ARKONA®

Setup Guide

Flag Time Import

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Use this Setup Guide to learn how to prepare your Payroll and Service Department applications to import flag time into payroll and automatically reconcile work in process.

1. Add technician payroll employee number to technician record and verify pay rate.

a. Take option **50=Application Environment** from the Service Department menu and take option **1=Select** by Technicians.

b. Take option **2=Change** by the technician record and [TAB] to the Payroll Emp Number field.

c. Key in the technician's payroll employee number and hit [FIELD EXIT].

d. Verify that the pay rate in the Labor Rate A field matches the technician's hourly rate on the employee master.

- Do not use the flag time import feature if the technician is paid at different labor rates for different types of work.

e. Press [ENTER] twice to save.

f. Repeat steps 1b – 1d for each technician you want to import flag time for.

2. Employee A/R numbers must be the same as their tech employee payroll number.

a. Take option **40=Employees** from the Payroll and Personnel Management menu and position to the employee name.

b. Take option **2=Change** by the employee name to display the Payroll Mater – Employee Demographics screen.

c. Check the value in the A/R Customer # field; it should be the same as their technician payroll employee number.

- The A/R Customer # field will only have a value if the employee A/R number is different than their payroll number.
- The best thing to do is to make sure that employee payroll number and the employee A/R number are the same. There are a couple ways to go about this:
    1. You can add a vendor/customer record without a system-generated number and make it match the payroll number.
    2. You can change an employee number in payroll using function **10=Change Employee #** from the Employee Master screen.

3. You can merge vendors/customers in the General Ledger using function **F14=Delete** on the Charge Customer screen.

3. Verify the distribution code for the technician points to labor-in-process.

a. Take option **50=Application Environment** from the Payroll and Personnel Management menu and take option **1=Select** by Payroll Distribution Codes.

b. Take option **2=Gross Exp** by the technician's distribution code and press [ENTER] to display the payroll salary expense accounts.

- Verify that the salary expense account is the labor-in-process account and press [ENTER].

c. Repeat steps 2b – 2c for each distribution code assigned to a salesperson.

4. Change the settings on the labor in process account.

a. Take option **45=Chart of Accounts** from the General Ledger menu and position to the labor in process account.

- The labor in process account is the account you use as the offset to the cost of sale for the labor sale.

b. Take option **2=Change** by the account to display the general ledger account record.

c. Position to the Controlled By* field and hit F4.

d. Take option **1=Select** by Employee Number and press [ENTER] to save.

e. Verify that Reconcile Detail = Y and press [ENTER] to save.

- If Reconcile Detail = N you must call ARKONA Customer Support and have setting changed prior to applying your first payroll with imported flag time transactions.