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WELCOME TO

Payroll Problem-Solving: Become a Master of Troubleshooting

Steve Sikes & Elizabeth Hudspeth
Support & Implementation Specialist



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SESSION INFO



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SURVEY

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RESOURCES

The slides and a recording will be sent via email.



QUESTIONS

Use the “Questions” panel to chat with the presenters and AccountingWare team.

ABOUT THE PRESENTERS



Steve Sikes

Support Specialist
Boomerang
1984-1992, 2014

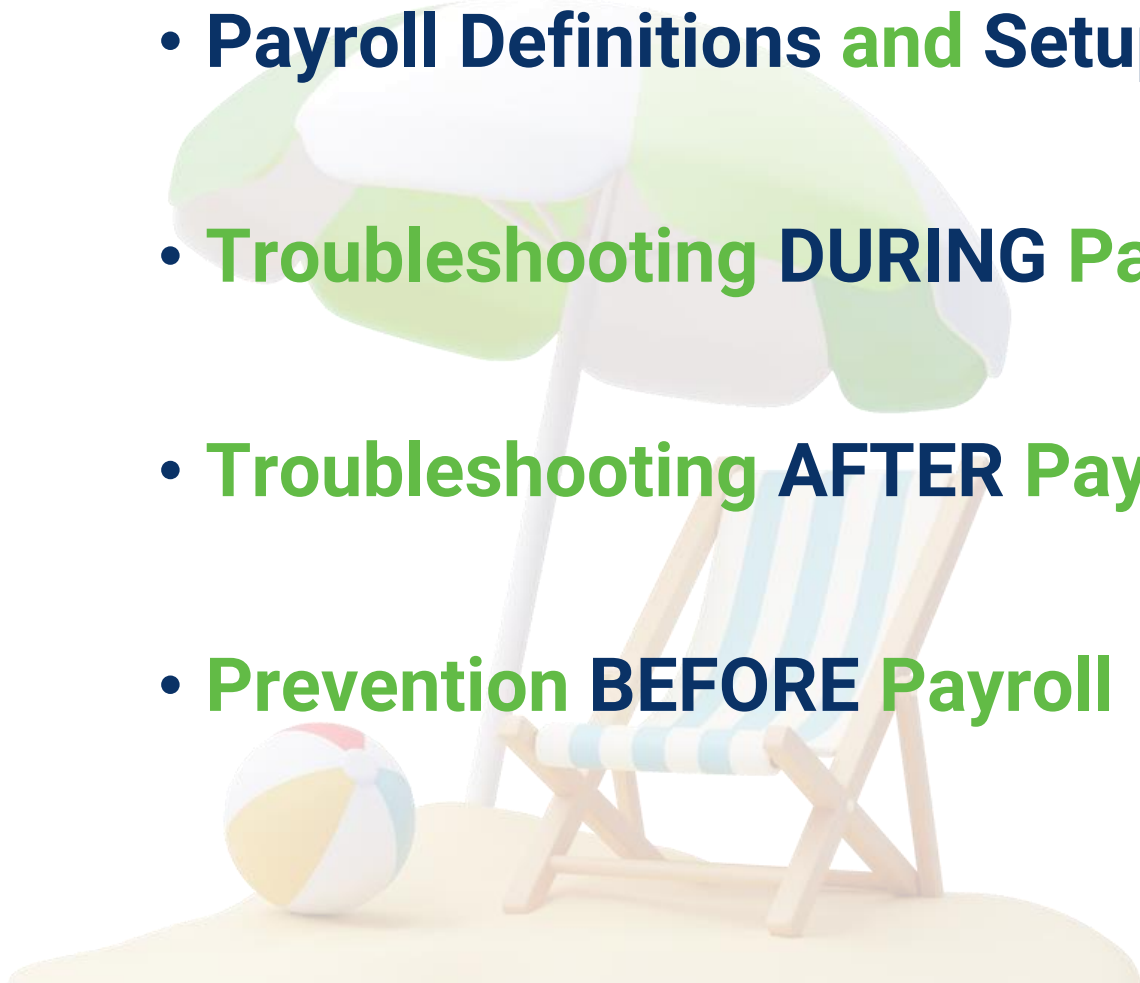


Elizabeth Hudspeth

Implementation Specialist
2021

Payroll Problem-Solving: Become a Master of Troubleshooting

Agenda

- 
- Payroll Definitions **and** Setup
 - Troubleshooting **DURING** Payroll
 - Troubleshooting **AFTER** Payroll
 - Prevention **BEFORE** Payroll

- **Live “In the Moment”**
- operators
- **Period Reporting**
- managers, accountants
- **Testing**
- operators, managers, accountants

Payroll Problem-Solving: Become a Master of Troubleshooting

Agenda

- Payroll Definitions and Setup

Definitions to know *and* Setting up your display



PRCode

(Ex. “Pay.Reg.100”)

Establishes the **type** of check line

Deduction
Pay
Tax
Statistic

Comprised of “segment items” separated by a period “.”

Sourced on checks from
Time Sheets
Employee Automatics
added **manually**

Segment Item

(Ex. “PayDept:100”)

PRCode “*components*” that provide

- **calculations**
- **parameters**
- **groups**
- **GL accounts**

for each **check line** and **distribution line**

Types

Pay – Adds to Pay
Deduction EE – Subtracts
Deduction ER – No effect
Tax EE – Subtracts
Tax ER – No effect
Statistic – No effect

Group

(ex. “Compensation”)

“**Group**”s check line amounts into

subtotals

for calculation and reporting purposes

* * * * *

The Payroll Group Analysis report analyzes and summarizes check line totals by group

Think of a group in this way...

Group

Subtotal “bucket” for
tax tables
percentages
thresholds

Do you know what’s in your groups?

Group

(ex. “Compensation”)

“Group”s check line
amounts into

subtotals

for calculation and
reporting purposes

* * * * *

The Payroll Group
Analysis report
analyzes and
summarizes check line
totals by group

Open Group record for its Segment Item assignments

Group - "Compensation" for D...

Group for Demo Casa Blanca LJI

Name: Compensation (Built-in)

Segment Item	Description
Pay:Bonus	Bonus Pay
Pay:CBonus	Citibank Bonus
Pay:Check	Per Check Pay
Pay:CommAmt	Commission Amount
Pay:CommPct	Commission Percent
Pay:CovidF	Covid Full Pay Leave
Pay:CovidFMLA	FMLA Covid
Pay:CovidP	Covid Partial Leave Pay
Pay:Dbl	Double Time
Pay:GrossUp	Gross Up Pay
Pay:Holiday	Holiday Pay
Pay:Ovt	Overtime Pay
Pay:Park	Parking
Pay:PTO	Paid Time Off
Pay:Reg	Regular Hourly Pay
Pay:SailSalary	Sailing Salary

Group Segment Items Other Developer

Run Groups Listing Report for complete list of Groups and Segment Item Assignments

Groups Listing for Demo Casa Blanca LJI - Steve Sikes

Options Output

☒ Include Segment Items
☐ Include Timestamps
☐ Include Memos

Preview Groups Listing for Demo Casa Blanca LJI - Steve Sikes

File Help

Main Report

Groups							
Demo Casa Blanca LJI Steve Sikes							
Page 1 8/27/2024 5:44:58PM							
Name	Description	Qualified by	Source Name	Source Scale	Result Name	Result Scale	Built-In?
Compensation	Total Compensation	TaxEntity		2	Amount	2	Built-In
Segment Items:							
Clear	Clearer						
CovidP	Covid Partial Leave Pay						
Hr	Hourly						
ExcessGTLI	Excess Group Term Life Insurance						
Dbl	Double Time						
LDbl	Load-in Double						
LOvt	Load-in Overtime						
Ovt	Overtime Pay						
ROvt	Running Overtime						
CommPct	Commission Percent						
RReg	Running Regular						

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

View Groups from PRCodes and Segment Items HD panes

PRCodes for Demo Casa Blanca LJJ

Options: Personal

Filters: Lookup:

Code	Description	Groups
Ded.125Dep	125 DepCare	125DepCare
Ded.401kAmt	401k Amount	401k, PreIncomeTax, PreMedicare, PreSocialSecurity
Ded.401kPct	401k Percent	401k, PreIncomeTax, PreMedicare, PreSocialSecurity
Ded.401kRothPct	401k Roth Pct	PreIncomeTax, PreMedicare, PreSocialSecurity, Roth401k
Pay.Bonus	Bonus Pay	Compensation, DispPay, GLSourcePay
Ded.G.XXCS	Child Support	GarnChild
Ded.G.XXCS2	Child Support 2	GarnChild
Ded.G.XXCS3		
Ded.G.XXCS4		
Ded.G.XXCS5		
Ded.G.Civil		
Pay.CommPct		
Pay.CovidF		
Pay.CovidP		

Segment Items for Demo Casa Blanca LJJ

Options: Personal

Filters: Deduction x Lookup: ☐ Include Obsolete

Segment	Item	Description	Groups
Deduction	125Dep	Section 125 Dependent Care	125DepCare
Deduction	125Med	Section 125 Medical	125Med
DedUnion	33	Crew	
DedER	33Flex	33 Flex	
Deduction	401kAmt	401k Amount	401k, PreIncomeTax, PreMedicare, PreSocialSecurity
Deduction	401kLoan1	401k Loan 1	401kLoan1
Deduction	401kLoan2	401k Loan 2	401kLoan2
DedER	401kMatch	401k Match	
Deduction	401kPct	401k Percent	401k, PreIncomeTax, PreMedicare, PreSocialSecurity
Deduction	401kRoth...	Roth 401k Amount	Roth401k
Deduction	401kRothPct	Roth 401k Percent	PreIncomeTax, PreMedicare, PreSocialSecurity, Roth401k

DID YOU KNOW?

Locate the “Memo” field in the Groups HD pane for the built-in W-2 Box 12 “group” assignments

Groups for Demo Casa Blanca LJJ

Options: Personal

Filters: Lookup: ☐ Include Obsolete

Name	Description	Memo
ExciseTax	Excise tax excess golden par...	Amount: Code K - 20% excise tax on excess golden parachute payments. If you made excess "golden parachute" pay
NonTaxableSickPay	Nontaxable sick pay	Amount: Code J - Nontaxable sick pay. Show any sick pay that was paid by a third-party and was not includable in inc
Section83iDeferral	Aggregate deferrals Section ...	Amount: Code HH - Aggregate deferrals under section 83(i) elections as of the close of the calendar year. Report the
501c	Elective deferrals section 50...	Amount: Code H - Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan.
Section83iIncome	Qualified equity income Secti...	Amount: Code GG - Income from qualified equity grants under section 83(i). Report the amount includable in gross inc
457b	Elective deferrals section 45...	Amount: Code G - Elective deferrals and employer contributions (including nonelective deferrals) to any governmental
QSEHRA	Qualified small employer HR...	Amount: Code FF - Permitted benefits under a qualified small employer health reimbursement arrangement. Use this
408k6	Elective deferrals section 40...	Amount: Code F - Elective deferrals under a section 408(k)(6) salary reduction SEP.
Roth457b	Roth contributions to section ...	Amount: Code EE - Designated Roth contributions under a governmental section 457(b) plan. Use this code to report
403b	Elective deferrals section 40...	Amount: Code E - Elective deferrals under a section 403(b) salary reduction agreement.
ERSponsoredHlth...	Employer-sponsored health c...	Amount: Code DD - Cost of employer-sponsored health coverage. Use this code to report the cost of employer-spons
401k	Elective deferrals to a sectio	Amount: Code D - Elective deferrals to a section 401(k) cash or deferred arrangement (plan). Also show deferrals un

Groups for Demo Casa Blanca LJJ

Options: Personal

Filters: Lookup: ☐ Include Obsolete

Name	Description		Memo
NonQualifiedNot457	Nonquali		ount: Nonqualified plans. The purpose of box 11 is for th
3rdPartySickPayTax	3rd Part		ount: Federal income tax withheld and deposited by a thi
3rdPartySickPaySS	3rd Part		ount: Employee share of social security tax withheld and
3rdPartySickPayMed	3rd Part		ount: Employee share of Medicare tax withheld and depo
409AIncome	409A no		ount: Code Z - Income under section 409A on a nonqualif
409A	409A no		ount: Code Y - Deferrals under a section 409A nonqualifie
NonTaxableHSA	Non-taxa		ount: Code W - Employer contributions to a Health Saving
NonStatStockIncome	Income f		ount: Code V - Income from the exercise of nonstatutory
Adoption	Adoption		ount: Code T - Adoption benefit. Show the total that you
408p	408(p) S		ount: Code S - Employee salary reduction contributions u
Archer	Contribu		ount: Code R - Employer contributions to an Archer MSA.
NonTaxableCombat	Nontaxal		ount: Code Q - Nontaxable combat pay. If you are a milit

Total: 130 Selected: 1

Right-click menu options:

- New (Ctrl+N)
- New Copy (Shift+Ctrl+N)
- Read (Ctrl+R)
- Edit (Ctrl+E)
- Rename
- Change...
- Delete
- Obsolete
- Report...
- Export...
- Import...
- Copy to Clipboard (Ctrl+C)
- Copy to Excel (Shift+Ctrl+C)
- Select All (Ctrl+A)
- Zoom In (Ctrl+Num +)
- Zoom Out (Ctrl+Num -)
- Options...
- Refresh (F5)
- Developer Tool... (Ctrl+F12)

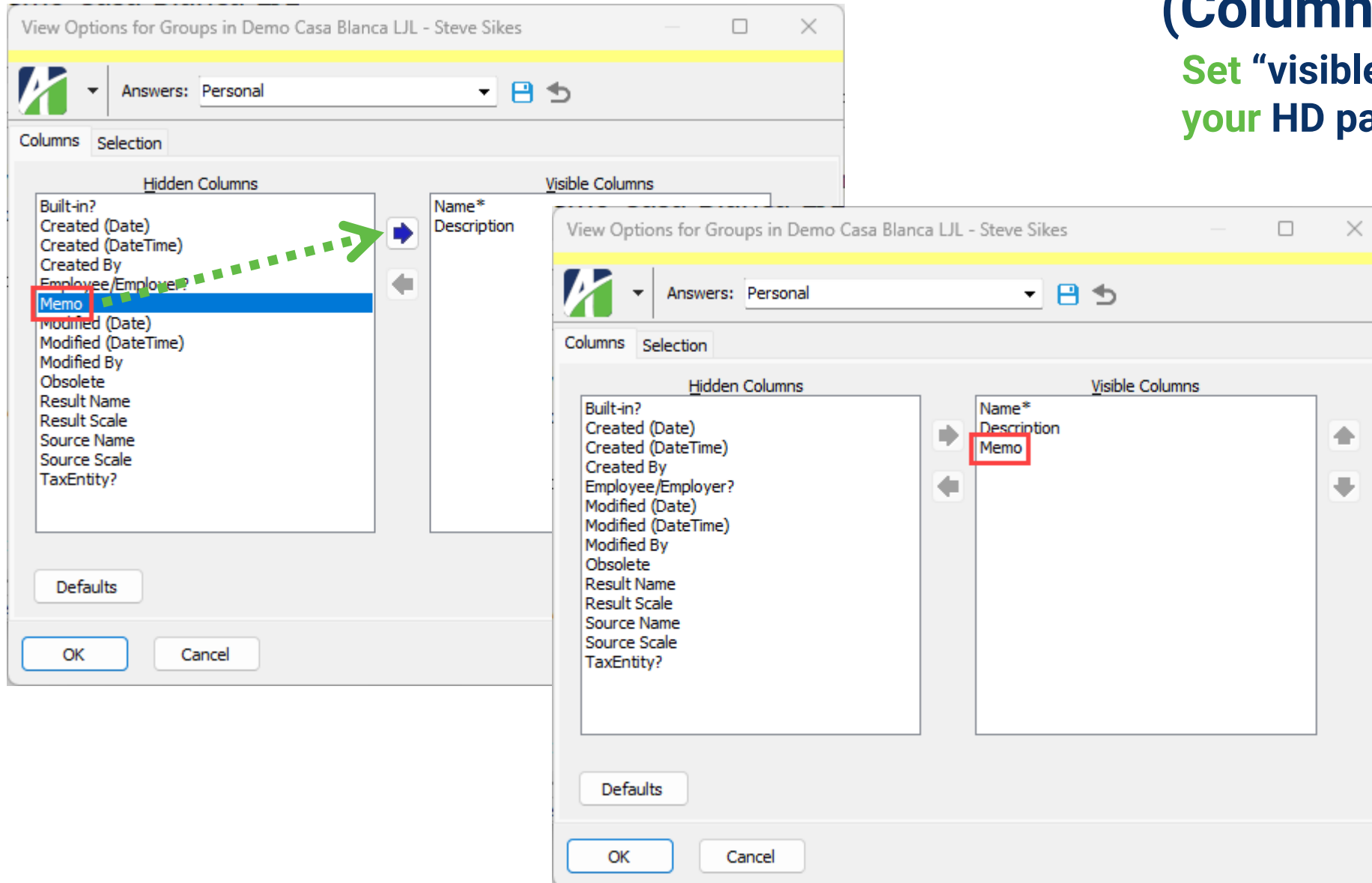
the ACTiViTYHD Right-click Menu

Options...

Set “visible” columns
for your HD pane view

(Column) Options...

Set “visible” columns for
your HD pane view



Dashboard for Demo Casa Blanca LJJL - Steve Sikes

 Disconnect

Process Payroll Dashboard

tailored to your processes

backstage ←

Demo Casa Blanca LJJL

Steve Sikes
Sunday, April 16, 2023 12:25:12 PM

Action Lists ▼

- AR - Aged Receivables
- AR - Analysis Reports
- AR - Collections
- AR - Month End
- AR - Recent Activity
- Process AR
- Process Payroll

External Links ▼

Process Payroll

close close others

Import Time	Proof Time	Process Time	Proof Checks	Merge Checks	Process Leave	Print Checks	Direct
• 4 new Payroll Checks							
◦ 2 New Checks with Zero, Negative, or Null Net Pay							
◦ 1 New Checks with Medicare Wage problems							
◦ 0 New Checks with Medicare Additional Withholding problems							
◦ 1 New Checks with Social Security Wage problems							
◦ 2 New Checks with USA Taxable Wage problems							
◦ 0 New Checks with CA Taxable Wage problems							
◦ 0 New Checks with CA SDI Wage problems							
◦ 0 New Checks with IA Taxable Wage problems							
◦ 0 New Checks with KS Taxable Wage problems							
◦ 0 New Checks with LA Taxable Wage problems							

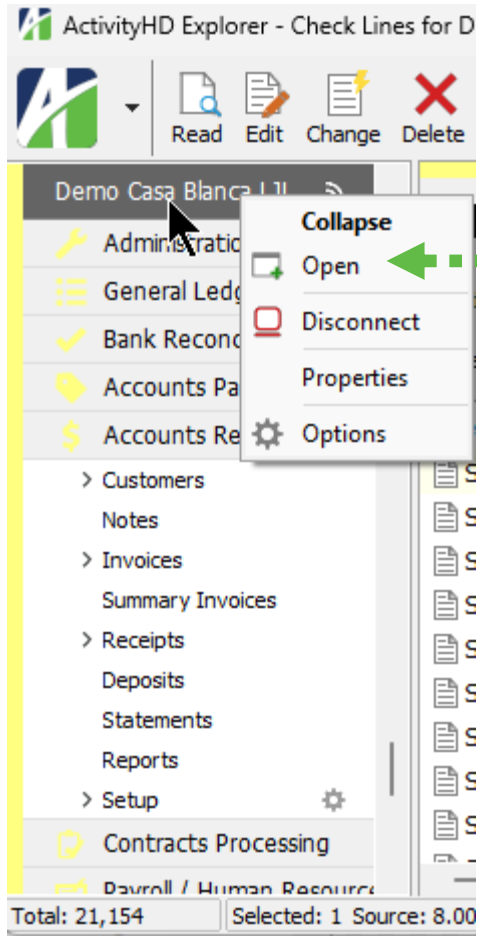
Click link to open Checks window filtered to "problem" checks

Is your Process Payroll Dashboard up-to-date?

Contact AccountingWare Support

the
ACTiViTYHD

Right-click Menu



Open ➔ opens item in separate window

including the Dashboard!

SETUP - OPEN MULTIPLE ACTIVITYHD WINDOWS ACROSS DISPLAY AREA

ActivityHD Explorer - Employees for Demo Casa Blanca LJJ - Steve Sikes

Options: Steve*
Filters:

Code	Name	Event (AR)
Alvarez	Alvarez, Lydia	
Aminoble	Aminoble, Fred	
Anderson	Anderson, Dennis	
Barnfield	Barnfield, Mollie K.	
Chase	Chase, Samantha D.	LUBCH
Curtis	Curtis, Sonya L.	
Edwards	Edwards, Frank	
Evans	Evans, Charles J.	
Garcia	Garcia, Andrea L.	
Gaschen	Gaschen, David	
Gilbert	Gilbert, Hannah L.	
Gnoche	Gnoche, Linda	
Gray	Gray, James C.	
Hedder	Hedder, Thomas	
Henderson	Henderson, Levi	
Hines	Hines	
Hope	Hope	
Jacob	Jacob	
Knight	Knight	
Lowery	Lowery	
McPherson	McPherson	
Mendoza	Mendoza	
Mills	Mills	
Raleigh	Raleigh	
Sanchez	Sanchez	
Schwartz	Schwartz	
Slate	Slate	
Smith	Smith	
Snyder	Snyder	
Stiles	Stiles	
Straton	Straton	
Tanner	Tanner	

Dashboard for Demo Casa Blanca LJJ - Steve Sikes

backstage ←

Steve Sikes
Sunday, April 16, 2023 12:37:55 PM

Action Lists ▼

- AR - Aged
- Receivables
- AR - Analysis
- Reports
- AR - Collections
- AR - Month End
- AR - Recent Activity
- Process AR
- Process Payroll

External Links ▼

Process Payroll

Import Time Proof Time Process Time Proof Checks Merge Checks Process Leave Print Checks Direct

- 4 new Payroll Checks
 - 2 New Checks with Zero, Negative, or Null Net Pay
 - 1 New Checks with Medicare Wage problems
 - 0 New Checks with Medicare Additional Withholding problems
 - 1 New Checks with Social Security Wage problems
 - 2 New Checks with USA Taxable Wage problems
 - 0 New Checks with CA Taxable Wage problems
 - 0 New Checks with CA SDI Wage problems
 - 0 New Checks with IA Taxable Wage problems
 - 0 New Checks with KS Taxable Wage problems

Checks for Demo Casa Blanca LJJ - Steve Sikes

Options: Personal
Filters: New Checks
Lookup:

Batch - #	Employee	Employee Name	Check Date	Net Pay	Merge #	Created	Created By
STEVE - 4	Garcia	Garcia, Andrea L.	4/15/2023	797.90		4/16/2023 12:15:09 PM	ssikes
STEVE - 3	Edwards	Edwards, Frank	4/15/2023	872.47		4/16/2023 12:15:08 PM	ssikes
STEVE - 2	Chase	Chase, Samantha D.	4/15/2023			4/16/2023 12:15:07 PM	ssikes
STEVE - 1	Barnfield	Barnfield, Mollie K.	4/15/2023			4/16/2023 12:15:06 PM	ssikes

Total: 4

ActivityHD Explorer - Demo Casa Blanca LJJ - Steve Sikes

Dashboard for Demo Casa Blanca LJJ - Steve Sikes

Checks for Demo Casa Blanca LJJ - Steve Sikes

1

2

3

Hover mouse over ActivityHD task

Payroll windows to open separately
Dashboard, Timesheets, Checks, Employees

Payroll Problem-Solving: Become a Master of Troubleshooting

Agenda

- Payroll Definitions and Setup
- Troubleshooting DURING Payroll

→ Live “In the Moment”
-operators

and Prevent

Proof to Identify Problems



Tax errors on dashboard

1

Insufficient leave balance

2

“null” Net Pay

3

Printer jam

4

Vacation hours included in OT

5

Retirement contribution wages
not including shift diff pay

6

The medical deduction wasn't
pre-taxed but should have been

7

Training pay was paid @\$1 per hour
(calculation treated hours as amount)

8

Wrong pay rate

9

10

Wrong contribution rate

Wrong tax rate

11

12

Missing tax rate



941 shows a payment due?

73

Employee claims SSA shows \$0 wages in 2023

74

EFW2 file was rejected by the IRS

75

USA Tax Liability report doesn't match tax payment in AP

76

Course: Payroll 101

Description: There will be **problems**

1. Some problems find you



Course: Payroll 101

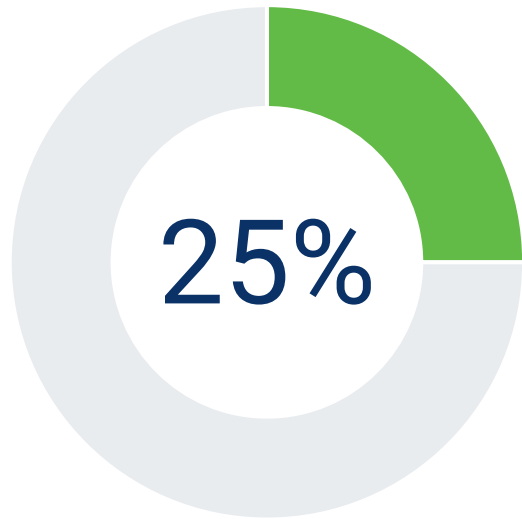
Description: There will be problems

1. Some problems find you 

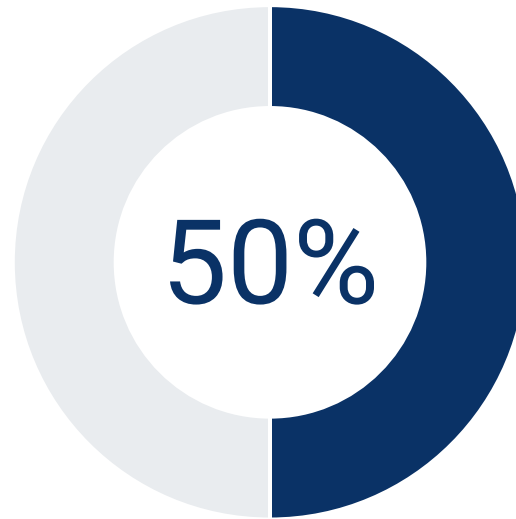
2. Most problems must be found



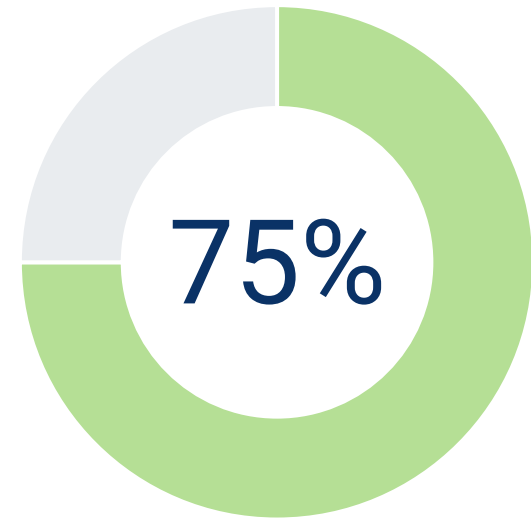
"Proofing" is an iterated activity that occurs throughout the payroll process



Anticipate and Proof
to identify problems

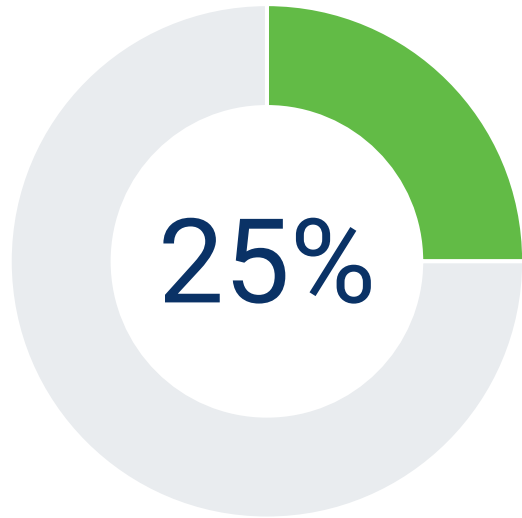


Decipher, Resolve and
Recalculate



Re-Proof

Anticipate



Anticipate and **Proof**
to identify problems

Proof

Know **if changes** to setup occurred this pay period...



*Imported
data*



New Hires



*Updated
rates*



*New
PRCode(s)*



*Updated
calculations*

Additional proofing
for setup changes

TRUST & VERIFY

Dashboard for Demo Casa Blanca LJJ - Steve Sikes

 Disconnect

Demo Casa Blanca LJJ

Steve Sikes
Sunday, April 16, 2023 12:25:12 PM

backstage ←

Action Lists ▼

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External Links ▼

Process Payroll

close close others

Import Time	Proof Time	Process Time	Proof Checks	Merge Checks	Process Leave	Print Checks	Direct
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◦ 0 New Checks with KS Taxable Wage problems							
◦ 0 New Checks with LA Taxable Wage problems							

1

Compare
Payroll Runs

2

Checks
Proof Report

3

Check Totals
report

4

Check Lines
HD pane

1

Compare Payroll Runs

Payroll Demo - ACW - Steve Sikes

Delete Report Process **Compare**

Payroll Runs for Payroll Demo

Options: Personal

Filters:

Run Type	Chec...	Period Begin	Period End	Closed
BW	8/22/2024	8/1/2024	8/15/2024	

Payroll Run Comparison for Payroll Demo - ACW - Steve Sikes

Preview Print Email Export Answers: Defaults

Employee Check Line **Compare** Options Output

Payroll Run: BW - 2024-08-22

Compare To: BW - 2023-08-01

Payroll Run Comparison for Payroll Demo - ACW - Steve Sikes

Preview Print Email Export Answers: Defaults

Employee Check Line Compare **Options** Output

- ☒ Include Missing Employees
- ☒ Include New Employees
- ☒ Include Missing PRCodes
- ☒ Include New PRCodes
- ☒ Include Net Pay Differences
- ☐ Include Check Line Differences
- ☐ Include Source Differences
- ☐ Include Rate Differences
- ☐ Include Result Differences

BW - 2024-08-22 Payroll Run

Compared To
BW - 2024-08-08

Missing Employees

Batch - Entry #	Check Date	Net Pay
PR - 1604	8/5/2024	1,711.06
PR - 1652	8/5/2024	1,711.06
PR - 1695	8/8/2024	
PR - 1601	8/5/2024	
PR - 1655	8/5/2024	
PR - 1692	8/8/2024	
PR - 1596	8/5/2024	
PR - 1660	8/5/2024	
PR - 1687	8/8/2024	
Total Missing Employees: 9		
Stat.Hours		
Pay.Sick		
Pay.Sick		
Pay.Sick		
PR - 1753	8/22/2024	
PR - 1738	8/22/2024	
PR - 1775	8/22/2024	
PR - 1767	8/22/2024	
Total New Employees: 14		

Batch - Entry #	Check Date	Net Pay
8/5/2024	1,711.06	
8/5/2024	-1,711.06	
8/10/2024	8.00 38.4600	
8/11/2024	8.00 38.4600	
PR - 1772		
PR - 1772		
PR - 1772		
PR - 1772		
PR - 1749		
PR - 1721		
PR - 1721		
PR - 1721		
PR - 1721		
PR - 1721		
PR - 1721		
PR - 1721		
PR - 1774		
PR - 1733		
PR - 1733		
Total New PRCodes: 39		

1,804.14	1,815.58	-11.44
178.34	52.14	126.20
511.73	329.42	182.31
1,391.12	1,413.72	-22.60
1,851.04	1,515.44	335.60
Total Net Pay Differences: 31		
8/22/2024	8/11/2024	8.00 38.4600 307.69
8/22/2024	8/7/2024	8.00 38.4600 307.69
8/22/2024	8/8/2024	8.00 38.4600 307.69
8/22/2024	8/9/2024	8.00 38.4600 307.69
8/22/2024	8/9/2024	8.00 72.6900 581.54
8/22/2024	8/7/2024	9.00 9.00
8/22/2024	8/8/2024	14.00 14.00
8/22/2024	8/9/2024	15.00 15.00
8/22/2024	8/14/2024	11.00 11.00
8/22/2024	8/15/2024	15.00 15.00
8/22/2024	8/16/2024	15.00 15.00
8/22/2024	8/8/2024	8.00 62.5000 500.00
8/22/2024	8/15/2024	4.00 31.6700 126.68
8/22/2024	8/16/2024	8.00 31.6700 253.36



Checks Proof Report

Checks Proof Report for Demo Aspire - Steve Sikes

Preview Print Email Export Answers: Defaults

Options Sorting Output

☒ Include Check Information
☐ Include Check Lines
☐ Include Check Line Distribution
☒ Include Disbursements
☐ Include Dates and GL
☐ Include Payee
☐ Include Timestamps
☐ Include Memos

Proof Checks

Page 1
8/25/2024 2:09:50PM

Batch - Entry #	Employee	Check Date	Pay	Ded/Tax	Net Pay
PR - 302		6/1/2023	6,163.15	1,727.20	4,435.95
Payroll Run: BW - 6/1/2023 Description: Merge #: 1280 Liability: 230001-00-A Bank Account: 115004-00-A Period Begin: 5/15/2023 Period End: 5/28/2023 Pay Periods/Yr: 26 GL Batch: PR 6.1.23					
-Void?	Method	Reference	Amount	Source	Direct Deposit Account
	Direct Deposit	DD 6.1.23	4,435.95	Net Pay	
	Date: 6/1/2023	GL Date: 6/1/2023	Liability: 230001-00-A	Bank: 115004-00-A	
Employee Pay Deductions Taxes Employer Deductions Taxes Statistics					
			Pay Total:	6,163.15	
			Deductions Total:	74.32	
			Taxes Total:	1,652.88	
			Deductions Total:	2,375.04	
			Taxes Total:	484.29	
			Statistics Total:	390.80	
Totals:			Checks: 1	6,163.15	1,727.20 4,435.95

3

Check Totals Report

Check Totals Report for Demo Aspire - Steve Sikes

Preview Print Email Export

Answers: Defaults

Selection Options Output

Begin Date: 8/5/2024

End Date: 8/18/2024

☐ Include Detail

☐ Subtotal by Attribute

☒ Include Grand Totals

Check Totals

(8/5/2024 - 8/18/2024)

Sunday, August 25, 2024 2:53:26PM Page 1

Grand Totals

Pay	Check	YTD
Gross Pay	121,046.58	1,914,660.69
Deductions	7,159.61	111,911.98
Taxes	28,950.43	464,191.97
Net Pay	84,936.54	1,338,556.74

Benefits	Check	YTD
Benefits	29,443.54	463,823.33
Tax Benefits	8,972.73	142,566.14
Total Benefits	38,416.27	606,389.47

Check Stub Items

List	Item	Source	Result	Source YTD	Result YTD	Source All	Result All
1	Salary		53,021.16		811,705.42		
1	Bonus				5,435.00		
1	Sick Pay	78.79	2,950.70		70,836.12		
1	Vacation	295.24	14,518.30		93,950.85		
1	Regular Hourly	1,548.91	47,647.55		752,822.27		
1	Holiday Pay				105,449.98		
1	OT Pay	17.52	783.97		35,405.69		
1	Personal Days Pay				0.82		
1	Dbl Time Pay				1,519.80		
1	Exempt Leave	3.00	200.55		10,579.33		
1	Jury Duty			10.00	561.98		
1	Retro Lump sum				69.40		
1	Opt Out Med		700.00		8,225.00		
				10.00	1,896,561.66		
2	403bRoth		250.00		3,600.00		
2	403b		4,325.00		72,000.00		
2	Dental 2-Party		20.34		264.42		
2	Dental Ins Employee-only		0.00		0.00		

4

Check Lines
HD pane

Dashboard for Demo Casa Blanca LJJ - Steve Sikes

Disconnect

Demo Casa Blanca LJJ Steve Sikes
Sunday, April 16, 2023 12:25:12 PM

backstage ←

Action Lists ▼

- AR - Aged
- Receivables
- AR - Analysis
- Reports
- AR - Collections
- AR - Month End
- AR - Recent Activity
- Process AR
- Process Payroll

External Links ▼

Process Payroll

close close others

Import Time Proof Time Process Time **Proof Checks** Merge Checks Process Leave Print Checks Direct

- 4 new Payroll Checks
- 2 New Checks with Zero, Negative, or Null Net Pay
- 2 New Checks with USA Taxable Wage problems**
 - 1 New Checks with Social Security Wage problems
 - 2 New Checks with USA Taxable Wage problems
 - 0 New Checks with CA Taxable
 - 0 New Checks with CA SDI W
 - 0 New Checks with IA Taxable
 - 0 New Checks with KS Taxable
 - 0 New Checks with LA Taxable

Checks for Demo Casa Blanca LJJ - Steve Sikes

New Read Edit Change Delete Report Merge Print Deposit Validate G

Checks for Demo Casa Blanca LJJ

Options: Personal

Filters: **Proof USA Taxable Wages** x Lookup:

Batch - #	Employee	Employee Name	▼ Chec...	Net Pay	Ent...	Merge #
STEVE - 5	Gray	Gray, James C.	4/15/2023	295.52	5	
STEVE - 6	Mendoza	Mendoza, Amy	4/15/2023	888.63	6	

- 2 New Checks with USA Taxable Wage problems

USA Taxable Wages → GROUP "IncomeTax" SOURCE total ----
 =
 Gross Compensation → GROUP "Compensation" RESULT total
 -
 Pre-Tax Deductions → GROUP "PreIncomeTax" RESULT total

ActivityHD Explorer - Check Lines for Demo Casa Blanca LJJ - Steve Sikes

Read Edit Change Delete Report Bots

Reports
 > Setup
 > Contracts Process
 > Payroll / Human Resources
 > Employees
 Notes
 > Time Sheets
 Payroll Runs
 > Leave Plans
 > Checks
 Check Lines
 Distributions
 Disbursements
 > Government

Check Lines for Demo Casa Blanca LJJ ?

Options: Personal

Filters: ? Check Date Range (4/15/2023, 4/15/2023), ? Group (IncomeTax) x

? Group (IncomeTax) ?

Lookup:

Check	Line	Employee	Employee Name	PRCode	Chec...	Work Date	Source	Rate	Result
STEVE - 1	7	Barnfield	Barnfield, Mollie K.	Tax.USA	4/15/2023	4/15/2023	110.58		0.00
STEVE - 2	6	Chase	Chase, Samantha D.	Tax.USA	4/15/2023	4/15/2023	2,195.00		258.00
STEVE - 3	15	Edwards	Edwards, Frank	Tax.USA	4/15/2023	4/15/2023	1,192.50		70.72
STEVE - 4	10	Garcia	Garcia, Andrea L.	Tax.USA	4/15/2023	4/15/2023	1,080.00		51.08
STEVE - 5	11	Gray	Gray, James C.	Tax.USACK	4/15/2023	4/15/2023	0.00		0.00
STEVE - 6	11	Mendoza	Mendoza, Amy	Tax.USACK	4/15/2023	4/15/2023	0.00		0.00

Total: 6 Selected: 6 Source: 4,578.08 Result: 379.80 Order: Check Date

USA Taxable Wages → GROUP "IncomeTax" SOURCE total -----

ActivityHD Explorer - Check Lines for Demo Casa Blanca LJI - Steve Sikes

Read Edit Change Delete Report Bots

ACTIVITYHD

Payroll / Human Resource

- > Employees
- Notes
- > Time Sheets
- Payroll Runs
- > Leave Plans
- > Checks
 - Check Lines
 - Distributions
 - Disbursements
- > Government
- Reports
- > Setup

Check Lines for Demo Casa Blanca LJI

Options: Personal

Filters: ? Check Date Range (4/15/2023, 4/15/2023) ? Group (IncomeTax) x

Lookup:

Check	Line	Employee	Employee Name	PRCode	Check Date	Work Date
STEVE - 2	6	Chase	Chase, Samantha D.	Tax.USA	4/15/2023	4/15/2023
STEVE - 3	15	Edwards	Edwards, Frank	Tax.USA	4/15/2023	4/15/2023
STEVE - 4	10	Garcia	Garcia, Andrea L.	Tax.USA	4/15/2023	4/15/2023
STEVE - 5	11	Gray	Gray, James C.	Tax.USACK	4/15/2023	4/15/2023
STEVE - 6	11	Mendoza	Mendoza, Amy	Tax.USACK	4/15/2023	4/15/2023

Total: 6 Selected: 6 Source: 4,578.08 Result: 379.80 Order: Check Date

USA

Federal and State Income Taxes charged separately

"IncomeTax" group is qualified by Tax Entity to enable reporting by tax jurisdiction

Group for Demo Casa Blanca LJJ

Name: (Built-in)

Description:

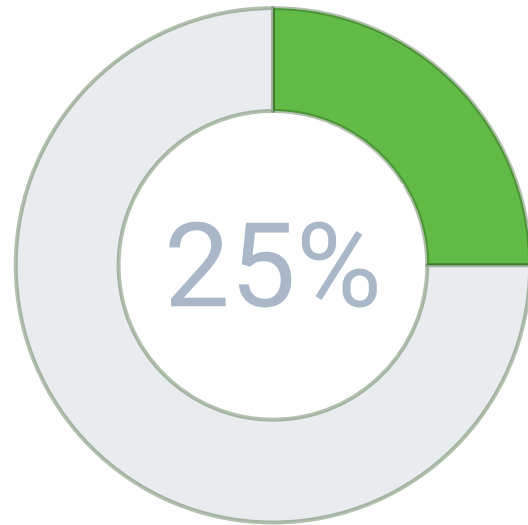
Source Name: Source Scale:

Result Name: Result Scale:

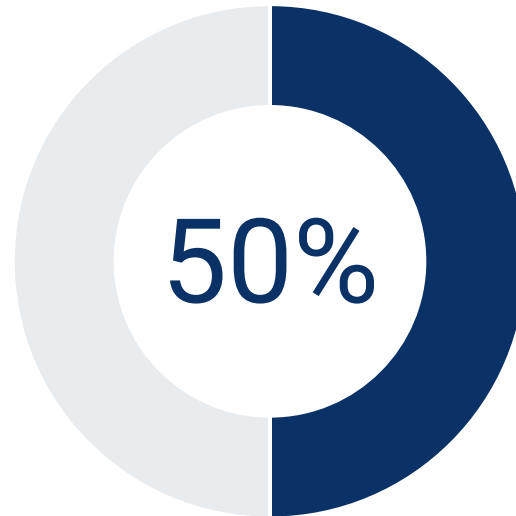
☒ Qualified by Tax Entity ☐ Qualified by Employee/Employer

Canada

Federal and Province Taxes are combined on one line



Anticipate and Proof
to identify problems



Decipher, Resolve and
Recalculate

Process Time Sheets for Demo Casa Blanca LJJ - Steve Sikes

Steps

- Specify Options
- Create Checks
- View Checks

Progress: Processed 4 Time Sheets
Status: Process Complete

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCode - Ded.401kPct A Result amount is required on Check line #3: PRCode - Tax.MedEE A Result amount is required on Check line #4: PRCode - Tax.MedER A Result amount is required on Check line #5: PRCode - Tax.SocSecEE A Result amount is required on Check line #6: PRCode - Tax.SocSecER A Result amount is required on Check line #7: PRCode - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5.0000 A Result amount is required on Check line #1: PRCode - Pay.Sick A Result amount is required on Check line #2: PRCode - Pay.U.Ovt.Rest3BO A Result amount is required on Check line #3: PRCode - Pay.U.Reg.Rest3BO A Result amount is required on Check line #4: PRCode - Pay.U.Reg.Rest4BO A Result amount is required on Check line #5: PRCode - Tax.FUTA A Result amount is required on Check line #6: PRCode - Tax.USA A Result amount is required on Check line #7: PRCode - Tax.MedEE A Result amount is required on Check line #8: PRCode - Tax.MedER A Result amount is required on Check line #9: PRCode - Tax.SocSecEE A Result amount is required on Check line #10: PRCode - Tax.SocSecER
BR - 2023-04-15 - Edwards	Line #15 Result: W-4 not found

<< Back Next >> Finish Cancel

Process Time Sheets for Demo Casa Blanca LJJ - Steve Sikes

Steps
Specify Options
Create Checks
View Checks

Progress: Pro
Status: Pro

**the
ACTiViTYHD
Right-click Menu**

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCODE - Ded.401kPct
	A Result amount is required on Check line #3: PRCODE - Tax.MedEE
	A Result amount is required on Check line #4: PRCODE - Tax.MedER
	A Result amount is required on Check line #5: PRCODE - Tax.SocSecEE
	A Result amount is required on Check line #6: PRCODE - Tax.SocSecER
	A Result amount is required on Check line #7: PRCODE - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5.0000
	A Result amount is required on Check line #1: PRCODE - Pay.Sick

Copy to Clipboard Ctrl+C
Select All Ctrl+A

Select All → Select all items in view (<Ctrl>A)

Copy to Clipboard → Copy selected items (<Ctrl>C) and Paste in **X** (<Ctrl>V)

<< Back Next >> Finish Cancel

Excel or any text editor

TROUBLESHOOTING "IN THE MOMENT" - DECIPHER MESSAGE

Process Time Sheets for Demo Casa Blanca LJJ - Steve Sikes

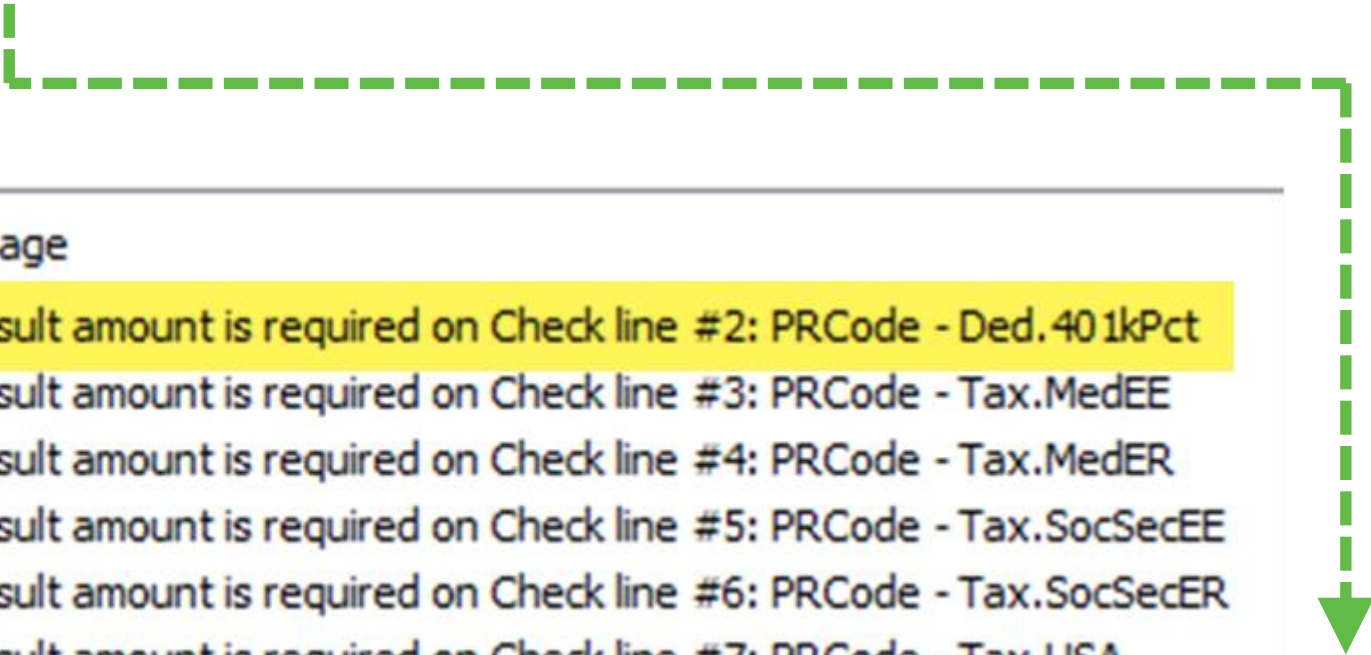
Steps
Specify Options
Create Checks
View Checks

Progress: Processed 4 Time Sheets
Status: Process Complete

Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCode - Ded.401kPct A Result amount is required on Check line #3: PRCode - Tax.MedEE A Result amount is required on Check line #4: PRCode - Tax.MedER A Result amount is required on Check line #5: PRCode - Tax.SocSecEE A Result amount is required on Check line #6: PRCode - Tax.SocSecER A Result amount is required on Check line #7: PRCode - Tax.USA
BR - 2023-04-15 - Chase	Line #1 Result: Sick usage exceeds available balance of 5.0000 A Result amount is required on Check line #1: PRCode - Pay.Sick A Result amount is required on Check line #2: PRCode - Pay.U.Ovt.Rest3BO A Result amount is required on Check line #3: PRCode - Pay.U.Reg.Rest3BO A Result amount is required on Check line #4: PRCode - Pay.U.Reg.Rest4BO A Result amount is required on Check line #5: PRCode - Tax.FUTA A Result amount is required on Check line #6: PRCode - Tax.USA A Result amount is required on Check line #7: PRCode - Tax.MedEE A Result amount is required on Check line #8: PRCode - Tax.MedER A Result amount is required on Check line #9: PRCode - Tax.SocSecEE A Result amount is required on Check line #10: PRCode - Tax.SocSecER
BR - 2023-04-15 - Edwards	Line #15 Result: W-4 not found

<< Back Next >> Finish Cancel

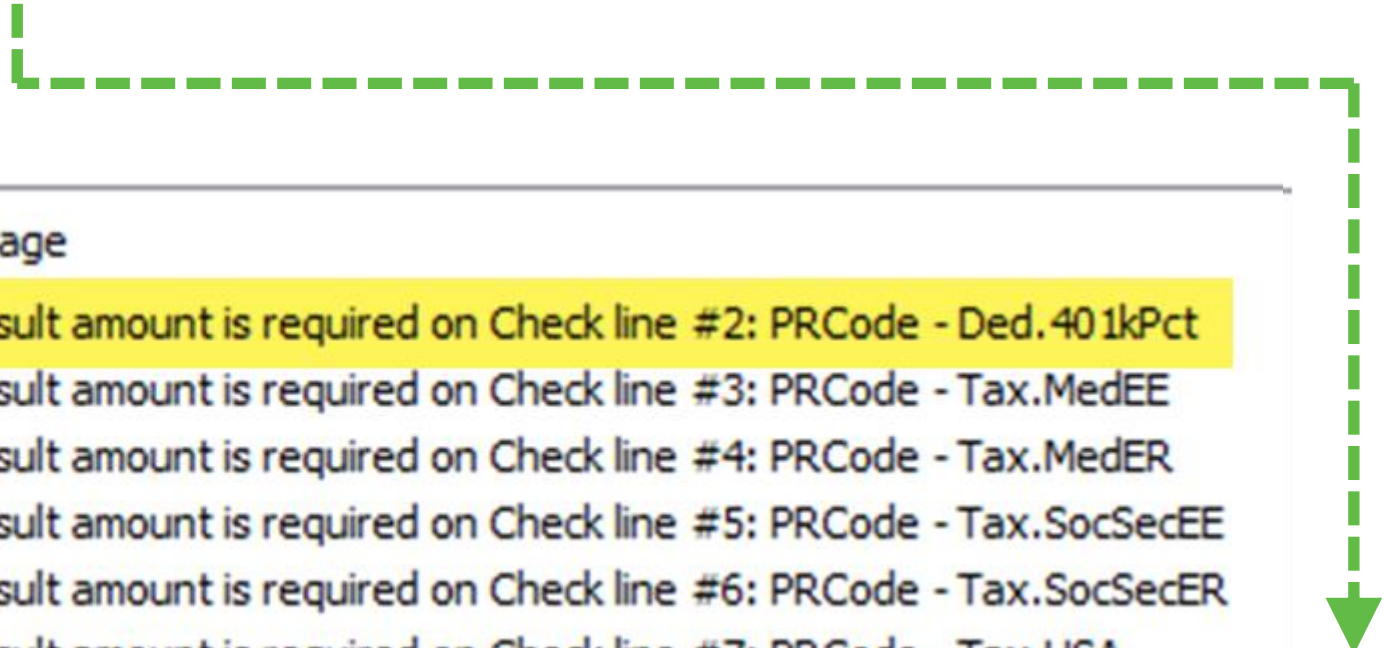
Evaluate Messages from the top down



Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCode - Ded.401kPct A Result amount is required on Check line #3: PRCode - Tax.MedEE A Result amount is required on Check line #4: PRCode - Tax.MedER A Result amount is required on Check line #5: PRCode - Tax.SocSecEE A Result amount is required on Check line #6: PRCode - Tax.SocSecER A Result amount is required on Check line #7: PRCode - Tax.USA

Resolving the first message often resolves the others

Evaluate Messages from the top down



Item	Message
BR - 2023-04-15 - Barnfield	A Result amount is required on Check line #2: PRCode - Ded.401kPct
	A Result amount is required on Check line #3: PRCode - Tax.MedEE
	A Result amount is required on Check line #4: PRCode - Tax.MedER
	A Result amount is required on Check line #5: PRCode - Tax.SocSecEE
	A Result amount is required on Check line #6: PRCode - Tax.SocSecER
	A Result amount is required on Check line #7: PRCode - Tax.USA

Payroll Run Employee Code

"Null" Results not allowed

Line # PRCode

TROUBLESHOOTING "IN THE MOMENT" - DECIPHER MESSAGE

Check - "STEVE - 1" for Demo Casa Blanca LJJL - Steve Sikes

 New Read Save Report Previous Next Proof Merge Print Deposit Void Bots

Check for Demo Casa Blanca LJJL

Batch: STEVE Employee: Barnfield Mollie K. Barnfield Check Date: 4/15/2023

Entry #: 1 Description: Net Pay:

Type: All

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		
7	4/15/2023	Tax.USA	USA W/H				
8	4/15/2023	Tax.FUTA	Federal Unemp	114.00	0.0060	0.68	

Check Payroll Run Lines Disbursement Notes Attachments Other Developer

Edit

BR - 2023-04-15 - Barnfield A Result amount is required on Check line #2: PRCode - Ded.401kPct















Check for Demo Casa Blanca LIL

Batch: Employee: Mollie K. Barnfield Check Date:

Entry #: Description: Net Pay:

Type: 

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		
7	4/15/2023	Tax.USA	USA W/H				
8	4/15/2023	Tax.FUTA	Federal Unemp	114.00	0.0060	0.68	

Check Payroll Run Lines Disbursement Notes Attachments Other Developer

Edit

BR - 2023-04-15 - Barnfield A Result amount is required on Check line #2: PRCode - Ded.401kPct















Check for Demo Casa Blanca LIL

Batch: Employee: Mollie K. Barnfield Check Date:

Entry #: Description: Net Pay:

Type: 

Line	Work Date	PRCode	Description	Source	Rate	Result	Memo
1	4/7/2023	Pay.Reg	Reg Hrs	8.00	14.25	114.00	
2	4/15/2023	Ded.401kPct	401k Percent	114.00			
3	4/15/2023	Tax.MedEE	Medicare EE		1.4500		
4	4/15/2023	Tax.MedER	Medicare ER		1.4500		
5	4/15/2023	Tax.SocSecEE	Social Security		6.2000		
6	4/15/2023	Tax.SocSecER	Social Security		6.2000		
7	4/15/2023	Tax.USA	USA W/H				
8	4/15/2023	Tax.FUTA	Federal Unemp	114.00	0.0060	0.68	

BR - 2023-04-15 - Barnfield

A Result amount is required on Check line #2: PRCODE - Ded.401kPct

Decipher Message

What is the problem?

Missing 401k percentage

Resolve

Now what I do?

It's time to play...

Solve *that* **PROBLEM!**

Get set



On your mark

Go!

BR - 2023-04-15 - Barnfield

A Result amount is required on Check line #2: PRCode - Ded.401kPct

Decipher Message

What is the problem?

Missing 401k percentage

Resolve

Now what I do?

Remove the problem line so
check will calculate

1

Have HR add the missing 401k
percentage RATE to the employee's
parameters and recalculate check

2

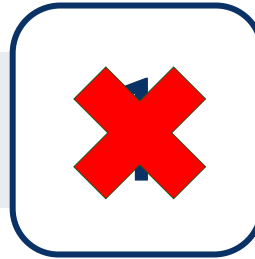
Unlock RATE to enter percentage
manually and recalculate

3

Delete check and reprocess

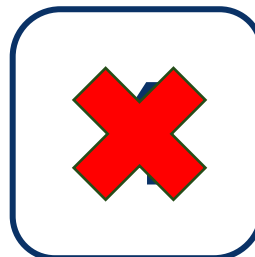
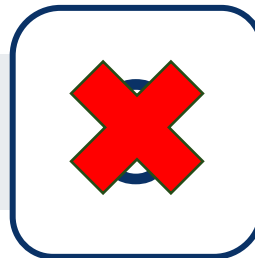
4

Remove the problem line so
check will calculate



**Have HR add the missing 401k
percentage RATE to the employee's
parameters and recalculate check**

Unlock RATE to enter percentage
manually and recalculate



Delete check and reprocess

PROBLEM #2

BR - 2023-04-15 - Edwards

Line #15 Result: W-4 not found

BR - 2023-04-15 - Edwards

Line #15 Result: W-4 not found

Decipher Message

What is the problem?

Missing W-4

Resolve

Now what do I do?

Unlock "Tax" line RESULTS to manually calculate taxes

1

Remove Tax lines with "Null" Results so check will calculate

2

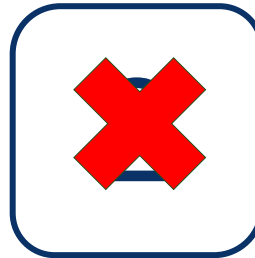
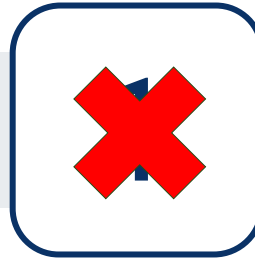
Have HR add the missing W-4 record on the employee's Employee Records tab and recalculate check

3

Delete check and reprocess

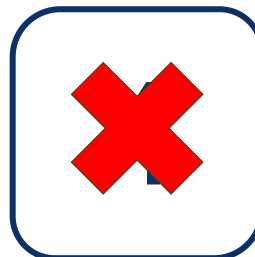
4

Unlock "Tax" line RESULTS to manually calculate taxes



Remove Tax lines with "Null" Results so check will calculate

Have HR add the missing W-4 record on the employee's Employee Records tab and recalculate check



Delete check and reprocess

PROBLEM #3

BR - 2023-04-15 - Chase

Line #1 Result: Sick usage exceeds available balance of 5.0000

- 2 New Checks with USA Taxable Wage problems

Decipher Message

What is the problem?

Not enough hours to cover sick usage

Resolve

Now what do I do?

Unlock SOURCE and trim hours
to available balance

1

Unlock Result to force calculation
resulting in a negative leave balance
for employee

2

Kick timesheet back to supervisor

3

Have AccountingWare Support
"program" your leave usage
policy into the leave usage
calculation

4

Unlock SOURCE and trim
hours to available balance

?

It depends...

Kick timesheet back to
supervisor

?

Unlock Result to force calculation
resulting in a negative leave balance

?

4

Have AccountingWare Support
"program" your leave usage
policy into the leave usage
calculation

PROBLEM #4

- 2 New Checks with USA Taxable Wage problems

- 2 New Checks with USA Taxable Wage problems

Decipher Message

What is the problem?

Taxable Wages <> Comp Less Pre-Tax

Resolve

Now what do I do?

Add missing Tax.USA line

1

Unlock Tax.USA SOURCE to
enter correct amount

2

Enter correct amount in
Tax.USA SOURCE

3

Call AccountingWare Support

4

Add missing Tax.USA line

1



Unlock Tax.USA SOURCE to
enter correct amount

Trick question:
The field is already unlocked

Enter correct amount in
Tax.USA SOURCE

3

4

Call AccountingWare Support

Thanks for playing

Solve *that* **PROBLEM!**

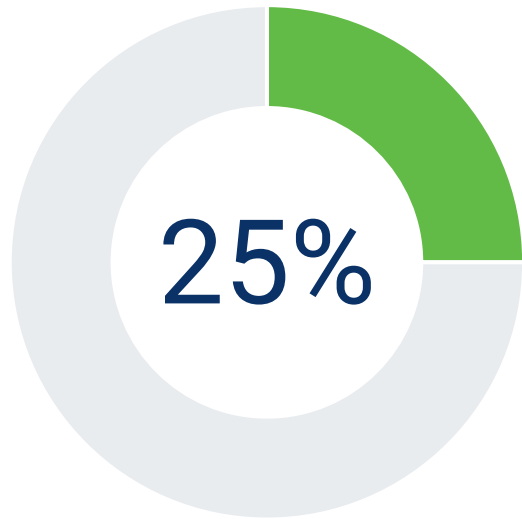
again



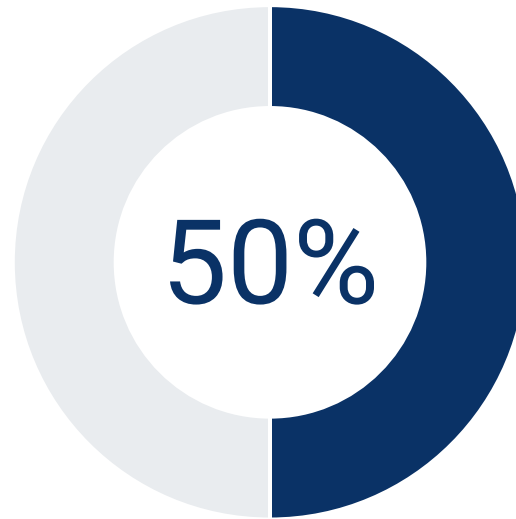
Come

soon!

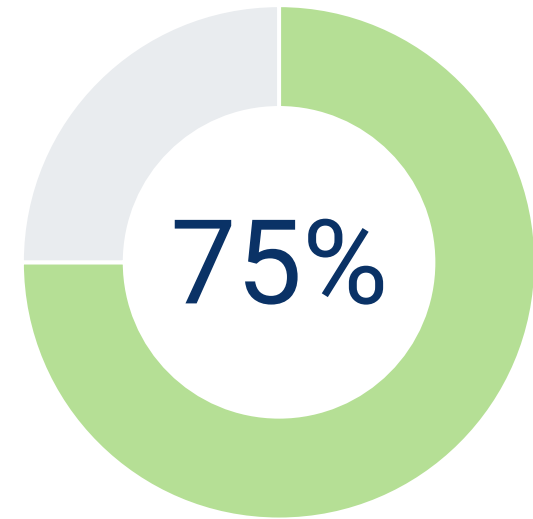
"Proofing" is an iterated activity that occurs throughout the payroll process



Anticipate and Proof
to identify problems



Decipher, Resolve and
Recalculate



Re-Proof

"Proofing" is an iterated activity that occurs throughout the payroll process

estimated complete

95%



when *problem-free* Checks are ready to merge and disburse

Anticipate and Proof
to identify problems

Decipher, Resolve and
Recalculate

Re-Proof

Payroll Problem-Solving: Become a Master of Troubleshooting

Agenda

- Payroll Definitions and Setup
- Troubleshooting DURING Payroll
- Troubleshooting AFTER Payroll

→ Live “In the Moment”
- operators

→ Period Reporting
- managers, accountants

and Prevent

Verify to Identify Problems





PROOF → works on **NEW** (i.e. unmerged) items

VERIFY → works on **MERGED** items

Recommendation

Create
VERIFY filters
from built-in
PROOF filters

by changing

0 to 1

New
Copy

Check Filters for Demo Casa Blanca LJJ - Steve Sikes

New Read Save Previous Next

Name	Type
Net Pay Increase	Shared
New After Checks	Shared
New Checks	Built-In
Proof AL Taxable Wages	Built-In
Proof CA SDI Wages	Built-In
Proof CA Taxable Wages	Built-In
Proof FUTA Wages	Built-In
Proof IA Taxable Wages	Built-In
Proof KS Taxable Wages	Built-In
Proof LA Taxable Wages	Built-In
Proof Medicare Additional Withholding	Built-In
Proof Medicare Wages EE	Built-In
Proof Medicare Wages ER	Built-In
Proof missing SUTA	Built-In

Total: 44

Filter Advanced Other Developer

New Copy

Filter for Demo Casa Blanca LJJ

Name: ☐ Shared

Fields:

- Position (Primary)...
- Print Check Status
- Print Total (Check)
- Problem
- Reverses Check...
- Separation
- Tax Benefits (Employer)
- Tax Benefits YTD (Emplo
- Taxes (Employee)
- Taxes YTD (Employee)
- Total Benefits (Employer
- Total Benefits YTD (Empl
- Total Compensation
- Void Status
- Voided by Check...
- Attributes
- Manual SQL

Manual SQL:

```
--Merged check  
PRCheck.IsMerged = 1  
--CA compensation is not zero  
AND  
ISNULL((SELECT SUM (PRCheckLine.Re
```

Conditions:

Manual SQL: '--Merged checkPRCheck.IsMerg...



this is good stuff!

Reference

ACA

ActivityHD keystrokes

Canadian payroll tax functions

Canadian sales tax calculations

Contract and settlement expressions

Contract and settlement expression functions

Date expression syntax

Email tags

End of Year Guidelines

2023

2022

2021

Financial view functions

Fully qualified naming convention

+ How do I file electronically using the export control USA 2023 EFW2?

– Why don't the amounts on the W-2 match actual wages?

Perhaps there's been a mistake. The table below lists some common causes of W-2 mistakes

TIP

The best way to avoid mistakes on W-2s at the end of the year is to proof checks and make corrections each time. The system includes a Proof Checks feature which makes it easy to identify and fix potential mistakes.

CasaBlanca

Gay Reed
Monday, July 18, 2016 2:35:11 PM

Action Lists ▼

AR - Aged Receivables
AR - Analysis Reports
AR - Collections
AR - Month End
AR - Recent Activity
GL - Amortization
Process AP
Process AR
Process Payroll
Sample Gadget Syntax

External Links ▼

nQativ Solutions

Process Payroll

Import Time Proof Time Process Time Proof Checks Merge Checks Process Leave
Print Checks Direct Deposit Post to AP

- 1 new Payroll Checks
 - 0 New Checks with Zero, Negative, or Null Net Pay
 - 1 New Checks with Medicare Wage problems
 - 0 New Checks with Medicare Additional Withholding problems
 - 1 New Checks with Social Security Wage problems
 - 0 New Checks with USA Taxable Wage problems
 - 1 New Checks with CA Taxable Wage problems
 - 1 New Checks with CA SDI Wage problems
 - 1 New Checks with IA Taxable Wage problems
 - 1 New Checks with KS Taxable Wage problems
 - 1 New Checks with LA Taxable Wage problems
 - 1 New Checks with NM Taxable Wage problems

Symptom

Remedy

Preventive Measures

Amount is missing on W-2s, but it appeared on checks.

Ensure that the built-in group for that amount is assigned to an appropriate PRCode.

Make sure that groups are appropriately assigned.

accountingware.com/help

Coming Soon!

References > End of Year Guidelines > 2024

TROUBLESHOOTING PERIOD REPORTING - TaxableWages.csv

Employee Create Totals File

Answers: Taxable Wages

New Read Save Report Previous Next

Selection

Standard Options

Check Lines

Filename: C:\Temp\TaxableWages.csv

Export Control: Taxable Wages

Foot Taxable Wages

Export Submitter:

Export Employer:

Begin Date: 1/1/2024

End Date: 12/31/2024

Check Date

Work Date

Create File

Export Control for Demo Casa Blanca JPJ

Code: Taxable Wages

Description: Foot Taxable Wages

Records:

Line	Name	Type	Order	Length
1	Column Header	File Header	1	202
2	Employee Detail	Employee Detail	1	295

Fields (Column Header):

Line	Name	Order	Size	Begin	End	Origin	Source	Format	Parameters
1	Employee Code	1	8	1	8	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Employee"
2	Employee Name	2	4	9	12	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Name"
3	Compensation	3	12	13	24	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Compensation"
4	PreIncomeTax	4	12	25	36	General	Literal - String	Justify: Left Pad: " " Ca	Value: "PreIncomeTax"
5	Calc Taxable Wages	5	18	37	54	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Calc Taxable Wages"
6	Actual USA Wages	6	16	55	70	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Actual USA Wages"
7	USA Difference	7	8	71	78	General	Literal - String	Justify: Left Pad: " " Ca	Value: "USA Diff"
8	Actual CA Wages	8	15	79	93	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Actual CA Wages"
9	CA Difference	9	7	94	100	General	Literal - String	Justify: Left Pad: " " Ca	Value: "CA Diff"
10	PreMedicare	10	11	101	111	General	Literal - String	Justify: Left Pad: " " Ca	Value: "PreMedicare"
11	Calc Medicare Wages	11	14	112	125	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Calc Med Wages"
12	Actual Medicare Wages	12	16	126	141	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Actual Med Wages"
13	Med Difference	13	8	142	149	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Med Diff"
14	PreSocialSecurity	14	17	150	166	General	Literal - String	Justify: Left Pad: " " Ca	Value: "PreSocialSecurity"
15	Calc SS Wages	15	13	167	179	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Calc SS Wages"
16	Actual SS Wages	16	15	180	194	General	Literal - String	Justify: Left Pad: " " Ca	Value: "Actual SS Wages"
17	SS Difference	17	8	195	202	General	Literal - String	Justify: Left Pad: " " Ca	Value: "SS Diff"

 AccountingWare.

TROUBLESHOOTING PERIOD REPORTING - TAXABLEWAGES.CSV

non-zero differences are **problems!**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Employee	Name	Compensation	PreIncomeTax	Calc Taxable Wages	Actual USA Wages	USA Diff	Actual CA Wages	CA Diff	PreMedicare	Calc Med Wages	Actual Med Wages	Med Diff	PreSocialSecurity	Calc SS Wages	Actual SS Wages	SS Diff
2	Aguilar	Aguilar, Lydia M.	53265	0	53265	53265	0	0	53265	0	53265	53265	0	0	53265	53265	0
3	Anderson	Anderson, Dennis	29040	0	29040	29040	0	0	29040	0	29040	29040	0	0	29040	29040	0
4	Barnfield	Barnfield, Mollie K.	51849.98	0	51849.98	51849.98	0	0	51849.98	0	51849.98	51849.98	0	0	51849.98	51849.98	0
5	Bilson	Bilson, Craig H.	20935	0	20935	20935	0	0	20935	0	20935	20935	0	0	20935	20935	0
6	Bryan	Bryan, Allen J.	25955	0	25955	25955	0	0	25955	0	25955	25955	0	0	25955	25955	0
7	Byron	Byron, Jennifer A.	40206.8	0	40206.8	40206.8	0	0	40206.8	0	40206.8	40206.8	0	0	40206.8	40206.8	0
8	Chase	Chase, Samantha D.	55625	0	55625	55625	0	0	55625	0	55625	55625	0	0	55625	55625	0
9	Curtis	Curtis, Sonya	24940	0	24940	24940	0	0	24940	0	24940	24940	0	0	24940	24940	0
10	Donaldson	Donaldson, Kenny M.	29646	0	29646	29646	0	0	29646	0	29646	29646	0	0	29646	29646	0
11	Douglas	Douglas, John W.	48495	0	48495	48495	0	0	48495	0	48495	48495	0	0	48495	48495	0
12	Erickson	Erickson, Janet	44070	0	44070	44070	0	0	44070	0	44070	44070	0	0	44070	44070	0
13	Evans	Evans, Charles J.	29896	0	29896	29896	0	0	29896	0	29896	29896	0	0	29896	29896	0
14	Franklin	Franklin, Samuel J.	95000.1	0	95000.1	95000.1	0	0	95000.1	0	95000.1	95000.1	0	0	95000.1	95000.1	0
15	Garcia	Garcia, Andrew	28512	0	28512	28512	0	0	28512	0	28512	28512	0	0	28512	28512	0
16	Gilbert	Gilbert, Hank	44665.19	0	44665.19	44665.19	0	0	44665.19	0	44665.19	44665.19	0	0	44665.19	44665.19	0
17	Gray	Gray, James C.	98509.5	0	98509.5	98509.5	0	0	98509.5	0	98509.5	98509.5	0	0	98509.5	98509.5	0
18	Greenleaf	Greenleaf, Deryl L.	37185	0	37185	37185	0	37185	0	0	37185	37185	0	0	37185	37185	0
19	Harper	Harper, Mark	29896	0	29896	29896	0	0	29896	0	29896	29896	0	0	29896	29896	0
20	Hastings	Hastings, Paula M.	26350	0	26350	26350	0	0	26350	0	26350	26350	0	0	26350	26350	0
21	Henderson	Henderson, Levi	148293.25	0	148293.25	148293.25	0	0	148293.25	0	148293.25	148293.25	0	0	148293.25	110100	38193.25
22	Hope	Hope, Emily K.	41255.72	0	41255.72	41255.72	0	0	41255.72	0	41255.72	41255.72	0	0	41255.72	41255.72	0
23	Jacobs	Jacobs, Marley S.	25245	0	25245	25245	0	0	25245	0	25245	25245	0	0	25245	25245	0
24	Leachman	Leachman, Kimberly C.	44935	0	44935	44935	0	0	44935	0	44935	44935	0	0	44935	44935	0
25	Lindberg	Lindberg, Donna L.	32562	0	32562	32562	0	0	32562	0	32562	32562	0	0	32562	32562	0
26	Lowery	Lowery, Allen	27336	0	27336	27336	0	0	27336	0	27336	27336	0	0	27336	27336	0
27	McAlister	McAlister, Leah B.	25520	0	25520	25520	0	0	25520	0	25520	25520	0	0	25520	25520	0
28	McPherson	McPherson, Jenna	46148.59	0	46148.59	46148.59	0	0	46148.59	0	46148.59	46148.59	0	0	46148.59	46148.59	0
29	Mills	Mills, Clarissa	77067.25	0	77067.25	77067.25	0	0	77067.25	0	77067.25	77067.25	0	0	77067.25	77067.25	0
30	Mooring	Mooring, Caroline D.	40148.81	0	40148.81	40148.81	0	0	40148.81	0	40148.81	40148.81	0	0	40148.81	40148.81	0
31	Morales	Morales, Luis G.	34560	0	34560	34560	0	0	34560	0	34560	34560	0	0	34560	34560	0
32	Nunez	Nunez, Hannah S.	30720	0	30720	30720	0	0	30720	0	30720	30720	0	0	30720	30720	0
33	Parker	Parker, Elliott S.	20412	0	20412	20412	0	0	20412	0	20412	20412	0	0	20412	20412	0
34	Phelps	Phelps, Donald J.	32319	0	32319	32319	0	0	32319	0	32319	32319	0	0	32319	32319	0

ActivityHD 8.51-2 > Extras >		
Name Date modified Type		
Accounts Payable	8/19/2024 10:52 AM	File folder
Accounts Receivable	8/19/2024 10:52 AM	File folder
ActivReporter	8/19/2024 10:52 AM	File folder
Bank Reconciliation	8/19/2024 10:52 AM	File folder
Contracts Processing	8/19/2024 10:52 AM	File folder
CRM	8/19/2024 10:52 AM	File folder
Fixed Assets	8/19/2024 10:52 AM	File folder
General Ledger	8/19/2024 10:52 AM	File folder
Human Resources	8/19/2024 10:52 AM	File folder
NodeJS	8/19/2024 10:52 AM	File folder
Payroll	8/19/2024 10:52 AM	File folder
Payroll Canada	8/19/2024 10:52 AM	File folder
Purchasing	8/19/2024 10:52 AM	File folder
Upgrade Tools	8/19/2024 10:52 AM	File folder
VBSEdit	8/19/2024 10:52 AM	File folder

ACTiVPR payroll

Extras

ActivityHD 8.51-2 > Extras > Payroll > Tax	
Name Date modified	
Analysis of 2018 USA Tax Change.xls	6/5/2020 3:04 PM
Analysis of 2019 USA Tax Change.xls	6/5/2020 3:04 PM
Analysis of 2020 USA Tax Change.xls	6/5/2020 3:04 PM
Analysis of 2021 USA Tax Change.xls	1/5/2022 10:46 AM
Analysis of 2022 USA Tax Change.xls	8/23/2022 1:23 PM
Analysis of 2023 USA Tax Change.xls	6/5/2023 11:14 AM
Analysis of 2024 USA Tax Change.xls	6/4/2024 4:47 PM
Test State Tax Functions.xls	8/1/2024 9:22 AM

Payroll Problem-Solving: Become a Master of Troubleshooting

Agenda

- Payroll Definitions and Setup
- Troubleshooting DURING Payroll
- Troubleshooting AFTER Payroll
- Prevention BEFORE Payroll

→ Live “In the Moment”
- operators

→ Period Reporting
- managers, accountants

→ Testing
- operators, managers, accountants

Mistakes

Can they be eliminated?





Eliminate problems? **No**

Greatly reduce problems? **Yes!!!**

How?

How about doing a **TEST** payroll run in the **LIVE** company with **LIVE** data **BEFORE** the **LIVE** payroll, **AND** do it **without leaving a footprint?**

You can ask me for the details later, but basically, you simply create a **“fake” payroll run** – one with the same run type and pay period but with a **different CHECK DATE**. Of course, be sure to let others know about the “fake” so as not to confuse with “live”, then delete everything – including the payroll run – when you’re done.

JUST DON’T DISBURSE THE “FAKE” CHECKS, then you can only void ☹.

**SUBMIT YOUR
QUESTIONS!**



Remember to complete the survey!

THANKS FOR JOINING

Payroll Problem-Solving: Become a Master of Troubleshooting

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