



**MANAGEMENT ADVISORY
COMPUTER SYSTEMS**
509 COMMERCIAL
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CRITICAL: If any terminal has a Purchase Order payment cycle in process, the payments *must be posted before loading the new programs*. This does not affect a Voucher cycle. Check if a PO payment cycle is in process by running a P.O. Verification Report, Menu [3,4,5,1,1]. If there is not a cycle in process, the system will prompt a brief message "File Not Created For This Terminal".

December 2001

NEW PROGRAMS

- ⇒ LOAD THESE IMMEDIATELY !!!
- ⇒ PLEASE RETURN TAPES (DISKETTES) IMMEDIATELY !!!
- ⇒ USE MENU OPTIONS [9,5,?] TO LOAD THESE PROGRAMS

- ⇒ ⇒ ***BE SURE TO LOAD THESE ON ANY ATTENDANCE CENTER DOING ACTIVITY ACCOUNTING !!!***

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WHAT'S NEW ?

1. FIXED SOME BUGS
2. **FSREP [3,6,14]**
Now allows selection by specific check date. Auditor's request!
3. **HOURS REPORT [3,6,19]**
Now allows selection by Class/Sub-Class. If you sort by SACCT, all hours and amounts will be subtotaled by SACCT. Selecting 'Distribute By SACCT' subtotals by employee with breakout by SACCT (like it always did).
4. **1099's [3,7,5,1-7]**
1099's can now be prepared using pre-printed forms (available from M.A.C.S.). This menu will walk you through preparing the work file, running the validation reports, and printing the 1099's.
5. **'SPECIAL' BI-WEEKLY PAYROLL** (not a 'Real' Bi-weekly) [2,5,2,1-6]
All entries on the [1,2,3] screen will automatically be deleted when the temp files are created (so you do not have to remember to do it).

If it is a Direct Deposit and the employee's wages are distributed to include some set amounts, the amounts will be ignored. Only the percentage figures will be distributed.

<i>Example:</i>	Distribution	60% Account 1
		40% Account 2
		\$200 to Account 3
	Net Salary	\$150.00

The system distributes the amount(s) first, then the percentages. So if the net is for less than the amount(s)...doesn't compute!

6. **W2's**
Additional information is required for the Magnetic Media file. Run Menu [1,1,10] to add the new information. *You must key dashes on the phone number and fax number.*

There is a new option, Menu [3,6,4], when preparing the W2's to adjust the top margin by ½ line either up or down and the ability to print a test page to check the adjustment.
7. **PAYROLL CHECK JOURNAL [3,4,4,2]**
Can now select by Quarter, regardless of date. For example, 3rd Quarter checks with a June date.
8. **PAYROLL QTD SALARY INFORMATION [3,4,4,3]**
If you select a Quarter you will have an option of summary or detail. Detail will list all checks.
9. **STANDARD INFORMATION [1,1,1, (1-18)]**
Now have several menu options so you don't have to go through the entire file just to change one thing.
10. **EXTENDED DAY AMOUNTS**
These amounts can be automatically calculated and inserted into the file when you maintenance the Personnel Organizational File [1,2,6] or [1,1,11,13] or when you automatically update the personnel files [1,2,12] or [1,1,11,3].

To activate this option use Menu [1,1,1,16]. Key "CHG" and enter the number of Negotiated Contract Days. Contract days in the personnel file that exceed this amount will be used to calculate the Extended Day Amount. *This is valid only for employees with Class Code of 'I'.*
11. **SALARY BY DATE [3,4,4,5]**
Can now be run by Quarter.
12. **EMPLOYEE LABELS**
Can now be run with Name only or with Name and Social Security Number only. For use as file folder labels.
13. **CANCEL CHECKS [2,2]**
In the past checks were always cancelled on the date they were written. Now they will be cancelled on the specified date. Ledgers will now show both the original check and the cancelled check (with negative amounts) within the date parameters selected.
14. **TIMECARDS [1,2,19]**
A couple of schools have purchased timecard equipment and have requested a way to merge the data into the Automatic Payroll File. We will need to coordinate with your timecard vendor to establish a file layout.
15. **TIP OF THE DAY (Week, Month, Etc.) !!**
If you have posted the Unemployment incorrectly, you can reverse the process by re-preparing the report [3,6,3,2] exactly as you did before but using a negative tax rate, and then post it. This works in the same way as reversing a Cash Receipt. Naturally, you will then have to re-prepare and post it correctly.
16. **PAYROLL TICKLER FILE [1,2,2,4,6]**
To view all entries for an employee, use option 2 on the Adjustment Journal.
17. **PROPERTY DEPRECIATION [2,10,2]**
The Depreciation Module has never been active before this. However, in anticipation that it may be required a new field, 'Depr. Life', has been added to the Property File. If you want to take advantage of this module use Menu [2,10,8] and enter the number of years of depreciation in this field. Another new field is called 'Salvage Value'. Accumulated depreciation will automatically be calculated based upon the Purchase Date, Depreciation Life, Last Inventory Date, Purchase Price, and Salvage Value, if any. This is a Straight-Line depreciation from purchase date to last inventory date. Once the required information has been entered, Menu [2,10,2] will up-date all files automatically. This can be done at any time, but generally will be done only once a year.

Menu [3,11,2,11] will now list the accumulated depreciation. There are several Sort/Sub-total options. Other reports can be created as needed. *NOTE: The old Option 2 from the property transaction menu (add from wrong SACCT) has been included in Option 1.*