

Payroll Procedural Checklist

Company: _____

AS REQUIRED

Maintain the code files:

Code Files

Employee Files (additions and corrections)

Process Payroll:

Use Pay Period Initialization to setup the payroll and perform automatic payroll processing.

Use Time Sheet Entry to make additions or corrections to the automatic payroll, as well as enter manual or void checks.

Print the Time Sheet Register, if desired.

Run Gross to Net Calculations to calculate taxes and employer contributions.

Print the Payroll Register to verify the accuracy of the payroll.

Print checks using Check Printing.

Print the Check Register, verify accuracy, and update if correct.

Run AP Expense Transfer.

MONTHLY

Process Payroll as required.

Print Reports:

Employee Masterfile Listing

Earnings, Deduction, Tax, Contribution, Labor, and Job Pay Analysis Reports

Payroll Union Report

Insurance and Date Cross Reference Reports

Employee Accrual Report

Historical Payroll Register

Maintain Cleared Checks, as required.

Perform Period End Update (Month End).

Period End Processing does the following:

- Clears the quarterly check file according to the specifications set in your parameters.
- Clears all month-to-date figures throughout the Payroll system, including the employee and code files.
- Deletes any terminated employees based on the termination date and, the number of days to wait before deleting an employee.
- Clears vacation/sick accruals based on the parameters.
- Clears historical transactions older than the specified date.
- If running quarter end, the Period End Update will increment the current quarter indicator in the payroll parameters.
- If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and clear all year-to-date figures.
- A separate option is available for clearing the automatic AP Expense Transfer amounts.

Have these reports been printed? The following reports should be printed before processing period end because data may be cleared from these files:

- Historical Payroll Register
- Quarterly 941 Forms
- Quarterly Tax and Contribution Reports
- W-2 Forms (year end)
- Quarterly Check Register

If you have printed your final copy of these reports, answer Y.

Do you have a current backup? Refer to the Solution-IV System Utilities manual for more information on backups. If you do not have a current backup, the system terminates the update and returns to the Payroll Main Menu.

Full month end processing? Month end processing clears all month-to-date (MTD) figures throughout the payroll system.

Full quarter end processing? Quarter end does everything that month end does. In addition, it increments the current quarter indicator in the payroll parameters and controls which quarterly bucket the Check Register Update will update.

Full year-end, quarter end and year-end processing? Year-end does everything that month end and quarter end do, plus:

- Clears all year-to-date buckets throughout the system including the employee masterfile and code files.
- Rolls the year-to-date figures into the last year buckets.
- Sets the current quarter indicator to 1.
- Clears vacation/sick accruals if required by the payroll parameters.

Remove terminated employees? Terminated employees may be deleted from the system as part of year-end processing. When using this option, the system looks at the termination date for each employee. It compares this date with today's date, taking into account the number of days to retain terminated employees from the payroll parameters. Employees without termination dates are skipped.

Clear Quarterly Check File? Normally the quarterly check file is cleared as part of quarter end processing. However, there may be times when you need to clear the quarterly check file mid-quarter. For example, if the file gets full and you don't have room on the disk to expand it. Be sure to print the Quarterly Check Register before clearing checks.

Clear Sick Accruals? Employee sick accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Clear Vacation Accruals? Employee vacation accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Clear Comp Time Accruals? Employee comp time accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Clear Personal Time Off Accruals? Employee personal time off accruals are normally cleared as part of year-end processing. The system will zero the accrual amounts for each employee if the payroll parameters are set to not allow carryover to the next year.

Only clear Auto AP Expense Amounts? The amounts for the Automatic Accounts Payable Expense Transfer are stored separately for each deduction, tax and contribution. You have the option of clearing these numbers during period end. You will only want to use this option if you do not want to post to Accounts Payable.

Clear historical transactions? Every transaction in the system is saved to a combination of historical transaction files. This is done so those events can be recreated (with effort) if necessary. As you might imagine, however, this file can get rather large, rather fast. We therefore give you the option of clearing these files periodically.

Clear transactions older than Enter the oldest date for which you wish to maintain historical information.

Copy transactions before clear? This feature will copy a transaction to be deleted to a separate file before deleting it from the standard history file. If you would like to copy the transactions to be cleared to a separate file so you can back them up before actually deleting them:

Filename for copy Enter up to seven characters for the filename that you wish to copy to. The digits 1-2 will automatically be added to the end of the filename, corresponding to the two Payroll history files.

Perform Status Change Update, if necessary.

Important: This is a powerful function, which may result in codes or employees being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup -- this is for your own protection!
- Make sure that the timesheet entry files have been updated.
- Make sure no one else is using Solution-IV Accounting.

Procedure for Status Change

The Status Change Update works as follows:

1. Makes sure the entry files are empty, and that no one else is using the system (any company, any application).
2. Builds a list of all the records that are marked to be deleted or changed (status = **D** or **C**).
3. Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere (except for the history files).
4. It then checks the records to be changed and insures that the "change to" is not going to be changed to something else or deleted.
5. A report is printed showing the changes to be made, and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped. If there are no conflicts, the system prompts:
6. **Are you sure you want to continue the update?**
7. The requested changes are performed.
8. The requested deletions are performed.
9. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files -- one for each element that could be changed. They are normally blank. If the element has been changed the associated flag is set to "C."

QUARTERLY

Perform all steps for monthly processing.

Print Reports:

Quarterly 941 Forms

Quarterly Tax Report

Quarterly Contribution Report

Quarterly Check Register

Perform Period End Update (Quarter End).

YEARLY*

Perform all the steps for monthly and quarterly processing.

Print all quarterly reports using yearly data.

Print W-2 forms.

Make Copy of company

Perform Period End Update (Year End).

*Yearly procedures should be done as soon as all checks have been entered for December, but before anything is done for the next year