

Chapter 14
Payroll Reports

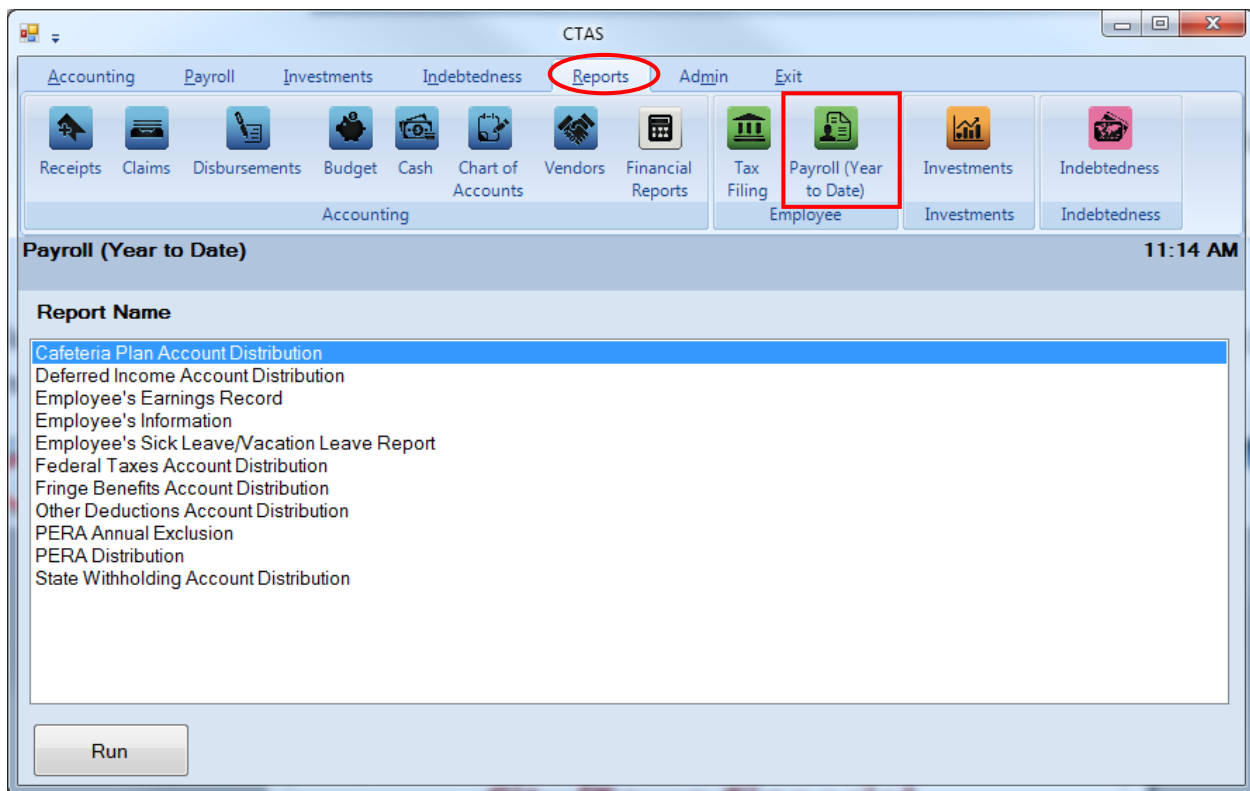
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Payroll Reports: Introduction

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:

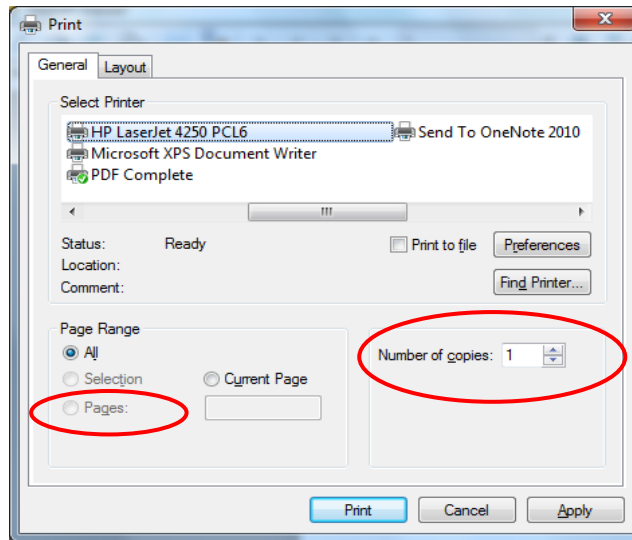
Account #	Employee #	Employee Name	Amount
100-41110-100	1	Doe, John	\$40.00
		Account Total	\$40.00
	2	Doe 2, John	\$20.00
		Account Total	\$20.00
100-41405-101	4	Doe, Jane	\$10.00
		Account Total	\$10.00
601-41405-101	4	Doe, Jane	\$10.00
		Account Total	\$10.00
100-41110-100		Unallocated (Due to rounding)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

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

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 150%

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
			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

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

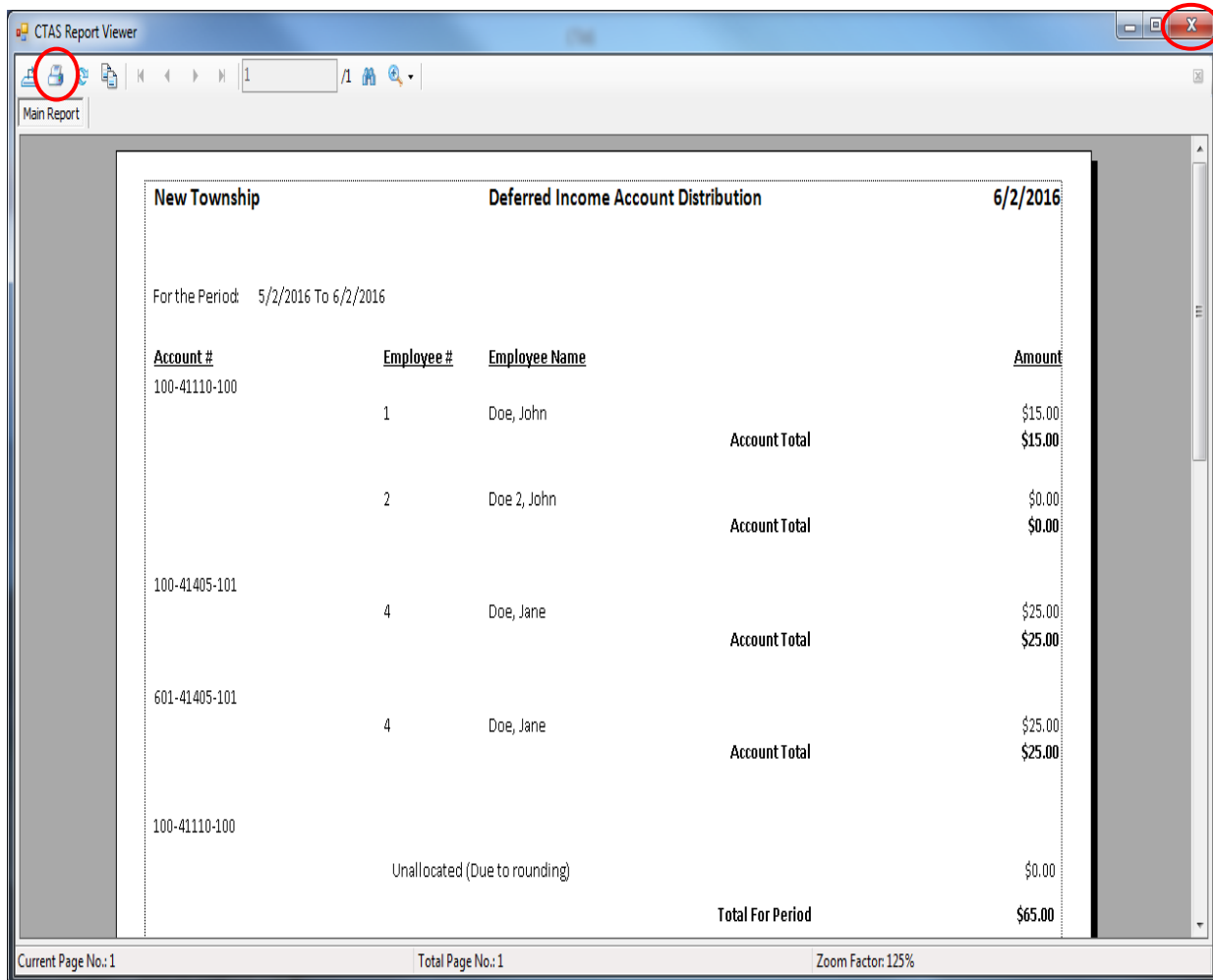
On the Deferred Income Account Distribution screen:

- 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)

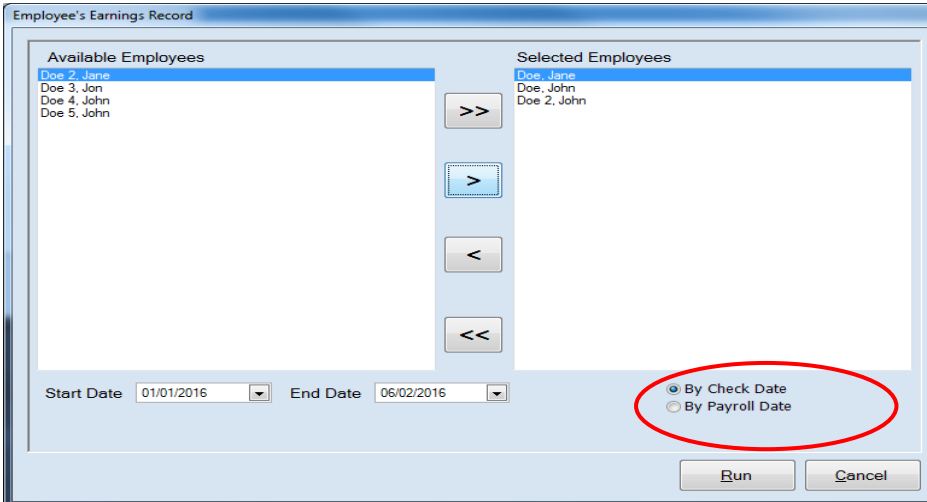
Sample Deferred Income Account Distribution Report

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
			Account Total	\$15.00
	2	Doe 2, John		\$0.00
			Account Total	\$0.00
100-41405-101	4	Doe, Jane		\$25.00
			Account Total	\$25.00
601-41405-101	4	Doe, Jane		\$25.00
			Account Total	\$25.00
100-41110-100		Unallocated (Due to rounding)		\$0.00
			Total For Period	\$65.00

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
Total		56.00	0.00	1,325.00	0.00	0.00	1,325.00	0.00	100.00	20.00	0.00	1,205.00

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
Total	64.04	80.91	18.93	34.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,006.86	0.00	1,006.86

Current Page No.: 1 Total Page No.: 4 Zoom Factor: 110%

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)

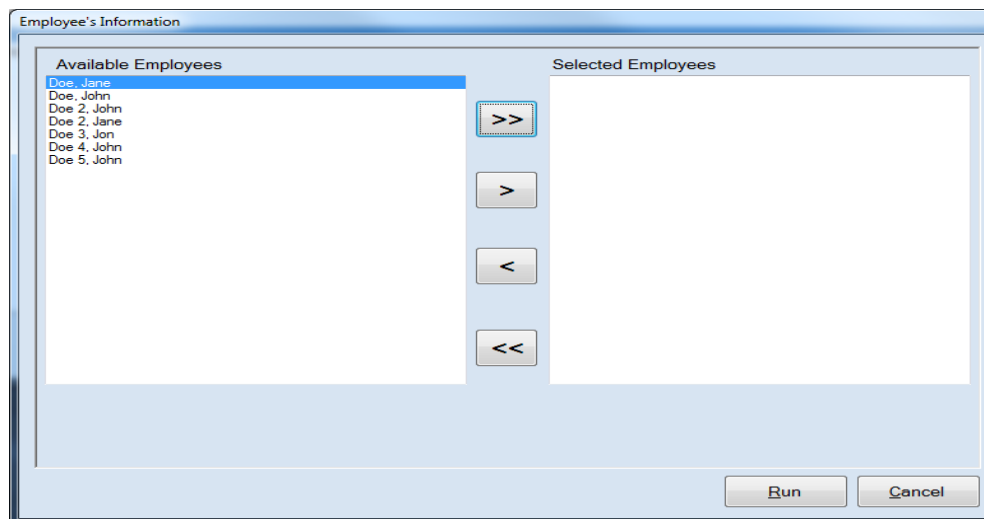
Sample Employee's Earnings Record Report

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									
Salary Rate Name														
		Rate												
		0.00												
	CD-Overtime	30.00												
	Extra Meeting	75.00												
	Hourly	20.00												
	Meeting	50.00												
Hours														
Earnings														
Pretax														
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		
Total		56.00	0.00	1,325.00	0.00	0.00	1,325.00	0.00	100.00	20.00	0.00	1,205.00		
Insurance														
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
Total	64.04	80.91	18.93	34.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,006.86	0.00	1,006.86

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.

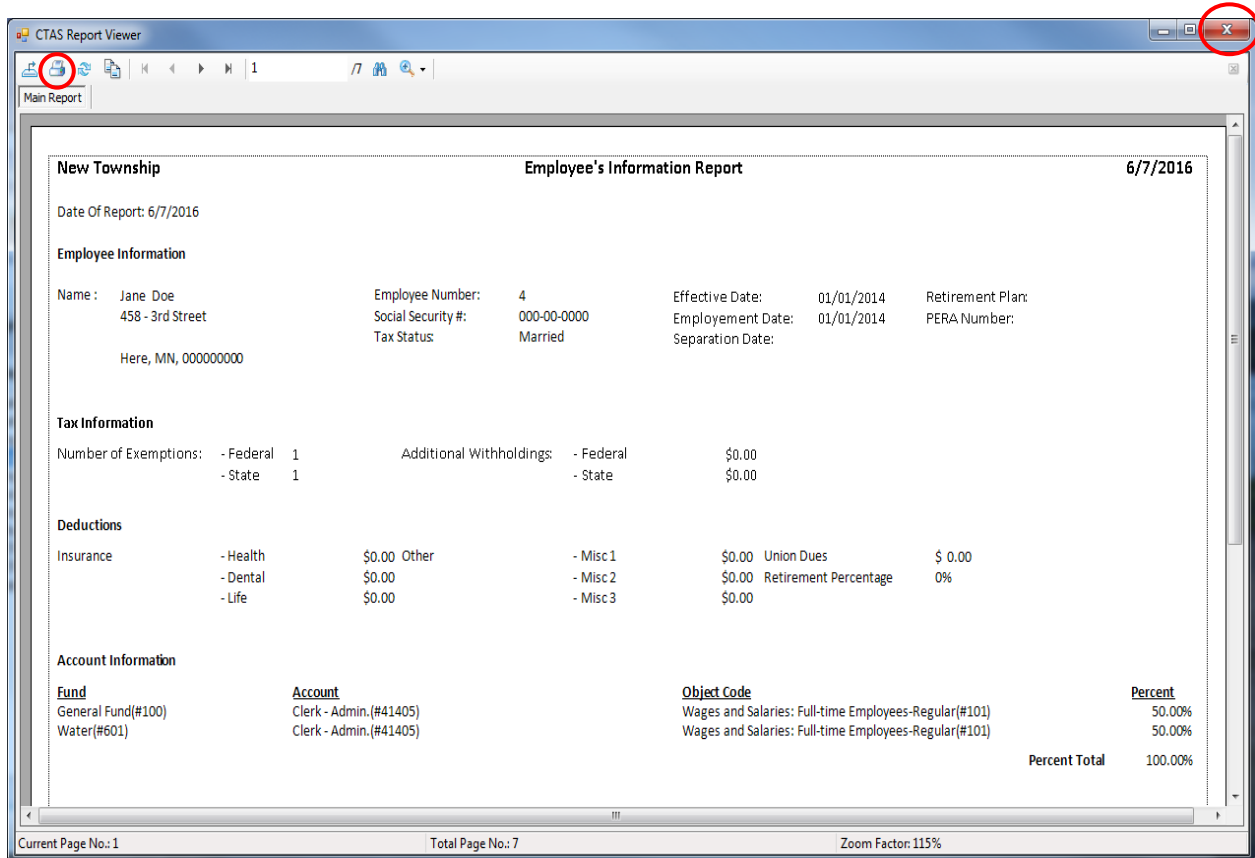


To select the names of employees whose information will be printed:

- 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)

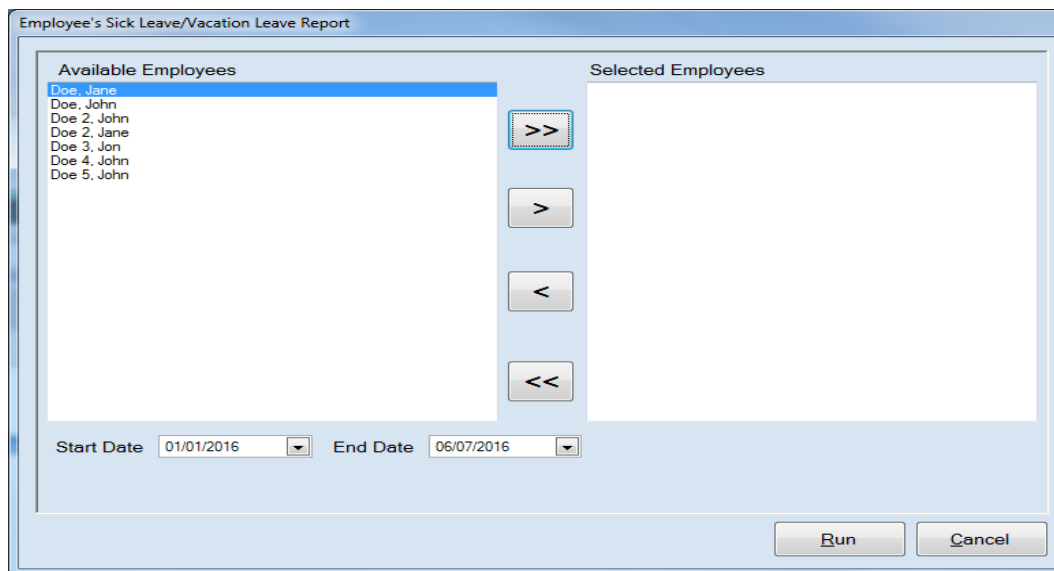
Sample Employee Information Report

New Township		Employee's Information Report			6/7/2016	
Date Of Report: 6/7/2016						
Employee Information						
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:		
Tax Information						
Number of Exemptions:	- Federal 1	Additional Withholdings:	- Federal	\$0.00		
	- State 1		- State	\$0.00		
Deductions						
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	
Account Information						
<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%
				Percent Total		100.00%
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.

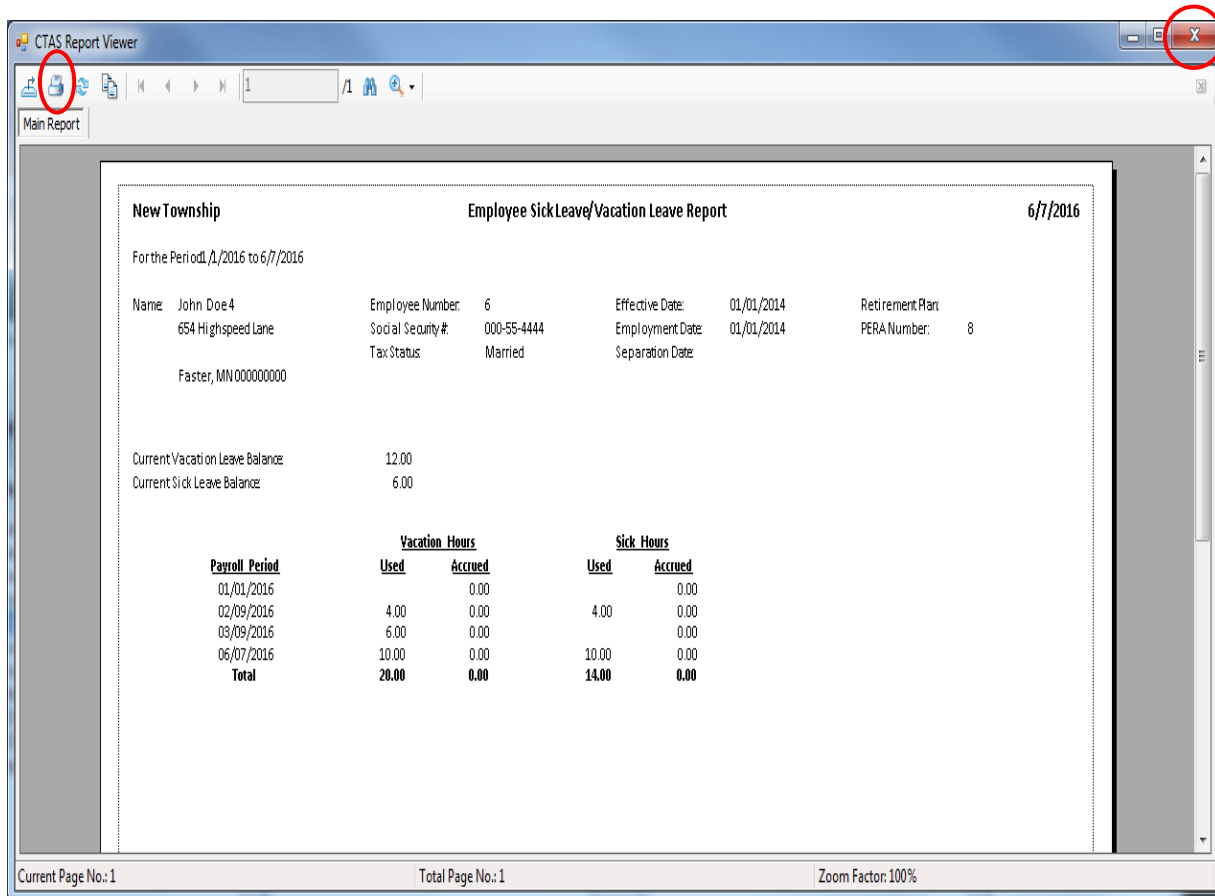


To select the names of employees whose reports will be printed:

- 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:	

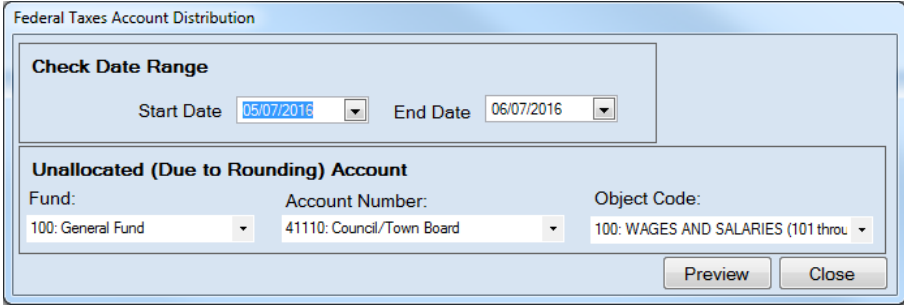
Current Vacation Leave Balance:	12.00
Current Sick Leave Balance:	6.00

<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
Total	20.00	0.00	14.00	0.00

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

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

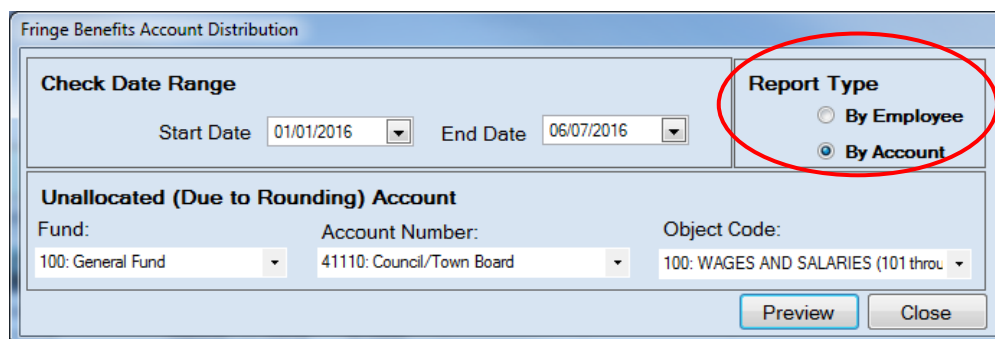
For the Period: 1/1/2016 To 6/7/2016

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

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.

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
		Account Total	\$20.00	\$80.00	\$400.00	\$40.00	\$40.00	\$20.00	\$600.00
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
		Account Total	\$30.00	\$150.00	\$30.00	\$30.00	\$30.00	\$30.00	\$300.00
100-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-41510-101	5	Doe 2, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
		Account Total	\$67.50	\$20.00	\$35.00	\$20.00	\$0.00	\$0.00	\$142.50
201-43122-101	7	Doe 5, John	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
		Account Total	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
201-43125-101	6	Doe 4, John	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
		Account Total	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
601-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-41110-100		Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total for Period	\$185.00	\$270.00	\$500.00	\$110.00	\$70.00	\$50.00	\$1,185.00

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
		Account Total	\$20.00	\$80.00	\$400.00	\$40.00	\$40.00	\$20.00	\$600.00
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
		Account Total	\$30.00	\$150.00	\$30.00	\$30.00	\$30.00	\$30.00	\$300.00
100-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-41510-101	5	Doe 2, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
		Account Total	\$67.50	\$20.00	\$35.00	\$20.00	\$0.00	\$0.00	\$142.50
201-43122-101	7	Doe 5, John	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
		Account Total	\$7.50	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$12.50
201-43125-101	6	Doe 4, John	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
		Account Total	\$60.00	\$20.00	\$30.00	\$20.00	\$0.00	\$0.00	\$130.00
501-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-41110-100		Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total for Period	\$185.00	\$270.00	\$500.00	\$110.00	\$70.00	\$50.00	\$1,185.00

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	
	Member Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Doe 2, John (2)	100-41110-101	\$30.00	\$150.00	\$30.00	\$30.00	\$30.00	\$30.00	\$300.00	
	Member Total	\$30.00	\$150.00	\$30.00	\$30.00	\$30.00	\$30.00	\$300.00	
Doe 3, Jan (3)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Member Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
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	
	Member Total	\$120.00	\$40.00	\$60.00	\$40.00	\$0.00	\$0.00	\$260.00	
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	
	Member Total	\$15.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$25.00	
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	
	Member Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Doe, John (1)	100-41110-100	\$20.00	\$80.00	\$400.00	\$40.00	\$40.00	\$20.00	\$600.00	
	Member Total	\$20.00	\$80.00	\$400.00	\$40.00	\$40.00	\$20.00	\$600.00	
100-41110-100	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total for Period	\$185.00	\$270.00	\$500.00	\$110.00	\$70.00	\$50.00	\$1,185.00	

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)

CTAS Report Viewer

Other Deductions Account Distribution

New Township

6/7/2016

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
		Account Total	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
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
		Account Total	\$30.00	\$30.00	\$0.00	\$0.00	\$60.00
100-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-41510-101	5	Doe 2, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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
		Account Total	\$20.00	\$10.00	\$2.50	\$2.50	\$35.00
201-43122-101	7	Doe 5, John	\$0.00	\$0.00	\$2.50	\$2.50	\$5.00
		Account Total	\$0.00	\$0.00	\$2.50	\$2.50	\$5.00
201-43125-101	6	Doe 4, John	\$20.00	\$10.00	\$0.00	\$0.00	\$30.00
		Account Total	\$20.00	\$10.00	\$0.00	\$0.00	\$30.00
601-41405-101	4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Account Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-41110-100		Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Total for Period	\$70.00	\$550.00	\$5.00	\$5.00	\$630.00

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)

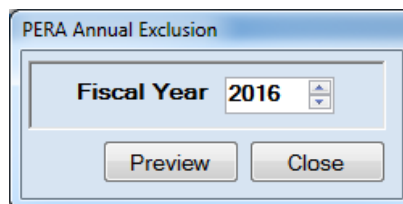
Sample Other Deductions Account Distribution Report

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

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.

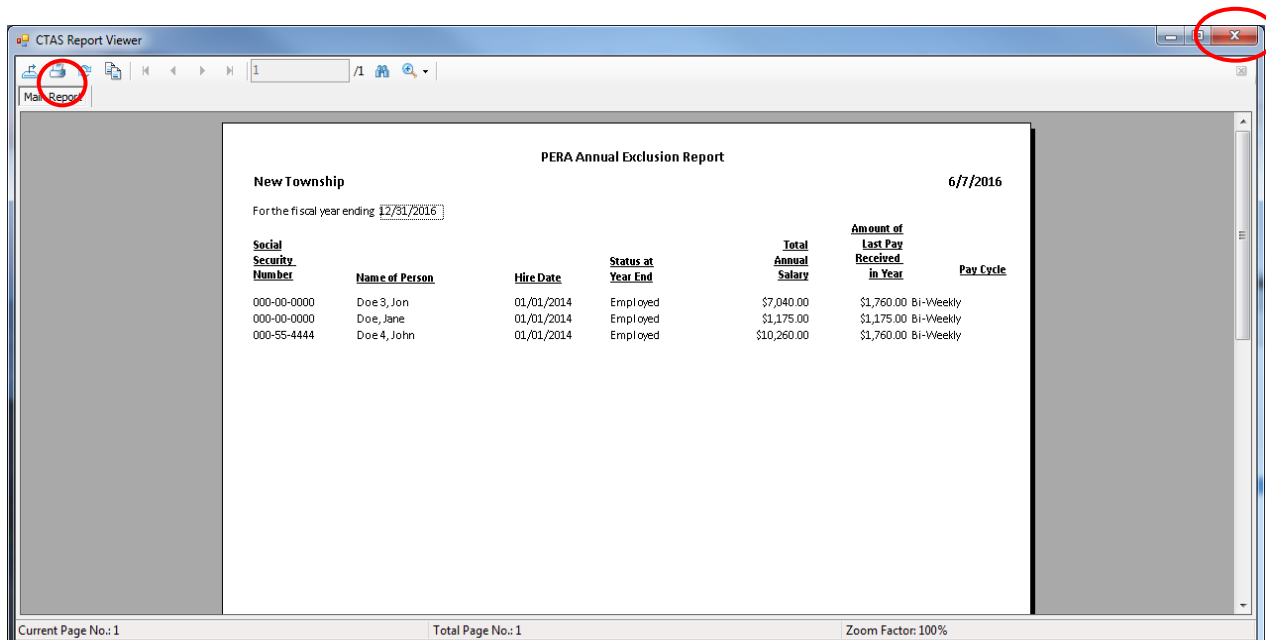
To print the PERA Annual Exclusion Report, highlight PERA Annual Exclusion on the Payroll (Year to Date) screen (see [page 14-1](#)) and click the Run button. The following screen appears.



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)

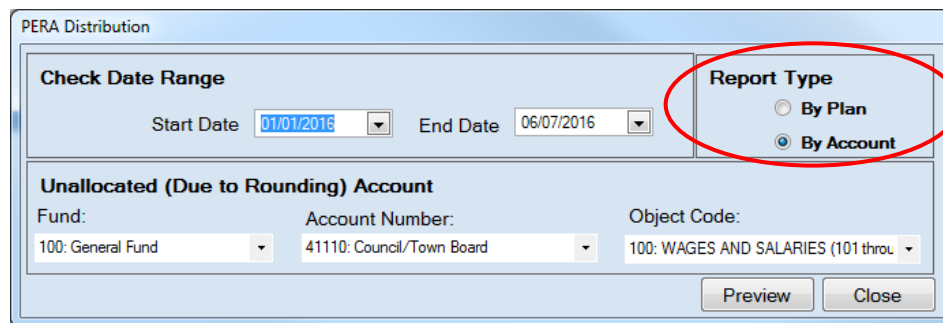
Sample PERA Annual Exclusion Report

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
		Account Total	\$486.00	\$710.00	\$0.00	\$710.00	\$1,196.00
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
		Account Total	\$300.00	\$1,004.00	\$764.00	\$1,768.00	\$2,068.00
100-41510-101	5	Doe 2, Jane	\$160.00	\$160.00	\$0.00	\$160.00	\$320.00
		Account Total	\$160.00	\$160.00	\$0.00	\$160.00	\$320.00
201-43121-101	7	Doe 5, John	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
		Account Total	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
201-43122-101	7	Doe 5, John	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
		Account Total	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
100-41110-100		Unallocated (Due to Rounding)	(\$0.01)	-\$0.01	\$0.00	-\$0.01	(\$0.02)
		Total For Period	\$1,031.25	\$1,959.25	\$764.00	\$2,723.25	\$3,754.50

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
		Account Total	\$486.00	\$710.00	\$0.00	\$710.00	\$1,196.00
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
		Account Total	\$300.00	\$1,004.00	\$764.00	\$1,768.00	\$2,068.00
100-41510-101	5	Doe2, Jane	\$160.00	\$160.00	\$0.00	\$160.00	\$320.00
		Account Total	\$160.00	\$160.00	\$0.00	\$160.00	\$320.00
201-43121-101	7	Doe5, John	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
		Account Total	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
201-43122-101	7	Doe5, John	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
		Account Total	\$42.63	\$42.63	\$0.00	\$42.63	\$85.26
100-41110-100		Unallocated(Due to Rounding)	(\$0.01)	-\$0.01	\$0.00	-\$0.01	(\$0.02)
		Total For Period	\$1,031.25	\$1,959.25	\$764.00	\$2,723.25	\$3,754.50

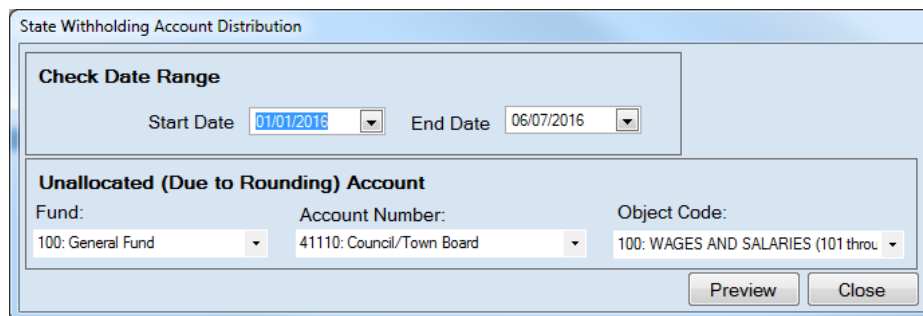
Sample PERA Distribution Report - by Plan

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	Total	Gross Wages
PERA	2	Doe, John	\$486.00	\$710.00	\$0.00	\$710.00	\$1,196.00	\$7,100.00
		Doe2, John	\$300.00	\$300.00	\$60.00	\$360.00	\$660.00	\$6,000.00
		Plan Total	\$786.00	\$1,010.00	\$60.00	\$1,070.00	\$1,856.00	\$13,100.00
	3	Doe3, Jon	\$0.00	\$704.00	\$704.00	\$1,408.00	\$1,408.00	\$7,040.00
		Plan Total	\$0.00	\$704.00	\$704.00	\$1,408.00	\$1,408.00	\$7,040.00
PERA	6	Doe2, Jane	\$160.00	\$160.00	\$0.00	\$160.00	\$320.00	\$1,600.00
	22	Doe5, John	\$85.26	\$85.26	\$0.00	\$85.26	\$170.52	\$1,550.00
		Plan Total	\$245.26	\$245.26	\$0.00	\$245.26	\$490.52	\$3,150.00
		Total For Period	\$1,031.26	\$1,959.26	\$764.00	\$2,723.26	\$3,754.52	\$23,290.00

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

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 State Withholding Account Distribution screen.

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

Sample State Withholding Account Distribution Report

New Township		State Withholding Account Distribution		6/7/2016
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
			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

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.

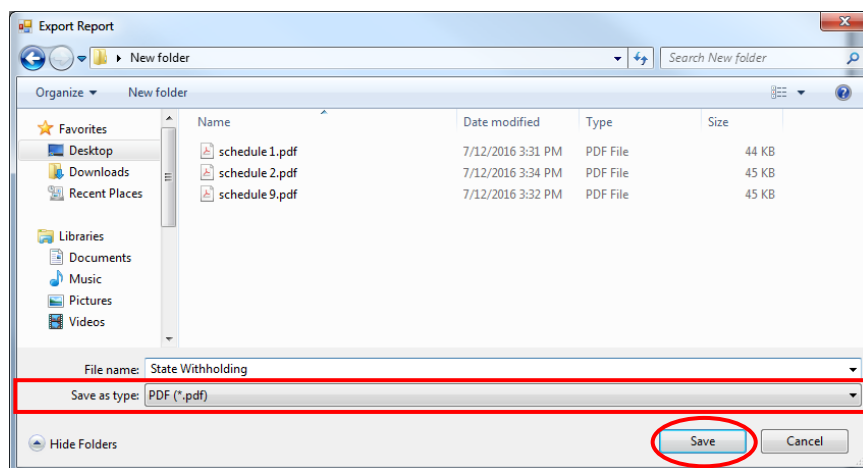
To convert a report to a PDF file, click the Export report icon (circled) on the Report Viewer screen. For our example, we will use the State Withholding Account Distribution Report.

The screenshot shows a window titled "CTAS Report Viewer" with a toolbar at the top. The first icon on the left is circled in red. The main content area displays a report titled "New Township State Withholding Account Distribution" dated "6/7/2016". The report is for the period "1/1/2016 To 6/7/2016". It contains a table with columns for Account #, Employee #, Employee Name, and Amount. The table lists several accounts and employees, with "Account Total" values for each group. The total for the period is \$1,245.64. The status bar at the bottom shows "Current Page No.: 1", "Total Page No.: 1", and "Zoom Factor: 125%".

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	

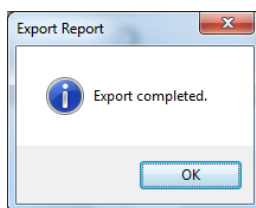
Payroll Reports: Creating a PDF Version of a Report (continued)

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.

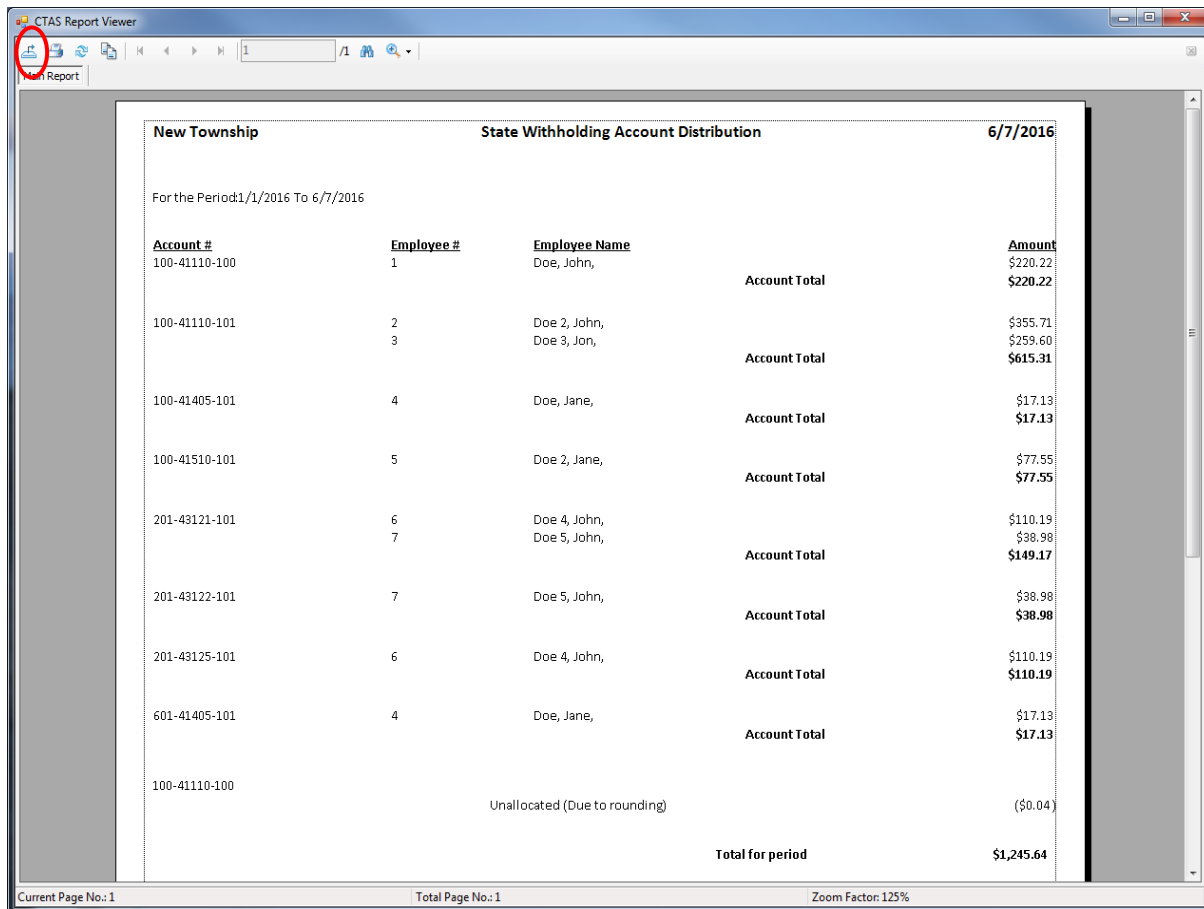
To view the file:

- 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

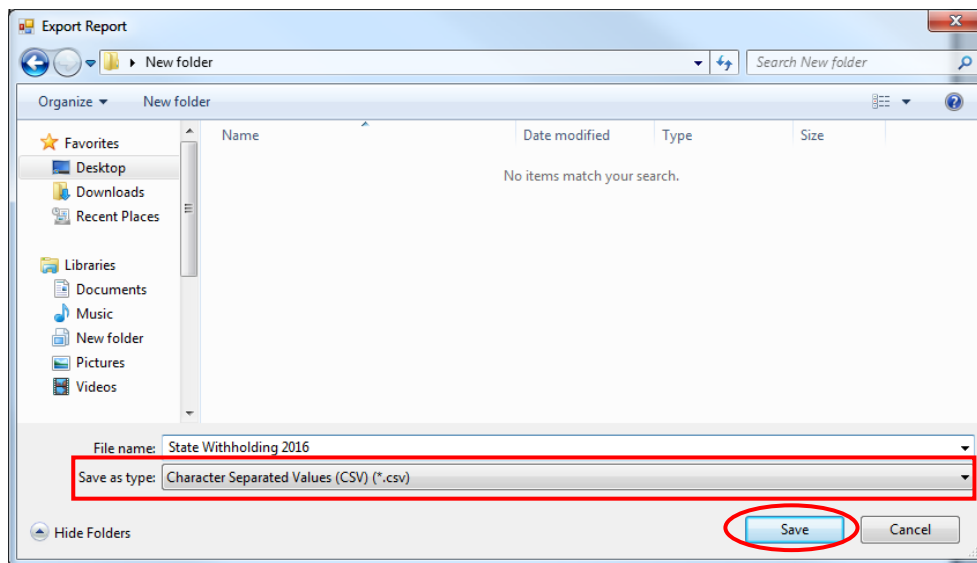
CTAS allows you to export your data to a CSV file. The CSV ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

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.



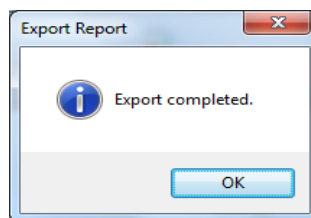
Payroll Reports: Exporting a Report to a CSV File (continued)

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.