

PAYROLL YEAR END DOCUMENTATION FOR 2013

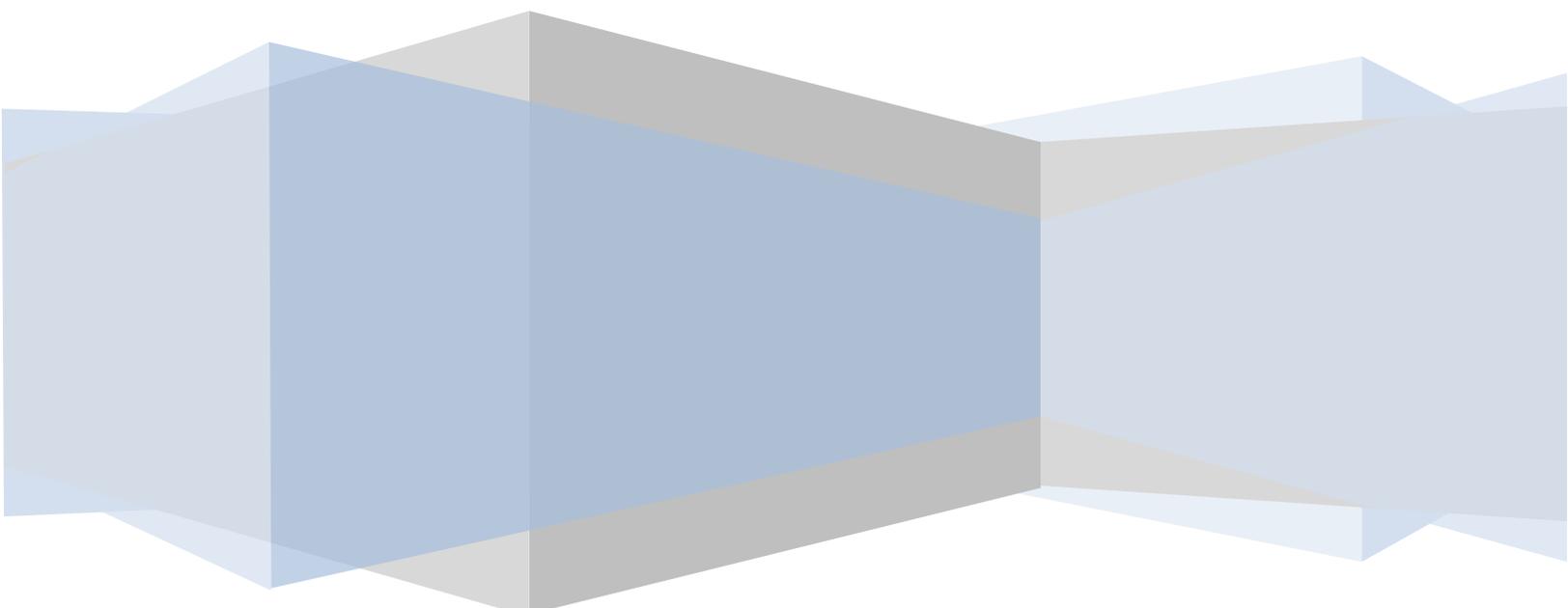




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We at MOMsoftware would like to take this opportunity to wish all our clients a very Happy New Year and Happy Holidays. Year-end can be stressful but with MOMsoftware we take the extra step to guide and assist you in real time.



IMPORTANT UPDATE

NOTICE: 2013 is the first year the IRS did not release early withholding tables in November or a pub 15 by Decemeber 15th. So, Federal withholding tables will be 2013 until replaced at a later date. It is valid to use these tables through January 2014. We will keep track of those that got the 2013 and update those tables as soon as we can.

We have just been made aware of new Medicare withholding for wages in excess of 200,000.00 that was effective in 2013. Some of you were affected by this. This year's upgrade addresses this and automatically takes care of it and also includes such inormatoin on the federal quarterly and YTD reports on the summary page. A screen print of what to look for is included with more information.

Also, this year there is a cash management upgrade to search tools in the CH-ME-AC application, please see included instructions and pass on to staff that enters receipts. It is the final page of this document since it has nothing to do with payroll.



Employer sponsored health Insurance to appear on W2 information is kept here same as last year. 2012 was the first year it was required, but we are sure some missed it. There are several exemption rules that have been continued. The IRS is so very behind right now, (tax tables) . But it does not hurt to be ready and provide this information so when the year comes they wish to penalize for not providing, that will not apply. This amount is reported in box 12 as code DD on the W2 form.

Currently, this is for informational purposes only. Important to note is that this is the cost of employer **sponsored** health benefits, not employer paid.

INTENT: The intent is to gather information on the cost of health plans to cover employees on employer sponsored health plans. The government will be mandating government sponsored available health plans to increase competition in order to reduce our overall cost of health plans. So, this amount should include both employee and employer costs. Even if the employer does not pay a single dime, the cost out of pocket to the employee must be reported. This is only for Health insurances and does not include dental or vision or any other types. If your health plan includes others automatically built in, that is okay to report. You do not have to separate that cost.

REPORTING: This upgrade has some new fields in MOMsoftware available to gather this information automatically for those clients that have MOM capturing Health Insurance data in payroll. For others, after gathering the data yourself, and creating the W2 file, the W2 file maintenance is available to add this amount before printing the W2's.

USER SETUPS FOR AUTOMATIC DATA GATHERING: Most of you will only have to go to one screen and change one flag for tax benefit code 11 (medical insurance). Most have both employer and employee costs coming from that one tax code. Some of you have employee shares coming from screen D of the employee maintenance and therefore must also go to the Deduction code setup to flag which deduction amounts need to be added to this number. Some of you do not have the employer share being calculated in MOM whatsoever and therefore must add the amounts manually in the W2 file maintenance after creating the new W2 file records.



To gather amounts from Tax/benefits from employee's screen C.

Go to SP-TF-TT application. Call up the tax code used to calculate the cost of medical insurance. For most of you this will be tax code 11.

There should be a new line (10), Employer sponsored health. Go to that line and enter a "Y". Enter through the bottom of the screen to save the record. Call the record back up and make sure it now shows a "YES"

If you are using any other codes for health plans, be sure to update those codes as well. Again, this is only for Health plans, not other insurances.

SP-TF-TT MOM-Tax/Benefit Code Maintenance

File Messages Rolodex Direct Tools View Help Internal

View/Change Record

Tax/Benefit Code 11

Tax/Benefit Description	01	MEDICAL INSURANCE
Liability Account ID	02	100 22070
Expenditure Account ID	03	61000
Exemptions?	04	No
Calculation Program Name	05	SP1411
W2 Deferred Compensation?	06	Yes
W2 Pension Plan?		No
Post to General Ledger?	07	Yes
Benefit Bank Option?	08	No
Exempt from ER copied Distribution?	09	No
Employer Sponsored Health?	10	Yes

Line or <F1> Option

SP0080



To gather amounts for employee paid from employee's screen D

Go to SP-FM-DC: Deduction code maintenance.

The screenshot shows the 'View/Change Record' window for Deduction Code H1. The fields are as follows:

Description	01	EMPLOYEE MEDICAL
Deduction Amount	02	.00
Deduction Percentage	03	0%
Maximum Deduction for Year	04	.00
Selected Payrolls	05	Include ALL
Liability Account ID	06	
Lower Tax/Benefit Earnings	07	None
Selected Earnings	08	Applicable Only With Deduction Percentage
Periodic Report	09	LDH1 Pay Vendor? No
Organization/Vendor	10	00000 1234567890123456789012345678901234567890
W2 Retirement Plan?	11	No W2 Deferred Comp 0 Not Applicable
Direct Deposit Transfer?	12	No
Draw Earn Code to Repay		Not Available
Net Pay Deduction?	14	No
Disposable Y/N?	15	No
		Employer Sponsored Health W2 code DD 16 Yes ←

Buttons: Cancel, OK, F1

Line or <F1> Option

SP0084

Call up any deduction codes that are used for employee share of employer sponsored health plans. There is a new line (16). Please make that a “Y”, enter through the bottom of the screen to save. You do not need to update the employee screens as this field is not saved on the employee master files. Recall the record and make sure the field is now showing a “YES”.

That is all there is to it. MOM will now gather employee and employer costs automatically and combine them into one amount for box 12, as code DD.



Payroll Year End Overview:

First, complete all month/quarter end procedures as usual. You will then be ready to do the year-end process. The year-end process **MUST BE completed before any checks dated in January are processed.** W2's will be stored in a file where they can be modified/printed at a later time.

List of Taxes that will be updated:

Tax Description	Tax Code
Federal Tax	01
FICA	02
Medicare	10
EIC	25
State (California only)	03

Note:

Employee FICA is back to 6.2%, the Employer rate **has not** been changed. Please note that as of the compilation of this document, we are still awaiting the updated FICA Rates. If they are different from the ones in your table, we will contact you to make the change.

List of Taxes we **DO NOT** update during MOMsoftware Year End update:

Tax Description	Tax Code
SUI	07
SDI	04
State (if not California)	03

Note:

If you are using any of the tax codes that we do not update, **YOU MUST UPDATE** them manually through application SP-TF-FI. The California SUI rate is set for every employer at a unique rate. California SDI can be unique, but for 98% of the Californians, the standard rate this year for 2014 is 1.0% with an upper limit of 101,636.00 which should calculate a maximum tax of \$1016.36. Hence, you must update these rates manually in application SP-TF-FI.



W2 Changes:

None other than the new code DD for employer sponsored health which has been addressed on pages 3-5.

WEEKLY AND BIWEEKLY PAYDAY SCHEDULES:

There has always been the dilemma of selected payrolls for weekly and biweekly payrolls. The last steps of the year-end process (SE and US steps) require knowing these numbers, but if you print out the payday schedule, it only prints the current year, not the next year.

Note:

We will not need to create codes for all of our pay period codes. We only need one to get our numbers for the coming year. Example, some clients have multiple codes for different bargaining groups, but they all cover the same dates.

First, to understand where these numbers come from, go to SP-FM-PC. Choose to print by entering a "P" at pay period code. Then choose the payday schedule option. Print out the payday schedule. This can be done anytime and it's available all year long.

Instructions on how to print the Payday Schedule for the coming year:

First, in SP-FM-PC, do a look up for available pay period codes, most of you already have a BZ for other code for printing next year's payday schedule. **If you already have one, please proceed to step 4.**

Call up your primary payday pay period code. For most of you, that will be "BW" for bi-weekly. It is user defined. Therefore do a lookup to find your code. Next, choose "T" for transfer. Choose a new pay period code id for your next year's payday schedule code. Example: I would choose "BZ". **Enter through and save this record. We will then recall the record for changes.**

1. Change line (01) description so we know what kind of record it is. IE: "Next year's payday schedule" should suffice.



2. Change line (03) to the first day of next year's payday schedule. If you do not know this date, choose the **day after the last pay period ending date from the schedule we printed earlier.**
3. Choose line (05) and choose "Y" to let system calculate dates. Put in the same date we used for line (03) as our first date. **Enter through all the rest and save the record and voila,** we have a pay period code for next year!!!
4. At pay period code input line. Choose "P" to print a new payday schedule as earlier. You may choose to print just this pay period code schedule this time.

Now we have the numbers we need. Following are two payday schedule prints as examples. They are the 2005-2006 changeovers, but the concept is exactly the same.

```

REPORT.: Dec 13 05 Tuesday                      Corbin Willits Systems
RUN....: Dec 13 05 Time: 15:11                 Pay Period Code Maintenance
Run By.: Curt Richardson

Pay Period Code...: BW                          BIWEEKLY
Pay Intervals/Yr.: 26                          Check Delayed 05 Days
-----
  Payroll  Period Beginning  Period Ending  Actual Payday
-----
    1      Sat 12/18/04      Fri 12/31/04      Wed 01/05/05
    2      Sat 01/01/05      Fri 01/14/05      Wed 01/19/05
    3      Sat 01/15/05      Fri 01/28/05      Wed 02/02/05
    4      Sat 01/29/05      Fri 02/11/05      Wed 02/16/05
    5      Sat 02/12/05      Fri 02/25/05      Wed 03/02/05
    6      Sat 02/26/05      Fri 03/11/05      Wed 03/16/05
    7      Sat 03/12/05      Fri 03/25/05      Wed 03/30/05
    8      Sat 03/26/05      Fri 04/08/05      Wed 04/13/05
    9      Sat 04/09/05      Fri 04/22/05      Wed 04/27/05
   10      Sat 04/23/05      Fri 05/06/05      Wed 05/11/05
   11      Sat 05/07/05      Fri 05/20/05      Wed 05/25/05
   12      Sat 05/21/05      Fri 06/03/05      Wed 06/08/05
   13      Sat 06/04/05      Fri 06/17/05      Wed 06/22/05
   14      Sat 06/18/05      Fri 07/01/05      Wed 07/06/05
   15      Sat 07/02/05      Fri 07/15/05      Wed 07/20/05
   16      Sat 07/16/05      Fri 07/29/05      Wed 08/03/05
   17      Sat 07/30/05      Fri 08/12/05      Wed 08/17/05
   18      Sat 08/13/05      Fri 08/26/05      Wed 08/31/05
   19      Sat 08/27/05      Fri 09/09/05      Wed 09/14/05
   20      Sat 09/10/05      Fri 09/23/05      Wed 09/28/05
   21      Sat 09/24/05      Fri 10/07/05      Wed 10/12/05
   22      Sat 10/08/05      Fri 10/21/05      Wed 10/26/05
   23      Sat 10/22/05      Fri 11/04/05      Wed 11/09/05
   24      Sat 11/05/05      Fri 11/18/05      Wed 11/23/05
   25      Sat 11/19/05      Fri 12/02/05      Wed 12/07/05
   26      Sat 12/03/05      Fri 12/16/05      Wed 12/21/05

      1st Payrolls of the Month
-----
    1  3  5  8 10 12 14 16 19 21 23 25
      2nd Payrolls of the Month
-----
    2  4  6  9 11 13 15 17 20 22 24 26
      3rd Payrolls of the Month
-----
          7 18
      Last Payrolls of the Month
-----
    2  4  7  9 11 13 15 18 20 22 24 26
  
```




THE YEAR END PROCESSING- OVERVIEW:

Application SP-YE

Begin at the top, end at the bottom.

The SP-YE-BY application checks certain data then starts the process. It creates more menu items that are used for the year-end process and then proceeds to the 2B application to build the W2 file.

- **SP-YE-2B:**
This builds the W2 file and proceeds to the audit trail for the file. It reads the employee master records to find its numbers. Be sure to check your audit trail thoroughly.

Note:

Even though you can change the W2 file later before printing, once you have completed this whole menu and updated the year end, the 2B application cannot be re-ran. One reason I may want to rerun this application is that I forgot to flag my 401k as a type "D" plan and the W2 file did not build them that way. If I have not completed this whole menu, I could just go to my 401K deduction code, flag it properly, and then re-build the file. Otherwise, I would have to change each record individually.

- **SP-YE-2A:**
Audit trail for W2's.

Note:

The form printing option is not on this menu, it only builds the W2 file. It is in the SP-YR

- **SP-YE-6B – SP-YE-9A:**
This application may not be in use anymore. If you do, please contact us. Some of our clients have chosen to put personnel on the payroll module and chose to print 1099's instead of W2's. That choice is on EM screen "M". This option will be eliminated if no client is using it.
- **SP-YE-YD:**
Simple; terminated employee listing.



- **SP-YE-CB:**
Complete listing of every employee's master screens and the balances. This cannot be recreated after the year-end is complete, so even though it may take a long time to print, **be sure it has completely printed before finishing year-end.**
- **SP-YE-IT:**
It installs the tax tables for 2014. **It should say on the menu and in the application the year is 2014.** It can be ran several times and not hurt. Please refer to page 4 for the list of tax codes that we update.
- **SP-YE-SE:**
Payroll maintenance for weekly and biweekly pay schedules. This is really just a simple search and replace program. Please read the following to avoid confusion:

Let's say it's bi-weekly and have a deduction that needs to skip on the 3rd payrolls of the month that normally occurs just twice a year. The system numbers those payrolls. So if we have 26 payrolls, our third numbers may be 3 and 17. Line (02) in this application should have those numbers on it. Using our schedule for next year, we find the new numbers for 3rd payrolls of the year to be 5 and 22. We place those numbers on line (03). Then, on the next application SP-SE-US, we enter through the bottom of the screen and the system searches for any string of 3 and 17. If it finds one, it prints an audit trail showing that it will change those numbers to 5 and 22. The cool thing about this is that it can be run anytime. If we mess up and put in new numbers 5 and 23 by accident, and update it. No problem. We then go back into SE. 5 and 23 are on line (02). We then put 5 and 22 on line (03). We rerun US and the system searches for my bad string of 5 and 23 and replaces it with my corrected string of 5 and 22. It's a simple search and replace. Just for your info, some of you weekly and biweekly don't even use this, but most of you do.

Most of you will have 1st payrolls of the month, 2nd payrolls of the month, 3 payrolls of the month, and last payrolls of the month. Use your payday schedules for these numbers.



- **SP-YE-US:**
Printing and updating of the SP-YE-SE.

Note:

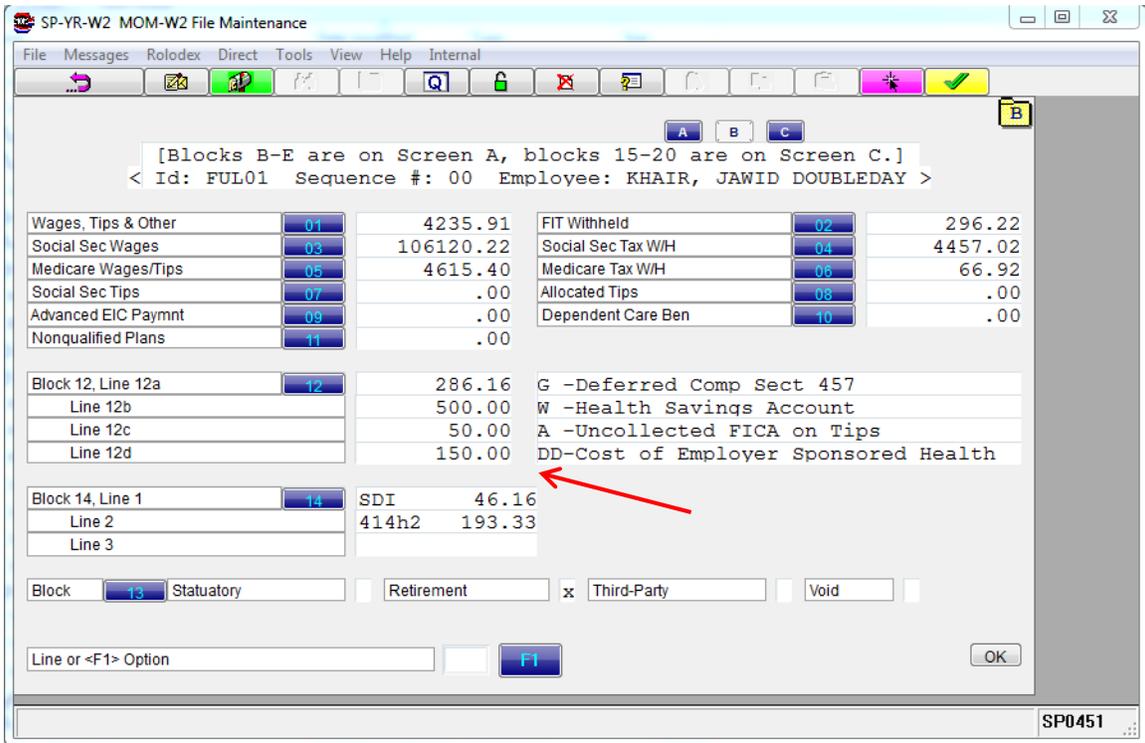
The first time in this application you just enter through the bottom of the screen to search and build the transactions. If you have not done this first and choose to print, it will print nothing as it has done nothing as yet.

- **SP-YE-YU:**
Complete year end processing. **AGAIN**, be sure to have your CB report and have at least done some kind of audit of your W2's for system checks as **this application will zero out the CYTD balances on the employee master screens** and those two applications cannot be reran.

To Modify your W2 Data:

W2 processing can be found on menu SP-YR. You may go into to W2 application to modify W2 data. You may also **print another audit trail of W2 data within the application W2 by entering a "P" at employee id.** This file stays here all year and is not replaced until the next year's year-end is done. You may print and reprint W2s all you want. You may even test on plain paper just a few employees by choosing just some in the W2 print application.

The first screen in W2 file maintenance is general information for the employee. There are two additional screens, B for federal data, and C for state data. For those of you who must manually enter the new 2013 employer sponsored Health amounts, you will be using the screen "B".



The lines on screen B match the line numbers on the actual W2 form. Go to line 12 if you have to add these amounts and try it out. After saving the record, call it back up and view this screen again to make sure you have done it correctly. **Always do this with something you have not done before.** Check the first one or two changes before doing the rest.

THE YEAR END PROCESSING - DETAIL:

*****IMPORTANT*****

To successfully close out 2013 and begin 2014 you must complete the following steps in the order specified (unless you are accruing the first payroll in January to December):

- Step 1:** Complete your December payrolls and run your Month End.
- Step 2:** Load your payroll year-end release
- Step 3:** Complete the whole YE screen.

When you have completed all of the YE applications that apply to you, and you have updated through YE-YU, then you can safely begin the first payroll of 2014.



DO NOT start your first payroll of the New Year until ALL Year End Processes (BY, 2B, 2A, CB, IT, (YD if applicable) and YU) are complete. If you process a payroll before you complete YU, the final year end application, your Year-to-Date figures for each employee will include the entire prior year's payroll!

Note:

All of the applications on the YE screen will have a DONE placed beside them after completion EXCEPT IT, SE, and US. These applications will have a date next to them on the YE menu.

In the course of year-end processes, W2's will be created and Calendar Year-to-Date balances will be printed out. If, in SP-SM-EC (Executive Control), line (17), you have entered "1 Delete after Calendar Year", ALL TERMINATED EMPLOYEES will be removed from the employee file (during SP-YE-YU). With the exception of accrual totals, ALL CYTD totals in Employee Screens B, C and D will be zeroed.

The steps in Year End Processing are as follows:

BY Begin Year End Processing: Checks to see if all necessary functions have been completed before commencing year-end processing.

MA (optional) Screen M Audit Listing. Prints a list of the data found on the employee's screen M.

2B Build W2 File for YYYY: You will not see this application on your YE screen until application BY has been completed. This was done to avert catastrophe. This application wipes out all prior year's W2's and establishes the W2's for the year-just-ended.

W2 figures come from employee Screens C (FIT, SIT, FICA, MEDICARE, California-SDI and Tax/Benefit Code 15-Employer Paid Deferred Comp) and D (Deferred Comp Deductions).

The Pension Plan box in block 6 is marked (X) if any one of an employee's deduction screens qualify for deferred comp (see application SP-FM-DC, line (11)) or if one of an employee's tax/benefit codes on Screen C qualify for deferred comp (see application SP-TF-TT, line (06)).

If an employee is flagged in Screen M to receive a W2, the employee's data is loaded into application SP-YR-W2. 1099R employee records, as flagged on Screen M, are established in 1099R maintenance on the YE menu.



This process checks for data accuracy. If you receive an error message, END, correct the problem, and return to YE-2B. An example: Error! Incorrect data for deferred comp type in deduction code "99".

2A W2 Audit Listing: After the W2 file has been posted; you may obtain a listing of its contents here. If you are rushed for time, print the audit listing and complete year-end processing, then run your 1st payroll of the New Year. You may use this audit trail to reconcile W2's to your quarterly reports. Corrections can be made in application SP-YR-W2. This application can be run at any time during the year (to obtain data from the PRIOR calendar year's W2's).

YD Terminated Employee Listing: Lists all employees who have been terminated during the year and their Year to Date Earnings. This application can be run at any time during the year.

CB Employee CYTD Balance Listing: This prints a Calendar Year to Date summary of ALL employee balances (CYTD), one page per employee. The amounts come from the employee maintenance screen balances before they are zeroed out.

IT Install Tax Tables for YYYY: If you have contracted for MOMsoftware Service & Enhancement agreement, MOMsoftware will provide you with the following Tax/Benefit Tables:

Tax Table	Tax Description
01USS	FIT Single
01USM	FIT Married
02000	FICA (Less Medicare)
02R00	Employer Reimbursed FICA (Less Medicare)
02001	FICA (Employer Part)
02R01	Employer Reimbursed FICA (Employer Part)
03CAS	California SIT Single
03CAM	California SIT Married
03CAH	California SIT Head of Household
10000	FICA/Medicare
10R00	FICA/Medicare (Employer Reimbursed)
10001	Medicare (Employer)
10R01	Medicare (Employer)
25000	EIC Single
25001	EIC Married/Both Spouses
25003	EIC Married/1 Spouse



Running this application will upload these tables for the New Year. Verify that the proper year (the New Year) is being loaded. The screen displays a message.

SE and US

If you are paying employees on a cycle other than a 12 or 24 pay period cycle, these payroll numbers **MUST** be adjusted for the current year. To automatically adjust selected payrolls for taxes, benefits and voluntary deductions, follow these steps:

1. Go to SP-FM-PC:
2. Enter your beginning payroll date for the New Year on line (3). Enter the period for your first payroll of the year on line (5).
3. Run a payday schedule. At pay period code, type in a "P", ENTER
4. On the print screen enter your weekly or biweekly code on line (1).
5. Choose 'payday schedule' on line (3).
6. Using the payday schedule, update the payroll numbers in SP-FM-SE.
7. Run application SP-DM-US. (More information is available in Momsoftware C5? Help Menu)

YU Complete Year End Processing:

Zeroes all employee CYTD balances in employee master screens except Fiscal Year to Date totals and accrual hour totals on Screens B; all pay period codes are set to the 1st payroll of the new year; and all terminated employees are removed from the payroll file IF line (16) in application SP-SM-EC has "1 Delete After Calendar Year".

You are now ready to run the first payroll of the New Year.

Note:

You do not have to print the W2's or 1099R's during this process. These may be printed at your convenience any time during the next year (subject to government regulations). Running payrolls during the New Year will have no affect on the W2/1099R information you need to have for these official records. W2's are printed in application SP-YR-2P. Information can be modified in application SP-YR-W2 (the YR menu). If you are reporting W2's on magnetic media, be sure the executive screen in application SP-YR-FD is completed properly.



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Payroll Year-end 2013

ELECTRONIC FILERS ONLY:

NEW!!! SUBMITTER MUST INCLUDE A CONTACT EMAIL.

There is a new line (16) in the build application SP-YR-2D for inputting your email address.

Don't forget to first go to the YR-FD and update the year on line (05) to **2013**.

ACUWAGE Software.

Social Security has free downloadable software to test the W2REPORT file before submitting it. It is easy to use and we recommend all clients to use it to prevent any errors. Go to <http://www.socialsecurity.gov/employer/accuwage/index.html#download> , select AccuWAGE/AccuW2C for information and Software

You are also advised to go to the following link and print out the information for magnetic filing. <http://www.socialsecurity.gov/employer/pub.htm>



MEDICARE WAGES IN EXCESS OF 200,000.00:

NEW!!! NOW MOM CALCULATES THIS AUTOMATICALLY AND INCLUDES INFORMATION ON THE QUARTERLY AND YTD FEDERAL REPORTS

Medicare wages in excess of 200,000.00 are subject to a .9% additional withholding from the employee. This does not apply to the employer paid portion. We guess that's to make it harder to reconcile? With the upgrade, MOM will automatically take care of that. If you did not know this and think you may have some employees who this affected, this upgrade will print out the wages and amount this additional tax should be. If not, then nothing extra will print. Please see the following screen print to know where to look on your quarterly reports.

REPORT.: 12/31/13 Code: QT01 Main Company PAGE: 001
 RUN....: 12/19/13 Time: 15:24 Month-End Reports ID #: SPSR
 Run By.: Curt Richardson Federal Tax Quarter-End Worksheet CTL: MOM
 *** After Employee Id Indicates that SII Earnings do not Equal FIT Earnings PGM.: 2701

Employee		FIT			FICA			Medicare			FUTA	
Id	Name	SS/N	Gross Earnings	Earnings Withheld	Earnings	Withhld ER Paid	Earnings	Withhld ER Paid	Earnings	Withhld ER Paid	Earnings	
ABD01	L O ANDRES	111-11-1111	4000.00	3800.00	740.36	4000.00	248.00	248.00	50000.00	1175.00	725.00	.00
MER01	J M JOEH	323-23-2322	1560.00	1360.00	331.08	1460.00	90.52	90.52	40000.00	760.00	580.00	.00
PER02	P H PERS	433-53-4343	23951.02	22465.83	.00	23951.02	1484.96	1484.96	23951.02	1066.06	347.29	.00
RAJ01	K RAJ	238-49-2347	3500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
WHI03	J D KHAIR	223-23-2323	17846.20	22848.09	2644.79	24461.59	1424.31	756.12	17846.20	258.76	258.76	.00
ZAR01	Z MERCHANT	333-22-2111	8000.00	8000.00	1840.00	8000.00	496.00	496.00	.00	.00	.00	.00
Employees, this page.: 6 Totals.:			58857.22	58473.92	5556.23	61872.61	3743.79	3075.60	131797.22	3259.82	1911.05	.00

** Report Totals **

		FIT			FICA			Medicare			FUTA
		Gross UI Earnings	Earnings	Withheld	Earnings	Withhld ER Paid	Earnings	Withhld ER Paid	Earnings	Withhld ER Paid	Earnings
Employees for report.: 6 Totals.:		58857.22	58473.92	5556.23	61872.61	3743.79	3075.60	131797.22	3259.82	1911.05	.00

Medicare wages subject to add .9% tax. 91951.02
 Employee withheld amt subject to add .9% tax. 827.56
 Note, these excess numbers are included in prior grand totals

Smallest quarterly report you've ever seen? Only 6 employees. The last lines on this report will not appear if they are not needed. The YTD report has the same information on the same area.



New search options in CH-ME-AC Application

Five new search type options have been added to this application.

1. Code for type "S" receipts. This was added due to a request to print all the miscellaneous receipts for a certain code for a defined time frame.
2. Selected check number. Ever have a customer say they paid their bill with check number 1212 but you don't know exactly what account you may have posted it under or the exact day? Use this option to search for any and all payments that used check number 1212 for the whole month then, and voila!!!
3. Amount paid search. How about I know they paid 124.32 cash, but there is no check number so use this line to search for all payments in that amount.
4. Receipt type. As in (C) cash, (E) electronic, or (N) non cash. I find many problems with users entering non cash or eft receipts, and it sure helps to have this search so I don't have to view all the regular ones.
5. Print misc type (S) receipts only. The prior search was for looking for one misc type receipt only. This is to print all the misc receipts only. This came about because an auditor wanted to know all the misc cash for the whole year and not see all the utility billing payments.



Selected Register Id(s)	01		
Beginning Register Id	02		
Ending Register Id			
Beginning Calendar Period	03	11-13	Posting Date 12 11/01/13
Ending Period		11-13	Posting Date 12/19/13
Cash Account (Debit)	04		Receipt Date 13 01/01/70
Receivable/Revenue (Credit)	05		Receipt Date 12/19/13
CH-FM-RM Code for Type S	06	00000	
Selected Check No.	07	000000	
Amount Paid - Disp Only Screen B	08		
Report Type	09	1	Details & Summary
Receipt Type	10	1	All
Print Misc Receipts Only (Y/N)	11	N	
Report Date	E	12/19/13	
Default Printer/Excel	F	BROT	
Line (P)rint (D)isplay			
		Print	Display
			OK

This is how the screen looks now. If you are not familiar with this as a search tool, you need to be aware of lines 03 and 12. They always default to the current month and year. When I am searching for a payment in the month of September, I want to change line 03 to 09/13-09/13 and line 12 to 9/01/13 to 09/30/13 to speed up my search time.