Chapter 1
Service Bureau Maintenance

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Overview

**Service Bureau Maintenance** provides the ability to maintain the various branch tables required to support Paychoice at a global level. Each of the tables maintained in this system is used in one manner or another by the various programs executed at the service bureau level.

The Service Bureau Maintenance System is accessed as menu item [S] Payroll Administrator Menu and [M] Service Bureau Maintenance System (from the Main Menu). The 6 pull-down menus available within the Service Bureau Maintenance System, which will be the primary focus of this chapter, are as follows:

Unit
Administration
Options
Taxation
Billing
Reports

******IMPORTANT:**When the various entries on these pull-down menus are highlighted, they will appear with either White or Red lettering. Items appearing with Red lettering identify these items as being files which are maintained exclusively by Payroll Associates. Do not attempt to add, change or delete entries in the files identified with Red lettering. If you do, the next time you download and apply tax tables, all of your changes will be overwritten and lost. Please contact Payroll Associates if you feel you need to make a change in the RED menu sections.*****
Unit

The UNIT section is where a licensee maintains Service Bureau information, Processor set ups, and various options in processing payroll.

Processor Name/Address

Processor Name/Address can be established for multiple processors. A "processor" is a business unit which is to be kept separate within a branch. The Processor Number is a two-digit number from 1 to 99. The initial licensee is set up as Processor 01. Processor 99 is used for test payrolls only.
To access the Processor Name and Address screen, press ENTER on the processor needed to view/change.

The Service Bureau ID field is maintained by Payroll Associates.

******IMPORTANT: If you add a new processor to your system and you use The PayChoice Connection or PayChoice OnLine, you will NOT be able to use these two products on a new processor ID unless Payroll Associates sets your system to use them. Please contact Payroll Associates when a new processor number is needed******
Support Loc: The Yes or No response to the next question, "Is this a Support Location that Payroll Associates will be dealing with?" assists Payroll Associates in determining if the name, address and phone number are the actual location to which direct support will be supplied.

Unit Name represents the Processor Name, Address 1, Address 2, City, State, Zip Code and Federal ID# which will be used for some of the tax reports produced where the Tax Authority requests identification of the service bureau.

The top right side of the screen deals with the billing set up for the processor. The field LAST MO BILLING is not operational.

USE BILLING SYSTEM: PayChoice will generate an invoice for each payroll processed in the system. This invoice will print, and the funds can be impounded directly to your service bureau, or a check made payable to your service bureau (the name and address of the processor number is used) for the amount due. In this field, there are 3 choices:

1 – Use the Entire Billing System (create price tables and invoices through the software).
2 – Use the Billing System to calculate billing but do not print the invoices or payment checks/vouchers
0 – Use the Billing System to calculate royalty transaction counts only.

Default Price Code: The price code entered here will be the default for all payroll clients set up using this processor number. A price code can have an effective date, which can be placed in the field next to the price code in this screen. This is often not necessary as each price table that is built in the billing system can have an effective date on the price table.

NEXT INVOICE #: This is the point at which the first invoice number is entered so that all future invoices will be generated with higher numbers.

A caution is in order at this point. It is NOT a good idea to recycle invoice numbers at the start of a new business year. Paychoice may experience some difficulties if duplicate invoice numbers exist within the system. If you prefer to start back at "0" each year, we would suggest that the beginning number be advanced by some multiple of 1000. For example, start one year with 10001, the next year with 20001, or some other similar methodology. Also, each processor that is set up in PayChoice should begin with a different invoice series number.
Credit Password can be an alphanumeric field of up to 4 characters used as a password to protect access when the user wishes to enter manual billings as credits. This password may be changed from time to time by the processor as a security measure. This password is case sensitive.

Blank Checks Password is an alphanumeric field of up to 4 characters used as a password required to allow the printing of blank checks from the Company Overview menu. Only 20 blank checks can be printed at any one time. This password is case sensitive.

Reprint Selected (Signed) Checks Password is an alphanumeric field of up to 4 characters used as a password required to allow the re-printing of previously processed signed checks for any or all employees from the current pay cycle. This password is case sensitive.

Undo Payroll Password is an alphanumeric field of up to 4 characters used as a password required to allow any user to perform a payroll removal (UNDO). The UNDO function is one which should be logged and performed by only one person within the service bureau in order to maintain adequate internal control. This password is case sensitive. Also – ONCE A PAYROLL IS UNDONE IT CANNOT BE RETRIEVERED.

Operations Managers Name enables Payroll Associates to be aware of the individual we may be dealing with in a problem resolution situation. The same comment applies to Sales Manager Name.

The Main Telephone Number prints on the timesheets. The Data Telephone Number is used for the data line. At this point in time you probably do not have a data line. The last phone number is your service bureau FAX Telephone Number. This prints on the timesheet control page.

STATE CODE: Only used if you are using The Payroll People in Fresno, California as your third party tax provider.

CITY CODE: Only used if you are using The Payroll People in Fresno, California as your third party tax provider.

TPP AFFILIATE: Only used if you are using The Payroll People in Fresno, California as your third party tax provider.

TPP BRANCH: Only used if you are using The Payroll People in Fresno, California as your third party tax provider.
**Batch Filer ID:** Enter the Batch Filer ID provided by EFTPS in this field.

**PIN:** Enter the PIN number for your Batch Filer ID provided by EFTPS in this field.

Upon completion of this section of the screen, you will be asked to respond **Yes** or **No** to approve the changes you have made. A **Yes** response updates the screen and takes you back to the menu.

**DO NOT PRESS ESCAPE FROM THIS SCREEN AS YOU WILL LOOSE ALL CHANGES MADE. USE CTRL-ENTER IF YOU ARE MAKING CHANGES AND NOT ENTERING THROUGH ALL FIELDS TO THE END OF THE SCREEN.**
Processor Options

The next two menu options under the UNIT pulldown menu have to do with global options set for your Service Bureau. You should review this screen to be sure all of the options you need are set properly. A description of each field on this screen follows:

*******IMPORTANT - DO NOT USE ESCAPE TO LEAVE THIS SCREEN- IF YOU DO ALL CHANGES WILL BE LOST!!! PERSS CTRL-ENTER AND RESPOND YES TO CAUSE YOUR OPTION CHOICES TO BE IN EFFECT******

DEFLT PROC MODE: Within Processor Options, the service bureau must select a default of Payroll or Batch. This option can be changed at the client level. Payroll Mode implies that any given payroll will be processed on the same work station where data is originally entered. Batch Mode refers to processing the payroll on a workstation different than the one on which data was originally entered.

# of Companies Remaining indicates remaining number of companies which can be set up in PayChoice based upon whether the service bureau has a limited or an unlimited license agreement. A display of 10,000 in this field indicates an unlimited license.
**Batch/Payroll Wait Time In Seconds** has a default of 10 seconds, the amount of time the batch processor cycles between each client company. This wait time is the period in which the service bureau can escape and return the work station to a data entry mode if so desired.

**Create New Masters** with either the **Payroll Run** or at the **End of Day**. If New Masters are created with the Payroll run, this will be the final step of the job stream at the end of each pay cycle for each client company. This field should always stay at P – during payroll run. When PayChoice was first programmed, the workstations were slower and building new master files at the end of a payroll processes could add up to 4 minutes at the end of a typical payroll. Now, the hardware runs faster and this procedure takes a matter of seconds.

**Quarterly Pay History** can be printed with the quarterlies or on a stand alone basis. Selecting Q will cause the quarterly pay history reports (a from-to-check history for all employees in the company for all checks in the quarter) to print with the other quarterly reports. However, since these are lengthy reports, their processing at this point in the pay cycle will stretch out the total processing time at the end of the quarter. The S option requires that you return later to select each company for the processing of their quarterly pay history information. This option may result in more effective use of resources. Note: You can also set the Quarterly Pay History to run with the last scheduled pay of the quarter on the second screen of company options.

**Network:** In most cases, this field will stay with W for Windows. The N option is for Novell Networks.

**Tax Payment Service Authority:** If a Third Party Tax Service is used by your Service Bureau, enter the default name, if any, that is to be used for the official authorized representative to print on SOME tax returns.

**Use W/C # From the EMP Record When Printing the Emp W/C Summary Report,** if used with a Y response, will result in companies who have been set up for Workers' Comp using current employee Workers' Comp numbers to print all reports regardless of the Workers' Comp history information. This option is set to Yes for service bureaus where Workers' Comp was not set up when payrolls were first processed, and then Workers’ Comp was set up a later date. Workers' Comp numbers appear in the employee F5 screens. Responding with N will result in the system using detail history based upon the Workers' Comp # charged to each payroll.
Pass Net Pay To Invoice is an option which allows the total employee net payroll to be passed through as a billable item on an invoice. This is used only when payroll checks (not employee ACH) are drawn on the service bureau's payroll account, in which case the service bureau is in essence paying the client employees. Setting this field to Y results in another field at the company level where this option can be turned off or on.

Print Custom Reports With Payroll? The default is Yes, in which case the custom report generator will process and print all company custom reports whenever a payroll is processed. This is another process that at one time could take up to 4 minutes per report, but with newer and faster workstations and networks this only takes seconds. This field should be left at Y.

Use A Production Control System. Choosing Yes will, at end-of-day processing or backup processing, automatically present a screen where the operator may enter the dates of the next production day. PayChoice will then identify all payrolls which match the specified processing date. Files for these payrolls will be generated at night so as to be ready the next day, sequenced based on time due into the service bureau.

Use Production View Select @ EOD, when the Y option is chosen, enables the service bureau when starting the nightly file maintenance process to enter the date of the day's production, thereby being able to view and tag all companies to be built for the next day Production View. Choosing N will simply prevent the building of the details for the next production day.

Round 940: The default of Y (yes) in this field will suppress fractional variances. The 940 and 940ez will add/subtract a $1.00 or less variance into the tax amount line.

Print Delivery Label Page generates a delivery label page for each payroll, the options being Portrait or Landscape, depending on the window envelope used.

Print Cash Analysis on Separate Page: This should always be set to YES. This switch was used before PayChoice had the capability of printing various types of Cash Analysis Reports.

Print Wrap-Up Instructions With Payroll allows the service bureau to view the wrap-up instructions in those instances where the production control system is not being used. The messaging system will print out the appropriate messages each time a payroll is printed.
Print Tax Deposit Alert, when the Y option is chosen, will result in the printing of the Tax Deposit Alert History report with the Tax Liability report for all companies using the Tax Alert option. Selecting N will block the printing of the Tax Deposit Alert History report.

Print Locals on TDA Every Payroll is similar to Print Tax Deposit Alert, the difference being that tax authorities coded L, for local, will not print on the report. This can significantly shorten this report if your client is in a state with many, many locals.

Create P/C Cli Master During Payroll: The default on this field is Y and it cannot be accessed.

Produce New Hire Records: Select Y (yes) to produce a file of all new hires and rehires when the payroll job stream is finished. This is used for New Hire Reporting. This switch can be set to N (no) at the company level.

Print Dir Dep Inv on Ck Journal: This field should be set to Y. The print Direct Deposit Invoice On Check Journal setting is on the Company Options second screen for all companies.

Print ETPS Voucher on Journal: This field should be set to Y. The print ETPS Voucher on Journal setting is on the Company Options second screen for all companies.

TPF Provider Responsible for Year End: Place a YES in this field if you are using a Third Party Tax Provider and they are doing your Year End filings.

ETPS ON: The default for this field is Y (yes) and it cannot be accessed.

ETPS EXP/IMP: This field is for the type of EFTPS software to be used by your service bureau and should always be set to BATCH FILER. On the help screen for this field it is indicated that Payroll Associates will dial in to turn this on but that is no longer the case. We do not have to dial into your system to turn on EFTPS.

Print Loc Tax Sum All: This can be set to Y or N. The Local Tax Summary setting is on the Company Options second screen for all companies.
**KeyCorp Agent ID**: Enter the first 6 Digit Service Bureau ID Code assigned by KeyCorp/IPS for Master Common Account status. This is only used by Service Bureau’s using Key bank.

**KeyCorp State Chk Dig**: Enter the 2 digits of the 9 digit check number series assigned by KeyCorp/IPS for processing a master Common Account for IPS.

**Print 941 Preparer**: A YES in this field will print your Service Bureau Processor name in the SIGN HERE box on the 941.

**Calc FICA Tip Shortfall – 941**: This field should be set to Y to calculate the FICA/MEDICARE Shortfall on all clients, unless turned off at the company level.

**Print W-2’s** is a processor option to choose whether W-2's will be printed as laser generated or pressure sealed (option L or P).

**Interpolate 3rd Party Sick Wages**, when Y is selected, will adjust 3rd Party Sick Wages (Code 90 $) to correspond with the S1 3PSICK FICA tax. Selecting N will block the interpolation of 3rd Party Sick Wages.

**Local (Tax) Interpolation %** relates to the fact that PayChoice will automatically interpolate (back into) the taxable wages by dividing the tax withheld by the tax authority's percentage tax rate. It then compares the actual taxable wages to the interpolated wage values arrived at based on the interpolation %, and uses (for reporting purposes such as Quarterly returns, W-2's, etc.) the interpolated wages **IF AND ONLY IF** the variance is greater than the option percentage you have specified. The default is one-half of 1% (0.50). If you wish to disable the interpolation feature, change the percentage to 100 % (100.00).

**Run Qtrlies on Multiple W/S**: Y (yes) indicates that the system will allow you to process multiple sets of quarterly reports on different workstations at the same time. A N (no) indicates that quarterlies can only be processed on one workstation at a time. At this point a YES is more feasible but be sure **NOT TO TAG THE SAME QUARTERLY ON DIFFERENT WORKSTATIONS!**

**Print Quarterly Returns For TPF Clients**, when selecting Y, will print quarterly returns as normal for all Tax Service clients. Choose N when the Tax Service client prepares all returns.
Print Qtr Cont Ret for TPF Cli, when selection Y, will print quarterly continuation returns for all Tax Service clients.

Produce 1099 If < $600 will print, if Y is selected, 1099-MISC information returns for all 1099 employees, regardless of dollar amount. Choosing N will result in 1099-MISC's being generated only if the dollar amount is equal to or greater than $600.

Print "Applied For" If No ID# will print, if Y is selected, the words "Applied For" when a tax ID# is unavailable. N will result in leaving the ID# space blank.

Special Landscape Deliv Page: If the Print Delivery Label page is set to Landscape you will be able to access this field. You would place a Y in this field if you have purchased the larger security envelopes from Print Management Partners.

Print W-2 Pre-List (For All Companies) @ Year End will print, if Y is selected, W-2 pre-list for all companies when the year-end processing occurs. Selecting N will allow the service bureau to print W-2 Tape Lists on a selective basis.

FL Agent ID: Enter the state Agent code assigned to your service bureau that allows you to file FL Unemployment quarterly mag media.

Move Check Date On (Client) Schedule Based On selecting L, when the Check Date falls on a legal holiday, or C, when the Check Date falls on a legal holiday and/or any other holidays when the service bureau will be Closed.

Merge C/V: If using any other check stock but 8 ½ x 14, this field needs to be set to YES. We recommend that all Service Bureaus have this field set to yes. Please contact Payroll Associates if you have questions. Basically, YES will print Employee Checks and ACH Vouchers merged together. NO prints ACH vouchers at the end of the checks print run.

Viewer: This field indicates if ViewChoice is turned on for your company. UNL indicates that a ViewChoice license of Unlimited is set for your Service Bureau. A number in this field indicates how many more clients you have left to set up on your limited license.

DO NOT USE ESCAPE TO LEAVE THIS SCREEN- IF YOU DO ALL CHANGES WILL BE LOST!! PERSS CTRL-ENTER AND RESPOND YES TO CAUSE YOUR OPTION CHOICES TO BE IN EFFECT.
PROCESSOR OPTIONS – 2

This screen addresses ViewChoice and the reports that are scheduled to print in the Service Bureau. If ViewChoice Email is set up for a customer and reports are set to print at the client site and NOT at the Service Bureau also, you can still print five of the reports at your service bureau location. Indicate which reports you need to print by place Y in the field next to the report.

If ViewChoice email is setup for a customer, and rpts are scheduled to not print in the service bureau. Still print the following:

- ACH Direct Deposit Report: N
- Tax Analysis Report(s): N
- Payroll Journal Register: N
- Inline G/L Report: N
- Wrap Up/Delivery Reports: N

These reports will print if they are setup to print for the customer.
Salesperson's Code Table

The Salesperson's Code Table enables the service bureau to bill a separate entry for each salesperson. This, in turn, allows the service bureau, via the report writer, to select and print internal reports relating individual salesperson information to overall company information. Each salesperson is assigned a 2 digit Sales Manger ID along with the name of the salesperson.
Administration

The Administration menu addresses the Standard Industry Code (SIC) Table, All Company Message Table, Laser Check Formats, Holiday Dates Table, Bank Name/Address Table, Input/Delivery Routes Table, and Tax Pay and File Agents table. The Company/System Errors table and Banking Options Table are not functional.
Standard Industry Code Table

The **Standard Industry Code Table** (SIC) provides, upon pressing **Enter**, the ability to select the 4 character universal SIC code. This code is part of a standardized business classification system, used for a wide variety of governmental and trade association statistical data gathering and reporting schemes, as well as various market research and promotion efforts. Additional codes can be added by pressing **Insert**. Entering an SIC code for each client company gives the service bureau the ability to, among other things, sort client base information by SIC code. This type of information might assist the service bureau in a marketing situation by providing ready access to data as to how many firms are in your current client base from identical or similar industries, etc. See the next page for a print screen of sample codes:
Company Message Table

Company Message Table provides 6 distinct destinations for messages. All messages entered at the branch level are considered to be "global" messages. Global messages are typically entered by the branch manager for broadcast to all client companies within the from-to date time frame set up for each message. Note that leaving the "from" date blank will result in an immediate effective date, while leaving the "to" date blank will result in the message being generated indefinitely. The Priority code functions from a low of 4 to an urgent status of 1. The final field of a message is for the actual message text. An F4 spell check is functional on messages.

Global Messages are helpful in running the day to day and week to week operations of a branch since they enable the branch manager to send messages to clients, data entry operators, or delivery vendors, highlighting holidays, special handling, special instructions, important dates, etc. They can also be used very effectively in marketing new products and services through either the Payroll Delivery Page or the Time Sheet.
Example of the types of messages that can be entered globally:

An example of a message screen (be sure to use CTRL-ENTER to SAVE)
Laser Check Formats

In order to print payroll checks for a company you need to format a check which will be acceptable to the bank involved. In formatting a check you specify what information is to be printed on the check, such as the bank account number, and where certain information is to be printed.

Building a New Check Format

If you are setting up a new company for the first time, you need to create a check format to use for printing the payroll checks. Do NOT attempt to create a format for a check without having a sample of the company check in front of you. You may access the screens necessary to build a check format from the Payroll Processor Support Menu (within Service Bureau Maintenance). In addition, when building a new company, you may build a check format when you are in the Company Name/Address screen (on the fly).

IMPORTANT - Before you proceed to create a new check format, make sure that the bank your check is issued on is in the Bank Name and Address table.
Creating a Check Format While Building a Company

If you are in the Company Name/Address screen and want to format a check for an individual company, complete the following steps.

1. **Check Form ID** - Enter the form ID # you wish to assign to the check format used for this company. Typically, it will make coordination easier in the future if you use the company ID #.

   *Since you have not set this format up previously, a look-up window of check formats that are already set up will be displayed.*

2. Press **Insert**.

   *The Check Format Maint. Screen is displayed. Refer to the following section for completing this screen.*
Creating a Check Format Before Building a Company

You may access the procedures and screens to build a check format through the Payroll Processor Support Menu. It may be easier for you to build the check formats before building the company – that way you will not have to stop in the middle of auto mode to build the check format. You can build service bureau check formats ONLY from the Payroll Processor Support Menu.

From the Main Menu, press S – “Payroll Administrator Functions”. Then press M - "Service Bureau Maintenance System" menu item. After entering your USER ID#, the Payroll Processor Support Menu is displayed.

1. Highlight the menu item "Laser Check Formats" (under Administration) and press Enter.

2. To work with or change an existing check format, highlight the appropriate check form and press Enter.

The Check Format Maint Screen is displayed. The fields contain the current format data. Follow the procedures for "Change an Existing Check Format".

If you want to build a new check format, press Insert.

A blank Check Format Maint. Screen is displayed. Follow the procedures for "Build a New Check Format."
Completing the Check Format Maintenance Screen

The Check Format Maintenance screen is used to set up the check data for each bank account number.

Build a New Check Format

1. Enter the check format information by moving field to field and typing the appropriate information.

Check Form ID # - Enter the form ID # you wish to assign to the check format used for this company. As noted previously, it will make coordination easier if you use the company ID #.

Description - Enter the description to name this check format. If this format is going to be used for one company only you may elect to use the company name.

Account Type - Select the appropriate option to indicate the type of bank account (Checking or Savings).
Common Account:

Y - Enter Y if this check stock will be used with a common bank account. "Common Account" refers to the situation where multiple companies share the same bank account, in which case all companies will be signed by the same signature. It is advised that you contact Payroll Associates for more information on using common accounts.

N - Enter N if this is the only company that will use this check form.

M – Enter M for the Multi-Co option. This option refers to a situation where multiple companies are set up in PayChoice to use the same check stock. For example, this situation might occur when you set up a large company as multiple (smaller) companies in PayChoice.

Note: If this check is set up as a multi-co or common account check, then any changes to the format can only be made through the Processor Maintenance menu. This is to provide more control over the ability for someone to make a change to a check form that may affect many companies.

Message 1 & 2 - Enter any messages you wish to print on all checks printed with this format. A frequent use is to place a time limit (i.e., Void After 60 Days) or a dollar limit (i.e., Void if Amount Exceeds $10,000.00). These fields are optional.

Fractional Bank # (UPPER) - Type the number or group of numbers, including any dashes, etc., exactly as it appears above the line in the upper right corner of the sample company check you are trying to format. This is the bank ABA number and identifies the Federal Reserve district ID, bank number, and check digit. Press Enter and PayChoice will automatically center the entry.

Fractional Bank # (LOWER) - Type the number or group of numbers, including any dashes, etc., exactly as it appears below the line in the upper right corner of the sample company check you are trying to format. This is the bank ABA number and identifies the Federal Reserve district ID, bank number, and check digit. Press Enter and PayChoice will automatically center the entry.

Number of Signature Lines - Enter 1 or 2 to specify the number of signature lines to be printed on this check. If the checks are being signed, leave the entry as 1, regardless of how many signatures are printing.
**Signature Security ID #** - Enter the code that specifies the signature font to use for signing these checks. This ID # should be assigned by whoever scanned and built the signature font. It is suggested that the first character be an S to designate a signature. The first character CANNOT be a numeric value. The signature security ID code does not include the last letter “S” of the original file name. It should appear as SXXXX (XXXX = client number). If you enter the last letter S in this field (ex: SXXXXS) the signature WILL NOT PRINT.

**Logo Security ID #** - Enter the code that specifies the logo font to use for these checks. This ID # should be assigned by whoever scanned and built the logo for these checks. It is suggested that the first character be an L to designate a logo. The first character CANNOT be a numeric value. The logo security ID code does not include the last letter “L” of the original file name. It should appear as LXXXX (XXXX = client number). If you enter the last letter L in this field (ex: LXXXXXL) the logo WILL NOT PRINT.

**Logo Type Switch (1/2)** – You must indicate if the company will be using a type 1 or type 2 logo.

**Type 1 Logo** – Logo will be placed in the upper left hand corner of the check. Company name and address will be moved to the right. Logo 1 may be no larger than 1 ¼” x 1 ¼” square.
**Type 2 Logo** – Logo will be placed in the upper left hand corner of the check. Company name and address will be removed and it will be assumed that the Logo 2 already contains the company name and address. Logo 2 may be no larger than 1⅛” x 3 1/4” long.

**Starting Check #** - Enter the starting check number to use. Using the sample check as a guide, the check number appears in the lower left corner. Be sure to enter all digits including any leading zeros.

**Bank T/R Number** - Enter the 9 digit transit routing ABA number for this check format or press **F10** to display the banks set up and available. This number appears as the group of numbers in the middle at the bottom of the sample company check. This number is used by PayChoice to reference the banks name and address for printing on the check.

*If the transit routing number is not set up, then you must first build it in the Bank Name & Address Table. If you have not set up the bank at this time, you may select a substitute bank so you can proceed with the intention of coming back and changing this after you set up the proper bank. Alternatively, you can exit but you will have to reenter the work performed so far.*

**Check Bank Account #** - Enter the bank account number for this check format which appears in the bottom of the check as the group of numbers to the right. At this point, ignore the MICR characters. They will be specified in the field immediately below this field.

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**MICR Document Template**

The following entries require the use of a MICR Document Template (Glardon Gauge). Before making the following entries properly position the sample check with the MICR Document Template. Specifically, the gauge needs to be positioned so that the borders are aligned with the right and bottom edges of the check document.

The check number, bank t/r number, and bank account number will appear in the positioning boxes at the bottom of the template. Please see the print screen of the laser check format on page A3-8 of this document for a clear understanding of the check number, bank T/R number, and account number formats.
Check Number Format - This field appears below the Starting Check # field entered previously. Using the MICR Document Template note the column that corresponds to the first character which appears on the MICR line. Enter the Check Number format in the PROPER COLUMNS using a "#" sign to designate a numerical field. Please refer to the prompt line with the cursor on this field to reference the use of the "&, ", ",", and "/" symbols to represent MICR characters. When completed press Enter.

Bank T/R Number - This field is completed automatically by PayChoice since the format is fixed.

Bank Account Number Format - This field appears below the Check Bank Account # field entered previously. Using the MICR Document Template note the column that corresponds to the first character which appears on the MICR line for the bank account number. Enter the Bank Account Number format in the PROPER COLUMNS using a "#" sign to designate a numerical field. Please refer to the prompt line with the cursor on this field to reference the use of the "&, ", ",", and "/" symbols to represent MICR characters. When completed press Enter.

Voucher Numbering – This field needs to be completed and Options are:

1 – Unique Number Set. Enter “1” here if you need to assign vouchers their own set of numbers. Use “1” even if this check form will have no ACH data.

2 – Use Check Numbers. Enter “2” here if you need to assign vouchers the next available check number.

3 – Use Check Numbers with Recon. Enter “3” here if you need to assign vouchers the next available check number AND output data to the check reconciliation files.

PayChoice then displays a prompt asking if you want to add the information. Type Y to add the new check format, otherwise type N.
Holiday Dates Table

Press **Enter** to review a table of holidays set up for each year in the PayChoice scheduling system. At least 8 holidays must be specified for each calendar year. Highlighting any of the listed dates will produce a pop-up box which indicates date, day, type (legal or internal), (branch processing center) closed choices of Y or N, and a comment field. An additional designation, "This is a Federal Holiday," will appear for Federal holidays, dates which are entered automatically by Payroll Associates. In these instances, you need only indicate whether or not the branch office will be closed. The service bureau has the sole responsibility to add any other holidays and state whether they are open or closed. Please note that Service Bureau’s are blocked from adding or deleting Federal holidays. Service Bureau’s can only add or delete Internal holidays. Please contact Payroll Associates, Inc. if there are any questions.

The Holiday Dates Table is used by the Tax Deposit System and the Schedule Calendar System within PayChoice. The Tax Deposit System uses the Holiday Dates Table to identify federal bank holidays which, in turn, impact actual tax deposit due dates. The Scheduling Calendar System enables the service bureau to decide on which holidays the branch will remain open, thereby determining the impact on process and delivery dates. Period ending dates can fall on any day of the year, while Check dates will skip over legal holidays.
Bank Name/Address Table

Press Enter to review a list of all banks previously loaded by Payroll Associates into this table of bank names and addresses. The addition of new bank names and addresses is the responsibility of the service bureau. Highlighting a particular bank and pressing Enter will display a data base of information provided to Payroll Associates by NACHA. This display includes:
Bank Name
Address 1
Address 2
City, State, ZIP
Office ID
Institution Type
ACH Information
Pre-Note Days
Output Medium (Typically C for Communications)

This is followed by Primary and Secondary Contact Information.
The top left section of this screen contains basic information supplied by the bank (Name, Address, Office ID, and Institution Type). The bottom left contains contact information you may have.

The top right (ACH Information) section needs to be considered carefully. Descriptions of Fields are:

**Member Stat:** Choose 0 if the bank is not a member of ACH. Choose 1 if the bank is a member of ACH. Most banks default to 1. If you are having an issue with ACH being created for a certain employee, be sure that the Member Stat field on this screen is set to 1.

**Pre-Note Days:** The default is set to 10 but you may change this field to the number of pre-note days required by the bank.

**Originator:** If a financial institution is an ORIGINATOR, they may send debit and credit transactions into the ACH system. Receivers may only receive transactions generated by an Originator bank. The Service Bureau bank account must be coded as O to be able to send ACH transactions for employees. Employee bank accounts can be coded as either O or R.

**ID Number to Use:** Enter the number that the bank wants to see in the Originator ID number field in the NACHA file header record to identify the Service Bureau that created the ACH transactions. This is typically the number 1 followed by the Service Bureau EIN number (no dashes or spaces).
Output Medium: This should always default to C – Communications for all banks.

The Other Banking Information section of the screen is as follows:

Allow Manuals/Voids for APR: Y will allow manuals and voids to be included in check recon files and reports. N will not include manuals and voids in the check recon files and reports.

Print Account Number on Cash Analysis: This should be set to N for service bureau accounts.

Allow Back Dated Debits: Y in this field indicates that the bank is an originating bank that will be transmitting back dated debits for clients. Y in this field places the “ALLOW BACKDATED DEBIT” field on the ACH screen in all companies using the bank as the originating bank. N in this field prevents the option on the ACH screen.

Please contact Payroll Associates, Inc. for information on the last two fields on this screen. Typically they will be set to N unless your bank requests special handling of the ACH file.

The Bank Name/Address Table can be viewed in two different sequences: (1) Via the 9 digit routing number, then using the "Goto" command to key in a specific routing transit number; or, (2) Press Alt-Alpha O to change the order of this table to alphabetic by bank name. At this point, the "Goto" command can be used to key in any bank name. The system initially contains only "originator" banks, those which can originate transactions into the NACHA ACH Direct Deposit System. "Receiver" banks, typically smaller local banks, must be maintained by the service bureau.

The Bank Name/Address Table (1) supplies the valid transit routing number and Bank Name/Address for each laser check and (2) validates the bank transit routing numbers for ACH Direct Deposit when setting up both a company and its employees for direct deposit.

Banking Options Table

This feature is not currently functional.
Input/Delivery Routes

Press **Enter** to display a table of processor input and delivery routes. Each input and delivery route has an abbreviated 4 character code ID, followed by a more descriptive expanded name. Pressing **Enter** on any one of these input/delivery routes will display a pop-up Delivery Route box providing Delivery Route #, Description, Delivery route Area, Driver Name/Number and Comments/ZIP Codes. If this pop-up screen defines a Delivery route, the Comments/Zip Code field **MUST** contain the phrase **DELIVERY ROUTE** in upper case letters. Similarly, an Input route **MUST** contain the phrase **INPUT OPERATOR**. Input and delivery routes are used by the Scheduling Production Control System and Scheduling Reports modules.

**Input Route** is typically set up with the name of a person who is responsible for the input of the payroll. In many service bureaus, individual clients are assigned to a particular representative to oversee the data entry, customer service and production aspects of their payroll. In this case the input route is a 4 character code which identifies the person who is responsible for the input and processing of the payroll.
Delivery Route is typically used to separate the different methods, drivers and routes used to deliver payrolls by courier services. The delivery route is printed on the delivery label page when the payroll is wrapped up and may also be used for sorting payrolls for different couriers and/or actual driver routes.

Press Insert to add a new input or delivery route. In the case of an input operator, be sure to use a 4 character alphanumeric identifier followed by the name of the operator, as well as the phrase INPUT OPERATOR in the comments field. In the case of a delivery operator or route, be sure to include the phrase DELIVERY ROUTE in the comments field. Press Ctrl-Enter to update PayChoice for these entries.
TAX PAY AND FILE AGENTS

Tax Pay and File Agents were at one time only maintained by Payroll Associates, but this is not the case currently. The reason is that if you are using INH to impound taxes, you need to enter your Service Bureau name and address on this table. Your service bureau (or any third party tax filer you may be using) name will appear on the Tax Liability Report. This table will NOT be overwritten by Payroll Associates tax table updates.
To update, press enter on the code, update, and press CTRL-ENTER to save (see print screen below).
Selections from the **Options** pull-down menu are maintained by Payroll Associates. The Master Earnings Table and the Master Tax and Deductions Table are very important to the overall functioning of PayChoice. They are maintained and distributed, along with the tax tables, to all users.
### MASTER EARNINGS TABLE

Press **Enter** to display a list of all earnings types which have been set up at the branch level. Any of these may, in turn, be accessed as part of building a company. Each earnings type is set up with options switches already set to common defaults. As each client company is built, however, each option should be reviewed to make the optimum selection for that specific client. Only the code and base accumulator cannot be changed.

Each option in the table begins with a **Code**, a 2 character code typically numbered between 1 and 99, with some special purpose earnings codes being alpha or alphanumeric.

The **Name** field is a 7 character name of the earnings type, followed by a 3 character **Short Name** which is a abbreviation of the earnings type. Pressing **Enter** while in the Short Name column will display a pop-up box titled **Earnings Description**, a 20 character full name description which is used in certain reports where a more explicit description is required.
**In/NET** is a field which indicates whether **Y (Yes)** the earnings type is paid to the employee as a part of gross pay or **N (No)** the earnings type is **not** paid to the employee as a part of gross pay, in which case the earnings type is simply submitted for memo purposes or to increase/decrease taxable wages.

**EXAMPLE:** TIPS that are not paid to the employee by the employer would have an **N** in the **In/NET** field since the employee has already received the cash, in which case they are being reported added to regular earnings simply to derive the taxable wage amount for use in calculating various taxes.

**Extra Rate** is a rate field which can be set up to be manipulated for use in coordination with or instead of an employee's regular hourly rate.

**Extra Switch** is a 2 character field which denotes one of several switch options which may be used at a client company level to tell the system which rate to use for this particular earnings type.

**Percent (%) Increase** is a multiplier field, typically set at 100%, which is applied to the employee's hourly rate. 150% would be used in the case of regular overtime, 200% for double time, etc.

**Register Priority** is not currently used.

**Timesheet Priority**, Y or N, indicates whether or not the earnings type will be entered on the timesheet.

**Timesheet Indicator** contains either HRS, $$$ or BTH, indicating whether hours, dollars or both must be displayed on the timesheet.

**JNHR** indicates if the earnings type is a "joined" hours earnings type. Joined hours earnings types are ones which are calculated first from one earnings type, then passed to a subsequent earnings type for re-calculation. Earnings types can be joined (daisy chained) simply by putting the earnings type of the receiving code in the JNHR field of the earnings type **from** which you wish to chain.
**Print On Check**, Y or N. All live earnings, In/Net, will be coded Y, indicating that this earnings type must be printed on the employee's check. If coded N in the In/Net field, meaning that this is an optional memo earnings type, then the Print On Check field will default to N unless the switch is intentionally coded Y to force the earnings type to appear on the printed check.

**Base Accumulator Hours** us a 6 character field where the service bureau may enter their own base accumulator for the purpose of pulling hours together into sub-totals for subsequent calculations in the payroll.

**Dollars ($$$) Base Accumulator** is a very important concept in PayChoice. This field displays a code word, up to 6 characters, for each earnings type. Each of these code words has a different message that is sent to PayChoice, indicating how this earnings type is to be taxed for any given federal, state, local, unemployment or disability tax. PayChoice develops taxable wages for each tax (authority) by combining the various Dollar Base Accumulators which make up the taxable wage definition for a specific tax authority, based on formulas and other specifications stipulated by each tax authority. Dollar Base Accumulators cannot be changed without the explicit permission of Payroll Associates.
Master Tax and Deductions Table

Pressing **Enter** on this table will display all deduction and tax types available in PayChoice for use in building a company. Similar to the earnings types, deduction types are typically numeric codes, although a few are alphanumeric. In contrast, most tax types are 2 letter alphabetic codes. The deductions and tax types are maintained by Payroll Associates and may not be changed by the service bureau.

In viewing the first screen, "Screen 1," please note that **F4-SCRN2** will advance you to the second information screen for use in setting up and viewing deductions and tax types. The table is too "wide" to view all of the relevant information on one screen. Use the **F4** to toggle back and forth, as needed, between the two screen views.

**Code** is the 2 character code field identifying a specific deduction or tax type.

**Name** is a 7 character field containing an abbreviated name for the specific type. Pressing **Enter** while in this field will display a pop-up box containing a 20 character expanded deduction or tax type description.
In/NET is, again, coded Y or N, indicating whether or not the deduction type is to be deducted from employee checks and is, hence, a "live" deduction. An N indicates that the deduction type is a memo or benefit deduction, calculated and accumulated for the employee but not actually deducted from his/her pay.

Tax/Deduction is coded either T for Tax or D for Deduction, indicating the character of the type. D types will allow scheduling and appear on the Timesheet Controls Screen in data input, thereby allowing overrides to scheduling. T types are reserved for taxes, hence they do not allow scheduling or overrides and will be taken automatically on all checks.

Calc Type indicates the actual type of calculation.

T Tax calculations from an internal tax table

$ Flat amount deduction

P Percentage deduction

C Cents per hour deduction

Calc Rate is used to store, at the client company level, a specified rate which may be used for all or some employees, as appropriate, who are set up for this deduction type. PayChoice always looks first at the F5-Deduction screen to see if a deduction amount/rate has been entered. If it finds only a code, then PayChoice looks at the company level to see if the Calc Rate field contains an amount/rate.

Table Name is used only for T or Account types which are tax tables. You will see, in the tax tables, a 4 or 6 character special word in this field indicating which tax table is to be used for a particular calculation. Some tax table names include ST or LC indicating that a State or Local code is to be substituted for those characters when the tax is calculated at the employee level.
The **Select** field is used to indicate whether or not the specific deduction type is to be automatically set up for each new hire. If the field is left **blank**, the corresponding deduction type will **not** be automatically set up for each new hire. **D** in this field indicates that this deduction type will automatically be set up for each new hire **and** the type will also be displayed on the Personnel List. **N** in this field indicates that this deduction type will automatically be set up for each new hire, but the type will **not** be displayed on the Personnel List. **N** types are usually "not-in-Net" deductions.

The **Start/Stop** field provides various choices as to whether or not a deduction is automatically started or stopped, based on other factors within the client company setup. Deductions may thus be set up as Goal, Bonds, Liens, Union Dues, etc., to a limit. When a limit type is used, a field compare is always performed to determine if the deduction should still be taken for an employee.

**All Checks** indicates whether voluntary deductions will be deducted only from the first check, **F**, within a pay period, or from all checks, **A**, received in a pay period.

The five **Deduction Frequency** fields correspond to the 1st, 2nd, 3rd, 4th and 5th pays of a month.

Next, flip, via **F4**, to Screen 2.
If the **Deduction Report (To Be Generated)** is coded **Y**, the user is then given a 2 character field to indicate a report number from 1 to 10. You may set up any deduction or any deduction report combining deductions on one report, or each deduction can be reported by itself. Up to 10 deduction reports can be used within a client company.

**Report #** refers to the specific report.

**Alternate YTD** is filled in automatically for some goal type deductions. It identifies the corresponding special accumulator by the letter "S" followed by the code of the deduction type where balances and goals are stored within PayChoice.

**Alternate +/-** indicates whether values will be added as a positive or negative amount to the Alt YTD.

**Check Print** will automatically be coded **Y** if this is a live deduction which is to be subtracted from an employee's pay and is to be printed on the check. Memo or benefit deductions not subtracted from employee pay will be coded **N**. These **N** items can be overridden by entering **Y**, thus causing a deduction to be displayed on the check even though it is not actually deducted.

**DD Deduction** identifies whether or not a deduction may be directly deposited into an employee's checking or savings account through the ACH sub system in PayChoice. **Y** implies that this deduction will **not** be withheld unless an employee is set up for an appropriate ACH account number.

**Sub To 0 (Zero) Deduction**, when coded **Y**, indicates that this particular deduction will be taken even if it drives the net pay to zero. When set to **N**, if there is not sufficient net pay to take this deduction, PayChoice will skip to the next deduction.

**Joined To** is a 2 character field which, if populated, indicates that this particular deduction is joined (chained) to another deduction. This is commonly done where deductions are to be set up in groups, calculating one off of the other. This coding tells PayChoice that any employee set up for the first deduction will be automatically set up for the subsequent deduction(s). Deductions, like earnings, may be chained together, with the employee needing to be set up for only the first deduction type in the chain.
Cal Adj - Y indicates that memo (Not In Net) deductions will be calculated on all F7 adjustments if not entered on the screen.

W/S Print - Y indicates a deduction type is to have its own Timesheet column for deduction amounts to be entered by the client company. This is primarily for deductions whose amounts may vary from pay to pay, ones which cannot be "locked in."

Payment Checks is a field which indicates, by Y or N, whether or not this deduction can be set out and have a check generated at either the end of the payroll cycle, end of month, or end of quarter for the total amount of this deduction, payable to a vendor stipulated in division 99 set up with an employee number from 1 to 99.

Payment Group - Enter an employee number from 9900 to 9998 for use in storing vendor payment data.

Base Accumulator, as in the earnings types, this is a 6 character code with special significance in PayChoice. It is used in the taxation formulas to determine taxable wages. Not all deductions have an impact on taxable wages. These deductions, therefore, may not have a base accumulator. Placing the word Stub in any Base Accumulator which is empty will cause that deduction to print a Year-To-Date value on the employee's check stub.
Master User Field Table

This is a master table of Additional Employee Personnel Fields that can be used for Custom Reports and also for printing information on Check Stubs (8 ½ x 11 only). This table can be changed and maintained by the Service Bureau, it is NOT overwritten by tax table updates.

Press INSERT to add a field to this table.

Field Name - Enter a 4 character field name which will be used to identify this specific field to the system. This is the name which will be used by the Custom Report Generator to access this field. However, since Custom HR Personnel Data Fields provides the ability to establish data collecting and reporting peculiar to a specific company, Field Names will commonly be ones which relate to a unique situation most easily identified by a name containing "significant" characters.
**Short Field Description** - A short field description, of up to 10 characters, will be displayed on the F3 screen for the particular quadrant (1A - 4D). This same should be easily recognizable by the user to indicate what type of data to enter or display.

**Long Field Description** - A more extensive field description, of up to 25 characters, may be used for future reporting of titles, etc.

**Field Type** - Data Field Types are as follows:

A - Allow Key Entry of Alpha/Numeric (Free Form) Data 1-25 Characters

* N - Allow Key Entry of Numeric Dates, Phone #, SS $, etc.

* R - Allow Key Entry of Decimal Amount type data

* D - Display any PayChoice or PCPAY deduction $ (CUR, MTD, QTD, YTD)

* B - Display any PayChoice or PCPAY deduction remaining BALANCE

* T - Display any PayChoice or PCPAY tax $ (CUR, MTD, QTD, YTD)

* S - Display any PayChoice or PCPAY earnings $ (CUR, MTD, QTD, YTD)

* H - Display any PayChoice or PCPAY hours amt (CUR, MTD, QTD, YTD)

* # - Display PayChoice or PCPAY gross pay (CUR, MTD, QTD, YTD)

* A FMT (format) is required which defines size and decimal.
Depending upon the particular Field Type selected, use **F10-ZOOM** to view the choices available to you as you choose the appropriate Field Type. **F10** assists you by providing immediate access to the choices available, their data format, etc.

**Field Value** - This field will always display **KEY** under current programs.

**Field Zoom** - Press **F10-ZOOM** or enter any of the following:

N- NO, meaning no "pop-up" ZOOM box is required.

Y- YES, allow field selection, optional, from a pop-up ZOOM box, although other entries are allowed.

V- YES, requires field selection, validation, from a pop-up ZOOM box and no other entries are allowed.

When the data field has been defined, press **F7-ZEDIT** to add, change or delete field ZOOM box entries.

**Field Format** - Press **F10-ZOOM** to select from a list of 16 different field definition data formats.

**Field Size** - Specify a field size from 1 to 25 characters for this alpha/numeric data field.

**F8-Order** can be used to rearrange the sequence of information within any quadrant.
The Taxation pull-down menu contains the various tax tables Payroll Associates maintains to make the various tax calculations within PayChoice. These tables are, for the most part, maintained jointly by Payroll Associates and its licensees. It is IMPORTANT to notice the notation accompanying those items which are highlighted in Red. These are tables which are maintained solely and exclusively by Payroll Associates, while those highlighted in white are user maintained.

The State Postal Abbreviation Table, the Worker's Comp Codes and Descriptions, as well as the Worker's Comp Rates by State, are maintained by users. All tax tables are maintained by Payroll Associates.
**State Postal Abbreviation/Sales Tax Rate** creates/maintains the 2 character abbreviation, proper name and sales tax percentage for each state. Sales tax percentages are in the billing system to calculate the proper sales tax for all taxable items on the invoices. The licensee is advised to **REMOVE** the sales tax rates from this table for those states to whom they will not be remitting sales tax amounts collected. In addition, you must define those product codes in the Master Price Code Table with the rate switch **TX** as taxable. Review the rules in those states to whom you remit sales tax to accurately determine which product codes are considered taxable. Typically, taxable items will be those which you resell, such as envelopes, check stock, etc., as opposed to data processing services.

You may add abbreviations to this table (see entry for Malaysia below) but an entry like this is only used for EMPLOYEE ADDRESSES ONLY. Do not use an entry that is not one of the 50 states on the F5 screen of an employee. This table is the F10 pulldown on the employee F5 screen (under INC TAX STATE) so be extremely cautious as to what you select in that section of the program.
The **Tax Authority Information File** establishes an entry for each separate and distinct tax reporting authority included in every federal, state, local and city taxing jurisdiction. Every tax table and taxable wage definition throughout PayChoice will point back to and be linked with a tax authority code. All tax types filed/reported together will reference the same tax authority code. Tax authority codes are either 2, 4 or 6 character codes.

Two digit tax authority codes are the same as State Postal Abbreviations, such as AL for Alabama, NJ for New Jersey, etc.

Four digit tax authority codes are used for unemployment and disability reporting. The codes are typically the State Postal Abbreviation followed by letters which designate unemployment compensation, such as NJUC for New Jersey Unemployment Compensation, etc.

Six character codes are typically used for local and city taxes, typically containing the State Postal Abbreviation followed by up to a 4 character code peculiar to the specific local or city taxing authority. **L** is commonly used in the tax authority information screens to reference a local or city taxing authority, whereas **S** references the fact that the taxing authority is a State.
The Tax Authority Information File for any given tax authority includes pertinent information as to authority name, address, ID format, contact name(s), phone number(s), valid deposit frequencies, default deposit frequencies, W-2 print order information, and a switch to specify whether or not unemployment wages are to be rounded. The names and addresses displayed are those which will appear on tax deposit checks. The Tax Authority Information File screens are for viewing only. These files are maintained by Payroll Associates.

The **Tax Deposit Rules Table** displays appropriate Tax Authority Codes, along with effective dates and descriptions. Press **Enter** on any Tax Authority, such as CA for California, to bring up a screen which displays the rules used for tax notice scheduling. Press the **Tab** key once to advance to Section 2, which contains the Tax Tables to be used. Then press **F5** to see a display of the rules for this particular Tax Authority for monthly, quarterly, semi-weekly, etc. The code symbol shown in each rule represents switches used in the program to calculate the actual due dates for each tax deposit cycle.
**Tax Notification Coupons** displays Valid Deposit Frequency, followed by the actual coupon number used if it is available for making tax deposits. This coupon number name is inserted in the deposit notice and used for information purposes only when tax deposits are due.
The Local Tax Tables by Name is
The **Tax Table File** is the table of files actually used for tax calculations, including effective date and tax authority information. Pressing **F10** will bring up all of the different tax types, information as to whether a tax is to be paid by employee (EE) or employer (ER), whether or not the tax is self-correcting, the percent equivalent used for supplemental wage reporting, along with the actual steps used to calculate the tax amount. Highlighting any given step in this screen and pressing **Enter** will display the instructions for this particular step along the bottom of the screen. Keep in mind that **F1-Help** screens are available at almost every step in this process. Each tax table represents the calculation formula required to calculate a particular tax.

There are situations where multiple tax codes are reported/paid to the same Tax Authority.

The proper usage of correct effective dates is crucial to the proper and timely functioning of PayChoice. Rate changes can be entered as soon as Payroll Associates becomes aware of them, often months in advance of their becoming effective. This typically allows adequate time for testing and implementation.
The **Tax Authority Wage Definition Table** is the key to Payroll Associates' ability to build and maintain definitions of taxable wages appropriate to each individual tax authority. Whereas many payroll systems require changes to be made to each client company as wage definition changes are made for any given tax authority, PayChoice easily accommodates such changes by altering the content of the Tax Authority Wage Definition Table, thereby automatically updating the wage definitions for all affected client companies.

![Image of Tax Authority Wage Definition Table]

When viewing the **Valid Tax Authorities** screen, you can access wage definitions in one of two ways. While highlighting a given tax authority, without pressing **Enter**, press **F8** twice. Or, highlight a given tax authority, press **Enter**, then press **F8**. The Wage Base information shown for a given tax authority displays the same 6 character Base Accumulators discussed earlier under the topics of **Master Earnings Table** and **Master Deductions Table**. Since most of the Base Accumulators for wage definitions reference Base 1, Federal Withholding Taxable Wages, or Base 2, Federal Unemployment Taxable Wages, keep in mind that you can quickly access Base 1 or Base 2 wage definitions by **Escaping** from the particular wage definition being reviewed, then pressing **B**, which will take you immediately to the top of the list of the tax authority wage definitions, Base 1 followed by Base 2. Pressing **F8** while highlighting either Base 1 or Base 2 will bring up a display of the Base Accumulators defining Base 1/Base 2.
When reviewing the wage definition for any given tax authority, the Base Accumulators will be followed by two separate alphabetic entries; the first being either D (deduct), R (report) or B (both); the second being A (add to the wage definition) or S (subtract from the wage definition).

The rationale behind Base 1 and Base 2 being the focal points for most of the wage definitions is the fact that many of the taxing authorities use the Federal definitions of taxable wages and unemployment as the basis for their taxable amounts.
The **Test Tax Tables** were originally built for use by Payroll Associates in testing newly created tax tables prior to their release to licensees. However, it has proven useful when discussing various "what if" scenarios with client companies and/or their customer base. They enable you to test the impact of various combinations of filing status, number of dependents, frequency of pay, check date and gross pay amounts. The basic screen displays FW, FIMD (Medicare) and FICA (Social Security). To add various tax authorities, press **Insert** and type in tax authorities, such as DE for Delaware income tax, etc.
System Base Accumulators is a table used to control the priority and print positions of each Base Accumulator used for the various taxing authorities.

IMPORTANT: This table is maintained exclusively by Payroll Associates. Do not attempt to add, change or delete any records in this table.
**Workers Comp Codes and Descriptions** is a table of available Worker’s Comp Classifications. You may add, change, or delete any Workers Comp Classification Codes used by your clients. This is a global table used by all of your companies.
Workers Comp Rates By State is a table to be used in building a Rate Table for each state. Press Enter, followed by the 2 character state code, followed in turn by a 4 character rate ID table code. The rate table ID may be the same as the company code if Workers' Comp rates will be stored at the company level. This enables the service bureau to direct each client company to a different rate table ID in the event that multiple rate tables are in effect in their state. This table is maintained entirely by the Service Bureau.
Billing

Please see the Chapter 4 in the System Administrator Manual - Billing Your Clients
Reports

Internal Report Writer provides access to a library of internal reports created using the CLARION Report Writer embedded within PayChoice. These reports enable you to print many of the Branch Tables and Combined Client Files. They are for use by the service bureau in running its day-to-day operations. Reports may be added, changed or deleted at the discretion of the Service
Quarterly Tax Wage (QTW) Report Layout is maintained exclusively by Payroll Associates for the purpose of controlling the printing of headings and data on the QTW Report. Do not attempt to add, change or delete any entries in this file.
Form W-2/W-3 Layout is maintained exclusively by Payroll Associates. It contains a box-by-box print detail for each entry field on a W-2.

You can add information to Box 14 for your Service Bureau by....
Form 1099-MISC Layout

![Form 1099-MISC Layout](image)

Form 1099-R Layout

![Form 1099-R Layout](image)
Report Titles/Print Definition is maintained by the service bureau after being originally supplied to the licensee by Payroll Associates. There is an entry in this table for every report in PayChoice. It is used for controlling report headings (up to 40 characters, centered), printer (all checks go to LPT1, reports may go to LPT1 or LPT2) and print ques for the printing of all PayChoice production reports. This table also controls which Form Macro is specified for each report, as well as the PCL initialization string which controls how the Form Macro will interact with the report data file.

Highlighting Report Titles/Print Definition will bring to the screen a list of all report titles and printer definitions available in PayChoice. Selected report titles can be modified by simply putting the client company name or product name at the front of the report title listed. The service bureau has the ability to define report headings and printer ports for all non-tax return reports.
Pressing F5 will display the **Update PRT_DB** screen for use in establishing/modifying report titles/print definitions. The last line of this screen references **Use ALT Report.** All alternate report definitions will use this location to point to a primary report in regard to which form grid will be used in the alternate report.

If any report is printed on a non-HP laser printer and/or appears to be out of proper alignment when printed, please contact Payroll Associates for technical assistance. Payroll Associates should also be contacted for assistance in setting up print specifications for laser printers having more than one tray.

**Report Code** refers to the 4 character report code you wish to define.

**Printer ID** is the position where you will identify the printer port to be used for printing the subject report.

**Report Name (Title)** is for the entry of the report title, up to 40 characters in length, which will be centered at the top of the report.
The remaining fields are primarily controlled by Payroll Associates. Do not attempt to change any specifications relating to tax returns other than printer selection.

The Quarterly Returns Definition Table is maintained exclusively by Payroll Associates. It controls the print positions for all quarterly returns such as 940's, 941's, California DE3's, etc.

Continuation Returns controls the print positions for Quarterly State Wage Listings. This table is maintained exclusively by Payroll Associates.
Custom Report Generator

This is the branch directory of the Custom Reports that are available in the system. Any changes that are made here are global – if you change something in a report here it is permanent for the global list. This is the list of reports that the system access when you press F10 when setting up custom Reports in a company.