



User Guide

For use with GrandMaster II for Windows

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Table of Contents:

CHAPTER 1: GRANDMASTER II FOR WINDOWS GETTING STARTED GUIDE.....	11
CanPay, The Canadian Payroll Experts.....	11
ABOUT THIS GUIDE.....	11
REGISTRATION.....	12
Registration Entitlement.....	12
MANUAL CONVENTIONS.....	12
BEFORE YOU BEGIN.....	12
GETTING HELP.....	12
Context Sensitive.....	13
The Help Menu.....	13
SYSTEM REQUIREMENTS.....	13
THE GRANDMASTER II FOR WINDOWS CD-ROM.....	13
The AutoPlay Feature.....	13
To Start the CD Manually.....	14
CHAPTER 2: INSTALLING GRANDMASTER II FOR WINDOWS.....	15
To Install GrandMaster II for Windows:.....	15
CHAPTER 3: STARTING GRANDMASTER II FOR WINDOWS.....	19
STARTING GRANDMASTER II FOR WINDOWS.....	19
To Start GrandMaster II for Windows:.....	19
THE GRANDMASTER II FOR WINDOWS SYSTEM MANAGER.....	20
VERSION NUMBER AND LICENSE INFORMATION.....	20
To Obtain Version and License Information.....	20
CHAPTER 4: SYSTEM CONCEPTS.....	22
GENERAL LEDGER ACCOUNT STRUCTURE.....	22
CONTROLLING THE PAYROLL.....	23
Balancing.....	23
CHAPTER 5: MANAGING PAYROLLS.....	25
PAYROLL MANAGEMENT.....	25
SELECTING A PAYROLL.....	25
PAYROLL SECURITY.....	26
Network.....	26
Terminate Other Login <F7>.....	27
ADDING A PAYROLL.....	27
To Add a Payroll.....	27
DELETING A PAYROLL.....	28
To Delete a Payroll.....	28
THE PAYROLL MODULE WINDOW.....	28
CHAPTER 6: EMPLOYEE INFORMATION.....	30
UPDATE EMPLOYEES COMMAND.....	30
HOURS ENTRY COMMAND.....	30
To Enter Employee Hours.....	31
Keyboard Shortcuts.....	33
EMPLOYEE.....	34
Automatic Saving of Information.....	34
SELECTING EMPLOYEES BY NAME.....	34
To Select an Employee by Name.....	34
Entering Part of an Employee's Name.....	35
Previous and Next Employees.....	35
SELECTING EMPLOYEES BY NUMBER.....	36

4 GrandMaster II for Windows

To Select an Employee by Number	36
Previous and Next Employees	36
SELECTING EMPLOYEES FROM A LIST	36
To Select Employees From a List	36
Numeric or Alphabetical Sequence	37
ADDING A NEW EMPLOYEE	37
To Add a New Employee	37
Add Employee <F7>	38
Use Default Class <F8>	38
DELETING AN EMPLOYEE	38
To Delete an Employee	38
SCROLLING THROUGH EMPLOYEES	39
Next Period <F7>	39
Previous Period <F8>	39
EARNINGS	39
Basic Earning Types	39
PERMANENT SALARY	40
Add <F8>	41
Delete <F9>	41
Distribution <F7>	41
Table <F2>	42
PERMANENT HOURLY	42
Add <F8>	42
Delete <F9>	42
Distribution <F7>	43
Table <F2>	43
SALARY OVERRIDES	43
Distribution <F7>	44
Reload <F8>	44
HOURLY OVERRIDES	44
Distribution <F7>	45
Reload <F8>	45
YEAR-TO-DATE EARNINGS	45
To Update an Earning Amount	46
DEDUCTIONS/BENEFITS	46
PERMANENT DEDUCTIONS	47
Table <F2>	48
Distribution <F7>	49
Add <F8>	49
Delete <F9>	49
DEDUCTION OVERRIDE	49
Distribution <F7>	50
Reload <F8>	50
Off/On <F9>	50
STATUTORY DEDUCTION OVERRIDE	51
YEAR-TO-DATE DEDUCTIONS	51
YEAR-TO-DATE STATUTORY DEDUCTIONS	52
PERSONAL	53
PERSONAL INFORMATION	53
MISCELLANEOUS INFORMATION	55
TAX INFORMATION	56
Provincial Tax Parameters <F7>	57
Statutory Deduction Expense Accounts <F8>	58
WCB AND STATS CANADA	58
IMPORTANT DATES	59
BANK INFORMATION	60

<Page Up> and <Page Down>	61
E.I. OVERRIDE.....	61
ARREARS OVERRIDE.....	62
E.I. INSURABLE EARNINGS	62
ACCUMULATORS.....	63
Distribution <F2>.....	64
CHAPTER 7: COMPANY INFORMATION	65
AUTOMATED FEATURES	65
THE COMPANY MENU	65
Two Simple Payroll Procedures	66
NAME AND ADDRESS.....	66
Save <F10>	66
CONTROL INFORMATION	66
STATUTORY DEDUCTIONS	68
EARNINGS INFORMATION	69
DEDUCTIONS AND BENEFITS.....	71
Update Calculation Parameters <F4>.....	73
Update Selected Earnings <F5>	74
Benefit Calculation Codes	74
Accumulator Calculation Codes	83
ACCUMULATORS	84
Change Earnings <F2>.....	85
To Pay out the Entire Balance of an Accumulator.....	86
To Pay out a Fixed Amount of an Accumulator	86
Base Rate.....	86
WORKERS COMPENSATION.....	87
PROVINCIAL HEALTH	88
EARNINGS.....	89
Change Row Description <F7>.....	90
Change Column Description <F8>.....	90
DEFAULTS (GLOBAL).....	90
Earnings <F4>	91
Deductions <F5>.....	91
Accumulators <F6>.....	91
JOB COSTING	92
Job Cost Description Report <F2>	92
Edit Description.....	92
List <F6>.....	92
OK <F3>	93
Restart List <F4>.....	93
Insert Code <F2>.....	93
Add <Enter>.....	94
Delete <F4>.....	94
CHAPTER 8: PROCESS	95
SELECT EARNINGS.....	95
SELECT DEDUCTIONS	96
SELECT ACCUMULATORS	97
SETUP NEXT PAYROLL	97
Process Pay Group <F4>.....	98
<i>NORMAL PAY</i>	98
<i>ADDITIONAL</i>	98
<i>EXTRA</i>	99
<i>REVERSAL</i>	99
TEMPORARY BACKUP/RESTORE	99
Backup Master <F7>.....	100
Restore Master <F8>.....	100

6 GrandMaster II for Windows

Change Backup Path.....	100
PAYROLL CALCULATION	100
Begin Calculation <F7>	101
Calculation time.....	101
Multi-user Environments.....	101
Calculating More than Once.....	101
CLEAR PAYROLL	102
BACKUP MASTER FILE	103
RESTORE MASTER FILE	103
ADVANCE CHEQUE RUN.....	104
Run Settings <F7>.....	105
Run <F7>	105
Change Deduction <F8>.....	105
Set Dates <F9>.....	105
CHAPTER 9 - CREATING REPORTS	107
PAYROLL REGISTER.....	107
Print Test Page <F6>.....	108
Print <F7>	108
Final Totals.....	109
CHEQUES/STUBS.....	110
Message <F5>	111
Print Test <F6>.....	111
Print <F7>	111
Single Cheque <F8>.....	111
AUDIT TRAIL	112
Test <F6>	113
Print <F7>	113
Select Information <F8>.....	113
Select User IDs.....	114
NAME AND ADDRESS.....	114
Print <F7>	115
Range <F5>.....	115
Print Test Page <F6>.....	115
LABELS.....	116
Print <F7>	116
Range.....	117
Configure <F5>.....	117
Print Test <F6>.....	118
Message <F8>	118
RECORD OF EMPLOYMENT.....	119
Select New Employee <F4>.....	119
JOURNAL ENTRY.....	121
Print <F7>	122
Print Test Page <F6>.....	122
Export <F2>	123
Select Format <F2>.....	123
G/L Transaction <F4>.....	123
Job Cost Translation <F5>	124
DATA DICTIONARY (JOURNAL ENTRY REPORT)	124
CHEQUE REGISTER	127
Print <F7>	128
Print Test Page <F6>.....	128
EMPLOYEE PROFILE.....	128
Print <F7>	129
Print Test Page <F6>.....	130
Range <F5>.....	130
Select Provinces <F4>.....	130
INPUT WORK SHEET	131
Print <F7>	132

Print Test Page <F6>.....	132
Range <F5>.....	132
Select Provinces <F4>.....	133
STATISTICS CANADA REPORT.....	133
Print <F7>.....	133
Print Test Page <F6>.....	133
New Hires Report <F8>.....	134
Print Settings <F5>.....	134
WORKERS COMPENSATION.....	135
General Information.....	135
The WCB Report.....	136
Print <F5>.....	136
Print Test Page <F6>.....	137
Select Provinces <F4>.....	137
REPORT GENERATOR.....	137
DATA ENTRY REPORTS.....	137
Print <F7>.....	138
Configure <F4>.....	138
Print Test Page <F6>.....	139
Range <F5>.....	139
Select Earnings.....	139
DEPARTMENT DISTRIBUTION.....	140
Print Test Page <F6>.....	141
JOB COSTING REPORTS.....	141
Setup.....	141
Print <F7>.....	142
Print Test Page <F6>.....	142
Range <F5>.....	142
Select Earnings.....	142
PAY PERIOD SUMMARY.....	143
Print <F7>.....	144
Print Test Page <F6>.....	144
Range <F5>.....	144
CUSTOM REPORTS.....	144
CHAPTER 10: REPORT GENERATOR.....	145
The Report Generator Dialog Box.....	145
FILE MENU.....	145
FILE MENU - NEW.....	146
FILE MENU - OPEN.....	146
FILE MENU - SAVE.....	147
FILE MENU - DELETE.....	147
SETUP MENU.....	147
SETUP MENU - REPORT TITLE.....	148
SETUP MENU - REPORT SUBTITLE.....	148
SETUP MENU - REPORT FOOTER.....	149
SETUP MENU - PAY PERIOD RANGE.....	149
SETUP MENU - PAGE SETTINGS.....	149
SETUP MENU - NOTES.....	150
LAYOUT MENU.....	150
LAYOUT MENU - ADD COLUMN.....	151
To define a new column:.....	151
LAYOUT MENU - UPDATE COLUMN.....	153
To Update Column Settings:.....	154
Next <F4>.....	154
Previous <F5>.....	154
Change Field <F6>.....	155
Range <F7>.....	155
LAYOUT MENU - REMOVE COLUMN.....	155

8 GrandMaster II for Windows

To Remove a Column.....	155
<i>LAYOUT MENU - EDIT FORMULAS</i>	155
To Create a Simple Formula.....	156
To Create a Complex Formula	157
Edit Field 1 <F4>	158
Operator <F5>.....	158
Edit Field 2 <F6>	159
<i>LAYOUT MENU - EDIT SUMS</i>	159
To Create a Sum	159
Change <F4>.....	160
<i>OPTIONS MENU</i>	160
<i>OPTIONS MENU - SORT BY</i>	161
<i>OPTIONS MENU - SUB TOTALS</i>	162
<i>OPTIONS MENU - STATUS/REVENUE CANADA</i>	162
<i>PRINT MENU</i>	163
<i>PRINT MENU - PRINT</i>	164
What Happens When You Print a Report?	164
<i>SET PRINTER</i>	165
Print Test <F6>.....	166
CHAPTER 11: YEAR-END PROCESSING.....	167
Completing Your Final Payroll	167
The Year-End Menu.....	167
<i>CREATE T4/T4AS</i>	168
Setup Earnings <F4>.....	168
Setup Deductions <F6>.....	169
Setup Benefits <F5>.....	170
Setup Accumulators <F8>.....	170
Create T4 File <F7>	171
<i>PENSION ADJUSTMENTS</i>	171
Pension Adjustment Method	172
Pension Adjustment Type.....	172
<i>PRINT T4 SUMMARY</i>	173
Print <F7>	173
Print Settings <F5>.....	174
Print Test <F6>.....	174
<i>PRINT T4A SUMMARY</i>	174
Print <F7>	175
Printer Settings <F5>.....	175
Print Test <F6>.....	175
<i>YEAR-END WCB</i>	175
Print <F7>	176
<i>BACKUP/RESTORE FILE</i>	176
Backup.....	176
Restore.....	176
<i>EDIT T4S</i>	176
Save.....	178
Previous <F5>	178
Next <F4>	178
Select <F2>	178
Add <F8>	178
Delete <F9>.....	178
Company Info <F3>.....	178
WCB Info <F10>.....	179
<i>PRINT ALL T4S</i>	179
Magnetic Media Filing	180
Reprint.....	182
<i>EDIT T4AS</i>	182
OK	183
Previous <F5>	183

Next <F4>	183
Select <F2>	184
Add <F8>	184
Delete <F9>.....	184
PRINT ALL T4AS	184
Reprint.....	185
Serial Number.....	185
CLEAR YTDS	185
Configuring the Clear YTD Dialog Box.....	186
Retaining Items (Carrying Forward to the Following Pay Year).....	186
Removing Items.....	187
Clearing the YTD Amounts.....	187
CHAPTER 12: UTILITIES	188
The Utilities Menu.....	188
SETUP PASSWORD.....	188
Add <F8>	189
Delete <F9>.....	189
SET PAGE LAYOUTS	189
Print Test Page <F6>.....	191
SETUP CHEQUES	191
IMPORT DATA.....	192
Backup Master File <F6>.....	193
CREATING IMPORT FORMATS	193
IMPORT TAGS	194
IMPORT FIELDS	194
IMPORT FORMAT	199
IMPORTING NORMAL	199
IMPORTING DATA-ENTRY (ONE EARNING PER LINE)	200
EXPORT DATA	202
Export Data <F7>.....	203
CREATING EXPORT FORMATS.....	203
EXPORT TAGS.....	203
EXPORT FIELDS	204
Sample Export Formats:	207
CHAPTER 13: ELECTRONIC FUNDS TRANSFER (EFT).....	209
Computer Requirements	209
SELECT FORMAT.....	209
Add Format.....	210
EDIT FORMAT INFORMATION.....	211
SELECT PAYROLLS	212
CREATE TRANSMISSION FILE.....	212
CHAPTER 14: BANK RECONCILIATION	214
Features of the Bank Reconciliation Module:	214
BASIC STEPS TO FOLLOW	214
INSTALLING THE MODULE	215
To Install the Bank Reconciliation module:	215
RUNNING THE MODULE	216
Assigning Names.....	216
To Select a Bank Reconciliation File	216
Adding and Deleting Bank Reconciliation Files.....	216
To Change the Name of a Bank Reconciliation File.....	216
FILE MENU	217
SELECTING PAYROLLS.....	217
To select a payroll for import:	217
BEGIN IMPORT.....	217

10 GrandMaster II for Windows

Begin Import.....	217
EXPORT CHEQUES	218
Begin Export	218
PROCESS MENU	218
MANUAL CHEQUES.....	218
To Manually Enter Cheques:.....	219
RETURNED CHEQUES.....	219
To Entering Returned Cheques (i.e. To Cancel a Cheque).....	219
PRINT OUTSTANDING CHEQUES	219
Test Page	220
Print.....	220
PRINT RETURNED CHEQUES	220
Test Page	220
Print.....	220
PURGE RETURNED CHEQUES	220
Purge	221
SETUP MENU	221
SETUP - IDS AND PASSWORDS.....	221
ADDING A NEW USERID	221
To Add a new UserId.....	221
To Delete a UserId:	222
ENABLING/DISABLING PASSWORDS	222
To enable/disable passwords:	222
REPORT LAYOUT	222
BACKUP BANK RECONCILIATION FILE	223
To Create a Backup Copy of the Bank Reconciliation File:	223
Backup.....	223
RESTORE BANK RECONCILIATION FILE	223
Restoring a Backup Copy of the Bank Reconciliation File:	223

Chapter 1: GrandMaster II for Windows Getting Started Guide

Welcome to the GrandMaster II for Windows payroll processing software program. This unique Windows-based application integrates Payroll, Electronic Funds Transfer and Bank Reconciliation in a single, easy-to-use application. You can use the program's powerful features to process your payroll in-house for anywhere from 2 to 2000+ employees.

GrandMaster II for Windows is user-friendly and designed for basic payroll operations yet has all the features required for the most complex payroll situations.

Some of the outstanding features of GrandMaster II for Windows are:

- expanded earnings fields to a maximum of 50
- table-driven earnings and rate tables for union payrolls
- expanded deduction fields to a maximum of 50
- up to three bank accounts for one employee
- industry-specific customization
- ten accumulators for vacation seniority, sick, etc. accruals
- context sensitive online help

Add on modules include:

- Bank Reconciliation
- Electronic Funds Transfer
- Job Costing
- Personnel

CanPay, The Canadian Payroll Experts

CanPay is committed to customer satisfaction by specializing in all payroll requirements. Our payroll experts possess extensive payroll knowledge and our priority is responding to customer needs. We hope you enjoy using GrandMaster II for Windows, and hope to maintain a long-lasting relationship!

About This Guide

This Getting Started guide is designed for new users of GrandMaster II for Windows, as well as for users who simply want to freshen-up their skills. It explains how to install, run and operate the program, as well as how to perform basic payroll tasks. If you are a first-time user of GrandMaster II for Windows, you should read the opening chapter of this guide carefully before installing the program. Once you are comfortable with the procedures outlined here, you can proceed to the *Chapter 2: Installing GrandMaster II for Windows*.

Important - Changes in government regulations may have occurred since publication of this software. Changes usually occur on July 1 and January 1. It is important that you forward your *Update Service Card* to us immediately. If your software becomes outdated, CanPay will be able to provide you with a current version.

Registration

It is important to fill out and send in your **Update Service Card** as soon as possible. Please include the completed card and proof of purchase within 30 days of registration.

Registration Entitlement

Registration entitles you to one year of service and technical assistance. This includes eligibility for further upgrades with changes in provincial and federal regulations. Technical assistance applies to both GrandMaster II for Windows and help with specific payroll situations related to the program.

Manual Conventions

This guide uses the following conventions for menu commands, shortcuts and other instructions:

- Menu commands are listed in bold, italic (e.g. Choose the ***Payroll Information*** command).
- Multiple menu commands are listed together, separated by hyphens (e.g. Choose the ***Earnings - By Position*** command from the **Payroll** menu.).
- Buttons, Tabs, Combo-boxes and other window controls appear in *Italic* (e.g. Choose the *Apply* button, then click *OK* to continue.).
- Text that you must enter on your keyboard appears in **Bold** (Move to the *Address* field and enter **123 Fourth Street**.).
- Keyboard references appear in uppercase with angled brackets. Plus signs (+) are shown between keys that must be pressed together (e.g. <CTRL>+<G>)
- Other special terms and keywords appear in Italics for *emphasis*.

Before You Begin...

Before you begin using this guide, you should be familiar with the following basic *Microsoft Windows* actions.

- Using the mouse (click, double-click, drag and drop).
- Moving, resizing and closing windows.
- Navigating through dialog boxes and using scroll bars.
- Choosing menu commands and selecting options from windows and submenus.

If you are unsure on how to perform any of these Windows actions, please refer to the "How To" topic in the *Microsoft Windows Online Help*.

Getting Help

Online Help is the fastest way to obtain information about a command, dialog box or item. GrandMaster II for Windows provides two methods of receiving help for a given topic: *Context Sensitive* or through the commands found under the **Help** menu.

Context Sensitive

Context Sensitive help displays information that is directly related to the action or operation presently being carried out. This type of help is available in all dialog boxes, windows and reports. To access this help, simply press the <F1> key.

The Help Menu

The Help menu contains commands that allow you to view help for the active window along with general help for the GrandMaster II for Windows program. To access this help, select the **Help** menu and choose the desired option from the list provided.

Note: To keep the Help screen from disappearing behind other windows when you click on a GrandMaster II for Windows window, choose the **Keep Help on Top - On Top** command from the Help window's **Options** menu.

System Requirements

Your computer must meet the following requirements to run GrandMaster II for Windows:

- Pentium processor or equivalent
- Microsoft Windows 95, 98, NT, 2000, ME or XP
- Approximately 50MB of hard disk space for complete GrandMaster II for Windows installation (all modules). Additional 100KB (average) of disk space per year for each active employee.
- 32 MB of RAM (64 or greater recommended).
- CD-ROM drive
- Mouse or compatible pointing device

The GrandMaster II for Windows CD-ROM

The GrandMaster II for Windows CD-ROM contains a full release version of the software. It also contains GrandMaster II for Windows Installation guide, product order forms, and the installation program for Adobe Acrobat® Reader, which allows you to view and print the documentation.

The AutoPlay Feature

The GrandMaster II for Windows CD-ROM plays automatically when you insert the disk into your CD-ROM drive. If this does not happen, try the following:

- Remove the disk, and then re-insert it.
- Remove the disk and wipe it with a soft, dry cloth to remove fingerprints or paper dust. Re-insert the disk.

If the AutoPlay problems continue, it may be because your CD-ROM driver does not support AutoPlay, or the AutoPlay feature is disabled. In either case, you can start the CD manually.

To Start the CD Manually

1. Start Windows, and then insert the GrandMaster II for Windows CD into your CD-ROM drive.
2. On the Windows taskbar, click the **Start** button and select **Run**.
3. Type `c:\autorun\autorun.exe` (replacing **C:** with the letter of your CD-ROM drive) in the **Open** field, and then click *OK*.

Chapter 2: Installing GrandMaster II for Windows

The following section describes the steps you must take to install GrandMaster II for Windows. The instructions assume that you are installing from drive A onto drive C. If you install to or from another drive, substitute the name of the drive you use in the following instructions (e.g., type D:\ instead of E:\).

To Install GrandMaster II for Windows:

1. Start Windows, and then insert the GrandMaster II for Windows CD into your CD-ROM drive. The AutoPlay window will appear (if it does not, please refer to " The GrandMaster II for Windows CD-ROM" section that precedes this one).

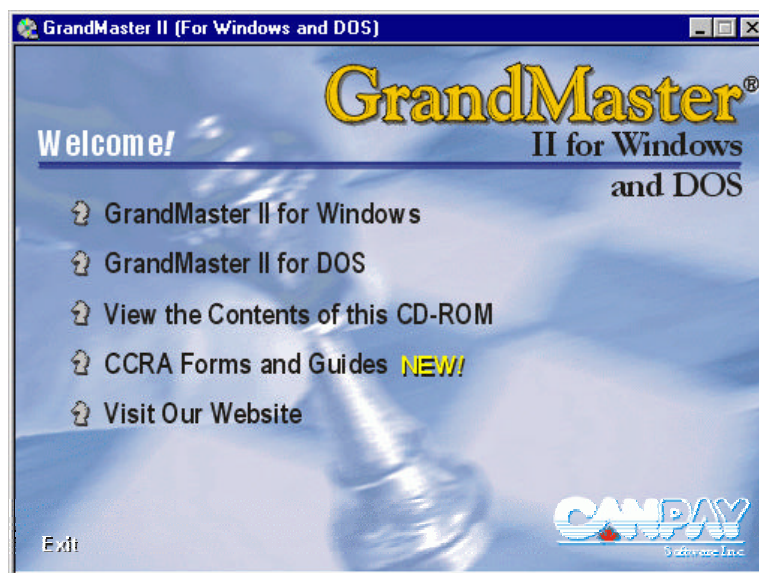


Fig. 2-1
The AutoPlay Welcome Window

2. Choose the **GrandMaster II for Windows** option then select the **Read Me First** link to open the corresponding document. Read the contents carefully.
3. When you are ready to proceed, choose the **Install GrandMaster II for Windows** option. The *Welcome* dialog box appears.

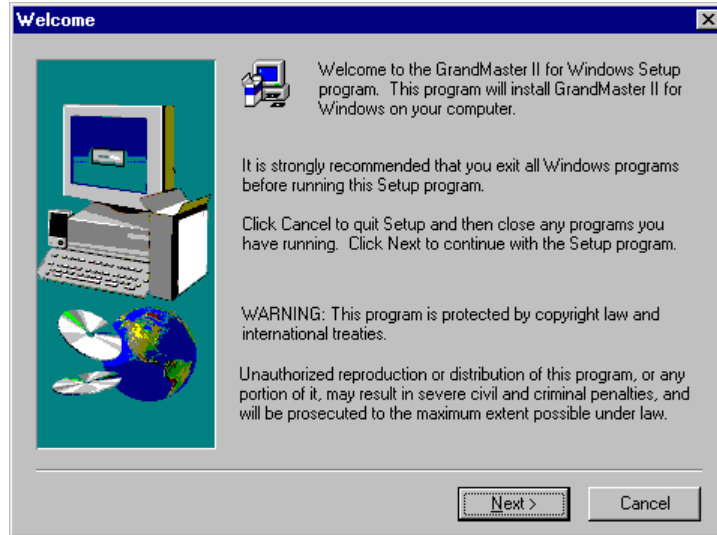


Fig. 2-2
The GrandMaster II for Windows Welcome Dialog Box

4. Read the displayed information, and then click *Next* to continue with the installation process. The *Software License Agreement* dialog box opens.
5. Read the License Agreement information carefully, and if you accept the terms of the agreement, click *Yes*. The *Install Directory* dialog box opens.



Fig. 2-3
The Install Directory Dialog Box

6. Choose *Next* to install the program files in the default directory (if you choose *Yes*, please skip ahead to **Step 9**).
7. To install GrandMaster II for Windows in a different folder, click *Browse*. The *Choose Folder* dialog box opens.

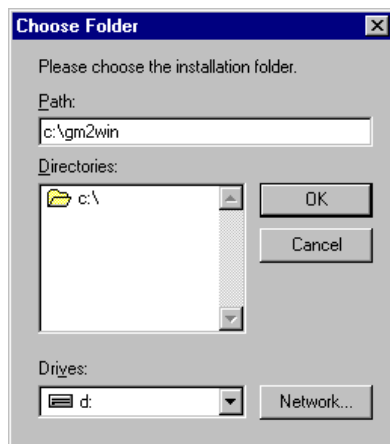


Fig. 2-4
The Choose Folder Dialog Box

8. Select or type the path to the destination folder, and then click *OK*. This returns you to the *Install Directory* dialog box.
9. Click *Next* to continue with the installation, then define your data location in the dialog box that appears:

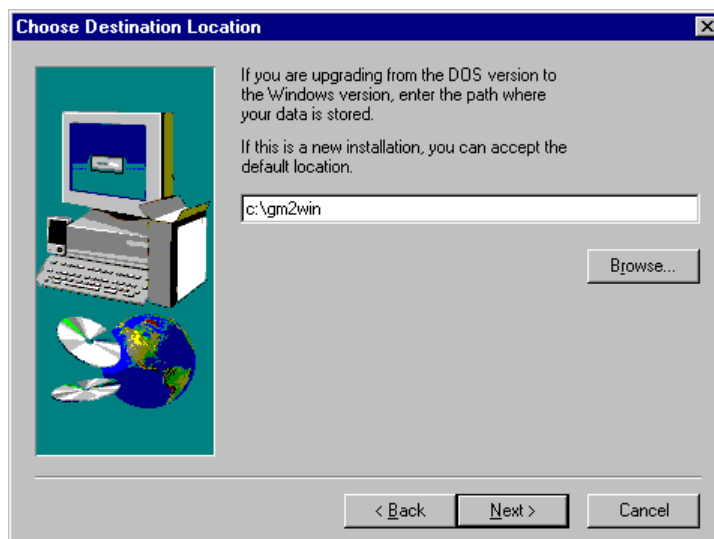


Fig. 2-5
The Choose Data Location Dialog Box

Upgrading from the DOS Version - If you are installing this program as an upgrade from the DOS version, the *Choose Data Location* dialog box will appear. This step is necessary so that GrandMaster II for Windows can use the same payroll data that you created from the DOS version.

Normal Updates or Windows-Only Installations - If you are installing this version on a computer that does not have the DOS version installed, you can accept the default data location.

10. Once the data location is defined, click *Next* to continue. This opens the *Setup Type* dialog box where you can specify the type of installation you wish to perform.

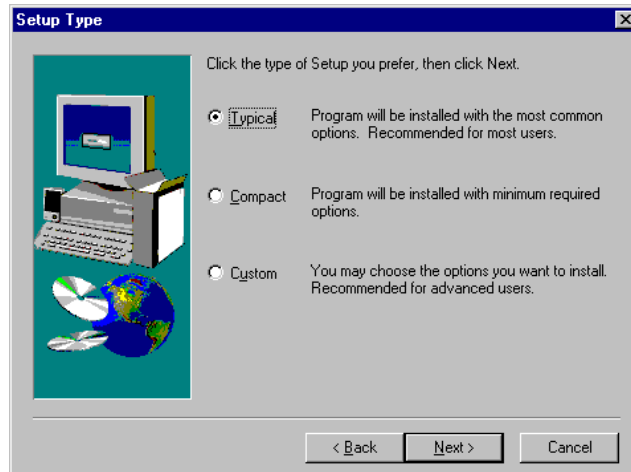


Fig. 2-6
The Setup Type Dialog Box

11. Choose your installation type from the options provided then choose *Next*. This opens the *Select Program Folder* dialog box.

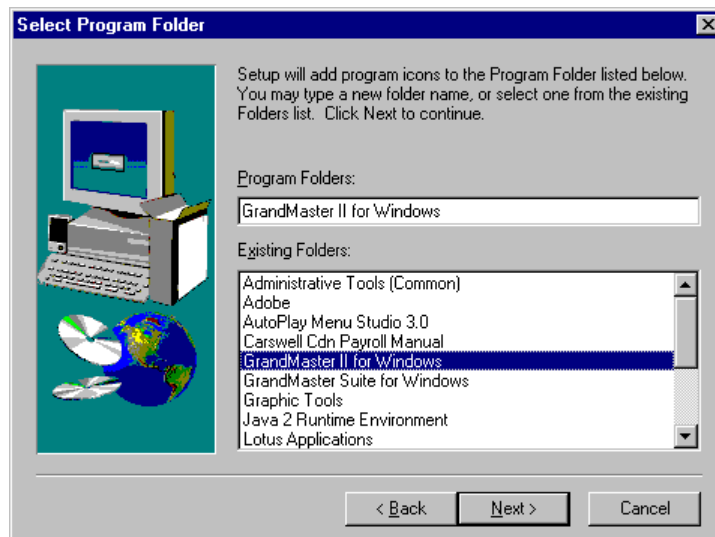


Fig. 2-7
The Select Program Folder Dialog Box

12. Select *Next* to use the default program group name. If you prefer, enter a different name in the *Program Folder* field, then choose *Next*. This starts the file copy procedure and a message box appears displaying the status of each file as it is copied to your hard disk.
13. When all the files have been copied, the *Setup Complete* dialog box opens. Click *Finish*.
You are now ready to use GrandMaster II for Windows!

Chapter 3: Starting GrandMaster II for Windows

This chapter explains how to start the GrandMaster II for Windows program and discusses the Logon process, System Manager and License and Version number information.

Starting GrandMaster II for Windows

Each time you start GrandMaster II for Windows, GrandMaster II for Windows scans the required initialization parameters and verifies that the required system data files are available and can be opened for processing.

If a file error is encountered at this stage, a message box will appear that contains the name of the file and the associated error code. If such an event occurs when you start your installation of the program, please contact CanPay Technical Support and report the error message

To Start GrandMaster II for Windows:

1. Choose the *GrandMaster II for Windows - GrandMaster II for Windows* command from the Start button.

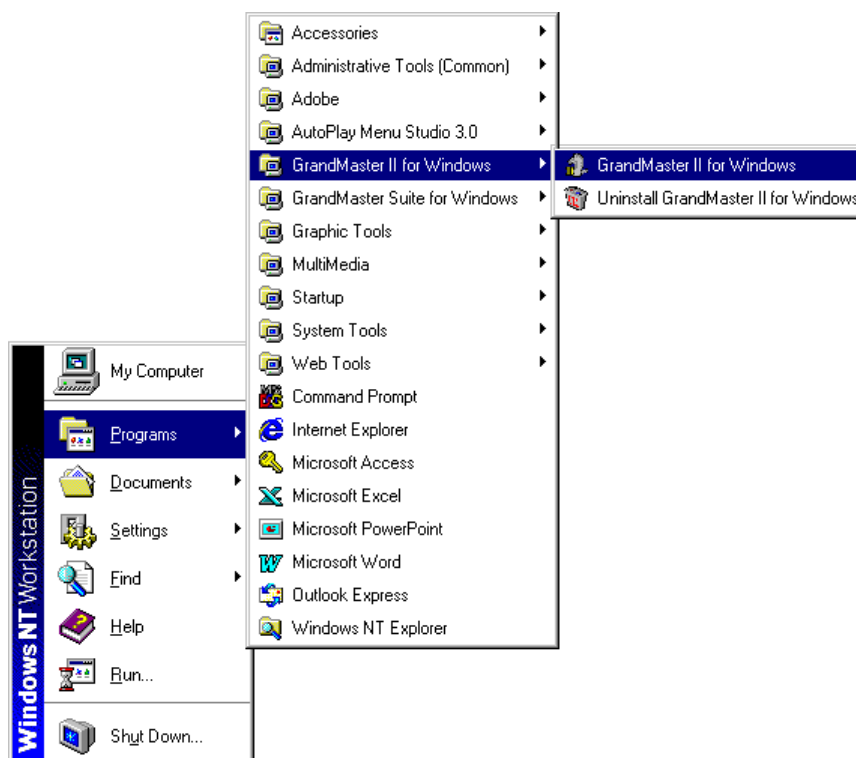


Fig. 3-1

The Start Menu with GrandMaster II for Windows Selected

After the verification stage is complete, the software license information is displayed and the *GrandMaster II for Windows System Manager* is displayed.

The GrandMaster II for Windows System Manager

The *GrandMaster II for Windows System Manager* is the starting point for all program functions. It provides access to each of your installed modules. Each time you login to the program, this window will appear.

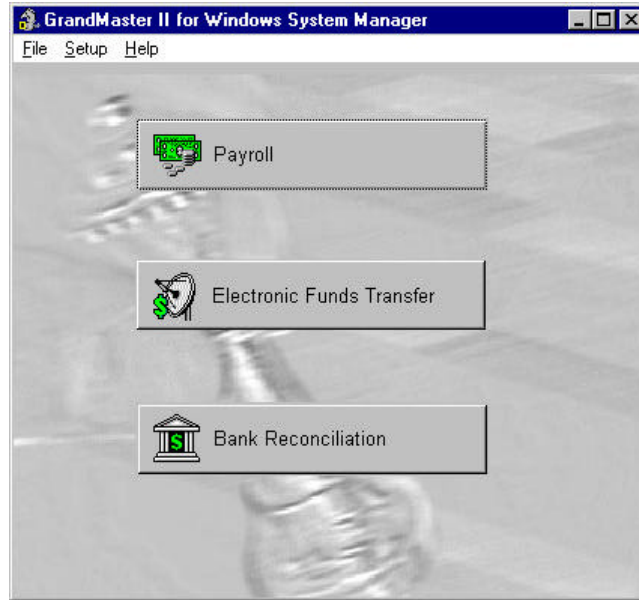


Fig. 3-2
The GrandMaster II for Windows System Manager Window

To select a program module, click on the desired button. This will display a drop down a list with further options.

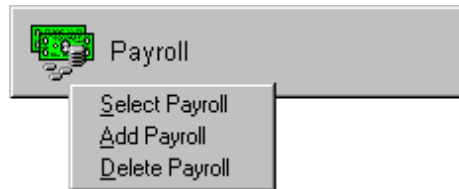


Fig. 3-3
The Payroll Button Options

Version Number and License Information

If you need to determine the current version and license status, you can do so easily via the System Manager's **Help** menu.

To Obtain Version and License Information

1. Choose the *About GrandMaster II for Windows* command from the *System Manager's Help* menu. The *About GrandMaster II for Windows* window appears.



Fig. 3-4

The About GrandMaster II for Windows Window

- **System Information** - This button opens a window that displays the program's system files along with their version numbers and dates.
- **Tech Support** - This button opens a help file that provides the pertinent information on how to contact CanPay Technical Support.

Chapter 4: System Concepts

General Ledger Account Structure

For the purposes of distributing payroll information, GrandMaster II for Windows uses a general ledger account number (GL number) comprised of the following:

DDDDDD-AAAAAA-SSSSSS

DDDDDD	AAAAAA	SSSSSS
Departmental Code/Number	Account Code/Number	Sub-Account Code/Number

Fig. 4-1
General Ledger Account Number Breakdown

Note: Exporting Payroll Information - When exporting payroll information to general ledger accounting systems, the order and size of the above code/numbers may be altered.

GrandMaster II for Windows will distribute the payroll by using a series of general ledger numbers that have been set up at both the company information and the employee information levels.

When setting up the company information, fields are available to enter the liability ledger numbers (credit entry) and a default expense ledger number (debit entry). The liability ledger numbers are entered as department, account, and sub-account. The expense ledger numbers are entered as account and sub-account. The department number needed to complete the entry will be the employee's department code.

When entering employee information, fields are available to enter general ledger numbers for salary/wages and benefit expenses. The format for these numbers will be department, account, and sub-account. If a ledger number is not entered for the department, account, or sub-account, the missing information will use the default account number entered using the **Miscellaneous** option under the **Personal** menu. If any of this information has not been specified, GrandMaster II for Windows will then default to the number entered at the company information level.

The following table illustrates how the general ledger account structure is applied.

Ledger Number			Description	Ledger Number Source	Results
Dept.	Acct.	Sub.			
	1101	01	Net Payroll	Company - Misc. Info.	Sum of cheques issued
	2101	01	Receiver General - Tax	Company - Stat. Ded.	Total tax deducted
	2101	02	Receiver General - CPP	Company - Stat. Ded.	Employee+Company CPP
	2101	03	Receiver General - UIC	Company - Stat. Ded.	Employee+Company EI
	3100	01	Union Dues - payable	Company - Deductions	Employee+Company Union Deduction
	3100	02	Life Insurance - payable	Company - Deductions	Employee+Company Life Deduction
	4100	01	Accrued Vacation Liability	Company - Accumulators	Net change to Vacation Pay (accrued less paid)
01	5800	01	Salary Expense	Employee-Distribution*	Extended Wage Expense
01	5800	02	Overtime Premium	Employee-Distribution*	Extended Wage Expense
01	5801	01	Company CPP	Company-Tax Information**	Company's Share of CPP
01	5801	02	Company UIC	Company-Tax Information**	Company's Share of UIC
01	5801	03	Accrued Vacation Pay	Company- Accumulators**	Accrued Vacation Pay
01	5801	04	WCB Expense	Company-Workers Compensation**	WCB Expense
01	5801	05	Provincial Health	Company-Provincial Health**	Prov. Health Expense

* If not entered, the number will default to the number entered using the *Miscellaneous* option under the **Personal** menu. If no number is found here, the number entered using the Earnings Information option under the **Company** menu is used.

Controlling the Payroll

GrandMaster II for Windows has built-in controls to ensure that your calculations will always be in balance. These controls help prevent problems such as the payroll not balancing, and T4s, EI forms, etc., not agreeing with records.

Balancing

Totals are provided on the register and the audit reports for balancing the total current hours entered to a batch total from the time cards or time sheets. The batch total can be separated by type of hours (Regular, Overtime, Shift, etc.).

Note: Checking Balances - Each time the payroll register is printed, you should check the balance by adding the current gross earnings to the previous register's year-to-date gross, which will be equal to the current year-to-date gross. This will confirm that your payroll is in order.

Create a log sheet as shown below. Enter totals each time a payroll has been run and confirm that the totals are correct. This is an example of a simple payroll log:

Run #	Current Gross	YTD Gross	Backup File	EFT	JE
01	12,000.00	12,000.00	A:\pay01	Run 3	No
02	10,000.00	22,000.00	A:\pay02	Run 4	Yes
03	8,000.00	30,000.00	A:\pay03	Run 5	No

Fig. 4-2
A Sample Payroll Log

The payroll register is assigned a sequential run number that appears in the top left-hand corner of the report. Reports should be filed according to this run number. An audit check can quickly confirm that the records are complete. This run number automatically increases by one each time the payroll is calculated and cleared. The run number will revert back to 1 for the first payroll of the new year.

Note: Run Numbers - You should never have a missing run number or a duplicate run number. If either situation occurs, you may have made an error. Check your payroll log total and make the necessary corrections.

Chapter 5: Managing Payrolls

GrandMaster II for Windows allows you to set up an unlimited number of payrolls. The criteria for determining the number of payrolls required is based on the run frequency and the company name.

EXAMPLE - A semi-monthly payroll would not be included with a bi-weekly payroll. Similarly, a payroll for ABC Company would not be included with a payroll for XYZ Company.

At times it may be more convenient to separate a single payroll into several smaller payrolls, for reasons including:

- organization (office payroll kept separate from the plant payroll)
- security (executive payroll processed separately by persons other than the payroll department)
- timing (payroll data from branch operations may require more time to reach the payroll department than from other branches)

Each payroll should have a unique directory name, conforming to DOS directory naming conventions (no more than eight characters and no spaces). Refer to your DOS user guide for more information on DOS directory naming conventions.

Payroll Management

All operations regarding the management of payrolls are available under the **Payroll** menu. The **Payroll** menu appears as follows:

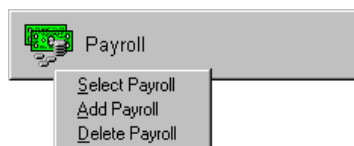


Fig. 5-1
The Payroll Options

The options available for payroll management are:

- Selecting payrolls
- Adding payrolls
- Deleting payrolls

Selecting a Payroll

To work with an existing payroll, you must choose the **Select Payroll** option. When you choose this command, a dialog box appears listing the names of the available payrolls.

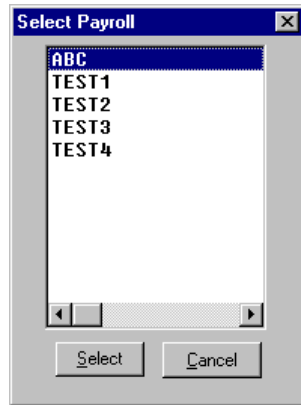


Fig. 5-2
The Select Payroll Dialog Box

Highlight the desired payroll name and choose the *Select* button. GrandMaster II for Windows will prompt you for security information, if security is activated for the selected payroll.

Payroll Security

Once a payroll has been selected, you must choose the appropriate User ID to access the data. If passwords are enabled, you will be prompted to enter one.

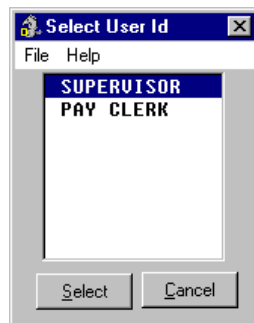


Fig. 5-3
The Select User ID Dialog Box

Refer to the **Setup Password** section of the *Utilities* chapter for information on setting up user ID's and passwords.

Once system security has been cleared, GrandMaster II for Windows will display the Payroll module window that shows the current payroll name run number.

Network

GrandMaster II for Windows is designed to run as a stand-alone application or in a networked, multi-user environment. When installed on a network volume, the USER ID that you use to start the program is considered the "Active" ID. No other user may run the program with this USER ID while it is in use. Once you exit GrandMaster II for Windows, the ID is no longer in use and becomes available again.

Terminate Other Login <F7>

Sometimes a payroll will not be closed properly (e.g. when the computer's power is interrupted or is not shut down properly). If GrandMaster II for Windows terminates abnormally for any reason, you may have to re-select your USER ID when you return to the Login screen (that is, the USER ID that was active when the program terminated).

In such a case, the active User ID will have the words IN USE or EXCLUSIVE appearing beside it to indicate that it is presently in use. To log in once again simply select the User Id, choose the *Select* button and then click the *Terminate Other Login* button.

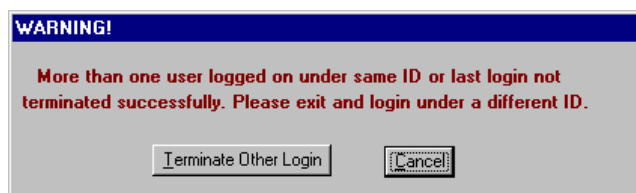


Fig. 5-4
The *Select Payroll* Dialog Box

This step is necessary since GrandMaster II for Windows will assume your USER ID is still in use (and therefore unavailable). In this case, you have the option of using the terminating the original USER ID, thus making it available again.

Adding a Payroll

GrandMaster II for Windows allows you to create as many payrolls as you required. Each payroll will be treated as a unique entity and will not share data with other payrolls.

To Add a Payroll

1. Select the *Payroll* button, then choose the **Add Payroll** command. This opens the *Add Payroll* dialog box so you can enter a descriptive name:

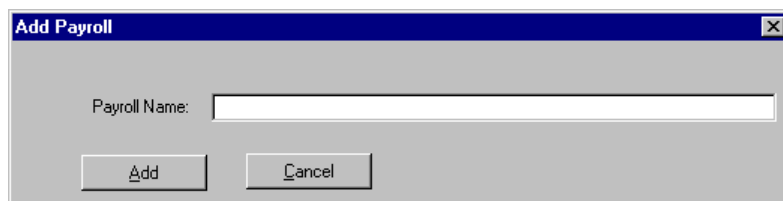


Fig. 5-5
The *Add Payroll* Dialog Box

2. Enter a unique, descriptive name that will help you identify this payroll in future sessions, then choose the *Add* button. Your payroll is now created and the *Payroll* module window appears ready for you to begin entering the required data.

Note: The Payroll Location - A sub-folder will be created based on this name; it will be located in the same folder where you installed GrandMaster II for Windows. This folder will contain the files associated with the new payroll.

You may wish to add a test payroll for experimentation with the various payroll functions to negate the risk of affecting important payroll data.

Deleting a Payroll

The **Delete Payroll** command may be used to remove an existing payroll from GrandMaster II for Windows. Only users with Supervisor status may delete a payroll. When this command is selected, a deletion warning will be displayed, and you will be prompted for the Supervisor's password.

Note: Deleting Payrolls - The Delete Payroll option completely erases all information pertaining to a payroll. It is a good idea to verify that the payroll you are about to delete is safe to remove.

Be sure to complete the year-end cycle (T4s, etc.) before deleting any payrolls pertaining to the current year. It is advisable to backup the payroll before deleting it.

To Delete a Payroll

1. Select the *Payroll* button, then choose the **Delete Payroll** command. This opens the *Select Payroll* dialog box that displays the available payrolls.
2. Choose the desired payroll from the list, then click *OK*. You can use the <Up Arrow> or <Down Arrow> keys to highlight a given payroll. This displays a message box that prompts you for a Supervisor password.
3. Enter the Supervisor's password, then click *OK* to complete the removal. If you have not created a password, you can use the program's default (contact CanPay Support to receive this password).

The Payroll Module Window

Once a payroll has been selected or added, the *Payroll* module window appears:



Fig. 5-6
The Payroll Module Window

The menu bar provides a list of commands that allow you to perform payroll operations under several different categories. A brief listing of menu command is provided here.

- **File Menu** - This menu provides basic file-based operations (presently, the Exit command).
- **Employee Menu** - This menu provides commands to add, change and delete individual employee information.

- **Company Menu** - This menu provides commands to customize the payroll for company requirements and to establish default settings
- **Process Menu** - This menu provides commands to physically calculate the payroll.
- **Reports Menu** - This menu provides commands that allow you to generate various printed reports.
- **Year-End Menu** - This menu provides commands for closing off the calendar year-end and producing T4s, T4As, Relevel's
- **Utilities Menu** - This menu provides command for setting up passwords, page layout, import/export settings, etc.

Note: Manual Structure - This manual is structured similarly to the menu system of the GrandMaster II for Windows program. Both the program and this guide discuss Employee Information before Company Information.

When setting up a payroll, however, company information must be defined before employee information. This is because much of the information for individual employees is drawn from the information defined at the Company level.

Chapter 6: Employee Information

The Employee menu provides the following commands:

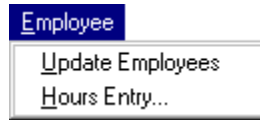


Fig. 6-1
The Employee Menu

The commands under this menu allow you to access the *Employees* dialog box as well as enter the hours that each employee has worked.

Update Employees Command

The **Update Employees** command allows you to update an individual employee's payroll-related information. You can also use the various commands to apply or remove payroll settings that were defined at the Company level. Choosing the command opens the *Employees* dialog box.

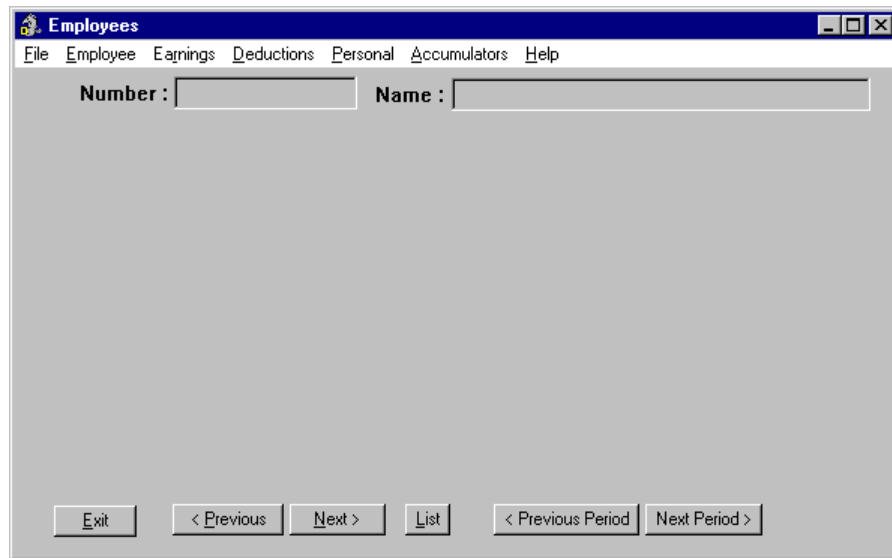


Fig. 6-2
The Employees Dialog Box

The top section of the dialog box displays two fields that show an employee's name and number. When an employee's name and number appear in these fields, this employee is considered the "Active" employee. When an employee is active, all modifications made in the *Employees* dialog box will apply only to him/her.

Hours Entry Command

This command is used by data entry personnel or when earnings are to be entered by date. The **Hours Entry** command allows you to enter up to 200 records for individual employees' hourly information. You can enter hours based on several methods:

- Hours Only
- Hours by Date
- Hours by Date, Account
- Hours by Account
- Hours by Job

Note: Overriding Hours - The hours information entered using the **Hours Entry** command overrides settings defined using the **Permanent Hours** command. In effect, it's the same as defining an hourly override using the **Hourly Override** command.

To Enter Employee Hours

1. Choose the **Hours Entry** command from the *Employees* dialog box. This opens the *Select Employee* dialog box.

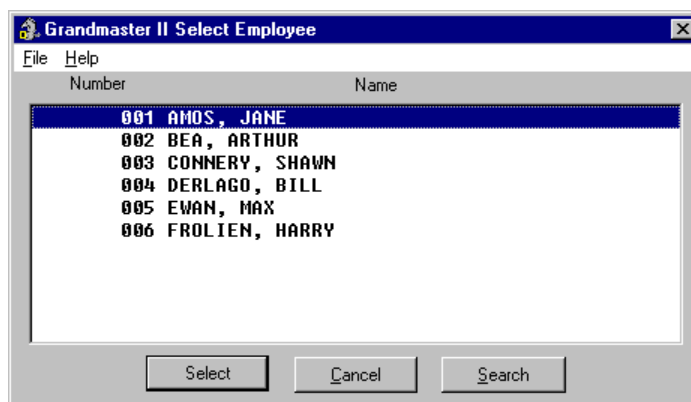


Fig. 6-3
The Select Employee Dialog Box

2. Choose the desired employee from the list provided then click *Select*. This opens the *Hours Entry* dialog box where you can define the hours that this employee has worked.

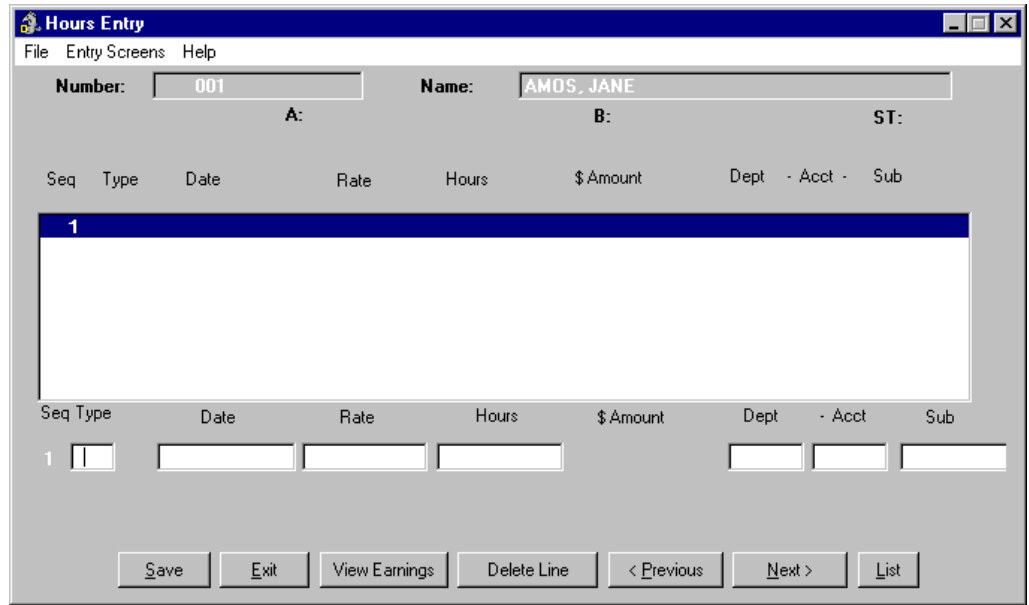


Fig. 6-4
The Hours Entry Dialog Box

GrandMaster II for Windows allows you to enter hours based on several different methods (e.g. by Date, by Account, both, etc.). You can decide which method to use by choosing the **Entry Screens** command.



Fig. 6-5
The Entry Screens Menu

The different methods include:

- **Hours Only** - This form allows you to specify an hourly earnings type, a rate and the number of hours worked. The list of defined hourly earnings may be accessed with the F7 key. When an hourly earnings type is entered, the program will display the earning's default rate. Simply enter a new rate to override the default.
- **Hours by Date** - This form allows you to specify an hourly earnings type, a rate, the number of hours worked and a date for the entry. The list of defined hourly earnings may be accessed with the F7 key. When an hourly earnings type is entered, the program will display the earning's default rate. Simply enter a new rate to override the default.
- **Hours by Date and Account** - This form allows you to specify an hourly earnings type, a rate, the number of hours worked, the date and a general ledger account number for the entry. The list of defined hourly earnings may be accessed with the F7 key. When an hourly earnings type is entered, the program will display the earning's default rate. Simply enter a new rate to override the default.

- **Hours by Account** - This form allows you to specify an hourly earnings type, a rate, the number of hours worked, and a general ledger account number for the entry. The list of defined hourly earnings may be accessed using the <F7> key. When an Hourly earning type is entered, the program will display the earning's default rate. If required, enter a new rate to override the default.
- **Job Cost Entry** - The Job Cost system is an add-on module and available by purchase. This facility allows you to enter hours by job, phase, and sub-phase. Similar to the *Hours by Account* method, the extra 3 fields allow for wage analysis by job phase and sub-phase.

The available editing fields in this dialog box will vary depending on the type of entry screen you have chosen. For example, if you choose the *Job Cost Entry* method of entering hours, extra editing fields will appear at the bottom of the dialog box as shown here:

The screenshot shows the 'Hours Entry' dialog box with the following fields and controls:

- Number:** 001
- Name:** AMOS, JOHN
- A:** (blank)
- B:** (blank)
- ST:** (blank)
- Table Headers:** Seq, Type, Date, Rate, Hours, \$ Amount, Dept, Acct, Sub
- Table Row 1:** 1, (blank), (blank), (blank), (blank), (blank), (blank), (blank), (blank)
- Job Costing Edit Fields (highlighted in red):** Job: (blank), Phase: (blank), Sub Phase: (blank)
- Buttons:** Save, Exit, View Earnings, Delete Line, < Previous, Next >, List

Fig. 6-6
The Job Costing Edit Fields

Keyboard Shortcuts

- <F7> (**view earnings**) - Displays a list of defined hourly earnings types and their corresponding number.
- <Enter> - Accepts the entered value and moves the cursor to the next field. If no value is entered, the <Enter> key will "pop in" the value from the previous record. This does not apply to the Hours field.
- <Esc> - Saves all records appearing in the dialog box with the exception of any information appearing on the bottom line of the dialog box (the "edit line"), and closes the window.
- <F4> (next employee) - Allows you to switch to the next employee in order without leaving the hours entry form.
- <F5> (previous employee) - Allows you to switch to the previous employee in order without leaving the hours entry form.
- <F6> (list) - Allows you to select a different employee from a selection list.

<**Up Arrow**> and <**Down Arrow**> - Moves the highlighted bar to a different row in the table (up or down). When a record is highlighted, the corresponding fields at the bottom of the dialog box will display the current record's data.

<**Left Arrow**> and <**Right Arrow**> - Moves the highlighted bar to a different row in the table (left or right). When a record is highlighted, the corresponding fields at the bottom of the dialog box will display the current record's data.

Employee

For efficiency, GrandMaster II for Windows offers several different methods for selecting the current employee. The options available for employee selection are found in the **Employee** menu, which appears as follows:

When an employee has been selected, regardless of method used, the chosen employee's name and number will appear above at the top of the Employee menu bar. This employee is now considered to be the "current" employee.

Note: Shortcut Keys - The *Select by Name*, *Select by Number*, *Select by List* and the *Next/Previous* commands are available throughout all Employee-related dialog boxes using shortcut key equivalents.

Automatic Saving of Information

When you switch to a new employee, any information you have changed for the original employee is saved. The information for the new employee is then loaded.

Selecting Employees by Name

An employee may be located by surname using the *Select by Name* command (or by pressing <ALT>+<2>).

To Select an Employee by Name

1. Open the *Employee* dialog box then choose the *Select by Name* command from the **Employee** menu. This removes the edit fields in the dialog box and leaves only the *Name* field.

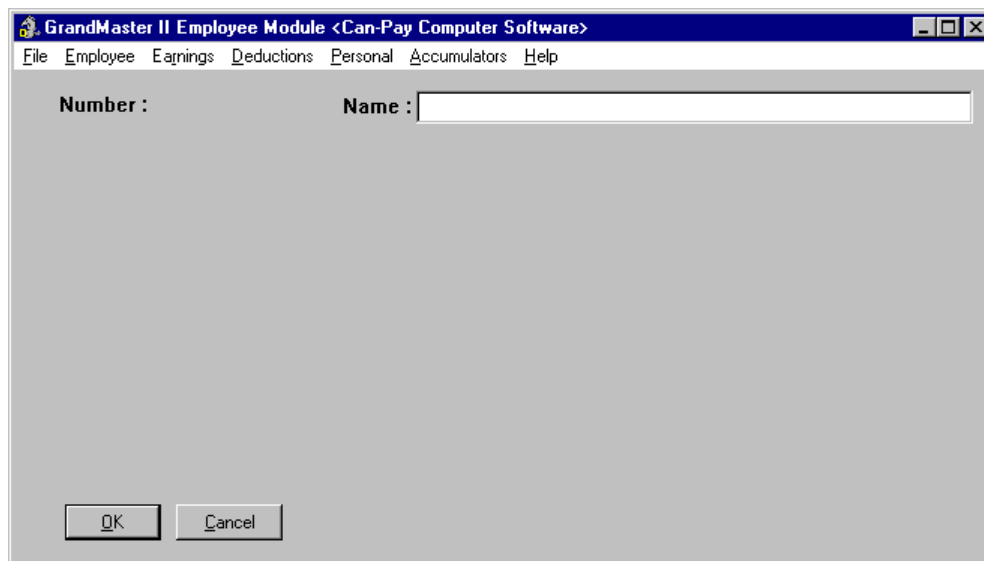


Fig. 6-7
The *Select by Name* Command is Chosen

2. Enter part of or the desired employee's entire surname and click *OK*. If the name does not exist in the payroll, GrandMaster II for Windows will locate the next surname in alphabetical sequence. If there is more than one name meeting the search criteria, the first occurrence will be selected.

When performing a name search, only the first 10 characters specified will be used.

3. If you wish to cancel the search, press the <Esc> key.

Entering Part of an Employee's Name

In the following list of three employee surnames:

Johnson - Johnston - Jones

...the surname *Jones* may be located by typing **jon**. Entering **j** or **jo** will locate the name "Johnson". With the name *Johnson* activated, it would be possible to access *Johnston* by pressing <F4> (next employee).

Note: Name Searches are not Case Sensitive - The name search is not case sensitive. For example, the surname MacDonald could be found by typing **macdonald** or **MACDONALD**.

Previous and Next Employees

After an employee has been selected using his/her surname, pressing the *Next* button will display the next employee in alphabetical sequence. Correspondingly, pressing the *Previous* button will display the previous employee in alphabetical sequence.

The quickest way to select the first employee alphabetically on file is to enter "A". GrandMaster II for Windows will find the first employee alphabetically.

Selecting Employees by Number

An employee may be located by number using the *Select by Number* command (or by pressing <ALT>+<1>).

To Select an Employee by Number

1. Open the *Employee* dialog box, then choose the *Select by Number* command from the **Employee** menu. This removes the edit fields in the dialog box and leaves only the *Number* field.

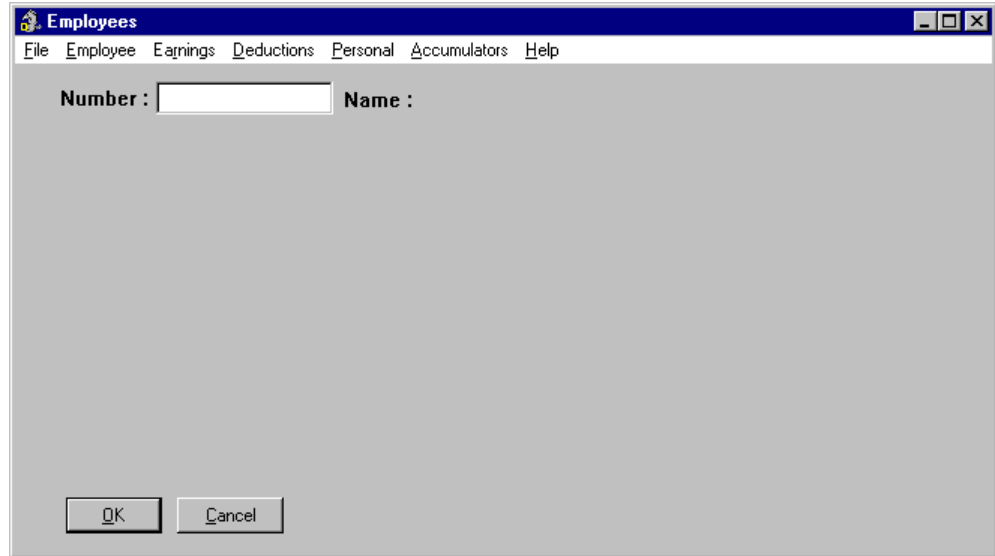


Fig. 6-8
The Select by Number Command is Chosen

2. Enter the desired employee's number, and click *OK*. If the employee number is not found, the employee with the next employee number in numerical sequence will be displayed.
3. If you wish to cancel the search, press the <Esc> key.

Previous and Next Employees

After an employee has been selected using his/her surname, pressing the *Next* button will display the next employee in alphabetical sequence. Correspondingly, pressing the *Previous* button will display the previous employee in alphabetical sequence.

The quickest way to select the first employee alphabetically on file is to enter **1**. GrandMaster II for Windows will find the first employee numerically.

Selecting Employees From a List

The *Select by List* command allows you to choose an employee from a list of available employees. This is useful when you are not familiar with all of the employees' names.

To Select Employees From a List

1. Open the *Employees* dialog box, then choose the *Select by List* command from the **Employees** menu. This opens the *Select Employees* dialog box.

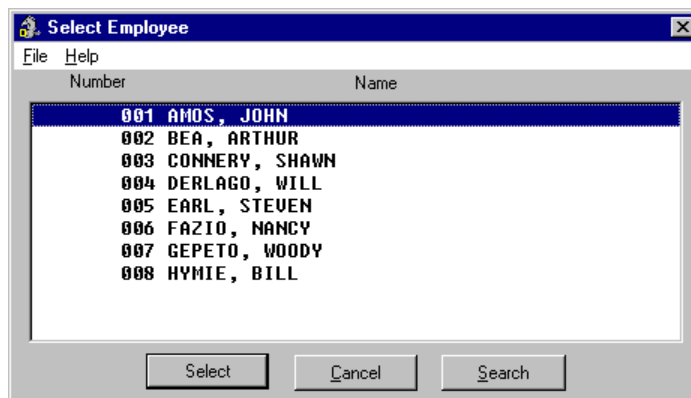


Fig. 6-9
The *Select Employee* Dialog Box

2. Select the desired employee from the list, then choose *Select*. This action closes the dialog box and populates the *Employees* dialog box with the information for the selected employee.

Numeric or Alphabetical Sequence

It is possible to set the starting point for the list displayed. This may be done using numerical (employee #) or alphabetical (surname) sequence.

Alphabetic Sequence - Press <TAB> twice to access the *Name* field, then enter the surname of the first employee you wish to appear in the list. A list of employees in alphabetical order will be displayed, beginning with the specified surname.

Numeric Sequence - Press <TAB> once to access the *Number* field, then enter the employee number of the first employee you wish to appear in the list. A list of employees in numerical order will be displayed, beginning with the specified employee number.

Adding a New Employee

You may add new employees to the payroll at any time. Each time you add an employee, certain values will be defaulted automatically.

To Add a New Employee

1. Open the *Employees* dialog box then choose the **New Employee** command from the **Employees** menu. This opens the *Employee Information* dialog box.

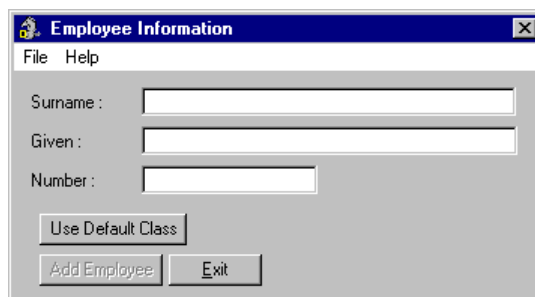


Fig. 6-10
The *Employee Information* Dialog Box

2. Enter the last and first name of the new employee into the *Surname* and *Given* fields respectively.
3. Move to the *Number* field and enter a number by which the new employee may be referenced. The employee number must be unique within the current payroll. If you enter a number that already exists, the employee will not be added (at which point you will have to re-enter their information).

When an employee is added to the payroll, the required fields for the new employee are set to default values by the program. It is advisable to step through the employee-level dialog boxes and enter additional information and verify the various default values.

Add Employee <F7>

The *Add Employee* button allows you to add other employees without closing the dialog boxes. After you have added all the required employees, you can choose each one individually to check default values.

Use Default Class <F8>

If you are using default Employee Classes, this button can be used to select which default settings (type of earning, deduction, and accumulators) the new employee is to be given. For more information on default Employee Classes, refer to the *Global Defaults* section of the *Company Information* chapter.

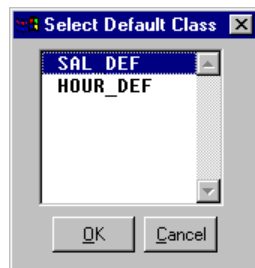


Fig. 6-11
The *Select Default Class* Dialog Box

Deleting an Employee

The current employee may be removed from the payroll at any time. This may be necessary if the employee was added incorrectly or if they are no longer with the company. Refer to the last note in this section regarding T4/T4A information.

Note: Only Supervisors Can Delete Employees - Only the SUPERVISOR and Level 2 users may delete employees from the payroll.

To Delete an Employee

1. Open the *Employees* dialog box then choose the *Delete Employee* command from the **Employee** menu. This displays a message prompting if you are sure you want to remove the employee.
2. Choose *Yes* to proceed with the deletion or *No* to cancel the operation.

Note: T4/T4A information - Delete employees from the payroll that were added incorrectly or only after T4/T4As have been produced. When an employee is deleted, there is no way to recover the employee's payroll information!

Scrolling Through Employees

To move through the employee list quickly, you can scroll forward or backward one employee at a time. This can be done while viewing any employee level dialog box. The following commands are available via the buttons at the bottom of the *Employees* dialog box:

- To scroll forward one employee at a time, press F4 (next).
- To scroll backward one employee at a time, press F5 (previous).

If the current employee was selected by *Employee Number*, the scrolling will occur in numerical sequence. If the current employee was selected by *Employee Surname*, the scrolling will occur in alphabetical sequence (by surname).

- To display a selection list of employees, press F6 (list).
- To select a new employee by employee number, press ALT+1.
- To select a new employee by employee surname, press ALT+2.

If the data for the current employee is changed, the program will automatically save the changes before proceeding to the next employee.

Once the payroll has been calculated, the results of the calculation can be viewed for each employee by closing all of the open windows.

Next Period <F7>

Use this button to view the next payroll information for the employee.

Previous Period <F8>

Use this button to view the previous payroll information for the employee.

Earnings

You may apply up to 50 different types of earnings to an employee, with multiple distributions for each earning type. These earning types must be set up using the *Earnings Information* command available under the **Company** menu. Earnings amounts entered must be the amount paid per pay period.

Earning types are broken down into 2 different categories:

- salary types (given amount per pay period)
- hourly types (units X rate)

Basic Earning Types

Examples of salary type earnings would be *basic salary*, *bonuses*, *commissions*, *director's fees*, etc. Examples of hourly type earnings would be *regular hours*, *overtime hours*, *shift premiums*, *piece work*, *mileage*, etc.

You have two options when selecting earnings for the current employee:

- **Permanent Earnings** - Once selected, these earnings will remain in effect until you change them again.
- **Earning Overrides** - A one-time substitute for the permanent earning

If changes are made to permanent earnings and overrides are present, a warning will be displayed. You will then have to change items if applicable.

EXAMPLE - A salary amount would normally be set up as a *Permanent Salary* earning type. (i.e. paid the same amount every payroll). When an employee goes on vacation, you would select the *Salary Override* command and override the salary by setting it to **\$0.00** (zero) and also set up a one-time vacation earning.

The options for selecting/de-selecting earning types for the current employee are located in the **Earnings** menu as follows:

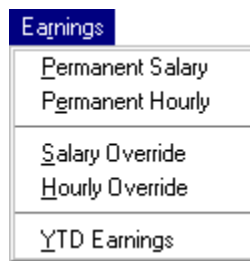


Fig. 6-12
The Earnings Menu

Permanent Salary

The *Permanent Salary* command is used to set up salary type earnings that occur on a regular basis for a given employee. These settings are permanent and will remain in effect until you change them. These settings may be overridden on a one-time basis using the *Salary Override* command.

All salary earnings may be globally activated/deactivated during the pay calculation using the *Select Earnings* command under the **Process** menu.

You could set up a *Permanent Salary* earning on a weekly payroll for a car allowance, which is paid on a monthly basis. Using the *Select Earnings* command under the **Process** menu, you would then activate the car allowance to be paid out on the last payroll of the month.

When you select the *Permanent Salary* command, the following dialog box will appear:

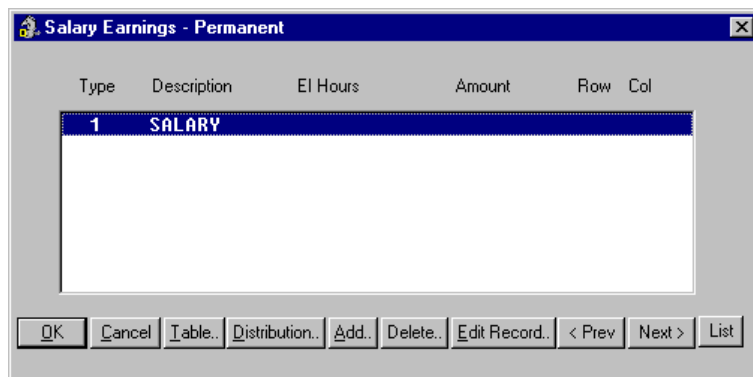


Fig. 6-13
The Salary Earnings - Permanent Dialog Box

Add <F8>

Use this button to add an existing salary earning type to the list of earning types that apply to the current employee. Once selected, you may choose an existing salary earning type from a list of earning types.

Delete <F9>

Use this button to remove a salary earning type. Choosing the button displays a list of salary earning types that have been applied to the current employee. Select a salary earning type to remove it from the current employee's list and click *OK*.

Year-to-date balances are not affected by the deletion of a salary earning type.

When an Earning has been set up as FIXED (F) or MULTIPLE (M) no changes to the earning amount can be made in this dialog box.

Note: The Multiple Earning Type - Before a *Multiple* earning type can be assigned to an employee, the corresponding earning on which it is indexed must first be added to the employee.

Similarly, before an earning can be deleted, any other *Multiple* earnings that are based on this earning must be deleted first.

EXAMPLE - If you define a Salary earning entitled "additional premium" at the Company level with 0.5 X "salary". This "additional premium" cannot be added to the employee's list of earnings until the "salary" has been added to the list.

Distribution <F7>

All earnings will default to the employee's home general ledger account number. Choose this button to allocate these costs to multiple general ledger accounts. This expands the dialog box to include accounting information. Account numbers for each salary earning can be entered. You also have the option to divide a salary into multiple accounts by using the *Add* button.

EXAMPLE - The salary for a manager of three departments is allocated proportionally to each department. You would choose *Distribution* to access the distribution, select the earning type to be split, then select the *Add* button twice. You would then divide salary values and enter the account number for each of the three departments.

Table <F2>

This button displays the earnings table. From the earnings table, a table cell may be selected that will serve as the source for the salary amount. Use of the earnings table allows for global changes in salary based on the values in the table. Use the *Earnings Table* command under the **Company** menu for creating/modifying the earnings table. The selected cell row/column and a "T" will appear beside the salary amount.

EXAMPLE - A teacher's salary is based on a union agreement that is dependent on education and seniority. These two factors are used to create a table of salaries. Each teacher's salary is then linked to a cell in the earnings table. When union negotiation cause values in the table to change, each teacher's salary will be updated automatically.

Permanent Hourly

Choose this command when you need to set up hourly type earnings that occur on a regular basis for a given employee. These settings are permanent and will remain in effect until changed by you. These settings may be overridden on a one-time basis using the *Hourly Override* command.

All hourly earnings may be globally activated/deactivated during the pay calculation using the *Select Earnings* command under the **Process** menu.

When you select the *Permanent Hourly* command, the following dialog box will appear:

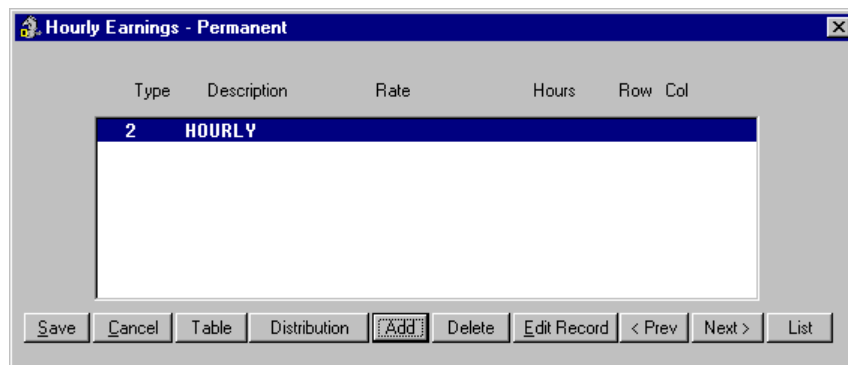


Fig. 6-14
The Salary Earnings - Permanent Dialog Box

Add <F8>

This button is used to add an existing hourly earning type to the list of earning types that apply to the current employee. Once chosen, you may select an existing hourly earning type from a list of earnings.

Delete <F9>

This button displays a selection list displaying hourly earning types that have been applied to the current employee. Select the hourly earning type to remove from the current employee's list and click *OK*.

Distribution <F7>

All earnings will default to the employee's home general ledger account number. Choose this button to allocate these costs to multiple general ledger accounts. This expands the dialog box to include accounting information. Account numbers for each hourly earning can be entered. You also have the option to divide a salary into multiple accounts by using the *Add Distribution* button.

Year-to-date balances are not affected by the removal of an hourly earning type.

EXAMPLE - Joe works in three different departments in a pay period. His hourly wage can be allocated proportionally to each department. You would choose the *Distribution* button to access the distribution, highlight the hourly earning type to be split and choose the *Add* button twice. You could then enter the hours and the account number for each of the three departments.

When an Earning has been set up as FIXED (F) or MULTIPLE (M) no changes to the earning rate can be made in this dialog box.

Note: The Multiple Earning Type - Before a *Multiple* earning type can be assigned to an employee, the corresponding earning on which it is indexed must first be added to the employee.

Similarly, before an earning can be deleted, any other *Multiple* earnings that are based on this earning must be deleted first.

EXAMPLE - A salary earning called "overtime" has been defined at the Company level as 1.5 X "regular". This "overtime" cannot be added to the employee's list of earnings until the "regular" has been added to the list.

Table <F2>

This button displays the earnings table. From the earnings table, a table cell may be selected that will serve as the source for the salary amount. Use of the earnings table allows for global changes in salary based on the values in the table. Use the *Earnings Table* command under the **Company** menu for creating/modifying the earnings table.

EXAMPLE - A union shop worker's hourly wage is based on seniority. A table of hourly rates is defined based on a union agreement. Each worker's hourly rate is then linked to a cell in the earnings table. When union negotiation cause rates in the table to change, each worker's hourly rate will be updated automatically.

Salary Overrides

The *Salary Override* command operates in a similar manner to the *Permanent Salary* command, with the following differences:

- Amounts entered will override permanent settings.
- Amounts entered apply to the current pay period only, and will subsequently revert back to permanent settings for the next pay period.
- Existing earnings types cannot be added or deleted.

EXAMPLE - Joe normally receives a permanent salary of \$1000/month and he takes a leave of absence without pay for 2 days. His salary amount would then be reduced (overridden) to reflect his absence. Because the Salary Override option was used, the change would only affect the current payroll, and would revert back to the permanent salary for the next payroll.

When you select the *Salary Override* command, the following dialog box appears:

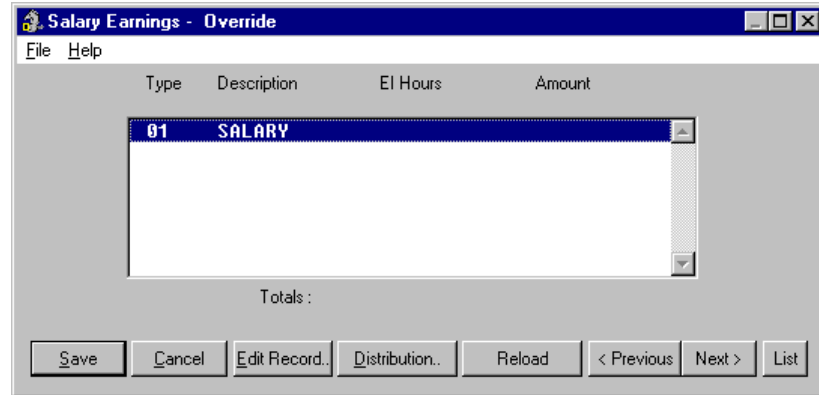


Fig. 6-15
The *Salary Earnings - Override* Dialog Box

Distribution <F7>

Allows you to add/modify/delete Permanent Salary distribution settings for this pay period only.

EXAMPLE - An employee is temporarily moved from department A to department B for a portion of the pay period. You would use this button to allocate the employee's time to the new department.

Reload <F8>

Resets salary earning information for the current employee to the settings defined using the *Permanent Salary* command.

EXAMPLE - In error, you define a salary override for the wrong employee. You would choose *Reload* to reset the current employee's earnings back to permanent salary.

Hourly Overrides

The *Hourly Override* command operates in a similar manner to the *Permanent Hourly* command, with the following differences:

- Amounts entered will override permanent settings.
- Amounts entered pertain to the current pay period only, and will subsequently revert back to permanent settings for the next pay period.
- Earning types cannot be added or deleted.

Note: Alternative to Hourly Overrides - An alternative method to using the *Hourly Override* command is to use the *Hours Entry* command under in the *Payroll* dialog box's **Employee** menu. The *Hours Entry* command is designed to make entering hours information for many employees faster and easier.

EXAMPLE - A casual employee does not work a set number of hours in each pay period. Because the number of hours always varies, a permanent hourly amount can't be defined. Rather, you would use the *Hourly Override* command to enter the employee's hours for each pay period.

When you select the *Hourly Override* command, the following dialog box appears:

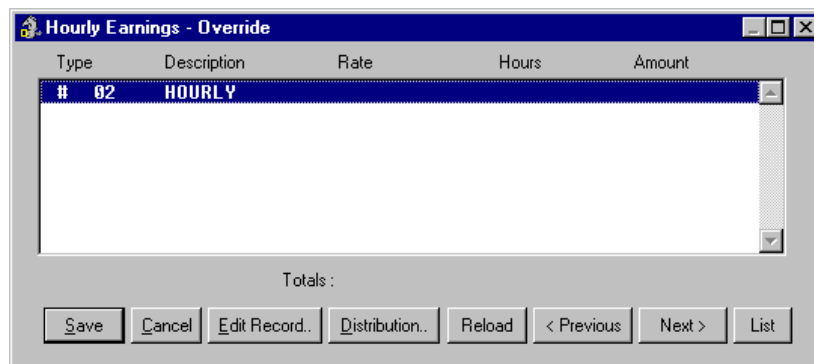


Fig. 6-16
The Hourly Earnings - Override Dialog Box

Distribution <F7>

Allows you to add/modify/delete Permanent Hourly distribution settings for this pay period only.

EXAMPLE - An employee is temporarily moved from department A to department B for a portion of the pay period. You would use this button to allocate the employee's time to the new department.

Reload <F8>

Resets hourly earning information for the current employee to the settings defined using the *Permanent Hourly* command.

EXAMPLE - In error, you define an hourly override for the wrong employee. You would then choose *Reload* to reset the current employee's earnings back to permanent hourly.

Year-to-Date Earnings

This screen is used to adjust an employee's year-to-date balances or set starting balances when a payroll is initialized.

Caution: We recommend that you use this feature only as a last resort or when initializing a payroll. Use the Permanent Hourly/Salary or Override Hourly/Salary fields to make adjustments for the current pay period, as this will provide a proper audit trail.

EXAMPLE - You start using GrandMaster II for Windows in March. Balances to date from your previous payroll system would be entered using the *Year-to-Date Earnings* command.

EXAMPLE - A cheque is issued in error, and is canceled. You would use the *Year-to-Date Earnings* command to adjust the year-to-date balances to reflect the cancellation.

When you select the *YTD Earnings* command, the following dialog box appears:

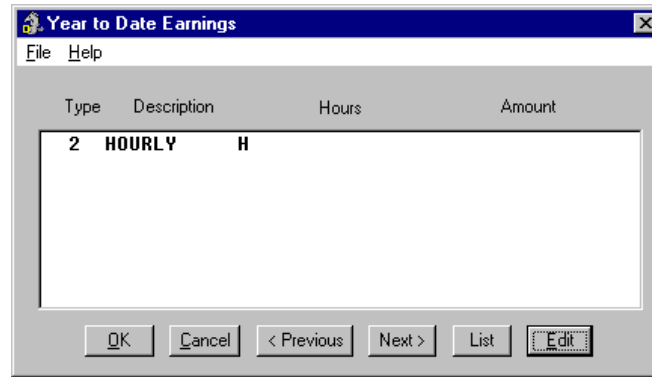


Fig. 6-17
The Year-to-Date Earnings Dialog Box

This dialog box displays all of the salary and hourly earning types for a given employee.

To Update an Earning Amount

1. Select an earning row from the table, then choose the *Edit* button (or double-click on the row). This opens the *Update Current Selection* dialog box so you can view or change the employee's year-to-date balances.

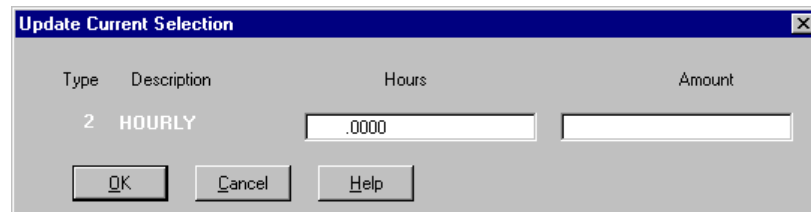


Fig. 6-18
The Update Current Selection Dialog Box

Note: Current Pay Period Entries - Do not include the current pay period entries when entering year-to-date amounts. The current pay period entries are added to the year-to-date amounts when the payroll is cleared using the **Clear Payroll** command.

Deductions/Benefits

Deductions/benefits are defined using the **Deductions and Benefits** command under the **Company** menu. Using the options under the *Employee* dialog box's **Deductions** menu, you may select up to 50 deductions/benefits for each employee in the payroll. You may also override the 5 statutory deductions that are applied to employees automatically.

Deductions are broken down into two basic categories:

- Regular deductions
- Statutory deductions

Examples of regular deductions include *dental plan deduction, life insurance deduction, etc.* Examples of statutory deductions include *income tax, CPP, EI, etc.*

You have two options for applying deductions to an employee:

- Permanent - once selected, these amounts/calculations will remain in effect until you change them.
- Override - A one-time substitute for the permanent deduction

EXAMPLE - A union deduction that is calculated as 2 times the employee's hourly rate would be set up as a Permanent Deduction. An additional initiation fee that is deducted on hiring would be entered as a Deduction Override.

The **Deductions** menu appears as follows:

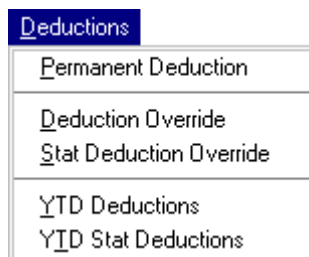


Fig. 6-19
The Deductions Menu

Permanent Deductions

The *Permanent Deduction* command is used to set up deductions that occur on a regular basis for a given employee. These settings are permanent and will remain in effect until you change them. These settings may be overridden on a one-time basis using the *Deduction Override* command.

EXAMPLE - An example of a permanent deduction would be a pension deduction that is calculated as 5% of the employee's gross earnings each time the payroll is processed.

Note: Deactivating Deductions - All deductions may be globally activated/deactivated during the pay calculation using the Select Deductions option under the **Process** menu.

EXAMPLE - A life insurance premium which is deducted on a monthly basis would be activated for the last pay of the month using the *Select Deduction* command under the **Process** menu.

When you select the *Permanent Deduction* command, the following dialog box appears:

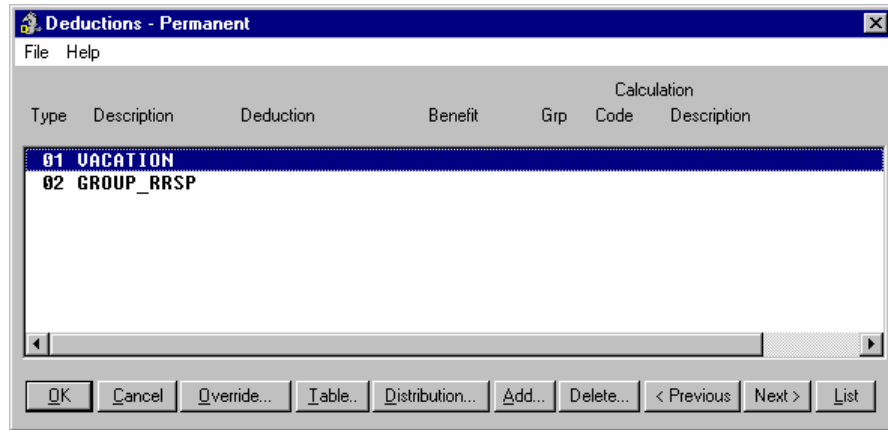


Fig. 6-20
The Deductions - Permanent Dialog Box

Any amounts entered under the *Deduction* or *Benefit* columns of this dialog box will override any calculation as defined using the *Deductions and Benefits* command under the **Company** menu. The value entered is a fixed dollar amount.

Table <F2>

This button displays a table of available parameters for use with the selected deduction/benefit. Each set of parameters is given a group number by which it is identified. Each group can contain up to 5 parameters for use in the deduction/benefit calculation.

A parameter can be:

- A fixed dollar amount.
- A percentage.
- A minimum amount.
- A maximum amount.

EXAMPLE - You have a pension deduction that is calculated as a percentage of gross earnings. Group 1 employees' pension would be deducted at 2%. Group 2 employees' pension would be deducted at 3%. Group 3 employees' pension would be deducted at 5%. You would use the *Table* button to access the parameters for the pension deduction. You would then select the appropriate group for each employee. The corresponding percentage (i.e., 2%, 3%, 5%) would be applied.

The parameters in the table are defined using the *Deductions and Benefits* command under the **Company** menu.

When you select this button, the following dialog box appears:

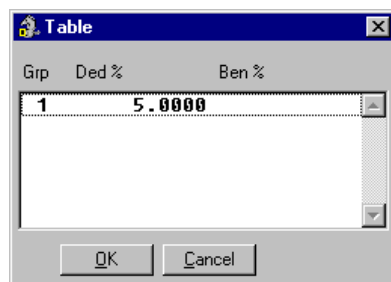


Fig. 6-21
The Table Dialog Box

Distribution <F7>

This button allows you to specify an account number for each benefit cost. By default, the benefit cost will be charged to the global benefit account that is set up using the *Deductions and Benefits* command under the **Company** menu. The benefit will be divided proportionally among the departments in which the employee works.

EXAMPLE - Joe works in both department A and department B. His pension benefit cost would be proportionally allocated based on percentage of income earned in each department. Using this button, you could specify a benefit cost account number for both department A and B, other than the default.

When you choose this button, the following dialog box appears:

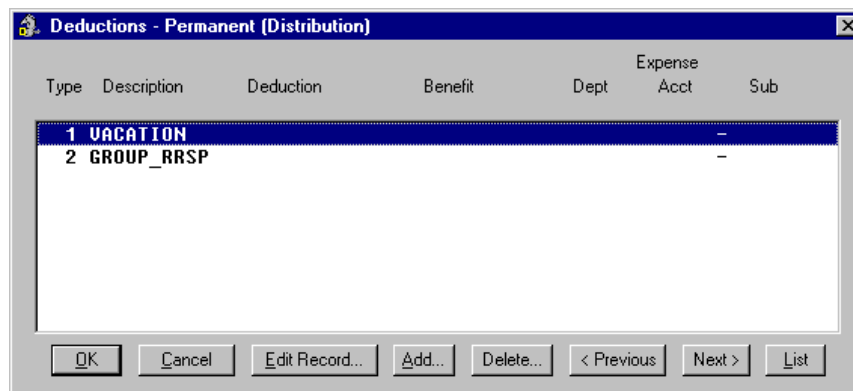


Fig. 6-22
The *Deductions - Permanent (Distribution)* Dialog Box

Add <F8>

This button is used to add an existing deduction/benefit type to the list of deduction/benefits types that apply to the current employee. Choosing this button opens a dialog box where you can select a deduction/benefit to be added.

EXAMPLE - After a 3-month probation period, Joe is eligible to join the group life insurance plan. While viewing the *Permanent Deduction* dialog box for the Joe, you would choose the *Add* button to access a selection list of defined deductions. You would then select the group life insurance deduction.

Delete <F9>

This button displays a dialog box with the deduction/benefit types that have been applied to the current employee. Select the deduction/benefit type you wish to remove, then click *OK*.

EXAMPLE - Joe is promoted and is no longer required to contribute union dues. While viewing the *Permanent Deduction* dialog box for Joe, you would choose *Delete* to access a selection list of deductions for him. You would then select the union deduction and click *OK*.

Deduction Override

The *Deduction Override* command operates in a similar manner to the *Permanent Deduction* command, with the following differences:

- Amounts entered will override permanent settings.

- Amounts entered pertain to the current pay period only, and will subsequently revert back to permanent settings for the next pay period.
- Deduction/benefit types cannot be added or deleted.
- Fixed dollar amounts must be entered for Deduction and/or Benefit (i.e., no calculation will be performed).
- Deductions that have been overridden will be deducted on the next payroll calculation regardless of Global selections for deductions, see the *Process, Select Deduction* section of this guide.

EXAMPLE - Joe will be on vacation next pay period and as a result, the union deduction must be doubled this pay period. You would use the ***Deduction Override*** command to enter the fixed dollar amount of the doubled union deduction for the current pay period.

When you select the ***Deduction Override*** command, the following dialog box appears:

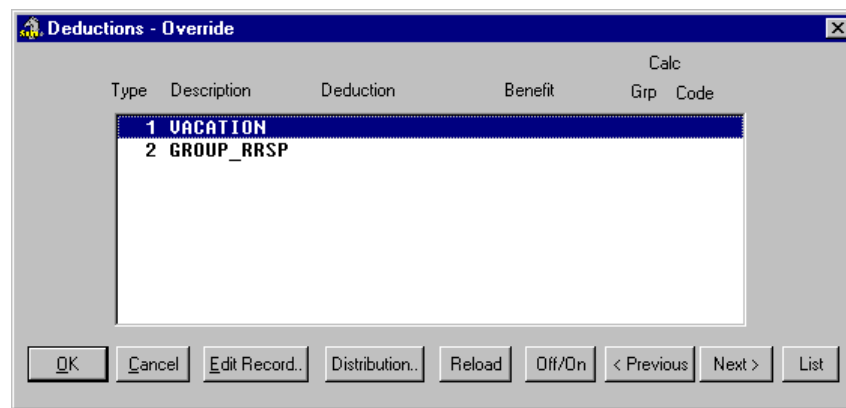


Fig. 6-23
The Deductions - Override Dialog Box

Distribution <F7>

Overrides the *Permanent Deduction* account number for each benefit cost, on a one-time basis. The benefit will be proportionally divided among the departments in which the employee works.

EXAMPLE - For the current pay period only, an employee works in a different department. Using this button you could specify a benefit cost account number for the new department.

Reload <F8>

Resets deduction/benefit information for the current employee to the settings defined using the *Permanent Deduction* command.

EXAMPLE - You define a deduction override for the wrong employee. You would then choose *Reload* to reset the current employee's deductions/benefits back to permanent settings.

Off/On <F9>

Use this button to turn off a deduction/benefit that is calculated. Choosing the button again will turn it back on. A zero will appear next to the description when it is turned off.

Statutory Deduction Override

Statutory deductions are deductions defined by federal and provincial governments including: Federal Tax, Quebec Tax, CPP, QPP and EI. When an employee is added to the payroll, the statutory deductions are automatically set up for them.

These calculations are integrated into the program and cannot be modified. You may, however, override the program calculation using the *Statutory Deduction Override* command.

EXAMPLE - An employee is paid a bonus of \$5000. GrandMaster II for Windows would calculate federal tax as if the bonus is paid every pay period. To override the program's federal tax calculation, you would use the *Statutory Deduction Override* command to enter an adjusted amount.

When you select the *Statutory Deduction Override* command, the following dialog box appears:

Description	Deduction	Override
FED TAX	<input type="text"/>	<input type="checkbox"/>
QUE TAX	<input type="text"/>	<input type="checkbox"/>
C.P.P.	<input type="text"/>	<input type="checkbox"/>
Q.P.P.	<input type="text"/>	<input type="checkbox"/>
E.I.	<input type="text"/>	<input type="checkbox"/>

Fig. 6-24

The Statutory Deductions - Override Dialog Box

To override the program's calculation of a statutory deduction, click the checkbox beside the appropriate item and enter the desired deduction amount.

Note: Overriding Zero Amounts - To override the program calculation with an amount of zero (0), activate the checkbox without entering a deduction value.

To have the program calculate the statutory deduction, remove the check from the *Override* checkbox.

Year-to-Date Deductions

GrandMaster II for Windows maintains an accumulating total of deduction balances for the calendar year, which will be used to produce T4s, T4As and Relevé1's. The YTD Deductions option allows you to adjust these balances or initialize balances for commencement of a new payroll. Any entries made using the YTD Deductions option will appear as adjustments on the next payroll register.

Caution - We recommend that you use this feature as a last resort to make adjustments. If possible, use the *Deductions Override* command to make adjustments, as this will provide a proper audit trail.

EXAMPLE - A benefit for a company car allowance was taken in error. To rectify this, you would enter negative value equal to the error amount in the YTD benefits field in the *YTD Deductions* dialog box.

When you select the *YTD Deductions* command, the following dialog box appears:

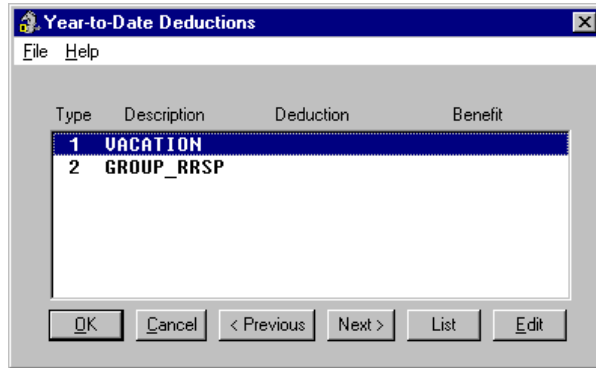


Fig. 6-25
The Year-to-Date Deductions Dialog Box

This dialog box displays all of the YTD deductions and benefits for the current employee. Select the desired item, then choose the *Edit* button to enter the new amount for year-to-date deduction/benefit amounts.

Note: YTD Amounts - The year-to-date balances displayed in this dialog box are prior to the current pay calculation. When the **Clear Payroll** command is selected, the year-to-date balances will be updated to include the current pay period.

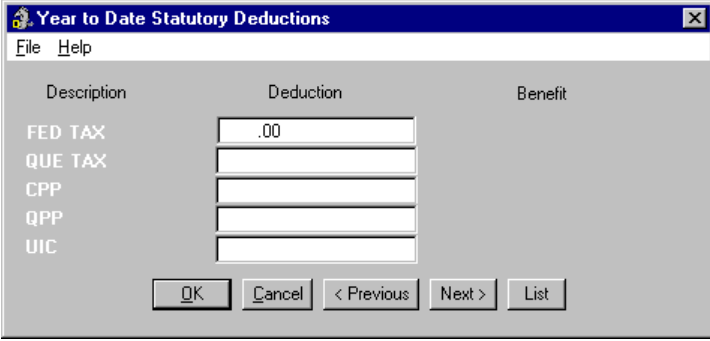
Year-to-Date Statutory Deductions

GrandMaster II for Windows maintains an accumulating total of statutory deduction balances for the calendar year, which will be used to produce T4s, T4As and Relevé 1's. The *YTD Statutory Deduction* command allows you to adjust these balances or initialize balances for commencement of a new payroll. Entering values in this field will alter the year-to-date statutory deductions.

Caution - We recommend that you use this feature as a last resort to make adjustments. If possible, use the **Statutory Deduction Override** command to make adjustments, as this will provide a proper audit trail.

EXAMPLE - A cheque was issued to an employee in error. To rectify this, you would reduce the balance for both the *Deduction* and *Benefit* fields of the *YTD Statutory Deduction* dialog box.

When you select the *YTD Statutory Deduction* command, the following dialog box appears:



The dialog box titled "Year to Date Statutory Deductions" has a menu bar with "File" and "Help". It contains a table with three columns: "Description", "Deduction", and "Benefit". The rows are:

Description	Deduction	Benefit
FED TAX	.00	
QUE TAX		
CPP		
QPP		
UIC		

At the bottom of the dialog box are five buttons: "OK", "Cancel", "< Previous", "Next >", and "List".

Fig. 6-26
The Year-to-Date Statutory Deductions Dialog Box

This dialog box displays all of the statutory deductions and benefits for the current employee. Use the <Arrow> keys to move the cursor bar to the appropriate field, and enter the correct amount for the employee's year-to-date statutory deduction/benefit amounts.

Personal

This menu allows you to specify a variety of personal information for each employee. This information is used in calculations and reports.

The **Personal** menu appears as follows:

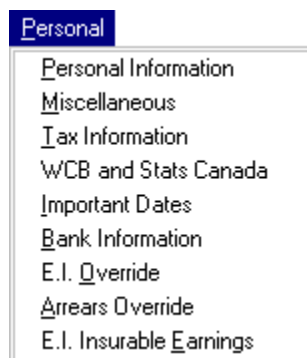


Fig. 6-27
The Personal Menu

Personal Information

This dialog box allows you to specify information about individual employees, such as employee number, name, address, gender, phone number, and SIN number. The SIN number is validated using a modulus 10 check-digit formula. The employee number may be a combination of numbers and letters. The province must be indicated by a 2-letter provincial code, as set out by CCRA Guidelines. The postal code will accept up to 10 characters to allow for US zip codes.

When this command is selected, the following dialog box appears:

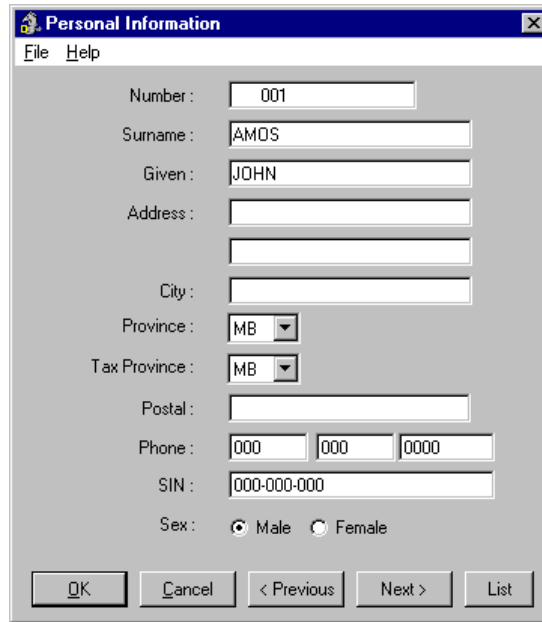


Fig. 6-28
The Personal Information Dialog Box

If you are not sure of the required postal code, enter a space in the *Province* field to display a list of valid province codes. The tax province will default to the province of residence. Only change this if the employee works in a province other than their province of residence.

The fields in this dialog box are as follows:

Field	Description
Number	The employee's number on the payroll. This number must be unique (this field can not be left blank). Changes to the Number field will affect the position of the employee in selection lists.
Surname	The employee's surname or last name. It cannot have more than 1 blank space between parts of the name (e.g. "Van Nostrum" is acceptable). Changes to the Surname field will affect the position of the employee in selection lists.
Given Name	The employee's given name. It cannot have more than 1 blank between parts of name (e.g. "Mary Jane" is acceptable)
Address	The employee's physical street address (documentation only -- for reports).
City	The employee's City of residence.
Province	The employee's Province of residence. (mailing abbreviation)
Tax Province	The employee's Province where their tax is assessed. This field will default to their province of residence.
Postal Code	The employee's Postal or Zip code. (maximum 10 digits). If you are not sure of the required code, enter a space in the Province field to display a list of valid province codes.
Phone Number	The employee's phone number. This field is optional.
Social Insurance Number	The employee's Social Insurance Number. This value must be a valid number (it is verified using a simple check digit formula).
Sex	The employee's gender.

Note: Employee List Positions - Changes to the *Number* or *Surname* fields will affect the position of the employee in selection lists.

Miscellaneous Information

Miscellaneous information is data about the current employee that is not suited to any one distinct area of the payroll system.

When you select the *Miscellaneous Information* command, the following dialog box appears:

Fig. 6-29
The *Miscellaneous Information* Dialog Box

This dialog box allows you to specify the following information for each employee:

Field	Description
Status	Indicates the employment status of the current employee. Available options are ACTIVE, ON LEAVE, TERMINATED, and SPECIAL (flags to indicate extra, additional pay, or reversal payroll).
Rev. Canada	Selects a Revenue Canada number; used for companies with reduced EI rates. Available options are FULL TIME, PART TIME, and OTHER.
Language	A 1 character description (E or F) to indicate the language in which the cheque will be printed.
Position	A 20 character description of an employee's title/rank in a company.
Field A	A 20 character optional user-defined field. The description of the field may be defined in the <i>Control Information</i> dialog box under the Company menu.
Field B	Another 20 character optional user-defined field. The description of the field may be defined in the <i>Control Information</i> dialog box under the Company menu.
Numeric Field 1	A 9 digit numeric (2 decimal places) optional user-defined field. The description of the field may be defined in the <i>Control Information</i> dialog box under the Company menu.
Numeric Field 2	Another 9 digit numeric (2 decimal places) optional user-defined field. The description of the field may be defined in the <i>Control Information</i> dialog box under the Company menu.

Message	A 30 character message to the employee that will show both on the employee's pay stub and on the payroll register (for audit purposes). If a global message (on all employees' pay stubs) is required, enter it when printing cheques (refer to the <i>Cheques/Stubs</i> section of the <i>Creating Reports</i> chapter). If the message is required to be permanent, precede the message with an ampersand (&).
Notes	A 35 character message for internal use by the payroll department. This message will not be printed.
Hour/Pay	An employee's normal hours worked per pay period. This value is not used in calculation of the employee's pay. It can be used to calculate certain deductions or accumulations.
Account	The default account to which the employee's wage(s) will be charged.
FTE	Full Time Equivalent. If the current employee does not work full time, you would enter a percentage of <i>full time equivalent</i> . Used to calculate certain deductions.

Tax Information

This dialog box allows you to set up a permanent override for Federal or Provincial Tax settings and enter claim amounts from the employee's TD1 form.

When you select this command, the following dialog box appears:

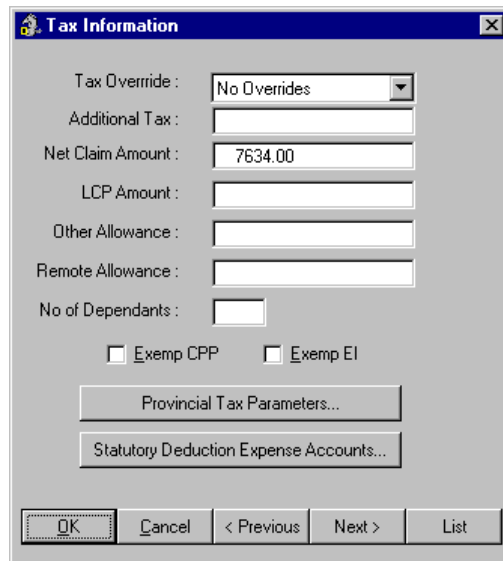


Fig. 6-30
The Tax Information Dialog Box

The fields in this dialog box are as follows:

Field	Description
Tax Override	Indicates the type of override. The following options are available F (fixed), N (net cheque), X (exempt), % (percentage), <space> (additional tax), and S (salesperson routine). The Tax Override setting will dictate the type of entry made in the Additional Tax field. Net cheque (N) will calculate to a net amount that is entered in Additional Tax amount. CPP/QPP and EI will calculate as normal and tax amount will be adjusted to give the exact net pay.

	Salesperson (S) will calculate as a percentage of tax but CPP/QPP will be calculated from the last pay date which will be stored automatically in the anniversary date field. EI will be calculated from dollar one to annual maximum. Used mainly for real estate salespeople.
Additional Tax	Indicates the amount applicable to the tax override.
Net Claim Amount	The Net Claim Amount found on the employee's MR-19-V form.
LCP Amount	The labour-sponsored venture tax credit amount for the current employee.
Other Allowance	Special tax allowance amounts approved by CCRA.
Remote Allowance	An allowance for persons living in a designated area as per CCRA guidelines.
No. of Dependents	The number of dependents (children under the age of 18, or disabled) for the current employee.
Exempt CPP	Indicates whether or not the current employee is exempt from CPP.
Exempt EI	Indicates whether or not the current employee is exempt from EI.

Provincial Tax Parameters <F7>

Allows you to enter tax information for the your specific province. When you choose this button, the following dialog box appears:

Fig. 6-31
The Provincial Tax Parameters Dialog Box

The fields in this dialog box are as follows:

Field	Description
Tax Override	Indicates the type of override. The following options are available F (fixed), N (net cheque), X (exempt), % (percentage), <space> (additional tax), and S (salesperson routine). The Tax Override setting will dictate the type of entry made in the Additional Tax field. Net cheque (N) will calculate to a net amount that is entered in Additional Tax amount. CPP/QPP and EI will calculate as normal and tax amount will be adjusted to give the exact net pay. Salesperson (S) will calculate as a percentage of tax but CPP/QPP will be calculated from the last pay date which will be stored automatically in the anniversary date field. EI will be calculated from dollar one to annual maximum. Used mainly for real estate salespeople.
Additional Tax	Indicates the amount applicable to the tax override.
Net Claim Amount	The Net Claim Amount found on the employee's MR-19-V form.
LCP Amount	The labour-sponsored venture tax credit amount for the current employee.

Statutory Deduction Expense Accounts <F8>

Allows you to change account numbers for CPP, UIC, WCB and Provincial Health expenses. When you choose this button, the following dialog box appears:

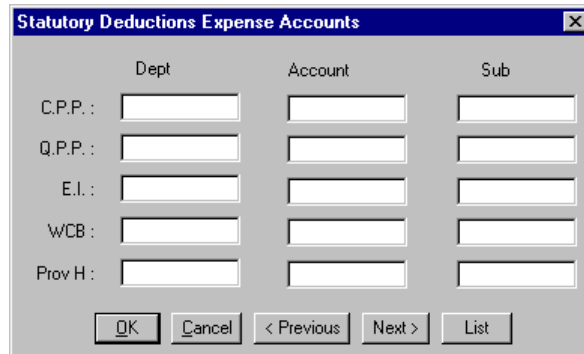


Fig. 6-32
The Statutory Deductions Expense Accounts Dialog Box

The fields in this dialog box are as follows:

Field	Description
Dept.	Enter the Department number for this employee's CPP/QPP, EI, WCB and Provincial Health expenses.
Account	Enter the Account number for this employee's CPP/QPP, EI, WCB and Provincial Health expenses.
Sub	Enter the Sub-account number for this employee's CPP/QPP, EI, WCB and Provincial Health expenses.

WCB and Stats Canada

Statistics Canada periodically selects certain businesses to participate in a survey of employment. The survey is based on geographical regions assigned by Stats Canada. GrandMaster II for Windows supports this survey by allowing you to assign a Statistics Canada earning type code and region to each employee. The program will use these codes to compile a survey report.

When you select the **WCB and Stats Canada** command, the following dialog box appears:

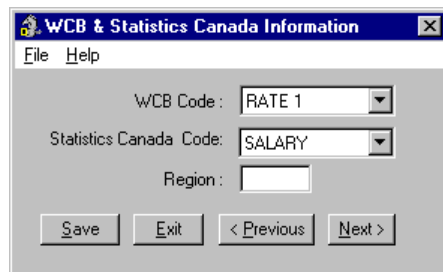


Fig. 6-33
The WCB and Stats Canada Dialog Box

The following table describes the codes necessary for the survey:

Survey Code	Description
WCB Code	Indicates the WCB rate for the current employee. This rate will have been defined in

	the Workers Compensation option under the Company menu.
Stats Can. Code	Indicates the pay classification of the current employee, as indicated on the Stats Canada report. Invalid entry displays a selection list with the following options: SALARY, HOURLY, and OTHER.
Stats Can. Region	If the company has employees in more than one region in Canada, you would assign a number (1-99) to each different region. Enter the appropriate region number in which the current employee works.

Important Dates

This dialog box allows you to enter important dates for each employee. The program requires some of the dates such as *Start Date* and *Birth Date*. Other dates are optional and are used internally. The description of the Additional Dates may be redefined using the Control Information option under the **Company** menu.

Fig. 6-34
The Important Dates Dialog Box

The fields in this dialog box are as follows:

Field	Description
Start	The employee's starting date.
Birth	The employee's birth date.
Anniversary	The one-year anniversary date that the employee began working.
Termination	The date the employee's position was terminated.
Rehire	The date when the employee will be re-hired.
Date 1, 2, 3	Optional dates that are can be set up through Company-level menus.

Bank Information

This command allows you to define information about the employee's bank account(s) for use with the electronic funds transfer (EFT) feature. An employee's earnings can be transferred into a maximum of 3 different bank accounts. The accounts will be satisfied in order of sequence (1-3), as earnings amounts permit. A zero amount will apply the remaining balance to that bank account. Any earnings in excess of the allotted account amounts will be paid in the form of a cheque.

When you select this command, the following dialog box appears:

Fig. 6-35
The Bank Information Dialog Box

The fields in this dialog box are as follows:

Field	Description
Account	This label displays the account that you are presently viewing. Multiple accounts can be viewed using <Page Up> and <Page Down> or the Previous Account and Next Account buttons at the bottom of the dialog box.
Account No.	The employee's actual bank account number where monies will be deposited (you can define up to three). Field format is TTTT-BBB-AAAAA. T = Transit number. B = Bank ID number. A = Account number. It should be entered as it appears on the bottom of a cheque form. Do not suppress the preceding zero. Dashes or spaces can be used between the TRANSIT and BANK and between the BANK and ACCOUNT for readability. An account number or amount must be entered for this bank account information to be saved.
Amount	The maximum amount to be deposited into the account. If this field is blank, the entire (or remainder) of the amount will be deposited.
Bank Name	The name of employee's bank where monies are to be deposited.

Address	The street address of employee's bank.
City	The city where the employee's bank is located.
Province	The province where the employee's bank is located.
Postal Code	The Postal Code of the employee's bank.

<Page Up> and <Page Down>

Used to display the previous/next account (of the 3 available).

E.I. Override

The program assumes that an employee has worked a full pay period. When an employee has worked a partial pay period or more than one pay period, it is required that the employee's hours and earnings be entered on a weekly basis. You can enter the insured earnings/insured weeks for the current payroll in the *EI Overrides* dialog box.

When you select the *EI Override* command, the program will prompt for the number of weeks for which the employee is to be paid.

When you enter the number of weeks and click *OK*, the *EI Override* dialog box is displayed:

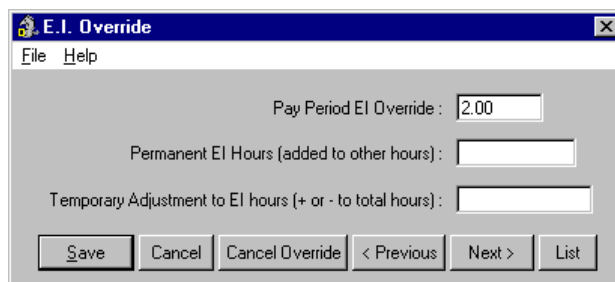


Fig. 6-36
The E.I. Override Dialog Box

The fields in this dialog box are as follows:

Field	Description
Pay Period EI Override	The number of weeks employee is to be paid.
Permanent EI Hours	The number of hours the employee has worked in that week.
Temporary Adjustment to EI Hours	Enter the employee's insurable earnings.

If an EI override is entered, the exact amounts of hours and earnings must also be entered. When amounts are entered, the program will not perform any further calculation.

This option should be used instead of *Statutory Deduction Overrides* to maintain the insured hours and earnings correctly within the program.

Arrears Override

Arrears are *carry-forwards* from the previous pay period. If an employee did not have enough earnings to offset his deductions in the previous pay period, these amounts are automatically carried forward until the employee's income exceeds his/her deductions or until you remove the arrears amount.

Choosing this command displays the following dialog box:

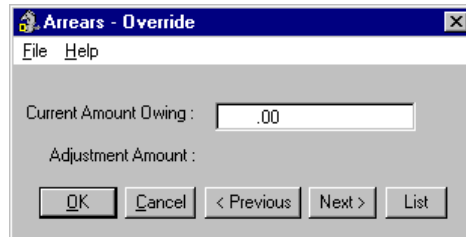


Fig. 6-37
The Arrears Override Dialog Box

If a manual adjustment is required, enter the new value for the arrears using the *Current Amount Owing* field. The adjustment amount displays the difference between the amount entered and the previous value for arrears.

Note: What Causes Arrears? - Arrears are usually caused by a fixed amount deduction that exceeds the amount of earnings paid.

EXAMPLE - An employee is paid \$45.00 on the last payroll and has a fixed bond deduction of \$50.00 per pay. This situation would place the employee in arrears for \$5.00. In this case, the \$5.00 would be deducted on the next pay.

Manual adjustments to the current amount owing should only be made as a last resort. If an adjustment is made, you should verify the year-to-date amounts for the item(s) that created the arrears situation.

EXAMPLE - An employee had no pay in the pay period but a \$20.00 union deduction was taken off in error. On the next payroll you would enter a \$-20.00 union deduction to offset the arrears.

To prevent an employee from entering into an arrears situation, set the employee Status to *On Leave* before the payroll is calculated (refer to the *Miscellaneous Information* section of this guide for more information).

E.I. Insurable Earnings

The Insured Earnings options allows you to edit an employee's insured weeks in terms of hours and earnings. This information is used only to create the Record of Employment form. Weeks entered are actual weeks. The program will, by default, assume the earnings are insured. Enter zero if there is no insured earning in that period.

Caution - Use this option only as a last resort. Care should be taken when modifying insured earnings. Once settings are saved, they cannot be reversed (even with the *Reverse Pay* function).

When you select this command, the following dialog box is displayed:

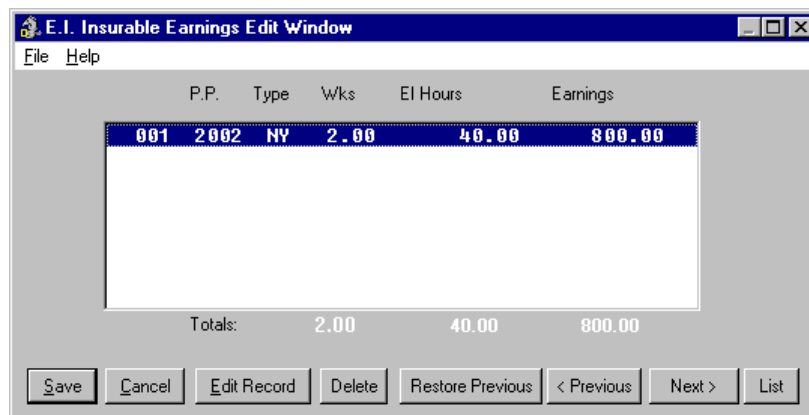


Fig. 6-38
The EI Insurable Earnings Dialog Box

The column tables display the following information:

COLUMN LABEL	Description
P.P.	The year and pay period number.
Type	The type of pay period and a "y" if this has been printed on an ROE.
Weeks	The number of weeks in the given pay period.
EI Hours	The amount of hours in the given pay period.
Earnings	The amount of earnings in the given pay period.

Warning: Be careful when modifying insured earnings. Once settings are saved, they cannot be undone with a reverse pay.

Accumulators

Accumulators are used to calculate and pay, or maintain a running balance of pay types such as vacation pay/hours, statutory holiday pay, sick entitlement, etc.

The **Accumulators** menu appears as follows:

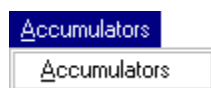


Fig. 6-39
The Accumulators Menu

In the *Accumulators* dialog box, you may invoke accumulators that have been previously set up (using the *Accumulators* command under the **Company** menu), for the current employee. You may then change accumulator settings specific to individual employees.

When you choose the *Accumulators* command, the following dialog box appears:

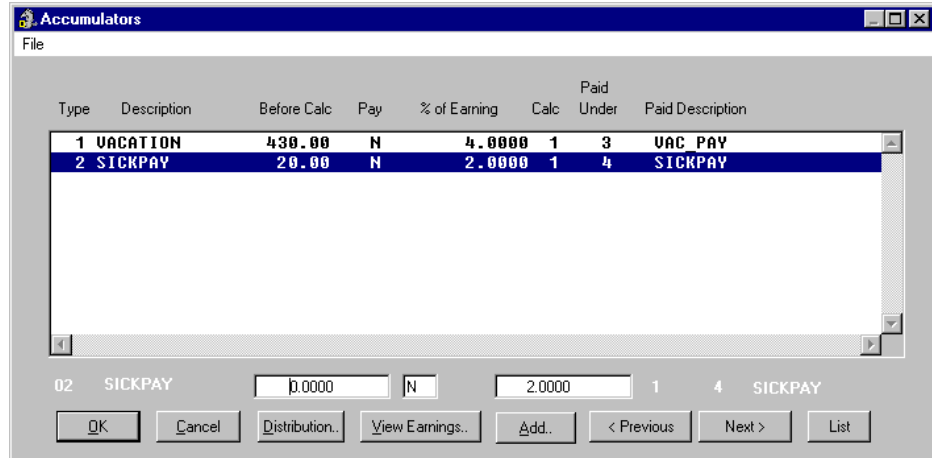


Fig. 6-40
The Accumulators Dialog Box

The three edit fields near the bottom of the dialog box may be modified as follows:

Field	Description
Before Calculation	Displays the accumulated balance prior to the pay calculation. You can edit this balance as required.
Pay	Specifies whether the accumulator should always pay the balance (A), accumulate the balance (N), or pay the balance this pay only (T) (and will revert back to accumulate (A) for the next pay).
% of Earnings	Indicates the accumulator rate (in terms of earnings) for the current employee.

Distribution <F2>

This button allows you to modify the expense accounts for the accumulators (if applicable). Choosing the button opens the following dialog box:

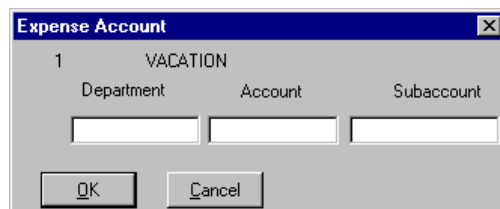


Fig. 6-41
The Expense Account Dialog Box

Note: Paying Out a Fixed Amount or Entire Balance of an Accumulator -To learn how to perform either task, refer to the *Accumulators* chapter in the *Company Information* section of this guide.

Chapter 7: Company Information

Company Information applies only to the specific payroll you have loaded. That is, any information you enter here will be unique to this payroll and will not affect other payrolls you have created. The Company Information section is normally the starting point when you begin working with a new payroll.

Automated Features

GrandMaster II for Windows utilizes several automated features and it is important to understand how they function. By taking advantage of these powerful features you can satisfy all of your payroll requirements in an expedient manner.

Three of these special features are:

- **Statutory Deductions (Federal/Provincial tax, CPP/QPP and EI)** - These options follow CCRA guidelines and incorporate the Option 1 Tax formula. These features generally change twice a year (July 1 and January 1). CanPay carefully monitors these changes and forwards software updates when required. You can not change the formulas.
- **Earnings (amounts paid to employees)** - The program will accommodate 50 different earning types. Employees in the payroll are assigned the earning categories that apply to them. Distribution of the earning to specific General Ledger accounts is accomplished by assigning account number at the employee level.
- **Deduction/Benefits (amounts deducted from the employees pay/company payment on behalf of the employee).** Fifty deduction/benefits are available.

The Company Menu

The **Company** menu allows you to customize the program to meet specific company requirements. This is achieved by activating/deactivating a series of options which in turn may be selected to meet individual employee requirements. The **Company** menu appears as follows:

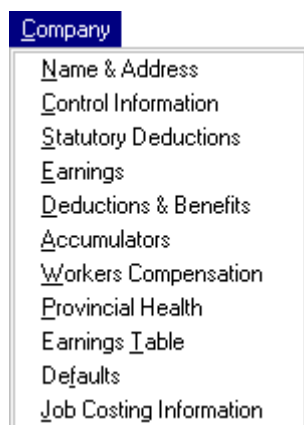


Fig. 7-01
The Company Menu

Two Simple Payroll Procedures

Generally, there are two procedures to setting up a payroll:

- Set up company (global) defaults/options. These options will then become available for all employees within this payroll.
- Activate required options on an individual employee basis

Name and Address

The *Name and Address* dialog box contains information regarding the name and address of the company. The Name, Address and City fields will accept up to 40 characters of information. The province must be indicated by a 2-letter provincial code, as set out by CCRA guidelines. The postal code will accept up to 10 characters to allow for U.S. zip codes.

If you are not sure of the required postal code, enter a space in the *Province* field. This will display a list of valid province codes.

When you select the *Name and Address* command, the following dialog box appears:

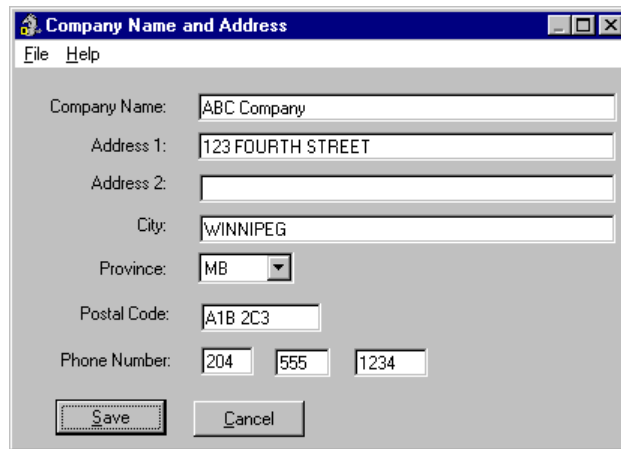


Fig. 7-02
The Name and Address Dialog Box

Save <F10>

This button saves the changes and closes the dialog box.

Control Information

This dialog box contains information necessary to control the processing of the payroll. When you select the *Control Information* command, the following dialog box appears:

Fig. 7-03
The Control Information Dialog Box

This information is described in the following table:

Field	Description
Pay Periods/Year	Indicates the number of pay periods per year, e.g. weekly (52), biweekly (26), semimonthly (24) or monthly (12).
Start Date Payroll year	Indicates the start date of the first pay of the year.
Maximum Net/Period	Sets the maximum net pay per period. This does not suppress the pay but will print a warning when net amount exceeds the amount.
Accounts	
Net Pay	Specifies the general ledger account numbers for the net payroll.
Arrears	Specifies the general ledger account number for arrears (negative net cheques).
Arrears Description	Specifies the arrears description.
Enable Audit	Enables the audit change-tracking feature. This option will increase file size.
Allow Arrears on gross pay of zero	Check this box if you want to arrears to be generated even if an employee's gross pay is a zero amount.
Descriptions (Optional)	
Additional Date 1 - 3	There are 3 user-definable date fields that will appear in the Personal, Important Dates dialog box under the Employee menu bar.
Miscellaneous	
Miscellaneous Field A-B	There are 2 user-definable character fields that will appear in the Personal, Miscellaneous dialog box under the Employee menu bar.
Numeric 1-2	There are 2 user-definable numeric fields that will appear in the Personal, Miscellaneous dialog box under the Employee menu bar.
Expense Accounts	
Use Company Account	This causes the account search to bypass the Employee screen, Personal menu, Miscellaneous option, Default Account number and accept the account from the Company Accounts. Not valid for earnings.

Use Sub Account	This causes the account search to bypass the Employee screen, Personal menu, Miscellaneous option, Default Account number and accept the sub-account from the Company Accounts. Not valid for earnings.
-----------------	---

Statutory Deductions

Statutory deductions are fixed calculations based on the *Option 1* formula which is supplied by the CCRA, which incorporates Federal Tax, Provincial Tax, Canada/Quebec Pension Plan, and Employment Insurance (EI). This dialog box allows you to change descriptions, enter CCRA Business numbers and general ledger account numbers.

Note: Overriding Statutory Deductions - Use the **Statutory Deduction Override** command under the **Deductions** menu under the **Employee** menu bar to override the program statutory deduction calculations for an individual employee.

Once the CCRA numbers are defined, you can assign a number to individual employees using the **Personal - Miscellaneous** command in the *Employees* dialog box.

EXAMPLE - Some statutory deductions are: Federal Tax, Quebec Tax, C.P.P., Q.P.P., and EI.

GrandMaster II for Windows will allow you to set up a maximum of three (3) CCRA/Revenue du Quebec numbers per payroll. This will aid those employers who have a reduced EI rate.

When the **Statutory Deductions** command is selected, the program prompts you to select a CCRA account as follows:

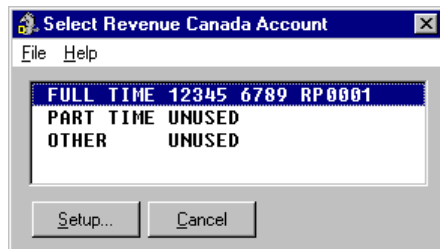


Fig. 7-04
The Select CCRA Account Dialog Box

Once an account is selected the following dialog box appears:

Fig. 7-05
The CCRA Account Setup Dialog Box

The following table describes the options available in the *Account Setup* dialog box:

Field	Description
Current Class	A description of the employment category. Options available are FULL TIME, PART TIME and OTHER.
CCRA Acct or BN	The CCRA remittance account number. The program validates CCRA numbers using the <i>Modulus 10</i> check-digit formula.
Quebec Acct.	The province of Quebec remittance account number. This is only required if employees are working in the province of Quebec.
EI Rate	The employer's EI Commission rate expressed as a multiple of the employees' rate. Normally this would be 1.4 X the employees' EI rate.
Liability Account	Indicates the default liability general ledger account number. The account number uses the following structure: DEPARTMENT, ACCOUNT, SUBACCOUNT The total deduction and the total benefit will be credited to this account.
Expense Accounts	Indicates the default expense general ledger account number. The account number uses the following structure: ACCOUNT, SUBACCOUNT The employee's wage expense department code will be inserted in front of the account number.

Earnings Information

The *Earnings Information* dialog box allows you to set up and/or modify earning types. Once the earning types are set up, they may be applied to individual employees by using the commands under the **Earnings** menu in the *Employees* dialog box.

There are 2 basic types of earnings:

- **Salary** - a fixed pay amount.
- **Hourly** - a pay rate X hours (or units).

Either earning type can have the following settings:

- **Normal** - entered on an individual employee basis.
- **Fixed** - a fixed rate for all employees on the payroll.
- **Multiple** - a rate determined by a factor times an existing earning type.

EXAMPLE - An hourly rate would be defined as **Normal** type. Overtime rate that is 1.5 times the regular hourly rate would be an example of a **Multiple** earning type. A travel expense (e.g. \$0.35 per kilometer) that is standard for all employees would be an example of a **Fixed** earning type.

When you select the *Earnings Information* command, the following dialog box appears:

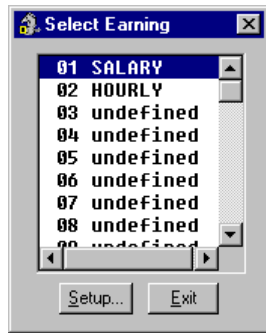


Fig. 7-06
The *Select Earning* Dialog Box

When you select an earning type and click *Setup*, the following dialog box appears:

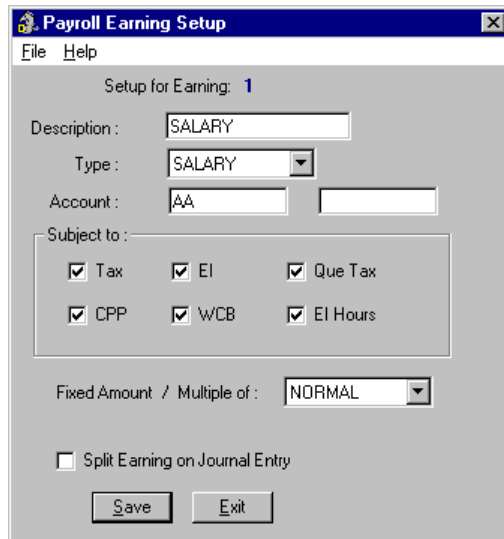


Fig. 7-07
The *Payroll Earning Setup* Dialog Box

The following table describes the fields found in the *Payroll Earning Setup* dialog box:

Field	Description
Description	A 10 character field used to describe the earnings.
Type	Indicates the type of earning. Invalid entry displays a selection list with the following options: SALARY (a fixed amount per pay period) and HOURLY (a rate times units).

Account	Indicates the default expense general ledger account number. The account number uses the following structure: ACCOUNT, SUBACCOUNT The employee's wage expense department code will be inserted in front of the account number.
Subject to	
Subject to Tax	Indicates whether the earning is eligible for federal/provincial tax. An employee is subject to Quebec tax only if the employee works in Quebec.
Subject to CPP/QPP	Indicates whether the earning is eligible for CPP/QPP.
Subject to EI	Indicates whether the earning is eligible for EI.
Subject to WCB	Indicates whether the earning is eligible for Workers Compensation.
Fixed Amount/ Multiple of	Indicates how the earning/rate is to be determined by the program. Invalid entry will display a selection list with the following options: NORMAL (entered on an individual employee basis), FIXED (a global rate that applies to all employees) and MULTIPLE (calculated based on another earning type). If you select the FIXED, or MULTIPLE, the program will prompt for further information.
Split Earning on Journal Entry	Check this box if want the Earning to be split when it appears on the Journal Entry report.

Deductions and Benefits

The *Deductions and Benefits* dialog box allows you to set up new deduction/benefit types, and modify existing deductions/benefits types. When a deduction/benefit type is defined, both a deduction and the associated benefit are created. You have the option of utilizing the deduction only, the benefit only, or both.

A *deduction* is an amount subtracted from the employee's gross pay. The deduction/benefit can be calculated using a variety of methods or fixed amounts can be entered on a per-pay-period basis.

A *benefit* represents payments made by the company on the employee's behalf. Benefits can be calculated as a factor of a deduction or as a percentage of an earning type. They can also be entered as a fixed amount on a per-pay-period basis. Benefits are expensed to the various departments in which an employee works.

EXAMPLE - The amount subtracted from an employee's earnings that is paid into a dental plan would be considered a *deduction*. The amount that the company contributes to the dental plan on the employee's behalf would be a *benefit*.

When you select the *Deductions and Benefits* command, the following dialog box will appear:

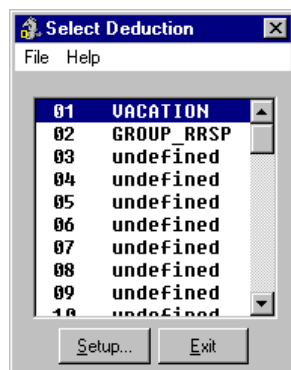


Fig. 7-08
The Select Deduction Dialog Box

When you select a deduction and click *Setup*, the following dialog box appears:

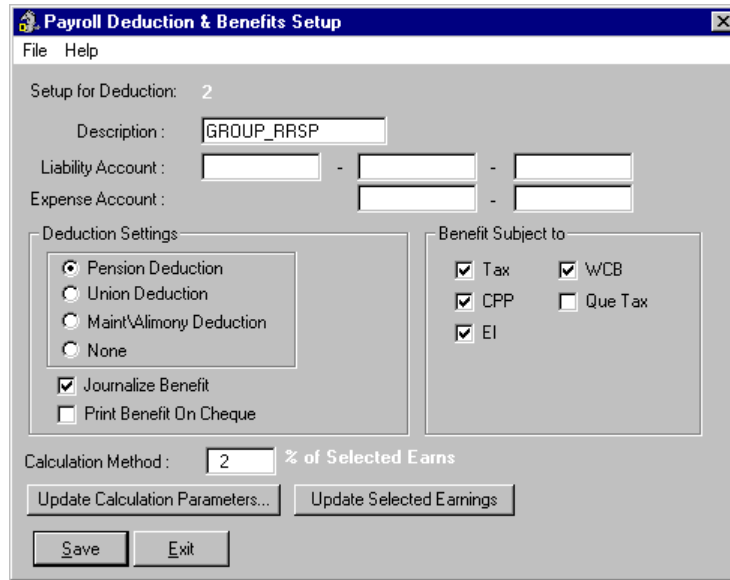


Fig. 7-09
The Payroll Deduction and Benefits Setup Dialog Box

The following table describes the fields found in this dialog box:

Field	Description
Description	A 10 character description of the deduction.
Liability Account	The general ledger liability (credit) account number for the deduction and the benefit. The account number uses the following structure: DEPARTMENT, ACCOUNT, SUBACCOUNT
Expense Account	The general ledger expense account number for the benefit. The employee's wage expense department will be used to complete the journal account. The account number uses the following structure: ACCOUNT, SUBACCOUNT
Journalize Benefit	Specifies whether or not to include benefit information in the journal entry.
Deduction Settings	
Pension Deduction	Indicate if the current deduction is a registered pension plan. If you enter Y, these amounts will be deducted prior to the income tax calculation. See the CCRA Taxation Guide.
Union Deduction	Indicate if the current deduction is a union dues deduction. If you enter Y, these amounts will be deducted prior to the income tax calculation. See the CCRA Taxation Guide.
Maintenance/Alimony Deduction	Indicates the current deduction is a court order for payment of maintenance or alimony support. If you enter Y, these amounts will be deducted prior to the income tax calculation. See the CCRA Taxation Guide.
None	Indicates no specific Pension, Union or Maintenance/Alimony settings for the deduction.
Journalize Benefit	Indicates that the benefit information should be logged so it will appear in the Journal Entry report.
Print Benefit on Cheques	Indicates whether the benefit needs to be printed on the cheque. In most

	cases the benefit would not be printed on the cheque.
Benefit Subject to	
Tax	Indicates whether or not the benefit is subject to Federal tax.
Quebec Tax	Indicates whether or not the benefit is subject to Quebec tax.
CPP	Indicates whether or not the benefit is subject to CPP.
EI	Indicates whether or not the benefit is subject to EI.
WCB	Indicates if the benefit is to be included on the Workers Compensation reports.
Calculation Method	Indicates the method by which the deduction is to be calculated. An invalid entry will display a selection list of available calculation methods.

Update Calculation Parameters <F4>

Allows you to enter up to 25 parameters that are to be used in the calculation method. The number of parameters will vary depending on which calculation method is chosen. Choosing this button opens the following dialog box:

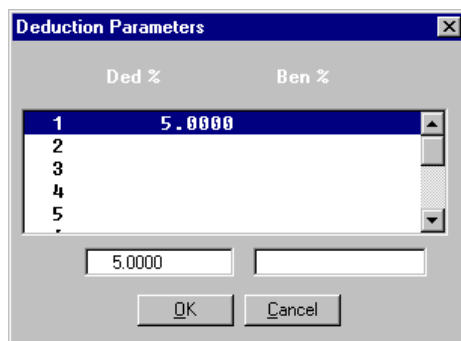


Fig. 7-10
The Deduction Parameters Dialog Box

This dialog box allows you to enter the parameters required for the current deduction. Depending on the calculation method selected, the definition of these fields will change. The title above each column represents what the values in that column are used for.

You may enter more than one set of parameters for the current deduction. Each row in the table represents a different set of parameters. When a deduction is added to an employee's record you may choose which set (or class) of parameters to use, depending on the requirements of the employee. You do this by selecting the class of parameters required under the **Employee Permanent Deductions** command.

EXAMPLE - You select calculation method 2 (a percentage of selected earnings). To specify the available percentages to be used in the calculation, you would choose the *Update Calculation Parameters* button and enter all necessary percentages.

Parameters for deductions can be set up in groups/classes. Each row of the *Calculation Parameters* dialog box contains a complete set of parameters for the calculation code and is available for use on individual employees using this deduction. See the *Permanent Deductions* section in the *Employee Information* chapter of this guide for more information on applying a group/class to an employee.

Update Selected Earnings <F5>

Allows you to specify the earning(s) types that will be used in the calculation. Choosing this button displays a list of earnings for this employee. Choose one or more earnings from this list, then click *OK*.

EXAMPLE - You select calculation method 2 (a percentage of selected earnings). To specify the earning type on which the calculation is to be based, you would choose this button, then select the necessary earnings from the list.

Benefit Calculation Codes

The following table outlines available deduction/benefit calculation codes:

Code	Calculation	Parameters	Description
1	Fixed Dollar amount	Ded. Amount Ben. Amount	The default deduction code. A fixed amount would be entered for the deduction and/or benefit.
2	% of Selected Earnings	Ded. Percent Ben. Percent	A calculation based on a percentage of selected earning for the deduction and/or benefit.
3	Rate * Selected Hours	Ded. Rate Ben. Rate	A calculation based on a rate times hours of a selected earnings for the deduction and/or benefit.
4	Rate * Selected Hourly Rate	Ded. Rate Ben. Rate	A calculation based on a rate times hourly base rate of a selected earning for the deduction and/or benefit.
8	% of Selected Earnings to deduction maximum	Ded. Percent Ben. Percent Ded. YTD Max.	A calculation based on a percentage of selected earnings for the deduction and/or benefit. The deduction is subject to a YTD deduction maximum.
9	% of Selected Earnings to deduction maximum (Ded. only)	Ded. Percent Ded. YTD Max	A calculation based on a percentage of selected earnings for the deduction only to a maximum YTD deduction.
11	Rate * Selected Multiple Hourly Value (Ded. only)	Ded. Rate	A calculation based on a rate times the hourly base value of selected earnings for the deduction only. The hourly base value is the multiple hourly rate.
12	Rate * Selected Multiple Hourly Value. (Ben. only)	Ben. Rate	A calculation based on a rate times the hourly base value of selected earnings for the benefit only. The hourly base value is the multiple hourly rate.
13	Fixed Dollar Amount up to YTD maximum (Ded. only)	Ded. Amount Ded. YTD Max.	A fixed amount up to a year to date maximum deduction. It may have employee parameters.
14	% < YMPE + % > YMPE On selected earnings	% <YMPE % > YMPE Ben. rate of deduction	A calculation performed on a pay period basis on a percentage of earnings less than YMPE + a percentage greater than YMPE. The benefit is taken as a rate times the deductions. The YMPE amount and the number of pay periods are used in the calculation.
15	Rate * Selected Multiple Hourly Value	Ded. Rate Ben. Rate	A calculation based on a rate times hourly base value of selected earnings for deduction and/or benefits. The hourly base value is the multiple hourly rate.

20	Life Insurance Plan on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is determined by the selected earnings times the number of pay periods in a year. A minimum and a maximum annual salary can be entered to limit the range of the calculation.
21	% of Selected Earnings less CPP/QPP paid	Ded. Percent Ben. % of Ded.	A calculation based on a percentage of selected pensionable earnings less CPP and QPP paid. The benefit is a percentage of the deduction.
22	% of selected Earnings less (CPP + QPP paid CPP Rate)	Ded. Percent % of CPP+QPP paid/ CPP Rate Ben. % of Ded.	A calculation based on a percentage of selected earnings less a percentage of CPP + QPP paid divided by CPP rate. The benefit is a percentage of the deduction.
24	% of Selected Earnings (Tax, CPP, QPP UIC QUE Tax) (Ded. only)	Ded. Percent Ded. Max, YTD	A calculation based on a percentage of selected earnings then subtracts tax, CPP, UIC, QPP, QUE tax to a year to date deduction maximum. The deduction can not be a negative amount. It may have employee parameters.
25	% <YMPE + % >YMPE on selected earnings and FTE (Ded. only)	% <YMPE %> YMPE	Deduction code developed for Saskatchewan Teachers Superannuation plan. A calculation is performed on a per day basis on a percentage of full time equivalent selected earnings less than YMPE + a percentage greater than YMPE for the deduction only. The number of days worked in a year are 197. The YMPE amount and the number of pay periods are used in the calculation.
26	% <YMPE + % >YMPE on selected hours (Ded. Only)	% <YMPE%> YMPE	Deduction code developed for Sask Teachers Superannuation Plan. A calculation is performed on a per day basis on a percentage of the hourly rate (selected earnings divided by hours) less than YMPE + a percentage above YMPE. The number of days worked in a year are 197. The YMPE amount and the number of pay periods are used in the calculation.
27	% of Net Pay to a YTD Maximum (Ded. only)	% of net pay Ded. Maximum	A calculation based on a percentage (not more than 100%) of the employee's net payroll to a YTD maximum deduction value. Normally used for garnishee orders. The deduction can not be negative. It may have employee parameters.
28	CPP/UIC company cost charge back (Ded. only)	None	A calculation to charge the company's cost of CPP and QPP paid as well as UIC paid times the UIC rate back to the employee.
29	% <YMPE + % >YMPE on selected earnings	% <YMPE %> YMPE Ben. % of deduction.	Deduction code developed for Ontario hospital pension plan. A calculation is performed on an annual basis on a percentage of selected earnings less than YMPE + a percentage greater than YMPE. The benefit is a percent of the deduction. The YMPE amount and the number of pay periods are used in the calculations.
30	% <YMPE + % >YMPE on selected	Ded % <YMPE Ded. % >YMPE Ben % <YMPE	Deduction code developed for Alberta LAP municipal employees. A calculation is performed on a per pay period basis on a percentage of selected earnings less

	earnings	Ben % >YMPE	than YMPE + a percentage greater than YMPE. The benefit has separate percentages for above and below YMPE. The YMPE amount and the number of pay periods are used in the calculation.
31	% <YMPE + % >YMPE on selected Earnings and FTE	% of <YMPE % of >YMPE Ben. rate of deduction.	Deduction code developed for Alberta Teachers Retirement. A calculation is performed on a per pay period basis on a percentage of full time equivalent selected earnings less than YMPE + a percentage greater than YMPE. The benefit is a rate times the deduction. The YMPE amount and the number of pay periods are used in the calculation.
32	Indemnity Calculation default earnings	Ded. Rate Ded. Percent Weekly Maximum Ben. % of Ded	Deduction code developed for custom use. A calculation is performed on a percentage of the weekly salary to a weekly maximum amount. The weekly salary is calculated as the default earnings times the number of pay periods divided by 52. The deduction rate is calculated on 1/10th of the weekly salary. The benefit is up to 100% of the deduction. If a benefit has been calculated reduce the deduction by the amount of the benefit.
33	Life Insurance on base earnings	Ded. Rate Ben. Rate Ded. Multiplier Ben. Multiplier Ded. Maximum per 1000	Deduction code is used for custom use only. The premium is calculated as a rate per thousand on the annual salary times the multiplier at a separate deduction and benefit multiplier (rounded up to the next thousand) The annual salary is determined by the selected earnings times the number of pay periods in a year. A deduction maximum annual salary can be entered to limit the range of the deduction only. If the earning is a multiple then only use base rate times hours for earning amounts.
34	% of selected base earnings	Ded. Percent Ben.Percent	Deduction code developed for custom use. A deduction and or benefit calculation based on a percentage of selected base earnings. If the earning is a multiple then only use base rate times hours for earning amounts.
35	% < YMPE + % > YMPE - (on base earnings)	% <YMPE %>YMPE Ben. rate of deduction.	Deduction code developed for custom use. A performed on a pay period basis on a percentage of selected base earnings less than YMPE + a percentage greater than YMPE. The benefit is taken as a rate times the deduction. The YMPE amount and the number of pay periods are used in the calculation. If earning is a multiple the only use base rate times hours for earning amounts.
36	% of previous, deductions and benefits (Sales tax)	Ded. Percent Ben. Percent	Deduction code is developed for custom use. A deduction and or benefit calculation based on a percentage of previously calculated deductions and benefits excluding statutory deductions. Normally used for Ontario/Quebec sales tax.
37	Pay Back of 5/12 UIC Rebate	Rebate Factor	Deduction code developed for custom use. A benefit calculation based on a rebate factor times (UIC paid times 1.4 less UIC paid times UIC rate). Then the deduction is the benefit times -1.
38	Weekly Indemnity on	Pay frequency Weekly maximum	Deduction code developed for custom use. A calculation that takes the hourly base rate of selected

	selected hourly rate	earnings Premium Ben % of deduction	earnings times the hours worked to get a weekly salary up to a weekly maximum, then multiplies it by the pay periods to get the annual salary. The calculation takes 2/3 of the annual salary divided by the pay frequency to get the weekly salary. The deduction is then taken on 1/10th of the weekly salary times the deduction rate. The benefit is a percent of the deduction.
39	Monthly Indemnity on selected earnings	Maximum monthly earnings Ded. Percent Ben % of Ded	Deduction code developed for custom use. A calculation that takes the selected earnings up to the monthly maximum then multiplies it by the pay periods to get the annual salary. The calculation takes 2/3 of the annual salary divided by 12 to get the monthly salary. The deduction is then taken as a percent of the monthly salary. The benefit is a percent of the deduction.
40	Rate * Selected Hours to Maximum hours	Ded. Rate Ben. Rate Maximum hours	A calculation based on the deduction or benefit rate times the hours of selected earnings to maximum hours for the deduction and benefits. It may have employee parameters.
41	(Factor * Selected Hourly Rate) + Fixed Amount	Factor Fixed amount Rounding parameter Ben % of deduction	A calculation based on a factor times the base hourly rate of selected earnings rounded up if specified, plus a fixed amount. The benefit is a percent of the deduction. The rounding is up to the nearest dollar if the rounding parameter is 1 and no rounding if the parameter is 0.
42	Life Insurance Plan on selected hourly rate	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	Deduction code developed for custom use. The premium is calculated as a rate per thousand on the annual salary times the multiplier. The annual salary is determined by the hourly rate times hours worked times the number of pay periods in a year. A minimum and a maximum annual salary can be entered to limit the calculation. It may have employee parameters.
43	% of Monthly Salary on selected hourly rate	Ded. Percent Ben. Percent	Deduction code developed for custom use. A calculation is performed on a monthly basis done as a percentage of the hourly rate of selected earnings for the deduction and benefit. The monthly earnings are calculated as the hourly rate times the pay periods divided by 12. It may have employee parameters.
44	% <YMPE + % >YMPE on selected hourly rate	% <YMPE % > YMPE Ben % of deduction	Deduction code developed for Ontario Hospital. This calculation is performed on a yearly basis on a percentage of selected earnings less than YMPE + a percentage greater than YMPE. The benefit is a percentage of the deduction. The earnings are calculated by the hourly rate times hours worked times the pay periods. The YMPE amount and the number of pay periods are used in the calculation. It may have employee parameters.
45	Life Insurance Plan on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	Deduction code developed for custom use. The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is determined by the selected earnings times the number of pay periods in a year. A minimum and a maximum annual salary can be entered to limit the range of the calculation.

46	Fixed Deduction (Benefit = % of deduction)	Fixed Ded. Ben. % of deduction	Deduction code developed for custom use. This calculation has the deduction as a fixed amount and the benefit as a percent of the deduction. Note: You may enter custom parameters. e.g. Employee stock purchase employees can buy a fixed amount of stock in the company and the employer will split 45, 55% of the purchase as a benefit. If the employee purchases \$200 worth of stock, the company's benefit would be calculated as \$90 (45% of \$200). The employee's deduction would be entered as a fixed \$110 amount. It may have employee parameters.
47	% <YMPE + % >YMPE on YTD pensionable earnings + pensionable benefits	% <YMPE % >YMPE Ben % of deduction	This calculation is performed on a yearly basis on a percentage of pensionable earnings plus any pensionable benefits at a percentage less than YMPE + a percentage greater than YMPE. The benefit is a percent of the deduction.
48	Life Insurance (on default annual salary)	Rate Maximum per 1000	Deduction code developed for custom use. The premium is calculated as a rate per 4000 on the default annual salary from optional numeric field 1 times a multiplier of 5 (rounded up to the next thousand). A maximum annual salary can be entered to limit the range of the calculation. The benefit is equal to the deduction. It may have employee parameters.
49	Long Term Disability on default annual salary (Ded. only)	Ded. Rate	Deduction code developed for custom use. A calculation that takes the default annual salary from optional numeric field 1, divided by 12 for the monthly salary. The calculation takes 2/3 of the monthly salary up to 3000 then only 1/2 of the amount above 3000. This amount is then rounded up to the next dollar and then multiplied by the deduction rate divided by 200. It may have employee parameters.
50	Short Term Disability on default annual salary	Ded. Rate Weekly Maximum	Deduction code developed for custom use. A calculation that takes the default annual salary for the optional numeric field 1, divided by 52 for the weekly salary. The calculation takes 3/4 of the weekly salary rounded up to the next dollar, taken only to the weekly maximum amount entered then multiplied by the deduction rate divided by 40 for both the deduction and benefit. It may employee parameters.
51	Rate * Selected hours (rounded up)	Ded. Rate Ben. Rate	Similar to calculation code 3 except that total hours from selected earnings are rounded up to next highest hour before multiplying it by the deduction an benefit rate. It may have employee parameters.
52	Union Deduction on selected hours	% Gross % Avg. Hours Ben rate of deduction. Min. Ded.	A calculation that is done if total gross pay is greater than zero. The lesser of a percentage of total gross pay or total gross pay/selected hours times avg hours percentage. A benefit can be calculated as a rate times the deduction. The deduction has a minimum deduction to limit the range of the calculation.
53	Rate * FTE	Ded. Rate Ben. Rate	A calculation of a deduction and/or benefit rate times Full Time Equivalency for the deduction and benefit.

54	Fixed Amount on selected earnings (over minimum)	Ded. Amount Ben. Amount Min. Earnings	A calculation that takes a fixed amount for the deduction and the benefit, if selected earnings are greater than the minimum earning.
55	Life Insurance on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	A premium is calculated as a rate per thousand on the annual salary times the multiplier. The annual salary is determined by the selected earnings times the number of pay periods in a year. A minimum and maximum annual salary can be entered to limit the range of the calculation.
56	% <YMPE % >YMPE on selected earnings entered YMPE amount + FTE)	% <YMPE % >YMPE Ben. rate of deduction. YMPE Amount	A performed on a pay period basis on a percentage of full time equivalent selected earnings less than YMPE + a percentage of greater than YMPE. YMPE can be entered as a parameter. The benefit is taken as rate times the deduction. Note: Used for Filmon Fridays. If YMPE is not entered then it uses the standard YMPE.
57	Rate * number of units	Ded. Rate Ben. Rate Unit Pointer (1,2)	The calculation takes the unit pointer and uses numeric field 1 or 2 which is multiplied by the rate for the deduction and/or benefit.
58	% of selected earnings (to a YTD Max.)	Ded. Percent Ded. YTD Max Ben. Percent Ben. YTD Max	A percentage of selected earnings for the deduction and/or benefit to a maximum deduction and/or benefit. It may have employee parameters.
59	% of selected earnings (to pay period max)	Ded. Percent Ded. Max per PP Ben. Percent Ben. Max per PP	A percentage of selected earnings for the deduction and/or benefit to a maximum deduction and/or benefit per pay period. It may have employee parameters.
60	% <YMPE + % >YMPE (on selected YTD earnings)	% <YMPE % >YMPE Ben. % of Ded	Deduction code developed for custom use. This calculation is performed on an annual basis and takes the selected year to date earnings + current earnings to determine the annual salary. The deduction is based on a percentage less than YMPE + percentage greater than YMPE. The benefit is entered as a percentage of the deduction.
61	Life Insurance on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000	The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is determined by the selected earnings times the number of pay periods in a year. The deduction is taken at the deduction rate on the amount above the maximum salary and the benefit is taken on the benefit rate on the amount below the maximum salary. If the annual salary is below the maximum the deduction will be zero.
62	% <YMPE + % >YMPE (on selected earnings and selected hourly rates)	% <YMPE % >YMPE Ben. % of Ded. Vac. Percent	Deduction code is used for Ontario Hospital. This calculation is performed on an hourly basis using the selected earning rate and hours from the selected earnings to do an hourly calculation when available or else it is done on a yearly basis on earnings from the selected earnings. If the calculation is hourly you multiply the hourly rate by the vacation percent, adding it to the hourly rate. The deduction is based on a percentage less than YMPE + a percentage greater than

			YMPE. The benefit is a percentage of the deduction.
63	Long Term Disability on default annual salary	Numeric Pointer Ded. Percent Ben. Percent Factor	This calculation gets the default annual salary from an optional numeric fields and calculates the deduction and/or benefit as a percent of the annual salary divided by the factor.
64	% of average rate to a max per pay (on selected non-zero hours)	Ded. Percent Ded. Maximum Ben. Percent Ben. Maximum	This calculation takes the total of all the rates from the selected earnings and divides it by the number of rates to get the average rate. The deduction and/or benefit is a percentage of the average rate to a maximum deduction and/or benefit .
65	Life Insurance on default annual salary	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Numeric Pointer	The premium is calculated as a rate per thousand on the annual salary times the multiplier (rounded up to the next thousand). The annual salary is from the optional numeric fields. If the annual salary is <100 and the hours of pay are not zero, then calculate the annual salary times the hours worked times the pay periods. A maximum annual salary can be entered to limit the range of the calculation. The deduction and benefit are then divided by 2.
66	Long Term Disability on default annual salary	Ded. Rate Ben. Rate Weekly Maximum Numeric Pointer	This calculation gets the default annual salary from the optional numeric fields. If the annual salary is <100 and the hours of pay are not zero, then calculate annual salary times the hours of pay times the pay periods. The annual salary is divided by 52 for a weekly salary then taken at 2/3 to the weekly max. (that should already be at 2/3). The deduction and benefit are calculated as the rate times the weekly salary then taken at 1/10 and divided by 4.
67	Long Term Disability on default annual salary	Ded. Percent Ben. Percent Monthly Maximum Numeric Pointer	The default annual salary is taken from the optional numeric fields. If the annual amount is <100 and the hours of pay are not zero, then calculate annual salary times the hours of pay times the pay periods. The annual salary is divided by 12 for a monthly salary up to the monthly maximum then taken at 2/3. The deduction and benefit are calculated as a percent of the monthly amount divided by 4.
68	% of Net Pay to YTD Max (Ded. Only)	Ded. Percent Ded. YTD Max Min Net Pay	This calculation takes the deduction percent up to 100% and calculates the percentage of the net pay for a positive deduction only. If a minimum amount of net pay is required the deduction can only reduce the net pay to this amount. The deduction must not exceed the maximum YTD deduction. It may have employee parameters.
69	% <YMPE + % >YMPE on selected hours (Ded. Only)	% <YMPE % >YMPE	Deduction code is developed for Saskatchewan teachers substitutes. A calculation is performed on a daily basis on a percentage of selected earnings below YMPE + a percentage above YMPE . The daily rate is calculated as earning divided by hours worked. The number of days worked in a year are 197.
70	Fixed Union Deduction on selected hours (Ded. Only)	Fixed Amount Below Fixed Amount Above Threshold	This calculation is a fixed amount deduction for hours below or equal to the threshold and another fixed amount deduction for hours above. The deduction is zero if there are no hours. It may have employee

		Hours	parameters.
71	Life Insurance on hourly rate	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	The premium is calculated as a rate per thousand on the annual salary times a multiplier (round up to the next thousand). The annual salary is determined by the hourly rate of the selected earnings times the hours worked times the pay periods. A minimum and maximum annual salary can be entered to limit the range of the calculation. It may have employee parameters.
72	% <YMPE + % >YMPE on selected earnings (and FTE)	% CPP Earnings % CPP Exempt Earnings Ben. % of Ded	Deduction code is developed for Sask Teachers. This calculation is performed on a daily basis on a percentage of full time equivalent selected earnings that are pensionable + a percentage that are not pensionable. The benefit is a percentage of the deduction. The earnings are taken at full time equivalency. The YMPE amount and the number of pay periods are used in the calculation. The number of days worked in a year are 197.
73	% <YMPE + % >YMPE on selected hours	% CPP Earnings % CPP Exempt earnings Ben. % of Ded	Deduction code is developed for Saskatchewan Teachers. This calculation is performed on a daily basis on a percentage of selected earnings that are pensionable + a percentage that are not pensionable. The earnings are divided by the hours to get the average daily rate. The benefit is a percent of the deduction. The YMPE amount and the number of pay period are used in the calculation. The number of days worked in a year are 197.
74	Long Term Disability on default annual salary	Ded. Percent Ben. Percent Annual Maximum Numeric Pointer	Deduction code is developed for custom use. This calculation uses the default annual salary from the optional numeric fields. If the annual salary is <100 and the hours of pay are not zero, then calculate annual salary times the hours of pay times the pay periods taken to the maximum annual earnings. This amount is divided by 12 to a monthly salary then taken at 2/3. The deduction and benefit are taken as a percentage on that amount.
75	Life Insurance on default annual salary	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Numeric Pointer	The premium is calculated as a rate per thousand of the annual salary times the multiplier (rounded up to the next thousand). The annual salary is from the optional numeric fields. If the annual salary is <100 and the hours of pay are not zero, then calculate the annual salary times hours worked times the pay periods. A maximum annual salary can be entered to limit the range of the calculation.
76	Life Insurance on selected earnings	Ded. Rate Ben. Rate Multiplier Maximum per 1000 Minimum per 1000	The premium is calculated as a rate per thousand of the annual salary times the multiplier (rounded up to the next thousand). The rounding is on earnings greater than 750 are rounded up to the next thousand and greater than 250 to the next five hundred. The annual salary is determined by the selected earnings times the number of pay periods in a year. A minimum and maximum annual salary can be entered to limit the range of the calculation.

77	% <YMPE + % >YMPE (on selected hours) (prorated YMPE)	% <YMPE % >YMPE Ben % of Ded	Deduction code is developed for custom use. This calculation is performed on a pay period basis as a percentage of selected earning below prorated YMPE + a percentage above the prorated YMPE. The benefit is a percent of the deduction. The YMPE amount and the number of pay periods are used in the calculation. The prorated YMPE is taken as the hours worked divided by the hours of pay hours multiplied by the YMPE divided by the pay periods.
78	% of Net Pay to a max per pay period (Ded. Only)	Ded. Percent Ded. Max per pay Min. Net Pay	This calculation takes the deduction percent up to 100% and calculates the percentage on the net pay for a positive deduction only. If a minimum amount of net pay is required the deduction can only reduce the net pay to this amount. The deduction must not exceed the maximum deduction per pay.
79	Rate * selected rate of selected hours if over minimum hours	Ded. Rate Ben. Rate Min. Hours	This calculation takes the deduction and/or benefit rate times the earning rate from the selected rates if the hours from the selected earnings are greater than or equal to minimum hours.
80	% of (selected earnings less CPP/QPP/Tax /QUE Tax/UIC) (Ded. Only)	Ded. Percent Ded. Maximum	A calculation based on a percentage of selected earnings less Income Tax, CPP, UIC, QPP, Quebec Tax to a deduction maximum. It may have employee parameters.
81	Rate * (selected deductions + QPP/Quebec Tax, CPP /UIC/Tax) (Ded. Only)	Ded. Rate	A calculation based on a deduction rate of previously calculated deductions plus CPP, QPP, Tax, Quebec Tax and UIC paid for the deduction only. It may have employee parameters.
82	Fixed Amount To a YTD max)	Ded. Amount Ded. YTD Max Ben. Amount Ben. YTD Max	A calculation that uses a fixed amount for the deduction and/or benefit to the maximum YTD deduction and/or benefit amount. If no maximums are specified it uses YMPE. The deduction and/or benefit can not be zero. It may have employee parameters.
83	% <YMPE + % >YMPE (Ben only) On YTD pensionable earnings + pensionable benefits	% <YMPE % >YMPE	This calculation is done on a yearly basis of pensionable earnings plus any pensionable benefits at a percentage less than YMPE + a percent are greater than YMPE. For the benefit only.
84	% <YMPE + % >YMPE On selected earnings (Ben. only)	% <YMPE % >YMPE	This calculation is performed on a per pay period basis on a percentage of selected earnings less than YMPE + a percentage greater than YMPE for the benefit only. The YMPE amount and the number of pay periods are used in the calculation.
85	Rate * Selected Earnings divided by UIC Hours	Ded. Rate Ben. Rate	This calculation takes a rate times the selected earning divided by the selected UIC hours.
86	Steel Workers Union on	Ded. Percent Ded. Rate Non	Deduction code is developed for custom use. If selected earnings or non selected hourly earnings are greater

	selected earnings and UIC hours	Selected % Ben. rate of Ded	then zero the calculation takes the lessor of a percentage of selected earnings or a deduction rate of selected earning divided by UIC hours. The calculation adds a percentage of non-selected hourly earnings. The benefit is a rate of the deduction make the first sentence.
87	% of selected earnings (to a minimum)	Ded. Percent Ded. Minimum Ben. Percent Ben. Minimum	This calculates a deduction and/or benefit percent on selected earnings and will use the minimum deduction and/or benefit if specified.
88	Fixed Amount on selected hours (table of hours)	Min. Hours (8) Ded. Amount (8) Ben. Amount (8)	The calculation searches the table for when the selected hours are less than the minimum hours in that table row, the deduction and/or benefit are the table item fixed amounts for that row.
89	% of taxable income and taxable benefit	Ded. Percent Ben. Percent	Deduction code developed for Northwest Territory special tax. This calculation takes a percentage of the total taxable income and taxable benefits for the deduction and benefit.
90	% <YMPE + % >YMPE (on selected earning)	% CPP Earnings % CPP Exempt Earnings Ben. Rate * Ded	A calculation done on a pay period basis on a percentage of selected earnings that are pensionable + a percent that are not pensionable. The benefit is rate times the deduction. The YMPE amount, the basic CPP exempt amount and the number of pay periods are used in the calculation.
91	Group Insurance on selected earnings	Ben. Percent Ben. Maximum	Deduction code is developed for custom use. This calculation takes the benefit percent times the selected earnings to a maximum benefit. If the benefit is less than the benefit maximum the deduction will be the benefit maximum less the benefit calculated. It may have employee parameters.
92	Group Insurance on selected earnings	Ben. Percent Ben. Minimum	Deduction code is developed for custom use. This calculation takes the benefit percent times the selected earnings. If the benefit is less than the benefit minimum the deduction will be the benefit minimum less the benefit calculated. It may have employee parameters.

Note: Other Codes - Codes not appearing in the preceding table are currently disabled. If you require an additional deduction calculation code, please contact CanPay Technical Support.

- Pension deduction /benefit codes: 14, 25, 26, 29, 20, 31, 35, 44, 47, 56, 60, 62, 69, 72, 73, 77, 83, 84, 90.
- Life insurance deduction /benefit codes: 20, 33, 42, 45, 48, 55, 61, 71, 75, 76
- Indemnity deduction /benefit codes: 32, 38, 39
- Disability deduction /benefit codes: 49, 50, 63, 66, 67, 74, 91, 92

Accumulator Calculation Codes

No.	Option Code	Description
1	% of Earnings	Calculation will be performed based on selected earnings X the employee's rate, and the resulting answer will be added to the

		accumulating balance.
2	% of Earnings (Taxed)	Calculation will be performed based on selected earnings X the employee's rate, and the resulting answer is taxed in the current pay period, then added to the accumulating balance.
3	% of Hours	Calculation will be performed based on selected hours X the employee's rate, and the resulting answer will be added to the accumulating balance.
4	Fixed Amount	A fixed amount (the employee's rate) will be added to the accumulating balance each pay calculation.
5	No Calculation	The accumulator will not perform any calculation.
6	Fixed Hours	A fixed amount based on a fixed number of hours is added to the accumulating balance each pay calculation.
7	Rate * Hrs/Norm Hrs.	Calculation will be performed based on selected rate X the total hours divided by normal hours, and the resulting answer will be added to the accumulating balance.
8	% of Earnings (Taxed, WCB)	Calculation will be performed based on selected earnings X the employee's rate, and the resulting answer is taxed in the current pay period, subject to WCB, then added to the accumulating balance.

Accumulators

Accumulators are used to keep a running total of selected information or automatically generate earnings or hours for the current pay. A maximum of 9 accumulators can be defined.

EXAMPLE - The accumulators would be used to track vacation pay, holiday pay, sick entitlement, banked overtime, etc.

When you select the *Accumulator* command, the following dialog box will appear:

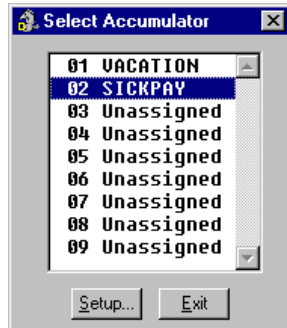


Fig. 7-11
The Select Accumulator Dialog Box

Once you select an unassigned accumulator or an existing one, the following dialog box will appear:

Fig. 7-12
The Payroll Setup Accumulators Setup Dialog Box

The following table describes the fields found in this dialog box:

Field	Description
Description	A 10 character description of the accumulator.
Accounts	
Expense	Indicates the default general ledger account number for the expense portion of the journal entry. The employee's wage expense department will be used to complete the journal account.
Liability	Indicates the general ledger liability account number.
Calculation Code	Is a code that identifies how the accumulator calculation will be performed. Any invalid code (including 0) will present a selection list of available codes. See table in next section for a description of available codes.
Default Rate	The default rate for new employees that may be changed for each individual.
Pay Out as	Identifies the earning type under which the accumulations are to be paid. Any invalid code (including 0) will display a selection list of available earnings. Highlight the desired earnings type and choose OK. Enter 99 if the accumulator is not to be paid out.
Maximum	Will allow the accumulator to reach only a maximum value. Set this amount to zero (0) to indicate no limit.
Journalize	Specifies whether or not the amounts from the accumulators will be included on a journal entry.
Allow Negative	Allow a negative accumulator value. If set to No, the accumulator will not pay out any more than is currently in the accumulator (i.e. will not allow a negative accumulator condition).

Change Earnings <F2>

When this button is selected, the following dialog box will appear:



Fig. 7-13
The Accumulated Earning Dialog Box

Select the earnings to be accumulated then click *OK*.

When paying out an accumulator amount, you may choose to pay either the entire balance of the accumulator, or a fixed amount.

To Pay out the Entire Balance of an Accumulator

Choose the *Accumulators* command from the *Employees* dialog box. When the *Accumulators* dialog box appears, select the desired accumulator and change the N to a **T** (to pay the entire balance for this pay period only) or **A** (to always pay the balance every pay period).

To Pay out a Fixed Amount of an Accumulator

Ensure that the earning displayed in the *Pay Out as* field has been added to the desired employee's list of earnings. Also, any account or rate information (if using an Hourly earning type) has been set up correctly.

When an amount is calculated for the earning displayed the *Pay Out as* field, it is credited to (subtracted from) the accumulator. If the *Allow Negative* checkbox has not been activated, then only an amount which will not create a negative balance in the accumulator will be credited to (subtracted from) the accumulator. It is recommended that the PAY flag not be changed, as the transfer is performed automatically when an amount (or hours) is entered for the earning displayed in the *Pay Out as* field.

Note: Earning Setup - It is important to note that that the earning you set up in the *Pay Out as* field is only used to transfer amounts out of this accumulator.

Base Rate

This button appears when you choose Calculation Code "10" (Percentage of Earnings / Base Rate). Enter your earning base rate and click *OK*.

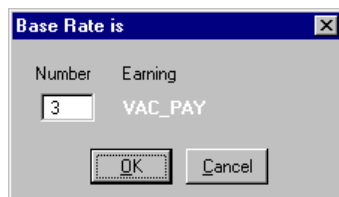


Fig. 7-14
The Base Rate Dialog Box

Workers Compensation

The Workers Compensation feature allows you to set up general ledger account numbers and up to 9 WCB rates on a per province basis. Different employment types warrant different WCB rates. GrandMaster II for Windows supports all provinces and territories.

When you select the *Workers Compensation* command, the following dialog box appears:

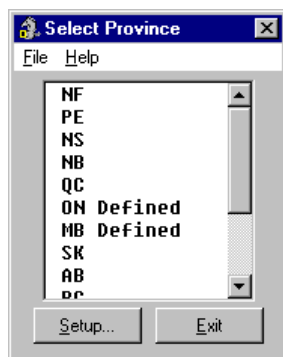


Fig. 7-15
The Select Province Dialog Box

When you select a province and choose the *Setup* button, the following dialog box appears:

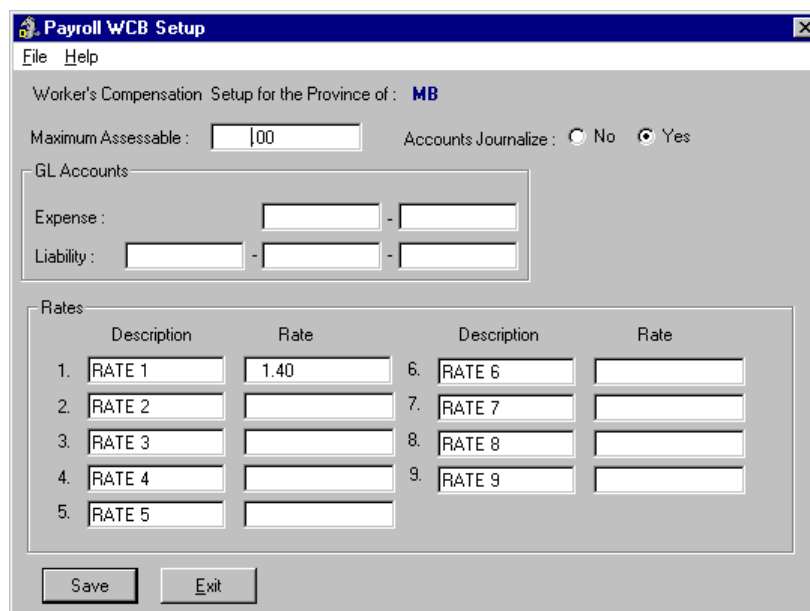


Fig. 7-16
The Payroll WCB Setup Dialog Box

The following table describes the fields found in this dialog box:

Field	Description
Maximum Assessable	The maximum assessable earnings per employee. (e.g. earnings flagged as WCB assessable). See your provincial WCB documentation.
Accounts Journalize	Indicates whether or not to journalize WCB accounts.

GL Accounts	
Expense	The account and sub-account where the expense portion of WCB will be charged. Of the form AAAAAA-SSSSSS (employee's department appended when journal entry is created).
Liability	The department, account and sub-account, where the liability portion of WCB will be charged. The format is DDDDDD-AAAAA-SSSSSS.
Rates	
Description	The rates which the employee is assessed.
Rate	Use the Description and Rate fields to alter the descriptions/rates to suit the type of employment (e.g. plumbers = rate 1, electricians = rate 2, carpenters = rate 3).

Provincial Health

The Provincial Health feature allows you to set up a rate for each province as applied to Provincial Health and the corresponding general ledger account numbers for each of the provinces. One rate may be entered for each province. The program supports all provinces and territories.

When you select the *Provincial Health* command, the following selection list appears:

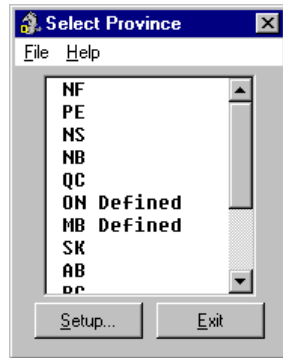


Fig. 7-17
The Select Province Dialog Box

When you select a province and choose the *Setup* button, the following dialog box appears:

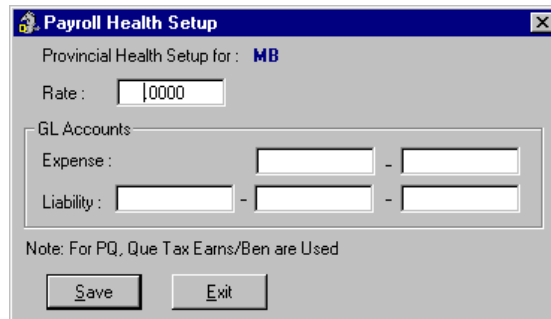


Fig. 7-18
The Payroll Health Setup Dialog Box

The following table describes the fields found in this dialog box:

Field	Description
Rate	The rate that at which an employee's provincial health will be charged. Please see your provincial health documentation for this rate.
GL Accounts	
Expense	The account and sub-account where the expense portion of this benefit will be charged. The format is AAAAAA-SSSSSS (the employee's department appended when journal entry is created).
Liability	The department, account and sub-account where the liability portion of this benefit will be charged. The format is DDDDDD-AAAAAA-SSSSSS.

Note: Provincial Requirements - Not every province/territory requires Provincial Health settings. Check with your provincial requirements before setting up this feature.

Earnings

This is a 26 X 26 matrix in which standard or union rates are entered. These rates can be either salary type earnings or hourly type rates. When you choose the *Earnings Table* command, the following dialog box appears.

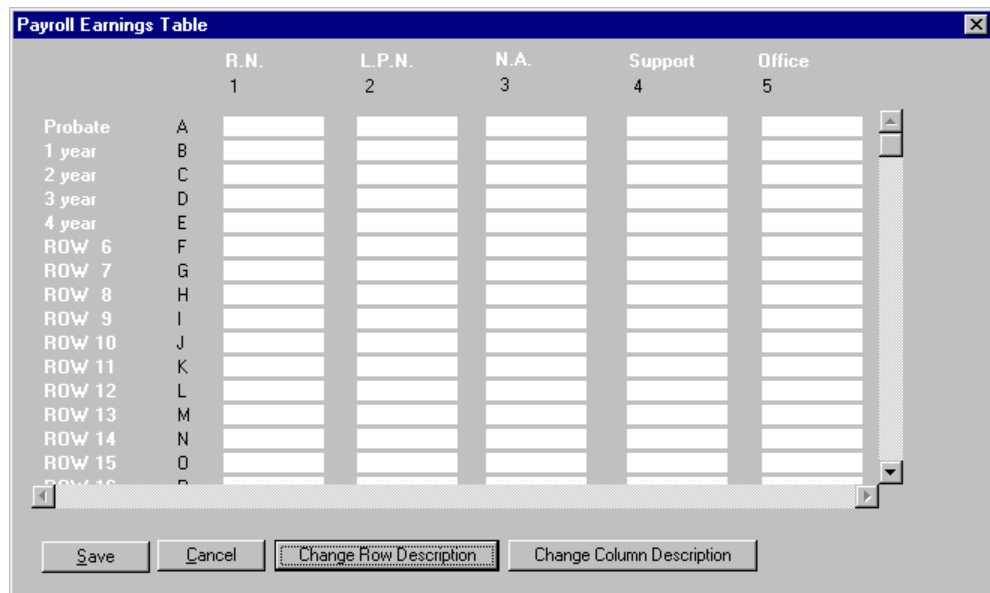


Fig. 7-19
The Payroll Earnings Table Dialog Box

Employee earnings may be linked to a location on the table. Thus, when the table is changed, all employee earnings associated with the table will automatically change.

Change Row Description <F7>

This button allows you to add/modify the descriptions for rows in the earnings table. Choosing this button opens a series of dialog boxes that allow you to enter the row label text.

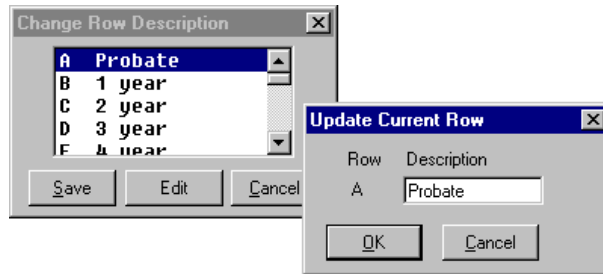


Fig. 7-20
The Change Row Description and Update Current Row Dialog Boxes

Change Column Description <F8>

This button allows you to add/modify the descriptions for rows in the earnings table. Choosing this button opens a series of dialog boxes that allow you to enter the column label text.

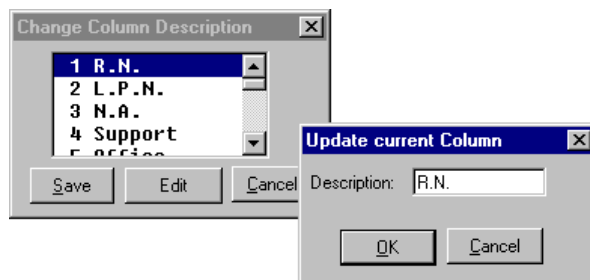


Fig. 7-21
The Change Column Description and Update Current Column Dialog Boxes

Defaults (Global)

Global defaults allow you to define a program-wide starting configuration for certain employee types. This allows you to quickly add new employees without having to set up each detail.

When you select the *Defaults* command, the following dialog box appears:

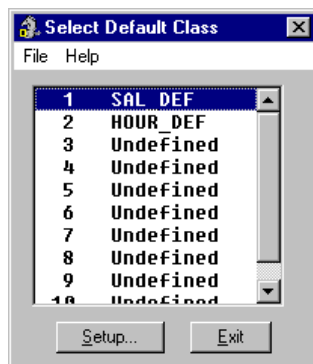


Fig. 7-22
The Select Default Class Dialog Box

Double-click on an existing class to view the details or choose an **Undefined** class to create a new one. In either case, the following dialog box will appear:

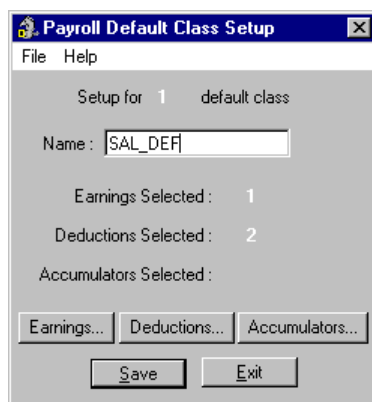


Fig. 7-23
The Payroll Default Class Setup Dialog Box

This dialog box allows you to specify a name for the class of employee and set up earnings, deductions and accumulators.

Earnings <F4>

This button allows you to select the earnings to be applied to the employee class. Choosing the button displays a dialog box where you can select the desired earnings.

Deductions <F5>

This button allows you to select the deductions to be applied to the employee class. Choosing the button displays a dialog box where you can select the desired deductions.

Accumulators <F6>

This button allows you to select the accumulators to be applied to the employee class. Choosing the button displays a dialog box where you can select the desired accumulator.

Job Costing

The Job Costing Information feature allows you to enter the description and burden for the job costing jobs. The job costing information is set up in three levels:

- Job Code
- Phase Code
- Sub-phase Code

A job may have multiple phases and a phase may have multiple sub-phases. You may choose to breakdown the job costing information by job only, by job and phase, or use the full breakdown of job, phase, and sub-phase.

When you choose the *Job Costing Information* command, the following dialog box appears:

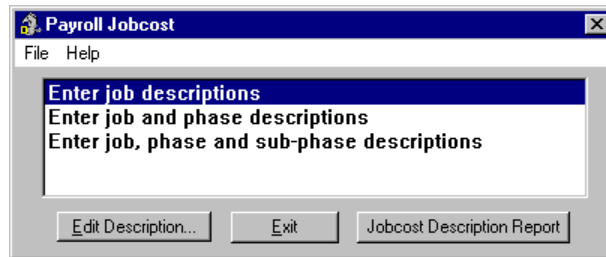


Fig. 7-24
The Payroll Jobcost Dialog Box

Job Cost Description Report <F2>

When you choose the *Job Cost Description Report* button you have the option of sending the report to the printer, viewing it onscreen or saving it to a file on disk. The report will show the job, phase, sub-phase numbers with the description and burden percent.

Edit Description

To enter job cost information, select the appropriate description module and choose this button. A dialog box similar to the following will appear, depending on which option has been selected. In this example, the *Job , Phase and Sub-phase descriptions* option was selected.

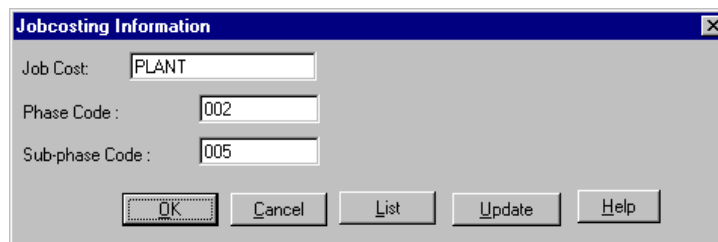


Fig. 7-25
The Job Costing Information Dialog Box

List <F6>

When you are entering the job costing information you can list the previously defined jobs, phases, or sub-phases by choosing the *List* button. The following dialog box will appear:

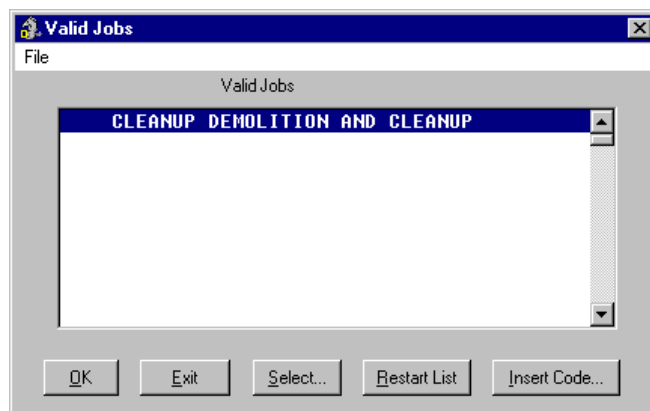


Fig. 7-26
The Valid Jobs Dialog Box

When you request a list from the job, phase, or sub-phase fields, the list will begin from whatever information is already in the field. If the field is blank, it will start from the beginning of the file. The list will display 10 items at a time and show the description.

If there is no information on file, the title will read *No Valid Jobs / No Valid Phases / No Valid Sub-phases*, depending on the list requested.

If you have entered information in the field from where the list should begin and no further valid matches are found starting with that information, the title will read *No Job Matches/ No Phase Matches/ No Sub-phase Matches* (depending on the list requested). This screen will also appear when entering new job, phase, or sub-phase codes.

OK <F3>

Selects the highlighted item. The list must contain at least one valid item in order in order to use this button.

Restart List <F4>

This button allows you to restart the list from the first entry.

Insert Code <F2>

This button allows you to insert a new code into the list. When you choose this button, the item you wish to insert must not be a blank (in the entry screen). If it is a blank, you will be returned to the entry screen where the new code must be entered. At this point, you can define the code and click *OK* to proceed.

After selecting the *Insert Code* button, a dialog box will appear in which the description of the code and the burden rate can be defined.

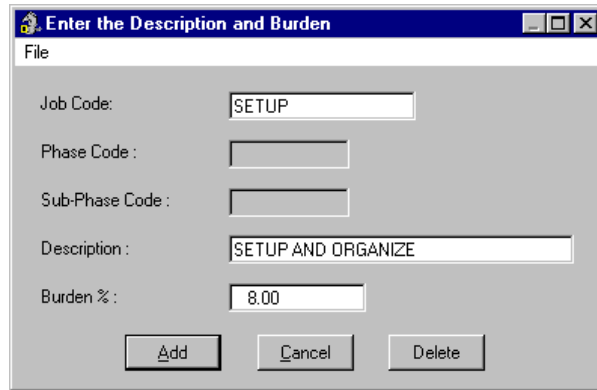


Fig. 7-27
The Job Costing Description and Burden Dialog Box

This dialog box allows you to add, change or delete job costing information. The description can be up to 30 characters long and cannot be blank. The burden must not be greater than 99.99. The burden may be entered on any of the three levels.

When the burden amount is calculated in the job costing hours report, it will attempt to choose the burden percent at the sub level, then the phase level, then the job level to find an entered burden.

Add <Enter>

If the description and burden have been entered correctly, select *Add* to verify the data, then press it a second time to update the list and save the changes.

Delete <F4>

If the description or burden is incorrect, choose this button to remove the current record and exit the dialog box.

The number of jobs, phases per job or sub-phases per phase that can be defined is limited only by the amount of available disk space.

Chapter 8: Process

The **Process** menu contains options for performing payroll calculations using the data you have entered under the **Employee** and **Company** menus. The menu appears as follows:

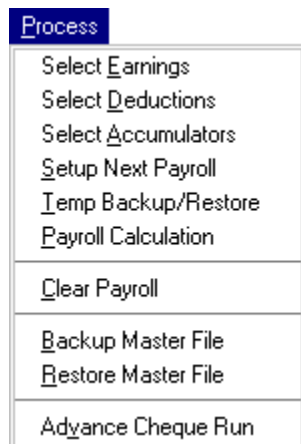


Fig. 8-01
The Process Menu

The options in the top section of the menu (from **Select Earnings** through to **Payroll Calculation**) should be performed in the order listed each time the payroll is processed. As each option in the top section is performed, a check mark will appear beside the option to indicate that it has been carried out. When the payroll is cleared, the check marks will be removed.

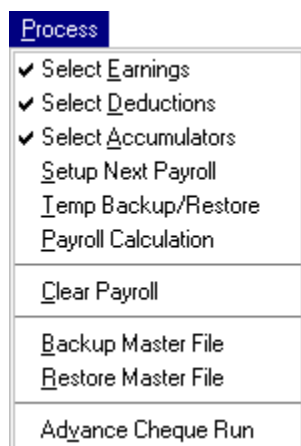


Fig. 8-02
The Process Menu with three Completed Items

Select Earnings

The **Select Earnings** command allows you to globally select which previously defined earning types are to be paid on the current payroll. Normally, these would all be selected, however, in some cases such as car allowance, this may only be paid at the end of each month.

Any earning entered using the *Salary Override* or *Hourly Override* commands will be paid, regardless of whether the earning is selected. When you choose the *Select Earnings* command, the following dialog box appears:

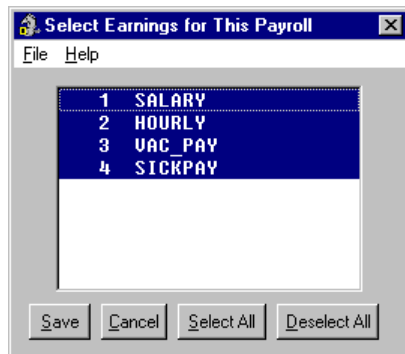


Fig. 8-03
The Select Earnings for this Payroll Dialog Box

Upon entering this dialog box, the original settings (as they were on the last payroll) will be displayed. Select one or more earnings types to be paid and choose the *Save* button.

Once you exit this dialog box, the program will place a checkmark beside the *Select Earnings* menu command to indicate that earnings have been selected for the current pay calculation.

Select Deductions

The *Select Deductions* command allows you to globally select which previously defined deduction types are to be deducted on the current payroll. Some deductions may be deducted mid-month, and others may be deducted at the end of the month.

Any deductions entered using the *Deduction Override* command will be deducted, regardless of whether the deduction is selected. When you choose the *Select Deductions* command, the following dialog box appears:

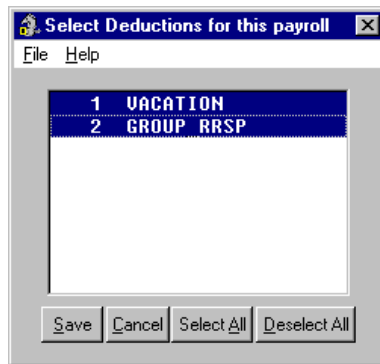


Fig. 8-04
The Select Deduction for this Payroll Dialog Box

Upon entering this dialog box, the original settings (as they were on the last payroll) will be displayed. Select one or more deduction types that apply to the current pay calculation then choose the *Save* button.

Once you exit this dialog box, the program will place a check mark beside the *Select Deductions* menu command to indicate that deductions have been selected for the current pay calculation.

Select Accumulators

The *Select Accumulators* command allows you to globally select which previously defined accumulators to activate on the current payroll. Accumulators that are de-selected will not allow accumulation of additional amounts, but may be paid out as normal. See the *Accumulators* section of the *Company Information* chapter for more information.

When you choose this command, the following dialog box will appear:

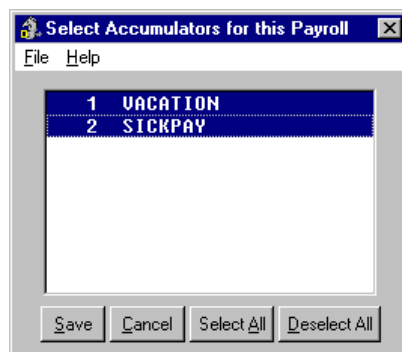


Fig. 8-05

The Select Accumulators for this Payroll Dialog Box

Upon entering this dialog box, the original settings (as they were on the last payroll) will be displayed. Select one or more accumulators that apply to the current pay calculation then choose the *Save* button.

Once you exit this dialog box, the program will place a check mark beside the *Select Accumulators* menu command to indicate that accumulators have been selected for the current pay calculation.

Setup Next Payroll

The *Setup Next Payroll* command allows you to specify parameters to be applied to the next payroll calculation. When you select this command, the following dialog box appears:

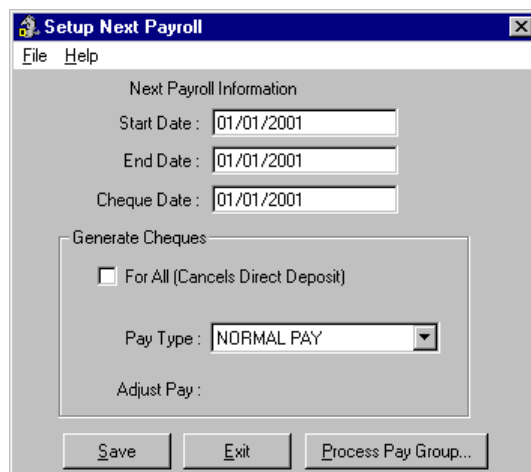


Fig. 8-06

The Select Deduction for this Payroll Dialog Box

The following table describes the fields in this dialog box:

Field	Description
Start Date	Indicates the starting date of the current pay period using dd/mm/yy format.
End Date	Indicates the ending date of the current pay period using dd/mm/yy format.
Cheque Date	Indicates the date that is to appear on printed cheques or the due date for direct deposits.
Generate Cheques	
For all (cancels Direct Deposit)	Indicates whether or not to cancel bank transactions (i.e. issue cheques) for employees that are set up for direct deposits.
Pay Type	Indicates the type of calculation to be performed when the payroll is calculated. An invalid entry will display a selection list from which you may select NORMAL PAY, REVERSAL, ADDITIONAL and EXTRA PAY. These options are described below.
Adjust Pay	This edit field appears when you choose the REVERSAL option in the Pay Type list. Use it to specify the Reversal's pay period.

Once you exit this dialog box, the program will place a check mark beside the *Setup Next Payroll* menu command to indicate that important information, such as payroll dates, have been set up for the current pay calculation.

Process Pay Group <F4>

Depending on the pay type you have selected, this button will perform a different function:

NORMAL PAY

This option will attempt to pay all active employees that have been set up in the program. If an employee has either earnings or deductions that apply to the current pay period, the required calculations will be performed, and a pay stub/cheque will be issued.

ADDITIONAL

This option will pay only those employees with special status (X) and will take into account the previous normal pay run when it calculates the current pay. To indicate the employees to be paid, the employees status (Personal, Miscellaneous Information) must be set to **X**. The statutory deductions will take into consideration the previous amounts deducted. If U.I.C. reached the maximum on the previous payroll, no U.I.C. will be deducted from the additional run.

EXAMPLE - In error, an employee was not paid his/her overtime on the normal pay run. To correct this, you would run an ADDITIONAL pay to reimburse the employee.

Note: Clear Payroll - During the *Clear Payroll* process, these employees will be reset to *Active* status.

EXTRA

This option will pay those employees that will not be present on the next payroll. For example, employees being terminated or taking leave would be classified as **Extra**. To indicate the employees to be paid, the employees status (Personal, Miscellaneous Information) must be set to **X**. An extra payroll will calculate all statutory deductions as a NORMAL PAY, and as such will create an extra insured week period.

EXAMPLE - An employee will be on vacation when the next payroll is due, and would like to be paid in advance.

Note: Clear Payroll - During the *Clear Payroll* process, these employees will be set to *Leave* status.

REVERSAL

This option will cancel a previously issued cheque for an employee. To indicate the employees to have their pay reversed, the employee's status (Personal, Miscellaneous Information) must be set to **X**.

EXAMPLE - An employee was paid in error. To cancel the cheque issued, and correct the year-to-date balances, use the REVERSAL option.

When you specify REVERSAL, the program prompts for the pay run number to be reversed.

Note: Clear Payroll - During the *Clear Payroll* process, these employees will be reset to Active status.

When an *Additional*, *Extra*, or *Reversal* pay is performed, changes made to employees which were not included on these runs (e.g. status not set to special) will be carried forward to the next payroll run during the *Clear Payroll* process.

CAUTION - DO NOT change the employee status until the *Clear Payroll* process has been performed.

Temporary Backup/Restore

The *Temporary Backup/Restore* command allows you to make a temporary backup, or restore, the payroll master file of the current payroll. The temporary backup is saved to the same hard drive containing the GrandMaster II for Windows program. To restore a payroll master file, it must first have been backed up. When a payroll master file is restored, any changes made to the payroll since the payroll was backed up are discarded.

Note: Backup the Master File - To create a permanent backup of a payroll use the **Backup Master File** command.

When you select the *Temporary Backup/Restore* command, the following dialog box appears.

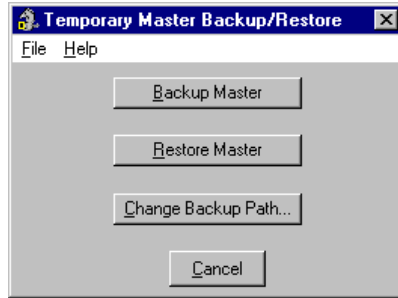


Fig. 8-07
The Temporary Master Backup/Restore Dialog Box

Backup Master <F7>

This button creates a temporary backup of the currently loaded payroll's master file and saves it to your hard drive.

Restore Master <F8>

This button restores a temporary backup of the payroll master file. This procedure will discard any changes to the payroll made since the master file was last backed up.

Note: Backup - A master file may not be restored if it has not been previously backed up.

Change Backup Path

This button allows you to define the location where you would like the temporary backup file to be created. If you define a path other than the default (which is your payroll directory), you must ensure that the new path exists prior to closing this dialog box.

Choosing this button opens the following dialog box.

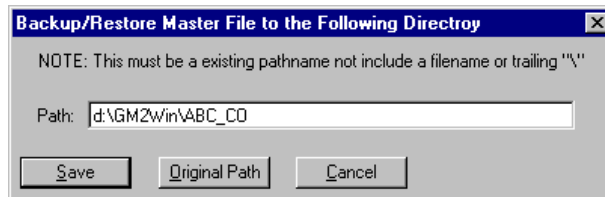


Fig. 8-09
The Backup/Restore Master File Dialog Box

Payroll Calculation

The *Payroll Calculation* command initiates the payroll calculation process, depending on the type of payroll selected. When you select this command, the following dialog box appears:

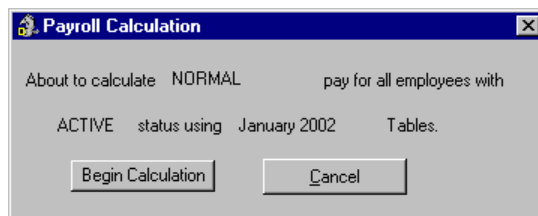


Fig. 8-10
The Payroll Calculation Dialog Box

Begin Calculation <F7>

Commences calculation of the payroll. When performing the calculation, settings taken into account include:

- Company/employee information
- Selected earnings and deductions
- Period ending and cheque date

Calculation time

The length of time required for the calculation of the payroll depends on:

- The number of employees on the payroll (including terminated and on leave)
- The average number of earnings, deductions, and accumulators set up for each employee
- The speed of the computer's CPU
- The speed of the hard disk drive
- The amount of free memory in the computer

Multi-user Environments

To perform a payroll calculation in a multi-user environment, all other users must exit the payroll to be calculated, and you must have a security level of 1 or 2.

Once the payroll has been calculated, the program will place a check mark beside the **Payroll Calculation** menu command to indicate that the current payroll has been calculated.

Calculating More than Once

This operation can be performed more than once to facilitate recalculation of the payroll due to errors or omissions, but cannot be performed again after the **Clear Payroll** command has been selected. Repeating the *Payroll Calculation* procedure will not affect the integrity of the year-to-date balances.

Note: Calculation Results - Results of the payroll calculation for each employee will be displayed when you select an employee in the *Employees* dialog box.

Clear Payroll

The **Clear Payroll** command closes the current payroll, making it inaccessible for further changes or payroll calculations. When this command is chosen, the program will do the following:

- Reset any employees with special status (X)
- Increase the payroll run number by one
- Carry forward any transactions not applied to the current pay run
- Fix the balances from this payroll

EXAMPLE - After entering hours for employees to be included in payroll run number 2, you find it necessary to calculate an extra pay for an individual employee. The hours previously entered for the other employees that were to be included in pay run number 2 will be carried forward to payroll run number 3.

Note: Backup the Master File - We recommend you perform the *Backup Master File* procedure and leave the payroll *uncleared* until the next payroll is ready to be processed. This will allow you to reprint reports/cheques without having to restore a backup of the master file.

To clear a payroll in a multi-user environment, all other users must exit the payroll to be cleared, and you must have a security level of 1 or 2.

This operation must be performed after all payroll calculation types (e.g. normal, reversal, extra, additional) have been run. The next payroll calculation may not be performed until the current payroll is cleared.

When you select the **Clear Payroll** command, the following message box appears:

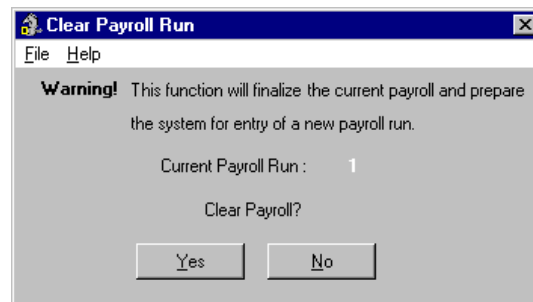


Fig. 8-11
The Clear Payroll Run Message Box

The program will prompt you to confirm the **Clear Payroll** operation. Choose *Yes* to confirm or choose *No* to cancel the operation.

Once the program has cleared the current payroll, the check marks will be removed from all items in the **Process** menu and the run number will be increased by one.

WARNING - Identical run numbers on consecutive payroll runs indicates that you failed to clear the previous payroll before entering current payroll information. In such a case, the previous payroll will not have been included in each employee's year-to-date totals.

Backup Master File

It is highly recommended that the current payroll be backed up after each payroll calculation. We have provided the **Backup Master File** command to perform this process, although you can use any method you prefer to back up your payroll data. A proper backup ensures that the payroll may be restored on another computer should your computer malfunction for any reason.

When you select this command, the following dialog box appears:

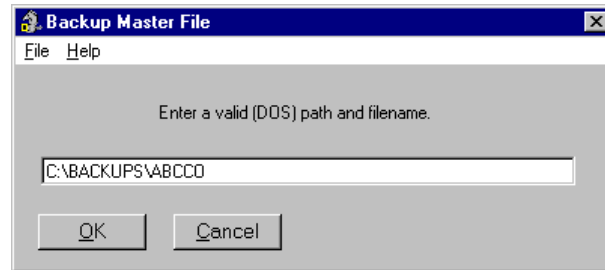


Fig. 8-12
The Backup Master File Dialog Box

Enter a path and filename for the backup file and choose *OK* to complete the backup procedure.

Note: No Compression - The program does not compress the payroll information when the backup file is created. If the payroll backup file becomes unmanageably large, it may be advisable to use third party backup software that utilizes compression. This will help to reduce the size of the payroll backup file.

The files that should be backed up are:

- MASTER.DAT
- MASTER.IDX

These files will be located in the sub directory of the location where you installed the program (e.g. `\gm2win`). The files will have the same name as your payroll.

Restore Master File

The **Restore Master File** command places a backed-up payroll on your computer for use in GrandMaster II for Windows. To employ this feature, the payroll must have been backed-up originally using the **Backup Master File** command. Any current changes that have been made since the payroll was backed up will be discarded.

When you select this command, the following dialog box appears:

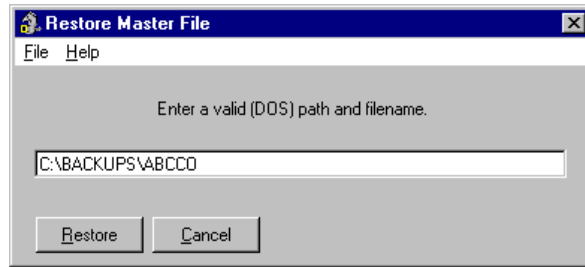


Fig. 8-13
The Restore Master File Dialog Box

Enter the path and filename of the backup file to be restored. Choose *Restore* to complete the procedure.

Note: Restoring a Password Protected Backup - If a master file is restored from a payroll which has the passwords active, you will be prompted to enter the SUPERVISOR password (the SUPERVISOR password that was active when the payroll was backed up) before the payroll is restored.

Advance Cheque Run

The *Advance Cheque Run* command is used by companies paying a mid-month advance to all active employees on the payroll. A deduction must have been previously set up at the Employee level with an amount entered for each employee. No calculation code is used.

When an advance cheque run is performed, you are required to specify which deduction from which the amount is to be taken. This amount is paid as the negative of the amount entered and cheques will be generated (or EFT records).

When a normal run is calculated, the deduction will be taken as is (subtracted from the actual gross to cover the previous advance).

WARNING - DO NOT change the amount of the advance payment after the *Advance Cheque Run* procedure has been performed.

EXAMPLE - An employee is to be paid a \$500.00 advance payment before the actual pay date. You would enter \$500.00 for the deduction amount using the *Permanent/Override Deductions* command in the *Employees* dialog box. When the advance run is performed, a cheque will be generated with a deduction of -\$500.00 (i.e. a positive earning). When the payroll is calculated, this \$500.00 will be deducted as normal to cover the advance already received.

When you select the *Advance Cheque Run* command, the following dialog box will appear:

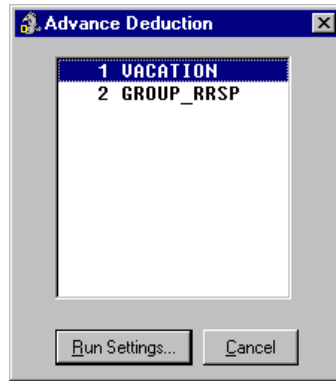


Fig. 8-14
The *Advance Deduction* Dialog Box

Select the desired to deduction on which to perform the advance, then choose the *Run Settings* button to proceed.

Run Settings <F7>

Opens the *Advance Payments* dialog box where you can edit the details for the deduction advance. This dialog box appears as follows:

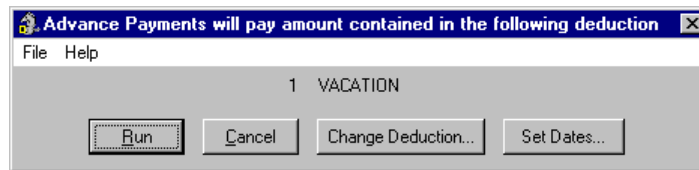


Fig. 8-15
The *Advance Payments... Dialog Box*

Run <F7>

Starts the advance payment calculation process. This process calculates the net and gross amounts and creates bank and/or cheque transactions (if required). Choosing this button opens the *Advance Payments* dialog box where you can edit the details for the deduction advance.

Change Deduction <F8>

Allows you to change which deduction contains the advance payment amounts. Selecting the button displays the *Advance Deduction* dialog box so you can choose from the list of available deductions.

Set Dates <F9>

Allows you to enter period ending and the cheque date for the advance pay calculation. When you choose the *Set Dates* button, the following dialog box will appear:

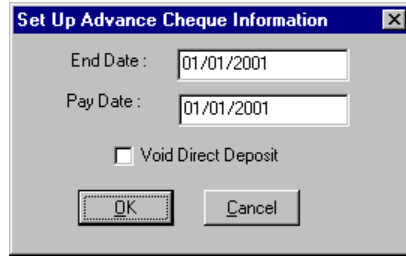


Fig. 8-16
The Set Up Advance Cheque Information Dialog Box

After the advance payments calculation has been performed, the payroll register cheques/stubs and bank reconciliation reports can be created as normal.

If you are using EFT, checking the *Void Direct Deposit* check box will print the word VOID on all direct deposit cheques.

Also, if EFT is used, you should perform the *Create Transmission* procedure prior to calculation of further payrolls.

Note: The Clear Process - The clear process should not be performed after an advance payment calculation as this is not a separate payroll run.

Once the next payroll has been calculated, advance payments cannot be issued.

Chapter 9 - Creating Reports

For all reports in this section (except for *Custom Reports* and the *Report Generator*), setting up page layouts (physical printer port, etc.) is accomplished using the *Set Page Layout* command under the **Utilities** menu.

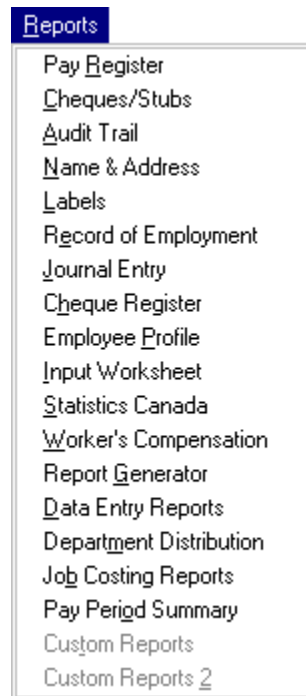


Fig. 9-01
The Reports Menu

Payroll Register

The Pay Register command provides a complete description of all calculations performed for each employee, showing:

- Employee Name and Address
- Current and Year-to-Date values for Gross Wages, Deductions, Benefits, Current Net Pay, Insurable Earnings
- Transfers to bank accounts
- Accumulators

When you select the *Pay Register* command, the following dialog box appears:



Fig. 9-02
The Payroll Register Dialog Box

The following sort criteria may be used when printing the payroll register:

- Employee Number
- Employee Surname, Given Name
- Home Department (prints a totals page for each department found)
- Home Province, City
- Tax Province
- Optional Field A, Optional Field B - custom fields defined by the user
- Field A, Name
- Field B, Name
- Home Department, Surname

This report will be kept as a permanent record of the payroll and should be filed in run number sequence.

Print Test Page <F6>

Print a test page to verify form alignment.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

The printed payroll register will appear similar to the following:

Payroll ID: 93TAX		Page No: 1									
Run on: 07/07/01 at 10:21		Pay Run: 7									
Western Widget Company		Pay Date: 17/07/93									
		Period Ending: 15/07/93									
		F A Y R O L L R E G I S T E R									
EE No	Name / Address	Description	Earnings		Deductions		Benefits				
			Current	Y-T-D	Current	Y-T-D	Current	Y-T-D			
6	Bolotov, Sergei 45 Yonge St. Toronto, ON SIN No: 000-000-000	SALARY	1000.00	7,500.00	FED TAX	154.30	1,607.22	6456.00	TDI-exempt		
					C.P.F.	21.56	170.51	21.56	170.51		
					H.I.	36.00	178.65	36.00	338.11		
					RSP	126.00	582.00				
					UNION		20.00		40.00		
					TAXABLE	1000.00					
	NET PAY	568.14		INS ERNL	1000.00						
				** GROSS *	1000.00	7,500.00	TOTAL *	331.86	2,558.38	57.56	448.62
7	Franklin, Ralph 123 Portage Ave Winnipeg, MB SIN No: 000-000-000 222- 333-	SALARY	1000.00	5,400.00	FED TAX	559.24	3,175.03	11835.00	TDI-exempt		
		RG10.00	30.00	300.00	C.P.F.	78.28	287.24	70.28	397.24		
		RM12.00	110.88	1330.56	H.I.	46.43	179.51	58.12	231.95		
		OT18.00	12.00	216.00	RSP	10.00	413.00				
		DT24.00			GRGUP I	55.44	280.83	27.72	100.41		
		HOLIDAY			UNION		84.00				
		STAT	100.00		HEALTH		12.50		6.25		
					BONDS		100.00				
					COFFER		10.00				
					PARKING			347.98	695.96		
					LIFE IN	4.80	4.80	4.80	2.30		
	ACCUM HOLIDAY	110.44		STATUTORY	59.91						
	Royal Bank 56789-454-797979 =	600.00	**	TD Bank 12345-567-909090 =	1,590.37	**					
				TAXABLE	2,946.56						
	NET PAY	2,198.37		INS ERNL	2,946.56	13,007.90	TOTAL *	748.19	4,486.90	508.90	1,344.11

Fig. 9-03
A Sample Payroll Register Report

Final Totals

The last page of the Payroll Register provides the accumulated totals for the current payroll, including Earnings, Hours, Deductions, Benefits, Net Payroll Value, and other statistical information.

The printed payroll register final totals will appear similar to the following:

**** Final Total ****		Earnings		Deductions		Benefits	
Current hours	Description	Current	Year-to-Date	Description	Current	Year-to-Date	Current
	SALARY	2,000.00	57,108.51	FED TAX	713.54	14,099.80	
30.00	REG HOURS	300.00	740.94	QTR TAX		188.99	
110.88	REG HRS	1,330.88	11,842.18	C.P.F.	91.84	1,495.73	91.84
12.00	OT HOURS	216.00	1,110.00	U.I.C.	78.43	1,362.44	94.13
	OT HOURS		488.00	HSP	136.00	5,281.20	
	HOLIDAY		341.22	GROUP INS	55.44	209.82	27.72
	STAT	160.00	610.00	UNION		264.00	160.00
				HEALTH		12.50	6.25
				BONDS		100.00	
				COFFEE		10.00	
				PARKING			347.98
				LIFE INS	4.80	56.80	4.80
				LIFE 2			130.00
				GROUP MR		256.75	
				C LTD		5.10	19.30
				C OESL		61.36	161.96
152.88	** GROSS *	3,946.56	72,232.55	Deducts	1,080.05	25,375.49	566.46
	NET PAYROLL	2,866.51					5,536.86
	HOLIDAY	108.22	110.44				
	STATUTORY	113.88	59.91				
	WCB MB	65.33	1,044.49				
	Mtch MB	14.74	427.78				
	No of Employees	Active	Paid				
	Male	14	2				
	Female	5	0				

Fig. 9-04
The Payroll Register Final Totals

Cheques/Stubs

GrandMaster II will print cheques and/or pay stubs as two separate operations. The print format of the cheques/pay stubs is entered using the *Setup Cheques* command under the **Utilities** menu.

When you select the *Cheques/Stubs* command, the following dialog box appears:

Fig. 9-05
The Pay Statement Dialog Box

You may specify:

- Information to be printed
- Page setup information

- Printing order

The following table describes the options available in this dialog box:

Field	Description
Sort Order	Specify the order in which the cheques/stubs are to be printed. Select a radio button that corresponds to the sort order you wish to use.
Print Cheques	Check this box if you want to print both cheques and stubs. Remove the check from the box if you only want to print the pay stubs.
Print Direct Deposits	Check this box if you would like to print pay stubs for employees who are paid using EFT instead of cheques. If this option is enabled, the cheques for employees using EFT will have the word VOID printed on them. Remove the check from this box if you do not want to print cheques for employees who use EFT.
Non Direct Deposits	Check this box if you would like to print pay stubs for employees who are paid with cheques. Remove the check from this box if you do not want to print pay stubs.
Starting Cheque #	Enter the number at which the cheque run will begin. Cheque numbers are assigned during the printing process. All cheques printed will be numbered sequentially beginning with the specified number.

Message <F5>

Allows you to enter a message that will be printed on the bottom of all pay stubs.

Print Test <F6>

Choose this button to send a test page to the printer.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Single Cheque <F8>

Once all cheques have been printed, and the *Print Cheques/Stubs* command is selected a second time, the *Single Cheque* button will appear at the bottom of the dialog box. If this button is selected, an employee number may be entered for the reprinting of a single cheque. You have the option of changing the cheque number previously assigned. Choose *Print* to produce this cheque only.

Values for sort order and print cheques can be changed permanently (see *Setup Cheques* in the *Utilities* chapter).

Printed cheques/stubs will appear similar to the following:

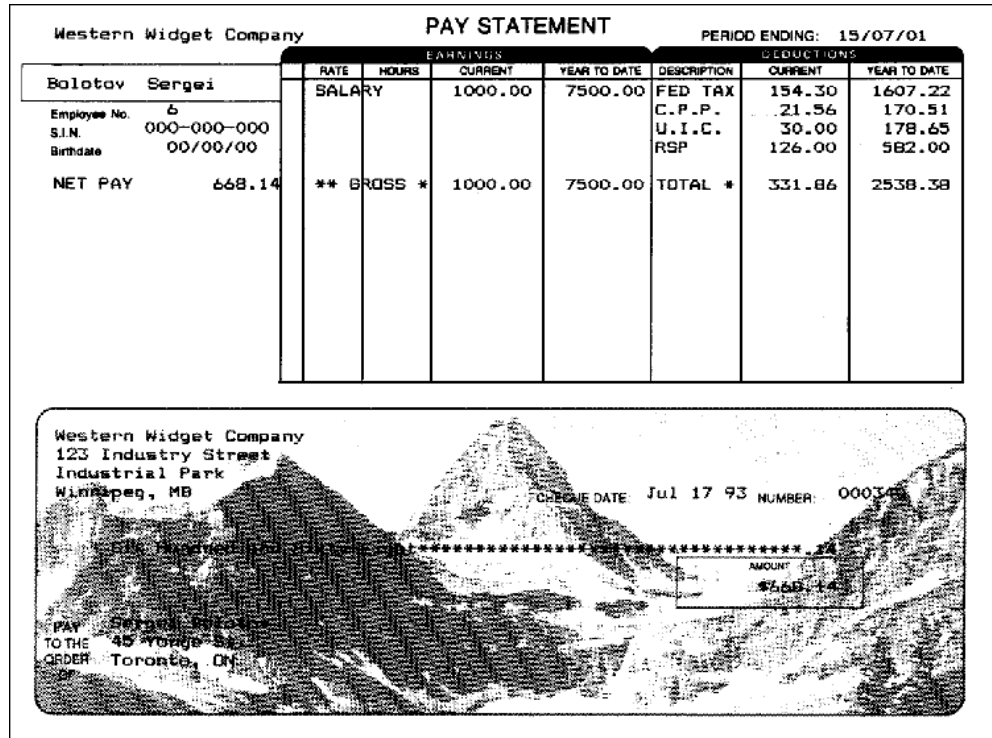


Fig. 9-06
 A Sample Printed Cheque with Stub

Audit Trail

This is a report of all changes made to the payroll, or all changes made to a specific employee for a payroll or a number of payrolls. The report will identify the changes and the user responsible for the changes.

This is an example of the Audit Trail printout.

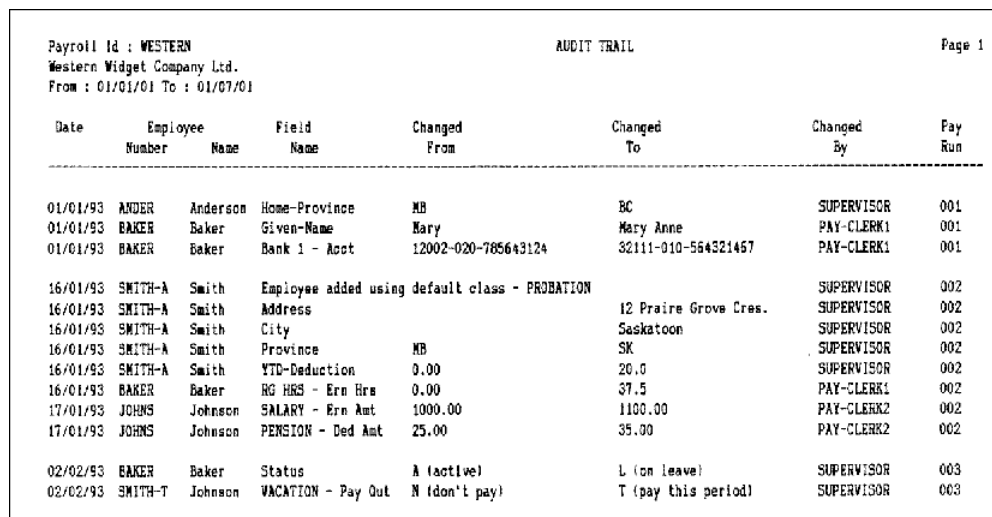


Fig. 9-07
 A Sample Audit Trail Report

When you select the *Audit Trail* command, the following dialog box appears:

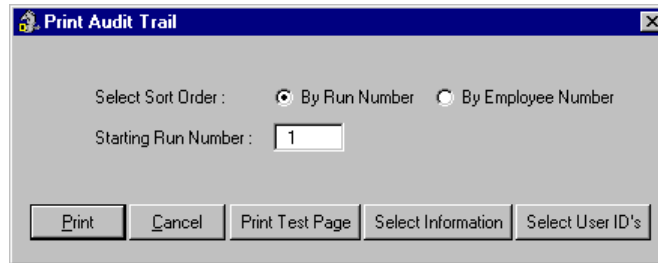


Fig. 9-08
The Print Audit Trail Dialog Box

The audit is embedded in the database and remains until the database is purged. For audit changes to be recorded, the *Enable Audit* field must be set to **Y** using the *Control Information* command under the **Company** menu.

The following table describes the options available in this dialog box:

Field	Description
Select Sort Order	Select whether the audit trail will be printed in order of payroll run number or by employee number.
Starting Run Number	The run number of the payroll marking the beginning of the audit trail.

Test <F6>

Prints a test page to verify form alignment.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Select Information <F8>

This button opens the *Select Information to Print* dialog box that allows you to choose specific types of information to include in your report.

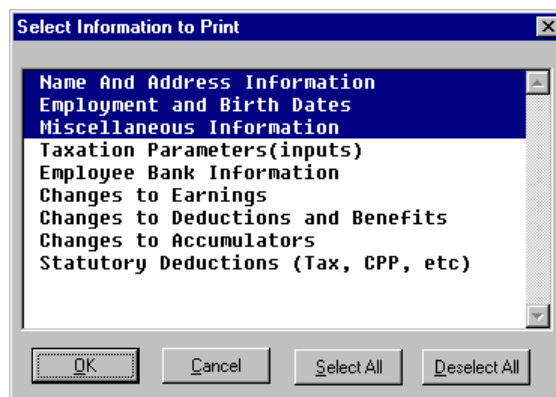


Fig. 9-09
The Select Information to Print Dialog Box

Choose one or more items then click *OK* to confirm your selection. You can quickly select all of the items by choosing the *Select All* button.

Select User IDs

This button opens a dialog box that allows you to include data from the user(s) who made changes to the payroll file.

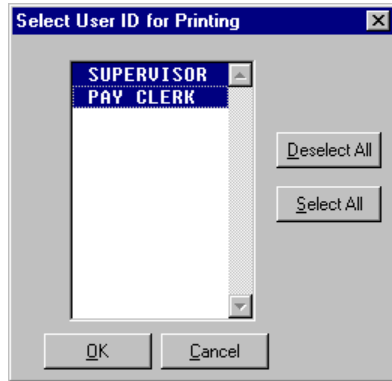


Fig. 9-10
The Select User ID for Printing Dialog Box

Name and Address

This is a report containing employee names and addresses. There are two formats available. The standard information common to both reports includes Employee Number, Name, Address, City, Province, and Postal Code.

When you select this command, the following dialog box appears:



Fig. 9-11
The Name and Address Report Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Sort Order	

Sort Order	Choose the order in which information will appear in the report.
Status	
Active Employee	Check this box if you wish to include employees with an ACTIVE status in the report.
Employees on Leave	Determines if employees with a ON LEAVE status are printed.
Terminated Employee	Determines if employees with a TERMINATED status are printed.
CCRA Account	
Full Time	Determines determine if employees with a FULL TIME Revenue Canada (CCRA) account are printed.
Part Time	Determines if employees with a PART TIME Revenue Canada (CCRA) account are printed.
Other	Determines if employees with any OTHER Revenue Canada (CCRA) account are printed.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

The printed name and address report will appear similar to the following:

Payroll ID: 93TAX		NAME AND ADDRESS REPORT		Page No: 1	
Run on: 07/07/93 at 14:23					
Western Widget Company					
St Number	Name / Address	Phone Number	Sin Number	Start	Terminata Birth
A	6 Bolotov, Sargel 45 Yonga St. Toronto, ON		200- 5600-	26/12/92 01	26/12/92
A	7 Franklin, Ralph 123 Portage Ave Winnipeg, MB		201- 5600-	26/12/92 07	26/12/92

Fig. 9-03
A Sample Name and Address Report

Range <F5>

This button opens a dialog box that allows you to specify a range of employee numbers that will control which employees appear in the report. When you select this button, the following dialog box appears:

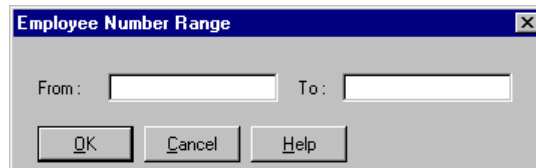


Fig. 9-12
The Employee Number Range Dialog Box

Print Test Page <F6>

Allows you to print a test page to verify form alignment. For information on form size and format, refer to the *Set Page Layout* section of the *Utilities* chapter.

Labels

This command allows the printing of mailing labels or timecard labels, with the employee's name and employee number or address. Form size and format are defined using the *Set Page Layouts* command under the **Utilities** menu.

When you select this command, the following dialog box appears:

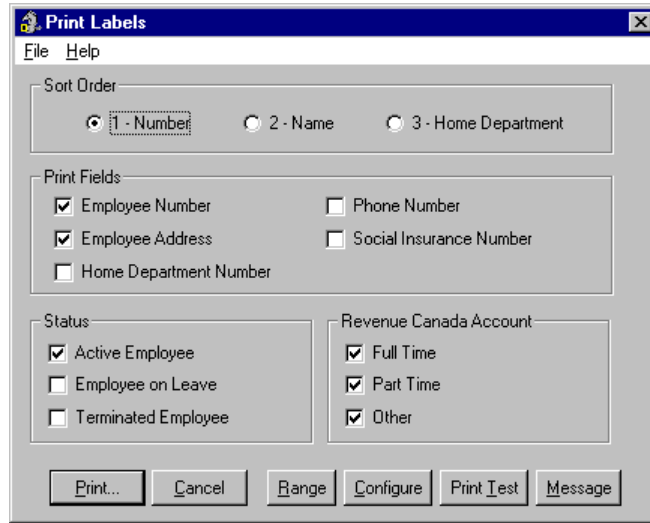


Fig. 9-13
The Print Labels Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Sort Order	Order in which information will appear on report.
Print Fields	Check a box to include the corresponding information in the report.
Status	
Active Employee	Determines if employees with an ACTIVE status are printed.
Employee on Leave	Determines if employees with a ON LEAVE status are printed.
Terminated Employee	Determines if employees with a TERMINATED status are printed.
CCRA Account	
Full Time	Determines if employees with a FULL TIME Revenue Canada (CCRA) account are printed.
Other	Determines if employees with any OTHER Revenue Canada (CCRA) account are printed.
Part Time	Determines if employees with a PART TIME Revenue Canada (CCRA) account are printed.

Print <F7>

Choose this button to print the labels. You are presented with the option of printing the labels to the screen, to a printer or to a file (where you will be prompted for the file name).

The following is a sample of how printed labels may appear:

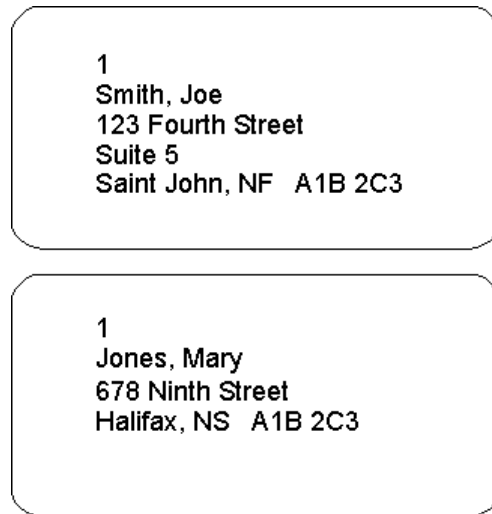


Fig. 9-14
Sample Printed Labels

Range

This button opens a dialog box that allows you to specify the range of the data to be included in the report. When you select this button, the following dialog box appears:

Enter Range(s)

Employee Number
From: To:

Surname
From:
To:

Home Department
From: To:

Fig. 9-03
The Enter Number Range(s) Dialog Box

Enter either the starting and ending employee number or starting and ending surname plus the department and province. Leave the fields blank to choose all employees.

Configure <F5>

This option allows you to modify the default setup of each individual label. To set the actual page size and port to send the labels to, use the *Set Page Layout* command under the **Utilities** menu.

When you choose this button, the following dialog box appears:

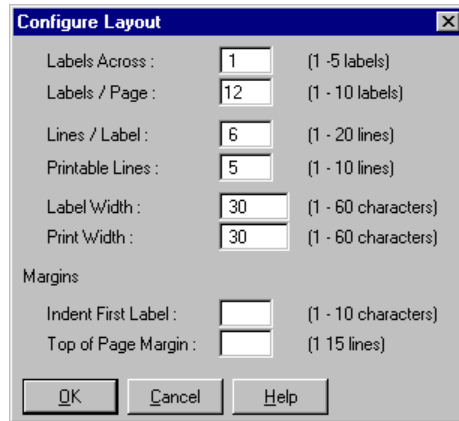


Fig. 9-15
The Configure Layout Dialog Box

The settings in this dialog box will allow you to accurately produce labels for variety of sizes and page layouts.

To be able to print on these different types of forms, the following parameters are required.

Field	Description
Labels Across	Determines the number of labels across the page.
Labels/Page	Determines the number of labels down the page. The page length must correspond will the page layout. See Utilities, Page Layouts.
Lines/Label	Determines the printable lines (vertical) for each label. Measure from the top of one label to the top of the next label. Multiply the measurement in inches by the lines printed per inch. See Utilities, Page Layouts. For example, 1 and 1/2 inches times 6 lines/inch = 9 lines.
Printable Lines	Enter the number of lines to be printed on the label.
Labels Width	Determines the width of the label in print characters. Measure from the left side of one label to the left side of the label to the right of it. Multiply this value by the characters printed per inch. Normal printing is 10 characters per inch. Condensed printing is 17 characters per inch.
Print Width	Enter the number of characters to be printed per inch. This value must be less than the Label Width.
Margins	
Indent First Label	Enter the number of characters that the first label will be indented.
Top of Page Margin	Enter the number of lines down from the top of the page.

Print Test <F6>

Prints a test label to verify horizontal and vertical label alignment.

Message <F8>

This allows you to enter a message that will appear on each label. You can enter up to a 30-character message (e.g. Bulk Mail Permit No. 12345).

When you choose this button, the following dialog box appears:



Fig. 9-16
The Message Entry Dialog Box

Record of Employment

This option allows you to create an employee's EI Record of Employment form as of the last payroll. The screen appears similar to the E.I. form, making it easy to edit or change the fields. Refer to your guide "How to Complete a Record of Employment" for an explanation of all the fields. When printing multiple forms, information that is not employee specific will remain on the form.

When you select this command, the following dialog box will appear:

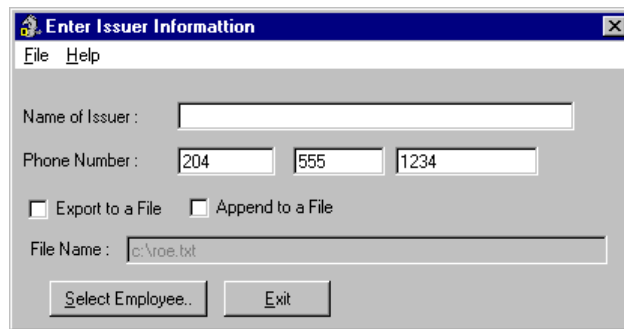


Fig. 9-17
The Enter Issuer Information Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Name of Issuer	Enter the issuing company name.
Phone Number	Enter the issuing company's phone number (separated by Area Code, prefix and suffix).
Export to a file	Check this box if you wish to produce an exported file containing the ROE information. Selecting this checkbox will activate the File Name edit field so you can enter a name for the file.
Append to a File	Check this box if you wish to add to the employees' ROE information to an existing file. Selecting this checkbox will activate the File Name edit field so you can enter a name for the file.
File Name	Specify a name and location for the ROE information file. This field is activated if you choose either of two the options immediately above it in the dialog box.

Select New Employee <F4>

Choose this button to select the employee for whom you will produce the ROE. Choosing the button opens the *Select Employee* dialog box.

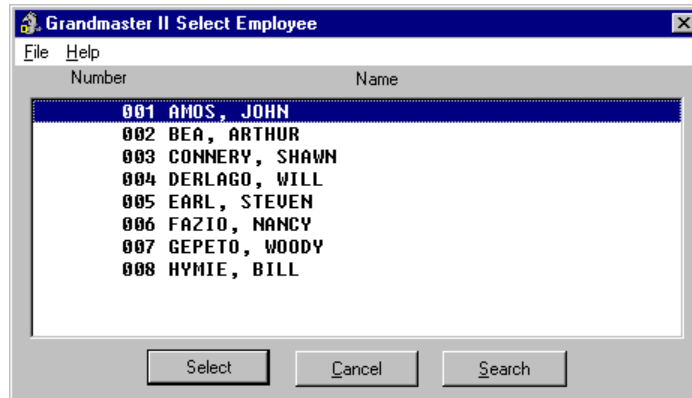


Fig. 9-18
The Select Employee Dialog Box

Highlight the desired employee in the list, then choose the *Select* button. This opens the *Employee ROE Update* dialog box.

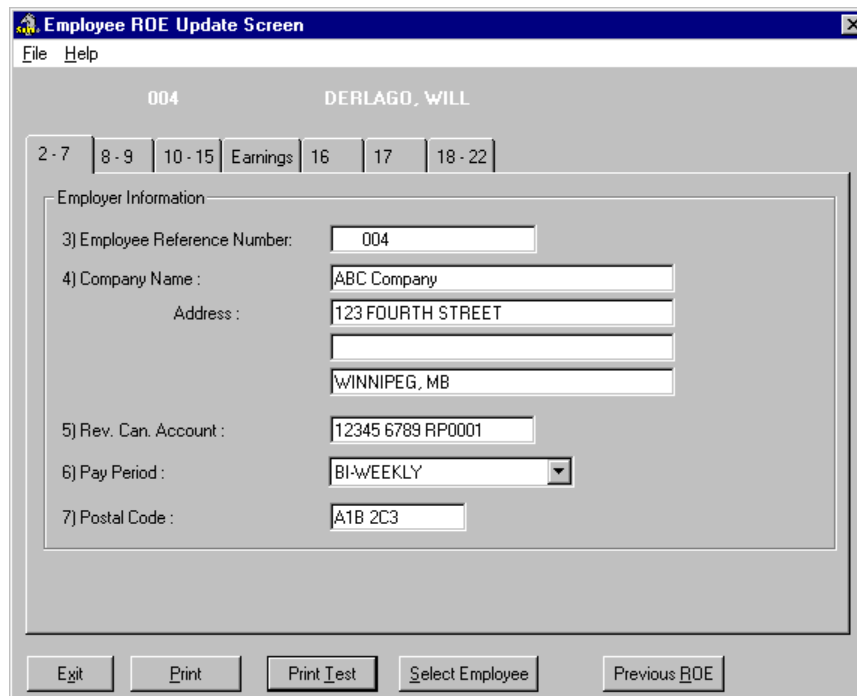


Fig. 9-19
The Employee ROE Update Dialog Box

The fields in this dialog box will be filled in with applicable information that was found in the payroll master file. However, these values should be checked for accuracy.

Choose the *Print* button from this dialog box to produce the final report.

Note: Employee ROE Update Dialog Box Changes - Changes made in this dialog box will not be reflected in the payroll. Use the commands under the Employee menu if you need to update the payroll.

Journal Entry

This command allows you to create a report containing all general ledger transactions pertaining to a payroll (or group of payrolls). The information on the report can also be exported to a file for direct interface with an accounting software package.

This option will produce a Payroll Journal Entry based on the payroll run numbers specified. Form size and format are discussed in the *Set Page Layout* section of the *Utilities* chapter.

When you select this command, the following dialog box will appear:

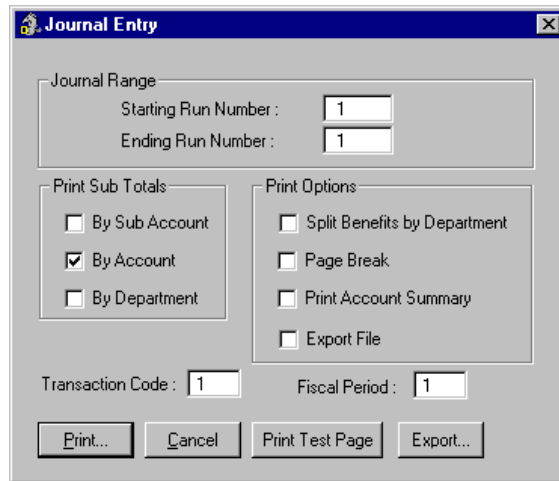


Fig. 9-20
The Journal Entry Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Journal Range	
Starting Run Number	The Payroll run number at which the report will start.
Ending run Number	The Payroll run number at which the report will end.
Print Sub Totals	
By Sub Account	Determines if subtotals should be printed in sub account sort order.
By Account	Determines if subtotals should be printed in account sort order.
By Department	Determines if subtotals should be printed in department sort order.
Print Options	
Split Benefits by Department	Determines if employees of more than one department are to have benefits split.
Page Break	Determines if the report should start a new page for each entry.
Print Account Summary	Determines if the report should include an account summary.
Export File	Determine if a disk file of the journal entry should be created. If this checkbox is selected, has been entered, the Export button in the right bottom of the screen will be activated so you can specify the output files information.
Transaction Code	Enter a transaction code to be inserted into the export file. The transaction code is not used by GrandMaster II for Window but may be required for

	importing into certain General Ledger systems.
Fiscal Period	Enter a fiscal period code to insert into the export file. This field is not used by GrandMaster II for Windows but may be required for importing into certain General Ledger systems.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

The printed journal entry will appear similar to the following:

Western Widget Company		JOURNAL ENTRY		Run on 07/07/01 at 11:41		page 1
From: 7 To 7						
Account No.	Description	Debit	Credit			
	GROSS PAY					3,946.56
- 1101-	001 NET PAY		2,866.51-			2,866.51-***
- 2200-	01 RSP		136.00-			
- 2200-	02 GROUP INS		83.16-			
- 2200-	08 PARKING		347.98-			
- 2200-	09 LIFE INS		9.60-			
- 2200-	50 FED TAX		713.54-			
- 2200-	51 C.P.P.		183.68-			
- 2200-	52 U.I.C.		172.55-			
- 2200-	61 PR-HLT		14.74-			
- 2200-	62 PR-HLT		19.50-			
- 2200-	88 WCB		65.33-			
- 2300-	08 Hld HOLIDAY		105.22-			1,746.08-***
						105.22-***
200- 5600-	01 SALARY	1,000.00				4,717.81-***
						1,000.00 **
200- 5800-	51 Comp CPP	21.56				
200- 5800-	52 Comp UIC	36.00				
200- 5800-	62 Comp PR-HLT	19.50				
						77.06 **
						1,077.06 ***
201- 5600-	01 SALARY	1,000.00				
201- 5600-	03 REG HRS	1,330.56				
201- 5600-	04 OT HOURS	216.00				
201- 5600-	05 RG HOURS	300.00				
						2,846.56 **
201- 5800-	02 Comp GROUP I	27.72				
201- 5800-	08 Comp PARKING	347.98				
201- 5800-	09 Comp LIFE IN	4.80				
201- 5800-	10 STAT HOL	100.00				
201- 5800-	51 Comp CPP	70.28				
201- 5800-	52 Comp UIC	58.12				
201- 5800-	61 Comp PR-HLT	14.74				
201- 5800-	88 Comp WCB	65.33				
201- 5800-	99 HldCoHOLIDAY	105.22				
						794.19 **
						3,640.75 ***
	Total	4,717.81	4,717.81-			

Western Widget Company		JOURNAL ENTRY		Run on 07/07/01 at 11:41		page 2
From: 7 To 7						
Revenue Canada Remittance For This Period						
	RET123452					
	Gross Pay	3,946.56				
	FED TAX	713.54				
	C.P.P.	183.68				
	U.I.C.	172.55				

Fig. 9-21
A Sample Journal Entry Report

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Export <F2>

This button is accessible only if the *Export File* checkbox is selected in the *Print Options* section of this dialog box. This option allows you to change the format of the export file and the file name. Depending on which format you use, the transaction code and fiscal period may not be required.

When this button is selected, the following dialog box appears:

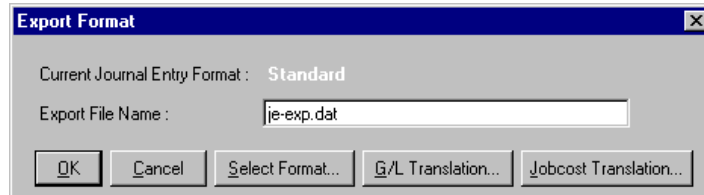


Fig. 9-22
The Export Format Dialog Box

Select Format <F2>

This button allows you to select the export format for the journal transactions. Most popular export formats are available and predefined in the PAYROLL.INI file for each payroll. You can modify these settings and add new formats as required.

A cross-referenced list of available formats is stored in the GRNDMAST.INI file (under the *je-form* section of the file). New formats need to be added to this section in order to function.

When this button is selected, the following dialog box appears:

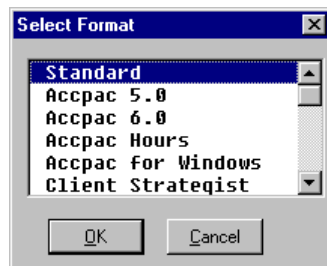


Fig. 9-23
The Select Format Dialog Box

G/L Transaction <F4>

This button allows you to set up a translation table for Codes of Accounts. This is useful for accounting systems that have a non-standard account structure. For example, the payroll could have DEPT-A, WAGE. This could be translated into 1,2067,88238.

When this button is selected, the following dialog box appears:

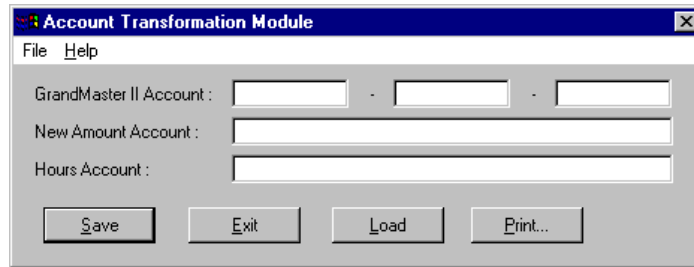


Fig. 9-24
The Account Transformation Module Dialog Box

Job Cost Translation <F5>

This button allows you to set up a translation table for Job and Phase number, similar to the *G/L Transaction* button. When this button is selected, the following dialog box appears:

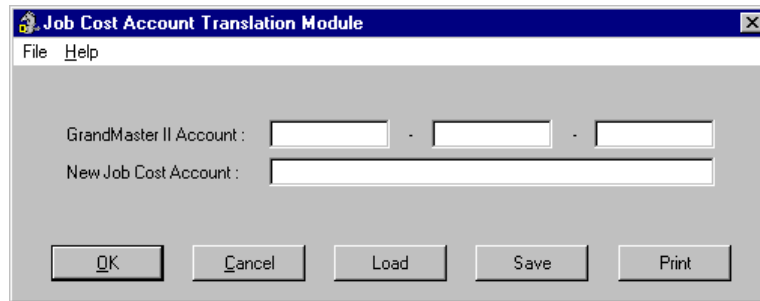


Fig. 9-25
The Job Cost Account Transformation Module Dialog Box

Data Dictionary (Journal Entry Report)

The data dictionary for Export Formats is as follows. All data fields must begin with "field-desc=" in lower case characters. All fields listed below must be in upper case characters. The starting position and the length of the field to be exported can also follow each field name.

For example, if you want to export the last 4 positions of the employee number (total field length = 9), the line would appear as follows:

field-desc=EE-NUMBER:6:4;

This will export the 6,7,8 and 9th position of the employee number.

This table provides a description of valid field names and their descriptions:

Field NAME	Description
EE-NUMBER	Employee number.
TYPE-ALP	Defines the field type as alphabetic
TYPE-NUM	Defines the field type as being numeric.
DEPARTMENT	Six-character department code.
ACCOUNT	Six-character account code.
SUB-ACCOUNT	Six-character sub-account code.
NEW-ACCOUNT	The department, account and sub-account will be used to search the

	translation table for the new account code. The department, account and sub-account will print on the report but the Export file will have the translated code.
NEW-JC-ACCOUNT	The Job, Phase and Sub-phase codes will be used to search the Job translation table for the new job code.
Field-A	The optional field-a will be include in the output string. It will not print on the report. This field must be qualified by also using field-a="Y" in the definition block.
Field-B	The optional field-b will be include in the output string. It will not print on the report. This field must be qualified by also using field-b="Y" in the definition block.
ACCT-DESC	Twenty character account description.
PAY-NAME	Eight character payroll name.
AMOUNT	The amount field
AMOUNT-HOURS	This will create two records out, first will contain the dollar amount and the second record will contain the hours.
ERN-HOURS	The total earning hours for the account.
DEBIT-AMOUNT	The amount if debit else zero.
CREDIT-AMOUNT	The amount if credit else zero.
PAY-PERIOD	The Journal Ending pay period.
CURR-PERIOD	The most current pay period.
PAY-YEAR	The payroll year.
TRANSACTION	The transaction code that was entered on the previous screen.
FISCAL-PERIOD	The Fiscal Period that was entered on the previous screen.
END-DD	The period ending day
END-MM	The period ending month
END-YY	The period ending year
CHEQ-DD	The cheque ending day
CHEQ-MM	The cheque ending month
CHEQ-YY	The cheque ending year
COUNTER	A sequential number generator (5 digits). Always starts at 1.
DEBITCREDIT	Output a zero for debits or a 1 for credits.
D/C	Output a "D" for debits or a "C" for credits.
FILLER	Insert spaces.
CONSTANT	Constants can be entered without a definition. Enclose the value in quotation marks. If more than one space is require, use the symbol # for each space.

The following definitions can be used to further define the data fields. These would be entered on a separate line following the data.

The line would begin with "**field-type**=".

ZERO-FILL	Replace spaces in with zeros.
ZERO-LEADING	Replace leading spaces with zeros.

ZERO-PREVIOUS	Will zero out previous field if spaces.
SPACE-FILL	Maintains spaces within a field.
NUMERIC	Defines field as numeric, no quotes around data.
REMOVE-LEADING	Removes any leading zeros.
LEFT-JUSTIFY	Aligns the field to the left most position.
RIGHT-JUSTIFY	Aligns the field to the right most position.
DECIMAL-PT	A decimal point (.) will be insert in the amount.
SIGN-LEADING	The sign position will appear to left of the amount.
SIGN-TRAILING	The sign position will appear to right of the amount.
REMOVE-LEADING	Removes leading zeros in amount fields.

The following is a sample data definition for a journal entry export.

[SAMPLE-FORMAT]	Section Header, must be defined in the Grndmast.ini file.
* use for Sample Accounting System.	Field starting with an "*" are treated as comments.
Delimiter=COMMA;	Defines the export field structure to be comma separated values (csv)
file-name="c:\payroll\export.csv";	Identifies the path and file name of the export file.
field-a="Y";	Indicates the you will include optional field-a in the structure
rec-length=80";	Defines the record length to be 80 characters.
Field-desc=ACCOUNT:1:4,DEPARTM ENT:3:4;	Exports the the first four position of the account and the last four position of the department number as one field.
field-desc=Field-A:1:8;	Exports the first 8 positions of optinal field-a (employee, personal, miscellaneous information).
field-desc=TRANSACTION:2:1;	Exports the last digit of the Transaction Code (export field on Reports, Journal Entry screen).
field-type=NUMERIC;	Tells the system to treat the previous field (transaction) as numeric (no quotes around it).
field-desc="PR",PAY-PERIOD;	Exports a constant (PR) followed by the pay period number.
field-desc=FISCAL-PERIOD;	Exports the Fiscal Period (export field as indicated on the Reports, Journal Entry screen).
field-desc=END-YY,END-MM,END-DD;	Exports the period ending date in YYMMDD format.
field-desc=ACCT-DESC;	Exports the Account Description as printed on the report.
field-desc=AMOUNT;	Exports the amount field.
field-type=NUMERIC,SIGN-LEADING,DECIMAL-PT,REMOVE-LEADIN;	Treats the previous field (amount) as numeric, negative sign leading, inserts a decimal point and remove any leading zeros.

Other options available in the export format:

export=type=JC;	Identifies the export as Job Costing type. No Liability accounts will be exported.
field-a="Y";	Signal that optional Field A will be used in this export.

field-b="Y";	Signals that optional Field B will be used in this export.
file-name="20characters";	Defines the file name.
export-path="20characters";	Defines the path for the file-name.
export-prefix="PAYROLL";	Will cause the export file name to be "export-directory\export-payroll-name.export-extension".
export-ext="TXT";	Will define the export extension as the "TXT".
header-section="HEADER-1";	Will insert a header record on the file as define in a section call [HEADER-1].
header2-section="HEADER-2";	Will insert a second header record on the file as define in a section call [HEADER-2].
header3-section="HEADER-3";	Will insert a third header record on the file as define in a section call [HEADER-3].
convert-file="ACCT-TAB";	Identifies the conversion (translation) file.
segment-section="NEW-SEGMENT";	When definition items exceeds limitation (30), the definition can be continued in a new section [new-segment].
segment-je-section="JC-SECTION";	Continuation for job cost section.

Cheque Register

The Cheque Register is a list of all cheques issued during the last pay calculation. This list may also include all employees with direct deposit information (bank account number), showing bank name, address and the employees' bank account number.

Form size and format are discussed in the *Set Page Layout* section of the *Utilities* chapter.

When you select this command, the following dialog box will appear:

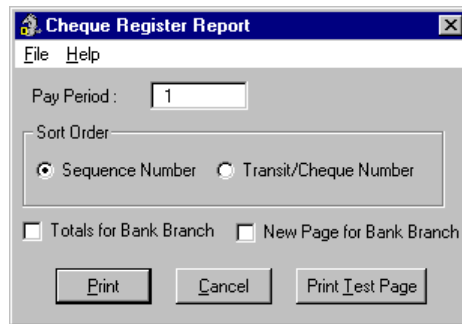


Fig. 9-26
The Cheque Register Report Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Pay Period	The Payroll run number on which the report will be based.
Sort Order	
Sequence Number	Sorts the order by payroll sequence number.
Transit Cheque Number	Sorts the order by transit cheque number.

Totals For Bank Branch	Determines if the bank branch totals are to be printed.
New Page for Bank Branch	Determines if a new page should be started for each new bank branch.

The *Totals* and *New Page for Bank Branch* options are only available if the sort order "2" is specified. Some companies may wish to forward this list to the bank for direct deposit to employees' accounts.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

The printed cheque register will appear similar to the following:

Payroll ID: 93TAX		BANK/CHEQUE RECONCILIATION		Page No: 1
Run on: 07/07/01 at 14:24				Pay Run: 7
Western Widget Company				
Seq #	Bank Account/Cheque No	Employee Name	Amount	Returned
70001	Cheque# 340	Bolotov, Sergei	668.14	_____
70002	56789-454-797979	Franklin, Ralph	600.00	_____
70003	12345-567-909090		1,598.37	_____
TOTAL BANK TRANSACTIONS			2,198.37	_____
TOTAL CHEQUES			668.14	_____

Fig. 9-27
A Sample Cheque Register Report

Note: Cheque Numbers - Cheque numbers will not appear on the cheque register unless cheques have previously been printed.

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Employee Profile

This option allows you to print personal information and a summary of all pay cheques issued to an individual employee for the current year. The number of employees printed per page can be specified. Companies that maintain paper files on each employee may print Employee Profiles at the end of the year for insertion into employee files.

Form size and format are discussed in the *Set Page Layout* section of the *Utilities* chapter.

When you select this command, the following dialog box will appear:

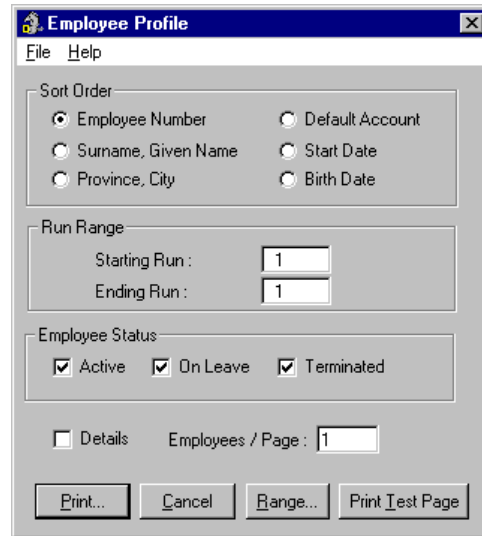


Fig. 9-28
The Employee Profile Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Sort Order	Order in which to print the employee profile information.
Run Range	
Starting Run	Enter the starting run number to begin printing at.
Ending Run	Enter the ending run number to end the printing at.
Employee Status	
Active	Determines if employees with ACTIVE status should print.
On Leave	Determines if employees with ON LEAVE status should print.
Terminated	Determines if employees with TERMINATED status should print.
Details	Determines if employee details should appear on the printout.
Employees / Page	Determines the number of employees per page that should appear on the printout.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

The report will appear similar to the following:

Payroll Id: 012AX		Page No: 2								
Run on: 07/07/01 at 11:09		Pay Run: 7								
Western Widget Company		Employee Profile								
A 7 Franklin, Ralph		Sin:	Default Acct: 201-5500-07							
123 Portage Ave		Pos: Electrician								
Winnipeg, MB		Sex: M WCB Code: 1	A: TFRR Start: 26/12/92							
		B: Joe Smith Anni: 26/12/92								
State Can: 9 Zone: 00										
From	To	Run	Pay Type	Hours	Gross Pay	Total Deduct	Total Benefit	Net Pay	Insured Earn	Wks
01/03/93	15/03/93	3	Normal		100.00	133.60	5.60			
01/04/93	15/04/93	4	Normal		1,040.00	488.16	86.30	551.84	745.00	1.00
01/10/93	14/10/93	5	Normal	161.88	3,304.78	2,444.58	772.65	860.20	170.00	1.00
14/05/93	30/06/93	6	Normal	152.89	3,046.56	1,659.95	643.27	1,376.61	1,514.17	2.17
01/07/93	15/07/93	7	Normal	152.88	2,946.56	748.19	508.90	2,198.37	1,514.17	2.17
01/03/93	30/06/93	**Total**		467.54	10,437.90	5,484.43	1,996.72	4,567.02	4,143.34	6.34

Fig. 9-29
A Sample Employee Profile Report

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Range <F5>

This button opens a dialog box that allows you to specify the range of the data to be included in the report. When you select this button, the following dialog box appears:

The dialog box titled "Enter Range(s)" contains three sections for specifying search criteria:

- Employee number:** Two input fields labeled "From:" and "To:".
- Surname:** Two input fields labeled "From:" and "To:".
- Home Department:** Two input fields labeled "From:" and "To:".

At the bottom of the dialog box are four buttons: "OK", "Cancel", "Select Provinces...", and "Help".

Fig. 9-30
The Enter Range(s) Dialog Box

Enter either the starting and ending employee number or starting and ending surname plus the department and province. Leave the fields blank to choose all employees.

Select Provinces <F4>

This button allows you to choose one or more provinces to include in the report. When you select this button, the following dialog box appears:



Fig. 9-31
The Select Provinces Dialog Box

Input Work Sheet

An input work sheet displays data for the next payroll. This is used mainly for companies processing payroll in a service bureau environment, such as accounting firms preparing payrolls for their clients.

The work sheet displays the company name at the top and lists the employees by number. Other basic information about each employee also appears such as their full name, SIN number, complete address, gender, vacation rate, earning descriptions/rates and standard deduction descriptions.

Form size and format are discussed in the *Set Page Layout* section of the *Utilities* chapter.

When you select this command, the following dialog box will appear:

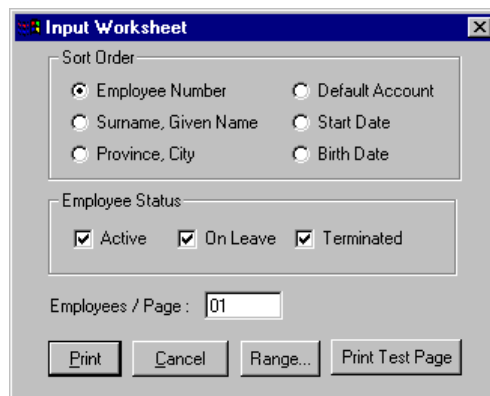


Fig. 9-32
The Input Worksheet Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Sort Order	Order in which to print the employee profile information.
Employee Status	
Active	Determines if employees with ACTIVE status should print.
On Leave	Determines if employees with ON LEAVE status should print.
Terminated	Determines if employees with TERMINATED status should print.
Employees / Page	Determines the number of employees per page that should appear on the printout.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

The report will appear similar to the following:

Payroll ID: 02TAX		Page No: 2	
Run on: 07/07/02 at 11:09		Input Work Sheet	
Western Widget Company		Pay Run: 7	
A 7 Franklin, Ralph			
123 Portage Ave		201- 5600- 07	
Winnipeg, MB		Start: 26/12/02	
HOLIDAY	Rate: 4.00	STATUTORY	Rate: 4.00
EARNINGS		DEDUCTIONS	
SALARY		1,000.00	RSP 10.00
RG HOURS	10.00	20.00	GROUP INS
RG HOURS	10.00	10.00	UNION
REG HRS	12.00	110.88	HEALTH
OT HOURS	18.00	12.00	BONDS
DT HOURS	24.00		COFFEE
BANK PAID	10.00		PARKING
HOLIDAY			LIFE INS
STAT		100.00	CPP-21
			MISCELL 1
			MISCELL 2
			LOAN
			LIFE 2
			CHARGE BAK
			CHARITY
			LOAN 2

Fig. 9-33
A Sample Input Worksheet Report

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Range <F5>

This button opens a dialog box that allows you to specify the range of the data to be included in the report. When you select this button, the following dialog box appears:

Fig. 9-34
The Enter Range(s) Dialog Box

Enter either the starting and ending employee number or starting and ending surname plus the department and province. Leave the fields blank to choose all employees.

Select Provinces <F4>

This button allows you to choose one or more provinces to include in the report. When you select this button, the following dialog box appears:



Fig. 9-35
The Select Provinces Dialog Box

Statistics Canada Report

Statistics Canada requests that some employers complete a monthly "Survey of Employment, Payrolls and Hours" report. These reports are used by Statistics Canada to measure economic conditions.

When this option is selected, the system will provide statistical information on the last payroll and on all payrolls for the month, broken down into three categories (salaries, hourly, others). If the payroll contains employees in more than one recording zone, a further breakdown will be given. See the *WCB & Stats. Can.* option under the *Employee* dialog box's **Personal** menu for entering a Statistics Canada code and region.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

The report will appear similar to the following:

EARNINGS TYPE		SALARIED			HOURLY			OTHERS		
	CUR HRS	CUR AMT	MTD AMT	CUR HRS	CUR AMT	MTD AMT	CUR HRS	CUR AMT	MTD AMT	
Region 02										
No Paid		2	2	1	1		0	0		
SALARY		1,000.00	4,200.00	1,000.00	4,100.00					
RG HOURS	30.00	300.00	600.00							
REG HRS	190.88	2,448.16	5,109.28							
OT HOURS	14.00	246.00	747.00							
DT HOURS			288.00							
HOLIDAY			201.22							
STAT HOL		100.00	300.00							
TAXABLES		27.72	87.91	2.60	2.60					
TOTALS	234.88	4,094.16	11,445.50	1,000.00	4,100.00					

Fig. 9-36
A Sample Survey of Employment Report

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

New Hires Report <F8>

This button allows you to specify a date range that will control the employees to be included in the report. When you select this button, the following dialog box appears:

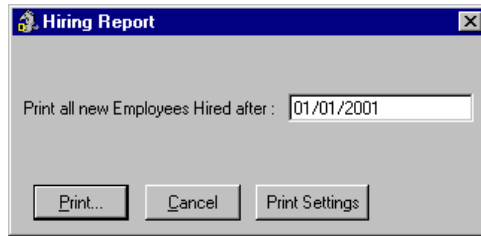


Fig. 9-37
The Hiring Report Dialog Box

Choose the *Print* button to produce the *New Hires* report. The report will appear similar to the following:

Payroll ID: ABC_CO		NEW HIRINGS		Page No: 1
Run on: 04/01/2002 at 17:22				Pay Run: 1
ABC Company				
Soc Ins No.	Start Date	Employee	Employee Name	
000-000-000	06/12/2001	001	<F> AMOS, JOHN	
000-000-000	06/12/2001	002	<F> BEA, ARTHUR	
000-000-000	06/12/2001	003	<F> CONNERY, SHAWN	
000-000-000	06/12/2001	004	<F> DERLAGO, WILL	
000-000-000	06/12/2001	005	<F> EARL, STEVEN	
000-000-000	06/12/2001	006	<F> FAZIO, NANCY	
000-000-000	06/12/2001	007	<F> GEPETO, WOODY	
000-000-000	06/12/2001	008	<F> HYMIE, BILL	
Total Number of New Employees Hired :			8	

Fig. 9-38
A Sample New Hires Report

Print Settings <F5>

This button opens a dialog box that allows you to set up the report page and printer connection specifications. When you select this button, the following dialog box appears:

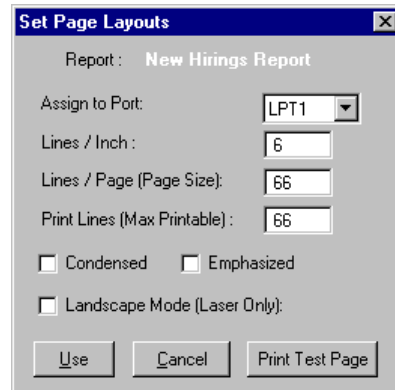


Fig. 9-39
The Set Page Layouts Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Assign to Port	Enter the port where the output will be directed.
Lines/Inch	Enter the number of lines to print per inch.
Lines/Page (Page Size)	Enter the number of lines to print per page.
Print Lines (Max Printable)	Enter the maximum amount of lines to print on the page without exceeding the page length.
Condensed	Determines if the output should be printed in a condensed format.
Emphasized	Determines if the output should be highlighted slightly.
Landscape Mode (Laser Only)	Determines if the output should be printed in landscape mode. Use this feature only for laser printers.

Workers Compensation

General Information

Workers Compensation Legislation has been enacted by each Province and Territory to provide income for employees who are absent from work because of a work-related accident or industrially caused disease. Employers are assessed annually and the funds collected create the accident fund from which the injured employees are paid.

The annual assessment of employers is based on a rate per \$100.00 of the total assessable payroll. This rate is determined by the amount of assessment payments required to meet the projected accident costs of that particular industry. Each province establishes a maximum assessable amount for employees.

Employers are required to keep accurate records showing such information as names of all employees, periods of employment, hours worked and earnings. The Workers Compensation Board (WCB) sends each employer an employer statement at the end of the calendar year. This statement must be completed and returned to the WCB for each province of operation, on or before the end of February.

The WCB Report

GrandMaster II for Windows allows you to create a report that shows each employee's assessable earnings (earnings and taxable benefits marked with the WCB flag), maximum assessable earnings, WCB rates and costs. The WCB report is a report sorted by province, with the start and end period included. These dates are controlled by the employee's start and termination date (if they fall within the period). The program distributes WCB costs to the departments in which an employee works.

The WCB report can be run on a single or multi-pay period basis and is designed for submission to WCB Commissions in each province. Each province has specific requirements as to which earnings and benefits are subject to the WCB assessment. Generally, any amount that would appear in Box 14 of the T4 would be included in this report. Some provinces ask that a monthly report be prepared and submitted with the monthly payment.

You require a starting and ending pay period to produce this report. To obtain an annual report, enter "1" in the *Starting Payroll Period* field and the most recent period in the *Ending Payroll Period* field.

When you select the *Workers Compensation* command, the following dialog box appears:

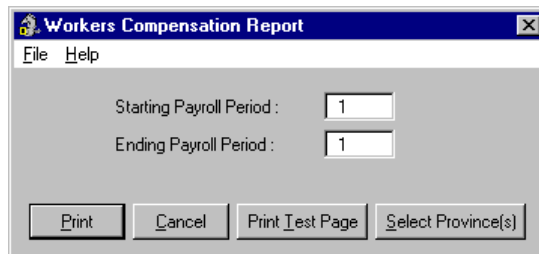


Fig. 9-40
The Workers Compensation Report Dialog Box

Enter the starting payroll date in DD-MM-YY format and choose the *Print* button to proceed. The program will generate a report of earnings and costs to the maximum assessable amount by employee. The report is sorted using employee S.I.N. numbers, segregated by province.

Most provinces require this report to be produced on an annual basis only, prior to T4 processing. The provinces of Ontario and Quebec require a monthly WCB report with the maximum assessable earnings prorated over the period worked.

Print <F5>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Following is a sample Workers Compensation report:

Payroll ID: 02TAX		WORKERS COMPENSATION REPORT							Page No: 4
Run on: 30/07/02 at 15:12		Province : Ontario							
Western Widget Company		Start	End	Earnings	Assessable	Code Rate	WCB Amt		
Soc Ins No	Surname								
000-000-000	BOLOTOV SERGEI	01/01/02	15/07/02	13,005.40	13,005.40	1 10.00	1,300.54		
444-444-444	ARMSTRONG GRANT	01/01/02	15/07/02	1,147.60	1,147.60	1 10.00	114.76		
DN totals				14,153.00	14,153.00		1,415.30		

Fig. 9-41
A Sample Workers Compensation Report

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Select Provinces <F4>

This button allows you to choose one or more provinces to include in the report. When you select this button, the following dialog box appears:



Fig. 9-42
The Select Province Dialog Box

Report Generator

The **Report Generator** command allows you to create customized reports that contain information from your payroll's master database. This data can be arranged in any sequence you choose.

Please refer to the *Report Generator* chapter of this guide to learn more about this powerful feature.

Data Entry Reports

The Data Entry Reports command is used to create reports that display earnings entered using the **Employee** menu's **Hours Entry** command.

Note: Sort Fields - You may specify up to 3 sort fields (from a list of choices) and put in range criteria for these fields. This report can be printed before a calculation is performed.

When you select this command, the following dialog box appears:

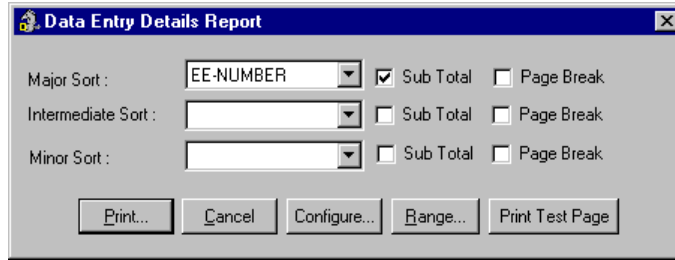


Fig. 9-43
The Data Entry Details Report Dialog Box

Options are available to the choice of the sort sequence. *Major Sort* is the highest order, followed by *Intermediate Sort* and *Minor Sort*.

You may select subtotals for each sort level by choosing the *Sub Total* checkbox beside each list. Choose the *Page Break* checkbox to begin a new page after each record.

The following is a list of the type of sorting fields available:

Sorting Fields	Description
<<EE NUMBER>>	Sort by Employee number
<<EE NAME>>	Sort by Employee name
<<PERIOD>>	Sort by Pay period number
<<EARN -DATE>>	Sort by Earning date
<<DEPARTMENT>>	Sort by Department
<<ACCOUNT>>	Sort by Account number
<<SUB-ACCT>>	Sort by Sub-Account number
<<SEQ-NO>>	Sort by Sequence number

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Configure <F4>

This button allows you to specify certain fields to be included in the report. Choosing the button opens the following dialog box:

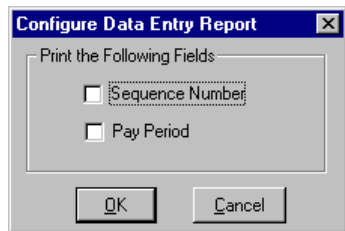


Fig. 9-44
The Configure Data Entry Report Dialog Box

Choose the *Sequence Number* checkbox to include pay sequence information in the report. Choose the *Pay Period* checkbox to include pay period information in the report.

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Range <F5>

This button allows you specify ranges for the report based on different criteria (e.g. pay period, employee number, earnings dates, etc.). When you select this button, the following dialog box appears:

Fig. 9-45
The Enter Valid Range(s) Dialog Box

Enter a value in the corresponding sort field. Any ranges left blank will display all of the possible values for that field.

Take care that you do not specify contradictory ranges such as a *Pay Period* range with an *Earn Date* range outside the *Pay Period* range.

Select Earnings

This button allows you to specify the earnings types on which the report will be based. Choosing the button opens the following dialog box:

Fig. 9-46
The Select Earning Dialog Box

Highlight one or more earnings to include them in the report. Use the *Select All* button to quickly highlight every earning in the list.

Department Distribution

This report is used to show earnings and benefit information for each employee. This report is useful when you need to obtain details about the standard Journal Entry.

When you select this command, the following dialog box appears:

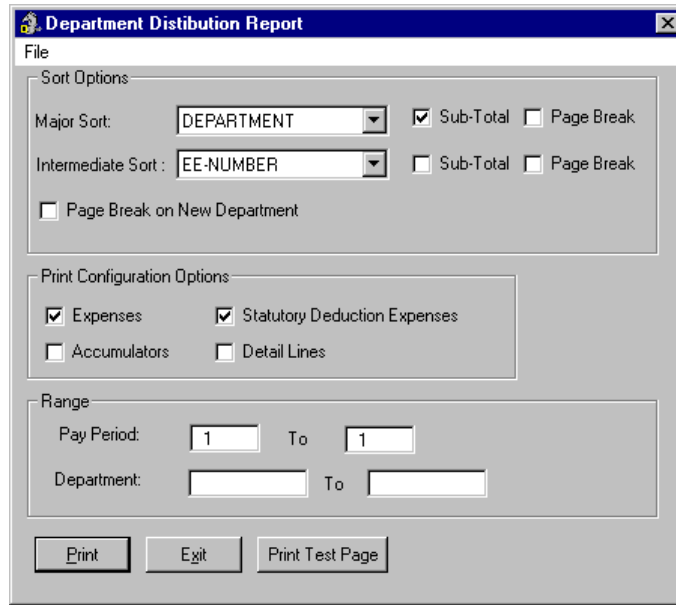


Fig. 9-47
The Department Distribution Report Dialog Box

Options are available to the choice of the sort sequence. *Major Sort* is the highest order, followed by *Intermediate Sort*.

You may select subtotals for each sort level by choosing the *Sub Total* checkbox beside each list. Choose the *Page Break* checkbox to begin a new page after each record.

The following is a list of the type of sorting fields available:

Sorting Fields	Description
<<DEPARTMENT>>	Sort by Department
<<EE NUMBER>>	Sort by Employee number
<<EE NAME>>	Sort by Employee name
<<PERIOD>>	Sort by Pay period number
<<EARN -TYPE>>	Sort by Earning type
<<ACCOUNT>>	Sort by Account number
<<SUB-ACCT>>	Sort by Sub-Account number
<<NONE>>	No sort order

Print Configuration Options - Choose a checkbox from this section to include the corresponding item in the report.

Range - Use the *Pay Period* or *Department* fields to specify your range preference for the report.

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Job Costing Reports

The Job Costing Reports will print the information entered using the **Employee** menu's **Hours Entry** command. When the **Job Costing Reports** command is chosen the following screen will appear:

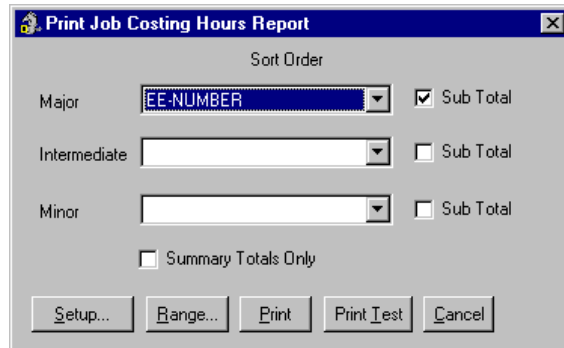


Fig. 9-48

The Print Job Costing Hours Report Dialog Box

Options are available to the choice of the sort sequence. *Major Sort* is the highest order, followed by *Intermediate Sort* and *Minor Sort*.

You may select subtotals for each sort level by choosing the *Sub Total* checkbox beside each list. Choose the *Page Break* checkbox to begin a new page after each record. Choose the *Summary Totals Only* checkbox to produce the report with summarized totals only.

The following is a list of the type of sorting fields available:

Sorting Fields	Description
<<EE NUMBER>>	Sort by Employee number
<<EE NAME>>	Sort by Employee name
<<PERIOD>>	Sort by Pay period number
<<JOB NUMBER>>	Sort by Job number
<<PHASE>>	Sort by Job phase
<<SUB-PHASE>>	Sort by Job sub-phase
<<SUB-ACCT>>	Sort by Sub-account number
<<SEQ-NO>>	Sort by Sequence number

Setup

Choose this button to use the Job Costing method of creating the report (i.e. by Job Number, Phase and Sub-Phase). Selecting the button activates all three lists so you can define the Job Number, Phase and Sub-Phase information.

After choosing this button, its label will change to read "Default Setup". Choosing this button will reset the dialog box options back to their original state when you opened the dialog box.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Range <F5>

This button allows you specify ranges for the report based on different criteria (e.g. pay period, employee number, earnings dates, etc.). When you select this button, the following dialog box appears:

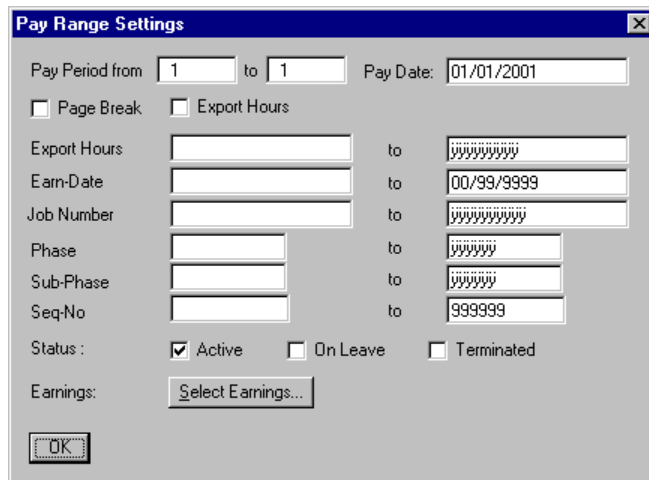


Fig. 9-49
The Pay Range Settings Dialog Box

Enter a value in the corresponding sort field. Any ranges left blank will display all of the possible values for that field.

Take care that you do not specify contradictory ranges such as a *Pay Period* range with an *Earn Date* range outside the *Pay Period* range.

Select Earnings

This button allows you to specify the earnings types on which the report will be based. Choosing the button opens the following dialog box:

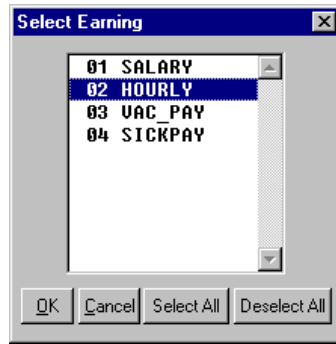


Fig. 9-50
The *Select Earning* Dialog Box

Highlight one or more earnings to include them in the report. Use the *Select All* button to quickly highlight every earning in the list.

Pay Period Summary

This option allows you to print the Employee Profile report which lists an employee's personal information and a summary of all pay cheques that have been issued for the current year. Each employee profile report is printed on a separate page.

When you select this command, the following dialog box will appear:

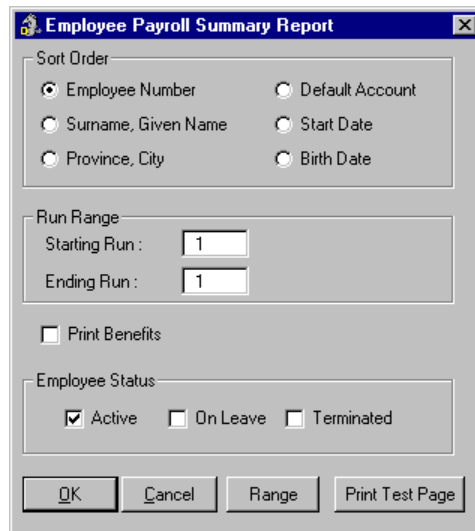


Fig. 9-51
The *Employee Payroll Summary* Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Sort Order	Order in which to print the employee payroll information.
Run Range	
Starting Run	Enter the starting run number to begin printing at.
Ending Run	Enter the ending run number to end the printing at.

Print Benefits	Determines if employee benefits should appear on the printout.
Employee Status	
Active	Determines if employees with ACTIVE status should print.
On Leave	Determines if employees with ON LEAVE status should print.
Terminated	Determines if employees with TERMINATED status should print.
Details	Determines if employee details should appear on the printout.
Employees / Page	Determines the number of employees per page that should appear on the printout.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Range <F5>

This button opens a dialog box that allows you to specify the range of the data to be included in the report. When you select this button, the following dialog box appears:

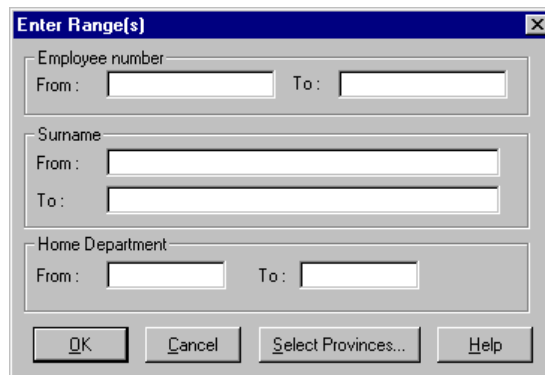


Fig. 9-52
The Enter Range(s) Dialog Box

Enter either the starting and ending employee number or starting and ending surname plus the department and province. Leave the fields blank to choose all employees.

Custom Reports

This option allows GrandMaster II to provide additional modules designed specifically for certain industries (such as hospital, education, hospitality, etc.), or provide custom applications for specific customers.

These modules are available from Can-Pay at extra cost. If you are interested or have any questions please call our Toll-Free number at (800) 665-5129. If you live in Winnipeg, please call 987-8520.

Chapter 10: Report Generator

This feature allows you to create custom reports containing user-defined information from the payroll's master database. This data can be arranged in a selected sequence to suit your specific reporting requirements.

The Report Generator Dialog Box

The report generator gives you the flexibility to generate special management reports on a regular or one-time basis. The report generator can generate up to 100 reports.

EXAMPLE - The report generator can be used to generate Union, Dental, Seniority, and other types of reports.

When the **Report Generator** command is selected, the following dialog box appears:

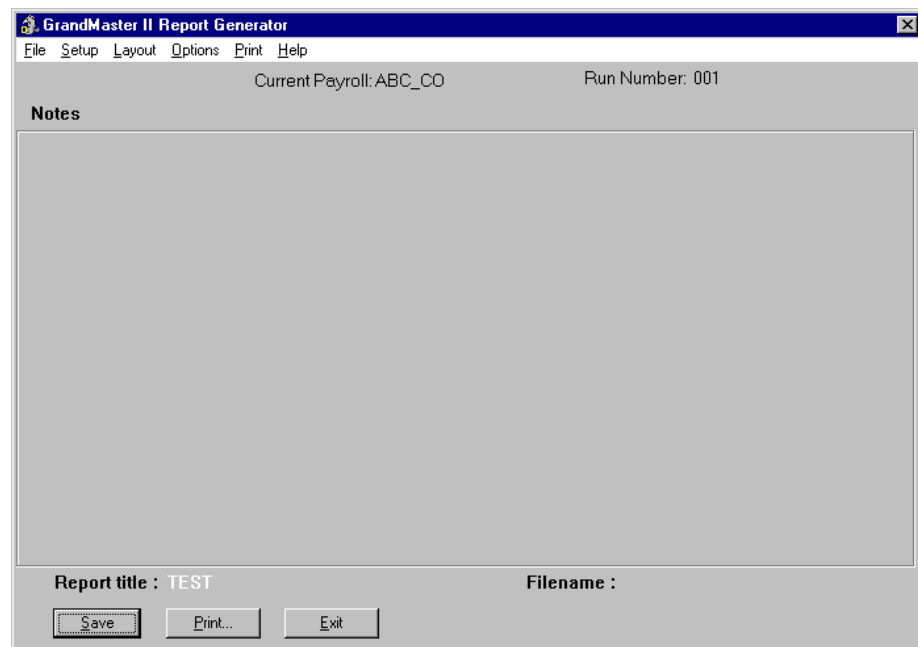


Fig. 10-01
The Report Generator Dialog Box

Note: File Locations - Report files can be copied to other payroll directories. Ensure, however, that fields such as earnings have the same type number in both payrolls. (e.g. 01 Regular Hours must have 01 for its type number in the other payroll as well.)

File Menu

The **File** menu contains commands that relate to how your reports are handled on disk. For example, you can use the commands to load a file from your hard disk or save one to your hard disk, etc. The **File** menu appears as follows:



Fig. 8-01
The File Menu

File Menu - New

This option is used to create a new report. When selected, the command clears the previous report's data and initializes the program for the creation of a new report. You will then be prompted to enter a report title.

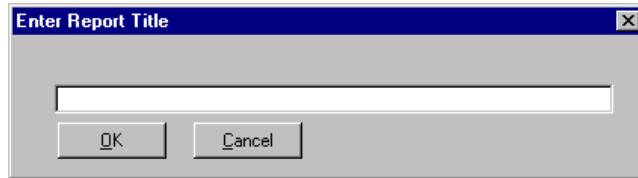


Fig. 10-02
The Enter Report Title Dialog Box

If modifications have been made to a current report, and you select the *New* command, the program will prompt to save the report before starting the new one.

Enter an alpha-numeric name for the report and click *OK* to complete the process.

File Menu - Open

This option allows you to load a report file from disk into the report generator. When you select the *Open* command, a selection list appears displaying the previously saved report files.

If modifications have been made to a current report, and you select the *Open* command, the program will prompt to save the report before opening an existing one.

When you select the *Open* command, the following dialog box appears:

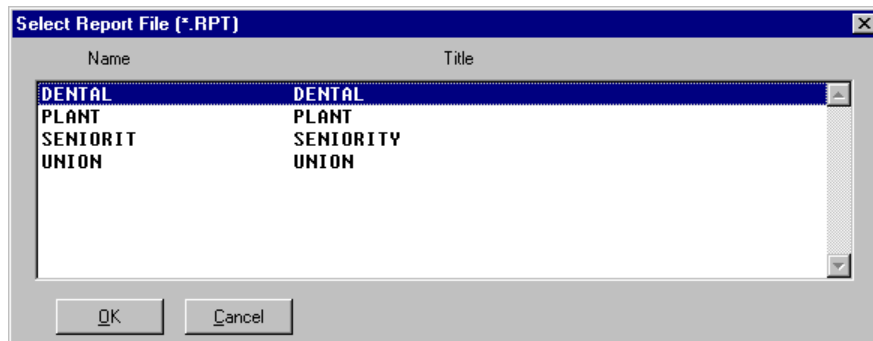


Fig. 10-03
The Select Report File Dialog Box

Select a report from the list and click *OK* to load it for use.

File Menu - Save

When the *Save* command is selected, the program will prompt you to provide a name for the report. The file name must be 8 characters or less and can not contain spaces or special characters (e.g. \$, %, #, etc). Each report is saved separately in a file with an extension of .RPT in the **\payroll** folder where you installed the program.

When you choose *Save* command, the following dialog box appears:

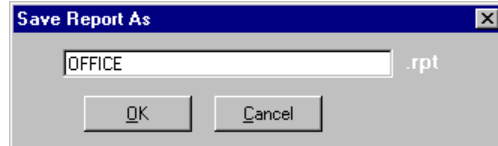


Fig. 10-04
The Save Report As Dialog Box

Enter a valid name for the report and click *OK* to save it to disk.

File Menu - Delete

This command allows you to remove previously saved reports from your hard disk. When you choose the command, the following dialog box appears:

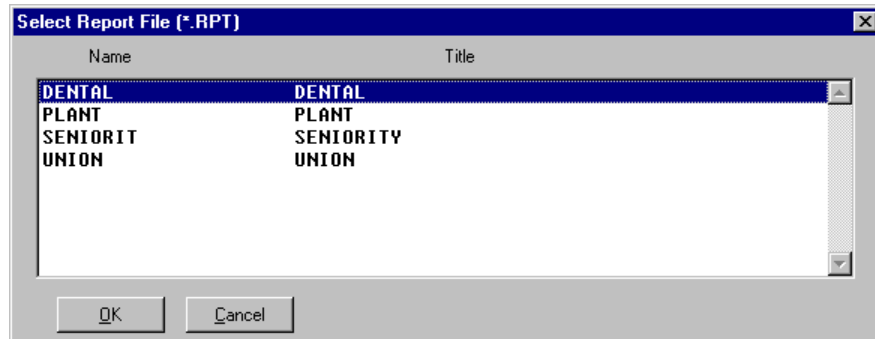


Fig. 10-05
The Select Report File Dialog Box

Select a report from the list and click *OK* to remove it from the **\payroll** sub directory.

Setup Menu

The **Setup** menu contains commands that control the format of your report. For example, you can use the commands to modify the report title and subtitle or to control the range of data that appears in the report. The **Setup** menu appears as follows:

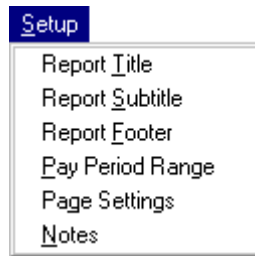


Fig. 10-06
The Setup Menu

Setup Menu - Report Title

This command allows you to define a title for the report. This title will appear centered at the top all report pages. The title will also appear on the bottom left of the *Report Generator* dialog box for reference.

When you select this command, the following dialog box appears:

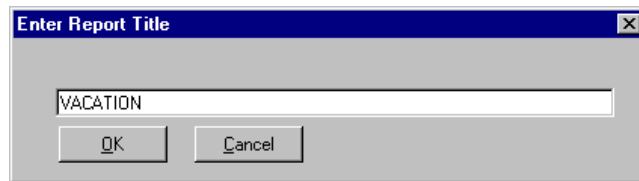


Fig. 10-07
The Enter Report Title Dialog Box

Enter a title for the report, then click *OK* to complete the procedure.

Setup Menu - Report Subtitle

This command allows you to define a subtitle for the report. Subtitles are generally used to further describe a report. The subtitle will appear centered near the top all report pages, just below the report title.

When you select this command, the following dialog box appears:

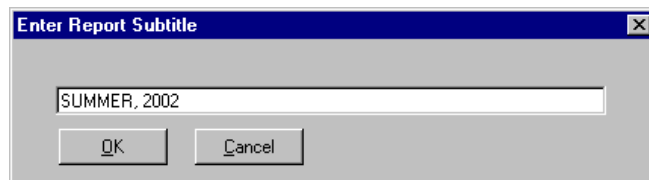


Fig. 10-08
The Enter Report Subtitle Dialog Box

Enter a subtitle for the report, then click *OK* to complete the procedure.

Setup Menu - Report Footer

This command allows you to define a line of information that will appear at the bottom of every report page. When you select this command, the following dialog box appears:

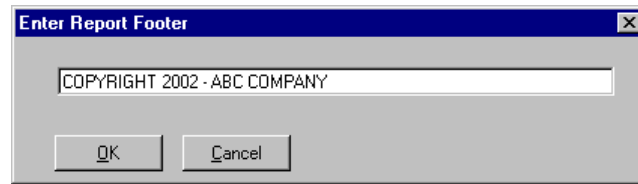


Fig. 10-09
The Enter Report Footer Dialog Box

Enter a footnote for the report and click *OK* to complete the procedure.

Setup Menu - Pay Period Range

Certain payroll information is stored by pay period, such as earnings and deductions information. This command allows you to select the starting and ending range to be included in this report.

When you select this command, the following dialog box appears:

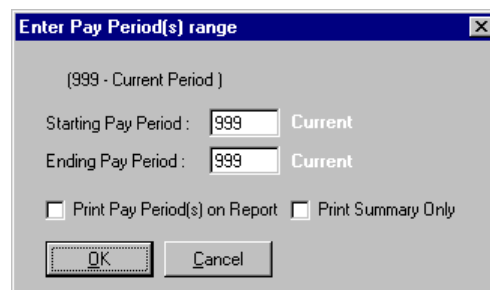


Fig. 10-10
The Enter Pay Period(s) Range Dialog Box

Use the *Starting Pay Period* field to specify the beginning pay run and use the *Ending Pay Period* field to specify the run at which the report should cease. Enter 999 into the either field to instruct the program to use the current pay period (i.e. the default).

Use the *Print Pay Periods* checkbox to include the run number, from which the data was taken, at the beginning of each line of the report. Use the *Print Summary Only* checkbox to summarize all pay period information (without a breakdown) for each employee.

Setup Menu - Page Settings

This command allows you to set the page width in number of characters as well as the line spacing. These values affect the formatting of the report when printed. When you choose this command, the following dialog box appears:

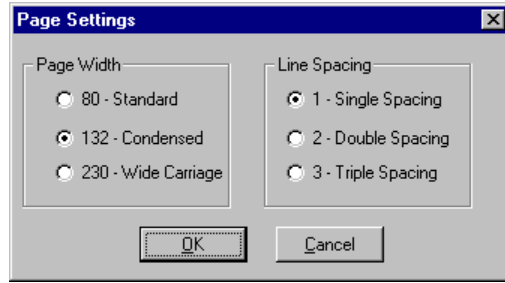


Fig. 10-11
The Page Settings Dialog Box

Use the *Page Width* options to control the report width (in characters). Ensure that your printer supports your chosen width before printing a large, multi-page job.

Use the *Line Spacing* options to control the report length.

Setup Menu - Notes

This feature allows you to attach a message or comment to the report. This text will be displayed on the screen when the report is opened but will not be printed on the report.

When you select this command, the following dialog box appears:

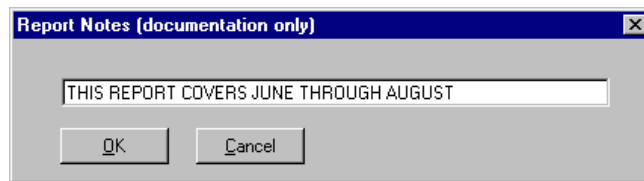


Fig. 10-12
The Report Notes Dialog Box

Enter a note, then click *OK* to complete the procedure. The note will near the top of the *Report Generator* dialog box for reference.

Layout Menu

The **Layout** menu contains commands that control column placement and formula settings in your report. The **Layout** menu appears as follows:

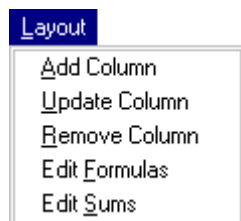


Fig. 10-13
The Layout Menu

Layout Menu - Add Column

This option allows you to add a new column to the current report. If you have no columns defined in the report (i.e. a new one), the following dialog box will appear when you choose this command:

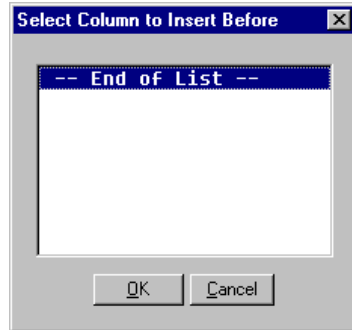


Fig. 10-14
The *Select Column to Insert Before* Dialog Box

To define a new column:

1. Click *OK* to in the *Select Column to Insert Before* dialog box. This opens the *Select Field Type* dialog box so you can specify the type of data the new column should display.

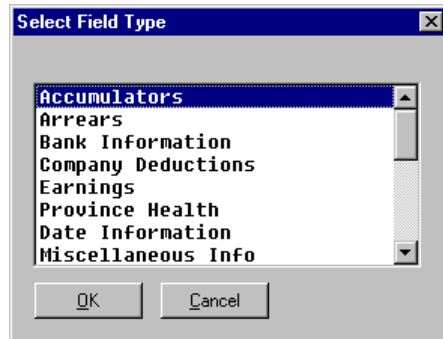


Fig. 10-15
The *Select Field Type* Dialog Box (*Accumulators* selected for example)

2. Choose the desired field type from the options provided, then click *OK* to continue. This opens the *Select Field* dialog box where you must specify the item to be calculated for the selected field.

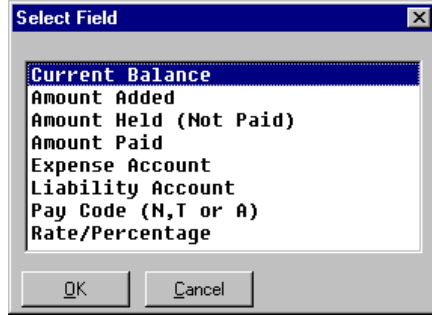


Fig. 10-16
The Select Field Dialog Box (Current Balance selected for example)

3. Choose the desired item, then click *OK* to continue. Depending on the item you select, a different dialog box may appear offering further options. In our example, we selected an *Accumulator* with *Current Balance* as the field item. The resulting dialog box prompts us to specify which *Accumulator* to use in the calculation.

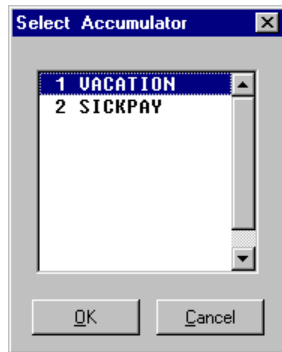


Fig. 10-17
The Select Accumulator Dialog Box (Vacation selected for example)

4. Choose the desired item from the available list, then click *OK* to continue. This opens the *Update Column Entry* dialog box where you must set up the column specifications.

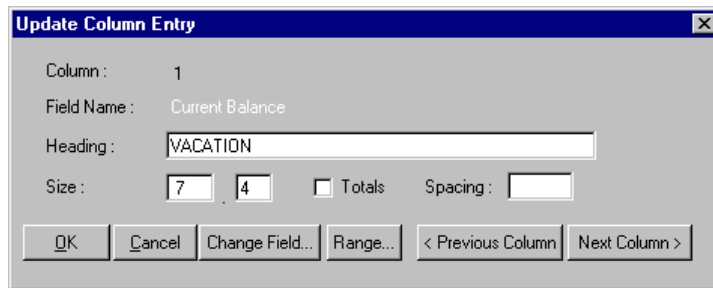


Fig. 10-18
The Update Column Entry Dialog Box

Instructions: Refer to the following section of this guide (*Update Column*) for detailed explanations of the fields and options in this dialog box.

5. Choose *OK* once these settings are complete. Your column settings now appear in the *Report Generator* dialog box.

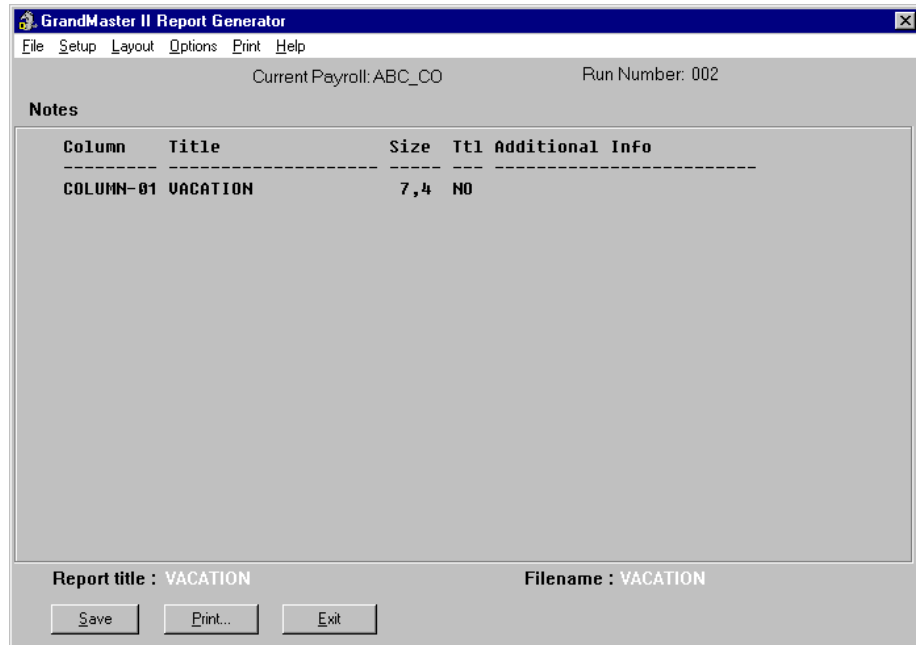


Fig. 10-19
The Updated Report Generator Dialog Box

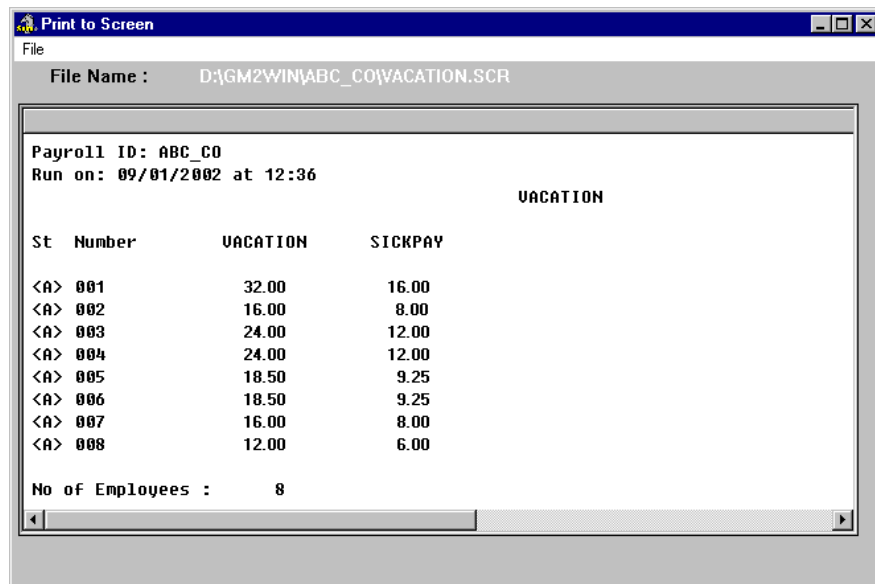


Fig. 10-20
A Sample Custom Report Showing Data for Two Accumulators

Layout Menu - Update Column

Once a column has been defined, it may be modified using the *Update Column* command.

To Update Column Settings:

1. Choose the *Update Column* command then select the column to be updated and click *OK*. This opens the *Update Column Entry* dialog box for the selected column.

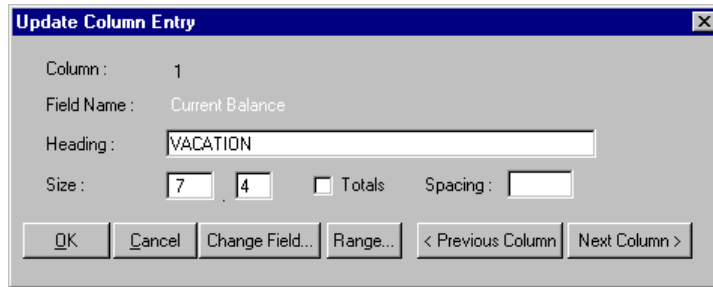


Fig. 10-21
The *Update Column Entry* Dialog Box

Note: Blank Column Name - If you added a column without providing a name, it will appear in the *Select Column* dialog box as **--undefined--**. You can always add the name later (as long as you know which "undefined" column you are working with).

2. Change the column settings as required then click *OK* to accept the changes. The *Report Generator* dialog box will update to reflect your changes.

The following table describes the options available in this dialog box:

Field	Description
Column	Displays the column number that was set when you added the column.
Field Name	Displays the program's internal field name that is applied to the column. If a SUM or FORMULA is applied to the column, a non-editable description will appear (e.g. SUM-01 or FORMULA-01).
Heading	Displays the user-defined heading name that has been given to the column. This name, rather than the Field name, will appear in all selection lists, as a descriptor for the column.
Size	The number of digits to be shown, followed by a comma (,), followed by the number of decimal places to be shown. This applies to numeric fields only. The size will default to the maximum as defined in the payroll master file. DO NOT increase the field size larger than the original value. For decimal numbers, the actual printed field size is: (#<n>digits) + (# decimal places) + (1 space for the decimal point) + (1 space for the sign +/-).
Totals	Check the box if you wish to display calculated totals at the bottom of the column. This applies to numerical fields only.
Spacing	Enter the amount of space to be left between this column and the next column (in lines). This setting is optional.

Next <F4>

Select this button to display the settings for the next column in the report. If you are already viewing the last column in the list, you will receive an *End of Columns* message.

Previous <F5>

Select this button to display the settings for the previous column in the report. If you are already viewing the first column in the list, you will receive a *First Columns* message.

Change Field <F6>

Select this button to change the field type. The button opens the *Select Field Type* dialog box so you can make your selection.

Range <F7>

This button allows you to specify a selection range to be displayed in the current column. Choosing the button opens the following dialog box:

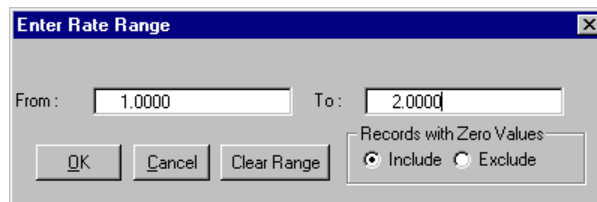


Fig. 10-22
The Enter Date Range Dialog Box

Use the *From* and *To* fields to enter the starting and ending rates respectively. Use the *Include* and *Exclude* radio buttons to specify whether the report records should display records that result in a zero calculation.

Note: Selection Range - Use care when specifying a selection range since conflicting criteria will result in an empty report. If the field does not satisfy a given range, but the line satisfies another field range, the field will still be printed. If two ranges are set up, a record must satisfy one range OR the other (not necessarily both).

Layout Menu - Remove Column

This command allows you to remove a column from your report. Once a column is removed, it can not be retrieved. So you should ensure that the column is no longer needed before completing the procedure.

To Remove a Column:

1. Choose the **Remove Column** command then select the column to be deleted and click *OK*. This action removes the column and the *Report Generator* dialog box updates to reflect your changes.

Layout Menu - Edit Formulas

This command allows you to edit formulas on which you can base your column field calculations. You can edit the formulas based on several items:

- Values contained in the payroll master file
- Existing SUMS
- Existing FORMULAS

To Create a Simple Formula

1. Choose the *Edit Formula* command. This opens the *Select Formula* dialog box that displays the available formula positions (slots) entitled FORMULA-01 through FORMULA-20.

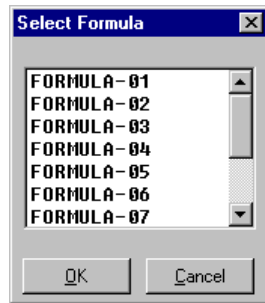


Fig. 10-23
The *Select Formula* Dialog Box

Note: Formula Name - Once you define a name for your formula, that given name will appear in selection lists and columns (e.g. FORMULA-01 may be renamed to SALARY).

2. Choose a formula position and click *OK*. This opens the *Edit Formula* dialog box that allows you to define the formulas used in your report columns. It allows you to specify two *operands* (values from the payroll) that are affected by an arithmetic operator.

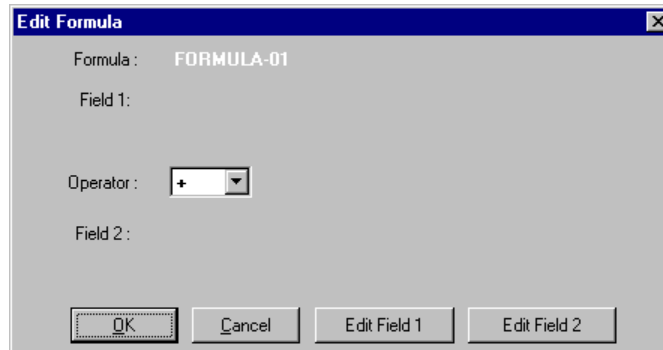


Fig. 10-24
The *Edit Formula* Dialog Box

Field 1 and *Field 2* display the results of the settings defined via the *Edit Field 1* and *Edit Field 2* buttons, respectively. The *Operator* drop down list is used to specify the arithmetic operator that will control the interaction of the two operands.

3. Choose the *Edit Field 1* button. This opens the *Select Field Type* dialog box so you can specify which field type to include for the first operand.
4. Select the desired item then click *OK* to continue. Depending on the item you choose, a different dialog box may appear offering further options. In our example, we selected an *Earning*, then an *Earning Amount* as the field item. The resulting dialog box prompts us to specify which earning to use in the calculation.

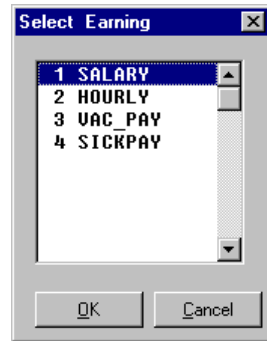


Fig. 10-25

The Select Earning Dialog Box (Salary selected for example)

5. Choose the desired item from the available list, then click *OK* to continue. This updates the *Edit Formula* dialog box to display the calculation information for the first operand.

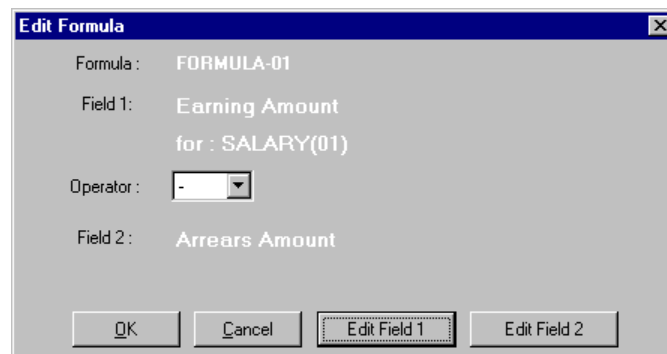


Fig. 10-26

The Resulting Edit Formula Dialog Box (with Field 1 and 2 Defined)

To Create a Complex Formula

1. Create a formula as discussed in the previous section. Remember the formula's position name because you will be applying this name later (for example, FORMULA-01).
2. Choose the *Edit Formula* command again and select your second formula position (e.g. FORMULA-02) and click *OK*. This opens the *Edit Formula* dialog box.
3. Select the *Edit Field 1* button to open the *Select Field Type* dialog box, then scroll down near the bottom of the list and choose the *Formulas* option.

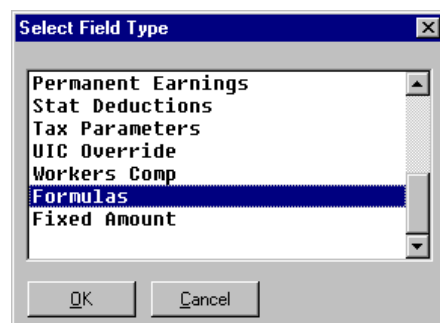


Fig. 10-27

The Select Field Type Dialog Box with "Formulas" Selected

This opens the *Select Field* dialog box once again, but this time it only displays Formulas that have been previously created by you. (in our example, we have already created FORMULA-01).

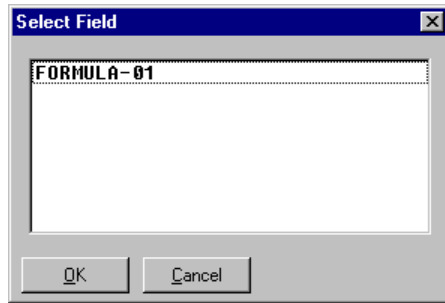


Fig. 10-28
The Select Field Dialog Box with our Previously Created Formulas

4. Choose the desired formula then click *OK*. This closes the dialog box and returns you to the *Edit Formula* dialog box where your first operand is displayed.

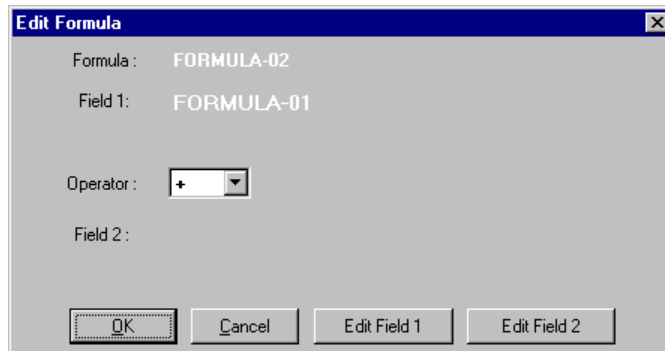


Fig. 10-29
The Edit Formula Dialog Box with a Formula Operand Defined

5. Repeat these steps as required to create multi-level formulas.

Edit Field 1 <F4>

This button allows you to view or edit the first operand. The first operand can be any existing numeric field in the payroll master file, a previously defined FORMULA (with a lower formula number), an existing SUM or a fixed value.

Note: Complex Calculations - If you need to create a formula that requires a complex calculation (i.e. more than two operands), you can base one formula on another.

Operator <F5>

Use the options from this drop down list to change the operator that will be used in the formula. Valid operators are + (addition), - (subtraction), x (multiplication), or / (division).

Edit Field 2 <F6>

Use this button to view or edit the second operand. The second operand can be any existing numeric field in the payroll master file, a previously defined FORMULA (with a lower formula number), an existing SUM, or a fixed value.

Once a formula has been defined, it may be applied to a column in the same manner as a field would be, or the result of the formula can be used as an operand in another formula.

Layout Menu - Edit Sums

The *Edit Sums* command allows you to calculate the sum of similar field types containing earnings, deduction or accumulator values.

EXAMPLE - Let's say you need to calculate the number of hours an employee works under regular hours and overtime hours, but not double-time hours. In such a case, the total gross hours could not be used. You would set up a SUM of EARNING with EARNING HOURS then select the earnings to be included in the sum.

To Create a Sum

1. Choose the *Edit Sums* command. This opens the *Select Sum* dialog box that displays the available Sum positions (slots) entitled SUM-01 through SUM-10.

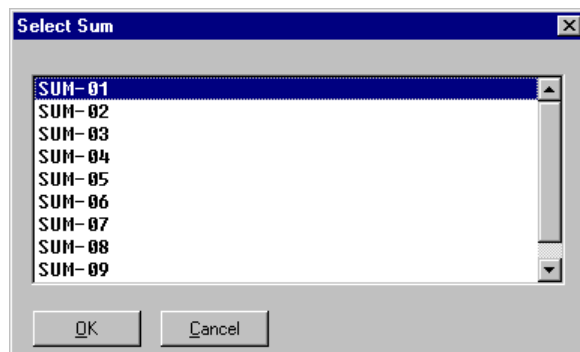


Fig. 10-30
The Select Sum Dialog Box

2. Choose a sum position and click *OK*. This opens the *Edit Sum* dialog box that allows you to specify the payroll item to which the sum will apply.

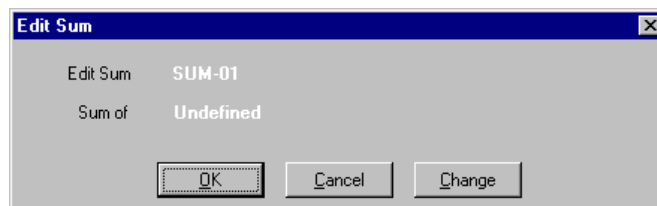


Fig. 10-31
The Edit Sum Dialog Box (with an undefined payroll item)

Edit Sum displays the name of the current sum. *Sum of* displays a payroll item that you choose (via the *Change* button).

3. Select the *Change* button. This opens the *Select Field Type* dialog box so you can specify which field type to include for the sum.

4. Select the desired item then click *OK* to continue. Depending on the item you choose, a different dialog box may appear offering further options. In our example, we selected an *Earning*, then an *Earning Amount* as the field item. The resulting dialog box prompts us to specify which earnings to use in the sum.

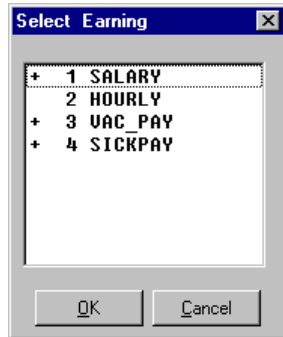


Fig. 10-32
The Select Earning Dialog Box (with three Earnings selected)

5. Choose the desired item (or items) from the available list, then click *OK* to continue. This updates the *Edit Formula* dialog box to display the calculation information for the first operand.

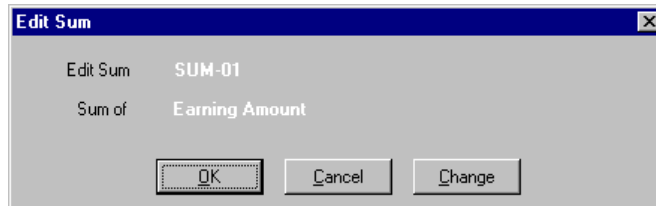


Fig. 10-33
The Resulting Edit Sum Dialog Box (with Earning Amount as the payroll item)

Change <F4>

This button allows you to view or edit the payroll master file field that will be summed. Choosing the button opens a variety of dialog boxes with lists of items for field type, field, and specific values to be summed.

Note: SUMS as Operands - Once a SUM has been defined, it can be used as an operand in a FORMULA, or be applied to a column in a report, in the same manner as FORMULAS and fields in the payroll master file.

Options Menu

The **Options** menu contains commands for sorting your reports, controlling the sub-total display and CCRA account numbers. The **Options** menu appears as follows:

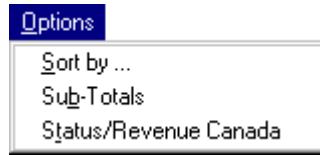


Fig. 10-34
The Options Menu

Options Menu - Sort By

This command allows you specify the sort order for columns in the current report. Choosing this command opens the following dialog box:

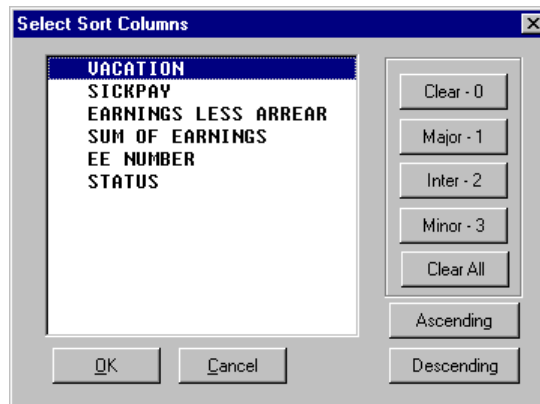


Fig. 10-35
The Select Sort Columns Dialog Box

The sort order defines the sorting hierarchy. The numbers 1, 2 and 3 are used to define the fields that will be designated as primary, secondary, etc. Number 1 represents the items to be the primary sort field, number 2 the secondary sort field, etc.

To set the sort order or change the existing order, highlight an item in the list and select the *Major*, *Intermediate*, or *Minor* button (*Major* sorts takes precedence over *Intermediate* results - *Intermediate* sorts takes precedence over *Minor* results).

Repeat this as required for the next item if there is more than one sort field.

Here is an example of a three-level sorting hierarchy:

Major Sort (e.g. Department #)	Intermediate Sort (e.g. Account #)	Minor Sort (e.g. Sub account #)
001	102503	102132
001	102503	202132
001	202503	102132
001	202503	202132
002	102503	102132
002	102503	202132
002	202503	102132

Options Menu - Sub Totals

After you define how the report will be sorted using the *Sort by* command, you may apply subtotals to specific columns. For each unique value in the specified sort field, a subtotal will be calculated for all columns where the corresponding *Total* checkbox is activated.

When you select this command, the following dialog box appears:

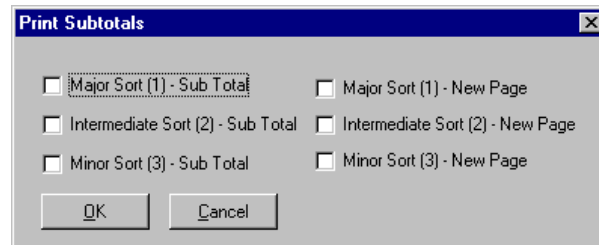


Fig. 10-36
The Print Subtotals Dialog Box

EXAMPLE - If subtotals are required for a column defined as the *Major* sort, you would activate the *Major Sort (1) - Sub Total* checkbox in this dialog box.

Options Menu - Status/Revenue Canada

The *Status/Rev Canada* command allows you to specify employees to be included in the report based on:

- Assigned CCRA account number
- Employee status
- Employee number

When you select this command, the following dialog box appears:

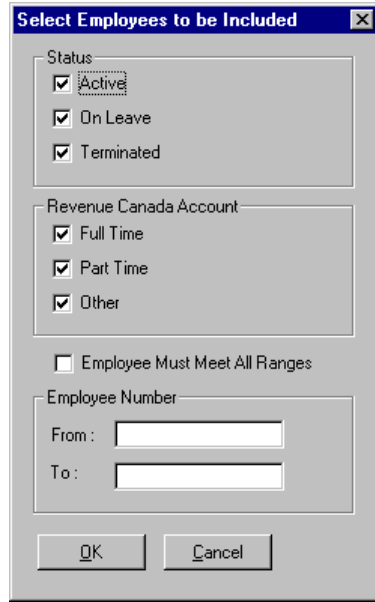


Fig. 10-37
The Select Employees to be Included Dialog Box

The following table describes the options available in this dialog box:

Status	
Active	Check this box to include employees with the ACTIVE status.
On Leave	Check this box to include employees with the ON LEAVE status.
Terminated	Check this box to include employees with the TERMINATED status.
Revenue Canada Account (CCRA)	
Full Time	Check this box to include FULL TIME employees in the report.
Part Time	Check this box to include PART TIME employees in the report.
Other	Check this box to include employees that are designated as something other than Full Time or Part Time (e.g. those with multiple numbers assigned).
Employee Must Meet all Ranges	Check this box to include employees only if they meet all of the defined criteria in this dialog box.
Employee Number	
From	Enter the Employee Number at which the report will begin.
To	Enter the Employee Number at which the report will end.

EXAMPLE - To include only the employees that are terminated from the Part Time CCRA account, you would check the *Terminated* and *Part Time* checkboxes and remove the checks from the other boxes.

Print Menu

The **Print** menu contains commands for printing your reports. The menu appears as follows:



Fig. 10-38
The Print Menu

Print Menu - Print

This command allows you to specify the pay periods to be included in the report. Choosing the command opens the following dialog box:

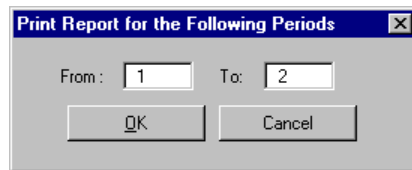


Fig. 10-39
The Print Report for the Following Periods Dialog Box

Specify your pay period range (using the *From* and *To* fields) then select the *OK* button to proceed. This opens the *Print Report To* dialog box where you can choose how to produce your report.

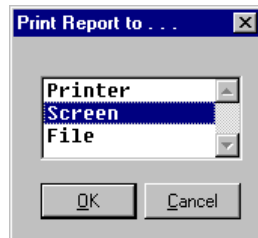


Fig. 10-40
The Print Report To Dialog Box

- **Printer** - Choose this option to send the report to your printing device.
- **Screen** - Choose this option to display the report on-screen in a special report window. The report window is re-sizeable and is useful for previewing data before creating a hard copy.
- **File** - Choose this option to create a document on disk that can be viewed using any standard word processing program. When you choose this option, a dialog box appears prompting you for the name and location of the file.

What Happens When You Print a Report?

Regardless of which option you choose when producing your report (*Printer*, *Screen* or *File*), the following actions will occur in the order shown:

- All required values are read from the payroll master file.
- SUMS and FORMULAS are calculated (if they exist).
- All sorting is performed.

- The report is sent to the printer, screen or file (depending on your selection).
- An ASCII delimited text file is created. Also referred as a CSV file - Comma Separated Values, the file is saved in the payroll sub directory and given the same name the report on which it was based. This file is given a .TXT extension and is created in a format that can be read by spreadsheet, database, and other similar program. *Column Header* and *Total* information is included.

WARNING - It is advisable to **Save** the report settings before printing. Should any problems occur (power failure, system crash, etc.) while printing, the report settings can be recovered easily (instead of having to recreate them again).

Set Printer

This option allows you to set page layout and printer connection information. When you select the command, the following dialog box appears:

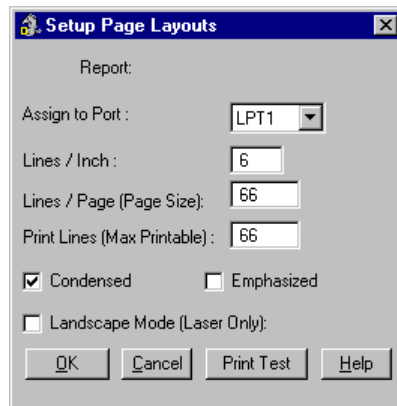


Fig. 10-41
The Setup Page Layouts Dialog Box

The current settings for the form size and format are displayed. You may modify any of the options shown to suit your specific printer requirements. If necessary, refer to your printer's User Manual when specifying these settings.

The following table describes the options available in this dialog box:

Field	Description
Assign to Port	Choose the printer port to which the printer is connected.
Lines/Inch	Enter the number of lines to print per inch.
Lines/Page (Page Size)	Enter the number of lines to print per page.
Print Lines (Max Printable)	Enter the maximum amount of lines to print on the page without exceeding the page length.
Condensed	Check this box if the output should be printed in a condensed format (takes less width on the page).
Emphasized	Check this box if the output should be emphasized for readability (results in bolder text).
Landscape	Check this box if the output should be printed in landscape mode. This option should

Mode	be used only for laser printers.
------	----------------------------------

Print Test <F6>

Use this button to print a test page using the settings in the dialog box.

Chapter 11: Year-End Processing

The year end process will extract T4, T4A, and Relev1 information from the payroll database, and allow you to clear YTD amounts. This year-end information is kept in a separate file for additional editing and processing.

During the year-end process, you will be prompted to confirm the decisions made by the program regarding placement of earnings, deductions, and benefits. Please check your *Employer's Guide To Source Deductions* when verifying year-end processing decisions.

Note: Year-End Updates - The Year-End functions integrated into GrandMaster II for Windows reflect the current specifications as outlined by the CCRA. When the CCRA updates information pertaining to year-end calculations, these changes will be integrated into the program's January update.

Completing Your Final Payroll

Once you have followed the normal steps to complete your payroll cycle for a given year, you must give special consideration to year-end requirements. For example, in most provinces, a Workers' Compensation report is required at year-end. Refer to the Workers Compensation section in the Reports chapter, for information on generating a Workers' Compensation report. (e.g. WCB Reports).

Many payroll users choose this time of the year to print a Profile Report for each employee that can be placed in their employee file. Year-end is also a good time to review the reports you have set up under the *Report Generator* -- you may have some year-end reports that have to be processed.

When you are sure you have completed all of the necessary steps, you can select the **Process** menu and choose the *Clear Payroll* command.

The Year-End Menu

The **Year-End** menu contains options for carrying out your year-end processing. The menu appears as follows:

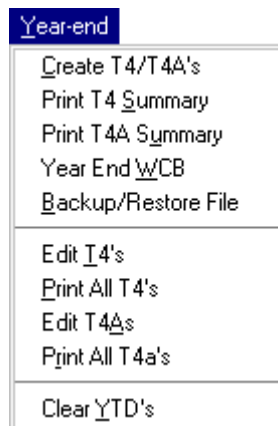


Fig. 11-01
The Year-End Menu

Create T4/T4As

The *Create T4/T4As* command allows you to set up and generate a T4/T4A file that contains each employee's year-end information. This information is required when printing T4, T4A and Relevé 1 forms.

The file will be automatically sorted prior to printing your T4 Summary or T4 slips. The *Create T4/T4As* command can be repeated until the desired results are produced.

When you select the command, the following dialog box appears:

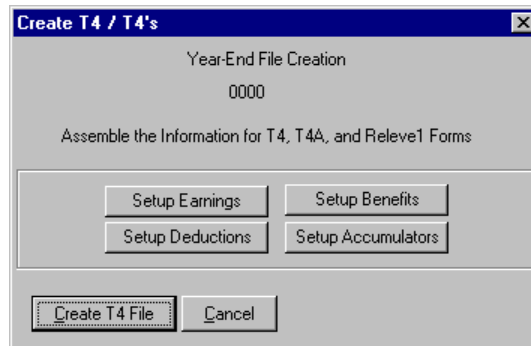


Fig. 11-02
The Create T4/T4A Dialog Box

Setup Earnings <F4>

This button allows you to assign the earnings that you used during the year to the appropriate T4/T4A box. By default, all taxable earnings are set to Box 14. When you choose this button, the following dialog box appears:

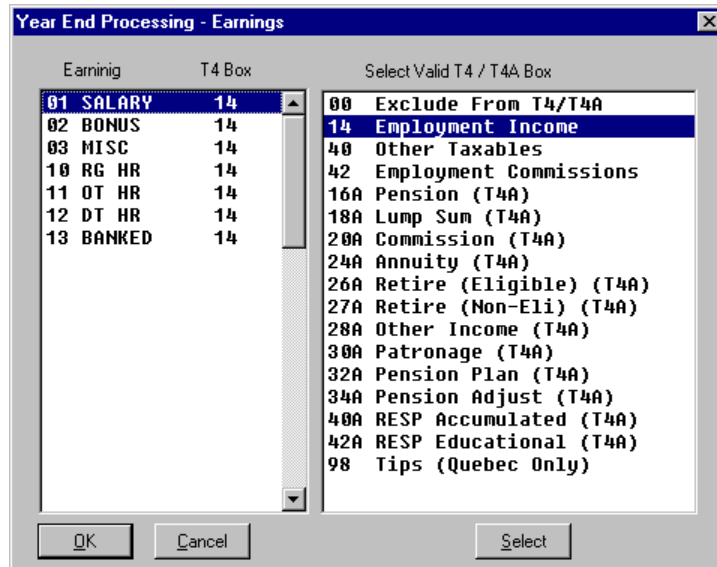


Fig. 11-03
The Year-End Processing - Earnings Dialog Box

Earnings in this payroll are displayed in the table on the left side of the dialog box. The *Earning* column lists the name and number of each earning. The *T4 Box* column shows the box assignment for each earning. An "A" appearing after the box number indicates the amount will be placed on a T4A form. When a T4A box number is chosen, the program will place an "A" beside the box number automatically.

The table on the right side of the dialog box shows a list of valid T4/T4A boxes to which you can assign these earnings.

To assign an earning to a specific box - Choose an earning from the list on the left, choose a box from the list on the right, then choose the *Select* button. You can perform this same action by double-clicking a *Box* option from the list on the right.

Setup Deductions <F6>

This button allows you to specify in which T4 box your deductions will appear. Optionally, you may enter a registration number for each deduction, which will be printed on the T4. When you choose this button, the following dialog box appears:

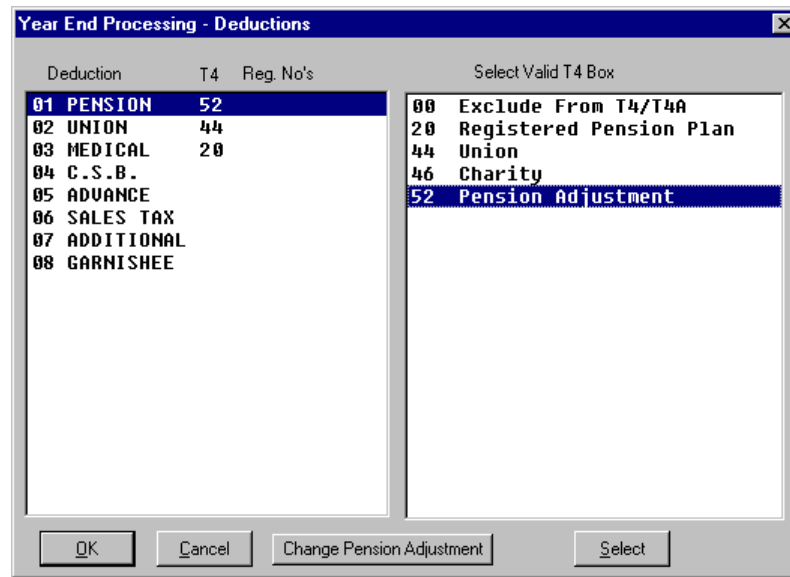


Fig. 11-04

The Year-End Processing - Deductions Dialog Box

Deductions in this payroll are displayed in the table on the left side of the dialog box. The *Deduction* column lists the name and number of each deduction. The *T4 Box* column shows the box assignment for each deduction.

Registered pension plan deductions will default to T4 Box 20. Union deductions will default to Box 44. Union, registered pension plan, or charity deductions require a registration number.

The table on the right side of the dialog box shows a list of valid T4/T4A boxes to which you can assign these deductions.

To assign an deduction to a specific box - Choose a deduction from the list on the left, choose a box from the list on the right, then choose the *Select* button. You can perform this same action by double-clicking a *Box* option from the list on the right.

Note: Pension Adjustments - All Registered Pension deductions must have a Pension Adjustment amount. Contact the company that administers your pension fund or your actuaries for the required calculation method. GrandMaster II for Windows will calculate Defined Benefit - Fixed Monthly, Defined Benefit - Fixed Percentage, Defined Benefit - Integrated with CPP and Money Purchase plans.

If you have a Pension Adjustment, change the T4 box number from 20 to 52. This will display a *Change Pension Adjustment* dialog box where you can choose the method of determining the employee's annual salary (if they have not worked a full year).

Refer to the *Pension Adjustments* section later in this chapter for more information on this dialog box.

Setup Benefits <F5>

This button allows you to specify in which T4 box each taxable benefit will appear. By default, all benefits are sent to box (40) of the T4. When you choose this button, the following dialog box appears:

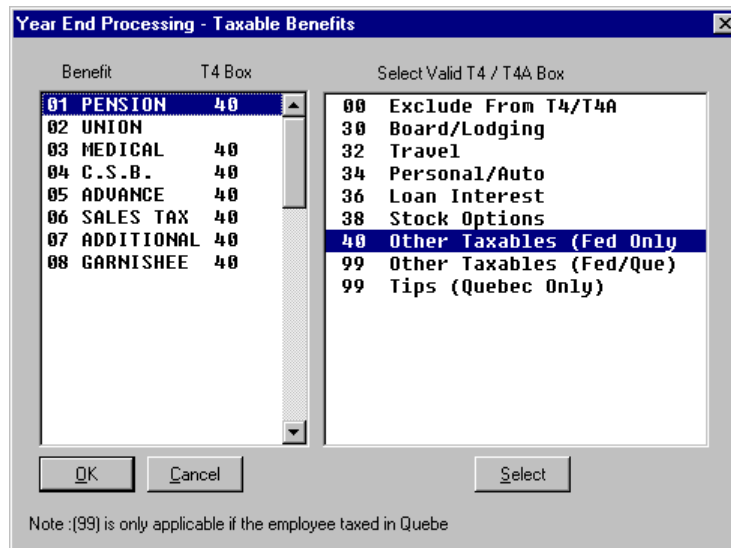


Fig. 11-05

The Year-End Processing - Benefits Dialog Box

Benefits in this payroll are displayed in the table on the left side of the dialog box. The *Benefit* column lists the name and number of each benefit. The *T4 Box* column shows the box assignment for each benefit. Taxable benefits will default to box 40 on the T4 form.

The table on the right side of the dialog box shows a list of valid T4/T4A boxes to which you can assign these benefits.

To assign a benefit to a specific box - Choose a benefit from the list on the left, choose a box from the list on the right, then choose the *Select* button. You can perform this same action by double-clicking a *Box* option from the list on the right.

Setup Accumulators <F8>

This button allows you to assign the accumulated earnings that you used during the year to the appropriate T4/T4A box. When you choose this button, the following dialog box appears:

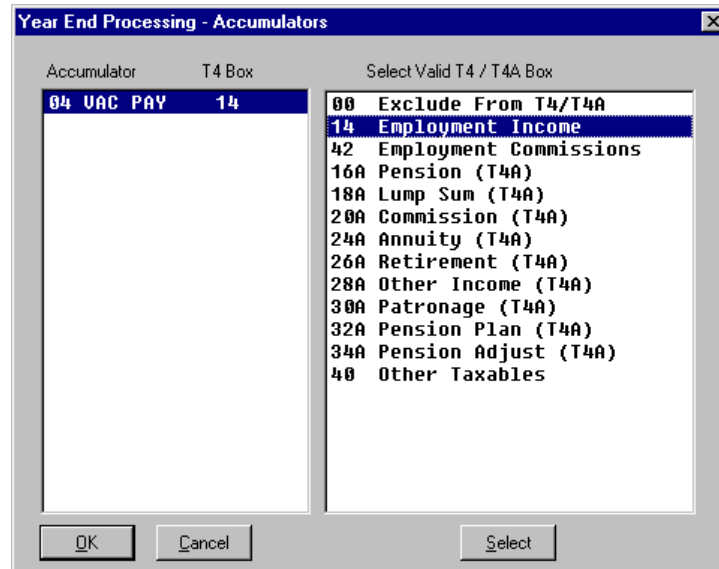


Fig. 11-06
The Year-End Processing - Benefits Dialog Box

Accumulated earnings in this payroll are displayed in the table on the left side of the dialog box. The *Accumulator* column lists the name and number of each accumulator. The *T4 Box* column shows the box assignment for each accumulator. An "A" appearing after the box number indicates the amount will be placed on a T4A form.

The table on the right side of the dialog box shows a list of valid T4/T4A boxes to which you can assign these accumulators.

To assign an accumulator to a specific box - Choose an accumulator from the list on the left, choose a box from the list on the right, then choose the *Select* button. You can perform this same action by double-clicking a *Box* option from the list on the right.

Create T4 File <F7>

This button creates the year-end T4/T4A file and saves it to disk. This file differs from that of your payroll master and will remain on your computer until the following year's T4s are created. Generally, the next step you would perform is to create a T4 Summary report so you could balance your results.

Pension Adjustments

Option 52 (Pension Adjustment) allows you to specify the types of pension plan and method of pension adjustment calculation. The CCRA changes these calculations annually, and may define special calculations for certain industries. When you assign a deduction to Box 52 (from the *Year-End Processing - Deductions* dialog box), the following dialog box will appear:

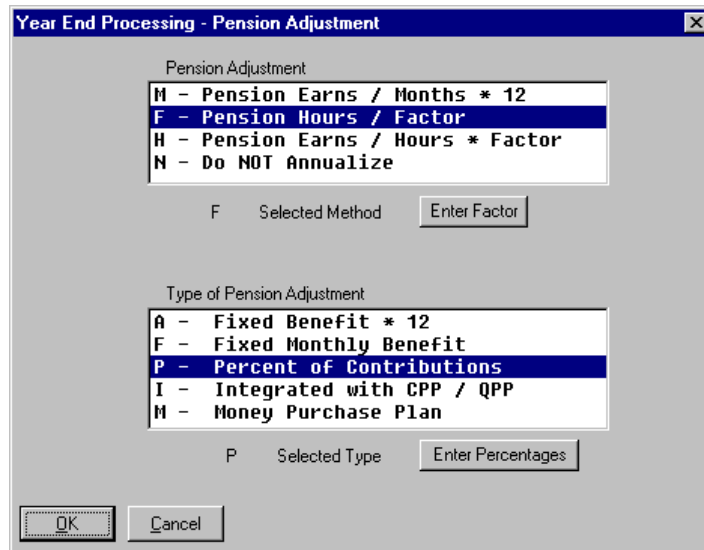


Fig. 11-07
The Year-End Processing - Pension Adjustment Dialog Box

Pension Adjustment Method

- **M - Monthly** - This method will use the employee's start and termination dates to determine months of employment. The pensionable income is then divided by employment months and multiplied by 12. This is the normal option as described in your pension adjustment manual.
- **F - Factor** - This method divides the employee's pensionable hours by a user-defined factor. Choosing this option displays the *Enter Factor* button which when chosen, will allow you to enter a factor amount.
- **H - Hourly** - This method divides the employee's pensionable earnings by the employee's pensionable hours, and then is multiplied by a user-defined factor. The factor would be the full-time equivalent number of hours per year (normal hours per week times 52). For example, 40 x 52 = 2080 -- for Teachers it may be Days Taught (e.g. 197). Contract employees, such as schoolteachers would use this option. Choosing this option displays the *Enter Factor* button which when chosen, will allow you to enter an amount by which the earnings will be factored.
- **N - Not** - This method will not annualize the earnings (usually for money purchase plans).

Once you have selected a Pension Adjustment Method you must choose a *Type of Pension Adjustment* as listed in the following section.

Pension Adjustment Type

Choose a Pension Adjustment type and enter the appropriate percentages or rates that you have received from your pension administrator. The Integrated plan will have two percentages, one below YMPE (e.g. 1.2%) and one above YMPE (e.g. 2.0%). The Money Purchase option has no factors (the Pension Adjustment is equal to pension deduction plus company contribution).

- **A - Fixed Annual Benefit** - This calculation is based on a set benefit amount times the months of employment during the year (12).

- **F - Fixed Monthly Benefit** - This calculation is based on the months of employment during the current year times the user-defined benefit amount. For example, an employee could be credited \$25.00 per month for each completed month of service.
- **P - Percent of Contributions** - This calculation uses the employee's year-to-date pension contribution (deduction plus company benefit) times a user-defined percentage. For example, an employee could be credited with 2.00% of the total contributions to his pension plan.
- **I - Integrated with CPP/QPP** - This calculation uses pensionable earnings times a user-defined percentage for earnings below Yearly Maximum Pensionable Earnings (YMPE) and a second user-defined percentage for earnings above YMPE. Any earning between \$75,000 and \$86,111 are excluded from the calculation. For example, an employee could be credited with 1.4% below YMPE and 2.0% above YMPE.
- **M - Money Purchase Plan** - This calculation is the combined total of the employee deduction and the company's contribution to the employee's pension plan.

Note: PA Calculations - We strongly recommend that you thoroughly review the GrandMaster II for Windows Pension Adjustment calculation. Especially in special situations such as rehires during the year, adjustments for prior year's service, sabbatical leave, etc. We also strongly recommend that you contact your actuaries in all matters regarding Pension Adjustment.

Print T4 Summary

This command allows you to print a T4 Summary report that will help you balance your last payroll register and confirm that all of the information required for the T4s appears in the correct boxes. You can also use it to balance your T4 slips to your Receiver General remittances or as a worksheet for making changes.

If you are not satisfied with the results, you can recreate your T4 file once again and adjust the values as required. You should print a *T4 Summary* report any time you have created T4s.

When you are satisfied that everything is in order and it balances to your last payroll, retain a copy of this report for your files. Though changes may occur before the T4s can be printed, this report will provide a record of the starting point.

Choosing this command opens the following dialog box:

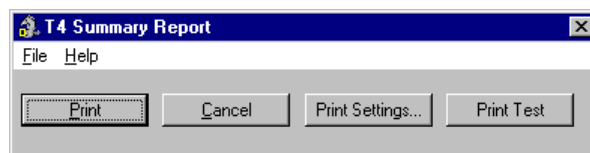


Fig. 11-08
The T4 Summary Report Dialog Box

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Print Settings <F5>

This button opens a dialog box that allows you to set up the report page and printer connection specifications. When you select this button, the following dialog box appears:

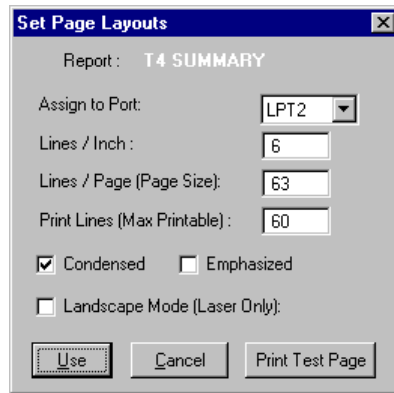


Fig. 11-09
The Set Page Layouts Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Assign to Port	Enter the port where the output will be directed.
Lines/Inch	Enter the number of lines to print per inch.
Lines/Page (Page Size)	Enter the number of lines to print per page.
Print Lines (Max Printable)	Enter the maximum amount of lines to print on the page without exceeding the page length.
Condensed	Determines if the output should be printed in a condensed format.
Emphasized	Determines if the output should be highlighted slightly.
Landscape Mode (Laser Only)	Determines if the output should be printed in landscape mode. Use this feature only for laser printers.

Print Test <F6>

Choose this button to print a test page to verify form alignment.

Print T4A Summary

This command allows you to print a T4A Summary report that will help you balance your last payroll register with each employee's pension, retirement, annuity and other Income. You can use it to confirm that all of the information required for the T4As appears in the correct boxes.

If you are not satisfied with the results, you can recreate your T4A file once again and adjust the values as required. You should print a T4A Summary report any time you have created T4As.

When you are satisfied that everything is in order and it balances to your last payroll, retain a copy of this report for your files. Though changes may occur before the T4As can be printed, this report will provide a record of the starting point.

Choosing this command opens the following dialog box:

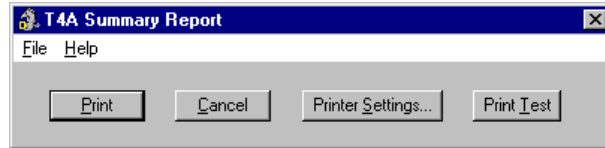


Fig. 11-10
The T4A Summary Report Dialog Box

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Printer Settings <F5>

This button opens a dialog box that allows you to set up the report page and printer connection specifications.

Print Test <F6>

Choose this button to print a test page to verify form alignment.

Year-End WCB

This command allows you to create a report that shows each employee's assessable earnings (earnings and taxable benefits marked with the WCB flag), maximum assessable earnings, WCB rates and costs for the entire year. This is useful at year end for balancing your WCB figures to the payroll. Once the year has been cleared, you must use this function to print the WCB Report (because it uses the figures from the previous year).

The WCB report is designed for submission to WCB Commissions in each province. Each province has specific requirements as to which earnings and benefits are subject to the WCB assessment. Generally, any amount that would appear in Box 14 of the T4 would be included in this report. Some provinces ask that a monthly report be prepared and submitted with the monthly payment.

Choosing this command opens the following dialog box:

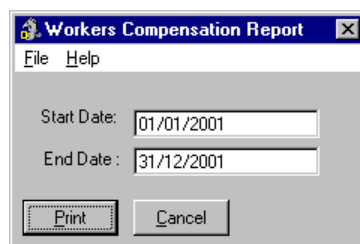


Fig. 11-11
The Workers' Compensation Report Dialog Box

Enter the Start Date for the report along with the date of the final pay period. The resulting report will be sorted by province, with the start and end period included. These dates are controlled by the employee's start and termination date (if they fall within the period). The program distributes WCB costs to the departments in which an employee works.

Print <F7>

Choose this button to print the report. You are presented with the option of printing the report to the screen, to a printer or to a file (where you will be prompted for the file name).

Backup/Restore File

This command allows you to create a disk backup of your T4/T4A data file. You can also use it to restore a disk backup you created earlier.

Each time you make a change to the T4/T4A information (using the *Edit T4* or *Edit T4A* commands), you should create another backup copy for your records.

Choosing this command opens the following dialog box:

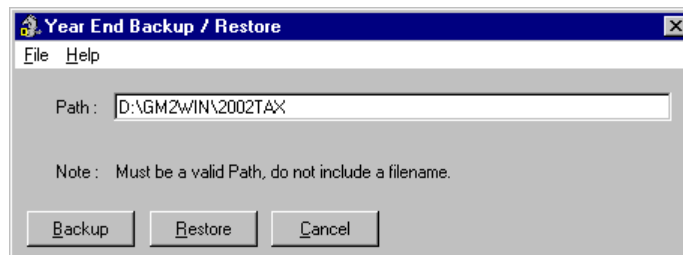


Fig. 11-12
The Year-End Backup/Restore Dialog Box

Backup

Choose this button to create a disk backup of your T4/T4A data. The files will be stored in the same folder as your payroll unless you specify a different folder using the *Path* field. Two files are created when you choose this button: **T4-SAVE.DAT** and **T4-SAVE.IDX**. These files can be copied to a secure location for later retrieval in the event of a computer problem.

Restore

Choose this button to retrieve (restore) a backup that was created via the *Backup* button in this dialog box. This button will only restore backup files that were created using this dialog box's Backup feature.

Enter the path where the backup files are stored then chose the Restore button to load your old data. The backup files are stored in the same folder as your payroll unless you specified a different folder at the time of the backup. The two files that are required for restoration purposes are **T4-SAVE.DAT** and **T4-SAVE.IDX**.

Edit T4s

This command allows you to view and edit the T4 amounts for an individual employee. It is quite common to make final adjustments to your payroll information prior to actually printing the T4s. You may wish to add special items (e.g. auto allowances for executives not set up in payroll, special bonuses paid, etc.).

On your original printed T4 Summary reports, you should note any error messages that appear below some employee names. These messages will read similar to the following: CPP S/B, EI S/B. This indicates that there is a discrepancy (mismatch) between the Year-to-Date CPP and/or EI totals as compared to the employee's Gross Income. This may be caused when the payroll was calculated as an Extra run instead of an Additional or vice versa. It may also occur when a bonus is paid with no deductions taken or when taxable benefits are entered at end of year.

If you overlook these messages, you will receive a Pier report from the CCRA, indicating the mismatched amounts and asking you to remit the difference. Many companies choose to adjust these mismatched totals by altering the employee's tax amount to recover any differences. The CCRA has indicated that this is not an acceptable solution and suggests that you pay or recover any differences directly with the employee. Keep in mind that any amount less than \$1.00 will not appear on the Pier report.

Employees that have turned age 18 or age 70 during the year or have started receiving CPP benefits will need to have a pensionable earning amount entered. This figure is not maintained by GrandMaster II for Windows and will need to be entered manually. Pensionable earnings are monies earned between the ages of 18 and 70 and only need to be entered if not equal to gross income.

Note: Create T4/T4A First - In order to use the **Edit T4s** command, a year-end T4/T4A file must have been created using the **Create T4/T4As** command.

Choosing this command opens the following dialog box:

Fig. 11-13
The Edit T4s Dialog Box

The top section of the dialog box displays general employee information. The fields below represent the same fields that will be found on the employee's T4 form when printed.

Save

This button saves the changes and closes the dialog box. Note that your changes are saved automatically each time you view a different employee's information.

Previous <F5>

This button saves the current T4 data and displays to previous employee's T4 data in order of employee number.

Next <F4>

This button saves the current T4 data and displays to following employee's T4 data in order of employee number.

Select <F2>

This button allows you to select an employee's T4 information based on their employee number. Selecting this button opens the *Enter Employee's Number to Edit* dialog box.

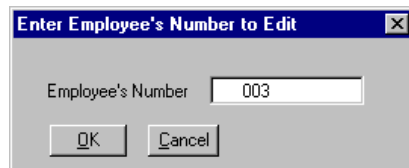


Fig. 11-14

The Enter Employee's Number to Edit Dialog Box

Enter a valid employee number in the *Employee's Number* field and press *OK* to load the T4 information for the employee.

Add <F8>

This button adds a new employee T4 to the T4/T4A file based on the current information in the dialog box. The correct usage of this feature is to enter your data first, then choose the *Add* button. You must enter a unique number in the *Employee* field to add a new employee record.

Delete <F9>

This button removes the current T4 record from the T4/T4A file. You are not prompted before the record is removed, so you should ensure that you want it removed before choosing the button. If you choose this button by mistake, you will need to use the *Restore* feature (if you have created a backup).

Company Info <F3>

This button opens the *Company Information* dialog box so you can edit general company information, CCRA numbers or EI rates.

Fig. 11-15
The Company Information Dialog Box

WCB Info <F10>

This button opens the *Workers' Compensation Information* dialog box so you can edit the employee's WCB codes and effective dates. These codes have been extracted from the payroll information (employer information, workers compensation).

Fig. 11-16
The Workers' Compensation Information Dialog Box

Print All T4s

This command allows you to print all T4s or Releve1s. The T4 forms will be printed in alphabetic sequence by CCRA number (Full time and Part time) and subtotals will be provided in groups of 300 employees, as required by the CCRA.

Note: Create T4/T4A First - In order to print these reports, a year-end T4/T4A file must have been created using the **Create T4/T4As** command.

Choosing the command opens the following dialog box:

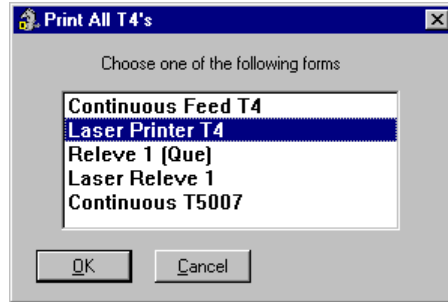


Fig. 11-17
The Print All T4s Dialog Box

This dialog box allows you to choose the type of printer you will use to output the T4/Releve1s. Choose your desired output device, then click *OK* to proceed. This opens a further dialog box depending on the output device chosen. The following example shows the dialog box that appears if you choose the *Laser Printer T4* option.

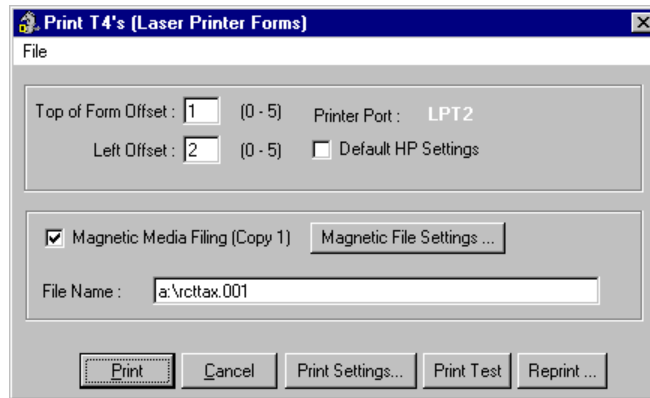


Fig. 11-18
The Print T4s (Laser Printer Forms) Dialog Box

Adjust the settings as required for your specific printer, then choose the *Print* button to create your printed copies.

Magnetic Media Filing

Effective with the 1999 filing year (i.e., forms to be filed in 2000 and later), the CCRA requires employers to file their returns on computer tape, diskette or cartridge rather than paper (if they file a combined total of 500 or more slips for which magnetic media filing computer specifications are provided). This is called magnetic media filing.

When you file returns this way, you do not have to send the CCRA paper copies of either the slips or summary forms. Instead, you attach a transmittal sheet to the tape, diskette, or cartridge and send the package to the CCRA Magnetic Media Processing Team or drop it off at the local tax services office or centre. However, you must include the paper copies of any slips that are not being sent via magnetic media, as well as their related summary. You should provide separate tapes, diskettes or cartridges for each type of return you file.

If you use the *Continuous Feed T4* and *Laser Printer T4* options, you have the added ability to create a Magnetic Media File that you can submit to the CCRA. This feature is activated when you choose the *Magnetic Media Filing* checkbox.

Checking this box activates enables the *File Name* field so you can enter the location and name of the file that you will create and submit to the CCRA.

Note: File Name - The name of the file cannot be changed from the displayed default -- the CCRA states that you may only change the three-digit extension to specify a series of diskettes. You may, however, change the destination drive as required.

Checking this box also causes the *Magnetic File Settings* button to appear. Choosing this button opens the *Magnetic Media Filing - Settings* dialog box so you can verify the data that will be included in the magnetic file. This dialog appears as follows:

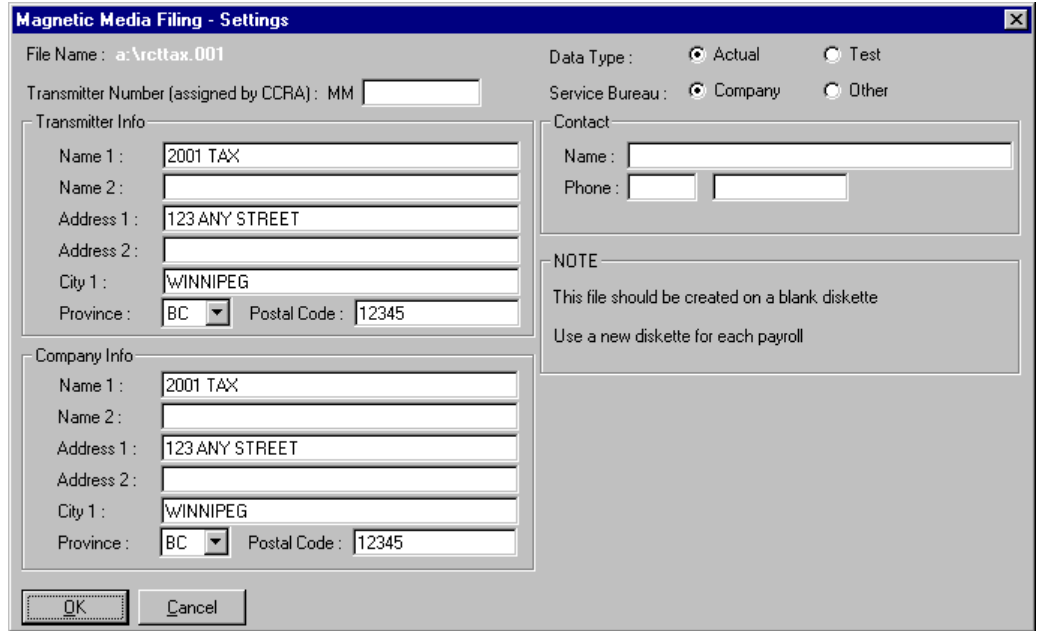


Fig. 11-19
The *Magnetic Media Filing - Settings* Dialog Box

Use the following definitions as reference when setting up the details for your file:

Field	Description
File Name	This text label shows the name and location for the magnetic data file that you entered in the previous dialog box. The name of the file cannot be changed from the displayed default -- the CCRA states that you may only change the three-digit extension to specify a series of diskettes. You may, however, change the destination drive as required. Please review the CCRA's <i>Computer Specifications for Data Filed on Magnetic Media T4, T4A, and T4A-NR</i> document for additional information.
Transmitter Number	Enter the Transmitter Number as assigned by the CCRA. If you do not have a Transmitter Number, you may still submit an electronic file. In such a case, the CCRA requires that you replace the "MM" portion with spaces and the remaining 6 numeric characters with zeros.
Transmitter Info	Use the options in this section of the dialog box to enter the details of the company who will be submitting the electronic file. This is useful if you employ a third party to assist in your year-end proceedings.
Company Info	Use the options in this section of the dialog box to enter the details of the company for which the electronic file is being submitted.
Data Type	Actual - Select this option to generate the final production file for submission to the CCRA.

	Test - Select this option to generate a test file for submission to the CCRA.
Service Bureau	Company - Select this button if you are a service bureau acting on behalf of the company for which the magnetic file is being created. Other - Select this button if you are a service bureau acting on behalf of the company for which the magnetic file is being created.
Contact	Name - Enter the name of the individual who the CCRA may contact if there are questions regarding your magnetic data file. Phone - Enter the phone number where the Contact person can be reached.

Reprint

If you use the *Continuous Feed T4* and *Laser Printer T4* options, you also have the added ability to reprint your T4s again, if required. This can be useful if you have a specified range of T4s to reproduce. This feature is activated when you choose the *Reprint* button.

Selecting this button opens the *Reprint T4s* dialog box so you can specify a range of employee numbers or surnames. This saves you from having to reprint your entire list of T4s.

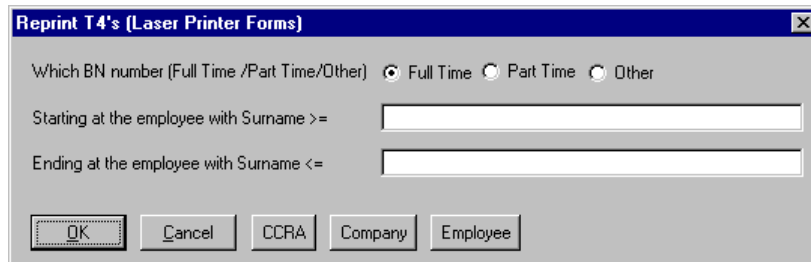


Fig. 11-20
The Reprint T4s Dialog Box (for the Laser Printer Form Type)

Use the *CCRA*, *Company* or *Employee* buttons at the bottom of the dialog box to specify for whom the copies are being created.

Edit T4As

This command allows you to view and edit the T4A amounts for an individual employee. It is quite common to make final adjustments to your payroll information prior to actually printing the T4As.

On your original printed T4A Summary reports, you should note any error messages that appear below some employee names. These messages will read similar to the following: CPP S/B, EI S/B. This indicates that there is a discrepancy (mismatch) between the Year-to-Date CPP and/or EI totals as compared to the employee's Gross Income. This may be caused when the payroll was calculated as an Extra run instead of an Additional or vice versa. It may also occur when a bonus is paid with no deductions taken or when taxable benefits are entered at end of year.

If you overlook these messages, you will receive a Pier report from the CCRA, indicating the mismatched amounts and asking you to remit the difference. Many companies choose to adjust these mismatched totals by altering the employee's tax amount to recover any differences. The CCRA has indicated that this is not an acceptable solution and suggests that you pay or recover any differences directly with the employee. Keep in mind that any amount less than \$1.00 will not appear on the Pier report.

Employees that have turned age 18 or age 70 during the year or have started receiving CPP benefits will need to have a pensionable earning amount entered. This figure is not maintained by GrandMaster II for Windows and will need to be entered manually. Pensionable earnings are monies earned between the ages of 18 and 70 and only need to be entered if not equal to gross income.

Note: Create T4/T4A First - In order to use the **Edit T4As** command, a year-end T4/T4A file must have been created using the **Create T4/T4As** command.

Choosing this command opens the following dialog box:

Fig. 11-21
The Edit T4As Dialog Box

The top section of the dialog box displays general employee information. The fields below represent the same fields that will be found on the employee's T4A form when printed.

OK

This button saves the changes and closes the dialog box. Note that your changes are saved automatically each time you view a different employee's information.

Previous <F5>

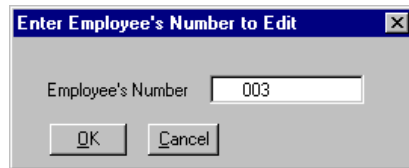
This button saves the current T4A data and displays to previous employee's T4 data in order of employee number.

Next <F4>

This button saves the current T4A data and displays to following employee's T4 data in order of employee number.

Select <F2>

This button allows you to select an employee's T4A information based on employee number. Selecting this button opens the *Enter Employee's Number to Edit* dialog box.

**Fig. 11-22**

The Enter Employee's Number to Edit Dialog Box

Enter a valid employee number in the *Employee's Number* field and press *OK* to load the T4A information for the employee.

Add <F8>

This button adds a new employee T4A to the T4/T4A file based on the current information in the dialog box. The correct usage of this feature is to enter your data first, then choose the *Add* button. You must enter a unique number in the *Employee* field to add a new employee record.

Delete <F9>

This button removes the current T4A record from the T4/T4A file. You are not prompted before the record is removed, so you should ensure that you want it removed before choosing the button. If you choose this button by mistake, you will need to use the *Restore* feature (if you have created a backup).

Print All T4As

This command allows you to print T4A forms for all of your employees. The T4 forms will be printed in alphabetic sequence by CCRA number (Full time and Part time) and subtotals will be provided in groups of 300 employees, as required by the CCRA.

The T4A summary may be used to balance your T4A slips to your remittances to the Receiver General and also serves as a work sheet for making changes. This report may be printed as many times as necessary.

Note: Create T4/T4A First - In order to print these reports, a year-end T4/T4A file must have been created using the **Create T4/T4As** command.

Choosing the command opens the following dialog box:

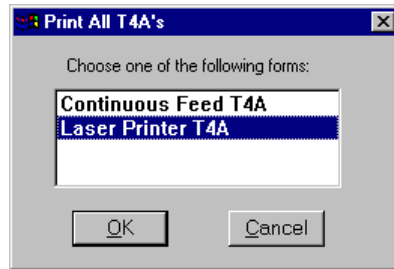


Fig. 11-23
The *Print All T4As* Dialog Box

This dialog box allows you to choose the type of printer you will use to output the T4As. Choose your desired output device, then click *OK* to proceed. This opens a further dialog box depending on the output device chosen. The following example shows the dialog box that appears if you choose the *Laser Printer T4A* option.

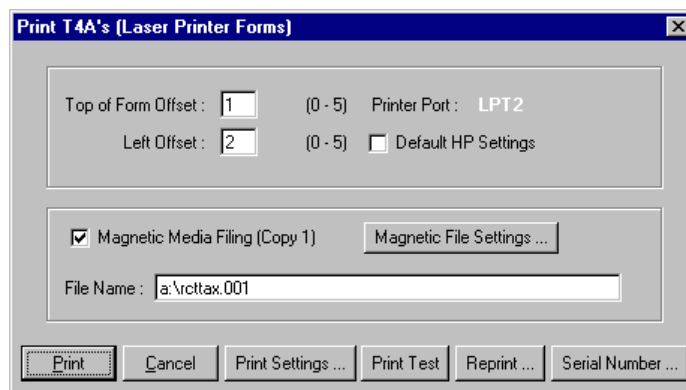


Fig. 11-24
The *Print T4As (Laser Printer Forms)* Dialog Box

Adjust the settings as required for your specific printer, then choose the *Print* button to create your printed copies.

Reprint

Selecting this button opens the *Reprint T4s* dialog box so you can reprint your T4As again, if required. When the dialog box appears, specify a range of employee numbers or surnames, then choose the *CCRA*, *Company* or *Employee* button to specify whom the copies are being created for.

Serial Number

Selecting this button opens the *Starting Serial Number for T4A Forms* dialog box so you can specify the serial number at which the T4A file will begin.

Clear YTDs

The Clear YTDs command allows you to clear your year-to-date amounts in preparation for the first payroll of the following year. You also use it to specify the items (e.g. deductions, accumulators) that will be carried forward to the new pay year.

At this time, special consideration should be given for terminated employees as well as any earnings, deductions and accumulators that you are no longer using. Also YTD, deduction and accumulator balances that are to be carried over into the following year must be indicated. For example, a Bond deduction that runs to end of October or employee vacation pay.

The following dialog box appears when this command is chosen.

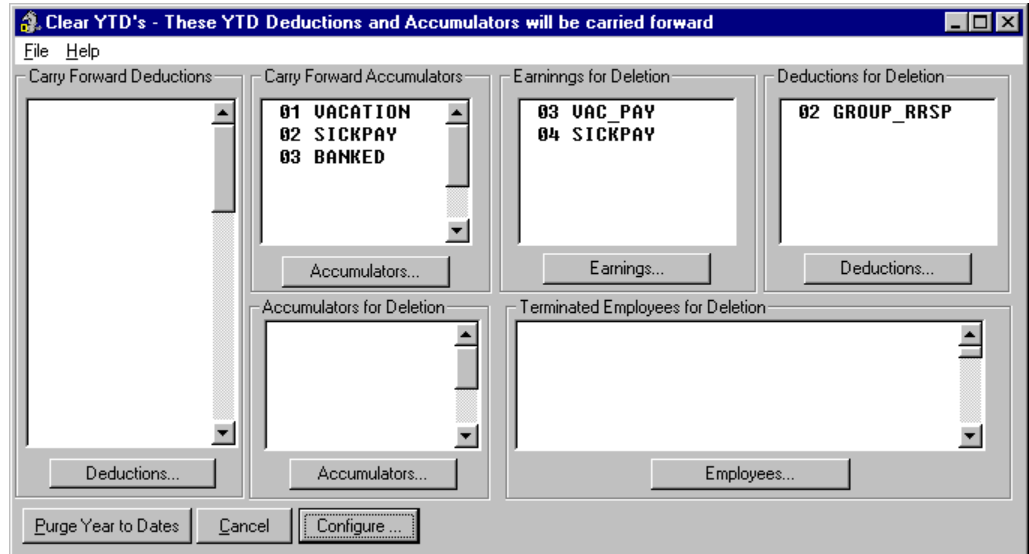


Fig. 11-25
The Clear YTDs Dialog Box

Configuring the Clear YTD Dialog Box

Before you proceed with the *Clear* procedure, the program needs to know if you are performing the operation because you are entering a new payroll year. Choose the *Configure* button to proceed.

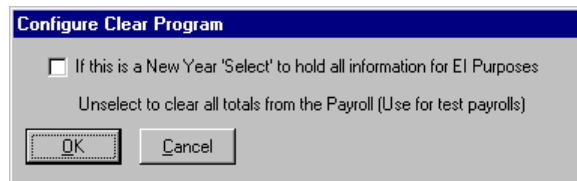


Fig. 11-26
The Configure Clear Program Dialog Box

If you are entering a new payroll year (i.e. your next pay run will be after Dec. 31st), place a check in the box. This will allow the EI information and selective deduction and accumulator information to be carried forward to the next payroll year.

If you do not activate this checkbox, it indicates that the payroll is being cleared in the middle of the year (perhaps the company has changed ownership or bankruptcy has occurred). In such a case, no EI information or balances would be carried forward.

Retaining Items (Carrying Forward to the Following Pay Year)

Use the *Retain Deductions* and *Retain Accumulators* buttons to select the deduction and accumulator amounts that are to be carried forward. All amounts that you check will be carried forward to the following pay year.

Removing Items

The *Delete Earnings*, *Delete Deductions*, *Delete Accumulators* and *Delete Employees* buttons allow you to remove the corresponding items/people from the payroll for the new year.

Clearing the YTD Amounts

When you have finished the specifying the items to be carried forward and/or removed you can proceed with the *Clear* procedure by choosing the *Purge Year to Dates* button. This will remove the selected YTD amounts, earning, deduction, accumulators and employees from the payroll.

During the *Clear* procedure, the original payroll information is copied into two files called OLD-MAST.DAT and OLD-MAST.IDX. A payroll master for the new payroll year is then created. Some users copy these OLD-MAST files (both .dat and .idx) to a new payroll directory (e.g. PAY2002) so that they will have 2002 information at their fingertips.

Chapter 12: Utilities

The Utilities menu allows you to define settings for security, printing, and import/export of data. Certain program features need to be setup using the commands under this menu before they will function.

The Utilities Menu

Most of the commands under this menu are used to adjust the way a particular feature operates. The menu appears as follows:



Fig. 12-01
The Utilities Menu

Setup Password

This command allows you to setup new and existing users, passwords and security levels. The program employs User ID's to identify who makes changes within the payroll system.

The Supervisor ID is a fixed user -- up to 9 additional users can be added. Only the Supervisor may have access to and change the system passwords. Each time a new payroll is created, the password feature is disabled for the payroll and the SUPERVISOR password defaults to NEW.

Multiple users with the same User ID may not be logged onto the system at the same time.

The following dialog box appears when this command is chosen.

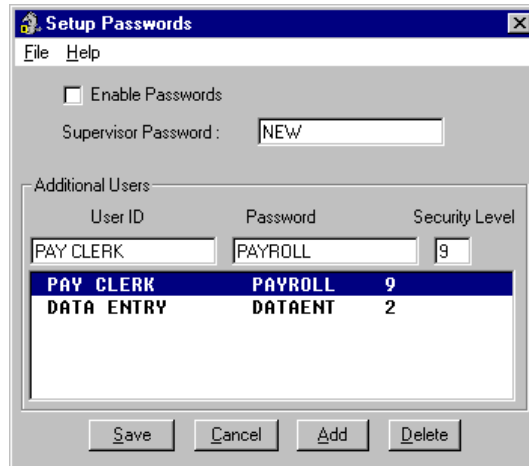


Fig. 12-02
The Setup Passwords Dialog Box

The following table describes the options available in this dialog box:

Field	Description	
Enable Passwords	Check this box if you wish to enable the Passwords features for use with this payroll.	
Supervisor Password	Enter the 10-character supervisor password.	
Additional Users		
User ID	Displays the name of the existing user ID's.	
Password	Displays the password for the user ID associated with it.	
Security Level	Displays the users security level with level 1 beginning at the supervisor level. Valid levels are 1 through 9.	
Security Levels		
1	Supervisor	The Supervisor has access to every program function.
2	User-defined	Level 2 users have access to all payroll options except the Setup Passwords command and the ability to turn the Audit feature on and off.
3	User-defined	Level 3 users have access to the same payroll options as level 2 users, except the ability to delete employees.
4	User-defined	Level 4 users have access to the same payroll options as level 3 users, except the ability to add employees.
5	User-defined	Level 5 users have access to the same payroll options as level 4 users, with the exception of access to the Process Menu options.
6, 7	User-defined	Level 6 and 7 users have access to the same payroll options as level 5 users, with the exception of access to the Company Menu options.
8	User-defined	Level 8 users may view only payroll calculation results.
9	User-defined	Level 9 users have access to Hours Entry dialog box only. Rates can not be viewed.

Add <F8>

This button is used to add a new User ID and password. Each time a new User ID is created, the Security Level defaults to 9.

Delete <F9>

This button is used to remove the currently selected User ID and password. The Supervisor ID as well as the *first* User ID in the list may not be deleted.

Set Page Layouts

This feature allows you to change the physical page size, layout and orientation of certain reports. It also allows the selection of a printer port for each report in the program.

These settings are used in conjunction with global system setup. These settings are saved in your program configuration file (PAYROLL.INI).

When you select this command, the following dialog box appears:

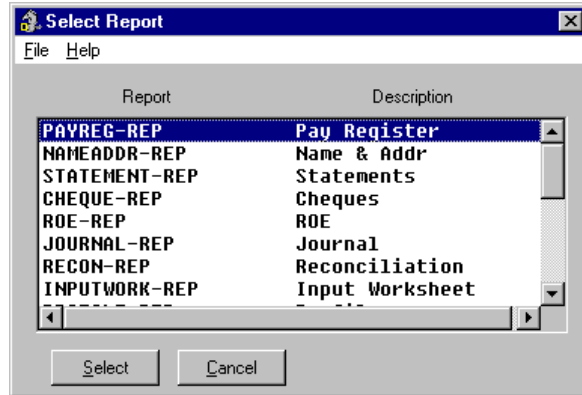


Fig. 12-03
The Select Report Dialog Box

This dialog box contains multiple report types of which you can control the settings. Highlight a report, then choose the *Select* button. This opens the *Set Page Layouts* dialog box for the specific report type.

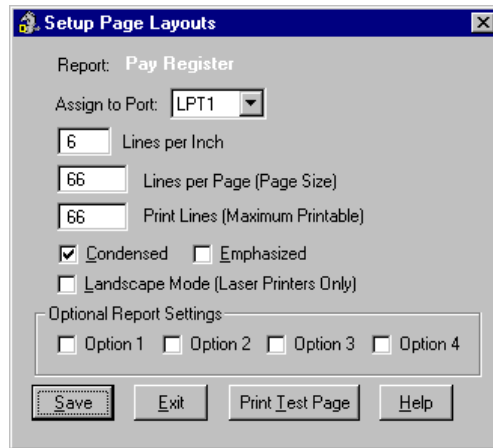


Fig. 12-04
The Select Report Dialog Box (Pay Register Report)

Initially, the current settings for the form size and format are displayed. You may modify any of the options shown to suit your specific printer requirements. If necessary, refer to your printer's User Manual when specifying these settings.

The following table describes the options available in this dialog box:

Field	Description
Assign to Port	Enter the port where the output will be directed.
Lines/Inch	Enter the number of lines to print per inch.
Lines/Page (Page Size)	Enter the number of lines to print per page.
Print Lines (Max Printable)	Enter the maximum amount of lines to print on the page without exceeding the page length.
Condensed	Check this box if the output should be printed in a condensed format (takes less width on the page).
Emphasized	Check this box if the output should be emphasized for readability (results in bolder text).

Landscape Mode	Check this box if the output should be printed in landscape mode. This option should be used only for laser printers.
Optional Printer Settings	Check the box that corresponds to the optional printer setting you have defined in your Payroll.ini file.

Print Test Page <F6>

Choose this button to print a test page to verify form alignment.

Setup Cheques

This command allows you to specify which information will print on cheques and pay stubs. When you select this command, the following dialog box appears:

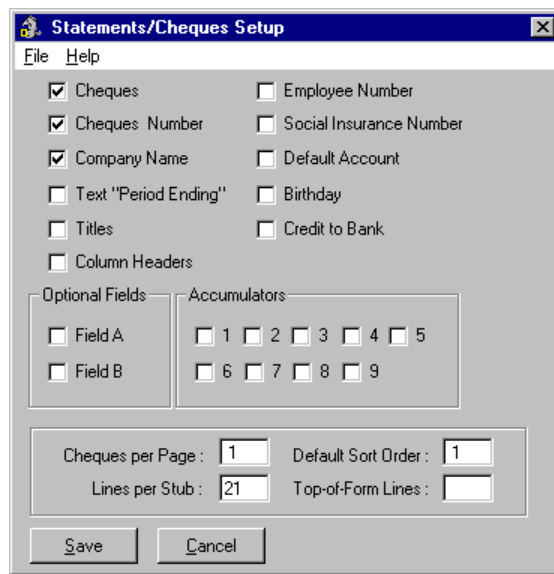


Fig. 12-05
The Statements/Cheques Setup Dialog Box

The following table describes the options available in this dialog box:

Field	Description
Cheques	Indicates whether cheques are to be printed along with stubs.
Cheque Number	Indicates whether a cheque number (sequence number) is to be printed on the cheque.
Company Name	Indicates whether the company name is to be printed on stubs (and cheques). Do not check this box if the company name is pre-printed on cheques/stubs.
Text "Period Ending"	Indicates whether the words "Period Ending" will be printed on the top right-hand corner of the stub.
Titles	Indicates whether to print page headings and field descriptions. Do not check this box if you use pre-printed pay stubs.
Column Headers	Indicates whether to print descriptions at the top of each column of the earning and deduction table.
Employee Number	Indicates whether to print the employee number on the pay stub.
Social Insurance	Indicates whether to print the employee social insurance number on the pay

Number	stub. Note: This should only be done if required, as SIN numbers should remain confidential.
Default Account	Indicates whether to print the employee's home account.
Birthday	Indicates whether to print the employee's birth date.
Credit To Bank	Check this box if you want the cheque to be made out to the employee's bank c/o the employee. Use this option for direct deposits that are mailed or deliver to the bank.
Optional Fields	Check the box that corresponds to the optional printer setting you have defined in your Payroll.ini file.
Accumulators	Indicates whether to print the current banked accumulator amount on the pay stub. The first column corresponds to accumulator type 1, etc.
Cheques/Page	Enter the number of cheques that will appear on each printed page. This option can be used for cheques printed on a laser printer. This default for this option is "1".
Default Sort Order	Allows you to specify the sort order for the printing of the cheques/stubs.
Lines/Stub	Enter the number of lines that will appear on the stub portion only. The default value for this field is 21. DO NOT change this value for stubs that are 3.5 inches in length.
Top of Form Lines	Enter the number of blank lines that will be printed from the top margin of the page before the stub. This option is used only when printing cheques/stubs with a laser printer.

Import Data

This feature allows you to import various fields of information such as name and address, hours from electronic time clocks from other systems. Default record formats have been set up for you.

When you select the *Import Data* command, the following dialog box appears:

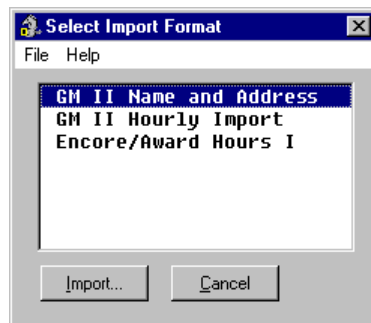


Fig. 12-06
The Import Employee Information Dialog Box

Choose a format from the list and click the *Import* button. This will open *Import Employee Information* dialog box for the chosen format. This dialog box will have different options based on the format you choose.

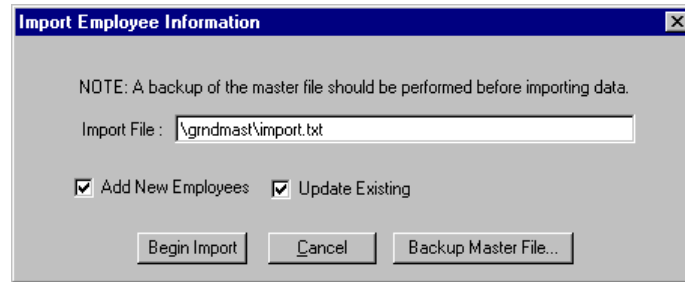


Fig. 12-07

The Import Employee Information Dialog Box (for the Name and Address format)

Verify the settings in the dialog box then click *Begin Import* to complete the operation.

Backup Master File <F6>

This button opens the *Backup Master File* dialog box so you can create a copy of your payroll data, prior to performing the import process. This step is recommended to preserve the state of your existing payroll data in the event of a problem during of the import process.

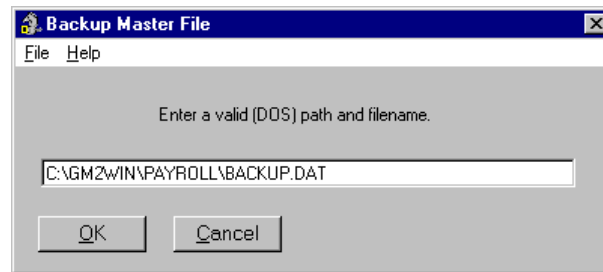


Fig. 12-08

The Import Employee Information Dialog Box (for the Name and Address format)

Creating Import Formats

If you are familiar with how to edit a text file (using a text editor such as Notepad), you may alter the import formats through the **Payroll.ini** file (located in the same directory as your payroll data).

Up to 30 import formats (lines) may be defined. The following is a sample of an input format:

```
[IMPORT-FORM-01]
delimiter=FIXED;
form-name="HR Systems Import";
file-name="C:\GRNDMAST\IMPORT.TXT"; field-desc=EE-NUMBER:9;
field-desc=SURNAME:40;
field-desc=GIVEN-NAME:40;
field-desc=ADDRESS:40;
field-desc=ADDRESS2:40;
field-desc=CITY:40;
field-desc=PROVINCE:2;
field-desc=POST-CODE:10;
```

Import Tags

The following tags can be used to describe the import file:

TAG NAME	DESCRIPTION
delimiter=	Describes the format of the file for input. Options available are: COMMA, TAB, or FIXED.
form-name=	Describes the nature of the import filter (origin of the information).
file-name=	The DOS drive, path and filename of the file to be imported.
field-desc=	Describes to GrandMaster II the type of information being imported. Length of the field is required for fixed length fields. See the next table for the possible values that may be used with this tag.
import-type=	Describes the type of import. Enter either HOURLY or DATA-ENTRY. HOURLY will replace or add to existing fields. DATA-ENTRY will create a new record for each transaction (e.g. entering hours by date and account).
add-perm-earning	(Y/N) default is Y. If "Y" earnings will be added as Permanent else will be added as Overrides
alias-table	Assigns an alias table to the import form in order to translate data. (e.g. province code is "ONT" should be "ON").
field-data-num	Indicates the field number on fields that have multiple occurrences such as earnings - earning 1 is regular, earning 2 is overtime etc.

Import Fields

The following table describes each of the available import fields. These fields must follow exact spelling as outlined below:

FIELD NAME	DESCRIPTION	MAX. CHAR.
EE-NUMBER	Employee Id number.	9
SURNAME	Employees' surname.	40
GIVEN-NAME	Employees' given name.	40
ADDRESS	Employees' street address.	40
ADDRESS2	Employees' additional address information.	40
CITY	Employees' city of residence.	40
PROVINCE	Employees' province of residence (if not same as tax province.	2
PROVINCE2	Employees' tax province.	2
POST-CODE	Employees' postal code.	10
SIN-NO	Employees' Social Insurance Number.	9
SEX	Employees' sex.	1
PHONE	Employees' phone number.	10
TAX-OVER	Override code for federal tax.	1
ADD-TAX	Optional extra federal tax contribution.	9 (incl. 2 dec.)
REMOTE-ALLOW	Remote (northern) allowance.	9 (incl. 2 dec.)
OTHER-ALLOW	Other exemptions from income tax as granted by Revenue Canada.	9 (incl. 2 dec.)

NET-CLAIM	The TD1 personal exemption claim amount.	9 (incl. 2 dec.)
LCP	Labour-sponsored funds tax credit.	9 (incl. 2 dec.)
DEPENDANTS	Number of dependents under 19 and/or infirm.	2
QUE-TAX-OVER	The provincial tax override for the province of Quebec.	1
QUE-ADD-TAX	Optional extra Quebec tax contribution.	9 (incl. 2 dec.)
QUE-OTHER-ALLOW	Other exemptions from Quebec income tax as granted by Revenue Canada.	9 (incl. 2 dec.)
QUE-NET-CLAIM	The MR-19-V personal exemption claim amount.	9 (incl. 2 dec.)
EXEMPT-CPP	CPP exempt flag.	1
EXEMPT-UIC	UIC exempt flag.	1
START-DATE	Date employee is hired.	6 (dd/mm/yy)
BIRTH-DATE	Employees' birth date.	6 (dd/mm/yy)
ANNIV-DATE	Any date as defined by the employer.	6 (dd/mm/yy)
TERM-DATE	Date of employment termination.	6 (dd/mm/yy)
REHIRE-DATE	Date of employee rehiring.	6 (dd/mm/yy)
DATE-1	Optional date 1.	6 (dd/mm/yy)
DATE-2	Optional date 2.	6 (dd/mm/yy)
DATE-3	Optional date 3.	6 (dd/mm/yy)
WCB-CODE	Workers Compensation code used for specifying a WCB rate.	1
STC-SAL	Statistics Canada salary/wage/other code.	1
STC-ZONE	Statistics Canada reporting zone.	2
HOURS-PAY	Normal hours worked per pay period.	5 (incl. 2 dec.)
HOURS-WEEK	Normal hours worked per week.	5 (incl. 2 dec.)
MESSAGE	A message to the employee that appears on the pay stub.	30
NOTES	Miscellaneous notes about an employee for the payroll staff.	35
STATUS	The employees' employment status.	1
REVCAN-ACCT	The Revenue Canada account number.	9
POSITION	Employment position in the company.	20
FIELD-A	User-defined information field.	20
FIELD-B	User-defined information field.	20
NUMERIC-1	User-defined numeric information field.	9 (incl. 2 dec.)
NUMERIC-2	User-defined numeric information field.	9 (incl. 2 dec.)
DFLT-DEPT	The default department code of employment.	6
DFLT-ACCT	The default wage/salary account code.	6
DFLT-SUB	The default wage/salary sub-account code.	6
FTE	Full time equivalent value.	2 (0-99%)
BANK-NAME-1	First EFT bank name.	25
BANK-ADDRESS-1	Address of the first EFT bank.	20
BANK-CITY-1	City of the first EFT bank.	20
BANK-PROVINCE-1	Province of the first EFT bank.	2

BANK-POST-1	Postal code of the first EFT bank.	6
BANK-TRANSIT-1	Transit number of the first EFT bank. (5 digit transit, 3 digit bank and up to 12 digit account number.	25
BANK-AMOUNT-1	The amount of EFT deposit for the first bank.	9 (incl. 2 dec.)
BANK-NAME-2	Second EFT bank name.	25
BANK-ADDRESS-2	Address of the second EFT bank.	20
BANK-CITY-2	City of the second EFT bank.	20
BANK-PROVINCE-2	Province of the second EFT bank.	2
BANK-POST-2	Postal code of the second EFT bank.	6
BANK-TRANSIT-2	Transit number of the second EFT bank. (5 digit transit, 3 digit bank, and up to 12 digit account number.	25
BANK-AMOUNT-2	The amount of EFT deposit for the second bank.	9 (incl. 2 dec.)
BANK-NAME-3	Third EFT bank name.	25
BANK-ADDRESS-3	Address of the third EFT bank.	20
BANK-CITY-3	City of the third EFT bank.	20
BANK-PROVINCE-3	Province of the third EFT bank.	2
BANK-POST-3	Postal code of the third EFT bank.	6
BANK-TRANSIT-3	Transit number of the third EFT bank. (5 digit transit, 3 digit bank, and up to 12 digit account number.	25
BANK-AMOUNT-3	The amount of EFT deposit for the third bank.	9 (incl. 2 dec.)
ANNUAL-SALARY	The annual salary earned by the employee.	9 (incl. 2 dec.)
HOURLY-RATE	The hourly rate earned by the employee.	9 (incl. 4 dec.)
EARN-NUM	The number used to identify the previous earnings type.	2
ERN-RATE	Hourly earning rate.	9 (incl. 4 dec.)
ERN-AMOUNT	Earning amount.	9 (incl. 2 dec.)
ERN-DEPT	Department earned in.	6
ERN-ACCT	Account earning charged to.	6
ERN-SUB	Sub account earning charged to.	6
ERN-DATE	Date earned in day, month and year format.	6 (dd/mm/yy)
ERN-DD	Earning day.	2
ERN-MM	Earning month.	2
ERN-YY	Earning year.	2
ERN-HOURS	Hours worked (replaces earnings already entered).	9 (incl. 2 dec.)
HOURS	Hours worked (replaces earnings already entered).	9 (incl. 2 dec.)
HOURS+	Hours worked by the employee (to be added to previous hours worked).	9 (incl. 2 dec.)
ERN-AMOUNT-YTD	Year-to-date earning amounts (replaces YTD value)	9 (incl. 2 dec.)
ERN-AMOUNT-YTD+	Year-to-date earning amounts (added to previous YTD value)	9 (incl. 2 dec.)
ERN-HOURS-YTD	Year-to-date earning hours (replaces YTD value)	7 (incl. 2 dec.)
ERN-HOURS-YTD+	Year-to-date earning hours (added to previous YTD value)	7 (incl. 2 dec.)
DED-NUM	The number used to identify the previous deduction type.	2

DED-AMOUNT	Amount of deduction.	9 (incl. 2 dec.)
BEN-AMOUNT	Amount of benefit.	9 (incl. 2 dec.)
DED-GROUP	Group/class used for deduction.	2
BEN-EXP-ACCT	Expense account number for benefit.	6
BEN-EXP-SUB	Expense sub account number for benefit.	6
DED-AMOUNT-YTD	Year-to-date deduction amounts (replaces YTD value).	9 (incl. 2 dec.)
DED-AMOUNT-YTD+	Year-to-date deduction amounts (added to previous YTD value).	9 (incl. 2 dec.)
BEN-AMOUNT-YTD	Year-to-date benefit amounts (replaces YTD value).	9 (incl. 2 dec.)
BEN-AMOUNT-YTD+	Year-to-date benefit amounts (added to previous YTD value).	9 (incl. 2 dec.)
FED-TAX-YTD	Year-to-date federal tax amount.(replaces YTD value).	9 (incl. 2 dec.)
FED-TAX-YTD+	Year-to-date federal tax amount (added to previous YTD value).	9 (incl. 2 dec.)
QUE-TAX-YTD	Year-to-date Quebec tax amount.(replaces YTD value).	9 (incl. 2 dec.)
QUE-TAX-YTD+	Year-to-date Quebec tax amount (added to previous YTD value).	9 (incl. 2 dec.)
CPP-YTD	Year-to-date CPP amount.(replaces YTD value).	9 (incl. 2 dec.)
CPP-YTD+	Year-to-date CPP amount (added to previous YTD value).	9 (incl. 2 dec.)
QPP-YTD	Year-to-date QPP amount.(replaces YTD value).	9 (incl. 2 dec.)
QPP-YTD+	Year-to-date QPP amount (added to previous YTD value).	9 (incl. 2 dec.)
UIC-YTD	Year-to-date UIC amount.(replaces YTD value).	9 (incl. 2 dec.)
UIC-YTD+	Year-to-date UIC amount (added to previous YTD value).	9 (incl. 2 dec.)
DFLT-CLASS	Loads the DEFAULT earnings, deductions and accumulator information when adding employees	n/a
FILLER	Specifies non-used position on input file	
DED-ADD	When deduction is not present for an employee, this option will cause the deduction to be added.	n/a
ERN-ADD	When earning is not present for an employee, this option will cause the earning to be added.	n/a
ACCUM-ADD	When accumulator is not present for an employee, this option will cause the accumulator to be added.	n/a
OVER-AMOUNT	Load to override earning amount	
OVER-AMOUNT+	Adds to override earning amount	
ERN-OVR-AMOUNT	Loads to override earning amount	
ERN-OVR-AMOUNT+	Adds to override earning amount	
ERN-ROW	Earning table row	
ERN-COL	Earning table column	
DED-OVR-AMOUNT	Loads to deduction override amount	
DED-OVR-AMOUNT+	Adds to deduction override amount	
BEN-OVR-AMOUNT	Loads to benefit override amount	
BEN-OVR-AMOUNT+	Adds to benefit override amount	
OPTION-A-3	Alpha optional field 3	20
OPTION-A-4	Alpha optional field 4	20

OPTION-A-5	Alpha optional field 5	20
OPTION-A-6	Alpha optional field 6	20
OPTION-A-7	Alpha optional field 7	20
OPTION-A-8	Alpha optional field 8	20
OPTION-A-9	Alpha optional field 9	20
OPTION-A-10	Alpha optional field 10	20
OPTION-A-11	Alpha optional field 11	20
OPTION-A-12	Alpha optional field 12	20
OPTION-N-3	Numeric optional field 3	9(incl. 2 dec.)
OPTION-N-4	Numeric optional field 4	9(incl. 2 dec.)
OPTION-N-5	Numeric optional field 5	9(incl. 2 dec.)
OPTION-N-6	Numeric optional field 6	9(incl. 2 dec.)
OPTION-N-7	Numeric optional field 7	9(incl. 2 dec.)
OPTION-N-8	Numeric optional field 8	9(incl. 2 dec.)
OPTION-N-9	Numeric optional field 9	9(incl. 2 dec.)
OPTION-N-10	Numeric optional field 10	9(incl. 2 dec.)
OPTION-N-11	Numeric optional field 11	9(incl. 2 dec.)
OPTION-N-12	Numeric optional field 12	9(incl. 2 dec.)
ACCUM-AMOUNT	Loads to Accumulator amount	9(incl. 2 dec.)
ACCUM-AMOUNT+	Adds to accumulator amount	9(incl. 2 dec.)
ACCUM-RATE	Loads to accumulator rate	9(incl. 2 dec.)
ACCUM-PAY-FLAG	Loads accumulator pay indicator - N=not pay, A=always pay, T=this pay only	1
CPP-DEPT	Load employee's CPP department	6
CPP-ACCT	Load employee's CPP account	6
CPP-SUB	Load employee's CPP sub-account	6
QPP-DEPT	Loads employee's QPP department code	6
QPP-ACCT	Loads employee's QPP account code	6
QPP-SUB	Loads employee's QPP sub-account code	6
UIC-DEPT	Loads employee's UIC department code	6
UIC-ACCT	Loads employee's UIC account code	6
UIC-SUB	Loads employee's UIC sub-account code	6
WCB-DEPT	Loads employee's WCB department code	6
WCB-ACCT	Loads employee's WCB account code	6
WCB-SUB	Loads employee's WCB sub account code	6
HLT-DEPT	Loads employee's provincial health department code	6
HLT-ACCT	Loads employee's provincial health account code	6
HLT-SUB	Loads employee's provincial health sub account code	6
ALIAS	Direct search to Alias Table for input field	12
ACC-NUM	Defines accumulator occurrence number	1

Import Format

If **delimiter=COMMA;** is used, all alphanumeric fields must be surrounded by double quotation marks (") and fields must be separated by commas (.). This format is known as Comma Separated Values (CSV) and is compatible with most spreadsheet and database export functions.

If **delimiter=FIXED;** is used, the size of the field must be given after the description in the PAYROLL.INI section. In the case of decimal amounts, if the decimal point is included in the data file then it is included in the size of the field along with 1 position for the sign (if present). If the decimal point is not included (i.e., if it is implied) then you must also specify the number of decimal places present in the number.

EXAMPLE - If the employees' surname is imported followed by the given name in the following format.

1	10	20	30	36
	12SMITH	JOHN	645600	

...then the section in the import would look like:

```
[IMPORT-FORM-01]
file-name="IMPORT.FIX";
form-name="Fixed Field IMPORT";
delimiter=FIXED;
field-desc=EE-NUMBER:9;
field-desc=SURNAME:10;
field-desc=GIVEN-NAME:10;
field-desc=NET-CLAIM:6:2;
```

Importing Normal

The normal or standard input type should be entered as follows:

```
import-type="HOURLY";
```

This import type will add to or change existing data on the employees' database.

For fields that have multiple occurs like earnings, deductions and accumulators must have an identifier to indicate the appropriate occurrence of the field. In the example below the incoming data must have a earnings number following the hours field (e.g. hours for earning type 05).

EXAMPLE - In GM2 Regular Hours has been set up as type 1, Overtime Hours has been set up as type 2, and Double-time Hours has been set up as type 3.

The section in the PAYROLL.INI would be setup as follows:

```
[IMPORT-FORM-02]
file-name="hrs-imp.dat";
form-name="GM II Hourly Import (Ascii Delim)";
import-type="HOURLY";
delimiter=COMMA;
```

```
field-desc=EE-NUMBER;  
field-desc=HOURS;  
field-desc=EARN-NUM;  
* note add other fields here
```

The data file HRS-IMP.DAT would appear as follows:

```
"1",40.0,1  
"1",10.5,2  
"1",2.00,3  
"2",37.5,1
```

The import results for employee #1 would be:

```
40 regular hours  
10.5 overtime hours  
2 double-time hours
```

The import results for employee #2 would be:

```
37.5 regular hours
```

Importing Data-Entry (one earning per line)

When importing earning information with multi-entries per earning type, use the following import-type:

```
import-type="DATA-ENTRY";
```

This will create a entry for each import record and would be used if recording hours by date or department (e.g. 8 hours reg. on day 1, 8 hours reg. on day 2, etc.). One employee can have 200 entries on any one pay period.

EXAMPLE - In GrandMaster II for Windows, Regular Hours has been set up as type 1, Overtime Hours has been set up as type 2.

The section in the PAYROLL.INI file would be setup as follows:

```
[IMPORT-FORM-04]  
form-name="Hourly Field Import";  
file-name="HOURLY.DAT";  
import-type="DATA-ENTRY";  
delimiter=COMMA;  
field-desc=EE-NUMBER;  
field-desc=EARN-NUM;  
field-desc=ERN-DEPT;  
field-desc=ERN-ACCT;  
field-desc=ERN-RATE;  
field-desc=ERN-HOURS;
```

The data file HOURLY.DAT would appear as follows:

"1",1," 2000"," 2100",11.50,40.0

"1",2," 2000"," 2200",17.25,4.5

This would import to employee #1:

40 regular hours at \$11.50 /hour to account 2000-2100

4.5 overtime hours at \$17.25 /hour to account 2000-2200

[IMPORT-FORM-03]

file-name="c:\grndmast\payroll\table.dat";

form-name="table entry";

delimiter=COMMA;

field-desc=EE-NUMBER;

field-desc=ERN-ROW;

field-data-num=1;

[IMPORT-FORM-04]

file-name="c:\grndmast\payroll\accum.txt";

form-name="Update Accumulators";

delimiter=COMMA;

field-desc=EE-NUMBER;

field-desc=ACCUM-ADD;

field-desc=ACCUM-AMOUNT;

field-data-num=3;

field-desc=ACCUM-RATE;

field-data-num=3;

field-desc=ACCUM-PAY-FLAG;

field-data-num=3;

[IMPORT-FORM-05]

file-name="c:\grndmast\payroll\splits.dat";

form-name="Update Percentage Splits";

delimiter=COMMA;

field-desc=EE-NUMBER;

field-desc=SPLIT-ACCT;

[IMPORT-FORM-06]

file-name="\grndmast\PAY.BTH";

form-name="Import Hours (GM1 Format)";

alias-table=CODE-TYPE;

```
import-type=DATA-ENTRY;  
delimiter=FIXED;  
field-desc=FILLER:1;  
field-desc=EE-NUMBER:6;  
field-desc=ALIAS:2;  
field-desc=ERN-RATE:5:2;  
field-desc=ERN-HOURS:5:2;  
field-desc=ERN-AMOUNT:8:2;
```

[CODE-TYPE]

```
alias="H1",01;  
alias="H2",02;  
alias="H3",03;  
alias="H4",04;  
alias="H5",05;  
alias="H6",06;  
alias="H7",07;  
alias="H8",08;  
alias="H9",09;
```

Export Data

The export feature allows you to extract certain information from the program's data dictionary for use with other programs. This file may be exported as ASCII delimited or flat ASCII format.

When you select the *Export Data* command, the following dialog box appears:

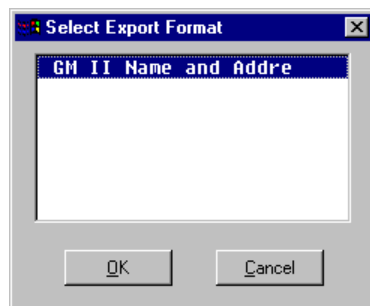


Fig. 12-09

The Import Employee Information Dialog Box

Choose a format from the list and click the *Import* button. This will open *Import Employee Information* dialog box for the chosen format. This dialog box will have different options based on the format you choose.

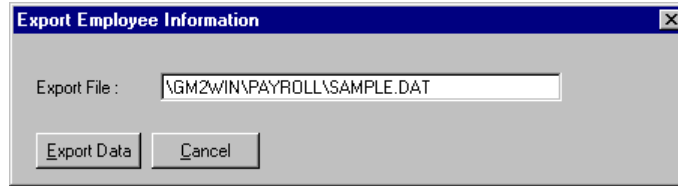


Fig. 12-10
The Export Employee Information Dialog Box

Export Data <F7>

This button invokes the export process. Once complete, the file can be accessed from the location defined in the *Export File* field.

Creating Export Formats

If you are familiar with how to edit a text file (using a text editor such as Notepad), you may alter the export formats through the **Payroll.ini** file (located in the same directory as your payroll data).

Up to 30 export lines may be defined in any one form. Following is an example of a export form:

```
[EXPORT-FORM-01]
delimiter=fixed
form-name='HR
Systems Export';
file-name="C:\GRNDMAST\EXPORT.TXT";
field-desc=EE-NUMBER:9;
field-desc=SURNAME:40;
field-desc=GIVEN-NAME:40;
field-desc=ADDRESS:40;
field-desc=ADDRESS2:40;
```

Export Tags

The following tags can be used to describe the export file:

TAG NAME	DESCRIPTION
delimiter=	Describes the format of the file for input. Options available are: COMMA, TAB, or FIXED.
form-name=	Describes the nature of the import filter (origin of the information).
file-name=	The DOS drive, path and filename of the file to be imported.
field-desc=	Describes to GrandMaster II the type of information being imported. Length of the field is required for fixed length fields. See the following table for the possible values that may be used with this tag.
add-section=	
field-type-num=	

field-period	(CURRENT,, PROMPT)
field-type	

Export Fields

The following table describes the available export fields. These fields must follow exact spelling as outlined below:

FIELD NAME	DESCRIPTION	MAX. CHAR.
EE-NUMBER	Employee number	9
SURNAME	Employees' surname	40
GIVEN-NAME	Employees' given name	40
ADDRESS	Employees' street address	40
ADDRESS2	Employees' additional address information	40
CITY	Employees' city of residence	40
PROVINCE	Employees' province of residence (if not same as tax province)	2
PROVINCE2	Employees' tax province	2
POST-CODE	Employees' postal code	10
SIN-NO	Employees' Social Insurance Number	9
SEX	Employees' sex	1
PHONE	Employees' phone number	10
TAX-OVER	Override code for federal tax	1
ADD-TAX	Optional extra federal tax contribution.	9 (incl. 2 dec.)
REMOTE-ALLOW	Remote (northern) allowance.	9 (incl. 2 dec.)
OTHER-ALLOW	Other exemptions from income tax as granted by the CCRA.	9 (incl. 2 dec.)
NET-CLAIM	The TD1 personal exemption claim amount.	9 (incl. 2 dec.)
LCP	Labour-sponsored funds tax credit.	9 (incl. 2 dec.)
DEPENDANTS	Number of dependents under 19 and/or infirm.	2
QUE-TAX-OVER	The provincial tax override for the province of Quebec.	1
QUE-ADD-TAX	Optional extra Quebec tax contribution.	9 (incl. 2 dec.)
QUE-OTHER-ALLOW	Other exemptions from Quebec income tax as granted by the CCRA	9 (incl. 2 dec.)
QUE-NET-CLAIM	The MR-19-V personal exemption claim amount.	9 (incl. 2 dec.)
WCB-CODE	Workers Compensation code used for specifying a WCB rate.	1
STC-SAL	Statistics Canada salary/wage/other code.	1
STC-ZONE	Statistics Canada reporting zone.	2
HOURS-PAY	Normal hours worked per pay period.	5 (incl. 2 dec.)
HOURS-WEEK	Normal hours worked per week.	5 (incl. 2 dec.)
MESSAGE	A message to the employee that appears on the pay stub.	30
NOTES	Miscellaneous notes about an employee for the payroll staff.	35
STATUS	The employees' employment status.	1
REVCAN-ACCT	The Revenue Canada account number.	9

POSITION	Employment position in the company.	20
FIELD-A	User-defined information field.	20
FIELD-B	User-defined information field.	20
DFLT-DEPT	The default department code of employment.	6
DFLT-ACCT	The default wage/salary account code.	6
DFLT-SUB	The default wage/salary sub-account code.	6
BANK-NAME-1	First EFT bank name.	25
BANK-ADDRESS-1	Address of the first EFT bank.	20
BANK-CITY-1	City of the first EFT bank.	20
BANK-POST-1	Postal code of the first EFT bank.	6
BANK-TRANSIT-1	Transit number of the first EFT bank. (5 digit transit, 3 digit bank, and up to 12 digit account number.	25
BANK-AMOUNT-1	The amount of EFT deposit for the first bank.	9 (incl. 2 dec.)
BANK-NAME-2	Second EFT bank name.	25
BANK-ADDRESS-2	Address of the second EFT bank.	20
BANK-CITY-2	City of the second EFT bank.	20
BANK-POST-2	Postal code of the second EFT bank.	6
BANK-TRANSIT-2	Transit number of the second EFT bank. (5 digit transit, 3 digit bank, and up to 12 digit account number.	25
BANK-AMOUNT-2	The amount of EFT deposit for the second bank.	9 (incl. 2 dec.)
BANK-NAME-3	Third EFT bank name.	25
BANK-ADDRESS-3	Address of the third EFT bank.	20
BANK-CITY-3	City of the third EFT bank.	20
BANK-POST-3	Postal code of the third EFT bank.	6
BANK-TRANSIT-3	Transit number of the third EFT bank. (5 digit transit, 3 digit bank, and up to 12 digit account number.	25
BANK-AMOUNT-3	The amount of EFT deposit for the third bank.	9 (incl. 2 dec.)
BANK-PROVINCE-1	Employee's bank province 1	2 (e.g. MB)
BANK-PROVINCE-2	Employee's bank province 2	2 (e.g. MB)
BANK-PROVINCE-3	Employee's bank province 3	2 (e.g. MB)
PERM-RATE	The normal hourly rate.	9 (incl. 2 dec.)
PERM-AMOUNT	The normal salary amount.	9 (incl. 2 dec.)
HOURS	Hours worked (replaces earnings already entered).	9 (incl. 2 dec.)
ERN-RATE	Hourly earning rate.	9 (incl. 4 dec.)
HOURLY-RATE	The hourly rate earned by the employee.	9 (incl. 4 dec.)
ERN-AMOUNT	Earning amount.	9 (incl. 2 dec.)
ERN-AMOUNT-YTD	Earning amount year-to-date	9 (incl. 2 dec.)
DED-AMOUNT	Amount of deduction.	9 (incl. 2 dec.)
DED-AMOUNT-YTD	Amount of deduction year-to-date.	9 (incl. 2 dec.)
BEN-AMOUNT	Amount of benefit.	9 (incl. 2 dec.)
BEN-AMOUNT-YTD	Amount of benefit year-to-date.	9 (incl. 2 dec.)

GROSS-PAY	Gross pay.	9 (incl. 2 dec.)
NET-PAY	Net pay.	9 (incl. 2 dec.)
CHEQ-AMOUNT	Amount of cheque.	9 (incl. 2 dec.)
CHEQ-NUMBER	Cheque number.	6
SEQ-NUMBER	Internal sequence number.	6
PAY-PERIOD	Pay Period Run number	3
PAY-YEAR	Pay Period Year	2
FILLER	Inserts spaces in output file	6
NUMERIC-1 to NUMERIC-12	Optional numeric field 1 to 12	9 (incl. 2 dec.)
ANNUAL-SALARY	Not used at present	
PERM-ERN-DEPT	Permanent earning department Personal, Misc. Information	6
PERM-ERN-ACCT	Permanent earning account Personal, Misc. Information	6
PERM-ERN-SUB	Permanent earning sub account Personal, Misc. Information	6
FIELD-C to FIELD-L	Optional alpha field C through L	20
CHEQ-DATE	Cheque date.	6 (ddmmyy)
CHEQ-DD	Cheque day.	2
CHEQ-MM	Cheque month.	2
CHEQ-YY	Cheque year.	2
START-DATE	Date employee is hired.	6 (ddmmyy)
START-DD	Start day.	2
START-MM	Start month.	2
START-YY	Start year.	2
BIRTH-DATE	Employees' birth date.	6 (ddmmyy)
BIRTH-DD	Birth day.	2
BIRTH-MM	Birth month.	2
BIRTH-YY	Birth year.	2
TERM-DATE	Date of employment termination.	6 (ddmmyy)
TERM-DD	Termination day.	2
TERM-MM	Termination month.	2
TERM-YY	Termination year.	2
REHIRE-DATE	Date of employee rehiring.	6 (ddmmyy)
REHIRE-DD	Rehire day.	2
REHIRE-MM	Rehire month.	2
REHIRE-YY	Rehire year.	2
ANNIV-DATE	Any date as defined by the employer.	6 (ddmmyy)
ANNIV-DD	Anniversary day.	2
ANNIV-MM	Anniversary month.	2
ANNIV-YY	Anniversary year.	2
DATE-1	Optional date 1.	6 (ddmmyy)

DATE-1-DD	Optional date 1 day.	2
DATE-1-MM	Optional date 1 month.	2
DATE-1-YY	Optional date 1 year.	2
DATE-2	Optional date 2.	6 (ddmmyy)
DATE-2-DD	Optional date 2 day.	2
DATE-2-MM	Optional date 2 month.	2
DATE-2-YY	Optional date 2 year.	2
DATE-3	Optional date 3.	6 (ddmmyy)
DATE-3-DD	Optional date 3 day.	2
DATE-3-MM	Optional date 3 month.	2
DATE-3-YY	Optional date 3 year.	2
END-DATE	Pay Period Ending date	6 (ddmmyy)
END-DD	Pay Period Ending day	2
END-MM	Pay Period Ending month	2
END-YY	Pay Period Ending year	2
START-DATE	Starting pay period date	6 (ddmmyy)
START-DD	Starting pay period day	2
START-MM	Starting pay period month	2
START-YY	Starting pay period year	2

Sample Export Formats:

[EXPORT-FORM-02]

form-name="Rates of Pay";

file-name="\grndmast\Rates.txt";

delimiter=COMMA;

field-desc=EE-NUMBER;

field-desc=SURNAME;

field-desc=GIVEN-NAME;

field-desc=PERM-RATE;

field-type-num=01;

field-type=DECIMAL-PT,SIGN-LEADING;

field-period=PROMPT;

field-desc=ERN-AMOUNT-YTD;

field-type-num=01;

[EXPORT-FORM-03]

form-name="Earning Amount 1";

file-name="\grndmast\test.txt";

delimiter=COMMA;

```
field-desc=EE-NUMBER;  
field-desc=SURNAME;  
field-desc=ERN-AMOUNT;  
field-type-num=01;  
field-type=DECIMAL-PT,SIGN-LEADING;  
field-period=PROMPT;
```

Chapter 13: Electronic Funds Transfer (EFT)

The Electronic Funds Transfer (EFT) feature allows an organization to electronically transfer net payroll amounts directly into individual employee's bank accounts, rather than issuing cheques.

Note: As of February 2002, this feature is not yet available for GrandMaster II for Windows. Please contact CanPay Technical Support for availability information.

Computer Requirements

The EFT process requires that both a modem and communication software be present on the computer. The EFT process usually allows the entire payroll be transmitted to the company's bank. This bank will then disperse the payroll amounts to other banks as required.

Any company considering using EFT must first make arrangements with their bank. The bank will supply necessary information about the EFT process, including parameters required by the GrandMaster II for Windows EFT feature.

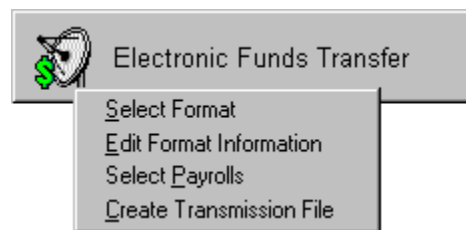


Fig. 13-01
The EFT Button Options

Select Format

The **Select Format** command allows you to specify the format that your bank will use when they process the EFT transmission. Each bank requires a specific transmission record format. When you select a bank for transmission, the program will automatically use the appropriate record format.

When you choose the **Select Format** command, the following dialog box appears:

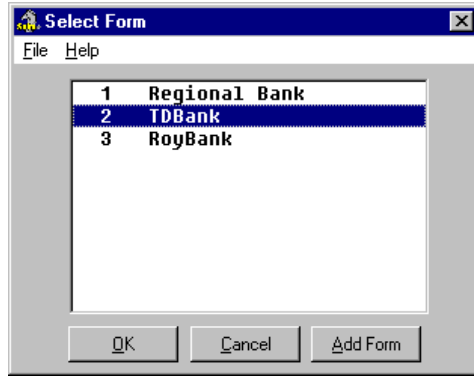


Fig. 13-02
The Select Format Dialog Box

Basic use of the EFT requires only one transmission format. A maximum of 10 EFT formats may be defined to accommodate special requirements.

Add Format

This button allows you to define new transmission format for the EFT process. When this button is chosen, the following dialog box appears:

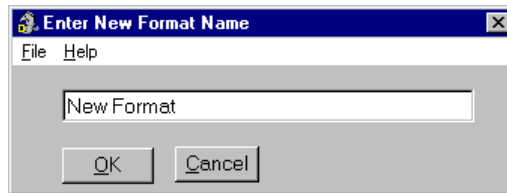


Fig. 13-03
The Enter New Format Name Dialog Box

Enter a unique name for the new transmission format and click *OK*. This opens the *Select Bank Transmission Format* dialog box so you can choose from a pre-defined list of available bank settings.

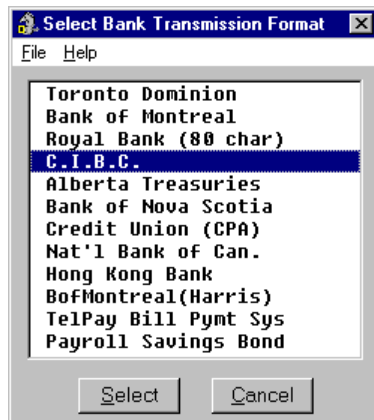


Fig. 13-04
The Select Bank Transmission Format Dialog Box

Select a pre-defined bank setting and click *OK* to add it to your list of formats. The next time you choose the *Select Format* command, your new format will appear in the list.

Edit Format Information

This command allows you to view or edit information for the selected transmission format. The bank will supply most of the required information for you. When this command is chosen, the following dialog box will appear:

Fig. 13-05
The Edit EFT Transmission Format Dialog Box (with sample data)

The following table describes the fields in this dialog box:

Field	Description
File Name	Enter the name of the transmission file that will be created by EFT. This name must conform to DOS file naming conventions.
Destination	The path (destination) to where the transmission file will be created. This path must conform to DOS directory naming conventions.
File Creation No.	The sequential number assigned to the transmission file each time it is created. The bank monitors this number to ensure security for EFT transmissions.
Customer Number	The number assigned to the company by the bank for identification purposes. Some banks will assign a Customer Number, a Originator ID, or both.
Originator ID	The number assigned to the company by the bank for identification purposes. Some banks will assign a Customer Number, an Originator ID, or both.
Company Name (Short)	The abbreviated company name (usually under 15 characters).
Company Name (Long)	The full legal name of the company.
Return Bank ID	In the event that an employee's deposit is rejected, the funds will be returned to this bank account.
Data Centre ID	A number used to identify the bank's data centre.
E-mail/Fax Indicator	Undefined

E-mail/Fax Address	Undefined
--------------------	-----------

Note: Transmission Formats - Depending on which transmission format is being used, some of these fields will not be required. Unneeded fields will not be displayed when you open this dialog box once again.

Select Payrolls

This command allows you to specify the payroll(s) to be included in the EFT transmission. When you choose the *Select Payrolls* command, the following dialog box appears:

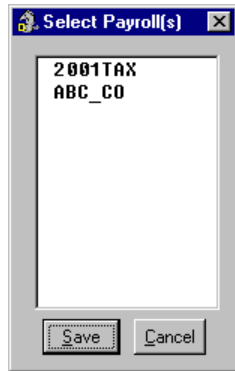


Fig. 13-06
The Select Payroll(s) Dialog Box

Click on a payroll to select it (or click again to remove the selection). When you have chosen your payrolls, click the *Save* button to save your selections.

Create Transmission File

This command allows you to create the magnetic file using the specified bank's format. The file will contain payment information for all employees set up for EFT in the selected payroll(s). Once created, this file may be either transmitted to the bank via modem or delivered to the bank on diskette, CD-ROM or other media.

The following dialog box appears when this command is chosen:

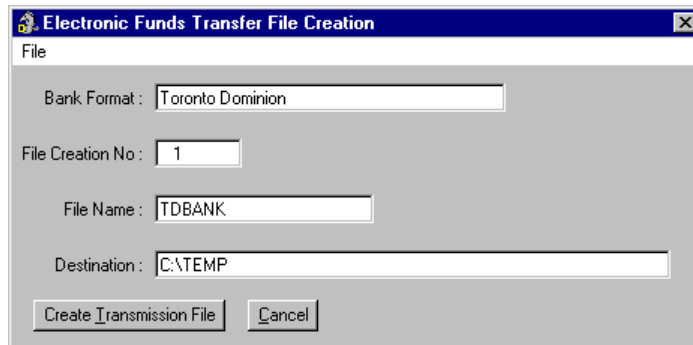


Fig. 13-07
The EFT File Creation Dialog Box

Once the EFT transmission file has been created, the following transaction summary will be displayed for verification.

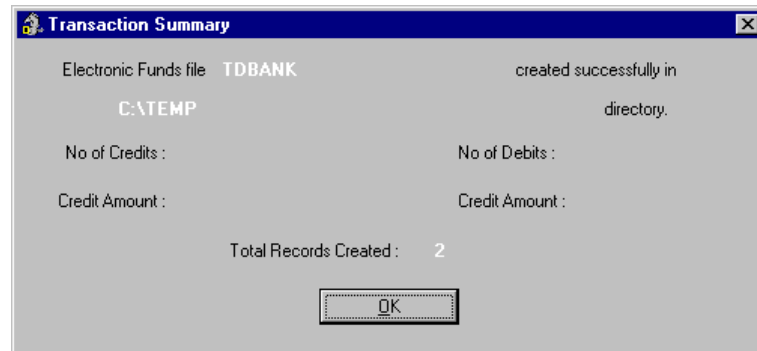


Fig. 13-08
The Transaction Summary

This summary displays:

- The total number of credit deposits
- The total amount of credit deposits
- The total number of debit deposits
- The total amount of debit deposits

Note: Including Debit Deposits - Special arrangements must be made with the bank if you wish to include debit deposits in the EFT transmission.

Chapter 14: Bank Reconciliation

The Bank Reconciliation module allows you reconcile your bank statement to your cheques issued. Cheques can be imported directly from the program or entered manually. You can even create reports for outstanding and returned cheques and view them on the screen, prior to printing. Returned cheques can be kept on record indefinitely or purged after a given date. You can also export cheques to a spreadsheet program or import them into other bank reconciliation programs.

Note: As of April 2003, this feature is not yet available for GrandMaster II for Windows. Please contact CanPay Technical Support for availability information.

Features of the Bank Reconciliation Module:

- You can configure up to 10 completely separate Bank Reconciliation files.
- Up to 10 Users can access each Bank Reconciliation file (with or without passwords, depending on the setup).
- Cheques are imported directly from the Payroll System or manually entered within the Bank Reconciliation module.
- Reports can be printed on Outstanding and Returned Cheques.
- All reports can be printed to a disk file, the screen, or directly to any accessible printer.
- Returned cheques can be kept on record indefinitely or purged after a given date.
- Cheques can be exported to an ASCII file so they can be accessed with a spreadsheet program or imported into other bank reconciliation programs.

Basic Steps to Follow

1. Process a payroll as you would normally and print any pay cheques that have a unique cheque number assigned to them. Cheque numbers must be unique within the Bank Reconciliation System -- duplicates will be rejected.

Note: Cheque Numbers - The cheque numbers are only assigned in the payroll system once the cheques have been printed. DO NOT import before they have been printed.

2. Perform a backup of the Bank Reconciliation file each time a large amount of information is changed within the system. (e.g. If you are importing payrolls or have just finished canceling a large number of cheques).
3. Each time a payroll is complete, select the payroll that you would like to import into this file and select the **Begin Import** command to import the cheque information for any employees on that payroll.
4. When bank statements have been received from the bank with your returned cheques, use the **Return Cheques** command to cancel the cheques out of the Bank Reconciliation file.
5. Run an *Outstanding Cheque Report* to verify which cheques have not been returned from the bank.

6. Run a *Returned Cheque Report* to verify that all returned cheques were correctly entered.
7. Purge any returned cheques that no longer need to be stored in the database.
8. Perform a backup of the Bank Reconciliation file, if it has not been performed for an extended period of time or after a large amount of information has been entered.

Installing the Module

The Bank Reconciliation module is an optional feature of GrandMaster II for Windows. To acquire this additional module please call our toll free number (800-665-5129).

Note: Module Availability - This module was not available at the time this guide was produced. Please contact CanPay Technical Support for more information on its availability

To Install the Bank Reconciliation module:

1. Insert the Bank Reconciliation diskette into drive **A** (substitute drive "**B**" if required)
2. Open a DOS prompt and change to the **C:\GM2WIN** folder (or the folder where you installed GrandMaster II for Windows).
2. From the **C:\GM2WIN** prompt type:


```
COPY A:\*.* C:\GM2WIN
```
3. Press <Enter>.
4. From the **C:\GM2WIN** prompt type:


```
PRINT READ.ME
```
5. Press <Enter>. This file contains information that may not have been included in the documentation.
6. Edit the file **GRNDMAST.CFG** file (located in the folder where you installed the program) and add the following line under the [GRNDMAST-PROGRAMS] section heading:


```
$cobdir\BANK-REC.LBR
```

EXAMPLE:

```
[GRNDMAST-PROGRAMS]
$cobdir\program1.lbr\grndmast.gnt
$cobdir\program1.lbr
.
.
$cobdir\screen1.lbr
$cobdir\bank-rec.lbr
[GRNDMAST-SWITCHES]
```

Running the Module

When you first access the Bank Reconciliation Module you will be prompted to enter a name for a new Bank Reconciliation File.

You can create up to 10 separate Bank Reconciliation Files. Normally you would use a Bank Reconciliation File to keep all payroll cheques that are written from the same company account. You can have all payrolls in one Bank Reconciliation or each payroll in a separate Bank Reconciliation or any combination of payrolls for each.

Note: Cheque Numbers - A cheque number must be unique within a given Bank Reconciliation file.

Assigning Names

It is best if the name(s) assigned to the Bank Reconciliation files(s) are descriptive of the type of information that will be contained within the file(s). However, the file(s) can be made without a name/description in which case only the computer-generated number(s) will appear in the file list.

Once a name has been entered click *OK* to accept it and create the new Bank Reconciliation file. When a new file is created, the UserIds SUPERVISOR and CLERK are automatically added to the file and passwords are disabled. If you wish to use passwords with the file, please refer to the *Setting Up Passwords and UserIds* section of this chapter.

To Select a Bank Reconciliation File

1. Select the *Bank Reconciliation* button then choose the desired file from the list provided.
2. Select a UserId (and optionally a password) and click *OK* to access the Bank Reconciliation menu.

Adding and Deleting Bank Reconciliation Files

Choose the *Add* button to create a new Bank Reconciliation. You will be prompted to enter a new name for this file. You should assign it a unique name that distinguishes it from any other Bank Reconciliation Files.

Choose the *Delete* button to remove a previously defined Bank Reconciliation file. Click *OK* when prompted to remove it from the list.

WARNING - The deletion removes the entire file, so you should be absolutely certain that this file is no longer required before deleting it.

To Change the Name of a Bank Reconciliation File

1. Select the Bank Reconciliation file whose name you wish to change.
2. Select the *Rename* button and enter a new name in the field provided.
3. Click *OK* to accept the change.

File Menu

The File menu offers options to open or create bank reconciliation files:

- **Select Payrolls** - Select which payrolls from which the cheques will be imported.
- **Begin Import** - Import the payroll cheques information from the payrolls you have select above.
- **Export Cheques** - Will export a range cheque number in a comma delimited file format for use by a spreadsheet or to import into other account systems.

Selecting Payrolls

The *Selecting Payrolls* command is used to select the payroll for importing the cheque information into the Bank Reconciliation files.

To select a payroll for import:

1. Select the desired payroll.
2. Click *OK* to select it.

Note: Password Protection - If this payroll is password protected you will be prompted to enter the Supervisor's password -- that is the Supervisor Password *for that particular payroll*, not the password for the Bank Reconciliation file. You must enter this payroll's password, or have the payroll supervisor enter it for you before the selection will be accepted.

Begin Import

Cheques must be printed and have a cheque number assigned within the program so that the Bank Reconciliation file can store the information for any cheques issued. Afterwards, you must import it (copy it) to the Bank Reconciliation file.

Note: Importing Cheques - Do not import the cheques before they have been printed.

The *Begin Import* command is used to import all payroll cheques from the most previous payroll run that have not already been entered in the Bank Reconciliation module. Previous payrolls (after the *Clear* command has been issued) will have to be manually entered using the *Manual Cheques* command under the **Process** menu.

Begin Import

Choosing this button instructs the program to search for and import all payroll cheques from the selected payrolls (current pay run) which have not previously been entered.

Export Cheques

This command will export a range of cheque numbers to a comma-delimited file for import into spreadsheet software. Settings for this operation are setup in the **BANK-REC.INI** file. This information can be changed or added by using any text editor (e.g. Notepad).

```
[BANK-ACCOUNT],
account="123-456-789123";    << enter the GL bank account number
sub-account="123-456-8888";  << enter the GL bank sub acct number
path="c:\platinum";        << path for export files
file-name="cheq-exp.csv";    << name of file to be exported (CSV)
```

Begin Export

When this command is chosen, you will be asked to enter a starting and ending cheque number for the export. Choose the *OK* button to begin the export operation. The file that is created will replace (write over) an existing file with the same name.

Process Menu

The Process menu offers all the options necessary to actually do the bank reconciliation. These options are as follows:

- **Manual Cheques** - Allows you to input any manual cheques which are not already in this Bank Reconciliation File.
- **Return Cheques** - Cancels cheques that have been previously entered into the system.
- **Print Outstanding Cheques** - Print all cheques in the file that have been cancelled.
- **Print Returned Cheques** - Print all cheques that have been cancelled, but have not been purged from the system.
- **Purge Returned Cheques** - Purge (delete from the file) all cheques that have a date less than the purge date entered.

Manual Cheques

When a cheque has not been imported from a payroll or an import was not performed for the current payroll run, the *Manual Cheques* command allows you to manually enter the information required by the Bank Reconciliation module.

Note: Manual Cheques - To enter a manual cheque you must assign it a cheque number which has not already been assigned within the Bank Reconciliation System.

This option can also be used to enter deposits to the bank account by entering a negative amount for the cheque amount (*Use Surname and Given Name for reference fields, if required*).

EXAMPLE:

Cheque No.	Surname	Given Name	Date	Amount
999001	Roger	Roy	01/03/95	\$245,040.40-

To Manually Enter Cheques:

1. Enter a valid cheque number in the first field. An error message will appear if that cheque number has previously been entered in the program.
2. Enter a Surname in the second field (optional).
3. Enter a Given Name in the third field (optional).
4. Enter the date the cheque was issued (or date funds were available). Remember to use the DD/MM/YY format.
5. Enter the amount for which the cheque was issued.
6. Click *OK* after the amount to insert this entry into the Bank Reconciliation file.
7. The cursor will return to the *Cheque Number* field so that subsequent cheques may be entered, as in the previous fashion.

A running total is kept on any cheques that have been entered since the window was opened. The last 5 cheques entered are shown below the current edit line.

Returned Cheques

Cheques that have been returned by your bank along with your bank statement can be entered using the *Returned Cheques* dialog box.

Note: Returned Cheques - This will only flag previously issued cheques as returned. A purge is performed to remove the issued and returned cheques from the file.

To Entering Returned Cheques (i.e. To Cancel a Cheque)

1. Enter the cheque number that was assigned to this cheque. If the cheque is found, the name of the person the cheque was issued to, the date issued and the amount of the cheque will appear.
2. Verify that the displayed information is correct for the cheque.
3. Enter the date the cheque was returned (or the end date of the month) using the DD/MM/YY format. The default date is the current date.
4. Enter the amount that the cheque was paid and click *OK*.

Note: Mismatched Amounts - If this does not match the amount issued, you will be prompted to verify the cheque amount ('N') or accept it if it is correct ('Y').

5. Choose the *Exit* button when all cheques in this batch have been entered.

A running total is kept on all cheques that have been entered since this window was opened and the last 5 entries are shown below the current edit line.

Print Outstanding Cheques

Once all cheques have been entered, or after they have been successfully imported, a report showing any cheques that are still outstanding (i.e. have not been returned) can be printed. This report can be printed at any point to view the list of outstanding cheques.

A number of different sort orders can be specified to order the list in the way that best suits your requirements.

Note: Sort Order - This report can be printed numerous times with a different sort order specified for each copy.

EXAMPLE: You can print the report by *Issue Date* to group all cheques that were issued on the same date, from the oldest to the newest cheques still in the system. Alternately, you could print the list by payroll name, to verify if all the pay cheques within a given payroll have been cashed.

Test Page

Choose this button to print a test page and check the printer connection.

Print

Choose this button to print a list of outstanding cheques. You will be prompted to select a destination; a printing device, the screen or a text file.

Print Returned Cheques

The Print Returned Cheques option is used to print a list of all cheques which have been returned (cancelled) in the Bank Reconciliation System, but have not yet been purged. This report is useful for verifying that a batch was entered correctly and for a permanent printed copy of a batch entry.

The report allows you to choose from a number of sort order which suit your individual needs.

Note: Sort Order - This report can be printed numerous times with a different sort order specified for each copy.

Test Page

Choose this button to print a test page and check the printer connection.

Print

Choose this button to print a list of cheques that have been returned (cancelled) from the program. You will be prompted to select a destination; a printing device, the screen or a text file.

Purge Returned Cheques

Use this command when a batch has been completed, or you wish to remove any cheques which have been cancelled and are no longer required to reside in the Bank Reconciliation module.

Note: Backups - You should always perform a backup of the Bank Reconciliation File, as the purge removes these records completed, and without a backup there is no way to retrieve them.

The ***Purge Returned Cheques*** command can remove all cheques that have been returned (cancelled) on or before a specified date (which defaults to the current date, but can be changed to an earlier date).

Purge

Choose this button to remove all cheques with a return date less than or equal to the purge date.

Setup Menu

The Setup menu allows you to setup the Bank Reconciliation module to meet your specific company requirements:

- **Setup Users** - Set up UserIds and enable/disable passwords within the Bank Reconciliation System . Only the Supervisor can use this option.
- **Report Layout** - Allows you to set the page layout specifications for the printing of each individual report.
- **Backup Bank Reconciliation File** - Copy the entire Bank Reconciliation File to another file for safe keeping.
- **Restore Bank Reconciliation File** - Copy a previous backup of the Bank Reconciliation File back into the program.

Setup - Ids and Passwords

Only the Supervisor can use the ***Setup*** command. If any other user selects this option an error message will appear.

This Bank Reconciliation System has been designed as a multi-user system. Up to ten users can access the same Bank Reconciliation File at the same time. The program must be able to identify each user so that a log can be kept with the name and current status/location of each user within the system can be tracked. For sensitive Bank Reconciliation Files, an optional password can be assigned to prevent unauthorized access.

UserIds, Passwords, and the Security Level can all be entered using the ***Setup*** command.

Adding a New UserId

At least one UserId must be setup within the system. As such, the SUPERVISOR Id is automatically added to the system and can not be removed.

Up to 10 UserIds (not including the Supervisor) can be assigned to each Bank Reconciliation file.

To Add a new UserId

1. Chose the ***Add New UserId*** command and enter the new UserId.

This UserId will only appear in the bank reconciliation file in which it was set up. The UserIds are defaulted to uppercase. The UserIds must be unique within each Bank Reconciliation file. Two people can not enter the system with the same UserId at the same time.

2. Enter a password for the new UserId (required even if Passwords are not enabled).

The passwords are defaulted to uppercase. Passwords do not have to be unique -- the same password can be used for all the UserIds within the system.

The use of passwords is optional they can be enabled or disabled.

Note: Keep track of Your Password - If you are not using passwords you should still keep track of the Supervisor password in case the passwords are accidentally enabled.

3. Set the security level. The security level will automatically be set to 2.

Note: Security Level - At the current time the security level is only set up to distinguish between the Supervisor and any other UserIds added to the system. In the future the program will be changed so that the levels will extend between 2 and 9, with more and more limitations being added as the level increases.

The Supervisor id has security level 1 access, which cannot be modified and no other UserIds can be set to level 1 access. Any other UserIds added will be of level 2 security. The only limitation of security level 2 is you cannot set or change passwords, this can only be done by the Supervisor.

To Delete a UserId:

1. Choose the *Delete* button. A list containing all the UserIds for that particular bank reconciliation file will appear.
2. Select the UserId to be removed, and click *OK*.

Note: Deleting a UserId will only delete the UserId from the current bank reconciliation file.

Enabling/Disabling Passwords

The use of passwords is optional. If you would like the added security, passwords can be enabled by the supervisor.

To enable/disable passwords:

1. Select the *Enable Passwords* button.
2. Click *Yes* to confirm the selection.

Note: This action will enable/disable the use of passwords in the current bank reconciliation file only.

Report Layout

The **Report Layout** command allows you to set the printer page layout for the report to be printed. When this command is chosen, a list of available reports will be displayed. Choose a report and click *OK* to proceed.

Backup Bank Reconciliation File

Even under normal circumstances when a computer is working properly, problems may arise which may cause a computer file to become corrupt. As such, it is good idea to keep a backup copy of the information stored within the Bank Reconciliation file.

If such a problem occurs, it is then only necessary to restore (copy back) the most recent copy of the Bank Reconciliation File and re-enter any changes that took place since that time. If a large amount of information has been added to the file since the last time backup copy was made, that same amount of information will need to be re-entered to bring the file back to the same status (before the error occurred).

To Create a Backup Copy of the Bank Reconciliation File:

1. Select the *Backup* command from the **Setup** menu.
2. Enter a valid DOS filename -- it can include a valid path.

EXAMPLE: C:\BACKUP\BK-BANK1.DAT

Backup

Choose this button to begin the backup process. You should assign a name to the backup file, which indicates from which Bank Reconciliation this file was created.

EXAMPLE: If a backup was made from the Executive Bank Reconciliation File, you may want to give it a name of BK-EXEC.DAT

Note: File Date - The file will be written with the current date attached, so that you don't need to include the date (unless you want to specify a date different than the current one).

Restore Bank Reconciliation File

If you encounter a problem with the Bank Reconciliation File, or if you need to restore the file to a previous state, you can use this command (if you have a previously created backup of the Bank Reconciliation File).

If the file has become corrupt, so that you can not access the *Bank Reconciliation* menu for this file, you will first need to add a new Bank Reconciliation file (e.g. create a file for test purposes only). Once created, you can choose *Restore* from the **Setup** menu to restore the file.

Restoring a Backup Copy of the Bank Reconciliation File:

1. Select the *Restore* command from the **Setup** menu.
2. Enter a valid DOS filename (include the path to the file, if it is not located in the \GRNDMAST directory i.e. "C:\BACKUP\BK-BANK1.DAT" or "A:\BANK.BAK") This is the name of the file you used when the backup file was created.
3. Choose the *Restore* button to begin the restore process.

When the Restore Bank Reconciliation is complete, the Bank Reconciliation File will appear in the same state that it was just before the backup file was created.