OPEN SYSTEMS® Accounting Software

Payroll ODBC Report Applet User's Manual

PN/2210.PAO60

Document Number 2210.PAO600

Printed in U.S.A.

August 1998, Release 6.0

This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Contents

Introduction 1

General Information

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

The ODBC Kit

The OSAS ODBC Kit provides users with a way to access their OSAS data through any ODBC-compliant productivity package. The ODBC Kit includes an ODBC driver for Windows, the data dictionaries for the OSAS data files, utilities for maintaining the data dictionaries and some sample reports in Microsoft® Excel, Microsoft Access® and Crystal Reports™ for Windows.

The Report Applets

Since the release of the ODBC Kit, OSAS users have been discovering the power of these popular productivity packages to analyze their accounting data. The Report Applets provide a series of pre-built Microsoft Excel PivotTables® to help you get the most from your accounting data.

These tables are provided for each of the major data files in each application. This manual includes instructions for loading and using these spreadsheets to sort and analyze your data. With a little practice, you can easily create similar PivotTables or modify the ones provided to customize them to your exact needs.

Payroll Data Files

You use the Payroll system to automatically figure employee wages; federal, state, and local withholdings; and deductions. The Payroll system also tracks bonus pay and sick and vacation time and accumulates information for tax reporting. Finally, use the Payroll system to produce paychecks, reports, and employee W-2 forms.

Payroll Data Files

The Payroll Report Applet contains several spreadsheets that report information from the OSAS Payroll data files. The PivotTables in the PA Report Applet are based on these data files:

PAEGxxx

The Payroll Employee General Information file holds employee information such as employee ID, name, social security number, address, and phone number, equal employment opportunity code, vacation and sick accrual codes, and earning code, department, group code, labor class, and payment type (hourly or salaried), salary and/or hourly pay rate, pay periods per year, job title, and accrued and taken sick and vacation time.

Data from this file is displayed in the PA Check History (PACHKHST.XLS) PivotTable.

PAEMxxx

The Payroll Employee Miscellaneous History file stores miscellaneous historical information for each employee: weeks worked, allocated tips, cost of GTLI, DCB, 457 and non-457 plans for each month, advance EIC payments, uncollected Medicare, and other information.

Data from this file is displayed in the PA Employee History (PAEMHST.XLS) PivotTable.

PAEDxxx

The Payroll Employee Deduction History file stores month-, quarter-, and year-to date information about each employee's payroll deductions. Data from this file is displayed in the PA Employee Deduction History (PAEMPDED.XLS) PivotTable.

PAEExxx

The Payroll Employee Earnings History file stores month-, quarter-, and year-to date earnings and hours worked—both gross and net pay amounts. Data from this file is displayed in the PA Employee Earnings History (PAEMPERN.XLS) PivotTable.

PAEWxxx

The Payroll Employee Withholding History file stores month-, quarter- and year-to date information about each employee's payroll withholdings. Data from this file is displayed in the PA Employee Withholding History (PAEMPWTH.XLS) PivotTable.

PADPxxx

The Payroll Departments file stores general information for each department you set up: each earning code for the department, the employer-paid withholding and deduction, and pieces totals and total hours for the department. Data from this file is displayed in the PA Department Analysis (PADEPTS.XLS) PivotTable.

PADDxxx

The Payroll Company Deductions file stores the payroll deduction codes and information relating to these codes, which you enter through the Payroll Deductions function. Data from this file is displayed in the PA Check Deductions (PACHKDED.XLS) and the PA Check History (PACHKHST.XLS) PivotTables.

PAECxxx

The Payroll Earnings Codes file stores information that you use when entering time tickets or manual checks. Each earning code includes a description, whether or not the earning code is included in net pay and fixed withholding, the earning type, the general ledger account number and the multiplier and add-to-base factor.

Data from the Earnings Codes file is displayed in the PA Check Earnings (PACHKERN.XLS) and the PA Check History (PACHKHST.XLS) PivotTables.

PAWIxxx

The Payroll Withholding Codes file stores payroll information for federal, state, and local withholdings, which you enter through the Withholdings function. Each withholding has a description, a general ledger account number, a tax ID, and a fixed percentage (if appropriate); whether or not the withholding is employer-paid and the weeks worked limit are indicated. If the withholding is an employer-paid withholding, this file also holds the employer liability account.

Data from the Withholdings Codes file is displayed in the PA Check Withholdings (PACHKWTH.XLS) and the PA Check History (PACHKHST.XLS) PivotTables.

PACHxxx

The Payroll Checks file stores information about the checks during a payroll check cycle. Data from the Checks file is used in the PA Checks (PACHECKS.XLS) PivotTable.

PACDxxx

The Payroll Checks Deductions file stores the deductions taken for each employee paycheck in the current payroll check cycle. Data from this file is displayed in the PA Check Deductions (PACHKDED.XLS) PivotTable.

PACExxx

The Payroll Checks Earnings file stores the earning codes for each employee paycheck in the current payroll check cycle. Data from this file is displayed in the PA Check Earnings (PACHKERN.XLS) PivotTable.

PACWxxx

The Payroll Checks Withholdings file stores the withholdings for each employee paycheck in the current payroll check cycle. Data from this file is displayed in the PA Check Withholdings (PACHKWTH.XLS) PivotTable.

PARExxx

The Payroll Recurring Entries file stores information about recurring time tickets. Data from this file is displayed in the PA Recurring Time Tickets (PAREEARN.XLS) and PA Recurring Deductions (PAREDED.XLS) PivotTables.

PATHxxx

The Payroll Transaction History file stores the time tickets and miscellaneous payroll entries you make through the Payroll Transactions function. Data from this file is displayed in the PA Time Ticket History (PATHEARN.XLS) and PA Miscellaneous Deduction History (PATHDED.XLS) PivotTables.

PAHCxxx

The Payroll Check History file stores general information (employee ID, department, check number) for each check you have disbursed for payroll expenses. Data from this file is displayed in the PA Check History (PACHKHST.XLS) PivotTable.

PAHDxxx

The Payroll Check Deductions History file stores a record of the deductions taken from each check you have disbursed for payroll expenses. Data from this file is displayed in the PA Check History (PACHKHST.XLS) PivotTable.

PAHExxx

The Payroll Check Earnings History file stores a record of the earnings associated with each check you have disbursed for payroll expenses. Data from this file is displayed in the PA Check History (PACHKHST.XLS) PivotTable.

PAHWxxx

The Payroll Check Withholdings History file stores a record of the withholdings associated with each check you have disbursed for payroll expenses. Data from this file is displayed in the PA Check History (PACHKHST.XLS) PivotTable.

PAHVxxx

The Payroll Leave Adjustment History file stores the positive and negative adjustments you make to an employee's sick and vacation pay. Data from this file is displayed in the PA Check History (PACHKHST.XLS) PivotTable.

Introduction to PivotTables

A Microsoft Excel PivotTable is an interactive table that quickly summarizes, or cross-tabulates, large amounts of data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.

A PivotTable contains fields, each of which summarizes multiple rows of information from the source data. By dragging a field button to another part of the PivotTable, you can view your data in different ways. For example, you can view any field either down the rows or across the columns.

The PivotTable summarizes data by using a summary function, such as Sum, Count, or Average. You can include subtotals and grand totals automatically, or use your own formulas by adding calculated fields and items.

In the Payroll Report Applet, several PivotTables are provided based on the data in the OSAS data files. The PivotTable is updated through the ODBC driver.

The next section includes a tutorial for setting up and modifying PivotTables in Excel.

Creating Microsoft Excel PivotTables

Read this section for an exercise in creating a PivotTable using the ODBC Kit and Microsoft Excel 97. If you require more information about Microsoft Excel, consult the Microsoft Excel User's Guide or Online Help.

Before you can create this report, complete these tasks:

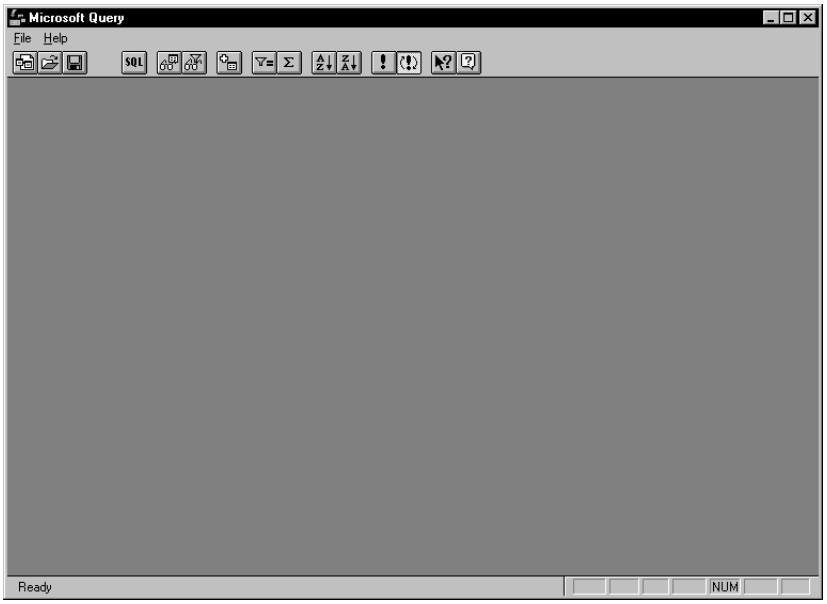
- Install and set up the ODBC Kit.
- Install and set up the BASIS ODBC drivers.
- Install Microsoft Excel 97 and Microsoft Query 97.

Note

This section includes instructions for using Microsoft Query with Microsoft Excel. If necessary, you can install Microsoft Query from the Microsoft Office 97 media. You may also need to create a shortcut to Query manually.

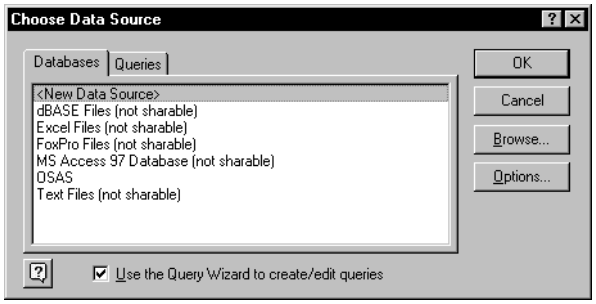
Building a Query For a PivotTable

1. Start Microsoft Query.



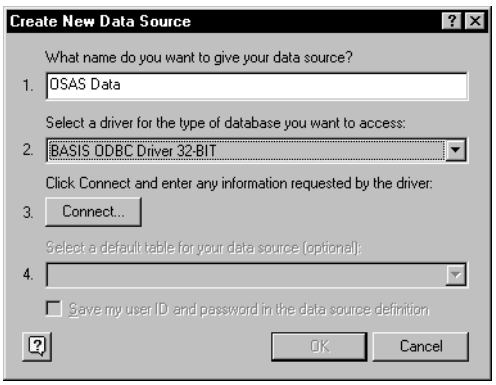
2. Under the **File** menu, select **New**.

   The Choose Data Source screen appears.



3. Select **<New Data Source>**, and click **OK**.

   The Create New Data Source screen appears.

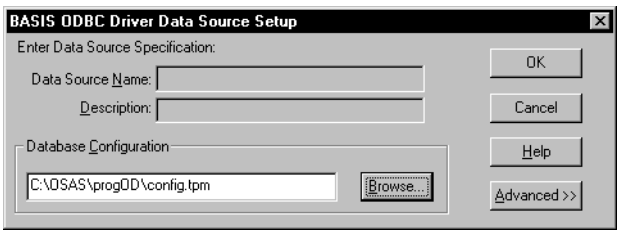


4. Enter a name you want to give the data source in field 1. You can use the same source again.

5. Select the **BASIS ODBC Driver** in field 2.

6. Click **Connect**.

   The BASIS ODBC Driver Data Source Setup box appears.



7. Enter the file path and name of the CONFIG.TPM file you set up from within the OSAS ODBC software in the Database Configuration field, or select **Browse** and locate the file.

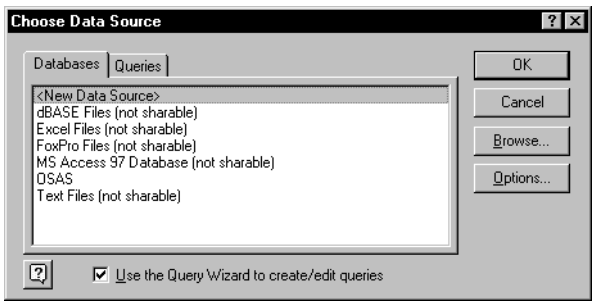
If you have already built the shadow dictionary, click on the **Advanced** button, and check the options for No Shadow Dictionary Consistency Check and Fast Connect to improve performance. See online help for additional information about the options that come with the **Advanced** button.

8. Click **OK** to connect to the data source.

   You are returned to the Create New Data Source screen.

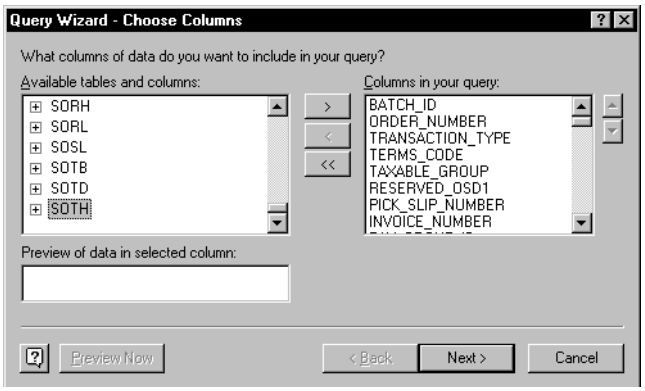
9. Select a table in field 4 if you want to select a default table source; otherwise, leave field 4 blank and select any table when you develop the query. (If you select a table, the list of tables always starts at that table; otherwise the list of tables starts at the beginning of the list.)

   The Choose Data Source box appears.



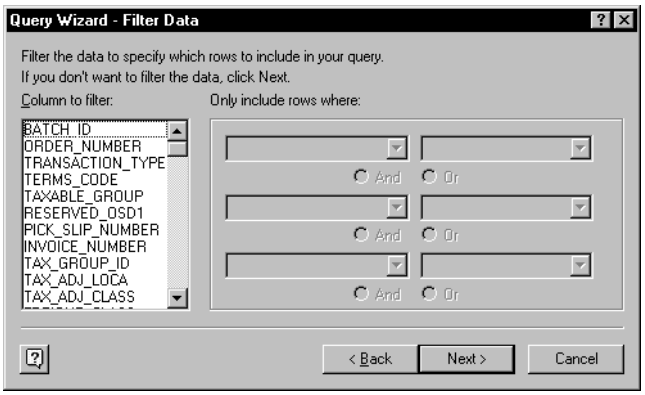
10. Select the data source you set up in the previous steps.

The Choose Columns screen appears.



11. Select a table you want to use in your Excel spreadsheet. For this example, start with one table and add a second table later. Select the SOTH table, select the columns for the spreadsheet, and click **Next >**.

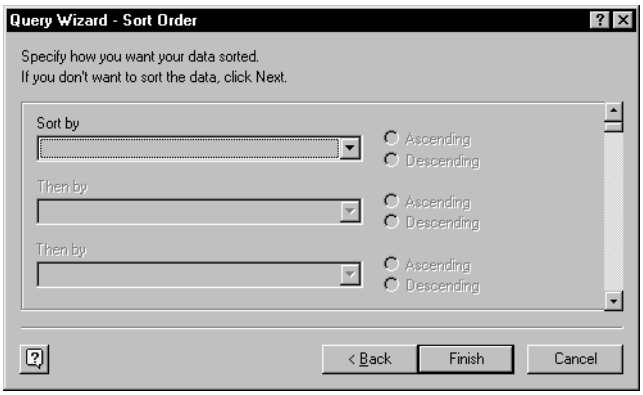
    The Filter Data box appears.



    Use the Filter Data dialog box to select specific records from the table. In most cases, you do not need to choose anything in the Filter Data dialog box. For example, to filter out credit memos, select the field named TRANSACTION_TYPE, select **does not equal**, and then enter **4** for a value. (TRANSACTION_TYPE 4 is a credit memo.)

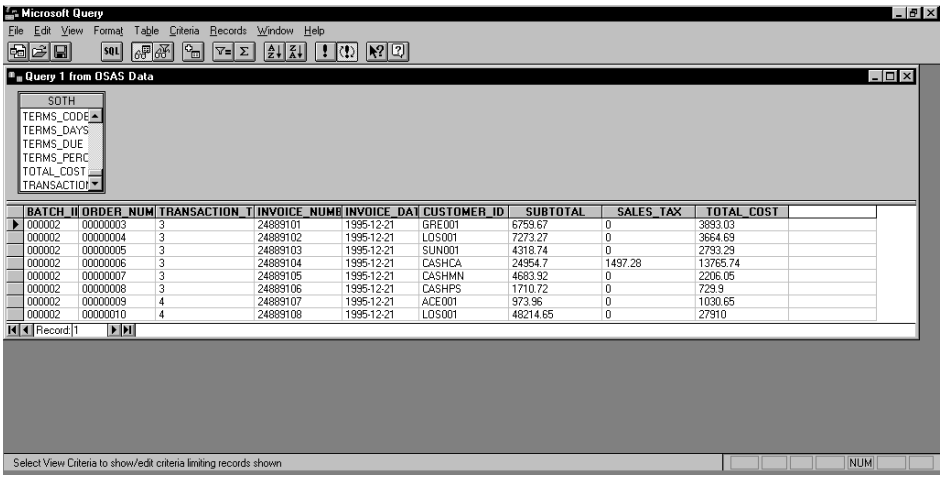
12. Click **Next >**.

    The Sort Order box appears.



    Use the Sort Order dialog box to select how the data is sorted. For example, select a field in Sort by and check Ascending or Descending. Select more fields and orders for hierarchical sorts. For now, don't enter any sort fields.

13. Click **Finish**. You are returned to the Microsoft Query screen.



The data in your query is displayed. You can delete columns by selecting a column and pressing the **Delete** key. You can also add a column by double-clicking on the field name (in the SOTH file).

Note

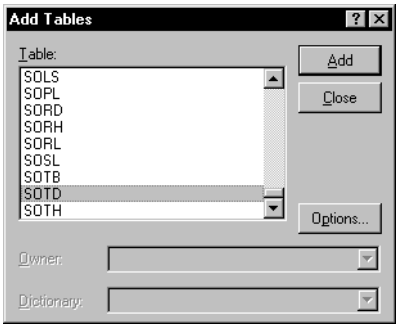
NOTE: You can also select which fields you want in your query in step 6 above. Instead of selecting the entire table, you can click the + box next to the table you want and select the given fields from the list.

14. Select the following fields:

    - BATCH_ID
    - ORDER_NUMBER
    - TRANSACTION_TYPE
    - INVOICE_NUMBER
    - INVOICE_DATE
    - CUSTOMER_ID
    - SUBTOTAL
    - SALES_TAX
    - TOTAL_COST

15. Select **Table** from the main menu, and choose **Add tables**.

    The Add Table dialog box appears.



16. A list of all the tables is displayed. Select the **SOTD** table, and click **Close**.

Joining Tables

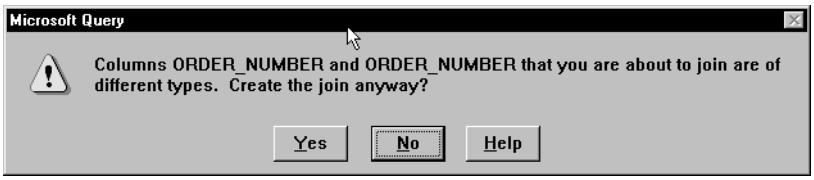
17. Locate BATCH_ID in the SOTD and SOTH tables; then click and hold the left mouse button down on BATCH_ID in the SOTH table

18. Drag the field over to the BATCH_ID field in the SOTD table and release the mouse button.

    A line appears between the two BATCH_ID fields, joining the two fields.

19. Follow steps 17 through 18 with the ORDER_NUMBER field.

    NOTE: You may get the following message. For now, click **Yes** to ignore the message and join the fields together.



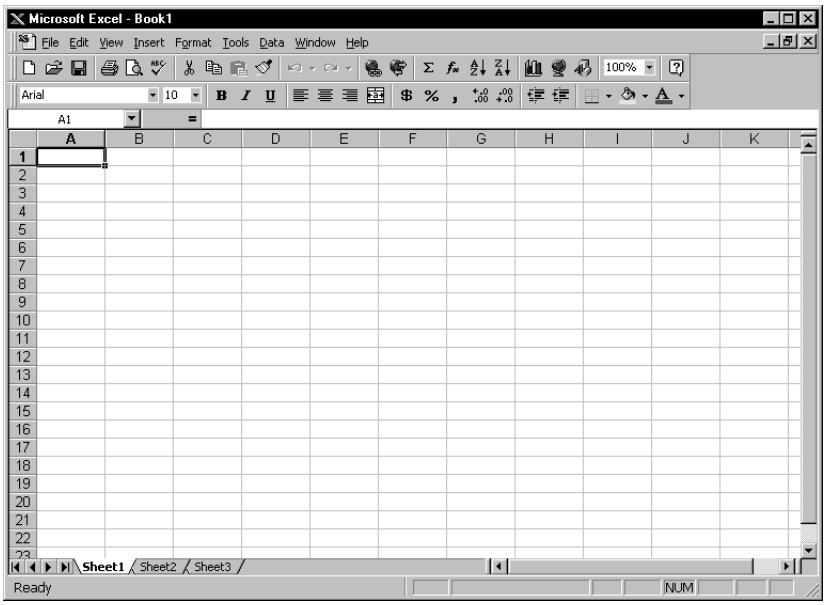
20. Select the following fields from the SOTD table:

    - ENTRY_NUMBER
    - UNIT_COST_COMPNT
    - UNIT_PRICE
    - ORDERED_QTY
    - SHIPPED_QTY_SELL
    - BACKORDERED_QTY.

21. Select **Save** from the **File** menu to save the query.

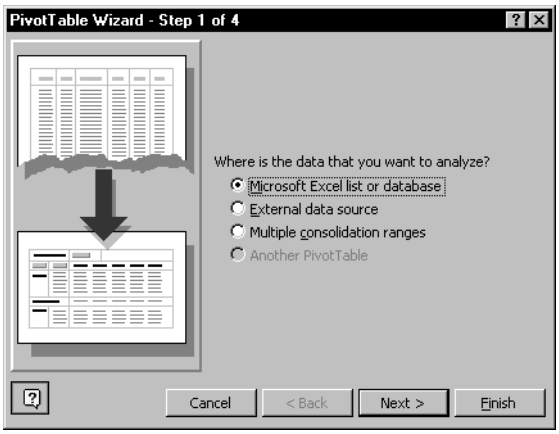
Using the Query in Microsoft Excel

1. Start Excel and open a new worksheet.



2. Select the **Data** menu; then select **PivotTable Report**.

The PivotTable Wizard appears.

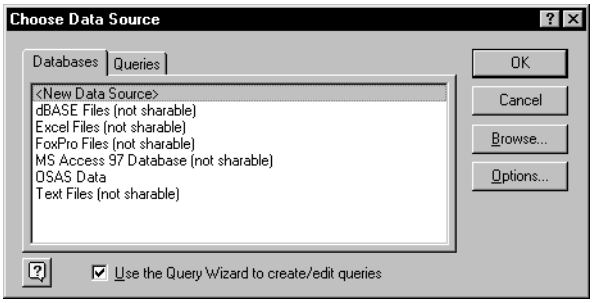


3. In step 1 of the Wizard, a list of options is displayed where you can choose your data source to be used in your PivotTable. Select **External Data Source**, and click **Next** >.

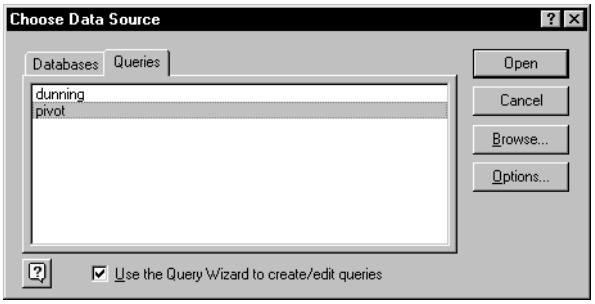
   The PivotTable Wizard Step 2 dialog box appears.

4. In step 2 of the Wizard, click **Get Data**.

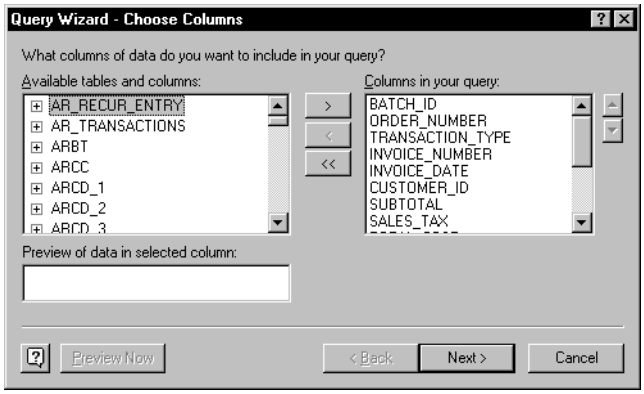
The Choose Data Source box from Microsoft Query appears.



5. Click the **Queries** tab, and select the query you saved under Microsoft Query.



The Choose Columns box under Query appears.



6. Click **Next >**. The query columns are displayed.

7. Click **Next >** to pass by **Filter Data** and **Sort Order** options.

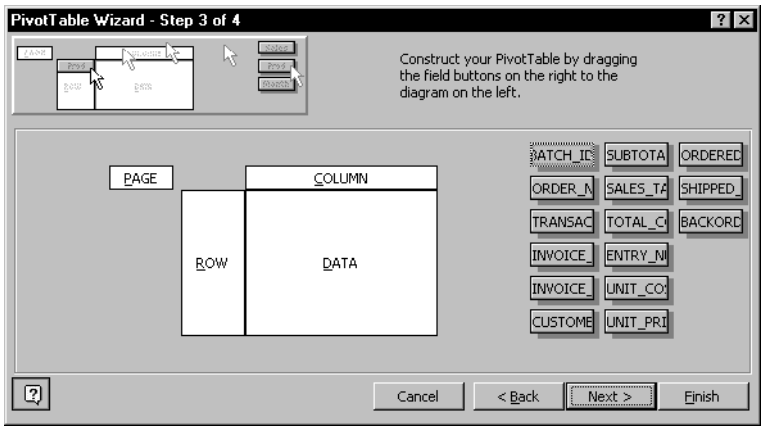
   The Query Wizard - Finish dialog box appears.

8. Select **Return Data to Microsoft Excel,** and click **Finish**.

   You are returned to the PivotTable Wizard Step 2 dialog box.

9. Click **Next >**.

The PivotTable Wizard Step 3 dialog box appears.

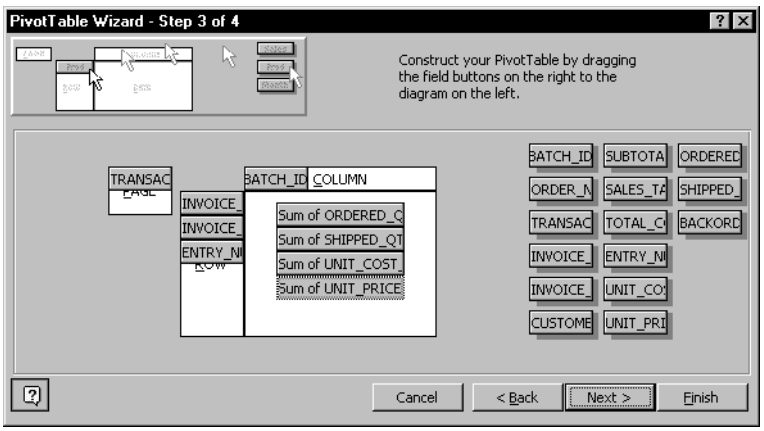


The selected fields and four areas—**Page**, **Row**, **Column**, and **Data**—to put fields are displayed. Drag and drop the fields to use in this report into the respective areas. (To display the full field name, hold the cursor on the button, and a tool tip displays the full field name.)

10. Drag and drop the following fields:

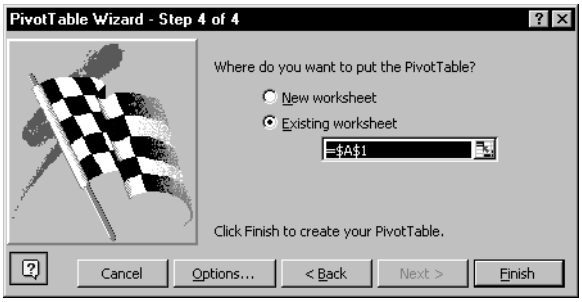
    - TRANSACTION_TYPE into **Page**
    - INVOICE_NUMBER, INVOICE_DATE, and ENTRY_NUM into **Row**
    - BATCH_ID into **Column**
    - ORDERED_QTY, SHIPPED_QTY_SELL, UNIT_COST_COMPNT and UNIT_PRICE into **Data**.

The fields are displayed on the screen. Numeric fields dropped into the Data section become summary fields.



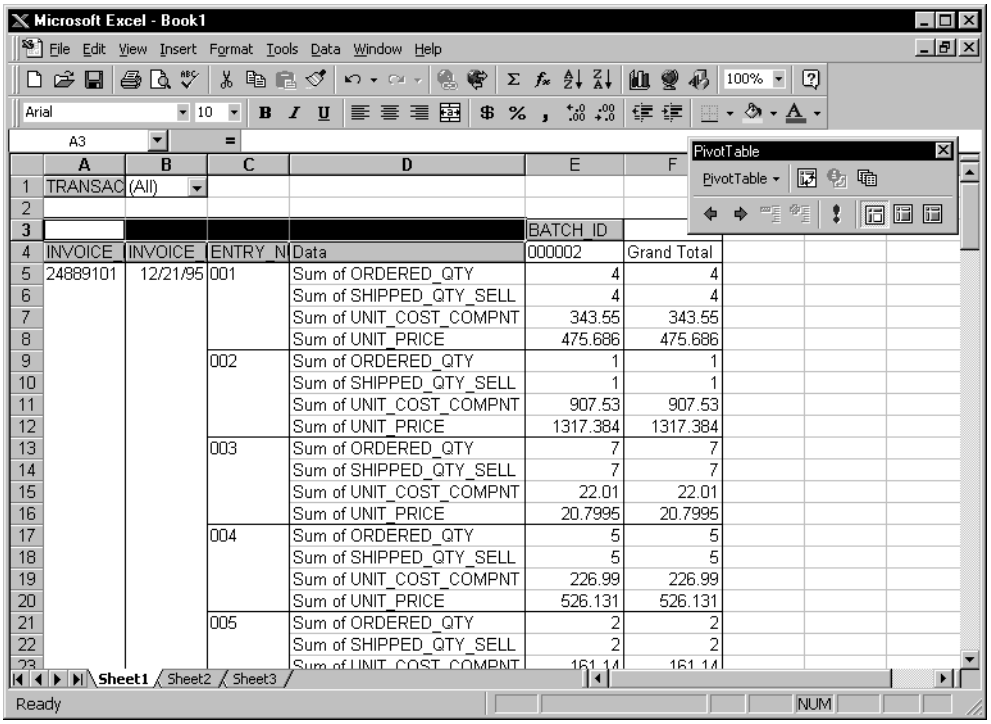
11. Click **Next** >.

    The PivotTable Wizard Step 4 dialog box appears.



12. The last step lets you create the PivotTable either in the existing worksheet or in a different worksheet. Accept the given options and click **Finish**.

The PivotTable is displayed.



	A	B	C	D	E	F
1	TRANSAC	(All)				
2						
3					BATCH_ID	
4	INVOICE_	INVOICE_	ENTRY_N	Data	000002	Grand Total
5	24889101	12/21/95	001	Sum of ORDERED_QTY	4	4
6				Sum of SHIPPED_QTY_SELL	4	4
7				Sum of UNIT_COST_COMPNT	343.55	343.55
8				Sum of UNIT_PRICE	475.686	475.686
9			002	Sum of ORDERED_QTY	1	1
10				Sum of SHIPPED_QTY_SELL	1	1
11				Sum of UNIT_COST_COMPNT	907.53	907.53
12				Sum of UNIT_PRICE	1317.384	1317.384
13			003	Sum of ORDERED_QTY	7	7
14				Sum of SHIPPED_QTY_SELL	7	7
15				Sum of UNIT_COST_COMPNT	22.01	22.01
16				Sum of UNIT_PRICE	20.7995	20.7995
17			004	Sum of ORDERED_QTY	5	5
18				Sum of SHIPPED_QTY_SELL	5	5
19				Sum of UNIT_COST_COMPNT	226.99	226.99
20				Sum of UNIT_PRICE	526.131	526.131
21			005	Sum of ORDERED_QTY	2	2
22				Sum of SHIPPED_QTY_SELL	2	2
23				Sum of UNIT_COST_COMPNT	161.14	161.14

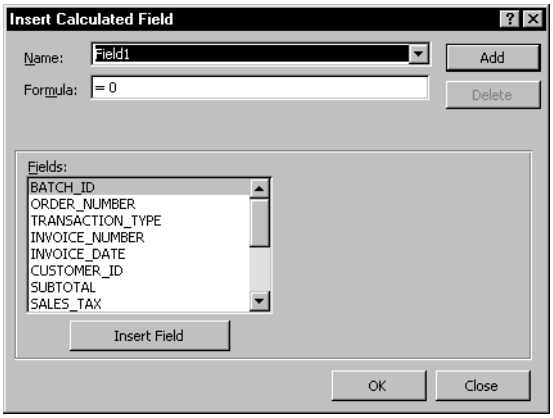
Highlight rows and columns to shift them around. To display only invoices, change Transaction Type from **All** to **3**. Change it to **4** and credit memos are displayed. Totals per type are also displayed.

Adding a Calculated Field

You can also add new fields, like profit, to the data area. To add profit to the data area, follow these steps:

1. Highlight the last row in your data area, **Sum of UNIT_PRICE**, right-click, and select **Insert**.

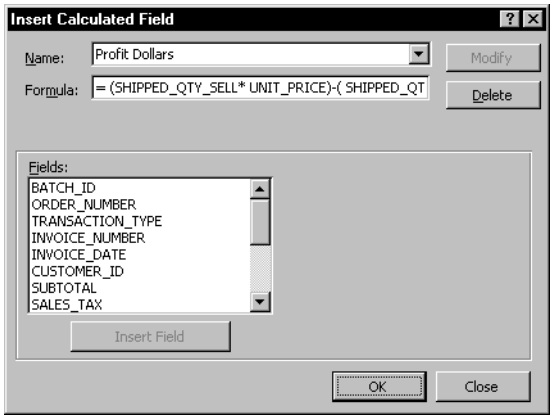
The Insert Calculated Field dialog box appears.



2. Enter the following information about the inserted field:

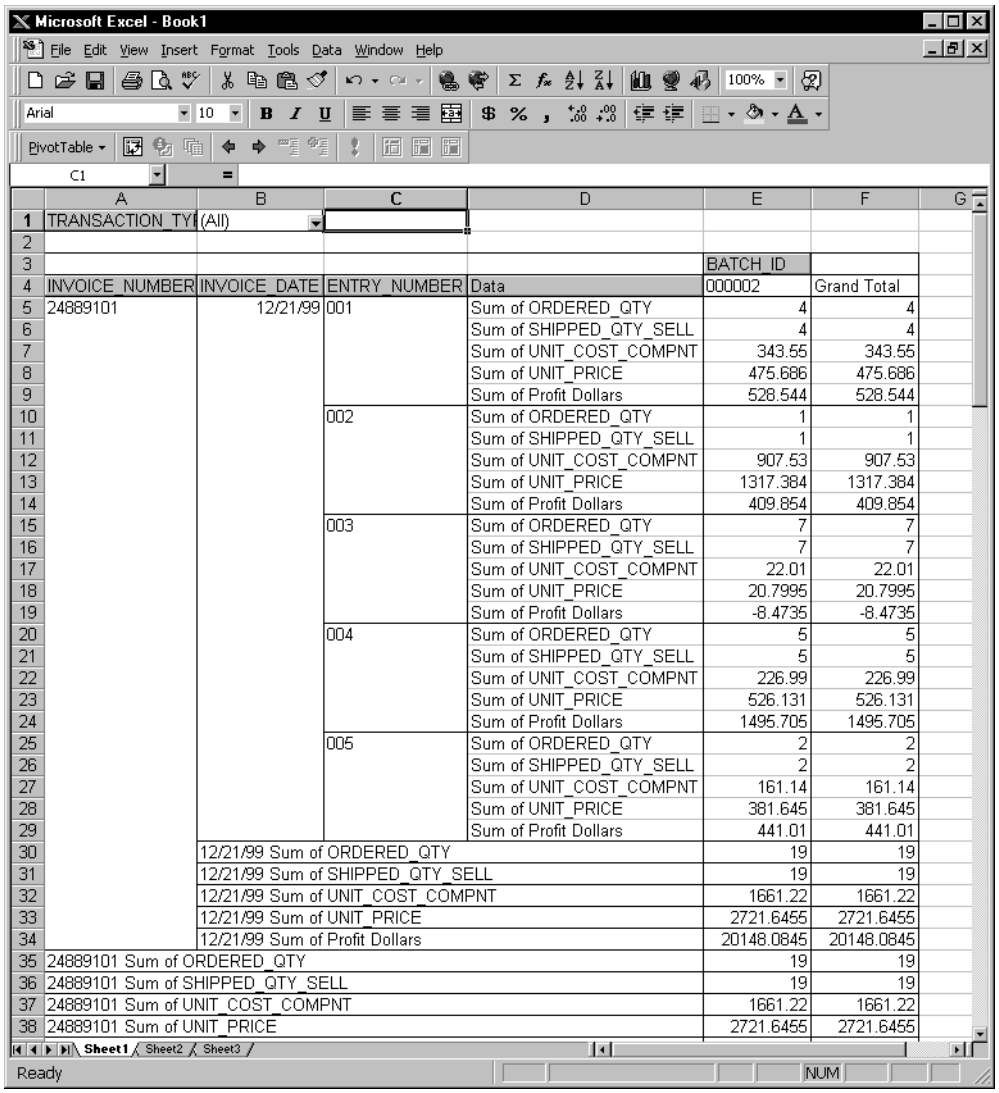
   - Enter **Profit Dollars** in the Name field.
   - Enter **=(SHIPPED_QTY_SELL* UNIT_PRICE) - (SHIPPED_QTY_SELL* UNIT_COST_COMPNT)** in the Formula field.

3. Click **Add**.



4. Click **OK**.

The PivotTable is displayed with the Sum of Profit Dollars field.



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U $ % ,

PivotTable

C1 =

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30		12/21/99 Sum of ORDERED_QTY			19	19	
31		12/21/99 Sum of SHIPPED_QTY_SELL			19	19	
32		12/21/99 Sum of UNIT_COST_COMPNT			1661.22	1661.22	
33		12/21/99 Sum of UNIT_PRICE			2721.6455	2721.6455	
34		12/21/99 Sum of Profit Dollars			20148.0845	20148.0845	
35	24889101 Sum of ORDERED_QTY				19	19	
36	24889101 Sum of SHIPPED_QTY_SELL				19	19	
37	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
38	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	

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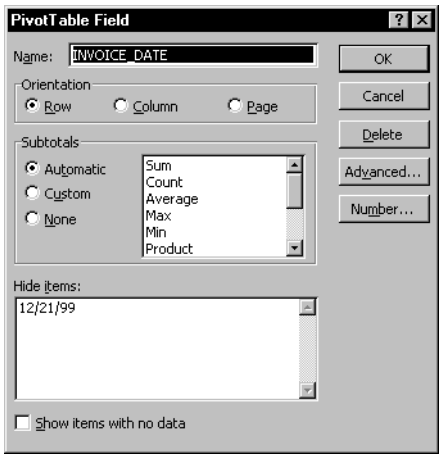
Ready NUM

Changing Field Properties

You can also change the properties of the fields in the table. For example, to remove the subtotals from the INVOICE_DATE field:

1. Place your mouse cursor on the INVOICE_DATE column heading, right-click and select **Field...** from the menu.

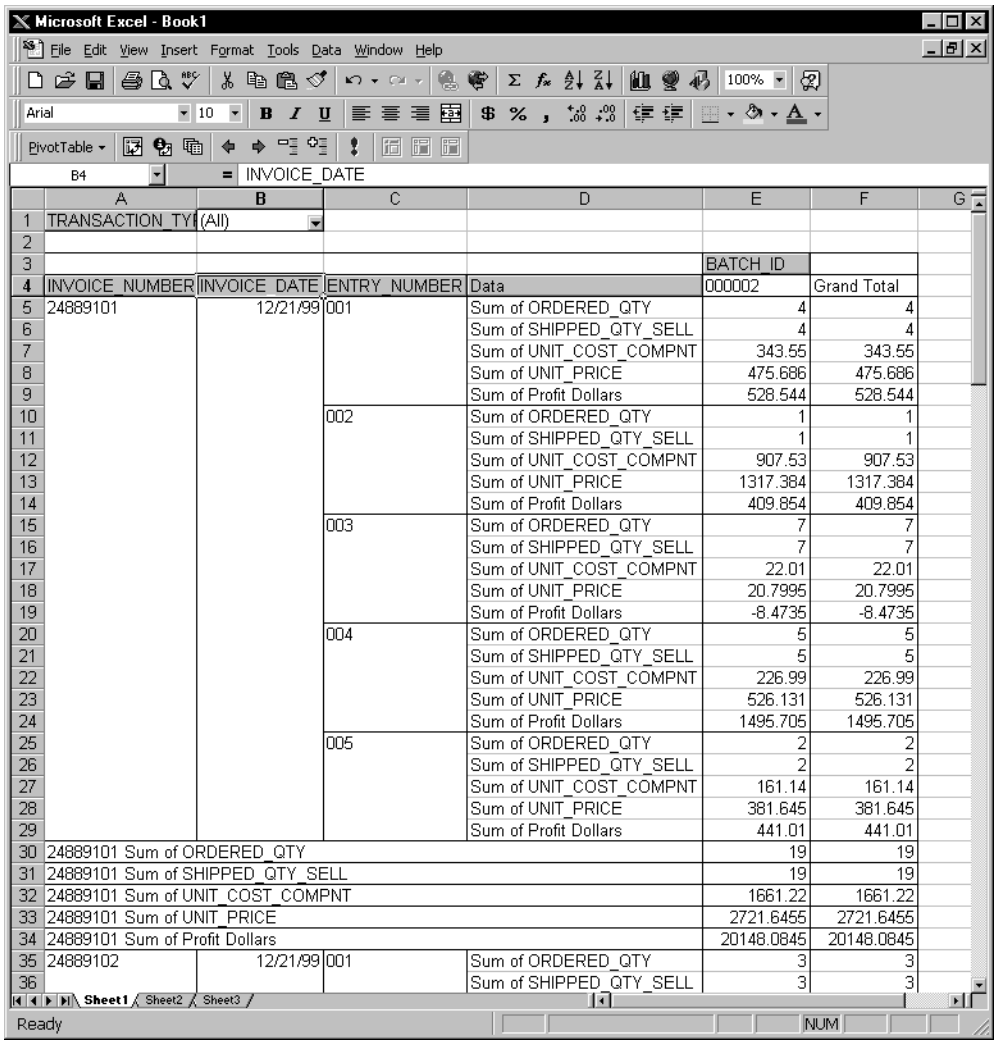
   The PivotTable Field dialog box appears:



   You can use the PivotTable Field dialog box to change the field name, its orientation on the PivotTable, its display mask, subtotalling options and so on.

2. To shut of the subtotals, select **None** under Subtotals and click OK.

The PivotTable is redisplayed reflecting your changes:



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File Edit View Insert Format Tools Data Window Help

PivotTable

B4 = INVOICE_DATE

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30	24889101 Sum of ORDERED_QTY				19	19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	3	
36				Sum of SHIPPED_QTY_SELL	3	3	

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Moving Fields and Sorting Data

You can dramatically change the appearance of the table by moving the fields around. Fields appear on the PivotTable as gray blocks with the field name on them. To move any field, simply drag it to a new destination.

You can change your PivotTable by moving fields in these ways:

Changing the Selection Fields

If you want to be able to limit the data in the table, you can make any field in the table part of the selection criteria by moving it to the Page area.

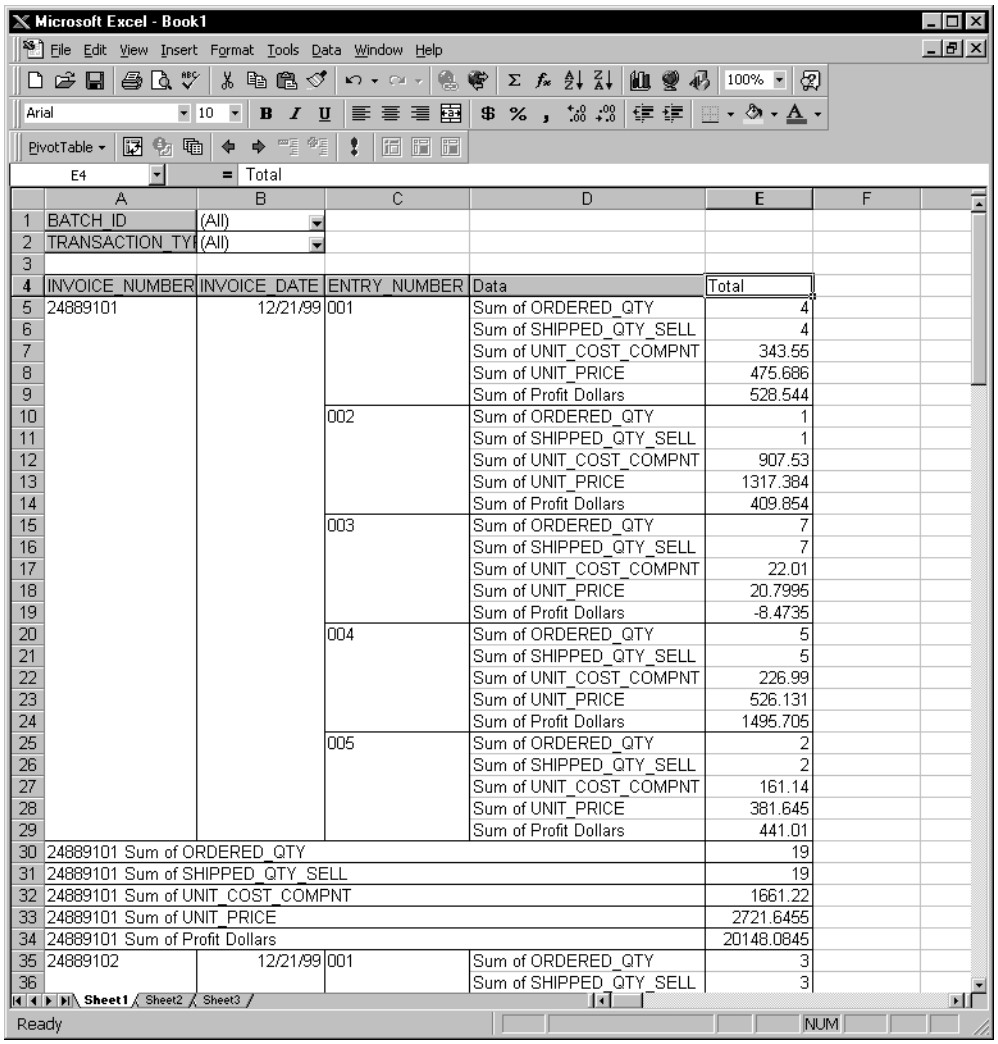
For example, to select a specific batch for this table rather than displaying all the batches across the table columns as they are in our sample table, follow these steps:

1. Position the mouse cursor over the BATCH_ID field, press and hold the left mouse button.

   As you drag the BATCH_ID field around the table, the cursor changes to show where you can drop it. If the cursor looks like a block with an *X* over it, you will remove the field from the table by dropping it there.

2. Drag the BATCH_ID field to the left of the TRANSACTION_TYPE field and drop it there.

The change appears immediately:



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File Edit View Insert Format Tools Data Window Help

Arial 10 B I U $ % , 100%

PivotTable

E4 = Total

	A	B	C	D	E	F
1	BATCH_ID	(All)				
2	TRANSACTION_TYI	(All)				
3						
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	
6				Sum of SHIPPED_QTY_SELL	4	
7				Sum of UNIT_COST_COMPNT	343.55	
8				Sum of UNIT_PRICE	475.686	
9				Sum of Profit Dollars	528.544	
10			002	Sum of ORDERED_QTY	1	
11				Sum of SHIPPED_QTY_SELL	1	
12				Sum of UNIT_COST_COMPNT	907.53	
13				Sum of UNIT_PRICE	1317.384	
14				Sum of Profit Dollars	409.854	
15			003	Sum of ORDERED_QTY	7	
16				Sum of SHIPPED_QTY_SELL	7	
17				Sum of UNIT_COST_COMPNT	22.01	
18				Sum of UNIT_PRICE	20.7995	
19				Sum of Profit Dollars	-8.4735	
20			004	Sum of ORDERED_QTY	5	
21				Sum of SHIPPED_QTY_SELL	5	
22				Sum of UNIT_COST_COMPNT	226.99	
23				Sum of UNIT_PRICE	526.131	
24				Sum of Profit Dollars	1495.705	
25			005	Sum of ORDERED_QTY	2	
26				Sum of SHIPPED_QTY_SELL	2	
27				Sum of UNIT_COST_COMPNT	161.14	
28				Sum of UNIT_PRICE	381.645	
29				Sum of Profit Dollars	441.01	
30	24889101 Sum of ORDERED_QTY				19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	
36				Sum of SHIPPED_QTY_SELL	3	

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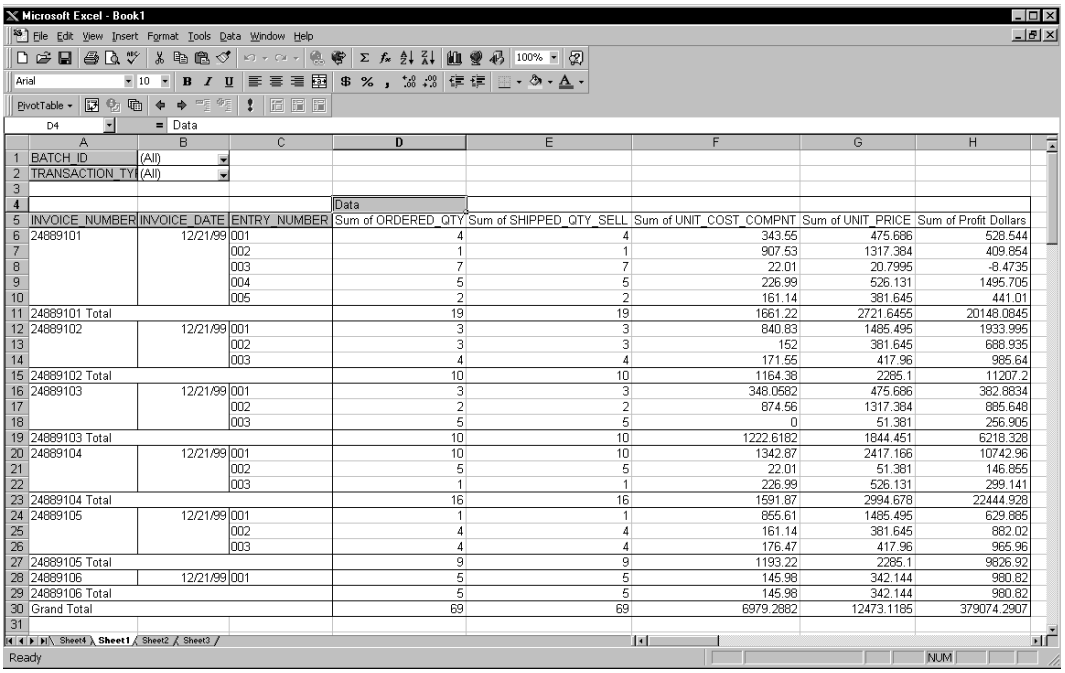
Changing the Column Data

You can change the data that appears in the columns in the table by dragging the fields or data block to the column heading area.

For example, to show the quantity, price, cost and profit information in our table across the columns instead of in the data block as they now appear, drag the **Data** field above the **Total** column heading and drop it there.

The change appears immediately:



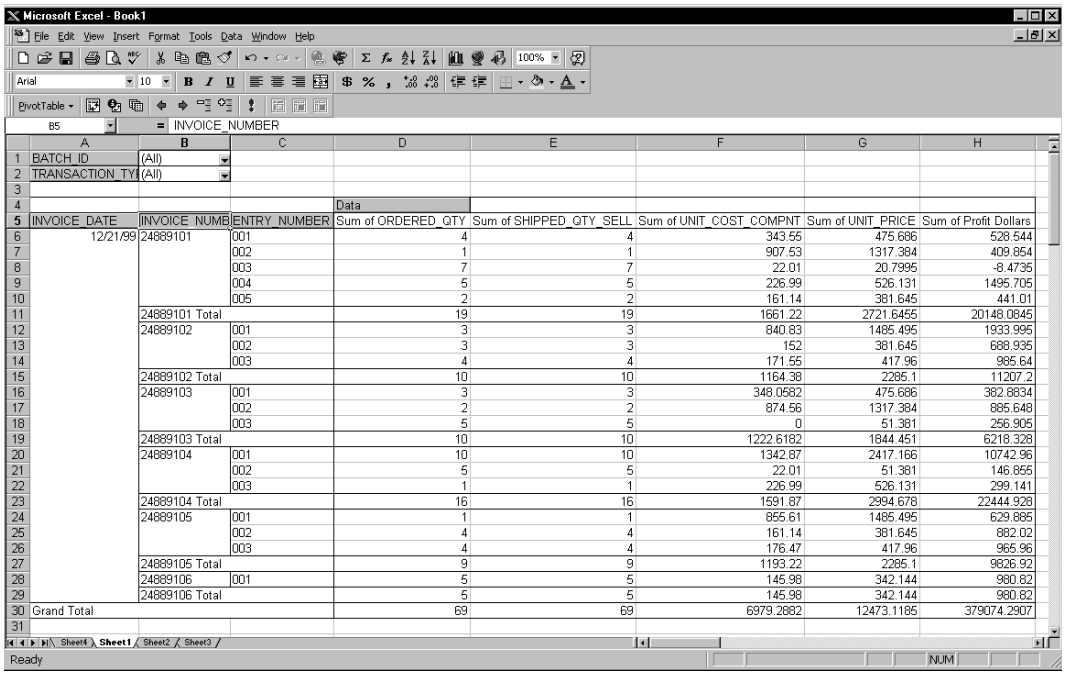
	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TY	(All)						
3								
4				Data				
5	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	24889101	12/21/99	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11	24889101 Total			19	19	1661.22	2721.6455	20148.0845
12	24889102	12/21/99	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15	24889102 Total			10	10	1164.38	2285.1	11207.2
16	24889103	12/21/99	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19	24889103 Total			10	10	1222.6182	1844.451	6218.328
20	24889104	12/21/99	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23	24889104 Total			16	16	1591.87	2994.678	22444.928
24	24889105	12/21/99	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27	24889105 Total			9	9	1193.22	2285.1	9826.92
28	24889106	12/21/99	001	5	5	145.98	342.144	980.82
29	24889106 Total			5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2882	12473.1185	379074.2907
31								

Changing the Data Sort

To change the order in which the data is displayed, you can simply change the Row fields around.

For example, our PivotTable is sorted by Invoice Number. To sort it by Invoice Date instead, click and drag the INVOICE_DATE field to the left of the INVOICE_NUMBER field.

The data is sorted by Invoice Date and is redisplayed:



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File Edit View Insert Format Tools Data Window Help

PivotTable

B5 = INVOICE_NUMBER

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TY	(All)						
3								
4				Data				
5	INVOICE_DATE	INVOICE_NUMB	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	12/21/99	24889101	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11		24889101 Total		19	19	1661.22	2721.6455	20148.0845
12		24889102	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15		24889102 Total		10	10	1164.38	2285.1	11207.2
16		24889103	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19		24889103 Total		10	10	1222.6182	1844.451	6218.328
20		24889104	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23		24889104 Total		16	16	1591.87	2994.678	22444.928
24		24889105	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27		24889105 Total		9	9	1193.22	2285.1	9826.92
28		24889106	001	5	5	145.98	342.144	980.82
29		24889106 Total		5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2682	12473.1185	379074.2907
31								

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You can also drag the selection fields from the Page area to the Row area to sort the data by those fields.

More About Using PivotTables

Feel free to experiment with the orientation of the fields on this sample report. As you become more familiar with the tables and how to use them, you can enjoy the benefits of viewing your data in new and different ways.

For more information about PivotTables, see the Microsoft Excel documentation or online help.

Installation 2

You can put the Payroll ODBC Report Applet on your system by installing it through Resource Manager. The installation process is described in this section.

The Payroll Report Applet needs a minimum of 295 kilobytes (295KB) for installation. You must also have installed Payroll and the ODBC Kit on your system, and the ODBC drivers on the Windows workstation.

Installing the Report Applet

Use the Install Application function on the Resource Manager Installation menu to install the report applet. You must install the Payroll application before you install this report applet.

The installation will treat the report applet as though you are reinstalling Payroll. This is normal behavior.

Note

If you use Direct Deposit, you must install the applet for Direct Deposit in order to access the bank account and employee distribution information you enter.

When you install the report applet, Resource Manager copies the PivotTables to the directory where your Payroll programs are stored. You must have access to this directory from your Windows machine to access the tables in Microsoft Excel.

The CONFIG.TPM File

When you install the ODBC Kit, you specify the location of the data files and data dictionaries in a file called CONFIG.TPM. You can build this file using the ODBC Kit functions. You can store this file in any directory, but the report applets expect the file to be located in the C:\WINDOWS directory.

If your CONFIG.TPM file is stored in a different directory, you have three choices for using the PivotTables supplied with the report applet:

1. Move the CONFIG.TPM file to the C:\WINDOWS directory and change any Data Sources you have set up and any ODBC reports or spreadsheets you have already set up to use the CONFIG.TPM in its new location.

2. Copy the CONFIG.TPM file to the C:\WINDOWS directory and leave a copy in its current location. You do not need to change any Data Sources or reports you have set up, but you need to make any changes in both files.

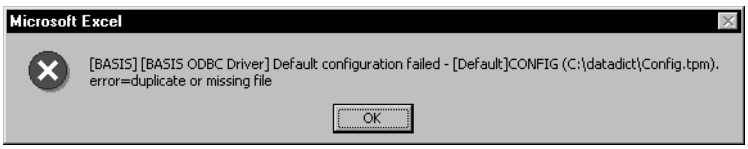
3. Change the PivotTables provided with this report applet to use the CONFIG.TPM file in its current location. You can find instructions for doing this below.

If you choose methods 1 or 2 above, you can load the PivotTables in Microsoft Excel and begin using them with your data by using the Refresh Data command in Excel.

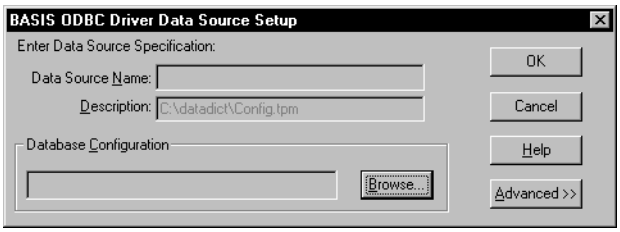
If you choose option 3, follow the instructions below to point the PivotTable to the correct CONFIG.TPM file.

Using a Different CONFIG.TPM

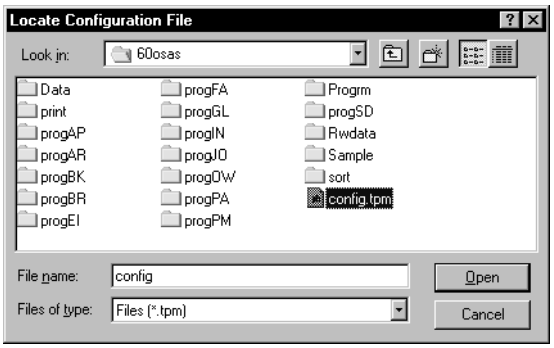
If you store your CONFIG.TPM file in a location other than the C:\WINDOWS directory, you will see this message when you attempt to refresh the data in any PivotTable included with this report applet:



When you click on OK, the BASIS ODBC Driver Data Source Setup dialog box appears:



To specify the location of your CONFIG.TPM file, click Browse and select the file from the location screen:



When you select the file, the final dialog appears:

When you click on OK, the PivotTable is updated with your accounting data.

Report Applet PivotTables

Use the descriptions of the PivotTables in chapter 3 to work with your accounting data.

Payroll PivotTables 3

PA Checks

File Name

PACHECKS.XLS

Description

The PA Checks PivotTable uses the data in the Payroll Checks (PACHx) file to display information about the checks prepared in the current payday check cycle.

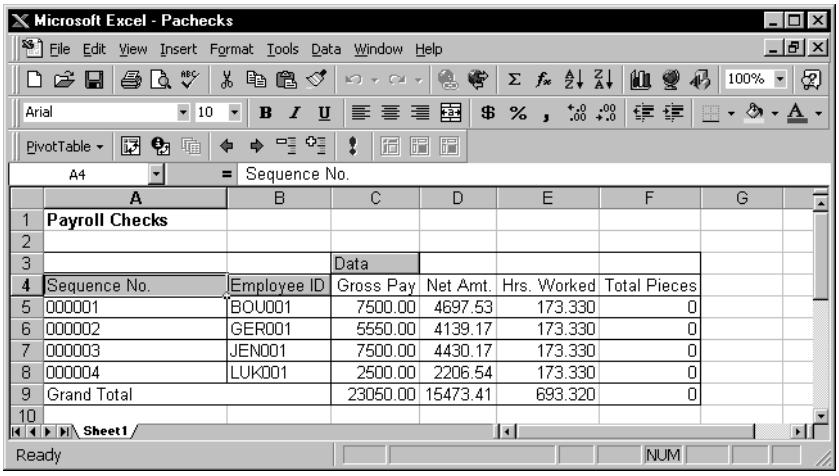
The data is sorted by Sequence Number and Employee ID, but you can easily change the sort order.

You can use this PivotTable to review the checks on file before printing and posting them.

Active Fields

Default Field Type	Field
Page	(None)
Row	Sequence Number Employee ID
Column	Gross Pay Net Amount Hours Worked Total Pieces

PA Checks PivotTable Sample



	A	B	C	D	E	F	G
1	**Payroll Checks**						
2							
3			Data				
4	Sequence No.	Employee ID	Gross Pay	Net Amt.	Hrs. Worked	Total Pieces	
5	000001	BOU001	7500.00	4697.53	173.330	0	
6	000002	GER001	5550.00	4139.17	173.330	0	
7	000003	JEN001	7500.00	4430.17	173.330	0	
8	000004	LUK001	2500.00	2206.54	173.330	0	
9	Grand Total		23050.00	15473.41	693.320	0	
10							

PA Check Deductions

File Name

PACHKDED.XLS

Description

The PA Check Deductions PivotTable uses the data in the Checks Deductions (PACDx) file to display detailed deduction information from each employee paycheck.

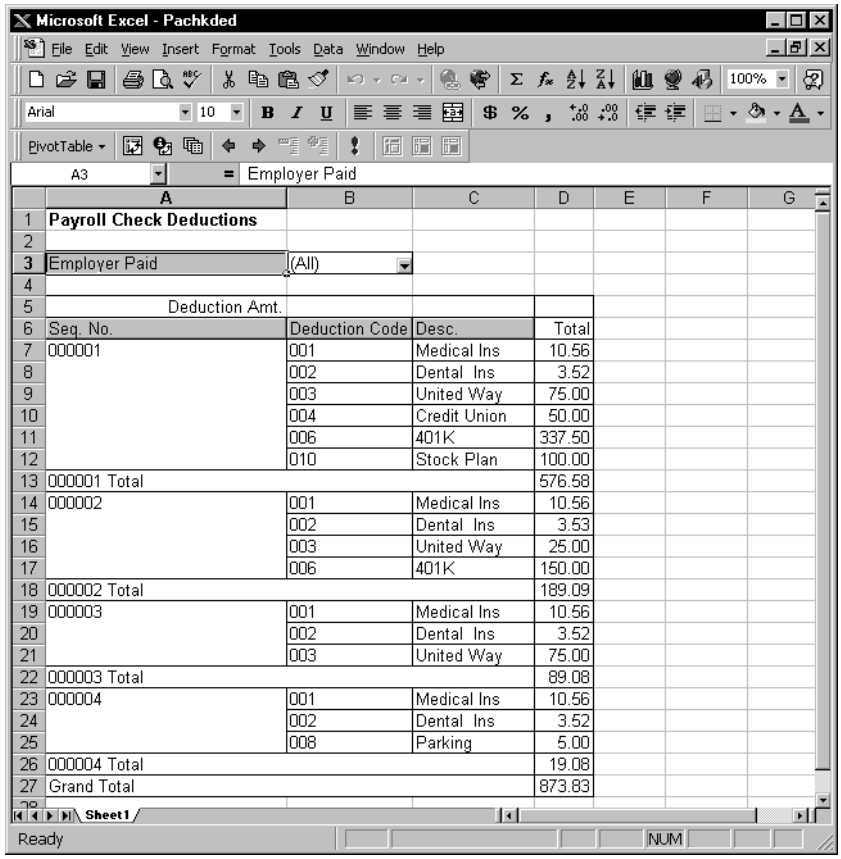
The report is sorted by Sequence Number, Deduction Code and Description, but you can easily change the sort order, or include the Employer Paid flag in the sort.

You can use this PivotTable to review the deductions calculated in the current check run.

Active Fields

Default Field Type	Field
Page	Employer Paid? flag
Row	Sequence Number Deduction Code Description
Column	Total Deduction Amount

PA Check Deductions PivotTable Sample



	A	B	C	D	E	F	G
1	**Payroll Check Deductions**						
2							
3	Employer Paid	(All)					
4							
5	Deduction Amt.						
6	Seq. No.	Deduction Code	Desc.	Total			
7	000001	001	Medical Ins	10.56			
8		002	Dental Ins	3.52			
9		003	United Way	75.00			
10		004	Credit Union	50.00			
11		006	401K	337.50			
12		010	Stock Plan	100.00			
13	000001 Total			576.58			
14	000002	001	Medical Ins	10.56			
15		002	Dental Ins	3.53			
16		003	United Way	25.00			
17		006	401K	150.00			
18	000002 Total			189.09			
19	000003	001	Medical Ins	10.56			
20		002	Dental Ins	3.52			
21		003	United Way	75.00			
22	000003 Total			89.08			
23	000004	001	Medical Ins	10.56			
24		002	Dental Ins	3.52			
25		008	Parking	5.00			
26	000004 Total			19.08			
27	Grand Total			873.83			

PA Check Earnings

File Name

PACHKERN.XLS

Description

The PA Check Earnings PivotTable uses the data in the Checks Earnings (PACEx) file to display detailed earnings information from each employee paycheck.

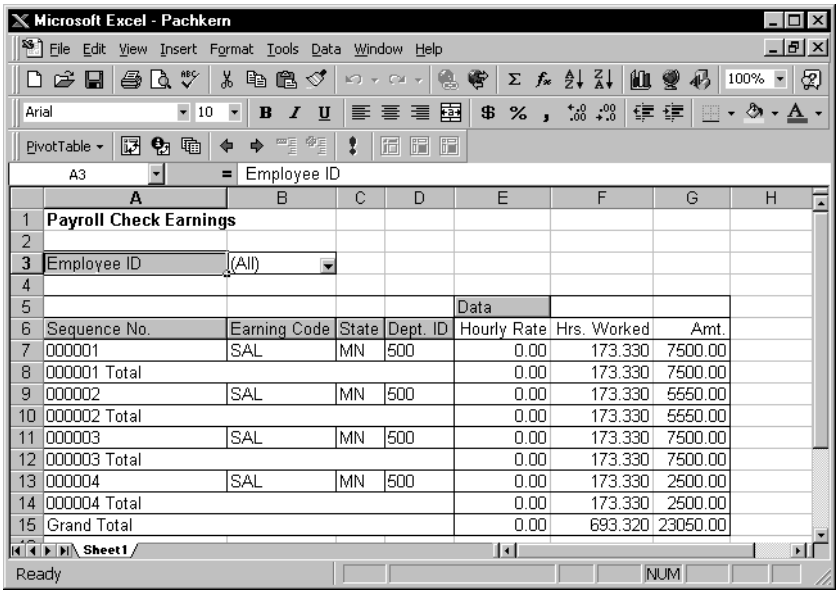
The report is sorted by Sequence Number, Earnings Code, State and Department ID, but you can easily change the sort order, or include the Employee ID in the sort.

You can use this PivotTable to review the earnings calculated in the current check run.

Active Fields

Default Field Type	Field
Page	Employee ID
Row	Sequence Number Earnings Code State Department ID
Column	Hourly Rate Hours Worked Amount

PA Check Earnings PivotTable Sample



	A	B	C	D	E	F	G	H
1	**Payroll Check Earnings**							
2								
3	Employee ID	(All)						
4								
5					Data			
6	Sequence No.	Earning Code	State	Dept. ID	Hourly Rate	Hrs. Worked	Amt.	
7	000001	SAL	MN	500	0.00	173.330	7500.00	
8	000001 Total				0.00	173.330	7500.00	
9	000002	SAL	MN	500	0.00	173.330	5550.00	
10	000002 Total				0.00	173.330	5550.00	
11	000003	SAL	MN	500	0.00	173.330	7500.00	
12	000003 Total				0.00	173.330	7500.00	
13	000004	SAL	MN	500	0.00	173.330	2500.00	
14	000004 Total				0.00	173.330	2500.00	
15	Grand Total				0.00	693.320	23050.00	

PA Check History

File Name

PACHKHST.XLS

Description

The PA Check History PivotTable uses the data in the Checks History (PAHCx), Check Earnings History (PAHEx), Check Deductions History (PAHDx) and Check Withholdings History (PAHWx) files to display detailed information about the paychecks you have disbursed in past payroll check cycles.

The Check History PivotTable is made up of these related spreadsheets: Summary, Deductions, Earnings, and Withholdings. You can change between these sheets by selecting the appropriate tab at the bottom of the current sheet.

The data is sorted by Sequence Number, but you can easily change the sort order.

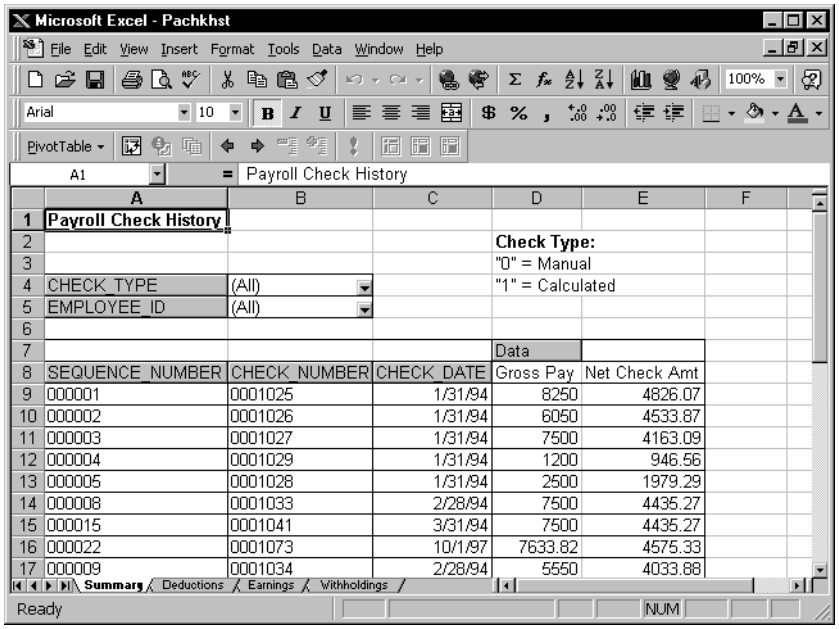
You can use this PivotTable to review any check that you have not purged from the history files.

PA Check History–Summary Sheet

Active Fields

Default Field Type	Field
Page	Check Type Employee ID
Row	Sequence Number Check Number Check Date
Column	Gross Pay Net Check Amount

PA Check History–Summary PivotTable Sample

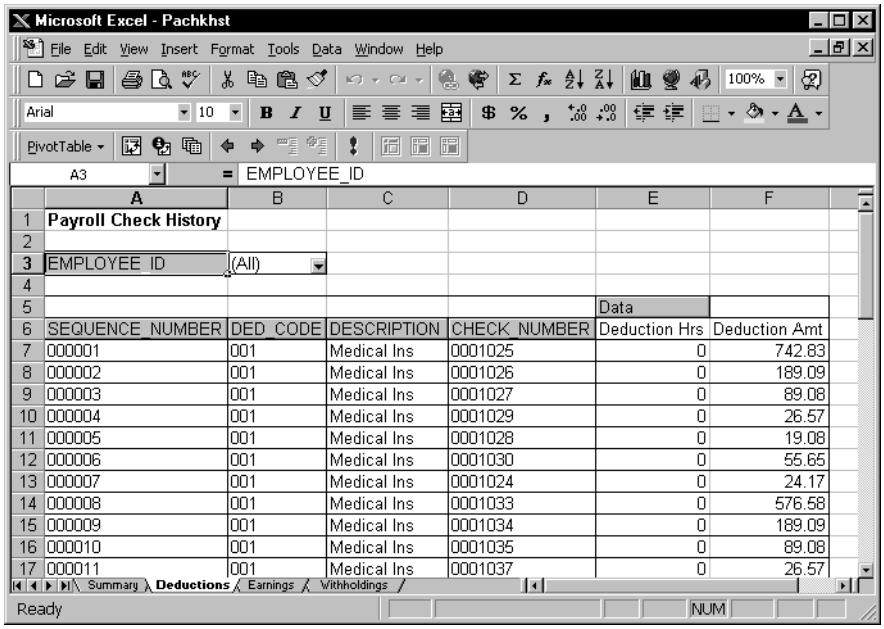


PA Check History–Deductions Sheet

Active Fields

Default Field Type	Field
Page	Employee ID
Row	Sequence Number Deduction Code Description Check Number
Column	Deduction Hours Deduction Amount

PA Check History–Deductions PivotTable Sample

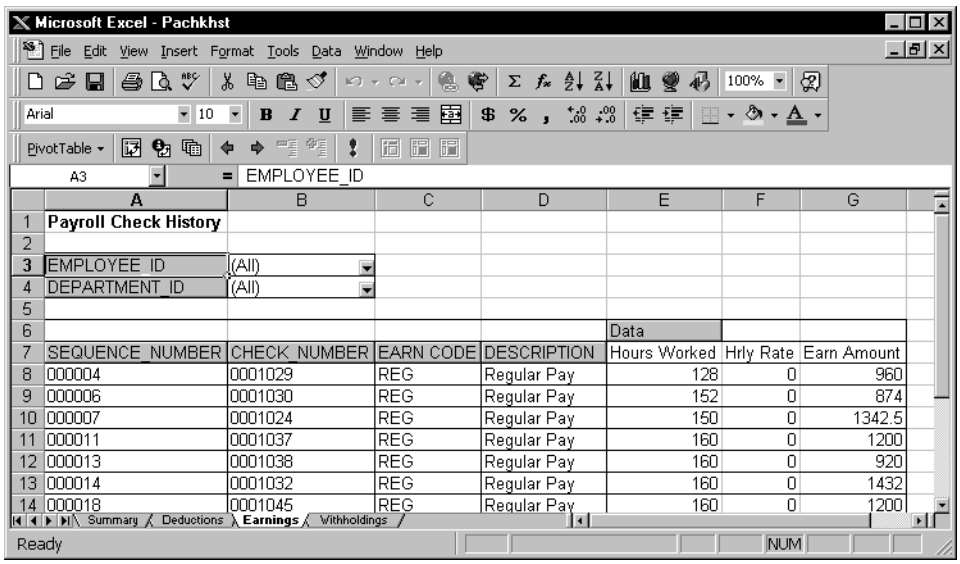


PA Check History–Earnings Sheet

Active Fields

Default Field Type	Field
Page	Employee ID Department ID
Row	Sequence Number Check Number Earnings Code Description
Column	Hours Worked Hourly Rate Earnings Amount

PA Check History–Earnings PivotTable Sample

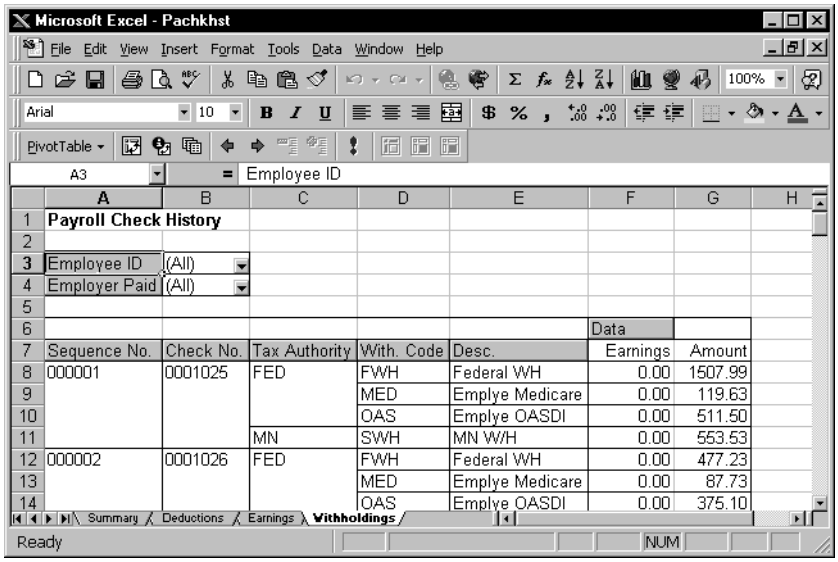


PA Check History–Withholdings Sheet

Active Fields

Default Field Type	Field
Page	Employee ID Employer Paid? flag
Row	Sequence Number Check Number Tax Authority Withholding Code Description
Column	Earnings Withholding Amount

PA Check History–Withholdings PivotTable Sample



PA Check Withholdings

File Name

PACHKWTH.XLS

Description

The PA Check Withholdings PivotTable uses the data in the Checks Withholdings (PACWx) and Withholding Codes (PAWIx) files to display detailed withholding information from each employee paycheck.

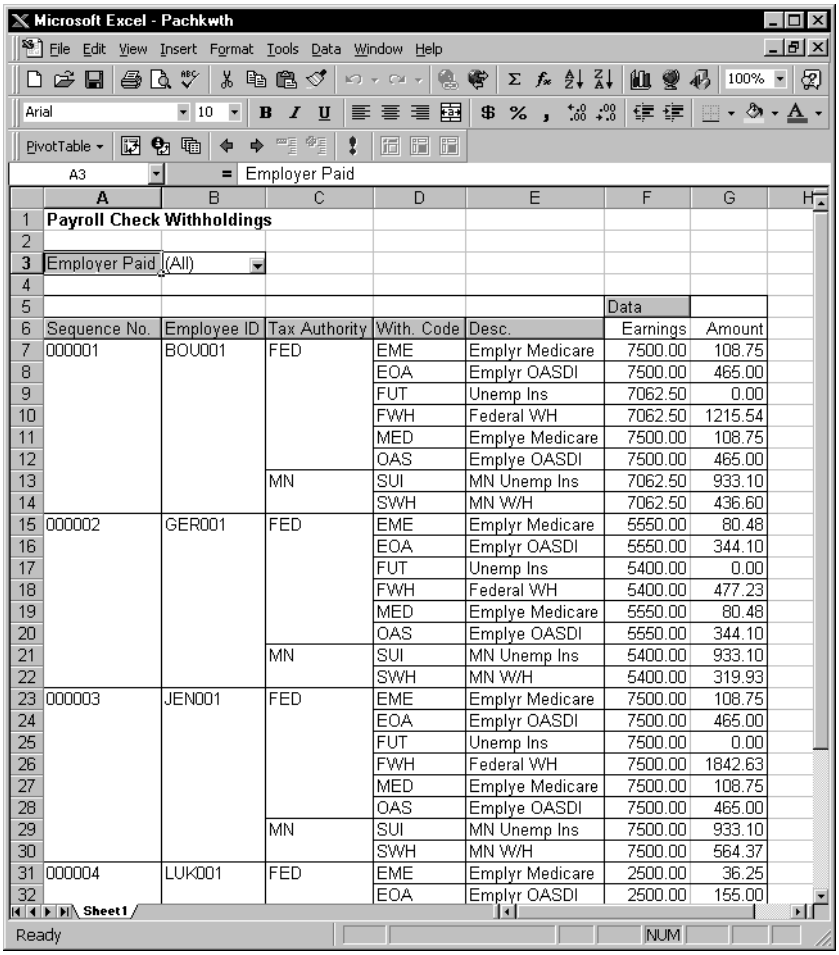
The report is sorted by Sequence Number, Employee ID, Tax Authority, Withholding Code and Description, but you can easily change the sort order, or include the Employer Paid? flag in the sort.

You can use this PivotTable to review the withholdings calculated in the current check run.

Active Fields

Default Field Type	Field
Page	Employer Paid? flag
Row	Sequence Number Employee ID Tax Authority Withholding Code Description
Column	Earnings Withholding Amount

PA Check Withholdings PivotTable Sample



Microsoft Excel - Pachkwth

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A3 = Employer Paid

	A	B	C	D	E	F	G	H
1	**Payroll Check Withholdings**							
2								
3	Employer Paid	(All)						
4								
5						Data		
6	Sequence No.	Employee ID	Tax Authority	With. Code	Desc.	Earnings	Amount	
7	000001	BOU001	FED	EME	Emplyr Medicare	7500.00	108.75	
8				EOA	Emplyr OASDI	7500.00	465.00	
9				FUT	Unemp Ins	7062.50	0.00	
10				FWH	Federal WH	7062.50	1215.54	
11				MED	Emplye Medicare	7500.00	108.75	
12				OAS	Emplye OASDI	7500.00	465.00	
13			MN	SUI	MN Unemp Ins	7062.50	933.10	
14				SWH	MN W/H	7062.50	436.60	
15	000002	GER001	FED	EME	Emplyr Medicare	5550.00	80.48	
16				EOA	Emplyr OASDI	5550.00	344.10	
17				FUT	Unemp Ins	5400.00	0.00	
18				FWH	Federal WH	5400.00	477.23	
19				MED	Emplye Medicare	5550.00	80.48	
20				OAS	Emplye OASDI	5550.00	344.10	
21			MN	SUI	MN Unemp Ins	5400.00	933.10	
22				SWH	MN W/H	5400.00	319.93	
23	000003	JEN001	FED	EME	Emplyr Medicare	7500.00	108.75	
24				EOA	Emplyr OASDI	7500.00	465.00	
25				FUT	Unemp Ins	7500.00	0.00	
26				FWH	Federal WH	7500.00	1842.63	
27				MED	Emplye Medicare	7500.00	108.75	
28				OAS	Emplye OASDI	7500.00	465.00	
29			MN	SUI	MN Unemp Ins	7500.00	933.10	
30				SWH	MN W/H	7500.00	564.37	
31	000004	LUK001	FED	EME	Emplyr Medicare	2500.00	36.25	
32				EOA	Emplyr OASDI	2500.00	155.00	

Sheet1

Ready NUM

PA Department Analysis

File Name

PADEPTS.XLS

Description

The PA Department Analysis PivotTable uses the data in the Departments (PADPx) file to display historical totals of earnings, deductions and withholdings by department.

The PA Department Analysis PivotTable consists of these related spreadsheets: Deductions, Earnings and Withholdings. You can change between these sheets by selecting the appropriate tab at the bottom of the current sheet.

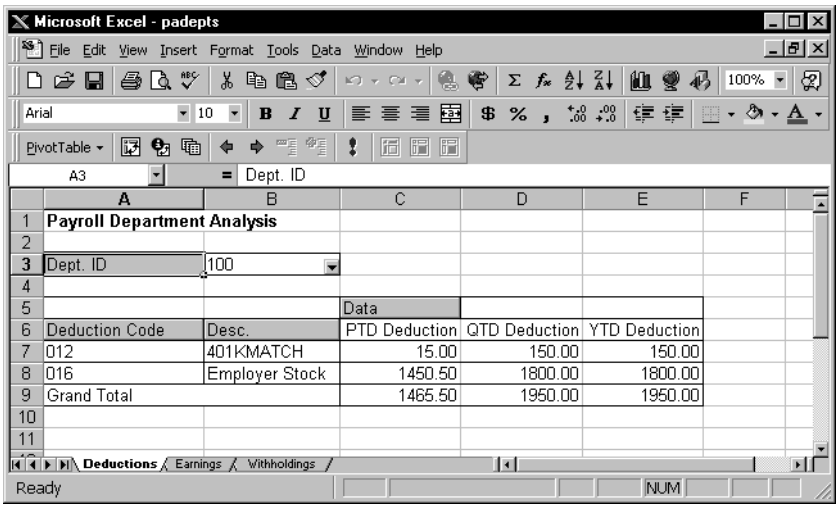
The data is sorted by Code, but you can easily change the sort order.

PA Department Analysis–Deductions Sheet

Active Fields

Default Field Type	Field
Page	Department ID
Row	Deduction Code Description
Column	Period-, Quarter- and Year-to-Date Deduction Amounts

PA Department Analysis–Deductions PivotTable Sample

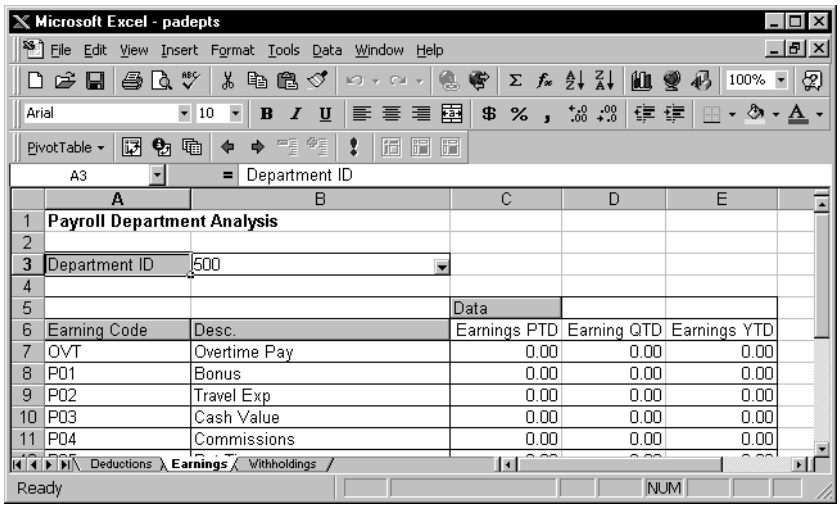


PA Department Analysis–Earnings Sheet

Active Fields

Default Field Type	Field
Page	Department ID
Row	Earnings Code Description
Column	Period-, Quarter- and Year-to-Date Earnings Amounts

PA Department Analysis–Earnings PivotTable Sample

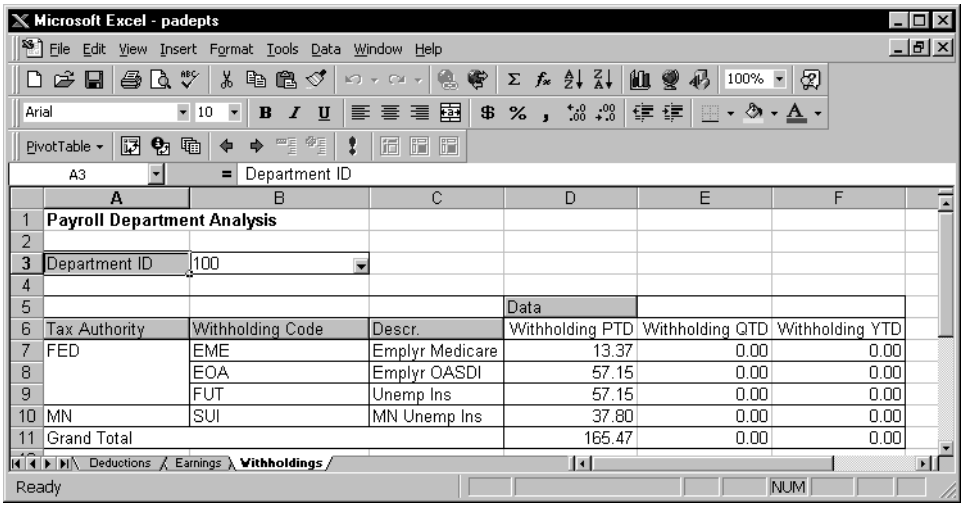


PA Department Analysis–Withholdings Sheet

Active Fields

Default Field Type	Field
Page	Department ID
Row	Tax Authority Withholding Code Description
Column	Period-, Quarter- and Year-to-Date Withholding Amounts

PA Department Analysis–Withholdings PivotTable Sample



	A	B	C	D	E	F
1	**Payroll Department Analysis**					
2						
3	Department ID	100				
4						
5				Data		
6	Tax Authority	Withholding Code	Descr.	Withholding PTD	Withholding QTD	Withholding YTD
7	FED	EME	Emplyr Medicare	13.37	0.00	0.00
8		EOA	Emplyr OASDI	57.15	0.00	0.00
9		FUT	Unemp Ins	57.15	0.00	0.00
10	MN	SUI	MN Unemp Ins	37.80	0.00	0.00
11	Grand Total			165.47	0.00	0.00

PA Employee History

File Name

PAEMHST.XLS

Description

The PA Employee History PivotTable uses the data in the Employee Miscellaneous History (PAEMx) file to display historical totals of hours and weeks worked for the employees you choose.

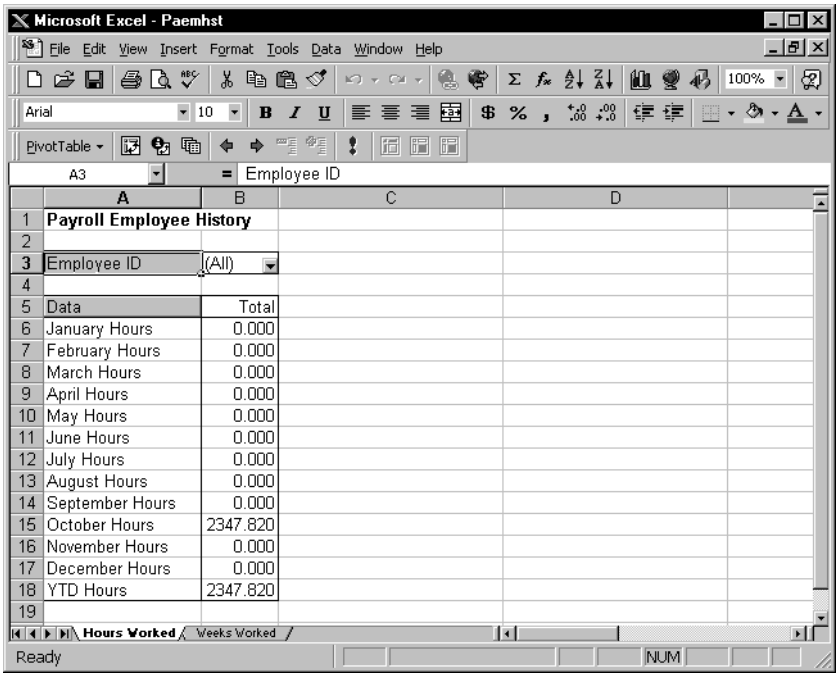
The PA Department Analysis PivotTable consists of these related spreadsheets: Hours Worked and Weeks Worked. You can change between these sheets by selecting the appropriate tab at the bottom of the current sheet.

PA Employee History–Hours Worked Sheet

Active Fields

Default Field Type	Field
Page	Employee ID
Row	(None)
Column	Total Hours Worked

PA Employee History–Hours Worked PivotTable Sample

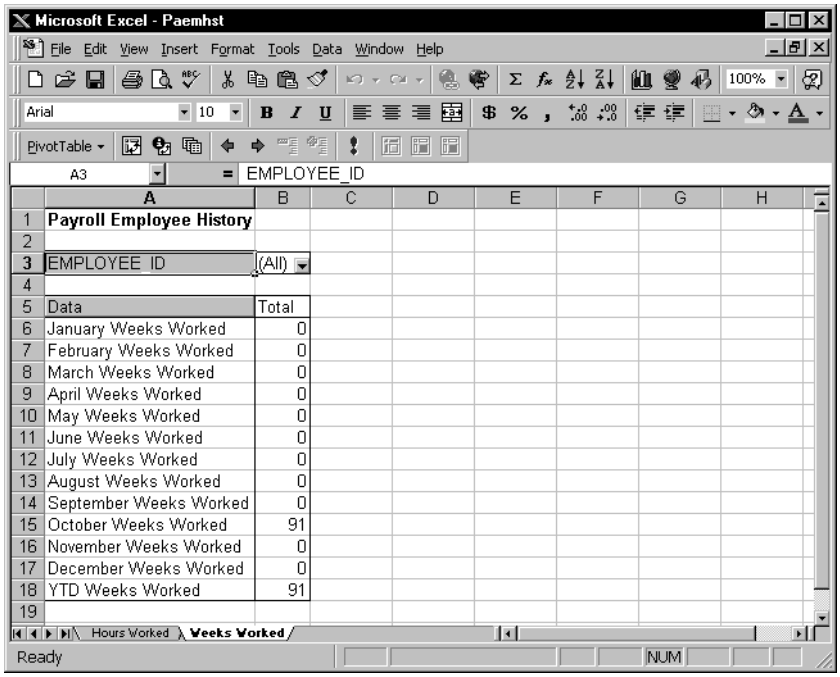


PA Employee History–Weeks Worked Sheet

Active Fields

Default Field Type	Field
Page	Employee ID
Row	(None)
Column	Total Weeks Worked

PA Employee History–Weeks Worked PivotTable Sample



PA Employee Deduction History

File Name

PAEMPDED.XLS

Description

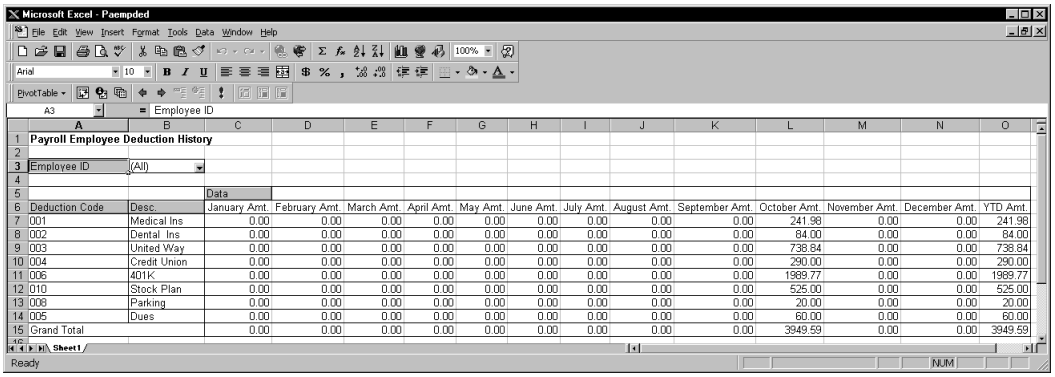
The PA Employee Deduction History PivotTable uses the data in the Employee Deduction History (PAEDx) file to display monthly and year-to-date deduction totals for the employees you choose.

The report is sorted by Deduction Code and Description, but you can easily change the sort order to include the Employee ID.

Active Fields

Default Field Type	Field
Page	Employee ID
Row	Deduction Code Description
Column	January-December Amounts Year-to-Date Amount

PA Employee Deduction History PivotTable Sample



Microsoft Excel - Paempded

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A3 = Employee ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	**Payroll Employee Deduction History**														
2															
3	Employee ID	(All)													
4															
5			Data												
6	Deduction Code	Desc	January Amt.	February Amt.	March Amt.	April Amt.	May Amt.	June Amt.	July Amt.	August Amt.	September Amt.	October Amt.	November Amt.	December Amt.	YTD Amt.
7	001	Medical Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241.98	0.00	0.00	241.98
8	002	Dental Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.00	0.00	0.00	84.00
9	003	United Way	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	738.84	0.00	0.00	738.84
10	004	Credit Union	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00	0.00	0.00	290.00
11	006	401K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1989.77	0.00	0.00	1989.77
12	010	Stock Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.00	0.00	0.00	525.00
13	008	Parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	20.00
14	005	Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00	0.00	60.00
15	Grand Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3949.59	0.00	0.00	3949.59

Sheet1

Ready NUM

PA Employee Earnings History

File Name

PAEMPERN.XLS

Description

The PA Employee Earnings History PivotTable uses the data in the Employee Earnings History (PAEEx) file to display monthly and year-to-date hours and earnings for the employees and earnings code you choose.

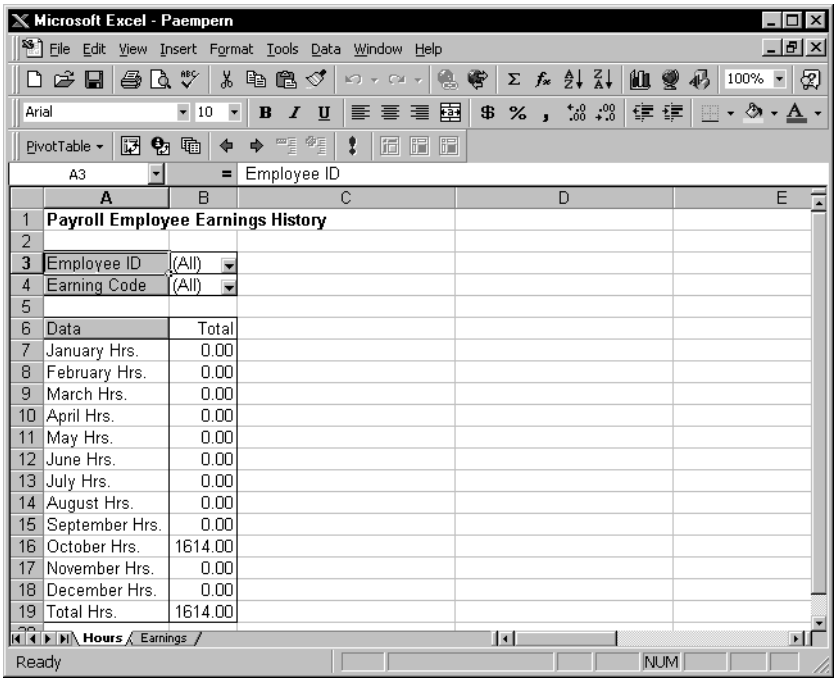
The PA Employee Earnings History PivotTable consists of these related spreadsheets: Hours and Earnings. You can change between these sheets by selecting the appropriate tab at the bottom of the current sheet.

PA Employee Earnings History–Hours PivotTable

Active Fields

Default Field Type	Field
Page	Employee ID Earnings Code
Row	(None)
Column	Total Hours

PA Employee Earnings History–Hours PivotTable Sample

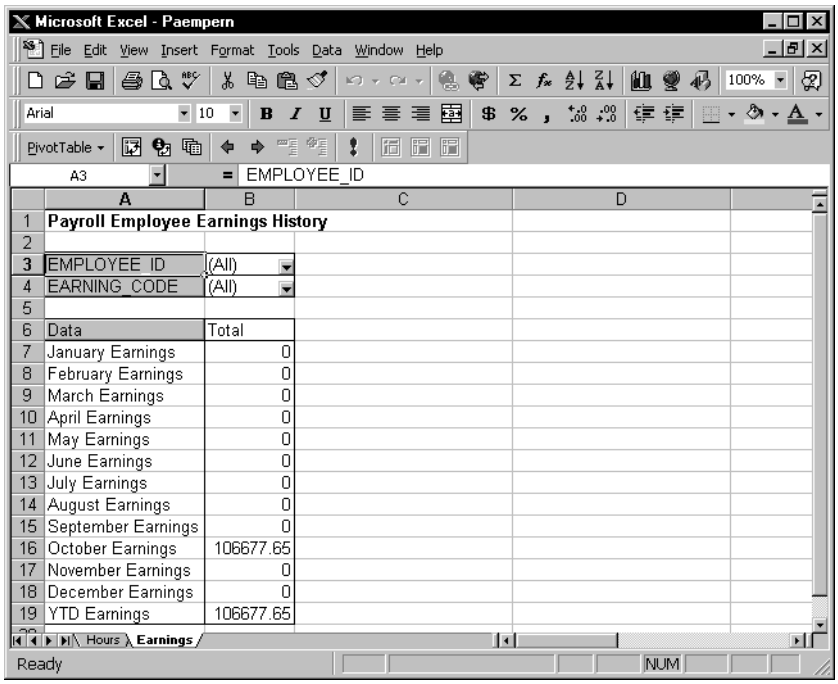


PA Employee Earnings History–Earnings PivotTable

Active Fields

Default Field Type	Field
Page	Employee ID Earnings Code
Row	(None)
Column	Total Earnings

PA Employee Earnings History–Earnings PivotTable Sample



PA Employee Withholding History

File Name

PAEMPWTH.XLS

Description

The PA Employee Withholding History PivotTable uses the data in the Employee Withholding History (PAEWx) file to display monthly and year-to-date earnings and withholdings amounts for the employees you choose.

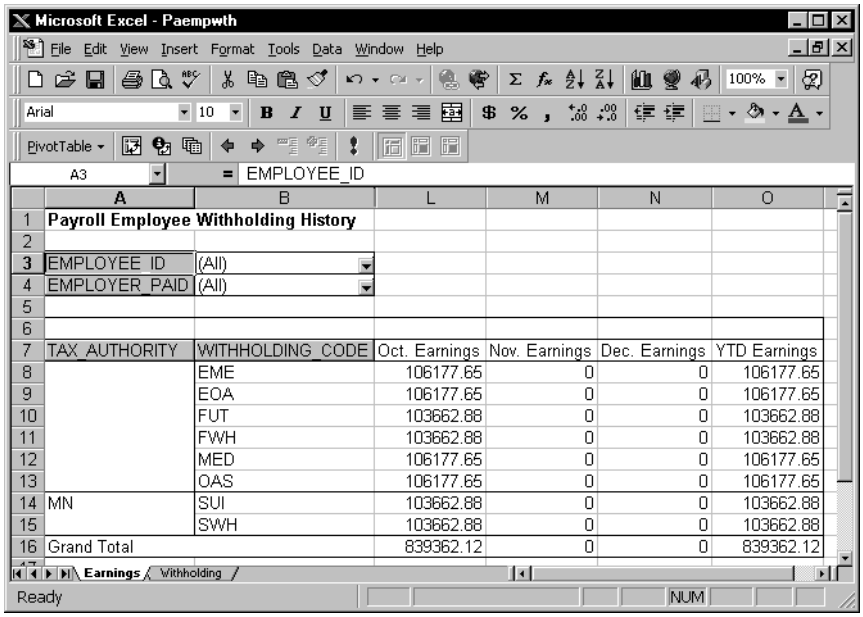
The PA Employee Withholding History PivotTable consists of these related spreadsheets: Earnings and Withholding. You can change between these sheets by selecting the appropriate tab at the bottom of the current sheet.

PA Employee Withholding History–Earnings PivotTable

Active Fields

Default Field Type	Field
Page	Employee ID Employer Paid? flag
Row	Tax Authority Withholding Code
Column	January-December Earnings Year-to-Date Earnings

PA Employee Withholding History–Earnings PivotTable Sample



Microsoft Excel - Paempwth

File Edit View Insert Format Tools Data Window Help

Arial 10 PivotTable

A3 = EMPLOYEE_ID

	A	B	L	M	N	O
1	**Payroll Employee Withholding History**					
2						
3	EMPLOYEE_ID	(All)				
4	EMPLOYER_PAID	(All)				
5						
6						
7	TAX_AUTHORITY	WITHHOLDING_CODE	Oct. Earnings	Nov. Earnings	Dec. Earnings	YTD Earnings
8		EME	106177.65	0	0	106177.65
9		EOA	106177.65	0	0	106177.65
10		FUT	103662.88	0	0	103662.88
11		FWH	103662.88	0	0	103662.88
12		MED	106177.65	0	0	106177.65
13		OAS	106177.65	0	0	106177.65
14	MN	SUI	103662.88	0	0	103662.88
15		SWH	103662.88	0	0	103662.88
16	Grand Total		839362.12	0	0	839362.12

Earnings Withholding

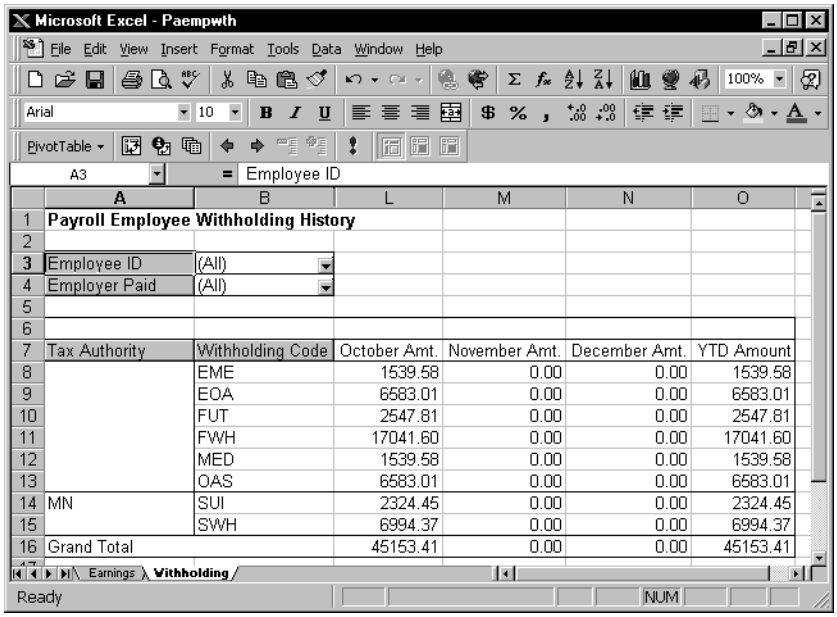
Ready NUM

PA Employee Withholding History–Withholding PivotTable

Active Fields

Default Field Type	Field
Page	Employee ID Employer Paid? flag
Row	Tax Authority Withholding Code
Column	January-December Withholding Amounts Year-to-Date Withholding Amount

Employee Withholding History–Withholding PivotTable Sample



Microsoft Excel - Paempwth

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A3 = Employee ID

	A	B	L	M	N	O
1	**Payroll Employee Withholding History**					
2						
3	Employee ID	(All)				
4	Employer Paid	(All)				
5						
6						
7	Tax Authority	Withholding Code	October Amt.	November Amt.	December Amt.	YTD Amount
8		EME	1539.58	0.00	0.00	1539.58
9		EOA	6583.01	0.00	0.00	6583.01
10		FUT	2547.81	0.00	0.00	2547.81
11		FWH	17041.60	0.00	0.00	17041.60
12		MED	1539.58	0.00	0.00	1539.58
13		OAS	6583.01	0.00	0.00	6583.01
14	MN	SUI	2324.45	0.00	0.00	2324.45
15		SWH	6994.37	0.00	0.00	6994.37
16	Grand Total		45153.41	0.00	0.00	45153.41

Earnings Withholding

Ready NUM

PA Leave History

File Name

PALVHST.XLS

Description

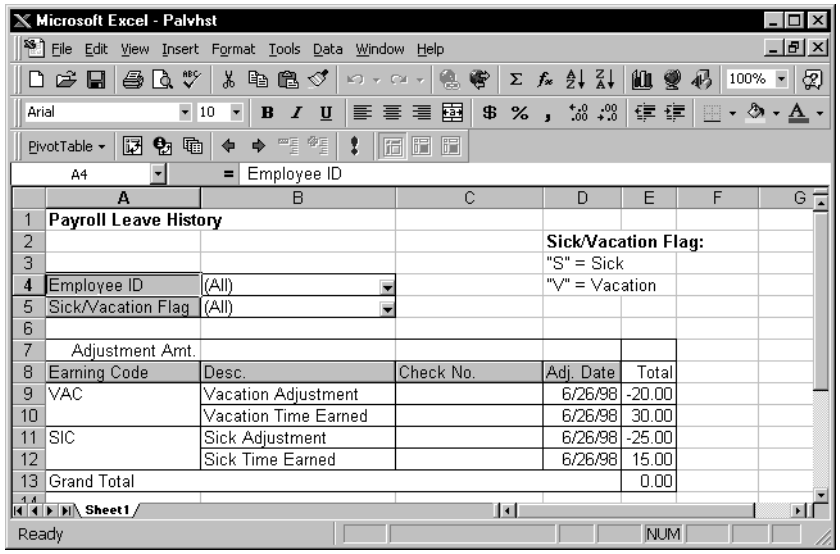
The PA Leave History PivotTable uses the data in the Leave Adjustment History (PAHVx) file to display adjusted and earned time for paid sick and vacation leave.

The report is sorted by Earnings Code, Description, Check Number and Adjustment Date, but you can easily change the sort order or include the Employee ID or Sick/Vacation Flag in the sort.

Active Fields

Default Field Type	Field
Page	Employee ID Sick/Vacation Flag
Row	Earnings Code Description Check Number Adjustment Date
Column	Adjustment Amount

PA Leave History PivotTable Sample



PA Recurring Deductions

File Name

PAREDED.XLS

Description

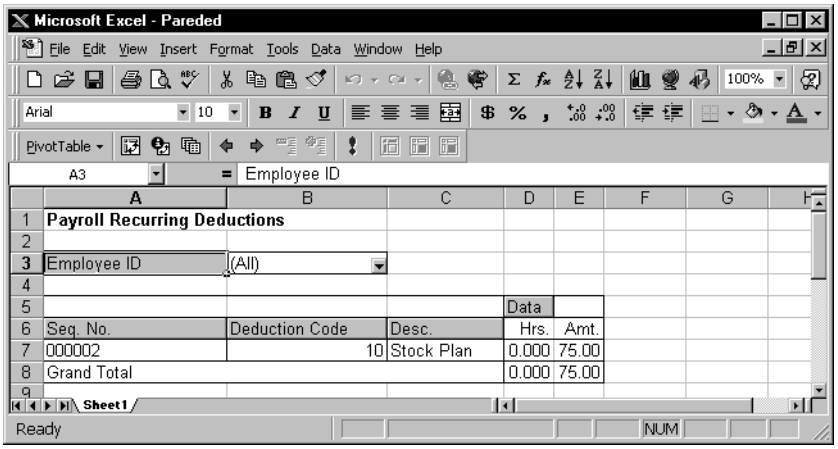
The PA Recurring Deductions PivotTable uses the data in the Recurring Entries (PAREx) file to display detailed information about the recurring miscellaneous deductions you have set up.

The report is sorted by Sequence Number, Deduction Code and Description, but you can easily change the sort order, or add the Employee ID to the sort.

Active Fields

Default Field Type	Field
Page	Employee ID
Row	Sequence Number Deduction Code Description
Column	Hours Amount

PA Recurring Deductions PivotTable Sample



PA Recurring Time Tickets

File Name

PAREEARN.XLS

Description

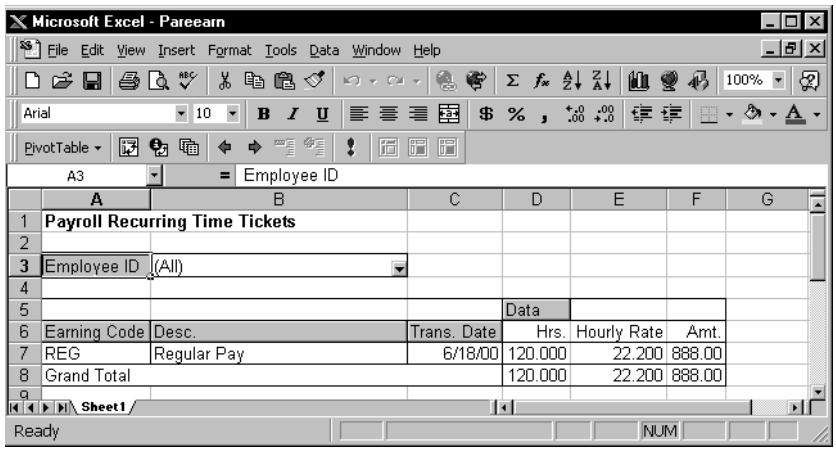
The PA Recurring Time Tickets PivotTable uses the data in the Recurring Entries (PAREx) file to display detailed information about the recurring time tickets you have set up.

The report is sorted by Earnings Code, Description and Transaction Date, but you can easily change the sort order, or add the Employee ID to the sort.

Active Fields

Default Field Type	Field
Page	Employee ID
Row	Earnings Code Description Transaction Date
Column	Hours Hourly Rate Amount

PA Recurring Time Tickets PivotTable Sample



PA Miscellaneous Deduction History

File Name

PATHDED.XLS

Description

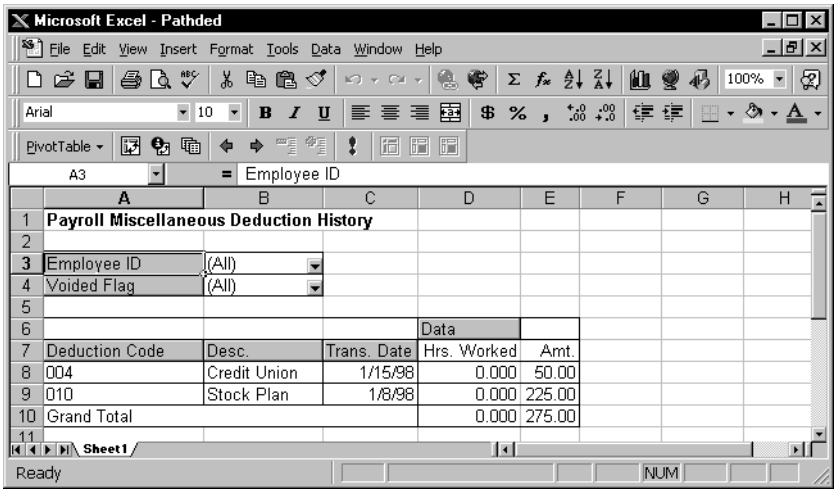
The PA Miscellaneous Deduction History PivotTable uses the data in the Payroll Transaction History (PATHx) file to display detailed information about the miscellaneous payroll deductions you have entered.

The report is sorted by Deduction Code, Description and Transaction Date, but you can easily change the sort order or include Employee ID and Voided Flag in the sort.

Active Fields

Default Field Type	Field
Page	Employee ID Voided Flag
Row	Deduction Code Description Transaction Date
Column	Hours Worked Amount

PA Miscellaneous Deduction History PivotTable Sample



PA Time Ticket History

File Name

PATHEARN.XLS

Description

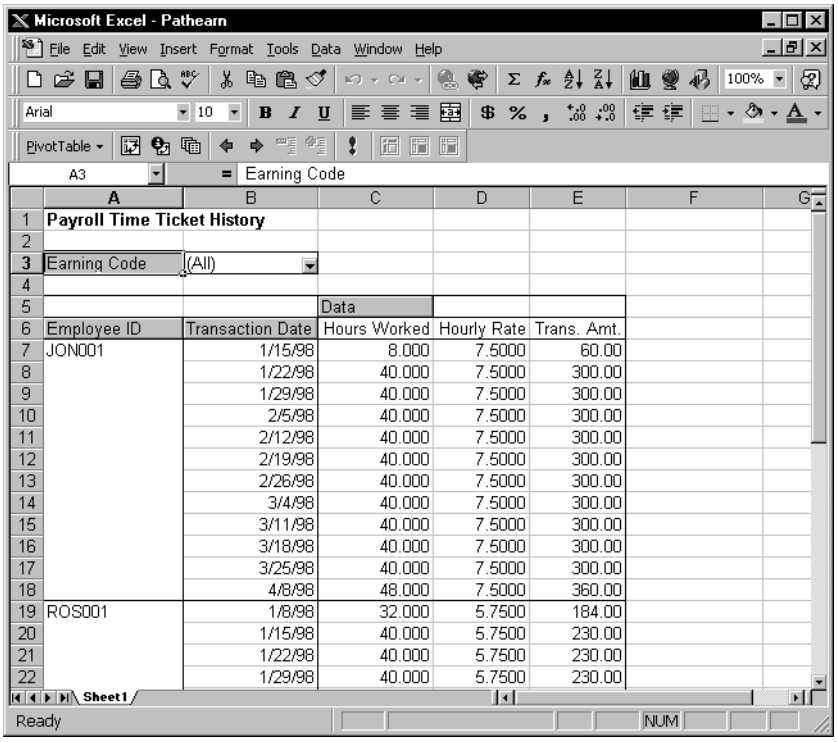
The PA Time Ticket History PivotTable uses the data in the PA Transaction History (PATHx) file to display detailed information about the time tickets you have entered.

The report is sorted by Employee ID and Transaction Date, but you can easily change the sort order or add the Earnings Code to the sort.

Active Fields

Default Field Type	Field
Page	Earnings Code
Row	Employee ID Transaction Date
Column	Hours Worked Hourly Rate Transaction Amount

PA Time Ticket History PivotTable Sample



Microsoft Excel - Pathearn

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A3 = Earning Code

	A	B	C	D	E	F	G
1	**Payroll Time Ticket History**						
2							
3	Earning Code	(All)					
4							
5			Data				
6	Employee ID	Transaction Date	Hours Worked	Hourly Rate	Trans. Amt.		
7	JON001	1/15/98	8.000	7.5000	60.00		
8		1/22/98	40.000	7.5000	300.00		
9		1/29/98	40.000	7.5000	300.00		
10		2/5/98	40.000	7.5000	300.00		
11		2/12/98	40.000	7.5000	300.00		
12		2/19/98	40.000	7.5000	300.00		
13		2/26/98	40.000	7.5000	300.00		
14		3/4/98	40.000	7.5000	300.00		
15		3/11/98	40.000	7.5000	300.00		
16		3/18/98	40.000	7.5000	300.00		
17		3/25/98	40.000	7.5000	300.00		
18		4/8/98	48.000	7.5000	360.00		
19	ROS001	1/8/98	32.000	5.7500	184.00		
20		1/15/98	40.000	5.7500	230.00		
21		1/22/98	40.000	5.7500	230.00		
22		1/29/98	40.000	5.7500	230.00		

Sheet1

Ready NUM

Index

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