



## **QuickStart Guide**

### **Perform Payroll**

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ARKONA QuickStart Guide

*Use this QuickStart Guide to learn the basics about performing a payroll.*

### 1. Start a payroll batch.

- a. Take option **1=Perform Payroll** from the Payroll & Personnel Management menu to display the open payroll batch.
  - If no batch is open, the Payroll Batch window displays.

### 2. Select the payroll dates.

- a. Enter the dates without slashes.
  - The payroll expenses will be applied to the general ledger on the pay period ending date.
  - The payroll liabilities will accrue on the payroll check date.
  - If the ending date and check date are in different months, the following accounting transactions occur:
    1. An offset to the expenses is posted in the month of the pay period ending date and to the Accrued Payroll Month-end Clearing Account assigned in the Payroll Customization area of the Payroll & Personnel Management Application Environment.
    2. A debit is posted to the same account in the month of the payroll check date to clear the Accrued Payroll Month-end Clearing Account and offset the liabilities.

### 3. Open a payroll batch.

- a. Position to the Selection fields and key in the Pay Class, Pay Period, and/or Department codes;
- b. Or hit F4 to display the Employee Display Selection window and take option **1=Select** by employee class, pay period type, and/or department you want to include in this payroll and press [ENTER] to save.
- c. Give the payroll a description if desired and press [ENTER] to create the batch.
- d. Take option **1=Select** by the new batch to enter.

### 4. Print a Payroll Entry Worksheet if desired.

- The Payroll Entry Worksheet is a report that lets you manually accumulate the hours, commissions, and other pay for each employee onto one report to facilitate payroll entry.
- a. Use function **F7=Print** to display the Select Reports window.

- b. Take option **1=Select** by Payroll Entry Worksheet to display Printer Selection window.
- c. Press [ENTER] to display the Select Employees window.
- d. Hit F4 on each of the selection fields and take option **1=Select** by the ones you want to include and press [ENTER] to print.

**5. Select the sequence that you want to enter the payroll in.**

- a. Use function **F13=Sort** to display the Sort By window and take option **1=Select** by the sort criteria.

**6. Create a check for an employee.**

- a. Take option **1=Select** by an employee to display the Payroll Entry screen.
  - For salaried employees: you can't change their base pay rate.
  - For commissioned employees: enter the amount of their base commission in the Rate field.
  - For hourly employees: enter the amount of their regular and overtime hours, etc.
- b. Add any other pay.
  1. Hit F4 on the Code field under Other Pay and take option **1=Select** by the pay code you want to use; or just key in the pay code if you know it.
  2. Enter the amount of the other pay.
  3. Enter an override expense account for other pay if you don't want the expenses to be distributed like the regular pay.
  4. Press [ENTER] to recalculate the net pay.
- c. Add any additional deductions.
  1. Hit F4 on the Code field under Deductions and take option **1=Select** by the deduction code you want to use; or just key in the deduction code if you know it.
  2. Enter the amount of the deduction.
    - a. If the deduction is a percent of gross pay, put a Y in the % column.
  3. Enter an override liability account for the deduction code if you don't want to credit the account the deduction code normally posts to.
- d. Press [ENTER] to save the check.

**7. Repeat step 6 for each employee that will receive a check.**

**8. Print a Payroll Distribution Report and verify accounting transactions.**

- This step is very important for new users.
  - Once you have consistently applied payrolls without accounting errors you can skip this step because a distribution report automatically prints when the payroll is applied.
- b. Use function **F7=Print** to display the Select Reports window.
- c. Take option **1=Select** by Distribution Report to display the Printer Selection window and press [ENTER] to print.
- Check the payroll dates, the individual accounting for each employee, and the tax and accounting summary at the bottom.
  - The more common errors fall into one of three areas:
    1. Incorrect or invalid liability or expense accounts:
      - a. Tax liability accounts are pulled from the Federal & Accounting Setup screen in the Payroll System Preferences area of the Payroll & Personnel Management Application Environment.
      - b. Expense accounts are pulled from the distribution code of the employee with the error.
    2. Invalid control number on the accounts receivable entry.
      - a. Verify the employee number exists as an A/R Charge Customer or that the correct A/R charge customer number for the employee is entered on the employee master record.
    3. Incorrect amount of taxes.
      - a. Typically a rate is entered in the setup with the decimal in the wrong position.

**9. Print the checks and post the payroll.**

- a. Use function **F7=Print** to display the Select Reports screen.
- b. Take option **1=Select** by Paychecks/Payroll Post to validate the accounting and display the Payroll Check Print and Posting window.
- c. Use function **F8=Print/Post Checks** to print the checks.
- d. Verify that the checks printed correctly and respond to the prompt.
- Type N to be prompted to reprint the checks
  - Type Y to close and post the payroll.