
Location Processing

PR-1019

Overview

This Extended Solution to the Payroll module adds the ability to assign an employee a 2-character 'Location' code as an additional method of categorization. Checks and Direct Deposit stubs can be printed in location code order; reports can be run and summarized by location code. Wage, tax expense, tax liabilities and deductions can be posted to different General Ledger account numbers based on this location code.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftware.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order please email: extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

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Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility every time you install this Extended Solution.

Setup

Once the disk is installed, you will need to access the Payroll menu option screen. After the standard MAS 90 MAS 200 option screens have been displayed, a Setup screen for this Extended Solution will appear. Check the 'Enable Extended Solution' box to activate this Extended Solution (Figure 1). The manual for this Extended Solution, if it has been installed, can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

Figure 1

Answer the following prompts:

STARTING POSITION IN G/L ACCOUNT NUMBER FOR LOCATION: Enter the starting position in the G/L Account Number for Location.



Be certain that you have created a GL Account to match your location/department codes.

STARTING POSITION IN G/L ACCOUNT NUMBER FOR DEPARTMENT: Enter the starting position in the G/L Account Number for Department.

POST TAX EXPENSE BY LOCATION/DEPARTMENT: Check this box to enable account substitution for tax expense accounts.

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PROCESS LOCATION BY LINE: If this box is checked, then the program will use the line for wage expense posting. If it is unchecked, the header will be used.

SUBSTITUTION: This will default to 'Location Code.' Select 'Location Code' or 'Specific Value.' If you select Specific Value, the next prompt will be available:

SIZE OF SPECIFIC VALUE FIELD: Enter a single character to designate the size of the Specific Value field that will be added to Location Maintenance.

The following option will only be available if you have specified that you use graphical Checks on the Forms tab in P/R Setup:

SORT GRAPHICAL CHECKS IN LOCATION ORDER: Check this box to sort Payroll checks by Default Location.

POST TAX ACCRUAL BY LOCATION: Check this box to enable account substitution for tax accrual accounts.

POST DEDUCTIONS BY LOCATION: Check this box to enable account substitution for deductions.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Role Maintenance

The following Task has been added to Payroll, Setup Options:

- Extended Solutions Setup

Please review your security setup in Role Maintenance and make appropriate changes.

Operation

Choose 'Location Maintenance' from the Payroll Setup menu to set up locations (Figure 2).

If you selected 'Specific Value' for the 'Substitution' option in Setup, Location Maintenance will be modified with a new 'Substitution Value' field of the length specified in the 'Size of Specific Value' field. Input the value you wish to have substituted in General Ledger Accounts.

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Figure 2

Employee Maintenance

A new field, accessible via the 'Location' button, on the Employee Address and Constant Information screen (Figure 3) stores the default location code for each employee (Figure 3a). It may be changed at any time.

Figure 3

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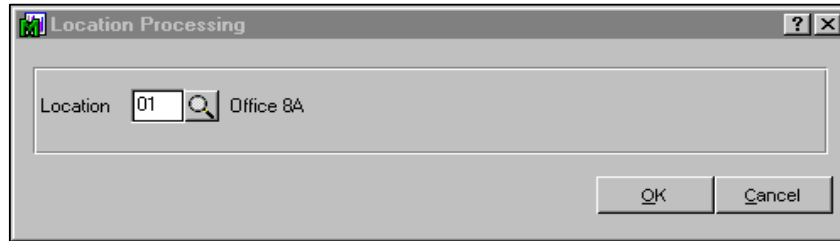


Figure 3a

Payroll Data Entry

Payroll data entry and auto-pay operations are performed normally. The employee default location code is added as a new field in the check header section (Figure 4a). It is accessible via the 'More' button (Figure 4). It can be changed on each check as required. The location code has no other affect on data entry. The Check History Inquiry screen displays the location code used on each check (Figure 5).

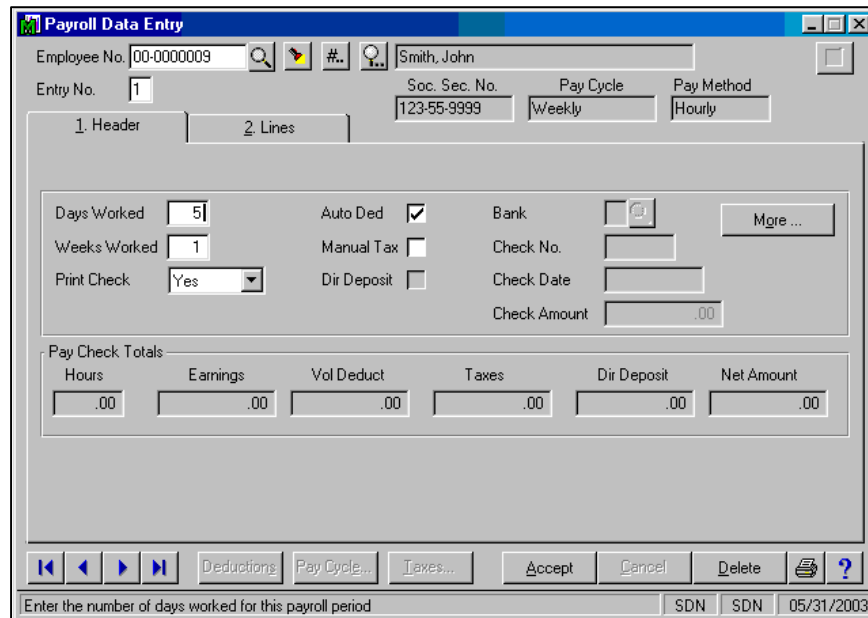


Figure 4

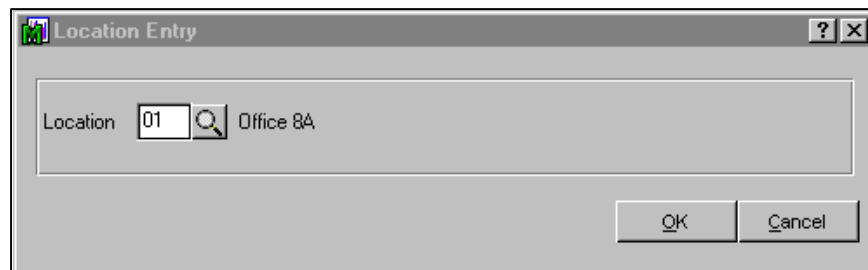


Figure 4a

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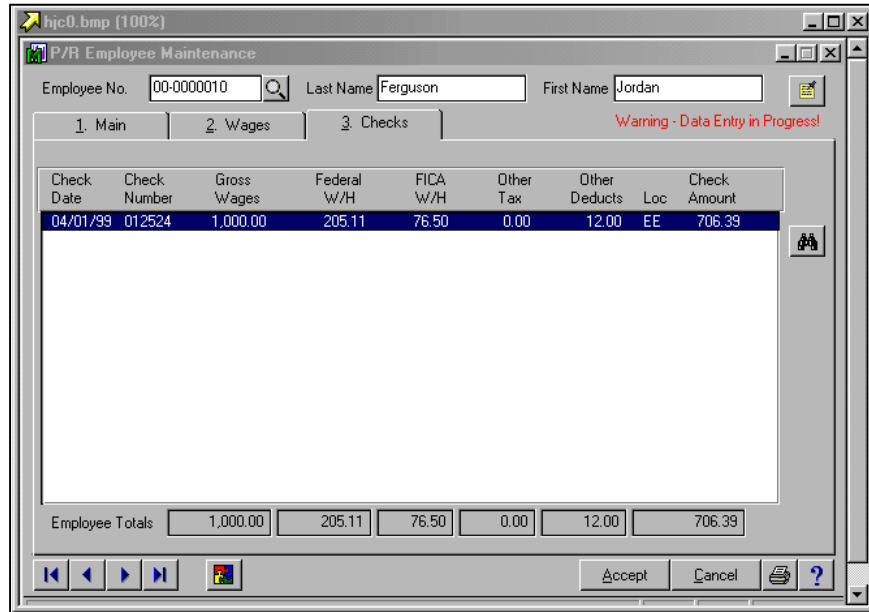


Figure 5

The two-digit Location Code field has been added to Line Entry, which is accessible via the 'More' button (Figure 6) if you checked 'Process Location by Line' in Setup.

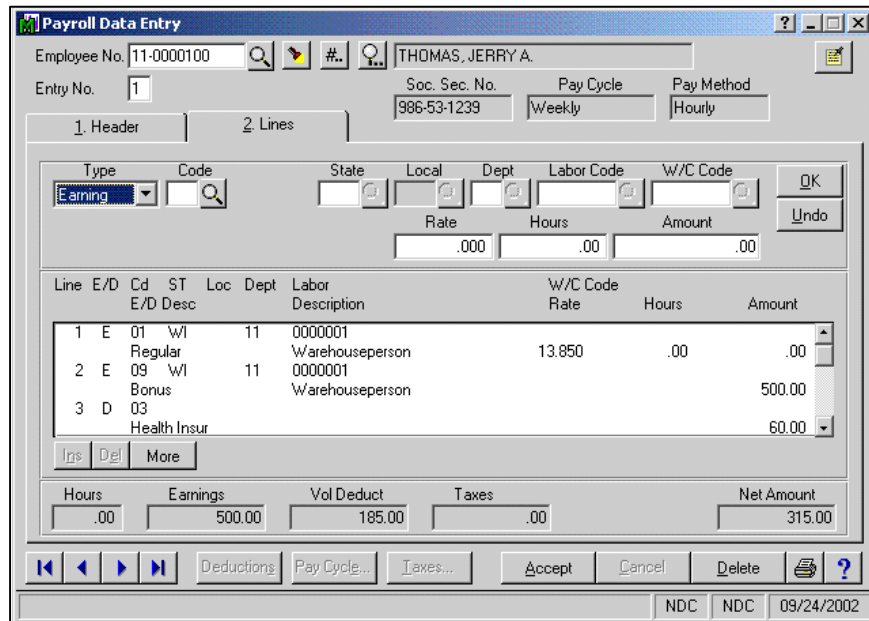


Figure 6

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The header Location Code will default into this field, but it can be overridden (see Figure 4a). During Wage Expense Posting, the program will look to this Location Code on the line to determine where to post.



All other processing (e.g., Tax Expense Posting, Accrual Posting, Check Printing, Check History and Deduction Posting) will use the Location Code on the check header.

Reports

The following reports have been modified to add an additional sort and selection options as indicated. Additional subtotals by location have been added where appropriate.

Report Name	Sorted by	Select Range of Locations
Payroll Data Entry Audit Report	Check Loc/Emp #	Yes
Earnings Register	Check Loc/Emp #	Yes
Employer's Expense Summary	Check Loc/Dept #	Yes
Pre-Check Register	Check Loc/Emp #	No
Check Printing	Check Loc/Emp #	No
Direct Deposit Stub Printing	Check Loc/Emp#	No
Employee Listing	Location Number/Emp Name	Yes
Employee Mailing Labels	Location Number/Emp Name	Yes
W-2s	Location Number/Emp Name	Yes
Benefit Accrual Report	Location Number/Emp #	Yes

In addition to the report changes detailed above, the following changes have been made:

Employee Listing:	The employee default location code is printed as part of the 'Constant Data' section.
Employee Mailing Labels:	This report is available in non-graphical format only.
Check Printing:	The check location code has been added as a FORM item.
Direct Deposit Stub Printing:	The check location code has been added as a FORM item.
Check History Report:	The actual location code used on each check is printed following the check number. Year-to-date totals for each employee have been added under the quarter-to-date totals.
Quarterly Tax Report:	The employee default location is printed next to the social security number.

Processing

During the Check Register Update processing, the location code is added to the Check History file. The location code can also be used to affect the posting of wage and tax expenses (see Wage and Tax Expense Posting below). During Payroll Tax Calculation, a new sort file is generated by check location/employee number and check location/department number to be used by the various reports. The sort file for default location/employee number and default location/employee name is generated on-the-fly by the appropriate reports.

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If you specified a 'Substitution Value' for the Location Code, that value will be placed into the specified portion of a General Ledger Account Number. If no Substitution Value was specified, the Location Code will be used.

Tax Expense Postings by Location/Department

During the Check Register Update processing, as each payroll tax expense is posting to G/L, if the box in Setup to post tax expense by location/department has been checked, then the default G/L Account Number for that department is modified by substituting the location specified in the check header at the designated position in the G/L Account.

Post Tax Accrual by Location

If you have checked the box in Setup to post tax accrual by location, then the Check Register Update will be modified to substitute the location specified in the check header (or its segment value) at the designated position in the G/L Account Number associated with each of the federal and state tax accrual accounts.

Wage Expense Postings By Location/Department

Earnings Code Setup

Two new options are available on the Earnings Code Maintenance screen (Figure 7a), accessible via the 'More' button (Figure 7): 'Location Segment Substitution' (LSS) and 'Department Segment Substitution' (DSS).

Figure 7

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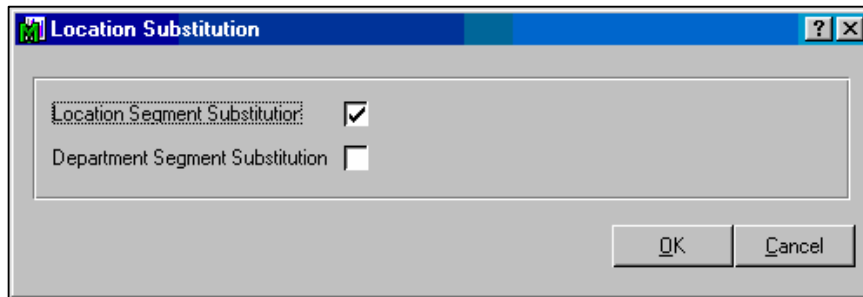


Figure 7a

The segment substitution options are active regardless of the answer to the 'Post Earnings Expenses by Dept' (EBD) question. If EBD is 'No,' then a G/L account number is prompted for (as usual). This account number is the full account number size. The appropriate substitutions will take place during update processing as indicated below. If EBD is 'Yes,' then the G/L account number used during the substitutions will be the number specified in Department Setup for that department.

Processing

When the wage expense postings are made during check register update processing, the selected G/L account number (pulled from either the department setup or the earnings code maintenance, depending upon the answer to EBD) is modified according to the LSS and DSS flags. First, Payroll Setup is accessed to determine the location and department segments. Then the substitutions take place using the location from the check header or line, depending on Setup, and the department from the payroll line-item (not the employee default department or location). If the resulting G/L account number is not valid then the G/L account number that would have defaulted in standard MAS 90 MAS 200 will be used. The resulting G/L account number is posted to the General Ledger.

Reporting

The Earnings Code Listing includes the LSS and DSS flags.

Post Deductions by Location

When this setup option is checked, the location on the Check Header will be used as the segment substitution value for all Standard Type Deduction Code's Accrual Account.

Forms

Non-Graphical Forms

You can maintain the new form fields for this Extended Solution by clicking the 'Form...' button. A window will pop up where you may select the form you would like to maintain (Figure 8). Select this Extended Solution to display the Form Maintenance screen (Figure 9).

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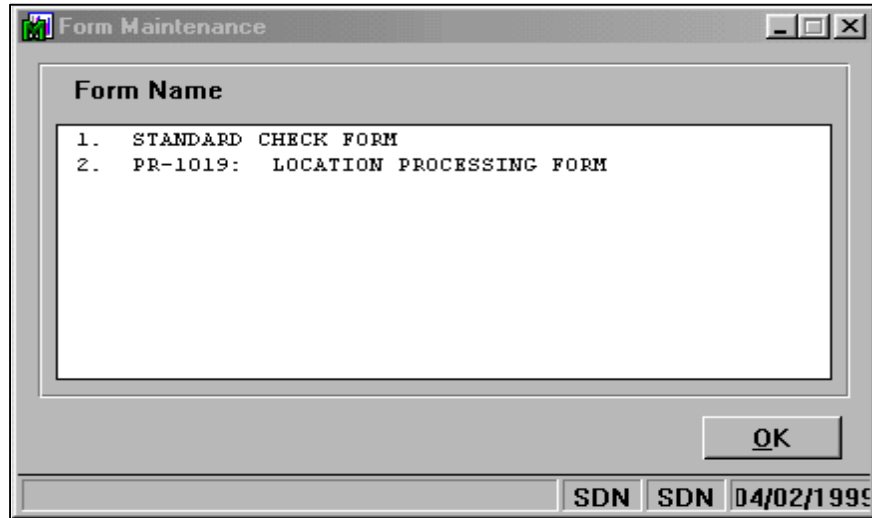


Figure 8

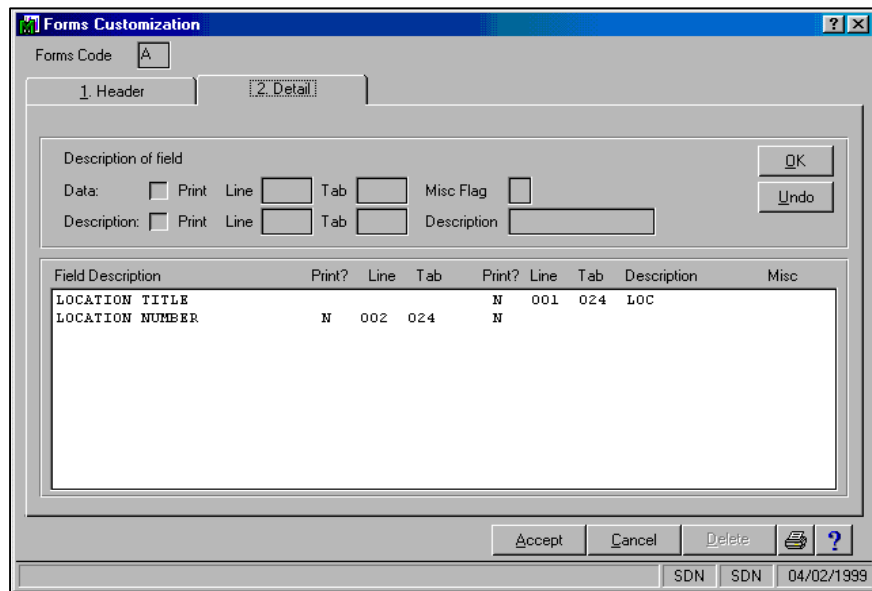


Figure 9

The new fields that you activate with this Extended Solution will print in addition to any other fields that have been activated in standard MAS 90 MAS 200 or other Sage Software Extended Solution FORM maintenance.

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Graphical Forms

The following fields have been added to the following Crystal Work Table files:

File	Description	Fields
PR_31	Crystal Check Header file	DefaultLocation

If you checked the 'Sort Graphical Checks In Location Order' option in Setup, Payroll checks will be sorted by Default Location.



Changes are required for the Graphical Direct Deposit Stub:
Go into FORM Maintenance
Delete Group Header #1: @EmployeeNumber – A

There may be additional fields available for graphical forms printing that are defined to non-Work Table files. Please refer to the Crystal Reports section below.

Visual Integrator

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<i>File:</i>	<i>Field Added:</i>
PR.EMPL_II	DEFAULT_LOC
PR.LOC	All Fields
PR.CHKS_II	LOCATION
PR.DA_II	LOCATION
PR.EARN_II	LOC_SEG_SUB? DEPT_SEG_SUB?

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Field:</i>
PR_A1	Employee Masterfile 2	Department EmployeeNumber DefaultLocation
PR_A5	Check History II	All Fields
PR_A6	Data Entry II	All Fields
PR_AD	Earn Deduct File 2	RecordType(E/D) Earnings/DeductionCode LocSegSubstitute?

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PR_LA	Location Masterfile	DeptSegSubstitute?
PR7	Payroll Data Entry Line	All Fields
PR_23	Perpt History Detail	Location_Code
		LocationCode

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

What's New

With the 08-27-08 release:

- Added Setup option to 'Post Deductions by Location'.

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments

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