

**Chapter 14**  
**Payroll Reports**

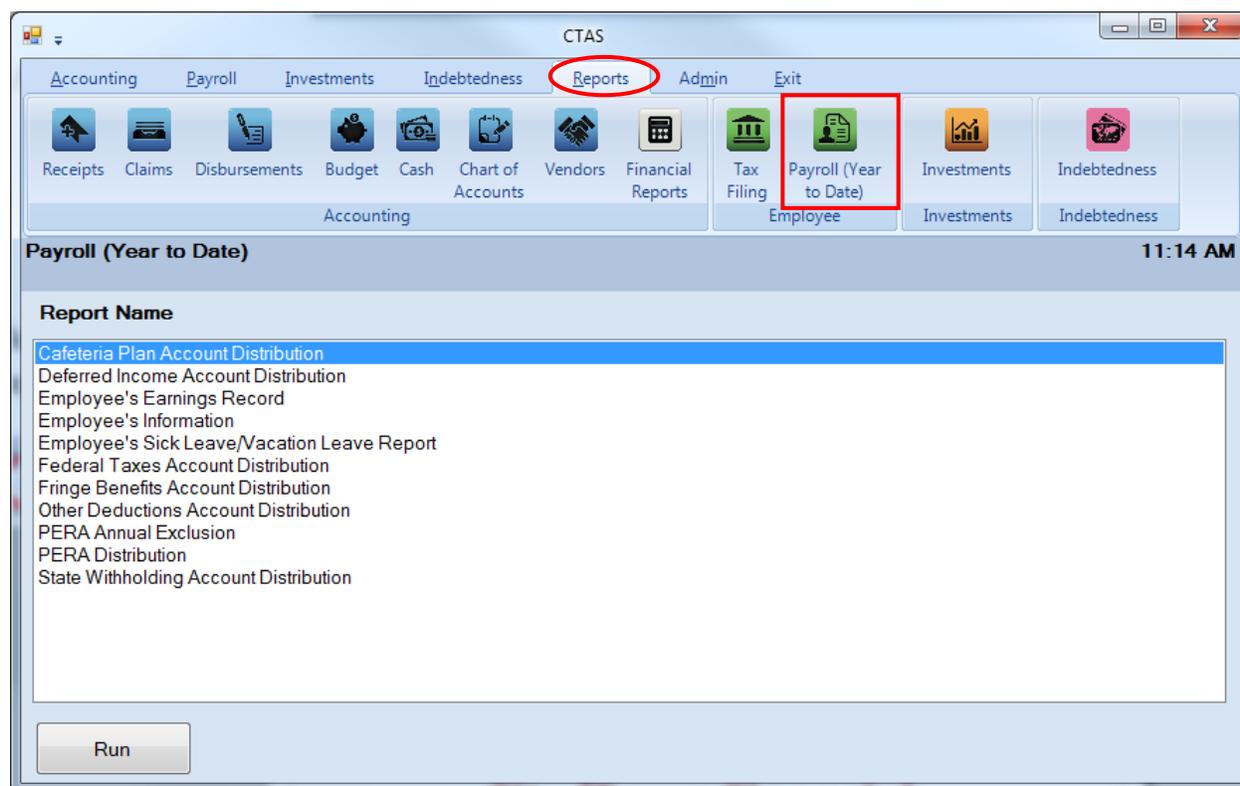
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## Payroll Reports: Introduction

There are eleven reports that you can create and print from the Payroll Reports section. The following pages will define each report and provide instructions for printing each one. In addition, this chapter will explain how to use the Export feature on the print preview (Report Viewer screen).

## Accessing the Payroll Reports Section

To access the Payroll Reports section, select the Reports tab (circled) in the Task bar, then the Payroll (Year to Date) icon (boxed). The Payroll Reports (Year to Date) screen will open, listing all the reports you can create and print.



To select the report you want to create, highlight the report name and click the Run button at the bottom of the Payroll (Year to Date) screen.

## Payroll Reports: Printing the Cafeteria Plan Account Distribution Report

The Cafeteria Plan Account Distribution Report is designed to provide you with the information to prepare a claim to pay the Cafeteria Plan vendor. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Cafeteria Plan Account Distribution Report, highlight Cafeteria Plan Account Distribution on the Payroll (Year to Date) screen (see previous page) and click the Run button. The following screen will appear.

Cafeteria Plan Account Distribution

**Check Date Range**

Start Date 05/02/2016 End Date 06/02/2016

**Unallocated (Due to Rounding) Account**

Fund: 100: General Fund Account Number: 41110: Council/Town Board Object Code: 100: WAGES AND SALARIES (101 throu...)

Preview Close

On the Cafeteria Plan Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

**Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.**

## Payroll Reports: Printing the Cafeteria Plan Account Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. By clicking the red "X" (circled, right) you can close the Report Viewer screen.

The screenshot shows a window titled "CTAS Report Viewer" with a toolbar containing a printer icon (circled in red) and a close button (X, also circled in red). The report content is as follows:

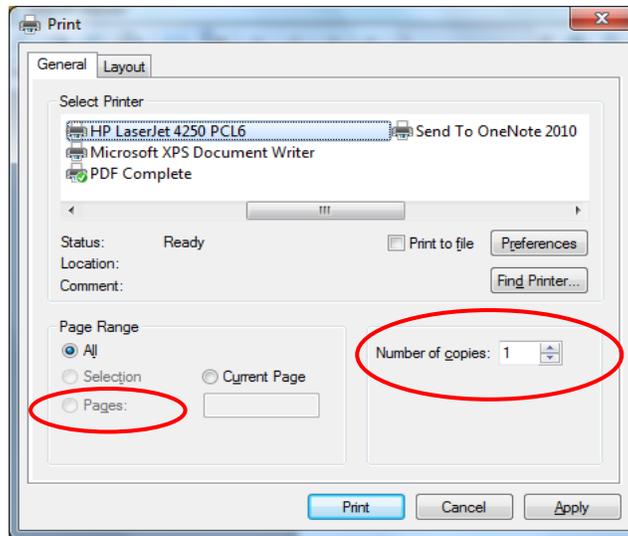
| Account #     | Employee # | Employee Name                 | Amount  |
|---------------|------------|-------------------------------|---------|
| 100-41110-100 | 1          | Doe, John                     | \$40.00 |
|               |            | Account Total                 | \$40.00 |
|               | 2          | Doe 2, John                   | \$20.00 |
|               |            | Account Total                 | \$20.00 |
| 100-41405-101 | 4          | Doe, Jane                     | \$10.00 |
|               |            | Account Total                 | \$10.00 |
| 601-41405-101 | 4          | Doe, Jane                     | \$10.00 |
|               |            | Account Total                 | \$10.00 |
| 100-41110-100 |            | Unallocated (Due to rounding) | \$0.00  |
|               |            | Total For Period              | \$80.00 |

For the Period: 5/2/2016 To 6/2/2016

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## Payroll Reports: Printing the Cafeteria Plan Account Distribution Report (continued)

After clicking on the Printer icon, the Print screen appears.



By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report.

To close the report:

- Click the red “X” icon on the Report Viewer screen (previous page).
- Click the Close button on the Cafeteria Plan Account Distribution screen.

**Payroll Reports: Printing the Cafeteria Plan Account Distribution Report (continued)**

**Sample Cafeteria Plan Account Distribution Report**

| New Township                         |                               | Cafeteria Plan Account Distribution |                         | 6/2/2016       |
|--------------------------------------|-------------------------------|-------------------------------------|-------------------------|----------------|
| For the Period: 5/2/2016 To 6/2/2016 |                               |                                     |                         |                |
| <u>Account #</u>                     | <u>Employee #</u>             | <u>Employee Name</u>                |                         | <u>Amount</u>  |
| 100-41110-100                        | 1                             | Doe, John                           |                         | \$40.00        |
|                                      |                               |                                     | <b>Account Total</b>    | <b>\$40.00</b> |
|                                      | 2                             | Doe 2, John                         |                         | \$20.00        |
|                                      |                               |                                     | <b>Account Total</b>    | <b>\$20.00</b> |
| 100-41405-101                        | 4                             | Doe, Jane                           |                         | \$10.00        |
|                                      |                               |                                     | <b>Account Total</b>    | <b>\$10.00</b> |
| 601-41405-101                        | 4                             | Doe, Jane                           |                         | \$10.00        |
|                                      |                               |                                     | <b>Account Total</b>    | <b>\$10.00</b> |
| 100-41110-100                        | Unallocated (Due to rounding) |                                     |                         | \$0.00         |
|                                      |                               |                                     | <b>Total For Period</b> | <b>\$80.00</b> |

## Payroll Reports: Printing the Deferred Income Account Distribution Report

The Deferred Income Account Distribution Report is designed to provide you with the information to prepare a claim to pay the deferred income provider. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Deferred Income Account Distribution Report, highlight Deferred Income Account Distribution on the Payroll (Year to Date) screen (see [page 14-1](#) for instructions) and click the Run button. The following screen will appear.

Deferred Income Account Distribution

**Check Date Range**

Start Date: 05/02/2016 End Date: 06/02/2016

**Unallocated (Due to Rounding) Account**

Fund: 100: General Fund Account Number: 41110: Council/Town Board Object Code: 100: WAGES AND SALARIES (101 throu

Preview Close

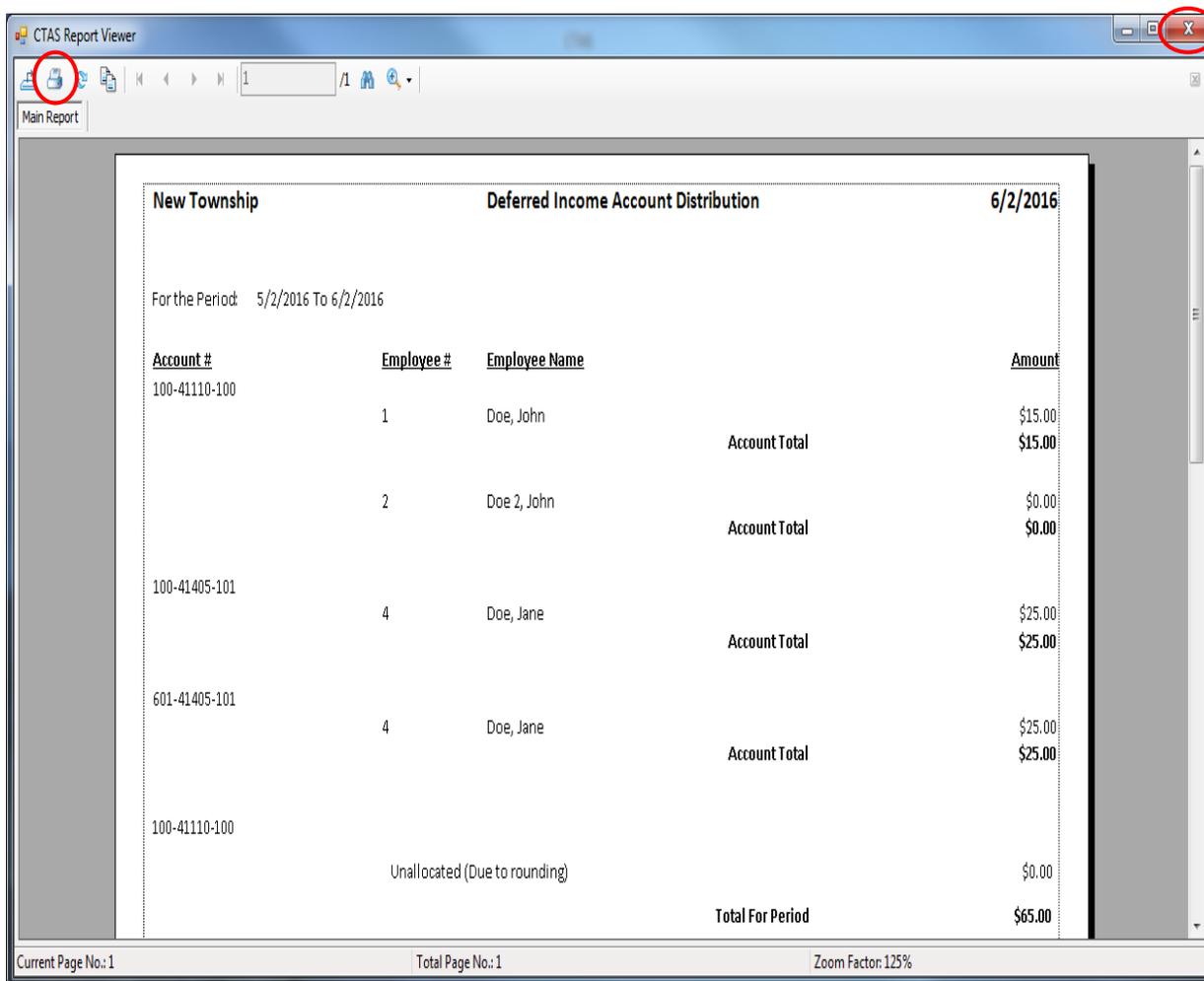
On the Deferred Income Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

**Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.**

## Payroll Reports: Printing the Deferred Income Account Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Deferred Income Account Distribution screen.

**Payroll Reports: Printing the Deferred Income Account Distribution Report (continued)**

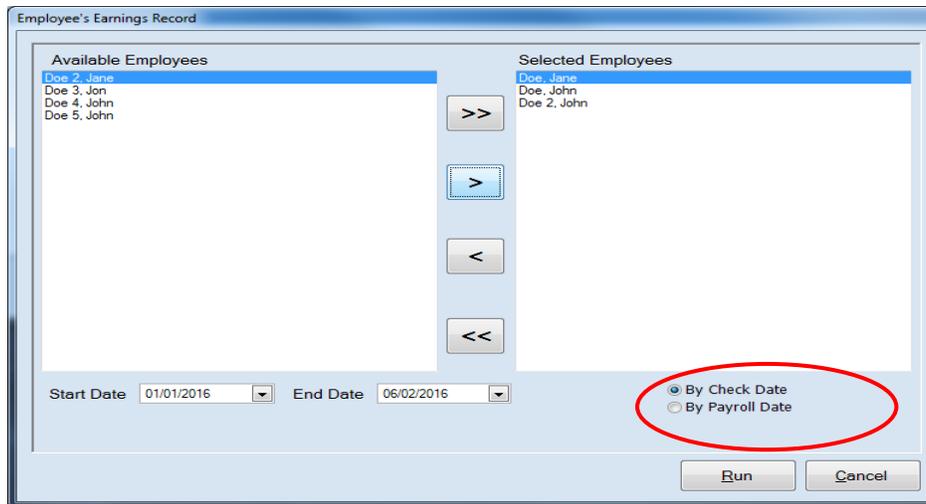
**Sample Deferred Income Account Distribution Report**

| New Township                         |                   | Deferred Income Account Distribution |                         | 6/2/2016       |
|--------------------------------------|-------------------|--------------------------------------|-------------------------|----------------|
| For the Period: 5/2/2016 To 6/2/2016 |                   |                                      |                         |                |
| <u>Account #</u>                     | <u>Employee #</u> | <u>Employee Name</u>                 |                         | <u>Amount</u>  |
| 100-41110-100                        | 1                 | Doe, John                            |                         | \$15.00        |
|                                      |                   |                                      | <b>Account Total</b>    | <b>\$15.00</b> |
|                                      | 2                 | Doe 2, John                          |                         | \$0.00         |
|                                      |                   |                                      | <b>Account Total</b>    | <b>\$0.00</b>  |
| 100-41405-101                        | 4                 | Doe, Jane                            |                         | \$25.00        |
|                                      |                   |                                      | <b>Account Total</b>    | <b>\$25.00</b> |
| 601-41405-101                        | 4                 | Doe, Jane                            |                         | \$25.00        |
|                                      |                   |                                      | <b>Account Total</b>    | <b>\$25.00</b> |
| 100-41110-100                        |                   | Unallocated (Due to rounding)        |                         | \$0.00         |
|                                      |                   |                                      | <b>Total For Period</b> | <b>\$65.00</b> |

## Payroll Reports: Printing the Employee’s Earnings Record

The Employee’s Earnings Record displays the employee’s demographic information, wages, deductions, and net pay for the payroll period range you select. The report is designed to print each employee’s information on a separate page.

To print an Employee’s Earnings Record, highlight Employee’s Earnings Record on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen appears.



To select the names of employees for whom to print an Employee’s Earnings Record:

- Select and move the names of employees to be paid from the Available Employees box to the Selected Employees box. The “>>” button will move all employees’ names listed in the Available Employees box to the Selected Employees box. The “>” button will move the names you have highlighted from the Available Employees box to the Selected Employees box. You can also move an individual employee’s name by double-clicking on that name.
- The “<” button will move highlighted employee(s)’ names from the Selected Employees box to the Available Employees box. The “<<” button will move all employees’ names from the Selected Employees box to the Available Employees box.
- Select radio buttons to run report By Check Date or By Payroll Date (circled).
- Enter a beginning date for the payroll periods to be printed in the Start Date field.
- Enter an ending date for the payroll periods to be printed in the End Date field.
- Click the Run button. The print preview (Report Viewer screen) appears, as shown on the next page.

**Payroll Reports: Printing the Employee’s Earnings Record (continued)**

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)

**New Township Employee's Earnings Record 6/2/2016**

For the Period: 1/1/2016 to 6/2/2016

Name: Jane Doe Employee Number: 4 Effective Date: 01/01/2014 Retirement Plan:  
 458 - 3rd Street Social Security #: 000-00-0000 Employment Date: 01/01/2014 PERA Number:  
 Here, MN 000000000 Tax Status: Married Separation Date:

Number of Exceptions Federal 1 Additional Withholdings Federal \$0.00 Type: Hourly  
 State 1 State \$0.00

| Salary Rate Name | Rate  |
|------------------|-------|
|                  | 0.00  |
| CD-Overtime      | 30.00 |
| Extra Meeting    | 75.00 |
| Hourly           | 20.00 |
| Meeting          | 50.00 |

| Pay Period   | Check Date | Hours        |             | Earnings        |             |             | Gross           | PERA        | Pretax        |              |             | Taxable Wgs     |
|--------------|------------|--------------|-------------|-----------------|-------------|-------------|-----------------|-------------|---------------|--------------|-------------|-----------------|
|              |            | Regular      | Overtime    | Regular         | Overtime    | Tips        |                 |             | Def. Inc.     | Cafeteria    | Pretax Oth  |                 |
| 02/23/2016   | 02/23/2016 | 53.00        | 0.00        | 1,175.00        | 0.00        | 0.00        | 1,175.00        | 0.00        | 50.00         | 0.00         | 0.00        | 1,125.00        |
| 06/02/2016   | 06/02/2016 | 3.00         | 0.00        | 150.00          | 0.00        | 0.00        | 150.00          | 0.00        | 50.00         | 20.00        | 0.00        | 80.00           |
| <b>Total</b> |            | <b>56.00</b> | <b>0.00</b> | <b>1,325.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1,325.00</b> | <b>0.00</b> | <b>100.00</b> | <b>20.00</b> | <b>0.00</b> | <b>1,205.00</b> |

| Pay Period   | Fed WH Tax   | FICA         | Medicare     | State WH Tax | Insurance   |             |             | Union Dues  | Other 1     | Other 2     | Other 3     | Net Pay         | EIC         | Net Pay         |
|--------------|--------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|-------------|-----------------|
|              |              |              |              |              | Health      | Dental      | Life        |             |             |             |             |                 |             |                 |
| 02/23/2016   | 64.04        | 72.85        | 17.04        | 34.26        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 936.81          | 0.00        | 936.81          |
| 06/02/2016   | 0.00         | 8.06         | 1.89         | 0.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 70.05           | 0.00        | 70.05           |
| <b>Total</b> | <b>64.04</b> | <b>80.91</b> | <b>18.93</b> | <b>34.26</b> | <b>0.00</b> | <b>1,006.86</b> | <b>0.00</b> | <b>1,006.86</b> |

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To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the Employee’s Earnings Report screen.

**Payroll Reports: Printing the Employee's Earnings Record**  
**(continued)**

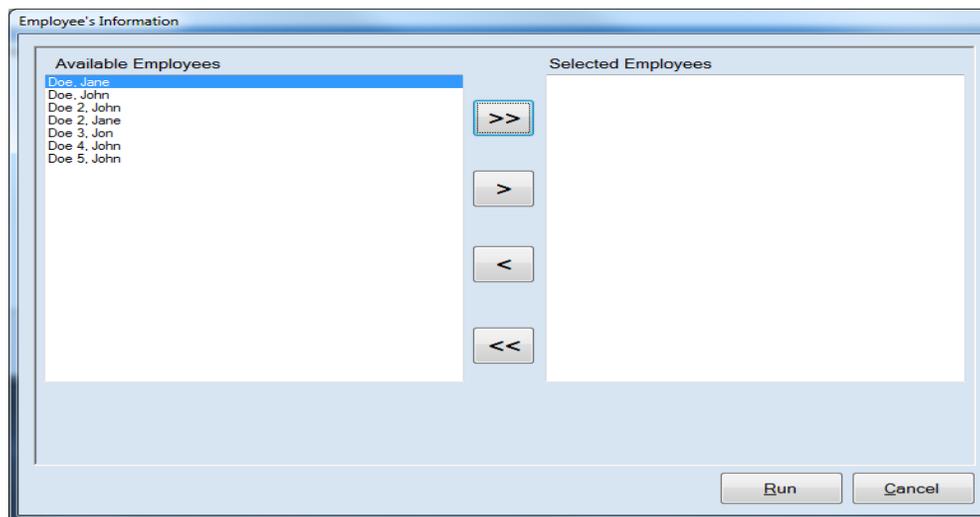
**Sample Employee's Earnings Record Report**

| New Township                        |                    | Employee's Earnings Record |                         |                  |             |                  |                 | 6/2/2016    |               |              |             |                 |             |                 |
|-------------------------------------|--------------------|----------------------------|-------------------------|------------------|-------------|------------------|-----------------|-------------|---------------|--------------|-------------|-----------------|-------------|-----------------|
| For the Period 1/1/2016 to 6/2/2016 |                    |                            |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
| Name:                               | Jane Doe           | Employee Number:           | 4                       | Effective Date:  | 01/01/2014  | Retirement Plan: |                 |             |               |              |             |                 |             |                 |
|                                     | 458 - 3rd Street   | Social Security #:         | 000-00-0000             | Employment Date: | 01/01/2014  | PERA Number:     |                 |             |               |              |             |                 |             |                 |
|                                     | Here, MN 000000000 | Tax Status:                | Married                 | Separation Date: |             |                  |                 |             |               |              |             |                 |             |                 |
| Number of Exceptions                | Federal            | 1                          | Additional Withholdings | Federal          | \$0.00      | Type:            | Hourly          |             |               |              |             |                 |             |                 |
|                                     | State              | 1                          |                         | State            | \$0.00      |                  |                 |             |               |              |             |                 |             |                 |
| <b>Salary Rate Name</b>             |                    |                            |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
|                                     |                    | <b>Rate</b>                |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
|                                     |                    | 0.00                       |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
|                                     | CD-Overtime        | 30.00                      |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
|                                     | Extra Meeting      | 75.00                      |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
|                                     | Hourly             | 20.00                      |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
|                                     | Meeting            | 50.00                      |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
| <b>Hours</b>                        |                    |                            |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
| <b>Earnings</b>                     |                    |                            |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
| <b>Pretax</b>                       |                    |                            |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
| Pay Period                          | Check Date         | Regular                    | Overtime                | Regular          | Overtime    | Tips             | Gross           | PERA        | Def. Inc.     | Cafeteria    | Pretax Oth  | Taxable Wgs     |             |                 |
| 02/23/2016                          | 02/23/2016         | 53.00                      | 0.00                    | 1,175.00         | 0.00        | 0.00             | 1,175.00        | 0.00        | 50.00         | 0.00         | 0.00        | 1,125.00        |             |                 |
| 06/02/2016                          | 06/02/2016         | 3.00                       | 0.00                    | 150.00           | 0.00        | 0.00             | 150.00          | 0.00        | 50.00         | 20.00        | 0.00        | 80.00           |             |                 |
| <b>Total</b>                        |                    | <b>56.00</b>               | <b>0.00</b>             | <b>1,325.00</b>  | <b>0.00</b> | <b>0.00</b>      | <b>1,325.00</b> | <b>0.00</b> | <b>100.00</b> | <b>20.00</b> | <b>0.00</b> | <b>1,205.00</b> |             |                 |
| <b>Insurance</b>                    |                    |                            |                         |                  |             |                  |                 |             |               |              |             |                 |             |                 |
| Pay Period                          | Fed WH Tax         | FICA                       | Medicare                | State WH Tax     | Health      | Dental           | Life            | Union Dues  | Other 1       | Other 2      | Other 3     | Net Pay         | BC          | Net Pay         |
| 02/23/2016                          | 64.04              | 72.85                      | 17.04                   | 34.26            | 0.00        | 0.00             | 0.00            | 0.00        | 0.00          | 0.00         | 0.00        | 936.81          | 0.00        | 936.81          |
| 06/02/2016                          | 0.00               | 8.06                       | 1.89                    | 0.00             | 0.00        | 0.00             | 0.00            | 0.00        | 0.00          | 0.00         | 0.00        | 70.05           | 0.00        | 70.05           |
| <b>Total</b>                        | <b>64.04</b>       | <b>80.91</b>               | <b>18.93</b>            | <b>34.26</b>     | <b>0.00</b> | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b>  | <b>0.00</b> | <b>1,006.86</b> | <b>0.00</b> | <b>1,006.86</b> |

## Payroll Reports: Printing the Employee's Information Report

The Employee's Information Report displays the employee information such as name, address, Social Security number, tax status, employment date, etc. The report also displays the tax information and deductions. In addition, the account distributions are printed to show how the net pay will be allocated. The report is designed to print each employee's information on a separate page.

To print an Employee Information Report, highlight Employee's Information on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The Employee's Information screen appears.

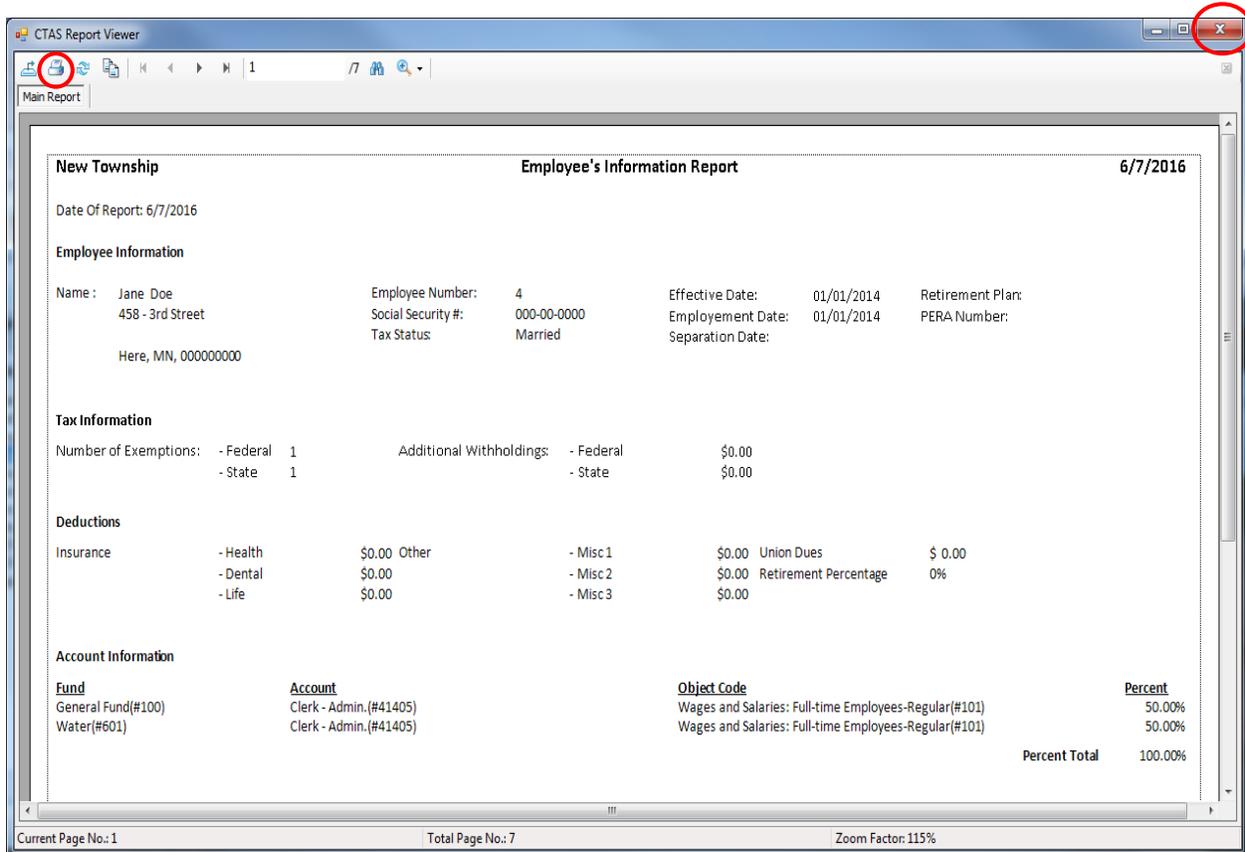


To select the names of employees whose information will be printed:

- Select and move the names of employees to be paid from the Available Employees box to the Selected Employees box. The “>>” button will move all employees’ names listed in the Available Employees box to the Selected Employees box. The “>” button will move the names you have highlighted from the Available Employees box to the Selected Employees box. You can also move an individual employee’s name by double-clicking on that name.
- The “<” button will move highlighted employee(s)’ names from the Selected Employees box to the Available Employees box. The “<<” button will move all employees’ names from the Selected Employees box to the Available Employees box.
- Click the Run button. The print preview (Report Viewer screen) appears, as shown on the next page.

## Payroll Reports: Printing the Employee's Information Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the Employee’s Information screen.

## Payroll Reports: Printing the Employee's Information Report (continued)

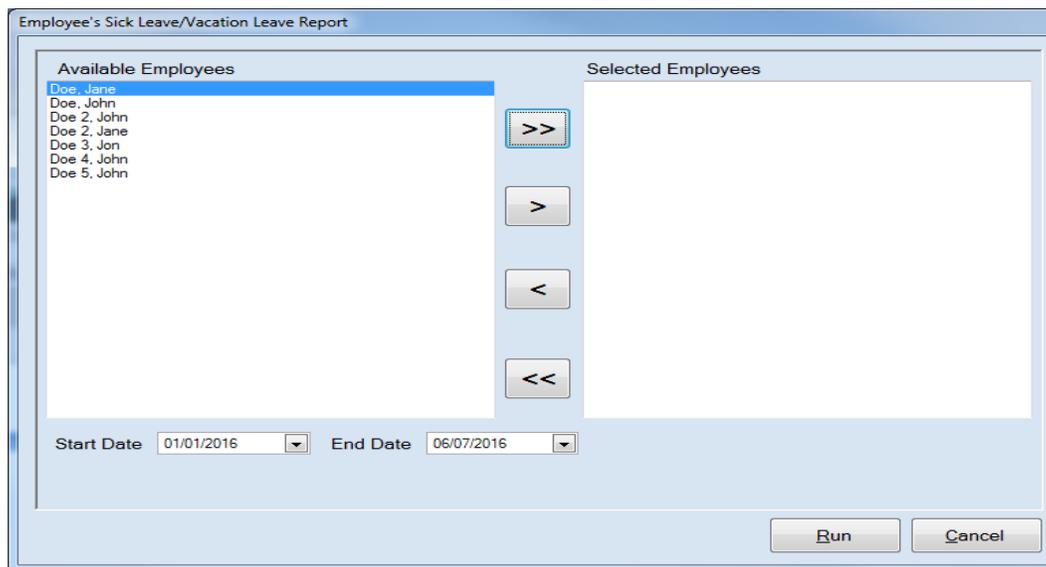
### Sample Employee Information Report

| New Township                   |                     | Employee's Information Report |             |   |            | 6/7/2016              |                |
|--------------------------------|---------------------|-------------------------------|-------------|---|------------|-----------------------|----------------|
| Date Of Report: 6/7/2016       |                     |                               |             |   |            |                       |                |
| <b>Employee Information</b>    |                     |                               |             |   |            |                       |                |
| Name :                         | Jane Doe            | Employee Number:              | 4           | Effective Date:                                       | 01/01/2014 | Retirement Plan:      |                |
|                                | 458 - 3rd Street    | Social Security #:            | 000-00-0000 | Employment Date:                                      | 01/01/2014 | PERA Number:          |                |
|                                | Here, MN, 000000000 | Tax Status:                   | Married     | Separation Date:                                      |            |                       |                |
| <b>Tax Information</b>         |                     |                               |             |   |            |                       |                |
| Number of Exemptions:          | - Federal 1         | Additional Withholdings:      | - Federal   | \$0.00  |            |                       |                |
|                                | - State 1           |                               | - State     | \$0.00  |            |                       |                |
| <b>Deductions</b>              |                     |                               |             |   |            |                       |                |
| Insurance                      | - Health            | \$0.00                        | Other       | - Misc 1  | \$0.00     | Union Dues            | \$ 0.00        |
|                                | - Dental            | \$0.00                        |             | - Misc 2  | \$0.00     | Retirement Percentage | 0%             |
|                                | - Life              | \$0.00                        |             | - Misc 3  | \$0.00     |                       |                |
| <b>Account Information</b>     |                     |                               |             |   |            |                       |                |
| <u>Fund</u>                    |                     | <u>Account</u>                |             | <u>Object Code</u>                                    |            |                       | <u>Percent</u> |
| General Fund(#100)             |                     | Clerk - Admin.(#41405)        |             | Wages and Salaries: Full-time Employees-Regular(#101) |            |                       | 50.00%         |
| Water(#601)                    |                     | Clerk - Admin.(#41405)        |             | Wages and Salaries: Full-time Employees-Regular(#101) |            |                       | 50.00%         |
|                                |                     |                               |             |   |            | <b>Percent Total</b>  | <b>100.00%</b> |
| Report Last Updated 08/29/2014 |                     |                               |             |   |            |                       |                |
| Page 1 of 7                    |                     |                               |             |   |            |                       |                |

## Payroll Reports: Printing the Employee's Sick Leave/Vacation Leave Report

An Employee's Sick Leave/Vacation Leave Report displays the vacation and sick leave balances on a year-to-date basis. In addition, the report shows the amount of vacation and sick leave used and accrued by payroll period. The report is designed to print each employee's information on a separate page.

To print an Employee's Sick Leave/Vacation Leave report, highlight Employee's Sick Leave/Vacation Leave Report on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen will appear.

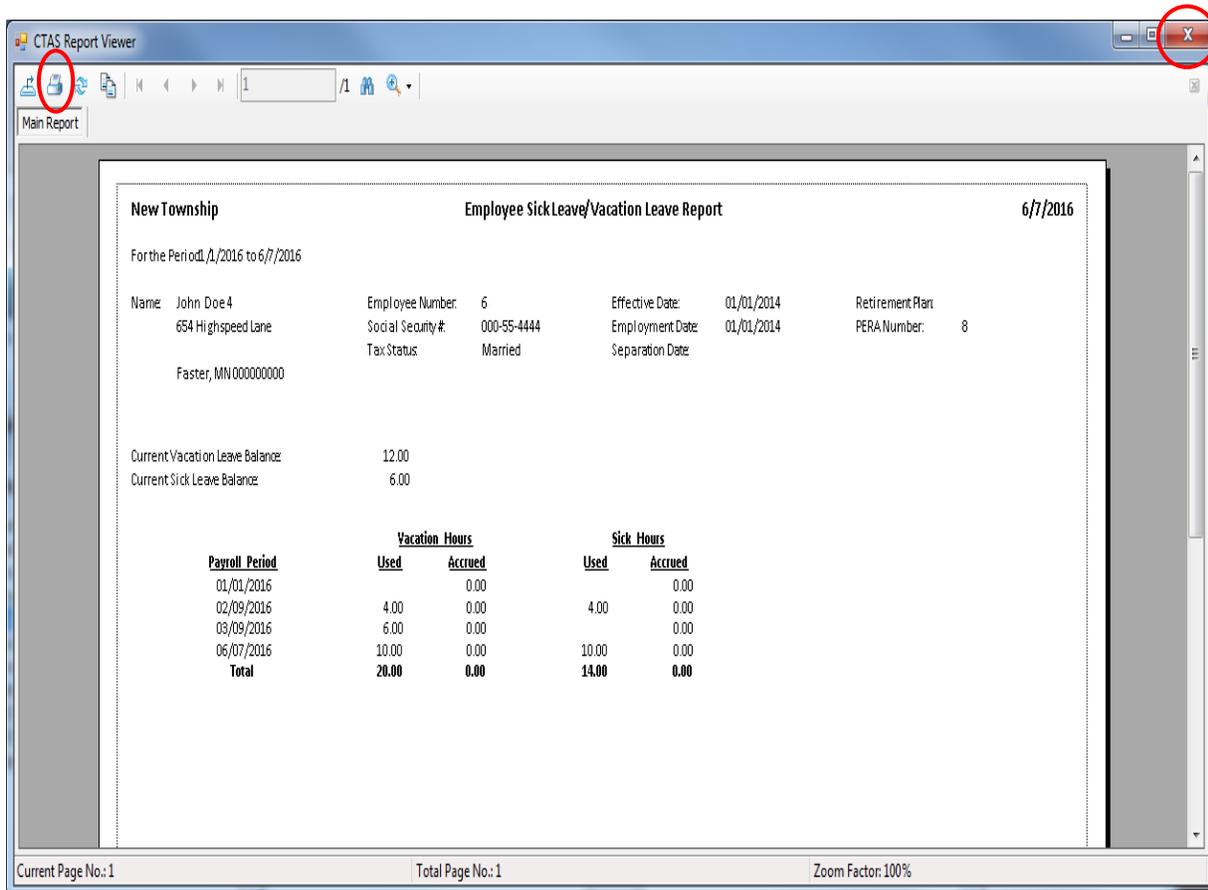


To select the names of employees whose reports will be printed:

- Select and move the names of employees to be paid from the Available Employees box to the Selected Employees box. The “>>” button will move all employees’ names listed in the Available Employees box to the Selected Employees box. The “>” button will move the names you have highlighted from the Available Employees box to the Selected Employees box. You can also move an individual employee’s name by double-clicking on that name.
- The “<” button will move highlighted employee(s)’ names from the Selected Employees box to the Available Employees box. The “<<” button will move all employees’ names from the Selected Employees box to the Available Employees box.
- Enter a beginning date for the payroll periods to be printed in the Start Date field.
- Enter an ending date for the periods to be printed in the End Date field.
- Click the Run button. The print preview (Report Viewer screen) appears, as shown on the next page.

## Payroll Reports: Printing the Employee's Sick Leave/Vacation Leave Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the Employee's Sick Leave/Vacation Leave screen.

## Payroll Reports: Printing the Employee's Sick Leave/Vacation Leave Report (continued)

### Sample Employee's Sick Leave/Vacation Leave Report

New Township

Employee Sick Leave/Vacation Leave Report

6/7/2016

For the Period 1/1/2016 to 6/7/2016

|                      |                                |                             |                  |
|----------------------|--------------------------------|-----------------------------|------------------|
| Name: John Doe 4     | Employee Number: 6             | Effective Date: 01/01/2014  | Retirement Plan: |
| 654 Highspeed Lane   | Social Security #: 000-55-4444 | Employment Date: 01/01/2014 | PERA Number: 8   |
| Faster, MN 000000000 | Tax Status: Married            | Separation Date:            |                  |

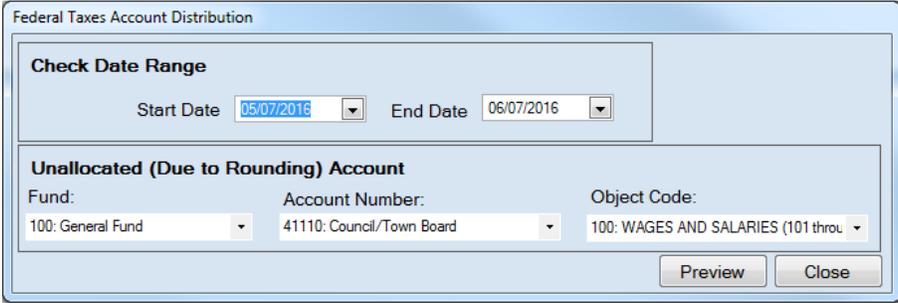
|                                 |       |
|---------------------------------|-------|
| Current Vacation Leave Balance: | 12.00 |
| Current Sick Leave Balance:     | 6.00  |

| <u>Payroll Period</u> | <u>Vacation Hours</u> |                | <u>Sick Hours</u> |                |
|-----------------------|-----------------------|----------------|-------------------|----------------|
|                       | <u>Used</u>           | <u>Accrued</u> | <u>Used</u>       | <u>Accrued</u> |
| 01/01/2016            |                       | 0.00           |                   | 0.00           |
| 02/09/2016            | 4.00                  | 0.00           | 4.00              | 0.00           |
| 03/09/2016            | 6.00                  | 0.00           |                   | 0.00           |
| 06/07/2016            | 10.00                 | 0.00           | 10.00             | 0.00           |
| <b>Total</b>          | <b>20.00</b>          | <b>0.00</b>    | <b>14.00</b>      | <b>0.00</b>    |

## Payroll Reports: Printing the Federal Taxes Account Distribution Report

The Federal Taxes Account Distribution Report is designed to provide you with the information to prepare a claim to pay federal taxes. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Federal Taxes Account Distribution Report, highlight Federal Taxes Account Distribution on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen will appear.



The screenshot shows a window titled "Federal Taxes Account Distribution". It contains two main sections. The first section, "Check Date Range", has "Start Date" set to "05/07/2016" and "End Date" set to "06/07/2016". The second section, "Unallocated (Due to Rounding) Account", has "Fund:" set to "100: General Fund", "Account Number:" set to "41110: Council/Town Board", and "Object Code:" set to "100: WAGES AND SALARIES (101 thro...". At the bottom right, there are "Preview" and "Close" buttons.

On the Federal Taxes Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

**Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.**

## Payroll Reports: Printing the Federal Taxes Account Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)

**New Township Federal Taxes Account Distribution 6/7/2016**

For the Period: 1/1/2016 To 6/7/2016

| Account Number | Employee Number | Employee Name                 | Withholding     | FICA Employee   | FICA Employer   | Medicare Employee | Medicare Employer | Total             | Total Employee    |
|----------------|-----------------|-------------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|-------------------|-------------------|
| 100-41110-100  | 1               | Doe,John                      | \$13.04         | \$43.40         | \$43.40         | \$10.15           | \$10.15           | \$120.14          | \$66.59           |
|                |                 | <b>Account Total</b>          | <b>\$13.04</b>  | <b>\$43.40</b>  | <b>\$43.40</b>  | <b>\$10.15</b>    | <b>\$10.15</b>    | <b>\$120.14</b>   | <b>\$66.59</b>    |
| 100-41405-101  | 4               | Doe,Jane                      | \$32.02         | \$36.43         | \$36.43         | \$8.52            | \$8.52            | \$121.92          | \$76.97           |
|                |                 | <b>Account Total</b>          | <b>\$32.02</b>  | <b>\$36.43</b>  | <b>\$36.43</b>  | <b>\$8.52</b>     | <b>\$8.52</b>     | <b>\$121.92</b>   | <b>\$76.97</b>    |
| 201-49121-101  | 6               | Doe 4,John                    | \$329.34        | \$318.06        | \$318.06        | \$74.39           | \$74.39           | \$1,114.24        | \$721.79          |
|                | 7               | Doe 5,John                    | \$85.89         | \$48.05         | \$48.05         | \$11.24           | \$11.24           | \$204.47          | \$145.18          |
|                |                 | <b>Account Total</b>          | <b>\$415.23</b> | <b>\$366.11</b> | <b>\$366.11</b> | <b>\$85.63</b>    | <b>\$85.63</b>    | <b>\$1,318.71</b> | <b>\$866.97</b>   |
| 201-49122-101  | 7               | Doe 5,John                    | \$85.89         | \$48.05         | \$48.05         | \$11.24           | \$11.24           | \$204.47          | \$145.18          |
|                |                 | <b>Account Total</b>          | <b>\$85.89</b>  | <b>\$48.05</b>  | <b>\$48.05</b>  | <b>\$11.24</b>    | <b>\$11.24</b>    | <b>\$204.47</b>   | <b>\$145.18</b>   |
| 201-49125-101  | 6               | Doe 4,John                    | \$329.34        | \$318.06        | \$318.06        | \$74.39           | \$74.39           | \$1,114.24        | \$721.79          |
|                |                 | <b>Account Total</b>          | <b>\$329.34</b> | <b>\$318.06</b> | <b>\$318.06</b> | <b>\$74.39</b>    | <b>\$74.39</b>    | <b>\$1,114.24</b> | <b>\$721.79</b>   |
| 601-41405-101  | 4               | Doe,Jane                      | \$32.02         | \$36.43         | \$36.43         | \$8.52            | \$8.52            | \$121.92          | \$76.97           |
|                |                 | <b>Account Total</b>          | <b>\$32.02</b>  | <b>\$36.43</b>  | <b>\$36.43</b>  | <b>\$8.52</b>     | <b>\$8.52</b>     | <b>\$121.92</b>   | <b>\$76.97</b>    |
| 100-41110-100  |                 | Unallocated (Due to rounding) | (\$0.06)        | (\$0.01)        | (\$0.01)        | (\$0.01)          | (\$0.01)          | (\$0.10)          | (\$0.08)          |
|                |                 | <b>Total For Period</b>       | <b>\$907.48</b> | <b>\$848.47</b> | <b>\$848.47</b> | <b>\$198.44</b>   | <b>\$198.44</b>   | <b>\$3,001.30</b> | <b>\$1,954.39</b> |

Current Page No.:1 Total Page No.:1 Zoom Factor:125%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Federal Taxes Account Distribution screen.

**Payroll Reports: Printing the Federal Taxes Account Distribution Report (continued)**

**Sample Federal Taxes Account Distribution Report**

New Township

Federal Taxes Account Distribution

6/7/2016

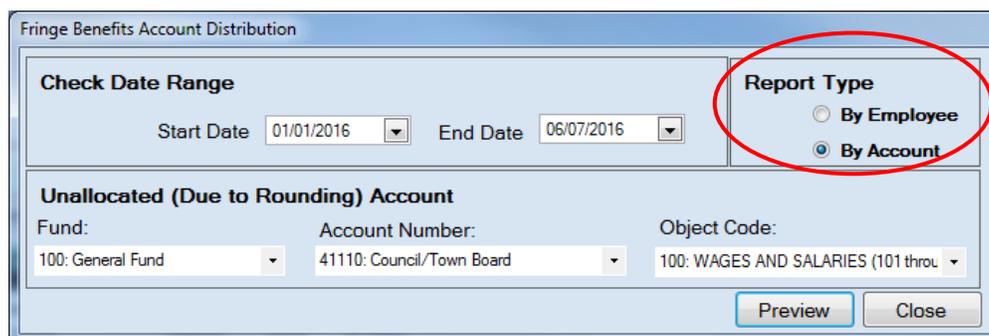
For the Period: 1/1/2016 To 6/7/2016

| Account Number | Employee Number | Employee Name                 | Withholding     | FICA Employee   | FICA Employer   | Medicare Employee | Medicare Employer | Total             | Total Employee    |
|----------------|-----------------|-------------------------------|-----------------|-----------------|-----------------|-------------------|-------------------|-------------------|-------------------|
| 100-41110-100  | 1               | Doe,John                      | \$13.04         | \$43.40         | \$43.40         | \$10.15           | \$10.15           | \$120.14          | \$66.59           |
|                |                 | <b>Account Total</b>          | <b>\$13.04</b>  | <b>\$43.40</b>  | <b>\$43.40</b>  | <b>\$10.15</b>    | <b>\$10.15</b>    | <b>\$120.14</b>   | <b>\$66.59</b>    |
| 100-41405-101  | 4               | Doe,Jane                      | \$32.02         | \$36.43         | \$36.43         | \$8.52            | \$8.52            | \$121.92          | \$76.97           |
|                |                 | <b>Account Total</b>          | <b>\$32.02</b>  | <b>\$36.43</b>  | <b>\$36.43</b>  | <b>\$8.52</b>     | <b>\$8.52</b>     | <b>\$121.92</b>   | <b>\$76.97</b>    |
| 201-43121-101  | 6               | Doe 4,John                    | \$329.34        | \$318.06        | \$318.06        | \$74.39           | \$74.39           | \$1,114.24        | \$721.79          |
|                | 7               | Doe 5,John                    | \$85.89         | \$48.05         | \$48.05         | \$11.24           | \$11.24           | \$204.47          | \$145.18          |
|                |                 | <b>Account Total</b>          | <b>\$415.23</b> | <b>\$366.11</b> | <b>\$366.11</b> | <b>\$85.63</b>    | <b>\$85.63</b>    | <b>\$1,318.71</b> | <b>\$866.97</b>   |
| 201-43122-101  | 7               | Doe 5,John                    | \$85.89         | \$48.05         | \$48.05         | \$11.24           | \$11.24           | \$204.47          | \$145.18          |
|                |                 | <b>Account Total</b>          | <b>\$85.89</b>  | <b>\$48.05</b>  | <b>\$48.05</b>  | <b>\$11.24</b>    | <b>\$11.24</b>    | <b>\$204.47</b>   | <b>\$145.18</b>   |
| 201-43125-101  | 6               | Doe 4,John                    | \$329.34        | \$318.06        | \$318.06        | \$74.39           | \$74.39           | \$1,114.24        | \$721.79          |
|                |                 | <b>Account Total</b>          | <b>\$329.34</b> | <b>\$318.06</b> | <b>\$318.06</b> | <b>\$74.39</b>    | <b>\$74.39</b>    | <b>\$1,114.24</b> | <b>\$721.79</b>   |
| 601-41405-101  | 4               | Doe,Jane                      | \$32.02         | \$36.43         | \$36.43         | \$8.52            | \$8.52            | \$121.92          | \$76.97           |
|                |                 | <b>Account Total</b>          | <b>\$32.02</b>  | <b>\$36.43</b>  | <b>\$36.43</b>  | <b>\$8.52</b>     | <b>\$8.52</b>     | <b>\$121.92</b>   | <b>\$76.97</b>    |
| 100-41110-100  |                 | Unallocated (Due to rounding) | (\$0.06)        | (\$0.01)        | (\$0.01)        | (\$0.01)          | (\$0.01)          | (\$0.10)          | (\$0.08)          |
|                |                 | <b>Total For Period</b>       | <b>\$907.48</b> | <b>\$848.47</b> | <b>\$848.47</b> | <b>\$198.44</b>   | <b>\$198.44</b>   | <b>\$3,001.30</b> | <b>\$1,954.39</b> |

## Payroll Reports: Printing the Fringe Benefits Account Distribution Report

The Fringe Benefits Account Distribution Report is designed to provide you with the information to prepare a claim to pay the vendors that provide fringe benefits. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a Fringe Benefits Account Distribution Report, highlight Fringe Benefits Account Distribution on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen will appear.



The screenshot shows a software window titled "Fringe Benefits Account Distribution". It contains several input fields and buttons. The "Check Date Range" section has "Start Date" set to 01/01/2016 and "End Date" set to 06/07/2016. The "Report Type" section has two radio buttons: "By Employee" (unselected) and "By Account" (selected). The "Unallocated (Due to Rounding) Account" section has three dropdown menus: "Fund" set to "100: General Fund", "Account Number" set to "41110: Council/Town Board", and "Object Code" set to "100: WAGES AND SALARIES (101 thru)". At the bottom right, there are "Preview" and "Close" buttons. A red circle highlights the "Report Type" section.

On the Fringe Benefits Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- Click a Report Type radio button (circled) to choose if you want the report printed by account (see [page 14-23](#)) or by employee (see [page 14-24](#)).
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

**Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.**

## Payroll Reports: Printing the Fringe Benefits Account Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)

| Account Number | Employee # | Employee Name           | Health Employee | Health Employer | Dental Employee | Dental Employer | Life Employee  | Life Employer  | Total             |
|----------------|------------|-------------------------|-----------------|-----------------|-----------------|-----------------|----------------|----------------|-------------------|
| 100-41110-100  | 1          | Doe, John               | \$20.00         | \$80.00         | \$400.00        | \$40.00         | \$40.00        | \$20.00        | \$600.00          |
|                |            | <b>Account Total</b>    | <b>\$20.00</b>  | <b>\$80.00</b>  | <b>\$400.00</b> | <b>\$40.00</b>  | <b>\$40.00</b> | <b>\$20.00</b> | <b>\$600.00</b>   |
| 100-41110-101  | 2          | Doe 2, John             | \$30.00         | \$150.00        | \$30.00         | \$30.00         | \$30.00        | \$30.00        | \$300.00          |
|                | 3          | Doe 3, Jon              | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                |            | <b>Account Total</b>    | <b>\$30.00</b>  | <b>\$150.00</b> | <b>\$30.00</b>  | <b>\$30.00</b>  | <b>\$30.00</b> | <b>\$30.00</b> | <b>\$300.00</b>   |
| 100-41405-101  | 4          | Doe, Jane               | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                |            | <b>Account Total</b>    | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |
| 100-41510-101  | 5          | Doe 2, Jane             | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                |            | <b>Account Total</b>    | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |
| 201-43121-101  | 6          | Doe 4, John             | \$60.00         | \$20.00         | \$30.00         | \$20.00         | \$0.00         | \$0.00         | \$130.00          |
|                | 7          | Doe 5, John             | \$7.50          | \$0.00          | \$5.00          | \$0.00          | \$0.00         | \$0.00         | \$12.50           |
|                |            | <b>Account Total</b>    | <b>\$67.50</b>  | <b>\$20.00</b>  | <b>\$35.00</b>  | <b>\$20.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$142.50</b>   |
| 201-43122-101  | 7          | Doe 5, John             | \$7.50          | \$0.00          | \$5.00          | \$0.00          | \$0.00         | \$0.00         | \$12.50           |
|                |            | <b>Account Total</b>    | <b>\$7.50</b>   | <b>\$0.00</b>   | <b>\$5.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$12.50</b>    |
| 201-43125-101  | 6          | Doe 4, John             | \$60.00         | \$20.00         | \$30.00         | \$20.00         | \$0.00         | \$0.00         | \$130.00          |
|                |            | <b>Account Total</b>    | <b>\$60.00</b>  | <b>\$20.00</b>  | <b>\$30.00</b>  | <b>\$20.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$130.00</b>   |
| 601-41405-101  | 4          | Doe, Jane               | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                |            | <b>Account Total</b>    | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |
| 100-41110-100  |            | Unallocated             | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                |            | <b>Total for Period</b> | <b>\$185.00</b> | <b>\$270.00</b> | <b>\$500.00</b> | <b>\$110.00</b> | <b>\$70.00</b> | <b>\$50.00</b> | <b>\$1,185.00</b> |

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Fringe Benefits Account Distribution screen.

**Payroll Reports: Printing the Fringe Benefits Account Distribution Report (continued)**

**Sample Fringe Benefits Account Distribution Report - by Account**

| New Township                         |            |                         | Fringe Benefits Account Distribution - By Account |                 |                 |                 |                |                | 6/7/2016          |
|--------------------------------------|------------|-------------------------|---|-----------------|-----------------|-----------------|----------------|----------------|-------------------|
| For the Period: 1/1/2016 To 6/7/2016 |            |                         |   |                 |                 |                 |                |                |                   |
| Account Number                       | Employee # | Employee Name           | Health Employee                                   | Health Employer | Dental Employee | Dental Employer | Life Employee  | Life Employer  | Total             |
| 100-41110-100                        | 1          | Doe, John               | \$20.00   | \$80.00         | \$400.00        | \$40.00         | \$40.00        | \$20.00        | \$600.00          |
|                                      |            | <b>Account Total</b>    | <b>\$20.00</b>                                    | <b>\$80.00</b>  | <b>\$400.00</b> | <b>\$40.00</b>  | <b>\$40.00</b> | <b>\$20.00</b> | <b>\$600.00</b>   |
| 100-41110-101                        | 2          | Doe 2, John             | \$30.00   | \$150.00        | \$30.00         | \$30.00         | \$30.00        | \$30.00        | \$300.00          |
|                                      | 3          | Doe 3, Jon              | \$0.00  | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                                      |            | <b>Account Total</b>    | <b>\$30.00</b>                                    | <b>\$150.00</b> | <b>\$30.00</b>  | <b>\$30.00</b>  | <b>\$30.00</b> | <b>\$30.00</b> | <b>\$300.00</b>   |
| 100-41405-101                        | 4          | Doe, Jane               | \$0.00  | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                                      |            | <b>Account Total</b>    | <b>\$0.00</b>                                     | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |
| 100-41510-101                        | 5          | Doe 2, Jane             | \$0.00  | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                                      |            | <b>Account Total</b>    | <b>\$0.00</b>                                     | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |
| 201-43121-101                        | 6          | Doe 4, John             | \$60.00   | \$20.00         | \$30.00         | \$20.00         | \$0.00         | \$0.00         | \$130.00          |
|                                      | 7          | Doe 5, John             | \$7.50  | \$0.00          | \$5.00          | \$0.00          | \$0.00         | \$0.00         | \$12.50           |
|                                      |            | <b>Account Total</b>    | <b>\$67.50</b>                                    | <b>\$20.00</b>  | <b>\$35.00</b>  | <b>\$20.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$142.50</b>   |
| 201-43122-101                        | 7          | Doe 5, John             | \$7.50  | \$0.00          | \$5.00          | \$0.00          | \$0.00         | \$0.00         | \$12.50           |
|                                      |            | <b>Account Total</b>    | <b>\$7.50</b>                                     | <b>\$0.00</b>   | <b>\$5.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$12.50</b>    |
| 201-43125-101                        | 6          | Doe 4, John             | \$60.00   | \$20.00         | \$30.00         | \$20.00         | \$0.00         | \$0.00         | \$130.00          |
|                                      |            | <b>Account Total</b>    | <b>\$60.00</b>                                    | <b>\$20.00</b>  | <b>\$30.00</b>  | <b>\$20.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$130.00</b>   |
| 501-41405-101                        | 4          | Doe, Jane               | \$0.00  | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                                      |            | <b>Account Total</b>    | <b>\$0.00</b>                                     | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |
| 100-41110-100                        |            | Unallocated             | \$0.00  | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |
|                                      |            | <b>Total for Period</b> | <b>\$185.00</b>                                   | <b>\$270.00</b> | <b>\$500.00</b> | <b>\$110.00</b> | <b>\$70.00</b> | <b>\$50.00</b> | <b>\$1,185.00</b> |

**Payroll Reports: Printing the Fringe Benefits Account Distribution Report (continued)**

**Sample Fringe Benefits Account Distribution Report - by Employee**

| New Township                         |                         | Fringe Benefits Account Distribution - By Employee |                 |                 |                 |                |                | 6/7/2016          |  |
|--------------------------------------|-------------------------|--|-----------------|-----------------|-----------------|----------------|----------------|-------------------|--|
| For the Period: 1/1/2016 To 6/7/2016 |                         |  |                 |                 |                 |                |                |                   |  |
| Employee Name (#)                    | Account Number          | Health Employee                                    | Health Employer | Dental Employee | Dental Employer | Life Employee  | Life Employer  | Total             |  |
| Doe 2, Jane (5)                      | 100-41510-101           | \$0.00   | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |  |
|                                      | <b>Member Total</b>     | <b>\$0.00</b>                                      | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |  |
| Doe 2, John (2)                      | 100-41110-101           | \$30.00  | \$150.00        | \$30.00         | \$30.00         | \$30.00        | \$30.00        | \$300.00          |  |
|                                      | <b>Member Total</b>     | <b>\$30.00</b>                                     | <b>\$150.00</b> | <b>\$30.00</b>  | <b>\$30.00</b>  | <b>\$30.00</b> | <b>\$30.00</b> | <b>\$300.00</b>   |  |
| Doe 3, Jon (3)                       |                         | \$0.00   | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |  |
|                                      | <b>Member Total</b>     | <b>\$0.00</b>                                      | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |  |
| Doe 4, John (6)                      | 201-43121-101           | \$60.00  | \$20.00         | \$30.00         | \$20.00         | \$0.00         | \$0.00         | \$130.00          |  |
|                                      | 201-43125-101           | \$60.00  | \$20.00         | \$30.00         | \$20.00         | \$0.00         | \$0.00         | \$130.00          |  |
|                                      | <b>Member Total</b>     | <b>\$120.00</b>                                    | <b>\$40.00</b>  | <b>\$60.00</b>  | <b>\$40.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$260.00</b>   |  |
| Doe 5, John (7)                      | 201-43121-101           | \$7.50   | \$0.00          | \$5.00          | \$0.00          | \$0.00         | \$0.00         | \$12.50           |  |
|                                      | 201-43122-101           | \$7.50   | \$0.00          | \$5.00          | \$0.00          | \$0.00         | \$0.00         | \$12.50           |  |
|                                      | <b>Member Total</b>     | <b>\$15.00</b>                                     | <b>\$0.00</b>   | <b>\$10.00</b>  | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$25.00</b>    |  |
| Doe, Jane (4)                        | 100-41405-101           | \$0.00   | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |  |
|                                      | 601-41405-101           | \$0.00   | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |  |
|                                      | <b>Member Total</b>     | <b>\$0.00</b>                                      | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>  | <b>\$0.00</b>  | <b>\$0.00</b>     |  |
| Doe, John (1)                        | 100-41110-100           | \$20.00  | \$80.00         | \$400.00        | \$40.00         | \$40.00        | \$20.00        | \$600.00          |  |
|                                      | <b>Member Total</b>     | <b>\$20.00</b>                                     | <b>\$80.00</b>  | <b>\$400.00</b> | <b>\$40.00</b>  | <b>\$40.00</b> | <b>\$20.00</b> | <b>\$600.00</b>   |  |
| 100-41110-100                        | Unallocated             | \$0.00   | \$0.00          | \$0.00          | \$0.00          | \$0.00         | \$0.00         | \$0.00            |  |
|                                      | <b>Total for Period</b> | <b>\$185.00</b>                                    | <b>\$270.00</b> | <b>\$500.00</b> | <b>\$110.00</b> | <b>\$70.00</b> | <b>\$50.00</b> | <b>\$1,185.00</b> |  |

## Payroll Reports: Printing the Other Deductions Account Distribution Report

The Other Deductions Account Distribution Report is designed to provide you with information to prepare the claims to pay miscellaneous deductions. This report should be printed and reviewed for accuracy before the claim is prepared.

To print the Other Deductions Account Distribution Report, highlight Other Deductions Account Distribution on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen will appear.

Other Deductions Account Distribution

**Check Date Range**

Start Date: 01/01/2016 End Date: 06/07/2016

**Unallocated (Due to Rounding) Account**

Fund: 100: General Fund Account Number: 41110: Council/Town Board Object Code: 100: WAGES AND SALARIES (101 throu...)

Preview Close

On the Other Deductions Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

**Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.**

## Payroll Reports: Printing the Other Deductions Account Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)

**Other Deductions Account Distribution** 6/7/2016

New Township

For the Period: 1/1/2016 To 6/7/2016

| Account #     | Employee # | Employee                | Union Dues     | MISC 1          | MISC 2        | MISC 3        | Total           |
|---------------|------------|-------------------------|----------------|-----------------|---------------|---------------|-----------------|
| 100-41110-100 | 1          | Doe, John               | \$0.00         | \$500.00        | \$0.00        | \$0.00        | \$500.00        |
|               |            | <b>Account Total</b>    | <b>\$0.00</b>  | <b>\$500.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$500.00</b> |
| 100-41110-101 | 2          | Doe 2, John             | \$30.00        | \$30.00         | \$0.00        | \$0.00        | \$60.00         |
|               | 3          | Doe 3, Jon              | \$0.00         | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|               |            | <b>Account Total</b>    | <b>\$30.00</b> | <b>\$30.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$60.00</b>  |
| 100-41405-101 | 4          | Doe, Jane               | \$0.00         | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|               |            | <b>Account Total</b>    | <b>\$0.00</b>  | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>   |
| 100-41510-101 | 5          | Doe 2, Jane             | \$0.00         | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|               |            | <b>Account Total</b>    | <b>\$0.00</b>  | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>   |
| 201-43121-101 | 6          | Doe 4, John             | \$20.00        | \$10.00         | \$0.00        | \$0.00        | \$30.00         |
|               | 7          | Doe 5, John             | \$0.00         | \$0.00          | \$2.50        | \$2.50        | \$5.00          |
|               |            | <b>Account Total</b>    | <b>\$20.00</b> | <b>\$10.00</b>  | <b>\$2.50</b> | <b>\$2.50</b> | <b>\$35.00</b>  |
| 201-43122-101 | 7          | Doe 5, John             | \$0.00         | \$0.00          | \$2.50        | \$2.50        | \$5.00          |
|               |            | <b>Account Total</b>    | <b>\$0.00</b>  | <b>\$0.00</b>   | <b>\$2.50</b> | <b>\$2.50</b> | <b>\$5.00</b>   |
| 201-43125-101 | 6          | Doe 4, John             | \$20.00        | \$10.00         | \$0.00        | \$0.00        | \$30.00         |
|               |            | <b>Account Total</b>    | <b>\$20.00</b> | <b>\$10.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$30.00</b>  |
| 601-41405-101 | 4          | Doe, Jane               | \$0.00         | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|               |            | <b>Account Total</b>    | <b>\$0.00</b>  | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>   |
| 100-41110-100 |            | Unallocated             | \$0.00         | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|               |            | <b>Total for Period</b> | <b>\$70.00</b> | <b>\$550.00</b> | <b>\$5.00</b> | <b>\$5.00</b> | <b>\$630.00</b> |

Current Page No.:1      Total Page No.:1      Zoom Factor:135%

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the Other Deductions Account Distribution screen.

**Payroll Reports: Printing the Other Deductions Account Distribution Report (continued)**

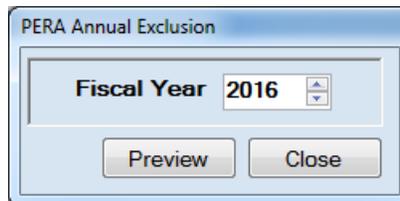
**Sample Other Deductions Account Distribution Report**

| Other Deductions Account Distribution |                   |                         |                   |                 |               |               |                 |
|---------------------------------------|-------------------|-------------------------|-------------------|-----------------|---------------|---------------|-----------------|
| New Township                          |                   |                         |                   |                 |               |               | 6/7/2016        |
| For the Period: 1/1/2016 To 6/7/2016  |                   |                         |                   |                 |               |               |                 |
| <u>Account #</u>                      | <u>Employee #</u> | <u>Employee</u>         | <u>Union Dues</u> | <u>MISC1</u>    | <u>MISC2</u>  | <u>MISC3</u>  | <u>Total</u>    |
| 100-41110-100                         | 1                 | Doe, John               | \$0.00            | \$500.00        | \$0.00        | \$0.00        | \$500.00        |
|                                       |                   | <b>Account Total</b>    | <b>\$0.00</b>     | <b>\$500.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$500.00</b> |
| 100-41110-101                         | 2                 | Doe 2, John             | \$30.00           | \$30.00         | \$0.00        | \$0.00        | \$60.00         |
|                                       | 3                 | Doe 3, Jon              | \$0.00            | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|                                       |                   | <b>Account Total</b>    | <b>\$30.00</b>    | <b>\$30.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$60.00</b>  |
| 100-41405-101                         | 4                 | Doe, Jane               | \$0.00            | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|                                       |                   | <b>Account Total</b>    | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>   |
| 100-41510-101                         | 5                 | Doe 2, Jane             | \$0.00            | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|                                       |                   | <b>Account Total</b>    | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>   |
| 201-43121-101                         | 6                 | Doe 4, John             | \$20.00           | \$10.00         | \$0.00        | \$0.00        | \$30.00         |
|                                       | 7                 | Doe 5, John             | \$0.00            | \$0.00          | \$2.50        | \$2.50        | \$5.00          |
|                                       |                   | <b>Account Total</b>    | <b>\$20.00</b>    | <b>\$10.00</b>  | <b>\$2.50</b> | <b>\$2.50</b> | <b>\$35.00</b>  |
| 201-43122-101                         | 7                 | Doe 5, John             | \$0.00            | \$0.00          | \$2.50        | \$2.50        | \$5.00          |
|                                       |                   | <b>Account Total</b>    | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$2.50</b> | <b>\$2.50</b> | <b>\$5.00</b>   |
| 201-43125-101                         | 6                 | Doe 4, John             | \$20.00           | \$10.00         | \$0.00        | \$0.00        | \$30.00         |
|                                       |                   | <b>Account Total</b>    | <b>\$20.00</b>    | <b>\$10.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$30.00</b>  |
| 601-41405-101                         | 4                 | Doe, Jane               | \$0.00            | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|                                       |                   | <b>Account Total</b>    | <b>\$0.00</b>     | <b>\$0.00</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>   |
| 100-41110-100                         |                   | Unallocated             | \$0.00            | \$0.00          | \$0.00        | \$0.00        | \$0.00          |
|                                       |                   | <b>Total for Period</b> | <b>\$70.00</b>    | <b>\$550.00</b> | <b>\$5.00</b> | <b>\$5.00</b> | <b>\$630.00</b> |

## Payroll Reports: Printing PERA Annual Exclusion Report

The PERA Annual Exclusion Report is designed to provide you with a list of the employees who do not have deductions withheld for PERA. This report should be printed and reviewed for accuracy before the information is sent to PERA.

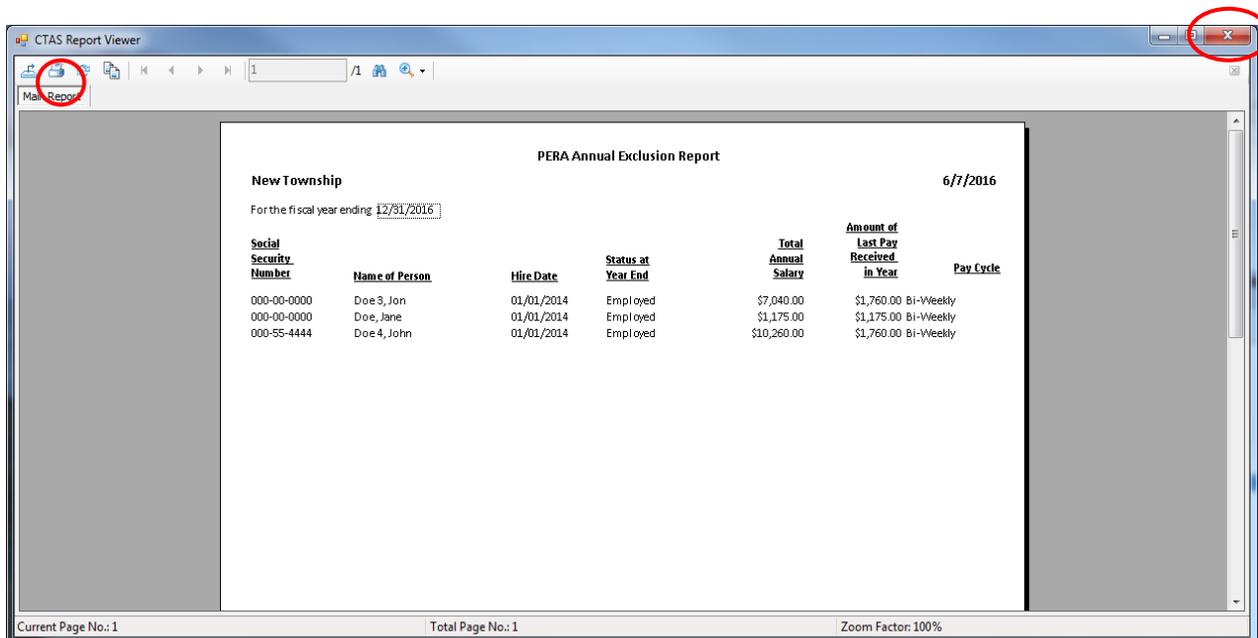
To print the PERA Annual Exclusion Report, highlight PERA Annual Exclusion on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen appears.



On the PERA Annual Exclusion screen:

- Enter the fiscal year by entering the year or using the up and down arrows.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown below.

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)



To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the PERA Annual Exclusion screen.

**Payroll Reports: Printing PERA Annual Exclusion Report**  
**(continued)**

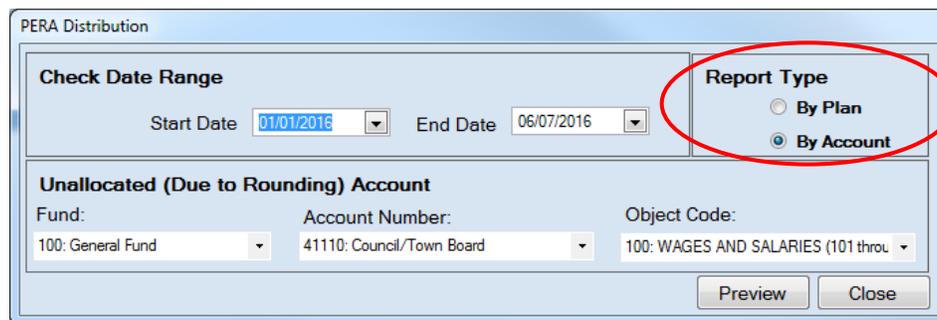
**Sample PERA Annual Exclusion Report**

| PERA Annual Exclusion Report          |                       |                  |                           |                            |  |                  |
|---------------------------------------|-----------------------|------------------|---------------------------|----------------------------|--|------------------|
| New Township                          |                       |                  |                           |                            |  | 6/7/2016         |
| For the fiscal year ending 12/31/2016 |                       |                  |                           |                            |  |                  |
| <u>Social Security Number</u>         | <u>Name of Person</u> | <u>Hire Date</u> | <u>Status at Year End</u> | <u>Total Annual Salary</u> | <u>Amount of Last Pay Received in Year</u> | <u>Pay Cycle</u> |
| 000-00-0000                           | Doe 3, Jon            | 01/01/2014       | Employed                  | \$7,040.00                 | \$1,760.00                                 | Bi-Weekly        |
| 000-00-0000                           | Doe, Jane             | 01/01/2014       | Employed                  | \$1,175.00                 | \$1,175.00                                 | Bi-Weekly        |
| 000-55-4444                           | Doe 4, John           | 01/01/2014       | Employed                  | \$10,260.00                | \$1,760.00                                 | Bi-Weekly        |

## Payroll Reports: Printing the PERA Distribution Report

The PERA Distribution Report is designed to provide you with the information to prepare a claim to pay retirement amounts to PERA. This report should be printed and reviewed for accuracy before the claim is prepared. You can select the report to be organized by the account number or by the PERA plan type. The report should be run for a single payroll. If it is run for multiple payrolls, errors in the calculations may occur.

To print the PERA Distribution Report, highlight PERA Distribution on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen will appear.



On the PERA Distribution by account screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- Click a Report Type radio button (circled) to choose if you want the report printed by plan or by account (see [page 14-32](#) for a sample of each report).
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

**Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.**

## Payroll Reports: Printing the PERA Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)

| Account Number | Employee Number | Employee Name                 | Employee Share    | Regular Employer Share | Additional Employer Share | Total Employer Share | Total             |
|----------------|-----------------|-------------------------------|-------------------|------------------------|---------------------------|----------------------|-------------------|
| 100-41110-100  | 1               | Doe, John                     | \$486.00          | \$710.00               | \$0.00                    | \$710.00             | \$1,196.00        |
|                |                 | <b>Account Total</b>          | <b>\$486.00</b>   | <b>\$710.00</b>        | <b>\$0.00</b>             | <b>\$710.00</b>      | <b>\$1,196.00</b> |
| 100-41110-101  | 2               | Doe 2, John                   | \$300.00          | \$300.00               | \$60.00                   | \$360.00             | \$660.00          |
|                | 3               | Doe 3, Jon                    | \$0.00            | \$704.00               | \$704.00                  | \$1,408.00           | \$1,408.00        |
|                |                 | <b>Account Total</b>          | <b>\$300.00</b>   | <b>\$1,004.00</b>      | <b>\$764.00</b>           | <b>\$1,768.00</b>    | <b>\$2,068.00</b> |
| 100-41510-101  | 5               | Doe 2, Jane                   | \$160.00          | \$160.00               | \$0.00                    | \$160.00             | \$320.00          |
|                |                 | <b>Account Total</b>          | <b>\$160.00</b>   | <b>\$160.00</b>        | <b>\$0.00</b>             | <b>\$160.00</b>      | <b>\$320.00</b>   |
| 201-43121-101  | 7               | Doe 5, John                   | \$42.63           | \$42.63                | \$0.00                    | \$42.63              | \$85.26           |
|                |                 | <b>Account Total</b>          | <b>\$42.63</b>    | <b>\$42.63</b>         | <b>\$0.00</b>             | <b>\$42.63</b>       | <b>\$85.26</b>    |
| 201-43122-101  | 7               | Doe 5, John                   | \$42.63           | \$42.63                | \$0.00                    | \$42.63              | \$85.26           |
|                |                 | <b>Account Total</b>          | <b>\$42.63</b>    | <b>\$42.63</b>         | <b>\$0.00</b>             | <b>\$42.63</b>       | <b>\$85.26</b>    |
| 100-41110-100  |                 | Unallocated (Due to Rounding) | (\$0.01)          | -\$0.01                | \$0.00                    | -\$0.01              | (\$0.02)          |
|                |                 | <b>Total For Period</b>       | <b>\$1,031.25</b> | <b>\$1,959.25</b>      | <b>\$764.00</b>           | <b>\$2,723.25</b>    | <b>\$3,754.50</b> |

To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the PERA Distribution screen.

**Payroll Reports: Printing the PERA Distribution Report (continued)**

**Sample PERA Distribution Report - by Account Number**

| New Township                         |                 |                              | PERA Account Distribution - By Account Number |                        |                           |                      | 6/7/2016          |
|--------------------------------------|-----------------|------------------------------|---|------------------------|---------------------------|----------------------|-------------------|
| For the Period: 1/1/2016 To 6/7/2016 |                 |                              |   |                        |                           |                      |                   |
| Account Number                       | Employee Number | Employee Name                | Employee Share                                | Regular Employer Share | Additional Employer Share | Total Employer Share | Total             |
| 100-41110-100                        | 1               | Doe, John                    | \$486.00                                      | \$710.00               | \$0.00                    | \$710.00             | \$1,196.00        |
|                                      |                 | <b>Account Total</b>         | <b>\$486.00</b>                               | <b>\$710.00</b>        | <b>\$0.00</b>             | <b>\$710.00</b>      | <b>\$1,196.00</b> |
| 100-41110-101                        | 2               | Doe2, John                   | \$300.00                                      | \$300.00               | \$60.00                   | \$360.00             | \$660.00          |
|                                      | 3               | Doe3, Jon                    | \$0.00  | \$704.00               | \$704.00                  | \$1,408.00           | \$1,408.00        |
|                                      |                 | <b>Account Total</b>         | <b>\$300.00</b>                               | <b>\$1,004.00</b>      | <b>\$764.00</b>           | <b>\$1,768.00</b>    | <b>\$2,068.00</b> |
| 100-41510-101                        | 5               | Doe2, Jane                   | \$160.00                                      | \$160.00               | \$0.00                    | \$160.00             | \$320.00          |
|                                      |                 | <b>Account Total</b>         | <b>\$160.00</b>                               | <b>\$160.00</b>        | <b>\$0.00</b>             | <b>\$160.00</b>      | <b>\$320.00</b>   |
| 201-43121-101                        | 7               | Doe5, John                   | \$42.63                                       | \$42.63                | \$0.00                    | \$42.63              | \$85.26           |
|                                      |                 | <b>Account Total</b>         | <b>\$42.63</b>                                | <b>\$42.63</b>         | <b>\$0.00</b>             | <b>\$42.63</b>       | <b>\$85.26</b>    |
| 201-43122-101                        | 7               | Doe5, John                   | \$42.63                                       | \$42.63                | \$0.00                    | \$42.63              | \$85.26           |
|                                      |                 | <b>Account Total</b>         | <b>\$42.63</b>                                | <b>\$42.63</b>         | <b>\$0.00</b>             | <b>\$42.63</b>       | <b>\$85.26</b>    |
| 100-41110-100                        |                 | Unallocated(Due to Rounding) | (\$0.01)                                      | -\$0.01                | \$0.00                    | -\$0.01              | (\$0.02)          |
|                                      |                 | <b>Total For Period</b>      | <b>\$1,031.25</b>                             | <b>\$1,959.25</b>      | <b>\$764.00</b>           | <b>\$2,723.25</b>    | <b>\$3,754.50</b> |

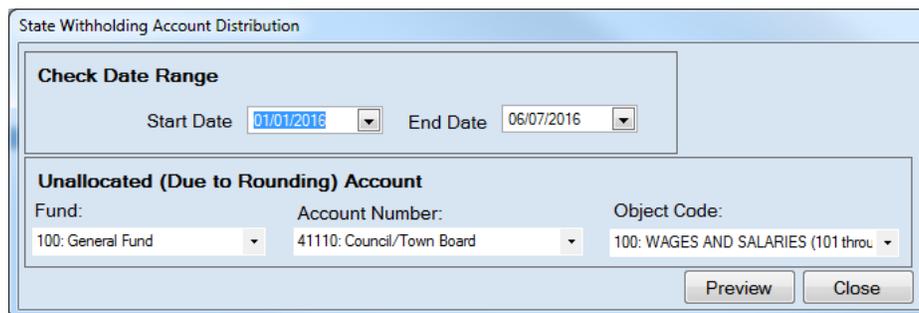
**Sample PERA Distribution Report - by Plan**

| New Township                         |             |                         | PERA Account Distribution by Plan Type |                        |                           |                      | 6/7/2016           |
|--------------------------------------|-------------|-------------------------|--|------------------------|---------------------------|----------------------|--------------------|
| For the Period: 1/1/2016 To 6/7/2016 |             |                         |  |                        |                           |                      |                    |
| Plan Type                            | PERA Number | Employee Name           | Employee Share                         | Regular Employer Share | Additional Employer Share | Total Employer Share | Gross Wages        |
| PERA                                 | 2           | Doe, John               | \$486.00                               | \$710.00               | \$0.00                    | \$710.00             | \$7,100.00         |
|                                      |             | Doe2, John              | \$300.00                               | \$300.00               | \$60.00                   | \$360.00             | \$6,000.00         |
|                                      |             | <b>Plan Total</b>       | <b>\$786.00</b>                        | <b>\$1,010.00</b>      | <b>\$60.00</b>            | <b>\$1,070.00</b>    | <b>\$13,100.00</b> |
|                                      | 3           | Doe3, Jon               | \$0.00                                 | \$704.00               | \$704.00                  | \$1,408.00           | \$7,040.00         |
|                                      |             | <b>Plan Total</b>       | <b>\$0.00</b>                          | <b>\$704.00</b>        | <b>\$704.00</b>           | <b>\$1,408.00</b>    | <b>\$7,040.00</b>  |
| PERA                                 | 6           | Doe2, Jane              | \$160.00                               | \$160.00               | \$0.00                    | \$160.00             | \$1,600.00         |
|                                      | 22          | Doe5, John              | \$85.26                                | \$85.26                | \$0.00                    | \$85.26              | \$1,550.00         |
|                                      |             | <b>Plan Total</b>       | <b>\$245.26</b>                        | <b>\$245.26</b>        | <b>\$0.00</b>             | <b>\$245.26</b>      | <b>\$3,150.00</b>  |
|                                      |             | <b>Total For Period</b> | <b>\$1,031.26</b>                      | <b>\$1,959.26</b>      | <b>\$764.00</b>           | <b>\$2,723.26</b>    | <b>\$23,290.00</b> |

## Payroll Reports: Printing the State Withholding Account Distribution Report

The State Withholding Account Distribution Report is designed to provide you with the information to prepare a claim to pay state taxes. This report should be printed and reviewed for accuracy before the claim is prepared.

To print a State Withholding Account Distribution Report, highlight State Withholding Account Distribution on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen will appear.



The screenshot shows a window titled "State Withholding Account Distribution". It contains two main sections. The first section, "Check Date Range", has "Start Date" set to "01/01/2016" and "End Date" set to "06/07/2016". The second section, "Unallocated (Due to Rounding) Account", has "Fund" set to "100: General Fund", "Account Number" set to "41110: Council/Town Board", and "Object Code" set to "100: WAGES AND SALARIES (101 throu". At the bottom right, there are "Preview" and "Close" buttons.

On the State Withholding Account Distribution screen:

- In the Check Date Range box, enter the beginning check date for the payroll checks to be included in this report in the Start Date field.
- Enter the ending check date for the payroll checks to be included in this report in the End Date field.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Preview button and the print preview (Report Viewer screen) will appear, as shown on the next page.

**Note: The Unallocated (Due to Rounding) Account is assigned by the user. This account is needed when the wages are multiplied by the account distribution percentages and the results, added together, do not always equal net pay. When the sum of the account distributions does not equal the net pay, the difference, generally a few cents, is assigned to the unallocated account.**

## Payroll Reports: Printing the State Withholding Account Distribution Report (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. (See [page 14-4](#) for printing instructions)

**New Township State Withholding Account Distribution 6/7/2016**

For the Period: 1/1/2016 To 6/7/2016

| Account #     | Employee # | Employee Name                 | Amount     |
|---------------|------------|-------------------------------|------------|
| 100-41110-100 | 1          | Doe, John,                    | \$220.22   |
|               |            | Account Total                 | \$220.22   |
| 100-41110-101 | 2          | Doe 2, John,                  | \$355.71   |
|               | 3          | Doe 3, Jon,                   | \$259.60   |
|               |            | Account Total                 | \$615.31   |
| 100-41405-101 | 4          | Doe, Jane,                    | \$17.13    |
|               |            | Account Total                 | \$17.13    |
| 100-41510-101 | 5          | Doe 2, Jane,                  | \$77.55    |
|               |            | Account Total                 | \$77.55    |
| 201-43121-101 | 6          | Doe 4, John,                  | \$110.19   |
|               | 7          | Doe 5, John,                  | \$38.98    |
|               |            | Account Total                 | \$149.17   |
| 201-43122-101 | 7          | Doe 5, John,                  | \$38.98    |
|               |            | Account Total                 | \$38.98    |
| 201-43125-101 | 6          | Doe 4, John,                  | \$110.19   |
|               |            | Account Total                 | \$110.19   |
| 601-41405-101 | 4          | Doe, Jane,                    | \$17.13    |
|               |            | Account Total                 | \$17.13    |
| 100-41110-100 |            | Unallocated (Due to rounding) | (\$0.04)   |
|               |            | Total for period              | \$1,245.64 |

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To close the report:

- Click the red “X” icon (circled, right) on the Report Viewer screen.
- Click the Close button on the State Withholding Account Distribution screen.

**Payroll Reports: Printing the State Withholding Account Distribution Report (continued)**

**Sample State Withholding Account Distribution Report**

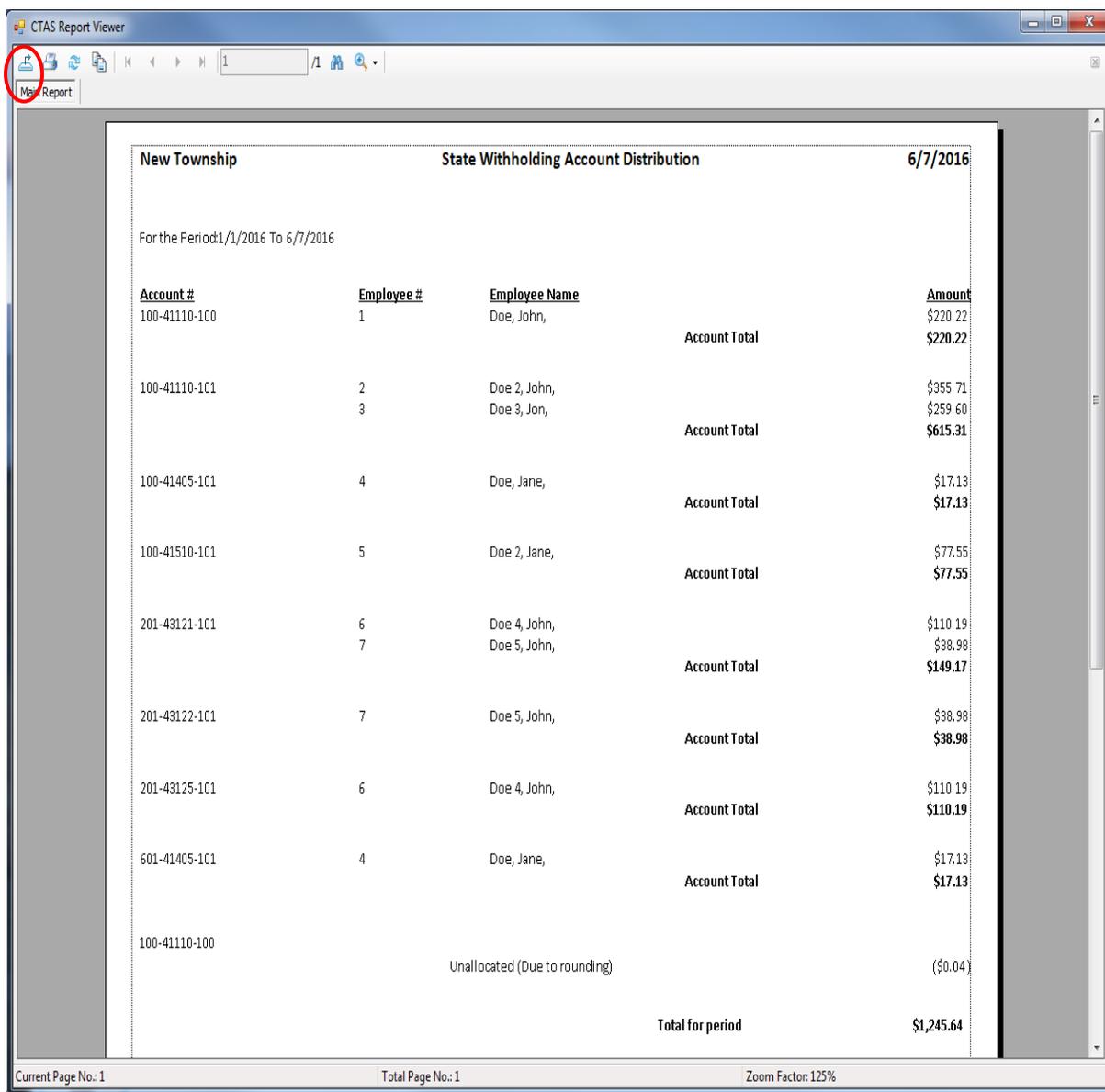
| <b>New Township</b>                 |                   | <b>State Withholding Account Distribution</b> |                         | <b>6/7/2016</b>   |
|-------------------------------------|-------------------|---|-------------------------|-------------------|
| For the Period 1/1/2016 To 6/7/2016 |                   |   |                         |                   |
| <u>Account #</u>                    | <u>Employee #</u> | <u>Employee Name</u>                          |                         | <u>Amount</u>     |
| 100-41110-100                       | 1                 | Doe, John,                                    |                         | \$220.22          |
|                                     |                   |   | <b>Account Total</b>    | <b>\$220.22</b>   |
| 100-41110-101                       | 2                 | Doe 2, John,                                  |                         | \$355.71          |
|                                     | 3                 | Doe 3, Jon,                                   |                         | \$259.60          |
|                                     |                   |   | <b>Account Total</b>    | <b>\$615.31</b>   |
| 100-41405-101                       | 4                 | Doe, Jane,                                    |                         | \$17.13           |
|                                     |                   |   | <b>Account Total</b>    | <b>\$17.13</b>    |
| 100-41510-101                       | 5                 | Doe 2, Jane,                                  |                         | \$77.55           |
|                                     |                   |   | <b>Account Total</b>    | <b>\$77.55</b>    |
| 201-43121-101                       | 6                 | Doe 4, John,                                  |                         | \$110.19          |
|                                     | 7                 | Doe 5, John,                                  |                         | \$38.98           |
|                                     |                   |   | <b>Account Total</b>    | <b>\$149.17</b>   |
| 201-43122-101                       | 7                 | Doe 5, John,                                  |                         | \$38.98           |
|                                     |                   |   | <b>Account Total</b>    | <b>\$38.98</b>    |
| 201-43125-101                       | 6                 | Doe 4, John,                                  |                         | \$110.19          |
|                                     |                   |   | <b>Account Total</b>    | <b>\$110.19</b>   |
| 601-41405-101                       | 4                 | Doe, Jane,                                    |                         | \$17.13           |
|                                     |                   |   | <b>Account Total</b>    | <b>\$17.13</b>    |
| 100-41110-100                       |                   | Unallocated (Due to rounding)                 |                         | (\$0.04)          |
|                                     |                   |   | <b>Total for period</b> | <b>\$1,245.64</b> |

## Payroll Reports: Creating a PDF Version of a Report

This section will explain how to create a PDF version of a report and describe how to view the report it creates.

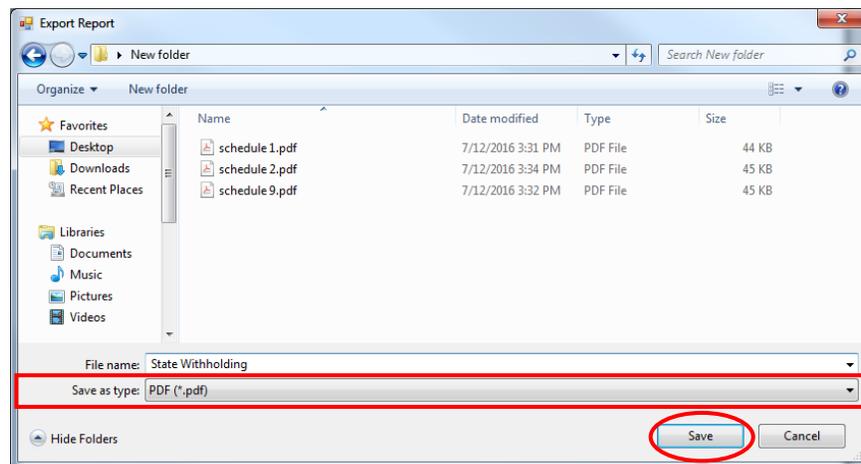
The Export Report icon (circled) is located on the far left of the top bar of the print preview (Report Viewer) screen. By using the Export Report icon, you can print a report to a Portable Document Format (PDF), which can be viewed in free Acrobat Reader software, or to another format. A PDF file can be attached to an e-mail, and anyone with a PDF reader can open the file.

To convert a report to a PDF file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the State Withholding Account Distribution Report.



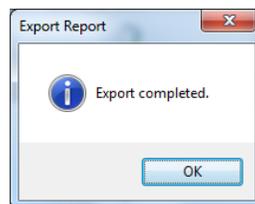
## Payroll Reports: Creating a PDF Version of a Report (continued)

After clicking on the Export Report icon, the Export Report screen appears.



To export the file to your computer:

- Select where on your computer you would like to save the PDF; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select PDF (\*.pdf).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click OK to return to Report Viewer screen. Click the red “X” icon on the Report Viewer screen to close.

To view the file:

- Browse to the location where the file was previously saved.
- Once you’ve found the saved file, double-click on the file.
- The file will open as a PDF document.

## Payroll Reports: Exporting a Report to a CSV File

CTAS allows you to export your data to a CSV file. The CSV ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Most of the reports you can print in CTAS can also be exported to a CSV file. To convert a report to a CSV file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the State Withholding Account Distribution Report.

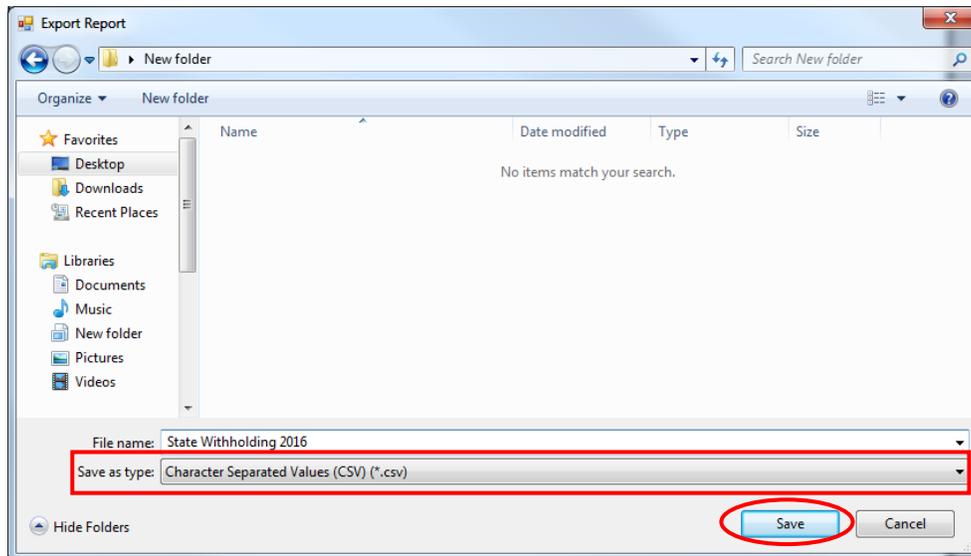
The screenshot shows the CTAS Report Viewer window with the following report data:

| Account #     | Employee # | Employee Name                 | Amount            |
|---------------|------------|-------------------------------|-------------------|
| 100-41110-100 | 1          | Doe, John,                    | \$220.22          |
|               |            | <b>Account Total</b>          | <b>\$220.22</b>   |
| 100-41110-101 | 2          | Doe 2, John,                  | \$355.71          |
|               | 3          | Doe 3, Jon,                   | \$259.60          |
|               |            | <b>Account Total</b>          | <b>\$615.31</b>   |
| 100-41405-101 | 4          | Doe, Jane,                    | \$17.13           |
|               |            | <b>Account Total</b>          | <b>\$17.13</b>    |
| 100-41510-101 | 5          | Doe 2, Jane,                  | \$77.55           |
|               |            | <b>Account Total</b>          | <b>\$77.55</b>    |
| 201-43121-101 | 6          | Doe 4, John,                  | \$110.19          |
|               | 7          | Doe 5, John,                  | \$38.98           |
|               |            | <b>Account Total</b>          | <b>\$149.17</b>   |
| 201-43122-101 | 7          | Doe 5, John,                  | \$38.98           |
|               |            | <b>Account Total</b>          | <b>\$38.98</b>    |
| 201-43125-101 | 6          | Doe 4, John,                  | \$110.19          |
|               |            | <b>Account Total</b>          | <b>\$110.19</b>   |
| 601-41405-101 | 4          | Doe, Jane,                    | \$17.13           |
|               |            | <b>Account Total</b>          | <b>\$17.13</b>    |
| 100-41110-100 |            | Unallocated (Due to rounding) | (\$0.04)          |
|               |            | <b>Total for period</b>       | <b>\$1,245.64</b> |

Current Page No.: 1 | Total Page No.: 1 | Zoom Factor: 125%

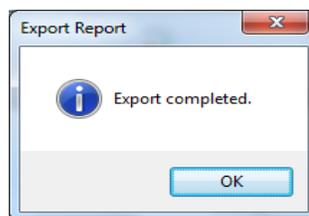
## Payroll Reports: Exporting a Report to a CSV File (continued)

The Export Report screen will appear.



To export the file to your computer:

- Select where on your computer you would like to save the Excel file; change the file name if desired.
- Click the down arrow (boxed) at the end of the “Save as type” field and select CSV (\*.csv).
- Click the Save button (circled) to save the file at that location. The Export Report box will appear.



Click the OK button to return to Report Viewer screen. Click the red “X” icon on the Report Viewer screen to close.

To view the file:

- Browse to the location where the file was previously saved.
- Once you’ve found the saved file, double-click on the file.
- The file will open as a CSV document.