Fitrix
Payroll
Course Workbook

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Chapter 1 - *Learning Fitrix Accounting*

Fitrix Payroll Course Workbook

Learning Objectives

- ➢ To become familiar with the Fitrix Accounting System

- ➢ To become familiar with Fitrix Menus and Data Entry Commands

- ➢ To become familiar with Fitrix User Control Libraries

Fitrix Accounting System

Transactions	$\rightarrow$	Database	$\leftarrow$	Reporting

Transactions are events that are recorded in an accounting record. Typically, these events involve the transfer of money, product, or services. In the Fitrix Accounting System transactions are referred to as documents.

Relational Database. Data in the Fitrix Accounting System is stored in a relational database. A relational database organizes its data into one or more tables or relations of records.

Reports or the system output includes inquiry reports, customer statements, etc., and ultimately the financial statements.

Fitrix Modules

There are ten modules offered in the Fitrix Accounting System. Fitrix offers accounting solutions for two business operations, Financial and Distribution:

Financial

- **General Ledger (gl)**
- **Accounts Receivable (ar)**
- **Accounts Payable (ap)**
- **Payroll (py)**
- **Fixed Assets (fa)**
- **Multicurrency (mc)**

Distribution

- **Order Entry (oe)**
- **Inventory Control (ic)**
- **Purchasing (pu)**
- **Replenishment (rl)**

Phases of the Accounting Process

The cycle of activity within Fitrix Accounting follows a basic pattern that is consistent across all modules. At the most basic level, it consists of the following phases:

```
┌──────────┐      ┌──────────────┐      ┌───────────────┐
│  Setup   │  →   │ Transaction  │  →   │ End of Period │
│          │      │ Processing   │      │               │
└──────────┘      └──────────────┘      └───────────────┘
```

These three phases must be performed in sequence. Setup must be complete before any transaction processing can begin. Transactions must be entered and checked against an Edit List in order to be posted. To complete the process all transactions are posted and End of Period processing is run.

Set Up Accounting

Activities required to set up the accounting system are performed during the Setup phase of Fitrix Accounting. Company Setup procedures must be done before module specific set up.

1. Company Set Up procedures include entering the name and address of your company, assigning department codes, and establishing ledger account number ranges. You can then enter ledger accounts and designate cash ledger accounts as checking accounts.

2. Module specific set up activities includes designating default ledger accounts for the module and entering existing open items. Activities performed during module set up include entering account groups, entering customers and vendors, entering beginning balances, etc.

Once the set up processes are completed the next phase, transaction processing, can begin.

Transaction Processing

Transaction processing is the day-to-day handling of documents. Transaction processing consists of three separate steps that are consistent throughout the Fitrix applications:

- **Entry**. A transaction is initiated by entering a document. Documents entered may be updated at any time before posting.

- **Edit**. An edit list is printed after documents are entered and before they are posted. This list shows all documents waiting to be posted. If mistakes are found on this report, corrections can be made and another edit list must be printed prior to posting.

- **Post**. Posting is the process that posts the document to the General Ledger Activity table. Once a document is posted it cannot be updated. Changes must be made by posting correcting entries.

End of Period

End of Period activities include posting general ledger activity, posting recurring documents, and printing period end statements and reports, etc.

Fitrix Menus

The Fitrix Main Menu displays all modules purchased by your company however access to any given module is dependant upon authorization. For instance, if your company has purchased all ten Fitrix modules, but the Accounts Payable team is only authorized to enter data in two of the modules, only two menu options will be activated. The other eight will appear grayed out.
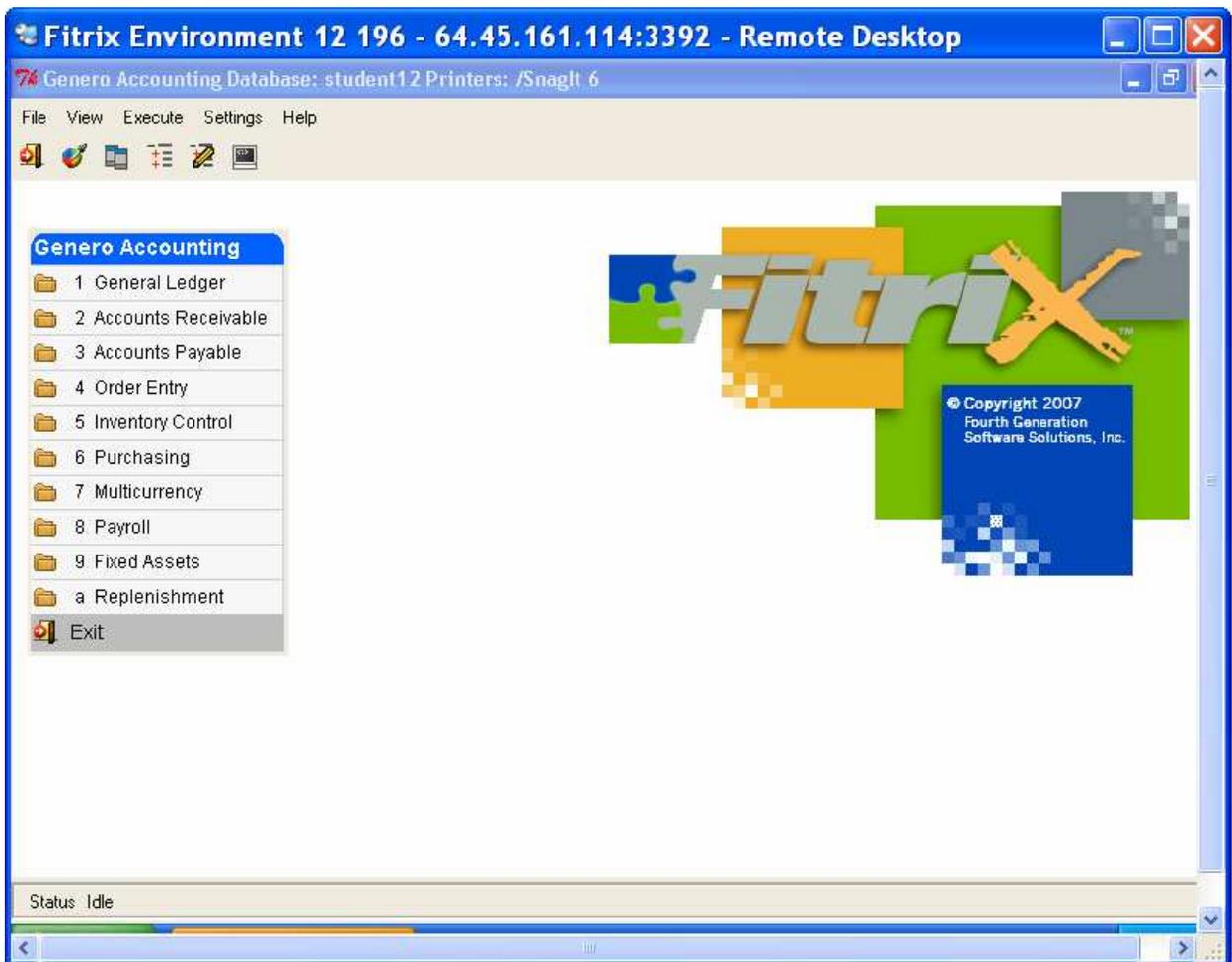
The Menu options available on the Ring menu are as follows:

Field	Description
File	Allows you to exit the Fitrix system.
View	Offers user preferences to change the way Fitrix screens display. Your choices are Classic, Explorer, and Edit.
Execute	Manage configuration and security settings
Settings	Allows you to change the color scheme or database
Help	Displays Fitrix information

To select an option from a menu, use the mouse to highlight the option, and then left-click to select. You can also use the keyboard to select a menu option by pressing the number or letter associated with the menu option.

Note: When a menu item icon is a file folder, an additional submenu is available.

Fitrix Data Entry Screen

Standard Fitrix Data Entry forms or screens have several sections. To view this screen from main menu, select General Ledger, Ledger Journal, and then Update General Journal.

Note: For a more detailed explanation of all the options available on the four toolbars, review the Getting Started With Fitrix User Guide.

Note: To enable or disable the text that display beneath each icon on the toolbar, right click at the beginning of the toolbar and click on enable text.

Number	Field	Description
1	**Menu Toolbar**	These options perform routine functions, and are often referred to as the User Control Library functions. The Menu Toolbar is available on every screen.
2	**Standard Toolbar**	The icons on the standard toolbar perform many of the same functions as the options found on the menu toolbar.
3	**Other Tool Bar**	The Custom Tool Bar area has buttons that are specific to your company and the current module. Some screens may not have any buttons on the Custom Tool Bar.
4	**Action Toolbar**	This toolbar contains icons that represent actions such as add, update, and delete.
5	**Header Section**	This section is just below the Action toolbar and contains basic or general information about a document.
6	**Detail Section**	This section contains labeled columns that correspond to information in lines or rows.
7	**Totals**	This section is a reference section displaying debit and credit totals information.
8	**OK, Cancel, Detail**	The OK button accepts new data or any changes you have made. This is exactly the same as pressing the **ENTER** key. The cancel button will abort any new data or changes you have entered. This is the same as pressing the **ESC** key. When in the header section of the screen, clicking on the Detail button will put you in the detail section of the screen. When in the detail the button is now labeled "Header" and clicking on it will put you back in the header section of the screen.

When entering information on a data entry screen there are often related screens that are accessed using Zoom picker windows from the Standard Toolbar.

Select Exit or press Q to close the data entry screen. The General Ledger Menu displays. Press ESC key to return to the main menu.

Action Menu Commands

Data Entry Commands can be selected from the Action toolbar two ways:

1. Click the command.

2. By typing the first letter of the command name either uppercase or lowercase (ie- a for Add).

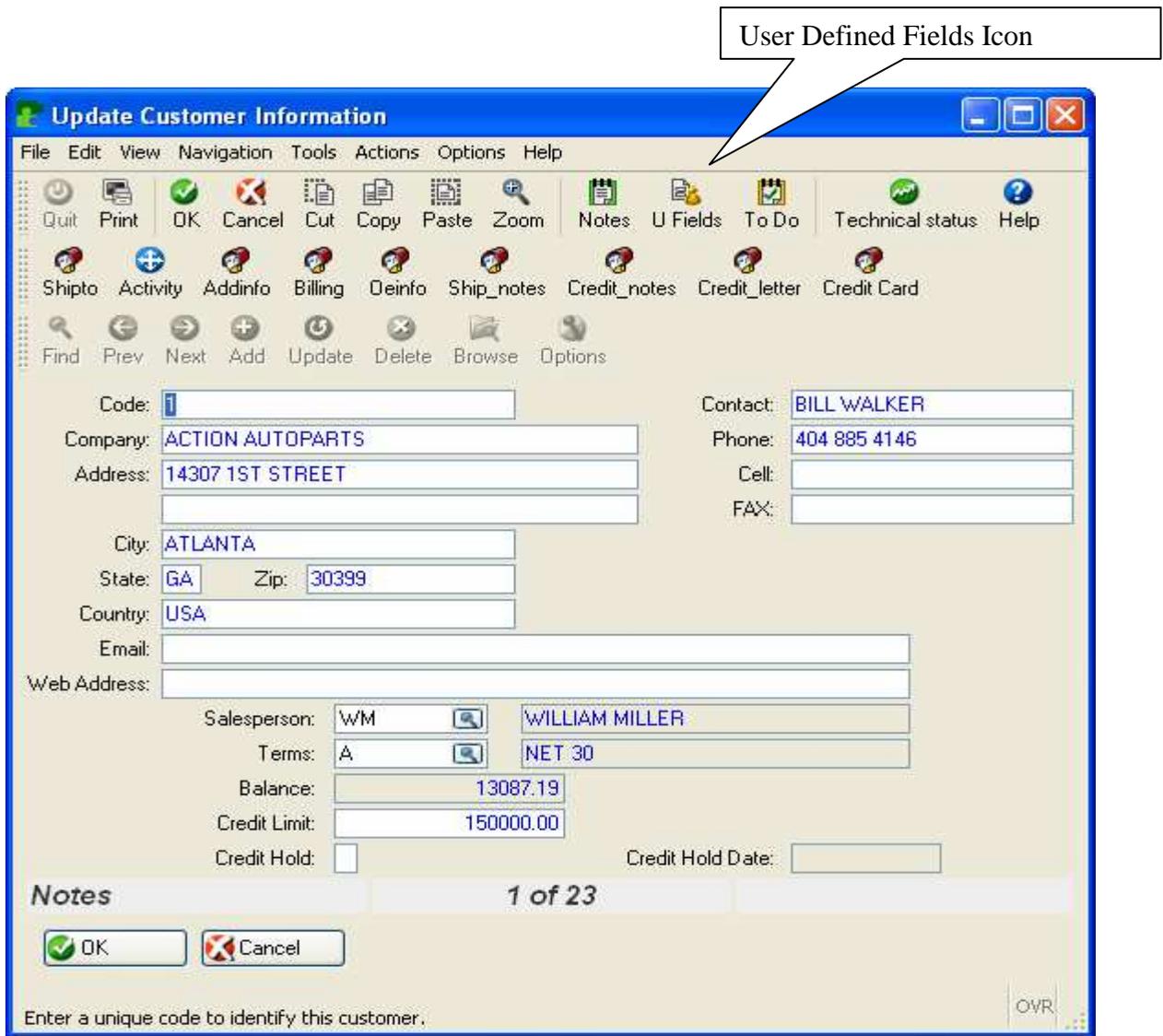To view this screen, select **Accounts Receivable > Receivable Ledger** > **Update Receivable Document**.

Below are the fields and descriptions for data entry commands:

Field	Description
Add	Allows you to add any new document.
Update	Allows you to modify an existing document once it has been selected or found.
Delete	Allows you to delete a document if it is not posted.
Find	Use the find command to retrieve one or more records. There are three ways to use the Find command. 1. **To find all records** stored for a program, click the OK button (or press ENTER key) without entering any data in the screen. 2. **To find a particular record,** enter a piece of information that is unique to that record (i.e.; customer code, invoice number), and then click OK or press ENTER. 3. **To find a group of records** enter search criteria using wild cards or relational operators (for more information, review chapter 7 in the Getting Started With Fitrix User Guide.).
Browse	Arranges all found documents into a list displayed to the screen. You can scroll through the documents using the scroll bar or using the various movement icons on the toolbar.
Next	Allows you to view the next document by paging down through the found documents.
Prev	Allows you to view the previous document by paging up through the found documents.

Depending upon the menu option you have selected, your system setup, or system security, all options may not be available. If you select a command that is not available, the system will display a message stating it is not available, and upon pressing enter, you will return to the action toolbar.

Select Exit or press Q and then ESC key twice to return to the main menu.

User Control Libraries

User Control Libraries (UCL's) are advanced features which give you control over the Fitrix Accounting system. Included in these libraries are:

• User Defined Field	User Defined button (or Ctrl-F)
• Hot Keys	Hot Keys button (or Ctrl-E)
• Freeform Notes (Sticky Notes)	Notes button (or Ctrl-N)
• Personal "To Do" Notes	To Do button (or Ctrl-T)
• User Defined Help	Help button (or Ctrl-W)
• User Defined Error Messaging	Help button (or Ctrl-W)

All of these UCL's are available on the Standard Toolbar.

User - Defined Fields

User Defined Fields Icon

User defined fields allow you to store additional information within a given program without modifying the programs. These fields are only used in data entry screens and are specific to the data entry screen. Up to fifty User-Defined Fields can be defined for every data screen.

To access the User Defined fields screen you must be in a data entry screen and in update mode.

To view the screen above, select **Accounts Receivable** > **Customer Information** > **Update Customer Information**. Click **Find**, and then press the **Enter** key to retrieve all records. Click **Update** to enter update mode.

Click the **U Fields** button (or press **Ctrl F**) to display the User defined fields screen:
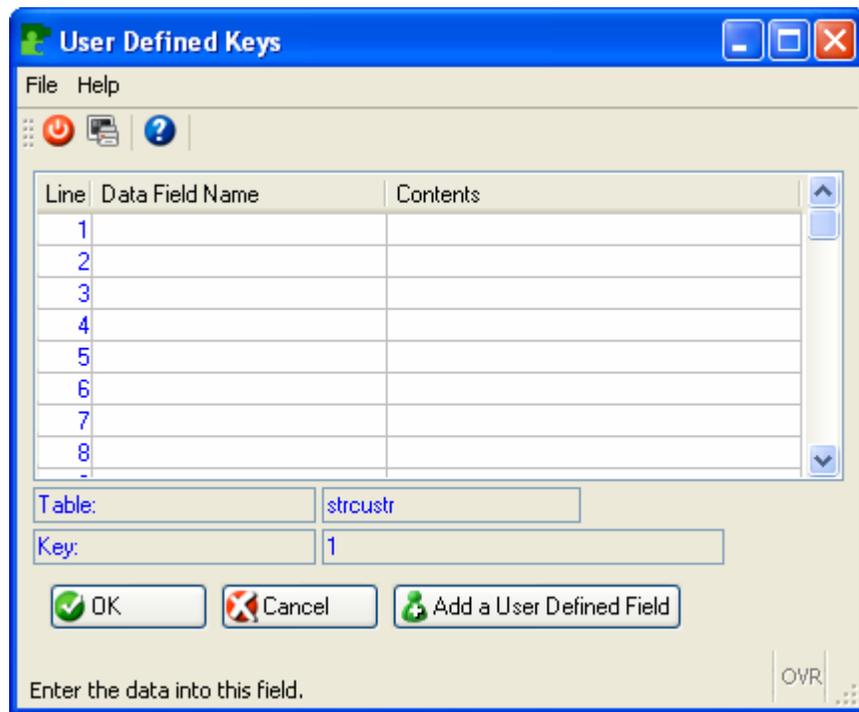
Line, Data Field Name, and Contents are the three columns that appear in the window:

> **Line** indicates the number of the field.

> **Data Field Name** is the title of the field being defined.

> **Contents** is the column where the document specific data will be entered.

Click on the Add a User Defined Field button to move between field name and contents. Press TAB or use the arrow keys or to move from one line to another. Click the OK button (or press ENTER) to store entry. Click the Cancel button (or press ESC) to cancel.

Once a User Defined Field has been created, all users will be prompted to make an entry in this field the next time a record is entered and stored.

Hot Keys

Hot keys can be used to efficiently navigate through Fitrix data entry screens. They are designed to make navigating to another program while in a program very easy. To access Hot Keys you must be in a Data Entry screen and in Update Mode.

Click on Tools and select Hotkeys or press **Ctrl e** to display the selection window.
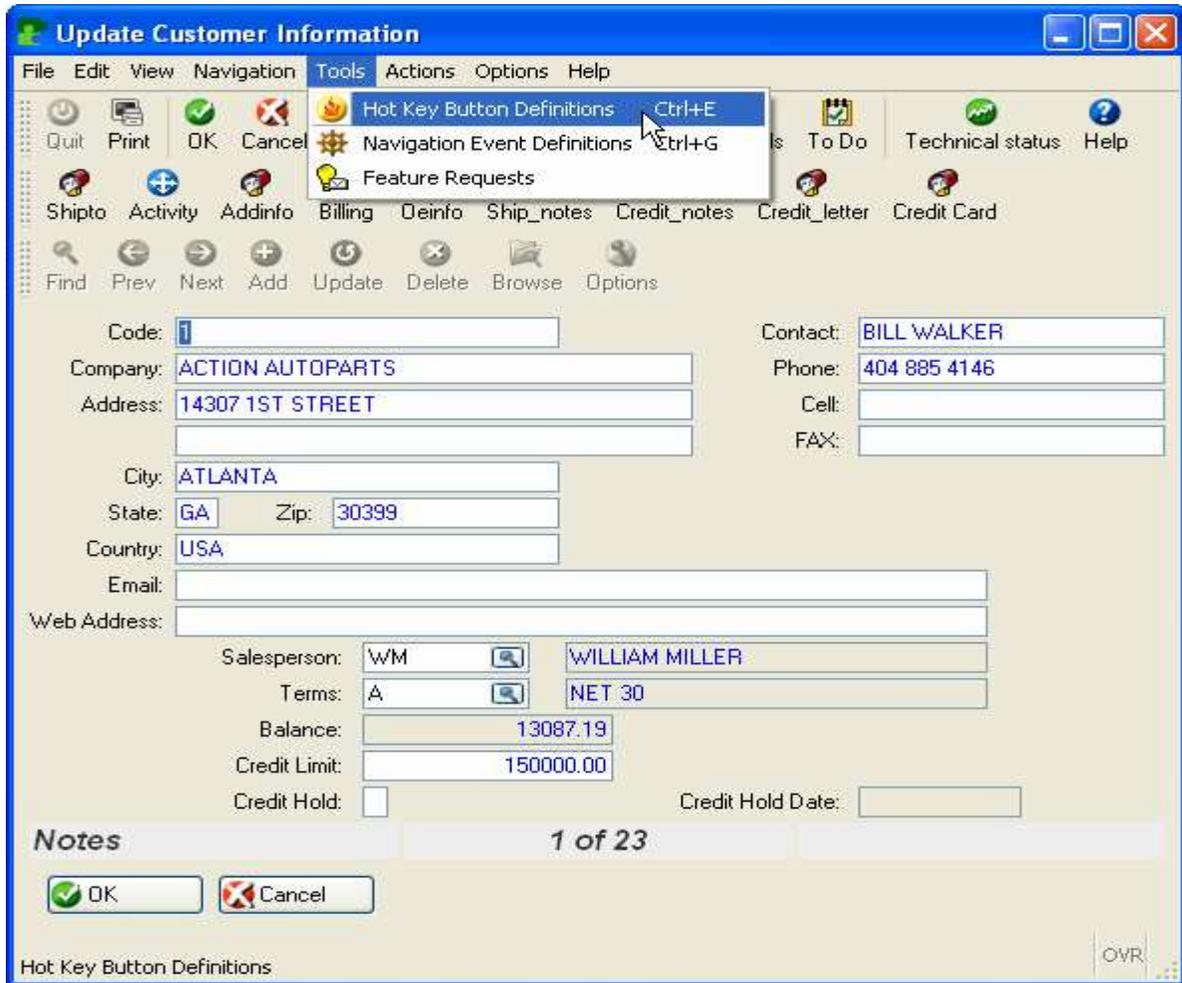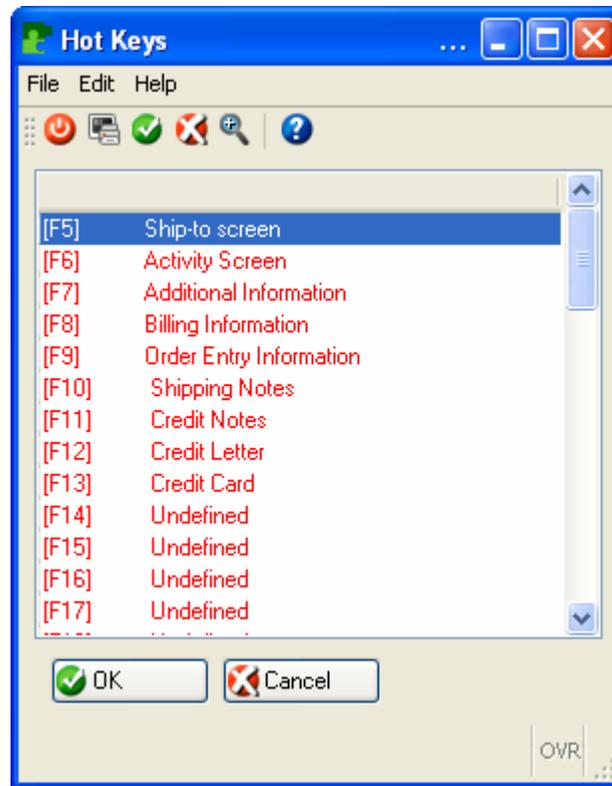
This option displays a list of hot key definitions. A hotkey is a key that has a navigation event attached to it. An example is pressing Ctrl N (a defined hotkey) launches the notes screen program (a navigation event). For more information on hotkeys and navigation events, see Chapter 2 in the Fitrix Enhancement Toolkit Technical Reference.

Navigation Event

This option displays a list of navigation events. A navigation event is basically a short cut that allows you to launch different programs from within a program. An example of one is the ability to launch the Update Ship-to program when in the Update Customer Information program.
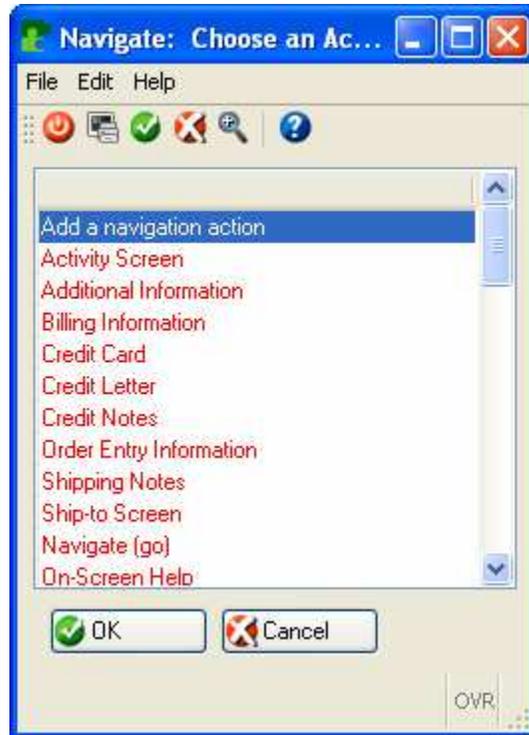
For more information on hotkeys and navigation events, see Chapter 2 in the Fitrix Enhancement Toolkit Technical Reference.

Feature Request

This option launches a screen program where you can enter any program features you need. This information is then logged in the errlog file so your system administrator can review it and make the requested changes.
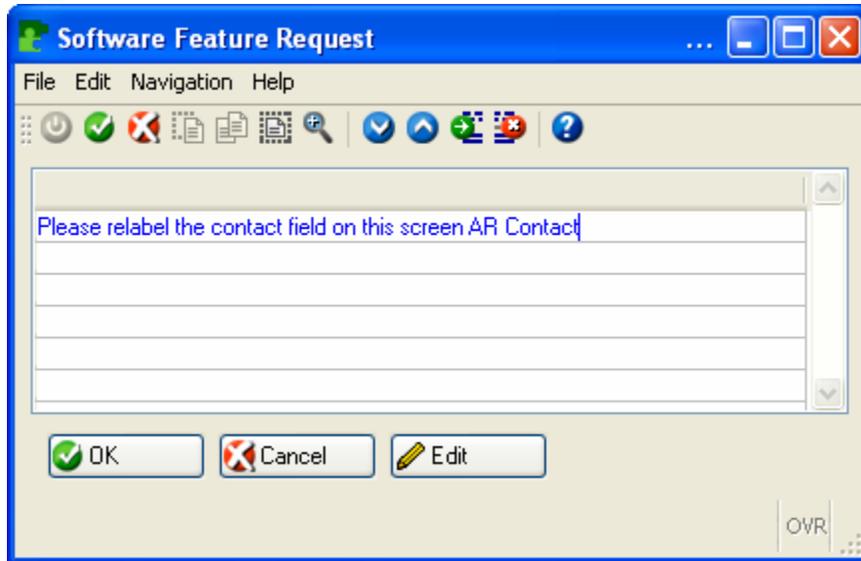
Freeform Notes

Freeform Notes allow the entry of text to be applied to any document. Up to 99 lines of free form text can be added to a document. To access Notes you must be in a Data Entry screen and in Update Mode.

Click the [📓] **Notes** button (or press Ctrl-N) to display notes window.
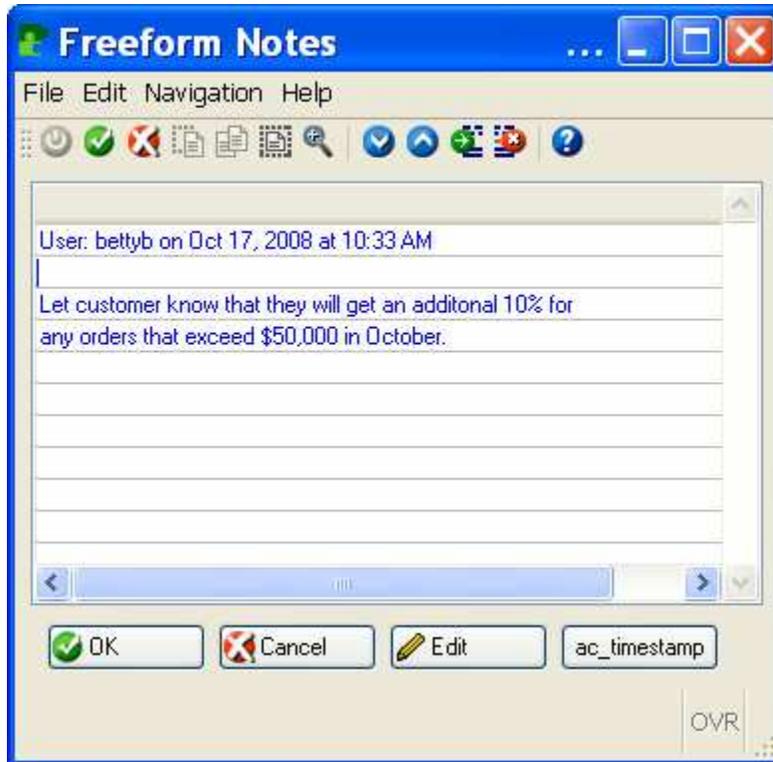
By clicking on the ac_timestamp button you can also insert the user id, date, and time entered into the note.

Click the OK button (or press ENTER) to store and return to main menu.

Personal "To Do" Notes

To-Do notes allow users to manage a personalized To-Do list from within any accounting module.

This list is specific to the user login and is accessed by clicking the **To Do** button (or pressing Ctrl-T) at any time the system is *not* in update mode.
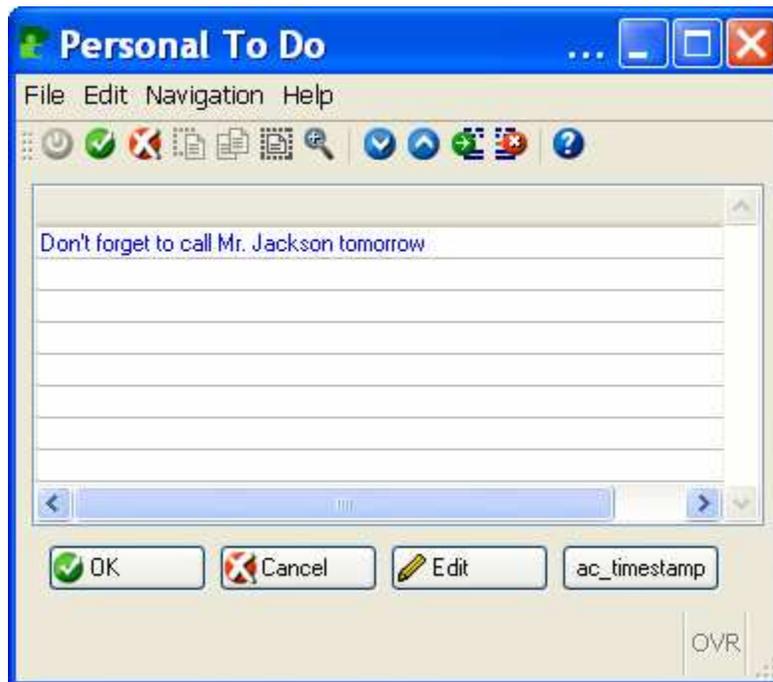

By clicking on the ac_timestamp button you can also insert the user id, date, and time entered into the note.

Click the OK button (or press ENTER) to store.

User Defined Help

User Defined Help can be created for each field in a data entry screen. This allows you to clarify existing help text or customizes it to be specific to your operation.

Click the **Help** button (or press Ctrl-W), (U)pdate, and click the OK button (or ENTER) to store when done.
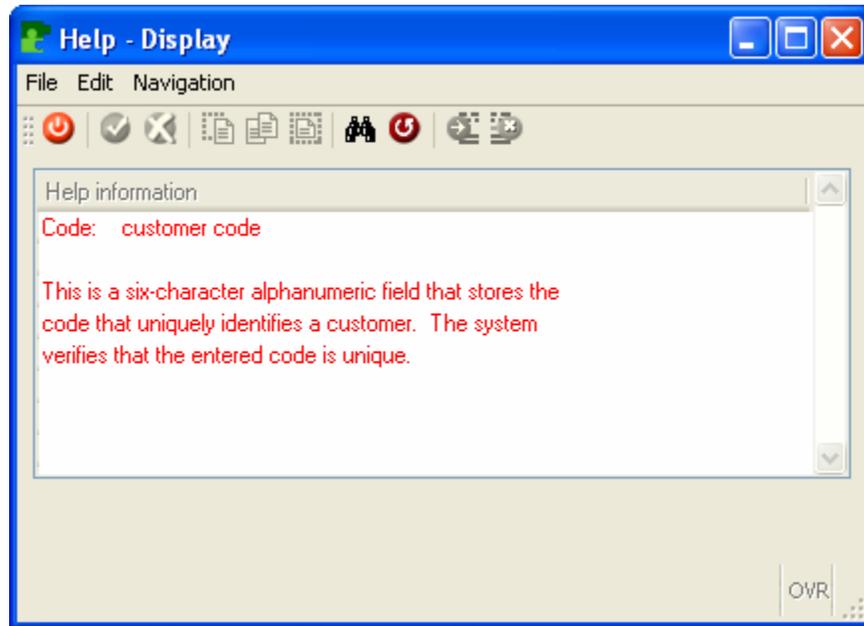
Click on Exit button or press (Q)uit to return to the Customer Information screen.

User Defined Error Messaging

User Defined Error Messaging is a context sensitive system for displaying user-friendly error messages and instructions on how to deal with those errors. It allows user to see more detail about how an error might have been caused and how it can be corrected. The update command allows for clarification of error help message so that learning can be captured on the system.

To update an error message an error must first occur. To create an error, enter AAA in customer code field, ENTER to store, and "Y" to view error information.
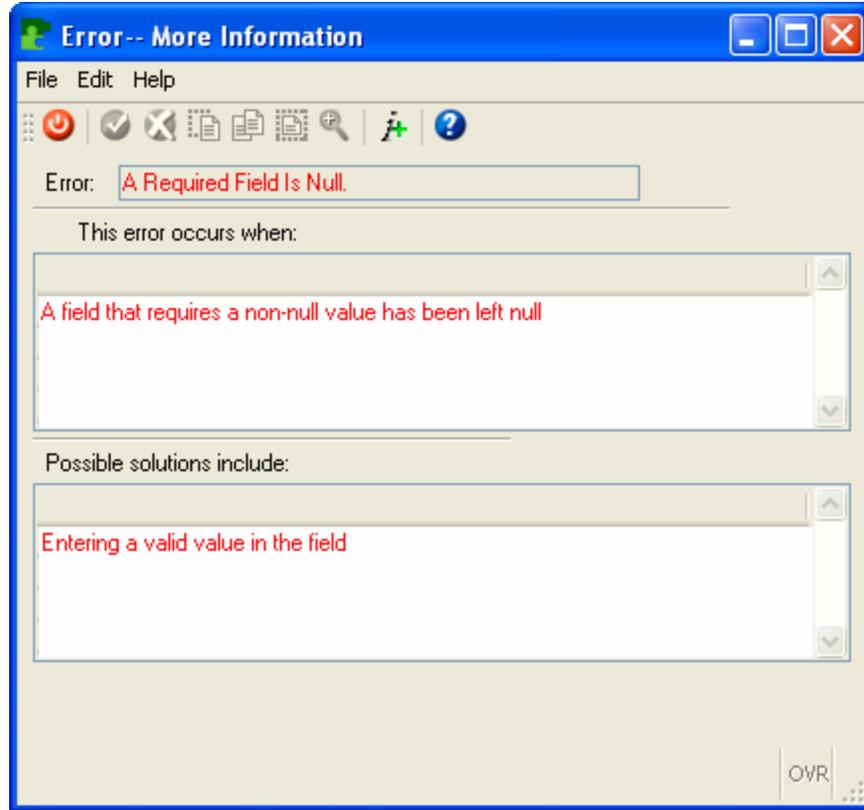
Field	Description
Edit- View	Allows you to scroll through text with arrow keys.
Edit - Update	Used to update error messages.
Help - Technical Status	Displays information about the program where the error is occurring. If you are reporting an error to your technical support, you may be asked for this information.
Log	Allows you to automatically log system information and add comments to the error log. This is also useful information for your technical support.
Quit	Closes the User Defined Error Messages window.

Query by Example

Wildcards

Wildcards are special characters used to represent other characters. The wildcards that can be used on a selection criteria screen are listed below. Wildcards may be used *only with character or alphanumeric fields*.

Wildcard Symbol Definition:

* Asterisk - The asterisk replaces any group of zero or more characters in a character field.

? Question Mark - The question mark replaces any single character in a character field.

Relational Operators

Relational operators are symbols used to compare two values. These values can be character, numeric, or date types. A variety of operators are available to help you specify ranges or lists.

When using the first five relational operators (greater than, greater than or equal to, less than, less than or equal to, and not equal to), the relational operator is entered first, followed by the number or alphanumeric character(s).

Relational Operator Definition:

> Greater Than - Finds all values greater than the specified value.

>= Greater Than or Equal To - Finds all values greater than or equal to the specified value.

< Less Than - Finds all values less than the specified value.

<= Less Than or Equal To - Finds all values less than or equal to the specified value

<> Not Equal To - Finds all values not equal to the specified value.

= Null - Finds records that have a null value in the field. A null value means that the field has no value—it is empty.

!= Not Null- Finds all values that are not null. Selects all records that have *any*thing in the field.

: Range - Search for a range of values. Can be used with numeric, character, alphanumeric, and date fields.

| Pipe - The pipe symbol is used to represent "or". On most keyboards, the pipe symbol is found above the backslash "\".

Search Criteria Examples

GO TO UPDATE CUSTOMER INFORMATION SCREEN:

1. Search for all customers that salesperson code TM

> In the salesperson field enter TM and press enter or click OK to accept.

2. Search for all customers that an account balance > $50,000

> In the balance field enter >50000 and press enter or click OK to accept.

3. Search for all customers that have a credit balance greater than or equal to $50,000.

> In the credit limit field enter >=50000 and press enter or click OK to accept.

4. Search for all customers that have a name beginning with C.

> In Company field enter C* and press enter or click OK to accept.

5. Search for all customers that have A in their business name.

> In the Company, enter *A* and press enter or click OK to accept. This selects all
customers
> where an A is preceded and followed by none or any number of characters.

6. Search for customer codes with A as the second character.

> In the Company field, enter ?A* and press enter or click on OK to accept. This selects all
> customers where A is preceded by exactly one character and followed by none or any
number of
> characters.

7. Search for all customers where salesperson code is either TM or WM.

> In the salesperson field enter TM|WM and press enter or click on OK to accept.

GO INTO UPDATE AR CASH RECEIPTS SCREEN:

1. Search for all transactions dated from April 1, 2007 to May 31, 2007.

> In that Date field, enter 060107 : 073107 and press enter or click on OK to accept.
> This search selects all transactions between the specified dates, *including* those dated
April 1 and
> May 31. Remember, when entering dates, any of the following formats are valid: m/d/yy,
> mm/dd/yy, mmddyy, or mm-dd-yy.

2. Search for all transactions where check number is blank.

> In the check number field enter = and press enter or click OK to accept. The = means you
> are searching for all transactions where the check number is null.

3. Search for all transactions where check number is not blank.

      In the check number field enter != and press enter or click on OK to accept.

      The != means you are searching for all transactions where the check number is not null.

CHAPTER 2 - *Payroll*

Fitrix Payroll Course
Workbook

Learning Objectives

- ➤ Become familiar with the Payroll Menus.

- ➤ Learn how to set up Payroll Defaults and Codes.

- ➤ Learn how to set up Employees.

- ➤ Learn how to process Payroll Transactions.

- ➤ Become familiar with the various Reports and End of Year Activity.

Payroll Overview

This module was designed to accommodate almost any payroll requirement while remaining simple to use. Most of the details such income, deduction, and obligation amounts are managed during set up rather than in your day to day operations. With the flexibility of this module, you can have daily, weekly, biweekly, semimonthly, or monthly pay periods for both salaried and hourly employees. At the end of each quarter and year, payroll reports and W-2s required by the various taxing authorities can be printed from the date stored within the database.

Features/Function Highlights

- Integrated with Fitrix General Ledger

- Create payroll from time cards, manually, or automatically based on last pay date

- Ability to create bonus checks at any time

- Multiple user-defined benefits and deductions per employee

- Ability to categorize employees by employee type for easier maintenance and for reporting purposes

- On line historical notes on employee information for each employee

- Supports overtime, holiday pay, advances, base pay, and miscellaneous charges

- Tracks vacation time and sick time accruals and payment of these hours

- Benefits and deductions can be fixed amounts, percentage of gross, or variable amounts

- Customizable pay periods and pay methods

- Supports all standard deductions as well as user-defined deductions

- Ability to pay employees via Direct Deposit

- Provides detailed reporting on history, wages, benefits, deductions and obligations

- Flexibility to run reports by department, employee type, job code, or individual employee
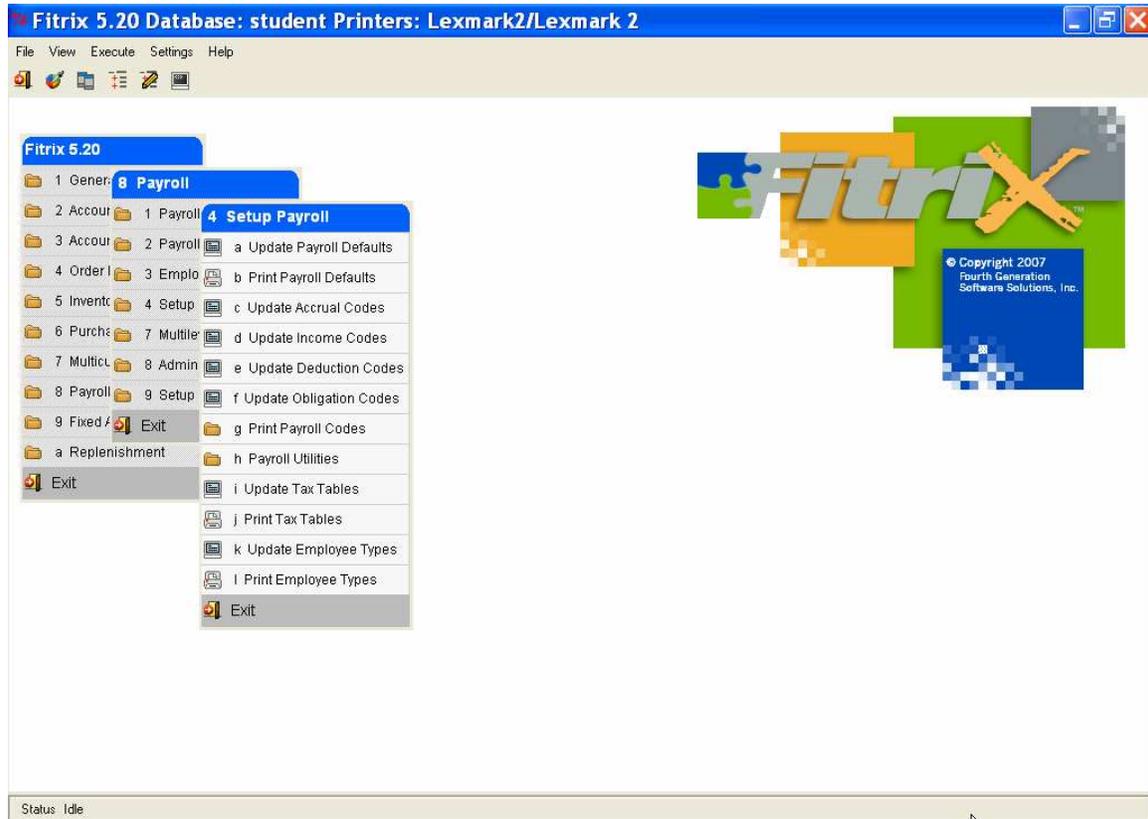
Reporting

Reports available include:

- W-2 forms

- Employer Quarterly 941

- Quarterly and Annual FUTA Report

- Payroll Check Register

- Employee Earnings Report

- Employee History Report

- Employee Master Report

- Wage History Report

- Payroll Recap Report by Code

Set Up Payroll

To view this screen, select **Payroll** > **Setup Payroll.**

Primary activities for setting up Payroll include entering Payroll defaults, creating income, deduction, obligation, and accrual codes, creating employee types, and updating the tax tables.

Update Payroll Defaults

This is the primary screen for setting up the Payroll system defaults.
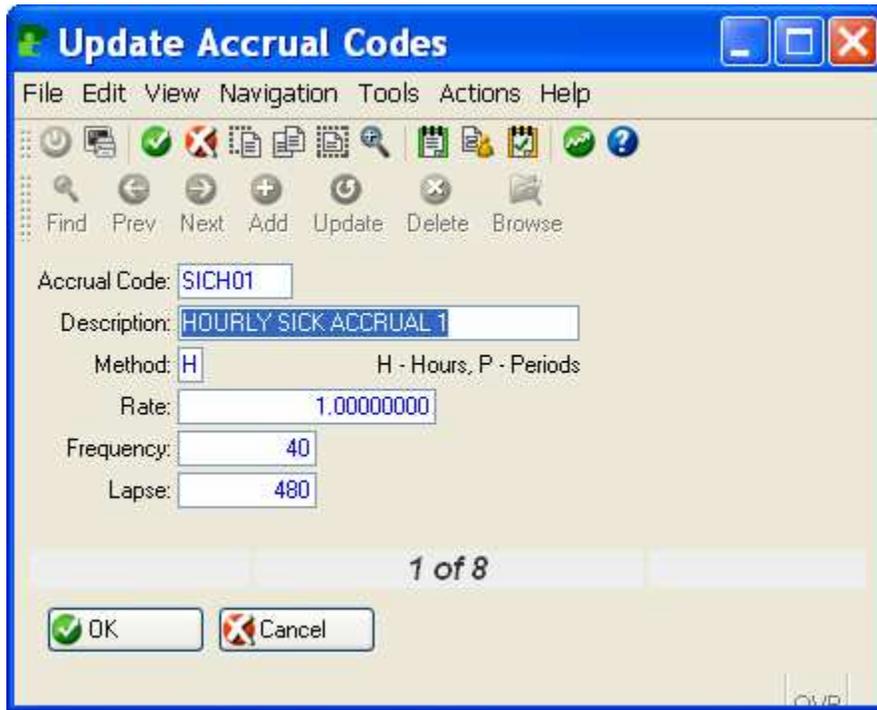
Field	Description
IRS Identification Number:	This is your Federal Employer Identification Number and this prints on various forms and reports
State Identification Number:	This is your State Employer Identification Number and this prints on various forms and reports
Post to General Ledger:	If General Ledger is installed and set up on your system, an entry of Y causes payroll activity to post to the General Ledger. Enter N if you do not want payroll activity to post to General Ledger
Federal Tax Deduction:	Enter the default code for an employee's Federal Tax deduction. This code will be used unless overridden at the employee level.
F.I.C.A Deduction:	Enter the default code for an employee's F.I.C.A deduction. This code will be used unless overridden at the employee level.
Medicare	Enter the default code for an employee's Medicare deduction. This code will be used unless overridden at the employee

Field	Description
Deduction:	level.
State Tax Deduction:	Enter the default code for an employees State Tax deduction. This code will be used unless overridden at the employee level.
Local Tax Deduction:	Enter the default code for an employees Local Tax deduction. This code will be used unless overridden at the employee level.
F.U.T.A Obligation:	Enter the default code for an employees FUTA obligation. This code will be used unless overridden at the employee level.
F.I.C.A Obligation:	Enter the default code for an employees FICA obligation. This code will be used unless overridden at the employee level.
Medicare Obligation:	Enter the default code for an employees Medicare obligation. This code will be used unless overridden at the employee level.
E.I.C. Income:	Enter the default code for an employees Earned Income Credit. This code will be used unless overridden at the employee level.
Payroll Expense:	This is the expense account that will be debited unless overridden at the employee level.
Payroll Liability:	This is the liability account that will be credited unless overridden at the employee level.
Cash:	This is the cash account that will be credited.
Company DFI:	Enter your company's bank account routing number (needed for Direct Deposit).
Company Check Digit:	Enter your company's check digit (needed for Direct Deposit).
Offset Debit:	Enter a Y if you want the direct deposit amount to be offset with a debit automatically (needed for Direct Deposit).
Company Bank:	Enter Bank Name (needed for Direct Deposit).
Bank Acct:	Enter Bank Account number (needed for Direct Deposit).
Holding File Name:	For Direct Deposit. Enter the name of the temporary file in which the information should be stored before it is copied to media.
Media Creation Command:	For Direct Deposit. Enter the operating system command used to transfer the information from the holding file to the media.

Update Accrual Codes

Fitrix Payroll gives you a flexible system for automating the accrual of vacation and sick time. These accrual codes are then entered in the Employee record.

To view this screen, select PY, Setup Payroll, Update Accrual Codes.

Field	Description
Accrual Code:	Six character field that must be unique.
Description:	Thirty alphanumeric character description.
Method:	Enter a H (hour) or P (period). For example, you might want to accrue sick leave at the rate of one hour for every 40 hours. In this case, the method will be H, the rate will be 1, and the frequency will be 40.
Rate:	Enter the rate at which leave should accrue. This value represents the number of leave hours that will accrue for every hour that the employee works (if method is H) or for every period the employee works (if method = P).
Frequency:	Enter the frequency with which leave should accrue. For example, if the employee accrues 1 hour of sick time for every 40 hours worked, the frequency will be 40.
Lapse:	Enter the number of pay periods or hours that have to elapse before the leave will begin to accrue. In the example above, the employee must work 480 hours or approximately 12

Field	Description
	weeks before they are eligible for sick leave

Click the Quit button to return to Payroll Setup menu.

Update Income Codes

Income codes represent all the various rates of pay used throughout the Payroll system. These income codes are then entered in the Employee record.

To view the Update Income Codes, select (d) from the Payroll Setup menu

Field	Description
Income Code:	Stores unique six character code identifying the income code.
Description:	Describes above code.
Income Type:	H- Hourly

Field	Description
	N- Non Hourly
	E- Expense (used to indicate any income for which no deductions apply).
	A- Advance
	F- exempt from FICA
	U- exempt from FUTA
	B- exempt from both FICA and FUTA
Non-qualified?:	Enter Y if this income source represents a distribution from a non-qualified plan. Used in the creation of W-2s.
Default Rate:	This figure represents the rate to be used whenever this income code is applied unless a different rate is indicated specifically in the employee record.
Default Number:	For salary income codes set this value to 1. For hourly set this to the default number of hours per pay period.
Default Hours:	Enter the default number of hours usually worked for this income code.
Low Amount and High Amount (optional):	Enter the optional Low and High amounts for this income code. These optional fields are used to flag amounts that fall above or below a certain level. They will be flagged on the Payroll entries Exception Report.
Default Expense Account:	Enter the account number to be debited. If no entry is made here the Payroll Expense Account in the Payroll Defaults program will be used.
Department:	Enter the department code if departmental reporting is being used. If not, enter 000.

Press Quit to return to Payroll Setup menu.

Update Deduction Codes

Deduction codes are used to identify deductions for all payroll entries, to provide default data to facilitate data entry, and to indicate the wage base to use to calculate and apply the deduction.

To view the Update Deduction Codes, select (e) from the Payroll Setup menu.

In some cases you may want to use a tax table rather than a fixed rate to calculate a deduction for taxes. To do this set up use the same code for both the deduction code and the tax code and leave the rate blank on the deduction code screen. Because the rate is blank, the system will look up the corresponding tax table whenever the deduction code is used.

Field	Description
Deduction Code	Stores unique six character code identifying the deduction code
Description	Describes above code.

Field	Description
Deduction Type:	Dictates the basis for he deduction. G- Gross. Deduction based on gross wages. T- Taxable. Deduction based on taxable wages. H- Hours. Deduction rate applies to total number of hours worked. N- Flat Rate. The amount in the rate field is the amount of the deduction. U – FUTA. Deduction applies to the FUTA wages amount. F- FICA. Deduction applies to the FICA wages amount.
Tax Status:	Enter the wage base to reduce by the deduction. F- FICA wages. The deduction reduces the FICA amount by the amount of the deduction. T- Taxable wages. The deduction reduces the taxable wage base. U- FUTA wages. The deduction reduces the FUTA amount by the amount of the deduction. A- All. The deduction reduces the standard income tax, FUTA, and FICA. N- None; The deduction does not reduce wage amounts subject to tax. B- FICA and taxable wages. The deduction reduces only FICA and taxable wages C- FUTA and taxable wages. The deduction reduces only FUTA and taxable wages. D – FICA and FUTA. The deduction reduces only the FICA and FUTA wages.
Tax Jurisdiction:	Enter the tax jurisdiction if this is s state tax. This prints on the W2
EIN Number:	Enter the State EIN number if the deduction is a state tax deduction.
Rate:	Enter the rat for the deduction code. If the amount of the deduction is to be determined by a tax table, leave this field blank.
Limit:	Enter the limit for this deduction (maximum amount to deduct). The automatic payroll creation program will apply the deduction only until that limit is reached.

Field	Description
Frequency:	Enter the code that represents how often the deduction should be taken.
	A- Always.
	M- Monthly.
	Q- Quarterly.
	Y- Yearly.
	N- Never automatically apply this deduction. This deduction is entered manually.
Low and High Amount (optional):	Enter the optional Low and High amounts for this deduction code. These optional fields are used to flag amounts that fall above or below a certain level. They will be flagged on the Payroll entries Exception Report.
Liability Account:	Enter the GL account number.
Department:	Enter the GL department or 000 if departments are not used.

Enter the GL department or 000.
Obligation codes are used to identify employer obligations for all payroll entries processed by the payroll system, provide default data to facilitate data entry, and indicate the wgae base to which the obligation should be applied.

 To view the Update Deduction Codes, select (e) from the Payroll Setup menu.

Field	Description
Obligation Code:	Stores unique six character code identifying the obligation code
Description:	Describes above code.
Obligation Type:	Enter the wage base to reduce by the obligation. F- FICA wages. The obligation reduces the FICA amount by the amount of the deduction. T- Taxable wages. The obligation reduces the taxable wage base. U- FUTA wages. The obligation reduces the FUTA amount by the amount of the deduction. A- All. The obligation reduces the standard income tax, FUTA, and FICA. N- None; The obligation does not reduce wage amounts subject to tax. B- FICA and taxable wages. The obligation reduces only

Field	Description
	FICA and taxable wages
	C- FUTA and taxable wages. The obligation reduces only FUTA and taxable wages.
	D – FICA and FUTA. The obligation reduces only the FICA and FUTA wages.
Default Rate:	Enter the rate to be used, either a % or a flat dollar amount.
Default Limit:	Enter the limit for this obligation (maximum amount of the obligation). The automatic payroll creation program will calculate an obligation amount only until that limit is reached.
Default Expense Account:	Enter the GL expense account.
Department:	Enter the GL department or 000.
Default Liability Account:	Enter the GL liability account.
Department:	Enter the GL department or 000.

Update Tax Tables

Tax tables are records that contain the various rates and withholding amounts for each type of tax. The withholding procedures for most states will require you to add tax tables on an annual basis. These tables contain one record for each tax code/year with a tax rate for each income level, length of pay period, and marital status.

To view the Update Tax Tables, select (i) from the Payroll Setup menu.

Field	Description
Tax Year:	Enter the tax year.
Tax Table Code:	Enter the tax code. This must have been previously set up using the Update Deduction Codes program.
Withholding Allowance Amounts:	This section of the screen stores the amount of one withholding allowance for each type of pay period. The Payroll creation program multiples the number of withholding allowances found in the employee record and this withholding amount. It then subtracts this amount from the gross income to calculate taxable income.
Pay Period:	Enter: W- Weekly. Paid once a week. B- Biweekly. Paid once every two weeks.

Field	Description
	S- Semi Monthly. Paid twice a month.
	M- Monthly. Paid once a month.
	Q- Quarterly. Paid once every quarter.
	A- Annually. Paid once a year.
	H- Semi annually. Paid twice a year.
	D- Daily. Paid every day.
Martial:	Enter:
	S- Single.
	M- Married.
	H- Head of household.
Over Amount:	The over amount column contains the minimum amount of taxable income needed to apply to a given rate.
Base Amount:	This field stores the flat amount of the tax for this tax table entry. To this figure the system will add the product of the tax rate times the taxable amount in excess of the over amount.
Tax Rate:	This field stores the tax rate which will be applied to the taxable amount in excess of the over amount. This amount is then added to the Base Amount to get the total tax deduction.

Update Employee Types

Employee types provides a means of grouping employees together with similar income, deduction, and obligation information. The template stores all the necessary for employees such as federal and state allowances, sick and vacation accrual codes, income, deduction, and obligation codes. The employee type code is then entered in the employee record.

To view the Update Employee Types, select (k) from the Payroll Setup menu.

To enter income, deduction, and obligation information, click on the icons on the toolbar in this program when in Update mode.
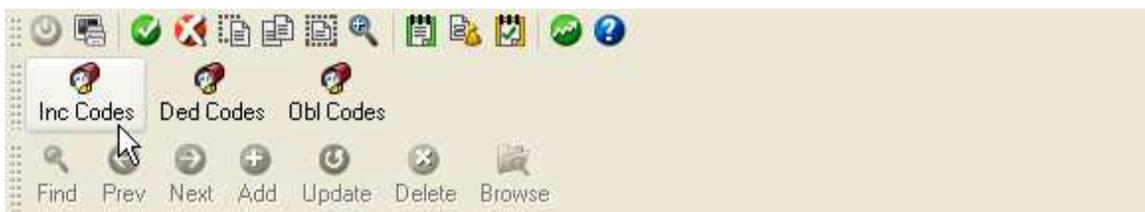
Maintaining Employee Information

Adding Employees

If you are setting up your payroll system in the middle of your fiscal year, see the Midyear Setup section of this training guide.

Each employee record is actually made up of a main screen and four detail screens. The main screen shows basic employee information such as name, position, address, etc.. The detail screens are accessed by clicking on the icons on the toolbar and contain information such as income, deduction, and obligation codes.

To view Adding Employees, select Employee Information from the Payroll menu and the Update Employee Information.

MAIN SCREEN:

Field	Description
Employee Code:	Enter unique six character code.
Social Security #:	Enter the social security number.
Employee Type:	Enter employee type if you have set up types to group employees. Upon entry of a type the program will fill in many of the fields for you. These can e overridden.
Job Code:	Job codes can be used as a classification category to help sort employees during payroll processing and on various reports.
Title:	Enter the employee's title.
Payroll Account:	Enter the GL account number for the cash account you want to use for payroll checks. If left blank, the cash account in the Update Payroll Defaults program will be used.
Dept:	Enter a GL department or if departments are not used, enter 000.
Name and Address Fields:	Enter name and address information.
Birthdate:	Enter the employee's birth date.

EXTENDED INFORMATION SCREEN Extd Info :

Field	Description
Fed Allwncs:	Enter the number of federal allowances.
Pay Period:	Enter: W- weekly B- Biweekly S- Semi-Monthly M- Monthly Q- Quarterly A- Annually H- Semi-Annually D- Daily.
Full Time:	Enter Y or N
Hired:	Enter hired date.
State Allwncs:	Enter the number of state allowances.
Marital;	Enter employee's martial status.
Hold Pay:	Enter a Y to hold pay and no payroll entry will be made by the Create Automatic Payroll program.
Term:	Enter termination date.
State Tax Code:	Enter state tax deduction code or leave blank to use the tax code in the defaults table.
Local Tax Code:	Enter local tax deduction code or leave blank to use the tax code in the defaults table.
Last Pay:	Last pay date. This date is maintained by the system.
Sick Leave Income Code:	Enter income code for sick leave. When payroll is processed and this income code is used the "Used" hours are updated.
Sick Accrued:	Accrued sick leave hours maintained by the system.
Used:	Sick leave time used maintained by the system.
Vacation Income Code:	Enter income code for vacation leave. When payroll is processed and this income code is used the "Used" hours are updated.
Vac Accrued:	Accrued vacation leave hours maintained by the system.
Used:	Vacation leave time used maintained by the system.
Sick Accrual:	Enter the accrual code for sick leave.

Field	Description
Cntr:	If the accrual method specifies a lapse period before the accrual begins, this counter field accumulates the posted pay periods or hours until the number specified for the lapse is reached.
Vac Accrual:	Enter the accrual code for vacation leave.
Cntr:	If the accrual method specifies a lapse period before the accrual begins, this counter field accumulates the posted pay periods or hours until the number specified for the lapse is reached.
Direct Deposit:	Enter Y if the employee is paid via direct deposit.
DFI:	Enter the routing number for the employee's checking account.
Check Digit:	This filed stores the check digit, another identification number for direct deposits.
Bank Account Number:	Enter the employee's bank account number.

INCOME CODES SCREEN Inc Codes :

Field	Description

Field	Description
Code:	Enter the income code.
Rate:	Enter either a salaried rate or hourly rate.
Number:	For salaried employees enter 1. For hourly employees enter the number of hours typically worked.
Amount:	Calculation (rate x number).
Hours:	Enter the number of hours in the employee's pay period (ie – 40 for weekly) for non hourly employees.

The bottom of this screen will display the quarterly totals for each income code and the account number and department code.

DEDUCTION CODES SCREEN Ded Codes :

Field	Description
Code:	Enter the deduction code.
Rate:	Enter the rate for this deduction code. If the deduction code is based on a tax table, leave this field blank as the rate will be retrieved from the tax table.
Limit:	Enter the limit for this deduction. For example , the social security deduction for 2008 is limited to $6324.00 per employee. Once this limit is reached the deduction will no longer be taken.
Applied:	System maintained date filed of the last time the deduction was taken.
Freq:	Frequency to take this deduction. Enter: M- Monthly Q- Quarterly Y-Yearly A- Always N- Never automatically apply.

The bottom of this screen will display the quarterly totals for each deduction code and the account number and department code.

OBLIGATION CODES SCREEN :

Field	Description
Code:	Enter the obligation code.
Rate:	Enter the rate for this obligation code.
Limit:	Enter the limit for this obligation. For example, the social security obligation for 2008 is limited to $6324.00 per employee. Once this limit is reached the deduction will no longer be accrued.

The bottom of this screen will display the quarterly totals for each obligation code and the account number and department code.

Midyear Setup

If you are setting up your system in the middle of the year, you will need to take some additional steps while entering data into the Employee Information tables. These additional steps will accurately transfer all of your payroll information from your old system and ensure that your reports as well as the accrued totals in the quarterly and year-to-date buckets are correct.

Briefly, the steps are as follows:

1. Set the Post to GL flag = N in the Update Payroll Defaults program.
2. Get the aggregate quarterly totals from your old system.
3. For every employee, create a manual payroll entry using the Update Payroll Entries program. Use the end of quarter date for the payroll date.
4. Set print check = N and enter a fictitious check number like 00000.
5. Run post payroll entries to update the employee buckets.
6. Repeat these steps for each quarter.
7. Set Post to GL flag = Y in the Update Payroll Defaults program.

Terminating Employees

1. Choose the Update Employee Information program from the Employees Information menu.
2. Use the Find command to locate the employee record.
3. Choose Update from the action toolbar.

4. Access the Extended Employee Information program by clicking on the ![Extd Info] icon.
5. In the term field enter the last day the employee will work. An automatic payroll entry will still be generated for this employee if the date of termination is after the end of the next pay period. If you do not want an automatic payroll entry to be generated, set the Hold Pay field on this screen to Y.

Relocating to a New State

If an employee relocates to a different state, you must follow the steps for terminating an employee and set up a new employee code.

Deducting an Additional Flat Rate for Federal/State Income Tax

Occasionally employees will ask you to have an additional amount of Federal/State income tax withheld. You may easily accommodate this request by adding a second Federal and State Tax deduction code in the employee's deduction code screen program. In the first Federal and State tax codes, leave the rate field blank as this will cause the program to use the rate in the tax table to calculate the tax deduction. For the second tax codes, enter an additional amount to be withheld in the rate field.

Changing Compensation for Employees

Changing Rates

You can change the rate of pay directly in the employee record or you can change globally by using the Change Employee rates program on the menu below:
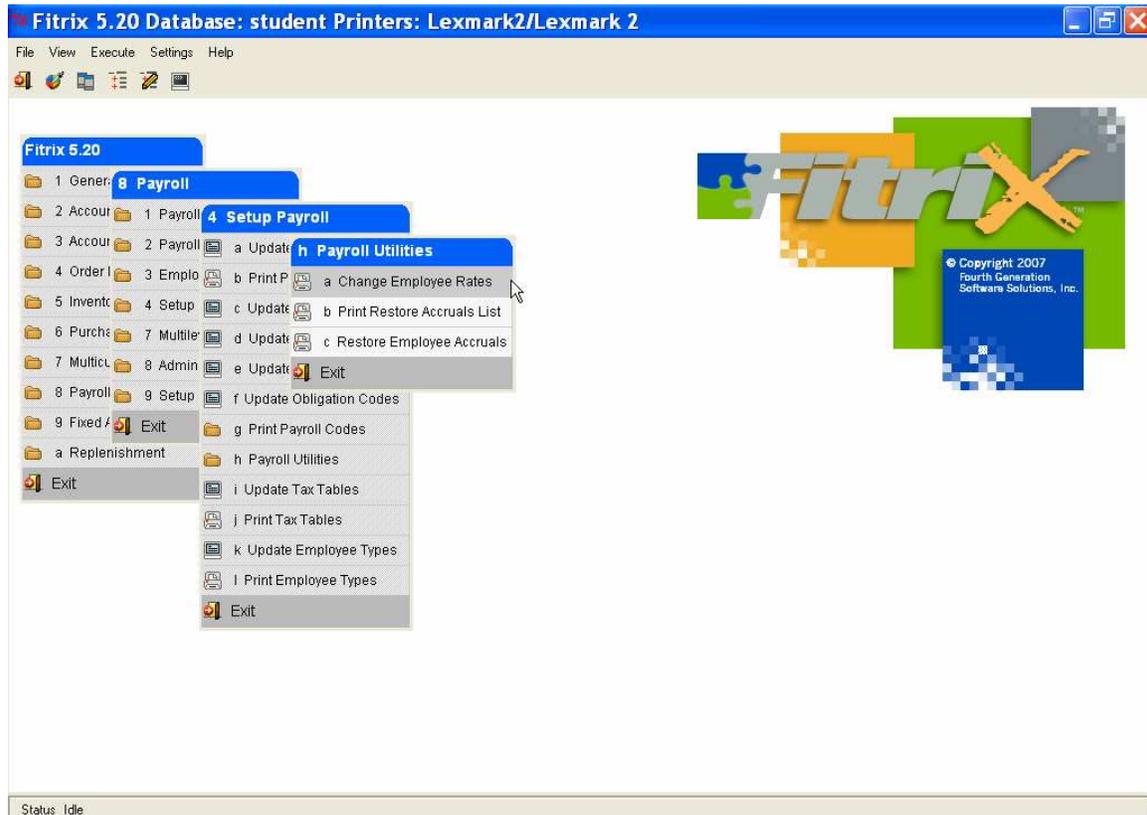
1. Choose print option.
2. A prompt will appear asking whether you want to change an income rate, deduction rate, or obligation rate.
3. Enter the code for the rate you want to change.
4. Another prompt will appear asking you to enter the rate of change. You may enter a negative amount if the rate is to decrease.
5. Another prompt will appear asking if this amount is a percentage or a flat rate.
6. Finally, a selection criteria screen will appear. Enter the selection criteria information for the employees whose rates you want to change. The rates will be changed and a report generated.

Changing Employee Types:

You can also change rates for an employee by changing the employee's Employee Type.

To change an employee's type, choose Update Employee Information from the Employee Information menu.

1. Use the Find command to locate the employee.
2. Choose Update from the action toolbar.
3. Move to the employee type field and change the type.

Employee History

The Update Employee History program enables you to store information for individual employees. Use this program to store notes such as performance reviews, a summary of the employee's experience, recognition for outstanding contributions and so on.

To view this screen, select Update Employee History from the Employee Information menu.
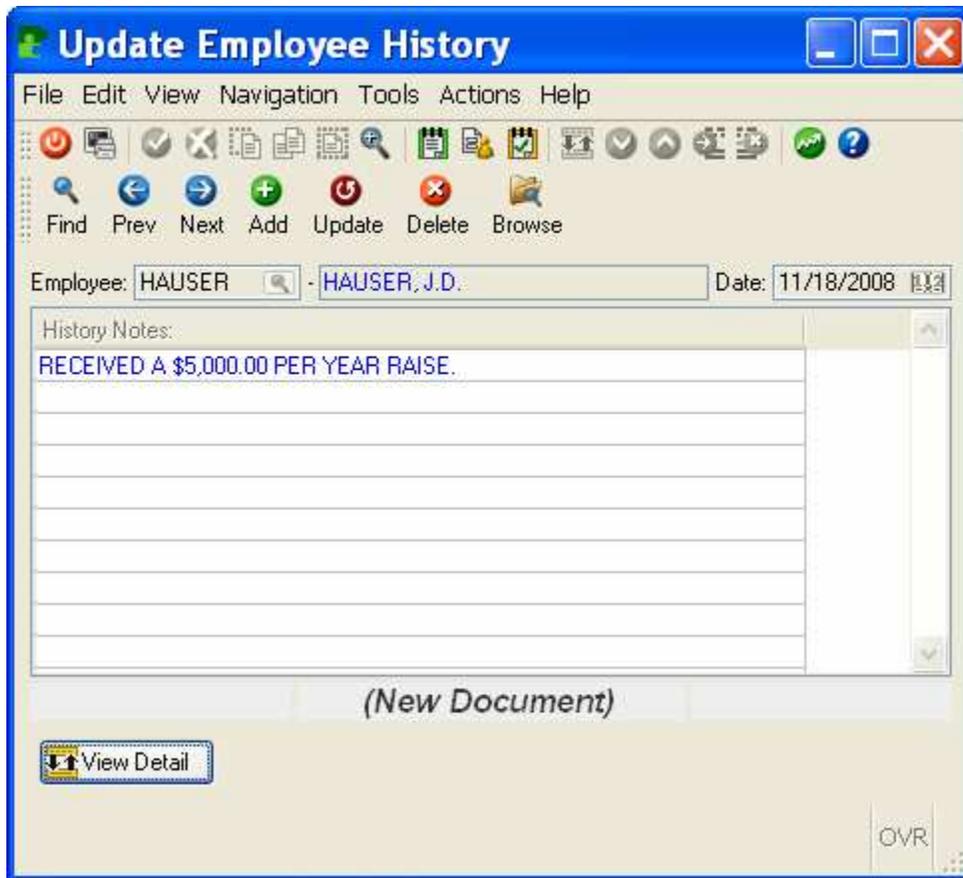
Verifying Employee Information (restoring employee buckets)

Form time to time you may want to verify that the values in the employee's quarterly and year-to-date accruals are accurate. To verify these values use the Print Restore Accruals List and Restore Employees Accruals on this menu below.
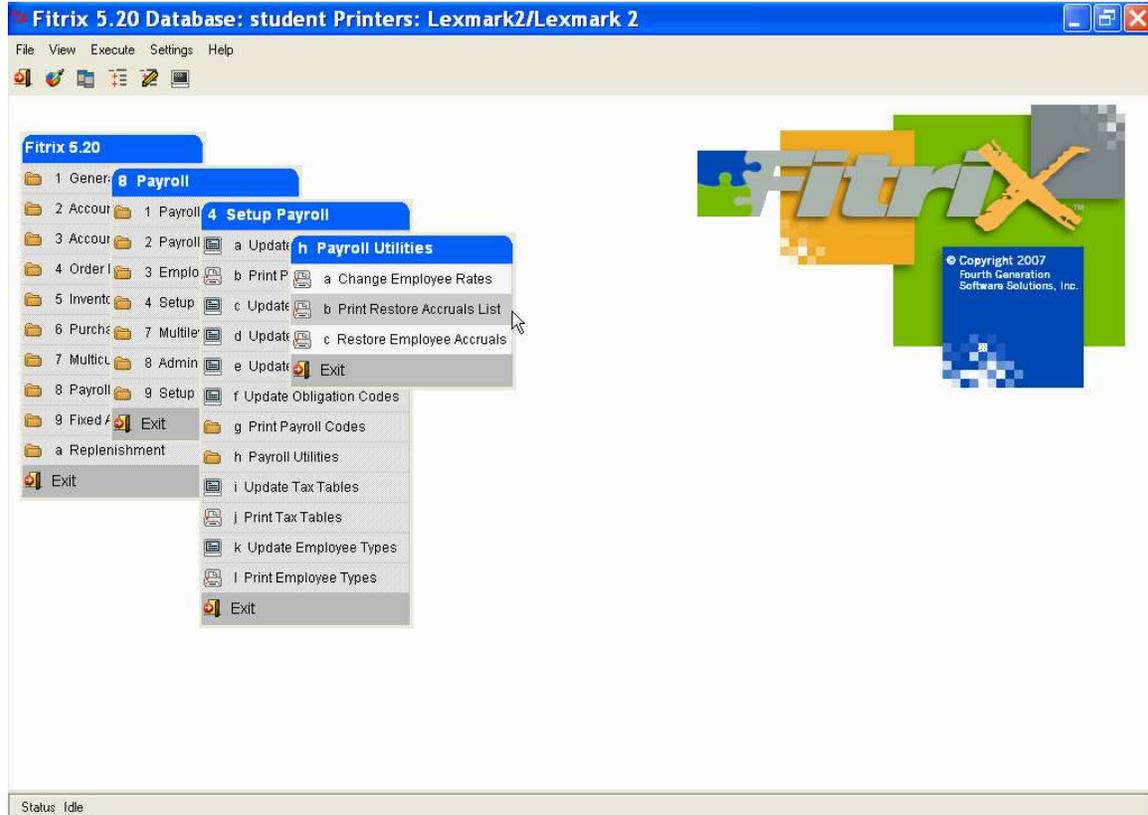
The Accrual List program gathers all the activity for the year and compares these values to the quarter-to-date accrual totals found in the employee record. If there are any differences they will print on this report. To actually update the quarter-to-date buckets, run the Restore Employee Accruals program.

Processing Payroll Transactions

Summary of the Payroll Process

Fitrix Payroll provides the capability of automatically generating online payroll entries. After creating these entries, you print an edit list to verify the information is correct, print the checks and them post the transactions.

The use of timecards is optional. Using the Update Timecards option, you can enter timecards for some or all of your employees. Setting up a timecard for an employee makes sense in certain circumstances: when the employee is paid on an hourly basis; when an employee's hourly wages vary with each pay period; or when you want to track hours worked on different jobs. You can set up as many timecards per pay period as you need.

You can limit Automatic Payroll to generate entries for employees that have timecards only, or for both timecard and non-timecard employees. When you create the payroll, the system first looks to see if there is an unused timecard set up for the employee. If there is, the information on the timecard is used. After a timecard is used, that timecard is flagged as having been used and will not be used again by the programs.

If no timecard exists, the employee record is used to determine income, deduction, and obligation amounts.

After creating the payroll entries, verify the information is accurate by running the Print Detailed Edit list report program. Make any changes necessary using the Update Payroll Entries program. If yoy make nay changes you must run another edit list prior to printing checks.

After you have verified the payroll entries are correct, print the payroll checks on your check forms.

If you are using direct deposit, print out the non-negotiable check forms, run Create Direct Deposit Entries program, and then run Create Direct Deposit Media to transfer this information to disk.

The last step is to post the payroll entries. The posting process updates the employee record and, if General Ledger is installed, also updates the GL balances.
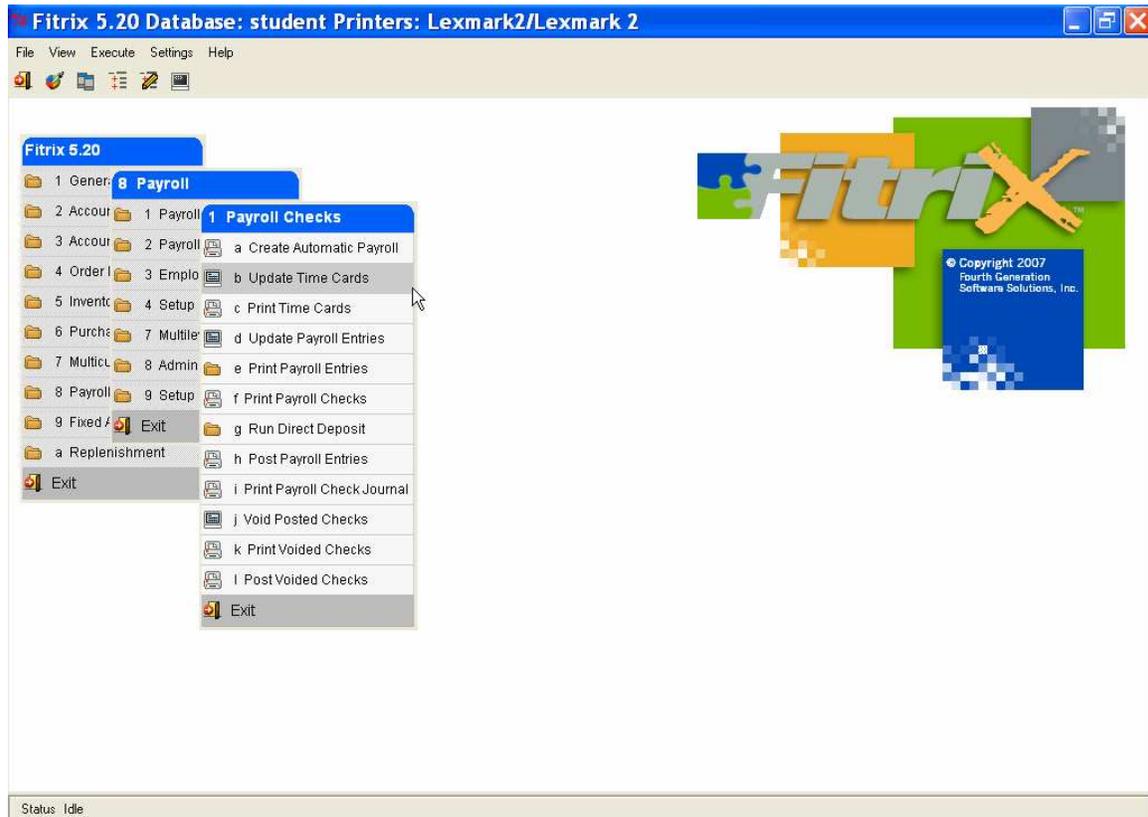
Timecards

If you use timecards these must be created prior to running the Create Automatic Payroll program.

The use of timecards is optional. When you Create Automatic Payroll, the program looks for timecards for each employee. If a timecard is found, the income information for the timecard is used along with the deduction and employer obligation information found I the employee record and create the payroll entry.

The system will consolidate multiple unused timecards for an employee if you need to use multiple timecards. For example, your company is a temporary agency and one of your employees worked for two different companies in one pay period. In this case you would create two timecards, one for each job.

Once a time card is used it is flagged by the system and cannot be used again.

To add a timecard, select Update Timecards from this menu.

Adding a timecard

1. Execute the add command.
2. Enter the employee code.
3. Enter the starting date.
4. Enter the ending date.
5. Enter the number of hours worked for each income code.

Print Timecard Report

The timecard report allows you to print all timecards.

Enter your selection criteria in the screen above. In the Old Cards field enter N if you want to print only timecards that have not yet been used.

Creating Automatic Payroll

To create payroll automatically, chose Create Automatic Payroll form this menu.
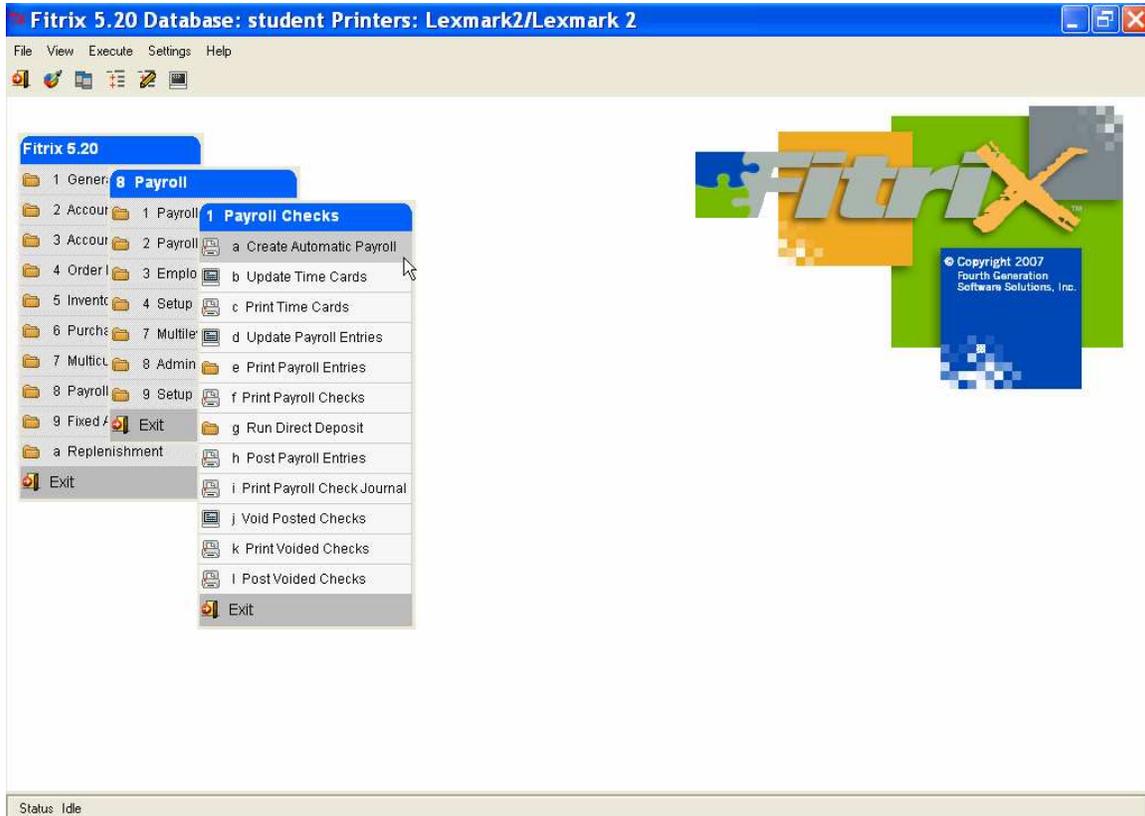
1. Choose your print option (printer or screen).

2. This screen will display. Enter information:

Note: Designating Y for Bonus Checks prevents the Last Pay Date field on the employee record from incrementing.

3. Payroll entries are created and a report is printed/displayed. The report lists gross and net wages along with deductions and employer obligations.

Updating Automatic Payroll Created

After you have created payroll entries automatically, you may need to make adjustments to some of the entries for vacation time, sick leave, hours worked, etc.. To update your entries use the Update Payroll Entries program on this menu.
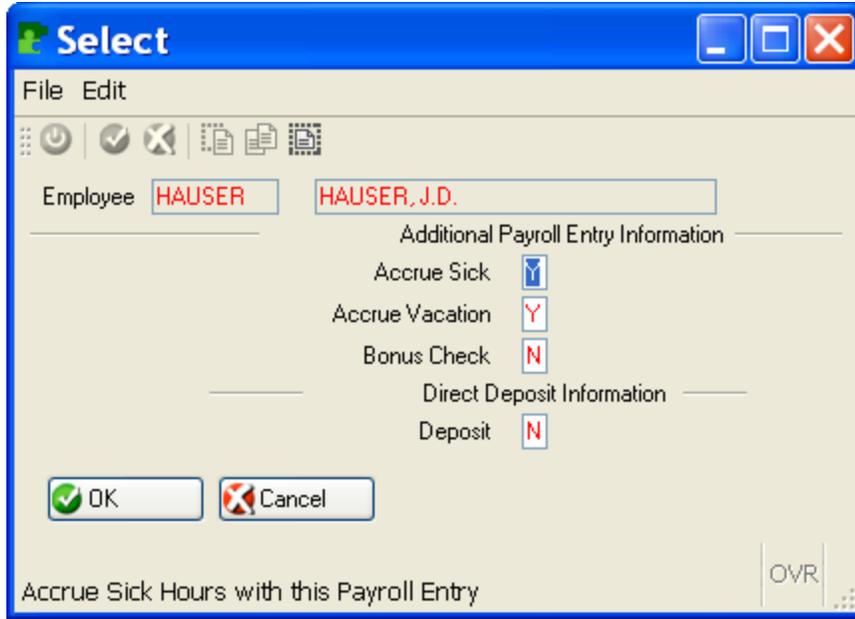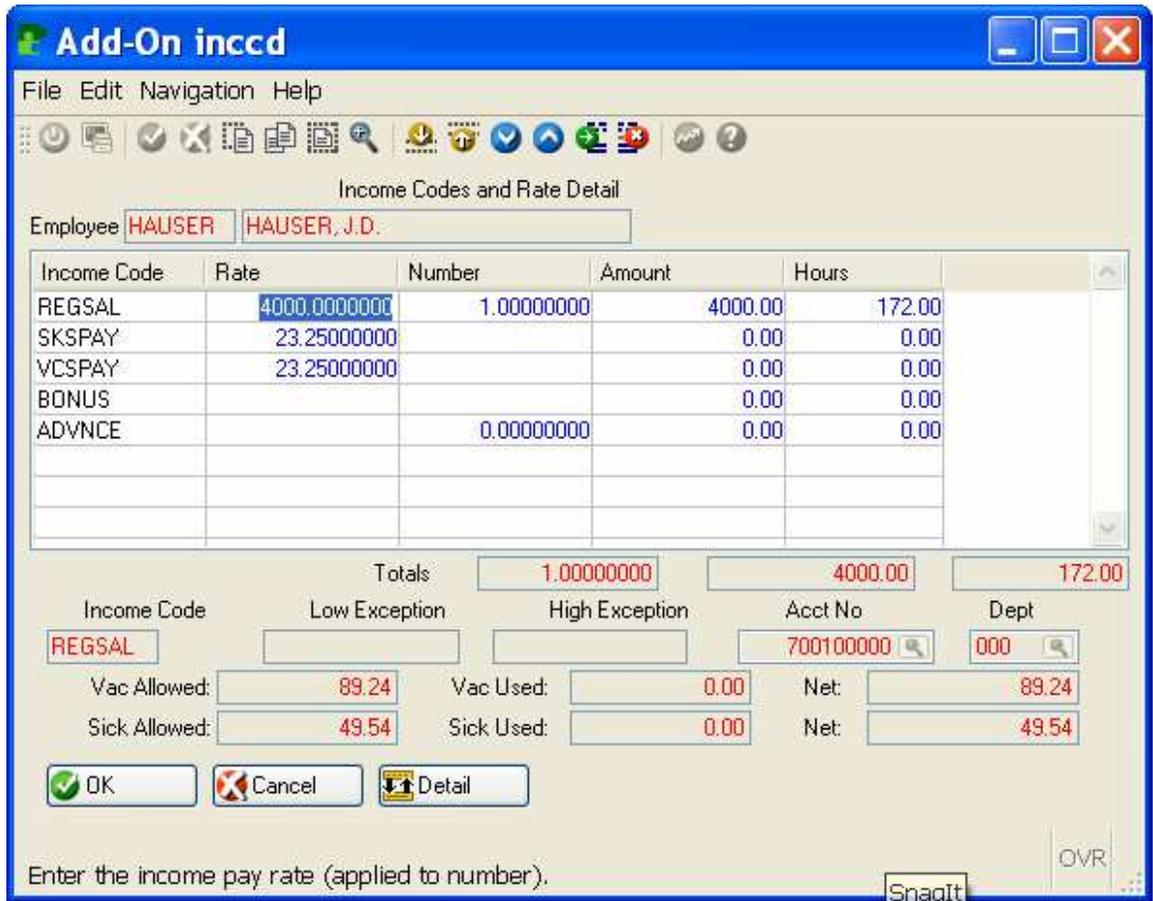
1. Use the Find command to locate the payroll entry that needs to be updated.

2. Choose update to modify the data.

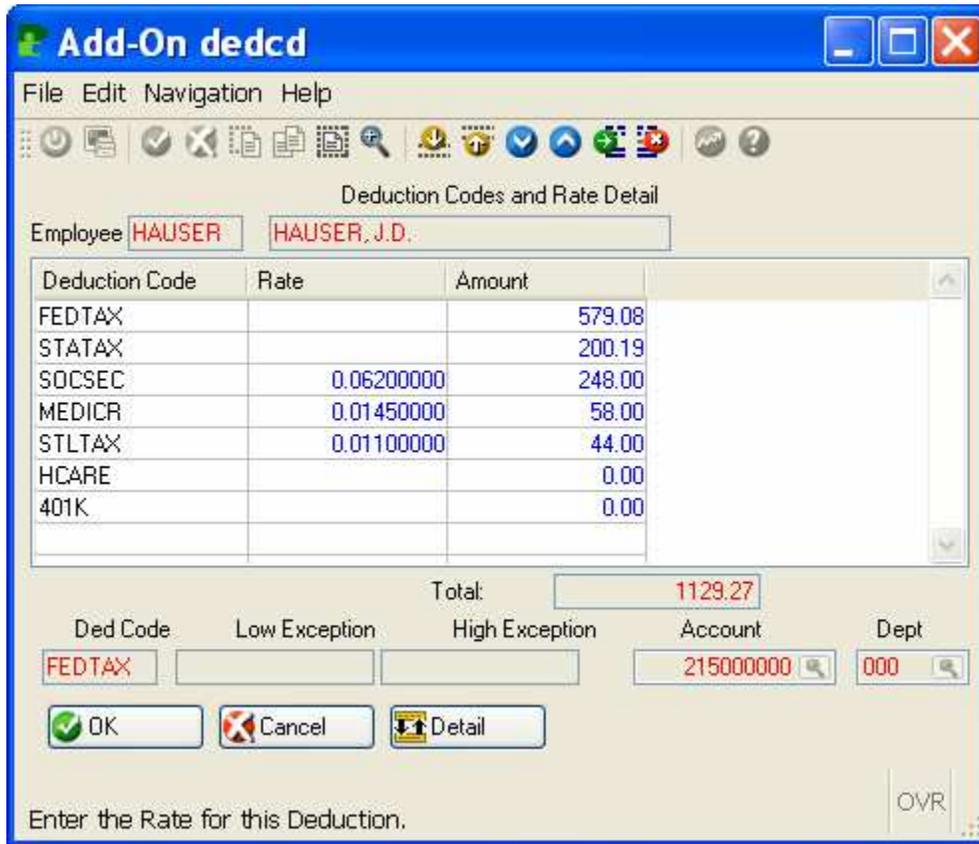3. Click on the **Extd Info** icon to revise this information:

4. Click on Inc Codes icon to revise income information.

5. Click on icon to revise deduction information.

6. Click on icon to revise obligation information.
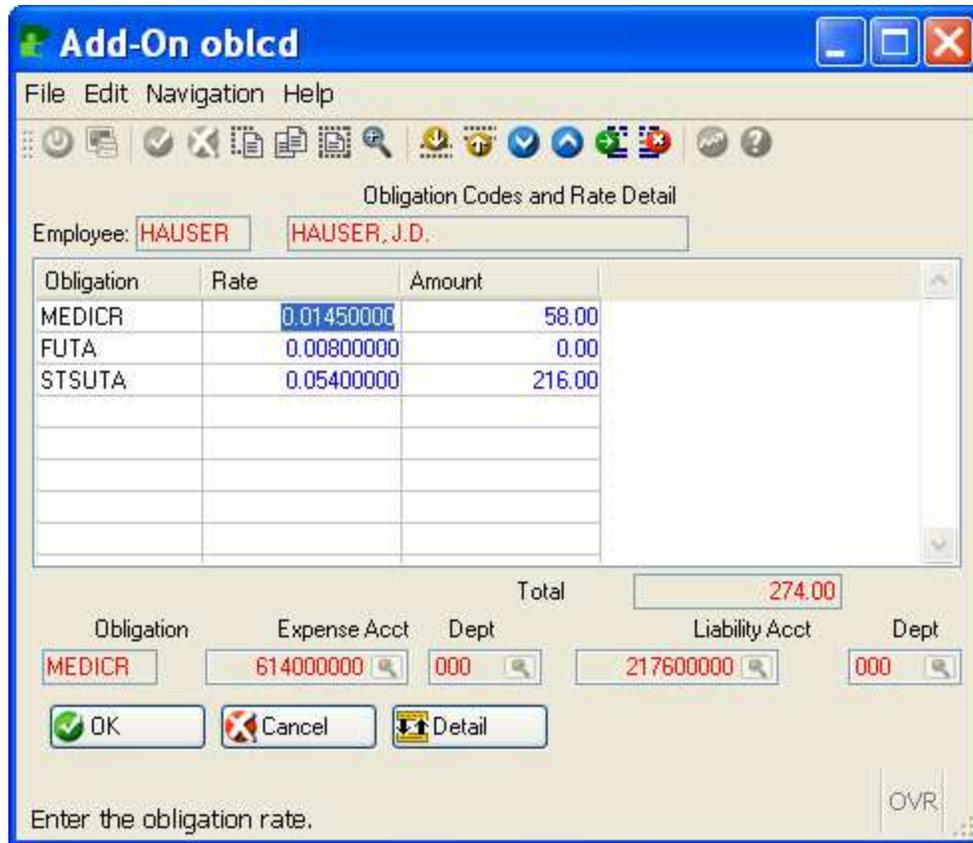
Creating Manual Payroll Entries

You will want to bypass the Create Automatic Payroll entry under certain circumstances (terminations, bonus checks, etc.). To create a manual entry use the Update Payroll entries program.

1. Choose Add mode.
2. Enter payroll date- this date will determine which quarter in the employee record will be updated by the income, deductions, and obligations. This date is also used as the check date and all accounting postings to the GL ledger accounts.
3. In the ending date, enter the ending date of the current pay period.
4. Enter employee code.
5. In the print check field, enter a Y or N.
6. Use the icons on the toolbar to update accruals, income, deductions, and obligations.

Print Payroll Entries Edit List
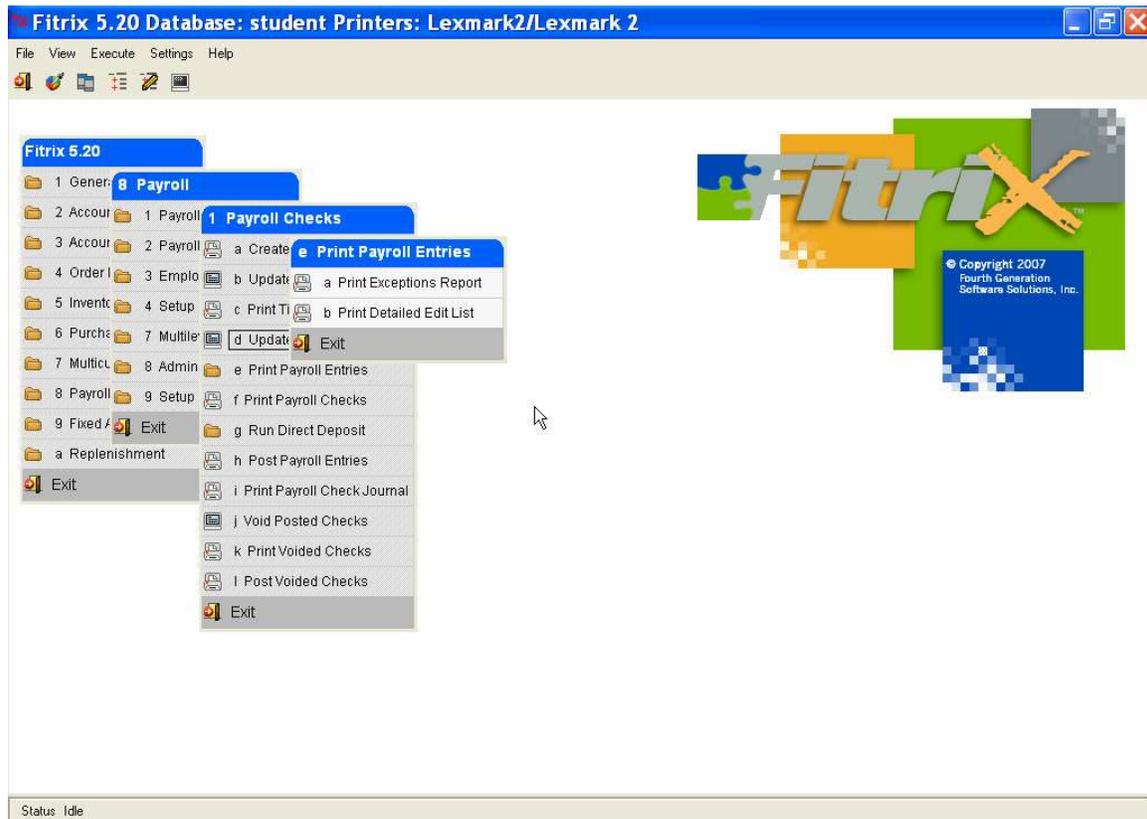
Before you can print your payroll checks you must first print the Payroll Entries Edit list. Use this listing to verify the accuracy of the information that will print on your payroll checks.

You have a choice between two different edit lists: an Exceptions Report and a Detailed Edit list. The Exceptions report shows only each employee's name, date of pay, and the amount of the check. It also shows any income, deductions, or obligation amounts that exceed predefined high or low exception values which have been set up either with the various codes or in the employee information record. The detailed list shows all of the data in the Payroll Entry.

If necessary, make changes using the Update Payroll Entries program. You must then run the Edit list again before printing checks.

Print Payroll Checks

Note: You must run the Print Payroll Entries List before you can print checks.

1. Choose Print Payroll Checks from the Payroll Checks menu.

2. A prompt will ask you if you want to print an alignment. Enter Y or N

3. The Payroll Checks selection criteria screen will display.

Direct Deposit – enter Y or N

Starting Check No.- enter your starting check number.

Payroll Cash Acct- enter you payroll GL cash account number.

Reprinting Checks

Occasionally you may need to reprint checks that have not yet been posted (ie- printer jammed). To do this:

1. Choose Update Payroll Entries.
2. Use the Find command to find the check you would like to reprint.
3. Reset Print Check field to from N to Y.
4. Set check number to null.
5. Run edit listing.
6. Print the new check.

Using Direct Deposit

Before you can have a live direct deposit transaction, your system must be set up to process direct deposits and you must have successfully completed a pre-notification. For information on setup and pre-notification see the Payroll User Guide.

You can create your payroll entries and run and review the edit list along with your traditional (non direct deposit) payroll but you must print out your non-negotiable direct deposit check forms separately from your traditional checks. You may need to create your direct deposit several days in advance of your traditional paychecks to allow sufficient time to deliver the file to your financial institution.
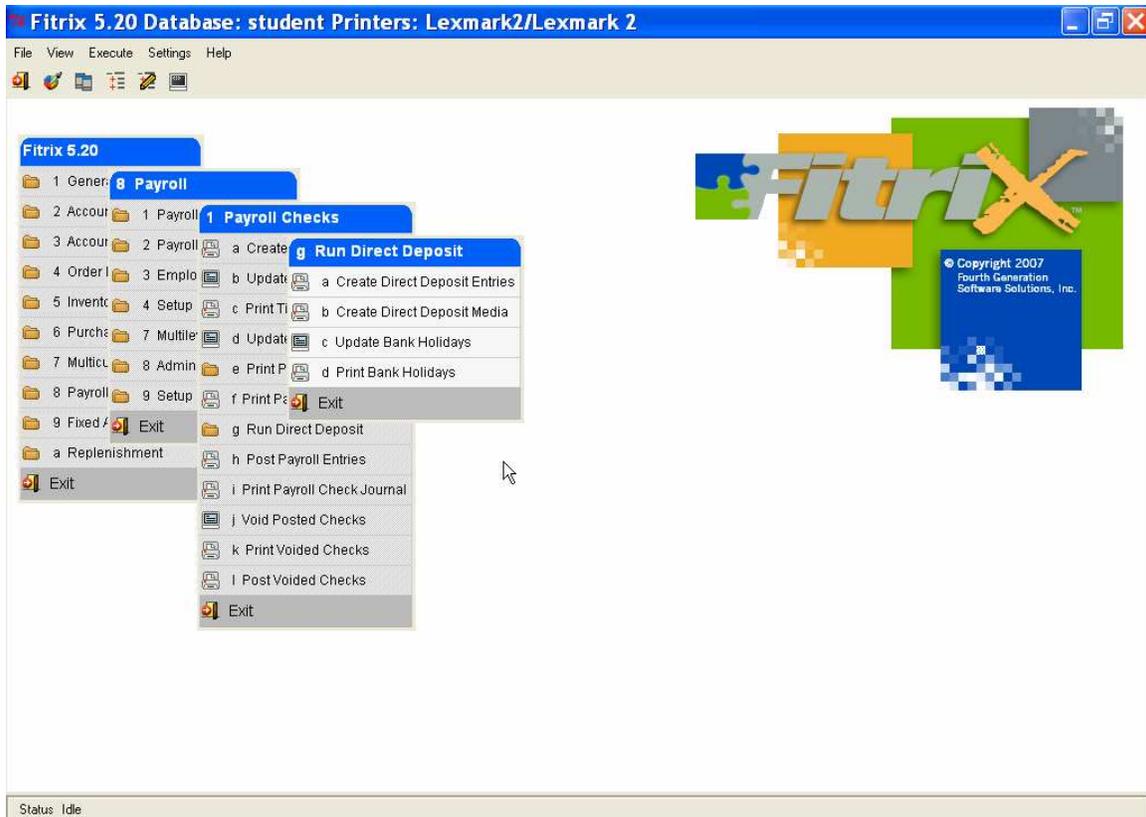
Create Direct Deposit Entries

This option takes the information from the payroll entries you created and creates entries that the bank will use to transfer funds from your company account to your employees bank accounts. This option also generates a report which shows the direct deposit entries that were created.

Create Direct Deposit Media

This option creates a file with the name specified in the Holding File name in the Payroll Defaults table and transfers the information created by the Create Direct Deposit Entries program to this file. The information is then transferred to you formatted disk. It is this disk that you will deliver to the bank for processing. This option also generates a report.

Update Bank Holidays

This program allows you to store a list of bank holidays for any year. You should have a list for the current year to ensure that your direct deposit transactions will be settled on the correct date.

Post Payroll Entries

The Post Payroll Entries is option (h) on the Payroll Checks menu.

Before you run this program you must first run an edit list with one of the options on the Print Payroll Entries submenu. In order to be posted each entry must have a check number and the entry in the Print Check fields must be N meaning checks have been printed.

When the entry is posted, all of the individual income, deduction, and obligation accruals for the employee is updated along with the Last Paid Date.
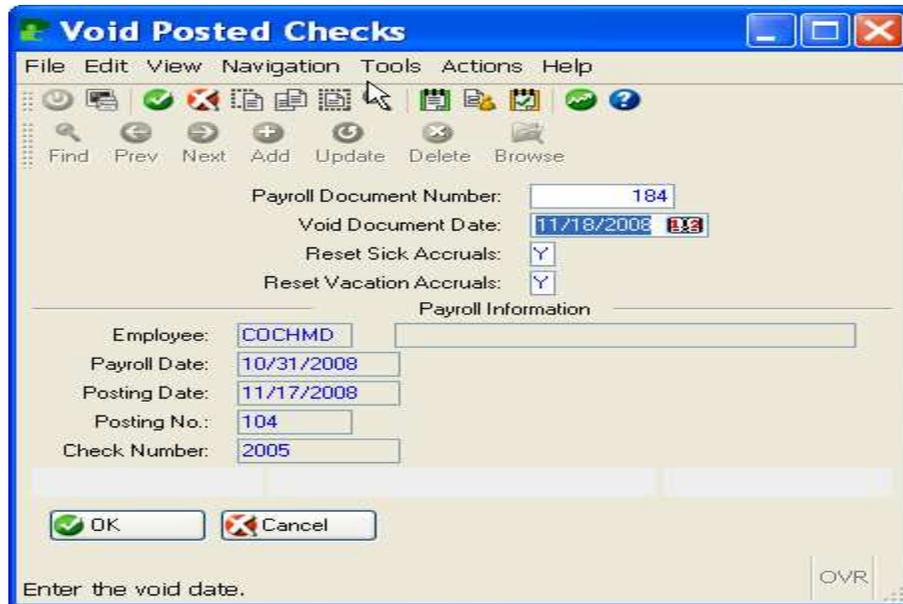
Print Payroll Check Journal

The Print Payroll Check journal prints a report of payroll checks that have been posted within the date range you specify. Run this report to get the check total to record in your check register.

Correcting Errors after Posting

If you should discover an error in one or more payroll checks after posting has been completed, you can correct the mistake in one of two ways; void the payroll check, or correct the error in the next payroll run.

Void Payroll Checks

This is option (j) on the Payroll Checks menu.

1. Choose the Add command.
2. Enter the document number of the check. This can be found by running the Payroll Check Journal report.

3. Change the values in the reset Accruals fields as necessary.
4. In the Void Document Date field, enter the date on which you want to void the check (GL date affected).
5. Save the transaction and then run the edit and post programs.

Correcting Prior Errors on Subsequent Payroll Checks

In those instances where the error affects a large number of checks, there is an alternative to voiding which may save you time. Simply adjust the amount on the next check. For example, say your company deducts $45.00 per pay period for medical insurance and you accidentally entered $50.00. On the next payroll you can adjust the medical insurance deduction to $40.00.

End of Quarter Reports

The following end of quarter reports are available on the Payroll Reports menu:

Quarterly FUTA Report

Quarterly 941 Report

Quarterly Hour and Wage Report

The following report is available on the Employee Information menu:
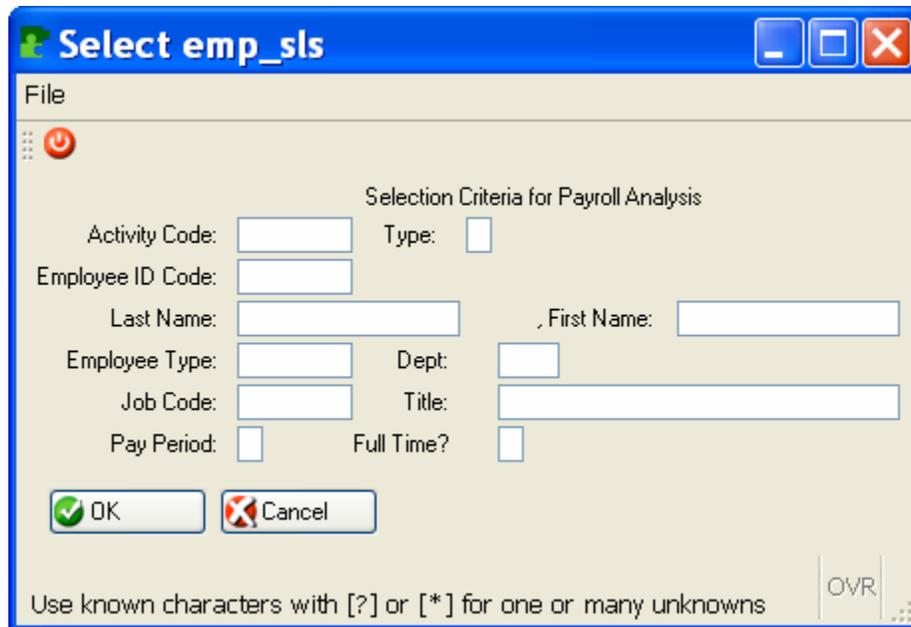
Print Wage History

Note: Please note that are currently no State reports available. To get the quarterly/annual totals for deductions/obligations you can run the Payroll Check Journal for the date range needed.

Reports and End of Year Activity

Reports after Each Payroll

Payroll Analysis (optional)

The Payroll Analysis Report program (option 2-a on the Reports menu) prints analyses of any type of payroll activity. The summary version of the report prompts for a single date within a quarter you wish to report on. The detail report prompts for a range of dates. Each version then gives a selection criteria screen into which you enter additional parameters for the analysis.

Employee Recap (optional)

The Employee Recap program (option (e) on the Employee Information menu) prints activity based upon employee activity. It can be print in summary or detail by payroll check number for the date range you specify.

Post Payroll Entries

The Post Payroll Entries (option (h) on the Payroll Checks menu) must be run after payroll checks have been printed. It is this program that updates the employee record and also the GL balances if the GL module is installed.

GL Activity (optional)

The GL Activity Report (option (b) on the Payroll Reports menu) prints the payroll activity that has been posted to the General Ledger for the date range you specify.

End of Year Reports

Create Annual W-3 forms

The program to Create Annual W2 forms is option (f) on the Payroll Reports menu. This program is used to collect the W2 data for the previous year. When you receive this prompt enter a date that falls in the year of the W2s you want to create.

Update W2 Forms:

The program to Update W2 forms is option (g) on the Payroll Reports menu.

Print W2 Forms

Once you have updated your W2 information you use either option (h) or option (m) to print the actual forms.

Print Magnetic Media Report

This is option (i) on the Payroll Reports menu. Use this option if you are reporting to the IRD via magnetic media. To use this option you must have already entered the name of the Holding file and the media creation command in the Payroll Defaults table.

We strongly advise users to make a permanent backup of the holding file after creating magnetic media because this file will be overwritten the next time you chooses an option that uses this fiel (Direct Deposit also uses this file).

After you choose the Print Magnetic Media Report option be sure to insert a formatted disk into your disk drive before you continue.

Beginning a New Year

NOTE: YOU MUST RUN THE QUARTERLY AND ANNUAL REPORTS BEFORE RUNNING THIS OPTION.

At the beginning of the New Year, you must reset the employee income, deduction, and obligation accruals to zero. To do this, run the Begin New Year program (option (j) on the Payroll Reports menu prior to running the first payroll of the new year. You May run the New Year program before creating your W2 forms.

Begin a New Year does not automatically reset the sick and vacation leave accruals to zero. These will be carried over to the new year. If your company policy is to have these amounts reset to zero when you begin a new year, you must reset these values manually.