# Chapter 14

**Payroll Reports** 

This Page Left Blank Intentionally

### **Payroll Reports: Introduction**

There are eleven reports that you can create and print from the Payroll Reports section. The following pages will define each report and provide instructions for printing each one. In addition, this chapter will explain how to use the Export feature on the print preview (Report Viewer screen).

#### Accessing the Payroll Reports Section

To access the Payroll Reports section, select the Reports tab (circled) in the Task bar, then the Payroll (Year to Date) icon (boxed). The Payroll Reports (Year to Date) screen will open, listing all the reports you can create and print.



To select the report you want to create, highlight the report name and click the Run button at the bottom of the Payroll (Year to Date) screen.

#### Payroll Reports: Printing the Cafeteria Plan Account Distribution Report

The Cafeteria Plan Account Distribution Report is designed to provide you with the information to prepare a claim to pay the Cafeteria Plan vendor. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Cafeteria Plan Account Distribution Report, highlight Cafeteria Plan Account Distribution on the Payroll (Year to Date) screen (see previous page) and click the Run button. The following screen will appear.

Cafeteria Plan Account Dis	tribution					
Check Date Range	e					
Start Da	ate 05/0	02/2016 💌	End Date	06/02/201	6	
Unallocated (Due	to Rou	nding) Accou	unt			
Fund:		Account Nu	mber:			Object Code:
100: General Fund	•	41110: Council/	Town Board		•	100: WAGES AND SALARIES (101 throu -
						Preview Close

On the Cafeteria Plan Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.

### **<u>Payroll Reports: Printing the Cafeteria Plan Account Distribution</u> <u><b>Report (continued)**</u>

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. By clicking the red "X" (circled, right) you can close the Report Viewer screen.

т.   т.	1/1 🕅 🔍 -			
New Township		Cafeteria Plan Accoun	t Distribution	6/2/2016
For the Period: 5/2/20:	16 To 6/2/2016			
Account #	Employee_#	Employee_Name		Amount
100-41110-100	1	Doe, John	Account Total	\$40.00 <b>\$40.00</b>
	2	Doe 2, John	Account Total	\$20.00 <b>\$20.00</b>
100-41405-101	4	Doe, Jane	A	\$10.00
601-41405-101	4	Doe Jane	Account lotal	\$10.00
	т	boo, june	Account Total	\$10.00 \$ <b>10.0</b> 0
100-41110-100 Ur	nallocated (Due to rounding)			\$0.00
			Total For Period	\$80.00

### **Payroll Reports: Printing the Cafeteria Plan Account Distribution <u>Report (continued)</u>**

Print	X
General Layout	
Select Printer	
HP LaserJet 4250 PCL6	Send To OneNote 2010
Microsoft XPS Document Writer     Rome PDF Complete	
٠	4
Status: Ready	Print to file Preferences
Location:	Find Printer
Comment:	
Page Range	
Ali	Number of <u>c</u> opies: 1
Selection Current Page	
	Print Cancel Apply
	Cancel <u>A</u> pply

After clicking on the Printer icon, the Print screen appears.

By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report.

- Click the red "X" icon on the Report Viewer screen (previous page).
- Click the Close button on the Cafeteria Plan Account Distribution screen.

## **Payroll Reports: Printing the Cafeteria Plan Account Distribution Report (continued)**

#### Sample Cafeteria Plan Account Distribution Report

New Township		Cafeteria Plan Accou	nt Distribution	<mark>6/2/2</mark> 016
For the Period: 5/2/2016 T	o 6/2/2016			
Account #	Employee_#	Employee_Name		Amount
	1	Doe, John	Account Total	\$40.00 <b>\$40.00</b>
	2	Doe 2, John	Account Total	\$20.00
100-41405-101			Account rotal	Ç_0100
	4	Doe, Jane	Account Total	\$10.00 <b>\$10.00</b>
601-41405-101				
	4	Doe, Jane	Account Total	\$10.00 <b>\$10.00</b>
100-41110-100				
Unallo	cated (Due to rounding)			\$0.00
			Total For Period	\$80.00

### **Payroll Reports: Printing the Deferred Income Account Distribution <u>Report</u>**

The Deferred Income Account Distribution Report is designed to provide you with the information to prepare a claim to pay the deferred income provider. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Deferred Income Account Distribution Report, highlight Deferred Income Account Distribution on the Payroll (Year to Date) screen (see page 14-1 for instructions) and click the Run button. The following screen will appear.

Check Date Range	e	лт 		
Start Da	ate 05/	02/2016 💌 End Date	06/02/2016	
Unallocated (Due	to Rou	nding) Account		
Fund:		Account Number:		Object Code:
100: General Fund	•	41110: Council/Town Board	-	100: WAGES AND SALARIES (101 throu -
				Danian

On the Deferred Income Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.

### **<u>Payroll Reports: Printing the Deferred Income Account Distribution</u> <u><b>Report (continued)**</u>

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

CTAS Report Viewer						
Main Report		/1 備 ④.・				X
	New Townshi	p	Deferred Income Ac	count Distribution	6/2/2016	^
	For the Period:	5/2/2016 To 6/2/2016				E
	<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>		Amount	
	100-41110-100	1	Doe, John	Account Total	\$15.00 <b>\$15.00</b>	
		2	Doe 2, John	Account Total	\$0.00 <b>\$0.00</b>	
	100-41405-101	4	Doe, Jane	Account Total	\$25.00 <b>\$25.00</b>	
	601-41405-101	4	Doe, Jane	Account Total	\$25.00 <b>\$25.00</b>	
	100-41110-100	Unallocated (I	Due to rounding)		\$0.00	
				Total For Period	\$65.00	
Current Page No.: 1		Total Page	No.: 1	Zoom Factor: 125%		

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Deferred Income Account Distribution screen.

# **Payroll Reports: Printing the Deferred Income Account Distribution Report (continued)**

#### Sample Deferred Income Account Distribution Report

New Township		Deferred Income A	ccount Distribution	6/2/2016
For the Period: 5/2/2016 To 6/	/2/2016			
Account #	Employee #	Employee Name		Amount
100-41110-100	1	Doe, John	Account Total	\$15.00 <b>\$15.00</b>
	2	Doe 2, John	Account Total	\$0.00 <b>\$0.00</b>
100-41405-101	4	Doe, Jane	Account Total	\$25.00 <b>\$25.0</b> 0
601-41405-101	4	Doe, Jane	Account Total	\$25.00 <b>\$25.0</b> 0
100-41110-100				
	Unallocated	(Due to rounding)		\$0.00
			lotal for Period	\$65.00

### Payroll Reports: Printing the Employee's Earnings Record

The Employee's Earnings Record displays the employee's demographic information, wages, deductions, and net pay for the payroll period range you select. The report is designed to print each employee's information on a separate page.

To print an Employee's Earnings Record, highlight Employee's Earnings Record on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen appears.

Employee's Earnings Record	
Available Employees Doe 3. Jon Doe 4. John Doe 5. John Doe 5. John	Selected Employees Doe.John Doe.2.John Doe.2.John C<
Start Date 01/01/2016  Start Date 06/02/2010	6 S By Check Date By Payroll Date
	<u>R</u> un <u>C</u> ancel

To select the names of employees for whom to print an Employee's Earnings Record:

- Select and move the names of employees to be paid from the Available Employees box to the Selected Employees box. The ">>" button will move all employees' names listed in the Available Employees box to the Selected Employees box. The ">" button will move the names you have highlighted from the Available Employees box to the Selected Employees box to the Selected Employees box. You can also move an individual employee's name by double-clicking on that name.
- The "<" button will move highlighted employee(s)' names from the Selected Employees box to the Available Employees box. The "<<" button will move all employees' names from the Selected Employees box to the Available Employees box.
- Select radio buttons to run report By Check Date or By Payroll Date (circled).
- Enter a beginning date for the payroll periods to be printed in the Start Date field.
- Enter an ending date for the payroll periods to be printed in the End Date field.
- Click the Run button. The print preview (Report Viewer screen) appears, as shown on the next page.

### **Payroll Reports: Printing the Employee's Earnings Record** (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

AS Report Viewer						(76)								
3 0 <b>0</b>   K		1	/4	§ €, -										
leport														
-								-						
New Townshi	p					Employee's	s Earnings R	ecord						6/2/201
For the Period1/1/	2016 to 6/2/2016													
Name Jane D	oe		Employee Nur	nber: 4		Effec	tive Date	01/01/20:	14	Retire	ement Plan			
458 - 3r	d Street		Social Security	#. 00	0-00-0000	Empl	l oyment Date	01/01/20:	14	PERA	Number			
			TaxStatus	М	arried	Sepa	aration Date:							
Here, N	AN 000000000						40.00		11 - code					
Number of Exception	ons Fedi	eral 1	Addit	onal Withholding:	s Federal State		\$0.00	Type:	Houny					
					0000		<b>JO:00</b>							
Salary Rate Name				Rate										
				0.00										
CD-Overtime				30.00										
Extra Meeting				75.00										
Hourly Meeting				20.00										
Miccong				35.00										
		Hou	urs		Earnings					Pretax				
Pay Period	Check Date	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Inc.	Cafeteria	Pretax Oth	Taxable Wgs		
02/23/2016	02/23/2016	53.00	0.00	1,175.00	0.00	0.00	1,175.00	0.00	50.00	0.00	0.00	1,125.00		
06/02/2016	06/02/2016	3.00	0.00	150.00	0.00	0.00	150.00	0.00	50.00	20.00	0.00	80.00		
Total	:	56.00	0.00	1,325.00	0.00	0.00	1,325.00	0.00	100.00	20.00	0.00	1,205.00		
						Incurance								
Pay Period	Fed WH Tax	FICA	Medicare	State WH Tax	Health	Dental	Life	Union Dues	Other 1	Other 2	Other 3	Net Pav	FIC	Net Pav
02/23/2016	64.04	72.85	17.04									936.81		936.81
06/02/2016	0.00	8.06	1.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.05	0.00	70.05
Total	64.04	80.91	18.93	34.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,006.86	0.00	1,006.80
						III								

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the Employee's Earnings Report screen.

## **Payroll Reports: Printing the Employee's Earnings Record** (continued)

#### Sample Employee's Earnings Record Report

New Townsh	ip					Employee's	s Earnings R	ecord						6/2/2016
For the Period 1/1	/2016 to 6/2/2016	i												
Name: Jane D	)oe		Employee Numl	ber: 4		Effec	tive Date:	01/01/20	14	Retire	ement Plan:			
458 - 3	Brd Street		Social Security	#. 00	00-00-0000	Empl	oyment Date:	01/01/20	14	PERA I	Number:			
			Tax Status:	M	arried	Sepa	ration Date:							
Here, N Number of Excepti	nns Fede	ral 1	۵dditic	nal Withholding	s Federal		\$0.00	Type :	Hourly					
number of except	Stati	: 1	Hadrid	na manorang.	s reachai State		\$0.00	type:	nouny					
Salary Rate Name				Rate										
				0.00										
CD-Overtime				30.00										
Extra Meeting Hourly				75.00 20.00										
Meeting				50.00										
,		Нон	rs		Farnings					Pretax				
Pay Period	Check Date	Kegular	Overtime	Kegular	Overtime	lips	Gross	PERA	Def. Inc.	Cafeteria	Pretax Uth	Taxable Wgs		
02/23/2016	02/23/2016	53.00	0.00	1,175.00	0.00	0.00	1,175.00	0.00	50.00	0.00	0.00	1,125.00		
06/02/2016	06/02/2016	3.00	0.00	150.00	0.00	0.00	150.00	0.00	50.00	20.00	0.00	80.00		
Total		56.00	0.00	1,325.00	0.00	0.00	1,325.00	0.00	100.00	20.00	0.00	1,205.00		
						Insurance								
Pay Period	Fed WH Tax	FICA	Medicare	State WH Tax	Health	Dental	Life	Union Dues	Other 1	Other 2	Other 3	Net Pay	BC	Net Pay
02/23/2016	64.04	72.85	17.04	34.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	936.81	0.00	936.81
06/02/2016	0.00	8.06	1.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.05	0.00	70.05
* • •														

#### Payroll Reports: Printing the Employee's Information Report

The Employee's Information Report displays the employee information such as name, address, Social Security number, tax status, employment date, etc. The report also displays the tax information and deductions. In addition, the account distributions are printed to show how the net pay will be allocated. The report is designed to print each employee's information on a separate page.

To print an Employee Information Report, highlight Employee's Information on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The Employee's Information screen appears.

Employee's Information	
Employee's Information Available Employees Des, John Des, 2, John Des, 2, John Des, 2, John Des, 3, John Des, 4, John Des, 5, John	Selected Employees
	<<
	<u>R</u> un <u>C</u> ancel

To select the names of employees whose information will be printed:

- Select and move the names of employees to be paid from the Available Employees box to the Selected Employees box. The ">>" button will move all employees' names listed in the Available Employees box to the Selected Employees box. The ">" button will move the names you have highlighted from the Available Employees box to the Selected Employees box to the Selected Employees box. The ">" button will move the names you have highlighted from the Available Employees box to the Selected Employees box. You can also move an individual employee's name by double-clicking on that name.
- The "<" button will move highlighted employee(s)' names from the Selected Employees box to the Available Employees box. The "<<" button will move all employees' names from the Selected Employees box to the Available Employees box.
- Click the Run button. The print preview (Report Viewer screen) appears, as shown on the next page.

### **Payroll Reports: Printing the Employee's Information Report** (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

TAS Report Viewer → Report	H  1	,	7 ∰ €, -							
New Township				Employee's Inform	nation Report				6/7/2016	
Date Of Report: 6/7/2016										
Employee Information										
Name : Jane Doe 458 - 3rd Street			Employee Number: Social Security #: Tax Status:	4 000-00-0000 Married	Effective Date: Employement Date: Separation Date:	01/01/2014 01/01/2014	Retirement Plar PERA Number:	c		
Here, MN, 0000	00000									
Tax Information										
Number of Exemptions:	- Federal - State	1 1	Additional With	holdings: - Federal - State	\$0.00 \$0.00					
Deductions										
Insurance	- Health - Dental - Life		\$0.00 Other \$0.00 \$0.00	- Misc 1 - Misc 2 - Misc 3	\$0.00 Union D \$0.00 Retiren \$0.00	)ues nent Percentage	\$ 0.00 0%			
Account Information										
Fund         Account           General Fund(#100)         Clerk - Ar           Water(#601)         Clerk - Ar		<u>Account</u> Clerk - Adm Clerk - Adm	nin.(#41405) nin.(#41405)		<u>Object Code</u> Wages and Salaries: Fi Wages and Salaries: Fi	ull-time Employees- ull-time Employees-	Regular(#101) Regular(#101)		Percent 50.00% 50.00%	
								Percent Total	100.00%	
										1
it Page No.: 1			Total Page No	o.: 7		Zoom Factor:	115%			

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the Employee's Information screen.

## **Payroll Reports: Printing the Employee's Information Report** (continued)

#### Sample Employee Information Report

New Township			Employee	e's Information Report			6/7/2016
Date Of Report: 6/7/2016							
Employee Information							
Name : Jane Doe 458 - 3rd Street Here, MN, 0000	00000	Employee Number Social Security #: Tax Status	: 4 000-00-0000 Married	Effective Dat Employeme Separation E	e: 01/01/2014 nt Date: 01/01/2014 ate:	Retirement Plan: PERA Number:	
Tax Information							
Number of Exemptions:	- Federal - State	1 Additional V 1	/ithholdings: - F - S	ederal \$0.0 tate \$0.0	0		
Deductions							
Insurance	- Health - Dental - Life	\$0.00 Other \$0.00 \$0.00	- N - N - N	Aisc 1 \$0.00 Aisc 2 \$0.00 Aisc 3 \$0.00	) Union Dues ) Retirement Percentage )	\$ 0.00 0%	
Account Information							
Fund General Fund(#100) Water(#601)		<u>Account</u> Clerk - Admin.(#41405) Clerk - Admin.(#41405)		Object Code Wages and Wages and	Salaries: Full-time Employees Salaries: Full-time Employees	Regular(#101) Regular(#101)	Percent 50.00% 50.00%
						Perc	ent Total 100.00%
Report Last Updated 08/29/20	14			Page 1 of 7			

### **Payroll Reports: Printing the Employee's Sick Leave/Vacation Leave** <u>**Report</u>**</u>

An Employee's Sick Leave/Vacation Leave Report displays the vacation and sick leave balances on a year-to-date basis. In addition, the report shows the amount of vacation and sick leave used and accrued by payroll period. The report is designed to print each employee's information on a separate page.

To print an Employee's Sick Leave/Vacation Leave report, highlight Employee's Sick Leave/Vacation Leave Report on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen will appear.

En	nployee's Sick Leave/Vacation Leave Report		
	Available Employees	Selected Employees	
	Doe, John Doe, John Doe 2, John Doe 2, Jane Doe 3, John Doe 4, John Doe 5, John		
		<	
		<<	
	Start Date 01/01/2016  The End Date	06/07/2016	
		<u>R</u> un <u>C</u> a	incel

To select the names of employees whose reports will be printed:

- Select and move the names of employees to be paid from the Available Employees box to the Selected Employees box. The ">>" button will move all employees' names listed in the Available Employees box to the Selected Employees box. The ">" button will move the names you have highlighted from the Available Employees box to the Selected Employees box. You can also move an individual employee's name by double-clicking on that name.
- The "<" button will move highlighted employee(s)' names from the Selected Employees box to the Available Employees box. The "<<" button will move all employees' names from the Selected Employees box to the Available Employees box.
- Enter a beginning date for the payroll periods to be printed in the Start Date field.
- Enter an ending date for the periods to be printed in the End Date field.
- Click the Run button. The print preview (Report Viewer screen) appears, as shown on the next page.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

P CTAS Report Viewer	л м Q, •		
New Township	Employee Sickl	Leave/Vacation Leave Report	6/7/2016
For the Period1,1/2016 to 6/7/2016			
Name: John Doe 4 654 Highspeed Lane Faster, MN 000000000	Employee Number: 6 Social Security#: 000-55-4444 Tax Status Married	Effective Date: 01/01/2014 Retirement Plan Employment Date: 01/01/2014 PERA Number: Separation Date:	8
Current Vacation Leave Balanoz Current Sick Leave Balanoz	12.00 6.00		
	Vacation Hours	Sick Hours	
Payroll Period 01/01/2016 02/09/2016 03/09/2016 06/07/2016 Total	Used         Accrued           0.00         0.00           4.00         0.00           6.00         0.00           10.00         0.00           20.00         0.00	Used         Accrued           0.00         0.00           4.00         0.00           10.00         0.00           14.00         0.00	
Current Page No.: 1	Total Page No.: 1	Zoom Factor: 100%	

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the Employee's Sick Leave/Vacation Leave screen.

## **Payroll Reports:** Printing the Employee's Sick Leave/Vacation Leave <u>Report (continued)</u>

#### Sample Employee's Sick Leave/Vacation Leave Report

New T	ownship		Employee Sick Leave/Vacation Leave Report								
For the I	Period 1/1/2016 to 6/7/2016										
Name:	John Doe 4 654 Highspeed Lane Faster, MN 000000000	Employee Number: Social Security #: Tax Status:	6 000-55-4444 Married	Effi Em Sep	ective Date: ployment Date: paration Date:	01/01/2014 01/01/2014	Retirement Plan PERA Number:	8			
Current Current	Vacation Leave Balance Sick Leave Balance:	12.00 6.00									
		Vacation Ho	Irs	Sic	k Hours						
	Payroll Period 01/01/2016 02/09/2016 03/09/2016 06/07/2016 Total	Used Acc 4.00 6.00 10.00 20.00	r <u>ued</u> 0.00 0.00 0.00 0.00 <b>0.00</b>	<u>Used</u> 4.00 10.00 <b>14.00</b>	Accrued 0.00 0.00 0.00 0.00 0.00 0.00						

#### **Payroll Reports: Printing the Federal Taxes Account Distribution Report**

The Federal Taxes Account Distribution Report is designed to provide you with the information to prepare a claim to pay federal taxes. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Federal Taxes Account Distribution Report, highlight Federal Taxes Account Distribution on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen will appear.

Federal Taxes Account D	istribution			
Check Date Ran	ge			
Start	Date 05	/07/2016  End Date	06/07/2016	
Unallocated (Du	e to Rou	unding) Account		
Fund:		Account Number:		Object Code:
100: General Fund	•	41110: Council/Town Board	-	100: WAGES AND SALARIES (101 throu -
				Preview Close

On the Federal Taxes Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

New Township			Federal	Taxes Account D	Distribution				6/7/2016
For the Period:	1/1/2016 To 6/3	7/2016							
Account Number	Employee Number	Employee Name	Withholding	FICA Employee	FICA Employer	Medicare Employee	Medicare Employer	Total	Total Employee
100-41110-100	1	Doe, John Account Total	\$13.04 <b>\$13.04</b>	\$43.40 <b>\$43.40</b>	\$43.40 <b>\$43.40</b>	\$10.15 <b>\$10.15</b>	\$10.15 <b>\$10.15</b>	\$120.14 <b>\$120.14</b>	\$66.59 <b>\$66.59</b>
100-41405-101	4	Doe, Jane Account Total	\$32.02 <b>\$32.02</b>	\$36.43 <b>\$36.43</b>	\$36.43 <b>\$36.43</b>	\$8.52 <b>\$8.52</b>	\$8.52 <b>\$8.52</b>	\$121.92 <b>\$121.92</b>	\$76.97 <b>\$76.97</b>
201-43121-101	6 7	Doe 4,John Doe 5,John <b>Account Total</b>	\$329.34 \$85.89 <b>\$415.23</b>	\$318.06 \$48.05 <b>\$366.11</b>	\$318.06 \$48.05 <b>\$366.11</b>	\$74.39 \$11.24 <b>\$85.63</b>	\$74.39 \$11.24 <b>\$85.63</b>	\$1,114.24 \$204.47 <b>\$1,318.71</b>	\$721.79 \$145.18 <b>\$866.97</b>
201-43122-101	7	Doe 5, John Account Total	\$85.89 <b>\$85.89</b>	\$48.05 <b>\$48.05</b>	\$48.05 <b>\$48.05</b>	\$11.24 <b>\$11.24</b>	\$11.24 <b>\$11.24</b>	\$204.47 <b>\$204.47</b>	\$145.18 <b>\$145.18</b>
201-43125-101	6	Doe 4, John Account Total	\$329.34 <b>\$329.34</b>	\$318.06 <b>\$318.06</b>	\$318.06 <b>\$318.06</b>	\$74.39 <b>\$74.39</b>	\$74.39 <b>\$74.39</b>	\$1,114.24 <b>\$1,114.24</b>	\$721.79 <b>\$721.79</b>
601-41405-101	4	Doe, Jane <b>Account Total</b>	\$32.02 <b>\$32.02</b>	\$36.43 <b>\$36.43</b>	\$36.43 <b>\$36.4</b> 3	\$8.52 <b>\$8.52</b>	\$8.52 <b>\$8.52</b>	\$121.92 <b>\$121.92</b>	\$76.97 <b>\$76.97</b>
100-41110-100 Unall	ocated (Due to roun	ding)	(\$0.06)	(\$0.01)	(\$0.01)	(\$0.01)	(\$0.01)	(\$0.10)	(\$0.08)
	Total Fo	or Period	\$907.48	\$848.47	\$848.47	\$198.44	\$198.44	\$3,001.30	\$1,954.39

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Federal Taxes Account Distribution screen.

## **<u>Payroll Reports: Printing the Federal Taxes Account Distribution</u> <u><b>Report (continued)**</u>

#### Sample Federal Taxes Account Distribution Report

New Township			Federal	Taxes Account D	Distribution				6/7/2016
For the Period:	1/1/2016 To 6/7	/2016							
Account <u>Number</u> 100-41110-100	Employee <u>Number</u> 1	<b>Employee <u>Name</u> Doe, John</b>	Withholding \$13.04	FICA <u>Employee</u> \$43.40	FICA <u>Employer</u> \$43.40	Medicare <u>Employee</u> \$10.15	Medicare <u>Employer</u> \$10.15	<u>Total</u> \$120.14	Total <u>Employee</u> \$66.59
		Account Total	\$13.04	\$43.40	\$43.40	\$10.15	\$10.15	\$120.14	\$66.59
100-41405-101	4	Doe,Jane <b>Account Total</b>	\$32.02 <b>\$32.02</b>	\$36.43 <b>\$36.43</b>	\$36.43 <b>\$36.43</b>	\$8.52 <b>\$8.52</b>	\$8.52 <b>\$8.52</b>	\$121.92 <b>\$121.92</b>	\$76.97 <b>\$76.97</b>
201-43121-101	6 7	Doe 4,John Doe 5,John <b>Account Total</b>	\$329.34 \$85.89 <b>\$415.23</b>	\$318.06 \$48.05 <b>\$366.11</b>	\$318.06 \$48.05 <b>\$366.11</b>	\$74.39 \$11.24 <b>\$85.63</b>	\$74.39 \$11.24 <b>\$85.63</b>	\$1,114.24 \$204.47 <b>\$1,318.71</b>	\$721.79 \$145.18 <b>\$866.97</b>
201-43122-101	7	Doe 5,John Account Total	\$85.89 <b>\$85.89</b>	\$48.05 <b>\$48.05</b>	\$48.05 <b>\$48.05</b>	\$11.24 <b>\$11.24</b>	\$11.24 <b>\$11.24</b>	\$204.47 <b>\$204.47</b>	\$145.18 <b>\$145.18</b>
201-43125-101	6	Doe 4,John Account Total	\$329.34 <b>\$329.34</b>	\$318.06 <b>\$318.06</b>	\$318.06 <b>\$318.06</b>	\$74.39 <b>\$74.39</b>	\$74.39 <b>\$74.39</b>	\$1,114.24 <b>\$1,114.24</b>	\$721.79 <b>\$721.79</b>
601-41405-101	4	Doe, Jane Account Total	\$32.02 <b>\$32.02</b>	\$36.43 <b>\$36.43</b>	\$36.43 <b>\$36.43</b>	\$8.52 <b>\$8.52</b>	\$8.52 <b>\$8.52</b>	\$121.92 <b>\$121.92</b>	\$76.97 <b>\$76.97</b>
100-41110-100 Unalloc	cated (Due to round	ding)	(\$0.06)	(\$0.01)	(\$0.01)	(\$0.01)	(\$0.01)	(\$0.10)	(\$0.08)
	Total Fo	r Period	\$907.48	\$848.47	\$848.47	\$198.44	\$198.44	\$3,001.30	\$1,954.39

### **Payroll Reports: Printing the Fringe Benefits Account Distribution <u>Report</u>**

The Fringe Benefits Account Distribution Report is designed to provide you with the information to prepare a claim to pay the vendors that provide fringe benefits. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Fringe Benefits Account Distribution Report, highlight Fringe Benefits Account Distribution on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen will appear.

Fringe Benefits Account Distr	ibution			
Check Date Range				Report Type
Start Date	ə 01/0	1/2016 <b>•</b> End Date	06/07/2016	By Employee
				By Account
Unallocated (Due to	Rou	nding) Account		
Fund:		Account Number:		Object Code:
100: General Fund	-	41110: Council/Town Board	-	100: WAGES AND SALARIES (101 throu -
				Preview Close

On the Fringe Benefits Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- Click a Report Type radio button (circled) to choose if you want the report printed by account (see page 14-23) or by employee (see page 14-24).
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

ew Township			Fi	ringe Benefits Acc	ount Distribution	- By Account			6/7/2016
or the Period: 1/	1/2016 To 6/7	/2016							
Account Number	Employee	<u> Employee Name</u>	Health Employee	<u>Health Employer</u>	Dental Employee	Dental Employer	Life Employee	Life Employer	<u>Total</u>
00-41110-100	1	Doe, John Account Total	\$20.00 <b>\$20.00</b>	\$80.00 <b>\$80.00</b>	\$400.00 <b>\$400.00</b>	\$40.00 <b>\$40.00</b>	\$40.00 <b>\$40.00</b>	\$20.00 <b>\$20.00</b>	\$600.00 <b>\$600.00</b>
00-41110-101	2 3	Doe 2, John Doe 3, Jon Account Total	\$30.00 \$0.00 <b>\$30.00</b>	\$150.00 \$0.00 <b>\$150.00</b>	\$30.00 \$0.00 <b>\$30.00</b>	\$30.00 \$0.00 <b>\$30.00</b>	\$30.00 \$0.00 <b>\$30.00</b>	\$30.00 \$0.00 <b>\$30.00</b>	\$300.00 \$0.00 <b>\$300.00</b>
100-41405-101	4	Doe, Jane Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
100-41510-101	5	Doe 2, Jane Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
01-43121-101	6 7	Doe 4, John Doe 5, John Account Total	\$60.00 \$7.50 <b>\$67.50</b>	\$20.00 \$0.00 <b>\$20.00</b>	\$30.00 \$5.00 <b>\$35.00</b>	\$20.00 \$0.00 <b>\$20.00</b>	\$0.00 \$0.00 <b>\$0.00</b>	\$0.00 \$0.00 <b>\$0.00</b>	\$130.00 \$12.50 <b>\$142.50</b>
201-43122-101	7	Doe 5, John Account Total	\$7.50 <b>\$7.50</b>	\$0.00 <b>\$0.00</b>	\$5.00 <b>\$5.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$12.50 <b>\$12.50</b>
201-43125-101	6 /	Doe 4, John Account Total	\$60.00 <b>\$60.00</b>	\$20.00 <b>\$20.00</b>	\$30.00 <b>\$30.00</b>	\$20.00 <b>\$20.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$130.00 <b>\$130.00</b>
501-41405-101	4	Doe, Jane Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
100-41110-100									
		Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Ţ	otal for Period	\$185.00	\$270.00	\$500.00	\$110.00	\$70.00	\$50.00	\$1,185.00

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Fringe Benefits Account Distribution screen.

### **Payroll Reports: Printing the Fringe Benefits Account Distribution Report (continued)**

#### Sample Fringe Benefits Account Distribution Report - by Account

New Township			Fr	ringe Benefits Acc	ount Distribution	- By Account			6/7/2016
For the Period: 1/	1/2016 To 6/7/2	016							
Account Number	Employee #	Employee Name	Health Employee	<u>Health Employer</u>	Dental Employee	Dental Employer	Life Employee	Life Employer	<u>Total</u>
100-41110-100	1	Doe, John	\$20.00	\$80.00	\$400.00	\$40.00	\$40.00	\$20.00	\$600.00
	Ac	count Total	<b>\$20.00</b>	<b>\$80.00</b>	<b>\$400.00</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$20.00</b>	<b>\$600.00</b>
100-41110-101	2	Doe 2, John	\$30.00	\$150.00	\$30.00	\$30.00	\$30.00	\$30.00	\$300.00
	3	Doe 3, Jon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>A</b> c	count Total	<b>\$30.00</b>	<b>\$150.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$300.00</b>
100-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Ac	count Total	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
100-41510-101	5	Doe 2, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Ac	count Total	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
201-43121-101	6	Doe 4, John	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
	7	Doe 5, John	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
	Ac	count Total	<b>\$67.50</b>	<b>\$20.00</b>	<b>\$35.00</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$142.50</b>
201-43122-101	7	Doe 5, John	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
	Ac	count Total	<b>\$7.50</b>	<b>\$0.00</b>	<b>\$5.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12.50</b>
201-43125-101	6	Doe 4, John	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
	Ac	count Total	<b>\$60.00</b>	<b>\$20.00</b>	<b>\$30.00</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130.00</b>
601-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Ac	count Total	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
100-41110-100									
		Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Tot	al for Period	\$185.00	\$270.00	\$500.00	\$110.00	\$70.00	\$50.00	\$1,185.00

## **Payroll Reports: Printing the Fringe Benefits Account Distribution Report (continued)**

#### Sample Fringe Benefits Account Distribution Report - by Employee

New Township		Fri	nge Benefits Acc	ount Distribution	- By Employee			6/7/2016
For the Period: 1/1/20	16 To 6/7/2016							
Employee Name (#)	Account Number	<u>Health Employee</u>	<u>Health Employer</u>	<u>Dental Employee</u>	Dental Employer	Life Employee	Life Employer	Total
Doe 2, Jane (5)	100-41510-101 Member Total	\$0.00 <b>\$0.00</b>						
Doe 2, John (2)	100-41110-101	\$30.00	\$150.00	\$30.00	\$30.00	\$30.00	\$30.00	\$300.00
	Member Total	\$30.00	\$150.00	\$30.00	\$30.00	\$30.00	\$30.00	\$300.00
Doe 3, Jon (3)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Member Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Doe 4, John (6)	201-43121-101	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
	201-43125-101	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
	Member Total	<b>\$120.00</b>	Ş40.00	Ş60.00	\$40.00	Ş0.00	Ş0.00	\$260.00
Doe 5, John (7)	201-43121-101	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
	201-43122-101	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
	Weinber rotar	\$13.00	Şu.uu	\$10.00	20 <b>.</b> 00	\$0 <b>.</b> 00	Ş <b>ü.</b> 00	\$2 <b>3.</b> 00
Doe, Jane (4)	100-41405-101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	601-41405-101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Member Local	\$0.00	\$0.00	\$0.00	\$0 <b>.</b> 00	20.00	Ş0.00	\$0.00
Doe, John (1)	100-41110-100	\$20.00	\$80.00	\$400.00	\$40.00	\$40.00	\$20.00	\$600.00
	MemberTotal	\$20.00	\$80.00	\$400.00	\$40.00	\$40.00	\$20.00	\$600.00
100-41110-100								
100 4110-100	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total for Period	\$185.00	\$270.00	\$500.00	\$110.00	\$70,00	\$50.00	\$1,185.00
	1000 Child	\$103.00	<i>4210.00</i>	2202.00	\$110.0U	\$70.00	220100	00.001

#### Payroll Reports: Printing the Other Deductions Account Distribution Report

The Other Deductions Account Distribution Report is designed to provide you with information to prepare the claims to pay miscellaneous deductions. This report should be printed and reviewed for accuracy before the claim is prepared.

To print the Other Deductions Account Distribution Report, highlight Other Deductions Account Distribution on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen will appear.

Other Deductions Account Dist	ributi	on			
Check Date Range					
Start Date	01/0	11/2016  End Date	06/07/20	16	
Unallocated (Due to	Rou	nding) Account			
Fund:		Account Number:			Object Code:
100: General Fund	•	41110: Council/Town Board		•	100: WAGES AND SALARIES (101 throu -
					Preview Close

On the Other Deductions Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

				Other Deductions A	ccount Distribution			6/7/2016
New Township								
For the Period: 1/	1/2016 To 6/7/2016							
Account #	Employee #	Emj	ployee	Union Dues	MISC 1	MISC 2	MISC 3	<u>Total</u>
100-41110-100	1	Doe, John	Account Total	\$0.00 <b>\$0.00</b>	\$500.00 <b>\$500.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$500.00 <b>\$500.00</b>
100-41110-101	2 3	Doe 2, John Doe 3, Jon		\$30.00 \$0.00	\$30.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$60.00 \$0.00
			Account Total	\$30.00	\$30.00	\$0.00	\$0.00	\$60.00
100-41405-101	4	Doe, Jane	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
100-41510-101	5	Doe 2, Jane	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
201-43121-101	6 7	Doe 4, John Doe 5, John		\$20.00 \$0.00	\$10.00 \$0.00	\$0.00 \$2.50	\$0.00 \$2.50	\$30.00 \$5.00
			Account Total	\$20.00	\$10.00	\$2.50	\$2.50	\$35.00
201-43122-101	7	Doe 5, John	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$2.50 <b>\$2.50</b>	\$2.50 <b>\$2.50</b>	\$5.00 <b>\$5.00</b>
201-43125-101	6	Doe 4, John	Account Total	\$20.00 <b>\$20.00</b>	\$10.00 <b>\$10.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$30.00 <b>\$30.00</b>
j01-41405-101	4	Doe, Jane	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
100-41110-100								
		Unalloca	ated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Other Deductions Account Distribution screen.

## **<u>Payroll Reports: Printing the Other Deductions Account Distribution</u> <u><b>Report (continued)**</u>

#### Sample Other Deductions Account Distribution Report

				Other Deductions A	ccount Distribution			- 1- 1
New Townsh	ір							6/7/2010
For the Period:	1/1/2016 To 6/7/2016							
<u>Account #</u>	Employee #	Er	nployee	Union Dues	MISC 1	MISC 2	MISC 3	Tota
100-41110-100	1	Doe, John	Account Total	\$0.00 <b>\$0.00</b>	\$500.00 <b>\$500.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$500.00 <b>\$500.00</b>
100-41110-101	2 3	Doe 2, John Doe 3, Jon	Account Total	\$30.00 \$0.00 <b>\$30.00</b>	\$30.00 \$0.00 <b>\$30.00</b>	\$0.00 \$0.00 <b>\$0.00</b>	\$0.00 \$0.00 <b>\$0.00</b>	\$60.00 \$0.00 <b>\$60.00</b>
100-41405-101	4	Doe, Jane	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
100-41510-101	5	Doe 2, Jane	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
201-43121-101	6 7	Doe 4, John Doe 5, John	Account Total	\$20.00 \$0.00 <b>\$20.00</b>	\$10.00 \$0.00 <b>\$10.00</b>	\$0.00 \$2.50 <b>\$2.50</b>	\$0.00 \$2.50 <b>\$2.50</b>	\$30.00 \$5.00 <b>\$35.00</b>
201-43122-101	7	Doe 5, John	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$2.50 <b>\$2.50</b>	\$2.50 <b>\$2.50</b>	\$5.00 <b>\$5.00</b>
201-43125-101	6	Doe 4, John	Account Total	\$20.00 <b>\$20.00</b>	\$10.00 <b>\$10.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$30.00 <b>\$30.00</b>
601-41405-101	4	Doe, Jane	Account Total	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>	\$0.00 <b>\$0.00</b>
100-41110-100		Unallo	cated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			Total for Period	\$70.00	\$550.00	\$5.00	\$5.00	\$630.00

### Payroll Reports: Printing PERA Annual Exclusion Report

The PERA Annual Exclusion Report is designed to provide you with a list of the employees who do not have deductions withheld for PERA. This report should be printed and reviewed for accuracy before the information is sent to PERA.

To print the PERA Annual Exclusion Report, highlight PERA Annual Exclusion on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen appears.

PERA Annual Exclusion								
Fiscal Year	2016 💂							
Preview	Close							

On the PERA Annual Exclusion screen:

- Enter the fiscal year by entering the year or using the up and down arrows.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown below.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

GTAS Report Viewer							_ () ×
	₩  1	/1 🧌 🔍 🗸					X
	<b>New Townshi</b> For the fiscal yea	<b>p</b> r ending <u>12/31/2016 ]</u>	PERA An	nual Exclusion Rep	ort	6/7/2016	Í
	<u>Social</u> <u>Security</u> <u>Number</u>	Name of Person	<u>Hire Date</u>	<u>Status at</u> <u>Year End</u>	<u>Total</u> <u>Annual</u> <u>Salary</u>	<u>Amount of</u> Last Pay <u>Received</u> in Year Pay Cycle	E
	000-00-0000 000-00-0000 000-55-4444	Doe 3, Jon Doe, Jane Doe 4, John	01/01/2014 01/01/2014 01/01/2014	Employed Employed Employed	\$7,040.00 \$1,175.00 \$10,260.00	\$1,760.00 Bi-Weekly \$1,175.00 Bi-Weekly \$1,760.00 Bi-Weekly	
Current Page No.: 1		Total Pa	age No.: 1			Zoom Factor: 100%	

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the PERA Annual Exclusion screen.

### **Payroll Reports: Printing PERA Annual Exclusion Report** (continued)

#### Sample PERA Annual Exclusion Report

	PERA Annual Exclusion Report									
New Townshi	р					<mark>6/7/2</mark> 016				
For the fiscal year	r ending 12/31/2016									
<u>Social</u> Security Number	Name of Person	<u>Hire Date</u>	<u>Status at</u> Year End	<u>Total</u> <u>Annual</u> <u>Salary</u>	<u>Amount of</u> Last Pay <u>Received</u> in Year	Pay Cycle				
000-00-0000	Doe 3, Jon	01/01/2014	Employed	\$7,040.00	\$1,760.00 Bi-\	Veekly				
000-00-0000	Doe, Jane	01/01/2014	Employed	\$1,175.00	\$1,175.00 Bi-\	Veekly				
000-55-4444	Doe 4, John	01/01/2014	Employed	\$10,260.00	\$1,760.00 Bi-\	Veekly				

#### Payroll Reports: Printing the PERA Distribution Report

The PERA Distribution Report is designed to provide you with the information to prepare a claim to pay retirement amounts to PERA. This report should be printed and reviewed for accuracy before the claim is prepared. You can select the report to be organized by the account number or by the PERA plan type. The report should be run for a single payroll. If it is run for multiple payrolls, errors in the calculations may occur.

To print the PERA Distribution Report, highlight PERA Distribution on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen will appear.

F	ERA Distribution								
	Check Date Range				1	Report Type			
	Start Date	01/01	1/2016 💌 End Date	06/07/2016		<ul><li>By Plan</li><li>By Account</li></ul>			
	Unallocated (Due to Rounding) Account								
	Fund:		Account Number:		Object	Code:			
	100: General Fund	-	41110: Council/Town Board	-	100: WAG	GES AND SALARIES (101 throu 🔻			
						Preview Close			

On the PERA Distribution by account screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- Click a Report Type radio button (circled) to choose if you want the report printed by plan or by account (see page 14-32 for a sample of each report).
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.

## Payroll Reports: Printing the PERA Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

lew Township				PERA Account I	Distribution - By Acco	ount Number		6/7/2016
or the Period: 1/1	L/2016 To 6/7/201	16						
.ccount	Employee Number	Employee		Employee	Regular Employer Share	Additional Employer Share	Total Employer Share	Tatal
00-41110-100	Mulliber	IVAILLE		Jillie	<u></u>		<u></u>	Iotai
	1	Doe, John	Account Total	\$486.00 <b>\$486.00</b>	\$710.00 <b>\$710.00</b>	\$0.00 <b>\$0.00</b>	\$710.00 <b>\$710.00</b>	\$1,196.00 <b>\$1,196.00</b>
00-41110-101								
	2	Doe 2, John		\$300.00	\$300.00	\$60.00	\$360.00	\$660.00
	3	Doe 3, Jon	Account Total	\$0.00 <b>\$300.00</b>	\$704.00 <b>\$1,004.00</b>	\$704.00 <b>\$764.00</b>	\$1,408.00 <b>\$1,768.00</b>	\$1,408.00 <b>\$2,068.00</b>
00-41510-101								
	5	Doe 2, Jane	Account Total	\$160.00 <b>\$160.00</b>	\$160.00 <b>\$160.00</b>	\$0.00 <b>\$0.00</b>	\$160.00 <b>\$160.00</b>	\$320.00 <b>\$320.00</b>
01-43121-101								
	7	Doe 5, John	Account Total	\$42.63 <b>\$42.63</b>	\$42.63 <b>\$42.63</b>	\$0.00 <b>\$0.00</b>	\$42.63 <b>\$42.63</b>	\$85.26 <b>\$85.26</b>
01-43122-101								
	7	Doe 5, John	Account Total	\$42.63 <b>\$42.63</b>	\$42.63 <b>\$42.63</b>	\$0.00 <b>\$0.00</b>	\$42.63 <b>\$42.63</b>	\$85.26 <b>\$85.26</b>
00-41110-100								
	Unall	ocated (Due to Ro	ounding)	(\$0.01)	-\$0.01	\$0.00	-\$0.01	(\$0.02)
		Total Fo	r Period	\$1,031.25	\$1,959.25	\$764.00	\$2,723.25	\$3,754.50

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the PERA Distribution screen.

### Payroll Reports: Printing the PERA Distribution Report (continued)

#### Sample PERA Distribution Report - by <u>Account Number</u>

New Township				PERA Account D	istribution - By Acco	ount Number		6/7/2016
For the Period: 1/1/	/2016 To 6/7/2016	5						
Account <u>Number</u>	Employee <u>Number</u>	Employee <u>Name</u>		Employee <u>Share</u>	Regular Empløyer <u>Share</u>	Additional Employer <u>Share</u>	Total Employer <u>Share</u>	<u>Total</u>
100-41110-100	1	Doe, John	Account Total	\$486.00 <b>\$486.00</b>	\$710.00 <b>\$710.00</b>	\$0.00 <b>\$0.00</b>	\$710.00 <b>\$710.00</b>	\$1,196.00 <b>\$1,196.00</b>
100-41110-101	2 3	Doe 2, John Doe 3, Jon	Account Total	\$300.00 \$0.00 <b>\$300.00</b>	\$300.00 \$704.00 <b>\$1,004.00</b>	\$60.00 \$704.00 <b>\$764.00</b>	\$360.00 \$1,408.00 <b>\$1,768.00</b>	\$660.00 \$1,408.00 <b>\$2,068.00</b>
100-41510-101	5	Doe2, Jane	Account Total	\$160.00 <b>\$160.00</b>	\$160.00 <b>\$160.00</b>	\$0.00 <b>\$0.00</b>	\$160.00 <b>\$160.00</b>	\$320.00 <b>\$320.00</b>
201-43121-101	7	Doe5, John	Account Total	\$42.63 <b>\$42.63</b>	\$42.63 <b>\$42.63</b>	\$0.00 <b>\$0.00</b>	\$42.63 <b>\$42.63</b>	\$85.26 <b>\$85.26</b>
201-43122-101	7	Doe5, John	Account Total	\$42.63 <b>\$42.63</b>	\$42.63 <b>\$42.63</b>	\$0.00 <b>\$0.00</b>	\$42.63 <b>\$42.63</b>	\$85.26 <b>\$85.26</b>
100-41110-100								
	Unall	ocated(Due to Ro	unding)	(\$0.01)	-\$0.01	\$0.00	-\$0.01	(\$0.02)
		Total For	Period	\$1,031.25	\$1,959.25	\$764.00	\$2,723.25	\$3,754.50

#### Sample PERA Distribution Report - by Plan

New Tow	vnship			PERA A	account Distribution	n by Plan Type			6/7/2016
For the Pe	riod: 1 /1/2016 To 6	5/7/2016							
Plan Type	PERA Number	Employee Name		Employee Share	Regular Employer Share	Additional Employer Share	Total Employer Share	Total	Gross Wages
PERA	2	Doe, John Doe 2, John	Plan Total	\$486.00 \$300.00 <b>\$786.00</b>	\$710.00 \$300.00 <b>\$1,010.00</b>	\$0.00 \$60.00 <b>\$60.00</b>	\$710.00 \$360.00 <b>\$1,070.00</b>	\$1,196.00 \$660.00 <b>\$1,856.00</b>	\$7,100.00 \$6,000.00 <b>\$13,100.00</b>
DEDA	3	Doe 3, Jon	Plan Total	\$0.00 <b>\$0.00</b>	\$704.00 <b>\$704.00</b>	\$704.00 <b>\$704.00</b>	\$1,408.00 <b>\$1,408.00</b>	\$1,408.00 <b>\$1,408.00</b>	\$7,040.00 <b>\$7,040.00</b>
1 610	6 22	Doe 2, Jane Doe 5, John	Plan Total	\$160.00 \$85.26 <b>\$245.26</b>	\$160.00 \$85.26 <b>\$245.26</b>	\$0.00 \$0.00 <b>\$0.00</b>	\$160.00 \$85.26 <b>\$245.26</b>	\$320.00 \$170.52 <b>\$490.52</b>	\$1,600.00 \$1,550.00 <b>\$3,150.00</b>
			Total For Period	\$1,031.26	\$1,959.26	\$764.00	\$2,723.26	\$3,754.52	\$23,290.00

#### **<u>Payroll Reports: Printing the State Withholding Account Distribution</u> <u><b>Report**</u>

The State Withholding Account Distribution Report is designed to provide you with the information to prepare a claim to pay state taxes. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a State Withholding Account Distribution Report, highlight State Withholding Account Distribution on the Payroll (Year to Date) screen (see page 14-1) and click the Run button. The following screen will appear.

State Withholding Accou	int Distributio	on				
Check Date Ran	ge					
Start	Date 01/0	1/2016 End Date	06/07/2016			
Unallocated (Du	e to Rour	nding) Account				
Fund:		Account Number:		Object Code:		
100: General Fund	•	41110: Council/Town Board	•	100: WAGES AND SALARIES (101 throu -		
				Preview Close		

On the State Withholding Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See page 14-4 for printing instructions)

New Township	Si	tate Withholding Account	Distribution	6/7/2016
For the Period:1/1/2016 To	6/7/2016			
<u>Account #</u> 100-41110-100	<u>Employee #</u> 1	<u>Employee Name</u> Doe, John,		<u>Amount</u> \$220.22
	-		Account Total	\$220.22
100-41110-101	2	Doe 2, John,		\$355.71
	5	DDE 3, JUN,	Account Total	\$615.31
100-41405-101	4	Doe, Jane,		\$17.13
			Account I otal	\$17.13
100-41510-101	5	Doe 2, Jane,	Account Total	\$77.55 <b>\$77.55</b>
201-43121-101	6	Doe 4, John,		\$110.19
	/	Doe 5, John,	Account Total	\$38.98 <b>\$149.17</b>
201-43122-101	7	Doe 5, John,		\$38.98
			Account I otal	\$38.98
201-43125-101	6	Doe 4, John,	Account Total	\$110.19 <b>\$110.19</b>
501-41405-101	4	Doe, Jane,		\$17.13
			Account Total	\$17.13
100-41110-100				

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Close button on the State Withholding Account Distribution screen.

## **Payroll Reports: Printing the State Withholding Account Distribution Report (continued)**

#### Sample State Withholding Account Distribution Report

New Township		State Withholding Account I	Distribution	6/7/2016
For the Period:1/1/2016 To 6/7/2016	i			
<u>Account #</u> 100-41110-100	<u>Employee #</u> 1	<u>Employee Name</u> Doe, John,	Account Total	<u>Amount</u> \$220.22 <b>\$220.22</b>
100-41110-101	2 3	Doe 2, John, Doe 3, Jon,	Account Total	\$355.71 \$259.60 <b>\$615.31</b>
100-41405-101	4	Doe, Jane,	Account Total	\$17.13 <b>\$17.13</b>
100-41510-101	5	Doe 2, Jane,	Account Total	\$77.55 <b>\$77.55</b>
201-43121-101	6 7	Doe 4, John, Doe 5, John,	Account Total	\$110.19 \$38.98 <b>\$149.17</b>
201-43122-101	7	Doe 5, John,	Account Total	\$38.98 <b>\$38.98</b>
201-43125-101	6	Doe 4, John,	Account Total	\$110.19 <b>\$110.19</b>
601-41405-101	4	Doe, Jane,	Account Total	\$17.13 <b>\$17.13</b>
100-41110-100		Unallocated (Due to rounding)		(\$0.04)
			Total for period	\$1,245.64

### Payroll Reports: Creating a PDF Version of a Report

This section will explain how to create a PDF version of a report and describe how to view the report it creates.

The Export Report icon (circled) is located on the far left of the top bar of the print preview (Report Viewer) screen. By using the Export Report icon, you can print a report to a Portable Document Format (PDF), which can be viewed in free Acrobat Reader software, or to another format. A PDF file can be attached to an e-mail, and anyone with a PDF reader can open the file.

To convert a report to a PDF file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the State Withholding Account Distribution Report.

CTAS Report Viewer					
🖆 🗸 🗞 н к 🔸 н 1 🛛 л м	@, -				×
Mai Report					<b>A</b>
New Township		State Withholding Account D	istribution	6/7/2016	
For the Period1/1/2016 To 6/7/2016					
Account #	<u>Employee #</u> 1	<u>Employee Name</u> Doe, John		<u>Amount</u> \$220.22	
100-41110-100	1	Jue, Julii,	Account Total	\$220.22 \$ <b>220.22</b>	
100-41110-101	2	Doe 2, John,		\$355.71	-
	3	Doe 3, Jon,	Account Total	\$259.60 <b>\$615.31</b>	F
100-41405-101	4	Doe, Jane,	Account Total	\$17.13 <b>\$17.13</b>	
	_				
100-41510-101	5	Doe 2, Jane,	Account Total	\$77.55 <b>\$77.55</b>	
201 42121 101	(	Dec 4 John		ć110.10	
201-43121-101	7	Doe 5, John,		\$38.98	
			Account Total	\$149.17	
201-43122-101	7	Doe 5, John,		\$38.98	
			Account Total	\$38.98	
201-43125-101	6	Doe 4, John,		\$110.19	
			Account Total	\$110.19	
601-41405-101	4	Doe, Jane,		\$17.13	
			Account Total	<b>\$17.13</b>	
100-41110-100					
		Unallocated (Due to rounding)		(\$0.04)	
			Total for period	\$1,245.64	
Current Page No.: 1	Total Page No	lo.:1	Zoom Factor: 125	%	<b></b>

#### Payroll Reports: Creating a PDF Version of a Report (continued)

After clicking on the Export Report icon, the Export Report screen appears.

🖳 Export Report					x
Search New folder					٩
Organize 🕶 Ne	w folder			8== 👻	0
☆ Favorites	^ Name	Date modified	Туре	Size	
🧮 Desktop	schedule 1.pdf	7/12/2016 3:31 PM	PDF File	44 KB	
🚺 Downloads	■ schedule 2.pdf	7/12/2016 3:34 PM	PDF File	45 KB	
🔛 Recent Places	📩 schedule 9.pdf	7/12/2016 3:32 PM	PDF File	45 KB	
<ul> <li>➢ Libraries</li> <li>➢ Documents</li> <li>∂ Music</li> <li>➢ Pictures</li> <li>☑ Videos</li> </ul>					
File name:	State Withholding				-
Save as type:	PDF (*.pdf)				•
Hide Folders				Save Cance	el

To export the file to your computer:

- Select where on your computer you would like to save the PDF; change the file name if desired.
- Click the down arrow (boxed) at the end of the "Save as type" field and select PDF (\*.pdf).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click OK to return to Report Viewer screen. Click the red "X" icon on the Report Viewer screen to close.

To view the file:

- Browse to the location where the file was previously saved.
- Once you've found the saved file, double-click on the file.
- The file will open as a PDF document.

#### Payroll Reports: Exporting a Report to a CSV File

CTAS allows you to export your data to a CSV file. The **CSV** ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Most of the reports you can print in CTAS can also be exported to a CSV file. To convert a report to a CSV file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the State Withholding Account Distribution Report.

CTAS Report Viewer						- • ×
L 🖻 🌣 🗞		/1 🦓 🔍 -				×
Report						1
						<u>^</u>
	New Township	St	ate Withholding Account	Distribution	6/7/2016	
	-					
	For the Period:1/1/2016 To	6/7/2016				
	Account # 100-41110-100	<u>Employee #</u> 1	<u>Employee Name</u> Doe, John,		<u>Amount</u> \$220.22	
				Account Total	\$220.22	
	100-41110-101	2	Doe 2, John, Doe 3, Jon		\$355.71	E
		ÿ	000 0, 001,	Account Total	\$615.31	
	100-41405-101	4	Doe, Jane,	Account Total	\$17.13	
				Account rotal	\$17.15	
	100-41510-101	5	Doe 2, Jane,		\$77.55	
				Account Total	\$77.55	
	201 42121 101	c	Dog ( John		č110 19	
	201-43121-101	7	Doe 5, John,		\$38.98	
				Account Total	\$149.17	
	201 42122 101	7	Dee Ellebr		ć20.00	
	201-45122-101	,	DOE 3, JOHN,	Account Total	\$38.98	
	201-43125-101	6	Doe 4, John,	· · · · · · · · · · · · · · · · · · ·	\$110.19	
				Account Lotal	\$110.19	
	601-41405-101	4	Doe, Jane,		\$17.13	
				Account Total	\$17.13	
	100-41110-100					
		U	nallocated (Due to rounding)		(\$0.04)	
				Total for period	\$1,245.64	
Current Page No.: 1	1	Total Page No.:	L	Zoom Factor: 125%		

### Payroll Reports: Exporting a Report to a CSV File (continued)

The Export Report screen will appear.

🖳 Export Report					×	
🚱 🗢 📕 🕨 New fi	older		✓ ✓ Searce	h New folder	٩	
Organize 🔻 New fo	older				0	
<ul> <li>★ Favorites</li> <li>➡ Desktop</li> <li>➡ Downloads</li> <li>&gt; Becent Places</li> <li>⇒ Libraries</li> <li>➡ Libraries</li> <li>➡ Documents</li> <li>➡ Music</li> <li>➡ New folder</li> <li>➡ Pictures</li> <li>➡ Videos</li> </ul>	Name	Date modified Typ	ie	Size		
File name: Sta	ate Withholding 2016				-	
Save as type: Character Separated Values (CSV) (*.csv)						
Alide Folders			S	ave Can	cel	

To export the file to your computer:

- Select where on your computer you would like to save the Excel file; change the file name if desired.
- Click the down arrow (boxed) at the end of the "Save as type" field and select CSV (\*.csv).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click the OK button to return to Report Viewer screen. Click the red "X" icon on the Report Viewer screen to close.

To view the file:

- Browse to the location where the file was previously saved.
- Once you've found the saved file, double-click on the file.
- The file will open as a CSV document.