



BACK OFFICE

TRAINING MANUAL

2010

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Introduction

Welcome to TempWorks! We are excited to be partnering with your company to provide you with the latest in technology solutions.

TempWorks has been providing software solutions designed for the staffing industry since 1994. We take great care to ensure that our software reflects the development requests of our clients, thus allowing our customers to stay ahead of their competition and on top of the challenges of today's market.

Continuing in this endeavor we bring you TempWorks' Enterprise software solution, written using the latest Windows Presentation Foundation (WPF) and .Net version 3.5. Enterprise is a user-friendly software product that efficiently places the best temporary employees in optimum work situations.

Our goal in developing Enterprise was to create an application that is extremely simple for users. We wanted something that people could quickly jump into and be productive with. This training manual is meant to familiarize you with the Enterprise product.

We at TempWorks realize that none of our clients are exactly alike, so this manual does not attempt to address your company's policies or procedures. This manual is merely a tool for learning your TempWorks software solution.

Certain Enterprise product features can be customized by each user so that the software works best for you. Other functions, like the content of drop down menus, are determined by your company.

At the end of this manual there are several "notes" pages you can use for storing your personal notes right along with your manual. Read on to experience the Enterprise revolution!

How to Read this Manual

- *Terms listed in **BOLD** are the names of main records or sections (ie. **Employee** or **Visifile**).
- *Terms listed in *Italics* are field names or buttons (ie. *Pay Rate* or *Save*).
- *Terms listed in ***Bold Italics*** are sub-sections in a record (ie. ***Messages*** or ***Contact Methods***)
- *Terms listed in "Quotation Marks" are inputs for the fields or drop down menus (ie. "Available").
- *Information listed in red are "best practices" or information about required fields.

GETTING TO KNOW TEMPWORKS ENTERPRISE

Logging In

To open Enterprise you will first need to locate the TempWorks Enterprise link from your *Start* menu or desktop. Double-click on the icon from the desktop or single-click from the *Start* menu to open the software.

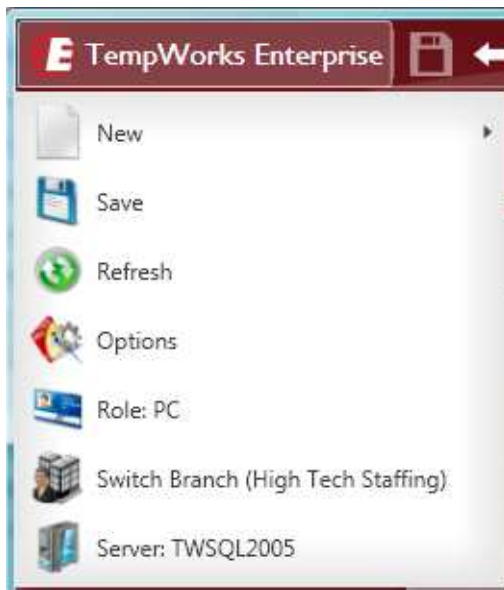
When first logging into TempWorks you may receive a prompt to download the latest version; go ahead and click *yes* to begin downloading. Once downloading has been completed you will be brought to the Enterprise log in window as shown here:




Enter your *User Name* and *Password*, and then click on the *Sign In* button to open TempWorks Enterprise and navigate to the **Main** Screen. If you do not wish to log into TempWorks Enterprise software, then click on the *Cancel* button to exit.

***Note - All information in Enterprise is time and date stamped with your *User Name*, so it is extremely important that you are logged in as yourself whenever you do any type of work within the system.**

E Menu Functionality



The *E* menu in the upper left allows the user to create new records, set up *Options*, *Role*, *Switch Branch* and *Server* information.

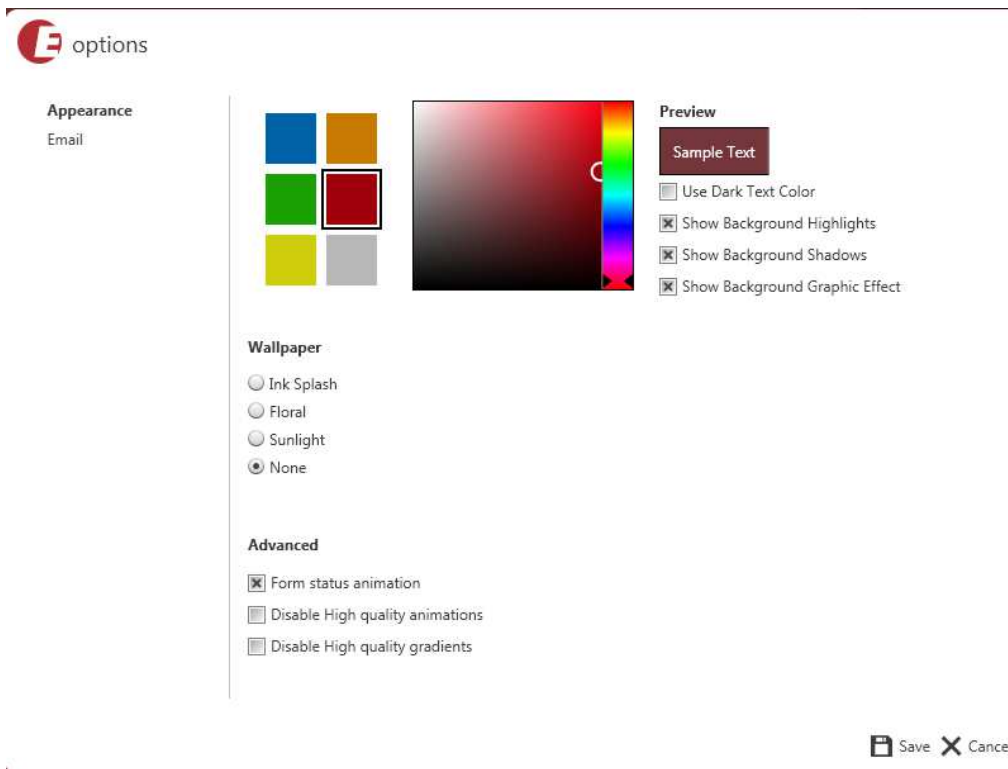
Clicking on the *Save* button within the menu will save any changes to the open record. You can also use the  icon in the upper left to save the open record.

The *Role* displays whether the user is logged in as a payclerk (PC) or service rep (SR).

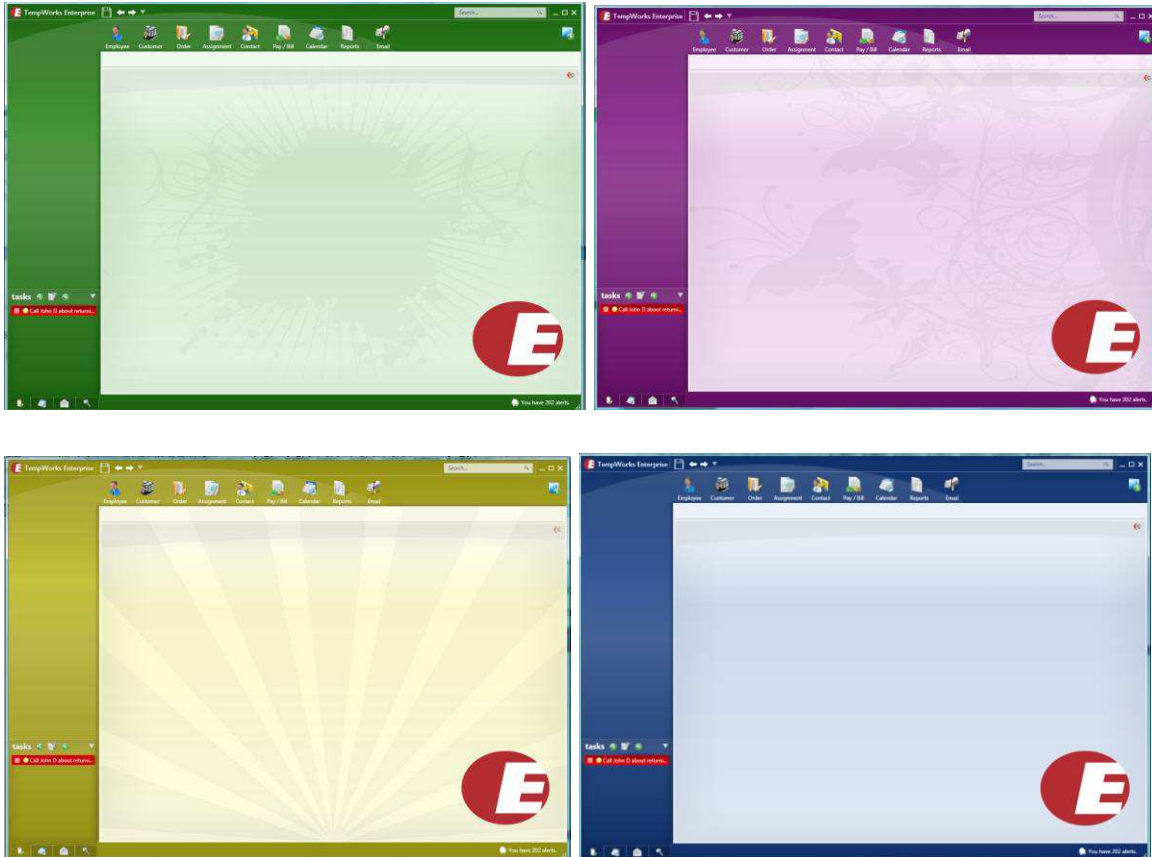
To open the form to select a different branch or hierarchy level, click on the *Switch Branch* option. It also displays the current user *Branch*.

Clicking on the *Server* button will display the **Diagnostic Information** form.

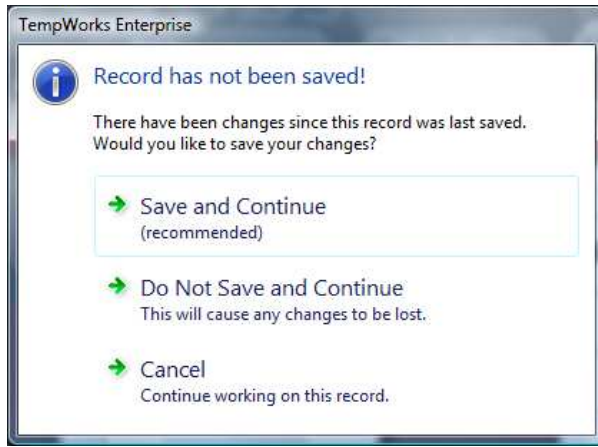
When the *Options* is selected from the *E* menu the following screen will display where you can determine the color scheme of your Enterprise software.




In the **Appearance** form click on a color square on the left to select your main background color. To the right you can use the sliding scale to customize your color. The boxes under the Preview area allow you to change your highlights and shadows, use a dark text color and display graphic effects. The Wallpaper option at the bottom allows the user to choose a background image in addition to a specific color scheme. Once the settings have been updated click on the *Save* button in the lower right to change your screen. Some samples of various background selections are shown below:



Saving Changes to Records



When a record is updated in Enterprise the new information needs to be saved. There are two ways that this can be accomplished.

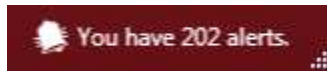
You can click on the  button in the upper left of the Enterprise **Main** Screen before navigating away from a form.

The second way is to click to navigate away from your current form without saving. If information has not previously been saved the window displayed to the left will pop up and ask you to save information that you've changed.

To add information to the database you will have to click on *Save and Continue*.

Enterprise Notification Services


The **Notifications** function displays pending web **Orders**, online application submissions, and job board interest and the details about these alerts. If there are alerts you will see a line at the bottom of your Enterprise screen that says "You have [Number] Alerts".

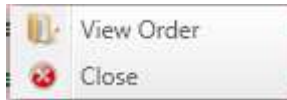


Clicking on the button above will display the full screen **Notification Manager**. You can sort the alerts based on *Event Type*, *Name*, and *Description* by clicking on the column headers.



Event Type	Name	Description
Event Type: Customer Credit Check (3 items)		
Customer Credit Check	Customer: Telethon Mgmt (Primary)	Customer Credit Check: Telethon Management (Primar...
Customer Credit Check	Customer: Vendor Test (Primary)	Customer Credit Check: Vendor Test (Primary)
Customer Credit Check	Customer: Ohio Health (Primary)	Customer Credit Check: Ohio Health (Primary)
Event Type: First Day Call (3 items)		
First Day Call	Assignment: Carpenter, Kelley (Ohio Health, 14140)	First Day Call: -
First Day Call	Assignment: Barker, Brian K. (Ohio Health, 82320)	First Day Call: -
First Day Call	Assignment: Dunn, Jeff (Ohio Health, 14140)	First Day Call: -
Event Type: 19 Needed (18 items)		
Event Type: Unfilled Order (57 items)		
Event Type: Weely Call (121 items)		


To navigate to the corresponding record for an alert you can right-click on the line of the **Notification**. Then select the record from the drop down that you would like to view. To clear a **Notification** highlight the line and then click on the  button in the upper right of the **Notification Manager** screen.

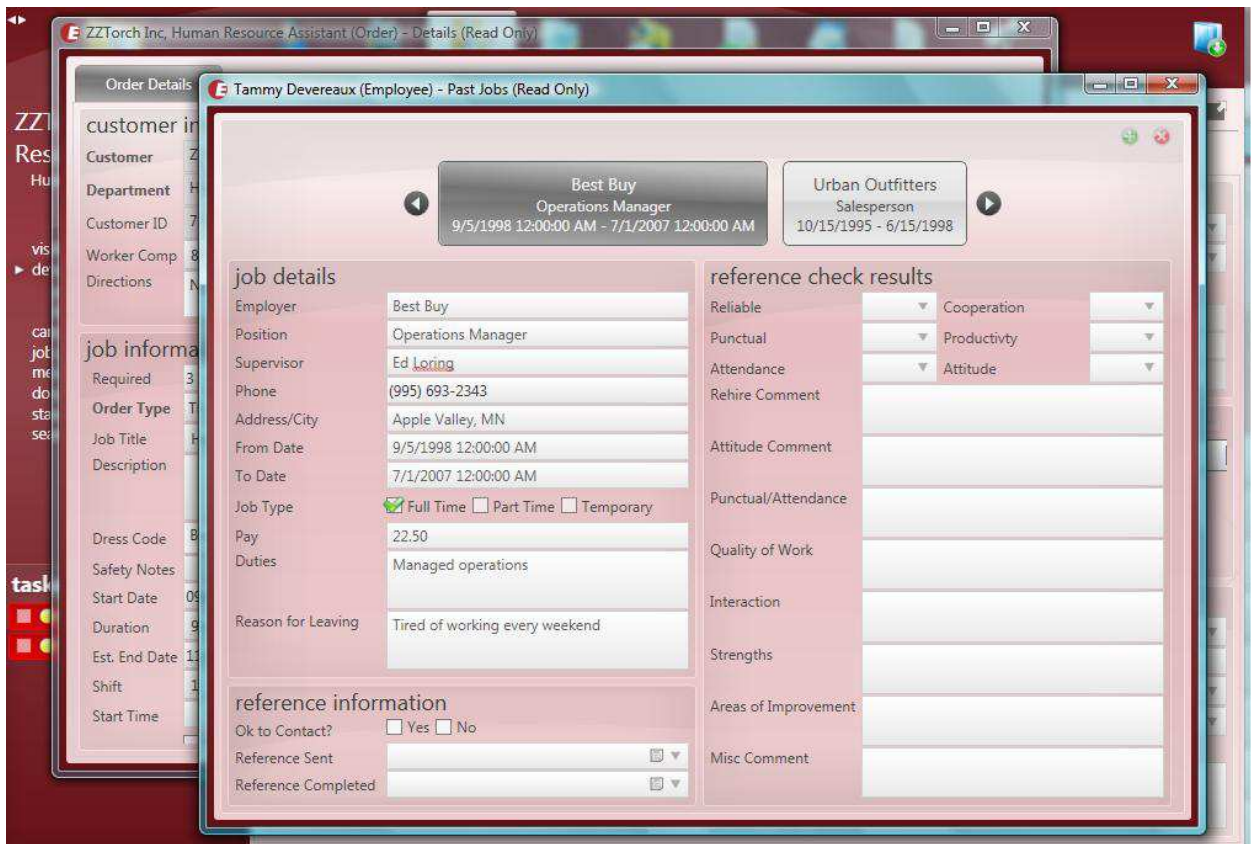



If the **Notification** is for an **Application** that has been submitted it will allow you to navigate to the **Employee's** record. If it's for a new **Order** that a **Customer** has submitted the drop down menu will be similar to the one pictured to the left.

Click on a selection to navigate to the chosen record.


Enterprise Compare View

The **Compare View** feature allows you to display several records side by side. You can compare two **Employee** records to determine which to place on an **Order**. You can display an **Employee** record next to an **Order** to determine if the **Employee** meets the qualifications for the **Order**. To use this feature, click on the  button in the upper right corner of the open form.





As you can see in the view above, several records can be displayed on the screen at once. If you are working on a dual-monitor system you can view different records on each monitor to increase efficiency. These records are listed as "Read Only" at the top of each form. This means that you will not be able to make any changes to the record from the **Compare View** screen. These records will tile at the bottom of your screen and you can select one to open and view it. To close a record out of **Compare View** click on the  button in the upper right corner of the screen.


Enterprise Tasks

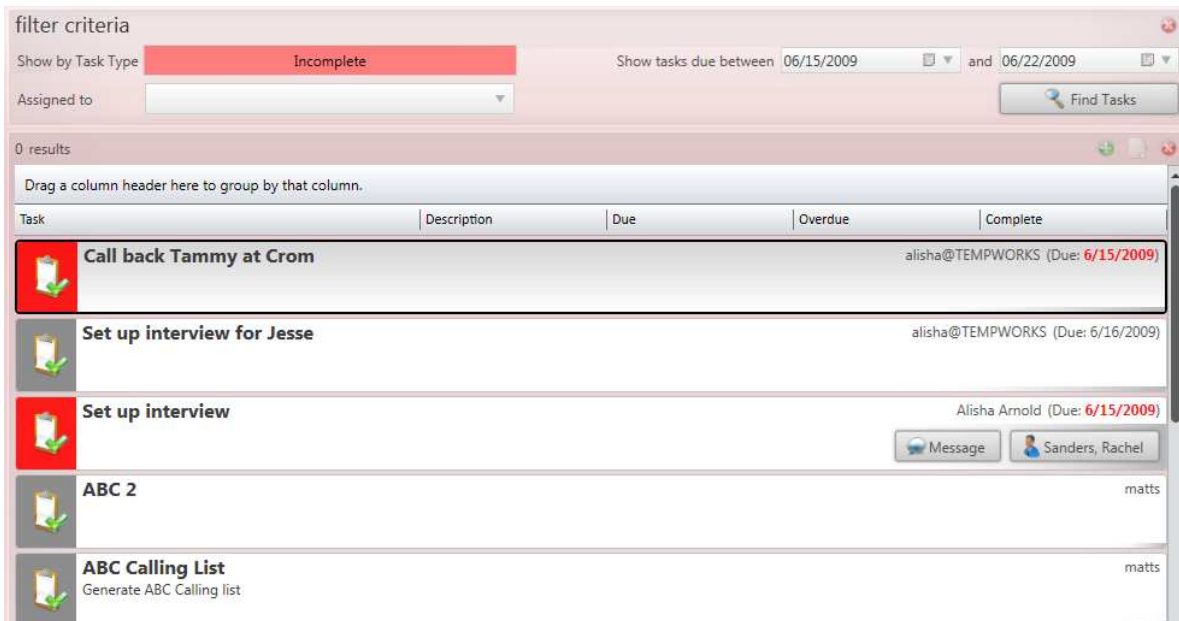
The **Tasks** area displays items that require user follow-up. In addition to being able to create **Tasks** from *Messages* and Incoming *Email* you can also drag and drop records or click on the  button in the **Tasks** area to create new **Task** records.




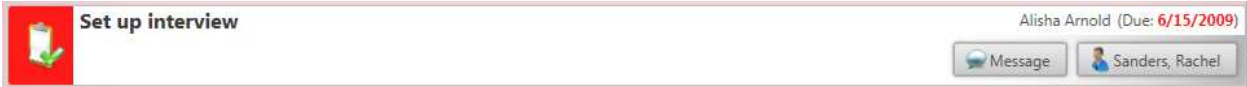
The **Tasks** box (shown left) is located in the lower left of the Enterprise **Main** Screen. Clicking on the  button allows the user to create a new **Task**. When an Enterprise record is open (**Employee, Customer, Order, Contact, etc.**) a **Task** can be created for that record by clicking on the avatar area and dragging and dropping the record in the **Tasks** box.



Tasks can also be created within the Follow-up area of any *Message* record or from an Incoming *Email*. When the  button is clicked the full screen **Task Manager** will be displayed as shown in the next picture.

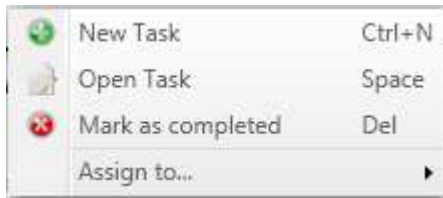
Click the  button to refresh the **Tasks** area.




Tasks can be viewed for the entire branch from this screen and can be filtered by *Task Type*, *Assigned To*, and *Creation Date*. To create a new **Task**, click on the  button in the upper right.



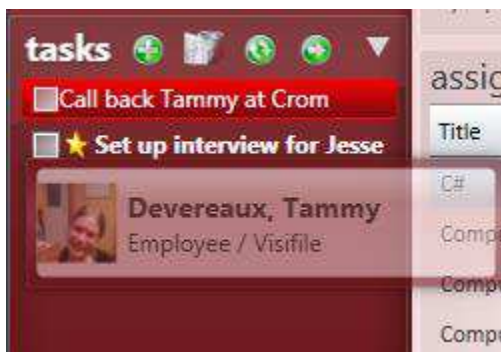
Edit a **Task** by clicking on the  button. To mark the **Task** as completed, click on the  button. You can also right-click in the box on the **Task** record itself and choose *Mark as completed*. Change who the **Task** is assigned to by clicking on the *Assign to...* option and select the *RepName* from the drop down menu.



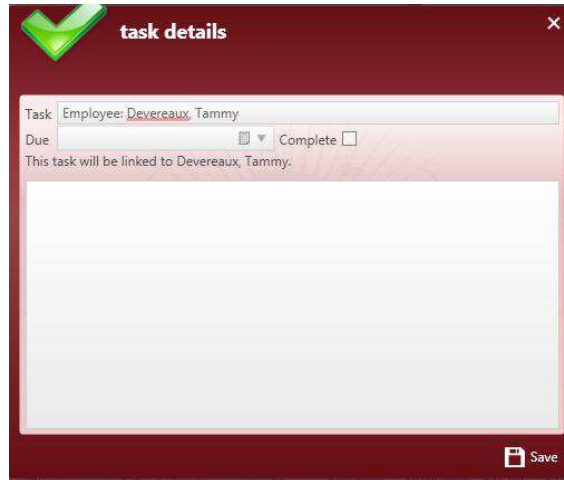
You can also display **Tasks** for a specific date by clicking on the  buttons to the right of the *Due* and *Overdue* column headers.



Click in the box to the right of the *Due* date to display **Task** records with the selected date. In the *Overdue* column you can select the *True* box to display all **Tasks** that have surpassed their *Due* date and are not yet completed.



In the example to the left a new **Task** is being created for Tammy Devereux by selecting her picture in the avatar area and dragging the record down to the **Tasks** box and then dropping it.



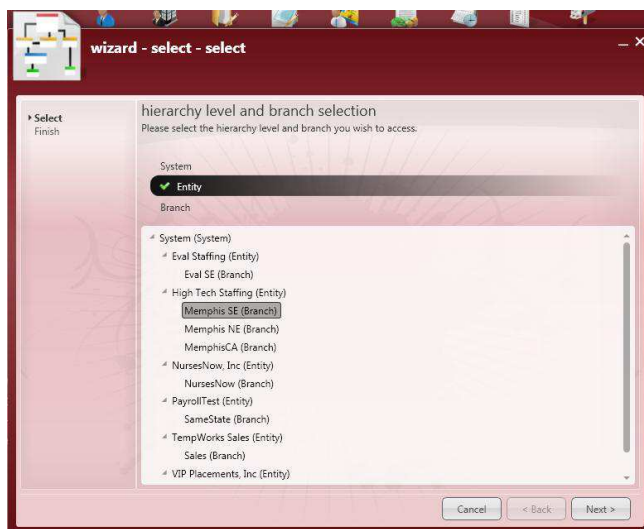
This opens a **Task** record that will be linked to Tammy and will be displayed as a *Message* in her record. Add any additional title information to the *Task* field, enter a *Due* date and further text can be entered in the large white box at the bottom. Then click on the *Save* button to save and close the new **Task** record and link it to Tammy's **Employee** record.

Enterprise Company Hierarchy

To change levels within your company hierarchy click on the *E* Menu in the upper left of the **Main** Screen to display the menu functionality. Then select *Switch Branch* as shown here:



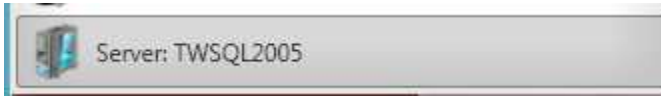
Once this function is clicked the *Hierarchy Selector – Select* form will be displayed as shown below. Click on the correct hierarchy level (*System, Entity, Branch, etc.*) and then double-click on the *Branch* record that you need. This will update your hierarchy and bring you back to the Enterprise **Main** Screen.



**Note – New data cannot be entered at "System" level. Verify that "System" has not been selected before double-clicking on the Branch to update.*

Enterprise Diagnostic Information

To view **Diagnostic Information** click on the *E* Menu in the upper left of the **Main** Screen to display the menu functionality. Then select *Server* as shown here:



The information contained in this form shows who is currently logged in to Enterprise (*Rep Name*), your *SecRole Name*, and your *Branch*..

A screenshot of a window titled "Diagnostic Information". The window is divided into two sections: "General Information" and "ServiceRep Information". Each section contains a list of key-value pairs.

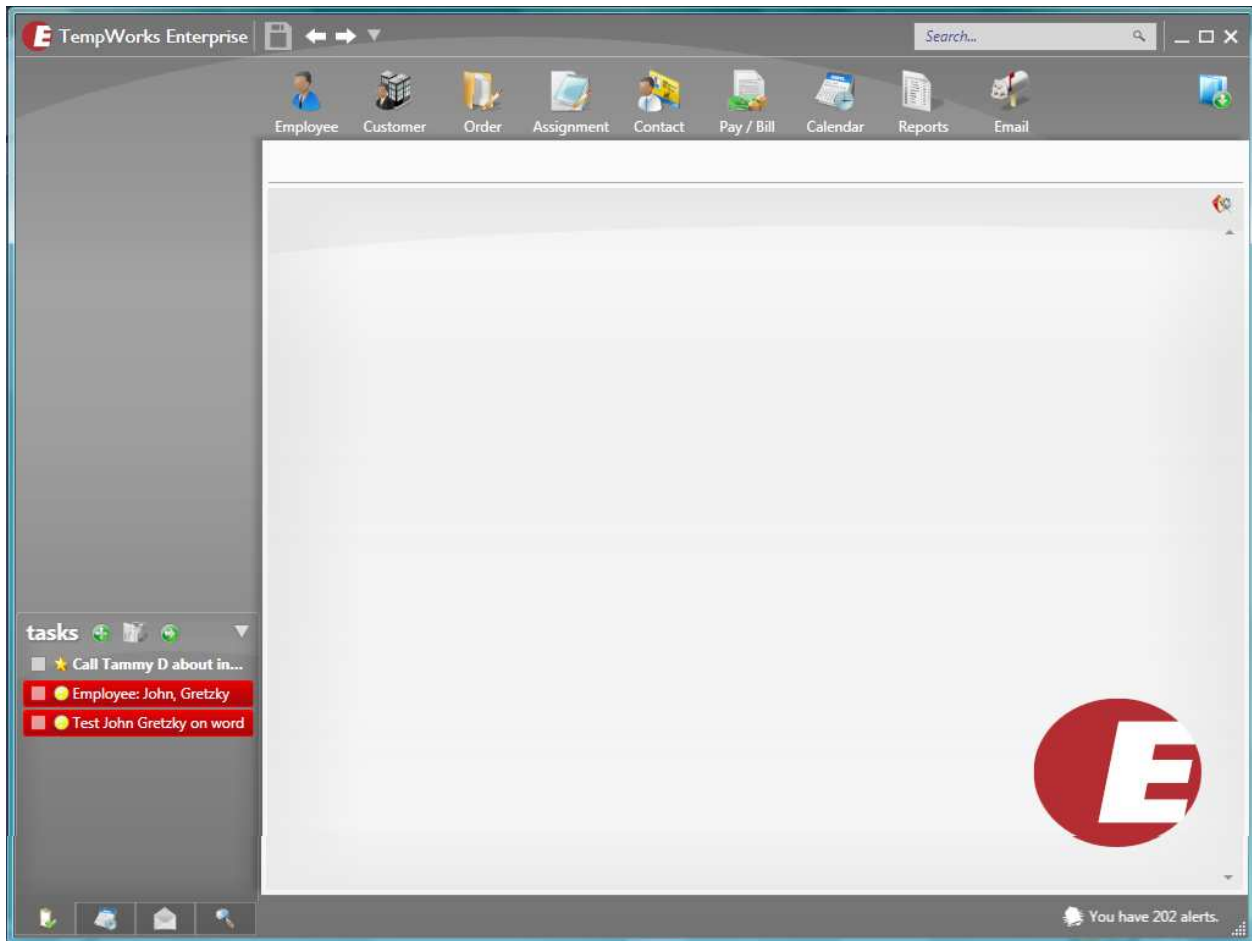
General Information	
Version	3.5.8314.1923
User Name	dbo
System User Name	TEMPWORKS\alisha
Host Name	alisha
Group Name	controller
Server Name	TWSQL2005
DB Name	QA_tw12r5
Hier Name	High Tech Staffing
Hier Type ID	2
Hier Type Name	Entity
Hosting Server	TWDATAPORTAL00
Endpoint Address	http://enterprisedemo.tempworks.com/DataPortal/FXDataPortal.svc

ServiceRep Information	
ServiceRep ID	21733
Rep Name	alisha
Full Name	Alisha Arnold
SecRole ID	96cc7c86-ef26-4c3f-aff9-1b24d1fd15bc
SecRole	PC
SecRole Name	Payroll Clerk
BranchID	1604
Branch Name	Memphis SE
Hier ID	2

Note - All information in Enterprise is time and date stamped with your *User Name*, so it is **extremely important that you are logged in as yourself whenever you do any type of work within the system.*

Enterprise Main Screen

Once sign in is complete the **Main** screen of TempWorks' Enterprise will be displayed. From the **Main** screen you can do a **Universal Search**, look at **Employee**, **Customer**, and **Order** information or view **Tasks** that have been assigned to you.



The different areas of the TempWorks Enterprise **Main** Screen are as follows:




The *E* button is located in the upper left of the Enterprise **Main** screen; from this button you can create new records for **Employees**, **Customers**, and **Contacts**, or start a new outgoing *Email*.

When the *E* button is clicked a window opens that displays the different actions that can be completed as described in the section earlier in this manual on *E* Menu functionality.





To look up any type of record in Enterprise you can use the **Universal Search** in the upper right corner of the screen. When you enter a name (or first few letters of a name) and hit *Enter* (on your keyboard) the **Universal Search** will display all of the different types of records that match the criteria you entered.

In the example above the letters "Cre" were entered into the **Universal Search** field. To run the search to match this criteria you can either hit *Enter* on your keyboard or click on the  button on the right of the **Universal Search** field. When the search runs it will display the results on the screen as shown below:

Customers (9)									
Drag a column header here to group by that column.									
Id	Customer	Department	Branch	City	State	Phone	Active	Status	SalesYTD
779506	123 Nursing	Credit	Memphis CA	Eagan	MN	(651) 555-1212x...	Yes	A	0.0000
779518	123 Nursing	Credit	Memphis SE	Eagan	MN		Yes	A	0.0000
779137	Creative Intentions Inc	Human Resources	Memphis SE	Eagan	MN		Yes	A	2304.0000
779126	Creative Intentions Inc	Primary	Memphis SE	Eagan	MN	(651) 452-9786x	Yes	A	10652.5000
779140	Creative Intentions Inc	Shipping	Memphis SE	Eagan	MN		Yes	A	1464.0000
779139	Creative Intentions Inc	Warehouse	Memphis SE	Eagan	MN		Yes	A	2088.0000
779446	Creative Solutions	Finance	Memphis NE	Eagan	MN	(651) 555-1212x...	Yes	A	0.0000

Orders (17)										
Drag a column header here to group by that column.										
Id	Customer	Job Title	Type	Pay	Bill	Start	Status	Req	Asg	Branch
4934	Creative Intentions Inc/Hu...	Account Ana...	TE	\$12.50	\$15.00	11/5/2007	Unfilled	3	0	Memphis SE
5231	Creative Intentions Inc/Prim...	Accountant	TE	\$20.00	\$25.00	3/17/2008	Unfilled	2	0	Memphis SE
5232	Creative Intentions Inc/Prim...	Admin. Assist.	DH	\$30,000...	\$7,500.00	3/17/2008	Closed	1	0	Memphis SE
5283	Creative Intentions Inc/Prim...	Central Servi...	TE	\$9.00	\$13.00	4/7/2008	Unfilled	3	1	Memphis SE
5034	Creative Solutions/Primary	Human Reso...	TE	\$30.00	\$45.00	12/17/2007	Filled	1	2	Memphis SE
4984	Creative Intentions Inc/War...	Project Man...	TE	\$13.00	\$15.60	3/3/2008	Unfilled	3	0	Memphis SE
5032	Creative Intentions Inc/Ship...	Seminar Ass...	TE	\$10.50	\$12.60		Filled	1	1	Memphis SE

Assignments (4)									
-----------------	--	--	--	--	--	--	--	--	--

You can use the  to expand the list or the  to minimize the list. When the list is expanded you will be able to see all of the records that matched the criteria you entered in the **Universal Search** for that record type. The types of records that matched will be listed first with **Employees**, then **Customers**, **Orders**, **Assignments** and finally **Contacts**. After the type, the number of matches that were found for that type will be listed in parentheses. To open a record from the results list, double-click on the line.

Mouse Hovering Information

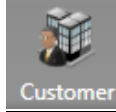
When you hover your mouse over a button or feature in Enterprise the size or color of the icon may change to bring attention to the function. It might also give you more information about what that button does. A few examples are shown here:



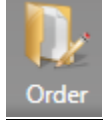
Definition of Record Types



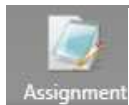
Employee: Information including **Application** details, **Payroll**, and **Assignment** history as well as *Messages* are contained within the **Employee** record section.



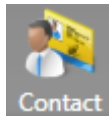
Customer: Information found within this section includes *Work Site* details, **Invoicing** information, and *Department* listings.



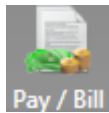
Order: This section contains information about **Customer** job **Orders** such as *Job Title*, *Start Date*, *Pay* and *Bill Rates* as well as *Supervisor* and/or *Hiring Manager* details.



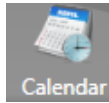
Assignment: This section contains data such as *Pay* and *Bill Rates* for an **Employee's Assignment**, individual *Start* and *End Date* and quality control call information.



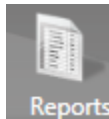
Contact: Here you will find **Contact** information including addresses, phone numbers, *Email* addresses, *Messages* and sales call information.



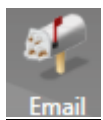
Pay/Bill: This function allows authorized users to access the **Time Entry** spreadsheet and to process **Employee Payroll** and **Customer Invoices**.



Calendar: This area is where your **Appointment** *Calendar* can be accessed.



Reports: Clicking on the **Reports** icon will navigate you to where all the **Reports** are stored.

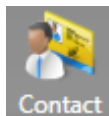


Email: This is where you can view your incoming *Email* and sent items.

Methods of Navigation



Back and Forward: These buttons work exactly like the back and forward buttons in a web browser. Use them to browse back and forth between forms that you've had open recently.



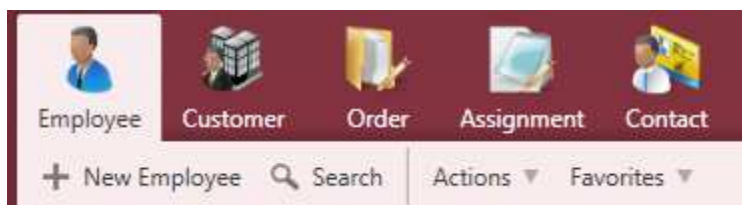
Buttons: You can click on a button such as the **Employee** or **Order** as displayed at the top of the screen, which will open that section of Enterprise.

Hot Keys: This navigation technique allows you to use a combination of keyboard keys to open functions and/or sections of Enterprise without having to utilize your mouse.


<u>Record Type</u>	<u>Navigate to...</u>	<u>Add New...</u>
Employee	<i>Ctrl + 1</i>	<i>Alt + 1</i>
Customer	<i>Ctrl + 2</i>	<i>Alt + 2</i>
Order	<i>Ctrl + 3</i>	<i>Alt + 3</i>
Assignment	<i>Ctrl + 4</i>	<i>Alt + 4</i>
Contact	<i>Ctrl + 5</i>	<i>Alt + 5</i>

Record Actions Bar

New records can be created from the *E* Menu in the upper left corner of the screen. In addition, when any record area is opened an *Actions Bar* appears where you can select to create a new record, **Search** records, or view your *Favorites*.



The view to the left displays the *Actions Bar* that you would receive when you scroll over or open the **Employee** record area.

You can click on the *New Employee* button to open the *Add New Employee* form. The *Search* button will display the options from the **Search** form. The *Actions* button will display any functions that are unique to the record type or current open form. You can also view records that you have added to your *Favorites* area by clicking on the *Favorites* button. To add a form from any record to your *Favorites* area, click on the  button in the upper right corner of the form. If the button is grey then the form is listed in your *Favorites* area, if it's unfilled then it's not listed in your *Favorites*.

EMPLOYEE RECORDS

Entering a New Employee Record (Manually)

To open the window to add a new **Employee** record to Enterprise you can go to the *E* button in the upper left and click the *New* button and then select the *Employee* option from the drop down menu or select the *New Employee* button from the **Employee** record *Actions Bar*. You can also use the **Hot Key** combination of *Alt + 1*. The window below will be displayed.

The screenshot shows a software window titled "add new employee" with a close button (X) in the top right corner. The window is divided into three main sections:

- personal information:** This section contains two columns of input fields. The left column includes SS#, First Name, Last Name, Initial, Phone, and Email. The right column includes Street, Street 2, City, State (set to MN), Zip, County, School District, and Country (set to United States of America). A red exclamation mark (!) is placed to the left of the First Name and Last Name fields, and a red outline highlights these two fields.
- tax setup/other:** This section contains a list of dropdown menus: Branch (set to Memphis SE), Federal Ex, State Ex, Marital Status, and Spec Tax.
- avatar:** This section has the text "Upload a custom avatar by dragging it into this box." and a large circular area containing a 3D-style avatar of a man in a red jacket. Below the avatar are four navigation buttons: left, right, up, and down.

A "Save" button with a floppy disk icon is located in the bottom right corner of the window.

You can now enter the new **Employee's** information and use the *Tab* key or your mouse to move between the data entry fields. In the lower right you can select an Avatar by using the *Forward* and *Back* buttons. The Avatar will be displayed in the upper left of the screen when the **Employee** record is open. You can also upload and attach a picture by dragging and dropping it into the Avatar area from your desktop.

***Note - Areas outlined in Red with an Exclamation Point (!) at the front of the field are required and you will not be able to save the new record without completing the information in those fields.**

add new employee X

personal information

SS#	483-94-9495	Street	422 Boston Ave.
First Name	Lester	Street 2	
Last Name	Feldstone	City	Apple Valley
Initial	Ray	State	MN
Phone	(499) 349-3494	Zip	55124-
Email	lrfeldstone@gmail.com	County	Dakota
		School District	
		Country	United States of America

tax setup/other

Branch	Memphis SE
Federal Ex	1
State Ex	1
Marital Status	S Single
Spec Tax	

avatar
Upload a custom avatar by dragging it into this box.

Avatar area showing a default image of a man in a blue uniform and cap. Navigation arrows are visible below the image.

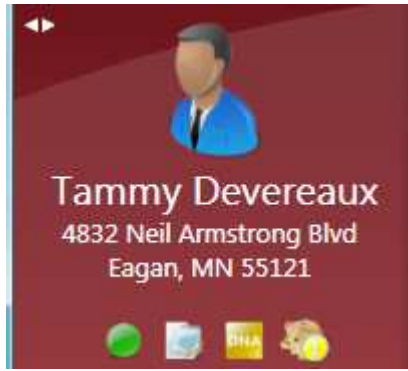
Save



Once you have completed the new **Employee's** record click on the *Save* button to add the **Employee** to the database and open their new record to the **Details** form.


***Note - The *School District* and *County* do not need to be selected unless local taxes apply to the **Employee's Paycheck**.**

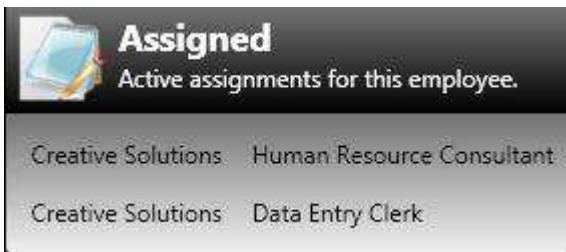
Employee Avatar Area


The Avatar area displays the **Employee's** Avatar or picture, *Name* and *Address* as well as indicating if they are *Active* and/or currently on **Assignment**.



If the **Employee** is currently "Active" the  in the lower right corner of the section will be **Green**, if they have been "Deactivated" the *Circle* will be .

Next to the *Active Circle* is an  image and when you hover your mouse over this icon it will display a summary of the **Employee's** current **Assignment(s)**.





Under the **Assignment** image the **Employee** Avatar area may have a  indicator. This image will be displayed if there is an *Assignment Restriction* or "Do Not Assign" for the **Employee**. When the image is scrolled over it will display any restrictions for the **Employee** similar to this:



A popup window titled 'DNA Records' with the subtitle 'Do-Not-Assign (DNA) statuses exist for this employee and the customers listed below.' It contains a table with three rows of data.

Customer	Role	Phone Number
ABC	Primary	778163
Creative Intentions Inc	Shipping	779140
ABC Incorporated	Clerical	778114


The **DNA** (or *Assignment Restriction*) indicates which **Customers** that an **Employee** should not return to. **Employee**-initiated *Assignment Restrictions* are created in the **Employee** record. **Customer**-initiated *Assignment Restrictions* are created from the **Customer** record.


A  icon on the **Employee's** record indicates that the payroll information has not yet been set up.

Payroll set up can be finalized from the **Pay Setup** form. This  symbol will only display in the avatar area if the **Employee** should not receive a form W2 at the end of the year (ie. subcontractor or 1099 **Employee** record). When a document attached in the *Required Docs* area is missing or expired, a

symbol similar to this  will display on the record. When an **Employee** has an "Incomplete" **Task** linked to their record a  symbol will be displayed.



When the  button is clicked in the **Employee** Avatar area the information will slide to display the **Employee's ID** (Unique identifier for Enterprise) and their **SSN** (Social Security Number).

To return to the previous view, click on the  button and the information will once again slide back to revealing the **Employee's** Avatar (or picture).

Employee Visifile Form

The **Visifile** form is a snapshot of the most pertinent information about the record you are currently viewing. The **Visifile** form is found in the **Employee, Customer, Contact** and **Order** sections of Enterprise.

employee snapshot

Name: Devereaux, Tammy
 Email Address: Tammy@aol.com
 Desired Location: Eagan, Apple Valley, Burnsville, Inver Grove Heights
 Hire Status: Placed Full Time Rate Desired: \$15.00

phone/email

(651) 555-1212 x123
 Tammy@aol.com
 (224) 234-3234
 (483) 345-3445

messages

Date	Action	Message	Rep	Contact	Due
6/12/2009	Interview		alisha		6/12/2009
6/12/2009	Interview		alisha		6/13/2009
6/10/2009	Interview		alisha		6/10/2009
6/8/2009	PerformanceEval	Great job.	alisha		
4/27/2009	Order Candidate	Candidate -- Devereaux, Tammy OrderID: 3724 - Creative Solutions	alisha		
4/20/2009	Order Candidate	Candidate -- Devereaux, Tammy OrderID: 4365 - Crom Equipment	erica		

assignments

Title	Customer	Code	Start	End	Bill	Pay
C#	Creative Solutions	CO	7/19/2004	6/1/2009	\$22.00	\$13.17
Computer Cleaning	Telluride Ski Lifts	DE	10/31/2008	10/31/2008	\$0.00	\$0.00
Computer Cleaning	Telluride Ski Lifts	RC	4/25/2008	10/30/2008	\$13.57	\$11.00
Computer Cleaning	Creative Solutions	CO	1/3/2008	8/10/2008	\$45.00	\$30.00
Computer Cleaning	Crom Equipment	CO	3/13/2008	8/10/2008	\$20.00	\$10.00
Computer Cleaning	Crom Equipment	CO	3/13/2008	8/10/2008	\$20.00	\$10.00


interest codes

Code
 12 hour Nurse
 1st Shift
 2nd Shift
 Accountant
 Administrative Assistant
 Bilingual-Mandarin

The **Employee's Visifile** form contains information such as *Phone/Email, Messages, Assignment History, and Interest Codes*. Each of the areas of the **Visifile** will be broken down and covered in detail.

employee snapshot

Name	Devereaux, Tammy	<input checked="" type="checkbox"/> Resume Received
Email Address	alisha@tempworks.com	<input checked="" type="checkbox"/> I9 On File
Desired Location	Eagan, Apple Valley, Burnsville, Inver Grove Heights	<input checked="" type="checkbox"/> Active
Hire Status	Eligible and Active	<input type="checkbox"/> Assigned
Rate Desired	\$15.00	

The Employee Snapshot section of the **Visifile** displays the *Name*, *Email Address*, *Desired [work] Location* and *Hire Status*. The  shortcut shows up at the end of the *Email Address* field when you scroll over it and will open a new *Email* addressed to the **Employee**. A in the box in front of the *Resume Received* indicates that the **Employee** has a resumé attached to their record. The *I9 On File* shows that the **Employee** has completed their I-9 document and provided proof that they are eligible to work in the United States. The in front of *Active* indicates that the **Employee** is currently in "Active" status and the *Assigned* shows if they have a current open **Assignment**.

phone/email


-  (651) 555-1212 x123
-  Tammy@aol.com
-  (224) 234-3234
-  (483) 345-3445

The Phone/Email area displays all of the *Contact Methods* for the **Employee**. Double-clicking on a record will display the **Details/Contact Methods** form.









Click on the  to add a new *Contact Method* to the record.

messages

Date	Action	Message	Rep	Contact	Due
11/18/2008	Message	[Candidate]/[Devereaux, Tammy]/[Lobby Inc]	alisha		
11/18/2008	Message	[Candidate]/[Devereaux, Tammy]/[Lobby Inc]	alisha		
8/26/2008	Message	[Candidate]/[Devereaux, Tammy]/[Aardvark Industries Inc]	erica		
8/26/2008	Message	[Candidate]/[Devereaux, Tammy]/[Aardvark Industries Inc]	erica		
8/7/2008	Message	[Candidate]/[Devereaux, Tammy]/[Crom Equipment]	dwood		
7/29/2008	Message	[Candidate]/[Devereaux, Tammy]/[Worthington Industries]	paul		


The Messages section displays all of the notes that have been logged about calls, *Emails*, or other types of interaction either with the **Employee** or on behalf of the **Employee**. To add a new *Message* to the **Employee** record from the **Visifile**, click on the  image.

Title	Customer	Code	Start	End	Bill	Pay
C#	Creative Solutions	CO	7/19/2004	6/1/2009	\$22.00	\$13.17
Computer Cleaning	Telluride Ski Lifts	DE	10/31/2008	10/31/2008	\$0.00	\$0.00
Computer Cleaning	Telluride Ski Lifts	RC	4/25/2008	10/30/2008	\$13.57	\$11.00
Computer Cleaning	Creative Solutions	CO	1/3/2008	8/10/2008	\$45.00	\$30.00
Computer Cleaning	Crom Equipment	CO	3/13/2008	8/10/2008	\$20.00	\$10.00
Computer Cleaning	Crom Equipment	CO	3/13/2008	8/10/2008	\$20.00	\$10.00

In the Assignments area you can view the **Employee's Assignment** history since they started with your company. When you click on an **Assignment** line the     buttons are displayed. The  button will take you to the **Assignment Details** form for the selected **Assignment**. The  button will open the **Order Visifile** for this **Assignment**. When you click on the  button it will add a timecard into *Time Entry* for the current *WE Date* (Weekending) for the **Assignment**. Clicking on the  button will open a *Message* form that will be linked to the **Assignment**.

Code
12 hour Nurse
1st Shift
2nd Shift
Access
Accountant
Administrative Assistant

The Interest Codes area displays the **Employee's** skills, education, languages, etc. Most of the **Employee** search functionality within Enterprise comes from the *Interest Codes* entered on an **Employee** record.

To add new *Interest Codes* from the **Employee Visifile**, click on the  icon to display the window where codes can be selected.

**Note – Interest Codes can also be added from the Work Interests form under the Details section.*

Employee Details Form

The **Details** Form displays the **Employee's Name** and **Address**, as well as **Branch affiliation**, **Washed Status**, and I-9 information is added here.

The screenshot shows a comprehensive form for an employee. On the left is a navigation menu with a 'details' link circled in red. The main form is divided into several sections:

- personal information:** Last Name (Devereaux), First Name (Tammy), Nickname, SSN (369-99-9999), ID (12467), Act. Date, and Deact. Date.
- address:** Street (4832 Neil Armstrong Blvd), City (Eagan), State (MN), Zip (55121-), County, and School.
- hiring information:** Order Type (TF), Hire Status (Eligible and Active), Profession (N/A), Washed Status (familiar), Resume On File (checked), I9 On File (checked), I9 Expire Date, Orientation Date (06/05/2009), Anniversary Date (08/04/2008), Branch (Memphis SE), Staffing Specialist (alisha), Interviewed By, Entered By (alisha), Vendor (Acme Inc), Job Title, How Heard of (N/A), How Heard Details, and Numeric Rating (0).
- background information:** Convictions and Security Clearance.
- equal opportunity:** Birth Day (09/18/1971), Nationality (I choose not to disclose), Date Entered (12/8/2008 10:49:00 AM), Gender (F), and checkboxes for Disabled and Veteran.

This close-up shows the 'personal information' section with the following fields:

- Last Name: Devereaux
- First Name: Tammy (with Initial L)
- Nickname: (empty)
- SSN: 369-99-9999
- ID: 12467 (with Contact ID field)
- Act. Date: (empty)
- Deact. Date: (empty)

In the Personal Information section you can update the *Last Name*, *First Name*, *SSN* (Social Security Number), and view the *ID* (Unique Enterprise ID for **Employee**).

You can add a *Nickname* and view the *Act. Date* (Activation Date) and *Deact. Date* (Deactivation Date). The Activation Date is automatically populated when the **Employee** is added to the database. When a "Deactivation" *Message* is logged on the **Employee** record the Deactivation Date will be populated.

The Address area stores the *Street*, *City*, *State*, and *Zip* code information for the **Employee's** main address. This is the address where the **Employee's Paychecks** and W2 will be sent.

The *County* and *School* fields are determined by the *Zip* code on the record and refer to local taxes that should be applied to the **Paycheck**.

This close-up shows the 'address' section with the following fields:

- Street: 4832 Neil Armstrong Blvd
- Street 2: (empty)
- City: Eagan
- State: MN (with Zip 55121-)
- County: (empty)
- School: (empty)
- Country: United States of America

hiring information			
Order Type	TF	Branch	Memphis SE
Hire Status	Eligible and Active	Staffing Specialist	alisha
Profession	N/A	Interviewed By	
Washed Status	familiar	Entered By	alisha
Resume On File	<input checked="" type="checkbox"/>	Vendor	Acme Inc
I9 On File	<input checked="" type="checkbox"/>	Job Title	
I9 Expire Date	__/__/__	How Heard of	N/A
Orientation Date	06/05/2009	How Heard Details	
Anniversary Date	08/04/2008	Numeric Rating	0

The Hiring Information area is where the **Employee's** *Order Type* (ie. "Temp", "Temp to Full time", "Direct Hire", etc.) can be selected. The *Hire Status* displays whether or not the **Employee** should be assigned (or hired). The *Washed Status* is used to indicate whether an **Employee** can be placed on **Assignment**. The *Anniversary Date* is automatically populated from the *Start Date* of the **Employee's** first **Assignment** with your company.

**Note - The I9 On File and I9 Expire Date (used for tracking the expiration date of Visa documents) fields are very important because they will indicate if an Employee has work eligibility within the United States. An expiration date on a US driver's license or passport should not be entered into the I9 Expire Date field.*

**Note – The Employee's Washed Status must be set to "familiar" before an Assignment can be created for them.*

The *Vendor* field is only used when the **Employee** is a 1099 consultant or if they are working for a sub-contracting vendor. When a *Vendor* is tied to the **Employee** the social security number and main address do not need to be on the **Employee** record. The pay remittance is handled through the remittance address on the **Vendors** form.

**Note – When a sub-contractor (Employee with a vendor company) is assigned to an Order the Company field will be updated with the name of the vendor they work for and the W2 check box will be unchecked on the Assignment Details screen.*

Employee Pay Setup Form

In the **Pay Setup** form Service Rep (SR) users can add or update *Federal [Tax] Exemptions* and *State [Tax] Exemptions* as well as local taxes that should be applied to the **Employee's Paycheck**. Payclerk users (PC) have access to direct deposit set up, weekly *Adjustments, Accruals, and Taxes*.

The screenshot shows the 'Employee Pay Setup Form' for Tammy Devereaux. The left sidebar contains navigation options like 'visifile details', 'pay setup', 'electronic pay', 'adjustments', 'accruals', 'taxes', 'authorities', 'pay history', 'documents', 'messages', and 'search'. Below this are 'tasks' such as 'Interview for Tammy' and 'Unfilled Order'. The main form area includes sections for 'general information' (Employee ID: 12467), 'temporary address', 'required tax information' (Federal Exemptions: 1, State Exemptions: 1, Additional Withholding: \$0.00, Dependents: 0, Marital Tax Status: S Single, Tax State: MN, State Juris, Tax By State), 'local taxes' (County Tax, City Tax, School Tax), 'payment options' (Electronic Pay Setup Complete, Mail Check and/or Stub, Paycheck Delivery Code, Default Pay Rate, Maximum Deduction Percent: 50), and 'automatic delivery method change' (Activation Date, New Delivery Code, Mail to Permanent Address).

This close-up shows the 'required tax information' section. It includes fields for Federal Exemptions (1), State Exemptions (1), Additional Withholding (\$0.00), Dependents (0), Marital Tax Status (S Single), Tax State (LA), State Juris (LA1EX), and Tax By State (checkbox).

In the Required Tax Information section you can update the *Federal Exemptions, State Exemptions, Dependents, Tax State, and select a State Juris Override*. (The *State Juris Override* allows you to select a different state for withholding taxes from an **Employee's Paycheck**).

**Note - If an Employee indicates that they are "Exempt" from taxes on their W4 you need to enter "99" in the Federal and State Exemptions fields.*

**Note – Tax By State should be selected if the Employee should only be taxed by their home address and it's not affected by the Customer's Worksite.*

The Temporary Address area allows you to enter a different address that the **Employee's Paycheck** should be sent to. This address will override the main address as long as the *Use Temporary Address* box is checked.

This close-up shows the 'temporary address' section. It includes a checkbox for 'Use Temporary Address', and fields for Street, City, State, Zip, and Country (United States of America).

payment options

Electronic Pay Setup Complete

Mail Check and/or Stub

Paycheck Delivery Code

Default Pay Rate

Maximum Deduction Percent 50

Note to Payroll

In the Payment Options area you can view if an **Employee** has *Electronic Pay Setup Complete*. This box will be checked if a direct deposit account or paycard has been set up for the **Employee**. *Mail Check and/or Stub* will be selected if the **Employee's Paycheck** should be mailed.

*Note – the amount entered into the *Default Pay Rate* field will automatically override the *Pay Rate* on any **Assignment** for the **Employee**. This field should be used with caution.

Employee Electronic Pay Form

The *Electronic Pay* form is found within the **Employee Pay Setup** section. The *Electronic Pay* is where a direct deposit account or paycard account can be created for the **Employee**.

Tammy L Devereaux
4832 Neil Armstrong Blvd
Eagan, MN 55121

Active

electronic payment type

Bank Deposit

Bank Routing Info + Pre-note Sent


Account Number Pre-note Approved

Account Type Checking Account Pre-note Disapproved

Paycard

Card Number Paycard Verify By 01/06/2010

Expire Date 01/2010 Paycard Verify Date 01/06/2010

Before either of the forms will be available for data entry the *Active* box must be checked off. Once that has been completed, click on the  in front of either the Bank Deposit section or the Paycard section.

Bank Deposit

Bank Routing Info 236549873 + Pre-note Sent

Account Number 4827264386 Pre-note Approved

Confirm Number 4827264386 Pre-note Disapproved

Account Type Checking Account

When the Bank Deposit form is selected you will be entering the bank account information that the **Employee** provided. Enter the *Bank Routing Info*, *Account Number*, re-enter the account number in the *Confirm Number* field and select the *Account Type*. If your company is utilizing the pre-note functionality then the *Pre-note Sent* date will automatically be populated with the date that the ACH/Pre-note file was

created for the **Employee's** first "live" **Paycheck**. The *Pre-note Approved* date will automatically be populated a specific number of days after the *Pre-note Sent* date (usually 7-14), so that any **Paychecks** issued to the **Employee** after the *Pre-note Approved* date will be pulled into the ACH file and sent via direct deposit.

If the bank indicates that the account does not exist, the *Pre-note Disapproved* date should be populated (manually) and the *Active* box should be unchecked. This will stop any future **Paychecks** from being direct deposited into the invalid account.

***Note – If the first Paycheck should be direct deposited for the Employee and the pre-note functionality is being utilized, manually enter a date in the Pre-note Sent and Pre-note Approved (can be same date) fields that is prior to the date that the Paycheck will be created.**

The screenshot shows a 'Paycard' form with the following fields:

- Card Number: 4938584728595837
- Confirm Number: 4938584728595837
- Expire Date: 01/2011
- Paycard Verify By: 01/06/2010
- Paycard Verify Date: 01/07/2010

When the Paycard form is selected enter the *Card Number*, re-enter the card number in the *Confirm Number* field and add the *Expire Date*. The *Paycard Verify By* field will automatically populate with today's date. The *Paycard Verify Date* will automatically populate when the paycard activation is complete and verified.

Employee Adjustments Form

The *Adjustments* form is found within the **Employee Pay Setup** section. The *Adjustments* is where any weekly withholding is set up for the **Employee**.

The screenshot shows the 'Employee Adjustments Form' interface. On the left is a navigation menu with options like 'visifile', 'details', 'pay setup', 'electronic pay', 'adjustments', 'accruals', 'taxes', 'authorities', 'pay history', 'documents', 'messages', and 'search'. Below the menu is a 'tasks' section with 'Interview for Tammy' and 'Unfilled Order'.

The main area contains a table of adjustments:

EINC	Adjustment Type	Active	Sequence	Balance Amt	YTD Total	Lifetime Total	MTD Total	WTD Total
0	401k	<input checked="" type="checkbox"/>	4	\$0.00	\$1,111.50	\$1,147.00	\$0.00	\$0.00
0	AdvanceBnk	<input checked="" type="checkbox"/>		\$0.00	\$-81.00	\$0.00	\$0.00	\$0.00
0	Checking1	<input checked="" type="checkbox"/>	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	ChildSupt1	<input type="checkbox"/>	2	\$0.00	\$56.93	\$56.93	\$0.00	\$0.00

Below the table is a 'summary' section for the selected adjustment (401k):

- Category: 401k
- Active:
- Frequency: [dropdown]
- Note: [text field]
- Sequence: 4
- Date Served: 04/02/2008
- Max Monthly: [text field]
- Max Yearly: \$15,500.00
- Max Lifetime: [text field]
- Period Max: \$0.00
- Max Applied per Check: [text field]
- Deduct by:
 - Specified Amount
 - Specified Amount Per Hour
 - Amount By Percentage
 - Net After Levy
- Gross Percentage:
- Net Percentage: [text field]
- Percentage: 10.00%

To create a new weekly *Adjustment* for the **Employee**, click on the  button in the upper right. The form below will open and you can select the *Adjustment*.



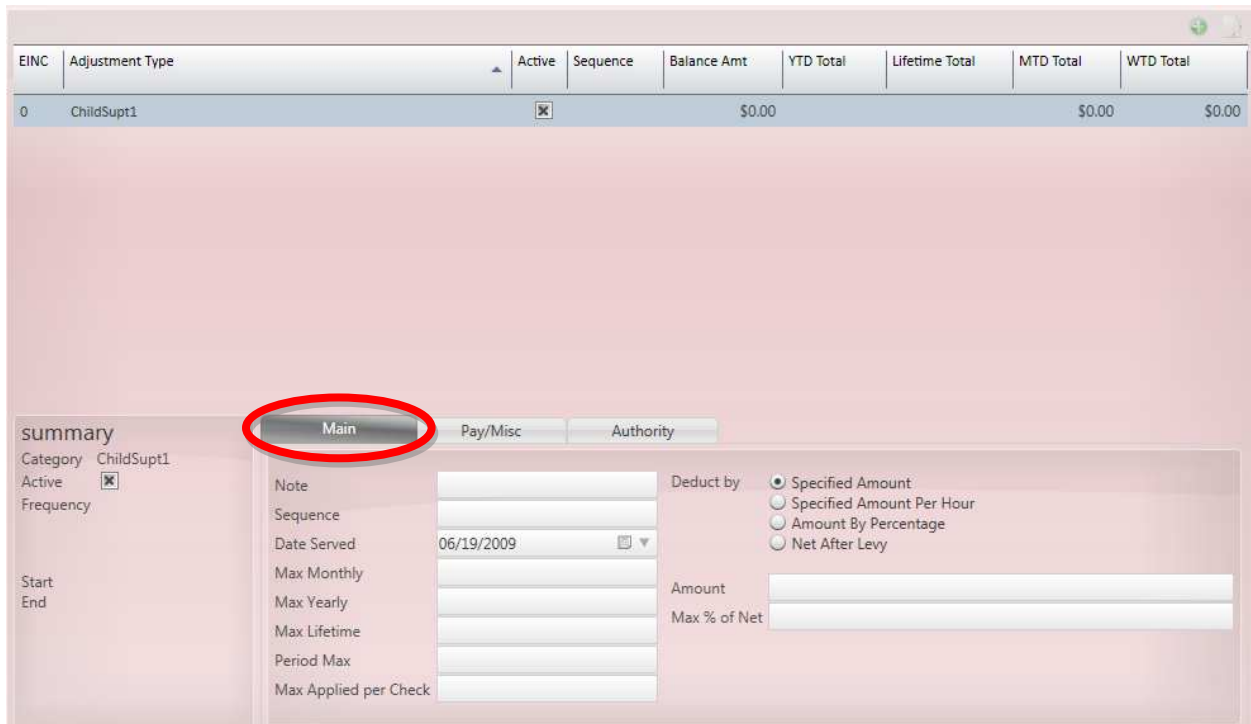
Select the *Adjustment* type from the drop down menu. The form will automatically be checked as *Active* when you're adding a new *Adjustment*.

**Note – Each Adjustment type should only be selected once.*

The *Frequency* defaults to "Weekly", but "48 Weeks" and "Monthly" are also options.

You can enter a *Start Date* and/or *End Date* for the *Adjustment* and then click on *Save* to save and close the form or *New* to save the *Adjustment* and clear the form so that you can add another.

**Note – The "48 Weeks" Frequency should be selected for Adjustments that should not be withheld on the Paychecks issued during the fifth pay period of the month when paying weekly.*



Once the *Adjustment* has been saved, it will be displayed as a line item at the top of the form and the *Main* tab will be displayed. In the lower right select how the *Adjustment* amount should be calculated and then fill in the corresponding information.

*Note - Always be sure to verify that the correct *Adjustment* line is selected before entering any amount information.

The screenshot shows a software interface with a 'summary' sidebar on the left and a main form area. The sidebar includes fields for 'Category' (ChildSupt1), 'Active' (checked), 'Frequency', 'Start', and 'End'. The main form has tabs for 'Main', 'Pay/Misc', and 'Authority'. Under the 'Main' tab, there are fields for 'Note', 'Sequence', 'Date Served' (06/19/2009), 'Max Monthly', 'Max Yearly', 'Max Lifetime', 'Period Max' (\$67.88), and 'Max Applied per Check'. On the right side, there are radio buttons for 'Deduct by' with options: 'Specified Amount' (selected), 'Specified Amount Per Hour', 'Amount By Percentage', and 'Net After Levy'. Below these are input fields for 'Amount' (\$67.88) and 'Max % of Net' (55.00%).

When entering an *Adjustment* with a dollar amount, click on the radio button for *Specified Amount* to select the correct form (ex: child support). Then enter the weekly *Amount* to be withheld and the *Max % of Net* that should be calculated for this *Adjustment*. Enter the same amount in the *Period Max* field so that if multiple **Paychecks** are issued to the **Employee** during the same pay period that the amount will not be withheld over the *Period Max* amount entered. The *Specified Amount Per Hour* radio button would be used when the *Adjustment* amount depends on the number of hours the **Employee** worked during the week.

*Note – The *Sequence* field can be used to indicate the order in which the *Adjustment* would be deducted. For example, if an **Employee** has three different “Child Support” *Adjustments* they could all be listed as *Sequence* of “1”. That way if the **Employee** isn’t paid enough that pay period to cover the full amounts of all of the *Adjustments*, the *Sequence* “1” *Adjustments* would be paid first, and if not all of those amounts could be paid, then a percentage of the full amount would be applied to each.

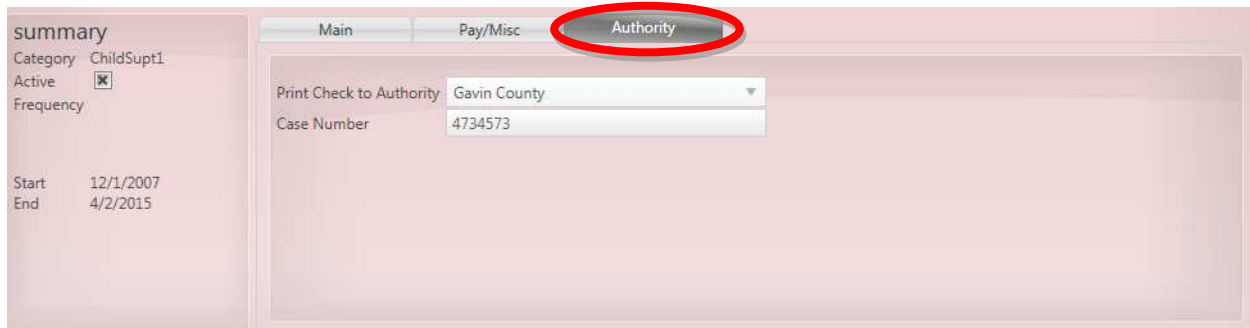
The screenshot shows a software interface similar to the first one, but with different settings. The 'summary' sidebar shows 'Category' (401k), 'Active' (checked), 'Frequency', 'Start', and 'End'. The main form has tabs for 'Main', 'Pay/Misc', and 'Authority'. Under the 'Main' tab, there are fields for 'Note', 'Sequence', 'Date Served' (06/19/2009), 'Max Monthly', 'Max Yearly' (\$15,500.00), 'Max Lifetime', 'Period Max', and 'Max Applied per Check'. On the right side, there are radio buttons for 'Deduct by' with options: 'Specified Amount', 'Specified Amount Per Hour', 'Amount By Percentage' (selected), and 'Net After Levy'. Below these are checkboxes for 'Gross Percentage' (checked) and 'Net Percentage' (unchecked), and an input field for 'Percentage' (12.00%).

When entering an *Adjustment* with a deduction calculated by percentage, click on the *Amount By Percentage* radio button to select the correct form (ex: 401K). Put a check mark in either *Gross Percentage* (pre-tax calculation) or *Net Percentage* (post-tax calculation) and then enter the *Percentage*. In the 401K example the *Max Yearly* amount set by the federal government on this type of pre-tax withholding should be entered. Once the *Adjustment* reaches the *Max Yearly* amount for the tax year it will be deactivated until the first pay period of the next tax year.

When entering an *Adjustment* with a levy all except specified amount, click on the *Net After Levy* radio button to select the correct form (ex: government levy). Enter the *Net Amount After Levy* and if there is a maximum amount to be withheld for the *Adjustment* enter it into the *Max Lifetime* field. Once the *Max Lifetime* amount has been reached the *Adjustment* will be deactivated. *Max Monthly* is used to limit the *Adjustment* to a specific amount for the month. Once that amount has been met, it will be deactivated until the first pay period of the next month.

In the *Pay/Misc* tab the information for a second and third direct deposit account can be entered. Once the *Adjustment* type of "Checking1" or "Checking2" is selected enter the deduction amount information in the *Main* tab and then enter the account information in this tab. A check mark in the *Banked* box indicates that the *Adjustment* is an amount owed and will be deducted until the total banked amount has been deducted.

***Note – If an Employee has four or more Adjustments select Flag Check for Approval. When the payroll run is calculated, a Paycheck for this Employee will generate an error reminder which will allow the user to view the check details and edit any of the withholding amounts before printing and posting the Paycheck.**

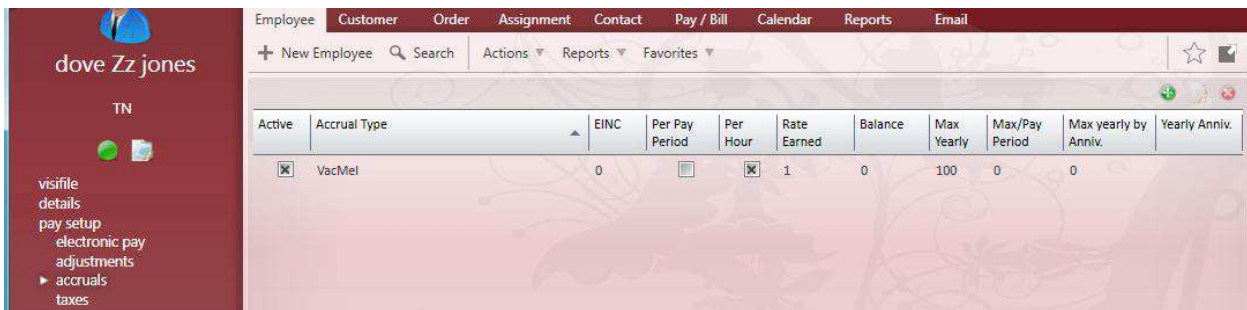



The *Authority* tab is used to select the authority that the deduction should be remitted to. Select the authority from the *Print Check to Authority* drop down menu and then enter the *Case Number* that should be referenced with the authority payment.

**Note - Always be sure to verify that the correct Adjustment line is selected before entering any authority information. If an authority record does not currently show up go to the Authorities form and set it up.*

Employee Accruals Form

The *Accruals* form is found within the **Employee Pay Setup** section. The *Accruals* is where **Employee** vacation, sick leave or PTO accrual amounts can be selected.



To add a new *Accrual* for the **Employee**, click on the  button in the upper right. The form to the left will be displayed. Select the *Accrual Type* from the drop down menu.

The *Accrual* will automatically default to *Active* status. Once the *Accrual Type* has been selected the details information will be populated.

Click on the *Save* button to save and close the form or click on the *New* button to save the information and clear the form so that another *Accrual* can be selected.



**Note – Creation of new Accrual Types must be done by a system administrator before they will be available in the menu.*

Employee Taxes Form

The *Taxes* form is found within the **Employee Pay Setup** section. The *Taxes* is where additional State income tax withholding can be entered as well as adding the earned income tax credit (EIC).



Juris	EINC	Exempt	Active	%	Amount	Allowances	Additional WH Amount	Additional Allowances
CFica	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	0	\$0.00	\$0.00
CMed	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	0	\$0.00	\$0.00
EFica	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	0	\$0.00	\$0.00
EMed	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	0	\$0.00	\$0.00
FUTA	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	0	\$0.00	\$0.00
MNSINGLE	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	1	\$2.00	\$0.00
MNSUTA	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	0	\$0.00	\$0.00
OHNA	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	1	\$0.00	\$0.00
OHSUTA	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	0	\$0.00	\$0.00
USS	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	\$0.00	1	\$0.00	\$0.00

Once an **Employee** has been issued a **Paycheck** the *Taxes* form will display all taxes that have been calculated based on the **Employee's** Zip code and the **Customer Worksite**. To add a new tax, click on the  button in the upper right. To edit a tax, first highlight the line for that tax and then click on the  button.



taxes

Juris: MNSINGLE

EINC: 0 Amount: \$0.00

Exempt: Allowances: 1

Active: Additional Allowances: 0

Percentage: 0.00% Additional WH Amount: \$2.00

Save + New

Once the tax form is displayed you can add an amount to the *Additional WH Amount* field or check off that the **Employee** is *Exempt* from the tax.

After updating this information click *Save* to save and close the form or *New* to save the information and clear the form so that another tax can be added (ex. Earned income tax credit).

*Note – "USS" indicates Federal single withholding for the U.S.; "USM" indicates Federal married withholding for the U.S.

Employee Authorities Form

The *Authorities* form is found within the **Employee Pay Setup** section. This form is used to create and store remittance information for **Employee Adjustment Authority** records. The *Authorities* set up in this form will be available in the *Print Check to Authority* drop down menu on the *Authority* tab of the **Employee Adjustments** form.



The screenshot shows the 'authorities' form with a table of existing records. The table has columns for Name, Street, City, State, Zip, Other, and Require Case. A sidebar on the left contains navigation options like 'visifile', 'details', 'pay setup', 'electronic pay', 'adjustments', 'accruals', 'taxes', 'authorities', 'pay history', 'documents', 'messages', and 'search'. A 'tasks' section at the bottom left shows 'Interview for Tammy' and 'Unfilled Order'.

Name	Street	City	State	Zip	Other	Require Case
401 K	23	BH	cA	90210		<input checked="" type="checkbox"/>
Aident Authority	123 Main St	Eagan	MN	55121		<input checked="" type="checkbox"/>
Another Test	123 St	New City	MN	55454		<input checked="" type="checkbox"/>
BadaBing	Pilot's Knob Rd	Eagan	MN	55123		<input type="checkbox"/>
Brevard County	1401 Jefferson St	Alexandria	MN	56308		<input checked="" type="checkbox"/>
Dakota County Child S...	5454 Yankee Doodle	Eagan	MN	55121	testing	<input type="checkbox"/>
Dakota County Issuing...	1515 5th Lane	Eagan	MN	55121		<input checked="" type="checkbox"/>
Gavin County	58384 G St	Eagan	MN	55121		<input checked="" type="checkbox"/>
Ingham County	1234 Main Street	Mason	MI	48234		<input checked="" type="checkbox"/>
Martin County Child S...	473 New St	Fairmont	MN	56031		<input type="checkbox"/>
Mel Authority	123 Main St	Eagan	MN	55121		<input type="checkbox"/>
My Test Authority	33rd Street	Eagan	MN	55121		<input type="checkbox"/>
Olmsted County	3140 2nd Ave NE	Rochester	MN	55960		<input checked="" type="checkbox"/>



The screenshot shows the 'authorities' form with a red header and a sidebar on the left. The main area contains input fields for Authority Name, Street, City, State, Zip, Other, and Require Case Number. A red exclamation mark icon is visible next to the Authority Name field. A 'Save' button is located at the bottom right.

Authority Name

Street

City


State

Zip

Other

Require Case Number

Save

To add a new *Authority* record, click on the  button in the upper right. The form to the left will be displayed.

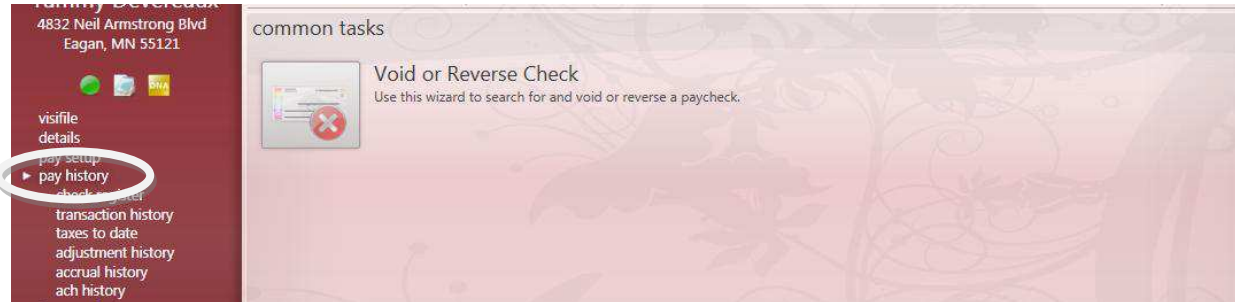
Fill out the *Authority Name*, *Street*, *City*, *State*, and *Zip* that the *Authority* check should be remitted to.

Additional information about the *Authority* can be entered in the *Other* field. If a case number is required check off the box for *Require Case Number*.

Once all of the information has been filled out click *Save* to add the new *Authority* record.

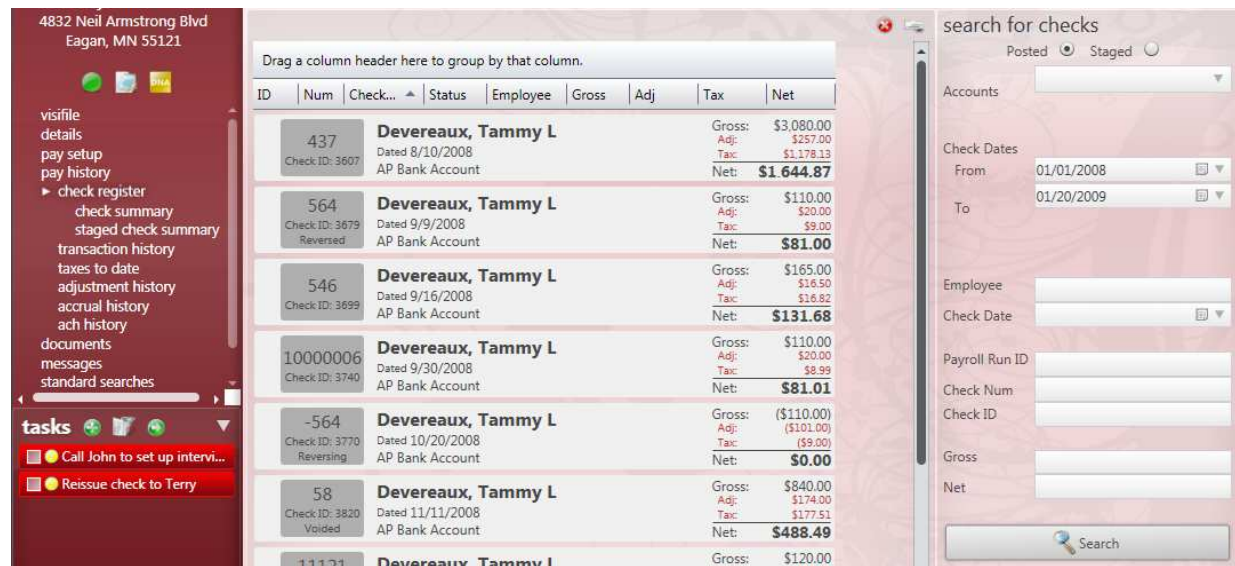
Employee Pay History Form

The **Pay History** form gives users access to *Check Register*, *Transaction History*, *Adjustment History*, and *ACH History* among other **Paycheck** history information.



Employee Check Register Form

The *Check Register* form is found within the **Employee Pay History** section. The *Check Register* displays a list of **Paychecks** for the **Employee**.



The *Check Register* displays the *Check Number*, *Check ID*, *Check Date*, *Gross*, and *Net* of the check. Double-click on the check to view the *Check Summary* form for the **Paycheck**.

*Note – A report to print the **Employee's Wage Statement** can be run from the *Reports* drop down menu in the *Actions Bar*.

Employee Check Summary Form

This form will be covered in more detail in the **Pay/Bill** section.

Employee Staged Check Summary Form

This form will be covered in more detail in the **Pay/Bill** section.

Employee Transaction History Form

The *Transaction History* form is found within the **Employee Pay History** section. The *Transaction History* displays line by line *Transactions* for any **Payroll** or **Invoicing** information for the **Employee**.

Weekend Bill	Weekend Date	Customer	Skill Code	Total Bill	Gross	Check ID
12/14/2008	12/13/2008	Dans Cleaning Services	Warehouse Person	\$122.21	\$0.00	
12/14/2008	12/13/2008	Dans Cleaning Services	Warehouse Person	\$-111.10	\$0.00	
12/14/2008	12/13/2008	Dans Cleaning Services	Warehouse Person	\$111.10	\$0.00	
12/14/2008	12/13/2008	Dans Cleaning Services	Warehouse Person	\$120.00	\$0.00	
12/14/2008	12/13/2008	Dans Cleaning Services	Warehouse Person	\$-111.10	\$0.00	
12/14/2008	12/13/2008	Dans Cleaning Services	Warehouse Person	\$111.10	\$0.00	
12/14/2008	12/14/2008	123 Nursing	Forklift	\$140.53	\$0.00	
12/14/2008	12/14/2008	123 Nursing	Forklift	\$-120.93	\$0.00	
12/14/2008	12/14/2008	123 Nursing	Forklift	\$120.93	\$0.00	
12/7/2008	11/16/2008	123 Nursing	Forklift	\$0.00	\$-120.00	3876
12/7/2008	11/9/2008	123 Nursing	Forklift	\$0.00	\$-400.00	3939
12/7/2008	11/9/2008	Telluride Ski Lifts Inc.	Computer Cleaning	\$0.00	\$-440.00	3939
12/7/2008	12/7/2008	123 Nursing	Forklift	\$145.12	\$120.00	3914

You can view the *Customer*, *Skill Code* (Job Title), *Total Bill*, *Gross*, and the *Check ID* (unique identifier for the check) number of the **Employee's Paycheck**. Select "Standard View" or "Hours View" from the *View* drop down menu to change the information displayed between rates and hours.

**Note – A report with this information can be run from the Reports drop down in the Employee Actions Bar.*

Employee Taxes To Date Form

The *Taxes to Date* form is found within the **Employee Pay History** section and will display all taxes that have been withheld from the **Employee's Paycheck** year to date.

ID	Juris	Gross	Taxable	Taxed	Next Yr Gross	Next Yr Tax	Next Yr Taxable
72718	USS	\$3,475.00	\$3,127.59	\$779.21	\$0.00	\$0.00	\$0.00
72717	OHSUTA	\$715.00	\$715.00	\$19.31	\$0.00	\$0.00	\$0.00
72716	OHNA	\$715.00	\$643.52	\$25.52	\$0.00	\$0.00	\$0.00
72715	MNSUTA	\$2,760.00	\$2,760.00	\$30.36	\$0.00	\$0.00	\$0.00
72714	MNSINGLE	\$2,760.00	\$2,484.07	\$142.73	\$0.00	\$0.00	\$0.00
72713	FUTA	\$3,475.00	\$3,475.00	\$27.80	\$0.00	\$0.00	\$0.00
72712	EMed	\$3,475.00	\$3,475.00	\$50.38	\$0.00	\$0.00	\$0.00
72711	EFica	\$3,475.00	\$3,475.00	\$215.45	\$0.00	\$0.00	\$0.00
72710	CMed	\$3,475.00	\$3,475.00	\$50.38	\$0.00	\$0.00	\$0.00
72709	CFica	\$3,475.00	\$3,475.00	\$215.45	\$0.00	\$0.00	\$0.00

**Note – "USS" indicates Federal single withholding for the U.S.; "USM" indicates Federal married withholding for the U.S.*

Employee Adjustment History Form

The *Adjustment History* form is found within the **Employee Pay History** section and displays all weekly and one-time adjustments that have been applied to the **Employee's Paycheck**.

4832 Neil Armstrong Blvd Eagan, MN 55121					
Drag a column header here to group by that column.					
Check Date	Employee	Adjustment	Amount	Check ID	
12/17/2008	Devereaux, Tammy L	DEO	\$-9.00	3939	
12/17/2008	Devereaux, Tammy L	AdvanceBnk	\$-81.00	3939	
12/17/2008	Devereaux, Tammy L	401k	\$-84.00	3939	
12/16/2008	Devereaux, Tammy L	DEO	\$9.00	3914	
12/16/2008	Devereaux, Tammy L	AdvanceBnk	\$98.65	3914	
12/16/2008	Devereaux, Tammy L	401k	\$12.00	3914	
12/9/2008	Devereaux, Tammy L	AdvanceBnk	\$-98.65	3876	
12/9/2008	Devereaux, Tammy L	401k	\$-12.00	3876	
12/1/2008	Devereaux, Tammy L	401k	\$12.00	3839	
11/11/2008	Devereaux, Tammy L	DEO	\$9.00	3820	
11/11/2008	Devereaux, Tammy L	AdvanceBnk	\$81.00	3820	

Employee Accrual History Form

The *Accrual History* form is found within the **Employee Pay History** section and displays the earned accrual *Transactions* and the **Employee's** current balance of vacation, sick leave, paid time off, etc.

Employee ACH History Form

The *ACH History* form is found within the **Employee Pay History** section and displays all direct deposit (ACH) files that have been generated for the **Employee's Paycheck**.

123 Main Street Ithaca, NY 55024							
Drag a column header here to group by that column.							
Origin Routing	Amount	Destination Routing	Destination Account	Account Type	Employee	Generated	
678992345	\$317.44	111111111	646467654	Chk	Barker, Shannon	4/25/2006	
678992345	\$131.59	111111111	646467654	Chk	Barker, Shannon	4/25/2006	
67899	\$345.46	111111111	646467654	Chk	Barker, Shannon	2/2/2006	
096016794	\$50.00	111111113	4646431	Chk	Barker, Shannon	8/12/2003	
096016794	\$485.39	111111111	646467654	Chk	Barker, Shannon	8/12/2003	

Employee Messages Form

In the **Messages** form you can view *Messages* that have been logged from the **Employee's** record or linked to the **Employee** from other records. *Messages* can be added from the **Employee, Customer, Order, Assignment** and **Contact** areas of Enterprise. This feature is covered in more detail in the Front Office Manual.

The screenshot shows the Employee Messages Form. On the left is a navigation menu with options: visifile, details, pay setup, pay history, documents, messages (circled), standard searches, and search. The main area displays a list of messages. The top message is dated 1/14/2009 11:07:00 AM, with the subject [Candidate]/[Devereaux, Tammy]/[Creative Intentions Inc] and entered by alisha. Below it are three other messages: 1/14/2009 10:47:00 AM (Did an excellent would love to have them back), 12/16/2008 9:25:00 AM (Filing report), and 12/16/2008 9:24:00 AM (Call about new order). All messages were entered by alisha. The interface includes a 'Filter by Action Code' dropdown and buttons for 'Creative Intentions Inc' and 'Account Analyst'.

Employee Search Form

The **Search** form displays all of the **Employee** records that match the criteria entered in the Search Criteria area. To open and view a record, double-click on the line for that **Employee**.

The screenshot shows the Employee Search Form. The top left navigation menu includes: visifile, details, pay setup, pay history, documents, messages, and search (circled). The search criteria area includes fields for Last Name (dev), First Name, SSN, ID, and buttons for 'All Records' and 'Active'. There are also dropdowns for RepName (All Reps), Branch (Memphis), and Document Text. A 'Search' button and a 'Clear Criteria' button are present. Below the search criteria, the results section shows 'Your search returned 1 result.' and a table with the following data:

ID	Last Name	First Name	Phone	Is Acti...	Is Assi...	Branch	Last Message	Zip Code
12467	Devereaux	Tammy	(651) 555-1212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memphis SE	Available	55121

Below the table, there is another search criteria section with Last Name (zzal), First Name, SSN, ID, and buttons for 'All Records' and 'Active'. It also includes dropdowns for RepName (All Reps), Branch (Memphis), and Document Text, along with 'Search' and 'Clear Criteria' buttons.

At the top of the form you can enter *Last Name, First Name, SSN* (Social Security Number), *ID* and choose the *Assigned status Status, RepName* and *Branch*. Then click on the *Search* button to display matching **Employee** records.

CUSTOMER RECORDS

Entering a New Customer Record

To open the window to add a new **Customer** record to Enterprise you can go to the *E* button in the upper left and click the *New* button and then select the *Customer* option from the drop down menu. You can also use the **Hot Key** combination of *Alt + 2*. The window below will be displayed:

The screenshot shows a software window titled "add new customer" with a close button (X) in the top right corner. The window is divided into four main sections:

- customer name:** Includes a "Customer" field with a red exclamation mark (!) and a "Department" dropdown menu set to "Primary".
- other billing:** Includes "Phone" and "Email" text input fields.
- main address:** Includes "Attn. To", "Address", "Address2", "City", "State" (dropdown set to "TN"), "Zip", "Country" (dropdown set to "United States of America"), and "Worker Comp" (dropdown set to "8810 0.68 Clerical/Tele Phone").
- sales information:** Includes "Account Manager" (dropdown set to "alisha Alisha Arnold"), "Branch" (dropdown set to "Memphis SE"), "Sales Team" (dropdown set to "1 Default"), "Active Date" (set to "1/20/2009"), "Terms" (dropdown set to "Payment Past Due 20 Days A"), and a "Note" text area.

A "Save" button with a floppy disk icon is located at the bottom right of the window.

Enter in the name of the client in the *Customer* field, add the main address, default *Worker Comp* code, contact information, and choose the *Account Manager*, *Branch*, and *Sales Team*. Once this information has been entered click on *Save* to add the new **Customer** to Enterprise and navigate to the new **Customer** record.



***Note - Areas highlighted in Red with an Exclamation Point (!) at the front of the field are required and you will not be able to create the new record without completing the information in those fields.**


*Note - If your company uses the same Worker Comp code (ie. 8810) in several different states you will need to make sure that you select the code with the state abbreviation listed before the actual code, as in the example for the Texas salesperson (TX8742) code above.

Customer Avatar Area


The Avatar area displays the **Customer's** Avatar or logo, *Name*, *Department*, and *Address* as well as indicating if they are *Active*.



If the **Customer** is currently "Active" the  in the lower left corner will be **Green**, if they have been "Deactivated" the *Circle* will be .

When the  button is clicked in the **Customer** Avatar area the information will slide to display their *Customer ID* (Unique identifier for Enterprise) and their *Parent ID* (Unique identifier for the *Parent* record).

Customer: 10623

To return to the previous view, click on the  button and the information will once again slide back to revealing the **Customer's** Avatar (or picture) and their main address.

Customer Visifile Form

The **Visifile** form is a snapshot of the most pertinent information about the record you are currently viewing. The **Customer's Visifile** form contains information such as *Aging, Sales, Messages,* and **Contacts**. Each of the areas of the **Visifile** will be broken down and covered in detail.

Crom Equipment
Primary
123 8th St.
Minneapolis, MN 34950
(651) 555-1212

visifile
invoicing
defaults
messages
documents
search

tasks
Call Owen at Linden about lu...
Set up interview for Loretta L...

customer snapshot
Customer Name: Crom Equipment Customer ID: 10623 Branch: Memphis SE Status: Active
Parent ID: Root ID: 10623 Notes:
Customer Tree: Master View

financials
Last Payment: 12/14/2009 YTD Sales: \$0.00
Balance Due: \$17,483.35 Lifetime Sales: \$3,079,260.16
AR Balance: \$22,606.34 Sales Trailing: \$360,625.69
Credit Limit: \$100,000.00

contacts
Name Title Office Phone
Anderson, James (651) 452-0366
Billings, Barbara Owner (651) 555-1212 x123
Frodowald, Eric
Holcomb, Jim Owner (651) 555-1212 x123
Hollingsworth, Jim Manager (651) 555-1212 x123



messages
Date Action Message Rep Contact Due
1/12/2010 Message Personal call summary: laurab Billings, Barbara
1/12/2010 Order Candidate Rejected -- Devereaux, Tammy OrderID: 5996 - Crom Equipme... laurab Kozelek, Stephanie
1/12/2010 Absent (Sick) called in not feeling well casey
1/6/2010 Order Candidate Interview -- Alabama, Nick OrderID: 5281 - Crom Equipment laurab Williams, Leonard
1/6/2010 Order Candidate Candidate -- Alabama, Nick OrderID: 5281 - Crom Equipment laurab Williams, Leonard
1/6/2010 Order Candidate Candidate -- Arkansas, Frank OrderID: 5281 - Crom Equipment laurab Williams, Leonard
1/5/2010 Order Candidate Refused -- Alaska, Joe OrderID: 4365 - Crom Equipment laurab
1/5/2010 Order Candidate Candidate -- S6, Shanta6 OrderID: 4960 - Crom Equipment alisha Williams, Leonard

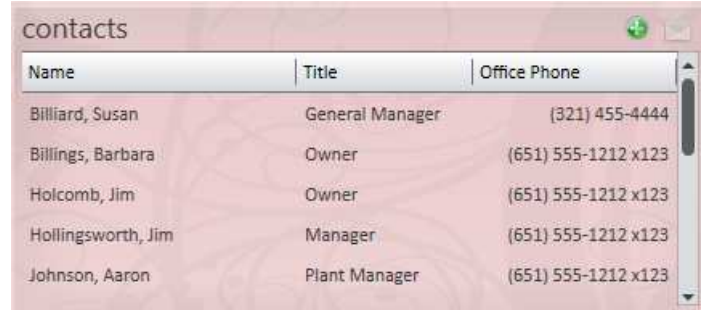
customer snapshot
Customer Name: Crom Equipment Customer ID: 10623 Branch: Memphis SE Status: Active
Parent ID: Root ID: 10623 Notes:
Customer Tree: Master View

The Customer Snapshot section displays the *Customer Name*, Unique *ID* numbers, *Branch*, and current *Status* (ie. "Active", "Prospect", "Hold for Credit Check", etc.). The **Master View** allows the user to view all **Contacts**, sales, *Messages*, etc. that apply to the **Customer** and any associated *Departments*. Click on this button to toggle into the *Account View* and only display information for this specific *Department*.

financials
Last Payment: 10/16/2008 YTD Sales: \$2,707,213.57
Balance Due: \$5,546.71 Lifetime Sales: \$2,707,213.57
AR Balance: \$15,067.05 Sales Trailing: \$2,707,213.57
Credit Limit: \$100,000.00

The Financials section displays the *Balance Due*, *AR* (Accounts Receivable) *Balance*, *Credit Limit* and total *Sales* information for the **Customer**.


The Contacts section displays all of the company's internal staff with whom you work. To add a new **Contact** from the **Customer Visifile** click on the  button in the upper right corner. To open the full **Contact** record double-click on the line for that person. To send **Contacts Email**, click on their line and then click on the  button.



Name	Title	Office Phone
Billiard, Susan	General Manager	(321) 455-4444
Billings, Barbara	Owner	(651) 555-1212 x123
Holcomb, Jim	Owner	(651) 555-1212 x123
Hollingsworth, Jim	Manager	(651) 555-1212 x123
Johnson, Aaron	Plant Manager	(651) 555-1212 x123



Date	Action	Message	Rep	Contact	Due
12/26/2008	Message	[Candidate]/[, Tim]/[Crom Equipment]	webcenteruser		
12/17/2008	Message	Not interested - worked there before	alisha		
12/15/2008	Message	Not interested in warehouse positions here	alisha		
12/12/2008	Message	[Accepted]/[Greene, Kelsey]/[Crom Equipment]	alisha		
12/12/2008	Message	[Candidate]/[Abootorabi, Deborah]/[Crom Equipment]	alisha		
12/12/2008	Message	[Candidate]/[zztest111, zztest111]/[Crom Equipment]	alisha		
12/12/2008	Message	[Candidate]/[ZZQuill, Ginger]/[Crom Equipment]	alisha		
12/12/2008	Message	[Candidate]/[Wilson, Lawrence]/[Crom Equipment]	alisha		

The Messages section displays all of the notes that have been logged about calls, *Emails*, or other types of interaction either with the **Customer** or on behalf of the **Customer**. To add a new *Message* to the **Customer** record from the **Visifile**, click on the  image.

Customer Details Form

The **Details** form displays the **Customer's Name** and **Address** information, as well as **Billing Address**, **Status**, and **Work Site** information.

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar has a 'details' button circled in red. The main content area is divided into several sections:

- Primary** (Address): 123 8th St., Minneapolis, MN 34950, (651) 555-1212
- customer information**: Customer Name (Crom Equipment), Department (Primary), Customer ID (10623), Parent ID.
- customer status**: Status (A Active), Activation Date (08/20/2009), Date Created (12/6/2001 9:09:00 AM).
- contact information**: Street 1 (123 8th St.), Street 2 (Suite 105), City (Minneapolis), State (MN), Zip (34950-), Country (United States of America), Website (http://www.cromeq.com).
- billing address**: Attention To (Bob Smith), Street 1 (PO Box 0123), Street 2, City (Fort Pierce), State (FL), Zip (34950-), Country (United States of America).
- contact roles** (Table):


First Name	Last Name	Contact Type
Jim	Hollingsworth	Report To
Jim	Hollingsworth	InvoiceEmail Contact
Stephanie	Kozelek	Ordered By
Paul	Pugeot	Report To
- sales tax**: Sales Tax Goods (Portage, OH Sales Tax), Sales Tax Services (N/A).
- default worksite**: Work Site (Site #6, 3480 Golfview Dr, Eagan, MN 55123).

This close-up shows the following fields:

- customer information**: Customer Name (Crom Equipment), Department (Primary), Customer ID (10623), Parent ID.
- contact information**: Street 1 (123 8th St.), Street 2 (Suite 105), City (Minneapolis), State (MN), Zip (34950-), Country (United States of America), Website (www.cromeq.com).


The Customer Information section lists the **Customer Name**, **Department**, **Customer ID**, and **Parent [Account] ID**, if any.

The Contact Information lists the **Customer's** main address with **Street 1**, **Street 2**, **City**, **State**, **Zip** code, and **Country**.

At the bottom of this section you can enter the **Customer's Website**. Once the **Website** is entered click on the  button on the right to navigate to the **Website**.

In the Customer Status section you can view and/or update the **Customer's** current *Status*. The *Activation Date* displays when the **Customer** record was changed to "Active" status. The *Date Created* is the day that the **Customer** was added to Enterprise.

***If the Customer Status is not "Active" users will not be able to create new Assignments on Orders for this Customer.**


The Billing Address displays the address where the **Customer's Invoices** will be sent. If these fields are left blank Enterprise will automatically use the main address information. To copy the main address into these fields, click on the  button in the upper right corner of the box.

customer status

Status: A Active

Activation Date: 08/07/2008

Date Created: 12/6/2001 9:09:00 AM

billing address 

Attention To: Bob Smith

Street 1: PO Box 01234

Street 2:

City: Fort Pierce

State: FL Zip: 34950-

Country: United States of America

sales tax

Sales Tax Goods: Portage, OH Sales Tax

Sales Tax Services: N/A

default worksite


Work Site: Site #6
3480 Golfview Dr
Eagan, MN 55123

If Sales Tax applies to goods or services in the **Customer's** state select the correct location in the *Sales Tax Goods* and/or *Sales Tax Services* drop down menus.

The Default Worksite section displays the **Work Site** which will automatically populate in new **Orders** created for this **Customer**.

***Note - The Work Site is the physical location where Employees are going to work and are very important because the address information is used in determining Taxes that should be applied to the Employee's Paycheck.**

In the Contact Roles section the user can set up default roles that will be automatically assigned to new **Orders** for the *Department*.

The **Contact** record must first be added for the **Customer**, then click on the  button to open the form below:

contact roles   

First Name	Last Name	Contact Type
Jim	Hollingsworth	Report To
Jim	Hollingsworth	InvoiceEmail Contact
Stephanie	Kozelek	Ordered By
Paul	Pugeot	Report To

Select the person from the *Contact* drop down menu. Then select a role from the list in the Available Roles section.

Click on the **+** button for the role and the **Contact** name and role will be displayed in the Assigned Contact Roles section on the right.

Once all default roles have been set up for this **Customer**, click on the *Save* button in the bottom right corner of the form.

Customer Departments Form

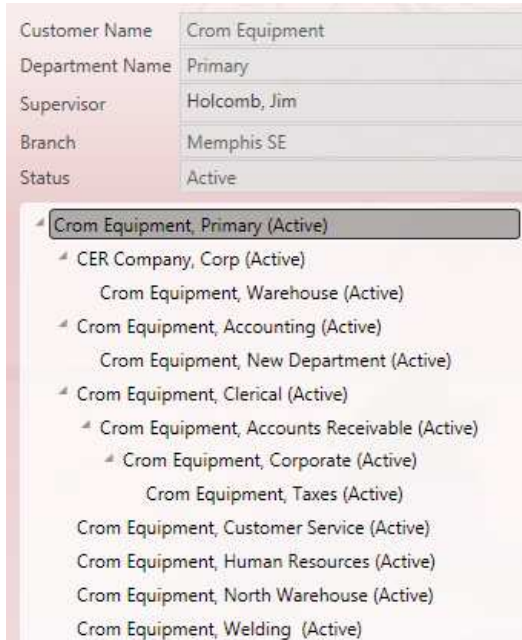
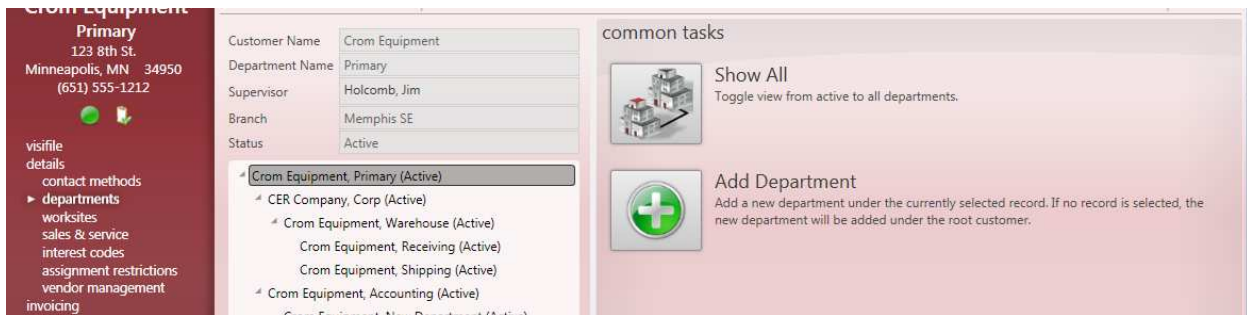
The *Departments* form is found within the **Customer Details** section. The terms *Department*, *Child Customer* and *Division* are interchangeable as they pertain to the **Customer** Hierarchy. There are a number of reasons why it would be important to create a *Department* for a **Customer**:

- ❑ The **Customer** would like **Invoices** for a particular *Department* sent to a different location than the *billing address* on the main **Customer** record.
- ❑ The **Customer** requires different **Invoicing** criteria for different *Departments*.
- ❑ The *Department* has a different *Worker Comp* code default.
- ❑ The **Customer** would like specific reporting by *Department*.
- ❑ There are 2 *Branches* or 2 *Sales Teams* servicing the **Customer**.
- ❑ **Customer** terminology – a **Customer** calls to place an order for the “Human Resources” *Department*.



There is no limit to the number of levels within a **Customer** record.

When dealing with *Departments*, the terms *Primary* and *Parent* are interchangeable. The *Primary/Parent* record is always at the top of the **Customer** tree. When creating a *Department*, the *Department* record will inherit all of the properties of the *Parent* record, and they can be modified at each *Department* level. All data entered at the *Primary* level can be entered or modified at each *Department* level.

***Note - If *Departments* have been created for a **Customer**, it is unlikely that **Orders** would be created under the *Primary Customer* record.**

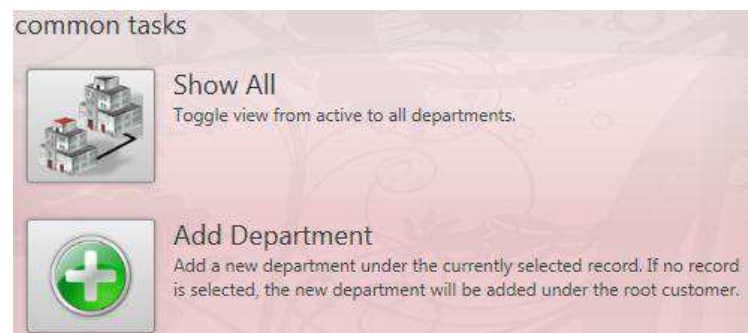


The Department Information section displays the *Department* record that you currently have open for the **Customer**. It will also list the **Contact** who has been listed as the default *Supervisor* for the **Customer**. This section also displays the *Branch* associated with the record and the current *Status*.

Below that is a picture of the **Customer** tree. To minimize any part of the tree click on the  button on the left or click on the  button to expand and display more *Department* information.

In the Common Tasks section you can change the **Customer** tree view so that it only displays "Active" *Departments* or click on *Show All* to display all "Active" and "Inactive" *Departments* within the **Customer** hierarchy.

*When you click on *Show All* the button will change to *Show Active Only*. Click on the button to revert the display to only those *Departments* with a *Status* of "Active".



To add a new **Customer Department**, click on the *Add Department* button. The following window will be displayed:




Add the new *Department* name (ie. "Warehouse", "Human Resources", "Nursing", etc.) in the *Department* field, then click on *Save* to add and open the *Department* record.

Customer Worksites Form

The *Worksites* form is found within the **Customer Details** section. *Worksites* are the physical locations where the **Employees** will go to work. One **Customer** may have an unlimited number of *Worksite* locations.

ID	Active	Description	Street	City	State	Zip
1377	<input checked="" type="checkbox"/>	Appleton Branch	400 Main Street	Baltimore	MD	21202
1882	<input checked="" type="checkbox"/>	Billing Center	3480 Golfview Dr	Eagan	MN	55121
1727	<input checked="" type="checkbox"/>	Corporate Office	3300 Enterprise Drive	Fort Pierce	FL	34950
1522	<input checked="" type="checkbox"/>	Florida Branch	3300 Enterprise Drive	Fort Pierce	FL	34950
1994	<input checked="" type="checkbox"/>	Green Valley	Greensboro	Alkana	CO	57960
2051	<input checked="" type="checkbox"/>	Human Resources	10116 Waterson Trail	Jeffersontown	KY	40299
815	<input checked="" type="checkbox"/>	Main Office	3300 Enterprise Drive	Upper Arlington	OH	43220
993	<input checked="" type="checkbox"/>	Main Office 2	10116 Waterson Trail	Jeffersontown	KY	40299

To view the details of a *Worksite* double-click on the record line to open a window and view or edit the *Worksite* information. To add a new *Worksite* to the **Customer** record click on the  button to display the window below:

The screenshot shows a 'worksite' form with the following sections:

- worksite details:**
 - Active:
 - Worksite: (Required)
 - Attn To:
 - Street1: (Required)
 - Street2:
 - City: (Required)
 - State: MN (dropdown)
 - Zip: (Required)
 - County:
 - School:
 - Country: United States of America
- tax information:**
 - State: (Required)
 - Sales Tax Services:
 - Sales Tax Goods:
 - Local taxes are automatically determined by the zip code.
 - County Tax: Exempt
 - City Tax: Exempt
 - School Tax: Exempt
- other information:**
 - Directions:
 - Dress Code:

At the bottom right, there are 'Save' and '+ New' buttons.

Enter the location name as the **Customer** refers to it in the *Worksite* field, add the address information and choose the tax *State* from the drop down menu. You can also enter *Directions* and a *Dress Code* that will automatically default into the **Order Details** when this location is selected.

**Note - Areas highlighted in Red with an Exclamation Point (!) at the front of the field are required and you will not be able to create the new record without completing the information in those fields.*

Enterprise Customer Order Assignment Contact Pay/Bill Calendar Reports Email



worksite

✕

← →

worksite details

Worksite	Corporate Office
Attn To	
Street1	3300 Enterprise Drive
Street2	
City	Fort Pierce
State	FL Zip 34950-
County	
School	
Country	United States of America

tax information

State	FLIncTax
Sales Tax Services	N/A
Sales Tax Goods	N/A

Local taxes are automatically determined by the zip code.

County Tax	Exempt
City Tax	<input type="checkbox"/>
School Tax	<input type="checkbox"/>

other information

Directions	North to State Line	Dress Code	Professional

Save

 New

Once all of the *Worksite* information has been added click on the *Save* button to add the location to the **Customer's** record. To add another *Worksite*, click on the *New* button to clear the form and add another location to Enterprise. Use the and buttons to navigate between *Worksite* records for the **Customer**.

Customer Sales & Service Form

The *Sales & Service* form is found within the **Customer Details** section. This form contains details regarding *Sales Team*, *Competition*, *Notes*, and **Order** default information.

Primary
123 8th St.
Minneapolis, MN 34950
(651) 555-1212

visifile
details
contact methods
departments
worksites
► sales & service
interest codes
assignment restrictions
vendor management
invoicing
defaults
messages
documents
search

tasks
★ Call Owen at Linden abo...
Set up interview for Loretta L...

sales information

Account Manager: greggd
Branch: Memphis SE
Sales Team: stephanie
How Heard Of: Haley
How Heard of Detail

Competition: Kelly, Manpower

Business Code

service information

Skip weekly calls as department default: Yes No
Skip assign ending calls as department default: Yes No

Notes

job order defaults

PO Number: 1234
Supervisor
Entity
Sub Entity/Dept
Location

Check Drop: T
Customer Extra 1
Customer Extra 2
Customer Extra 3

In this form you can update the *Account Manager*, *Branch* or *Sales Team* for the **Customer**. You can also select to *Skip weekly calls* and *Skip assign ending calls* by selecting the "Yes" or "No" radio button next to each.

Customer Invoicing Form

The **Customer Invoicing** form displays a complete record of all **Invoices** issued to the **Customer** from your company out of Enterprise.

Crom Equipment
Primary
123 8th St.
Minneapolis, MN 34950
(651) 555-1212

visifile
details
invoicing
invoice detail
credit and payroll
billing setup
adjustments
po setup
misc
defaults
messages
documents
search

Invoices Detailed View

Drag a column header here to group by that column.

Inv N...	Date	Customer	Department	Branch	Amount	Paid	Balance
Crom Equipment, Primary							
5553574 Inv ID: 5400					\$811.30	\$0.00	
PO Number	Invoice Date	1/6/2010	Amount				
Entity	Last Paid		Paid				
	Invoice Due	1/21/2010	Balance				\$811.30
Crom Equipment, Primary							
5553563 Inv ID: 5385					\$736.18	\$0.00	
PO Number	Invoice Date	12/31/2009	Amount				
Entity	Last Paid		Paid				
	Invoice Due	1/15/2010	Balance				\$736.18
Crom Equipment, Taxes							
5553504 Inv ID: 5321 OVERDUE					\$1,014.13	\$0.00	
PO Number	Invoice Date	12/17/2009	Amount				
Entity	Last Paid		Paid				
	Invoice Due	1/6/2010	Balance				\$1,014.13
Crom Equipment, Warehouse							
5553402 Inv ID: 5192 OVERDUE					\$299.59	\$0.00	
PO Number	123454321	Invoice Date	10/1/2009	Amount			
Entity		Last Paid		Paid			
	Invoice Due	10/21/2009	Balance				\$299.59

search
Invoice Dates
From: / /
To: / /
Customer:
Due Date: / /
Inv Number:
Inv ID:
Inv Amount:
Balance:
 Show only Overdue invoices
Search

On the right in the Search area you can select search parameters to find specific **Invoices**. Enter the criteria and then click on the *Search* button to display matching **Invoices**. Double-click on the **INVOICE** to open the *Invoice Details* form for the **INVOICE**. This form will be covered in more detail in the **Pay/Bill** area of this manual.

Customer Invoice Detail Form

The *Invoice Detail* form is found within the **Customer Invoicing** section. To open and view the details of an **INVOICE**, select the **Invoicing** form and double-click on the **INVOICE** you wish to view. This will open the *Invoice Detail* for the selected **INVOICE**.

Crom Equipment
Primary
123 8th St.
Minneapolis, MN 34950
(651) 555-1212

visifile
details
invoicing
invoice detail
credit and payroll
billing setup
adjustments
po setup
misc
defaults
messages
documents
search

+ New Customer Search Actions Reports Favorites

Crom Equipment - Memphis SE
PO Box 0123
Fort Pierce, FL, 34950

Invoice Number 5553563 Weekend Bill 12/27/2009
Invoice Date 12/31/2009 Pay Date

Owed Balance **\$736.18** Amount Paid **\$0.00**

item	quantity	rate	weekend date	total
Anderson, Eric Dispatcher				
Reg Hours	37.5	\$18.39	12/27/2009	\$689.63
				\$689.63
Adjustment Items				
				\$0.00
Tax Items				
Sales Tax Franklin		\$46.55	12/27/2009	\$46.55
				\$46.55
Total				\$736.18

Customer Credit & Payroll Form

The *Credit & Payroll* form is found within the **Customer Invoicing** section. This form displays the *Credit Limit* and *Credit Analyst*, default *Worker Comp* code, **Payroll** information for **Employee's** assigned to **Orders** for this **Customer** and **Accounts Receivable** aging as well as sales.

+ New Customer
Search
Actions
Reports
Favorites

Crom Equipment
Primary
 123 8th St.
 Minneapolis, MN 34950
 (651) 555-1212

visifile
 details
 invoicing
 invoice detail
credit and payroll
 billing setup
 adjustments
 po setup
 misc
 defaults
 messages
 documents
 search

tasks

★ Call Owen at Linden abo...
Set up interview for Loretta L...

credit information		financial information	
Credit Limit	\$100,000.00	AR Balance	\$11,825.45
Credit Analyst	aaron	AR Current	\$1,547.48
Hold Code	LETTER OF CREDIT HOLD	AR 1-30 Days	\$0.00
Terms	Net 15 Days From Date Of Invoice	AR 31-60 Days	\$0.00
Last Checked	04/30/2008	AR 61-90 Days	\$0.00
		AR Over 90 Days	\$10,277.97
Customer Type	Core	DSO	129
Credit Note		Sales TYD	\$0.00
		Sales Last 12 mo	\$354,580.37
		Lifetime Sales	\$2,950,116.27
		Volume Discount	\$0.00

additional payroll details		Payroll Note
Worker Comp	GA3681	
Check Delivery	T	
Overtime Plan	PlanSTD	
Pay Periods	52	
Week Ends On	Sunday	
Pay Cycle	0	
Mileage Rate	\$0.55	

Customer Billing Setup Form

The *Billing Setup* form is found within the **Customer Invoicing** section. This form allows the user to customize how the **Invoice** report will look for the **Customer**. The individual sections of this form are covered in detail below.

Crom Equipment
Primary
123 8th St.
Minneapolis, MN 34950
(651) 555-1212

visifile
details
invoicing
invoice detail
credit and payroll
▶ billing setup
adjustments
po setup
misc
defaults
messages
documents
search

billing schedule
 Bill customer daily Bill monthly? Bill On... [dropdown]

invoicing
 Style: Jobs On A Stick Sample Invoice
 Count: 1
 Invoice Method: Print and Email
 Email Template: Invoice to Contact
 Currency: USD
 Invoice Handling: EMAIL INVOICE & TIMESHEETS FROM PAPERVISION
 Max Invoice: \$15,000.00

Create Separate Invoices For Each
 Department Branch
 Order Worksite
 Assignment Supervisor
 Employee Id Job Title
 Week End Sub-entity
 Cost Center Division
 PO Department Address

Invoice Recipients

Name	Title	Contact Method	Details
Billings, Barbara	Owner	Email	emailtestrecipient@gmail.com
Frodowald, Eric		Email	eric@tempworks.com
Kozelek, Stephanie	HR Manager	Email	sairah@tempworks.com
Pugeot, Paul	Supervisor	Email	emailtestrecipient@gmail.com
Williams, Leonard		Email	invoiceemail@email.com

Invoice Line Items
No Records Found

The Billing Schedule section allows the user to select the **Invoice** creation frequency. The system defaults to weekly **Invoicing**. If daily **Invoicing** applies for this customer put a check in the box for *Bill Customer Daily*. If monthly **Invoicing** applies put a check in the *Bill Monthly?* box and then select the bill cycle from the *Bill On* drop down menu.

billing schedule
 Bill customer daily Bill monthly? Bill On... [dropdown]

***Note – For monthly **Invoicing**, if the **Invoice** should be created the 5th or last week of the month select "Ignore Bill Cycle" from the *Bill Cycle* drop down menu.**

invoicing
 Style: Jobs On A Stick Sample Invoice
 Count: 1
 Invoice Method: Print and Email
 Email Template: Invoice to Contact
 Currency: USD
 Invoice Handling: EMAIL INVOICE & TIMESHEETS FROM PAPERVISION
 Max Invoice: \$15,000.00

The Invoicing section is where you can select the *Style* (**Invoice** report), select the *Count* (number of **Invoices** printed), *Invoice Method* ("Print Only", "Print and Email", or "Email Only") and select the *Email Template*. Select the *Currency* (defaults to U.S. Dollars – USD), *Invoice Handling* and the *Max Invoice* amount. The *Max Invoice* amount is the largest amount that can be created for a single **Invoice** number. Any *Transactions* that would put the **Invoice** over that amount will be placed onto the next available **Invoice**.

*Note – The *Invoice Methods* of “Print and Email” and “Email Only” will only apply to those companies that have elected to include the EDDS (Email Document Distribution System) module. Without this module the only option available will be “Print Only”.

The Create Separate Invoices for Each section allows the user to select how the **Customer’s Invoices** should be split. The options in this area are: *Department, Order, Assignment, Employee ID, Week End (worked), Cost Center, PO (Purchase Order), Branch, Worksite, Supervisor (on the Order), Job Title, Sub-Entity, Division, and Department Address*. Several separating criteria can be selected on each record. The separating criterion allows the user to indicate when a new **Invoice** number should be used so that only the information that the **Customer** wants is included on the **Invoice**.

*Note – If all *Transactions* for the **Customer** should be included on a single **Invoice**, then none of the separating criteria should be selected.

Invoice Recipients			
Name	Title	Contact Method	Details
Billings, Barbara	Owner	Email	emailtestrecipient@gmail.com
Frodowald, Eric		Email	ericr@tempworks.com
Kozelek, Stephanie	HR Manager	Email	sairah@tempworks.com
Pugeot, Paul	Supervisor	Email	emailtestrecipient@gmail.com
Williams, Leonard		Email	invoiceemail@emali.com

In the Invoice Recipients record **Contacts** can be chosen as recipients for *Emailed Invoices*. Click on the button to open the form where you can select the **Contact Recipient** and their *Contact Method* from the drop down menu, then click *Save* to add.

The Invoice Line Items section allows the user to select additional items to be displayed on the **Invoice**. Click on the button in the upper right of the section and choose the *Line Item Field Type* from the drop down menu, then click *Save*.

*Note – Adding additional line items may not work correctly with all available **Invoice Styles**. For more information on using this feature please contact Tempworks’ Customer Support Center.

invoicing

Consolidate Invoice With Parent
(uses parent customer's invoice settings)

Invoice Customer Separately

Style

Count

Invoice Method

Email Template

Currency

Invoice Handling

Max Invoice

Create Separate Invoices For Each

Department Branch
 Order Worksite
 Assignment Supervisor
 Employee Id Job Title
 Week End Sub-entity
 Cost Center Division
 PO Department Address

Invoice Recipients

Name	Title	Contact Method	Details
Billings, Barbara	Owner	Email	emailtestrecipient@gmail.com
Frodowald, Eric		Email	ericr@tempworks.com
Kozelek, Stephanie	HR Manager	Email	sairah@tempworks.com
Pugeot, Paul	Supervisor	Email	emailtestrecipient@gmail.com
Williams, Leonard		Email	invoiceemail@email.com

Invoice Line Items

No Records Found

When the **Billing Setup** form is opened in a **Department** record the screen will default what's shown above. By default, all **Invoicing** is consolidated to the **Primary** account, meaning that the settings selected at the **Primary** level apply to all of the **Department** records. This also means that all accounts receivable will be applied to the **Primary** account only and will not show up for each **Department** separately.

To handle the **Department Invoicing** differently than what is set up on the **Primary** record click in the **Invoice Customer Separately** box to display the form below. The user can now make any changes that apply for this **Department**.

invoicing

Consolidate Invoice With Parent
(uses parent customer's invoice settings)

Invoice Customer Separately

Style

Count

Invoice Method

Email Template

Currency

Invoice Handling

Max Invoice

Create Separate Invoices For Each

Department Branch
 Order Worksite
 Assignment Supervisor
 Employee Id Job Title
 Week End Sub-entity
 Cost Center Division
 PO Department Address


Invoice Recipients

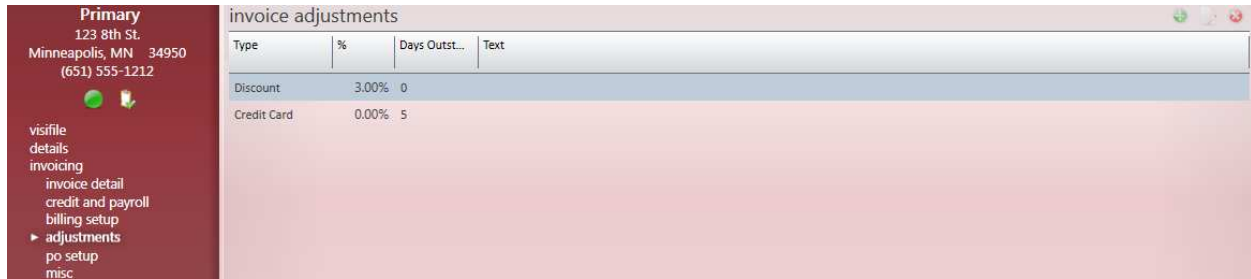
Name	Title	Contact Method	Details
Billings, Barbara	Owner	Email	emailtestrecipient@gmail.com
Frodowald, Eric		Email	ericr@tempworks.com
Kozelek, Stephanie	HR Manager	Email	sairah@tempworks.com
Pugeot, Paul	Supervisor	Email	emailtestrecipient@gmail.com
Williams, Leonard		Email	invoiceemail@email.com

Invoice Line Items

No Records Found

Customer Adjustments Form

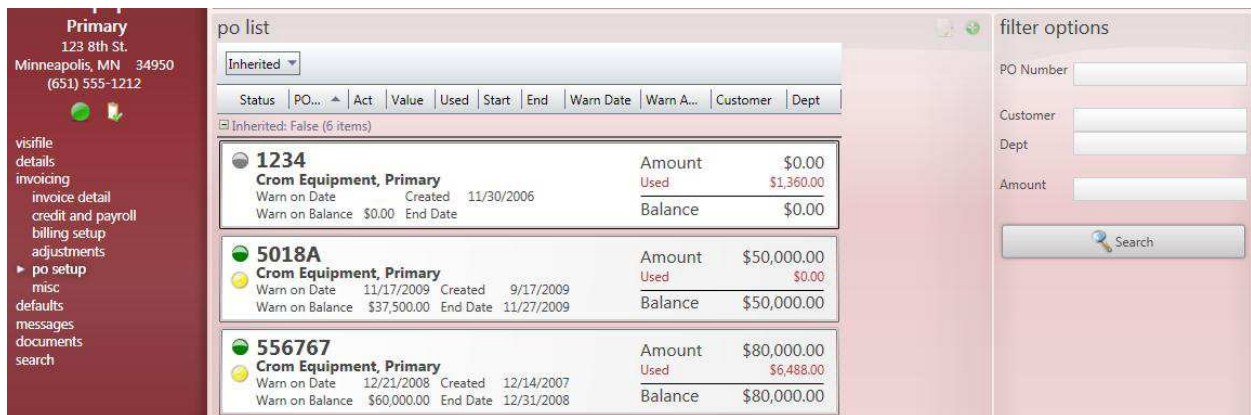
The *Adjustments* form is found within the **Customer Invoicing** section. In this form users can add Invoice *Adjustments* that should apply to this **Customer**. *Adjustment* types include "Discounts", "Finance Charges" and "Rebates". Click on the  button in the upper right and complete the fields and then click *Save* to add.



Type	%	Days Outst...	Text
Discount	3.00%	0	
Credit Card	0.00%	5	


Customer PO Setup Form

The *PO Setup* form is found within the **Customer Invoicing** section. This form allows users to track *Purchase Orders* that should be displayed on the **Customer Invoice**. Use the Filter Options area on the right to enter criteria, and then click on the *Search* button to display matching *Purchase Orders*.



Status	PO...	Act	Value	Used	Start	End	Warn Date	Warn A...	Customer	Dept
Inherited	1234									
	Crom Equipment, Primary		Amount	\$0.00						
			Used	\$1,360.00						
			Balance	\$0.00						
	5018A									
	Crom Equipment, Primary		Amount	\$50,000.00						
			Used	\$0.00						
			Balance	\$50,000.00						
	556767									
	Crom Equipment, Primary		Amount	\$80,000.00						
			Used	\$6,488.00						
			Balance	\$80,000.00						

*Note – The default *Warn On Date* is ten days prior to the *PO End Date* and the *Warn on Balance* is 75% of the total *PO Amount*.

From the *PO Setup* form click on the  button to open the form to the left where a new *Purchase Order* can be added for the **Customer**.

Enter the alphanumeric *PO Number*, *Value*, and/or *End Date*. If this *Purchase Order* should apply to all *Departments* within the company click on the check box for *Apply to All Child Departments*.

Click on the *Save* button to add the *Purchase Order* to the **Customer** record. Or click on the *New* button to clear the form and add another *Purchase Order*.

Customer Misc Form

The *Misc* form is found within the **Customer Invoicing** section. In this form the user can select an *Alternate Customer ID*, *Desired GM %*, and enter credit card information for the **Customer**.

Customer Messages Form

In the **Messages** form you can view *Messages* that have been logged from the **Customer's** record or linked to the **Customer** from other records. *Messages* can be added from the **Employee, Customer, Order, Assignment,** and **Contact** areas of Enterprise. This feature is covered in more detail in the Front Office Manual.

Primary
123 8th St.
Minneapolis, MN 34950
(651) 555-1212

visifile
details
invoicing
messages
documents
search

Filter by Action Code: [v]

1/6/2010 10:37:00 AM
Interview -- Alabama, Nick OrderID: 5281 - Crom Equipment Entered By: laurab

Order Candidate

Alabama, Nick Williams, Leonard Forklift

Order Candidate 1/6/2010 10:35:00 AM Entered By: laurab
Candidate -- Alabama, Nick OrderID: 5281 - Crom Equipment

Order Candidate 1/6/2010 10:35:00 AM Entered By: laurab
Candidate -- Arkansas, Frank OrderID: 5281 - Crom Equipment

Order Candidate 1/5/2010 2:23:00 PM Entered By: alisha
Candidate -- PERLMAN8, LORNA8 OrderID: 4960 - Crom Equipment

Customer Search Form

The **Search** form displays all of the **Customer** records that match the criteria entered in the Search Criteria area. To open and view a record, double-click on the line for that **Customer**.

Crom Equipment
Primary
123 8th St.
Minneapolis, MN 34950
(651) 555-1212

visifile
details
invoicing
defaults
messages
documents
search

Customer: crom Status: Active RepName: All Reps
ID: [] Include Departments Branch: All Branches Search Clear Criteria

Advanced Search Saved Searches

Your search returned 4 results.

Drag a column header here to group by that column.

Custo...	Customer Name	Department Na...	Branch	Active	Status	Phone	City	State
779820	Crom	Primary	Memphis SE	<input checked="" type="checkbox"/>	P		Eagan	MN
10623	Crom Equipment	Primary	Memphis SE	<input checked="" type="checkbox"/>	A	(651) 555-1212	Minneapolis	MN
779254	Crom Equipment	Primary	Memphis SE	<input checked="" type="checkbox"/>	A	(651) 555-1212x123	Minneapolis	MN
779088	Crom Equipment Inco...	Corporate Office	Memphis SE	<input checked="" type="checkbox"/>	A	(651) 555-1212x123	Minneapolis	MN

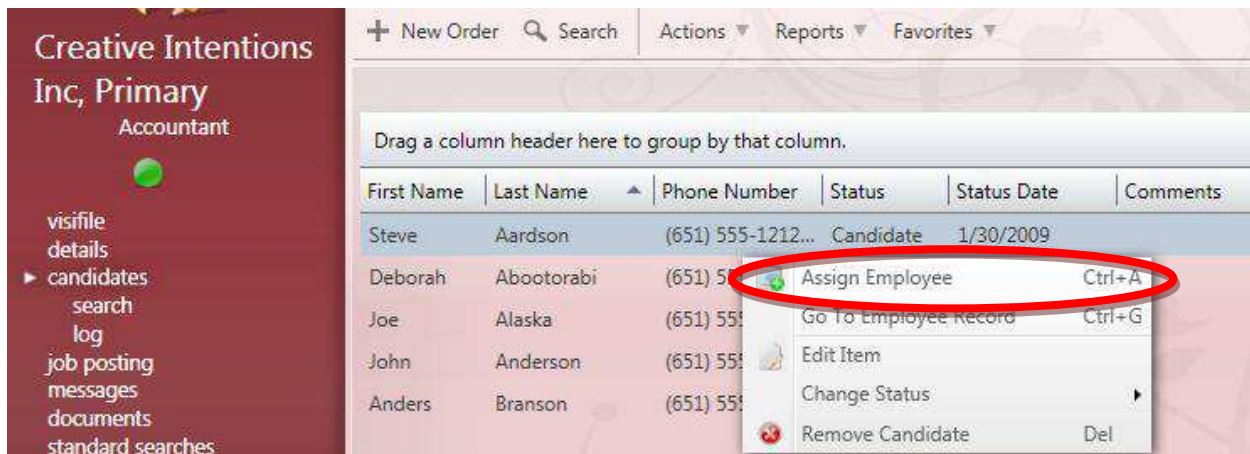
Customer: crom Status: Active RepName: All Reps
ID: [] Include Departments Branch: All Branches Search Clear Criteria


In the Search Criteria area you can enter *Customer, ID*, select if you wish to *Include Departments*, choose the *Status, RepName* and the *Branch*. Then click on the *Search* button to display matching **Customer** records.

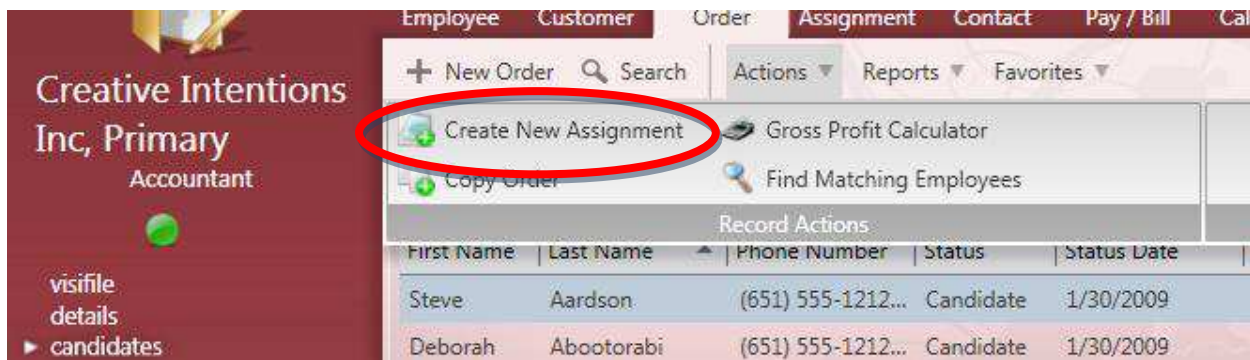
ASSIGNMENT RECORDS

Creating a New Assignment Record

There are several ways to create a new **Assignment** record for an **Employee**. The **Hot Key** for creating a new **Assignment** is *Alt + 4*. The other ways are explained below:



You can right-click from the **Order Candidates** form and **Assign** the **Employee**, or you can highlight the **Employee** line by clicking on it and use the  button to create a new **Assignment** (as described in the **Orders** area of the Front Office manual).



With the **Order** record open click on the *Actions* drop down and select *Create New Assignment*. When the form opens select the *Employee* from the drop down menu. Then click on *Save* to open the new **Assignment** record or *Save and Close* to add the **Assignment** but remain in the **Order**.

***Note - Assignment information is used for creating Time Entry Transactions for Payroll and Invoicing. If the information is not correct in the Assignment record it will not be correct for the Back Office processing, so an Employee may receive a Paycheck with the wrong Pay Rate and a Customer may receive an Invoice with an incorrect Bill Rate.**

Assignment Details Form

The **Details** form displays the *Start* and *End Date* information, *Bill* and *Pay Rates*, as well as the *Status* of the **Employee's Assignment**. The areas of this form are described in greater detail below.

The Assignment Information area displays the name of the *Employee*, their unique Enterprise ID (*Aident*), the *Customer* and *Department*, Unique **Order Number** (*Order ID*) and the *Assignment ID* (Unique identifier for the **Assignment**).

A *Temp Phone* can be entered where the **Employee** can be reached during work hours.

The *Status* will remain at "Open" until the **Employee** is ending their **Assignment**.

*Note - The *Status* must be changed when an *End Date* is added to the **Assignment**. The **Assignment Status** determines whether or not a *Transaction* is created for **Time Entry**. "Employee Cancel", "Customer Cancel", "Deleted/Mistakenly Entered", and "No Show/No Call" are examples of *Status* codes that don't create **Time Entry Transactions**. If a *Status* code is not selected when the **Assignment** is ended, the "CO – Complete" code will automatically be applied.

The Job Information area displays the *Job Title* and *Start Date* as well as the *Expected End Date*. It also lists the *Shift* as well as the *Start Time* and *End Time*. All of this information is defaulted into the **Assignment** from the **Order** record.

When the **Assignment** ends add the *Actual Date Ended* and enter the *Status* code in the Assignment Information section as listed above.

The Financial Details section displays the *Multiplier* (if any), *Hourly Bill Rate*, *Hourly Pay Rate*, as well as *Salary* (Bill and Pay) information.

**Note - Salary Bill and Salary pay should be entered as the amount per pay period (ie. weekly rate, or bi-weekly rate) not the annual salary.*

There is also a field for entering *Unit Bill* and *Unit Pay Rate* for those **Employees** doing piece work.

Any information entered into the *Payroll Notes* field will be displayed for payclerks in the **Time Entry** screens.

Note - Payroll Notes is not time and date stamped, so you will need to remove notes that no longer apply or put the date next to the note when you add it to the **Assignment.*

The Other Information displays the *Sales Team*, *Service Rep* and *BranchName* from the **Order**. The user can also enter a *Perf Note* for the **Assignment**.

CONTACT RECORDS

Entering a New Contact Record

To open the window to add a new **Contact** record to Enterprise you can go to the *E* button in the upper left and click the *New* button and then select the *Contact* option from the drop down menu. You can also use the **Hot Key** combination of *Alt + 5*. The window below will be displayed.

If a business card scanner is hooked up to the computer the user can click on the *Scan Business Card* button to parse out the information from the card to the appropriate fields in Enterprise. A picture of the business card will be displayed when the **Contact's** record is opened.

Click on the *Import from Outlook* tab to have Enterprise search the contact records from MS Outlook and list them out. Then double-click on the **Contact** to be added and the information will be populated into the appropriate fields.

You can now enter the new **Contact's** information and use the *Tab* key or your mouse to move between the data entry fields. In the lower right you can select an Avatar by using the *Forward* and *Back* buttons. The Avatar will be displayed in the upper left of the screen when the **Contact** record is open. You can also upload and attach a picture by dragging and dropping it into the Avatar area from your desktop.

***Note - Areas highlighted in Red with an Exclamation Point (!) at the front of the field are required and you will not be able to create the new record without completing the information in those fields.**

add new contact [X]

Contact Import from Outlook

personal information

First Name: Jessica
 Last Name: King
 Title: HR Manager
 Nickname: Jessie
 Honorific:

company information

Company: AHC
 Department: Primary
 Address: Alternative Office
 101
 annandale, CT 55121

Scan Business Card

choose an avatar
 Upload a custom avatar by dragging an image into this box.

contact information

Street 1: 101
 Street 2:
 City: annandale
 State: CT
 Zip: 55121-
 Country: United States of America
 Phone: 435-345-3453
 Fax: (345) 345-3434
 Email: jking@ahc.com

other information

Status: A Active


Save

Once you have completed the new **Contact's** record click on the *Save* button to add the **Contact** to the database and open their new record to the **Details** screen.

Contact Visifile Form

The **Visifile** form displays the *Title* and *Company Name* for the Contact, their *Contact Methods*, and *Messages*. These areas are described in detail below.


The Contact Snapshot section displays the **Contact's** *Title*, *Company Name*, *Email* address, *Status*, *Branch* affiliation, and *Notes*.

If you have an **Email** address for the **Contact** you can click on the  icon that appears at the end of the field to open a new *Email* with the **Contact's** address pre-populated.

The Phone/Email area displays all of the *Contact Methods* for the **Contact**. Double-clicking on a record will display the **Details/Contact Methods** form.

Click on the  to add a new *Contact Method* to the record.

Date	Action	Message	Rep	Due
5/30/2008	Message	Personal call summary: Signed new Contract - added business for new division	alisha	
1/28/2008	Letter #2 Sent	Sent Marketing information to Irv about our new healthcare division.	alisha	
1/9/2008	Arrived On Time	Showed up on time for first day of assignment.	alisha	
12/21/2007	React	Reactivate	alisha	
12/21/2007	Contact	Spoke with him about his personnel needs. Possible fit for clerical positions in Finance. Sendin...	alisha	
12/21/2007	Cold Call--1st Cont	Met him at a networking function. Will follow up to discuss benefits.	alisha	

The Messages section displays all of the notes that have been logged about calls, emails, or other types of interaction either with the **Contact** or on behalf of the **Contact**. To add a new *Message* to the **Contact** record from the **Visfile**, click on the  image.

Contact Details Form

The **Details** form displays the *First* and *Last Name* for the **Contact**, their *Title*, *Worksite* address information, *Company*, and current *Status*.

Hampton, Irv
Creative Solutions (Primary), Supervisor
(651) 555-1212 x123

visfile
details
methods
messages
documents
search

tasks
★ Call Owen at Linden abo...
■ Set up interview for Loretta L...

personal information		company information	
First Name	Irv	Company	Creative Solutions
Last Name	Hampton	Company Name	Creative Solutions
Title	Supervisor	Department Name	Primary
Nickname		Company ID	778501
Honorific		Address	Corporate Office 123 Main St Eagan, MN 55121
Birthday	12-16		
Employee			
Contact ID: 854		other information	
contact information		Status	A
Street 1	123 Main St	Rep	alisha
Street 2		Branch	Memphis SE
City	Eagan	Vendor	N/A
State	MN	How Heard of	Internet
Country	United States of America	Details	
		Notes	Has a dog named Jonas and likes to snow ski

*Note - To deactivate a **Contact** record change their *Status* to "Inactive". When a **Contact** is deactivated they will no longer be displayed as a **Contact** in the **Customer** record.

Contact Methods Form

The *Contact Methods* form is found within the **Contact Details** section. The *Contact Methods* section stores the main phone, *Email* address(es), and cell phone for the **Contact**.




Hampton, Irv
Creative Solutions (Primary), Supervisor
(651) 555-1212 x123

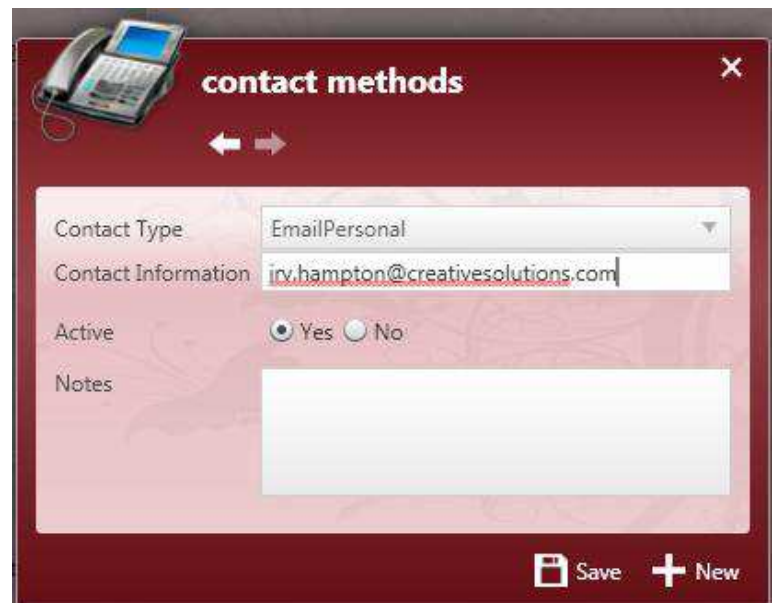
visifile
details
▶ contact methods
messages
documents
search

Cell Phone
(651) 555-1212 x123

Office Phone
(651) 555-1212

To view or edit a *Contact Method* double-click on the record. To add a new *Contact Method* click on the  icon to bring up the window where the *Type* can be selected and the information can be added.

Choose the *Contact Type* from the drop down menu then enter the *Contact Information*. The *Active* will automatically be "Yes"; to inactivate the *Contact Method*, click in the "No" radio button. Add any *Notes* that apply to this information and then click on the *Save* button to add the information to the **Contact's** record.



contact methods

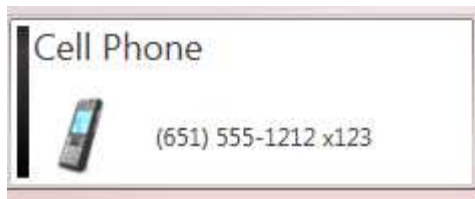
Contact Type: EmailPersonal

Contact Information: irv.hampton@creativesolutions.com


Active: Yes No

Notes

Save + New



Cell Phone
(651) 555-1212 x123

To delete a *Contact Method*, first click on the record that you wish to delete. This will select the record, and then click on the  button to remove this *Contact Method* from the **Contact's** information.

Contact Messages Form

In the **Messages** form you can view *Messages* that have been logged from the **Contact** record or linked to the **Contact** from other records. *Messages* can be added from the **Employee, Customer, Order, Assignment** and **Contact** areas of Enterprise. This feature is covered in more detail in the Front Office Manual.

Hampton, Irv
Creative Solutions (Primary), Supervisor
(651) 555-1212 x123

visifile
messages
documents
search

Filter by Action Code: [dropdown]

12/22/2009 3:35:00 PM Entered By: casey

Message

Creative Solutions (Primary)

Message 12/2/2009 8:50:00 AM Entered By: alisha
Personal call summary: Dropped off contract

Cold Call--1st Cont 11/20/2009 10:59:00 AM Entered By: alisha
1st call

Email 9/30/2009 5:14:00 PM Entered By: alisha
Invoice Email

Contact Search Form

The **Search** form displays all of the **Contact** records that match the criteria entered in the Search Criteria area. To open and view a record, double-click on the line for that **Contact**.

Hampton, Irv
Creative Solutions (Primary), Supervisor
(651) 555-1212 x123

visifile
details
messages
documents
search

Last Name: hamp Contact ID: Customer ID: Rep Name: All Reps
First Name: Status: All Records Customer: Branch: All Branches Search Clear Criteria

Advanced Search Saved Searches

Your search returned 1 result.

Drag a column header here to group by that column.

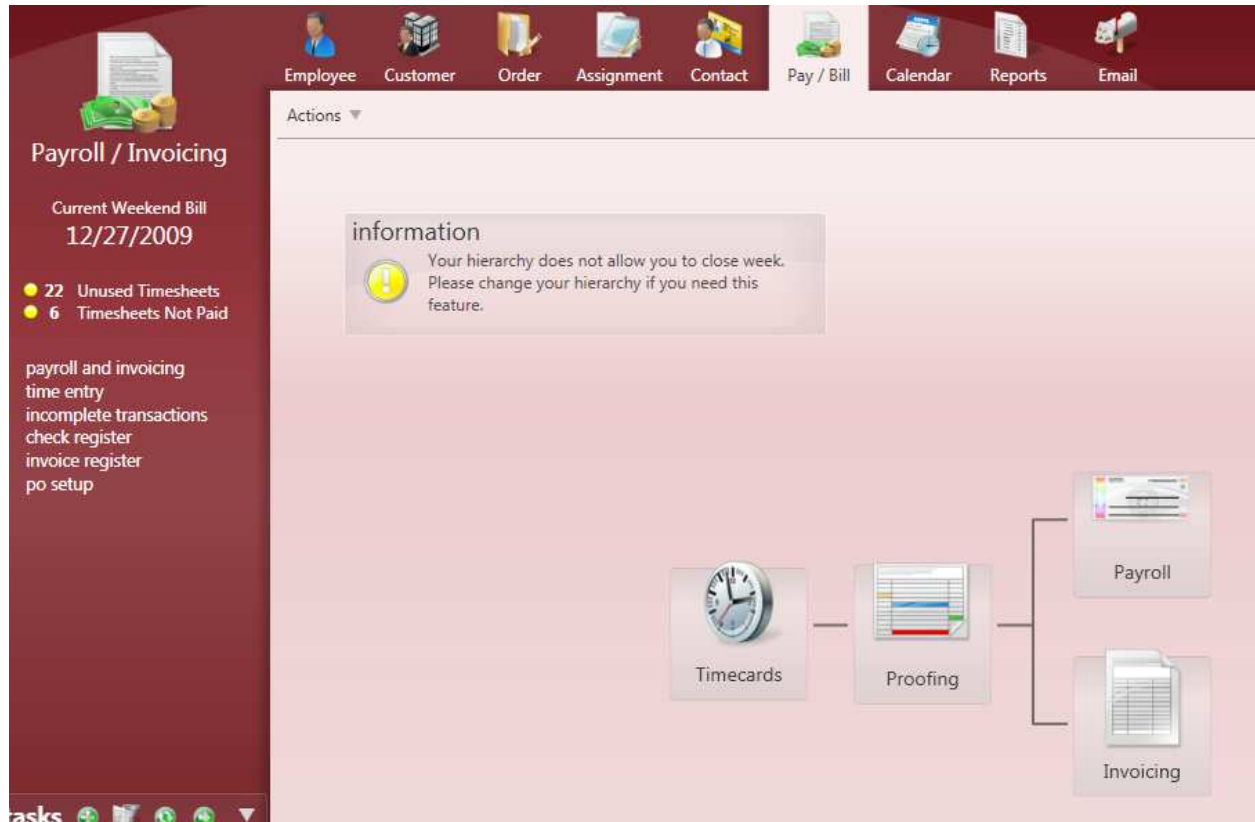
Conta...	Last Name	Department	Branch	Active	Status	Phone	First Name	Customer...	Title
854	Hampton	Primary	Memphis SE	X	A	(651) 555-1212 x123	Irsv	Creative Sol...	Supervisor

Last Name: hamp Contact ID: Customer ID: Rep Name: All Reps
First Name: Status: All Records Customer: Branch: All Branches Search Clear Criteria

In the Search Criteria area you can enter *Last Name, First Name, Contact ID, Customer ID, Customer Name, Status, RepName* and the *Branch*. Then click on the *Search* button to display matching **Contact** records.

PAY/BILL

When the **Pay/Bill** icon is selected, a form like the one below will be displayed.

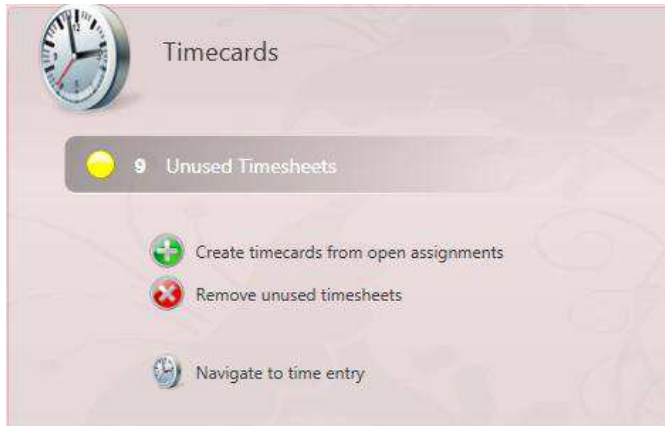



There are three main parts to Payroll and Invoice processing:

- Time Entry
- Proofing
- Processing

Pay/Bill Time Entry

To start the **Time Entry** process, click on the *Timecards* option from the **Pay/Bill** form.

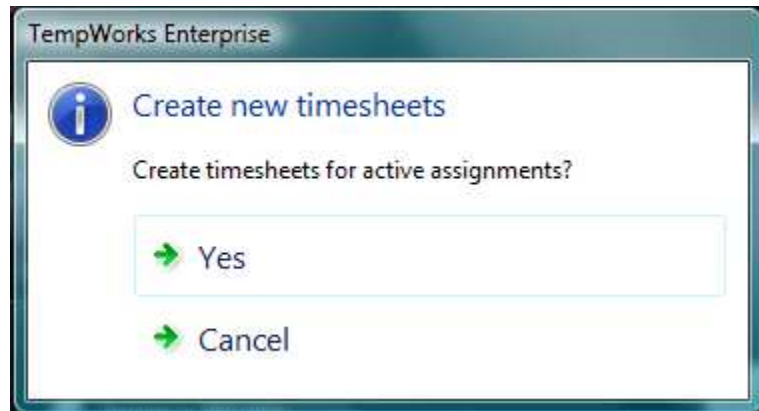


The *Timecards* option will expand to display the form to the left. To start the new processing week, click on the  button to *Create timecards from open assignments*.


When the prompt to the left appears, click *Yes* to create **Time Entry Transactions** for all "Open" *Assignments* for the previous week.

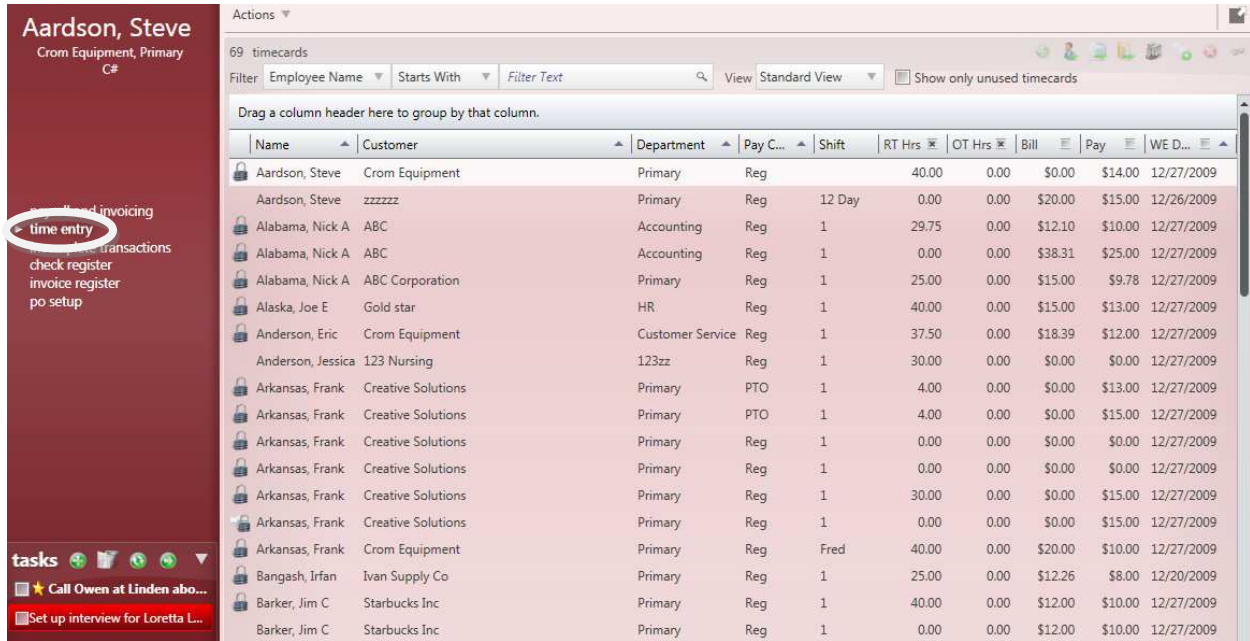
The *Cancel* option will stop the *Transaction* creation process.

**Note – This prompt may look different if Microsoft XP is being used.*



After *Yes* is selected, Enterprise will search for all **Assignments** from the previous week that had a *Status* of "Open" or any **Assignment** that ended during the previous week with a *Status* that creates a **Time Entry Transaction**. For more information about *Status* codes that don't create **Time Entry Transactions** refer to the **Assignment Record** section of this manual.

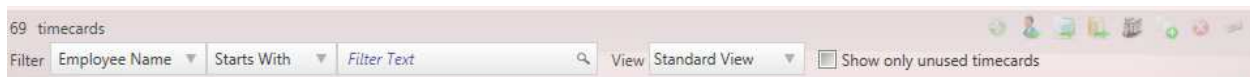
Once Enterprise has stopped loading *Transactions*, click on the  *Navigate to time entry* button or you can select the **Time Entry** form from the options on the left-side of the screen. This will display the **Time Entry** spreadsheet as shown below:



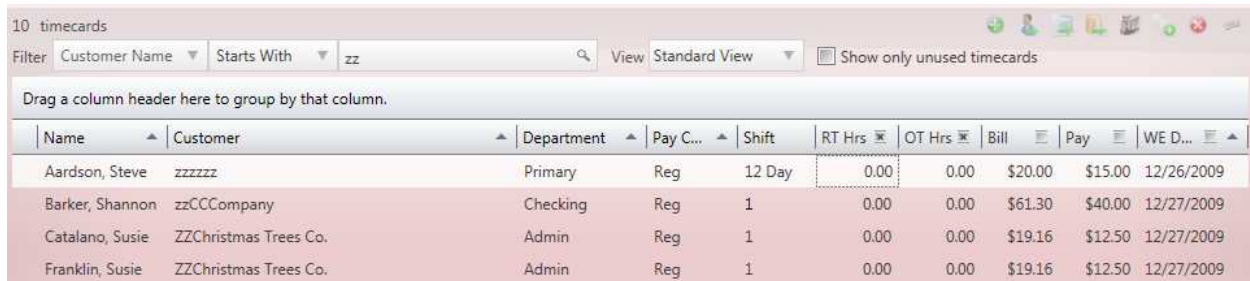
Name	Customer	Department	Pay C...	Shift	RT Hrs	OT Hrs	Bill	Pay	WE D...
Aardson, Steve	Crom Equipment	Primary	Reg		40.00	0.00	\$0.00	\$14.00	12/27/2009
Aardson, Steve	zzzzzz	Primary	Reg	12 Day	0.00	0.00	\$20.00	\$15.00	12/26/2009
Alabama, Nick A	ABC	Accounting	Reg	1	29.75	0.00	\$12.10	\$10.00	12/27/2009
Alabama, Nick A	ABC	Accounting	Reg	1	0.00	0.00	\$38.31	\$25.00	12/27/2009
Alabama, Nick A	ABC Corporation	Primary	Reg	1	25.00	0.00	\$15.00	\$9.78	12/27/2009
Alaska, Joe E	Gold star	HR	Reg	1	40.00	0.00	\$15.00	\$13.00	12/27/2009
Anderson, Eric	Crom Equipment	Customer Service	Reg	1	37.50	0.00	\$18.39	\$12.00	12/27/2009
Anderson, Jessica	123 Nursing	123zz	Reg	1	30.00	0.00	\$0.00	\$0.00	12/27/2009
Arkansas, Frank	Creative Solutions	Primary	PTO	1	4.00	0.00	\$0.00	\$13.00	12/27/2009
Arkansas, Frank	Creative Solutions	Primary	PTO	1	4.00	0.00	\$0.00	\$15.00	12/27/2009
Arkansas, Frank	Creative Solutions	Primary	Reg	1	0.00	0.00	\$0.00	\$0.00	12/27/2009
Arkansas, Frank	Creative Solutions	Primary	Reg	1	0.00	0.00	\$0.00	\$0.00	12/27/2009
Arkansas, Frank	Creative Solutions	Primary	Reg	1	30.00	0.00	\$0.00	\$15.00	12/27/2009
Arkansas, Frank	Creative Solutions	Primary	Reg	1	0.00	0.00	\$0.00	\$15.00	12/27/2009
Arkansas, Frank	Crom Equipment	Primary	Reg	Fred	40.00	0.00	\$20.00	\$10.00	12/27/2009
Bangash, Irfan	Ivan Supply Co	Primary	Reg	1	25.00	0.00	\$12.26	\$8.00	12/20/2009
Barker, Jim C	Starbucks Inc	Primary	Reg	1	40.00	0.00	\$12.00	\$10.00	12/27/2009
Barker, Jim C	Starbucks Inc	Primary	Reg	1	0.00	0.00	\$12.00	\$10.00	12/27/2009

The *Transactions* in the spreadsheet are listed in alphabetical order based on the **Employee's Last Name** and then *First Name*. The columns can be sorted in ascending or descending order by clicking on the column headers. When *Show only unused timecards* is checked off, the spreadsheet will display only those *Transactions* with no data entered (similar to a missing timecard report).

***Note – To sort by more than one column, first click on the column header for the first sort, then while holding down the keyboard's *Shift* key, click on the column header for the second column.**

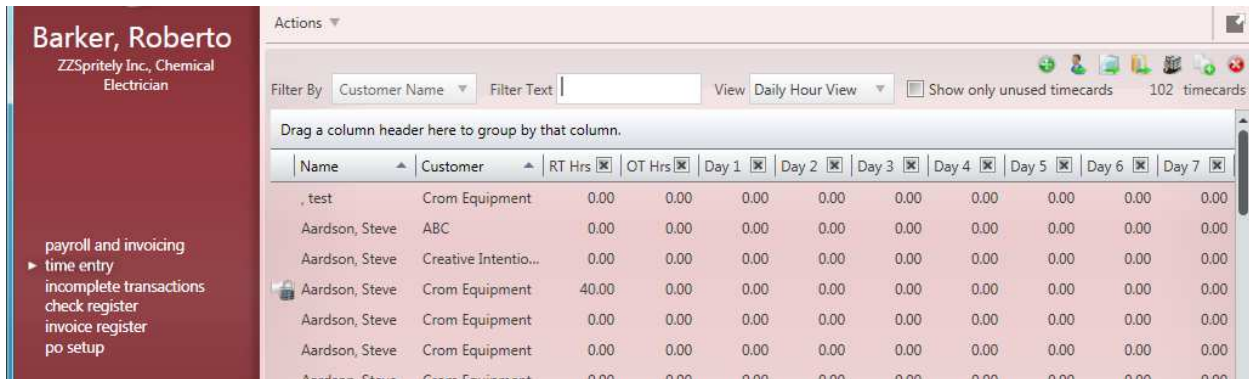


The spreadsheet can be filtered by selecting criteria from the *Filter By* drop down menu and then entering in the *Filter Text* as shown in the example below:

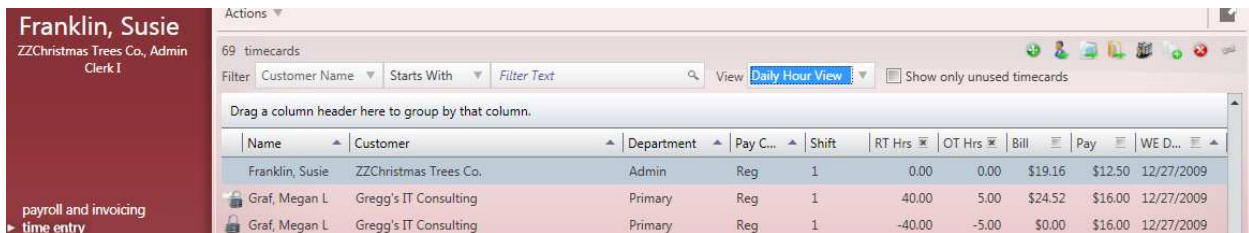










Name	Customer	Department	Pay C...	Shift	RT Hrs	OT Hrs	Bill	Pay	WE D...
Aardson, Steve	zzzzzz	Primary	Reg	12 Day	0.00	0.00	\$20.00	\$15.00	12/26/2009
Barker, Shannon	zzCCCompany	Checking	Reg	1	0.00	0.00	\$61.30	\$40.00	12/27/2009
Catalano, Susie	ZZChristmas Trees Co.	Admin	Reg	1	0.00	0.00	\$19.16	\$12.50	12/27/2009
Franklin, Susie	ZZChristmas Trees Co.	Admin	Reg	1	0.00	0.00	\$19.16	\$12.50	12/27/2009

The *View* drop down menu defaults to "Standard View" but can be changed to "Daily Hour View" which looks like the example below:

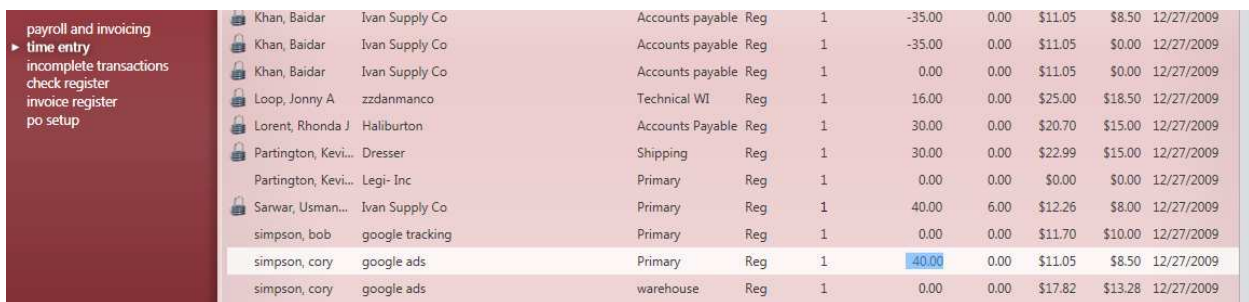


*Note – When the **Time Entry** is done in the "Daily Hour View", Enterprise will automatically calculate overtime based on the *Overtime Plan* selected in the **Order Details** form.



When a *Transaction* line is selected the shortcut buttons in the upper right can be used to add one-time *Adjustments* , navigate to the corresponding **Employee** , **Assignment** , **Order** , **Customer** , add a *Duplicate Timesheet* , remove the *Transaction* line  or *Link Timecard Images* . These functions can also be accessed by right-clicking on the *Transaction* line.

*Note – The *Link Timecard Images* function will only be available to companies that have opted to add this module onto their EDDS (Email Document Distribution System).



Enter hours by placing the cursor in the *RT Hours* field with your mouse or by using the *Tab* or *Enter* keys on your keyboard and then entering the number of hours worked. Once the *RT Hours* have been entered move to the next field (in example below the *OT Hours* field) and enter any overtime hours worked.

Name	Customer	Department	Pay C...	Shift	RT Hrs	OT Hrs	Bill	Pay	WE D...
Khan, Baird	Ivan Supply Co	Accounts payable	Reg	1	-35.00	0.00	\$11.05	\$0.00	12/27/2009
Khan, Baird	Ivan Supply Co	Accounts payable	Reg	1	0.00	0.00	\$11.05	\$0.00	12/27/2009
Loop, Jonny A	zzdanmanco	Technical WI	Reg	1	16.00	0.00	\$25.00	\$18.50	12/27/2009
Lorent, Rhonda J	Haliburton	Accounts Payable	Reg	1	30.00	0.00	\$20.70	\$15.00	12/27/2009
Partington, Kevi...	Dresser	Shipping	Reg	1	30.00	0.00	\$22.99	\$15.00	12/27/2009
Partington, Kevi...	Legi- Inc	Primary	Reg	1	0.00	0.00	\$0.00	\$0.00	12/27/2009
Sarwar, Usman...	Ivan Supply Co	Primary	Reg	1	40.00	6.00	\$12.26	\$8.00	12/27/2009
simpson, bob	google tracking	Primary	Reg	1	0.00	0.00	\$11.70	\$10.00	12/27/2009
simpson, cory	google ads	Primary	Reg	1	40.00	5.00	\$11.05	\$8.50	12/27/2009
simpson, cory	google ads	warehouse	Reg	1	0.00	0.00	\$17.82	\$13.28	12/27/2009

Then click *Tab* or *Enter* again to move down to the next *Transaction* and enter *RT Hours*.

69 timecards

Filter Customer Name Starts With Filter Text View Daily Hour View Show only unused timecards

Drag a column header here to group by that column.

Name	Customer	Department	Pay C...	Shift	RT Hrs	OT Hrs	Bill	Pay	WE D...
simpson, cory	google ads	Primary	Reg	1	40.00	5.00	\$11.05	\$8.50	12/27/2009
simpson, cory	google ads	warehouse	Reg	1	0.00	0.00	\$17.82	\$13.28	12/27/2009
simpson, janice	google ads	Primary	Reg	1	0.00	0.00	\$10.08	\$7.75	12/27/2009
Smith, Angie	Crom Equipment	Customer Service	Reg	1	0.00	0.00	\$19.92	\$13.00	12/27/2009
Smith, Angie	Haliburton	Accounts Payable	Reg	1	0.00	0.00	\$20.70	\$15.00	12/27/2009
Smith, Angie	ZZChristmas Trees Co.	Admin	Reg	1	0.00	0.00	\$19.16	\$12.50	12/27/2009
Thomas, Jackso...	Starbucks Inc	Primary	Reg	1	10.00	0.00	\$18.00	\$15.00	12/27/2009
Thompson, Lon...	Starbucks Inc	Primary	Reg	1	0.00	0.00	\$0.00	\$0.00	12/27/2009
Zz john, kyle	ABC Corporation	Sales	Reg	1	25.00	0.00	\$0.00	\$0.00	12/27/2009
Zz john, kyle	ABC Corporation	Sales	Reg	1	50.00	0.00	\$0.00	\$10.00	12/27/2009

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Hourly Salary

daily hours

Total Regular Hours 40.00

Total Overtime Hours 5.00

Total Double Time Hours 0.00

Number of Days 0.00

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7

0.00 0.00 0.00 0.00 0.00 0.00 0.00

unit pay

Units 0.00

Unit Bill \$0.00

Unit Pay \$0.00

rates

Bill Rate \$11.05

OT Bill \$16.58

DT Bill \$22.10

Pay Rate \$8.50

OT Pay \$0.00

DT Pay \$0.00

Adj Gross \$0.00

Adj Net \$0.00

OT Plan PlanSTD

payroll info

WE Bill 12/27/2009

WE Date 12/27/2009

Work Date _/_/


Inv Date _/_/

Pay Code Reg

Skill code Data Entry Clerk

PO Num

Payroll Note

If an **Employee** worked double time hours for the week you can select their *Transaction* line and then click on the  button to open the Detailed Timecard for this *Transaction*. Then enter double time hours in the *Total Double Time Hours* field. Hours by day can also be entered from the Detailed Timecard.

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Hourly Salary

salary

Salary \$1,500.00

Bill Amount \$2,500.00

Total Regular Hours 40.00

Salary Approved


When an **Assignment** is created with a *Salary* amount and/or *Salary Bill*, when the Detailed Time Sheet is displayed it will have the check mark next to the *Salary* box and will display the *Salary* and *Bill Amount*. The *Total Regular Hours* for the week can also be entered here for tracking purposes.

With salary *Transactions* the *Salary Approved* check mark must be added or an error will come up during the **Proofing** process.

Different Types of Time Entry Transactions

In the Enterprise **Time Entry** spreadsheet the *Transactions* default to a *Pay Code* of "Reg" or regular time. Regular time is the standard for weekly *Transactions*, but there are other types of *Transactions* that may occur. Some examples are listed below:

Late Timecards

When an **Employee** misses the timecard submission deadline and you have the next processing week open, highlight the *Transaction* that the **Employee** worked and right-click to select *Create Duplicate Timesheet* or use the  button to copy that *Transaction* as shown.

simpson, cory	google ads	warehouse	Reg	1	0.00	0.00	\$17.82	\$13.28	12/27/2009
simpson, janice	google ads	Primary	Reg	1	0.00	0.00	\$10.08	\$7.75	12/27/2009
Smith, Angie	Cro		Reg	1	0.00	0.00	\$19.92	\$13.00	12/27/2009
Smith, Angie	Hali		Reg	1	0.00	0.00	\$20.70	\$15.00	12/27/2009
Smith, Angie	ZZC		Reg	1	0.00	0.00	\$19.16	\$12.50	12/27/2009
Thomas, Jackso...	Star		Reg	1	10.00	0.00	\$18.00	\$15.00	12/27/2009
Thompson, Lon...	Star		Reg	1	0.00	0.00	\$0.00	\$0.00	12/27/2009
Zz john, kyle	ABC		Reg	1	25.00	0.00	\$0.00	\$0.00	12/27/2009
Zz john, kyle	ABC		Reg	1	50.00	0.00	\$0.00	\$10.00	12/27/2009
Zz sameer, shawn	Cre		Reg	1	0.00	0.00	\$15.33	\$10.00	12/27/2009
ZZLewis, Loretta...	ZZChristmas Trees Co.	Admin	Reg	1	0.00	0.00	\$19.54	\$12.75	12/27/2009


Once the duplicate *Transaction* is created change the *WE Date* (weekending) so that it reflects when the **Employee** worked the hours. A calendar will appear in the *WE Date* column when you click on the arrow.

Cooper, Everett	Uniform Snow Inc	Warehouse	Reg	1	35.00	0.00	\$22.00	\$10.00	2/22/2009
Cooper, Everett	Uniform Snow Inc	Warehouse	Reg	1	22.00	0.00	\$22.00	\$10.00	02/15/2009
Cullen, Edward J	ZZFreedom Inc	Human Resourc...	Reg	1	0.00	0.00	\$22.00	\$14.00	Febua
daniel, michels e	Dans Cleaning Ser...	Primary	Reg	Day	0.00	0.00	\$11.11	\$9.00	Su Mo Tu
Devereaux, Tam...	123 Nursing	assembly	Reg	1	0.00	0.00	\$12.34	\$10.00	1 2 3
Devereaux, Tam...	Dans Cleaning Ser...	Primary	Reg	Day	0.00	0.00	\$11.11	\$9.00	8 9 10
									15 16 17

Enter the number of hours worked and the late timecard *Transaction* is complete.

*Note – If the **Employee’s** current **Assignment** and the **Assignment** that the late timecard was submitted for are not the same, this process should not be used. To add **Time Entry Transactions** for inactive **Assignments** refer to the **Employee Visifile** section of this manual.

Holiday Pay

When an **Employee** is eligible for holiday pay, highlight the *Transaction* that the **Employee** worked the week of the holiday pay and right-click to select *Create Duplicate Timesheet* or use the  button to copy that *Transaction*.

DH, JeffTestDire...	123 Nursing	HR	Reg	1	0.00	0.00	\$900.00	\$3,000.00	2/22/2009
David, Carrie	Electro	admin	Reg	1	32.00	0.00	\$22.00	\$12.00	2/22/2009
Dude, Adam	Electro	admin	Hol	1	8.00	0.00	\$0.00	\$38.00	2/22/2009
Dude, Adam	Electro	admin	Reg	1	32.00	0.00	\$78.00	\$38.00	2/22/2009
Dunn, Jeff	ZZAardvark Indust...	HR	Reg	1	0.00	0.00	\$40.00	\$18.25	2/22/2009

Then change the *Pay Code* to "Hol" and enter the number of hours in the *RT Hrs* column. If the holiday pay is unbillable change the *Bill* to "0", so that only the **Employee’s Paycheck** is affected by the *Transaction*.

Vacation Pay

Same as holiday pay except that *Pay Code* is "Vac1" or "Vac2" (or something similar).


Gabrielle, Guern...	Calendar Wonder...	HR	Reg	1	8.00	0.00	\$0.00	\$0.00	2/22/2009
Gabrielle, Guern...	Calendar Wonder...	HR	Vac1	1	32.00	0.00	\$0.00	\$0.00	2/22/2009


Sick Pay

Same as holiday pay except that *Pay Code* is "Sick" (or something similar).

Gabrielle, Guern...	Calendar Wonder...	HR	Reg	1	24.00	0.00	\$0.00	\$0.00	2/22/2009
Gabrielle, Guern...	Calendar Wonder...	HR	Sick	1	16.00	0.00	\$0.00	\$0.00	2/22/2009

Retroactive Raises


When an **Employee’s** *Pay Rate* was not updated for the week it started, a retroactive raise *Transaction* must be entered for each week the **Employee** was underpaid. First highlight the *Transaction* that the retroactive raise applies to and right-click to select *Create Duplicate Timesheet* or use the  button to copy that *Transaction*.

Rogers, Aaron	Douglas Machine	Primary	Retro		40.00	5.00	\$1.50	\$0.75	02/08/2 
Rogers, Aaron	Douglas Machine	Primary	Retro	1	33.00	0.00	\$1.50	\$0.75	2/15/2009
Rogers, Aaron	Douglas Machine	Primary	Reg		40.00	0.00	\$20.00	\$15.00	2/22/2009

Change the *Pay Code* to "Retro" and enter the number of *RT Hrs* and *OT Hrs* that were worked each week that the raise went unpaid. Change the *Bill* and *Pay* fields to reflect the difference between what

was paid and billed and what should have been. Then update the *WE Date* to display the correct weekending worked date.

Unit Pay/Bonuses

Unit Pay can be used for **Employee's** working piece work or it can be used for paying bonuses and commissions. If an **Employee** needs to be paid unit pay, select their *Transaction* line and then click on the  button to open the Detailed Timecard for this *Transaction*.

***Note - If the Employee is receiving a bonus or commission in addition to regular hours or salary then a duplicate timesheet will need to be created before expanding on the *Transaction*.**

Sanders, James L	Vendor Test	Primary	Bonus	1	0.00	0.00	\$20.00	\$10.00	2/22/2009
------------------	-------------	---------	-------	---	------	------	---------	---------	-----------

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Hourly Salary

daily hours		rates		unit pay		
Total Regular Hours	0.00	Bill Rate	\$20.00	Units	1	
Total Overtime Hours	0.00	OT Bill	\$30.00	Unit Bill	\$0.00	
Total Double Time Hours	0.00	DT Bill	\$40.00	Unit Pay	\$150.00	
Number of Days	0.00	Pay Rate	\$10.00	OT Pay	\$0.00	
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/> Show Zero Bill on Invoice						
		DT Pay	\$0.00	Adj Gross	\$0.00	
		Adj Net	\$0.00	OT Plan	PlanSTD	

payroll info

WE Bill: 02/22/2009

WE Date: 02/22/2009

Date Worked: [dropdown]

Inv Date: [dropdown]

Pay Code: Bonus



Skill code: 11200 Gold Exp

PO Number: [dropdown]

Payroll Note: [text area]


With unit pay the *Unit Pay* field will pull from the *Unit Pay Rate* on the **Assignment** record, as will the *Unit Bill*. A unit pay *Transaction* can have a *Pay Code* of "Reg". Enter the number of *Units* that the **Employee** should be paid for. For bonuses and commissions enter *Units* of "1" (one) and *Unit Pay* equal to the bonus or commission amount. If the *Transaction* is billable add that amount to the *Unit Bill* field. Last, change the *Pay Code* to "Bonus" or "Commission", accordingly.

Tips

When an **Employee** receives cash tips on an **Assignment**, those tips must be reported for tax purposes but the **Employee** already has the cash. In this instance, highlight the *Transaction* that the tips apply to and right-click to select *Create Duplicate Timesheet* or use the  button to copy that *Transaction*. Then click on the  button to open the Detailed Time Sheet for this tips *Transaction*.




Smith, Brandon... Crom Equipment Corporate Tips Day 0.00 0.00 \$12.34 \$10.00 2/22/2009							
Detailed Timecard							
Pay and Bill Rates Adjustments Overrides Codes							
Hourly Salary							
daily hours							
Total Regular Hours	0.00						
Total Overtime Hours	0.00						
Total Double Time Hours	0.00						
Number of Days	0.00						
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/> Show Zero Bill on Invoice							
rates							
Bill Rate	\$12.34						
OT Bill	\$18.51						
DT Bill	\$24.68						
Pay Rate	\$10.00						
OT Pay	\$0.00						
DT Pay	\$0.00						
Adj Gross	\$0.00						
Adj Net	\$0.00						
OT Plan	PlanSTD						
unit pay							
Units	1						
Unit Bill	\$0.00						
Unit Pay	\$65.00						
payroll info							
WE Bill	02/22/2009						
WE Date	02/22/2009						
Date Worked							
Inv Date							
Pay Code	Tips						
Skill code	Forklift						
PO Number							
Payroll Note							

Enter *Units* of "1" (one) and *Unit Pay* equal to the tip amount being claimed. Next, add a one-time *Adjustment* for tips by opening the *Adjustments* tab in the Detailed Timecard or by clicking on the  button in the upper right.






adjustments	
Adjustment	Tips
Adjustment Amount	\$ -65.00
Bill Amount	\$0.00
InvoiceText	
	

After the  button is selected from the upper right or from within the *Adjustments* tab, the form to the left will open.

Select "Tips" from the *Adjustment* drop down menu and add a negative amount equal to the amount entered in the *Unit Pay* field.

Then click on *Save* to add the *Adjustment* to the *Transaction*.

Direct Placement/Conversion Fees

Direct placement and conversion fees are non-payable *Transactions*, so when the **Assignments** are created the rate fields should all be "0" (zero). The fees for these types of *Transactions* are added through one-time *Adjustments*. Select the line and then click on the  button in the upper right or click on the  button to open the Detailed Timecard for this *Transaction* and then open the *Adjustments* tab and click on the  button from there.




adjustments

Adjustment: Placement

Adjustment Amount: \$0.00 Bill Amount: \$ 22,300.00

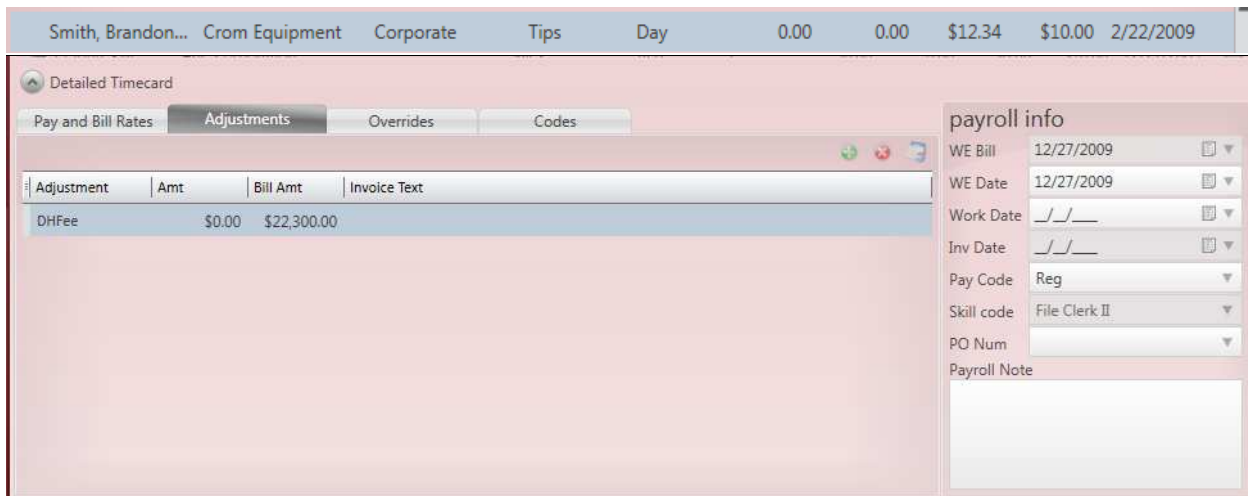
InvoiceText:

Save

After the  button is selected from the upper right or from within the *Adjustments* tab, the form to the left will open.

Select "Placement" or "Conversion Fee", as appropriate, from the *Adjustment* drop down menu. Then enter the total amount of the fee in the *Bill Amount* field.

Last, click on *Save* to add the *Adjustment* to the *Transaction*.



Smith, Brandon... Crom Equipment Corporate Tips Day 0.00 0.00 \$12.34 \$10.00 2/22/2009

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Adjustment	Amt	Bill Amt	Invoice Text
DHFee	\$0.00	\$22,300.00	

payroll info

WE Bill: 12/27/2009

WE Date: 12/27/2009

Work Date: __/__/__

Inv Date: __/__/__

Pay Code: Reg

Skill code: File Clerk II

PO Num: _____

Payroll Note: _____




When the one-time *Adjustment* has been added it will be displayed as a line item in the *Adjustments* tab.

Time Entry Adjustments

Adjustments entered through **Time Entry** (unlike those entered on the **Employee** record) will need to be added to the *Transaction* each time they apply. One-time *Adjustments* can also be positive (+) or negative (-) amounts and can affect both/either the **Employee's Paycheck** amount or the **Customer's Invoice** total.

Payable Adjustments

Payable *Adjustments* are those one-time *Adjustments* that affect only the **Employee's Paycheck**. There is no corresponding billable *Transaction*. To add a payable *Adjustment*, select the *Transaction* line from the

Time Entry spreadsheet and then click on the  button in the upper right or click on the  button to open the Detailed Time Sheet for this *Transaction* and then open the *Adjustments* tab and click on the  button from there.






Once the *Adjustments* form opens, select the type of payable one-time *Adjustment* from the *Adjustment* drop down menu. Then enter the amount of the *Adjustment* in the *Adjustment Amount* field.

Last, click on *Save* to add the *Adjustment* to the *Transaction*.

*Note – A positive (+) amount will increase the **Employee's Paycheck** amount, while a negative (-) amount will decrease it.

Billable Adjustments

Billable *Adjustments* are those one-time *Adjustments* that affect only the **Customer's Invoice**. There is no corresponding payable *Transaction*. To add a billable *Adjustment*, select the *Transaction* line from the

Time Entry spreadsheet and then click on the  button in the upper right or click on the  button to open the Detailed Timecard for this *Transaction* and then open the *Adjustments* tab and click on the  button from there.

The screenshot shows a form titled "adjustments" with a close button (X) in the top right. Below the title are navigation arrows (left and right). The form contains a dropdown menu for "Adjustment" with "BGR" selected. Below this are two input fields: "Adjustment Amount" with the value "\$0.00" and "Bill Amount" with the value "\$22.00". There is also a text area for "InvoiceText" which is currently empty. At the bottom right of the form is a "Save" button with a floppy disk icon.




Once the *Adjustments* form opens, select the type of billable one-time *Adjustment* from the *Adjustment* drop down menu. Then enter the amount of the *Adjustment* in the *Bill Amount* field.

Last, click on *Save* to add the *Adjustment* to the *Transaction*.

*Note – A positive (+) amount will increase the **Customer’s Invoice** amount, while a negative (-) amount will decrease it.

Payable and Billable Adjustments

Payable and Billable *Adjustments* are those one-time *Adjustments* that affect both the **Employee’s Paycheck** and the **Customer’s Invoice**. To add this type of *Adjustment*, select the *Transaction* line

from the **Time Entry** spreadsheet and then click on the  button in the upper right or click on the  button to open the Detailed Timecard for this *Transaction* and then open the *Adjustments* tab and click on the  button from there.

The screenshot shows a form titled "adjustments" with a close button (X) in the top right. Below the title are navigation arrows (left and right). The form contains a dropdown menu for "Adjustment" with "Mileage" selected. Below this are two input fields: "Adjustment Amount" with the value "\$35.00" and "Bill Amount" with the value "\$35.00". There is also a text area for "InvoiceText" which is currently empty. At the bottom right of the form is a "Save" button with a floppy disk icon.

Once the *Adjustments* form opens, select the type of payable and billable one-time *Adjustment* from the *Adjustment* drop down menu. Then enter the amounts for the *Adjustment* in the *Adjustment Amount* and *Bill Amount* fields.

Then, click on *Save* to add the *Adjustment* to the *Transaction*.

*Note – The amounts for payable and billable one-time *Adjustments* should either both be positive (+) or both be negative (-), unless a cost split is involved.

Adjustment	Amt	Bill Amt	Invoice Text
Mileage	\$35.00	\$35.00	

payroll info

WE Bill: 12/27/2009

WE Date: 12/27/2009

Work Date: / /


Inv Date: / /

Pay Code: Reg

Skill code: Admin. Assist.

PO Num:

Payroll Note:

When the one-time *Adjustment* has been added it will be displayed as a line item in the *Adjustments* tab for this *Transaction*. To delete it, select the line and then click on the  button. To open the *Adjustment* and make changes double-click on the line to bring up the *Adjustments* form. Make necessary changes to amounts and then click on *Save* to update.

When a one-time change needs to be made to a weekly *Adjustment* that has been set up on the **Employee's** record you can access this from the **Time Entry** form. Expand on the Detailed Timecard and then go to the *Adjustments* tab.

Click on the  button in the upper right corner of this section to open the following form:

employee adjustment override ✕


Adjustment: ChildSupt1

Adjustment Amount: \$19.50

 Save

Select the *Adjustment* from the drop down menu and then enter the *Adjustment Amount* that should be calculated for this override. Next, click *Save* to update the *Transaction* record.

Time Entry Overrides

One-time *Transaction* overrides can be added from the *Overrides* tab in the Detailed Timecard by selecting the *Transaction* line from the **Time Entry** spreadsheet and then clicking on the  button at the bottom of the screen. Once the Detailed Time Sheet is displayed for this *Transaction*, click on the *Overrides* tab to view.




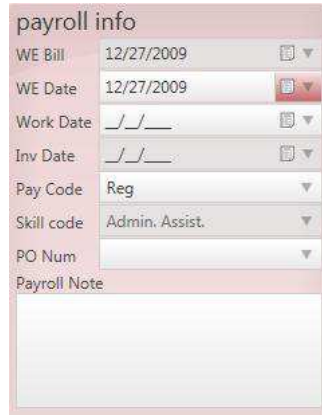
The screenshot shows the 'Detailed Timecard' interface for employee 'smith, ken' on '2/22/2009'. The 'Overrides' tab is active, displaying the following sections:

- one time overrides:** Fields for 'Fed Withholding' (with a dollar sign and a blue selection box), 'State Withholding', 'Pay Periods' (dropdown), 'Check Delivery' (dropdown), and checkboxes for 'Do Not E-Pay', 'Pay on Separate Check', and 'Show Zero Bill on Invoice'.
- other:** Fields for 'Branch' (Memphis SE), 'Acct Code', 'Location', 'Entity', 'SubEntity', 'Req Number', and 'Supervisor' (Brown, Jack). It also includes dropdowns for 'Pay Hold', 'Invoice Hold', 'Cust Extra 1', 'Cust Extra 2', and 'Cust Extra 3'.
- payroll info:** Fields for 'WE Bill' (12/27/2009), 'WE Date' (12/27/2009), 'Work Date' (dropdown), 'Inv Date' (dropdown), 'Pay Code' (Reg), 'Skill code' (Admin. Assist.), 'PO Num' (dropdown), and a 'Payroll Note' text area.

In the *Overrides* tab the tax withholding, and *Pay Periods* can be changed for this *Transaction*. Enter the [tax] withholding amounts in the *Fed Withholding* and *State Withholding* fields. Select to cut a "live" **Paycheck** for this *Transaction* by adding a check mark to the *Do Not E-Pay* box. To have this *Transaction* print on a separate **Paycheck** from other *Transactions* for this **Employee** add a check mark to the *Pay on Separate Check* box. If the *Transaction* has no billable data entered but should still display on the **Invoice** click in the *Show Zero Bill on Invoice* check box. Information that should be included on the **Customer's Invoice** will display in the fields in the Other section. The data in these fields is pulled from the **Customer** and/or **Order** records. The information can be manually entered into these data fields as well.

Time Entry Payroll Info

To view the *Payroll Info* for the *Transaction*, select the line from the **Time Entry** spreadsheet and then click on the  button to open the Detailed Timecard for this *Transaction*.



The screenshot shows a 'payroll info' form with the following fields:

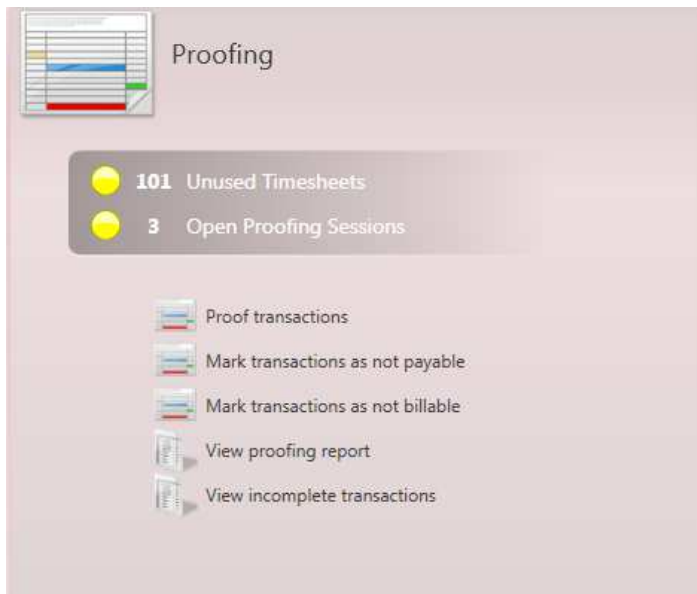
WE Bill	12/27/2009	[icon]
WE Date	12/27/2009	[icon]
Work Date	__/__/__	[icon]
Inv Date	__/__/__	[icon]
Pay Code	Reg	[dropdown]
Skill code	Admin. Assist.	[dropdown]
PO Num		[dropdown]
Payroll Note		

The Payroll Info displays the *Weekend Bill* date for the current week. The *WE Bill* is the accounting period that is currently open. The *WE Date* field can be changed to reflect the week that the hours were worked by the **Employee**. The *Work Date* field can be populated when tracking daily pay or number of days.

The *Pay Code* determines the type of *Transaction* ("regular", "bonus", "holiday", etc.) The *Skill code* is the **Employee's Job Title** on the **Assignment**. The *PO Number* is included on the **Customer's Invoice**; it is pulled from the **Customer** and/or **Order** records.

Pay/Bill Proofing

To start the **Proofing** process, click on the *Proofing* option from the **Payroll and Invoicing** form.



The screenshot shows the 'Proofing' interface with a summary box and a list of actions:

- 101 Unused Timesheets
- 3 Open Proofing Sessions

Actions available:

- Proof transactions
- Mark transactions as not payable
- Mark transactions as not billable
- View proofing report
- View incomplete transactions

The *Proofing* option will expand to display the form to the left. To start the **Proofing** process, click on *Proof Transactions*.

Mark transactions as not payable and *Mark transactions as not billable* are covered under the section on **Closing the Week**.

The *View proofing report* will display available sessions and you can select to run the *Timecard Session Review* report for the selected session.

Click on *View incomplete transactions* or select **Incomplete Transactions** from the left menu bar to view the current status of all **Time Entry Transactions**.

Payroll / Invoicing

Current Weekend Bill
12/27/2009

- 19 Unused Timesheets
- 6 Timesheets Not Paid

payroll and invoicing

incomplete transactions

invoice register

po setup

Drag a column header here to group by that column.

Employee	Customer	Department	Job Title	Branch	Session	Linked	Proofed	Paid	Invoiced	Posted
Zz john, kyle	ABC Corporation	Sales	Accountant	Memphis SE	1144	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, Angie	Haliburton	Accounts Payable	Admin. Assist.	Memphis SE	1150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
simpson, janice	google ads	Primary	File Clerk II	Memphis SE	1150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
simpson, cory	google ads	Primary	Data Entry Clerk	Memphis SE	1150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graf, Megan L	Gregg's IT Consulting	Primary	Unknown	Memphis NE	1149	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graf, Megan L	Gregg's IT Consulting	Primary	Unknown	Memphis NE	1137	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dourgarian, Thomas	Gregg's IT Consulting	Primary	Unknown	Memphis NE	1149	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dourgarian, Thomas	Gregg's IT Consulting	Primary	Unknown	Memphis NE	1138	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dourgarian, Thomas	Gregg's IT Consulting	Primary	Unknown	Memphis NE	1123	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once a *Transaction* has been completed through **Time Entry**, **Proofing**, **Payroll**, **Invoicing** and **Posting** the *Transaction* line will be removed from the report.

A session is created for every payclerk user that enters time into Enterprise. When **Time Entry** is complete (or at anytime throughout the **Time Entry** process) the **Proofing** function can be used. After selecting *Proof Transactions* from the **Proofing** option under **Payroll/Invoicing** the following form will be displayed.

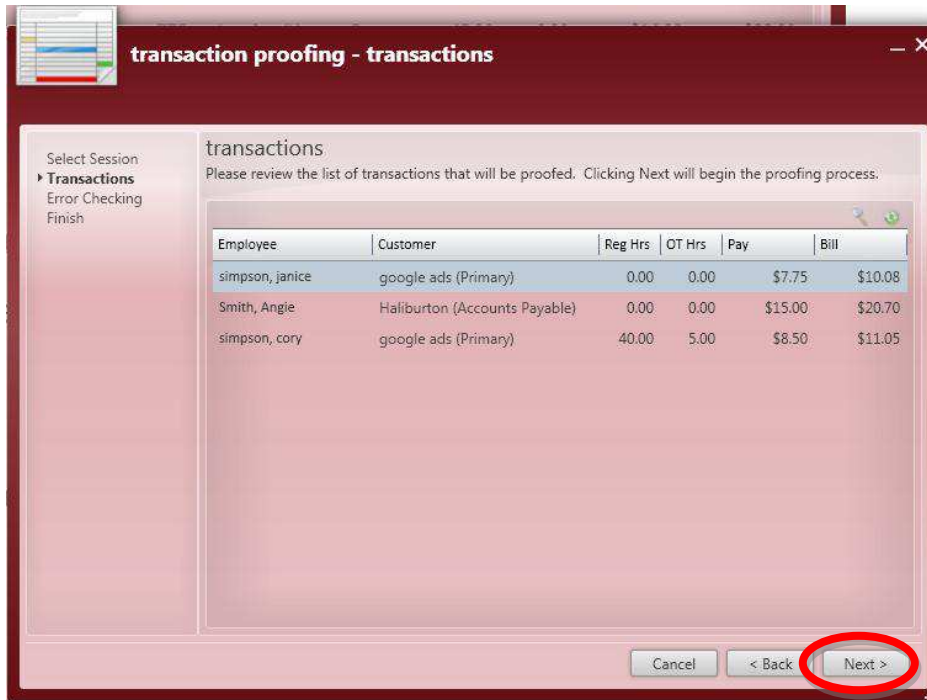
transaction proofing - select session


Select a transaction session to proof.

Session ID	Service Rep	CTXNS Records
781	Alisha Arnold	9
777	jason	1
778	Jeff Bradford	1

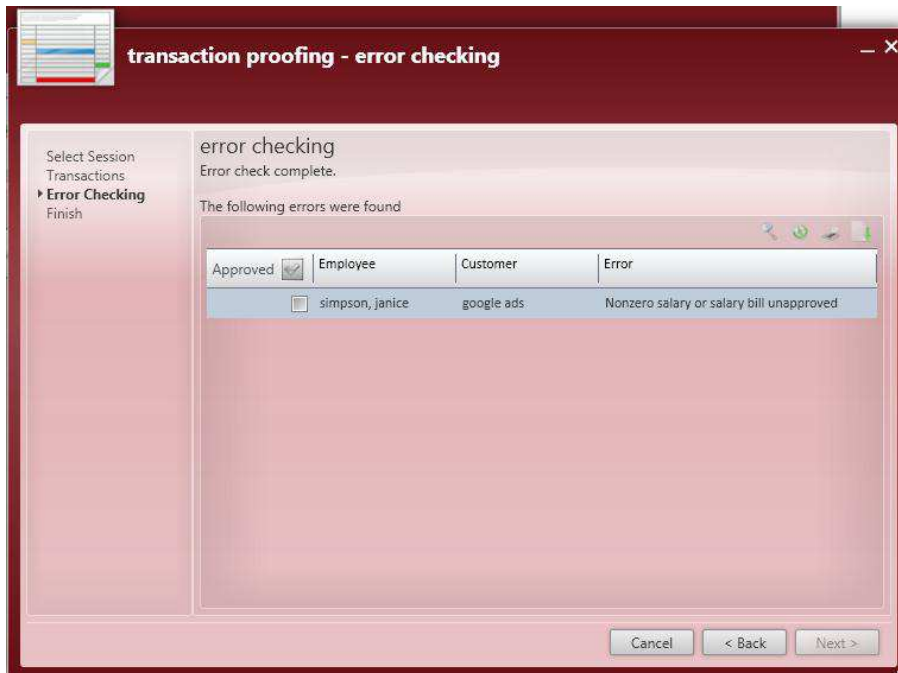
Cancel < Back **Next >**


Select the session to be proofed by clicking on the line for that session; this will highlight the line. Then click *Next*.

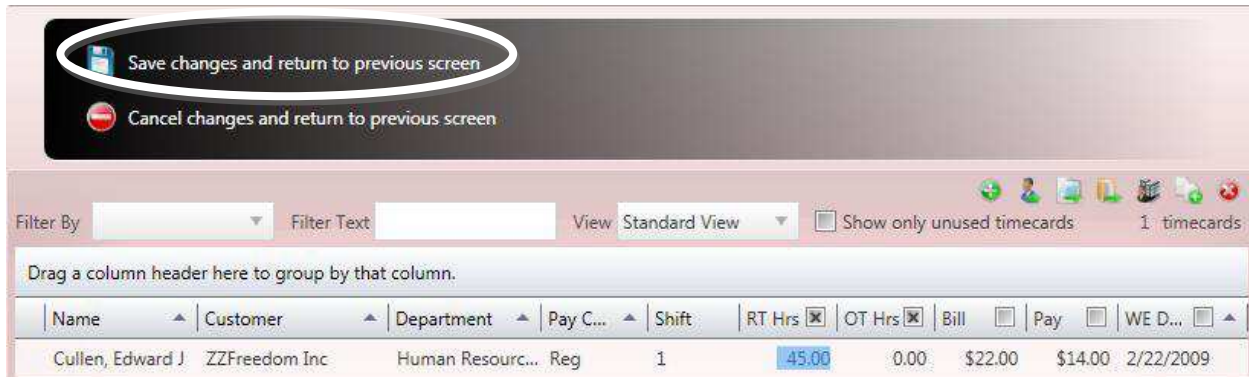


All *Transactions* entered in the selected session will be displayed. If the wrong session was selected, click *Back*. If *Transactions* are correct select *Next*. To view an individual *Transaction*, click on the line and then select the  button in the upper right or right-click and select *View Timesheet*.

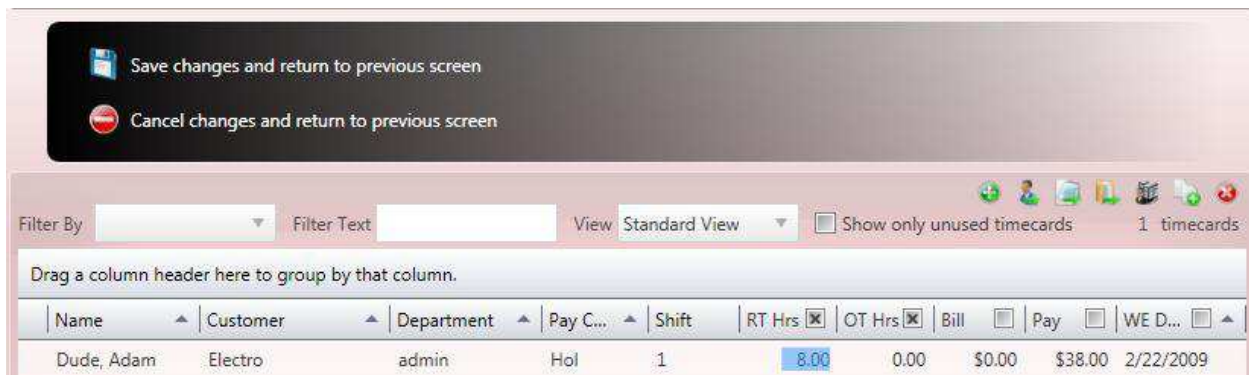
The error check will run and then the next screen will be displayed if any errors were found. If no errors were returned skip the next step and move onto finishing the session.



In Enterprise an error can be fixed or verified and approved. The error check process is looking for *Transaction* anomalies like no *Pay* or *Bill Rates*, "Regular" time hours over 40 for the week, unapproved salary, no Social Security Number on the **Employee's** record, no *State Tax* on the **Customer Worksite** and many others. To view the *Transaction* that generated the error right-click on the error line and select *View Timesheet* or highlight the line and click on the  button.



In the example above the error indicator was "Regular Hours Over Pay Period Limit". In this instance the *RT Hrs* for the week are "45". In a standard overtime situation the **Employee** would be entitled to five hours of overtime pay. Change the *RT Hrs* to "40" and enter "5" in the *OT Hrs* field. Once errors have been fixed, click on *Save changes and return to previous screen*.



In the example above the error indicator was "Zero Bill and/or Zero Pay". In this instance the "0" *Bill* entry is correct because this is an unbillable "Holiday" *Transaction*. Since no changes are necessary due to this exception, you can either click on *Save changes and return to previous screen*, or *Cancel changes and return to previous screen*.

69 timecards


Filter Employee Name Starts With Filter Text View Standard View Show only unused timecards

Drag a column header here to group by that column.

Name	Customer	Department	Pay C...	Shift	RT Hrs	OT Hrs	Bill	Pay	WE D...
simpson, bob	google tracking	Primary	Reg	1	0.00	0.00	\$11.70	\$10.00	12/27/2009
simpson, cory	google a				0.00	5.00	\$11.05	\$8.50	12/27/2009
simpson, cory	google a				0.00	0.00	\$17.82	\$13.28	12/27/2009
simpson, janice	google a				0.00	0.00	\$10.08	\$7.75	12/27/2009
Smith, Angie	Crom Equ				0.00	0.00	\$19.92	\$13.00	12/27/2009
Smith, Angie	Haliburto				0.00	0.00	\$20.70	\$15.00	12/27/2009
Smith, Angie	ZZChrist				0.00	0.00	\$19.16	\$12.50	12/27/2009
Thomas, Jackso...	Starbucks				0.00	0.00	\$18.00	\$15.00	12/27/2009
Thompson, Lon...	Starbucks				0.00	0.00	\$0.00	\$0.00	12/27/2009

Context menu options:

- Add Adjustment (Alt + A)
- View Employee
- View Assignment
- View Order
- View Customer
- Refresh Timecard from Assignment
- Refresh Timecard from Order
- Create Duplicate Timesheet (Alt + C)
- Remove Timesheet

The error for the above *Transaction* is "No ssn for w2 transaction". After selecting *View Timesheet* the user will need to navigate from the *Transaction* to the **Employee** record to add the *SSN* to the file. You can use a right-click and select *View Employee* from the list or click on the  button in the upper right. Once the **Employee's** record has been updated go back to **Pay/Bill** and click in the *Approved* box for this error.

transaction proofing - error checking

Select Session Transactions Error Checking Finish

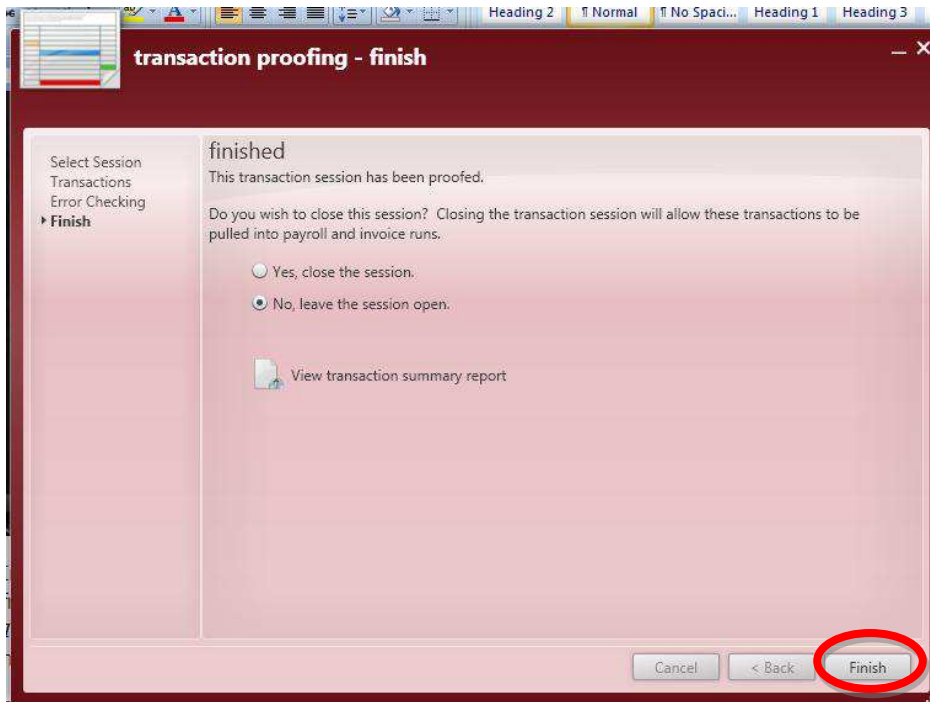
error checking
Error check complete.

The following errors were found

Approved	Error	Employee	Customer
<input checked="" type="checkbox"/>	No ssn for w2 transaction	Cooper, Everett	Uniform Snow Inc
<input checked="" type="checkbox"/>	Zero Bill and/or Zero Pay	Dude, Adam	Electro
<input checked="" type="checkbox"/>	Regular Hours Over Pay Period Limit	Cullen, Edward J	ZZFreedom Inc
<input checked="" type="checkbox"/>	One or more employees have Regular Pay Hours for week > 40	Cullen, Edward J	ZZFreedom Inc

Buttons: Cancel, < Back, Next >

As errors are verified, place an "X" in front of the error message in the *Approved* column. If errors are corrected they will be removed from the errors list. Once all of the errors have been corrected or *Approved* click on the *Next* button.



In the last form of the **Proofing** process select to close the session or leave it open by clicking in the circle (radio button) in front of the selection. Closing the session means that it is ready to be pulled into **Payroll** or **Invoicing**. *Transactions* can still be edited once the session has been closed as long as the **Payroll** and **Invoicing** have not been completed for the *Transaction*. By leaving the session open additional **Time Entry** *Transactions* can be added.

Click on *View transaction summary report* to display the *Timecard Session Review* report for this session.

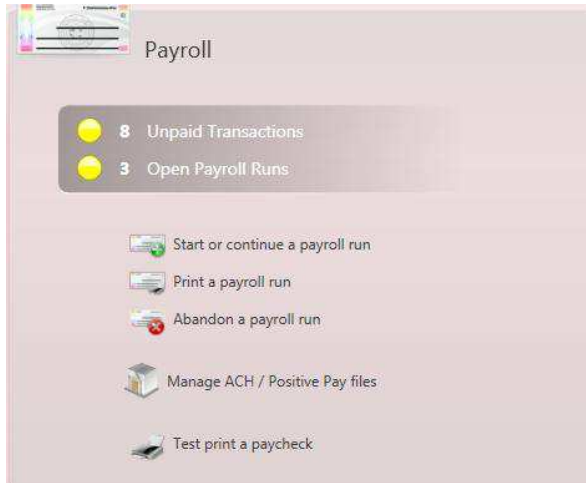
Employee		Customer		Quantity		Pay		Bill	
Session 781 (alisha)									
9 timecards									
Name	Cochran, Michael	Name	London EnterPrise	Reg Hour	40.00	Pay Rate	\$25.00	Reg Bill	\$30.85
ID	12534	Dept	Primary	Ovr Hours	5.00	Unit Rate	\$0.00	Ovr Bill	\$46.28
Week	2/22/2009	ID	779566	Dbl Hours	3.00	Salary	\$1,500.00	Dbl Bill	\$61.70
Branch	Memphis SE	Super		Units	0.00	Adj Gross		Salary Bill	\$2,500.00
Skill Code	Telemarketer	PO #		Pay Code	Reg	Adj Net		Poss. Bill	
Name	Cooper, Everett	Name	Uniform Snow Inc	Reg Hour	35.00	Pay Rate	\$10.00	Reg Bill	\$22.00
ID	12972	Dept	Warehouse	Ovr Hours	0.00	Unit Rate	\$0.00	Ovr Bill	\$33.00
Week	2/22/2009	ID	779604	Dbl Hours	0.00	Salary	\$0.00	Dbl Bill	\$44.00
Branch	Memphis SE	Super	Zinter, Renee	Units	0.00	Adj Gross		Salary Bill	\$0.00
Skill Code	Receptionist/swchbr	PO #	67923828	Pay Code	Reg	Adj Net		Poss. Bill	
Name	Cullen, Edward	Name	ZZFreedom Inc	Reg Hour	40.00	Pay Rate	\$14.00	Reg Bill	\$22.00
ID	13266	Dept	Human Resources	Ovr Hours	5.00	Unit Rate	\$0.00	Ovr Bill	\$33.00
Week	2/22/2009	ID	779620	Dbl Hours	0.00	Salary	\$0.00	Dbl Bill	\$44.00
Branch	Memphis SE	Super	Rivers, Janet	Units	0.00	Adj Gross		Salary Bill	\$0.00
Skill Code	Human Resource A	PO #		Pay Code	Reg	Adj Net		Poss. Bill	

Finally, click on *Finish* to end the **Proofing** process for this session.

***Note – The *Proofing* session must be closed before the user will be able to pull it into a **Payroll** or **Invoice** run.**

Pay/Bill Payroll

To start the **Payroll** process, click on the *Payroll* option from the **Payroll/Invoicing** form.



The *Payroll* option will expand to display the form to the left. To start the **Payroll** process, click on *Start or continue a payroll run*.

If a **Payroll** run has already been calculated and it is just waiting to be printed, select *Print a payroll run*.

If a **Payroll** run has no *Transactions* or incorrect *Transactions* you can select *Abandon a payroll run*.

The *Manage ACH/Positive Pay files* option is used to create the direct deposit (ACH), pre-note and positive pay files.

Steps to Process and Print Checks

1) Start a Payroll Run.

Select *Start or continue a payroll run* from the *Payroll* option in the **Payroll and Invoicing** form within the **Pay/Bill** section. (This will open the payroll wizard) Select *Create a New Payroll Run*.



2) Setup options.

Verify or change the *Check Date*, *Bank Account* and *Run Type*, then click *Next*.

The *Check Date* is the date that will print on all **Paychecks** in this run.

The *Bank Account* is the account that the payroll funds will be withdrawn from.

The *Run Type* for W2 **Paychecks** is "CheckRun" for 1099 Consultant checks select "SubPay".

3) Select Transactions.

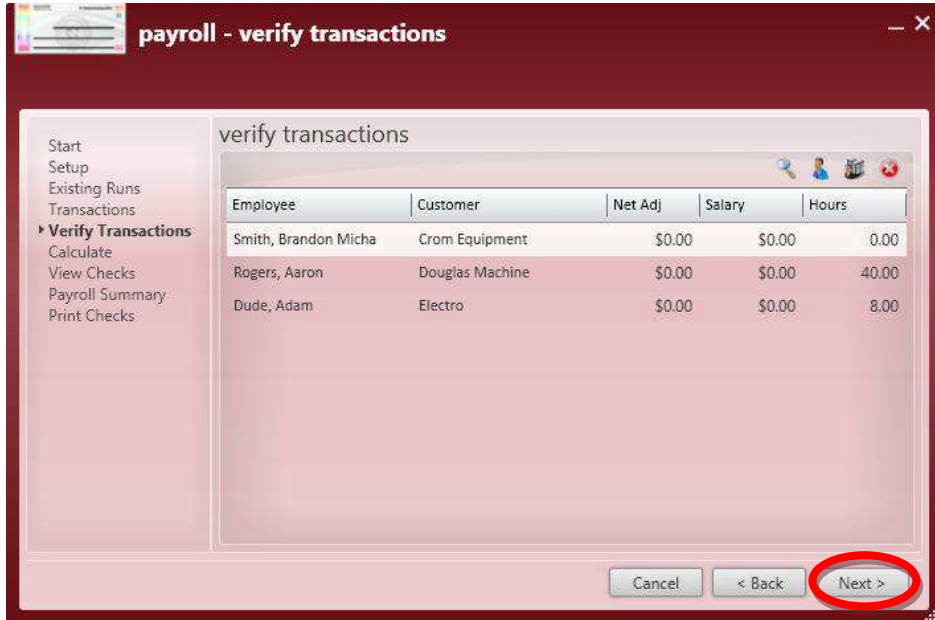
View available *Transactions* by selecting *Branch*, *Customer*, *Check Delivery* or *Session* under the Groups section and then click in the box in front of the *Transactions* to be included in the run. Once *Transactions* are selected, click *Next*.


Under Filter Options you can select to include *Transactions* from *All Bank IDs*, *E-Pay Only* (Direct deposit *Transactions*), *My Sessions Only* (only sessions associated with the current user) and *Non E-Pay only* ("live check" *Transactions*). Just click in the box in front of the option to select it.

These filter options will limit the number of *Transactions* displayed in the Available Transactions area.

4) View Transactions.

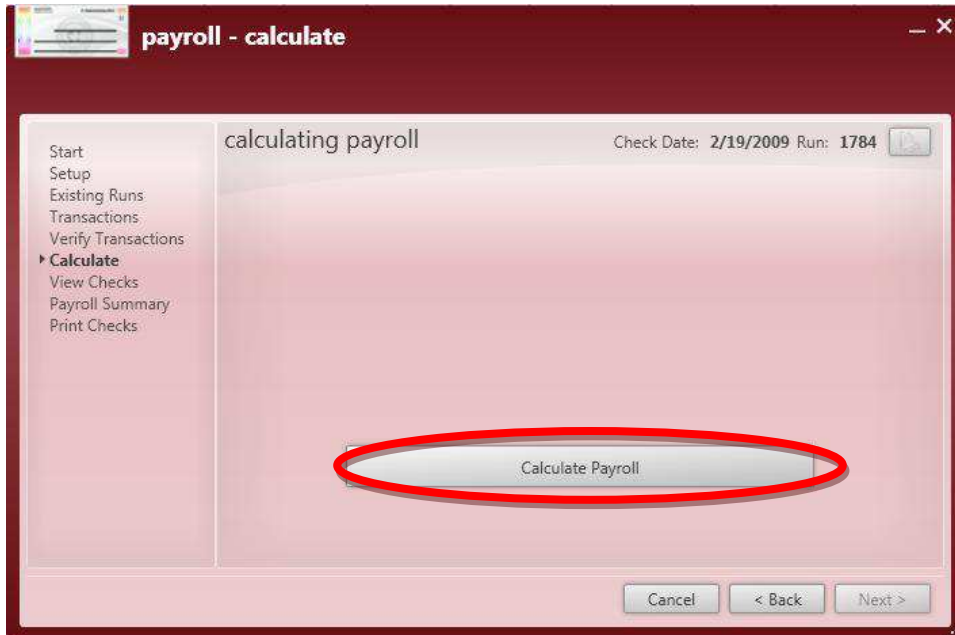
Verify that the correct *Transactions* have been selected and then click *Next*. Choose *Back* to return to the previous screen and select different *Transactions*.



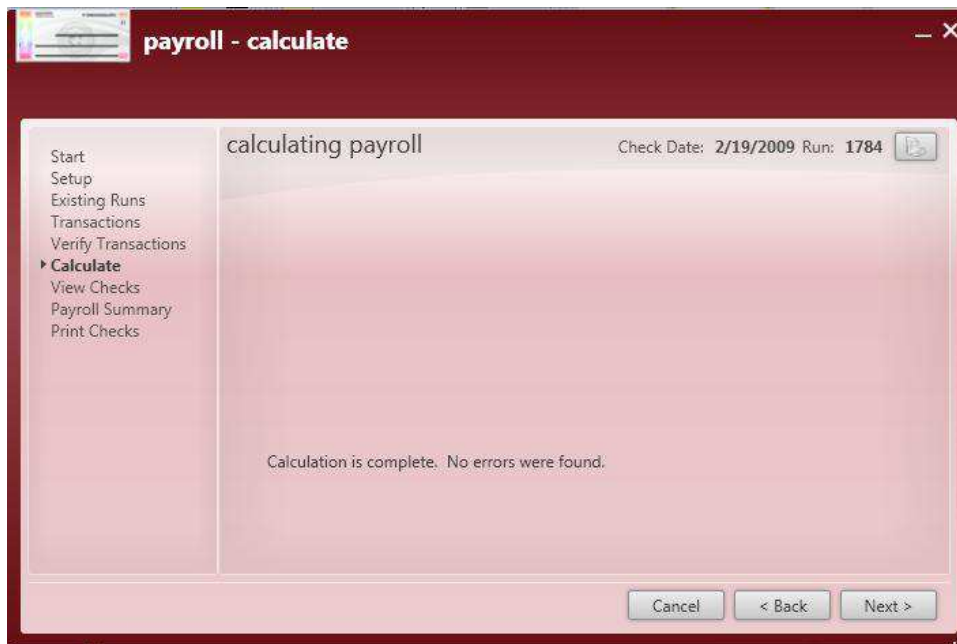
To remove a *Transaction* from the run, right-click and select *Remove Transaction* or highlight the line and click on the  button in the upper right.

5) Calculate Payroll.

Click on the *Calculate Payroll* button and Enterprise will finalize the taxes, weekly adjustments, and net pay for each **Paycheck**.



When calculation is completed the payroll wizard will display the following message:



*Note – if individual check errors are found, proceed to Step seven under **Steps for Fixing Paychecks** later in this manual for an explanation of how to fix check errors.

If individual **Check** errors are found it will display the **Paychecks** with errors and you will need to view the **Check Details** and fix any errors before printing the checks.

Click on the  button in the upper right to view the *Staged Checks* report.

Staged Checks

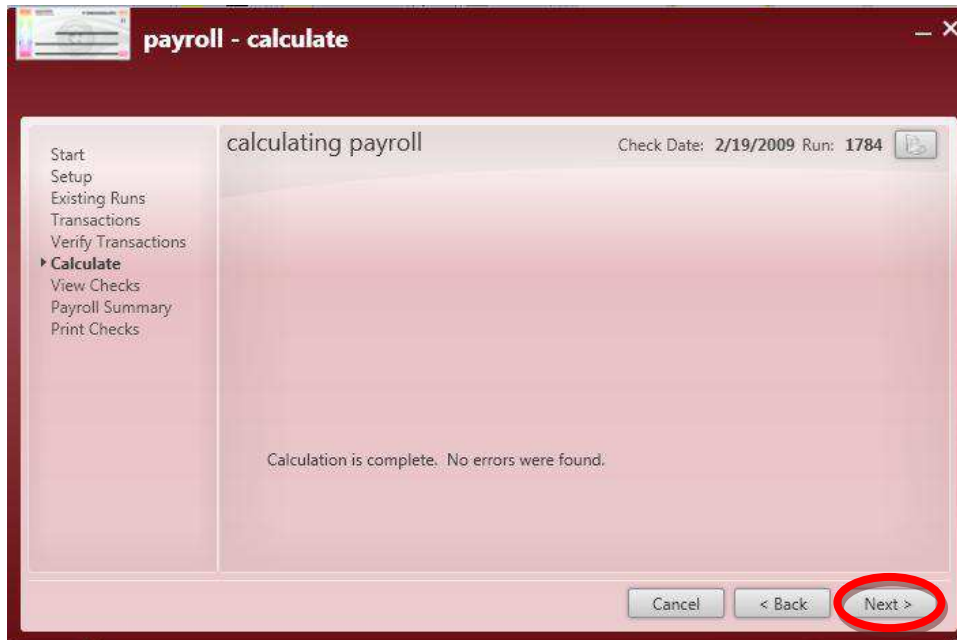
High Tech Staffing

Entity Level (HierId 2)



Staged checks in PayrollRun 1784

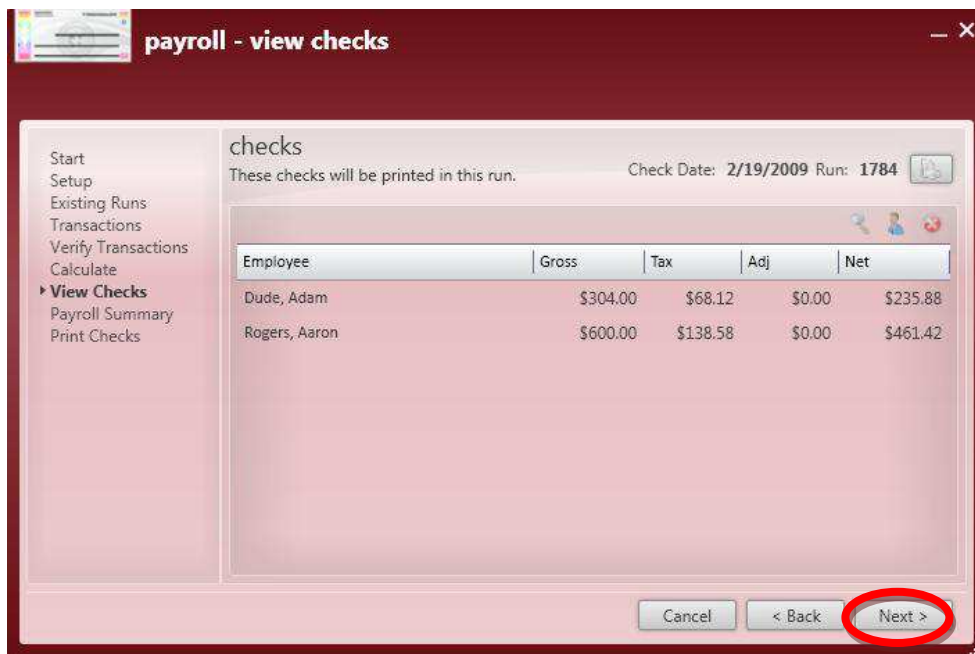
Employee	Gross Pay	Employee Taxes	Adjustments	Net Pay
Dude, Adam	\$304.00	\$68.12	\$0.00	\$235.88
Transactions				
	Gross	THours	Pay Code	
Electro	\$304.00	8.00	Hol	
Taxes				
	Amount Tax	Amount Taxable	Pre-Tax Adj	
CFica	\$18.85	\$304.00	\$0.00	
CMed	\$4.41	\$304.00	\$0.00	
EFica	\$18.85	\$304.00	\$0.00	
EMed	\$4.41	\$304.00	\$0.00	
FUTA	\$2.43	\$304.00	\$0.00	
MNSINGLE	\$14.26	\$304.00	\$0.00	
TNNA	\$0.00	\$304.00	\$0.00	
TNSUTA	\$8.21	\$304.00	\$0.00	
USS	\$30.60	\$304.00	\$0.00	
Adjustments				
	Amount	Billable Amount	Benefit Amount	
AdvanceBnk	\$0.00	\$0.00	\$0.00	
Rogers, Aaron	\$600.00	\$138.58	\$0.00	\$461.42
Transactions				
	Gross	THours	Pay Code	
Douglas Machine	\$600.00	40.00	Reg	
Taxes				
	Amount Tax	Amount Taxable	Pre-Tax Adj	
CFica	\$37.20	\$600.00	\$0.00	





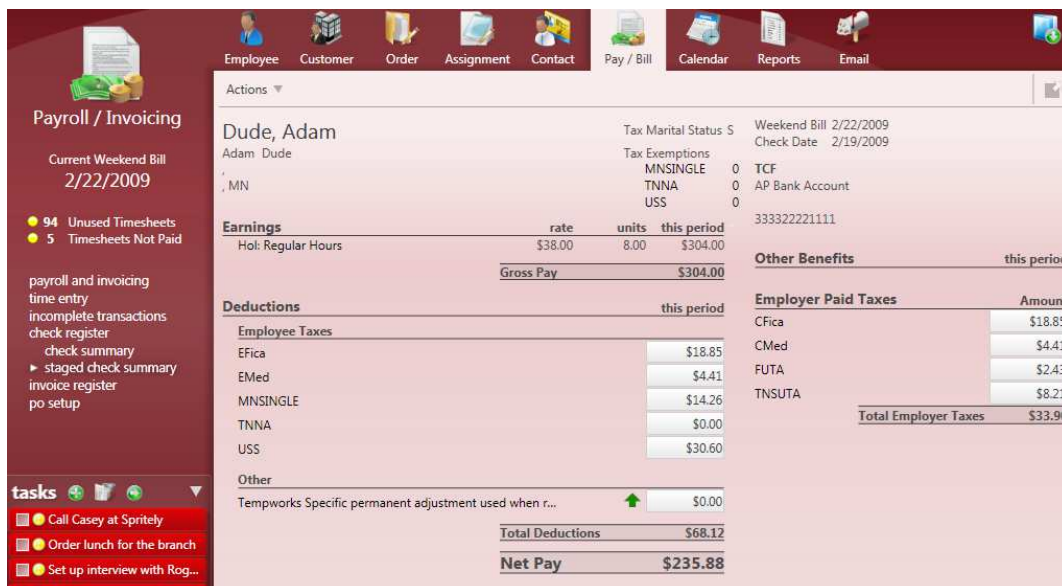
Click *Next* to continue and view the **Paychecks**.

6) View Checks.

Verify that checks look correct and then click *Next*.



To view the check details right-click on the line for the **Paycheck** and select *View Check* or click on the  button in the upper right. To remove a check from the run highlight the line and click the  button or right-click and select *Remove Check*.



The *Staged Check Summary* above is displayed when *View Check* is selected. This form will be covered in more detail later in this manual.

7) Verify Payroll Run Details (Payroll Summary).

Enterprise will automatically pull the next available *Check Number* and place it in the *Starting Check Number* field. Select the *Check Sort* and add a *Stub Memo* that will print on all **Paychecks** in the run. Then click *Next*.

payroll summary

Please verify the information below. Check Date: 2/19/2009 Run: 1784

numbering

Starting Check Number 10082

Starting EPay Check Number 639 Use EPay check numbers only

Check Sort Highest Branch, Employee Name

Stub Memo



summary

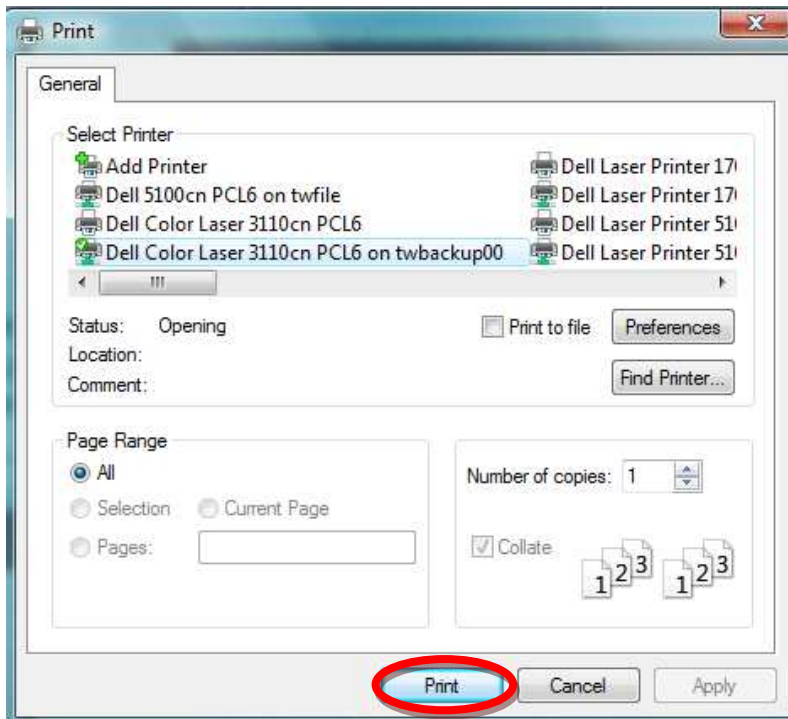
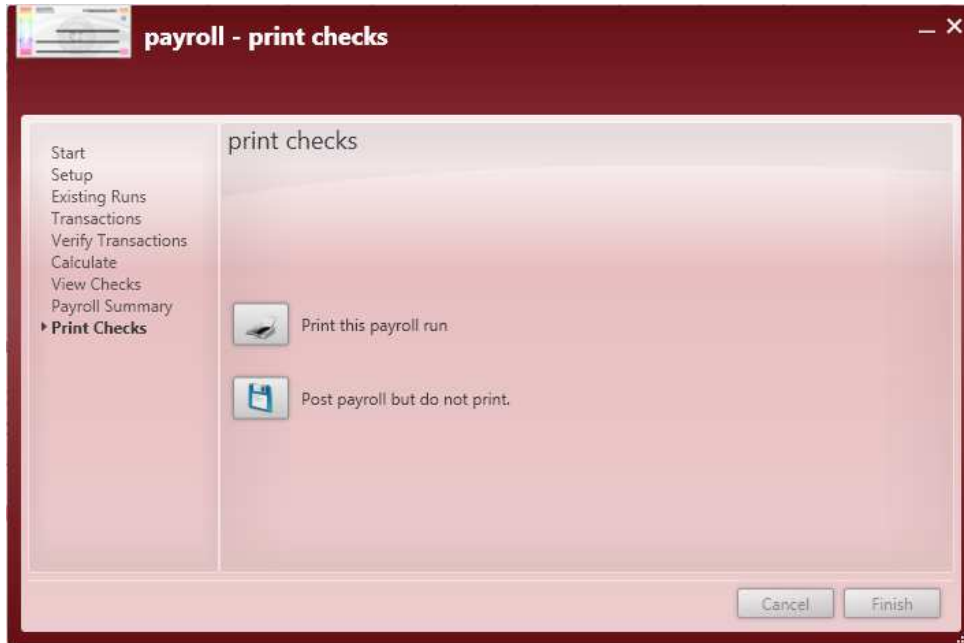
Bank Account	AP Bank Account	Payroll Run Type	CheckRun
Check Date	2/19/2009	Weekend Date	2/22/2009
Checks	2	Payroll Run ID	1784

Cancel < Back Next >

*Note – If pre-printed check stock is being used you will need to verify that the *Starting Check Number* matches the first number on your check stock. Select *Use EPay check numbers only* if this is a run that includes only ACH (direct deposit) *Transactions* and if you use pre-printed check stock.


8) Print Checks.

Select the  button to bring up the printer select prompt and print checks. Click the  button if the run only contains checks with zero amounts or ACH only *Transactions* where the **Employee** is going to be viewing their check stub from the WebCenter Employee Portal.




Select the printer from the list and then click *Print*.


9) Post Checks or Reprint.

Once checks are done printing verify that there wasn't a paper jam and then match the first and last check numbers to the ones listed on this screen. If everything is correct, click on the  button to post the **Paychecks**. Posting the run will close the payroll wizard. **Payroll** is now complete.



If numbers don't match or if a paper jam (or any other type of printing error occurred) select the  button to reprint the run. The next form will offer two options:

 Reprint the entire payroll run. To reprint the entire run -- Or --

 Reprint a portion of the payroll run. to enter the numbers to reprint.



Enter the last check that printed correctly, and the check number that should start the reprint. Then click *Next*.

Steps to Continue Processing and Print Checks

1) Continue a Payroll Run.

Select *Start or continue a payroll run* from the *Payroll* option in the **Payroll/Invoicing** form within the **Pay/Bill** section. (This will open the payroll wizard) Select *Continue a Payroll Run*.



2) Select a Payroll Run.

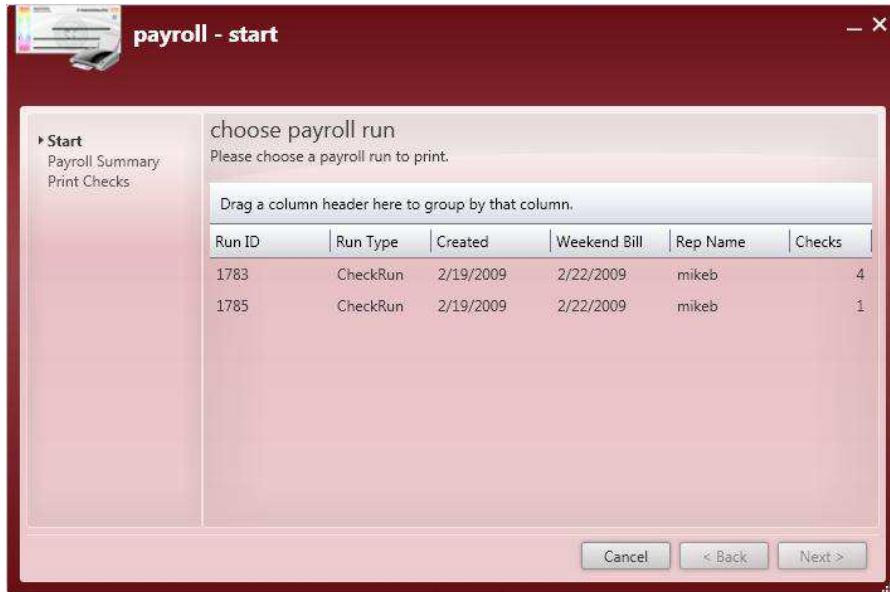
Highlight the run that should be processed and click *Next*. You will now skip over all steps that have been completed for this run and will be taken to the next step in the process. See steps three through nine under **Steps to Process and Print Checks**.



Steps to Print Checks

1) Open the Print Payroll run.

Select *Print a payroll run* from the *Payroll* option in the **Payroll/Invoicing** form within the **Pay/Bill** section.



2) Select a Payroll run.

Highlight the run that should be printed and click *Next*. You will now skip over steps two through six and navigate directly to step seven of **Steps to Process and Print Checks**. Follow remaining steps from there.



Pay/Bill Invoicing

To start the **Invoicing** process, click on the *Invoicing* option from the **Payroll/Invoicing** form.



The *Invoicing* option will expand to display the form to the left. To start the **Invoicing** process, click on *Process Invoices*.

If an **Invoice** run has no *Transactions* or incorrect *Transactions* you can select *Abandon Invoice Run*.

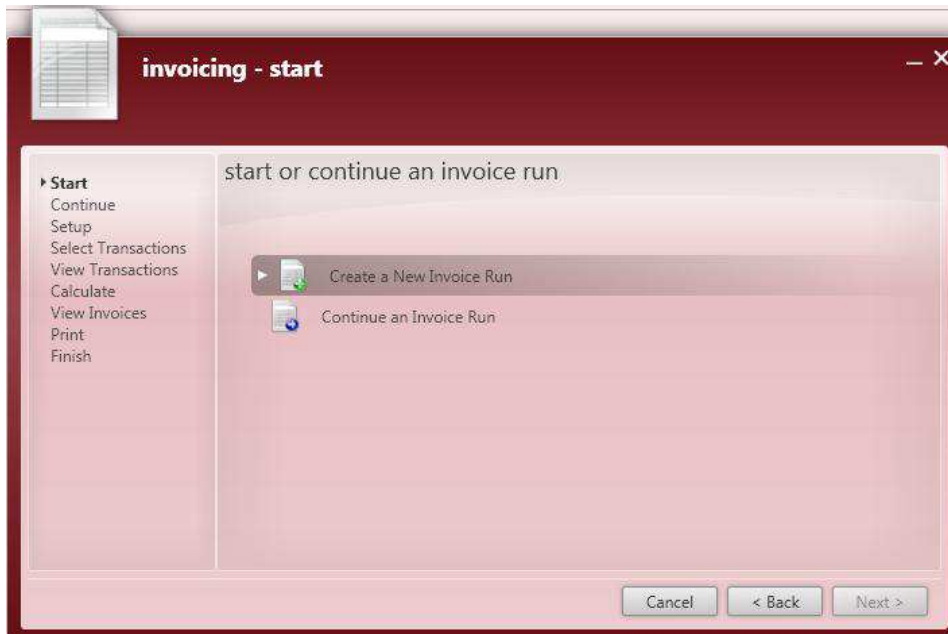
If the Email Document Distribution System (EDDS) has been selected the *Email Invoices* form can be opened to send a mass *Email* with **Invoice** PDFs attached to the selected **Customer Email Recipients**.

The *Pay Invoices* option allows users to post payments against **Invoices** in Accounts Receivable (A/R).

Steps to Process and Print Invoices

1) Start an Invoice Run.

Select *Process Invoices* from the *Invoicing* option in the **Payroll/Invoicing** form within the **Pay/Bill** section. (This will open the invoicing wizard) Select *Create a New Invoice Run*.



2) Determine the Setup.

Verify (or change) the *Invoice Date*, *Bank Account* and *Run Type*, and then click *Next*.

invoicing - setup

Start
Continue
► Setup
Select Transactions
View Transactions
Calculate
View Invoices
Print
Finish

begin processing invoices
Choose the appropriate options below.

Invoice Date 03/10/2009
Bank Account TCF
Run Type InvWeekly

Cancel < Back Next >

3) Select the Transactions.

First choose the way you want to sort the *Transactions* from the Groups menu in the middle of the form. Once the Group has been selected the *Transactions* will be listed under the Available Transactions. Click in the box in front of the *Transactions* that you want to include and then click *Next*.

invoicing - select transactions



Start
Continue
Setup
► Select Transactions
View Transactions
Calculate
View Invoices
Print
Finish

select transactions
Choose the transactions to include in this invoice run.

Groups	Available Transactions
Branch Customer Invoice Method Pay Code Session Weekend Date	<input checked="" type="checkbox"/> 2 alisha

Cancel < Back Next >

4) View the Transactions.

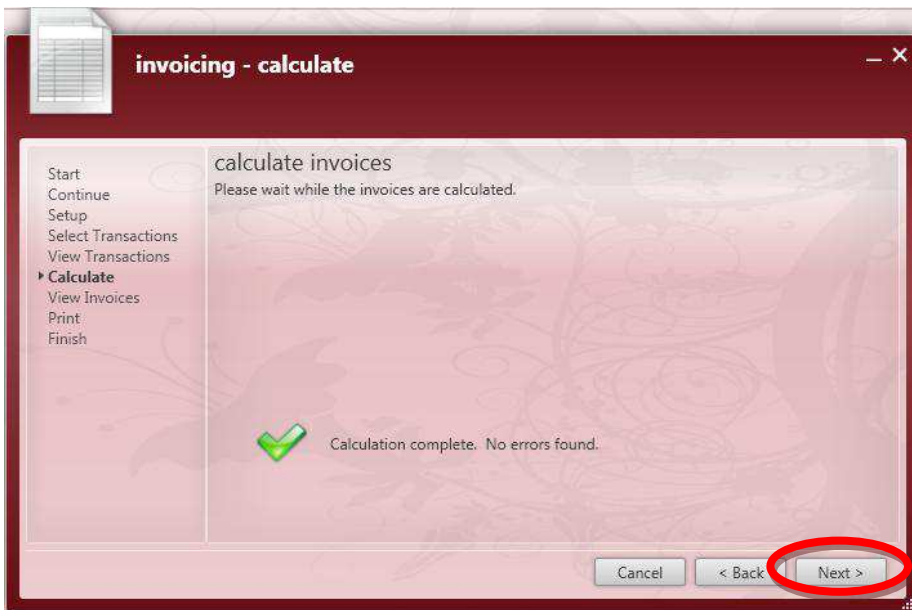
This form will display all of the *Transactions* that have been selected for this **Invoice** run. To view a *Transaction*, highlight the line and click on the  or to remove one from the run click on the  button. Both of these functions can also be accessed through the right-click drop down menu.






*Note – To avoid creating more **Invoices** per **Customer** than necessary, if removing one *Transaction* for the **Customer**, remove all other *Transactions* that are currently included in this **Invoice** run for the same **Customer** before continuing the process. All *Transactions* removed from this run can be pulled into a future **Invoice** run.

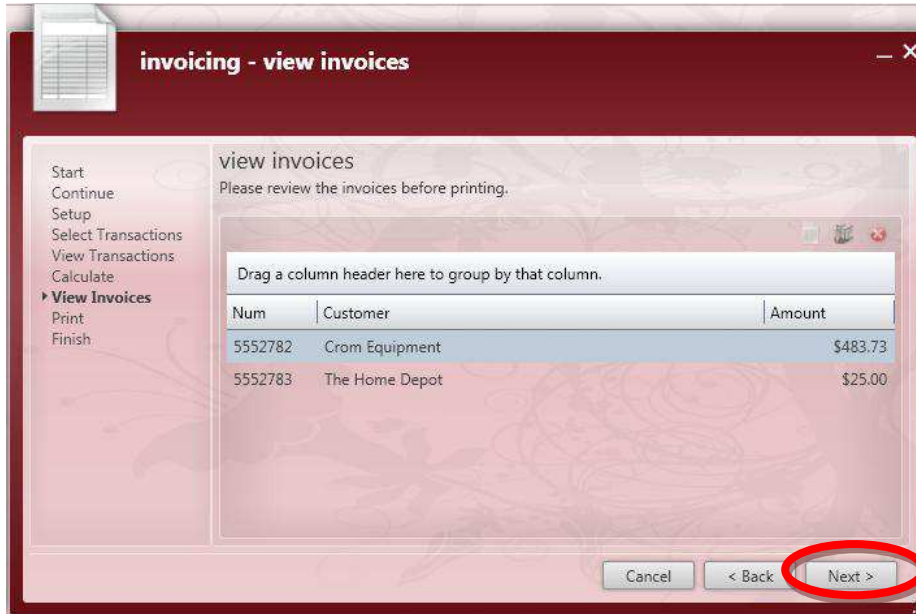
5) Calculate Invoices.

At this step in the process Enterprise is looking for last minute **Invoice** errors such as **Customer** over their *Credit Limit* or a *Purchase Order* about to expire. If there aren't any errors click *Next*.



6) View Invoices.

This form lists out the **Invoices** that are included in this run. To view an **Invoice** select the line and then click on the  button to view the **Invoice** in the **Invoice Register/Invoice Detail** form. Click on the  button to navigate to the **Customer** record, or click on the  button to remove the **Invoice** from the run. Once all **Invoices** look correct click *Next*.

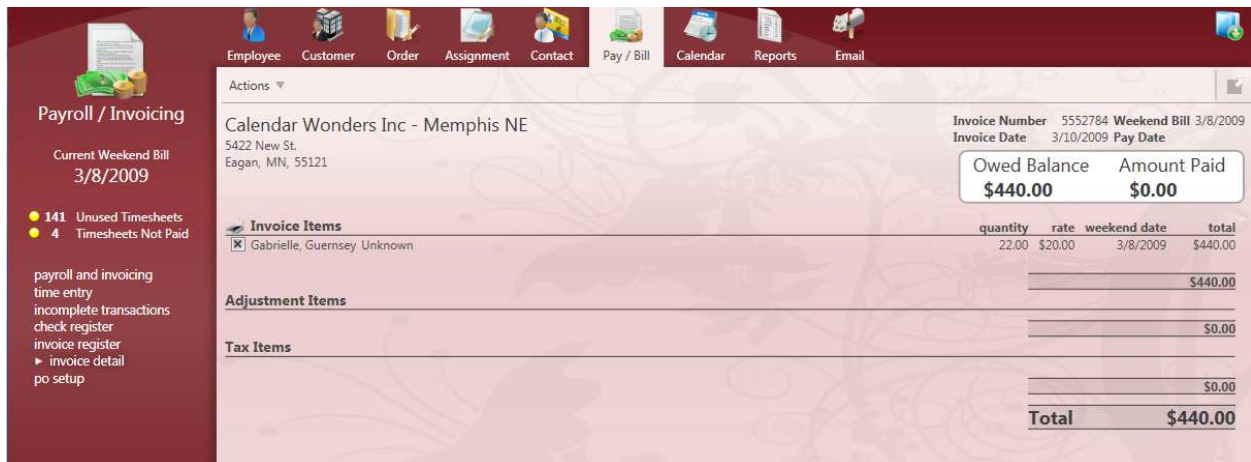


view invoices
Please review the invoices before printing.

Drag a column header here to group by that column.

Num	Customer	Amount
5552782	Crom Equipment	\$483.73
5552783	The Home Depot	\$25.00

Cancel < Back **Next >**



Payroll / Invoicing
Current Weekend Bill
3/8/2009

141 Unused Timesheets
4 Timesheets Not Paid

payroll and invoicing
time entry
incomplete transactions
check register
invoice register
▶ invoice detail
po setup

Employee Customer Order Assignment Contact Pay / Bill Calendar Reports Email



Calendar Wonders Inc - Memphis NE
5422 New St.
Eagan, MN, 55121

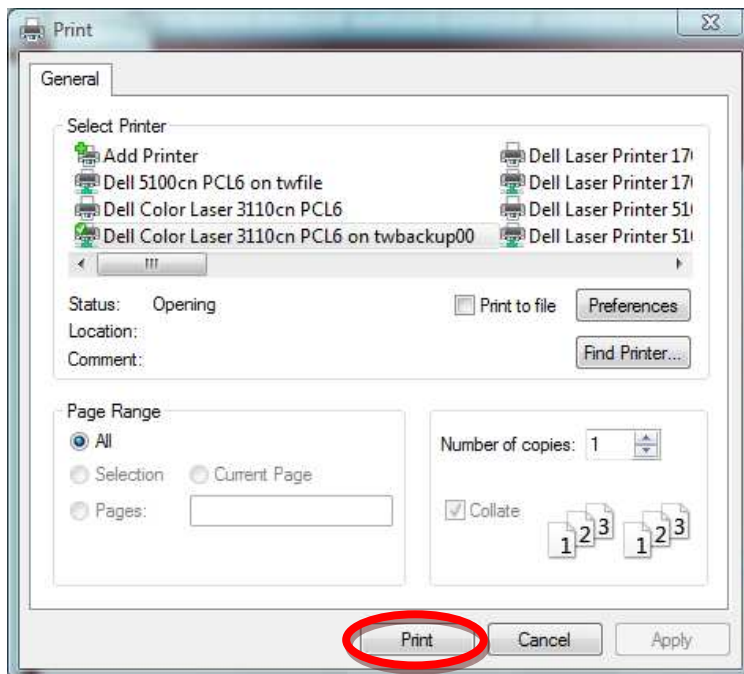
Invoice Number 5552784 Weekend Bill 3/8/2009
Invoice Date 3/10/2009 Pay Date

quantity	rate	weekend date	total
22.00	\$20.00	3/8/2009	\$440.00
			\$440.00
			\$0.00
			\$0.00
Total			\$440.00

The *Invoice Detail* above is displayed when *View Invoice* is selected. This form will be covered in more detail later in this manual.

7) Print Invoices.


Click on the  button to open up the form where the printer can be selected. Or click on the  button to post without printing.




Select the printer from the list and then click the *Print* button.

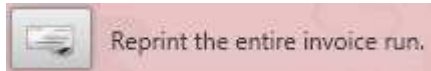
8) Post Invoices to A/R.

Once Invoices have completed printing verify that there wasn't a paper jam or any other printing errors.

If everything is correct, click on the  button to post the **Invoices**. Posting the run will close the invoicing wizard. **Invoicing** is now complete.



If a paper jam (or any other type of printing error occurred) select the  button to reprint the run. The next form will offer two options:




To reprint the entire run -- Or --



to select the **Invoice** to start the reprint with.

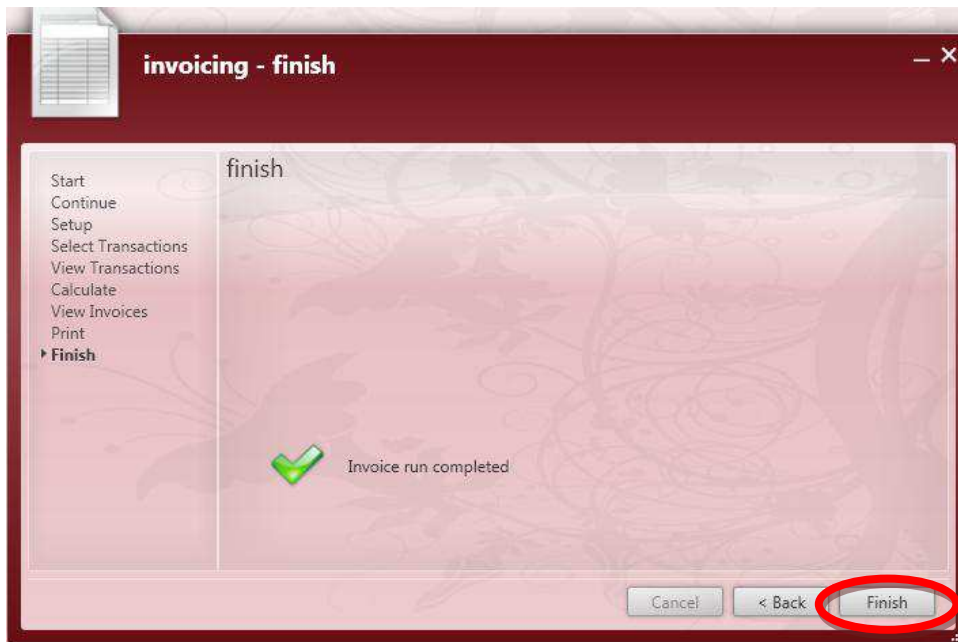


Highlight the **Invoice** line

and then click the  button to start the reprint.

9) Finish.

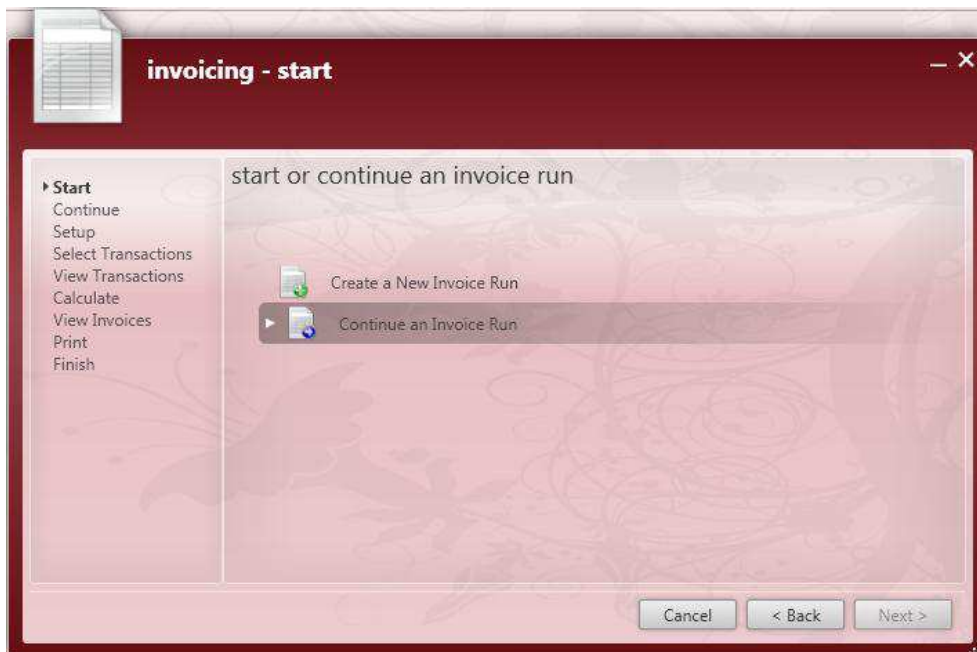
Once posting is complete click on the *Finish* button to close the invoicing wizard.



Steps to Continue Processing and Print Invoices

1) Continue an Invoice Run.

Select *Process Invoices* from the *Invoicing* option in the **Payroll and Invoicing** form within the **Pay/Bill** section. (This will open the invoicing wizard) Select *Continue an Invoice Run*.

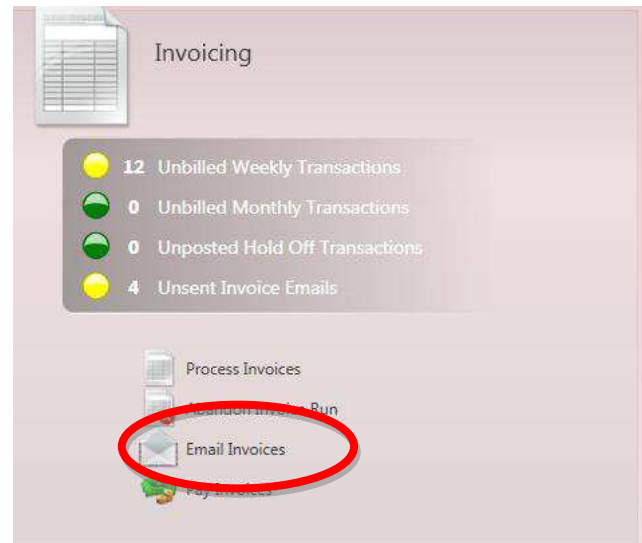


2) Select an Invoice Run.

Highlight the run that should be processed and click *Next*. You will now skip over all steps that have been completed for this run and will be taken to the next step in the process. See steps three through nine under **Steps to Process and Print Invoices**.



Once the **Invoices** have been *Posted*, the *Invoice Run* wizard can be closed by clicking *Finish*. After the *Invoice Run* wizard is closed select the **Invoicing** box and choose *Email Invoices*.



Steps to Send Invoice Emails

invoicing - start

Start
Select Invoices
View Emails
Send Emails
Finish

sender email options
Select and email address to send from

Sender Email Address: imapdummyaccount@gmail.com

Cancel Next >

1) Start

When *Email Invoices* is selected the *Email Invoice* wizard opens to the *Invoicing – Start* form. Select the *Sender Email Address* from the drop down menu and click *Next*.

**Note – If the drop down menu is blank, the Email address needs to be set up in the E menu Options form.*

2) Select Invoices

In the *Invoicing – Select Invoices* form choose the **Invoices** that will be included in the **Invoice Email** run. Once the **Invoice(s)** have been selected, click *Next*.

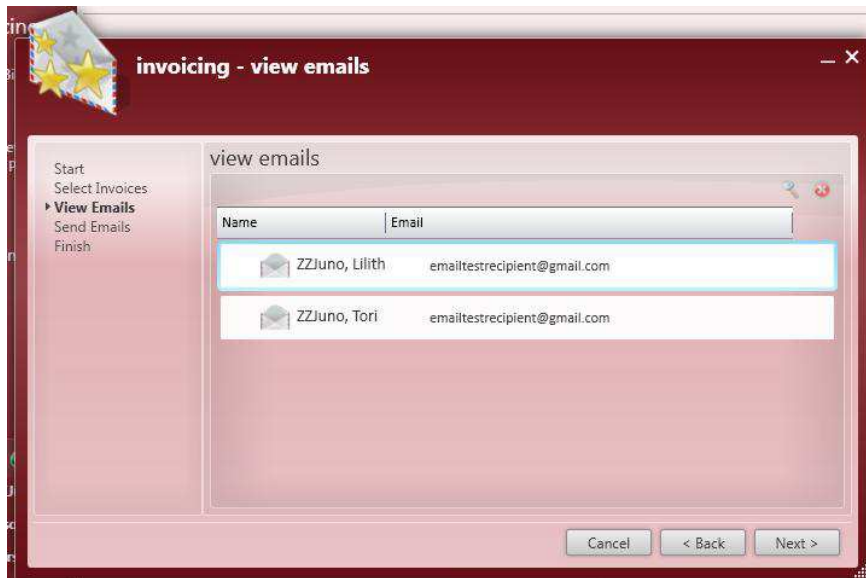
invoicing - select invoices

Start
Select Invoices
View Emails
Send Emails
Finish


select invoices
Choose the invoices to include in this email run.


Groups	Available Invoices
Branch	<input type="checkbox"/> 1 RunId: 1161; Created on: 8/26/2009 by chintz
Customer	<input type="checkbox"/> 2 RunId: 1177; Created on: 9/2/2009 by jaredg
Invoice	<input type="checkbox"/> 1 RunId: 1181; Created on: 9/2/2009 by erica
Invoice Run	<input type="checkbox"/> 1 RunId: 1184; Created on: 9/14/2009 by jason
	<input type="checkbox"/> 1 RunId: 1187; Created on: 9/16/2009 by alisha
	<input type="checkbox"/> 1 RunId: 1193; Created on: 9/23/2009 by mikeb
	<input type="checkbox"/> 16 RunId: 1207; Created on: 9/30/2009 by erica
	<input type="checkbox"/> 1 RunId: 1208; Created on: 9/30/2009 by erica
	<input checked="" type="checkbox"/> 11 RunId: 1212; Created on: 9/30/2009 by alisha

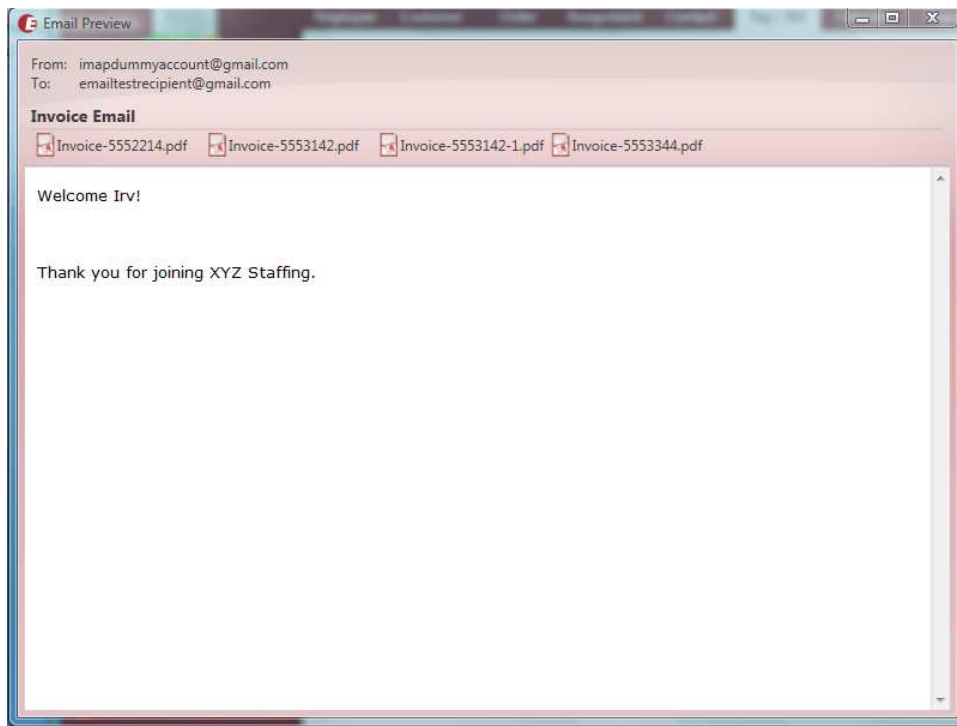
Cancel < Back Next >



3) View Emails

In the *Invoicing – View Emails* form the *Email* addresses of the **Invoice Email** recipients will be displayed. To remove a recipient, highlight the line and click on the  button. Once all of the recipient info looks correct, click *Next*.


In the *Invoicing – View Emails* form the user can see a preview of the *Email* (as shown below) by selecting the line and clicking on the  button. To view the PDF Invoice attachments, double-click on the document file name.



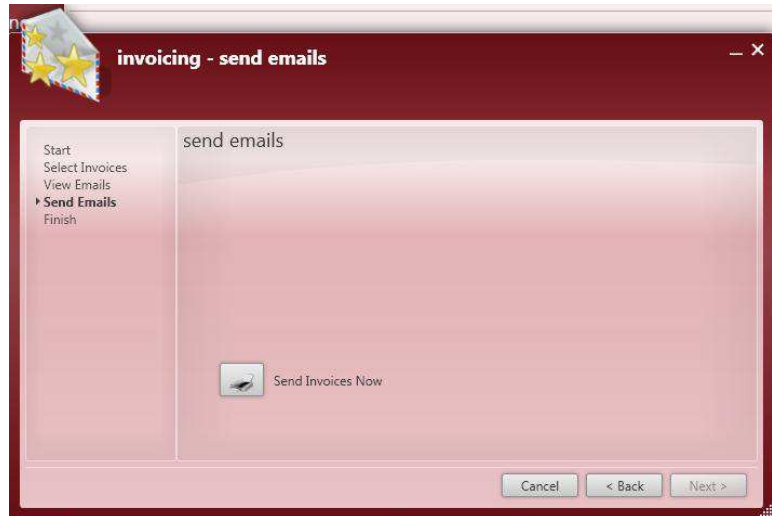
***Note – The text of the *Email* is determined by the **Invoice Email Template** selected on the **Customer Billing Setup** form.**

4) Send Emails

In the *Invoicing – Send Emails*

form click on the  button to send the **Invoice Emails** to the recipients.

The screen will then update to show the progress of sending the *Emails*.

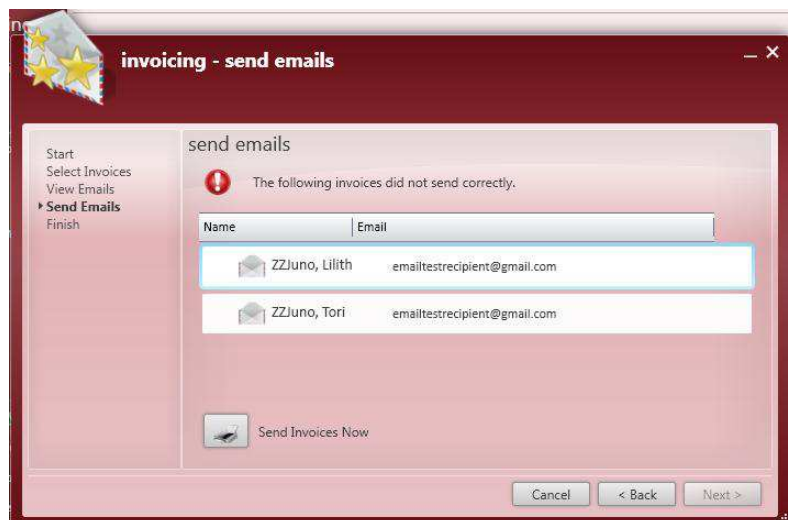


5) Finish

The *Invoicing – Finish* form will appear once the *Emails* have been sent successfully. Click on the *Finish* button to close out of the *Invoice Email* wizard.

If there are issues with sending the *Emails* the *Invoicing – Send Emails* form will come back up with an error notification on it. Address any issues (improperly formatted addresses, sender accounts not set up correctly, etc.)

Then click the  button to send.



Steps for Reprinting or Fixing Paychecks/Check Register

First look at the chart below to determine what action is necessary for the **Paycheck** involved.

Was the Check Cashed?	Are the Transactions on the Check Correct?	Action to Take...
No	Yes	Reissue
No	No	Void
Yes	No	Reverse

Then navigate to the **Employee's** record to reissue, void, or reverse the **Check**.

The screenshot shows an employee search interface. At the top, there are input fields for 'Last Name' (containing 'aa'), 'First Name', 'SSN', and 'ID'. There are also dropdown menus for 'RepName' (set to 'All Reps') and 'Branch' (set to 'All Branches'). A 'Document Text' search box is present, along with 'All Records' and 'Active' buttons. A 'Search' button with a magnifying glass icon and a 'Clear Criteria' button are also visible. Below the search fields, the text 'Advanced Search' and 'Saved Searches' is displayed. The main area shows 'Your search returned 2 results.' and a table with the following data:

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message	Zip Code
5759	Aardson	Steve	Memphis NE	(651) 555-1212...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	55123
5474	Aaskon	Masters	Memphis SE	(651) 555-1212...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Absent (Sick)	55128

Once you've opened the **Employee's** record click on the **Pay History** form on the left to expand the menu. Then select **Check Register** from the expanded menu. The **Check Register** will display all of the **Employee's Paychecks** with a *Check Date* between the date range listed in the *From* and *To* fields on the right in the search for checks section.

Steve Aardson
598 Main St
Eagan, AL 55123

visifile details
pay setup
pay history
check register
check summary
staged check summary
transaction history
taxes to date
adjustment history
accrual history
ach history
documents
messages
search

tasks
Call Owen at Linden abo...
Set up interview for Loretta L...

ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
	19294	Aardson, Steve			Gross: \$560.00	Adj: \$50.00	Tax: \$61.08	Net: \$448.92
	19248	Aardson, Steve			Gross: \$343.00	Adj: \$50.00	Tax: \$32.85	Net: \$260.15
	19230	Aardson, Steve			Gross: \$280.00	Adj: \$119.18	Tax: \$21.42	Net: \$139.40
	19211	Aardson, Steve			Gross: \$665.00	Adj: \$263.93	Tax: \$74.72	Net: \$326.35
	19210	Aardson, Steve			Gross: \$98.00	Adj: \$90.50	Tax: \$7.50	Net: \$0.00
		Aardson, Steve			Gross: \$133.50			

search for checks
Posted Staged
Accounts:
Check Dates: From 01/01/2009 To 02/08/2010
Employee:
Check Date:
Payroll Run ID:
Check Num:
Check ID:
Gross:
Net:
Search

When you navigate to the **Employee's Check Register** it displays only **Checks** for that **Employee**, but the search for checks section on the right can be used to look up **Paychecks** for any **Employee** by entering criterion into the appropriate fields and then clicking the *Search* button at the bottom. Double-click on an individual **Check** to view the *Check Summary* for the **Paycheck**.

Payroll / Invoicing
Current Weekend Bill 3/8/2009
141 Unused Timesheets
4 Timesheets Not Paid

payroll and invoicing
time entry
incomplete transactions
check register
check summary
staged check summary
invoice register
po setup

tasks
Order lunch for branch
Training

Actions ▾

Aardson, Steve
Steve Aardson
598 Main St
Eagan, MN 55123

Tax Marital Status M
Tax Exemptions
Ohio 1
Federal- Married 99
Arizona with 10% 1
Louisiana 1 exempt 1

Check Number 10190
Check ID 4158
Weekend Bill 3/8/2009
Check Date 3/10/2009
TCF
AP Bank Account
33332221111

Earnings	rate	units	this period	year to date	Other Benefits	this period	year to date
Reg: Regular Hours	\$10.00	40.00	\$400.00	\$3,180.00			
			Gross Pay \$400.00	\$3,240.00			

Deductions	this period	year to date
Employee Taxes		
Employee Portion Social Security tax	\$24.80	\$200.88
Employee Portion Medicare tax	\$5.80	\$46.98
Louisiana 1 exempt	\$8.74	\$41.28
Other		
GAR2	\$90.17	\$726.33
Total Deductions	\$129.51	
Net Pay	\$270.49	

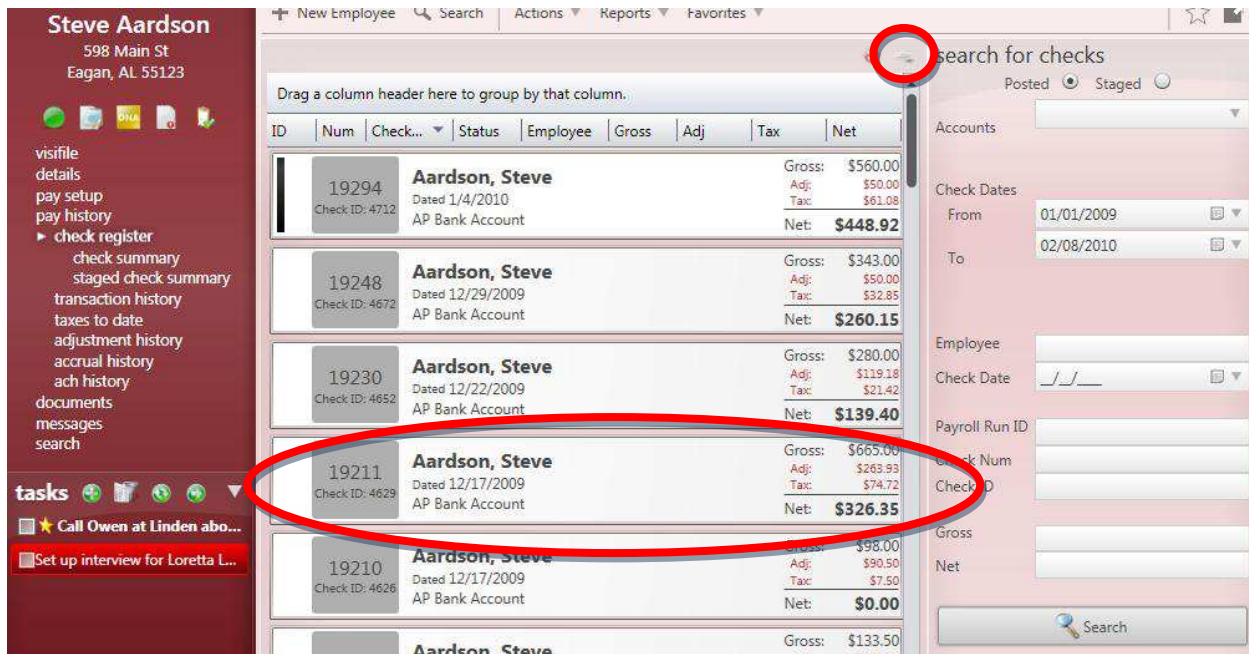
Extended Check Details

To view more information about the **Paycheck**, expand on the button to display the *Extended Check Details* form. Then use the menu on the left to view *Transaction, Adjustment, Tax, and Accrual* details for the **Paycheck**.

Steps for Reprinting Paychecks (Reissue)

1) Select the Paycheck.

In the *Check Register* form click on the **Paycheck** that needs to be reissued and then click on the  button to open the reissue check wizard.



Steve Aardson
598 Main St
Eagan, AL 55123

visifile
details
pay setup
pay history
▶ check register
 check summary
 staged check summary
transaction history
taxes to date
adjustment history
accrual history
ach history
documents
messages
search

tasks
★ Call Owen at Linden abo...
■ Set up interview for Loretta L...

New Employee Search Actions Reports Favorites

search for checks
Posted Staged

Accounts

Check Dates
From 01/01/2009
To 02/08/2010

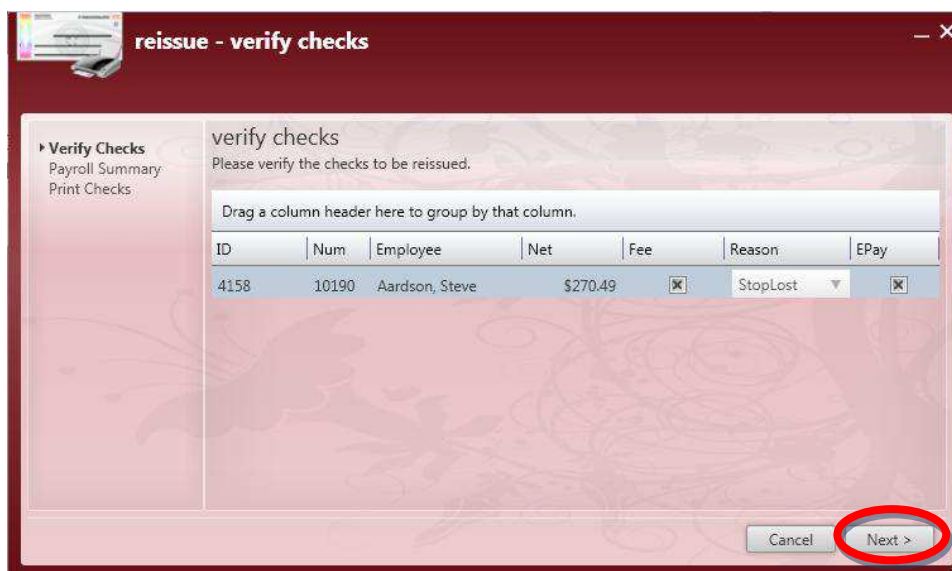
Employee
Check Date

Payroll Run ID
Check Num
Check D
Gross
Net

ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
	19294	Aardson, Steve			Gross: \$560.00	Adj: \$50.00	Tax: \$61.08	Net: \$448.92
	19248	Aardson, Steve			Gross: \$343.00	Adj: \$50.00	Tax: \$32.85	Net: \$260.15
	19230	Aardson, Steve			Gross: \$280.00	Adj: \$119.18	Tax: \$21.42	Net: \$139.40
	19211	Aardson, Steve			Gross: \$665.00	Adj: \$263.93	Tax: \$74.72	Net: \$326.35
	19210	Aardson, Steve			Gross: \$98.00	Adj: \$90.50	Tax: \$7.50	Net: \$0.00
		Aardson, Steve			Gross: \$133.50			

2) Verify the Paycheck.

Click in the *Fee* box if a reissue fee should apply to this **Paycheck** and select the *Reason* from the drop down menu. If the **Paycheck** was a direct deposit the *EPay* box will be checked. To cut a "live" check



reissue - verify checks

Verify Checks
Payroll Summary
Print Checks

verify checks
Please verify the checks to be reissued.

Drag a column header here to group by that column.

ID	Num	Employee	Net	Fee	Reason	EPay
4158	10190	Aardson, Steve	\$270.49	<input checked="" type="checkbox"/>	StopLost	<input checked="" type="checkbox"/>

Cancel Next >


for a direct deposit you will first need to deactivate the ACH account in the **Pay Setup/Electronic Pay** form. Then open/reopen the reissue wizard and select the *Reason*. Then click *Next* to continue with the reissue process.

3) Verify the Check Number (Payroll Summary).

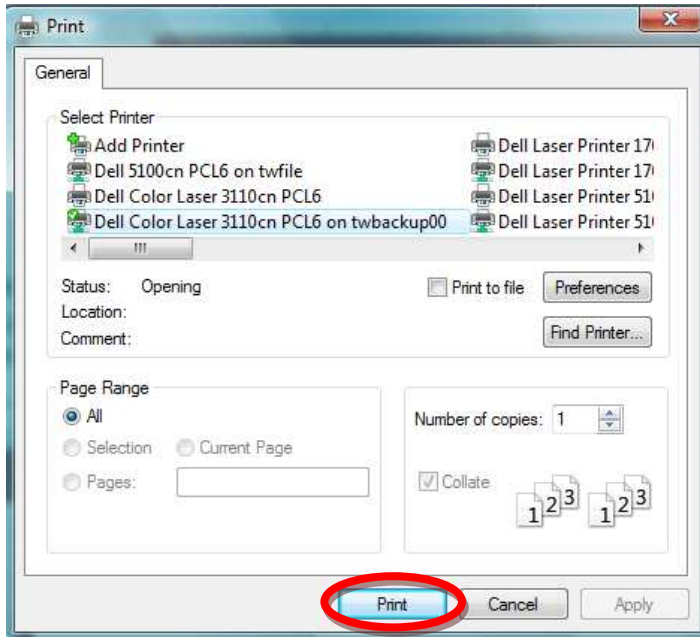
The *Starting Check Number* field will automatically pull the next available *Check Number*. If pre-printed check stock is being used verify that the number is correct, and if not, fix it before clicking *Next*.



4) Print Checks.


Select the  button to bring up the printer select prompt and print checks.







Select the printer from the list and then click *Print*.


5) Post Checks or Reprint.

Once checks are done printing verify that there wasn't a paper jam and then match the first and last check numbers to the one listed on this screen. If everything is correct, click on the  button to post the **Paychecks**. Posting the run will close the payroll wizard. Reissue is now complete.



If numbers don't match or if a paper jam (or any other type of printing error occurred) select the  button to reprint the run. The next form will offer two options:

 Reprint the entire payroll run. To reprint the entire run -- Or --

 Reprint a portion of the payroll run. to enter the numbers to reprint.

numbering

What was the last check number that printed correctly?


What check number should reprinting start at?

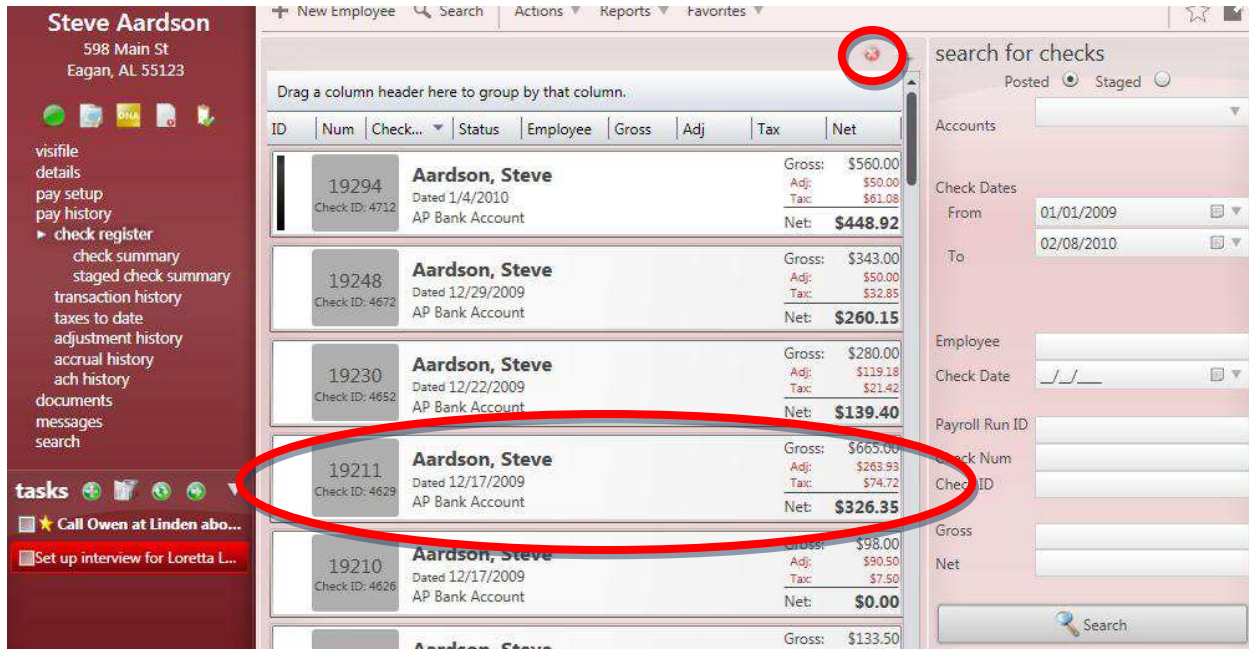
Enter the last check that printed correctly, and the *Check Number* that should start the reprint. Then click *Next*.

***Note – It is always a good idea to log a *Message* with the *Check Number* on the **Employee's** record indicating that a **Paycheck** has been reissued, voided or reversed.**

Steps for Fixing Paychecks

1) Select the Paycheck.

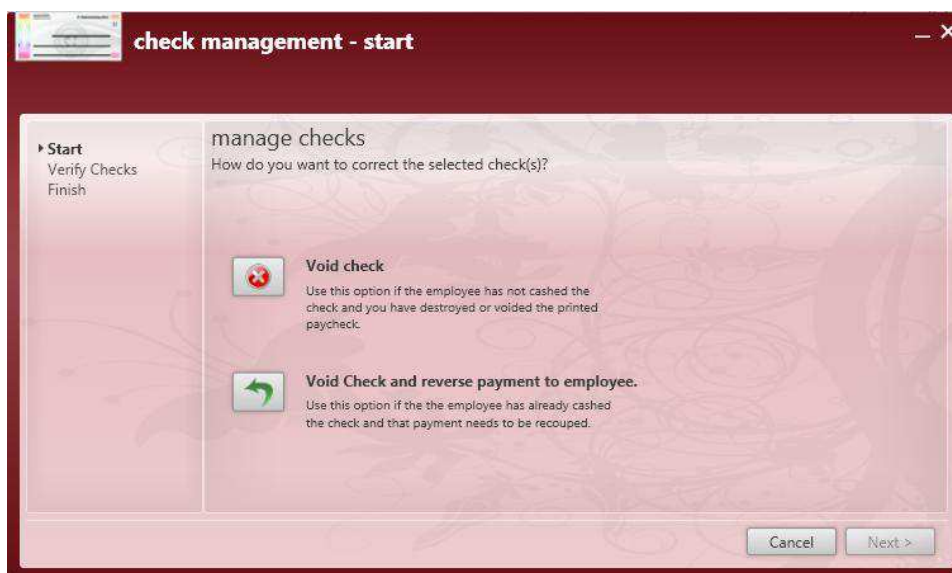
In the *Check Register* form click on the **Paycheck** that needs to be fixed and then click on the  button to open the void/reverse check wizard.



ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
	19294	Aardson, Steve			Gross: \$560.00	Adj: \$50.00	Tax: \$61.08	Net: \$448.92
	19248	Aardson, Steve			Gross: \$343.00	Adj: \$50.00	Tax: \$32.85	Net: \$260.15
	19230	Aardson, Steve			Gross: \$280.00	Adj: \$119.18	Tax: \$21.42	Net: \$139.40
	19211	Aardson, Steve			Gross: \$665.00	Adj: \$263.93	Tax: \$74.72	Net: \$326.35
	19210	Aardson, Steve			Gross: \$98.00	Adj: \$90.50	Tax: \$7.50	Net: \$0.00
		Aardson, Steve			Gross: \$133.50			

2) Choose Void or Reverse Paycheck.

Select the *Void check* option if the **Paycheck** has not been cashed. Choose *Void Check and reverse payment to employee* if the **Paycheck** was cashed or if the **Employee** received the payment via a direct deposit to their account.



check management - start

manage checks
How do you want to correct the selected check(s)?

- Void check**
Use this option if the employee has not cashed the check and you have destroyed or voided the printed paycheck.
- Void Check and reverse payment to employee.**
Use this option if the the employee has already cashed the check and that payment needs to be recouped.

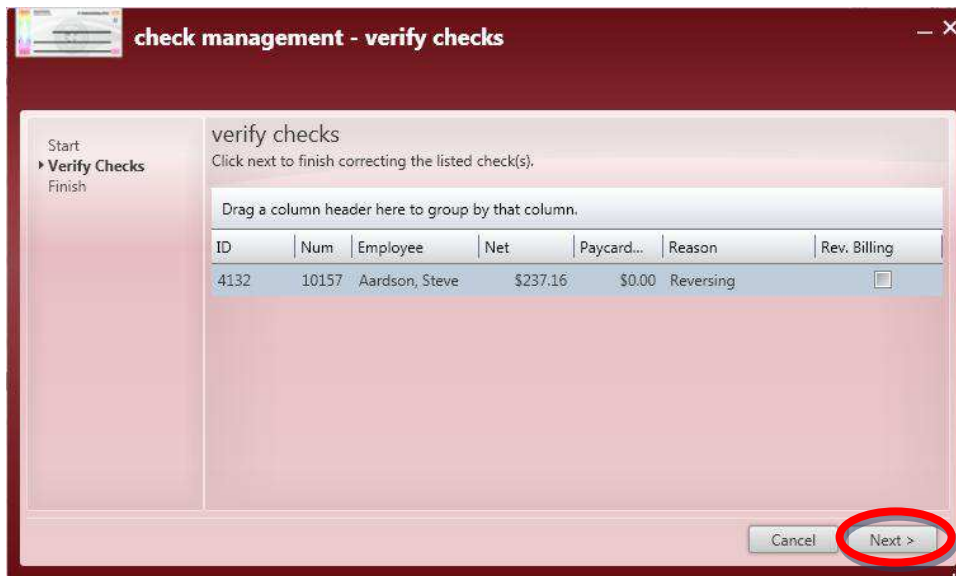
Cancel Next >

*Note – the reversing process creates an “Advanced Bank” *Adjustment* in the **Employee’s** record. This *Adjustment* will be withheld from the **Employee’s** future **Paychecks** until the balance amount for the *Adjustment* is zero.

3) Verify checks.

If the wrong **Check** has been selected click the *Cancel* button. If it’s the right **Check** then verify that the correct *Reason* has been selected (ie. Reversing or Voiding). If the **Invoice** is affected by this change

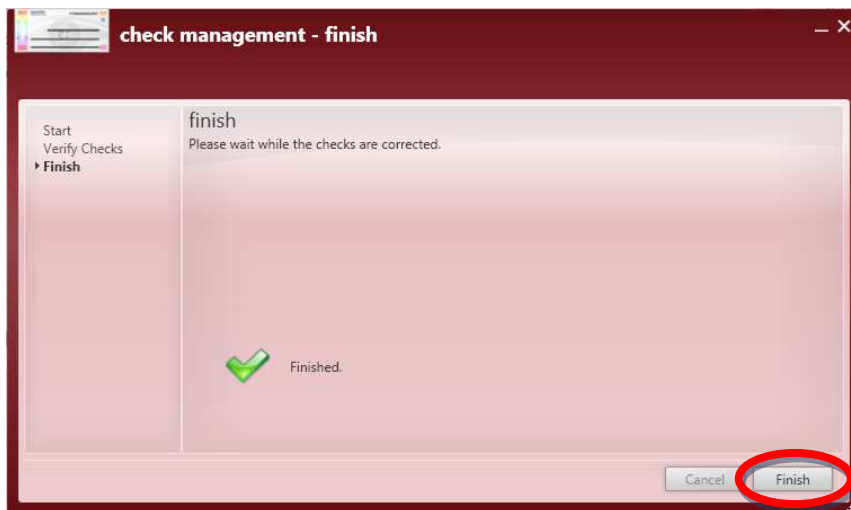
put an “x” in the *Rev. Billing* box. This will insert a billing *Transaction* that will fix the **Invoice** as well. Then click *Next*.



*Note – The “Best Practice” is to handle the **Invoice** corrections separately from the **Paycheck** corrections.

4) Finish.

Once the void/reverse wizard has inserted the correcting *Transactions* into **Time Entry** the last form appears to indicate that this part of the process is finished. Click on the *Finish* button to close the form.



*Note – It is always a good idea to log a *Message* with the *Check Number* on the **Employee’s** record indicating that a **Paycheck** has been reissued, voided or reversed.

5) Reenter corrected transaction.

Navigate to the **Pay/Bill** section and open the **Time Entry** spreadsheet. There will be a negative (correcting) *Transaction* inserted for the **Employee** whose **Paycheck** you just voided or reversed.

Name	Customer	Department	Pay C...	Shift	RT Hrs	OT Hrs	Bill	Pay	WE D...
, test	Crom Equipment	Corporate	Reg	Day	0.00	0.00	\$13.57	\$11.00	3/8/2009
Aardson, Steve	ABC	Accounting	Reg	Evening	40.00	0.00	\$0.00	\$0.00	3/8/2009
Aardson, Steve	ABC	Accounting	Reg	Shift 1	0.00	0.00	\$30.00	\$15.00	3/8/2009
Aardson, Steve	ABC	Accounting	vac1	1	0.00	0.00	\$280.00	\$200.00	3/8/2009
Aardson, Steve	Creative Intentions Inc	Primary	Reg	1	0.00	0.00	\$25.00	\$20.00	3/8/2009
Aardson, Steve	Crom Equipment	Accounting	Reg	1	0.00	0.00	\$18.51	\$15.00	3/8/2009
Aardson, Steve	Crom Equipment	Corporate	Reg	Day	-35.00	0.00	\$0.00	\$10.00	2/22/2009
Aardson, Steve	Crom Equipment	Corporate	Reg	Day	0.00	0.00	\$13.57	\$11.00	3/8/2009

Right-click on the negative *Transaction* and select *Create Duplicate Timesheet* from the drop down menu. This will insert a *Transaction* line with the same *WE Date* (Weekending Date) as the voided/reversed *Transaction*.

Aardson, Steve	Crom Equipment	Corporate	Reg	Day	-35.00	0.00	\$0.00	\$10.00	2/22/2009
Aardson, Steve	Crom Equipment	Corporate	Reg	Day	22.00	0.00	\$0.00	\$10.00	2/22/2009

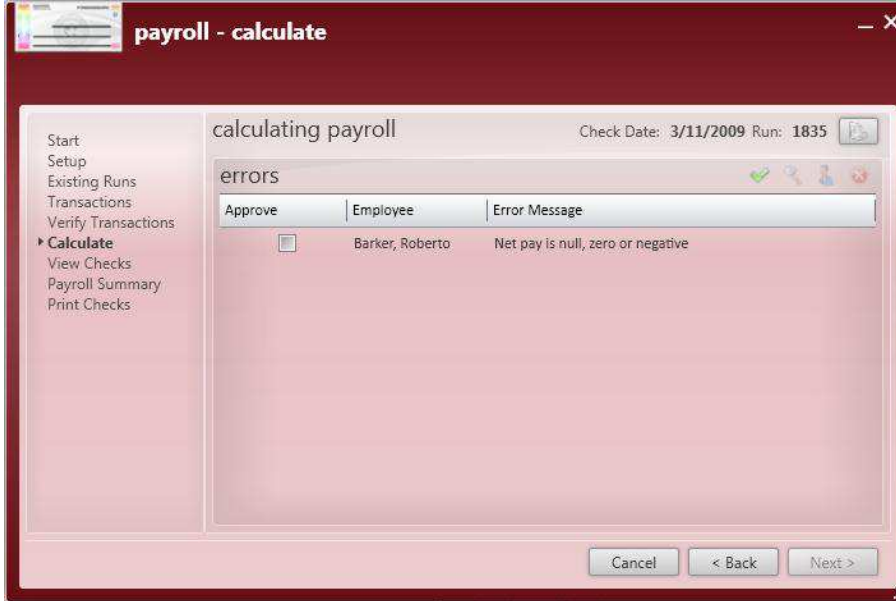
Enter the corrected *Transaction* information. Updated *Rates, Hours, Adjustments*, etc. and then proceed to *Proofing*.

6) Proofing.

Follow the steps for *Proofing* as outlined earlier in this section. Some common errors you will find when re-entering corrected *Transactions* are "Txn already been processed for this Aident/weekend date", "Zero Bill and/or Zero Pay", and "One or more employees have Regular Pay hours for week > 40". Approve or fix the errors and continue with the *Proofing* process.

7) Payroll Processing.

Follow steps one through five under **Steps to Process and Print Checks**. After step five you may encounter calculation errors like the one below. Right-click on the line, and select *View Check* from the drop down menu.



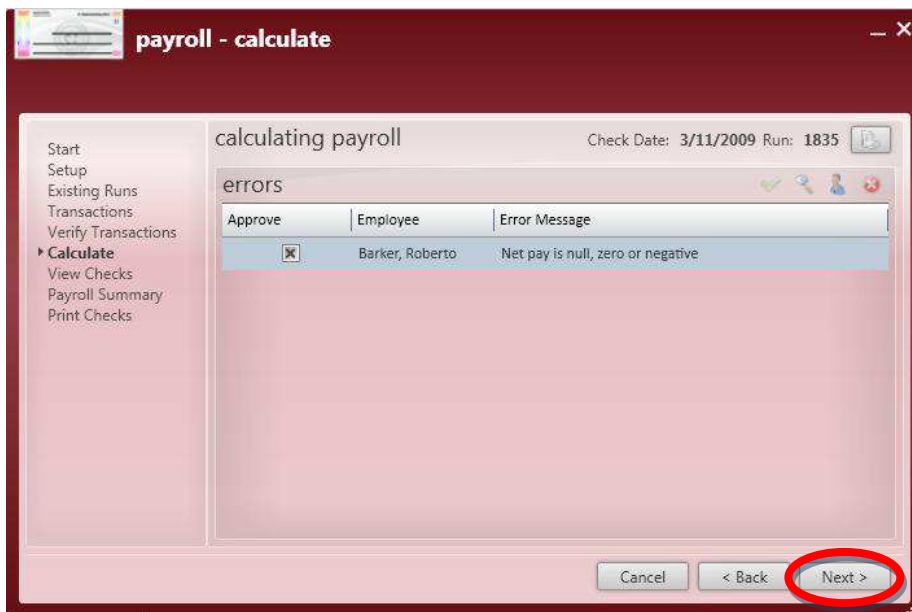
This will open the *Staged Check Summary* form and will display the details of the **Check**. If a reversing *Transaction* was used where an "Advanced Bank" *Adjustment* was added, the check error is "Net pay is null, zero, or negative" as displayed to the left. In the *Staged Check Summary* form select the *Fix Negative Check* option from the *Actions Bar* drop down menu at the top under *Form Actions*.



Employee	Customer	Order	Assignment	Contact	Pay / Bill	Calendar	Reports	Email
Payroll / Invoicing Current Weekend Bill 3/8/2009 138 Unused Timesheets 7 Timesheets Not Paid payroll and invoicing time entry incomplete transactions check register check summary staged check summary invoice register po setup tasks New Task Training								
Barker, Roberto Roberto Barker 432 New St. Eagan, MN 55121					Tax Marital Status S Tax Exemptions NDSINGLE 1 USS 1 MNSINGLE 1		Weekend Bill 3/8/2009 Check Date 3/11/2009 TCF AP Bank Account 33332221111	
Earnings Reg: Regular Hours				rate	units	this period		
				\$18.00	10.00	\$180.00		
				Gross Pay		\$180.00		
Deductions Employee Taxes				this period				
Efica						\$11.16		
EMed						\$2.61		
MNSINGLE						\$4.02		
USS						\$0.00		
Other								
Tempworks Specific permanent adjustment used when reversing checks, tracks...						\$162.21		
				Total Deductions		\$180.00		
				Net Pay		\$0.00		
				Other Benefits		this period		
				Employer Paid Taxes		Amount		
				CFica		\$11.16		
				CMed		\$2.61		
				FUTA		\$1.44		
				MNSUTA		\$1.98		
				Total Employer Taxes		\$17.19		

Once the negative **Paycheck** has been fixed open the payroll run wizard and click in the box under the *Approve* column.

**Note – The Fix Negative Check process should only be used with “Banked” Adjustments. (The “Banked” term refers to Adjustments that are owed even if the Employee doesn’t work like Employee benefit contributions and overpaid Paycheck amounts). If the Paycheck is negative due to other weekly or one-time Adjustments you will need to update the Adjustment amounts manually to bring the Check up to a zero or positive amount.*



After all errors have been approved click *Next* and continue the payroll run wizard (steps six through nine in the **Steps to Process and Print Checks** section).

**Note – If only zero amount Checks are included in the run select the Post payroll but do not print option to save time, paper, and ink.*

Steps for Fixing Invoices


1) Select the Invoice.

In the *Invoice Register* form click on the **Invoice** that needs to be fixed and then choose *Edit Invoice* from the *Actions* drop down menu.

The screenshot shows the 'Payroll / Invoicing' section of a software interface. The 'Actions' dropdown menu is open, and the 'Edit Invoice' option is circled in red. The main area displays a table of invoice items for the current weekend bill of 12/27/2009.

Record Actions		Form Actions				
<input checked="" type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
<input checked="" type="checkbox"/>	Hanes, Tom Admin. Assist.	Reg Hours	35.25	\$20.70	12/27/2009	\$729.68
<input checked="" type="checkbox"/>	Jones, Heather Admin. Assist.	Reg Hours	20	\$20.70	12/27/2009	\$414.00
<input checked="" type="checkbox"/>	Lorent, Rhonda Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
						\$2,385.68
Adjustment Items						\$0.00
Tax Items						\$0.00
Total						\$2,385.68

2) Fix Job Title or select Edit button.

If the *Job Title* is incorrect, it can be updated by highlighting the current information and then typing the correction. If the rates or hours need to be updated, click on the  button (as circled).


The screenshot shows the 'Payroll / Invoicing' section of a software interface. The 'Invoice Register' form is displayed for 'Boyer - Memphis SE'. The 'Invoice Items' table is visible, and the 'Edit' button (calculator icon) is circled in red. The 'Owed Balance' is \$600.00 and the 'Amount Paid' is \$0.00.

item	quantity	rate	weekend date	total
<input checked="" type="checkbox"/> [Edit] [Delete] [Add] [Print] [Print Preview] [Print] [Email Invoice] [View Invoice Payments] [Mark as Do Not Email]	40.00	\$15.00	2/8/2009	\$600.00
				\$600.00
Adjustment Items				\$0.00
Tax Items				\$0.00
Total				\$600.00

3) Edit Transactions.

Highlight the field that needs to be corrected. *Reg Hours, Overtime Hours, Units, Salary, Reg Bill, Overtime Bill, and Unit Bill* can all be changed.

Invoice Items		item	quantity	rate	weekend date	total		
	Greine, Jessica	Bank Teller	40.00	\$15.00	2/8/2009	\$600.00		
	Reg Hours	40.00	Overtime Hours	0.00	Units	0.00	Salary	0.00
	Reg Bill	\$15.00	Overtime Bill	\$22.50	Unit Bill	\$0.00		

Once the information has been updated (as shown below) the update can be saved by clicking on the  button at the top of the screen.

Invoice Items		item	quantity	rate	weekend date	total		
	Greine, Jessica	Bank Teller	40.00	\$15.00	2/8/2009	\$600.00		
	Reg Hours	35.00	Overtime Hours	0.00	Units	0.00	Salary	0.00
	Reg Bill	\$15.00	Overtime Bill	\$22.50	Unit Bill	\$0.00		

If any other *Transactions* on the **Invoice** need to be updated follow the steps outlined above and then *Save* when all changes have been made.

*Note – By saving the corrected *Transactions* a correcting **Invoice** (credit or debit memo) is created that is tied to the original (ex: original **Invoice** #100323, correcting **Invoice** #100323-1).

4) Reprint corrected Invoice.

After saving the update(s) click on the *Actions* drop down menu and select *Print* or *Print Preview* to print out the corrected **Invoice**.

The screenshot shows the 'Payroll / Invoicing' section of a software interface. On the left, there is a sidebar with navigation options like 'Current Weekend Bill 12/27/2009', 'Unused Timesheets', and 'Timesheets Not Paid'. The main area displays an 'Actions' dropdown menu with options: 'New Message', 'Email Invoice', 'Print Preview' (highlighted with a red box), 'View Invoice Payments', 'Print', and 'Mark as Do Not Email'. Below the menu is a table with columns for 'Record Actions' and 'Form Actions', listing employees and their associated hours and amounts. At the bottom, there are summary rows for 'Adjustment Items', 'Tax Items', and a 'Total' of \$2,282.18.

Record Actions		Form Actions				
<input type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
<input checked="" type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	25	\$20.70	12/27/2009	\$517.50
<input type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	-30	\$20.70	12/27/2009	(\$621.00)
<input checked="" type="checkbox"/>	Hanes, Tom Admin. Assist.	Reg Hours	35.25	\$20.70	12/27/2009	\$729.68
<input checked="" type="checkbox"/>	Jones, Heather Admin. Assist.	Reg Hours	20	\$20.70	12/27/2009	\$414.00
<input checked="" type="checkbox"/>	Lorent, Rhonda Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
						\$2,282.18
Adjustment Items						\$0.00
Tax Items						\$0.00
Total						\$2,282.18

Steps for Reprinting Invoices and Logging Collections Calls

First navigate to the **Customer's** record or the **Pay/Bill** section to open the *Invoice Register*.

The screenshot shows a vertical sidebar menu with the following items: visifile, details, invoicing, invoice detail (highlighted with a white oval), credit and payroll, billing setup, adjustments, po setup, misc, defaults, messages, documents, and search.

In the **Customer** record click on the **Invoicing** form and double-click on an **Invoice** to open the *Invoice Detail* form.

In the **Pay/Bill** section, select **Invoice Register** from the list on the left of the screen (as shown below).

The screenshot shows a vertical sidebar menu with the following items: payroll and invoicing, time entry, incomplete transactions, check register, invoice register (highlighted with a white oval), and po setup.

From the **Customer** record only **Invoices** for that **Customer** will be displayed unless the search criteria on the right is used. From the **Pay/Bill** section all **Invoices** will be displayed.

Payroll / Invoicing

Current Weekend Bill
3/8/2009

138 Unused Timesheets
6 Timesheets Not Paid

payroll and invoicing
time entry
incomplete transactions
check register
invoice register
invoice detail
po setup

tasks

- New Task
- Training

Actions

invoices

Drag a column header here to group by that column.

Invoice Nu...	Date	Amount	Paid	Balance	Customer	Branch
Calendar Wonders Inc						
5552784 Inv ID: 4485 OVERDUE	PO Number Entity	Invoice Date Last Paid	3/10/2009 Paid	Amount \$440.00		
		Invoice Due	3/10/2009	Balance		\$440.00
Creative Intentions Inc						
5552775 Inv ID: 4467 OVERDUE	PO Number Entity	488234 Invoice Date Last Paid	3/9/2009 Paid	Amount \$1,236.90		
		Invoice Due	3/9/2009	Balance		\$1,236.90
123 Nursing						
5552774 Inv ID: 4466 OVERDUE	PO Number Entity	4 Invoice Date Last Paid	3/9/2009 Paid	Amount \$538.15		
		Invoice Due	3/9/2009	Balance		\$538.15
123 Nursing						
5552773 Inv ID: 4465 OVERDUE	PO Number Entity	4 Invoice Date Last Paid	3/9/2009 Paid	Amount \$483.73		
		Invoice Due	3/9/2009	Balance		\$483.73

search

Invoice Dates

From 01/10/2009
To 03/11/2009

Customer
Due Date

Inv Number
Inv ID
Inv Amount
Balance

Show only Overdue invoices

Search

To limit the search results enter criteria into the search form on the left and then click on the *Search* button at the bottom. Double-click on an **INVOICE** to open and view the **INVOICE** details.

Steps for Reprinting Invoices

1) Select the Invoice.

Double-click on the **INVOICE** to display the *Invoice Detail* form.

Payroll / Invoicing

Current Weekend Bill
3/8/2009

138 Unused Timesheets
6 Timesheets Not Paid

payroll and invoicing
time entry
incomplete transactions
check register
invoice register
invoice detail
po setup

tasks

- New Task
- Training

Employee Customers Orders Assignment Contact Payroll Calendar Reports Email

Actions

Crom Equipment - Memphis SE

123 Main Street
Fort Pierce, FL, 34950

Invoice Number 5552765 Weekend Bill 2/22/2009
Invoice Date 2/24/2009 Pay Date

Owed Balance	Amount Paid
\$2,888.08	\$0.00

quantity	rate	weekend date	total
25.00	\$12.34	2/22/2009	\$308.50
30.00	\$13.57	2/22/2009	\$407.10
35.00	\$12.34	2/22/2009	\$431.90
48.00	\$12.34	2/22/2009	\$592.32
32.00	\$12.34	2/15/2009	\$394.88
8.00	\$12.34	2/22/2009	\$98.72
40.00	\$12.34	2/22/2009	\$493.60
10.00	\$22.00	2/22/2009	\$220.00
			\$2,947.02
			\$0.00
			\$0.00
			\$0.00
Total			\$2,888.08

Invoice Items

<input checked="" type="checkbox"/>	Anderson, John	Forklift
<input checked="" type="checkbox"/>	Aardson, Steve	Forklift
<input checked="" type="checkbox"/>	Aardson, Steve	Forklift
<input checked="" type="checkbox"/>	Kozelek, Jordan	Forklift
<input checked="" type="checkbox"/>	Smith, Brandon	Forklift
<input checked="" type="checkbox"/>	Smith, Brandon	Forklift
<input checked="" type="checkbox"/>	Rodewald, Eric	Forklift
<input checked="" type="checkbox"/>	ZZQuill, Ginger	Forklift

Adjustment Items

Tax Items

Extended Invoice Details

2) Reprint the Invoice.

Once the correct **Invoice** is displayed select the *Print* option from the *Form Actions* in the *Actions Bar*.

The screenshot shows the 'Payroll / Invoicing' software interface. On the left is a sidebar with navigation options like 'Current Weekend Bill 12/27/2009', '19 Unused Timesheets', and '9 Timesheets Not Paid'. The main area is divided into 'Record Actions' and 'Form Actions'. The 'Form Actions' menu is open, and the 'Print' option is circled in red. Below the menu is a table of employee records with columns for name, title, hours, rate, date, and amount.

Record Actions		Form Actions				
<input type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
<input checked="" type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	25	\$20.70	12/27/2009	\$517.50
<input type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	-30	\$20.70	12/27/2009	(\$621.00)
<input checked="" type="checkbox"/>	Hanes, Tom Admin. Assist.	Reg Hours	35.25	\$20.70	12/27/2009	\$729.68
<input checked="" type="checkbox"/>	Jones, Heather Admin. Assist.	Reg Hours	20	\$20.70	12/27/2009	\$414.00
<input checked="" type="checkbox"/>	Lorent, Rhonda Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
						\$2,282.18
Adjustment Items						\$0.00
Tax Items						\$0.00
Total						\$2,282.18

Steps for Logging Collections Calls

1) Select the Invoice.

Double-click on the **Invoice** to display the *Invoice Detail* form.

2) Select New Message.

Once the correct **Invoice** is displayed select the *New Message* option from the *Form Actions* in the *Actions Bar*.

The screenshot shows the 'Payroll / Invoicing' software interface, similar to the first one. The 'Form Actions' menu is open, and the 'New Message' option is circled in red. The table below the menu shows the same employee records as in the first screenshot.

Record Actions		Form Actions				
<input type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
<input checked="" type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	25	\$20.70	12/27/2009	\$517.50
<input type="checkbox"/>	Bear, Janelle Admin. Assist.	Reg Hours	-30	\$20.70	12/27/2009	(\$621.00)
<input checked="" type="checkbox"/>	Hanes, Tom Admin. Assist.	Reg Hours	35.25	\$20.70	12/27/2009	\$729.68
<input checked="" type="checkbox"/>	Jones, Heather Admin. Assist.	Reg Hours	20	\$20.70	12/27/2009	\$414.00
<input checked="" type="checkbox"/>	Lorent, Rhonda Admin. Assist.	Reg Hours	30	\$20.70	12/27/2009	\$621.00
						\$2,282.18
Adjustment Items						\$0.00
Tax Items						\$0.00
Total						\$2,282.18

3) Enter Message Text.

Select the *Action* from the drop down menu and add the *Message* text. Create a task and *Task Subject* and *Due Date* to get a reminder for follow up. Then click *Save* to add the *Message* to the Enterprise database.

message

Action: AR - 1st Call

Collections call made because payment is 30 days past due. Promise to pay by 3-18-09;

details

Date/Time: 3/11/2009 4:25:09 PM

Rep Name: alisha

Link Employee

Link Contact

follow-up

Task Subject: Pmt for Invoice #5552764

Due Date: 03/18/2009

Assigned To: alisha

Complete Date

Save

Re-sending Invoice Emails

Employee Customer Order Assignment Contact Pay / Bill Calendar Reports Email

ZZJuno Inc.
Primary
5823 New St.
Eagan, MN 55121
(483) 834-5838

visifile

New Customer Search Actions Reports Favorites

View Assignments Gross Profit Calculator New Message Edit Invoice

View Orders Add Department Print Preview **Email Invoice** View Invoice Payments

New Order View Map Print

New Customer Contact

Record Actions Form Actions

To resend an *Email Invoice* or to send an *Invoice* via *Email* that was originally printed, open the **Customer Invoicing** form and double-click on the **Invoice** to view the *Invoice Details*. Or from the **Pay/Bill** area select the **Invoice Register** and open the *Invoice Details* from there. Then click on the *Actions* drop down and select *Email Invoice*. This will open an outgoing *Email* with a PDF copy of the **Invoice** attached. Choose the recipients and click *Send*.

Posting Invoice Payments

To start the **Posting** process, click on the *Invoicing* option from the **Payroll and Invoicing** form.

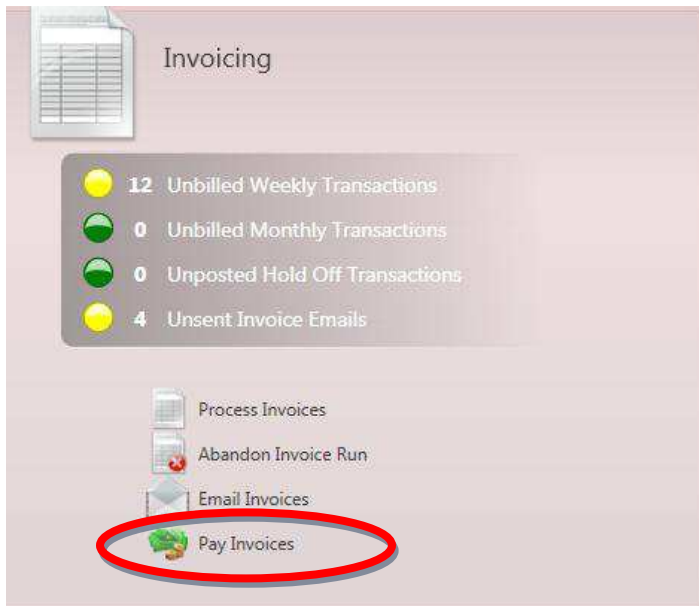


The *Pay Invoices* option allows users to post payments against **Invoices** in Accounts Receivable (A/R).

Steps for Posting Invoice Payments

1) Select Pay Invoices.

Select the *Pay Invoices* option from the *Invoicing* form within **Payroll and Invoicing**.



2) Choose Posting Option.

Select the tab for *Find Invoices* or *Quick Pay*. *Find Invoices* allows the user to look up outstanding **Invoices** based on a date range, *Customer Name*, *Customer ID*, *Branch Name* and *Invoice Number*. Use the *Find Invoices* tab to enter multiple payments for one client, or payments on a single check that applies to multiple **Invoices**.

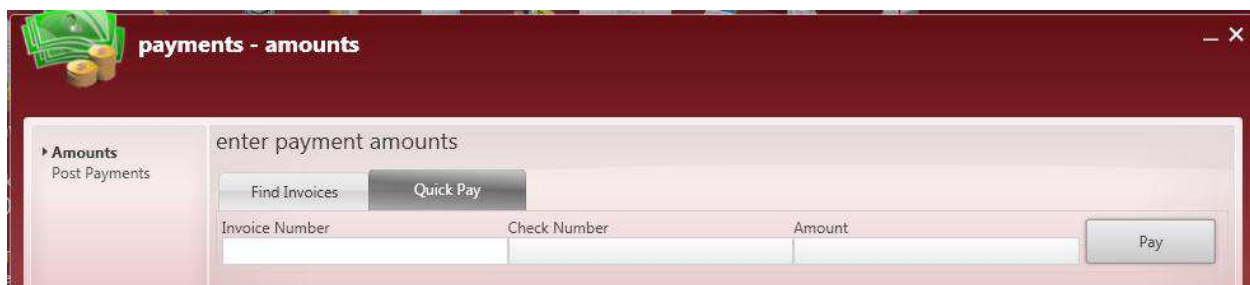


The screenshot shows the 'payments - amounts' window with the 'Find Invoices' tab selected. The 'enter payment amounts' section contains the following fields:

Field	Value
Start Date	
End Date	
Customer Name	cro
Branch Name	
Customer ID	
Invoice Number	

A 'Search' button is located to the right of the 'Invoice Number' field.

Quick Pay allows the user to enter the *Invoice Number*, *Check Number*, and *Amount* to quickly post payments to one **Invoice** at a time.



The screenshot shows the 'payments - amounts' window with the 'Quick Pay' tab selected. The 'enter payment amounts' section contains the following fields:

Field	Value
Invoice Number	
Check Number	
Amount	

A 'Pay' button is located to the right of the 'Amount' field.

3A) Quick Pay Posting.

If the *Invoice Number* is included on the check and the check applies to only one **Invoice** select the *Quick Pay* tab. Enter the *Invoice Number*, *Check Number* and *Amount* listed on the check. Then click on the *Pay* button. This will enter the payment and clear the fields so that another can be entered.



The screenshot shows the 'payments - amounts' window with the 'Quick Pay' tab selected. The 'enter payment amounts' section contains the following data:

Field	Value
Invoice Number	552625
Check Number	48382
Amount	\$811.30

The 'Pay' button is highlighted with a red circle.


Once all payments have been entered click *Next* at the bottom of the form. Now skip step 3B and continue directly to step four in the payment posting process.

3B) Find Invoices Posting.

If the *Invoice Number* is not listed on the check or if one check needs to be applied to multiple **Invoices** select the *Find Invoices* tab. Enter the criteria into the appropriate fields and click *Search* to display matching **Invoices**.


The screenshot shows the 'payments - amounts' window with the 'Find Invoices' tab selected. The search criteria are: Start Date (8/22/2008), End Date (8/22/2008), Customer Name (ABC), and Invoice Number (empty). The search results table is as follows:

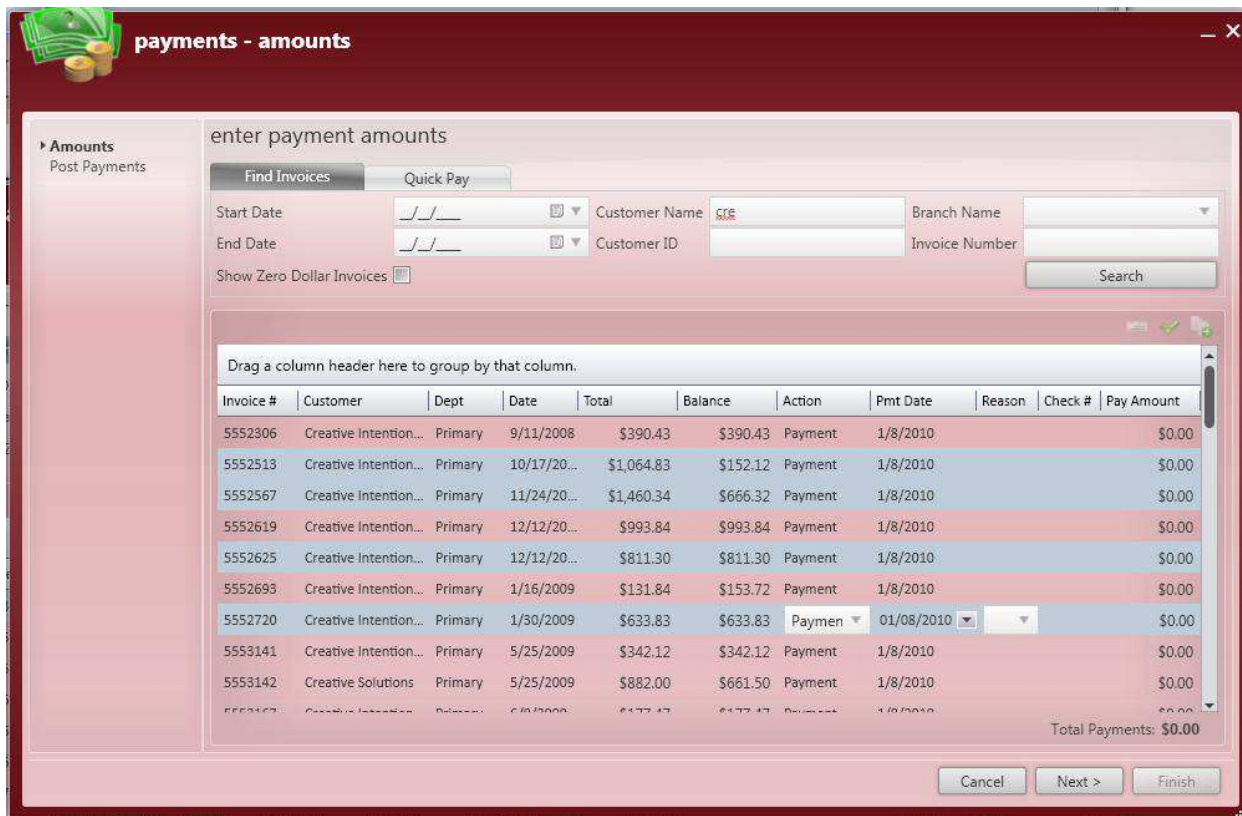
Invoice #	Customer	Dept	Date	Total	Balance	Action	Pmt Date	Reason	Check #	Pay Amount
5552199	ABC	Primary	8/22/2008	\$4,566.77	\$-0.13	Payment	1/8/2010			\$0.00
5552247	Crom Equipment I...	Corporat...	8/22/2008	\$99,790.00	\$-87,810.00	Payment	1/8/2010			\$0.00
5552253	Harper Designs	Primary	8/22/2008	\$2,574.00	\$-2,973.83	Payment	1/8/2010			\$0.00
5552254	Kane Production	Primary	8/22/2008	\$288,225.00	\$286,670.00	Payment	1/8/2010			\$0.00
5552257	Telluride Ski Lifts I...	Primary	8/22/2008	\$683.20	\$-525.00	Payment	1/8/2010			\$0.00
5552259	Tree Toppers	Primary	8/22/2008	\$823.20	\$-226.80	Payment	1/8/2010			\$0.00

Locate the **INVOICE** in the list displayed and enter the *Reason* (if appropriate), *Check #*, and *Pay Amount* from the check. If the check amount equals the **INVOICE Total**, use the  button in the upper right to pay the balance in full.

The screenshot shows the 'payments - amounts' window with the 'Find Invoices' tab selected. The search criteria are: Start Date (9/11/2008), End Date (12/12/2008), Customer Name (Creative Intention...), and Invoice Number (empty). The search results table is as follows:

Invoice #	Customer	Dept	Date	Total	Balance	Action	Pmt Date	Reason	Check #	Pay Amount
5552306	Creative Intention...	Primary	9/11/2008	\$390.43	\$390.43	Payment	1/8/2010			\$0.00
5552513	Creative Intention...	Primary	10/17/20...	\$1,064.83	\$152.12	Payment	1/8/2010			\$0.00
5552567	Creative Intention...	Primary	11/24/20...	\$1,460.34	\$666.32	Payment	1/8/2010			\$0.00
5552619	Creative Intention...	Primary	12/12/20...	\$993.84	\$993.84	Payment	1/8/2010			\$0.00
5552625	Creative Intention...	Primary	12/12/20...	\$811.30	\$811.30	Payment	1/8/2010			\$0.00

*Note – When making **Invoice** adjustments, click on the  button to insert a duplicate line, change the *Action* to “Adjustment” and select the *Reason* (“NSF”, “Partial Pay”, etc.) from the drop down menu, then enter the adjustment amount in the *Pay Amount* field.



payments - amounts

enter payment amounts

Find Invoices Quick Pay


Start Date: / / Customer Name: CCE Branch Name:
 End Date: / / Customer ID: Invoice Number:
 Show Zero Dollar Invoices: Search

Drag a column header here to group by that column.

Invoice #	Customer	Dept	Date	Total	Balance	Action	Pmt Date	Reason	Check #	Pay Amount
5552306	Creative Intention...	Primary	9/11/2008	\$390.43	\$390.43	Payment	1/8/2010			\$0.00
5552513	Creative Intention...	Primary	10/17/20...	\$1,064.83	\$152.12	Payment	1/8/2010			\$0.00
5552567	Creative Intention...	Primary	11/24/20...	\$1,460.34	\$666.32	Payment	1/8/2010			\$0.00
5552619	Creative Intention...	Primary	12/12/20...	\$993.84	\$993.84	Payment	1/8/2010			\$0.00
5552625	Creative Intention...	Primary	12/12/20...	\$811.30	\$811.30	Payment	1/8/2010			\$0.00
5552693	Creative Intention...	Primary	1/16/2009	\$131.84	\$153.72	Payment	1/8/2010			\$0.00
5552720	Creative Intention...	Primary	1/30/2009	\$633.83	\$633.83	Payment	01/08/2010			\$0.00
5553141	Creative Intention...	Primary	5/25/2009	\$342.12	\$342.12	Payment	1/8/2010			\$0.00
5553142	Creative Solutions	Primary	5/25/2009	\$882.00	\$661.50	Payment	1/8/2010			\$0.00
5553143	Creative Solutions	Primary	5/25/2009	\$177.47	\$177.47	Payment	1/8/2010			\$0.00

Total Payments: \$0.00

Cancel Next > Finish

Use the keyboard’s *Ctrl* (Control for selecting individual lines) or *Shift* (for selecting a group of lines) while left-clicking to select **Invoices** to be paid by a lump sum check (as shown above) and then click on the  button to display the form below.

In the form to the left enter the *Check Number* and *Amount* from the check and click *Save* to post against the **Invoices** selected.

Invoice #	Customer	Dept	Date	Total	Balance	Action	Pmt Date	Reason	Check #	Pay Amount
5552306	Creative Intention...	Primary	9/11/2008	\$390.43	\$390.43	Payment	1/8/2010			\$0.00
5552513	Creative Intention...	Primary	10/17/20...	\$1,064.83	\$152.12	Payment	1/8/2010		49382	\$152.12
5552567	Creative Intention...	Primary	11/24/20...	\$1,460.34	\$666.32	Payment	1/8/2010		938285	\$666.32
5552619	Creative Intention...	Primary	12/12/20...	\$993.84	\$993.84	Payment	1/8/2010			\$0.00
5552625	Creative Intention...	Primary	12/12/20...	\$811.30	\$811.30	Payment	1/8/2010			\$0.00
5552693	Creative Intention...	Primary	1/16/2009	\$131.84	\$153.72	Payment	1/8/2010		598123	\$150.00
5552720	Creative Intention...	Primary	1/30/2009	\$633.83	\$633.83	Payment	1/8/2010			\$0.00
5553141	Creative Intention...	Primary	5/25/2009	\$342.12	\$342.12	Payment	01/08/2010			\$0.00
5553142	Creative Solutions	Primary	5/25/2009	\$882.00	\$661.50	Payment	1/8/2010			\$0.00
5553167	Creative Intention...	Primary	6/18/2009	\$177.17	\$177.17	Payment	1/8/2010			\$0.00

The oldest Invoices of those selected will be paid off first when using the lump sum option. Once all payments have been entered click *Next* to continue with the payment posting process.

***Note – Any Invoices that are short paid will have the Pay Amount highlighted in red as displayed above.**

4) Post Payments.

Click *Post Payments* to finalize your payment posting batch. The total payments for the batch will be listed at the top.



*Note – If auto-posting is turned on in your system, step number four can be skipped.

5) Print Reports.

Once *Post Payments* has been selected the user can display and print the batch reports. The *Batch Report* lists out all payments/adjustments posted in the batch (as shown below).

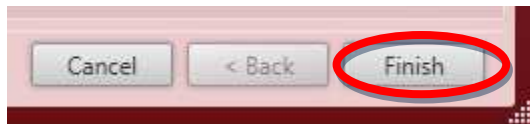
Action	Inv Ident	Invoice Date	Invoice Amount	Balance Amount	Pay Amount	Pay Date
AR Batch Deposit						
High Tech Staffing			Entity Level (HierId 2)		tempworks[™] software ●●●	
AR Posting Batch ID: 222						
Customer ID: 779088 Crom Equipment Incorporated						
Check #:				Check Totals:	(\$87,800.00)	
Payment	3863	8/22/2008	(\$87,800.00)	(\$10.00)	(\$87,800.00)	3/11/2009
				CustomerTotals:	(\$87,800.00)	
Customer ID: 10623 Crom Equipment						
Check #: 483923				Check Totals:	\$13,994.00	
Payment	4237	12/2/2008	\$4,609.46	\$0.00	\$4,609.46	3/11/2009
Payment	4285	12/12/2008	\$4,024.40	\$0.00	\$4,024.40	3/11/2009
Payment	4377	2/16/2009	\$5,360.14	\$0.00	\$5,360.14	3/11/2009
Check #:				Check Totals:	\$1,761.00	
Payment	4244	12/2/2008	\$1,088.00	\$0.84	\$1,088.00	3/11/2009
Payment	4291	12/15/2008	\$673.00	(\$0.50)	\$673.00	3/11/2009
				CustomerTotals:	\$15,755.00	
Customer ID: 778105 Crom Equipment						
Check #: 483923				Check Totals:	\$213.50	
Payment	4245	12/2/2008	\$213.50	\$0.00	\$213.50	3/11/2009
				CustomerTotals:	\$213.50	
Customer ID: 779254 Crom Equipment						

The *GL Batch Report* is a summary of the GL entries that will be affected by these payments.

Debit Account	Credit Account	Amount
Cash	A/R	(\$53,585.45)
Report Totals		(\$53,585.45)

6) Finish.

Once payments have been posted and the reports have been viewed and/or printed, click on the *Finish* button in the lower right to close the payment posting form.



Closing the Week

Closing the Week finalizes all of the sales and gross profit numbers and allows users to start time entry processing for the next *Weekend Bill*. Before the week can be closed the following steps need to be taken.

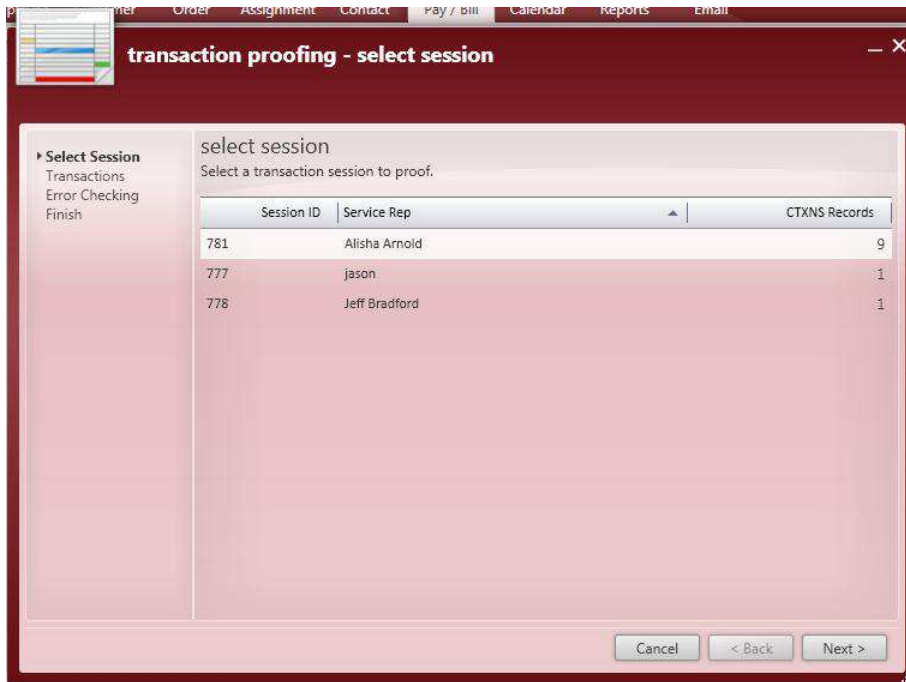
1) Check the Incomplete Transactions Report.

If any time entry *Transactions* are listed in the **Incomplete Transactions** form it means that further action needs to be taken to complete the *Transactions* through the posting process. All *Transactions* must be completed through the posting process before the week can be closed.

Employee	Customer	Department	Job	Proofed	Paid	Invoiced	Posted
Gallagher, Matt E	Crom Equipment	Primary	Data Entry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dunn, Jeff	ZZAardvark Industries	HR	Test Repair Ope...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bommett, adrew	Electro	admin	Admin.support/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bommett, adrew	Electro	admin	Admin.support/...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barker, Shannon	zzAaronTest	Primary	Unknown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barker, Roberto	ZZSpritely Inc.	Chemical	Electrician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barker, Roberto	ZZSpritely Inc.	Chemical	Electrician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abootorabi, Deborah	Crom Equipment	Corporate	Forklift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abontina, Susie	The Home Depot	Accounting	Accounts Payable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aardson, Steve	Crom Equipment	Corporate	Forklift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aardson, Steve	ABC	Accounting	Forklift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This form is located in the **Pay/Bill** section. Click on **Incomplete Transactions** from the menu on the left to display. Use this form to determine where *Transactions* are at in the process.

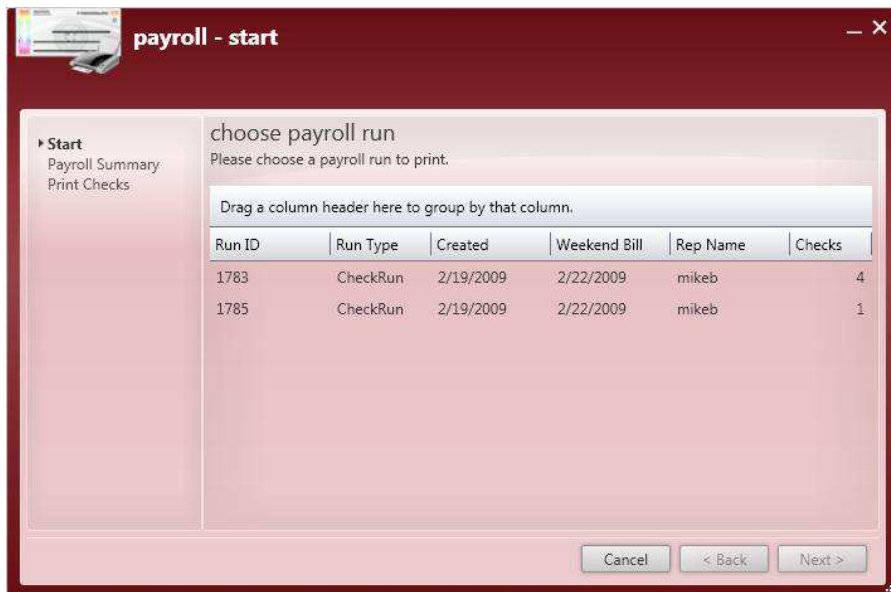
2) Complete Transactions through Proofing.

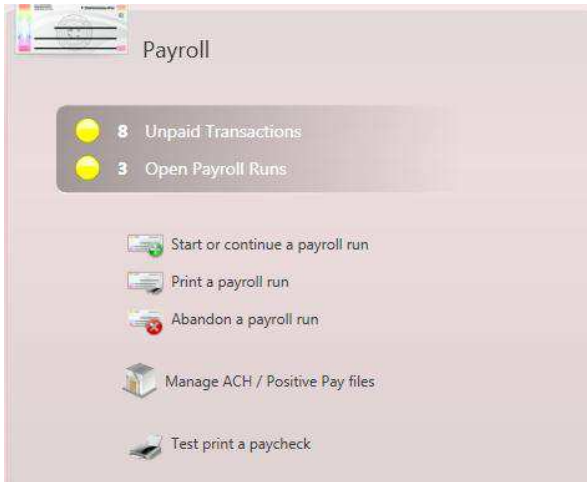


If there are unfinished **Proofing** sessions they need to be completed. Follow the steps in the **Proofing** section earlier in this manual.

3) Complete Transactions through Payroll.

If there are unfinished **Payroll** sessions they need to be completed. Follow the steps in the **Payroll** section earlier in this manual.





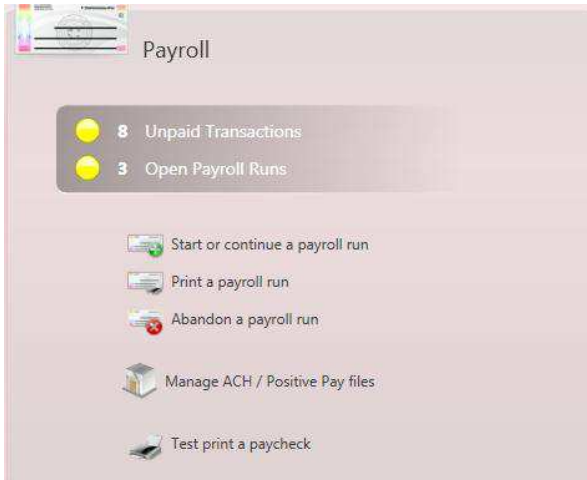
If a **Payroll** run has no *Transactions* or incorrect *Transactions* you can select *Abandon a payroll run*.



Select the **Payroll** run to be abandoned and then click *Next*.

Once the run has been abandoned, click *Finish* to close the form.



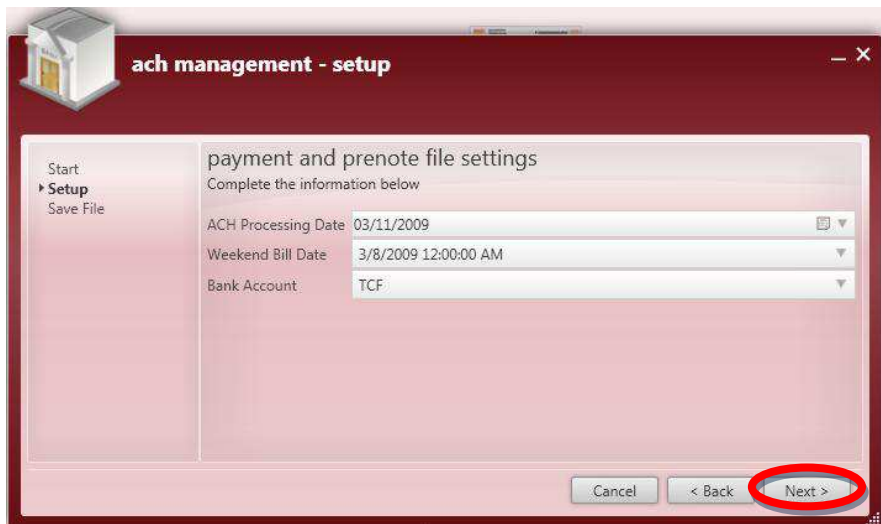


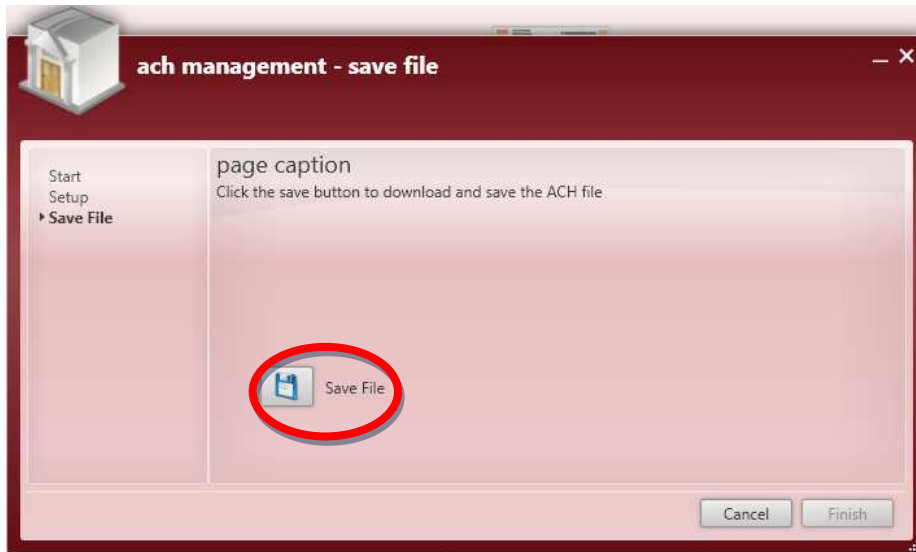
All *Direct Deposit (ACH)*, *Prenote* and *Positive Pay* files must be created. Click on *Manage ACH/Positive Pay Files* to create these files before closing the week.



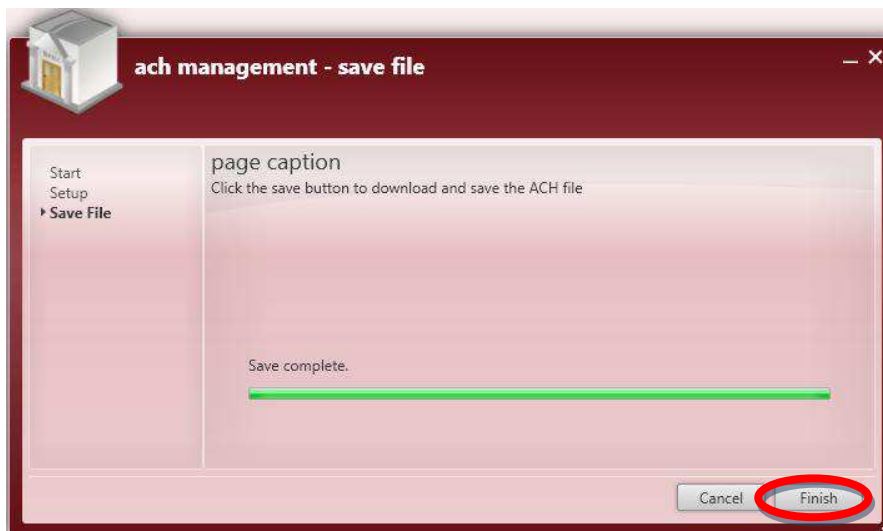
Select the type of file(s) that need to be created and then click *Next*.

Verify (and/or change) the *ACH Processing Date* and *Bank Account* then click *Next*.





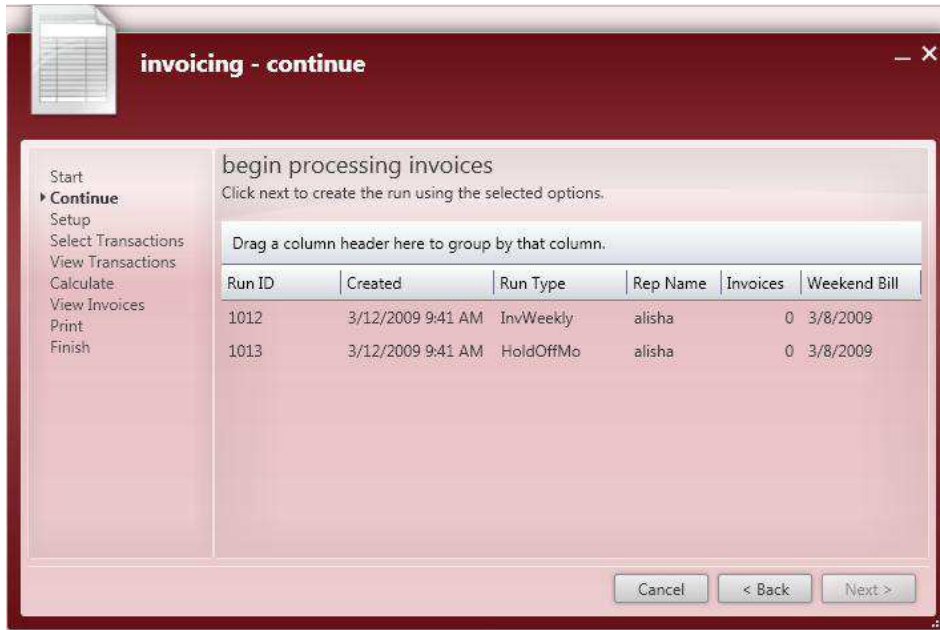
Click on *Save File* to open your file directory. Enter the *File Name* and then click on *Save*.



Once the file has been saved click on *Finish* to close the form.

4) Complete Transactions through Invoicing.

If there are unfinished **Invoice** sessions they need to be completed. Follow the steps in the **Invoicing** section earlier in this manual.



If an **INVOICE** run has no *Transactions* or incorrect *Transactions* you can select *Abandon Invoice Run*.

Select the **Invoice** run to be abandoned and then click *Next*.

ID	Created	Run Type	Rep Name	Invoices	Weekend Bill
.1012	3/12/2009 9:41 AM	InvWeekly	alisha	0	3/8/2009
.1013	3/12/2009 9:41 AM	HoldOffMo	alisha	0	3/8/2009

Selected invoice runs were abandoned.

Once the run has been abandoned, click *Finish* to close the form.

5) Send out Invoices that need to be Emailed.

If not all of the **Invoice Emails** have been sent they need to be completed through the **Invoice Email** process. Follow the **Steps to Send Invoice Emails** section earlier in this manual.



6) Finalize Payment Posting Batches.

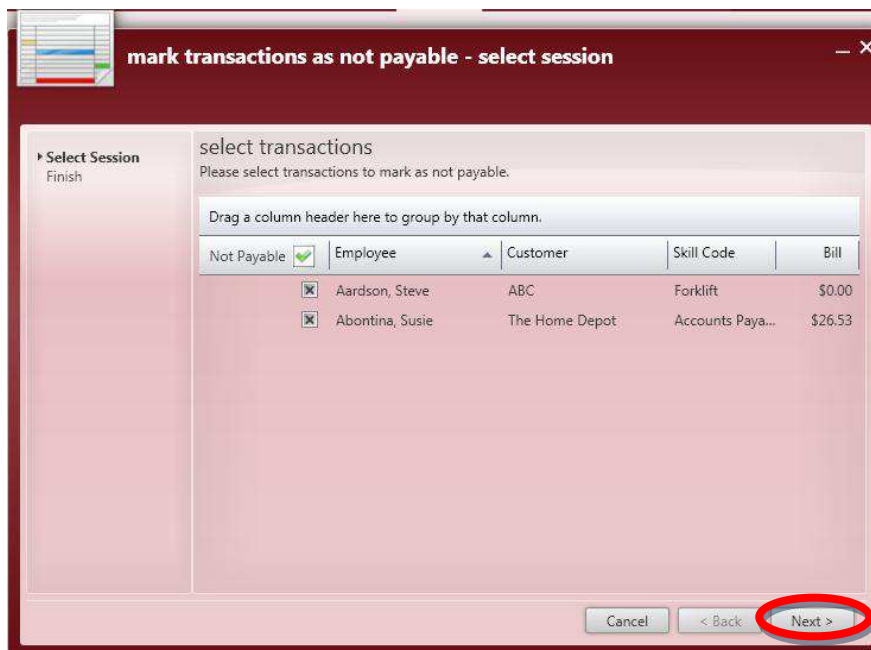
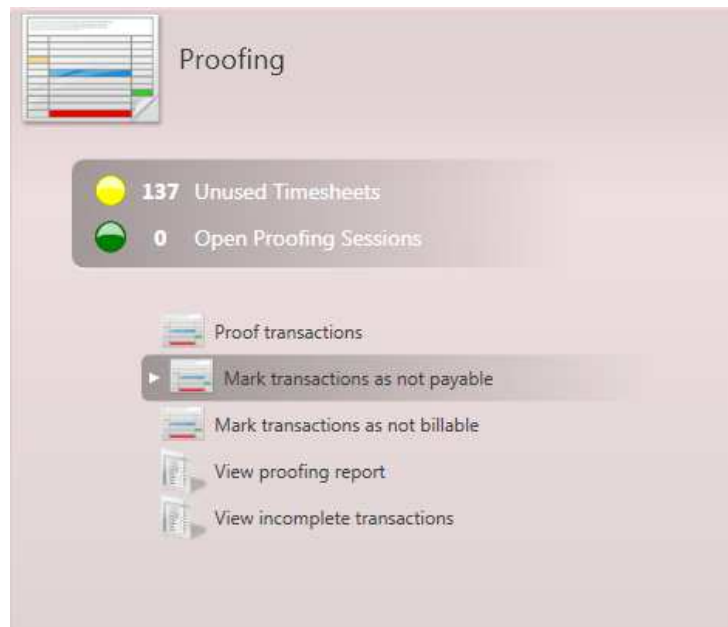
If there are unfinished Payment Posting Sessions they need to be completed. Follow the steps in the **Steps for Posting Invoice Payments** section earlier in this manual.




7) Mark Transactions as not Payable.

If any of the *Transactions* processed for this *Weekend Bill* are "Bill Only" they need to be marked as such.

Open the *Proofing* option under the **Pay/Bill** section and choose *Mark transactions as not payable*.

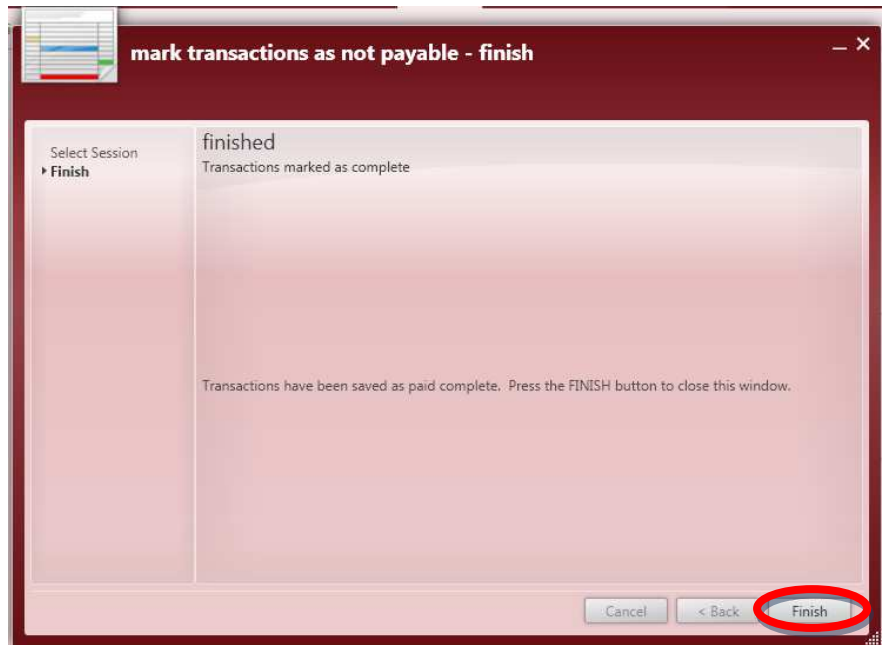


Click on the  button to check off all of the *Transactions* as not payable.

Right-click on the *Transaction* line to view the timecard for that *Transaction*.

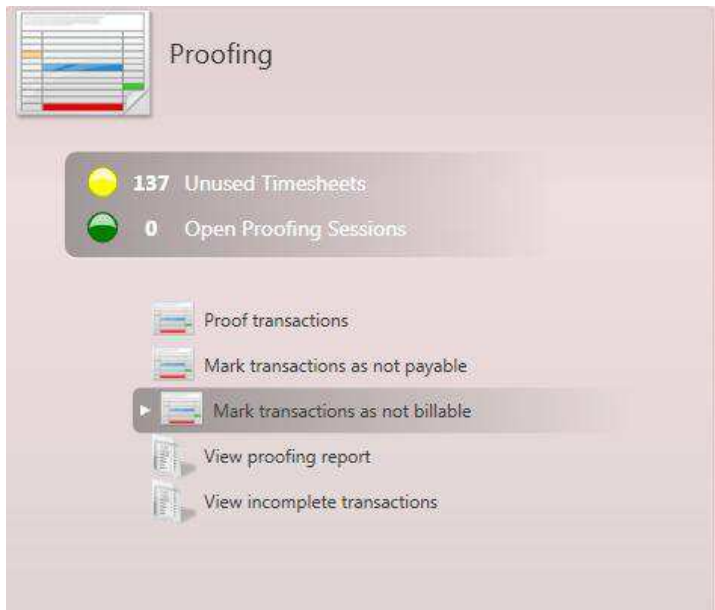
Once the *Transactions* have been selected, click *Next*.

Once the *Transactions* have been saved as "Paid Complete", click *Finish* to close the form.




8) Mark Transactions as not Billable.

If any of the *Transactions* processed for this *Weekend Bill* are "Pay Only" they need to be marked as such.

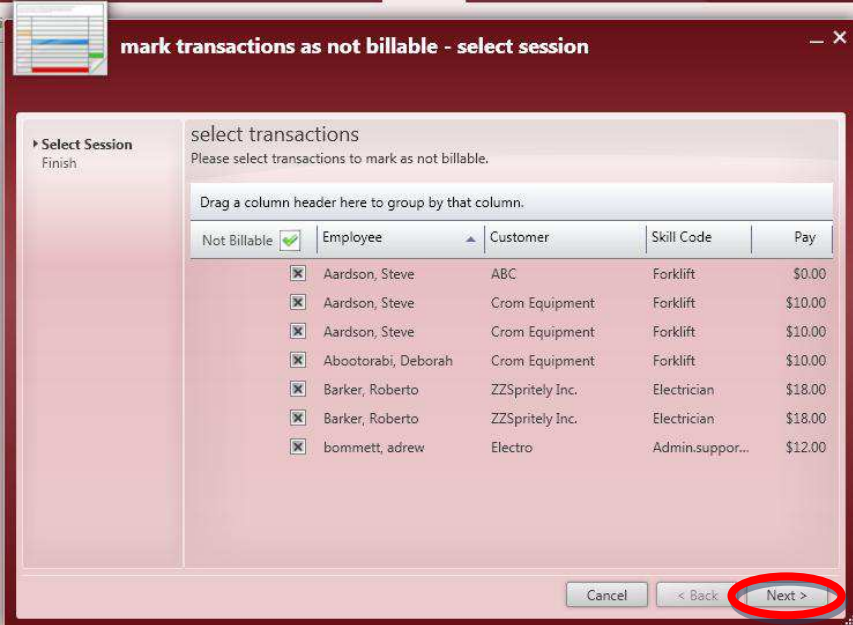


Open the *Proofing* option under the **Pay/Bill** section and choose *Mark transactions as not billable*.

Click on the  button to check off all of the *Transactions* as not billable.

Right-click on the *Transaction* line to view the timecard for that *Transaction*.

Once the *Transactions* have been selected, click *Next*.



Not Billable	Employee	Customer	Skill Code	Pay
<input checked="" type="checkbox"/>	Aardson, Steve	ABC	Forklift	\$0.00
<input checked="" type="checkbox"/>	Aardson, Steve	Crom Equipment	Forklift	\$10.00
<input checked="" type="checkbox"/>	Aardson, Steve	Crom Equipment	Forklift	\$10.00
<input checked="" type="checkbox"/>	Abootorabi, Deborah	Crom Equipment	Forklift	\$10.00
<input checked="" type="checkbox"/>	Barker, Roberto	ZZSpritely Inc.	Electrician	\$18.00
<input checked="" type="checkbox"/>	Barker, Roberto	ZZSpritely Inc.	Electrician	\$18.00
<input checked="" type="checkbox"/>	bommett, adrew	Electro	Admin.suppor...	\$12.00

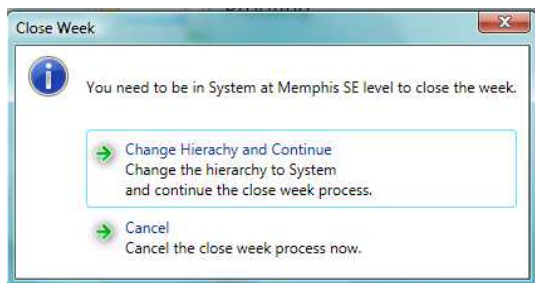
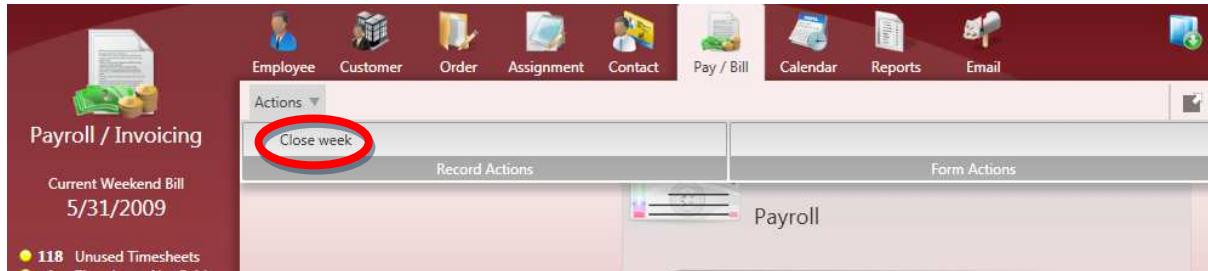


Once the *Transactions* have been saved as "Not Billable", click *Finish* to close the form.

*Note – Once steps two through seven have been completed the **Incomplete Transactions** form should not display any *Transactions*. If there are still *Transactions* listed, one of the steps above has not been completed.

9) Close the Week.

Navigate to the **Pay/Bill** section and select the *Actions* drop down menu from the *Actions Bar*. Select *Close week* from the *Record Actions* to finalize all *Transactions* for this *Weekend Bill*.



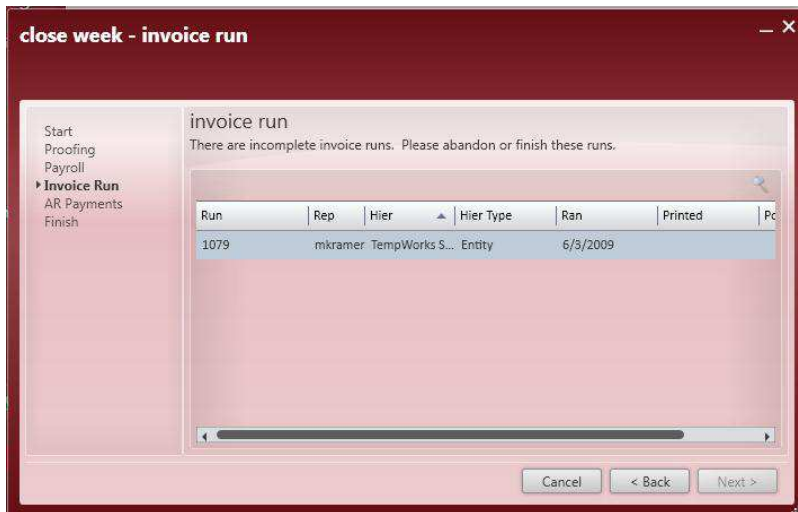
If you don't change your hierarchy level prior to selecting *Close Week* the prompt to the left will be displayed. Select *Change Hierarchy and Continue* to update your hierarchy level to "System" and continue with the close week process.

Click *Cancel* to end the close week process at this point.

The close week wizard will now list out any time entry **Proofing** sessions, **Payroll** runs, **Invoice** runs, or **AR** posting batches that remain incomplete.



*Note - If any of these remain open you will not be able to close the week. Any open **Proofing** sessions, **Payroll** runs, **Invoice** runs or **AR** posting batches must be finalized before the week can be closed successfully.

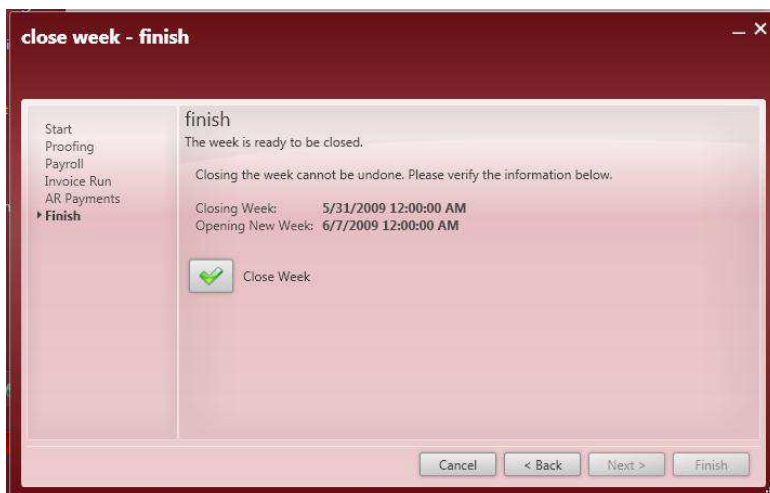
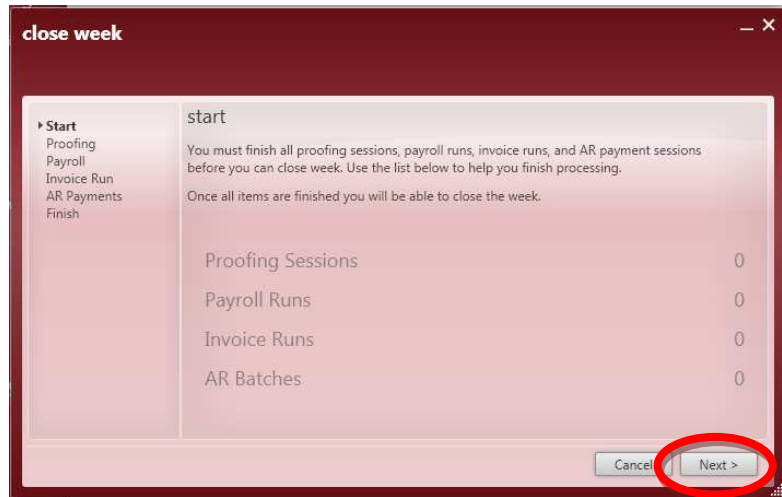



By clicking on the line of any sessions, runs or batches that remain open it will display a form similar to the one pictured on the left.

Take note of the unique ID number and open that section of **Pay/Bill** to complete the associated process.

**Note – You will have to change your hierarchy out of "System" level to be able to complete these functions.*

Once all of the **Proofing** sessions, **Payroll** runs, **Invoice** runs, and **AR** batches have "0" items listed click *Next*.



Click on the  button to close the week.

The user can now start the new week by opening the *Timecards* option and *Create timecards from open assignments* for the new *Weekend Bill*.

Notes

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