

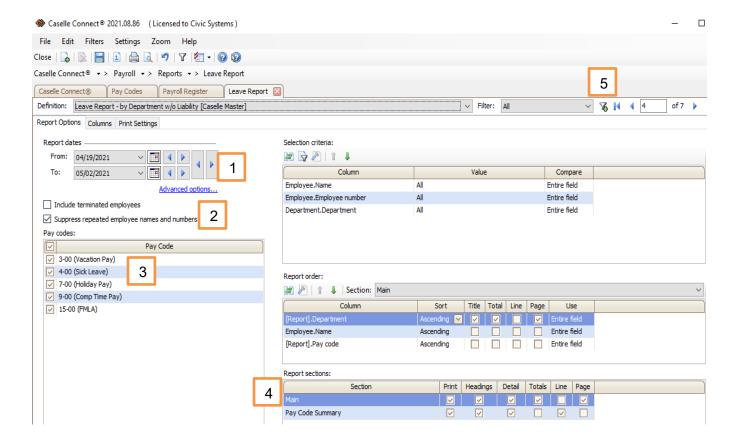
Reporting – Payroll Modules

Menu Items New Report Base

- 1. New This is used to create a new Report.
- 2. Delete This is used to delete an existing Report.
- 3. Save This is used to save a new Report or a change after modifying a Report.
- 4. Additional Information which lists Created by, Last Modified by, Last Processed by along with the corresponding dates for each.
- 5. Print This prints the report directly to the default printer.
- 6. Print Preview This previews the report to the screen.
- 7. Undo This will undo a change made to a Report if it has not been saved by pressing the Save icon. You cannot undo deleting a Report.
- 8. Manage Filters This allows the creation and editing of existing filters to be used to create a view of specific reports.
- 9. Options This is used to create default report which can be done by user.
- 10. Application Help Will take you to the online help guide.
- 11. What's this Help When clicked, this will give you an explanation of any field you hover over.



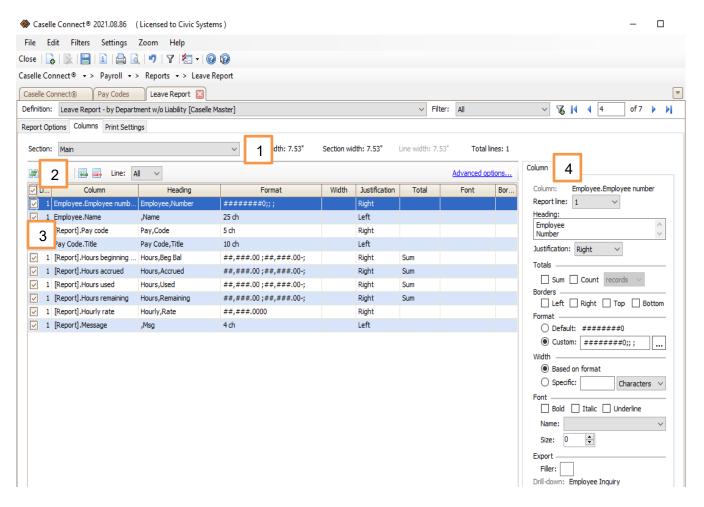
Report Options Tab



- 1. Report Dates Allows the selection of a date range. The Advanced options hyperlink allows selection of a date type such as Pay Period Date, Check Issue Date and Calendar dates like Calendar Month. Note the report is based on check issue date when using any Calendar type.
- 2. Other Criteria This provides additional filters specific to the report.
- 3. Pay Codes This allows for quick filtering on pay codes to include.
- 4. Report Section This section moved from its own tab to report options. It allows for filtering of report sections and information.
- 5. Add a Filter icon Another place to add a filter which creates a view of specific reports.



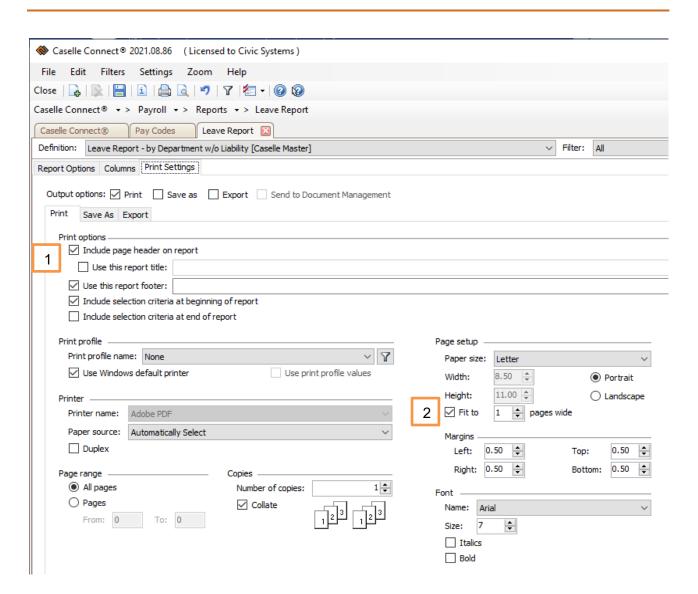
Columns Tab



- 1. Some reports will have multiple sections. Select the various sections to edit by using the drop down. Or review the report section for the proper page width.
- 2. Column Selection Control Double green arrows in opposite directions Add and Remove columns in a Selection Window.
- 3. Columns Shows which fields/columns will appear on the report and how the fields are formatted
- 4. Column Details Includes Heading, Justification, Totals, Borders, Format, Width of field, Font and Export.



Print Settings Tab Print Subtab

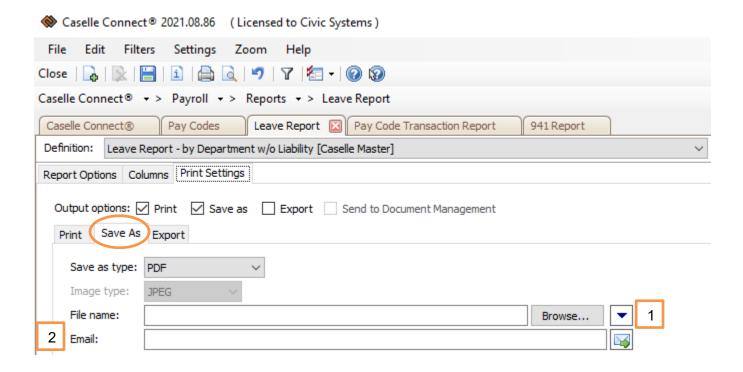


- 1. Include header on report and Use this report title These were moved from the Sections tab on the old report base to the Print tab on the new report base.
- 2. Fit to This is a scaling tool. A report can be made to fit one page or can be spread out across multiple pages. Scaling a report across multiple pages can make the report easier to read.



Print Settings Tab Save as Subtab

The Save/Export tab has been separated in the new report tab. Each has their own subtab.

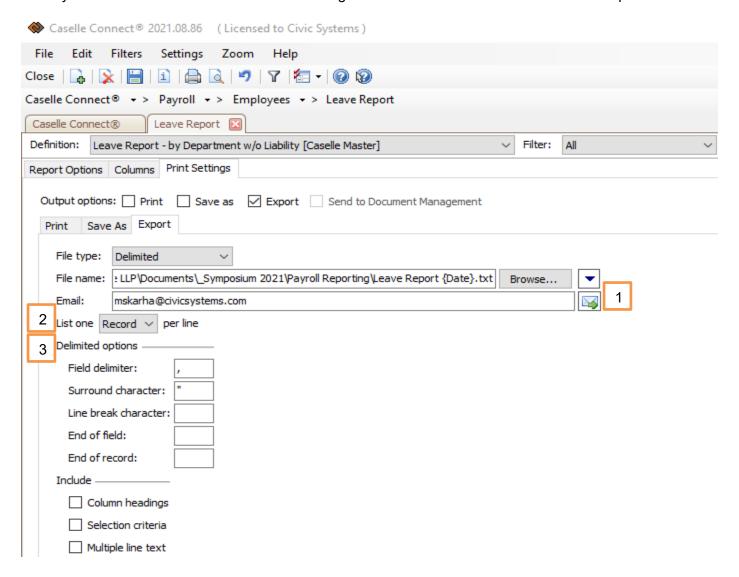


- 1. Insert variable to a file name options- Options are Insert Counter, Insert Date, Insert Time.
- 2. Email Enter a valid email address to send the report to.



Print Settings Tab Export Subtab

The layout of the text and check boxes was changed from horizontal to vertical in the new report base.



- 1. Insert variable to a file name options- Options are Insert Counter, Insert Date, Insert Time.
- 2. Email Enter a valid email address to send the report to.
- 3. List one Record/Field per line. This used to be check boxes and now is a dropdown list.



Payroll Reports

Pay Period Report Descriptions

940 Report

Prints the Annual Federal Unemployment Tax Act (FUTA).

941 Report

This report is used to file the Federal Quarterly Income Tax, Social Security and Medicare. It prints a detailed wage report by employee. Then prints the 941 form and schedule B using a calculation which applies the SS and Medicare percentages to the total SS and Medicare wages. The revised April 2020 report has new lines which are setup on the Fields tab of the report. Enter the sick leave act pay codes into the 5ai and 5aii boxes by clicking on Select, selecting the family sick leave pay codes and clicking OK to close. Enter amounts in the applicable text boxes corresponding to the new 941 instructions and worksheets.

945 Report

Prints the Annual Return of Withheld Federal Income Tax.

Benefits Register

Two types of reports Detail and Summary. The Detail report has reference and sequence/GL account detail by employee, pay code and sub code. In the report order specify department, employee name, employee number along with summarizing the amount. The Summary report summarizes by employee, pay code, GL Account.

Check Register

Lists employee and/or transmittal checks by pay period or check issue date.

Custom Forms/Letters

Custom forms can be used to Reprint Check Stubs or Leave Balance Statements or (Benefits Statements).



EFTPS Report

Prints a calculated total for employee/employer Social Security and Medicare and the amount of federal tax withheld on employees. It uses the same method to calculate the SS and Medicare tax amounts as the 941 uses. First the subject to wages are totaled and then the percentages for SS and Medicare applied. A warning will print if the calculated total does not match what was calculated on the individual employees. If a warning prints on this report, contact support to see why. Most of the time the employer/benefit side of SS or Medicare is off. This can be fixed by recalculating benefits.

Employee Compensation Report

Is a useful and versatile report because it shows both employee check and employer transactions/amounts combined in the same report which can be summarized a printed in GL account detail.

Employee List

Prints employee information from Modify Existing Employees.

Employee Tax Summary

This report is useful for balancing taxes because it prints gross wages, subject to wages, taxes computed and benefits totals by employee. This is not a calculated report list the EFTPS report and the 941. Instead it is referred to as an *actual* report because it prints what is on an employee's check(s).

FUTA Report

Prints the information needed to file the Federal Unemployment Tax Act report.

Leave Register

Prints calculated and manually entered leave accrual transactions.

Leave Report

Prints beginning of period leave balances, accrued and used leave hours and ending leave balances as well as liabilities if needed.



Pay by Exception Report

Prints all hours and amounts keyed into Enter Employee Checks. This report can be used to validate data entered.

Pay Schedules Report

Prints all information schedule settings in Organization - Pay Schedules.

Payroll History

Prints employee check history by pay code type. The summary section is used to balance to W-2s at year-end.

Pay Code Transaction Report

This report is used for a variety of purposes because it includes employee check transactions as well as employer transactions. The report also summarizes by employee which mean one row prints for each employee regardless of the date range is used which is great for exporting to a .csv file. The most common use is to list pay code amounts calculated on employees that are then paid out to transmittal vendors. This report also has the ability to print wages subject to taxes and retirement. This makes this helpful for balancing taxes and retirement. In addition, hours subject to a pay code can be printed so it is ideal for the WRS annual report. This report is frequently used for WC Audits because it prints gross wages and hours as well as overtime. Finally it is used for reporting wages to health insurance companies and for open records requests because employee information like hire date, hourly rate, annual salary, position, etc. can also be included.

Pay Schedules Report

Prints all information setup in Organization - Pay Schedules.

Payroll Checks

Prints check stubs for both direct deposit and live checks.

Payroll History

Prints employee check history by pay code type such as gross, taxes, deduction and fringe benefits. The summary section is used to balance to W-2s at year-end.



Payroll Register - Detail

Prints pay period employee check pay code and GL detail. Also has several summary sections including total hours, pay code totals, GL account amounts in debit/credit format and debits and credits by fund.

Payroll Register Pay Code Summary

Prints pay period employee check information by pay code.

Payroll Register - Single Line Summary

Prints pay period employee check information by type with one line per employee.

Retirement Report

Creates generic retirement reports and electronic files for retirement plans like ICMA.

State Combined Report

Prints State Withholding, State Unemployment and Workers Compensation information and related forms for the quarter.

State Combined Wage List

Prints Quarterly State Unemployment and Workers Compensation reports and forms.

State Retirement Report

Prints State Retirement information by reporting period and creates the related electronic files for uploading to State Retirement websites. State Retirement plans that use electronic files include PERA, IPERS, IMRF, MERS and OPERS. Police and Fire in Ohio and Iowa are also included. It also creates the WRS Annual Report.

SUTA Report

Prints quarterly State Unemployment wages by employee. Also prints a form with the number of employees worked per month in the quarter.



SUTA Wage List

Prints quarterly State Unemployment wages by employee as well as the SUTA form. Also creates electronic files for uploading to state website. In Illinois also creates the monthly State Unemployment employee detail report and electronic file. Note: The SUTA form must be previewed to create electronic file.

SUTA Worksite Report

Prints employees and the months they worked in as well as a worksite form.

SWT Report

Prints quarterly state withholding information.

Timesheets

Prints a timesheet form with the employee's wage pay codes and dates in the pay period.

Transmittal Register

Prints calculated transmittal transactions. The totals by vendor should match the totals on the corresponding pay code transaction reports usually printed in the Batch Reports step on the payroll checklist.

Transmittal Checks

Prints electronic and live checks for transmittal vendors for sites that calculate transmittal amounts and the Create transmittal invoice on the Accounts Payable tab on the Interfaces tab is not checked.

Batch Reports

Prints a group of reports one after the other without opening each report and manually printing it. Used in processing payroll for printing pay code transaction reports.

Management Tracking Report

Prints tracked field changes such as Names and Hourly Rates. Also prints deleted records.



Report Writer

Reporting tool for creating custom report using query wizard.

Table Lists

Reporting tool for creating custom report in the old format.

Workers Compensation List
Workers Compensation Report



Payroll Reporting - Common Field Names

Payroll Reporting - Common Field Names

Field Names are of the form **Table Name.Field Name**. For example the employee's name field name is **Employee.Name**. Their anniversary date is **Employee.Anniversary Date**.

Employee Table

- Name
- Employee Number
- Start Date
- Hire Date
- Anniversary Date
- Termination Date
- Address 1
- Address 2
- City
- State
- Zip
- Country
- Email
- Payroll Type
- Status
- Telephone 1
- Telephone 2

Employee Position Table

- Employee Type
- Pay Period Frequency
- Primary Position
- Annual Wage
- Hourly Rate
- Start Date (position)
- End Date (position)

Position Table

- Title
- Position Type (Full Time, Part Time)

Department Table

- Department
- Description

Employee Pay Code Table

- Employee Allocation Method
- Employee Amount Rate Percent
- Employee Amount Rate Percent Code
- Employee Begin Date
- Employee End Date
- Employee Extra Amount
- Employee Allocation Method
- Employee Amount Rate Percent
- Employee Begin Date
- Employee End Date
- Employee Extra Amount
- GL Account (Employee tab)
- Standard Hours (Employee tab)
- Employer Allocation Method
- Employer Amount Rate Percent
- Employer Amount Rate Percent Code
- Employer Begin Date
- Employer End Date
- Employer Extra Amount
- Employer Allocation Method
- Employer Amount Rate Percent
- Employer Begin Date
- Employer End Date
- Employer Extra Amount
- GL Credit Account (Employer tab)
- GL Debit Account(Employer tab)

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Pay Period Table

- Pay period begin date
- Pay period end date
- Check issue date

Pay Code Type Table

 Category (Gross, Deduction, Fringe Benefit, Expense, Tax, Net, Informational)

Pay Code Table

- Pay Code
- Sub Code
- Title
- Employee Amount Rate Percent
- Employee Amount Rate Percent Code
- Employer Amount Rate Percent
- Employer Amount Rate Percent Code
- Standard Hours
- Summarization Code
- Employee Allocation Method
- Employer Allocation Method
- GL Account (Employee tab)
- GL Debit Account (Employer tab)
- GL Credit Account (Employee tab)
- Allocation Percent

Employee Transaction Table (Check Transactions)

- Amount
- Check Issue Date
- Check Number
- Entry Type
- GL Account
- GL Activity
- GL Updated
- Reference
- Units
- Void

Employer Transaction (Benefit Transactions)

- Amount
- Check Issue Date
- GL Activity
- GL Debit Account
- GL Credit Account
- GL Updated
- Payee
- Reference

Leave Rate Table

- Rate Number
- Description
- Pay Periods

Leave Rate Level Table

- Accumulation Limit
- Carryover Limit
- Description
- Level Number
- Rate Hours

Workers Compensation Class Table

- Class Code
- Description

Bank Table

- Bank Number
- Name
- Routing Number

Disbursement Table (Direct Deposit Banks)

- Account Number
- Description
- Transaction Type
- Type