Back Office by Execu/Tech
User Guide

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General Ledger

Introduction

The Execu/Tech General Ledger System provides all the tools necessary to fully automate the general ledger accounting functions of any business. All the functions from describing and maintaining the chart of accounts to transaction posting to reporting are done in this easy to use system.

Features:

- Multi-company capability.

- Virtually unlimited number of open periods allowed.

- Account transaction history is limited only by the computer's disk capacity.

- character alpha-numeric account code allows highly flexible coding of your chart of accounts.

- Transactions are batch input, thus allowing you to balance and verify the data before it is input into the general ledger.

- Accounting period begin & end dates are permanently defined by the user, therefore the system automatically posts each transaction to the correct period based upon the transaction's date.

- All reports may be printed at any time.

The system includes the following programs:

CHART OF ACCOUNTS SET-UP - Each account in your general ledger is set up in the system. Each account is given an account number (up to 10 characters), and a description.

TRANSACTION ENTRY - All general ledger postings may be input directly into general ledger, as well as from other Execu/Tech systems (Accounts Payable, Payroll, etc.). The entries are entered in a "batch" mode, and may be reviewed and edited prior to updating them to the general ledger.

SCREEN DISPLAYS - The Account Detail Screen shows all transactions posted to any selected account for any time period desired. the account balance is also displayed. The Chart of Accounts Display Screen displays the entire chart of accounts.

REPORTS - The printed reports include:

> Transaction Update/ Print
>
> Trial Balance
>
> General Ledger Detail
>
> Balance Sheet
>
> Profit & Loss Statement - consolidated & departmental
>
> Chart of Accounts Print

System Files

Below is a brief description of the major files in the system and their functions.

Company Master File (COMPANY.FIL)

The Company Master File contains one record for each company (entity) for which a complete set of financial records will be kept. All files in Execu/Tech's accounting systems are maintained by company.

General Ledger Master (GLMAST.FIL)

The General Ledger Master File contains one record for each account in the chart of accounts, as well as formatting records for the balance sheet and profit & loss statement.

General Ledger Transaction File (GLDET.FIL)

The General Ledger Transaction Detail File contains one record for each transaction posted to each account. The system retains the transaction as long as the user allows. The transactions are deleted from the system when the General Ledger Reorganize program is run.

Transaction Batch File (GLTRN*.FIL)**

Each transaction entered is maintained in this file until that batch of transactions is updated by running Transaction Update / Print.

Getting Started

This section explains what is necessary to convert your present general ledger to the Execu/Tech General Ledger.

Conversion is divided into these basic steps:

        (1)   Install the software on your computer.

        (2)   Set up a "test company" in the system. Set up a sample of all the files that will be required to run the system, and perform all the functions that will be required when running "live".

        (3)   Prepare and code the information that will be entered into the system.

        (4)   Enter the coded information into the system.

        (5)   Balance the new system to the old system.

        (6)   Run "parallel".

        (7)   Go "live".

Step (1)

 (a) If this is the first Execu/Tech software module installed on your computer, create a sub-directory called "execdata", then

(b) Copy the Execu/Tech General Ledger Program Disk into the su-directory "execdata".

DOS: COPY A:*.* \EXECDATA

WINDOWS: Run program "backoff.exe"

UNIX: Call Execu/Tech technical staff.

Step (2)

Set up a "test" company for practice. Remember that the system separates all files completely by company, and you may set up as many companies as desired. Choose "Select another company" from the master menu and add a company number "99" and call it "TEST COMPANY". Make all the characteristics for this company as similar as possible to the "real" company. Even after you go "live" with the system, you may still access the test company any time you wish to practice, train a new person, or try something to see how it works. To use the test company, just select company "99" as the current company in "Select another company".

Step (3)

While you are practicing with test company (step 2) you may begin to "code", or assign codes, to the data that you will be entering later.

The first code that must be assigned is the general ledger account numbers themselves. The code may be up to 10 characters in length, and may contain numbers, periods or letters. As far as the system is concerned, there are absolutely no restrictions as to the format or content of the account numbering scheme.

Along with the account numbers, print sequence numbers must be assigned. This number determines the sequence by which an account will print on the balance sheet or profit & loss statement.

Step (4)

After the information is coded, you should be ready to enter the data into the computer.

The files MUST be built in this order:

    (1)   General ledger control file.

    (2)   General ledger chart of accounts.

    (3)   Transactions, starting with beginning balances.

Step (5)

After the information has been entered, you must "balance" this new data with the existing information.

Step (6) - Running "parallel"

Before you go "live" with the system, you will probably want to run "parallel" for awhile. Running parallel simply means that you use the system fully, but you also maintain your old system. Running parallel has two benefits:

 (1)   You may constantly compare the results that the new system gives you to the ones of your old system.

 (2)   You can easily go back to the old system if the new system is not producing accurate results.

How long do you run "parallel"? That's up to you, depending upon the nature of your type of business.

Step (7) - Going "live"

When you decide to go live, start at the beginning of an accounting period.

General Ledger Menu

```
HOTEL (tm) by Execu/Tech                    HOTEL UNIVERSAL
10:15 am, Friday, December 19, 1997
                          ─── G E N E R A L   L E D G E R ───
EXE
(01)              1> General Ledger Processing

                   2  Print & Update Transaction Batch
sn:123457          3  Print Trial Balance
                   4  Print General Ledger Detail
                   5  Print Balance Sheet
                   6  Print Profit & Loss Statement
                   7  Print Combined P&L(curr,last,budget)
                   8  Print Chart of Accounts

                   9  Bank Reconciliation
                  10  Bank Reconciliation Reports
                  11  Create LOTUS(tm) Spreadsheet File
                  12  Copy Chart of Accounts from Model
                  13  Create Year-End Closing Entries
                  14  General Ledger Reorganize(Year-End)


          Up/dn arrow, or type number to select.  <Esc> to exit
```

General Ledger Processing

This program provides:

Control record set-up.

Chart of Accounts set-up.

Transaction Posting.

Account detail display.

Chart of accounts display.

General Ledger Processing

Account set-up

Add, change or delete chart of account records and format records.

Enter transactions

Enter transaction postings into general ledger. Review and edit transactions.

Account detail display

Display detail transactions for selected accounts. Displays account balance.

Display chart of accounts

Displays general ledger account and format records.

Set-up control record

Set up the general ledger control record. Defines the accounting periods and profit/loss control accounts.

Inter-company transfer accounts

Sets up accounts for automatic posting of transfer entries to more than one company. Used when inter-company invoices are posted in Accounts Payable.

Select another company

Allows you to select another current company without leaving General Ledger Processing.

Account Set-up

```
G/L ACCOUNT MASTER SET-UP        (Rel 2.20) HOTEL UNIVERSAL

   Account code.......:          <Esc> to exit

 ┌──────────────────────────┐    ┌─────────────────────────┐
 │1 Description...:          │    │      BUDGET AMOUNTS      │
 │                          │    │                         │
 │2 Account type.......:     │    │      Period      Amount │
 │   Total level..(1-9):     │    │   8   (1)               │
 │3 (D)ebit (C)redit...:     │    │   9   (2)               │
 │                          │    │  10   (3)               │
 │                          │    │  11   (4)               │
 │4 Print sequence 1...:     │    │  12   (5)               │
 │5 Print sequence 2...:     │    │  13   (6)               │
 │6 Print sequence 3...:     │    │  14   (7)               │
 │                          │    │  15   (8)               │
 │7 (Reserved)              │    │  16   (9)               │
 │                          │    │  17  (10)               │
 │                          │    │  18  (11)               │
 │                          │    │  19  (12)               │
 └──────────────────────────┘    └─────────────────────────┘

 Account Code.  Up to 10 letters or numbers.    up/dn arrow, <Esc> exit
```

Enter account code:

- Enter the account code for this account, up to 10 characters. if the account exists in the general ledger, the information for that account is displayed. If this is a new account, enter the new account's information.

- Press <Esc> to return to the processing screen.

1 Description:

- Enter the description of this account, up to 30 characters.

- (If account type is "C"-comment) Type "P" to force a page break on this line.

2 Account type:

- Type "1" if this is an asset account.

- Type "2" if this is a liability or equity account.

- Type "3" if this is an income account.

- Type "4" if this is an expense account.

- Type "T" if this is a total format record for use in the balance sheet and profit & loss statement.

- Type "C" if this is a comment format record for use in the balance sheet and profit & loss statement. A comment record with a description of "P" is a "page break" indicator. A comment record with a "blank" description is used to provide extra blank lines on the statement.

3 Print sequence 1:

- Enter the primary print sequence number for this account. This number determines the sequence in which accounts will be printed in the balance sheet and profit & loss statement. The sequence numbers do not have to be contiguous. In fact, it is recommended that you leave a gap in the sequence numbers to allow for expansion. In order to accumulate more than one account on the same print line, give the accounts the same sequence number. Balance sheet accounts (type 1 and 2) must have a sequence number between 1 and 4999. Profit & Loss accounts (type 3 and 4) must have a sequence number between 5000 and 9999.

4 Optional print sequence 2:

- Enter an optional secondary print sequence number for this account. This allows you to print a financial statement in more that one sequence for the same chart of accounts (detailed and consolidated, for instance). The same rules apply as in print sequence 1.

- Leave blank if not used.

5 Optional print sequence 3:

- Enter an optional third print sequence number for this account.

- Leave blank if not used.

4 Total level: (for type "T" accounts only)

- Type 1 to 9 to represent the total level for this record. Grand totals would be the higher numbers, sub totals would be the lower numbers, etc. When a certain total level is printed, the total printed as well as all totals with a lower level are cleared to zero.

5. (D)ebit (C)redit:

- Type "D" if this is a debit account or total record.

- Type "C" if this is a credit account or total record.

(Items 6-17)

- Enter the budget amount for the specified period for this account.

- If the budget amount is a credit to the general ledger (example-INCOME), then enter the amount with the minus (-) key.

OK? (Y)es, (C)ancel, (D)elete, (1-19), (T)ransactions, all (B)udgets:

- Type "Y" to update this account.

- Type "C" to cancel the changes made in this screen.

- Type "D" to delete this account. Account must not have any activity.

- Enter 1 to 17 to change items 1 to 17.

- Type "T" to go directly to the transaction screen.

- Type "B" to update all budget amounts for this account.

Sample Balance Sheet

Below is a sample chart of accounts from which the balance sheet shown on the next page will be printed. There are 2 bank accounts that will be printed on the same line, an inventory account, two liability accounts, and a retained earnings account.

```
ACCOUNT DESCRIPTION                  TYPE    SEQUENCE      LEVEL   D/C
_____

0900        ASSETS                          C      100

0910                                        C      105

1000.1      CASH IN BANK - A                1      110                  D

1000.2      CASH IN BANK - B                1      110                  D

1000.9      CASH IN BANK                    C      110

1100        INVENTORY                       1      120                  D

1900        TOTAL ASSETS                    T      150           2      D

1999                                        C      160

2000        LIABILITIES                     C      200

2010                                        C      205

2100        ACCOUNTS PAYABLE                2      210                  C

2200        NOTES PAYABLE         2         220                  C

2800        TOTAL LIABILITIES               T      280           1      C

2900                                        C      290

2950        RETAINED EARNINGS               2      300

2990                                        C      310

2998        TOTAL LIABILITIES & EQUITY      T      400           2      C
```

NOTE:

Accounts 0910, 1999, 2900, 2990 are blank comment lines that cause double spacing.

Account 1000.9 is a comment line that provides the description for the two previous bank accounts, 1000.1 and 1000.2.

Account 1900 is a level 2 total record that totals accounts 1000.1, 1000.2, and 1100.

Account 2800 is a level 1 total record that totals accounts 2100 and 2200.

Account 2998 is a level 2 total record that adds the totals in accounts 2800 to 2950.

The above sample chart of accounts would produce the following balance sheet:

```
                                    ABC COMPANY

                                    BALANCE SHEET

                                    FOR PERIOD ENDING 12/31/91


ASSETS


CASH IN BANK                        15,000,00
INVENTORY                                   4,000.00
        TOTAL ASSETS                               19,000.00


LIABILITIES


ACCOUNTS PAYABLE                            3,500.00
NOTES PAYABLE                       4,500.00
        TOTAL LIABILITIES                   8,000.00


RETAINED EARNINGS                   11,000.00


        TOTAL LIABILITIES & EQUITY          19,000.00
```

Sample Profit & Loss Statement

Below is a sample chart of accounts from which the profit & loss statement shown on the next page will be printed. The chart has two income accounts and two expense accounts.

```
ACCOUNT DESCRIPTION                   TYPE    SEQUENCE        LEVEL   D/C
_____-

3000        INCOME                    C       5100

3100        SALES- MARCHANDISE                3       5110                    C

3200        SERVICES                          3       5120                    C

3900          TOTAL INCOME            T       5150            1       C

4000        EXPENSES                          C       5200

4100        SALARIES & WAGES                  4       5210                    D

4200        OFFICE SUPPLIES           4       5220                    D

4800          TOTAL EXPENSES                  T       5280            1       D

4950          NET PROFIT OR (LOSS) T          5300            2       C
```

NOTE:

Account 3900 is a total record that totals accounts 3100 and 3200.

Account 4800 is a total record that totals accounts 4100 and 4200.

Account 4950 is a total record that totals total records 3900 and 4800.

The above sample chart of accounts would produce the following profit & loss statement.

```
                    ABC COMPANY
                 PROFIT & LOSS STATEMENT
        FOR FISCAL YEAR BEGINNING 1/31/91 THRU 12/31/91



INCOME


SALES - MERCHANDISE          25,000.00
SERVICES                          4,000.00
                                  ―――-
  TOTAL INCOME               29,000.00


EXPENSES


SALARIES & WAGES             12,000.00
OFFICE SUPPLIES      3,000.00
                                  ―――-
  TOTAL EXPENSES             15,000.00


  NET PROFIT OR (LOSS) 14,000.00
                                  =========
```

Transaction Entry

```
Terminal:1  Batch:00001 Beginning seq no:00000  HOTEL UNIVERSAL
┌──┬───────┬─────────┬─────┬──────┬─────────┬──────────┬──────────────┐
│CO│ SEQ   │ ACCOUNT │JRNL │ DATE │REFERENCE│  AMOUNT  │   COMMENT    │
├──┴───────┴─────────┴─────┴──────┴─────────┴──────────┴──────────────┤
│01 00001 1200       SJ    092597 970925        4.35   POS-D-B       │
│01 00002 3100       SJ    092597 970925        4.35-  POS-D-B       │
│01 00003 1200       SJ    092597 970925       15.00   POS-D-F       │
│01 00004 3100       SJ    092597 970925       15.00-  POS-D-F       │
│01 00005 1200       SJ    092597 970925        1.04   POS-D-TAX1    │
│01 00006 2200       SJ    092597 970925        1.04-  POS-D-TAX1    │
│01 00007 1200       SJ    092597 970925         .00   POS-D-TAX2    │
│01 00008 2200       SJ    092597 970925         .00   POS-D-TAX2    │
│01 00009 1200       SJ    092597 970925        3.10   POS-D-TIPS    │
│01 00010 1000       SJ    092597 970925        3.10-  POS-D-TIPS    │
│01 00011 1200       SJ    092597 970925         .00   POS-0-1       │
│01 00012 3110       SJ    092597 970925         .00   POS-0-1       │
│01 00013 1200       SJ    092597 970925        2.00-  POS-0-M       │
│01 00014 3200       SJ    092597 970925        2.00   POS-0-M       │
│01 00015 1200       CR    092597 970925        5.20-  POS-P-0       │
│01 00016 1000       CR    092597 970925        5.20   POS-P-0       │
│          Continue next page?  Y  (Y)es, (N)o, (P)rint              │
└─────────────────────────────────────────────────────────────────────┘
      Debits:     30.69   │  Credits:     30.69   │  <Esc> exit
```

This screen is used to post individual entries into the general ledger. The transactions are entered one line at a time. When the screen is full, the screen is erased and more transactions may be entered. You may also review and delete transactions after they have been entered, until the Transaction Edit Report has been printed and updated.

Type: (A)dd, (C)hange, (D)elete, (R)eview, <Esc> exit

Enter:

- A = Add new transaction.

- C = Change existing transaction.

- D = Delete existing transaction(s).

- R = Review existing transaction(s).

- <Esc> = Return to processing screen

BATCH:

The current batch number is displayed. This number is maintained by the system.

CO:

The transaction's company is displayed on each line.

SEQ:

The sequence number within this batch. This number is maintained by the system.

ACCOUNT:

- Enter the account code for this transaction.

- Type "L" to look-up an account.

- Press <Esc> to return to the top of the transaction screen.

- Press <Enter> to repeat the previously entered account code.

JOURNAL:

- Enter the 2 character journal code. This is user defined.

- Press <Enter> to repeat the previously entered journal code.

DATE:

- Enter the date of this transaction. This date determines the accounting period for which this   entry will be posted. Enter month day year.

- Press <Enter> to repeat the previously entered date.

REFERENCE:

- Enter the reference number for this transaction, up to 10 characters.

- Press <Enter> to repeat the previously entered reference.

AMOUNT:

- Enter the amount of this transaction. If this is a credit to the general ledger, enter the amount with the minus (-) key.

COMMENT:

- Enter a comment or memo for this transaction, up to 20 characters.

OK?

- Press the <Enter> key if this transaction is correct. The transaction is updated to the batch file.

- Type "N" if this transaction is not correct. The transaction is ignored.

*** NOTE ***

The transactions are kept in a temporary batch file until "Transaction Update/ Print" is run and updated.

Account Detail Display

This screen displays detail transactions for one or more accounts for any time period desired. The account balance is also displayed**.**

Chart of Accounts Display

This screen displays any or all of the chart of accounts.

General Ledger Control Record Set-up

The General Ledger Control Record MUST be set up before any processing can begin. This record establishes each accounting period's beginning date, and the prior and current year profit and loss account codes.

PERIOD BEGINNING MONTH/DAY:

- Enter the beginning month and day for each fiscal period prompted. Enter the 2 digit month, then the 2 digit day.

- Press <Enter> to leave the date unchanged.

13. Prior year profit or loss account:

- Enter the account code of the account to which all PREVIOUS years' income and expense totals will be accumulated when printing the Balance sheet.

14. Current year profit or loss account:

- Enter the account code of the account to which the CURRENT year's income and expense totals will be accumulated when printing the Balance sheet.

- This date prevents invalid transaction dates from being posted. Any transaction with a date older than this date will create an error message when "Transaction Update/ Print" is run.

Department start POS   End Pos:

- Enter the starting and ending position in the account codes that indicate the department number.

Example: In account "3000.01", the department number is "01", the 6th and 7th position. So the first character of the department is in position 6, and the last position of the department is 7.

Earliest Open Date

- Enter then earliest date for which transactions may be posted.

OK?   (Y)es, (C)ancel, (1-16)

        . Type "Y" to update this record.

. Type "C" to cancel the changes made in this screen.

. Enter 1 to 16 to change item 1 to 16.

Transaction Update and Print

The Transaction Update / Print program lists all transactions entered for the current batch for this terminal. All transactions are listed in the order they were entered (sequence no).

Do you wish to update batch _____ now?

Type "Y" to update this batch now. Each transaction is updated to the general ledger and deleted from the temporary batch file. When the batch is updated, the batch transactions are cleared and the system creates a new batch number.

Type "N" if you do not wish to update this batch now.

Print Trial Balance

The trial balance print program prints the previous balance, current period debits and credits, and ending balance for each account in the general ledger.

Enter period ending date:

Enter the period ending date for this report. Any period may be printed. Enter month day year.

Do you wish to update account balances?

Type "N". Internal system purposes only.

Print General Ledger Detail

The general ledger detail print program prints account detail for selected accounts for any period desired.

Enter period beginning date:

Enter the period beginning date for this report. All transactions on file starting with this date will be printed. Enter month day year.

Enter period ending date:

Enter the period ending date for this report. All transactions on file starting with the beginning date through the ending date will be printed. Enter month day year. The period ending date MUST be in the same fiscal year as the period beginning date.

Enter beginning & ending account numbers:

Enter the beginning and ending account numbers to print.

Press <Enter> twice to print all accounts.

Enter the same account number twice to print only one account.

Enter journal code:

Enter the journal code to print. Press <Enter> to print all journals.

Enter sequence to print:

Type "1" to print the transactions within each account in date order.

Type "2" to print in batch/sequence (control number) order.

Type "3" to print in reference order.

Continue? (Y/N):

Type Y to print report.

Type N to reset the screen.

Print Balance Sheet

The balance sheet may be printed at any time for any open period on file.

Enter period ending date:

Enter the period ending date (MMDDYY) for this report. Enter month day year.

Do you wish to print current month separately?:

Enter Y to print balance sheet for the current month only.

Enter N to print balance sheet for current and prior month.

Print Profit & Loss Statement

The profit & loss statement may be printed at any time for any open period on file.

Enter period ending date:

Enter the period ending date for this report. Enter month day year.

Press <Esc> to exit this program.

Print up to 4 columns: Current month?

Same month last year?

Current month budget?

Current year-to-date?

Year-to-date last year?

Year-to-date budget?

This program has the ability to print from 1 to 4 columns of information with corresponding percentages of total income. Type "Y" on the line prompted to print the column described. You may Type "Y" up to 4 times.

Do you wish to print by department?

Type "Y" to print a separate statement for each department selected.

Type "N" to print one statement for all departments.

Print Combined Profit & Loss Statement

The combined profit & loss statement may be printed at any time for any open period on file.

Enter period ending date:

Enter the period ending date for this report. Enter month day year.

Press <Esc> to exit this program.

Do you wish to print by department?

Type "Y" to print a separate statement for each department selected.

Type "N" to print one statement for all departments.

Print Chart of Accounts

This program prints the entire chart of accounts, including comment and total records.

Enter: (1)...(2)...(3)...(4)

- Type "1" to print the chart of accounts in print sequence 1 order.
- Type "2" to print the chart of accounts in print sequence 2 order.
- Type "3" to print the chart of accounts in print sequence 3 order.
- Type "4" to print the chart of accounts in account code order.

Print comment & total records?:

- Type "Y" to print all records in the chart of accounts, including comment and total records.
- Type "N" to print only account records (accounts types 1,2,3, and 4).

Print by department?:

- Type "Y" to sort the report by department.
- Type "N" to print the report only in the order stated above.

Enter department number to print:

- Enter the department number you wish to print.
- Press <Enter> to print all departments.

Create LOTUS™ or EXCEL™ Spreadsheet File

This program creates a Lotus 123 ™ compatible "import" file from selected information in the general ledger. The name of the file is "GLSS.FIL".

Enter period ending date:

Enter the period ending date of the information you wish to be in the file. The last period selected, plus the 11 prior periods will be included in the file. Enter month day year. This MUST be a period ending date.

Select (A)ctual or (B)udget amounts:

Type "A" if you wish to extract the actual period ending balances from the twelve periods selected above.

Type "B" if you wish to extract the budget amounts for the twelve periods selected above.

Which set of sequence numbers do you wish to use:

Type "1", "2", or "3" to indicate print sequence 1, 2, or 3 to use as the sequence of the file created. Remember that the file will be created in the sequence of the balance sheet and profit & loss statements.

Copy Chart of Accounts from Model

This program is used to create a chart of accounts for a new company using an existing company's chart of accounts.

G/L Chart of Accounts:

Creates a general ledger chart of accounts for a new company using an existing company's general ledger.

A/P Master & Cross Ref.:

Creates an accounts payable cross reference for a new company using an existing company's accounts payable cross reference.

P/M Transaction Codes:

Creates property management transaction codes for a new company using an existing company's property management transaction codes.

P/M Property Chart of Accounts:

Creates a property management chart of accounts for a new company using an existing company's property management chart of accounts.

Company to copy from:

Enter the number of the company you wish to copy from.

New Company Number:

Enter the number of the company you wish to copy to.

Clear Budgets?:

Enter Y to clear the budget from the company you are copying from before you copy it.

Continue? (Y/N):

Enter Y to copy.

Enter N to restore screen.

Create Year-End Closing Entries

This selection will create closing entries to the General Ledger.

Enter the ending date of the year to close.:

Enter year-ending date (MMDDYY).

Enter the Profit/Loss Summary account code.:

Enter the code for the Profit/Loss Summary account.

Continue?:

Enter Y to create year-end entries.

Enter N to reset screen.

Reorganize/ Purge General Ledger Detail

This program reorganizes detail transactions from the general ledger. All transactions on or before the date specified are deleted from the files, and one "balance forward" record is created per account with the total dollar amount of the transactions reorganized.

Enter reorganize 'as of' date:

- Enter the effective date of the reorganization. All transactions dated on or before this date will be deleted. Enter date (MMDDYY).

Enter company code to reorganize:

- Enter the company code whose transactions will be reorganized.
- Press <Enter> to reorganize transactions for all companies.

Continue?:

- Enter Y to reorganize transactions.
- Enter N to reset screen.

Accounts Payable

Accounts Payable Introduction

Accounts Payable Introduction

The Execu/Tech Accounts Payable System is an integrated set of programs that allow the user to fully automate all accounts payable functions from invoice entry to check writing to general ledger posting.

The system is divided into the following functions:

Vendor Master Set-up.   Each vendor that you pay is set up in the system with a "master" record. Each vendor is given a 5 character vendor code. This "vendor code" can actually be any combination of letters or numbers. The "master" also contains additional information such as name and address.

Invoice Entry. Each invoice to be paid is entered into the system. The invoice number, due date, amount, discount and general ledger accounts to expense are all entered. These invoices remain "payable" until the computer writes checks for them or "manual" (non-computer) checks are written for them. Pre-paid invoices (invoices that have been paid outside the computer) may also be entered.

Manual Check Entry.   No matter how hard you try to automate your check writing procedures, there are always those occasions when checks need to be written immediately when the computer is not available to print checks. This function provides a way to record in the computer a check written manually. The check number and amount, as well as the invoice numbers paid by the check are entered.

Void Check Entry. This function allows you to void a computer written or manual check already entered into the computer. This function reverses all transactions performed for this check by the computer, including general ledger posting.

Payment Selection. The Accounts Payable System provides 3 ways to select invoices for payment:

1.   Due date. Invoices may be set up to be paid automatically when they are due.

2.   Forced payment. Invoices may be set up to be paid the next time checks are written. (pay code="P").

3.   Individual selection. Invoices may be selected one by one each time checks are written in the "Select Invoices for Payment" screen.

Contract Payables. This program provides an easy way to set up invoices for payment automatically each month. The contract payment amount as well as the total amount and due date is maintained.

Vendor Inquiry. At any time, you may display all detail information for a vendor on the CRT screen. All invoices and checks on file, as well as the vendor's balance is displayed.

Printed Reports. In addition to writing checks on the computer, this system provides printed information including Vendor Detail Listing, Vendor Aging, Vendor Labels, Vendor Name and Address Listing, 1099's, as well as a report showing the dollar amount of checks about to be written by the computer.

Accounts Payable - Getting Started

The following steps are required before you may use this system:

ORDER CHECKS

The only special printer form required by this system is the accounts payable checks. Contact Execu/Tech for the check format this system uses.

CONTROL RECORD SET-UP

In order for the accounts payable system to work together with the Execu/Tech general ledger system, certain information must be given. The control file contains the accounts payable control account number, the discount account number, and the cash in bank account numbers in general ledger. This file MUST be set up before any invoices can be posted or checks written. Detailed instructions on how to set up this file is contained in the section "Control File Set-up".

ASSIGN VENDOR CODES

Each vendor that will be used in the system must be assigned a five character vendor code (or vendor number). Any combination of letters or numbers may be used. If numbers are used, it is recommended that they all have the same number of digits.

MASTER FILE SET-UP

After the vendors are assigned codes, they may be set up in the vendor master file. The master file contains the vendor's name, address, discount terms, and social security number, if any.

OPENING BALANCES

The vendors' balances are brought up to date by entering all unpaid invoices through the invoice entry screen. Any credits due are also entered.

BALANCING TO OLD SYSTEM

Once all opening balances are entered, you may print the vendor detail listing. Compare the vendor balances on this report to the balances you have on the old system. If they are all equal, you should be ready to use the new system.

Accounts Payable Menu

```
HOTEL (tm) by Execu/Tech                    HOTEL UNIVERSAL
 9:43 am, Thursday, September 25, 1997
                    — A C C O U N T S   P A Y A B L E —
EXE
(01)               1> Accounts Payable Processing
                    2  Print & Update Transaction Batch
                    3  Update & Print Contract Payables
sn:123457
                    4  Print Check Edit (before checks)
                    5  Print Checks
                    6  Print Check Attachments (optional)
                    7  Print Vendor Master Listing
                    8  Print Vendor Detail Report
                    9  Print Vendor Ageing/Cash Req
                   10  Print Vendor Labels
                   11  Print Vendors by Name
                   12  Print Control File

                   13  Create New Cross Reference Files
                   14  Purge Vendor Master File


          Up/dn arrow, or type number to select.  <Esc> to exit
```

All accounts payable functions are selected from this menu. To return to the Execu/Tech master menu, press <Esc>.

Each item in the master menu is explained on the following pages.

Accounts Payable Processing

```
Accounts Payable System by Execu/Tech (Rel 2.30) HOTEL UNIVERSAL
10:48 am, Thursday, September 25, 1997




              1> Set-up vendor master
               2  Enter/ change invoice
               3  Enter manual/ void check
               4  Set-up contract payable
               5  Display vendor detail
               6  Set-up control record
               7  Select invoices for payment
               8  Look-up vendors by name

               9  Select another company




          Up/dn arrow, or type number to select.  <Esc> to exit
```

This screen appears when "Accounts Payable Processing" is select from the Master Menu. Most of the everyday Accounts Payable functions are contained in this program. Each function is described on the following pages.

Vendor Set-up

```
SET-UP VENDOR MASTERFILE          (Rel 2.30) HOTEL UNIVERSAL

          Vendor Code...:          (L)ook-up

      ┌─────────────────────────────────────────────────┐
      │   1. Name...........:                            │
      │   2. Address 1......:                            │
      │   3. Address 2......:                            │
      │   4. City...........:                            │
      │   5. State..........:                            │
      │   6. Zip code.......:                            │
      │                                                  │
      │   7. Vendor type....:                            │
      │   8. Discount %.....:                            │
      │   9. Tax I.D. no....:                            │
      │  10. Misc...........:                            │
      │  11. Individual.....?                            │
      │  12. 1099 Group.....:                            │
      │                                                  │
      │  13. Phone..........:                            │
      └─────────────────────────────────────────────────┘


Vendor's Code, up to 5 letters or numbers.      up/dn arrow, <Esc> exit
```

This screen is used to add new vendors, change existing vendor information or delete inactive vendors.

Displayed..........Response

Enter Vendor Code:

. Enter the vendor code (up to 5 characters). If this is a new vendor, the system will ask for all the information on the screen. If this is an existing vendor, all the information for this vendor is displayed.

. Press <Esc> to return to the Accounts Payable Processing Menu.

1. Name:

. Enter the vendor name (up to 30 characters).

. Press <Enter> or spaces to leave the vendor name unchanged.

2. Address 1:

. Enter the vendor address line 1 (up to 30 characters).

. Press <Enter> or spaces to leave the address unchanged.

. Type "#" to change to spaces.

3. Address 2:

. Enter the vendor address line 2 (up to 30 characters).

. Press <Enter> or spaces to leave the address unchanged.

. Type "#" to change to spaces.

4. City:

. Enter the vendor city (up to 20 characters).

. Press <Enter> or spaces to leave the city unchanged.

. Type "#" to change to spaces.

5. State:

. Enter the vendor state abbreviation (2 characters).

. Press <Enter> or spaces to leave the state unchanged.

. Type "#" to change to spaces.

6. Zip:

. Enter the vendor zip code (up to 9 characters).

. Press <Enter> or spaces to leave the zip unchanged.

. Type "#" to change to spaces.

7. Vendor type:

. Enter the vendor type (up to 3 characters).

. The vendor type is a user defined code used to categorize vendors in any way desired. This code is used by the Vendor Detail Listing and the Pre-Check Edit Report.

. Press <Enter> or spaces to leave the type unchanged.

. Type "#" to change to spaces.

8. Discount %

. Enter the standard discount percent for this vendor. This percent may be overridden by the invoice posting program. Enter the percent preceded by a decimal. Example: 10% should be entered .10

. Press <Enter> to leave the discount unchanged.

. Type "9.9999" to change to zero.

9. Tax I.D. no:

. Enter the vendor social security or federal tax ID number (9 characters). This number is used by the 1099 print program.

.Press <Enter> or spaces to leave this number unchanged.

10. Misc:

     . Not used by the standard system.

Ok? (Y)es, (D)elete, (I)nvoice, (1-10)

     . Type "Y" to update this vendor record.

     . Type "D" to delete this vendor master record. The vendor cannot be deleted if there is current activity on file or if a balance is due.

     . Type "I" to go to enter an invoice for this vendor.

     . Enter a "1" thru "10" to change any of the numbered items on the screen.

Accounts Payable Invoice Entry

```
ACCOUNTS PAYABLE INVOICE ENTRY        (Rel 2.30) HOTEL UNIVERSAL
 Enter vendor code......: SYSCO       SYSCO

 Invoice number.........: 1234        General ledger date..: 092697
 Invoice amount.........$     200.00  Invoice date.........: 092697
 Discount amount........$       0.00  Due date.............: 092697
                                      Comment...: SYSCO
                                      Pay code..:
  Invoice distribution:
   Company  G/L account       Amount           200.00 not distributed.
   1.  01   1000             200.00  CASH - OPERATING




 Enter Amount to distribute up to 999,999,999.99      up/dn arrow, <Esc> exit
```

The invoice entry screen is used to enter all invoices into the system. Vendor credit memos are entered the same way as invoices but using a negative for all amounts (by entering a "-" sign before or after each amount).

In addition to entering new invoices, you may also change the invoice date, due date, discount amount, comment, and pay code for existing invoices.

The invoice entry screen is divided into two sections:

 (1)   At the top part of the screen you must enter information about the invoice itself. The general ledger entry to the accounts payable control account (usually a credit for the total invoice amount) is automatically posted when the top part of the screen is completed.

 (2)   At the bottom part of the screen you must enter the general ledger account numbers and amounts to which the invoice's expenses will be charged.

As invoices are entered, they are updated immediately to the vendor's master file. The general ledger posting is stored in a temporary file which will be updated to general ledger later, usually at the end of the day.

TOP PART OF SCREEN

Displayed..........Response

Enter vendor code:

   . Enter the vendor code for which this invoice is entered. This vendor must exist in the vendor master file.

   . Press <Esc> to return to the Accounts Payable Processing Menu.

   . Press <Enter> to use the previous vendor code.

Invoice number:

   . Enter the invoice number (up to 14 characters).

   . If this is a new invoice, the system will ask for the rest of the information on the screen. If this is an existing invoice, (invoice number already entered for this vendor) the information for this invoice is displayed.

   . Press <Esc> to return to "Enter vendor code:".

Type (C)hange or <Enter> to continue:...(Existing invoices only)

   . Type "C" to change the invoice date, due date, discount, comment, or pay code of this invoice.

   . Press <Enter> to continue to the bottom of the screen.

Invoice amount:

   . Enter the total (gross) amount of this invoice before discount.

Discount amount:

   . The discount amount is calculated based upon the discount percent in the vendor master file and is displayed.

General ledger date:

   . Enter the general ledger date. This date will determine the accounting period to which the general ledger entries will be made. Enter month day year.

   . Press <Enter> to use today's date.

Invoice date:

   . Enter the invoice date. Enter month day year.

   . Press <Enter> to use today's date.

Due date:

. Enter the invoice's due date. This date will determine when the invoice will be paid by the system (if PAY CODE is = space). Enter month day year.

. Press <Enter> to use today's date.

Ok? Y/N)

. Type "Y" if the discount displayed is correct.

. Type "N" to re-enter the discount amount.

Comment:

. Enter a comment for this invoice. This could be a description, P.O. number, voucher number, etc. (up to 20 characters).

. Press <Enter> to use the vendor name for the comment.

Pay code:

. Enter a space if you wish the system to pay this invoice when due. The first time the Pre-Check Edit program is run after the invoice becomes due, it will be selected for payment.

. Type "P" to pay this invoice only when the Pre-Check Edit program is run with the option to pay only "P" coded invoices. This option allows you to control payment of certain invoices yourself, without using the due date.

. Type "H" to place this invoice on hold. The Pre-Check Edit will not pay this invoice until this code is cleared.

. Type "C" to clear any previous "H" or "P" code.

Continue?

. Type "Y" to continue to the distribution section of this invoice.

. Type "N" to return to "Enter vendor code:" at the top of the screen.

Do you wish to delete this invoice?....(existing invoices only)

. Type "Y" to delete this invoice.

. Type "N" to return to the top of the screen.

Accounts Payable Invoice Entry - Distribution

```
ACCOUNTS PAYABLE INVOICE ENTRY        (Rel 2.3D) HOTEL UNIVERSAL
  Enter vendor code......: SYSCO      SYSCO

   Invoice number.........: 1234      General ledger date..: 092697
   Invoice amount.........$      200.00   Invoice date.........: 092697
   Discount amount........$        0.00   Due date.............: 092697
                                      Comment...: SYSCO
                                      Pay code..:
 ┌ Invoice distribution:─────────────────────────────────────
 │  Company  G/L account       Amount              200.00 not distributed.
 │  1.  01    1000            200.00  CASH - OPERATING
 │
 │
 │
 │
 │
 │
 │
 │
 │
 └

  Enter Amount to distribute up to 999,999,999.99      up/dn arrow, <Esc> exit
```

You may now enter general ledger account numbers and amounts for expense distribution of this invoice. You may enter 10 accounts per screen. If more than 10 accounts are entered, the screen automatically clears for more accounts. The system keeps a total amount distributed, and will update only when the distributed amount equals the invoice total amount.

<div align="center">*** NOTE ***</div>

Remember that the general ledger entry to the accounts payable control account will be done automatically.

Displayed..........Response

Company: (If the inter-company file is set up in the General Ledger System)

        . Enter the company code of the company to which this distribution line is expensed. The system will automatically post the "Due To/From" inter-company entries in General Ledger.

        . Press <Enter> to use the current company.

G/L account:

        . Enter the general ledger account number to post. If the Execu/Tech general ledger system is installed, the account number must exist in the general ledger master file.

        . Press <Enter> to use the previous genenal ledger account number.

        . Press <Esc> to finish distribution and proceed to the bottom of the screen.

AMOUNT

        . Enter the dollar amount to distribute to this account.

. Press the <Enter> key to use the amount displayed.

Execu/Tech JOB COST & PROPERTY MANAGEMENT USERS:

See the appendix (A.1 and A.2) for instructions on posting invoices to the job cost or property management
files.

Type: <Enter> finish invoice, (R)eview/change, (D)elete, (M)ore lines:

. Press <Enter> if you are finished with this invoice. Return to "Enter vendor code:" at the top of the
screen.

. Type "R" to redisplay or change previously entered distributions. You may then enter the line number(1-
99) of the line you wish to change. Only the account number and amount may be changed. Job cost and
property management entries must be changed in the job cost or property management systems.

. Type "D" to delete this entire invoice.

. Type "M" to enter more distribution lines.

Manual Checks/ Void Checks

```
ACCOUNTS PAYABLE MANUAL/ VOID CHECKS  (Rel 2.3D) HOTEL UNIVERSAL
  Enter vendor code.......:SYSCO   SYSCO

 (M)anual, (V)oid........:M
 G/L Account.............:CA          Check amount....$:        200.00
 Check number............:000111      Discount amount.$:          0.00
 Check date..............:092997                        --------------
 Comment.......:SYSCO                 Gross amount....$:        200.00

      Invoice-no      Invoice-amt    Discount-amt    Net-amount
    1.1234              200.00           0.00           200.00
    2.
    3.
    4.
    5.
    6.
    7.
    8.
    9.
   10.
        Balances:         0.00           0.00             0.00

    Type:    <Enter> finish this check, (D)elete, (M)ore
```

This screen is used to enter non-computer (manual) checks and void checks previously entered into the system.

Displayed..........Response

Enter vendor code:

. Enter the vendor code for which this check is entered. (up to 5 characters). This vendor must exist in the vendor master file.

. Press <Esc> to return to the Accounts Payable Processing Menu.

(M)anual, (V)oid:

. Type "M" if this a manual check.

. Type "V" if this is a void check.

. Press <Esc> to return to "Enter vendor code:".

Bank code:

. Enter the bank code for which this check was written (3 characters). This code must have been set up in the accounts payable control file.

. You may enter a general ledger account number instead of a bank code.

Check number:

. Enter the 6 digit check number. You must enter all 6 characters, including leading zeroes.

Check date:

. Enter the date the check was written. This will be the transaction date of the general ledger entries. Enter month day year.

Comment:

. Enter a comment for this check (up to 20 characters).

. Press <Enter> to use the vendor name.

Check amount:

. Enter the net amount of the check.

Discount amount:

. Enter the discount amount, if any, for this check.

Gross amount:

. Net check amount plus discount. Displayed only.

DO YOU WISH TO VOID THIS CHECK? (Y/N)....(void check only)

. Type "Y" to void this check.

. Type "N" if you do not wish to void this check.

```
ACCOUNTS PAYABLE MANUAL/ VOID CHECKS  (Rel 2.3D) HOTEL UNIVERSAL
 Enter vendor code.......:SYSCO   SYSCO

(M)anual, (V)oid.........:M
G/L Account..............:CA          Check amount....$:        200.00
Check number.............:000111      Discount amount.$:          0.00
Check date...............:092997                             --------------
Comment.......:SYSCO                  Gross amount....$:        200.00

      Invoice-no      Invoice-amt    Discount-amt     Net-amount
    1.1234                200.00            0.00          200.00
    2.
    3.
    4.
    5.
    6.
    7.
    8.
    9.
   10.
        Balances:          0.00            0.00            0.00

   Type:    <Enter> finish this check, (D)elete, (M)ore
```

If this is a manual check, the program will now allow you to enter the invoices that were paid by this check. These invoices must have been entered into the system. The total amount of these invoices must equal the net amount of the check.

Displayed..........Response

Invoice No:

   . Enter the invoice number that was paid by this check. Press <Esc> when you have entered all invoices paid by this check.

      . Type "L" to look-up unpaid invoices for this vendor.

Invoice-amt

   . Enter the gross amount of this invoice.

Discount-amt

   . Enter the discount amount of his invoice, if it was taken.

Net-amount

   . Invoice amount less discount. Displayed only.

Type: <Enter> finish this check, (R)eview, (D)elete, Or (M)ore

      . Press <Enter> if you have finished entering this check.

      . Type "R" to re-display and change previously entered invoices.

      . Type "D" to delete this manual check.

      . Type "M" to enter more invoices.

Add/ Change Contract Payable

```
ADD/ CHANGE CONTRACT PAYABLE          (Rel 2.30) HOTEL UNIVERSAL

     Enter Vendor No.........: SYSCO      SYSCO

     ┌─────────────────────────────────────────────────────────────┐
     │   Contract No.........: 1001              NEW CONTRACT        │
     │                                                               │
     │   First Payment Date..: 093197                                │
     │   Number of Payments..:    3                                  │
     │   Contract Amount.....:      3000.00                          │
     │   Payment Amount......:      1000.00                          │
     │   Amt Paid to Date....:          .00                          │
     │   G/L Debit Account #.: 4200                                  │
     │   Owner No............:                                       │
     │   Property No.........:                                       │
     │   Transaction Code....:                                       │
     │   Comment.............:                                       │
     └─────────────────────────────────────────────────────────────┘

                   Ok?_    (Y)es, (D)elete
```

The contract payables feature allows you to set up fixed recurring payable entries for any time period. For example, a monthly service fee to a vendor. The system creates an invoice each period automatically when the "Update and Print Contract Payables" program is run from the accounts payable master menu.

Enter Vendor No:

> . Enter the vendor code for the vendor to which the contract belongs.

> . Press <Esc> to exit this screen.

Contract No:

> . Enter the contract number for this contract. This may be any identifying code such as date, etc.

First Payment Date:

> . Enter the date upon which the first invoice is to be generated for this contract. Enter month day year. The day of the month will determine when each contract invoice is generated each month.

Number of Payments:

> . Enter the number of times invoices are to be generated for this contract, beginning with the one on the first payment date.

Contract Amount:

> . Enter the TOTAL amount of all payments for this contract.

Payment Amount:

> . Enter the amount of each payment, or invoice generated for this contract.

Amount Paid to Date:

. Enter the amount, if any that has already been paid on this contract. This will determine when the contract ceases to generate invoices, since invoice generation stops when the paid amount equals the contract amount.

G/L Debit Account:

. Enter the General Ledger Account Number that will be debited for each invoice generated for this contract. This could be an expense account or "Payable Due" account.

Owner No., Property No., Transaction Code:

(RENTS Property Management System only)

. Used only if the G/L debit account entered above is the "DTF" (due to/from) account for RENTS.

Comment:

. Enter a 20 character comment for this contract. This will become the comment for each invoice generated for this contract.

Ok? (Y)es, (D)elete

. Type "Y" to update this record.

. Type "D" to delete this contract.

. Press <Esc> to leave this screen without saving any changes made.

Display Vendor Detail

Displayed..........Response

Enter Vendor Code:

. Enter the code for the vendor to display.

. Press <Esc> to return to the Accounts Payable Processing Menu.

Enter Beginning Date:

. Enter the beginning date. All transactions on or after this date will be displayed. Enter month day year.

. Press <Enter> to display all transactions on file for this vendor.

Display unpaid invoices Only?

. Type "Y" to only display invoices that remain unpaid since the date entered above.

. Type "N" to display all activity since the date entered above.

Press <Enter> to continue...

> . Press <Enter> to return to the top of the screen.

> . Type "P" to print this screen.

Accounts Payable Control Record Set-up

The accounts payable control file contains information necessary for the Execu/Tech accounts payable system to interface to the Execu/Tech general ledger system. This screen is automatically displayed if the control file has never been set up.

Displayed..........Response

1. A/P control account:

> . Enter the general ledger's accounts payable control account (up to 10 characters). This account is credited with the total amount of each invoice. This account is debited with the gross (net plus discount) amount of each check.

> . Press <Enter> to leave this account number unchanged.

2. Discount account:

> . Enter the general ledger's accounts payable discount account (up to 10 characters). This account is debited by entering it in invoice distribution. This account is credited with the discount amount of each check.

> . Press <Enter> to leave this account number unchanged.

3. Bank & account codes:

This 3 character code is used to identify:

> 1. Up to 35 "cash in bank" general ledger account numbers. The bank code is used for convenience in manual/ void check entry and computer check printing. Example: "FNB" might represent "First National Bank", account "1000".

> 2. The interface general ledger account number for posting expenses to property sub-ledger accounts in the "RENTS" property management system. This code is "DTF".

> 3. The job cost control account used in the Execu/Tech Job Cost System. This should be the Job cost inventory account. This code is "JC".

First, type ''1'' to ''35'' to select one of the available codes, then:

> . Press <Enter> to leave this code unchanged. If this is an existing bank/account code, its associated general ledger account number is displayed.

> . Next enter a 10 character general ledger account number for this code.

*** NOTE: (Property Management Only) ***

To cause accounts payable to interface to the owners' property files, an sub-ledger account code must be set up. This code must be "DTF" and its account number must be the "Due to/from Owners" account in the management company's general ledger. When this account number is entered in invoice distribution, the system asks for the owner , property, and transaction code, and automatically updates the property sub-ledger file.

Ok? (Y)es, (1-3)

> . Type "Y" to update this file and return to the accounts payable processing menu.

> . Enter "1" thru "3" to change one of the above entries.

> . Press <Esc> to exit this screen without saving any changes.

Select Invoices for Payment

This screen is used to select invoices one at a time for payment.

Print & Update Transactions

The transaction edit list program posts all accounts payable related general ledger entries to the general ledger. This is the same program as the TRANSACTION EDIT LIST in the general ledger reports menu. Operating instructions for this program are contained in the General Ledger User Guide.

Print & Update Contract Payables

This program must be run in order for the Accounts Payable contracts to generate invoices. This program may be run at any time, but should be run in a regular schedule (monthly, etc.).

Displayed..........Response

Enter vendor type:

> . Enter the vendor type for which contracts will be generated.

> . Press <Enter> to generate contracts for all vendors with contracts on file.

Enter posting date:

> . Enter the "as of" date for these invoices. Only contracts with a payment date the same day of the month as the posting date will be generated. Enter month day year.

Update now?

> . Type "Y" if you want to actually generate contract invoices at this time. The invoices will have to be credited or deleted if you change your mind later.

> . Type "N" if you want to print the report only without generating invoices.

Continue?

> . Type "Y" if you want to continue with this program.

> . Type "N" if you want to go back to the top of the screen.

> . Press <Esc> to exit this program.

Print Check Edit Before Checks

The accounts payable pre-check edit report selects invoices for payment. This program MUST be run just prior to printing checks. This program may be re-run as many times as desired before check printing. The invoices and vendor balances shown on the last run are the ones that will appear on the checks.

Displayed..........Response

Select option:

> . Type "1" to select all invoices for payment with a pay code "P", regardless of the due date.

> . Type "2" to select all invoices for payment with a pay code 'space' and a due date on or before due date specified below.

> . Press <Esc> to exit this program and return to the Accounts Payable Master Menu.

Enter due date:

> . Enter the due date for invoices to be paid. (option 2 only).

Enter Vendor Type:

> . Enter the vendor type of the vendors you wish to select.

> . Press <Enter> to select all vendors on file with invoices due.

Continue?

> . Type "Y" to continue with this program.

> . Type "N" to return to top of the screen.

Print Checks

This program prints accounts payable checks to vendors, updates the vendor master with the check entries, sets the invoices in the vendor master as paid, and makes the appropriate general ledger entries.

Displayed..........Response

Do you wish to test print?

. Type "Y" if you wish the system to print an "X" in the upper left corner of the check stub. This is used for check alignment.

. Type "N" if you do not want a test print.

Enter check date:

. Enter the date that will appear on each check as the 'check date'. Enter month day year.

Enter bank code:

. Enter the three character bank code for the bank on which the checks will be drawn. This code must have been set up in the accounts payable control file. The general ledger "cash in bank" account number and description is displayed.

Enter beginning check no:

. Enter the 6 digit check number of the first check to be printed. All six digits, including leading zeroes, must be entered.

Do you wish to print check attachments?

. Type "Y" if you wish to print the remittance portion of the checks on blank paper for those checks whose remittance portion will not fit on the check stub.

. Type "N" to print all remittance information on the check stub.

Continue?

. Press <Esc> to exit this program and return to the Accounts Payable Master Menu.

. Type "Y" to continue with this program.

. Type "N" to return to the top of the screen and re-enter the above information.

After the checks are printed:

Did checks print Ok?

. Type "Y" if the checks were printed correctly and you wish to let the system update the appropriate files.

. Type "N" if the checks were not printed correctly. No file updating will occur.

Print Check Attachments

This program need only be run if the question "DO YOU WANT TO PRINT CHECK ATTACHMENTS?" in check printing was answered "Y".

This program prints the remittance information on 8 1/2" by 11" blank paper for those checks whose remittance information did not fit on the check stub. This program should be run immediately after the checks have been printed.

Displayed..........Response

Enter date of check run:

. Enter the check date that was entered during the check print. Enter month day year.

Is this date correct?

. Type "Y" to continue with the program.

. Type "N" to re-enter the date.

. Press <Esc> to exit this program without printing.

Print Vendor Master Listing

Displayed..........Response

Enter vendor type:

. Enter the vendor type of the vendors you wish to print.

. Press <Enter> to print all vendors on file.

The vendor master listing prints:

 Vendor Number

 Name and Address

 Vendor Type

 Discount Percent

 Social Security No.

Print Vendor Detail Listing

Displayed..........Response

Enter vendor type:

. Enter the vendor type of the vendors you wish to print.

. Press <Enter> to print all vendors on file.

Enter beginning date to print:

. Enter the 'beginning' date for this report. All vendor transactions before this date will not be printed. Enter month day year.

Enter ending date to print:

. Enter the 'ending' date for this report. All vendor transactions beyond this date will be ignored. Enter month day year.

. Press <Enter> to use today's date as the 'ending' date.

Enter beginning & ending vendor codes:

. Enter the range of vendor you wish to print.

. Press <Enter> twice to print all vendors.

Print Vendor Aging/ Cash Requirements Report

This program may be used in two different ways:

(1)   By entering 3 past dates -   Provides an aging report of unpaid invoices.

(2)   By entering 3 future dates -   Provides a cash requirements report for future payments.

Displayed..........Response

Enter report date:

. Enter the effective date of this report. Enter month day year.

Enter Age 1 date:...Age 2 date:...Age 3 date:

. Enter 3 dates that will determine in which ageing category each invoice will be included. Enter month day year. Enter the LATEST of the three dates first.

Example: 093084 083184 073184

Print current invoices?

. Type "N" to exclude printing invoices that do not fall into the 3 ageing categories.

. Type "Y" to print current and aged invoices.

Date to age by:

. Type "1" to age invoices by invoice date.

. Type "2" to age invoices by due date.

Continue?

. Type "Y" to continue with this program.

. Type "N" to return to the top of the screen.

. Press <Esc> to exit without printing.

Print Vendor Labels

This program prints 1 x 3 inch name and address labels for selected vendors.

Displayed..........Response

Enter vendor type to print:

. Enter the vendor type of the vendors you wish to select.

. Press <Enter> to select all vendors on file.

Enter beginning vendor code:

. Enter vendor code of the first vendor to print (in vendor code sequence).

. Press <Enter> to begin with the first vendor on file.

Enter ending vendor code:

. Enter vendor code of the last vendor to print (in vendor code sequence).

. Type "ZZZZ" to end with the last vendor on file.

Continue?

. Type "Y" to continue with the program.

. Type "N" to return to the top of the screen.

. Press <Esc> to exit this program.

Create New Cross Reference File

The accounts payable system maintains an invoice cross reference file (APINDX.FIL) to speed up random searches for individual invoices. It is possible that this file may become out of sync with the vendor master file. This program puts the two files in "sync".

All other accounts payable functions must be stopped while this program is running.

This program may be run at any time.

Displayed..........Response

Do you wish to continue?

. Type "Y" to continue with this program.

. Type "N" to return immediately to the Accounts Payable Master Menu without updating files.

Purge Vendor Detail

The accounts payable "Drop Detail" program purges paid invoices and check records from the vendor master file in the CURRENT company based on a specified date. This program may be run on demand. However, it is recommended that this program be run on a regular schedule (monthly, annually, etc.) in order that desired information not be accidently lost. All other accounts payable functions must be stopped while this program is running.

You should perform a complete BACKUP of all accounts payable files prior to running this program, since this program does a "destructive" purge (the original file is updated).

Displayed..........Response

Enter 'PURGE' date:

. Enter the "PURGE' date. Enter month day year. All paid invoices and check records with a transaction date on or before the 'PURGE" date will be dropped from the master file and combined into a summary history record. Unpaid invoices, regardless of date will be retained in the file.

Continue?

. Type "Y" to continue with this program.

. Type "N" to return to the top of the screen.

. Press <Esc> if you do not wish to run this program.

Invoice Distribution - Job Cost (A1)

In addition to general ledger number and amount, the invoice distribution program asks for the following if the Execu/Tech Job Cost System is used and if the general ledger account number entered is the job cost control account (set up by using bank code "JC" in accounts payable control file set-up).

Displayed..........Response

JOB CODE:

. Enter the job number for this entry (up to 5 characters). The job must be set up in the job cost system.

COST CODE

. Enter the 4 character cost code for this entry.

CONTR #

. Enter the contract number for this invoice, if any.

Invoice Distribution - Property Management (A2)

In addition to general ledger number and amount, the invoice distribution program asks for the following if the Execu/Tech "RENTS"(tm) Property Management System is used and if the general ledger account entered is the management company's "DUE TO/ FROM OWNERS" account an accounts payable control file set-up.

See control file set-up.

Displayed..........Response

OWNER:

. Enter the owner code whose property will be charged (up to 3 characters).

. Press <Enter> to use the previously entered owner.

PROP:

. Enter the property code whose property will be charged (up to 4 characters).

. Press <Enter> to use the previously entered property.

CODE:

. Enter the transaction code for this entry. This code must be set up in the property management control file. (up to 4 characters).

. Press <Enter> to use the previously entered transaction code.

OK? (Y,N)

. Type "Y" if the information on this line is correct.

. Type "N" to re-enter this line.

The property entries are updated to the property management daily transaction file (PMTRN***.FIL). They may be reviewed and deleted using the property management transaction entry screen (Owner/ Property/ Tentant Processing). The property management daily transaction edit report must be run to update these transactions to the property sub-ledger file.

Payroll General Processing Instructions

The following sequence of events must be followed in order for the payroll to process correctly.

A.   Enter any new employees

B.   Change any existing employees data

C.   Enter payroll control file setup

     1. Clear transaction file from previous payrolls

D.   Enter transactions for employees

E.   Print payroll edit list

     1. Verify correct amounts

F.   Process payroll calculations

G.   Print payroll register (current)

     1. Verify correct amounts and deductions

     2. Verify correct check number and date

H.   Print checks

Payroll

Payroll Introduction

Payroll check generation is easy and timely. The employee number and hours are entered into the computer and all appropriate data files are automatically updated. Regular and overtime wages, standard payroll deductions, tax (federal, state, local) and net pay are calculated by the computer and a paycheck is produced.

<u>STANDARD FEATURES</u>

Multiple company

>Distribution by cost center
>
>Up to 17 deductions per employee
>
>User maintained tax tables
>
>Salary, salary-exempt, and hourly status
>
>Multiple types (example - sick pay, regular time, overtime, bonus, tips, meals, etc.)
>
>Automatic update to the general ledger system
>
>W-2's
>
>Quarterly reports
>
>Year to date register
>
>Current pay register
>
>Time card labels

Payroll Master Menu

1.   Payroll Control Files (Current)

Before any payroll process a control file record must be established that sets up such information as PERIOD ENDING DATE, DATE TO PRINT ON CHECKS, DEDUCTIONS TO BE DEDUCTED THIS PROCESSING, ETC. Additionally, the Company name and tax ID numbers are maintained in this section.

2.   Employee Processing

This program provides for all file maintenance to the employee master file. Employees can be ADDED and CHANGED from this menu selection. In addition, all transactions (Setting up an employee to be paid for the current payroll) are input from this menu selection.

3.   Payroll Edit List

This report lists all transactions entered into the system and calculates the gross pay for each employee. This report must be run after the transactions have been input into the system via the Employee Processing.

4.   Payroll Calculation

After the Payroll Edit list has been completed the Payroll Calculation must be run. This will calculate the Net Pay for each employee and update the YTD and QTD amounts.

5.   Print Payroll Register

This report will reflect the GROSS amount of the check through the NET amount of the check for the current payroll only. In addition the General Ledger Entries can be generated form this program.

6.   Print Checks

Checks will be printed reflecting the exact same amount as shown on the Payroll Register.

7.   Print YTD Payroll Register

This report will reflect all YTD and QTD information for employees who have YTD and QTD amounts in their master records.

8.   Print Employee Labels

Each employee on file that has not been terminated will have a label printed. The labels are standard "one-up" 1 X 4 labels.

9.   Print 941's (Quarterly Reports)

All QTD and excess wages for employees are printed.

10.   Print W-2's

All employees will be printed who have YTD information in their employee master records. The standard "SELF-MAILER" forms are used.

11.   Electronic W-2 (Diskette)

12.   Payroll G/L Interface Maintenance

This program will have the G/L numbers entered so that the Payroll System can interface to Execu/Tech's GENERAL LEDGER SYSTEM.

Payroll Control Files

These files must be set up before any payroll processing can be accomplished.

Current Payroll Set-up

This control file must be set up each time the payroll system is run. Failure to do so will result in undetermined results later in the payroll processing.

Company number…………………………   This will be displayed by the computer.

Period ending date…………………………   Enter as MMDDYY

Date on checks…….………………………   Enter as MMDDYY

First check number…………………………   First check number to be printed

Deductions this payroll……………………   Enter a "y" for any deduction that is to be deducted from each employee check that has a corresponding amount in the employee master record.

Stop vacation deduction…………………..   Enter "y" to stop any non tax deductions for all vacation checks for this payroll processing.

Year's first period……………………..……   This is the first payroll period ending date of the year. For example, if the first pay period date was 12/31/97 for the year 1998, the date 12/31/97 would be entered in this field.

Enter 8% of gross sales……………………..   This amount will be used in the tip calculation to keep record of the allocated tips as per government standards.

Clear the old transaction file? (Y/N) ………..   The answer must be "Y" when you first enter this screen in order to clear the transaction from the last payroll processing.

Payroll Company File Set-up

A company file must be set up for each company that will have a payroll. This information will be used on the 941 and W-2's when they are printed.

Company number…………………………   Enter a 2 digit number that corresponds to the G/L company number.

Address - 1 thru Address -4………………..   Enter company address.

Federal tax number………………………..   Enter the federal tax ID.

State tax number…………………………..   Enter the state tax number.

Federal Tax Table Set-up

```
HOTEL (tm) by Execu/Tech              *** EVALUATION ***                    ☒
Tables for Percentage of Witholding              HOTEL UNIVERSAL
                        (1) Taxable Year: ▮▮▮
                        (2) Payroll Type:
 3) Employee FICA %-Age :             (8) Matching FICA %-Age :
 4) Employee FICA %-Med.:             (9) Matching FICA %-Med.:
 5) Max FICA Wages-Age  :             (10)Employer's FUTA %   :
 6) Max FICA Wages-Med. :             (11)Copy Taxes from year:
 7) Maximum Unemployment:
------------------------------ Witholding Allowance -----------------------------
12) Weekly:            Biweekly:           Semimonthly:           Monthly:

      (13)=SINGLE PERSON              |       (14)=MARRIED PERSON
====================================|====================================
  Over - | Not over| Amt.Tax + Percent |Over -  | Not over| Amt.Tax + Percent
--------|---------|-------------------|--------|---------|-------------------
        |         |                   |        |         |
        |         |                   |        |         |
        |         |                   |        |         |
        |         |                   |        |         |
        |         |                   |        |         |
        |         |                   |        |         |
        |         |                   |        |         |
        |         |                   |        |         |
        |         |                   |        |         |
Okay? (Y)es, (C)ancel, (D)elete, 2-11
```

For proper setup refer to your Employer Federal Tax Guide (Schedule E).

State Tax Table Set-up

(Available in a future release.)

Employee Processing

```
HOTEL (tm) by Execu/Tech          *** EVALUATION ***                    ■        ☒
--- EMPLOYEE MASTER SETUP ---                    ** EVALUATION **
    Employee Number...

  1 Soc-Sec no........             19 Federal no.of dep.
  2 Employee name.....            20 Stop federal Tax?.
  3 Street address-1..            21 Fed fixed percent.
  4 Street Address-2..            22 Fix Fed tax code..
  5 City.............             23 Fixed Fed tax amt.
  6 State.............            24 State code........
  7 Postal Code (Zip).           25 State exempt code.
  8 Distribution.Code.           26 State no of dep...
  9 Employee Pay Type.           27 Stop state tax?...
 10 Payroll Period.Cd.           28 State fix percent.
 11 Salary/Rate.......           29 Fix sta tax code..
 12 Special OT rate...           30 Fixed sta tax amt.
 13 1 Shift prem rate.           31 City code.........
 14 2 Shift prem rate.           32 Pension code......
 15 3 Shift prem rate.           33 ABA Number........
 16 Other income type.           34 Account Type......
 17 Other income $amt.           35 Account Number....
 18 Federal exempt cd.

Employee number.  Up to 9 characters          up/dn arrow   <esc> exit/help
```

EMPLOYEE NO………………….……..   Alpha or numeric 9 positions.

"0" return to previous menu

1. **SOC-SEC NO**………………….……   Numeric 9 positions

2. **EMPLOYEE NAME**……………….…   Alpha 25 positions.

"0" return to previous menu

Enter as Last Name, First Name

3. **STREET ADDRESS - 1**…….………   Alpha 25 positions

4. **STREET ADDRESS - 2**…….………   Alpha 15 positions

5. **CITY**…………………………….……   Alpha 15 positions

6. **STATE**……………………….………   Alpha 10 positions

7. **POSTAL CODE (ZIP)** ………..……   Numeric 9 positions

8. **DISTRIBUTION**………………….….   Alpha 6 positions. This field corresponds to the G/L interface master file as created in section 12.0. If the G/L is not being used this field can be left blank.

9. **EMPLOYEE TYPE**………………….. Numeric 1 position

"1" - Hourly employee

"2" - Salaried employee

(Overtime will be calculated using field #12 as the overtime rate.)

"3" - Salaried exempt employee (Overtime will not be calculated for these employees)

"4" - Daily employee

10. **PAY TYPE** ………………………… Numeric 1 position

"1" - Weekly

"2" - Bi-weekly

"3" - Semi-monthly

"4" - Monthly

11. **SALARY**…………………………….. Numeric 6 positions

Two decimal positions for salaried , salaried exempt, and
daily employee.

Three decimal positions for hourly employee.

12. **SPECIAL OT RATE**………………… Numeric 3 positions.

Use for anyone who is paid other than time & half for overtime.

13. **1 SHIFT PREM RATE**………………Numeric 2 positions.

This amount is added to base rate for shift 1.

14. **2 SHIFT PREM RATE**………………Numeric 2 positions

This amount is added to base rate for shift 2.

15. **3 SHIFT PREM RATE**……………….   Numeric 2 positions

This amount is added to base rate for shift 3.

16. **OTHER INCOME TYPE**……………..   Alpha 1 position

This field will cause the amount in field #17 to be added to each payroll check for the employee as follows:

ADD TO GROSS		ADD TO NET
"A'	MEALS	"1"
"B"	TIPS	"2"
"C"	OTHER	"3"
"D"	AUTO	"4
"E"	TRAVEL	"5"

17. **OTHER INCOME AMOUNT**……….. Numeric 5 positions

    This is amount added to check if field 16 is used.

18. **FEDERAL EXEMPT CD**……………Alpha 1 position

    "M" - Married

    "S" - Single

    "H" - Head of household

19. **FEDERAL NO OF DEP**…………… Numeric 2 positions

20. **STOP FEDERAL TAX**……………… Alpha 1 position

    "Y" - No federal tax deducted

    "N" - Federal tax deducted

21. **FED FIXED PERCENT**………………   Numeric 2 positions

    This percent bypasses any other calculations for federal taxes and uses this percent only. The gross amount of pay will be multiplied by this percentage to arrive at the fed tax.

22. **FIX FED TAX CODE**…………………   Numeric 1 position

    This code amount will cause the fixed Fed tax amt in field #23 to be used as follows:

    "1" - Bypass all Fed tax then add this amount to the tax.

    "2" - Calculate Fed tax then add this amount to the tax.

23. **FIXED FED TAX AMT**……………… Numeric 5 positions

    Amount of Federal Tax as defined by field #22

24. **STATE CODE**………………………. Alpha 2 positions. Use the 2 character postal abbreviation.

25. **STATE EXEMPT CD**……………… Alpha 1 position

    "M" - Married

    "S" -   Single

    "H" - Head of household

26. **STATE NO OF DEP**………………… Numeric 2 positions

27. **STOP STATE TAX**………………… Alpha 1 position

    "Y" - No state taxes deducted

    "N" - State taxes deducted

28. **STATE FIX PERCENT**………………. Numeric 2 positions

    This percent bypasses any other calculations for state taxes and uses this percent only. The gross amount of pay will be multiplied by the percentage to arrive at the state tax.

29. **FIX STA TAX CODE**………………….Numeric 1 position

    This code will cause the fixed state tax amt in field #30 to be used as follows:

    "1" - Bypass all state calculation and use this amount only.

    "2" - Calculate state tax then add this amount to the tax.

    Note: For Louisiana tax this filed is used for the additional exemptions.

30. **FIXED STATE TAX AMT**……………Numeric 5 positions

    Amount of state tax as defined by field #20.

31. **CITY CODE**…………………………. Numeric 3 position field

    (This field will be the code for each city that city taxes will be calculated for.)

32. **PENSION CODE**……………………..Alpha 1 position

    "X" - Yes employee is on PEN plan.

    This is only used for the W-2 form at end of year .

33. **ABA NUMBER**   (Used for direct deposit)
34. **AMOUNT TYPE**
35. **AMOUNT NUMBER**

Employee Master Set-up

```
HOTEL (tm) by Execu/Tech          *** EVALUATION ***              ■        ☒
--- EMPLOYEE MASTER SETUP ---                     ** EVALUATION **
    Employee Number...

  1 Soc-Sec no........         19 Federal no.of dep.
  2 Employee name.....         20 Stop federal Tax?.
  3 Street address-1..         21 Fed fixed percent.
  4 Street Address-2..         22 Fix Fed tax code..
  5 City.............          23 Fixed Fed tax amt.
  6 State.............         24 State code........
  7 Postal Code (Zip).         25 State exempt code.
  8 Distribution.Code.         26 State no of dep...
  9 Employee Pay Type.         27 Stop state tax?...
 10 Payroll Period.Cd.         28 State fix percent.
 11 Salary/Rate.......         29 Fix sta tax code..
 12 Special OT rate...         30 Fixed sta tax amt.
 13 1 Shift prem rate.         31 City code.........
 14 2 Shift prem rate.         32 Pension code......
 15 3 Shift prem rate.         33 ABA Number........
 16 Other income type.         34 Account Type......
 17 Other income $amt.         35 Account Number....
 18 Federal exempt cd.

Employee number.  Up to 9 characters          up/dn arrow   <esc> exit/help
```

EMPLOYEE NO………………….. Alpha or numeric 9 positions.

"0" return to previous menu

3. **SOC-SEC NO**……………………… Numeric 9 positions

4. **EMPLOYEE NAME**………………… Alpha 25 positions.

"0" return to previous menu

Enter as Last Name, First Name

9. **STREET ADDRESS - 1**…………… Alpha 25 positions

10. **STREET ADDRESS - 2**…………… Alpha 15 positions

11. **CITY**……………………………… Alpha 15 positions

12. **STATE**…………………………… Alpha 10 positions

13. **POSTAL CODE (ZIP)** ………...…… Numeric 9 positions

14. **DISTRIBUTION**……………………. Alpha 6 positions. This field corresponds to the G/L interface master file as created in section 12.0. If the G/L is not being used this field can be left blank.

10. **EMPLOYEE TYPE**…………………. Numeric 1 position

"1" - Hourly employee

"2" - Salaried employee

(Overtime will be calculated using field #12 as the overtime rate.)

"3" - Salaried exempt employee (Overtime will not be calculated for these employees)

"4" - Daily employee

15. **PAY TYPE** ………………………… Numeric 1 position

"1" - Weekly

"2" - Bi-weekly

"3" - Semi-monthly

"4" - Monthly

16. **SALARY**…………………………….. Numeric 6 positions

Two decimal positions for salaried , salaried exempt, and

daily employee.

Three decimal positions for hourly employee.

17. **SPECIAL OT RATE**………………… Numeric 3 positions.

Use for anyone who is paid other than time & half for overtime.

18. **1 SHIFT PREM RATE**……………….Numeric 2 positions.

This amount is added to base rate for shift 1.

19. **2 SHIFT PREM RATE**……………….Numeric 2 positions

This amount is added to base rate for shift 2.

15. 3 SHIFT PREM RATE……………….   Numeric 2 positions

This amount is added to base rate for shift 3.

17. **OTHER INCOME TYPE**……………..   Alpha 1 position

This field will cause the amount in field #17 to be added to each payroll check for the employee as follows:

ADD TO GROSS		ADD TO NET
"A'	MEALS	"1"
"B"	TIPS	"2"
"C"	OTHER	"3"
"D"	AUTO	"4
"E"	TRAVEL	"5"

18. **OTHER INCOME AMOUNT**……….. Numeric 5 positions

    This is amount added to check if field 16 is used.

19. **FEDERAL EXEMPT CD**……………Alpha 1 position

    "M" - Married

    "S" - Single

    "H" - Head of household

21. **FEDERAL NO OF DEP**…………… Numeric 2 positions

22. **STOP FEDERAL TAX**……………… Alpha 1 position

    "Y" - No federal tax deducted

    "N" - Federal tax deducted

22. **FED FIXED PERCENT**………………   Numeric 2 positions

    This percent bypasses any other calculations for federal taxes and uses this percent only. The gross amount of pay will be multiplied by this percentage to arrive at the fed tax.

23. **FIX FED TAX CODE**…………………   Numeric 1 position

    This code amount will cause the fixed Fed tax amt in field #23 to be used as follows:

    "1" - Bypass all Fed tax then add this amount to the tax.

    "2" - Calculate Fed tax then add this amount to the tax.

24. **FIXED FED TAX AMT**……………… Numeric 5 positions

    Amount of Federal Tax as defined by field #22

25. **STATE CODE**……………………… Alpha 2 positions. Use the 2 character postal abbreviation.

26. **STATE EXEMPT CD**……………… Alpha 1 position

    "M" - Married

    "S" -   Single

    "H" - Head of household

28. **STATE NO OF DEP**………………… Numeric 2 positions

29. **STOP STATE TAX**………………… Alpha 1 position

    "Y" - No state taxes deducted

    "N" - State taxes deducted

29. **STATE FIX PERCENT**………………   Numeric 2 positions

   This percent bypasses any other calculations for state taxes and uses this percent only. The gross amount of pay will be multiplied by the percentage to arrive at the state tax.

30. **FIX STA TAX CODE**…………………..Numeric 1 position

   This code will cause the fixed state tax amt in field #30 to be used as follows:

   "1" - Bypass all state calculation and use this amount only.

   "2" - Calculate state tax then add this amount to the tax.

   Note: For Louisiana tax this filed is used for the additional exemptions.

31. **FIXED STATE TAX AMT**……………Numeric 5 positions

   Amount of state tax as defined by field #20.

32. **CITY CODE**………………………….. Numeric 3 position field

   (This field will be the code for each city that city taxes will be calculated for.)

33. **PENSION CODE**……………………..Alpha 1 position

   "X" - Yes employee is on PEN plan.

   This is only used for the W-2 form at end of year .

36. **ABA NUMBER**   (Used for direct deposit)

37. **AMOUNT TYPE**

38. **AMOUNT NUMBER**

Employee Master Set-up - Deductions

The amount entered into the deduction fields will be deducted from the employee when requested to do so by the "current control file setup." (See section 2.0)

Enter a "#" in any field and it will be replaced with spaces.

1-10   **DEDUCTION S1-10**…………… Will have the amt entered deducted form employee by check.

11.   **DED-BOND-TYPE**………………Numeric 1 position code.

                              "1" - $25.00 E Type

                              "2" - $50.00 E Type

                              "3" - $50.00 S Type

"4" - $100.00 E Type

12.   **DED-BOND-AMT**……………… Numeric 4 positions

The amount entered will be deducted from net pay each payroll processing.

13.   **DED-BOND-BAL**……………… Numeric 5 positions

This is the accumulated balance for the employee that is deducted from the payroll each processing.

For example:

Amount to deduct field #12	5.00
Previous balance field #13	15.00
Less cost of bond	18.75
Balance in field #13	1.25

14.   **DED-11-AMT**…………………… Numeric 6 positions

Amount to deduct from employee until limit in field 15 is reached.

15.   **DED-11-LIMIT**…………………. Numeric 7 positions

Amount to stop deduction in field #14.

16.   **DED-12-AMT**……………………Numeric 6 positions

Same as field 14. Use to garnish wages only.

17.   **DED-12-LIMIT**………………… Numeric 7 positions

Same as field 15. Use to garnish wages only.

18.   **DATE EMPLOYED**…………… Numeric 6 positions

Enter as MMDDYY

19.   **TERMINATION CODE**………. Alpha 1 position

Use any code that will indicate how employee was terminated

Example: "L" - Layoff, "Q" - Quit

20.   **TERMINATION DATE**………… Numeric 6 positions

Enter MMDDYY

PAY TYPE………………………………. Enter the valid code as shown on screen. This code instructs

the computer which YTD and QTD field to update in the employee master file.

FED TAX………………………………. Enter FED tax deducted from payroll check.

FICA TAX……………………………… Enter FICA tax deducted from payroll check.

LOCAL TAX……………………………. Enter LOCAL tax deducted from payroll check.

HOSP…………………………………… Enter HOSP deducted from payroll check.

LIFE…………………………………….. Enter LIFE insurance deducted from payroll check.

DISP INS……………………………….. Enter DISABILITY Ins deductions from payroll check.

UNION DUES…………………………. Enter UNION dues deducted from payroll check.

CREDIT UNION………………………... Enter CREDIT UNION deducted from payroll check.

UNITED WAY……………………….. Enter UNITED WAY deducted from payroll check.

STOCK………………………………… Enter STOCK deducted from payroll check.

PENSION……………………………… Enter PENSION deducted from payroll check.

UNIFORM……………………………Enter UNIFORM deducted from payroll check.

MISC………………………………….Enter MISC deducted from payroll check.

LIMIT CD (11/12) …………………… Enter code "11"or '12" of deduction to limit 11 or 12 used

LIMIT AMOUNT………………………. Enter AMOUNT OF LIMIT deducted from payroll check.

NET AMOUNT OF CK………………. Enter NET AMOUNT of payroll check written. The net amount of the check must balance or a message will appear on the screen saying that the check is out of balance.

Enter Employee Hours

Enter the function as follows:

      A=ADD………. This will allow additions to the transaction file for this processing.

      D=DELETE……This will allow deleting of transactions from the transaction file for this

      processing period.

      R=REVIEW……   Transactions can be reviewed before processing.

ADDITIONS

Each transaction added for an employee will be automatically assigned a unique batch and sequence number by the computer. This number will be used to review and/or delete transactions. This unique number will be printed on the transaction edit list.

BATCH………………… The batch number is displayed by the computer.

SEQ……..…………… The sequence number is displayed by the computer.

EMPLOYEE…………… Enter valid employee number. Enter"0" to go back to the transaction menu screen (1.2). Hit the enter key to repeat the previous employee number.

DATE…………………… Enter the date of the transaction (MMDDYY) or hit the new line key to used today's date and/or repeat the previous line's date.

TY………………………. TRANSACTION TYPE

"T" - Regular pay (default with enter key)

"V" - Vacation pay (A separate check will be generated for vacation

pay.)

"S" - Sick pay

"H" - Holiday pay

"O" - Other pay (Use only if the FICA tax is to be omitted for this check.)

REG. HR……………….Regular hours worked. The hours entered for this field will be multiplied by the regular rate for hourly employees. Salaried employees will not use regular hours in payroll calculations.

OT- HR………………… Overtime hours worked. The hours entered into this field will be calculated at time and a half for hourly employees. Salaried employees will use the special overtime rate in the master file as the overtime rate.

DBL - HR……………… Double time hours worked. The hours entered into this field will be calculated at double time for hourly employees. Salaried employees will not use this field.

RATE…………………… Rate of pay for this paycheck only. The rate of pay in the employee's master file will be displayed by the computer. Hit the enter key to use the displayed rate. Otherwise enter hourly rate for hourly employees and salary for others.

CD………………………Code for adjustment amount This field will cause the amount in the next field to be added to each payroll check for the employee as follows:

ADD TO GROSS		ADD TO NET
"A'	MEALS	"1"
"B"	TIPS	"2"
"C"	OTHER	"3"
"D"	AUTO	"4
"E"	TRAVEL	"5"

ADJ. AMT……………… Amount of the adjustment to add to the payroll via the adjustment code above.

DIST……………………. General ledger distribution code. The distribution code entered into the employee's master record will be displayed by the computer. Hit the new line to use the displayed code or enter a valid code from the G/L distribution file (Section 13.0).

OK? …………………… Hit enter key or enter "Y" if the transaction is okay. Otherwise enter "N" and re-enter the entire transaction for the employee.

NOTE: Transactions can be added or deleted as often as necessary until batch amounts are correct.

Manual Check Entry

The manual check routine will update all of the year to date and quarter to date fields in the employees master file record just as if a check has been processed through the system. The manual check is the way in which new payrolls are started and the YTD and QTD information entered into the system.

CAUTION! Never attempt to put in more than one manual check per employee. This will cause errors in the payroll during the payroll edit list program. (3.0)

Employees can have a manual check and a regular payroll check in the same payroll processing.

EMPLOYEE NO…………………………..Enter valid employee number. Enter "0" to go back to the transaction menu screen.

CHECK NUMBER……………………   Enter the actual check number used on the manual check.

GROSS AMOUNT………………………   Enter gross amount of payroll check.

Employee Name Look-up

Enter any part of the employees name as it was entered into the master payroll file. This will cause 14 employees to print on the screen in Alpha sequence. The bottom on the screen has the following options:

HIT RETURN TO CONTINUE…………   This will display the next 14 employees.

ENTER"N"………………………………..   Another name can now be entered.

ENTER "O"………………………………..   The system will return to the previous menu.

ENTER 1-14………………………………   When a sequence number is selected that is next to the employee desired the system will ask to enter:

> "M"….   System will go directly to maintenance screen.
>
> "T"…..   System will go directly to transaction screen.
>
> "D"…..   System will go directly to detail inquiry screen.
>
> "O"…..   System will return to previous menu.

Employee Detail Inquiry

This screen serves a two fold purpose. First, all payroll checks paid to employees can be displayed. Second, any data that is on the check can be changed. The system will calculate any changes made to insure that gross wages less deductions equal the proper net amount. This ability to change an employee's check can be used to avoid re-running an entire payroll if a single employee need a correction. The employee in error can be changed and the payroll register and checks run without going back to recalculate all employees.

Print Payroll Edit List

This report will list all transactions entered into the system for the current payroll. It will reflect the gross wages as well as tabulate any amounts entered. This report must be run before the payroll calculation.

Manual checks will appear on the report with a type of "I" or the numbers 1-9. No hours or dollars will be printed for any manual checks.

Employees who do not make minimum wages will be shown on this report and their gross wages will be automatically increased to meet the minimum wage. The standard method is to increase tips for the

employee assuming the employee has already received enough tips to meet minimum wage standards. (Note: Special programming can be made to fit a specific modification to their standard.)

Payroll Calculation

The Calculation program must be run after the Payroll Edit Program (3.0). This program will calculate the NET pay for each employee. In addition a report is printed that will reflect the following error conditions for employees:

1. Employee's with zero checks. This occurs when the gross pay less all deductions results in a net check of zero. This will be the only record of such an occurrence.

2. Employees with deductions that exceed their net pay. For example, an employee with $40.00 net pay and an insurance deduction of $50.00 will not have the insurance deducted since he/she does not have enough pay. This report will show any deductions that could not be deducted for his/her pay check.

3. This program can be run more than one time. The system will detect if it is being run a second time and ask for approval to proceed.

Print Payroll Register (current)

This report will reflect all current information for the employees who had transactions entered for them. It is suggested that this report be reviewed before a calculation is made and before payroll checks are printed.

The option is given to generate General Ledger transactions. The bottom of the register will have a message reflecting that General Ledger entries were generated.

Print Payroll Checks

Payroll checks will be exactly as shown on the payroll register. The program will print an "x" as an alignment for the checks. Make sure the "x" is in the proper place before running the checks. In the event the checks need to be rerun, reenter the current control file(2.1) with the new check number and then rerun the calculation program before reprinting the checks.

Print Year-to-Date Payroll Register

This report will print any employee who has YTD or QTD information on file.

Print Employee Labels

"ONE-UP" 1X4 Labels can be printed for all employees.

Print Quarterly Report (941's)

The system will ask for the quarter and year for which the 941's will be run.

Print W-2's

The system will ask for the year for which the W-2's are to be run. The standard self-mailer forms are used.

Print Labor Distribution

This report will print all necessary information for based on information entered via the General Ledger Interface.

Payroll General Ledger Interface Set-up

This file must be established if the payroll is to be interfaced into the General Ledger.

COMPANY NUMBER…………………….Displayed by computer

P/R DISTRIBUTION CODE……………   This number must correspond to the number entered into the payroll master in the employee distribution field. (1.1)

The following codes must be used.

”FED“ - Federal tax	”DED6“ - United Way
”STA“ - State tax	”DED7“ - Stock plan
”FICA“ - FICA employee tax	”DED8“ - Pension
”LOC“ = Local tax	”DED9“ - Uniform
”DED1“ -Hosp	”DED10“ - Misc
”DED2“ - Life INS	”DED11“ - Bond
”DED3“ - Disb INS	”DED12“ - Limit 1
”DED4“ - Union dues	”DED13“ - Limit 2
”DED5“ - Credit union	”NET“ - Net pay
”FICAM“ - Matching employer FICA (liability)	”FICAX“ - Matching employer FICA (expense)

GENERAL LEDGER NUMBER…………..This is the actual general ledger number to which the employee time and deductions are to be charged.

EXAMPLE:

Control Number…..Office   (In Employee Master)

G/L Number………420000   (Actual General Ledger Account Number)

WORKERS' COMP CLASS………………   This is the classification of this distribution.

WORKERS' COMP RATE……………….   This is the rate to use for workers' comp for this distribution. This option needs to be used only when the system is first set up.

Payroll Features

CHARGE TIPS:

Tips can be entered into the system via two methods:

1. Adjustment code "B" adds tips to gross wages to calculate taxes. The system then subtracts the amount of the tips from the net pay. The result is that taxes are calculated on tips the employee has already received.

2. Adjustment code"2" adds tips to gross wages to calculate taxes. The system considers the tips as income and actually gives the amount of the tips to the employee. This is used when the company owes tips to the employee.

GARNISHMENTS:

Garnishments can be collected via three methods:

(1) The Employee is to have a fixed amount deducted form the net pay until a predetermined amount is collected. For example: Deduct $10.00 until $100.00 is collected.

(2) The Deduction-To-Limit-12 feature is used for this type of garnishment. The amount to deduct field will contain the amount to deduct each pay period. The limit of the deduction will contain the maximum amount to collect.

DED-12-AMT……………………. $ 10.00

DED-12-LIMIT………………….. $100.00

The current control file record must be changed each payroll to indicate to the system to deduct the amount in the DED-12-AMT field.

(3) The employee is to have a variable amount taken from net pay until a predetermined amount is collected. For example deduct a variable amount until $100.00 is collected. The Deduction -To-Limit-12 feature is used for this type of garnishment. The amount to deduct field must be zero. The limit of the deduction will contain the maximum amount to collect.

DED-12-AMT……………….$ .00

DED-12-LIMIT……………..$100.00

The current payroll file record must be changed each payroll to indicate to the system to deduct the amount in the DED-12-AMT field.

The amount of the deduction is based on the following formula:

Maximum to deduct for weekly payroll is $70.00. The maximum to deduct for biweekly payroll is $140.00.

25% of the net pay after taxes will be the amount of the deduction.

Federal garnishment is exactly like item number 2 above except the amount to deduct field will have all nines.

> DED-12-AMT……………………………………………….. $999.99
>
> DED-12-LIMIT……………………………………………… $100.00

The amount of the deduction is based on the following formula:

Maximum employee will receive for weekly is $125.00 plus $25.00 per dependent.

Maximum employee will receive for biweekly is $250.00 plus $50.00 per dependent.

All other net income will be garnished.

In any Garnishment method used the system will not deduct any money if the employee will receive a zero or negative check.

The payroll calculation report will print the amount of the Garnishment remaining for each employee that is to have a deduction from net pay.

All Garnishments will stop automatically when the limit to deduct is reached.

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