



Acumatica

The Cloud ERP

L100 Payroll Implementation and Processing

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Timing and Agenda

September 9, 2024 -10:00-11:30 AM PT

Day 1

Lesson 1: Payroll Basic Configuration

Lesson 2: Setting Up Payment Methods

Lesson 3: Configuring Time Tracking

Lesson 4: Creating Shift Codes

Lesson 5: Creating Work Locations

Lesson 6: Setting Up Taxes

Lesson 7: Defining Earning Types

Lesson 8: Creating Workers' Compensation Codes

September 10, 2024 -10:00-11:30 AM PT

Day 2

Lesson 9: Creating Deduction and Benefit Codes

Lesson 10: Creating Unions

Lesson 11: Configuring Certified Projects

Lesson 12: Configuring Overtime Rules

Lesson 13: Defining Pay Groups, Payroll Calendars, and Pay Periods

Lesson 14: Configuring Government Reporting

Lesson 15: Creating Employee Payroll Classes

Timing and Agenda

September 11, 2024 -10:00-11:30 AM PT

Day 3

Lesson 16: Configuring Paid Time Off

Lesson 17: Specifying Employee Payroll Settings

Lesson 18: Updating Employee Payroll Settings

Lesson 19: Updating Taxes

Lesson 20: Entering Employee Time

Lesson 21: Processing Payroll Batches

September 12, 2024 -10:00-11:30 AM PT

Day 4

Lesson 22: Calculating Paychecks

Lesson 23: Processing Payments

Lesson 24: Creating Liability Bills

Lesson 25: Correcting Payroll Documents

Lesson 26: Preparing Government Reports

Lesson 27: Terminating Employment



Day 1



Company Structure

The SweetLife Fruits & Jams company is a midsize company located in New York City. The company consists of the following branches:

- **SweetLife Head Office and Wholesale Center:** This branch of the company consists of a jam factory and a large warehouse where the company stores fruit (purchased from wholesale vendors) and the jam it produces. Warehouse workers perform warehouse operations by using barcode scanners or mobile devices with barcode scanning support.
- **SweetLife Store:** This branch has a retail shop with a small warehouse to which the goods to be sold are distributed from the company's main warehouse. This branch is also planning on selling goods via a website created on an e-commerce platform to accept orders online. The e-commerce integration project is underway.
- **SweetLife Service and Equipment Sales Center:** This branch is a service center with a small warehouse where juicers are stored. This branch assembles, sells, installs, and services juicers, in addition to training customers' employees to operate juicers.

Operational Activity

The company has been operating starting in the 01-2023 financial period. In November 2023, the company started using Acumatica ERP as an ERP and CRM system and migrated all data of the main office and retail store to Acumatica ERP. The equipment center has begun its operations in 01-2024 in response to the company's growth.

The base currency of the company and its subsidiaries is the US dollar (USD). All amounts in documents and reports are expressed in US dollars unless otherwise indicated.

SweetLife Company Sales and Services

Each SweetLife company's branch has its own business processes, as follows:

- **SweetLife Head Office and Wholesale Center:** In this branch, jams and fruit are sold to wholesale customers, such as restaurants and cafes. The company also conducts home canning training at the customer's location and webinars on the company's website.
- **SweetLife Store:** In the store, retail customers purchase fresh fruit, berries, and jams, or pick up the goods they have ordered on the website. Some of the goods listed in the website catalog are not stored in the retail warehouse, such as tropical fruits (which are purchased on demand) and tea (which is drop-shipped from a third-party vendor).
- **SweetLife Service and Equipment Sales Center:** This branch assembles juicers, sells juicers, provides training on equipment use, and offers equipment installation, including site review and maintenance services. The branch performs short-term service provision.

The company has local and international customers. The ordered items are delivered by drivers using the company's own vehicle. Customers can pay for orders by using various payment methods (cash, checks, or credit cards).

Company Purchases

The company purchases fruits and spices from large fruit vendors for sale and for jam production. For producing jams and packing jams and fruits, the company purchases jars, labels, and paper bags from various vendors. For the internal needs of the main office and store, the company purchases stationery (printing paper, pens, and pencils), computers, and computer accessories from various vendors.

The company also purchases juicers and juicer parts from large juicer vendors, and it either purchases the installation service for the juicers or provides the installation service on its own, depending on the complexity of the installation.



Part 1: Payroll Implementation

Lesson 1: Payroll Basic Configuration

Learning Objectives

In this lesson, you will learn how to do the following:

- Review the tasks that must be done for the initial configuration of an Acumatica ERP instance
- Enable the necessary feature
- Create numbering sequences for the payroll entities
- Specify payroll preferences

Payroll Implementation Prerequisites

Finance

- Chart of Accounts
 - Earnings
 - Deductions
 - Benefits
 - Taxes
- Subaccounts
- Financial Calendar

Configuration

- Configuration>Preferences
 - Employee Classes
 - Work Calendar
- Configuration>Organization
 - Departments
 - Employees

Payables

- Accounts Payable Preferences
- Vendors
 - Payroll tax agencies
 - Unions
 - Payroll benefits/deductions

Payroll Basic Configuration: Implementation Activity

Story

Suppose that you, as an implementation manager, need to specify the minimum settings that are required to start using the payroll functionality in the system.

Payroll Preferences – Numbering Sequence Information

- **Batch Numbering Sequence: BATCHPR**
 - (GL Batch Reference Number)
- **Transaction Numbering Sequence: PRTRANSAC**
 - (Paycheck Reference Number)
- **Payroll Batch Numbering Sequence: PRBATCH**
 - (Payroll Batch Reference Number)
- **PTO Adjustment Numbering Sequence: PRPTOAdj**
 - (PTO Adjustment Reference Number)

Payroll Preferences - Transaction Date Exception

- Calendar that can be used in conjunction with pay calendars to determine pay dates
- US Holidays are predefined for US payroll
- Dates can be added or removed for holidays
- When creating pay calendars (lesson 13) there is an option to choose to have pay dates the day before or after the transaction date exception

Payroll Preferences

GENERAL TRANSACTION DATE EXCEPTIONS

Transaction Date Cannot Be on Weekend

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* Date	Day of Week	* Description
1/1/2024	Monday	New Year's Day
1/15/2024	Monday	Martin Luther King Jr.'s Birthday
2/19/2024	Monday	Washington's Birthday
5/27/2024	Monday	Memorial Day
7/4/2024	Thursday	Independence Day
9/2/2024	Monday	Labor Day
10/14/2024	Monday	Columbus Day
11/11/2024	Monday	Veterans Day
11/28/2024	Thursday	Thanksgiving Day
12/25/2024	Wednesday	Christmas Day

Lesson 2: Setting Up Payment Methods

Learning Objectives

In this lesson, you will learn how to do the following:

- Set up predefined payment methods and cash accounts for use in payroll
- Define a direct deposit payment method

Payment Methods: To Set Up a Payment Method for Use in Payroll

Story

Suppose that some of the organization's employees should receive printed checks as their payments. Acting as the system administrator, you need to set up the CHECK payment method, which is a predefined method, for use in payroll.

Payment Methods: To Define a Direct Deposit Payment Method

Story

Suppose that some of the organization's employees should receive direct deposits. Acting as the system administrator, you need to define a new payment method that will be used in payroll for direct deposit payments.

Lesson 3: Configuring Time Tracking

Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare the system for the configuration of time tracking
- Enable the needed system features
- Specify the minimum required configuration so that time activities and time cards can be used to track employee time

Time Tracking: Implementation Activity

Story

Suppose that you, as an administrative user of the SweetLife Fruits & Jams company, are configuring payroll. The manager of the company has decided to track time that employees spend on their work activities and calculate paychecks based on this information.

You must configure the basic time tracking configuration.

Lesson 4: Creating Shift Codes

Learning Objectives

In this lesson, you will learn how to do the following:

- Enable shift differentials in the system
- Create shift codes
- Enter work shift information in time activities and payroll documents

Shift Codes: Implementation Activity

Story

Suppose that some employees of the SweetLife company may work regular hours, graveyard shifts, or weekend shifts. Employee pay rate is increased by \$5 for graveyard shifts or by 50% for weekend shifts. Acting as an administrator, you need to define shift differentials for work outside regular hours.

Shift Codes

Shift codes can be used in the Shift Code column on the following forms:

- Employee Time Activities (EP307000)
- Weekly Crew Time Entry (EP307100), on the Time Activities tab
- Employee Time Card (EP305000), on the Summary and Details tabs
- Payroll Batches (PR301000), on the Earning tab and in the Employee Earning Details dialog box
- Paychecks and Adjustments (PR302000), on the Earning tab

A default can also be set at the Employee Settings level which will auto populate a shift code for each new time activity.

Lesson 5: Creating Work Locations

Learning Objectives

In this lesson, you will learn how to create a work location.

Work Locations: Implementation Activity

Story

Suppose that the SweetLife company needs to keep track of the work associated with its head office. Acting as an administrator, you need to create a work location that corresponds to the Head Office branch of SweetLife Fruits & Jams.

Work Locations -

- Work locations – can default in from project or employee
- Multiple work locations in one area, think generic (state, county, and/or local jurisdiction)
- States with Local Taxes as of 2024: AL, CA, CO, DE, IA, IN, KY, MD, MI, MO, NJ, NY, OH, OR, PA, WV

Lesson 6: Setting Up Taxes

Learning Objectives

In this lesson, you will learn how to create payroll-related taxes and assign the appropriate taxes to employees based on their work location or address.

Taxes: Implementation Activity

Story

Suppose that you as a system administrator need to create all necessary tax codes related to the work locations stored in the system.

Lesson 7: Defining Earning Types

Learning Objectives

This lesson provides information about earning types in Acumatica ERP. You will learn how you can handle earning type codes in payroll.

Earning Types: Implementation Activity

Story

Suppose that in addition to the predefined earning types for regular work hours, overtime, public holidays, and vacations, the SweetLife company is going to use earning type codes for bonuses, double time, personal time, and tips. Also, the predefined code for vacations will be used to accrue paid time off, so its default settings need to be updated correspondingly. Acting as a system administrator, you need to create and define the needed earning type codes.

Lesson 8: Creating Workers' Compensation Codes

Learning Objectives

In this lesson, you will learn how to create workers' compensation codes.

Workers' Compensation Codes: Implementation Activity

Story

Suppose that the SweetLife company is going to calculate workers' compensation in paychecks. Acting as a system administrator, you need to create the following WCC codes: 8742 (Salespersons), 8810 (Clerical Work), 5606 (Project Manager), 8292 (Warehousing), and 5437 (Installation).



Day 2

Lesson 9: Creating Deduction and Benefit Codes

Learning Objectives

In this lesson, you will learn how to do the following:

- Create deduction and benefit codes
- Specify whether the created code is an employee deduction, an employer contribution, or both
- Specify a source entity with which the code can be used
- Specify how deductions or benefits should be calculated
- Specify what earning types may be used in the calculation of deductions and benefits
- Specify which payroll items may increase or decrease the applicable wage, if applicable

Deduction and Benefit Codes: Implementation Activity

Story

Suppose that the SweetLife company needs to calculate the following deductions and benefits:

- 401(k) retirement plan, which has an employee deduction part and an employer contribution part
- Overdue child support deductions
- Workers' compensation for the New York state where the company is located
- Union dues

Acting as a system administrator, you need to create and define the needed deduction and benefit codes.

Lesson 10: Creating Unions

Learning Objectives

In this lesson, you will learn how to create a union and define specific earning rates within the union. Also, you will link deductions and benefits with the union.

Unions: Implementation Activity

Story

Suppose that some employees in your company are part of a union. Your company will have to make sure it is paying the rate agreed in the collective agreement and withhold the union dues from the employees. Acting as a system administrator, you need to create a union record for the New York State Laborers' Union and define the earning rates.

Lesson 11: Configuring Certified Projects

Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare the system for the configuration of certified projects
- Set up certified projects
- Specify relevant deductions and benefits
- Configure fringe benefits
- Configure certified reporting

Lesson 12: Configuring Overtime Rules

Learning Objectives

In this lesson, you will learn how to configure overtime rules and apply these rules to the calculation of paychecks.

Overtime Rules: Implementation Activity

Story

Suppose that the SweetLife company wants to use the following overtime rules:

- If an employee works over eight hours (but less than 10 hours) on any day, the overtime pay rate should be calculated based on the OT (Overtime) earning type.
- If an employee works over 10 hours on any day, the overtime pay rate should be calculated based on the DT (Double Time) earning type.

Acting as a system administrator, you need to configure the needed overtime rules.

Lesson 13: Defining Pay Groups, Payroll Calendars, and Pay Periods

Learning Objectives

In this lesson, you will learn how to do the following:

- Create pay groups
- Configure payroll calendars for pay groups
- Generate pay periods

Pay Groups, Payroll Calendars, and Pay Periods: Implementation Activity

Story

Suppose that the SweetLife company is going to use the following pay period schedule:

- Hourly employees are to be paid on a weekly basis.
- Salaried employees are to be paid once a month.

Acting as a system administrator, you need to create two pay groups—one for hourly employees and one for monthly employees, and then prepare a pay period schedule by configuring payroll calendars and generating pay periods for these pay groups.

Lesson 14: Configuring Government Reporting

Learning Objectives

In this lesson, you will learn how to configure the system to enable government reporting through Aatrix.

Government Reporting: Implementation Activity

Story

Suppose that the SweetLife company wants to electronically file federal and state forms to the appropriate government body. Acting as a system administrator, you need to set up the system and enroll for Aatrix to enable the government reporting functionality.

Lesson 15: Creating Employee Payroll Classes

Learning Objectives

In this lesson, you will learn how to do the following:

- Create a new employee payroll class
- Specify class settings that will be used as default settings for new employees of the class

Employee Payroll Classes: Implementation Activity

Story

Suppose that the SweetLife company employs the following types of employees: salaried, who are paid once a month, and hourly, who are paid on a weekly basis and whose overtime is calculated additionally. Each of these types has specific characteristics that should be reflected in the settings of the employees and, eventually, in their paychecks. Acting as a system administrator, you need to create and set up the needed employee payroll classes.



Day 3



SAM
Acumatica Customer

Lesson 16: Configuring Paid Time Off

Learning Objectives

In this lesson, you will learn how to create PTO banks and link them with individual employees.

Paid Time Off: Implementation Activity

Story

Suppose that in the SweetLife company, paid time off can be accrued and used for employees' personal time and vacation. Acting as a system administrator, you need to create corresponding PTO banks.

Lesson 17: Specifying Employee Payroll Settings

Learning Objectives

In this lesson, you will learn how to do the following:

- Create a payroll employee record linked with an employee
- Specify necessary payroll settings for payroll employees
- Update taxes to take into account the employee addresses specified for payroll employee records

Employee Payroll Settings: Implementation Activity

Story

Suppose that a payroll employee record should be created for Anna Johnson, an accountant in the SweetLife company, and the relative taxes, earnings, and other payroll settings need to be specified for this employee so that the necessary deductions and benefits are included in the paycheck calculation.



Part 2: Payroll Processes

Lesson 18: Updating Employee Payroll Settings

Learning Objectives

In this lesson, you will learn how to update employee payroll settings.

Employee Payroll Settings: To Update Employee Payroll Settings

Story

Suppose that on January 01, 2020, one of the company's employees (Hanna Gimmet) has been relocated from Virginia to Washington and assigned an hourly wage of \$45 per hour instead of monthly salary. The PTO policy for sick time has changed as well. Now PTO bank for sick time includes 24 hours of the paid off time each year. Acting as the payroll manager, you need to update the payroll settings of the employee.

Lesson 19: Updating Taxes

Learning Objectives

In this lesson, you will learn how to do the following:

- Load most recent tax information from the tax engine
- Assign appropriate taxes to employees

Updating Taxes: Process Activity

Story

Suppose that an employee has relocated to the company's office in a different state. Acting as the payroll manager, you need to make sure that the tax information related to this employee is up to date so that all necessary taxes are calculated correctly during the next pay run.

Figure: Washington taxes added for the employee

Employee Payroll Settings
GIMMETHANN - Hanna Gimmet

NOTES FILES TOOLS

EDIT EMPLOYEE RECORD

* Employee ID: GIMMETHANN - Hanna Gimmet Active
Employee Name: Hanna Gimmet

GENERAL EMPLOYMENT HISTORY TAX SETTINGS TAXES COMPENSATION DEDUCTIONS AND BENEFITS

IMPORT TAXES

Tax Code	Name	Active
> ER FICA	Employer FICA Tax	<input checked="" type="checkbox"/>
ER FUTA	Federal Unemployment Tax	<input checked="" type="checkbox"/>
ER MEDI	Employer Medicare Tax	<input checked="" type="checkbox"/>
FICA	FICA	<input checked="" type="checkbox"/>
! FIT	Federal Income Tax	<input checked="" type="checkbox"/>
MEDI	Medicare	<input checked="" type="checkbox"/>
MEDI2	Additional Medicare	<input checked="" type="checkbox"/>
VA ER SUTA	Virginia State Unemployment Tax	<input checked="" type="checkbox"/>
VA SIT	Virginia State Tax	<input checked="" type="checkbox"/>
! WA ER FLI	Washington Paid Family & Medical Leave - E...	<input checked="" type="checkbox"/>
! WA ER SDI	Washington Industrial Insurance - Employer	<input checked="" type="checkbox"/>
! WA ER SUTA	Washington State Unemployment Tax	<input checked="" type="checkbox"/>
! WA ER SUTA SC	Washington Rate Class 1 Thru 40 Employmen...	<input checked="" type="checkbox"/>
! WA FLI	Washington Paid Family & Medical Leave	<input checked="" type="checkbox"/>
! WA LTI	Washington Long-Term Care Insurance	<input checked="" type="checkbox"/>
! WA SDI	Washington Industrial Insurance	<input checked="" type="checkbox"/>

Tax Settings

Name

Is Exempted

Lesson 20: Entering Employee Time

Learning Objectives

In this lesson, you will learn how to do the following:

- Create multiple identical time activities for members of a crew
- Release time activities

Employee Time Entry: Process Activity

Story

Suppose that during the last four days of the year 2020, a crew of four construction workers performed some site work related to the construction of an Italian restaurant, which is a long-term project in your organization. One of the workers worked night shift. Acting as a project supervisor, you need to report the time worked for the entire crew.

Figure: Completed time activities for the construction crew

Weekly Crew Time Entry TOO

COMPLETE ACTIVITIES

* Workgroup:
 Project:
REGULAR OVERTIME TOTAL

Week:
 Project Task:
 Time:

Day:
 Billable:

TIME ACTIVITIES CREW MEMBERS

ENTER BULK TIME
COPY SELECTED LINE
LOAD ACTIVITIES FROM PREVIOUS WEEK

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hold	Employee	Employee Name	Status	*Date	*Time	*Earning Type	Task	*Project	Project Task	Labor Item	Shift Code	Time Spent	Billable	Billable Time	*Summary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PANGERVICT	Victor Panger	Completed	12/28/2020	12:00 AM	RG		CSTRREST	02	SUPERINT...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PANGERVICT	Victor Panger	Completed	12/30/2020	12:00 AM	RG		CSTRREST	02	SUPERINT...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PANGERVICT	Victor Panger	Completed	12/29/2020	12:00 AM	RG		CSTRREST	02	SUPERINT...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PANGERVICT	Victor Panger	Completed	12/31/2020	12:00 AM	RG		CSTRREST	02	SUPERINT...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HANSONJOE	Joe Hanson	Completed	12/28/2020	12:00 AM	RG		CSTRREST	02	JOURNEY...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HANSONJOE	Joe Hanson	Completed	12/30/2020	12:00 AM	RG		CSTRREST	02	JOURNEY...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HANSONJOE	Joe Hanson	Completed	12/29/2020	12:00 AM	RG		CSTRREST	02	JOURNEY...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		HANSONJOE	Joe Hanson	Completed	12/31/2020	12:00 AM	RG		CSTRREST	02	JOURNEY...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GIMMETHANN	Hanna Gimmet	Completed	12/30/2020	12:00 AM	RG		CSTRREST	02	FOREMAN	NIGHT	08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GIMMETHANN	Hanna Gimmet	Completed	12/28/2020	12:00 AM	RG		CSTRREST	02	FOREMAN	NIGHT	08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GIMMETHANN	Hanna Gimmet	Completed	12/31/2020	12:00 AM	RG		CSTRREST	02	FOREMAN	NIGHT	08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		GIMMETHANN	Hanna Gimmet	Completed	12/29/2020	12:00 AM	RG		CSTRREST	02	FOREMAN	NIGHT	08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SANTANADIE	Diego Santana	Completed	12/31/2020	12:00 AM	RG		CSTRREST	02	APPRENTI...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SANTANADIE	Diego Santana	Completed	12/30/2020	12:00 AM	RG		CSTRREST	02	APPRENTI...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SANTANADIE	Diego Santana	Completed	12/28/2020	12:00 AM	RG		CSTRREST	02	APPRENTI...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SANTANADIE	Diego Santana	Completed	12/29/2020	12:00 AM	RG		CSTRREST	02	APPRENTI...		08:00	<input checked="" type="checkbox"/>	08:00	Construction site work

Lesson 21: Processing Payroll Batches

Learning Objectives

In this lesson, you will learn how to do the following:

- Create payroll batches
- Add earning details about employees and their time activities to a payroll batch
- Import time activities from a file
- Release payroll batches

Payroll Batches: Process Activity

Story

Suppose that you as a payroll manager need to generate paychecks for the first week of the year 2021 for a group of construction workers who are paid on a weekly basis.

Figure: Payroll batch with time information for construction crew

Payroll Batches

000069 - CSTRWEEKLY - 01-2021

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Batch ID:	000069	Pay Period:	01-2021	Number of Employees:	8
Status:	Hold	Period Start:	12/27/2020	Total Hour Qty:	328.00
	<input checked="" type="checkbox"/> Hold	Period End:	1/2/2021	Total Earnings:	15,788.80
Payroll Type:	Regular	Transaction D...:	1/7/2021		
Pay Group:	CSTRWEEKLY	Description:			

EMPLOYEE EARNING DEDUCTIONS AND BENEFITS OVERTIME RULES

🔄 ✕ ADD BULK EMPLOYEES EMPLOYEE EARNING DETAILS |←| ☒

Employee	Employee Name	Hours	Rate	Amount	Paycheck Ref
HANSONJOE	Joe Hanson	32.00	45.00	1,440.00	
GIMMETHANN	Hanna Gimmet	32.00	50.00	1,600.00	
SANCHEZALE	Alex Sanchez	50.00	48.00	2,400.00	
REINSTEINT	Terry Reinstein	50.00	52.89	2,644.40	
FARRALLPAT	Pat Farrall	50.00	52.89	2,644.40	
SANTANADIE	Diego Santana	32.00	35.00	1,120.00	
KINLEARJOR	Jordan Kinlear	50.00	48.08	2,404.00	
PANGERVICT	Victor Panger	32.00	48.00	1,536.00	



Day 4

Saddleback Leather
Acumatica Customer

Lesson 22: Calculating Paychecks

Learning Objectives

In this lesson, you will learn how to calculate regular employee paychecks and how to update a previously calculated paycheck.

Paychecks: To Mass Calculate Paychecks

Story

Suppose that as a payroll manager you need to calculate newly created paychecks to prepare them for payment.

Paychecks: To Update a Calculated Paycheck

Story

Suppose that as a payroll manager you are reviewing newly created and calculated paychecks before you start further processing them. You realize that the paycheck for Hanna Gimmet misses information about deductions and benefits associated with unions. You need to add that information to the paycheck.

Figure: Calculated paycheck

Paychecks and Adjustments NOTES FILES

Regular 000465 - Hanna Gimmet

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Type: Regular	Employee: GIMMETHANN - Hanna Gimmet	Gross Pay: 1,600.00
Reference Nbr.: 000465	* Payment Method: DIRDEPOSIT - Direct deposits	Deductions: 159.60
Status: Pending Payment	* Cash Account: 10200 - Company Checking Account	Taxes: 379.98
<input type="checkbox"/> Hold	Period Start: 12/27/2020	Net Pay: 1,060.42
Pay Group: CSTRWEEKLY - Constr	Period End: 1/2/2021	
Pay Period: 01-2021	Transaction Date: 1/7/2021	
* Posting Period: 01-2021	Description:	

EARNING SUMMARY **DEDUCTIONS** TAXES PAID TIME OFF WORKERS' COMPENSATION UNION FINANCIAL

* Union	Labor Item	* Deduction Code	Deduction Calculation Method	Benefit Calculation Method	Applicable Regular Hours	Applicable Overtime Hours	Total Applicable Hours	Applicable Regular Wages	Applicable Overtime Wages	Total Applicable Wages	Deduction Amount	Benefit Amount
>	WDCL	DUES	Percent of Gross		32.00	0.00	32.00	1,600.00	0.00	1,600.00	41.60	0.00
	WDCL	HEALTHINSU...	Percent of Gross	Percent of Gross	32.00	0.00	32.00	1,600.00	0.00	1,600.00	32.00	32.00

Lesson 23: Processing Payments

Learning Objectives

In this lesson, you will learn how to create and process payment batches in payroll.

Payroll Payments: Process Activity

Story

Suppose that as a payroll manager you need to create direct deposit payments based on the calculated paychecks, submit the batch for the ACH processing, and finally pay the employees.

Figure: Closed payment batch

Payment Batch
000081 - Direct deposits - 3/23/2022

Reference Nbr.: Cash Account: 10200 - Company Checking A Batch Total: 10,462.33
 Status: Payment Method: DIRDEPOSIT
 Batch Date: 3/23/2022 Export Time: 3/23/2022 7:13 PM
 Description:

[BATCH DETAILS](#) [EXPORT HISTORY](#)

Doc. Type	Reference Nbr.	Status	Description	Employee	Pay Group	Pay Period	Amount
> REG	000464	Released	Paycheck for Joe Hanson - 01-2021	HANSONJOE	CSTRWEEKLY	01-2021	863.66
REG	000464	Released	Paycheck for Joe Hanson - 01-2021	HANSONJOE	CSTRWEEKLY	01-2021	95.96
REG	000465	Released	Paycheck for Hanna Gimmet - 01-2021	GIMMETHANN	CSTRWEEKLY	01-2021	954.38
REG	000465	Released	Paycheck for Hanna Gimmet - 01-2021	GIMMETHANN	CSTRWEEKLY	01-2021	106.04
REG	000466	Released	Paycheck for Alex Sanchez - 01-2021	SANCHEZALE	CSTRWEEKLY	01-2021	1,447.45
REG	000466	Released	Paycheck for Alex Sanchez - 01-2021	SANCHEZALE	CSTRWEEKLY	01-2021	160.83
REG	000467	Released	Paycheck for Terry Reinstein - 01-2021	REINSTEINT	CSTRWEEKLY	01-2021	1,522.13
REG	000467	Released	Paycheck for Terry Reinstein - 01-2021	REINSTEINT	CSTRWEEKLY	01-2021	169.13
REG	000468	Released	Paycheck for Pat Farrall - 01-2021	FARRALLPAT	CSTRWEEKLY	01-2021	1,522.13
REG	000468	Released	Paycheck for Pat Farrall - 01-2021	FARRALLPAT	CSTRWEEKLY	01-2021	169.13
REG	000469	Released	Paycheck for Diego Santana - 01-2021	SANTANADIE	CSTRWEEKLY	01-2021	682.23
REG	000469	Released	Paycheck for Diego Santana - 01-2021	SANTANADIE	CSTRWEEKLY	01-2021	75.80
REG	000470	Released	Paycheck for Jordan Kinlear - 01-2021	KINLEARJOR	CSTRWEEKLY	01-2021	1,549.13
REG	000470	Released	Paycheck for Jordan Kinlear - 01-2021	KINLEARJOR	CSTRWEEKLY	01-2021	172.13
REG	000471	Released	Paycheck for Victor Panger - 01-2021	PANGERVICT	CSTRWEEKLY	01-2021	874.98
REG	000471	Released	Paycheck for Victor Panger - 01-2021	PANGERVICT	CSTRWEEKLY	01-2021	97.22

Lesson 24: Creating Liability Bills

Learning Objectives

In this lesson, you will learn how to create accounts payable bills for payroll liabilities.

Liability Bills: Process Activity

Story

Suppose that you as a payroll manager need to pay for payroll liabilities, such as taxes and deductions. You need to create accounts payable bills for corresponding vendors.

Lesson 25: Correcting Payroll Documents

Learning Objectives

In this lesson, you will learn how to do the following:

- Void a paycheck and create a replacement paycheck
- Create an adjustment paycheck
- Create a PTO adjustment
- Reverse a liability bill
- Create a special paycheck

Corrections: To Void a Paycheck

Story

Suppose that you have released a paycheck with an incorrect rate specified in the earning details, so the employee has been underpaid. Acting as a payroll manager, you need to void that paycheck and create a replacement paycheck with the correct rate specified.

Corrections: To Create an Adjustment

Story

Suppose that you as a payroll manager made a mistake when creating a paycheck for one of the construction workers. You specified a wrong workers' compensation code in one earning detail line, and now you need to create an adjustment to correct that mistake. The line amount should stay the same after correction.

Corrections: To Reverse a Liability Bill

Story

Suppose that a payroll liability bill was released and paid to the WDCL union for Hanna Gimmet before she relocated to Washington and became involved with the union. Acting as the payroll manager, you need to reverse the corresponding payroll liability bill.

Figure: Debit adjustment created on release of a liability bill

Bills and Adjustments

Debit Adj. 002833 - Washington District Council of Laborers

NOTES ACTIVITIES FILES TOOLS

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Type:	Debit Adj.	Vendor:	WDCL - Washington District Council of Le	Detail Total:	62.60
Reference Nbr.:	002833	Location:	MAIN - Primary Location	Line Discounts:	0.00
Status:	Open	Currency:	USD 1.00 VIEW BASE	Document Discou...:	0.00
Date:	1/1/2020	Terms:		Retained Amount:	0.00
Post Period:	01-2020	Due Date:		Tax Total:	0.00
Vendor Ref.:	REG 000451	Cash Discount...:	<input type="checkbox"/> Pay by Line	With. Tax:	0.00
Description:	Payroll Liabilities			Amount:	62.60
				Balance:	62.60
				Cash Discount:	0.00

DETAILS FINANCIAL TAXES APPROVALS DISCOUNTS APPLICATIONS

LINK TO GL

Batch Nbr.: AP004313
Branch: PRODWHOLE - Products Wholesale
AP Account: 20000 - Accounts Payable
AP Subaccount: 000-000 - Default
Reclassification Account: 81020 - Reclassification account
Reclassification Subac...: 000-000 - Default
Original Document: 002827

ASSIGNED TO

Workgroup ID:
Owner: Nenad Pasic

DEFAULT PAYMENT INFO

Pay Separately
 Approved for Payment
Pay Date: 1/31/2020
* Payment Location: MAIN - Primary Location
Payment Method: CHECK - Check
Cash Account: 10200 - Company Checking A

TAX

Vendor Tax Zone:
Adjustment Nbr.:

VAT TOTALS

Taxable Total: 0.00
Tax Exempt Total: 0.00

Corrections: To Create a Special Paycheck

Story

Suppose that you have reversed a payroll liability bill that was mistakenly paid to the WDCL union for Hanna Gimmet before she relocated to the Washington state and became involved with the union. Now you need to create a special paycheck for the amount of the reversed bill to compensate for the union deductions.

Lesson 26: Preparing Government Reports

Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare Government Reports

Government Reporting

- **Requires Aatrix account**
 - [Aatrix eFile Center](#)
 - Enrolling does not obligate you to eFiling or any purchase with Aatrix.
- **Filter by Federal or State**
- **Select Form and you will be prompted to enter your Aatrix login**

Government Reporting

↶ VIEW HISTORY

Company/Branch:
 Show Only Federal Forms
State:
Reporting Period:

↻ | ⇄ | ✕

Form	Description	State
2023 1095/1094-B	[Annual] Use this to process 1095/1094-B Health Coverage Info...	FED
2023 1095/1094-C	[Annual] Use this to process 1095/1094-C Employer Provided H...	FED
2023 940 Report	[Annual] Employer's Annual Federal Unemployment (FUTA) Tax ...	FED
2023 943/943-A/943-V Reports	[Annual] Employer's Annual Federal Tax Return for Agricultural ...	FED
2023 944 Report	[Annual] Employer's Annual Federal Tax Return use this if the IR...	FED
2023 945/945-A/945-V Reports	[Annual] Annual Return of Federal Income Tax. Use this to repor...	FED
2023 W-2/W-3	[Annual] Use this form to process W-2s/W-3. After completing th...	FED
2024 941/Schedule B/941-V Report	[Quarterly] Employer's Quarterly Federal Tax Return. Use this to...	FED
DOL WH-347 Report	This report is provided for the convenience of contractors and s...	FED
EEO-1 Component 1 Form	Equal Employment Opportunity Employer Information Report 20...	FED
> Federal Tax Deposit (EFTPS)	EFTPS Form 8109. Use this to make 940, 941, 943, 944, and 9...	FED
I-9 Report	Employment Eligibility Verification. Use this to report employee i...	FED
SSN Verification Form	Use this form to verify your Employee SSN numbers.	FED

Lesson 27: Terminating Employment

Learning Objectives

In this lesson, you will learn how to do the following:

- Create a final paycheck
- Disburse accrued PTO hours
- Update an employment history
- Deactivate an employee payroll record

Employment Termination: Process Activity

Story

Suppose that January 8, 2021 is Joe Hanson's last day in the company. Acting as the payroll manager, you need to create a final paycheck for the employee.



Thank you!

Nicky Oliver