



Arctic Data Corporation

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QUICK START GUIDE OVERVIEW

The quick start guide is designed to give you the basic information you require to setup and start using the system. To start using the payroll system, you need to setup and configure the payroll files to make sure the taxes will be calculated correctly for your province. By following the step listed below you can be running the payroll system in moments.

INSTALLING THE SYSTEM FOR THE FIRST TIME:

The first thing you need to do is run the ADC payroll program. Upon starting the program, the system will automatically check to see if any data files currently exist. If they do, the system will automatically load the data files. If no data files exist, the system will prompt you to create new data files or try to locate existing data files which have been previously created on the system.

If you need to create a new set of data files, you will need to select the "Create New" button. Once selected, the system will prompt you to enter in your company name followed by the client number. (The system will allow for up to 99 unique clients). The next step is to select your province. After this has been entered, hit the "OK" button and the data files will be created for you.

Configure the data files

Now that the data files have been created, you need to setup the configuration files. These files include:

1. **Configure Client:** Input your company information, type of cheque layout, default E.I. factor, system password, next cheque number and location of ADC's general ledger system.
2. **Deduction Titles:** The system by default will automatically calculate Federal, C.P.P. and E.I. deductions. If you have any additional deductions you will need to setup the titles. You will be using these deduction titles when setting up the individual employees.
3. **Pay Codes:** For hourly employees, the system has by default a regular and overtime rate, an additional 18 pay codes (rates) can be setup in the system.
4. **Department Names:** Departments can be setup in the system to help track employees in the system. Also useful if you have more than one E.I. factor for your company.
5. **Job File Maintenance:** Jobs can be setup in the system to cost employee hours and wages to different jobs.

6. G/L Account Setup: If you are using ADC's General Ledger system or would like to get a G/L posting report at the end of a period, you can add your g/l account numbers to the system. The account number format is a 7 digit number consisting of a 4 digit main number with a 3 digit department number

Configure client:

To configure the client information, select the "Client Config" button. From the pop down menu, select "Configure Client". A window will now display. You need to fill in the appropriate information.

Field Tag	Comment on Field
Client Name	Will be filled in with the company name you used when setting up the payroll data files.
Address	Your Company address
City & Province	Your Company's city and province
Postal Code	Your Company's postal code. (NOTE: due to T-4 and R.O.C. constraints, you will need to fill in the postal code without any spaces).
Controller	The name of the person in the company who is in charge of the payroll system
Phone Number	Your Company's phone number. (NOTE: due to T-4 and R.O.C. constraints, you will need to fill in the phone number without any spaces).
UBK Number	This is your payroll remittance number which you have been assigned by the federal government.
Password	If you would like to password protect the payroll system, enter in a password. Once the password is entered, the system will only be accessible if the correct password is entered.
Confirm Password	You need to re-enter the password exactly as you entered it in the previous field.
E.I. Factor	This is the default factor which will be applied when calculating the employer's portion of E.I. If you have more than one factor, you can enter this in at time of running the monthly summary report.
Next Cheque Number	This is the next cheque number the system will use when creating a cheque
Cheque Print	When printing cheques, you have to option for the system to print the following. Stubs This will only print the cheque stub, no cheque will be printed
Cheque	This will print both cheque stub and cheque but will not print the words for the amount on the cheque. (Allows you to imprint the amount in the cheque) Cheques+Words+Numbers: This will print both the cheque stub and cheque with both the wording for the amount and the numbers By default, the system prints cheques on a continuous for. If you are using laser cheques, you will need to select the "Laser"

	box.
G/L Client Number	If you are using Arctic Data's General Ledger system, please enter in the appropriate client number. This will allow for an automatic update to the G/L at month end.
Path to G/L	This is the location of Arctic Data's General Ledger system

Auto Deposits Setup

The system allows for direct deposit of your employee(s) payroll cheques. Currently the system will create the correct deposit files for the following banks:

- Royal Bank
- Bank of Montreal
- Alberta Treasury Bank

You will need to contact your bank to setup Direct Electronic Funds Transfer. Typically the bank will send you a setup sheet outlining the data you need to enter into the software. To fill in this information, select Client Config → Configure Client → Auto Deposit Setup. Once selected, a window will appear prompting you to fill in the appropriate information.

For the prompts:

- Export File Name: This is the name of the file you will be submitting to the bank. The default name is "autodep.XX" where XX = client number.
- Export Path: This is the location of the where the export file will be located once it's created.

Once you have entered in this information, you will need to go into each employee and enter in the bank information. To find out more about this, please go to "ADDING AN EMPLOYEE"

Deduction titles

To setup user-defined deductions in the system, you need to have the titles for the deductions entered before you can set them up for each employee. To setup the titles, select the "Client Config" button on the main screen. From here, select the "Deduction Titles" button. A new window will now be displayed. By default, the system will have one deduction title setup in the system call "misc.". If you would like to change it, select the deduction letter and click on the change button. To add additional deductions, select the add button and enter in a 7 character description. When finished, hit the "Done" button

Department names:

To setup departments in the system, you first need to setup department names. To setup the names, select the "Client Config" button on the main screen. From here, select the "Department Name" button. A new window will now be displayed. To add additional deductions, select the add button and enter in a 12 character description. When finished, hit the "Done" button

Pay codes setup:

To setup pay codes in the system, you first need to setup pay code names. To setup the names, select the "Client Config" button on the main screen. From here, select the "Pay Code" button. A new window will now be displayed. To add additional pay code, select the add button and enter in a 9 character description. For E.I. purposes, the system will automatically add the hours and wages to employees E.I. history. If a pay code is exempt from either E.I. hours or wages. Remove the check mark from the appropriate box. When finished, hit the "Done" button

Job file maintenance:

If you wish to allocate and track employee hours and wages by job, you can setup unique job numbers. To setup job numbers, select the "Client Config" button on the main screen. From here, select the "Job File Maintenance" button. The system will bring up a window showing you all jobs currently setup in the system. To add new jobs, select the "Add" button. You will now be prompted to enter in the following: 7 digit Job Number (numeric entry only) 7 digit G/L Account Number (#####-####) 25 Character Description Current Month Amount (System will automatically accumulate this numbers) Current Year Amount (System will automatically accumulate this number)

When finished, hit the "Done" button

T-4 Efile Setup

The ADC payroll system allows you to submit the employer portion of the T-4's electronically to the Government. To do this you will need to setup the program. Please select Client Config → Configure Client → T4 Efile Setup.

The system will pop up a new window where you will need to fill in the appropriate information. This information is broken down into 2 different sections. 1) Transmitter 2) Employer.

Transmitter Information

Transmitter Number: If you already have a transmitter number which has been assigned to you from the government, please fill it in. If

this is your first time filing, please leave this field blank.
The system will automatically fill it in with "0"s.

Submission Ref ID: This is a unique number created by transmitter to identify the file with CCRA.

Transmitter Type Indicator: This specifies the type of submission you will be doing. Please select one of the following:
1 – Submit on your own behalf ** RECOMMENDED**
2 - Submit on the behalf of others
3 – Submit with purchased software

Report Type Code: This specifies if this is the original submission or an amended submission
1 – Original
2 – Amended

Transmitter Name, etc: This is your name and address information

Contact Info: Fill in the info of the contact person in your company that will be contacted should the government need to do so.

Employer Information

Business Number: This is your full business number as supplied to you by the government

Employer Info: Fill in the employer address information

Contact Info: Fill in the info of the contact person in your company that will be contacted should the government need to do so.

Proprietor SIN: If this is privately held corporation, please fill in the proprietor or business owners SIN number

ADDING EMPLOYEES

Now that your Payroll System has been initialized, and the control files have been set up, you are ready to enter employee data. To add a new employee, click on the "Employee" button followed by the "Add" button. The system will now prompt you to enter in a 5-digit alphanumeric number followed by the employee name. After you hit the OK button, the system will allow you to enter in the remainder of the employee information. This information includes the following:

1. Employee name and address information

2. The Social Insurance Number (S.I.N.), field 6, is primarily used for the employment record and printing of T4 forms. Entering a space between the these digit groups aid in clarity and reading ease, as well as simplifying entry on government forms, but it is not essential.
3. The Date of Birth is entered in Month-Day-Year format, and is used for calculation of C.P.P. If your company has insurance benefits, etc., it may also be required for these.
4. The Pay Period is a 2 digit numeric entry and is limited to 6 options. These are 10, 12, 13, 24, 26 and 52, and they represent the number of pay periods in a year for the employee. Different employees or departments can have different pay periods. Enter the number of pay periods for the employee being added.
5. The Regular Rate refers to the employee's standard base pay. The Regular Rate for an hourly paid employee is entered with decimals and is the wage paid per hour, i.e.: 17.61. For a salaried employee, enter the regular rate as a dollar figure per pay period, i.e. enter in 3000 for an employee whose salary is \$3,000 per month and whose pay period is 12. If a salaried employee is to receive an advance, enter the dollar amount of the advance to be issued, after the regular rate entry. I.e. 3000/1500 for an employee paid \$3,000.00 per pay period (month), would receive an advance of \$1,500.00.
6. The Overtime Rate is used mainly for hourly paid employees, and represents the rate of pay per hour they will receive for overtime work. If a salaried employee does receive pay for overtime hours above the standard base salary, enter the dollar figure per hour they will be paid for overtime work. As with regular pay, the figure should be entered with decimals.
7. Holiday pay is calculated as a percentage of gross income. It can be paid at each pay period by entering a percentage figure, and the system will automatically calculate the holiday pay based on the gross income for that period. The holiday pay will then be added to the base pay for each period.

If you do not want to include holiday pay with each pay period cheque, enter the percentage of holiday pay, followed by "W". The system will automatically calculate the amount of holiday pay based on gross earnings, but will not add it to the pay cheque. The holiday pay will be withheld and accumulated to be paid out at a later date. This could be when holiday time is taken, or an anniversary date, etc

Should holiday pay not be paid on all income, enter the percent of holiday pay to be paid and an "X" followed by the pay code for which no holiday pay is accrued. IE 6X2 would mean holiday pay is calculated for all income except that earned under pay code two. A "W" can also be used in conjunction with the exemption to

- withhold holiday pay for a future time, such as 4WX2. Any number of pay codes can be exempted from holiday pay by entering all the exempted codes after the "X".
8. The Month Flag entry, has a "Y", yes default and instructs the system to apply monthly designated deductions and benefits to the first cheque issued to this employee for the month. Once the system has made these deductions, etc., and the year-to-date files have been updated, the Monthly Flag will automatically be changed to "N" no. This prevents deductions from being subtracted a second time in the same month. When a month-end closeout is performed, all monthly flags will automatically be returned to "Y" in preparation for the next month. Entering a no, "N", response will inform the system that monthly designated deductions and benefits are not to be applied to the next cheque issued. Non-monthly designated deductions are made automatically from every cheque issued to that employee. The monthly designators are set in the Employee Deductions window.
 9. There are three types of pay categories. They are (S) salary, (H) hourly, and (C) commission. The default is "H", hourly, but a different type of pay schedule maybe specified by overriding the default and entering the correct method of payment.
 10. E.I. exempt and C.P.P. exempt: The default for both fields is "N" (no), and instructs the system to deduct the Employment Insurance and Canada Pension Plan funds if set to "Y" (yes). These deductions are automatically calculated by the system, based on the employee's gross annual income. When the maximum amount required by the government has been deducted, the total will appear in the employee year-to-date file, and no further deductions will be made. The total deductions allowed are the same regardless of total gross income. A 'Y', yes, response in the E.I. field for self-employed individuals, or in the C.P.P. field for employees under 18 or over 65, will exempt the employee from the deduction.
 11. Advance, is automatically entered when a mid-pay period advance is issued. Thus, if a salaried employee earning \$3,000.00 per month was issued an advance of \$1,500.00 at mid month (the 15th), 1500.00 would show in field 17, after the advance has been issued. At the end of the month, when the final cheque for the pay period is issued, the advance amount will be deducted from the gross pay, and the field would again be blank.
 12. The Start Date is the first day of employment with your company and is entered in Month-Day-Year format. Term Date, refers to the date the employee leaves the company. This date will be automatically entered from the "Record of Employment" selection. It can also be entered manually if desired, in Month-Day-Year format. Once a Term Date has been filled in, the system will no longer allow you to process cheques for this employee. To re-activate the employee, remove the Term Date.

13. The cost Account is the account number in the G/L to which the employee's pay is allocated. You must be using Arctic Data's General Ledger Program for this account to post automatically.
14. The Department entry is a 2 digit numeric entry describing where the employee works in your company.
15. Business or departments operating in harsh conditions, or employees subject to exceptional hardships are frequently given a pay differential. This differential is referred to as the prescribed area. For example, someone working in the far north or with hazardous materials may receive additional compensatory pay. The amount of this compensation is entered in "Presr. Amount". It is based on an annual figure calculated from the employee start date.
16. Seniority is a digit entry describing the employee's length of service in years.
17. TD1 Form net is the dollar amount for the tax credits to be applied yearly. This figure comes from both the Federal and Provincial Government TD1 forms, which must be completed by each employee upon hire by your company. As this figure can change with government changes in tax law and allowable credits, employee files should be checked and updated regularly.
18. Advance Cheque number will be filled in by the system once an advance cheque has been generated.
19. If setting up a salaried or commission employee, a default amount of hours for the pay period can be entered. The system will use this number to track hours for Employment Insurance.
20. PP Processed? Is set to "N", no, by default. This is used by the system to let you know a pay cheque has been generated for the pay period.

Adding employee deductions

Select the deductions button from the employee screen. The deduction screen will now be display with all deduction titles that were setup in the system. To setup a deduction, use the mouse to click on the amount box of the deduction you would like to setup and enter in the amount. Next select the type box. The deduction type is required to let the system know how to apply the deduction to the employees pay. Maximum refers to the limit of funds to be deducted in this category per year. IE. If \$10.00 is to be deducted monthly to a maximum of \$100.00, after 10 months the deduction would no longer be made.

Outlined below is a list of deduction types and some examples:

Employee Specific Deductions/Benefits - Allowable Designations

<CR>	(no entry) will deduct (AMT) every time
H	Hourly based deduction

%	Percentage Calculation on Hours or Wages
G	includes holiday pay on gross % calculations
U	Union Dues
T	Taxable Benefit
A	Taxable Allowance - acts like wages
P	Pension Plan deduction before Tax is calculated
M	Monthly Designator - dependant on Monthly Flag
V	Voluntary Tax Deduction
1-9	Exempt Deduction from Pay Category
D,W	Double up on Deduction amount (W) multiply by 1.5
L	exempt benefit from E.I. - used in conjunction with `T'
N	Non-Taxable Benefit
C	Costing Entry - does not affect cheque
/x	don't start this deduction until deduction `x' has maxed out

Examples:

Amount	Type	Maximum	Comment
40.00	TM		Deduct 40.00 per month as a taxable benefit
50.00	VM	500.00	Deduct 50.00 per month as a voluntary tax remittance up to a total value of 500.00
2.00	%		Deduct 2% of the gross pay
10.00	M		Deduct 10.00 once a month
2.50	%T2		Deduct 2.5% of gross pay except on overtime wages and the amount will be classified as a taxable benefit

Employee year to date amounts

As payroll cheques are calculated for the employee, the system will automatically update the Y-T-D fields. If you're starting to use the payroll system in the middle of the year, you will need to fill in the appropriate information.

Employee rates

If additional pay codes have been setup in the system you can enter in the pay rates to help with time sheet input. To enter the rates, select the "Rates" button on the employee master file. The rate window will be know be displayed. To enter in the rates, click on the appropriate box and fill in the rates. When finished, click on "OK"

Auto Deposit Setup

If you have activated this option, you can setup the employee banking information for direct deposit of there pay cheque. Once you have selected the employee, you need to click on the Auto Deposit button. This will bring up a window to fill in the employee bank account information.

You will be prompted for the following: This information can be found on a personal cheque from the employee.

- Bank Name: This is for your own information to know which bank you will be dealing with.
- Transit Number:
- Institution Code:
- Account Number:

Please note: Once this information has been entered, the system will no longer generate a printed cheque for the employee.

TIME SHEET ENTRY:

Time sheet entry will allow you to enter in the hours for the pay period. To enter the time sheet entry program, select the "Time Sheets" button on the main screen. Once the time sheet input screen is displayed, you will be given 4 different methods to select an employee. The different methods are:

1. Scroll Employee Number: A pull down list can be displayed allowing you to scroll through the employee file by number;
2. Scroll Employee Name: A pull down list can be displayed allowing you to scroll through the employee file by name;
3. Employee Number: If you know the employee number, you can enter it in without doing a search;
4. Search; This button will bring up a window that will allow you to enter in a portion of an employee's name. It will then display a list of all matches found in the system. From this list you can select the appropriate employee;

Once you've selected the correct employee, hit the enter key or click on the Pay Code entry field. You can now enter in either the pay code or deduction type. If you're not sure of what to enter, hit the down arrow the system will display a list of all possible pay codes and deductions. Either scroll through the list with the arrow keys or use the mouse to find the correct pay code.

Now enter in the hours for the employee. If a rate for the corresponding pay code has been filled in, the system will display this rate. If not, you will be required to fill in the correct rate.

If you wish to track hours and wages by job, you can now fill in the job number. If you know the job number you can enter it now. If not, you can hit the down arrow key to have a list of all job numbers displayed. You can now select the correct job number.

After pressing <enter> you will be back in the pay code field to enter in new lines. You have the ability to enter in a maximum of 50 entries per employee pay cheque.

When finished, select the "END" button or hit "ESC" to exit. If you are unhappy with the time sheets which have been entered into the system, you can select "Reset Time Sheets" This option will delete all time sheet entries from the system.

Once the time sheets have been entered, you're ready to create new payroll cheques

ISSUE ADVANCES

To give an employee an advance, select "Issue Advances" from the "Cheques" button on the main screen. Two types of advances can be entered. First if you've setup up a standard advance for a salaried employee, you can select all and the system will automatically create the advances. If it's for a specific employee, select the employee and fill in the amount box. If you would like to change the date or cheque number, please do so at this time. When finished, select the "Advance" button. A small window will pop up and give you three options. These are:

1. Screen: This will calculate the advance(s) and display the results on the screen. This will NOT update any of the files.
2. Printer: This will calculate the advance(s), print the advance cheque(s) and update the appropriate data files
3. Calculate Only: This will calculate the advance(s) and update the appropriate data files without printing anything.

You can enter in as many advances as you wish; the system will accumulate the amount in the employee master file and appropriate data files. When finished, select the "Close" button.

AUTO PROCESSING

This feature is used by the system to create a time sheet entry of 1 at the salaried rate for each salaried employee. Once created, a pay cheque can be created in the system. To run this program, select the "Auto Processing" Button from the main screen and the auto-processing window will be display. You will now be asked three questions:

1. Period Ending: This a date input which is the date used by the system for the end of the pay period;
2. Job No.: If you would like to default all the hours to a specific job number, you can enter here. If no entry in made, the system will not apply the hours and wages to a job.
3. Pay Period: If you would only like to work on specific pay periods, IE: 10, 12, 24, 26, or 52 pay periods

NEW CHEQUES

To create an employee(s) pay cheque, select "New Cheque" from the "Cheques" button on the main screen. A window will display and allow you to enter in the appropriate information. The system will default to "ALL" which means a pay cheque will be produced for all employees which have time sheet entries. In the "ALL" mode, the system will use the automatically calculate the amounts for E.I., C.P.P., Federal Tax or deductions. If you wish to override any of these amounts you need to select a specific employee and create an individual cheque. If you need to see what amounts will be calculated without updating any information, don't put a check mark in the Update YTD files box. You can now calculate and print the cheques to either the screen or printer for review. Once you're satisfied with the results, click on the Update YTD Files box and the system will calculate the payroll and update all appropriate files.

AUTO DEPOSIT PROCESSING

This option is used to generate the file to be submitted to your bank. Once you have generated the payroll thru the "New Cheques" option, select Auto Deposit Menu to generate the submission file.

The system will display a list of all entries which entered into the submission file. To generate the file, click on the "Generate" button. The file will now be created in the directory you specified when setting up the Auto Deposits (Please see Auto Deposit Setup).

Now that the file is created, you will need to send this file to your bank. You will now need to follow the instructions you've received from you bank on how to submit the file.

EDIT MONTHLY SUMMARY

This program is designed to edit or delete any of the cheques, which have been entered within the month. To run his program, select the "Edit Monthly Summary" button. This can be found under the "Cheques" button on the main screen. With the use of the pull down menu, the user can select the correct employee. Once selected, the system will display information about the cheque. At this time, the date, department and cheque number can be changed. The cheque can also be deleted from the system. If this option is chosen, the system will reverse all entries in the system.

Delete a cheque

If a mistake has been made on a cheque, you can easily delete the cheque and start again. To delete a cheque, you must select "New Cheque" followed by "Edit Monthly Summary". The system will now display a window which will allow you to select an employee allow with the cheque number. When you have found the correct cheque, all you need to do is select the delete button the cheque will be reversed in the system.

PRINTING T-4's

At the end of each year you need to produce the T-4's for all employees which received a pay cheque within the calendar year. There are a few things you need to do at the end of each year.

- 1) Before you do a year-end, make sure you have a copy or backup of the client data. Please refer to the section of "Backup, Restore and Copy Client Data"
- 2) Have the appropriate T-4 forms. The systems will use both the tractor feed or laser forms provided by the government.

To run T-4's you need to select the option from the "Reports" menu. Once selected, the system will prompt you for the following items:

- 1) Employee: You can choose a specific employee or use the default of "ALL"
- 2) Dep: You can specify which department you want to run T-4's for. The default is for "ALL" departments.
- 3) Year: This is the year that will appear on your T-4
- 4) Pension# (Box 50): If you have a registered pension, you need to enter in the pension number here.
- 5) V. Offset: This is for use with laser printers. This will move the entire form printing down vertically X number of lines depending upon your input.
- 6) H. Offset: This is for use with laser printers. This will move the entire form printing horizontally by X number of lines depending upon your input.
- 7) Deduction Setup: If you have deductions which need to be entered onto the T-4, you can specify which deduction goes into which box on the form
- 8) Enter Calculation: This calculation is for any pension adjustment calc that may be required.
- 9) Laser Style: Check this box if you are printing laser T-4's
- 10) Electronic Filing: Check this box if you are going to file T-4's electronically to the government.

Once you have entered in the information, all you need to do is print the T-4's by selecting the print button.

If you have selected the "Electronic Filing" box, the "EXPORT" box will be highlighted. Please click on "EXPORT". The system will create the export file for you. Once complete, you will be prompted to click on the "SAVE" button. This system will now save the file for you and get it ready for submission.

A window will now appear tell you the name and location of the file it has created (You will need this information when submitting the file). You will also see a web-site listing. You will need to go to this web site and follow the directions.

http://www.cra-arc.gc.ca/tax/business/t4internet/file_trans-e.html

PRINTING A T-4 SUMMARY

The T-4 summary is the summary required for the government. To print this, select T-4 Summary from the report menu. The only 2 options that you have are for the Horizontal and Vertical offset. Depending upon the numbers you need to put in, the system will move the printing of the form either left or right, up or down.

END OF PERIOD

There are 4 different procedures that can be done in this selection.

Pay Period Closeout:

This option is designed to close out the current pay period and change to the next. When tracking E.I. earnings and wages, you are required to track pay periods even if the employee is not to get a pay cheque during the current pay period. Therefore, when you do a pay period close-out, the system will move all employees to the next pay period even if no cheque was generated.

When running a pay period close-out, you must select a pay period. Your options are 10, 12, 13, 24, 26, and 52 pay periods.

Month End Closeout:

This option will do two things:

- 1) Reset the monthly data files and get them ready for the new month.
- 2) Copy your client data to a backup client. For example, if you are using client 01, the system will automatically make a copy of your data to client 01M. Should you ever need to access this data, you will need to restore the data

End of Year Closeout:

This option will reset the yearly data files and reset all YTD amounts in the employee master file.

To run the Year-End, please select the “Close-out” button from the main menu. Then select the “Period Closeouts”. This will take you to the new screen. You will need to select the type of closeout you wish to perform. Please select “End of Year”.

Once selected, you can click on the “Process” button. The system will automatically create a Year-End backup client for you.

******* Please note that if you have not printed the T-4's for your employees that you should either backup the data so you can restore it in the future or copy the client data to another client number. *******

Update General Ledger:

This option is used to update ADC's General Ledger system.

In the end of period window, you also have the option to backup your data files. To create a backup, select the backup button. A pop-up window will display giving you the option to create a backup or restore from a previously made backup. If you select "create", the system will ask you where you would like to create the backup data files. Once you've selected the correct location, the system will create the backup files. To restore from a previously made backup, select the "Restore from" option. The system will prompt you for the location of the backup files. Once you selected this, the system will then prompt for the client number you would like to restore. The "History" button will tell you when the last time a backup was made and where it's located. The "Reports" button is a quick method to run multiple reports for your month end. Once you select this button, a window will be displayed with all the available reports. Check the reports you would like to run and the system will run all of these reports sequentially for you.

REPORTS

The payroll reports are designed to give you all the information about what has transpired in the payroll system. Listed below is an explanation of each different report:

Employee List

The report will print out employee address information based on their pay category such as salaried, hourly, etc.

Employee Records:

The report is designed to print all employee information which includes all information in the employee master file as well as all year to date payroll information.

Summaries

The report is designed to give you either a monthly or yearly listing in either detail or summary of all cheques written with a specific period. The monthly report is extremely useful for calculating your company's payroll remittance to the government.

Payroll Input Register

This report will list the time sheets which have been entered into the system which have not yet been processed

G/L Posting File

The report is designed to give you the summary or detail general ledger information by account number.

Advance Register

All unapplied advances will be listed in the report.

Costing Summary

The costing summary will list or group all enters which have been entered towards a specific. When running a costing report you can limit the report by the following:

- 1) Job Number
- 2) Department Number
- 3) Start Date
- 4) End Date

You can also enter in the E.I. factor which will then calculate the employer's portion of E.I. for report purposes. This report can be run in either detail or summary

Cheque List

This report will print a list of cheques. When running the report, you can limit this report by the following:

- 1) All Cheques
- 2) All Cashed cheques
- 3) All Cancelled cheques
- 4) All Outstanding cheques
- 5) Run with-in a date range

T4 Slips

This option will run the employee T-4's.

Custom Reports

Custom reports can be setup to report on different information with-in the system. Please refer to custom report setup to learn how to use this option.

Custom Report Setup

This option allows you to create your own custom reports. Reports can be setup based on the following information

- 1) Monthly: This will only give you the information in the current month
- 2) Yearly: This will give you all information with-in the current year
- 3) Employee: This will give you access to all information in the employee master file
- 4) Year To Date: This will give you summary year to date information

To setup a report, you first to select one of the options listed above. The system will then give you a list of all information which is available in that category. Once you have the list, you need to click on the field and then "add". This will add the field to your new report.

If you would like a math calculation in the report, click on the "ADD" button. The system will now display all the fields available fields in the report. Click on the appropriate field followed by the operator (+, -, *, /) and then the next field. Under

“Field Title” you can enter in a title for the calculation. Once finished, select the “OK” button

T4 Summary

This report will print a T-4 summary as required by the government

BACKUP, RESTORE AND COPY CLIENT DATA

Backup Data

This option allows you to backup your data files. To you this option please select “Backup Data” from the “Close-out” option on the main menu. Once selected, the system will ask you where to backup your data. After this, the system will proceed with the backup.

Restore Data

To restore your data, you will need to specify where the data is stored. Once you have specified the location, you will need to enter in the client number you wish to restore. After you have selected this, the system will over write your data with the information in the backup files.

Duplicate Client Data

This option allows you to copy the complete client data from one client to another. This option is useful at year end. For example, at year end, you could copy client 01 to client 02. You could then carry on with client 01 for the new year and use client 02 to print your T-4 information.

To use this feature select “Close-Outs” → Backup Data → Copy. You will be prompted to enter in the original client number and destination client number. Once enter select start and the data will start copying.