WORLDSOFTWARE™

Canadian Payroll Volume 2

JDEdwards®

Where Do I Look?

Online Help
- Program
- Form
- Field

CD–ROM Guides

Guides

Technical Foundation

System Administration and Environment Fundamentals

- Understanding Your Environment
- Creating and Maintaining Environments
- Setting Up Security
- Upgrading Your System

Common Foundation

Prerequisite J.D. Edwards Software Fundamentals

- Using Menus
- Getting Help
- Customizing Data
- Reporting

Important Note for Students in Training Classes

This guide is a source book for online helps, training classes, and user reference. Training classes may not cover all the topics contained here.

Welcome

About this Guide

This guide provides overviews, illustrations, procedures, and examples for the current release of J.D. Edwards software. Forms (screens and windows) shown are only examples. If your company operates at a different software level, you might find discrepancies between what is shown in this guide and what you see on your screen.

This guide includes examples to help you understand how to use the system. You can access all of the information about a task using either the guide or the online help.

Before using this guide, you should have a fundamental understanding of the system, user defined codes, and category codes. You should also know how to:

- Use the menus
- Enter information in fields
- Add, change, and delete information
- Create and run report versions
- Access online documentation

Audience

This guide is intended primarily for the following audiences:

- Users
- Classroom instructors
- Client Services personnel
- Consultants and implementation team members

Organization

This guide is divided into sections for each major function. Sections contain chapters for each task or group of related tasks. Each chapter contains the information you need to accomplish the task, run the program, or print the

report. Chapters normally include an overview, form or report samples, and procedures.

Section

Chapter
- Overview
- Tasks

- What You Should Know About
- Field Descriptions
- Processing Options
- Test Yourself
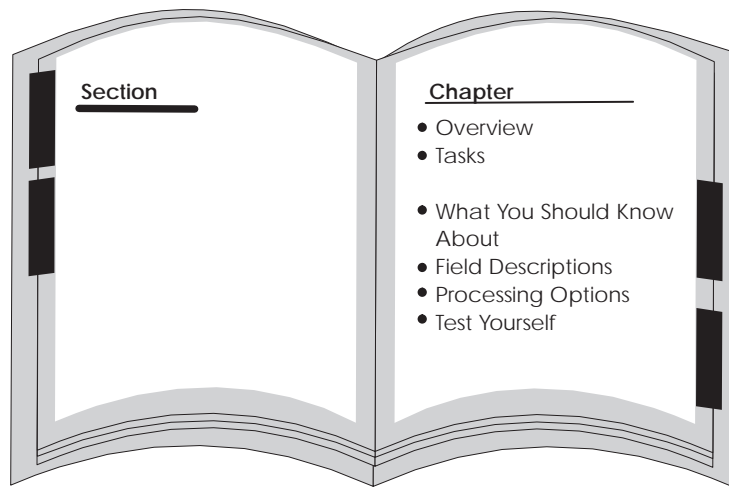
When it is appropriate, chapters also might explain automatic accounting instructions, processing options, and warnings or error situations. Some chapters include self-tests for your use outside the classroom.

This guide has a detailed table of contents and an index to help you locate information quickly.

Conventions Used in this Guide

The following terms have specific meanings when used in this guide:

- *Form* refers to a screen or a window.

- *Table* generally means "file."

We assume an "implied completion" at the end of a series of steps. That is, to complete the procedure described in the series of steps, either press Enter or click OK, except where noted.

Table of Contents

Intercompany Settlements 64

Step Progression 72

Setup 152

System Setup 154

Appendices 395

Advanced & Technical

Rollovers

Objectives

- To carry forward the following information from one year to the next:
    - Pay type, deduction, benefit, and accrual (PDBA) balances
    - Accrual balances, such as sick and vacation
    - Deduction amounts due and arrearages
    - DBA numbers of periods

About Rollovers

You use rollover programs to carry forward PDBA balances at year end as the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year.

For PDBAs whose ending balances do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals whose balances must first be calculated, you must set up rollover information for the DBA. For example, when you need to subtract vacation taken from vacation available before the balance can be rolled over. You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

For rollover purposes, you can specify the following types of years:

- Standard year — the calendar year, January through December.
- Fiscal year — your organization's fiscal year.
- Anniversary year — Employee anniversary dates, such as birth date or hire date. In this case, the rollover date (year-end date) varies for each employee.
- User defined year — a user defined date.

The Payroll system automatically maintains historical balances for the standard year for all PDBAs. The system maintains these balances in the following tables:

- Payroll Month PDBA Summary History (F06146)

- Calendar Month DBA Summary History (F06145)

For the system to maintain DBA balances for a year that begins on a date other than January 1, you must enter the start date of the year in the DBA setup. The system maintains these balances in the Fiscal/Anniversary Year History table (F06147).

For some types of DBAs, you must enter rollover information so that, when you run the rollover program, the system can calculate the balance to roll over.

These types of DBAs include those that have:

- Balances that are calculated using other PDBAs
- An inception-to-date limit
- An annual carryover limit
- A start date for a fiscal or anniversary year

To roll over PDBA balances, complete the following tasks:

❑ Enter rollover information for a DBA

❑ Work with rollovers

How Do You Process Rollovers?

You use the same DREAM Writer program to process all types of rollovers. Your Payroll system provides versions of this DREAM Writer program that you can use to process each type of rollover. The rollover programs correspond to the following tables:

- Payroll Month PDBA Summary History (F06146)
- Calendar Month DBA Summary History (F06145)
- Fiscal/Anniversary Year History (F06147)

Use the Year-End Calendar Month Rollover and Year-End Payroll Month Rollover versions to process DBAs that roll over balances at the end of the standard year. You should run these versions after you process the last payroll of the year. These programs use the previous year's deduction, benefit, and accrual balances to create beginning balances for the new year.

Use the Fiscal or Anniversary Rollover version to process DBAs that are set up to roll over balances at times other than the end of the standard year.

See Also

- The current payroll year-end processing guide for additional information on the rollovers you run at standard year-end

Enter Rollover Information for a DBA

```
┌─────────────────────────────────┐
│ G77   Canadian Payroll          │
│    Enter 29                     │
└─────────────────────────────────┘
         │
         │      ┌─────────────────────────────────┐
         │      │ G774   Payroll Setup            │
         └─────▶│    Choose                       │
                │    Pay/Deductions/Benefits      │
                └─────────────────────────────────┘
                         │
                         │      ┌─────────────────────────────────────┐
                         │      │ G7742   Pay/Deductions/Benefits     │
                         └─────▶│    Choose DBA Setup                 │
                                └─────────────────────────────────────┘
```
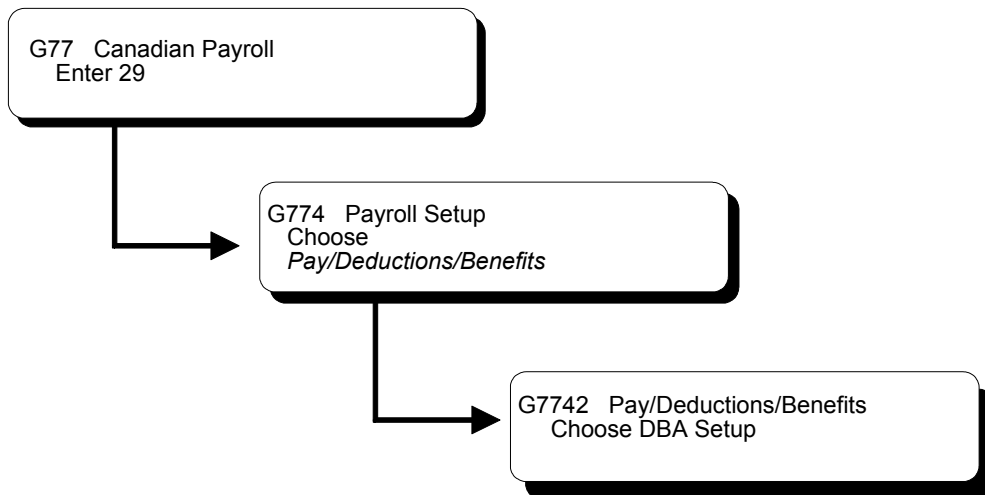
Entering Rollover Information for a DBA

For some types of DBAs, you must enter rollover information so that, when you run the rollover program, the system can calculate the balance to roll over.

These types of DBAs include those that have:

- Balances that are calculated using other PDBAs

- An inception-to-date limit

- An annual carryover limit

- A start date for a fiscal or anniversary year

You also enter rollover information so that the system can store fiscal and anniversary history for the DBA.

For most types of DBAs, such as 401k or Registered Retirement Savings Plan (RRSP) benefits and medical deductions, the system carries forward year-end balances when you run the standard year-end rollover programs.

Example: Vacation Rollover

Your organization's vacation policy might state that employees accrue vacation time at the rate of 4 hours per month. Employees cannot carry forward vacation hours from one year to the next, and they cannot accumulate more than 80 vacation hours at any time. Vacation time rolls over on the anniversary of employees' pay start dates.

To administer this vacation policy, you would set up:

- An accrual (such as 8011, Vacation) that tracks the vacation time an employee earns
- A pay type (such as 811, Vacation Pay) that tracks the vacation time an employee takes

When you run the rollover program, the system subtracts the time taken from time earned to calculate the balance to roll over.

When you set up accrual 8011, you must enter the following rollover information:

- Date Pay Starts as the fiscal/anniversary date.
- 80 as the inception-to-date limit.
- Pay type 811 as the related pay type (the pay type used to calculate the balance for accrual 8011).
- 0 as the limit to carry forward. (You define this limit in the rollover calculation table.).

Before You Begin

❑ Set up PDBAs that you will use to calculate the balance for the DBA that requires rollover information. See *Setting Up Earnings.*

▶ **To enter rollover information for a DBA**

On DBA Setup

```
[069117] - DBA Setup                                          _ □ ×
Functions   Tools   Help
                          **TEXT**
DBA Code              8011  Vacation      DBA Type           A

┌──────── DBA Calculation ─────────┐  ┌──────── Paystub Info ────────┐
 Source of Calculation    G Current Period   Paystub Text      Vacation
 Method of Calculation    2 Table - Date Ra  Method of Prnting  I
 Table Cd (Methods 1-9)   08011  Vacation    DBA Print Group
 Amount or Rate 1 &            1.0000
      "            2                          ┌──── General Acct Info ────┐
 Effect on Disposable Wage  1                 Effect on GL       M
 Calc if No Gross (Y,N)     N                 A/P Voucher(Y,N)   N
 Calc in Pre-Payroll (Y,N)  Y                 Payee Address No
 Effect on Check

┌──────── DBA Time Table ─────────┐  ┌──────── Arrearage Information ────────┐
 Pay Period to Calculate   * / Y / Y / Y / Y  Arrearage Method      N
 Calc Once Per Period (Y,N) N                 When to Adjust Ded    0
 Eff Dates - From & Thru                      Order to Adjust Ded

 ✔  ✖                                  i   ▲  ✚  ▬   ▲
F5=Addl  F6=Limits  F8=Exmpt  F16=Text  F19=Rollover  F20=YearEnd  F24=More  ▼
```

1. Complete the steps for setting up an accrual.

   See *Setting Up an Accrual.*

2. Access Rollover Setup Window.

```
[06RSW] - Rollover Setup Window                      _ □ ×
Functions   Tools   Help
 Bnft/Accrl Type      M      Vacation Accruals
 Rollover Table       00003  Vacation Roll Over 0 hours
 ITD Limit               80.00
 Fiscal/Anniv. Dt     PSDT   Date pay starts

        . . . . . . . RELATED PDBAs. . . . . .
        PDBA │    Description
        811   Vacation




 ✔  ✖                                            ▲
Enter=Update  F6=Related Acc/Ben (cursor)  F24=More  ▼
```

3. On Rollover Setup Window, use the Rollover Table function to define carryover limits.

   The system displays Calculation Tables.

4. On Calculation Tables, enter R in the following field:

   • Table Type

5. Enter VR in the following field:

   • Table Method

6. Enter the number of months of service from the original hire date in the following fields:

   • Lower Limit

   • Upper Limit

7. Complete the following fields:

   • Table Code

   • Amount/Rate

8. Add the table.

9. Return to Rollover Setup Window.

10. On Rollover Setup Window, complete any of the following fields:

    • Benefit/Accrual Type

    • Rollover Table

- ITD Limit (Inception to Date Limit)
- Fiscal/Anniversary Date (Anniversary Fiscal Beginning Date)
- Related PDBAs (PDBA)

11. Add your entries.

12. Return to DBA Setup.

13. On DBA Setup, access DBA Limit Window.

```
┌─────────────────────────────────────────────┐
│ ▤ DBA Limit Window              _ □ ×        │
│ Functions  Tools  Help                       │
│ DBA for Prior Limit        [    ]            │
│ Group Limit Code           [ ]              │
│ Limit Method               [ ]              │
│ Calendar Mnth Method       [ ]              │
│ Fiscal/Annv Bgn Date       [PSDT]            │
│ ┌──────────── Limit Method ──────────────┐  │
│ │ Pay Period          [          ]       │  │
│ │ Monthly             [          ]       │  │
│ │ Quarterly           [          ]       │  │
│ │ Annual (Level 1)    [          ]       │  │
│ │ Annual (Level 2)    [          ]       │  │
│ └────────────────────────────────────────┘  │
│ ┌────────── Minimum/Maximum ─────────────┐  │
│ │ Pay Period % Min    [          ]       │  │
│ │ Pay Period % Max    [          ]       │  │
│ │ Minimum Hours/Pcs   [          ]       │  │
│ │ Maximum Hours/Pcs   [          ]       │  │
│ └────────────────────────────────────────┘  │
│ [ ✔ ] [ ✖ ]                          [⤒]     │
│ Enter=Update  F8=Refresh  F24=More Keys [⤓]  │
└─────────────────────────────────────────────┘
```
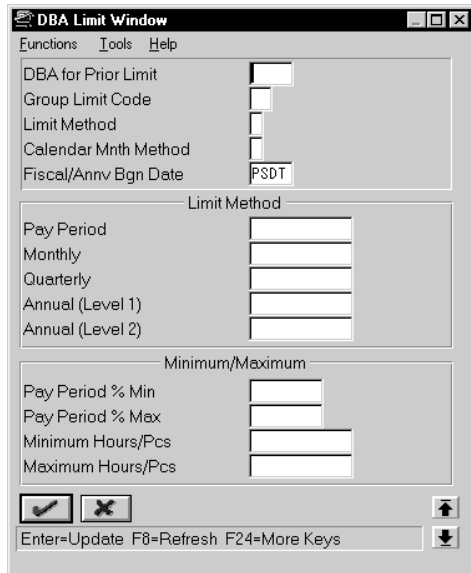
14. On DBA Limit Window, accept the defaults or complete any of the following fields:

- Limit Method
- Calendar Month Method
- Fiscal/Anniversary Begin Date (Anniversary Fiscal Begin Date)

15. Add your entries.

16. Return to DBA Setup.

Field	Explanation
Table Type	A code used to define the purpose of the table. Codes are: D The table is to be used in the calculation of DBAs. R The table is to be used to determine when sick and vacation accruals are to be rolled over into the available buckets.

Field	Explanation
Table Code	A code used to designate to the Payroll system a table to be accessed in the Table file (F06902).
	THIS FIELD MUST BE NUMERIC.
Table Method Code	A code that specifies the method in which the DBA is calculated.
	.... *Form-specific information* ....
	This code indicates the kind of information the Amount field represents, for example, hours or dollars.
Table Amount 1	The amount or rate to be used in the calculation of a DBA. This field is used when the method of calculation specifies either 1, 2, 3, 4, 5, or 6, and therefore, a specific basis table is being retrieved for the ultimate calculation of the transaction.
Benefit/Accrual Type	A user defined code (system 06, type SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.
Rollover Table	This is the identification number of the rollover table that will be used to limit the amount that can be rolled over for an accrual. The limit is based on an employee's months of service.
	For example, the table can be setup so an employee with 0 thru 12 months can roll over up to 40 hours at year end and an employee with 13 thru 999 can roll over up to 80 hours.
Inception to Date Limit	The maximum amount of dollars or hours that an accrual can have at any one time.
	For example, your company may have a vacation policy that allows an employee to rollover 40 hours each year but the accrued balance cannot exceed a total of 300 hours at any one time. Both the payroll cycle and year end rollover will calculate up to the limit, taking into account the amounts that have been used.
	NOTE: If the accrual is rolled over at the end of a standard year, the limit is applied against payroll month history. If it is rolled over at the end of a fiscal or anniversary year, it is applied against fiscal and anniversary history.

Field	Explanation
Anniversary Fiscal Beginning Date	A user defined code (system 06, type AF) that specifies when the rollover year begins. If the code is left blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX). To specify a fiscal year, enter the user defined code FISC. This causes the system to use the fiscal year setup for the employee's home company. To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee's date of birth, use code DOB.
PDBA	The number and description of the PDBA you want the system to use to calculate the corresponding DBA. This is the beginning number in the range that is the basis of the calculation. If a DBA is entered, it must have a lower number than the corresponding DBA. .... *Form-specific information* .... For rollover setup, this is the number and description of the PDBA that is used to calculate the corresponding DBAs beginning balance for year end rollover.
Limit Method	The limit method tells the system which history file to use for DBA limits. blank This is the default. Monthly, quarterly and annual limits are applied to calendar month history. Fiscal and anniversary history is stored by pay period ending date. 1 Monthly, quarterly and annual limits are applied to payroll month history. This method should be used for 401(k). Fiscal and anniversary history is stored by check date. 2 Monthly and quarterly limits are applied to calendar month history. Annual limits are applied to fiscal and anniversary history. Fiscal and anniversary history is stored by pay period ending date. 3 Monthly and quarterly limits are applied to payroll month history. Annual limits are applied to fiscal and anniversary history. Fiscal and anniversary history is stored by check date.

Field	Explanation

Calendar Month Method	This method determines how transition months are stored for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are:
	    blank This is the default. DBAs are prorated to the pay period ending date and the last day of the previous month if timecards exist for both months.
	    1 DBAs are allocated to the pay period ending date.

What You Should Know About

Entering an anniversary date rollover

If you set up the DBA to roll over its balance on employee anniversary dates, you must enter the appropriate date for each employee to whom you assign this DBA. For example, if you choose the date pay starts as the rollover date, verify that a date pay starts has been entered for the employee on Employee Entry.

Entering related PDBAs

You cannot relate a pay type to multiple DBAs that are based on different rollover years. For example, your organization might use the following vacation accruals:

- One for office workers that rolls over balances at the end of the standard year
- One for factory workers that rolls over balances on employees' hire dates

To record employees' vacation time taken, you must use separate pay types for each of these accruals.

Inception-to-date (ITD) limits

During pre-payroll, the system applies the ITD limit to benefits and accruals that do not have related DBAs. The benefits and accruals can have related pay types.

At year end, the rollover process applies year-end limits first and then ITD limits.

Work with Rollovers

Working with Rollovers

You use rollover programs to carry forward PDBA balances at year end as the beginning balances for the next year. You need to carry forward these balances to correctly process payroll cycles in the new year.

For PDBAs whose ending balances do not need to be calculated, the system rolls over the accumulated total to the new year. No special DBA setup is necessary. For benefits and accruals whose balances must first be calculated, you must set up rollover information for the DBA. For example, when you need to subtract vacation taken from vacation available before the balance can be rolled over. You must also set up rollover information for all DBAs whose balances must be rolled over at a time other than the end of the calendar year.

The Payroll system automatically maintains historical balances for the standard year for all PDBAs. The system maintains these balances in the following tables:

- Payroll Month PDBA Summary History (F06146)
- Calendar Month DBA Summary History (F06145)

To cause the system to maintain DBA balances for a year that begins on a date other than January 1, you must enter the start date of the year in the DBA setup. The system maintains these balances in the Fiscal/Anniversary Year History table (F06147).

In some cases, you might want to roll over DBA balances at times other than at the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees' hire dates.

For rollover purposes, you can specify the following types of years:

- Standard year — the calendar year, January through December.
- Fiscal year — your organization's fiscal year.
- Anniversary year — Employee anniversary dates, such as birth date or hire date. In this case, the rollover date (year-end date) varies for each employee.
- User defined year — a user defined date.

Use the Fiscal or Anniversary Rollover version to process DBAs that are set up to roll over balances at times other than the end of the standard year. If you have DBAs that roll over balances on anniversary dates, you should run the rollover program at least once per pay period to ensure that each employee's balance is rolled over at the appropriate time. If you have DBAs that roll over balances at the end of the fiscal year, you should run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.

Working with rollovers includes:

❑ Processing fiscal and anniversary rollovers

❑ Reviewing rollover reports

What You Should Know About

Setting up DBAs   When you set up a DBA, you specify (in the Fiscal/Anniversary date field) the type of rollover year that it uses. If you do not enter a rollover year for a DBA, its balance rolls over at the end of the standard year.

See *Entering Rollover Information for a DBA.*

See Also

- *Entering Rollover Information for a DBA (P069117)* for information about entering rollover years for DBAs

- The *Technical Foundations Guide* for information about running, copying, and changing a DREAM Writer version

- The current Payroll year-end processing guide for information on standard year-end rollover of PDBAs

Processing Fiscal and Anniversary Rollovers

You use the Fiscal or Anniversary Rollover version to process DBAs that are set up to roll over balances at times other than the end of the standard year.

For DBAs that roll over balances on anniversary dates, the date on which you run the rollover program varies for each employee. If you have DBAs that roll over balances on anniversary dates, you should run the rollover program at least once per pay period to ensure that each employee's balance is rolled over at the

appropriate time. The rollover program rolls over balances for only those employees whose anniversary dates are included in the next payroll cycle.

For DBAs that roll over balances at the end of a fiscal year, the date on which you run the rollover program is the same for all employees. If you have DBAs that roll over balances at the end of the fiscal year, you should run the rollover program before you process the payroll cycle that includes the first day of the new fiscal year.

The system uses the following information to determine when to roll over the balance for a PDBA:

- When the beginning work date for the next payroll cycle is greater than the end of the fiscal or anniversary year, the system rolls over fiscal and anniversary history for DBAs that are stored by period ending date.

- When the check date for the next payroll cycle is greater than the end of the fiscal or anniversary year, the system rolls over fiscal and anniversary history for DBAs that are stored by check date.

For example, for an employee whose original hire date is March 2, 1994, the start of the anniversary year is March 2 and the end of the anniversary year is March 1.

To process fiscal and anniversary rollovers you can either:

❑ Process rollovers during pre-payroll

❑ Process rollovers between payroll cycles

To process rollovers during pre-payroll processing, you enter a rollover DREAM Writer version. To process rollovers between payroll cycles, you choose an option from the Pay Cycle Processing menu. You can choose the method that is most convenient for you.

What You Should Know About

Reviewing history information

You can use online review programs to review benefit and accrual history and year-to-date balances for fiscal and anniversary history.

See *Reviewing Transaction History* for information about fiscal and anniversary history. See *Reviewing Other Payroll History* for information about benefit and accrual history.

Storing fiscal and anniversary history	You can set up your system to roll over fiscal and anniversary history by either pay period ending date or check date. The rollover program uses the dates that you set up in your master pay cycles to determine which employees' DBA balances to roll over. When you process the rollover during pre-payroll, the program uses the master pay cycle dates for the next payroll. When you process the rollover between payroll cycles, you must use the processing options to specify the appropriate master pay cycle dates.

Processing Rollovers During Pre-Payroll

```
G77   Canadian Payroll
    Choose Pay Cycle Processing
```

```
G7713   Canadian Pay Cycle Processing
    Choose Pre-Payroll Processing
```
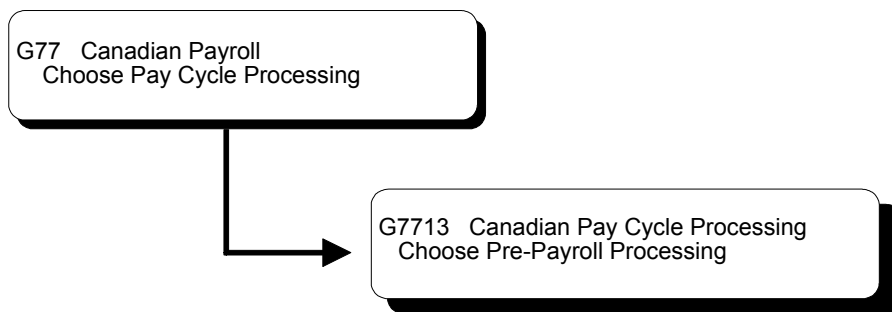
To simplify rollover processing, and to ensure that all DBA balances are rolled over at the appropriate times, you can set up a rollover DREAM Writer version to run during pre-payroll processing.

Running this version during pre-payroll increases pre-payroll processing time. Therefore, you might prefer to process rollovers between payroll cycles.

When you run the rollover program during pre-payroll, the system only processes those employees included in the payroll. If there are any errors, you can re-run pre-payroll. When you run the rollover program from a menu selection, you can select specific employees to process and run the program in either proof or update mode.

▶   **To process rollovers during pre-payroll**

On the First Pre-Payroll Processing form

1.   Complete the steps for creating a payroll ID.

     See *Creating a New Payroll ID* in the *Payroll Volume 1 Guide*.

2.   Complete the following additional field:

     *   Fiscal and Anniversary Rollover

3.   Process pre-payroll.

The system prints the Fiscal or Anniversary Rollover report. If errors occurred during rollover processing, the system also prints the Fiscal or Anniversary Rollover Error report.

See *Reviewing Rollover Reports* for samples of these reports.

Processing Options for Pay Cycle - Year End Rollover

```
The following processing options are
used when fiscal or anniversary year
rollover is included in the pay cycle.

1.  Enter a '1' next to the history
    which should be rolled over.
    a. Fiscal history
       (Fiscal/Anniv. Begin Dt = FISC)         _____
    b. Anniversary history                      _____

2.  Select the employee number to print:       _____
    A = Address Book
    B = Social Security
    C = Third Employee Number

3.  Enter a '1' to roll over vacation          _____
    and sick accruals ONLY.

4.  Enter a '1' to have vacation and           _____
    sick dollar amounts printed on the
    report.

    NOTE:  Dollars will not be rolled
    over for accruals that use certain
    Table Methods, regardless of whether
    there is a '1' in this processing
    option.  See program helps for a
    list of these methods.
```

Processing Rollovers Between Payroll Cycles

G77   Canadian Payroll
   Choose Pay Cycle Processing

G7713   Canadian Pay Cycle Processing
   Choose Anniversary Rollover
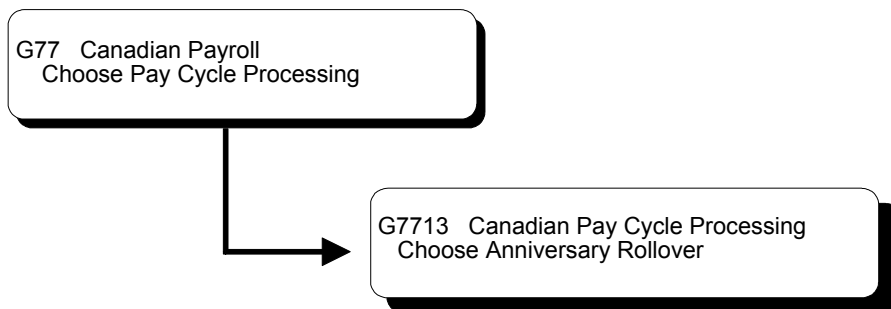
When you process pre-payroll for a large group of employees, it might be too time-consuming to run the rollover program during pre-payroll. In this case, you can run the rollover program between payroll cycles.

When you process rollovers between payroll cycles, you use a processing option to specify the master pay cycle the system uses to determine which employees' balances to roll over.

▶   **To process rollovers between payroll cycles**

On Fiscal or Year End Rollover

Run the version for fiscal and anniversary rollover.

The system prints the Fiscal or Anniversary Rollover report. If errors occurred during rollover processing, the system also prints the Fiscal or Anniversary Rollover Error report.

See *Reviewing Rollover Reports* for samples of these reports.

What You Should Know About

Data Selection for Rollover	The data selection values for the rollover DREAM Writer version should correspond to the data selection values for the pre-payroll DREAM Writer version. This ensures that you process the same employees for both payroll and rollover.

Processing Options for Year End Rollover

```
1.   Enter the YEAR being closed.                    _____

2.   Enter a '1' to print the report                 _____
     without update.

3.   Enter a '1' next to the history
     which should be rolled over.
     a.  Calendar Month history                      _____
     b.  Payroll Month history                       _____
     c.  Fiscal history                              _____
         (Fiscal/Anniv. Begin Dt = FISC)
     d.  Anniversary history                         _____

4.   Enter a '1' to rollover balances for            _____
     terminated employees.  (Terminated
     Employees are determined by a pay
     status of 'T').

5.   Select the employee number to print:            _____
     A = Address Book
     B = Social Security
     C = Third Employee Number
```

6. Enter a '1' to roll over vacation   _____
    and sick accruals ONLY. (Not
    applicable for Calendar Month
    rollover).

7. Enter a '1' to have vacation and   _____
    sick dollar amounts printed on the
    report. (Not applicable for
    Calendar Month rollover).

    NOTE: Dollars will not be rolled
    over for accruals that use certain
    Table Methods, regardless of whether
    there is a '1' in this processing
    option. See program helps for a
    list of these methods.

    ****

    THE FOLLOWING PROCESSING OPTIONS APPLY

    TO FISCAL/ANNIVERSARY ROLLOVER ONLY:

8. Enter the Pay Cycle code.   _____

9. Enter the PPED for the last   _____
    completed pay cycle. This will
    force the system to verify that the
    PDBA should be rolled over.

What You Should Know About Processing Options

Rolling over dollar amounts (7)	The system does not roll over dollars for DBAs that use the following table methods, regardless of the value you enter in this processing option:

- OB — Amount x Rate/Basis = Months (0$)

- LB — Amount x Rate/Basis = Months (0$)

- PI — Hours Worked/Basis = Months (0$)

- PB — Amount x Rate/Basis = Months (0$)

- SB — Amount x Rate/Basis = Months (0$)

Reviewing Rollover Reports

After you process fiscal and anniversary rollovers, you should review the rollover reports to verify that the appropriate balances rolled over correctly.

Reviewing rollover reports includes:

❑ Reviewing the Fiscal or Anniversary Rollover report

❑ Reviewing the Fiscal or Anniversary Rollover Error report

What You Should Know About

Reviewing payments and the Payroll Register The Payroll Register report and employee payment stubs display PDBA balances from both the Payroll Month PDBA Summary History table (F06146) and the Fiscal/Anniversary Year History table (F06147). The YTD balances for PDBAs that roll over balances on fiscal and anniversary dates might not correspond to the YTD balances for PDBAs that roll over at the end of the standard year.

For example, after you roll over an employee's anniversary balance, the YTD amount for an employee's vacation time earned that is stored in the F06146 table might not equal the amount for vacation time earned that is stored in the F06147 table.

Reviewing the Fiscal or Anniversary Rollover Report

When you run the Fiscal or Anniversary Rollover version, the system prints a report listing the employees whose DBA balances were rolled over.

```
 06390                                       J.D. Edwards & Company                          Page No. . .    3
                                             Fiscal/Anniversary Rollover                      Date - . . . 7/19/98
                                             (Run during Pre-Payroll)                         Payroll ID . 001
                                                                                             Pay Period . 08/15/98
              <---------------------- FROM ---------------------->    <---------------------- TO ---------------------->
 Employee No   Date   PDBA Description  B Begin Balance     YTD          Date   PDBA  Prior  Year  Begin Balance  Amt Lost
 -----------  -------- ---- -------------- - ------------- ----------  -------- ---- ------------- ------------- ----------
      7500 McDougle, Cathy
           08/17/97 8012 Vacation       H                  20.00      08/17/98 8012         20.00        20.00
```

What You Should Know About

Employee history If an employee has history from the same PDBA in more than one company, the report contains a separate line for the detail information for each company. The system totals the balances for each company and rolls one total balance into one record for the employee's home company.

Reviewing the Fiscal or Anniversary Rollover Error Report

This report prints automatically when the rollover program is unable to roll over a DBA balance for an employee. You must correct the error before the employee's balance can be rolled over.

The report might contain the following error codes:

4239	Invalid date for the DBA's fiscal/anniversary date type.
4240	The system could not calculate the employee's months of service.
4241	The system could not find the rollover limit.
4242	The rollover amount is negative.
4243	You must enter a valid check date and pay cycle code in the processing options.
4244	The pay cycle for both the prior and the next pay periods must exist in master pay cycles.

To see a detailed cause and resolution explanation of an error message, enter the 4-digit message number on the Data Dictionary form.

```
063902E                              J.D. Edwards & Company                    Page - . . .    1
                               Fiscal/Anniversary Rollover Error Report        Date - . . .  7/19/98


 Employee                         DBA
  Number             Name         Code  Description    Date    Co   Error Message
----------- ------------------------- ---- ------------ -------- ----- --------------------------------------------
     4504 Mitchell, George          8012 FA Vacation            00007 4239 Fiscal/Anniv. date for EE is missing
```

What You Should Know About

Pay cycle that crosses years

When a pay cycle crosses into the next year and its history is stored by pay period end date (PPED), during pre-payroll processing, the system prorates the amount to both years.

The system creates two records in the DBA Transaction Detail table (F0609):

- Rollover amount for the current year
- Rollover amount for the next year

See Also

- The *Technical Foundation Guide* for information about using the Data Dictionary.

Example: Timing Rollovers by Pay Period End Date

Standard year balances are contained in two tables:

- Payroll Month PDBA Summary History table (F06146)
- Calendar Month DBA Summary History table (F06145)

You roll over these tables during standard year-end processing.

Fiscal/anniversary balances are contained in only one table:

- Fiscal/Anniversary Year History table (F06147)

You roll over this table throughout the year, using the Fiscal/Anniversary Rollover program.

Assume the following:

- You have set up a vacation accrual to roll over on the original hire date.
- Your fiscal and anniversary history is stored by pay period ending date.
- You have an employee whose original hire date is 03/05/96.
- Your master pay cycles for March include:

Payroll Number	Pay Period Ending Date	Check Date

Payroll Number	Pay Period Ending Date	Check Date
5	02/28/98	03/06/98
6	03/14/98	03/20/98

The beginning work date for the next payroll cycle, March 15, is greater than the end of the employee's anniversary year, March 4. Therefore, the rollover must be completed in the payroll cycle with the pay period ending date of March 14, 1998.

If you request the rollover program in pre-payroll, the system processes the rollover for this employee in the payroll cycle with the pay period ending date of March 14, 1998.

If you request the rollover program from the menu, you should process it after the payroll cycle with the pay period ending date of March 14, 1998 and before you begin the next payroll cycle.

Example: Timing Rollovers by Check Date

Assume the following:

- You have set up a vacation accrual to roll over on the date pay starts.
- Your fiscal and anniversary history is stored by check date.
- An employee's date pay starts is 03/18/96.
- Your master pay cycles for March include:

Payroll Number	Pay Period Ending Date	Check Date
5	02/28/98	03/06/98
6	03/14/98	03/20/98

The check date for the next payroll cycle, March 20, is greater than the end of the employee's anniversary year, March 17. Therefore, the rollover must be completed in the pay period with the check date of 3/06/98.

- If you request the rollover program in pre-payroll, the system processes the rollover for this employee in the payroll ending February 28, 1998.
- If you request the rollover program from the menu, you should process it after the payroll with the pay period ending date of February 28, 1998 and before you begin the next payroll cycle.

Test Yourself: Timing Rollovers

Assume the following:

- You have set up a vacation accrual to roll over on employees' original hire date.

- Your fiscal and anniversary history is stored by pay period end date.

- You process rollover during pre-payroll.

- An employee's original hire date is 04/20/96.

- Your master pay cycles for April include:

Payroll Number	Pay Period Ending Date	Check Date
8	04/11/98	04/17/98
9	04/25/98	05/01/98

During which payroll cycle does the system roll over the employee's vacation balance?

The answer is in Appendix C.

Exercises
See the exercises for this chapter.

Exercises

Accounts Payable Integration

Objectives

- To use the Payroll system to create vouchers for payroll taxes and other payroll liability amounts

About Accounts Payable Integration

If you have the J.D. Edwards Accounts Payable system, you can integrate your payroll processing with the Accounts Payable system. This enables you to use payroll information to create vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA.

The Payroll system then creates vouchers for these payees for employee withholdings and company-paid benefits and taxes.

Using Payroll, you can:

- Review voucher information
- Create vouchers during the final update step of the payroll cycle
- Post vouchers to the general ledger

The Accounts Payable system then uses the vouchers to print payments to the payees.

Accounts payable integration includes:

❑ Setting up accounts payable integration

❑ Working with vouchers

To use your Payroll system to create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company constants for company 00000. You can activate accounts payable integration for taxes, DBAs, or both. After you activate accounts payable integration, you must set up voucher information for the tax types and DBAs for which you want to create vouchers.

After you set up your Payroll system to integrate with the Accounts Payable system, Payroll automatically creates vouchers during the payroll cycle. You should review these vouchers to ensure that they are correct and then post the vouchers to the general ledger.

When Are Vouchers Created?

If you have set up your Payroll system for accounts payable integration, the system creates pro forma vouchers during the journal entries step of the payroll cycle. The system creates the actual vouchers in the Accounts Payable system when you process final update.

How Does Payroll Summarize Transactions for Vouchers?

You can choose from several methods for summarizing detailed transactions for vouchers. If you do not specify otherwise, the system creates:

- One DBA voucher per payee
- One tax voucher per payee and corporate tax ID

In some cases, you might need to separate vouchers by employee, group (union), DBA, or tax type. You can set up payee voucher rules to accommodate these needs.

Set Up Accounts Payable Integration

Setting Up Accounts Payable Integration

You set up your Payroll system for Accounts Payable integration so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. You can set up payees for any tax type or DBA. The Payroll system then creates vouchers for these payees for employee withholdings and company-paid benefits and taxes.

Integrating the Payroll and Accounts Payable systems saves time and helps reduce keying errors.

Setting up accounts payable integration includes:

❑ Activating accounts payable integration

❑ Setting up voucher information for tax transactions

❑ Setting up voucher information for DBAs

❑ Setting up payee voucher rules (optional)

To use your Payroll system to create vouchers for payroll taxes and other payroll burden amounts, you must activate accounts payable integration in the company constants for company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. For all taxes, you must also specify a payee.

To use your Payroll system to create vouchers for DBAs, you must set up voucher information and assign payees for each DBA for which you want to create vouchers. The system creates vouchers for only those tax types and DBAs for which you activate vouchering.

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle. If you want the Payroll system to summarize all of your vouchers according

to the default rule, you do not need to set up any payee voucher rules. To use other rules, you must specify a rule for each payee.

Before You Begin

❑ Set up the payees (suppliers) for the Payroll vouchers:

- If your system security allows Payroll users to enter suppliers, see *Setting Up Tax Area/Payee Cross-Reference.*

- If your system security prevents Payroll users from entering suppliers, ask someone who has access to the Accounts Payable system to set up the payees for Payroll. See *Entering Suppliers* in the *Accounts Payable Guide.*

❑ In Accounts Payable, set up AAIs for the offsetting credit accounts for each company with employees whose payments will create vouchers. See *Setting Up AAIs for A/P* in the *Accounts Payable Guide.*

What You Should Know About

Payees	A payee is a person or organization that receives payments from your organization for taxes or payroll liabilities. The Accounts Payable system refers to a payee as a supplier or vendor.
Voucher due dates	When you set up payees for payroll vouchers, you must specify the payment terms. The system uses this information to calculate the due date for vouchers. See *Entering Suppliers* in the *Accounts Payable Guide.*

Activating Accounts Payable Integration
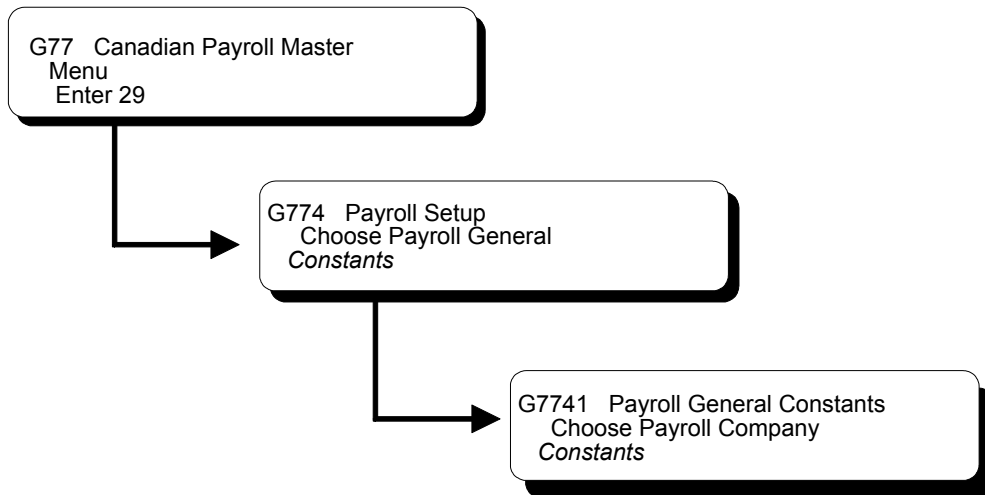
```
G77   Canadian Payroll Master
   Menu
     Enter 29
```

```
G774   Payroll Setup
     Choose Payroll General
   Constants
```

```
G7741   Payroll General Constants
     Choose Payroll Company
   Constants
```

To use your Payroll system to create vouchers for payroll taxes and other payroll liability amounts, you must activate accounts payable integration in the company constants for company 00000. You can activate accounts payable integration for taxes, DBAs, or both.

See Also

- *Setting Up the Default Company (P069091)* for information about setting up Company 00000

► To activate accounts payable integration

On Payroll Company Constants

1. Locate company 00000.

2. Complete the following field:
   - A/P Integration

Field	Explanation
A/P Integration	A/P Integration is used to specify the level of integration between the Payroll and the Accounts Payable systems. Pro forma vouchers are created during the payroll journal entries step of the payroll cycle. Actual vouchers are created in accounts payable during the final update step.

    N   No integration.

    0   Create vouchers for both DBAs and taxes that have been setup with A/P integration.

    1   Create vouchers only for DBAs that have been setup with A/P integration.

    2   Create vouchers only for taxes that have been setup with A/P integration.

Setting Up Voucher Information for Tax Transactions

```
G77   Canadian Payroll Master
   Menu
     Enter 29
```

```
G774   Payroll Setup
         Choose Taxes & Insurance
```

```
G7744   Taxes & Insurance
          Choose an option under
          the Payroll Tax Information
          heading
```

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. For all tax types, you must also specify a payee. You perform these tasks after you activate Accounts Payable integration for taxes. The system creates vouchers for only those tax types for which you activate vouchering.

You must activate vouchering at the tax type level. You can specify a payee at the tax type level or the company level.

Entering the payee at the tax type level is more efficient when all or most of the companies in your organization remit payment for a tax to the same taxing authority. If one or more of the companies in your organization remits a tax to a different taxing authority, you can override this payee for individual companies by entering a payee at the company level.

When all or most of the companies in your organization remit payment for a tax to different taxing authorities, you must enter payees at the company level.

For example, in a multi-company organization in which all but two of the companies remit Federal taxes to the same institution, you can enter that institution as the default payee for Federal taxes. For the two companies that remit their Federal taxes to other institutions, you can enter individual payees for those companies to override the default.

To set up voucher information for tax transactions, complete the following tasks:

❑ Activate vouchering for tax transactions

❑ Enter tax payees by company (optional)

What You Should Know About

Specifying payees for vouchers	If you do not specify a payee at either the tax type level or the company level, the Payroll Journal Proof/Edit for Vouchers report prints an error message.
Reviewing payment remarks	The system stores the corporate tax ID in the voucher. This ID prints on the voucher payment as a payment remark.

Activating Vouchering for Tax Transactions

To use your Payroll system to create vouchers for tax transactions, you must activate vouchering for tax types. For all taxes, you must also specify a payee. The system creates vouchers for only those tax types for which you activate vouchering.

When you activate vouchering for tax transactions, you can specify a payee at the tax type level. For federal taxes, specify a payee for all the Federal tax types.

Typically, you enter a payee at the tax type level when all or most of the companies in your organization remit a tax to the same taxing authority. You can override this payee at the company level, if necessary.

► **To activate vouchering for tax transactions**

On Tax Area Information

1. Complete the following fields to locate a tax type:
   - Tax Area
   - Tax Type

2. Complete the following field:
   - A/P Voucher (Y/N) [Yes or No Entry]

3. Complete the following field (optional):
   - Payee

Field	Explanation
Tax Area (Work)	A code that identifies a geographical location and the tax authorities therein for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System's "Master GEO Code List" for valid codes for your locations.
Tax Type	A code that identifies the type of payroll tax being processed.
	Please refer to the associated User Defined Code records for the current descriptions of these codes.
	Please note that the values and meanings associated with this user defined code are pre-set by J.D. Edwards. Neither of the fields should be altered without J.D. Edwards permission. 　　　　C - FUI 　　　　G - Employee paid SUI 　　　　H - Employer paid SUI 　　　　I - Employee paid SDI 　　　　J - Employer paid SDI
Yes or No Entry	The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens.
	.... *Form-specific information* ....
	Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.

Field	Explanation
Payee Address Number	The Address Book number for the supplier who is to receive the final payment.
	In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.
	For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the check.

Entering Tax Payees by Company

After you activate vouchering for tax types, you can enter tax payees for them at the company level. Entering enter payees at the company level is optional. You do so only in one of the following circumstances:

- You did not enter a payee at the tax type level.
- The payee you entered for the tax type differs from the payee for the company.

The payees you enter at the company level override the payee you enter at the tax type level. For each tax type and tax area, you can enter multiple companies, and assign one payee per company.

▶ To enter tax payees by company

On Tax Area/Payee Cross Reference

```
┌──────────────────────────────────────────────────────────────────┐
│ ☰ [069261] – Tax Area/Payee X-Reference                  _ □ ☒   │
│ Functions   Options   Tools   Help                                │
│                                                                    │
│   ┌──────────────────────────────────────────────────────────┐   │
│   │ Tax Area                FEDERAL      FED Income Tax        │   │
│   └──────────────────────────────────────────────────────────┘   │
│                                                                    │
│   ┌──────────────────────────────────────────────────────────┐   │
│   │ Tax Type                A            Federal Income Tax    │   │
│   └──────────────────────────────────────────────────────────┘   │
│                                                                    │
│   O  . . . . . . .Company . . . . . . . . . . . Payee . . . . . . │
│   P  No. |       Name        | Number |        Name             │
│      00200 Model Manuf/Distrib Compa    5550 Internal Revenue Service│
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│   [✔] [✖]                          [ i] [▲] [✚] [ ▬]  [⬆]         │
│   Opt: 5=Add/Change Payee  9=Delete  F19=Previous  F20=Next  F24=More   MW  [⬇] │
└──────────────────────────────────────────────────────────────────┘
```

1. Complete the following fields to locate a tax type:

    - Tax Area

    - Tax Type

2. Complete the following fields:

    - Company No. (Company)

    - Payee Number (Address Number - Provider/Trustee)

Setting Up Voucher Information for DBAs

To use your Payroll system to create vouchers for DBAs, you must set up voucher information and assign payees for each DBA for which you want to create vouchers. The system creates vouchers for only those DBAs for which you activate vouchering.

You must activate vouchering in the setup of a DBA. Then, when you assign the DBA to a group plan or an individual employee, you must specify whether the system will create a voucher for the DBA for that group plan or employee.

Because you enter voucher information at the group plan or employee level, you can assign the same DBA to multiple group plans and create vouchers even when the payees for those plans vary. You also can choose to create vouchers for some plans and not for others.

You can specify payees for vouchers at the DBA, group, or employee level.

Entering the payee at the DBA level is more efficient when all or most of the companies in your organization remit payment for a DBA to the same institution. If necessary, you can override this payee for individual groups, such as unions, or employees by entering a payee at the group or employee level.

When payments for a DBA for all or most of the groups or employees in your organization are remitted to different institutions, you must enter payees at the group or employee level.

To set up voucher information for DBAs, complete the following tasks:

❑ Activate vouchering for DBAs

❑ Enter voucher information for group plans

❑ Enter voucher information for individual employees

What You Should Know About

Entering payees   If you do not specify a payee at some level (DBA, group plan, or employee), the Payroll Journal Proof/Edit for Vouchers report prints an error message.

Activating Vouchering for DBAs

```
┌─────────────────────────────────────┐
│ G77  Canadian Payroll Master        │
│    Menu                             │
│      Enter 29                       │
└─────────────────────────────────────┘
        │
        │         ┌─────────────────────────────────────┐
        │         │ G774   Payroll Setup                │
        └────────▶│    Choose                           │
                  │   Pay/Deductions/Benefits           │
                  └─────────────────────────────────────┘
                          │
                          │         ┌─────────────────────────────────────┐
                          │         │ G7742   Pay/Deductions/Benefits     │
                          │         │    Setup                            │
                          └────────▶│      Choose DBA Setup               │
                                    └─────────────────────────────────────┘
```
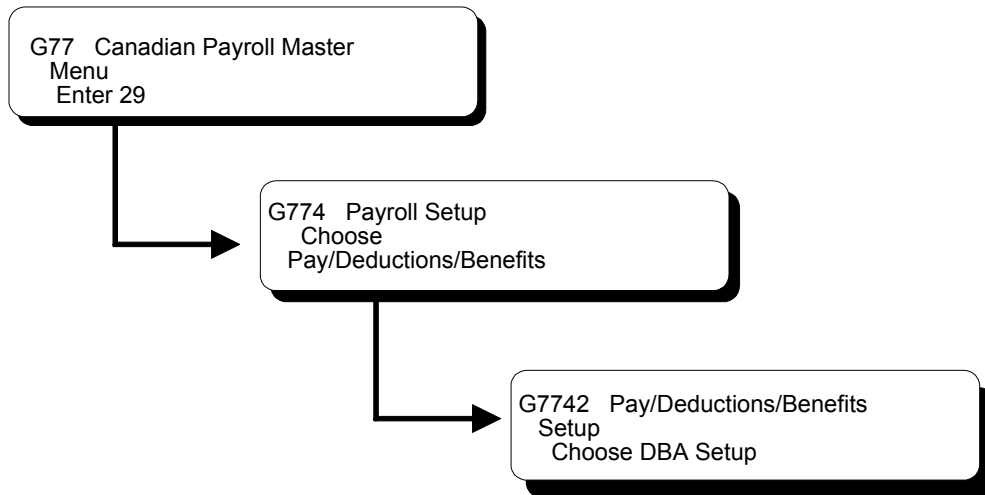
To use your Payroll system to create vouchers for DBAs, you must activate vouchering for each DBA for which you want to create vouchers. The system creates vouchers for only those DBAs for which you have activated vouchering. You must activate vouchering at the DBA level before you can enter voucher information for group plans or individual employees.

When you activate vouchering for a DBA, you can specify a payee in the DBA setup. Typically, you enter a payee at the DBA level when all or most of the groups, such as unions, or employees in your organization remit payment for the DBA to the same institution. You can override this payee at the group or employee level, if necessary.

If you enter all payees at the group plan or employee level, you do not need to enter a payee in the DBA setup.

▶   **To activate vouchering for DBAs**

On DBA Setup

1.   Complete the following field to locate a DBA for which you need to create vouchers:

    •   DBA Code

2.   Complete the following field:

    •   A/P Voucher (Y/N)

3.   Complete the following field (optional):

• Payee Address Number

Entering Voucher Information for Group Plans

```
G77   Canadian Payroll Master
   Menu
    Enter 29
```

```
G774   Payroll Setup
    Choose
   Pay/Deductions/Benefits
```

```
G7742   Pay/Deductions/Benefits
  Setup
   Choose Group Plan DBA
   Setup
```
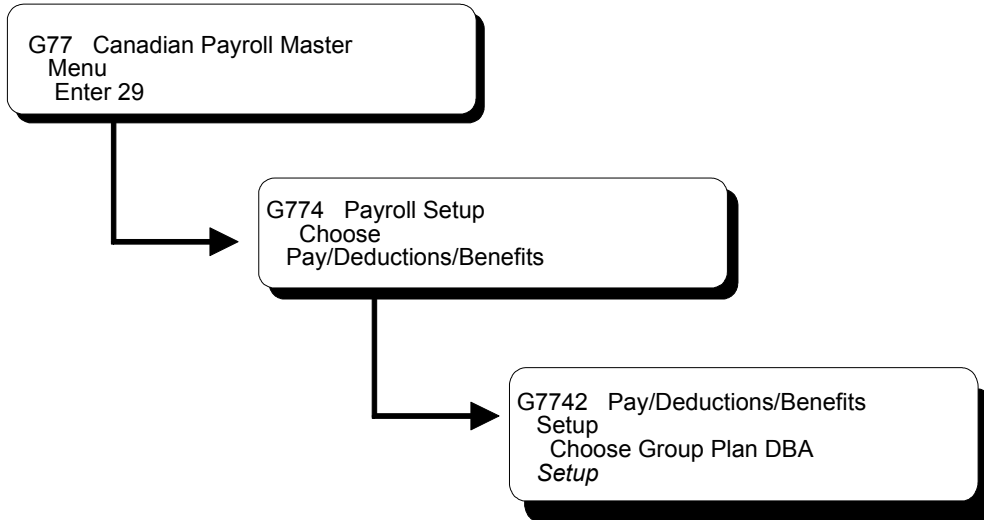
After you activate vouchering for a DBA, you can enter voucher information when you include the DBA in a group plan. You can include a DBA, such as a union dues deduction, in multiple group plans.

Because you might need to create vouchers for some group plans and not others, you can choose to deactivate vouchering for the DBA at the group level.

For a DBA that is assigned to multiple group plans, the payee might vary between groups. Therefore, you can enter payees for the DBA at the group plan level. The payee you enter for a group plan overrides the payee entered at the DBA level.

You enter a payee for a group plan only in one of the following circumstances:

• You did not enter a payee at the DBA level.

• The payee you entered in the setup for the DBA differs from the payee for this group plan.

▶ **To enter voucher information for group plans**

On Group Plan DBA Setup

1. Complete the following field to locate the group plan for which you need to create vouchers:

   • Group Plan

2. Complete the following field:

   • Generate Voucher (Y/N)

3. Complete the following field (optional):

   • Payee

Field	Explanation
Generate A/P Voucher	A code used to determine whether the system should generate an accounts payable voucher for the DBA or tax during the final update phase of the payroll processing cycle. Valid codes are: N No, do not generate an accounts payable voucher Y Yes, generate an accounts payable voucher.
Union Code	A user defined code (system 06, type UN) that represents the union or plan in which the employee or group of employees work or participate.

Entering Voucher Information for Individual Employees

```
G77   Canadian Payroll Master
  Menu
   Choose Employee
   Information
```

```
G7711   Canadian Employee
  Information
     Choose DBA Instructions
```
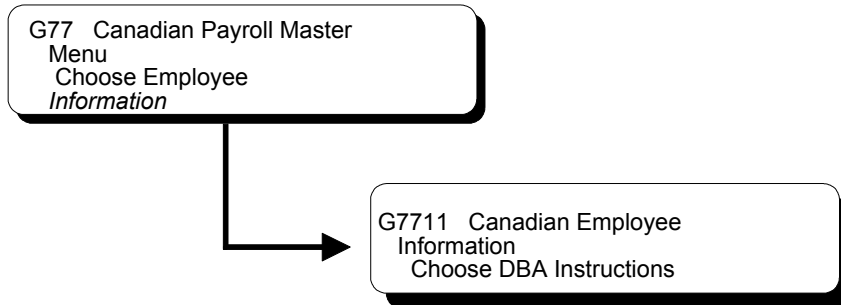
After you activate vouchering for a DBA, you can specify the employees for which you want to create vouchers. You enter voucher information when you assign the DBA to an employee. Because you enter voucher information at the employee level, you can assign the same DBA to multiple employees and create vouchers even when the payees for those employees vary. You also can choose to create vouchers for some employees and not for others.

When you enter voucher information for an employee, you can also enter a payee for the voucher. The payee you enter for an employee overrides the payee entered at the group plan and DBA levels.

You enter a payee for an employee only in one of the following circumstances:

- You did not enter a payee at the DBA level.

- The payee you entered at the DBA level differs from the payee for this employee.

- For an employee who is included in a group plan, the payee you entered at the group plan level differs from the payee for this employee.

▶   **To enter voucher information for individual employees**

On Employee DBA Instructions

1.   Complete the following field to locate the employee for which you need to create vouchers:

- Employee Number

2.   Complete the following field:

- Generate Voucher (Y/N)

3.   Complete the following field (optional):

- Payee

Setting Up Payee Voucher Rules
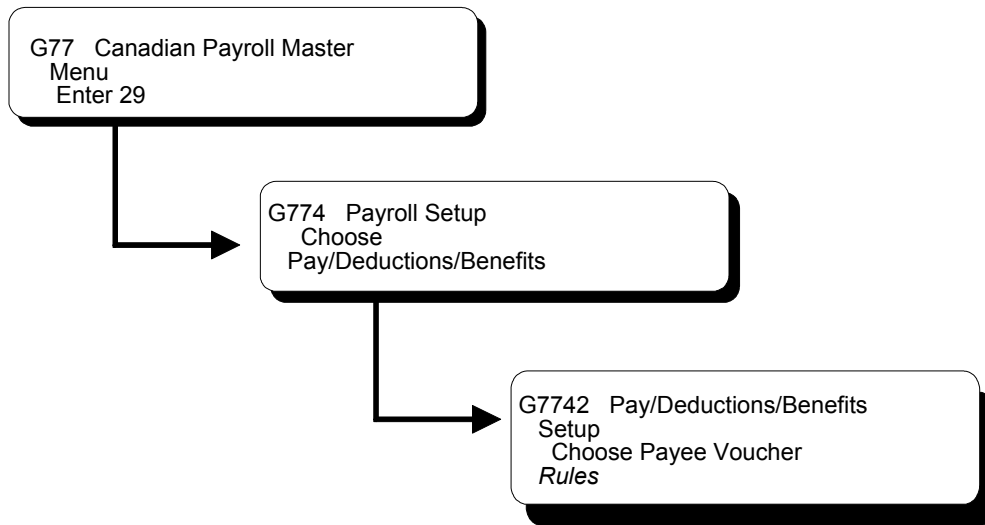
```
┌─────────────────────────────────┐
│ G77   Canadian Payroll Master   │
│    Menu                         │
│     Enter 29                    │
└─────────────────────────────────┘
          │
          │        ┌─────────────────────────────────┐
          └───────▶│ G774   Payroll Setup            │
                   │    Choose                       │
                   │  Pay/Deductions/Benefits        │
                   └─────────────────────────────────┘
                            │
                            │      ┌─────────────────────────────────┐
                            └─────▶│ G7742   Pay/Deductions/Benefits │
                                   │   Setup                         │
                                   │     Choose Payee Voucher        │
                                   │     *Rules*                     │
                                   └─────────────────────────────────┘
```

You use payee voucher rules to specify how the Payroll system summarizes detailed transactions into vouchers during the journal entries step of the payroll cycle.

Payee voucher rules for DBAs include:

00   One voucher per payee. This is the default rule.

                  Use this rule to summarize all DBA transactions, regardless of DBA, employee number, or group plan. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher. The account might be for different companies.

01   One voucher per employee.

02   One voucher per payee for each DBA.

04   One voucher per payee for each group plan.

                  Use this rule for a payee that you entered at the group plan level.

Payee voucher rules for taxes include:

00	One voucher per payee. This is the default rule. Use this rule to summarize all tax transactions, regardless of tax type or employee number. When the system summarizes transactions, different general ledger account numbers result in separate pay items on the same voucher.
01	One voucher per payee by employee.
02	One voucher per payee by tax type.

If you want the Payroll system to summarize all of your vouchers according to rule 00, you do not need to set up any payee voucher rules. The system creates:

- One DBA voucher per payee
- One tax voucher for each of the payee's corporate tax IDs

To use a rule other than rule 00 for a payee, you must specify both a DBA rule and a tax rule for the payee. When you specify only one rule for a payee, (either a DBA or a tax rule), the system enters the default value of zero for the other rule.

▶ **To set up payee voucher rules**

On Payee Voucher Rules
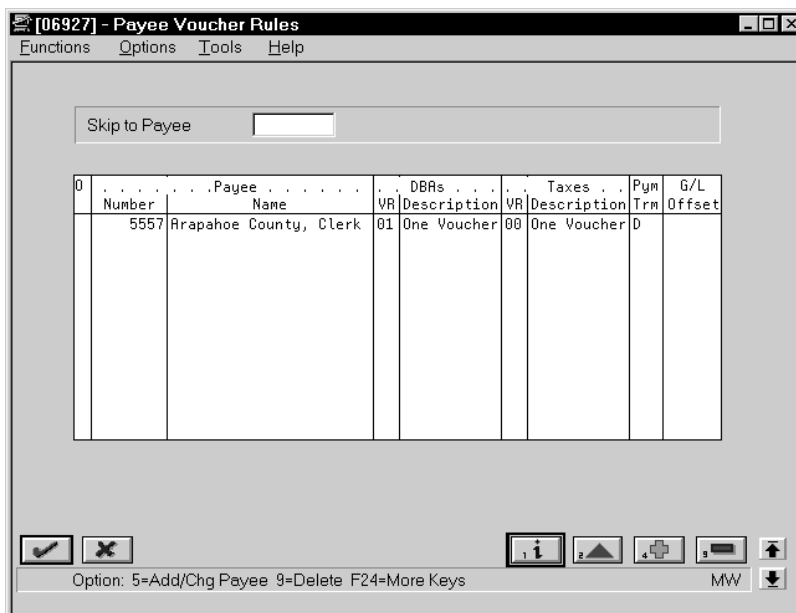
1. Complete the following fields:

   - Number (Address Number-Provider/Trustee)
   - Voucher Rules (DBAs)
   - Voucher Rules (Taxes)

2. Review the information in the following fields:

   - Pym Trm (Payment Terms)
   - G/L Offset

Field	Explanation
Payee Voucher Rules for DBAs	Payee Voucher Rules determine the level of summarization for a payee. This specific rule tells the system how to summarize voucher information for a DBA. For example, should one voucher be created for a payee or should a separate voucher be created for EACH DBA owed to a payee. **NOTE: The Payee Voucher Rules are predefined and should not be changed.
Payee Voucher Rules for Taxes	Payee Voucher Rules determine the level of summarization for a payee. This specific rule tells the system how to summarize voucher information for Taxes. For example, should one voucher be created for a payee or should a separate voucher be created for EACH Tax Type assigned to a payee. **NOTE: The Payee Voucher Rules are predefined and should not be changed.

Payment Terms	A code that specifies the terms of payment, including the percentage of discount available if the invoice is paid within a certain amount of time. A blank code usually indicates the most frequently used payment term. You define the specifications for each type of payment term using the Payment Terms Revisions program (P0014). For example:
	    blankNet 15
	    1 1/10 net 30
	    2 2/10 net 30
	    N Net 30
	    P Prox 25th
	    Z Net 90
	
	This code prints on customer invoices.

Field	Explanation
G/L Offset	The table of Automatic Accounting Instruction accounts that allows you to predefine classes of automatic offset accounts for Accounts Payable, Accounts Receivable, and other systems.
	G/L offsets might be assigned as follows:
	• blank or 1210- Trade Accounts Receivable
	• RETN or 1220 - Retainages Receivable
	• EMP or 1230 - Employee Accounts Receivable
	• JIB or 1240 - JIB Receivable (See A/R Class Code - ARC)
	• blank or 4110 - Trade Accounts Payable
	• RETN or 4120 - Retainage Payable
	• OTHR or 4230 - Other Accounts Payable (See A/R Class code - APC)
	If you leave this field blank during data entry, the system uses the default value from the Customer Master Information table (F0301) or the Supplier Master Information table (F0401). The post program uses the G/L Offset class to create automatic offset entries.
	NOTE: Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

What You Should Know About

Deleting payee voucher rules	Use the delete option to delete the voucher rules for a payee. Deleting payee voucher rules does not delete the payee from the Accounts Payable system.
Reviewing payee voucher rules	On the Payee Voucher Rules form, you can review existing payee voucher rules for all payees by leaving the Skip to Payee field blank. To locate a specific payee, enter the payee's address number in the Skip to Payee field.
Reviewing accounts payable information	The information in the Payment Terms and General Ledger Offset Code fields is stored in the Accounts Payable system. You cannot change it from the Payroll system.
Determining the voucher due date	The system uses the payment terms to determine the voucher due date.

Reviewing the G/L offset This field indicates the account that is automatically offset when the system posts vouchers to the general ledger. You define these offsets in the AAIs for the Accounts Payable system.

Work with Vouchers

```
G77   Canadian Payroll Master
   Menu
      Choose Pay Cycle Processing
```

```
G7713   Canadian Pay Cycle
   Processing
      Choose an option
```
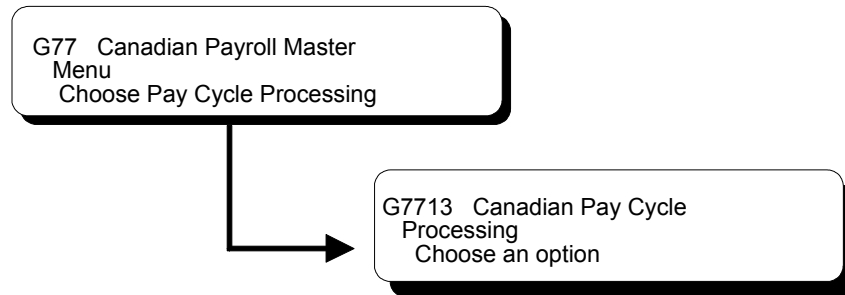
Working with Vouchers

After you set up your Payroll system to integrate with accounts payable, the system automatically creates vouchers during the payroll cycle. The Payroll system uses the information that you entered when you set up accounts payable integration to:

- Determine the DBAs and tax types for which it must create vouchers
- Determine the payees for those vouchers

During pre-payroll processing, the system uses the information you entered when you set up accounts payable integration to determine which DBAs require vouchers and who are the payees for those vouchers. It stores this information in the DBA Transaction Detail table (F0609).

During the journal entries step of the payroll cycle, the system uses the information that you entered when you set up accounts payable integration to determine which tax transactions require vouchers and who are the payees for those vouchers. The system then creates pro forma vouchers for both the DBA and tax transactions.

The system creates journal entries for pro forma vouchers and stores them in a batch. The system also creates pro forma journal entries for other types of Payroll transactions and stores them in a separate batch. Each batch has a unique batch number and batch type. For vouchers, you can choose to have the system create one batch for DBA vouchers and a separate batch for tax vouchers. This allows you to post journal entries for DBA vouchers separately from those for tax vouchers.

The batch of pro forma journal entries for other Payroll transactions contains document types T1 thru T6. The Pay Period Journal Batch Proof report lists these document types.

The batches of pro forma voucher entries contain document type T7. The Pay Period Journal Batch Proof/Edit for Vouchers report lists this document type.

During the journal entries step, the system creates the debits to the liability accounts as one-sided entries. The system creates the offsetting credit when you post the vouchers to the general ledger.

Before you process final update, you should review pro forma voucher information to verify that the information is correct.

During final update, the system creates the actual vouchers for voucher journal entries and stores them in the Accounts Payable Ledger table (F0411). It creates these actual vouchers only if the pro forma vouchers had no errors.

The system does not post vouchers automatically. You must manually post the vouchers to the general ledger.

Working with vouchers includes:

❑ Reviewing pro forma vouchers

❑ Revising voucher information

❑ Reviewing actual voucher reports

❑ Posting vouchers to the general ledger

❑ Reviewing voucher posting reports

Before You Begin

❑ Process a payroll cycle that includes vouchers. See *Processing Pro Forma Journal Entries (P062201)* in the *Payroll Volume 1 Guide* for information about creating pro forma vouchers during payroll cycle processing

Reviewing Pro Forma Vouchers

When you process the journal entries step of a payroll cycle that includes vouchers, the system creates pro forma vouchers for both DBA and tax transactions. Before

you process final update, you should review this information to verify that it is correct. You can review this information online or print reports.

Reviewing pro forma vouchers includes:

❑ Reviewing pro forma vouchers online

❑ Reviewing pro forma voucher reports

What You Should Know About

Reviewing batches of vouchers	After you process the journal entries step of the payroll cycle, you can use the payroll journal batch review feature to review batch status for pro forma vouchers. See *Reviewing Batches of Payroll Journal Entries* in the *Payroll Volume 1 Guide.*
Reviewing vouchers with negative amounts	Vouchers that have negative amounts usually result from voided checks. For a negative tax voucher, the system automatically creates reversing entries in the Accounts Payable system. For a negative DBA voucher, you must manually enter reversing entries in the Accounts Payable system.

Reviewing Pro Forma Vouchers Online

When you process the journal entries step of a payroll cycle that includes vouchers, the system creates pro forma vouchers for both DBA and tax transactions. Before you process final update, you should review this information online to verify that it is correct.

If the batch of pro forma vouchers contain any errors when you process final update, the system deletes the batch without creating the actual vouchers.

After you process final update, you can no longer review these pro forma vouchers online.

Reviewing pro forma vouchers online includes:

• Reviewing pro forma vouchers by payee

- Reviewing pro forma vouchers by employee

The data on the sample forms shown might not match the demonstration data that comes with your system.

▶   **To review pro forma vouchers by payee**

On Review Vouchers by Payee

```
[06494] - Review Vouchers by Payee                            _ □ ×
 Functions    Options    Tools    Help

      Payee Number        [          ]

      O  . . . . . . . . .Payee. . . . . . . . . |Voucher|     Gross
      P   Number |           Name              | Count |
           5549 |Internal Revenue Service       |     1 |     4,840.94
           5557 |Arapahoe County, Clerk of Cour |     2 |       539.26
                                                         ---------------
                                                 TOTAL |     5,380.20




 [ ✔ ] [ ✖ ]                                                      [↑]
         Option: 1=Review Voucher  F24=More Keys              MW  [↓]
```
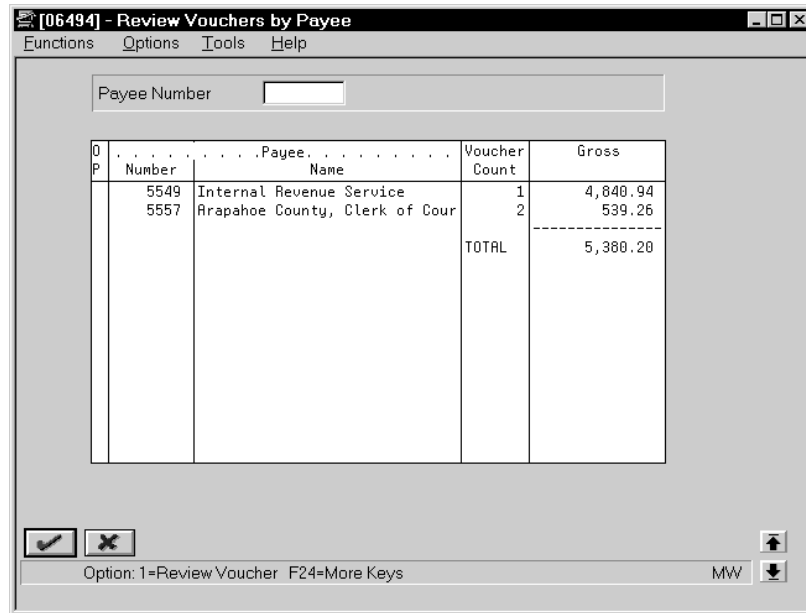
1. To limit the vouchers that appear, complete the following optional field and press Enter:

    - Payee Number

2. To review the vouchers for a specific payee, choose the Review Voucher option.

    The system displays the second Review Vouchers by Payee form.

```
[06497] - Review Vouchers by Payee
 Functions    Options    Tools    Help

   Payee Number          5557  Arapahoe County, Clerk of Cour

   Payroll ID           

  O  . . . . . . . . Payee . . . . . . . . |G/L Date |A |V |Pym |ID   |  Amount
  P   Number           Name                |         |T |R |Trm |     |
      5557  Arapahoe County, Clerk of      |07/15/98 |D |01|D   |100  |   250.00
      5557  Arapahoe County, Clerk of      |07/15/98 |D |01|D   |100  |   289.26
                                                                      ---------------
                                           |TOTAL    |  |  |    |     |   539.26




      Option: 1=Review Employees  F4=Detail  F24=More Keys          MW
```

3. To review the batch and voucher control numbers, use the detail function.

4. On the second Review Vouchers by Payee form, complete the following field to limit the vouchers that appear (optional):

    - Payroll ID

5. Use the Review Employees option to review the employee information associated with a voucher.

    The system displays Review Voucher Detail by Payee.

```
[06499] - Review Voucher Detail by Payee
 Functions    Tools    Help


   Payee Number           5557  Arapahoe County, Clerk of Cour

   Payroll ID             100

   Skip to Employee       

   . . . . . . . . .Employee . . . . . . . . |Co    |ID |A |Payroll   |Gross Amount
    Number            Name                    |      |   |T |Check Dt  |
     7504  Meade, Jane                        |00100 |100|D |07/15/98  |    289.26
                                                                       ------------
                                              |      |   |  |TOTAL     |    289.26






      F2=Journal Line Entries  F4=Detail  F24=More Keys          MW
```

6. On the Review Voucher Detail by Payee form, use the Detail function to review additional information.

7. Use the Journal Line Entries function to view the journal entries associated with a voucher.

```
[06495] - Review Journal Line Entries
Functions   Tools   Help

 Co |       Account Number       | G/L Date | Due Date | G/L  | Gross Amount
    |                            |          |          | Off  |
00100|        100.4325           | 07/15/98 | 07/15/98 |      |      274.67

              F4=Detail  F24=More Keys
```

▶ **To review pro forma vouchers by employee**

On Review Vouchers by Employee

```
[064991] - Review Vouchers by Employee
Functions   Tools   Help

Employee Number      7500   McDougle, Cathy

Company          [    ]

. . . . . . . . . .Payee. . . . . . . . .| Co  | ID |A| Check  | Gross Pay
Number           Name                    |     |    |T| Date   |
 5557  Arapahoe County, Clerk of Cour    |00100|100 |D|07/15/98|    250.00
 5549  Internal Revenue Service          |00100|100 |T|07/15/98|    227.97
 5549  Internal Revenue Service          |00100|100 |T|07/15/98|     10.06
 5549  Internal Revenue Service          |00100|100 |T|07/15/98|    129.16
 5549  Internal Revenue Service          |00100|100 |T|07/15/98|    129.16
 5549  Internal Revenue Service          |00100|100 |T|07/15/98|     30.21
 5549  Internal Revenue Service          |00100|100 |T|07/15/98|     30.21

              F4=Detail  F24=More Keys                           MW
```

1. Complete the following field:

    - Employee

2. To limit the vouchers that appear, complete the following optional field:

- Company

Reviewing Pro Forma Voucher Reports

When you process the journal entries step of a payroll cycle that includes vouchers, the system creates pro forma vouchers for both DBA and tax transactions. Before you process final update, you can review reports to verify that this information is correct:

Reviewing voucher reports after journal entries includes:

❑ Reviewing the Payroll Journal Proof/Edit for Vouchers report

❑ Reviewing the Payroll Voucher Journal Detail report

❑ Reviewing the Payroll Voucher Journal Summary report

Use the Payroll Journal Proof/Edit for Vouchers Report to verify that the voucher information contains no errors.

Use the Payroll Voucher Journal Detail and Payroll Voucher Journal Summary reports to verify information about the pro forma vouchers created during the journal entries step of the payroll cycle.

Reviewing the Payroll Journal Proof/Edit for Vouchers Report

When you process the payroll journal entries step of the payroll cycle, the system prints the Payroll Journal Proof/Edit for Vouchers report. This report lists Payroll voucher entries for the T7 document type.

For any tax type or DBA that you set up to create a voucher but did not specify a payee, this report prints the error message *payee not specified*. When this error appears, the system does not create the pro forma voucher for that tax type or DBA. You must enter a payee for the DBA or tax type and then complete the steps for revising voucher information.

```
  06229                                    J.D. Edwards & Company                          Page -          2
                                     Payroll Journal Proof/Edit for Vouchers               Date -      6/25/98
 Payroll ID:             003 Batch  6068038
                      Account Description        Payee      G/L Account      . . . . . . . .  Amounts . . . . . . . .
 Co   FY PN DT  Refn2   Employee JBCD  JBST      Number          Subldg-Ty-Phase   Debit      Credit      Units        LT
----- -- -- --  ------- --------------------- -----------  -------------------------- -------------- -------------- ------------ --
 00077 98 04 T7 Payroll Vouchers
              AT041798 Federal Payroll Tax W/H 000005098        77.4211            1,921.63                             AA
              AT041798 UIC Payable             000005098        77.4214              148.86                             AA
                                                                               -------------- -------------- ------------
                                                              Document/Period Total   2,070.49
                                                                               -------------- -------------- ------------
                                                              Company Total . . . .    2,070.49
                                                                               -------------- -------------- ------------
                                                              Grand Total . . . . .    2,070.49
```

See Also

- *Revising Voucher Information (P06217)*

Reviewing the Payroll Voucher Journal Detail Report

Use the Payroll Voucher Journal Detail report to verify information about the pro forma vouchers created during the journal entries step of the payroll cycle. This report is especially useful for verifying information about DBA vouchers.

To verify pro forma vouchers, you should print this report before you process final update.

The system automatically prints this report during final update. When this report prints during final update, it includes document numbers and pay items.

```
06493                                      J.D. Edwards & Company                             Page No. . .    2
Payroll ID . . .      003                  Payroll Voucher Journal Detail                     Date - . . .  7/09/98
Batch Number . .  6068097                             Taxes
G/L Date . . . .  04/17/98
 Payee   Document Pay          Pym Net Due  Employee                        Work Tax/                      Invoice
 Number   Number  Itm  Co   VR Trm  Date    Number     Employee Name         D/B/A       Description        Gross
-------- -------- --- -----  -- --- -------- -------- ------------------------ ---------- -------------------- ----------------
                              ----- -- --- -------- -------- ------------------------ ---------- -------------------- ----------------
   5098                       77 00 D  04/17/98  7701 Holiday, Anthony       FEDERAL    CAN UIC    - Employ            1.82
                              77 00 D  04/17/98  7701 Holiday, Anthony       FEDERAL    CAN UIC - Company            2.55
                              77 00 D  04/17/98  7702 Derrick, Leslie        FEDERAL    CAN FED                      20.00
                              77 00 D  04/17/98  7702 Derrick, Leslie        FEDERAL    CAN UIC    - Employ            0.45-
                              77 00 D  04/17/98  7702 Derrick, Leslie        FEDERAL    CAN UIC - Company            0.55-
                              77 00 D  04/17/98  7703 Bellas, Debbie         FEDERAL    CAN FED                      52.66
                              77 00 D  04/17/98  7703 Bellas, Debbie         FEDERAL    CAN UIC    - Employ            0.45-
                              77 00 D  04/17/98  7703 Bellas, Debbie         FEDERAL    CAN UIC - Company            0.55-
                              77 00 D  04/17/98  7704 Rivard, Jacques        FEDERAL    CAN FED                     185.03-
                              77 00 D  04/17/98  7704 Rivard, Jacques        FEDERAL    CAN FED                     161.15
                              77 00 D  04/17/98  7704 Rivard, Jacques        FEDERAL    CAN UIC    - Employ           44.70-
                              77 00 D  04/17/98  7704 Rivard, Jacques        FEDERAL    CAN UIC    - Employ            0.45-
                              77 00 D  04/17/98  7704 Rivard, Jacques        FEDERAL    CAN UIC - Company           55.61-
                              77 00 D  04/17/98  7704 Rivard, Jacques        FEDERAL    CAN UIC - Company            0.55-
                              77 00 D  04/17/98  7775 Deveny, Cindy L.       FEDERAL    CAN FED                     428.22
                              77 00 D  04/17/98  7775 Deveny, Cindy L.       FEDERAL    CAN UIC - Company           61.95
                              77 00 D  04/17/98  7776 Guerre, John M.        FEDERAL    CAN FED                     274.66
                              77 00 D  04/17/98  7776 Guerre, John M.        FEDERAL    CAN UIC - Company           61.95
                              77 00 D  04/17/98  7777 Bureau, Richard M.     FEDERAL    CAN FED                     445.86
                              77 00 D  04/17/98  7777 Bureau, Richard M.     FEDERAL    CAN UIC - Company           61.95
                              77 00 D  04/17/98  7778 Klassen, Lisa M.       FEDERAL    CAN FED                     349.89
                              77 00 D  04/17/98  7778 Klassen, Lisa M.       FEDERAL    CAN UIC - Company           61.95
                                                                                                          --------------------
               Company. . . . . . . . . . . .  00077      A Model Canadian Payroll Co                        1,696.27
                                                                                                          --------------------
               Provider/Trustee . . . . . . .  00005098   Revenue Canada                                    1,696.27
                                                                                                          --------------------
               Batch Number . . . . . . . . .  06068097                                                     1,696.27
                                                                                                          --------------------
               Payroll ID . . . . . . . . . .  003                                                          1,696.27
                                                                                                          --------------------
                                                                                                            1,696.27
```

See Also

- *Printing Payroll Cycle Reports (P06240)* in the *Payroll Volume 1 Guide* for information about printing reports before final update

Reviewing the Payroll Voucher Journal Summary Report

Use the Payroll Voucher Journal Summary report to verify information about the pro forma vouchers created during the journal entries step of the payroll cycle. This report is especially useful for verifying information about tax vouchers.

To verify pro forma vouchers, you should print this report before you process final update.

The system automatically prints this report during final update. When this report prints during final update, it includes document numbers and pay items.

```
06496                                    J.D. Edwards & Company                        Page No. . .   2
Payroll ID . . .      003                Payroll Voucher Journal Summary               Date - . . .  6/25/98
Batch Number . .   6068038               Summary by Tax Type and Account Number
G/L Date . . . .  04/17/98
 Payee    Document  Pay         Pym  Net Due  Work Tax/                                            Invoice
 Number    Number   Itm  Co  VR Trm   Date      D/B/A     Description        Account Number         Gross
--------  --------  --- ---- -- --- -------- ---------- -------------------- --------------------- --------------
  5098                         77 00 D   04/17/98 FEDERAL   CAN FED                      77.4211         1,921.63
                               77 00 D   04/17/98 FEDERAL   CAN UIC    - Employ          77.4214            44.23-
                               77 00 D   04/17/98 FEDERAL   CAN UIC - Company            77.4214           193.09
                                                                                                   --------------------
                               Company. . . . . . . . . . .  00077     A Model Canadian Payroll Co             2,070.49
                                                                                                   --------------------
                               Provider/Trustee . . . . . . .  00005098    Revenue Canada                      2,070.49
                                                                                                   --------------------
                               Batch Number . . . . . . . . .  06068038                                        2,070.49
                                                                                                   --------------------
                               Payroll ID . . . . . . . . . .  003                                             2,070.49
                                                                                                   --------------------
                                                                                                              2,070.49
```

See Also

- *Printing Payroll Cycle Reports (P06240)* in the *Payroll Volume 1 Guide* for information about printing reports before final update

Revising Voucher Information

Occasionally, you might need to revise payroll voucher information. For example, you might need to change the payee for a voucher or activate vouchering in the DBA instructions for an employee. You might also need to change the information for a payee that has been entered in the Accounts Payable system.

You can:

- Revise voucher information for a DBA
- Revise voucher information for a tax type

If you revise voucher information while you are processing a payroll cycle, you typically must rerun some steps in the cycle to ensure that the system creates the appropriate vouchers. The steps you must rerun vary depending on whether the voucher information that you revise is for a DBA or for a tax type.

If you revise voucher information for a DBA while you are processing a payroll cycle, you must reset the payroll ID and rerun a full pre-payroll processing (not changes only).

If you revise voucher information for a tax type while you are processing a payroll cycle, you do not need to reset the payroll ID. Instead, you can simply rerun the journal entries step of the payroll cycle.

▶   **To revise voucher information for a DBA**

On the appropriate form

1.   Make the necessary revisions to the voucher information for the DBA, group, or employee.

     See *Setting Up Accounts Payable Information* in the *Canadian Payroll Volume 2 Guide* or *Setting Up Suppliers* in the *Accounts Payable Guide*.

2.   On Pay Cycle Review/Reset, complete the steps for resetting the payroll ID for the payroll cycle.

     See *Resetting the Payroll ID* in the *Canadian Payroll Volume 1 Guide*.

3.   On the first Pre-Payroll Processing form, complete the steps for running a full pre-payroll processing (not changes only).

     See *Choosing an Existing Payroll ID* in the *Canadian Payroll Volume 1 Guide*.

4.   On the first Payroll Journal Entries form, complete the following field:

     • Pre-Payroll ID

5.   On the second Payroll Journal Entries form, enter N in the following field:

     • Run Accounts Payable Integration Only (Y/N) [Yes or No Entry]

6.   Complete the steps for creating the pro forma journal entry workfile.

     See *Creating the Pro Forma Journal Entry Workfile* in the *Canadian Payroll Volume 1 Guide*.

Field	Explanation
Run Accounts Payable Integration Only	The Yes or No Entry field is a single-character entry field for a yes or no response. The default is No.

.... *Form-specific information* ....

This code will rerun A/P integration without rerunning pay period journals.

Valid codes are:

N   Run pay period journals and accounts payable integration.

Y   Run accounts payable integration only. |

► **To revise voucher information for a tax type**

On the appropriate form

1. Make the necessary revisions to the voucher information.

   See *Setting Up Accounts Payable Information* in the *Canadian Payroll Volume 2 Guide* or *Setting Up Suppliers* in the *Accounts Payable Guide*.

2. On the first Payroll Journal Entries form, complete the steps for creating the pro forma journal entry workfile.

   See *Creating the Pro Forma Journal Entry Workfile* in the *Canadian Payroll Volume 1 Guide*.

What You Should Know About

Creating the pro forma journal entry workfile	When you recreate the pro forma journal entry workfile after revising information for a tax voucher, you can choose to run accounts payable integration only. This feature reduces processing time.

Reviewing Actual Voucher Reports

When you process final update for a payroll cycle that includes vouchers, the Payroll system provides several reports that you can print to verify voucher information before you post the vouchers to the general ledger. You can also review reports that indicate whether the vouchers posted correctly.

During final update, the system automatically prints the following reports:

- Payroll Voucher Edit report
- Payroll Voucher Journal Detail report
- Payroll Voucher Journal Summary report

Reviewing actual voucher reports includes:

❑ Reviewing the Payroll Voucher Edit report

❑ Reviewing other actual voucher reports

What You Should Know About

Reviewing actual vouchers online	After you process final update, you can review actual vouchers online using the payroll journal batch review feature and its associated options. This feature uses the multi-company format.
	See *Reviewing Batches of Payroll Journal Entries* in the *Payroll Volume 1 Guide.*

Reviewing the Payroll Voucher Edit Report

Use the Payroll Voucher Edit Report to determine whether any voucher-related errors occurred during final update, when the system created the actual vouchers. This report lists payment items that are in error and conditions that require a warning. If no errors occurred, the system prints the message *no errors.*

This report prints two types of messages:

Error messages	The system does not create a voucher for the pay item. You must manually enter the pay items into the Accounts Payable system.
	When all pay items in a batch are in error, the system deletes the batch and its batch header record. In this case, the batch does not appear on the Payroll Journal Batch Review report.
Warning messages	The system creates a voucher for the pay item. You should review the voucher to determine whether you need to revise the pay items in the Accounts Payable system.

```
064900                                   J.D. Edwards & Company                              Page         1
Batch Type        - #                  Payroll Voucher Edit Report                         Date    6/25/98
Batch Number      -  6068038
Batch Date        - 06/25/98
Payroll ID        - 003
Payee  Do Document Pay  G/L    Co  G/L Account
Number Ty Number  Itm  Date        Subldgr-Ty/Asset Number        Debit   Error/Warning Messages
------ -- -------- --- ------- ----- ------------------------- -------------- --------------------------------------
  5098 T7   001 04/17/98   77         77.4211                   1,921.63 ERROR: 4668 Trade Account Currency Incorrect
  5098 T7   002 04/17/98   77         77.4214                     148.86 ERROR: 4668 Trade Account Currency Incorrect
                                                               ----------------
                                        Error Total            2,070.49
                                                                       ** Entire Batch is in error.  Vouchers
                                                                          will have to be entered manually.
                                                                          Batch header has been removed.
                                                               Batch Total. . . . . . . . :
                                                               No. of Vouchers Created. . :          0
                                                               No. of Vouchers NOT Created:          1
```

What You Should Know About

Reviewing messages   You can use the Data Dictionary to view a detailed
description of an error or warning message. Use the four-
digit error message number to locate the error in the Data
Dictionary.

See the *Technical Foundation Guide* for information about
using the Data Dictionary.

See Also

- *Entering Vouchers for Multiple Companies* in the *Accounts Payable Guide* for
  information about entering vouchers manually.

Reviewing Other Actual Voucher Reports

During final update, the system automatically prints the Payroll Voucher Journal
Detail and Payroll Voucher Journal Summary reports. You should also have
printed these reports during the print payroll cycle reports step of the payroll cycle.
When these reports print during final update, they include document numbers and
pay items. You can use this information to verify voucher information before you
post vouchers to the general ledger.

See Also

- *Reviewing the Payroll Voucher Journal Detail Report (P06240)*

- *Reviewing the Payroll Voucher Journal Summary Report (P06240)*

Posting Payroll Vouchers to the General Ledger

After you process the final update step of a payroll cycle that includes vouchers, you must post the journal entries for the vouchers (T7 document types) to the general ledger. Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (T1 through T6 document types), the system does not automatically post journal entries for vouchers.

When you post journal entries for vouchers, the system creates the automatic entry (document type AE) offsetting credit to the appropriate accounts payable liability account.

When you post vouchers, the system prints the following reports:

- Posting Edit report
- General Ledger Post Payroll Vouchers report

Before You Begin

❑ For the home company of each employee for whom the system creates a voucher, verify that the business unit and object account to be used for the offsetting entry are set up in the Accounts Payable system. See *Setting Up AAIs for A/P* in the *Accounts Payable Guide.*

❑ Review any warning messages that appear on the Voucher Edit report. Use the Accounts Payable system to make any necessary corrections. See *Reviewing the Voucher Edit Report.*

See Also

- *Reviewing Voucher Posting Reports (P09800)* for more information about the Posting Edit report and the General Ledger Post Payroll Vouchers report

▶ To post vouchers to the general ledger

On Post Payroll Vouchers to G/L

1. Enter your processing options.

2. Submit the post.

What You Should Know About

Deleting vouchers If you delete an actual payroll voucher from the Accounts Payable system, the system reopens the batch. You must repost the batch in the payroll system to create the reversing T7 entry.

See Also

- *Reviewing Pro Forma Voucher Reports (P09800)* for examples of the reports that the system prints when you post vouchers

Processing Options for Post General Ledger

```
Batch Selection:
1. Enter Batch Number                        _____
     or   Batch Date                         _____
     or   Batch User ID                      _____

Print Selection:
2. Identify how to print amount fields
   on Post Journal:
   '1' = to Millions (w/ commas)             _____
   '2' = to Billions (w/o commas)
   Blank (Default) = No Journal Printed.

3. Identify which account number to
   print on report:
   '1' = Account Number                      _____
   '2' = Short Account ID
   '3' = Unstructured Account
   '4' = (Default) Number Entered
         During Input

Fixed Assets:
4. Enter a '1' to post F/A entries           _____
   to Fixed Assets.
   NOTE:  DREAM Writer version ZJDE0001
   of Post G/L Entries to Assets(P12800)
   is executed when this option is
   selected.  All transactions selected
   from that DREAM Writer will be posted
   rather than just the current entries
   being posted to G/L.
5. Enter a 'Y' if you wish to explode        _____
   parent item time down to the
   assembly component level.  Component
   billing rates will be used.  (This
   applies to batch type 'T' only.)

Cash Basis Accounting:
6. Enter a '1' to create and post Cash       _____
   Basis accounting entries.  (Applies
   to batch type G, K, M, W, & R only.)
```

7. Enter units ledger type for Cash
   Basis Accounting entries. (Default
   of blank will use "ZU" ledger type.)   _____

Accounting For 52 Periods:
8. Enter a '1' for 52 Period Post.   _____
   NOTE: DREAM Writer data selection is
   used for 52 period posting ONLY. It
   is NOT used for the standard post to
   the F0902. Additionally, 52 period
   date patterns must be set up.

Tax File Update:
9. Identify when to update the Tax Work
    file (F0018):
    '1' = V.A.T. or Use Tax only   _____
    '2' = for All Tax Amounts
    '3' = for All Tax Explanation Codes
    Blank (Default) = No Update to File.
10. Adjust VAT Account for Cash Receipt
    Adjustments and Write Offs.   Tax
    explanation must be a 'V'.
    '1' = update VAT amount only   _____
    '2' = update VAT amount, extended
          price and taxable amount

11. Adjust VAT Account for Discount
    Taken. The Tax Rules file must be
    set to Calculate Tax on Gross
    Amount, including Discount and
    Calculate Discount on Gross Amount,
    including Tax. Tax explanation must
    be a 'V'.
    '1' = update VAT amount only   _____
    '2' = update VAT amount, extended
          price and taxable amount

Property Management:
12. Enter DREAM Writer version of   _____
    Property Management G/L Transaction
    Creation to be executed. Default
    is version ZJDE0001. (This applies
    to batch types '2' and '/'.)

Update Option:
13. Enter '1' to update short ID number,   _____
    company, fiscal year/period number,
    century, and fiscal quarter in
    unposted transaction records
    selected for posting. (May be
    required for custom input programs.)

Report Format:
14. Enter a '1' to print the Posting   _____
     Journal in a 198 character format.
     The default of blank will print
     the format with 132 characters.

Detailed Currency Restatement:
15. Enter a '1' to create currency   _____
     restatement entries. This
     creates records in the XA, YA,
     and/or ZA ledgers depending on the
     version you are running.

16. Enter the version of the Detailed   _____
     Currency Restatement (P11411) to
     execute. Default of blank will
     execute ZJDE0001.

Batch Type Selection: _____
  NOTE: This option should NOT be
  changed by User.

What You Should Know About Processing Options

Batch type selection	The default value of the batch type selection option is #. You should not change the default value.

Reviewing Voucher Posting Reports

When you post vouchers to the general ledger, the system prints reports that you should review to verify that the vouchers posted without error.

Reviewing voucher posting reports includes:

❑ Reviewing the Posting Edit report

❑ Reviewing the General Ledger Post Payroll Vouchers report

Reviewing the Posting Edit Report

Use the Posting Edit Report to determine whether the vouchers posted. When no errors occur during posting, the report prints the message *No Errors. Batch will post.*

```
09800                              J.D. Edwards & Company                              Page        5
                             General Ledger Post - Payroll Vouchers                    Date    7/31/98
                                    Posting Edit Report
Create Intercompany Settlements: D
 Batch   Batch  Account Number - Input      G/L Date Do Document JE Line
 Number  Date   Account ID                  Subldgr  Ty  Number  Number  Error Messages
-------- ------- --------------------------- -------- -- -------- --------- ---------------------------------------
 6068298 07/31/98                                                         Intercompany settlements to be made as
                                                                         follows:
                Company 00007 LT/Date  AA 08/14/98 Intercompany required        3,297.15-
                Company 00100 LT/Date  AA 08/14/98 Intercompany required        3,297.15
 6068298 07/31/98                                                         Intercompany settlements to be made as
                                                                         follows:
                Company 00007 LT/Date  AA 08/14/98 Intercompany required        8,433.90-
                Company 00100 LT/Date  AA 08/14/98 Intercompany required        8,433.90
 6068298 07/31/98                                                         ***NO ERRORS*** Batch will post.
                                                                         *
```

Reviewing the General Ledger Post Payroll Vouchers Report

Use the General Ledger Post Payroll Vouchers report to review posted vouchers. This report lists the following document types:

- T7 - The Payroll voucher entries

- AE - The offsetting credit entries to the accounts payable liability account that the system creates during posting

```
 09801                                       J.D. Edwards & Company                                    Page        1
 Batch Type      - #                  General Ledger Post - Payroll Vouchers                           Date    7/31/98
 Batch Number    -  6068298
 Batch Date      - 07/31/98
                                              Posting Journal
 Post Out of Balance        :
 Create Intercompany Settlements: D
 Do Document   G/L   Co    Account Description   G/L Account              . . . . . Amounts . . . . .   LT   Units
 Ty        Date              Explanation         Subldgr-Ty/Asset Number    Debit        Credit
 -- -------- -------- -----  ------------------------ -----------------------------  --------------  --------------  --  ------------
 T7   12656 08/14/98 00007 Federal Payroll Tax W USD          7.4211           1,717.09                      AA
                            Payroll Vouchers
 T7   12656 08/14/98 00007 FICA Payroll Tax Paya USD          7.4212           1,172.84                      AA
                            Payroll Vouchers
 T7   12656 08/14/98 00007 Medicare Tax Payable  USD          7.4213             407.22                      AA
                            Payroll Vouchers
 AE   12656 08/14/98 00100 Intercompany Accounts USD        100.1291          3,297.15                      AA
                            Post Due From Acct  00012656T7 00000007 A
 AE   12656 08/14/98 00007 Intercompany Accounts USD          7.1291                        3,297.15- AA
                            Post Due To Acct     00012656T7 00000100 A
 T7   12657 08/14/98 00100 Federal Payroll Tax W USD        100.4211          1,979.10                      AA
                            Payroll Vouchers
 T7   12657 08/14/98 00100 FICA Payroll Tax Paya USD        100.4212          1,901.18                      AA
                            Payroll Vouchers
 T7   12657 08/14/98 00100 Medicare Tax Pay      USD        100.4213            444.62                      AA
                            Payroll Vouchers
 T7   12657 08/14/98 00100 Federal Unemp Tax Pay USD        100.4214            369.04                      AA
```

Intercompany Settlements

Objectives

- To keep Payroll journal entries in balance by the companies in your organization

About Intercompany Settlements

You use intercompany settlements if your organization consists of multiple companies and your employees sometimes work in companies other than their home companies. When an employee works in a company other than the home company, you typically expense the labor to the other company and the associated liabilities to the home company. This situation creates journal entries that are out of balance by company.

To keep the payroll journal entries for each company in balance by document type, you can set up your system to generate intercompany settlements. Intercompany settlements create offsetting journal entries that ensure that each company's net balance equals zero (its debits equal its credits).

How Do You Generate Intercompany Settlements?

To generate intercompany settlements for payroll transactions, your Payroll system must be integrated with the J.D. Edwards General Accounting system. You can set up either of these systems to generate intercompany settlements for payroll transactions. You can choose the method that works best for your environment.

When you use the Payroll system to generate intercompany settlements for payroll transactions, the system creates the balancing entries before journal entries are posted to the general ledger. The Payroll system ignores the intercompany constants for the General Accounting system and designates the employee's home company as the hub (main) company for processing balancing entries.

When you use the General Accounting system to generate intercompany settlements, all balancing journal entries are processed through a single hub (main) company. The hub company is the same for all employees. You can designate the

hub company in the intercompany constants for the General Accounting system. If you do not designate a hub company, the post program uses the first company it encounters as the hub company. Therefore, the hub company might not be the employee's home company.

What You Should Know About

Document types	Intercompany settlements in the Payroll system apply to document types T1, T2, T3, T4, and T6. They do not apply to document types T5 and T7.

See Also

- *Setting Up Intercompany Settlements* in the *General Accounting I Guide*

Set Up Intercompany Settlements in Payroll

Setting Up Intercompany Settlements in Payroll

You use intercompany settlements if your organization consists of multiple companies and your employees sometimes work in companies other than their home companies. When an employee works in a company other than the home company, the home company typically charges the other company for the employee's labor expenses.

Setting up intercompany settlements in Payroll includes:

- ❑ Verifying your chart of accounts

- ❑ Setting up automatic accounting instructions (AAIs) for intercompany settlements

- ❑ Activating intercompany settlements for a payroll ID

Before you can set up Automatic Accounting Instructions (AAIs) for intercompany settlements, you should verify your organization's chart of accounts to ensure that it contains intercompany accounts.

You use the Debit/Credit - Accruals/Clearing table to set up the accounting rules for intercompany settlements in Payroll. After you set up AAIs for intercompany settlements, you should create a payroll ID that generates intercompany settlements in Payroll (rather than in the General Accounting system).

Example: Intercompany Settlements Using Document Type T2

An employee whose home company is company 1 works in company 50, business unit 501. The employee's gross wages are 1000.00. All liabilities are posted to the home company.

When you have not set up intercompany settlements in Payroll, the journal entries for the employee are:

- • In balance by document type across all companies
- • Out of Balance by company

- Out of balance by document type within a company

The type T2 (labor distribution) journal entries for the employee are:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
Company 1 Total...........				00	1000
T2	LD	501.8115	Labor Expense	1000	
Company 50 Total.........				1000	00
Grand Total....................				1000	1000

When you have set up intercompany settlements in Payroll, the entries for the employee are:

- In balance by company
- In balance by document type within a company

The type T2 (labor distribution) journal entries for the employee are:

TY	JT	Account	Description	DR	CR
T2	AW	1.4205	Wages Payable		1000
T2	IC	1.1291.00050	Intercompany	1000	
Company 1 Total..........				1000	1000
T2	LD	501.8115	Labor Expense	1000	
T2	IC	50.1291.0000 1	Intercompany		1000
Company 50 Total.........				1000	1000
Grand Total....................				2000	2000

Before You Begin

❑ Set up intercompany accounts in your chart of accounts. See *Creating Your Chart of Accounts* in the *General Accounting I Guide.*

See Also

- *Appendix E Examples of Intercompany Settlements*

Verifying Your Chart of Accounts

Before you can set up AAIs for intercompany settlements, you should verify your organization's chart of accounts to ensure that it contains intercompany accounts.

All intercompany accounts must use the same object number. The subsidiary (third part of the account number) can represent the company from which or to which intercompany amounts are due.

For example, the following table shows intercompany accounts for companies 1, 7, and 50, where 1291 is the object account for intercompany settlements:

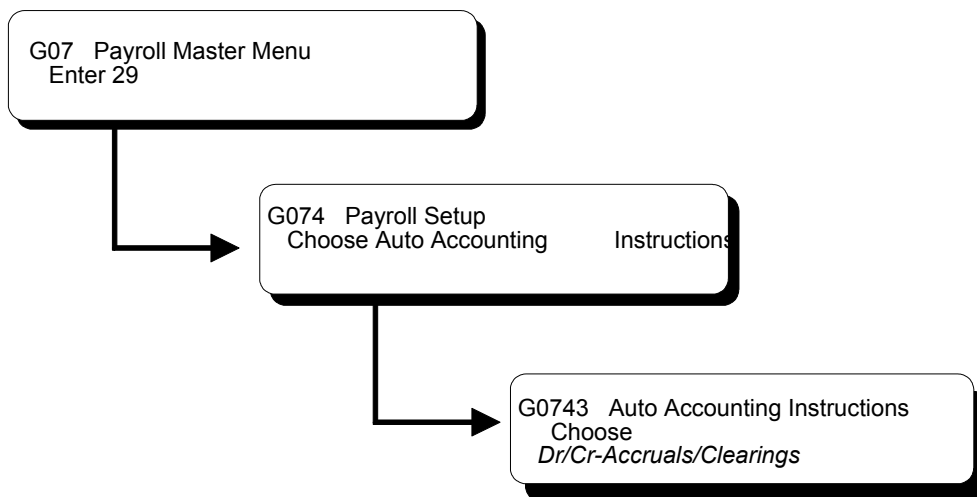| Company 1	Company 7	Company 50
1.1291.00007	7.1291.00001	50.1291.00001
1.1291.00050	7.1291.00050	50.1291.00007

You (or someone in your accounting department) must use the General Accounting system to set up the accounts. Typically, you verify your chart of accounts from the General Accounting system. If you do not have access to the General Accounting system, you can verify your chart of accounts from the AAI tables in the Payroll system. To verify your chart of accounts from the AAI tables, access the help function for the business unit, object, or subsidiary fields.

See Also

- *Setting Up Intercompany Settlements* in the *General Accounting I Guide.*

Setting Up AAIs for Intercompany Settlements

G07   Payroll Master Menu
    Enter 29

G074   Payroll Setup
    Choose Auto Accounting   Instructions

G0743   Auto Accounting Instructions
    Choose
    Dr/Cr-Accruals/Clearings

You use the Debit/Credit - Accruals/Clearing table to set up the AAIs for generating intercompany settlements in Payroll. On this table, you define journal types for intercompany settlements so that the system tracks intercompany transactions for each company in your organization. You should set up intercompany settlements for Company 00000 only.

▶   **To set up AAIs for intercompany settlements**

On DR/CR -Accruals/Clearings

1.   Locate company 00000.

2.   Complete the following field:
     - Object

3.   Enter IC in the following field:
     - Journal Type (Fringe Type)

4.   Complete the following field:
     - Subsidiary

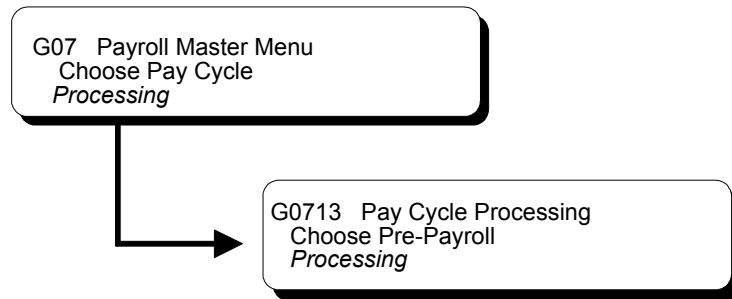5.   Complete the following additional field (optional):
     - Subledger

What You Should Know About

Search criteria	In the AAI table, the IC journal type is the only search criteria.
Business unit values	When you set up AAIs for intercompany settlements, you do not enter a business unit. When the system creates journal entries for intercompany accounts, it automatically enters, as the business unit, the company in which the journal entry is created.
Subsidiary and subledger values	To track intercompany amounts between companies, enter *CO as the subsidiary. If you do not use the company number for the subsidiary, the system automatically enters the company number in the Subledger field, using subledger type A.

Activating Intercompany Settlements for a Payroll ID

```
G07   Payroll Master Menu
   Choose Pay Cycle
      Processing
```

```
G0713   Pay Cycle Processing
   Choose Pre-Payroll
      Processing
```

After you set up intercompany settlements in AAIs, you should activate intercompany settlements for a payroll ID. When you use this payroll ID to process a payroll cycle, intercompany settlements are generated in the Payroll system (rather than in the General Accounting system) before the system posts them to the general ledger.

Use this payroll ID to process payroll for employees who worked in companies other than their home companies. When you process this payroll ID, the system automatically creates balancing journal entries for intercompany settlements.

► **To activate intercompany settlements for a payroll ID**

On the first Pre-Payroll Processing form

1.   Enter an existing ID in the following field:

   • Payroll ID

   The system displays the second Pre-Payroll Processing form.

2.   On the second Pre-Payroll Processing form, access Additional Payroll Cycle Parameters.

3.   On Additional Pay Cycle Parameters, complete the following field:

   • Intercompany Settlements (Execution Flag 1)

Field	Explanation
Execution Flag 1	A code that determines where intercompany settlements are generated. You can enter 1 in this field to specify the intercompany settlements to be generated through the Payroll system before they are posted to the General Ledger. Or you can enter 0 to specify the settlements to be generated through the General Ledger system, not the Payroll system.

If you leave this field blank, 0 is the default value. |

Step Progression

Objectives

- To automate the process of moving employees through levels within job types and job steps

About Step Progression

Your organization might use job steps to define levels within a job type or pay rate. For example, you might have a job type, electrician, that contains four job steps:

- Apprentice 1
- Apprentice 2
- Journeyman
- Master electrician

To simplify the process of tracking job steps to employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job or pay rate. After the employee has worked a specified number of hours or days in one job type or step, the system automatically promotes the employee to the next job type or step.

You can review the step progression history for employees and correct it if necessary.

Step progression includes:

❑ Entering step progression information

❑ Working with step progression information

Enter Step Progression Information

Entering Step Progression Information

Your organization might use job steps or pay grade steps to define levels within a job type or pay rate. For example, you might have a job type, electrician, that contains four job steps:

- Apprentice 1
- Apprentice 2
- Journeyman electrician
- Master electrician

To simplify the process of tracking job and pay grade steps for employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job or pay rate. After the employee has worked a specified number of hours or days in one job step, the system automatically promotes the employee to the next job step.

To activate the automatic step progression feature, you must enter step progression information for company 00000. You also must enter separate pay rates for each job step within a job type, and set up a progression table that specifies how long an employee remains in each step. You can set up a different progression table for each union or business unit in your organization.

To include an employee in automatic step progression processing, you must enter the employee classification for step progression. You must also enter certain job and pay information for the employee.

To cause the system to update employees' step progression history, you should create a payroll ID that runs the Step Progression program.

Entering step progression information includes:

❑ Activating step progression in company constants

❑ Entering pay rates for step progression
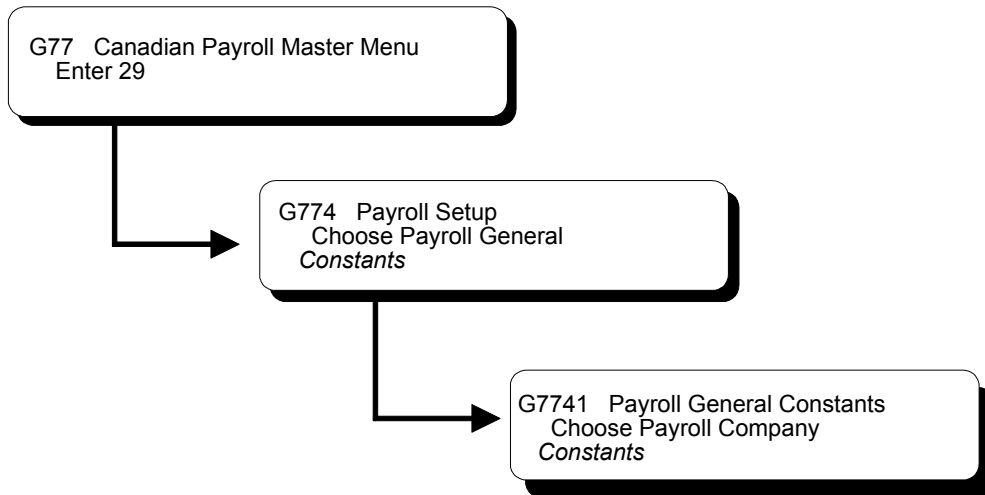
❑ Entering time limits for job steps

❑ Entering step progression information for an employee

❑ Creating a payroll ID that uses step progression

What You Should Know About

Auto processing step progression You do not auto process step progression during the payroll cycle. You must request the step progression in pre-payroll.

Job types and steps For automatic step progression, the job types and steps you enter on the Pay Rate Tables, Progression Table, Employee Entry, and Employee Basic Data forms must be identical.

Activating Step Progression in Company Constants

G77   Canadian Payroll Master Menu
  Enter 29

G774   Payroll Setup
   Choose Payroll General
   Constants

G7741   Payroll General Constants
   Choose Payroll Company
   Constants

To simplify the process of tracking job and pay grade steps to employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job or pay rate. After the employee has worked a specified number of hours or days in one job step, the system automatically promotes the employee to the next job step.

Before you can enter step progression information, you must activate automatic step progression in your company constants. When you activate automatic step progression, you specify how the system will update step progression history.

▶ To activate step progression in company constants

On Payroll Company Constants

1.   Locate company 00000.

2.   Complete the following field:

   -   Step Progression Process
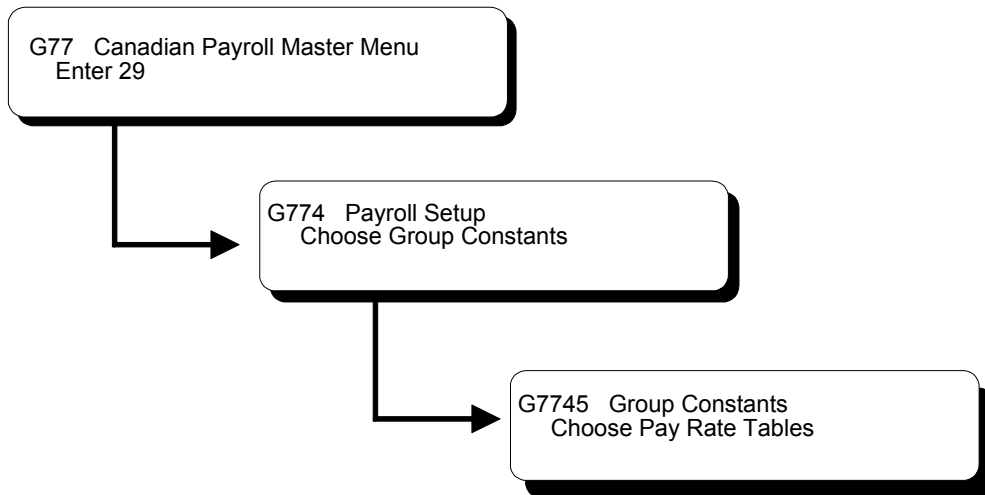
See Also

   -   *Setting up the Default Company*

Field	Explanation

Step Progression Process	A code that specifies whether the Step Progression History tables are updated and the level of detail in which the update occurs. The valid codes are:
	
	******EMPLOYEE MASTER FILE BASIS (F060116)******
	　1　Update using Union, Job Type, and Job Step.
	　2　Update using Home Business Unit, Union, Job Type, and Job Step.
	　N　Do not update the Step Progression History tables.
	
	Note:
	
	   - For the Step Progression System to work, S is required in the Employee Class field of EE Master.
	   - In Pre-Payroll processing, your payroll identification must have Y in the Step Progression field of Additional parameters for step files to be updated.

Entering Pay Rates for Step Progression

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│      Enter 29                         │
└─────────────────────────────────────┘
        │
        │        ┌─────────────────────────────────────┐
        │        │ G774   Payroll Setup                 │
        └───────▶│      Choose Group Constants          │
                 └─────────────────────────────────────┘
                        │
                        │        ┌─────────────────────────────────────┐
                        │        │ G7745   Group Constants             │
                        └───────▶│      Choose Pay Rate Tables         │
                                 └─────────────────────────────────────┘
```

You can associate pay rates with job steps so that employees within the same job
type can be paid different rates. To use the automatic step progression feature, you
must enter separate pay rates for each job step within a job type, or for each job
type only. If you have already set up your Pay Rate Table, verify that it contains an
entry for each job step or job type.

▶   **To enter pay rates for step progression**

On Pay Rate Tables

1.   Complete the steps for setting up pay rates.
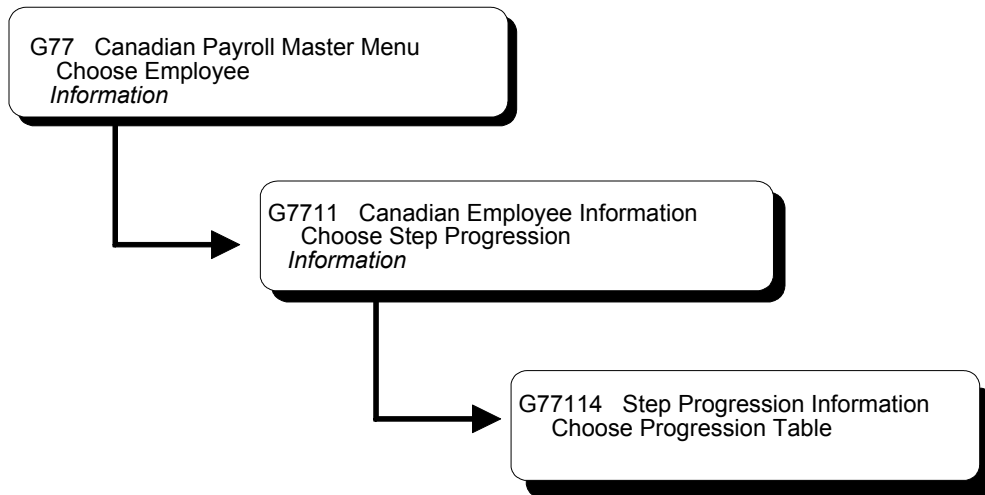
     See *Setting Up Group Constants*.

Field	Explanation
Job Step	A user defined code (system 06, type GS) that designates a specific step, grade, or salary level within a particular job type. The system uses this field in conjunction with job type to determine pay rates by job.

Entering Time Limits for Job Steps

```
G77   Canadian Payroll Master Menu
   Choose Employee
   Information
```

```
G7711   Canadian Employee Information
   Choose Step Progression
   Information
```

```
G77114   Step Progression Information
   Choose Progression Table
```

To use the automatic step progression feature, you must complete the Progression Table to define the number of units (in hours or days) that an employee must work to progress through each job step. Pre-payroll and interim check entry read the Progression Table and step progression history to determine where an employee is in both time and grade. When an employee completes the specified number of hours or days in one job step, the system automatically updates the employee's record to the next job step.

However, the step progression feature does not change the hourly rates entered for employees on Employee Entry. Instead, it indicates the hourly rate to use on the pay rates table for timecards.

You should enter time limits for job steps after you enter the pay rates for step progression. The job types and steps you enter in the Progression Table must match those you entered on the Pay Rates Table.

Before You Begin

❑ Before you set up the Progression Table, you must define which pay type to include when calculating hours or days for step progression. Add a code to the user defined code table 06/IP. Then define a range of pay types in the Worker's Compensation table that use the new codes, for example, STP.

What You Should Know About

Updating an employee's hourly rate The Progression Table does not control the update of the hourly rate in the employee record, but does indicate the hourly rate that is used on the Pay Rate Table for timecards.

▶ **To enter time limits for job steps**

On Progression Table

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⬛[06933] - Progression Table                               _ ☐ ✕     │
│ Functions   Options   Tools   Help                                    │
│                                                                       │
│  Union Code          ┌7000──┐                                         │
│  Business Unit        ┌──────┐                                        │
│  Effective Date - Fr  │01/01/98│   Thru   │12/31/98│                   │
│                                                                       │
│   ┌──┬──────┬────────┬─┬────────┬─┬─────┬──┬────────┬───┬─┬─┐         │
│   │O │ Type │ . Step . │A│ Units │M│Date │T │. New Job .│C│A│         │
│   │  │      │From│Thru│C│       │ │     │C │Type │Step │F│M│          │
│   │  │8M-3  │1   │1   │1│ 160.00 │H│     │STP│8M-3 │2   │N│Y│          │
│   │  │8M-3  │2   │2   │1│ 320.00 │H│     │STP│8M-3 │3   │N│Y│          │
│   │  │8M-3  │3   │3   │1│ 480.00 │H│     │STP│8M-3 │4   │N│Y│          │
│   │  │8M-3  │4   │4   │1│ 960.00 │H│     │STP│8M-3 │5   │N│Y│          │
│   │                                                         │          │
│   └─────────────────────────────────────────────────────────┘        │
│                                                                       │
│  ✔   ✖                          │ⅈ│ ▲  ⊹  ▬  ⬆                       │
│  Opt: 9=Delete   F20=Next   F24=More Keys                 MW  ⬇       │
└─────────────────────────────────────────────────────────────────────┘
```

1. Complete the following fields:

    • Union Code (if applicable)

    • Business Unit (if applicable)

    • Date- Beginning Effective

    • Date - Ending Effective

2. To specify units for the current job type or step, complete the following fields:

    • Job Type

    • AC (Accumulator Code)

    • Units - Total

- M (Step Progression Method)
- Based From Date
- TC (Insured Pay Table Number)

3. If you are using job steps, complete the following field:

- Job Step

4. To specify information about the next job type or step, complete the following fields:

- Job Type at Next Level
- CF (Carry Over Flag)
- AM (Movement Flag)

5. Complete the following field if applicable:

- Job Step at Next Level

Field	Explanation
Union Code	A user defined code (system 06, type UN) that represents the union or plan in which the employee or group of employees work or participate.
Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.
	Business unit security can prevent you from locating business units for which you have no authority.
	NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.
Job Type (Craft) Code	A user defined code (system 06, type G) that specifies job classifications established for an organization. This field is used to determine pay rates and benefit plans for employees linked to these classifications.
Job Step	This code designates a specific step, grade, or salary level within a particular job category.

Field	Explanation

Accumulator Code	A code which specifies whether the total number of units entered represents units worked in a designated job type or in a job type and step combination. Valid codes include:
	  1 The units entered represent the total number of units that the employee must work within the designated job type and step combination before advancing to the next job type and step.
	  2 The units entered represent the total number of units that the employee must work within the designated job type before advancing to the next job type.
	
	If you enter a code in this field, leave the Date field blank.

Units - Total(Upper Range)	The total number of units (Hours/Days) an employee must work in a job.

Step Progression Method	A code which specifies the method the system uses to calculate step progression units. Valid codes are:
	  H Hours
	  D Days

Based From	A code that indicates when you want the fiscal period to begin.
Insured Pay Table No.	This code identifies a table of pay, deduction and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation, and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing. Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code table (06/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the workers compensation code to determine when an employee has met the step progression requirements, and automatically moves the employee to the next step.
Job Category at Next Level	The code for job type to which the employee is being promoted.
Job Step at Next Level	The code for job step to which the employee is being promoted.

Field	Explanation
Carryover Flag	A code that specifies whether the total accumulated units (number of hours per day) or only the excess units (number of hours per day that exceed the required amount) are to be carried over to the employee's next job type/step combination in the Step Progression History table.
	Enter one of the following: N Do not carry the accumulated units into the next job type or step - only the excess. Example - If an employee has a total of 520 hours and is moved to the next job type or step, the new accumulated hours are 20. Y Carry all accumulated units into the next job type or step. Example - If an employee has a total of 520 hours and is moved to the next job type or step, the new accumulated hours are 520.
Movement Flag	A code that specifies whether an employee's movement to the next job type or step is done automatically or manually.
	Allowed Values include: Y The system automatically moves employees to the next job type or job step. N You must manually move employees to the next job type or job step.
	Y is the default value for this field.

What You Should Know About

Entering progression information	Depending on how you set up company 00000, the Progression Table may have a Union Code field, a Business Unit field, or both.
Reaching the last job step	When an employee reaches the last job step, their salary level does not change.

Entering Step Progression Information for an Employee
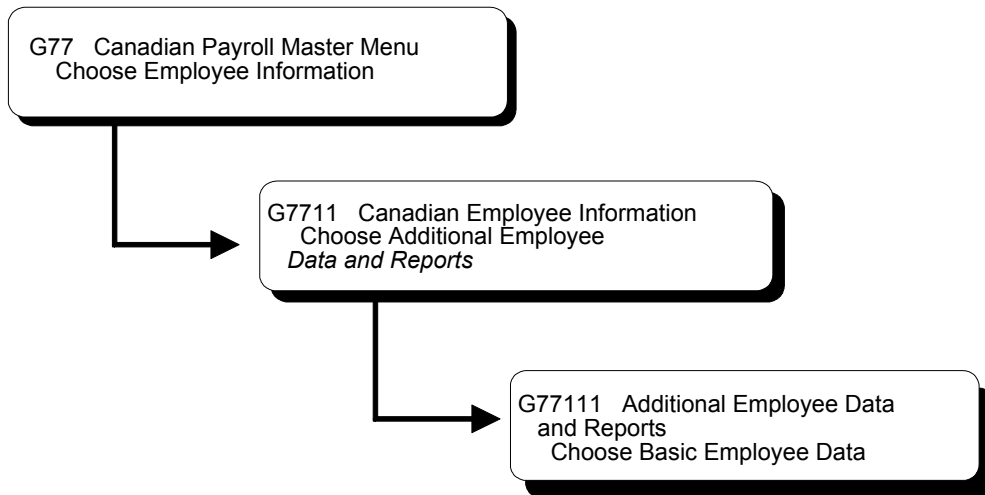
```
G77   Canadian Payroll Master Menu
      Choose Employee Information
```

```
G7711   Canadian Employee Information
        Choose Additional Employee
        Data and Reports
```

```
G77111   Additional Employee Data
         and Reports
         Choose Basic Employee Data
```

To include an employee in automatic step progression processing, you must enter the employee classification for step progression. You must also enter specific job and pay information for the employee. This information includes a job type and job step that match one of the job types and job steps you that entered on the Progression Table.

▶ To enter step progression information for an employee

On Basic Employee Data

1. Complete the steps for entering basic employee data.

    See *Entering Basic Employee Data.*

2. Complete the following field:

    - Employee Class

3. Complete the following optional field:

    - Job Type

4. If you use job steps, complete the following field:

    - Job Step

Field	Explanation
Employee Classification Status	Employee classification status allowed values are: Y Contract labor (non-employee) N Regular employee S Employee to be included in step progression process

Creating a Payroll ID that Uses Step Progression
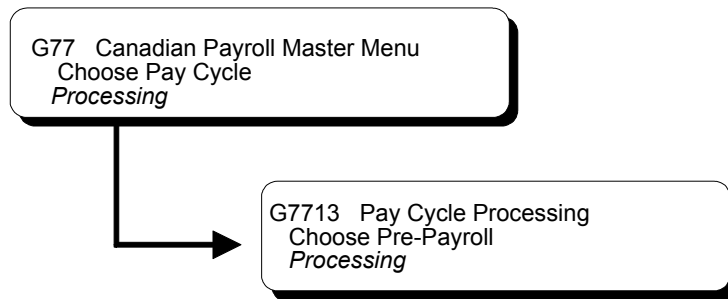
G77   Canadian Payroll Master Menu
   Choose Pay Cycle
    Processing

G7713   Pay Cycle Processing
   Choose Pre-Payroll
    Processing

To update employees' step progression history, you should create a payroll ID that runs the Step Progression program. This payroll ID should include employees whose employee classification specifies that they are included in automatic step progression. When you process this payroll ID, the system automatically updates job type and job step information for those employees who have worked the number of hours or days required to be promoted to the next step.

Updating step progression information during payroll cycle processing ensures that all employees' step progression history is updated automatically.

► **To create a payroll ID that uses step progression**

On Pre-Payroll Processing

1. Complete the steps for creating a new payroll ID.

    See *Creating a New Payroll ID.*

2. For Canadian payroll, access the Pay Cycle Information tab on the Pre-Payroll Processing form.

3. On the Pay Cycle Information tab, complete the following field:

    - Process Step Progression History (Step Progression Update Flag)

What You Should Know About

Modifying an existing payroll ID	Instead of creating a new payroll ID, you can modify an existing ID to process step progression history.

Field	Explanation
Step Progression Update Flag	Use this code to specify whether to execute the Step Progression program during payroll cycle processing. Valid values are: Y Execute step progression N Do Not execute step progression (N is the default) NOTE: Executing step progression increases payroll cycle processing time.

Work with Step Progression History

```
┌─────────────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu          │
│    Choose Employee                          │
│    Information                              │
└─────────────────────────────────────────────┘
        │
        │      ┌─────────────────────────────────────────────┐
        └────▶ │ G7711   Canadian Employee Information        │
               │    Choose Step Progression                  │
               │    Information                              │
               └─────────────────────────────────────────────┘
                       │
                       │      ┌─────────────────────────────────────────────┐
                       └────▶ │ G77114   Step Progression Information        │
                              │    Choose an option                         │
                              └─────────────────────────────────────────────┘
```
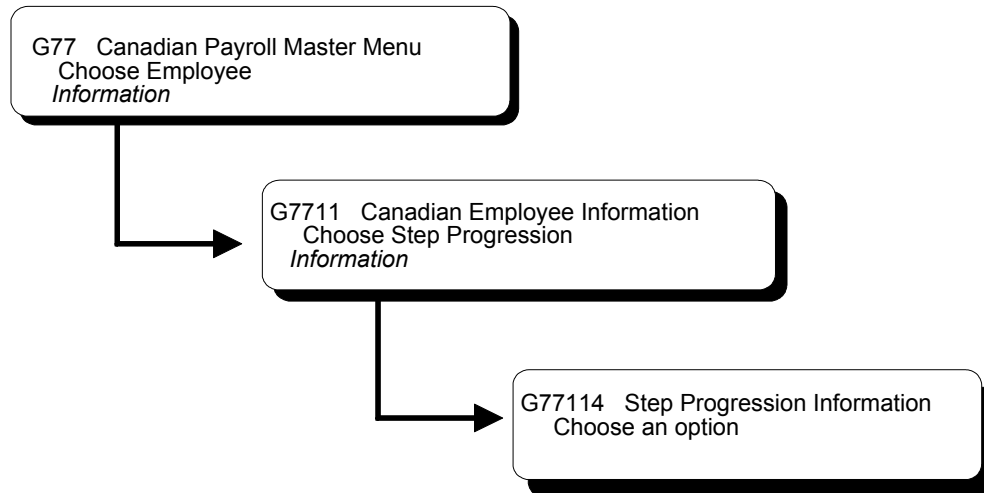
Working with Step Progression History

If you are using the automatic step progression feature, you can review the step progression history that the system enters for employees and correct it if necessary.

To correct step progression history, you manually change the accumulated units that the system entered for the employee.

To verify step progression history, you can review the job type, job step, and accumulated units for employees. You can review this information for individual employees or for all the employees in a particular job type, business unit, or union. You can also use the Progression History Report to verify step progression information.

The system stores two different types of step progression files, as follows:

- Active files, with which you are currently working
- Posted files, which are previous or old step progression files

The system stores posted step progression files as a history of the previous job steps and job types that an employee has had within the company.

Working with step progression information includes:

❑ Reviewing step progression information by job

❑ Correcting step progression information for an employee

❑ Reviewing step progression history

Reviewing Step Progression History by Job

To verify step progression information, you can review the job type, job step, and accumulated units for all the employees in a particular job type, business unit, or group. You can review both active and posted information.

▶ **To review step progression information by job**

On Job Progression Inquiry

Complete any of the following fields:

- Job Type
- Job Step
- Union Code
- Business Unit
- Dates

- Skip to Employee

What You Should Know About

Reviewing progression history inquiry	Depending on how you set up company 00000, the Employee or job progression may have a Union Code field, a Business Unit field, or both.

Correcting Step Progression Information for an Employee

Occasionally, you might need to correct the step progression information that the system automatically enters for an employee. For example, if you unintentionally entered 880 hours instead of 80 on an employee's timecard, the system might move the employee into the next job step before the employee has actually worked the required number of hours. Correcting the timecard by entering negative hours does not correct the employee's step progression information, so you must manually correct the accumulated units that the system entered in the step progression history for the employee.

You might also need to correct the accumulated units for an employee if you manually change the employee's job type or job step.
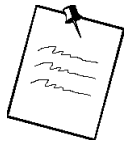
To maintain payroll history integrity, you should correct accumulated units only. Do not change any other step progression information for the employee.

▶ **To correct step progression history for an employee**

On Employee Progression Inquiry

1. Complete the following fields to locate the appropriate record:

    • Employee Number

    • Job Type

    • Job Step

    • Union Code

    • Business Unit

2. Change the value in either of the following fields:

    • Accumulated Units — Type

    • Accumulated Units — Type/Step

Field	Explanation
Units - Step Progression	The total number of units (hours or days) that the employee has worked in a job type. NOTE: Units appear in this field only if you entered a 2 in the AC (Accumulator Code) field on the Progression Table form.

Field	Explanation
Units - Step Progression (Type/Step)	The total number of units (hours or days) that the employee has worked in a job type and step combination.
	NOTE: Units appear in this field only if you entered a 1 in the AC (Accumulator Code) field on the Progression Table form.

What You Should Know About

Correcting job type and job step information	After you correct an employee's accumulated units on Step Progression Inquiry, review Employee Entry for this employee to verify that the job type and step information is correct.
Correcting accumulated units for employees with multiple jobs	You can correct step progression information for the employee's primary job only. When you correct accumulated units, the system does not warn you if you enter a value greater than the maximum number of hours approved for the position.

Reviewing Step Progression History

Use the Progression History report to review detailed step progression history for employees. You can review active records, posted (historical) records, or both.

```
06405                                      J.D. Edwards & Company                          Page - . . .     2
                                     Step Progression History Report - All                 Date - . . .  7/02/98
Union Code . . . . 7000          Laborer
Business Unit. . .
Job Type . . . . . 8M-3          Clerk
Job Step . . . . . 1             Level I     (Entry Level)
. . . . . .Employee. . . . . .    Current    . .Next .   Create    Date    A  Unit     Require    Accumulate   Remaining  M
  Number          Name           Type  Step  Type  Step   Date    Effect  C  Type      Units       Units       Units     F
--------- --------------------   ----- ----  ----- ----  -------- -------- - ------   ---------- ---------- ---------- -
     7506 Mayeda, Donald         8M-3   1    8M-3   2    03/01/95 08/31/98 H Hours      160.00                   8.00-  P
     7506 Mayeda, Donald         8M-3   2              03/01/95 08/31/98 H Hours      320.00                 312.00   A
```

Payroll History Integrity

Objectives

- To verify the integrity of payroll history
- To delete unwanted history records from the system

About Payroll History Integrity

After you process a payroll, you should verify the integrity of your payroll history. This history is used for:

- Government reports
- Year-end forms
- Internal reporting purposes

To verify the integrity of your payroll history, you run reports that identify discrepancies between your detail history tables and the corresponding summary history tables. Integrity reports locate missing, inaccurate or incomplete information in the summary tables. You should run payroll history integrity reports monthly, quarterly, and before you begin year-end processing.

You should review each error that prints on your payroll history integrity reports and determine what action, if any, you must take to correct it. Depending on the error, you must either update the appropriate constants tables or make changes to the history tables. The Payroll system provides several revision programs that you can use to manually correct payroll history. Other types of errors might not require manual corrections. The system corrects some errors automatically when you run the integrity reports in update mode. The Payroll system includes error code tables that can help you research integrity errors.

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by entering a correction on an online review form. In these instances, you usually can correct such a problem by running a repost. A repost is a DREAM Writer program that uses the information in a detail history table to recalculate the totals in the corresponding summary history table. The repost program overwrites existing information in the summary table.

![!] Before you run a repost, contact J.D. Edwards for customer support.

Working with payroll history integrity includes:

❑ Verifying integrity of payroll summary history

❑ Verifying integrity of payroll detail history

❑ Revising payroll history manually

❑ Reposting payroll history

What Are the Types of Payroll History?

The two basic types of payroll history are:

- Detail history
- Summary history

Each time you run the final update step of the payroll cycle, the system creates payroll history records and stores them in the history tables.

Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

After the system stores records in the detail history tables, it totals and summarizes the information in these tables and creates summary history records. The system then writes the summary history records to the corresponding summary history tables. The system uses the summary history tables to retrieve tax and earnings information for government reports and year-end forms. Using summary history tables to report tax and earnings information reduces processing time.

The following table lists the detail history tables and their corresponding summary tables.

Pay and Taxes by Check (F0716)	• Taxation Summary History (F0713)
DBA Detail History (F0619)	• Calendar Month DBA Summary History (F06145) • Payroll Month PDBA Summary History (F06146) • Tax Area Transaction Summary History (F06148) • Fiscal/Anniversary Year History (F06147)
Payroll Transaction History Detail (F0618)	• Payroll Month PDBA Summary History (F06146) • Workers Compensation Summary History (F0627)

Verify Integrity of Payroll Summary History

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu  │
│       Enter 27                       │
└─────────────────────────────────────┘
         │
         │
         ▼
    ┌──────────────────────────────────────┐
    │ G773   Payroll Advanced/Technical    │
    │        Operations                    │
    │         Choose Data Integrity/       │
    │        Global Update                 │
    └──────────────────────────────────────┘
              │
              │
              ▼
        ┌──────────────────────────────────────┐
        │ G7731   Data Integrity & Global      │
        │         Updates                      │
        │          Choose an option under the  │
        │         Integrity Reports heading    │
        └──────────────────────────────────────┘
```
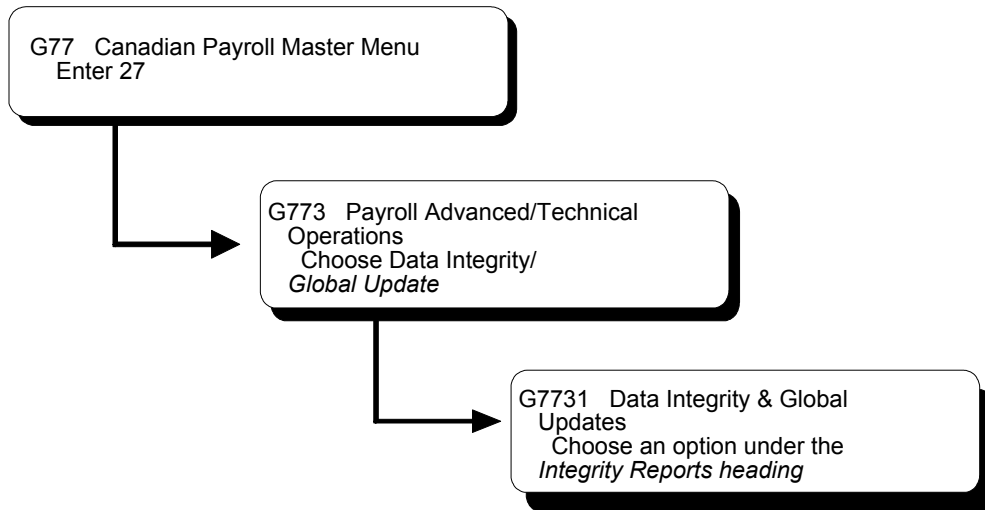
Verifying Integrity of Payroll Summary History

You regularly should verify the integrity of your payroll summary history to ensure that the correct information prints on your quarterly tax reports and employees' year-end forms. To verify payroll summary history integrity, you run reports that locate missing, inaccurate, or incomplete information in the summary history tables.

The following table lists the payroll summary history integrity reports and their corresponding summary history tables.

Tax History Integrity Report	Taxation Summary History table (F0713)
PDBA Integrity Report	Payroll Month PDBA Summary History table (F06146)
DBA Integrity Report	Calendar Month DBA Summary History table (F06145)

To identify integrity errors, you run integrity reports in proof mode. When you run an integrity report in proof mode, it identifies possible errors without changing any information in your history tables. You should run integrity reports in proof mode

so that you can research errors and enter any manual corrections before you begin updating the table.

To correct integrity errors, you run the integrity reports in update mode or use history revision forms to enter manual corrections. When you run an integrity report in update mode, the system automatically corrects information in the summary history table and prints a report listing the errors that it could not correct. You should investigate all errors and rerun the integrity reports until all valid errors are corrected. (Some "errors" might reflect valid conditions for your data.)

To help you determine the action you must take to correct integrity errors, you can review an explanation of each error code that prints on the integrity reports.

Verifying the integrity of payroll summary history includes:

- ❑ Identifying integrity errors

- ❑ Correcting integrity errors

- ❑ Reviewing error codes for payroll history integrity

To complete these tasks, you must run each integrity report a total of three times:

1. Identify the errors

2. Correct the errors

3. Produce clean reports

Identifying Integrity Errors

To verify the integrity of the payroll summary history, you run integrity reports that locate missing, inaccurate, or incomplete information in the summary history tables. To identify integrity errors, you run integrity reports in proof mode.

When you run an integrity report in proof mode, it identifies possible errors without changing any information in your history tables. You should run integrity reports in proof mode so that you can research errors and enter any manual corrections before you begin updating the table.

To run an integrity report in proof mode, set its processing options to print the report without updating the table. Running the report in proof mode enables you to review errors and correct your data before you update the corresponding table.

Integrity reports identify three types of information:

- "Errors" that are not really errors. For example, zero Federal tax withheld might be a valid condition for a low-wage earner.

- Errors that you must correct manually.

- Errors that the program corrects automatically when you run the report in update mode.

Complete the following tasks:

❑ Review the Tax History Integrity Report

❑ Review the PDBA Integrity Report

❑ Review the DBA Integrity Report

Before You Begin

❑ Set the processing options for each integrity report to print the report without updating the table.

❑ On the Corporate Tax IDs form, remove any dashes or spaces from the tax ID for the Federal A (U.S.) or Federal CA (Canada) tax area. If this tax area contains punctuation or spaces, you will not be able to print year-end forms for employees. See *Setting Up Corporate Tax IDs.*

Reviewing the Tax History Integrity Report (Canadian)

You use the Tax History Integrity Report to identify errors in your Taxation Summary History (F0713) table. You use the information in this table to produce governmental, year-end forms for employees. Keeping this table error-free simplifies your year-end processing tasks.

```
 077011                                   J.D. Edwards & Company                         Page    -     2
                                    Taxation History Integrity (F0713)                   Date    -  5/19/98


 Address  Work Tax  T                          S.I.    Pr    Gross     Exclusion    Tax     Wk Wrk Work Err        Description
 Number     Area    T  Yr    Tax Ident   Co   Number   Cd     Pay       Amount   Withheld  Pr Cnt City Key
 -------- ---------- -- -- --------------- ----- ---------- -- ---------- ---------- ---------- -- --- ---- ---- -----------------
    7704 700190000 CF 98 700190000        77 814-14-1859 PQ  18933.70      400.63   2638.35  70  19        0117 Corporate tax I.D
    7704 700190000 CG 98 700190000        77 814-14-1859 PQ  18933.70         .00    431.75  70  19        0117 Corporate tax I.D
    7704 700190000 CH 98 700190000        77 814-14-1859 PQ  18933.70         .00    431.75  70  19        0117 Corporate tax I.D
   77770 FEDERAL    CA 98 WCX162734       77 102-38-3866     1705.00       37.50    185.38  70  19        0108 State records gre
   77770 FEDERAL    CA 98 WCX746566       77 102-38-3866      825.00       22.50    107.52  70  19        0108 State records gre
   77771 FEDERAL    CA 98 WCX746566       77 239-29-7336     2919.24      101.92    385.51  70  19        0108 State records gre
```

Processing Options for Report - Taxation History Integrity (F0713)

```
Select a 'Y' if you wish to update the
history file as errors are detected. Y/N                    _____
```

Data Selection

Specify the last two digits of the current year in the data selection.
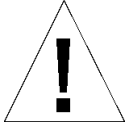
Data Sequence

Do not change the data sequence of the report.

Reviewing the PDBA Integrity Report (Canadian)

You use the PDBA Integrity Report to identify errors in your Payroll Month
PDBAs Summary History table (F06146). These amounts might include RRSP
contributions, moving expenses, group term life insurance premiums, and so on.
Keeping this table error-free simplifies your year-end processing tasks.

```
077021                                J.D. Edwards & Company                        Page     -      2
                                Payroll Month PDBAs Integrity (F06146)              Date     -  7/11/98
Year. . . . .  98
Company . . .  00077  A Model Canadian Payroll Co
Description. . 0102 PDBA Code does not exist
Address                                   Pay                    T G N  Pay     Amount
 Number      SIN            Employee Name  Type  Yr   Tax Ident   Co  T E E  Prd      Due
-------- ----------- ----------------------------- ----- --  -------------- ----- - - - ---- ---------------
   7701 256-136-888 Anthony Holiday           7731 98 WCX746566    00077 D - -
   7702 184-560-670 Derrick, Leslie           7731 98 WCX162734    00077 D - -
   7703 481-560-670 Bellas, Debbie            7731 98 WCX162734    00077 D - -
```

Processing Options for Report - Transaction History Integrity (F06146)

```
Select a 'Y' if you wish to update the
history file as errors are detected. Y/N                    _____
```

Data Sequence

Do not change the data sequence of the report.

Reviewing the DBA Integrity Report

You use the DBA Integrity Report to identify errors in your Calendar Month DBA Summary History table (F06145).

```
  067031                                   J.D. Edwards & Company                      Page    -      6
                                           Transaction History Integrity               Date    -  7/19/98
  Year . . . . 98
   Company. . . . 00077  A Model Canadian Payroll Co  Error Code . . 0104 Tax I.D. doesn't match  Address
  DBA                         T
   Number     SSN             Employee Name           Typ Yr   Tax ID Number        Co    T
  --------  -----------  ------------------------------  -----  --  --------------------  -----  -
      7701 256-13-6888 Anthony Holiday                4800 98                        00077 A
      7701 256-13-6888 Anthony Holiday                7706 98                        00077 D
      7701 256-13-6888 Anthony Holiday                7710 98                        00077 D
      7701 256-13-6888 Anthony Holiday                7720 98                        00077 B
      7701 256-13-6888 Anthony Holiday                7730 98                        00077 D
      7701 256-13-6888 Anthony Holiday                7735 98                        00077 B
      7701 256-13-6888 Anthony Holiday                7750 98                        00077 B
      7701 256-13-6888 Anthony Holiday                7760 98                        00077 B
      7701 256-13-6888 Anthony Holiday                7770 98                        00077 B
      7701 256-13-6888 Anthony Holiday                7780 98                        00077 B
      7701 256-13-6888 Anthony Holiday                9000 98                        00077 D
      7702 184-56-0670 Derrick, Leslie                4800 98                        00077 A
      7702 184-56-0670 Derrick, Leslie                7706 98                        00077 D
      7702 184-56-0670 Derrick, Leslie                7710 98                        00077 D
      7702 184-56-0670 Derrick, Leslie                7720 98                        00077 B
      7702 184-56-0670 Derrick, Leslie                7735 98                        00077 B
      7702 184-56-0670 Derrick, Leslie                7750 98                        00077 B
      7702 184-56-0670 Derrick, Leslie                7760 98                        00077 B
      7702 184-56-0670 Derrick, Leslie                7780 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 4800 98                        00077 A
      7703 481-56-0670 Bellas, Debbie                 7700 98                        00077 D
      7703 481-56-0670 Bellas, Debbie                 7701 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 7705 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 7725 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 7730 98                        00077 D
      7703 481-56-0670 Bellas, Debbie                 7735 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 7740 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 7750 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 7760 98                        00077 B
      7703 481-56-0670 Bellas, Debbie                 7785 98                        00077 A
      7703 481-56-0670 Bellas, Debbie                 7790 98                        00077 A
      7703 481-56-0670 Bellas, Debbie                 7791 98                        00077 A
      7704 652-13-6888 Rivard, Jacques                4800 98                        00077 A
      7704 652-13-6888 Rivard, Jacques                7700 98                        00077 D
      7704 652-13-6888 Rivard, Jacques                7701 98                        00077 B
      7704 652-13-6888 Rivard, Jacques                7706 98                        00077 D
      7704 652-13-6888 Rivard, Jacques                7725 98                        00077 B
      7704 652-13-6888 Rivard, Jacques                7730 98                        00077 D
      7704 652-13-6888 Rivard, Jacques                7735 98                        00077 B
      7704 652-13-6888 Rivard, Jacques                7775 98                        00077 B
      7704 652-13-6888 Rivard, Jacques                7785 98                        00077 A
      7704 652-13-6888 Rivard, Jacques                7790 98                        00077 A
```

Processing Options for Report - Transaction History Integrity (F06146)

```
1) Select the report processing mode.
   N = Print errors on the report only.
   Y = Print errors on the report and
       correct by UPDATING the file.                       _____

2) Enter Error Codes you DO NOT wish to
   print or leave these fields blank to
   print ALL errors.  Error codes must
   be entered as 0101, 0102, 0103, etc.

   DO NOT print the following errors:                      _____
                         "                                 _____
                         "                                 _____
                         "                                 _____
                         "                                 _____
```

Data Selection

Specify the last two digits of the current year in the data selection.

Data Sequence

Do not change the data sequence of the report.

Correcting Integrity Errors

After you run an integrity report in proof mode, you must research each error that prints on the report. The Payroll system provides error code tables that describe each type of payroll history integrity error. Use these error code tables to determine the action, if any, that you must perform to correct each error. You must correct these errors so that your quarterly reports (U.S. only) and year-end forms will be accurate.

Running the integrity report in update mode automatically corrects certain errors, such as an invalid statutory code. To correct some errors, such as an incorrect tax ID, you must manually revise your payroll data before you run the report in update mode. Some entries that print on the report might not be errors for your tables. For example, taxation error 0250 - No Federal Tax Taken might print for an employee who is a low wage earner and does not need to have any Federal tax withheld.

After you run the integrity report in update mode, you should run it again to produce an error-free report. When the system finds no errors, it prints only the cover page.

Correcting integrity errors includes:

❑ Correcting integrity errors manually

❑ Correcting integrity errors automatically

❑ Verifying that integrity errors are corrected

- *Reviewing Error Codes for Payroll History Integrity (P077011)* for an explanation of the error codes that print on each Canadian integrity report

- User defined code tables 06/IX, 06/IT, and 06/ID for a list of the error codes that print on each integrity report

Correcting Integrity Errors Manually

Some integrity errors require that you make manual corrections to the appropriate history or constants tables before you run the report in update mode. You might need to manually revise history records, tax area constants, or corporate tax IDs. For example, you might need to:

- Delete a record that contains zero dollars

- Enter a tax ID number

For each error that prints on the report, determine the action, if any, that you must perform to correct it. Some entries on the report might not be errors for your setup. For example, taxation error 0250 - No Federal Tax Taken might print for an employee who is a low wage earner and does not need to have any Federal tax withheld. Use the error code tables to determine the action you need to take for each error.

You can use the following programs to correct integrity errors manually:

- Pay & Taxes by Month

- Pay & Taxes by Check

- PDBAs by Payroll Month

- DBAs by Calendar Month

The system does not create an audit trail of the changes you make when you revise payroll history manually. Therefore, these programs should have the highest possible level of system security.

After you revise payroll history manually, the summary totals will not equal the detail totals.

See Also

- *Revising Payroll History Manually (P069901)* for information about correcting errors manually

Correcting Integrity Errors Automatically

After you review an integrity report and make any manual corrections, run the report in update mode to update the summary history table with the corrected information. For example, you might have entered a new tax ID or corrected an existing one. When you run the report in update mode, the system automatically updates all history records with the new tax ID.

When you run the report in update mode, the system also corrects the errors it can correct automatically and prints a report listing the errors it cannot correct.

The following list shows the errors you can correct by running each integrity report in update mode. These errors require manual corrections to your system setup before you run the report in update mode.

Tax History Integrity Report	• 0109 - Invalid Tax ID number
	• 0113 - Tax ID does not match
	• 0252 - Invalid Statutory Code
	• 0253 - Invalid Century Field
PDBA Integrity Report	• 0104 - Tax ID does not match
DBA Integrity Report	• 0101 - Employee number does not exist
	• 0102 - Pay type does not exist
	• 0103 - Tax ID does not exist
	• 0104 - Tax ID does not match

Before You Begin

❑ Set the processing options to print the report and update the table.

What You Should Know About

Backups	Each time you run an integrity report in update mode, it creates a backup table of the summary history table as of the previous run. Therefore, if you run a report in update mode and receive unexpected results, you can restore your data to the way it was before the update. The system re-creates this table each time you run the integrity procedure.
	J.D. Edwards recommends that you call customer support for help in restoring the backup.

Verifying that Integrity Errors are Corrected

After you run the report in update mode, run it a third time, in proof mode, to ensure that all errors have been corrected. You should investigate all errors and rerun the integrity report until all valid errors are corrected. When the system finds no errors, it prints only the cover page.

Reviewing Error Codes for Payroll History Integrity

To help you determine the action you must take to correct integrity errors, you can review an explanation of each error code that prints on the integrity reports.

Reviewing integrity errors includes:

- ❑ Reviewing error codes for U.S. Taxation History Integrity

- ❑ Reviewing error codes for Canadian Taxation History Integrity

- ❑ Reviewing error codes for PDBA History Integrity

- ❑ Reviewing error codes for DBA History Integrity

Reviewing Error Codes for U.S. Taxation History Integrity

The following table briefly explains the error codes that print on the Tax History Integrity report. These codes come from user defined codes table 06/IX.

0101 — Taxable Wage less than tax	The amount of taxable wage [Gross less (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings.
	Manually determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided check from a prior year. If there is an error, you can leave it alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0102 — Sign mismatch on gross/tax

A mismatch exists between the taxable wages and tax. Either the taxable is positive and the tax negative, or taxable is negative and the tax positive.

Manually determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have manually keyed the tax as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0103 — Sign mismatch on earnings

A mismatch exists between the various wages fields in the Taxation History table. One or more of the wage fields is positive and the other negative.

Manually determine why there is a sign mismatch between the earnings fields and decide which is correct. For example, you might have manually keyed the wage as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0104 — Mismatch on Social Security (OASDI) amount

A difference exists between the Federal/D wage or tax amount and the Federal/E wage or tax amount; the employee portion differs from the employer portion.

Manually determine why there is a mismatch between the Federal/D record and the Federal/E record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or, a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0105 — Mismatch on Medicare

A difference exists between the Federal/P wage or tax amount and the Federal/Q wage or tax amount; the employee portion differs from the employer portion.

Manually determine why there is a mismatch between the Federal/P record and the Federal/Q record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or, a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0106 — Mismatch on Tier I

A difference exists between the Federal/R wage or tax amount and the Federal/S wage or tax amount; the employee portion differs from the employer portion.

Manually determine why there is a mismatch between the Federal/R record and the Federal/S record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or, a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0107 — Tax Area not on Record

There is no tax area on the Taxation History record.

Manually delete this erroneous transaction from the Taxation Summary History table. If this record is included in a W-2 Workfile Build, the program would end abnormally with an array index error.

0108 — State Wages greater than Federal	The total of the wages for State/C (FUI) records is greater than the Federal/C wages.
	Manually review the transactions and each State/C record, and determine if these totals should balance to the Federal/C balance. For example, if an employee lives in one state and works in another, both state records are updated with total gross wages. The discrepancy must be adjusted manually through the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).
0109 — Invalid Tax ID Number	The corporate tax ID number on the tax areas with tax types of F through N (State or Local) is blank. For these types of taxes, the tax ID must be numeric and from 2 to 9 characters in length.
	Verify that the corporate tax ID is set up on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744). Then, rerun the Tax History Integrity Report in update mode.
0110 — Employee Number is invalid	The employee number does not exist or has been deleted from the Employee Master table (F060116).
	Manually add the employee back into the master file. Then, run the Tax History Integrity Report in update mode.
0111 — Tax Area doesn't exist	The tax area code on the record does not exist in the Tax Area Constant table (F069016).
	Manually add the tax area to the Tax Area Information form located on the Taxes and Insurance menu (G0744). Then, run the Tax History Integrity Report in update mode.
0112 — Tax ID doesn't exist	The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).
	Manually add the corporate tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744). Then, run the Tax History Integrity Report in update mode.

0113 — Tax ID doesn't match

The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).

Verify that the tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744) is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, then run the Tax History Integrity Report in update mode.

SPECIAL NOTE: W-2s will not print correctly if the Federal A Corporate Tax ID in the Taxation Summary field contains punctuation or spaces.

0114 — School District Code Missing

A school district code is not present in the school district taxation history record.

At the current time, checking for this error has been deactivated.

0115 — Uncollected Taxes

There are uncollected payroll taxes for the tax area and type. This condition, which is most common in an environment where employees earn tips, could occur if you have requested the system to arrear taxes and it adjusted the tax to have net pay equal zero.

Determine whether you should be arrearing taxes. If so, this error simply lets you know that uncollected taxes exist and that these amounts will be printed on the W-2 if the tax types are FICA or Medicare (Box 13).

0120 — Social Security Ovr/Undr withheld

The amount of Social Security was either over or under-withheld.

To correct the over/under withheld tax, enter an interim check for the correction amount. The system changes the tax withheld to match the FICA taxable wage. Alternately, you can report the amount on the employee's W-2, and the employee will be responsible for recording the over/under payment on the 1040 tax return.

0121 — Medicare Ovr/Undr withheld

The amount of Medicare withheld exceeds the annual maximum defined by the IRS.

To correct the over/under withheld tax, enter an interim check for the adjustment amount and the system will correct the tax. Alternately, you can report the amount on the employee's W-2, and the employee will be responsible for recording the overpayment on the 1040 tax return.

0122 — Tier I Overwithheld

The amount of Tier I withheld exceeds the annual maximum specified by the IRS or does not equal taxable wage times rate.

To correct the over/under withheld tax, enter an interim check for the adjustment amount. The system will correct the tax. Alternately, you can report the amount on the employee's W-2, and the employee will be responsible for recording the overpayment on the 1040 tax return.

0123 — Tier II Overwithheld

The amount of Tier II withheld exceeds the annual maximum specified by the IRS or does not equal taxable wage times rate.

To correct the over-/under-withheld tax, enter an interim check for the adjustment amount and the system will correct the tax. Alternately, you can report the amount on the employee's W-2, and the employee will be responsible for recording the overpayment on the 1040 tax return.

0131 — Record contains no dollars ($)

All of the amounts in the Taxation Summary History table are blank (zero dollars).

Manually delete each of these records from the file using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0140 — State Taxable Wage, NO TAX	There is taxable wage for the employee but there was no tax withheld. This might have occurred because of reciprocal agreements between states or because the employee has claimed enough exemptions to cause no tax to be calculated.
	In the current software, the system cannot identify which states should or should not have tax amounts. You must determine which records are valid and which are not. If you decide that the transactions are invalid, you must manually delete the records using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).
0141 — Tax in non-taxing state	The state listed is a non-taxing state, as defined by user defined code table 06/TA, but tax has been withheld due to an interim check tax override.
	Manually remove the tax amount from the non-taxing state record or enter in a tax refund through the interim check facility. If you manually adjust the record, you should add the adjusted amount to another state that does have state income tax withheld.
0150 — Negative Gross Wage Amount	The gross wage amount contains a negative value.
	Manually determine whether a negative balance is justified for the tax area/type. If it is not, either adjust the balance using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471), or repost the detail transactions to the summary file. In either case, run the Tax History Integrity Report another time to verify that no other problems exist.
0152 — Negative Excludable Wage Amount	The excludable wage amount contains a negative value.
	Manually determine whether a negative balance is justified for the tax area/type. If it is not, either adjust the balance using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471) or repost the detail transactions to the summary file. In either case, you should run the Tax History Integrity Report another time to verify that no other problems exist.

0154 — Negative Paid-In-Excess Wage Amount

The Paid-In-Excess Wage amount contains a negative value.

Manually determine whether a negative balance is justified for the tax area/type. If it is not, either adjust the balance using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471) or repost the detail transactions to the summary file. In either case, you should run the Tax History Integrity Report another time to verify that no other problems exist.

0156 — Negative Tax Paid Amount

The tax withheld/paid amount contains a negative value.

Manually determine whether a negative balance is justified for the tax area/type. If it is not, either adjust the balance using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471) or repost the detail transactions to the summary file. In either case, you should run the Tax History Integrity Report another time to verify that no other problems exist.

0199 — HISTORY RECORD DELETED

This error indicates that the program *deleted* the taxation history record from the file.

None.

0250 — No Federal Tax taken

There is federal taxable wage for the employee but there was no tax withheld. This might have occurred because the employee has claimed enough exemptions to cause no tax to be calculated.

If you deem that the federal transactions are invalid, you must manually change the records using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0251 — Work State, County, City mismatch tax area

The tax area on the Taxation Summary record does not match the work state, work county, or work city fields on the same record.

Manually determine that the tax area in the Taxation Summary History record matches the Tax Area Constant table (F069016). If it is correct, run this report again in update mode to correct the WST, WCNT, and WCTY fields.

0252 — Invalid Statutory Code	The statutory code on the Taxation Summary record does not match the statutory code in the Tax Area Constants table (F069016).
	Verify that the statutory code on the Tax Area Constants form located on the Taxes and Insurance menu (G0744), is correct. If not, correct it and then run the Tax History Integrity Report in update mode.
0253 — Invalid Century Field	The Century field in the Taxation Summary record is blank.
	Run the Tax History Integrity Report in update mode to correct the Century field in the Taxation Summary record.
999 — Invalid	Error code not set up.
	Review ASIs to make sure that all changes were made to include new errors.

Reviewing Error Codes for Canadian Taxation History Integrity

The following table briefly explains the error codes that print on the Tax History Integrity report.

0101 — Taxable Wage less than tax	The amount of taxable wage [Gross less (Excludable + Excess)] is less than the amount of tax withheld or paid on the same earnings.
	Manually determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided check from a prior year. If there is an error, you can leave it alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).
0102 — Gross minus excludable is less than tax	The amount of taxable wage [Gross less Excludable] is less than the amount of tax withheld.
	Manually determine whether the excludable or tax amount should be changed.

0103 — Excludable is greater than gross

The Excludable amount is greater than the Gross wage.

Manually determine why the excludable amount is greater than the gross amount and decide which is correct. You can either repost the Tax Ledger table (F0716) or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0104 — Sign mismatch on gross/tax

A mismatch exists between the taxable wages and tax. Either the taxable is positive and the tax negative, or taxable is negative and the tax positive.

Manually determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have manually keyed the tax as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0105 — Sign mismatch on gross/excludable

A mismatch exists between the gross wages and excludable amount. Either the gross is positive and the excludable negative, or gross is negative and the excludable positive.

Manually determine why there is a sign mismatch between the two numbers and decide which is correct. For example, someone might have manually keyed the tax as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F0716), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0106 — Work State, County, City mismatch tax area

The tax area on the Taxation Summary record does not match the country (work state) or province (work county), on the same record.

Manually determine that the tax area in the Taxation Summary History record matches the Tax Area Constants table (F069016). If it is correct, run this report again in update mode to correct the WST and WCNT fields.

0108 — Provincial Wages greater than Federal

The total of the wages for Provincial records is greater than the Federal wages.

Manually review the transactions and each Provincial record, and determine if these totals should balance to the Federal balance. For example, if an employee lives in one state and works in another, both state records are updated with total gross wages. The discrepancy must be adjusted manually through the Pay & Taxes by Month form on the Data Integrity & Global Updates menu (G7731).

0109 — Invalid Tax ID Number

The corporate tax ID number on the tax areas with tax type of CF (Quebec) is blank. For this type of tax, the tax ID must be numeric and up to 15 characters in length.

Verify that the corporate tax ID is set up on the Corporate Tax IDs form located on the Taxes and Insurance menu (G7744). Then, rerun the Tax History Integrity Report in update mode.

0111 — Employee Number is invalid

The employee number does not exist or has been deleted from the Employee Master table (F060116).

Manually add the employee back into the master file. Then, run the Tax History Integrity Report in update mode.

0112 — Mismatch on Social Insurance Number

A difference exists between the Social Insurance Number in the Employee Master table (F060116) and the SIN in the Tax Summary History record.

Verify that the Social Insurance Number is correct on the Employee Entry form located on the Canadian Employee Information menu (G7711). Then, rerun the Tax History Integrity Report in update mode.

0114 — Tax Area doesn't exist

The tax area code on the record does not exist in the Tax Area Constant table (F069016).

Manually add the tax area to the Tax Area Information form located on the Taxes and Insurance menu (G7744). Then, run the Tax History Integrity Report in update mode.

0115 — Statutory Code doesn't match	The statutory code on the Taxation Summary record does not match the statutory code in the Tax Area Constants table (F069016).
	Verify that the statutory code on the Tax Area Constants form located on the Taxes and Insurance menu (G0744), is correct. If not, correct it and then run the Tax History Integrity Report in update mode.
0117 — Tax ID doesn't match	The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).
	Verify that the tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G7744) is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, then run the Tax History Integrity Report in update mode.

Reviewing Error Codes for PDBA History Integrity

The table below briefly explains the error codes that print on the PDBA Integrity report. These codes come from user defined codes table 06/IT.

0101 — Employee Number is invalid	The employee number does not exist in the Employee Master table (F060116).
	Manually add the employee back into the master file and run the Transaction History Integrity Report another time.
0102 — Pay, Deduction or Benefit Type doesn't exist	The Pay, Deduction, Benefit, or Accrual number does not exist in the Transaction Parameter table (F069116).
	Manually add the pay, deduction, benefit, or accrual number using the DBA Setup screen or the Pay Type Setup form located on the Pay/Deductions/Benefits Setup menu (G0742). Then, run the Transaction History Integrity Report another time.

0103 — Tax ID doesn't exist

The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).

Manually add the corporate tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744). Then, run the Transaction History Integrity Report another time.

0104 — Tax ID doesn't match

The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).

Verify that the tax ID on the corporate tax IDs screen located on the Taxes and Insurance menu (G0744) is correct. If not, correct it and run the Transaction History Integrity Report another time.

SPECIAL NOTE: W-2s will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.

0105 — Amount Due invalid

There is an amount due on the DBA, but the Transaction Parameter table record for the DBA states that an amount due should not occur on the transaction.

Either change the Amount Due field to allow amounts due or manually adjust the amount due to zero using the DBA Additional Information window (F5 from the DBA Setup form located on the Pay/Deductions/Benefits Setup menu G0742).

0106 — Number Periods invalid

There is a value in the Number of Periods field on the DBA, but the Transaction Parameter table record for the DBA states that using Number of Periods is not allowed.

Either change the Number of Periods field to allow periods or manually adjust the periods to zero using the DBA Additional Information window (F5 from the DBA Setup form located on the Pay/Deductions/Benefits Setup menu (G0742).

Reviewing Error Codes for DBA History Integrity

The table below briefly explains the error codes that print on the DBA Integrity report. These codes come from user defined codes table 06/ID.

0101 — Employee Number doesn't exist

The employee number does not exist in the Employee Master table (F060116).

Manually add the employee back into the master table and run the Calendar Month DBA Integrity Report in update mode.

0102 — DBA Type doesn't exist

The Deduction, Benefit, or Accrual number does not exist in the Transaction Parameter table (F069116).

Manually add the DBA number using the DBA Setup form located on the Pay/Deductions/Benefits Setup menu (G0742). Then, run the Calendar Month DBA Integrity Report in update mode.

0103 — Tax ID doesn't exist

The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).

Manually add the corporate tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744). Then, run the Calendar Month DBA Integrity Report in update mode.

0104 — Tax ID doesn't match

The corporate tax ID on the record does not match the corporate tax ID in the Corporate Tax ID table (F069086).

Verify that the tax ID on the corporate tax IDs screen located on the Taxes and Insurance menu (G0744) is correct. If not, correct it and run the Calendar Month DBA Integrity Report in update mode.

NOTE: W-2 forms will not print correctly if the Federal A Corporate Tax ID contains punctuation or spaces.

Verify Integrity of Payroll Detail History

Verifying Integrity of Payroll Detail History

To verify the integrity of the payroll detail history, you run integrity reports that identify discrepancies between your detail history tables and the corresponding summary history tables.

To verify the integrity of payroll detail history, complete the following task:

❑ Review the Payroll History Audit report

Reviewing the Payroll History Audit Report

G77   Canadian Payroll Master Menu
   Enter 27

G773   Payroll Advanced/Technical
   Operations
    Choose Data Integrity/
    Global Update

G7731   Data Integrity & Global
   Updates
    Choose an option under the
    Integrity Reports heading
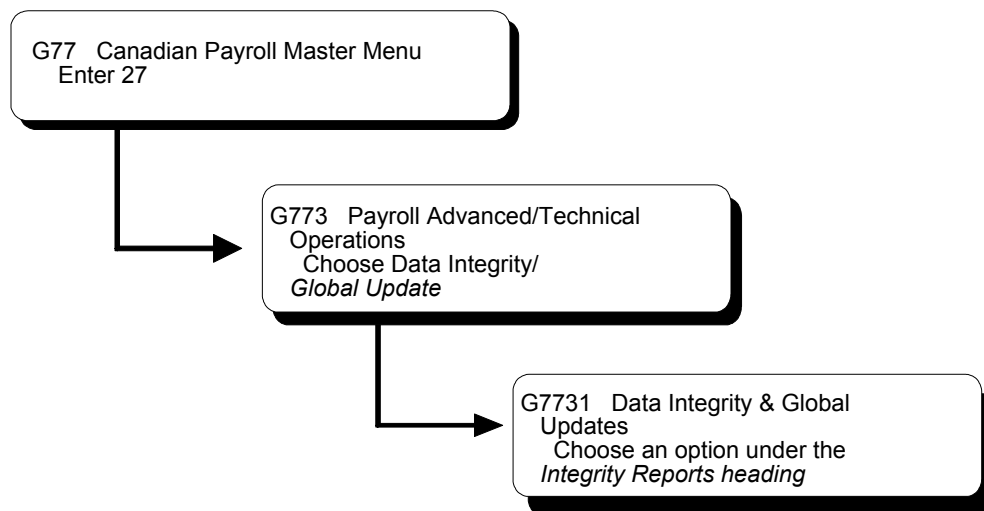
To ensure that the correct amounts print on your U.S. quarterly or Canadian tax reports, you should run the Payroll History Audit Report monthly. You should investigate and correct any variances that appear on this report before you print your tax reports.

You use this report in conjunction with the summary history integrity reports to ensure the integrity of your data. This report:

- Compares detail history information to summary history information

- Does not make any corrections

- Prints information for one month at a time

```
07703                              J.D. Edwards & Company                          Page N      6
                                 Payroll History Audit Report                      Date -  7/07/98
Year . . . . . 98
Month. . . . .  1
Company. . . .
Error Code . . 0060   Cal. Month Gross F06145 n.e. Detail in DBA File F0619
                                                                       Cheque   F06145     F0619
Employee #          Employee Name        File Name  Tax Area  Tax ID        TT PDBA  Cheque  Control  Amount     Amount
----------- ------------------------------ ---------- ---------- --------------- -- ---- -------- -------- ----------- ----------
      7702 Derrick, Leslie                 F06145                WCX162734       7730                   200.00     300.00
      7702 Derrick, Leslie                 F06145                WCX162734       7750                   117.00     183.18
      7702 Derrick, Leslie                 F06145                WCX162734       7780                   780.00   1,170.00
      7703 Bellas, Debbie                  F06145                WCX162734       7700                   228.84     355.76
      7703 Bellas, Debbie                  F06145                WCX162734       7701                   114.42     177.88
      7703 Bellas, Debbie                  F06145                WCX162734       7705                    17.28      25.92
      7703 Bellas, Debbie                  F06145                WCX162734       7730                   200.00     300.00
      7703 Bellas, Debbie                  F06145                WCX162734       7735                    90.00     135.00
      7703 Bellas, Debbie                  F06145                WCX162734       7740                   820.00   1,230.00
      7703 Bellas, Debbie                  F06145                WCX162734       7750                    89.25     138.75
      7703 Bellas, Debbie                  F06145                WCX162734       7760                    57.40      86.10
      7703 Bellas, Debbie                  F06145                WCX162734       7785                   686.54   1,067.31
      7703 Bellas, Debbie                  F06145                WCX162734       7790                   171.63     266.82
      7703 Bellas, Debbie                  F06145                WCX162734       7791                   171.63     266.82
      7704 Rivard, Jacques                 F06145                97789977880     7700                   100.66     145.62
      7704 Rivard, Jacques                 F06145                97789977880     7701                    50.34      72.82
      7704 Rivard, Jacques                 F06145                97789977880     7706                    24.70      37.05
      7704 Rivard, Jacques                 F06145                97789977880     7730                    50.00      75.00
      7704 Rivard, Jacques                 F06145                97789977880     7735                    90.00     135.00
      7704 Rivard, Jacques                 F06145                97789977880     7775                   125.82     188.73
      7704 Rivard, Jacques                 F06145                97789977880     7785                   503.30     754.95
      7704 Rivard, Jacques                 F06145                97789977880     7790                   151.00     218.44
      7775 Deveny, Cindy L.                F06145                44789977880     7706                    37.05      49.40
      7776 Guerre, John M.                 F06145                WCX162712       7735                   135.00     135.80
      7777 Bureau, Richard M.              F06145                WCX162712       7706                    37.05      25.05
      7778 Klassen, Lisa M.                F06145                WCX162712       7720                   120.00     160.00
```

See Also

- User defined code table 06/ER for a list of the error codes that print on the report

Processing Options for Canadian Payroll History Audit Report

```
1. Enter Year & Month for Audit Report.
         Year   (Example: 98)
         Month  (Example: 01)                          _____

2. Perform Basic History Audit.   (Y/N)                _____
         F0713  to F0716
         F06145 to F0619
         F06146 to F0618 & F0619
         F06176 to F0716

3. Perform Paycheque History Audit.(Y/N)               _____
         F06156 to F0716
         F06156 to F0618
         F06156 to F0619

4. To process all companies leave the                  _____
   processing option blank.  If you
   wish to process certain companies
   enter the five (5) character company
   number.
```

See Also

- Reviewing the *PDBA Integrity Report* and *Reviewing the Tax History Integrity Report*

Revise Payroll History Manually

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│     Enter 27                          │
└─────────────────────────────────────┘
        │
        │
        ▼
     ┌──────────────────────────────────────┐
     │ G773   Payroll Advanced/Technical     │
     │    Operations                          │
     │     Choose Data Integrity/             │
     │     Global Update                      │
     └──────────────────────────────────────┘
              │
              │
              ▼
         ┌──────────────────────────────────────┐
         │ G7731   Data Integrity & Global       │
         │    Updates                             │
         │     Choose an option under the         │
         │     Revise History Files heading       │
         └──────────────────────────────────────┘
```
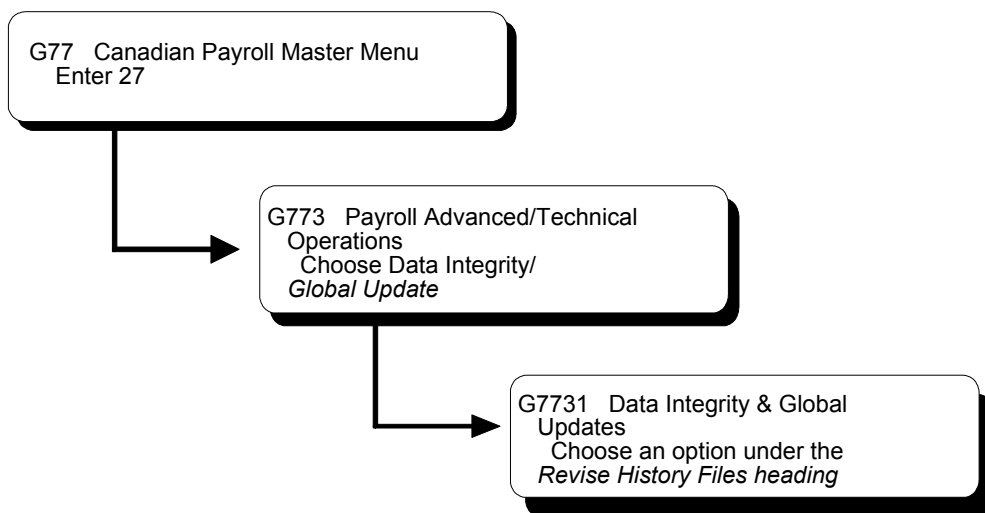
Revising Payroll History Manually

When a payroll history integrity report reveals errors in payroll history, you might need to manually correct the error before you run the report in update mode. The Payroll system provides several revision programs you can use to manually correct payroll history. You should correct this history because the system uses it to calculate the totals that print on your quarterly tax reports (U.S. only) and year-end forms.

Revising payroll history manually includes:

❑ Revising taxation history

❑ Revising payroll month PDBA history

❑ Revising calendar month DBA history

❑ Revising paycheque information (Canada only)

When you revise payroll history manually:

- The system does not update the General Accounting system. You must manually enter the appropriate journal entries.

- The system does not create an audit trail of the changes you enter when you revise payroll history manually.

- The summary totals will not equal the detail totals.

Therefore, these programs should have the highest possible level of system security.

See Also

- *Verifying Payroll History Integrity* for information about integrity reports
- *Entering Basic Journal Entries* in the *General Accounting I Guide*
- *Reviewing Error Codes for Payroll History Integrity* for an explanation of the error codes that print on each integrity report
- User defined code tables 06/IX, 06/IT, and 06/ID for a list of the error codes that print on each integrity report

Revising Taxation History

When your Tax History Integrity report indicates an error in taxation history, you might need to revise pay and tax amounts for an employee to correct the error.

You can:

- Revise pay and tax amounts by month
- Revise pay and tax amounts by check

To revise an employee's monthly pay and tax information, use the Pay and Taxes by Month program. This program updates the Taxation Summary History table (F06136 - F0713 for Canadian Payroll).

To revise the pay and tax amounts for a specific check, use the Pay and Taxes by Check program. This program updates the Tax Ledger Table (F06166 - F0716 for Canadian Payroll).

► **To revise pay and tax amounts by month**

On Pay & Taxes by Month

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▒ [079901] - Pay & Taxes by Month                          _ □ X      │
│ Functions  Tools  Help                                                │
│                              Year:   [98] History Type: [ ]           │
│                              Standard Tax History                     │
│   Employee/SIN          [      7701]  Anthony Holiday                  │
│   Tax Area / Type       [FEDERAL ] [CA]  CAN FED                       │
│   Company Number        [00077]      A Model Canadian Payroll Co       │
│   Tax Id                [WCX746566]  Province    [003] British Columbia│
│                                                                       │
│     Month      Gross Pay      Excludable     In Excess    Tax Amount   │
│      Jan    [   2,514.26]  [     22.00]  [         ]  [    513.83]      │
│      Feb    [   3,322.88]  [     22.00]  [         ]  [    596.08]      │
│      Mar    [   1,118.00]  [          ]  [         ]  [    157.36]      │
│      Apr    [   3,354.00]  [          ]  [         ]  [    468.43]      │
│      May    [          ]  [          ]  [         ]  [          ]       │
│      Jun    [          ]  [          ]  [         ]  [          ]       │
│      Jul    [          ]  [          ]  [         ]  [          ]       │
│      Aug    [          ]  [          ]  [         ]  [          ]       │
│      Sep    [          ]  [          ]  [         ]  [          ]       │
│      Oct    [          ]  [          ]  [         ]  [          ]       │
│      Nov    [          ]  [          ]  [         ]  [          ]       │
│      Dec    [          ]  [          ]  [         ]  [          ]       │
│     TOTAL     10,309.14        44.00                    1,735.70       │
│                                                                       │
│   [ ✓ ] [ ✗ ]                          [ i ] [ ▲ ] [ ✚ ] [ ▬ ] [ ⬆ ]  │
│       F15=Tax Area Index  F16=Corporate Tax Id's                MW [⬇]│
└─────────────────────────────────────────────────────────────────────┘
```

1. To locate the employee, complete the following fields:

    • Address Number

    • Tax Area/Type

2. Enter any necessary corrections.

What You Should Know About

Corporate tax IDs   You can use Pay and Taxes by Month to access the Corporate Tax IDs form, where you can enter or correct a corporate tax ID.

For W-2 (U.S.) and T4 (Canada) reporting purposes, corporate tax IDs must not contain dashes or spaces.

▶   **To revise pay and tax amounts by check**

On Pay & Taxes by Cheque

```
[07999] - Pay & Taxes by Cheque                              _ □ X
Functions  Options  Tools  Help

   Employee/SIN            7701  Anthony Holiday
   Check Control Number    5004

                    Check Number      55438 Date        01/09/98
                    Net Pay                 650.91

   TH│ Tax Area │TT│Code│ Gross Pay │ Excludable │ In-Excess │ Tax Amount │O
      FEDERAL   │CA│    │  1,222.25 │     22.00  │           │    274.83  │
      FEDERAL   │CB│    │  1,222.25 │            │           │     27.86  │
      FEDERAL   │CC│    │  1,222.25 │            │   512.25  │     21.30  │
      FEDERAL   │CD│    │  1,222.25 │            │   512.25  │     29.82  │
      FEDERAL   │CE│    │  1,222.25 │            │           │     27.86  │




   ✓   ✗                                    ,i   ,▲   ,✚   ,▬    ✦
   Opt: 9=Del F4=Add'l F9=Redisplay F15=Cheque Summary F16=Cheque Inquiry   MW  ▼
```

1.   To locate the employee information, complete the following fields:

     •   Address Number/SSN (SIN in Canada)

     •   Check Control Number

2.   Enter any necessary corrections.

Field	Explanation
Check Control Number	A number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number.
	This is not the actual check number.

Revising Payroll Month PDBA History

When your PDBA Integrity report indicates an error in the Payroll Month PDBAs Summary History table (F06146), you might need to revise the monthly history for a pay type, deduction, benefit, or accrual. You can access PDBA history by year, history type, company, and tax ID.

▶ **To revise payroll month PDBA history**

On PDBAs by Payroll Month

```
[079951] - PDBAs by Payroll Month                          _ □ ×
Functions  Tools  Help

                          Year      98  Tax ID:      WCX746566
         Employee/SIN         7701  Anthony Holiday
         PDBA Code              1  P    Regular
         Company            00077     A Model Canadian Payroll Co
            Month         ..Gross Pay..      ...Hours...        ..Pieces..
         January            1,800.01         160.00
         February           1,800.00         160.00
         March              2,700.00         240.00
         April                900.00          80.00
         May
         June
         July
         August
         September
         October
         November
         December
         YTD Total          7,200.01         640.00
         Beg. Bal
         Prior Yr
         Remain Bal/Prds:                          Arrearage:
   ✔   ✖                            ┌ⁱ┐ ▲  ⊹  ▬    ↑
         F5=Corporate Tax Id's  F24=More                    MW   ↓
```

1. To locate the employee information, complete the following fields:

   • Employee/SSN (SIN in Canada)

   • PDBA Code

   • Tax ID

   • Company

2. Enter any necessary corrections.

Revising Calendar Month DBA History

When your DBA Integrity report indicates an error in transaction history, you might need to revise an employee's DBAs for a calendar month. You can access DBA history by year, history type, company, and tax ID.

On DBAs by Calendar Month

```
[079961] - DBAs by Calendar Month                                    _ □ ×
Functions   Tools   Help

                            Year        98
                            Tax ID:     WCX746566
        Employee/SIN        7701   Anthony Holiday
        DBA Code      7706  D    Dental Fam
        Company       00077       A Model Canadian Payroll Co
           Month        ..Gross Pay..      ...Hours...      ..Pieces..
        January              37.05            37.05
        February             24.70            24.70
        March                24.70            24.70
        April                12.35            12.35
        May
        June
        July
        August
        September
        October
        November
        December
      YTD Total             98.80            98.80
        Beg. Bal
        Prior Yr
      ✔    ✖                              .i  2▲  4✚  .▬     ▲
       F5=Corporate Tax Id's    Roll=Next/Prev Record              MW  ▼
```

1. To locate the employee information, complete the following fields:
   - Address Number/SSN (SIN in Canada)
   - PDBA Code
   - Tax ID
   - Company

2. Enter any necessary corrections.

What You Should Know About

Alternate report   You can also use the Historical Payroll Register Report to review transaction history for integrity purposes.

See *Reviewing the Historical Payroll Register.*

Revising Paycheque Information

You can revise paycheque information to correct any errors in cheques you have issued.

⚠ J.D. Edwards recommends that you use this method of adjusting paycheque history only in very unusual situations. This program adjusts only the Payroll Transaction History table (F0618) and the Deduction/Benefit/Accrual Detail History table (F0619). It does not adjust other key tables such as the Paycheck Summary table (F06156).

▶ **To revise paycheque information**

On Paycheque Review/Maintenance

```
[07061T] - Paycheque Review/Maintenance                              _ □ ×
Functions  Options  Tools  Help

          Employee No            7703  Bellas, Debbie
    and/or Cheque Number              G/L Bank Acct
    and/or Cheque Date- From:         Thru:  00/00/00

  O  . . . Date . . .  Cheque  C  Total Earnings    Total      Net Pay      R
  P  Pay Prd.  Cheque  Number  T                  Deductions                C
     01/03/98 01/09/98  55439 C      2,038.46        694.97     1,343.49
     01/17/98 01/23/98   5446 C      2,538.46        919.84     1,618.62
     01/31/98 02/06/98   6448 A      2,538.46        919.84     1,618.62
     02/14/98 02/20/98  83904 A      2,538.46        919.84     1,618.62
     02/28/98 03/06/98 647791 A      2,538.46        919.84     1,618.62
     03/14/98 03/20/98  48779 A      2,538.46        933.66     1,604.80
     03/28/98 03/20/98   4566 M        500.00        214.45       285.55
     03/28/98 04/03/98   7779 X      4,991.46      1,562.23     3,429.23
     04/11/98 04/03/98   7779 V      4,991.46-     1,562.23-    3,429.23-
     04/11/98 04/17/98  74775 A      2,174.32        793.04     1,381.28
     04/25/98 05/01/98 654455 C      2,174.32        793.04     1,381.28

  ✔  ✖                                                             ⬆
     Opt: 1=Cheque Inquiry/Void  F4=Fold                           ⬇
```

1.   Locate the employee for whom you need to revise a cheque.

2.   Alternatively, you can locate the cheque directly by completing the following field:

     •   Cheque Number

3.   Choose the Cheque Inquiry/Void option for the cheque that you want to revise.

The system displays the Paycheque Inquiry/Maintenance form.

4. On Paycheque Inquiry/Maintenance, to access deduction and benefit amounts, choose the Deduction/Benefit - Tax Detail function.

5. Enter the necessary changes to the following fields under the Earnings Detail heading:

   - Hours
   - Gross Amount

6. Enter the necessary changes to the following fields under the Deduction/Benefit Detail heading:

   - Amount

See Also

- *Voiding Payments* in the *Canadian Payroll 2 Guide*

Repost Payroll History

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│     Enter 27                         │
└─────────────────────────────────────┘
        │
        │          ┌──────────────────────────────────┐
        └─────────▶│ G773   Payroll Advanced/Technical │
                   │     Operations                    │
                   │       Choose Data Integrity/      │
                   │       Global Update               │
                   └──────────────────────────────────┘
                            │
                            │        ┌──────────────────────────────────┐
                            └───────▶│ G7731   Data Integrity & Global   │
                                     │     Updates                       │
                                     │       Choose an option under the  │
                                     │       History Files Repost heading│
                                     └──────────────────────────────────┘
```
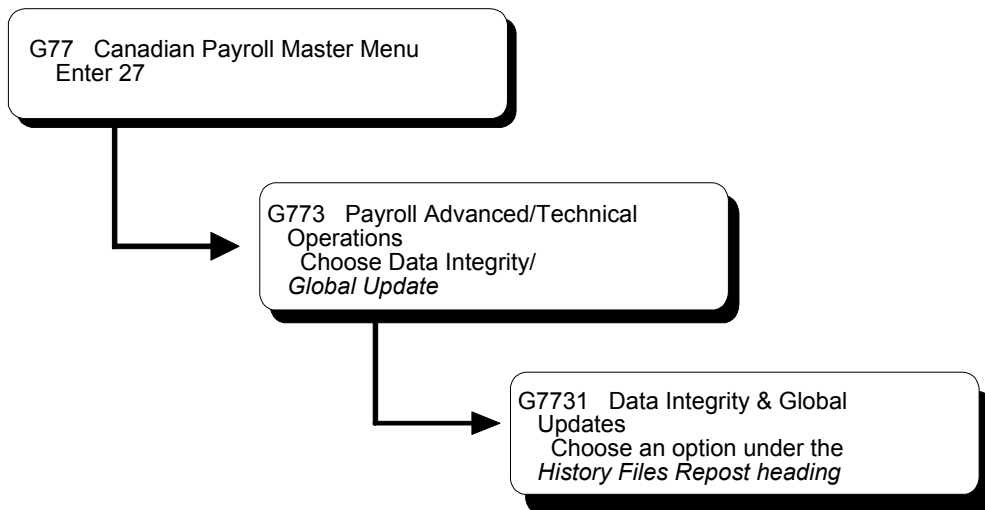
Reposting Payroll History

In rare instances, you might encounter a history integrity problem that you cannot correct by running an integrity report in update mode or by revising payroll history manually. For example:

- During final update, a machine failure or power outage might prevent the system from updating the summary history tables.

- While revising pay and tax amounts by month, you might have entered an incorrect gross pay amount.

In these instances, you usually can correct the problem by running a repost. A repost is a DREAM Writer program that uses the information in a detail history table to recalculate the totals in the corresponding summary history table.

Reposting payroll history includes:

❑ Reposting pay types to the payroll month

❑ Reposting DBAs to the payroll month

❑ Reposting DBAs to the calendar month

❑ Reposting the Tax ID to the Tax Ledger

- Reposting DBAs to the tax area summary

- Reposting DBAs to the fiscal and anniversary history summary

- Reposting the workers compensation summary

Before You Begin

- Back up all summary tables that you need to repost

- Contact J.D. Edwards for customer support

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reposting Pay Types to the Payroll Month

Run this repost if your Payroll Month PDBA Summary History table (F06146) contains corrupt data. This repost totals the pay type transactions stored in the Payroll Transaction History table (F0618) and posts monthly totals for gross pay and hours to the Payroll Month PDBAs Summary History table.

The repost summarizes by check date. It overwrites existing totals in the summary table.

Processing Options for Repost Pay Types to the Payroll Month (F06146)

```
Enter the YEAR to to reposted (YY) . . .            _____

NOTE:If you are reporting everything,
     leave this BLANK. If you do not
     have all the detail for all your
     history in this file, records in
     F06146 could be cleared and not
     reposted.
```

Reposting DBAs to the Payroll Month

Run this repost if the information in your Payroll Month PDBA Summary History table (F06146) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost calculates monthly totals for

each DBA type. It then posts these totals to the Payroll Month PDBAs Summary History table.

The repost summarizes by check date. It overwrites existing totals in the summary table.

Processing Options for Repost DBAs to the Payroll Month (F06146)

```
Enter the YEAR to to reposted (YY) . . .            _____

NOTE:If you are reporting everything,
     leave this BLANK. If you do not
     have all the detail for all your
     history in this file, records in
     F06146 could be cleared and not
     reposted.
```

Reposting DBAs to the Calendar Month

Run this repost if the information in your Calendar Month DBA History table (F06145) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost calculates monthly totals for each DBA type. It then posts these totals to the Calendar Month DBA History table.

The repost summarizes by work date. It overwrites existing totals in the summary table.

Processing Options for Repost DBAs to the Calendar Month (F06145)

```
Enter the YEAR to be reposted (YY) . . .            _____

        IMPORTANT NOTES
        ---------------------
1. History records for the year selected
   will be initialized for all employees
   processed. THEREFORE, if you select
   a year make sure that you also select
   records in F0619 for the same year
   when setting up your Dream-Writer
   specification.

2. If you wish to process all years for
   which data exists in the F0619 file
   leave the "YEAR" field blank.
```

Reposting the Tax ID to the Tax Ledger

You repost the tax ID to the tax ledger if you originally made a mistake in setting up your tax ID. This keeps your tax ledger entries accurate. You can assign the tax

ID to up to five tax types at one time. After you run the repost, you should review each tax type to ensure that the new tax ID number was correctly assigned. This DREAM Writer driven process does not produce a report.

Do not use this function if Revenue Canada issues you a new tax ID.

J.D. Edwards recommends that you run this procedure only with the guidance of J.D. Edwards Customer Support.

Processing Options for Repost of Tax ID to Tax Ledger (F0716)

```
1. Enter From Cheque Date.    (MM/DD/YY)           _____

2. Enter Thru Cheque Date.    (MM/DD/YY)           _____

3. Enter Tax ID number.                            _____

4. Enter Tax Types to be reposted.      1)         _____
                                        2)         _____
                                        3)         _____
                                        4)         _____
                                        5)         _____
```

Reposting DBAs to the Tax Area Summary

Run this repost if the information in your Tax Area Transaction Summary History table (F06148) does not correspond to the detail information in the DBA Detail History table (F0619). For each employee, this repost totals amounts for all transactions that have the same tax area, DBA type, year, tax ID, and company number. It then posts the total, as one summary transaction, to the Tax Area Transaction Summary History table.

The repost overwrites existing totals in the summary table.

Processing Options for Repost DBAs to Tax Area Summary (F06148)

```
Enter the Year to be reposted . . .               _____
```

Reposting DBAs to the Fiscal and Anniversary History Summary

Run this repost if the information in your Fiscal and Anniversary History Summary table (F06147) does not correspond to the information in the DBA Detail History table (F0619) and the Payroll Transaction History table (F0618). For each

employee, this repost calculates the year-to-date (YTD) amount for only those DBAs that you have set up for fiscal or anniversary rollover. It then posts these YTD amounts to the Fiscal and Anniversary History Summary table.

The system uses the DBA limit method you entered when you set up your DBAs to determine whether the summary history is stored by check date or pay period ending date. If the system needs pay types to calculate the year-end balance, the repost automatically reposts the required pay types.

The repost overwrites existing YTD amounts for each employee and DBA. It does not overwrite prior year and beginning balances.

Processing Options for Repost DBAs to Fisc/Anniv Hist. Sum. (F06147)

```
1.   Enter the YEAR to be reposted.              _____
```

See Also

- *Setting Up DBAs (P069117)* for information about entering DBA limit amounts

Reposting the Workers Compensation Summary

Run this repost when the information in your Workers Compensation Summary table (F0627) does not correspond to the detail information in the Transaction History table (F0618). This repost summarizes, by check month and year, the workers compensation and general liability amounts in the Transaction History table. It then posts this summary to the Workers Compensation Summary table.

This repost adds additional information to the summary table. It does not overwrite any existing information.

If you have not set up a corporate tax ID for the workers compensation and general liabilities tax types, the system enters the Federal A tax ID for U.S. Payroll and the Federal Tax ID for Canadian Payroll.

Technical Features

Objectives

- To make more disk space available by purging data
- To create magnetic tapes containing payroll information that comply with bank standards
- To track changes to the Employee Master table
- To copy to a batch file the time entry information that your employees enter into third-party software

About Technical Features

Technical features are operations of the Payroll system that you run periodically and are of a more specialized nature.

Working with technical features includes the following tasks:

❑ Purging employee information

❑ Working with magnetic tapes

❑ Working with the Human Resources (HR) subsystem and monitor

❑ Copying PC timecard information to a batch file

Purge Employee Information

```
┌─────────────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu          │
│      Enter 27                               │
│                                             │
└─────────────────────────────────────────────┘
                  │
                  │      ┌──────────────────────────────────────┐
                  │      │ G773   Payroll Advanced/Technical    │
                  └─────▶│       Operations                     │
                         │        Choose an option              │
                         │                                      │
                         └──────────────────────────────────────┘
```
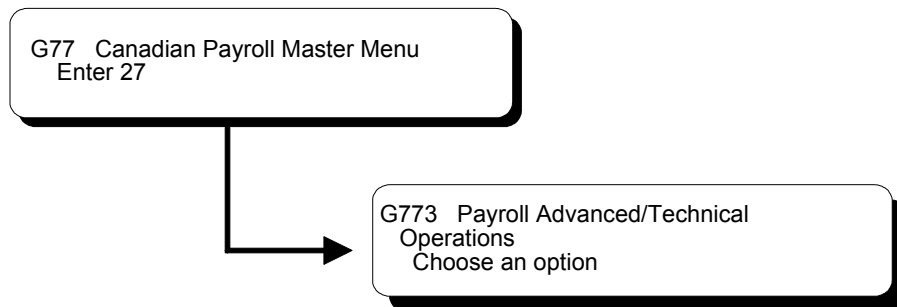
Purging Employee Information

To make more disk available, you can purge outdated employee information. By purging information, your system functions more efficiently.

Purging employee information includes the following tasks:

❑ Purging employee profile data

❑ Purging the employee multiple job table

❑ Purging employee master history

❑ Purging employee turnover information

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Purging Employee Profile Data

You purge profile data when you want to make more disk space available. Typically, you purge data for inactive employees. Purging this data can also make your system run more efficiently. When you purge profile data, you can delete all

profile information (narrative and code format), or only narrative format data. Narrative format profile data is the narrative text behind code format data.

Because the Payroll system supports only the employee profile database, you must use the DREAM Writer version that purges employee profile data. The other versions purge data from profile databases in the Human Resources system.

When you purge narrative format data, the system purges the Narration table (F08093) in the profile database. Purging code format data purges the User Defined Code table (F08092). Purging profile data does not generate a report.

What You Should Know About

Running a DEMO version DREAM Writer   If you run the DEMO version, all profile data for the employee address you select is purged. If you want to only purge narrative data, you must add a new version.

Processing Options for Purge Profile Data

```
Enter a 'Y' to delete narrative only                    _____
 from the profile data.  Default of
 blank will delete all profile
 data.
```

Purging the Employee Multiple Job Table

You purge the employee multiple job table to make your payroll process run more efficiently. The system purges the Employee Multiple Job table (F060118) during the final update step of the payroll cycle. You might use this program to purge multiple job information for those employees who have not been included in a payroll cycle.

This DREAM Writer program purges data from the Employee Multiple Job table (F060118). Purging the employee multiple job table does not generate a report.

Processing Options for Purge Employee Multiple Job Table

```
Enter a date.  Records with a pay stop                  _____
date prior to this date will be deleted.
```

Purging Employee Master History

```
┌──────────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu        │
│     Enter 27                              │
└──────────────────────────────────────────┘
                │
                ▼
        ┌──────────────────────────────────────────┐
        │ G773   Payroll Advanced/Technical         │
        │     Operations                            │
        │       Choose History & Turnover Menu      │
        └──────────────────────────────────────────┘
                        │
                        ▼
                ┌──────────────────────────────────────────┐
                │ G7733   History & Turnover Technical      │
                │     Operations                            │
                │       Choose Purge History Data           │
                └──────────────────────────────────────────┘
```
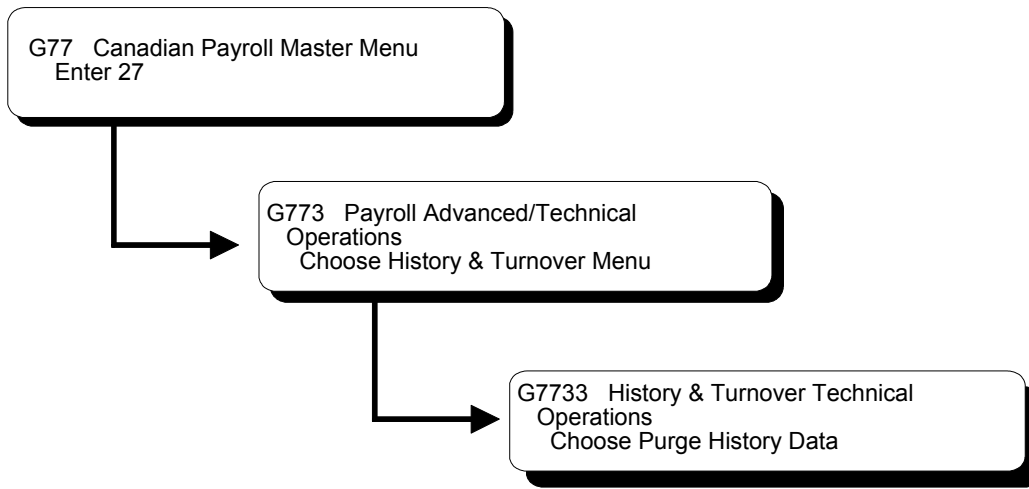
You purge employee master history information when you want to make more disk space available. Purging this data can also make your system run more efficiently.

You can run this DREAM Writer program in either proof or update mode, depending on the choices you make in your processing options. If you choose proof mode, the system generates a report showing all history to be purged. If you choose update mode, the system purges the history information and generates a report listing the purged information. You can also choose to transfer deleted records to a storage device you specify in the processing options.

If you purge history data without specifying that you want the system to transfer the records to a storage device, the system deletes the records and they cannot be retrieved. The only account you will have of the purged data is the report generated by the system.

This program purges data from the Employee History table (F08042).

Processing Options for Purge Employee Master History

```
You have chosen to purge Employee
History Information.  Enter the desired
values for the following options.

========================================

1) Enter a '1' if you wish to run this
report in update mode. A default of
blank will run in proof mode. No records
will be deleted.                               _____
```

2) Enter a date to be used to purge
History information. All records that
are effective on or before this date
will be purged.   _____

3) If you wish to copy the purged data
to tape or other storage medium, enter
the storage device name. Leave this
blank if you are purging without saving
data to device.   _____

4) Enter a '1' if you wish to delete
all history records for the selected
employees. A default of Blank will
leave the most recent history record
for each data item.   _____

Purging Employee Turnover Information

```
┌──────────────────────────────────────┐
│ G77  Canadian Payroll Master Menu    │
│    Enter 27                          │
└──────────────────────────────────────┘
        │
        │
        ▼
    ┌──────────────────────────────────────┐
    │ G773  Payroll Advanced/Technical     │
    │    Operations                        │
    │       Choose History & Turnover Menu │
    └──────────────────────────────────────┘
            │
            │
            ▼
        ┌──────────────────────────────────────┐
        │ G7733  History & Turnover Technical  │
        │    Operations                        │
        │       Choose Purge Turnover  Data    │
        └──────────────────────────────────────┘
```
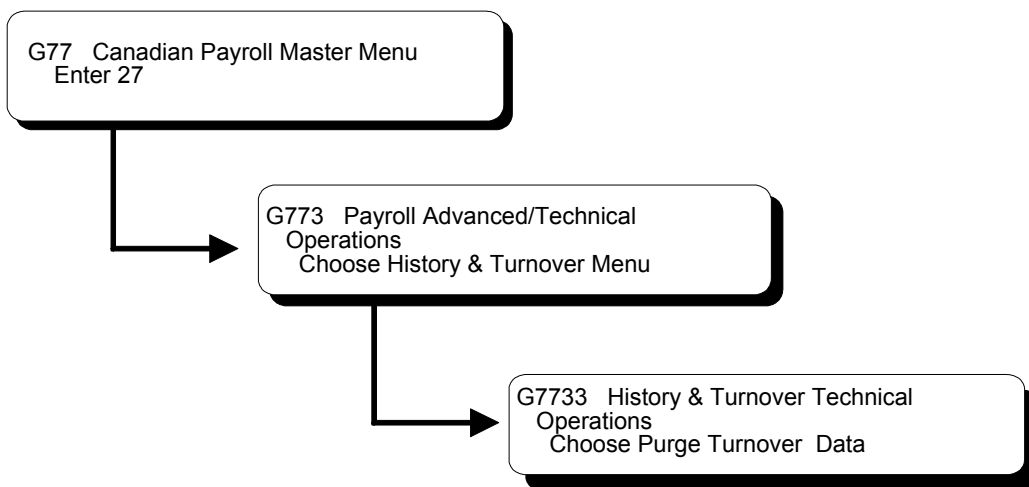
You purge employee turnover information when you want to make more disk space available. Purging this data can also make your system run more efficiently.

You can also choose to transfer deleted records to a storage device you specify in the processing options. Even if you do not transfer the deleted records to a storage device, the system generates a report listing the purged information.

⚠ If you purge turnover data without specifying that you want the system to transfer the records to a storage device, the records are deleted and cannot be retrieved. The only account you will have of the purged data is the report generated by the system.

This DREAM Writer program purges data from the Employee Turnover table (F08045).

Do not run the purge program from the DREAM Writer version list. You should only execute this purge with a function from the message form.

Before You Begin

❑ If you need to define the data that you want to purge beyond what the processing options allow:

- Type the menu selection for purging turnover data and choose the function to display the versions.

- Change the ZJDE0001 DREAM Writer version and define the data you want to purge. Do not add a new version. The system recognizes only the ZJDE0001 version to execute the purge program.

► **To purge employee turnover information**

On the message form

Choose the function to execute the purge.

Work with Magnetic Tapes

Working with Magnetic Tapes

You can work with magnetic tapes to create or process magnetic tapes containing payroll information that you either send to or receive from your bank. The information on these tapes must be formatted according to bank standards to make processing easier. These tapes include both automatic deposit tapes and reconciliation tapes.

You create an automatic deposit tape after you create the automatic deposit workfile during the print payments step of the payroll cycle. The automatic deposit tape provides information from your Payroll system to the bank to pay your employees. You process automated reconciliation tapes to reconcile the payment items issued by your Payroll system with the bank.

Working with magnetic tapes includes the following tasks:

❑ Creating an automatic deposit tape

❑ Processing automated reconciliation tapes

Creating an Automatic Deposit Tape

G77   Canadian Payroll Master Menu
    Enter 27

G773   Payroll Advanced/Technical
    Operations
      Choose Create Auto Deposit
    Tape
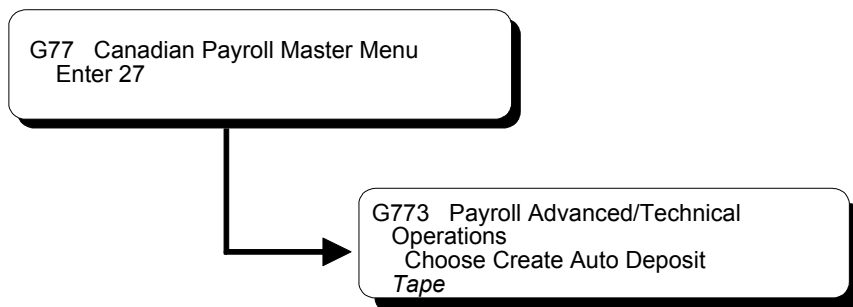
You must create an automatic deposit tape for payroll cycles that includes at least one employee who receives payment via direct deposit. After you create the automatic deposit workfile during the print payments step of the payroll cycle, you create an automatic deposit tape. You can create an automatic deposit tape to copy the automatic deposit workfile to an external magnetic tape that you send to the

bank. The automatic deposit tape provides information from your Payroll system to the bank to pay your employees. J.D. Edwards supports either tape reels or tape cartridges as communication media. J.D. Edwards does not support direct electronic communication of deposits to the bank.

This transfer of data to the bank complies with the general guidelines established by the Canadian banking industry. J.D. Edwards recommends verifying the transfer requirements with your bank.

Before You Begin

❑ Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step.

❑ You must generate the external workfile. See also *Printing Payments* in the *Payroll Volume 1 Guide.*

▶ **To create an automatic deposit tape**

On Create Auto Deposit Tape

Complete the following fields:

- Payroll ID
- Tape Density

- Tape File Name
- Tape Device Name
- New Volume Name
- New Owner ID

Field	Explanation
Tape Density	The tape density in bytes per inch for the tape media you are using. Two standard options are 1600 and 6250.
Tape File Name	The name assigned by the AS/400 operating system to define tape media. (QTAPE is the default value.)
Tape Device Name	The tape device assignment. This is normally assigned by the computer operator based upon which tape device is available. An example would be TAP01 for the tape drive recognized by the AS/400 as tape drive 01.
New Volume Name	The new volume number. This is the number which will be used to initialize the volume serial number in the AS/400 standard labels written to the tape media. This number does not affect the deposit data.
New Owner ID	The ID that the system uses to initialize the Owner ID field in the AS/400 standard labels written to the tape media. It does not affect the deposit data.

What You Should Know About

Tape creation	You can create the tape anytime before the next payroll cycle. If you have an unreadable tape, you can re-create the tape as many times an necessary until you run your next payroll cycle when the new data writes over the automatic deposit workfile.
Invalid control data	If the tape submitted to the bank has an invalid date, choose the DREAM Writer version associated with creating your automatic deposit workfile and correct the processing options. Re-create your automatic deposit tape. However, if the next payroll cycle has completed pre-payroll processing, you cannot re-create the tape because the system has already written over the data in the workfile.

Processing Automated Reconciliation Tapes

```
┌─────────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu      │
│    Enter 27                             │
│                                         │
└─────────────────────────────────────────┘
                    │
                    │        ┌─────────────────────────────────────────┐
                    │        │ G773   Payroll Advanced/Technical       │
                    │        │   Operations                            │
                    └───────▶│     Choose an option under the          │
                             │ Auto Reconciliation heading             │
                             └─────────────────────────────────────────┘
```
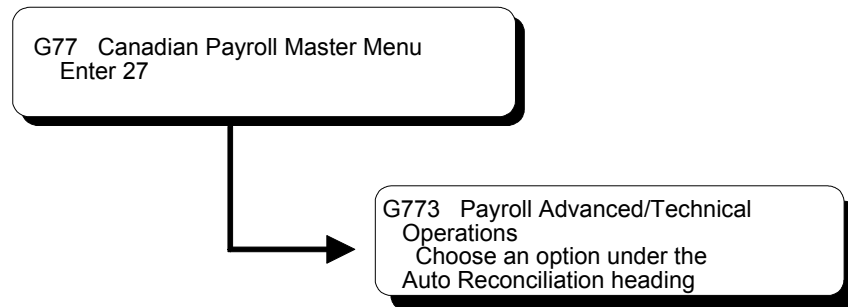
You process automated reconciliation tapes to reconcile all of the payment items issued by your Payroll system with the bank.

Typically, banks send a tape with cleared items to your company. However, depending on your bank's requirements, processing automated reconciliation tapes can include the following tasks:

❑ Creating the payment workfile (optional)

❑ Copying the payment workfile to the bank tape (optional)

❑ Copying the bank tape to the system

You can create a payment workfile to identify the checks that the system has issued. After you create the payment workfile, you transfer the workfile reconciliation information to a tape that you forward to the bank. The bank then sends you a tape that you copy to another workfile. This allows you to reconcile the returned bank information against the payment information in your system.

The following graphic illustrates the tape reconciliation process:

Your Bank

Tape of Unreconciled Checks (F06560)

Tape of Cleared Checks (F06560)

Cleared checks marked as reconciled in check history (F06156)
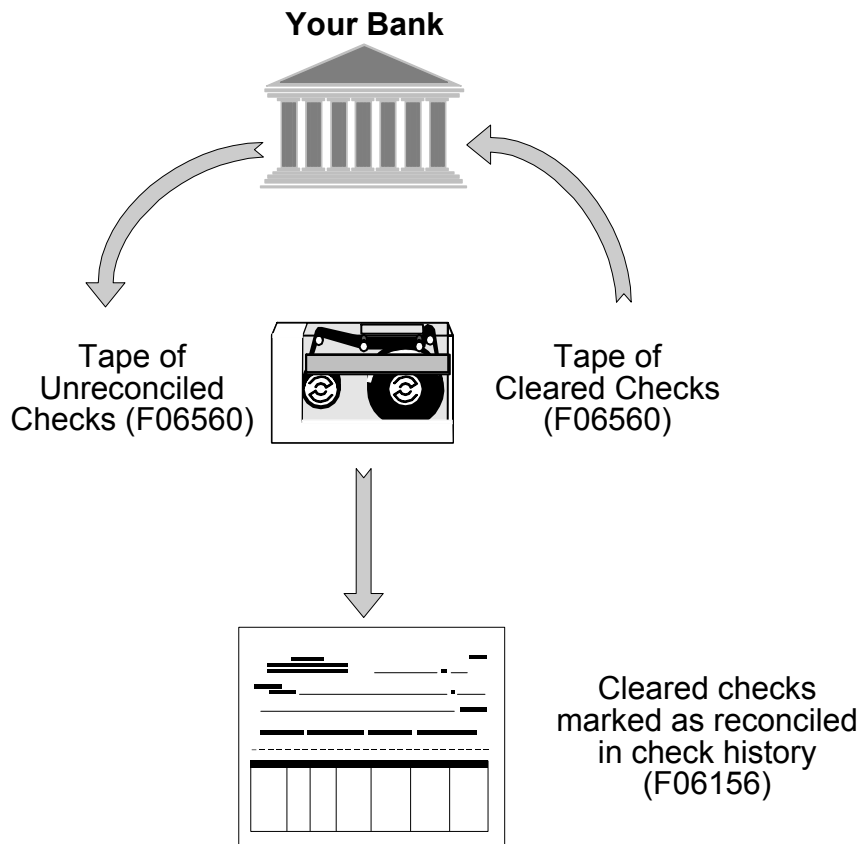
Creating the Payment Workfile

You create the payment workfile to identify the checks that the system has issued. You can specify in the processing options for the Create Bank Workfile DREAM Writer program that you want to create the Payment Workfile (F06560). Then, use the workfile to create the reconciliation tape to send to the bank.

When you run this program, the system generates a reconciliation report and updates the Paycheck Summary table (F06156) to indicate what records have been sent to an external source for reconciliation.

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Processing Options for Check Reconciliation - Payment Workfile Build

```
1. Do you wish to update F06156 file at
```

```
this time and create F06560. (Y/N)          _____
```

Copying the Payment Workfile to the Bank Tape

After you create the payment workfile, you can transfer the workfile reconciliation information to a tape that you forward to the bank.

Before You Begin

❑ Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step.

▶ **To copy the payment workfile to the bank tape**

On Copy Disk File to Tape

Complete the following fields:

- Based on File
- Tape File Name
- Tape Device Name

What You Should Know About

Based on File field	The name in the Based on File field is hard-coded and you cannot change it. It identifies the Check Reconciliation-Issue Tape table.

Copying the Bank Tape to the System

After the bank has processed your reconciliation tape, the bank returns a tape. You copy this tape to your system to begin your automated reconciliation procedure.

Depending on your bank's procedures, copying the bank tape to the system might be the first step in the automated reconciliation procedure.

The copy process creates the Bank Reconciliation-Paid table (F06561).

Before You Begin

❑ Coordinate with your computer operations staff to set up and run the external tape device necessary to complete this step.

▶ **To copy the bank tape to the system**

On Copy Bank Tape to Disk

```
[065612] - Copy Bank Tape to Disk                        _ □ ×
Functions   Tools   Help


              File Name. . . . . . .    F06561
              Tape File Name . . . .    QTAPE
              Tape Device Name .        QTAPE5




   ✓   ✗
         F3=End Job   Enter=Process                    MW
```
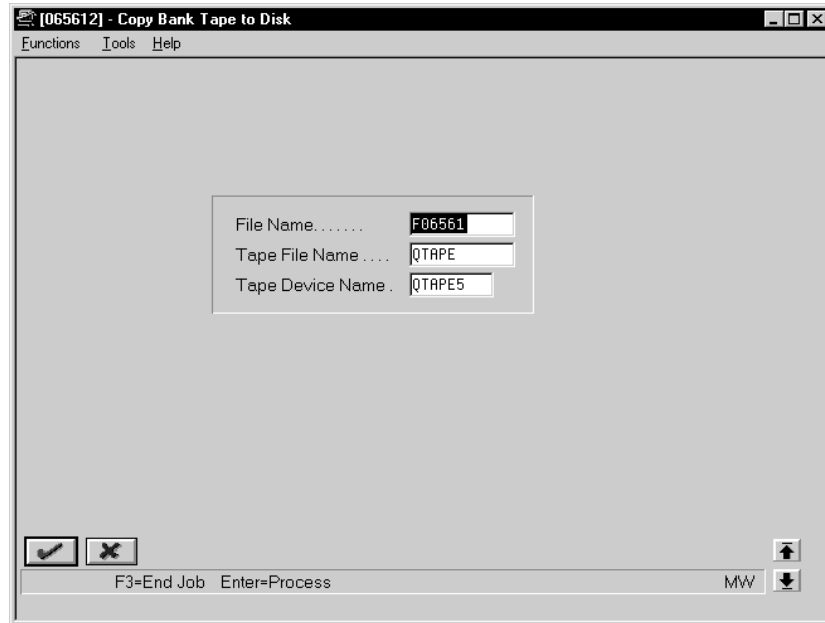
Complete the following fields:

- File Name
- Tape File Name
- Tape Device Name

What You Should Know About

File Name field	The name in the File Name field is hard-coded and you cannot change it. It identifies the Bank Reconciliation-Paid Transaction table.
Check history reconciliation	As part of the automated reconciliation process, you must run Reconcile Check History to have the system mark the Paycheck Summary table (F06156) with reconciled items from the bank.
	See also *Reconciling Payment History Automatically* in the *Payroll Volume 1 Guide.*

Work with the HR Subsystem and Monitor

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│    Enter 27                          │
└─────────────────────────────────────┘
        │
        │         ┌──────────────────────────────────┐
        │         │ G773   Payroll Advanced/Technical │
        └────────▶│    Operations                     │
                  │      Choose History & Turnover Menu│
                  └──────────────────────────────────┘
                          │
                          │      ┌────────────────────────────────────┐
                          │      │ G7733   History & Turnover Technical│
                          └─────▶│    Operations                       │
                                 │     Choose an option under the      │
                                 │    HR Subsystem Controls heading    │
                                 └────────────────────────────────────┘
```
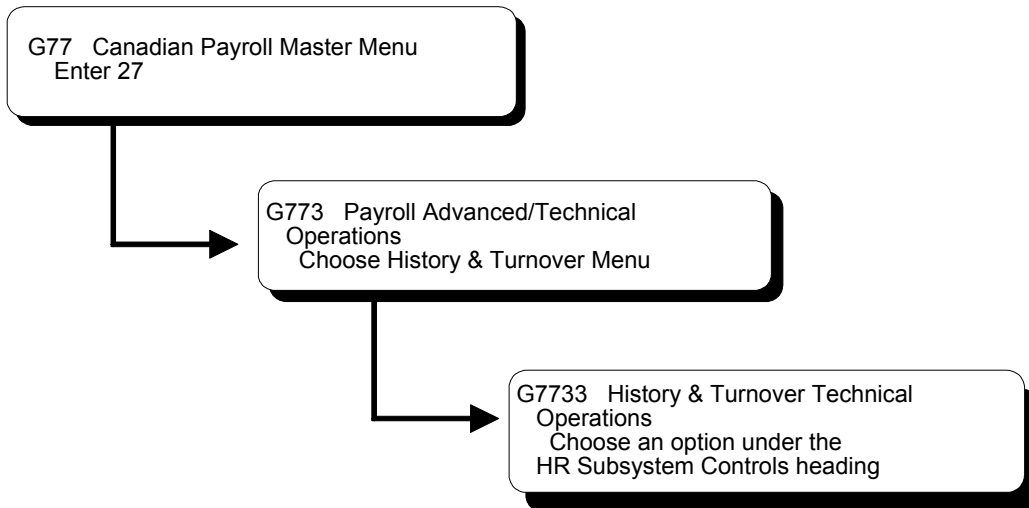
Working with the HR Subsystem and Monitor

You use the Human Resources (HR) subsystem and monitor to:

- Track changes to data items in the Employee Master table

- Track change reasons

A subsystem is a portion of the overall processing capacity of the computer that is used for a particular purpose. One example of a subsystem is the batch subsystem where most batch jobs are run.

The purpose of the HR subsystem is to provide a place for the monitor to run. The monitor is a program that converts changes that you make to the Employee Master table into history and turnover records. When active in the HR subsystem, the monitor processes changes to the data items that you selected for tracking. The subsystem must be active for the monitor to run. When you start the subsystem, the system also creates a data queue, where a record of the change is initially stored, and automatically starts the monitor.

You must start the subsystem whenever you want to create employee master information in the Employee History table and the Employee Turnover table. You use the stop subsystem and monitor function when you need to change the status

to inactive. For example, you stop the subsystem and monitor whenever the operations department backs up the system.

In some instances, the subsystem can remain active, yet you work only with the monitor. You start and stop only the monitor when you need to make changes to history setup. As you work with the monitor, you might want to review its status before you perform certain functions. For example, if you want to change constants or the selections of data items that you want to track, you review the monitor status to verify that it is not active.

You run the subsystem and monitor depending on the space requirements of your system and policies of your company. You might run the HR subsystem and monitor:

- 24 hours a day
- Only during the day
- Only at night to process changes that you make during the day

Working with the HR subsystem and monitor consists of the following tasks:

❑ Starting the subsystem and monitor

❑ Stopping the subsystem and monitor

❑ Working with the monitor only

❑ Reviewing the status of the monitor

What You Should Know About

Monitors	You must have one monitor for each Employee Master table. In most cases, you need only one monitor. However, if you have more than one environment or Employee Master table, set your processing options to the number of monitors you need. The default is one monitor.
Multiple active monitors	If there is more than one monitor active in the subsystem, you run this program in each environment you have an active monitor.

| Data queue | When the subsystem and monitor are inactive, the system saves any employee master history changes to a data queue. The next time you start the subsystem and monitor, the system processes any changes that are on hold in the data queue. After the data queue is created, it remains a permanent object on your system. |

Before You Begin

☐ Set up employee history and turnover tracking. See *Setting Up Employee History and Turnover Tracking*.

Starting the Subsystem and Monitor

You must start the subsystem whenever you want to create employee master information in the Employee History table (F08042) and the Employee Turnover table (F08045). You start the HR subsystem and monitor to create the subsystem when the subsystem does not exist. When you start the subsystem, the system creates the subsystem, a data queue, and automatically starts the monitor.

▶ **To start the subsystem and monitor**

On the message form

  Choose the Execute function.

Processing Options for Start HR Subsystem/Monitor

```
Enter the number of active monitors                        _____
 allowed in the subsystem. (Valid values
 are 1-1000.)  Default of blank will
 create the subsystem to allow only one
 active monitor.
```

Stopping the Subsystem and Monitor

You stop the subsystem and monitor when you need to change its status to inactive. For example, you stop the subsystem and monitor whenever the operations department backs up the system. Depending on your system configuration, an active subsystem and monitor might reflect as running jobs when the operations department backs up the system.

You must stop the subsystem and monitor whenever the system is shut down for any reason, including back-up procedures. Restart both the subsystem and monitor after you restart the system.

▶ To stop the subsystem and monitor

On the message form

Choose the Execute function.

Working with the Monitor Only

In some instances, the subsystem can remain active, yet you work only with the monitor. You start and stop only the monitor when you need to make changes to history setup. You must stop the monitor when you change:

- History and turnover constants information
- The selection of data items that you want to track

When the monitor is inactive, the data queue holds any changes until you start the monitor again. After you have made your setup changes, you must restart the monitor for the changes to take effect.

Working only with the monitor includes the following tasks:

- Stopping the monitor
- Starting the monitor

▶ To stop the monitor

On the message form

Choose the Execute function.

▶ To start the monitor

On the message form

Choose the Execute function.

Reviewing the Status of the Monitor

When you work with the monitor, you might want to review its status before you perform certain functions. For example, if you want to change constants or the selections of data items you want to track, you review the monitor status to verify that it is not active.

▶ To review the status of the monitor

On the History and Turnover Technical Operations menu

1. Choose Review HR Monitor Status.

    The system displays the Current HR Monitor Status form.

2. Review the information displayed.

What You Should Know About

Libraries	Constants information and the Employee Master table must be in the same data file library. If they are in different libraries, the system displays an error message when you open the review window. If the libraries are different, do the following:

- Stop the monitor
- Correct the library information in your constants setup
- Restart the monitor

Changing the monitor status	When you review, you cannot change the status of the monitor or any other information. It is for display purposes only.

Copy PC Timecard Information to a Batch File

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│    Enter 27                          │
└─────────────────────────────────────┘
        │
        │
        ▼
      ┌─────────────────────────────────────┐
      │ G773   Payroll Advanced/Technical   │
      │    Operations                       │
      │      Choose Time Data Interchange   │
      │    Menu                             │
      └─────────────────────────────────────┘
              │
              │
              ▼
            ┌─────────────────────────────────────┐
            │ G7732   Time Data Interchange       │
            │    Choose Copy PC File to Batch     │
            │    File                             │
            └─────────────────────────────────────┘
```
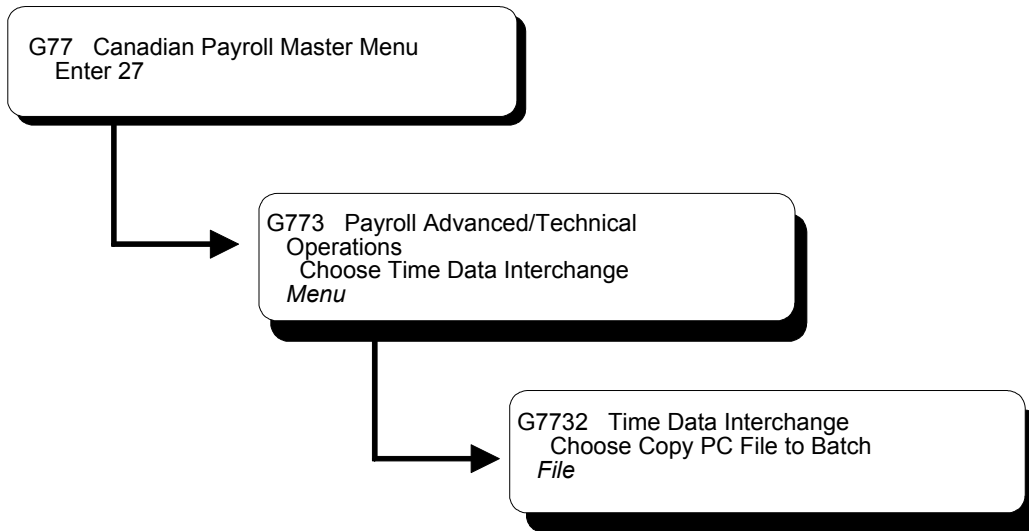
Copying PC Timecard Information to a Batch File

Before you can work with time entry information that is entered in third-party software (such as custom PC-based software), you must upload it. To upload the PC timecard information to the AS/400, you must have customized programming. After you have uploaded the PC information to the F06116Z2 table, you can copy it to a batch file so that you can work with and include it in your payroll cycle.

The timecard information you copy from the F06116Z2 table is stored in the Employee Transactions Batch table (F06116Z1).

If you are not using the PC Remote Time Entry system, you load the timecard information directly into the F06116Z1 table.

See Also

- *Working with Uploaded Timecard Information (P0601Z1)* in the *Payroll Volume 1 Guide*

Setup

System Setup

Objectives

- To select and activate the needed software features in the Payroll system
- To enter constants information that allows your organization to process and track accurate payroll information

About System Setup

Before you can use any features of the Payroll system, you need to define critical information that the system will use during payroll processing. This information consists of:

User defined codes	You set up user defined codes to customize your system to your specific business needs. You can customize a wide variety of information using user defined codes.
Company information	You set up company information to establish system constants, such as:

- Payroll company constants
- Payroll business unit constants
- Master pay cycles

Earnings information	You set up earnings information to define the various types of pay your employees receive, for example:

- Define pay types
- Establish pay type cross-references
- Define shift rate differentials

Deductions, benefits, and accruals (DBAs)	You set up DBAs to automate the process of calculating deductions, applying benefits, and tracking accruals when you run your payroll cycle.

Group constants information	You set up group constants to simplify the process of applying the same information to a group of employees, such as:

- Pay rates
- DBAs
- Job classifications

Automatic Accounting Instructions (AAIs)	You set up automatic accounting instructions (AAIs) for payroll to automatically assign account numbers to the journal entries created in the payroll system.

Tax information	You set up tax information to:

- Define tax areas
- Define workers compensation information
- Define unemployment insurance rates

Payroll cycle reports	You set up additional payroll cycle reports to determine the selection and sequencing of data applicable to your organization's needs.

Employee profile information	You set up employee profile information to track detailed information about your employees.

Employee history and turnover tracking	You set up employee history and turnover tracking to create a historical log of the changes to employee records. To set up employee history and turnover, you must select the data you want to track.

System setup consists of:

- ❑ Setting up user defined codes for payroll
- ❑ Setting up general information
- ❑ Setting up earnings information
- ❑ Understanding deductions, benefits, and accruals
- ❑ Setting up DBAs
- ❑ Setting up calculation table information
- ❑ Setting up group constants

❑ Understanding AAIs for payroll

❑ Setting up AAIs for payroll

❑ Setting up tax information

❑ Setting up payroll cycle reports

❑ Setting up employee profile information

❑ Setting up employee history and turnover tracking

Set Up User Defined Codes for Payroll

```
┌─────────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu       │
│    Enter 29                               │
└─────────────────────────────────────────┘
                    │
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                    ▼
        ┌─────────────────────────────────────────┐
        │ G774   Payroll Setup                     │
        │    Choose an option under the            │
        │ User Defined Codes heading               │
        └─────────────────────────────────────────┘
```
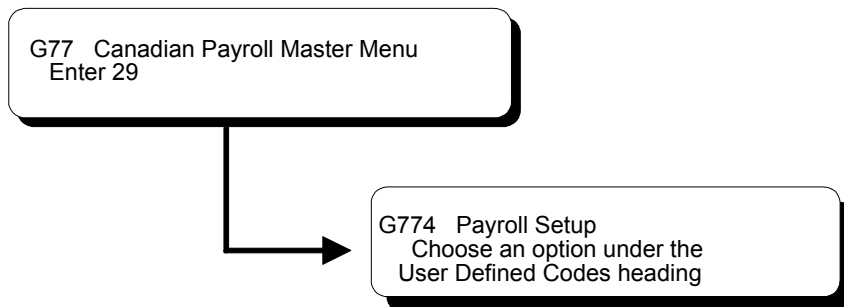
Setting Up User Defined Codes for Payroll

Setting up user defined codes is a way to customize your system for your organization's specific business needs. You can customize a wide variety of information using user defined codes.

User defined codes provide values that are applicable to your organization. Use the following user defined codes as part of identifying information for system setup.

J.D. Edwards recommends that you change only the user defined codes listed in the following table.

Name	# Char.	Table	Description
EEO Job Code	3	06/J	Designate employees by their work type
EEO Ethnic Code	2	06/M	Employee race or ethnic group
Employee Pay Status	1	06/PS	Current pay status, such as active or terminated
Employment Status Codes	1	06/ES	Current employee status, such as full or part time
Termination/Change Reasons	3	06/T	Reason an employee status has changed
Bank Transit Codes	9	06/BC	Bank to which funds are being sent
Originating Bank Transit Codes	10	06/BD	Bank from which funds are being sent

Reconcile G/L Account Number to Bank Account	8	06/BK	Identify a relationship between a general ledger account and a bank account to which funds are being sent
Statutory Codes	3	06/SC	Identify taxing authorities for tax and insurance purposes
Pay Master Groups	2	06/PM	Identify companies that are common paymasters
Workers Compensation Basis Codes	3	06/IP	Names of the insured pay tables
Workers Compensation Insurance Codes	4	00/W	Classification codes for Worker's Compensation Insurance.
Plan Union Codes	6	06/UN	Identify employees by the group, plan, or union to which they belong
Job Type Codes	6	06/G	Designate employees by their work type
Job Step Codes	4	06/GS	Designate employees by a classification within their job type
Shift Codes	1	06/SH	Designate employees by their work shift
Valid Pay Cycles	5	06/PY	Designate pay cycles for the current year

▶ **To set up user defined codes for payroll**

On any user defined codes form

Complete the following fields:

- Code
- Description
- Description 2

Field	Explanation
User Defined Code	This column contains a list of valid codes for a specific user defined code table. The number of characters permitted for a code appears in the column title.
Description	A user defined name or remark that describes a field.
Description 02	Additional text that further describes or clarifies a field in J.D. Edwards systems.

What You Should Know About

Showing all payroll codes	Use the Code Types function to display all UDCs for the Payroll system (system 07).
Setting up user defined codes for batch type	In addition to setting up the user defined codes for payroll, verify the codes for payroll batch headers (table 98/IT). In this table, enter X in the Description 2 field for codes 4, 5, 7, and P. Entering an X in this field protects these batch headers from being deleted by the General Ledger Integrity reports.

See Also

- The *Technical Foundation Guide* for more information about setting up and maintaining user defined codes

Set Up General Information

G77   Canadian Payroll Master Menu
    Enter 29

G774   Payroll Setup
    Choose Payroll General
    Constants

G7741   Payroll General Constants
    Choose an option
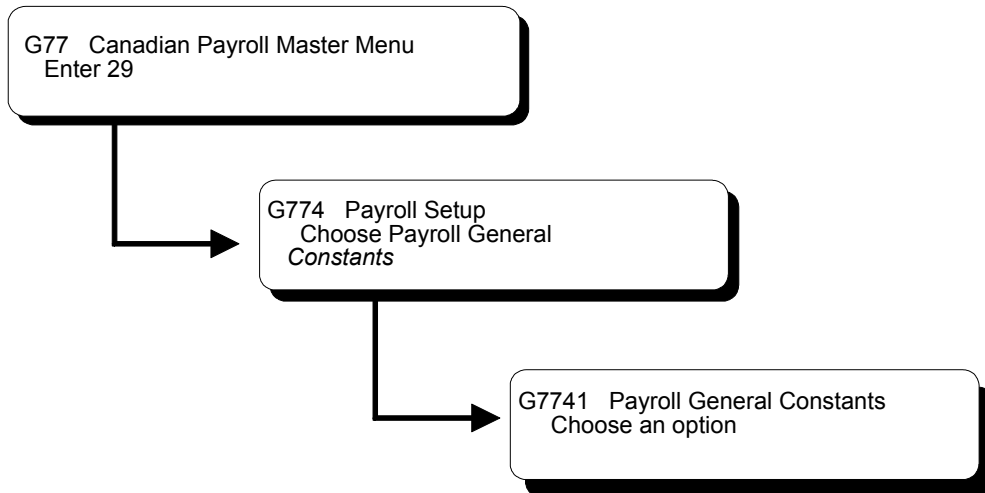
Setting Up General Information

Setting up general information allows you to enter specific information about how your organization's payroll is processed. This information consists of:

Payroll company constants	You set up payroll company constants to control the payroll processing for the employees of each company.
Payroll business unit constants	You set up payroll business unit constants to define default payroll information associated with a business unit.
Master pay cycles	You set up master pay cycles to provide dates for each payroll of the year.
Denomination codes	You set up denomination codes to define the various denominations used to pay employees who receive cash payments.
Execution control parameters	You set up execution control parameters to specify the users who have the authority to execute and reset the various steps of the payroll cycle.

| **Fields for future data revisions** | You choose fields for future data revisions to activate data items in the employee master that can be updated using the future data functions. |

Setting up general information consists of the following tasks:

- ❑ Setting up payroll company constants

- ❑ Setting up payroll business unit constants

- ❑ Setting up master pay cycles

- ❑ Setting up denomination codes

- ❑ Setting up execution control parameters

- ❑ Choosing fields for future data revisions

- ❑ Reviewing the general constants reports
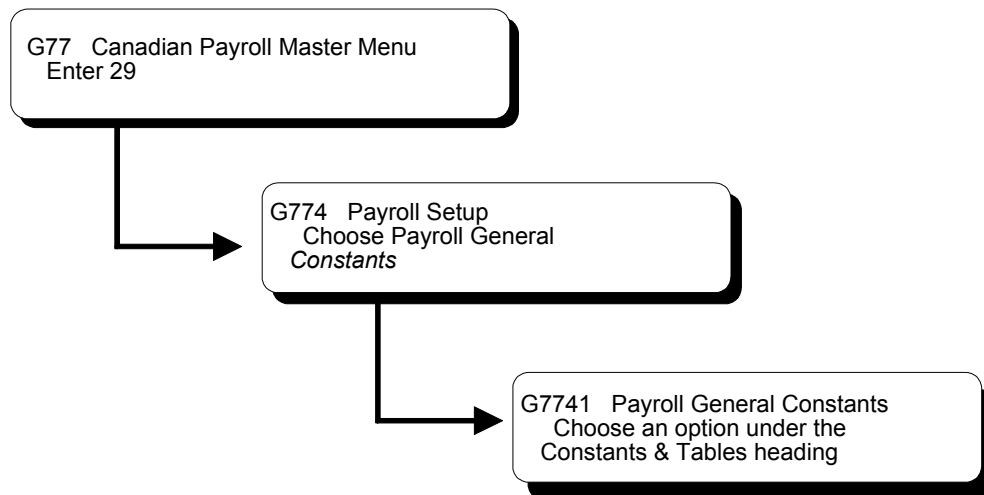
Setting Up Payroll Company Constants

```
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│ G77   Canadian Payroll Master Menu       │
│    Enter 29                              │
└─────────────────────────────────────────┘
            │
            │
            ▼
        ┌─────────────────────────────────────────┐
        │ G774   Payroll Setup                     │
        │    Choose Payroll General                │
        │    Constants                             │
        └─────────────────────────────────────────┘
                    │
                    │
                    ▼
                ┌─────────────────────────────────────────┐
                │ G7741   Payroll General Constants        │
                │    Choose an option under the            │
                │    Constants & Tables heading            │
                └─────────────────────────────────────────┘
```

You set up payroll company constants to control the payroll processing for the employees of each company. You must set up default company constants before you can process a payroll. J.D. Edwards recommends that you enter payroll company constants when significant changes occur, such as the addition of a new company.

When you set up payroll company constants, you set up the default company and each individual company. You enter information for Company 00000, the default

company, to define the overall payroll operating environment. You set up company constants for each of your companies for which you run payroll.

Setting up payroll company constants includes the following tasks:

❑ Setting up the default company

❑ Setting up an individual company

Before You Begin

❑ Ensure that your company has been added to the Company Constants table (F0010). On Company Constants, access Company Names & Fiscal Dates to add a company. This is typically done by the Accounting department.

Setting Up the Default Company

You enter information for Company 00000, the default company, to define the overall payroll operating environment. If you have multiple companies, the parameter settings for Company 00000 must include all of the possible variations that cover all of the companies you set up. For instance, if one company requires integration with Accounts Payable, you must set up Company 00000 control parameters to reflect Accounts Payable integration.

At the default company level, you can also indicate whether you want the Payroll system to integrate with the J.D. Edwards General Ledger or the J.D. Edwards Accounts Payable system.

Setting up the default company consists of the following tasks:

- Setting up control parameters
- Setting up additional constants information

▶   **To set up control parameters**

On Payroll Company Constants

For Company 00000, complete the following fields:

- Company Code
- Company Name
- Company Address
- Pay Cycle Control
- Accelerated Submission
- Tax Arrearage
- Flexible Spending Account Control (U.S. only)
- Tip/Piece Processing (U.S. only)
- International
- Employee Number Mode
- Separate Check (U.S. only)
- G/L Integration
- A/P Integration
- Payroll Register Edit
- Step Progression Process
- Maximum Deferral Rate

The Batch Control and Standard Interest Rate fields are for future use and are inactive for this release.

Field	Explanation
Pay Cycle Control	A code specifying whether to incorporate execution control into the payroll cycle steps. Valid codes are: Y Yes. You must set up execution control, by version, to determine who can execute the steps within the payroll cycle. N No. No execution control. The person who runs the first pre-payroll step must run all steps in the cycle. This is the default value.
Accelerated Submission	A code that determines whether you can submit the pre-payroll, journal entries, and reports only steps of the payroll cycle simultaneously. Valid codes are: Y Yes. Allow accelerated submission. N No. Do not allow accelerated submission. Each payroll cycle step must be complete before you can submit the next payroll step from the menu. This is the default value. NOTE: When accelerated submission is allowed, pre-payroll must run first. Also, the job queue specified for the pay cycle version must allow only one job to be active at a time.
Tax Arrearage (Y/N)	A code that specifies whether calculated taxes are reduced and the method used if an employee's check is a negative amount. Codes are: N Do not perform any tax reductions. Overpayment processing (negative check adjustment) occurs after all deductions have been reduced according to their rules. This is the default code. Y Perform tax reductions. Overpayment processing (negative check adjustment) occurs after all deductions and taxes have been reduced according to their rules. O Perform tax reductions. Overpayment processing (negative check adjustment) occurs after taxes have been reduced but before type 2 deduction rules apply.
Spending Account (Y/N)	A code indicating whether to use flexible spending accounts in processing payroll. Valid codes are: Y Use flexible spending accounts. N Do not use flexible spending accounts. This is the default code.

Field	Explanation
Tip/Piecework Processing	A code that specifies whether to include tipped or piecework employees in payroll processing. Valid codes are: N Company does not have tipped or piecework employees. This is the default value. 1 Company has tipped employees. 2 Company has piecework employees.
International (Y/N)	A Yes/No field specifying whether to use Canadian payrolls. Valid codes are: Y Use Canadian payrolls. N Use US payroll processing. This is the default value.
Mode - Employee Number	This code identifies which form of the employee number displays on an inquiry screen. Codes are: 1. The eight-digit Address Book number. This is the default code. 2. The nine-digit Social Security number. 3. The eight-digit Additional Employee number preceded by a slash (/). All forms of employee number remain valid. This code controls only what displays.
Separate Check (Y/N)	This code indicates whether a separate check is generated for each Business Unit in which an employee has worked during the pay period. The default value is N (do not generate separate checks). When pre-payroll locks the time entry record, each Business Units' time entry record is assigned a unique Check Control Number if the code is Y.
G/L Integration	Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are: A Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the payroll cycle. This is the default value. M Manual. Each batch must be posted manually. N None. There is no General Ledger interface. T Time Accounting
A/P Integration	A/P Integration is used to specify the level of integration between the Payroll and the Accounts Payable systems. Pro forma vouchers are created during the payroll journal entries step of the payroll cycle. Actual vouchers are created in accounts payable during the final update step. N No integration. 0 Create vouchers for both DBAs and taxes that have been setup with A/P integration. 1 Create vouchers only for DBAs that have been setup with A/P integration. 2 Create vouchers only for taxes that have been setup with A/P integration.

Field	Explanation
P/R Register Edit (Y/N)	An error is always noted on the Payroll Register if Gross Pay minus taxes and deductions does not equal Net Pay. This field controls whether the error is treated as a "hard" or "soft" error. Y Hard error. You must correct the error and run Pre-Payroll again. This is the default code. N Soft error. The error is noted on the Payroll Register but Payroll Cycle processing can continue. You must make the necessary corrections after the Payroll Cycle is complete.
Step Progression Process	A code that specifies whether the Step Progression History files are updated and the level of detail in which the update occurs. The valid codes are: ******EMPLOYEE MASTER FILE BASIS (F060116)****** 1 Update using Union, Job Type, and Job Step. 2 Update using Home Business Unit, Union, Job Type, and Job Step. N Do not update the Step Progression History files. Note: • For the Step Progression System to work, S is required in the Employee Class field of EE Master. • In Pre-Payroll processing, your payroll version must have Y in the Step Progression field of Additional parameters for step files to be updated.
Maximum Deferral Rate	The maximum percentage of pre-tax earnings that an employee is allowed to defer to a 401(k) plan. This rate is used in the 415 Nondiscrimination Test. For example, to enter a rate of 12.75 percent, enter 12.75 in this field.

What You Should Know About

International data This field activates Canadian vocabulary overrides and fields on some employee screens. Enter Y in this field if you process payroll for Canadian employees.

When you activate international data, you use the Country Code field to specify whether the system displays Canadian information for this company.

- If you process payroll for Canadian employees only, enter the Canadian country code for the default company.

- If you process payroll for both Canadian and U.S. employees, leave the Country Code field blank for the default company, and specify the Canadian country code for the Canadian employees' home company.

Payroll register edit Because errors can occur during payroll cycle processing even when payments print correctly, J.D. Edwards recommends that you set this field to Y. Typical errors include incomplete interim check information or tax areas not set up and therefore not printing.

Changing information for Any changes you make to the information for the default **the default company** company also affects all other companies you set up.

▶ **To set up additional constants information**

On Payroll Company Constants

Complete the following fields:
- Hours/Day
- Days/Week
- Weeks/Year
- Hours/Year
- Annual Leave Hours (Australia only)
- Country Code
- Fiscal Year

Field	Explanation
Hours per Std. Work Day	This field indicates the number of hours in a standard working day. This information may be used for automatic overtime computations and other scheduling purposes.
Days per Standard Week	The number of days in the work week. This number may be used (among other reasons) in the computation of automatic overtime.
Weeks (working)per Year	The number of work weeks in the year.
	The number of bi-weekly, semi-monthly, and monthly periods in the year will be assumed to be 26, 24, and 12, respectively.
Standard Hours per Year	The number of work hours in the year. This number is used to compute hourly rate when the annual salary is known or vice versa.
	The system uses the standard number of hours for calculating the salary or hourly rate per pay period in the following order: • The hours defined at the employee level (the Standard Hours/Year field) • The standard hours in the Payroll company constants for the employee's company • The payroll company constants for the default company (company 00000) • The system default value of 2080 standard hours per year
	See Program Notes for information about the Pay Grade Step Table.
Hours Worked - Annual Leave	The standard number of hours generated as Annual Leave during automatic wage processing.
Country Code	A user defined code (system 06, type CN) that determines the mode in which the payroll system runs. Valid codes are: blank US payroll CA Canadian payroll
Fiscal Year	The number of the month in which the payroll fiscal year begins.
	.... *Form-specific information* ....
	For the U.S. Payroll system, this code must always be 01 (January). The payroll fiscal year is January - December and it is regulated by the federal government.

What You Should Know About

Standard Hours	The system uses the values you enter in the standard hours per period fields (Hours/Day, Hours/Year, and so on) to calculate autopay for a pay period and hourly pay rates or annual salaries (as applicable).

Setting Up an Individual Company

You set up company constants for each of your companies for which you run payroll. When you set up an individual company or make changes to an existing company's name or address, the system automatically updates the Address Book system.

▶ **To set up an individual company**

On Payroll Company Constants

Complete the following fields:

- Company Code
- Company Name
- Company Address
- Hours/Day

- Days/Week

- Weeks/Year

- Hours/Year

- Country Code

- Fiscal Year

What You Should Know About

Processing payroll for Canadian Employees

If you process payroll for Canadian employees only, enter the Canadian country code for the default company.

If you process payroll for both Canadian and U.S. employees, leave the Country Code field blank for the default company, and specify the Canadian country code for the Canadian employees' home company.

In addition to entering a company code, you also must activate the International field.

Setting Up Payroll Business Unit Constants

You set up payroll business unit constants to define default payroll information associated with a business unit to expedite time entry and automatically process payroll information such as flat burden at the business unit level.

Setting up payroll business unit constants also allows you to:

- Define taxing authorities for each business unit (U.S. payroll only)

- Set flat burden percentages

- Specify the business unit as a certified job for governmental reporting purposes (U.S. payroll only)

- Define tip allocation percentages and the minimum wage by job for tip processing purposes (U.S. payroll only)

Before You Begin

❑ Review existing business unit information

▶ **To set up payroll business unit constants**

On Business Unit Constants

1. Complete the following optional fields:
   - Job Address Number
   - Tax Area

- Labor Loading Method

- Burden Factor

- Certified Job (U.S. only)

- Pay Cycle Group Code

2. For U.S. business units that have employees who receive tips, complete the following fields:

- Effective Date - From

- Effective Date - Thru

- Establishment Type

- Job Type

- Allocation Method

- Tip Allocation Percent

- Average Days Per Month

- Minimum Wage Rate

- Denomination Minimum

The Tax ID Number, County Tax Number, County Code, Effective Date-From, Effective Date-Thru, Job Type, and Denomination Minimum fields are for future use and are inactive for this release.

Field	Explanation
Business Unit	Identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. The Business Unit field is alphanumeric.
	You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open A/P and A/R by business units, to track equipment by responsible department.
	Business unit security can prevent you from locating business units for which you have no authority.
	NOTE: The system uses this value for Journal Entries if a value is not entered in the AAI table.

Field	Explanation
Posting Edit - Business Unit	Controls whether you can post transactions to the general ledger for the job (business unit). Valid codes are: Blank Yes, you can post transactions. K Yes, you can post transactions. However, the original budget is locked and change orders are required for changes to the budget. N No, you cannot post transactions. Use this code for a job that is not started or is closed. The job closing program automatically assigns this code to all closed jobs. P No, you cannot post transactions, and the job can be purged.
Level of Detail	A code that identifies the relationship of parent and subordinate business units in a hierarchy. Up to nine levels of detail are available. An example would be a project number 10000 for Office Parks that has a level of detail of 2. Subordinate to the Office Parks project are the North and the South Office Parks with job numbers of 10010 and 10020, respectively, and each with a level of detail of 3. Subordinate to the North and South Office Parks are Buildings A and B and Buildings C and D, respectively, and each with a level of detail of 4.
Address Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, special mailing addresses, and so on.
Tax Area	A geographic area with common tax rules for rate and distribution. A tax area must include a tax authority such as a state, county, city, and so on. This field is used for sales tax accounting.

Field	Explanation
Equipment Rate Code	This user defined code (system 00, type RC) indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. If you leave this field blank, the system searches for a valid billing rate in the following sequence: • Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. • Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. • Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table.

Labor Load Method	A code indicating that flat burden is to be calculated. Valid codes are:
	0 Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.
	1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.
	
	There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:
	    Business Unit
	    Pay Rates table
	    Employee level

Labor Distribution Multiplier	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 would load every dollar of labor cost with 32 cents worth of burden.
Certified Job	A Yes/No field that specifies whether to include information about this job in certified payroll reports used for governmental reporting. Y Include job information on certified payroll reports N Do not include job information. This is the default code.

Field	Explanation
Pay Cycle Group Code	A user defined code (system 06, type PG) that indicates a pay cycle group. If you enter a pay cycle group code here, the system processes only those timecards whose business unit has that pay cycle group assigned in the business unit constants. The type code explained below determines which business unit is used in the selection process.
	This field and the accompanying Type field override the DREAM Writer home business unit selection. Employees must first be selected in the DREAM Writer Data Selection, then timecards for those employees are selected based on Pay Cycle Group Code and Type.
Establishment Type	A user defined code (system 06, type ET) that specifies the type of service (or establishment type). This code is used primarily for designating tip percentage allocations.
Allocation Method	A code that specifies the method of allocation of employee's tips, either using 'Sales Receipts' or 'Hours Worked'.
Rate - Tip Allocation Percent	The percentage amount used to allocate tips for the specified business unit.
Average Days Per Month	The average number of days during the month that the business unit is open for business.
Rate - Minimum Wage	The minimum hourly wage which must be paid to employees as defined by the tax authority in which the business unit exists.
	Generally, the Federal Minimum Wage will apply to each business unit. However, the State Minimum Wage may be entered here if the state has passed legislation which overrides the Federal Minimum Wage amount.
	.... *Form-specific information* ....
	The minimum wage is lower for tipped employees.

What You Should Know About

Adding business units	Adding a business unit in the Payroll system also adds it to Business Unit Master table (F0006) if it doesn't already exist there. Business units are usually set up in the J.D. Edwards General Accounting system, but you can make changes or additions. Setting up payroll business units allows you to activate certain features, for example, flat burden.

Changing business unit information	You cannot use the Payroll system to change any of the following information:

- Level of detail
- Posting edit code
- Company number
- Equipment rate code

See Also

- *Reviewing the Business Unit Constants Print Report*

Processing Options for Business Unit Constants Revisions

```
1. Enter '1' to display Tip Information.        _____
   '0' is the default and will not
   display Tip Information.
```

Setting Up Master Pay Cycles

You set up master pay cycles to provide dates for each payroll of the year. The system uses these dates during the pre-payroll step of the payroll cycle. When you set up master pay cycles, you also minimize the risk of keying errors during pre-payroll because certain values are already entered. Within a master pay cycle, you define the length of the pay periods as well as corresponding check dates.

Master pay cycles allow you to define the following information:

- Pay period ending dates
- Identifiers for the pay period
- Check dates for each pay period
- Withholding period indicators to determine the calculation of DBAs
- Integrity period numbers for storing tips history
- Standard hours per pay period for autopay

Setting up master pay cycles includes:

❑ Setting up a master pay cycle for the current year

❑ Setting up a similar master pay cycle for the next year

Before You Begin

❑ Set up the names of the pay cycles by entering user defined codes on 06/PY

Setting Up a Master Pay Cycle for the Current Year

You set up a master pay cycle for the current year to run payroll cycles for the current year.

▶ **To set up a master pay cycle for the current year**

On Master Pay Cycles

1. Complete the following fields:
   - Pay Cycle Code
   - Date - Year
   - Year to Date Pay Period Number
   - Month
   - Ending Date
   - Check Date
   - Integrity Period

2. Complete one of the following fields:

    - Pay Periods to Calculate Withholding - Weekly
    - Pay Periods to Calculate Withholding - Biweekly
    - Pay Periods to Calculate Withholding - Semimonthly
    - Pay Periods to Calculate Withholding - Monthly
    - Pay Periods to Calculate Withholding - Annually
    - Pay Periods to Calculate Withholding - Other

3. Access the fold area.
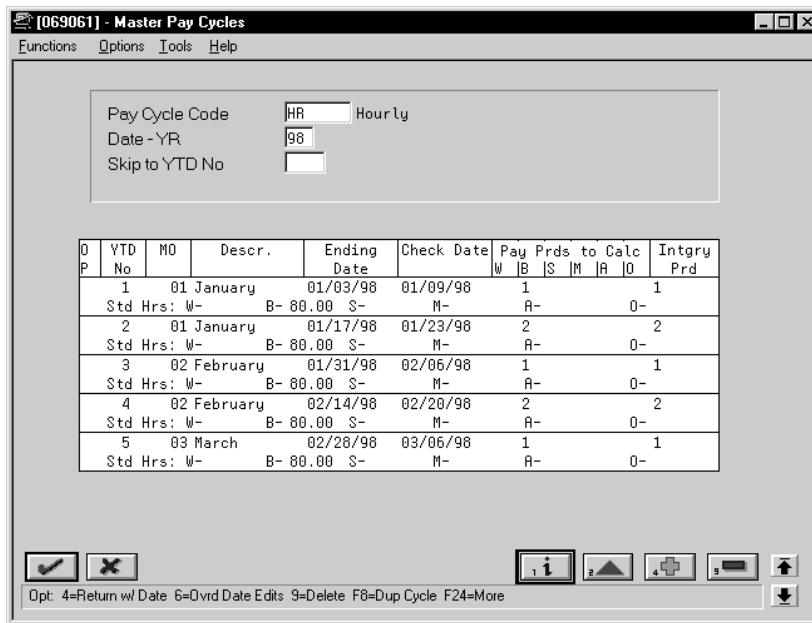
4. To set up standard hours for automatic pay employees, enter a standard number of hours to use for each pay frequency in one of the following fields:

    - Standard Hours - Weekly
    - Standard Hours - Biweekly
    - Standard Hours - Semimonthly
    - Standard Hours - Monthly
    - Standard Hours - Annually
    - Standard Hours - Other

Field	Explanation
Pay Cycle Code	A code that specifies the group of employees to be processed in a single payroll cycle, as entered in Valid Pay Cycles.

Year-to-Date Pay Period Number	The number of the pay period from the beginning of the year. For instance, a monthly payroll cycle beginning in January has a total of 12 periods, with October being the 10th period. Valid designations are:
	    001-052 (Weekly Payroll Cycle)
	    001-026 (Biweekly Payroll Cycle)
	    001-024 (Semimonthly Payroll Cycle)
	    001-012 (Monthly Payroll Cycle)
	    001-004 (Quarterly Payroll Cycle)
	    001-001 (Annual Payroll Cycle)

Pay Period Number - Weekly	The number of the pay period, within the month, for employees being paid on a weekly basis. The value is used in conjunction with the Pay Period to Calculate field on the DBA Setup form to determine which deductions, benefits, and accruals are to be calculated this payroll processing cycle.
Integrity Period Number	The meaning of this field depends on the program you access the field from: 1. Valid Master Pay Cycles (P069061) - A value specifying the period bucket number in the Payroll Integrity table (F0620) to be updated. The Integrity Period Number specifies one of five periods in which the system stores the history. It does not determine the calculation of DBAs. If you run a multiple frequency payroll (such as salary with both weekly and biweekly employees), enter an unused Integrity Period Number. For example, for the first biweekly payroll of the month, use 2 because 1 was already used for the first weekly payroll. 2. Pay Cycle Control Parameters (P06210) - A value designating whether the pre-payroll programs are to calculate those benefits and accruals that are based on calendar month amounts (dollars/hours). If N, the system skips these benefit and accruals.
Standard Hours-Weekly	The standard number of hours to be paid employees whose pay frequency is Weekly (W). The number entered into this field is used during pre-payroll processing when the system calculates autopay; the hours entered into this field are used versus calculating the hours based upon gross pay divided by the hourly rate. If you leave this field blank, the hours worked are calculated during the generation of timecards.

What You Should Know About

Date Edits The check date must be greater than or equal to the ending date. Dates must be in ascending sequence throughout the year, unless you use the Override Date Edits option.

Rollover dates The Fiscal Anniversary Rollover program uses these dates to determine when a benefit or accrual rolls over to the next year.

See *Processing Fiscal and Anniversary Rollovers* for more information.

See Also

- *Reviewing the Master Pay Cycles Report*

Setting Up a Similar Master Pay Cycle for the Next Year

You set up a similar master pay cycle for the next year to simplify the setup process. If you already have a master pay cycle for the current year, you can set up a pay cycle for the next year. You have the option to duplicate a current cycle indicating whether you want to increment the pay period end dates for the new year.

▶ **To set up a similar master pay cycle for the next year**

On Master Pay Cycles

1. Locate the pay cycle for the current year.

2. Access Duplicate Pay Cycle.
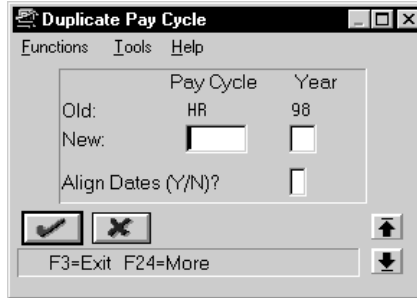
3. On Duplicate Pay Cycle, complete the following fields:

- Pay Cycle Code
- Year
- Align Dates

Field	Explanation
Align Dates (Y/N)	If you answer Y to Align Dates, the pay period ending dates are incremented by one day for the new cycle. If you enter N, the system creates the cycle with the same pay period ending dates as the current cycle. (Note: The years must be only one apart in order for this function to work.)

Setting Up Denomination Codes

You set up denomination codes to define the various denominations used to pay employees who receive cash payments.

The system uses the information you define to produce payslips in the correct denomination and for a bill count on a cash disbursement report.

▶ **To set up denomination codes**

On Denomination Code Revisions

```
[06919] - Denomination Code Rev.                              _ □ X
Functions  Tools  Help


        Country Code           CA      Canada


        Denomination Code      C$      Canadian Dollars


        Denomination Value     [      ]


  ✔   ✖                                    ┌─┐ ┌─┐ ┌─┐ ┌─┐   ↑
                                           │ⁱ│ │▲│ │╬│ │▬│   ↓
  F3=Exit   Roll Up=Next Record   F24=More Keys
```

Complete the following fields:

- Country Code
- Denomination Code
- Denomination Value

Field	Explanation
Denomination Code	A code which identifies the type of currency to be processed.
Denomination Value	The face value of the denomination (for example, 10 for a ten dollar bill or 1000 for a 1000 peso note). Each country generally has a unique set of denomination codes and each code has its own value.

What You Should Know About

Denomination values	Each denomination value (face value of a bill or note) must have a unique denomination code. Set up denomination codes through the General User Defined Codes selection on the Payroll Setup menu.

Setting Up Execution Control Parameters

You set up execution control parameters to specify the users who have the authority to execute the various steps of the payroll cycle. You can also specify who has authority to execute the reset features on a payroll ID.

Each payroll ID can have a unique set of control parameters. If the system finds no parameters for a specific ID, the system uses the parameters for ID 000. If no parameters exist for a specific payroll ID or for ID 000, the system processes payroll as if the execution control parameters are not activated. In this case, the person who runs the first step of the payroll cycle must run all steps in the cycle and reset options.

Before You Begin

❑ You must enter Y in the Pay Cycle Control field on Payroll Company Constants for Company 00000 to activate the execution control parameters. If the code in this field is N (the default), the user who runs the first step of the payroll cycle must run all steps in the cycle.

▶ **To set up execution control parameters**

On Execution Control Parameters

1. Complete the following field:

   - Pre-Payroll ID

2. In the fields which correspond to payroll cycle steps, enter the user ID of a maximum of five individuals authorized to complete each step.

What You Should Know About

Entering wildcard IDs   You can use the following wildcard entries in place of specific user IDs:

- *ALL - All users have authority to run the particular payroll or reset step.

- *USER - Only the user who ran the pre-payroll step has authority to execute the step defined by *USER.

Choosing Fields for Future Data Revisions

You choose fields for future data revisions to activate data items in the employee master that can be updated using the future data functions. For example, you activate the Marital Status field so that, in the event of marriage, you can change the employee's marital status in the employee master using the Future Data function.
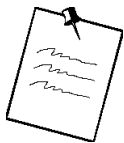
The activation value in some of the fields cannot be changed.

► **To choose fields for future data revisions**

On Specify Future Data Fields

```
[06041] - Specify Future Data Fields                        _ □ ×
Functions   Tools   Help

    Data File      F060116       Employee Master
  Y/N         Description           Y/N         Description
       Address Number . . . . . . . .       Alpha Name . . . . . . . . . .
       Employee Tax ID. . . . . . . .       Additional EE Number . . . . .
       Gender . . . . . . . . . . . .    Y  Marital Status . . . . . . . .
    Y  Marital Status State Tax . . .    Y  Residency Status . . . . . . .
    Y  EIC Status . . . . . . . . . .       Dependents . . . . . . . . . .
    Y  Employment Status. . . . . . .    Y  Employee Classification Status
    Y  Tax Area (Res.). . . . . . . .    Y  Tax Area (Work). . . . . . . .
       School District Code . . . . .    Y  Home State . . . . . . . . . .
    Y  Work State . . . . . . . . . .    Y  Home City. . . . . . . . . . .
    Y  Work City. . . . . . . . . . .    Y  Work County. . . . . . . . . .
    Y  Home Company . . . . . . . . .    Y  Business Unit. . . . . . . . .
    Y  Home Business Unit . . . . . .       Business Unit - Last Worked. .
    Y  Check Route Code . . . . . . .    Y  Pay Status . . . . . . . . . .
    Y  Pay Frequency. . . . . . . . .    Y  Pay Class(H/S/P) . . . . . . .


    ✓   ✗                              i   ▲   ✚   ▬   ▲
       F9=Data Item Search    F24=More Keys                    ▼
```

1. Place Y next to the corresponding data item that you would like to activate to allow revisions in the following field:

    •   Yes/No

2. Access the fold area to view the data item code associated with the data item description.

```
[06041] - Specify Future Data Fields                                     _ □ X
Functions   Tools   Help


   Data File      F060116      Employee Master

 Y/N │      Description        │     │ Y/N │       Description
      Fixed Salary Amount. . . . . .         Adjusted Service Date. . . . .
         Data Item. . FSAL                      Data Item. . ADSD
      Compa-Ratio . . . . . . . . .           Job Evaluation Points . . . .
         Data Item. . CMPA                      Data Item. . EPNT
      Work Station ID. . . . . . . .          User ID. . . . . . . . . . . .
         Data Item. . JOBN                      Data Item. . USER
      Program ID . . . . . . . . . .          Date Updated . . . . . . . . .
         Data Item. . PID                       Data Item. . UPMJ
      Owner/Officer. . . . . . . . .          Lookback Year-Top 20%. . . . .
         Data Item. . K001                      Data Item. . K002
      Lookback Year-Highly Paid. . .          Determination Year-Top 20% . .
         Data Item. . K003                      Data Item. . K004
      Determination Year-Top 100 . .          Determination Year-Top 10. . .
         Data Item. . K005                      Data Item. . K006




  ✔   ✖                                      i   ▲  ✚  ▬   ⬆
         F9=Data Item Search    F24=More Keys                        MW  ⬇
```

Reviewing the General Constants Reports

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│    Enter 29                          │
└─────────────────────────────────────┘
        │
        │
        │        ┌─────────────────────────────────────┐
        │        │ G774   Payroll Setup                │
        └───────▶│    Choose Payroll General           │
                 │    Constants                        │
                 └─────────────────────────────────────┘
                        │
                        │        ┌──────────────────────────────────────┐
                        │        │ G7741   Payroll General Constants    │
                        └───────▶│    Choose an option                  │
                                 │    under the Reports heading         │
                                 └──────────────────────────────────────┘
```

You review the general constants reports to verify that the information you
entered during system setup is correct.

Reviewing the general constants reports includes the following tasks:

❑ Reviewing the Business Unit Constants Print report

❑ Reviewing the Master Pay Cycles report

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reviewing the Business Unit Constants Print Report

You run the Business Unit Constants Print report to verify your entries on Business Unit Constants. The report lists detailed information about business units which is contained in both the Business Unit Master table and the Payroll Business Unit table. You can run this report any time.

```
06905P                                      J.D. Edwards & Company                                    Page -    2
                                          Business Unit Constants Print                               Date -  7/17/98
                            Bus. Unit             P                EQ L  Burden  C  Business Unit   Cnty    County      PC
      Bus. Unit              Name                 E   Co.   Tax Area RT M  Factor  J    Tax Id.      Code    Tax Id.     CD
  ------------  ------------------------------   - ----- ---------- -- - -------- - --------------- ----- --------------- --
            9  Corporate Administration            00001                 1  1.0000 N
           50  General Accounts                    00050                 1  1.0000 N
           90  Administrative Department           00100                    N
          DEN  Denver                              00050                 1  1.0000 N
          481  Cooler/Freezer Units - 10           00200                 1  1.0000 N
          482  Cooler/Freezer Units - 10           00200                 1  1.0000 N
          483  Cooler/Freezer Units - 10           00200                 1  1.0000 N
          501  Potomac Hotel                       00050 47       HR 1  1.3200 Y
          701  Corporate Administration            00007                    N
          777  Skydome                             00077                 1  1.3200 N
         5001  Main Terminal Building              00050                 1  1.0000 Y
         5002  Automated Transit System            00050                 1  1.0000 N
         5003  Airport Access Road                 00050                 1  1.0000 N
         5004  Concourse A Electrical              00050                 1  1.0000 N
         5005  The Gateway                         00050                 1  1.0000 N
         5031  Airport Access Road                 00050                 1  1.0000 N
         5032  Airport Access Road                 00050                 1  1.0000 N
         6001  Protective Services                 00050                 1  1.0000 N
         7771  Corporate Administration            00777                 0  1.0000 N
```

Processing Options for Report - Payroll Business Unit Constants

```
     1.   Enter 'Y' if you wish to print the          _____
          full address of the business units.
          (Default value is 'N')

     2.   Enter 'Y' if you wish to print the          _____
          'Tip Information' for the business
          units.  (Default value is 'N')
```

Reviewing the Master Pay Cycles Report

The Master Pay Cycles report lists the following information that you entered on Master Pay Cycles:

- Year

- Pay cycles by month and periods within each month

- Standard number of hours included in each pay period

```
06906P                                        J.D. Edwards & Company                              Page -      1
                                               Master Pay Cycles                                  Date - 01/03/98
Pay Cycle Code . BW
Date - Yr. . . . 98
YTD     Pay                        Check  P . . Pay Period No. . .   . . . . . . . . . .Standard Hours . . . . . . . . . .
No.    Period Mo  Description      Date   P  W   B   S   M   A   O   Weekly  Bi-Wkly Semi-Mo Monthly  Annual   Other
---  -------- --  --------------- -------  - --- --- --- --- --- ---  -------- -------- -------- -------- -------- --------
  1 01/03/98 01 January          01/09/98 1     1                             80.00
  2 01/17/98 01 January          01/23/98 2     2                             80.00
  3 01/31/98 02 February         02/06/98 1     1                             80.00
  4 02/14/98 02 February         02/20/98 2     2                             80.00
  5 02/28/98 03 March            03/06/98 1     1                             80.00
  6 03/14/98 03 March            03/20/98 2     2                             80.00
  7 03/28/98 04 April            04/03/98 1     1                             80.00
  8 04/11/98 04 April            04/17/98 2     2                             80.00
  9 04/25/98 05 May              05/01/98 1     1                             80.00
 10 05/09/98 05 May              05/15/98 2     2                             80.00
 11 05/23/98 05 May              05/29/98 3     3                             80.00
 12 06/06/98 06 June             06/12/98 1     1                             80.00
 13 06/20/98 06 June             06/26/98 2     2                             80.00
 14 07/04/98 07 July             07/10/98 1     1                             80.00
 15 07/18/98 07 July             07/24/98 2     2                             80.00
 16 08/01/98 08 August           08/07/98 1     1                             80.00
 17 08/15/98 08 August           08/21/98 2     2                             80.00
 18 08/29/98 09 September        09/04/98 1     1                             80.00
 19 09/12/98 09 September        09/18/98 2     2                             80.00
 20 09/26/98 10 October          10/02/98 1     1                             80.00
 21 10/10/98 10 October          10/16/98 2     2                             80.00
 22 10/24/98 10 October          10/30/98 3     3                             80.00
 23 11/07/98 11 November         11/13/98 1     1                             80.00
 24 11/21/98 11 November         11/27/98 2     2                             80.00
 25 12/05/98 12 December         12/11/98 1     1                             80.00
 26 12/17/98 12 December         12/24/98 2     2                             80.00
```

Processing Options for Report - Master Pay Cycles

```
Enter the Pay Cycle Code desired for                    _____
report.
 Default of blanks is all codes.

Enter the Year desired for the report.                  _____
 Default of blanks is all years.
 i.e. 90,91,92 or 93.
```

Exercises
See the exercises for this chapter.

Exercises

Set Up Earnings Information

```
┌─────────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu      │
│     Enter 29                             │
└─────────────────────────────────────────┘
        │
        │        ┌─────────────────────────────────────────┐
        │        │ G774   Payroll Setup                    │
        └───────▶│     Choose Pay/Deductions/              │
                 │     Benefits                            │
                 └─────────────────────────────────────────┘
                         │
                         │        ┌──────────────────────────────────────┐
                         │        │ G7742   Pay/Deductions/Benefits      │
                         │        │   Setup                              │
                         └───────▶│   Choose Pay Type Setup              │
                                  └──────────────────────────────────────┘
```
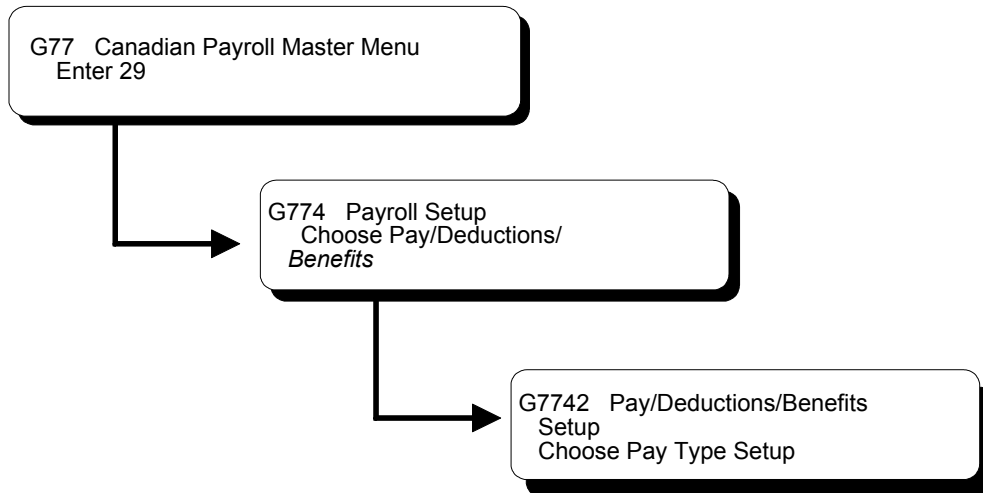
Setting Up Earnings Information

You set up earnings information to define the types of pay that your employees receive. Earnings information consists of:

Pay types	You set up pay types to categorize the various earnings employees receive to direct labor to different accounts in the general ledger.
Pay type cross-reference	You set up pay type cross-reference tables to indicate valid pay types by job type and job step.
Pay grades	You set up pay grade information to control the standards by which individual employee salaries are evaluated, as well as the amounts and ranges of pay you use for your business.
Shift rate differentials	You set up shift rate differentials to add a flat dollar or percentage amount to an employee's hourly rate when the employee works a shift that receives an additional amount of pay per hour.

Setting up earnings consists of the following tasks:

❑ Setting up pay types

❑ Setting up pay type cross-reference tables

❑ Setting up pay grade information

❑ Setting up shift rate differentials

❑ Reviewing earnings constants reports

Setting Up Pay Types

You set up pay types to categorize the various earnings employees receive to direct labor to different accounts in the general ledger. You can specify up to 999 different pay types, using the range of numbers 001 to 999.

Setting up pay types also allows you to:

- Specify how different pay types are used when computing employee pay
- Assign automatic pay methods for autopay employees
- Specify that a pay type is tax exempt
- Transfer number of hours and dollar amounts to the general ledger

▶ **To set up pay types**

On Pay Type Setup


```
[069116] - Pay Type Setup                                    _ □ ×
Functions   Tools   Help

Pay Type                  1         Paystub Text           Regular

Source of Pay             H         Auto Pay Methods       Y

Pay Type Multiplier       1.00      Override Hrly Rate

Shift Diff Amt/Rate                 Shft Calc Sequence     1

Method of Printing        Y         Pay Type Category      R  Regular

Effect on GL              N         Flex Spendng Acct Typ

W-2 IRS Defined Code                W-2 Spec Handlng Desc

Effect on Gross Pay(+/-)  +         Effect on Net Pay(+/-) +



  ✔   ✖                            ⌐i ⌐▲ ⌐✚ ⌐━  ↑
  F8=Tax Exempt Auth.   F10=Cat. Codes   F16=Text   F24=More Keys   MW  ↓
```

1. Complete the following fields:

    • Pay Type

    • Paystub Text

    • Source of Pay

    • Automatic Pay Methods

    • Pay Type Multiplier

    • Shift Differential Calculation Sequence

    • Method of Printing

    • Pay Type Category

    • Effect on General Ledger

    • Effect on Gross Pay

    • Effect on Net Pay

2. Complete the following optional fields:

    • Override Hourly Rate

    • Shift Differential Amount/Rate

    • Flex Spending Account Type (U.S. only)

Field	Explanation
Pay Type	A code to define the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
	Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.
	.... *Form-specific information* ....
	Pay type 001 is typically defined for regular pay. J.D. Edwards recommends that you do not change this pay type. Autopay uses pay type 001 as the default pay type unless otherwise noted at the employee level.
Paystub Text	A description, remark, explanation, name, or address.
	.... *Form-specific information* ....
	The description you want printed on the employee's paystub.
Source of Pay	A user defined code (system 06, type PB) that identifies the value upon which the system bases the employee's pay, for example, H for hours worked.

Field	Explanation
Auto Pay Methods	A code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Valid codes are:
	Y The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.
	N The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay.
	S The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.
	B The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions and payoffs.
	C The hours/dollars entered using this pay type override all autopay instructions.
	NOTE: If multiple jobs are used, a Y in this field might cause the pay type to be paid in addition to the regular pay. If you have overridden the job code/job step, home business unit, or position at time entry, multiple active jobs exist for this employee, and the overridden information does not match an existing active job record, it will be treated as additional pay. J.D. Edwards recommends that you always use a pay type with an N in this field when paying someone for work in addition to their regular pay. Doing so ensures that the pay type is treated the same for multiple-job or single-job situations.
Pay Type Multiplier	A factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use 1.5 to designate time-and-one-half for overtime pay. "0" is not a valid multiplier.

Field	Explanation
Shift Calculation Sequence	A code specifying how the system should calculate shift differential. 1. The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours 2. The pay type multiplier is applied only to the hourly rate and does not include the shift differential: Gross = (rate x multiplier) + (shift differential) x hours The multiplier is the pay rate multiplier from the Pay Type file. When the pay rate is derived from the Union Rate Table, the multiplier is assumed to be 1 as it is built into the table. In this case, both methods produce the same result. .... *Form-specific information* .... You can specify a code in this field or on the Shift Rate Differentials form.
Method of Printing	Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are: Pay Types/Payroll Taxes: Y Print on paystub (default) S Print separate check (one item per check) C Print separate check (C types combined) N Do not print on paystub Deduction/Benefit/Accrual Types: Y Print as total deductions (default) S Print separate check (one item per check) C Print separate check (include detail) N Do not print on paystub I Print individual transactions T Print by DBA Print Group The Separate Check feature is not available for any payroll taxes being withheld from the employee's paycheck.

Field	Explanation
Pay Type Category	A user defined code (system 06, type PC) that specifies the pay type categories you want to use to generate overtime. Pay type category codes provide a method for grouping different pay types. For example, you might have a pay type category for regular pay that includes three pay types. Enter the pay type category code that corresponds to the desired group. Standard codes are R for regular, V for overtime, and O for other. The Automatic Timecard Generator program uses the hours associated with each pay type in the group to determine an individual's overtime hours. To include a timecard in automatic overtime calculation, its pay types must be included in the pay type category you specify.
Effect on GL	A code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are: Y Pass dollars only to the general ledger. N Pass dollars and hours to the general ledger. M Do not pass dollars or hours to the general ledger and do not calculate workers' compensation and general liability. H Pass hours only to the general ledger. This code is valid for Generate Timecard Journals. It should not be used when journals are generated through the pay cycle. W Do not pass dollars or hours to the general ledger but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be passed to the general ledger.
Effect on Gross Pay	This code indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Valid values are: (+) Pay type will be added to the employee's gross pay. (-) Pay type will be subtracted from the employee's gross pay. ( ) Pay type will not effect the employee's gross pay. A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register.

Field	Explanation
Effect on Net Pay	This code indicates whether the pay type is added to, subtracted from, or does not affect the employee's net pay. Valid values are: (+) Pay type will be added to the employee's net pay. (-) Pay type will be subtracted from the employee's net pay. ( ) Pay type will not have an effect on the employee's net pay. A pay type should not have a negative effect on net pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register.
Override Hourly Rate	The value in this field is either a percentage, a dollar amount, or an hourly rate, depending on where it is used: 1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. 2 For a pay type, amounts entered in this field override the hourly rate. .... *Form-specific information* .... A dollar amount or hourly rate that overrides any default values for rate, for example, per diem rates.
Shift Differential Amount/Rate	An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH). .... *Form-specific information* .... Percentage amount not applicable to this form. This amount should be expressed in dollars only.
Flexible Spending Account Type	Defines which type of spending account is being used. An example of a spending account type setup might be: MED Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin.) DCR Dependent care expenses (where accrual of available funds is on a pay period by pay period basis.)

What You Should Know About

Tax exempt pay types	Choose the function to access Tax Exempt Window. An asterisk (*) in the first field exempts the pay type from all taxes.
Text	You can attach explanatory notes to a pay type. Choose the function to add text. The first two lines of text that you enter appear on the reports that print the pay type description.
	When you attach a note to a pay type, *Text* appears at the top of the form.
Category codes	Choose the function to access the category codes. Category codes are used for reporting purposes.
Index of Transactions	You can access the field-level help in the Pay Type field, or use the Index of Transactions selection on the Pay/Deductions/Benefits Setup menu to review a list of existing pay types.
Source of pay	The valid values are hard-coded UDCs.

- H, the default, is most commonly used.
- Other valid values exist for tip and piecework processing.
- The following values exist for Canadian processing:
  1 - Lump Sum Payments
  2 - Commissions
  3 - Bonuses
  If you use these values the Auto Pay Method should be set to B.
- Use E for an advance pay interim check (Format 2). E represents an estimation of pay or time worked. The Interim Check program automatically deletes this type of timecard so that you can enter the actual time when it is known.

See Also

- *Reviewing the Pay Types Report*

Setting Up Pay Type Cross-Reference Tables
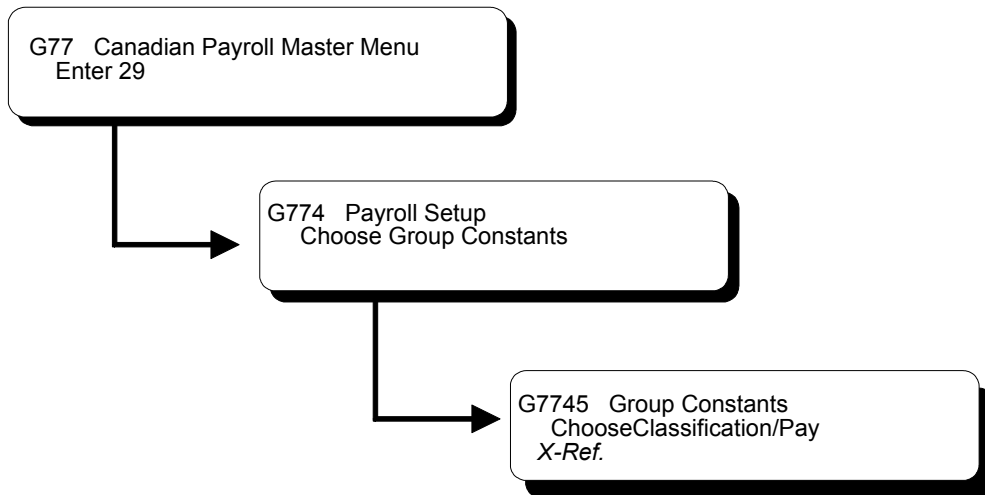
```
G77   Canadian Payroll Master Menu
      Enter 29
```

```
G774   Payroll Setup
       Choose Group Constants
```

```
G7745   Group Constants
        ChooseClassification/Pay
        X-Ref.
```

You set up pay type cross-reference tables to indicate valid pay types by job type and job step. For example, use these tables to prevent a salaried person from receiving overtime pay or a temporary employee from receiving holiday pay.

To edit pay types against the pay type cross-reference tables, you must set the appropriate processing options in the time entry programs.

▶ **To set up pay type cross-reference tables**

On Classification/Pay Cross-Reference

1. Complete the following required fields:
    - Job Type
    - From Pay Type
    - Thru Pay Type

2. Complete the following optional fields:
    - Job Step
    - Union Code
    - Business Unit
    - Shift Code

Field	Explanation
From Pay Type	The number and description of the PDBA you want the system to use to calculate the corresponding DBA. This is the beginning number in the range that is the basis of the calculation. If a DBA is entered, it must have a lower number than the corresponding DBA. .... *Form-specific information* .... When you are defining the range of pay types, and the range includes only one pay type, the from and thru fields must contain the same pay type number.
Thru Pay Type	The number and description of the pay type you want the system to use to calculate the corresponding pay type. This is the ending number in the range that is the basis of the calculation. .... *Form-specific information* .... When you are defining the range of pay types, and the range includes only one pay type, the from and thru fields must contain the same pay type number.
Shift Code	A user defined code (system 06, type SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.

Setting Up Pay Grade Information
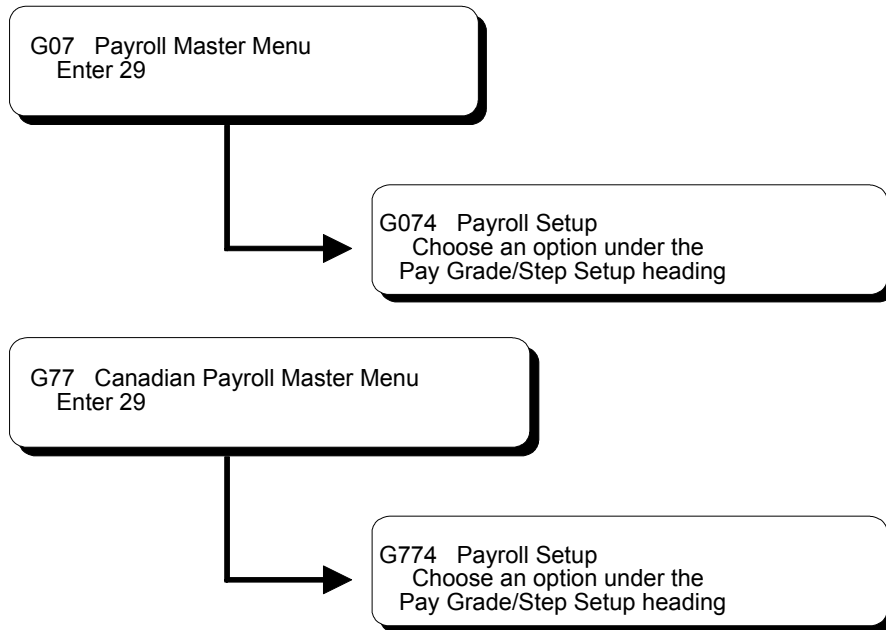
```
┌─────────────────────────────────┐
│ G07  Payroll Master Menu        │
│    Enter 29                      │
└─────────────────────────────────┘
         │
         │        ┌──────────────────────────────────┐
         │        │ G074   Payroll Setup             │
         └───────▶│    Choose an option under the    │
                  │    Pay Grade/Step Setup heading  │
                  └──────────────────────────────────┘

┌─────────────────────────────────────┐
│ G77  Canadian Payroll Master Menu   │
│    Enter 29                         │
└─────────────────────────────────────┘
         │
         │        ┌──────────────────────────────────┐
         │        │ G774   Payroll Setup             │
         └───────▶│    Choose an option under the    │
                  │    Pay Grade/Step Setup heading  │
                  └──────────────────────────────────┘
```

You set up pay grade information to control the standards by which individual employee salaries are evaluated, as well as the amounts and ranges of pay that you use for your business. This provides you with an orderly and equitable method of compensating your employees and a stable basis for controlling payroll costs.

Pay grade information includes:

- Pay grades
- Pay grade steps

Pay grades are standards for evaluating employee salaries by minimum, midpoint, and maximum amounts. Pay grade steps enable you to establish progression in pay within a grade.

In situations where you might define pay based on calculations, you can enter data that calculates the different pay ranges based on the job evaluation points. For example, if a job pays more in one region of the country than in another, you can apply a geographic modifier to the pay range formula to calculate different minimums, midpoints, and maximums for the different areas.

Complete the following tasks:

- Set up pay grades
- Set up the pay grade step table

- Use the rate multiplier to calculate the pay grade steps

What You Should Know About

Defining pay grades in the Pay Grade/Step table   You do not need to define a pay grade in the Pay Grade table (F082001) in order to set up a pay grade step.

▶ **To set up pay grades**

On Pay Grades by Class

```
[082001] - Pay Grades by Class                                    _ □ ×
Functions   Tools   Help

                                               Source (* = All)      *

    Pay Class(H/S/P)        H
    Union Code (* = All)    *
    Locality (* = All)      *
    Effective Date

     Pay    . . . . . Hourly Rate . . . . .   Union  Locality  Eff Date
    Grade   Minimum    Midpoint    Maximum
    H1        4.100      5.700       7.300                      01/01/98
    H2        6.500      8.100       9.700                      01/01/98
    H4       11.300     12.900      14.500                      01/01/98
    H5       13.700     15.000      16.900                      01/01/98
    H6       16.100     17.700      19.300                      01/01/98
    H7       18.500     20.300      22.100                      01/01/98
    H8       21.200     24.500      25.700                      01/01/98
    H9       24.800     26.600      28.400                      01/01/98
    H1        4.100      5.700       7.300                      01/01/97
    H2        6.500      8.100       9.700                      01/01/97
    H4       11.300     12.900      14.500                      01/01/97
    H5       13.700     15.000      16.900                      01/01/97

   ✔   ✖                           1 i   2 ▲  4 ✚  9 ▬     ↑
   F4=More Detail  F5=Grade Step Table  F21=WW Vers List  F24=More Keys   MW  ↓
```

1. Complete the following field:

    - Pay Class (H/S/P)

2. Complete any of the following fields in the header to add to each new pay grade:

    - Source

    - Union Code

    - Locality

    - Effective Date

3. Complete the following required fields:

- Pay Grade

- Minimum

- Midpoint

- Maximum

4. Complete the following optional fields if you did not already enter them in the header:

- Union

- Locality

5. Access the fold area.

6. Complete the following optional fields:

- Second Quartile

- Fourth Quartile

- Remark

7. Complete the following field if you have not already entered it in the header:

- Source

Field	Explanation
Source - Salary Data	A code that identifies the source of the salary information. You can define the codes using user defined code table 08/SS. If you want to display all pay grades regardless of the source, place an asterisk (*) in this field.
Union Code	A user defined code (system 06, type UN) that represents the union or plan in which the employee or group of employees work or participate.
Locality	A code used for comparison purposes to define the different salary localities within an organization. For example, employees on the East Coast might be paid more than employees in the Midwest. You can define the codes using user defined code system 06, type SL. .... *Form-specific information* .... This field appears in following two sections of this form: • In the header section, you can use this field to limit the information that displays on the field to pay grades in a specific locality. If you leave this field blank, all pay grades display regardless of locality. • In the detail section, this field shows the salary locality for a particular pay grade.
Effective Date	The date on which this transaction takes effect. The effective date is used generically. It can be the date of the next raise, a lease effective date, a price or cost effective date, a currency effective date, a tax rate effective date, change in well status, or whatever is appropriate.
Pay Class (H/S/P)	The code that indicates how an employee is paid. Valid codes are: H Hourly S Salaried P Piecework
Pay Grade	This code designates a specific salary or wage level within an organization. Grade descriptions are written to identify and define successively greater increments of job skills, requirements, decision making, and responsibility inherent in the type and range of job being evaluated. Pay grades are set up using Pay Grades by Class (P082001).
Amount - Minimum Salary	The minimum salary or hourly rate allowed within a pay grade. This field is used to trigger warnings in the Salary and Wage module when an employee's salary or rate is lower than the minimum permitted within the pay grade.

Field	Explanation
Amount - Midpoint Salary	The midpoint salary or hourly rate within a pay grade or pay range.
	For job IDs with a defined pay grade, this amount is defined in the Pay Grade table (F082001). For job IDs that are evaluated by points, this amount is calculated using a Pay Range Formula table (F08290).
	The compa-ratio figure (data item #CRA) is calculated by dividing an employee's salary or rate by the appropriate midpoint.
Amount - Maximum Salary	The maximum salary or hourly rate within a pay grade.
	This field is used to trigger warnings in the Salary and Wage module when an employee's salary or rate is higher than the maximum permitted in the pay grade.
Name - Remark	A generic field that you use for a remark, description, name, or address.

Processing Options for Pay Grade/Salary Range Information

```
Enter a "Skip to" query name to be used              _____
 when the World Writer versions list
 function key is pressed to call the
 World Writer versions list. Blank will
 display the entire list for Wages and
 Salary World Writers, (Grp Q082).
```

▶ **To set up the pay grade step table**

On Pay Grade Step Table

1. Complete the following required field:

   - Pay Class

2. Complete any of the following fields to limit the display:

   - Union Code

   - Locality

   - Pay Grade

   - Effective Date

3. Complete the following optional fields:

   - Hours/Day

   - Days/Year

   - Locality

   - Union Code

   - Effective Date

   - Rate Multiplier

   - Next Grade

   - Next Step

Field	Explanation
Standard Hours per Day	The number of hours in a day if the employee's normal work schedule is different from the standard. If you leave this field blank, the default is the standard number of hours per day as defined in the payroll company constants.
	For example, if the standard number of hours in a day is 8 and an employee is scheduled for 7 hours per day on a regular basis, enter 7 in this field.
	See Program Notes for additional information about standard hours per day.
Standard Days per Year	Days per year multiplied by hours per day equals the standard hours per year. When the pay grade step table is used to define employee rates, this value is multiplied by the hourly rate in the calculation of salary amounts.

Processing Options for Pay Step Table Entry

```
Enter a "Skip to" query name to be used        _____
 when the World Writer versions list
 function key is pressed to call the
 World Writer versions list. Blank will
 display the entire list for Wages and
 Salary World Writers, (Group Q082).
```

► **To use the rate multiplier to calculate the pay grade steps**

On Pay Grade Step Table

1. Locate the pay class.

2. Complete the following fields to add to each pay grade step:
   - Union Code
   - Locality
   - Effective Date
   - Hours per Day
   - Day per Year

3. Complete the following field:
   - Base Rate

4. Complete the following fields:
   - Pay Grade
   - Pay Step

- Rate Multiplier
- Next Grade/Step

5. To calculate the pay grade step based on the Rate Multiplier, enter the appropriate function.

Field	Explanation
Base Rate	There are two uses: 1) It is the base rate used in conjunction with the rate multiplier to update all Pay Rate fields that correspond to the key fields entered at the top of the screen. 2) It is the Pay Rate associated with the Pay Grade/Step values. .... *Form-specific information* .... On this form it is the base rate used with the rate multiplier. For example, you can use the minimum of a pay grade as the base rate to make pay changes against, such as 1.5 times the minimum, 1.8 times the minimum, and so on.

Setting Up Shift Rate Differentials

G77   Canadian Payroll Master Menu
     Enter 29

G774   Payroll Setup
     Choose Group Constants

G7745   Group Constants
     Choose Shift Rate Differentials
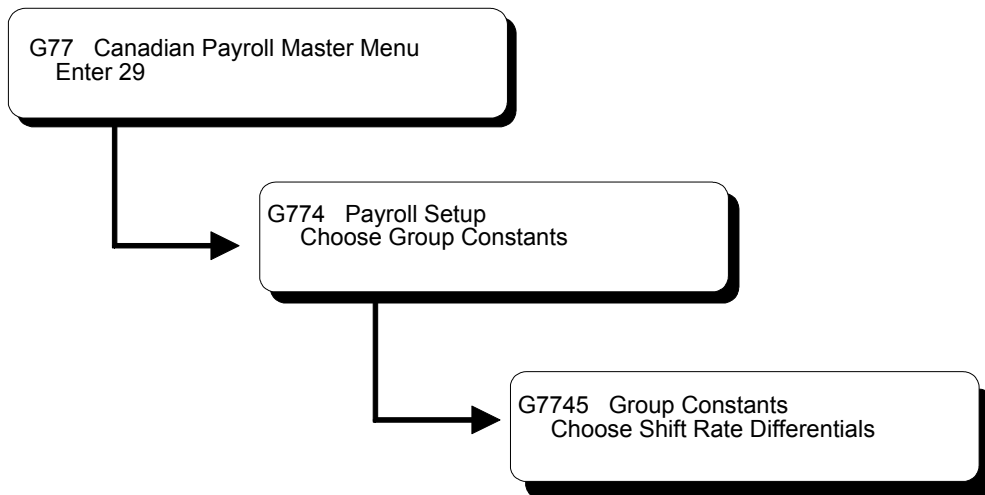
A shift differential is a flat dollar or percentage amount added to an employee's hourly rate. You set up shift rate differential codes to assign them to employees who receive additional compensation for shift work.

Shift rate differentials are defined by shift codes, a user defined code (system 06, type SH). They can be further defined with the use of business units and union codes. When you define a shift differential, you must set effective dates for the table. The effective dates are then compared to work dates entered in time entry.

A shift rate differential can be either a flat dollar amount or a percentage of the employee's hourly rate. The system uses a flat dollar amount or a percentage shift differential with either of two methods.

- The first method is hourly rate plus the shift differential, multiplied by the pay type multiplier and then multiplied by the hours worked.

- The second method is hourly rate multiplied by the pay type multiplier plus the shift differential and then multiplied by the hours worked.

The difference between the two methods is significant only when a multiplier other than 1 is specified.

▶ **To set up shift rate differentials**

On Shift Rate Differentials

Complete the following fields:

- Shift Code
- Effective Date From
- Effective Date Thru
- Percent or Hourly Amount
- Shift Differential
- Shift Differential Calculation Sequence

Field	Explanation
Percent or Amount	A code that indicates whether the corresponding Shift Differential field contains an hourly rate or a percentage. Codes are: H The amount in the Shift Differential field is added to the hourly rate. % The amount in the Shift Differential field is a percentage of the hourly rate and is added to the hourly rate.
Amount - Shift Differential	An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH).
Shift Diff Calc Sequence	A code specifying how the system should calculate shift differential. 1. The pay type multiplier is applied to the shift differential: Gross = (rate + shift differential) x (multiplier) x hours 2. The pay type multiplier is applied only to the hourly rate and does not include the shift differential: Gross = (rate x multiplier) + (shift differential) x hours The multiplier is the pay rate multiplier from the Pay Type file. When the pay rate is derived from the Union Rate Table, the multiplier is assumed to be 1 as it is built into the table. In this case, both methods produce the same result.

What You Should Know About

Shift codes	If an employee always works a shift for which a shift rate differential is applicable, add that shift code to the employee's master record. Add this code to the Basic Employee Data form to alleviate entering the code on the timecard each pay period. If an employee occasionally works a different shift, you enter this on each applicable timecard.

See Also

- *Reviewing the Shift Table Report*

Reviewing Earnings Constants Reports

You review earnings constants reports to verify that the information you entered during system setup is correct.

Reviewing earnings reports includes the following tasks:

❑ Reviewing the Pay Types report

❑ Reviewing the Shift Table report

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reviewing the Pay Types Report

```
┌─────────────────────────────────┐
│ G77   Canadian Payroll Master Menu │
│        Enter 29                    │
└─────────────────────────────────┘
                │
                ▼
        ┌─────────────────────────────────┐
        │ G774   Payroll Setup             │
        │    Choose Pay/Deductions/        │
        │    Benefits                      │
        └─────────────────────────────────┘
                        │
                        ▼
                ┌─────────────────────────────────┐
                │ G7742   Pay/Deductions/Benefits  │
                │    Setup                         │
                │    Choose Pay Types              │
                └─────────────────────────────────┘
```
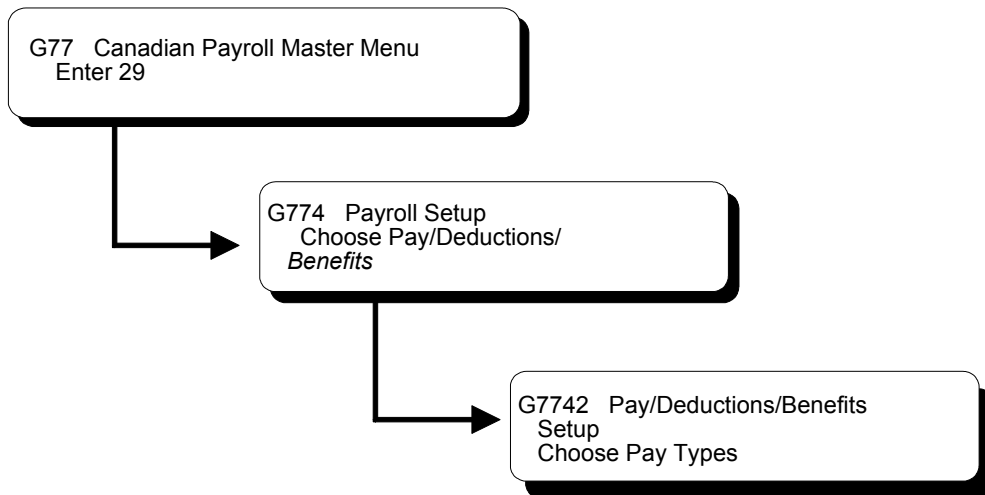
The Pay Types report lists detailed information by pay type. Review the report to verify that the information you entered when you set up pay types is correct.

```
 06911P                                   J.D. Edwards & Company                          Page    -    2
                                            Payroll Pay Types                             Date    -  7/17/98
 Pay Type .   1      Regular
    Source of Pay . . . . . . H           W-2 IRS Defined Code. . .              Shift Diff Calc Sequence. 1 Regular
    Pay Type Multiplier . . .     1.00    Effect on Gross Pay(+/-). +            Pay Type Category . . . . R
    Shift Diff Amt/Rate . . .             Paystub Text. . . . . . . Regular      Flex Spending Acct Type .
    Method of Printing. . . . Y           Auto Pay Methods. . . . . Y            W2 Special Handling Desc.
    Effect on GL. . . . . .               Override Hourly Rate. . .              Effect on Net Pay(+/-). . +
 Tax Exempt Authorities
 Tax Type 01 . .          Tax Type 02 . .          Tax Type 03 . .          Tax Type 04 . .          Tax Type 05 . .
 Tax Type 06 . .          Tax Type 07 . .          Tax Type 08 . .          Tax Type 09 . .          Tax Type 10 . .
 Tax Type 11 . .          Tax Type 12 . .          Tax Type 13 . .          Tax Type 14 . .          Tax Type 15 . .
 ------------------------------------------------------------------------------------------------------------------
 Pay Type .   4      1st/Last chk
    Source of Pay . . . . . . H           W-2 IRS Defined Code. . .              Shift Diff Calc Sequence. 1 Regular
    Pay Type Multiplier . . .     1.00    Effect on Gross Pay(+/-). +            Pay Type Category . . . . R
    Shift Diff Amt/Rate . . .             Paystub Text. . . . . . . 1st/Last chk Flex Spending Acct Type .
    Method of Printing. . . . Y           Auto Pay Methods. . . . . C            W2 Special Handling Desc.  in
    Effect on GL. . . . . .               Override Hourly Rate. . .              Effect on Net Pay(+/-). . +
 Tax Exempt Authorities
 Tax Type 01 . .          Tax Type 02 . .          Tax Type 03 . .          Tax Type 04 . .          Tax Type 05 . .
 Tax Type 06 . .          Tax Type 07 . .          Tax Type 08 . .          Tax Type 09 . .          Tax Type 10 . .
 Tax Type 11 . .          Tax Type 12 . .          Tax Type 13 . .          Tax Type 14 . .          Tax Type 15 . .
 ------------------------------------------------------------------------------------------------------------------
 Pay Type .   5      Regular, -SDI
    Source of Pay . . . . . . H           W-2 IRS Defined Code. . .              Shift Diff Calc Sequence. 1 Regular
    Pay Type Multiplier . . .     1.00    Effect on Gross Pay(+/-). +            Pay Type Category . . . . R
    Shift Diff Amt/Rate . . .             Paystub Text. . . . . . . Regular, -SD Flex Spending Acct Type .
    Method of Printing. . . . Y           Auto Pay Methods. . . . . Y            W2 Special Handling Desc. SDI
    Effect on GL. . . . . .               Override Hourly Rate. . .              Effect on Net Pay(+/-). . +
 Tax Exempt Authorities
 Tax Type 01 . . I        Tax Type 02 . . J        Tax Type 03 . .          Tax Type 04 . .          Tax Type 05 . .
 Tax Type 06 . .          Tax Type 07 . .          Tax Type 08 . .          Tax Type 09 . .          Tax Type 10 . .
 Tax Type 11 . .          Tax Type 12 . .          Tax Type 13 . .          Tax Type 14 . .          Tax Type 15 . .
 ------------------------------------------------------------------------------------------------------------------
 Pay Type .  10      Standby Pay
    Source of Pay . . . . . . H           W-2 IRS Defined Code. . .              Shift Diff Calc Sequence. 1 Regular
    Pay Type Multiplier . . .     1.00    Effect on Gross Pay(+/-). +            Pay Type Category . . . . R
    Shift Diff Amt/Rate . . .             Paystub Text. . . . . . . Standby Pay  Flex Spending Acct Type .
    Method of Printing. . . . Y           Auto Pay Methods. . . . . Y            W2 Special Handling Desc.
    Effect on GL. . . . . .               Override Hourly Rate. . .              Effect on Net Pay(+/-). . +
 Tax Exempt Authorities
 Tax Type 01 . .          Tax Type 02 . .          Tax Type 03 . .          Tax Type 04 . .          Tax Type 05 . .
 Tax Type 06 . .          Tax Type 07 . .          Tax Type 08 . .          Tax Type 09 . .          Tax Type 10 . .
 Tax Type 11 . .          Tax Type 12 . .          Tax Type 13 . .          Tax Type 14 . .          Tax Type 15 . .
```

Processing Options for Report - Pay Types

```
1.  To print general Pay/Earnings Types
```

```
               information,  enter '1'.                              _____

        2.  To print Tax Exempt Info, enter '1'.                     _____
```

Reviewing the Shift Table Report

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│       Enter 29                       │
└──────┬──────────────────────────────┘
       │
       │        ┌─────────────────────────────────────┐
       │        │ G774   Payroll Setup                 │
       └───────▶│        Choose Group Constants        │
                └──────┬──────────────────────────────┘
                       │
                       │        ┌─────────────────────────────────────┐
                       │        │ G7745   Group Constants              │
                       └───────▶│         Choose Shift Differentials   │
                                └─────────────────────────────────────┘
```
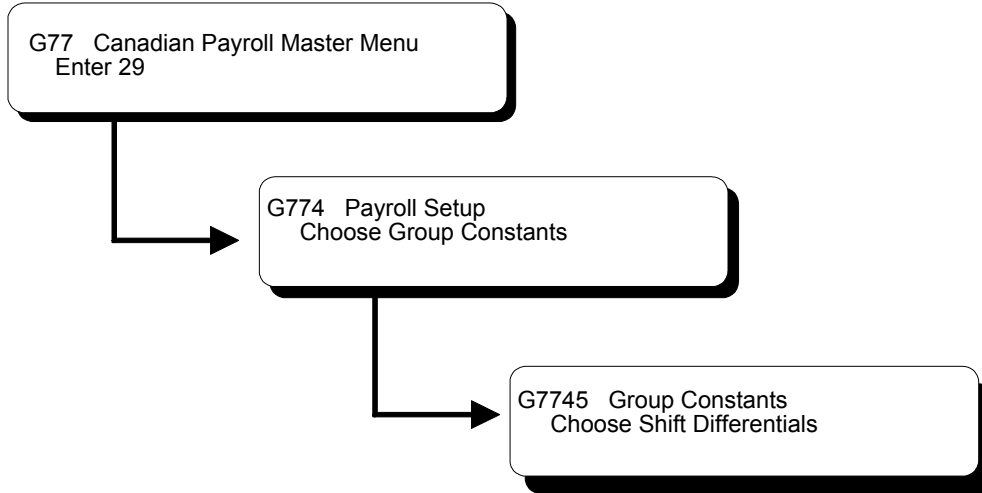
The Shift Table report prints a detailed list of the shift differential tables. Review the report to verify that the shift rate differential you entered is correct. You cannot change the data sequence or selection for this report.

```
06924P                                   J.D. Edwards & Company                      Page     -      2
                                              Shift Table                            Date     -  7/17/98
  Shift
  Code    Description    Bus. Unit       Description        Union  Description       From     Thru    M Amt/Rate S
  -----  --------------- ------------  ------------------------  ------  ---------------  -------- -------- - --------- -
   G     Graveyard                                                                     01/01/92 12/31/99 H     .650 2
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   H     Holiday                                                                       01/01/92 12/31/99 H     .500 1
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   2     Second Shift                                                                  01/01/92 12/31/92 H     .270 1
                                                                                       01/01/93 12/31/99 H     .300 1
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   3     Night Shift                                                                   01/01/93 12/31/99 H     .650 2
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
   4     Holiday                                                                       01/01/93 12/31/99 H     .500 1
```

Exercises
See the exercises for this chapter.

Exercises

Understand Deductions, Benefits, and Accruals

About Deductions, Benefits, and Accruals

Deductions represent dollar amounts withheld from an employee's earnings (excluding taxes). Benefits and accruals represent amounts that the company funds for additional employee compensation. You set up benefits to calculate dollar amounts, such as health care insurance. Typically, you set up accruals to calculate hours, such as vacation and sick time.

You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run your payroll cycle.

Before you set up DBAs for your company, you need to consider the functions that you want the DBA to perform:

- Which method should the system use to calculate the DBA?
- When will the system calculate the DBA?
- What are the effective dates for the DBA?
- Should the system pass the information to the general ledger?
- Do you want to base the calculation for the DBA on another DBA or on a pay type?
- Should the deduction arrear in a negative pay situation?
- Should an accrual balance roll over into the next year?
- Should taxes be calculated for this DBA?
- Do you want to set up limits for the DBA?
- Is the DBA mandatory or voluntary?

How Do You Assign DBA Codes?

When you set up DBAs, you assign each DBA a numeric transaction code. Because the numeric transaction codes 001-999 are reserved for pay types, use the numeric transaction codes 1000-9999 to define up to 9000 DBAs.

J.D. Edwards recommends that you group similar DBAs by function. For example, you might group all long-term disability deductions and assign numbers within a range, leaving some numbers available for later additions, as follows:

- 1220 - Long-term disability insurance coverage at 66 2/3%

- 1222 - Long-term disability insurance coverage at 50%

DBAs are not specific to one company. You can use DBAs across different companies.
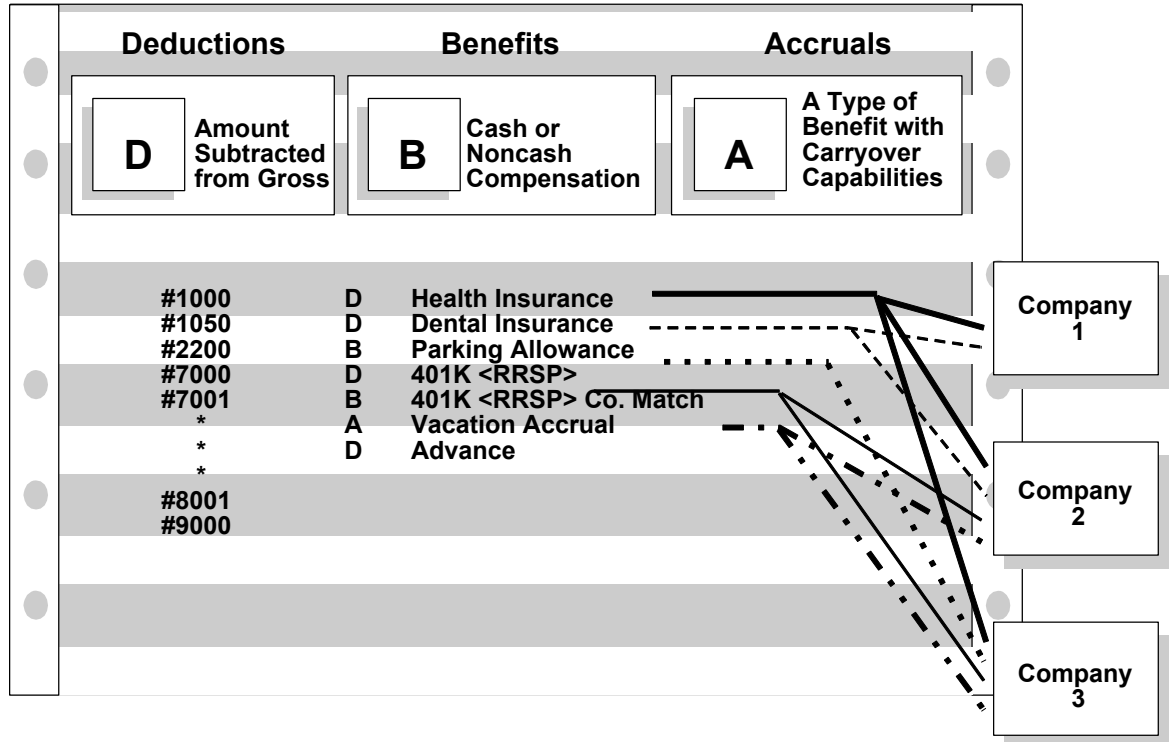
How Do You Assign DBAs to Employees?

You can assign DBAs to employees in the following ways:

- You can set up a DBA to calculate for all employees

- You can set up group plans which include specific DBAs that apply to all employees who are assigned to that group

- You can assign specific DBAs to a single employee

- For one time only, you can enter a DBA in time entry for the current payroll

There are no limitations to the number of DBAs that you can assign to each employee.

You can specify the amount of a DBA when you set up DBAs, at the group level, or at the employee level. The amount at any level can be overridden in time entry for any given payroll. The amount at the employee level overrides the group level and DBA setup. The amount at the group level overrides DBA setup.

Example: DBA Amounts as a One-Time Override

An employee has a health insurance deduction included in the assigned group plan. If the employee is hired in the middle of the pay period, you can enter a prorated amount in time entry for the first pay period. The regular amount for health insurance is deducted in subsequent pay periods.

The graphic below illustrates the order you use to set up DBAs and the order the system uses to process DBAs:
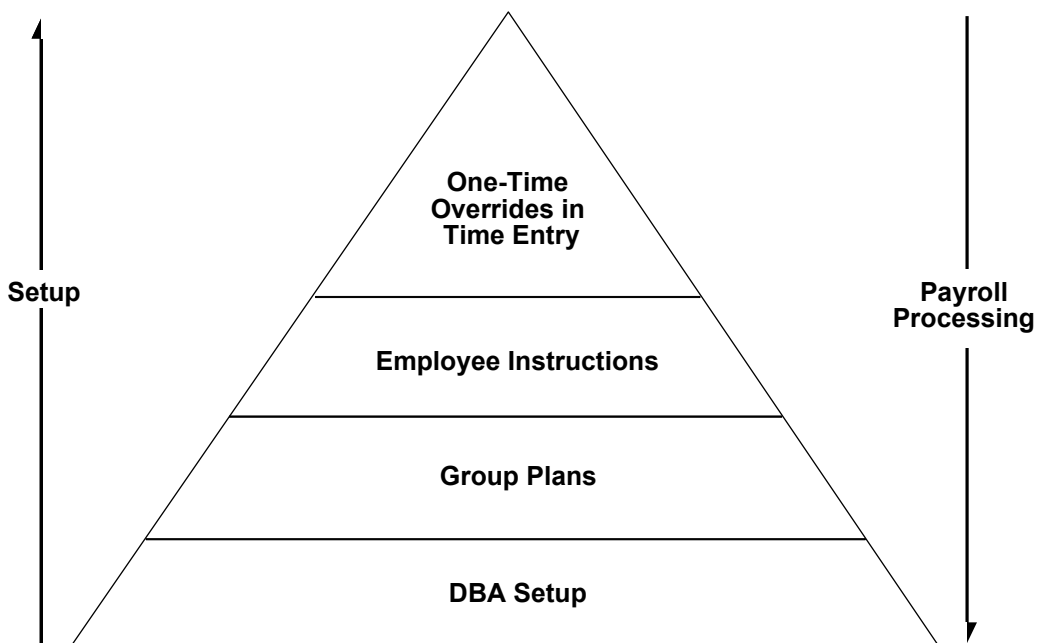
How Does the System Calculate DBAs?

There are numerous methods the system uses to calculate DBAs. For example, the system can calculate DBAs as a flat dollar amount, or as a percentage, or it can use a calculation table for ranges of criteria.

Example: DBA Calculations

DBA calculations can be based on values, such as gross pay, hours, pieces, salary, month-to-date, or year-to-date earnings. You might set up the following:

Flat dollar amount for health insurance with a deduction of 12.50 perSet Up Calculation Table Information

Set Up DBAs

```
┌─────────────────────────────────────┐
│ G77  Canadian Payroll Master Menu   │
│    Enter 29                          │
└──────────┬──────────────────────────┘
           │
           │      ┌─────────────────────────────────┐
           └─────▶│ G774  Payroll Setup             │
                  │    Choose Pay/Deductions/        │
                  │    Benefits                      │
                  └──────────┬──────────────────────┘
                             │
                             │      ┌──────────────────────────────────┐
                             └─────▶│ G7742  Pay/Deductions/Benefits   │
                                    │  Setup                           │
                                    │    Choose DBA Setup              │
                                    └──────────────────────────────────┘
```
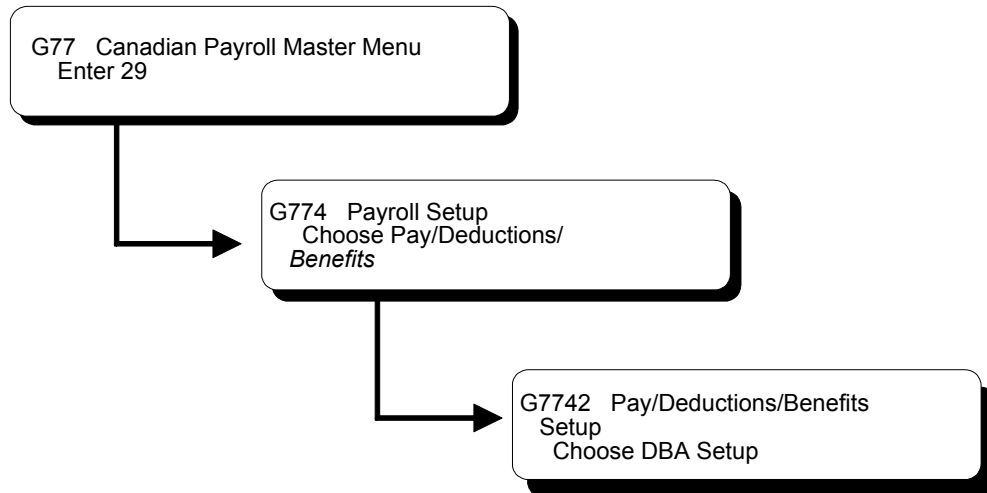
Setting Up DBAs

You set up DBAs to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run your payroll cycle.

Deductions represent dollar amounts, excluding taxes, withheld from an employee's earnings. Benefits and accruals represent amounts that the company funds for additional employee compensation. You set up deductions, benefits, and accruals (DBAs) before you can assign them to employees at the group or individual level.

Setting up deductions, benefits, and accruals includes the following tasks:

- ❑ Setting up deductions

- ❑ Setting up benefits

- ❑ Setting up accruals

- ❑ Setting up the basis of calculations

- ❑ Setting up category codes for DBAs

- ❑ Setting up a tax exempt status DBA

❑ Setting up a DBA based on another DBA

❑ Verifying DBA setup

❑ Setting up a DBA to adjust negative pay

❑ Setting up a DBA for overpayment

❑ Setting up a DBA to calculate if no gross pay

❑ Reviewing DBA reports

See Also

- *Entering Rollover Information for a DBA (P069117)* for information on setting up rollover accruals and benefits

Setting Up Deductions

You set up deductions to automate the process of subtracting monies when you run your payroll cycle.

Setting up deductions includes the following tasks:

❑ Setting up a simple deduction

❑ Setting up a flat dollar deduction

❑ Setting up an advance deduction

❑ Setting up a tax-deferred compensation deduction

You can set up many different types of deductions. These tasks do not encompass every possible scenario, but are examples of typical deductions that you might set up for your company.

Setting Up a Simple Deduction

When you set up a simple deduction, you specify the minimum amount of information the system needs to calculate a deduction.

► **To set up a simple deduction**

On DBA Setup

1. To designate that this is a deduction, enter D in the following field:

   - DBA Type

2. Complete the following optional fields:

   - Effective Date From
   - Effective Date Thru

3. Complete the following fields:

   - DBA Code
   - Source of Calculation
   - Method of Calculation
   - Paystub Text

4. Use the Add action.

   The system displays Basis of Calculations.
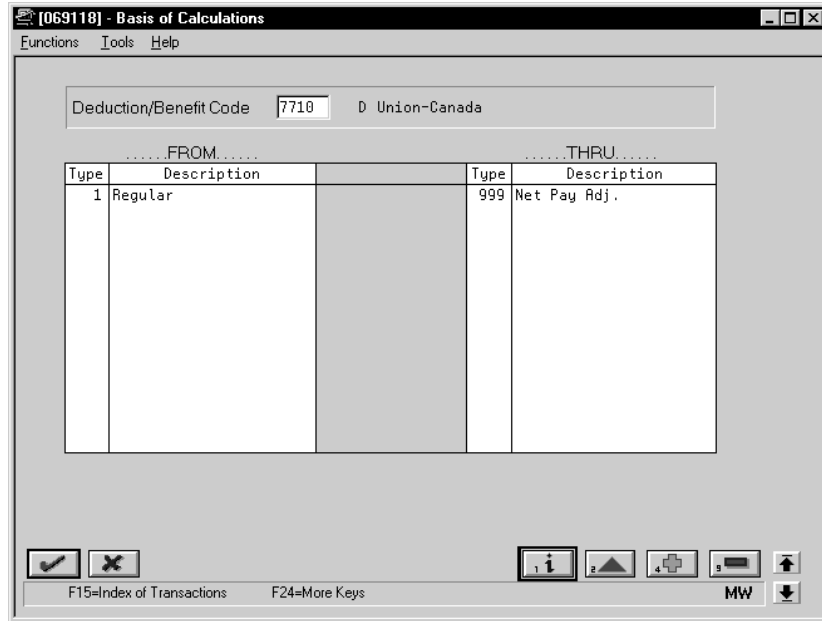
5. On Basis of Calculations, complete the following fields:

- From PDBA Type
- Thru PDBA Type

See *Setting Up the Basis of Calculations.*

6. Return to DBA Setup.

7. On DBA Setup, locate the deduction.

8. Review the values supplied by the system for the following fields:

- Method of Printing
- Effect on Disposable Wage
- Calculate if No Gross
- Calculate in Pre-Payroll
- Effect on General Ledger
- A/P Voucher
- Pay Period to Calculate
- Calculate Once Per Period
- Arrearage Method
- When to Adjust Deductions

Field	Explanation
DBA Type	A code used to distinguish between the following types of payroll entries: P Time Cards (Earnings) D Deductions withheld B Benefit (both cash and non cash) A Accrual of sick, vacation, comp, and so forth Note: These codes may only be changed by J.D. Edwards For screen inquiry, an @ in this field means all four types display.
DBA Code	A code to define the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater. .... *Form-specific information* .... The DBA code 9997 is reserved for Overpayment. Do not change this deduction code.
Source of Calculation	A user defined code (system 06, type DB) that defines what the deduction, benefit, or accrual (DBA) is based on. A numeric code indicates that the DBA is based on a disposable net wage calculation. When the system calculates the gross amount for a disposable net wage, it does not use the basis of calculation. The gross amount includes all earnings that have a +/+ effect on gross/net.
Method of Calculation	A user defined code (system 06, type DM) that indicates which method the system uses to calculate the deduction, benefit, or accrual.
Paystub Text	A description, remark, explanation, name, or address.

Field	Explanation
DBA Print Group	A user defined code (system 06, type PC) that specifies the pay type categories you want to use to generate overtime. Pay type category codes provide a method for grouping different pay types. For example, you might have a pay type category for regular pay that includes three pay types.
	Enter the pay type category code that corresponds to the desired group. Standard codes are R for regular, V for overtime, and O for other. The Automatic Timecard Generator program uses the hours associated with each pay type in the group to determine an individual's overtime hours.
	To include a timecard in automatic overtime calculation, its pay types must be included in the pay type category you specify.
	.... *Form-specific information* ....
	A user defined code (system 06, type PC) that groups certain DBAs together for display or payroll purposes. The first DBA description prints.
Method of Printing	Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:
	Pay Types/Payroll Taxes:
	Y Print on paystub (default)
	S Print separate check (one item per check)
	C Print separate check (C types combined)
	N Do not print on paystub
	Deduction/Benefit/Accrual Types:
	Y Print as total deductions (default)
	S Print separate check (one item per check)
	C Print separate check (include detail)
	N Do not print on paystub
	I Print individual transactions
	T Print by DBA Print Group
	The Separate Check feature is not available for any payroll taxes being withheld from the employee's paycheck.
Effect on Disposable Wage	This code designates whether a DBA is subtracted from gross to determine an employee's disposable wages. Valid codes are:
	1 Voluntary. These deductions are subtracted from gross to determine disposable wages for deductions with a Source of Calculation of 1, 5, and 7.
	2 Mandatory. These deductions are subtracted from gross to determine disposable wages for deductions with Source of Calculation of 1, 2, 4, 5, 6, and 7.

Field	Explanation
Calculate If No Gross (Y,N)	This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are: Y This deduction is calculated when there is no gross pay. N This deduction is not calculated when there is no gross pay. NOTE: Payroll Processing always calculates the DBA if the Method field is \$, the Basis field is G, and the DBA is defined as Calc if No Gross = Y even if the employee has no gross pay. The system puts the amount in arrears, if applicable, or creates an overpayment.
Calculate in Pre-Payroll (Y,N)	A code specifying whether a benefit is calculated during pre-payroll processing. Valid codes are: Y Yes, calculate the benefit during pre-payroll processing. N No, calculate the benefit during the journal entry step of the payroll cycle. In general, all benefits and accruals are calculated during the processing of journal entries because they do not affect the gross-to-net calculation. However, certain benefits, such as group life insurance and the corresponding excess life insurance benefit, must be calculated in pre-payroll because they affect the gross-to-net calculation.
Effect on General Ledger	A code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Valid codes are: N Pass dollars only to the general ledger. M Do not pass dollars or hours to the general ledger. This code allows an accrual to be tracked in employee payroll history and the dollars to be omitted from the general ledger.
Accounts Payable Voucher (Y,N)	A code used to determine whether the system should generate an accounts payable voucher for the DBA or tax during the final update phase of the payroll processing cycle. Valid codes are: N No, do not generate an accounts payable voucher Y Yes, generate an accounts payable voucher.

Field	Explanation
Pay Period to Calculate	A code designating the pay period in which the system calculates the DBA/auto deposit. Valid codes are: Y Take the DBA/auto deposit during the current period. N Do not take the DBA/auto deposit during the current period. * Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period. blank Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period. M Applies only to benefits based on gross hours or dollars. An M in the fifth field only tells the system to calculate the benefit during the special timecard post. An M implies a Yes for a weekly withholding frequency.
Calculate Once Per Period (Y,N)	A code that indicates whether the deduction, benefit, or accrual should be calculated only once in a pay period if the employee receives more than one check.
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.
When to Adjust Deduction	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust all deductions before payroll taxes. 1 Adjust all secondary or non-required deductions before payroll taxes. 2 Adjust payroll taxes before the required deductions.

What You Should Know About

Entering descriptive text for the DBA

Use the DBA Text window to view, maintain, and enter textual information pertaining to the currently displayed DBA. **TEXT** in the upper portion of DBA Setup indicates that a textual message for this DBA exists.

Basis of calculations

Typically, you specify a range of transaction numbers upon which to base the DBA. To have the system automatically assign all pay types (1-999) for calculating the DBA, exit the Basis of Calculations form.

Override fields

The following fields can be overridden at the various levels of assignment:

Group:

- Table Code
- Amount/Rate 1
- Amount/Rate 2
- A/P Voucher
- Payee
- Periods to Calculate

Employee:

- Table Code
- Amount/Rate 1
- Amount/Rate 2
- A/P Voucher
- Payee
- Periods to Calculate
- Effective Dates

Time Entry:

- Amount
- A/P Voucher
- Payee

Setting Up a Flat Dollar Deduction

You set up flat dollar deductions to subtract a specified dollar amount from the employee's pay for the designated pay periods. For example, an employee enrolls in the health care plan provided by the company, which requires a deduction of 5.00 each pay period.

You might also set up flat dollar deductions for the following:

- Health care
- Union dues

▶ **To set up a flat dollar deduction**

On DBA Setup

1. Enter the value that indicates this a flat amount in the following field:
    - Method of Calculation

2. Complete the following field:
    - Amount or Rate

3. Complete the steps for setting up a simple deduction.
   See *Setting Up a Simple Deduction.*

Field	Explanation
Amount or Rate 1 and 2	The value in this field is either a percentage, a dollar amount, or an hourly rate, depending on where it is used:
	1 For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.
	2 For a pay type, amounts entered in this field override the hourly rate.
	.... *Form-specific information* ....
	The first amount or rate associated with a deduction, benefit, or accrual. Because many DBA types require multiple tiers, two Amounts (Rates) exist. The system uses Amount (Rate) 1 until the first annual limit is reached. Then the system uses Amount (Rate) 2, beginning with the next time the employee is paid and continuing until the second annual limit is reached.
	These fields work in conjunction with the annual limit fields.

Setting Up an Advance Deduction

You set up an advance deduction for an employee to pay back a dollar amount advanced by the employer against an employee's earnings. An advance deduction DBA allows you to set up a declining balance that is active until the amount due equals zero.

▶ **To set up an advance deduction**

On DBA Setup

1. Enter the value that indicates this a flat amount in the following field:

   - Method of Calculation

2. Complete the steps for setting up a simple deduction.

   See *Setting Up a Simple Deduction.*

3.   Access DBA Additional Information.


```
[06ADW] - DBA Additional Information                    _ □ ×
Functions  Tools  Help

Flex Spend Acct Type      [   ]
415 Testing Code          [   ]
401k/125/RPP/Union        [   ]

Investment Group          [ ]
Incld in Union Pln(Y,N)   [N]    COBRA Plan    [0]
Declining Balance (Y,N)   [Y]    Amount Due    [          ]
Number of Periods (Y,N)   [N]    No. Periods   [      ]

Calc for All Emp. (Y,N)   [N]
Select by Pay Class       [ ]
Select by Tax Area        [          ]
Select by Home Company    [      ]

[ ✔ ] [ ✖ ]                                          [⬆]

  Enter=Update    F8=Refresh    F24=More Keys         [⬇]
```

4.   On DBA Additional Information, complete the following field:

- Declining Balance

5.   Complete the following optional fields:

- Flexible Spending Account Type (U.S. only)

- 415 Testing Code (U.S. only)

- 401k/125/RPP/Union (Pre-tax deductions)

- Investment Group

- Amount Due

- Number of Deduction Periods

- Select by Pay Class

- Select by Tax Area

- Select by Home Company

6.   Review the values supplied by the system for following fields:

- Include in Union Plan

- Number of Periods

- Calculate for All Employees

- COBRA Plan (U.S. only)

Field	Explanation
Declining Balance (Y,N)	A Yes/No field indicating whether you want the system to read the amount due at the DBA, group, or employee level to determine if this deduction is considered in the payroll cycle. An amount due must be entered when you enter Y in this field. If an amount due is not entered, the system considers the deduction to be cleared or inactive. Valid codes are: Y Yes, read the Amount Due field and continue this deduction only until the amount due is zero. N No, do not read the amount due when dealing with this deduction.
401k/125/RPP/Union	If one of the pre-determined user defined codes is entered, Vertex will use current tax laws in the various jurisdictions to determine whether the DBA is pre-tax in that tax area. Code 401 represents all deferred compensation plans (401k, 403b, 408k, 457 and 501c). Code 125 represents Section 125 plans. Using either of these codes eliminates the need to set up tax-exempt status in the P06TAX window or have multiple deductions to accommodate pre-tax status in one state but not another. For Canadian users, code RPP represents Canadian Registered Pension Plans or Registered Retirement Savings Plans. Code UN is used for Canadian union dues. Canadian users will still need to set up the tax-exempt status in the P06TAX window for RPP/RRSP and union. .... *Form-specific information* .... For flexible spending accounts this field indicates that pre-tax dollars are used.

Field	Explanation
Investment Group	A user defined code system (06/type AI) that indicates the grouping to be used when balancing accruals for investing in various funds. For "split" investments, the total deduction must total 100% of the amount specified. For example, an employee has a 401(k) deduction which has been elected to be split three ways: 10% 20% 70% These "splits" are three additional DBAs. To ensure that the three "splits" (or accruals) total 100%, you must: • Use the same accrual investment group code for all three • Ensure that the total of the individual percentages is 100 • Not use the accrual investment group code on the DBA upon which the splits are based • Varify that the splits have no effect on net or gross • Verify that the split DBAs are not cash benefits .... *Form-specific information* .... The dollar limit for dependents is $5000. The company-defined limit for medical is usually $2500.
Amount - Due	The balance or amount due on an open invoice or voucher. This amount is required for a declining balance when you set up the DBA, but for wage attachment setup, the amount due is stored in a different table and it is not displayed in the DBA instructions for employees. This amount is either: • The Amount Due for a Declining Balance deduction (Declining Balance = Y). • The total amount due for a Wage Attachment deduction. This is a required field for Wage Attachments, except in the case of Child Support deductions.
Number of Periods	The number of periods for which a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken. You must enter a value in this field if you entered Y (Yes) in the Use Number of Periods field (on the DBA Additional Information window, accessed from the DBA Setup form) when you set up the DBA.

Field	Explanation

Pay Class (H/S/P)	The code that indicates how an employee is paid. Valid codes are:
	   H Hourly
	   S Salaried
	   P Piecework
	   H Hourly
	   S Salaried

Include in Union Plan (Y,N)	A code that indicates if a DBA is associated with a union or group plan. If you enter Y, the union/group plan, job type, and job step from the Employee Master are carried into the DBA Detail table (F0609) when the DBA is created from the Employee DBA Instructions. Adding the union/group plan, job type, and job step to a DBA affects the following: 1 Which timecards the DBA is allocated to during the payroll journal process. For more information on the allocation, see the help for P062902 (U.S.) or P07290 (Canada). 2 Historical reporting, which uses the information for selection purposes.
Number of Periods (Y,N)	When you set up a DBA that is not a wage attachment deduction, use this field to indicate whether you want the system to read the Number of Periods field to determine if this DBA should be included in the payroll cycle. If you enter a Y, number of periods must be entered or the system considers the DBA to be inactive. When you set up a wage attachment DBA, leave this field blank. Use the Employee Wage Attachment Entry form to enter the number of periods for which the deduction should be taken. Valid codes are: Y Yes, read the Number of Periods field and continue this DBA only until the amount due is zero. N No, do not read the Number of Periods field for this DBA. ( ) Blank, do not read the Number of Periods field for this DBA. The DBA is either a wage attachment deduction, or it has no amount due.

Field	Explanation
Calculate for All Employees (Y,N)	A code specifying whether the DBA is required. If you enter Y (Yes) in this field, the system calculates the DBA for all employees who qualify. Using this code reduces maintenance for DBAs set up for plans or employees. Screening criteria are entered into the following fields on the DBA Setup: 1 Employee Pay Class - (SALY) 2. Tax Area - (TARA) 3. Home Company - (HMCO). If the DBA is specified as required, it is not necessary to define the DBA at any level other than the DBA Master level. The DBA will be automatically processed for all qualifying employees. Blank (any field) includes ALL NOTE: Tax Area (TARA) and Home Company (HMCO) are also used as screening criteria for DBAs that are not required. If either of these two fields are filled, regardless of whether Calc for All Emp = Y, employees tax area and home company will be checked prior to calculating the DBA. .... *Form-specific information* .... Valid codes are: Y Yes N No Blank All

What You Should Know About

Amount due	The amount due for the deduction must be specified at the DBA setup level, the group level, or at the employee level. When the amount due equals zero, the DBA becomes inactive.
DBA Additional Information override fields	The following fields in this window can be overridden at the employee level: • Amount Due (balance) • No. Periods

Setting Up a Tax-Deferred Compensation Deduction

You set up a tax-deferred compensation deduction when you are deducting an amount from the employee's pay for compensation programs that defer taxes until the funds are distributed or until the funds are removed from the plan. RRSP is an

example of a tax-deferred compensation deduction. This type of deduction is generally a percentage of the employee's gross pay, for example, an employee might contribute 10% of gross pay to a RRSP retirement plan.

When you set up tax exempt or pre-tax deductions other than 401k, 403b, 408k, 457, 501c, Section 125, or RRSP deductions, you can access Tax Exempt Window to enter the tax types that are exempt.

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group plan and employee level DBAs with an appropriate start date.

See Also

- *Setting Up a Tax Exempt Status Deduction (P069117)*

▶   **To set up a tax-deferred compensation deduction**

On DBA Setup

1.   Complete the steps for setting up a simple deduction.

     See *Setting Up a Simple Deduction.*

2.   Access DBA Additional Information.

3.   On DBA Additional Information, indicate that this is a tax-deferred deduction by entering the appropriate value in the following field:

     - 401k/125/RPP/Union

4.   Review the values supplied by the system for the following fields:

     - Include in Union Plan

     - Declining Balance

     - Number of Periods

     - Calculate for All Employees

5.   Update the information.

     The system returns to DBA Setup.

6. On DBA Setup, if limits are applicable, such as for a 401k or RRSP deduction, access DBA Limit Window.

7. On DBA Limit Window, complete any of the following optional fields:

- DBA for Prior Limit
- Group Limit Code
- Limit Method
- Calendar Month Method
- Fiscal Anniversary Beginning Date
- Limit on Pay Period Dollars
- Limit on Monthly Dollars
- Limit on Quarterly Dollars
- Limit on Annual Dollars (Level 1)
- Limit on Annual Dollars (Level 2)
- Limit on Pay Period Percent - Minimum
- Limit on Pay Period Percent - Maximum
- Minimum Hours/Pieces
- Maximum Hours/Pieces

Field	Explanation
401k/125/RPP/Union	If one of the pre-determined user defined codes is entered, Vertex will use current tax laws in the various jurisdictions to determine whether the DBA is pre-tax in that tax area. Code 401 represents all deferred compensation plans (401k, 403b, 408k, 457 and 501c). Code 125 represents Section 125 plans. Using either of these codes eliminates the need to set up tax-exempt status in the P06TAX window or have multiple deductions to accommodate pre-tax status in one state but not another. For Canadian users, code RPP represents Canadian Registered Pension Plans or Registered Retirement Savings Plans. Code UN is used for Canadian union dues. Canadian users will still need to set up the tax-exempt status in the P06TAX window for RPP/RRSP and union.
	.... *Form-specific information* ....
	For flexible spending accounts this field indicates that pre-tax dollars are used.
DBA For Prior Limit	A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of $2,000.00. After this limit is met, deduction 1500 begins calculation and withholding.
	The DBA number of the predecessor must be lower than the successor's number.
Group Limit Code	A user defined code (system 06, type GR) which groups together DBAs that share common limitations.
Limit Method	The limit method tells the system which history file to use for DBA limits.
	blank This is the default. Monthly, quarterly and annual limits are applied to calendar month history. Fiscal and anniversary history is stored by pay period ending date.
	1 Monthly, quarterly and annual limits are applied to payroll month history. This method should be used for retirement plans such as 401(k) or RPP. Fiscal and anniversary history is stored by check date.
	2 Monthly and quarterly limits are applied to calendar month history. Annual limits are applied to fiscal and anniversary history. Fiscal and anniversary history is stored by pay period ending date.
	3 Monthly and quarterly limits are applied to payroll month history. Annual limits are applied to fiscal and anniversary history. Fiscal and anniversary history is stored by check date.

Field	Explanation
Calendar Month Method	This method determines how transition months are stored for calendar month history. Transition months occur when the pay period crosses into another month. Valid codes are: blank This is the default. DBAs are prorated to the pay period ending date and the last day of the previous month if timecards exist for both months. 1 DBAs are allocated to the pay period ending date.
Anniversary Fiscal Beginning Date	A user defined code (system 06, type AF) that specifies when the rollover year begins. If the code is left blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX). To specify a fiscal year, enter the user defined code FISC. This causes the system to use the fiscal year setup for the employee's home company. To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee's date of birth, use code DOB.
Limit on Pay Period Dollars	The maximum amount that can be withheld or accrued in a pay period. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Limit on Monthly Dollars	The maximum amount that can be withheld or accrued in a month. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Limit on Quarterly Dollars	The maximum amount that can be withheld or accrued in a quarter. For a deduction or benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Annual (Level 1)	The maximum amount to be withheld or accrued in a year. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours. NOTE: For the Payroll system, this field can represent either an initial annual limitation or a final limitation in a year: • If the Annual (Level 1) field is not blank, this amount represents the first level of the yearly limitation. The value in Annual (Level 2) represents the final limitation. • If an annual limit is specified on a DBA calculation table, the annual limit from the table will take precedence over annual limits defined at the master DBA or employee levels.

Field	Explanation
Limit on Annual Dollars(Level 2)	The maximum amount to be withheld or accrued in a year for a DBA. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
	NOTE: This field represents the second level annual limitation. It is used when there is an initial limitation, and a corresponding rate, which is followed up by a new rate and final limitation. This field can not be used independently. There must always be a value in the Annual (Level 1) field.
Limit on Pay Period Percent - Minimum	The minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.
Limit on Pay Period Percent	The maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.
Hours - Minimum	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the source of calculation or arrearage method is H or I.
Hours - Maximum	The maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or the pieces produced are greater than the specified maximum, the system bases the calculation on the maximum.

What You Should Know About

**DBA Limit override
fields**

The following fields on DBA Limit Window can be
overridden at the various levels of assignment:

Group:

- DBA for Prior Limit
- Group Limit Code
- Pay Period Limit
- Monthly Limit
- Quarterly Limit
- Annual Limit 1
- Annual Limit 2
- Pay Period Percent
- Minimum Hours
- Maximum Hours

Employee:

- DBA for Prior Limit
- Group Limit Code
- Pay Period Limit
- Monthly Limit
- Quarterly Limit
- Annual Limit 1
- Annual Limit 2
- Pay Period Percent

Time Entry: (none)

Setting Up Benefits

You set up benefit DBAs to automate the process of calculating benefits when you run your payroll cycle. Consider if the benefit is to be cash or non-cash, and whether it is taxable. Benefit information can be passed to the general ledger to track burden.

Setting up benefits includes the following tasks:

❑ Setting up a simple benefit

❑ Setting up a non-taxable, non-cash benefit

❑ Setting up a taxable, cash benefit

❑ Setting up a taxable, non-cash benefit

❑ Setting up a non-taxable, cash benefit

You can set up many different types of benefits. These tasks do not encompass every possible scenario, but are examples of typical benefits that you might set up for your company.

Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to your group plan and employee level DBAs with an appropriate start date.

Setting Up a Simple Benefit

When you set up a simple benefit, you specify the minimum amount of information the system needs to calculate a benefit.

▶ **To set up a simple benefit**

On DBA Setup

1. To designate that this is a benefit, enter B in the following field:
    - DBA Type

2. Complete the following required fields:
    - DBA Code
    - Source of Calculation
    - Method of Calculation
    - Paystub Text
    - Effect on Check
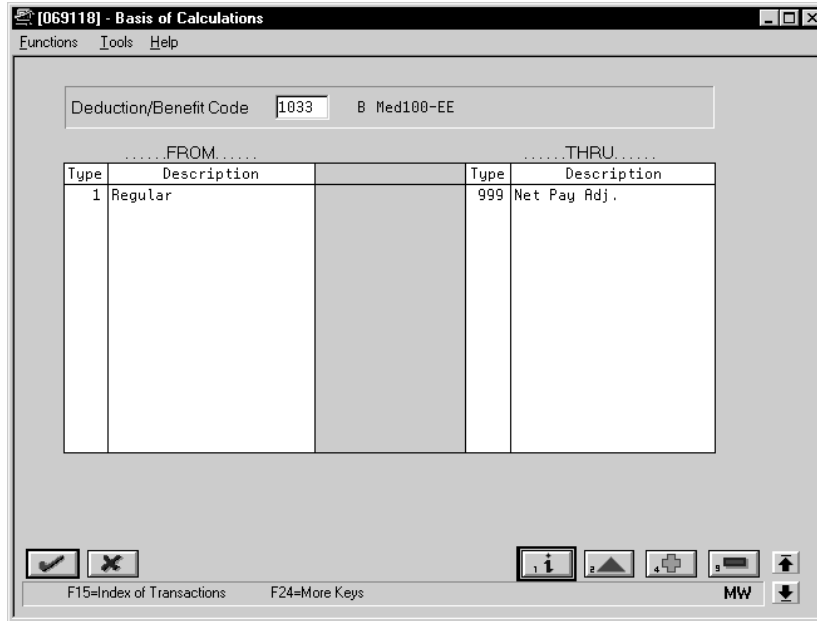
3. Use the Add action.

    The system displays Basis of Calculations.

```
[069118] - Basis of Calculations                                      _ □ ×
Functions   Tools   Help

    Deduction/Benefit Code    1033      B Med100-EE

           ......FROM......                          ......THRU......
    Type │    Description        │          │  Type │    Description
       1 │Regular                │          │   999 │Net Pay Adj.







    ┌───┐ ┌───┐                    ┌───┐ ┌───┐ ┌───┐ ┌───┐  ┌───┐
    │ ✓ │ │ ✗ │                    │ i │ │ ▲ │ │ ✚ │ │ ▬ │  │ ⬆ │
    └───┘ └───┘                    └───┘ └───┘ └───┘ └───┘  ├───┤
    F15=Index of Transactions    F24=More Keys                MW  │ ⬇ │
                                                                  └───┘
```

4. On Basis of Calculations, complete the following fields:

    • From DBA Type

    • Thru DBA Type

    See *Setting Up the Basis of Calculations.*

5. Return to DBA Setup.

6. On DBA Setup, locate the benefit.

7. Review the values supplied by the system for the following fields:

    • Method of Printing

    • Effect on Disposable Wage

    • Calculate if No Gross

    • Calculate in Pre-Payroll

    • Effect on General Ledger

    • A/P Voucher

    • Pay Period to Calculate

    • Calculate Once Per Period

    • Arrearage Method

    • When to Adjust Deductions

Field	Explanation
Effect on Check	This field is used to indicate the effect a benefit has on gross and net income. Valid codes are:

    1   Non-cash benefit that is non-taxable. The benefit will not have an effect on gross or net income (journal entry only).

    2   Cash benefit that is taxable. The benefit will be added to both gross and net income.

    3   Non-cash benefit that is taxable. The benefit will be added to gross income and has no effect on net income. (No effect on net income other than the tax withheld.)

    4   Cash benefit that is non-taxable. There is no effect on gross income and the benefit will be added to net income (net pay adjustment).

What You Should Know About

Entering descriptive text for the DBA	Use DBA Text to view, maintain, and enter textual information pertaining to the currently displayed DBA. **TEXT** at the top of DBA Setup indicates that a textual message for this DBA exists.
Basis of calculations	Typically, you specify a range of transaction numbers upon which to base the DBA. To have the system automatically assign all pay types (1-999) for calculating the DBA, exit the Basis of Calculations form.
Printing benefit and accrual information	If you want benefit or accrual information to appear on an employee's paystub, specify Y in the Calculate in Pre-Payroll field and complete the Method of Printing field.

Setting Up a Non-Taxable, Non-Cash Benefit

You set up non-taxable, non-cash benefits when the employer is providing a benefit to the employee that is not taxed and is not transferrable to cash, such as company-paid health insurance. The employee is not taxed for this benefit.

► **To set up a non-taxable, non-cash benefit**

On DBA Setup

1. To designate a non-taxable, non-cash benefit, enter 1 in the following field:
   - Effect on Check

2. Complete the steps for setting up a simple benefit.
   See *Setting Up a Simple Benefit.*

Setting Up a Taxable, Cash Benefit

You set up a taxable, cash benefit when the employer is providing a benefit to the employee that is taxed and is in the form of cash. An example of a taxable, cash benefit is a reimbursement for moving expenses.

► **To set up a taxable, cash benefit**

On DBA Setup

1. To designate a taxable, cash benefit, enter 2 in the following field:
   - Effect on Check

2. Complete the steps for setting up a simple benefit.
   See *Setting Up a Simple Benefit.*

What You Should Know About

Entering tax exempt information	If a taxable benefit is exempt from any taxes, access the Tax Exempt window to enter the tax types that are exempt.
	See *Setting Up a Tax Exempt Status Deduction.*

Setting Up a Taxable, Non-Cash Benefit

You set up a taxable, non-cash benefit when the employer is providing a benefit to the employee that is taxed and is not transferrable to cash. The benefit is added to an employee's gross pay, yet it has no impact on the employee's net pay other than the tax withheld. An example of a taxable, non-cash benefit is the use of a company car.

▶ **To set up a taxable, non-cash benefit**

On DBA Setup

1. To designate a taxable, non-cash benefit, enter 3 in the following field:

    • Effect on Check

2. Complete the steps for setting up a simple benefit.

    See *Setting Up a Simple Benefit.*

What You Should Know About

Entering tax exempt information	If a taxable benefit is exempt from any taxes, access Tax Exempt Window to enter the tax types that are exempt.
	See *Setting Up a Tax Exempt Status Deduction.*

Setting Up a Non-Taxable, Cash Benefit

You set up a non-taxable, cash benefit when the employer is providing a benefit to the employee that does not affect the employee's gross income. The cash benefit is added to the employee's net income as a net pay adjustment. An example of a non-taxable, cash benefit is a moving allowance below the taxable minimum.

▶ **To set up a non-taxable, cash benefit**

On DBA Setup

1. To designate a non-taxable, cash benefit, enter 4 in the following field:

- Effect on Check

2. Complete the steps for setting up a simple benefit.

   See *Setting Up a Simple Benefit.*

Setting Up Accruals

You set up accrual DBAs to track accruals that are calculated when you run your payroll cycle. Accruals also enable you to carry over remaining balances, such as available vacation and sick time.

When determining whether a DBA should be set up as a benefit or an accrual, realize that accruals have no affect on an employee's gross or net pay. Benefits might or might not affect gross or net pay.

You can set up many different types of accruals. This task does not encompass every possible scenario, but is an example of a typical accrual that you might set up for your company.

Before You Begin

❑ For accruals based on variable values, such as length of employment, you must first set up a calculation table. See *Setting Up Calculation Tables.*

▶   **To set up accruals**

On DBA Setup


```
[069117] - DBA Setup                                              _□×
Functions  Tools  Help
                              **TEXT**
 DBA Code                 7785 Salary Vac      DBA Type        A
 ┌─────────── DBA Calculation ──────────┐  ┌──────── Paystub Info ────────┐
 Source of Calculation    G Current Period   Paystub Text    Salary Vac
 Method of Calculation    2 Table - Date Ra   Method of Prnting  I
 Table Cd (Methods 1-9)  07780 Vacation Pay   DBA Print Group
 Amount or Rate 1 &
        "         2                        ┌──── General Acct Info ────┐
 Effect on Disposable Wage  1               Effect on GL         N
 Calc if No Gross (Y,N)     N               A/P Voucher(Y,N)     N
 Calc in Pre-Payroll (Y,N)  Y               Payee Address No
 Effect on Check

 ┌────────── DBA Time Table ─────────┐  ┌───── Arrearage Information ─────┐
 Pay Period to Calculate  Y / Y / Y / Y / Y   Arrearage Method      N
 Calc Once Per Period (Y,N)               When to Adjust Ded     0
 Eff Dates - From & Thru                   Order to Adjust Ded

 ✔  ✖                                      1 i   2▲   4✚   9▬   ⬆
 F5=Addl  F6=Limits  F8=Exmpt  F16=Text  F19=Rollover  F20=YearEnd  F24=More  MW  ⬇
```

1. To designate that this is an accrual, enter A in the following field:

   • DBA Type

2. Complete the following required fields:

   • DBA Code

   • Source of Calculation

   • Method of Calculation

   • Table Code

   • Paystub Text

3. Use the Add action.

   The system displays Basis of Calculations.

   See *Setting Up the Basis of Calculations.*

4. On Basis of Calculations, complete the following fields:

   • From DBA Type

   • Thru DBA Type

5. Return to DBA Setup.

6. On DBA Setup, locate the accrual.

7. Review the values supplied by the system for the following fields:
   - Method of Printing
   - Effect on Disposable Wage
   - Calculate if No Gross
   - Calculate in Pre-Payroll
   - Effect on General Ledger
   - A/P Voucher
   - Pay Period to Calculate
   - Calculate Once Per Period
   - Arrearage Method
   - When to Adjust Deductions

8. If you are setting up a vacation or sick accrual with related PDBAs, access Rollover Setup Window.
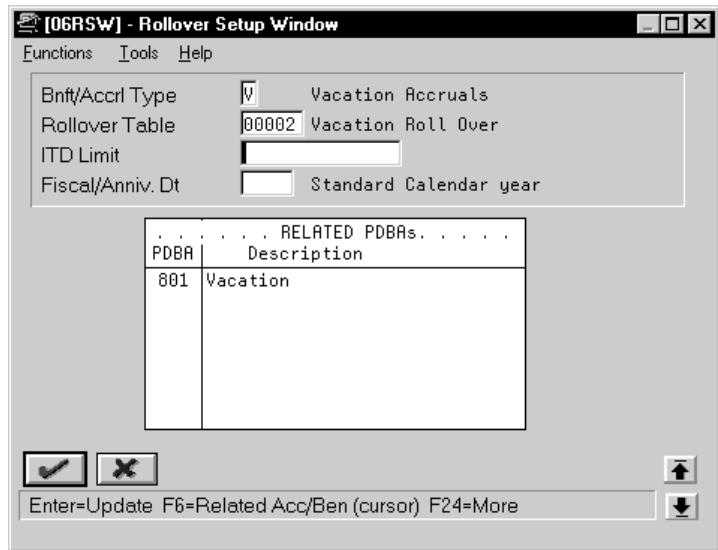
9. On the Rollover Setup Window, complete the following fields:
   - Benefit/Accrual Type
   - Rollover Table
   - ITD Limit
   - Fiscal/Anniversary Date
   - PDBA Code

Field	Explanation
Table Code	The table used if the calculation requires table values.
Benefit/Accrual Type	A user defined code (system 06, type SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.
Rollover Table	This is the identification number of the rollover table that will be used to limit the amount that can be rolled over for an accrual. The limit is based on an employee's months of service. For example, the table can be setup so an employee with 0 thru 12 months can roll over up to 40 hours at year end and an employee with 13 thru 999 can roll over up to 80 hours.
Inception to Date Limit	The maximum amount of dollars or hours that an accrual can have at any one time. For example, your company may have a vacation policy that allows an employee to rollover 40 hours each year but the accrued balance cannot exceed a total of 300 hours at any one time. Both the payroll cycle and year end rollover will calculate up to the limit, taking into account the amounts that have been used. NOTE: If the accrual is rolled over at the end of a standard year, the limit is applied against payroll month history. If it is rolled over at the end of a fiscal or anniversary year, it is applied against fiscal and anniversary history.
Anniversary Fiscal Beginning Date	A user defined code (system 06, type AF) that specifies when the rollover year begins. If the code is left blank, the system rolls the accrual over at the end of the standard calendar year (December 31, XXXX). To specify a fiscal year, enter the user defined code FISC. This causes the system to use the fiscal year setup for the employee's home company. To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee's date of birth, use code DOB.

What You Should Know About

Table codes	If the method of calculation is a numeric value, 0-6, 8, 9, you must enter a value for a calculation table in the Table Code field.

Entering descriptive text for the DBA	Use DBA Text to view, maintain, and enter textual information pertaining to the currently displayed DBA. **TEXT** at the top of DBA Setup indicates that a textual message for this DBA exists.
Related PDBAs	If you are setting up an accrual and the balance is affected by another pay type or DBA, you must enter the number of the related PDBA in the PDBA Code field on Rollover Setup Window.
	In addition to each PDBA's individual balances, the system will then combine the two PDBAs for a calculated remaining balance.
Printing benefit and accrual information	If you want benefit or accrual information to appear on an employee's paystub, specify Y in the Calculate in Pre-Payroll field and complete the Method of Printing field.
	If a benefit or accrual has related PDBAs and you want the balance to print on an employee's check, complete the Benefit/Accrual Type field in Rollover Setup Window.

Setting Up the Basis of Calculations

You set up the basis of calculations for a DBA to define how the system will calculate the DBA during pre-payroll processing. A DBA can be based on pay types and/or another deduction, benefit, or accrual. For each DBA you create, you must define a cross-reference to one or more pay type or DBAs on which the DBA is based. Otherwise, the system does not calculate the DBA.

▶ **To set up the basis of calculations**

On Basis of Calculations
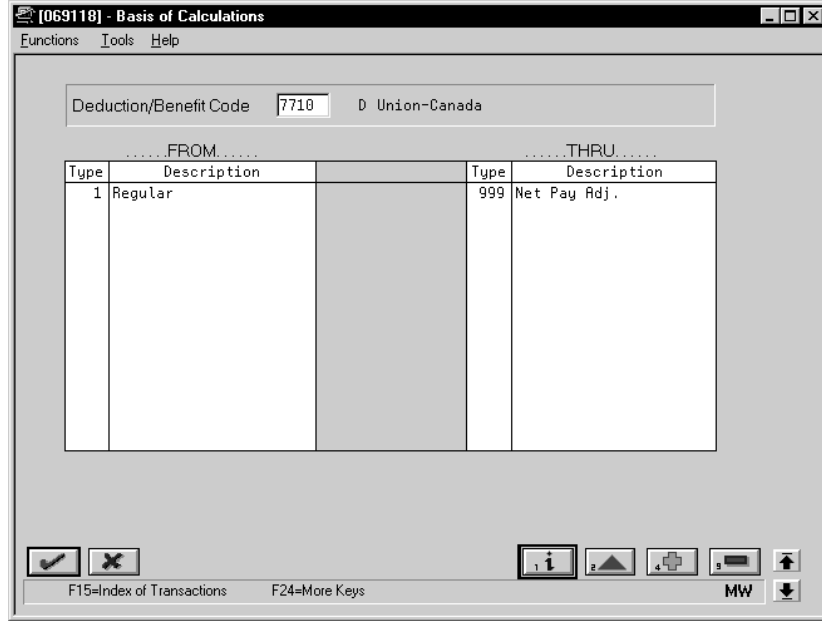
Complete the following fields:

- From PDBA Type
- Thru PDBA Type

Field	Explanation
From Type	The number and description of the PDBA you want the system to use to calculate the corresponding DBA. This is the beginning number in the range that is the basis of the calculation. If a DBA is entered, it must have a lower number than the corresponding DBA. .... *Form-specific information* .... The range of the pay types or DBAs used to calculate total compensation.
Thru Type	The number and description of the pay type you want the system to use to calculate the corresponding pay type. This is the ending number in the range that is the basis of the calculation. .... *Form-specific information* .... The range of the pay types or DBAs used to calculate total compensation.

What You Should Know About

Automatically assigning a range of PDBA codes	Typically, you specify a range of transaction numbers upon which to base the DBA. To have the system automatically assign all pay types (1-999) for calculating the DBA, exit Basis of Calculations.
Determining the basis of calculations	To determine the appropriate PDBA codes to assign to the DBA you are setting up, consider the following:

- If you base a DBA on another DBA, both the From PDBA Type field and the Thru PDBA Type field must contain the same code (the code for the basis DBA).

- If you base a DBA on all pay types, enter code 1 in the From PDBA Type and code 999 in the Thru PDBA Type field.

- If you base the DBA on a selected group of pay types, include only those pay types in the From PDBA Type and Thru PDBA Type fields. For example, if you base a DBA on all pay types except 801, you would enter 1 in the From PDBA Type field and 800 in Thru PDBA Type field on the first line. The second line you would enter 802 in the From PDBA Type field and 999 in the Thru PDBA Type field.

Setting Up Category Codes for DBAs

You set up category codes for DBAs as a way to group together DBAs for reporting purposes. You can use category codes 1 through 10 for this purpose.

▶ To set up category codes for DBAs

On DBA Setup

1. Complete the applicable steps for setting up a deduction, benefit, or an accrual.

   See *Setting Up a Simple Deduction, Setting Up a Simple Benefit,* or *Setting Up Accruals.*

2. Access Category Codes Setup.
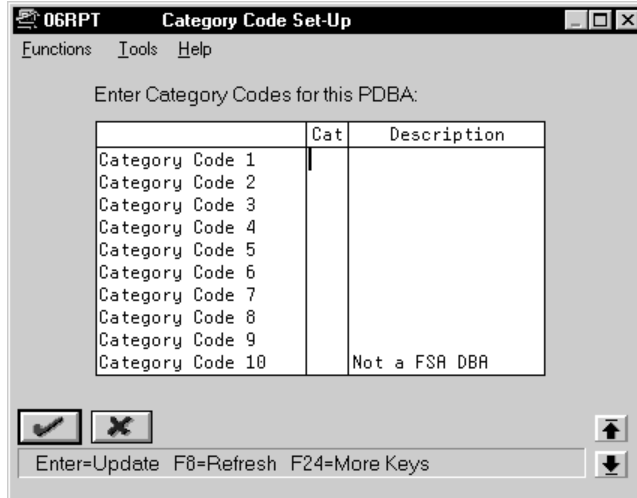
3. On Category Codes Setup, complete the following field:

   • Category

Field	Explanation
Report Codes - P/R Transaction 01	This is a Payroll system category code for Deductions, Benefits and Accruals. You may define the use and description of this code to fit the needs of your organization.

Setting Up a Tax Exempt Status DBA

You set up a tax exempt status DBA to specify that a DBA is exempt from calculations for one or more tax types.

⚠️ Do not change taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. Add the new DBA to your group plan and employee level DBAs with an appropriate start date.

▶ **To set up a tax exempt status DBA**

On DBA Setup

1. Complete the steps for setting up a simple deduction, benefit, or accrual.

See *Setting Up a Simple Deduction*, *Setting Up a Simple Benefit,* or *Setting Up Accruals*.

2.   Access Tax Exempt Window.
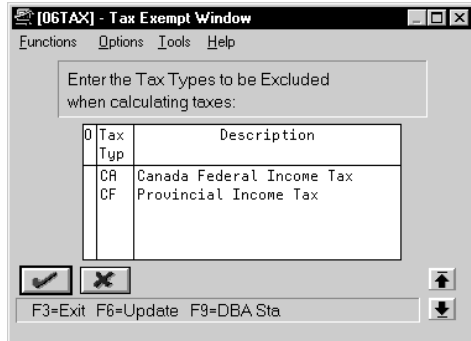
3.   On Tax Exempt Window, complete the following field:

- Tax Type

Field	Explanation
Non-Taxable Authority Types 01	You can specify up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.
	If you enter an asterisk (*) in the first element of this list, no taxes are computed.

Setting Up a DBA Based on Another DBA

You set up a DBA based on another DBA to use a value that has already been calculated (from the based-on DBA) to calculate the DBA you are setting up. For example, you set up a 401k or RRSP employer match benefit based on a 401k or RRSP deduction that has already been set up to deduct a certain amount from an employee's pay.

If you set up a DBA based on another DBA, both DBAs must be associated, though not necessarily assigned at the same level. For example, if you set up a 401k or RRSP plan DBA code containing deduction percentages at the employee level, you must indicate that the DBA is associated with a union or group plan when you are entering additional information. This allows you to set up a DBA code and assign company matching funds for a 401k or RRSP plan at the union/group level. When you indicate the union/group plan association in the DBA specifications, the system recognizes that both DBA codes are associated at the union/group level.

On DBA Setup

1. Complete the steps for setting up a simple deduction, benefit, or accrual.

   See *Setting Up a Simple Deduction*, *Setting Up a Simple Benefit,* or *Setting Up Accruals*.

   The system displays Basis of Calculations.

2. On Basis of Calculations, complete the following fields with the DBA code that the DBA is based on:

   - From DBA Type
   - Thru DBA Type

   See *Setting Up the Basis of Calculations.*

What You Should Know About

Assigning DBA codes	If certain DBAs are based on other DBAs, you must assign numbers to those transactions accordingly. The system calculates DBAs in numeric order, from low to high. For example, if your company matching 401k or RRSP benefit is based on the employee 401k deduction, the DBA code for the employee 401k or RRSP deduction must be the lower number of the two so that the system calculates it before calculating the matching DBA.
Union level DBAs based on employee level DBAs	If a DBA is assigned at the employee level and is the basis of calculation for a DBA assigned at the union level, you must enter Yes in the Include in Union Plan field.

Exercises
See the exercises for this chapter.

Exercises

Verifying DBA Setup

A good method to verify that you have set up your DBA correctly is to assign it to an employee and process an interim check for that employee. The interim check detail displays the DBA amount and also the basis of calculation. For example, if a deduction is a percentage of an employee's gross pay, the basis of calculation is the gross amount.

▶ To verify DBA setup

On DBA Setup

1.   Complete the steps for setting up a simple deduction, benefit, or accrual.

     See *Setting Up a Simple Deduction*, *Setting Up a Simple Benefit*, or *Setting Up Accruals*.

2.   Assign the DBA to an employee.

     See *Assigning Deductions, Benefits, and Accruals*.

3.   Enter an interim check for that employee using the check detail to verify the DBA calculations.

4.   Delete the interim check and associated DBAs and timecards.

See Also

*   *Entering Interim Checks (P06053A1)* in the *Payroll Volume 1 Guide*

Setting Up a DBA to Adjust Negative Pay

If an employee's gross pay does not cover the amounts to be deducted, the system automatically adjusts deduction amounts to increase the net pay to .00. The system does not allow negative net pay situations. You can set up deductions to control this adjustment process. Depending on the deduction's arrearage rule, one of the following occurs:

*   The deduction is adjusted, partially or for the full amount

*   The adjusted amount is arreared and is taken the next time the employee is paid

The system adjusts negative pay in different ways depending on the arrearage method you use:

P, blank, F	These arrearage methods result in DBAs being reduced, but not placed in arrears, when all or some part of the deduction cannot be taken.
	Amounts not taken are listed on the Deductions Not Taken report which is generated during pre-payroll processing.
	These amounts are not held over to collect in a future payroll.
Q, R, G, H	These arrearage methods result in DBAs being placed in arrears when all or some part of the deduction cannot be taken.
	The system lists the amount not taken on the Deduction Arrearage report which is generated during pre-payroll processing. The system attempts to collect the amount in a future payroll.

If the entire amount of the deduction cannot be taken when you run your payroll cycle, the adjusted amount is listed on the Deductions Not Taken report, which prints during the pre-payroll processing step of the payroll cycle. If the deduction is set up to arrear, the adjusted amount prints on the Deduction Arrearage report, which prints during the pre-payroll processing step of the payroll cycle.

Example: Payroll Calculations to Adjust Negative Pay

The When to Adjust Deductions field and the Order to Adjust Deductions field allow you to determine the sequence the system will deduct the following DBAs:

```
Gross Deductions                                    DBA Code
                                                    Union             #3000
                                                    Health            #1000
                                                    Savings           #2000
                                                    RRSP       #7700
                                                    Advance    #9000
Taxes
- - - - - - - - - - - - - - - -
Negative Net Pay
```

The system adjusts in the following order if the When to Adjust Deductions field is 0 (default) and the Order to Adjust Deductions is blank:

```
1st -                                              #9000          Advance
2nd -                                              #7700          RRSP
3rd -                                              #3000          Union
4th -                                              #2000          Savings
5th -                                              #1000          Health
Last -                                             Taxes
```

In this example, you want the Savings and 401k or RRSP adjusted (not deducted) before the Advance, Union dues, and Health. Therefore, assign Savings and 401k a value of 0 in the When to Adjust Deductions field. Assign Advance, Union dues, and Health a value of 1.

The sequence of adjustments to bring the check balance to .00:

But the company policy might be to deduct the Advance from the employee's pay before taxes are deducted. The government will catch up with this employee at year end, but the company may not be able to retrieve the Advance amount if the company no longer employes the individual. Enter 2 in the When to Adjust Deductions field for the Advance. The sequence of adjustments is as follows:

```
1st -                                              #7700 (0)      RRSP
2nd -                                              #2000       (0)      Savings
3rd -                                              #3000 (1)      Union
4th -                                              #1000       (1)      Health
5th -                                              Taxes
6th -                                              #9000 (2)      Advance
```

Remember, these codes apply to all employees using these deductions. This example illustrates how the codes would work for one employee.

▶ **To set up a DBA to adjust negative pay**

On DBA Setup

1. Complete the steps for setting up a simple deduction.

    See *Setting Up a Simple Deduction.*

2. Complete the following fields:

    -   Arrearage Method

    -   When to Adjust Deductions

    -   Order to Adjust Deductions

Field	Explanation
Arrearage Method	A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are: P Do a partial or full deduction as needed. This is the default. F Do a full reduction or none at all. N Do not reduce. Q Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage. R Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage. G Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage. H Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.
When to Adjust Deduction	A code that indicates when to adjust (back out) deductions. Valid values are: 0 Adjust all deductions before payroll taxes. 1 Adjust all secondary or non-required deductions before payroll taxes. 2 Adjust payroll taxes before the required deductions.
Order to Adjust Deduction	If an employee's gross pay does not cover deductions, a code in this field tells the system in what order it should satisfy deductions. Valid codes are 0001 through 9999. The system starts with the highest code. For example, 9999 is deducted before 0001.

What You Should Know About

Minimum net pay	The process to adjust negative pay is also used for an employee whose net pay falls below the minimum net pay. You can specify a minimum net pay amount in pre-payroll parameters. See *Processing Pre-Payroll* in the *Payroll Volume 1 Guide*.
Journal entries for adjusted and arreared amounts	Journal entries are not created for adjusted and arreared amounts until the deduction is actually withheld.

Numbering DBAs for prioritizing adjustments	When net pay goes below zero or minimum pay, the system adjusts deductions in a high to low order, from DBA code 9999 to DBA code 1000. For example, DBA #8611 would be adjusted before #5322. You can override the order by using the When to Adjust Deductions and Order to Adjust Deductions fields.
	These two fields allow you to control how the deductions are adjusted. You can group deductions into three groups, one group getting adjusted before the other two. You can also assign priority numbers within each group.
Reviewing and revising arreared amounts	Arreared amounts are stored in the PDBAs by Payroll Month history table.
	See *Revising Payroll Month PDBA History.*

See Also

- *Reviewing the Deductions Not Taken Report*
- *Reviewing the Deduction Arrearage Report*

Setting Up a DBA for Overpayment

You set up a DBA for overpayment when an employee's net pay drops below zero and stays below zero even after all DBA adjustments have been made. The overpayment amount is the amount needed to bring net pay back to zero. This amount is created as a deduction DBA (9997) and is assigned to the employee's DBA instructions. This amount displays on the payroll register.

You must set up a DBA for overpayment as a flat dollar declining balance deduction.

⚠ DBA 9997 is reserved for Overpayment. Pre-payroll terminates abnormally if this DBA does not exist. Do not delete or change this DBA.

► **To set up a DBA for overpayment**

On DBA Setup

1. Enter 9997 in the following field:
   - DBA Code

2. Enter Overpayment in the following field:
   - Paystub Text

3. Complete the steps for setting up a simple deduction.

   See *Setting Up a Simple Deduction.*

What You Should Know About

Assigning an account number for DBA 9997 in AAIs	Assign an account number for DBA 9997 in the credit liabilities table in your AAIs to avoid accounting errors.

See Also

- *Correcting Errors in Payroll Cycle Processing* for information about adjusting deductions for tax recalculation
- *Setting Up Flat Dollar Deductions (P069117)*

Setting Up a DBA to Calculate If No Gross Pay

You can set up a DBA to calculate even if there is no gross pay, for example, to calculate a benefit when an employee is on a leave of absence.

You might also set up a deduction to calculate and place the amount in arrears to be withheld the next payroll cycle. The deduction is printed on the Deduction Arrearage report during pre-payroll processing.

▶ To set up a DBA to calculate if no gross pay

On DBA Setup

1. Enter Y in the following field:

   - Calculate If No Gross

2. Enter $ in the following field:

   - Method of Calculation

3. For a deduction, enter one of the values for arrearing in the following field:

   - Arrearage Method

4. Complete the steps for setting up a simple deduction or benefit.

   See *Setting Up a Simple Deduction* or *Setting Up a Simple Benefit.*

Reviewing DBA Reports

```
┌─────────────────────────────────────┐
│ G77  Canadian Payroll Master Menu    │
│    Enter 29                          │
└─────────────────────────────────────┘
            │
            │        ┌─────────────────────────────────────┐
            │        │ G774   Payroll Setup                │
            └───────▶│    Choose Pay/Deductions/           │
                     │    Benefits                         │
                     └─────────────────────────────────────┘
                                 │
                                 │      ┌─────────────────────────────────┐
                                 │      │ G7742   Pay/Deductions/Benefits │
                                 │      │  Setup                          │
                                 └─────▶│    Choose an option under       │
                                        │  the Reports heading            │
                                        └─────────────────────────────────┘
```
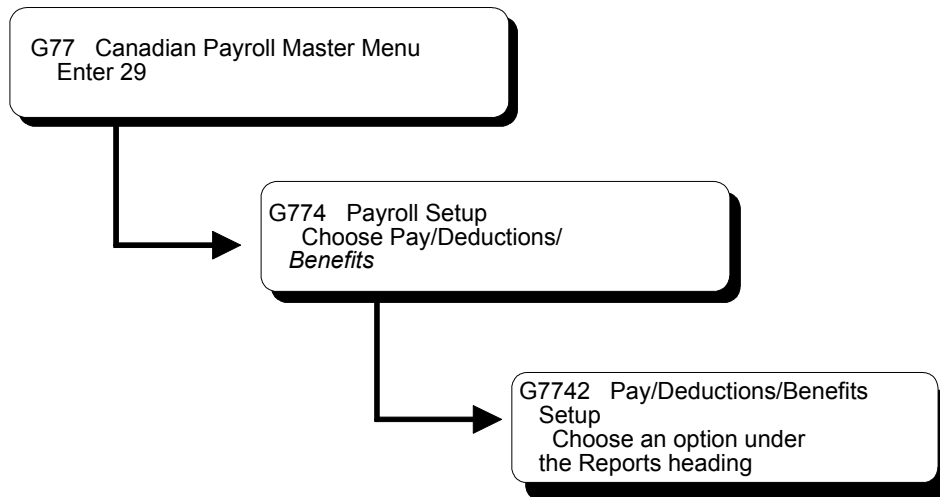
After you set up DBAs, you can review DBA reports to verify the accuracy of your entries.

Reviewing DBA reports consists of the following tasks:

❑ Reviewing the Deduction/Benefit/Accrual report

❑ Reviewing the Basis of Calculations report

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

- *Reviewing the Group Plans Report* for a sample of a group plan DBA report

- *Reviewing the Calculation Tables Report*

- *Reviewing the Table Method Codes Report*

Reviewing the Deduction/Benefit/Accrual Report

After you have set up all of your DBAs, you can review a detailed listing of them in order of DBA code.

```
   06911D                             J.D. Edwards & Company                         Page - . . .    2
                                      Deduction/Benefit/Accrual                      Date - . . .  7/11/98
   DBA Code . 1000  Health Ins.    Employee Portion
   DBA Type . D
DBA CALCULATION. . . . . :                    DBA TIME TABLE . . . . .            PAYSTUB INFO . . :
  Source of Calculation . . G                 Pay Period to Calculate . Y / Y / Y / Y / N  Paystub Text. . . Health Ins.
  Method of Calculation . . $                 Calc Once Per Period. . .           Method of Prnting I
  Table Cd (Methods 1-9). . .                 Eff Dates - From & Thru .           DBA Print Group .
  Amount or Rate 1 & 2. . .   25.0000
  Effect on Disposable Wg . 2                 ARREARAGE INFORMATION. . :
                                              ARREARAGE INFORMATION. . :          GENERAL ACCT INFO:
                                                                                  GENERAL ACCT INFO:
  Calc If No Gross. . . . . Y                 Arrearage Method. . . . . P         Effect on GL. . . N
  Calc in Pre-Payroll . . . Y                 When to Adjust Ded. . . . 0         A/P Voucher . . . N
  Effect on Check . . . . .                   Order To Adjust Ded . . .           Payee Address # .
-----------------------------------------------------------------------------------------------------------
ADDITIONAL INFORMATION FOR  1000 - Health Ins.
  Flex Spend Acct Type. .                     Incld in Union Plan . . N           COBRA Plan . 1
  415 Testing Code. . . .                     Declining Balance . . . N           Amount Due .
  401k/125/RPP/Union. . .                     Number of Periods. . . N            # of Periods
  Investment Group. . . .                     Select by Pay Class . .             Select by Home Company.
  Calc For All Emp. . . . N                   Select by Tax Area. . .
-----------------------------------------------------------------------------------------------------------
DBA LIMIT INFORMATION FOR  1000 - Health Ins.
  DBA for Prior Limit. .                       LIMITS. . . . . . . . :
                                               LIMITS. . . . . . . . :            MINIMUM/MAXIMUM . . . :
                                                                                  MINIMUM/MAXIMUM . . . :
  Group Limit Code . . .                       Pay Period . . . . . .             Pay Period % Min . . .
  Limit Method . . . . .                       Monthly. . . . . . .               Pay Period % Max . . .
  Calendar Month Method.                       Quarterly. . . . . . .             Minimum Hours/Pcs. . .
  Fiscal/Annv Bgn Date .                       Annual (Level 1) . . .             Maximum Hours/Pcs. . .
                                               Annual (Level 2) . . .
-----------------------------------------------------------------------------------------------------------
TAX EXEMPT AUTHORITIES FOR  1000 - Health Ins.
  Tax Type 01. .                               Tax Type 02. .                     Tax Type 03. .
  Tax Type 04. .                               Tax Type 05. .                     Tax Type 06. .
  Tax Type 07. .                               Tax Type 08. .                     Tax Type 09. .
  Tax Type 10. .                               Tax Type 11. .                     Tax Type 12. .
  Tax Type 13. .                               Tax Type 14. .                     Tax Type 15. .
-----------------------------------------------------------------------------------------------------------
YEAR END PARAMETERS FOR  1000 - Health Ins.
  Tax Area Deduction . .                       W-2 IRS Defined Code .             W2 Spcl Handling Descr.
-----------------------------------------------------------------------------------------------------------
ROLLOVER SETUP FOR  1000 - Health Ins.
  Benefit/Accrual Type .                       DBA Code 1 . . . . . .             DBA Code 2 . . . . . .
  Rollover Table . . . .                       DBA Code 3 . . . . . .             DBA Code 4 . . . . . .
  Type of Rollover Year.                       DBA Code 5 . . . . . .             DBA Code 6 . . . . . .
  Max Carryover Amt. . .                       DBA Code 7 . . . . . .             DBA Code 8 . . . . . .
  Fiscal/Anniv Date. . .                       DBA Code 9 . . . . . .             DBA Code 10. . . . . .
-----------------------------------------------------------------------------------------------------------
CATEGORY CODES FOR   1000 - Health Ins.
  Category Code 1. . . .                       Category Code 2. . . .             Category Code 3. . . .
  Category Code 4. . . .                       Category Code 5. . . .             Category Code 6. . . .
  Category Code 7. . . .                       Category Code 8. . . .             Category Code 9. . . .
  Category Code 10 . . .
-----------------------------------------------------------------------------------------------------------
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Processing Options for Report - Deduction/Benefit/Accrual Types

```
Enter '1' to print General DBA Info.          _____
Enter '1' to print Additional DBA Info.       _____
Enter '1' to print DBA Limit Info.            _____
Enter '1' to print Tax Exempt Info.           _____
Enter '1' to print Year End Info.             _____
Enter '1' to print Rollover Info.             _____
Enter '1' to print Category Codes Info        _____
```

Reviewing the Basis of Calculations Report

The Basis of Calculations report prints a list of basis of calculations tables for you to review.

```
06903P                                J.D. Edwards & Company                      Page    -      4
                                      DBA Basis of Calculation                    Date    -  7/07/98
         Tran T                      . . . . . . . . . Transaction Range. . . . . . . . . .
          No  Y     Description       From    Description       Thru    Description
         ---- -  ------------------- ----  ------------------  ----  ------------------
         7700 D RRSP                     1 Regular                1 Regular
         7700 D RRSP                   710 Bonus Pay            710 Bonus Pay
         7700 D RRSP                   720 Commission           720 Commission
         7701 B RRSP Co.              7700 RRSP                7700 RRSP
         7705 B Dental/Co.               1 Regular              999 Net Pay Adj.
         7706 D Dental Fam               1 Regular              999 Net Pay Adj.
         7710 D Union-Canada             1 Regular              999 Net Pay Adj.
         7720 B H&W - Canada             1 Regular              999 Net Pay Adj.
         7725 B Life 1 x sal            1 Regular              999 Net Pay Adj.
         7730 D CSB Canada               1 Regular              999 Net Pay Adj.
         7735 B Ext Health               1 Regular              999 Net Pay Adj.
         7740 B CarAllowCAN              1 Regular              999 Net Pay Adj.
         7750 B EHT - Canada             1 Regular              999 Net Pay Adj.
         7760 B GST - Canada          7720 H&W - Canada        7720 H&W - Canada
         7760 B GST - Canada          7740 CarAllowCAN         7740 CarAllowCAN
         7770 B BC Medical               1 Regular              999 Net Pay Adj.
         7775 B QHIP                      1 Regular              999 Net Pay Adj.
         7775 B QHIP                   7720 H&W - Canada        7720 H&W - Canada
         7775 B QHIP                   7740 CarAllowCAN         7740 CarAllowCAN
         7780 B Vacation Pay             1 Regular                1 Regular
         7785 A Salary Vac               1 Regular              999 Net Pay Adj.
         7790 A RRSP Fixed            7700 RRSP                7700 RRSP
         7790 A RRSP Fixed            7701 RRSP Co.            7701 RRSP Co.
         7791 A RRSP Mutual           7700 RRSP                7700 RRSP
         7791 A RRSP Mutual           7701 RRSP Co.            7701 RRSP Co.
         8001 A Vacation                 1 Regular              999 Net Pay Adj.
         8004 A Sick Avail.              1 Regular              999 Net Pay Adj.
         8005 A Sick Avail.              1 Regular              999 Net Pay Adj.
         8011 A Vacation                 1 Regular              999 Net Pay Adj.
         8015 A Vac Accrual              1 Regular              999 Net Pay Adj.
         8016 A Vac Avail                1 Regular              999 Net Pay Adj.
         9000 D Advance                  1 Regular             9999 *Range
         9997 D Overpayment              1 Regular              999 Net Pay Adj.
```

Setting Up Calculation Table Information

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│    Enter 29                          │
└─────────────────────────────────────┘
        │
        │     ┌─────────────────────────────────────┐
        └────▶│ G774   Payroll Setup                 │
              │    Choose Pay/Deductions/            │
              │    Benefits                          │
              └─────────────────────────────────────┘
                      │
                      │     ┌─────────────────────────────────────┐
                      └────▶│ G7742   Pay/Deductions/Benefits      │
                            │    Setup                             │
                            │      Choose an option                │
                            └─────────────────────────────────────┘
```
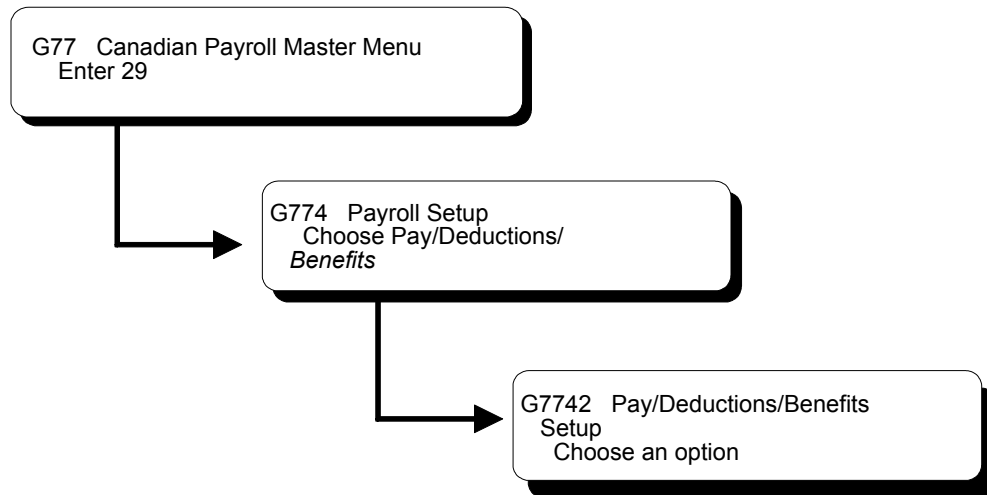
Setting Up Calculation Table Information

You set up calculation tables to define the parameters for calculating DBAs. After you have set up your calculation tables, you can review the Calculation Tables report to verify that the information that you entered on the calculation tables is accurate. After you set up your calculation tables, you attach the table to the DBA by specifying the table code and appropriate table method when you set up a DBA.

Setting up DBA calculation information includes the following tasks:

❑ Setting up calculation tables

❑ Attaching calculation tables to DBAs

❑ Reviewing the Calculation Tables report

❑ Reviewing the DBA Table Method Codes report

Setting Up Calculation Tables

You set up calculation tables to define the parameters for calculating DBAs that are based on variable values. You define valid ranges and amounts that are a function of certain method codes.

Calculation tables contain user defined information to more completely define the standard DBA methods of calculation. Calculation tables provide the following features:

- User defined tables

- Calculations based on values that vary from employee to employee, such as an employee's age, annual salary, length of employment in months, or hours worked in a pay period.

When you define a calculation table, you must first determine what the calculation is based on, for example:

- Employee's age

- Annual salary

- Months of service

- Hours worked in a pay period

After you have defined the calculation table, you must determine the appropriate method of calculation. The calculations tables only work with certain method of calculation codes. The method of calculation indicates what the ranges in the table represent, such as age ranges or salary ranges. The method of calculation codes include the following:

- 0 - Withholding periods

- 1 - Salary range

- 2 - Date range

- 3 - Age range (calculated by date of birth)

- 4 - Hours worked

- 5 - Pieces produced

- 6 - Variable periods

- 8 - Gross pay range

- 9 - Age (calculated as of the date you enter in the Employee Age field on Pay Rate Information)

For example, to base this DBA on employee age, you can use codes 3 or 9 for the method of calculation.

Browse through the list of table methods and choose one appropriate to the method of calculation. Read the description to find one that matches how the calculation is to be performed.

See Also

- *Appendix D - DBA Table Methods*

► **To set up calculation tables**

On Calculation Tables

```
[069021] - Calculation Tables                                    _ □ ✕
Functions  Tools  Help

                                    Table Type      D

            Table Code      00001      Accrual-Sick
            Table Method    OH          Hours Worked/Basis=Months.
                              Explanation:
                         Ranges are employees length of
                          service in months. The rate
                         is taken times hours worked to
                         get hours accrued. This is
                         taken times ee's rate for $$.

    . . . . Limits. . . .  Amt./Rate  Excess  S  Sec      Description
      Lower       Upper                 Rate   M  Table
        .00       12.00     .0333
      13.00       36.00     .0667
      37.00     9999.00     .0800




    ✔  ✖                               , i  , ▲  , 🕂  , ▬      ✚
    F4=Detail  F6=Table Method  F19=Previous  F20=Next  F24=More Keys  ✚
```

1.   Complete the following fields:

     •   Table Type

     •   Table Code

     •   Table Method

     •   Lower Limit

     •   Upper Limit

     •   Table Amount or Rate

2.   Complete the following optional fields:

     •   Excess Amount or Rate

     •   Secondary Calculation Method

     •   Secondary Calculation Table

Field	Explanation
Table Type	A code used to define the purpose of the table. Codes are: D The table is to be used in the calculation of DBAs. R The table is to be used to determine when sick and vacation accruals are to be rolled over into the available buckets.

Field	Explanation
Table Code	A code used to designate to the Payroll system a table to be accessed in the Table file (F06902). THIS FIELD MUST BE NUMERIC.
Table Method Code	A code that specifies the method in which the DBA is calculated. .... *Form-specific information* .... This code indicates the kind of information the Amount field represents, for example, hours or dollars.
Limit - Lower Comparison	The lower or minimum amount to be compared.
Limit - Upper Comparison	The upper or maximum amount to be compared.
Table Amount 1	The amount or rate to be used in the calculation of an DBA. This field is used when the method of calculation specifies either 1, 2, 3, 4, 5, or 6, and therefore, a specific basis table is being retrieved for the ultimate calculation of the transaction.
Amount or Rate - Excess	A rate that the system applies to the amounts that exceed the table defined amount.
Deduction/Benefit Method - Subsequent	A user defined code (system 06, type DS) that indicates what method is used for the calculation of DBAs. .... *Form-specific information* .... The secondary method the system can use in calculating the DBA. When the system uses the secondary method, the first table serves as an eligibility table. Eligibility on the primary table is based on salary range, date range, and age range, in that order.
Benefit/Deduction Table - Secondary	A code which specifies the method under which the DBA is to be calculated. This calculation table serves as the secondary calculation table for the system. You must enter a code in this field if you enter a code in the secondary method field.

What You Should Know About

Viewing table methods online	Access the Table Method function to locate information on individual table methods. The table method explains which fields in the table the system uses for calculations.

Zero amounts	You do not need to include a line in the table for zero amounts. For example, if vacation is not earned in the first year of employment, you do not need to include a line on the calculation table.
Table method DBAs	DBAs entered at the employee level override DBA amounts or rates defined at the group or setup level unless it is a table method DBA. A table method DBA is a calculation table that has a table method code attached to it specifying how the DBA is calculated. If you reference a DBA that has a table method code attached, you cannot override the amount. The system does not recognize another method to calculate a DBA when a table method code is attached.
Override of DBA Limit	The information on the calculation table overrides any information entered on DBA Limit.

Attaching Calculation Tables to DBAs

After you set up your calculation tables, attach the table to the DBA by entering the table code on DBA Setup.

▶ **To attach calculation tables to DBAs**

On DBA Setup

```
[069117] - DBA Setup                                          _ □ X
Functions   Tools   Help
                              **TEXT**
DBA Code                 8004 Sick Avail.   DBA Type           A

┌──── DBA Calculation ────────────┐   ┌──── Paystub Info ─────────────┐
Source of Calculation    G Current Period   Paystub Text      Sick Avail.
Method of Calculation    2 Table - Date Ra   Method of Prnting  I
Table Cd (Methods 1-9)   00001 Accrual-Sick  DBA Print Group
Amount or Rate 1 &           1.0000
      "          2                          ┌──── General Acct Info ────┐
Effect on Disposable Wage  1                Effect on GL       N
Calc if No Gross (Y,N)     N                A/P Voucher(Y,N)   N
Calc in Pre-Payroll (Y,N)  Y                Payee Address No
Effect on Check

┌──── DBA Time Table ─────────────┐   ┌──── Arrearage Information ────┐
Pay Period to Calculate  * / Y / Y / Y / Y   Arrearage Method   N
Calc Once Per Period (Y,N)                   When to Adjust Ded  0
Eff Dates - From & Thru                      Order to Adjust Ded

 ✔   ✘                            1 i   2 ▲   4 ✚   9 ▬    ⬆
F5=Addl  F6=Limits  F8=Exmpt  F16=Text  F19=Rollover  F20=YearEnd  F24=More   ⬇
```

1. Complete the following fields:

    - Method of Calculation

    - Table Code

2. Complete the remaining applicable steps for setting up a deduction, benefit, or an accrual.

    See *Setting Up DBAs.*

What You Should Know About

Attaching calculation tables to multiple DBAs	In most cases you attach a calculation table to a single DBA. J.D. Edwards recommends that you make the table code the same as the DBA code. You can attach the same calculation table to more than one DBA.

Reviewing the Calculation Tables Report

The Calculation Tables Report provides a listing of the calculation tables in order of table code. Review this report to verify that the information you entered on each calculation table is accurate.

```
069026P                                    J.D. Edwards & Company                              Page -        6
                                          Calculation Tables Report                            Date -      7/17/98
Table Type . . . . D    Deduction/Benefit/Accural
Table Code . . . . 03000 Life Insurance Premium
Table Method . . . AS    Multiplier/Basis=Salary(Trunc)
Table Explanation. . . .
. . . . Limits . . . .              Excess  S  Sec                               Limit                Over
   Lower     Upper     Amount        Rate   M  Table        Description          Annual    Amount-2    Rate
----------  --------- ---------    --------- - -----  ------------------------- ---------- ---------- ----------
            29.99     .0900
    30.00   34.99     .1000
    35.00   39.99     .1300
    40.00   44.99     .1700
    45.00   49.99     .2700
    50.00   54.99     .4400
    55.00   59.99     .7000
    60.00   64.99    1.0000
    65.00   69.99    1.5000
```

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reviewing the DBA Table Method Codes Report

```
┌──────────────────────────────────┐
│ G77   Canadian Payroll Master Menu│
│       Enter 29                    │
└──────────────────────────────────┘
              │
              │
              ▼
      ┌──────────────────────────────────┐
      │ G774   Payroll Setup             │
      │        Choose Pay/Deductions/    │
      │        Benefits                  │
      └──────────────────────────────────┘
                     │
                     │
                     ▼
             ┌──────────────────────────────────┐
             │ G7742   Pay/Deductions/Benefits  │
             │ Setup                            │
             │    Choose Table Method           │
             │    Explanations                  │
             └──────────────────────────────────┘
```
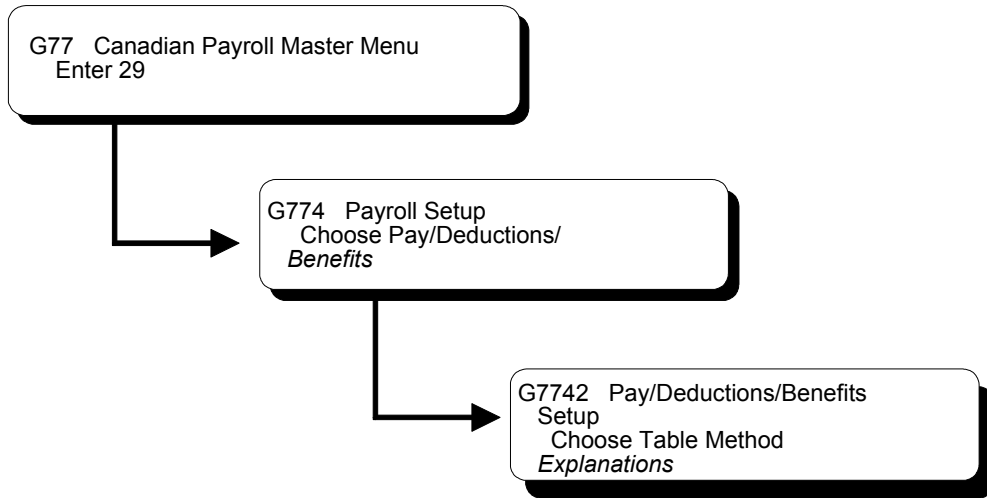
The DBA Table Method Codes report provides a listing of each table method code followed by the description of the table method. This menu selection uses World Writer to print the report. When you choose the Table Method Explanations menu selection, the system displays the message, "Table Methods Explanations submitted to batch."

```
                              DBA Table Method Codes                      Page     -     1
                                                                         Date    - 07/17/98
UM       Table                 Explanation                       D       DBA
         Name                                                    M       Methods
-- ----------------------------  ----------------------------------------  -  ----------------------------
A% Percent of Salary            Lower/Upper range represents ANNUAL SALARY OR AGE  1 Table - Salary Range
                                Multiply the employees ANNUAL SALARY by the amt./  3 Table - Age (Calc. by DOB)
                                rate in the table then multiply that result times  9 Table - Age (FAGE field)
                                the Excess Rate in the same table.
AA Amount x Rate/Basis=Salary   Lower/Upper ranges represent ANNUAL SALARY.        1 Table - Salary Range
                                The amount field in the table is multiplied          ** NOT FOUND **
                                times an amount/rate retrieved from one of the        ** NOT FOUND **
                                three D/B/a files associated with the employee
AB Multiplier/Basis=Salary      Lower/Upper ranges represent the EMPLOYEES AGE.    3 Table - Age (Calc. by DOB)
                                Multiply the employees ANNUAL SALARY by the         9 Table - Age (FAGE field)
                                amount/rate associated with the employee then         ** NOT FOUND **
                                multiply that result by the amount field on
                                the table.
AD Flat Dollar/Basis=Salary     Lower/Upper ranges represent ANNUAL SALARY.        1 Table - Salary Range
                                The amount field on the table equals the actual       ** NOT FOUND **
                                amount of the D/B/A/                                   ** NOT FOUND **
AH Hours Worked/Basis=Salary    LOWER/UPPER RANGES REPRESENT ANNUAL SALARY.        1 Table - Salary Range
                                Multiply the NUMBER OF HOURS WORKED by the            ** NOT FOUND **
                                employee by the amount/rate defined within the        ** NOT FOUND **
                                table.
AP Percent of Gross/Basis=Salary Lower/Upper ranges represent ANNUAL SALARY.       1 Table - Salary Range
                                Multiply the GROSS EARNINGS(current period)           ** NOT FOUND **
                                of the employee by the amount/rate in the table.      ** NOT FOUND **
AQ Multiplier/Basis=Salary(Trun) Lower/Upper range represents ANNUAL SALARY.       1 Table - Salary Range
                                Multiply the employees ANNUAL SALARY by the amt./     ** NOT FOUND **
                                rate associated with the employee, round the          ** NOT FOUND **
                                result DOWN to the next 1000 and multiply the
                                result by the amount/rate in the table.
AR Multiplier/Basis=Salary(Rnd) Lower/Upper range represents ANNUAL SALARY.        1 Table - Salary Range
                                Multiply the employees ANNUAL SALARY by the amt./     ** NOT FOUND **
                                rate associated with the employee, round the          ** NOT FOUND **
                                result UP to the next 1000 and multiply the
                                result by the amount/rate in the table.
AS Multiplier/Basis=Salary(Trunc) Lower/Upper range represents AGE in Years.      3 Table - Age (Calc. by DOB)
                                Multiply the employees ANNUAL SALARY by the amt./   9 Table - Age (FAGE field)
                                rate associated with the employee, round the          ** NOT FOUND **
                                result UP to the next 1000, divide by 1000 and
                                mult. the result by the amount/rate in the table.
AT Multiplier/Basis=Salary(Rnded) Lower/Upper range represents AGE in Months.     3 Table - Age (Calc. by DOB)
```

Example: Calculation Table Based Months of Service

When you set up a table based on months of service, the system uses only whole numbers for the lower and upper limits.

```
[069021] - Calculation Tables                                    _ □ ×
Functions  Tools  Help

                                          Table Type    D

        Table Code      00002      Vacation
        Table Method    OA         Amount x Rate/Basis=Months.

                          Explanation:
                  Based on length of service:
                  0-6mo = 0 Vac Hours
                  6m-1yr = 1 week (40 hrs)
                  1-7 = 2w (80); 7-15 = 3w (120)
                  15+ yrs = 4w (160)

   . . . . Limits. . . .  Amt./Rate   Excess  S  Sec      Description
    Lower       Upper                  Rate    M  Table
       .00        5.99       .0000
      6.00       11.99      3.3333
     12.00       83.99      6.6666
     84.00      180.00     10.0000
    180.00   9999999.99    13.3333

   ✓   ✗                                    i   ▲   ✛   ▬    ⬆
                                                                  ⬇
    F4=Detail   F6=Table Method   F19=Previous   F20=Next   F24=More Keys
```

For example, the system reads the above limits as:

- 0 to 5
- 6 to 11
- 12 to 83
- 84 to 179
- 180 to 9,999,999

The system considers the months between the specified date and the payroll date, not the number of days. The system does not convert number of days to months. For example, the system would calculate months of service as follows:

- Start Date = 1/15 and Pay Date = 1/31

  The system calculates one month of service. The employee started in January and was paid in January.

- Start Date = 1/15 and Pay Date = 2/15

  The system calculates two months of service. The employee started in January and was paid in February.

Example: Calculation Table Based on Periods Worked

You might want to set up a calculation table based on different amounts based on pay periods worked. For example, you might want to split a $75 a month health insurance premium between two pay periods.

The following list shows the information to enter on each line of the calculation table:

Line one for the first pay period   Lower Limit = 1

Upper Limit = 1

Amount/Rate = 40

Line two for the second pay period   Lower Limit = 2

Upper Limit = 2

Amount/Rate = 35

Based on this calculation, the system deducts $40 the first pay period and $35 the second pay period.

Exercises
See the exercises for this chapter.

Exercises

Set Up Group Constants

```
┌─────────────────────────────────────────┐
│ G77  Canadian Payroll Master Menu       │
│     Enter 29                            │
└─────────────────────────────────────────┘
        │
        │        ┌─────────────────────────────────────────┐
        └───────▶│ G774  Payroll Setup                     │
                 │     Choose Group Constants              │
                 └─────────────────────────────────────────┘
                         │
                         │        ┌─────────────────────────────────────────┐
                         └───────▶│ G7745  Group Constants                  │
                                  │     Choose an option under the          │
                                  │     Union Information heading            │
                                  └─────────────────────────────────────────┘
```
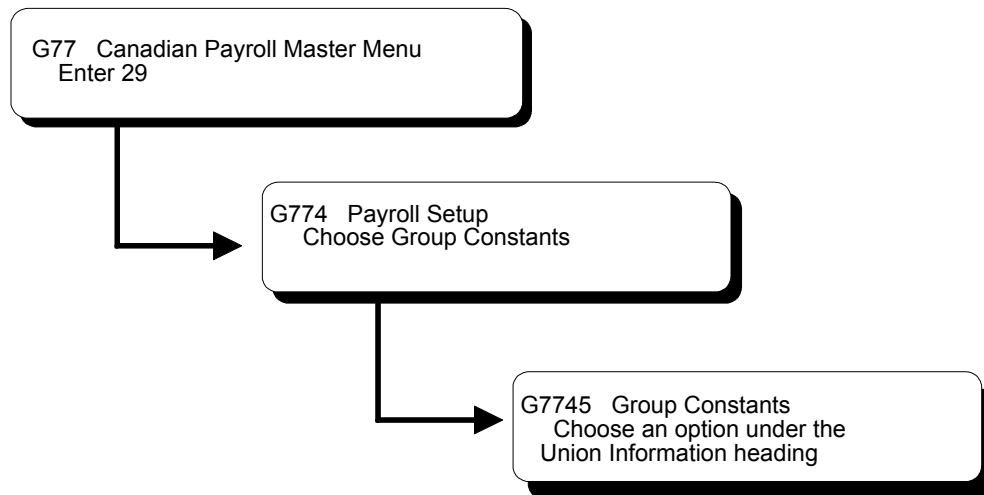
Setting Up Group Constants

You set up group constants to simplify the process of associating the same information with a group of employees. This information includes:

Pay rate tables	You set up pay rate tables to associate pay rates with a specific group.
Group DBAs	You set up group DBAs to specify that collections of deductions, benefits, or accruals apply to groups of employees.
Union local/job cross-references	You set up local/job cross-references to cross-reference parent unions with local unions.
Job classification constants	You set up job classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit.

Setting up group constants consists of the following tasks:

❑ Setting up pay rate tables

❑ Setting up group deductions, benefits, and accruals

❑ Setting up union local/job cross-references

❑ Setting up job classification constants

❑ Reviewing the group constants reports

Setting Up Pay Rate Tables

You set up pay rate tables to associate pay rates with a specific group of employees. You set up hourly rates by job type and job step. Any amounts that you enter in the pay rate tables can override rates set up in the employee master. As you enter time for various job types and job steps, the system can automatically find the appropriate hourly rate.

The pay rate tables work in conjunction with the time entry programs. You must set a processing option on the appropriate Time Entry menu selection so that the system uses the pay rate tables.

Setting up pay rate tables allows you to:

- Make rates specific to a job (business unit) or shift
- Establish up to five different rates per job type and step
- Establish workers compensation codes for each job type and step
- Establish a flat burden factor for each job type and step

▶ **To set up pay rate tables**

On Pay Rate Tables

1. Complete the following fields:

    •   Union Code

    •   Effective Date From

    •   Effective Date Thru

    •   Job Type

    •   Hourly Rate

2. Complete the following optional fields:

    •   Wage Decision Number

    •   Business Unit

    •   Shift Code

    •   Job Step

    •   Regular Overtime Rate

    •   Double Overtime Rate

    •   Triple Overtime Rate

    •   Holiday Overtime Rate

3. Access the fold area.

```
[069121] - Pay Rate Tables                                    _ □ X
Functions   Options   Tools   Help

                        Wage Decision No:  [                    ]

Union Code            [7700  ]   Labourer - Canada
Business Unit         [            ]
Shift Code            [ ]              No Shift
Effective Dates - From:  [01/01/94]   Thru:  [12/31/98]
Skip to Job Type      [        ]

  O | Job  | Job  | Hourly Rate |  . . . . .  Overtime Rates  . . . . .
    | Type | Step |             | Regular  | Double  | Triple   | Holiday
     5J-3           12.350
  Billing :
  Burden-1:
  Burden-2:
  Piece Rt:                      WCMP       Flat Bdn    1.0000  Load Meth   0
     5J-4           11.250
  Billing :
  Burden-1:
  Burden-2:
  Piece Rt:                      WCMP       Flat Bdn    1.0000  Load Meth   0

[ ✔ ] [ ✘ ]                              [.i ] [.▲ ] [.➕ ] [.▬ ]   [⬆]
                                                                     [⬇]
Opt: 9=Delete  F4=Detail  F8=Group Plan DBA Setup  F20=Next  F24=More
```

4.   Complete one or more of the following fields :

- Billing Rate

- Piecework Rate

- Workers Compensation Insurance Code

- Workers Compensation Subclass Code

- Flat Burden

- Labor Load Method Code

The Recharge Burden Rate-1 and Recharge Burden Rate-2 fields are for future use and are inactive for this release.

Field	Explanation
Union Code	A user defined code (system 06, type UN) that represents the union or plan in which the employee or group of employees work or participate.
Job Type (Craft) Code	A user defined code (system 06, type G) that specifies job classifications established for an organization. This field is used to determine pay rates and benefit plans for employees linked to these classifications.

Field	Explanation
Hourly Rate	The employee's hourly rate which is retrieved during time entry. (See also GRT, PWRT, BRT.) If you enter a rate in this field on any other form, that rate overrides the value in the Employee Master table.
	In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.
	NOTE: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.
Wage Decision Number	This code is used to reference the government Wage Decision that the contract pay rates fall under.
Shift Code	A user defined code (system 06, type SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.
Rate - Distribution (or Billing)	A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. This rate creates record type 2 or 3.
	A rate entered on any of the following forms overrides the rate in the Employee Primary Job table: • Pay Rate Information • Employee Labor Distribution • Occupational Pay Rates • Time Entry by Employee • Time Entry by Job or Business Unit • Daily Timecard Entry • Time Entry by Employee with Equipment • Labor by Shop Floor Control
Rate - Piecework	The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master file.
Workers Comp Insurance Code	A user defined code (system 00, type W) that is the workers compensation insurance (WCI) code. It should correspond to the classifications on your periodic workers compensation insurance reports.

Field	Explanation
Labor Distribution Multiplier	A multiplier to load direct labor costs with burden. For example, a factor of 1.32 would load every dollar of labor cost with 32 cents worth of burden.

Labor Load Method	A code indicating that flat burden is to be calculated. Valid codes are:
	0 Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.
	1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.
	
	There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:
	    Business Unit
	    Pay Rates table
	    Employee level

What You Should Know About

Hourly rates	If you enter values in the overtime rate fields, the system does not use the pay type multiplier from Pay Type Setup. If values are only entered in the hourly rate fields, the system uses the pay type multiplier for the overtime rates.
Billing rates	Billing rates in the fold area of Pay Rates for Groups/Unions do not use the pay type multiplier.
Fields reserved for future use	The following fields are reserved for future use and are inactive at this time: • Burden 1 • Burden 2

See Also

- *Reviewing the Pay Rate Tables Report*

Setting Up Group Deductions, Benefits, and Accruals

You set up group DBAs to specify that deductions, benefits, or accruals apply to groups of employees. For example, you can set up group plans and benefit plans in the Human Resources system that can be used in combination with DBAs at the employee level.

You identify each group plan by a user defined code. The user defined code is referred to interchangeably as the group plan code or union code. In addition to the group plan code, you can further define group plans with additional qualifying criteria, such as:

- Business unit - The plan applies only for work performed in a particular business unit or job location.

- Job type - The plan applies only to employees working in a certain job type.

- Job step - The plan applies only to employees in a certain job step within a job type.

- Date range - The plan applies if the pay period dates fall within the date range you specify. For example, you could use this criteria to establish plans with built-in rate increases that you base on effective dates.

▶ **To set up group deductions, benefits, and accruals**

On Group Plan DBA Setup

1. Complete the following fields:

   - Group Plan

   - Effective Date of Rate From

   - Effective Date of Rate Thru

   - DBA Code

   - Generate A/P Voucher

2. Complete the following optional fields:

   - Z (Zero Amount Override Flag)

   - Amount or Rate

   - Payee

3. Access the fold area.

4. Complete the following fields as appropriate:

   - Business Unit

   - Job Type

   - Job Step

   - Withholding Period

   - Calculation Table

   - Limit on Pay Period Dollars

   - Limit on Monthly Dollars

- Limit on Quarterly Dollars
- Limit on Annual Dollars
- Limit on Pay Period Percent
- Deduction Predecessor
- Group Limit Code
- Minimum/Maximum Hours

Field	Explanation
DBA Number	A code to define the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
	Sick and vacation accruals must have a specific numbering order. You must assign a higher number for the time available code when you are also assigning a time accrued code. For example, if vacation accrued is 8001, vacation available must be 8002 or greater.
Zero Amount Override Flag	A Yes/No field indicating whether the system treats the Amount/Rate field as a zero amount override. You use this field primarily when an employee is part of a group plan yet does not receive a particular benefit in that plan.
Deduction Period 1	A code designating the pay period in which the system calculates the DBA/auto deposit. Valid codes are:
	Y Take the DBA/auto deposit during the current period.
	N Do not take the DBA/auto deposit during the current period.
	* Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.
	blank Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.
	M Applies only to benefits based on gross hours or dollars. An M in the fifth field only tells the system to calculate the benefit during the special timecard post. An M implies a Yes for a weekly withholding frequency.
Table Code	The table used if the calculation requires table values.

Field	Explanation
Limit on Pay Period Dollars	The maximum amount that can be withheld or accrued in a pay period. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.
Predecessor DBA Code	A code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of $2,000.00. After this limit is met, deduction 1500 begins calculation and withholding. The DBA number of the predecessor must be lower than the successor's number.
Group Limit Code	A user defined code (system 06, type GR) which groups together DBAs that share common limitations.
Hours - Minimum	The minimum number of hours worked or pieces produced in order for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the source of calculation or arrearage method is H or I.

See Also

- *Reviewing the Group Plans Report*

Setting Up Union Local/Job Cross-References

You set up union local/job cross-references to cross-reference parent unions with local unions. You use these tables when a parent union has members working for a local union and those members must be paid the local union's wage rate and receive the corresponding benefits. By cross-referencing one union's (local or parent) job to another union, you ensure that the system uses the correct rates and benefits to calculate payroll.

The cross-reference tables are specific to business units and jobs, and provide for the retrieval of hourly rates and group DBAs. If you have defined these tables, you do not have to change an employee's union information during time entry. The system automatically substitutes the employee's union and retrieves the related local union.

You can also set up cross-references between local units of the union.
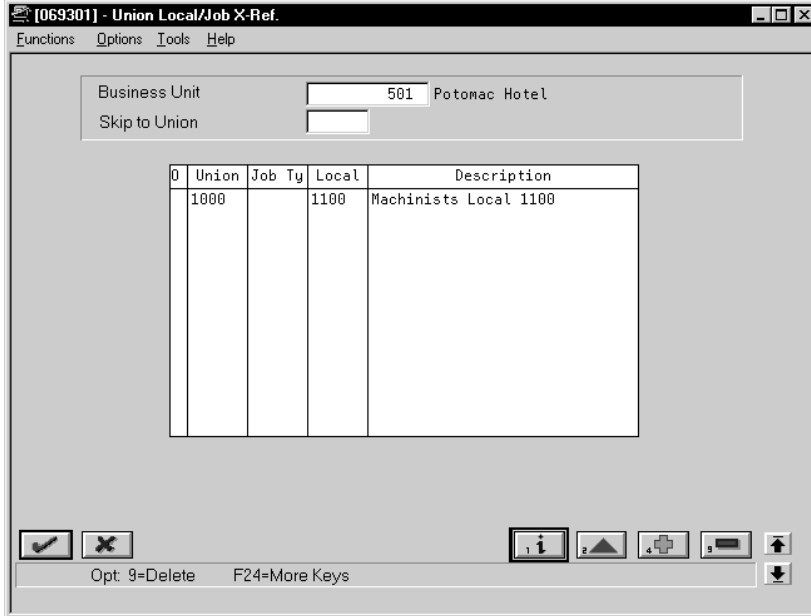
Before You Begin

❑ You must define both the parent and local union in the system, as well as define the pay rates and group DBAs for the local union having the job.

▶ **To set up union local/job cross-references**

On Union Local/Job Cross-Reference

1. Complete the following fields:
   - Business Unit
   - Union Code
   - Local Union Code

2. Complete the following optional field:
   - Job Type

See Also

- *Reviewing the Union/Job Cross-Reference Report*

Setting Up Job Classification Constants

You set up job classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit. For U.S. payroll, you can identify combinations of job type and job steps that you want to print on the Certified Payroll Register to meet taxing authority regulations.

You can also specify alternate job types and steps to print on the Certified Payroll Register to meet U.S. taxing authority regulations. Alternate type and step codes replace the codes for job type and job step that exist in either the Employee Master table (F060116) or the Payroll Transaction History table (F0618).

▶   **To set up job classification constants**

On Job Classification Constants

Complete one or more of the following fields:

- Job Type
- Job Step
- Union
- Business Unit
- Alternate Type
- Alternate Step

- Certified Flag (U.S. only)

The Hourly Rate-Lower Amount, Hourly Rate-Upper Amount, Reporting Class, Tip Class, and EEO Type fields are for future use and are inactive for this release.

Field	Explanation
Certified Edit Flag	A code which specifies the type of information to be printed on the Certified Payroll Register for the Job Type and Job Step. The codes are: N Do not print any information related to this Job Type/Job Step on the Certified Payroll Register. Y Print all information related to this Job Type/Job Step on the Certified Payroll Register. H Print Hours Only for this Job Type/Job Step on the Certified Payroll Register.

Reviewing the Group Constants Reports

```
G77   Canadian Payroll Master Menu
   Enter 29

      G774   Payroll Setup
         Choose Group Constants

            G7745   Group Constants
               Choose an option under the
            Union Constant Reports
            heading
```
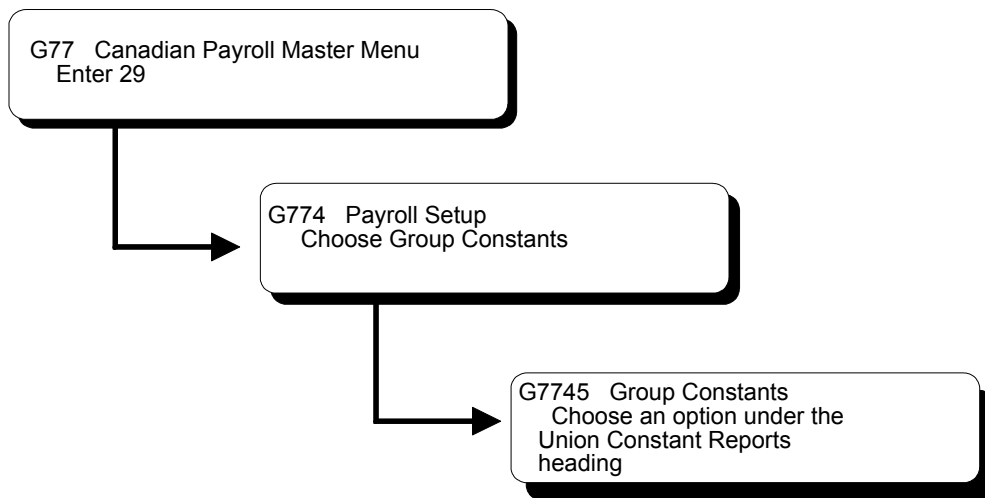
You review group constants reports to verify that the information that you entered during system setup is correct.

Reviewing the group constants reports includes the following tasks:

❑ Reviewing the Pay Rate Tables report

❑ Reviewing the Group Plans report

❑ Reviewing the Union/Job Cross-Reference report

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reviewing the Pay Rate Tables Report

The Pay Rate Tables report lists detailed information for the pay rate tables that you have defined. The standard report lists rate information for all group (union) codes. You cannot change the sequence for this report.

```
06912P                                    J.D. Edwards & Company                       Page    -        9
                                          Print Union Rates Report                      Date    -  7/17/98
Union Code . . . . . 7700        Labourer - Canada              Wage Decision No:
Business Unit. . . .
Shift Code . . . . .               No Shift
Effective Dates. . . 01/01/94 Thru 12/31/98
                                                                  . . . . . . . . Hourly Rates . . . . . . . . .
 Craft Step                    Craft/Step Description            Types   Reg.     A        B        C        D
------ ----  -------------------------  ----------------------- ------- -------- -------- -------- -------- --------
5J-3         Purchasing Manager         /                        . Wages  12.350
             Labor Object .      Workers Comp .     /
             Labor Load Mth 0    Flat Burden. .   1.0000
 * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
5J-4         Fire Fighter               /                        . Wages  11.250
             Labor Object .      Workers Comp .     /
             Labor Load Mth 0    Flat Burden. .   1.0000
 * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
5J-5         Electrician                /                        . Wages  18.650
             Labor Object .      Workers Comp .     /
             Labor Load Mth 0    Flat Burden. .   1.0000
 * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
5J-6         Junior Engineer            /                        . Wages  10.000
             Labor Object .      Workers Comp .     /
             Labor Load Mth 0    Flat Burden. .   1.0000
 * * * * * * * * * * * * * * * * *  * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Reviewing the Group Plans Report

Review the Group Plans report to verify that the information you entered to set up group plan DBAs is correct.

```
06910P                                    J.D. Edwards & Company                       Page    -        8
                                          Group Plan Instructions                      Date    -  7/17/98
Union . . . 7700        Labourer - Canada
Bus. Unit .
Job Type. .                                         .
Job Step. .                                         .
Effective Dates: 01/01/98 Thru 12/31/99
DBA   T                          Amount   Pay Period  Monthly    Annual LV-1 Hours   Payee                       Gr
Table T      Description         LV-1/LV-2 Amt-Hrs /%  Quarter   Annual LV-2 Min/Max Pred        Description     Cd
----- - ----------------------------- --------- ----------- ----------- ----------- -------- -------- ------------------- --
 7701 B RRSP Co.
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7720 B H&W - Canada
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7735 B Ext Health
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7780 B Vacation Pay
07780
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7700 D RRSP
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7706 D Dental Fam
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
 7710 D Union-Canada                                                          5645 Laborer's Internatl
 * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

Reviewing the Union/Job Cross-Reference Report

The Union/Job Cross-Reference report lists cross-reference information for the tables that you have defined. You cannot change the sequence for this report.

```
06930P                                J.D. Edwards & Company                        Page    -      2
                                      Union/Job Cross-Reference                      Date    -  7/17/98
Business Unit
                                 Job
   Union       Description      Type        Description          Local       Description
 ------ ------------------------------ ------ ------------------------------ ------ ------------------------------
   1000    Machinists                                                          1100    Machinists Local 1100
   1000    Machinists                                                          1100    Machinists Local 1100
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Exercises
See the exercises for this chapter.

Exercises

Understand AAIs for Payroll

About Payroll Journal Entries and AAIs

Automatic Accounting Instructions (AAIs) assign the account numbers to the journal entries created in the Payroll system. During the payroll cycle, the system creates a journal entry of every calculation for every employee. These calculations include salary and wage expenses, burden, cash disbursements, and liabilities. As an option, you can create journal entries for labor and equipment billings and accruals for payrolls that cross accounting periods. The AAIs control the account to which each journal entry is assigned. After the journals are created and assigned account numbers, the system summarizes them and passes them to the general ledger

You can establish accounting rules (another term for AAIs) separately for each company and general rules in the Company 00000 table. The rules are flexible and, in addition, are changeable within the payroll cycle. For example, labor distribution account numbers can be assigned by company, business unit, group (union), job type, job step, and pay type. If some employees do not follow general rules, you can specify instructions for labor distribution at the employee level.

You set up rules to summarize journal entries through Journal Summarization Rules. As full detail exists in payroll history, you might not need full detail in the general ledger. Summarization rules can be set up for account ranges and business units.

You can post the journals either automatically or manually for each payroll.

When are Payroll Journal Entries Created?

The system can create journal entries at three stages in the processing:

- During a regular payroll cycle
- While processing interim checks in either an interactive update (U.S. only) or regular payroll cycle
- During a special timecard post

The system initially creates pro forma journal entries during the payroll journal entries step of the payroll cycle. The pro forma journals are created in the Payroll Journal table (F06395) and at that point they become part of the Payroll system.

During final update, the system creates actual journal entries in the Account Ledger table (F0911). At this point, the journals are part of the General Accounting system.

For the special timecard post, pro forma journals are created in the Generate Timecard Journals step. The actual journals are created in the Post Payroll Journals to General Ledger step.

See Also

- *Processing Pro Forma Journal Entries (P06220)* in the *Payroll Volume 1 Guide*
- *Processing Journal Entries Prior to the Payroll Cycle (P062901)* in the *Payroll Volume 1 Guide*

What is the General Ledger Account Structure?

Payroll uses the standard business unit.object.subsidiary and subledger account structure. The general ledger account structure is comprised of two parts:

- Where - business unit
- What - Account Number

Business unit is a 12 character, alphanumeric field that is the lowest level of organizational reporting. Each business unit is assigned to a company and can be associated with 20 category codes for higher level reporting. For example,

- Department
- Branch
- Asset (revenue and maintenance expense)

The Account Number identifies whether the account is an asset, liability, or expense. It is comprised of two parts, Object Account and Subsidiary:

- Object Account is a 6-character, alphanumeric field that is required on all journal entries.
- Subsidiary is an 8-character, alphanumeric field the is optional on journal entries.

What Dates are Associated with Payroll Journal Entries?

The following chart highlights the timing relationships that are important to payroll journal entries.
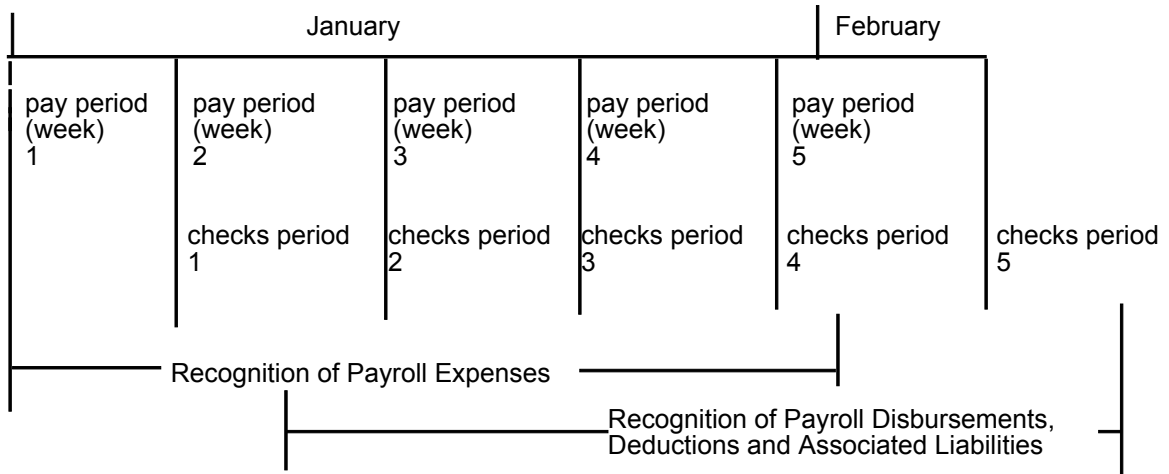
The following definitions are important in understanding payroll journal entries:

General ledger date	The date the system uses for posting to the proper general ledger fiscal period. The table that defined date ranges for each accounting period is stored in the Date Fiscal Patterns table (F0008) for the General Accounting system.
Pay period ending date	The last day of the pay period, as defined on Master Pay Cycles.
Check date	The check date of the pay period, as defined on Master Pay Cycles.
Work date	The actual date entered on a timecard.
Transition period	Any pay period that has working days in two accounting periods.
Accounting period ending date	The last day of the general accounting period.

Cost period	The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are given a ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are given a general ledger date equal to the pay period ending date in pre-payroll processing.
Override date	When specified in the journal entries step of the payroll cycle, this date is used as the general ledger date for all payroll journals.

When journals are created in the payroll cycle, the system assigns a general ledger date using a date associated with the payroll, such as pay period end date or check date. You specify the general ledger date to be used for labor distribution and burden journals (T2, T3, T4, and T5) in the Payroll Journal Entries step of the payroll cycle. Cash disbursement and liability journals (T1 and T7) use the check date as the general ledger date.

The Pay Cycle Review tracks your choice of general ledger date for labor distribution to reference when you submit the next payroll.

You can specify an override date when you submit the journal entry creation job. The override date you specify becomes the general ledger date for all journal entries created for all document types.

When you use the special timecard post to create journals, you specify the general ledger date to use.

Example: Payroll Journal Entry

The following example of a Payroll Cycle Journal is based on the following simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000

2. Time Card: 01/28/98 (Pay Code 001) $1,000

3. Payroll Taxes and Insurance (P.T.I.): UIC (Tax Type CC & CD) $70

4. Deductions: Savings Bond (Ded Code 2000) $50

5. Benefits: Union 1000 (Ben Code 6000) $30

6. Check Date: 02/05/98

Date	Account	Description	DR	CR
Labor Distribution Journals				
01/28/98	1.4205	Wages Payable		1000
01/28/98	25.8115	Labor Expenses	1000	
			1000	1000
Actual Burden Journals				
01/28/98	25.8146	Union Fringe	30	
01/28/98	25.8135	UIC Burden	70	
01/28/98	1.4333.FR	Burden Clearing - Fringe		30
01/28/98	1.4333.TX	Burden Clearing - Tax		70
			100	100
Disbursement Journals				
02/05/98	1.4205	Wages Payable	1000	
02/05/98	1.1110.PAY	Cash in Bank		880
02/05/98	1.4316	Savings Bonds		50
02/05/98	1.4332	Union Fringe		30
02/05/98	1.4212.EE	UIC Employee		70
02/05/98	1.4212.ER	UIC Employer		70
02/05/98	1.4333.FR	Burden Clearing - Fringe	30	
02/05/98	1.4333.TX	Burden Clearing - Tax	70	
			1100	1100

Which Codes Are Used to Identify Payroll Journals?

When the Payroll system creates a journal entry for the general ledger, it codes that entry with a document type and reference number. The document type is a two-character code that classifies payroll journal entries into one of seven document types:

- Type T1 - Payroll disbursement journal entries

- Type T2 - Payroll labor distribution and flat burden journal entries

- Type T3 - Actual burden journal entries
- Type T4 - Labor billing distribution journal entries
- Type T5 - Equipment distribution journal entries
- Type T6 - Payroll accruals and deferrals
- Type T7 - Payroll voucher journal entries

The reference number, comprised of journal type and general ledger date, further identifies the source of each journal entry within a document type.

This becomes the Reference 2 value in the actual Account Ledger table (F0911).

Document Type T1 - Payroll Disbursement Journal Entries

Document type T1 contains all journal entries associated with the writing of payments. The journal entries include cash-in-bank, relief of accrued wages, deduction, tax and benefit liabilities, and burden clearing entries.

The specific journal types used for these journal entries include:

AL	Accrued liabilities (Deductions, Benefits) - Credit entry
AT	Accrued liabilities (Taxes) - Credit entry
AW	Accrued wages - Debit entry
CF	Burden offset (Clearing)-Fringe - Debit entry
CT	Burden offset (Clearing)-Taxes - Debit entry
DP	Disbursed amount (Printed computer checks) - Credit entry (In the payroll cycle)
DA	Disbursed amount (Auto deposit) - Credit entry
DC	Disbursed amount (Currency) - Credit entry
DM	Disbursed amount for interim manual checks - Credit entry
DI	Disbursed amount for printed interim checks - Credit entry

| **IC** | Intercompany Settlements |

Creating Document Type T1s

The system creates T1 journals in the payroll cycle only.

Document Type T1 Timing Relationship

All T1 journals carry the same general ledger date. This date is the check date or the override date.

Document Type T2 - Payroll Labor Distribution Journal Entries

Document type T2 journal entries are produced directly from timecards for payroll labor expenses and associated offsets for accrued wages. You can also generate journal entries to allocate an estimated or flat burden expense.

The specific journal types used for labor distribution journal entries are:

AW	Accrued wages - Credit entry
FB	Flat burden expense - Debit entry
FC	Flat burden offset (Clearing) - Credit entry
LD	Labor distribution straight time - Debit entry
PR	Labor distribution premium time - Debit entry
IC	Intercompany Settlements

Creating Document Type T2s

Payroll labor distribution journal entries are created from timecards. They can be generated through the Special Timecard Post or during the payroll cycle.

Document Type T2 Timing Relationship

Four possible general ledger dates exist for journals created during the payroll cycle:

Work date   The general ledger date is the work date on the timecard.

Period ending   The general ledger date is the pay period ending date.

Cost period   The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are given a ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are given a general ledger date equal to the pay period ending date in pre-payroll processing.

Override date   You provide an override date when you submit the journal entry creation job. The date you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T2s in the payroll journal entry step of the payroll cycle. For the Special Timecard Post, enter the general ledger date in the processing options.

Document Type T3 - Actual Burden Journal Entries

The system calculates company-paid payroll taxes, insurance, and benefits on an employee-by-employee basis. These expenses are collectively referred to as burden. Actual burden journal entries are created when the employee burden expenses are allocated to expense accounts based on individual timecards entered for each employee.

The specific journal types used for actual burden distribution journal entries are:

BF   Fringe burden (Benefits and Accruals) - Debit entry

BT   Payroll tax and insurance burden (PTI) - Debit entry

CF   Burden offset (Clearing)-Fringe - Debit entry

CT	Burden offset (Clearing)-Taxes - Debit entry
IC	Intercompany Settlements

Creating Document Type T3s

Document type T3 journal entries are created during the payroll cycle.

Document Type T3 Timing Relationship

Actual burden journal entries carry the same general ledger date as the associated labor expense.

Document Type T4 - Labor Billing Distribution Journal Entries

Document type T4 journal entries are for labor billings, also known as recharge, and associated revenue offsets.

You use T4 labor billings for such occurrences as:

- Billing internally
    - Charging other departments for maintenance people
    - Charging a supervisor's billing rate to a job
- Billing externally
    - Service billing for consulting services

The system creates these journal entries from the Billing Rate value. To create T4s for an associated timecard, you must set the Record Type field (originally set up in Employee Master) on the timecard to one of the following settings:

- 2 (Payroll and recharge processing)
- 3 (Recharge processing only)

The specific journal types used for labor billing distribution journal entries are:

RD	Labor billing (recharge) distribution - Debit entry
RO	Labor billing (revenue) offset - Credit entry
IC	Intercompany Settlements

Creating Document Type T4s

Labor billing distribution journal entries are created from timecards. They can be generated through the Special Timecard Post or during the payroll cycle.

Document Type T4 Timing Relationship

Four possible general ledger dates exist for journals created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Period ending	The general ledger date is the pay period ending date.
Cost period	The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are given a ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are given a general ledger date equal to the pay period ending date in pre-payroll processing.
Override date	You can provide an override date when you submit the journal entry creation job. The date you specify becomes the general ledger date for all journal entries.

You specify which general ledger date to use for T4s in the payroll journal entry step of the payroll cycle. For the special timecard post, enter the general ledger date in the processing options.

Document Type T5 - Equipment Distribution Journal Entries

Document type T5 journal entries are for billings associated with the use of equipment and the offsets for equipment revenue.

The specific journal types used for equipment distribution journal entries are as follows:

ED	Equipment Billing Distribution - Debit Entry

Creating Document Type T5s

Equipment distribution journal entries are created from timecards. They can be generated through the Special Timecard Post or during the payroll cycle.

Document Type T5 Timing Relationship

Four possible general ledger dates exist for journals created during the payroll cycle:

Work date	The general ledger date is the work date on the timecard.
Period ending	The general ledger date is the pay period ending date.
Cost period	The cost period can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are given a ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are given a general ledger date equal to the pay period ending date in pre-payroll processing.
Override date	You can provide an override date when you submit the journal entry creation job. The date you specify becomes the general ledger date for all journal entries.

The credit entry, revenue offset account is set up in Equipment AAIs, not payroll.

Document Type T6 - Payroll Accruals/Deferrals

The Payroll system allows you to specify an accrual factor for transition pay periods instead of using the cost period option of creating payroll journal entries. Through the use of this feature, you can use the accrual factor to accrue a portion of payroll expenses in the previous month and defer the expense in the following month. Prior period entries are made to the last day of the prior accounting period.

The journal types for T6 are the same as T2, T3, T4, and T5.

Creating Document Type T6s

Document type T6 journals are created during the payroll cycle. Enter the accrual factor (percentage) in the journal entries step of the payroll cycle.

Document Type T6 Timing Relationship

The accrual entries have a general ledger date that is equal to the end of the prior accounting period.

The Reference Number is equal to the journal type plus the original general ledger date. The deferred entries have a general ledger date that is equal to the date of the original entries.

Document Type T7 - Payroll Voucher Journal Entries

These are journal entries for accounts payable vouchers.

The specific journal types used for payroll voucher journal entries are:

AL	Accrued Liabilities - Credit Entry
AT	Accrued Taxes - Credit Entry

There are no AAIs for T7s. The account numbers are assigned the same way T1 account numbers are assigned.

Creating Document Type T7s

Document type T7s are created during the payroll cycle.

Document Type T7 Timing Relationship

All T7 journals carry the same general ledger date. This date is the check date.

Example: Payroll Journal Entry with Document and Journal Types

The following example of a Payroll Cycle Journal is based on the following simple payroll:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000

2. Time Card: 01/28/98 (Pay Code 001) $1,000

3. P.T.I.: UIC (Tax Types CC & CD) $70

4. Deductions: Savings Bond (Ded Code 2000) $50

5. Benefits: Union 1000 (Ben Code 6000) $30

6. Check Date: 02/05/98

Type	Journal Type	Date	Account	Description	DR	CR	Menu Sel.
Type T2 - Labor Distribution Journal							
T2	AW	01/28/98	1.4205	Wages Payable		1000	7
T2	LD	01/28/98	25.8115	Labor Expenses	1000		2
					1000	1000	
Type T3 - Actual Burden Journal							
T3	BF	01/28/98	25.8146	Union Fringe	30		3
T3	BT	01/28/98	25.8135	UIC Burden	70		3
T3	CF	01/28/98	1.4333.FR	Burden Clearing - Fringe		30	7
T3	CT	01/28/98	1.4333.TX	Burden Clearing - Tax		70	7
					100	100	
Type T1 - Disbursement Journals							
T1	AW	02/05/98	1.4205	Wages Payable	1000		7
T1	DA	02/05/98	1.1110.PAY	Cash in Bank		880	4
T1	AL	02/05/98	1.4316	Savings Bonds		50	5
T1	AL	02/05/98	1.4332	Union Fringe		30	5
T1	AT	02/05/98	1.4212.EE	UIC Employee		70	5
T1	AT	02/05/98	1.4212.ER	UIC Employer		70	5
T1	CF	02/05/98	1.4333.FR	Burden Clearing - Fringe	30		7
T1	CT	02/05/98	1.4333.TX	Burden Clearing - Tax	70		7
					1100	1100	

What Search Criteria Does the System Use?

Each time the system creates a journal entry, it follows a hierarchy of search criteria to determine which distribution account to debit or credit. The system begins the search with basic data related to the type of accounting entry, referred to as the search argument. The system creates a search argument from the data in the Payroll system, such as the timecard, and searches the accounting rules tables for the table entry that best matches the search argument information.

Each table has its own search criteria fields. While the search argument varies from table to table, the following characteristics apply to all tables:

- Every table includes the Journal Type field, which contains one or more codes identifying the type of journal entry. Each table has a hard-coded set of journal types. Rules for some journal types must be set up. Other rules are optional.

- On the first search, the system uses payroll data appropriate for that table and looks for a match on all fields in the search criteria section of the form (the entire search argument). Then, one by one, the system drops elements from the search argument until it finds a matching table entry. At the lowest level, the system tries to match only the journal type. In addition, you can have a line in an accounting instruction table that has no search criteria other than the journal type. This is the default line.

- The system searches a specific company. If it finds no applicable rules (matches) for that company, it continues with the rules for Company 00000.

- Company 00000 is the default company in all of the AAI tables. Always start by setting up generic entries in Company 00000. Such entries provide a source for default accounts for all of the various types of payroll transactions. After Company 00000 table entries are complete, you can enter other companies. Entries for other companies should only be exceptions to the generic rules established under Company 00000.

Set Up AAIs for Payroll

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┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu  │
│    Enter 29                          │
└─────────────────────────────────────┘
                │
                │
                ▼
        ┌──────────────────────────────────┐
        │ G774   Payroll Setup             │
        │    Choose Automatic              │
        │    Accounting Instructions       │
        └──────────────────────────────────┘
                        │
                        │
                        ▼
                ┌──────────────────────────────────┐
                │ G7743   Automatic Accounting     │
                │   Instructions                   │
                │     Choose an option             │
                └──────────────────────────────────┘
```
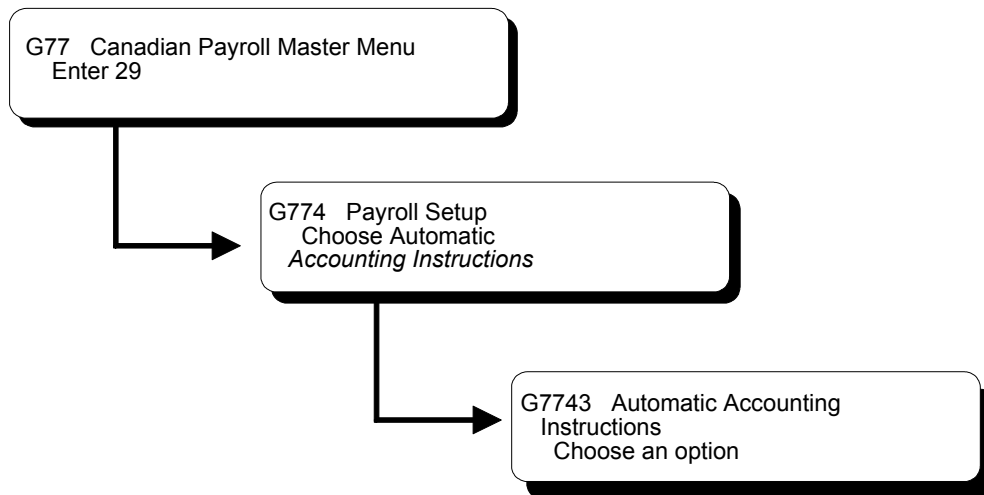
Setting Up AAIs for Payroll

You set up automatic accounting instructions (AAIs) for payroll to automatically assign account numbers to the journal entries created in the payroll system.

In addition to defining rules in the separate AAI tables, you can also set up rules for how the system summarizes journal entries.

You can have a line in an accounting instruction table that has no search criteria other than the journal type. This is a default line.

Setting up automatic accounting instructions consists of the following tasks:

❑ Setting up labor, billings, and equipment distribution instructions

❑ Setting up burden and premium labor distribution instructions

❑ Setting up company burden rules

❑ Setting up business unit burden rules

❑ Setting up cash in bank account distribution instructions

❑ Setting up liabilities instructions

❑ Setting up labor billings instructions

❑ Setting up accruals and clearing instructions

❑ Setting up journal summarization rules

❑ Reviewing AAI reports

❑ Working with journal type defaults

Setting Up Labor, Billings, and Equipment Distribution Instructions

You set up direct labor, billings, and equipment distribution instructions to define instructions for payroll transactions related to labor, labor billing (recharge), and the use of equipment. You do this by specifying search criteria for employee or timecard information and the account number information for the Payroll system to use in making the labor, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

You can establish accounting instructions separately for each company. Always set up generic instructions in Company 00000. The system searches for a specific company first. If it finds no instructions for the specific company, it searches for Company 00000.

When you set up direct labor, billings, and equipment distribution instructions, the minimum setup requirements for journal types are:

Equipment distribution (ED)	This is necessary only if you are creating equipment transactions.
Payroll labor distribution (LD)	This is always required.
Labor billing distribution (RD)	This is necessary only if you are using billing (recharge) rates.

The system accesses this table during time entry as well as during pre-payroll when it creates timecards for autopay employees. The system uses the values from the timecard. The timecard initially retrieved the values from the Employee Master table, other sources, or overrides that you supply. You use these search criteria fields to assign account numbers based on the specific timecard information.

The Payroll system uses the search criteria fields to determine the account distribution for the labor, billings, and equipment entries for your payroll. The

system searches these accounting instructions in the following order, depending on what the business unit used by time entry is:

1. It compares the time entry record's business unit, union, job type, job step, and pay type to the rule's search criteria and matches it to the appropriate journal type.

2. It searches the timecard's business unit worked for an accounting rule for that company.

3. If no matches exist, it assigns the account number according to the rules for the default Company 00000.

Example: Search Criteria for Labor Distribution

The following list identifies the search criteria the system uses to match information from the timecard for a specific company:

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
100	3000	CARP	APPR	1	LD
100	3000	CARP	APPR		LD
100	3000	CARP		1	LD
100	3000	CARP			LD
100	3000			1	LD
100	3000				LD
100		CARP	APPR	1	LD
100		CARP	APPR		LD
100		CARP		1	LD
100		CARP			LD
100				1	LD
100					LD
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
Business Unit	**Union**	**Job Type**	**Job Step**	**Payment Type**	**Journal Type**
				1	LD
					LD

The following list identifies additional search criteria the system can use to match information from the timecard to the default Company 00000:

Business Unit	Union	Job Type	Job Step	Payment Type	Journal Type
	3000	CARP	APPR	1	LD
	3000	CARP	APPR		LD
	3000	CARP		1	LD
	3000	CARP			LD
	3000			1	LD
	3000				LD
		CARP	APPR	1	LD
		CARP	APPR		LD
		CARP		1	LD
		CARP			LD
				1	LD
					LD

▶ **To set up labor, billings, and equipment distribution instructions**

On Debit - Direct Labor/Billings/Equipment

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[069043] - Debit-Dir.Labour/Bllngs/Equip                              _□×
Functions  Tools  Help

   Company            00077        A Model Canadian Payroll Co

   Skip to B. Unit          [          ]

   . . . .Employee or Time Card Basis . . .        . .Distribution Account. .
    Bus. Unit  | Union | Type | Step | Typ | JT | Descr     | Bus. Unit | Obj  | Sub
                                        1  | LD | Regular   |   707     | 8115 |
                                       100 | LD | Overtime 1|   707     | 8116 |
                                       300 | LD | Sick Pay  |   707     | 8191 |
                                       801 | LD | Vacation  |   707     | 8192 |
        777                                | LD | Distrib-La |          | 1341 |

      [✓] [✗]                          [ i] [▲] [+] [—]  [↑]
        F6=Account Master      F24=More Keys              [↓]
```

1. Complete the following required fields:
   - Company
   - Employee or Time Card Basis Journal Type
   - Distribution Account Object

2. Complete the following optional fields:
   - Employee or Time Card Basis Business Unit
   - Employee or Time Card Basis Union Code
   - Employee or Time Card Basis Job Type
   - Employee or Time Card Basis Job Step
   - Employee or Time Card Basis Pay Type
   - Distribution Account Business Unit
   - Distribution Account Subsidiary

3. Complete the steps to set up default journal type LD.

   See *Working with Journal Type Defaults.*

Field	Explanation
Business Unit - Search	Identifies the Business Unit the system searches to determine the accounting distribution. When defining the default rules (Company 00000), leave the Business Unit blank for the system to retrieve the Business Unit number entered on the Employee timecard, or from the Employee's Home Business Unit.
	You can use the Skip to Business Unit field in the header part of the screen to specify the Business Unit to be displayed first in the lower part of the screen.
	.... *Form-specific information* ....
	For autopay employees, the system uses the labor distribution instructions, the employee's home business unit, or the lowest level of default.
Journal Type (JT)	This field represents the type of transaction for which an account is to be derived.
	.... *Form-specific information* ....
	For Equipment Billing
	Enter the valid value ED to identify the accounting rules you want the system to use when distributing equipment costs to object accounts. The system changes the user defined code table you can access from the Type (Typ) field from the PDBA codes table to the Rate Groups table.
	When you associate an object account with journal type ED, the system applies accounting rules only to the equipment you specify if the Equipment Workd (EQPW) field on Equipment Time Entry forms in Payroll or Time Accounting.

What You Should Know About

Search criteria	The system uses the following search criteria to determine which distribution account to debit:
	• Information coded on the timecard establishes the search argument. In the first pass, the system searches for all fields in the Time Card Basis section of the form. In the second pass, the system searches for business unit, plan, job type, job step, and journal type. Each successive pass uses a different combination of data fields for the search criteria.
	• Codes in the Union, Type, and/or Step fields help to narrow the system's search.

Distribution account fields	To determine the distribution account, the system treats each distribution account as follows:
	• Business Unit - Override or Time Card Basis Business Unit
	• Object - Table entry required
	• Subsidiary - Override or timecard subsidiary
Business unit search for Company 00000	You cannot specify a business unit search for Company 00000 because each business unit is attached to a unique company. To search by business unit, you must attach the business unit to a company specific table during setup.

Setting Up Burden and Premium Labor Distribution Instructions

Use the second AAI table to define debit instructions for actual burden, flat burden, and labor distribution premium time. The hierarchy method in this table helps control account derivation.

Burden is defined as the direct expenses that a company incurs for an employee in addition to wages. These expenses include:

- Payroll taxes and insurance (PTI) - Company-paid taxes and insurance, such as workers compensation, federal unemployment insurance, state unemployment insurance, FICA, Medicare, and state disability insurance
- Fringe benefits - Company-paid benefits and accruals, such as health insurance and company contributions to a 401k or RRSP plan

A company can choose to use flat burden, actual burden, or both.

Actual burden	• Is heavier at the beginning of year until limits are reached. Examples are FICA, FUI, SUI, SDI in the U.S. and UIC in Canada.
	• Calculations can be turned on and off by company
Flat burden	• Is an estimated burden that is a percentage of an employee's gross wages
	• Distributes the expense at the same amount throughout the entire year
	• Can be calculated per employee, union, or business unit for each timecard during time entry
	• Is not calculated for lump sum amounts

The graphic below illustrates how expenses are distributed throughout an entire year according to flat burden and actual burden:
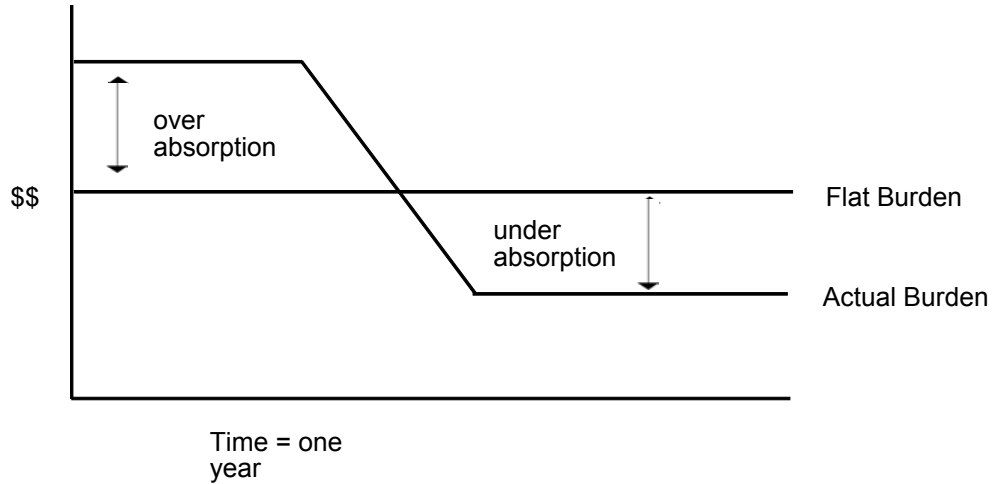
When you set up actual burden distribution debit instructions you must, at a minimum, include the following default journal type codes:

BF   Burden fringe benefits for actual burden

Use this journal type for the burden fringe benefits you do not want to distribute separately. When the system does not find an entry for a specific fringe benefit, it uses the distribution accounted associated with journal type BF.

The DBA type field works together with the Journal Type field. You must enter a value in one of the fields, but not both, for each accounting rule.

- To distribute different types of fringe benefits to their own unique accounts, set up the DBA number in the accounting instructions table.
- To account for a tax separately, set up the tax code as the journal type in the accounting instructions table.

BT   Burden taxes for actual burden

Use this journal type for the burden taxes you do not want to distribute separately. When the system does not find an entry for a specific tax, it uses the distribution account associated with journal type BT.

When you set up flat burden distribution debit instructions you must, at a minimum, include the following journal type codes:

FB   Flat burden

When you set up premium labor debit instructions you must, at a minimum, include the following journal type codes:

PR   Payroll premium labor distribution

                               You can have the system split the premium portion of overtime and create a separate journal entry for straight time versus premium time.

When you set up recharge burden debit instructions you must, at a minimum, include the following journal type codes:

RB   Recharge (labor billing) burden

Example: Search Criteria for Burden Fringe

The following list illustrates the ways the system can match information from a timecard for a specific company for burden fringe.

Business Unit	Object	Subsidiary	DBA Type	Journal Type
1	1340	02200	1000	
1	1340	02200		BF
1	1340		1000	
1	1340			BF
	1340		1000	
	1340			BF

The following list illustrates the ways the system can match information from a timecard for the default company.

Business Unit	Object	Subsidiary	DBA Type	Journal Type
	1340	02200	1000	

	1340	02200		BF
	1340		1000	
	1340			BF
	00000		1000	
	00000			BF

▶ **To set up burden and premium labor distribution instructions**

On Debit - Burden/Premium-Labor Distribution

1. Complete the following fields:

    - Company

    - Hierarchy Method

    - Distribution Account Object

2. For Company 00000, enter 00000 or a valid object in the following field:

    - Time Card Basis Object

3. For a specific company, enter a valid object in the following field:

    - Time Card Basis Object

4. For tax types and journal types BT, FB, and PR, complete the following field:

- Time Card Basis Journal Type

5. For DBAs, complete the following field:

- Time Card Basis Type

6. For a specific company, complete the following optional field:

- Time Card Basis Business Unit

7. Complete the following optional fields:

- Time Card Basis Subsidiary

- Distribution Account Business Unit

- Distribution Account Subsidiary

8. Complete the steps to set up default journal type BF, BT, FB, PR, and RB.

See *Working with Journal Type Defaults*.

Field	Explanation
Hierarchy Method	This code is used in retrieving the BUSINESS UNIT and SUBSIDIARY accounts for burden distribution. There are four methods available. They are: 1 BUSINESS UNIT: Employee Home Business Unit unless a table override exists SUBSIDIARY: No Subsidiary. SUBLEDGER/Ty: No Subledger or Subledger Type. 2 BUSINESS UNIT: Employee Home Business Unit unless a table override exists SUBSIDIARY: Labor Distribution Subsidiary unless a table override. SUBLEDGER/Ty: Labor Distribution Subledger and Type. 3 BUSINESS UNIT: Labor Business Unit unless a table override exists. SUBSIDIARY: No Subsidiary. SUBLEDGER/Ty: Labor Distribution Subledger and Type. 4 BUSINESS UNIT: Labor Business Unit unless a table override exists. SUBSIDIARY: Labor Distribution Subsidiary unless a table override. SUBLEDGER/Ty: Labor Distribution Subledger and Type.

What You Should Know About

Search criteria	The search criteria the system uses to determine which distribution account to debit:

- In the first pass, the system searches for all fields in the Time Card Basis section of the form.
- In the second pass, the system searches for business unit, object, subsidiary, and journal type.
- Each successive pass uses a different combination of data fields.

Distribution account fields	To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override or controlled by hierarchy method
- Object - Table entry required
- Subsidiary - Override or controlled by hierarchy method
- Subledger - Controlled by the hierarchy

Accounting for mandatory benefits when no gross pay	Set up the following accounting rule to create T3 entries for mandatory benefits, that is, benefits that are calculated even if the employee is not paid. For Company 00000:

- Labor Object Account - 000000
- Hierarchy Method - 2
- Distribution Business Unit - Table entry optional
- Distribution Object - Table entry required
- Subsidiary Account - Table entry optional

Setting Up Company Burden Rules

You can set up company burden rules to split the premium portion of overtime into a separate journal entry. You can choose to omit the creation of T3s.

You must set up company burden rules for a specific company. You cannot use Company 00000.

▶ **To set up company burden rules**

On Debit - Burden/Premium-Labor Distribution

1. Choose the Company Unit Burden Rules function.

   The system displays Company Burden Distribution Rules.
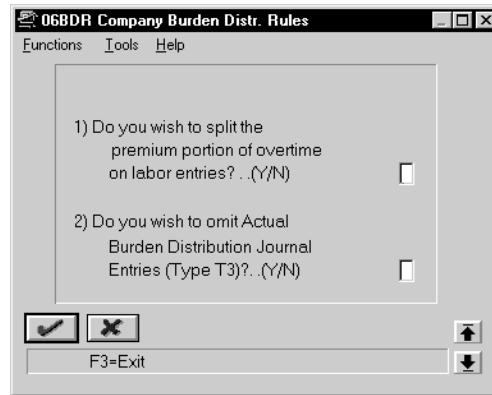
2. Complete the question fields.

Field	Explanation
Labor Premium Search (Y/N)	A code which specifies whether the 'Premium' portion of overtime earnings is to be separated from 'Regular' earnings for accounting purposes. The valid codes are: Y The 'Premium' portion of overtime earnings will be separated from 'Regular' earnings during the Journal Entry step of the Payroll Cycle. N The 'Premium' portion of overtime earnings will NOT be separated from 'Regular' earnings; Total earnings will be posted into the same account during the Journal Entry step of the Payroll Cycle.
Burden Override Rule	A code which specifies whether the Journal Entry program is to omit creation of Burden Distr. Detail(F0624) records and Distributed Actual Burden Amounts for all companies and business units. The valid values are: Y Omit the creation of F0624 records and any corresponding 'Actual Burden' journal entries. N Default to the Business Unit (F069056) level to determine whether any F0624 records are to be created and whether the corresponding Actual Burden journal entries are to be generated.

Setting Up Business Unit Burden Rules

You can create and store actual burden detail for every timecard. This is typically needed for government jobs or for auditing by an outside agency. When you set up business unit burden rules, you define a burden rule that applies to a single business unit. This is useful for tracking detailed cost-plus burden expenses by job and business unit.

▶ **To set up business unit burden rules**

On Debit - Burden/Premium-Labor Distribution

1. Choose the Business Unit Burden Rules function.

    The system displays Business Unit Burden Rule Window.

```
06CBR        Bus. Unit Burden Rule Window                    _ □ X
Functions  Tools  Help

              Skip To Bus. Unit         ▌            1

        Burdn  Bus. Unit#              Description
        Rule
        1                  9  Corporate Administration
        1                 50  General Accounts
        1                 90  Administrative Department
        1                DEN  Denver
        1                077
        1                481  Cooler/Freezer Units - 10
        1                482  Cooler/Freezer Units - 10
        1                483  Cooler/Freezer Units - 10
        1                501  Potomac Hotel
        1                701  Corporate Administration

     ✔    ✖                                              ⬆

           F3=Exit  F24=More Keys                        ⬇
```
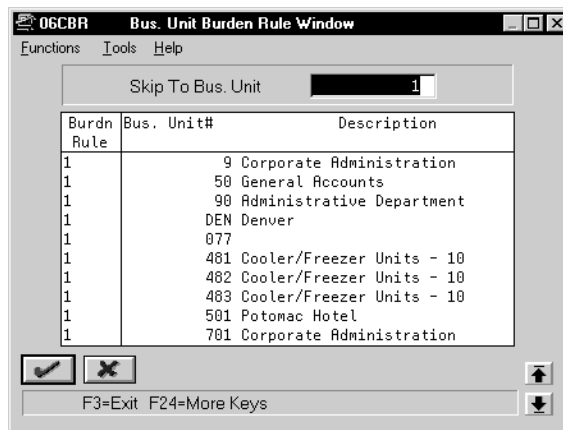
2. On Business Unit Burden Rule Window, complete the following field:

    •   Burden Rule

Field	Explanation
Burden Distribution Rule	Actual Burden expenses are initially grouped into burden clearing accounts in the T1 section of the P/R journals. The user has the option of relieving these clearing entries and distributing burden expense based on where the direct labor was charged. This distribution of burden expense is done in the T3 section of the P/R journals. The user also has the option of creating a fixed audit trail for how each component of burden was distributed per individual timecard. This detail audit trail is maintained in the F0624 file which is used by the P/R system to produce Job Billing Registers. The rule codes listed below control the process: 0 Do not create T3 Burden Expense entries for the Business Unit. 1 Create T3 Burden Expense entries but not the F0624 audit records. 2 Create T3 Burden Expense entries and associated F0624 audit records. 3 Same as 1 but reverse out the Flat Burden posted thru Daily Post. 4 Same as 2 but reverse out the Flat Burden posted thru Daily Post.

What You Should Know About

Business units displayed	You must set up a business unit in the payroll business unit constants if you want it to appear in Business Unit Burden Rule Window.
No burden rule set up	If you do not access Business Unit Burden Rule Window, the system creates T3s, but does not write records to the Burden Distribution table (F0624).

Setting Up Cash in Bank Account Distribution Instructions

You set up cash in bank account distribution instructions to define instructions for payroll disbursements. You can define different accounts for:

- Cash disbursements
- Computer checks
- Automatic deposits
- Interim manual checks

- Interim computer checks

When you set up cash in bank account distribution instructions, you must, at a minimum, set up the default journal type DP. You can use other codes when other types of payments are drawn on different bank accounts.

DA	Auto deposits
DC	Currency disbursement (cash)
DI	Interim computer checks
DM	Interim manual checks
DP	Printed computer checks from payroll cycle

Example: Search Criteria

The employee home business unit and the journal type determine the account. The journal type represents the type of cash disbursement.

The following list illustrates the ways the system can match the type of payment and the home business unit for a specific company:

Business Unit	Journal Type
1	DA
1	DP
	DA
	DP

The following list illustrates the ways the system can match the type of payment for default Company 00000:

Business Unit	Journal Type
	DA
	DP

► **To set up cash in bank account distribution instructions**

On Credit - Cash/Bank Account

```
┌──────────────────────────────────────────────────────────────────────┐
│ [069040] - Credit-Cash/Bank Account                         _ □ ✕     │
│ Functions  Tools  Help                                                 │
│                                                                        │
│      ┌─────────────────────────────────────────────────────────────┐  │
│      │ Company        │00077│      A Model Canadian Payroll Co      │  │
│      └─────────────────────────────────────────────────────────────┘  │
│      ┌─────────────────────────────────────────────────────────────┐  │
│      │ Skip to B. Unit      │           │                          │  │
│      └─────────────────────────────────────────────────────────────┘  │
│                                                                        │
│        ┌─────────────┬────────────────┬─────────────────────────┐     │
│        │Employee Basis│  Description   │ . . Distribution Account .│    │
│        │Bus. Unit  JT │                │Bus. Unit │ Obj │   Sub   │     │
│        │           DA │Auto Dep. Check │      77 │1110 │PAYROLL   │     │
│        │           DP │Printed Compute │      77 │1110 │PAYROLL   │     │
│        │              │                │        │     │          │     │
│        │              │                │        │     │          │     │
│        │              │                │        │     │          │     │
│        │              │                │        │     │          │     │
│        │              │                │        │     │          │     │
│        │              │                │        │     │          │     │
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│   │✓ │ │✗ │                        │ i│ │ ▲│ │ ✛│ │ ▬│  │↑│           │
│   └──┘ └──┘                        └──┘ └──┘ └──┘ └──┘  └─┘           │
│      F6=Account Master    F24=More Keys              MW  │↓│           │
└──────────────────────────────────────────────────────────────────────┘
```

1. Complete the following required fields:

    *   Company

    *   Distribution Account Object

    *   Employee Basis Journal Type

2. Complete the following optional fields:

    *   Distribution Account Business Unit

    *   Distribution Account Subsidiary

3. Complete the steps to set up default journal type DP.

    See *Working with Journal Type Defaults*.

What You Should Know About

Search criteria	The system searches on the following Employee Basis fields:

- Business Unit
- Journal Type

The account is determined by the employee's home business unit and the journal type. The journal type represents the type of payments.

Distribution account fields	To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override or employee home business unit
- Object - Table entry required
- Subsidiary - None unless a table entry exists
- Subledger - None

Incorrect account number	The system derives the account number from these rules during pre-payroll processing. If you discover that the cash account is incorrect, correct your AAIs and rerun your pre-payroll.

Setting Up Liabilities Instructions

You set up the liabilities instructions to define payroll liability credit instructions used to create entries for the Payroll Disbursements Journal.

The minimum setup requirements for journal types when you set up liabilities instructions include the default journal type codes. They are:

AL	Accrued liabilities for deductions and benefits
AT	Accrued liabilities for payroll taxes

Example: Search Criteria

The following list illustrates the search criteria for a specific company. For tax liabilities, the system matches the tax type and, optionally, the employee's home business unit. For DBA liabilities, the system matches the DBA code and, optionally, the employee's home business unit.

Business Unit	Type	Journal Type
1		H
1		AT
		H
		AT
1	5000	
1		AL
	5000	
		AL

The following list illustrates the search criteria for default Company 00000, the system matches the the tax type and the DBA type to the timecard, or uses the default journal type if no match is found.

Business Unit	Type	Journal Type
		H
		AT
	5000	
		AL

▶ To set up liabilities instructions

On Credit - Liabilities

```
┌──────────────────────────────────────────────────────────────────────┐
│ 🖳 [069041] - Credit-Liabilities                              _ □ ✕  │
│ Functions  Tools  Help                                                 │
│                                                                        │
│   Company           │00077│       A Model Canadian Payroll Co          │
│                                                                        │
│   Skip to B. Unit   │         │                                        │
│                                                                        │
│   . .Employee Basis .              . . Distribution Account .         │
│    Bus. Unit  │Type │JT│  Description   │ Bus. Unit │ Obj │  Sub       │
│                      │W │Workers Comp.   │      77   │4305 │ *STAT     │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│  ✔  ✖                          │ ⅈ │ ▲  │ ✚ │ ▬ │   ⬆         │
│  F4=More Detail  F6=Account Master  F24=More Keys                 ⬇   │
└──────────────────────────────────────────────────────────────────────┘
```

1. Complete the following required fields:

    - Company

    - Distribution Account Object

2. For deductions and benefits, complete the following field:

    - Employee Basis Type

3. For taxes, AL, and AT journal types, complete the following field:

    - Employee Basis Journal Type

4. Complete the following optional fields:

    - Employee Business Unit

    - Distribution Account Business Unit

    - Distribution Account Subsidiary

5. Access the fold area.

```
[069041] - Credit-Liabilities
Functions  Tools  Help

    Company          00077          A Model Canadian Payroll Co

    Skip to B. Unit  [          ]

    . .Employee Basis .                     . . Distribution Account .
     Bus. Unit  |Type |JT|   Description   |  Bus. Unit  |  Obj  |  Sub
                       W   Workers Comp.              77    4305    *STAT
    Sub Ledger / Type              /   Desc

    Sub Ledger / Type              /   Desc

    Sub Ledger / Type              /   Desc

    Sub Ledger / Type              /   Desc

    Sub Ledger / Type              /   Desc

    Sub Ledger / Type              /   Desc

    F4=More Detail   F6=Account Master   F24=More Keys
```
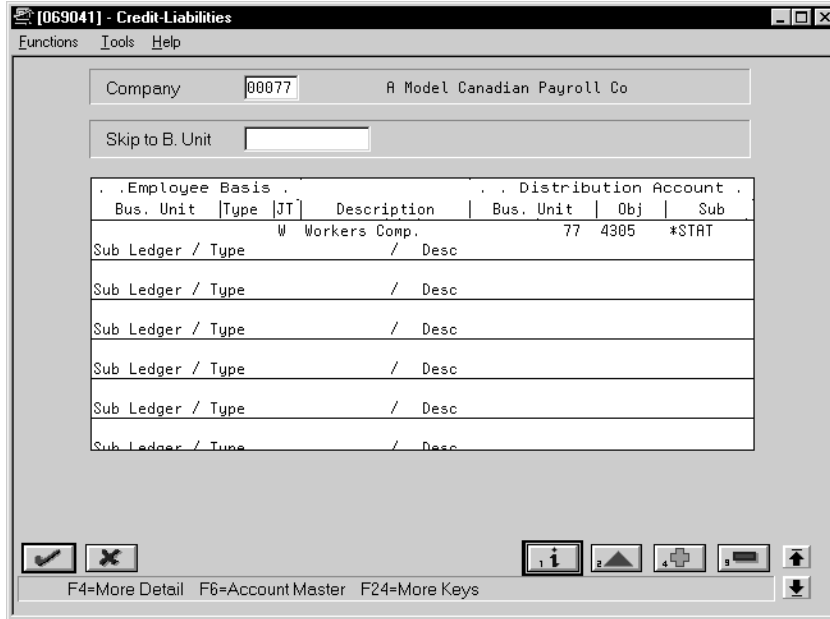
6.   Complete the following optional fields:

- Subledger

- Type

7.   Complete the steps to set up default journal type AL and AT.

      See *Working with Journal Type Defaults.*

Field	Explanation
Subledger	A value such as equipment number or work order number, you can attach to the end of an account number to further define an account and more easily track it.
Subledger Type	A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.

What You Should Know About

Search criteria

In the first pass, the system searches on the following Employee Basis fields:

- Business Unit
- Specific tax type or AT journal type for taxes
- DBA or AL journal type for DBAs

Each successive pass is based on the business unit or journal type.

| Distribution account fields | To designate distribution account information, you can use the following constants in the Subsidiary field if you have a valid general ledger account number set up: |

- *STAT - To move the statutory code to the Subsidiary field for a tax. Use *STAT to charge taxes to specific accounts without having to define each account in the table. For example, the system will use CA for California.

- *EMP - To move the employee number to the Subsidiary field for a DBA.

- *PAY - To move the pay or DBA type number to the Subsidiary field.

- *UNION - To move the union code to the Subsidiary field for a DBA.

You can use the following constants in the Subledger field in the fold area:

- *SBLE - To move the employee number to the Subledger field

- *SBLP - To move the DBA number to the Subledger field

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override entry or employee home business unit

- Object - Table entry required

- Subsidiary - Override entry or one of the constants shown above

- Subledger - Table entry or one of the constants shown above

Setting Up Labor Billings Instructions

You set up labor billings instructions to establish accounting rules for labor billing offsets. These offsets are natural credit or revenue entries that offset labor billing charges or debits. The entries are generally made as credit entries.

If your company is not using labor billings, you do not need to set up these instructions.

Example: Search Criteria

This example illustrates the credit side only. The system searches on a combination of home business unit, job location, and pay type.

The following lists the ways that the system can match information to a timecard for a specific company:

Home Business Unit	Job Location	Pay Type	Journal Type
9	501	1	RO
9	501		RO
9		1	RO
9			RO
	501	1	RO
	501		RO
		1	RO
			RO

The following list identifies the search criteria the system can use to match information from the timecard to the default Company 00000:

Home Business Unit	Job Location	Pay Type	Journal Type
	501	1	RO
	501		RO
		1	RO
			RO

▶ To set up labor billings instructions

On Credit - Labor Billings

```
[069044] - Credit-Labor Billings                                    _ □ ✕
Functions   Tools   Help

   Company            00050        A Model Construction Mgmt Co

   Skip to B. Unit    [          ]

 ┌──────────┬──────────────┬────┬─┬─────────────┬───────────────────────────┐
 │Home Bus. │ Job Location │Pay │JT│ Description │ . .Distribution Account. .│
 │  Unit    │              │Typ │ │             │ Bus. Unit │ Obj │   Sub    │
 ├──────────┼──────────────┼────┼─┼─────────────┼───────────┼─────┼──────────┤
 │          │              │    │RO│Labor Billing O│      200│4339 │          │
 │       50 │              │    │RO│Labor Billing O│       50│8115 │CONTRA    │
 │          │              │    │ │             │           │     │          │
 └──────────┴──────────────┴────┴─┴─────────────┴───────────┴─────┴──────────┘

  [✓] [✕]                              [ i ] [▲] [+] [-]  [⬆]
   F6=Account Master     F24=More Keys                     [⬇]
```

1. Complete the following required fields:
   - Company
   - Journal Type
   - Distribution Account Object

2. Complete the following optional fields:
   - Home Business Unit
   - Job Location (Business Unit-Chargeout)
   - Pay Type
   - Distribution Account Business Unit
   - Distribution Account Subsidiary

3. Complete the steps to set up default journal type RO.

   See *Working with Journal Type Defaults.*

Field	Explanation
Business Unit - Chargeout	This business unit represents the location in which the employee worked. It can be used to identify that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register.
	A value in this field overrides the rates set up in the Union Rates table if the table is set up by job or business unit.

What You Should Know About

Search criteria

In the first pass, the system searches on the following fields:

- Home Business Unit
- Job Location
- Pay Type
- Journal Type

Each successive pass searches on a different combination of data fields.

The system can also search on the job location from the employee's timecard. This field, along with the optional Home Business Unit field, allows you to account for billing revenue.

Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override or employee home business unit
- Object - Table entry required
- Subsidiary - Table entry optional
- Subledger - None

Setting Up Accruals and Clearing Instructions

You set up accruals and clearing instructions for the following:

- Accrued wages account (T1, T2)
- Actual burden clearing accounts (T1, T3)
- Flat burden clearing account (T2)
- Recharge flat burden clearing account
- Intercompany settlement accounts (T1-T6)

When you set up the accrued wages account you must, at a minimum, include the following journal type code:

AW	Accrued wages for the Labor Distribution and Payroll Disbursements Journals

When you set up actual burden clearing accounts you must, at a minimum, include the following journal type code:

CF	Burden clearing - fringe for the Actual Burden Expense and Payroll Disbursements Journals
CT	Burden clearing - tax for the Actual Burden Expense and Payroll Disbursements Journals

When you set up the flat burden clearing account you must, at a minimum, include the following journal type code:

FC	Flat Burden Clearing for the Labor Distribution Journal

When you set up intercompany settlement accounts you must, at a minimum, include the following journal type code:

IC	Intercompany settlements for the Actual Burden Expense, Labor Distribution, and Payroll Disbursements Journals

When you set up the recharge flat burden clearing account you must, at a minimum, include the following journal type code:

RC	Recharge burden relief for the Actual Burden Expense and Payroll Disbursements Journals

Example: Search Criteria

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing tax burden:

Business Unit	Type	Journal Type
1		H
		H
1		CT
		CT

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing tax burden:

Business Unit	Type	Journal Type
		H
		CT

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for clearing fringe burden:

Business Unit	Type	Journal Type
1	1000	
	1000	
1		CF
		CF

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for clearing fringe burden:

Business Unit	Type	Journal Type
	1000	
		CF

The following list identifies the search criteria that the system can use to match information from the timecard for a specific company for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	Type	Journal Type
1		AW, FC, IC, or RC
		AW, FC, IC, or RC

The following list identifies the search criteria that the system can use to match information from the timecard for Company 00000 for accrued wages, flat burden clearing, intercompany settlements, or recharge flat burden clearing:

Business Unit	Type	Journal Type
		AW, FC, IC, or RC

► **To set up accruals and clearing instructions**

On Debit/Credit - Accruals/Clearing
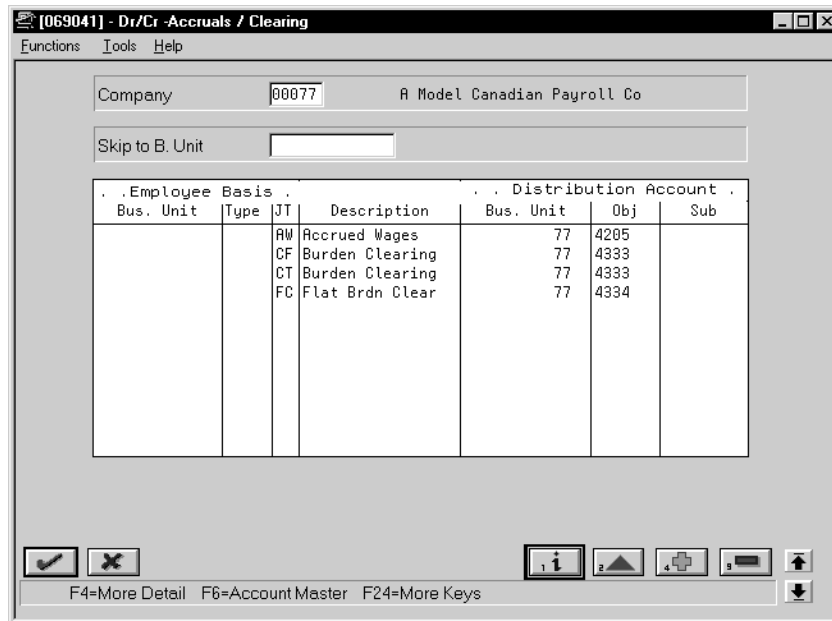
1. Complete the following required fields:

   - Company
   - Distribution Account Object

2. Complete one of the following fields, as appropriate:

- Employee Basis Type
- Employee Basis Journal Type

3. Complete the following optional fields:

- Employee Basis Business Unit
- Distribution Account Business Unit
- Distribution Account Subsidiary

4. Access the fold area.

5. Complete the following optional fields:

- Subledger
- Type
- Description

6. Complete the steps to set up default journal type CF, CT, and AW.

See *Working with Journal Type Defaults.*

What You Should Know About

Search criteria	In the first pass, the system searches on the Employee Basis fields.
	Each successive pass is based on a different combination of data fields.
Distribution account fields	To determine the distribution account, the system treats each distribution account as follows:

- Business Unit - Override entry or employee home business unit

- Business Unit - *LABOR for FC (Flat burden offset) provides the same business unit as labor, not Home Business Unit

- Object - Table entry required

- Subsidiary - Override entry or *PAY for DBAs and *CO for intercompany settlements

- Subledger - Table entry

Setting Up Journal Summarization Rules

You set up journal summarization rules to establish how the Payroll system summarizes pro forma journal entries before creating actual journal entries in the general ledger. Summarizing journal entries reduces the number of transactions in the general ledger.

Defining journal summarization allows you to:

- Summarize journal entries for specific companies and for the default Company 00000

- Print both summarized and detail journals

- Set up to six different summarization rules for a specific range of object accounts and for a specific business unit
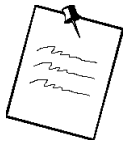
If the system does not find summarization rules for a specific company, it uses those established for the default company (Company 00000). If it finds no summarization rules for an account, it assumes full summarization.

Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which lengthens processing time. Therefore, J.D. Edwards recommends that you:

- Set up summarization rules at the Company 00000 level when possible
- Avoid setting up summarization rules at the business unit level
- Specify the same summarization code for each object account range when possible

▶   **To set up journal summarization rules**

On Journal Summarization Rules

1. Complete the following fields:
    - Company
    - Summarization Code

2. Enter the business unit number, object account range, or both in the following fields:
    - Business Unit Number
    - Object Account Beginning Range
    - Object Account Ending Range

Field	Explanation
Payroll Summarization Code	Codes and their description are:

 1   Full: MCU/OBJ/SUB/SBL/SBLT/FY/PN Equipment or Asset Number, Doc.Type & Jrnl Ref. (see PRJE) EXA - Document Desc.; EXR - Blank

 2   Add: Pay Type EXA - Document Desc.; EXR - Pay Type (PT)

 3   Add: Pay Type/Job Type/Step EXA - Document Desc.; EXR - Pay Type (PT)

 4   Add: Pay Type/Job Type/Step/Employee EXA - Employee Name.; EXR - Pay Type (PT)

 5   No summarization. EXA - Document Desc.; EXR - TE comment/PT

 6   No summarization with Employee Name EXA - Employee Name.; TE comment/PT

What You Should Know About

Summarization code	The summarization code also indicates the descriptions in the journal entry.
	EXA is the first description in the Account Ledger table (F0911).
	EXR is the second description in the Account Ledger table (F0911).
Equipment Transactions	You must set up the system so that the equipment transactions are not summarized. For those ranges of accounts, choose either:

- No summarization

- No summarization with Employee Name

Example: Summarization Rules on the Pay Period Journal Batch Proof

This Pay Period Journal Batch Proof lists pro forma journals with no summarization for the expense accounts. In the payroll illustrated, five employees were processed, each of them having one timecard. An LD, BF, and BT journal type has been created for each employee for each type of expense.

```
  06229                                      J.D. Edwards & Company                             Page -          2
                                         Pay Period Journal Batch Proof                         Date -       7.23.98
 Payroll ID:            692 Batch  6068215
                    Account Description      Asset       G/L Account           . . . . . . . . Amounts . . . . . . . .
 Co   FY PN DT Refn2  Employee JBCD  JBST Explanation         Subldg-Ty-Phase      Debit         Credit      Units           LT
 ----- -- -- -- ------  -------------------- ----------- -------------------------- -------------- -------------- ------------- --
 00100 98 08 T2 Payroll Labor Distribution
            AW083198 Accrued Payroll                      100.4205                               6,614.18-              AA
            LD083198 Regular Pay                          90.8115          2,333.33                        88.00 AA
                7503 0A-10        Regular

            LD083198 Regular Pay                          90.8115          1,572.92                        88.00 AA
                7505 3P-1         Regular
            LD083198 Regular Pay                          90.8115            572.00                        88.00 AA
                7510 4A-1         Regular
            LD083198 Regular Pay                          90.8115          1,458.33                        88.00 AA
                7504 5J-8         Regular
            LD083198 Regular Pay                          90.8115            677.60                        88.00 AA
                7506 8M-3    2    Regular
                                                                         -------------- -------------- -------------
                                                         Document/Period Total    6,614.18      6,614.18-      440.00
 00100 98 08 T3 Actual Burden Journal Entries
            BF083198 401K Contribution                    90.8136             36.46                              AA
                7504 5J-8
            BF083198 Insurance-Health & Disab             90.8140             45.00                              AA
                7503 0A-10
            BF083198 Insurance-Health & Disab             90.8140              8.64                              AA
                7503 0A-10
            BF083198 Insurance-Health & Disab             90.8140             45.00                              AA
                7505 3P-1
            BF083198 Insurance-Health & Disab             90.8140              8.64                              AA
                7505 3P-1
            BF083198 Insurance-Health & Disab             90.8140             19.66                              AA
                7505 3P-1
            BF083198 Insurance-Health & Disab             90.8140              8.64                              AA
                7510 4A-1
            BF083198 Insurance-Health & Disab             90.8140             45.00                              AA
                7504 5J-8
            BF083198 Insurance-Health & Disab             90.8140              8.64                              AA
                7504 5J-8
            BT083198 FICA/Medicare                        90.8135            144.06                              AA
                7503 0A-10
            BT083198 FICA/Medicare                        90.8135             33.69                              AA
                7503 0A-10
            BT083198 FICA/Medicare                        90.8135             96.92                              AA
                7505 3P-1
```

This Pay Period Journal Batch Proof lists pro forma journals with full summarization. All the LD and various BF and BT journals are summarized into single entries.

```
  06229                                      J.D. Edwards & Company                             Page -          2
                                         Pay Period Journal Batch Proof                         Date -       7.23.98
 Payroll ID:            692 Batch  6068217
                    Account Description      Asset       G/L Account           . . . . . . . . Amounts . . . . . . . .
 Co   FY PN DT Refn2  Employee JBCD  JBST Explanation         Subldg-Ty-Phase      Debit         Credit      Units           LT
 ----- -- -- -- ------  -------------------- ----------- -------------------------- -------------- -------------- ------------- --
 00100 98 08 T2 Payroll Labor Distribution
            AW083198 Accrued Payroll                      100.4205                               6,614.18-              AA
```

```
         LD083198 Regular Pay                    90.8115                6,614.18                     440.00  AA
                                                                  -------------- -------------- -------------
                                               Document/Period Total  6,614.18     6,614.18-       440.00

00100 98 08 T3 Actual Burden Journal Entries
         BF083198 401K Contribution              90.8136                   36.46                            AA
         BF083198 Insurance-Health & Disab       90.8140                  189.22                            AA
         BT083198 FICA/Medicare                  90.8135                  503.58                            AA
         BT083198 Insurance-Workman's Comp        90.8145                    2.92                            AA
         BT083198 Unemployment Taxes             90.8170                   51.76                            AA
         CF083198 Actual Burden Clearing A       100.4333                              225.68-              AA
         CT083198 Actual Burden Clearing A       100.4333                              558.26-              AA
                                                                  -------------- -------------- -------------
                                               Document/Period Total    783.94       783.94-
                                                                  -------------- -------------- -------------
                                               Company Total . . . .  14,796.24    14,796.24-       440.00
                                                                  -------------- -------------- -------------
                                               Grand Total . . . . .  14,796.24    14,796.24-       440.00
```

Reviewing AAI Reports

You review AAI reports to verify that the accounting instructions and journal summarization rules that you entered are correct.

Reviewing AAI reports consists of the following tasks:

❑ Reviewing the Accounting Distribution Rules report

❑ Reviewing the Accounting Summarization Rules report

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Reviewing the Accounting Distribution Rules Report

The Accounting Distribution Rules report provides a detailed listing of the information within the Accounting Distribution Rules table. You can review the report to verify that the information that you entered on any of the AAI tables is correct.

The report prints a separate page for each journal code or set of accounting rules. For example, all of the accounting rules for accruals print, then the rules for burden expenses print, and so on.

```
06904P                              J.D. Edwards & Company                   Page    -     24
                                  Accounting Distribution Rules               Date    -   7/17/98
Journal Code . L Liabilities
. . . . . .Company. . . . . .   Search                      Tran           H
  No.       Description       Bus. Unit   Description   Obj.   Sub.  Type JT Description M  Bus. Unit    Obj.   Sub.
----- --------------------- ----------- ------------------ ------ -------- ---- -- ------------- - ----------- ------ --------
                                                                          CA Canada FIT Wi        77 4211
                                                                          CB CPP Employee         77 4212
                                                                          CC UI Payable          77 4214
                                                                          CD UI Payable(CO        77 4214
                                                                          CE CPP Company          77 4212
                                                                          CF Provincial Ta        77 4221
```

```
                                              CG QPP Employee              77 4212
                                              CH QPP Company               77 4212
                                      7700    RRSP                         77 4317
                                      7701    RRSP Co.                     77 4317
                                      7705    Dental/Co.                   77 4310
                                      7706    Dental Fam                   77 4310
                                      7710    Union-Canada                 77 4330   *UNION
                                      7720    H&W - Canada                 77 4332   *UNION
                                      7725    Life 1 x sal                 77 4310
                                      7730    CSB Canada                   77 4316
                                      7735    Ext Health                   77 4310
                                      7740    CarAllowCAN                  77 4322
                                      7750    EHT - Canada                 77 4315   ON
```

Reviewing the Accounting Summarization Rules Report

The Accounting Summarization Rules report provides a detailed listing of the
journal summarization rules that you set up. You review the report to verify that
the journal summarization rules that you entered are correct.

```
06914P                                J.D. Edwards & Company                    Page    -      2
                                      Accounting Summarization Rules             Date    -  7/17/98
Company No . 00000 J.D. Edwards & Company
                                    . . Object . .  S
  Bus. Unit       Description        Beg.   End.   C         Description
------------ -----------------------------  ------ ------ -  -----------------------------
                                      1      1110   1   Summarize by Account
                                      1111   1111   6   No Summarization/Employee Name
                                      1112   4314   1   Summarize by Account
                                      4315   4315   6   No Summarization/Employee Name
                                      4316   8109   1   Summarize by Account
                                      8110   8118   5   No Summarization
                                      8119   8124   1   Summarize by Account
                                      8125   8140   6   No Summarization/Employee Name
                                      8141   9999   1   Summarize by Account
                                      8110   8117   1   Summarize by Account
                                      8482   8483   5   No Summarization
      5002 Automated Transit System                 1   Summarize by Account
                                      1000   1110   1   Summarize by Account
                                      1111   1111   6   No Summarization/Employee Name
                                      1112   9999   1   Summarize by Account
```

Exercises
See the exercises for this chapter.

Exercises

Working with Journal Type Defaults

You can have a line in an accounting instruction table that has no search criteria
other than the journal type. This is a default line.

Each table can have a default line with a default journal type. For example, LD is
the default journal type for the labor distribution table. When the timecard or
employee criteria do not match any of the other lines, the system uses the default
line, if one exists. You can use a default line for a specific company and for
Company 00000.

The following lists the default journal types for default lines:

Table 1	LD, ED, RD
Table 2	For actual burden: BF, BT
	For premium burden: PR
Table 3	DP
Table 4	AL, AT
Table 5	RO
Table 6	For actual burden-clearing: CF, CT
	For accrued wages: AW

You can also use a default line to indicate that you are missing instructions from a table.

For example, in your chart of accounts you have a separate and unique account for each tax calculated in payroll. In your credit liabilities accounting instructions you assign these accounts by tax type.

Business Unit	Type	Journal Type		Business Unit	Object	
		A	Federal Income	100	4211	
		C	Federal Unemployment	100	4214	
		D	FICA withheld	100	4212	
		E	FICA paid	100	4212	
		P	Medicare withheld	100	4213	
		Q	Medicare paid	100	4213	
		F	State Income Tax	100	4221	*STAT
		CF	Provincial Income Tax	77	4221	

Using a default line to identify missing instructions, a default line with an invalid account informs you of a missing line in your table. If you use a valid account, no warning prints on the journal proof.

▶ To work with journal type defaults

On any accounting rule form

1. Complete the following fields for the default journal type:
   - Journal Type
   - Distribution Account Object

2. Complete the following optional fields:
   - Distribution Account Business Unit
   - Distribution Account Subsidiary

Set Up Tax Information

```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│     Enter 29                          │
└─────────────────────────────────────┘
        │
        │        ┌─────────────────────────────────┐
        │        │ G774   Payroll Setup             │
        └───────▶│     Choose Taxes & Insurance     │
                 └─────────────────────────────────┘
                         │
                         │       ┌─────────────────────────────────┐
                         │       │ G7744   Taxes & Insurance        │
                         └──────▶│     Choose an option             │
                                 └─────────────────────────────────┘
```
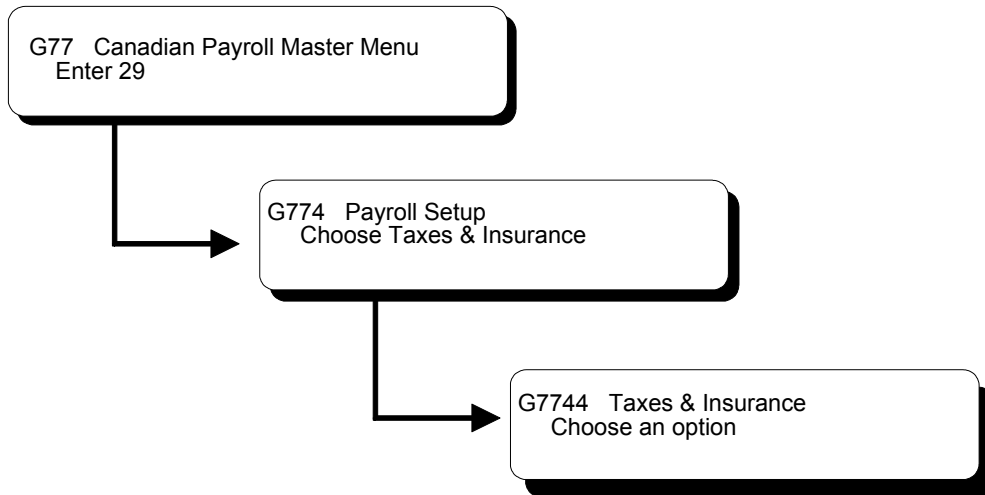
Setting Up Tax Information

Taxes, disability insurance (in the United States only), and unemployment insurance are calculated by Vertex, a separate software package which integrates with J.D. Edwards payroll software. The taxing authority along with taxable wages, exemptions, supplemental wages, and so forth are passed to Vertex to calculate each employee's tax.

In Canada, taxes are calculated only for the tax area on the employee's Employee Master record.

Before you can use the Payroll system, you must establish tax information. This includes:

Tax areas	You set up tax areas in which your employees live and work for which taxes apply.
Corporate tax IDs for Canadian unemployment insurance	You set up corporate tax IDs for storing employee UI tax history and for reporting purposes.

Workers compensation information	You set up workers compensation information to calculate and report workers compensation amounts.
Unemployment insurance rates	You set up unemployment insurance rates to define rates for company-paid unemployment insurance.
Tax area/payee cross-reference	You set up tax area/payee cross-reference to create cross-references between tax areas and payees for all accounts payable vouchers.

Setting up tax records consists of the following tasks:

- ❑ Setting up tax area information

- ❑ Locating tax areas using the tax area index

- ❑ Setting up Canadian corporate tax IDs unemployment insurance

- ❑ Setting up workers compensation information

- ❑ Setting up unemployment insurance rates

- ❑ Setting up tax area/payee cross-reference

- ❑ Reviewing tax setup reports

Setting Up Tax Area Information

You set up tax areas in which your employees live and work for which taxes apply.

In the Payroll system, a tax area is made up of two parts:

- Tax area code - The tax area code is an identifying number assigned to all taxing authorities in the United States and Canada by Vertex, Inc. The system contains all federal, provincial, and state income tax area codes. You need only add local and any new taxes. The tax area code, called the GeoCode, can consist of up to nine characters (XXYYYZZZZ) and is comprised of three distinct parts. The first two numbers identify the state (XX), the next three numbers identify the county (YYY), and the last four numbers identify the locality (ZZZZ).

  - XX = State (country 70 for Canada)

  - YYY = County (province in Canada)

- ZZZZ = City/locality (does not apply to Canada)

- Tax type code - The tax type code represents the kind of tax that you are defining. These codes are predefined by J.D. Edwards. In the United States, some examples are A for federal income and K for occupational head tax. In Canada, some examples are CA for federal income and CC for employee-paid unemployment insurance.

Example: Tax Area Codes

The GeoCode and the J.D. Edwards tax area and tax authority are synonymous. GeoCode uses up to nine digits (XXYYYZZZZ) to structure U.S. and Canadian payroll:

The following examples illustrate the tax area structure:

700030000	British Columbia provincial tax
700190000	Quebec provincial tax
CFEDU01	Canadian federal unemployment insurance taxes
Federal	All federal taxes

Before You Begin

❑ Install Vertex software.

❑ You must set up statutory codes in user defined code table 06/SC before you can define tax areas. See *Setting up User Defined Codes for Payroll.*

▶   **To set up tax area information**

On Tax Area Information

1. Complete the following fields:

    - Tax Area

    - Tax Type

    - Description

    - Company/Employee Paid

    - Print on Net Pay Instruction

2. If tax area is province, state, county, city, or local, complete the following field:

    - Statutory Code

3. Complete the following optional fields:

    - A/P Voucher

    - Payee

    - Occupational Tax Withholding Frequency

    - Tax Arrearage Rule

    - Tax Priority

    - Tax Adjustment Limitation

Field	Explanation
Tax Area (Work)	A code that identifies a geographical location and the tax authorities therein for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System's "Master GEO Code List" for valid codes for your locations.
Tax Type	A code that identifies the type of payroll tax being processed.
	Please refer to the associated User Defined Code records for the current descriptions of these codes.
	Please note that the values and meanings associated with this user defined code are pre-set by J.D. Edwards. Neither of the fields should be altered without J.D. Edwards permission.
	.... *Form-specific information* ....
	For Unemployment Insurance Rates these are the Tax Types:
	C - FUI
	G - Employee paid SUI
	H - Employer paid SUI
	I - Employee paid SDI
	J - Employer paid SDI
	CC - Canadian UI - Employee paid
	CD - Canadian UI - Company paid
Description-Alpha	Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions:
	Dates - Begin all Date fields with Date -
	Amounts - Begin all Amount fields with Amount -
	Units - Begin all Unit, Quantity, and Volume fields with Units -
	Name - Begin all 30-byte description fields with Name -
	Prompt - Begin any Y/N prompting field with Prompt -
	Address Number - Begin all address numbers (employee, customer, owner) with Address Number

Field	Explanation

Company/Employee Paid Tax	A code which specifies whether the payroll tax associated with the tax authority is paid by the company (expense) or a employee deduction (withholding). Codes are:
	  C Company Paid
	  E Employee withheld
	
	If a code of E is used for employee withheld, then an associated DBA must be set up in order for this table to calculate correctly. DBA No. 9050 can be used as an example when setting up employee paid workers compensation.

Print On Net Pay Instructions	Identifies whether the item is to be printed on the paystub and whether the item is to be printed on a separate check from other payroll items. Valid codes are:
	    Pay Types/Payroll Taxes:
	  Y Print on paystub (default)
	  S Print separate check (one item per check)
	  C Print separate check (C types combined)
	  N Do not print on paystub
	    Deduction/Benefit/Accrual Types:
	  Y Print as total deductions (default)
	  S Print separate check (one item per check)
	  C Print separate check (include detail)
	  N Do not print on paystub
	  I Print individual transactions
	  T Print by DBA Print Group
	
	The Separate Check feature is not available for any payroll taxes being withheld from the employee's paycheck.
	
	.... *Form-specific information* ....
	
	Enter a Y for taxes paid by the employee.

Statutory Code	This code is used to specify the two- or three-character state or locality code that is printed on statutory reports such as W-2 and 941. For example, on W-2s and 941s, instead of printing 06 which may be the taxing authority for the state of Colorado, the system prints the statutory code CO. .... *Form-specific information* .... If you leave this field blank, the system uses the default value Federal.
Yes or No Entry	The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt screens. .... *Form-specific information* .... Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.

Field	Explanation
Address Number-Provider/Trustee	The Address Book number for the supplier who is to receive the final payment.
	In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.
	For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the check.
Occupational Tax Withholding Frequency	This code is used to designate if the occupational head tax is to be withheld monthly (M), quarterly (Q), or annually (A).
Tax Arrearage Rule	A code indicating the method the system uses to back off payroll taxes when the employee is in a negative pay situation. Valid codes are:
	P The tax can be reduced as much as needed, either partially (to the stated limit) or in full.
	N The tax can not be reduced.
	Q The tax can be reduced as much as needed, and the amount is placed in arrears.
	When left blank the system enters the default value P.
Taxes Priority	The prioritized sequence used by the system to back off payroll taxes when the employee is in a negative pay situation. Use a range of numbers from 01 to 99 to indicate the sequence.
Adjustment Limitation - Taxes	The maximum amount of payroll tax backed off net pay in order to meet the 'Minimum Check' requirements.

What You Should Know About

Tax area description	The first 12 characters of the description print on the paystub.
	Because the tax area index sorts on this description:
	• Begin federal tax descriptions with the same letters, for example FED.
Statutory code	The statutory code is left blank for all federal taxes except tax type C (U.S. only). The second description is not a GeoCode. J.D. Edwards recommends not changing this description because it is used for W2 and T4 reporting.

Provincial tax areas	Set up tax type CF for every tax area even if there is no provincial tax because wage history is maintained by province.
Canadian unemployment insurance tax areas	You must set up at least tax area CFEDU01 for tax type CD for your federal Unemployment Insurance (UI). If you company is eligible for any reduced rates for UI, you can set up additional tax areas in the form of CFEDUxx. You must set up a statutory code (U01, U02, and so forth) in user defined code table 06/SC for each tax area you enter.

See Also

- *Setting Up Accounts Payable Integration Information* about how to activate vouchering for tax types
- *Reviewing the Tax Areas Report*

Locating Tax Areas Using the Tax Area Index

Locating tax areas using the tax area index allows you to rapidly search for a specific taxing authority by the tax area's description.

The system sorts the tax areas alphabetically by description. To make searching for tax areas easier, J.D. Edwards recommends that when you set up tax area information, enter the description beginning with the state name or postal code.

▶ **To locate tax areas using the tax area index**

On Index of Tax Areas

```
[06901I] - Index of Tax Areas
Functions  Options  Tools  Help

Description              [BC                                              ]

O    Area        Tax    Description              Stat.   Payee
P                Type                            Code    Address
  700030000 CF   BC                              BC
  700030000 CA   BC - For JE use only            BC
  700030000 W    BC Workers Comp                 BC

Opt: 2=Tax Area Revisions    F24=More Keys
```
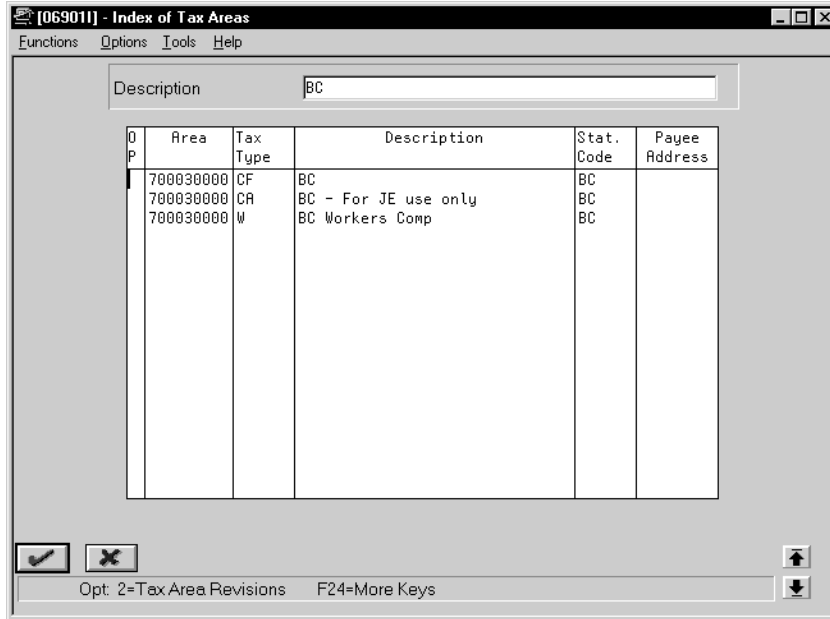
Complete the following field:

- Description

What You Should Know About

Index of tax areas	You can also access the index from Tax Area Information by using the field level help in the Tax Area field.

Setting Up Canadian Tax IDs for Unemployment Insurance

You set up tax IDs unemployment insurance (UI) for storing employee UI tax history and for reporting purposes. You may set up more than one federal tax ID if your company is eligible for reduced UI insurance rates.

► **To set up Canadian corporate tax IDs for unemployment insurance**

On Corporate Tax IDs
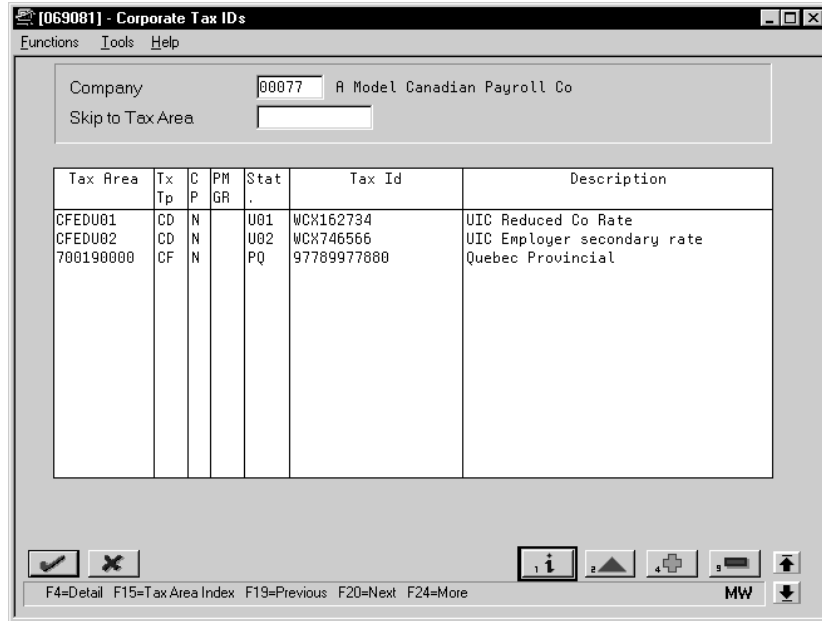
1. Complete the following fields:

    - Company
    - Tax Area
    - Tax Type
    - Tax Identification Number

Field	Explanation
Tax Area (Work)	A code that identifies a geographical location and the tax authorities therein for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System's "Master GEO Code List" for valid codes for your locations.
Tax Type	A code that identifies the type of payroll tax being processed.
	Please refer to the associated User Defined Code records for the current descriptions of these codes.
	Please note that the values and meanings associated with this user defined code are pre-set by J.D. Edwards. Neither of the fields should be altered without J.D. Edwards permission.

Field	Explanation
Tax Identification Number	A code used to identify your company to the tax authority. Such codes would include social security number, federal or state corporate tax IDs, sales tax number, etc.
	This code has specifically been established for the Payroll system to be able to handle the current requirement of states such as Idaho and Louisiana which use more than 9 positions.
	DO NOT enter HYPHENS (DASHES) embedded in the code.
	.... *Form-specific information* ....
	You must make an entry in this field. If you do not currently have the number, type "applied for" and replace it with the number when you receive it.

What You Should Know About

Canadian corporate tax IDs	The Revenue Canada taxation number is used as the corporate tax ID.
Canadian Federal taxes	Tax area CFEDU01 for tax type CD is required. Enter any other CFEDUxx tax areas with corresponding tax IDs, up to ten UI rates.
	Do not enter a line for federal tax type CA.
Quebec taxes	Tax area 700190000 for tax type CF is required.

See Also

- *Reviewing the Corporate Tax IDs Report*

Exercises
See the exercises for this chapter.

Exercises

Setting Up Workers Compensation Information

You set up workers compensation information to calculate and report workers compensation amounts.

Complete the following tasks:

❑ Set up workers compensation insurance basis tables

❑ Set up workers compensation insurance rates

Before You Begin

❑ You must define the names of the insured pay tables in user defined code table 06/IP.

❑ You must define the valid values for workers compensation codes in user defined code table 00/W. See *Setting Up User Defined Codes for Payroll.*

Setting Up Workers Compensation Insurance Basis Tables

You set up workers compensation insurance basis tables to maintain groups of pay types or benefits for which insurance premiums for workers compensation and general liability insurance are calculated. Typically, each table represents a state or province and includes the types of earnings that are insurable in that state or province for workers compensation.

► **To set up workers compensation insurance basis tables**

On Workers Compensation Insurance Basis Tables
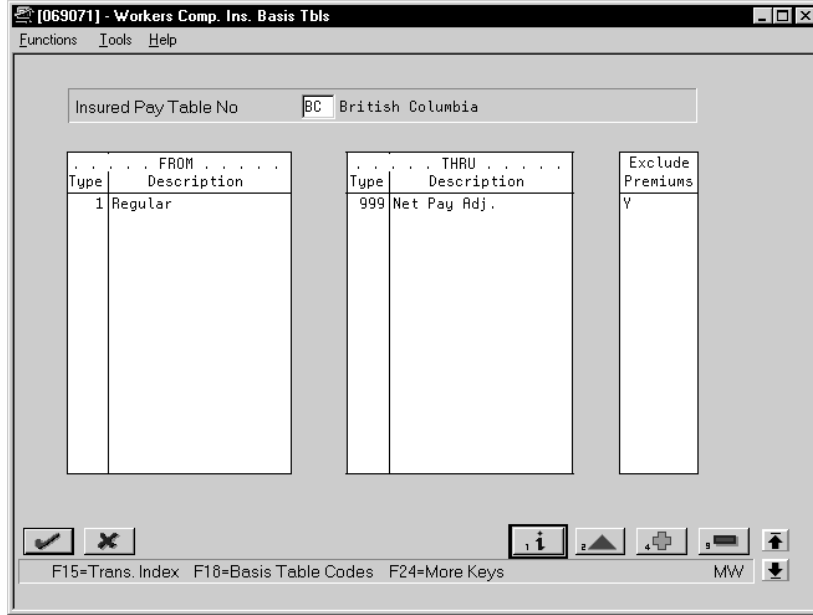
Complete the following fields:

- Insured Pay Table Number
- From PDBA Code
- Thru PDBA Code
- Exclude Premiums

Field	Explanation
Insured Pay Table No.	This code identifies a table of pay, deduction and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation, and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.
	Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code table (06/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the workers compensation code to determine when an employee has met the step progression requirements, and automatically moves the employee to the next step.

Field	Explanation
Exclude Premium Pay(Y/N)	A code that indicates whether premium pay should be excluded from the calculation.
	When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the cross reference.
	When dealing with Unemployment Insurance Rates, this field relates to all pay types that are defined as 'Taxable'.

What You Should Know About

Workers compensation exempt deduction	To set up workers compensation as an exempt deduction, enter W in Tax Exempt Window and enter the DBA code on Workers Compensation Insurance Basis Tables.

See Also

- *Reviewing the Insured Basis Tables Report*

Setting Up Workers Compensation Insurance Rates

In Canada, set up workers compensation insurance rates to calculate workers compensation insurance premiums. You define these rates by the province, company number, and a range of dates.

Before You Begin

❑ You must define a tax authority code (tax area code) for each applicable state or province that has the tax type code of W specified on Tax Area Information. See *Setting Up Tax Area Information*.

▶ **To set up workers compensation insurance rates**

On Workers Compensation Insurance Rates

1. Complete the following fields:

   - Company/Employee Paid Tax
   - Tax Authority
   - Company
   - Effective Dates - Starting
   - Effective Dates - Ending
   - Workers Compensation Insurance Code
   - Deduction/Benefit Method (Percentage/Hourly)
   - Experience Rating
   - Workers Compensation Insurance Rate
   - Workers Compensation Insurance Limit
   - General Liability Insurance Rate (U.S. only)
   - General Liability Insurance Limit (U.S. only)
   - Insured Pay Table Number

2. Complete the following optional field:

   - Subclass

Field	Explanation
Company/Employee Paid Tax	A code which specifies whether the payroll tax associated with the tax authority is paid by the company (expense) or a employee deduction (withholding). Codes are: C Company Paid E Employee withheld If a code of E is used for employee withheld, then an associated DBA must be set up in order for this table to calculate correctly. DBA No. 9050 can be used as an example when setting up employee paid workers compensation.
Tax Authority	A code that identifies a geographical location and the tax authorities therein for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GEO Code. Refer to Vertex System's "Master GEO Code List" for valid codes for your locations.
Date - Beginning Effective	The first date in a range of dates.
Date - Ending Effective	The last date in a range of dates.
Workers Comp Insurance Code	A user defined code (system 00, type W) that is the workers compensation insurance (WCI) code. It should correspond to the classifications on your periodic workers compensation insurance reports.
Deduction/Benefit Method(%/H)	A user defined code (system 06, type BM) that indicates what method the system uses to calculate Workers Compensation, for example, rate times percent or rate times hours. The default is %.
Experience Rating-Workers Comp	The multiplier assigned by the insurance carrier which is used to modify the standard premium rate for workers compensation insurance from the table. This rate is based upon the insurance company's experience with the particular job type and the hazards associated with it. For example, if the insurance company trends indicate that construction workers in New Jersey have more work-related accidents than workers in New York, the company will rate the work done in New Jersey more hazardous.
Workers Compensation Insurance Rate	The rate as specified by the Workers Compensation Insurance company. It is multiplied by the Experience Rating prior to the calculation of premium. The Rate is represented as a decimal fraction.

Field	Explanation
Workers Comp Insurance Earn Limit	This is the limit for Workers Compensation. Depending on the benefit method chosen, this limit could be annual or monthly. Workers Compensation is not calculated on amounts that exceed this limit. If a limit does not exist, leave this field blank and the system uses the default value 9,999,999.00.
Insured Pay Table No.	This code identifies a table of pay, deduction and benefit types that define the basis for various payroll calculations. These tables are used in several different processes, such as defining insured pay types for workers compensation, and identifying pay types to be included in automatic timecard generation, step progression processing, and retroactive pay processing.
	Step progression processing uses valid pay types from the Workers Compensation Table. You can add a code to the user defined code table (06/IP), and then use that code to define a range of pay types in the Workers Compensation Table (for example, STP for Step Progression). The Step Progression table uses the workers compensation code to determine when an employee has met the step progression requirements, and automatically moves the employee to the next step.
Sub Class - Workers Comp	The subclass code is used to define any special circumstances associated with the workers compensation insurance (WCI) code that result in multiple rates for the same WCI code. The multiple rates may be due to location, risk, and so forth. The standard subclass codes shipped with the system are blank and F. The subclass should remain blank if multiple rates do not exist.
	Blank There are no special circumstances associated with this code.
	F There are special circumstances associated with this code.

What You Should Know About

Workers compensation calculations	The system calculates workers compensation in the payroll journal entries step of the payroll cycle. It is calculated for each timecard and each timecard is updated with the workers compensation amount in the Time Entry table (F06116). This calculation is performed by J.D. Edwards software while all other tax calculations are performed by Vertex.

| Workers compensation calculation methods | The following outlines the workers compensation limits for each method: |

- % (percent of gross)
    Pay period limit (Enter an annual limit which the system divides by the pay frequency during the payroll cycle. The system compares the result to the employee's pay period earnings.)

- H (rate times hours)
    No limit

- 1 (percent of gross)
    Annual limit (Enter an annual limit. The system compares this to the employee's annual earnings which are based on the start and end dates of the table, not the calendar year.)

- 3 (percent of gross)
    Monthly limit (Enter a monthly limit. The system compares this amount to the employee's monthly earnings which are based on the check month.)

- 5 (percent of gross) - Canada only
    Pay period limit (This includes all workers compensation codes for an employee. Enter an annual limit. The system divides the annual limit by 45 weeks to get the pay period limit.)

- 6 (percent of gross)
    Annual limit (This includes all workers compensation codes for an employee.)

See Also

- *Reviewing the Workers Compensation/General Liability Insurance Rates Report*

Setting Up Unemployment Insurance Rates

Setting up unemployment insurance rates allows you to define company-paid federal unemployment insurance, state or provincial unemployment insurance, and state disability insurance. When you set up and use the rates you define, they override the employee-paid tax rates provided by Vertex.

Before You Begin

❑ You must have defined a valid tax type code for each tax authority number (tax area) you use. See *Setting Up Tax Area Information*.

▶ **To set up unemployment insurance rates**

On Unemployment Insurance Rates

1. Complete the following fields:

   - Tax Type
   - Company
   - Effective Date of Rate From
   - Effective Date of Rate Thru
   - Tax Authority
   - Rate
   - Exclude Premium Pay

2. Complete the following optional fields:

   - Annual Earnings Limit
   - Minimum Hours
   - Minimum Amount

Field	Explanation
Tax Type	A code that identifies the type of payroll tax being processed.
	Please refer to the associated User Defined Code records for the current descriptions of these codes.
	Please note that the values and meanings associated with this user defined code are pre-set by J.D. Edwards. Neither of the fields should be altered without J.D. Edwards permission.
	.... *Form-specific information* ....
	For Unemployment Insurance Rates these are the Tax Types:
	C - FUI
	G - Employee paid SUI
	H - Employer paid SUI
	I - Employee paid SDI
	J - Employer paid SDI
	CC - Canadian UI - Employee paid
	CD - Canadian UI - Company paid
Rate - Unemployment Insurance	The rate used to compute unemployment insurance premiums. This is represented as a decimal fraction.
Exclude Premium Pay(Y/N)	A code that indicates whether premium pay should be excluded from the calculation.
	When dealing with Workers Compensation Rates, this field relates only to those pay types that are defined in the cross reference.
	When dealing with Unemployment Insurance Rates, this field relates to all pay types that are defined as 'Taxable'.
Annual Limit - Unemployment Insurance	The annual limit for the unemployment insurance premium.
	.... *Form-specific information* ....
	When you enter an amount in this field, you override the amount defined by Vertex. J.D. Edwards recommends that you use the Vertex default values.
Hours - Minimum Worked (UI)	The minimum number of hours that must be worked during the pay period before the tax authority considers a 'week has been worked'.
	.... *Form-specific information* ....
	Enter state unemployment insurance requirements. Most states do not use this field.

Field	Explanation
Wages - Minimum Paid (UI)	The minimum amount of dollars that must be earned (paid) during the pay period before the tax authority considers a 'week has been worked'. .... *Form-specific information* .... Enter state unemployment insurance rate requirements. Most states do not use this field.
Overriding Vertex tables for Canadian payroll	To establish your company rates, set up tables for tax type CD to override the Vertex tables for employee taxes. Only the tax authority and rate must be entered. Enter tax areas CFEDUxx. If no rates are entered, Vertex uses the default rate.

See Also

- *Reviewing the Unemployment Insurance Rates Report*

Setting Up Unemployment Insurance Limits

You set up the Unemployment Insurance Compensation (UIC) Minimum/Maximum table to determine the minimum and maximum limits for hours and pay that can be taxed for UIC purposes. These limits are set per pay frequency (weekly, monthly, and so on). The actual dollar and hour amounts are set by Revenue Canada. This table must be set up before any Record of Employment integrity reports can be run or before UI Integrity can be run.
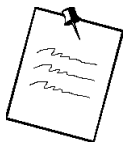
This table is not used in the actual calculation of taxes during the processing of interim checks or pre-payroll.

▶ **To set up the UIC minimum/maximum table**

On UIC Min/Max Table

```
[07172] - UIC Min/Max Table                              _ □ ✕
Functions  Options  Tools  Help

                        Year            98

              Pay  | Description |. . . Minimum . .| Maximum |O
              Freq |             |Earnings | Hours  |Earnings |P
              B    |Bi-Weekly    |  284.00 | 30.00  |1,420.00 |
              M    |Monthly      |  615.33 | 65.00  |3,076.66 |
              S    |Semi-Monthly |  307.66 | 33.00  |1,538.33 |
              W    |Weekly       |  142.00 | 15.00  |  710.00 |



      ✔   ✖                              ┌─ i ┐  ▲   ✛   ▬   ⬆
          Opt: 4=Return w/Max  9=Delete                        ⬇
```
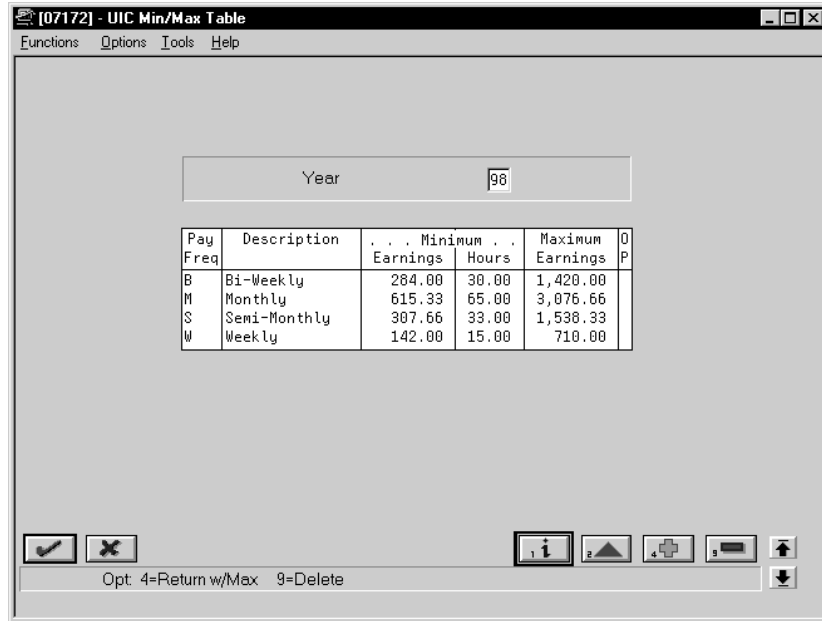
Complete the following fields:

- Year

- Pay Frequency

- Minimum Earnings

- Minimum Hours

- Maximum Earnings

Field	Explanation
Pay Frequency	A user defined code (system 06, type PF) that indicates how often an employee is paid. Codes are: B Bi-weekly W Weekly S Semi-monthly M Monthly A Annually C European Annualized The system uses the value in the Description-2 field to calculate the amount per pay period.

Field	Explanation
Amount - Minimum Insured Earnings	An employee must be paid at least this amount in order to qualify for the insurable number of weeks for this pay frequency. If the employee does not meet the minimum insured earnings, the UI calculation will be based on a lower minimum and the qualifying weeks for that minimum will be reported on the Record of Employment.
Minimum Hours	The number of hours associated with each transaction.
	NOTE: When used in conjunction with the employee labor distribution instructions for an individual employee, this field can be used to enter a percentage. In this case, the sum of the percentages defined on all labor instruction entries must equal 100% to account for all hours that an employee worked during the pay period. The percentages are then converted to hours when the labor instruction records are copied into actual time entry (timecard) records.
	.... *Form-specific information* ....
	The minimum numbers of hours an employee must work in order to qualify for the insurable number of weeks for this pay frequency.
Amount - Maximum Insured Earnings	Based on the employee's pay frequency, wages paid in excess of this maximum are treated as excess and non-taxable for UIC. The Record of Employment will reflect this maximum for the pay period rather than the true wages earned by the employee.

What You Should Know About

Supported pay frequencies	J.D. Edwards currently supports weekly, bi-weekly, semi-monthly, and monthly pay frequencies.

Setting Up Tax Area/Payee Cross-Reference

You set up tax area/payee cross-reference to create cross-references between tax areas and payees for all accounts payable vouchers. You use this when the Payroll system is integrated with the Accounts Payable system and the payee specified for the tax type in the Tax Area Information program is not applicable for all your companies.

▶ To set up tax area/payee cross-reference

On Tax Area/Payee Cross-Reference
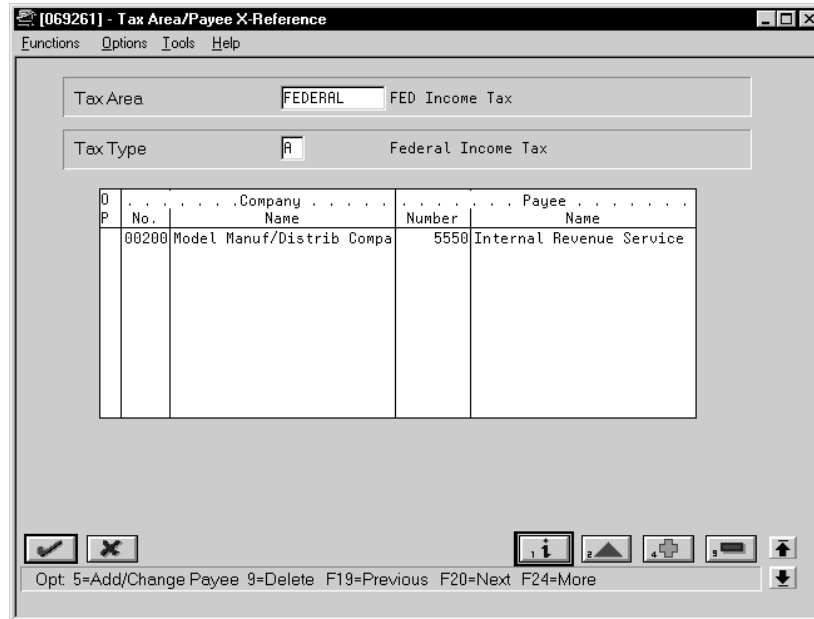
Complete the following fields:

- Tax Area
- Tax Type
- Company Number
- Payee Number

Field	Explanation
Payee Address Number	The Address Book number for the supplier who is to receive the final payment.
	In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.
	For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the check.

Reviewing Tax Setup Reports

Reviewing tax setup reports allows you to verify that the setup information that you have entered is correct.

Reviewing the tax setup reports includes the following tasks:

❑ Reviewing the Tax Areas report

❑ Reviewing the Corporate Tax IDs report

❑ Reviewing the Insured Basis Tables report

❑ Reviewing the Workers Compensation/General Liability Rates report

❑ Reviewing the Unemployment Insurance Rates report

Reviewing the Tax Areas Report

The Payroll Tax Areas report lists detailed tax area information that you entered on Tax Area Information. You can limit the report by specifying a code or range of codes for work tax areas.

```
069016P                                       J.D. Edwards & Company                              Page   -      7
                                              Payroll Tax Areas                                   Date   -  7/17/98
                                       Sta C P W R . . . . . . . . . Payee . . . . . . . .   A  Tx
    Tax Area         Description       TT Cd. E P F L   Number        Names/Address          R  Pt  Limit
  ----------  ------------------------ -- --- - - - -  -------- ------------------------------ -  --  ------
  700010000  AB                        CF AB  E N                                             N        .00
  700010000  AB Workers Comp           W  AB  C N                                             N        .00
  700010000  AB - For JE use only      CA AB  E N                                             N        .00
  700030000  BC                        CF BC  E N                                             N        .00
  700030000  BC Workers Comp           W  BC  C N                                             N        .00
  700030000  BC - For JE use only      CA BC  E N                                             N        .00
  700050000  MB                        CF MB  E N                                             N        .00
  700050000  MB Workmens Comp          W  MB  C N                                             N        .00
  700050000  MB - For JE use only      CA MB  E N                                             N        .00
  700070000  NB                        CF NB  E N                                             N        .00
  700070000  NB Workers Comp           W  NB  C N                                             N        .00
  700070000  NB - For JE use only      CA NB  E N                                             N        .00
  700090000  NF                        CF NF  E N                                             N        .00
  700090000  NF Workers Comp           W  NF  C N                                             N        .00
  700090000  NF - For JE use only      CA NF  E N                                             N        .00
  700110000  NT                        CF NT  E N                                             N        .00
  700110000  NT Workers Comp           W  NT  C N                                             N        .00
  700110000  NT - For JE use only      CA NT  E N                                             N        .00
  700130000  NS                        CF NS  E N                                             N        .00
  700130000  NS Workers Comp           W  NS  C N                                             N        .00
  700130000  NS - For JE use only      CA NS  E N                                             N        .00
  700150000  ON                        CF ON  E N                                             N        .00
  700150000  ON Workers Comp           W  ON  C N                                             N        .00
  700150000  ON - For JE use only      CA ON  E N                                             N        .00
  700170000  PE                        CF PE  E N                                             N        .00
  700170000  PE Workers Comp           W  PE  C N                                             N        .00
  700170000  PE - For JE use only      CA PE  E N                                             N        .00
  700190000  Quebec Provincial         CF PQ  E Y                                             N        .00
  700190000  QPP     - Employee        CG PQ  E Y                                             N        .00
  700190000  QPP     Company           CH PQ  C N                                             N        .00
  700190000  Quebec Workers Comp       W  PQ  C N                                             N        .00
  700210000  SK                        CF SK  C N                                             N        .00
  700210000  SK Workers Comp           W  SK  C N                                             N        .00
  700210000  SK - For JE use only      CA SK  C N                                             N        .00
  700230000  YT                        CF YT  C N                                             N        .00
  700230000  YT Workers Comp           W  YT  C N                                             N        .00
  700230000  YT - For JE use only      CA YT  C N                                             N        .00
  700250000  ZZ Other Areas            CF ZZ  C N                                             N        .00
  700250000  ZZ Other Areas Workers Comp. W ZZ C N                                            N        .00
  700250000  ZZ - For JE use only      CA ZZ  C N                                             N        .00
```

Processing Options for Report - Payroll Tax Areas

```
Do you wish to print the Payee                         _____
 full mailing address?
```

Reviewing the Corporate Tax IDs Report

The Corporate Tax IDs report lists corporate tax IDs by company. Review the report to verify that the information you entered when you set up your corporate tax IDs is correct. You can limit the report by specifying one company or a range of companies. You cannot change the report sequence.

```
06908P                                         J.D. Edwards & Company                        Page    -      5
                                                 Corporate Tax ID's                          Date    -  7/17/98
Company. .  00077 A Model Canadian Payroll Co
                                                                   C        Group Code    Parent
  Tax Area  TT Sc.Cd        Description          Tax Id. No.       P GR     Description    Address     Description
---------- -- ----- ------------------------------ ---------------  - -- ------------------ -------- ------------------------
CFEDU01    CD U01   UIC Reduced Co Rate          WCX162734         N     Default Code
CFEDU02    CD U02   UIC Employer secondary rate  WCX746566         N     Default Code
700190000  CF PQ    Quebec Provincial            97789977880       N     Default Code
```

Reviewing the Insured Basis Tables Report

The Insured Basis Tables report lists pay types for each workers compensation insurance table. Review the report to verify the information you entered when you set up workers compensation insurance basis tables. You cannot change the report sequence. You can limit the report by entering specific codes or ranges of codes.

```
06907P                                         J.D. Edwards & Company                        Page    -      2
                                               Print Insured Basis Tables                    Date    -  7/17/98
        Ins                           . . . . . . . . Transaction Range . . . . . . . . . E
        Pay       Description          From    Description      Thru    Description      P
        --- ------------------------   ----  --------------------   ----  -------------------  -
        BC  British Columbia            1 Regular              999 Net Pay Adj.          Y
        CA  California                  1 Regular              299 *Range                Y
        CA  California                301 STD Pay              999 Net Pay Adj.          Y
        CO  Colorado                    1 Regular              999 Net Pay Adj.          Y
        MIN Tipped Employee Minimum W   1 Regular               99 *Range                N
        MIN Tipped Employee Minimum W 300 Sick Pay             999 Net Pay Adj.          N
        NM  Next Method for Progressi   1 Regular              999 Net Pay Adj.          Y
        ON  Ontario                     1 Regular              999 Net Pay Adj.          Y
        PQ                              1 Regular              999 Net Pay Adj.          Y
        STP Step Progression Pay Type   1 Regular                5 Regular, -SDI         Y
        STP Step Progression Pay Type 100 Overtime 1.5         115 Second Shift          N
        VA  Virginia                    1 Regular              999 Net Pay Adj.          Y
        WA  Washington State            1 Regular              999 Net Pay Adj.          Y
        13B Amounts reported in Box 1 2021 MvgReimb-ntx        2021 MvgReimb-ntx
        13B Amounts reported in Box 1 3001 Life Ins(XS)        3001 Life Ins(XS)
        13B Amounts reported in Box 1 7000 401(k)              7000 401(k)
```

Reviewing the Workers Compensation/General Liability Rates Report

The Workers Compensation/General Liability Insurance Rates report lists the workers compensation and general liability insurance (general liability in the U.S. only) rate information that you entered. Review the report to verify that the information is correct. You cannot change the report sequence. You can limit the report by specifying an individual company or a range of companies.

```
06921P                              J.D. Edwards & Company                    Page    -      10
                                Workers Comp/Gen. Liab. Ins. Rates            Date    -  7/17/98
Co/Empl. Paid. . C          Company Paid
Tax Area . . . . 700030000  BC Workers Comp
Company No . . . 00077      A Model Canadian Payroll Co
Business Unit. .
Policy No. . . . .
Effective Dates. 01/01/98 Thru 12/31/99
WCI                         S M   Expr  . Workers Compensation.  . .General Liability. .  Ins
Code      Description       C T   Rate     Rate   Annual Limit     Rate   Annual Limit   Pay         Description
----  -----------------     - -  -------- -------- --------------  -------- -------------- ---  ------------------------
BC    British Columbia        1  1.0000   .00895      54200.00     .00000    9999999.00   BC   British Columbia
```

Reviewing the Unemployment Insurance Rates Report

The Unemployment Insurance Rates report lists the unemployment insurance rate information you entered when you set up unemployment rates for federal and state insurance. You can limit the report by entering specific codes or ranges of codes. The report lists information for companies within the tax areas.

```
06922P                              J.D. Edwards & Company                    Page    -       2
                                 Print Unemployment Ins. Rates                Date    -  8/06/98
                                                                              From       01/01/92
                                                                              Thru       12/31/99
Company -  00077  A Model Canadian Payroll Co
                                      Sta  . . Effective . .   Ins.       Annual        . . . .Minimum. . . . Exc
  Tax Area  TT        Description     Cd.   From      Thru     Rate       Limit         Hours      Amount    Prm
---------- --  ----------------------------- ---  -------- --------  --------  --------------  ---------- ---------- ---
CFEDU01    CD UIC Reduced Co Rate            U01  01/01/92 12/31/99  1.2440                                          Y
CFEDU02    CD UIC Employer secondary rate    U02  01/01/92 12/31/99  1.4000                                          Y
```

Processing Options for Report - Unemployment Insurance Rates

```
Enter the Date range for this report:
            From Date:                                     _____
            Thru Date:                                     _____
```

Exercises
See the exercises for this chapter.

Exercises

Set Up Payroll Cycle Reports

```
┌─────────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu      │
│     Enter 29                            │
└─────────────────────────────────────────┘
              │
              │         ┌─────────────────────────────────────┐
              │         │ G774   Payroll Setup                │
              └────────▶│    Choose Pay Cycle Report          │
                        │  Setup                              │
                        └─────────────────────────────────────┘
                                    │
                                    │      ┌──────────────────────────────────┐
                                    │      │ G7746   Pay Cycle Report Setup   │
                                    └─────▶│    Choose an option              │
                                           └──────────────────────────────────┘
```
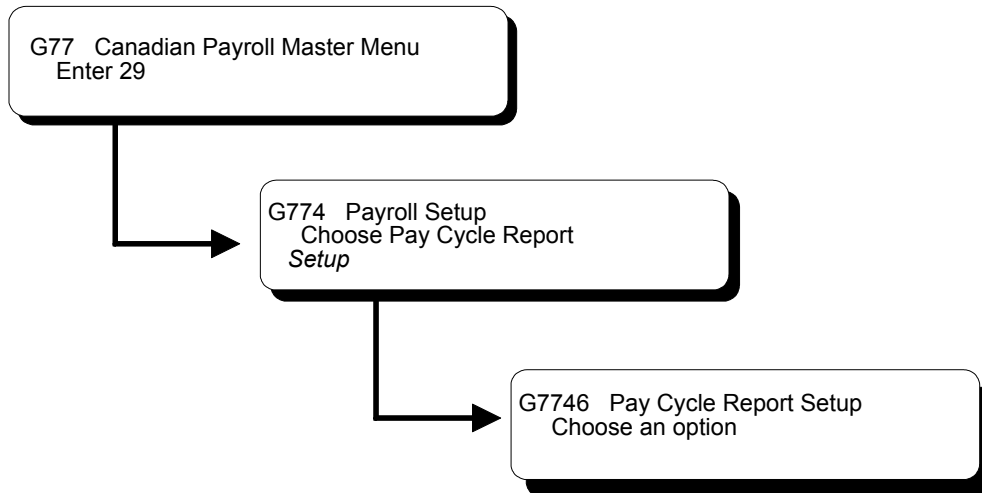
Setting Up Payroll Cycle Reports

Setting up payroll cycle reports allows you to set up your own versions of the reports generated during a payroll cycle. If you do not set up your own versions, the system uses the demo version that J.D. Edwards provides. Setting up your own version allows you to customize the title of the report, change the sequence, and meet your company's reporting needs. J.D. Edwards provides data selection for all reports. You should not change the data selection values.
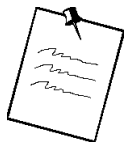
When you select one of these reports as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Setting up payroll cycle reports consists of the following tasks:

❑ Setting up pay, deduction, benefit, and accrual reports

❑ Setting up payroll tax registers

❑ Setting up net pay reports and forms

Setting Up Pay, Deduction, Benefit, and Accrual Reports

Setting up pay, deduction, and benefit reports consists of the following tasks:

- ❑ Setting up the Payroll Register

- ❑ Setting up the Time and Pay Exception report

- ❑ Setting up the Transaction Audit report

- ❑ Setting up the Workers Compensation Insurance Register

- ❑ Setting up the Summary Payroll Register

- ❑ Setting up the DBA Register

- ❑ Setting up the Time and Pay Register

- ❑ Setting Up the Terminated Employees report

- ❑ Setting Up the Interim Cheque Integrity report

Setting Up the Payroll Register

Use the Payroll Register to verify that the employees' gross-to-net amounts are correct. You can review employee earnings for this payroll cycle. The report lists the following information and can be sequenced and totalled to meet your company's needs:

- Pay types and deductions for each employee
- Totals by pay types and deductions for each business unit
- Totals by pay types and deductions for each company
- Grand totals by pay types and deductions for all companies in the payroll version

What You Should Know About

Report sequencing	Pre-payroll, Payroll Register, and Payroll Summary reports must have the same sequence.
Benefits and accruals	You can print benefits and accruals on the Payroll Register.

Processing Options for Print - Payroll Register

```
PAYROLL REGISTER PRINT OPTIONS
1. Enter 'Y' to print Employee Address.         _____
   Default of blank will not print Addr.

2. Enter Employee Identification option.        _____
   blank = Address book & SSN
       2 = Social Security Number Only
       3 = Additional EE Number & SSN
```

Setting Up the Time and Pay Exception Report

When you request the Time and Pay Entry Journal during pre-payroll processing, the Time and Pay Exception report prints automatically if exceptions occur. Use this report to identify employees whose timecards might contain errors. For example, this report lists employees whose hour or rate amounts are more than the maximum or less than the minimum amounts you specified in the processing options for this report.

Processing Options for Print - Time and Pay Entry Journal

```
For weekly employees enter
  minimum hours. . . . . . . . . . . . :          _____
  maximum hours. . . . . . . . . . . . :          _____
For biweekly employees enter
  minimum hours. . . . . . . . . . . . :          _____
  maximum hours. . . . . . . . . . . . :          _____
For semimonthly employees enter
  minimum hours. . . . . . . . . . . . :          _____
  maximum hours. . . . . . . . . . . . :          _____
For monthly employees enter
  minimum hours. . . . . . . . . . . . :          _____
  maximum hours. . . . . . . . . . . . :          _____

Enter the maximum allowable pay rate . :          _____
Enter the minimum allowable pay rate . :          _____
Enter the minimum allowable Vacation
    hours available. . . . . . . . . . :          _____
Enter the minimum allowable Sick hours
    available. . . . . . . . . . . . . :          _____

Enter 'Y' to print additional Time Card
    data . . . . . . . . . . . . . . . :          _____
```

Setting Up the Transaction Audit Report

You use the Transaction Audit report to review deduction, benefit, and accrual information for all employees in your payroll cycle.

Setting Up the Workers Compensation Insurance Register

The Workers Compensation Insurance Register prints detailed workers compensation information for all employees included in the pre-payroll processing.

This report provides subtotals along with each employee's workers compensation code, work state, company, and grand totals. You must process journal entries prior to running this report, because the system calculates this information during the journal entry step of the payroll cycle.

Processing Options for Report - Workers Compensation Report

```
Which Employee # do you wish to appear
on the report:
            A - Address Book
            S - Social Security #
            O - Third Employee #                    _____
```

Setting Up the Summary Payroll Register

The Summary Payroll Register lists one line per check, and indicates which employees' gross-to-net calculations are incorrect. If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings.

Processing Options for Summary - Payroll Register

```
Enter Employee Number you wish to print:        _____
  A = Address Book Number
  S = Social Security Number
  O = Third Employee Number

Enter the Maximum Net Pay:                       _____
  Default is (10,000)
```

Setting Up the DBA Register

The DBA Register prints the same information as the Transaction Audit report (Deduction/Benefit/Accrual report), but it lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

Processing Options for Report - DBA Register

```
Select the Employee Number to print.           _____
    A - Address Book Number
    S - Social Security Number
    O - Third Employee Number

Print the payee's address.  (Y/N)               _____
```

Setting Up the Time and Pay Register

The Time and Pay Register prints time and pay totals for the current payroll. You can choose to include employee totals on the report. Processing options determine

what data is printed on the report. When you request this report in pre-payroll, the system automatically prints the Time and Pay Exception report.

Processing Options for Print - Time & Pay Entry Journal (F06116)

```
1. Enter the type of Time Cards that you
   you wish to print.                                    _____
   L = Labor Time Cards        (Default)
   R = Recharge Time Cards
   E = Equipment Time Cards

2. If 'L', enter the type of employee
   number you want to print.                             _____
   A = Address Book Number     (Default)
   S = Social Security Number
   O = Additional Employee Number

3. Enter '1' to print the General Ledger
   Account Number, and Tax Area.  '0'
   is the default and will not print
   these items.                                          _____

4. Enter '1' to print Subledger,
   Subledger Type, and Pay Type
   Multiplier.  '0' is the default and
   will not print these items.                           _____
```

Setting Up the Terminated Employee Report

The Terminated Employees report lists those employees whose employment with the company has ended during the pay period.

Setting Up the Interim Cheque Integrity Report

The Interim Cheque Integrity report shows the gross and tax amounts for all tax types for each interim cheque. The report also compares the totals between the Interim Vertex Workfile (F0712I) and the Tax History Summary table (F0713). You use this report to spot any discrepancies and correct them.

Setting Up Payroll Tax Registers

Setting up payroll tax registers consists of the following tasks:

❑ Setting up the Canadian Unemployment Register

❑ Setting up the Unemployment Exceptions report

❑ Setting up the Federal Tax Distribution Summary

Setting Up the Canadian Unemployment Register

The Unemployment Register lists the federal unemployment information including gross, taxable, excess, excludable, and current tax amounts.

Setting Up the Unemployment Exceptions Report

The Unemployment Insurance Exceptions report shows any employees that have earnings that are not subject to unemployment insurance taxes along with the non-taxable amounts.

Setting Up the Federal Tax Distribution Summary

The Federal Tax Distribution Summary lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

Setting Up the Quebec Tax Distribution Summary

The Quebec Tax Distribution Summary lists totals of taxable wages and provincial tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

Setting Up Net Pay Reports and Forms

You can set up data sequencing for net pay reports and forms which provides added flexibility for distribution of payments. All DREAM Writer versions must have the same version name. Setting up net pay reports and forms consists of the following tasks:

❑ Setting up payroll checks

❑ Setting up automatic deposit forms

❑ Setting up cash payslips

❑ Setting up the Payroll Check Register

❑ Setting up check overflow forms

Setting Up Payroll Checks

You set up payroll checks to determine the information and sequence that you want when the system prints payroll checks.

Processing Options for Report - Print Paychecks

```
CHECK PRINTING OPTIONS:
1. Enter the program name that                          _____
   translates check amounts from numbers
   to words.
   (See User Defined Codes, system code
   98, record type "CT" for program
   numbers.)

2. Enter 'N' to OMIT printing of company                _____
   name and address on payroll checks.
   Enter 'Y' to print company name only.
   Enter 'A' to print company name and
   address.
   (Default of blank will OMIT printing
    of company name or address.)
3. Enter company number to use for                      _____
   printing a single company's name and
   (optionally) address.
   (Default of blank will use the
    employee's Home Company to fulfil
    processing option 2 above's print
    instructions.)

4. Enter Employee Number Identification                 _____
   option:
        blank = Address book #,
        2     = Social Security #
        3     = Third Employee #
```

Setting Up Automatic Deposit Forms

You set up automatic deposit forms to determine the information that you want to print when the system is set to print automatic deposit information.

Processing Options for Automatic Deposit Form

```
AUTO DEPOSIT ADVICE PRINTING OPTIONS:
1. Enter 'N' to OMIT printing of company                _____
   name and address on payroll checks.
   Enter 'Y' to print company name only.
   Enter 'A' to print company name and
   address.
   (Default of blank will OMIT printing
    of company name or address.)

2. Enter company number to use for                      _____
   printing a single company's name and
   (optionally) address.
   (Default of blank will use the
    employee's Home Company.)
```

```
3. Enter Employee Number Identification        _____
   option:
        blank = Address book #,
        2     = Social Security #
        3     = Third Employee #
```

Setting Up Cash Payslips

You set up cash payslips to determine the information that you want to print when the system is set to print cash payslips.

Processing Options for Report - Cash Pay Slips

```
CASH VOUCHER PRINTING OPTIONS:
1. Enter 'N' to OMIT printing of company        _____
   name and address on payroll checks.
   Enter 'Y' to print company name only.
   Enter 'A' to print company name and
   address.
   (Default of blank will OMIT printing
    of company name or address.)

2. Enter company number to use for             _____
   printing a single company's name and
   (optionally) address.
   (Default of blank will use the
    employee's Home Company.)

3. Enter Employee Number Identification        _____
   option:
        blank = Address book #,
        2     = Social Security #
        3     = Third Employee #
```

Setting Up the Payroll Check Register

The Payroll Check Register prints net pay document specifics, including net pay accounting distributions. This register is also known as Net Pay Instructions.

Processing Options for Report - Payroll Check Register

```
PRINT CONTROL OPTIONS
1. Enter '1' to print employee name on         _____
   the Net Pay Instr. Register.
   Default of blank will NOT print name.

2. Enter Employee Number to print option       _____
    A = Address Book
    S = Social Security Number
    O = Third Employee Number
   Default of blank will use Address
   Book number.

3. Enter 'Y' to print full address.            _____
   Default of blank will NOT print
   address.
```

```
     4. Enter 'Y' to print individual account            _____
        deposits for auto deposits.
        Default of blank will NOT print
        individual deposits.
```

Setting Up Check Overflow Forms

The check overflow form prints only when overflow information does not fit on the paystubs, automatic deposits, or payslips.

Set Up Employee Profile Information

G77 Canadian Payroll Master Menu
    Enter 29

G774 Payroll Setup
    Choose Employee Profile
    Setup

G7747 Employee Profile Setup
    Choose an option
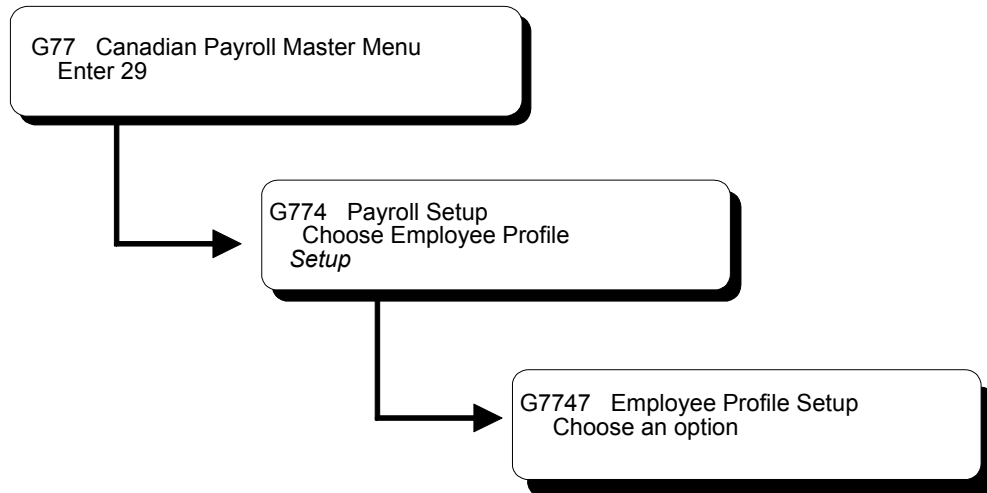
Setting Up Employee Profile Information

Employee profile information is any additional information that you want to track by employee. This information is not required by the system. It is simply additional information that you might want to maintain. Before you can enter employee profile information, you must set up the following:

Profile data types	You define profile data to track detailed information about employees. You set up this feature to track specific information to accommodate your own unique business needs.
Profile data security	You define security for profile data to restrict access to certain types of data to specific personnel.

Setting up employee information includes the following tasks:

❑ Defining types of profile data

❑ Defining security for profile data

Defining Types of Profile Data

Profile data provides broad categories of information that you can define to accommodate your own unique business requirements. It can include basic information about employees, such as their education or experience, or data unique to your requirements, such as foreign languages spoken.

Depending on your specific requirements, you can choose to enter information in either of two formats, or modes:

- Narrative, which allows you to enter information in your own words, such as the results of a performance appraisal

- Code, which allows you to enter codes in specific fields

▶ **To define types of profile data**

On Define Types of Data

1. Complete the following fields:
   - HR Data Base
   - Types of Data
   - Description
   - Mode

2. Complete the following optional fields if you are defining types of data in code format:

    - Code Title

    - Date Title

    - Amount Title

    - System Code

    - Record Type

3. Access the fold area.

```
[08090] - Define Types of Data                                        _ □ ×
Functions   Options   Tools   Help

                        Employee Information          HR Data Base        E
                                                      Skip To Type        E1


O  Ty         Description        Mde  Code Title  Date Ttl   Amt Title   SY  RT
   Dt
   E1 Training                     C      Type     Trng Dte    Costs      08  TG
      Remark 1 Title        Where Obtained              Edit Rmk 1 on
      Remark 2 Title          Certification Earned      Edit Rmk 2 on
      Default Date 0          Thru Date Title           Amt 2 Title
   E2 Tuition Reimbursement        C      Class    Class Dt  Tuit Cost
      Remark 1 Title        School Attending            Edit Rmk 1 on 08      SH
      Remark 2 Title        Degree Working Towards      Edit Rmk 2 on 08      ED
      Default Date 1        Thru Date Title End Date    Amt 2 Title  Amt Paid
   F  Succession Planning         C    Cur. Job   Updated                 06   G
      Remark 1 Title     Next step - Job Title          Edit Rmk 1 on 06       G
      Remark 2 Title        Next step - Job Title       Edit Rmk 2 on 06       G
      Default Date 1          Thru Date Title           Amt 2 Title



  ✓   ✗                              1 i   2 ▲   4 ✚   9 ▬         ⬆
 Opt: 9=Delete   F4=More Detail   F5=User Defined Codes   F24=More Keys    MW   ⬇
```

4. Complete the following fields as appropriate:

    - Remark 1 Title

    - Edit Remark 1 on

    - Edit Remark 2 on

    - Remark 2 Title

    - Default Date

    - Through Date Title

    - Amount 2 Title

    - Program ID/Version

Field	Explanation
HR Data Base	A code used to specify a particular database within the Human Resources system. The letter in this field indicates that the database from which the program is drawing information. The databases are:

    A   Applicant Information
    E   Employee Information
    J   Job Description
    H   Injury/Illness Case Number
    P   Dependent/Beneficiary Information
    R   Requisition Information

You can define this code using user defined code system 08/type RC.

Field	Explanation
Type Data	A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts.

You define these codes using Define Types of Data (P08090). |

Field	Explanation
Mode	The format of a data type. This code determines the display mode for supplemental data. Valid codes are:

    C   Code format, which displays the form for entering code-specific information. The system edits these codes against the User Defined Codes table (F0005).

    N   Narrative format, which displays the form for entering narrative text.

    P   Program exit, which instructs the system to exit to the program you specified in the Pgm ID field.

    M   Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.

Field	Explanation
Code Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. Enter the user defined codes for the supplemental data type in this column. For example, if the supplemental data type relates to the educational degrees of employees (BA, MBA, PHD, and so on), the heading could be Degree.

.... *Form-specific information* ....

A code that indicates the COBRA plan, option, type, and so forth.

Field	Explanation
Date Title	The title of a supplemental data column heading for the Date field (EFT). For example, a possible column heading for the date field linked to the education data type might be Graduation.
Amount Title	The heading for a column on Supplemental Data Entry that relates to an amount. This column contains statistical or measurable information. For example, if the data type relates to bid submittals, the heading could be Bid Amounts.
System Code	A user defined code (98/SY) that identifies a J.D. Edwards system.
User Defined Codes	Identifies the table which contains user defined codes. The table is also referred to as a code type.
Remark 1 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the first Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to bid submittals, the heading could be Subcontractor.
Remark 2 Title	The heading for a column on Supplemental Data Entry that relates to user defined codes. This heading describes the second Remark field on the data entry form. It contains additional information and remarks. For example, if the data type relates to the educational degrees of employees, the heading could be College or University.
Default Date	This flag enables you to control the type of date to allow the system to use in the date field. Valid codes are: 0 Do not use the system date as the default. Require manual entry of date. 1 Use the system date as the default when the date is left blank. 2 Do not display the Date field.
Date #2 Column Title	The title of a row heading you can use to describe the Date field (EFTE). For example, if you set up a record type for professional licenses, a possible row title for the date field might be Expires. The title of the field that indicates when the COBRA coverage expires.
Amount 2 Title	The title of a row heading which appears next to the Amount No. 2 field (AMTV). For example, if you set up a record type for stock options, a possible row title for the second amount field might be Strike Price. .... *Form-specific information* .... The title you want to appear for Amount 2.

What You Should Know About

Generating the Word Search File	Choose Build Word Search File under the Employee Profile heading after you have defined or changed your profile information. After you have built your word search file, the categories appear on Profile Data Entry.
Copying profile data	To copy employee profile record information to another employee profile record, choose Profile Data Copy/Move under the Employee Profile heading. See the *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version.

Defining Security for Profile Data

You define security for profile data to restrict access to certain types of data to specific personnel. Users have access to all data types unless you assign security by user ID.

► **To define security for profile data**

On Data Type Security
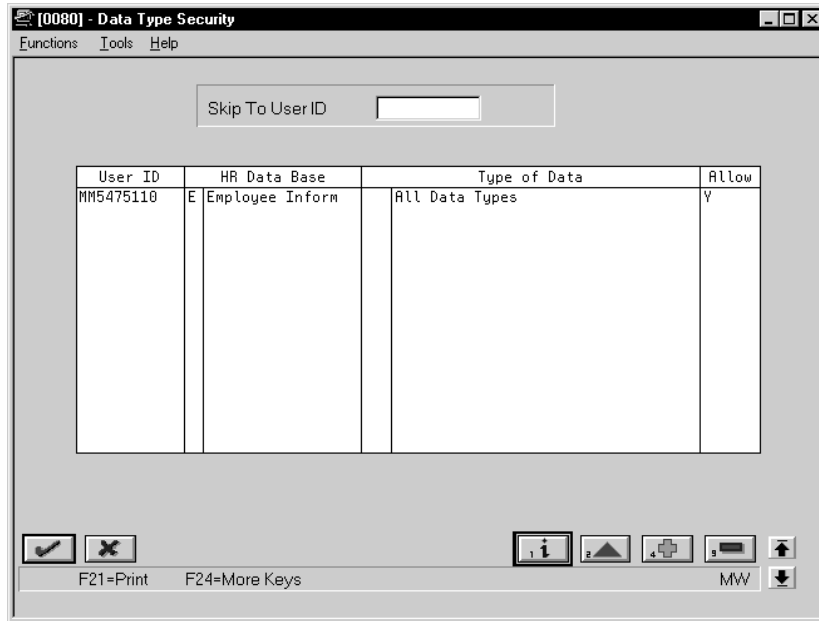
For each user for whom you want to allow or restrict access to profile data, complete the following fields:

- User ID
- HR Data Base
- Type of Data
- Allow

Field	Explanation
User ID	The IBM-defined user profile.
	.... *Form-specific information* ....
	For the Skip to User ID field, to display information on the screen beginning with a specific user ID, enter a full or partial user identification code in this field.
	For the User ID field, enter the user identification code of the employee to whom you are assigning data type security.

Field	Explanation
Type of Data	A code you define and use to categorize data within a specific database. The code is often an abbreviation for the data it represents. For example, CC could represent company cars, and EC could represent emergency contacts.
	You define these codes using Define Types of Data (P08090).
	.... *Form-specific information* ....
	The specific type of data to which you are restricting employee from access.
Allow	A code that indicates whether a user is allowed access to the function key or selection. Valid codes are: Y Yes, allow access. N No, prevent access. blank Allow access. This is the default.

Set Up Employee History and Turnover Tracking
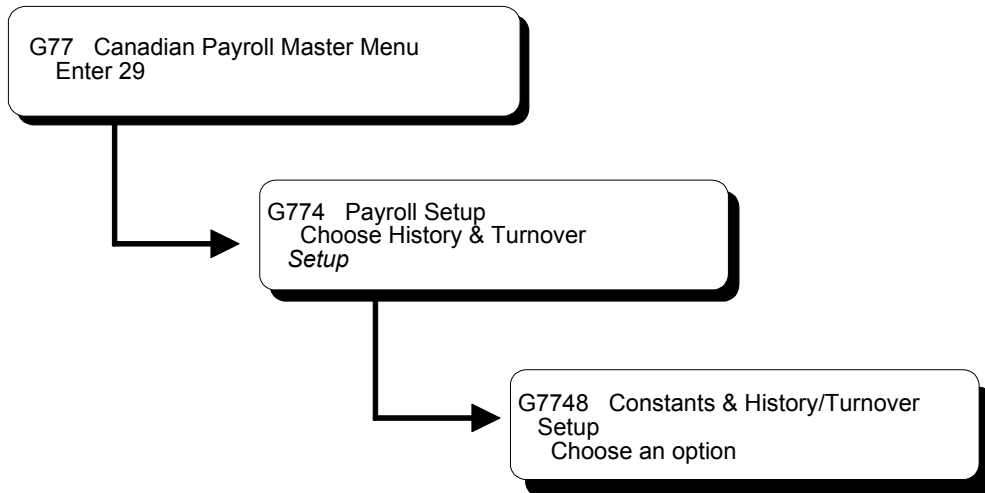
```
┌─────────────────────────────────────┐
│ G77   Canadian Payroll Master Menu   │
│    Enter 29                           │
│                                       │
└──────────┬──────────────────────────┘
           │
           │   ┌─────────────────────────────────────┐
           │   │ G774   Payroll Setup                 │
           └──▶│    Choose History & Turnover         │
               │  Setup                                │
               └──────────┬──────────────────────────┘
                          │
                          │   ┌────────────────────────────────────┐
                          │   │ G7748   Constants & History/Turnover │
                          │   │   Setup                              │
                          └──▶│    Choose an option                  │
                              └────────────────────────────────────┘
```

Setting Up Employee History and Turnover Tracking

You set up employee history and turnover tracking to create a historical table of the changes to employee records. This information consists of:

History and turnover constants	You set up history and turnover constants to control the types of information that you track for each employee.
Data for tracking purposes	You can select the types of data to track for your employees.
Employee master change tracking	You set up tracking controls for employee master change to track the following types of employee data:
	• Turnover reporting
	• Reasons for changes to employee information
History and turnover records	When you activate history and turnover, it creates a record as a baseline.

Setting up history and turnover tracking consists of the following tasks:

❑ Setting up history and turnover constants

❑ Selecting data for tracking purposes

❑ Setting up employee master change tracking for payroll

❑ Activating history and turnover records

Setting Up History and Turnover Constants

You set up history and turnover constants to control the types of information that you track for your employees.

▶ **To set up history and turnover constants**

On Constants Information

Complete the following fields:

- Human Resources Subsystem Name
- Employee History
- Employee Turnover
- Track by Effective Date

Field	Explanation
HR Subsystem Name	This is the name of the HR subsystem. This subsystem is created (if it doesn't already exist) when the option to start the HR subsystem is selected. Since the HR monitor executes this subsystem, it is important to know the name of the subsystem so you can determine if the monitor is running.
Employee History (Y/N)	This code determines whether you want to track employee history. Valid codes are: Y Yes, track history and write employee history records. N No, do not track history or write employee history records. For information to be current, you must start the HR subsystem and monitor.
Employee Turnover (Y/N)	This code defines whether you want the system to write employee turnover records when you change an Employee Master field. Valid codes are: Y Yes, write employee turnover analysis records. N No, do not write employee turnover analysis records. Turnover information consists of any records in the Turnover file with a change reason that is not blank. For information to be current, the HR subsystem and monitor must be started.
Prompt - Track by Effective Date	A code that defines whether employee history and turnover records are written based on the effective date of the change (data item EFT). Valid codes are: Y Yes, use the effective date of change (data item EFTO) to track employee history and turnover. N No, instead of using the effective date of change, track history and turnover based on the date changes were actually entered into the system. If you enter a Y in this field, you will be prompted to enter an effective date for all changes to Employee Master records that affect history and/or turnover. NOTE: If you enter a Y in this field you must also choose to track employee history, employee turnover, or both.

Selecting Data for Tracking Purposes

You can set up the types of data you will track for each employee. This includes information such as salary and pay status.

If you need to add to or change the data that you want the system to track, you must stop the monitor, make your changes, and then restart the monitor.

▶ **To select data for tracking purposes**

On Select Data for Tracking

```
[08041] - Select Data for Tracking                                    _ □ ✕
Functions  Tools  Help

            Data File        F060116       Employee Master

     Y/          Description            │  Y/          Description
     N                                  │  N
     Y  Address Number . . . . . . . .  │  Y  Alpha Name . . . . . . . . . .
     Y  Employee Tax ID. . . . . . . .  │  Y  Additional EE Number . . . . .
        Gender . . . . . . . . . . . .  │  Y  Marital Status . . . . . . . .
     Y  Marital Status State Tax . . . │  Y  Residency Status . . . . . . .
     Y  EIC Status . . . . . . . . . .  │  Y  Dependents . . . . . . . . . .
     Y  Employment Status. . . . . . . │  Y  Employee Classification Status
     Y  Tax Area (Res.). . . . . . . . │  Y  Tax Area (Work). . . . . . . .
        School District Code . . . . . │  Y  Home State . . . . . . . . . .
     Y  Work State . . . . . . . . . .  │  Y  Home City. . . . . . . . . . .
     Y  Work City. . . . . . . . . . .  │  Y  Work County. . . . . . . . . .
     Y  Home Company . . . . . . . . . │  Y  Business Unit. . . . . . . . .
     Y  Home Business Unit . . . . . . │  Y  Business Unit - Last Worked. .
     Y  Check Route Code . . . . . . . │  Y  Pay Status . . . . . . . . . .
     Y  Pay Frequency. . . . . . . . . │  Y  Pay Class(H/S/P) . . . . . . .

     ✓  ✗                                     1 i   2 ▲  4 ✚  5 ▬   ▲
     F4=Fold    F9=Data Dictionary    F24=More Keys              MW   ▼
```

1. Complete the following required field:

   • Data File

2. Place a Y next to the corresponding employee information that you would like to track for history purposes in the following field:

   • Yes/No

Field	Explanation
Data File	The identification, such as program number, table number, and report number, that is assigned to an element of software.
	.... *Form-specific information* ....
	This is the Employee Master table that contains the data items that can be tracked in history.

Field	Explanation
HR History-Include Y/N	The code in this field indicates whether the adjoining piece of information should be tracked for Human Resources history purposes. Valid codes are: Y Yes, track this piece of information. N No, do not track this piece of information (the default). The program automatically puts a Y in this field for Address Number (data item AN8) because the address number must be tracked with history. Note: If the code is changed from N to Y, history tracking begins at that point in time. Previous information cannot be retrieved.

Setting Up Employee Master Change Tracking for Payroll

Employee master change tracking controls how you track the following types of employee data:

- Turnover reporting

- Reasons for changes to employee information

Turnover reporting controls changes in jobs or termination. This data controls the types of column headings that you use in analyzing turnover. For example, you might want to report on terminations with and without cause. To do this, you would set up a column to compile the two different termination types.

Complete the following task:

- Define turnover reports

Before You Begin

❑ Verify that the Employee Turnover Constant is set to Yes

❑ You should set up user-defined codes for change reasons

▶ **To define turnover reports**

On Define Turnover Columns
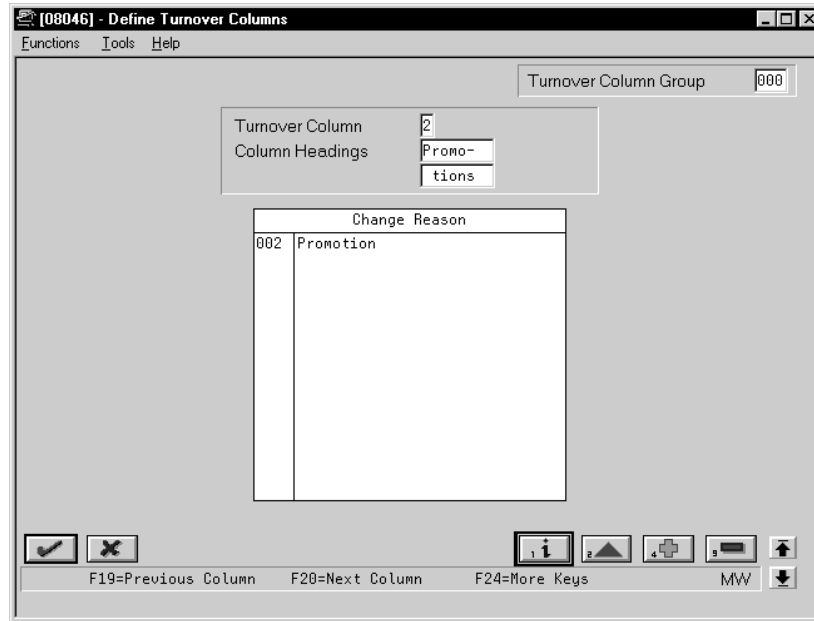
1. Complete the following required fields:

    • Turnover Column

    • Column Headings

2. Complete the following optional field:

    • Turnover Column Group

Field	Explanation
Column Number - Turnover	The number of the column that you want to define for your Employee Turnover Analysis reports. There are seven columns, numbered from left to right, available for you to define.

Field	Explanation
Column Heading 01 - Turnover	This field, in conjunction with the field directly below it (data item TCH2), allows you to define the title of one of the seven columns available on the Employee Turnover Analysis reports to match one of your change reason codes. You use this first field to either enter the first word or an abbreviation of the column heading. You can use a maximum of seven characters.
	For example, if you want to title a column New Hire, you would use this field for the word New. You would use the field below this one for the word Hire. On the reports, this column title would look like this: New Hire
	You do not have to define all seven available column headings.
Column Heading 02 - Turnover	This field, in conjunction with the field directly above it (data item TCH1), allows you to define the title of one of the seven available columns on the Employee Turnover Analysis reports to match one of your change reason codes. You use this second field to enter the second word or an abbreviation. You can use a maximum of seven characters.
	For example, if you want to title a column New Hire, you would use this field for the word Hire. You would use the field above this one for the word New. On the reports, this column title would look like this: New Hire
	You do not have to define all seven available column headings.
Turnover Column Group	The Define Turnover Columns screen allows you to define up to 999 sets of column headings for your turnover analysis reports. You use the Turnover Column Group field to number each set of column headings.
	For example, the first group of column headings could be Turnover Column Group 000. To define an additional set of column headings, change the number in this field to 001 and then define as many of the seven available column headings as necessary to meet your needs. If you require additional sets of column headings, increase the number in this field by one and again define the necessary column headings.

Activating History and Turnover Records

To track changes with the History Monitor, you must record what is currently in the the employee master record. After you initialize the history and turnover monitor, the system will edit changes to the employee master record. When a change shows a different value, the system records a history record.

What You Should Know About

Initialize effective date	When you run the initialize program, J.D. Edwards recommends that you enter an effective date in the processing option that controls the effective date. The effective date should be a day prior to the date of your first date for reporting turnover. The system will then consider employees active as of the initialize effective date.
Change reason	You should use a numeric change reason in the processing option controlling initial turnover and history records.

Before You Begin

❑   All employees must be entered in the Employee Master table.

▶   To activate history and turnover records

The menu selection displays the DREAM Writer Versions list. Select the version that you want to run. The system submits the job to batch processing.

See Also

- The *Technical Foundation Guide* for information about running, copying, and changing a DREAM Writer version

Processing Options for Initialize Employee History

```
1. Enter a date to be used as the                          _____
   Effective Date for all history
   records.  Default of blank will use
   the date when each employee record
```

was last changed.

2. Choose what files to initialize given   _____
   the choices below:
   H = Initialize History only
   T = Initialize Turnover only
   B = Initialize History and Turnover.

3. To clear records from the indicated   _____
   file(s) before initialization, enter
   one of the following values:
   1 = Clear the entire selected file(s)
   2 = Clear History/Turnover records for
     the selected employees only
   Default of blank will not clear any
   records.

4. Enter a change reason for initial   _____
   turnover and history rcds. A blank
   will default a change reason of '99'
   New Hire for turnover rcds and the
   window value for the history rcds.
   (F1 will display allowed values.)

Appendices

Appendix A - Technical Overview of Payroll Cycle

Technical Overview of Pre-Payroll Processing

The following table presents a technical overview of the pre-payroll processing step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Payroll Processing Control (P062001)	Selects timecards based on pay cycle, group, and home company Assigns lockout code Creates autopay transactions	F060116 F06210 F06106 F06116	F060116 F06116 F06210xxx F0609
DBA Calculation (P072011)	Calculates all user defined deductions and all benefits/accruals requested (based on gross pay)* (See * on the following page.)	F0609 F06116 F06210 F06146 F06145 F069116	F0609 F0605
Vertex Workfile Build (P072031)	Calculates current and YTD wages for all tax authorities	F060116 F06116 F0609 F0713 F06017	F0712 F07126
Payroll Tax Calculation (VCP021A)	Vertex program calculates all applicable payroll taxes	F0712 F07126	F0712 F07126
Net Deduction Calculation (P07202)	Calculates all user defined deductions that are based on net pay Reports: Deductions Not Taken - R062021 Deductions Arrearage - R062023	F069116 F0712 F07126 F06116 F0609 F06107	F0609 F0712 F07126
Merge Interim Checks (P07204)	Merges qualifying employee interim checks into pay cycle workfiles Reports: Unprocessed Interims - R062042 Terminated Employees - R062041	F06350I F0712I F07126I	F0712I F07126I F06350I F0609 F06116

Step	Explanation	Tables Read	Tables Updated
Paycheck Workfile Build (P07350)	Calculates detailed transactions used to generate various reports and files, including: • Net Pay Instruction Register • Paychecks in the Print Paychecks step • Payroll registers	F065016 F06116 F0609 F06146 F0712 F07126 F0713	F063501
Time and Pay Register (P063001)	Reports on time entered and included in the payroll cycle	F06116 F060116	
Payroll Register (P063012 and P063013)	Reports that detail employee gross-to-net, available in detail or summary format	F060116 F063501 F06146 F065106 F0712 F07126 F0713	
Federal Tax Distribution Summary (P073170)	Optional report of current, MTD, QTD, and YTD taxes	F063501 F0713	
Update Status Flag (P062101)	Moves 1 to data field PPST on Pay Cycle Review/Reset	F06210 F060116	F06210 F060116

* Pre-Payroll Processing calculates benefits defined with a Y (Yes) in the Calculate in Pre-Payroll field on the DBA Setup screen. The system calculates benefits with N (No) in the Calculate in Pre-Payroll field during the Journal Entries Payroll Cycle step.

Technical Overview of Print Payments

The following chart presents a technical overview of the print payments step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Auto Deposit Selection (P072301)	If auto deposits are included in the version, Auto Deposit Selection displays.	Data area: Net Pay Instructions in version library	

		Tables Read	Tables Updated
Auto Deposit DREAM Writer Version Processing (P98300)	If auto deposits are included, the DREAM Writer versions available for the Auto Deposit External File Build job display.		
Auto Deposit Batch Job (J075501)	If auto deposits are included, this job is submitted. 1. Create Bank deposit Tape Workfile (P065501) 2. Print Auto Deposit Register (P065051)	F063501 F065506	F075506 F065516
Print Net Pay Instructions (P07230)	Controls the printing of Net Pay Instructions as necessary	F063501	F063501

Technical Overview of Payroll Journal Entries

The following chart presents a technical overview of the payroll journal entries step of the payroll cycle.

Step	Explanation	Tables Read	Tables Updated
Benefit/Accrual Calculation (P062012)	Calculates remaining benefits and accruals associated with the employee	F060116 F0609 F06146 F06145	F0609
Paycheck Workfile Supplemental (P063503)	Calculates remaining detailed transactions to be used to generate various reports and files.	F0609	F063501
Establish Batch for Payroll Journals (P062902)	Creates a batch of payroll journal entries	F06210	F06210 F0011
Workers Compensation Journal Entries (P07290)	Calculates workers compensation premiums and generates all payroll journal entries for those employees being processed. Creates a member equal to the batch number within your production physical file.	F06116 F0609 F063501 F0712	F06290 F0624 (Optional)
Summarize Detail Journal Entries (P06228)	Summarizes all detailed journal entry transactions to the level requested. Creates a member equal to the batch number within the production physical file.	F06290 F06901	F06395
Journal Batch Proof/Edit (P06229)	Creates the Journal Batch Proof report and edits for error conditions.	F06395 F0901	F0011

A/P Integration (J06498JQ)	Determines whether accounts payable integration is in effect, based on the A/P flag in company constants.		
Step	**Explanation**	**Tables Read**	**Tables Updated**
A/P Batch Setup (P064901)	Creates batch header for the current payroll cycle, deletes the previous batch header, and clears the workfiles if you reran an existing payroll ID.	F06210 F06491 F06492 F06490	F06210 F06491 F06492 F06490
A/P Detail Workfile Build (P06490)	Builds the A/P voucher detail workfile.	F069096 F06210 F06926 F06927 F069086 F069016 F06904 F063501 F0609 F060116	F06490
A/P Summary Workfile Build (P064902)	Builds the A/P voucher summary file.	F06927 F069086 F0626 F06490	F06492 F06491
A/P Journal Voucher Creation (P064904)	Creates the batch proof journal entries for A/P vouchers.	F06490	F06290
A/P Journal Compression (P064228)	Summarizes journal entries and prints the Journal Batch Proof report (P06229). Updates the A/P status flag (P062101).	F06914 F069116 F06290 F06395	F06395 F06210
Update Status Flag (P062101)	Moves 1 to the Status Code field for Journal Entries on the Pay Cycle Review/Reset screen.	F06210	F06210

Technical Overview of the Final Update

The following chart presents a technical overview of the Final Update step of the Payroll Cycle.

Step	Explanation	Tables Read	Tables Updated
Update Employee History tables (P073901)	Updates the various history tables	F060116 F0609 F063501 F06116 F0712 F07126	F06145 F06146 F06156 F06176 F0618 F0619 F06216 F06226 F0713 F0716
Update General Ledger (P06395)	Generates General Ledger transactions	F06395	F0911
Post General Ledger batch (P09800)	Updates balance records in General Ledger	F0911	F0902
Update Integrity table (P063911)	Updates Payroll Integrity table	F063501	F0620 F06502
Update Employee Master (P06394)	Updates future changes to Employee Master data	F06042	F060116

Appendix B - Timecard Derivation Sequence

This appendix lists the sequence the system uses to derive values for fields on the timecard entry forms.

Item	1	2	3	4	5
Time card Record Type 1. Payroll 2. Combined 3. Billing	Keyed on Timecard Entry	Employee Master (F060116)	Default - 1		
Pay Type	Keyed on Timecard Entry	Option - U Union Rate table (F069126)	Option - E Occupational Rate table for Regular Pay Only (F060146)	Labor Distribution table	
Date Worked	Keyed on Timecard Entry	Defaults to Pay Period Ending for autopay			
Home Company	Keyed on Timecard Entry	Employee Master (F060116)			
Home Business Unit	Local Union Override (F0693006)	Keyed on Timecard Entry	Employee Master (F060116)		
Union Code for Wages and Reporting	Keyed in Timecard Entry	Employee Master (F060116)			
Job Type	Keyed on Timecard Entry	Employee Master (F060116)			
Job Step	Keyed on Timecard Entry	Employee Master (F060116)			

Item	1	2	3	4	5
Labor Distribution	Keyed on Timecard Entry	Employee Labor Distribution Instructions for autopay employees)	AAIs (F06904)		
Billing Distribution (Recharges)	Keyed on Timecard Entry	AAIs for Any Missing Element RD (F06904)			
Equipment Distribution	Keyed on Timecard Entry	AAIs for Object Account ED (F06904)			
Job Location	Keyed on Timecard Entry	Business Unit associated with Primary Distribution			
Shift Code	Keyed on Timecard Entry	Employee Master (F060116)			
Shift Differential and Method	Keyed on Timecard Entry	Shift Differential table $/HR or % (F069246)	If Shift Code is blank, retrieve from Pay Type table $/HR (F0690116)		
Hours Worked	Keyed on Timecard Entry	Autopay Instructions	Labor Distribution table		
Rate	Keyed on Timecard Entry	Option - U Union Rate table (F0609126)	Option - U Occupational Rate table (F060146)	Option - E Occupational Rate table (F060146)	Employee Master (F060116 or F060118)
Base Rate	The derivation of the Base Rate depends on the derivation of the hourly rate as follows: • If the Union Rates table is used, then the Base Rate is found by dividing the rate derived from the Union Rates table by the Pay Type Multiplier. • If the Occupation Rates table is used, then the rate from the Occupation table is assumed to be the Base Rate. • If the Hourly Rate is manually entered, then the Base Rate is found by dividing the entered rate by the Pay Type Multiplier. • If the Employee Master rate is used, the Base Rate is the rate from the Employee Master.				

Item	1	2	3	4	5
Gross Pay	Entered Lump Sum Amount	Calculated			
Flat Burden %	Employee Master (F060116)	Option - U Use Union Rate table (F069126)	Labor Distribution Business Unit (F0006)		
W/C Insurance	Keyed on Timecard Entry	Labor Distribution Account, update in Cost Code Master (F0901)	Employee Labor Distribution Instructions (F06106)	Option - U Union Rate table) (F069126)	Employee Master (F060116)
Work Tax Area	Keyed on Timecard Entry	Labor Distribution Payroll Business Unit (F0006)	Employee Master (F060116)		
Check Route Code	Keyed on Timecard Entry	Employee Master (F060116)			
Equipment Rate Code	Keyed on Timecard Entry	Distribution Account, update in Cost Code Master (F0901)	Labor Distribution Business Unit, update in Payroll Business Unit or Job Master (F0006)	Rental Rules table (F1302)	
Equipment Rate	Keyed on Timecard Entry	Equipment Rate table			
Bank Account	Defined in Pre-Payroll processing option	Specified independently			

Appendix C — Test Yourself Answers

Timing Rollovers

Payroll number 9.

Appendix D — DBA Table Methods

There are five general, arbitrary categories that are distinguishable by what the DBA method is based on.

Category	Available Calculations

Salary Amounts:
 	
Pay Period
Monthly
Annual
Life Insurance
2nd Life Insurance
	For each of the salary figures, you can perform one of the following calculations:
	
	• Table amount * Employee rate
	• Salary * Employee rate * Table amount
	• Use the table amount as the actual DBA amount
	• Hours worked * Table amount
	• Gross earnings * Table amount
	• Salary *Employee rate
	  Result rounded down * Table amount
	• Salary * Employee rate
	  Result rounded up * Table amount
	• Salary * Table amount * Excess rate

Employee's Age:	Based on the employee's age, you can perform one of the following calculations:
	
	• Salary * Employee rate * Table amount
	• Salary * Employee rate
	  Result rounded down * Table amount
	• Salary * Employee rate
	  Result rounded up * Table amount
	• Salary * Employee rate
	  Result rounded down / 1000
	• Salary * Employe rate
	  Result rounded up / 1000
	• Salary * Table amount * Excess rate

Category	Available Calculations
Dates:	For each of the dates, you can perform one of the following calculations:
Leave of Absence **Original Hire** **Participation** **Start**	- Table amount * Employee rate - Table amount * Employee rate, (calculates hours only) - Table amount * Hours worked (can optionally calculate Rate * Hours) - Table amount * Hours worked (calculates hours only) - Table amount * Hours worked - Use the table amount as the actual DBA amount - Table amount * Gross earnings - Annual salary * Table amount * Excess rate - Pay period salary * Table amount * Excess rate - Monthly salary * Table amount * Excess rate - Life insurance salary * Table amount * Excess rate 2nd life insurance salary * Table amount * Excess rate
Amounts:	You can perform various calculations against an employee's rate, hours, and gross wages. These include:
Hours **Gross Amounts** **Flat Dollar**	- Average hourly rate - Rage from the fold area of the table
Miscellaneous:	You can use various tables depending on the following:
Pay Period Number **Variable Months** **Excess Life Insurance**	- Pay period number for the month - Number of months of history to use as a basis - Group term life insurance premiums

DBA Table Methods

Based or Calculated on Pay Period Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
EA	Pay Period Salary	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
EB	Employee's Age in Years	Employee's pay period salary * the amount or rate associated with the employee * Table amount	3
ED	Pay Period Salary	Table amount equals the actual amount of the DBA.	1
EH	Pay Period Salary	The number of hours worked by the employee * Table amount or rate.	1
EP	Pay Period Salary	Employee's gross earnings for the current period * Table amount or rate.	1
EQ	Pay Period Salary	Employee's pay period salary * the amount or rate associated with the employee. Result rounded down to the next 1000 * Table amount or rate.	1
ER	Pay Period Salary	Employee's pay period salary * the amount or rate associated with the employee. Result rounded up to the next 1000 * Table amount or rate.	1
ES	Employee's Age in Years	Employee's pay period salary * the amount or rate associated with the employee. Result rounded up to the next 1000 * Table amount or rate.	3 or 9
ET	Employee's Age in Years	Employee's pay period salary * the amount or rate associated with the employee. Result rounded down to the next 1000 * Table amount or rate.	3 or 9
EY	Employee's Age in Years	Employee's pay period salary * the amount or rate associated with the employee. Result rounded down to the next 1000 * Table amount or rate. The system does not calculate a DBA amount.	3 or 9
EZ	Employee's Age in Years	Employee's pay period salary * by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
E%	Employee's Age or Pay Period Salary	Employee's pay period salary * Table amount or rate * Excess rate in the table.	3, 9, or 1

Based or Calculated on Monthly Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
NA	Monthly Salary	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
NB	Employee's Age in Years	Employee's monthly salary * amount or rate associated with the employee * Table amount	3
ND	Monthly Salary	Table amount equals the actual amount of the DBA.	1
NH	Monthly Salary	Number of hours worked by the employee * Table amount or rate	1
NP	Monthly Salary	Employee's gross earnings for the current period * Table amount or rate.	1
NQ	Monthly Salary	Employee's monthly salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	1
NR	Monthly Salary	Employee's monthly salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	1
NS	Employee's Age in Years	Employee's monthly salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	3 or 9
NT	Employee's Age in Years	Employee's monthly salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	3 or 9
NY	Employee's Age in Years	Employee's monthly salary * amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
NZ	Employee's Age in Years	Employee's monthly salary * by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
N%	Employee's Age or Monthly Salary	Employee's monthly salary * Table amount or rate * Excess rate in the table.	3, 9, or 1

Based or Calculated on Annual Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
AA	Annual Salary	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
AB	Employee's Age in Years	Employee's annual salary * amount or rate associated with the employee * Table amount	3
AD	Annual Salary	Table amount equals the actual amount of the DBA.	1
AH	Annual Salary	Number of hours worked by the employee * Table amount or rate	1
AP	Annual Salary	Employee's gross earnings for the current period * Table amount or rate.	1
AQ	Annual Salary	Employee's annual salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	1
AR	Annual Salary	Employee's annual salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	1
AS	Employee's Age in Years	Employee's annual salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	3 or 9
AT	Employee's Age in Years	Employee's annual salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	3 or 9
AY	Employee's Age in Years	Employee's annual salary * amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
AZ	Employee's Age in Years	Employee's annual salary * by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
A%	Employee's Age or Annual Salary	Employee's annual salary * Table amount or rate * Excess rate in the table.	3, 9, or 1

Based or Calculated on Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
IA	Life Insurance Salary	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
IB	Employee's Age in Years	Employee's life insurance salary * amount or rate associated with the employee * Table amount	3
ID	Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
IH	Life Insurance Salary	Number of hours worked by the employee * Table amount or rate	1
IP	Life Insurance Salary	Employee's gross earnings for the current period * Table amount or rate.	1
IQ	Life Insurance Salary	Employee's life insurance salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	1
IR	Life Insurance Salary	Employee's life insurance salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	1
IS	Employee's Age in Years	Employee's life insurance salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	3 or 9
IT	Employee's Age in Years	Employee's life insurance salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	3 or 9
IY	Employee's Age in Years	Employee's life insurance salary * amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
IZ	Employee's Age in Years	Employee's life insurance salary * by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
I%	Employee's Age or Life Insurance Salary	Employee's life insurance salary * Table amount or rate * Excess rate in the table.	3, 9, or 1

Based or Calculated on Second Life Insurance Salary

Table Method	Lower/Upper Ranges Represent	Calculation	Method
FA	2nd Life Insurance Salary	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	1
FB	Employee's Age in Years	Employee's 2nd life insurance salary * amount or rate associated with the employee * Table amount	3
FD	2nd Life Insurance Salary	Table amount equals the actual amount of the DBA.	1
FH	2nd Life Insurance Salary	Number of hours worked by the employee * Table amount or rate	1
FP	2nd Life Insurance Salary	Employee's gross earnings for the current period * Table amount or rate.	1
FQ	2nd Life Insurance Salary	Employee's 2nd life insurance salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	1
FR	2nd Life Insurance Salary	Employee's 2nd life insurance salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	1
FS	Employee's Age in Years	Employee's 2nd life insurance salary * amount or rate associated with the employee. Result rounded up to the next 1000 * by the Table amount or rate.	3 or 9
FT	Employee's Age in Years	Employee's 2nd life insurance salary * amount or rate associated with the employee. Result rounded down to the next 1000 * by the Table amount or rate.	3 or 9
FY	Employee's Age in Years	Employee's 2nd life insurance salary * amount or rage associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.	3 or 9
FZ	Employee's Age in Years	Employee's 2nd life insurance salary * by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.	3 or 9
F%	Employee's Age or 2nd Life Insurance Salary	Employee's 2nd life insurance salary * Table amount or rate * Excess rate in the table.	3, 9, or 1

Based or Calculated on Leave of Absence Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
LA	Months of Service from Leave of Absence	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
LB	Months of Service from Leave of Absence	Table amount * amount or rate associated with the employee. This method generates no dollars, only hours.	2
LH	Months of Service from Leave of Absence	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
LI	Months of Service from Leave of Absence	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
LR	Months of Service from Leave of Absence	Table amount * Number of hours worked equalling the DBA amount,	2
L$	Months of Service from Leave of Absence	Table amount equals the actual amount of the DBA.	2
L%	Months of Service from Leave of Absence	Employee's gross earnings * Table rate percentage.	2
L1	Months of Service from Leave of Absence	Employee's annual salary * Table amount or rate * the Excess rate.	2
L2	Months of Service from Leave of Absence	Employee's pay period salary * Table amount or rate * Excess rate in the table.	2
L3	Months of Service from Leave of Absence	Employee's monthly salary * Table amount or rate * Excess rate in the table.	2
L4	Months of Service from Leave of Absence	Employee's life insurance salary * Table amount or rate * Excess rate in the table.	2
L5	Months of Service from Leave of Absence	Employee's 2nd life insurance salary * Table amount or rate * Excess rate in the table.	2

Based or Calculated on Original Hire Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
OA	Months of Service from Original Hire Date	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
OB	Months of Service from Original Hire Date	Table amount * amount or rate associated with the employee. This method generates no dollars, only hours.	2
OH	Months of Service from Original Hire Date	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
OI	Months of Service from Original Hire Date	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
OR	Months of Service from Original Hire Date	Table amount * Number of hours worked equalling the DBA amount,	2
O$	Months of Service from Original Hire Date	Table amount equals the actual amount of the DBA.	2
O%	Months of Service from Original Hire Date	Employee's gross earnings * Table rate percentage.	2
O1	Months of Service from Original Hire Date	Employee's annual salary * Table amount or rate * the Excess rate.	2
O2	Months of Service from Original Hire Date	Employee's pay period salary * Table amount or rate * Excess rate in the table.	2
O3	Months of Service from Original Hire Date	Employee's monthly salary * Table amount or rate * Excess rate in the table.	2
O4	Months of Service from Original Hire Date	Employee's life insurance salary * Table amount or rate * Excess rate in the table.	2
O5	Months of Service from Original Hire Date	Employee's 2nd life insurance salary * Table amount or rate * Excess rate in the table.	2

Based or Calculated on Participation Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
PA	Months of Service from Participation Date	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
PB	Months of Service from Participation Date	Table amount * amount or rate associated with the employee. This method generates no dollars, only hours.	2
PH	Months of Service from Participation Date	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
PI	Months of Service from Participation Date	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
PR	Months of Service from Participation Date	Table amount * Number of hours worked equalling the DBA amount,	2
P$	Months of Service from Participation Date	Table amount equals the actual amount of the DBA.	2
P%	Months of Service from Participation Date	Employee's gross earnings * Table rate percentage.	2
P1	Months of Service from Participation Date	Employee's annual salary * Table amount or rate * the Excess rate.	2
P2	Months of Service from Participation Date	Employee's pay period salary * Table amount or rate * Excess rate in the table.	2
P3	Months of Service from Participation Date	Employee's monthly salary * Table amount or rate * Excess rate in the table.	2
P4	Months of Service from Participation Date	Employee's life insurance salary * Table amount or rate * Excess rate in the table.	2
P5	Months of Service from Participation Date	Employee's 2nd life insurance salary * Table amount or rate * Excess rate in the table.	2

Based or Calculated on Start Date

Table Method	Lower/Upper Ranges Represent	Calculation	Method
SA	Months of Service from Start Date	Table amount * amount or rate retrieved from one of the 3 DBA files associated with the employee.	2
SB	Months of Service from Start Date	Table amount * amount or rate associated with the employee. This method generates no dollars, only hours.	2
SH	Months of Service from Start Date	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
SI	Months of Service from Start Date	Table amount * Number of hours worked equalling hours to accrue * Employee's hourly rate for the DBA amount.	2
SR	Months of Service from Start Date	Table amount * Number of hours worked equalling the DBA amount,	2
S$	Months of Service from Start Date	Table amount equals the actual amount of the DBA.	2
S%	Months of Service from Start Date	Employee's gross earnings * Table rate percentage.	2
S1	Months of Service from Start Date	Employee's annual salary * Table amount or rate * the Excess rate.	2
S2	Months of Service from Start Date	Employee's pay period salary * Table amount or rate * Excess rate in the table.	2
S3	Months of Service from Start Date	Employee's monthly salary * Table amount or rate * Excess rate in the table.	2
S4	Months of Service from Start Date	Employee's life insurance salary * Table amount or rate * Excess rate in the table.	2
S5	Months of Service from Start Date	Employee's 2nd life insurance salary * Table amount or rate * Excess rate in the table.	2

Based or Calculated on Hours Worked

Table Method	Lower/Upper Ranges Represent	Calculation	Method
HA	Hours Worked	Employee's total wages / Employee's total hours * Table amount or rate.	4
HD	Hours Worked	Table amount equals the actual amount of the DBA.	4
HP	Hours Worked	Employee's hours worked during the current period * Table rate.	4
H1	Hours Worked	Table amount equals the number of hours that the DBA is based on.	4

Based or Calculated on Gross Amount

Table Method	Lower/Upper Ranges Represent	Calculation	Method
GA	Gross Amount	Amount or rate associated with the employee * Table amount.	8
GD	Gross Amount	Table amount equals the actual amount of the DBA.	8
GH	Gross Amount	Hours worked * Table amount.	8
GP	Gross Amount	Amount of employee's gross earnings * Table rate.	8
G%	Gross Amount	Amount of employee's gross earnings * Table rate.	3
G@	Gross Amount	Amount of employee's gross earnings * Table rate.	8

Based or Calculated on Flat Dollar

Table Method	Lower/Upper Ranges Represent	Calculation	Method
DD	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours: • Calculate days worked • Days worked * Rate in the fold area	4
DH	Hours Worked	If possible, use the amount in the table. If employee worked fewer hours, Actual hours worked * Rate in the fold area.	4
DL	Employee's Age in Years	Table amount equals the actual amount of the DBA.	3 or 9
DP	Pieces Produced	If possible, use amount in table. If employee produced fewer pieces, Actual pieces produced * Rate in the fold area.	5

Based or Calculated on Pay Period Number

Table Method	Lower/Upper Ranges Represent	Calculation	Method
WD	Pay Period Number (1 - 5)	Days worked (based on number of time card records) * Table amount or rate.	0
WH	Pay Period Number (1 - 5)	Hours worked * Table amount or rate	0
WP	Pay Period Number (1 - 5)	Pieces produced * Table amount or rate	
W$	Pay Period Number (1 - 5)	Table amount equals the actual amount of the DBA.	
W%	Pay Period Number (1 - 5)	Gross earnings * Table amount or rate	

Based or Calculated on Variable Months

Table Method	Lower/Upper Ranges Represent	Calculation	Method
MH	Variable Months	The table is a "one-line" entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table * Table rate.	6
MI	Variable Months	The table is a "one-line" entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded up to the next whole hour * Table rate.	6
MJ	Variable Months	The table is a "one-line" entry indicating how many months back to look at history. Accumulated hours worked for the number of months specified in the table rounded down to the next whole hour * Table rate.	6
MP	Variable Months	The table is a "one-line" entry indicating how many months back to look at history. Accumulated gross earnings for the number of months specified * Table rate.	6
MR	Variable Months	The table is a "one-line" entry indicating how many months back to look at history. Accumulated pieces produced for the number of months specified * Table rate.	6

Based or Calculated on Excess Life Insurance

Table Method	Lower/Upper Ranges Represent	Calculation	Method
XL	Employee's Age in Years	The "maximum amount" for data dictionary item #XL1 - Hours basis. Remainder * Table amount.	3 or 9
XC	Employee's Age in Years	The "maximum amount" for data dictionary item #XLC - Hours basis. Remainder * Table amount.	3 or 9

Appendix E — Tables Used by Payroll

The Payroll system contains the following types of tables:

- ❑ Master
- ❑ Constants
- ❑ Parameter
- ❑ History
- ❑ Transaction detail and ledger
- ❑ Temporary workfiles
- ❑ Workfiles

The following lists contain the table numbers, names and prefixes of all tables used by the payroll system. (A table's prefix is the first two characters of all the data names in that table.) An asterisk (*) identifies a table that includes data when J.D. Edwards ships the software to the customer.

Master Tables

Number	Name	Prefix
F060116	Employee Master	YA
F060117	Employee International Data	YA
F060146	Occupational Pay Rates	JI
F06017	Employee Tax Exemptions/Overrides	YA
F06018	Data Parameter Extension	YF
F06022	Employee Piecerate	JA
F06042	Employee Future Data Changes	JO
F06106	Employee DBA Instructions and Labor Distribution Instructions	YM
F06107	Employee Wage Attachment Rules	J$

F061071	Employee Wage Attachment Fees	J$
F065016	Auto Deposit Instructions	YG
F068606	COBRA Policy	JP
F068616	COBRA Participants	JQ

Constants Tables

Number	Name	Prefix
F06022	Employee Piece Rate	JA
F06024	Beneficiary/Co-owner	YJ
F06041	Employee Master Future Data Select	JK
F0605	DBA Period Control	J@
F0626	Wage Attachment Control	JG
F06270	Retro Pay Parameter	JP
F06271	Retro Pay Selection Parameters	JQ
F06209	Execution Control Parameters	Y@
F06900	Non-U.S. Fiscal Date Patterns	Y$
F069016*	Tax Area Information	YP
F069026	DBA Calculation Tables	Y2
F069027*	Calculation Table Methods	Y2
F069036	DBA Basis of Calculation	Y@
F06904	Automatic Accounting Instructions	Y#
F069056	Cost Center Constants	YO
F069066	Master Pay Cycles	JD
F069076	Workers Compensation Insured Pay Types	YF
F069086	Corporate Tax IDs	YI
F069096	Payroll Company Constants	YK
F069106	Union Benefit Plan Master	Y1
F069116	PDBA Transaction Constants	YC
F069117	DBA State/Local Tax Exemptions	YB
F069126	Union Pay Rates	YL
F06914	Journal Entry Summarization Rules	JG

F06915	Holiday Tables	JH
F069151	Holiday Table Codes	JG
F06916	Piecework Item Master	JJ
F069161	Piecework Item Cross Reference	JE
F069162	Piecework Item/Job Type Cross Reference	JH
F06917	Tax Payment Schedule	YK
F069171	Payment/Reporting Terms	YK
F06918	Piecerate Constants	JN
F06919	Denomination Table	YB
F069216	Workers Compensation Rates Tables	YB
F069226	Unemployment Insurance Rates	YH
F06923	Job Classification Constants	YH
F069246	Shift Differential Tables	Y3
F06925	Employee/Payee Cross Reference	YG
F06926	Tax Area/Payee Cross Reference	Y#
F06927	Payee Voucher Rules	J5
F069306	Union/Job Type Cross Reference	Y@
F06931	Wage Attachments	J3
F069311	Wage Attachements—Additional Exemptions	J3
F069312	Wage Attachments—Annual Exemptions	J3
F06932	Job Type/Pay Type Cross Reference	J4
F06933	Step Progression Parameters	J@
F06936	Retro Pay types Rate	JA
F06972	Retro Pay Type Table	YR

Parameter Tables

Number	Name	Prefix
F06005	Payroll Reporting Parameters	JE
F06053	Interim Check Parameters	YW
F060531	Interim Check Tax Overrides	YW
F06210	Pre-Payroll Processing Parameters	YD
F06211*	Reports Only - DREAM Writer IDs	YD
F062101	Pre-Payroll Country Parameters	YD
F062102	Pre-Payroll Additional Parameters	YE
F063920*	Archive Versions	Y1
F063921*	Archive Members	Y2

History Tables

Number	Name	Prefix
F0607	Wage Attachment Ledger	JI
F06145	Calendar Month DBA Summary	YH
F06146	Payroll Month DBA Summary	YN
F06147	Fiscal/Anniversary Year to Date	YD
F06148	Tax Area/Transaction Repost Summary	Y@
F06156	Paycheck History	YU
F06176	UI History	YS
F0618	Timecard Detail	YT
F0619	DBA Transaction Detail	Y$
F0620	Pay Period Integrity	YJ
F06216	Employee Tip History	JA
F06226	Cost Center Tip History	JB
F0623	Piecework History	JL
F0624	Burden Distribution Detail	J#
F0625	Step Progression History	JB
F06251	Step Progression Pay Rate History	JB

F0627	Workers Compensation Summary History	JH
F06502	Auto Deposit History	YE
F068500	Tax Reporting History	YZ
F0713	Taxation Summary by Province	YZ
F0716	Tax Ledger Detail	YV

Transaction Detail and Ledger Tables

Number	Name	Prefix
F0609	DBA Transaction Detail (current)	Y$
F06116	Timecard Detail (current)	YT
F06116Z1	Employee Transactions - Batch	VL
F0611Z2	Employee Transactions - Multi-Member PC Support Batch	VR

Temporary Workfiles (T-Tables)

Number	Name	Prefix
T06176	Unemployment Insurance History	YS
T06216	Employee Tip Allocation	
T062161	Employee Tip Allocation	JA
T06226	Cost Center Tip Allocation	JB
T06226A	Federal Tip Reporting Form 8027 JB	JB
T062261	Cost Center Tip Allocation Summary	JB
T063100	Health and Welfare Reports	Y$
T063106	DBA Workfile	Y7
T063170	Tax Distribution Summary	Y4
T063200	Job Billing Reports	YT
T067011	Tax Integrity Report Errors	Y$
T067021	Transaction Integrity Report Errors	Y$
T06703	Payroll History Audit Report Errors	

T068900	EEO Utilization	YT
T068901	EEO Utilization	YT
T068902	EEO Utilization	YT
T077330	T4 Processing	T4 Processing
T077331	Rélevé Processing	Rélevé Processing
T077340	T4 Processing	T4 Processing
T077341	Rélevé Processing	Rélevé Processing

Workfiles

Number	Name	Prefix
F06290	Detail Journal Entry	YR
F06149	Fiscal/Anniversary Year to Date Rollover	Y7
F06278	Retro Timecard	YT
F063106	Deduction/Benefit	Y7
F06345	Historical Payroll Payroll Register	JL
F063451	Historical Payroll Payroll Register	JK
F063501	Paycheck Workfile	Y4
F06350I	Interim Paycheck	Y4
F063505	Piecework Paycheck	Y6
F06395	Summarized Journal Entry	YR
F063922	Archive Members, Workfile for Count	Y3
F06490	A/P Detail	JR
F06491	A/P Summary	J6
F06492	A/P Control	JC
F065516	Auto Deposit	Y6
F06560	Bank Reconciliation - Issue	Y8

F06561	Bank Reconciliation - Paid	Y9
F06603	Sales Allocation/Entry	JU
F066031	Sales Allocation Amount	JT
F069136	Tip Disbursement	JE
F0712	Payroll Tax	J$
F0712I	Interim Check Tax	J$
F07126	Payroll Tax for UI Top-Up	J$
F07126I	Interim Check Tax for UI Top-Up	J$

Appendix F — Reviewing Complex DBA Setup

The following examples show how to set up certain specific types of DBAs. These DBAs do not exist in the demonstration data.

Example 1: Deduction Using Minimum Hours and Monthly Limits

This deduction is for a flat dollar amount, $41.72, with $ in the Method of Calculation. The deduction is based on a minimum of 40 hours worked per month using the Minimum Hours field. You will calculate deductions once a month, so set a monthly limit using a month-to-date Source of Calculation. This is flagged to calculate each pay period.

If an employee did not work the required 40 hours in a pay period, no deduction exists. If the deduction was withheld the first pay period of the month, the system would not calculate the deduction in subsequent pay periods because of the monthly limit.

It is flagged as included in a union plan for reporting purposes.

Example 2: Two limits for 401k deduction

This 401k deduction uses two annual limits, and therefore requires two DBAs. The deduction stops calculating when the year-to-date gross pay reaches $150,000 or the year-to-date contribution reaches $9,240.

The first DBA, 6000, for example, tracks the year-to-date gross. It will stop calculating when the $150,000 limit is reached.

The second DBA, 6001, for example, calculates the deduction-15%. It will stop calculating when the $9,240 is reached.

It is based on DBA 6000. When DBA 6000 stops calculating, DBA 6001 will be based on zero amount and calculate zero for the deduction.

```
[069118] - Basis of Calculations                        _ □ X
Functions   Tools   Help

     Deduction/Benefit Code     6001      D 401 (k) DED

           .......FROM......                    .......THRU......
     Type |    Description    |          | Type |    Description
     6000 | 401 (k)           |          | 6000 | 401 (k)




     ✔   ✖                              i   ▲   ⊕   ━    ⬆
              F15=Index of Transactions          F24=More Keys         ⬇
```

The tax exempt status is not illustrated here.

Example 3: Tax Exempt Deduction Prior to 401k

A tax exempt deduction (DBA 4227, Section 125, for example) reduces taxable gross first.

Then you have a second tax exempt deduction (for example 401k, DBA 7007), which is to calculate on the reduced taxable gross amount.

You also need an intermediate benefit, for example DBA 4228, to hold the amount of the first deduction as a negative amount so that it is included in the basis for the second deduction.

The second deduction, the 401k, is set up as usual, with the basis of calculation including the negative amount of the Section 125 deduction. It is then based on gross less the Section 125 deduction.

The intermediate benefit holds the amount ($100) as a negative in order to reduce taxable gross for the next pre-tax deduction. It will not print on the check, nor will it create a journal entry. Its basis of calculation is the Section 125 deduction only.

```
[069118] - Basis of Calculations                                    _ □ ×
Functions  Tools  Help

     Deduction/Benefit Code    4228      B Sect 125 (-)


        ......FROM......                        ......THRU......
     Type|      Description    |          Type|      Description
     4227|Sect 125             |          4227|Sect 125








     ✔   ✘                              i    ▲    ⊕    ▬    ⬆
          F15=Index of Transactions        F24=More Keys          ⬇
```
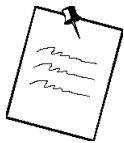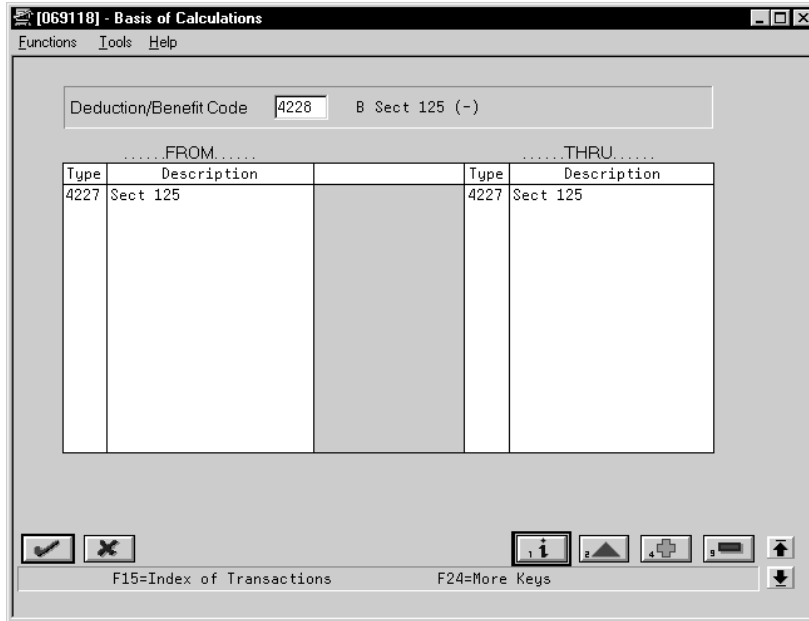
The tax exempt status is not illustrated here.

Example 4: DBAs With Prior Limits

When you use DBA for Prior Limit, the system calculates the DBA with the higher
number in the pay period after the first DBA reaches its limit.

The following sample shows a DBA with a higher number calculated in the same
pay period that the first DBA reaches its limit. It requires setting up an
intermediate DBA.

   1.   DBA 6670 calculates 3% of gross to an annual limit of 840.

2. DBA 6671 also calculates 3% of gross and stores it as a negative amount.

There is no annual limit. When DBA 6670 stops, DBA 6671 continues.

3. DBAs 6670 and 6671 combine to DBA 6672.
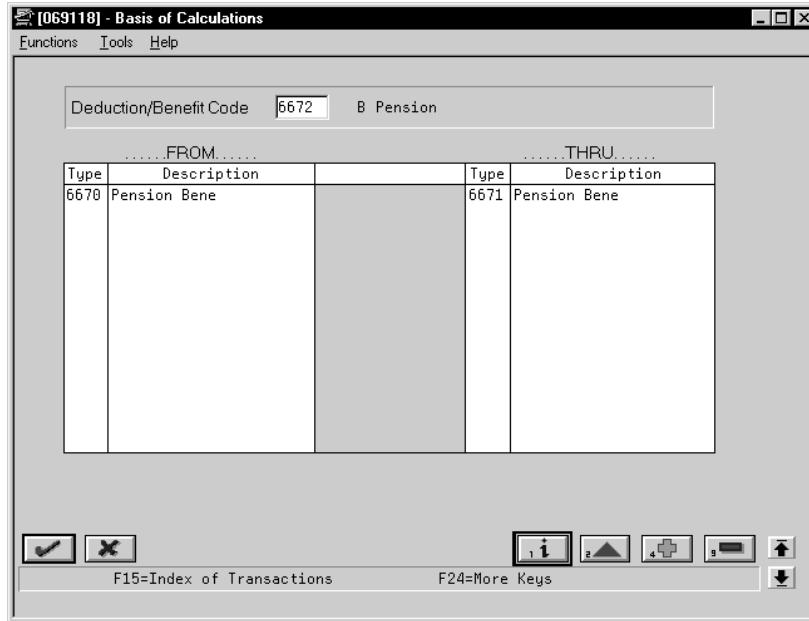
When 6670 is still calculating, 6670 + 6671 = 0. When 6670 has stopped, 6670 + 6671 = positive 3% of gross.

You can change DBA Type, tax exempt status, method of calculation, and other values.

- pay period
- Percentage deduction of 4% per pay period to be used for a 401K or RRSP savings plan
- Calculation table using the following variables to determine an employee's annual vacation accrual:
  - 40 hours if employed 1-2 years
  - 80 hours if employed 3-5 years
  - 120 hours if employed 6-99 years

See Also

- *Setting Up Group Deductions, Benefits, and Accruals (P069101)*

Appendix G — Functional Servers

Several J.D. Edwards programs access functional servers. The purpose of functional servers is to provide a central location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. These business rules establish the following:

- Data dictionary default values

- Field edits and valid values

- Error processing

- Relationships between fields or applications

The advantages of a functional server are:

- It reduces maintenance of entry programs because edit rules reside in one central location.

- You can standardize documents across all applications because you create them using the same business rules.

- Generally, the user interface (appearance and interaction) of a form is now separate from how a program works.

The steps for setting up business rules for an entry program are:

1. Create a DREAM Writer version for a specific functional server program (for example, XT0411Z1 for voucher entry).

2. Set the processing options within the version according to your company requirements.

3. Specify the version you want the entry program to use in the processing options for that entry program.

You can have all your entry programs use the same DREAM Writer version (and thus, use the same rules) or you can set up different DREAM Writer versions. J.D. Edwards provides DREAM Writer version ZJDE0001 as the default functional server version for your entry programs.

Only the person responsible for system-wide setup should make changes to the functional server version. For more information about how to set up DREAM Writer versions, see the *Technical Foundation Guide.*

Example: Voucher Processing Functional Server

The following graphic shows the programs that use the voucher processing functional server. J.D. Edwards provides two demo versions of the functional server, ZJDE0001 and ZJDE0002.

```
┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐
│  Speed   │ │ Standard │ │   Void   │ │  Credit  │ │  Multi-  │ │Calculate │
│ Voucher  │ │ Voucher  │ │ Payment  │ │ Tied to  │ │ Voucher  │ │  With-   │
│  Entry   │ │  Entry   │ │  Entry   │ │  Debit   │ │ P041017  │ │ holding  │
│ P041015  │ │ P04105   │ │ P04103   │ │  B.U.    │ │          │ │ P04580   │
│          │ │          │ │          │ │ P041016  │ │          │ │          │
└────┬─────┘ └────┬─────┘ └────┬─────┘ └────┬─────┘ └────┬─────┘ └────┬─────┘
     │            │            │            │            │            │
     │            │            │      ┌─────┴──────┐     │            │
     │            └────────────┼──────┤  XT0411Z1  ├─────┘            │
     │                         └──────┤Versions List│                │
     └────────────────────────────────┤  ZJDE0001  ├─────────────────┘
                                       │  ZJDE0002  │
                                       └────────────┘
```
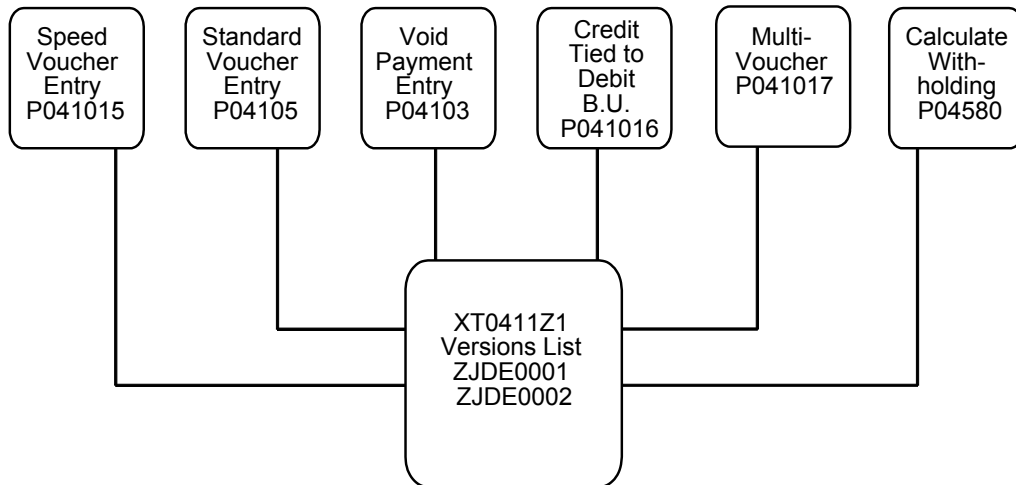
Glossary

This glossary defines terms in the context of your use of J.D. Edwards' systems and the accompanying user guide.

access.   To get to the information or functions provided by the system through menus, screens, and reports.

alphabetic character.   Represents data by using letters and other symbols from the keyboard (such as *&#). Contrast with *numeric character*.

alphanumeric character.   Represents data in a combination of letters, numbers, and other symbols (such as *&#).

audit trail.   The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records, and usually concludes with a report.

automatic accounting instruction (AAI).   A code that points to an account in the chart of accounts. AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.

backup copy.   A copy of original data preserved on a magnetic tape or diskette as protection against destruction or loss.

batch.   A group of like records or transactions that the computer treats as a single unit during processing. For identification purposes, the system usually assigns each batch a unique identifier, known as a "batch number."

batch header.   Information the computer uses as identification and control for a group of transactions or records in a batch.

batch job.   A task or group of tasks you submit for processing that the system treats as a single unit during processing, for example, printing reports and purging files. The computer performs these tasks with little or no user interaction.

batch processing.   A method by which the computer selects jobs from the job queue, processes them, and writes output to the outqueue. Contrast with *interactive processing.*

batch type.   A code that designates which J.D. Edwards system the associated transactions pertain to, thus controlling what records are selected for processing. For example, in the Post General Journal process, only unposted transaction batches with a batch type of G for General Accounting are selected for posting.

Boolean logic operand.   In J.D. Edwards's DREAM Writer, the parameter of the Relationship field. The Boolean logic operand tells the system to perform a comparison between certain records or parameters. Available operands are:
    EQ   = Equal To
    LT   = Less Than
    LE   = Less Than or Equal To
    GT   = Greater Than
    GE   = Greater Than or Equal To
    NE   = Not Equal To
    NL   = Not Less Than
    NG   = Not Greater Than

CAD/CAP.   Computer Assisted Design/ Computer Assisted Programming. A set of automated programming tools for designing and developing systems. These tools automate system design, generate source code and documentation, enforce design standards, and help to ensure consistency throughout all J.D. Edwards systems.

category code.   In user defined codes, a temporary title for an undefined category. For example, if you are adding a code that designates different sales regions, you could change *category code 4* to *Sales Region*, and define E (East), W (West), N (North), and S (South) as the valid codes. Category codes were formerly known as *reporting codes.*

character.   Any letter, number, or other symbol that a computer can read, write, and store.

command.   A character, word, phrase, or combi- nation of keys you use to tell the computer to perform a defined activity.

constants.   Parameters or codes that rarely change. The computer uses constants to standardize information processing by an associated system. Some examples of constants are allowing or disallowing out-of-balance postings and having the system perform currency conversions on all amounts. Once you set constants such as these, the system follows these rules until you change the constants.

Core. The central and foundational systems of J.D. Edwards software, including General Accounting, Accounts Payable, Accounts Receivable, Address Book, Financial Reporting, Financial Modeling and Allocations, and Back Office.

cursor. The blinking underscore or rectangle on your screen that indicates where the next keystroke will appear.

cursor sensitive help. J.D. Edwards's online help function, which allows you to view a description of a field, an explanation of its purpose, and, when applicable, a list of the valid codes you can enter. To access this information, move the cursor to the field and press F1.

data. Numbers, letters, or symbols that represent facts, definitions, conditions, and situations, that a computer can read, write, and store.

database. A continuously updated collection of all information a system uses and stores. Databases make it possible to create, store, index, and cross-reference information online.

data dictionary. A database file consisting of the definitions, structures, and guidelines for the usage of fields, messages, and help text. The data dictionary file does not contain the actual data itself.

default. A code, number, or parameter the system supplies when you do not enter one. For example, if an input field's default is N and the you do not enter something in that field, the system supplies an N.

descriptive title. See *user defined code*.

detail. The individual pieces of information and data that make up a record or transaction. Contrast with *summary*.

display. (1) To cause the computer to show information on a terminal's screen. (2) A specific set of fields and information that a J.D. Edwards system might show on a screen. Some screens can show more than one display when you press a specified function key.

display field. A field of information on a screen that contains a system-provided code or parameter that you cannot change. Contrast with *input field*.

DREAM Writer. Data Record Extraction And Management Writer. A flexible data manipulator and cataloging tool. You use this tool to select and sequence the data that is to appear on a programmed report.

edit. (1) To make changes to a file by adding, changing, or removing information. (2) The program function of highlighting fields into which you have entered inadequate or incorrect data.

execute. See *run*.

exit. (1) To interrupt or leave a computer program by pressing a specific key or a sequence of keys.
(2) An option or function key displayed on a screen that allows you to access another screen.

facility. A collection of computer language statements or programs that provides a specialized function throughout a system or throughout all integrated systems. Some examples DREAM Writer and FASTR.

FASTR. Financial Analysis Spreadsheet Tool and Report Writer. A report writer that allows you to design your own report specifications using the general ledger database.

field. (1) An area on a screen that represents a particular type of information, such as name, document type, or amount. Fields that you can enter data into are designated with underscores. See *input field* and *display field*. (2) A defined area within a record that contains a specific piece of information. For example, a vendor record consists of the fields Vendor Name, Address, and Telephone Number. The Vendor Name field contains just the name of the vendor.

file. A collection of related data records organized for a specific use and electronically stored by the computer.

fold area. An area of a screen, accessed by pressing F4, that displays additional information associated with the records or data items displayed on the screen.

function. A separate feature within a facility that allows you to perform a specific task, for example, the field help function.

function key. A key you press to perform a system operation or action. For example, you press F4 to have the system display the fold area of a screen.

hard copy. A presentation of computer information printed on paper. Synonymous with *printout*.

header. Information at the beginning of a file. This information is used to identify or provide control information for the group of records that follows.

help instructions.   Online documentation or explanations of fields that you access by pressing the Help key or by pressing F1 with your cursor in a particular field.

helps.   See *help instructions.*

hidden selections.   Menu selections you cannot see until you enter HS in a menu's Selection field. Although you cannot see these selections, they are available from any menu. They include such items as Display Submitted Jobs (33), Display User Job Queue (42), and Display User Print Queue (43). The Hidden Selections window displays three categories of selections: user tools, operator tools, and programmer tools.

input.   Information you enter in the input fields on a screen or that the computer enters from other programs, then edits and stores in files.

input field.   An area on a screen, distinguished by underscores (_ _), where you type data, values, or characters. A field represents a specific type of information such as name, document type, or amount. Contrast with *display field.*

install system code.   The code that identifies a J.D. Edwards system. Examples are 01 for the Address Book system, 04 for the Accounts Payable system, and 09 for the General Accounting system.

interactive processing.   A job the computer performs in response to commands you enter from a terminal. During interactive processing, you are in direct communication with the computer, and it might prompt you for additional information during the processing of your request. See *online.* Contrast with *batch processing.*

interface.   A link between two or more J.D. Edwards systems that allows these systems to send information to and receive information from one another.

jargon.   A J.D. Edwards term for system specific help text. You base your help text on a specific reporting code you designate in the Data Dictionary Glossary. You can display this text as part of online help.

job.   A single identifiable set of processing actions you tell the computer to perform. You start jobs by choosing menu selections, entering commands, or pressing designated function keys. An example of a computer job is check printing in the Accounts Payable system.

job queue.   A screen that lists the batch jobs you and others have told the computer to process. When the computer completes a job, the system removes the job's identifier from the list.

justify.   To shift information you enter in an input field to the right or left side of the field. Many of the facilities within J.D. Edwards systems justify information. The system does this only after you press Enter.

key field.   A field common to each record in a file. The system uses the key field designated by the program to organize and retrieve information from the file.

Key General Ledger Account (Key G/L).   See *automatic accounting instructions.*

leading zeros.   A series of zeros that certain facilities in J.D. Edwards systems place in front of a value you enter. This normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers you enter. The result would look like this: 00004567.

level of detail.   (1) The degree of difficulty of a menu in J.D. Edwards software. The levels of detail for menus are as follows:
   A=Major Product Directories
   B=Product Groups
   1=Basic Operations
   2=Intermediate Operations
   3=Advanced Operations
   4=Computer Operations
   5=Programmers
   6=Advanced Programmers
Also known as *menu levels.*
(2) The degree to which account information in the General Accounting system is summarized. The highest level of detail is 1 (least detailed) and the lowest level of detail is 9 (most detailed).

master file.   A computer file that a system uses to store data and information which is permanent and necessary to the system's operation. Master files might contain data or information such as paid tax amounts and vendor names and addresses.

menu.   A screen that displays numbered selections. Each of these selections represents a program. To access a selection from a menu, type the selection number and then press Enter.

menu levels.   See *level of detail.*

menu masking.   A security feature of J.D. Edwards systems that lets you prevent individual users from accessing specified menus or menu selections. The system does not display the menus or menu selections to unauthorized users.

menu message.   Text that appears on a screen after you make a menu selection. It displays a warning, caution, or information about the requested selection.

next number facility.   A J.D. Edwards software facility you use to control the automatic numbering of such items as new G/L accounts, vouchers, and addresses. It lets you specify your desired numbering system and provides a method to increment numbers to reduce transposition and typing errors.

numeric character.   Represents data using the numbers 0 through 9. Contrast with *alphabetic character* and *alphanumeric character.*

offline.   Computer functions that are not under the continuous control of the system. For example, if you were to run a certain job on a personal computer and then transfer the results to a host computer, that job would be considered an offline function. Contrast with *online.*

online.   Computer functions over which the system has continuous control. Each time you work with a J.D. Edwards system-provided screen, you are online with the system. Contrast with *offline.* See *interactive processing.*

online information.   Information the system retrieves, usually at your request, and immediately displays on the screen. This information includes items such as database information, documentation, and messages.

operand.   See *Boolean logic operand.*

option.   A numbered selection from a J.D. Edwards screen that performs a particular function or task. To select an option, you enter its number in the Option field next to the item you want the function performed on. When available, for example, option 4 allows you to return to a prior screen with a value from the current screen.

output.   Information the computer transfers from internal storage to an external device, such as a printer or a computer screen.

output queue.   A screen that lists the spooled files (reports) you have told the computer to write to an output device, such as a printer. After the computer writes a file, the system removes that file's identifier from the online list.

override.   The process of entering a code or parameter other than the one provided by the system. Many J.D. Edwards systems offer screens that provide default field values when they appear. By typing a new value over the default code, you can *override* the default. See *default.*

parameter.   A number, code, or character string you specify in association with a command or program. The computer uses parameters as additional input or to control the actions of the command or program.

password.   A unique group of characters that you enter when you sign on to the system that the computer uses to identify you as a valid user.

printout.   A presentation of computer information printed on paper. Synonymous with *hard copy*.

print queue.   An online list (screen) of written files that you have told the computer to print. Once the computer prints the file, the system removes the file's identifier from the online list. See *output queue*.

processing options.   A feature of the J.D. Edwards DREAM Writer that allows you to supply parameters to direct the functions of a program. For example, processing options allow you to specify defaults for certain screen displays, control the format in which information gets printed on reports, change the way a screen displays information, and enter "as of" dates.

program.   A collection of computer statements that tells the computer to perform a specific task or group of tasks.

program specific help text.   Glossary text that describes the function of a field within the context of the program.

prompt.   (1) A reminder or request for information displayed by the system. When a prompt appears, you must respond in order to proceed. (2) A list of codes or parameters or a request for information provided by the system as a reminder of the type of information you should enter or action you should take.

PTF.   Program Temporary Fix. A representation of changes to J.D. Edwards software, which your organization receives on magnetic tapes or diskettes.

purge.   The process of removing records or data from a system file.

record.   A collection of related, consecutive fields of data the system treats as a single unit of information. For example, a vendor record consists of information such as the vendor's name, address, and telephone number.

reporting code.   See *category code*.

reverse image.   Screen text that displays in the opposite color combination of characters and background from what the screen typically displays (for example, black on green instead of green on black).

run.   To cause the computer to perform a routine, process a batch of transactions, or carry out computer program instructions.

scroll.   To use the roll keys to move screen information up or down a screen at a time. When you press the Rollup key, for instance, the system replaces the currently displayed text with the next screen of text if more text is available.

selection.   Found on J.D. Edwards menus, selections represent functions that you can access from a given menu. To make a selection, you type its associated number in the Selection field and press Enter.

softcoding.   A J.D. Edwards term that describes an entire family of features that allows you to customize and adapt J.D. Edwards software to your business environment. These features lessen the need for you to use computer programmers when your data processing needs change.

software.   The operating system and application programs that tell the computer how and what tasks to perform.

special character.   Representation of data in symbols that are neither letters nor numbers. Some examples are * & # /.

spool.   The function by which the system puts generated output into a storage area to await printing and processing.

spooled file.   A holding file for output data waiting to be printed or input data waiting to be processed.

subfile.   An area on the screen where the system displays detailed information related to the header information at the top of the screen. Subfiles might contain more information than the screen can display in the subfile area. If so, use the roll keys to display the next screen of information. See *scroll*.

submit.   See *run*.

summary.   The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many of the J.D. Edwards systems offer screens and reports that are summaries of the information stored in certain files.

system.   A collection of computer programs that allows you to perform specific business tasks. Some examples of applications are Accounts Payable, Inventory, and Order Processing. Synonymous with *application*.

user defined code.   The individual codes you create and define within a user defined code type. Code types are used by programs to edit data and allow only defined codes. These codes might consist of a single character or a set of characters that represents a word, phrase, or definition. These characters can be alphabetic, alphanumeric, or numeric. For example, in the user defined code type

table ST (Search Type), a few codes are C for Customers, E for Employees, and V for Vendors.

user defined code (type).   The identifier for a table of codes with a meaning you define for the system (for example, ST for the Search Type codes table in Address Book). J.D. Edwards systems provide a number of these tables and allow you to create and define tables of your own. User defined codes were formerly known as *descriptive titles.*

user identification (user ID).   The unique name you enter when you sign on to a J.D. Edwards system to identify yourself to the system. This ID can be up to 10 characters long and can consist of alphabetic, alphanumeric, and numeric characters.

valid codes.   The allowed codes, amounts, or types of data that you can enter in a specific input field. The system checks, or edits, user defined code fields for accuracy against the list of valid codes.

video.   The display of information on your monitor screen. Normally referred to as the *screen.*

vocabulary overrides.   A J.D. Edwards facility that allows you to override field, row, or column title text on a screen-by-screen or report-by-report basis.

window.   A software feature that allows a part of your screen to function as if it were a screen in itself. Windows serve a dedicated purpose within a facility, such as searching for a specific valid code for a field.

Index