COUGAR MOUNTAIN SOFTWARE

DENALI FUND

PAYROLL USER'S GUIDE

Microsoft GOLD CERTIFIED Partner

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Learning About This Resource 8

Denali Help 9

Document Conventions 9
In-Program Help 10
Navigating the Help with No Internet Connection 10
Navigating the Web Help 12
Printing Help Topics 12
User Guides 13
Release Notes 13

Customer Support 13

Information to Gather before You Contact Customer Support 13
Contacting Customer Support 13

Training 14

Online Training 14
Classroom Training in Boise 14
On-Site Training at Your Business 14
Telephone Training 15
Training Videos 15

Setting up the Payroll Module 16

Options and Preferences in Payroll 17

General Setup 17
Payroll Relationship with Other Modules 18
Setting up Direct Deposit 19
Tracking User-Defined Employee Information 20
Setting Your Printing Preferences for Payroll 22

Working with Payroll Codes 22

Program Codes 22
Project Codes 23
Tax Codes 24

Benefit/Deduction Codes 25
Shelter Codes 26
Leave Codes 27
Status Codes 28
Overtime Codes 29
User-Defined Codes 30
Changing or Deleting Codes 30
Printing a Code Report in Payroll 31

Setting up W-2 Formats 32

Managing Alert Email Addresses 33

Troubleshooting: Setting Up the Payroll Module 35

Managing Your Employee Records 36

Working with Employee Records 37
Attaching Tax Codes 38
Adding Pay Rates 39
Attaching Benefits and Deductions 40
Attaching Garnishments 41
Attaching Leave Codes 43
Adding Direct Deposit Information 44
Attaching Files to Employee Records 46
Entering Information in User-Defined Fields 47

Modifying or Deleting an Existing Employee Record 47

Viewing Employee History 48

Renumbering Employee Records 49

Copy Employee Records to or from Another Organization 50

Importing and Exporting Employee Records 51

Exporting Employee Records to QuickBooks Time 52

Importing Employee Records from QuickBooks Time 53

Integrating to ArcTime 54

Exporting Employee Records to ArcTime..... 54

Troubleshooting: Managing Your Employee Records 56

Processing Payroll 57

Working with Batches in Payroll..... 58

Changing the Local Transaction Date 58

Working with Daily Units 59

Importing Daily Units 59

Importing Daily Units from QuickBooks Time..... 59

Importing Daily Units from ArcTimeTracking 60

Adding or Editing Daily Units 61

Running the Daily Units Report 61

Running the Daily Units Expense Report 62

Clearing Daily Units 62

Entering Payroll..... 63

Editing Payroll Transaction Details 64

Printing the Edit Report 66

Sending Email Alerts..... 67

Printing Payroll Checks 68

Printing the Check Register 69

Pre-Posting Reports..... 70

Printing the EFTPS Report 71

Processing Direct Deposits..... 72

Posting Payroll Transactions 72

Adjusting Benefits, Deductions, and Taxes 73

Clearing Payroll 75

Voiding Checks 75

Deleting a Void Transaction 76

Troubleshooting: Processing Payroll 77

Working with Reports in Payroll 78

Reporting Overview 79

Denali Reports Available 79

Reporting Options in Denali 80

Payroll Reports 84

Employee List 84

Taxable Wage Report 85

Program Codes 86

Benefits/Deductions Report 87

Employee Project Codes Report 88

Employee Leave Report 88

Estimated Leave Value 89

Employee History 90

Reprint Pay Stubs 90

Taxes Payable 91

EFTPS History 92

Quarterly Tax Preview 93

W-2 Preview 93

Payroll Tax Forms 94

Troubleshooting: Working with Reports in Payroll 95

Payroll Maintenance 96

Processing Periodic Leave 97

Viewing Payroll Table Information 97

Update Tax Codes 98

Adding Tax Codes When You Update 99

Recalculate Payroll Wages 100

Resetting Year-to-Date Totals 100

Troubleshooting: Payroll Maintenance 102

Additional Resources 103

Formatting User-Defined Fields 104

ACH File Structures 105

File Header Information 106

Organization Batch Header Information 106

Format Requirements for Importing Transactions 107

File Formats Supported by Denali for Importing Transactions 107

Payroll File Format Requirements 109

Format Requirements for the Import/Export Feature 112

File Formats Supported by Denali for Importing Data 112

Use the Export Feature to View File Formats 113

Payroll Format Requirements for Importing Data 114

Glossary 118

Index 127

Chapter

1

Learning About This Resource

Denali Help

Customer Support

Training

DENALI

Welcome to Denali by Cougar Mountain. This guide is designed to help you effectively learn to use the Payroll module. This chapter presents an overview on how to use this guide and where to find additional help, along with introductions to each chapter of the guide.

Denali Help

Cougar Mountain Software is dedicated to providing as much help as you need to feel comfortable using our software. These topics describe the conventions we use in the documentation and the different types of help we offer.

If you don't have all modules installed, some windows and options might be different in your software than what appears in the documentation.

If you have not done so already, we highly recommend you review the information in the Getting Started guide before you continue.

Document Conventions

The following conventions are used throughout the documentation:

Convention	Use
Bold	Titles, names, and anything in the software window will appear in bold, exactly as it appears. •Select **Change Session Date** from the **Common Tasks** menu. •Click the **New** button. •Enter a name in the **Name** box.
Italic	Italics are used for text that you should enter, or text that appears in a box or field within a window. •Enter *Hardwood* in the **Description** box. •The default for this field is *IN Code*.
Uppercase	Uppercase characters will be used to denote keyboard keys or hot key combinations. Some examples are: •To delete an item in the detail grid, select the item and press the DELETE key. •To open the **Enter Transaction Comments** window, press SHIFT+C.
>	This character is used to separate menus, submenus, and commands. For example: Select **Renumber / Merge Stock Items** from the **Inventory Items** menu is written as: Select **Inventory Items** > **Renumber / Merge Stock Items** from the left navigation pane.

In-Program Help

Cougar Mountain offers in-program help accessible from any Help button. If you have an Internet connection, the web help will automatically open and includes features such as the ability to comment on topics, see videos, and share information on social networking platforms.

When you access the help, you will find we offer both procedural and window-specific help. If you want to know the steps to complete a task, you should access the procedural (online) help. If you want to know what an option or field in a window is used for, you should access the window-specific help.

Window-Specific Help

Denali offers window-specific help that explains each field and option available in every window. When you work in the software, you can access help specific to an active window or tab when you click the **Help** button or press F1 on the keyboard.

In many window-specific topics, you can access related task-based help topics when you select the **See Also** button at the bottom of the topic window. You can also access the task-based help from the Table of Contents in the left pane of the Help window.

Procedural Help

Procedural help gives you steps to complete a process from start to finish and general information about the software windows. You can access this help from the left navigation pane in the software when you click **Resources and Tools** > **Access the Denali Help**. You can also access the Help when you click the question mark on the right side of the top menu bar. If you already have the Help window open, you can access all the help from the Table of Contents in the left pane of the window.

Reference Help

Denali includes topics that are designed to provide additional information for your reference. For example, format requirements to import transactions and purchase order calculations. Most of these topics can be found in the Appendix in the in-program help, or at the end of the PDF user guides.

Navigating the Help with No Internet Connection

This help system only opens if you don’t have an Internet connection when you click the Help button. It has the same information as the web help, but is accessed from your local machine.

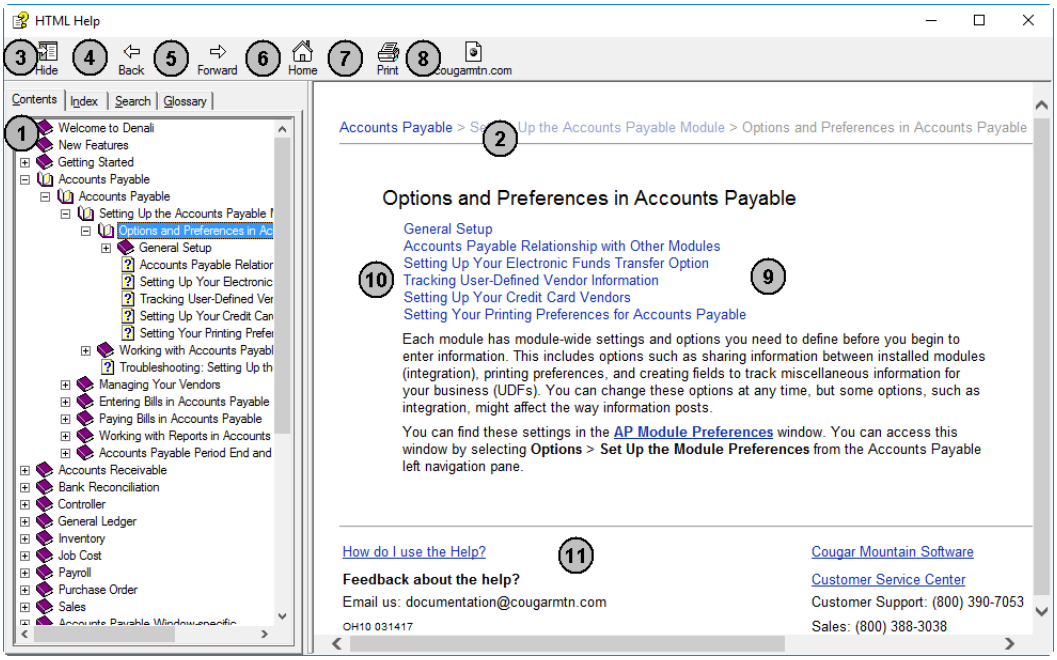


Figure 1: *Navigational points and features available in the in-program help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	**Contents** tab	This is the Table of Contents for the Help. Click on the books to show the related subtopics.
2	Breadcrumbs	These are links that show you where you are in the Help. The first link reflects the main topic and following links are subtopics. You can click these links to navigate backwards.
3	**Hide** button	This hides the Table of Contents and changes to read **Show**, which you can then click to see the Table of Contents.
4	**Back** button	Clicking this button takes you back through the previously viewed topics one at a time.
5	**Forward** button	Clicking this button takes you forward through the topics you have moved back through using the **Back** button, one topic at a time.
6	**Home** button	This button returns you to the main topic window in the Help.
7	**Print** button	If you want to print the current help topic, click this button.
8	Website button	This button opens the Cougar Mountain corporate website through your browser.
9	Topic window	This window displays the open or active topic.
10	Sublinks	The links listed are subtopics of the open topic.

Reference Number	Option Name	Description
11	Email Us	Your feedback on the documentation and Help systems is appreciated. Use this email address to send the Documentation Team your comments or suggestions.

Navigating the Web Help

This help system opens when you click the Help button and you have an Internet connection. To help you find the information you're looking for in the web help, we outline the different parts of the window. We highly recommend you use the Search feature to help you find what you're looking for.

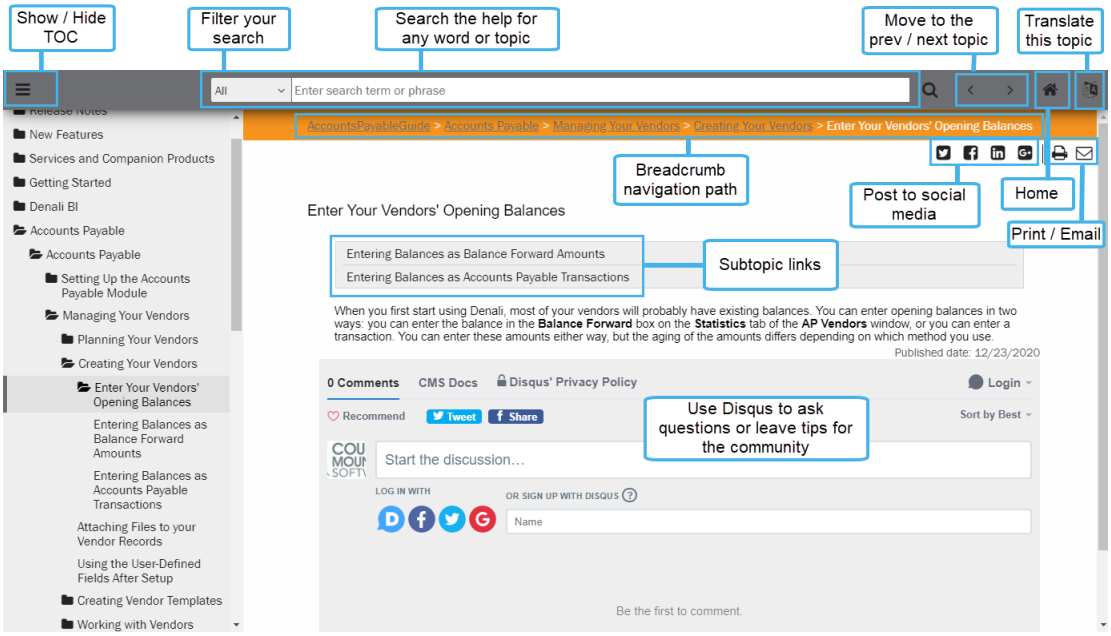


Figure 2: *Navigational points and features available in the web help window.*

Printing Help Topics

You can print out any help topic to keep for future reference.

To print a single topic:

1. Select the **Print** button or right-click and select **Print** from the right-click menu.
2. If the **Print Topics** window appears, select **Print the selected topic** and then click **OK**.
3. When the **Print** window appears, make any desired adjustments and then click **Print**.

User Guides

Denali includes access to PDF versions of the procedural help that you can open with Acrobat® Reader®. This is the same procedural help content that appears in the in-program help. To access these user guides, click **Start** > **Denali by Cougar Mountain** > **Denali User Guides**. When the Customer Service Center site opens, choose the guide you want to view.

Release Notes

The *Release Notes* include last-minute changes and technical issues not covered in other documentation. You can review the *Release Notes* on the installation screen at the start of the installation process, from the **Start** menu, or through the web help.

To access them from the **Start** menu, click **Start** >**Denali by Cougar Mountain** > **Release Notes**.

Customer Support

If you come across a problem or an error message you cannot resolve, call our Customer Support Department. Cougar Mountain Software maintains a full-time Customer Support staff at our Boise, Idaho office specially trained to solve problems.

Our Customer Support staff has the expertise to answer your questions about installation and operation of the software. Call (800) 390-7053 to contact a Support Specialist. You can receive customer support over the phone from Cougar Mountain Software or you might be referred to a Cougar Mountain business partner in your area who can provide personalized, local support.

Cougar Mountain Software offers support contract plans that allow you to get help when you need it. You can request a Customer Support Specialist to contact you through our online form or you can send an email to Customer Support. Visit our Customer Support Center online at: https://www.cougarmtn.com/support-request/.

You can also visit the customer service site at https://service.cougarmtn.com to search for software updates you can download at your convenience.

Information to Gather before You Contact Customer Support

When you contact Cougar Mountain Customer Support, please have your support number ready. This is typically your telephone number with the area code first. It will also be helpful to know your operating system, the Cougar Mountain product(s) you purchased and installed, and the version of the product. If you are not sure how or where to find this information, Customer Support can help.

Contacting Customer Support

Refer to the following table for options available to contact a Customer Support Specialist for answers to your questions. You can also use one of these options to purchase a support contract, which will ensure you get the help you need.

Support Type:	Contact via:
Contact a Customer Support Specialist.	(800) 390-7053

Support Type:	Contact via:
Purchase a Software Assurance plan.	(800) 388-3038
Email questions to a Customer Support Specialist.	technicalsupport@cougarmtn.com
Complete the online Call Back Request form to have a Customer Support Specialist contact you.	https://www.cougarmtn.com/support-request/

Training

While Denali is a comprehensive business accounting solution, the information you can get from the software will only be as good as the information you put in. The more you know about the software, the more you will be able to take advantage of its features. For this reason, we consider training to be a critical part of the learning process. We offer several different types of training—one or more are sure to meet your educational needs, time constraints, and budget. Contact Cougar Mountain at (800) 388-3038 about your training needs.

Online Training

To ensure you get the most out of your accounting software, it is important that you understand all its capabilities. As part of our Software Assurance program, we include the opportunity for you to participate in e-learning. This educational resource is offered online through the Cougar Mountain Customer Service Center (CSC) website (https://service.cougarmtn.com/). Depending on the subscription you purchase, you can access a wealth of short presentations on the features of Denali. Because these presentations are online, you can view a topic whenever it is convenient for you and/or your employees. For more information on this resource, contact your account executive at (800) 388-3038.

Classroom Training in Boise

We offer training classes on a regular basis at our corporate headquarters in beautiful Boise, Idaho. If you have a few people to train, this is a great way to learn about the software's features and how you can use it to its full potential. One of the benefits of coming to our training classes is that you can hear from other users of the software, which can remind you of issues that are important to you. Another benefit is that it removes you from the day-to-day tasks at your own office and allows you to concentrate more fully on learning how to use the software. You can use this as a powerful tool to "train your trainer"—once the staff members who attended the training arrive back home, they can teach other staff members the aspects of the software they need to know.

On-Site Training at Your Business

If you have more than a few people to train, you might want to consider on-site training. In this scenario, one of our professional trainers travels to your site and works with your employees. One advantage to this type of training is that you can train as many people as necessary without incurring additional costs and you can have specific people participate for specific sessions depending on their job duties. For example, during the training for Purchase Order, only those associated with handling purchase orders

need to be present. This will allow for less interruption in daily productivity. Another advantage of on-site training is that you can work with your own organization's data and business practices while focusing on the specific needs of your business.

Telephone Training

Training can also be done over the telephone. Using streaming technology between your computer and our trainer's computer, you and your employees can work with one of our professional trainers to focus on the specific parts of the software you choose. The trainer will be able to see your computer screen and you can work with either your own data or the demonstration data to learn how to best use the software for your business. This is a great solution if you have one or two modules that are new to you and you want thorough training without traveling to our training facility or having a trainer come to you.

Training Videos

Cougar Mountain Software also offers training videos which can help you in specific areas of the software. They serve as a great orientation for people new to your company and/or the software. They also can be a refresher for people who have already used the software, but need help in a few areas or are changing their job responsibilities to include things they haven't done before.

Chapter

2

Setting up the Payroll Module

Options and Preferences in Payroll

Working with Payroll Codes

Setting up W-2 Formats

Managing Alert Email Addresses

Troubleshooting: Setting Up the Payroll Module

DENALI

This chapter provides instructions and information to help you set up Payroll. When you set up Payroll, you will define your options, preferences, and codes. You can choose how you want to integrate Payroll with other modules, enter your bank's direct deposit information, and set up codes, such as leave, benefit/deduction, and shelter.

Options and Preferences in Payroll

Every module has settings and options you need to define before you enter information. In this chapter, you will learn about some of the basic functions of the Payroll module and where you can define these different options. You can generally change these options at any time, but some options, such as integration, might affect the way information posts. You can click the **Help** button in a window for detailed information on all of the available fields and options.

To access these options, select **Options** > **Set Up the Module Preferences** from the left navigation pane.

General Setup

To set up the Payroll module, you need to define preferences such as integration and module defaults in the **PR Module Preferences** window.

For example, you can define the default format to use when you print payroll checks and direct deposit stubs, the maximum garnishment percentage an employee's pay can be garnished each pay period, whether or not you want to use multi-batch mode, and the level of encryption to use for employee Social Security numbers.

You can also set up the system to automatically create balancing due to/due from transactions when you save payroll entries by selecting the **Auto due to / from** check box. If you select this check box, you can also set the default fund for all due to/due from transactions. This ensures all due to/due from entries are complete and that your funds will stay in balance when you post transactions.

To access this window, select **Options** > **Set Up the Module Preferences** from the left navigation pane.

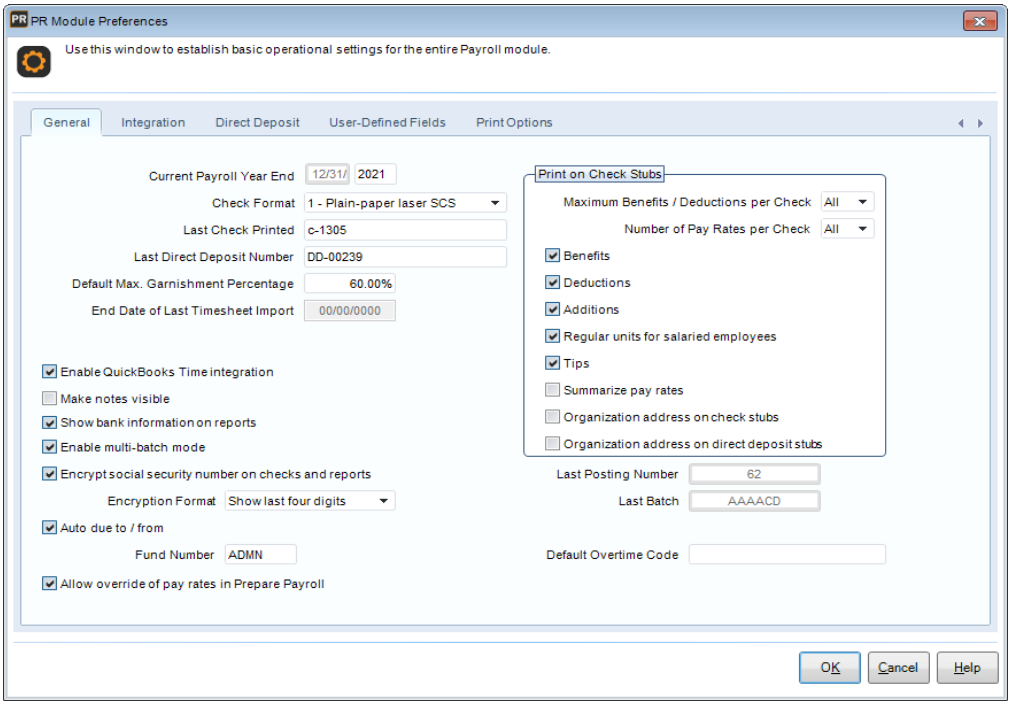


Figure 3: *PR Module Preferences window*

Payroll Relationship with Other Modules

Integration is the way information is shared between installed modules. If you integrate, Payroll automatically sends information to General Ledger, Accounts Payable, and Bank Reconciliation when you post. You can also look up information from these modules. See the Getting Started guide for more information.

> ***NOTE:*** *If you receive an error that indicates integration failed, print the generated report, make the corrections listed, open Module Preferences again, and click the Fix <Module> Integration button on the* ***Integration*** *tab.*

For example, if you integrate Payroll to Bank Reconciliation, you can look up bank account information from Payroll and the accounts are updated when you post. If you choose to integrate Payroll to Accounts Payable, you can access vendor information from Payroll and Accounts Payable totals immediately update when you post. You can set integration on the **Integration** tab of the **PR Module Preferences** window. You can click the **Help** button in the window for detailed information on all of the available fields and options.

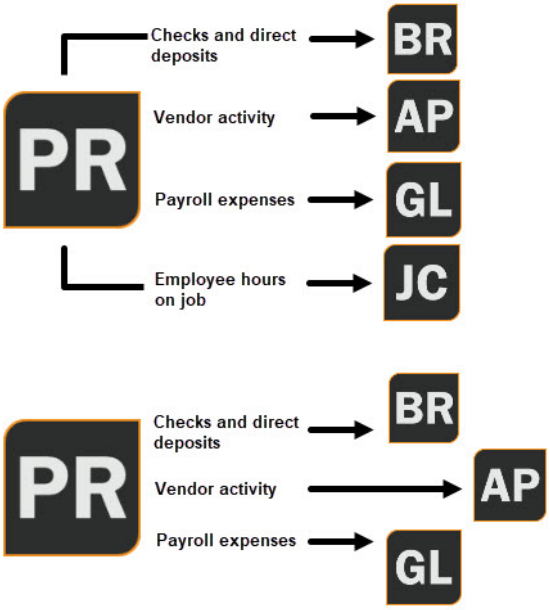


Figure 4: *PR Integration*

Setting up Direct Deposit

When you use direct deposit, you allow employees to deposit their check directly into their bank account instead of receiving a printed check. You can use the **Direct Deposit** tab in the Module Preferences window to set up direct deposit in NACHA format. Although we provide common file format information, you must obtain format requirements from your bank. See “ACH File Structures” on page 105 for common ACH file formats. You must have this information set up before you can generate direct deposits.

To set up direct deposit, select **Options** > **Set Up the Module Preferences** from the left navigation pane, select the **Direct Deposit** tab, enter the required information, and click **OK**.

For more information about the options in this window, click the **Help** button.

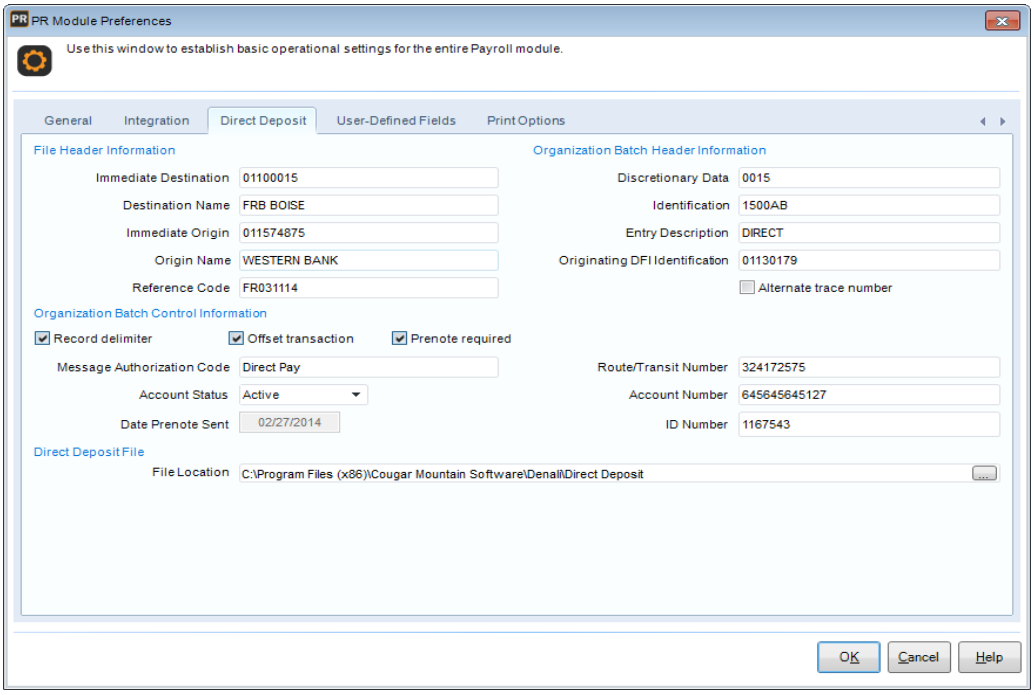


Figure 5: *PR Module Preferences window, Direct Deposit tab*

Your system is now set up to process direct deposit payroll. For information about how to add direct deposit accounts to your employee records, see “Adding Direct Deposit Information” on page 44.

Tracking User-Defined Employee Information

On the **User-Defined Fields** tab of the **PR Module Preferences** window, you can set up customized fields to track employee information of your choice. You can create text, number, date, and check box type user-defined fields. You can also use these fields as filters on some reports.

To set up user-defined fields:

1. Select **Options** > **Establish User-Defined Tracking** from the left navigation pane. The Module Preferences window will open.
2. On the **User-Defined Fields** tab, click the **Add or Edit User-Defined Fields** button.

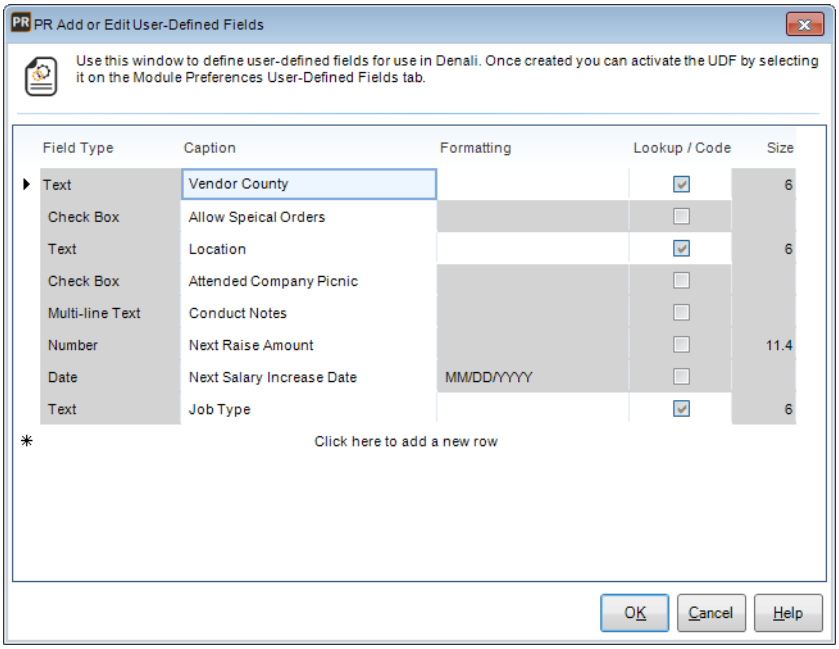


Figure 6: *PR Add or Edit User-Defined Fields window*

3 In the **PR Add or Edit User Defined Fields** window, set up the UDFs you want to use. If you want to create a code type User-Defined Field, choose the Text Field Type and select the **Lookup / Code** check box. You can define specific Codes your employees can select for the Code type UDFs.
For detailed information on the fields in this window, click the **Help** button in the software. See "Formatting User-Defined Fields" on page 104 for the characters you can use to define your UDFs.

4 Click **OK** to return to Module Preferences.

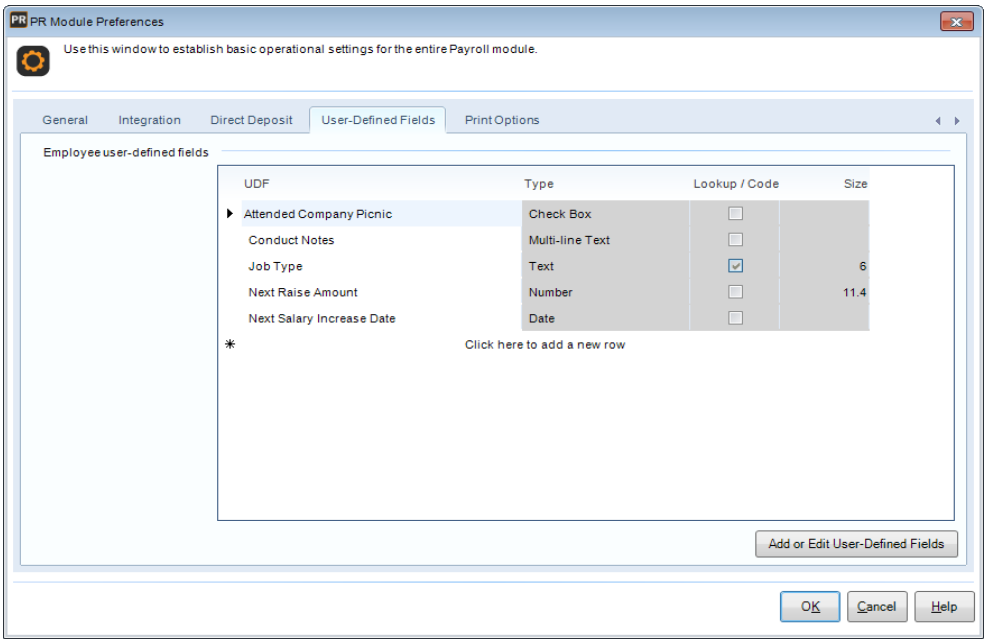


Figure 7: *PR Module Preferences window, User-Defined Fields tab*

5 On the **User-Defined Fields** tab of Module Preferences, you can use the Lookup in the **UDF** column to choose which UDFs you want to appear in the **PR Employee Management** window and in what order they will appear.

6 When you are finished setting up your UDFs, click **OK**.

For information about using these fields after setup, see “Entering Information in User-Defined Fields” on page 47. To define codes for the Code type UDFs, see “User-Defined Codes” on page 30.

Setting Your Printing Preferences for Payroll

Use the **Print Options** tab of the **PR Module Preferences** window to specify your printing preferences for Payroll reports. You can specify default print options for posting reports, checks, direct deposit stubs, and any other report printed from the module. Select the check box in the **Edit** column to have the option to change these default settings every time you print. To learn more about printing reports, see the Getting Started guide.

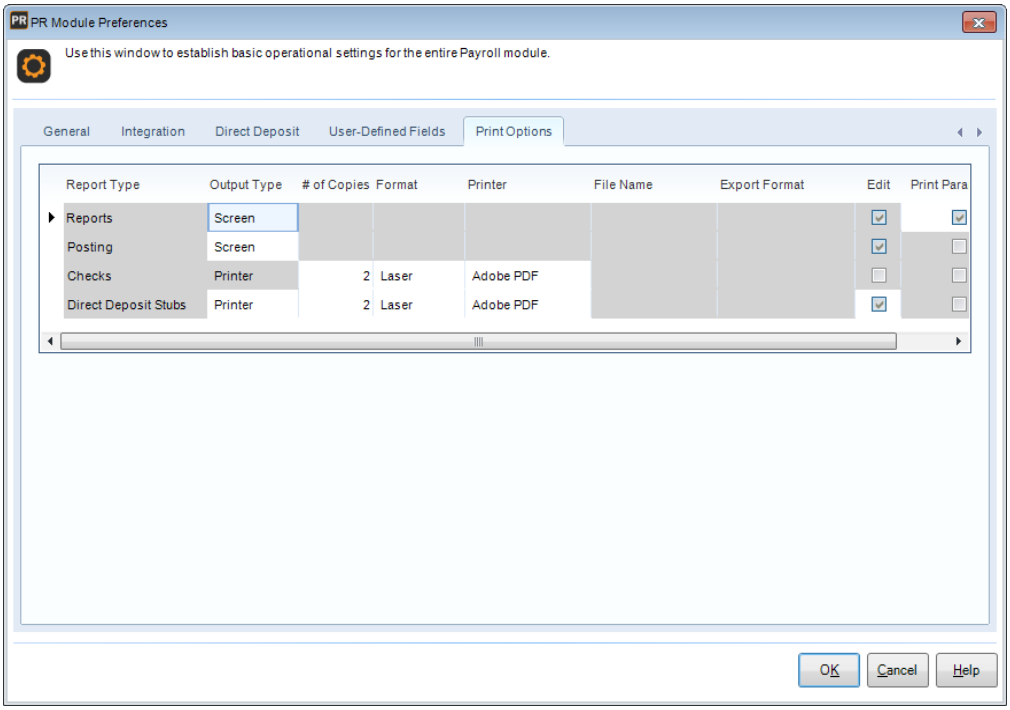


Figure 8: *PR Module Preferences, Print Options tab*

Working with Payroll Codes

Payroll Codes allow you to define important aspects of Payroll, such as benefits/deductions, leave, and taxes. You can create and edit codes from the **Options** menu.

Program Codes

Program Codes allow you to specify the expense accounts you want to post to for each program. You can set up and manage these Codes in the **PR Program Codes** window.

To set up Program Codes:

1 In Payroll, select **Options** > **Program Codes** from the left navigation pane. The Program Codes window will open.

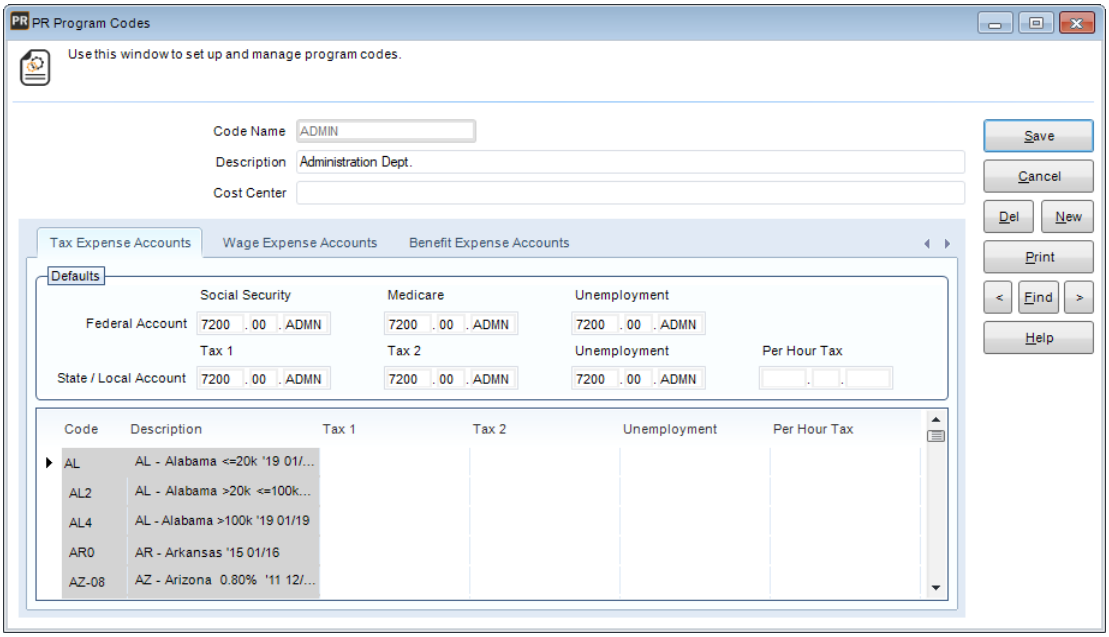


Figure 9: *PR Program Codes window*

2 Enter a unique Code of up to ten characters and a meaningful description.

3 On each tab in the window, set the tax, wage, and benefit expense accounts. If you are integrated to General Ledger, you can use the Lookup.
For more information about the options in this window, click the **Help** button.

4 Click **Save** to save this Code.

You must attach a Program Code to each employee; you can change the default program or use different Program Codes on additional pay records when you enter payroll. You can also attach Program Codes to Benefit/Deduction Codes and use them to sort and filter reports. For information about how to attach Program Codes to your employees, see “Working with Employee Records” on page 37.

Project Codes

Use Project Codes to track the labor cost of different projects employees work on. You can attach the Project Code to a specific pay rate and include it when you run payroll.

To set up Project Codes:

1 In Payroll, select **Options** > **Project Codes** from the left navigation pane. The Project Codes window will open.

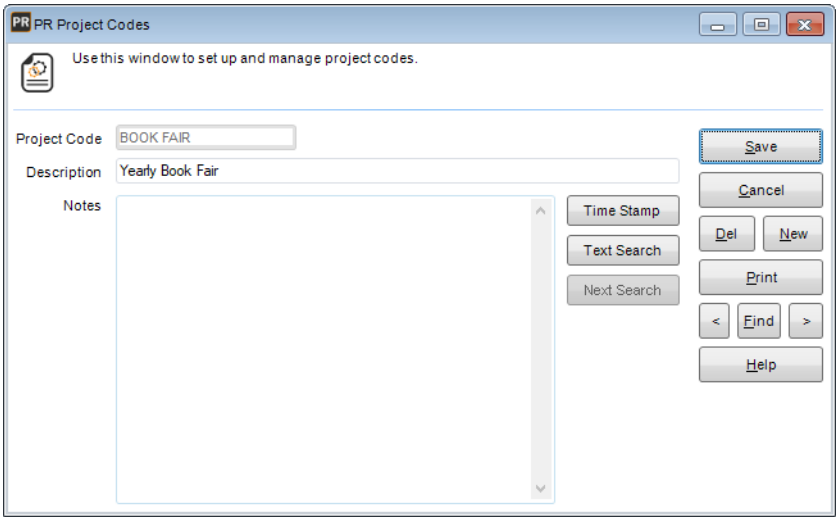


Figure 10: *PR Project Codes window*

2 Enter a unique code of up to ten characters and a meaningful description.

3 If you want to add more information to this Code than the description provides, enter the information in the **Notes** box.

4 Click **Save** to save this Code.

You can attach your Project Codes to employees on the **Pay Rates/Taxes** tab in Employee Management. If you import daily units, the Project Code will import with the pay rate. You can edit the code in the Enter/Edit Daily Units window. You can also add or change a Project Code in the Enter Units window when you prepare payroll.

You can run the Employee Project Report to view current or historical costs for employees working on certain projects or all projects.

Tax Codes

Use the **PR Tax Codes** window to define federal, state, and local taxes. Cougar Mountain provides Tax Codes and updates for you, but you can create new Codes if you need to.

To set up Tax Codes:

1 In Payroll, select **Options** > **Tax Codes** from the left navigation pane. The Tax Codes window will open.

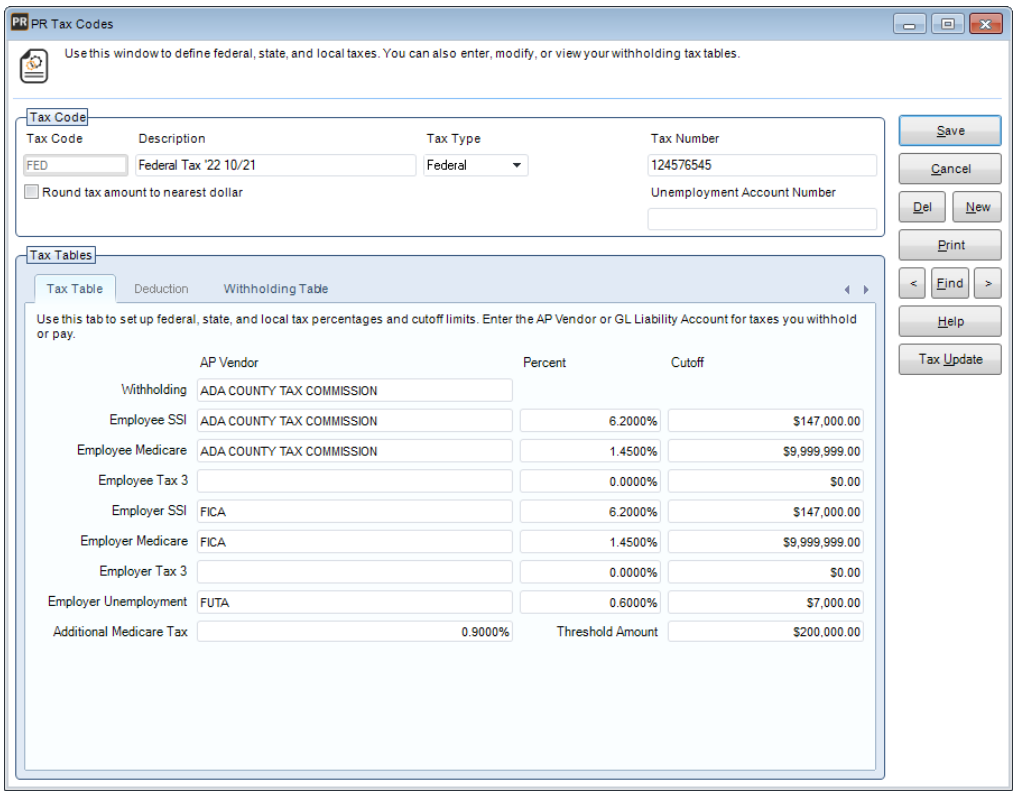


Figure 11: *PR Tax Codes window*

2. Use the Lookup to select a Tax Code you want to modify. If you want to create a Tax Code that isn't provided, enter a unique Code of up to six characters and a meaningful description.
3. From the **Tax Type** drop-down, choose whether this is a federal, state, or local tax.
4. If you are adding a state or local Tax Code and you will report state unemployment through Aatrix, select the state this Tax Code applies to from the **State** drop-down.
5. On the **Tax Table** tab, if you are integrated to Accounts Payable, enter the AP Vendor for taxes withheld and payable. If you are not integrated to Accounts Payable, enter the GL Liability Account number.
6. In the **Percent** and **Cutoff** fields, enter the applicable percentages and cutoff amounts as documented by the Internal Revenue Service or other applicable agency.
7. For state and local Tax Codes, fill out the **Deduction** tab with any additional tax information. If you choose an option besides *None* from the **Use Deduct F Method** drop-down, you can enter minimum and maximum federal deductions.
   For more information about the options in this window, click the **Help** button.
8. Click **Save** to save the Code and close the window.

   For information about how to attach Tax Codes to your employees, see "Attaching Tax Codes" on page 38.

Benefit/Deduction Codes

You can use the **PR Benefit/Deduction Codes** window to set up and manage Benefit, Deduction, Addition, Tip, and Garnishment Codes for employees.

For more information about garnishments, visit the Department of Labor website (http://www.dol.gov/whd/regs/compliance/whdfs30.htm).

> ***Tips & Tricks:*** **Are these Codes Taxable?**
>
> Benefit Codes are automatically sheltered from all taxes and other deductions. The other Code types are paid directly to the employee and are taxable by default. If you attach Shelter Codes to Benefit/Deduction Codes, their taxability changes based on the settings of the Shelter Code.

To set up Benefit/Deduction Codes:

1 In Payroll, select **Options** > **Benefits/Deduction Codes** from the left navigation pane. The Benefit/Deduction Codes window will open.

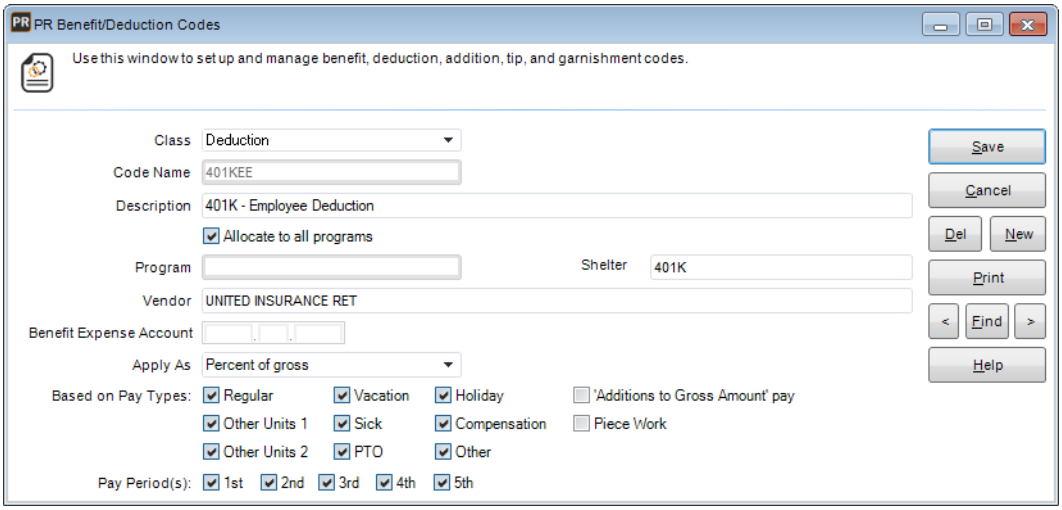


Figure 12: *PR Benefit/Deduction Codes window*

2 Select the type of Code you want to create from the **Class** drop-down.

3 Enter a unique Code of up to ten characters and a meaningful description for this Code.

4 Enter the required information in the remaining fields of the window.
For more information about the options in this window, click the **Help** button.

5 Click **Save** to save changes to this Code.

After you set up the Code you want to use, you must attach it to individual employee records for use during payroll processing. You can attach Benefit/Deduction Codes to employees in the **PR Employee Management** window. You can update benefit/deduction amounts for each payroll in the Prepare Payroll window. See “Attaching Benefits and Deductions” on page 40 for more information on attaching codes to employee records.

Shelter Codes

Tax shelters allow you to reduce taxable wages. For example, you might set up a Shelter Code for an employer-sponsored 401(k) plan. You can use the **PR Shelter Codes** window to set up and manage Shelter Codes.

To set up Shelter Codes:

1 In Payroll, select **Options** > **Shelter Codes** from the left navigation pane. The Shelter Codes window will open.

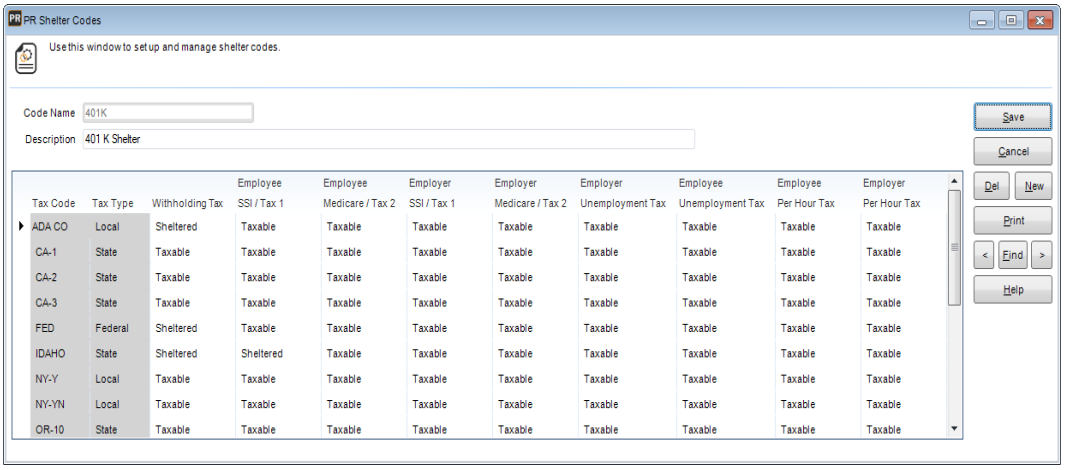


Figure 13: *PR Shelter Codes window*

2 Enter a unique Code of up to ten characters and a meaningful description.

3 All the Tax Codes you previously set up appear in the grid. Use the drop-down fields in the grid to specify if you want to shelter income for each Tax Code.
For more information about the options in this window, click the **Help** button.

4 Click **Save** to save changes to this Code.

You can attach Shelter Codes to Benefit/Deduction Codes, and to leave, and pay rates in the Employee Management window.

Leave Codes

Leave Codes allow you to define the different types of leave you offer and how it is accrued. There are six different leave types, but you can define as many Codes as you want for each type. You can use the **PR Leave Codes** window to set up and manage Leave Codes.

To set up Leave Codes:

1 In Payroll, select **Options** > **Leave Codes** from the left navigation pane. The Leave Codes window will open.

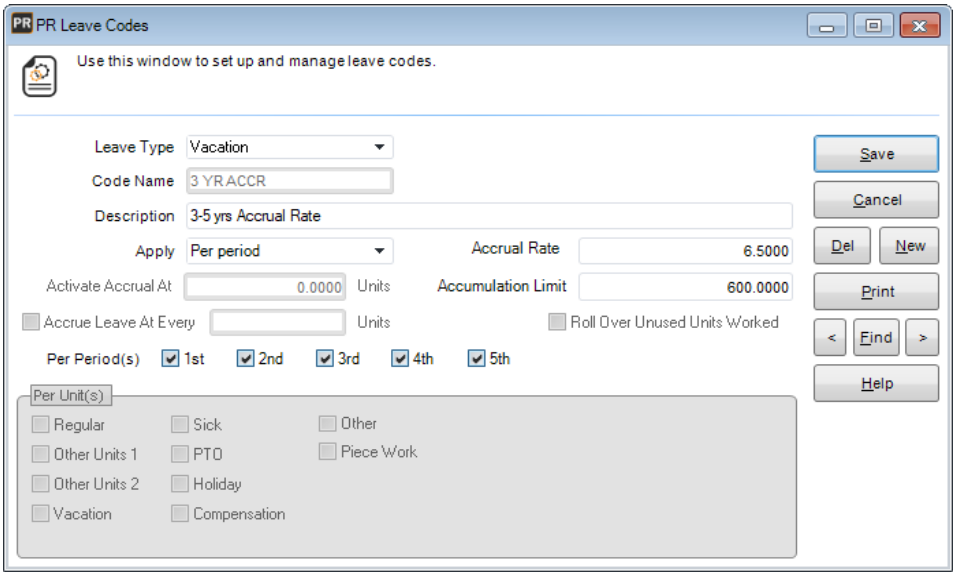


Figure 14: *PR Leave Codes window*

2 Select the type of leave you want to set up from the **Leave Type** drop-down.

3 Enter a unique Code of up to ten characters and a meaningful description.

4 Enter the information in the remaining fields to set up the Code.
The **Per Unit(s)** section of the window is only available for Codes that are applied per unit. You can use these check boxes to apply the Leave Code to specific pay types.
For more information about the options in this window, click the **Help** button.

5 Click **Save** to save changes to this Code.

You can attach Leave Codes to employees on the **Leave** tab of the Employee Management window. See "Attaching Leave Codes" on page 43 for more information on attaching codes to employee records.

In addition to the accumulation limit set here for each Code, you can set a maximum limit for each leave type for each employee in the Employee Management window. For example, you might have 3 different Leave Codes for the PTO Leave Type, each with an accumulation limit of 100. However, if you want the total accrual for the PTO Leave Type to be less than 300, you can limit the total amount on each employee record.

Status Codes

You can create Status Codes to specify the status of your employees. Each employee must have a status defined in the Employee Management window. There are four different status types, but you can create as many Codes as you want for each type. For example, you might create different Temporary Codes for holiday, summer, and winter staff.

You can use the **PR Status Codes** window to set up and manage Status Codes.

To set up Status Codes:

1 In Payroll, select **Options** > **Status Codes** from the left navigation pane. The Status Codes window will open.

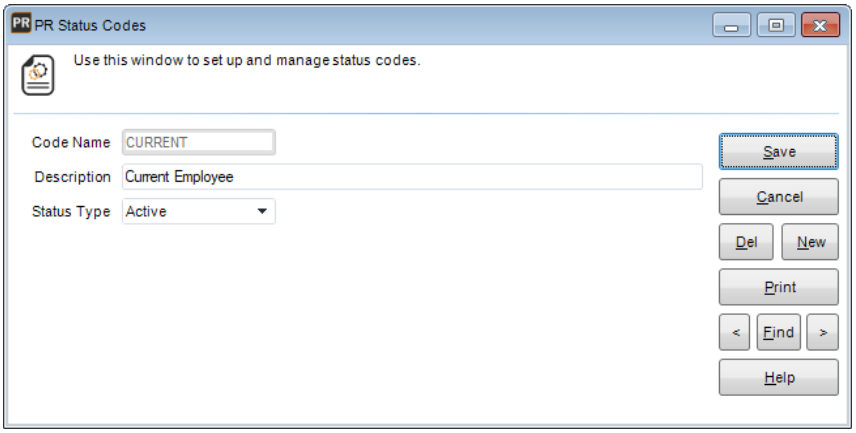


Figure 15: *PR Status Codes window*

2 Enter a unique Code of up to ten characters and a meaningful description.

3 From the drop-down, select the status type for this Code.

4 Click **Save** to save this Code.

You can use Status Codes to filter Payroll reports. For information about how to attach Status Codes to your employees, see “Working with Employee Records” on page 37.

Overtime Codes

If you import daily units from time-tracking software, you need to set up Overtime Codes if your hourly employees receive overtime pay. These codes will define when overtime is calculated. You must set up an Other Unit 1 pay rate for overtime pay and an Other Unit 2 pay rate for double time pay for overtime to calculate.

To create Overtime Codes:

1 In Payroll, select **Options** > **Overtime Codes** from the left navigation pane. The Overtime Codes window will open.

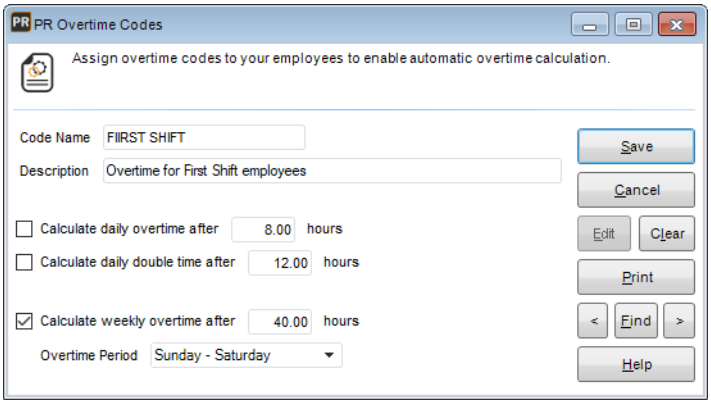


Figure 16: *PR Overtime Codes window*

2 Enter a unique name for this Code and a description.

3 Select the check boxes for daily and/or weekly overtime you want to use for this Code and enter the number of hours worked before overtime starts.

4 Click the **Save** button.

You can add a default Overtime Code for your organization in . You can also add an Overtime Code on each employee record on the tab in Employee Maintenance. If you don't define a Code in either place, overtime will not calculate when you import daily units.

User-Defined Codes

Payroll allows you to define User-Defined Codes to expand the type of information you can track for your employees.

If you set up any code type user-defined fields (UDFs), you can select the UDF from **Options** > **Set Up User-Defined Codes** on the left navigation pane and define the Codes. For example, if you have a UDF of *Job Type*, you can create codes that identify the work you assign to different people in your company.

After you set up the codes you want to use, you must attach them to individual employee records. See "Entering Information in User-Defined Fields" on page 47 for more information on attaching codes to employee records.

Changing or Deleting Codes

After you create a code in Payroll, you can change its description and some of the other information at any time. However, once a code is in use, it is important to know how a change will affect the rest of the software. Changes you make to codes will not affect previously posted transactions.

NOTE: *If you delete a code, please be aware that you might need to add a new code to any transactions or records it was attached to before you can successfully post.*

To change or delete a code:

1 Select **Options** > <Code you want to modify> from the left navigation pane.

2 Type the code or use the Lookup to select the code you want to change or delete.

3 Click the **Edit** button. This button then changes to read **Del**.

4 If you are editing the code, make your changes and click **Save**.
- or -

If you are deleting this code, click the **Del** button.

If you try to delete a code that should not be deleted because it's attached to records or transactions, you will receive an error message. You can then print out a report that indicates what the code is attached to.

Code type	To delete it
Program	You must detach Program Codes from all employees before you can delete the Codes.

Code type (Continued)	To delete it (Continued)
Tax	Once the Code has been posted in the current payroll year, you cannot delete it. If it hasn't been posted, you must detach the Tax Code from all employees before you can delete the Code.
Benefit/Deduction	You can only delete a Benefit/Deduction Code if nothing was posted to it for the current payroll year and you must detach Benefit/Deduction Codes from all employees before you can delete them.
Shelter	You must detach Shelter Codes from all employees before you can delete the Codes.
Leave	You must detach Leave Codes from all employees before you delete the Codes.
Status	You must detach Status Codes from all employees before you can delete the Codes.
Project	You must detach Project Codes from all employees before you delete the Codes.

Printing a Code Report in Payroll

Once you create a number of codes, you might want to print out a list of them for record keeping or for reference. A code report can be printed for all codes.

To print a report for any of the codes in Payroll:

1. In Payroll, select **Options** > <code you want to print> from the left navigation pane.
2. In the window that appears, click the **Print** button.

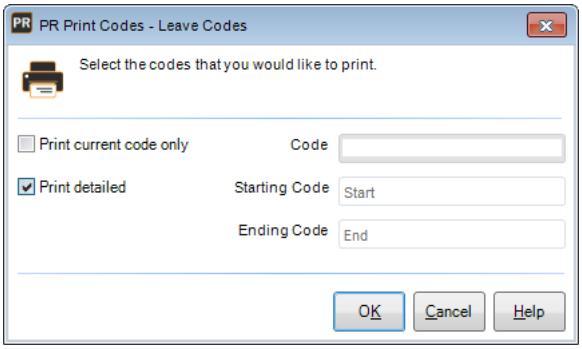


Figure 17: *PR Print Codes window*

3. Select the **Print Current Code Only** check box to print a report for a single code. If the check box is not checked, you can select a range of codes to print.
4. Click **OK**.

PR Leave Codes Report
All Books Surplus (ALLBOO)

2/28/2014 11:34:11 AM **Page 1**

Code		**Description**	
1 YR ACCR		1-3 yrs Accrual Rate	
Leave Type	Vacation		
Apply	Per Period	**Accrual Rate**	5.1000
Accumulation Limit	600.0000		
Per Period(s)	1st, 2nd, 3rd, 4th, 5th		
Code		**Description**	
10 YR ACCR		10+ yrs Accrual Rate	
Leave Type	Vacation		
Apply	Per Period	**Accrual Rate**	8.0000
Accumulation Limit	600.0000		
Per Period(s)	1st, 2nd, 3rd, 4th, 5th		
Code		**Description**	
3 YR ACCR		3-5 yrs Accrual Rate	
Leave Type	Vacation		
Apply	Per Period	**Accrual Rate**	6.5000
Accumulation Limit	600.0000		
Per Period(s)	1st, 2nd, 3rd, 4th, 5th		
Code		**Description**	
5 YR ACCR		5-10 Year Accrual Rate	
Leave Type	PTO		

Figure 18: *PR Codes report*

Setting up W-2 Formats

Use the PR W-2 Formats window to set up and manage any items that will appear on an employee's W-2 in Box 7 through Box 12 and the Other box on the W-2. These formats are only used for the W-2 Preview report. To view the W-2 Preview report from this window, click the **Print Preview** button. See "W-2 Preview" on page 93 for information about the W-2 Preview Report.

To set up W-2 formats for the preview report:

1 Select **Options** > **W-2 Formats** from the left navigation pane.
The **PR W-2 Formats** window appears.

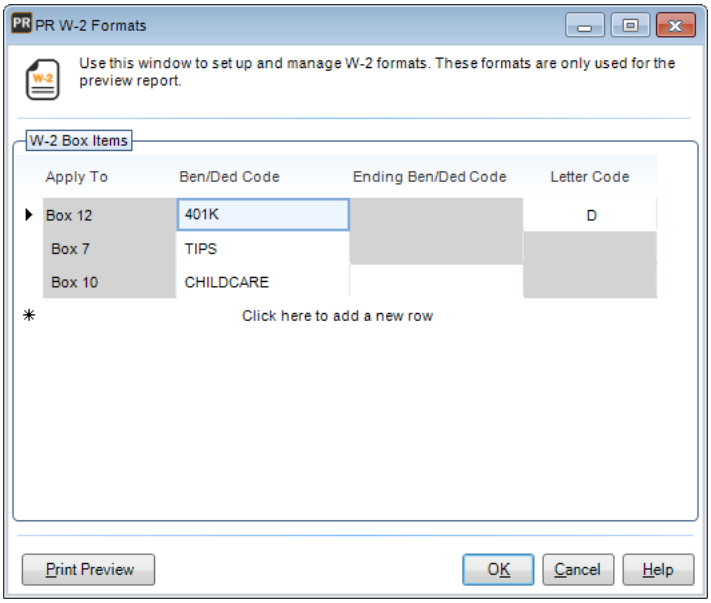


Figure 19: *PR W-2 Formats window*

2 In the **Apply To** drop-down, select the box on the W-2 Preview Report you want the Benefit or Deduction Code to appear in.

3 In the **Ben/Ded Code** column, enter a Benefit or Deduction Code or use the Lookup to select a Code you want to appear on the W-2 Preview Report.

4 If you selected *Box 10* or *Box 11* from the **Apply To** drop-down and you want to add a range of Codes, enter an ending Benefit or Deduction Code or select one from the Lookup in the **Ending Ben/Ded Code** column.

5 If you selected *Box 12* from the **Apply To** drop-down, enter the IRS letter code you want to assign to the Benefit or Deduction in the **Letter Code** column.

6 Click **OK** to save the W-2 format.

Managing Alert Email Addresses

If you want to send email alerts to let certain employees know that a batch is ready for processing, add the email addresses in the **Manage Internal Control Alerts** window. After you enter an email address, it will appear in the list box. The alert will be sent to all the email addresses with the check box selected in this window (see “Sending Email Alerts” on page 67 for information about sending alert emails.

To access the **Manage Internal Control Alerts** window, select **Options** > **Manage Internal Control Alerts** from the left navigation pane. Enter an email address in the **Email Address** field and click **Add** or press Enter on your keyboard. You can only add one address at a time.

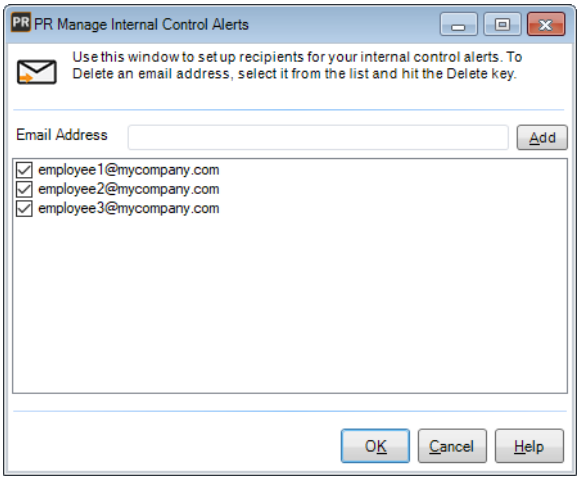


Figure 20: *Manage Internal Control Alerts*

Click the **OK** button when you're done adding email addresses.

To send out the alerts, open the **Send Internal Control Alerts** window on the **Payroll** menu. You must also set up the outgoing email account in Controller before you can use this feature.

Troubleshooting: Setting Up the Payroll Module

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
Where do I get the direct deposit information to enter in Module Preferences?	We provide you with the most common formats, however, your bank might provide different information. You need to contact the bank your payroll withdrawals come from. See “ACH File Structures” on page 105 for the most common direct deposit formats.
CMS Professional had multiple Tax Codes, but I only see one Tax Code in Denali.	Denali includes all filing statuses in one Tax Code, so many Tax Codes in CMS Professional are combined into a single Tax Code in Denali. If you’re not sure which Tax Code to attach to an employee because Cougar Mountain supplies multiple withholding tables for a state, you can access the TaxDocs folder on your Denali installation disk (or .iso file, if you downloaded Denali) to view detailed information about each state’s tax tables.

Chapter

3

Managing Your Employee Records

Working with Employee Records

Modifying or Deleting an Existing Employee Record

Viewing Employee History

Renumbering Employee Records

Copy Employee Records to or from Another Organization

Importing and Exporting Employee Records

Exporting Employee Records to QuickBooks Time

Importing Employee Records from QuickBooks Time

Troubleshooting: Managing Your Employee Records

DENALI

The Employee Management window allows you to add and view all your employee information in one place. You can enter general information, such as name, address, filing status, and program; along with pay rates, benefits/deductions, leave, and direct deposit information. You can also view a year-to-date summary of all posted transactions.

Working with Employee Records

Once you establish your numbering scheme and gather relevant employee information, you can begin to enter employee records in the **PR Employee Management** window.

To create a new employee record:

1 In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

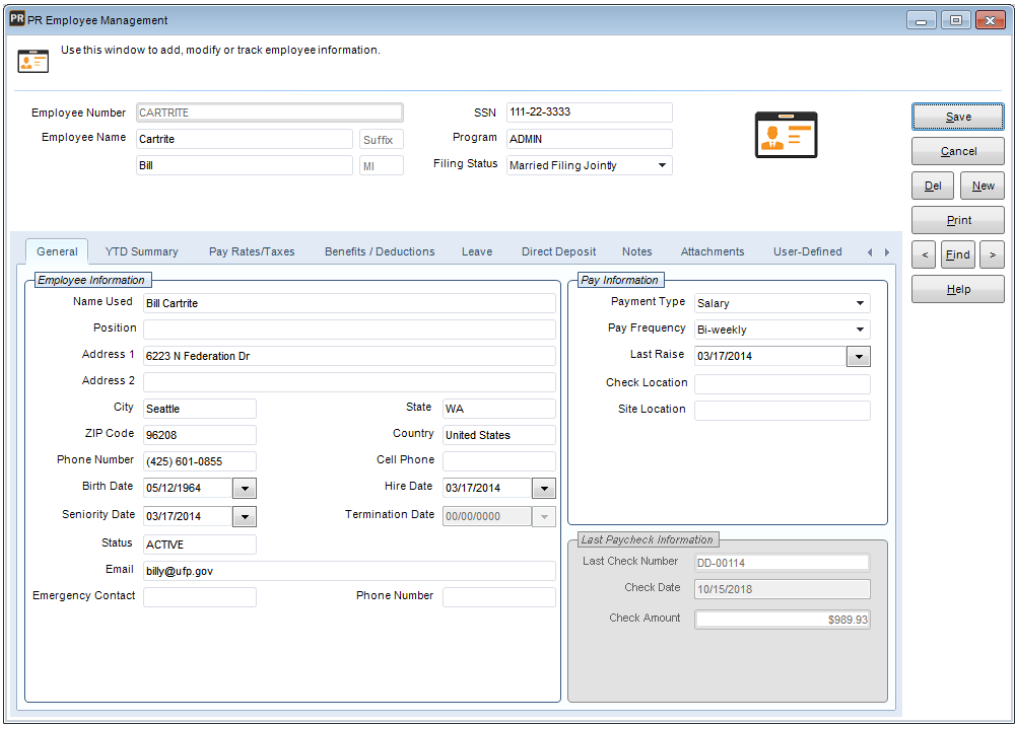


Figure 21: *PR Employee Management window*

2 Enter a unique employee number of up to 25 characters.

3 Enter the employee's Social Security number.

4 Enter a Program Code. The Program Code specifies which GL accounts update when you post payroll. You can change the Program Code for individual pay rates if the employee works for multiple programs.

5 Enter the employee's name and choose their filing status.

6 Enter additional information for the employee on this tab, such as their address, hire date, and pay information. For information on the settings available in this window, click the **Help** button.

7 Click **Save** to save the record.

Attaching Tax Codes

After you create Tax Codes in the **PR Tax Codes** window, you can use the **Pay Rates/Taxes** tab of the **PR Employee Management** window to attach them to specific employees. For information about how to set up Tax Codes, see "Tax Codes" on page 24.

To attach taxes to an employee record:

1 In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

2 If you are attaching a Code to an existing employee, in the **Employee Number** field, enter an employee or use the Lookup to select the employee you want to attach a code to and select the **Edit** button.

3 Select the **Pay Rates/Taxes** tab.

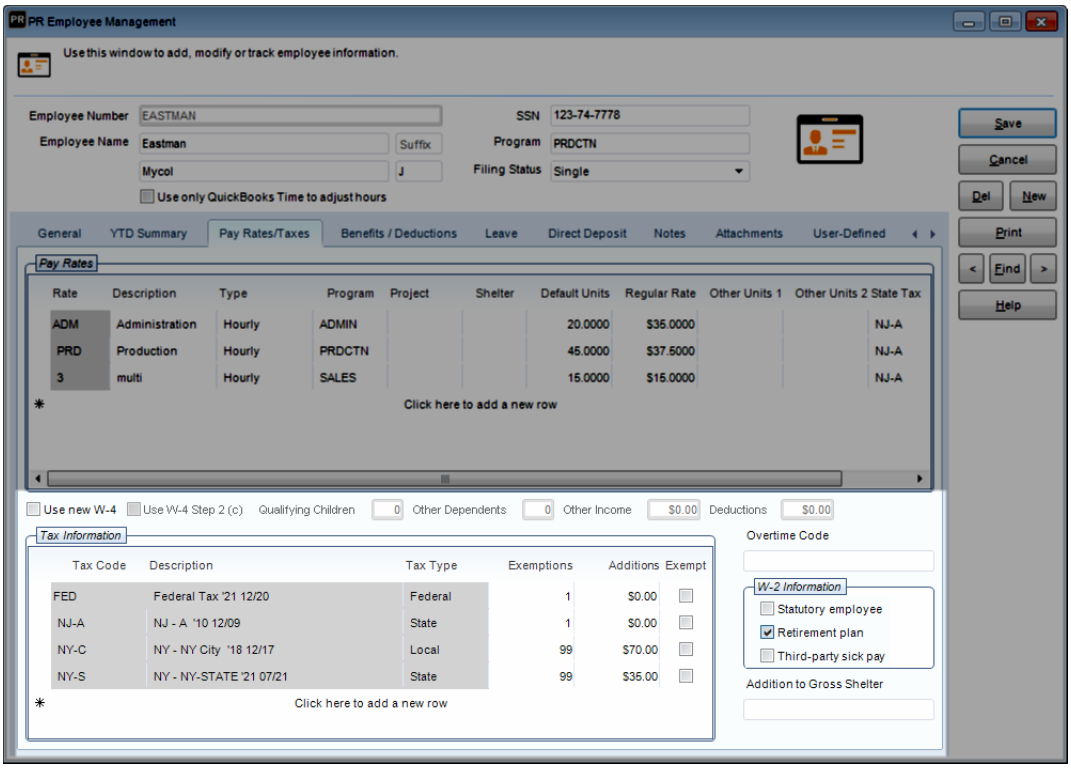


Figure 22: *PR Employee Management window, Pay Rates/Taxes tab Tax Information section*

4 In the **Tax Information** grid, enter an existing Tax Code or select a Code from the Lookup in the **Tax Code** column.

5 Add any exemptions or additions.

6 Click **Save** to save the employee record.

Adding Pay Rates

You can use the **Pay Rates/Taxes** tab of the **PR Employee Management** window to add pay rates to your employees. You can add as many pay rates as you need to for each employee. Each pay rate you enter will appear as a record in the Enter Units window when you enter payroll. For example, if you have an employee that works in different programs at different pay rates, you can enter them here and each time you run payroll, the records for each pay rate will be included.

> ***NOTE:*** *If you use QuickBooks Time for time and attendance tracking, you cannot name a pay rate* Other or *it will cause an error.*

To add pay rates to an employee record:

1. In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.
2. If you are attaching a Code to an existing employee, in the **Employee Number** field, enter an employee or use the Lookup to choose the employee you want to attach a code to and click the **Edit** button.
3. Select the **Pay Rates/Taxes** tab.

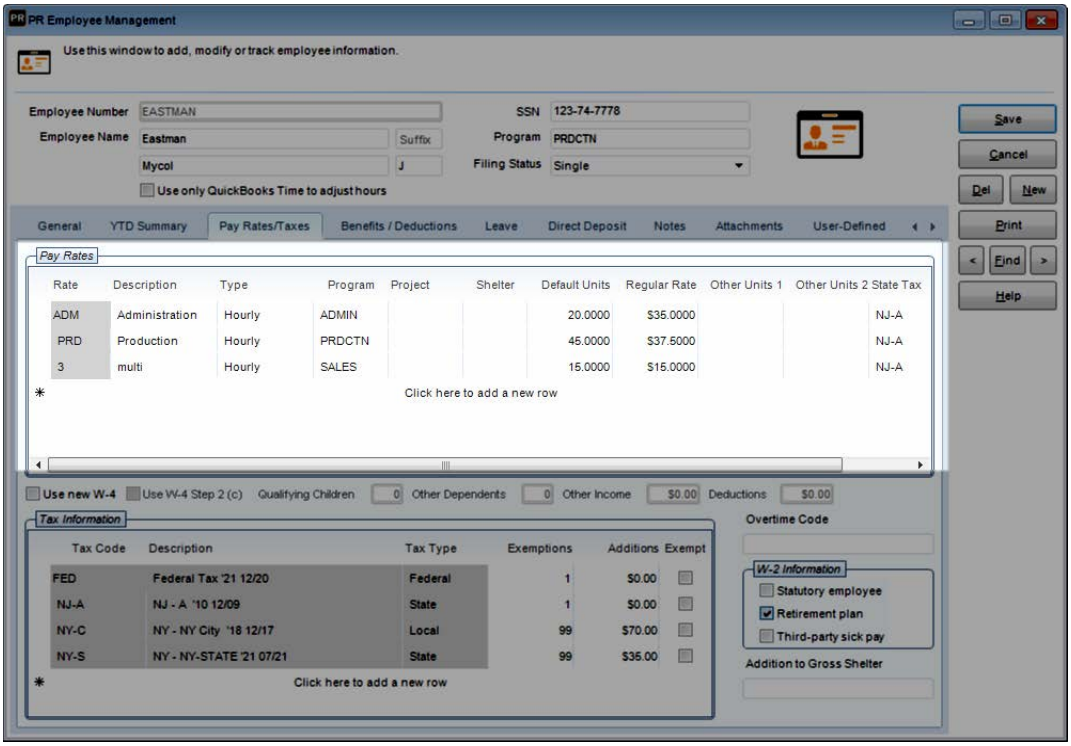


Figure 23: *PR Employee Management window, Pay Rates/Taxes tab Pay Rates section*

4. In the **Pay Rates** grid, enter information about each pay rate, including a name, type, default units, rate amount, Project Code, and Shelter Code, if necessary. You can also change the default Program and Tax Codes if necessary. For information on the settings available in this window, click the **Help** button.

> ***NOTE:*** *If you import daily units from a time clock, leave the Default Units blank. The hours you import will be used when you process payroll.*

5 Click **Save** to save the pay rate to this employee record. Once you save the record, the **Rate** column is read-only.

Attaching Benefits and Deductions

You can use the **Benefits / Deductions** tab of the **PR Employee Management** window to add benefits and deductions to your employee records after you define them in the **PR Benefit/Deduction Codes** window. See “Benefit/Deduction Codes” on page 25 for more information about defining Benefit/ Deduction Codes.

To attach benefits or deductions to an employee record:

1 In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

2 If you are attaching a Code to an existing employee, in the **Employee Number** field, enter an employee or use the Lookup to choose the employee you want to attach a code to and click the **Edit** button.

3 Click the **Benefits / Deductions** tab.

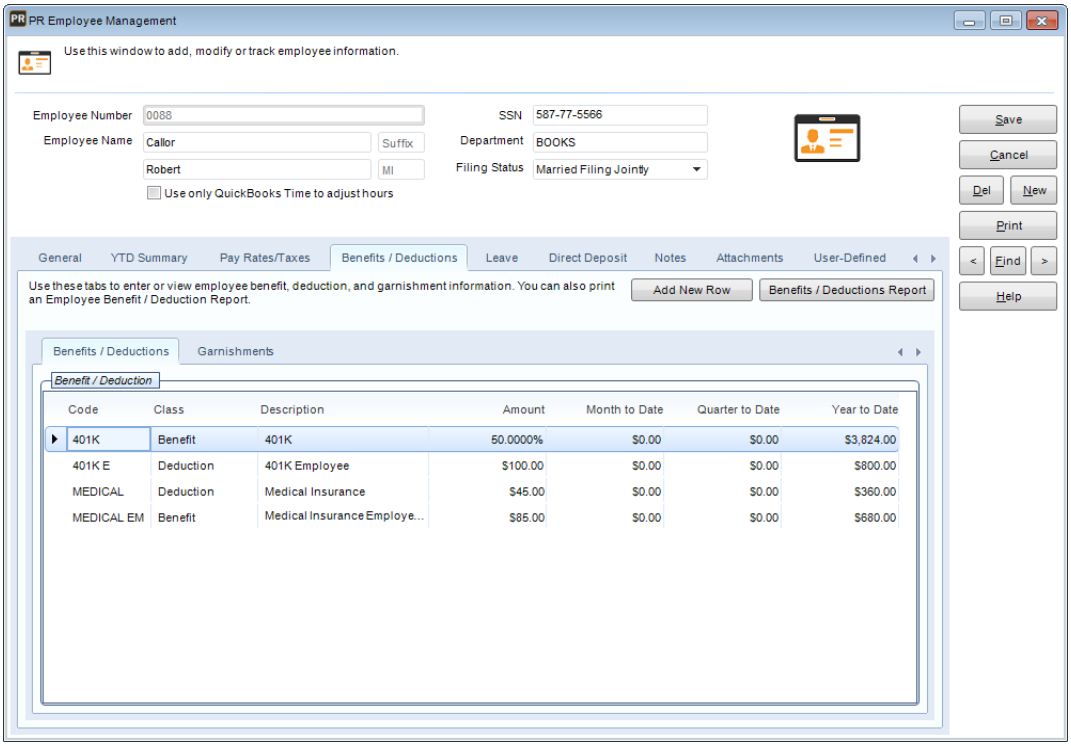


Figure 24: *PR Employee Management window, Benefits/Deductions tab*

4 Click the **Add New Row** button or double-click a row to edit an attached benefit/deduction. The PR Employee Benefits/Deductions window opens.

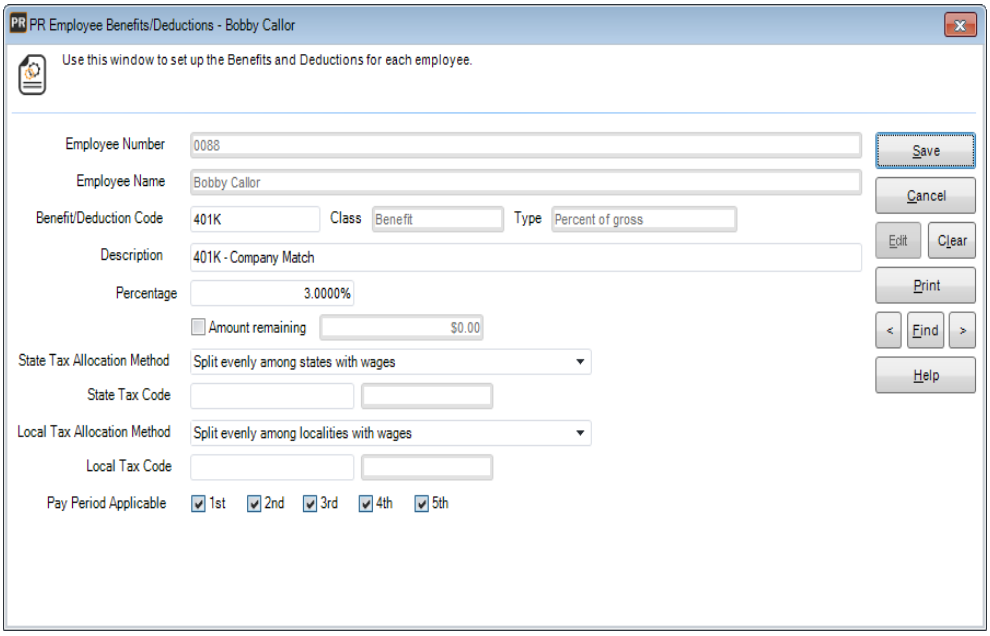


Figure 25: *PR Employee Benefits/Deductions window*

5 In the **Benefit/Deduction Code** field, enter an existing Benefit or Deduction Code or select one from the Lookup.

6 In the remaining fields, define this benefit/deduction for this employee. For information on the settings available in this window, click the **Help** button.

7 Click **Save** to add this benefit or deduction to the employee record. When you finish adding benefits and deductions to this employee record, select **Cancel** to return to the **PR Employee Management** window.

8 Click **Save** to save the benefits/deductions to this employee record.

> ***NOTE:*** *All percentage deductions are based on gross pay. You can make adjustments to benefit/deduction amounts in the* Enter Benefit/Deduction Amounts *window when you process payroll.*

Attaching Garnishments

You can use the **Benefits / Deductions** tab of the **PR Employee Management** window to add garnishments to your employees after you define them in the **PR Benefit/Deduction Codes** window. See “Benefit/Deduction Codes” on page 25 for more information about defining Garnishment Codes.

To attach garnishments to an employee record:

1 In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

2 If you are attaching a Code to an existing employee, in the **Employee Number** field, enter an employee or use the Lookup to choose the employee you want to attach a code to and select the **Edit** button.

3 Click the **Benefits / Deductions** tab and then select the **Garnishments** tab.

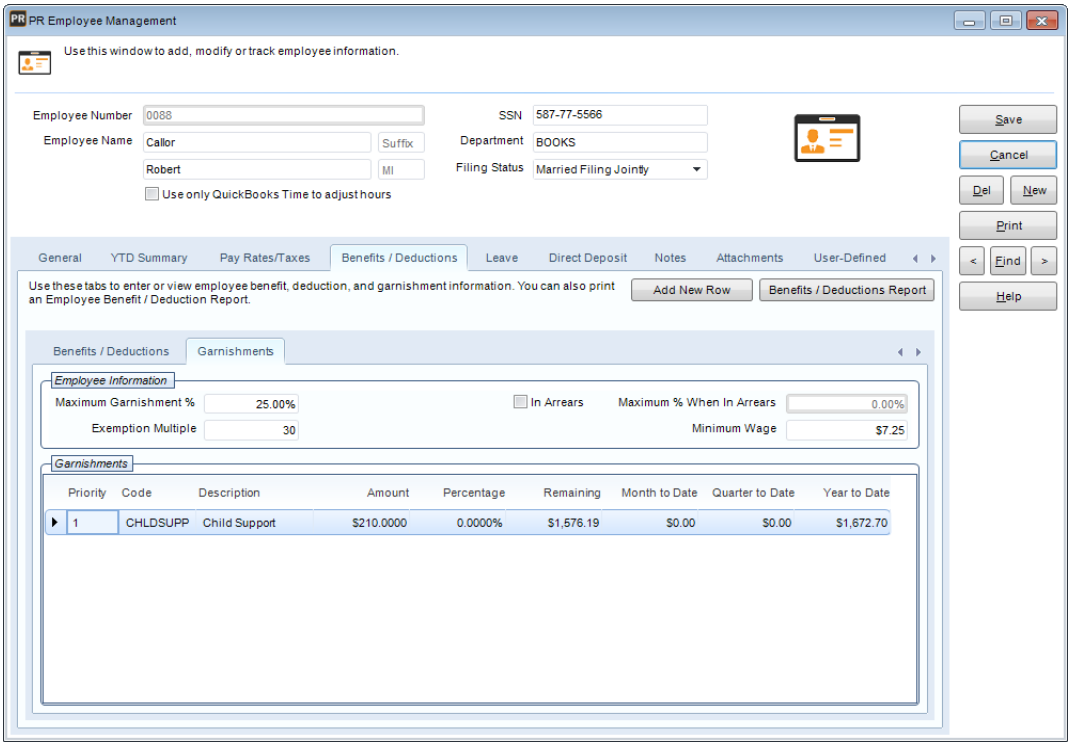


Figure 26: *PR Employee Management window, Benefits/Deductions tab: Garnishments tab*

4 In the **Employee Information** section, enter general garnishment information, such as the maximum percentages and minimum wage exemption amounts.

5 Click the **Add New Row** button.
The PR Employee Garnishments window opens.

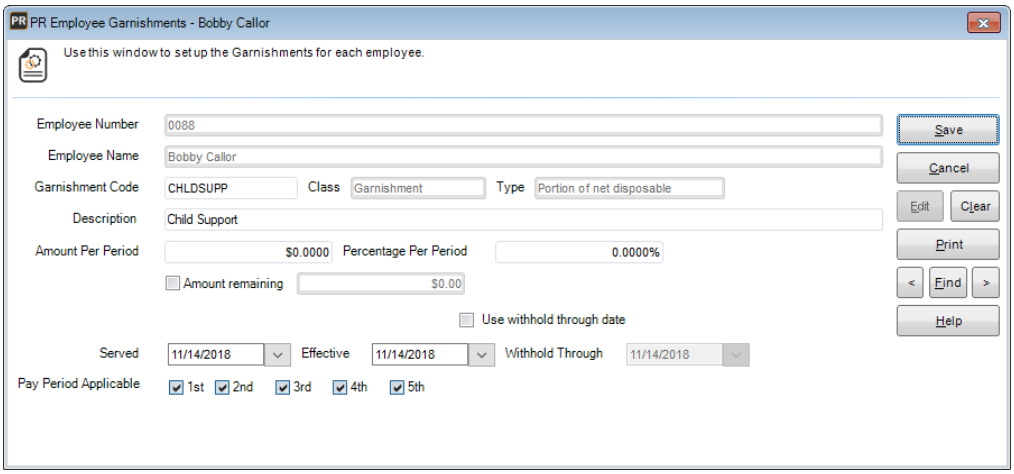


Figure 27: *PR Employee Garnishments window*

6 In the **Garnishment Code** field, enter an existing Garnishment Code or use the Lookup to choose one.

7 In the remaining fields, define this garnishment for this employee. For information on the settings available in this window, click the **Help** button.

8 Click **Save** to add this garnishment to the employee record. When you finish adding garnishments to this employee record, select **Cancel** to return to the **PR Employee Management** window.

9 Click **Save** to save the garnishment to this employee record.

Attaching Leave Codes

After you define Leave Codes in the **PR Leave Codes** window, you can attach them to employees on the **Leave** tab of the **PR Employee Management** window. See “Leave Codes” on page 27 for more information about defining Leave Codes.

To attach Leave Codes to an employee record:

1 In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

2 If you are attaching a Code to an existing employee, in the **Employee Number** field, enter an employee or use the Lookup to choose the employee you want to attach a code to and select the **Edit** button.

3 Click the **Leave** tab.

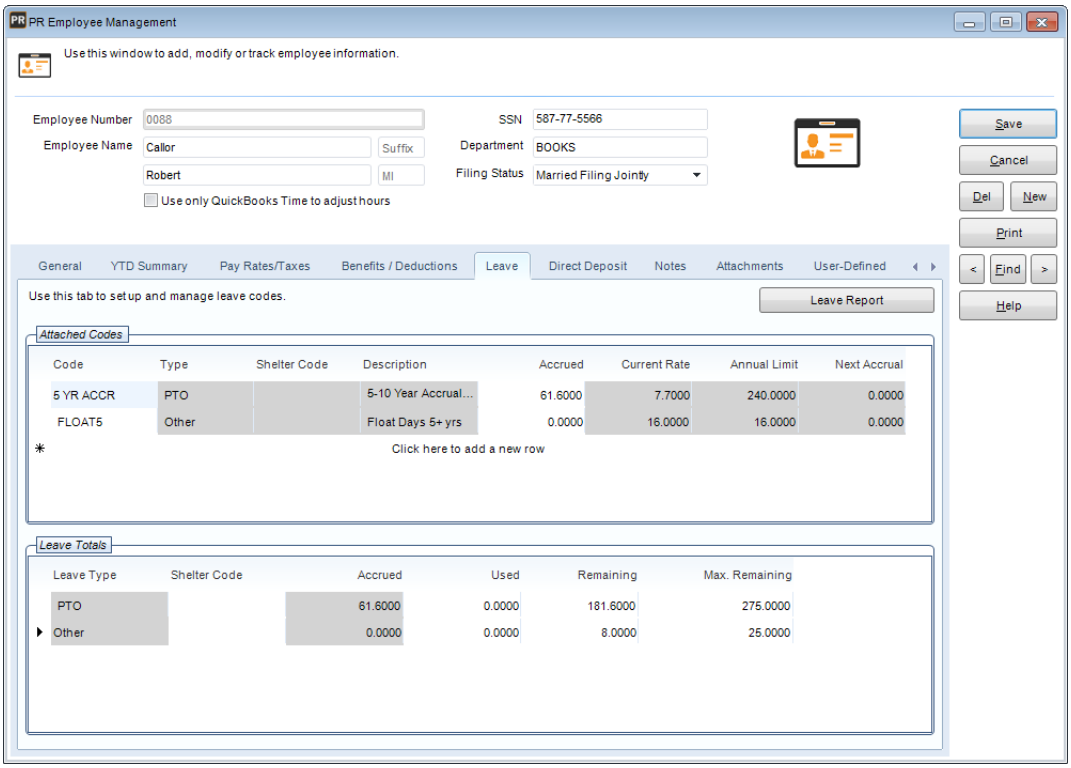


Figure 28: *PR Employee Management window, Leave tab*

4 In the **Attached Codes** section of the window, enter a Leave Code in the **Code** column or choose one from the Lookup.

5 Enter any leave that was accrued this year in the **Accrued** column.

6 In the **Leave Totals** section of the window, set any options applicable to this Code. For information on the settings available in this window, click the **Help** button.
The Leave Codes you enter in the **Attached Codes** section are grouped by Type in the **Leave Totals** section. You must set a maximum remaining accrual amount in the **Max. Remaining** field for each Leave Type for each employee. This is the most leave the employee can hold at any given time.

7 Enter a Shelter Code, if applicable, and the total amounts remaining and used for all Leave Types.

8 Click **Save** to save the leave information to this employee record.

> ***Tips & Tricks:*** **Using Variable Leave Accrual Rates**
>
> Here is one way you can accomplish using variable leave:
>
> Create a Leave Code for each variable rate your company uses. Each pay period, edit the Leave Codes so the Accrual Rate field has the correct rate for the current pay period. Then process periodic leave for the variable rate Leave Codes.

Adding Direct Deposit Information

You can use the **Direct Deposit** tab of the **PR Employee Management** window to add direct deposit information to your employees. If you want to print a check for an employee that has direct deposit set up, uncheck the **Direct Deposit Transaction** check box in the **Adjust Header Information** window. For information about defining your bank settings for direct deposit, see “Setting up Direct Deposit” on page 19.

To add direct deposit information to an employee record:

1 In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

2 If you are attaching a Code to an existing employee, in the **Employee Number** field, enter an employee or use the Lookup to choose the employee you want to attach a code to and select the **Edit** button.

3 Click the **Direct Deposit** tab.

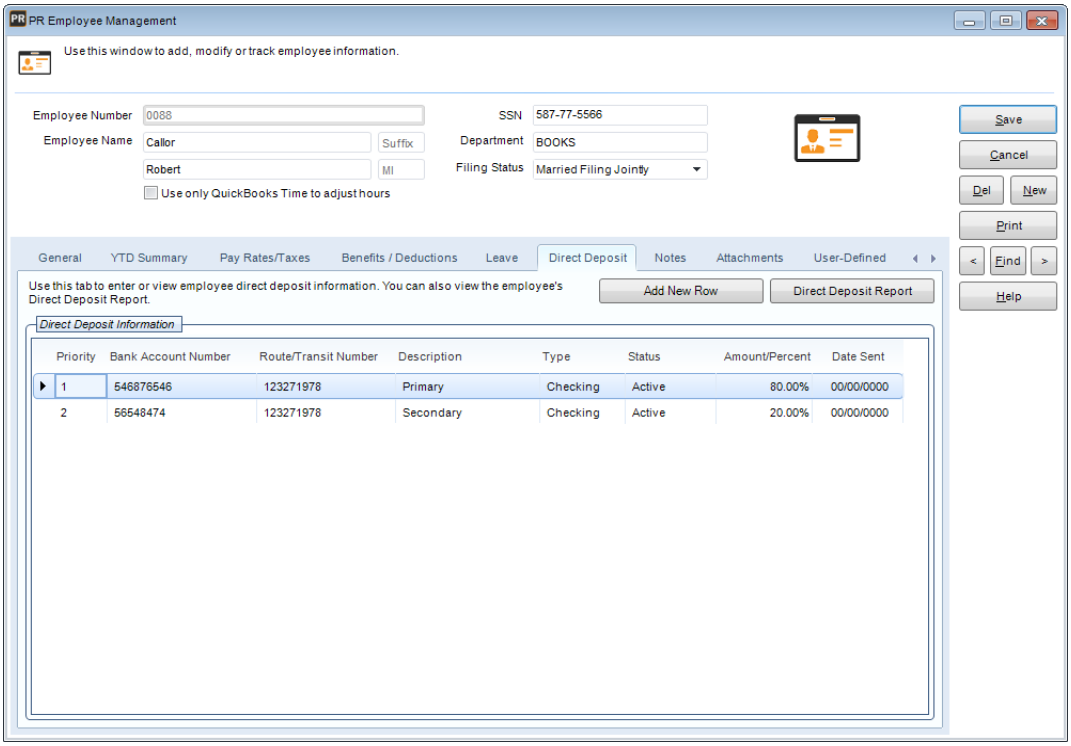


Figure 29: *PR Employee Management window, Direct Deposit tab*

4 If you want to edit an existing direct deposit, double-click the row you want to edit. Click the **Add New Row** button to add new direct deposit information.

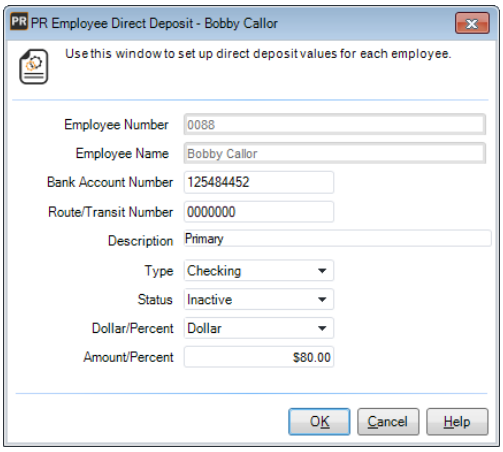


Figure 30: *PR Employee Direct Deposit window*

5 In the PR Employee Direct Deposit window, enter the bank information and the amount/percent for this deposit.
The status must be set to *Active* before this direct deposit will generate.
For information on the settings available in this window, click the **Help** button.

6 Click **Save** to save the direct deposit information to this employee record.

The total percent for all direct deposits cannot be more than 100%. Lower priority percentages are based on the amount remaining after the priority above is generated. You can drag and drop rows in the **Direct Deposit Information** grid to change their priority order.

Attaching Files to Employee Records

Use the **Attachments** tab in the **PR Employee Management** window to attach files directly to an employee record. For example, you might attach an employment contract or other signed document. You can add, change, or remove files as needed.

To attach a file to an employee record:

1 In Payroll, select **Employee** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

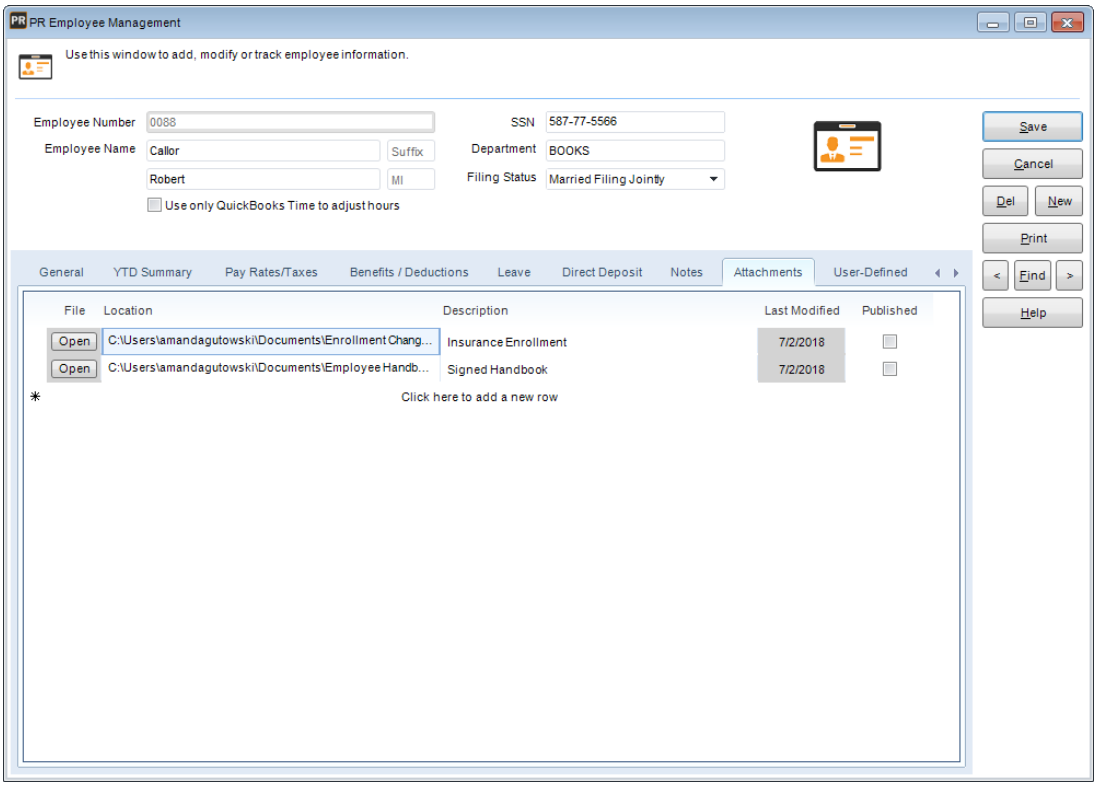


Figure 31: *PR Employee Management window, Attachments tab*

2 Enter the Employee Number you want to add an attachment to or choose it from the Lookup.

3 Click the **Edit** button.

4 Click the **Attachments** tab.

5 Use the browse button in the **Location** field to select the file you want to attach.

6 Enter a description of the attachment.

7 If you want to publish this file to the SQL server, select the **Published** check box. This will allow everyone that has access to the server to access the file. If you want to allow access only to users on the local machine, leave the check box unchecked.
When you back up your data through Denali or SQL, unpublished files will not be included.

8 Click **Save** to attach the file to this record and, if you selected the **Published** check box, to publish a copy of the file to the server.

Click the **Open** button to open the attachment. Use the right-click menu at the start of the row to delete a row, open the attachment, or unpublish the file. You can also click the column headings to sort by that column.

For information on the settings available in this window, click the **Help** button.

Entering Information in User-Defined Fields

If you defined any of the available User-Defined Fields (UDFs) on the **User-Defined Fields** tab of the **PR Module Preferences** window, the fields are available on the **User-Defined** tab of the **PR Employee Management** window for you to edit or view. You can use the Lookup in Code type UDFs to attach the codes you created to employees.

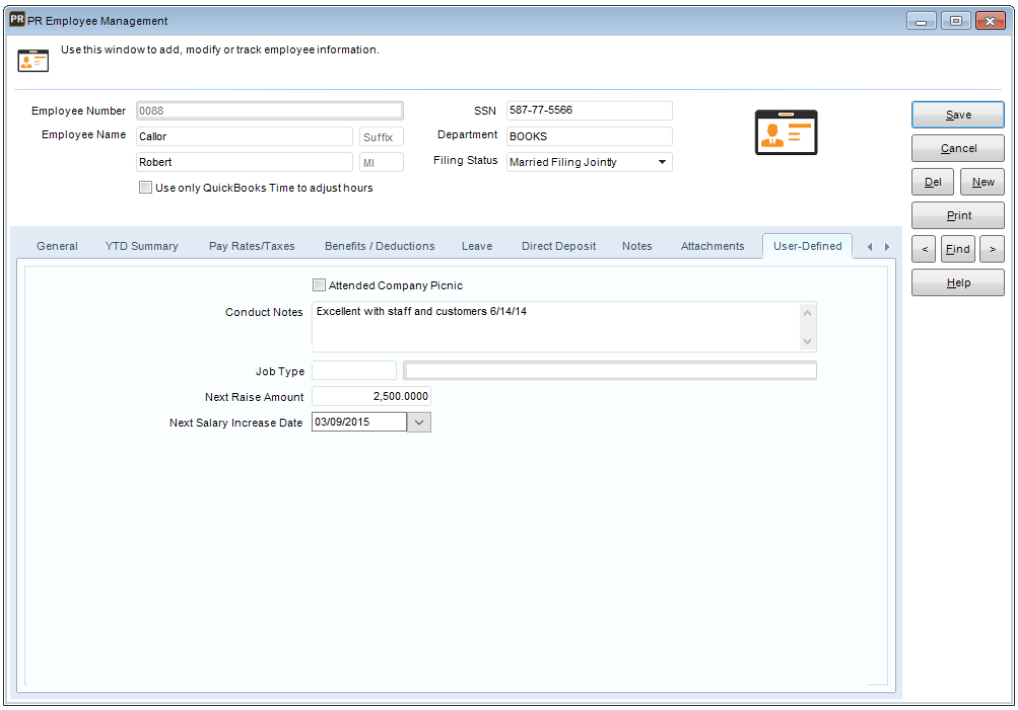


Figure 32: *PR Employee Management window, User-Defined tab*

For more information on creating User-Defined Codes and Fields, see “User-Defined Codes” on page 30.

You can use these fields to sort and/or filter Payroll reports so you can quickly get the information you need. See “Filter Ranges and Filter Methods” on page 84 for more information.

Modifying or Deleting an Existing Employee Record

You can modify or delete your employee records in the **PR Employee Management** window. You cannot edit an employee record if the employee is included in the current payroll batch.

If you selected the **Enable QuickBooks Time integration** check box in Module Preferences, when you save changes in Denali, the corresponding fields will be updated in QuickBooks Time. If you delete an employee record in Denali, the employee record is archived in QuickBooks Time.

To modify an employee record:

1 In Payroll, select **Employees** > **Add / Change Employee Records** from the left navigation pane. The Employee Management window will open.

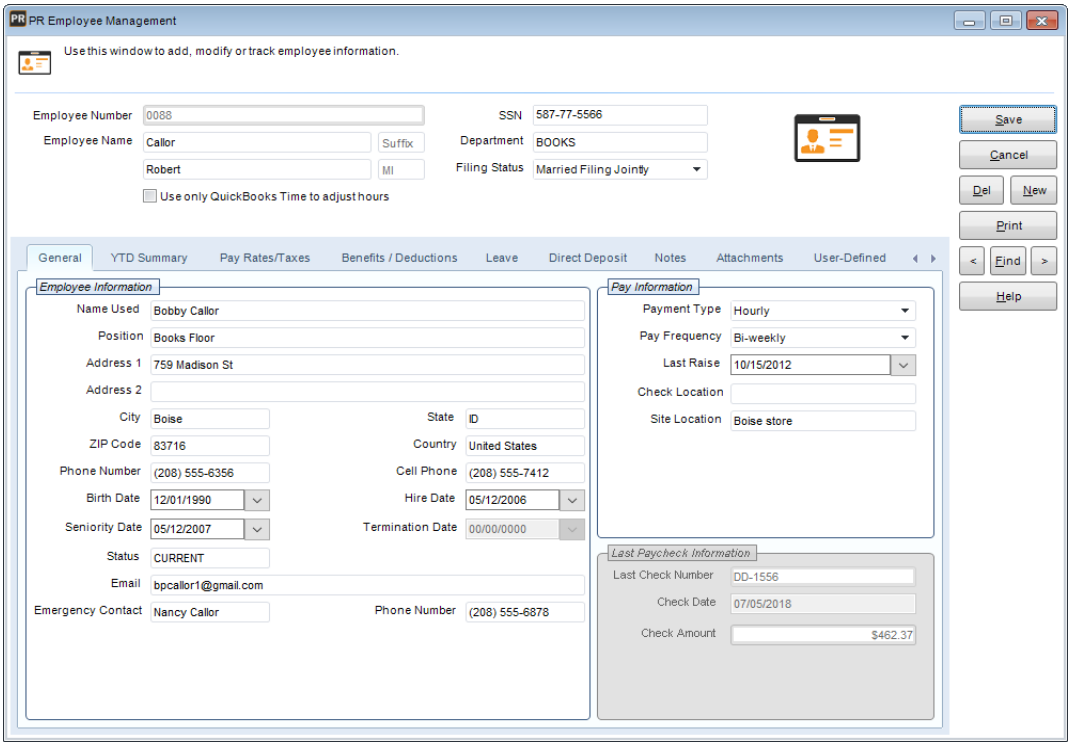


Figure 33: *PR Employee Management window*

2 In the **Employee Number** field, type the Employee Number or use the Lookup to find the record you want to modify.

3 Click the **Edit** button.

4 Make any necessary changes to the record and click **Save**.

If you want to delete the employee record, after you click the **Edit** button, click the **Del** button. This record and all payroll history will be permanently deleted. You can only delete employee records that have no posted payroll in the current period (after January 1 of the year shown in Module Preferences).

If you don't want to permanently delete the record, you can set the employee's status on the **General Information** tab to *Terminated* or *Inactive* and the record will no longer appear when you enter payroll. You can also use the **Status** filter to exclude the record on most reports.

Viewing Employee History

You can view year-to-date history for an employee on the **YTD Summary** tab of the **PR Employee Management** window. This tab displays detail information about each posted payroll as well as summary information for the year. The information on this tab is read-only. You can use the sort and filter features to view the information in different ways.

To view history information for an employee, select **Employees** > **Add / Change Employee Records** from the navigation pane and click the **YTD Summary** tab in the **PR Employee Management** window. You can also use this tab to print the employee's History Report and to print W-2 Preview Reports.

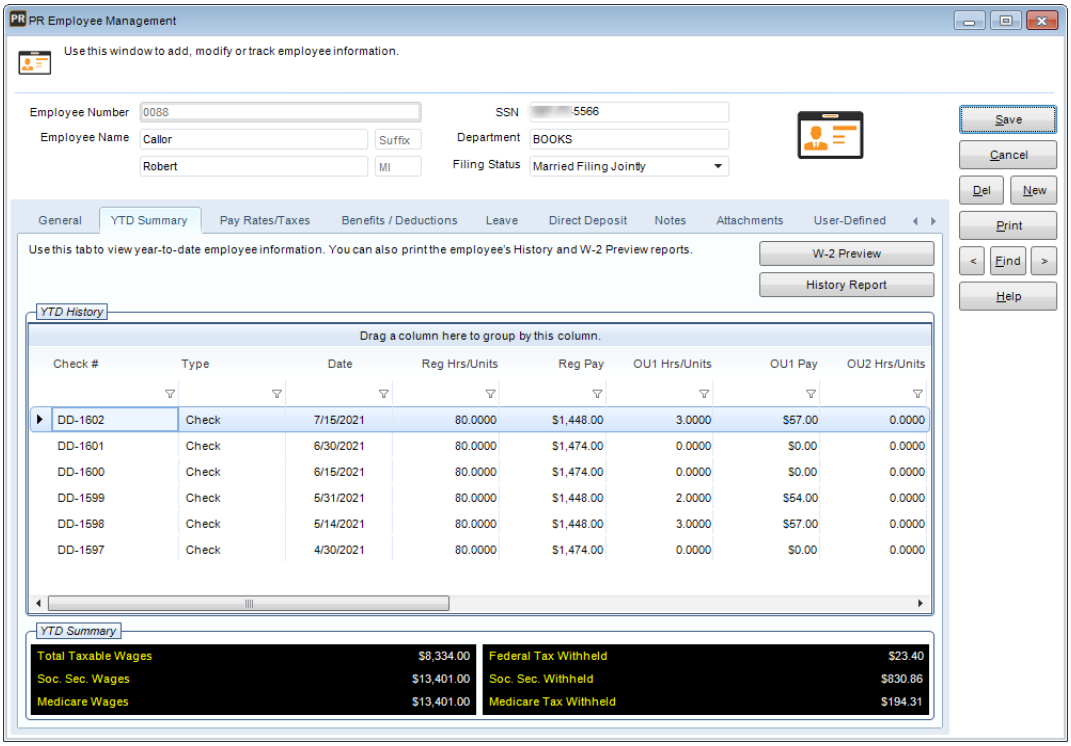


Figure 34: *PR Employee Management window, YTD Summary tab*

Renumbering Employee Records

If you need to renumber employee records, you can use the **PR Renumber Employee Records** window. All history and current information will be copied to the new employee number.

To renumber your employee records:

1 In Payroll, select **Employees** > **Renumber Employee Records** from the navigation pane. The Renumber Employee Records window will open.

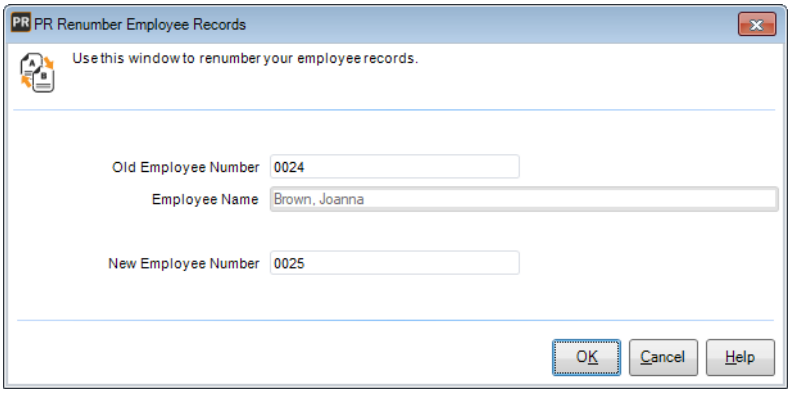


Figure 35: *PR Renumber Employee Records window*

2 In the **PR Renumber Employee Records** window, enter the employee number you want to change in the **Old Employee Number** field.

3 Enter the new employee number in the **New Employee Number** field.

4 Click **OK** to renumber this record.

The record now uses the new number throughout the system.

Copy Employee Records to or from Another Organization

If you have more than one organization set up in Denali and you want to copy employees to or from another organization, you can use the **PR Copy Employees** window.

To copy employees to or from another organization:

1 In Payroll, select **Employees** > **Copy Employee Records** from the left navigation pane. The Copy Employees window will open.

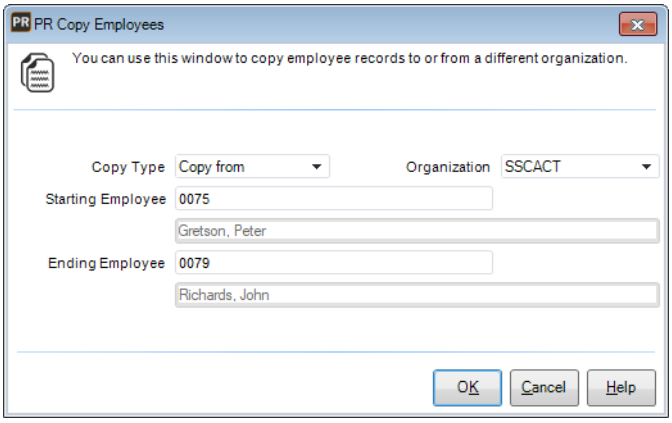


Figure 36: *PR Copy Employees window*

2 From the **Code Type** drop-down, choose whether you want to copy employee records to or from another organization.

3 From the **Organization** drop-down, select the organization you will copy records to or from.

4 Use the Lookup to select the Starting and Ending range for the employees you want to include. If you want to include all employee records, leave the defaults of *Start* and *End*.

5 Click **OK** to copy the records.

You will now be able to access the employee records in both organizations.

Importing and Exporting Employee Records

You can import and export Payroll employee records in the **PR Import / Export Employee Files** window.

To import or export employee records:

1 In Payroll, select **Employees** > **Import/Export** from the left navigation pane. The Import/Export Employees window will open.

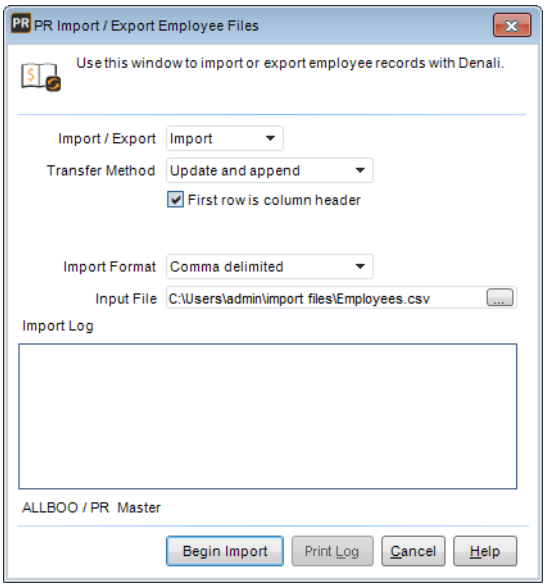


Figure 37: *PR Import / Export Employee Files window*

2 From the **Import / Export** drop-down, choose whether you want to import or export files.

3 If you are importing files, select how you want the imported records to affect your current records from the **Transfer Method** drop-down.

4 From the Import/Export Format drop-down, choose the type of file you want to import or export. For information about the file types see “File Formats Supported by Denali for Importing Transactions” on page 107.

5 In the Input/Output File drop-down, enter or browse to the location that you want to import from or export to.

6 Click the Begin Import/Export button.

If you want to print a log of the transfer, click the **Print Log** button.

Exporting Employee Records to QuickBooks Time

If you use QuickBooks Timeas your time and attendance tracking software, you can export your employee records from Denali to QuickBooks Time. This will create any employee records, including Pay Rates and Leave Codes, that do not exist in QuickBooks Time. (Piece Work pay rates will not export.)

QuickBooks Time only allows Employee Numbers that contain alphanumeric characters, periods, dashes, and underscores. If you try to export employees with other characters, you'll receive an error report.

Denali will remove any non-alphanumeric characters from Pay Rates during the export. If this process creates a duplicate Pay Rate for an employee, you will receive an error report.

> ***NOTE:*** *If you don't have employee records set up in Denali or QuickBooks Time, we recommend you create the records in Denali and export them to QuickBooks Time.*

QuickBooks Time automatically updates with any changes to employee general information, pay rates, and leave each time you save the record in Denali. You will not need to export information each time you make changes.

To export employee records:

1. In Payroll, select **Employees** > **Export Employees to QuickBooks Time** from the left navigation pane. The Export Employees to QuickBooks Time window will open.
2. If you are not already logged into QuickBooks Time through Denali, the log in window will appear. Log in with your QuickBooks Time credentials.

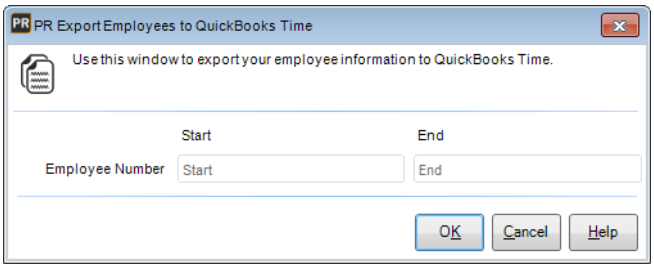


Figure 38: *PR Export Employees to QuickBooks Time window*

3. In the **PR Export Employees to QuickBooks Time** window, enter the range of employees you want to export.
4. Click **OK** to export.

Importing Employee Records from QuickBooks Time

If you use QuickBooks Time as your time and attendance tracking software, you can import your employee records from QuickBooks Time into Denali. Because Denali stores more information than QuickBooks Time, such as Pay Rates and Leave Codes, you will need to update the records in Denali after you import them.

> ***NOTE:*** *If you don't have employee records set up in Denali or QuickBooks Time, we recommend you create the records in Denali and export them to QuickBooks Time.*

After you import employee records and make changes in Denali, employee general information, pay rates, and leave is automatically updated in QuickBooks Time each time you save the record in Denali. You will not need to export information each time you make changes.

Employees that are archived in QuickBooks Time won't be included when you import. If an employee has an inactive status in Denali and an active status in QuickBooks Time, the employee will be updated with the status from QuickBooks Time.

To import employee records from QuickBooks Time

1. In Payroll, select **Employees** > **Import Employees from QuickBooks Time** from the left navigation pane. The Import Employees from QuickBooks Time window will open.
2. If you are not already logged into QuickBooks Time through Denali, the login window will appear. Log in with your QuickBooks Time credentials.

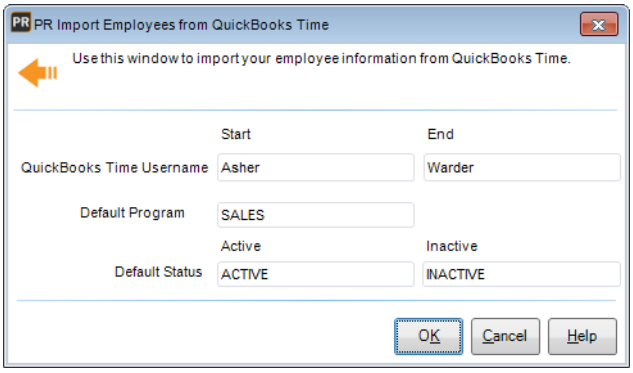


Figure 39: *PR Import Employees from QuickBooks Time*

3. Type in the range of QuickBooks Time Usernames you want to import.
   These become Employee Numbers in Denali.
4. If you are importing employees that don't exist in Denali, type a Program Code or use the Lookup to choose a default program for these employees.
   You can change the Program Codes on employee records after you import, but a program must be defined before you import.
5. If you are importing employees that don't exist in Denali, type an Active and Inactive Status Code or use the Lookups to select them.
   You only need to enter an inactive status if you are importing employees that are archived in QuickBooks Time but have an active Status Code in Denali (if you want to set the range of employees you are importing to inactive).

You can change the Status Codes on employee records after you import, but a status must be defined before you import.

6 Click **OK** to import employee records.

Integrating to ArcTime

If you use ArcTime as your time tracking software, you need to integrate to it before you can export your employees or import timesheets. You will need your Administrator username and password.

To integrate to ArcTime:

1 In Payroll, select **Employees** > **Set up ArcTime** from the left navigation pane. The **Set Up ArcTime** window will open.

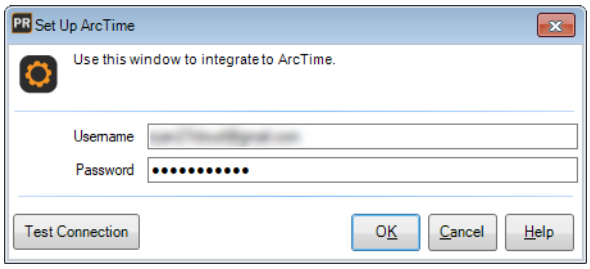


Figure 40: *PR Set Up ArcTime window*

2 Enter the username for the ArcTime administrator account. This is set up through the ArcTime app before Denali integration.

3 Enter the password.

4 Click the **Test Connection** button to make sure your connection is working.

5 Click **OK** to close the window.

You will now be able to export employee records to ArcTime.

Exporting Employee Records to ArcTime

If you use ArcTime as your time tracking software, you need to export your employee records from Denali to ArcTime. This will create employee records, including pay rates and Leave Codes.

You must set up integration to ArcTime before you can export employees. Employee records must have an email address or they will not export.

If you make any changes to an employee's pay rate or Leave Code, you will need to export the employee to ArcTime again.

To export employee records:

1 In Payroll, select **Employees** > **Export Employees to ArcTime** from the left navigation pane. The **Export Employees to ArcTime** window will open.

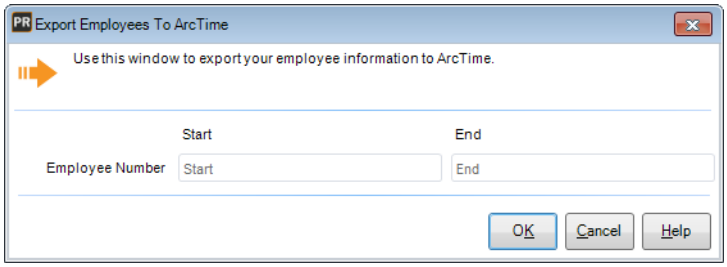


Figure 41: *PR Export Employees to ArcTime window*

2 Enter the range of employees you want to export.

3 Click **OK** to export the selected employees.

Employee email addresses will become usernames in ArcTime. This ensures that all usernames are unique.

Troubleshooting: Managing Your Employee Records

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I need to change the name of a saved pay rate.	You cannot change the name of a saved pay rate. If you haven’t already posted a transaction with the pay rate, you can delete it. Right-click in the first column in the Pay Rates grid and select Delete. You can enter a new pay rate with the correct name.
I have several former employees that I don’t want to appear on reports or in my payroll runs, but I don’t want to delete them from the system.	Use Status Codes to set your employees to terminated or inactive. Employees with these statuses do not appear in the Prepare Payroll Lookup. You can also filter reports to include only the statuses you want to see. See “Status Codes” on page 28 for more information.

Chapter

4

Processing Payroll

Working with Daily Units

Entering Payroll

Printing the Edit Report

Printing Payroll Checks

Printing the Check Register

Pre-Posting Reports

Processing Direct Deposits

Posting Payroll Transactions

Clearing Payroll

Voiding Checks

Troubleshooting: Processing Payroll

DENALI

This chapter explains how to use the Prepare Payroll window to enter your payroll information. You can click the **Next** button in each window to complete your payroll run. You can print reports, generate direct deposits, and print checks without using the menu options. This chapter also provides instructions on how to clear payroll and void checks.

Working with Batches in Payroll

On the **General** tab of the **PR Module Preferences** window, you can choose whether or not you want to use multi-batch mode. Batches allow you to group transactions that you want to post together. You should select the **Enable multi-batch mode** check box if you want to store transactions in different batches so you can post them at different times.

If you use multi-batch mode, you can set up as many batches as necessary to meet the needs of your business. For example, you might use different batches if you run separate payrolls for different programs. Or you might want a separate batch available for voids because you can't include voids and payroll transactions in the same batch. When you post a batch, the batch will clear and become unavailable.

Changing the Local Transaction Date

You can set a new default transaction date to process payroll. This date only affects Payroll transactions for the current session; it is not a global system change. Select **Payroll** > **Change the Session Date** from the left navigation pane to access the **PR Change Local Transaction Date** window. For complete information about this option, refer to the Getting Started guide.

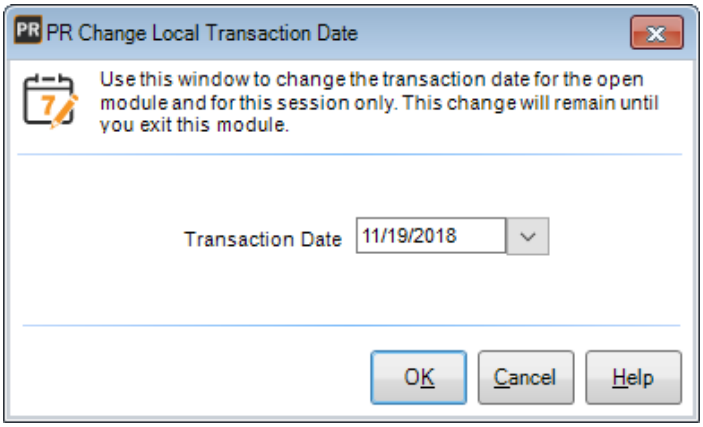


Figure 42: *PR Change Local Transaction Date window*

Working with Daily Units

If you use a time clock, you will need to import employee units into Denali to include them in your payroll. Afterwards, you can edit the information in the **PR Enter / Edit Daily Units** window. You can also manually add daily units if you need to. When you're done, you can run the Daily Units Report to view the units you imported for each employee. If you want to clear your imported transactions, you can clear any records that were not posted or are not in a batch.

Importing Daily Units

When you need to import daily units from a time clock, use the **PR Import Daily Units** window. Before you import the time clock file into Denali, make sure it is in the proper format. After you import daily units for your employees, you can add them to the Prepare Payroll window to include in your payroll.

To import daily units into Payroll:

1 Select **Payroll** > **Import Daily Units** from the left navigation pane. The Import Daily Units window will open.

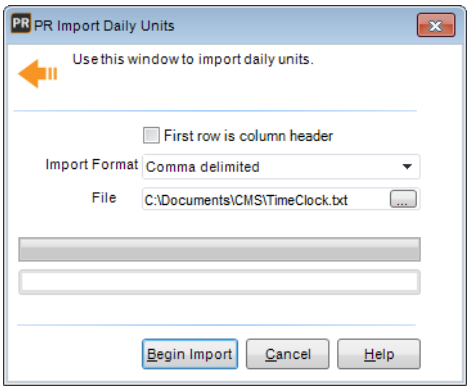


Figure 43: *PR Import Daily Units window*

2 From the **Import Format** drop-down, select the file type you will import.

3 In the **File** field, type the path to the file you want to import or use the browse button to locate it. Denali will remember the format and the path to the file for the next time you import units.

4 Select **Begin Import**.
The progress bar will show the progress of the import. If there are errors, a report will be generated so you can fix them and import the file again.

Before you post imported daily units, you can import additional files to add them to the existing units.

Importing Daily Units from QuickBooks Time

If you use QuickBooks Time as your time and attendance tracking software, you need to import your daily units (timesheets) from QuickBooks Time into Denali. The daily unit information is imported into the PR Enter / Edit Daily Units window and included when you run payroll. See "Entering Payroll" on page 63 for more information on running payroll.

To import your daily units:

1 In Payroll, select **Payroll** > **Import Daily Units from QuickBooks Time** from the left navigation pane. The Import Daily Units from QuickBooks Time window will open.

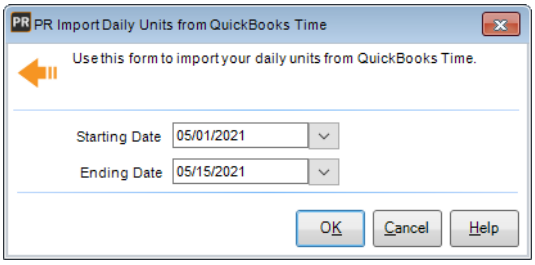


Figure 44: *PR Import Daily Units from QuickBooks Time window*

2 Enter the starting and ending date for the range of daily units you want to import.
If any day on the timesheet is outside the range your enter, the timesheet will not import.

3 Select **OK** to import daily units.
If there are any errors during the import, you will receive an error message. You can choose to view the error report or continue to import the timesheets that don't have errors.

Importing Daily Units from ArcTime

If you use ArcTime as your time tracking software, you need to import your daily units (timesheets) from ArcTime into Denali. The daily unit information is imported into the PR Enter / Edit Daily Units window and included when you run payroll. See "Entering Payroll" on page 63 for more information on running payroll.

To import your daily units:

1 In Payroll, select **Payroll** > **Import Daily Units from ArcTime** from the left navigation pane. The **Import Daily Units from ArcTime** window will open.

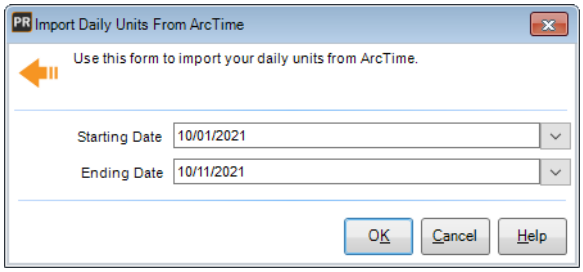


Figure 45: *PR Import Daily Units from ArcTime window*

2 Enter the starting and ending date for the range of daily units you want to import.
If any day on the timesheet is outside the range your enter, the timesheet will not import.

3 Click **OK** to import daily units.
If there are any errors during the import, you will see an error message. You can choose to view the error report or continue to import the timesheets that don't have errors.

Adding or Editing Daily Units

You can manually create daily units for each employee or edit data you imported from a time clock. To access the **PR Enter / Edit Daily Units** window, select **Payroll** > **Enter / Edit Daily Units** from the left navigation pane.

> ***NOTE:*** *If you use QuickBooks Time and you need to edit hours for employees that have the* ***Use only QuickBooks Time to adjust hours*** *check box selected on their employee records, delete the employees from this window, make changes in QuickBooks Time, and import the units again.*

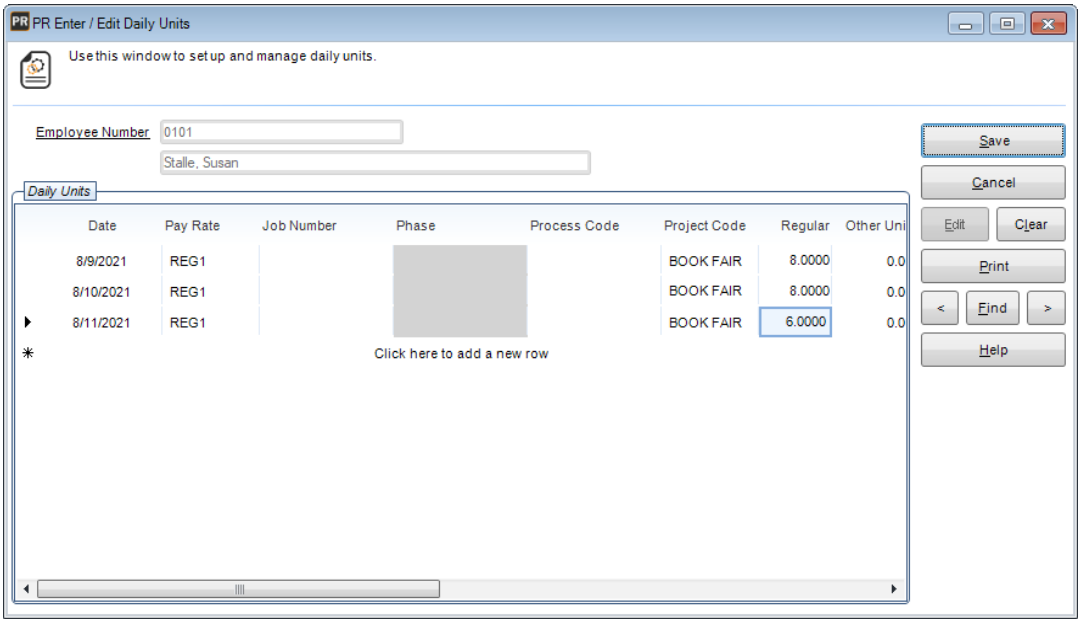


Figure 46: *PR Enter/Edit Daily Units window*

To view or add an employee's units, type the employee number or use the Lookup in the **Employee Number** field. Click the **Edit** button to enter or edit the date, pay rate, project, and hours worked for Regular and Other units.

If the units haven't been added to a batch (i.e., added to a payroll run), you can delete the row from the grid. To do this, right-click in the first column and select **Delete Row**. If you want to clear all the daily units you imported, select **Payroll** > **Clear Daily Units** from the left navigation pane.

Running the Daily Units Report

You can generate the Daily Units Report to view all the daily units you imported for each employee. This report includes the employee name and number, date, pay rates and amounts, and the batch number if the units are included in one. You can filter the report by employee name, employee number, and/or date.

To access this report, select the **Print** button in the **PR Enter / Edit Daily Units** window or select **Payroll** > **Print Daily Units Report** from the left navigation pane.

PR Daily Units Report

8/12/2021 12:25:07 PM **Page 1**

Employee Number	Employee Name											
0024	Brown, Joanna											
Date	**Pay Rate**	**Project Code**	**Regular**	**Other Units 1**	**Other Units 2**	**Batch Number**	**Vacation**	**Sick**	**PTO**	**Holiday**	**Compensation**	**Other**
08/09/2021	REG10	BOOK RELES	8.0000	0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Job Number			**Phase**		**Process**		**Equipment Units**	0.0000		**Units Produced**	0.0000	
08/10/2021	REG10	BOOK FAIR	6.0000	0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Job Number			**Phase**		**Process**		**Equipment Units**	0.0000		**Units Produced**	0.0000	
08/11/2021	REG10	BOOK FAIR	4.0000	0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Job Number			**Phase**		**Process**		**Equipment Units**	0.0000		**Units Produced**	0.0000	

0024-Summary:

Regular	**18.0000**
Other Units 1	**0.0000**
Other Units 2	**0.0000**
Vacation	**0.0000**
Sick	**0.0000**
PTO	**0.0000**
Holiday	**0.0000**
Compensation	**0.0000**
Other	**0.0000**
Equipment Units	**0.0000**
Units Produced	**0.0000**

Employee Number	Employee Name											
0055	Lugon, Samantha											
Date	**Pay Rate**	**Project Code**	**Regular**	**Other Units 1**	**Other Units 2**	**Batch Number**	**Vacation**	**Sick**	**PTO**	**Holiday**	**Compensation**	**Other**
08/09/2021	PTTIME	STORYTIME	4.0000	0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

Figure 47: *PR Daily Units Report*

Running the Daily Units Expense Report

Before you post daily units, you can see an impact summary of the expense accounts that will be affected by the daily units you import. To run the Daily Units Expense Report, select **Payroll** > **Print Daily Units Expense Report** from the left navigation pane. You can choose to run the report for a specific date.

PR Daily Units Expense Report

All Books Surplus (ALLBOO)

5/19/2016 8:20:55 AM **Page 1**

Account Number/Description	Account Class	Debit	Credit	Account Balance After Posting
6000000/Administrative Salaries	Expense	180.75	0.00	180.75
6010000/General Salaries	Expense	12,790.00	0.00	120,574.94
	Total Debits / Credits	12,970.75	0.00	120,755.69

Note: Nothing has been posted to General Ledger. This report represents the projected impact to the General Ledger if this batch is posted with no additional changes.

Report Summary

Report Selection Criteria

Date 04/28/2016

Figure 48: *PR Daily Units Expense Report*

Clearing Daily Units

If you want to clear daily units, you can use the **PR Clear Daily Units** window to clear any units that were not posted or are not in a batch. Daily units are assigned a batch number after you add them to the payroll grid in the Prepare Payroll window.

To clear daily units, select **Payroll** > **Clear Daily Units** from the left navigation pane. If you want to delete individual detail lines, right-click in the first column of the **PR Enter / Edit Daily Units** window and select **Delete Row**.

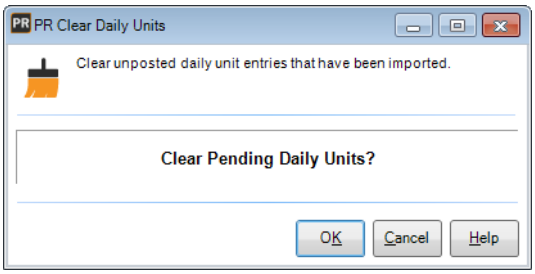


Figure 49: *PR Clear Daily Units window*

Entering Payroll

When you are ready to prepare payroll, you can do so in the **PR Prepare Payroll** window. Enter payroll information and click **Next** here and in the following windows to complete the process, or you can select **Save** here to finish payroll at a later time.

To process payroll:

1 In Payroll, select **Payroll** > **Prepare Payroll** from the left navigation pane.

2 If you're using multi-batch mode, select a batch. The Prepare Payroll window will open.

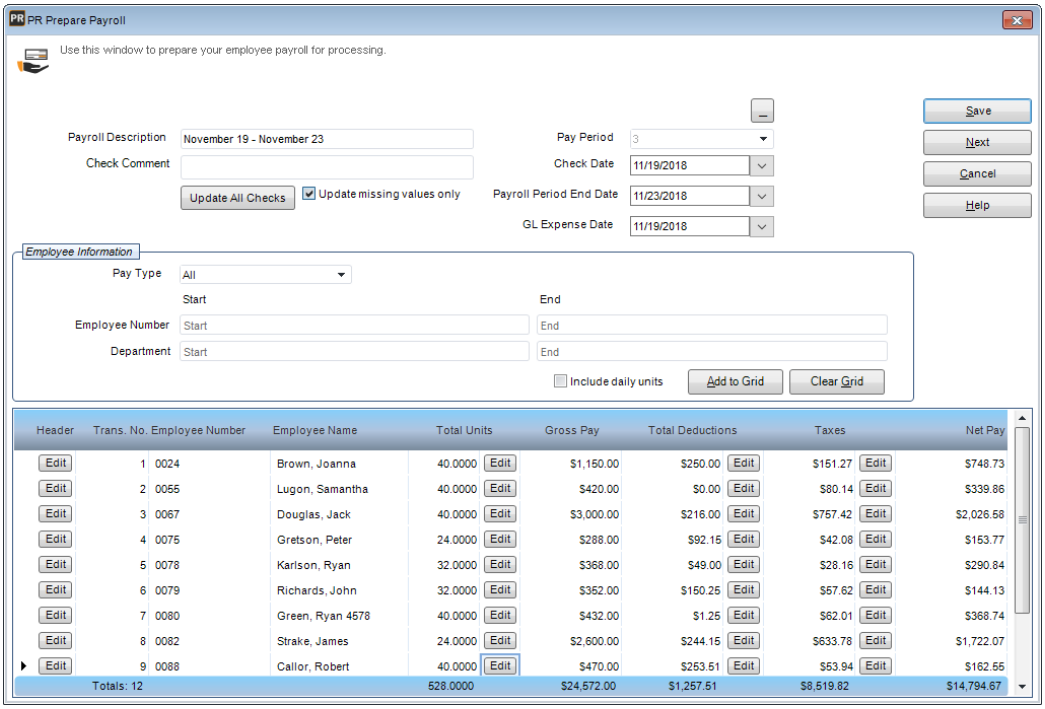


Figure 50: *PR Prepare Payroll window*

3 Enter a description and a comment, and change any dates if necessary.

4 In the **Employee Information** section, use the Lookup to select the starting and ending ranges for the employees and programs you want to include. To include all employees and programs, leave the defaults of *Start* and *End*.

5 If you want to include daily units, check the **Include daily units** check box.
When you click the **Add to Grid** button, a window will open where you can choose the date range of daily units you want to add.

6 Select **Add to Grid** to add employee pay records to the grid based on the criteria you set. You can add additional employees as needed, which can be helpful if you want to add employees in certain groups (e.g., based on program or status). Only employees that have pay rates, a status of *Active* or *Temporary*, and are not in another batch will be added to the grid.

7 Use the **Edit** buttons to make adjustments to payroll information for individual employees. See "Editing Payroll Transaction Details" on page 64 for more information.

8 Select **Save** to save this payroll for later or **Next** to view the Edit Report and continue processing payroll.

Editing Payroll Transaction Details

Each **Edit** button in the payroll grid opens a window in which you can make adjustments for that employee. You can also right-click at the beginning of any row to delete it.

Adjusting Header Information

Click the **Edit** button in the **Header** column of the Process Payroll window to open the PR Adjust Header Information window.

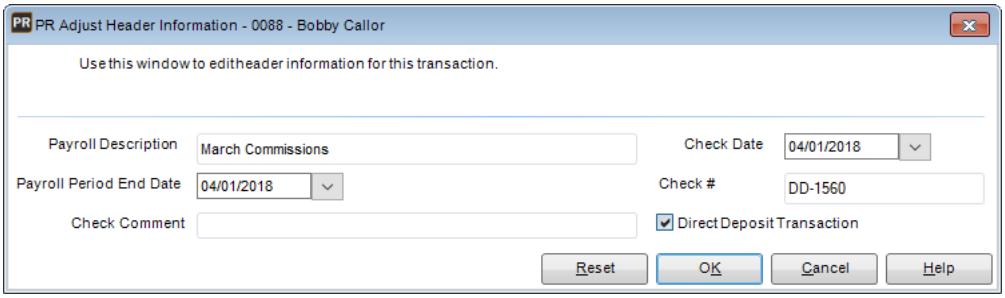


Figure 51: *PR Adjust Header Information window*

You can change the payroll description, period end date, check comment, check date, and check number for this check. Click **OK** to save the changes and close the window or **Reset** to restore the original information in the fields. Select the **Help** button in this window for detailed information on all the available options.

Adjusting Units

Select the **Edit** button in the **Total Units** column of the Process Payroll window to open the PR Enter Units window.

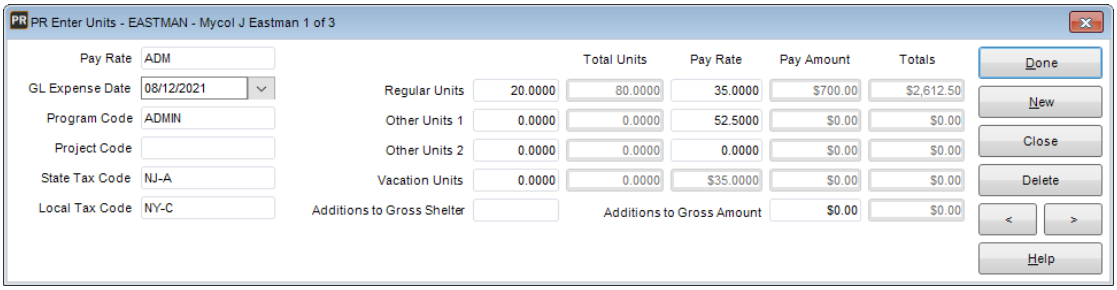


Figure 52: *PR Enter Units window*

To access the record for each pay rate attached to the employee, click the **< >** buttons. You can adjust the Program Code, Tax Codes, Project Codes, any leave that was used, and units worked. If you select the **Allow override of pay rates in Prepare Payroll** check box in Module Preferences, you can also adjust the Pay Rate for **Regular Units**, **Other Units 1**, and **Other Units 2**. You can click the **New** button to add an additional record or the **Delete** button to delete a record. The total pay from these records appears in the **Total Units** column of the payroll grid. Select the **Help** button in this window for detailed information on all the available options.

Adjusting Benefits

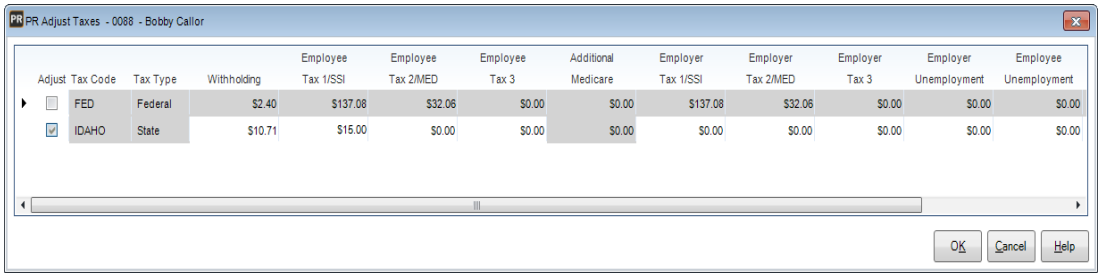
Select the **Edit** button in the **Total Deductions** column of the Process Payroll window to open the PR Enter Benefit/Deduction Amounts window.

Figure 53: *PR Enter Benefit/Deduction Amounts window*

Select the **Adjust** check box next to the row you want to edit. The read-only fields remain gray and you cannot edit them. If you uncheck the **Adjust** check box after you make changes, the fields revert to the original values. You can see these changes after you leave the check box cell. Select the **Help** button in this window for detailed information on all the available options.

Adjusting Taxes

Click the **Edit** button in the **Taxes** column of the Process Payroll window to open the Adjust Taxes window.



Adjust	Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employee Tax 3	Additional Medicare	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Tax 3	Employer Unemployment	Employee Unemployment
☐	FED	Federal	$2.40	$137.08	$32.06	$0.00	$0.00	$137.08	$32.06	$0.00	$0.00	$0.00
☑	IDAHO	State	$10.71	$15.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Figure 54: *PR Adjust Taxes window*

Select the **Adjust** check box next to the row you want to edit. The read-only fields remain gray and you cannot edit them. If you uncheck the **Adjust** check box after you make changes, the fields revert to the original values. You can see these changes after you leave the **Adjust** column. Click the **Help** button in this window for detailed information on all the available options.

Printing the Edit Report

Use the PR Transaction Edit Report to verify the accuracy of your payroll before you print checks and post. You can access the Edit Report when you click **Next** in the **PR Prepare Payroll** window or **Payroll** > **Print Edit Report** from the left navigation pane. This report shows every transaction that is in the batch. We highly recommend that you check each transaction for correct amounts and dates. Click **OK** to print the report.

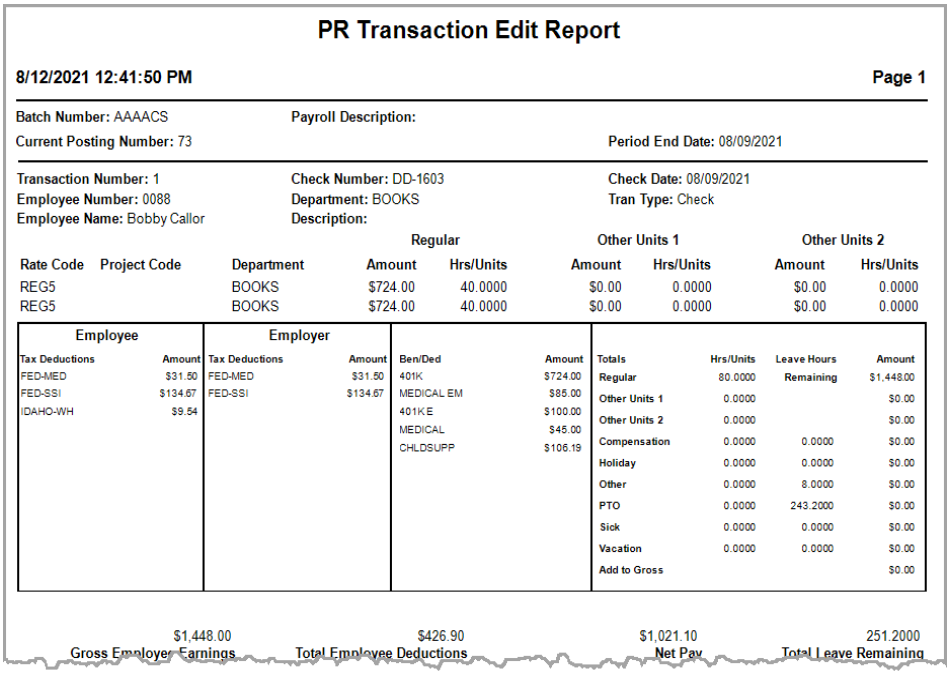
If you select the **Print account impact summary** check box, you can print a summary report of how your payroll transactions will affect general ledger accounts after you post.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

If you need to make corrections, select **Payroll** > **Prepare Payroll** from the left navigation pane to open the Prepare Payroll window. You can use the adjustment windows to edit payroll entries.

If you need to clear the transactions and start again, you have two options:

- you can click the **Clear Grid** button in the **PR Prepare Payroll** window.
- you can select **Payroll** > **Clear Payroll from a Batch** from the navigation pane to open the Clear Payroll Transactions window. This window also gives you the option to delete the batch (see “Clearing Payroll” on page 75).



PR Transaction Edit Report

8/12/2021 12:41:50 PM **Page 1**

Batch Number: AAAACS **Payroll Description:**
Current Posting Number: 73 **Period End Date:** 08/09/2021

Transaction Number: 1 **Check Number:** DD-1603 **Check Date:** 08/09/2021
Employee Number: 0088 **Department:** BOOKS **Tran Type:** Check
Employee Name: Bobby Callor **Description:**

			Regular		Other Units 1		Other Units 2	
Rate Code	Project Code	Department	Amount	Hrs/Units	Amount	Hrs/Units	Amount	Hrs/Units
REG5		BOOKS	$724.00	40.0000	$0.00	0.0000	$0.00	0.0000
REG5		BOOKS	$724.00	40.0000	$0.00	0.0000	$0.00	0.0000

Employee		Employer							
Tax Deductions	Amount	Tax Deductions	Amount	Ben/Ded	Amount	Totals	Hrs/Units	Leave Hours	Amount
FED-MED	$31.50	FED-MED	$31.50	401K	$724.00	Regular	80.0000	Remaining	$1,448.00
FED-SSI	$134.67	FED-SSI	$134.67	MEDICAL EM	$85.00	Other Units 1	0.0000		$0.00
IDAHO-WH	$9.54			401KE	$100.00	Other Units 2	0.0000		$0.00
				MEDICAL	$45.00	Compensation	0.0000	0.0000	$0.00
				CHLDSUPP	$106.19	Holiday	0.0000	0.0000	$0.00
						Other	0.0000	8.0000	$0.00
						PTO	0.0000	243.2000	$0.00
						Sick	0.0000	0.0000	$0.00
						Vacation	0.0000	0.0000	$0.00
						Add to Gross			$0.00

$1,448.00	$426.90	$1,021.10	251.2000
Gross Employer Earnings	Total Employee Deductions	Net Pay	Total Leave Remaining

Figure 55: *PR Transaction Edit Report*

After you print the report, you can click **Next** to open the Print Checks window or **Cancel** to exit.

Sending Email Alerts

You can send emails to let certain employees know that a batch is ready for processing.

To send an email alert:

1. Select **Payroll** > **Send Internal Control Alerts** from the left navigation pane. The **PR Select Batch** window will open.
2. From the drop-down, choose the batch you want to send an alert for. The **Send Internal Control Alerts** window will open.

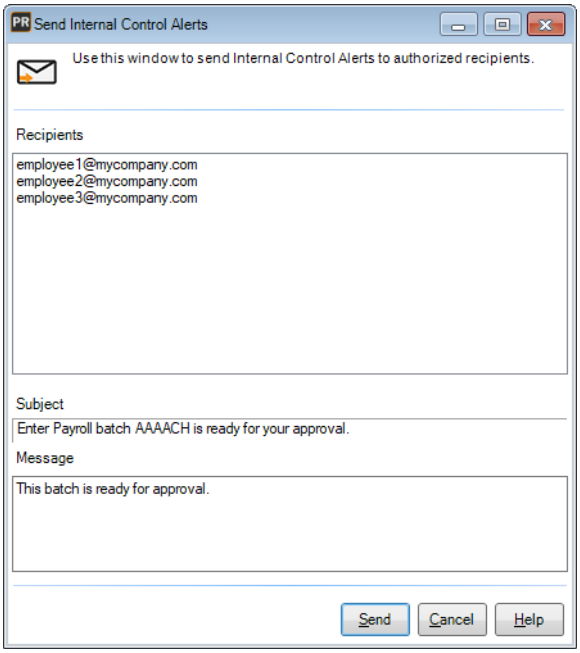


Figure 56: *Send Internal Control Alerts window*

The alert email will be sent to all the addresses listed in the **Recipients** list box. You can only edit these addresses in the Manage Internal Control Alerts window (see “Managing Alert Email Addresses” on page 33 for information about adding email addresses.

The subject of the email includes the batch that is ready for processing.

3 Add the body text of your email in the **Message** text box.

4 Click **Send** to send the email. It will be sent from the email account set up in Controller.

Printing Payroll Checks

You can use the **PR Print Payroll Checks** window to print checks or direct deposit stubs for one or more transaction numbers, locations, and programs. If you want to print a check for an employee that has direct deposit set up, uncheck the **Direct Deposit Transaction** check box in the **Adjust Header Information** window. Before you print checks or stubs, we recommend you check the Edit Report to ensure your payroll is accurate. The number of benefit/deduction and pay rate fields that appear on the check stubs depend on the settings you defined in the window.

To print checks or direct deposit stubs:

1 Click the **Next** button in the **PR Transaction Edit Report** window.

- or -

Select **Payroll** > **Print Pay Checks** from the left navigation pane.
The Print Payroll Checks window will open.

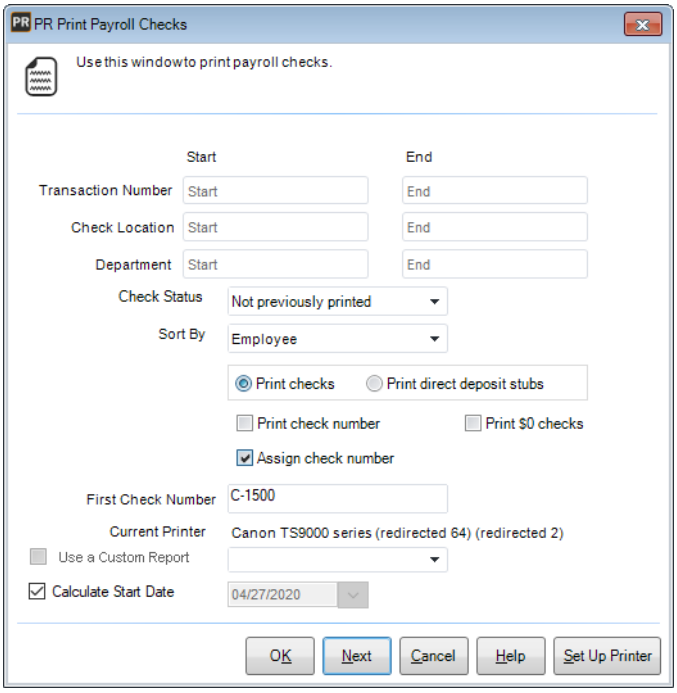


Figure 57: *PR Print Payroll Checks window*

2 Use the **Start** and **End** range fields to define which checks or stubs to print.

3 From the **Check Status** drop-down, choose the type of checks or stubs you want to print.

4 Choose from the radio buttons if you want to print checks or direct deposit stubs.

5 Select the check boxes to print check numbers, $0 checks, or assign check/direct deposit numbers.

6 Click **OK** to print checks/stubs.
When you finish printing, click **Next** to open the Check Register window or **Cancel** to close this window.

> **NOTE:** If you have direct deposit stubs that print on multiple pages (i.e., more than 10 Codes to print), the next direct deposit number in the sequence will print on page 2 of the stub.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

Click the **Help** button in this window for specific information about the available options and fields.

Printing the Check Register

The Check Register prints a list of employee checks for the employee number, name, program, check number, and date ranges you select. It includes deduction, tax, and pay information. You can also choose to print a condensed version of this report which includes only the employee name and number as well as the check number, date, and pay amount for the period you select.

To print the Check Register Report:

1 Click the **Next** button in the **PR Print Payroll Checks** window.

- or -

Select **Payroll** > **Print Check Register Report** from the left navigation pane.

The Check Register Report window will open.

2 Enter the **Start** and **End** ranges, including the dates, for the information you want to see.

3 Click **OK** to run the report.

PR Check Register Report
All Books Surplus (ALLBOO)

2/28/2014 11:44:28 AM **Page 1**

Employee Number	Employee Name		Department		
0079	John Richards		GIFT		
Check Number	**Check Date**	**Gross Pay**	**Total Tax**	**Other Deductions**	**Net Pay**
DD-00000000000000162	03/05/2014	$880.00	$222.93	$150.25	$506.82
Employee Number	**Employee Name**		**Department**		
0080	Ryan Green		CASH		
Check Number	**Check Date**	**Gross Pay**	**Total Tax**	**Other Deductions**	**Net Pay**
DD-00000000000000163	03/05/2014	$777.60	$187.67	$1.25	$588.68
Employee Number	**Employee Name**		**Department**		
0082	Jimmy Strake		OFFICE		
Check Number	**Check Date**	**Gross Pay**	**Total Tax**	**Other Deductions**	**Net Pay**
DD-00000000000000164	03/05/2014	$2,600.00	$774.47	$244.15	$1,581.38
Employee Number	**Employee Name**		**Department**		
0088	Bobby Callor		BOOKS		
Check Number	**Check Date**	**Gross Pay**	**Total Tax**	**Other Deductions**	**Net Pay**
DD-00000000000000165	03/05/2014	$956.00	$168.53	$336.15	$451.32
Employee Number	**Employee Name**		**Department**		
0101	Susan St		BOOKS		

Figure 58: *PR Check Register Report*

After you print the report, click **Next** to open the Pre-Posting Reports window or **Cancel** to close the window.

Pre-Posting Reports

You can print the Pre-Posting Report from the **PR Pre-Posting Report** window for your unposted payroll transactions. This report shows you the amounts for benefits, deductions, additions, tips, and garnishments included in this payroll.

To print the pre-posting reports:

1 Click the **Next** button in the **PR Print Check Register** window.

- or -

Select **Payroll** > **Print Pre-posting Reports** from the left navigation pane.

The Pre-Posting Reports window will open.

PR Pre-Posting Reports
All Books Surplus (ALLBOO)

2/13/2014 9:38:11 AM **Page 1**

Benefits

Code 401K **Description** 401K

Employee Number	Employee Name	Check Number	Amount
0067	Jack Douglas	DD-00000000000000106	$85.00
0079	John Richards	DD-00000000000000109	$102.00
0088	Bobby Callor	DD-00000000000000112	$100.00
		401K Total	$287.00

Code 401K % **Description** 401 K percent

Employee Number	Employee Name	Check Number	Amount
0024	Joanna Brown	DD-00000000000000114	$184.00
		401K % Total	$184.00

Code MEDICAL EM **Description** Medical Insurance Employer portion

Employee Number	Employee Name	Check Number	Amount
0024	Joanna Brown	DD-00000000000000114	$35.00
0075	Peter Gretson	DD-00000000000000107	$75.15
0078	Ryan Karlson	DD-00000000000000108	$74.00
0088	Bobby Callor	DD-00000000000000112	$85.00

Figure 59: *PR Pre-Posting Report*

2 Select the check boxes for the classes you want to include on the report.

3 If you want each section of the report to print on a new page, select the **Include page breaks on class** check box.

4 Click **OK**.
After you print the report, click **Next** to open the EFTPS Report window or **Cancel** to close the window.

You can click the **Help** button in this window for detailed information on all of the available options.

Printing the EFTPS Report

The EFTPS (Electronic Federal Tax Payment System) Report contains all FICA, FUTA, and FITW taxes for the current payroll period. You can print this report in detail to show totals for each employee or you can choose to show only the report totals. To access the report, click **Next** in the **PR Pre-Posting Report** window or **Payroll** > **Print EFTPS Report** from the left navigation pane.

PR EFTPS Report
All Books Surplus (ALLBOO)

2/13/2014 9:34:14 AM **Page 1**

Employee Number	Employee Name	Transaction Date	Social Security	Medicare	Withholding	Unemployment
0055	Samantha Lugon	02/12/2014	$52.08	$12.18	$33.35	$2.52
0067	Jack Douglas	02/12/2014	$110.55	$27.08	$22.02	$5.60
0075	Peter Gretson	02/12/2014	$111.15	$25.16	$108.34	$5.21
0078	Ryan Karlson	02/12/2014	$109.86	$25.70	$56.10	$5.32
0079	John Richards	02/12/2014	$107.35	$26.58	$91.78	$5.50
0080	Ryan Green	02/12/2014	$96.26	$22.52	$86.02	$4.66
0088	Bobby Callor	02/12/2014	$121.14	$29.78	$60.20	$5.03
0101	Susan Stalle	02/12/2014	$60.86	$14.24	$43.19	$2.94

Report Totals

Social Security	$769.25				
Medicare	$183.24				
Withholding	$501.00				
Total	$1,453.49	**Unemployment**	$36.78	**Report Total**	$1,490.27

Figure 60: *PR EFTPS Report*

After you print the report, click **Next** to open the Generate Direct Deposit File window (if you have direct deposits) or the Post Payroll Transactions window (if you don't have direct deposits). Click **Cancel** to close this window.

Processing Direct Deposits

If you have direct deposit transactions, you can generate them from the **PR Generate Direct Deposit File** window. To access this window click **Next** in the **PR EFTPS Report** window or select **Payroll** > **Generate Direct Deposit File** from the left navigation pane. Choose the effective date from the drop-down. If you want to generate a direct deposit file for all open batches, select the **Generate for all batches** check box, or leave it unchecked to generate a file for only the current batch. Click **OK** to generate the file and open the **PR Direct Deposit Disbursement Report** window.

You can choose whether you want to show bank account information on this report with the **Show bank information on reports** check box in Module Preferences.

PR Direct Deposit Disbursement Report
All Books Surplus (ALLBOO)

11/14/2014 4:08:22 PM **Page 1**

Employee Number	Last Name	First Name	Bank Description	Account Number	Route/Transit	Amount
0024	Brown	Joanna	Savings	8798765487	324172575	$100.00
0024	Brown	Joanna	Checking P1	548784789	324172575	$1,334.74
					Total Payment	$1,434.74
0075	Gretson	Peter	Primary	54278464	123271978	$150.00
0075	Gretson	Peter	Secondary	45745412	123271978	$419.99
					Total Payment	$569.99
0078	Karlson	Ryan	Primary	5489754	123271978	$715.36
					Total Payment	$715.36
0079	Richards	John	Savings P2	321654987	324172575	$150.00
0079	Richards	John	Checking P1	123456789	324172575	$349.68
					Total Payment	$499.68
0080	Green	Ryan	Checking P1	852741963	324172575	$588.98
					Total Payment	$588.98
0082	Strake	James	P1	659846	123271978	$250.00
0082	Strake	James	P2	879467546	123271978	$1,358.38
					Total Payment	$1,608.38
0088	Callor	Robert	Primary	546876546	123271978	$387.55
0088	Callor	Robert	Secondary	56548474	123271978	$96.89
					Total Payment	$484.44
0101	Stalle	Susan	Primary	656978654	123271978	$8,712.16
					Total Payment	$8,712.16
Report Totals:			13	**Detail Records**	**Total Payment**	$14,613.73

Figure 61: *PR Direct Deposit Disbursement Report*

The direct deposit file is saved in the location you defined in Module Preferences (see "Setting up Direct Deposit" on page 19). After you make your selection in the Disbursement Report window, the Post Payroll Transactions window opens.

Posting Payroll Transactions

After you print checks and run all your pre-posting reports, open the **PR Post Payroll Transactions** window to post payroll. To access this window, click **Next** in the **PR Generate Direct Deposit File** window or select **Payroll** > **Post Payroll Transactions** from the left navigation pane. Click **OK** to post payroll.

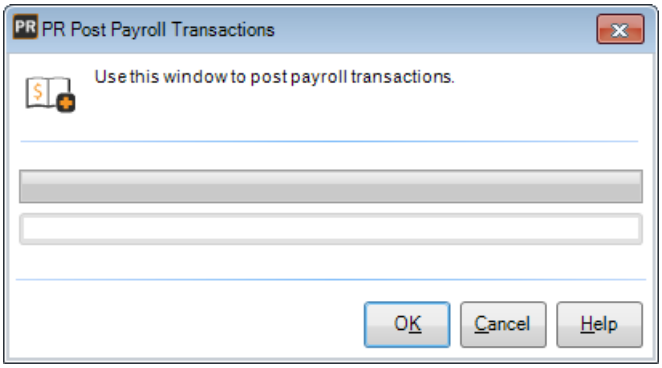


Figure 62: *PR Post Payroll Transactions window*

When posting is complete, the system clears the transaction files and generates posting/audit reports. Be sure to review the Audit Reports that appear to ensure your entries are accurate.

Adjusting Benefits, Deductions, and Taxes

If you need to make a tax or benefit/deduction adjustment to payroll data, you can use the **PR Enter Adjustments** window to do so. Keep in mind that you cannot subtract an amount greater than the employee received or that was withheld for the year of the adjustment date. Also, be aware that adjustments do not recalculate taxes.

If you need to adjust an addition or tip amount, we recommend you make the adjustment on a separate check or on the employee's next check.

To adjust posted benefits, deductions, and/or taxes:

1 In Payroll, select **Payroll** > **Enter Adjustments** from the left navigation pane. The Enter Adjustments window will open.

PR Enter Adjustments

Use this window to edit payroll data.

You might be required to reimburse employees as a result of these adjustments. You must enter employee reimbursements as a separate transaction in Prepare Payroll.

Save | Cancel | Edit | Clear | Print Edit | < Find > | Help

Employee Number: CARTRITE
Employee Name: Cartrite, Bill
Reference #:
Program: ADMIN
Adjustment Description:
Adjustment Date: 08/18/2020

Benefits: $200.00
Deductions: $0.00
Garnishments: $0.00
Taxes: $0.00
Gross Wages: $0.00

Adjust Benefits/Deductions

Code	Class	Description	Amount
401KEE	Deduction	401K - Employee Deduction	$0.00
401KER	Benefit	401K - Employer (Matching fund)	$200.00
H-BENE	Benefit	Health Benefit - Employer Pays	$0.00
H-DEDUCT	Deduction	Healt Deduction - Employee Pays	$0.00

Adjust Taxes

Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Unemployment	Employee Unemployment	Employee Per Hour Tax	Employer Per Hour Tax
FED	Federal	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Adjust Taxable Wages

Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Unemployment	Employee Unemployment
FED	Federal	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

Figure 63: *PR Enter Adjustments window*

2. Enter the Employee Number or use the Lookup to select the Employee Number you want to make adjustments for.
3. Enter a reference number for this adjustment.
4. Enter a description and date for this adjustment. The date you select must be within the current payroll year you defined in PR Module Preferences.
5. In the **Adjust Benefits/Deductions** grid, enter any adjustments to the employee's benefits and/or deduction amounts.
6. In the **Adjust Taxes** and/or **Adjust Taxable Wages** grid, enter any adjustments to the employee's or employer's tax amount or taxable wages.
7. Click **Save**.

   After you post the batch, the transactions will be reflected in the total on the **YTD Summary** tab in the Employee Management window, and on the Edit and Employee History reports.

   If you need to print a check for the employee after you complete the adjustment, you must do so in the **PR Prepare Payroll** window.

Clearing Payroll

If you need to clear transactions from the batch or delete the batch, use the **PR Clear Payroll Transactions** window. The option to delete the batch is only available if you have multi-batch mode selected in PR Module Preferences.

CAUTION: ***When you clear the transaction file, the system permanently deletes all transactions in the tables. If you inadvertently clear transactions you want to post, you must enter each one again.***

To clear payroll transactions:

1 In Payroll, select **Payroll** > **Clear Payroll from a Batch** from the left navigation pane. The Clear Payroll Transactions window will open.

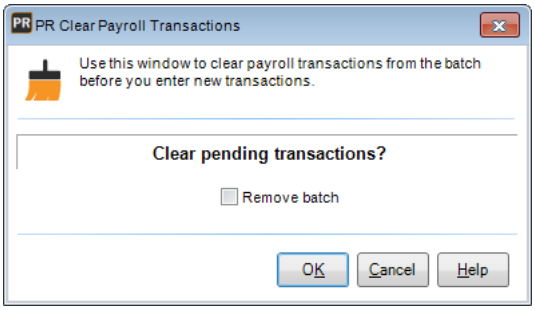


Figure 64: *PR Clear Payroll Transactions window*

2 Select the **Remove batch** check box if you want to remove the batch from the system along with the transactions. If you want to remove the transactions but retain the batch, leave this check box unchecked.

3 Click **OK** to clear the transactions.

Voiding Checks

If you need to void checks, use the **PR Void Checks** window. Void transactions must be in their own batch. When you void a payroll transaction, you reverse the posted transaction.

To void checks:

1 In Payroll, select **Payroll** > **Void Check** from the left navigation pane. The Void Checks window will open.

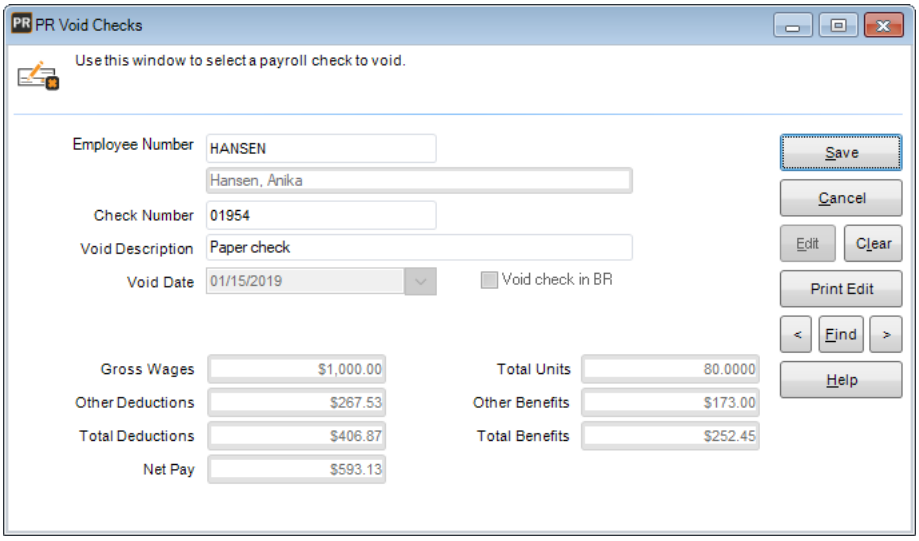


Figure 65: *PR Void Checks window*

2 If you want to filter the available check numbers by employee, you can type the employee number or use the Lookup to select the employee in the **Employee Number** field.

- or -

If you know the check number you want to void or you want to view all available checks, enter the check number or use the Lookup in the **Check Number** field to select the check.

3 Enter a description for this void.

4 If you're integrated to Bank Reconciliation, you can select the **Void Check In BR** check box if you also want to void the check in Bank Reconciliation.

5 Click the **Save** button. You can enter another void or click **Cancel** to close the window.

When you post the batch, the checks will be voided.

Deleting a Void Transaction

You can delete any void transaction as long as you haven't posted it yet.

To delete a void transaction:

1 In Payroll, select **Payroll** > **Void Check** from the left navigation pane.

2 Click the **Find** button to open the **PR Transaction Number Lookup**.

3 Choose the transaction you want to void.

4 Click **Edit** and then **Del**.

Troubleshooting: Processing Payroll

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I need to make an adjustment to an employee that is already saved in a payroll batch.	You can use the Edit buttons in the Prepare Payoll grid to make adjustments. See “Editing Payroll Transaction Details” on page 64 for more information.
I need to void a check I already posted, but I keep getting an error when I try to open the window.	You cannot void a check in the same batch as payroll transactions. If you’re using single batch mode, you need to post your transactions or clear your batch before you can access the Void Checks window. If you’re using multi-batch mode, create a new batch.
I want to delete daily units I imported, but the system won’t let me.	You can only delete daily units that aren’t included in a batch. If you added the daily units to your payroll run in Prepare Payroll, they are in a batch. First delete the employee from the Prepare Payroll window, then you can delete the units from the **PR Enter / Edit Daily Units** window. You can also clear all imported units not in a batch in the **PR Clear Daily Units** window.

Chapter

5

Working with Reports in Payroll

Reporting Overview

Payroll Reports

Troubleshooting: Working with Reports in Payroll

DENALI

Payroll has a number of reports to help you manage your employee and tax information. Refer to this chapter for the reports available and to learn about the sort and filter options for each report.

Reporting Overview

Reports and financial statements are the lifeblood of any good accounting system because they provide a snapshot of your business. Reports throughout Denali provide specific business information to help you make the right decisions for your organization.

Denali provides a wealth of reports applicable to the needs of any business. Yet any report is only as good as the information it is reporting. For this reason, it is very important to consider what kind of information you will need on your reports when you set up your accounting system. Once you enter the information into the database, you can retrieve and use the data in a variety of ways in the available reports. You can also sort or filter these reports to show only the information you want to see. You can use Crystal Reports to customize the look of your reports, and in some cases, the data it displays. This chapter contains samples of the reports and financial statements available in Denali.

NOTE: *Depending on how your print options were set up in the Module Preferences window, when you click* ***OK****, a message box might appear to notify you that the report is being processed. Do not close the window until the process is complete; doing so can cause problems in your system.*

Denali Reports Available

When you need specific information on the status of your business, you will need reports and financial statements. All Denali reports fall under one of three categories: financial statements, history reports, and control reports. Each report type serves a specific purpose and understanding each purpose will help make it easier to sort through the report options and determine which reports you need. This section gives an overview of the types of reports and statements available throughout Denali as well as in each different module. Depending on the modules you purchased and installed, options might appear differently or not at all.

Financial Statements

This type of report reflects the status of the business. These reports are used to view profits, losses, revenue/income, and expenses for the business. Two examples are the Trial Balance and Balance Sheet in the General Ledger module.

History Reports

This type of report provides a quick view of all the information entered in a module for a certain period. In other words, it is a transaction log. For instance, in the Inventory module, the History Report reflects all additions and subtractions to each individual stock item for the specified range. The Audit Trail is an example of a General Ledger history report.

Control Reports

You would use this type of report to verify the integrity of your data tables. These reports compare the master total to detail or period totals and show any discrepancies. For example, in the Accounts Payable module, the Control Report compares the total due for open invoices to the line detail for each vendor. If there is a discrepancy, an error report is automatically generated for you to use to correct the errors.

Reporting Options in Denali

Denali uses the information gathered in each module to create reports that can show you the information you need to make good business decisions. To increase the flexibility of these reports, Denali has a number of report options that allow you to fine tune your reports to meet your needs. The following options are available in most reports; some reports have additional options unique to them.

Options for Report Type

These options describe the different levels of detail available within some reports. Some of these options will only appear depending on the type of report you choose and the modules you have installed.

- *Detailed:* Shows all activity for a specified range.
- *Condensed:* Shows the group totals for a specified range.
- *Summary:* Shows one total for a specified range.
- *Detailed with Notes*: Shows all activity for a specified range along with any notes entered.
- *Classified:* Sorts by account class subcategories (report groups).
- *Comparative Detailed:* Lists all activity for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)
- *Comparative Classified:* Sorts by account class subcategories (report groups) for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)

Standard Report Sort Options

Some of the reports include a Sort By option, which offers choices of how the report information should be sorted. For example, in the Accounts Receivable module, you can sort by customer name or Salesperson Code.

Report Query Options

To enhance reporting capabilities, Denali includes querying functionality in several of the reports. This query ability allows you to report information based on specified search criteria. Keep in mind that depending on the integration settings for the module, some query options might appear differently or be unavailable. Refer to “Payroll Relationship with Other Modules” on page 18 for more information on how your integration settings might affect the query ability for reports.

In the report window, the fields on the **Search For** tab provide a means to further define your report query. For example, in the **GL Audit Trail Report** window the **Search For** fields have the options of *Amount*, *Batch Number*, *User ID, or Module*. One way to search for specific Batch Number information for this report is to select *contains* from the operand (query option) drop-down list and enter a portion of the batch information. Depending on the report, different search options are available.

The query fields (comparison operator) have the options of *equal to*, *not equal to*, *greater than*, *greater than or equal to*, *less than*, *less than or equal to*, and *contains*. The information in this table explains the differences of each query option (operand).

Operand	Field
equal to	The information returned is equal to the entered value or the selected field's value.
not equal to	The information returned is not equal to the entered value or the selected field's value.
greater than	The information returned is greater than the entered value or the selected field's value.
greater than or equal to	The information returned is greater than or equal to the entered value or the selected field's value.
less than	The information returned is less than the entered value or the selected field's value.
less than or equal to	The information returned is less than or equal to the entered value or the selected field's value.
contains	The information returned contains the information in the **Search For** field.

Once you select the search for option(s) and desired comparison operator(s), enter the amount to use for comparison. If you leave the criteria fields blank, the report will not appear with the enhanced query data. If the report does not provide the information you're looking for, you can select the **Reset** button to reset the query options to the default settings and try different query parameters.

Using the Search Feature in Lookups

You can reduce the amount of time it takes to locate a record by typing one or two characters of the record name or description in the Search box. The window automatically changes to display the section of the Lookup that contains the characters you type. For more information, refer to the Getting Started guide.

Selecting Dates from the Online Calendar

Denali makes it easy to enter dates when you set report criteria. When you see a date box, you can either type the date using the 10-digit format that includes separators, mm/dd/yyyy (e.g., *December 10, 2017 = 12/10/2017*), or you can click the drop-down to open a calendar from which to select the date. For more information, refer to the Getting Started guide.

Working with Date Ranges

This date range feature is available for several of the reports in Denali and can increase the speed of reporting. You can select a specific date range with one click. The image of the **AR History Report** window in this section illustrates the **Date Range** drop-down list, from which you can choose one of the predefined ranges for the report.

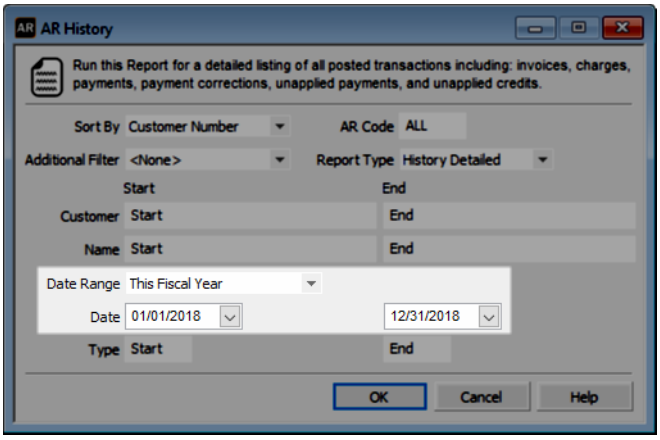


Figure 66: *AR History Report window, Date Range option*

There are several predefined date ranges available and the table in this section provides an overview of each one.

Date Range Option	Start Date for Report	End Date for Report
All	The start date of the Fiscal Calendar.	The current Denali date.
Today	The current Denali date.	The current Denali date.
This Week	The date of the Sunday immediately preceding or equal to the current Denali date.	The date of the Saturday immediately following or equal to the current Denali date.
This Week to date	The date of the Sunday immediately preceding or equal to the current Denali date.	The current Denali date.
This Month	The first day of the month containing the current Denali date.	The last day of the month containing the current Denali date.
This Month to date	The first day of the month containing the current Denali date.	The current Denali date.
This Fiscal Quarter	The first date of the fiscal quarter containing the current Denali date.	The last date of the fiscal quarter containing the current Denali date.
This Fiscal Quarter to date	The first date of the fiscal quarter containing the current Denali date.	The current Denali date.
This Fiscal Year	The first date of the fiscal year containing the current Denali date.	The last date of the fiscal year containing the current Denali date.
This Fiscal Year to date	The first date of the fiscal year containing the current Denali date.	The current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Yesterday	The date immediately preceding the current Denali date.	The date immediately preceding the current Denali date.
Last Week	The date of the Sunday immediately preceding the week containing the current Denali date.	The date of the Saturday immediately preceding the week containing the current Denali date.
Last Week to date	The date of the Sunday immediately preceding the week containing the current Denali date.	The current Denali date.
Last Month	The first day of the month immediately preceding the month containing the current Denali date.	The last day of the month immediately preceding the month containing the current Denali date.
Last Month to date	The first day of the month immediately preceding the month containing the current Denali date.	The current Denali date.
Last Fiscal Quarter	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.
Last Fiscal Quarter to date	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The current Denali date.
Last Fiscal Year	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The last day of the fiscal year immediately preceding the fiscal year containing the current Denali date.
Last Fiscal Year to date	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The current Denali date.
Next Week	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday immediately following the week containing the current Denali date.
Next 4 Weeks	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday of the 4th week following the week containing the current Denali date.
Next Month	The first day of the month immediately following the month containing the current Denali date.	The last day of the month immediately following the month containing the current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Next Fiscal Quarter	The first day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.
Next Fiscal Year	The first day of the fiscal year immediately following the fiscal year containing the current Denali date.	The last day of the fiscal year immediately following the fiscal year containing the current Denali date.

Filter Ranges and Filter Methods

Fields are available to set beginning (Start) and ending (End) ranges to filter the information you will include in the reports or financial statements.

Methods for defining filter ranges are as follows:

- Start/End**:** *Start* and *End* are the defaults for most of the filter boxes. If you accept the default of *Start* in the **Start** box and *End* in the **End** box, all values for that item are included in the report. You can also type the criteria in the **Start** and **End** boxes. When you enter a specific criterion in the **Start** box, the **End** box will auto-fill with the same criterion.
- In any box where your mouse pointer appears as a magnifying glass, you can double-click to open a Lookup from which you can select the entry. Highlight the desired item, then choose **Select**.

Another filtering method is based on the types of transactions available. For instance, you can choose to run a report that only includes invoices, receipts, or credit adjustments.

Payroll Reports

Payroll reports provide information about employees, their pay, leave, and taxes. In addition, the reports provide documents that creditors, banks, and the Internal Revenue Service accept as credible business documentation.

This section provides summaries of the different reports that you can run in Payroll. You will also see a sample of each report to give you an idea of what to expect and help you decide which reports will best meet your needs. You might need to try different report settings to get the exact information you need. Depending on the report type and installed modules, some options might not be available.

As with the other modules, the **PR Module Preferences** window allows you to define default print settings for posting and other reports. See “Setting Your Printing Preferences for Payroll” on page 22 for information on defining your default print options. For information about printing Payroll reports, see the Getting Started guide.

Employee List

The PR Employee List report prints a list of employees according to the criteria you set.

You can include one employee, a range of employees, or all employees for a specific program and/or employee status. You can also choose to print user-defined fields on this report.

You can use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

To access this report, select **Reporting** > **Employee List** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Employee List (Detailed)

8/12/2021 3:12:53 PM **Page 1**

Sort by: Employee Number

Employee Number	Employee Name	Department	Status	Phone	Payment Type
0088	Callor, Robert	BOOKS	CURRENT	(208) 555-6356	Hourly

Address
759 Madison St
Boise, ID 83716

Emergency Contact Information
Nancy Callor, (208) 555-6878

Pay Frequency	Hire Date	Termination Date	Birth Date	Check Location	Site Location
Bi-weekly	05/12/2006		12/01/1990		Boise store

Email
TimeDaily21@yahoo.com

Notes

Tax Code	Description	Tax Type	Exemptions	Additions	Exempt
FED	Federal Tax '21 12/20	Federal	0	$0.00	
IDAHO	ID - Idaho '21 07/21	State	0	$0.00	

Last Date Paid	07/15/2021
Last Amount Paid	$ 959.71
Last Check Number	DD-1602
Last Raise	10/15/2012

Rate	Description	Type	Department	Shelter	Default Units	Regular Rate	Other Units 1	Other Units 2	Local Tax	State Tax
PT18	Gift Part 20+	Hourly	GIFT		40.0000	$18.7500	$0.0000	$0.0000		IDAHO
REG5	Books 5+	Hourly	BOOKS		40.0000	$18.1000	$19.0000	$0.0000		IDAHO

Figure 67: *PR Employee List Report*

Taxable Wage Report

The PR Employee Taxable Wage Report shows you the wage amounts used to calculate taxes for the employee(s) you select. You can use the sort and filter options, including UDFs, to customize the report to meet your needs.

To access this report, select **Reporting** > **Employee Taxable Wage Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Employee Taxable Wage Report

12/13/2021 1:37:01 PM **1/1/2021 - 12/31/2021** **Page 1**

Employee Number	Employee Name	Department	Status	Payment Type
0024	Brown, Joanna	OFFICE	CURRENT	Hourly

Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employee Tax 3	Additional Medicare	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Tax 3	Employer Unemployment	Employee Per Hour Tax Hours	Employer Per Hour Tax Hours
FED	Federal	$2,116.00	$2,300.00	$2,300.00	$0.00	$0.00	$2,300.00	$2,300.00	$0.00	$2,300.00	0.00	0.00
IDAHO	State	$2,116.00	$2,116.00	$2,300.00	$0.00	$0.00	$2,300.00	$2,300.00	$0.00	$2,300.00	120.00	120.00

Employee Number	Employee Name	Department	Status	Payment Type
0067	Douglas, Jack	BOOKS	CURRENT	Salary

Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employee Tax 3	Additional Medicare	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Tax 3	Employer Unemployment	Employee Per Hour Tax Hours	Employer Per Hour Tax Hours
ADACO	Local	$3,000.00	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	$3,000.00	$0.00	$3,000.00	80.00	80.00
FED	Federal	$2,875.00	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	$4,500.00	$0.00	$4,500.00	0.00	0.00
IDAHO	State	$2,875.00	$2,875.00	$3,000.00	$0.00	$0.00	$3,000.00	$3,000.00	$0.00	$3,000.00	80.00	80.00

Employee Number	Employee Name	Department	Status	Payment Type
0080	Green, Ryan 4578	CASH	CURRENT	Hourly

Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employee Tax 3	Additional Medicare	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Tax 3	Employer Unemployment	Employee Per Hour Tax Hours	Employer Per Hour Tax Hours
FED	Federal	$777.60	$777.60	$777.60	$0.00	$0.00	$777.60	$777.60	$0.00	$777.60	0.00	0.00
IDAHO	State	$777.60	$777.60	$777.60	$0.00	$0.00	$777.60	$777.60	$0.00	$777.60	72.00	72.00

Employee Number	Employee Name	Department	Status	Payment Type
0088	Callor, Robert	BOOKS	CURRENT	Hourly

Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employee Tax 3	Additional Medicare	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Tax 3	Employer Unemployment	Employee Per Hour Tax	Employer Per Hour Tax

Figure 68: *PR Employee Taxable Wage Report*

Program Codes

The PR Employee Program Code Report shows you employee cost separated by the program(s) you select. You can use the sort and filter options, including UDFs, to customize the report to meet your needs.

To access this report, select **Reporting** > **Employee Program Codes Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Employee Program Codes Report

8/12/2021 4:04:27 PM **1/1/2021 - 12/31/2021** **Page 1**

Program: ADMIN **Description: Administration Dept.**

Employee Number	Employee Name											
CARTRITE	Cartrite, Bill											
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross	Other Additions	Totals
Units	80.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			80.0000
Amount	$1,384.62	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,384.62
Employee Number	**Employee Name**											
EASTMAN	Eastman, Mycol J.											
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross	Other Additions	Totals
Units	20.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			20.0000
Amount	$700.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.27	$700.27
Employee Number	**Employee Name**											
GOODKNIGHT	Goodknight, Sabrina											
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross	Other Additions	Totals
Units	40.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			40.0000
Amount	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$600.00
Employee Number	**Employee Name**											
JANGWAY	Jangway, Cathy											
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross	Other Additions	Totals
Units	15.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000			15.0000
Amount	$1,846.15	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,846.15

Figure 69: *PR Employee Program Codes Report*

Benefits/Deductions Report

You can use the PR Benefit/Deductions Report to view the Benefits, Deductions, Additions, Tips, and/or Garnishments for the employee(s) you select.

You can include one employee, a range of employees, or all employees for a specific program, Benefit/Deduction Code, or employee status. You can also use UDFs to sort and filter the report.

To access this report, select **Reporting** > **Employee Benefit / Deduction Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Employee Benefits/Deductions Report (Detailed)

All Books Surplus (ALLBOO)

2/13/2014 9:04:50 AM **1/1/2014 - 3/31/2014** **Page 1**

Sort By: Employee Number

Employee Number	Employee Name	Department	Status	Payment Type
0078	Ryan Karlson	CASH	CURRENT	Hourly

Code	Description	Code Type	Apply Type	Active Pay Period 1	2	3	4	5
MEDICAL	Medical Insurance	Deduction	Fixed amount	Y	Y	Y	Y	Y
	Amount Per Period	**Use Amount Remaining**	**Amount Remaining**	**Last Amount Used**			**Total Amount**	
	$34.00	No	$0.00	$34.00			$136.00	
Code	**Description**	**Code Type**	**Apply Type**	**Active Pay Period 1**	**2**	**3**	**4**	**5**
MEDICAL EM	Medical Insurance Employer portion	Benefit	Fixed amount	Y	Y	Y	Y	Y
	Amount Per Period	**Use Amount Remaining**	**Amount Remaining**	**Last Amount Used**			**Total Amount**	
	$74.00	No	$0.00	$74.00			$296.00	

Employee Number	Employee Name	Department	Status	Payment Type
0079	John Richards	GIFT	CURRENT	Hourly

Code	Description	Code Type	Apply Type	Active Pay Period 1	2	3	4	5
401K	401K	Benefit	Fixed amount	Y	Y	Y	Y	Y

Figure 70: *PR Benefit / Deduction Report*

Employee Project Codes Report

The PR Employee Project Codes Report shows you the amount of units worked and money earned on each project for the employee(s) you select. You can use the filter options, including UDFs, to customize the report to meet your needs.

To access this report, select **Reporting** > **Employee Project Codes Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Employee Project Codes Report (Detailed)

8/12/2021 4:38:02 PM **Page 1**

Project Code: BOOK FAIR Description: Yearly Book Fair

Employee Number	Employee Name									
0024	Brown, Joanna									
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross
Units	80.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
Amount	$2,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Employee Number	Employee Name									
0088	Callor, Robert									
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross
Units	120.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
Amount	$2,250.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BOOK FAIR Totals										
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross
Units	200.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
Amount	$4,550.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Report Totals										
	Regular	Other Units 1	Other Units 2	Compensation	Holiday	Other	PTO	Sick	Vacation	Add to Gross
Units	200.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
Amount	$4,550.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Figure 71: *PR Employee Project Codes Report*

Employee Leave Report

The PR Employee Leave Report prints leave information for one employee, a range of employees, or all employees for a specific employee status. You can use the filter options, including UDFs, in the **PR Employee Leave Report** window to customize this report to meet your needs.

To access this report, select **Reporting** > **Employee Leave Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

PR Employee Leave Report (Detailed)

All Books Surplus (ALLBOO)

2/22/2016 11:07:44 AM **Page 1**

Sort by: Employee Number

Employee Number	Employee Name	Department	Status
0088	Callor, Robert	*BOOKS*	CURRENT

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued	Annual Limit	Next Accrual
5 YR ACCR	5-10 Year Accrual Rate	PTO	7.7000	Per period	200.0000	240.0000	0.00
FLOAT5	Float Days 5+ yrs	Other	16.0000	Annually	16.0000	16.0000	0.00

Leave Totals

Leave Type	Shelter Code	Accrued	Used	Remaining	Max. Remaining
Other		16.0000	8.0000	8.0000	25.0000
PTO		200.0000	72.0000	120.0000	275.0000

Report Totals

Attached Codes

Code	Description	Type	Current Rate	Apply	Accrued
5 YR ACCR	5-10 Year Accrual Rate	PTO	7.7000	Per period	200.0000

Figure 72: *PR Employee Leave Report*

Estimated Leave Value

The Estimated Leave Value Report displays the estimated dollar value of leave that employees accrued. You can filter the report by employee, program, or status. You can choose which Leave Types to show on the report and you can view the data in detail, condensed, or summary format.

To access this report, select **Reporting** > **Estimated Leave Value Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Estimated Leave Value Report

All Books Surplus (ALLBOO)

4/18/2017 9:00:31 AM **Page 1**

Employee	Employee Name	Regular Rate	Leave Type		Leave Hours	Estimated Value
0024	Joanna Brown	28.7500	Other		12.0000	$345.00
		28.7500	Vacation		11.0000	$316.25
				Total	23.0000	$661.25
0055	Samantha Lugon	10.5000	Other		8.0000	$84.00
		10.5000	Vacation		10.5000	$110.25
				Total	18.5000	$194.25
0067	Jack Douglas	37.5000	Other		8.0000	$300.00
		37.5000	Vacation		72.8000	$2,730.00
				Total	80.8000	$3,030.00
0075	Peter Gretson	12.0000	Other		8.0000	$96.00
		12.0000	Vacation		251.0000	$3,012.00
				Total	259.0000	$3,108.00
0078	Ryan Karlson	11.5000	Other		8.0000	$92.00
		11.5000	Vacation		125.0000	$1,437.50

Figure 73: *PR Estimated Leave Value Report*

Employee History

The PR Employee History Report prints historical payroll information for one employee, a range of employees, or all employees for a specific employee status and date range. You can use the filter options, including UDFs, in the **PR Employee History Report** window to customize this report to meet your needs.

You can use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

To access this report, select **Reporting** > **Employee History** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Employee History Report (Detailed)

8/12/2021 4:20:52 PM **Page 1**

Employee Number	Employee Name	Department	Status	Payment Type
0088	Bobby Callor	BOOKS	CURRENT	Hourly

Transaction Number: 1 **Check Number:** DD-1597 **Check Date:** 04/30/2021
Employee Number: 0088 **Employee Name:** Bobby Callor **Department:** BOOKS
Tran Type: Check **Description:**

			Regular		Other Units 1		Other Units 2	
Rate Code	Project Code	Department	Amount	Hrs/Units	Amount	Hrs/Units	Amount	Hrs/Units
PT18	BOOK FAIR	GIFT	$750.00	40.0000	$0.00	0.0000	$0.00	0.0000
REG5		BOOKS	$724.00	40.0000	$0.00	0.0000	$0.00	0.0000

Employee		Employer							
Tax Deductions	Amount	Tax Deductions	Amount	Ben/Ded	Amount	Totals	Hrs/Units	Leave Hours	Amount
FED-MED	$32.06	FED-MED	$32.06	401K	$737.00	Regular	80.0000	Remaining	$1,474.00
FED-SSI	$137.08	FED-SSI	$137.08	MEDICAL EM	$85.00	Other Units 1	0.0000		$0.00
FED-WH	$2.40	FED-UN	$13.27	401KE	$100.00	Other Units 2	0.0000		$0.00
IDAHO-WH	$10.71			MEDICAL	$45.00	Compensation	0.0000	0.0000	$0.00
				CHLDSUPP	$210.00	Holiday	0.0000	0.0000	$0.00
						Other	0.0000	8.0000	$0.00
						PTO	0.0000	197.0000	$0.00
						Sick	0.0000	0.0000	$0.00
						Vacation	0.0000	0.0000	$0.00
						Add to Gross			$0.00

$1,474.00	$537.25	$936.75	205.0000
Gross Employee Earnings	Total Employee Deductions	Net Pay	Total Leave Remaining

Transaction Number: 1 **Check Number:** DD-1598 **Check Date:** 05/14/2021
Employee Number: 0088 **Employee Name:** Bobby Callor **Department:** BOOKS

Figure 74: *PR Employee History Report*

Reprint Pay Stubs

The **PR Reprint Pay Stubs** window allows you to reprint payroll check or direct deposit stubs for one employee, a range of employees, or all employees for the date range you select.

To access this report, select **Reporting** > **Reprint Pay Stubs** from the left navigation pane and in the window that appears, set the criteria you want to see.

Employee Number	Employee Name	Employee SSN	Period End	Check Date
0088	Bobby Callor	***-**-5566	04/30/2021	04/30/2021

	Regular			Other Units 1			Other Units 2			Leave Time		
Rate Code	Hrs/Units	Rate Amount	Amount	Hrs/Units	Rate Amount	Amount	Hrs/Units	Rate Amount	Amount	Hrs/Units	Rate Amount	Amount
PT18	40.0000	$18.75	$750.00	0.0000	$0.00	$0.00	0.0000	$0.00	$0.00	0.0000	$18.75	$0.00
REG5	40.0000	$18.10	$724.00	0.0000	$19.00	$0.00	0.0000	$0.00	$0.00	0.0000	$18.10	$0.00

Tax Deductions	Current Amount	YTD
FED-MED	$32.06	$32.06
FED-SSI	$137.08	$137.08
FED-WH	$2.40	$2.40
IDAHO-WH	$10.71	$10.71

Ben/Ded	Current Amount	YTD
401K	$737.00	$737.00
MEDICAL EM	$85.00	$85.00
401K E	$100.00	$100.00

Totals	Hrs/Units	Leave Hours Remaining	Current Amount	YTD
Regular	80.0000		$1,474.00	$1,474.00
Other Units 1	0.0000		$0.00	$0.00
Other Units 2	0.0000		$0.00	$0.00
Total Hours Worked:	**80.0000**			
Vacation	0.0000	0.0000	$0.00	$0.00
PTO	0.0000	197.0000	$0.00	$0.00
Holiday	0.0000	0.0000	$0.00	$0.00
Compensation	0.0000	0.0000	$0.00	$0.00
Other	0.0000	8.0000	$0.00	$0.00
Sick	0.0000	0.0000	$0.00	$0.00
Add to Gross			$0.00	$0.00

Current Earnings	Current Deductions	Net Pay	YTD Earnings	YTD Deductions	YTD Net Pay	Total Leave Remaining
$1,474.00	$537.25	$936.75	$1,474.00	$537.25	$936.75	205.0000

DD-1597

Non-Negotiable

Nine hundred thirty-six dollars and seventy-five cents

04/30/2021 936.75

Bobby Callor
759 Madison St
Boise, ID 83716

Figure 75: *PR Reprinted Pay Stub*

Taxes Payable

The **PR Taxes Payable Report** window prints your taxes payable for one Tax Code, a range of Tax Codes, or all Tax Codes for the date range you select.

To access this report, select **Reporting** > **Taxes Payable Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Taxes Payable Report
Demonstration Account Company (DMOACT)

12/13/2021 2:25:05 PM **1/1/2021 - 12/31/2021** **Page 1**

Tax Code	Tax Type	Withholding	Employee Tax 1/SSI	Employee Tax 2/MED	Employee Tax 3	Additional Medicare	Employer Tax 1/SSI	Employer Tax 2/MED	Employer Tax 3	Employer Unemployment	Employee Unemployment	Employee Per Hour Tax	Employer Per Hour Tax
FED	Federal	$37,822.51	$35,525.21	$8,308.35	$0.00	$0.00	$35,525.21	$8,308.35	$0.00	$844.54	$0.00	$0.00	$0.00
LOCAL3	Local	$5.72	$320.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NY-C	Local	$2,672.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
AL2	State	$1,741.08	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
BHWER	State	$0.00	$686.40	$0.00	$0.00	$0.00	$1,038.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CA-1	State	$1,100.48	$577.76	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CA-3	State	$0.00	$523.38	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
DC	State	$1,775.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ID	State	$40.16	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	$0.00	$0.00	$0.00
NJ-A	State	$3,050.48	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NY-S	State	$2,383.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
OR	State	$2,134.00	$31.68	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105.00	$0.00	$0.00	$0.00
OR-10	State	$1,408.00	$32.43	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105.00	$0.00	$0.00	$0.00
UT	State	$1,913.03	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$131.05	$0.00	$0.00	$0.00
WASUTA	State	$0.00	$31.67	$28.51	$0.00	$0.00	$34.86	$0.00	$0.00	$594.00	$0.00	$0.00	$0.00
	Totals	$55,045.86	$37,798.53	$8,336.86	$0.00	$0.00	$36,598.47	$8,308.35	$0.00	$2,167.59	$0.00	$0.00	$0.00

Figure 76: *PR Taxes Payable Report*

EFTPS History

The **PR EFTPS History Report** window allows you to print posted FICA, FUTA, FITW, and Medicare information. You can print this report for one employee, a range of employees, or all employees for the date range you select.

To access this report, select **Reporting** > **EFTPS History Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR EFTPS History Report
All Books Surplus (ALLBOO)

3/5/2014 2:56:23 PM **Page 1**

Sort By: Employee Number

Employee Number	Employee Name	Transaction Date	Social Security	Medicare	Withholding	Unemployment
0075	Peter Gretson	02/28/2014	$115.47	$27.84	$104.93	$4.71
0075	Peter Gretson	03/13/2014	$106.19	$24.00	$102.34	$4.97
0075	Peter Gretson	03/20/2014	$115.47	$27.84	$104.93	$0.00

Summary 0075 Peter Gretson

Social Security	$337.13				
Medicare	$79.68				
Withholding	$312.20				
Employee Subtotal	$729.01	Unemployment	$9.68	Employee Total	$738.69

Employee Number	Employee Name	Transaction Date	Social Security	Medicare	Withholding	Unemployment
0078	Ryan Karlson	02/28/2014	$114.08	$26.68	$59.50	$4.97
0078	Ryan Karlson	03/13/2014	$108.00	$25.26	$54.60	$5.23
0078	Ryan Karlson	03/20/2014	$114.08	$26.68	$59.50	$0.00

Summary 0078 Ryan Karlson

Social Security	$336.16
Medicare	$78.62

Figure 77: *PR EFTPS History Report*

Quarterly Tax Preview

The PR Quarterly Tax Preview report allows you to print a quarterly history of social security, Medicare, federal unemployment, and state unemployment information. You can print this report for one employee, a range of employees, or all employees for the quarter you select.

To access this report, select **Reporting** > **Quarterly Tax Preview Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR Quarterly Tax Preview Report
All Books Surplus (ALLBOO)
11/9/2017 3:38:40 PM **Quarter: 4 2017** **Page 1**

Tax Code FED **SS Limit** $ 117,000.00 **Medicare Limit** $ 9,999,999.00

Employee Number	Employee Name	Employee SS Number
0024	Brown, Joanna	***-**-7770

SS YTD Taxable	$6,900.00	Med YTD Taxable	$6,900.00	SS QTR Taxable	$4,600.00	Med QTR Taxable	$4,600.00

	SS Tax Rate	Med Tax Rate	SS QTR Taxes Due	Med QTR Taxes Due
Employee	6.2000	1.4500	$285.20	$66.70
Employer	6.2000	1.4500	$285.20	$66.70
Employee/Employer	12.4000	2.9000	$570.40	$133.40

Employee Number	Employee Name	Employee SS Number
0055	Lugon, Samantha	***-**-5855

SS YTD Taxable	$2,341.50	Med YTD Taxable	$2,341.50	SS QTR Taxable	$1,764.00	Med QTR Taxable	$1,764.00

	SS Tax Rate	Med Tax Rate	SS QTR Taxes Due	Med QTR Taxes Due
Employee	6.2000	1.4500	$109.36	$25.58
Employer	6.2000	1.4500	$109.36	$25.58
Employee/Employer	12.4000	2.9000	$218.72	$51.16

Employee Number	Employee Name	Employee SS Number
0067	Douglas, Jack	***-**-1123

Figure 78: *PR Quarterly Tax Preview Report*

W-2 Preview

The **PR W-2 Preview Report** window allows you to print employee W-2 information before you process final forms. To get an accurate preview, set up your formats in the **PR W-2 Formats** window (see “Setting up W-2 Formats” on page 32). You can print this report for one employee, a range of employees, or all employees for the date range you select.

To access this report, select **Reporting** > **W-2 Preview Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

PR W-2 Preview Report
All Books Surplus (ALLBOO)

2/18/2014 9:32:16 AM **Page 1**

Employee Name (field e) Douglas, Jack

W2 fields		W2 fields		W2 fields	
a	547-25-1123	**1**	4,980.00	**6**	78.58
f	658 Jefferson Boise, ID 87544	**2**	54.66	**12** D	250.00
		3	4,980.00		
		4	308.77		
		5	5,420.00		

15	16	17	20	18	19
ID	5,082.00	74.33	ADA CO	47.64	5,400.00

Employee Name (field e) Gretson, Peter

W2 fields		W2 fields		W2 fields	
a	048-57-4599	**1**	6,503.18	**6**	90.13
f	587 Reed Pl Meridian, ID 87544	**2**	762.47	**12** D	402.84
		3	6,503.18		
		4	403.21		
		5	6,215.54		

15	16	17	20	18	19
ID	6,560.78	376.51	ADA CO	43.40	960.00

Figure 79: *PR W-2 Preview Report*

Payroll Tax Forms

If you have Aatrix installed, you can use the **PR State and Federal Payroll Forms** window to print or electronically file State or Federal payroll forms. The options that are available in this window depend on the Report Type and Form you select. You can print or electronically file the form(s) for one Tax Code, a range of Tax Codes, or all Tax Codes.

To access this report, select **Reporting** > **Tax Reports** from the left navigation pane and in the window that appears, set the criteria you want to see.

For information specific to Aatrix, please see your Aatrix documentation.

Troubleshooting: Working with Reports in Payroll

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
My reports show more information than I want to see.	Use the sort and filter options included in each report window to limit the information that appears.
My W-2 Preview Report does not have the correct letter codes in Box 12.	Check your settings in the W-2 Formats window. The way the W-2 Preview Report appears depends on how you set up the formats in this window. See “Setting up W-2 Formats” on page 32 for more information.
I don’t want my employee’s Social Security numbers to appear on reports.	In **Module Preferences**, you can choose to encrypt Social Security numbers on reports and checks.
Where do I access tax forms?	After you install Aatrix, you can access it from **Reports** > **Tax Reports**. Contact your sales representative at (800) 388-3038 for more information about Aatrix.

Chapter

6

Payroll Maintenance

Processing Periodic Leave

Viewing Payroll Table Information

Update Tax Codes

Recalculate Payroll Wages

Resetting Year-to-Date Totals

Troubleshooting: Payroll Maintenance

DENALI

You might want to perform periodic maintenance to keep your system functioning well. This chapter explains tasks such as viewing payroll table information and recalculating wages.

Processing Periodic Leave

When you set up leave to accrue at a periodic rate (monthly, quarterly, semi-annually, or annually), you need to process it to apply it to the employee's record. If your employees earn leave with each pay period, the system updates it when you post payroll.

After you process leave, the leave amount for each employee is updated on the **Leave** tab of the **PR Employee Management** window. For more information on setting up Leave Codes, see "Leave Codes" on page 27.

To process periodic leave:

1 In Payroll, select **Period End** > **Process Periodic Leave** from the left navigation pane. The Process Periodic Leave window will open.

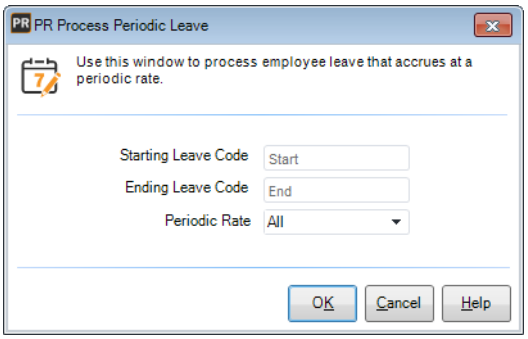


Figure 80: *PR Process Periodic Leave window*

2 Use the Lookup to select the Starting and Ending range for the codes you want to include. If you want to process all periodic Leave Codes, leave the defaults of *Start* and *End*.

3 Select the rate you want to process from the **Periodic rate** drop-down. If you want to process all rates, leave the default of *All*.

4 Select **OK** to process periodic leave.
A report appears that shows the leave that was processed and the accrued amount for each employee.

Viewing Payroll Table Information

The PR Display Table Information window allows you to view all Payroll data table information. It shows the table name, number of records, and the date created. For example, if you want to know how many Benefit/Deduction Codes are set up, you can check the number of records in the table. Or, if you see you have a lot of history files, you can purge history.

To view your data tables in the Payroll module, select **Options** > **Table Maintenance** > **Display Table Information** from the menu bar.

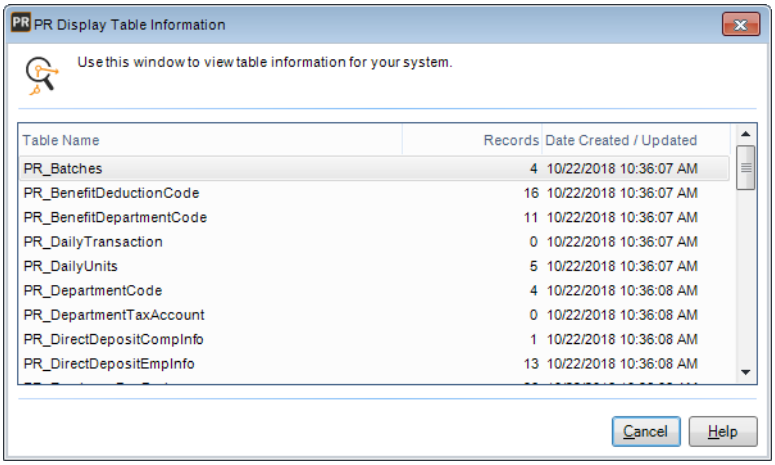


Figure 81: *PR Display Table Information window*

Update Tax Codes

It's important to keep your Tax Codes up to date. Use the **PR Update Tax Codes** window to ensure you're using the latest tax code tables when you run payroll.

To update your Tax Codes:

1 In Payroll, select **Resources and Tools** > **Update Tax Codes** from the left navigation pane.

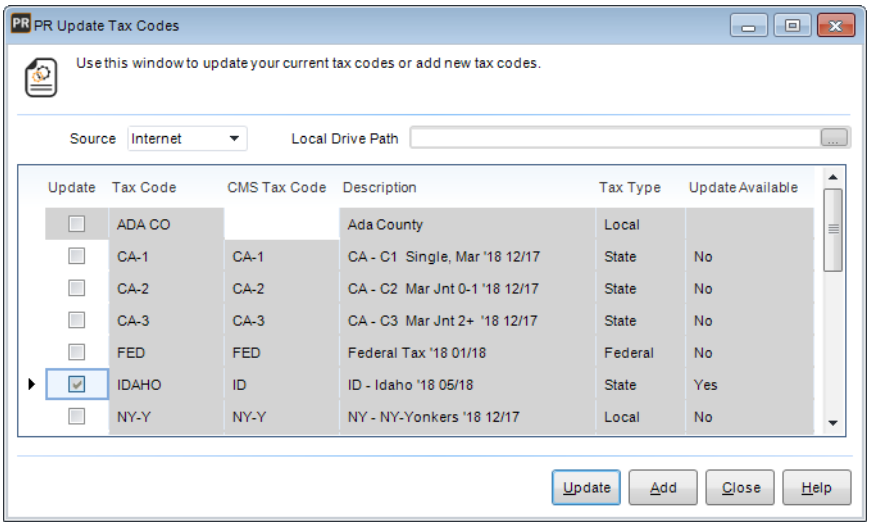


Figure 82: *PR Update Tax Codes window*

2 From the **Source** drop-down, choose if you want to update Tax Codes from the Cougar Mountain website or from your local machine.

3 If you selected *Local* from the **Source** drop-down, be sure you installed the updated Tax Codes from the Denali thumb drive and the **Local Drive Path** field has the correct path to the file.

4 If you created a Tax Code that does not correspond to a CMS Tax Code, use the Lookup in the **CMS Tax Code** column to link your custom Code to a CMS Tax Code. If your Tax Code is not linked to a CMS Tax Code, you must manually update your Tax Code.

5 The **Update Available** column displays *Yes* for all of the Tax Codes that have an update available.The check boxes in the **Update** column will default to checked for any Tax Codes that have an update available. Deselect the check boxes for the Codes you do not want to update.

6 Select the **Update** button to update your Tax Codes.

For information on manually updating your Tax Codes, see “Tax Codes” on page 24.

Adding Tax Codes When You Update

You can add new Tax Codes to your organization through the **PR Update Tax Codes** window.

To add Tax Codes:

1 In Payroll, select **Resources and Tools** > **Update Tax Codes** from the left navigation pane.

2 In the **PR Update Tax Codes** window, select the **Add** button.

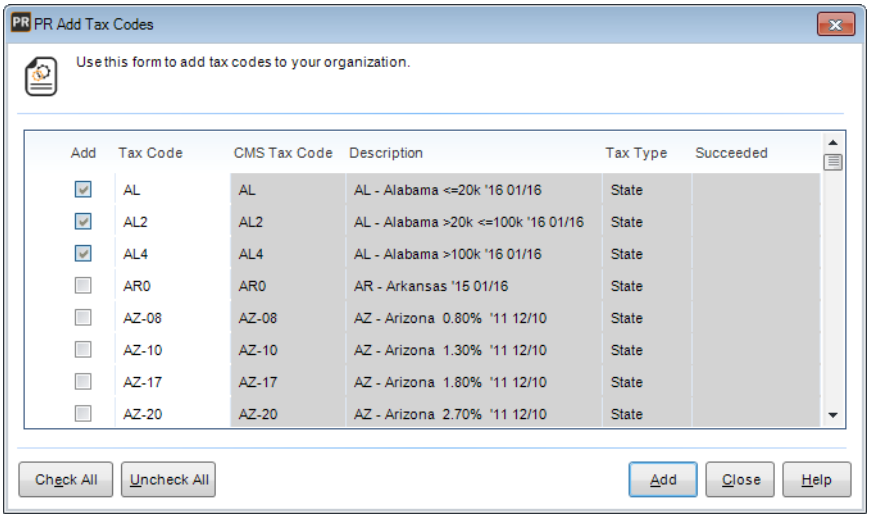


Figure 83: *PR Add Tax Codes window*

3 In the **PR Add Tax Codes** window, select the check box in the **Add** column for the Tax Codes you want to add to your organization.

4 If you want to name your Tax Codes something other than the CMS Tax Code name, you can change the name in the **Tax Code** column.

5 Select the **Add** button.
The **Succeeded** column displays *Yes* for the Tax Codes that were successfully added.

6 Select **Close** to return to the **PR Update Tax Codes** window.

Recalculate Payroll Wages

Use the Recalculate Payroll Wages option you can use if you think there is a problem with your taxable wage totals. This only recalculates taxable wages.

CAUTION: ***Always** back up **your data tables before you recalculate the master table. See the Getting Started guide for information on how to back up your data.***

To recalculate the master table:

1 In Payroll, select **Resources and Tools** > **Recalculate Wages** from the left navigation pane.

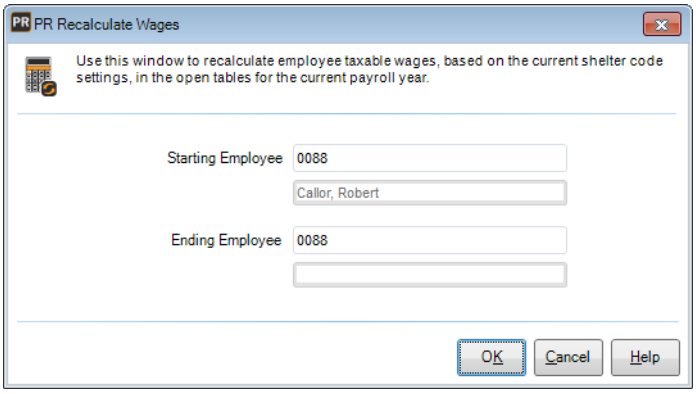


Figure 84: *PR Recalculate Wages window*

2 Select the starting and ending employee numbers to recalculate. To recalculate for all, accept the defaults of *Start* and *End*.

3 Select **OK** to recalculate.

Resetting Year-to-Date Totals

You must reset your totals between January 1 and April 1 of the year after your current payroll year end. When you reset YTD totals, employee leave accumulators reset to zero. This does not affect total accrued leave. Also, your current year end date in Module Preferences will increment to the next year. This will clear the information from the previous year on the **YTD History** tab of the **PR Employee Management** window. It will also clear previous year totals on the **Benefits / Deductions** tab.

Although you can make changes to your totals later, we recommend you complete all year-end tasks before you reset your totals. For example, post final transactions, print W-2s, and back up your data. That way, if you encounter any problems during this process, you can restore your data and begin again.

To reset year-to-date totals in Payroll, select **Period End** > **Reset YTD Totals** from the left navigation pane. Select **OK** to reset the totals.

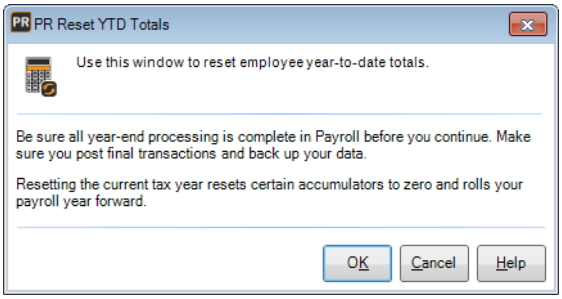


Figure 85: *PR Reset YTD Totals window*

Troubleshooting: Payroll Maintenance

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
My taxable wage totals don’t seem correct.	Use the Recalculate Wages window to recalculate taxable wages for employees that appear to have incorrect wages.

Chapter

7

Additional Resources

Formatting User-Defined Fields

ACH File Structures

Format Requirements for Importing Transactions

Format Requirements for the Import/Export Feature

Import Error Messages

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These additional resources are provided to better aid you with issues that might occur in Denali. Refer to the sections in this chapter for explanations of the detailed calculations, format definitions, and how to format user-defined fields.

Formatting User-Defined Fields

To change the default of how a user-defined field is going to appear in the entry screens, you need to format it. Numeric fields allow a maximum of 11 digits with 4 decimals. Text fields have a default of 50 characters (30 in Payroll), but can be modified by the number you enter in the **Size** field. Date fields allow caption entry only—the date format is already specified. The characters used to create user-defined formats are listed in the table provided here.

Formatting Character	Description	Results
. (period)	Decimal placeholder	Determines how many digits are displayed to the left and right of the decimal separator. The actual character used is the one specified as the decimal placeholder in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
, (comma)	Thousand separator	Separates thousands from hundreds within a number that has four or more places to the left of the decimal separator. The actual character used is the one specified as the thousands separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
: (colon)	Time separator	Separates time elements, such as hour:minute:second. The actual character used is the one specified as the time separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
/ (slash)	Date separator	Separates date elements such as day/month/year. The actual character used is the one specified as the date separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
#	Digit placeholder	Displays a digit (0-9). For example, ####.## accepts *1234.12*.
A	Alphanumeric placeholder	Displays an alphanumeric character (a-Z and 0-9) and is required.
?	Alphabetic placeholder	Displays an alphabetic character (a-Z) and is optional.
>	Alphabetic placeholder, but forces uppercase characters (A-Z)	All characters are displayed in uppercase format.

Formatting Character	Description	Results
<	Alphabetic placeholder, but forces lowercase characters (a-z)	All characters are displayed in lowercase format.
&	Character placeholder	Valid values are ANSI characters in the following ranges: 32-126 and 128-255 and is required.
\	Displays the next character in the format string	Many characters in the format expression have a special meaning and can't be displayed as literal characters unless they are preceded by a backslash. The backslash itself is not displayed. Note that two backslashes must be used in string literals to accommodate for the fact that this is also treated as an escape character for ANSI/ISO string formatting.

Additional Formatting in Payroll

Formatting Character	Description	Results
>	Forces uppercase characters (A-Z)	All characters that follow the > symbol are displayed as uppercase.
<	Forces lowercase characters (a-z)	All characters that follow the < symbol are displayed as lowercase.
0 (Zero)	Numeric placeholder	Displays any digit (0-9) and is a required field.
9	Placeholder for digit or space	Displays a digit (0-9) or a space and is an optional field.
L	Alphabetic placeholder	Displays alphabetic characters only.
C	Character placeholder	Displays characters and is optional.
a	Alphanumeric placeholder	Displays alphanumeric characters (0-9 and a-Z) and is optional.
$	Currency symbol	Displays currency types.
|	Pipe symbol	Disables a previous shift up or down.

ACH File Structures

Many banks use the Automated Clearing House (ACH) formatting requirements for direct deposit information.

NOTE: *You should check with your bank for the specific file structures they require.*

File Header Information

This is the information that would go in the file header for ACH formatted files.

Field Order	Field Description	Length	Character Position	Data Type	Required Field
1	Record Type Code	1	1	Numeric	M
2	Priority Code	2	2	Numeric	R
3	Immediate Destination	10	4	Char-Caps	M
4	Immediate Origin	10	14	Char-Caps	M
5	File Creation Date	6	24	Date	M
6	File Creation Time	4	30	Time	O
7	File ID Modifier	1	34	Alphanumeric	M
8	Record Size	3	35	Numeric	M
9	Blocking Factor	2	38	Numeric	M
10	Format Code	1	40	Numeric	M
11	Immediate Destination Name	23	41	Alphanumeric	O
12	Immediate Origin Name	23	64	Alphanumeric	O
13	Reference Code	8	87	Alphanumeric	O
	End of Record	N/A	95	N/A	

Required Field Key:

M: This field is mandatory and necessary to ensure proper routing and processing. The Operator will reject the file if this field is not included.

R: This field is required. If you omit this file, it will not cause the Operator to reject the entry, but may be rejected at the Receiving Depository Financial Institution (RDFI).

O: This field is optional at the discretion of the originator.

Organization Batch Header Information

This is the information that would go in the batch header for ACH formatted files.

Field Order	Field Description	Length	Character Position	Data Type	Required Field
1	Record Type Code	1	1	Numeric	M
2	Service Class Code	3	2	Character	M
3	Company Name	16	5	Character	M
4	Company Disc Data	20	21	Character	O

Field Order	Field Description	Length	Character Position	Data Type	Required Field
5	Company ID	10	41	Character	M
6	Standard Entry Class (SEC)	3	51	Character	M
7	Entry Description	10	54	Character	M
8	Co Descriptive Date	6	64	Character	O
9	Effective Entry Date	6	70	Date	R
10	Settlement Date	3	76	Numeric	*
11	Originator Status Code	1	79	Character	M
12	Originating Depository Financial Institution (ODFI) ID	8	80	Char-Caps	M
13	Batch Number	7	88	Numeric	M
	End of Record	N/A	95	N/A	

Required Field Key:

M: This field is mandatory and necessary to ensure proper routing and processing. The Operator will reject the file if this field is not included.

R: This field is required. If you omit this file, it will not cause the Operator to reject the entry, but may be rejected at the Receiving Depository Financial Institution (RDFI).

O: This field is optional at the discretion of the originator.

*: Inserted by Operator.

Format Requirements for Importing Transactions

When you import transactions from an external file, the information in the file being imported must be in the proper format. For example, fields need to be a certain length. Make sure that your formatting is correct to avoid possible errors. Information on the various format requirements is contained in this section; be sure to review all the information to help ensure you successfully import your external file.

Certain information, like dates, is required to post, but is not necessary to import transactions. Be sure to print an edit report and review it carefully before you post imported transactions (see “Printing the Edit Report” on page 66).

File Formats Supported by Denali for Importing Transactions

The format requirements for a successful import are covered in this section. The file imported will contain multiple records, each having a CR/LF (carriage return/line feed) at the end.

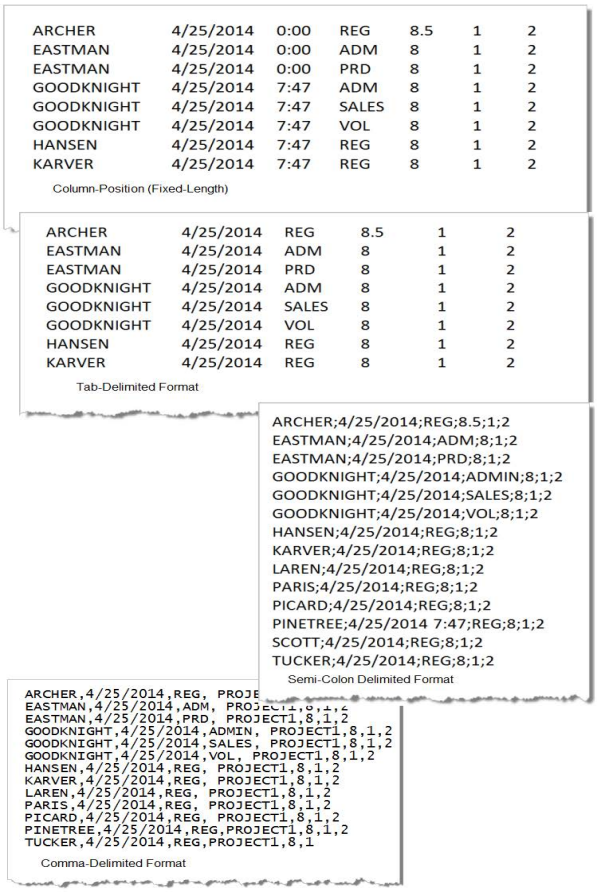
You can name the file anything you want, but the file extension must be .txt or the six character Denali company code, for example, GLXFER.TXT or Income.DMOACT.

The external text file must be in one of the formats supported by Denali:

- **Column Position File (fixed length)**: Each field in the text file starts at a specific position and contains a fixed number of characters. This file type is sometimes referred to as “fixed length”.
- **Tab Delimited File**: The fields in the file to be imported are separated by tabs.
- **Semi-Colon Delimited File**: The fields in the file to be imported are separated by semi-colons.
- **Comma Delimited File**: The fields in the file to be imported are separated by commas.

The file format sample contained in this section is for reference purposes only and might not reflect the same type of information as your text file(s).

Refer to “Payroll File Format Requirements” on page 109 for a list of the required fields and the order of the fields.



```
ARCHER        4/25/2014  0:00   REG    8.5   1   2
EASTMAN       4/25/2014  0:00   ADM    8     1   2
EASTMAN       4/25/2014  0:00   PRD    8     1   2
GOODKNIGHT    4/25/2014  7:47   ADM    8     1   2
GOODKNIGHT    4/25/2014  7:47   SALES  8     1   2
GOODKNIGHT    4/25/2014  7:47   VOL    8     1   2
HANSEN        4/25/2014  7:47   REG    8     1   2
KARVER        4/25/2014  7:47   REG    8     1   2
```

Column-Position (Fixed-Length)

```
ARCHER        4/25/2014  REG    8.5   1   2
EASTMAN       4/25/2014  ADM    8     1   2
EASTMAN       4/25/2014  PRD    8     1   2
GOODKNIGHT    4/25/2014  ADM    8     1   2
GOODKNIGHT    4/25/2014  SALES  8     1   2
GOODKNIGHT    4/25/2014  VOL    8     1   2
HANSEN        4/25/2014  REG    8     1   2
KARVER        4/25/2014  REG    8     1   2
```

Tab-Delimited Format

```
ARCHER;4/25/2014;REG;8.5;1;2
EASTMAN;4/25/2014;ADM;8;1;2
EASTMAN;4/25/2014;PRD;8;1;2
GOODKNIGHT;4/25/2014;ADMIN;8;1;2
GOODKNIGHT;4/25/2014;SALES;8;1;2
GOODKNIGHT;4/25/2014;VOL;8;1;2
HANSEN;4/25/2014;REG;8;1;2
KARVER;4/25/2014;REG;8;1;2
LAREN;4/25/2014;REG;8;1;2
PARIS;4/25/2014;REG;8;1;2
PICARD;4/25/2014;REG;8;1;2
PINETREE;4/25/2014 7:47;REG;8;1;2
SCOTT;4/25/2014;REG;8;1;2
TUCKER;4/25/2014;REG;8;1;2
```

Semi-Colon Delimited Format

```
ARCHER,4/25/2014,REG, PROJE
EASTMAN,4/25/2014,ADM, PROJECT1,8,1,2
EASTMAN,4/25/2014,PRD, PROJECT1,8,1,2
GOODKNIGHT,4/25/2014,ADMIN, PROJECT1,8,1,2
GOODKNIGHT,4/25/2014,SALES, PROJECT1,8,1,2
GOODKNIGHT,4/25/2014,VOL, PROJECT1,8,1,2
HANSEN,4/25/2014,REG, PROJECT1,8,1,2
KARVER,4/25/2014,REG, PROJECT1,8,1,2
LAREN,4/25/2014,REG, PROJECT1,8,1,2
PARIS,4/25/2014,REG, PROJECT1,8,1,2
PICARD,4/25/2014,REG, PROJECT1,8,1,2
PINETREE,4/25/2014,REG,PROJECT1,8,1,2
TUCKER,4/25/2014,REG,PROJECT1,8,1
```

Comma-Delimited Format

Figure 86: *External File Formats Supported by Denali*

Importing Quotation Marks in CSV Files

If you import csv (comma-separated values) data files that contain quotation marks, it is important to understand how Denali handles quotation marks during the import process.

Quotation Mark Rule	Example
Single quotation marks at the start of data in a field are removed. If you want Denali to keep quotation marks at the start of data, you need to add two more sets of quotation marks.	"""these quotation marks should remain""" = "these quotation marks should remain"
Quotation marks keep items that are separated by commas together as a group. If you have quotation marks at the start of a data field because information inside the quotes is separated by commas, but you want it to remain in one field, leave the quotes as is.	"quotation marks, keep, things, together" = quotation marks, keep, things, together
Quotation marks in the middle of a data string remain just as you typed them.	middle quotation marks "are not" affected = middle quotation marks "are not" affected

Payroll File Format Requirements

Before you begin the import process, you need to make sure the text file is in the proper format and that all required fields have entries. If the external file is not properly formatted, you will receive errors.

If errors occur, an Import Error Report generates and the errors on the report will indicate exactly which imported units have problems.

The table in this section provides the requirements for the external file that is used to import Payroll daily units.

After you import daily units from your external file, you can edit them in the window and then add them to your payroll in the Prepare Payroll window.

Required fields are noted with an asterisk (*).

Table 1: Payroll External File Format Requirements without Job Cost installed

Field Order[a]	Field Description	Maximum Field Length[b]	Character Position (Fixed-Length Format)[c]	Data Type
1	* Employee number[d]	25	1	Char-Caps
2	Transaction date	10	26	mm/dd/yyyy
3	* Pay rate code[d] [e]	6	36	Char-Caps
4	Project code	10	42	Char-Caps
5	Regular units	12 (7.4)	52	Numeric
6	Other units 1	12 (7.4)	64	Numeric
7	Other units 2	12 (7.4)	76	Numeric
8	Vacation	12 (7.4)	88	Numeric
9	Sick	12 (7.4)	100	Numeric
10	PTO	12 (7.4)	112	Numeric
11	Holiday	12 (7.4)	124	Numeric
12	Compensation	12 (7.4)	136	Numeric
13	Other	12 (7.4)	148	Numeric
14	* End of Record	2	160	

a. This number is for reference purposes only and will not appear in the text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length are cut off at the length limit. If the file format is fixed length (column position), each field must be the exact length shown in the **Maximum Field Length** column.
c. If the field doesn't start in the character position specified, it will create an error and prohibit the units from being imported.
d. If this field is left blank, this employee will not import. To enable the import, the employee number must be set up in Denali before you import daily units.
e. For piece work pay rates, Leave will not import into Denali.

Required fields are noted with an asterisk (*).

Table 2: Payroll External File Format Requirements with Job Cost installed

Field Order[a]	Field Description	Maximum Field Length[b]	Character Position (Fixed-Length Format)[c]	Data Type
1	* Employee number[d]	25	1	Char-Caps
2	Transaction date	10	26	mm/dd/yyyy
3	* Pay rate code[d] [e]	6	36	Char-Caps
4	Job Number	20	42	Char-Caps
5	Phase Code	20	62	Char-Caps
6	Process Code	20	82	Char-Caps
7	Project code	10	102	Char-Caps
8	Regular units	12 (7.4)	112	Numeric
9	Other units 1	12 (7.4)	124	Numeric
10	Other units 2	12 (7.4)	136	Numeric
11	Equipment Units	12 (7.4)	148	Numeric
12	Units Produced	12 (7.4)	160	Numeric
13	Vacation	12 (7.4)	172	Numeric
14	Sick	12 (7.4)	184	Numeric
15	PTO	12 (7.4)	196	Numeric
16	Holiday	12 (7.4)	208	Numeric
17	Compensation	12 (7.4)	220	Numeric
18	Other	12 (7.4)	232	Numeric
19	* End of Record	2	244	

a. This number is for reference purposes only and will not appear in the text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length are cut off at the length limit. If the file format is fixed length (column position), each field must be the exact length shown in the **Maximum Field Length** column.

c. If the field doesn't start in the character position specified, it will create an error and prohibit the units from being imported.
d. If this field is left blank, this employee will not import. To enable the import, the employee number must be set up in Denali before you import daily units.
e. For piece work pay rates, Leave will not import into Denali.

Format Requirements for the Import/Export Feature

When you import information from an external file, the information in the file being imported must be in the proper format. For example, fields might need to be a certain length. Make sure that your formatting is correct to avoid possible errors. This section contains information on the various format requirements; be sure to review all the information to help ensure you successfully import your external file.

We provide tables in the following sections that indicate the file format requirements to use in the Import/Export window. Note that for fields that indicate "Char-Caps", the import file can have lowercase characters; the system converts the characters to uppercase during the import process.

This section covers only file format requirements when you import data using the Import/Export window. If you are importing transactions, refer to "Format Requirements for Importing Transactions" on page 107.

File Formats Supported by Denali for Importing Data

You can name the file to best meets your needs, but there are other requirements for the format which are covered in this section. The file you import will contain multiple records, each having a CR/LF (carriage return/line feed) at the end.

The external text file must be in one of the formats supported by Denali:

- **Column Position File (fixed length)**: Each field in the text file starts at a specific position and contains a fixed number of characters. This file type is sometimes referred to as "fixed length".
- **Tab Delimited File**: The fields in the file to be imported are separated by tabs.
- **Comma Delimited File**: The fields in the file to be imported are separated by commas.
- **Semi-Colon Delimited File**: The fields in the file to be imported are separated by semi-colons.

Any dates in the external file that you want to import must be in a specific format that uses a separator to distinguish the day, month, and year. With the exception of colons and semi-colons, you can use any symbol such as a forward slash or an asterisk as the separator. For example, if you want to import the date February 19, 2012, you could format it as 02/19/2012.

The file format sample contained in this section is for reference purposes only and might not reflect the same type of information as your text file(s). Refer to "Payroll Format Requirements for Importing Data" on page 114 for a list of the required fields and the order of the fields.

```
0024  Joanna      Brown  OFFICE CURRENT     254784777   0     3     26    Back Office    5586 Maple Dr        Eagle
      ID     87544  (208) 555-4457 (208) 555-7878 12/8/1970    5/15/1998    5/17/2000          2/7/2012

0055  Samantha          Lugon  BOOKS CURRENT     154785855   0     0     26    Books Floor    565 W. Pithon Pl.
      Meridian     ID     85744  (208) 555-4445 (208) 319-6714 1/29/1994    11/7/2013    1/1/1900           11/7/2013

0067  Jack        DouglasBOOKS CURRENT     547251123   0     3     26    Books    658 Jefferson        Boise  ID
      87544  (208) 555-6414 (208) 555-3584 2/7/1989     8/1/2011     8/1/2012           1/2/2014

0075  Peter       GretsonBOOKS CURRENT     048574599   0     0     26    Books Floor    587 Reed Pl
      Meridian     ID     87544  (208) 555-4578 (208) 555-9873 6/3/1987     7/21/2010    7/21/2011          2/12/2013

0078  Ryan        Karlson CASH  CURRENT     526544587   0     3     26    Cashier 82 Cole St          Boise  ID
      87545  (208) 564-5478 (208) 214-3697 5/23/1994     6/11/2013
```

Tab-Delimited Format

```
0024;Joanna;;Brown;OFFICE;CURRENT;254784777;0;3;26;Back Office;5586 Maple Dr;;Eagle;ID;87544;(208) 555-4457;(208) 555-
7878;12/8/1970;5/15/1998;5/17/2000;;2/7/2012;;;;;booklove@hotmail.com
0055;Samantha;;Lugon;BOOKS;CURRENT;154785855;0;0;26;Books Floor;565 W. Pithon Pl.;;Meridian;ID;85744;(208) 555-4445;(208) 319-
6714;1/29/1994;11/7/2013;1/1/1900;;11/7/2013;;;;;sammylug@gmail.com
0067;Jack;;Douglas;BOOKS;CURRENT;547251123;0;3;26;Books;658 Jefferson;;Boise;ID;87544;(208) 555-6414;(208) 555-
3584;2/7/1989;8/1/2011;8/1/2012;;1/2/2014;;;;;jrdouglas@gmail.com
0075;Peter;;Gretson;BOOKS;CURRENT;048574599;0;0;26;Books Floor;587 Reed Pl;;Meridian;ID;87544;(208) 555-4578;(208) 555-
9873;6/3/1987;7/21/2010;7/21/2011;;2/12/2013;John Gretson;(208) 555-4713;;;petegr@hotmail.com
0078;Ryan;;Karlson;CASH;CURRENT;526544587;0;3;26;Cashier;82 Cole St;;Boise;ID;87545;(208) 564-5478;(208) 214-
3697;5/23/1994;6/11/2013;6/11/2014;;6/11/2013;Emily Karlson;(208) 555-7319;;;ryrykar@gmail.com
```

Semi-colon Delimited Format

```
0024,Joanna,,Brown,OFFICE,CURRENT,254784777,0,3,26,Back Office,5586 Maple Dr,,Eagle,ID,87544,(208) 555-4457,(208) 555-
7878,12/8/1970,5/15/1998,5/17/2000,,2/7/2012,,,,,booklove@hotmail.com
0055,Samantha,,Lugon,BOOKS,CURRENT,154785855,0,0,26,Books Floor,565 W. Pithon Pl.,,Meridian,ID,85744,(208) 555-4445,(208) 319-
6714,1/29/1994,11/7/2013,1/1/1900,,11/7/2013,,,,,sammylug@gmail.com
0067,Jack,,Douglas,BOOKS,CURRENT,547251123,0,3,26,Books,658 Jefferson,,Boise,ID,87544,(208) 555-6414,(208) 555-
3584,2/7/1989,8/1/2011,8/1/2012,,1/2/2014,,,,,jrdouglas@gmail.com
0075,Peter,,Gretson,BOOKS,CURRENT,048574599,0,0,26,Books Floor,587 Reed Pl,,Meridian,ID,87544,(208) 555-4578,(208) 555-
9873,6/3/1987,7/21/2010,7/21/2011,,2/12/2013,John Gretson,(208) 555-4713,,,petegr@hotmail.com
0078,Ryan,,Karlson,CASH,CURRENT,526544587,0,3,26,Cashier,82 Cole St,,Boise,ID,87545,(208) 564-5478,(208) 214-
3697,5/23/1994,6/11/2013,6/11/2014,,6/11/2013,Emily Karlson,(208) 555-7319,,,ryrykar@gmail.com
```

Comma Delimited Format

```
0024  Joanna   Brown   OFFICE  CURRENT  254784777
0055  Samantha Lugon   BOOKS   CURRENT  154785855
0067  Jack     Douglas BOOKS   CURRENT  547251123
0075  Peter    Gretson BOOKS   CURRENT  048574599
0078  Ryan     Karlson CASH    CURRENT  526544587
```

Column-Position (Fixed-Length)

Figure 87: *External File Formats Supported by Denali*

To view the requirements for your file format before importing transactions, refer to “Use the Export Feature to View File Formats” on page 113.

Use the Export Feature to View File Formats

One way we suggest you verify the correct format you need to import an external file is to first export. This will allow you to see what is required for the type of file you will import. To verify the requirements for your external file format, you need to have at least one record (e.g., stock item, customer, or account) in your system, and then run the export feature.

To verify required file formats:

1. In the Payroll module, select the export option from the left navigation pane.
   The Import/Export window appears.
2. From the drop-down menu, select *Export* as the type of transfer.
3. Select the type of file that is like the type you want to import, the method, and the format of the file you will also use for the import process.
4. Type the path to the file or use the ellipsis button to browse for the output file name and path for this test export.

5 Once you enter the information for this transfer, select the **Begin Export** button.

When the process is complete, you will have a reference of what is required for the transfer options you selected. You can then use this export file as a guide to set up the file format for the data you will import (see “Payroll File Format Requirements” on page 109).

Payroll Format Requirements for Importing Data

Before you begin to import data, you need to make sure the text file is in the proper format and that all required fields have entries. If the external file is properly formatted, it will help eliminate the possibility of errors.

Required fields are noted with an asterisk (*).

Table 3: Payroll External File Format Requirements

Field Order[a]	Field Description	Maximum Length	Character Position (Fixed-Length Format)	Data Type
1	* Employee Number	25	1	Char-Caps
2	* First Name	20	26	Character
3	Middle Initial	1	46	Char-Caps
4	* Last Name	20	47	Character
5	* Program Code	10	67	Char-Caps
6	* Status Code	10	77	Char-Caps
7	* Social Security Number	13	87	Numeric
8	* Pay Type	1	100	0 - Hourly 1 - Salary 3- Combined 5 - Piece Work
9	* Marital Status	1	101	0- Single 1- Married filing separately 2- Head of household 3- Married filing jointly

Table 3: Payroll External File Format Requirements (Continued)				
Field Order[a]	**Field Description**	**Maximum Length**	**Character Position (Fixed-Length Format)**	**Data Type**
10	* Pay Frequency	3	102	365 - Daily 52 - Weekly 26 - Bi-weekly 24 - Semi-monthly 12 - Monthly 4 - Quarterly 2 - Semi-annually 1 - Annually
11	Position	50	105	Character
12	Address Line 1	50	155	Character
13	Address Line 2	50	205	Character
14	City	20	255	Character
15	State	2	275	Char-Caps
16	ZIP Code	15	277	Numeric
17	Phone Number	15	292	Numeric (xxx) xxx-xxxx
18	Cell Phone Number	15	307	Numeric (xxx) xxx-xxxx
19	Birth Date	10	322	Numeric (mm/dd/yyyy)
20	Hire Date	10	332	Numeric (mm/dd/yyyy)
21	Seniority Date	10	342	Numeric (mm/dd/yyyy)
22	Termination Date	10	352	Numeric (mm/dd/yyyy)
23	Last Raise Date	10	362	Numeric (mm/dd/yyyy)
24	Emergency Contact	50	372	Character
25	Emergency Contact Phone	15	422	Numeric (xxx) xxx-xxxx
26	Check Location	15	437	Character
27	Site Location	15	452	Character
28	Email Address	255	467	Character

a. This number is for reference purposes only and will not appear in the actual text file.

Import Error Messages

This table provides a basic explanation of the various error messages you might receive during the import process and suggestions to correct any problems. If you complete the suggested fix and still receive the error, contact Customer Support at (800) 390-7053.

If this message appears	It means	Try this to fix it
“Maximum number of transactions reached. The import file is not allowed to have more than 9999 transactions, the remaining transactions will be skipped.”	This means that you have over 9999 transactions in the external file and have exceeded the maximum allowed by Denali.	You could break the external file into two files to decrease the number of transactions and retry the import again for those transactions that were skipped.
“Tran # xxxxx - Tran Date xx/xx/xxxx is not within fiscal calendar.”	This means that the indicated transaction you have tried to import is not within the fiscal calendar in which you are currently working.	You can change the transaction date in the external file to correspond with the fiscal calendar you are working in, or you might need to modify your organization’s fiscal calendar to accept the transaction. To modify your fiscal calendar, refer to the Controller guide.
“Tran # xxxxx - Tran Date xx/xx/xxxx is less than Block Date.”	This means that the indicated transaction date precedes the date you have determined as the Date Block Period for accepting transactions in the system.	You can either change the date in the external file to a date after the Date Block Period, or modify the Date Block Period in Denali. To change the Date Block Period, refer to the Controller guide.
“Invalid date detected. xx/xx/xxxx is an invalid date.”	You will receive this error message when the date is outside of the allowable date range. For instance, if the date is accidentally entered as 02/04/1007, you will receive this error message.	Check the transaction dates in your external file and retry the import process.
“Invalid date format. xxx is an invalid format length.”	This means that the date is not in the required format of MM/DD/YYYY.	Revise the date format in the external file to match the required format of MM/DD/YYYY. For additional information, see “File Formats Supported by Denali for Importing Transactions” on page 107.

If this message appears	It means	Try this to fix it
“Record xxx in the import file is the wrong length. Record skipped. The record is x characters too short (too long).”	The import file must be in the proper format to be imported. If a transaction contains too few, or too many characters, it cannot be imported.	You will need to adjust your external file to meet the file format requirements for importing into Denali. Refer to “File Formats Supported by Denali for Importing Transactions” on page 107 for the specific requirements.
“Record xxxxx in the import file is not correctly delimited with tabs. Record skipped.”	There are specific requirements when you import a tab-delimited file, and this indicates that there is an error in the file format.	Refer to “File Formats Supported by Denali for Importing Transactions” on page 107 for the correct format and make necessary changes to your external file. Then you can retry the import process.
“Record xxx in the import file is not correctly delimited with semi-colons. Record skipped.”	There are specific requirements when you import a semi-colon delimited file, and this indicates that there is an error in the file format.	Refer to “File Formats Supported by Denali for Importing Transactions” on page 107 for the correct format and make necessary changes to your external file. Then you can retry the import process.
“The import file exceeds the maximum number of 32767 records. Please fix the file and try again.”	This means that you have exceeded the maximum allowance of records that can be imported at one time by Denali and the import process was cancelled and no transactions were imported.	You could break the external file into separate files to decrease the number of records and retry the import process.
“Unable to open the file xxx. Please make sure no program is using this file and try again.”	The file you are attempting to import is open by you or another user and Denali cannot open it.	You will need to close the file and/or program using the external file and retry the import process.
“An unexpected error has occurred. The error number is xxx at record xxxxx with message x.”	Due to the complexity of this error, we recommend contacting Customer Support for assistance at (800) 390-7053.	

A

Accounting Period The period of time covered by an income statement. One year is often the accounting period for financial reporting, but financial statements are also prepared by most organizations for each quarter and each month.

Accrual Basis of Accounting The practice of recording revenue in the period in which it is earned and recording expenses in the period in which they are incurred. The effect on the business is recognized as goods or services are rendered or consumed, rather than when cash is received or paid.

Applied Credit In Accounts Receivable, a credit memo that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

Applied Debit In Accounts Payable, a debit memo that reduces the amount remaining to be paid on a specific credit item, instead of merely reducing the total amount owed on the account.

Applied Payment In Accounts Receivable or Sales modules, a payment that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

AP Code A six-character alphanumeric code attached to vendor master records that directs how transactions are posted to General Ledger accounts and also how they are aged.

AR Code A six-character alphanumeric code attached to customer master records and used to categorize customers. The AR Code is also used to specify a GL Accounts Receivable account.

Assets The economic resources owned by a business for the purpose of conducting business operations.

Audit Trail The documentation of transactions for use by consumers and auditors of financial statements to substantiate the authenticity and accuracy of the financial statements. Also, a report available in the General Ledger module that provides a chronological listing by account of the entries posted to each account.

B

Backups Periodically updated copies of computer data that ensure against total loss of data from a catastrophic event. Backups can be automatic or manual.

Balance Forward An AR customer type specified by the AR Code in which all open invoices are compacted into a single monthly balance at the end of each month. *See also* Open Item.

Bank Reconciliation A report, or the process of preparing it, that lists the outstanding items comprising the difference between the bank statement balance and the organization checkbook balance.

Batch Processing A transaction processing method that allows for multiple transactions to be entered and edited prior to posting. You can also choose to use one or multiple batches.

Batch Status The activity status associated with each batch of transactions. The status is viewable through the Batch Status Report for modules set up for multiple batch processing. You can access a batch until it is posted.

Batch Type Batch types are identified in the Batch Status Reports, with each type of batch containing different transaction types. The different modules have different batch types.

Benefit Benefit earned by employee such as vacation leave, sick leave, insurance, bonus, etc. Benefits do not increase the amount of the employee's paycheck.

c

CMS Date The CMS Date (or system date) is the date that all modules and software use by default. This date is set each time the software is opened.

Cash Basis of Accounting The practice of recording revenue when received in cash and recording expenses when they are paid in cash.

Cash Flow Statement A statement of sources of cash receipts and purpose of cash disbursements used to explain the change in the Cash account balance.

Cash Key An indicator that identifies a transaction as a cash transaction and determines which General Ledger Cash account is affected.

Chart of Accounts A list of the general ledger accounts and corresponding account numbers used to record the events of a business.

Committed In Inventory, the process of deducting the quantity of stock items that have been included in a transaction that has been saved but not posted from the available quantity of that stock item. Once the sales transaction has been posted, the committed quantity is subtracted from the on-hand quantity, the on-hand quantity is updated, and the committed quantity is reset to zero. For example, if there are 20 widgets in stock and the clerk sells 4 over the course of the day, then the on-hand quantity of the item will still reflect 20, but the Available quantity (which is what appears when you open the stock item lookup when selling an item) will reflect 16, since 4 have been committed. Once the transactions for the day have been posted, the committed quantity is reset to zero, and the on-hand quantity is adjusted to 16, which will match the Available Quantity until more transactions which include that stock item are saved.

Consolidated Financial Statements Financial statements presenting the combined financial position and operating results of affiliated organizations.

Context-Sensitive Help Help that is relevant to the current active window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1. (See also the *Task-based Help* definition).

Contra Account A ledger account which is deducted from a related account.

Contra-Asset Account An account with a credit balance that offsets an asset account to reflect the appropriate balance sheet value for the asset.

Contra-Liability Account An account with a debit balance that offsets a liability account to reflect the appropriate balance sheet value for the asset.

Cost Activity In Job Cost, you enter cost activity to keep track of the progression of your jobs. Activity posts to all affected modules.

Cost Code In Job Cost, Cost Codes allow you to track activity and cost for specific parts of your jobs. They help you maintain accurate budgets, effective planning, and stay up-to-date on your projects.

Credit An amount entered in the right-hand column of a ledger account. A credit decreases an asset or expense account balance, and increases a liability, equity, or income account balance.

Credit Memo A document issued that reduces the amount of a receivable or increases the amount of a payable. These are used to record returned goods, defective goods or services, miscellaneous charges or credits, and error corrections.

D

Database For Denali, the database refers to the SQL server that stores the software tables. The tables store all of your organization data.

Debit A debit increases an asset or expense account balance, and decreases a liability, equity, or income account balance.

Deduction Amount deducted from pre-tax or after-tax wages.

Default A value automatically placed in a data entry field that is saved unless it's overridden to a different value.

Department Code A Code that defines the departments within an organization. Department Codes determine which general ledger income accounts are affected by transactions.

Detail Line Type The type of transaction item entered on a particular line of a transaction document.

Discount Code A two-part code established in the Sales module which specifies a discount percentage by inventory item and customer. One half of the code is entered on the customer master record and the other half is entered as part of each Inventory master record.

Double-Entry Accounting System A system in which the total dollar amount of debits must equal the total dollar amount of credits.

Due From An asset account that indicates the amount of deposits held in another account.

Due To A liability account that indicates the amount payable to another account.

E

Earnings Wages, salary, or other compensation.

Edit Report A listing of entered but not posted transactions for checking the accuracy of the data entry work.

EFT Electronic Funds Transfer. The electronic transfer of funds from one bank account to another in an encrypted format. Charges are made automatically through the Federal Reserve's automated Clearing House (ACH).

EFTPS Electronic Federal Tax Payment System; must be used to make electronic tax payments to the IRS.

EIN Employer Identification Number; This number is distributed by the IRS and is your business identity; also called Tax Identification Number.

Electronic Constants Method of saving data in a report format to submit the report electronically, rather than on paper.

Encumber Setting aside an amount as a planned expense or obligation.

Equity See *Owner's Equity*.

Expense The cost of goods or services used for the purpose of generating revenue.

Expense Allocation The process of allocating indirect expenses of a business among departments.

Extended Price The result when the quantity invoiced is multiplied by the price per unit. The total for a detail line on an invoice.

F

FICA Federal Insurance Contributions Act. The tax paid equally by employee and employer, commonly known as Social Security Tax.

FIFO Also known as "first in, first out", this is an inventory valuation method based on the assumption that the first item acquired is the first item sold, and that the remaining items are the most recently acquired.

Finished Good A product that is created by combining other items. In Inventory, this is called a Kit. The Finished Good has completed the manufacturing and/or assembly process and is ready for sale.

Form 940 Employer's Annual Federal Unemployment (FUTA) Tax Return.

Form 941 Employer's Quarterly Federal Tax Return.

FUTA Federal Unemployment Tax *(See Form 940).*

G

GL Key Six-character alphanumeric entries found in various codes throughout the accounting modules that are used in the Interface Table to specify an associated general ledger account.

H

Hold Invoice A sales invoice that is retained in the batch for further action. A hold transaction remains in the hold batch and does not post until it is retrieved and changed to an invoice.

History Transactions that were posted in any module.

I

IN Code A six-character alphanumeric code attached to IN Stock master records that directs how transactions are posted to General Ledger accounts and the inventory valuation method.

Income Revenue resulting from the operations of a business.

Interface Code It specifies which general ledger accounts are affected by a transaction.

Interface Key Often used interchangeably with GL Key. See *GL Key*.

Interface Table A cumulative table of Interface Codes that directs posting of transactions from the Sales and Accounts Receivable modules to the appropriate general ledger accounts. It is similar to a Lookup table that contains every possible set of transaction circumstances and the accounts affected by transactions conducted under each set of circumstances.

Integration Indicators set within the Module Preferences window of each module that specifies communication of posted information between modules.

Invoice Only Transaction A Purchase Order transaction that invoices items that were previously received into Inventory but not invoiced.

Invoice An itemized statement of goods or services sold that shows quantities, prices, total charges, payment terms, and sales tax. An invoice might also include many other items of information such as item description. The invoice serves as the original evidence of ownership transfer for both the buyer and seller.

J

Journal Entry This is a transaction created in General Ledger that adjusts particular accounts in your chart of accounts.

K

Kits This refers to a method of selling a group of inventory items for one price. For example you could create a pizza kit that might include the dough, sauce, and grated cheese. A kit is a group of stock items sold together as a single item.

L

Landing Cost The costs of acquiring inventory besides the purchase cost. Sales tax and freight charges can be landing costs. Discounts can also be considered landing costs depending on your business.

Liabilities The claims against the assets of a business. The debts or financial obligations of a business.

LIFO Also known as “last in, first out” and is an inventory valuation method based on the assumption that the last item acquired is the first item sold, and that the remaining items are the first acquired.

Line Item Types The different types of transactions that can be documented on a detail line of an invoice.

M

Master Tables The tables that hold the records containing general information about the participants or objects of transactions within a module. In General Ledger the master table contains the account names, numbers, and balances. In Accounts Receivable the master table contains the customer names, numbers, balances, and other general information. In Inventory the master table contains the inventory item descriptions, stock numbers, and cost and quantity information.

Module One of the functional applications of Denali. The modules are Controller, General Ledger, Accounts Receivable, Accounts Payable, Sales (Order Entry/Point of Sale), Inventory, Job Cost, Payroll, Purchase Order, and Bank Reconciliation.

N

Nested Tax Codes A set of Sales Tax Codes that are set up to charge tax on a sale for more than one taxing agency. The total for all agencies is assessed on the sale, and the amounts for the individual agencies are recorded separately.

Non-Inventory Code A code that defines product categories that are not inventory items.

O

Open Item A line item from a receivable or payable transaction that has an amount remaining to be paid or applied.

Other Time In Payroll, units worked at other than the regular pay rate, such as overtime units.

Outstanding Checks Checks issued on a bank account that have not been presented to the bank for payment.

Owner's Equity The resources invested in a business by the owner plus profits retained in the business. The amount by which the assets of an organization exceed liabilities.

P

Paid Out In Accounts Payable, an invoice paid to a vendor that does not have a vendor record established in the AP module. In Purchase Order, an order made out to a vendor that does not have a vendor record established in the AP module. In the Sales module, a paid out transaction is one in which cash is removed from the drawer to fund a miscellaneous purchase.

Periodic Occurring at regular time intervals.

Phase In Job Cost, phases are groups of Cost Codes that make up different parts of your jobs. As you complete phases, you enter cost activity.

Posting The process of recording the effects of transactions to other integrated modules and General Ledger. Posting creates a history of your transactions.

Prepaid Expenses Expenses, such as rent and insurance, which are paid in advance. The unused portion of prepaid expenses are a balance sheet asset.

Profit The amount by which the revenue from business operations exceeds the cost of operations.

R

Recurring Batch A transaction batch that holds template invoices that can be generated repeatedly. It is used for periodically recurring transactions without having to retype the information each time.

Retained Earnings The portion of owner or stockholder equity that is a result of profit earned by the business.

Revenue (Operating Credit) Income that a business receives from its business operations.

S

SQL Structured Query Language. This is the type of database Denali uses.

Standard Cost An Inventory valuation method by which the cost assigned to an Inventory item at the time of sale is a predetermined estimate. When the actual cost is recognized, any variance between standard and actual costs is posted to an inventory variance account and an expense adjustment account.

T

Tax Number Also known as Tax Identification Number or EIN, this is the number assigned to your business by the IRS.

Terms Code A code in Accounts Receivable that outlines terms for early payment discounts and finance charges. When a Terms Code is attached to a transaction, the terms specified in the code apply to the transaction.

Transaction Batch A group of transactions that will be posted together.

Transactions Business events which can be measured in money.

U

Unapplied Credit A credit in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Unapplied Debit A debit in Accounts Payable that reduces the amount owed a vendor, but does not reduce the amount remaining to paid on a specific credit item. The unapplied item is an open item until the full amount is applied.

Unapplied Payment A payment in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Units The number by which the pay rate is multiplied to calculate gross pay. The most commonly used units in Payroll calculations are hours, but other measures of time or production can be used.

Universal Bridge The Denali feature that imports unposted transactions from an external file. Modules that support this feature are General Ledger, Accounts Receivable, Accounts Payable, Inventory, Sales, Payroll, and Bank Reconciliation.

User Interface The means by which a computer user exchanges information with the computer. The menu and data entry screens are good examples of user interface.

V

Valuation Method The practice used to assign costs to inventory items sold.

W

W-2 Employee wage and tax statement, provided by the employer to the employee.

W-3 Transmittal of Wage and Tax Statements. Information filed with the Social Security Administration by the employer.

Weighted Average Cost Method This method of inventory valuation divides the total cost of stock items available to sell by the number of units available.

Window-Specific Help Help that is relevant to the current window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1.

Index

A

ACH file structures 105
add daily units 61
add tax codes 99
additions
    adjusting posted 73
    pre-posting report 70
adjusting
    posted additions 73
    posted deductions 73
adjustments 64, 65
alerts
    sending by email 67
attach
    benefits 40
    deductions 40
    direct deposit 44
    employee taxes 38
    file 46
    garnishments 41
    leave codes 43
    pay rates 39

B

batches
    set up 58
benefit
    attach 40
    code 25
    pre-posting report 70
benefit/deduction report 87

C

change
    codes 30
    date 58
check register report 69
checks
    print 68
    void 75
clear
    daily units 62
    payroll 75
code
    benefit 25
    change 30
    deduction 25
    delete 30
    leave 27
    overtime 29
    payroll 22
    program 22
    project 23
    report 31
    set up 22
    shelter 26
    status 28
    tax 24
    user-defined 30
code report
    print 31
    program 86
column position file 108, 112
comma delimited file 112
context sensitive help 10
copy
    employee
        employee
            copy 50
create employee 37
customer support 13
    contacting 13
    gathering information 13
customizing
    fields, setting up 20

D

daily units 59
    add 61
    clear 62
    edit 61
    import 59
    report 61
daily units expense
    report 62
date
    change 58
    selecting, online calendar 81
    transaction 58
deduction
    attach 40
    code 25
    pre-posting report 70
    report 87
deductions
    adjusting posted 73
delete
    a void 76
    codes 30
    daily units 62
delimited files 112
direct deposit
    attach 44

employee 44
process 72
set up 19
direct deposit file structure 105
document conventions 9

E

edit
benefits 65
daily units 61
deductions 65
header 64
hours 64
payroll 64
taxes 65
transactions 64
units 64
edit report
print 66
EFTPS
report 71
EFTPS history report 92
email alerts
add emails 33
sending 67
employee
create 37
direct deposit 44
file 46
leave 43
modify 47
renumber 49
set up 37
taxes 38
employee history
view 48
employee history report 90
employee leave report 88
employee list report 84
employee project codes report 88
employee records
export 51
import 51
employee taxes
attach 38
enter payroll 63
estimated leave value report 89
export records 51
to TSheets 52
export to verify formats 113
external file
test format 113
external file format 107

F

file
attach 46
employee 46
file format 107
test 113
file formats supported
import 112
file structure
ACH 105
fixed length file
see column position file 108, 112
format requirements
external file 112
format supported 107
formats
supported file 112
formatting
user-defined fields 104
forms
tax 94

G

garnishment
attach 41
pre-posting report 70
general
set up 17
generate direct deposits 72

H

help
customer support 13
task-based 10
user's guide 13
window specific 10
history report
EFTPS 92
employee 90

I

import
adjustment transactions 112
daily units 59
file format requirements
payroll 109
import daily units from TSheets 59
import records 51
from TSheets 53
import timesheets from TSheets 59

import/export 113
test file format 113
importing
adjustment transaction
external file 107
requirement 107
vendor data 114
integrate
modules 18
payroll 18
internal alerts
manage emails 33
internal control alerts
sending 67

L

leave
code 27
attach 43
employee 43
process 97
sick 97
vacation 97
leave liability 89
lookup
list 81

M

manage email alerts 33
modify
employee 47
module
integrate 18
preferences 17
set up 17

O

online
calendar
selecting date from 81
training 14
overtime codes 29

P

pay rates 39
pay stubs
reprint 90
payroll
adjustments 64, 65
clear 75
codes 22
edit 64
integrate 18
post 72
prepare 63
reports 84
tax forms 94
void 75
post
payroll 72
posted additions
adjusting 73
posted deductions
adjusting 73
prepare
direct deposits 72
prepare payroll
benefits 65
header 64
subgrid 64
taxes 65
pre-posting report 70
print
check register 69
checks 68
code report 31
direct deposits 68
edit report 66
printing preferences
set up 22
process
direct deposits 72
leave 97
program
code 22
code report 86
project codes 23

Q

quarterly tax preview report 93

R

recalculate
wages 100
release notes 13
renumber
employee 49
report
benefit/deduction 87
check register 69
code 31
EFTPS 71
EFTPS history 92
employee history 90

employee leave 88
employee list 84
employee project codes 88
payroll 84
pre-posting 70
quarterly tax preview 93
taxable wage 85
taxes payable 91
w-2 preview 93
reports
estimated leave value 89
options
date 80
filter 84
lookup 81
sort 80
overview 79
type 79
classified 80
comparative classified 80
comparative detailed 80
condensed 80
control 80
detailed 80
detailed with notes 80
financial 79
history 79
options 80
summary 80
reprint pay stubs 90
requirements
external file 112
reset
totals 100
run payroll 63

S

selecting
date, online calendar 81
semi-colon delimited file 108
sending email alerts 67
set up
batches 58
codes 22
customized fields 20
direct deposit 19
employee 37
general 17
module 17
module preferences 17
payroll 63
printing preferences 22
UDFs 47
w-2 formats 32
setting
user-defined fields 20
shelter
code 26
tax 26
sick
leave 97
sort
methods 84
status codes 28

T

tab delimited file 108, 112
table information
view 97
tax
codes 24
employee 38
forms 94
shelter 26
tax codes
add 99
update 98
tax preview report 93
taxable wage
report 85
taxes payable report 91
te 99
test file format 113
time clock report 61
timeclock 59
tips
pre-posting report 70
totals
reset 100
YTD 100
training 14
classroom 14
online 14
on-site 14
telephone 15
transaction
date 58
edit 64
transfer records 51
TSheets
export records 52
import daily units 59
import records 53

U

UDFs
    set up 47
    use 47
update tax codes 98
user-defined
    code 30
    setup 30
user-defined fields
    formatting 104
    set up 20

V

vacation
    leave 97
vendor
    importing data 114
verify file formats 113
view
    employee history 48
    table information 97
void
    checks 75
    delete 76
    payroll 75

W

w-2 formats
    setting up 32
w-2 preview report 93
wages
    recalculate 100
window specific help 10

Y

YTD
    totals 100

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