tax company:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Display Employee Data*.

- 4 Select *Display Employee Income-Multitax* [DEIM]. The system displays the screen shown in Figure 4-5.

```
7/16/02 15:25:43   Display Employee Income-Multitax   PYGMDIX   PYDMDIX
Employer . . . .  MTG +
Employee . . . .  16811 + -or- Last Name . . . .  _____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 4-5: Display Employee Income-Multitax prompt screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose tax company income data you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

- 6 Press Enter. The system displays the screen shown in Figure 4-6.
-


```

7/16/02 15:25:07  Display Employee Income-Multitax  PYGMDIX  PYDMDIX

Employer . . . . . MTG  TAX CO FOR GLENN
Employee . . . . . 16811 CHARLES APPEGATE

5=Display
Opt Inc.  Description      Tax Co
- *F@IN EXCESS GR LIFE    TAX01
- *TIPS TIPS              TAX01
- *TIPS TIPS              TAX02
- HOL  HOLIDAY            TAX01
- REGSL REGULAR SALARY    TAX01
- REGSL REGULAR SALARY    TAX02
- VACAT VACATION PAY      TAX01

F3=Exit  F10=Access  F12=Cancel

```

Figure 4-6: Display Employee Income-Multitax screen

The system displays the incomes for which it is maintaining balances by tax company.

7 Use the following information to work with this screen:

Opt

Type **5** adjacent to the income and tax company for which you would like to display balances.

8 Press Enter. The system displays the screen shown in Figure 4-7.

```
7/16/02 15:25:43   Display Employee Income-Multitax   PYGMDIX   PYDMDIX
Employer . . . . . MTG +
Employee . . . . . 16811 + -or- Last . . . . . +

F3=Exit  F4=Prompt  F10=Access
```

Figure 4-7: Display Employee Income-Multitax screen

The system displays balances for the selected employee, income and tax company. Refer to the “Displaying Employee Income Data” section for information about the fields on this screen.

- 9 Press Enter or F3 to exit from this screen. Or, press F8 to display state-specific tips or tokens information. The system displays the Additional Employee Income Data selection screen shown in Figure 4-8 .

```

7/16/02 15:25:07  Display Employee Income-Multitax  PYGMDIX  PYDMDIX

Employer . . . . . MTG  TAX CO FOR GLENN
Employee . . . . . 16811  CHARLES APPEGATE

5=Display
Opt Inc.  Description      Tax Co
- *F@IN EXCESS GR LIFE    TAX01
- *TIPS TIPS              TAX01
- *TIPS TIPS              TAX02
- HOL  HOLIDAY            TAX01
- REGSL REGULAR SALARY    TAX01
- REGSL REGULAR SALARY    TAX02
- VACAT VACATION PAY      TAX01

F3=Exit  F10=Access  F12=Cancel

```

Figure 4-8: Additional Employee Income Data selection screen

You must be displaying *TIP or *TOKE information for this employee to display this screen. The system stores employee income balances by state in the Additional Employee Income (PYPIT) file.

- 10 Type any character in O next to the state whose information you want to display and press Enter. The system displays the Additional Employee Income Data screen shown in Figure 4-9 .

```

_ 7/16/02 15:23:51 Additional Employee Income Data PYGCIT PYDCIT
Page 2 of 2
Employer . . . : MTG TAX CO FOR GLENN
Employee . . . : 16811 CHARLES APPLGATE
Income Code . . : *TIPS TIPS
State/Province : AL VIRGINIA
Tax Co. . . . . : TAX01 State/Local Tax ID:

Tips by State - - - - -
Prior Month . . . . .00 Current Month . . . . .250.00
Prior First Qtr . . .00 First Quarter . . . . .00
Prior Second Qtr. .00 Second Quarter . . . . .00
Prior Third Qtr . .00 Third Quarter . . . . .250.00
Prior Fourth Qtr. .00 Fourth Quarter . . . . .00
Prior Year . . . . .00 Current Year . . . . .250.00

F3=Exit F10=QuikAccess F12=Cancel

```

Figure 4-9: Additional Employee Income Data screen

- 11 Press F3 multiple times, and the system displays the Employee Income-Multitax prompt screen. Repeat steps 5 through 8 to review additional information or press F3 to return to the Infinium PY main menu.
- 12 Press Enter or F12 to return to the screen shown in Figure 4-6.
- 13 You can do the following:
 - Select another of the specified employee's income-tax company combinations to review.
 - Press F12 to return to the screen shown in Figure 4-5.
 - Press F3 to return to the Infinium PY main menu.

Displaying Employee Deduction Data

You can use the following options to display summary employee deduction data:

- *Display Employee Deduction Data*
- *Display Employee Multi-Tax Ded*

The system tracks the types of information shown below for deductions.

The system uses this

field:	To track this information:	For this type of deduction:
<i>EE Amount</i>	Employee deduction amount	All deduction methods
<i>ER Amount</i>	Employer liability amount	All deduction methods
<i>Wage Base</i>	The monetary amount used to calculate the deduction. During cycle processing, the system uses the accumulator specified on screen 1 of the deduction control to compute the earnings subject to the deduction for each employee	Hours Extension (method 2) Amount Extension (method 3) Tax Calculation (method 4) Custom Calculation (method 5)
<i>Tax Base</i>	The monetary amount contained in the deduction's accumulator up to the limit specified on the Infinium PY tax table	State unemployment tax deductions (*U) only
<i>Wks Wkd</i>	The number of weeks worked by the employee	State unemployment tax deductions (*U) only

Refer to the *Infinium PY Guide to Controls* for information on how to set up incomes, deductions and accumulators.

Displaying Summary Employee Deduction Data

Follow these steps to display summary employee deduction data:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Display Employee Data*.
- 4 Select *Display Employee Deduction Data [DEDD]*. The system displays the screen shown in Figure 4-10.

```
8/09/06 10:38:27      Employee Deductions      PYGDDEDD  PYDDDEDD
Employer . . . .  ____ +
Employee . . . .  _____ + -or- Last Name . . . .  _____ +
Deduction Type .  ____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 4-10: Employee Deductions prompt screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose deduction data you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

Deduction Type

Type the value that identifies the deduction you want to review for the specified employee.

Press F4 to display a list of the deductions to which the specified employee is authorized.

6 Press Enter. The system displays the screen shown in Figure 4-11.

1/03/08 10:04:43		Employee Deductions		PYGDEDD	PYDDDED
Employer . . . :	JAX	JEAN'S MULTITARY COMPANY			
Employee . . . :	3181	SAMUEL A ADAMS			
Deduction Type :	*FICA	FICA		Deduction XVR:	0
	EE Amount	ER Amount		Wage Base	
Current Cycle . . :	.00	.00		.00	
Current Month . . :	.00	.00		.00	
First Quarter . . :	.00	.00		.00	
Second Quarter . . :	.00	.00		.00	
Third Quarter . . :	.00	.00		.00	
Fourth Quarter . . :	.00	.00		.00	
Current Year . . . :	.00	.00		.00	
Fiscal Year . . . :	.00	.00		.00	
Prior Cycle . . . :	.00	.00		.00	
Prior Month . . . :	.00	.00		.00	
Prior Fourth Qtr:	.00	.00		.00	
Prior Year . . . :	.00	.00		.00	
Prior Fiscal Year	365.80	365.80		5900.00	
User Data . . . :	.00	.00		.00	
Life to Date . . :	10744.60	11352.20			
Limit Balance . . :	.00	.00		Arrears Balance:	.00
F3=Exit F10=Access F8=Addl Info F9=Last Update Info					

Figure 4-11: Employee Deductions screen

Locating Related Information

Refer to the “Closing Calendar and Fiscal Periods” chapter in this guide for information on the *Close Calendar Month*, *Close Employer Calendar Quarter* and *Close Employer for Fiscal Year* functions. Refer to the *Infinium PY Guide to US Year End Processing* and *Infinium PY Guide to Canadian Year End Processing* for information on the *Close Employer for Calendar Year* function.

Additional information is available for some tax deductions. Press F8 to view supplemental tax related information for *Sxx deductions; tax base

information for *FICA, *FUTA, *FMHI, and *Dxx deductions; or unemployment reporting information for *Uxx deductions.

7 Use the following information to work with this screen:

Deduction XVR

The system displays this field for multi-tax employees only. The system displays 1 in this field for employees who have changed from one tax company to another during the current calendar year and 0 for employees who have not changed tax companies during the calendar year.

Current Cycle EE Amount

Current Cycle ER Amount

Current Cycle Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount processed in the last payroll cycle for the specified employee and deduction. Depending on the value you entered in the *OD Upd Pr. Cyc. Amt* field on the cycle control for your on-demand cycle, the system displays one of the following:

- The amounts processed in the last regular pay cycle
- The amounts processed in the last on-demand cycle
- The total of all amounts processed in on-demand cycles processed since you last processed a regular cycle

Current Month EE Amount

Current Month ER Amount

Current Month Wage Base

The system displays the employee deduction amount, employer liability amount and wage base for all payroll cycles posted for the specified employee and deduction since you last ran the *Close Employer Calendar Month* function.

The system accumulates amounts in these fields until you run the *Close Employer Calendar Month* function. When you close the calendar month, the system transfers the accumulated amounts to the *Prior Month* fields and resets the value in the *Current Month* fields to zero.

First Quarter EE Amount

First Quarter ER Amount

First Quarter Wage Base

The system displays the employee deduction amount, employer liability amount and wage base processed in all payroll cycles posted for the

specified employee and deduction with check dates between January 1 and March 31 of the current calendar year.

Second Quarter EE Amount
Second Quarter ER Amount
Second Quarter Wage Base

The system displays the employee deduction amount, employer liability amount and wage base processed in all payroll cycles posted for the specified employee and deduction with check dates between April 1 and June 30 of the current calendar year.

Third Quarter EE Amount
Third Quarter ER Amount
Third Quarter Wage Base

The system displays the employee deduction amount, employer liability amount and wage base processed in all payroll cycles posted for the specified employee and deduction with check dates between July 1 and September 30 of the current calendar year.

Fourth Quarter EE Amount
Fourth Quarter ER Amount
Fourth Quarter Wage Base

The system displays the employee deduction amount, employer liability amount and wage base processed in all payroll cycles posted for the specified employee and deduction with check dates between October 1 and December 31 of the current calendar year.

Current Year EE Amount
Current Year ER Amount
Current Year Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount processed in all payroll cycles posted for the specified employee and deduction since the last time you ran the *Close Employer for Calendar Year* function.

The system accumulates amounts in these fields until you run the *Close Employer for Calendar Year* function. When you close the calendar year, the system transfers the accumulated amounts to the *Prior Year* fields and resets the values in the *Current Year* fields to zero.

Fiscal Year EE Amount
Fiscal Year ER Amount
Fiscal Year Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount processed in all payroll cycles posted for the specified employee and deduction since the last time you ran the *Close Employer for Fiscal Year* function.

The system accumulates amounts in these fields until you run the *Close Employer for Fiscal Year* function. When you close the fiscal year, the system transfers the accumulated amounts to prior fiscal year fields in the employee deduction file (PYPDE) and resets the values in the *Current Year* fields to zero.

Prior Cycle EE Amount
Prior Cycle ER Amount
Prior Cycle Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount paid in the previous payroll cycle for the specified employee and income. Depending on the value you entered in the *OD Upd Pr. Cyc. Amt* field on the cycle control for your on-demand cycle, the system displays one of the following:

- The amounts processed in the second to last regular pay cycle
- The amounts processed in the second to last on-demand cycle
- The total of all amounts processed in on-demand cycles processed before you processed a regular cycle

Prior Month EE Amount
Prior Month ER Amount
Prior Month Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount processed in all payroll cycles posted for the specified employee and deduction in the previous calendar month.

When you close the calendar month, the system first clears existing amounts in the *Prior Month* fields, then transfers the accumulated amounts from the *Current Month* fields to the *Prior Month* fields and resets the value in the *Current Month* fields to zero.

Prior Fourth Qtr EE Amount
Prior Fourth Qtr ER Amount
Prior Fourth Qtr Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount processed in all payroll cycles posted for the specified employee and deduction with check dates between October 1 and December 31 of the previous calendar year.

When you close the calendar year, the system transfers the accumulated amounts from the *Fourth Quarter* fields to the *Prior Fourth Qtr* fields and resets the values in the *Fourth Quarter* fields to zero.

Prior Year EE Amount
Prior Year ER Amount
Prior Year Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount processed in all payroll cycles posted for the specified employee and deduction in the previous calendar year.

When you close the calendar year, the system transfers the accumulated amounts from the *Current Year* fields to the *Prior Year* fields and resets the values in the *Current Year* fields to zero.

Prior Fiscal Year EE Amount
Prior Fiscal Year ER Amount
Prior Fiscal Year Wage Base

The system displays the employee deduction amount, employer liability amount and wage base amount processed in all payroll cycles posted for the specified employee and deduction in the previous fiscal year.

When you close the fiscal year, the system transfers the accumulated amounts from the *Current Fiscal Year* fields to the *Prior Fiscal Year* fields and resets the values in the *Current Fiscal Year* fields to zero.

User Data EE Amount
User Data ER Amount
User Data Wage Base

If you typed 1 in the *Updt User Inc/Ded* field on the employer control, the system displays the employee deduction amount, employer liability amount and wage base amount processed in all payroll cycles posted for the specified employee and deduction since the last time you ran the *Clear User Defined Data Fields* function.

The system accumulates amounts in these fields until you run the *Clear User Defined Data Fields* function. When you clear the user fields, the system resets the values in the *User Data* fields to zero.

Life to Date EE Amount

Life to Date ER Amount

The system displays the employee deduction amount and employer liability amount processed in all payroll cycles posted for the specified employee and deduction since you began using Infinium PY. The system does not ever clear the amounts in these fields.

Limit Balance EE Amount

Limit Balance ER Amount

If you use limit processing for the selected deduction, the system displays the employee deduction amount and employer liability amount taken up to the limit specified for the selected deduction. You use the *Limit Type* field on the deduction control to indicate which types of limit, if any, are applicable to the employee and employer portions of a deduction. You can select from a variety of limit types including per check, per cycle, monthly, quarterly, annual, lifetime and renewable.

You specify the limit amount on the deduction control or the employee's individual deduction authorization record. The system takes the deduction and increases the value in these fields until the specified limit amount is reached. Depending on the limit type, the system resets the values in these fields to zero when you run period ending functions. Refer to the *Infinium PY Guide to Controls* for details on how to set up deduction limits. Refer to the information in this guide, the *Infinium PY Guide to US Year End Processing* and the *Infinium PY Guide to Canadian Year End Processing* for details about period ending functions.

Arrears Balance EE Amount

If you use arrears processing for the selected deduction, the system displays the amount the employee is in arrears in this field. You use the *Arrears Type* field on the deduction control to indicate whether the system should put a deduction amount in arrears if there are insufficient funds in the employee's check for the deduction.

The system automatically reduces the value in this field as it recovers the arrears amount from the employee and enters 0 in this field when the employee has completely repaid the arrears. Refer to the *Infinium PY Guide to Controls* for details on how to set up arrears processing.

The system does not create arrears balances for employer liability amounts, even when it cannot take the employee portion of the deduction.

Tax Base

For U.S. state unemployment tax (*U) deductions only, the system displays the employee's taxable wages up to the limit defined on the Infinium PY tax tables.

Wks Wkd

For U.S. state unemployment tax (*U) deductions only, the system displays the number of weeks worked by the employee in cycles for which you processed the employee's state unemployment tax deduction.

The system updates this field based on the standard number of weeks worked that you specify when you begin a pay cycle; you can override the standard weeks worked information for a specific employee during cycle processing.

- 8 Press Enter or F3 to exit from this screen.
- 9 The system displays the Employee Deduction prompt screen. Repeat steps 5 through 8 to review additional information or press F3 to return to the Infinium PY main menu.

Displaying Deduction Data for Multi-Tax Employees

If you use multi-tax processing in your employer, the system tracks employee tax deductions by tax company. The system maintains summary tax deduction balances for multi-tax employees in the employee deduction file.

When an employee changes from one tax company to another during the calendar year, the system instantly creates additional sets of tax deduction summary records for the original tax company and the new tax company. It uses these additional records to produce a W-2 form for each tax company in which the employee worked during the calendar year.

The system tracks the following tax deductions by tax company:

- Federal Withholding Tax (*FWT)
 - FICA (*FICA)
 - Medicare (*FMHI)
 - Federal unemployment tax (*FUTA)
 - State income tax deductions (*S - -)
 - State unemployment tax deductions (*U- -)
-

- State disability tax deductions (*D- -)
- Local tax deductions (*L- - -)

The system stores employee tax deduction balances by tax company in the employer tax company crossover employees summarized deduction data (PYPDX) file. The balances in these tax company deduction records together must equal the overall balances in the employee's summary deduction record in the employee deduction file (PYPDE).

The table below illustrates the relationship between the employee withholding balances in an employee's tax company tax deduction records and the corresponding balance in his or her summary tax deduction record.

Field	Tax Company A Employee Amount (PYPDX)	Tax Company B Employee Amount (PYPDX)	Deduction Summary Record (PYPDE)
<i>Current Month</i>	150	50	200
<i>Quarter 1</i>	600	0	600
<i>Quarter 2</i>	550	50	600
<i>Quarter 3</i>	0	600	600
<i>Current Year</i>	1150	650	1800

Understanding *U Deductions

For state unemployment tax deductions, the system maintains weeks worked and tax base information in the employee unemployment deductions file (PYPDU) for both non-multi-tax and multi-tax employees.

When a multi-tax employee changes from one tax company to another during the calendar year, the system creates records in the employer tax company crossover employees summarized deduction data (PYPDX) file for the employee amount, employer amount and wage base associated with the unemployment deduction. The system creates unique records in the employee unemployment deductions file (PYPDU) to track weeks worked and tax base data for each tax company.

Displaying Multi-Tax Deduction Data

Follow these steps to display employee deduction data by tax company:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.

- 3 Select *Display Employee Data*.
- 4 Select *Display Employee Multi-Tax Ded [DDX]*. The system displays the screen shown in Figure 4-12.

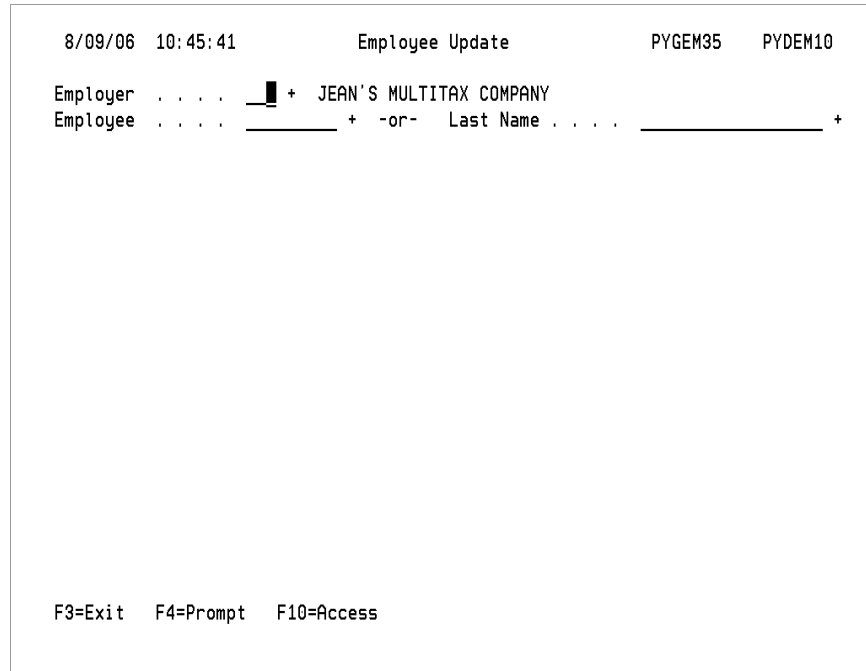


Figure 4-12: Employee Update prompt screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose tax company deduction data you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

- 6 Press Enter. The system displays the screen shown in Figure 4-13.

```
8/09/06 10:47:13      Display Employee DX Deduct.Codes  PYGMDDX  PYDMDDX

Employer . . . : JAX      JEAN'S MULTITAX COMPANY
Employee . . . :      3181  SAMUEL A ADAMS

5=Display
Opt Code Tax Co. Sta/Lcl Tax Locn.
- *FICA TAX01
- *FICA TAX02
- *FICA TAX03
- *FMHI TAX01
- *FMHI TAX02
- *FMHI TAX03
- *FUTA TAX01
- *FUTA TAX02
- *FUTA TAX03
- *FWT TAX01
- *FWT TAX02
- *FWT TAX03
- *SMA TAX01
+

F3=Exit  F12=Cancel
```

Figure 4-13: Display Employee DX Deduct. Codes screen

The system displays the tax deductions for which it is maintaining balances by tax company.

- 7 Use the following information to work with this screen:

Opt

Type **5** adjacent to the deduction and tax company for which you would like to display balances.

- 8 Press Enter. The system displays the screen shown in Figure 4-14.


```

8/09/06 10:52:06      Display Employee DX Deduct.Codes  PYGMDDX  PYDMDDX
Employer . . . . : JAX      JEAN'S MULTITAX COMPANY
Tax Co. . . . . : TAX01    Sta/Lcl Tax Lcn :
Employee . . . . :      3181 SAMUEL A ADAMS
Deduction . . . . : *FICA    FICA
                    EE Amount      ER Amount      Wage Base
Current Cycle . . :      .00          .00          .00
Current Month . . :      .00          .00          .00
First Qtr . . . . :      .00          .00          .00
Second Qtr . . . . :      .00          .00          .00
Third Qtr . . . . :      .00          .00          .00
Fourth Qtr . . . . :      .00          .00          .00
Current YTD . . . :      .00          .00          .00
Fiscal YTD . . . . :      .00          .00          .00
Prior Cycle . . . :      .00          .00          .00
Prior Month . . . :      .00          .00          .00
Prior 4th Qtr . . :      .00          .00          .00
Prior Year . . . . :      .00          .00          .00
Prior Fiscal Yr :      362.70      362.70      5850.00
User Data . . . . :      .00          .00          .00
Lifetime Amounts:      5397.10      6004.70
Limit Balance . . :      .00          .00 Arrears Balance      .00
F3=Exit          F8=Addl Info    F9=Last Update Info
    
```

Figure 4-14: Display Employee DX Deduction Codes screen

The system displays balances for the selected employee, deduction and tax company. Refer to the “Displaying Summary Employee Deduction Data” section for information about the fields on this screen.

- 9 Press Enter or F3 to exit from this screen.
- 10 The system displays the Employee DX Deduct. Codes prompt screen. Repeat steps 7 through 9 to review additional information or press F3 to return to the Infinium PY main menu.
- 11 Press Enter or F12 to return to the screen shown in Figure 4-13.
- 12 You can do the following:
 - Select another of the specified employee’s tax deduction-tax company combinations to review.
 - Press F12 to return to the screen shown in Figure 4-12.
 - Press F3 to return to the Infinium PY main menu.

Displaying Employee Year-To-Date Totals

You can use the *Display Employee YTD Totals* screen to review the following employee information for the current and prior calendar year:

- Gross wages (*WAGE)
- Gross pay (*GROS)
- Net pay (*NET)
- Total amount of all deductions
- Total weeks worked by calendar quarter
- Total FLSA hours worked, calculated hours and calculated earnings amount

The information listed above is stored in the employee Payroll Data file (PYPMS).

You can also use this option to display payroll totals for employees in multi-tax employers who have worked in more than one tax company during the calendar year. Summary year-to-date data for multi-tax employees is stored in the employee Payroll Data file and year-to-date totals for each tax company are stored in the multi-tax PY crossover employee payroll master file (PYPMMT).

Displaying Employee Payroll Totals

Follow these steps to display employee year-to-date totals:

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Supervisor's Functions*.
 - 3 Select *Display Employee Data*.
 - 4 Select *Display Employee YTD Totals* [DEYTD]. The system displays the screen shown in Figure 4-15.
-

```
7/25/00 09:41:15          Payroll Totals          PYGDPY  PYDDPY
Employer . . . .  ZM1 +
Employee . . . .  16977 + -or- Last Name . . . .  _____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 4-15: Payroll Totals prompt screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose year-to-date totals you want to view or press F4 to retrieve the employee's number from the Employee Locate screen. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

- 6 Press Enter. The system displays the screen shown in Figure 4-16.

7/25/00 09:43:18		Payroll Totals		PYGDPY	PYDDPY
Employer	ZM1				
Employee	16977	DANIEL A GURJARDO			
YTD Hours	80.00				
YTD Gross Wages .	720.00	YTD Gross Pay . .		720.00	
YTD Net Pay . . .	605.54	YTD Deductions . .		114.46	
PYR Hours00	PYR Gross Wages . .		.00	
PYR Deductions . .	.00	PYR Gross Pay00	
1st Qtr Wks Wkd .	2	2nd Qtr Wks Wkd .	0		
3rd Qtr Wks Wkd .	0	4th Qtr Wks Wkd .	0		
Prior Q4 Wks Wkd.	0				
FLSA Hours Worked	.00	FLSA Calc. Hours.		.00	
FLSA Calc. Amount	.00				
Tax Co.XVR. . . .	1	Tax Co.Pr.Yr.XVR:		0	
F3=Exit	F10=Access				

Figure 4-16: Payroll Totals screen

The system displays information for both the current calendar year (identified by *YTD* fields) and prior calendar year (identified by *PYR* fields) in the top portion of the screen.

7 Use the following information to work with this screen:

YTD Hours

PYR Hours

The system displays the total number of hours processed for all incomes paid to the employee in the current or previous calendar year.

The system excludes residual hours from these totals. Residual hours represent hours that are re-used during a cycle to calculate certain types of premium incomes, such as shift differential. You identify hours as residual on income controls to avoid overstating hours employees actually work during a pay period.

YTD Gross Wages

PYR Gross Wages

The system displays the total of all regular income amounts processed for the employee during the current or previous calendar year. The system tracks information for this field using the system-defined accumulator *WAGE.

The system excludes these incomes from the gross wages totals:

- Fringe incomes (*F)
- Tips (*TIPS)
- Earned income credit (*EIC for federal, *Elxx for state where xx represents the two-digit state code)

YTD Gross Pay

PYR Gross Pay

The system displays the total of all income amounts processed for the employee during the current or previous calendar year. The system tracks information for this field using the system-defined accumulator *GROS. The system includes fringe incomes and tips in the gross pay totals, but excludes earned income credit (*EIC).

YTD Net Pay

The system displays the total net pay amount processed for the employee during the current calendar year. The system tracks information for this field using the system-defined accumulator *NET.

The system includes earned income credit (*EIC for federal, *Elxx for state where xx represents the two-digit state code) amounts in this total.

The value in this field is zero for employees for whom you processed direct deposits for the entire year.

YTD Deductions

PYR Deductions

The system displays the total employee withheld amount for all deductions processed for the employee during the current or previous calendar year. The total includes regular deduction amounts, tax deduction amounts and direct deposit deduction amounts.

1st Qtr Wks Wkd

The system displays the total number of weeks processed for the employee during pay cycles for the first quarter of the calendar year. The system uses the value you enter in the *Weeks Worked* field when you begin a cycle to update this field.

2nd Qtr Wks Wkd

The system displays the total number of weeks processed for the employee during pay cycles for the second quarter of the calendar year. The system uses the value you enter in the *Weeks Worked* field when you begin a cycle to update this field.

3rd Qtr Wks Wkd

The system displays the total number of weeks processed for the employee during pay cycles for the third quarter of the calendar year. The system uses the value you enter in the *Weeks Worked* field when you begin a cycle to update this field.

4th Qtr Wks Wkd

The system displays the total number of weeks processed for the employee during pay cycles for the first quarter of the calendar year. The system uses the value you enter in the *Weeks Worked* field when begin a cycle to update this field.

Prior Q4 Wks Wkd

The system displays the total number of weeks processed for the employee during pay cycles for the fourth quarter of the previous calendar year. The system uses the value you enter in the *Weeks Worked* field when you begin a cycle to update this field.

FLSA Hours Worked

If you calculate Fair Labor Standards Act (FLSA) earnings across pay periods, the system displays the total number of worked hours accumulated since the last time you ran the *Clear F.L.S.A. Data* function. You identify worked hours by typing 1 in the *Hours Worked* field on income controls. The system updates this field when you post payroll cycles.

The system uses the value in this field to determine the number of hours an employee is to be paid using the FLSA income. It subtracts the value in the *Max. Non-OT Hours* field on the FLSA Control from this value and pays the employee for the number of hours that exceed the specified value.

FLSA Calc. Hours

If you calculate FLSA earnings across pay periods, the system displays the total number of calculation hours accumulated since the last time you ran the *Clear F.L.S.A. Data* function. You identify calculation hours by typing 1 in the *Calculate Hours* field on income controls. The system updates this field when you post payroll cycles.

The system uses the value in this field to calculate the hourly pay rate for the FLSA income if you typed 4 in the *Regular Rate Def* field on the FLSA control. The system divides the FLSA amount by the FLSA calculation hours to determine the hourly pay rate for the FLSA income.

FLSA Calc. Amount

If you calculate FLSA earnings across pay periods, the system displays the total number of calculation dollars accumulated since the last time you ran the *Clear F.L.S.A. Data* function. You identify calculation amounts by typing 1 in the *Calculate Amount* field on income controls. The system updates this field when you post payroll cycles.

The system uses the value in this field to calculate the hourly pay rate for the FLSA income if you typed 4 in the *Regular Rate Def* field on the FLSA control. The system divides the FLSA amount by the FLSA calculation hours to determine the hourly pay rate for the FLSA income.

Tax Co. XVR *Tax Co. Pr. Yr. XVR*

This field identifies whether the employee crossed over from one tax company to another during the current or previous calendar year.

If the system displays 1 in the *Tax Co. XVR* field, you can display payroll totals by tax company for that employee. Refer to the “Displaying Employee Payroll Totals by Tax Company” section for more information.

- 8 Do one of the following to exit from this screen:
 - Press F3 to return to the Payroll Totals prompt screen. You can review payroll totals for other employees or press F3 to return to the Infinium PY main menu.
 - For multi-tax cross-over employees, press Enter to display payroll totals by tax company as detailed in the following section.

Displaying Employee Payroll Totals by Tax Company

To review payroll totals by tax company for employees of multi-tax employers who have worked in more than one tax company during the calendar year, follow the steps below. The system automatically displays 1 in the *Tax Co. XVR* field on the Payroll Totals screen for these employees.

- 9 From the Payroll Totals screen shown in Figure 4-16, press Enter. The system displays the screen shown in Figure 4-17.
-

```
7/25/00 09:43:57 Dsp.EE Multi-Tax Co.Payroll Totals PYGDMT PYDMDT
Employer . . . : MULTITAX CO.
Employee . . . : DANIEL A GURJARDO

2=Display
Opt Tax Co. Description
= TAX01 MULTITAX CO. - DEFAULT
- TAX02 TAX COMPANY TWO
2 TAX03 TAX COMPANY THREE

F3=Exit F12=Cancel
```

Figure 4-17: Dsp. EE Multi-Tax Co. Payroll Totals selection screen

The system displays the tax companies in which the employee has worked during the current calendar year.

- 10 Use the following information to work with this screen:

Opt

Type **2** to view employee payroll totals for a selected tax company.

- 11 Press Enter. The system displays the screen shown in Figure 4-18.


```

_ 7/25/00 09:45:03  Dsp.EE Multi-Tax Co. Payroll Totals  PYGMDMT  PYDMDMT
Employer . . . : ZM1  MULTITAX CO.
Tax Co. . . . : TAX03  Description : TAX COMPANY THREE
                  16977  DANIEL A GURJARDO

YTD Hours . . . : 40.00
YTD Gross Wages : 360.00  YTD Gross Pay . : 360.00
YTD Net Pay . . : 302.77  YTD Deductions : 57.23

PYR Hours . . . : .00  PYR Gross Wages : .00
PYR Deductions : .00  PYR Gross Pay . : .00

1st Qtr Wks Wkd : 1  2nd Qtr Wks Wkd : 0
3rd Qtr Wks Wkd : 0  4th Qtr Wks Wkd : 0
Prior Q4 Wks Wkd : 0

FLSA Hrs Worked : .00  FLSA Calc. Hours: .00
FLSA Calc.Amount: .00

F3=Exit  F12=Cancel
    
```

Figure 4-18: Dsp EE Multi-Tax Co. Payroll Totals screen

The system displays information for both the current calendar year (identified by *YTD* fields) and prior calendar year (identified by *PYR* fields) for the selected employee and tax company. The data on this screen is stored in the Employee Multi-Tax Co. PY Totals file (PYPMMT).

- 12 For field descriptions refer to the information in step 7 below Figure 4-16.
- 13 Press Enter, F3 or F12 to exit from this screen.
- 14 The system displays the Dsp EE Multi-Tax Co. Payroll Totals prompt screen. Repeat steps 1 through 5 to review additional tax company totals or press F3 twice to return to the Infinium PY main menu.

Displaying Employee Miscellaneous Data

The system tracks the information below in the *Display Employee Misc. Data* and *Display Employee Misc. Data (CAN)* functions.

Use this function: **To display this information:**

<i>Display Employee Misc. Data</i>	Period and other balances in file PYPST for: <ul style="list-style-type: none"> ■ Canadian employees who are assigned to the standard employer premium factor for employment insurance calculations; the system tracks balances for tax deductions withheld and gross wages (*WAGE) paid for employees with 1 in the <i>WLRP Exclusion</i> field in their Update Employee Payroll Data (CAN) screen ■ Tip amounts (*TIPS) for employees with tip credit (*TIPC) income
<i>Display Employee Misc. Data (CAN)</i>	Period and other balances in file PYPST2 for Canadian employees who are assigned to reduced employer premium factors for employment insurance calculations; the system tracks balances for tax deductions withheld and gross wages (*WAGE) paid by employment insurance account for employees with 2 through 9 in the <i>WLRP Exclusion</i> field in their Update Employee Payroll Data (CAN) screen

You can display these screens only for employees who meet the conditions described above.

The system stores employee tax deduction balances by employment insurance account in the Miscellaneous Data files (PYPST and PYPST2). The balances in these deduction records together must equal the overall balances in the employee's summary deduction record in the Employee Deduction file (PYPDE.)

The table below illustrates the relationship between an employee's contributions to *CUIC under two different employment insurance accounts and the corresponding balance in his or her summary *CUIC deduction record.

Field	Employee *CUIC Contribution under WLRP Code 1 (File PYPST)	Employee *CUIC Contribution under WLRP Code 3 (File PYPST2)	Deduction Summary Record (File PYPDE)
<i>Current Month</i>	150	50	200
<i>Quarter 1</i>	600	0	600
<i>Quarter 2</i>	550	50	600
<i>Quarter 3</i>	0	600	600
<i>Current Year</i>	1150	650	1800

Locating Related Information

You set up an employment insurance account for each employer premium factor utilized by your organization to calculate the employment insurance deduction (*CUIC). You assign each employee to an account by typing a value from 0 to 9 in the *WLRP Exclusion* field in the *Update Payroll Data (Canada)* function.

Refer to the *Infinium PY Guide to Controls* for information on setting up employment insurance accounts for the *CUIC deduction. Refer to the *Infinium PY Guide to Processing* for information on how to assign employees to the appropriate wage loss replacement plan (WLRP) code.

Displaying Miscellaneous Totals

Follow the steps below to display totals for:

- Canadian employees assigned to WLRP code 1
- Tip earnings of U.S. employees receiving tip credit income

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Display Employee Data*.
- 4 Select *Display Employee Misc. Data [DMD]*. The system displays the screen shown in Figure 4-19.

```
10/24/05 13:09:29      Employee Misc. Data      PYGDSTD  PYDDSTD
Employer . . . . █ +
Employee . . . . _____ + -or- Last Name . . . . _____ +
Data Code . . . . _____ +
Tax Company . . . . _____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 4-19: Employee Misc. Data prompt screen

5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose miscellaneous data totals you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

Data Code

Type the code value that identifies one of the following:

***CCPP** Canadian Pension Plan

***CQPP** Quebec Pension Plan

- *CFxx** Federal/provincial tax where **xx** represents the employee's province
- *CQIT** Quebec income tax
- *CUIC** Canadian Employment Insurance Compensation
- *CWA** Total wages (***WAGE**) earned under the employment insurance account represented by WLRP code 1; this value excludes fringe and tip income
- G**
- *TIPC** Tip earnings used for tip credit calculations

Tax Company

Specify the applicable tax company, if the employer is a multi-tax employer. Leave this field blank if the employer does not use multi-tax processing.

- 6 Press F4 to display the applicable data codes for the selected employee.
- 7 Press Enter. The system displays a screen similar to the one shown in Figure 4-20.

```

_ 7/25/00 09:57:16      Employee Misc. Data      PYGDSTD  PYDDSTD
Employer . . . : ZC1      SAMPLE CANADIAN EMPLOYER
Employee . . . : 80181    PHILLIPE QUEST
Data Code . . . : *CUIC   *CUIC DATA - 2ND ACCT.

                Wage      Employee      Employer
                Base      Amount       Amount
Current Month . . 6923.04      166.16      232.62
First Quarter . . 3461.52       83.08      116.31
Second Quarter . . .00       .00        .00
Third Quarter . . 3461.52       83.08      116.31
Fourth Quarter . . .00       .00        .00
Current Year . . . 6923.04      166.16      232.62
Fiscal Year . . . 6923.04      166.16      232.62
Prior Month . . . 20769.12     555.56      777.76
Prior Fourth Qtr. 1730.76       44.13       61.78
Prior Year . . . . 3461.52       88.26      123.56
Prior Fiscal Year 25854.63     703.04     984.23

F3=Exit  F10=Access
    
```

Figure 4-20: Employee Misc. Data screen

The system displays balances for the current and prior years for the selected data code.

- 8 For field descriptions refer to the information in the “Displaying Employee Income Data” or “Displaying Employee Deduction Data” sections.
- 9 Press Enter or F3 to exit from this screen. The system displays the Employee Misc. Data prompt screen shown in Figure 4-19.
- 10 Repeat steps 5 through 9 to view additional data or press F3 to return to the Infinium PY main menu or desktop.

Displaying Totals by Employment Insurance Account

Follow these steps to display totals for Canadian employees who are assigned during the calendar year to employment insurance accounts represented by WLRP codes 2 through 9. Refer to the preceding “Displaying Miscellaneous Totals” section for information on displaying totals for Canadian employees who are assigned to WLRP code 1.

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Supervisor's Functions*.
 - 3 Select *Display Employee Data*.
 - 4 Select *Display Employee Misc. Data (CAN) [DMDC]*. The system displays the screen shown in Figure 4-21.
-

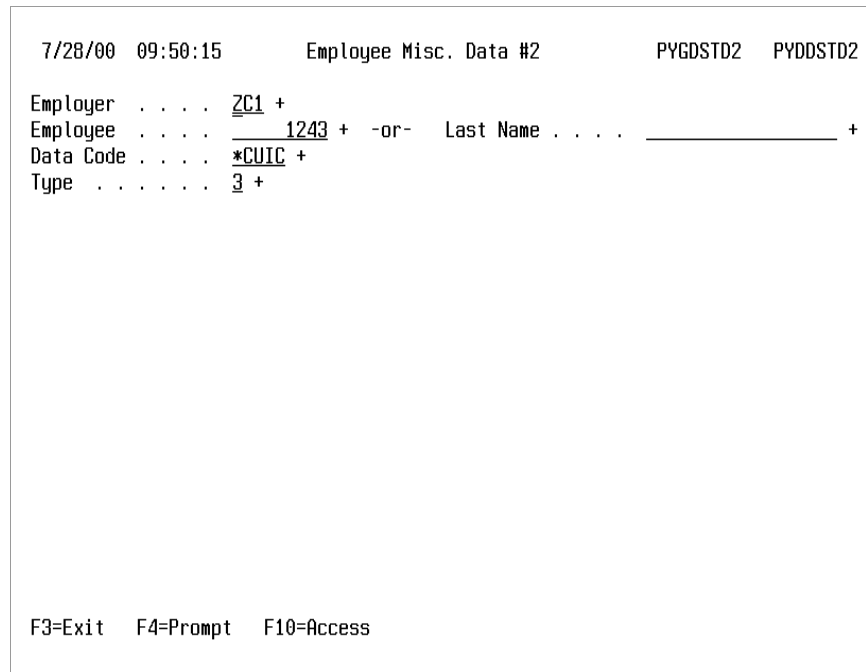


Figure 4-21: Employee Misc. Data #2 prompt screen

5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose miscellaneous data totals you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

Data Code

Type the code value that identifies one of the following:

- *CCPP Canadian Pension Plan
- *CQPP Quebec Pension Plan

*CFxx	Federal/provincial tax where xx represents the employee's province
*CQIT	Quebec Income Tax
*CUIC	Canadian Employment Insurance Compensation
*CWA G	Total wages earned under the second employment insurance account (*WAGE), which excludes fringe and tip income

Type

Type the WLRP code that identifies the employment insurance account for which you want to view totals for the deduction specified in the *Data Code* field. Press F4 to display a list of the WLRP codes defined on the Update Deduction Controls screen 4 for your *CUIC deduction.

- 6 Press Enter. The system displays a screen similar to the one shown in Figure 4-22.

7/28/00 09:51:55		Employee Misc. Data #2		PYGDSTD2	PYDDSTD2
Employer :	ZC1	SAMPLE CANADIAN EMPLOYER			
Employee :		1243 DRVILLE NORTHWEST			
Data Code :	*CUIC	*CUIC DATA - MLT.ACCT.			
Type :	3				
	Wage	Employee	Employer		
	Base	Amount	Amount		
Current Month:	2400.00	57.60	73.80		
First Quarter:	2400.00	57.60	73.80		
Second Quarter:	.00	.00	.00		
Third Quarter:	.00	.00	.00		
Fourth Quarter:	.00	.00	.00		
Current Year:	2400.00	57.60	73.80		
Fiscal Year:	2400.00	57.60	73.80		
Prior Month:	.00	.00	.00		
Prior Fourth Qtr.	.00	.00	.00		
Prior Year:	.00	.00	.00		
Prior Fiscal Year	.00	.00	.00		
F3=Exit F10=Access					

Figure 4-22: Employee Misc. Data #2 screen

The system displays balances for the current and prior years for the selected deduction and WLRP code.

- 7 For field descriptions refer to the information in the “Displaying Employee Income Data” or “Displaying Employee Deduction Data” sections.

- 8 Press Enter or F3 to exit from this screen. The system displays the Employee Misc. Data #2 prompt screen shown in Figure 4-19.
- 9 Repeat steps 5 through 8 to view additional data or press F3 to return to the Infinium PY main menu.

Correcting Employee Data

When you first implement Infinium PY, you can use conversion programs to enter balances processed on your previous payroll system into the Infinium PY summary income and deduction files for each employee. You can then use options within the *Correct Employee Data* function to make any necessary changes to the converted data.

Caution: After you implement Infinium PY, the system automatically updates employee income and deduction summarized balances each time you post or void a payroll check or direct deposit voucher. Therefore, you should use the *Correct Employee Data* options very sparingly in your production environment and only when confronted by extremely unusual circumstances.

WARNING! Before you make manual adjustments to employee income and deduction totals using options within the *Correct Employee Data* function, we strongly recommend that you contact the Infinium Customer Support Center for guidance.

Making Manual Corrections

The system normally updates income and deduction period balances when you post pay cycles. In the rare instances when you consider making manual adjustments to summarized income and deduction data, you should first conduct a thorough analysis of the changes you plan to make taking into account the following consequences:

- The system automatically produces an audit report of the changes you make using the *Correct Employee Data* functions. However, Infinium PY does not maintain an on-line audit trail of your changes.
 - You cannot use Infinium PY to update income and deduction detail information stored in check history files. After you make manual adjustments to income and deduction totals, you cannot reconcile the summary totals to the supporting detail data.
 - You must sometimes make multiple manual changes to maintain data integrity in Infinium PY. For example, when you use the *Correct Employee Income Data* function to change the month-to-date amount of an income for a selected employee, you also must adjust the employee's quarterly, annual and fiscal year balances for that income. In addition,
-

you must use the *Correct Employee YTD Totals* function to update the employee's annual gross pay, gross wages, and net pay.

Identifying Audit Reports

When you make changes to employee income or deduction balances using any of the *Correct Employee Data* functions, the system uses interactive processing to instantly generate an audit report. The audit report shows the original and changed amounts for each affected employee along with the ID of the user who made the change, the change date and change time.

Access the Work with All Spooled Files screen to display or print the audit reports. You can locate the reports using the spooled file names identified in the table below.

When you use this function:	The system generates this spooled file:
<i>Correct Employee Income Data</i>	PYTCIE
<i>Correct Employee Income Data by Levels</i>	PYTCIH
<i>Correct Employee Income-Multitax</i>	PYTMDEX
<i>Correct Employee Deduction Data</i>	PYTCDE
<i>Correct DX-Employee Mult-tax Ded</i>	PYTMDDX
<i>Correct Employee YTD Totals</i>	PYTCPY
<i>Correct Employee Misc. Data</i>	PYTCST
<i>Correct Employee Misc. Data (CAN)</i>	PYTCST2

Using the *Correct Employee Data* Options

The following table lists options within the *Correct Employee Data* function that you can use to change employee data. You can use the information provided for the comparable options within the *Display Employee Data* function in the previous sections of this chapter to work with the fields on each screen.

Following the table, separate steps are provided for the *Correct Income Data by Level* function since this function does not have a similar option within the *Display Employee Data* function.

Use this option:	To correct this data:	In this file:
<i>Correct Employee Income Data</i> [CIE]	Period-to-date and other balances for incomes	Employee Incomes (PYPIE)
<i>Correct Income Data by Level</i> [CIH]	Period-to-date and other balances shown for incomes by levels worked	Employee Income by Levels File (PYPIH)
<i>Correct Employee Income – Multitax</i> [CEIM]	Period-to-date and other balances for incomes of employees of U.S. multi-tax employers who work in more than one tax company during the calendar year	Employer Tax Company Crossover Employees Summarized Income Data (PYPIX)
<i>Correct Employee Deduction Data</i> [CDE]	Period-to-date and other balances for deductions	Employee Deductions (PYPDE) Employee Unemployment Tax Deductions (PYPDU)
<i>Correct DX-Employee Mult-tax Ded</i> [CDX]	Period-to-date and other balances for deductions of employees of U.S. multi-tax employers who work in more than one tax company during the calendar year	Employer Tax Company Crossover Employees Summarized Deduction Data (PYPDX)
<i>Correct Employee YTD Totals</i> [CPY]	Total current and prior year gross pay, gross wages, net pay, deductions, weeks worked and FLSA data	Employee Payroll Master (PYPMS)
	Same information listed above by tax company for employees of U.S. multi-tax employers who work in more than one tax company during the calendar year	Multi-Tax PY Crossover Employee Payroll Master (PYPMMT)
<i>Correct Employee Misc. Data</i> [CMD]	Period-to-date and other balances for Canadian employees who are assigned to the standard employer premium factor (WLRP code 1) for employment insurance calculations Tip amounts for employees authorized to the tip credit (*TIPC) income	Employee Miscellaneous Data (PYPST)

Use this option:	To correct this data:	In this file:
<i>Correct Employee Misc. Data (CAN)</i> [CEMDC]	Period-to-date and other balances by employment insurance account for Canadian employees who are assigned to reduced employer premium factors (WLRP codes 2 through 9) for employment insurance calculations	Employee Miscellaneous Data 2 (PYPST2)

Follow these steps to access the options listed in the preceding table:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Correct Employee Data*.
- 4 Select one of the options listed above and press Enter.
- 5 Refer to the "Correcting Employee Income Data by Levels" section that follows for the steps to correct employee data. Refer to the information provided in previous sections of this chapter to work with the fields on each screen.

Correcting Employee Income Data by Levels

In addition creating the summarized employee income balances described in the "Displaying Employee Income Data" section, the system also creates summary records for each income processed for an employee by the levels where the employee worked. You specify the worked levels when you enter timesheet data for employees during pay cycle processing. You can display the levels where employees worked for each income in a check using the *Display Check History* function.

The system uses the income balances by levels when you generate these reports:

- Month-To-Date Earnings Register and Prior Month-To-Date Earnings Register
- Quarter-to-Date Earnings Register
- Year-To-Date Earnings Register and Prior Year-To-Date Earnings Register
- Fiscal Year-To-Date Earnings Register

- List Selective Earnings report

Follow these steps to display or correct employee income data by levels worked:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Correct Employee Data*.
- 4 Select *Correct Income Data by Level [CIH]*. The system displays the screen shown in Figure 4-23.



Figure 4-23: Income By Level prompt screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Employee

Type the number of the employee whose income data you want to view. Leave this field blank to select the employee using the *Last Name* field.

Last Name

Type some or all of the employee's last name and press F4 to retrieve the employee's number from the Employee Locate screen.

Levels 1, 2, 3, 4

Type the value that identifies the level(s) entered for the specified income during cycle processing.

Income Type

Type the value that identifies the income you want to review for the specified employee and level combination.

Press F4 to display a list of the incomes to which the specified employee is authorized.

6 Press Enter. The system displays the screen shown in Figure 4-24.

7/25/00 10:07:15	Income By Level	PYGCIH	PYDCIH
Employer :	ZUS		
Employee :	80025 DONALD D DEBIT		
Income Type . . . :	SAL SALARIED PAY		
Level 1 :	100	Level 2 :	ADMIN
Level 3 :	ACCT	Level 4 :	101
	Amount	Hours	
Current Month . .	<u>9086.55</u>	<u>400.00</u>	
First Quarter . .	<u>9086.55</u>	<u>400.00</u>	
Second Quarter .	<u>.00</u>	<u>.00</u>	
Third Quarter . .	<u>.00</u>	<u>.00</u>	
Fourth Quarter .	<u>.00</u>	<u>.00</u>	
Current Year . . .	<u>9086.55</u>	<u>400.00</u>	
Fiscal Year	<u>9086.55</u>	<u>400.00</u>	
Prior Month . . .	<u>1817.31</u>	<u>80.00</u>	
Prior Fourth Qtr.	<u>.00</u>	<u>.00</u>	
Prior Year	<u>1817.31</u>	<u>80.00</u>	
Prior Fiscal Year	<u>1817.31</u>	<u>80.00</u>	
A Report will be created showing any changes made here			
F3=Exit F10=Access			

Figure 4-24: Income By Level screen

The system displays balances for the selected income and level combination. You can type over any of the data on this screen.

7 Refer to the information provided in the “Displaying Employee Income Data” to work with the fields on this screen.

- 8** Press Enter to exit from this screen and save your changes. If you changed the information in any of the fields, the system generates an audit report and displays the Income by Level prompt screen.
 - 9** Repeat steps 4 through 7 to make additional corrections or press F3 to return to the Infinium PY main menu.
 - 10** Press F18 from the Infinium PY main menu to access the Work with All Spooled Files screen so that you can view or print the audit report.
-

Chapter 5 Generating On-Request Reports

5

Infinium Payroll provides you with a variety of standard reports on employee pay history. You can use options within the *On-Request Reporting* function to generate reports of incomes, deductions and related information processed within specified time periods for groups of employees.

The chapter consists of the following topics:

Topic	Page
Overview of On-Request Reports	5-2
Generating Payroll Analysis Reports	5-4
Generating Selective Employee Reports	5-13
Generating Timesheets, Timecards and Profiles	5-18
Generating User Defined Data Registers	5-21

Overview of On-Request Reports

You can use options within the *On-Request Reporting* function to generate reports of employee income and deduction history. You can run some of the reports for a specific date range using check history. Other reports use the employee income summary and deduction summary files to present data for pre-defined time periods such as calendar months and quarters.

The table below lists the types of reports available and the primary files the system uses to generate each grouping of reports.

Reports within this menu group:	Include this type of data:
<i>Payroll Analysis Reporting</i>	Income and deduction data for selected pay periods using the employee Income Ledger file (PYPIIL) and employee Deduction Ledger file (PYPDL)
<i>Selective Employee Reporting</i>	Summary income and deduction data using the employee Income Data summary file (PYPIE) and employee Deduction Data summary file (PYPDE)
<i>Timesheet/Timecard Reporting</i>	Blank timesheets, time cards and employee data worksheets using data in the employee Basic Data record (PRPMS) and Payroll Data record (PYPMS)
<i>User Defined Data Functions</i>	Payroll registers listing income and deduction balances in the <i>User Data</i> fields in the employee Income Data summary file (PYPIE) and employee Deduction Data summary file (PYPDE)
<i>Record of Employment (ROE)</i>	The Canadian Record of Employment form and related reports using data in the employee Income Ledger file (PYPIIL) and employee Deduction Ledger file (PYPDL)

Each group of reports is described in subsequent sections of this chapter with the exception of the reports contained in the *Record of Employment (ROE)* option. Refer to the *Infinium PY Guide to Processing* for complete information on how to generate ROE forms.

Objectives

When you complete this chapter, you should be able to accomplish the following:

- Generate on-request reports
 - Generate timesheets, timecards and profile worksheets
 - Generate registers of income and deduction balances in user defined fields
-

Generating Payroll Analysis Reports

Functions within the *Payroll Analysis* option allow you to generate reports of employee income and deduction data for specified pay periods. You can use the functions described in the table below to verify employee payroll history information, workers' compensation data and labor expense account distribution.

When you use this function:	That includes these selection and sort criteria:	The system produces these report results:
<i>List Job Analysis</i> [PJAR]	Employer, job code, period ending dates, detail/summary, report order	Lists employee earnings for selected pay periods by job code worked; also lists each employee's home job.
<i>List Selective Earnings</i> [SEAL]	Employer, levels, union code, period ending/check date ranges, detail/summary, income code, include or exclude terminated employees	Specifies up to six incomes. Report lists earning totals by employee and income for the selected date range.
<i>List Selective Hours</i> [SHAL]	Employer, levels, union code, period ending/check date ranges, detail/summary income code, include or exclude terminated employees	Specifies up to six incomes. Report lists hours totals by employee and income for the selected date range.
<i>List Selective Deductions</i> [SDAL]	Employer, levels, union code, detail/summary, period ending/check date ranges, deduction code, include or exclude terminated employees	Specifies up to six deductions. Report lists employee deduction amount totals by employee and deduction for the selected date range.
<i>List Labor Distribution</i> [LDAL]	Detail/summary, page break, report order, employer, income code, project code, G/L account number, accounting month or calendar quarter	For each labor expense account in the labor distribution file (PYPLB), lists income code and employee amounts for selected accounting periods. To include data in the labor distribution file, you must type 1 in the <i>Distribute Labor</i> field on income controls and run the <i>Close to General Ledger</i> function.

When you use this function:	That includes these selection and sort criteria:	The system produces these report results:
<i>List Labor Distribution by Level</i> [LDEL]	Detail/summary, report order, employer, levels, income code, project code, G/L account number, accounting month or calendar quarter	<p>For each labor expense account in the labor distribution file (PYPLB), lists income code and employee amounts for selected accounting periods sorted by levels worked</p> <p>To include data in the labor distribution file, you must type 1 in the <i>Distribute Labor</i> field on income controls and run the <i>Close to General Ledger</i> function.</p>
<i>List Deductions by Levels Worked</i> [LDLV]	Employer, period ending dates, cycle code, level sub-total, detail/summary, all deductions or just deductions with an employer contribution	For each deduction, lists employee amount, employer amount, total deduction amount and level totals.
<i>List Employer Expense Liability</i> [EELAL]	Employer, levels, union code, detail/summary, period ending/check date ranges, deduction code	Can specify up to six deductions. Report lists employer deduction amount totals by employee and deduction for the selected date range.
<i>Worker Compensation Worksheets</i> [WCW]	Employer, levels, income reporting group, period ending dates, totals only, sort by Workers' Compensation Code	<p>By employee and workers' compensation code value, lists hours and income totals for each standard workers' compensation category.</p> <p>You assign each income to a workers' compensation category by using the <i>Workers' Comp.</i> field on the income control.</p> <p>Infinium PY generates the report based on the employee's work level, not the home level.</p>
<i>List Employee Cycle Ded. Report</i> [CYCDED]	Employer, cycle or cycle group, deduction code or deduction reporting group, print only if different from previous pay period, print union code	By deduction and employee, lists the values in the <i>Current Cycle</i> and <i>Prior Cycle</i> fields of records in the Employee Deduction summary file (PYPDE) along with the differences between the two values.

When you use this function:	That includes these selection and sort criteria:	The system produces these report results:
<i>List Employee Cycle Inc. Report</i> [CYCINC]	Employer, cycle or cycle group, income code or income reporting group, print only if different from previous pay period, print union code	By income and employee, lists the values in the <i>Current Cycle</i> and <i>Prior Cycle</i> fields of records in the Employee Income summary file (PYPIE) along with the differences between the two values.

Refer to the “Displaying and Correcting Employee Income and Deduction Data” chapter in this guide for more information about the employee income and deduction summary records.

Follow these steps to access the reports listed in the preceding table.

- 1 From the Infinium Payroll main menu select *On-Request Reporting*.
- 2 Select *Payroll Analysis Reporting*.
- 3 Select any of the functions listed above.

Samples of the reports generated by the *List Selective Earnings*, *List Selective Deductions*, *List Labor Distribution*, *Worker Compensation Worksheets*, and *List Employee Cycle Ded. Report* functions are provided on the following pages.

PYGAN020 PYTAN020
 7/26/00 11:24:25
 EMPLOYER ZUS

EARNINGS ANALYSIS
 BY LEVEL WORKED
 SAMPLE US COMPANY

Page 1
 BEGINNING P/E DATE 1/01/2000
 ENDING P/E DATE 3/31/2000

		----- I N C O M E C O D E D E S C R I P T I O N S -----					
HOUR =HOURLY PAY		DIFF =SHIFT DIFFERENTIAL	BONUS=BONUS				
OT10 =OVERTIME 1.0		OT15 =OVERTIME 1.5	OT20 =OVERTIME 2.0				
EMPLOYEE#	HOUR	DIFF	BONUS	OT10	OT15	OT20	TOTAL
Area	Division	Department	Cost Centr				
100	OPS	SKI	200	DESCRIPTION: TIMBERLINE RESTAURANT			
	1096	EMPLOYEE, TIPPED	840.00	.00	.00	.00	840.00
	2356	DENTE, AL	1440.00	24.00	.00	.00	1464.00
	80225	BURGER, BETTY	1080.00	.00	.00	.00	1080.00
	80228	PITTS, CHERRY	1080.00	.00	.00	.00	1080.00
	80229	HOTDOG, HANK	2400.00	24.00	.00	.00	2424.00
TOTAL: Cost Centr 200			6840.00	.00	.00	.00	6888.00
TOTAL: Department SKI			6840.00	.00	.00	.00	6888.00
TOTAL: Division OPS			6840.00	.00	.00	.00	6888.00
TOTAL: Area 100			6840.00	.00	.00	.00	6888.00
TOTAL: EMPLOYER			6840.00	.00	.00	.00	6888.00

PYGAN030		PYTAN030		DEDUCTION ANALYSIS			Page 1	
7/26/00 11:27:02		BY HOME LEVEL			BEGINNING CHECK DATE		1/01/2000	
EMPLOYER ZUS		SAMPLE US COMPANY			ENDING CHECK DATE		3/31/2000	
EMPLOYEE#		*FWT	*FICA	*FMHI	*SCA	401KB	401KW	TOTAL DEDUCTIONS
Area	Division	Department	Cost Centr	DESCRIPTION: TIMBERLINE RESTAURANT				
100	OPS	SKI	200					
	80225	BURGER, BETTY	67.68	66.96	15.66	.00	.00	150.30
	80151	CREME, CARMEL	474.60	275.51	42.96	.00	.00	793.07
	1096	EMPLOYEE, TIPPED	73.86	52.08	12.18	.00	42.00	180.12
	80229	HOTDOG, HANK	269.28	150.29	35.15	.00	.00	454.72
	80226	LASAGNA, LARRY	1381.15	476.92	89.23	.00	.00	1947.30
	80228	PITTS, CHERRY	22.68	66.96	15.66	.00	.00	405.30
TOTAL: Cost Centr 200			2289.25		210.84		300.00	3930.81
TOTAL: Department SKI			2289.25	1088.72			42.00	3930.81
TOTAL: Division OPS			2289.25	1088.72			42.00	3930.81
TOTAL: Area 100			2289.25	1088.72			42.00	3930.81
TOTAL: EMPLOYER			2289.25	1088.72			42.00	3930.81

PYGAN050 PYTAN050
 3/31/98 18:50:00
 EMPLOYER ZUS

LABOR DISTRIBUTION ANALYSIS
 BY ACCOUNT - PROJECT CODE - INCOME CODE
 SAMPLE US COMPANY

* YEAR 1998 *
 * MONTH 02 *

EMPLOYEE# EMPLOYEE NAME AMOUNT HOURS

 ACCOUNT NUMBER 001-102-112-1000-002

PROJECT CODE

INCOME CODE SAL

1117	FORCE, GAYLE	17.38	91.20
1119	RABBIT, BUNNY	17.38	91.20
80041	WONDER, WALLY	.00	.00
80103	BEACH, SANDY	.00	.00
80110	TURNER, PAIGE	1534.61	91.20
80116	CLUELESS, CALVIN	1482.00	91.20
80154	GLAMOUR, GRETA	2192.22	91.20
INCOME CODE TOTALS: SAL		5,243.59	

456.00

PROJECT TOTALS: 5,243.59

456.00

ACCOUNT # TOTALS: 001-102-112-1000-002

5,243.59

456.00

 EMPLOYER TOTALS: ZUS

5,243.59

456.00

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PYGRQ025 PYTRQ025		W O R K E R C O M P E N S A T I O N W O R K S H E E T					Page 1	
3/31/98 18:58:05		FROM DATE 1/01/1998 THROUGH 3/31/1998 LEVELS WHERE WORKED						
EMPLOYER ZUS		SAMPLE US COMPANY						
EMPLOYEE#	EMPLOYEE NAME	WORKER COMP. NUMBER/CODE	REGULAR HRS/AMT	O/T 1 HRS/AMT	O/T 2 HRS/AMT	PREMIUM HRS/AMT	OTHER HRS/AMT	TOTAL HRS/AMT
LEVELS 100	ADMIN ACCT 103	GENERAL LEDGER						
	1033 BOYLE, BARB		72.00				8.00	80.00
			1008.00				112.00	1120.00
	1040 TEA, HERB		72.00				8.00	80.00
			864.00				96.00	960.00
	1116 WOOD, ASPEN		72.00				8.00	80.00
			720.00				80.00	800.00
	80100 DAY, SUNNY		36.00					36.00
		6050	432.00					432.00
	80108 WISE, PENNEY		72.00				8.00	80.00
			864.00				96.00	960.00
	80117 NOTES, CLIFF		72.00				8.00	80.00
			864.00				96.00	960.00
100	ADMIN ACCT 103	TOTAL HOURS	396.00				40.00	
		TOTAL AMOUNTS						436.00
			4752.00				480.00	5232.00
100	ADMIN ACCT	TOTAL HOURS	396.00				40.00	
		TOTAL AMOUNTS						436.00
			4752.00				480.00	5232.00
100	ADMIN	TOTAL HOURS	396.00				40.00	
		TOTAL AMOUNTS						436.00
			4752.00				480.00	5232.00
100		TOTAL HOURS	396.00				40.00	
		TOTAL AMOUNTS						436.00
			4752.00				480.00	5232.00
	EMPLOYER TOTAL HOURS		396.00				40.00	
	EMPLOYER TOTAL AMOUNTS		4752.00				480.00	5232.00

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PYGRQ350 PYTRQ350
3/31/98 19:14:34

Employee Cycle Deduction Report

EMPLOYER ZUS

SAMPLE US COMPANY

Employee#	Tax ID #	Employee Name	Cycle	Ded. Code	Deduction Current Cycle Amount	*FICA SOCIAL SEC TAX Prior Cycle Amount	Difference
1252	321-65-4824	ALPHA, ANNA A	WEEK	*FICA	24.80	24.80	.00
80112	584-67-9152	BERRY, HOLLY	WEEK	*FICA	29.76	29.76	.00
1033	111-66-0000	BOYLE, BARB	WEEK	*FICA	34.72	34.72	.00
80114	245-67-8954	BUDD, ROSE	WEEK	*FICA	21.08	21.08	.00
80225	560-90-9905	BURGER, BETTY	WEEK	*FICA	13.64	16.74	3.10-
80281	126-55-1335	CAKE, PATTY	WEEK	*FICA	4.98	7.47	2.49-
80100	589-99-7898	DAY, SUNNY	WEEK	*FICA	26.66	26.66	.00
80152	621-55-1487	DEEDE, GRANT	WEEK	*FICA	29.76	29.76	.00
80006	371-33-1234	DIESEL, DAN E	WEEK	*FICA	31.24	31.25	.01-
80289	028-55-2335	DOLL, KEN J	WEEK	*FICA	27.35	27.34	.01
80182	464-74-9876	DUDE, SURFER	WEEK	*FICA	29.76	29.76	.00
1096	122-60-8119	EMPLOYEE, TIPPED	WEEK	*FICA	8.68	16.43	7.75-
80101	419-77-9977	FINGERS, FRANKIE	WEEK	*FICA	29.76	29.76	.00
80309	571-32-1234	FIR, DOUGLAS T	WEEK	*FICA	29.81	29.81	.00
1044	011-42-8964	HAUT, DAN	WEEK	*FICA	59.61	59.62	.01-
80229	644-44-6666	HOTDOG, HANK	WEEK	*FICA	24.80	26.35	1.55-
80109	321-32-1234	LEDGER, LINDA	WEEK	*FICA	29.76	29.76	.00
80107	708-33-0981	LEGG, HARRY	WEEK	*FICA	29.76	29.76	.00
80227	454-55-1234	LESS, RUTH	WEEK	*FICA	24.80	24.80	.00
80280	126-44-1445	MOCCIA, ELEANOR J	WEEK	*FICA	27.35	27.34	.01
80277	126-33-1335	MOCCIA, RONALD J	WEEK	*FICA	27.35	27.34	.01
80117	164-57-8541	NOTES, CLIFF	WEEK	*FICA	29.76	29.76	.00
1178	251-87-5421	PATIENT, PHYLLIS	WEEK	*FICA	37.20	37.20	.00
80040	321-65-4889	PINKUS, PATRICIA	WEEK	*FICA	29.76	29.76	.00
80228	334-33-4433	PITTS, CHERRY	WEEK	*FICA	11.16	11.16	.00
80285	128-31-2335	POTATO, SPUD J	WEEK	*FICA	27.35	27.34	.01
80043	654-98-7321	ROAD, BUMPY	WEEK	*FICA	27.35	27.34	.01
80044	145-98-7625	ROAD, STONY	WEEK	*FICA	29.76	29.76	.00
3612	212-33-3444	SAMPLE-EXIT, SELMA	WEEK	*FICA	29.76	29.76	.00
80422	654-35-7159	SNOWCLOUD, LARRY	WEEK	*FICA	49.60	53.94	4.34-
80273	133-28-1335	STEPGRADE, PHIL J	WEEK	*FICA	27.35	27.34	.01
80270	028-32-2226	STEPGRADE, STEFFIE J	WEEK	*FICA	29.76	29.76	.00
80279	126-44-1335	STEPTOE, HEIDI J	WEEK	*FICA	27.35	27.34	.01
1040	245-67-8211	TEA, HERB	WEEK	*FICA	29.76	32.55	2.79-
80278	126-11-1335	TOAST, MELBA J	WEEK	*FICA	27.35	27.34	.01
80008	401-35-2309	TRUCKER, TOM E	WEEK	*FICA	28.76	28.77	.01-
80155	670-50-7700	WAGON, CHUCK	WEEK	*FICA	27.35	27.34	.01
80007	683-11-9876	WHEELER, WILMA	WEEK	*FICA	28.39	28.38	.01
80048	598-44-7890	WINDE, AUGUSTA	WEEK	*FICA	20.46	20.46	.00
1090	479-98-9839	WIRE, BARB	WEEK	*FICA	29.76	23.81	5.95
80108	309-33-1209	WISE, PENNEY	WEEK	*FICA	29.76	29.76	.00

1116 254-89-7145 WOOD, ASPEN	WEEK	*FICA	24.80	24.80	.00
3611 245-88-3214 ZIV, ZELDA	WEEK	*FICA	.00	.00	.00
Employer Totals:			1,167.98	1,183.98	16.00-

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Generating Selective Employee Reports

Functions within the *Selective Employee Reporting* option allow you to generate reports of employee income and deduction amounts for the calendar month-to-date, the calendar year-to-date and all four calendar quarters. You can use the functions described in the table below to verify employee income and deduction balances, arrears balances and balances for deductions with limits.

When you use this function:	That includes these selection and sort criteria:	The system produces these report results:
<i>List Selective Earnings</i> [SEL]	Employer, levels, income code, sort by levels, include or exclude terminated employees	For the specified income, lists month-to-date, year-to-date and quarterly employee income balances.
<i>List Selective Deductions</i> [SDR]	Employer, levels, deduction code, sort by levels, include or exclude terminated employees	For the specified deduction, lists month-to-date, year-to-date and quarterly employee deduction balances.
<i>List Selective Expense Liability</i> [SELL]	Employer, levels, deduction code, sort by levels, include or exclude terminated employees	For the specified deduction, lists month-to-date, year-to-date and quarterly employer deduction balances for each employee.
<i>List Arrears Balances</i> [ABR]	Employer, levels, deduction code, sort by levels, include or exclude terminated employees, include or exclude employees whose deduction is deactivated	For the specified deduction or all deductions, lists the current arrears balance to be collected along with the year-to-date deduction amount for each applicable employee.
<i>List Deduction Balances</i> [DBR]	Employer, levels, deduction code, sort by levels, include or exclude terminated employees, include or exclude employees whose deduction is deactivated	For the specified deduction or all deductions, lists the amount withheld to date toward the limit balance and the remaining balance to be collected for each applicable employee. For deductions subject to a wage base limit, also lists the income limit, the remaining balance and limit term.

Follow these steps to access the reports listed in the preceding table.

- 1 From the Infinium Payroll main menu select *On-Request Reporting*.
- 2 Select *Selective Employee Reporting*.
- 3 Select any of the functions listed above.

Samples of the reports generated by the *List Selective Deductions*, *List Arrears Balances* and *List Deduction Balances* functions are provided on the following pages.

PYGEM040 PYTEM040
3/31/98 11:47:26
EMPLOYER ZUS
DEDUCTION TYPE GRNF1

S E L E C T I V E D E D U C T I O N S
BY EMPLOYEE NUMBER
SAMPLE US COMPANY
GARNISHMENT FLAT 1

EMPLOYEE#	EMPLOYEE NAME	MTD DED. AMT.	1ST QTR DED. AMT.	2ND QTR DED. AMT.	3RD QTR DED. AMT.	4TH QTR DED. AMT.	YTD DED. AMT.
1079	STARR, ROBERT	100.00	100.00	.00	.00	.00	100.00
80004	ARNOLD, ANNA A	50.00	50.00	.00	.00	.00	50.00
80005	ACCURATE, ALAN C	50.00	.00	50.00	.00	.00	50.00
80006	DIESEL, DAN E	100.00	100.00	.00	.00	.00	100.00
80108	WISE, PENNEY	200.00	200.00	.00	.00	.00	200.00
80109	LEDGER, LINDA	100.00	100.00	.00	.00	.00	100.00
DEDUCTION TOTALS: # OF EMPLOYEES LISTED	6	600.00	550.00	50.00	.00	.00	600.00
EMPLOYER TOTALS: # OF EMPLOYEES LISTED	6	600.00	550.00	50.00	.00	.00	600.00

PYGRQ140 PYTRQ140		A R R E A R S B A L A N C E S				Page 1
3/31/98 11:51:17						
EMPLOYER ZUS		SAMPLE US COMPANY				
EMPLOYEE#	EMPLOYEE NAME	DEDUCT. CODE	DESCRIPTION	ARREARS BALANCE	YTD DED. AMT.	
1051	SNAPP,GINGER	*SCA	CALIFORNIA INC TAX	261.84	558.16	
		LI1BW	LIFE INS BASE B/W	13.86	.00	
		M1SB	MED #1 SINGLE B/W	166.14	.00	
		RETBW	RETIREMENT PLAN BW	374.02	.00	
		401KB	EE SAVINGS PLAN BW	300.00	.00	
80112	BERRY,HOLLY	DDF1	DIR DEP-FLAT #1	3,000.00	200.00	
TOTAL FOR EMPLOYER ZUS		2 EMPLOYEES		4,115.86	758.16	

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PYGRQ150 PYTRQ150
 3/31/98 19:38:49
 EMPLOYER ZUS

DEDUCTION BALANCES

SAMPLE US COMPANY

EMPLOYEE#	EMPLOYEE NAME	DEDUCT. CODE DESCRIPTION	DEDUCT. LIMIT	BALANCE REMAINING	LIMIT PERIOD	INCOME LIMIT	INCOME BALANCE REMAINING	INCOME LIMIT
1051	SNAPP,GINGER	401KB EE SAVINGS PLAN BW	9500.00	9500.00	YEAR	150000.00	143847.84	YEAR
80004	ARNOLD,ANNA A	401KB EE SAVINGS PLAN BW	9500.00	9223.08	YEAR	150000.00	147569.24	YEAR
80024	CREDIT,COLLEEN	401KB EE SAVINGS PLAN BW	9500.00	8847.68	YEAR	150000.00	144317.08	YEAR
80025	DEBIT,DONALD D	401KB EE SAVINGS PLAN BW	9500.00	8627.68	YEAR	150000.00	143603.08	YEAR
80038	GREEN,KELLY	401KB EE SAVINGS PLAN BW	9500.00	9192.32	YEAR	150000.00	142823.64	YEAR
80100	DAY,SUNNY	401KB EE SAVINGS PLAN BW	9500.00	9356.00	YEAR	150000.00	148854.00	YEAR
80228	PITTS,CHERRY	401KB EE SAVINGS PLAN BW	9500.00	9350.00	YEAR	150000.00	149610.00	YEAR
TOTAL FOR EMPLOYER ZUS		7 EMPLOYEES		64,096.76			1,020,624.88	

Generating Timesheets, Timecards and Profiles

Functions within the *Timesheet/Timecard Reporting* option allow you to generate timesheets, timecards and profile worksheets for selected employees. You can use the functions described in the following table to produce timesheets, timecards and profile worksheets with pre-printed employee information and blank fields to be completed by employees or supervisors.

When you use this function:	With these selection and sort criteria:	The system produces these report results:
<i>List Employee Time Sheets</i> [PETS]	Employer, levels, period ending date, print pay rate, include or exclude salaried employees	By lowest level, lists names and numbers of selected employees with their base pay rate, if specified. Prints timesheet column headings specified on level controls and balances for accrual categories.
<i>List Employee Time Cards</i> [PETC]	Employer, levels, period ending date, print pay rate, include or exclude salaried employees	Prints a separate time card page for each selected employee. Lists levels and base pay rate, if specified. To generate time cards for an employee, you must first type 1 in the <i>Time Card</i> field on the employee's Payroll Data record.
<i>List Profile Worksheets</i> [PW]	Employer, number of worksheets to print	Prints the specified number of three page worksheet sets. Each set includes key employee data fields from the following files: <ul style="list-style-type: none"> ■ Basic Data ■ Payroll Data ■ Income Data ■ Deduction Data <p>The system prints blank lines next to each field for manual completion.</p> <p>After entering information into Infinium HR/PY, you can use the <i>List Employee Profiles</i> option to print completed information for selected employees.</p>

Follow these steps to access the reports listed in the preceding table.

- 1 From the Infinium Payroll main menu select *On-Request Reporting*.
- 2 Select *Timesheet/Timecard Reporting*.
- 3 Select any of the functions listed above.

A sample of the List Employee Time Cards report described above is provided on the following page.

List Employee Time Cards

80005 ACCURATE,ALAN C
100 OPS LAB 201 3/27/1998
8.2500

80036 BETA,BARNEY B
100 OPS LAB 201 3/27/1998

80113 BLOSSOM,CHERRY
100 OPS LAB 201 3/27/1998
8.2500

80114 BUDD,ROSE
100 OPS LAB 201 3/27/1998
8.5000

•

Generating User Defined Data Registers

You can use options within the *User Defined Data Functions* option to generate registers that list income and deduction balances stored in the *User Data* fields. You can review the data in these fields using options within the *Correct Employee Data* and *Display Employee Data* functions. Refer to the “Displaying and Correcting Employee Income and Deduction Data” chapter for details on using these options. The table that follows describes the two registers.

You type 1 in the *Updt User Inc/Ded* field on the employer control to activate automatic updating of the *User Data* fields for all incomes and deductions. The system updates the balances in these fields each time you post payroll cycles and on-demand checks. The balances accumulate until you run the *Clear User Defined Data Fields* function, which sets all *User Data* field balances back to zero.

When you use this function:	With these selection and sort criteria:	The system produces these report results:
<i>List User Data Payroll Register</i> [PUDPR]	Employer, levels, totals only or employee detail	By lowest level, lists names and numbers of selected employees with the user defined balance for each authorized income and deduction.
<i>List User Data Supp. Register</i> [PUDSR]	Employer, levels, totals only or employee detail	By lowest level, lists names and numbers of selected employees with the user defined balance for fringe (*F) incomes and the employer paid deductions.

Notes

Chapter 6 Processing Paid Time Off Accruals

6

This chapter of the guide describes how to track paid time off hours and dollars earned and used by employees based on criteria that you define on the accrual controls. You can define up to six broad categories of paid time off for an employer. Within each category, you can define an unlimited number of plans to which you can assign employees.

You use accrual processing to track accrued and earned, taken, and remaining paid time off hours and/or dollar amounts.

The system automatically updates paid time off hours and dollar amounts taken by employees when you post payroll cycles. You use the *Calculate Benefit Accruals* function to update paid time off hours and dollar amounts accrued and earned by employees after you post payroll cycles.

The chapter consists of the following topics:

Topic	Page
Overview of Accrual Processing	6-2
Setting Up Accrual Processing	6-4
Calculating Paid Time Off Accruals	6-28
Generating Optional Reports	6-32

Overview of Accrual Processing

Summary of Paid Time Off Information

You can track the paid time off hours and dollar amounts that employees accrue, earn and take using options on the *Accrual Processing* menu. The system stores the following types of paid time off data in each employee's Basic Data record and updates the balances as follows.

The...	that the employee has...	are updated when...
earned hours and dollars	accumulated and can use at any time	you run <i>Calculate Benefit Accruals</i> after posting a payroll cycle.
accrued hours and dollars	accumulated but not yet used	you run <i>Calculate Benefit Accruals</i> after posting a payroll cycle.
taken hours and dollars	used	you post a payroll cycle or on-demand check.
remaining hours and dollars	left (the difference between earned and taken hours or dollars)	you access an employee record accrual data screen.

You can transfer paid time off hours and earnings to the general ledger only after you process payments for hours taken through a payroll cycle.

You can use the *List PTO Liability Amounts* function to generate a report showing projected costs for unpaid earned and/or accrued hours and dollars at any time.

Summary of Paid Time Off Setup and Processing

The steps for setting up and processing paid time off accruals are as follows.

- 1 Define accrual categories (types) on the employer control.
- 2 Define accrual code values for code type ACR to represent plans.

- 3 Define accrual controls for each plan.
- 4 Update income controls.
- 5 Update employee accruals.
- 6 Calculate accruals.
- 7 Generate reports.

The first five steps listed above are described in the “Setting Up Accrual Processing” section. Step 6 is described in the “Calculating Paid Time Off Accruals” section. Step 7 is described in the “Generating Optional Reports” section.

Objectives

At the conclusion of this chapter of the guide you should be able to accomplish the following:

- Set up paid time off accruals
 - Process paid time off accruals
 - Generate reports of accrual information
-

Setting Up Accrual Processing

Overview

Categories/Types

For each employer, you can define up to six general accrual categories on the employer controls. These categories are also called accrual types on some Infinium HR/PY screens.

Plans

For each category you can define an unlimited number of specific accrual plans in *Update Employer Codes* using code type **ACR**.

Use *Update Accrual Controls* function to define the way Infinium PY should calculate and administer each paid time off accrual plan.

Example

For example, you define **Vacation** as an accrual category for your employer. Within **Vacation**, you define the following:

- **HRLY** as the vacation plan for your hourly employees
- **SALRY** as the vacation plan for your salaried employees

You use the *Update Accrual Controls* function to establish different calculation rules for each plan.

Defining Accrual Categories

On the last screen of the employer control record, you can type up to six accrual category names. For example, you can set up accrual categories to track vacation, personal, sick and holiday hours earned by employees.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
-

- 3 Select *Update Employer Controls* [UCO]. On the Update Employer Controls prompt screen type the value that represents your employer.
- 4 Press Enter three times to display the Update Employer Controls screen 3 as shown in Figure 6-1.

UPDATE EMPLOYER CONTROLS

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Employer ZUS SAMPLE US COMPANY

Accrual Category Names

Category 1 Vacation Category 2 Sick

Category 3 Personal Category 4 Category 4

Category 5 Category 5 Category 6 Category 6

Additional Employer Flags

Chg Wks Wrk to 0? 1 Use Tip Comp/TRDA 1

Ed EE only in ER? 0 Use Multi. Pos? 1

PE Upd PY Auth Gp? 1 Position Prompt 2

Prt \$0 Vouchers 2 (0->2) PA Close

Pay Message Code Dir. Dep. ID A

Prt All YTD on Rg? 1 Chk. Record Lcks? Check for Yes

Position Default 2 NAICS Code 713990

Crt Shop Floor IE? Check for Yes Audit Upd Checks? Check for Yes

Figure 6-1: Update Employer Controls screen

- 5 Type up to six accrual category identifiers in the Accrual Category Names fields. You can define an unlimited number of accrual plans within each category.
- 6 Press Enter to return to the Update Employer Controls prompt screen.
- 7 Repeat steps 3 through 6 to set up accrual category names for another employer or press F3 to return to the Infinium PY main menu.

Defining Accrual Code Values

You define at least one code value for each of the accrual category names you set up on the employer control.

You define as many code values as you have different methods for accruing paid time off in your organization. For example, you can define vacation time for full-time employees as **VACFT**, vacation for part-time employees as **VACPT** and vacation for union-represented employees as **VACUN**.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes [UCD]*. The system displays the screen shown in Figure 6-2.

Figure 6-2: Update Employer Codes prompt screen

- 4 Use the following information to complete the fields on this screen:

Code type

Type **ACR** in this field.

Code value

Type a value of up to five characters to represent a specific accrual plan.
- 5 Press Enter. The system displays the screen shown in Figure 6-3.

Figure 6-3: Update Employer Codes screen

- 6 Use the following information to complete the field on this screen:

Description

Type a description of your code value.

- 7 Press Enter. The system saves your code value and displays the Update Employer Codes prompt screen.
- 8 Repeat steps 4 through 7 to set up additional accrual code values or press F3 to return to the Infinium PY main menu.

Defining the Accrual Control

Perform the following steps to define accrual controls for how the system calculates the paid time off accrual balances for employees.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
- 2 Select *Accrual Processing*.
- 3 Select *Update Accrual Controls [UAC]*. The system displays the Accrual Controls prompt screen similar to Figure 6-4.

Figure 6-4: Accrual Controls prompt screen

- 4 Use the following information to complete this screen:

Employer

Specify the employer to which these controls apply.

Accrual Code

Specify the plan you are defining. You defined accrual plan codes in *Update Employer Codes* using code type **ACR**.

- 5 Press Enter. The system displays the Accrual Controls Details screen 1 similar to Figure 6-5.

Figure 6-5: Accrual Controls screen 1

6 Use the following information to complete the fields on this screen:

Alternatively, you can also delete the controls for this accrual plan by pressing F22 at this screen.

Based On

Identify which date the system should use during accrual calculations to determine each employee's length of service, if applicable, and to identify the anniversary date.

Type one of the following:

- H** Use the date of hire from the Basic Data record *Date of Hire* field.
- C** Use a specified calendar date.
If you type **C**, you must type the month and day in the *Month/Day* field on this screen.
- A** Use the adjusted date of hire from the Basic Data record *Adjusted D.O.H.* (Date of Hire) field.
If an employee's *Adjusted D.O.H.* field is blank, the system uses the *Date of Hire* field.

Accrual Units

Type one of the following to specify which values the system should accrue when calculating benefit accruals for employees that are assigned to this accrual plan.

- H** Accrue only hours.

- D** Accrue only dollar amounts.
- B** Accrue both hours and dollar amounts.

The system uses the hour fields, dollar amount fields, or both types of fields in employees' Basic Data records depending on your setting in this field.

Month/Day

If the base date for accrual calculations is a calendar date and you typed **C** in the *Based On* field, then type the appropriate calendar month and day in this field. Example: **0630** for June 30.

Leave this field blank if you base paid time off calculations on the employee date of hire or adjusted date of hire.

Eligible Amt IRG.

This field applies only to tracking accrual dollar amounts.

You can specify an income group that defines the incomes eligible for use as base income values for the calculation of new accrual values. The system provides a selection list of income groups.

Leave this field blank to select incomes for dollar amount paid time off accruals based on the *Accrual Controls* fields' values found in the income control records. For hours, the system always uses the accrual control values in the income control records.

Becomes Earned

The system uses the *Hours/Amount Accrued* pair of fields in each employee's Basic Data records to track accumulated paid time off hours that employees cannot yet take. It uses the *Hours/Amount Earned* pair of fields to store paid time off hours and dollar amounts that employees are eligible to use at their discretion.

Type one of the following to specify when the accrued hours and/or dollar amounts are to be considered earned.

- 1** Hours and/or dollar amounts are considered earned as soon as they are accrued.

The system adds newly calculated hours and dollar amounts directly to the *Hours/Amounts Earned* fields in the employee Basic Data record.

- 2** Hours become earned on the anniversary of the Based On date specified earlier on this screen, such as the anniversary of the date of hire.

The system first adds newly calculated hours to the *Hours/Amount Accrued* fields in the employee Basic Data record. The system automatically moves the hours to the *Hours/Amount Earned* fields during accrual calculations for pay periods that include the date indicated by the accrual control *Based On* field.

Update Accrual Hist?

Type **1** to have the system generate history records whenever the system changes paid time off accrual information for an employee.

Type **0** if the system is not to generate these history records.

If you type **1**, you can access the history of an employee's accrual changes in *Update Employee Accruals* and in basic data update and display functions.

Accum Allowed

Indicate whether employees can carry over earned paid time off hours and dollar amounts from one anniversary year to the next. The system performs the actions described below when you calculate accruals for pay periods that include the Based On date specified on the accrual control (hire date, adjusted hire date or calendar date).

Type either:

- 0** No. The system zeroes out the earned and taken hours and dollar amount values on the anniversary of each employee's date of hire, adjusted date of hire or specified calendar date.
- 1** Yes. The system subtracts the hours and dollar amount taken from the hours and dollar amount earned and uses the difference as the new hours and dollar amount earned. The system zeroes out the hours and amount taken values.

Act./Sched. Hours

If employees must work a specified number of hours to earn paid time off, indicate whether the system is to use actual hours worked by employees or the employees' regularly scheduled work hours as the basis for accrued time.

Type either:

- 0** When you base the accrual on actual hours and you also type a value in the *Hours Worked* field on screen 2, the system reads unprocessed records from the income ledger file, PYPIL, to calculate the applicable hours worked when you run the *Calculate Benefit Accruals* function (program PYGACCR).

When you run the function with a value of 1 in the *Update Accruals?* field, the system changes the value in the *Posted To Accrual* field (ILACC) to 1 for income ledger records that are processed. This prevents the records from being included at a later time and allows the function to be run multiple times within the same time period without doubling the accrual values.
- 1** When you base the accrual on regularly scheduled hours or you base it on actual hours but don't type a value in the *Hours Worked* field on screen 2 of this control, the system processes employees again each time the *Calculate Benefit Accruals* function runs and can double the accrued values if the function is run multiple times for the same time period.

Also type **0** in this field if you have no hours worked requirement. You specify the hours worked requirement on the Accrual Controls details screen 2.

You use the *Accrual Controls* fields on the Update Income Controls screen 2 to identify which incomes the system should use to calculate paid time off hours.

Each employee can have up to six PTO accrual category values. The system calculates accrual values for an employee in all categories at the same time, and will change the value in the *Posted To Accrual* field (ILACC) to 1 even if only one of the six categories is based on actual hours worked and has a value in the *Hours Worked* field.

Act./Sched. Hours Example 1

Your weekly-paid employees earn .03846 hours of vacation for every hour worked. In a twelve-month period, full-time employees earn 80 hours of vacation. You can calculate accruals based on the assumption that each employee works 40 hours per week, or you can use each employee's actual hours worked each pay period to calculate his or her vacation entitlement.

If your accrual formula uses actual hours worked, you must generate hours for all pertinent incomes when you process payroll cycles, even when hours are not required to calculate the incomes.

Act./Sched. Hours Example 2

If you use a flat amount income to pay salaried employees but assign them to an accrual plan that uses actual hours worked, you must generate hours for the flat amount income. You can use an auto pay group to generate the hours when you begin the pay cycle.

Although the system ignores the hours when processing salaried incomes, it stores the hours in each salaried employee's check history when you post the cycle so that they are available later when you calculate accruals.

*Act./Sched. Amt*s

Specify the basis to be used for accrued amounts based on a percentage of income. Valid values are:

- 0** Accrue amount based on the actual incomes entered in cycle operations.

The system reads the Income Ledger file (PYPIL) when you run the accrual calculation program. The system sets a flag to indicate that the record has been processed so that you can run the program multiple times without doubling the accrual values.

- 1** Accrue amount based on the base rate found on the employee basic data record.

Do not run the accrual calculation program multiple times if you specify using a base rate amount. Each repeat of running the program for the same time period doubles the accrual values.

Each employee can have up to six PTO accrual category values. The system calculates accrual values for an employee in all categories at the same time and will change the value in the *Posted To Accrual* field (ILACC) to **1** even if only one of the six categories is based on actual hours worked and has a value in the *Hours Worked* field.

Edit on Proof?

Specify **None**, **Warning**, or **Error** to indicate whether to generate a warning or an error message on the Timesheet Proof report when the hours entered for an income exceed the remaining PTO hours for that accrual or whether to

do neither. If you want a warning or error message on the Timesheet Proof report, you must also specify yes in the *Edit Accruals?* field on the employer control. If you specify **Error** to indicate that you want to print the error on the report, you cannot release the time sheet data by using the *Release Timesheet Data* function until the PTO information is corrected.

Custom Exit Programs

In these fields, you can specify customized accrual processing programs for the system to use rather than the standard processing.

Type the applicable program name in each of the following fields that apply in your case:

- **Elig/Serv. Months**

You can specify the name of a custom program that the system is to run when you use the *Calculate Benefit Accruals* function for employees assigned to this paid time off plan.

The system calls the custom program instead of using standard processing to determine a value for each employee's months of service.

The sample program you can use to develop the custom program is called PYGR1EX2.

- **Accrual Calc.**

You can specify the name of a custom program that the system is to run when you use *Calculate Benefit Accruals* for employees assigned to this paid time off accrual plan.

The system calls this program instead of using standard processing to calculate the final values for current accrued or earned hours and/or dollar amounts. Your program should also add the current hours and/or dollar amounts to the summary earned, accrued, and taken totals in the employees' basic data.

The system uses standard processing to print the accrual listing and update the basic data fields with the returned values.

The sample program you can use to develop the custom program is called PYGR1EX3.

- 7 When done specifying control information at Accrual Controls details screen 1, press Enter. The system displays Accrual Controls details screen 2 similar to Figure 6-6.
-

ACCRUAL CONTROLS

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Employer ZUS SAMPLE US COMPANY
 Accrual Code VACHS VACATION HOURLY SPECIAL
 Based On C Calendar MM/DD 1/01
 Becomes Earned 2 Accum. Allowed 0
 Act/Sch Hrs/Amt 0 0 Accrual Units H
 Months Employmt Hours Worked Hours to Accrue Max Hr Balance Accrue % Max Amt Balance

Months Employ	Hours Worked	Hours to Accrue	Max Hr Balance	Accrue %	Max Amt Balance
0	.00	.00000		.00	
<input type="checkbox"/>	13	.00	6.66000	.00	
<input type="checkbox"/>	14	.00	6.66000	.00	
<input type="checkbox"/>	15	.00	6.66000	.00	
<input type="checkbox"/>	16	.00	6.66000	.00	
<input type="checkbox"/>	17	.00	6.67000	.00	
<input type="checkbox"/>	18	.00	6.67000	.00	

Figure 6-6: Accrual Controls screen

On the Accrual Controls details screen 2, you can enter the hour and dollar amount accrual rates and maximum balances allowed for each length of service (number of months employed or number of hours worked), for this paid time off accrual plan.

Make one or more entries as necessary to specify the rules for each length of service you use for this plan.

The bottom of this screen provides a list of the entries you have already defined. You can select any listed entry to change or delete the entry.

Adding a New Length of Service Entry

- To add an entry for a not yet defined length of service, use the following information to complete the fields on this screen:

Months Employmt

Type the maximum number of months of service that apply for the information in this entry.

The following examples apply to accrual by hours. If you are tracking by dollar amounts, substitute the amount fields for the accrual rates in these examples.

For example, if employees with six or fewer months of employment do not accrue paid time off hours, type **6** in the *Months Employmt* field and **0** in the *Hours to Accrue* field.

If employees with seven to twelve months of service earn paid time off hours at a rate of .03846 for every hour worked, add a second entry and type **12** in the *Months Employment* field, **1** in the *Hours Worked* field and **.03846** in the *Hours to Accrue* field.

Hours Worked

Type the number of hours that employees must work in order to accrue or earn the hours specified in the *Hours to Accrue* field. The system uses this field along with the value in the *Act./Sched. Hours* field to calculate the paid time off accruals.

If your accrual formula does not depend on hours worked, leave this field blank.

Hours to Accrue

Type the number of hours that employees accrue or earn based on their number of hours scheduled or actually worked, months of employment, or both.

The system automatically prorates the hours accrued or earned when you run the *Calculate Benefit Accruals* function whether you use actual or scheduled hours for calculation.

The system also forfeits accrued or earned hours that exceed the maximum specified here on the accrual control.

For example, you specify that for every 40 hours an employee works, he or she earns 1.53846 hours of vacation. You use actual hours to calculate vacation hours and you calculate accruals after each weekly pay period. An employee who works only 20 hours in a pay period earns one half of the specified vacation hours or .77 hours. An employee who works 60 hours in a pay period earns one and one half times the specified vacation hours, or 2.31 hours.

Leave this field blank if you are tracking only dollar amounts for this paid time off plan.

Max Hr Balance

Type the maximum number of hours that an employee is allowed to have accrued at any one point in time.

The system calculates each employee's accrued hours balance as accrued hours plus earned hours less the number of hours taken.

Any hours the employee accrues beyond this limit are forfeited at the time of accrual. The system prints forfeited hours on the report generated when you run the *Calculate Benefit Accruals* function.

If there is no limit, or if you are tracking only dollar amounts for this paid time off plan, leave this field blank.

Accrue %

Type the percentage of eligible base earnings that the employee is to accrue during the period represented by this length of service, such as **5.00** for 5% of base earnings.

Max Amt Balance

Type the maximum dollar amount that an employee is allowed to have accrued at any one point in time for this paid time off plan.

The system calculates each employee's accrued dollar balance as accrued paid time off dollars plus earned paid time off dollars less the number of paid time off dollars taken.

Any dollars the employee accrues beyond this limit are forfeited at the time of accrual. The system prints forfeited dollars on the report generated when you run the *Calculate Benefit Accruals* function.

If there is no limit, leave this field blank.

- 9 Press Enter. The system stores your information for this entry in the list at the bottom of the screen.

Repeat the new entry procedure for each additional length of service for which you have separate rules.

Updating an Entry

- 10 To update an existing entry, type **2** in the *O* (Option) field to the left of the entry and press Enter. The system displays the current information for that entry in the fields above the list. Make the necessary changes and press Enter again to return the entry to the list at the bottom of the screen.

Deleting an Entry

- 11 To delete an existing entry, type **4** in the *O* (Option) field to the left of the entry and press Enter. The system marks the entry for deletion.
-

Exiting This Plan's Definition

- 12 When done defining the entries for the lengths of service, press F3. The system returns you to the Accrual Controls prompt screen.
- 13 Either repeat this entire procedure for the next accrual plan, or press F3 again to exit to the menu.

Updating Income Controls

In this step you identify the incomes that the system should use when it calculates accrued, earned and taken paid time off accrual hours.

The system also uses the information in these controls for accrual dollar amounts if the accrual controls for the plan have a blank value in the *Eligible Amt IRG* field.

- 1 From the Infinium Payroll main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Income Controls* [UIC]. Type the value that identifies the employer and income you want to update.
 - 4 Press Enter two times to advance to the screen shown in Figure 6-7.
-

Figure 6-7: Update Income Controls screen 2

- 5 Use the following information to update the fields in the Accrual Controls section of this screen. Refer to the *Infinium PY Guide to Controls* for complete information on setting up incomes.

Accrual Controls

In the *Accrual Controls* fields the system displays the general accrual category names you defined on your employer control. Use the short line adjacent to the category name to indicate how the system should treat hours worked of this income when it calculates paid time off accruals.

These values also apply to dollar amount accruals only if the plan's accrual controls have a blank value in the *Eligible Amt IRG* field.

Valid values are:

- + Use hours worked to calculate new paid time off hours and/or dollar amounts earned or accrued.
- Use hours worked to calculate paid time off hours and/or dollar amounts taken.
- * Use hours worked to calculate new paid time off hours and/or dollar amounts earned or accrued and hours and/or dollar amounts taken.

The following chart provides examples for each value listed above. These examples assume the plan's accrual controls specify accruing only hours. Dollar amount accruals are similar.

Accrual Indicators

Indicator	Description	Example
+	Tells the system to use hours associated with a particular income type to calculate accrued or earned paid time off. Use this value only for accruals whose formulas utilize actual hours worked.	If an employee must work 40 hours of regular time to earn a paid time off accrual, type the plus (+) indicator on your controls for regular incomes. The system uses hours worked of only those incomes to calculate the earned or accrued paid time off hours for each employee.
-	Tells the system to add the hours worked of this income type to each employee's <i>Hours Taken</i> field for the specified accrual plan. The system calculates hours taken when you post payroll cycles. Use this value for all accrual plans for which you want to track hours taken.	To track hours taken of vacation time, type the minus (-) indicator on the controls for your vacation incomes. The system adds hours of only those incomes to the vacation hours taken field for each employee.
*	Tells the system to calculate both the hours taken and the hours earned for this income type. Use this value only for accruals whose formulas utilize actual hours worked.	If an employee earns vacation paid time off hours while on vacation, type the asterisk (*) on your vacation incomes. The system adds hours to the employee's vacation hours taken and also uses the same hours to calculate additional paid time off hours accrued or earned for the vacation category.
Blank	Leave this field blank if the system should not use a particular income type to calculate paid time off accruals.	

- 6 Press Enter two times to update the income control for U.S. employers and three times to update the income control for Canadian employers.
- 7 Repeat steps 3 through 6 to update accrual information for other incomes or press F3 to return to the Infinium PY main menu.

Updating Employee Accrual Information

You must assign each employee to the appropriate plans by specifying the accrual code values and you must initialize their accrual data. You can convert this information when you first implement Infinium PY or you can manually enter the information for each employee.

In *Enter New Hire*, you can assign a new employee to paid time off accrual plans and, if necessary, specify any hours or dollar amounts that have been negotiated effective with the date of hire.

You can subsequently update existing employee accrual information using any of the following:

- The *Update Basic Data* function
- The Basic Data section of the *Update Employee Data* function
- The *Update Employee Accruals* function

The following instructions use the *Update Employee Accruals* function.

- 1 From the PY main menu select *Accrual/ Bonus Operations*.
- 2 Select *Accrual Processing*.
- 3 Select *Update Employee Accruals* [UEEA]. The system displays the Update Employee Accruals prompt screen.

Update Employee Accruals Prompt Screen

- 4 Specify the employer and the employee with which you are working.
- 5 Press Enter. The system displays the Update PTO Accruals screen.

Update Employee Accruals Screen

On the Update PTO Accruals screen you can assign the employee to a paid time off accrual plan for each displayed category and specify the hours or

dollar amounts earned, accrued, and taken under each plan. The system recalculates and displays the hours and amounts remaining.

The *Accr Type* fields display the available categories from the employer controls. For each category, you can work with two lines of information.

To assign the employee to a plan under a listed category, specify the accrual code for that plan in the *Code* field next to that category. Define accrual codes in *Update Employer Codes* using code type **ACR**.

The procedure for updating the accrual information after you have specified the plan depends on whether the accrual controls for the plan specify tracking accrual transaction history.

Plans That Do Not Track History

- 6 If the plan's controls specify **No** in the *Update Accr Hist?* field, you can type values directly at this screen. Use the following information to complete the fields on this screen.

If the plan's controls specify tracking accrual history, skip these steps and continue directly to the "Plans That Track History" subtopic later in this procedure.

Hours Earned, Hours Accrued

These fields and the other hours fields are on the first line of information for each plan. If the controls for this plan specify tracking only dollar amounts, leave these fields at zero values.

The system updates the *Hours Earned* and *Hours Accrued* fields each time you run *Calculate Benefit Accruals*. You also can manually type values in these fields.

The value in the *Hours Accrued* field represents paid time off hours an employee has earned but cannot yet take. The value in the *Hours Earned* field represents paid time off hours an employee has earned and can take at any time.

Hours Taken

If the controls for this plan specify tracking only dollar amounts, leave this field blank.

The system updates the *Hours Taken* field when you post a payroll cycle or an on-demand check. It represents the earned hours an employee has taken during the current accrual period.

Hours Remaining

The system displays the employee's currently available earned hours in this field. It updates the value in this field each time you display this screen by subtracting the value in the *Hours Taken* field from the value in the *Hours Earned* field.

The value in this field is negative if the employee has taken more hours than he or she has earned. As the employee earns additional hours, the negative balance changes to a positive balance.

Elig Date

Type the earliest date on which the employee is eligible to use this accrual type. If you type 1 in the *Edit Accruals* field on the employer control, the system uses this date to generate a warning message on the timesheet proof report.

When you run the *Prove Timesheet Data* function, the system compares the employee's accrual Eligible Date to the pay period ending date of the cycle. It generates a warning message if you enter hours of a designated paid time off income for an employee whose eligible date is after the pay period ending date.

Ovr %

If you are accruing dollar amounts under this plan but a different percentage applies to this employee than the percent specified in the accrual plan controls, specify the override percentage here. The system uses this percentage rather than the percentage from the controls during *Calculate Benefit Accruals*.

To use the value from the accrual controls, or if you are accruing only hours under this plan for this employee, leave this field blank.

Amount Earned, Amount Accrued

These fields and the other amount fields are on the second line of information for each plan. If the controls for this plan specify tracking only hour amounts, leave these fields at zero values.

The system updates the *Amount Earned* and *Amount Accrued* fields each time you run *Calculate Benefit Accruals*. You also can manually type values in these fields.

The value in the *Amount Accrued* field represents the paid time off dollar amount an employee has earned but cannot yet take. The value in the *Amount Earned* field represents the paid time off dollar amount an employee has earned and can take at any time.

Amount Taken

If the controls for this plan specify tracking only hour amounts, leave this field blank.

The system updates the *Amount Taken* field when you post a payroll cycle or an on-demand check. It represents the earned dollar amount an employee has taken during the current accrual period.

Amount Remaining

The system displays the employee's currently available earned dollar amount in this field. It updates the value in this field each time you display this screen by subtracting the value in the *Amount Taken* field from the value in the *Amount Earned* field.

The value in this field is negative if the employee has taken more dollar amounts than he or she has earned. As the employee earns additional amounts, the negative balance changes to a positive balance.

- 7 If you are not working with any other plans for this employee, press Enter to save your information and to return to the prompt page to work with another employee's accrual information. Otherwise repeat the preceding step for other plans to which this employee is assigned and whose controls do not specify tracking history.

Plans That Track History

- 8 When you first specify a plan, you can type new information at the Update PTO Accruals screen for plans that track history just as you can for plans that do not track history. When you type the initial information at this screen, the system automatically creates three "history started" transaction records for the changes to the accrued, earned, and taken.

After the initial assignment to the plan and any initial values have been entered, you cannot update information for the plan at this screen. Use the following steps to update such plans' information.

- 9 To display or add to the history for this plan, type **5** in *Opt* next to the accrual category and press Enter. The system displays the Update PTO Accrual History screen

Update PTO Accrual History Screen

On the Update PTO Accrual History screen, you can view the history of changes to this employee's accrual information under this plan, display details for any past transaction, and manually create a new transaction.

For explanations of this screen's columns, refer to the field descriptions for the Create PTO Accrual History screen later in this procedure.

- 10 To add a new accrual history transaction for this employee under this plan, press F6 to access the Create PTO Accrual History screen.

Create PTO Accrual History Screen

- 11 On the Create PTO Accrual History screen, you can enter information for a new transaction for this employee under this plan. Use the following information to complete the fields on this screen.

Entry Method

The system supplies a code for the method by which this transaction was or is being created. The possible values are:

- M** Manually entered.
- O** Override entered on the Update PTO Accruals screen, such as changing to an accrual plan code that requires history tracking.
- S** System generates transactions such as from *Calculate Benefit Accruals* or *Post Cycles and Print Checks*.

Transaction Type

Specify the type of change you are making in this transaction. If you are changing values for more than one type, create a separate transaction for each type.

Valid values are:

- A** Changes to "accrued" values.
 - C** Starting "earned" balance when an anniversary date or calendar date rollover was processed.
 - D** Hours/amounts dropped when an anniversary date or calendar date rollover was processed and the value in the *Accum Allowed* field on the Update Accrual Control screen is **0**.
 - E** Changes to "earned" values.
-

- R** Changes to accrual code value, including resetting the value to “blank”.
- T** Changes to “taken” values.
- B** Set the eligibility date to blank.
- blank** Changes to master file information such as accrual plan code and percent.

Changes to master file information can be combined with changes to accrued, earned, and taken values.

To combine master file information with changes to accrued, earned, or taken values, specify the applicable type (**A**, **E**, or **T**) and also specify the master file information changes later on this screen.

The system later displays this value for this transaction in the *Typ* field at the Update or Display PTO Accrual History screen.

Hours Change

If this change is for a type of hours (accrued, earned, or taken), specify the new hours value for that type. To reduce the existing hours, type a negative value.

You must specify the type (accrued, earned, or taken) in *Transaction Type*.

Amount Change

If this change is for a type of dollar amount (accrued, earned, or taken), specify the new amount value for that type. To reduce the existing total, type a negative value.

You must specify the type (accrued, earned, or taken) in *Transaction Type*.

Approver

Specify who approved this transaction, if applicable.

Comments

Add any short comment needed for this transaction.

Eligibility Date

Use this field to change the eligibility date for this employee's participation in this plan. Otherwise, leave this field blank.

PTO Code

Use this field to change the employee to a different accrual plan within this paid time off accrual category.

Accrual %

If you track dollar amounts for this type of paid time off, you can use this field to override the plan's accrual controls and specify an alternative percentage to accrue.

If you do not track dollar amounts, or to remove an existing override, type **0** in this field. When this value is **0**, the system uses the percentage amount from the appropriate accrual control record.

Creation Info

The system later uses this line to display the date and time the transaction was created, the identity of the user that made the change, and the program that processed the change.

Custom processing?

This line applies only if you have specified a custom program in the accrual controls and that program has resulted in the creation of a new transaction.

- 12 When done entering information for the new transaction, press Enter or F3 to save the transaction and to return to the Update PTO Accrual History screen.

Update PTO Accrual History Screen: Displaying a Listed Transaction

- 13 The system displays the new transaction at the top of the list (most recent first). You cannot delete an existing transaction.

To display the full details for an existing transaction, type **5** in **O** (the Option field) next to the transaction and press Enter. The system displays the Display PTO Accrual History screen with the same fields as the Create PTO Accrual History screen. You cannot make changes at the Display PTO Accrual History screen. Press Enter or F3 to return to the Update PTO Accrual History screen.

- 14 When done with transaction history for this employee under this plan, press F3 to return to the initial Update PTO Accruals screen.

Update PTO Accruals Screen

- 15 Repeat the preceding procedure for any other plan that requires new or changed information.
-

- 16 When done working with this employee's accrual information, press F3 to return to the prompt screen.

Update Employee Accruals Prompt Screen

- 17 At the Update Employee Accruals prompt screen, you can specify a different employee to repeat the preceding procedure for that employee, or press F3 to exit to the main menu.

Audit Report for Changes to Accrual Information

Whenever a user changes accrual values, the system generates an audit report that shows the following information:

- Original and changed values
- ID of the user who made the changes
- Date and time of change

To display or print the audit report, open the Work with All Spooled Files screen and locate spooled file PRTMACC1. This file contains the report.

Calculating Paid Time Off Accruals

After you set up controls for paid time off accruals, you use the *Calculate Benefit Accruals* function to update the accrued and earned hours and dollar amount balances for your employees. You can calculate accruals for one pay period or for several pay periods at once.

When you run the *Calculate Benefit Accruals* function, the system updates accrual balances for all employees in a specified employer or for all employees in all employers in your Infinium HR/PY database. You run the *Calculate Benefit Accruals* function on a regular basis based on the pay frequency of your employees.

For example, suppose your organization includes hourly and salaried employees. You pay hourly employees on a weekly basis and salaried employees on a monthly basis. You use actual hours to calculate accruals for hourly employees and scheduled hours to calculate accruals for salaried employees. Because the accrual calculation affects all employees, you must run it only once a month to avoid overstating accrual balances for your salaried employees.

Understanding Accrual Calculations

The following explanation is based on tracking paid time off accruals in hours. Similar examples apply to tracking paid time off accruals in dollar amounts.

If your accrual plan is based on hours worked, whether actual or scheduled, the system prorates the hours accrued or earned for each employee using this formula:

$$\text{Hours to Accrue} * \frac{\text{Actual Hours Worked}}{\text{Hours Worked Requirement}}$$

You can calculate paid time off accruals based on the actual number of hours worked by employees or by the scheduled number of hours employees are expected to work. The system uses actual or scheduled hours depending on the value you type in the *Act./Sched. Hours* field for each accrual control.

The system prorates the number of hours employees accrue by comparing the hours worked requirement on the accrual control with the actual hours

processed in payroll cycles or scheduled hours specified in employee Basic Data records.

Example

Hours worked requirement	80
Hours of vacation accrued	.3846
Employee's actual hours worked	100

The employee accrues .48 hours of vacation

$.3846/80 = .0048$ vacation hours accrued per hour worked
 $.0048 \times 100$ hours worked = .48 vacation hours accrued

Using Actual Hours

If you calculate accruals based on the actual number of hours worked by employees, the system uses hours stored in the employee Income Ledger file for the specified pay periods to calculate accrual balances when you run the *Calculate Benefit Accruals* option. The system marks the income ledger records it processes so that if you run this option more than once for the same pay period, it skips the hours that have already been processed.

Using Scheduled Hours

If you calculate accruals based on scheduled hours, the system updates accrual balances for all employees and all accrual categories each time you run the *Calculate Benefit Accruals* option. The system uses the value stored in the *Regular Hours* field of each employee's Basic Data record to calculate the accrual. Therefore, each time you run this option in a pay period, the system updates the accrued or earned hours balances for employees.

Calculating Benefit Accruals

You use the *Calculate Benefit Accruals* function to update the accrued and earned hours and/or dollar amount balances for your employees. You should run the *Calculate Benefit Accruals* function in trial mode first to verify the calculation results before running it in final mode to update employee records.

The system automatically generates the Accruals Processing report when you run the *Calculate Benefit Accruals* function. You can use this report after

processing a trial run to make corrections to employee accrual data before you update employee accrual balances.

Follow these steps to process a trial or final calculation of employee accrual balances.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
- 2 Select *Accrual Processing*.
- 3 Select *Calculate Benefit Accruals [CBA]*. The system displays the screen shown in Figure 6-8.

The screenshot shows a software window titled "CALCULATE BENEFIT ACCRUALS". The window has a standard Windows-style title bar with a close button, a search icon, and a dropdown menu showing "PY 11.0 QA-113". The main content area is a form with the following fields and controls:

- Employer:** A text input field with a magnifying glass icon to its right.
- Period Beginning:** A date input field with a calendar icon to its right.
- Period Ending:** A date input field with a calendar icon to its right.
- Update Accruals?:** A checkbox with the text "Check for Yes" next to it.
- Caution:** A message at the bottom of the form that reads "If update selected, this will update employee accruals".

Figure 6-8: Calculate Benefit Accruals screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer or leave blank to calculate accruals for all employers.

Period Beginning

Type the first pay period ending date to include in the calculation. If you use actual hours for the calculation, the system uses hours from the income ledger file for the specified pay period(s).

Period Ending

Type the last pay period ending date to include in the calculation. If you use actual hours for the calculation, the system uses hours from the income ledger file for the specified pay period(s).

If you are processing only one pay period, type the same value in this field as you typed in the *Period Beginning* field.

Update Accruals?

Indicate if the system should update employee accrual balances. Valid values are:

- 0** Calculate accruals for each employee, but do not update the employee's accrual balances.
- 1** Calculate accruals and update each employee's accrual balances.

- 5 Press Enter. The system calculates earned and accrued balances and generates the Accrual Processing report.

For each employee and accrual category, this report lists the base accrual date, months of employment, hours worked, hours and/or dollar amounts accrued and hours and/or dollar amounts forfeited.

If you type **0** in the *Update Accruals* field, the report title states "Listing Only." If you type **1**, the title states "Update Selected."

- 6 After you review the report and make any necessary changes, you can rerun the Calculate Benefit Accruals option in trial mode to verify your results.
 - 7 When you are satisfied with your results, follow steps 1 through 5 to run the Calculate Benefit Accruals option in final mode.
-

Generating Optional Reports

You can use the following options to generate reports of paid time off accrual information:

- *List Available Accruals*
- *List PTO Liability Amounts*

List Available Accruals

This report shows each employee's status with regard to available paid time off:

- Eligibility dates
- Hours earned
- Hours accrued
- Hours taken
- Hours remaining

Follow these steps to generate the Accruals Available report.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
- 2 Select *Accrual Processing*.
- 3 Select *List Available Accruals* [LAA]. The system displays the List Available Accruals screen.
- 4 Use the following information to complete the fields on this screen.

Employer

Type the value that represents your employer or leave blank to include accrual balances for all employers.

Level 1
Level 2
Level 3
Level 4

If you specified an employer, type a value in one or more of the *Level* fields to include only employees assigned to the selected levels in the report.

Print By Levels?

Indicate if the system should sort and list employees on the report by their assigned levels.

Valid values are:

- 0** No, within each employer list employees by employee number.
- 1** Yes, within each employer list employees by level and then by employee number.

Include 0 Hr/Amt?

Indicate if the report should include only those employees whose accrued or earned hour or dollar amount balances are greater than zero.

Valid values are:

- 0** Include only those employees whose earned or accrual hour or dollar amount balances are greater than zero.
- 1** Include all employees.

Include Term?

Indicate if the system should include terminated employees in the report.

Valid values are:

- 0** No, include only active employees.
- 1** Yes, include all employees.

Categories to Print

Indicate the accrual categories to include in the report.

Valid values are:

- 0** Exclude information for paid time off plans within this accrual category from the report.
 - 1** Include information for paid time off plans within this accrual category in the report.
- 5 Press Enter. The system generates the Accruals Available report.

List PTO Liability Amounts

This report calculates the employer's cost liability for outstanding paid time off hours and/or dollar amounts owed but not yet paid to employees. You can use this report to make manual entries to your general ledger system for paid time off hours and/or dollar amounts earned and/or accrued but not yet paid.

You can include accrued and earned hours and/or amounts or only earned hours and/or amounts in the report.

In the case of hours, the system derives an hourly rate for each employee using either the *Base Rate* field in each employee's basic data record or the *Pay Rate* field in each employee's payroll data record. It multiplies the hourly rate by each employee's earned and/or accrued hours to calculate the cost of the unpaid hours on the day when you generate the report.

In the case of dollar amounts, the system derives an amount for each employee using either the *Base Rate* field in each employee's basic data record or actual income records entered in the cycle. The system multiplies the rate by each employee's earned and/or accrued hours to calculate the cost of the unpaid hours, or it uses the amounts entered from incomes entered in the cycle on the day when you generate the report.

To generate the PTO Liability report.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
 - 2 Select *Accrual Processing*.
 - 3 Select *List PTO Liability Amounts* [LPTOL]. The system displays the List PTO Liability Amounts screen.
 - 4 Use the following information to complete the fields on this screen:
-

Employer

Type the value that represents your employer or leave blank to include accrual costs for all employers.

Level 1

Level 2

Level 3

Level 4

If you specified an employer, type a value in one or more of the *Level* fields to include only employees assigned to the selected levels in the report.

Include Acc. Hr/Amt.

Indicate if the system should include only earned hours and/or amounts, or both accrued and earned hours and/or amounts in the report.

Valid values are:

- 0** No, include only earned hours in the report.
- 1** Yes, include both earned and accrued hours in the report.

Totals Only?

Indicate if the report should include employee detail or level totals only.

Valid values are:

- 0** No, include employee information in the report along with level totals.
- 1** Yes, include only level totals in the report.

Include Term?

Indicate if the system should include terminated employees in the report.

Valid values are:

- 0** No, include only active employees.
- 1** Yes, include all employees.

Use Bas. Rate/Freq

Indicate the pay rate the system should use to calculate employer costs.

If you type **0** in this field, the system uses the *Pay Rate 1* field in employee payroll data records and the *Frequency* field in employee basic data records to determine the rate used for the liability calculations. If you type **1**, the system uses the *Base Rate* and *Base Rate Frequency* fields in employee basis data records to determine the hourly rate used in liability calculations.

If the payroll rate for salaried employees does not correspond to the pay frequency and scheduled hours specified in their basic data records, type **1** in this field to ensure accurate calculation results.

- 5 Press Enter. The system generates the PTO Liabilities report.

List PTO Accrual History

If you specify yes in the *Update Accrual Hist?* field on one or more of your paid-time-off (PTO) accrual controls, you can use this report to list each employee's current paid-time-off hours as well as the changes that were created in the PTO Accrual Transaction History file, PRPTH.

To generate the PTO Accrual History report:

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
 - 2 Select *Accrual Processing*.
 - 3 Select *List PTO Accrual History [LPAH]*. The system displays the List PTO Accrual History screen.
-

```

6/09/15 14:08:26      List PTO Accrual History      PYGACCRS  PYDACCRS

Employer . . . . . ___ +

History From Date . _____      History To Date . . _____

Employee . . . . . _____ + -or- Last Name . . . . . _____ +
Level 1 . . . . . _____ +      Level 2 . . . . . _____ +
Level 3 . . . . . _____ +      Level 4 . . . . . _____ +
Employee Sort Order 1 (1,2,3)      Include Terminated? 0 (0=No 1=Yes)
Transaction Type . _ (A,C,D,E,R,T,*) Omit If No History? 0 (0=No 1=Yes)

CATEGORIES TO PRINT      ACCRUAL CODE
Accrual Category 1 0 (0=No 1=Yes)  _____ +
Accrual Category 2 0 (0=No 1=Yes)  _____ +
Accrual Category 3 0 (0=No 1=Yes)  _____ +
Accrual Category 4 0 (0=No 1=Yes)  _____ +
Accrual Category 5 0 (0=No 1=Yes)  _____ +
Accrual Category 6 0 (0=No 1=Yes)  _____ +

F3=Exit  F4=Prompt  F10=QuikAccess
    
```

Figure 6-9: List PTO Accrual History screen

4 Use this information to complete the fields on this screen.

Employer

Type the value that represents your employer.

From Date

Specify the first date of your accrual history period. Accrual history records where the transaction entry date is on or after the *From Date* and on or before the *To Date* are included.

Leave blank to include all accrual history records where the transaction entry date is on or before the *To Date*.

If both dates are blank, all history records that match the other selection criteria, regardless of the date, are included.

To Date

Specify the last date of your accrual history period. The accrual history records where the transaction entry date is on or after the *From Date* and on or before the *To Date* are included.

Leave blank to include all accrual history records where the transaction entry date is on or after the *From Date*.

If both dates are blank, all history records that match the other selection criteria, regardless of the date, are included.

Employee

Specify an employee number to limit the report to one employee. Leave blank to include all employees.

Last Name

If you do not know the employee number, you can specify the employee's last name and prompt to select the correct employee number.

Levels 1 to 4

Type a value in one or more of the *Level* fields to include only employees assigned to the selected levels in the report.

Sort Order?

Specify the sort order for the employees on the report. Valid values are:

- 1** Employee number
- 2** Name
- 3** Name within levels

If you sort by levels, employees are reported under their home levels only, not the levels where the employees work when the transaction history is created.

Include Terminated

Specify yes to include terminated employees on the report. Otherwise, specify no.

Transaction Type

Specify the type of change being listed or leave blank to list all changes, including changes to master information such as accrual code, accrual percentage, and eligible date. Valid values are:

- A** Changes to accrued values
 - C** Starting "earned" balance when an anniversary date or calendar date rollover was processed
-

- D** Hours/amount dropped due to anniversary or calendar date rollover when *Accum. Allowed* is **0**
- E** Changes to earned values
- R** Changes to accrual code value, including resetting the value to blank
- T** Changes to taken values
- *** Changes to master information only such as accrual code and percentage

Omit If No History

Specify yes to omit employees from the report if they have no paid-time-off (PTO) history that was created during the specified date range. Otherwise, specify no. If you specify no, employees are not omitted from the report if they do not have history.

Accrual Category

Specify yes to include information for this category on the report. Otherwise, specify no.

Use the Accrual Category Names section in the *Update Employer Controls* function to define categories.

Accrual Code

Specify an accrual code for this paid time off category to limit the listing to information that matches the selected code.

The listing includes employees who are currently assigned to this code on their master file but have no transaction history for the code as well as employees who are currently assigned to a different code but who have transaction history for the specified code.

Leave blank to include information for all accrual codes associated with this accrual category.

- 5** Press Enter. The system generates the PTO Accrual History report.

Adding functions to the Infinium PY menu

To add the *List PTO Accrual History* function to the Infinium PY menu:

- 1** Sign in to the Infinium Application Manager menu as user AM2000.
-

- 2 Select *Systems and Versions* from the AM menu.
- 3 Type **5** next to the PY system and press Enter.
- 4 If you are updating the menu for version 000, press F11 to update the system menu. For any other version, press F7 to display your PE versions. Type **8** next to the version and then press Enter to maintain the version menu. The PE menu is displayed.
- 5 Type **5** next to *Accrual/Bonus Operations* and press Enter.
- 6 Type **5** next to ** Accrual Processing* and press Enter.
- 7 Type a sequence number that is between the sequence numbers for *List PTO Liability Amounts* and BLANK in the Seq column and type **LSTPTOAHST** in the JobName column.
- 8 Press Enter. The *List PTO Accrual History* function is added below the *List PTO Liability Amounts* function.

Press F3 to exit and save your changes until you are returned to the Application Manager menu.

This chapter discusses how to transfer monetary account information from Infinium PY to the general ledger.

The chapter consists of the following topics:

Topic	Page
Overview of General Ledger Processing	7-2
Building General Ledger Accounts	7-9
Closing to General Ledger	7-14
Allocating Costs between Accounting Periods	7-30
Purging General Ledger Data	7-72

Overview of General Ledger Processing

This chapter describes how to create entries in an interface file that can be transferred to your general ledger system. The entries include the following types of expenses posted in payroll cycles:

- Labor expense
- Cash disbursements
- Employee deductions
- Employer liabilities

When you run the *Close to General Ledger* function, the system creates entries in the general ledger interface file (PYPAC) in Infinium PY based on your specifications. If you use Infinium General Ledger, you can use the *Load input batch from PY2000* function in Infinium GL to transfer the data to Infinium General Ledger, where you can proof, post and accept it so that payroll information can be included in general ledger reports.

If you use a general ledger system other than Infinium GL, you can develop a custom program to transfer data from the general ledger interface file in Infinium PY to your general ledger system.

Using Infinium Payroll with Infor ERP LX General Ledger

If you use the Infor ERP_{LX} general ledger interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger” chapter in the *Infinium PY Guide to Management Functions*. When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX} configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

Using Infinium Payroll with Infor FMS Masterpiece

If you use the Infor FMS Masterpiece interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor FMS Masterpiece” chapter in

the *Infinium PY Guide to Management Functions*. When Infor FMS Masterpiece is used as the general ledger interface, the definition for building account numbers may be stored in either Infinium PY or Infor FMS Masterpiece, depending upon your entries on the *GL Interface Ovr* field on the employer control and the *GL Interface Opt.* field on the entity control.

Labor expense accounts are resolved during cycle processing. Deduction accounts are resolved when you close to general ledger. Errors are printed on the trial close report.

Accessing Payroll Data from Infinium GL

If your organization uses both Infinium Payroll and Infinium General Ledger, Infinium GL users with the appropriate security can navigate to employee income data in Infinium PY to investigate the labor expense entries passed to Infinium GL when you run the *Close to General Ledger* function. They cannot access employee deduction data, employer liability data or cash account information.

After an Infinium GL user runs the *Load input batch from PY2000* option to transfer data from Infinium PY to Infinium GL and posts the data in Infinium GL, he or she can drill down to labor expense information in Infinium PY. An authorized Infinium GL user can type **5** adjacent to a labor expense account displayed on the Interactive Trial Balance transaction screen in Infinium GL. The system then uses data from employee income history in Infinium PY to display the following information on the Labor Expense Analysis screen in Infinium GL:

- Employer code
- Employee number and name
- Income code
- Monetary amount

Infinium GL users cannot update the information displayed on this screen.

Refer to the *Implementing General Ledger to Payroll Navigation* guide for further information on the setup and security issues for this functionality.

Understanding the Accrued Payroll Account

When you close to general ledger, the system uses the accrued payroll account to balance labor expense, cash disbursement and employee

deduction amounts posted in payroll cycles for the specified accounting period.

You can set up one accrued payroll account for your employer or you can assign an accrued payroll account to each level 1 in your organization.

The table below illustrates how the system creates entries in the general ledger interface file using the accrued payroll account when you run the *Close to General Ledger* function.

General Ledger Account Entries

Type of Expense	Labor Expense	Accrued Payroll	Cash	Employee Deduction	Employer Expense	Employer Liability
Employee Labor Expense (incomes)	Debit	Credit				
Cash Disbursement (net amount of checks)		Debit	Credit			
Employee Deductions (including direct deposit deductions)		Debit		Credit		
Employer Liabilities					Debit	Credit

Verifying General Ledger Specifications on the Employer Control

You type values in six fields in the General Ledger Information section of the employer control to specify how the system should create entries in the general ledger interface file (PYPAC). Refer to the *Infinium PY Guide to Controls* for complete information on setting up the employer control.

Follow the steps below to review or update the information in the general ledger fields on the Update Employer Controls screen 2.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.

- 3 Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls prompt screen.
- 4 Type the value that represents your employer in the *Employer* field.
- 5 Press Enter twice. The system displays the second Update Employer Controls screen shown in Figure 7-1.

```

8/30/04 16:39:21          Update Employer Controls  PYGMCO  PYDMCO
                                           Page 2 of 4
Employer . . . : ZUS  SAMPLE US COMPANY
Employer Details
-----
Proof on Cycles . 1 (0=No 1=Yes)  Timesheet Alpha . 1 (0=No 1=Yes)
Proof on Levels . 0 (0=No 1=Yes)  Register Alpha . 1 (0=No 1=Yes)
Pay EEs on Leave. 1 (0=No 1=Yes)  Updt User Inc/Ded 1 (0=No 1=Yes)
Edit Accruals . . 1 (0=No 1=Yes)  Prt $0 Checks . . 2 (0->2)
PE Updt Pay Rates 1 (0=No 1=Yes)  Tax ID for EE# . 0 (0=No 1=Yes)
Date Format . . . MDY              Check for Dup ID? 2 (0->2)
Curr Calendar Mth 12              Curr Calendar Yr. 2003
Excl Accum Hist . 0 (0=No 1=Yes)  Self-Adjust FICA. 3 (0->3)

General Ledger Information
-----
Curr.Fiscal Year. 2003              GL Company . . . ___ +
                                   Organization. . . INST2 +
Close by ER/LVL . E                GL Interface Ovr. 3
Labor Dist Ledger $                Cash Disb. Ledger $
Deductions Ledger $                Exp. Liab. Ledger $
Accrued PY Acct . _____ +
Labor Exp. Acct . _____ +

F3=Exit  F4=Prompt  F10=Access  F12=Previous
    
```

Figure 7-1: Update Employer Controls screen 2

- 6 Complete the fields below.

Curr. Fiscal Year

Type the current fiscal year in this field when you implement Infinium PY. Thereafter, the system increments this value by one each time you run the *Close Employer for Fiscal Year* function.

Close by ER/LVL

The value you type in the *Close by ER/LVL* field determines whether the system balances labor expense, cash and employee deductions during the close to general ledger using one accrued payroll account for your employer or various accrued payroll accounts defined on your level 1 controls.

Type one of these values:

- E** Close by employer using the accrued payroll account entered on the employer control.
- L** Close by level using the accrued payroll accounts entered on level 1 controls.

GL Interface Ovr

Specify whether to override the value in the *GL Interface Opt* field on the entity control and to indicate the GL interface the system will use when payroll information for this employer is closed to general ledger.

Valid values are:

- Blank** Use the value specified on the entity control.
- 1** Use the Infinium General Ledger interface.
- 2** Use the ERP _{LX} General Ledger interface.
- 3** Use the Infor FMS Masterpiece interface.

When the Infor ERP LX interface is used, the GL company code is validated against the company control in the Infor ERP _{LX} system.

Labor Dist Ledger

Cash Disb. Ledger

Deductions Ledger

Exp. Liab. Ledger

The value you type in the *Labor Dist Ledger*, *Cash Disb. Ledger*, *Deductions Ledger* and *Exp. Liab. Ledger* fields determines whether the system creates detail or summary entries in the general ledger interface file.

For example, if you create detailed entries for labor expense accounts, for each labor account the system creates records for each employee whose income was charged to that account for every cycle posted during the selected accounting period. Each record contains an individual employee's earnings and hours or units for a particular income, pay cycle and period ending date.

If you create summary labor expense account entries, the system creates one record for each labor expense account processed in each pay cycle posted during the selected accounting period. The record contains the total dollar amounts and hours of all employees whose labor expense is charged to that account for a particular pay cycle.

If you are using project codes, you must type **D** in each field.

Note that when you run the *Close to General Ledger* function you can create summary entries in the general ledger interface file while printing detailed audit reports of the transactions for future reference.

Type one of the following values:

- D** Detail. For every general ledger account number the system creates an entry for every employee, income or deduction, and cycle.
- S** Summary. The system creates one entry for each General Ledger account number per cycle.

When you close in detail, the general ledger file can become extremely large due to compounded entries for each general ledger account. The system automatically purges this file when you run the *Load Input Batch from PY2000* function in Infinium GL. If you are not using Infinium GL, you can purge data from this file using the Infinium PY *Purge General Ledger Transaction* function.

Accrued PY Acct

If you have only one accrued payroll account for your organization, type the account number in this field. Alternatively, you can enter an accrued payroll account on each level 1 control defined for your organization.

If you type an account number in this field, you must type **E** in the *Close by ER/LVL* field.

Labor Exp. Acct.

Type a portion or all of a labor expense account that applies to all employees in your organization. This is the last place in the labor expense hierarchy that the system searches when it builds labor expense accounts during cycle processing.

You can leave this field blank if it is not appropriate for your organization or you can enter a suspense account or other default account to capture labor expense that is not allocated elsewhere.

- 7 Press Enter two times to save your information and exit from the employer control.
 - 8 Repeat steps 4 through 7 to review or update general ledger information for another employer or press F3 to return to the Infinium HR main menu.
-

Objectives

At the conclusion of the instructor's lecture and study of this chapter, you should be familiar with:

- How Infinium PY builds general ledger account numbers
 - How to close to general ledger
 - The transactions generated by Infinium PY when you execute the *Trial Close to General Ledger* and *Close to General Ledger* functions
 - The four methods that you can use to allocate general ledger entries between two accounting months
-

Building General Ledger Accounts

Infinium PY builds general ledger account numbers based on the data you type in various control records and the entries you make during payroll cycle processing.

The following chart indicates how the system builds each general ledger account type. Each method is briefly described in the following sections. Refer to the *Infinium PY Guide to Controls* for detailed information on how to set up the controls discussed below.

For this general ledger account type:	The system uses this method to build account numbers:
Labor Expense	Labor Expense Hierarchy
Accrued Payroll	Employer control or Level 1 controls
Cash	Checking Account control
Employee Deductions	Liability Mask Hierarchy
Employer Expense and Liability	Liability Mask Hierarchy

Setting Up Monetary Accounts

Before the system can build general ledger account numbers, you must define each account number in the Infinium PY chart of accounts. You use the *Account Type* field on the Update Chart of Accounts screen to define accounts as monetary or both monetary and statistical. Infinium PY uses monetary accounts to track the following types of information:

- Dollar amounts and hours or units associated with employee earnings
- Dollar amounts of employee and employer deductions
- Dollar amounts of cash disbursements

Refer to the *Infinium PY Guide to Controls* for information on setting up the chart of accounts in Infinium PY.

Understanding the Labor Expense Hierarchy

The system first builds labor expense accounts for employee incomes when you run the *Release Timesheet Data* function during cycle processing. During the release stage the system builds a labor expense account for all non-fringe employee incomes in the cycle and links hours and dollars to the account.

The system builds labor accounts by searching through each record that holds labor expense account data in the order listed in the table below. When the system finds a number or component, it freezes that part of the account number so that it is not replaced by the entry made on a subsequent record. The search ends when the system builds a complete account number.

The system rebuilds labor expense accounts when you manually recalculate checks using the *Update Checks* function and when you run the *Print Trial Register* function using the recalculate feature. The system also generates labor expense accounts when you calculate on-demand checks.

The table below shows the hierarchy that the system uses to build a valid labor expense account. The system always starts at the timesheet entry transaction and ends at the employer control.

Labor Expense Account Hierarchy

Payroll Record and File name	Field Name
Timesheet entry (PYPTTE)	<i>G/L Account</i>
Job control (PRPJB)	<i>Labor Exp. Account</i>
Employee income (PYPIE)	<i>Labor Expense</i>
Shift differential (PYPSPD)	<i>Labor Expense</i>
Income control (PYPIC)	<i>Labor Expense</i>
Employee Payroll Master (PYPMS)	<i>Labor Exp. Acct.</i>
Level 4 control (PRPLV)	<i>Labor Exp. Acct.</i>
Level 3 control (PRPLV)	<i>Labor Exp. Acct.</i>
Level 2 control (PRPLV)	<i>Labor Exp. Acct.</i>
Level 1 control (PRPLV)	<i>Labor Exp. Acct.</i>
Employer control (PRPCO)	<i>Labor Exp. Acct.</i>

When you post a payroll cycle, all labor expense account entries for that cycle are frozen and stored in the employee income ledger file (PYPIL.) The

system extracts account numbers and related data from the income ledger file when it creates labor expense account transactions in the general ledger interface file.

The following table shows how the system builds a labor expense account. Assume that the asterisks (*) represent the numerical equivalent of the data in parentheses above the table.

*** (GL Company) - ** (Level 1) - ** (Level 2) - ***** (Account)

Labor Expense Hierarchy Record	Data Entered by Users	Account Number Built by Infinium PY
Timesheet Entry	ABC-01-**-*****	ABC-01-**-*****
Job control	ABC-**-**-*****	ABC-01-**-*****
Employee income	ABC-**-**-*****	ABC-01-**-*****
Income control	ABC-**-**-45551	ABC-01-**-45551
Employee Payroll Master	ABC-**-**-*****	ABC-01-**-45551
Level 4 control	ABC-**-**-*****	ABC-01-**-45551
Level 3 control	ABC-**-**-*****	ABC-01-**-45551
Level 2 control	ABC-**-33-*****	ABC-01-33-45551
Level 1 control	ABC-02-**-***** See Note	ABC-01-33-45551
Employer control	ABC-**-**-*****	ABC-01-33-45551

Note: The system does not use this value because the Level 1 component was entered on the Timesheet Entry record by the user.

As illustrated by the preceding example, you can override your normal account hierarchy setup by typing any portion of the general ledger account during the timesheet entry stage of cycle processing.

Locating Hours Data in Infinium GL

When Infinium GL users import data from the Infinium PY interface file (PYPAC) into Infinium GL, hours data associated with employee income records is stored in the numeric user field 2. Infinium GL users can use Infinium Report Writer to generate reports that include hours worked information transferred from Infinium PY.

Using Reverse Hierarchy

If you specify reverse hierarchy on your income controls or level controls, when the system builds account numbers it processes levels 4 through 1 before processing income control records.

Understanding the Liability Mask Hierarchy

When you run the *Close to General Ledger* function, the system uses the Liability Mask account to build general ledger account numbers for employee deductions and employer liabilities. It links dollar amounts to each liability mask account.

The system uses the accrued payroll account to balance employee deduction amounts. To balance employer deduction amounts, the system creates two types of accounts: employer liability accounts, to which amounts are credited during the close to general ledger, and employer expense accounts, from which amounts are debited.

You can type a portion of the Liability Mask account on one or more level controls if you want to allocate deduction expenses based on your organizational structure. When you run the *Close to General Ledger* function, you can use either of the following sets of levels to determine deduction expense and employer liability:

- Home levels found in the employee Basic Data record
- Worked levels entered during cycle processing

The table below shows the hierarchy that the system uses to build a valid liability mask account. The system always starts at the employee deduction record and ends at the employer control.

Liability Mask Hierarchy

Payroll Record and File Name	Type	Field Name
Employee deduction (PYPDE)	Employee deduction	<i>EE Liab. Acct.</i>
	Employer liability	<i>ER Ded. Liab. Acct.</i>
	Employer expense	<i>ER Ded. Exp. Acct.</i>
Deduction control (PYPDC)	Employee deduction	<i>Deduction Acct.</i>
	Employer liability	<i>Credit Account</i>
	Employer expense	<i>Debit Account</i>

Liability Mask Hierarchy

Payroll Record and File Name	Type	Field Name
Job control (PRPJB)	Employee deduction	<i>EE Liab. Mask</i>
	Employer liability	<i>Acct.</i>
	Employer expense	<i>ER Liab. mask Acct. Labor Exp. Acct.</i>
Level 4 control (PRPLV)	Employee deduction	<i>Liab. Mask Acct.</i>
	Employer liability	<i>Liab. Mask Acct.</i>
	Employer expense	<i>Labor Exp. Acct.</i>
Level 3 control (PRPLV)	Employee deduction	<i>Liab. Mask Acct.</i>
	Employer liability	<i>Liab. Mask Acct.</i>
	Employer expense	<i>Labor Exp. Acct.</i>
Level 2 control (PRPLV)	Employee deduction	<i>Liab. Mask Acct.</i>
	Employer liability	<i>Liab. Mask Acct.</i>
	Employer expense	<i>Labor Exp. Acct.</i>
Level 1 control (PRPLV)	Employee deduction	<i>Accrued PY Acct..</i>
	Employer liability	<i>Accrued PY Acct.</i>
	Employer expense	<i>Labor Exp. Acct.</i>
Employer control (PRPCO)	Employee deduction	<i>Accrued PY Acct..</i>
	Employer liability	<i>Accrued PY Acct.</i>
	Employer expense	<i>(not used)</i>

Understanding the Cash Disbursement Account

The system uses the value in the *G/L Cash Account* field on the checking account control assigned to each cycle to build the cash disbursement account. The system charges the net amount of payroll checks, but not direct deposit vouchers, to the cash disbursement account. It uses the liability mask hierarchy to determine the account number for direct deposit amounts.

Closing to General Ledger

You use the *Close to General Ledger* function to create entries in the general ledger interface file stored in Infinium PY. Before you run the *Close to General Ledger* function, you should run the *Trial Close to General Ledger* function to preview and verify your results.

When you run the *Close to General Ledger* function, the system performs the following tasks:

- Retrieves employee labor expense account data from the income ledger file (PYPIL) and marks the records as processed
- Retrieves employee and employer deduction data from the deduction ledger file (PYPDL) and marks the records as processed
- Retrieves the cash disbursement account number from the checking account control associated with each cycle posted during the specified accounting period
- Executes the liability mask hierarchy to build general ledger account numbers for employee and employer deductions
- Creates entries in the General Ledger interface file (PYPAC)
- Creates entries in the Labor Distribution file (PYPLB) for selected incomes. You type 1 in the *Distribute Labor* field on the Update Income Controls screen 1 to identify incomes for inclusion in the Labor Distribution file. You can run the *List Labor Distribution* and *List Labor Distribution by Levels* options under the *On-Request Reporting* menu to verify the data in this file.
- Generates the Labor Rate Variance Report and up to four ledger reports depending on your specifications

When you run the *Close to General Ledger* function, you must specify an accounting month and year. The accounting month and year correspond with an accounting month and year specified on a Begin cycle. The system uses this information to select the data to include in the general ledger interface file and the labor distribution file.

You can run the *Close to General Ledger* function at the end of an accounting period, after every payroll cycle, or on any other frequency that is compatible with the needs of your general ledger system users. Infinium PY marks the income and deduction ledger records it includes in the general ledger interface file so that it does not include them in the file again, even if you run the *Close to General Ledger* function more than once for the same accounting period.

Understanding Payroll Ledger Reports

When you run the *Trial Close To General Ledger* and *Close to General Ledger* functions, the system generates the reports described below.

This Report...	Lists...
Labor Rate Variance Report	Base pay rates and manual overrides to pay rates entered during cycle processing
Labor Distribution Ledger	Employee income amounts and hours or units
Cash Disbursements Ledger	Net amounts of payroll checks
Employee Deductions Ledger	Employee deduction amounts
Employer Liabilities Ledger	Employer portion of deductions

Each ledger report includes the following accounting transactions:

- The Labor Distribution Ledger report lists debits to Labor Expense accounts and credits to Accrued Payroll accounts.
- The Cash Disbursements Ledger report lists debits to Accrued Payroll accounts and credits to cash disbursement accounts.
- The Employee Deductions Ledger report lists debits to Accrued Payroll accounts and credits to employee deductions accounts.
- The Employer Liabilities Ledger report lists debit and credit accounts for the employer portion of deductions.

When you run the *Trial Close to General Ledger* function, the reports also include warning and error messages to identify incompletely resolved account numbers or account numbers that are not defined in your chart of accounts.

When you run the *Trial Close to General Ledger* and *Close to General Ledger* functions, the system also generates the exception reports listed below. An exception report displays only those entries from the corresponding report that have warning or error messages.

- Exception Report for Labor Distribution Ledger
- Exception Report for Cash Disbursement Ledger
- Exception Report for Employee Deductions Ledger
- Exception Report for Employer Liabilities Ledger

- Unprocessed GL Transactions Exception

When you post a cycle with values in the *GL Method* and *Accrual %* fields, the system generates the following additional exception reports:

- Exception Report for Labor Distribution Ledger – Next Month % Report
- Exception Report for Cash Disbursement Ledger – Next Month % Report
- Exception Report for Employee Deductions Ledger – Next Month % Report
- Exception Report for Employer Liabilities Ledger – Next Month % Report

Processing a Trial Run

The *Trial Close to General Ledger* function simulates the *Close to General Ledger* function; however, it does not create entries in the general ledger interface file or the labor distribution file. You can use the trial run to verify that the system builds general ledger accounts correctly for employee deductions and employer liabilities.

You can use the Cash Disbursements Ledger, Employee Deductions Ledger and Employer Liabilities Ledger reports or the corresponding exception reports to verify that the general ledger account numbers built by the system are correct. If the reports include warnings and errors for general ledger numbers associated with employee deductions or employer liabilities, you can make corrections to the liability mask hierarchy records and rerun the *Trial Close to General Ledger* function.

You cannot make corrections to labor expense accounts after you have posted the payroll cycle in which the incomes were processed.

Follow these steps to process a trial close to general ledger:

- 1 From the Infinium PY main menu select *Period Ending Functions*.
 - 2 Select *Monthly Functions*.
 - 3 Select *Trial Close to General Ledger* [TCGL]. The system displays the screen shown in Figure 7-2.
-

```

7/08/03 09:34:36      Trial Close to General Ledger      PYGMEGL      PYDMEGL

Employer . . . . .  _ +
Accounting Year .  _ 0
Accounting Month.  _ 0

Report Date . . .  _ _ _ 0

Incl. Unprocessed  0 (0=No 1=Yes)

INFINIUM GL INTERFACE PROCESSING      BPCS/CEA INTERFACE PROCESSING

Enter Print Selection:      Cycle Code . . .  _ _ _ +
D=Detail  S=Summary  X=Exclude
EE Labor Expense.  _
Cash Disbursement  _
EE Deductions . .  _
ER Liabilities . .  _

Ded. Substitution  _

F3=Exit  F4=Prompt

```

Figure 7-2: Trial Close to General Ledger screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the code that represents your employer.

Accounting Year

Type the accounting or fiscal year of the data you are closing to general ledger.

Accounting Month

Type the accounting or fiscal month of the data that you are closing to general ledger.

Report Date

Type the date you want to print on the ledger reports. This date is for informational purposes only and is not used to select data for inclusion in the general ledger interface file or the labor distribution file.

Incl. Unprocessed

Specify whether to generate the Unprocessed GL Transactions report. This report lists all general ledger transactions that have not yet been posted to general ledger for accounting periods prior to the one that was selected.

Valid values are:

- 0** Do not generate the Unprocessed GL Transactions report.
- 1** Generate the Unprocessed GL Transactions report.

Cycle Code

Specify the cycle code for which you are processing records.

Your entry in this field is valid only when the specified employer is using the Infor ERP LX interface to general ledger.

EE Labor Expense
Cash Disbursement
EE Deductions
ER Liabilities

Type a value in the Print Selection fields for the Employee Labor Expense, Cash Disbursement, Employee Deductions and Employer Liabilities ledger reports to specify whether the system should generate the report in summary or detail, or skip generating a report.

Valid values are:

- D** Generate a detailed report showing employee transactions for each general ledger account by income or deduction type, cycle and period ending date.
- S** Generate a summarized report showing totals for each general ledger account by cycle and period ending date.
- X** Do not generate a report.

It is common practice to generate detailed reports when you run the *Trial Close to General Ledger* function and summary reports when you run the *Close to General Ledger* function.

These fields do not determine how the system creates entries in the General Ledger interface file. Refer to the "Verifying General Ledger Specifications on the Employer Control" section for details.

Ded. Substitution

Use this field to specify which level controls the system should search to resolve general ledger account numbers for employee deductions and employer liabilities.

Valid values for this field are:

- H** The system uses the employee's home levels to build account numbers. The home levels default from the employee's position into time entry records and are displayed in the employee's basic data record.
- W** The system uses the levels in which the employee worked to build account numbers. The worked levels are entered during cycle processing and stored in the income ledger file when the cycle is posted. Worked levels can be viewed using the *Display Check History* function.
- If you allocated employee labor expense among various levels, you can type **W** to proportionally charge employer liabilities to the same levels.
- N** The system does not include levels in the liability mask hierarchy when it builds account numbers. Instead, it builds account numbers using only employee deduction records, job controls and deduction controls.
- If you have stored parts of your employee and employer deduction account numbers on level controls, do not type **N** in this field.

- 5 Press Enter. The system generates the specified ledger reports.
- 6 Review the ledger reports. If the ledger reports contain warnings or errors for employee deduction and employer liability accounts, you can make the necessary corrections to the liability hierarchy records and run the *Trial Close to General Ledger* function again.

Refer to the "Troubleshooting" section below for guidance.

- 7 When you are satisfied with the results of the trial close, run the *Close to General Ledger* function. Refer to the following section for details.

Troubleshooting Account Number Errors

When you run the *Trial Close to General Ledger* function, you can use the ledger reports generated by the system to identify errors in the resolution of account numbers. If the system is unable to build a complete account number or cannot validate the number on your chart of accounts, it prints the following message on the ledger reports:

******* Invalid Account**

You can receive an error message for the following reasons:

- One or more digits are missing from an account number
- The account number is correct but has not yet been set up in the Infinium PY chart of accounts
- The account number is incorrect according to the Infinium PY chart of accounts

After making corrections, you can rerun the *Trial Close to General Ledger* function as many times as you need to produce satisfactory results. Once you obtain correct results on the ledger reports, you can execute the *Close to General Ledger* function.

Correcting Liability Mask Hierarchy Errors

If the Employee Deductions or Employer Liabilities ledger reports contain invalid account numbers for employee deduction or employer liabilities, you can correct the errors by:

- Changing the account number entered in the appropriate records in the liability mask hierarchy.
- Entering the account in the payroll chart of accounts

You can use the *List Monetary Account Controls* function to generate a report of the account numbers entered in all of the records used in the labor and liability mask hierarchies. This report is useful in identifying errors in the liability mask hierarchy setup for your organization.

Correcting Cash Disbursement and Accrued Payroll Account Errors

If the Cash Disbursement ledger report contains invalid cash disbursement account numbers, make corrections to the value in the *G/L Cash Account* field on the checking account control used in the payroll cycles you are closing to general ledger.

If any of the ledger reports contain invalid accrued payroll account numbers, make corrections to the *Accrued PY Acct* field in either of the following records:

- The employer control, if you are closing by employer
 - Level controls, if you are closing by level 1
-

Correcting Labor Expense Account Errors

If the Labor Distribution Ledger report contains invalid labor expense account numbers, you cannot use standard Infinium PY menu options to correct the account numbers. If you do not correct labor expense account numbers before you post the payroll cycle in which they occurred, you can take one of the following actions to make manual corrections:

- Run the *Close to General Ledger* function, transfer the data to your general ledger system and then make a journal entry in your general ledger system
- Before you run the *Close to General Ledger* function, use a custom program or file utility to manually update the account number in the income ledger file (PYPIL)
- After you run the *Close to General Ledger* function but before you transfer the data to your general ledger system, use a custom program or file utility to manually update the account number in the general ledger interface file (PYPAC)

Locating Missing Data

If your ledger reports lack information for a particular payroll cycle, you can use the *Display Cycle History/Status* function to display the accounting month assigned to the payroll cycle when you ran the *Begin Cycle* function. The system does not validate the accounting month you specify on the Enter Cycle Data screen. Refer to the “Performing Cycle Support and Post-Cycle Activities” chapter in this guide for further information on using this option.

The system assigns the accounting month specified for a cycle to the employee income and deduction ledger records when you post the cycle. The system uses the income and deduction ledger records to select data for inclusion in the general ledger interface file when you run the *Close to General Ledger* function. Therefore, you must close or re-close the accounting month assigned to the payroll cycle to capture information for that cycle in the general ledger interface file.

Closing to General Ledger

Follow the steps below to run the *Close to General Ledger* function.

- 1 From the Infinium PY main menu select *Period Ending Functions*.
 - 2 Select *Monthly Functions*.
-

- 3 Select *Close to General Ledger* [CGL]. The system displays the screen shown in Figure 7-3.

```

7/08/03 09:46:35          Close to General Ledger          PYGMEGL  PYDMEGL

Employer . . . .  ____ +
Accounting Year .  ____0
Accounting Month.  ____0

Report Date . . .  ____0

Incl. Unprocessed  0 (0=No 1=Yes)

INFINIUM GL INTERFACE PROCESSING          BPCS/CEA INTERFACE PROCESSING

Enter Print Selection:          Cycle Code . . .  ____ +
D=Detail  S=Summary
EE Labor Expense.  _
Cash Disbursement  _
EE Deductions . .  _
ER Liabilities . .  _

Ded. Substitution  _

F3=Exit  F4=Prompt

```

Figure 7-3: Close to General Ledger screen

- 4 Refer to the “Processing a Trial Run” section for information on how to complete the fields on this screen.
- 5 Press Enter. The system generates the specified ledger reports and creates entries in the general ledger interface file.

Payroll Ledger Report Examples

The Labor Distribution report lists debits to labor expense accounts and credits to the accrued payroll account. All of the information on this report originates in the employee income ledger file (PYPII) and is used to create entries in the general ledger interface file (PYPAC) and the labor distribution file (PYPLB).

A sample Labor Distribution detail report is shown on the following page.

6/20/XX 13:31:38 ACCT. MONTH 06

EMPLOYER ZUS SAMPLE US COMPANY. * = AMOUNT POSTED TO G/L

REPORT DATE 6/30/19XX Division 1 Division 1

CHECKING INCOME #OF # OF DEBIT CREDIT
 ACCT. # CHECK # CYCLE PERIOD-END TYPE EMPLOYEE# EMPLOYEE NAME UNITS HOURS AMOUNT AMOUNT

ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	#OF UNITS	# OF HOURS	DEBIT AMOUNT	CREDIT AMOUNT

LABOR ACCOUNT	PHB-1-10001-E01-4001					CYCLE WKLY2 6/10/19XX				
11111	2153	WKLY2	6/10/19XX	HR	16676	Nickerson,Andrew J	.00	40.00	400.00	
LABOR ACCOUNT	PHB-1-10001-E01-4001					TOTAL FOR WKLY2 6/10/19XX	.00	40.00	400.00	*
LABOR ACCOUNT	527-1-10001-E01-					CYCLE WKLY2 6/10/19XX				
11111	2153	WKLY2	6/10/19XX	RET01	16676	Nickerson,Andrew J	.00	.00	.06	
11111	2153	WKLY2	6/10/19XX	RET01	16676	Nickerson,Andrew J	.00	.00	8.00	
11111	2153	WKLY2	6/10/19XX	RET01	16676	Nickerson,Andrew J	.00	.00	8.00	
11111	2153	WKLY2	6/10/19XX	RET01	16676	Nickerson,Andrew J	.00	.00	8.00	
11111	2153	WKLY2	6/10/19XX	RET01	16676	Nickerson,Andrew J	.00	.00	8.00	
11111	2153	WKLY2	6/10/19XX	RET01	16676	Nickerson,Andrew J	.00	.00	8.00	
LABOR ACCOUNT	527-1-10001-E01-					TOTAL FOR WKLY2 6/10/19XX	.00	.00	40.06	*

Cash Disbursement Report

The Cash Disbursement report lists debits to accrued payroll accounts and credits to cash disbursement accounts. All of the information on this report originates in the employee check ledger file (PYPCL) and is used to create entries in the general ledger interface file (PYPAC).

A sample Cash Disbursement detail report is shown on the following page.

6/20/XX 13:31:47

ACCT. MONTH 06

EMPLOYER ZUS SAMPLE US COMPANY.

* = AMOUNT POSTED TO G/L

REPORT DATE 6/30/19XX Division 1 Division 1

CHECKING

ACCT. # CHECK # CYCLE PERIOD-END EMPLOYEE# EMPLOYEE NAME

DEBIT
AMOUNT

CREDIT
AMOUNT

CREDIT ACCOUNT 527-9-00000-000-1000

CYCLE WKLY2 6/10/19XX

11111 2153 WKLY2 6/10/19XX 16676 Nickerson,Andrew J

345.80

CREDIT ACCOUNT 527-9-00000-000-1000

TOTAL FOR CYCLE WKLY2 6/10/19XX

*

345.80

ACCRUED PAYROLL ACCOUNT NUMBER: PHB-9-00000-000-0100

345.80 *

.00

0 INVALID CASH DISBURSEMENT ACCOUNTS

Employee Deductions Report

The Employee Deduction report lists debits to accrued payroll accounts and credits to employee deductions accounts. Other than the account numbers, all of the information on this report originates in the employee deduction ledger file (PYPDL) and is used to create entries in the general ledger interface file (PYPAC).

A sample Employee Deduction detail report is shown on the following page.

PYGMXB23 PYTME022 EMPLOYEE DEDUCTION CLOSE TO G/L ACCT. YEAR 19XX Page 1
 6/20/XX 13:32:09 ACCT. MONTH 06
 EMPLOYER ZUS SAMPLE US COMPANY. * = AMOUNT POSTED TO G/L

REPORT DATE 6/30/19XX Division 1 Division 1
 CHECKING DEDUCTION DEBIT CREDIT
 ACCT. # CHECK # CYCLE PERIOD-END TYPE EMPLOYEE# EMPLOYEE NAME AMOUNT AMOUNT

ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT		

DEDUCTION ACCOUNT PHB-5-00000-000-0200										
		CYCLE WKLY2	6/10/19XX							
11111	2153	WKLY2	6/10/19XX	*FICA	16676	Nickerson,Andrew J		24.80		
11111	2153	WKLY2	6/10/19XX	*FMHI	16676	Nickerson,Andrew J		5.80		
DEDUCTION ACCOUNT PHB-5-00000-000-0200							TOTAL FOR CYCLE WKLY2	6/10/19XX	*	30.60
DEDUCTION ACCOUNT PHB-5-00000-000-0202							CYCLE WKLY2	6/10/19XX		
11111	2153	WKLY2	6/10/19XX	*FWT	16676	Nickerson,Andrew J		41.68		
DEDUCTION ACCOUNT PHB-5-00000-000-0202							TOTAL FOR CYCLE WKLY2	6/10/19XX	*	41.68
DEDUCTION ACCOUNT PHB-5-00000-000-0203							CYCLE WKLY2	6/10/19XX		
11111	2153	WKLY2	6/10/19XX	*SMA	16676	Nickerson,Andrew J		21.98		
DEDUCTION ACCOUNT PHB-5-00000-000-0203							TOTAL FOR CYCLE WKLY2	6/10/19XX	*	21.98
ACCRUED PAYROLL ACCOUNT NUMBER: PHB-9-00000-000-0100								94.26	*	.00
0 INVALID DEDUCTION ACCOUNTS										

Employer Liabilities Report

The Employer Liabilities report lists debits and credits to employer deductions accounts. Other than the account numbers, all of the information on this report originates in the employee deduction ledger file (PYPDL) and is used to create entries in the general ledger interface file (PYPAC).

A sample Employer Liabilities detail report is shown on the following page.

PYGMXB24 PYTME023 EMPLOYER LIABILITY CLOSE TO G/L ACCT. YEAR 19XX Page 1
 6/20/XX 13:32:10 ACCT. MONTH 06
 EMPLOYER ZUS SAMPLE US COMPANY. * = AMOUNT POSTED TO G/L
 REPORT DATE 6/30/19XX Division 1 Division 1
 CHECKING DEDUCTION DEBIT CREDIT
 ACCT. # CHECK # CYCLE PERIOD-END TYPE EMPLOYEE# EMPLOYEE NAME AMOUNT AMOUNT

```

-----
DEBIT ACCOUNT PHB-5-00000-000-0300          CYCLE WKLY2 6/10/19XX
CREDIT ACCOUNT PHB-5-00000-000-0201          CYCLE WKLY2 6/10/19XX
2153 WKLY2 6/10/19XX *FICA                   16676 Nickerson,Andrew J      24.80D      24.80C
2153 WKLY2 6/10/19XX *FMHI                   16676 Nickerson,Andrew J      5.80D      5.80C
* DEBIT ACCOUNT PHB-5-00000-000-0300          TOTAL FOR CYCLE WKLY2 6/10/19XX  30.60 *      .00
* CREDIT ACCOUNT PHB-5-00000-000-0201          .00 *      30.60
DEBIT ACCOUNT PHB-5-00000-000-0300          CYCLE WKLY2 6/10/19XX
CREDIT ACCOUNT PHB-5-00000-000-0205          CYCLE WKLY2 6/10/19XX
11111      2153 WKLY2 6/10/19XX *UMA         16676 Nickerson,Andrew J      13.20D      13.20C
* DEBIT ACCOUNT PHB-5-00000-000-0300          TOTAL FOR CYCLE WKLY2 6/10/19XX  13.20 *      .00
* CREDIT ACCOUNT PHB-5-00000-000-0205          .00 *      13.20
  
```

Allocating Costs between Accounting Periods

There are three methods that you can use to allocate general ledger entries between accounting periods. The system uses methods 1 and 2 when you run the *Close to General ledger* function after posting one or more payroll cycles. It uses method 3 only when you run the *Accrue Actual Labor Expense* function midway through processing a pay cycle.

- **Generating Estimated Entries for the Current Month (Method C)**

The system generates labor expense and employer liability entries for the accounting period specified for a cycle and also accrues estimated expense for additional days not yet paid in the current period. At the same time that it generates estimated expense entries for the current period, the system generates reversing entries for them in the next accounting period.

- **Splitting Entries Between the Current and Next Month (Method N)**

The system splits entries for labor expense, employee deductions and employer liabilities between two accounting periods. All cash disbursement expense is charged to the later of the two accounting periods.

- **Accruing Actual Labor Expenses**

The system allocates labor expense entries to the accounting period prior to the one specified for the cycle in which the hours worked have been entered.

The following section first describes how to charge all general ledger expenses from a cycle to the current accounting month and then describes each of the three allocation methods listed above.

Allocating All Entries to the Current Accounting Month

You use the standard procedure described below when all of the expense from a payroll cycle should be charged to the accounting month specified when you began the cycle.

When you run the *Post Cycles and Print Checks* function leave the *G/L Meth* and *Accrual %* fields on the Post Payroll Cycle screen blank. All entries in the

cycle are be automatically allocated to the accounting month you specified in the *Acct. Mo.* field on the Enter Cycle Data screen when you began the cycle.

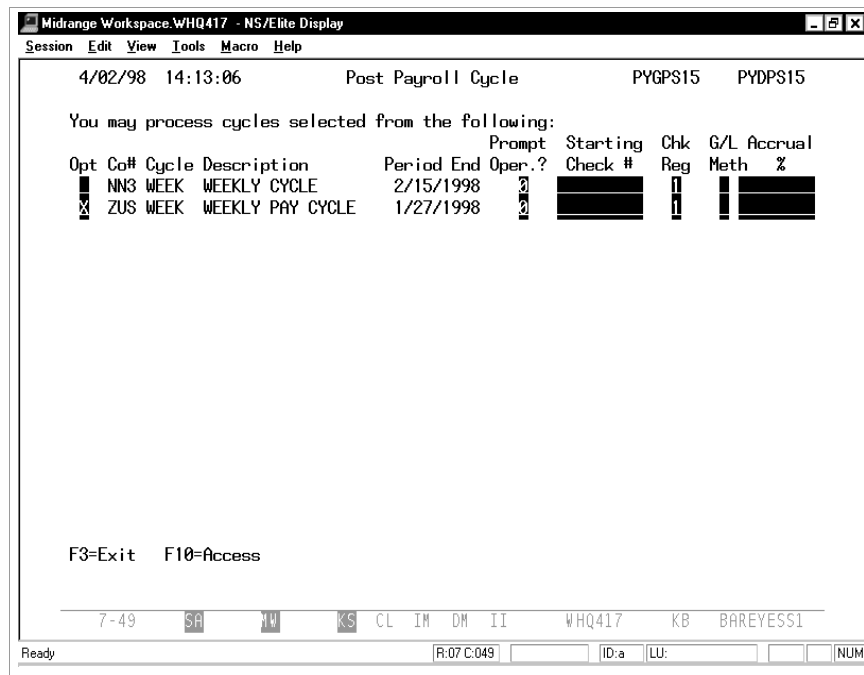


Figure 7-4: Post Payroll Cycle screen (no accrual)

Generating Estimated Entries for the Current Month (Method C)

Use this method to generate both actual and estimated entries for the current accounting month specified when you began a payroll cycle. You typically use this method in the last payroll cycle of the calendar month, if the pay period ending date of that cycle precedes the last day of the specified accounting month. The projected entries allow your accounting staff to close the current fiscal month in a timely manner.

The system creates entries for the actual payroll expense processed in the cycle and also accrues estimated labor and employer liability expense amounts for the additional days in the accounting period that have not yet been processed through a payroll cycle. The system multiplies the cycle labor expense and employer liability amounts by a specified percentage to calculate the estimated entries.

At the same time that it generates estimated expense entries for the current period, the system generates reversing entries for them in the next accounting period. When you close the next accounting month to general ledger, the interface file includes the actual expense for the additional days

which were processed through a payroll cycle along with the reversals generated when you closed the previous accounting month.

In the following example, in your last weekly pay cycle in April you accrue estimated expense amounts for three days that have not yet been paid so that your accounting department can close the current general ledger month of April.

April

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

The pay period ending date for the last weekly cycle of the month is April 27. You will not post expenses for April 28, 29 and 30 until you process the next payroll cycle; however, you need to include estimated expense entries for those days in the current accounting month.

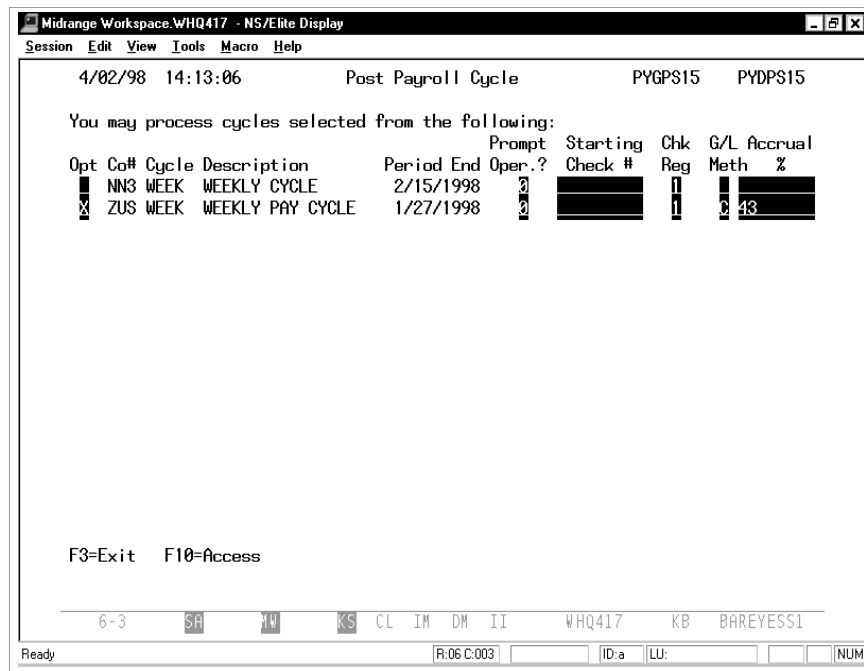


Figure 7-5: Post Payroll Cycle screen (Method C)

To generate entries in accounting month 4 for the current payroll cycle and project estimated amounts for the additional non-paid days, follow the steps below.

- 1 When you begin the cycle, type **4** in the *Acct. Mo.* field on the Enter Cycle Data screen.
- 2 When you post the cycle, type **C** in the *G/L Meth* field on the Post Payroll Cycle screen.
- 3 Type **43** in the *Accrual %* field on the Post Payroll Cycle screen. To obtain this value, divide the number of non-paid days to be accrued (three) by the number of days paid in the current cycle (seven).

The system creates the following entries when you close accounting month 4 to general ledger.

Accounting Month	Percentage	Comments
April (4)	143	100% of current payroll expense plus the projected accrued expense of 43% for 3 unpaid days
May (5)	-43	A reversal entry for the accrual

When you specify the accrual percentage on the Post Payroll Cycle screen, type only the actual percentage you want to accrue. For example, to accomplish the results described in the preceding example, you would type **43** in the *Accrual %* field, not **143**.

When you close accounting month 4 after posting the cycle, the system produces the following reports:

- Labor Distribution Ledgers
 - A report for accounting period 4 showing the actual and accrued expense amounts for each labor expense account
 - A report for accounting period 5 showing the reversing entries for each account
- A Cash Disbursement Ledger for accounting period 4
- An Employee Deduction Ledger for accounting period 4
- Employer Liability Ledgers
 - A report for accounting period 4 showing the actual and accrued expense amounts for each labor expense account

- A report for accounting period 5 showing the reversing entries for each account

Sample Labor Distribution and Employer Liability Ledger reports are included on the following pages. On the Labor Distribution and Employer Liability Ledgers the system identifies the total expense entries for each account with an asterisk.

METHOD C - 43% ACCRUAL SPECIFIED ON POST CYCLE DATA SCREEN

LABOR LEDGER FOR ACCOUNTING PERIOD 4 CONTAINING ACTUAL AND ACCRUED AMOUNTS

PYGME020		PYTME020		LABOR DISTRIBUTION CLOSE TO G/L				ACCT. YEAR	1998	Page	1	
6/03/98		15:03:17						ACCT. MONTH	04			
EMPLOYER ZUS SAMPLE US COMPANY								* = AMOUNT POSTED TO G/L				
REPORT DATE 6/03/1998												
CHECKING	ACCT. #	CHECK #	CYCLE	PERIOD-END	INCOME TYPE	EMPLOYEE#	EMPLOYEE NAME	# OF UNITS	# OF HOURS	DEBIT AMOUNT	CREDIT AMOUNT	

LABOR ACCOUNT 001-000-009-0900-000				CYCLE WEEKX 4/27/1998								
CDA	19454	WEEKX	4/27/1998	MEALA		80108	WISE,PENNEY	.00	.00	3.00		
								.00	.00	1.29		
LABOR ACCOUNT 001-000-009-0900-000				TOTAL FOR WEEKX 4/27/1998				.00	.00	4.29	*	
LABOR ACCOUNT 001-001-000-1001-401				CYCLE WEEKX 4/27/1998								
CDA	19449	WEEKX	4/27/1998	*EIC		80005	ACCURATE,ALAN C	.00	.00	4.24		
								.00	.00	1.82		
LABOR ACCOUNT 001-001-000-1001-401				TOTAL FOR WEEKX 4/27/1998				.00	.00	6.06	*	
LABOR ACCOUNT 001-101-013-1000-001				CYCLE WEEKX 4/27/1998								
CDA	19452	WEEKX	4/27/1998	hour		1040	TEA,HERB	.00	40.00	480.00		
								.00	17.20	206.40		
CDA	19454	WEEKX	4/27/1998	hour		80108	WISE,PENNEY	.00	40.00	480.00		
								.00	17.20	206.40		
LABOR ACCOUNT 001-101-013-1000-001				TOTAL FOR WEEKX 4/27/1998				.00	114.40	1372.80	*	
LABOR ACCOUNT 001-101-013-1100-015				CYCLE WEEKX 4/27/1998								
CDA	19452	WEEKX	4/27/1998	OT15		1040	TEA,HERB	.00	4.00	72.00		
								.00	1.72	30.96		
CDA	19454	WEEKX	4/27/1998	OT15		80108	WISE,PENNEY	.00	6.00	108.00		
								.00	2.58	46.44		
LABOR ACCOUNT 001-101-013-1100-015				TOTAL FOR WEEKX 4/27/1998				.00	14.30	257.40	*	
LABOR ACCOUNT 001-101-013-1200-001				CYCLE WEEKX 4/27/1998								
CDA	19450	WEEKX	4/27/1998	VACH		1042	ALABAMA,ALBERT	.00	40.00	600.00		
								.00	17.20	258.00		
LABOR ACCOUNT 001-101-013-1200-001				TOTAL FOR WEEKX 4/27/1998				.00	57.20	858.00	*	
LABOR ACCOUNT 001-102-111-1000-001				CYCLE WEEKX 4/27/1998								
CDA	19451	WEEKX	4/27/1998	hour		80290	MALLOW,MARCIA	.00	24.00	240.00		
								.00	10.32	103.20		
LABOR ACCOUNT 001-102-111-1000-001				TOTAL FOR WEEKX 4/27/1998				.00	34.32	343.20	*	
LABOR ACCOUNT 001-102-111-1400-001				CYCLE WEEKX 4/27/1998								
CDA	19451	WEEKX	4/27/1998	SICKH		80290	MALLOW,MARCIA	.00	16.00	160.00		
								.00	6.88	68.80		

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LABOR ACCOUNT 001-102-111-1400-001	TOTAL FOR WEEKX 4/27/1998	.00	22.88	228.80 *
LABOR ACCOUNT 001-102-113-1000-001	CYCLE WEEKX 4/27/1998			
CDA 19449 WEEKX 4/27/1998 HOUR	80005 ACCURATE,ALAN C	.00	40.00	464.00
		.00	17.20	199.52
LABOR ACCOUNT 001-102-113-1000-001	TOTAL FOR WEEKX 4/27/1998	.00	57.20	663.52 *
LABOR ACCOUNT 001-301-402-1000-001	CYCLE WEEKX 4/27/1998			
CDA 19453 WEEKX 4/27/1998 HOUR	1043 WEATHER,STORMIE	.00	40.00	441.00
		.00	17.20	189.63
LABOR ACCOUNT 001-301-402-1000-001	TOTAL FOR WEEKX 4/27/1998	.00	57.20	630.63 *

PYGME020 PYTME020 L A B O R D I S T R I B U T I O N C L O S E T O G / L ACCT. YEAR 1998 Page 2
 6/03/98 15:03:17 ACCT. MONTH 04
 EMPLOYER ZUS SAMPLE US COMPANY * = AMOUNT POSTED TO G/L
 REPORT DATE 6/03/1998

ACCT. #	CHECK #	CYCLE	PERIOD-END	INCOME TYPE	EMPLOYEE#	EMPLOYEE NAME	# OF UNITS	# OF HOURS	DEBIT AMOUNT	CREDIT AMOUNT	

LABOR ACCOUNT	001-301-402-1000-001					TOTAL FOR WEEKX 4/27/1998	.00	57.20	630.63	*	
LABOR ACCOUNT	001-301-402-1100-020					CYCLE WEEKX 4/27/1998					
	CDA	19453	WEEKX	4/27/1998	OT20	1043 WEATHER,STORMIE	.00	8.00	176.40		
							.00	3.44	75.85		
LABOR ACCOUNT	001-301-402-1100-020					TOTAL FOR WEEKX 4/27/1998	.00	11.44	252.25	*	
LABOR ACCOUNT	001-301-402-1111-001					CYCLE WEEKX 4/27/1998					
	CDA	19453	WEEKX	4/27/1998	RETRO	1043 WEATHER,STORMIE	.00	.00	650.00		
							.00	.00	279.50		
LABOR ACCOUNT	001-301-402-1111-001					TOTAL FOR WEEKX 4/27/1998	.00	.00	929.50	*	
ACCRUED PAYROLL ACCOUNT NUMBER:	001-000-000-0000-000						.00	368.94	.00	*	5546.45
						0 INVALID LABOR DISTRIBUTION ACCOUNTS					

□

LABOR LEDGER FOR ACCOUNTING PERIOD 5 CONTAINING REVERSALS

PYGME020 PYTME02A		LABOR DISTRIBUTION CLOSE TO G/L					ACCT. YEAR 1998	Page 1		
6/03/98 15:03:17							ACCT. MONTH 05			
EMPLOYER ZUS SAMPLE US COMPANY							* = AMOUNT POSTED TO G/L			
REPORT DATE 6/03/1998							GENERATED BY 04/1998 CLOSE			
CHECKING				INCOME		# OF	# OF	DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	UNITS	HOURS	AMOUNT	AMOUNT

LABOR ACCOUNT	001-000-009-0900-000					CYCLE WEEKX 4/27/1998				
CDA	19454	WEEKX	4/27/1998	MEALA	80108	WISE,PENNEY	.00	.00		1.29
LABOR ACCOUNT	001-000-009-0900-000					TOTAL FOR WEEKX 4/27/1998	.00	.00	*	1.29
LABOR ACCOUNT	001-001-000-1001-401					CYCLE WEEKX 4/27/1998				
CDA	19449	WEEKX	4/27/1998	*EIC	80005	ACCURATE,ALAN C	.00	.00		1.82
LABOR ACCOUNT	001-001-000-1001-401					TOTAL FOR WEEKX 4/27/1998	.00	.00	*	1.82
LABOR ACCOUNT	001-101-013-1000-001					CYCLE WEEKX 4/27/1998				
CDA	19452	WEEKX	4/27/1998	HR	1040	TEA,HERB	.00	17.20-		206.40
CDA	19454	WEEKX	4/27/1998	HR	80108	WISE,PENNEY	.00	17.20-		206.40
LABOR ACCOUNT	001-101-013-1000-001					TOTAL FOR WEEKX 4/27/1998	.00	34.40-	*	412.80
LABOR ACCOUNT	001-101-013-1100-015					CYCLE WEEKX 4/27/1998				
CDA	19452	WEEKX	4/27/1998	OT15	1040	TEA,HERB	.00	1.72-		30.96
CDA	19454	WEEKX	4/27/1998	OT15	80108	WISE,PENNEY	.00	2.58-		46.44
LABOR ACCOUNT	001-101-013-1100-015					TOTAL FOR WEEKX 4/27/1998	.00	4.30-	*	77.40
LABOR ACCOUNT	001-101-013-1200-001					CYCLE WEEKX 4/27/1998				
CDA	19450	WEEKX	4/27/1998	VACH	1042	ALABAMA,ALBERT	.00	17.20-		258.00
LABOR ACCOUNT	001-101-013-1200-001					TOTAL FOR WEEKX 4/27/1998	.00	17.20-	*	258.00
LABOR ACCOUNT	001-102-111-1000-001					CYCLE WEEKX 4/27/1998				
CDA	19451	WEEKX	4/27/1998	HR	80290	MALLOW,MARCIA	.00	10.32-		103.20
LABOR ACCOUNT	001-102-111-1000-001					TOTAL FOR WEEKX 4/27/1998	.00	10.32-	*	103.20
LABOR ACCOUNT	001-102-111-1400-001					CYCLE WEEKX 4/27/1998				
CDA	19451	WEEKX	4/27/1998	SICKH	80290	MALLOW,MARCIA	.00	6.88-		68.80
LABOR ACCOUNT	001-102-111-1400-001					TOTAL FOR WEEKX 4/27/1998	.00	6.88-	*	68.80
LABOR ACCOUNT	001-102-113-1000-001					CYCLE WEEKX 4/27/1998				
CDA	19449	WEEKX	4/27/1998	HR	80005	ACCURATE,ALAN C	.00	17.20-		199.52
LABOR ACCOUNT	001-102-113-1000-001					TOTAL FOR WEEKX 4/27/1998	.00	17.20-	*	199.52
LABOR ACCOUNT	001-301-402-1000-001					CYCLE WEEKX 4/27/1998				
CDA	19453	WEEKX	4/27/1998	HR	1043	WEATHER,STORMIE	.00	17.20-		189.63
LABOR ACCOUNT	001-301-402-1000-001					TOTAL FOR WEEKX 4/27/1998	.00	17.20-	*	189.63
LABOR ACCOUNT	001-301-402-1100-020					CYCLE WEEKX 4/27/1998				
CDA	19453	WEEKX	4/27/1998	OT20	1043	WEATHER,STORMIE	.00	3.44-		75.85
LABOR ACCOUNT	001-301-402-1100-020					TOTAL FOR WEEKX 4/27/1998	.00	3.44-	*	75.85
LABOR ACCOUNT	001-301-402-1111-001					CYCLE WEEKX 4/27/1998				

CDA	19453	WEEKX	4/27/1998	RETRO	1043	WEATHER,STORMIE	.00	.00		279.50
LABOR ACCOUNT	001-301-402-1111-001					TOTAL FOR WEEKX 4/27/1998	.00	.00	*	279.50
ACCRUED PAYROLL ACCOUNT NUMBER:	001-000-000-0000-000						.00	110.94-	1667.81 *	
						0 INVALID LABOR DISTRIBUTION ACCOUNTS				

EMPLOYER LIABILITY LEDGER FOR ACCOUNTING PERIOD 4 CONTAINING ACTUAL AND ACCRUED AMOUNTS

PYGMEX24	PYTME023	EMPLOYER LIABILITY CLOSE TO G/L					ACCT. YEAR 1998	Page 1
6/03/98	15:03:30						ACCT. MONTH 04	
EMPLOYER ZUS SAMPLE US COMPANY						* = AMOUNT POSTED TO G/L		
REPORT DATE 6/03/1998								
CHECKING						DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

DEBIT ACCOUNT	ZUS-1010-0130-4150-0115					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	ZUS-0000-0000-4150-0115					CYCLE WEEKX	4/27/1998	
CDA	19450	WEEKX	4/27/1998	*UAL	1042	ALABAMA,ALBERT	6.00D	6.00C
							2.58D	2.58C
* DEBIT ACCOUNT	ZUS-1010-0130-4150-0115					TOTAL FOR CYCLE WEEKX	4/27/1998	8.58 *
* CREDIT ACCOUNT	ZUS-0000-0000-4150-0115							.00 *
DEBIT ACCOUNT	ZUS-1020-1100-1715-0115					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	ZUS-0000-0000-4150-0115					CYCLE WEEKX	4/27/1998	
CDA	19451	WEEKX	4/27/1998	*UMI	80290	MALLOW,MARCIA	4.00D	4.00C
							1.72D	1.72C
* DEBIT ACCOUNT	ZUS-1020-1100-1715-0115					TOTAL FOR CYCLE WEEKX	4/27/1998	5.72 *
* CREDIT ACCOUNT	ZUS-0000-0000-4150-0115							.00 *
* CREDIT ACCOUNT	001-000-000-4150-101							.00 *
DEBIT ACCOUNT	001-101-013-1700-200					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-000-000-4000-200					CYCLE WEEKX	4/27/1998	
CDA	19452	WEEKX	4/27/1998	*FUTA	1040	TEA,HERB	4.42D	4.42C
							1.90D	1.90C
CDA	19450	WEEKX	4/27/1998	*FUTA	1042	ALABAMA,ALBERT	4.80D	4.80C
							2.06D	2.06C
CDA	19454	WEEKX	4/27/1998	*FUTA	80108	WISE,PENNEY	4.73D	4.73C
							2.03D	2.03C
* DEBIT ACCOUNT	001-101-013-1700-200					TOTAL FOR CYCLE WEEKX	4/27/1998	19.94 *
* CREDIT ACCOUNT	001-000-000-4000-200							.00 *
DEBIT ACCOUNT	001-101-013-1700-300					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-000-000-4000-300					CYCLE WEEKX	4/27/1998	
CDA	19452	WEEKX	4/27/1998	*FICA	1040	TEA,HERB	34.22D	34.22C
							14.71D	14.71C
CDA	19450	WEEKX	4/27/1998	*FICA	1042	ALABAMA,ALBERT	37.20D	37.20C
							16.00D	16.00C
CDA	19454	WEEKX	4/27/1998	*FICA	80108	WISE,PENNEY	36.64D	36.64C
							15.76D	15.76C
* DEBIT ACCOUNT	001-101-013-1700-300					TOTAL FOR CYCLE WEEKX	4/27/1998	154.53 *
***** INVALID ACCOUNT	001-101-013-1700-300							.00 *
* CREDIT ACCOUNT	001-000-000-4000-300							154.53

DEBIT ACCOUNT	001-101-013-1700-400						CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT	001-000-000-4000-400						CYCLE WEEKX	4/27/1998		
CDA	19452	WEEKX	4/27/1998	*FMHI	1040	TEA,HERB			8.01D	8.01C
									3.44D	3.44C
CDA	19450	WEEKX	4/27/1998	*FMHI	1042	ALABAMA,ALBERT			8.70D	8.70C
									3.74D	3.74C
CDA	19454	WEEKX	4/27/1998	*FMHI	80108	WISE,PENNEY			8.57D	8.57C
									3.69D	3.69C

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PYGMEX24		PYTME023		EMPLOYER LIABILITY CLOSE TO G / L				ACCT. YEAR 1998	Page 2
6/03/98		15:03:30						ACCT. MONTH 04	
EMPLOYER ZUS SAMPLE US COMPANY								* = AMOUNT POSTED TO G/L	
REPORT DATE 6/03/1998									
CHECKING		DEDUCTION				DEBIT	CREDIT		
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT	

* DEBIT ACCOUNT	001-101-013-1700-400	TOTAL FOR CYCLE WEEKX				4/27/1998	36.15 *	.00	
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	36.15	
DEBIT ACCOUNT	001-101-013-1715-101					CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT	001-000-000-4150-101					CYCLE WEEKX	4/27/1998		
CDA	19452	WEEKX	4/27/1998	*UVT	1040	TEA,HERB	7.73D	7.73C	
							3.32D	3.32C	
* DEBIT ACCOUNT	001-101-013-1715-101	TOTAL FOR CYCLE WEEKX				4/27/1998	11.05 *	.00	
* CREDIT ACCOUNT	001-000-000-4150-101						.00 *	11.05	
DEBIT ACCOUNT	001-101-013-1715-103					CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT	001-000-000-4150-103					CYCLE WEEKX	4/27/1998		
CDA	19454	WEEKX	4/27/1998	*UFL	80108	WISE,PENNEY	5.02D	5.02C	
							2.16D	2.16C	
* DEBIT ACCOUNT	001-101-013-1715-103	TOTAL FOR CYCLE WEEKX				4/27/1998	7.18 *	.00	
* CREDIT ACCOUNT	001-000-000-4150-103						.00 *	7.18	
DEBIT ACCOUNT	001-102-111-1700-200					CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT	001-000-000-4000-200					CYCLE WEEKX	4/27/1998		
CDA	19451	WEEKX	4/27/1998	*FUTA	80290	MALLOW,MARCIA	3.20D	3.20C	
							1.38D	1.38C	
* DEBIT ACCOUNT	001-102-111-1700-200	TOTAL FOR CYCLE WEEKX				4/27/1998	4.58 *	.00	
* CREDIT ACCOUNT	001-000-000-4000-200						.00 *	4.58	
DEBIT ACCOUNT	001-102-111-1700-300					CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT	001-000-000-4000-300					CYCLE WEEKX	4/27/1998		
CDA	19451	WEEKX	4/27/1998	*FICA	80290	MALLOW,MARCIA	24.80D	24.80C	
							10.66D	10.66C	
* DEBIT ACCOUNT	001-102-111-1700-300	TOTAL FOR CYCLE WEEKX				4/27/1998	35.46 *	.00	
* CREDIT ACCOUNT	001-000-000-4000-300						.00 *	35.46	
DEBIT ACCOUNT	001-102-111-1700-400					CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE WEEKX	4/27/1998		
CDA	19451	WEEKX	4/27/1998	*FMHI	80290	MALLOW,MARCIA	5.80D	5.80C	
							2.49D	2.49C	
* DEBIT ACCOUNT	001-102-111-1700-400	TOTAL FOR CYCLE WEEKX				4/27/1998	8.29 *	.00	
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	8.29	
DEBIT ACCOUNT	001-102-111-2000-001					CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT	001-102-111-3000-001					CYCLE WEEKX	4/27/1998		
CDA	19451	WEEKX	4/27/1998	LI1BW	80290	MALLOW,MARCIA	1.50D	1.50C	
							.65D	.65C	
CDA	19451	WEEKX	4/27/1998	LTDB	80290	MALLOW,MARCIA	2.08D	2.08C	
							.89D	.89C	
CDA	19451	WEEKX	4/27/1998	STDB	80290	MALLOW,MARCIA	46.15D	46.15C	

* DEBIT ACCOUNT 001-102-111-2000-001	TOTAL FOR CYCLE WEEKX 4/27/1998	19.84D	19.84C
* CREDIT ACCOUNT 001-102-111-3000-001		71.11 *	.00
DEBIT ACCOUNT 001-102-111-2100-001	CYCLE WEEKX 4/27/1998	.00 *	71.11
CREDIT ACCOUNT 001-102-111-3100-001	CYCLE WEEKX 4/27/1998		
CDA 19451 WEEKX 4/27/1998 M1FB 80290 MALLOW,MARCIA		201.93D	201.93C
		86.83D	86.83C

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PYGMEX24	PYTME023	EMPLOYER LIABILITY CLOSE TO G / L				ACCT. YEAR 1998	Page	3
6/03/98	15:03:30					ACCT. MONTH 04		
EMPLOYER ZUS SAMPLE US COMPANY						* = AMOUNT POSTED TO G/L		
REPORT DATE 6/03/1998								
CHECKING	DEDUCTION					DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

* DEBIT ACCOUNT	001-102-111-2100-001	TOTAL FOR CYCLE WEEKX				4/27/1998	288.76 *	.00
* CREDIT ACCOUNT	001-102-111-3100-001						.00 *	288.76
DEBIT ACCOUNT	001-102-111-2200-001					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-102-111-3200-001					CYCLE WEEKX	4/27/1998	
CDA	19451	WEEKX	4/27/1998	401KB	80290	MALLOW,MARCIA	20.00D	20.00C
							8.60D	8.60C
* DEBIT ACCOUNT	001-102-111-2200-001	TOTAL FOR CYCLE WEEKX				4/27/1998	28.60 *	.00
* CREDIT ACCOUNT	001-102-111-3200-001						.00 *	28.60
DEBIT ACCOUNT	001-102-113-0000-000					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-102-113-0000-000					CYCLE WEEKX	4/27/1998	
CDA	19449	WEEKX	4/27/1998	LI3BW	80005	ACCURATE,ALAN C	16.62D	16.62C
							7.15D	7.15C
* DEBIT ACCOUNT	001-102-113-0000-000	TOTAL FOR CYCLE WEEKX				4/27/1998	23.77 *	.00
* CREDIT ACCOUNT	001-102-113-0000-000						.00 *	23.77
DEBIT ACCOUNT	001-102-113-1700-200					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-000-000-4000-200					CYCLE WEEKX	4/27/1998	
CDA	19449	WEEKX	4/27/1998	*FUTA	80005	ACCURATE,ALAN C	3.72D	3.72C
							1.60D	1.60C
* DEBIT ACCOUNT	001-102-113-1700-200	TOTAL FOR CYCLE WEEKX				4/27/1998	5.32 *	.00
* CREDIT ACCOUNT	001-000-000-4000-200						.00 *	5.32
DEBIT ACCOUNT	001-102-113-1700-300					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-000-000-4000-300					CYCLE WEEKX	4/27/1998	
CDA	19449	WEEKX	4/27/1998	*FICA	80005	ACCURATE,ALAN C	28.83D	28.83C
							12.40D	12.40C
* DEBIT ACCOUNT	001-102-113-1700-300	TOTAL FOR CYCLE WEEKX				4/27/1998	41.23 *	.00
* CREDIT ACCOUNT	001-000-000-4000-300						.00 *	41.23
DEBIT ACCOUNT	001-102-113-1700-400					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE WEEKX	4/27/1998	
CDA	19449	WEEKX	4/27/1998	*FMHI	80005	ACCURATE,ALAN C	6.74D	6.74C
							2.90D	2.90C
* DEBIT ACCOUNT	001-102-113-1700-400	TOTAL FOR CYCLE WEEKX				4/27/1998	9.64 *	.00
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	9.64
DEBIT ACCOUNT	001-102-113-1715-101					CYCLE WEEKX	4/27/1998	
CREDIT ACCOUNT	001-000-000-4150-101					CYCLE WEEKX	4/27/1998	
CDA	19449	WEEKX	4/27/1998	*UCA	80005	ACCURATE,ALAN C	6.97D	6.97C
							3.00D	3.00C
* DEBIT ACCOUNT	001-102-113-1715-101	TOTAL FOR CYCLE WEEKX				4/27/1998	9.97 *	.00
* CREDIT ACCOUNT	001-000-000-4150-101						.00 *	9.97
DEBIT ACCOUNT	001-102-113-2000-001					CYCLE WEEKX	4/27/1998	

CREDIT ACCOUNT 001-102-113-3000-001	CYCLE WEEKX 4/27/1998		
CDA 19449 WEEKX 4/27/1998 STDB 80005 ACCURATE,ALAN C		43.85D	43.85C
		18.86D	18.86C
CDA 19449 WEEKX 4/27/1998 STDW 80005 ACCURATE,ALAN C		2.19D	2.19C
		.94D	.94C
* DEBIT ACCOUNT 001-102-113-2000-001	TOTAL FOR CYCLE WEEKX 4/27/1998	65.84 *	.00
* CREDIT ACCOUNT 001-102-113-3000-001		.00 *	65.84

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PYGMEX24 PYTME023 EMPLOYER LIABILITY CLOSE TO G / L ACCT. YEAR 1998 Page 4
 6/03/98 15:03:30 ACCT. MONTH 04
 EMPLOYER ZUS SAMPLE US COMPANY * = AMOUNT POSTED TO G/L
 REPORT DATE 6/03/1998

CHECKING		DEDUCTION				DEBIT	CREDIT		
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT	

DEBIT ACCOUNT	001-301-402-0000-000					CYCLE WEEKX 4/27/1998			
CREDIT ACCOUNT	001-301-402-0000-000					CYCLE WEEKX 4/27/1998			
CDA	19453	WEEKX	4/27/1998	*UCT	1043	WEATHER,STORMIE	12.67D	12.67C	
							5.45D	5.45C	
* DEBIT ACCOUNT	001-301-402-0000-000					TOTAL FOR CYCLE WEEKX 4/27/1998	18.12 *	.00	
* CREDIT ACCOUNT	001-301-402-0000-000						.00 *	18.12	
DEBIT ACCOUNT	001-301-402-1700-200					CYCLE WEEKX 4/27/1998			
CREDIT ACCOUNT	001-000-000-4000-200					CYCLE WEEKX 4/27/1998			
CDA	19453	WEEKX	4/27/1998	*FUTA	1043	WEATHER,STORMIE	10.14D	10.14C	
							4.36D	4.36C	
* DEBIT ACCOUNT	001-301-402-1700-200					TOTAL FOR CYCLE WEEKX 4/27/1998	14.50 *	.00	
* CREDIT ACCOUNT	001-000-000-4000-200						.00 *	14.50	
DEBIT ACCOUNT	001-301-402-1700-300					CYCLE WEEKX 4/27/1998			
CREDIT ACCOUNT	001-000-000-4000-300					CYCLE WEEKX 4/27/1998			
CDA	19453	WEEKX	4/27/1998	*FICA	1043	WEATHER,STORMIE	78.58D	78.58C	
							33.79D	33.79C	
* DEBIT ACCOUNT	001-301-402-1700-300					TOTAL FOR CYCLE WEEKX 4/27/1998	112.37 *	.00	
* CREDIT ACCOUNT	001-000-000-4000-300						.00 *	112.37	
DEBIT ACCOUNT	001-301-402-1700-400					CYCLE WEEKX 4/27/1998			
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE WEEKX 4/27/1998			
CDA	19453	WEEKX	4/27/1998	*FMHI	1043	WEATHER,STORMIE	18.38D	18.38C	
							7.90D	7.90C	
* DEBIT ACCOUNT	001-301-402-1700-400					TOTAL FOR CYCLE WEEKX 4/27/1998	26.28 *	.00	
* CREDIT ACCOUNT	001-000-000-4000-400						.00 *	26.28	
DEBIT ACCOUNT	001-301-402-2000-001					CYCLE WEEKX 4/27/1998			
CREDIT ACCOUNT	001-301-402-3000-001					CYCLE WEEKX 4/27/1998			
CDA	19453	WEEKX	4/27/1998	STDW	1043	WEATHER,STORMIE	2.08D	2.08C	
							.89D	.89C	
* DEBIT ACCOUNT	001-301-402-2000-001					TOTAL FOR CYCLE WEEKX 4/27/1998	2.97 *	.00	
* CREDIT ACCOUNT	001-301-402-3000-001						.00 *	2.97	
							0 INVALID EXPENSE LIABILITY ACCOUNTS		
TOTAL EXPENSE LIABILITIES							DEBIT ACCOUNTS	1009.96	.00
							CREDIT ACCOUNTS	.00	1009.96

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EMPLOYER LIABILITY LEDGER FOR ACCOUNTING PERIOD 5 CONTAINING REVERSALS

PYGMEX24	PYTME02D	EMPLOYER LIABILITY CLOSE TO G/L					ACCT. YEAR 1998	Page 1
6/03/98	15:03:30						ACCT. MONTH 05	
EMPLOYER ZUS SAMPLE US COMPANY							* = AMOUNT POSTED TO G/L	
REPORT DATE 6/03/1998							GENERATED BY 04/1998 CLOSE	
CHECKING		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

CDA	19450	WEEKX	4/27/1998	*UAL	1042	ALABAMA,ALBERT	2.58C	2.58D
* DEBIT ACCOUNT	ZUS-1010-1300-4150-0115	TOTAL FOR CYCLE WEEKX 4/27/1998					.00 *	2.58
* CREDIT ACCOUNT	ZUS-0000-0000-4150-0115						2.58 *	.00
DEBIT ACCOUNT	ZUS-1020-1100-1715-0115	CYCLE WEEKX 4/27/1998						
CREDIT ACCOUNT	ZUS-0000-0000-4150-0115	CYCLE WEEKX 4/27/1998						
CDA	19451	WEEKX	4/27/1998	*UMI	80290	MALLOW,MARCIA	1.72C	1.72D
* DEBIT ACCOUNT	ZUS-1020-1100-1715-0115	TOTAL FOR CYCLE WEEKX 4/27/1998					.00 *	1.72
* CREDIT ACCOUNT	ZUS-0000-0000-4150-0115						1.72 *	.00
DEBIT ACCOUNT	001-101-013-1700-200	CYCLE WEEKX 4/27/1998						
CREDIT ACCOUNT	001-000-000-4000-200	CYCLE WEEKX 4/27/1998						
CDA	19452	WEEKX	4/27/1998	*FUTA	1040	TEA,HERB	1.90C	1.90D
CDA	19450	WEEKX	4/27/1998	*FUTA	1042	ALABAMA,ALBERT	2.06C	2.06D
CDA	19454	WEEKX	4/27/1998	*FUTA	80108	WISE,PENNEY	2.03C	2.03D
* DEBIT ACCOUNT	001-101-013-1700-200	TOTAL FOR CYCLE WEEKX 4/27/1998					.00 *	5.99
* CREDIT ACCOUNT	001-000-000-4000-200						5.99 *	.00
DEBIT ACCOUNT	001-101-013-1700-300	CYCLE WEEKX 4/27/1998						
CREDIT ACCOUNT	001-000-000-4000-300	CYCLE WEEKX 4/27/1998						
CDA	19452	WEEKX	4/27/1998	*FICA	1040	TEA,HERB	14.71C	14.71D
CDA	19450	WEEKX	4/27/1998	*FICA	1042	ALABAMA,ALBERT	16.00C	16.00D
CDA	19454	WEEKX	4/27/1998	*FICA	80108	WISE,PENNEY	15.76C	15.76D
* DEBIT ACCOUNT	001-101-013-1700-300	TOTAL FOR CYCLE WEEKX 4/27/1998					.00 *	46.47
* CREDIT ACCOUNT	001-000-000-4000-300						46.47 *	.00
DEBIT ACCOUNT	001-101-013-1700-400	CYCLE WEEKX 4/27/1998						
CREDIT ACCOUNT	001-000-000-4000-400	CYCLE WEEKX 4/27/1998						
CDA	19452	WEEKX	4/27/1998	*FMHI	1040	TEA,HERB	3.44C	3.44D
CDA	19450	WEEKX	4/27/1998	*FMHI	1042	ALABAMA,ALBERT	3.74C	3.74D
CDA	19454	WEEKX	4/27/1998	*FMHI	80108	WISE,PENNEY	3.69C	3.69D
* DEBIT ACCOUNT	001-101-013-1700-400	TOTAL FOR CYCLE WEEKX 4/27/1998					.00 *	10.87
* CREDIT ACCOUNT	001-000-000-4000-400						10.87 *	.00
DEBIT ACCOUNT	001-101-013-1715-101	CYCLE WEEKX 4/27/1998						
CREDIT ACCOUNT	001-000-000-4150-101	CYCLE WEEKX 4/27/1998						
CDA	19452	WEEKX	4/27/1998	*UVT	1040	TEA,HERB	3.32C	3.32D
* DEBIT ACCOUNT	001-101-013-1715-101	TOTAL FOR CYCLE WEEKX 4/27/1998					.00 *	3.32
* CREDIT ACCOUNT	001-000-000-4150-101						3.32 *	.00
DEBIT ACCOUNT	001-101-013-1715-103	CYCLE WEEKX 4/27/1998						

CREDIT ACCOUNT 001-000-000-4150-103			CYCLE WEEKX	4/27/1998		
CDA 19454 WEEKX 4/27/1998	*UFL	80108	WISE,PENNEY		2.16C	2.16D
* DEBIT ACCOUNT 001-101-013-1715-103			TOTAL FOR CYCLE WEEKX	4/27/1998	.00 *	2.16
* CREDIT ACCOUNT 001-000-000-4150-103					2.16 *	.00
DEBIT ACCOUNT 001-102-111-1700-200			CYCLE WEEKX	4/27/1998		
CREDIT ACCOUNT 001-000-000-4000-200			CYCLE WEEKX	4/27/1998		
CDA 19451 WEEKX 4/27/1998	*FUTA	80290	MALLOW,MARCIA		1.38C	1.38D
* DEBIT ACCOUNT 001-102-111-1700-200			TOTAL FOR CYCLE WEEKX	4/27/1998	.00 *	1.38

ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT

* CREDIT ACCOUNT	001-000-000-4000-200						1.38 *	.00
DEBIT ACCOUNT	001-102-111-1700-300					CYCLE WEEKX 4/27/1998		
CREDIT ACCOUNT	001-000-000-4000-300					CYCLE WEEKX 4/27/1998		
CDA	19451	WEEKX	4/27/1998	*FICA	80290	MALLOW,MARCIA	10.66C	10.66D
* DEBIT ACCOUNT	001-102-111-1700-300					TOTAL FOR CYCLE WEEKX 4/27/1998	.00 *	10.66
* CREDIT ACCOUNT	001-000-000-4000-300						10.66 *	.00
DEBIT ACCOUNT	001-102-111-1700-400					CYCLE WEEKX 4/27/1998		
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE WEEKX 4/27/1998		
CDA	19451	WEEKX	4/27/1998	*FMHI	80290	MALLOW,MARCIA	2.49C	2.49D
* DEBIT ACCOUNT	001-102-111-1700-400					TOTAL FOR CYCLE WEEKX 4/27/1998	.00 *	2.49
* CREDIT ACCOUNT	001-000-000-4000-400						2.49 *	.00
DEBIT ACCOUNT	001-102-111-2000-001					CYCLE WEEKX 4/27/1998		
CREDIT ACCOUNT	001-102-111-3000-001					CYCLE WEEKX 4/27/1998		
CDA	19451	WEEKX	4/27/1998	LI1BW	80290	MALLOW,MARCIA	.65C	.65D
CDA	19451	WEEKX	4/27/1998	LTDB	80290	MALLOW,MARCIA	.89C	.89D
CDA	19451	WEEKX	4/27/1998	STDB	80290	MALLOW,MARCIA	19.84C	19.84D
* DEBIT ACCOUNT	001-102-111-2000-001					TOTAL FOR CYCLE WEEKX 4/27/1998	.00 *	21.38
* CREDIT ACCOUNT	001-102-111-3000-001						21.38 *	.00
DEBIT ACCOUNT	001-102-111-2100-001					CYCLE WEEKX 4/27/1998		
CREDIT ACCOUNT	001-102-111-3100-001					CYCLE WEEKX 4/27/1998		
CDA	19451	WEEKX	4/27/1998	M1FB	80290	MALLOW,MARCIA	86.83C	86.83D
* DEBIT ACCOUNT	001-102-111-2100-001					TOTAL FOR CYCLE WEEKX 4/27/1998	.00 *	86.83
* CREDIT ACCOUNT	001-102-111-3100-001						86.83 *	.00
DEBIT ACCOUNT	001-102-111-2200-001					CYCLE WEEKX 4/27/1998		
CREDIT ACCOUNT	001-102-111-3200-001					CYCLE WEEKX 4/27/1998		
CDA	19451	WEEKX	4/27/1998	401KB	80290	MALLOW,MARCIA	8.60C	8.60D
* DEBIT ACCOUNT	001-102-111-2200-001					TOTAL FOR CYCLE WEEKX 4/27/1998	.00 *	8.60
* CREDIT ACCOUNT	001-102-111-3200-001						8.60 *	.00
DEBIT ACCOUNT	001-102-113-0000-000					CYCLE WEEKX 4/27/1998		
CREDIT ACCOUNT	001-102-113-0000-000					CYCLE WEEKX 4/27/1998		
CDA	19449	WEEKX	4/27/1998	LI3BW	80005	ACCURATE,ALAN C	7.15C	7.15D
* DEBIT ACCOUNT	001-102-113-0000-000					TOTAL FOR CYCLE WEEKX 4/27/1998	.00 *	7.15
* CREDIT ACCOUNT	001-102-113-0000-000						7.15 *	.00
DEBIT ACCOUNT	001-102-113-1700-200					CYCLE WEEKX 4/27/1998		
CREDIT ACCOUNT	001-000-000-4000-200					CYCLE WEEKX 4/27/1998		
CDA	19449	WEEKX	4/27/1998	*FUTA	80005	ACCURATE,ALAN C	1.60C	1.60D
* DEBIT ACCOUNT	001-102-113-1700-200					TOTAL FOR CYCLE WEEKX 4/27/1998	.00 *	1.60
* CREDIT ACCOUNT	001-000-000-4000-200						1.60 *	.00
DEBIT ACCOUNT	001-102-113-1700-300					CYCLE WEEKX 4/27/1998		

CHECKING DEDUCTION DEBIT CREDIT
 ACCT. # CHECK # CYCLE PERIOD-END TYPE EMPLOYEE# EMPLOYEE NAME AMOUNT AMOUNT

* DEBIT ACCOUNT	001-102-113-1700-400					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	2.90
* CREDIT ACCOUNT	001-000-000-4000-400								2.90 *	.00
DEBIT ACCOUNT	001-102-113-1715-101					CYCLE WEEKX	4/27/1998			
CREDIT ACCOUNT	001-000-000-4150-101					CYCLE WEEKX	4/27/1998			
CDA	19449	WEEKX	4/27/1998	*UCA	80005	ACCURATE,ALAN C			3.00C	3.00D
* DEBIT ACCOUNT	001-102-113-1715-101					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	3.00
* CREDIT ACCOUNT	001-000-000-4150-101								3.00 *	.00
DEBIT ACCOUNT	001-102-113-2000-001					CYCLE WEEKX	4/27/1998			
CREDIT ACCOUNT	001-102-113-3000-001					CYCLE WEEKX	4/27/1998			
CDA	19449	WEEKX	4/27/1998	STDB	80005	ACCURATE,ALAN C			18.86C	18.86D
CDA	19449	WEEKX	4/27/1998	STDW	80005	ACCURATE,ALAN C			.94C	.94D
* DEBIT ACCOUNT	001-102-113-2000-001					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	19.80
* CREDIT ACCOUNT	001-102-113-3000-001								19.80 *	.00
DEBIT ACCOUNT	001-301-402-0000-000					CYCLE WEEKX	4/27/1998			
CREDIT ACCOUNT	001-301-402-0000-000					CYCLE WEEKX	4/27/1998			
CDA	19453	WEEKX	4/27/1998	*UCT	1043	WEATHER,STORMIE			5.45C	5.45D
* DEBIT ACCOUNT	001-301-402-0000-000					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	5.45
* CREDIT ACCOUNT	001-301-402-0000-000								5.45 *	.00
DEBIT ACCOUNT	001-301-402-1700-200					CYCLE WEEKX	4/27/1998			
CREDIT ACCOUNT	001-000-000-4000-200					CYCLE WEEKX	4/27/1998			
CDA	19453	WEEKX	4/27/1998	*FUTA	1043	WEATHER,STORMIE			4.36C	4.36D
* DEBIT ACCOUNT	001-301-402-1700-200					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	4.36
* CREDIT ACCOUNT	001-000-000-4000-200								4.36 *	.00
DEBIT ACCOUNT	001-301-402-1700-300					CYCLE WEEKX	4/27/1998			
CREDIT ACCOUNT	001-000-000-4000-300					CYCLE WEEKX	4/27/1998			
CDA	19453	WEEKX	4/27/1998	*FICA	1043	WEATHER,STORMIE			33.79C	33.79D
* DEBIT ACCOUNT	001-301-402-1700-300					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	33.79
* CREDIT ACCOUNT	001-000-000-4000-300								33.79 *	.00
DEBIT ACCOUNT	001-301-402-1700-400					CYCLE WEEKX	4/27/1998			
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE WEEKX	4/27/1998			
CDA	19453	WEEKX	4/27/1998	*FMHI	1043	WEATHER,STORMIE			7.90C	7.90D
* DEBIT ACCOUNT	001-301-402-1700-400					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	7.90
* CREDIT ACCOUNT	001-000-000-4000-400								7.90 *	.00
DEBIT ACCOUNT	001-301-402-2000-001					CYCLE WEEKX	4/27/1998			
CREDIT ACCOUNT	001-301-402-3000-001					CYCLE WEEKX	4/27/1998			
CDA	19453	WEEKX	4/27/1998	STDW	1043	WEATHER,STORMIE			.89C	.89D
* DEBIT ACCOUNT	001-301-402-2000-001					TOTAL FOR CYCLE WEEKX	4/27/1998		.00 *	.89
* CREDIT ACCOUNT	001-301-402-3000-001								.89 *	.00

0 INVALID EXPENSE LIABILITY ACCOUNTS

TOTAL EXPENSE LIABILITIES

DEBIT ACCOUNTS

.00

303.69

CREDIT ACCOUNTS

303.69

.00

Splitting Entries between the Current and Next Month (Method N)

Use method N to generate labor distribution, employee deduction and employer liability entries for a payroll cycle that spans two accounting months. You typically use this method in the final pay period of a calendar month when the first part of the pay period belongs to the current accounting month and the last part of the pay period belongs to the next accounting month.

You specify the current accounting month when you begin the cycle. When you post the cycle, you specify method N so that the system creates entries for both the current and next accounting months. The system multiplies the cycle labor expense, employee deduction and employer liability amounts by a specified percentage to calculate entries for the next accounting month. It then reduces entries for the current accounting month by the amounts charged to the next accounting month. The cash disbursement is not split between the two accounting months; the entire amount is charged to the next accounting month.

In the following example, you process a weekly payroll period that ends May 4 and spans accounting months 4 and 5.

April/May						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Your goal is to charge a percentage of the total payroll cost representing the first three days in the pay period to accounting period 4 and a percentage of the total payroll expense representing the remaining four days to accounting period 5.

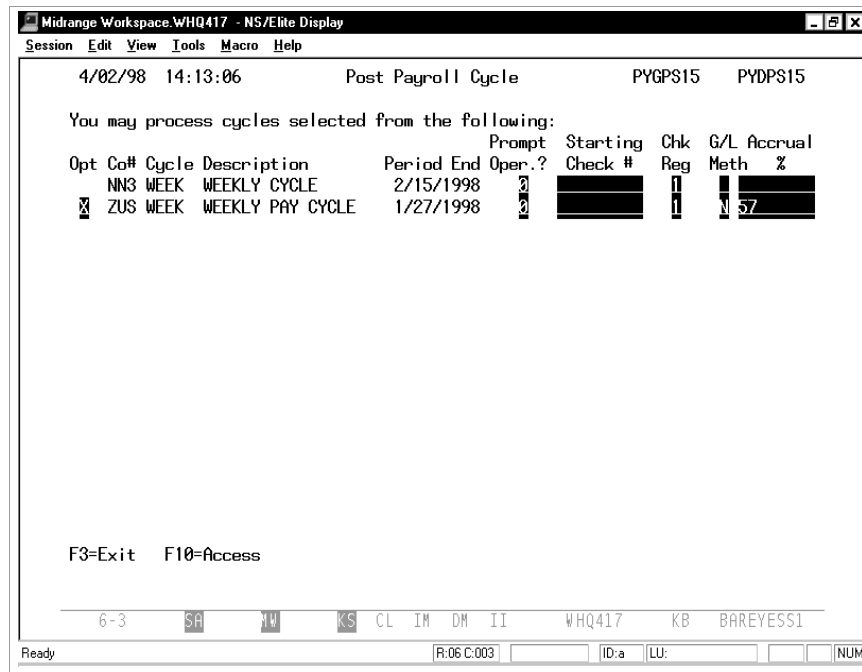


Figure 7-6: Post Payroll Cycles screen (Method N)

To generate entries in accounting months 4 and 5 for the payroll cycle, follow the steps below.

- 1 When you begin the cycle, type **4** in the *Acct. Mo.* field on the Enter Cycle Data screen.
- 2 When you post the cycle, type **N** in the *G/L Meth* field on the Post Payroll Cycle screen.
- 3 Type **57** in the *Accrual %* field on the Post Payroll Cycle screen. To obtain this value, divide the number of days to be accrued to the next accounting month 5 (four) by the number of days paid in the current cycle (seven).

The system creates the following general ledger entries when you close accounting month 4 to G/L:

Accounting Month	Percentage	Comments
April (4)	43	Entries representing the first three days (April 28 - 30)
May (5)	57	Entries representing the last four days (May 1 - 4)

When you close accounting month 4 after you post the cycle, the system produces the following reports:

- Labor Distribution Ledgers
 - A report for accounting period 4 showing the prorated expense amounts for each labor expense account
 - A report for accounting period 5 showing the prorated expense amounts for each labor expense account
- Cash Disbursement Ledgers
 - A report for accounting period 4 showing zero cash expense
 - A report for accounting period 5 showing the total cash expense for the cycle
- Employee Deduction Ledgers
 - A report for accounting period 4 showing the prorated expense amounts for each expense account
 - A report for accounting period 5 showing the prorated expense amounts for each labor expense account
- Employer Liability Ledgers
 - A report for accounting period 4 showing the prorated expense amounts for each labor expense account
 - A report for accounting period 5 showing the prorated expense amounts for each labor expense account

Sample Labor Distribution, Cash Disbursement, Employee Deduction and Employer Liability ledger reports are included on the following pages.

METHOD N - 57% ACCRUAL SPECIFIED ON POST CYCLE DATA SCREEN

LABOR DISTRIBUTION LEDGER FOR ACCOUNTING PERIOD 4 CONTAINING 43% OF ACTUAL AMOUNTS

PYGME020	PYTME020	LABOR DISTRIBUTION CLOSE TO G / L						ACCT. YEAR 1998	Page 1	
6/03/98	18:14:43							ACCT. MONTH 04		
EMPLOYER ZUS SAMPLE US COMPANY							* = AMOUNT POSTED TO G/L			
REPORT DATE 6/03/1998										
CHECKING				INCOME			# OF	# OF	DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	UNITS	HOURS	AMOUNT	AMOUNT

LABOR ACCOUNT	001-101-013-1000-001					CYCLE WEEKX 5/04/1998				
CDA	19456	WEEKX	5/04/1998	HR	1040	TEA,HERB	.00	17.20	206.40	
CDA	19455	WEEKX	5/04/1998	HR	1042	ALABAMA,ALBERT	.00	17.20	7086.40	
CDA	19457	WEEKX	5/04/1998	HR	80108	WISE,PENNEY	.00	17.20	206.40	
LABOR ACCOUNT	001-101-013-1000-001					TOTAL FOR WEEKX 5/04/1998	.00	51.60	7499.20	*
LABOR ACCOUNT	001-101-013-1100-015					CYCLE WEEKX 5/04/1998				
CDA	19457	WEEKX	5/04/1998	OT15	80108	WISE,PENNEY	.00	2.58	46.44	
LABOR ACCOUNT	001-101-013-1100-015					TOTAL FOR WEEKX 5/04/1998	.00	2.58	46.44	*
LABOR ACCOUNT	001-101-013-1100-020					CYCLE WEEKX 5/04/1998				
CDA	19455	WEEKX	5/04/1998	OT20	1042	ALABAMA,ALBERT	.00	1.72	1417.28	
LABOR ACCOUNT	001-101-013-1100-020					TOTAL FOR WEEKX 5/04/1998	.00	1.72	1417.28	*
LABOR ACCOUNT	001-101-013-1111-001					CYCLE WEEKX 5/04/1998				
CDA	19456	WEEKX	5/04/1998	RETRO	1040	TEA,HERB	.00	.00	96.75	
LABOR ACCOUNT	001-101-013-1111-001					TOTAL FOR WEEKX 5/04/1998	.00	.00	96.75	*
LABOR ACCOUNT	001-101-013-1300-001					CYCLE WEEKX 5/04/1998				
CDA	19455	WEEKX	5/04/1998	DIFF	1042	ALABAMA,ALBERT	.00	.00	3.44	
CDA	19455	WEEKX	5/04/1998	DIFF	1042	ALABAMA,ALBERT	.00	.00	.34	
LABOR ACCOUNT	001-101-013-1300-001					TOTAL FOR WEEKX 5/04/1998	.00	.00	3.78	*
ACCRUED PAYROLL ACCOUNT NUMBER:	001-000-000-0000-000						.00	55.90	.00	*
										9063.45
						0 INVALID LABOR DISTRIBUTION ACCOUNTS				

□

LABOR DISTRIBUTION LEDGER FOR ACCOUNTING PERIOD 5 CONTAINING 57% OF ACTUAL AMOUNTS

PYGME020		PYTME02A		LABOR DISTRIBUTION CLOSE TO G/L				ACCT. YEAR 1998	Page 1	
6/03/98		18:14:43						ACCT. MONTH 05		
EMPLOYER ZUS		SAMPLE US COMPANY				* = AMOUNT POSTED TO G/L				
REPORT DATE 6/03/1998						GENERATED BY 04/1998 CLOSE				
ACCT. #	CHECK #	CYCLE	PERIOD-END	INCOME TYPE	EMPLOYEE#	EMPLOYEE NAME	# OF UNITS	# OF HOURS	DEBIT AMOUNT	CREDIT AMOUNT
CDA	19456	WEEKX	5/04/1998	hour	1040	TEA,HERB	.00	22.80	273.60	.00
CDA	19455	WEEKX	5/04/1998	hour	1042	ALABAMA,ALBERT	.00	22.80	9393.60	.00
CDA	19457	WEEKX	5/04/1998	hour	80108	WISE,PENNEY	.00	22.80	273.60	.00
LABOR ACCOUNT 001-101-013-1000-001				TOTAL FOR WEEKX 5/04/1998			.00	68.40	9940.80 *	.00
LABOR ACCOUNT 001-101-013-1100-015				CYCLE WEEKX 5/04/1998						
CDA	19457	WEEKX	5/04/1998	OT15	80108	WISE,PENNEY	.00	3.42	61.56	.00
LABOR ACCOUNT 001-101-013-1100-015				TOTAL FOR WEEKX 5/04/1998			.00	3.42	61.56 *	.00
LABOR ACCOUNT 001-101-013-1100-020				CYCLE WEEKX 5/04/1998						
CDA	19455	WEEKX	5/04/1998	OT20	1042	ALABAMA,ALBERT	.00	2.28	1878.72	.00
LABOR ACCOUNT 001-101-013-1100-020				TOTAL FOR WEEKX 5/04/1998			.00	2.28	1878.72 *	.00
LABOR ACCOUNT 001-101-013-1111-001				CYCLE WEEKX 5/04/1998						
CDA	19456	WEEKX	5/04/1998	RETRO	1040	TEA,HERB	.00	.00	128.25	.00
LABOR ACCOUNT 001-101-013-1111-001				TOTAL FOR WEEKX 5/04/1998			.00	.00	128.25 *	.00
LABOR ACCOUNT 001-101-013-1300-001				CYCLE WEEKX 5/04/1998						
CDA	19455	WEEKX	5/04/1998	DIFF	1042	ALABAMA,ALBERT	.00	.00	4.56	.00
CDA	19455	WEEKX	5/04/1998	DIFF	1042	ALABAMA,ALBERT	.00	.00	.46	.00
LABOR ACCOUNT 001-101-013-1300-001				TOTAL FOR WEEKX 5/04/1998			.00	.00	5.02 *	.00
ACCRUED PAYROLL ACCOUNT NUMBER: 001-000-000-0000-000							.00	74.10	.00 *	12014.35
0 INVALID LABOR DISTRIBUTION ACCOUNTS										

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CASH DISBURSEMENT LEDGER FOR ACCOUNTING PERIOD 4

PYGME021 PYTME021 DISBURSEMENT LEDGER CLOSE TO G/L ACCT. YEAR 1998 Page 1
 6/03/98 18:14:45
 EMPLOYER ZUS SAMPLE US COMPANY ACCT. MONTH 04
 REPORT DATE 6/03/1998 * = AMOUNT POSTED TO G/L
 CHECKING DEBIT CREDIT
 ACCT. # CHECK # CYCLE PERIOD-END EMPLOYEE# EMPLOYEE NAME AMOUNT AMOUNT

CREDIT ACCOUNT 001-111-111-1111-111 CYCLE WEEKX 5/04/1998
 ACCRUED PAYROLL ACCOUNT NUMBER: 001-000-000-0000-000 .00 * .00
 0 INVALID CASH DISBURSEMENT ACCOUNTS

□

CASH DISBURSEMENT LEDGER FOR ACCOUNTING PERIOD 5

PYGME021 PYTME02C DISBURSEMENT LEDGER CLOSE TO G/L ACCT. YEAR 1998 Page 1
 6/03/98 18:14:45
 EMPLOYER ZUS SAMPLE US COMPANY ACCT. MONTH 05
 REPORT DATE 6/03/1998 * = AMOUNT POSTED TO G/L
 CHECKING DEBIT CREDIT
 ACCT. # CHECK # CYCLE PERIOD-END EMPLOYEE# EMPLOYEE NAME AMOUNT AMOUNT

CDA 19456 WEEKX 5/04/1998 1040 TEA,HERB 557.61
 CDA 19455 WEEKX 5/04/1998 1042 ALABAMA,ALBERT 10348.34
 CDA 19457 WEEKX 5/04/1998 80108 WISE,PENNEY 363.20
 CREDIT ACCOUNT 001-111-111-1111-111 TOTAL FOR CYCLE WEEKX 5/04/1998 * 11269.15
 ACCRUED PAYROLL ACCOUNT NUMBER: 001-000-000-0000-000 11269.15 * .00
 0 INVALID CASH DISBURSEMENT ACCOUNTS

□

EMPLOYEE DEDUCTION LEDGER FOR ACCOUNTING PERIOD 4 CONTAINING 43% OF ACTUAL AMOUNTS

PYGMEX23 PYTME022 EMPLOYEE DEDUCTION CLOSE TO G/L ACCT. YEAR 1998 Page 1
 6/03/98 18:14:51 ACCT. MONTH 04
 EMPLOYER ZUS SAMPLE US COMPANY * = AMOUNT POSTED TO G/L
 REPORT DATE 6/03/1998

ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	DEBIT AMOUNT	CREDIT AMOUNT
CHECKING DEDUCTION								

DEDUCTION ACCOUNT	001-101-013-3400-000					CYCLE WEEKX 5/04/1998		
CDA	19456	WEEKX	5/04/1998	UNDUE	1040	TEA,HERB		1.72
DEDUCTION ACCOUNT	001-101-013-3400-000					TOTAL FOR CYCLE WEEKX 5/04/1998	*	1.72
DEDUCTION ACCOUNT	001-101-015-3500-000					CYCLE WEEKX 5/04/1998		
CDA	19455	WEEKX	5/04/1998	*SAL	1042	ALABAMA,ALBERT		264.55
DEDUCTION ACCOUNT	001-101-015-3500-000					TOTAL FOR CYCLE WEEKX 5/04/1998	*	264.55
DEDUCTION ACCOUNT	001-000-000-4000-100					CYCLE WEEKX 5/04/1998		
CDA	19456	WEEKX	5/04/1998	*FWT	1040	TEA,HERB		30.78
CDA	19455	WEEKX	5/04/1998	*FWT	1042	ALABAMA,ALBERT		3118.91
CDA	19457	WEEKX	5/04/1998	*FWT	80108	WISE,PENNEY		32.34
DEDUCTION ACCOUNT	001-000-000-4000-100					TOTAL FOR CYCLE WEEKX 5/04/1998	*	3182.03
DEDUCTION ACCOUNT	001-000-000-4000-300					CYCLE WEEKX 5/04/1998		
CDA	19456	WEEKX	5/04/1998	*FICA	1040	TEA,HERB		18.80
CDA	19455	WEEKX	5/04/1998	*FICA	1042	ALABAMA,ALBERT		527.46
CDA	19457	WEEKX	5/04/1998	*FICA	80108	WISE,PENNEY		15.68
DEDUCTION ACCOUNT	001-000-000-4000-300					TOTAL FOR CYCLE WEEKX 5/04/1998	*	561.94
DEDUCTION ACCOUNT	001-000-000-4000-400					CYCLE WEEKX 5/04/1998		
CDA	19456	WEEKX	5/04/1998	*FMHI	1040	TEA,HERB		4.39
CDA	19455	WEEKX	5/04/1998	*FMHI	1042	ALABAMA,ALBERT		123.36
CDA	19457	WEEKX	5/04/1998	*FMHI	80108	WISE,PENNEY		3.67
DEDUCTION ACCOUNT	001-000-000-4000-400					TOTAL FOR CYCLE WEEKX 5/04/1998	*	131.42
DEDUCTION ACCOUNT	001-101-013-0000-000					CYCLE WEEKX 5/04/1998		
CDA	19456	WEEKX	5/04/1998	*SVT	1040	TEA,HERB		7.69
DEDUCTION ACCOUNT	001-101-013-0000-000					TOTAL FOR CYCLE WEEKX 5/04/1998	*	7.69
DEDUCTION ACCOUNT	001-101-013-3200-001					CYCLE WEEKX 5/04/1998		
CDA	19455	WEEKX	5/04/1998	401KW	1042	ALABAMA,ALBERT		21.50
DEDUCTION ACCOUNT	001-101-013-3200-001					TOTAL FOR CYCLE WEEKX 5/04/1998	*	21.50
DEDUCTION ACCOUNT	001-101-013-3400-000					CYCLE WEEKX 5/04/1998		
CDA	19455	WEEKX	5/04/1998	UNDUE	1042	ALABAMA,ALBERT		1.89
CDA	19457	WEEKX	5/04/1998	UNDUE	80108	WISE,PENNEY		1.98
DEDUCTION ACCOUNT	001-101-013-3400-000					TOTAL FOR CYCLE WEEKX 5/04/1998	*	3.87
DEDUCTION ACCOUNT	001-101-013-4000-000					CYCLE WEEKX 5/04/1998		
CDA	19457	WEEKX	5/04/1998	GRNF1	80108	WISE,PENNEY		43.00

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DEDUCTION ACCOUNT 001-101-013-4000-000	TOTAL FOR CYCLE WEEKX 5/04/1998	*	43.00
ACCRUED PAYROLL ACCOUNT NUMBER: 001-000-000-0000-000		4217.72 *	.00
	0 INVALID DEDUCTION ACCOUNTS		

EMPLOYEE DEDUCTION LEDGER FOR ACCOUNTING PERIOD 5 CONTAINING 57% OF ACTUAL AMOUNTS

PYGMEX23 PYTME02B EMPLOYEE DEDUCTION CLOSE TO G/L ACCT. YEAR 1998 Page 1
 6/03/98 18:14:51 ACCT. MONTH 05
 EMPLOYER ZUS SAMPLE US COMPANY * = AMOUNT POSTED TO G/L
 REPORT DATE 6/03/1998 GENERATED BY 04/1998 CLOSE

CHECKING	DEDUCTION	DEBIT	CREDIT							
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT		
CDA	19456	WEEKX	5/04/1998	UNDUE	1040	TEA,HERB		2.28		
DEDUCTION ACCOUNT 001-101-013-3400-000							TOTAL FOR CYCLE WEEKX	5/04/1998	*	2.28
DEDUCTION ACCOUNT 001-101-015-3500-000							CYCLE WEEKX	5/04/1998		
CDA	19455	WEEKX	5/04/1998	*SAL	1042	ALABAMA,ALBERT		350.68		
DEDUCTION ACCOUNT 001-101-015-3500-000							TOTAL FOR CYCLE WEEKX	5/04/1998	*	350.68
DEDUCTION ACCOUNT 001-000-000-4000-100							CYCLE WEEKX	5/04/1998		
CDA	19456	WEEKX	5/04/1998	*FWT	1040	TEA,HERB		40.79		
CDA	19455	WEEKX	5/04/1998	*FWT	1042	ALABAMA,ALBERT		4134.38		
CDA	19457	WEEKX	5/04/1998	*FWT	80108	WISE,PENNEY		42.87		
DEDUCTION ACCOUNT 001-000-000-4000-100							TOTAL FOR CYCLE WEEKX	5/04/1998	*	4218.04
DEDUCTION ACCOUNT 001-000-000-4000-300							CYCLE WEEKX	5/04/1998		
CDA	19456	WEEKX	5/04/1998	*FICA	1040	TEA,HERB		24.91		
CDA	19455	WEEKX	5/04/1998	*FICA	1042	ALABAMA,ALBERT		699.20		
CDA	19457	WEEKX	5/04/1998	*FICA	80108	WISE,PENNEY		20.78		
DEDUCTION ACCOUNT 001-000-000-4000-300							TOTAL FOR CYCLE WEEKX	5/04/1998	*	744.89
DEDUCTION ACCOUNT 001-000-000-4000-400							CYCLE WEEKX	5/04/1998		
CDA	19456	WEEKX	5/04/1998	*FMHI	1040	TEA,HERB		5.83		
CDA	19455	WEEKX	5/04/1998	*FMHI	1042	ALABAMA,ALBERT		163.52		
CDA	19457	WEEKX	5/04/1998	*FMHI	80108	WISE,PENNEY		4.86		
DEDUCTION ACCOUNT 001-000-000-4000-400							TOTAL FOR CYCLE WEEKX	5/04/1998	*	174.21
DEDUCTION ACCOUNT 001-101-013-0000-000							CYCLE WEEKX	5/04/1998		
CDA	19456	WEEKX	5/04/1998	*SVT	1040	TEA,HERB		10.20		
DEDUCTION ACCOUNT 001-101-013-0000-000							TOTAL FOR CYCLE WEEKX	5/04/1998	*	10.20
DEDUCTION ACCOUNT 001-101-013-3200-001							CYCLE WEEKX	5/04/1998		
CDA	19455	WEEKX	5/04/1998	401KW	1042	ALABAMA,ALBERT		28.50		
DEDUCTION ACCOUNT 001-101-013-3200-001							TOTAL FOR CYCLE WEEKX	5/04/1998	*	28.50
DEDUCTION ACCOUNT 001-101-013-3400-000							CYCLE WEEKX	5/04/1998		
CDA	19455	WEEKX	5/04/1998	UNDUE	1042	ALABAMA,ALBERT		2.51		
CDA	19457	WEEKX	5/04/1998	UNDUE	80108	WISE,PENNEY		2.62		
DEDUCTION ACCOUNT 001-101-013-3400-000							TOTAL FOR CYCLE WEEKX	5/04/1998	*	5.13
DEDUCTION ACCOUNT 001-101-013-4000-000							CYCLE WEEKX	5/04/1998		
CDA	19457	WEEKX	5/04/1998	GRNF1	80108	WISE,PENNEY		57.00		
DEDUCTION ACCOUNT 001-101-013-4000-000							TOTAL FOR CYCLE WEEKX	5/04/1998	*	57.00
ACCRUED PAYROLL ACCOUNT NUMBER: 001-000-000-0000-000								5590.93	*	.00

0 INVALID DEDUCTION ACCOUNTS

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EMPLOYER LIABILITY LEDGER FOR ACCOUNTING PERIOD 4 CONTAINING 43% OF ACTUAL AMOUNTS

PYGMEX24	PYTME023	EMPLOYER LIABILITY CLOSE TO G/L					ACCT. YEAR 1998	Page 1
6/03/98	18:14:52						ACCT. MONTH 04	
EMPLOYER ZUS SAMPLE US COMPANY						* = AMOUNT POSTED TO G/L		
REPORT DATE 6/03/1998								
CHECKING	DEDUCTION					DEBIT	CREDIT	
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

DEBIT ACCOUNT	001-101-013-3600-000					CYCLE WEEKX	5/04/1998	
CREDIT ACCOUNT	001-201-013-3600-000					CYCLE WEEKX	5/04/1998	
CDA	19455	WEEKX	5/04/1998	*UAL	1042	ALABAMA,ALBERT	31.82D	31.82C
* DEBIT ACCOUNT	001-101-013-3600-000					TOTAL FOR CYCLE WEEKX	5/04/1998	31.82 *
* CREDIT ACCOUNT	001-201-013-3600-000							.00 *
DEBIT ACCOUNT	001-101-013-1700-200					CYCLE WEEKX	5/04/1998	
CREDIT ACCOUNT	001-000-000-4000-200					CYCLE WEEKX	5/04/1998	
CDA	19456	WEEKX	5/04/1998	*FUTA	1040	TEA,HERB	2.43D	2.43C
CDA	19455	WEEKX	5/04/1998	*FUTA	1042	ALABAMA,ALBERT	22.02D	22.02C
CDA	19457	WEEKX	5/04/1998	*FUTA	80108	WISE,PENNEY	2.02D	2.02C
* DEBIT ACCOUNT	001-101-013-1700-200					TOTAL FOR CYCLE WEEKX	5/04/1998	26.47 *
* CREDIT ACCOUNT	001-000-000-4000-200							.00 *
DEBIT ACCOUNT	001-101-013-1700-300					CYCLE WEEKX	5/04/1998	
CREDIT ACCOUNT	001-000-000-4000-300					CYCLE WEEKX	5/04/1998	
CDA	19456	WEEKX	5/04/1998	*FICA	1040	TEA,HERB	18.80D	18.80C
CDA	19455	WEEKX	5/04/1998	*FICA	1042	ALABAMA,ALBERT	527.46D	527.46C
CDA	19457	WEEKX	5/04/1998	*FICA	80108	WISE,PENNEY	15.68D	15.68C
* DEBIT ACCOUNT	001-101-013-1700-300					TOTAL FOR CYCLE WEEKX	5/04/1998	561.94 *
* CREDIT ACCOUNT	001-000-000-4000-300							.00 *
DEBIT ACCOUNT	001-101-013-1700-400					CYCLE WEEKX	5/04/1998	
CREDIT ACCOUNT	001-000-000-4000-400					CYCLE WEEKX	5/04/1998	
CDA	19456	WEEKX	5/04/1998	*FMHI	1040	TEA,HERB	4.39D	4.39C
CDA	19455	WEEKX	5/04/1998	*FMHI	1042	ALABAMA,ALBERT	123.36D	123.36C
CDA	19457	WEEKX	5/04/1998	*FMHI	80108	WISE,PENNEY	3.67D	3.67C
* DEBIT ACCOUNT	001-101-013-1700-400					TOTAL FOR CYCLE WEEKX	5/04/1998	131.42 *
* CREDIT ACCOUNT	001-000-000-4000-400							.00 *
DEBIT ACCOUNT	001-101-013-1715-101					CYCLE WEEKX	5/04/1998	
CREDIT ACCOUNT	001-000-000-4150-101					CYCLE WEEKX	5/04/1998	
CDA	19456	WEEKX	5/04/1998	*UVT	1040	TEA,HERB	4.24D	4.24C
* DEBIT ACCOUNT	001-101-013-1715-101					TOTAL FOR CYCLE WEEKX	5/04/1998	4.24 *
* CREDIT ACCOUNT	001-000-000-4150-101							.00 *
DEBIT ACCOUNT	001-101-013-1715-103					CYCLE WEEKX	5/04/1998	
CREDIT ACCOUNT	001-000-000-4150-103					CYCLE WEEKX	5/04/1998	
CDA	19457	WEEKX	5/04/1998	*UFL	80108	WISE,PENNEY	2.15D	2.15C

* DEBIT ACCOUNT 001-101-013-1715-103	TOTAL FOR CYCLE WEEKX 5/04/1998	2.15 *	.00
* CREDIT ACCOUNT 001-000-000-4150-103		.00 *	2.15
	0 INVALID EXPENSE LIABILITY ACCOUNTS		
TOTAL EXPENSE LIABILITIES	DEBIT ACCOUNTS	758.04	.00
	CREDIT ACCOUNTS	.00	758.04

□

EMPLOYER LIABILITY LEDGER FOR ACCOUNTING PERIOD 5 CONTAINING 57% OF ACTUAL AMOUNTS

PYGMEX24	PYTME02D	EMPLOYER LIABILITY CLOSE TO G / L					ACCT. YEAR 1998	Page 1
6/03/98	18:14:52						ACCT. MONTH 05	
EMPLOYER ZUS SAMPLE US COMPANY							* = AMOUNT POSTED TO G/L	
REPORT DATE 6/03/1998							GENERATED BY 04/1998 CLOSE	
CHECKING		DEDUCTION					DEBIT	CREDIT
ACCT. #	CHECK #	CYCLE	PERIOD-END	TYPE	EMPLOYEE#	EMPLOYEE NAME	AMOUNT	AMOUNT

CDA	19455	WEEKX	5/04/1998	*UAL	1042	ALABAMA,ALBERT	42.18D	42.18C
* DEBIT ACCOUNT 001-101-013-3600-000		TOTAL FOR CYCLE WEEKX 5/04/1998					42.18 *	.00
* CREDIT ACCOUNT 001-201-013-3600-000							.00 *	42.18
DEBIT ACCOUNT 001-101-013-1700-200		CYCLE WEEKX 5/04/1998						
CREDIT ACCOUNT 001-000-000-4000-200		CYCLE WEEKX 5/04/1998						
CDA	19456	WEEKX	5/04/1998	*FUTA	1040	TEA,HERB	3.21D	3.21C
CDA	19455	WEEKX	5/04/1998	*FUTA	1042	ALABAMA,ALBERT	29.18D	29.18C
CDA	19457	WEEKX	5/04/1998	*FUTA	80108	WISE,PENNEY	2.68D	2.68C
* DEBIT ACCOUNT 001-101-013-1700-200		TOTAL FOR CYCLE WEEKX 5/04/1998					35.07 *	.00
* CREDIT ACCOUNT 001-000-000-4000-200							.00 *	35.07
DEBIT ACCOUNT 001-101-013-1700-300		CYCLE WEEKX 5/04/1998						
CREDIT ACCOUNT 001-000-000-4000-300		CYCLE WEEKX 5/04/1998						
CDA	19456	WEEKX	5/04/1998	*FICA	1040	TEA,HERB	24.91D	24.91C
CDA	19455	WEEKX	5/04/1998	*FICA	1042	ALABAMA,ALBERT	699.20D	699.20C
CDA	19457	WEEKX	5/04/1998	*FICA	80108	WISE,PENNEY	20.78D	20.78C
* DEBIT ACCOUNT 001-101-013-1700-300		TOTAL FOR CYCLE WEEKX 5/04/1998					744.89 *	.00
* CREDIT ACCOUNT 001-000-000-4000-300							.00 *	744.89
DEBIT ACCOUNT 001-101-013-1700-400		CYCLE WEEKX 5/04/1998						
CREDIT ACCOUNT 001-000-000-4000-400		CYCLE WEEKX 5/04/1998						
CDA	19456	WEEKX	5/04/1998	*FMHI	1040	TEA,HERB	5.83D	5.83C
CDA	19455	WEEKX	5/04/1998	*FMHI	1042	ALABAMA,ALBERT	163.52D	163.52C
CDA	19457	WEEKX	5/04/1998	*FMHI	80108	WISE,PENNEY	4.86D	4.86C
* DEBIT ACCOUNT 001-101-013-1700-400		TOTAL FOR CYCLE WEEKX 5/04/1998					174.21 *	.00
* CREDIT ACCOUNT 001-000-000-4000-400							.00 *	174.21
DEBIT ACCOUNT 001-101-013-1715-101		CYCLE WEEKX 5/04/1998						
CREDIT ACCOUNT 001-000-000-4150-101		CYCLE WEEKX 5/04/1998						
CDA	19456	WEEKX	5/04/1998	*UVT	1040	TEA,HERB	5.63D	5.63C
* DEBIT ACCOUNT 001-101-013-1715-101		TOTAL FOR CYCLE WEEKX 5/04/1998					5.63 *	.00
* CREDIT ACCOUNT 001-000-000-4150-101							.00 *	5.63
DEBIT ACCOUNT 001-101-013-1715-103		CYCLE WEEKX 5/04/1998						
CREDIT ACCOUNT 001-000-000-4150-103		CYCLE WEEKX 5/04/1998						
CDA	19457	WEEKX	5/04/1998	*UFL	80108	WISE,PENNEY	2.85D	2.85C
* DEBIT ACCOUNT 001-101-013-1715-103		TOTAL FOR CYCLE WEEKX 5/04/1998					2.85 *	.00

* CREDIT ACCOUNT 001-000-000-4150-103

.00 * 2.85

0 INVALID EXPENSE LIABILITY ACCOUNTS

TOTAL EXPENSE LIABILITIES

DEBIT ACCOUNTS

1004.83

.00

CREDIT ACCOUNTS

.00

1004.83

□

Accruing Actual Labor Expenses

Use the *Accrue Actual Labor Expense* function to split actual labor expense entered in one payroll period between two different accounting months. The system creates only labor expense entries in both accounting periods. All employee deduction, employer liability and cash amounts are charged to the later accounting month.

You normally use this method in the first pay period of a calendar month when the first part of the pay period belongs to the previous accounting month and the last part of the pay period belongs to the current accounting month.

You typically use the *Accrue Actual Labor Expense* function when processing pay cycles for hourly employees for whom you enter daily time using the *Update Daily Time Data* function. By using daily time you can precisely allocate labor expense for the first days of the pay period to the prior accounting month and labor expense for the latter days of the pay period to the current accounting month.

You specify the current accounting month when you begin the cycle. You use the *Update Daily Time Data* function to enter hours worked only for the days that belong to the prior accounting period. After you proof and close the time to the cycle, you run the *Accrue Actual Labor Expense* function.

When you run the *Accrue Actual Labor Expense* function, the system multiplies the hours entered by the rate specified on your income controls and generates labor expense account numbers. It then creates labor expense entries in the general ledger interface file (PYPAC) for the accounting month prior to the one specified for the pay cycle and automatically creates reversing labor expense entries for the current accounting month.

You then enter daily time for the balance of the pay period and process it as usual. When you close the current pay period to general ledger, the system charges the entire pay period amount to the current cycle; however, the reversing entries offset the labor expense already charged to the previous accounting month.

In the following example, you process a weekly payroll period that ends May 4 and spans accounting months 4 and 5.

April/May						
	1	2	3	4	5	6
7	8	9	10	11	12	13

April/May

14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Your goal is to charge labor expense for April 28, 29 and 30 to accounting period 4 and labor expense for May 1 through 4 to accounting period 5.

To generate labor expense entries in accounting months 4 and 5 for the payroll cycle, follow the steps below.

- 1 Use the *Update Daily Time Data* function to enter daily time for April 28, 29 and 30, the days that belong to the previous accounting month.
- 2 Run the *Prove Daily Time Data* function to check your entries.
- 3 Begin the cycle and type **5** in the *Acct. Mo.* field on the Enter Cycle Data screen.
- 4 Run the *Close Daily Time to Cycle* function to transfer the daily time records to the cycle.
- 5 Run the *Enter Timesheet Data* and *Prove Timesheet Data* functions to process the time entries.
- 6 Run the *Accrue Actual Labor Expense* function in trial mode and check the results.
- 7 Run the *Accrue Actual Labor Expense* function in final mode. The system generates labor expense for accounting month 4 and creates reversal entries for accounting month 5.

Caution: Execute the *Accrue Actual Labor Expense* function in final mode only once per pay cycle. The system updates the general ledger interface file (PYPAC) each time you run this function in final mode.

- 8 Repeat steps 1, 2, 4 and 5 for the remaining days in the pay period. Skip steps 3, 6 and 7.
- 9 Run the *Release Timesheet Data* function and print the Payroll Trial Register. It includes all incomes entered for the cycle.
- 10 When you post the cycle, leave the *G/L Meth* and *Accrual %* fields blank.

- 11 Run the *Close to General Ledger* function for month 5 to create entries in the general ledger interface file (PYPAC).

The system creates entries for all of the labor expense from the cycle; however, entries for the days charged to the previous accounting month are offset by the reversals created in step 7. All of the entries for cash, employee deductions and employer liability for the cycle are charged to the current accounting month.

The system creates the following entries when you run the *Accrue Actual Labor Expense* option.

Accounting Month	Comments
April (4)	Labor expense entries for the first three days of the pay period (April 28 - 30)
May (5)	Reversals of labor expense entries for the first three days (April 28 - 30)

When you close accounting month 5 to general ledger, the system creates the following entries for labor expense.

Accounting Month	Comments
May (5)	All labor expense for the cycle (April 28 through May 4) is posted to accounting month 5

When you run the *Accrual Actual Labor Expense* option, the system generates the Labor Expense Accrual report showing the entries for the previous and current accounting months. A sample report is provided later in this section.

When you close accounting month 5, the system produces the following reports:

- A Labor Distribution Ledger for accounting period 5 showing the total expense amounts for each labor expense account
- A Cash Disbursement Ledger for accounting period 5
- An Employee Deduction Ledger for accounting period 5
- An Employer Liability Ledger for accounting period 5

Processing a Trial Run

Follow the steps below to run the *Accrue Actual Labor Expense* function in trial mode. The system generates a report only when you process a trial run. It does not update the general ledger interface file (PYPAC).

After you review the Actual Labor Expense Accrual report and make any necessary corrections to labor expense account numbers or cycle time entry data, you can rerun the *Accrual Actual labor Expense* function to verify your results. You can process a trial run as many times as necessary to obtain the correct results.

- 1 From the Infinium PY main menu select *Cycle Operations*.
- 2 Select *Cycle Functions*.
- 3 Select *Accrue Actual Labor Expense*. [ALE]. The system displays the screen shown in Figure 7-7.

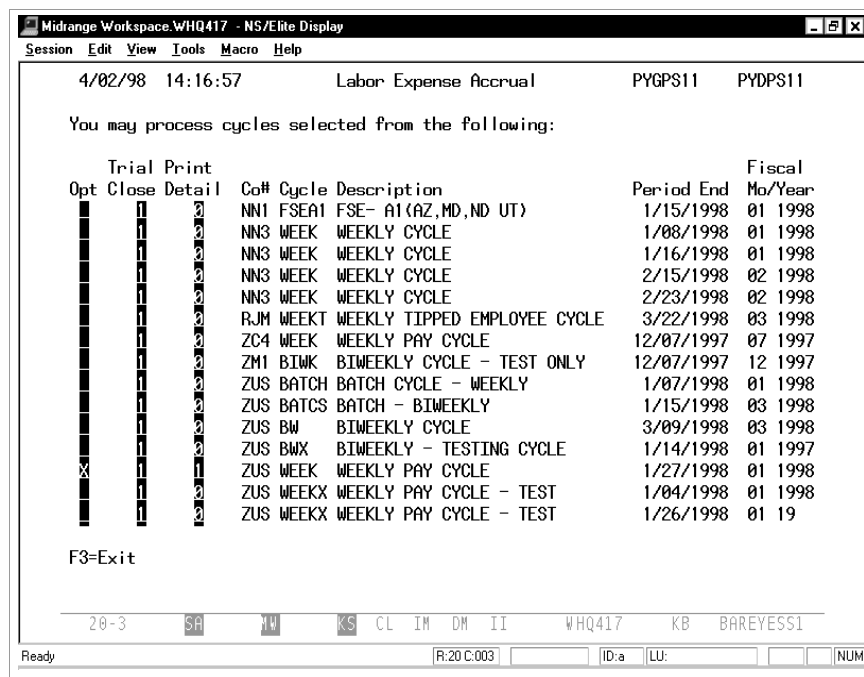


Figure 7-7: Labor Expense Accrual screen

- 4 Use the following information to complete the fields on this screen:

Opt

Type any character adjacent to the pay cycle for which you want to accrue labor expense to the prior accounting period.

Trial Close

Indicate whether you are processing a trial run or a final run.

Valid values are:

- 0** Process a final run. Generate a report and update the general ledger interface file with labor expense accrual data for the selected pay cycle.
- 1** Process a trial run. Generate a report only.
- 5** Press Enter. The system presents a confirmation screen.
- 6** Press Enter to process your trial run.

Review the Actual Labor Expense Accrual report and make any necessary corrections to general ledger account numbers or time entry data.

When you obtain the correct results, run the *Accrual Actual Labor Expense* function in final mode.

Processing a Final Run

When you run the *Accrual Actual Labor Expense* function in final mode, the system creates entries in the general ledger interface file for the labor expense entered for the selected cycle.

Follow the steps listed in the “Processing a Trial Run” section to process your final run.

A sample Actual Labor Expense Accrual report is provided on the following page.

5/16/98 14:01:54

EMPLOYER ZUS SAMPLE US COMPANY

CYCLE WEEKX WEEKLY PAY CYCLE

P/E DATE 4/04/1998

***** 04 1998 ***** ***** 05 1998 *****

G/L ACCOUNT	EMPLOYEE	UNITS	HOURS	DEBIT	CREDIT	UNITS	HOURS	DEBIT	CREDIT
	NUMBER								

001-102-111-1000-001	80290		24.00	24000.00			24.00-		24000.00
001-102-111-1100-020	80290		3.00	6000.00			3.00-		6000.00
001-201-201-1000-001	80005		24.00	278.40			24.00-		278.40
001-201-201-1100-020	80005		4.00	92.80			4.00-		92.80
001-301-402-1000-001	1043		24.00	264.60			24.00-		264.60
001-000-000-0000-000	ACCRUED PAYROLL		79.00	.00	30635.80		79.00-	30635.80	.00

***** E N D O F R E P O R T *****

Purging General Ledger Data

You can use the following options to purge data from the Infinium PY general ledger interface file (PYPAC) and the labor distribution file (PYPLB):

- *Purge General Ledger Transaction*
- *Purge Labor Distribution History*

When you use the *Purge General Ledger Transaction* option, the system removes all entries in the general ledger interface file, including labor expense, cash, employee deductions and employer liabilities, for a specified accounting month and year along with all previous accounting months. The system then reorganizes the interface file to compact your data and conserve system space.

When you use the *Purge Labor Distribution History* option, the system removes all entries from the labor distribution file for the specified accounting month and year along with all previous accounting months. The system then reorganizes the labor distribution file to compact your data and conserve system space.

Caution: You should make a backup tape of the data in the general ledger interface file and labor distribution file before you purge it. You can restore information from the backup tape if it is needed in the future.

If you transfer data from the Infinium PY general ledger interface file (PYPAC) to Infinium General Ledger, you do not normally need to manually purge data from the general ledger interface file. Refer to the following section for details. If you transfer the data to a non-Infinium General Ledger system using a custom interface, you should check with the technical member of your team to determine whether you should purge the transferred transactions.

You do not normally need to purge data from the labor distribution file. However, you can use the *Purge Labor Distribution History* option to reduce the size of the file by removing older entries.

Transferring Data to Infinium General Ledger

You use the *Load Input Batch from PY2000* option in Infinium General Ledger to transfer data from the Infinium PY general ledger interface file (PYPAC) to Infinium GL. When you type 1 in the *Purge records after load*

field on the Load Input Batch from PY2000 screen, the system automatically purges entries in the interface file that were successfully transferred the previous time you used the *Load Input Batch from PY2000* option.

If you purge records using the *Load Input Batch from PY2000* option, you do not need to run the *Purge General Ledger Transaction* function. However, because the Infinium GL option only deletes records but does not reorganize the general ledger interface file, you should use the *Reorganize PY/400 Files* function on a regular basis to compact the interface file and save space on your system.

Purging General Ledger Transactions

You use the *Purge General Ledger Transaction* function to remove records from the Infinium PY general ledger interface file (PYPAC) for a specified accounting month and for all accounting months that precede the specified month. The system creates entries in this file when you run the *Close to General Ledger* function.

You can generate a report of the data you purged for future reference. The report lists the purged transactions by employer, accounting month and year and account number.

WARNING! Because this function reorganizes the general ledger interface file after it purges the specified transactions, Infinium PY users should not be running the *Close to General Ledger* function when you are executing the *Purge General Ledger Transaction* option.

It is preferable to run this function after normal work hours to avoid causing potentially slow system response time while the purge and reorganize processing is running.

Follow these steps to purge transactions from the general ledger interface file:

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Payroll Purge Functions*.
 - 3 Select *Accounting Data*.
 - 4 Select *Purge General Ledger Transaction* [PGLT]. The system displays the screen shown in Figure 7-8.
-

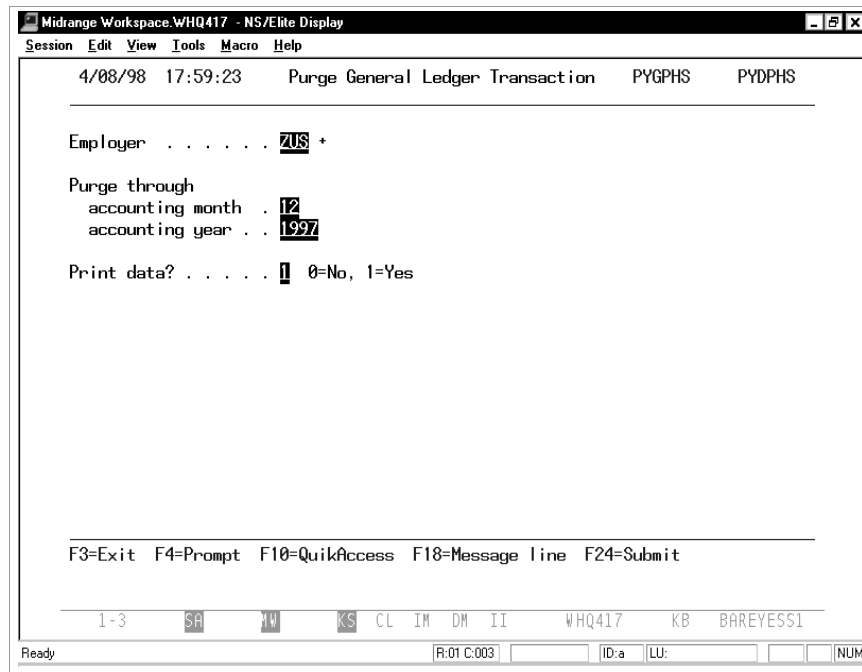


Figure 7-8: Purge General Ledger Transaction screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer or leave this field blank to purge general ledger transactions for all employers in your database.

Purge through accounting month

Specify the latest accounting month for which you are purging general ledger transactions. The system purges transactions for the month and year you specify and for all accounting months that precede the specified month.

For example, if you type **12** in this field and **1997** in the *Purge through accounting year* field, the system removes entries from the general ledger interface file for all accounting months up to and including accounting month 12 of accounting year 1997.

Purge through accounting year

Specify the latest accounting year for which you are purging general ledger transactions. The system purges transactions for the month and year you specify and for all accounting months that precede the specified month.

Print data?

Indicate whether you want to generate a report listing all of the purged transactions.

Valid values are:

- 0** Purge data but do not generate a report listing the purged transactions.
 - 1** Purge data and generate a report listing the purged transactions.
- 6** Press F24. The system purges the specified transactions and generates an audit report if selected.

Purging Labor Distribution Transactions

You use the *Purge Labor Distribution History* function to remove records from the Infinium PY labor distribution file (PYPLB) for a specified accounting month and for all accounting months that precede the specified month.

The system creates entries in this file for designated incomes when you run the *Close to General Ledger* function. You type **1** in the *Distribute Labor* field on the income controls of incomes you want to include in this file.

You can generate a report of the data you purged for future reference. The report lists the purged transactions by employer, accounting month and year and account number.

WARNING! Because this function reorganizes the labor distribution file after it purges the specified transactions, Infinium PY users should not be running programs that access the labor distribution file, such as the *Close to General Ledger* function, when you are executing the *Purge General Ledger Transaction* option.

It is preferable to run this function after normal work hours to avoid causing potentially slow system response time while the purge and reorganize processing is running.

Follow these steps to purge transactions from the labor distribution file:

- 1** From the Infinium PY main menu select *System Operations*.
 - 2** Select *Payroll Purge Functions*.
-

- 3 Select *Accounting Data*.
- 4 Select *Purge Labor Distribution History* [PLDH]. The system displays the screen shown in Figure 7-9.

```

Midrange Workspace.WHQ417 - NS/Elite Display
Session Edit View Tools Macro Help
4/08/98 18:00:29 Purge Labor Distribution History PYGPHS PYDPHS
-----
Employer . . . . . ZUS +
Through acctg. year . 1997
Print data? . . . . . 1 0=No, 1=Yes

-----
F3=Exit F4=Prompt F10=QuikAccess F18=Message line F24=Submit

-----
1-3 SA IW KS CL IM DM II WHQ417 KB BAREYESS1
Ready R:01 C:003 ID:a LU: NUM

```

Figure 7-9: Purge Labor Distribution History screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer or leave this field blank to purge labor distribution data for all employers in your database.

Through acctg. year

Specify the latest accounting year for which you are purging labor distribution data. The system purges entries for the fiscal year you specify and for all fiscal years that precede the specified year.

For example, if you type **1997** in this field, the system removes entries from the labor distribution file for all accounting months and years up to and including accounting month 12 of accounting year 1997.

Print data?

Indicate whether you want to generate a report listing all of the purged data.

Valid values are:

- 0** Purge data but do not generate a report listing the purged information.
 - 1** Purge data and generate a report listing the purged information.
- 6** Press F24. The system purges the specified data and generates an audit report if selected.
-

Notes

This chapter explains how to close statistical information to the general ledger. Statistical information refers to headcount data associated with positions, jobs or levels in Infinium HR/PY.

The following functions are discussed in this part:

- *Trial Close Statistical Accounts*
- *Close Statistical Accounts*

The chapter consists of the following topics:

Topic	Page
Overview of Statistical Accounts	8-2
Setting up Statistical Accounts	8-4
Closing Statistical Accounts to General Ledger	8-9

Overview of Statistical Accounts

You can transfer headcount information from Infinium PY to Infinium GL using statistical general ledger accounts. You can assign statistical accounts to positions, jobs, or level controls using the *Statistical Acct* field on each of the controls listed below.

To assign a statistical account to this type of control:	Use this menu option:
Position control	<i>Update Position Data</i> in Infinium HR
Job control	<i>Update Job Controls</i> in Infinium PY
Level control	<i>Update Level Controls</i> in Infinium PY

You use statistical accounts to determine the total number of employees assigned to a specific position, job, or level at the time you run the *Close Statistical Accounts* function. Infinium PY transfers the statistical account information to the general ledger interface file (PYPAC) when you run the *Close Statistical Accounts* function.

If you use Infinium General Ledger, you can use the *Load input batch from PY2000* function in Infinium GL to transfer the data to Infinium General Ledger.

If you use a general ledger system other than Infinium GL, you can develop a custom program to transfer data from the general ledger interface file in Infinium PY to your general ledger system.

Using Infinium Payroll with Infor ERP_{LX} General Ledger

If you use the Infor ERP_{LX} general ledger interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger” chapter in the *Infinium PY Guide to Management Functions*. When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX} configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

Objectives

At the conclusion of this chapter, you should be familiar with:

- How Infinium PY builds statistical account numbers
 - How to close statistical data to the general ledger
-

Setting up Statistical Accounts

Before you can transfer headcount data to Infinium GL, you must perform the following steps:

- Set up statistical account numbers in the Infinium PY chart of accounts
- Assign statistical account numbers to positions, jobs and/or levels

Updating the Chart of Accounts

Before you run the *Close Statistical Data* function, you must define each statistical account number in the Infinium PY chart of accounts. You type **S** (statistical) or **B** (both statistical and monetary) in the *Account Type* field on the Update Chart of Accounts screen to define statistical accounts.

To verify your account number setup, press F4 on any account number field in Infinium HR or Infinium PY. Check the value in the **T** column on the right side of the Chart of Accounts screen to confirm the account type assigned to each general ledger number.

Refer to the *Infinium PY Guide to Controls* for information on setting up the chart of accounts in Infinium PY.

After you set up statistical accounts in the Infinium PY chart of accounts, you assign them to positions, jobs and/or level controls. You cannot mask statistical accounts on position, job or level controls.

Assigning Statistical Accounts to Positions

You must access Infinium HR to assign statistical accounts to positions. Follow these steps to assign statistical accounts to position controls:

- 1 From the Infinium HR main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Position Data [UO]*.
-

- 4 Complete the *Employer* and *Position Code* fields and press Enter. The system displays the Update Organization screen.
- 5 Use the following information to fill in the *Statistical Acct* field on this screen. Refer to the *Infinium HR Guide to Controls* for complete information on setting up positions.

Statistical Acct

Enter the statistical general ledger account number for this position. The system uses this number during the *Close Statistical Accounts* function on Infinium PY to count the number of assigned employees and pass the headcount information to your general ledger system.

You can enter only a statistical account number in this field and you cannot enter a number whose account type is blank.

You must enter a complete number in this field.

- 6 Press Enter to save your information.
- 7 Repeat steps 4 and 5 to assign statistical account numbers to other positions or press F3 to return to the Infinium HR main menu.

Assigning Statistical Accounts to Jobs

Follow these steps to assign statistical accounts to job controls:

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Job Controls* [UJB].
 - 4 Complete the *Employer* and *Job Code* fields and press Enter. The system displays the screen shown in Figure 8-1.
-

```

11/06/02 10:40:47          Update Job Controls          PYGMJB  PYDMJB

Employer . . . : ZUS SAMPLE US COMPANY
Position . . . :
Job Code . . . : 200

Description . . . ACCOUNTANT
EEO Category . . 2A +
Pay Type . . . . S          Security Group . . . . +
Base Rate Min.? . (0=No 1=Yes)
Start Date . . . .
End Date . . . .
Pay Basis . . . .
Pay Rate . . . .
Pay Factor . . . .
Tips Code . . . .
Pay Matrix . . . . +
Tip Comp/TRDA ? . 0 (0,1,2)
Matrix Column . . +
Create T/C *TIPS? 0 (0=No, 1=Yes)
Matrix Row . . . . +
Tip Comp Occup. .
Use Alt Min Wage.

Labor Exp. Acct. 001-***-***-****-*** +
EE Liab Mask Acct 001-***-***-****-*** +
ER Liab Mask Acct 001-***-***-****-*** +
Statistical Acct.

F3=Exit  F4=Prompt  F10=Access  F22=Delete

```

Figure 8-1: Update Job Controls screen

- 5 Use the following information to fill in the *Statistical Acct* field on this screen. Refer to the *Infinium HR Guide to Controls* and the *Infinium PY Guide to Processing* for complete information on setting up jobs.

Statistical Acct

Enter the statistical general ledger account number for this job. The system uses this number during the *Close Statistical Accounts* function on Infinium PY to count the number of assigned employees and pass the headcount information to your general ledger system.

You can enter only a statistical account number in this field and you cannot enter a number whose account type is blank.

You must enter a complete number in this field.

- 6 Press Enter to save your information.
- 7 Repeat steps 4 and 5 to assign statistical account numbers to other jobs or press F3 to return to the Infinium HR main menu.

Assigning Statistical Accounts to Levels

To track headcount by level, you must assign a statistical account to the lowest level assigned to employees. For example, if you assign employees in your accounting department to levels 1, 2, and 3, type the statistical account number on the level 3 control.

Follow these steps to assign statistical accounts to level controls:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Level Controls [ULV]*.
- 4 Complete the *Employer* field and press Enter. The system displays the second Update Level Controls prompt screen.
- 5 Complete one or more of the level fields and press Enter. The system displays the screen shown in Figure 8-2.

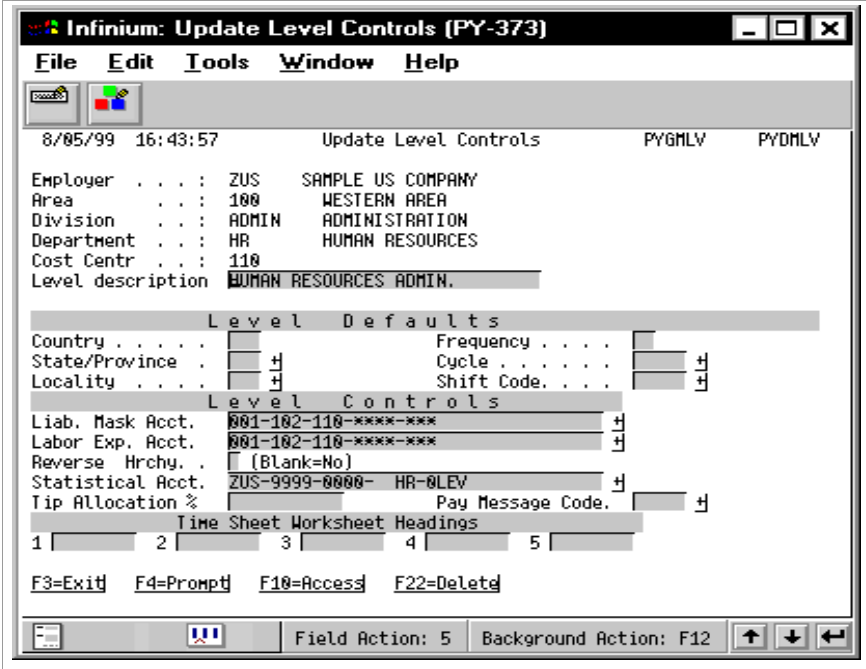


Figure 8-2: Update Level Controls screen

- 6 Use the following information to fill in the *Statistical Acct* field on this screen. Refer to the *Infinium HR Guide to Controls* and the *Infinium PY Guide to Controls* for complete information on setting up levels.

Statistical Acct

Enter the statistical general ledger account number for this level. The system uses this number during the *Close Statistical Accounts* function on Infinium PY to count the number of assigned employees and pass the headcount information to your general ledger system.

You can enter only a statistical account number in this field and you cannot enter a number whose account type is blank.

You must enter a complete number in this field.

- 7 Press Enter to save your information.
 - 8 Repeat steps 6 and 7 to assign statistical account numbers to other levels or press F3 to return to the Infinium PY main menu.
-

Closing Statistical Accounts to General Ledger

You can run the *Close Statistical Accounts* function after each pay cycle, at the end of each accounting period, or on any other frequency that is compatible with the needs of your general ledger system users.

When you run the *Close Statistical Accounts* function, the system counts the number of employees currently assigned to positions, jobs or levels associated with statistical account numbers. It checks employee Basic Data records to determine the position, job and/or level to which each employee is assigned. The system does not use payroll cycle history to determine headcount information.

You can elect to generate headcount data for the general ledger using positions, jobs and/or levels.

Processing a Trial Run

The *Trial Close Statistical Accounts* function simulates the *Close Statistical Accounts* function; however, it does not create entries in the general ledger interface file. You can use the reports generated by the trial run to verify that you have assigned valid statistical accounts to positions, jobs and levels.

Follow the steps below to perform a trial run.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
 - 2 Select *Monthly Functions*.
 - 3 Select *Trial Close Statistical Accounts* [TCSA]. The system displays the screen shown in Figure 8-3.
-

Midrange Workspace.WHQ417 - NS/Elite Display

Session Edit View Tools Macro Help

4/02/98 15:13:36 Trial Close Statistical Accounts PRGJC50 PRDJC50

Employer ZUS +

Accounting Year . 1998

Accounting Month. 3

Incl. Levels? . . 1 (0=No 1=Yes) Rpt Levels Detail 1 (0=No 1=Yes)

Incl. Positions?. 1 (0=No 1=Yes) Rpt Posit. Detail 1 (0=No 1=Yes)

Incl. Jobs? . . . 1 (0=No 1=Yes) Rpt Jobs Detail . 1 (0=No 1=Yes)

F3=Exit F4=Prompt F10=Access

25-80 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:25 C:080 ID:a LU: NUM

Figure 8-3: Trial Close Statistical Accounts screen

4 Use the following information to complete the fields on this screen:

Employer

Type the code that represents the employer for which you are closing statistical data.

Accounting Year

Type the current accounting fiscal year.

Accounting Month

Type the current accounting month.

Incl. Levels?

Incl. Positions?

Incl. Jobs?

Indicate whether the system should generate statistical accounts based on one or more of the following:

- Position controls
- Job controls
- Level controls

Type **1** in these fields to include statistical accounts associated with levels, positions or jobs or type **0** to exclude accounts associated with levels, positions or jobs.

Rpt Levels Detail

Rpt Posit. Detail

Rpt Jobs Detail

Indicate whether the system should generate detail or summary reports for position, job or level statistical accounts.

Valid values are:

- 0** Generate summary reports showing total headcount for each statistical account.
- 1** Generate detail reports showing the names of employees assigned to the positions, jobs or levels associated with each statistical account.

- 5 Press Enter. The system generates the specified reports.
- 6 Review the reports. If the ledger reports contain warnings or errors, you can make the necessary corrections to your positions, jobs or levels and run the *Trial Close Statistical Accounts* function again.
- 7 When you are satisfied with the results of the trial close, run the *Close Statistical Accounts* function. Refer to the following section for details.

Closing Statistical Accounts

Use the *Close Statistical Accounts* function to transfer statistical accounts data to the general ledger interface file (PYPAC). Do not perform this function until you have successfully completed the *Trial Close Statistical Accounts* function.

Follow the steps below to close statistical information to general ledger.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
 - 2 Select *Monthly Functions*.
 - 3 Select *Close Statistical Accounts*. [CSA]. The system displays the screen shown in Figure 8-4.
-

Midrange Workspace.WHQ417 - NS/Elite Display

Session Edit View Tools Macro Help

4/02/98 15:14:49 Close Statistical Accounts PRGJC50 PRDJC50

Employer ZUS +

Accounting Year . 1998

Accounting Month. 3

Incl. Levels? . . 1 (0=No 1=Yes) Rpt Levels Detail 1 (0=No 1=Yes)

Incl. Positions?. 1 (0=No 1=Yes) Rpt Posit. Detail 1 (0=No 1=Yes)

Incl. Jobs? . . . 1 (0=No 1=Yes) Rpt Jobs Detail . 1 (0=No 1=Yes)

F3=Exit F4=Prompt F10=Access

10-60 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:10 C:060 ID:a LU: NUM

Figure 8-4: Close Statistical Accounts screen

- 4 Refer to the information in the “Processing a Trial Run” section for details about the fields on this screen.
- 5 Press Enter. The system generates the specified reports and creates entries in the general ledger interface file.

Statistical Close Report Examples

The following section lists the sources of information for the reports generated when you run the *Trial Close Statistical Accounts* and *Close Statistical Accounts* functions.

Close Statistical Accounts (Levels) Report

The following table shows where the information in the Close Statistical Accounts - Levels report originates. The table lists the file name and file description associated with each column heading on the report.

A sample Close Statistical Accounts (Levels) report is shown on the following page.

Close Statistical Accounts (Levels)

Column Name	File Name	File Description
Level 1 - 4	PRPLV	Level Controls
GL Account Number	PRPLV	Level Controls
Employees	CALC	Calculated Field

```

PRGSAM      PRTSAM
3/17/98     11:56:56
EMPLOYER    : ZUS
ACCOUNTING YEAR: 1998
MONTH: 03
REPORT TYPE : DETAIL
Area        Division  Department Cost Centr  GL ACCOUNT NUMBER      EMPLOYEES
-----
80038 GREEN, KELLY
100        ADMIN      HR          110          ZUS-9999-0000- HR-0LEV      1
1051 SNAPP, GINGER
1097 MARVELOUS, MARVIN
3611 ZIV, ZELDA
80044 ROAD, STONY
80182 DUDE, SURFER
80287 ROLL, CINNAMON J
80290 MALLOW, MARCIA
100        ADMIN      HR          111          ZUS-9999-0000- HR-0LEV      7
1098 NICE, NED
1117 FORCE, GAYLE
1118 KAWOKA, KENJI
1119 RABBIT, BUNNY
1252 ALPHA, ANNA A
80103 BEACH, SANDY
80110 TURNER, PAIGE
80116 CLUELESS, CALVIN
80154 GLAMOUR, GRETA
100        ADMIN      HR          112          ZUS-9999-0000- HR-0LEV      9
80039 KAPPA, CRAIG
100        ADMIN      MIS         120          ZUS-9999-0000- MIS-0LEV      1
1142 REDD, RUBY
80037 GAMMA, GODFREY
80041 WONDER, WALLY
80151 CREME, CARMEL
80198 NAIL, RUSTY
100        ADMIN      MIS         121          ZUS-9999-0000- MIS-0LEV      5
80106 BRANCH, OLIVE
80115 CLOTHE, TERRI
100        ADMIN      MIS         122          ZUS-9999-0000- MIS-0LEV      2

```

***** E N D O F R E P O R T *****

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Close Statistical Accounts (Positions) Report

The following table shows where the information on the Close Statistical Accounts-Positions report originates. The table lists the file name and file description associated with each column heading on the report.

A sample Close Statistical Accounts (Positions) report is shown on the following page.

Close Statistical Accounts (Positions)

Column Name	File Name	Field Description
Positions	PEPOG	Positions
GL Account Number	PEPOG	Positions
Employees	CALC	Calculated Field

```

PRGSAM      PRTSAM                C L O S E   S T A T I S T I C A L   A C C O U N T S                PAGE    1
 3/17/98    13:44:30              ( P O S I T I O N S )                SAL
EMPLOYER      : ZUS                SAMPLE US COMPANY
ACCOUNTING YEAR: 1998
      MONTH: 03
REPORT TYPE   : DETAIL
POSITION-----GL ACCOUNT NUMBER-----EMPLOYEES-----
      80009 CARGO, CARRIE D
400140 DRIVER MANAGER                ZUS-9999-0000-0400-0POS                1
      80008 TRUCKER, TOM E
      80155 WAGON, CHUCK
401700 INTERSTATE DRIVER            ZUS-9999-0000-0401-0POS                2
      80215 SLADE, JACK
401900 TRUCK WASHER/CLEANER          ZUS-9999-0000-0401-0POS                1
      80006 DIESEL, DAN E
      80289 DOLL, KEN J
      80280 MOCCIA, ELEANOR J
      80277 MOCCIA, RONALD J
      80285 POTATO, SPUD J
      80043 ROAD, BUMPY
      80273 STEPGRADE, PHIL J
      80279 STEPTOE, HEIDI J
      80278 TOAST, MELBA J
      1043 WEATHER, STORMIE
      80007 WHEELER, WILMA
402700 LOCAL DRIVER                ZUS-9999-0000-0402-0POS                11

```

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Close Statistical Accounts (Jobs) Report

The following table shows where the information on the Close Statistical Accounts - Jobs report originates. The table lists the file name and file description associated with each column heading on the report.

A sample Close Statistical Accounts (Jobs) report is shown on the following page.

Close Statistical Accounts (Jobs)

Column Name	File Name	File Description
Job	PRPJB	Job Controls
GL Account	PRPJB	Job Controls
Employees	CALC	Calculated Field

```

PRGSAM      PRTSAM
3/17/98     13:45:20
EMPLOYER    : ZUS
ACCOUNTING YEAR: 1998
            MONTH: 03
REPORT TYPE : DETAIL
JOB
-----
      1147 MEGABUCKS, MARVIN
100  PRESIDENT
      80166 KLUTZ, IMA
200  ACCOUNTANT
      80113 BLOSSOM, CHERRY
      80048 WINDE, AUGUSTA
      80114 BUDD, ROSE
      1039 LITTER, KITTY
      80036 BETA, BARNEY B
300  LAB TECHNICIAN
      ZUS-9999-0000-0100-0JOB
      ZUS-9999-0000-0200-0JOB
      ZUS-9999-0000-0300-0JOB
      EMPLOYEES
      1
      1
      5
      SAL
      1
      PAGE
      1
      C L O S E   S T A T I S T I C A L   A C C O U N T S
      ( J O B S )
      SAMPLE US COMPANY

```

***** E N D O F R E P O R T *****

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This chapter describes how to create a file of vendor and monetary account information in Infinium PY that you can transfer to a payables ledger or accounts payable system.

The chapter consists of the following topics:

Topic	Page
Overview of Payables Processing	9-2
Setting Up Payables Processing	9-4
Closing to Payables	9-14
Purging Payables Ledger Interface Transactions	9-19

Overview of Payables Processing

You use the payables interface to create entries in a file that can be transferred to your payables ledger or accounts payable system. When you run the *Close to Payables* function, the system creates entries in the payables ledger interface file, PYPPL, in Infinium PY based on your specifications. The entries include the vendor and monetary information for selected deductions.

You can use the payables interface to automate the payment process for wage attachments, union dues, charitable deductions, credit union deductions or any other non-tax deductions that are normally disbursed by accounts payable.

Using Infinium Payroll with Infinium Payables Ledger

If you are using Infinium Payables Ledger, you can use the *Extract garnishments from PY* function in Infinium PL to retrieve garnishment information from the payables ledger interface file. See the *Infinium PL Guide to Processing* for more information.

Using Infinium Payroll with Infor FMS Masterpiece

If you are using Infor FMS Masterpiece, the *Close to Payables* function creates a file of data for your accounts payable system.

When you use the *Close to Payables* function, the system performs the following tasks:

- Identifies the deductions you set up for payables processing
- Retrieves employee deduction history data for the selected deductions from the deduction ledger file, PYPDL, for the specified accounting period and marks the records as processed
- Creates entries in the payables ledger interface file

When interfacing to Infor FMS Masterpiece Accounts Payable, Infinium PY updates the Infor FMS Masterpiece voucher external feed file based on the entries in the payables ledger interface file, PYPPL.

When you use the *Close to Payables* function, the system updates the payables ledger interface file, PYPPL, in Infinium PY.

If you are using an accounts payable system other than Infinium PL or Infor FMS Masterpiece Accounts Payable, you must design and write your own interface program to retrieve information from the payables ledger interface file and transfer it to your payables ledger or accounts payable system.

Purging Transactions

Use the *Purge Payable Ledger Transaction* function to delete data in the payables ledger interface file. You can purge the deduction transactions in the file anytime after you transfer the information to your payables ledger or accounts payable system for further processing.

You can purge transactions for a specific employer or for all employers in your database. You must specify the accounting month and year associated with the transactions you want to purge. The system removes deduction transactions from the payables ledger interface file for the specified period and all preceding periods.

You should coordinate your purge activities with your accounts payable department to ensure that all transactions have been retrieved and processed.

Caution: Infinium Payroll does not validate the data you enter in the information file.

Objectives

At the conclusion of this chapter, you should be familiar with:

- How to set up payables data in Infinium PY
 - How to close to payables
 - How to purge payables data
-

Setting Up Payables Processing

To process deductions by using the payables interface, you must perform the following steps:

- 1 Type **1** in the *Payables related* field on the Update Deduction Controls screen 1 to include the deduction in payables processing.
- 2 Use the *Update Payables Data* function to link employees, deductions and vendors.
- 3 Process payroll cycles as usual.
- 4 Run the *Trial Close to Payables* function.
- 5 Run the *Close to Payables* function.

Updating Deduction Controls

Follow the steps below to designate deductions for payables processing.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Complete the *Employer* and *Deduction* fields.
 - 4 Press Enter. The system displays the screen shown in Figure 9-1.
-

Figure 9-1: Update Deduction Controls screen 1

- 5 Use the following information to complete the *Payables related* field. Refer to the *Infinium PY Guide to Controls* for complete information on setting up deduction controls.

Payables related

The value you type in this field determines whether you can enter information for this deduction in the payables information file and transfer data for it to the payables ledger interface file.

Valid values are:

- 0 Exclude this deduction from payables processing.
- 1 Include this deduction in payables processing.

- 6 Press Enter three times to save your change.
- 7 Repeat steps 3 through 6 to set up other deductions for payables processing, or press F3 to return to the Infinium PY main menu.

Updating Payables Ledger Information for Employees for Infinium PL

You must set up vendor information for each employee deduction that you transfer to the payables ledger interface file. You first must authorize the employee to the deductions that will be transferred to the payables ledger.

Use the information below to create or update payables information for employees.

Follow the steps below to create or update information in the payables interface file.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Payables Data [UPLI]*. The system displays the screen shown in Figure 9-2.

```
7/20/04 11:16:20           Employee Update           PYGEM70  PYDEM10

Employer . . . .  ZUS + SAMPLE US COMPANY
Employee . . . .  80025 + -or- Last Name . . . .  DEBIT      +

F3=Exit  F4=Prompt  F10=Access
```

Figure 9-2: Employee Update prompt screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the code value that identifies the employer.

Employee or Last Name

Type the name or number of the employee for whom you are updating payables data.

- 5 Press Enter. The system displays the screen shown in Figure 9-3.

```
7/20/04 11:24:56          Payables Information          PYGMPI  PYDMPI

Employer . . . : ZUS  SAMPLE US COMPANY
Employee . . . : 80025  DEBIT, DONALD D
Deduction . . . : GRNF1 +

F3=Exit  F4=Prompt  F10=Access
```

Figure 9-3: Payables Information screen 1

- 6 Use the following information to complete the fields on this screen:

Deduction

Type or select the code value that identifies the deduction that you want to include in the payables interface file. You must authorize the employee to the deduction by using the *Update Deduction Data* function before you can enter payables data for the deduction.

- 7 Press Enter. The system displays the screen shown in Figure 9-4.

7/20/04 11:23:55	Payables Information	PYGMPI	PYDMPI
Employer :	ZUS SAMPLE US COMPANY		
Employee :	80025 DEBIT, DONALD D		
Deduction :	GRNF1		
Vendor Number	_____		
Vendor Company	_____		
Vendor Division	_____		
Payables Account Number .	001-***-***-4000-000 _____ +		
Employee Liability Acct.			
Deduction Control Acct. :	001-***-***-4000-000		
F3=Exit F4=Prompt F10=Access F22=Delete			

Figure 9-4: Payables Information screen 2

8 Use the following information to complete the fields on this screen:

Vendor Number

Type the number of the vendor to receive the payment. Obtain this information from your accounts payable department.

Vendor Company

Type the name of a specific company for the vendor if applicable.

Vendor Division

Type a specific division within the vendor company if applicable.

Payables Account Number

Specify the account number used by your accounts payable department for this deduction. You can accept the default value or type a new account number in this field. You must type the complete number because the *Close to Payables* function does not apply the liability mask hierarchy to build account numbers.

The system enters a default value from the *EE Liab Account* field on the employee's deduction authorization record. If that field is blank, the system enters the value from the *Deduction Account* field from the deduction control.

The system displays the employee deduction authorization and deduction control account numbers at the bottom of this screen for reference.

Employee Liability Acct

If you type an account number in the *EE Liab Acct* field on the Update Employee Deduction Codes screen, the system displays that number in this field for reference.

Deduction Control Acct

If you type an account number in the *Deduction Account* field on the Update Deduction Controls screen, the system displays the number in this field for reference.

- 9 Press Enter when you complete the fields on this screen.
- 10 Repeat steps 5 through 9 to set up payables information for other deductions assigned to the employee, or press F3 two times to return to the Infinium PY main menu.

Updating Payables Information for Employees for Infor FMS Masterpiece Accounts Payable

You must set up vendor information for each employee deduction that you transfer to the payables ledger interface file. You first must authorize the employee to the deductions that will be transferred to the payables.

Use the information below to create or update payables information for employees.

Follow the steps below to create or update information in the payables interface file.

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Update Employee Data*.
 - 3 Select *Update Payables Data [UPLI]*. The system displays the screen shown in Figure 9-5.
-

```
7/20/04 11:16:20      Employee Update      PYGEM70  PYDEM10
Employer . . . . ZUS + SAMPLE US COMPANY
Employee . . . . 80025 + -or- Last Name . . . . DEBIT +

F3=Exit  F4=Prompt  F10=Access
```

Figure 9-5: Employee Update prompt screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the code value that identifies the employer.

Employee or Last Name

Type the number or last name of the employee for whom you are updating payables data.

- 5 Press Enter. The system displays the screen shown in Figure 9-6.
-


```
7/20/04 11:24:56          Payables Information          PYGMPI  PYDMPI

Employer . . . : ZUS   SAMPLE US COMPANY
Employee . . . :      80025  DEBIT,DONALD D
Deduction . . . : GRNF1 +

F3=Exit  F4=Prompt  F10=Access
```

Figure 9-6: Payables Information screen 1

- 6 Use the following information to complete the fields on this screen:

Deduction

Specify the code value that identifies the deduction that you want to include in the payables interface file. You must authorize the employee to the deduction by using the *Update Deduction Data* function before you can enter payables data for the deduction.

- 7 Press Enter. The system displays the screen shown in Figure 9-7.

```

8/10/04 09:17:30          Payables Information          PYGMPI  PYDMPI

Employer . . . . : ZUS   SAMPLE US COMPANY
Employee . . . . :      80005  ACCURATE,ALAN N
Deduction . . . . : GRNF1

Organization . . . . . : PGORG1

Vendor Number . . . . . : HANNAH

Payables Account . . . . : PGORG11EASTERN1DEVELOPMNTFEDERALTAXFED_SOCSEC +
Employee Liability Acct : PGORG11EASTERN1DEVELOPMNTFEDERALTAXFED_MEDICR
Deduction Control Acct. : PGORG11EASTERN1DEVELOPMNTMASTATETAXSTATEUNEMP

F3=Exit  F4=Prompt  F10=Access  F22=Delete

```

Figure 9-7: Payables Information screen 2

8 Use the following information to complete the fields on this screen:

Vendor Number

Type the number of the vendor to receive the payment. Obtain this information from your accounts payable department.

Payables Account

Specify the account number used by your accounts payable department for this deduction. You can accept the default value or type a new account number in this field. You must type the complete number because the *Close to Payables* function does not apply the liability mask hierarchy to build account numbers.

The value in the *Employee Liability Acct* field is the default value from the *EE Liab Account* field on the employee's deduction authorization record. If that field is blank, the default value is from the *Deduction Account* field from the deduction control. The system displays the employee deduction authorization and deduction control account numbers at the bottom of this screen for reference.

Employee Liability Acct

If you type an account number in the *EE Liab Acct* field on the Update Employee Deduction Codes screen, the system displays the number in this field for reference.

Deduction Control Acct

If you type an account number in the *Deduction Account* field on the Update Deduction Controls screen, the system displays the number in this field for reference.

- 9 Press Enter when you complete the fields on this screen.
 - 10 Repeat steps 5 through 9 to set up payables information for other deductions assigned to the employee, or press F3 two times to return to the Infinium PY main menu.
-

Closing to Payables

You use the *Close to Payables* function to create a file of data for your accounts payable or purchase ledger system. This file contains the following vendor and employee information:

- Employer code
- Employee number, name and tax identification number
- Payroll cycle code, checking account code, pay period ending date and check date
- Deduction code and amount
- Vendor number, company and division
- Payables ledger account number
- Closing date, fiscal month and fiscal year

When you run the *Close to Payables* function, the system performs the following tasks:

- Identifies the deductions you have set up for payables ledger or accounts payable processing
- Retrieves employee deduction history data for the selected deductions from the deduction ledger file, PYPDL, for the specified accounting period and marks the records as processed
- Creates entries in the payables ledger interface file, PYPPL

You can process a trial run before you run the *Close to Payables* function to verify the information that the system will include in the payables ledger interface file.

Processing a Trial Run

The *Trial Close to Payables* function simulates the *Close to Payables* function; however, it does not create entries in the payables ledger interface file. You can use the trial run to verify that the system selects the correct information for employee deductions. Follow the steps below to run the *Trial Close to Payables* function.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
-

- 2 Select *Monthly Functions*.
- 3 Select *Trial Close to Payables* [TCPL]. The system displays the screen shown in Figure 9-8.

```
8/18/04 13:31:43      Trial Close to Payables      PYGMEPL  PYDMEPL

Employer . . . .  _  +
Accounting Year .  _0
Accounting Month.  _0

Report Date . . .  _0

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 9-8: Trial Close to Payables screen

- 4 Use the following information to complete these fields:

Employer

Type the value that identifies the employer.

Accounting Year

Type the accounting or fiscal year of the employee deduction data that you are closing to payables ledger or accounts payable.

Accounting Month

Type the accounting or fiscal month of the employee deduction data that you are closing to payables ledger or accounts payable.

Report Date

Type the date that you want to print on the report. The system does not select any data based on this date.

- 5 Press Enter to exit the screen. The system generates the trial close to payables report.
- 6 When you are satisfied with the results of the trial close, run the *Close to Payables* function. Refer to the following section for details.

Closing to Payables

You use the *Close to Payables* function to create entries in the Infinium PY payables ledger interface file, PYPPL. In addition to updating the payables interface file, the *Close to Payables* function generates the trial close to payables report.

Follow the steps below to close to payables ledger or accounts payable.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Monthly Functions*.
- 3 Select *Close to Payables* [CPL]. The system displays the screen shown in Figure 9-9.

```
8/12/04 09:00:29          Close to Payables          PYGMEPL  PYDMEPL

Employer . . . .  _ _ +
Accounting Year .  _ _ 0
Accounting Month.  _ 0

Report Date . . .  _ _ _ _ 0

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 9-9: Close to Payables screen

- 4 Use the following information to complete these fields:
-

Employer

Type a code value that identifies the employer.

Accounting Year

Type the accounting or fiscal year of the employee deduction data that you are closing to payables ledger or accounts payable.

Accounting Month

Type the accounting or fiscal month of the employee deduction data that you are closing to payables ledger or accounts payable.

Report Date

Type the date on which you are generating the close to payables report.

- 5 Press Enter to submit the request and exit the screen.

The system generates the close to payables report and creates entries in the payables ledger interface file.

Your accounts payable or payables ledger system users can now import the data into their system for processing.

Close to Payables Report Example

The close to payables report lists employee and vendor information in the payables ledger interface file, PYPPL. The information on this report originates in the employee deduction ledger file, PYPDL, and the employee payables data file, PYPPI.

A sample close to payables report is shown on the following page.

PYGPL020 PYTPL020 C L O S E T O P A Y A B L E S Page 1
 3/17/98 18:28:46
 EMPLOYER : ZUS SAMPLE US COMPANY ACCOUNTING PERIOD : 02
 REPORT DATE : 3/17/1998 CLOSING DATE : 3/17/1998 ACCOUNTING YEAR : 1998

EMP NO.	EMPLOYEE NAME	SOC. SEC. NO.	P\E CYCLE DATE	DED CODE	VENDOR	INV. CO.	AMOUNT
1079	STARR, ROBERT	011-77-9632	BW 2/23/1998	CRUN1	210981-12	X20	30.00
1079	STARR, ROBERT	011-77-9632	BW 2/23/1998	GRNF1	210981-12	X20	100.00
	TOTAL FOR EMPLOYEE # 1079						130.00
80024	CREDIT, COLLEEN	353-33-5533	BW 2/23/1998	CRUN2	1091-84-00	ABC	25.00
80024	CREDIT, COLLEEN	353-33-5533	BW 2/23/1998	GRNP2	1091-84-00	ABC	357.94
	TOTAL FOR EMPLOYEE # 80024						382.94
80025	DEBIT, DONALD D	378-88-7788	BW 2/23/1998	CRUN1	2094	111	40.00
	TOTAL FOR EMPLOYEE # 80025						40.00
	EMPLOYER TOTAL						552.94

* * E N D O F R E P O R T * *

Purging Payables Ledger Interface Transactions

The *Purge Payable Ledger Transaction* function allows you to delete data from the payables ledger interface file, PYPPL. You can purge the transactions in the file anytime after your accounts payable group has closed the fiscal month and processed the data. You can purge the interface file by employer and accounting period.

When you use the *Purge Payable Ledger Transaction* function, the system removes all entries from the payables ledger interface file for the specified accounting month and year along with all previous accounting months. The system then reorganizes the payables ledger file to consolidate your data and conserve system space.

You should consider making a backup tape of the data in the payables ledger interface file before you purge it. You can restore information from the backup tape if it is needed in the future.

WARNING! Because this function reorganizes the payables ledger interface file after it purges the specified transactions, Infinium PY users should not be running the *Close to Payables* function when you are executing the *Purge Payable Ledger Transaction* function.

Run this function outside of normal work hours to avoid slow system response time while the purge and reorganize processing is running.

Follow the steps below to purge payables transactions.

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Payroll Purge Functions*.
 - 3 Select *Accounting Data*.
 - 4 Select *Purge Payable Ledger Transaction* [PPLT]. The system displays the screen shown in Figure 9-10.
-

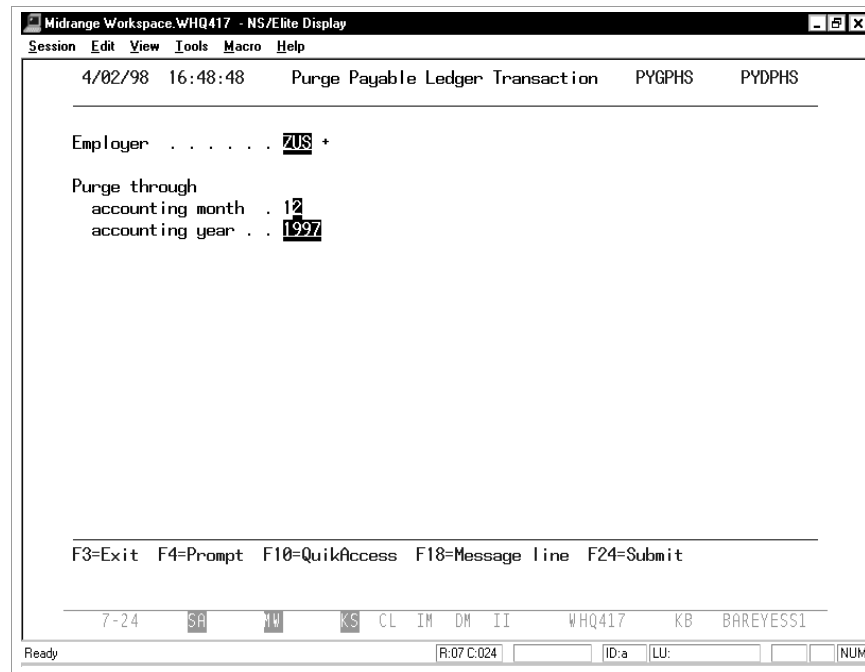


Figure 9-10: Purge Payable Ledger Transaction screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type a code value that identifies the employer for which you want to purge transactions, or leave this field blank to purge transactions for all employers in the database.

Purge through accounting month

Type the accounting month through which you want to purge transactions. For example, if you type 5, the system purges transactions for accounting months 1, 2, 3, 4 and 5 of the specified accounting year.

Purge through accounting year

Type the accounting year associated with the accounting month specified above.

- 6 Press F24 to submit your request.

The system purges the specified transactions from the payables ledger interface file and generates the purged P/L transactions report.

Chapter 10 Closing to Project Accounting

10

This chapter describes the process for creating project accounting workfiles in Infinium PY that contain payroll project accounting labor transactions. This part also describes generating a list of transactions in the project accounting workfile. It also discusses the process of closing payroll transactions to project accounting, resetting project accounting transactions and purging project accounting transactions.

The chapter consists of the following topics:

Topic	Page
Overview of Closing Project Accounting	10-2
Closing Infinium PY to Project Accounting	10-3
Creating a Project Accounting Work File	10-4
Listing Project Accounting Data	10-7
Closing Infinium PY to Project Accounting	10-11
Resetting Project Accounting Information	10-14
Purging Infinium PY Project Accounting Data	10-17

Overview of Closing Project Accounting

You use *Create Project Acct. Work File* to create a workfile that holds project accounting information created in Infinium PY. When you use *Close to Project Accounting*, project accounting information is transferred to Infinium Project Accounting. The information in the workfile is either in detail or summary depending upon your entry in the *PA Close?* field on the third Update Employer Controls page.

If you specify closing in summary, one summarized amount is sent to project accounting for each combination of:

- Employer
- Accounting period
- Project
- Activity
- Cost code
- GL account
- Period end date

If you specify closing in detail, one record for each income for which a project code is entered during time sheet entry is sent to project accounting.

Closing Infinium PY to Project Accounting

Use the steps below.

- 1 Specify you are using project accounting processing in the *PA Interface Active?* field on the Update Entity Controls page.
 - 2 Specify the type of information from Infinium PY to include in project accounting by your entry in the *PA Close* field on the third Update Employer Controls page.
 - 3 Optional. Define user fields using *Update User Field Controls* to define the text associated with these fields for reporting purposes. Refer to the 'Updating User Field Controls' section in the "Creating and Using User-defined Data" chapter in the Infinium PY Guide to Controls for more information.
 - 4 Enter project accounting information through time entry processing such as *Enter Timesheet Data*.
 - 5 Create the project accounting work file using *Create Project Acct. Work File*.
 - 6 Print the List Project Accounting Data report using *List Project Accounting Data*.
 - 7 Optional. If there are errors in the project accounting information, use the *Reset Project Accounting Data* function to remove payroll transactions from the workfile. Repeat steps 5 and 6.
 - 8 Close Infinium PY project accounting information to project accounting using *Trial Close* and *Close to Project Accounting*.
 - 9 Purge project accounting records by using the *Purge Project Accounting Transactions* function.
-

Creating a Project Accounting Work File

Overview

Use *Create Project Acct. Work File* to create a file that contains project accounting-related payroll information entered during payroll cycle processing. When transactions are created in the workfile, a 1 is placed in the *Close to PA* field in the Income Ledger file, PYPIL. If you need to use *Create Project Acct. Work File* more than one time for the same accounting period, only transactions not previously closed to the workfile are included.

The information in the workfile is in detail or summary depending upon the value in *PA Close?* on the third Update Employer Controls page. The Create Project Accounting Work File report is generated each time you use *Create Project Acct. Work File*. If you specify to close to project accounting in detail, the report includes one record for each income for which a project code was entered. If you specified summary, the report provides the total income amount for each period end date, project work breakdown structure, cost code and labor account number use in the payroll cycles.

Use the menu path below.

- ▶ Infinium Payroll
- ▶ *Project Accounting Operations*
 - ▼ *Create Project Acct Work File [CPWF]*

Creating the Project Accounting Work File

On the Create Project Acct. Work File prompt page, you can specify the employer, accounting year and month and report date as criteria for the payroll information to be included in the project accounting work file and the resulting report.

```
5/23/02 13:41:43 Create Project Acct. Work File PYGMEPH PYDMEPH

Employer . . . . ZUS +
Accounting Year . 2001
Accounting Month. 10

Report Date . . . 5162002
Print in Dtl/Summ D (D or S)

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel
```

Figure 10-1: Create Project Acct. Work File page

Use the information below to complete this page.

Employer

Specify the employer for whom you are creating the project accounting workfile.

Accounting Year

Specify the accounting year. The workfile is created for the payroll cycles that were posted to this accounting year since the last time you used *Create Project Acct. Work File*.

Accounting Month

Specify the accounting month. The workfile is created for the payroll cycles that have been posted to this accounting month since the last time you used *Create Project Acct. Work File*.

Report Date

Specify the date you want on the report. This date is also placed in the project accounting workfile as the transaction date.

Print in Dtl/Summ

Specify whether information on the report is in detail or summary. This field determines only the level of detail on the report. You specify whether the information in the workfile is in detail or summary using *Update Employer Controls*.

The value in *PA Close* on the employer control determines how the data is closed to project accounting.

Type one of the following:

- D** Print the report in detail format. Detailed employee information is included.
- S** Print the report in summary format. Only totals are on the report. One total line is printed for each cycle and for each unique combination of period end date/project/WBS/cost code/and labor account. Only the income amount is totaled.

How Do I...

Close payroll information to project accounting

Complete this page and press Enter.

Listing Project Accounting Data

Overview

Use *List Project Accounting Data* to generate a list of payroll information in the project accounting workfile. You can generate the list by employer, accounting period, project/WBS/cost code, employee, cycle or a period end date range.

Use the menu path below.

- ▶ Infinium Payroll
- ▶ *Project Accounting Operations*
 - ▼ *List Project Accounting Data* [LPA]

Listing Project Accounting Data

On the List Project Accounting Data page, you can specify selection criteria for the List Project Accounting Data report.

```

5/23/02 13:45:37      List Project Accounting Data      PYGMEPA      PYDMEPA

Employer . . . .  _  +
Accounting Year .  _0
Accounting Month.  _0

Project . . . . .  _____ +
WBS/Cost Code . .  _____ + _____ +
Employee. . . . .  _____ +
Cycle . . . . .   _____ +
Print Selection .  _ (P=Posted, U=Unposted, Blank = Both)
Sequence. . . . .  -

Beg. Period End .  _____ 0
End. Period End .  _____ 0
Report Date . . .  _____ 0

F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel

```

Figure 10-2: List Project Accounting Data page

Use the information below to complete this page.

Employer

Specify the employer for whom you want the project accounting listing. Leave blank for all employers.

Accounting Year

Specify the accounting year for which you want the project accounting listing. Leave blank for all accounting years.

Accounting Month

Specify the accounting month for which you want the project accounting listing. Leave blank for all accounting months.

Project

Specify the project you want included on the listing. Leave blank for all projects.

Project codes are defined in your project accounting system.

WBS/Cost Code

Specify the work breakdown structure (WBS) or activity code. Leave blank for all work breakdown structures.

The WBS code is defined in your project accounting system.

Specify the cost code. Leave blank for all cost codes.

Cost codes are defined in your project accounting system.

Employee

Specify the employee for whom to generate the list. Leave blank for all employees.

Cycle

Specify the cycle to include on the list. Leave blank for all cycles.

Print Selection

Specify whether to include only transactions already closed to Infinium PA, only transactions not yet closed to Infinium PA or both.

- P** Print only transactions that have been closed to Infinium Project Accounting.
- U** Print only transactions that have not yet been closed to Infinium Project Accounting.
- blank** Print both transactions that have been closed and those that have not been closed.

Sequence

Specify the sequence the information is printed on the listing.

- A** Sort by employer, accounting period, period end date, project, WBS, cost code, labor account number, and name. The information is in the same order as in the Create Project Accounting Work File, Trial Close to Project Accounting, and Close to Project Accounting reports. If you create the workfile in detail, subtotals are printed for each unique combination of accounting period, period end date, project, WBS, cost code and labor account.
-

- E** Sort by employer, employee number, accounting period, period end date, project, WBS, cost code, and labor account number. If you create the workfile in detail, subtotals are printed for each employee.
- N** Sort by employer, name, project, WBS, and cost code within name. If you create the workfile in detail, subtotals are printed for each employee.
- P** Sort by employer, project, WBS, cost code, and name. If you create the workfile in detail, subtotals are printed for each unique combination of project, activity and cost code.

Beg. Period End

Specify the earliest period end date in the range you want to print. Leave blank to include information for all period end dates.

End. Period End

Specify the last period end date in the range you want to print. Leave blank to include information for all period end dates.

Report Date

Specify the date to be printed on the report.

How Do I...

Generate the List Project
Accounting Data report

Complete this page and press
Enter.

Closing Infinium PY to Project Accounting

Trial and Final Closing Infinium PY to Project Accounting

Overview

Use *Close to Project Accounting* to close your Infinium Payroll information to project accounting. Use *Trial Close to Project Accounting* to simulate *Close to Project Accounting*. The *Trial Close to Project Accounting* does not create entries in the Project Accounting interface file. Use the trial to verify that the project accounting information is correct. The Trial Close to Project Accounting report is generated. Use the report to verify your information before using *Close to Project Accounting*.

Only information that was not previously included when you used *Close to Project Accounting* will be included when you use *Close to Project Accounting*.

Use the menu path below.

- ▶ Infinium Payroll
- ▶ *Project Accounting Operations*
 - ▼ *Trial Close to Project Acct [TPA]*
 - ▼ *Close to Project Acct [CPA]*

```
5/22/02 08:36:56      Trial Close to Project Acct      PYGMEPA      PYDMEPA

Employer . . . .  ___ +
Accounting Year .  _0
Accounting Month.  _0

Report Date . . .  _____0

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 10-3: Trial Close to Project Acct page

On the Trial Close to Project Acct page and Close to Project Acct page, you can specify the employer, accounting year, accounting month and report date for the payroll information to be closed to project accounting. Use the Trial Close to Project Acct page to generate a simulation of closing to project accounting. Use the Close to Project Acct page to close to project accounting.

A register showing the information that was posted to project accounting is printed.

Use the information below to complete this page.

Employer

Specify the employer for whom you are closing payroll to project accounting.

Accounting Year

Specify the accounting year. The system closes transactions that have not been closed and that are within this accounting year to Infinium Project Accounting.

Accounting Month

Specify the accounting month. The system closes transactions that have not been closed and that are within this accounting month to Infinium Project Accounting.

Report Date

Specify the date to be printed on the report.

How Do I...

Generate a trial close of payroll transactions to Infinium PA	Complete this page and press Enter.
Close payroll to Infinium PA	Complete this page and press Enter.

Resetting Project Accounting Information

Overview

Use *Reset Project Accounting Data* to reset project accounting information in the income history record in Infinium PY to its status prior to using *Create Project Acct Work File*. You can restrict the information that is reset by specifying the employer, accounting period, cycle and range of period end dates. The Reset Project Accounting Data report is generated.

Use the menu path below.

- ▶ Infinium PY
- ▶ *Project Accounting Operations*
- ▼ *Reset Project Accounting Data [RPA]*

5/22/02	15:50:23	Reset Project Accounting Data	PYGMEPA	PYDMEPA
Employer	__ +			
Accounting Year .	__ 0			
Accounting Month.	__ 0			
Cycle	__ +			
Beg. Period End .	__ 0			
End. Period End .	__ 0			
Report Date . . .	__ 0			
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel				

Figure 10-4: Reset Project Accounting Data page

Resetting Project Accounting Data

On the Reset Project Accounting Data page, you can specify criteria to be used for resetting project accounting transactions to their status prior to using *Create Project Acct Work File*.

Use the information below to complete this page.

Employer

Specify the employer for whom you are resetting project accounting information.

Accounting Year

Specify the accounting year to be reset in the Project Accounting workfile. The system removes all entries in the work file for this accounting year and resets the *PA Close* flag in the cycle income history file, PYPIL, to 0.

Accounting Month

Specify the accounting month to reset in the Project Accounting workfile. The system removes the entries in the workfile for this accounting month and resets the *PA Close* flag in the cycle income history file, PYPIL, to 0.

Cycle

Specify a valid cycle code. Entries for this code are removed from the workfile and the *PA Close* flag in the cycle income history file, PYPIL, is reset to 0.

Beg. Period End

Specify the earliest period end date in the range to reset the project accounting work file. Entries in the work file for the dates between the specified beginning and ending period end dates are removed. The *PA Close* flag in the cycle income history file, PYPIL, is reset to 0.

End Period End

Specify the last period end date in the range to reset the project accounting work file. Entries in the work file for the dates between the specified beginning and ending period end dates are removed. The *PA Close* flag in the cycle income history file, PYPIL, is reset to 0.

Report Date

Specify the report date for the Reset Project Accounting report.

How Do I...

Reset Infinium PY project
accounting data

Complete this page and press
Enter.

Purging Infinium PY Project Accounting Data

Overview

Use *Purge Project Accounting Data* to remove all entries from the project accounting workfile for the specified employer, accounting year and month. A report is produced that lists the purged transactions.

Use the menu path below.

- ▶ *Infinium PY*
- ▶ *System Operations*
- ▶ *Payroll Purge Functions*
- ▶ *Miscellaneous Data*
 - ▼ *Purge Project Accounting Data [PPA]*

Purging Project Accounting Data

```
5/23/02 13:59:12      Purge Project Accounting Data      PYGMEPA      PYDMEPA

Employer . . . .  _  +

Purge Through . .
Accounting Year .  _0
Accounting Month.  _0

Report Date . . .  _____0

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 10-5: Purge Project Accounting Data page

On the Purge Project Accounting Data page, you can specify the employer, latest accounting year and latest month for the project accounting workfiles to be purged.

Use the information below to complete this page.

Employer

Specify the employer for whom you are purging project accounting transactions.

Accounting Year

Specify the accounting year for the Infinium PY project accounting transactions to be removed from the workfile. Entries up to and including this year are removed from the workfile.

Accounting Month

Specify the accounting month for the Infinium project accounting transactions to be removed from the workfile. Entries up to and including this month are removed from the workfile.

Report Date

Specify the date to be printed on the Purge Project Accounting Data report.

How Do I...

Purge Infinium PY project
accounting transactions

Complete this page and press
Enter.

Notes

Chapter 11 Closing Calendar and Fiscal Periods

11

This chapter describes how to close calendar and fiscal periods and generate prior period reports.

The chapter consists of the following topics:

Topic	Page
Overview of Closing Periods	11-2
Closing the Calendar Month	11-7
Closing the Calendar Quarter	11-25
Closing the Calendar Year	11-46
Closing the Fiscal Year	11-59
Generating Prior Period Reports	11-67

Overview of Closing Periods

This chapter describes in detail how to close the following time periods:

- Calendar month
- Calendar quarter
- Fiscal year

In addition, general information is provided in this chapter on how to close the calendar year. For detailed information on closing the calendar year, refer to the *Infinium PY Guide to U.S. Year End Processing* or the *Infinium PY Guide to Canadian Year End Processing*.

When you close the calendar month, quarter and year the system can generate special reports for selected incomes or deductions. These reports list the names of employees who are authorized to the incomes and deductions along with the monetary amount processed during the period you are closing. The special reports are pre-programmed by Infinium Software and are identified by specific values you define for certain code types as described in the following section.

WARNING: Before you initiate a function to close a calendar month, calendar year, or fiscal year, you should always perform these tasks:

- Confirm that all users are logged off the system.
- Resolve any record locks.
- Perform two backups of your data.

Never execute the *Close Employer for Calendar Year* or *Close Employer for Fiscal Year* functions more than once, under normal circumstances. Always consult Infor Customer Support for proper recovery steps if either of these functions ends abnormally or if you encounter errors during processing. Executing these functions multiple times will result in corrupted data.

Using Infinium Payroll with Infor ERP_{LX} General Ledger

If you use the Infor ERP_{LX} general ledger interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger” chapter in the *Infinium PY Guide to Management Functions*. When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY.

Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX} configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

Objectives

At the conclusion of this chapter, you should be familiar with:

- How to close calendar periods
- How to close the fiscal year
- How to generate special reports and prior period reports

Generating Special Reports

Follow these steps to set up special reports for incomes and deductions:

- 1 Set up the code values listed below to represent each report
- 2 Assign the report code values to the incomes and deductions for which you want to generate special reports
- 3 Run the calendar month, quarter and annual closings. The system automatically generates the special reports for the selected incomes and deductions when it processes the closings.

Use the *Update Employer Codes* function to set up the code values listed below for each type of report.

Type of Report	Code Type	Code Value	Description
Monthly	RMN	IM001	Employee Income
		DM001	Employee Deduction
		DM002	Employee and Employer Deduction
Quarterly	RQT	IQ001	Employee Income
		DQ001	Employee Deduction
		DQ002	Employee and Employer Deduction

Type of Report	Code Type	Code Value	Description
Annual	RAN	IA001	Employee Income
		DA001	Employee Deduction
		DA002	Employee and Employer Deduction

Follow the steps below to set up special reports for selected incomes and deductions.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls [UIC]* or *Update Deduction Controls [UDC]*.
- 4 Complete the *Employer and Income* or *Deduction* fields on the selection screen and press Enter two times.
- 5 If you update income controls, the system displays the screen shown in Figure 11-1.

```

6/26/12 18:57:14          Update Income Controls          PYGMIC  PYDMIC
                                                                Page 2 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : HOUR
Method . . . . . : 2 - Hours Extension

Special Reports          F.L.S.A. Controls
Cycle Report . . . IC001 +      Hours Worked . . . 1 (0=No 1=Yes)
Monthly Report . . . IM001 +    Calculate Hours . . 1 (0=No 1=Yes)
Quarterly Report . . IQ001 +    Calculate Amount . 1 (0=No 1=Yes)
Annual Report . . . IA001 +
On Demand Report . . ID001 +

Level Restrictions      Accrual Controls
Area . . . . . _____ +    Vacation . . . . . +
Division . . . . . _____ +  Sick . . . . . +
Department . . . . . _____ + Personal . . . . . +
Cost Centr . . . . . _____ + FMLA . . . . . -
Exclude From GL Accrual A (A,X,C,N)  Category 5 . . . . . -
Self Service Time Entry 1 (0=No 1=Yes)  Category 6 . . . . . -

F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete
    
```

Figure 11-1: Update Income Controls screen 2

- 6 Use the following information to complete the Special Reports fields. Refer to the *Infinium PY Guide to Controls* for complete information on setting up income and deduction controls.

Monthly Report
Quarterly Report
Annual Report

Type a five-character code value that identifies which report the system should generate during month end, quarter end or year end processing.

- 7 Press Enter through all of the income control or deduction control screens to save your entries.
- 8 Repeat steps 4 through 7 to set up special reports for other incomes or deductions or press F3 to return to the Infinium PY main menu or desktop.

Creating User-defined Special Reports

You can generate user-defined special reports instead of the pre-programmed Infinium PY special reports. To do this, the technical member of your team can create one or more custom programs for the reports. The program names must begin with **PYG** followed by up to five characters.

You must establish code values for the code types listed above using the characters of your custom program name that follow **PYG**. Follow the same process described above to link your custom reports to selected incomes and deductions.

Reviewing Employee Income and Deduction Balances

When you close the calendar month, fiscal year or calendar year, the system updates the following payroll records:

- Employee income and deduction summary information
- Employer control information

Updating Employee and Deduction Information

When you close the calendar month, fiscal year and calendar year, the system transfers balances from the *Current* fields to the *Prior* fields in the employee income summary (PYPIE) and deduction summary (PYPDE) records. If you use multi-tax processing, similar changes are made to the income and deduction summary records for each tax company. The system also transfers monthly, fiscal year and calendar year balances for each unemployment account set up for Canadian employers.

The system does not transfer balances when you close the calendar quarter.

Refer to the “Displaying and Correcting Employee Income and Deduction Data” chapter in this guide for details about reviewing the employee income and deduction summary records.

Displaying the *Limit Balance* field

When you close the calendar month, quarter and calendar year, the system clears amounts from the *Limit Balance* field for deductions with monthly, quarterly or annual limits. It resets the value in the field to zero so that the deduction can be taken in the next period.

Follow the steps below to display the Employee Deductions screen that shows the *Limit Balance* field.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *Display Employee Data*.
- 4 Select *Display Employee Deduction Data* [DEDD]. The system displays the screen shown in Figure 11-2.

_ 6/06/06 11:33:47		Employee Deductions		PYGDDEDD	PYDDDEDD
Employer . . . :	ZUS	SAMPLE US COMPANY			
Employee . . . :	80007	WILMA WHEELER			
Deduction Type :	401KW	EE SAVINGS PLAN WK			
	EE Amount	ER Amount	Wage Base		
Current Cycle . . :	.00	.00	.00		
Current Month . . :	41.00	20.50	410.00		
First Quarter . . :	.00	.00	.00		
Second Quarter . . :	.00	.00	.00		
Third Quarter . . :	.00	.00	.00		
Fourth Quarter . . :	.00	.00	.00		
Current Year . . . :	.00	.00	.00		
Fiscal Year . . . :	41.00	20.50	410.00		
Prior Cycle . . . :	.00	.00	.00		
Prior Month . . . :	41.00	20.50	410.00		
Prior Fourth Qtr:	.00	.00	.00		
Prior Year . . . :	.00	.00	.00		
Prior Fiscal Year	635.60	317.80	6356.00		
User Data . . . :	82.00	41.00	820.00		
Life to Date . . . :	5656.60	2828.30			
Limit Balance . . :	.00	.00	Arrears Balance:	.00	
F3=Exit F10=Access F9=Last Update Info					

Figure 11-2: Employee Deductions screen

The system clears both the employee and employer limit balances for deductions set up with a monthly, quarterly or annual limit balance.

Closing the Calendar Month

You perform calendar month end processing after you complete all cycles for the month and before you run any cycles with check dates in the next month. Depending on how you set up cycle controls and whether you process deductions with monthly limits, you may or may not be required by Infinium PY to close calendar months. However, it is preferable to close calendar months so that you obtain accurate results on standard Infinium PY reports that include calendar month balances.

When you close the calendar month, the system performs the following tasks:

- Moves all hour and dollar balances in the *Current Month* fields on the employee income summary and deduction summary records to the *Prior Month* fields
- Clears the *Limit Balance* fields on employee deduction summary records for any deductions set up with a monthly limit type. When the *Limit Balance* field is zero, the system begins to take the deductions again in the next scheduled pay cycle of the next calendar month.
- Generates the special Monthly reports specified on income and deduction controls
- Increments the value in the *Curr Calendar Mth* field on the employer control by one

You can review employee income summary (PYPIE) and deduction summary (PYPDE) records using the *Display Employee Income Data* and *Display Employee Deduction Data* functions under the *Supervisor's Functions* options. Refer to the chapter in this guide titled "Displaying and Correcting Employee Income and Deduction Data" for details about using these options.

Before you close the calendar month, you can generate several registers that list monthly totals for all employees in all pay cycles of incomes, deductions and the employer portion of deductions for each employee. You can use these reports to balance your calendar month totals.

The following functions used in month end processing are discussed in this section:

- *List MTD Payroll Register*
 - List MTD Earnings Register
 - List MTD Supplemental Register
-

- Close Employer Calendar Month

Commonly Asked Questions

Consider these key questions and their answers before you begin month end processing.

Do I have to close the calendar month?

It depends. You must close the calendar month if you type **C** or **P** in the *Edit Month Data* field on cycle controls. When you type **C**, the system compares the current calendar month specified on your employer control to the check date of the cycle. When you type **P**, the system compares the current calendar month specified on your employer control to the period ending date of the cycle. In either case, you must close calendar months on a timely basis. Refer to the *Infinium PY Guide to Controls* for details about setting up cycle controls.

If you process monthly deduction limits, you should close the calendar month so that the system automatically resets the *Limit Balance* field on employee deduction summary records to zero so that the deduction can be restarted in the next calendar month. You can update this field manually; however, it is more efficient to automate this task using the *Close Employer for Calendar Month* function.

If you do not use either of the features described above, it is still advantageous to close the calendar month. Many standard Infinium PY reports include month-to-date balances, such as reports under the *Selective Employee Reporting* function. If you do not close calendar months, the month-to-date balance on these reports will be inaccurate.

What if my accounting month differs from my tax month?

The calendar month close is not related to the accounting month close. It is not uncommon to run the *Close to General Ledger* function, which closes accounting months and creates entries in the general ledger interface file, on a separate schedule from the *Close Employer for Calendar Month* function.

What should I do if a pay period crosses General Ledger months?

You can use one of several accrual methods to allocate payroll costs between accounting periods. Refer to the “Closing to General Ledger” chapter in this guide for details.

Can I close a calendar month more than once?

Yes, although you normally perform calendar month end processing after you complete all cycles for the month and before you run any cycles with a check date in the next month.

What happens if you do not close a calendar month promptly?

It is important that you run your monthly closes on a timely basis. All of the monetary and hours information that has been posted in cycles since the last time you closed the month will accumulate in the *Current Month* fields on employee income and deduction summary records until you close the calendar month again.

Generating the Month-to-Date Payroll Register

The Month-to-Date Payroll Register shows income earned and deductions taken since the last time the month was closed. This register lists all employees paid during the calendar month by their current home level. Home levels are the levels in each employee's Basic Data record. The register includes information for both active and terminated employees.

You can generate the Month-to-Date Payroll Register for all employers and levels, or for selected employers and levels. You can include only totals for levels or income and deduction balances for each employee. The register lists the following information:

- Incomes paid during the calendar month
- Deductions taken during the calendar month
- Net pay amount for the month for each employee
- Employer and level totals

Information in this report comes from the *Current Month* fields in the employee income summary file (PYPIE) and the employee deduction summary file (PYPDE). The Month-to-Date Payroll Register prints income and deduction balances that have accumulated since the last time you closed the calendar month. If you forget to close a calendar month, the accumulated balances will reflect more than one month of data.

Follow the steps below to print the Month-to-Date Payroll Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
 - 2 Select *Monthly Functions*.
 - 3 Select *List MTD Payroll Register [MTDPR]*. The system displays the screen shown in Figure 11-3.
-

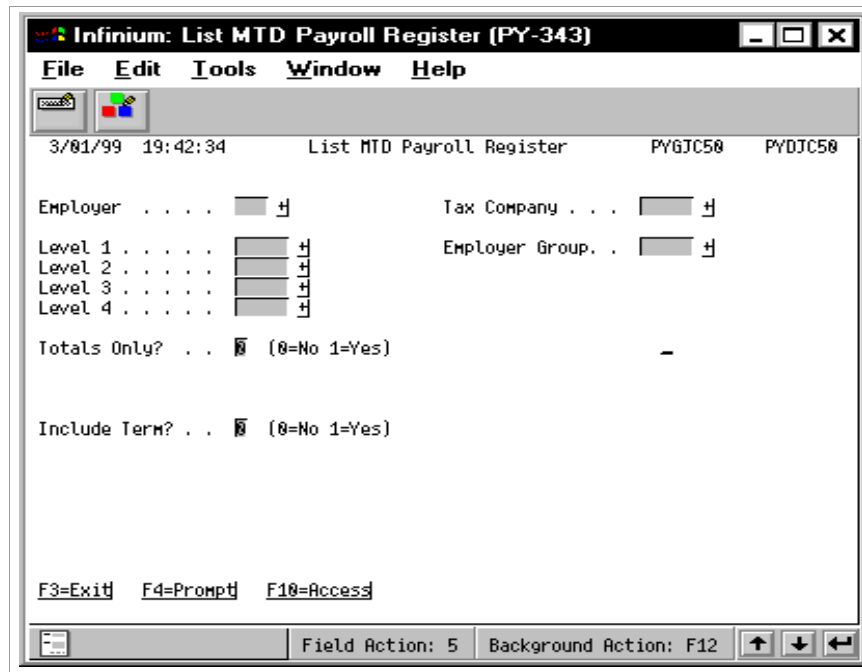


Figure 11-3: List MTD Payroll Register screen

4 Complete the following fields:

Employer

Type the employer code or leave this field blank to include all employers.

Levels 1-4

Type the level codes or leave these fields blank to include all levels.

Totals Only

Valid values for this field are:

- 0** Print all the data. The system generates a report listing each employee's income and deduction data for the month. Totals are printed at the end of each level combination and employer.
- 1** Print totals only. The system generates a report listing totals for each level combination and employer.

Include Term?

Use this field to include terminated employees on the Month-to-Date Payroll Register. Valid values for this field are:

- 0** Do not include terminated employees on the Month-to-Date Payroll Register.
- 1** Include terminated employees on the Month-to-Date Payroll Register.

Tax Company

This field is for U.S. multi-tax employers only. Type the tax company for which you are generating the report.

Employer Group

Type the code that identifies the employer group for which you are generating the report.

- 5** Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Month-to-Date Payroll Register report originates. The table lists the file name and field description associated with each column heading on the report.

All payroll registers (MTD, QTD, YTD, FYR, prior MTD and prior YTD) print detail for up to 998 income and 998 deduction types. The system summarizes all income and deduction types in excess of 998 and prints the summary value @#\$OF in the Type column of payroll registers. The system prints @#\$OF instead of the individual income or deduction control names.

Month-to-Date Payroll Register

Column Name	File Name	Field Description
Income Section		
Type	PYPIE	<i>Income Type</i> field
Hours	PYPIE	<i>Current Month Hours</i> field
Amount	PYPIE	<i>Current Month Amount</i> field
Wages		Calculated field - total of all non-fringe incomes
Deduction Section		
Type	PYPDE	<i>Deduction Type</i> field
Amount	PYPDE	<i>Current Month EE Amount</i> field

Month-to-Date Payroll Register

Column Name	File Name	Field Description
Deduction Section		
Net		Calculated field - Wages - Deduction Total

A sample report is shown on the following page.

PYGRG60 PYTRG60
3/18/98 12:43:22

MONTH - TO - DATE PAYROLL REGISTER

Page 1
By Current Level

Employer ZUS SAMPLE US COMPANY
Area 100 WESTERN AREA
Division ADMIN ADMINISTRATION

Department HR HUMAN RESOURCES
Cost Centr 112 RECRUITING

-----INCOME-----				-----DEDUCTIONS-----					
TYPE	HOURS	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	NET
GAYLE FORCE									
1117	SAL	320.00	*FICA	3.78	*FMHI	.88			
****		320.00					****	4.66	56.34
BUNNY RABBIT									
1119	SAL	320.00	*FICA	3.78	*FMHI	.88			
****		320.00					****	4.66	56.34
SANDY BEACH									
80103	SAL	320.00	*DCA	26.00	*FICA	322.40	*FMHI	75.40	
			*FWT	740.52	*SCA	191.28	CRUN2	100.00	
			GRNF2	75.00	LI1BW	7.16			
****		320.00					****	1537.76	3662.24
PAIGE TURNER									
80110	SAL	320.00	*FICA	333.85	*FMHI	78.08	*FWT	734.24	
			BOND	100.00	LI1BW	8.08			
****		320.00					****	1254.25	4130.35
CALVIN CLUELESS									
80116	*F@IN		*DCA	26.42	*FICA	327.55	*FMHI	76.60	
	SAL	320.00	*FWT	469.60	*SCA	159.92	LI1BW	7.16	
****		320.00					****	1067.25	4132.75
	WAGES			5200.00					
GRETA GLAMOUR									
80154	SAL	320.00	*DCA	38.46	*FICA	476.90	*FMHI	111.53	
			*FWT	1438.28	*SCA	419.60			
****		320.00					****	2484.77	5207.23
RECRUITING									
112	*F@IN		*DCA	90.88	*FICA	1468.26	*FMHI	343.37	
	SAL	1920.00	*FWT	3382.64	*SCA	770.80	BOND	100.00	
			CRUN2	100.00	GRNF2	75.00	LI1BW	22.40	
Cost Centr Total	****	1920.00					****	6353.35	17245.25
	WAGES			23598.60					

PYGRG60		PYTRG60		MONTH - TO - DATE				PAYROLL REGISTER				Page 2
3/18/98		12:43:22										By Current Level
Employer	ZUS	SAMPLE US COMPANY				Department	HR	HUMAN RESOURCES				
Area	100	WESTERN AREA				Cost Centr	112	RECRUITING				
Division	ADMIN	ADMINISTRATION										
-----INCOME-----			-----DEDUCTIONS-----									
TYPE	HOURS	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	NET			
HUMAN RESOURCES												
HR												
	*F@IN		83.08	*DCA	90.88	*FICA	1468.26	*FMHI	343.37			
	SAL	1920.00	23598.60	*FWT	3382.64	*SCA	770.80	BOND	100.00			
				CRUN2	100.00	GRNF2	75.00	L11BW	22.40			
Department Total	****	1920.00	23681.68					****	6353.35	17245.25		
	WAGES		23598.60									

ADMINISTRATION												
ADMIN												
	*F@IN		83.08	*DCA	90.88	*FICA	1468.26	*FMHI	343.37			
	SAL	1920.00	23598.60	*FWT	3382.64	*SCA	770.80	BOND	100.00			
				CRUN2	100.00	GRNF2	75.00	L11BW	22.40			
Division Total	****	1920.00	23681.68					****	6353.35	17245.25		
	WAGES		23598.60									

WESTERN AREA												
100												
	*F@IN		83.08	*DCA	90.88	*FICA	1468.26	*FMHI	343.37			
	SAL	1920.00	23598.60	*FWT	3382.64	*SCA	770.80	BOND	100.00			
				CRUN2	100.00	GRNF2	75.00	L11BW	22.40			
****Area Total****	****	1920.00	23681.68					****	6353.35	17245.25		
	WAGES		23598.60									

SAMPLE US COMPANY												
ZUS												
	*F@IN		83.08	*DCA	90.88	*FICA	1468.26	*FMHI	343.37			
	SAL	1920.00	23598.60	*FWT	3382.64	*SCA	770.80	BOND	100.00			
				CRUN2	100.00	GRNF2	75.00	L11BW	22.40			
Employer Total	****	1920.00	23681.68					****	6353.35	17245.25		
	WAGES		23598.60									

□

Generating the Month-to-Date Earnings Register

The Month-to-Date Earnings Register lists the following payroll information by the employee's worked levels entered in payroll cycles that were posted during the current calendar month. The register includes information for both active and terminated employees.

- Employee income types for the month
- Income hours or units for the month
- Income amounts for the month
- Employer and level totals

Employee totals are displayed on the right side of the report preceded with ****. If you type 1 in the *Totals Only* field, the system displays totals only.

Information for this report comes from the Employee Income by Levels file (PYPIH). In this file the system stores employee income totals for each level entered during cycle processing.

Follow the steps below to print the Month-to-Date Earnings Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Monthly Functions*.
- 3 Select *List MTD Earnings Register [MTDER]*. The system displays the *List MTD Earnings Register* screen.
- 4 Complete the fields on this screen. Refer to the "Generating the Month-to-Date Payroll Register" section for complete field descriptions.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Month-to-Date Earnings Register report originates. The table lists the file name and field description associated with each column heading on the report.

Month-to-Date Earnings Register

Column Name	File Name	Field Description
Type	PYPIH	<i>Income Type</i> field
Hours	PYPIH	<i>Current Month Hours</i> field

Month-to-Date Earnings Register

Column Name	File Name	Field Description
Amount	PYPIH	<i>Current Month Amount</i> field
Total		Calculated field - total of all incomes

A sample Month-to-Date Earnings Register is shown on the following page.

This report uses the levels entered during cycle processing. The system defaults the employee's home levels into time entry records, which you can replace with other levels worked by the employee during the pay period.

PYGRG65		PYTRG65		MONTH - TO - DATE			EARNINGS REGISTER			Page 1	
3/18/98		13:34:38								By Level Worked	
Employer	ZUS	SAMPLE US COMPANY			Department	HR	HUMAN RESOURCES				
Area	100	WESTERN AREA			Cost Centr	112	RECRUITING				
Division	ADMIN	ADMINISTRATION									
		TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT	

GAYLE FORCE											
1117		HOLS			SAL	320.00	61.00	****	320.00	61.00	

BUNNY RABBIT											
1119		HOLS			SAL	320.00	61.00	****	320.00	61.00	

SANDY BEACH											
80103		*F@IN			ADJS			HOLS			
		SAL	320.00	5200.00				****	320.00	5200.00	

PAIGE TURNER											
80110		*F@IN			ADJS			HOLS			
		SAL	320.00	5384.60				****	320.00	5384.60	

CALVIN CLUELESS											
80116		*F@IN		83.08	ADJS			HOLS			
		RETRO			SAL	320.00	5200.00	****	320.00	5283.08	

GRETA GLAMOUR											
80154		ADJS			HOLS			SAL	320.00	7692.00	
								****	320.00	7692.00	

RECRUITING											
112		*F@IN		83.08	ADJS			HOLS			
		RETRO			SAL			SAL	1920.00	23598.60	
Cost Centr Total								****	1920.00	23681.68	

HUMAN RESOURCES											
HR		*F@IN		83.08	ADJS			HOLS			
		RETRO			SAL			SAL	1920.00	23598.60	

PYGRG65 PYTRG65		MONTH - TO - DATE EARNINGS REGISTER						Page 2		
3/18/98 13:34:38								By Level Worked		
Employer	ZUS	SAMPLE US COMPANY			Department	HR	HUMAN RESOURCES			
Area	100	WESTERN AREA			Cost Centr	112	RECRUITING			
Division	ADMIN	ADMINISTRATION								
		TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT
Department Total								****	1920.00	23681.68

ADMINISTRATION										
ADMIN		*F@IN		83.08	ADJS			HOLS		
		HOURL			RETRO			SAL	1920.00	23598.60
Division Total								****	1920.00	23681.68

WESTERN AREA										
100		*F@IN		83.08	ADJS			HOLS		
		HOURL			RETRO			SAL	1920.00	23598.60
****Area Total****								****	1920.00	23681.68

SAMPLE US COMPANY										
ZUS		*F@IN		83.08	ADJS			HOLS		
		HOURL			RETRO			SAL	1920.00	23598.60
Employer Total								****	1920.00	23681.68

□

Generating the Month-to-Date Supplemental Register

The Month-to-Date Supplemental Register lists employees with non-cash remunerations (tips and fringe benefits) and employer expense liabilities (employer paid portion of deductions taken) for the current calendar month. The register includes information for both active and terminated employees.

The report includes the following information:

- Employee non-wage remuneration
- Employer expense liabilities
- Employer and level totals

Information for this report comes from the employee income summary file and the employee deduction summary file. This register includes only incomes whose names begin with *F and only deductions for which you generate employer liability amounts, such as tax and benefit deductions.

Follow the steps below to print the Month-to-Date Supplemental Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Monthly Functions*.
- 3 Select *List MTD Supplemental Registers* [MTDSR]. The system displays the List MTD Supplemental Register screen.
- 4 Complete the fields on this screen. You can refer to the “Generating the Month-to-Date Payroll Register” section for complete field descriptions.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Month-to-Date Supplemental Register report originates. The table lists the file name and file description associated with each column heading on the report.

Month-to-Date Supplemental Register

Column Name	File Name	Field Description
Non-Wage Remuneration Section		
Type	PYPIE	<i>Income Type</i> field

Month-to-Date Supplemental Register

Column Name	File Name	Field Description
Non-Wage Remuneration Section		
Amount	PYPDE	<i>Current Month Amount</i> field
Employer Expense Liability Section		
Type	PYPDE	<i>Deduction Type</i> field
Amount	PYPDE	<i>Current Month ER Amount</i> field

A sample Month-to-Date Supplemental Register is shown on the following page.

PYGRG70 PYTRG70		M O N T H - T O - D A T E				S U P P L E M E N T A L R E G I S T E R				Page 1
1/10/XX 11:34:33										By Current Level
Employer ZUS	SAMPLE US COMPANY									
Division 1	Division 1			Section	E02	Sales Person				
Department 10001	Sales									
----NON-WAGE REMUNERATION----			-----EMPLOYER EXPENSE LIABILITY-----							
TYPE	AMOUNT		TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT		

ROBERTA LAKE										
10201	*FCAR	400.00	*FMHI	558.88	*FUTA	9.51	HCLUB	100.00		
			LIFES	75.00	LIF2A	135.00				
	****	400.00					****	878.39		

STAN WILSON										
10203	*F@IN	10.00	*FICA	572.26	*FMHI	140.38	HCLUB	50.00		
			LIFEH	250.00	LIF2A	45.00				
	****	10.00					****	957.64		

BOWSER B BEAUCHEMIN										
14867			*DNJ	158.40	*FICA	2665.13	*FMHI	623.30		
			*FUTA	56.00	*UNJ	72.00				
	****	.00					****	3574.83		

TIMOTHY P FAHEY										
16140	****	.00	*FUTA	4.75-						
	****	.00					****	4.75-		

PIEDRO Z LARENTO										
16142			*FICA	160.83	*FUTA	4.76				
	****	.00					****	165.59		

DEVELOPMENT										
DEV	*FCAR	400.00	*DNJ	158.40	*FICA	3398.22	*FMHI	1322.56		
	*F@IN	10.00	*FUTA	65.52	LIFES	72.00	HCLUB	150.00		
			LIFEH	150.00	LIFES	75.00	LIF2A	180		
DEPARTMENT TOTAL	****	410.00					****	5571.70		

SOFTWARE										
SFTW	*FCAR	400.00	*DNJ	158.40	*FICA	3398.22	*FMHI	1322.56		
	*F@IN	10.00	*FUTA	65.52	LIFES	72.00	HCLUB	150.00		
			LIFEH	150.00	LIFES	75.00	LIF2A	180		
DIVISION TOTAL	****	410.00					****	5571.70		

SAMPLE US COMPANY										
END	*FCAR	400.00	*DNJ	158.40	*FICA	3398.22	*FMHI	1322.56		
	*F@IN	10.00	*FUTA	65.52	LIFES	72.00	HCLUB	150.00		
			LIFEH	150.00	LIFES	75.00	LIF2A	180		

EMPLOYER TOTAL	****	410.00	****	5571.70
------------------	------	--------	------	---------

Closing the Calendar Month

After you have generated the Month-to-Date registers, you can close the calendar month. When you close the calendar month, the system performs the following tasks:

- Checks for cycles you have started but not yet posted. This occurs only if you have typed **P** or **C** in the *Edit Month Data* field on your cycle controls. The system searches the cycle history file for any cycles not posted in the calendar month. The system does not allow you to continue until these cycles are posted.
- Generates the reports identified in the *Monthly Report* field on the income and deduction control records.
- Moves all hour and dollar balances in the *Current Month* fields on the employee income summary and deduction summary records to the *Prior Month* fields.
- Clears the *Limit Balance* fields on employee deduction summary records for any deductions set up with a monthly limit type. When the *Limit Balance* field is zero, the system begins to take the deductions again in the next scheduled pay cycle of the next calendar month.
- Increments the value in the *Curr Calendar Mth* field on the employer control by one.

Follow the steps below to close the employee calendar month.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
 - 2 Select *Monthly Functions*.
 - 3 Select *Close Employer Calendar Month [CECM]*. The system displays the screen shown in Figure 11-4.
-

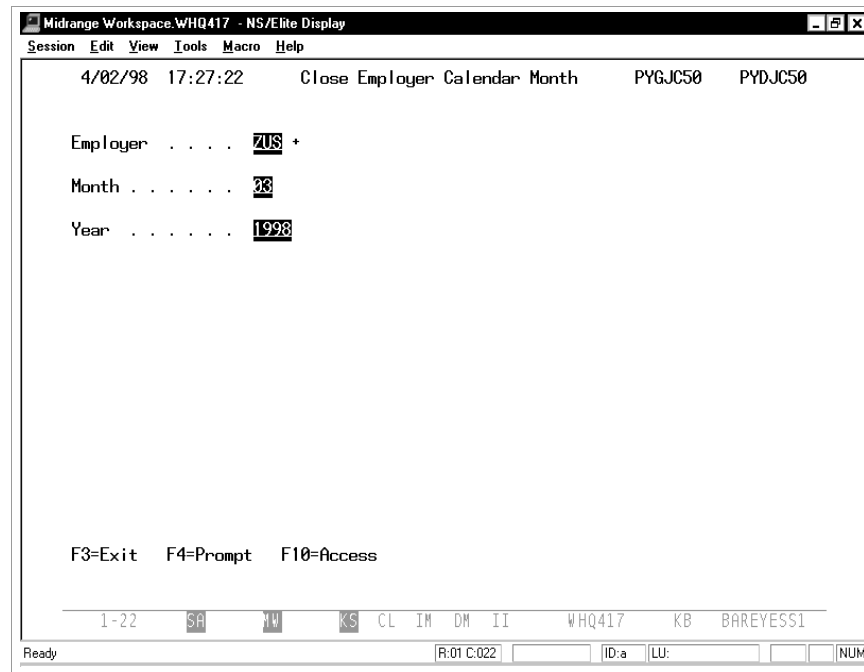


Figure 11-4: Close Employer Calendar Month screen

4 Complete the fields below.

Employer

Type the employer code.

Month

Type the calendar month you want to close. The value you type must match the value in the *Curr Calendar Mth* field on the employer control.

Year

Type the calendar year associated with the month you are closing. The value you type must match the value in the *Curr Calendar Yr* field on the employer control.

5 Press Enter. The system submits the batch job that closes the calendar month and generates the monthly special reports. No other reports or registers result from the calendar month closing.

Closing the Calendar Quarter

You can close a calendar quarter after you complete all cycles for the quarter and before you run any cycles with check dates in the next quarter. Because the system automatically updates totals for the appropriate quarter based on the check date of each cycle, you are not required by Infinium PY to close calendar quarters. However, you must close calendar quarters if you set up deductions with quarterly limits.

When you close the calendar quarter, the system performs the following tasks:

- Clears the *Limit Balance* fields on employee deduction summary records for any deductions set up with a quarterly limit type. When the *Limit Balance* field is zero, the system begins to take the deductions again in the next scheduled pay cycle of the next calendar quarter.
- Generates the special Quarterly reports specified on income and deduction controls

You can review employee income summary (PYPIE) and deduction summary (PYPDE) records using the *Display Employee Income Data* and *Display Employee Deduction Data* functions under the *Supervisor's Functions* options. Refer to the chapter in this guide titled "Displaying and Correcting Employee Income and Deduction Data" for details about using these options.

You can run the quarterly reports discussed in this section at any time during the calendar year. Once you close the calendar year, you cannot generate reports for the first, second or third quarters of the year you closed; however, you can generate reports for the prior fourth quarter.

The Quarterly Audit Report is especially useful in verifying that the quarterly information balances with the Tax Liability reports when you make federal, state and local tax deposits. Additionally, you can run these reports immediately after conversion to verify the accuracy of your converted data.

The following functions are discussed in this section:

- List QTR Audit by Levels
 - List QTR Payroll Register
 - List QTR Earnings Register
 - List QTR Supplemental Register
 - Close Employer Calendar Quarter
-

Commonly Asked Questions

Consider these key questions and their answers before you begin processing quarterly information.

Do I have to close the quarter?

Since the close of the quarter does not clear or move any values in accumulators like the calendar month or calendar year closings do, you do not need to close the quarter. However, closing the quarter clears the *Limit Balance* field for employees whose deductions have a quarterly limit and generates quarterly special reports for selected incomes and deductions.

What if the totals on the Quarterly Audit Report differ from the manual totals I have kept?

Check to see whether you have made any changes to the employee's summary income and deduction totals using one of the options within the *Correct Employee Data* function. If you have made changes, they are not reflected on this report since it uses detailed check history rather than summary data. Also, verify that you have recorded all voided and manual checks.

What determines which quarter contains the employee's earnings and deductions?

The check date determines which quarter contains each pay cycle.

Where does the information found on the Quarterly Audit Report originate?

This information comes from detailed check history files that you can view on the Payroll Inquiry screen when you use the *Display Check History* function. These files include:

- Employee income ledger (PYPIL) file
- Employee deduction ledger file (PYPDL)
- Employee check ledger file (PYPCL)

You can print quarterly reports at any time because the quarter-to-date accumulators are not cleared until you close the calendar year.

Generating the Quarterly Audit Report by Levels

The Quarterly Audit by Levels report contains the following information for each employee and check or voucher processed in any cycle during the quarter:

- Gross wages
-

- Federal withholding, FICA and FMHI tax withheld along with the wage base used to calculate federal income tax
- State and/or local income tax withheld along with the wage base used to calculate state income tax
- The total of all other deductions
- Check number, check date, and net amount – detail report only

You can generate the report in detail or summary. The detail report lists amounts for each check processed in the quarter along with totals for each employee, level and employer. It is sorted by level, employee and check date. The summary report includes only quarterly totals for each employee and level. It is sorted by level and employee.

Follow the steps below to print the Quarterly Audit Report by Level.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Quarterly Functions*.
- 3 Select *List QTR Audit by Levels [QARL]*. The system displays the screen shown in Figure 11-5.

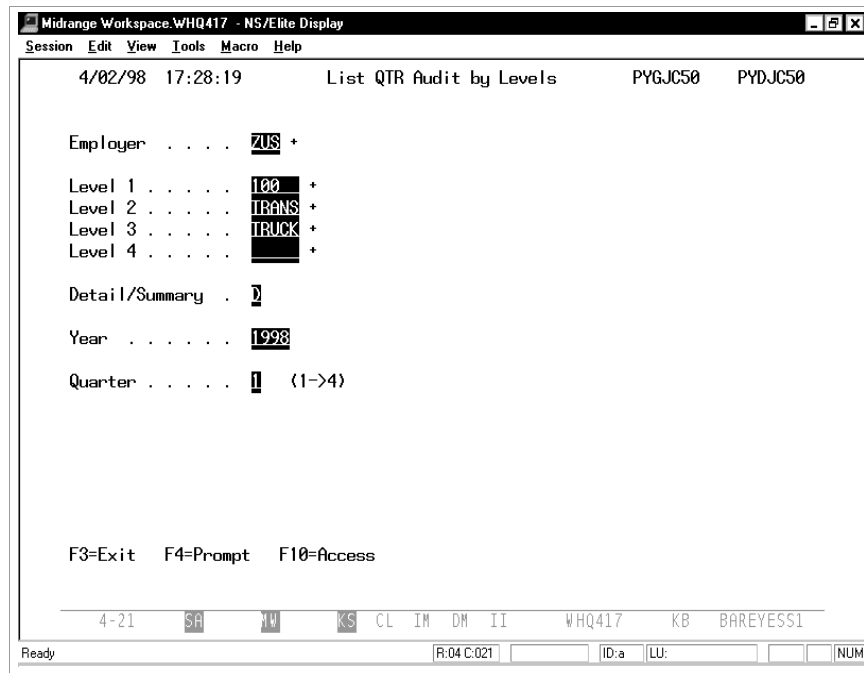


Figure 11-5: List QTR Audit by Levels screen

- 4 Complete the fields below.

Employer

Type the employer code or leave this field blank to include all employers.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Detail/Summary

Valid values for this field are:

- D** A detailed listing of incomes, deductions, net amounts, check numbers, and check dates for each employee processed during the specified quarter.
- S** A summarized listing of incomes, deductions, net amounts, check numbers, and check dates processed during the specified quarter.

Year

Type the current calendar year.

Quarter

Type the appropriate quarter. Valid values for this field are:

- 1** First quarter ending March 31
- 2** Second quarter ending June 30
- 3** Third quarter ending September 30
- 4** Fourth quarter ending December 31

5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The table below shows where the information on the Quarterly Audit report originates. The table lists the file name and file description associated with each column heading on the report.

Quarterly Audit Report

Column Name	File Name	File Description
Wages & Other Compensation	PYPIL	Employee Income Ledger
Federal Income	PYPDL	Employee Deductions Ledger
Federal Tax W/H, FICA W/H FMHI W/H	PYPDL	Employee Deductions Ledger
State/Local Information		
Code	PYPDL	Employee Deductions Ledger
State Income Local Amount Tax W/H All Disability Other Deductions	PYPDL	Employee Deductions Ledger
Net Amount Check Number Check Date	PYPCL	Employee Check Ledger (detailed listing only)

A sample Quarterly Audit report is shown on the following pages.

3/18/98 18:34:54
 EMPLOYER ZUS
 WAGES & OTHER FEDERAL FEDERAL FICA W/H *----- STATE / LOCAL INFORMATION -----* ALL OTHER
 COMPENSATION INCOME TAX W/H FMHI W/H CODE INCOME AMOUNT TAX W/H DISABILITY DEDUCTIONS NET AMOUNT CHECK CHECK
 NUMBER DATE

DETAIL LISTING
 SAMPLE US COMPANY

 Area Division Department Cost Centr DESCRIPTION
 100 TRANS TRUCK 400 TRUCK ADMINISTRATION

CARGO, CARRIE D
 412-55-1287 80009

1923.08	1730.77	191.25	119.23	*SPA	1730.77	48.46	.00	238.46	1297.80	2886	1/16/1998
			27.88								
1923.08	1730.77	191.25	119.23	*SPA	1730.77	48.46	.00	238.46	1297.79	2917	1/30/1998
			27.89								
1923.08	1807.70	202.79	119.23	*SPA	1807.70	50.62	.00	161.53	1361.03	2948	2/13/1998
			27.88								
1923.08	1923.08	220.10	119.23	*SPA	1923.08	53.85	.00	46.15	1455.86	2979	2/27/1998
			27.89								
* 7692.32	7192.32	805.39	476.92		.00	201.39	.00	684.60	5412.48		
			111.54								
				*SPA	7192.32	201.39	.00				

*** Cost Centr 400 Totals ***

7692.32	7192.32	805.39	476.92		.00	201.39	.00	684.60	5412.48		
			111.54								

 Area Division Department Cost Centr DESCRIPTION
 100 TRANS TRUCK 401 INTERSTATE DRIVERS

ROAD, ROCKY
 444-55-6677 80026

1615.92	1362.07	104.71	94.46	*SCO	1362.07	42.60	.00	606.74	744.78	2906	1/16/1998
			22.09								
1615.92	1362.07	104.71	94.47	*SCO	1362.07	42.60	.00	606.74	744.77	2937	1/30/1998
			22.09								
1615.92	1362.07	104.71	94.46	*SCO	1362.07	42.60	.00	606.74	744.77	2968	2/13/1998
			22.10								
1615.92	1362.07	104.71	94.47	*SCO	1362.07	42.60	.00	606.74	744.77	2999	2/27/1998
			22.09								
* 6463.68	5448.28	418.84	377.86		.00	170.40	.00	2426.96	2979.09		
			88.37								
				*SCO	5448.28	170.40	.00				

*** Cost Centr 401 Totals ***

6463.68	5448.28	418.84	377.86		.00	170.40	.00	2426.96	2979.09		
			88.37								

*SCO	5448.28	170.40	.00
------	---------	--------	-----

3/18/98 18:34:54

DETAIL LISTING

EMPLOYER ZUS

SAMPLE US COMPANY

WAGES & OTHER FEDERAL FEDERAL FICA W/H *----- STATE / LOCAL INFORMATION -----* ALL OTHER CHECK CHECK
 COMPENSATION INCOME TAX W/H FMHI W/H CODE INCOME AMOUNT TAX W/H DISABILITY DEDUCTIONS NET AMOUNT NUMBER DATE

 Area Division Department Cost Centr DESCRIPTION
 100 TRANS TRUCK 400 TRUCK ADMINISTRATION

*** Department TRUCK Totals ***
 14156.00 12640.60 1224.23 854.78 .00 371.79 .00 3111.56 8391.57
 199.91
 *SCO 5448.28 170.40 .00
 *SPA 7192.32 201.39 .00

*** Division TRANS Totals ***
 14156.00 12640.60 1224.23 854.78 .00 371.79 .00 3111.56 8391.57
 199.91
 *SCO 5448.28 170.40 .00
 *SPA 7192.32 201.39 .00

*** Area 100 Totals ***
 14156.00 12640.60 1224.23 854.78 .00 371.79 .00 3111.56 8391.57
 199.91
 *SCO 5448.28 170.40 .00
 *SPA 7192.32 201.39 .00

*** Employer Totals: ***
 14156.00 12640.60 1224.23 854.78 .00 371.79 .00 3111.56 8391.57
 199.91
 *SCO 5448.28 170.40 .00
 *SPA 7192.32 201.39 .00

□

Generating the Quarterly Payroll Register

The Quarterly Payroll Register report contains the following information:

- Earnings and hours or units paid in the quarter
- Deductions taken for the quarter
- Net check amounts for the quarter
- Employer and level totals

Information for this report comes from the following files:

- Employee Income file (PYPIE)
- Employee Deductions file (PYPDE)

The register includes information for both active and terminated employees.

Follow the steps below to print the Quarterly Payroll Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Quarterly Functions*.
- 3 Select *List QTR Payroll Register [QTDPR]*. The system displays the screen shown in Figure 11-6.

```

6/21/02 16:37:36      List QTR Payroll Register      PYGJC50  PYDJC50

Employer . . . .  _  +          Tax Company . . .  _  +
Level 1 . . . . .  _  +          Employer Group. .  _  +
Level 2 . . . . .  _  +
Level 3 . . . . .  _  +
Level 4 . . . . .  _  +

Totals Only? . .  0  (0=No 1=Yes)
Quarter . . . . .  0  (0->4)
Include Term? . .  0  (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access
  
```

Figure 11-6: List QTR Payroll Register screen

4 Complete the fields below.

Employer

Type the employer code or leave blank for all employers.

Tax Company

This field is for multi-tax employers only. Type the identifier for the tax company.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Employer Group

Type the identifier for the employer group.

Totals Only?

Valid values for this field are:

- 0** Print all data. The system generates a report listing each employee's income and deduction data for the quarter. Totals are printed at the end of each level combination and employer.
- 1** Print totals only. The system generates a report listing totals for each level combination and employer.

Quarter

Type the appropriate quarter. Valid values for this field are:

- 0** Fourth quarter of the prior calendar year
- 1** First quarter ending March 31
- 2** Second quarter ending June 30
- 3** Third quarter ending September 30
- 4** Fourth quarter ending December 31

Include Term?

Use this field to include terminated employees on the Quarterly Payroll Register. Valid values for this field are:

- 0** Do not include terminated employees on the Quarterly Payroll Register.
 - 1** Include terminated employees on the Quarterly Payroll Register.
- 5** Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Quarterly Payroll Register originates. The table lists the file name and file description associated with each column heading on the report.

All payroll registers (MTD, QTD, YTD, FYR, prior MTD and prior YTD) print detail for up to 998 income and 998 deduction types. The system summarizes all income and deduction types in excess of 998. The summary value @#\$OF is printed in the Type column of payroll registers if your reports contain detail for more than 998 income types and 998 deduction types. The system prints @#\$OF instead of the individual income or deduction control names.

Quarterly Payroll Register

Column Name	File Name	Field Description
Income Section		
Type	PYPIE	<i>Income Type</i>
Hours	PYPIE	<i>Current Month Hours</i>
Amount	PYPIE	<i>Current Month Amount</i>
Deduction Section		
Type	PYPDE	<i>Deduction Type</i>
Amount	PYPDE	<i>Current Month EE Amount</i>
Net		Calculated Field

A sample Quarterly Payroll Register is shown on the following page.

Employer ZUS SAMPLE US COMPANY
 Division 1 Division 1 Section E02 Sales Person
 Department 10001 Sales

-----INCOME-----			-----DEDUCTIONS-----					
TYPE	HOURS	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	NET	

Jonathan M Wood								
66								
*F@IN		1.12	*SMA	59.50				
REGSL	40.00	1000.00						
****	40.00	1001.12			****	59.50	940.50	
WAGES		1000.00						

Shirley J Testbooths								
91								
****		.00			****	.00	.00	

Robert D Charvez								
16570								
*F@IN		.46	*FMHI	7.25	*FWT	54.16		
REGSL	40.00	500.00						
****	40.00	500.46			****	61.41	438.59	
WAGES		500.00						

James W Dorsey								
16613								
*F@IN		.22	*FICA	31.02	*FMHI	7.25	*FWT	40.00
SLRY	40.00	500.00						
****	40.00	500.22			****	78.27	421.73	
WAGES		500.00						

James M Davidson								
16622								
*F@IN		.23	*FICA	37.21	*FMHI	8.71	*FWT	102.09
REGSL	40.00	600.00	*UAK	3.00				
****	40.00	600.23			****	151.01	448.99	
WAGES		600.00						

Joan M Indian								
16623								
*F@IN		.26	*FICA	37.21	*FMHI	8.71	*FWT	64.13
REGSL	40.00	600.00	*SAZ	6.41				
****	40.00	600.26			****	116.46	483.54	
WAGES		600.00						

Jennifer A Curry								
16627								
*F@IN		.04	*FICA	31.01	*FMHI	7.25	*FWT	61.44
REGSL	40.00	500.00	*SCT	22.50				
****	40.00	500.04			****	122.20	377.80	
WAGES		500.00						

Generating the Quarterly Earnings Register

The Quarterly Earnings Register report contains the following information:

- Employee income types for the quarter
- Income hours or units for the quarter
- Income amounts for the quarter
- Employer and level totals

Depending on the criteria specified, you can print employee detail or only level and employer totals. The register includes information for both active and terminated employees.

Information for this report comes from the Employee Income by Levels file (PYPIH). In this file the system stores employee income totals for each level entered for an employee during cycle processing.

Follow the steps below to print the Quarterly Earnings Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Quarterly Functions*.
- 3 Select *List QTR Earnings Register [QTDER]*. The system displays the List QTR Earnings Register.
- 4 Complete the fields on this screen. You can refer to the “Generating the Quarterly Payroll Register” section for complete field descriptions.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Quarterly Earnings Register originates. The table lists the file name and field descriptions associated with each column heading on the report.

Quarterly Earnings Register

Column Name	File Name	Field Description
Type	PYPIH	<i>Income Type</i>
Hours	PYPIH	<i>First Quarter, Second Quarter, Third Quarter, Fourth Quarter or Prior Fourth Qtr Hour</i>

Quarterly Earnings Register

Column Name	File Name	Field Description
Amount	PYPIH	<i>First Quarter, Second Quarter, Third Quarter, Fourth Quarter or Prior Fourth Qtr Amount</i>

A sample Quarterly Earnings Register is shown on the following page.

Employer ZUS SAMPLE US COMPANY
 Division 1 Division 1 Section E02 Sales Person
 Department 10001 Sales

	TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT
Jonathan M Wood 66	REGSL	40.00	1000.00				****	40.00	1000.00
Shirley J Testbooths 91	BONUS			HOL			REGSL ****		.00
Robert D Charvez 16570	HOL			REGSL	40.00	500.00	VACAT ****	40.00	500.00
James W Dorsey 16613	SLRY	40.00	500.00				****	40.00	500.00
James M Davidson 16622	FLFEE VACAT			HOL			REGSL ****	40.00 40.00	600.00 600.00
Joan M Indian 16623	FLFEE VACAT			HOL			REGSL ****	40.00 40.00	600.00 600.00
Jennifer A Curry 16627	FLFEE VACAT			HOL			REGSL ****	40.00 40.00	500.00 500.00
Eugene I Dupont 16628	FLFEE VACAT			HOL			REGSL ****	40.00 40.00	500.00 500.00
William B Evens 16636	FLFEE VACAT			HOL			REGSL ****	40.00 40.00	500.00 500.00

Generating the Quarterly Supplemental Register

The Quarterly Supplemental Register report contains the following information:

- Non-wage remunerations (for example, tips and fringe benefits) for the quarter for each employee
- Employer expense liability (for example, employer paid portion on deductions taken) for each employee
- Employer and level totals

Information for this report comes from the employee income summary (PYPIE) file and the employee deduction summary file (PYPDE). This register includes only incomes whose names begin with *F and only deductions for which you generate employer liability amounts, such as tax and benefit deductions. The register includes information for both active and terminated employees.

Follow the steps below to print the Quarterly Supplemental Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Quarterly Functions*.
- 3 Select *List QTR Supplemental Register [QTDSR]*. The system displays the List QTR Supplemental Register screen.
- 4 Complete the fields on this screen. You can refer to the “Generating the Quarterly Payroll Register” section for complete field descriptions.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Quarterly Supplemental Register originates. The table lists the file name and file descriptions associated with each column heading on the report.

Quarterly Supplemental Register

Column Name	File Name	Field Description
Non-Wage Remuneration Section		
Type	PYPIE	<i>Income Type</i>

Quarterly Supplemental Register

Column Name	File Name	Field Description
Amount	PYPDE	<i>First Quarter, Second Quarter, Third Quarter, Fourth Quarter or Prior Fourth Qtr Amounts</i>

Employer Expense Liability Section

Type	PYPDE	<i>Deduction Type</i>
Amount	PYPDE	<i>First Quarter, Second Quarter, Third Quarter, Fourth Quarter or Prior Fourth Qtr ER Amt</i>

A sample Quarterly Supplemental Register is shown on the following page.

PYGRG70 PYTRG70		S E C O N D Q U A R T E R				S U P P L E M E N T A L R E G I S T E R				Page 1
6/21/XX 13:35:57										By Current Level
Employer ZUS SAMPLE US COMPANY										
Division 1		Section		E02		Sales Person				
Department 10001 Sales										
----NON-WAGE REMUNERATION----		-----EMPLOYER EXPENSE LIABILITY-----								
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	

Jonathan M Wood										
66	*F@IN	1.12	*FUTA	7.96	*UMA	30.03	MAHTX		.83	
	XGRLF			20.00						
	****	1.12					****		58.82	

Shirley J Testbooths										
91	****	.00					****		.00	

Robert D Charvez										
16570	*F@IN	.46	*FMHI	7.25	XGRLF	20.00				
	****	.46					****		27.25	

James W Dorsey										
16613	*F@IN	.22	*FICA	31.02	*FMHI	7.25	*FUTA		4.00	
			*UNH	12.51	XGRLF	20.00				
	****	.22					****		74.78	

James M Davidson										
16622	*F@IN	.23	*FICA	37.21	*FMHI	8.71	*FUTA		4.80	
			*UAK	12.00	XGRLF	20.00				
	****	.23					****		82.72	

Joan M Indian										
16623	*F@IN	.26	*FICA	37.21	*FMHI	8.71	*FUTA		4.80	
			*UAZ	15.01	XGRLF	25.00				
	****	.26					****		90.73	

Jennifer A Curry										
16627	*F@IN	.04	*FICA	31.01	*FMHI	7.25	*FUTA		4.00	
			*UCT	16.25	XGRLF	20.00				
	****	.04					****		78.51	

Eugene I Dupont										
16628	*F@IN	.05	*FICA	31.00	*FMHI	7.26	*FUTA		4.00	
			*UDE	16.25	XGRLF	20.00				
	****	.05					****		78.51	

William B Evens										
16636	*F@IN	.04	*FICA	31.01	*FMHI	7.25	*FUTA		4.00	
			*UIN	10.00	XGRLF	20.00				

**** .04

**** 72.26

Closing the Calendar Quarter

When you use the *Close Employer Calendar Quarter* function, the system performs the following tasks:

- Checks for cycles not posted. The system searches the cycle history file for any cycles not posted in the calendar quarter. The system does not allow you to continue until these cycles are posted
- Prints the special reports specified for selected incomes and deductions
- Clears the *Limit Balance* field in the employee deduction summary file for deductions with a quarterly limit

Follow the steps below to close the employer calendar quarter.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select Quarterly Functions.
- 3 Select Close Employer Calendar Quarter [CECQ]. The system displays the screen shown in Figure 11-7.

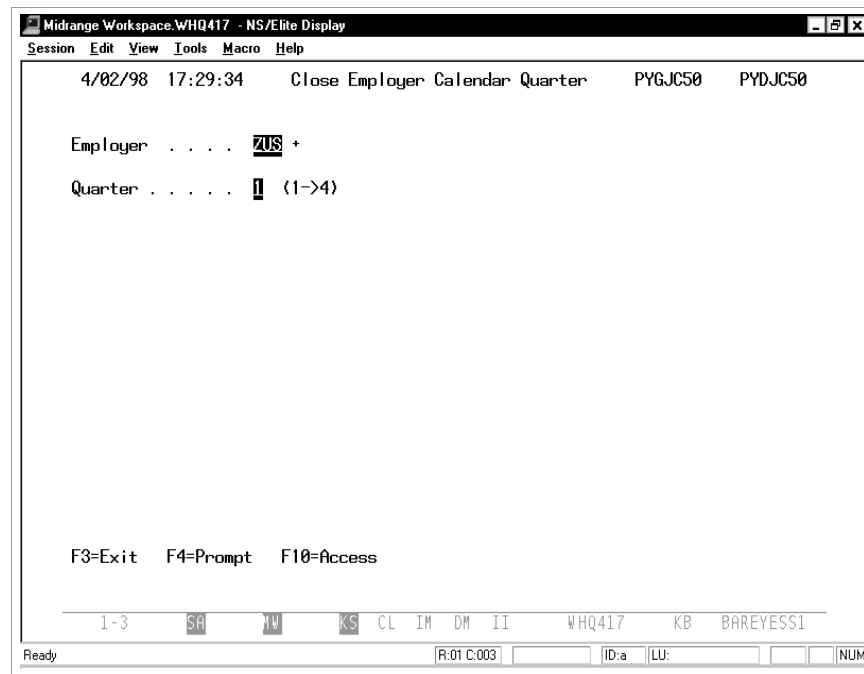


Figure 11-7: Close Employer Calendar Quarter screen

- 4 Complete the fields below.

Employer

Type the employer code.

Quarter

Type the appropriate quarter. Valid values for this field are:

- 1** First quarter ending March 31
 - 2** Second quarter ending June 30
 - 3** Third quarter ending September 30
 - 4** Fourth quarter ending December 31
- 5** Press Enter. The system submits the close for batch processing and generates quarterly special reports for selected incomes and deductions. This function does not produce other registers or reports.
-

Closing the Calendar Year

After you post your last pay cycle with a check date in the current calendar year, you can close the calendar year. When you close the year, the system performs many tasks including transferring current year balances to prior year fields in the employee income and deduction summary records. You can use the prior year fields to generate data for year end tax forms and slips, including the W-2, T4, T4A and RL-1 slips. You must close the calendar year before you process pay cycles with a check date in the new year.

The calendar year end functions described in this chapter allow you to produce year-to-date reports for balancing purposes and to close the year for one or more employers.

Printing year end reports is optional. Closing the calendar year is not.

We strongly recommend that you close the month and quarter before you close the year. However, you are not required to do so.

The *Close to General Ledger* and *Close Employer for Calendar Year* are two independent functions. You do not have to close to General Ledger before closing the calendar year. Similarly, you do not have to close the fiscal year when you close your calendar year. Use the *Close Employer for Fiscal Year* function at the end of your organization's accounting year.

Caution: After you close the year, you can generate only prior fourth quarter and prior year reports. You cannot generate first, second and third quarter reports using prior year data. Therefore, if you use quarterly reports, remember to run these reports prior to closing your calendar year.

The following functions are discussed in this chapter.

- *List YTD Payroll Register*
- *List YTD Earnings Register*
- *List YTD Supplemental Register*
- *Close Employer for Calendar Year*

You can use the year-to-date registers listed above to assist you in balancing your annual totals. If you plan to produce these reports, you should print them prior to closing the calendar year. However, if you find you need the registers after closing the year, you can use options within the *Prior Period Reporting* function to generate the reports.

Commonly Asked Questions

Consider these key questions and their answers before you process calendar year end functions.

Should I back up my data before proceeding with the calendar close?

Yes, before closing the calendar year, you should notify your MIS department to do a full system backup. In fact, you may want to back up the system twice, to avoid the possibility of a faulty backup tape.

What other considerations should I be aware of before closing the year?

To avoid the possibility of “file full” messages and/or system termination of the *Close Employer for Calendar Year* job, your MIS staff can use the CHGPF command to change the member size values of files PYPPQ, PYPIQ, and PYPDQ to a high threshold you would not expect to reach. The system stores annual totals by employee for each income and deduction in these files.

Can I close the year prior to generating W-2 forms and T4, T4A and RL-1 slips?

Yes. You can create W-2 forms or T4, T4A or RL-1 slips by using the prior year fields and at the same time run payroll cycles for the new year. Refer to the *Infinium Payroll Guide to Canadian Year End Processing* or the *Infinium Payroll Guide to U.S. Year End Processing* for more information on calendar period closings.

Can I have two calendar years open at the same time?

No. You must close one year before processing a payroll cycle in the next year.

Generating the Year-to-Date Payroll Register

The Year-to-Date Payroll Register contains the following information for each employee processed in at least one payroll cycle during the specified calendar year:

- Annual income amounts and hours by income type
- Annual deduction amounts by deduction type
- Net amount paid to each employee in the calendar year
- Annual employer and level totals by income and deduction type

The register includes both active and terminated employees. Depending on the criteria specified, you can print totals only.

To generate the Year-to-Date Payroll Register, follow the steps below.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Year End Functions*.
- 3 Select *List YTD Payroll Register* [YTDPR]. The system displays the screen shown in Figure 11-8.

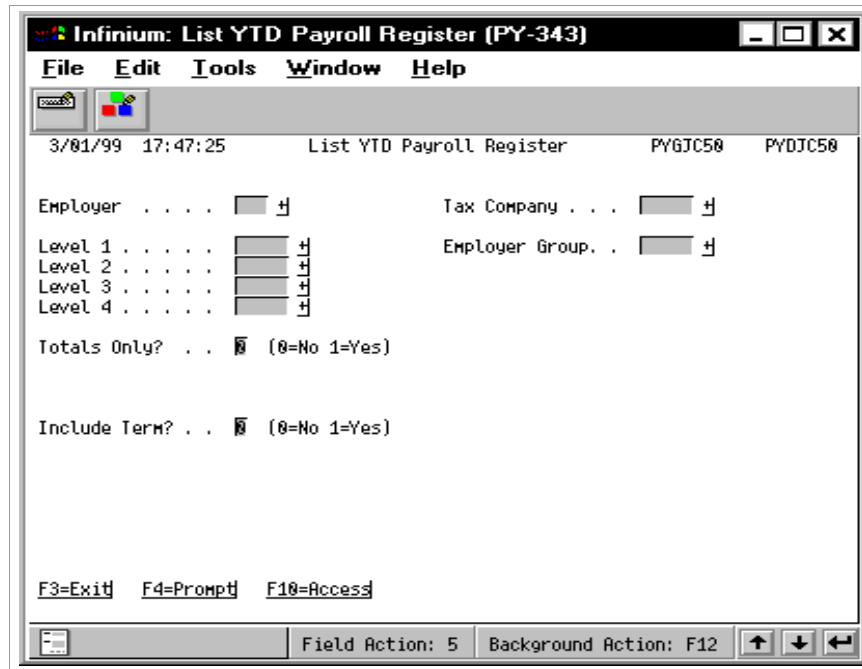


Figure 11-8: List YTD Payroll Register screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer or leave this field blank to select all employers for the report.

Tax Company

Leave this field blank. This field is for U.S. multi-tax customers only.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Employer Group

Type the code value that identifies the group of employers you want to include in the report. You use code type **ERG** to define values for this field.

Totals Only?

Valid values for this field are:

- 0** Print all data. The system generates a report listing each employee's deduction and income data for the calendar year. Totals are printed at the end of each level combination and employer.
- 1** Print totals only. The system generates a report listing the totals for each level combination and employer. The report does not include employee data.

Include Term?

Use this field to include terminated employees on the Year-to-Date Payroll Register. Valid values for this field are:

- 0** Do not include terminated employees on the Year-to-Date Payroll Register.
 - 1** Include terminated employees on the Year-to-Date Payroll Register.
- 5** Press Enter. The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Locating Source Data

The following table shows where the information on the Year-to-Date Payroll Register originates. The table lists the file name and file description associated with each column heading on the report. A sample Year-to-Date Payroll Register is shown on the following page.

The system prints detail for up to 998 income and 998 deduction types on all payroll registers. It summarizes all incomes and deductions in excess of 998 and prints the summary value **@#\$OF** in the Type name column of the registers in place of specific income or deduction names.

Year-to-Date Payroll Register

Column Name	File Name	File Description
Incomes Section		
Type Hours Amount	PYPPIE	Employee Incomes
<hr/>		
Deductions Section		
Type Amount	PYPDE	Employee Deductions
<hr/>		
Net Section		
Net	PYPMS	Employee Payroll Master
<hr/>		

PYGRG60 PYTRG60
 12/17/xx 18:29:50

Y E A R - T O - D A T E P A Y R O L L R E G I S T E R

Employer ZC1 SAMPLE CANADIAN COMPANY
 Area 100 WESTERN AREA
 Division ADMIN ADMINISTRATION

Department ACCT ACCOUNTING
 Cost Centr 103 GENERAL LEDGER

-----INCOME-----				-----DEDUCTIONS-----					
TYPE	HOURS	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	NET
BRITTANY COLUMBUS									
80172	HOLH	24.00	168.00	*CCPP	162.84	*CFBC	1175.06	*CUIC	203.85
	HOUR	896.00	7192.00	UNDUE	72.00				
	****	920.00	7360.00					****	1613.75

OLIVER NICHOLS									
80178	HOLH	24.00	168.00	*CCPP	188.93	*CFON	911.29	*CUIC	230.29
	HOUR	736.00	5152.00	GRNPT	2000.00	UNDUE	72.00		
	VACH	240.00	3000.00						
	****	1000.00	8320.00					****	3402.51

GENERAL LEDGER									
103									
	HOLH	48.00	336.00	*CCPP	351.77	*CFBC	1175.06	*CFON	911.29
	HOUR	1632.00	12344.00	*CUIC	434.14	GRNPT	2000.00	UNDUE	144.00
	VACH	240.00	3000.00						
Cost Centr Total	****	1920.00	15680.00					****	5016.26

ACCOUNTING									
ACCT									
	HOLH	48.00	336.00	*CCPP	351.77	*CFBC	1175.06	*CFON	911.29
	HOUR	1632.00	12344.00	*CUIC	434.14	GRNPT	2000.00	UNDUE	144.00
	VACH	240.00	3000.00						
Department Total	****	1920.00	15680.00					****	5016.26

WESTERN AREA									
100									
	HOLH	48.00	336.00	*CCPP	351.77	*CFBC	1175.06	*CFON	911.29
	HOUR	1632.00	12344.00	*CUIC	434.14	GRNPT	2000.00	UNDUE	144.00
	VACH	240.00	3000.00						
****Area Total****	****	1920.00	15680.00					****	5016.26

ZC1									
	HOLH	48.00	336.00	*CCPP	351.77	*CFBC	1175.06	*CFON	911.29
	HOUR	1632.00	12344.00	*CUIC	434.14	GRNPT	2000.00	UNDUE	144.00
	VACH	240.00	3000.00						
Employer Total	****	1920.00	15680.00					****	5016.26

Generating the Year-to-Date Earnings Register

The Year-to-Date Earnings Register contains annual hours and amounts for each income processed for every employee included in at least one payroll cycle during the specified calendar year. The register includes both active and terminated employees.

Depending on the criteria you specify, you can print employee detail or totals only.

To generate the Year-to-Date Earnings Register, follow the steps below.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Year End Functions*.
- 3 Select *List YTD Earnings Register* [YTDER]. The system displays the List YTD Earnings Register screen.
- 4 Complete the fields on this screen. Refer to the “Generating the Year-to-Date Payroll Register” for details.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Year-to-Date Earnings Register originates. The table lists the file name and file description associated with each column heading on the report.

A sample Year-to-Date Earnings Register is shown on the following page.

Year-to-Date Earnings Register

Column Name	File Name	File Description
Type Hours Amount	PYPIH	Employee Income by Level

PYGRG65 PYTRG65
 12/17/XX 18:38:31

Y E A R - T O - D A T E E A R N I N G S R E G I S T E R

Page 1
 By Level Worked

Employer ZC1 SAMPLE CANADIAN COMPANY
 Area 100 WESTERN AREA
 Division ADMIN ADMINISTRATION

Department ACCT ACCOUNTING
 Cost Centr 103 GENERAL LEDGER

	TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT	TYPE	HOURS	AMOUNT

BRITTANY COLUMBUS									
80172	HOLH	24.00	168.00	HOUR	896.00	7192.00			
							****	920.00	7360.00

OLIVER NICHOLS									
80178	HOLH	24.00	168.00	HOUR	736.00	5152.00	VACH	240.00	3000.00
							****	1000.00	8320.00

GENERAL LEDGER									
103	HOLH	48.00	336.00	HOUR	1632.00	12344.00	VACH	240.00	3000.00
Cost Centr Total							****	1920.00	15680.00

ACCOUNTING									
ACCT	HOLH	48.00	336.00	HOUR	1632.00	12344.00	VACH	240.00	3000.00
Department Total							****	1920.00	15680.00

ADMINISTRATION									
ADMIN	HOLH	48.00	336.00	HOUR	1632.00	12344.00	VACH	240.00	3000.00
Division Total							****	1920.00	15680.00

WESTERN AREA									
100	HOLH	48.00	336.00	HOUR	1632.00	12344.00	VACH	240.00	3000.00
****Area Total****							****	1920.00	15680.00

ZC1	HOLH	48.00	336.00	HOUR	1632.00	12344.00	VACH	240.00	3000.00
Employer Total							****	1920.00	15680.00

□

Generating the Year-to-Date Supplemental Register

The Year-to-Date Supplemental Register report contains the following information for employees processed in at least one payroll cycle during the specified calendar year:

- Annual amounts for non-wage remunerations such as tips (*TIPS) and fringe benefit incomes (*F incomes)
- Annual employer expense liability amounts, which represent the employer-paid portion of deductions
- Annual employer and level totals

The register includes both active and terminated employees.

To generate the Year-to-Date Supplemental Register, follow the steps below.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Year End Functions*.
- 3 Select *List YTD Supplemental Register* [YTDSR]. The system displays the List YTD Supplemental Register screen.
- 4 Complete the fields on this screen. Refer to the “Generating the Year-to-Date Payroll Register” for details.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Year-to-Date Supplemental Register originates. The table lists the file name and file description associated with each column heading on the report.

A sample Year-to-Date Supplemental Register is shown on the following page.

Year-to-Date Supplemental Register

Column Name	File Name	File Description
Non-Wage Remuneration Section		
Type Amount	PYPIE	Employee Income

Employer Expense Liability Section

Type Amount	PYPDE	Employee Deductions
----------------	-------	---------------------

PYGRG70		PYTRG70		Y E A R - T O - D A T E S U P P L E M E N T A L R E G I S T E R					
12/17/XX		18:44:02							
Employer	ZC1	SAMPLE CANADIAN COMPANY							
Area	100	WESTERN AREA		Department	ACCT	ACCOUNTING			
Division	ADMIN	ADMINISTRATION		Cost Centr	103	GENERAL LEDGER			
----		NON-WAGE	REMUNERATION	-----EMPLOYER		EXPENSE	LIABILITY	-----	
	TYPE	AMOUNT		TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT

BRITTANY COLUMBUS									
80172				*CCPP	162.84	*CUIC	305.78		
	****	.00						****	468.62

OLIVER NICHOLS									
80178				*CCPP	188.93	*CUIC	345.45		
	****	.00						****	534.38

GENERAL LEDGER									
103				*CCPP	351.77	*CUIC	651.23		
Cost Centr Total	****	.00						****	1003.00

ACCOUNTING									
ACCT				*CCPP	351.77	*CUIC	651.23		
Department Total	****	.00						****	1003.00

ADMINISTRATION									
ADMIN				*CCPP	351.77	*CUIC	651.23		
Division Total	****	.00						****	1003.00

WESTERN AREA									
100				*CCPP	351.77	*CUIC	651.23		
****Area Total****	****	.00						****	1003.00

ZC1									
Employer Total	****	.00		*CCPP	351.77	*CUIC	651.23	****	1003.00

□

Closing the Calendar Year

After you have completed all payroll cycles for the calendar year, you use the *Close Employer for Calendar Year* function to close the calendar year for your employer. When you use this function, the system performs the following steps:

- Searches for unposted cycles. You cannot close the year until you post or delete all cycles with check dates in the current calendar year.
- Prints annual special reports for selected incomes and deductions
- Updates year-to-date and prior year-to-date balances in employee payroll master records
- Transfer the balances in Current Year fields of employee income summary, deduction summary and miscellaneous data records to *Prior Year* fields
- Deletes inactive employee income and deduction records under certain conditions
- Increments the value in the *Curr Calendar Yr* field in the employer control by one
- Creates summarized annual income and deduction history records for employees. You can view these records using the Display Annual Pay History function within the Payroll Inquiry option.

Follow these steps to close your employer's calendar year:

- 1 From the Infinium PY main menu select *Period Ending Operations*.
 - 2 Select *Year End Functions*.
 - 3 Select *Close Employer for Calendar Year* [CECY]. The system displays the screen shown in Figure 11-9.
-

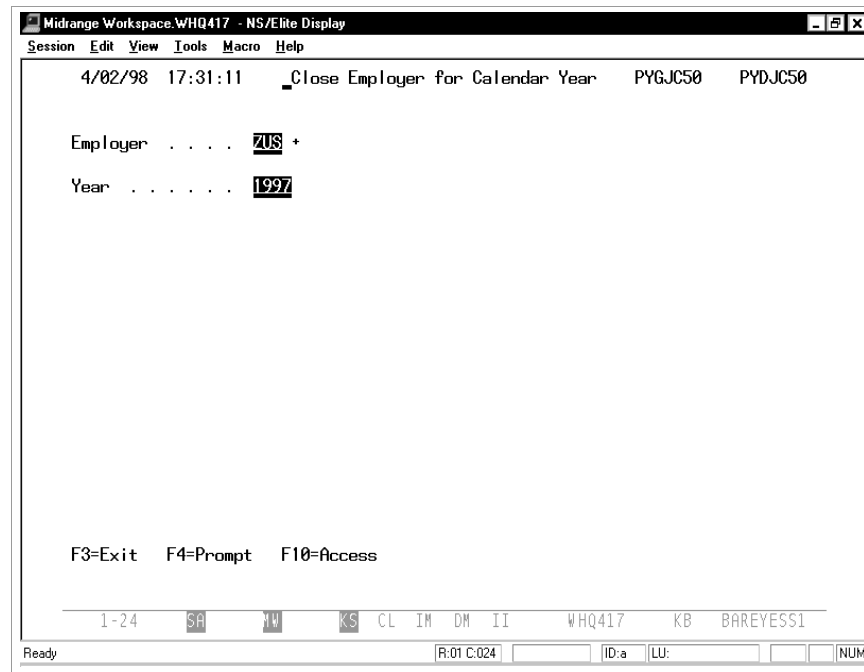


Figure 11-9: Close Employer for Calendar Year screen

- Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer.

Year

Type the appropriate calendar year. The system validates your entry by comparing the value you type in this field to the value in the *Curr Calendar Yr* field in the employer control.

- Press Enter. The system displays the following message:

Press F16 to confirm backups are complete and submit year end close.

- After confirming that backups are complete, press F16 to submit the year-end close. The system displays the following message and returns you to the Infinium PY main menu:

Building submission request . . .

Caution: Wait until after the system completes all processing for the calendar year close before you review the updated information. Refer to the *Infinium PY Guide to U.S. Year End Processing* or the *Infinium PY Guide to Canadian Year End Processing* for details.

Closing the Fiscal Year

After you post your last pay cycle that is reported in the current fiscal year, you can close the fiscal (accounting) year. When you close the fiscal year, the system clears fiscal year balance fields stored in the employee income and deduction summary records. You must close the fiscal year before you process pay cycles that are to be reported in the new fiscal year.

The fiscal year end functions allow you to produce year-to-date reports for balancing purposes and to close the fiscal year.

The calendar year end close does not affect the fiscal year balances in employee income and deduction records. If your fiscal year coincides with the calendar year, you can run the fiscal year close before or after you run the calendar year end close.

Since there are no standard prior fiscal year reports on the system, be sure to run the following reports prior to closing your fiscal year:

- Fiscal Year Payroll Register
- Fiscal Year Earnings Register
- Fiscal Year Supplemental Register

These reports are especially important if your fiscal year is different from the calendar year. For example, if your fiscal year runs from September to August, you can generate reports of fiscal year balances at the end of August before you close the fiscal year.

Although you cannot generate reports of prior fiscal year information using standard Infinium PY reports, you can use Infinium QY to generate your own reports of this information since prior fiscal year balances are kept in the employee income summary and deduction summary records (PYPIE and PYPDE, respectively).

The following functions are discussed in this section:

- *List Fiscal Year End Payroll Register*
 - List Fiscal Year End Earnings Register
 - List Fiscal Year End Supplemental Register
 - Close Employer for Fiscal Year
-

Refer to the *Infinium PY Guide to U.S. Year End Processing* or the *Infinium PY Guide to Canadian Year End Processing* for further details about closing the fiscal year.

This section does not include fiscal year report samples. Refer to report samples in the “Closing the Calendar Year” section of this guide as the design of calendar year registers matches the design of the fiscal year registers.

Commonly Asked Questions

Consider these key questions and answers before you close the fiscal year.

Can my fiscal year be different from my calendar year?

Yes, it is quite common for the fiscal year to begin on a date other than January 1.

Does my fiscal year close have any effect on my calendar year?

No, they are separate and independent functions.

When you perform Fiscal Year End processing, you are clearing balances from only the *Fiscal Year* fields in employee income summary and deduction summary records.

Generating the Fiscal Year Payroll Register

The Fiscal Year Payroll Register report includes the following information:

- Incomes earned for the fiscal year
- Deductions taken for the fiscal year
- Net check amounts for the fiscal year
- Employer and level totals

This register includes information for both active and terminated employees.

Fiscal Year reporting must be done prior to closing the fiscal year since no function exists for the prior fiscal year.

Follow the steps below to print the Fiscal Year Payroll Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
-

- 2 Select *Fiscal Year End Functions*.
- 3 Select *List FYR Payroll Register* [FYRDR]. The system displays the screen shown in Figure 11-10.

Figure 11-10: List FYR Payroll Register screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the employer code or leave this field blank for all employers.

Tax Company

This field is for U.S. multi-tax employers only. Type the identifier for the tax company.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Employer Group

Type the code value that identifies a group of employers.

Totals Only

Indicate whether the system should include detail or only totals on the register.

Valid values are:

- 0** Include all data. The system generates a report listing each employee's deduction and income data for the fiscal year. Totals are printed at the end of each level combination and employer.
- 1** Include totals only. The system generates a report listing the totals for each level combination and employer.

Include Term?

Use this field to include terminated employees on the Fiscal Year Payroll Register. Valid values for this field are:

- 0** Do not include terminated employees on the Fiscal Year Payroll Register.
 - 1** Include terminated employees on the Fiscal Year Payroll Register.
- 5** Press Enter. The system generates the requested register.

Locating Source Data

The following table shows where the information on the Fiscal Year Payroll Register originates. The table lists the file name and file description associated with each column heading on the report.

The system prints detail for up to 998 income and 998 deduction types on all payroll registers. It summarizes all incomes and deductions in excess of 998 and prints the summary value **@#\$OF** in the type name column of the registers in place of specific income or deduction names.

Fiscal Year Payroll Register

Column Name	File Name	File Description
Incomes Section		
Type Hours Amount	PYPIE	Employee Incomes
Deductions Section		
Type Amount	PYPDE	Employee Deductions

Fiscal Year Payroll Register

Column Name	File Name	File Description
Net Section		
Net	PYPMS	Employee Payroll Master

Generating the Fiscal Year Earnings Register

The Fiscal Year Earnings Register lists employees who have been paid during the selected fiscal year along with their income amounts and hours or units. The List Fiscal Year Earnings Register report prints the following information:

- Income types paid during the fiscal year
- Hours or units processed during the fiscal year
- Amounts paid during the fiscal year
- Employer and level totals

Follow the steps below to print the Fiscal Year Earnings Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Fiscal Year End Functions*.
- 3 Select List *FYR Earnings Register* [FYRER]. The system displays the List FYR Earnings Register screen.
- 4 Complete the fields on this screen. You can refer to the “Generating the Fiscal Year Payroll Register” section for complete field descriptions.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Fiscal Year Earnings Register originates. The table lists the file name and file description associated with each column heading on the report.

Fiscal Year Earnings Register

Column Name	File Name	File Description
Type Hours Amount	PYPIH	Employee Income by Level

Generating the Fiscal Year Supplemental Register

The Fiscal Supplemental Register report contains the following information:

- Non-wage remunerations (tips and fringe benefits) for the fiscal year
- Employer expense liability (the employer paid portion on deductions taken) for the fiscal year
- Employer and level totals

This register includes only incomes whose names begin with *F and only deductions for which you generate employer liability amounts, such as tax and benefit deductions.

Follow the steps below to print the Fiscal Year Supplemental Register.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
- 2 Select *Fiscal Year End Functions*.
- 3 Select *List FYR Supplemental Register* [FYRSR]. The system displays the List FYR Supplemental Register screen.
- 4 Complete the fields on this screen. You can refer to the “Generating the Fiscal Year Payroll Register” section for complete field descriptions.
- 5 Press Enter to submit your request and exit from the screen.

Locating Source Data

The following table shows where the information on the Fiscal Year Supplemental Register originates. The table lists the file name and file description associated with each column heading on the report.

Fiscal Year Supplemental Register

Column Name	File Name	File Description
Non-Wage Remuneration Section		
Type Amount	PYPIE	Employee Income
Employer Expense Liability Section		
Type Amount	PYPDE	Employee Deductions

Closing the Fiscal Year

When you close the fiscal year, the system performs the following tasks:

- 1 Searches the cycle history file for any cycles not posted in the fiscal year. The system does not allow you to continue until these cycles are posted.
- 2 Transfers balances from the *Fiscal Year* fields to *Prior Fiscal Year* fields in employee income summary and deduction summary records.
- 3 Increments the value in the *Curr Fiscal Yr.* field in the employer control by one.

Follow the steps below to close the employer fiscal year.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
 - 2 Select *Fiscal Year End Functions*.
 - 3 Select *Close Employer for Fiscal Year* [CEFV]. The system displays the screen shown in Figure 11-11.
-

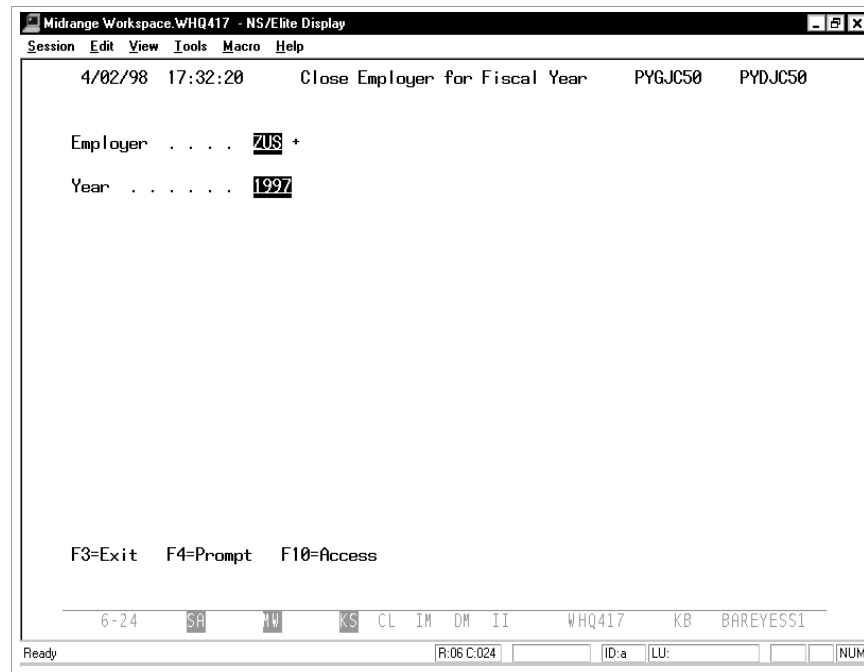


Figure 11-11: Close Employer for Fiscal Year screen

4 Complete the fields below.

Employer

Type the employer code.

Year

Type the fiscal year you are closing. Your entry must match the value in the *Curr Fiscal Year* field on the current fiscal year on the employer control.

5 Press Enter. The system submits the batch job that closes the fiscal year. The system does not generate any reports or registers.

Generating Prior Period Reports

You can produce registers for the prior calendar month and calendar year even after you close the period. The system uses information in the *Prior Month* and *Prior Year* fields on the employee income summary and deduction summary records to generate prior period reports. These reports can assist you in balancing your monthly and yearly totals.

You can produce the following registers using options in the *Prior Period Reporting* function within the *Period Ending Operations* option:

- Prior Month Payroll Register
- Prior Month Earnings Register
- Prior Month Supplemental Register
- Prior Year-to-Date Payroll Register
- Prior Year-to-Date Earnings Register
- Prior Year-to-Date Supplemental Register

Refer to “Closing the Calendar Month” and “Closing the Calendar Year” sections of this chapter for instructions on how to generate these registers.

Commonly Asked Questions

Consider these key questions and answers before you generate prior period reports.

Do I need to run the prior period reports?

No. They are optional reports that are provided to assist you in researching payroll totals for the previous calendar month or previous calendar year after you have closed the period.

What if the prior year report does not match the original version generated before the close?

This means that the values in the *Prior Year* fields on the employee's income summary and deduction summary records have changed since you closed the period. This could result from updates by a custom program or by someone making manual updates to the totals using one of the *Correct Employee Data* functions under the *Supervisor's Functions* option. When you use these functions, the system automatically generates a report of changes.

Notes

Chapter 12 Generating Bonus and Commission Checks

12

The chapter consists of the following topics:

Topic	Page
Overview of Bonus and Commission Checks	12-2
Setting Up Bonus/Commission Incomes and Pay Cycles	12-3
Processing Bonus/Commission Checks	12-14
Beginning the Bonus/Commission Cycle	12-23

Overview of Bonus and Commission Checks

The *Bonus Processing* function allows you to process a payroll cycle for income types that are not normally included in regular payroll processing or for groups of employees who are normally processed in separate cycles. You can use this feature to generate a separate check for bonus or commission payments that are paid on a different schedule than regular pay.

This chapter is divided into two sections: set up and processing. You need to complete the steps for set up only once. You follow the processing steps each time you generate bonus or commission checks.

Employees are included in a bonus cycle if they have an amount in the bonus income work file when you run the *Begin Bonus Cycle Operations* function. You do not need to assign employees to the bonus cycle.

Objectives

At the conclusion of this chapter you should be able to accomplish the following:

- Set up bonus incomes and cycles
 - Assign bonus incomes to employees
 - Process bonus pay cycles
-

Setting Up Bonus/Commission Incomes and Pay Cycles

You must complete the following three steps to set up bonus/commission incomes and pay cycles:

- 1 Define the bonus and/or commission income(s).
- 2 Create a bonus and/or commission pay cycle.
- 3 Authorize the bonus and/or commission incomes to employees.

Defining the Bonus/Commission Income(s)

You must define an income control for the bonus or commission payments. The income method most commonly used is 1, the flat amount income method. Refer to the *Infinium PY Guide to Controls* for complete information on how to create all types of income controls.

Follow the steps below to create the bonus/commission income.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.
 - 4 Complete the *Employer*, *Income* and *Method* fields.
 - 5 Press Enter. The system displays the screen shown in Figure 12-1.
-

8/09/04 13:07:52		Update Income Controls		PYGMIC	PYDMIC
				Page 1 of 4	
Employer	ZUS SAMPLE US COMPANY				
Income	BONUS				
Method	1 - Flat Amount				
Description . . .	<u>BONUS</u>	Starting Date . .	_____		
Priority	<u>1000</u>	Ending Date . . .	_____		
Summ. Code . . .	<u>30</u> +	Distribute Labor.	<u>1</u> (0=No 1=Yes)		
Frequency	<u>8</u>	Workers Comp. . .	<u>0</u>		
Special Tax . . .	<u>4</u>	Segments Required	<u>-</u> (0=No 1=Yes)		
Income Basis . .	<u>-</u>				
Income Amount . .	_____				
Income Factor . .	_____				
YTD Limit	<u>.00</u>				
Income Matrix . .	<u>+</u>				
Matrix Column . .	<u>+</u>				
Matrix Row	<u>+</u>				
Labor Expense . .	<u>ZUS-****-****-1600-0000</u> +				
Rev. Hierarchy . .	<u>-</u> (Blank=No) Allow Pay Msg? . <u>0</u> (0=No 1=Yes)				
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 12-1: Update Income Controls screen 1

- 6 Use the information below to complete the fields on this screen that are pertinent to bonus or commission incomes. Complete the other fields on this screen as appropriate.

Special Tax

Type one of the following values to tax the bonus or commission income at a special tax rate:

For U.S. employers:

- Blank** Tax normally.
- or **0**
- 1** Tax at the federal supplemental rate.
- 2** Include in federal taxable wages but do not tax.
- 3** Tax using state supplemental processing methods. Supplemental method values are stored on state tax table records.

- 4** Tax using federal and state supplemental processing methods.

South Carolina employers must type **4** for supplemental rate.
- 5** Include in state taxable wages but do not tax.
- 6** Include in local taxable wages but do not tax.
- 7** Include in federal/state/local taxable wages but do not tax.
- 8** For future use.
- 9** Do not tax. (Not included in taxable wages and are not included in FICA or FMHI wage bases.)

For Canadian employers:

- Blank or 0** Tax normally.
- 1** Tax by using the bonus income calculation method.
- 2** Include in taxable wages but do not withhold tax.
- 3** Tax by using the lump sum calculation method.

Note: The special tax values for Canadian employers affect Federal and Quebec income tax calculations only.

YTD Limit

The system displays this field only when you are setting up a flat amount income. Type a value in this field to restrict the amount employees can earn of this income during the calendar year. You can also enter unique annual limit amounts for employees on their own individual income authorization records.

Leave this field blank if the income is not subject to annual limits.

- 7** Press Enter to proceed through the remaining screens and save the information.

For Canadian employers, the system displays the Update Income Controls screen 4 of 4. Complete the appropriate fields on this screen.

- Repeat steps 4 through 6 to update information for other incomes or press F3 to return to the Infinium PY main menu.

Creating a Bonus/Commission Pay Cycle

Create one or more unique payroll cycles to process your special bonus or commission incomes.

Follow the steps below to create a bonus/commission pay cycle. Only fields with special relevance to bonus cycle processing are described. Refer to the *Infinium PY Guide to Controls* for complete information on setting up cycles.

- From the Infinium PY main menu select *Master Files*.
- Select *Update Master Files*.
- Select *Update Cycle Controls [UCY]*. The system displays the Update Cycle Controls prompt screen.
- Complete the *Employer* and *Cycle* fields.
- Press Enter. The system displays the screen shown in Figure 12-2.

The screenshot shows the 'UPDATE CYCLE CONTROLS' window. At the top, there is a title bar with the text 'UPDATE CYCLE CONTROLS' and a window control bar with 'PY 11.0 QA-113'. Below the title bar, the page number 'Page 1 of 3' is displayed. The main content area contains the following fields and values:

Employer	ZUS	SAMPLE US COMPANY
Cycle	BONUS	
Description	BONUS CYCLE	
Pay Type	<input type="checkbox"/>	On Demand Cycle <input type="checkbox"/> Check for Yes
Pay Frequency	<input type="checkbox"/>	Enter TS at Level <input type="text" value="4"/> (0->4)
Standard Weeks	<input type="text" value="0"/>	
Cycle Level Restrictions		
Area	<input type="text"/>	<input type="text"/>
Division	<input type="text"/>	<input type="text"/>
Department	<input type="text"/>	<input type="text"/>
Cost Centr	<input type="text"/>	<input type="text"/>

Figure 12-2: Update Cycle Controls screen 1 of 3

- Complete the fields described below. Complete the rest of the fields as appropriate for your organization.

On Demand Cycle

Type **0** in this field.

Standard Weeks

Type **0** in this field to prevent the system from updating the employee's weeks worked when you process a bonus or commission cycle. You can override this value when you begin the cycle.

- Press Enter. The system displays the screen shown in Figure 12-3.

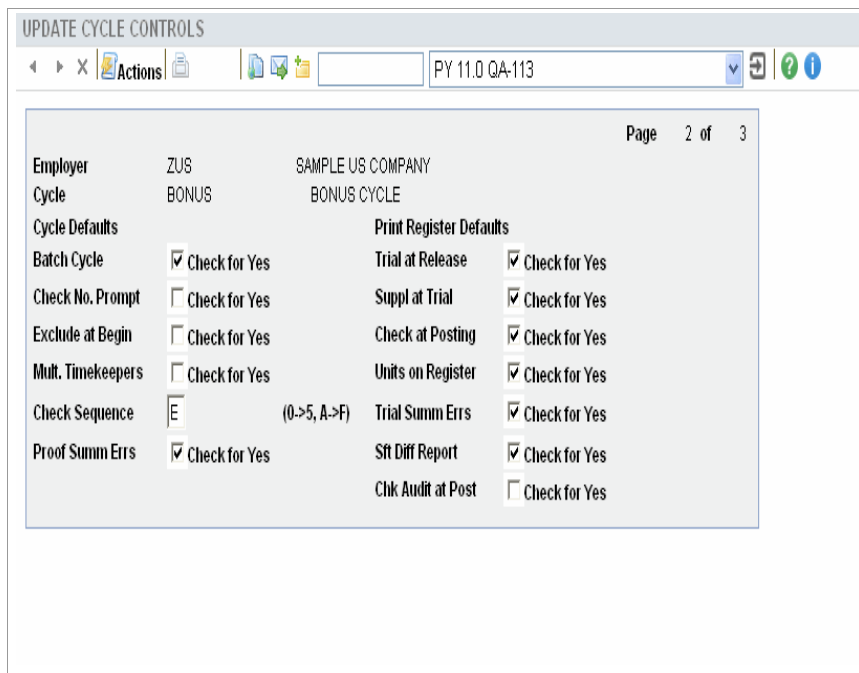


Figure 12-3: Update Cycle Controls screen 2 of 3

- Complete the fields described below. Complete the rest of the fields as appropriate for your organization.

Batch Cycle

Type **0** in this field.

Exclude at Begin

Type **1** in this field to exclude this cycle from appearing on the cycle selection screen presented by the system when you begin a regular cycle using the *Begin Cycle* function.

You must use the *Begin Bonus Cycle Operations* function under the *Accrual/Bonus Operations* menu to begin a bonus or commission cycle.

- 9 Press Enter. The system displays the screen shown in Figure 12-4.

The screenshot shows a software interface titled "UPDATE CYCLE CONTROLS" with a page indicator "Page 3 of 3". The main content area is divided into several sections:

- Employer:** ZUS
- Cycle:** BONUS
- Company:** SAMPLE US COMPANY
- AT START Section:**
 - Edit Month Data:
 - Edit Labor Acct:
 - Days:
 - Period End Edit:
 - Check Date Edit:
 - Begin PY Cycle:
 - Close Daily Time:
 - Prove TS Input:
 - Rel. TS to Cycle:
 - Print Trial Reg:
 - Post and Print:
- Operator Section:**
 - Operator:
 - Period End Edit:
 - Check Date Edit:
- AT END Section:**
 - Begin PY Cycle:
 - Close Daily Time:
 - Prove TS Input:
 - Rel. TS to Cycle:
 - Print Trial Reg:
 - Post and Print:

Figure 12-4: Update Cycle Controls screen 3 of 3

- 10 Complete the fields described below. Complete the rest of the fields as appropriate for your organization.

Edit Month Data
Period End Edit
Check Date Edit

Leave these fields blank unless you run your bonus or commission cycles on a very regular and predictable basis.

- 11 Press Enter to exit from the screen and save your information.
- 12 Repeat steps 4 through 11 to set up other bonus cycles or press F3 to return to the Infinium PY main menu.

Authorizing the Bonus/Commission Income to Employees

Before you begin bonus processing, you must identify the employees who should receive a bonus/commission check and then authorize the employees to the bonus/commission income.

You can authorize employees to the income in two ways, depending on the number of employees affected:

- Use the *Update Income Data* function to authorize a few employees to the income
- Use the *Mass Change of Employee Incomes* function to instantly authorize a large number of employees to the income

Authorizing a Few Employees to the Income

Follow the steps below to authorize a few employees to the bonus/commission income.

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Update Employee Data*.
 - 3 Select *Update Income Data* [UIE]. The system displays the Employee Update prompt screen.
 - 4 Complete the *Employer* and *Employee* fields.
 - 5 Press Enter. The system displays the screen shown in Figure 12-5.
-

```

2/21/01 11:57:29      Update Employee Income Codes      PYGMIE      PYDMIE

Employer . . . . : ZUS   SAMPLE US COMPANY
Employee . . . . : 80100  SUNNY DAY
Income Code . . . : BONUS +

2=Change 4=Delete
Opt Code  Cycle Start Date  End Date    Amount      Rate / %    Basis Sum
-  DIFF  *AUTO                .00          .0000        35
-  HOLH  *AUTO                .00          .0000        15
-  HOLW  *AUTO                .00          .0000         1 +

F3=Exit  F4=Prompt  F10=Access  F12=Cancel

```

Figure 12-5: Update Employee Income Codes screen 1

- 6 Type the name of the bonus income in the Income Code field and press Enter. The system displays the screen shown in Figure 12-6.

```

11/01/06 16:35:11      Update Employee Income Codes      PYGMIE      PYDMIE

Employer . . . . : ZUS   SAMPLE US COMPANY
Employee . . . . : 80100  SUNNY DAY
Income Code . . . : BONUS           Income Method . . : 1
Priority . . . . : 1000
Cycle . . . . . : _____ +
Frequency . . . . : -
Income Basis . . : -
Income Factor . . : _____      YTD Limit . . . . : _____
Income Amount . . : _____

Starting Date . . : _____      Ending Date . . . : _____
Income Matrix . . : _____ +
Row . . . . . : _____ +      Column . . . . . : _____ +
Labor Expense . . : _____ +
Self Service Time Entry 0 (0=No 1=Yes) 1099R/Other Misc. : _____
2=Change 4=Delete
Opt Code  Cycle Start Date  End Date    Amount      Rate / %    Basis Sum
-  ADJS  *AUTO 11/01/2005      .00          .0000         01
-  DIFF  *AUTO                10/31/2005  .00          .0000         35
-  HOLH  *AUTO                10/31/2005  .00          .0000         15
More...

F3=Exit  F4=Prompt  F10=Access  F12=Cancel

```

Figure 12-6: Update Employee Income Codes screen 2

- 7 Complete the field listed below.

Cycle

You can leave this field blank to process the income in only a bonus cycle.

You can type ***AUTO** in this field to automatically generate the income in any non-bonus cycle when you assign the income to an auto pay group.

- 8 Press Enter to save the information in the subfile.
- 9 Press F3 to exit from the screen.

Authorizing a Large Number of Employees to the Bonus Income

Follow the steps below to authorize a large number of employees to the bonus/commission income.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Init. Functions*.
- 3 Select *Income and Deduction Data*.
- 4 Select *Mass Change of Employee Incomes [MCIE]*. The system displays the screen shown in Figure 12-7.

Figure 12-7: Mass Change Employee Income Codes screen 1

The system authorizes the bonus or commission income to employees based on the selection criteria you type on this screen. Use the fields on this screen

to identify the employees to whom the system should authorize the income. You can also use these fields to exclude employees from being authorized to the income.

- 5 Use the following information to complete the key fields on this screen:

Employer

Type the code that identifies the employer.

Income Code

Type the value that represents the bonus or commission income.

Transaction Type

Type **A** in the *Transaction Type* field to add the bonus or commission income to the records of selected employees.

You can use the fields on this screen in three ways:

- To authorize all employees of the specified employer to the income, leave all of the fields blank
- To authorize a specific group of employees to the income, type a value in one or more of the fields
- To restrict a specific group of employees from being authorized to the income, type **N** in the short line that precedes a field and then complete the field

For example, to exclude all employees assigned to a chaptericular job from being authorized to the bonus income, type **N** followed by the job code in the two fields adjacent to the *Job Code* field. The system does not authorize the bonus income to employees assigned to the specified job.

- 6 Press Enter. The system displays the second Mass Change Employee Income Codes screen shown in Figure 12-8.
-

MASS CHANGE EMPLOYEE INCOME CODES

Actions PY 11.0 QA-113

Employer	ZUS	Income Code	BONUS
Transaction Type	A	Replace Dups?	<input type="checkbox"/> Check for Yes
Include Term?	0 (0, 1, 2)	Reactivate?	<input type="checkbox"/> Check for Yes
Employee Income Data (for duplicates & changes - use "X" to exclude field)			
Starting Date	<input type="text"/>	Ending Date	<input type="text"/>
Cycle	<input type="text"/>	Std. Hours	<input type="text"/>
Amount	<input type="text"/>	Rate Ext %	<input type="text"/>
Hours Limit	<input type="text"/>	Basis	<input type="text"/>
Factor	<input type="text"/>	Matrix	<input type="text"/>
Column	<input type="text"/>	Row	<input type="text"/>
Labor Exp Acct	<input type="text"/>		<input type="text"/>

Additions Changes Deletions Deactivations

Figure 12-8: Mass Change Employee Income Codes screen 2

- 7 Leave the fields on this screen blank to process the bonus income in a bonus cycle only.
- 8 Press F15 to generate a trial update and report that shows the information that is updated when you submit the mass change employee income codes, or
press F16 to authorize the specified employees to the bonus income. The system generates a report that lists the changes.
- 9 Repeat steps 5 through 8 to authorize another income to groups of employees or press F3 to exit from the screen.

Processing Bonus/Commission Checks

The system selects employees for inclusion in the bonus cycle based on the entries in the bonus work file (PYPBN). Therefore, you must enter amounts in the bonus work file to identify the employees receiving a bonus or commission payment.

You can enter amounts into the bonus work file (PYPBN) in three ways:

- Use the *Generate Bonus Allocations* function to automatically calculate bonus amounts and create entries in the work file
- Use the *Update Bonus Amounts* function to manually key bonus amounts directly into the bonus work file
- Use a custom program to update the work file based on unique calculations or data from sources other than Infinium PY

The first two methods are described in the following sections.

Complete these steps to process a bonus/commission cycle.

- 1 Clear the bonus/commission work file (optional).
- 2 Generate or manually enter bonus/commission amounts.
- 3 Review the bonus/commission calculations.
- 4 Correct bonus/commission amounts, if necessary.
- 5 Begin the bonus/commission cycle.
- 6 Continue normal cycle processing steps.

Clearing the Bonus Work File (optional)

Before entering new bonus amounts, you can delete previous entries from the bonus work file. This is an optional step because when you begin a bonus cycle, the system automatically deletes entries from the bonus work file for the bonus incomes you process.

Follow the steps below to delete previous bonus amounts from the bonus work file.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
- 2 Select *Bonus Processing*.
- 3 Select *Clear Bonus Workfile* [CBW]. The system displays the screen shown in Figure 12-9.

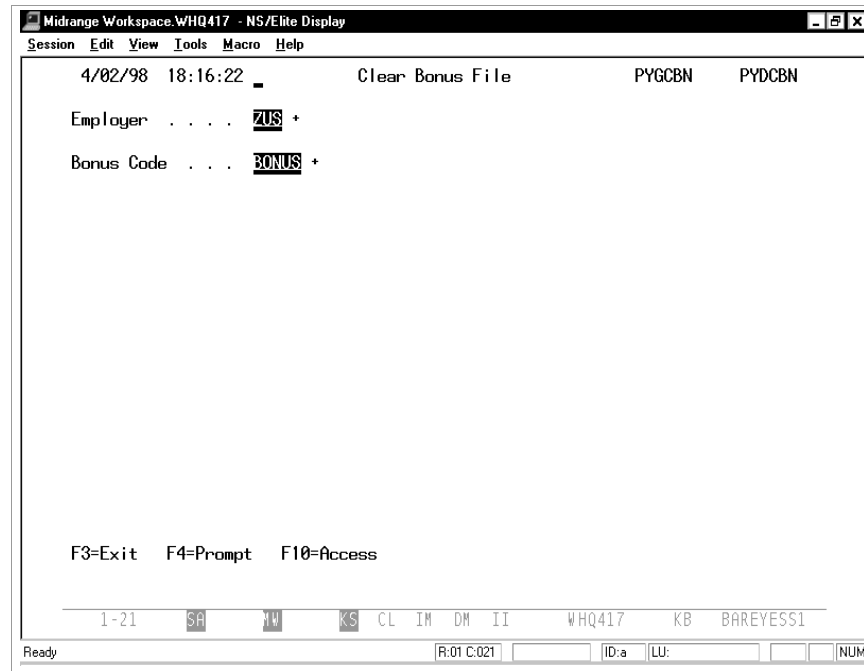


Figure 12-9: Clear Bonus File screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the code value that identifies the employer.

Bonus Code

Type the code value that identifies the bonus income you want to clear. If you leave this field blank, the system deletes all bonus and commission entries from the work file for the specified employer.

- 5 Press Enter. The system immediately clears the work file of the specified records and re-displays the screen to notify you that the file has been cleared.

Automatically Generating the Bonus Amounts

You can use the *Generate Bonus Allocations* function to automatically generate bonus amounts based on past payroll history or for a specific amount. You can restrict the calculation to employees assigned to certain levels or to a particular regular pay cycle.

If your bonus amounts cannot be calculated by the methods provided on the Bonus Allocations screen, you can use the *Update Bonus Amounts* function to manually key those amounts directly into the bonus work file, or you can use a custom program to update the work file (PYPBN). Refer to the “Manually Entering Bonus/Commission Amounts” section for more information on using the *Update Bonus Amounts* function.

Follow the steps below to automatically generate bonus amounts.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
- 2 Select *Bonus Processing*.
- 3 Select *Generate Bonus Allocations*. The system displays the screen shown in Figure 12-10.

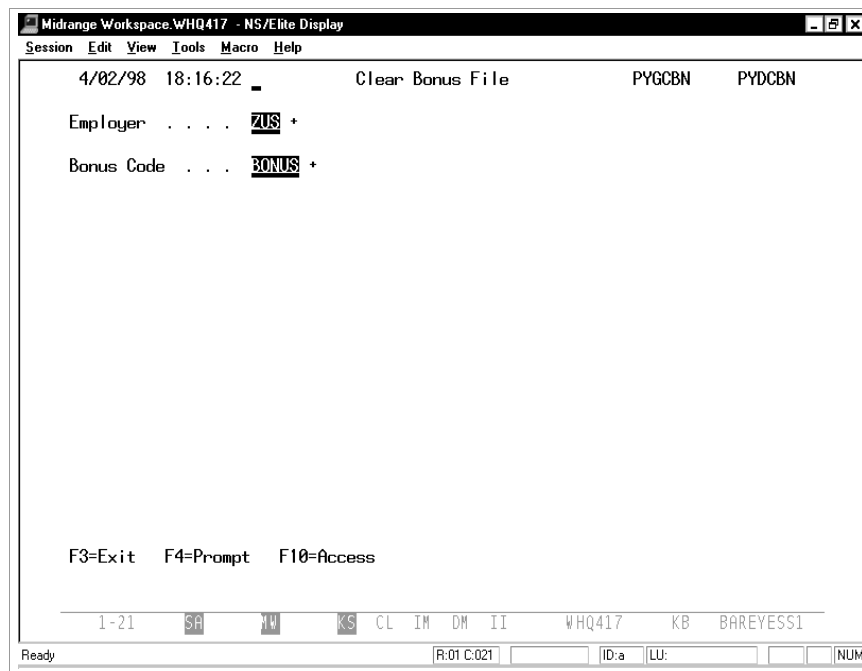


Figure 12-10: Bonus Allocations screen

- 4 Complete the fields listed below.

Cycle

Use this field to restrict the bonus calculation to only those employees who are assigned to a particular regular pay cycle. Type the value that represents the regular pay cycle in this field.

For example, to generate bonus amounts for only those employees assigned to your monthly pay cycle, type the value that represents your monthly pay cycle in this field.

Level 1, 2, 3, 4

Use this field to restrict the bonus calculation to only those employees who are assigned to a particular set of levels. Type the value that represents the levels in one or more of these fields.

Bonus Income

Type the code value that identifies the bonus income.

Employee Bonus %

Type the percentage amount that each employee should receive. The system applies this percentage to the income amount specified in the *Calculation Meth.* and *Income Codes to be Accumulated* fields.

Excl. Term Date

To include employees terminated after a specified date in the bonus calculation, type the cutoff termination date. The system excludes employees whose termination date precedes the specified date and includes employees whose termination date is the same as or follows this date.

If no terminated employees should be included in the calculation, leave this field blank.

Calculation Meth.

Type the bonus calculation method the system should use. The system can calculate the bonus amount based on a percentage of wages, or a percentage of a specified flat amount. The system can also base its calculations on the value you type in the *Apportioned Sum* field or a custom calculation.

Valid values for this field are:

- 1-4** % of QTD Wages - Each employee receives the specified percentage of quarterly wages accumulated for the income codes you type on this screen. Type the appropriate quarter number in this field.
- 5** % of MTD Wages - Each employee receives the specified percentage of month-to-date wages accumulated for the income codes you type on this screen.
- 6** % of YTD Wages - Each employee receives the specified percentage of year-to-date wages accumulated for the income codes you type on this screen.
- 7** % of PYR Wages - Each employee receives the specified percentage of prior year wages accumulated for the income codes you type on this screen.
- 8** % of User Wages - Each employee receives the specified percentage of user-data field wages accumulated for the income codes you type on this screen.
- 9** % of sum – Each employee receives the specified percentage of the amount you type in the *Apportioned Sum* field.
- C** A custom program performs all calculations for the specified employees. Use the program PYGBCUST as a sample.

Apportioned Sum

If you typed **9** in the *Calculation Meth* field, type the flat amount to be used for the calculation.

For example, if you type **50** in the *Employee Bonus %* field and type **100** in this field, the system calculates a bonus of \$50 for each selected employee.

Income Codes to be Accumulated

Type up to twelve income codes to be accumulated for bonus calculations. The system includes only these incomes in the bonus calculation when it applies the method you specified in the *Calculation Meth* field. Leave this field blank to include all incomes in the calculations.

- 5** Press Enter to exit from the screen. The system performs the specified calculations and creates entries in the bonus work file.
-

- 6 You can review the calculation results using the *List Bonus Proof* function and make changes or deletions using the *Update Bonus Amounts* function.

Manually Entering Bonus Amounts

Follow the steps below to add, correct or delete bonus amounts for specific employees.

- 1 From the Infinium PY main menu or desktop select *Accrual/Bonus Operations*.
- 2 Select *Bonus Processing*.
- 3 Select *Update Bonus Amounts* [UBA]. The system displays the Update Bonuses prompt screen.
- 4 Complete the *Employer*, *Employee* and *Bonus Code* fields.
- 5 Press Enter. The system displays the screen shown in Figure 12-11.

```

Midrange Workspace.WHQ417 - NS/Elite Display
Session Edit View Tools Macro Help
4/02/98 18:18:15 Update Bonuses PYGMBN PYDMBN
Employer . . . : ZUS SAMPLE US COMPANY
Employee . . . : 80100 DAY,SUNNY
Bonus Code . . . : BONUS BONUS
Bonus Amount . . . 
100
F3=Exit F10=Access F22=Delete
24-21 SA HW KS CL IM DM II WHQ417 KB BAREYESS1
Ready R:24 C:021 ID:a LU: NUM

```

Figure 12-11: Update Bonuses screen

- 6 Use the information below to complete the following field.

Bonus Amount

To add a bonus amount for the employee, type the bonus amount

To change a previously entered bonus amount for the employee, type over the old bonus amount with the new bonus amount

To prevent the employee from receiving the bonus, press F22 to delete the bonus amount

- 7 Press Enter to save the information. The system displays the Update Bonuses screen.
- 8 Select another employee to process or press F3 to exit from the screen.

Reviewing the Bonus/Commission Calculations

After you generate or enter amounts in the bonus work file, you should generate the Bonus Proof report to verify the system calculations or your manual input. For the specified bonus income this report lists:

- Employee numbers
- Employee names
- The amount of each employee's commission and/or bonus payment

Follow the steps below to generate the Bonus Proof report.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
 - 2 Select *Bonus Processing*.
 - 3 Select *List Bonus Proof [PBP]*. The system displays the screen shown in Figure 12-12.
-

Midrange Workspace.WHQ417 - NS/Elite Display
Session Edit View Tools Macro Help

4/02/98 18:18:46 List Bonus Proof PYGRQ53S PYDRQ53S

Employer ZUS +

Print by Level 1? 1 (0=No 1=Yes)

Bonus Income Code BONUS +

Bonus Income Code [REDACTED] +

Bonus Income Code [REDACTED] +

F3=Exit F4=Prompt

1-11 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:01 C:011 ID:a LU: NUM

Figure 12-12: List Bonus Proof screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the code value that identifies the employer.

Print by Level 1?

Type one of the following values in this field:

- 0 Sort the data on the report by employer.
- 1 Sort the data on the report by level 1.

Bonus Income Code

Type the code value that identifies the bonus income. You can type up to three bonus/commission income codes on this screen.

- 5 Press Enter to exit from this screen and generate the report.

Correcting Bonus/Commission Amounts (if necessary)

After you review the bonus/commission calculation or your manual input, you can correct the employee bonus/commission amounts if necessary. Refer to “Manually Entering Bonus Amounts” section for instructions on correcting bonus amounts.

Beginning the Bonus/Commission Cycle

Use the *Begin Bonus Cycle Operations* to start the bonus cycle. Because the system selects employees for the bonus cycle based on the entries in the bonus work file, you cannot use the standard *Begin Cycle* function under the *Cycle Operations* option.

When you begin a bonus cycle, the system removes entries from the bonus work file as it transfers them to the standard cycle time entry work file. If you cancel a bonus cycle before posting it, the system deletes that cycle's time entry records. Therefore, if you want to re-process a bonus cycle you have previously canceled, you must re-enter information in the bonus work file.

- 1 From the Infinium PY main menu select *Accrual/Bonus Operations*.
- 2 Select *Bonus Processing*.
- 3 Select *Begin Bonus Cycle Operations* [BBC]. The system displays the screen shown in Figure 12-13.

6/16/22 13:12:30	Begin Bonus Cycle	PYGB04	PYDB04
Employer	___ +		
Bonus Income Code	___ +	Bonus Income Code	___ +
Bonus Income Code	___ +	Payroll Cycle . .	___ +
Period Beginning.	_____0	Period End. Date.	_____
Tax Frequency . .	__	Weeks Worked . .	__0
Accounting Month.	__	Accounting Year .	___
Checking Account.	___ +	Check Date . . .	_____
Dir. Dep. Account	___ +	Period	_
Suppl Tax Only? .	_	Omit ded-addl ck	___ +
Create One Check?	0 (0=No 1=Yes)	Pay Message Code.	___ +
F3=Exit F4=Prompt F10=Access			

Figure 12-13: Begin Bonus Cycle screen 1 of 3

- 4 Use the following information to complete the fields on this screen that are unique to bonus cycle processing. Complete the other fields as appropriate.

You can refer to the *Infinium PY Guide to Processing* for complete information on how to begin a payroll cycle.

Employer

Type the value that identifies your employer.

Bonus Income Code

Type the value that represents the bonus income code you used when entering amounts in the bonus work file. You can process up to three bonus income codes in one bonus cycle. The system generates a separate check for each bonus income.

Payroll Cycle

Type the value that represents your special bonus and/or commission cycle.

Create One Check?

Specify if all bonus incomes assigned to an employee should be combined into a single check. Valid values are:

- 0** No. A separate check is created for each bonus income assigned to an employee.
- 1** Yes. A single check is created for all bonus incomes assigned to an employee.

5 Press Enter. The system displays the screen shown in Figure 12-14.

4/02/98 18:20:52 Select No-Run Deductions PYGB15 PYDB15

Emp	Cycle	Cycle Description	Period End	Freq	Wks	Mo	Year
ZUS	BONUS	BONUS CYCLE	3/31/1998	M	0	3	1998

Mark with an "X" the Deductions you do NOT wish to have taken:

Deduction	Description	Frq	Priority	Deduction Type	Opt
*UVI	VIRGIN ISLANDS UNE	8	2600	3 - Tax Deduction	<input type="checkbox"/>
*UVT	UNEMP - VT	8	2600	3 - Tax Deduction	<input type="checkbox"/>
*UWA	WASHINGTON UNEMPL.	8	2600	3 - Tax Deduction	<input type="checkbox"/>
*UWI	WISCONSIN UNEMP TX	8	2600	3 - Tax Deduction	<input type="checkbox"/>
*UWV	WEST VIRGINIA UNEM	8	2600	3 - Tax Deduction	<input type="checkbox"/>
*UWY	WY STATE UNEMPLOY.	8	2600	3 - Tax Deduction	<input type="checkbox"/>
ADED	DED W/FRE A	A	8000	- Other Deduction	<input checked="" type="checkbox"/>
BOND	SAVINGS BOND	8	4300	- Other Deduction	<input checked="" type="checkbox"/>
CRUN1	CREDIT UNION #1	8	5100	2 - Savings Deduction	<input checked="" type="checkbox"/>
CRUN2	CREDIT UNION 2	8	5105	2 - Savings Deduction	<input checked="" type="checkbox"/>

F3=Exit

12-73 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:12 C:073 ID:a LU: NUM

Figure 12-14: Begin Bonus Cycle screen 2 of 3

Although it is common to suppress voluntary deductions and direct deposit deductions from a bonus cycle, do not suppress tax deductions from the bonus cycle. When you delete tax deductions from the cycle, the bonus/commission incomes are not added to the wage bases of tax deductions and are therefore not included in taxable wages on W-2 forms and other tax reports.

You can use the *Special Tax* field on the bonus income control to suppress income tax withholding while still including bonus income amounts in taxable wages. Refer to the "Defining the Bonus/Commission Income(s)" section for details.

- 6 Press Enter. The system displays the screen shown in Figure 12-15. This screen displays all of the voluntary deductions you suppressed from this cycle.

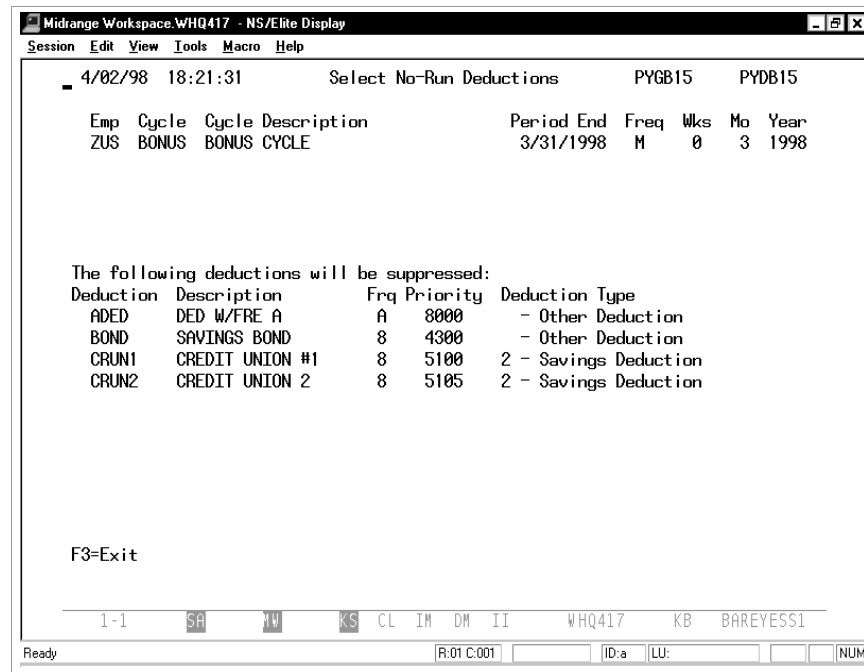


Figure 12-15: Begin Bonus Cycle screen 3 of 3

- 7 Press Enter to exit from this screen. The system selects employees for the bonus cycle based on the entries for the specified bonus income(s) in the bonus work file and creates time entry records.
- 8 Continue with the following standard cycle operations functions:
 - *Enter Timesheet Data*

You must clear the No Action flags from the bonus income records before you can proceed. Refer to the *Infinium Payroll Guide to Processing* for more information.
 - *Prove Timesheet Data*

You must run a timesheet proof report or use *Cycle Support Functions* to skip this step. Refer to the “Performing Cycle Support and Post Cycle Activities” chapter in this guide for more information.
 - *Release Timesheet Data*
 - *Update Checks* (optional)
 - *Print Trial Register* (optional)
 - *Post Cycles and Print Checks*