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## Enhanced Direct Deposit Stubs

PR-1113

### Overview

This Extended Solution to the standard MAS 90 MAS 200 Payroll module allows you to print Direct Deposit stubs for employees who are not Direct Deposit enabled. It also adds the option for multiple-column Tax/Ded printing, and a new 'Earnings Code YTD Hours' form field to Direct Deposit Stub Printing.

### 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](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](mailto: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

## Setup

Once the disk is installed, you will need to access the Payroll 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). Answer the following prompts:

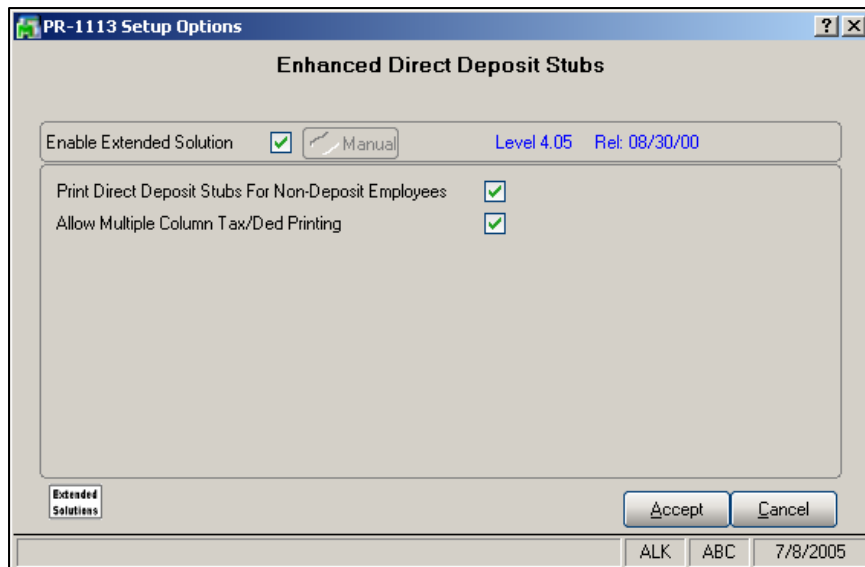


Figure 1

**PRINT DIRECT DEPOSIT STUBS FOR NON-DEPOSIT EMPLOYEES:** Check this box to be prompted to print direct deposit stubs even when there are no direct deposit entries in the batch. Note: the 'Print Direct Deposit Stubs' option in Payroll Setup must be checked.

**ALLOW MULTIPLE COLUMN TAX/DED PRINTING:** Check this box to print Earnings, Deductions, and Taxes in a side-by-side column layout (just like Payroll Check Stubs) on the voucher form (see VOUCHER PRINTING below for further information).

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

## Operation

This Extended Solution allows you to print Direct Deposit stubs for employees who are not Direct Deposit enabled. If you checked the box in Setup, you will be prompted to print direct deposit stubs even when there are no direct deposit entries in the batch. For employees who are not Direct Deposit enabled, Direct Deposit-specific form fields such as 'Dir Deposit Amount-Curr' will not print.

### Voucher Printing

If you checked the 'Allow Multiple Column Tax/Ded Printing' box in Setup, you may maintain a voucher form containing the fields 'Tax Information' and 'Deduction Information' along with a group of four heading titles for both taxes and deductions (see Forms below).

## Forms

### Non-Graphical Forms

The tax and deduction headings for the voucher form can be maintained by clicking the 'Form...' button on the Direct Deposit Stub Printing screen. A window will appear prompting you to select the form you want to maintain (Figure 2). Select PR-1113: *Multiple Column Tax/Ded Form* to display the heading fields (Figure 3).

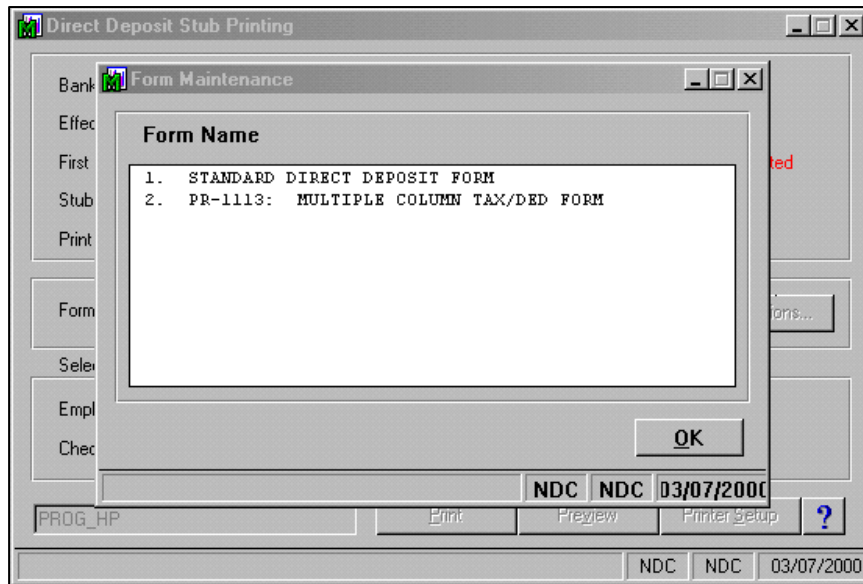


Figure 2

## Extended Solutions

Field Description	Print?	Line	Tab	Print?	Line	Tab	Description	Misc
TAX INFORMATION				N				Y
TAX CODE HEADING				N				
TAX DESCRIPTION HEADING				N				
TAX CURRENT AMT HEADING				N				
TAX YTD AMT HEADING				N				
DEDUCTION INFORMATION				N				Y
DEDUCTION CODE HEADING				N				
DEDUCTION DESC HEADING				N				
DEDUCTION CUR AMT HEADING				N				
DEDUCTION YTD AMT HEADING				N				
EARNINGS CODE YTD HOURS	N			N				

Figure 3

The MSC column for 'Tax Information' and 'Deduction Information' fields is provided to allow you to control whether tax and deduction information should start in a new column, rather than print in one long column on the standard form, just like standard Payroll Check Printing. The new fields behave in the same manner as their counterparts in standard Check Printing. For further information regarding form-field printing, please refer to your standard MAS 90 MAS 200 manual.

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.

#### *Graphical Forms*

No changes have been made to the Crystal Reports Work Table files. If you have elected to use graphical forms in the modules' Setup, the features of this Extended Solution that affect form printing will not be available.

#### **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.

