
Additional Check Printing Sort Options

PR-1068

Overview

This Extended Solution to the Payroll module adds the ability to print Payroll checks and direct deposit stubs in Employee Sort Field or Department/Employee Name order.



This Extended Solution will not function with the 'Use Graphical Forms' option checked in Payroll Setup.

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

Extended Solutions

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 Setup 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).

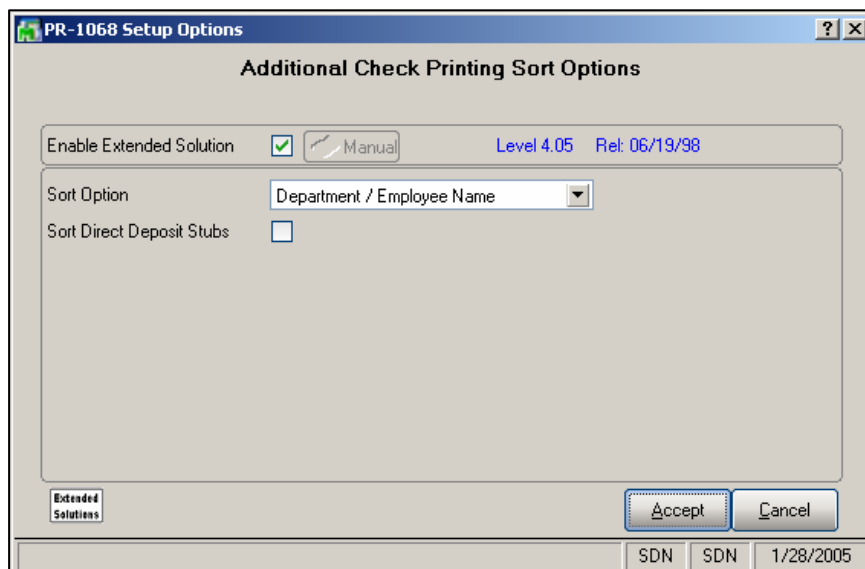


Figure 1

Answer the following prompt:

SORT OPTION: Select the sort option you want to use to print Payroll checks, Employee Sort Field order or Department/Employee Name. If you choose Department/Employee Name, checks will print in alphabetical order by Employee Name, within the home department. Note that checks are sorted by employee LAST name.

SORT DIRECT DEPOSIT STUBS: Check this box if you wish to sort direct deposits stubs in the same manner that payroll checks are to be sorted.

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

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Operation

With this Extended Solution enabled, Payroll checks and direct deposit stubs will be printed in the order specified in Setup.

The Check Print Selection and Direct Deposit Stub Printing screens have been modified with a 'More' button for additional selection options (Figure 2).

Figure 2

When the 'More' button is clicked the user will have access to the following additional ranges (Figure 3):

- Department
- Employee Last Name
- Sort Field

Figure 3

Extended Solutions

The Additional Print Selections have been added to facilitate a check printing restart when necessary. It will be up to the user to define meaningful ranges of data.

Helpful Hints

- In order for the restart logic to work properly the Department field cannot default to ALL. A specific Department range must be defined.

What's New

With the 01-20-05 release:

- Added sorting logic to direct deposit stub printing.

With the 10-21-04 release:

- Added Additional Print Selection options.

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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