

Payroll

Guide to Deduction Controls

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Publication Information

Publication Date: June 2008

Document Number: 20080604132509

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Introduction

Overview

The Guide to Deduction Controls covers how to establish:

- Deduction Summarisation Codes
- Deduction Controls

Deduction Summarisation Codes should be created to group and prioritise deductions for printing onto an employee's pay advice.

You need to create a Deduction Control for each deduction that may be taken from an employee during a pay period. Before you can establish deductions, you need to understand three areas:

- Employee and Employer Deductions
- Deduction Methods
- Accumulators

Employee and Employer Deductions

There are two sections in the Deduction Control record that you may use to enter data. In the first section you enter Employee deduction information and the second is used for the Employer portion of the contribution made toward the deduction amount. An example of this would be the Employer Pension Contributions.

Deduction Methods

There are five types of deduction methods that can be used to assist the system to calculate the deductions. The chart displayed in *Deduction*

Method Types, lists and describes each deduction method. Each of the Deduction Methods, 1 through to 5, will be covered in some detail.

Accumulators

As discussed in the *Infinium HR Guide to Income Controls*, accumulators are workfiles which the system uses to hold hours and/or amounts of money for use in additional calculations. In deduction controls you may use some of those accumulated amounts to base your deduction calculations on. An example of this may be pension contributions, as these may only be based on certain pensionable incomes.

Deduction Summarisation Codes

Overview

A Deduction Summarisation Code is a two character alpha/numeric code, which is user defined. In many cases an employee may have several different types of deductions made from salary which do not need to be printed individually on the pay advice.

A Deduction Summarisation code allows you to group these under one heading for printing onto the pay advice. It also determines the order in which they appear on the pay advice. It is, therefore, important that consideration is given to the coding structure that will be used.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Deduction Summarisation Codes
Menu Level 3: Update Deduction Summarisation Codes

Screen 1 of 2

```
27/06/94 14:35:17      Deduction Summarisation Codes      PYGMDS      PYDMDS
Type selections, press Enter.
Employer . . . . . 111 +
Summarisation Code . . _ +

F3=Exit    F4=Prompt    F10=QuikAccess    F12=Cancel
```

Key Information

Summarisation Code is user defined. It is recommended that you use numeric summarisation codes because the code value determines the order in which they appear on the pay advice.

When defining the *Summarisation Code*, leave gaps to allow for future growth of the deduction types.

Required Fields

Employer Code

Summarisation Code

Press to continue.

Screen 2 of 2

```
27/06/94 14:43:02      Deduction Summarisation Codes      PYGMDS      PYDMDS
Employer . . . . . : 111
Summarisation Code . : 05
Enter Summarisation Code Payslip Name.
Payslip Name . . . . . P.A.Y.E.
F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
```

Key Information

Type the *Payslip Name*. All deductions which are attached to this summarisation code will be summarised and grouped under the description entered here on the employee pay advice.

Required Fields

Payslip Name

Press to exit and save.

Deduction Method Types

Overview

The five Deduction types are listed below.

No.	Method	Description
1	Flat Amount	Deducts a flat amount up to an optional limit. No calculations are performed.
2	Hours Extension	Deducts an hourly amount up to an optional limit. To calculate an amount, the hours are multiplied by a rate.
3	Amount Extension	Deducts an amount which optionally may be extended by an extension percentage. The amount used is the accumulated amount.
4	Taxes	Deducts an amount which is based on the data found in the appropriate Tax/NI tables.
5	Custom Calculation	Exits to a User program. The amount deducted will be the amount provided by the user program.

Menu Selection

- System: Infinium Payroll
- Menu Level 1: Payroll Control Files
- Menu Level 2: Deduction Controls
- Menu Level 3: Update Deduction Controls

Deduction Method 1 - Flat Amount

Overview

A Flat Amount Deduction method will deduct an amount which is set up for this deduction control. You are able to enter a limit amount to ensure employees do not exceed their deduction limit. You may also specify whether this deduction can go into arrears. Any amount defined here can be overridden at the employee and transaction level. If the Employer makes a contribution toward this deduction, this can also be defined on screen 3.

An example of a deduction to be defined using this method would be a Court Order.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Deduction Controls
Menu Level 3: Update Deduction Controls

Screen 1 of 3

```
27/06/94 14:59:45 Update Deduction Controls PYGMDC PYDMDC
Type selections, press Enter.
Employer . . . . . 111 +
Deduction Code . . . . . DC008 +
Deduction Method . . . . . 1
1 - Flat Amount
2 - Hours Extension
3 - Amount Extension
4 - Taxes
5 - Custom Calculation

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel
```

Key Information

Deduction Code is user defined. Code format allowed is 5 character alpha/numeric.

Type the *Deduction Method* 1 for Flat Amount.

Required Fields

Deduction Code

Deduction Method

Press to continue.

Screen 2 of 3

```

27/06/94 15:01:13      Update Deduction Controls      PYGMDC      PYDMDC
Employer . . . : 111 Software 2000 Training Company
Deduction . . . : DC008      Deduction Method : 1 - Flat Amount
Description . . : UNION SUBSCRIPTION Priority . . . . . 250 Must Take? . 1
Summ. Code . . . : 30 + UNION SUBS. Arrears Type . . . 3 Rcvr. Next? . 1
Beginning Date. . : 0      Ending Date . . . 0
Effect on Pay . . : 1 (1,2) Frequency . . . . . 8
Limit Amount . . :      Limit Type . . . . . Group . _____ +
Deduction Type. . :      Pay Message . . . . . 1 (0/1)
BACS ? . . . . . 0 (0/1)
GL Acct No. . . . :      +
Ded. Basis . . . :      Amount . . . . . 2.50 Ded. Factor . . . _____ +
Ded. Matrix . . . : + Matrix Col . . . + Matrix Row . . . +
Accumulate To:      Restricted To:      Special Reports
Code Op Amount Percentage Levels Report Type Code
+ - .00 .0000 Division _____ + Cycle Report . _____ +
+ - .00 .0000 Location _____ + Monthly Report _____ +
+ - .00 .0000 Section _____ + Quarterly Report _____ +
+ - .00 .0000 CostCentre _____ + Annual Report . _____ +
+ - .00 .0000 Demand Report . _____ +
F3=Exit F10=QuikAccess F12=Cancel F22=Delete
    
```

Key Information

The instructions you are defining on this screen relate to the Employee portion of the deduction.

The *Priority* given here determines the order in which the deductions are calculated when running a pay cycle. The system calculation starts with the lowest number. The range available is 0 to 9999.

Arrears Type indicates whether you will allow this deduction to go into arrears.

If a deduction goes into arrears, you may want to specify whether you want to recover it during the next pay period.

Beginning Date and *Ending Date* define a period of time when the pay cycle activates and then deactivates the deduction. This is normally completed for an employee, not at the control level.

Effect on Pay allows you to specify that deductions are to reduce gross pay or to be taken after net pay, such as, loan repayments.

Frequency is used by the system to schedule deductions for each pay cycle. An entry of **8** indicates that the deduction is to be used in all pay cycles.

Limit Amount can be applied to a group of deductions by typing a Deduction Reporting Group in the *Group* field. Using the *Limit Type* you can relate the Limit Amount to a specific period. The deduction will only be taken until the limit is reached:

- 0** Cheque Limit: limit applies to one cheque
- 1** Monthly Limit: limit applies to month-to-date
- 2** Quarterly Limit: limit applies to quarter-to-date
- 3** Annual Limit: limit applies to year-to-date
- 4** Renewable Limit: when balance reaches limit a cycle report is produced and the balance is reset to zero.
- 5** Lifetime Limit: deduction taken until limit is reached. Balance is not reset.
- 6** Cycle Limit: limit applies to a cycle; for multiple cheques.

If you are setting up a deduction for a Court Order, ensure that the *Deduction Type* is **A** for Attachment of Earnings. This provides the *Protected Earnings* and other relevant fields on the Update Employee Deduction Data screen.

If you are setting up a deductions for payment through *BACS*, ensure that *BACS Transfer* is **1** and *Effect on Pay* is **2**.

Note: If employee method of payment is *BACS*, you must set up a *BACS* deduction method **3** to pay the remainder of net pay.

The value of the deduction can be added to or subtracted from one or more accumulators.

The deduction can be restricted to certain levels within your organisation.

Required Fields

Description

Summarisation Code

Priority

Deduction Method 2 - Hours Extension

Overview

An Hours Extension Deduction method deducts an amount based on the defined Income Base. This is an accumulated number of hours as previously set up. You use this method for deductions based on hours worked.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Deduction Controls
Menu Level 3: Update Deduction Controls

Screen 1 of 3

```
27/06/94 15:30:18      Update Deduction Controls      PYGMDC      PYDMDC
Type selections, press Enter.
Employer . . . . . 111 +
Deduction Code . . . . DC020 +
Deduction Method . . . 2      1 - Flat Amount
                                   2 - Hours Extension
                                   3 - Amount Extension
                                   4 - Taxes
                                   5 - Custom Calculation

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Key Information

Deduction Code is user defined. Code format allowed is 5 character alpha/numeric.

Type *Deduction Method 2* for Hours Extension.

Required Fields

Deduction Code

Deduction method

Press to continue.

Screen 2 of 3

27/06/94	15:31:19	Update Deduction Controls	PYGMDC	PYDMDC		
Employer . . .	111 Software 2000 Training Company					
Deduction . . .	DC020	Deduction Method :	2 - Hours Extension			
Description . .	Hours Extension	Priority	50	Must Take? 0		
Summ. Code . .	35 +	Arrears Type . . .	-	Rcvr. Next? 1		
Beginning Date	_____	Ending Date . . .	_____			
Income Base . .	_____ +	Frequency	_____			
Limit Amount . .	_____	Limit Type	-	Limit Group _____ +		
Deduction Type	_____	Amount	_____			
BACS ?	0 (0/1)	Pay Message	1	(0/1)		
Effect on Pay. .	1 (1/2)	GL Acct #	_____ +			
Ded. Basis . . .	_____	Hourly Rate	_____			
Ded. Matrix . .	_____ +	Matrix Column . . .	_____ +	Matrix Row +		
Accumulate To:		Restricted To:		Special Reports		
Code	Op	Amount	Percentage	Levels	Report Type	Code
_____ +	_____	.00	.0000	Division	_____ +	Cycle Report +
_____ +	_____	.00	.0000	Location	_____ +	Monthly Report +
_____ +	_____	.00	.0000	Section	_____ +	Quarterly Report +
_____ +	_____	.00	.0000	CostCentre	_____ +	Annual Report +
_____ +	_____	.00	.0000			Demand Report +
_____ +	_____	.00	.0000			
F3=Exit	F10=QuikAccess	F12=Cancel	F22=Delete			

Key Information

Instructions you are defining on this screen relate to the Employee portion of the deduction.

Arrears Type indicates whether you will allow this deduction to go into arrears.

If a deduction goes into arrears and you want to recover in the next pay period, you specify this in the *Rcvr Next?* field.

Beginning Date and *Ending Date* defines a period of time where the pay cycle activates, then deactivates the deduction.

Type an *Income Base* as basis for calculation. This is an accumulator, as previously defined, to accumulate hours from selected income codes.

Note: It is not generally recommended to use system defined accumulators such as *NET, unless it is a BACS or method 4 deduction.

You can enter an *Hourly Rate*. It is be used only if no rate is entered at timesheet entry or on the Employee income record.

Required Fields

Description

Summarisation Code

Priority

Deduction Method 3 - Amount Extension

Overview

An Amount Extension Deduction method deducts an amount based on the defined Income Base. This is an accumulated amount as previously set up. An example of this type of deduction is pension deductions as these are based on a subset of incomes. Please note that if you will be paying employees by BACS, a deduction must be set up using method 3.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Deduction Controls
Menu Level 3: Update Deduction Controls

Screen 1 of 3

```
27/06/94 15:34:44      Update Deduction Controls      PYGMDC      PYDMDC
Type selections, press Enter.
Employer . . . . . 111 +
Deduction Code . . . . . DC003 +
Deduction Method . . . . . 3      1 - Flat Amount
                                      2 - Hours Extension
                                      3 - Amount Extension
                                      4 - Taxes
                                      5 - Custom Calculation

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Key Information

Deduction Code is user defined. Code format allowed is 5 character alpha/numeric.

Type *Deduction Method 3* for Amount Extension.

Required Fields

Deduction Code

Deduction Method

Press to continue.

Screen 2 of 3

27/06/94	15:35:48	Update Deduction Controls	PYGMDC	PYDMDC		
Employer . . .	111 Software 2000 Training Company					
Deduction . . .	DC003	Deduction Method :	3 - Amount Extension			
Description . .	PENSION	Priority	145	Must Take? 1		
Summ. Code . .	15 + PENSION	Arrears Type . . .	0	Rcvr. Next? 1		
Beginning Date.		Ending Date . . .				
Income Base . .	AC002 +	Frequency	8			
Limit Amount .		Limit Type	-	Limit Group ____ +		
Deduction Type.	P	Amount				
BACS ?	0 (0/1)	Pay Message	1 (0/1)			
Effect on Pay .	1 (1/2)	GL Acct No				
Ded. Basis . . .	-	Extension %	3.0000	Ded. Factor		
Ded. Matrix . . .	+ Matrix Column ____ +	Matrix Row		+ Matrix Row ____ +		
Accumulate To:		Restricted To:		Special Reports		
Code	Op	Amount	Percentage	Levels	Report Type	Code
AC001	+	.00	.0000	Division	+	Cycle Report . ____ +
	+	.00	.0000	Location	+	Monthly Report ____ +
	+	.00	.0000	Section	+	Quarterly Report ____ +
	+	.00	.0000	CostCentre	+	Annual Report . ____ +
	+	.00	.0000			Demand Report . ____ +
	+	.00	.0000			
F3=Exit		F10=QuikAccess		F12=Cancel		F22=Delete

Key Information

Instructions you are defining on this screen relate to the Employee portion of the deduction.

Type the *Income Base* as basis for calculation. This is an accumulator as previously defined.

Arrears Type indicates whether you will allow this deduction to go into arrears.

If a deduction goes into arrears and you want to recover next pay period, you specify this in the *Rcvr Next* field.

Type an *Extension %*, if the deduction is based on a % of the accumulated amount.

If employees are being paid by *BACS*, you should ensure that a deduction is set up where *BACS Transfer* is **1**, *Income Base* is ***NET** and *Extension %* is **100**.

Required Fields

Description

Summarisation Code

Priority

Arrears Type

Frequency

Effect on Pay

Press to continue.

Screen 3 of 3

27/06/94 15:37:37	Update Deduction Controls	PYGMDC	PYDMDC
Employer . . .	111 Software 2000 Training Company		
Deduction . . .	DC003	Deduction Method:	3 - Amount Extension
Description . . .	PENSION	Priority	145 Must Take? 1
Summ. Code . . .	15 PENSION	Arrears Type . . .	0 Rcvr. Next? 1
Beginning Date:		Ending Date . . .	
Income Base . . .	AC002	Frequency	8
Limit Amount . .	_____	Limit Type	
Amount	_____	Extension %	- 5.0000 %
Liability Account Number .	_____		+
Expense Account Number . .	_____		+
Accumulate Employer Amounts (+/-):	Code Op		
	AC001 -		
F3=Exit F10=QuikAccess F12=Cancel			

Key Information

Instructions you are defining on this screen relate to the Employer portion of the deduction.

Type *Limit Amount* if this applies.

You may define which *Liability Account* and/or *Expense Account* this deduction should be reported against.

There are no required fields on this screen.

Press to update.

Deduction Method 4 - Taxes

Overview A Tax Deduction method provides the control information necessary to calculate tax type deductions. A Deduction control should be set up for *PAYE and *NIC to activate established system routines which access the PAYE and NI tables held on the system.

Menu Selection System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Deduction Controls
Menu Level 3: Update Deduction Controls

Screen 1 of 3

27/06/94 15:38:30 Update Deduction Controls PYGMDC PYDMDC

Type selections, press Enter.

Employer 111 +
Deduction Code *PAYE +
Deduction Method 4

- 1 - Flat Amount
- 2 - Hours Extension
- 3 - Amount Extension
- 4 - Taxes
- 5 - Custom Calculation

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel

Key Information Deduction codes for Taxes are *PAYE and *NIC. These are reserved deduction codes that must be established to perform calculations for Income tax and National Insurance Contributions to be deducted from employee pay.

Type *Deduction Method 4* for Taxes.

Required Fields *Deduction Code*
Deduction Method

Press to continue.

Screen 2 of 3

```

27/06/94 15:39:43      Update Deduction Controls      PYGMDC      PYDMDC
Employer . . . : 111 Software 2000 Training Company
Deduction . . . : *PAYE      Deduction Method : 4 - Tax Calculation
Description . . : INCOME TAX      Priority . . . . . 120      Must Take? 1
Summ. Code . . : 05 + P.A.Y.E.      Arrears Type . . . 0      Rcvr. Next? 1
Beginning Date.      Ending Date . . .
Income Base . . : PAYE +      Pay Message . . . 1 (0/1)
GL Acct No. . . : _____ +
    
```

Accumulate To:			Restricted To:		Special Reports	
Code	Op	Amount	Percentage	Levels	Report Type	Code
_____	+	_____	.00	Division	Cycle Report	_____
_____	+	_____	.0000	Location	Monthly Report	_____
_____	+	_____	.00	Section	Quarterly Report	_____
_____	+	_____	.0000	CostCentre	Annual Report	_____
_____	+	_____	.00		Demand Report	_____
_____	+	_____	.0000			_____

F3=Exit F10=QuikAccess F12=Cancel F22=Delete

Key Information

Instructions you are defining on this screen relate to the Employee portion of the deduction.

Type the *Income Base* on which this deduction should be based. This will be an Accumulated amount previously defined. You will have one accumulator for incomes on which *PAYE is calculated and one for incomes on which NIC is calculated.

Priority should be a low number to ensure taxes are deducted prior to non-essential deductions. Pension deductions should be made before *PAYE to ensure the tax benefit is calculated.

Arrears Type should indicate that the deduction cannot go into arrears.

The *Must Take ?* flag will always be 1 for Method 4.

Required Fields

Description

Summa. Code

Priority

Arrears Type

Press to update.

Screen 3 of 3

```
27/06/94 15:40:31      Update Deduction Controls      PYGMDC      PYDMDC
Employer . . . : 111 Software 2000 Training Company
Deduction . . . : *PAYE      Deduction Method: 4 - Tax Calculation
Description . . : INCOME TAX      Priority . . . . : 120      Must Take? 1
Summ. Code . . : 05 P.A.Y.E.      Arrears Type . . : 0      Rcvr. Next? 1
Beginning Date:      Ending Date . . . :
Income Base . . : PAYE

Liability Account Number . 444-**-****-****-*****-802      +
Expense Account Number . . _____      +

Accumulate Employer Amounts (+/-):      Code Op

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

Key Information

Instructions you are defining on this screen relate to the Employer portion of the deduction.

You cannot enter an Employer amount for Method 4. This is calculated using the relevant tax processing.

You may define which *Liability Account* and/or *Expense Account* this deduction should be reported against.

There are no required fields on this screen.

Press to update.

Deduction Method 5 - Custom Calculation

Overview

A Custom Calculation deduction method is used where a specific deduction calculation cannot be established with the standard calculation methods. An example of this type of deduction is a deduction that is only taken for employees whose annual wage is greater than a defined value. The custom program would perform the calculation and return the relevant deduction amount.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Deduction Controls
Menu Level 3: Update Deduction Controls

Screen 1 of 3

```
27/06/94 15:54:05      Update Deduction Controls      PYGMDC      PYDMDC
Type selections, press Enter.
Employer . . . . . 111 +
Deduction Code . . . . . CC001 +
Deduction Method . . . . . 5      1 - Flat Amount
                                      2 - Hours Extension
                                      3 - Amount Extension
                                      4 - Taxes
                                      5 - Custom Calculation

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Key Information

Deduction Code is user defined. Code format allowed is 5 character alpha/numeric.

Type *Deduction Method 5* for Custom Calculation.

Required Fields

Deduction Codes

Deduction Method

Press to continue.

Screen 2 of 3

```

27/06/94 15:51:28      Update Deduction Controls      PYGMDC      PYDMDC
Employer . . . : 111 Software 2000 Training Company
Deduction . . . : CC001      Deduction Method : 5 - Custom Calculation
Description . . : Special Deduction      Priority . . . . . 0      Must Take?
Summ. Code . . : 35 + MISCELLANEOUS      Arrears Type . . . 0      Rcvr. Next? 1
Beginning Date. . . . .      Ending Date . . . . .
Income Base . . : . . . +      Frequency . . . . . 8
Limit Amount . . : . . . . .      Limit Type . . . . .
Deduction Type. . . . .      Pay Message . . . . 1 (0/1)
BACS ? . . . . . 0 (0/1)
GL Acct No. . . : . . . . . +
Effect on Pay . . 1 (1/2)
Custom Program. PEGAEI      Calc. Factor . . . 1.0000
Accumulate To:      Restricted To:      Special Reports
Code  Op    Amount  Percentage  Levels      Report Type  Code
-----+-----+-----+-----+-----+-----+-----+
. . . + . . . .00 . . . .0000  Division    + Cycle Report . . . . +
. . . + . . . .00 . . . .0000  Location    + Monthly Report . . . . +
. . . + . . . .00 . . . .0000  Section     + Quarterly Report . . . . +
. . . + . . . .00 . . . .0000  CostCentre  + Annual Report . . . . +
. . . + . . . .00 . . . .0000      Demand Report . . . . +
. . . + . . . .00 . . . .0000
F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete

```

Key Information

Instructions you are defining on this screen relate to the Employee portion of the deduction.

Type the *Income Base* that is to be used by the custom program.

Custom Program is the name of the program that will be called to perform the custom calculation. A sample program PYGDCUST is provided and may be used as a model.

Require Fields

Description

Summ. Code

Priority

Arrears Type

Press to continue.

Screen 3 of 3

```
27/06/94 15:50:20      Update Deduction Controls      PYGMDC      PYDMDC
Employer . . . : 111 Software 2000 Training Company
Deduction . . . : CC001      Deduction Method: 5 - Custom Calculation
Description . . : Special Deduction      Priority . . . . . : 0      Must Take?
Summ. Code . . : 35 MISCELLANEOUS      Arrears Type . . . : 0      Rcvr. Next? 1
Beginning Date:      Ending Date . . . :
Income Base . . :      Frequency . . . . : 8
Limit Amount . . : _____      Limit Type . . . . : _

Liability Account Number . _____ +
Expense Account Number . . _____ +

Accumulate Employer Amounts (+/-):

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

Key Information

Instructions you are defining on this screen relate to the Employer portion of the deduction.

Type *Limit Amount* if this applies.

You may define which *Liability Account* and/or *Expense Account* this deduction should be reported against.

There are no required fields on this screen.

Press to update.

Notes