

MANAGEMENT ADVISORY COMPUTER SYSTEMS  
1703 WEST 6TH  
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~NEW PROGRAMS~

CRITICAL

1. Be sure everyone is either logged off or at 'Main Menu' before loading these.
2. If you have any vendor payments, cash receipts, journal entries, payroll, ancillary PO's or ancillary leave in progress, **IT IS CRITICAL THAT YOU POST THEM BEFORE LOADING THESE NEW PROGRAMS** because some modifications will be made to files.
3. If you have other facilities that will be loading these updates, be sure they also have posted any transactions in progress.
4. Also, be sure to load the new programs on any Attendance Center doing Activity Accounting **on a stand-alone machine** and make sure they have posted any transactions **PRIOR** to loading the programs!
5. Due to the modifications, we **highly recommend** that after loading these programs you make new backup copies of **all** OBY directories in case they ever need to be restored.

- ⇒ Load these programs immediately! Use Menu Option [9,5,?] to load the programs.
- ⇒ **YOU MUST TAKE Menu Option [12, 34] AT THIS TIME.** See SPOOLE Handout for complete instructions. This option must be taken **after loading** the new programs on any system.
- ⇒ Please return tapes (diskettes) as soon as possible. CD's do not need to be returned.
- ⇒ *A copy of this list will be posted on our MACS website @ [www.m-a-c-s.com](http://www.m-a-c-s.com) Click on "Newsletter" and select the appropriate file by Date.*

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WHAT'S NEW?

1. Fixed some bugs. What's new!
2. **Account Numbers are now 5 digits. This also applies to Inventory.**  
Revenue/Expense numbers will have a '0' added to the end. *Old=1150, New=11500*  
Bank & Liabilities will have a '0' added in front. *Old=0510, New=00510*  
Asset/Liability (Cash Balance, etc.) will have a '0' added in the middle. *Old=0206, New=02006*

**Fund Numbers are now 3 digits.**  
*Old=06, New=006*

The system will automatically expand the files during the update process. It will also expand all OBY directories and make any necessary changes in NBY.

4. **Health Savings Account ...**

**Deduction Master File, Menu [1-1-5-1].** When adding, enter a “Y” in the field when prompted. Valid only for Benefits “BEN” or 125’s “RED”. The deduction master file report, Menu [3-9-6] will show a “Y” next to the benefit or 125 code.

**Additional W2 Information, Menu [3-6-18-7].** If you select “A”, the system will go through all detail to find the code(s), add the amount, and place it in the file automatically. If you select “S”, you will have to key the amount.

5. **Automatic Payroll Master File, Menu [1-2-3]**

For new employees, code a “C” for those who will receive a check and a “D” for those who use Direct Deposit.

NOTE: The initial expansion program should put this in for you. This will allow you to run both checks and direct deposits simultaneously (*see #7 below*).

6. **Select Payroll Information, Menu [3-6-20]**

To VERIFY DIRECT DEPOSIT / CHECK CODES BEFORE COMBINING PAYROLL GROUPS...

If an employee was a direct deposit employee and has since been moved to a check payroll group, he might still have information in the direct Direct Deposit Master File. The update process will code the employee as a “D” direct deposit (*see #5 above*). To ensure this has not happened, you should run the following:

1. Select options [3-6-20]
2. Enter any title
3. Select search field 21
4. Select “C” current group
5. Enter 1 for number of codes to select
6. Enter the CHECK payroll group number
7. Select search field 29
8. Enter 1 for number of codes to select
9. Enter “D” for direct deposit
10. Return when prompted for next search field
11. Return at Information OK
12. Select print field 21, “C” for current
13. Select print field 29
14. Return at Information OK

If the system returns “No Personnel Selected” your files should be okay. Any employees listed need to be changed to “C” check in the Automatic Payroll File, Menu [1-2-3].

If you have multiple CHECK payroll groups, you need to run the above procedure for each group.

You can now run Menu [1-2-14-1] to combine the direct deposit and check payroll groups.

7. **Payroll Processing...**

Direct Deposit and Check payroll-processing groups can now be combined into a single group. When you load the program updates, any employees in the direct deposit master file will be coded as “D” in the Automatic Payroll Master file. All others will be coded “C” check. A field has been added to the Automatic Payroll file that can be changed from “D” to “C” if for some reason you want to issue a check instead of a direct deposit for one payroll.

The options [2-5-1] Automatic Payroll or [2-5-2-4] Special Payroll (Bi-Weekly) will ask you if you want to process Checks, Direct Deposits, or Both. If you select “C” checks, the program will ask if you want to include Direct Deposits as checks. If you select “YES” all employees in the group including the direct deposit employees will be issued a check; otherwise, only the employees coded “C” for check will be processed. If you select “D” or “B”, the program will ask if you want to reconcile the Direct Deposits (RET, NO). You will normally just return on this option unless you are processing summer payrolls and want to leave the records outstanding for reconciliation purposes. **NOTE: Checks and Direct Deposits will still need to be processed separately if you are using separate banks.**

While processing the payroll, if possible errors are detected such as “No Remaining Pay Periods” or “Gross Salary Is .00” a message will be displayed indicating you may print or display the report “ERROR”; which will note all of the errors detected. If only “possible errors” are found, the program will print the “Verification Report” after displaying the above message.

If “Termination Errors” are detected such as “Inactive Account Number” or “Problem with FICA” the program will print the “ERROR” report noting the termination errors. The errors must be corrected and the payroll re-calculated.

If no termination errors were encountered, two files are produced when you post the payroll as required, one for checks and one for deposits. From this point on the process is the same as before. You prepare and print the checks and/or prepare and print the direct deposits.

The Pre-Posting Verification report and the Current Journal will list the total number of checks and deposits and the amount of each. The Posted Journal does not.

8. **Direct Deposit Standard Information (master file), Menu [1-1-17]**

Some banks and/or some transfer programs want specific file extensions like .TXT or .ACH. Use this menu to set yours. The default will be .DAT (which is what it is currently).

9. **Direct Deposit Master File, Menu [1-2-13]**

Some banks have the same number for a checking and savings account. These account numbers can now be the same.

10. **Cancel Payroll Checks, Menu [2-2-1]**

You now have the ability to cancel a range of checks rather than one at a time. However, the checks must have been written on the same date.

11. **Prepare New Budget Year, Menu [6-2]**

Reset Payroll YTD/QTQ Files, Menu [6-2-9], and Reset Retirement Master File, Menu [6-2-10], has been removed. Use Menu [2-13] to reset payroll YTD/QTQ files.

The option to reset the retirement master file is [3-6-7-1]. However, resetting the retirement master file SHOULD NOT BE DONE. Exception: Only if M.A.C.S. tells you to do so!

12. **Maintain Retirement Master File, Menu [3-6-7-2]**

The 1<sup>st</sup> record can now be edited.

13. **KPERS**

2 files will be created... **KPERS.dat** which is the diskette file and **KPERS.csv** which is the upload file. SEE KPERS HANDOUT for complete instructions on the upload process.

14. **KPERS Function Allocation Report, Menu [3-6-7-4]**

The KPERS Allocation report will calculate the amounts to be distributed to the various expense accounts in the KPERS Special Retirement Fund and create the necessary journal entry records for posting.

The program will request the bank transaction date, the bank number the amount was transmitted to, and the amount transmitted by KPERS.

Based on the date entered, the program will use the previous quarter to determine the distribution. If for some reason you want to use another quarter, you can override the quarter displayed. The system will default to Fund 51. If you are using some fund other than 51, you can enter your fund.

The program will read the revenue/expense file and ensure you have one revenue account and all nine (9) required expense accounts setup in the KPERS fund. You must have an expense account setup for each of the following function codes: 1000, 2100, 2200, 2300, 2400, 2500, 2600, 2700, and 3000. The program will display any missing function codes, and require you to add or correct the accounts as necessary.

The distribution will then be based on the selected quarters payroll records that were subject to KPERS.

If a payroll record contains a short account number that has an invalid function code (not 1xxx, 21xx, 22xx, 23xx, 24xx, 25xx, 26xx, 27xx, 29xx, or 3xxx) the report will be created but the journal file will not. The report will list the account numbers with invalid functions. Note: function code 47xx is valid for Capital Outlay accounts and will be included with function 2600 and 29xx will be included with function 2500.

If no errors were detected and you are satisfied the report is correct, you can print a journal entry pre-posting report [3-4-9-1] if you want, or just post the journal entries, Menu [7-15].

Note: DO NOT enter a cash receipt. The journal entries include the bank deposit.

**15. Change Automatic Payroll Group, Menu [1-2-14]**

The option of changing Active, Inactive, or Both is now available.

**Auxiliary Pay Groups, Menu [1-2-14-4]**

You can now mass change Auxiliary payroll groups.

**16. Change Check Status, Menu [2-14]**

Additional options have been given when changing the status of a Payroll check or Vendor check. You now have the ability to change status by Check Number (*just as before*), by Date Written, or by Date Reconciled.

**17. Positive Pay, Menu [12-13-6]**

This option creates a comma-delimited file that can be sent or upload to your bank for verifying incoming checks. The file may or may not satisfy your bank, as a standard format has not been established. If your bank requires a fixed length file, you may be able to download the comma-delimited file into a spreadsheet that can be manipulated to satisfy their requirements. This program will be enhanced in an attempt to satisfy all banks when requirements are known.

The first time you run this program, it will display the following default options:

File Name: POSUSD.SCV

Field 1: Check #

Field 2: Check amount (with decimal point)

Field 3: Vendor/Employee Name

Other fields that are currently available: Vendor/Employee #, Check date and format, and Type of check Vendor or Payroll.

Entering a number opposite the field name determines the sequence of that field within the file. If the sequence number is zero, that field will not be included in the file.

If you answer "NO" to the Information OK prompt, you can change the file name, file name suffix, or sequence and format of any of the fields.

Once the parameters are established, the program will prompt you for the Bank #, e.g., 00101, whether you are requesting Payroll or Vendor checks, and the check number range. Only outstanding checks will be included.

After creating the file for the requested checks, the program will ask if you have more checks to include in the file. If you respond "YES" the program will return to the Payroll or Vendor prompt.

**18. Personnel Demographic, Educational, and Organizational Maintenance, Menus [1-2-4] [1-2-5] & [1-2-6]**

Note that you will be redirected to the Salary Schedule menu, i.e., [1-1-11-11], [1-1-11-12], and [1-1-11-13]. Currently [1-2-4] and [1-1-11-11] are the same thing; however, the [1-2-4], [1-2-5], and [1-2-6] options may eventually be dropped from this menu. We are trying to eliminate getting to a program from more than one menu.

**19. Cash Receipts, Menu [2-3-1] Standard**

Okay... the "common description" can be edited!!!

20. **Prepare 1099's, Menu [3-7-5-6]**  
When preparing 1099's, additional options are available: 1) All Vendors, 2) Individual, and 3) Re-Start
21. **FTNCOD and OBJCOD**  
Changes have been made to the Kansas Accounting Handbook in regard to function and object codes. To manually update the codes take menu options [1-1-19] and [1-1-21]. We have, however, created a function and object code description file you can copy for your use, Menu [12-32].
22. **Insurance Enrollment Form, Menu [3-4-1-9]**  
If you select "ALL" only Active employees will be processed.
23. **Deduction Register, Menu [3-6-5]**  
An option has been added to include an employee's SSN. The default is YES by pressing the [ENTER] key. If you key NO, only the employee number will be included.
24. **Purchase Order Journal, Menu [3-4-6]**  
Selecting by "SACCT" will give another option. If you return at the SACCT field, the system will summarize (give a total) of each SACCT.
25. **Ledgers, Menu [3-5-7], [3-5-8], and [3-5-11]**  
You have the option of including Fund Summary.
26. **Warrant Report by Location, Menu [3-10-4]**  
This report will be sorted by Location and totaled. The location numbers are from the Building Master File.
27. **Compensation Report, Menu [3-6-8-9]**  
This report has been modified. It is a fiscal year-to-date compensation report for only Salaried employees that now summarizes by Class and Sub-Class, includes Cafeteria 125 amounts, and the FTE of each employee... in addition to the base salary, supplemental salary, and benefit amount. Hopefully this can help in completing the SO66 report!  

<b>TIP</b>
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 If an employee's FTE shows 0.00%, more than likely that employee is not in the Personnel Organizational File, Menu [1-1-11-13].
28. **SPOOLE**  
See SPOOLE PRINTER HANDOUT for instructions.