



CenterPoint® Payroll User Guide

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Chapter 1 - Getting Started

Installation and Registration

Red Wing Software Website Registration and Use

To Register on the Red Wing Software Website:


If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
 - a. From within CenterPoint by selecting **Help > About**.
 - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
 - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - d. Invoices you've received from Red Wing Software contain your account number.
 - e. If others at your company have already registered, they can sign into their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

To Log in to the Red Wing Software Website:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

To Retrieve a Forgotten Password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

To Log Out of the Red Wing Software website:

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

Download and Install CenterPoint from the Red Wing Software Website

New releases of the program are available for download from the Red Wing Software website at www.redwingsoftware.com.

Prerequisite

You must own a Red Wing Software Customer Care Membership to download CenterPoint and be connected to the internet.

1. From a web browser, enter **www.redwingsoftware.com**.
 2. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
 - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
 - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
 3. To download the CenterPoint program:
 - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.
- Or
- » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
4. Wait while the program downloads. The file will automatically save to your Downloads folder.
 5. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation.
 6. Follow either the [Single-User Installation Instructions](#) or if you will be using CenterPoint in a Network environment, (CenterPoint on more than one computer), please refer to the [Network \(Multi-User\) Install Instructions](#) documents to complete the installation.

Frequently Asked Questions

Q: I have not previously registered on the Red Wing Software website, how do I register?


A: To register on the Red Wing Software website:

1. Click **Register**.
2. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
 - a. On the Support Certificate that you receive upon renewing or purchasing Customer Care Membership.
 - b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - c. Invoices you've received from Red Wing Software contain your account number.

- d. If others at your company have already registered, they can sign in to their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
- e. Contact Red Wing Software at 800-732-9464.
3. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
4. Enter the displayed **Security Verification** code, and then click **Submit**.

Q: I do not recall what my password is for the Red Wing Software website, how do I retrieve my password?

A: To Retrieve a Forgotten Password:

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

Single-User Installation Instructions

This topic describes the single-user installation instructions for CenterPoint. If you will be using CenterPoint in a Network environment (CenterPoint on more than one computer), please refer to the **Network (Multi-User) Installation Instructions**.



Note: These instructions cover multiple program verticals for CenterPoint, for example, CenterPoint Accounting for Agriculture, CenterPoint Fund Accounting, CenterPoint Accounting, and CenterPoint Payroll. The name "CenterPoint" is used to refer to any of the program verticals. When information applies to a specific program vertical for CenterPoint, the specific program vertical name will be used.



If you also purchased and will be installing CenterPoint Payroll, it should be installed after any CenterPoint Accounting programs.

[Single-User Installation Instructions](#)

[Frequently Asked Questions](#)

Single-User Installation Instructions:

1. Close all other programs prior to starting the installation of CenterPoint.
2. From a web browser, enter **www.redwingsoftware.com**.
3. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.

- a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
 - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
4. To download the CenterPoint program:
 - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.
- Or
 - » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
6. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
7. If you receive a **User Account Control** screen, with a *Do you want to allow this app to make changes to your PC?* message, click **Yes** to continue.
8. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
9. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume. This process may repeat depending on the number of requirements you need to install.
10. On the **Welcome** screen, click **Next** to continue.
11. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
12. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
13. By default, CenterPoint will install to C:\Program Files\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.
14. On the **Select Program Folder** screen, you should generally accept the default program folder location by clicking **Next**.
15. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
16. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
17. If you also purchased CenterPoint Payroll, follow steps 1-16 to install CenterPoint Payroll.
18. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
19. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
20. On the **Module Configuration Manager** screen, review the selections and click **OK**.

Frequently Asked Questions:

Q: I have not previously registered on the Red Wing Software website, how do I register?


A: To register on the Red Wing Software website:

1. Click **Register**.
2. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
 - a. On the Support Certificate that you receive upon renewing or purchasing Customer Care Membership.

- b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - c. Invoices you've received from Red Wing Software contain your account number.
 - d. If others at your company have already registered, they can sign in to their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
 - e. Contact Red Wing Software at 800-732-9464.
3. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
4. Enter the displayed **Security Verification** code, and then click **Submit**.

Q: I do not recall what my password is for the Red Wing Software website, how do I retrieve my password?

A: To Retrieve a Forgotten Password:

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.

A: Make sure that all anti-virus, firewall, and any other security software are shut down prior to installing CenterPoint. If any of these software applications are running, the installation may be interrupted and will cause the installation to fail.

Q: How do I register CenterPoint?

A: When CenterPoint is first installed and again when a major release is installed, you will be prompted to register the software. Please refer to the Getting Started Guide for complete Registration instructions. The Registration instructions can also be found from within CenterPoint by selecting **Help > CenterPoint Help > Installation and Registration > Register CenterPoint**.

Q: I'm going to use CenterPoint for a 30-day trial period only. What should I do on the Registration screen?

A: Simply click **Continue**.

Q: How do I register the Federal/State Tax Forms (Aatrix)?

A: If you do not have an internet connection, you'll need to manually register your Federal/State Tax Forms (Aatrix) software.

One-Time Setup



Note: If you do not have CenterPoint Payroll, you can skip to the Register Aatrix section below.

1. Within CenterPoint, select **Setup > Companies/Funds**. Select your company/fund and click **Edit**.



Note: If you have CenterPoint Payroll only, please go directly to step 5 in this section.

2. Click on the **Additional Detail** tab.
3. In the **Federal Tax Id** box, enter your Federal Identification Number.
4. Click **Save**. Click **Close**.
5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.
6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.
8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

Register Aatrix Manually (use this option only if internet access is not available)

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. Click **Manual**.
5. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes.).
6. Click **Submit**.
7. At the **Registration Successful** message, click **OK**.
8. Click **Close**.
9. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q: How do I get updates for CenterPoint?

A: New releases of the program are available for download from our website and can be accessed from the CenterPoint program. You must own a Red Wing Software Customer Care Membership to download program updates and be connected to the internet to check for updates.

- a. Select **Help > Online Updates > Check for CenterPoint Updates**. Your version of CenterPoint and all add-ons are compared to the current versions available on the Red Wing Software website.
- b. If an update is needed on your machine, the **Online Updates** screen will be displayed with the Last Update Check date. The updates available for your Red Wing Software products will be displayed.
- c. Click **Install Updates**.
- d. When the download and installation are complete, click **Launch CenterPoint**.

If you prefer, you can setup a **Preference** that will customize the software so you are notified automatically that updates are available.

To set the preference:

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**. In the **Check for Updates Location**, choose **Internet**.
3. Select personalized options for the remaining fields in the **Online Update Settings** screen.

Q: How can I get updates for CenterPoint Federal/State Tax Forms (not used with CenterPoint Depreciation)?

A: If you have an internet connection, you can check for updates on a regular basis by following the steps below. If you do not have an internet connection, Red Wing Software will mail you a quarterly Aatrix Tax Forms update CD, at your request, for an additional fee. Note: If an update is available when you print a federal/state tax form, a message will display.

1. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**.
2. Wait while the Updater starts and checks for the latest versions of the Federal/State Tax Forms (Aatrix).

3. If you need to update your system with the latest forms or reports, you will be notified and .you can decide if you want to **Automatically Update**, **Download the Update** to manually download an update from any computer with an internet connection, **Continue Expired**, or **Cancel** without updating Federal/State Tax Forms.
4. A list of necessary updates will display if you chose to update Federal/State Tax Forms.
5. Click **Next** to update your system.
6. When your system is updated with the most current forms and reports, the Update Complete screen will display, click **Close**.

Network (Multi-User) Installation Instructions

This topic describes how to install CenterPoint in a network (multi-user) environment:

- » Single User Network Installation - One user with the database on a server. **You must purchase a network installation.**
- » Multi-User - Multiple users with the database on a server. **You must purchase additional seats if multiple users are accessing the database on a server.**

If you will only be using CenterPoint with your data on one computer, please refer to the [Single User Installation Instructions](#) document.

There are two steps to installing CenterPoint in a network environment:

Step A: Install at the Server

Step B: Install at each Workstation



Note: These instructions cover multiple program verticals for CenterPoint, for example, CenterPoint Accounting for Agriculture, CenterPoint Fund Accounting, CenterPoint Accounting, and CenterPoint Payroll. The name "CenterPoint" is used in this guide to refer to any of the program verticals. When information in this guide applies to a specific program vertical for CenterPoint, the specific program vertical name will be used.

Prerequisites

Complete the following setup on your network prior to installing CenterPoint. The prerequisites differ depending on the type of network being used. For assistance on any of the prerequisite steps, please contact your Network Administrator.

- » **Prerequisites for Peer-to-Peer (Workgroup) Networks (Windows Authentication):**
 - » Server:
 - » All users setup on workstations that will access CenterPoint must also be setup on the server with the same username and password.
 - » Workstation(s):
 - » All user names must have Windows login passwords (must be the same as was setup on the server).
 - » All workstations must be joined to the same workgroup.
- » **Prerequisites for Domain Networks:**
 - » All workstations need to be a member of the Domain that the server is a part of.
 - » CenterPoint uses Microsoft SQL Server. For security and performance reasons, it is not recommended that Microsoft SQL Server be installed on a Domain Controller. For more information, please see the Frequently Asked Questions section of this document.



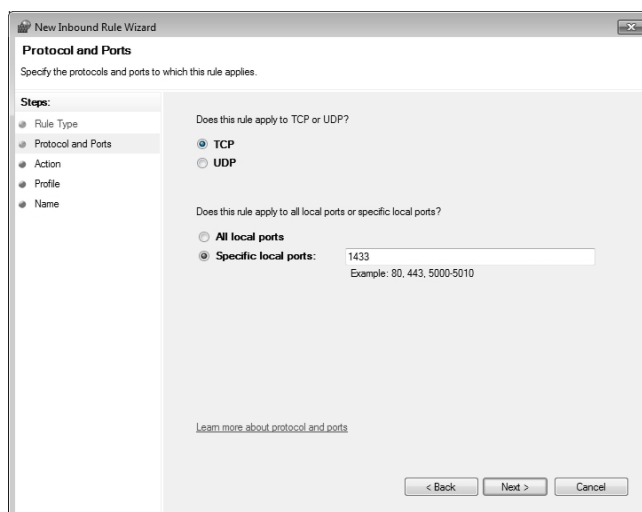
If you also purchased and will be installing CenterPoint Payroll, it should be installed after any CenterPoint Accounting programs.

Step A - Install at the Server:

1. Close all other programs prior to starting the installation of CenterPoint.
 2. From a web browser, enter **www.redwingsoftware.com**.
 3. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
 - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
 - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
 4. To download the CenterPoint program:
 - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.
- Or**
- » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
 6. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
 7. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
 8. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume. This process may repeat depending on the number of requirements you need to install.
 9. On the **Welcome** screen, click **Next** to continue.
 10. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
 11. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
 12. By default, CenterPoint will install to C:\Program Files (x86)\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.
 13. On the Select Program Folder screen, you should generally accept the default program folder location by clicking **Next**.
 14. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
 15. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
 16. If you also purchased CenterPoint Payroll, follow steps 1-15 to install CenterPoint Payroll.
 17. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
 18. In each firewall running on the server, exceptions must be configured to allow CenterPoint to run properly . In Windows 10/11, right-click on **Start**, select **Search**, and then enter **Windows Defender Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).

Port 1433 Exception:

1. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
2. Select **Port** and then **Next**.
3. Select **TCP** in the first section. Then select **Specified local ports** and enter **1433**. Click **Next**.



4. Select **Allow the Connections** and click **Next**.
5. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
6. In the **Name** field, enter *Port 1433 Exception* and click **Finish**.

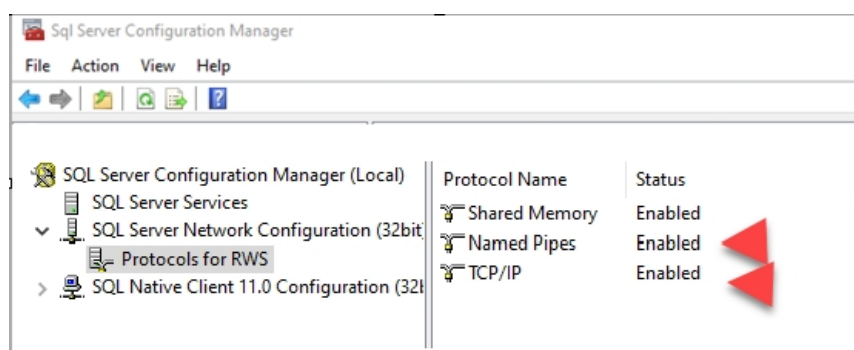
SQLServr.exe Exception:

1. In Windows 10/11, right-click on **Start**, select **Search**, and then enter **Windows Defender Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).
2. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
3. Select **Program** and then **Next**.
4. Select **This Program Path**.
5. Using the **Browse** button, select the **SQLServr.exe** file and click **Next**. The location for SQLServr.exe will be in a path similar to this: C:\Program Files\Microsoft SQL Server\MSSQL15.RWS64\MSSQL\Binn, or if you are using a version of SQL Server prior to 2019: C:\Program Files (x86)\Microsoft SQL Server\MSSQL12.RWS\MSSQL\Binn.
6. Select **Allow the Connection** and click **Next**.
7. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
8. In the **Name** field, enter **SQLServr.exe Exception** and click **Finish**.

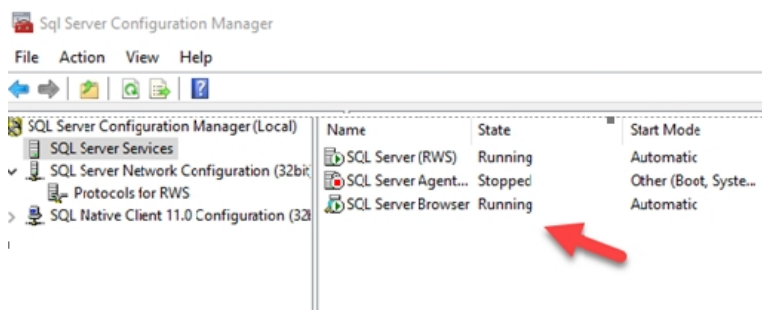
SQLBrowser.exe Exception:

1. In Windows 10/11, right-click on **Start**, select **Apps & Features**, and then in the upper left side of the screen, enter **Windows Firewall** or in Windows 8, select **Control Panel > Windows Firewall**. Select **Advanced settings** (menu on the left). > **Inbound Rules** (on the left again).
2. On the right, select **New Rule**. This will display a wizard that will walk you through the process.
3. Select **Program** and then **Next**.
4. Select **This Program Path**.

5. Using the **Browse** button, select the **SQLBrowser.exe** file and click **Next**. The location for SQLBrowser.exe will be in a path similar to this: C:\Program Files(x86)\Microsoft SQLServer\90\Shared.
 6. Select **Allow the Connection** and click **Next**.
 7. In the **When Does This Rule Apply** screen, select all fields and click **Next**.
 8. In the **Name** field, enter **SQLBrowser.exe Exception** and click **Finish**.
19. Verify the following SQL protocols are enabled and that the browser is running:
- a. At the Server, click **Start**, select **Microsoft SQL Server 20##** or open **Microsoft SQL Server 20##**, and then select **SQL Server 20## Configuration Manager**.
 - b. Under SQL Server Configuration Manager, select **SQL Server Network Configuration (32bit)**, and then select **Protocols for RWS64** or **RWS** previously.
 - c. Verify that the **Named Pipes** and **TCP/IP** protocol status is **Enabled**.



- d. Under SQL Server Configuration Manager, select **SQL Server Services**.
- e. Verify that the **SQL Server Browser** state is **Running**.

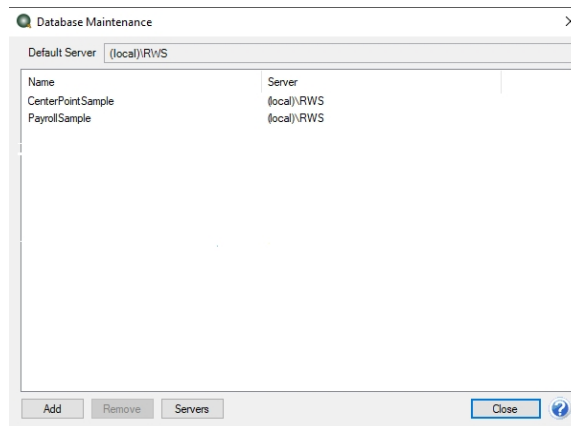


20. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
21. On the **Module Configuration Manager** screen, review the selections and click **OK**.
22. CenterPoint must be registered on the server. See the Frequently Asked Questions section for more information on registering CenterPoint.
23. It is important that CenterPoint is operating properly at the server computer and all databases have been created, before setting up the client workstations; including transferring data from other Red Wing Software programs (Perception, AgCHEK, Champion Controller, etc), creating new databases, or attaching to existing databases.

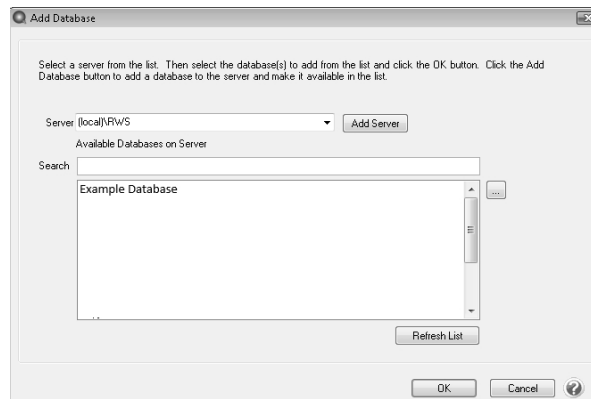
Step B - Install at each Workstation that will be using CenterPoint:

Note: If you do not want to install SQL locally, see the [Can I install CenterPoint without installing SQL Server Express on my workstations?](#) question/answer in the Frequently Asked Questions section of this document.

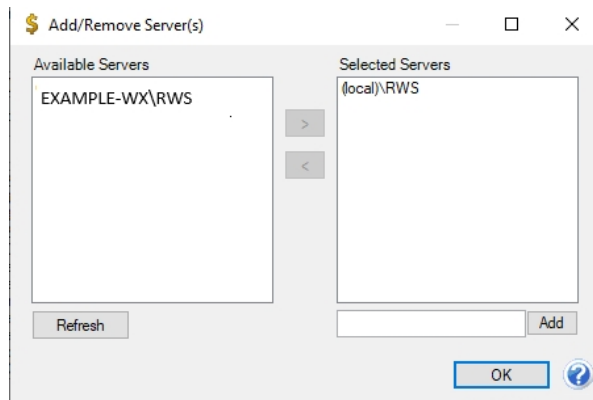
1. Follow steps 1-17 from the Server Installation section.
2. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
3. On the **Module Configuration Manager** screen, review the selections and click **OK**.
4. CenterPoint must be registered at each workstation. See the Frequently Asked Questions section for more information on registering CenterPoint.
5. Select **File > Administration > Data Maintenance**
 - a. If you receive a message that the database is open, click **Yes** to close the database.
 - b. On the **Database Maintenance** screen, click **Add** in the bottom left corner.



- c. On the **Add Database** screen, click **Add Server**.



- d. All available servers that you can connect to will display under the **Available Server** column. From the Available Server column, select the server that you want this workstation to connect to by moving it to the **Selected Servers** column. The predefined SQL instance from RWS ends with \RWS64, unless you are using the previous version, then it is \RWS. If you are not using the predefined instance, for example if you are using the full version of SQL, select your SQL server.



- e. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
 - f. Click **OK**.
 - g. On the Add/Remove Server(s) screen, click **OK**.
 - h. On the **Add Database** screen, click on the drop-down box in the **Server** field. Choose the server that was added in step d. To make this the default server, click in the drop down box in the Server field again, right-click and select Set As Default
 - i. All databases available on that server will then be listed in the **Available Databases on Server** box. Either select the database to attach to or in the **Search** box, enter the first few characters of the database name until CenterPoint locates the database you want to attach to. Multiple databases can be selected by holding down the Ctrl key on the keyboard while clicking on the databases.
 - j. Click **OK**.
 - k. Click **Close**.
6. Select **File > Open**. Select the database that you want to open. Click **Open**.

Frequently Asked Questions:

Q: How do I Add, Edit or Remove a SQL Server from File > Administration > Data Maintenance?

Add a Server

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers** and then click the **Add** button or right-click and select **Add**. All available servers that you can connect to will display under the Available Server column. From the Available Server column, select the server that you want this workstation to connect to by moving it to the Selected Servers column. The predefined SQL instance from RWS ends with \RWS64, unless you are using the previous version, then it is \RWS. If you are not using the predefined instance, for example if you are using the full version of SQL, select your SQL server. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
3. Click **OK**.
4. Click **OK**.
5. Click **Close**.
6. Click **Close**.

Edit a Server (Change Server Credentials)

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers**, select an existing server you want change credentials for, and then click the **Edit** button or right-click and select **Edit**.
3. Edit the credentials. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
4. Click **OK**.
5. Click **Close**.
6. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, select a database and right-click and select your server name.
3. Select **Edit Server Credentials**.
4. Edit the credentials. On the Server Settings screen, in the **Authentication** box, by default we recommend you use Window Authentication. If you prefer you can select SQL Authentication. If you select SQL Authentication, please contact Technical Support for more information.
5. Click **OK**.
6. Click **Close**.

Remove a Server

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers**, select an existing server, and then click the **Remove** button or right-click and select **Remove**.
3. To remove the server and any associated databases from CenterPoint, click **Yes**. Note: This will not delete your database(s) from the server.
4. Click **Close**.
5. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, select a database and right-click and select your server name.
3. Select **Remove Server**. Note: This will not delete your database(s) from the server.
4. Click **Close**.

Q: How do I set a default SQL Server or change my default SQL server.

A: To set a default or change the default SQL Server, follow the steps listed below:

1. Select **File > Administration > Data Maintenance**.
2. Click the **Servers** button or right-click and select **Servers**.
3. Select an existing server and right-click and select **Set as Default**.
4. Click **Close**.
5. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, select a **database**, right-click and select your **server name**.

3. Select **Set as Default Server**.
4. Click **Close**.

Or

1. Select **File > Administration > Data Maintenance**.
2. From the Database Maintenance screen, click the **Add** button or right-click and select **Add Database**.
3. In the **Server** drop-down box, select a server.
4. Right-click on the **Server** box and select **Set as Default**.
5. Click **OK**.
6. Click **Close**.

Q: Can I import or export my CenterPoint Database Maintenance configurations for use with other workstations on my network?

A: Yes, CenterPoint Database Maintenance configurations can be exported/imported by following the steps listed below.
Note: This process will export and import server and database configurations. This allows you to set up one workstation, export the configurations and easily import them into other workstations.

Export a Server Configuration File

1. Select **File > Administration > Data Maintenance**.
2. Right-click and select **Export Configuration**.
3. A database.xml file will be created. Select the location you want the file saved to.
4. Click **Save**.

Import a Server Configuration File

1. Select **File > Administration > Data Maintenance**.
2. Right-click and select **Import Configuration**.
3. Locate the database.xml file that was previously saved.
4. Click **Open**.

Q: How do I remove databases from a Server?

A: To remove a database or databases from a SQL Server or remove all databases from a server without deleting databases, follow the steps listed below:

Remove a Database from a SQL Server:

1. Select **File > Administration > Data Maintenance**.
2. Select the database you want to remove.
3. Right-click and select **Remove Database** or click the **Remove** button.
4. Select whether you want to **Detach Database from Server** or **Remove Physical Database File (Permanently remove database)**.
5. Click **Yes**.
6. Read the displayed message and if you agree, click **Yes**.

Remove All Databases from a SQL Server without Deleting Databases

1. Select **File > Administration > Data Maintenance**.
2. Select the Servers button or right-click and select the server you want all databases removed from.
3. Select **Remove**.
4. Read the displayed message and if you agree, click **Yes**.

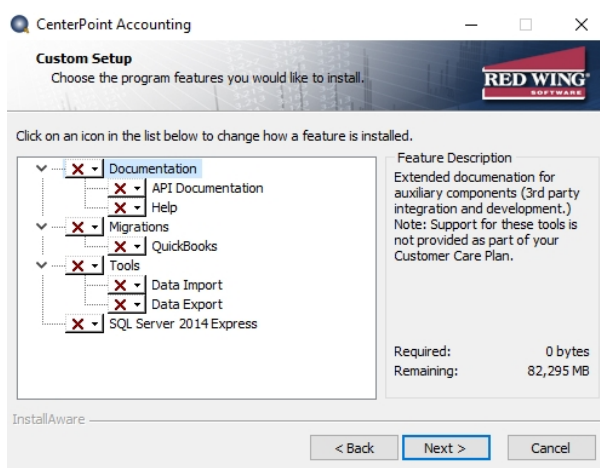
Q: The software installed without any errors, but the software won't open? Or I received an error during installation and it stopped the installation of the software.

A: Make sure that all anti-virus, firewall, and any other security software are shut down prior to installing CenterPoint. If any of these software applications are running, the installation may be interrupted and will cause the installation to fail.

Q: Can I install CenterPoint without installing SQL Server Express on my workstations?

A: Yes. In some network environments you may want to install CenterPoint without installing SQL Server Express. During the installation of CenterPoint, on the Setup Type screen, select **Custom**, click **Next**,

On the Custom Setup screen, click the down arrow next to SQL Server Express and select **Entire feature will be unavailable**.



Q: Is there a way to perform a silent command line installation of CenterPoint with and without installing SQL?

A: Yes, CenterPoint can be installed from the command line, follow the instructions below:

To perform a silent command line CenterPoint installation with the full installation of SQL:

» From the command line, enter `<EXE> /s`

To perform a silent command line installation of CenterPoint without installing SQL:

» From the command line, enter `<EXE> /s INSTALLSQL=FALSE`

Q: When I was trying to add my server in the Database Maintenance screen (step 5 in the workstation installation instructions), my server was not listed. Why is that and how can I get it in the list?

A: Normally this happens if exceptions ([Step 18](#) of the Server Installation instructions) were not setup or were not setup properly. Once the exceptions are completed properly, the server should be in the list. If it is still not available in the list, type in the server machine's IP address to add the machine to the Selected Servers list manually. Enter the address in the box next to the Add button with "\RWS" in the Add/Remove Server(s) screen (for example, 192.168.1.100\RWS), and then click **Add**.

Q: I received the following message when I tried connecting to a server in the Database Maintenance screen, "Failed to retrieve database for server XXX when trying to add a server in data maintenance. You may not have permissions for that SQL Server when connecting to a network database."

A: First, try a simple shutdown and restart of the server and the workstation. If that does not resolve the problem, then ask your Network Administrator to repeat each of the prerequisite steps. Normally this error is displayed if one or more of the prerequisites noted at the beginning of this document were not completed or not completed properly.



Note: If the server has any Home version of the Windows operating system, you will need to either upgrade to a different operating system or use SQL Authentication. For more information about SQL Authentication, please contact Technical Support.

Q: Do I need to do anything different during the installation if I will be installing CenterPoint on a Terminal Services server?

A: Yes. Prior to Step 1 of the installation instructions, do the following:

1. Click on **Start** and then click **Run**.
2. In the **Open** box, type **cmd** and then click **OK**.
3. At the command prompt, type **changeuser /install**, and then press **Enter**. The "User session is ready to install applications" message displays.
4. Type **exit** and press **Enter**.

After installing CenterPoint on the server and prior to opening CenterPoint, do the following:

1. Click on **Start** and then click **Run**.
2. In the **Open** box, type **cmd** and then click **OK**.
3. At the command prompt, type **changeuser /execute**, and then press **Enter**. The "User session is ready to execute applications" message displays.
4. Type **exit** and press **Enter**.

Q: What are the minimum roles needed by CenterPoint for Microsoft SQL Server?

A: A verification is performed for the person using the database to determine if they have appropriate privileges to run the following tasks: opening or creating a database, attaching, removing or detaching a database to/from the SQL Server, and backing up or restoring a database. The following actions require the specified roles:

- » Opening a Database:
 - » Required Permissions: SELECT, INSERT, UPDATE and DELETE.
 - » Suggested Minimum Roles: db_datareader, db_datawriter.
- » Creating a New Database:
 - » Required Permissions: CREATE ANY DATABASE.
 - » Suggested Minimum Roles: db_creator.
- » Attaching a Database:
 - » Required Permissions: CREATE ANY DATABASE.
 - » Suggested Minimum Roles: db_creator
- » Backing up a Database:
 - » Required Permissions: BACKUP DATABASE, CONTROL.
 - » Suggested Minimum Roles: db_owner.
- » Restoring a Database Backup:
 - » Required Permissions: CREATE ANY DATABASE.
 - » Suggested Minimum Roles: db_creator.
- » Detaching/Deleting a Database:
 - » Required Permissions: CONTROL SERVER.
 - » Suggested Minimum Roles: sysadmin.

Q: Can CenterPoint be installed on a Domain Controller?

A: For security and performance reasons, it is **NOT** recommended that you install SQL Server on a domain controller. Domain controllers are primarily used for authentication purposes and do not support local users which SQL Server relies on. There are security restrictions when running SQL Server on a domain controller and it opens up some potential security risks that we believe should not be taken. Also, the domain controller tasks may result in decreased SQL Server performance.

Another concern is that SQL Server is not supported on a read-only domain controller. Setup will usually fail and even if you find a way to work around the problem with setup, SQL Server is not supported on a read-only domain controller.

There are two options that would allow you to use your domain controller:

- » Separate your domain controller hardware from your application software hardware.
- » Setup a virtual machine on the domain controller and use that for your SQL Server installation.

If you decide to use any of the options discussed above, you will need to have your network technician make the necessary changes or setup the virtual machine. Red Wing Software **will not** assist in the installation and configuration of SQL Server on a Domain Controller.

For more information, please refer to the following articles from Microsoft:

- » Hardware and Software Requirements for Installing SQL Server 2012 (this applies to 2008 and 2014 as well) - <http://msdn.microsoft.com/en-us/library/ms143506.aspx>
- » You may encounter problems when installing SQL Server on a domain controller - <http://support.microsoft.com/kb/2032911>


Q: I have not previously registered on the Red Wing Software website, how do I register?

A: To register on the Red Wing Software website:

1. Click **Register**.
2. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
 - a. On the Support Certificate that you receive upon renewing or purchasing Customer Care Membership.
 - b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - c. Invoices you've received from Red Wing Software contain your account number.
 - d. If others at your company have already registered, they can sign in to their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
 - e. Contact Red Wing Software at 800-732-9464.
3. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
4. Enter the displayed **Security Verification** code, and then click **Submit**.

Q: I do not recall what my password is for the Red Wing Software website, how do I retrieve my password?

A: To Retrieve a Forgotten Password:

1. From a web browser, enter **www.redwingsoftware.com**.
2. From the Red Wing Software home page, in the upper-right corner, click **Login**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

Q: How do I register CenterPoint?

A: When CenterPoint is first installed, you will be prompted to register the software. You can also access the Registration screen by selecting **Help > Product Registration > CenterPoint Registration** at the main CenterPoint menu. There are two options for registering the software:

Option A: Online Registration:

1. When CenterPoint is first opened on your computer it will display a Registration screen. Click **Online**.
2. The Registration Online form will be displayed. If you are currently a member of the Red Wing Software website, enter your **Email Address** and **Password**, then click **Login** to access the online product registration.
 - » If you haven't registered on our website previously, click the **Register** link. On the Company Information screen, enter the required information, and then click **Submit**.
 - » If you are currently a member of the Red Wing Software website and you forgot your login credentials, click the **Forgot?** link and complete the required information. You will receive an email with reset login credential information, complete the required information. After you reset your login credentials, enter your **Email Address** and **Password**, and then click **Login** to access the online product registration.
3. On the next Registration screen, your registration information will display, click **Next**.
4. Click **OK**.
5. On the next Registration screen, click **Email** to receive a copy of the information via your e-mail address. Save this email. Click **OK**. Then click **Close Form**.

Option B: Register Manually (use this option only if you do not have internet access on this machine)



Note: The Registration Key is supplied when the software is shipped to the customer. It is located on a bright colored piece of paper. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. At the Registration screen, click on **Manual**.
2. On the **Registration Key Entry** screen, enter the registration key provided to you in the **Registration Key** field. Then click **Save**. When you enter the registration key:
 - » It is not necessary to enter the dashes
 - » Either upper/lower case letters can be entered
 - » The letters I, Q, O and S will not be a part of the registration key. For example, all "0" characters are the number zero.

Q: How do I register the Federal/State Tax Forms (Aatrix)?

A: If you do not have an internet connection, you'll need to manually register your Federal/State Tax Forms (Aatrix) software.

One-Time Setup

1. Within CenterPoint, select **Setup > Companies/Funds**. Select your company/fund and click **Edit**.



Note: If you have CenterPoint Payroll only, please go directly to step 5 in this section.

2. Click on the **Additional Detail** tab.
3. In the **Federal Tax Id** box, enter your Federal Identification Number.

4. Click **Save**. Click **Close**.
5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.



Note: If you do not have CenterPoint Payroll, you can skip to the Register Aatrix Manually section below.

6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.
8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

Register Aatrix Manually (use this option only if internet access is not available)

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. Click **Manual**.
5. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes.).
6. Click **Submit**.
7. At the **Registration Successful** message, click **OK**.
8. Click **Close**.
9. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q: How do I get updates for CenterPoint?

A: New releases of the program are available for download from our website and can be accessed from the CenterPoint program. You must own a Red Wing Software Customer Care Membership to download program updates and be connected to the internet to check for updates.

- a. Select **Help > Online Updates > Check for CenterPoint Updates**. Your version of CenterPoint and all add-ons are compared to the current versions available on the Red Wing Software website.
- b. If an update is needed on your machine, the **Online Updates** screen will be displayed with the Last Update Check date. The updates available for your Red Wing Software products will be displayed.
- c. Click **Install Updates**.
- d. When the download and installation are complete, click **Launch CenterPoint**.

If you prefer, you can setup a **Preference** that will customize the software so you are notified automatically that updates are available.

To set the preference:

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**.
3. In the **Check for Updates Location**, choose **Internet**.
4. Select personalized options for the remaining fields in the **Online Update Settings** screen.

Q: How can I get updates for CenterPoint Federal/State Tax Forms (not used with CenterPoint Depreciation)?

A: If you have an internet connection, you can check for updates on a regular basis by following the steps below. If you do not have an internet connection, Red Wing Software will mail you a quarterly Aatrix Tax Forms update CD, at your request, for an additional fee. Note: If an update is available when you print a federal/state tax form, a message will display.

1. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**.
2. Wait while the Updater starts and checks for the latest versions of the Federal/State Tax Forms (Aatrix).
3. If you need to update your system with the latest forms or reports, you will be notified and .you can decide if you want to **Automatically Update**, **Download the Update** to manually download an update from any computer with an internet connection, **Continue Expired**, or **Cancel** without updating Federal/State Tax Forms.
4. A list of necessary updates will display if you chose to update Federal/State Tax Forms.
5. Click **Next** to update your system.
6. When your system is updated with the most current forms and reports, the Update Complete screen will display, click **Close**.

Installing CenterPoint on a Domain Controller

For security and performance reasons, it is NOT recommended that you install SQL Server® on a domain controller. Domain controllers are primarily used for authentication purposes and do not support local users which SQL Server relies on. There are security restrictions when running SQL Server on a domain controller and it opens up some potential security risks that we believe should not be taken. Also, the domain controller tasks may result in decreased SQL Server performance.

Another concern is that SQL Server is not supported on a read-only domain controller. Setup will usually fail and even if you find a way to work around the problem with setup, SQL Server is not supported on a read-only domain controller.

There are two options that would allow you to use your domain controller:

- » Separate your domain controller hardware from your application software hardware.
- » Setup a virtual machine on the domain controller and use that for your SQL Server installation.

If you decide to use any of the options discussed above, you will need to have your network technician make the necessary changes or setup the virtual machine. Red Wing Software **will not** assist in the installation and configuration of SQL Server on a Domain Controller.

For more information, please refer to the following articles from Microsoft®:

- » Hardware and Software Requirements for Installing SQL Server 2014 - [https://msdn.microsoft.com/en-us/library/ms143506\(v=sql.120\).aspx](https://msdn.microsoft.com/en-us/library/ms143506(v=sql.120).aspx)
- » Installing SQL Server on a Domain Controller - [https://msdn.microsoft.com/en-us/library/ms143506\(v=sql.120\).aspx#Anchor_7](https://msdn.microsoft.com/en-us/library/ms143506(v=sql.120).aspx#Anchor_7)
- » You may encounter problems when installing SQL Server on a domain controller - <http://support.microsoft.com/kb/2032911>

Register CenterPoint

When CenterPoint is installed on your computer it will be in a 30 day demo mode until the software is registered. You will be prompted to register the software when the program is loaded. The registration number provides you with a license for the products you have purchased.

There are two options for registering the software:

[Option A: Online Registration](#)

[Option B: Manual Registration](#)

If you would like to register your software but have already closed the Registration form, click on **Help > Product Registration > CenterPoint Registration** at the main CenterPoint menu.



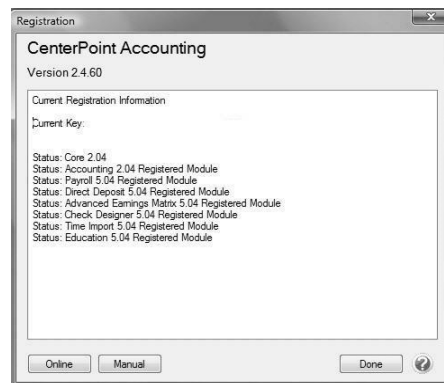
Note: Your Federal/State Tax forms (Aatrix) will need to be registered separately. Please see “Register Federal/State Tax Forms (Aatrix)” for complete instructions.

Option A: Online Registration

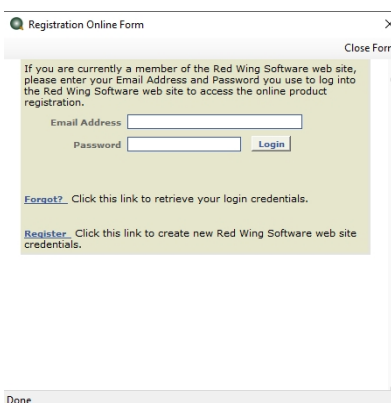
- When CenterPoint is first opened on your computer it will display a **Registration** screen. Click **Online**.



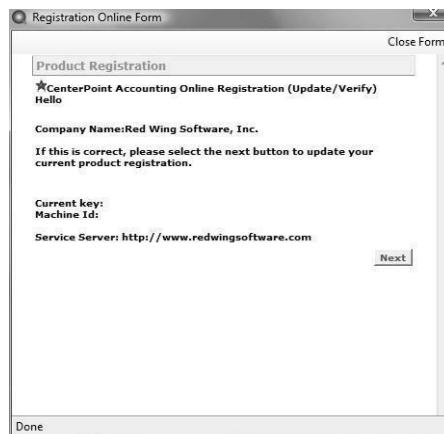
Note: if you do not have internet access on the computer in which CenterPoint is installed, please follow Option B below to register manually. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.



- The Registration Online form will be displayed. If you are currently a member of the Red Wing Software website, enter your **Email Address** and **Password**, then click **Login** to access the online product registration.
 - » If you haven't registered on our website previously, click the **Register** link. On the Company Information screen, enter the required information, and then click **Submit**.
 - » If you are currently a member of the Red Wing Software website and you forgot your login credentials, click the **Forgot?** link and complete the required information. You will receive an email with reset login credential information, complete the required information. After you reset your login credentials, enter your **Email Address** and **Password**, and then click **Login** to access the online product registration.



3. On the next **Registration** screen, your registration information will display, click **Next**.



4. Click **OK**. On the next Registration screen, click **Email** to receive a copy of the information via your e-mail address. Save this email. Click **OK**. Then click **Close Form**.

Option B: Register Manually (use this option only if you do not have internet access on this machine)



Note: The Registration Key is supplied when the software is shipped to the customer. It is located on a bright colored piece of paper. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. At the Registration screen, click on **Manual**.



Note: If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.

2. On the **Registration Key Entry** screen, enter the registration key provided to you in the **Registration Key** field. Then click **Save**. When you enter the registration key:
 - » It is not necessary to enter the dashes
 - » Either upper/lower case letters can be entered
 - » The letters I, Q, O and S will not be a part of the registration key. For example, all "0" characters are the number zero.

Manually Register Federal/State Tax Forms (Aatrix)

CenterPoint uses Federal/State Tax Forms (Aatrix) to process and print all tax forms (W-2s, 1099s, etc). Aatrix will automatically be registered if you have an internet connection. If you do not have an internet connection, Aatrix must be registered manually prior to printing tax forms the first time and again annually when your Red Wing Software Customer Care program expires. This document explains:

[Step 1: Preliminary One-Time Setup \(Assign a Federal Tax Id to the Company/Fund\)](#)

[Step 2: Manually Register Aatrix](#)

Step 3: Annually Reregister Aatrix



Note: Registering Federal/State Tax Forms (Aatrix) is separate from the registration required for your CenterPoint software. Please see the "Register CenterPoint" documentation for step-by-step instructions.

Step 1: Preliminary One-Time Setup (Assign a Federal Tax Id to the Company/Fund)

1. Within CenterPoint, select **Setup > Companies/Funds**. Select your company/fund and click **Edit**.



Note: If you have CenterPoint Payroll only, please go directly to step 5 in this section.

2. Click on the **Additional Detail** tab.
3. In the **Federal Tax Id** box, enter your Federal Identification Number.
4. Click **Save**. Click **Close**.
5. If you have CenterPoint Payroll also, click on **Setup > Payroll Details > Employers**.



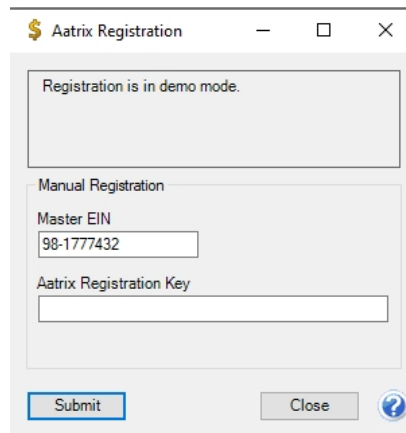
Note: If you do not have CenterPoint Payroll, you can skip to the Step 2 – Register Aatrix section below.

6. Select the appropriate **Employer** and click **Edit**.
7. Click on the **Taxes** tab.

8. Single click on **Federal** in the list of taxes on the upper left.
9. Enter the **Federal Tax Id** for this employer. Click **Save**.

Step 2: Manually Register Aatrix

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.



4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Step 3: Annually Renew (register) Aatrix

A month before your Red Wing Software Customer Care expires, you will receive a message that says your forms will expire and will specify your Customer Care Plan anniversary date.



You can continue using Aatrix through the month of your Customer Care Plan anniversary date without a problem. To continue using Aatrix prior to the expiration date, click **Later**.

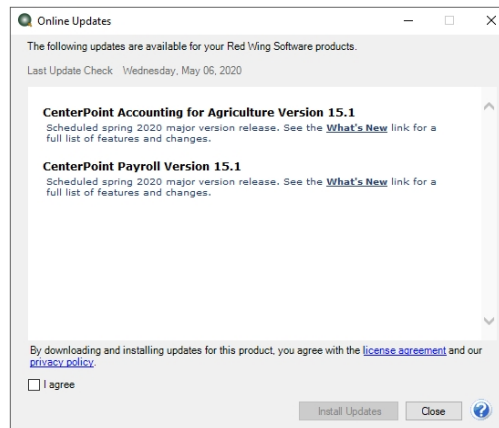
After the expiration date has passed, use the procedure described above to re-register your Federal/State Tax Forms (Aatrix).

Check for and Install CenterPoint Updates

New releases of the program are available for download from our website and can be accessed from the CenterPoint program. You must own a Red Wing Software Customer Care Membership to download program updates and be connected to the internet to check for updates.

- a. Select **Help > Online Updates > Check for CenterPoint Updates**. Your version of CenterPoint and all add-ons are compared to the current versions available on the Red Wing Software website.

- b. If an update is needed on your machine, the Online Updates screen will be displayed with the Last Update Check date. The updates available for your Red Wing Software products will be displayed.



- c. Review the license agreement and privacy policy and if you agree to the terms, click the **I agree** check box.
d. Click **Install Updates**.
e. When the download and installation are complete, click **Launch CenterPoint**.

If you prefer, you can setup a **Preference** that will customize the software so you are notified automatically that updates are available. To set the preference:

1. In CenterPoint, select **File > Preferences**.
2. Select **General > Online Update Settings**.
3. Click the **Application** tab.
4. Under the **Check for Updates Location**, choose **Internet**.
5. Under **Run Updates At**, select when you want the system to run downloaded updates:
 - » **Application Startup** - when the CenterPoint application starts.
 - » **Application Close** - when CenterPoint is closed.
6. Under **Update Method**, select how/when the update is installed:
 - » **Manually Handle Online Updates** - choosing this option bypasses the automatic check for online updates. If this is set you can check for online updates manually from **Help > Online Updates > Check for CenterPoint Updates**.
 - » **System Automatically Checks for Updates Based on Frequency Setting** - This option is the default setting. When this option is selected, the Select the Default Frequency For Automatic Updates box is enabled. Select the frequency at which you want the system to check for updates:
 - » **Application Startup**
 - » **Daily**
 - » **Weekly**
 - » **Monthly**
7. In the **Local Location for Updates** box, determine where downloaded update files are to be stored on the computer. Most will accept the default provided by Red Wing Software. The default location displays, to change the location, click **Select Path** to change the location. If your fire wall or gateway configuration requires passive FTP transfers, select the FTP Passive Transfers check box.
8. Click **Save**.

Transferring CenterPoint Data to a New Computer

This topic describes the process of transferring CenterPoint data to a new Windows® 10 computer.



Note: This document provides instructions for performing Windows updates on the most current Microsoft® operating system. For information about performing Windows updates on other operating systems, contact your IT staff, search the internet for instructions about your operating system., or see the Frequently Asked Questions section of this document.

[Perform Windows Updates on the Windows 10 Operating System](#)

[Back Up the CenterPoint Data from the Old Computer](#)

[Back Up the Aatrix History File from the Old Computer \(only if using CenterPoint Payroll\)](#)

[Install the CenterPoint Program onto the New Computer](#)

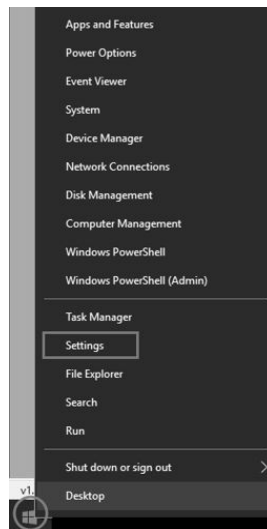
[Restore the Database from the Old Computer onto the New Computer \(only if using CenterPoint Payroll\)](#)

[Restore the Aatrix History File from the Old Computer](#)

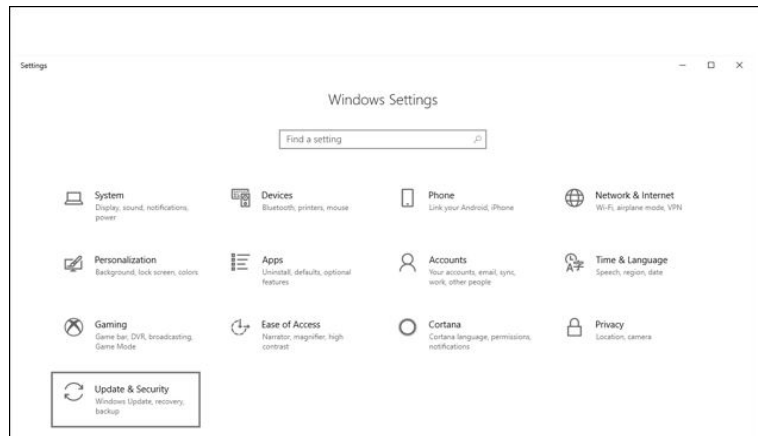
[Frequently Asked Questions](#)

Perform Windows Updates on the Windows 10 Operating System

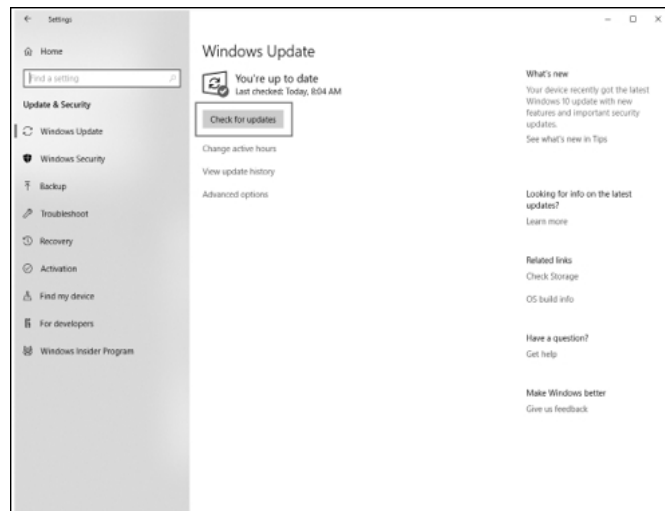
1. From your desktop, right-click on the Windows **Start** menu and then select **Settings**.



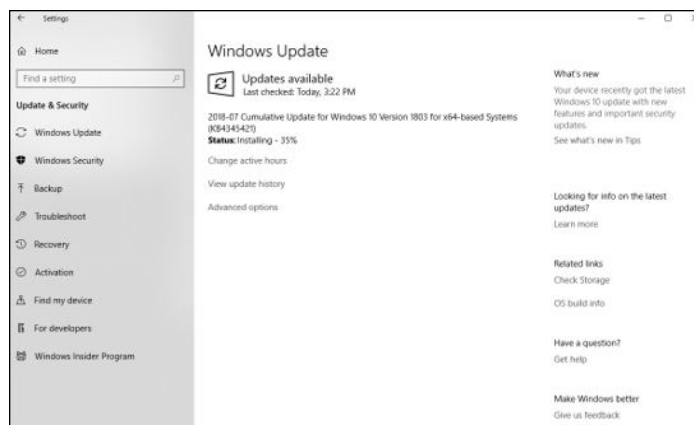
2. On the Windows Settings screen, select **Update & Security**.



3. Select **Check for updates** (If all updates have been installed as of the time you are checking for updates, a "You're up to date Last checked : Today 8:04am " message {this is an example message from 7/23/18}).



4. In the example above, the message indicated that the computer was up-to-date. However, after checking for updates there was an update that was required to be installed.



Back Up the CenterPoint Data from the Old Computer

1. Select **File > Backup > Backup Database**.
2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. In the **Save To** box, a default path displays. Click **Browse**, and then select the location on your own computer to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.
 - » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or offsite storage.
 - » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
 - » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.



Note: The file name for the backup file will be "databasenameMMDDYYYY.cpz." The database name plus the date of the backup will make it easy to identify which backup file you may need to use for a restore and it will prevent backups from being overwritten. If multiple backups are performed the same day, the Save To File Name will increment to ensure that it is unique and does not already exist in the Save To location.

4. If you want to back up your screen settings, report favorites, and database preferences so they are available to restore if needed, leave the **Back Up User Files** check box selected. This option will prevent you from redefining your specific user files, favorites, and database preferences if a restore is necessary. If you always want this check box selected, right-click on the **Back Up User Files** check box and select **Set As Default**.
5. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **WarnMe** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
 - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
 - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
 - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
6. To view the contents of the Save To backup location, click **Open Backup Location**.
7. If you want to **Close this screen when the backup completed**, select this check box.
8. Click **Backup**.
9. At the *Backup Completed Successfully* message, click **OK**.



Tip: Define a Preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

- a. Select **File > Preferences > General**.
- b. Select **Backup**.
- c. Under Backup, in the **Backup on Exit** box, select **Yes**.

Back Up the Aatrix History File from the Old Computer (only if using CenterPoint Payroll)

The Aatrix History File contains historical Federal/State Tax Forms. It is necessary to back up this file regularly so that if you purchase a new computer, the history can easily be transferred to the new computer by restoring the backup.

1. Select **File > Backup > Backup Aatrix History Files**.
2. Select the employers to back up history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Back Up Created message, click **OK**.



Note: The Aatrix History File folder will have one or more sub-folders. Each sub-folder contains files for a specific EIN.

Install the CenterPoint Program onto the New Computer

1. Close all other programs prior to starting the installation of CenterPoint.
 2. From a web browser, enter **www.redwingsoftware.com**.
 3. From the Red Wing Software home page, in the upper-right corner, click **Login**, enter your **Email Address** and **Password**, and then click **Login**.
 - a. If you have not previously registered on the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information about registering on our website.
 - b. If you do not recall your password for the Red Wing Software website, please see the *Frequently Asked Questions* section of this document for more information on retrieving a forgotten password.
 4. To download the CenterPoint program:
 - » From the My Member Account page, select the **Downloads** tab, locate your product and select **Downloads**, locate the download you need, and then click **Download Now**.
- Or**
- » Select **Menu**, locate your product, select **Downloads**, locate the download you need, and then click **Download Now**.
5. Wait while the program downloads. The file will automatically save to your Downloads folder. If you are unable to download CenterPoint, please contact our Technical Support Department.
 6. Select the **CenterPoint##.exe** file in your task bar or open the Downloads folder and then select the file to begin the installation. Wait while the contents of the setup package are verified.
 7. If you receive a **User Account Control** screen, with a *Do you want to allow this app to make changes to your PC?* message, click **Yes** to continue.
 8. If you receive an **Application Requirements** screen, click **Next** to install the necessary requirements. Wait while the requirements are installed.
 9. If you are prompted to restart your computer, click **OK**. The computer will restart and the installation will automatically resume (Microsoft® Windows Vista™ and Windows® 7 users, see the note below). This process may repeat depending on the number of requirements you need to install.
 10. On the **Welcome** screen, click **Next** to continue.
 11. On the **License Agreement** screen, select the **I accept the terms of the license agreement** check box, and then click **Next** to continue.
 12. On the **Setup Type** screen, select **Complete**, and then click **Next** to continue.
 13. By default, CenterPoint will install to C:\Program Files\Red Wing Software\CenterPoint. We recommend accepting the default. On the **Destination Folder** screen, click **Next**.

14. On the **Select Program Folder** screen, you should generally accept the default program folder location by clicking **Next**.
15. On the **Completing** screen, click **Next** to continue. Please wait while CenterPoint is installed.
16. On the **Completing** screen, click **Finish**. If you are prompted to restart your computer, please do so at your earliest convenience.
17. If you also purchased CenterPoint Payroll, follow steps 1-16 to install CenterPoint Payroll.
18. Individual modules are configured separately after purchase and registration. See the How to Add a Module topic after CenterPoint is started if you have purchased the Accounts Receivable or Inventory modules. Select **Help > CenterPoint Help > Installation and Registration > Add a Module to an Existing Database**.
19. To start CenterPoint, double-click the **CenterPoint** icon on your desktop.
20. On the **Module Configuration Manager** screen, review the selections and click **OK**.

Restore the Database from the Old Computer onto the New Computer

1. On the **File** menu, select **Restore Database**.
2. In the **Backup File To Restore** box, select the backup file in the shared folder. Click **Browse** to locate the file you want to restore. The file name for the backup file is "**databasename.cpz**".
3. The database name should automatically display in the **Database to Restore** box. This can be changed if you'd like to rename the database.
4. The **Restore Databases Path** will also automatically display. This is the location on the server where the data will go.
5. In the **Server** field, select the SQL server you would like the database restored to.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up.



It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.

7. Click **Restore**. At the You are trying to restore database "Databasename." If the database exists, all the current data will be overwritten with the restore database's data and cannot be retrieved. Do you want to continue? message, click **Yes** to continue restoring the database, or click **No** to cancel the restore procedure.
8. At the Restore Completed Successfully message, click **OK**. The Restore Database screen will close automatically.

Restore the Aatrix History File from the Old Computer (only if using CenterPoint Payroll)

1. Select **File > Restore > .Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the employer(s) you want to restore history for.
4. Click **OK**.
5. At the *This will overwrite the existing history data, are you sure?* message, click **Yes** to replace the existing Aatrix History files or **No** to cancel the restore.
6. Click **OK**.

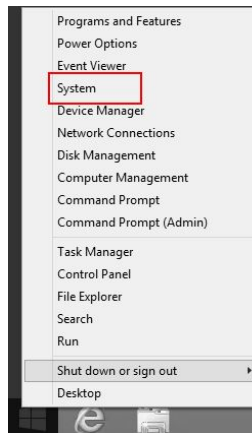
Frequently Asked Questions

Q: The computer I am transferring data to does not have the Windows 10 operating system. How do I install Windows updates on a Windows 8 computer?

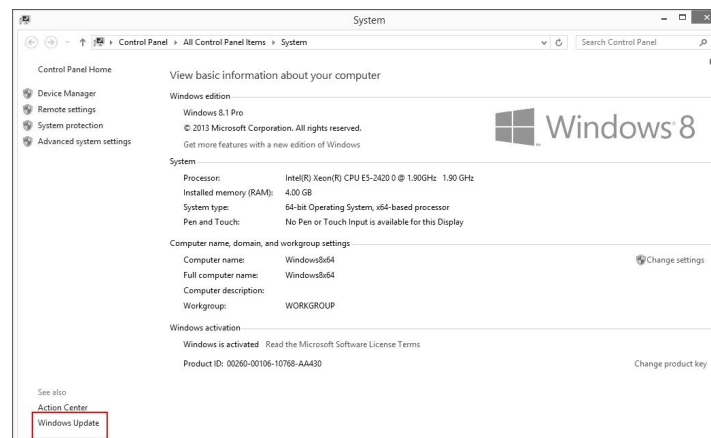
A: Follow the steps below for Windows 8:

Perform Windows Updates on the Windows 8 Operating System

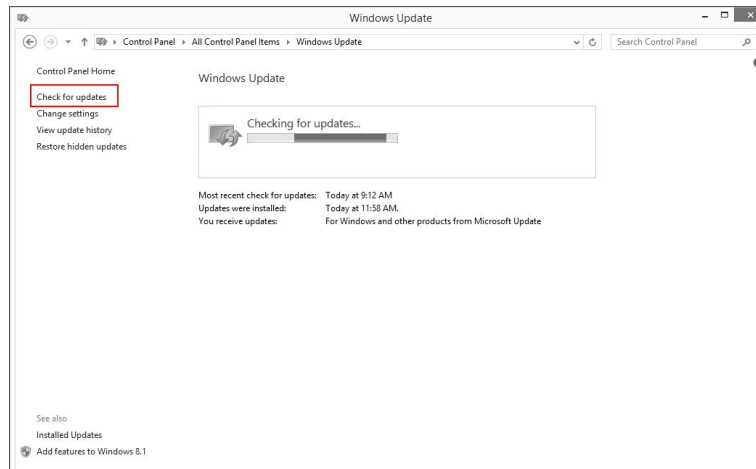
1. From your desktop, right-click on the Windows **Start** menu icon  and then select **System**.



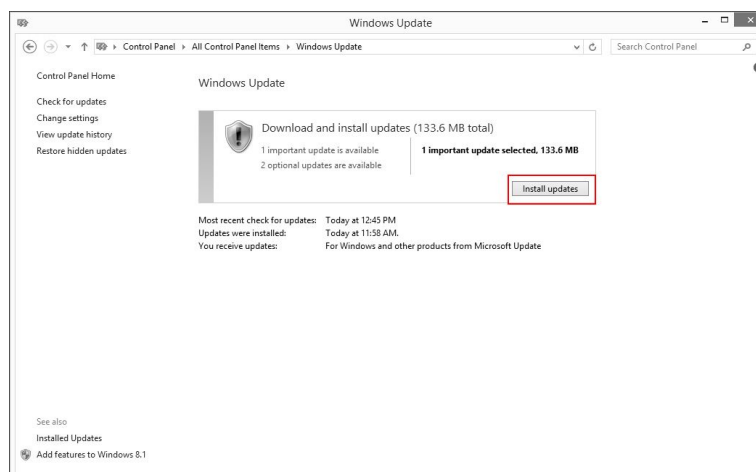
2. Select **Windows Update**.



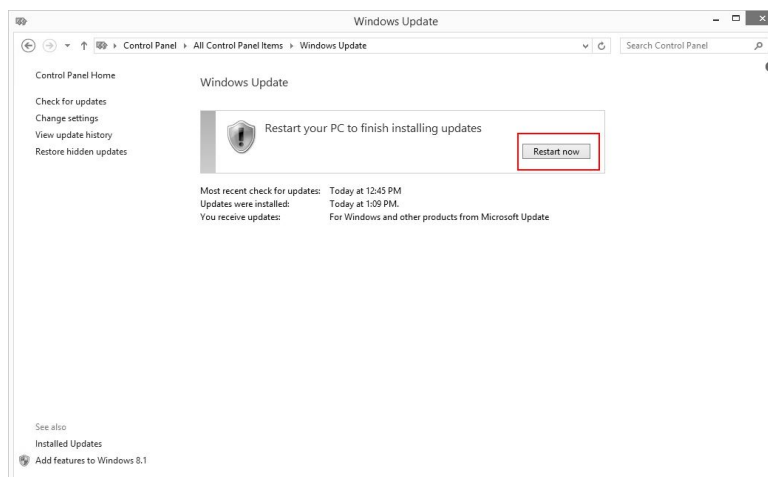
3. Select **Check for Updates**.



4. Click **Install Updates**.



5. When the Updates are successfully installed, click **Restart now**.



Q. I'm attempting to log into the Red Wing Software website, but it does not recognize my Email and/or Password?

A. Follow the instructions below for information about the Red Wing Software website.

To Log in to the Red Wing Software website:


1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Login**.

To Register on the Red Wing Software website:

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company Account Number. Your Account Number can be located in a few different places:
 - a. On the Support Certificate that you receive upon renewing Customer Care Membership.
 - b. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - c. Invoices you've received from Red Wing Software contain your account number.
 - d. If others at your company have already registered, they can sign in to their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

To Retrieve a Forgotten Password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**.
5. Enter the **Security Verification** code, and then click **Send**. Click **Close**.
6. Wait until you receive an email that includes instructions to reset your password.
7. Click the link in the email that you received from Red Wing Software.
8. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
9. Enter a **New Password** and then **Re-enter the New Password**.
10. Click **Submit**.
11. Click **OK**.

To Log Out of the Red Wing Software website:

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Logout**.

Transferring CenterPoint Data to a New Server

There are three steps that will need to be completed to effectively move CenterPoint databases from one server to another.

[Step 1 - Create a Backup of the Databases on the Old Server](#)


[Step 2 - Install CenterPoint at the New Server & Restore Data](#)

[Step 3 - Database Maintenance at Each Workstation](#)

Step 1 - Create a Backup of the Databases on the Old Server:

1. Create a backup of your CenterPoint database through the CenterPoint program by following the [Backup and/or Restore a Network Database](#) document.




Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help > CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Backup**, click , and then select the **Backup and/or Restore a Network Database** document or [click here](#).

2. Once the backup is complete, move the file to some sort of removable storage device (CD, flash drive, external hard-drive, etc.) if you did not select to save to one of those locations originally.

Step 2 - Install CenterPoint at the New Server & Restore Data

1. Follow **Step A** (only Step A) of your [Network Installation Instructions](#) document.




Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help > CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Network Installation**, click , and then select the **Network (Multi-User) Installation Instructions** document or [click here](#).

2. Once the program is installed on your server, open CenterPoint and go to **File > Restore** database. Connect/ to or insert your removable device that you saved your backup file to (CD, external hard drive, flash drive, etc.).
3. Click **Browse** in the **Backup file to restore** field and browse to your removable storage device that you saved the backup file to in Step 1 of this document.
4. Select your backup file ("yourdatabasename.cpz") and click **Open**.
5. In the **Database to Restore** box, make sure this is the name you want for your database (can be changed if you want).
6. Verify that the **Server** box says **(local)\RWS**.
7. Click **Restore**.

Step 3 - Database Maintenance at Each Workstation

1. At a workstation, select **File > Administration > Data Maintenance**. If prompted, click **OK** to close the current database.
2. In the **Database Maintenance** screen, select the database(s) and click **Remove**
3. Select **Detach Database from Server**.
4. Click **Yes**.
5. Click **Yes**.
6. Select **Yes** to continue detaching the database.
7. Then follow **Step B-5** (skip Step B1-B4) of your [Network Installation Instructions](#) document to add the new server and databases.



Note: If you do not have the document, it can easily be accessed. From within CenterPoint, select **Help > CenterPoint Help**. From within the **Help**, in the **Search** bar, enter **Network Installation**, click , and then select the **Network (Multi-User) Installation Instructions** document or [click here](#).

8. Repeat steps 1-5 at each workstation.

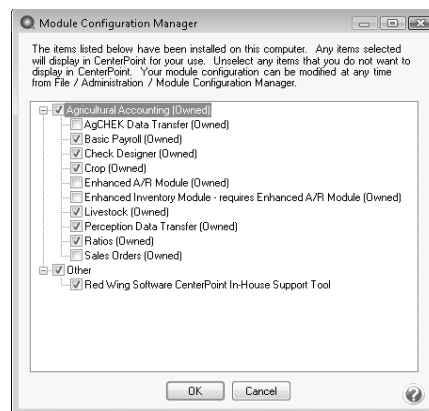
Add a Module

This topic describes how to add a module to an existing install of CenterPoint, for example the Accounts Receivable, Inventory or Direct Deposit modules.

Prerequisite

Before a module can be added to CenterPoint, the current version of CenterPoint must be installed and the module must be purchased before it can be configured for use. See the detailed Installation Instructions by selecting **Help > CenterPoint Help > Menu > Installation and Registration**.

1. Start CenterPoint.
2. If the **Module Configuration Manager** screen displays, click **OK**. The Module Configuration Manager screen will only display if you are installing CenterPoint for the first time, or if you are installing an update that contains a new module.
3. The CenterPoint product must be reregistered to recognize ownership of the additional module. Select **Help > Product Registration > CenterPoint Registration** to register. Note: For detailed registration instructions, refer to the *Register CenterPoint* topic by selecting **Help > CenterPoint Help > Menu > Installation and Registration > Register CenterPoint**.
4. At the **Registration** screen, select **Online**.
5. At the **Register Online Form** screen, click **Next**, and then **OK**.
6. Once the registration is complete, then you are ready to add the new module to your databases. Select **File > Administration > Module Configuration Manager**.



7. Select the additional module(s) you purchased, and click **OK**.
8. Close and restart CenterPoint. At this point all of the new menu items associated with that module will be displayed.
9. When new modules are added to CenterPoint, you should review the columns that are available to the transaction entry screens for customization. For example, if you are adding the Inventory module, you may want to add Unit

Cost, Qty Available, etc. to the A/R and A/P Invoice Entry screens. For step-by-step instructions on how to add/remove columns from data entry screens, please refer to the Customizing the Columns Displayed in Transaction Entry Grids section of the *Shortcuts/Time Savers in Transaction Entry* topic by selecting **Help > CenterPoint Help > Menu > Customization and Navigation > Shortcuts/Time Savers in Transaction Entry**.

Installing Windows Updates

This topic describes the process of installing Windows updates.

[Install Windows Updates on the Windows 10 Operating System](#)

[Install Windows Updates on the Windows 8 Operating System](#)



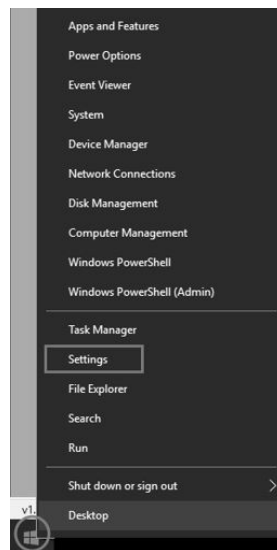
Note: Please see the System Compatibility section of our website for operating system information not listed above.



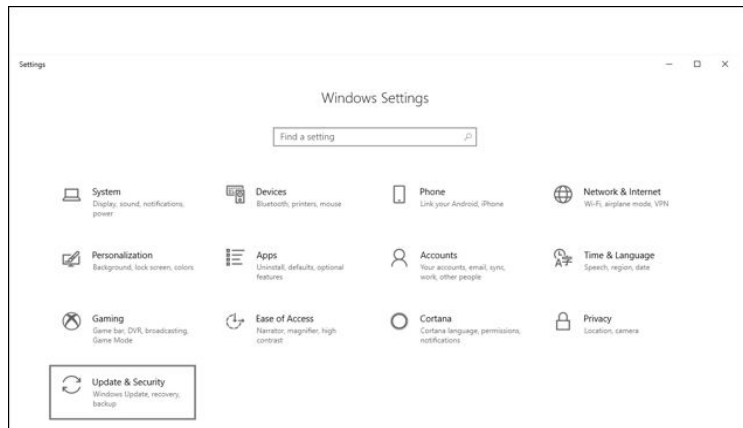
Note: Downloading and installing Windows updates can be a time-consuming process and it is unlikely that the amount of time it will take can be estimated by a Red Wing Software Support technician.

Perform Windows Updates on the Windows 10 Operating System

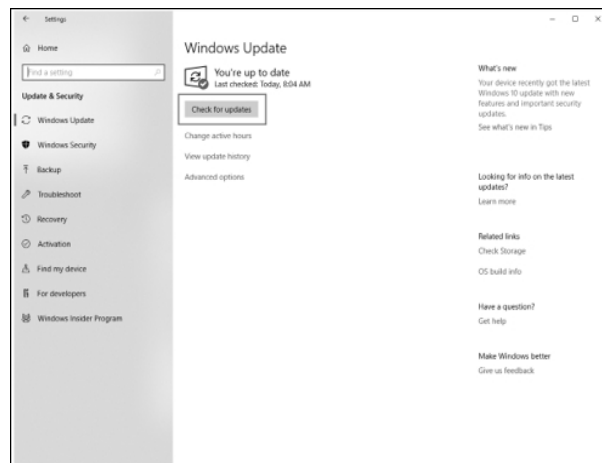
1. From your desktop, right-click on the Windows **Start** menu and then select **Settings**.



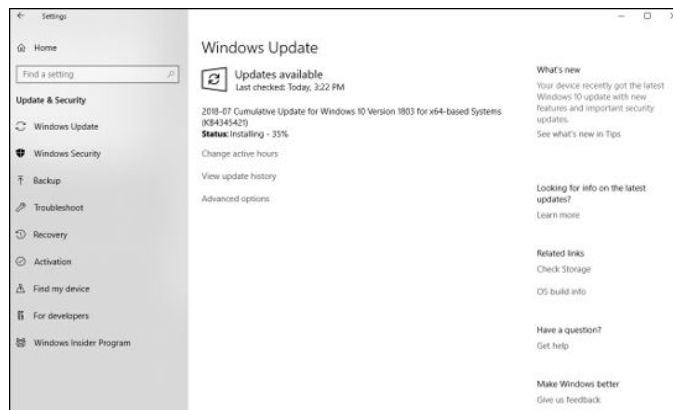
2. On the Windows Settings screen, select **Update & Security**.



3. Select **Check for updates** (If all updates have been installed as of the time you are checking for updates, a "You're up to date Last checked : Today 8:04am " message {this is an example message from 7/23/18}).

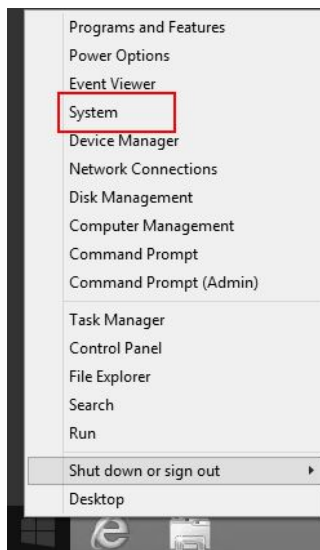


4. In the example above, the message indicated that the computer was up-to-date. However, after checking for updates there was an update that was required to be installed.

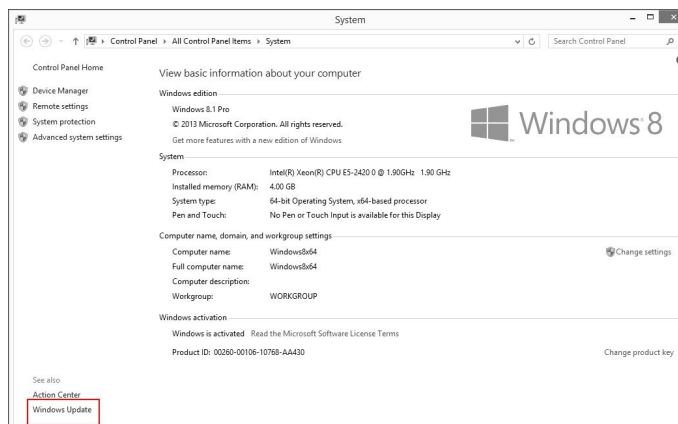


Perform Windows Updates on the Windows 8 Operating System

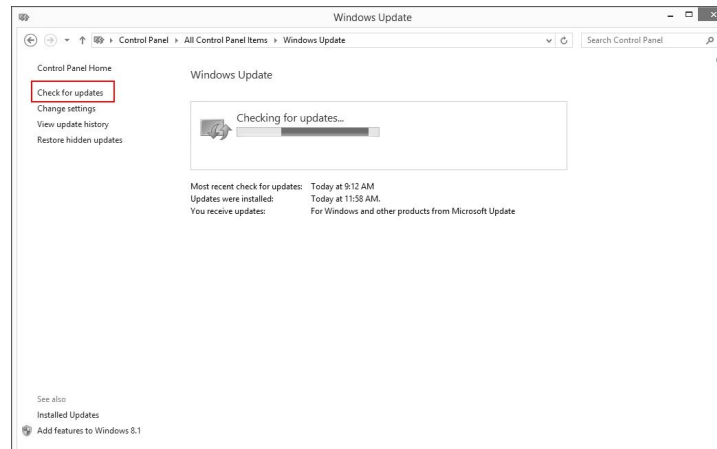
1. From your desktop, right-click on the Windows **Start** menu icon  and then select **System**.



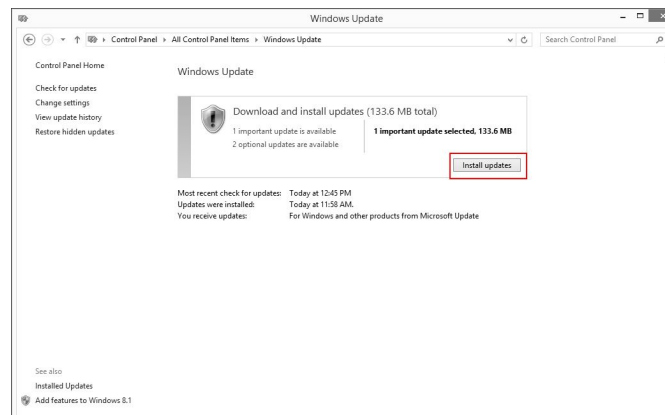
2. Select **Windows Update**.



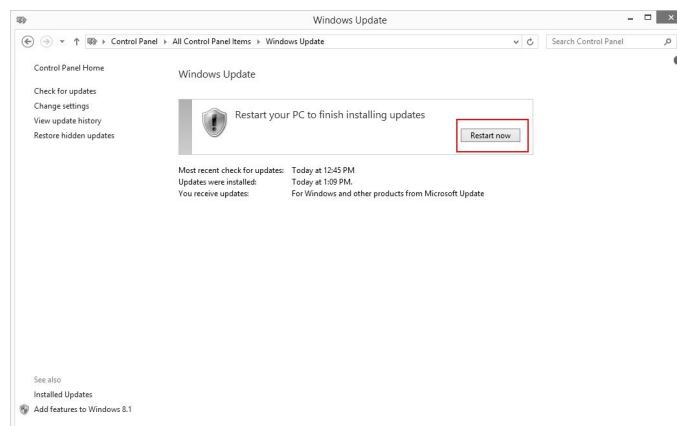
3. Select **Check for Updates**.



4. Click **Install Updates**.



5. When the Updates are successfully installed, click **Restart now**.



Transferring Data to CenterPoint Payroll

Red Wing Payroll to CenterPoint Payroll Data Transfer

This document will guide you through transferring and verifying your Red Wing Payroll company to a CenterPoint Payroll company. Each company needs to be transferred individually.

We recommend following these five steps to accurately transfer your data from Red Wing Payroll to CenterPoint Payroll

[Step A: Create a Database](#)

[Step B: Verify Account Category Assignments and Assign Vendors](#)

[Step C: Transfer Data from Windows Payroll to CenterPoint Payroll](#)

[Step D: Print Reports to Verify Data Transferred Accurately](#)

[Step E: Verify Setup](#)

[Step F: Frequently Asked Questions \(FAQ\)](#)

Prerequisite

- » Red Wing Payroll and CenterPoint Payroll must be installed on the same computer or Red Wing Payroll must be accessible from the computer with CenterPoint Payroll installed.
- » All open Red Wing Payroll check runs must be completed; incomplete check runs will not be transferred to CenterPoint Payroll.
- » All unpaid payroll liabilities should be paid; unpaid payroll liabilities will not be transferred to CenterPoint Payroll.
- » If you use Direct Deposit in Red Wing Payroll, only the main account transfers. Direct deposits setup as savings or other deductions will not transfer. To get a list of direct deposit accounts, go to **PR > Setup > Employees**, click the **List** button, click the **Report** button, change the **Employee Status** to **Active**, select the **Report Type** of **Direct Deposit**, and print your report.

Deduction	Status	ABA Number	Account Number
Savings	32	234567898	216546546
Savings	33		

Once the data transfers, open CenterPoint Payroll, select **Setup > Employees** and **edit** employees that had a **Savings** or **Other deduction** listed on the report you printed from Red Wing Payroll. Click on the **Deductions** tab and make the deduction **inactive** or **zero out the rate**. Click on the **Direct Deposit** tab and add the savings direct deposit to the direct deposit information on the line below the checking account that did transfer.

Status	Description	Bank Routing #	Bank Account #	Primary Acct	Percent	Amount
Checking Dep	Checking Deposit	234567898	216542	<input checked="" type="checkbox"/>	0.00000000%	\$ 0.00
Savings Depo	Savings Deposit	123456780	6541235498	<input type="checkbox"/>	0.00000000%	\$ 50.00

- » If you use tips, before you transfer your Red Wing Payroll data with tips, you must change the Tips Earning Code in Red Wing Payroll. Select **Payroll > Setup > Earnings**, select your **Tips Earning Code**, change the **Method** to **Tips**, and the **Pay Type** to **Taxable pay**.

- » If you will also be using CenterPoint for your accounting, that program must be transferred to CenterPoint prior to transferring Red Wing Payroll.

Step A: Create a CenterPoint Database (payroll only customers)

To migrate Red Wing Payroll data into CenterPoint Payroll, a CenterPoint Payroll database must be created for each company you plan to transfer. The CenterPoint Payroll database cannot contain any existing Employee Information prior to the data transfer.



IMPORTANT: If you have already created the database or are using CenterPoint for your accounting, do not create a new database. Instead skip directly to Step B: Account Maintenance.

If you will be using CenterPoint Payroll only (no accounting), the New Database Wizard guides you through the process of setting up your database in CenterPoint Payroll. You can temporarily stop the wizard at any

time by using the Finish Later button at the bottom of the screen. The process can be resumed at a later time without losing information you have already entered.

1. Select **File > New > New Database Wizard**, and then click **Next** on the **Welcome** screen.
2. On the **Set Up Database Options** screen, select **Setup a New Database**, and then click **Next**.
3. On the **Enter Database File Name** screen, enter a **Name** for the database. Use a name that easily identifies the company. Click **Next**.
4. On the **Chart of Accounts** screen, click **Next**. A payroll specific Chart of Accounts will be added to your database.
5. On the **Start Date** screen, enter the oldest date of history to be transferred from your Red Wing Payroll data. Any Red Wing Payroll data dated prior to the Start Date will not transfer to CenterPoint Payroll. For example, if you want 2015, 2013 and 2012 data to transfer, enter 01/01/2012 in the Start Date field.
6. On the **Use Account Numbers** screen select **Yes** or **No**. If Yes is selected, the wizard will add a six-digit account number to each of the general ledger accounts. Otherwise accounts will be identified by name. Click **Next**.
7. The **Account Maintenance** screen displays a list of accounts that will be added by the wizard. Accounts can be added, modified, or deleted after completing the New Database Wizard in Setup > Accounts > Accounts. Click **Next**.
8. If you have other databases that require a similar setup, at the **Do you want to save the setup for future use** message, choose **Yes** to save the setup for future use. Otherwise, select **No**. If you choose Yes, the screen to build the database displays the default locations for the new database. Click **Next**.
9. On the **Building the Database** screen, click **Build New Database**.
10. On the **Build New Database** screen, click **Build Data**. A message will display when the process is successful, click **OK**.
11. On the **Your Database Setup Process is Complete** screen, click **Next**.
12. On the **Update Modules** screen, click **OK**. A message will display when the updates are successful, click **OK**.
13. On the **Install Modules** screen, click **OK**. A message will display when the configuration is successful, click **OK**.
14. The **New Database Wizard** is complete and you are now in the database that Red Wing Payroll will be transferred into.
15. On the **Payroll Setup Wizard Usage** screen, select **No**.

Step B: Verify Account Category Assignments and Assign Vendors

Each Payroll Liability account (for example, Federal Withholding, Garnishments, Child Support, etc.) must have the correct account category assigned to it and have a vendor assigned to it. Prior to beginning this step, we recommend you perform a backup of the database. Select **File > Backup Database**, select the database you are planning on transferring data into, and then click **Backup**.


1. Select **Setup > Names > Names** to create a vendor that you will be paying liabilities to. Click **New** to add a new vendor. Repeat this step for each vendor needed.
2. Select **Setup > Accounts > Accounts**. Select the Account Type of **Liabilities** (by clicking the + sign next to Liabilities) and select the Account Category of **Payroll Liabilities** (by clicking the + sign next to Payroll Liabilities) from the Account List tab. View the available Liability accounts. If you need to

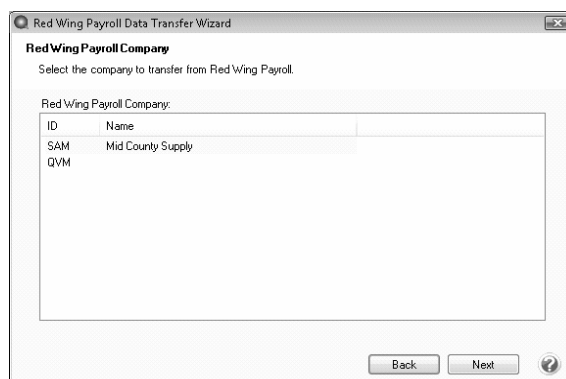
create additional accounts to accommodate your setup, click **New**, and then complete the Accounts Setup screen.

3. Select the first **payroll liability account** and click **Edit**.
4. On the **General** tab verify that the **Account Category** is **Payroll Liabilities**.
5. Select the **Detail** tab and in the **Vendor Liability is Paid To** box, click the Lookup icon and select the Vendor you pay this liability to (if the Vendor is not in the list, click New, enter the Vendor information, click Save, and then click OK).
6. Click **Save**.
7. Repeat steps 3-6 for each Payroll Liability account in the account list. Click **Close**.

Step C: Transfer Data from Windows Payroll to CenterPoint Payroll

The Red Wing Payroll Data Transfer moves a copy of the Red Wing Payroll setup and history into the CenterPoint Payroll database.

1. While in the database that you want to migrate the Red Wing payroll data into, select **File > New > Data Transfers > Red Wing Payroll**.
2. If Red Wing Payroll is installed on this machine also, the Red Wing Payroll Location (Path) will default to the correct location. If the location of the Red Wing Payroll is different than the displayed path, enter the correction location for the Red Wing Payroll sys folder using the  button. Click **Next**.
3. Select the **Red Wing Payroll company** you want to transfer into CenterPoint Payroll. Click **Next**.



4. Select the way that the Red Wing Payroll company information should be transferred into CenterPoint Payroll:
 - » For CenterPoint Payroll only users transferring from Red Wing Payroll not integrated with AgCHEK- Usually, a newly created database will want to use the employer and company that was created when the new database was created, so in the Employer and Company columns you would select the employer and company automatically created when you created the database.

- » For CenterPoint Payroll only users transferring from Red Wing Payroll integrated with AgCHEK - There will be no company to select when transferring from Red Wing Payroll to CenterPoint Payroll, the employer is created during the transfer process, so you see <New> under Employer and Company.

- » For CenterPoint Accounting and CenterPoint Payroll users - For an existing database, you may want to create a new employer and select the existing company, so you would select New under the Employer column, and in the Company column, you would select the company you see listed under the Company column and not the <New Company>.

5. Click **Next**.
6. In the **Red Wing Payroll Accounts** screen, specify the CenterPoint accounts that should be used for common transactions that will transfer from Red Wing Payroll. The first six Red Wing Accounts displayed in the above example are considered default accounts. If you enter the CenterPoint Account to use for these defaults and want the transfer to use those accounts for all similar data (for example, all accounts considered to be a Federal Tax Liability), select the **Only Use Default Accounts** check box. If you want to specify the CenterPoint Account to use for all Red Wing Accounts, use the scroll-bar to see all of the other accounts found in your Red Wing Payroll data and select corresponding CenterPoint Accounts.

Red Wing Payroll Data Transfer Wizard

Red Wing Payroll Accounts

Supply the account mappings that should be used when transferring account information.

Mappings:

Red Wing Account	CenterPoint Account	Account Type	Account Category
Payroll Labor Expense	Salary & Wages		
Employer Tax Expense	Payroll Taxes Expe		
Federal Tax Liability	Federal Withholding		
State Tax Liability	State Withholding P		
Other Payroll Liability	Other Payroll Liabil		
Bank Account	Cash in Bank - CT		

☒ Only Use Default Accounts

Back Next ?

Red Wing Payroll Data Transfer Wizard

Red Wing Payroll Accounts

Supply the account mappings that should be used when transferring account information.

Mappings:

Red Wing Account	CenterPoint Account	Account Type	Account Category
Payroll Labor Expense	Salary & Wages		
Employer Tax Expense	Payroll Taxes Expe		
Federal Tax Liability	Federal Withholding		
State Tax Liability	State Withholding P		
Other Payroll Liability	Other Payroll Liabil		
Bank Account	Cash in Bank - Che		
103000	Cash in Bank - Che		
104000	Cash in Bank - Che		
201000	Federal Withholding		
208100			

☐ Only Use Default Accounts

Back Next ?



IMPORTANT: For Red Wing Payroll customers integrated with AgCHEK, you must make sure that you select the new payroll liability accounts or create them.

If an appropriate “CenterPoint Account” cannot be selected to match the “Red Wing Account,” you may specify an Account Type and Category that will then be used to create an account in CenterPoint with the same name as the Red Wing Account during the transfer process.



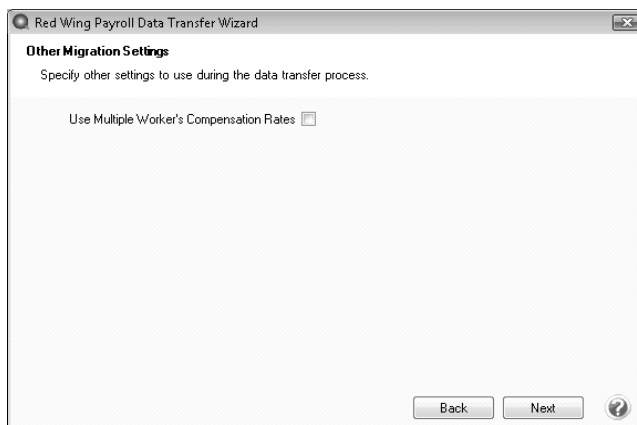
Note: if the account is a payroll liability, a vendor will also be created using the name of the Red Wing Account and automatically associated with the created account in CenterPoint Payroll.

To assign an account, under the CenterPoint Account column, for each Red Wing Account, enter or select the CenterPoint account. For example, in the Payroll Labor Expense row, select a similar CenterPoint account (Salary & Wages Expense).

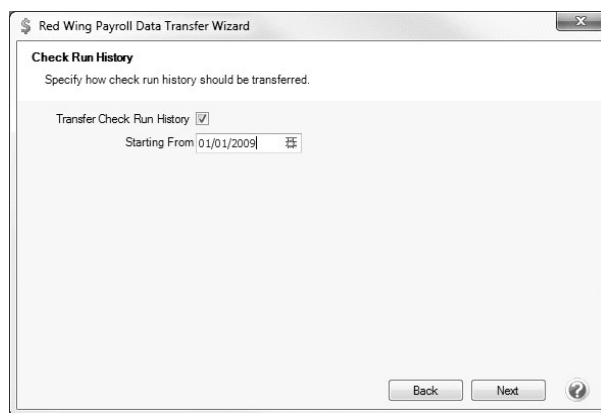


Note: If you need to create a new account, right-click in the CenterPoint Account column, select **New Account**, enter the account information, and then click **Save** (see the section labeled Important below for more information about creating Liability accounts).

- If you have only one workers' compensation rate for each Red Wing Payroll state, simply click **Next** on the **Other Migration Settings** screen. If you have more than one workers' compensation rate, select **Use Multiple Workers' Compensation Rates** box, and then click **Next**.



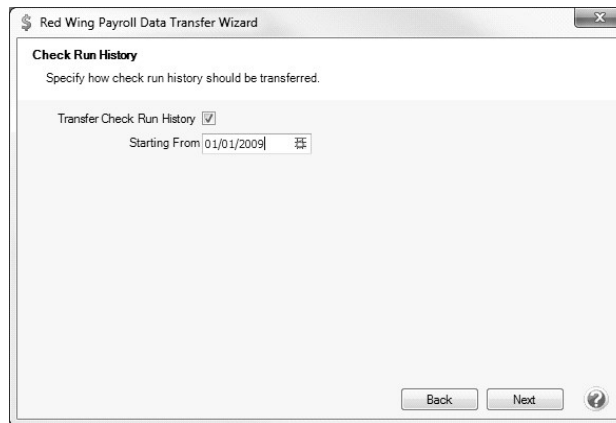
8. In the **Check Run History** screen, specify how much history should be transferred to CenterPoint Payroll.



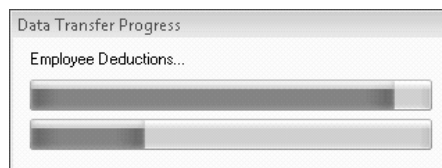
- » If you would prefer to not transfer the check run history, deselect the **Transfer Check Run History** check box and click **Next**.
- » If you want the pay runs from Red Wing Payroll to transfer, select **Transfer Check Run History**.



Note: Check runs are transferred as "Total Only" (Start-up Pay) pay runs that cannot be voided, edited, or posted in CenterPoint Payroll. However, the check runs can be deleted.



- » In the **Starting From** box, enter the oldest payroll date you want transferred from Red Wing Payroll to CenterPoint Payroll.
 - » Click **Next**.
9. A summary of your data transfer selections will display. If the selections are correct, click **Transfer Data** to begin the process. If you would like to change a selection, click **Back** until you find the selection to change and then click **Next** until the summary of your transfer selections displays again, and then click **Transfer Data**. When the data transfer is started, the Data Transfer screen will display.



10. When the data transfer is complete, you will receive the Data Transferred Successfully message. If the data transfer is not successful, you will be prompted and the transfer will stop.

Step D: Print Reports to Verify Data Transferred Accurately

When your Red Wing Payroll to CenterPoint Payroll data transfer is complete, reports from your CenterPoint Payroll program need to be compared to the corresponding reports in the Red Wing Payroll program to verify the accuracy of your transferred information. Print the following reports for comparison. Use current year for all reports.



Note: If you find that any reports are not matching, please call Red Wing Technical Support (do not begin using CenterPoint Payroll for new transactions until you have spoken with a technician).

Balance to Check	Red Wing Payroll Report	CenterPoint Payroll Report
Current Year Balances (total hours, gross earnings, taxes, and deductions)	Payroll > Reports > Pay Data > Payroll Register * Select Pay Runs for this year & Summary Report	Reports > Reports > Payroll Data Reports > Payroll Register > Payroll Register (Summary) Report * Select All employees & This Year in the Pay Date Range.
Federal Taxes	Payroll > Reports > Employer Tax Report > W-2 Summary	Reports > Reports > Payroll Tax Data Reports > Federal Tax Reports > Federal Tax Withheld by Employee

Step E: Verify Setup

There are a few pieces of Red Wing Payroll information that should be verified after its transferred to CenterPoint Payroll. This list is not a comprehensive list, but covers the typical items to review.

Setup Preferences

1. Select **File>Preferences**. You should look through all of them, but some that we recommend are:
 - » **Accounts > Account Settings** to set your database account mask (the way you want your account numbers to display).
 - » **General > Base Settings** to set the default database to open.
 - » **General > Online Update Settings** to set automatic updates.
 - » **Payroll > Printing – Checks** to set payroll check printing settings.
 - » **Payroll> Printing – Advices** to set the direct deposit advice printing settings (if applicable).

Review the Chart of Accounts

1. Select **Setup > Accounts > Accounts** to review your chart of accounts.
 - » Account abbreviations, numbers, and names can be edited.
 - » Liability accounts are normally transferred as Payroll Liabilities. Payroll liabilities create invoices during the pay run, which can be paid under **Processes > Pay Invoices Due**. If you do not want to create invoices, then in the Category box, select the “Other Current Liabilities” category instead.



Note: If you also use CenterPoint Accounting for Agriculture or use Cash Basis , you will have to use “payroll liabilities” accounts.

- » Verify the **Payroll Liability** accounts are tied to the correct vendor. The vendor assigned is under the **Detail** tab.
- » Unknown accounts transfer over as “Added by Migration”. If you want to use these accounts, you can edit them to change the names, etc. They can be deactivated if you do not want to use them.
- » If you were using profit centers as part of the account number, those do not transfer. Profit centers are handled differently in CenterPoint.
- » Select **Assets > Cash** and edit the checking account used for payroll.

Setup Company Information

1. Select **Setup > Companies** and fill in the information on the **General** tab.

Setup Employer Information

1. Select **Setup > Payroll Details > Employers**, select your employer, click **Edit** and fill in the information on the **General** tab.
2. On the **Taxes**, **Earning**, and **Deductions & Benefits** tabs, verify the correct accounts are assigned.



Note: If any expense accounts are incorrect, they will also have to be corrected on the employees in **Setup > Employees**.

3. Click on the **Taxes** tab:
 - » Select the **Federal** tax on the left and enter the **Federal Tax Id** number on the right
 - » Select the **State Withholding** tax on the left and enter the **State Id #** on the right. Repeat this process for each state withholding tax listed.
 - » Select the **State Unemployment** tax(es) on the left, and enter the **Rate**. Repeat this process for each unemployment tax.
 - » Select the **Federal Unemployment Tax** on the left, and enter the **Rate**. Make sure the current rate is **.600**.
 - » Click **Save**

Verify Pre-Tax Deductions & Benefits

1. Pretax deductions will transfer to CenterPoint but we recommend that you verify that the correct taxes to exclude from the deductions are selected. Select **Setup > Payroll Details > Benefit and Deductions** and edit the first pre-tax deduction (for example, a 401K contribution). Click on the **Taxes** tab and verify that the Exclude Deduction From Taxes column shows the correct taxes to exclude for this deduction. Repeat for each pre-tax deduction.



Note: You may want to print a list of deductions from Windows Payroll (Setup > Deductions > Detail Report with the Show Exempt Taxes selected) to use as reference.

Setup Employee Information

1. Select **Setup > Employees**:
 - » Select the **Employment** tab:
 - » The **Original Hire Date** transfers as the migration date. You will need to update the date manually.
 - » The **Marital Status** transfers as "Single". If the employee is married that will have to be changed.
 - » If you receive a message about having a unique abbreviation, it's because the employee is also setup as a vendor or customer with the same abbreviation. You can edit the abbreviations under **Setup>Names>Names**.
 - » Click **Save**.

Leave Setup

- » Leave does not migrate. Please call Red Wing Software Technical Support for help setting up leave.

Direct Deposit Setup

- » If you were using direct deposit in Red Wing Windows Payroll and some employees had additional checking or savings accounts, CenterPoint handles those differently. You need to do the following, select **Setup > Employees:**
 - » Select the **Deductions & Benefits** tab and deactivate those deductions. Select the **Direct Deposit** tab and add those accounts in the Direct Deposit Information table.
 - » On the **Direct Deposit** tab, if any deductions are direct deposited (e.g., an HSA), that information has to be filled in manually.
- » Select **Setup > Accounts > Accounts > Assets > Cash**. On the **Direct Deposit** tab verify this information is filled in correctly. This same information is found in Red Wing Windows Payroll under System Manager>Setup>Bank Accounts under the checking account's Direct Deposit tab.

Pay Run Verification

1. If all your pay runs were not posted to your General Ledger before migrating, you can either:
 - » Delete the "Totals" pay runs that didn't get posted and re-enter them as regular pay runs so they can be posted.
 - » Make journal entries to record them.
2. You should run at least one pay run in Red Wing Windows Payroll and CenterPoint Payroll simultaneously to verify everything is calculating correctly.
3. If you are using direct deposit in CenterPoint, create a direct deposit prenote file to send to the bank before doing a live pay run. To create the file select **Processes>Direct Deposit> Create Direct Deposit Prenote**.

Step F: Frequently Asked Questions (FAQ)

Q: Will transferring my data to CenterPoint remove it from Red Wing Payroll?

A: No. The data transfer moves a copy of your data into CenterPoint so the original payroll data is untouched.

Q: Will my vacation/leave information transfer to CenterPoint Payroll?

A: Vacation/leave does not transfer from Red Wing Payroll. You will need to setup vacation/leave and enter beginning leave balances, after transferring to CenterPoint Payroll. We provide step-by-step instructions on how to do those processes in our Help . To easily access the Help , select **Help > CenterPoint Help** from the main menu of CenterPoint.

In the **Search** bar, enter **Setting Up Leave** or **Enter Beginning Leave Balances**, click , and then select the document for detailed information.

Q: Where in CenterPoint will I find the menus I use most often in Red Wing Payroll?

A: The following table includes many of the common tasks and where they can be found in CenterPoint:

Red Wing Payroll Menu Location	CenterPoint Payroll Menu Location
System Manager > Company Information	Setup > Payroll Details > Employers
Setup > Customization	File > Preferences
Setup > Employees	Setup > Employees > General tab
Setup > States & Taxes	Setup > Payroll Details > Employers > Taxes tab
Setup > Direct Deposit	Setup > Payroll Details > Employees > Direct Deposit tab, AND Setup > Payroll Details > Accounts > Direct Deposit tab
Setup > Earnings	Setup > Payroll Details > Earnings
Setup > Deductions	Setup > Payroll Details > Deductions & Benefits
Setup > Vacation/Leave	Setup > Payroll Details > Leave
Setup > Payees	Setup > Names > Names
Setup > Local Tax Groups	Setup > Payroll Details > Local Taxes
Setup > Classes	Setup > Payroll Details > Workers' Compensation Classes
Setup > Departments	Setup > Payroll Details > Payroll Departments
Utilities > Employee Mass Update (& Interactive)	Setup > Payroll Details > Employee Mass Update
Time Entry	Process > Payroll > Time Sheets or Processes > Payroll > Work Group Time Sheets
Check Writing	Processes > Payroll > Pay Employees
Processes > Print Liability Checks	Processes > Purchases > Pay Invoices Due

Managing Your Forms as you Move to CenterPoint

As you prepare to move to one of our CenterPoint programs, it's a good idea to check your existing forms (checks, invoices, etc.) to verify that they will or will not work in CenterPoint. Below we have listed the forms found in our legacy

products and other products that data can be transferred from and noted if they will or will not work in CenterPoint. You'll find that some will work with CenterPoint but may not be perfectly aligned, so we recommend that you either purchase the Check Form Designer to align the forms or order new forms. Follow the Print Sample Forms section in this document with the listed menu selections to print a test on your forms to see if the alignment is acceptable to you. If you need to order new forms, we recommend Computer Forms Incorporated for Red Wing Software forms. They can supply laser checks, invoices, statements, deposit slips, envelopes, and other business forms. To order, simply open CenterPoint and select **Help > Order Checks & Forms** or [click here](#).

Legacy Software Form	CenterPoint	CenterPoint Payroll
AgCHEK Canadian Checks	Yes	
AgCHEK Checks	Yes	Yes
Controller Checks	No ¹	No ¹
Controller Laser Invoices	Yes	
Controller Payroll Checks		No
Controller Statements	No	
Perception Canadian Checks	No ²	No ²
Perception Checks	No ²	No ²
Perception Invoices	Yes	
Perception Statements	No	
Profit Accounts Payable Checks	No ³	
Profit Payroll Checks		Yes ⁴
Profit Gold Accounts Payable Checks	No ³	
Profit Gold Payroll Checks		Yes ⁴
Red Wing DOS Payroll - Laser Checks		Yes
Red Wing DOS Payroll - Dot Matrix Checks		No
Red Wing Windows Payroll		Yes

Legacy Software Form	CenterPoint	CenterPoint Payroll
JobBOSS Payroll		Yes ⁵
QuickBooks Payroll		Yes ⁶

¹ Controller checks will work, but they do not align perfectly. We recommend that you order new CenterPoint checks.

² Perception checks will work, but they do not align perfectly. We recommend that you order new CenterPoint checks.

³ Profit and Profit Gold checks will work, but they do not align perfectly. We recommend that you order new CenterPoint checks.

⁴ Profit and Profit Gold Payroll checks will work, but the stub designer must be used to move fields to the correct location.

⁵ JobBOSS checks may if File > Preferences > Payroll > Printing - Checks preference is set to the Stub/Stub/Check format, and the stub designer is used to move fields to the correct location.

⁶ QuickBooks Payroll checks may work, but the stub designer must be used to move fields to the correct location.

Printing Sample Forms

- » Open CenterPoint.
- » When the Open Database screen displays, select the **CenterPoint Sample** or the **Payroll Sample** database and then click **Open**.
- » For each form listed in the table below, select the CenterPoint menu noted and then press **F1** and follow the instructions for printing the form.

Form	CenterPoint Menu
Accounts Payable Checks	Processes > > Print/Email Checks For Standalone Payroll: Processes > Pay Invoices Due
Invoices	Processes > > Print/Email Invoices
Receipts	Processes > > Print/Email Receipts
Billing Statements	Processes > > Billing Statements

Customization and Navigation

About Databases

A Database is a collection of data and objects relating to a specific purpose or topic. For CenterPoint, a database represents the financial activity of a company. You can have as many databases as you need in CenterPoint, but each database is separate from the others and data is not shared between them.

Each database includes the financial data of one or more companies. A company is defined as a tax entity with financial activity. Multiple companies can share a database if they are part of the same operation. This allows the companies to share accounts and analyze the combined data. At the same time, each company maintains separate financial records.

If you have more than one company and ...
they do NOT share the same type of business activities,
they do NOT share the same type of accounts,
you do NOT wish to combine data from all companies in an analysis
it is recommended to create separate databases instead of separate companies within the same database

[Create a New Database](#)

[Copy a Database](#)

[Open a Database](#)

[Remove a Database](#)

[To Attach a Database](#)

[To Detach a Database](#)

Create a New Database

1. Select **File > New > New Database Wizard**.
2. The setup wizard's on-screen text will walk you through the process of creating a new database.

Copy a Database

The New Database Wizard creates a new blank database that may include sample accounts (if selected during the wizard). Another way to create a new database is to copy an existing database. This process will allow you to pick and choose which data you'd like to copy from the selected existing database. Balances and transactions will not be transferred, just maintenance items (accounts, names, employers, employees, etc.). For Payroll databases, you can choose to Keep Payroll History as Startup Payroll, select the year to Keep Payroll From As Startup Pay, and then choose to either keep or remove payrolls after the database starting date.

1. Open the database you want to copy.
2. Select **File > New > Copy Database**. Note: This menu option will not be available unless you have the database open that you want to copy.
3. A wizard will be displayed that will walk you through the process. Read the on screen instructions and make your selections. Click **Next** to move to the next step of the wizard.

Open a Database

1. Select **File > Open**.
2. On the Open Database screen, select the database you want to open, and click **Open**
3. If the Database Security Setting in File > Preferences > Security > Database Security was set to use database security, you will be prompted to enter your User Name and Password. Enter the appropriate information and then click **OK**.

Remove a Database:

When you remove a database, all of the data contained in the database will be permanently deleted. Consider performing a backup on the database before you remove a database.

1. Select **File > Administration > Data Maintenance**.
2. On the left side of the screen, under **Databases**, select the database that you want to remove.
3. Click **Remove**.
4. Select the **Detach from Server** and **Remove Physical Database File** check boxes.
5. Click **Yes**. At the confirmation screen, select **Yes** again to detach and remove the database.

Attach to a Database:

The attach process is normally used in a network environment to connect to databases that others on the network have created. The attach database could also be used if you received a copy of a CenterPoint database that wasn't backed up using CenterPoint.

1. Select **File > Administration > Data Maintenance**.
2. On the **Database Maintenance** screen, click **Add** in the bottom left corner.
3. Either select the database from the list or in the Search box, enter the first few characters of the database name until CenterPoint locates the database you want to add.
4. Click **OK**. Note: Please refer to the Network Installation Instructions for more information about adding a new server and adding databases to the server.

Detach a CenterPoint Database:

You could detach from a CenterPoint database if you are no longer using a database but you do not want to delete the data in the database.

1. Select **File > Administration > Data Maintenance**.
2. On the left side of the screen, under **Databases**, select the database that you want to detach.
3. Click **Remove**.
4. Select the **Detach Database From Server** check box. Note: When you detach a database, all of the data contained in the database will remain in the data file. The database is detached from the SQL Server.
5. Click **Yes**. At the confirmation screen, select **Yes** again to detach the database.

Users and Security

Security can be setup in CenterPoint that will allow you to password protect databases (Database Security) setup additional users and track transactions entered by each user (Users), and limit access to menu selection (Security Policies). All security is set up and maintained by the Administrator.

[Step A: Database Security Settings](#)

[Step B: Select Password Security Options](#)

[Step C: Setup Database Users](#)

[Step D: Setup User Groups](#)

[Step E: Setup Security Policies](#)

[Frequently Asked Questions](#)

Step A: Setup Database Security:

To password protect a database, the Database Security preference must be selected.

1. On the **File** menu, select **Preferences**.



2. Select **Security > Database Security**.
3. Click the **Database** tab.
4. Under **Database Security Settings**, select the **Use Database Security** check box to require a user name and password when the database is opened.



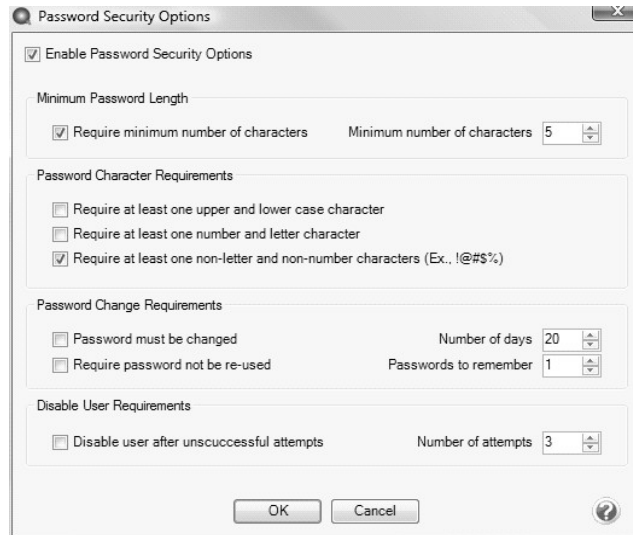
Note: The default user name will be Administrator.

5. Click **Set Administrator Password**.
 - » In the **Old Password** box, leave the box blank if this is the first time you are setting up the administrator password.
 - » In the **New Password** box, enter the password that you want to be assigned to the administrator user.
 - » In the **Confirm Password** box, enter the same password you entered in Step 7.
 - » Click **OK**.
6. Select the **Require user to change password when set by an Administrator** box if applicable.
7. Click **Save**.
8. Select **File > Close**.
9. Select **File > Open** and then select the database you just set an Administrator Password for.
 - » In the **User Name** box should default to Administrator, if not, enter Administrator.
 - » In the **Password** box, enter the password you set in Step 7.
 - » Click **OK**.

Step B: Select Password Security Options

Among other things, the password security options allow you to customize how long a password must be, the characters that must be included in the password to be valid, and how often it must be changed. If your organization doesn't have any requirements regarding the password, this step can be skipped.

1. Select **File > Security > Password Security Options**.
2. Select **Enable Password Security Options**, which will then make all other fields on the screen accessible.



3. Select the options that are applicable to your organization. These selections can be changed at anytime. If selections are changed and a users password no longer meets the new requirements, they will be prompted to change their password on the next login.
4. Click **OK** to save the selections.

Step C: Create Database Users

Setting up database users allows CenterPoint to track the transactions entered or modified by each user and authorize which processes they can access.

1. Select **File > Security > Database Users**.
2. Click on the **Add User** button.

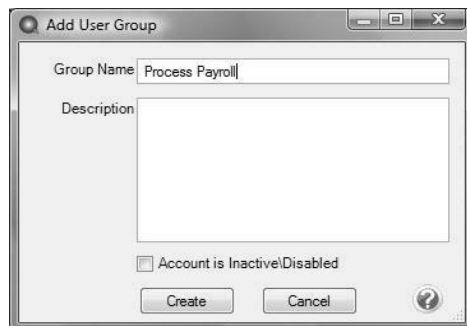


3. Type a **User Name** and **Password** for the new user.
4. In the **Confirm Password** box, type the same password you typed in the **Password** box.
5. Click **Create**. If Password Security Options are enabled on this database (step B), then the system will verify that the password meets those requirements. If it doesn't meet the requirements, a message will be displayed that explains what needs to change on the password before it can be saved.
6. Repeat steps 2-5 for each user needed.

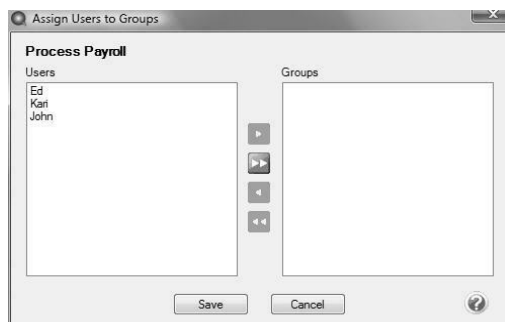
Step D: Setup User Groups

Users can be assigned to user groups that then are given access to specific menu selections (security policies) in CenterPoint.

1. Select **File > Security > User Groups**. The main **User Groups** screen will be displayed.
2. Click on **Add Group**.



3. In the **Group Name** box, enter a description for the type of group you are creating, for example "Enter Time Sheets or Process Payroll".
4. In the **Description** box, type a description of this group. The Description is optional.
5. Click **Create**.
6. At the **User Groups** screen, click on the **Assign Users** button.

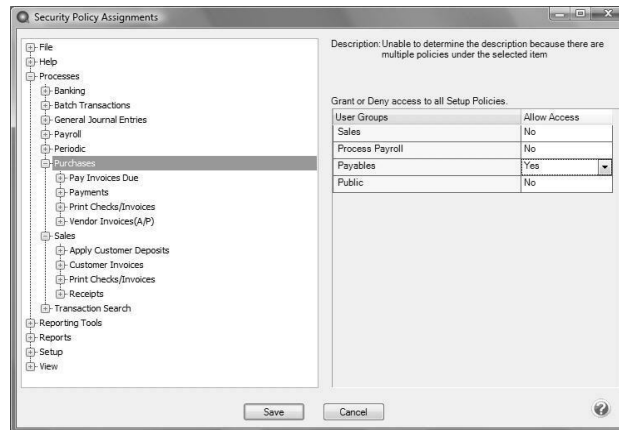


7. In the **Assign Users to Groups** screen, select the users that will have access to the functions for this group and click the right-arrow icon to move the users from the left-side of the screen to the right-side of the screen. Multiple users can be selected by holding the Ctrl key at the same time a user is selected.
8. Click **Save**.
9. Repeat steps 1-8 for each group needed.

Step E: Setup Security Policies

Security Policy assignments are used to grant or deny access to user groups. Every user automatically belongs to the Public User Group. The Administrator user group has full access rights which cannot be taken away.

1. Select **File > Security > Security Policies**.



2. Select the menu selection and function from the left-side of the **Security Policy Assignment** screen.
3. For **All User Groups** on the right-side of the **Security Policy Assignment** screen, under **Allow Access** select **Yes** to grant access or select **No** to deny access.



Note: If all items in a menu group will have the same access rights, set the access rights on the highest level (for example; Purchases). If the access rights within a menu group will differ, set the rights on each specific menu (for example, Pay Invoices Due, Payments, etc).

4. Some menu groups allow you to specify add/delete/edit/view/void, etc. security policies. For **ALL User Groups** on the right-side of the **Security Policy Assignment** screen, under **Allow Access** select **Yes** to grant access or select **No** to deny access.
5. Click **Save** after all security policy assignments have been set.

Frequently Asked Questions

Q: Can a user change their own password?

A: Yes. Select **File > Security > Change Password**. Then specify the old and new password. If Password Security Options have been setup, the password will be validated when saved. The user will be notified if the password does not meet the requirements.

Q: A user tried to login multiple times with the wrong password and now their account is disabled/locked. Is there a way to enable it again?

A: Yes. Login as the Administrator. Then select **File > Security > Database Users**. Right-click on the locked user and select **Enable User**.

Q: Is there a way to see when a user last changed their password?

A: Yes, we have a report available that species password changes. Select **Reports > Reports > Audit Reports > Passwords Changed**.

Q: If a user forgot their password, how can I reset it?

A: Yes. Login as the Administrator. Then select **File > Security > Database Users**. Right-click on the locked user and select **Set Password**.

Shortcuts/Time Savers in Transaction Entry

CenterPoint offers multiple ways to customize the setup and transaction entry screens. These modifications and processes will enable you to enter transactions more efficiently.

[Entering Dates](#)

[Using the Keyboard and Function Keys \(Hot Keys\)](#)

[Lookups](#)

[Using the Set as Default option](#)

[Setting Tab Stops](#)

[Customizing the columns displayed in the grid](#)

[Recall a Transaction](#)

[Recurring Transactions](#)

[Review Transactions](#)

[Display Read-Only Grid](#)

[Scanning and Attaching Documents](#)

Entering Dates

The Date field in transaction entry screens will default to today's date. The date can be changed by pressing F4 or clicking the calendar icon to display a calendar or by simply entering the correct date for the transaction.

There are various ways that the date can be entered.

- » If only the **day of the month is entered** in a Date field, the current month and year will automatically be used. For example, if it's February, 2023 and 25 is entered in a date field the system will auto-fill the date with 2/25/2023.
- » If the **month and day is entered** (02/25 for example), the system will auto-fill the current year. The month and day can be entered with or without a slash or hyphen as a separator. If it is entered without the separator, then two digits must be entered for both the month and day (0225).
- » Or the full month, day and year date can be entered (12/25/23). Again, the date can be entered with or without a separator. If entered without a separator, each field must be entered as two or four characters.




Note: After you enter the date, press Tab. The system assumes the month and year are the same as the workstation date.


Using the Keyboard and Function Keys (Hot Keys)

The keyboard can be used to move through the transaction entry screen. Using specific keyboard keys and combinations provides a way for you to do things that would normally be done with the mouse.


- » Move the cursor to the next field by pressing **Tab**.
- » Move the cursor to the previous field by pressing **Shift + Tab**.

- » When you press **Enter** in a list box the selection is accepted, on a command button the action is performed, and acts like a Tab key if the Pressing Enter Acts Like Tab Key selection is set to Yes in the File > Preferences > General > Defaults preference.
- » Move up or down in list boxes by using the **Arrow** keys.
- » In a field with a list box, press the **Alt + Down Arrow** to display the list.
- » On a command button press the **Space bar** to perform the action or on a check box toggles the selection.
- » In a text field, pressing **Delete** removes the highlighted text.
- » In a text field, pressing **Home** positions the cursor at the beginning of the text field and pressing **End** positions the cursor at the end of the text field.
- » In a screen where the VCR buttons  are available (Names, Accounts, Employees, etc.) press **Alt + Home** to move to the first record in the list, press **Alt + End** to move to the last record in the list, press **Alt + ←** to move to the previous record in the list, or press **Alt + →** to move to the next record in the list.

There are a variety of function keys available in transaction entry. Using the function keys provides a way for you to do things that would normally be done with the mouse.

- » Any field that has a **Lookup** button  (for example, Pay to the Order of, Account, etc.) that can be selected with a click of the mouse button, can also be selected by pressing **F4** on the keyboard.
- » In numeric and amount fields, pressing **F9** will open a **calculator**. After using the calculator, press **F9** again to input the sum of the calculation into the field in CenterPoint.
- » Pressing **F4** in a **Date** field, will display a calendar that can be used to select the date.
- » **Hot keys** can be used instead of clicking on buttons with the mouse. The underscored letter on a button is a hot key. For example, the Save button in transaction screens has the letter S underscored. Pressing the **Alt** key + the letter **S**, will **Save** the transaction the transaction or **post** the transaction (on some transaction screens) without having to use the mouse to click on the Save or Post button. The Options button in transaction screens has the letter O underscored. Pressing the **Alt** key + the letter **O**, will open the menu for the Options button without having to use the mouse to click on the Options button.

Lookups

Many of the fields in transaction entry display a Lookup button  that provides you with a list of items that can be used for that field. The data in those lists can be searched to find the item you need. Unless custom lookup options have been specified for that field, CenterPoint will search the data based on the options selected in **File > Preferences > General > Defaults**.

The Lookup Settings in File > Preferences > General > Defaults define how entering data into the Lookup box searches the information in the associated list. The options for how the lists are searched are:

- » **Use Auto-Complete** - As you enter characters in a Lookup box, CenterPoint attempts to match the characters entered in a list. If a match is made, the record will automatically display. By selecting this option all lookup boxes by default will use the auto-complete feature. This selection can be overridden on a field-by-field basis throughout the system. Auto-complete fills in the field as you type. It looks for the first match of the characters typed in and fills the field with it. If that is not the match that you want, continuing to type in additional characters usually narrows it down to the selection you are looking for.
- » **Allow to Query For Items On Multiple Fields** - Enter characters and press the Tab key to display a filtered list of matched records. The query will attempt to match the characters in the name or abbreviation. If nothing is found, the query searches for the character string within the name or abbreviation. If this option is selected, you can have

CenterPoint lookup a record based on multiple fields. For example, an account with an account number of 1234 and an abbreviation of ELEC and an account name of Electricity can be looked up by either typing in the number, abbreviation, or name. The auto-complete option only allows lookup on one field, so it would have to be either Number or Abbreviation or Name, but not any combination of them.

» **Initial Search Contents**

- » **Begins With** - will search only the first characters of the columns specified under Searched By Columns.
- » **Contains** - will search the entire string for the match. For example, if the name is State of Minnesota and you enter State, a match is completed or , a match is completed.

Several custom lookup options are available for any field containing a Lookup button. The options will allow you to specify which fields to search for matches and how the information will be displayed. To access the Lookup Options, **right-click** in any **Lookup** field and select **Options**.

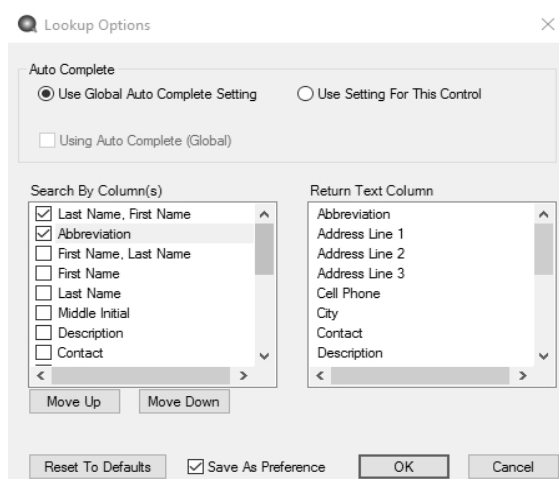
» **To change the columns in the list that the lookup searches when data is entered on a field-by-field basis:**

- » In the following example, the Customer lookup box will search the Contact column as well as the default Last Name, First Name, and Abbreviation columns for all customers that contain the data entered into the Customer lookup box
1. From the Customer lookup box, right-click and select **Options**.
 2. Select **Use Setting For This Control**.

3. Under Search By Column(s), select **Contact**.
4. Select **Save asPreference** and click **OK**.

» **To change the initial search contents for lookups on a field-by-field basis:**

- » In the following example, during invoice entry, Items are searched by entering a specific word in the Item box.
1. From the Item lookup box, right-click and select **Options**.
 2. Select **Use Setting For This Control**.




3. In the **Search by Contents** box, select **Contains**.

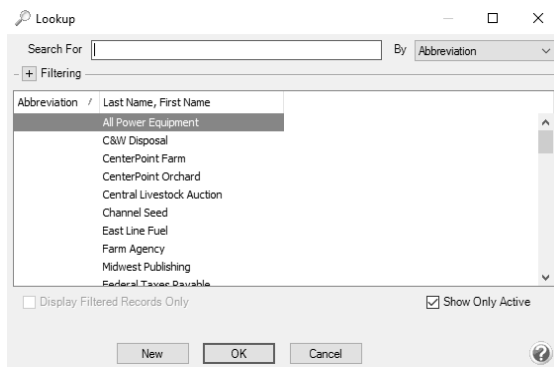
The options available for customizing field-by-field lookups using the Search by Contents box are::


- » **Use Global Preference** - uses the Lookup Field Settings preferences set in File > Preferences > General > Defaults.
- » **Begins With** - will search only the first characters of the columns specified under Searched By Columns.
- » **Contains** - will search the entire string for the match. For example, if the name is State of Minnesota and you enter State, a match is completed.

4. Select **Save as Preference** and click **OK**.

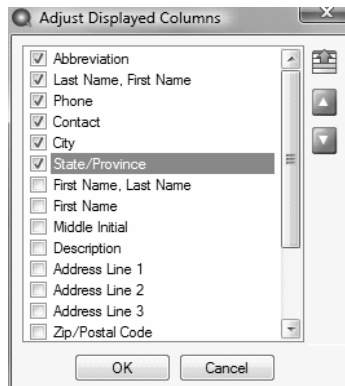
Customizing the Lookup List:

When the Lookup button  is selected (by clicking on it with the mouse or pressing F4), the list of items for that field are displayed. The columns displayed in the Lookup screen can easily be customized.



1. After pressing **F4** or clicking on the Lookup button , **right-click** anywhere in the **Lookup** screen.

2. Select **Add/Remove Columns**.



3. Select each of the columns that you would like displayed in the Lookup screen for this field. Use the **Move Up** and **Move Down** arrows on the right to decide the order the columns will be displayed.
4. Click **OK**.

Using the Set As Default option

If you typically use the same company or bank account in the transaction entry screens, these selections can be set as the default so that you do not have to select or enter the information for each transaction. To access this option, select the list item (Company, for example) that you want this screen to display automatically as the default for this database, **right-click**, and then select **Set As Default**. This option is available in a variety of fields throughout the transaction entry screens.

Setting Tab Stops

It is easy to customize your transaction entry screens by setting tab stops. Tab stops allow you to choose which fields the cursor stops at in each transaction entry screen. For example, if you never change the bank account or the batch, remove the tab stops so your cursor skips those data entry boxes.

To set tab stops

1. On any transaction entry screen, click **Options**, and then click **Set Tab Stops**.
2. On the Set Tab Stops screen, select the fields to stop at during transaction entry.
3. Click **OK**.

Customizing the Columns Displayed in the Transaction Entry Grids

Each transaction entry screen includes a variety of columns organized in a grid. The columns displayed in this area, within each transaction entry screen and to the transaction detail grid (viewed by clicking the (+) sign to expand the journal entry), can be customized for the needs of your company. The selections can be changed at any time. In our example, we will customize the grid found in the Payments screen.

Payments

Company: CenterPoint Farm
Bank Account: First National Bank
Current Batch: No Batch
Current Balance: \$370,933.01

Pay To The Order Of:
Pay To The Order Of Address:
Sequence: Payments
Check Number: 4337
Date: 08/16/2016
Amount: \$0.00

Memo Line 1:
Line 2:
Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Quantity 1	UOM 1	Amount	Notation

Total: \$0.00 Adjust Amount

Save Clear Recall Recurring Options Close

1. Position your mouse over any cell in the grid found in the bottom portion of the screen.
2. **Right-click** and select **Add/Remove Columns**.

Adjust Displayed Columns

- ☒ Account
- ☒ Invoice / Ref #
- ☒ PlusMinus
- ☒ Quantity 1
- ☒ Amount
- ☒ Detail Button
- ☒ Project
- ☐ UOM 1
- ☐ Notation
- ☐ Distribution Button
- ☐ Template
- ☐ Quantity 2
- ☐ Quantity 1 Price
- ☐ UOM 2

OK Cancel

3. The list displays all available columns that can be included in your data entry screen. Items that have a **check mark** will display in the grid. Remove or insert check marks as needed.
4. Use the **Move Up** and **Move Down** to arrange the order the columns will display on the main grid.

Payments

Company: CenterPoint Farm
Bank Account: First National Bank
Current Batch: No Batch
Current Balance: \$370,933.01

Pay To The Order Of:
Pay To The Order Of Address:
Sequence: Payments
Check Number: 4337
Date: 08/16/2016
Amount: \$0.00

Memo Line 1:
Line 2:
Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Quantity 1	Amount	Detail	Project
			\$0.00		

Total: \$0.00 Adjust Amount

Save Clear Recall Recurring Options Close

Recall a Transaction

The Recall feature in CenterPoint can be used to save data entry time in any transaction entry screen. After entering a name on a transaction, clicking the Recall button automatically fills in all details from the last transaction including accounts, values, notations, and any details of the transaction. If the Recall button is selected again, the second most recent transaction for that name will be displayed. Recall is useful for activities that are the same amount and same details each transaction.



Note: You can select the way recalled transactions display by default on the Vendor Invoices (A/P), Payments, Receipts, and Customer Invoices screens to either Recall by Company or Recall by Company and Bank from the Options button.



Note: If a Recalled transaction is used and the transaction has inactive accounts included, a warning will display that includes a list of the inactive accounts. You can choose whether to display the warning in the future in File > Preferences > Accounts> Inactive Accounts.

The Recall functionality can be used by manually selecting the Recall button in a transaction entry screen or an individual Name can be set to automatically Recall Last Transaction in a specific transaction entry screen.

Manually Using the Recall Button in Transaction Entry:

1. On any transaction entry screen, after entering Name click **Recall** at the bottom of the screen to display the most current transaction entered for this name. Click **Recall** again to display the next most current, etc.



Note: When you click Recall, transactions are displayed in reverse chronological order.

2. The current date is assigned and if applicable, the check number is incremented based on its numbering sequence. Make any needed modifications to the transaction and click **Save**.

Setting Up a Name to Automatically Recall Last Transaction in a Specific Transaction Entry Screen

1. On any transaction entry screen, after entering Name click **Recall** at the bottom of the screen to display the most current transaction entered for this name. Click **Recall** again to display the next most current, etc.



Note: When you click Recall, transactions are displayed in reverse chronological order.

2. The current date is assigned and if applicable, the check number is incremented based on its numbering sequence. Make any needed modifications to the transaction.
3. Right click on the **Name** field and select **Transaction Settings > Recall Last Transaction** and click **Save**.
4. For each subsequent transaction entered in this screen for this name will automatically recall the previous entry.

During invoice and sales order entry (Processes > Sales > Customer Invoices or Customer Invoices (Detail)) and (Processes > Sales > Sales Orders), many fields are available in the data entry grid. If you included all of the available fields, you would need to scroll left/right to view each of them. Another option is to display the Information Grid at the bottom of the screen. You can then select which fields display in the normal data entry grid (normally just those that you

need to enter information into) and which fields display in the Information Grid at the bottom. The Information Grid will display additional information regarding the line that is selected in the data entry grid. To display the Information Grid, click the Options button and then select Show Information Grid. The grid can be customized to display all columns (except for button type columns) that the standard data entry grid displays, but they will be read-only. The grid can also be resized and will be saved so that the next time the screen is displayed the same columns are displayed on the read-only grid.

The screenshot shows the 'Sales Orders' window. At the top, there are fields for Customer (Johnson, Andy), Date (4/13/2011), Order (00003), Status (Open), and Type (Order). Below these are fields for Customer Balance (\$388.70), Credit Limit (\$10,000.00), and Remaining Credit (\$9,611.30). The main table lists items with columns: Item, Description, Unit of Measure, Quantity Ordered, Quantity Shipped, Account, Sales Price, and Amount. The items listed are Economy Bicycle Package (5 units, \$499.95), Standard Bicycle Package (3 units, \$419.97), and Serialized Lawn Mower (2 units, \$2,500.00). Below the table is an 'Information Grid' showing details for the selected item (Economy Bicycle Package), including UOM (Each), Quantity On Hand (50), Quantity Assigned (5), and Quantity Available (53). At the bottom, there is a summary section with fields for Freight (\$0.00), Misc (\$0.00), Sales Tax (\$371.75), Discounts (\$0.00), Subtotal (\$3,419.92), Order Total (\$3,791.67), Deposits (\$0.00), and Net Due (\$3,791.67). Buttons for Save, Clear, Accounts, Options, Create Invoice, and Close are at the bottom.

Scanning and Attaching Documents

Files can be attached to the following setup screens: Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Sales Orders, Receipts, Customer Invoices (both basic and detail), and General Journal Entries. Files can be attached by scanning the documents, dragging and dropping existing files from your computer, or by selecting an existing file from your computer via the Scan and Paperclip buttons..



For detailed information about attaching documents to transactions, see the [Scanning and Attaching Documents](#) topic.

Dashboards

The Dashboard allows you to view performance and financial information upon CenterPoint startup or with the Reporting Tools > Dashboard menu. The Dashboard provides a quick overview of your business and allows you to access the report that generated the information. The default Dashboard can be customized for your specific needs.

[Set the Dashboard Preference \(One-time Setup\)](#)

[View the Default Dashboard](#)

[Create a New Dashboard Tile](#)

[Example 1: Add Dashboard Tile using Report Selection Filters](#)

[Example 2: Add Dashboard Tile using Additional Filters](#)

[Example 3: Add a Dashboard Tile as a Chart from a Report](#)

[Example 4: Add a Dashboard Tile from a Ratio](#)

[Add a Dashboard Tile Similar to Another](#)

[Edit a Dashboard Tile](#)

[Change which Dashboard Tiles Display](#)

[Display Report Properties for a Dashboard Tile](#)

[Display the Associated Report for a Dashboard Tile](#)

[Remove or Delete a Dashboard Tile](#)

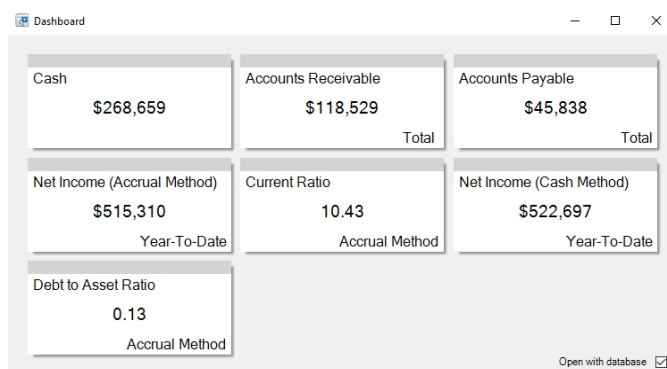
[Refresh Dashboard Tile Information](#)

Set the Dashboard Preference (One-time Setup)

1. Select **File > Preferences > General > Dashboard**.
2. Select the **Application** tab.
3. If you want to display the Dashboard when CenterPoint is opened, in the **Display on Startup** box, select **Yes**.
4. If you want your Dashboard information saved to a location other than the default "<Documents>\CenterPoint\Dashboard\", in the Location of saved dashboard tiles box, select an alternate location.
5. Click **Save**.

View the Default Dashboard

1. If you have not set the Dashboard to display each time CenterPoint is opened, select **Reporting Tools > Dashboard**.

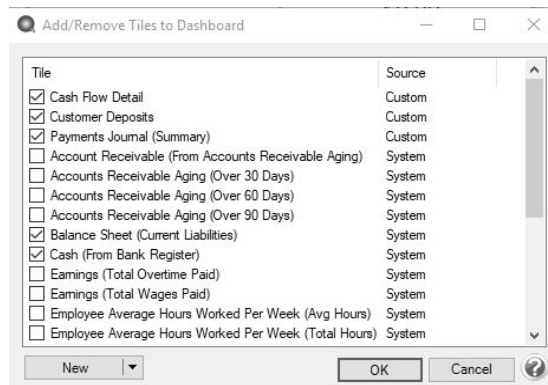



2. If you did not set the Dashboard to display upon CenterPoint start up, you can choose to open the Dashboard with this database and set the Display on Startup in File > Preferences > General > Dashboard by selecting the **Open with Database** check box.

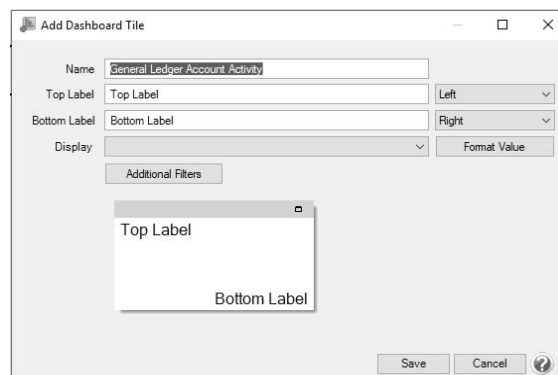
Create a New Dashboard Tile

Example 1: Add Dashboard Tile using Report Selection Filters

1. On the Dashboard screen, right-click and select **Add/Remove Tiles**.

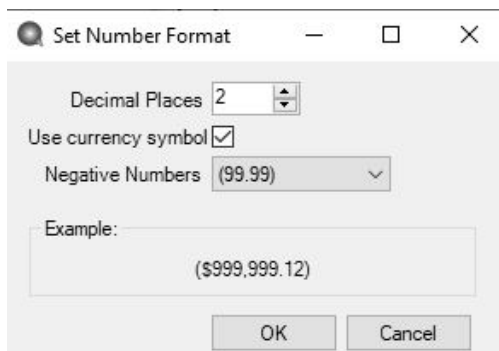


2. Click the drop-down arrow on the New button and then select **Report Tile**.
3. The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Transaction Reports > General Ledger > General Ledger Activity.
4. Define your Report Selection Filters and then click **Preview**. The report selections will be used to filter the dashboard tile you create. For example, if you filter the date to This Month, the tile will always display data for the current month or in this example, the report should be filtered to include only Account 700000 Utilities Expense.
5. From the Preview toolbar, click the **Add to Dashboard** icon  to display the Add Dashboard Tile screen.



6. The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
7. In the **Top Label** box, enter the text you want to display in the upper portion of the Dashboard tile. For example, Utilities Expense. Then, select if you want the text to display from the left, in the center, or from the right side of the tile.
8. In the **Bottom Label** box, enter the text you want to display in the lower right corner of the Dashboard tile. For example, From Account 700000. Then, select if you want the text to display from the **Left**, in the **Center**, or from the **Right** side of the Dashboard tile.

9. In the **Display** box, specific information about the data the report displays will need to be defined so the Dashboard tile can display the information you want to view. For example, for the General Ledger Activity report the selections are Debits or Credits. In this example, the information viewed will be what has been spent in an Expense account, so Debits were selected.
10. Click the **Format Value** button to display the Set Number Format screen.



The 'Set Number Format' dialog box is shown. It has a title bar with a magnifying glass icon and the text 'Set Number Format'. Inside, there is a 'Decimal Places' spinner set to 2. Below it is a 'Use currency symbol' checkbox which is checked. Underneath is a 'Negative Numbers' dropdown menu showing '(99.99)'. An 'Example:' text box displays '(\$999,999.12)'. At the bottom are 'OK' and 'Cancel' buttons.

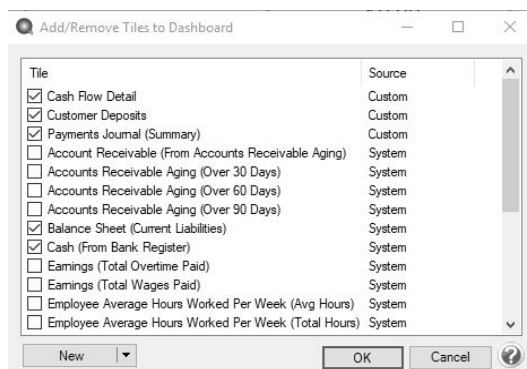
11. In the **Decimal Places** box, select the number of decimal places you want to view, select the **Use currency symbol** check box to add a \$ sign to totals, determine if **Negative Numbers** should display with a negative sign or in parenthesis, and then click **OK**.

4/10/2019	000682	Expense	All Area Telephone	399.46
4/10/2019	000694	Expense	Advanced Connect	54.10
4/23/2019	000700	Expense	Small Energy Corp Gas	215.49
4/23/2019	000702	Expense	CenterPoint Water & Sewer	15.00
4/23/2019	000704	Expense		38.86
4/25/2019	000706	Expense		144.00
4/25/2019	000708	Expense		122.68
5/16/2019	000717	Expense		365.26
5/16/2019	000727	Expense		15.00
5/16/2019	000728	Expense		233.30
5/17/2019	000733	Expense		37.01
5/17/2019	000734	Expense		234.13
5/22/2019	000737	Expense		19.95
5/22/2019	000741	Expense		144.78
6/4/2019	000746	Expense		54.10
6/26/2019	000756	Expense		533.73
6/26/2019	000757	Expense		37.01
6/26/2019	000760	Expense	Small Energy Corp Gas	292.54
6/26/2019	000762	Expense	CenterPoint Water & Sewer	15.00
6/26/2019	000763	Expense	Advanced Connect	19.95
700000 Utilities Expense Totals				\$8,882.52

12. Click **Save**. The new Dashboard tile will now appear on the Dashboard screen.

Example 2: Add Dashboard Tile using Additional Filters

1. On the Dashboard screen, right-click and select **Add/Remove Tiles**.



The 'Add/Remove Tiles to Dashboard' dialog box is shown. It has a title bar with a magnifying glass icon and the text 'Add/Remove Tiles to Dashboard'. Inside, there is a list of tiles with checkboxes. The first three are checked: 'Cash Flow Detail', 'Customer Deposits', and 'Payments Journal (Summary)'. The rest are unchecked. To the right of the list is a 'Source' column with values like 'Custom' and 'System'. At the bottom are 'New', 'OK', and 'Cancel' buttons.

2. Click the drop-down arrow on the New button and then select **Report Tile**.
3. The Reports screen will open behind the Dashboard. Select the report you want to add a Dashboard tile from. For example, from the Reports screen, select Financial Statements > Income Statement.
4. Define your Report Selection Filters and then click **Preview**. The report selections will be used to filter the dashboard tile you create. For example, if you filter the date to This Month, the tile will always display data for the current month.



5. From the Preview toolbar, click the **Add to Dashboard** icon to display the Add Dashboard Tile screen.

6. The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.
7. In the **Top Label** box, enter the text you want to display in the upper portion of the Dashboard tile. For example, Revenue. Then, select if you want the text to display from the left, in the center, or from the right side of the tile.
8. In the **Bottom Label** box, enter the text you want to display in the lower right corner of the Dashboard tile. For example, Total This Month. Then, select if you want the text to display from the **Left**, in the **Center**, or from the **Right** side of the Dashboard tile.
9. In the **Display** box, specific information about the data the report displays will need to be defined so the Dashboard tile can display the information you want to view. For example, for the Income Statement report the selection period was selected to display This Month. In this example, the information viewed will be for October 2019 Actual.
10. Click the **Format Value** button to display the Set Number Format screen.

11. In the **Decimal Places** box, select the number of decimal places you want to view, select the **Use currency symbol** check box to add a \$ sign to totals, determine if **Negative Numbers** should display with a negative sign or in parenthesis, and then click **OK**.
12. Click **Additional Filters** to select the specifics that you want to appear on the Report Tile. In this example, the total of the Revenue subset of accounts should be displayed.

Additional Filters

Report Data	(Group) Type Name	(Group) Category	Account	Oct 2019 Oct 2019 Actual
Revenue	Resale of Other Purchased Items	Sale of Bushel Basket	1699.00	
Revenue	Resale of Other Purchased Items	Sale of Honey	148.00	
Revenue	Sales of Raised Crops	Sales of Soybeans	134559.20	
Revenue	Change in Raised Crop Inventory	Change in Raised Apples	-185568.30	
Revenue	Change in Raised Crop Inventory	Change in Raised Crop Invent.	338800.00	
Revenue	Sales of Other Raised Items	Sales of Cortland Apples	43542.00	

Include When: [v] = [v] Add

(Group) Type Name = "Revenue"

Remove Clear OK

CenterPoint Farm, CenterPoint Orchard

Income Statement

10/1/2019 to 10/31/2019


Accrual

	Oct 2019	Oct 2019 Actual
Revenue		
Resale of Other Purchased Items		
Sale of Bushel Basket	1,699.00	
Sale of Honey	148.00	
Sales of Raised Crops		
Sales of Soybeans	134,559.20	
Change in Raised Crop Inventory		
Change in Raised Apples	(185,568.30)	
Change in Raised Crop Invent.	338,800.00	
Sales of Other Raised Items		
Sales of Cortland Apples	43,542.00	
Sales of Golden Delicious	57,255.00	
Sales of Honeycrisp Apples	253,194.00	
Revenue	\$643,617.90	

10/16/2019 1:11 PM Page 1 of 1

- Click **Save**. The new Dashboard tile will now appear on the Dashboard screen.

Example 3: Add a Dashboard Tile as a Chart from a Report

- Select **Reports > Reports**, select a report that you want to view as a chart on the Dashboard. Define your report selection filters, and then click **Preview**.
- Click the **Add to Dashboard as Chart** icon . The Add Dashboard Tile screen displays.

Add Dashboard Tile

Name: General Ledger

X Axis: [v]

Y Axis: ☐ Debits ☐ Credits

Series: <none> [v]

Group Dates: None [v]

Additional Filters: [v] Graph Type: Line [v]

General Ledger

Comparison

☐ Reverse X-Axis

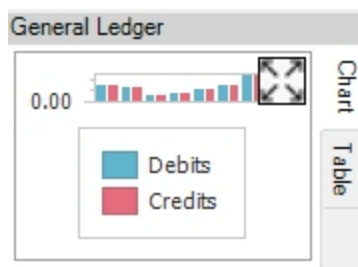
Save Cancel



- The **Name** box will display the report you selected in step 3. You can change this name to be more specific if you have more than one tile generated from this report.

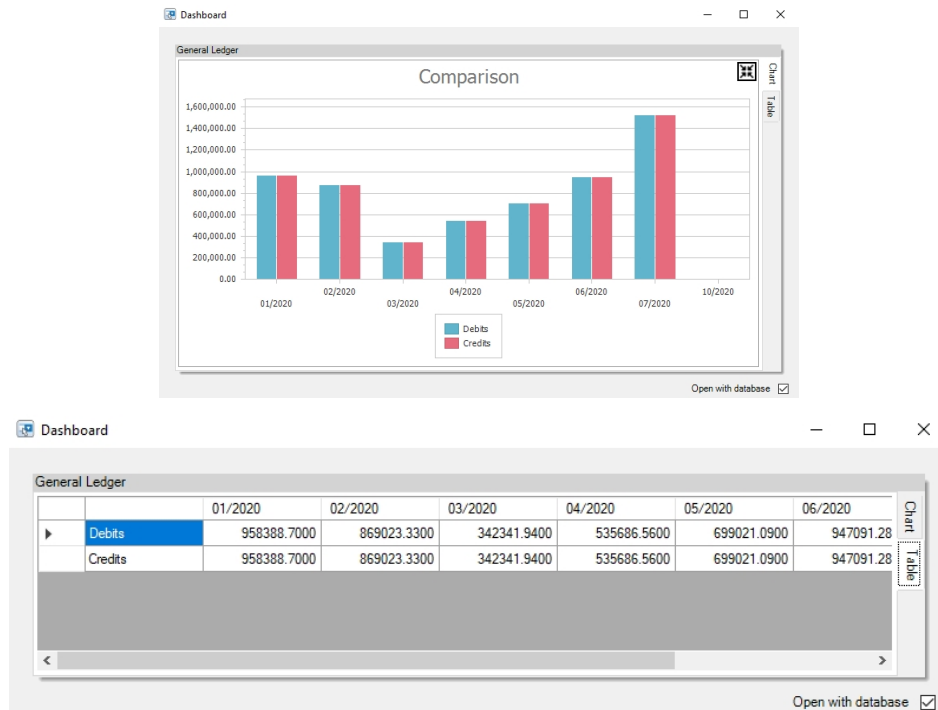
4. Select the information you want to display on the **X Axis** of the chart (horizontal rows axis). The information varies by report, for example the General Ledger report X Axis options are Group (Account Number), Group (Account), Group Row Type Name, Transaction Date, Transaction Number, or Name/ Description.
5. Select the information you want to display on the **Y Axis** of the chart (vertical column axis). The information varies by report, for example the General Ledger report Y Axis options are Debits and/or Credits.
6. The **Series** box assigns titles for the row and column grouping combinations. When a selection is made in the Series box, one color and series title is assigned to each row group (x axis) and column (y axis) combination. For rows, the Series box is limited to text/integer columns for grouping the rows. It is recommended to only include CenterPoint reports with Product Year (Tracking Number 1), Production Series or other Year columns in a Series title for all other reports, select **None**. Charts always display a column label in the series titles for columns. Colors are always assigned to each row grouping on the x-axis. However, when None is selected, the series titles are only the column (y-axis titles).
7. In the **Group Date** box, select from Month, Quarter, Year or None.
8. Click **Additional Filters** to select the specifics that you want to appear on the Report Tile.
9. Select a **Graph Type**, the options are:



10. Select the **Reverse X Axis** checkbox to reverse the order of the X-Axis.
11. Click **Save**.
12. The Dashboard Tile will be added to the Dashboard, for example:

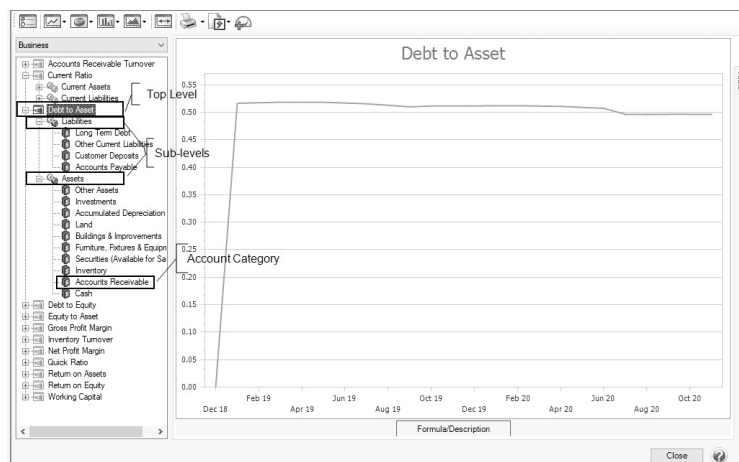



6. To Expand the Chart/Table, click . In the examples below, the Add Dashboard Tile screen was defined from the General Ledger report, X Axis set to (Group) Account, Y Axis set to both Debits and Credits, Series set to None, Group Dates set to Month, and Graph Type set to Bar. To collapse the Chart/Table, click .

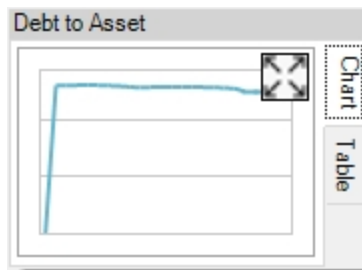


Example 4: Add a Dashboard Tile from a Ratio

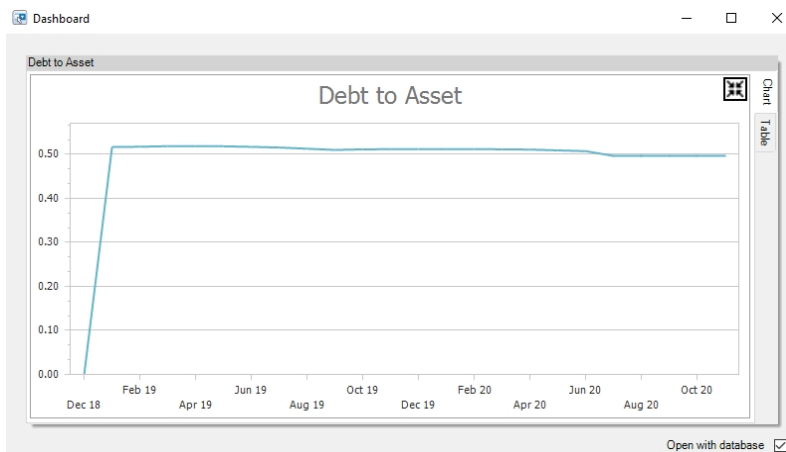
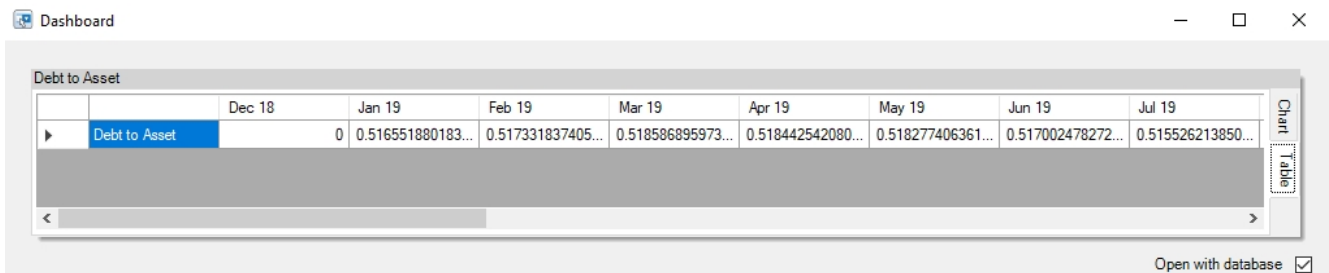
1. Select **Reports > Reporting Tools > Ratios**.
2. On the left side of the screen, select the top-level of the tree, sub-level, or account category of the tree (not the individual ratios), in the example below the top level is Debt to Asset, the sub-levels are Liabilities and Assets, and the account category level is Accounts Receivable..



3. Click the Add to Dashboard icon .
4. At the Tile Saved message, click **OK**.
5. The tile will be saved to the Dashboard, for example:



6. To Expand the Chart/Table tabs, click .

	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Debt to Asset	0	0.516551880183...	0.517331837405...	0.518596895973...	0.518442542080...	0.518277406361...	0.517002478272...	0.515526213850...

6. To collapse the Chart/Table, click .

Add a Dashboard Tile Similar to Another

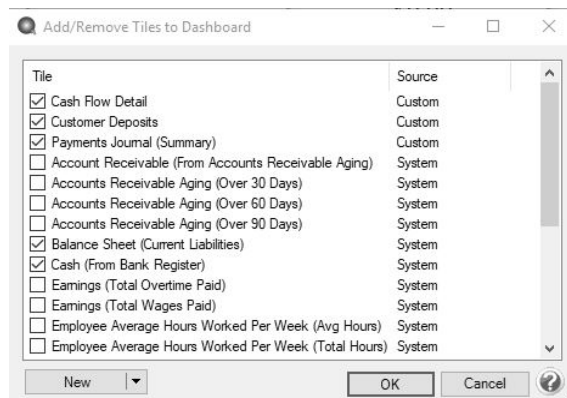
1. On the Dashboard screen, right-click on the Dashboard tile you want to use to define another Dashboard tile, and then select **Copy**.
2. Edit the existing information and Save the new Dashboard tile.

Edit a Dashboard Tile

1. On the Dashboard screen, right-click on the Dashboard tile you want to change, and then select **Edit**.
2. On the Edit Dashboard Tile screen, change the necessary information.
3. Click **Save**.

Change which Dashboard Tiles Display

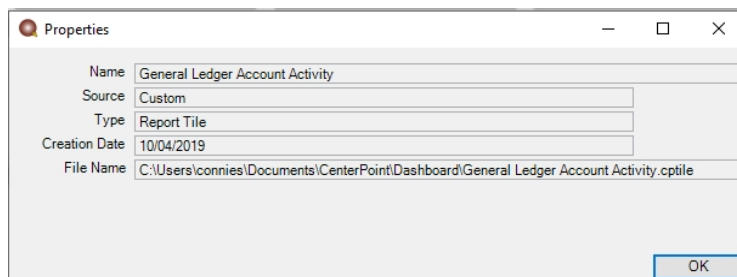
1. On the Dashboard screen, right-click in a blank space, and then select **Add/Remove Tiles**.



2. Select the Dashboard tiles you want to display on the Dashboard screen or unselect the Dashboard tiles you no longer wish to display on the Dashboard screen.
3. Click **OK**.

Display Report Properties for a Dashboard Tile

1. On the Dashboard screen, right-click on the Dashboard tile you want to display information for, and then select **Properties**.



2. Click **OK**.

Display the Associated Report for a Dashboard Tile

- » On the Dashboard screen, right-click on the Dashboard tile you want to display the associated report for, and then select **Open Report**.

OR

- » On the Dashboard screen, double-click on the Dashboard tile you want to display the associated report for.

Remove or Delete a Dashboard Tile

- » To remove a dashboard tile from the Dashboard screen, on the Dashboard screen, right-click on the Dashboard tile you want to remove, and then select **Remove**.
- » To delete a custom dashboard tile(s) from the Dashboard screen and from the Add/Remove Tiles to Dashboard screen, on the Dashboard screen, right-click, and then select **Add/Remove Tiles**. On the Add/Remove Tiles to Dashboard screen, select the tile(s) to delete, and then click **Delete**.



Note: Only custom dashboards tiles can be deleted. A confirmation message will display informing you about how many tiles will be deleted. If the number is less than the number you have selected, there are some system supplied dashboard tiles selected.

Refresh Dashboard Tile Information

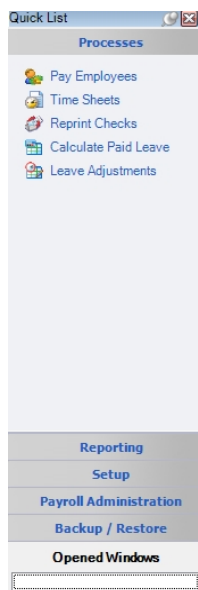
- » Dashboard information auto-refreshes on a regular basis. If you enter transactions into CenterPoint and the auto-refresh does not occur immediately, right-click on the applicable Dashboard tile, and then select **Refresh**.

Customize the Quick List

The Quick List is the user customizable menu that is on the left side of the main CenterPoint screen.

Red Wing Software has set up a default Quick List for you. The Quick List becomes a way for you to customize the menus in CenterPoint. You can customize it with groups that contain the most commonly used items in the software, to duplicate menu items in an order that makes sense to you, and to quickly launch menu selections without having to remember their locations. In the Quick List, you can move, resize, add items, change the way images display, or group items together in a logical sequence. It is completely customizable by you.

The Quick List is divided into groups with each group having an unlimited number of items. For example, Processes is the group and has items like Payments, Receipts, General Journal, etc. You can add any menu item as an item in a group. A user can also add a specific report to the Quick List.



[What Is the Quick List](#)

[Add a New Group to the Quick List](#)

[Add Menu Items to a Group](#)

[Add a Report to a Group](#)

[Remove an Existing Quick List Group](#)

[Rename an Existing Quick List Group](#)

[Move the Quick List](#)

[Move the Quick List Back to the Default Position](#)

[Display Options for the Quick List](#)

What Is the Quick List?

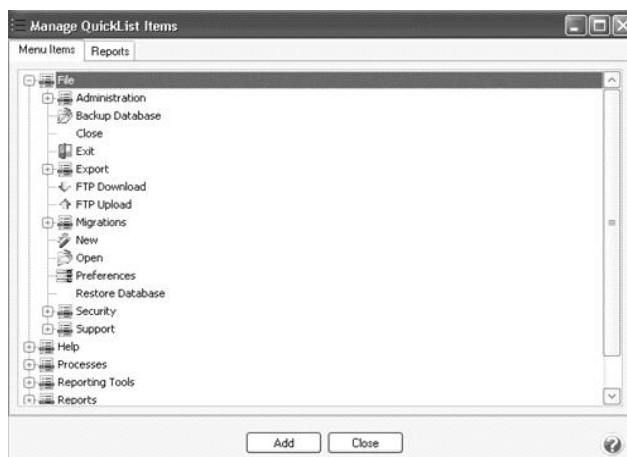
The Quick List is the user customizable menu that is located, by default, on the left-hand side of the screen.

Add a New Group to the Quick List

1. Position your mouse over any area in the Quick List and right-click.
2. Select **Add Group** and enter a **Name** for the Group.
3. Click **OK**.

Add Menu Items to a Group

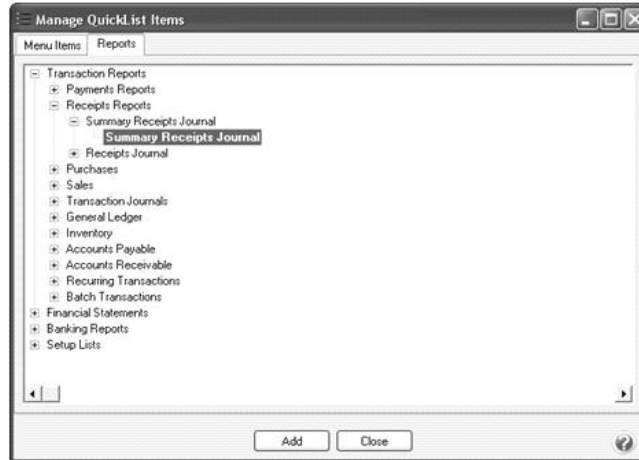
1. Position your mouse over the Group you'd like to add an item to.
2. Right-click and select **Manage Items**.
3. The **Manage Quick List Items** displays the CenterPoint menu on the **Menu Items** tab. Expand the menu you wish to access.



4. Select a menu item and click **Add**. Click **OK**.

Add a Report to a Group

1. Position your mouse over the Group you'd like to add an item to. Right-click and select **Manage Items**.
2. The **Manage Quick List** Items displays the CenterPoint menu.
3. Select the **Reports** tab.



4. Select the report to add to the Quick List and click **Add**. Click **OK**.



Note: If you save your favorite reports to a network location (set in File > Preferences > Reports > General, under Network Reports), the Network tab will display in Quick List > Manage Items and you can select a network favorite report to display on the Quick List.

Remove an Existing Quick List Group

1. Position your mouse over the existing Group that you'd like to remove. Right-click and select **Remove Group**.
2. Click **OK** on the **Confirm Group Remove** box.

Rename an Existing Quick List Group

1. Position your mouse over the existing Group that you'd like to rename.
2. Right-click and select **Rename Group**.
3. The existing name will be displayed. Modify or replace the name for this Group and press Enter to complete the process.

Move the Quick List

1. The Quick List will display, by default, on the left side of the screen as a vertical bar. But it can be moved. If it's moved to the top or bottom of the screen it will automatically switch to a horizontal bar.
2. To move the Quick List, simply "drag and drop" it to the location you'd like. This is done by left clicking on the blue bar of the Quick List, and dragging it to the appropriate location while still holding down on the left click. When it's in the appropriate location, release the left mouse button.

Move the Quick List Back to the Default Position

1. Select **View > Reset Quick List Position**.

Display Options for the Quick List

1. Right-click on the blue bar at the top of the Quick List and select one of the display options:
 - » **Dockable** – Attached to the side or top of the screen and does not ‘float.’ It remains visible at all times. It is not necessarily visible at all times if docked. A Quick List can be dockable and set to auto-hide at the same time.
 - » **Hide** – Hides the Quick List all together. To get the Quick List back, select View > View Quick List.
 - » **Floating** – This allows you to place the Quick List wherever you want on the screen. A Quick List can be floating and dockable however. If it is both, then it allows you to drag to other sides of the available window and redock it. If the Quick List is not set as dockable or floating, then it is truly a free standing list that you can place anywhere on the screen.
 - » **Auto-Hide** – Makes the Quick List hide until you hover over it on the side of the screen that it is docked on. With this option, the entire screen is available for CenterPoint’s screens to fill.

Using Global Preferences

The Global Preferences are typically used when your system is a network. An administrator creates an application level preference that is stored in a file called preferences.xml. The preferences.xml file can then be copied to the server. The preferences.xml file on the server becomes the default for all users no matter what database they are using. If the user sets up their own settings, they override what is setup as the default.

1. At one workstation, select **File > Preferences** and set preferences the way that you want your CenterPoint users to see them. These should be set on the **Application** tab for all **Preferences**.
2. Click **Save** and then close out of CenterPoint.
3. From the File Explorer, find the location of your preferences.xml file. Right-click on the file and select Copy. The file is normally located at:
 - » C:\ProgramData\Red Wing Software\CenterPoint\Config\Program folder*
- *The name of the Program folder will be Ag, Business, Municipal or Payroll, depending on which CenterPoint product is installed.
4. From file explorer in a location (a shared folder) on the server that the CenterPoint workstations can access, right-click and paste the preferences.xml file.
5. CenterPoint will need to be setup to use that shared preferences.xml file. At each workstation that you want to use the CenterPoint global preferences, go to **File > Preferences > General > Global File Settings > Database**. Click on the lookup button to the right of **select the location of the global preferences file** field. Locate the shared network folder used in step 4.
6. Highlight the **preferences.xml** file and click **Open**.
7. Once that file path is displayed in the text box, click **Save**.
8. Exit and restart CenterPoint to start using the global preferences.
9. Repeat step 5 -8 at each workstation that should use the shared Preferences.



Note: If there are any Preferences set at the Application, Database or User level, they will override the settings in the global preferences file. If you would like to use only the global preference settings, then set all Application, Database and User level preferences to **Not Set**.

Buttons and Fields Overlapping or Not Available

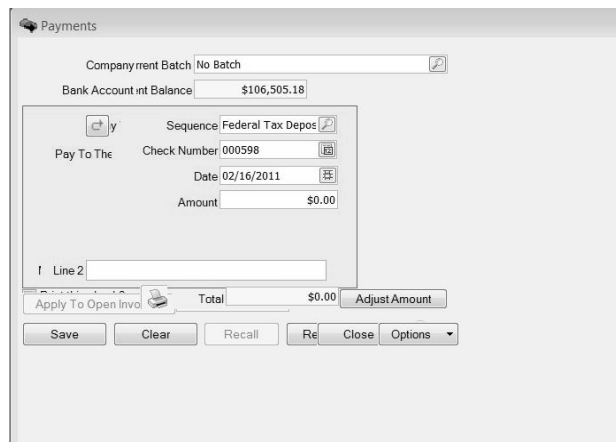
You may run into a situation where not all of your buttons and fields are available in transaction screens. This is caused by a display setting within the operating system itself. Follow the instructions below to change display settings back to the default.

[Example of Buttons Overlapping](#)

[Make Changes to the Operating System to Correct the Issue](#)

Example of Buttons Overlapping:

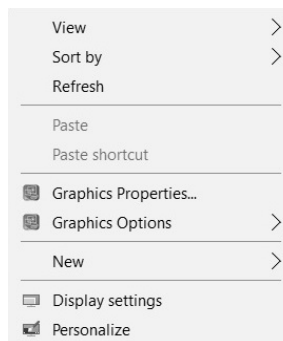
This is an example of how overlapping buttons and fields will display in CenterPoint:



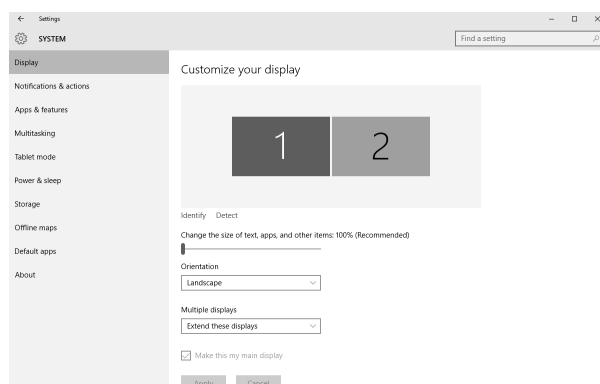
Make Changes to the Operating System to Correct the Issue

Windows 10 Operating System

1. Exit out of CenterPoint and all other programs on your computer.
2. At the main desktop, **right-click** in any space not populated by an icon.



3. Select **Display settings**.
4. Change the slider below **Change the size of text, apps, and other items to 100% (Recommended)**.



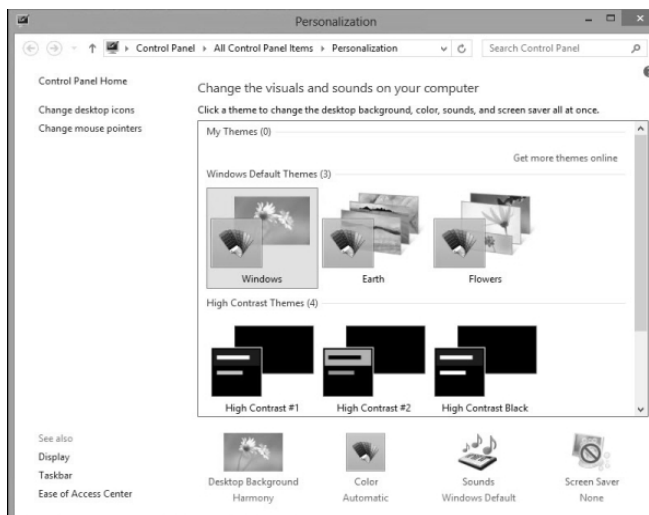
5. Click **Apply** and the red **X** to close. You may be prompted to reboot your computer. Once the computer has been restarted, the screens within CenterPoint will begin displaying properly again.

Windows 8 Operating System

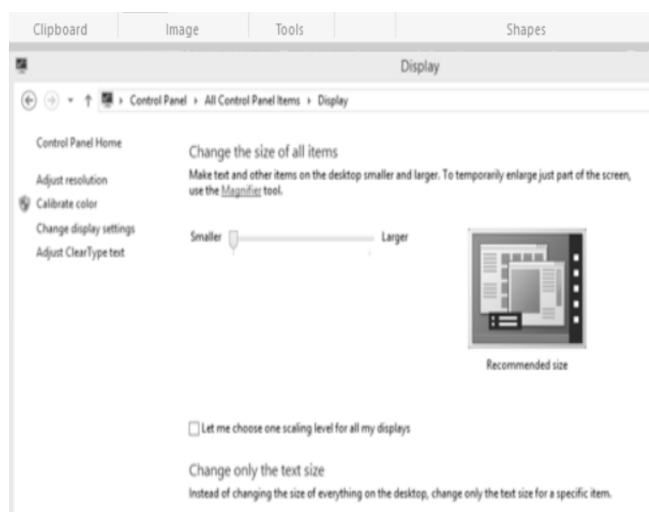
1. Exit out of CenterPoint and all other programs on your computer.
2. At the main desktop, **right-click** in any space not populated by an icon.



3. Select **Personalize**.
4. At the **Personalization** screen, select **Display** (in the lower left corner).



5. Within the **Display** screen, select **Smaller - 100% (default)**.



6. Click **Apply** and the red **X** to close. You will be prompted to reboot your computer. Once the computer has been restarted, the screens within CenterPoint will begin displaying properly again.

Create Separate Printer Preferences for Check Printing

There are instances where you want to set up your printer differently for printing in CenterPoint than you do in other programs. For example, normally you print on paper from tray 1, but when printing checks, you want to pull from the check stock you have in tray 2, or you print documents two-sided to conserve paper, but need checks to print single-sided. It is possible to create a copy of your printer in Windows so you can set different preferences than you use by default. This copied printer can then be assigned as the printer for check printing in CenterPoint so checks are printed using the other preferences. If you are unfamiliar with adding printers or are on a network, we recommend contacting your network administrator or IT department.

Step 1 - Create a copy of your printer

Step 2 - Set the Printing Preferences for the copied printer

Step 3 - Assign the Printer to be used in CenterPoint

Step 1 - Create a copy of your printer:

1. From the **Windows Start Menu**,
 - » Microsoft® Windows® 10 - Right-click the **Windows Start Menu**, select **Settings**, and then select **Printers & scanners**.
 - » Microsoft Windows 8 - Right-click the **Windows Start Menu**, select **Control Panel**, and then select **Devices and Printers**.



Note: The View By selection should be set at Small Icons.

2. Click **Add a Printer or scanner** (Windows 10) or **Add a Printer** (Windows 8) and follow the wizard to add a copy of your printer, giving it a new name. If you are unfamiliar with adding a printer or are on a network, see your IT department for assistance.

Step 2 - Set the Printing Preference:

1. On the **Devices and Printers** (Windows 10 or 8) screen, right-click on the copied printer and choose **Printing Preferences**
2. Set the preferences you want to use in CenterPoint, such as the tray or single-sided printing. The options available will differ depending on your printer.
3. Click **Apply**, then **OK** to save your preferences.

Step 3 - Assign the Printer to be used in CenterPoint:

1. In CenterPoint, select **File > Preferences**.
 - » To change your printer for accounts payable checks, select **Printing > Checks** and then click on the **Application** or **Database** tab. Select the new printer to print checks to. Click **Save**.
 - » To change the printer for payroll checks or advices, select **Printing > Payroll Checks** or **Payroll Advices**. Click on the **Database** tab. Select the new printer to print checks to. Click **Save**.

Using the Form Manager

The Forms Manager menu option allows you to import and print custom check/stub designs created with the Check/Stub Designer module. Only check/stub designer formats can be imported into the Form Manager. In order to create new check formats you need to either own the check designer module or obtain a custom check format from Red Wing Software or a Red Wing Software partner.

Import a Form Designed with the Check/Stub Designer

Using an Imported Form to Print Checks, Check Stubs, or Payroll Check Stubs

Prerequisite: The check/stub designs must be saved using the Save File As.... option in the Check/Stub Designer module which creates a .rpx file to be imported with the Form Manager.

Import a Form Designed with the Check/Stub Designer

1. Select **Setup > Forms Designer > Form Manager**.
2. Select the type of form you want to import that was designed using the Check/Stub Designer: **Check**, **Check Stub**, or **Payroll Check Stub**.
3. Click **Import**.
4. Browse to the location that the previously created form was saved to, select the file, and then click **Save**.



Note: Once the form is imported into the Form Manager, it is used the same as any other form designed by the Check/Stub Designer.

Using an Imported Form to Print Checks, Check Stubs, or Payroll Check Stubs

To begin using an imported form, you can either select it when you print your checks/stubs like any other form or specify it in your preferences as the default form. For example, to use a form imported into the Form Manager from the Print/Email Checks/Invoices screen:

1. Select **Processes > Purchases > Print/Email Checks/Invoices** screen.
2. In the **Checks** box, select the imported form.
3. Click **Print**.

or

To use a form imported into the Form Manager to print payroll check stubs:

1. From the **Processes > Pay Employees > 6. Print Checks** tab:
2. Click **Post & Print**.
3. In the **Stub Type** box, select the imported form.

If you'd like the system to default to the imported form, your form preferences should be updated. Default forms can be set in **File > Preferences > Printing** for the following preferences:

- » **Checks**
- » **Payroll Checks**

Form Designers

The form designers allow you to customize invoices, sales orders, checks, and check stubs. The Invoice Form Designer is included with CenterPoint accounting packages. If the Sales or Purchase Order modules are purchased, the Sales/Purchase Order Form Designer is included. The Check, Check Stub and Payroll Check Stub Designers are available as add-on modules. Contact the Red Wing Software Sales Team for more information on the various forms designers.

This document describes how to make several common customizations to an existing invoice using the Invoice Forms Designer. The same processes can be used to make similar changes to checks, check stubs and payroll checks stubs, sales orders or purchase orders using the other forms designers.

Included in this topic is instructions on how to:

[Open an Existing Form to Edit](#)

[Add a Field](#)

[Resize a Field](#)

[Remove a Field](#)

[Move a Field](#)

[Change the Font](#)

[Add a Text Field](#)

[Add a Line Field](#)

[Import a Logo](#)

[Add a Page Number to a Form](#)

[Formatting Check Stubs](#)

[Preview and Print a Form Design](#)

[Save a Customized Form](#)

[Use a Customized Form for Another Database](#)

[Using a Custom Form to Print](#)

[Information Specific to the Payroll Check/Stub Designer](#)

[Information Specific to the Check/Stub Form Designer](#)

Open an Existing Form to Edit

We recommend you start creating your custom form by opening an existing form that can be modified and then saved with a different name. System-supplied forms display in blue and cannot be overwritten. Custom forms display before system-supplied forms in alphabetical order.

1. Select **Setup > Forms Designer > Invoice Form Designer** (or one of the other form designers).
2. Select **File > Open**.

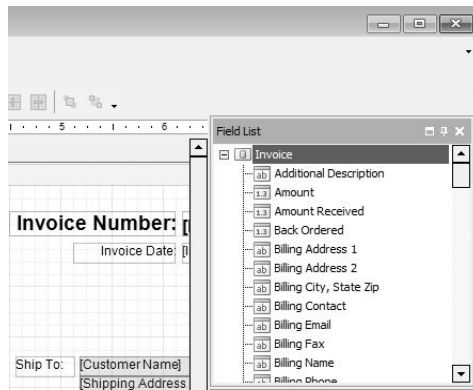


Note: When a forms designer is open, there will be two File menus, select the lower File menu.

3. Choose the existing form you wish to edit and click **Open**.

Add a Field

1. The Fields list on the upper right side of the screen will list all of the fields that can be added to this form. Find the field you wish to add in the **Fields** list.

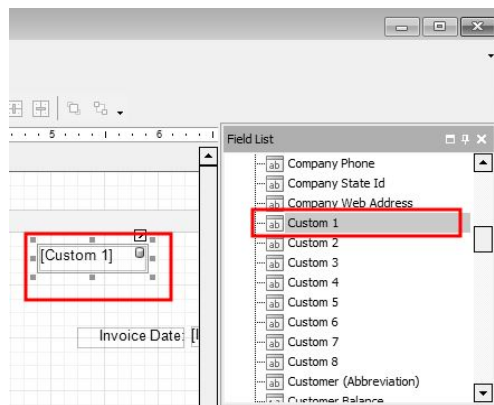


2. Then simply drag and drop the field to the desired location on the form.



Note: "Drag-and-drop" functionality is used often when customizing forms. Drag-and-drop is the action of selecting an object by "grabbing" it and dragging it to a different location. This is done by following these steps:

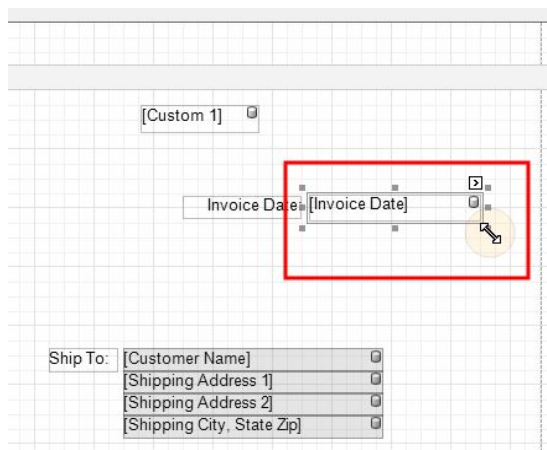
- » Press, and hold down, the left button on the mouse, to "grab" the object.
- » While continuing to hold down the left button the mouse, "drag" (move) the object to the desired location,
- » "Drop" the object by releasing the left button on the mouse.



3. When the field is selected on the form it will be displayed in a darker rectangle with squares around the rectangle as you see above. The squares at each corner and center points can be used to resize the field. Click on one of the boxes and drag it to change the size of the field.

Resize a Field

1. Single click on a field on the form. When the field is selected, it will be displayed with small squares around the rectangle around the selected field. as you see below.



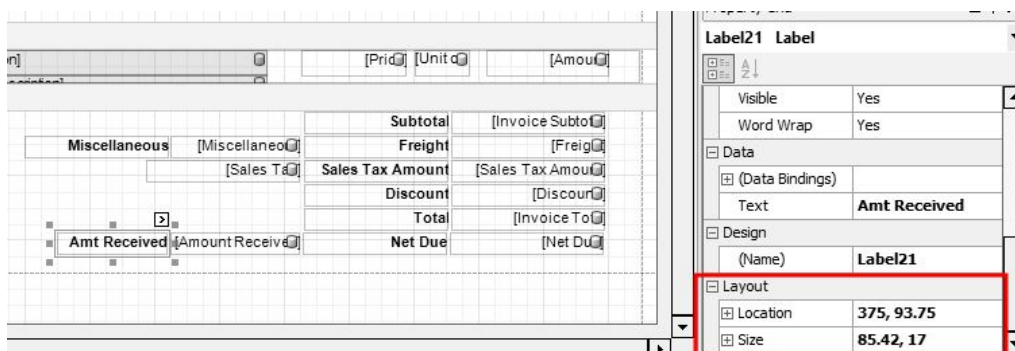
- Click on one of the boxes and drag it to change the size of the field. The same process can be used to resize lines, pictures, text fields, etc.

Remove a Field


- Single click on the field you wish to remove from the form.
- Press the **Delete** key on your keyboard.

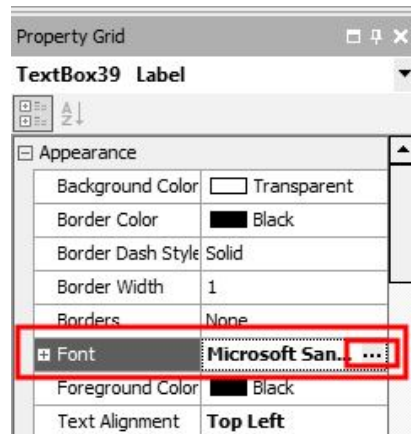
Move a Field

- Click on the field you wish to move.
- Drag-and-drop the field to the desired location.
- You can fine tune the location and size by adjusting the **Layout** settings on the right.

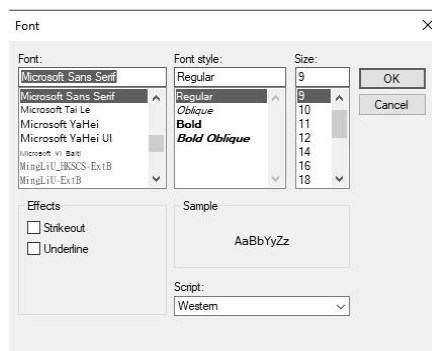


Change the Font


- Click on the field you wish to change to select it.
- To the right, the font and size are displayed in the **Appearance** section. Click in the font field to display the lookup button, click .

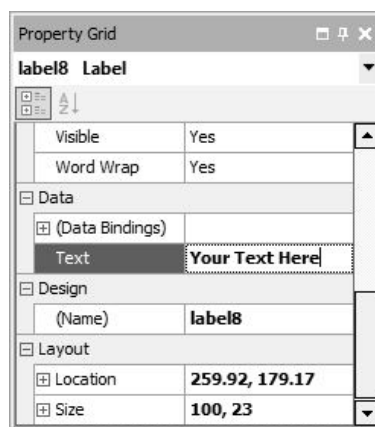


3. The Font screen will display. Select your desired **Font**, **Style**, and **Size**. Click **OK**.




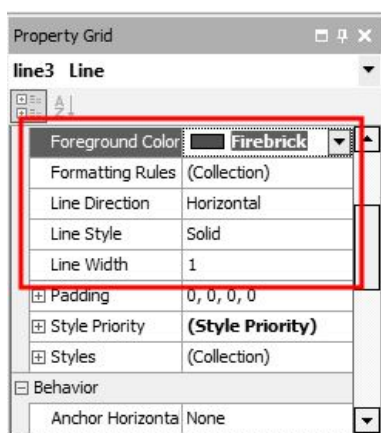
Add a Text Field (Label)

1. Click on the  button in the toolbar. Your cursor will change to a + .
2. Click in the form to specify where you want the text located and drag to the size needed.
3. With the field selected, change the text in the **Data** section to the right.



Add a Line

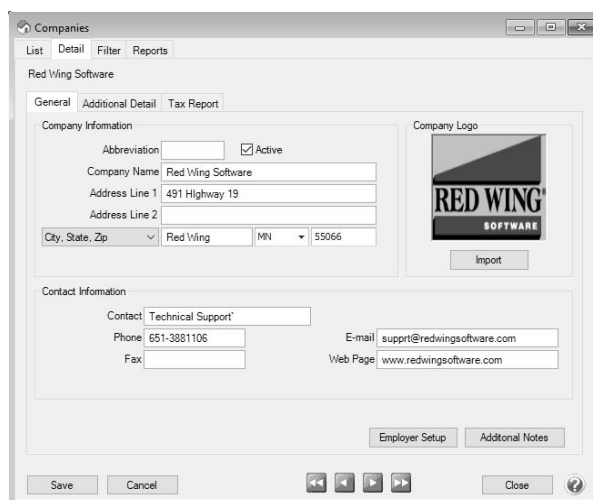
1. Click on the  button in the toolbar.
2. Click in the form where the line should be located and drag to draw a line.
3. Drag-and-drop to move the line to your desired location.
4. To the right, the Foreground Color, Line Direction, Line Style, and Line Width of the line are displayed in the **Appearance** section. Click in any field and click the drop-down arrow to change the selection.



Import a Logo


Prior to adding your logo to the form itself, you must import the logo into the Companyinformation section on the Detail tab in Setup > Companies.

1. Select **Setup > Companies**. **Edit** your company.



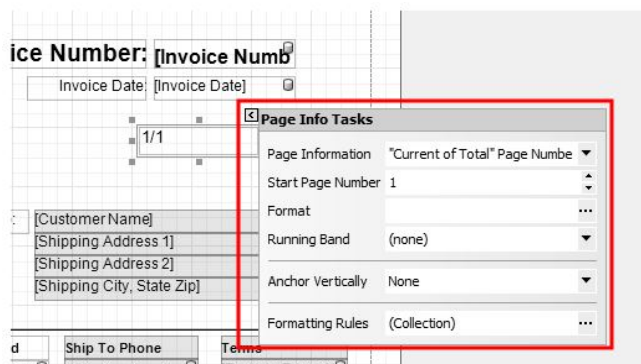
2. Click on the **Import** button. Browse to the image file for you logo. Click **Open**.
3. Click **Save**.
4. The logo is then added to the form using the form designer. Follow the **Add a Field** instructions to add the **Company Logo** field to the form.
- 5.


Add a Page Number to a Form

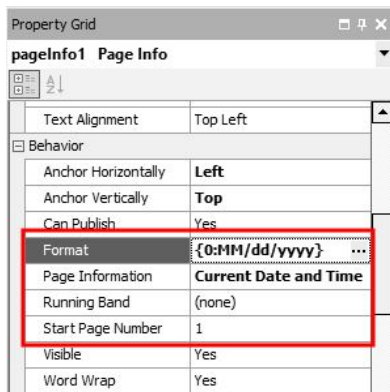
1. Click on the on the toolbar  button in the toolbar.
2. Click in the form where the page number should be located and drag to draw a box to add the page number field.



3. To modify the way the page number displays:
 - » Click the carat (the page number box must be selected for the carat to display):









- » **Page Information** - Allows you to determine if the page number should be roman numeral lowercase or uppercase, display as the user name, current date and time, page count, or page number with the total number of pages.
- » **Start Page Number** - Allows you to specify the page number you wish to display first.
- » **Format** - If you selected Current Date and Time, click , under Category select **DateTime**, and then on the Standard Types tab, select the format of the date time, for example MM/dd/yy, MM/dd/yyyy, etc.
- » Or, to the right, the Page Information, Start Page Number, and Format are displayed in the **Behavior** section.




pageInfo1 Page Info	
Text Alignment	Top Left
Behavior	
Anchor Horizontally	Left
Anchor Vertically	Top
Can Publish	Yes
Format	{0:MM/dd/yyyy} ...
Page Information	Current Date and Time
Running Band	(none)
Start Page Number	1
Visible	Yes
Word Wrap	Yes

Formatting Forms

- » To align a field to the left, select the field and select **Format > Justify > Left** . A field can also be aligned to the center, right, or justified by selecting **Format > Justify > Center**, **Rights**, or **Justify** .
- » To align multiple fields horizontally to the left, select all of the fields by holding the CTRL key down while making the selections, and then clicking the Lefts icon  . Fields can also be aligned horizontally to the center or right by selecting the fields and clicking the Centers or Rights icon  .
- » To align multiple fields vertically to the top, select all of the fields by holding the CTRL key down while making the selections, and then clicking the Tops icon  . Fields can also be aligned vertically to the center or bottom by selecting the fields and clicking the Middles or Bottoms icon  .
- » To make multiple fields the same width, select the fields and click the tWidths icon  . Fields can also be made the same height or size by clicking the Height or Both icons  .

Preview and Print a Form Design

To Preview the form, select **View > Preview** . An example of the form will display applied to the layout specified in **File > Preferences > Printing > Customer Invoices**(or the form you are designing, for example Checks, Sales Orders, Purchase Orders, etc.). CenterPoint will generate some random content on the form so you can determine if the information on the form is accurate. This content is not from your database. You can print the preview by clicking the **Print** icon  . To return to the designer, select **View > Designer**.

Save a Customized Form

1. Once your desired changes have been made, select **File > Save As...** within the Form Designer.
2. Specify a **Name** for your customized form.



Note: You cannot overwrite the system supplied forms.

3. Click **Save**.

Use a Customized Form in Another Database

1. Open the Forms Designer in the database with the custom form.
2. Select **File > Open** and select the customized form.
3. Select **File > Save File As...**



Note: You must select Save File As... option, not the Save As option.

4. Browse to a location to save the file, such as your Desktop. Note where you are saving the file to, as you'll need to find the file later. Click **Save**.
5. Open the Forms Designer in the database you wish to add the custom form to. Select **File > Open File**.
6. Browse to the location used in Step 2 and select the custom form file. Click **Open**.
7. Select **File > Save As...** to save the custom form in the new database.

Using a Customized Form to Print

To begin using a customized form:

Customer Invoices

1. Select **Processes > Sales > Customer Invoices**.
2. Enter the invoice as you normally would. On the **Select** tab, click the **Printer** button. Then select the custom form from the drop down box. Continue entering the invoice as you normally would.
3. If you'd like the system to default to this form (instead of having to select it manually each time), then your form preference should be updated.
 - a. Select **File > Preferences > Printing > Customer Invoices** or **Customer Invoices (Detail)**
 - b. Select the **Database** tab and in the **Select Form Type** field, select your custom form.
 - c. Click **Save**.

Accounts Payable Checks/Stub

1. Select **Processes > Purchases > Pay Invoices Due**.
2. Select the invoices for payment as you normally would. Click the **Printer** button. Then in the **Check Type** or **Stub Type** fields, select the custom forms from the drop down box. Continue printing the checks as you normally would.
3. If you'd like the system to default to these forms (instead of having to select it manually each time), then your form preference should be updated.
 - a. Select **File > Preferences > Printing > Checks**.
 - b. Select the **Database** tab and in the **Select Check Type** and/or **Select Stub Type** field, select your custom form.
 - c. Click **Save**.

Payroll Check/Stub

1. Select **Processes > Pay Employees**.
2. Process payroll as you normally would.
3. When you print checks, in the **Check Type** and/or **Stub Type** fields, select your custom form.
4. If you'd like the system to default to these forms (instead of having to select it manually each time), then your form preference should be updated.

- a. Select **File > Preferences > Printing > Payroll Checks** or **Payroll Advices**.
- b. Select the **Database** tab and in the **Select Check/Advice Type** or **Select Stub Type** field, select your custom form.
- c. Click **Save**.

Information Specific to the Payroll Check/Stub Designer

Check Settings

To set the layout of your check form, open a form and then select **File > Form Settings**.

Select one of the following layouts:

- » Check/Stub/Stub
- » Stub/Check/Stub
- » Check/Detail
- » Stub/Stub/Check
- » Stub/Check/Address
- » Detail/Check

Check Stub Settings

To set the number of lines that will print on a check stub before an overflow sheet is generated, select **File > Form Settings**.

Under **Max Lines Before Overflow**, select the number of lines for the **Small Stub** (used when multiple check stubs are on a form) or **Large Stub** (used when one check stub is on a form).

You can also set the way the detail will be summarized on the Check Stub Settings screen under **Summarize by**. By default, the detail is summarized by **Earning** and **Rate** which means that you will see one line for each unique combination of earning and rate on a check. Selecting other options will break-down the stub detail further, for example; you may want to see a break-down by the departments the employee worked in. Note: When YTD amounts are calculated for the stub, Rate is not included in the break-down, even if it is selected on this screen. This is because over time Rate could fluctuate depending on the earning, i.e. Commission. Breaking down YTD by Rate could quickly result in much detail being printed on the stub which could be the result in more frequent use of overflow sheets.

Under **Other**, clear the **Include Year-To-Date Earning Detail** check box to remove year-to-date earning payment detail information from the check stub. If you use a number of different earnings over the course of a year, this may reduce/eliminate overflow sheets. Note: This does **not** affect year-to-date earning totals.

Data Fields

- » **Direct Deposit Amount** - If you intend to use a custom stub for direct deposit advices, you will need to include the Direct Deposit Amount fields on the custom stub. These fields will not print on checks, but will print on Direct Deposit Advices.
- » **Earning Work Date (Time Sheet)** - If you want to include the date an employee worked on the pay period stub line, include the Earning Work Date (Time Sheet) field in your check stub form design. This Data Field represents the date for which a time sheet associated with an earning on the stub was entered. If the earning isn't the result of a time sheet, the work date will not print on the stub. If you want to include the Earning Work Date (Timesheet) field on the check stub, you also need to select the Work Date (Timesheet) under Summarize by in Setup > Forms Design > Check Stub Form Designer > File > Settings so that the earnings are printed by work date. Only current earnings will display work date information, year-to-date information will not be summarized in

this way. Year-to-date values will be displayed for each unique combination of summary fields excluding Work Date, in this example, Earning and Rate.

- » **Memo Line** - If you want to include the Memo Line text entered in Pay Employees on your employees' pay stub, you must include the Memo Line data field on your selected check stub.
- » **Average Hourly Rate** - The check stub designer includes two selections for Average Hourly Rate, one under Data Fields and one under Bilingual Labels. The Average Hourly Rate data field contains the sum of all current earning Amounts divided by the sum of all current earning Hours Worked.

Information Specific to the Check/Stub Form Designer

Check Settings

To set the layout of your check form, open a form and then select **File > Form Settings**.

Select one of the following layouts:

- » Check/Stub/Stub
- » Stub/Check/Stub
- » Check/Detail
- » Stub/Stub/Check
- » Stub/Check/Address
- » Detail/Check

Check Stub Settings

To set the number of lines that will print on a check stub before an overflow sheet is generated, open a form and then select **File > Settings**.

Under **Max Lines Before Overflow**, select the number of lines for the Small Stub (used when multiple check stubs are on a form) or Large Stub (used when one check stub is on a form).



Note: When an overflow sheet is required during printing, all information in the stub is cleared and replaced with a message informing the recipient that a separate overflow sheet should be attached.

Under **Format**, in the Summarize box, select **No** if you are using the Standard (Detail) check stub or any check stub you've saved as a custom check stub from the Standard (Detail) check stub and you want to include all check stub detail or select **Yes** if you are using the Standard (Summary) check stub or any check stub you've saved as a custom check stub from the Standard (Summary) check stub and you want to summarize the check stub detail to show only one line per invoice.

Data Fields

- » The Quantity 1/2, UOM 1/2 (Abbreviation), UOM 1/2 selections can be used on detail check stubs or on single line summary stubs.

Chapter 2 - Setup

Payroll Preferences

Database Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time.

Preferences can be set for lookups, right-clicks, accounts, database security, addresses, etc. There are numerous preferences that can be set in the system. A few of the most commonly used Preferences are described below.

How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

Current Settings: Simply displays the settings that are currently being used.

Global: The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

Application: If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

Database: Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

User: Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

What are some of the common Preferences that are used?

» Accounts (File > Preferences > Accounts > Account Settings)

» Account Settings:

- » **Set Account Number Mask** - Defines the account number mask (format) for the account number box, for example, how many characters in your Account Number. Setting a format secures account number conformity. The account number can be set to be required or not required. The format can be set to be numeric, an alphanumeric, or an alphabetic field.
- » **Account List Display** - Defines the way that the Setup > Accounts > List tab displays. If the Display As Flat List preference is set to Yes, the Account List will display as a continuous list without the Account Type (Assets, Liabilities, Expenses, etc.) and Account Categories (Accounts Receivable, Purchased Crop Inventory, Postage

Expense, etc.). If the Display As Flat List preference is set to No or Not Set, the Account List will display with Account Types and Account Categories .

» **General (File > Preferences > General)**

» **Address Settings -**

- » **Zip Code \ Postal Code Lookup Selection** - Defines whether you want to use an automatic zip code/postal code lookup for addresses. For example, filling in the zip code/postal code will retrieve the city/province and state or a list of city/provinces and states.
- » **Select The Default Format For Addresses** - Defines the default format for addresses of the United States, Canada, or Foreign/Free Form Addresses.

- » **Background Image** - The background image setting determines whether you want an image to display when CenterPoint is opened. The image will replace the blank open background.

- » **Backup** - The Backup On Exit preference defines whether you want to automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup Database) and the Display Last Backup Date preference default is set to display a Last Backup Performed: MM/DD/YYYY reminder notification in the upper-right corner of the main CenterPoint screen. The text will display in red when it has been 30 days since a backup was performed. The Backup screen can be displayed by clicking on the message. See the Backup a Database topic for information about performing a backup.

» **Base Settings**

- » **Database Startup Preferences** - Determines if CenterPoint should automatically open a database when opened, if so, which.
- » **Right Click Options** - Right-click settings are stored at the level you select. Shortcut menus display in transaction entry boxes or lists when you right-click. Right-clicks provide an easy way to set defaults in data entry fields, create new records, edit records, as well as various other tasks specific to the cursor location.
- » **Close Program Warning** - This setting determines whether you will be warned when the program is closed. The warning that displays informs you that the program will close in five seconds and then count down from there and give you the opportunity to keep the program open.

» **Date Settings**

- » **Date Range Preference**- Determines the way that dates are displayed in Date Range boxes and Period Range filters (usually used in Report filters). You can determine if the To date displays with the same date entered in the From date box or if the To date does not change when a date is entered in the From date box.
- » **Fiscal Year End Month** - This preference also sets the month that your fiscal year ends so that CenterPoint can determine the date range for your fiscal year. This setting is used so you can select a date range of This Fiscal Year or Last Fiscal Year and the date range will display.

» **Defaults**

» **General**

- » **Use Automatic Decimal Placement**- Defines the use of automatic decimal places. For example, select Yes to display the entry of 500 as \$5.00 or select No to display the entry of 500 as \$500.00.
- » **Pressing Enter Acts Like Tab Key** - Defines the behavior of the Enter Key. For example, select Yes to set the Enter key to move from box to box in data entry screens

just like the Tab key or select No to move from box to box in data entry screens with the Tab key.

» **Lookup Field Settings**

- » **Define the behavior of fields that allow the selection of an item from a list** - Defines how entering data into the Lookup box searches the information in the associated list. For more information on customizing lookup options on a field-by-field basis, see the [Shortcuts/Time Savers in Transaction Entry](#) topic.
- » **Initial Search Contents** - This preference allows you to set a global default value for all lookup controls on all screens. When an individual lookup field setting is changed for a specific screen, that setting is applied and then remembered for the individual setting.

» **Default Menu Preference**

- » **Select Default Menu** - Use this preference to set your default menu selection that will display a default screen each time you open a database. For example, if the majority of your time in a day is spent in the Processes > Purchases > Payments screen, you can set that as your default menu selection so it opens every time you open a database.

» **File Attachments**

- » **Display File Size Warning Message** - Scanning and attaching files to a transaction will increase your database size. Select Yes or Not Set if you want to be warned when a scanned/attached file exceeds 2MB, or select No if you never want to be warned about scanned/attached files that exceed 2MB.

» **Notifications**

- » **Disable Notifications** - This preference allows you to determine if you want to display the notifications bar used to inform you of when an update or a tax table download is available for CenterPoint.

» **Online Update Settings** - Defines the way that you will be alerted of program updates.

» **Check for Updates Location**

- » **Internet** - Choosing this option will set the system to check for new system updates via the Internet.
- » **Locally Shared location** - Used for networks. If one computer on the network is used to retrieve and download updates, all other computers can be set to look for those updates in a shared location on the network.

» **Run Updates At**

- » **Application Startup** - Choosing this option will set the system to look for new updates when the CenterPoint application starts.
- » **Application Close** - Choosing this option will set the system to look for new updates when CenterPoint is closed.

» **Online Update Method**

- » **Manually Handle Online Updates** - Choosing this option sets the system to have you determine when the new updates should be downloaded from the Red Wing Software web site.
- » **System Automatically Checks For Updates Based On Frequency Setting** - This option is the default setting. When this option is selected, the Select the

Default Frequency For Automatic Updates box is enabled and then select the frequency at which you want to apply the updates.

» **Local Location for Updates**

» Determine where downloaded update files are to be stored on the computer. Most will accept the default provided by Red Wing Software. The default location displays, to change the location, click **Select Path** to change the location.

» **Your local location for updates contains ## files and ## MB of data.** To view the contents of the Local Location for Updates folder and optionally remove downloaded online update installation files, click **View Updates Folder**..

» **Reminders**

» **Reminder Manager Options** - CenterPoint has a feature called reminders that allows you to have the system remind you of certain events. These reminders can be things like “Backup Database,” “Remind when Account Payable are Due,” and “Tell me when an account balance gets to a certain level.” This preference allows you to determine how and how often you want to check for reminders.

» **Launch on Database Open** – Allows you to see which reminders are due each time the database is first opened.

» **Check for New Reminders** – Allows you to set up whether or not you want CenterPoint to continue to check for new reminders while you work in the program.

Printing (File > Preferences > Printing > Checks)

» Defines the printer used to print checks, the check format to use when printing checks, whether to Preview checks before printing, and whether to print the check number on the printed check.

Security (File > Preferences > Security > Database Security)

» **Database Security** - Decide if the system should use security (requires the use of usernames and passwords to open CenterPoint). To password protect a database, the Database Security preference must be selected.

Payroll Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

Current Settings: Simply displays the settings that are currently being used.

Global: The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

Application: If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

Database: Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

User: Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

What are some of the common Payroll Preferences that are used?

» Accounts Settings Preferences

» Set Account Number Mask

» Defines the account number mask (format) for the account number box , up to 22 non-literal characters maximum. Setting a format secures account number conformity. The account number can be set to be required or not required. Masks can be set to be numeric, an alphanumeric, or an alphabetic field.

1. In the box at the bottom of the mask descriptions, enter # to set a required number placeholder. For example, ##### represents an account number format that is required that uses four numbers such as 5410.
2. Or, in the box at the bottom of the mask descriptions, enter 9 to set a number placeholder that is not required. For example, 9999 represents an account number format that is not required that uses four numbers such as 7891.
3. Or, in the box at the bottom of the mask descriptions, enter A-Z to set a alphanumeric placeholder that is required. For example, aaaa represents an account number format that is not required that uses four alphanumeric characters such as AB10.
4. Or, in the box at the bottom of the mask descriptions, enter a-z to set a alphanumeric placeholder that is not required. For example, aaaa represents an account number format that is not required that uses four alphanumeric characters such as AB10.
5. Or, in the box at the bottom of the mask descriptions, enter ? to set a required alphabetic placeholder. For example, ???? represents an account number format that is required that uses four alphabets such as LAND.
6. Or, in the box at the bottom of the mask descriptions, enter & for any character including spaces. For example, 99&9999 would represent an account number format that is not required that uses two numbers, a space, and four additional numbers such as 10 1234.
7. All other characters are literal characters that display as themselves. 22 non-literal characters maximum.

» **Bi-Weekly Pay Periods (File > Preferences > Payroll > Bi-Weekly Pay Periods)**

» **Bi-Weekly Settings:**

- » If you have salaried employees that are paid on a bi-weekly schedule, every few years there will be 27 pay periods in a year, rather than the usual 26. Without changes to your payroll setup, this will result in an extra pay check for salaried employees (so they are paid more than their salary for the year), or skipping a check which can cause hardship for employees.
- » In CenterPoint, you can set a preference for the number of bi-weekly pay periods in a year. For years with 27 pay periods, this will calculate the employee's per pay check salary based on 27 instead of 26 pay periods. Employees will still receive a pay check every pay period but each check will be for slightly less so they do not get paid more than their yearly salary.

» **Salary Hours (File > Preferences > Payroll > Salary Hours)**

- » **Pay Periods** - This preference allows you to determine if the Hours Offered and Hours Worked fields should auto-fill with the default hours set in this preference for salary earning types. The defined default pay periods are listed, but can be changed.

» **General (File > Preferences > Payroll > General)**

- » **Decimal Places** - This preference gives you options for setting the number of decimal places to use for hours, rate, pieces, and tax percentages.
- » **General Ledger Posting**- This preference determines how CenterPoint will post payroll transactions to your General Ledger. Payroll transactions can post to the General Ledger in either Detail (employee detail for each check) or in Summary (no check detail).
- » **Pay Run Validation** - This preference allows you to set the way a pay run is validated if a "management detail" (profit center/department, production center, project, production year/tracking field 1, or production series/tracking field 2) is missing during processing and allows a "management detail" pay run validation set to Required to be skipped if that earning is using an Account Distribution.
- » **Exclude Zero Rate Earnings from Average Rate Calculation** box, determine if the average rate used for overtime calculations includes/excludes earnings that have no rate.
 - » When the preference is set to Yes, if there are three overtime earnings with amounts of \$120, \$120 and \$0 and hours of 8, 8, and 8. The Average Rate on all three overtime earnings will be $\$120 + \$120 / 8 + 8 = \$15.00$. The 8 hours for the overtime earning with an amount of \$0 is excluded from the calculation of the average rate.
 - » When the preference is not set or set to No, if there are three overtime earnings with amounts of \$120, \$120, and \$0 and hours of 8, 8, and 8. The Average Rate on all three overtime earnings will be $\$120 + \$120 + \$0 / 8 + 8 + 8 = \10 . The 8 hours for the overtime earning with an amount of \$0 will not be excluded from the calculation of the average rate.

» **Leave (File > Preferences > Payroll > Leave)**

- » This preference allows you to determine if you want to perform your leave calculation using your check date (date pay run is printed and posted) or pay period to date (more accurate leave calculation for dates near employee eligibility dates), and display a message when adding more hours than available for leave

earnings when entering leave hours, switching to another employee's pay (including time sheets), or leaving the Enter Pay tab or saving the pay run without switching to enter pay (including time sheets).

» **Pay Dates (File > Preferences > Payroll > Pay Dates)**

- » This preference gives you options for setting how you want to display default Pay Period From and To dates and Pay Dates on the 1.Select Employees tab in Pay Employees. The options are "No" which will display blank dates or "Yes or Not Set" which will display default dates.

» **Printing - Advices (File > Preferences > Payroll > Printing > Advices)**

- » This preference allows specification of Printer, Advice and Stub layout, as well as various options to print or suppress certain advice information. It also allows larger payroll check/advice print-jobs to be broken into smaller print jobs improving the speed at which the checks/advices are sent to the printer.

» **Printing - Checks (File > Preferences > Payroll > Printing > Checks)**

- » This preference allows specification of Printer, Check and Stub layout, as well as various options to print or suppress certain check information. It also allows larger payroll check/advice print-jobs to be broken into smaller print jobs improving the speed at which the checks/advices are sent to the printer.

» **Timesheets (File > Preferences > Payroll > Timesheets)**

- » **Time Format** - This preference gives you options that set the time format you want to use when you enter time sheet start/stop times; the options are Military or AM/PM.
- » **Hide Simple Overtime Calculation** - When time sheets are imported and this preference is set to No or Not Set, a Import Time Sheets screen will display with a Perform Simple Overtime Calculation selection, Earning to move the specified number of hours over to the Earning provided overtime earning at time and a half, Period (weekly or bi-weekly), and a Do Not Prompt selection that is active only when the Perform Simple Overtime Calculation box is not select and if selected this preference will be set to Yes and the allows you to set the preference to Yes.

» **Warnings (File > Preferences > Payroll > Warnings)**

- » This preference allows you to specify whether you want to display warning messages when a Tax State, SUTA State, or Workers' Compensation Class is not entered in Setup > Employees when an employee is saved.

» **Security (File > Preferences > Security > Database Security)**

- » **Database Security** - Decide if the system should use security (requires the use of usernames and passwords to open CenterPoint). To password protect a database, the Database Security preference must be selected.

» **Interfaces (File > Preferences > Interfaces)**

- » **TurningPoint** - If this preference is enabled, CenterPoint Payroll will interface to TurningPoint General Ledger so payroll activity is recorded in the accounting software. Once the interface is setup, payroll transactions posted in CenterPoint Payroll will automatically create an unposted batch in TurningPoint General Ledger (General Ledger > Transactions > Entry).
- » **JobBOSS** - If this preference is enabled, when CenterPoint Payroll is posted, the General Journal Entries for posted pay runs are posted to JobBOSS General Ledger. The Employee check detail and Employer (taxes and benefits) are posted by default. You can choose to post only the Employee checks if you prefer.

Preferences for the Advanced Earnings Module

- » **Advanced Earnings Matrix (File > Preferences > Payroll > Pay Defaults)**
 - » If you purchased the Advanced Earnings Matrix additional payroll option, this preference selection is used if your employee pay rates vary by profit center, location, department, project, tracking number 1, tracking number 2, or pay default. Follow the [Advanced Earnings Matrix](#) topic for more information.
- » **Pay Defaults (File > Preferences > Payroll > Pay Defaults)**
 - » If you purchased the Advanced Earnings Matrix additional payroll option, this preference selection is used if your employee pay rates vary and you selected to vary by pay defaults in the Default Earning Rates preference. The custom name fields labels will display in Setup > Payroll Details > Pay Defaults so you can enter information about the label and then that information will display in Setup > Payroll Details > Default Earning Rates as read-only information fields. Follow the [Advanced Earnings Matrix](#) topic for more information.

Advanced Earnings Matrix Preference

If you purchased the Advanced Earnings Matrix additional payroll option, this preference selection is used if your employee pay rates vary by profit center, location, department, project, tracking number 1, tracking number 2, or pay default. Follow the [Advanced Earnings Matrix](#) topic for more information.

1. Select **File > Preferences > Payroll > Advanced Earnings Matrix**.
 - » Click the **Database** tab. Under **Earning Rates Variations**, if your employee earning rates vary by any of the following, profit center, location, department, project, tracking number 1, tracking number 2, or pay default, set them to **Yes**.
 - » If you selected to vary your earning rates by Pay Default, under **Pay Default**, determine which columns related to a selected pay default should be included in the Default Earning Rates grid.
 - » Click **Save**.
 - » At the *Saving these altered settings will erase any current default earning rates. Do you wish to continue and erase the current rates?* Click **Yes** to delete the current rates and continue or click **No** to discard your preference selections for default earning rates.

Bi-weekly Salaried Employees and Years with 27 Pay Periods

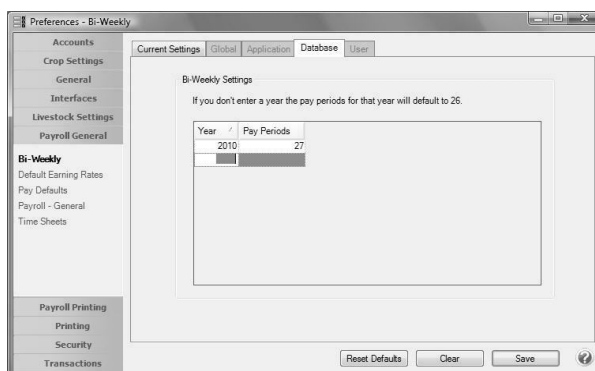
If you have salaried employees that are paid on a bi-weekly schedule, every few years there will be 27 pay periods in a year, rather than the usual 26. Without changes to your payroll setup, this will result in an extra pay check for salaried employees (so they are paid more than their salary for the year), or skipping a check which can cause hardship for employees.

In CenterPoint, you can set a preference for the number of bi-weekly pay periods in a year. For years with 27 pay periods, this will calculate the employee's per pay check salary based on 27 instead of 26 pay periods. Employees will still receive a pay check every pay period but each check will be for slightly less so they do not get paid more than their yearly salary.

For example: An employee earning \$30,000 annual salary paid bi-weekly would usually earn \$1,153.85 gross pay per check ($\$30,000 \div 26 \text{ pay periods} = \$1,153.85$). In a year with 27 pay periods, the same employee would earn \$1,111.11 per check ($\$30,000 \div 27 \text{ pay periods} = \$1,111.11$).

To Set the Preference:

1. Select **File > Preferences > Payroll > Bi-Weekly Pay Periods > Database** tab.



2. Enter the **Year** and number of **Pay Periods**. Ex: 2010 and 27. CenterPoint will assume any year not listed has 26 pay periods, so it is not necessary to enter every year.
3. Click **Save**.
4. When bi-weekly salaried employees payroll is processed, the system will automatically divide their annual salary by 26, unless it falls within a year that is specified in Preferences with 27 pay periods.

Salary Hours

This preference allows you to determine if the Hours Offered and Hours Worked fields should auto-fill with the default hours set in this preference for salary earning types.

1. Select **File > Preferences > Payroll > Pay Periods**
2. Click the **Database** tab.
3. Determine if you want to **Default Hours for Salary Earnings**.
4. The defined default pay periods are listed, but can be changed. Click Restore Defaults to set back to the default value.
 - » Daily - 8 Hours
 - » Weekly - 40 Hours
 - » Bi-Weekly - 80 Hours
 - » Semi-Monthly - 86.67 Hours
 - » Monthly - 173.33 Hours
 - » Quarterly - 520 Hours
 - » Annual - 2080 Hours

Payroll General Preference

This preference gives you options for setting the number of decimal places to use for hours, rate, pieces, and tax percentages. This preference determines how CenterPoint will post payroll transactions to your General Ledger. Payroll transactions can post to the General Ledger in either Detail (employee detail for each check) or in Summary (no check detail). Additionally, it allows you to set the way a pay run is validated if a "management detail" (Profit Center/Department, Production Center, Project, Production Year/Tracking Field 1, or Production Series/Tracking Field 2) is missing during processing and it allows you to skip the "management detail" pay run validation preference set to Required for an earning using an Account Distribution.

1. Select **File > Preferences > Payroll > General**.
2. Click the **Database** tab. Under **Decimal** places, set the number of decimal places for hours, rates, pieces, and tax percentages.
3. Under **General Ledger Posting**, determine how you want to post payroll transactions to your General Ledger. Payroll transactions can post to the General Ledger in either Detail (employee detail for each check) or in Summary (no check detail).
4. Under **Pay Run Validation**:
 - » In one of the "management detail" (**Profit Center/Department, Production Center, Project, Production Year/Tracking Field 1, or Production Series/Tracking Field 2**) box, select **Required** if you want to require that a "management detail" be entered on all pay run earning lines before the pay run be processed or select **Warn If Missing** if you want to be warned if a "management detail" is missing from a pay run earning line but continue to process the pay run. If you do not want to validate that a "management detail" was entered on pay run earning lines, leave the setting as **Not Required**.
 - » In the **Skip Earnings Using an Account Distribution** box, select **Yes** to skip the "management detail" pay run validation preference set to Required for an earning using an Account Distribution.
5. Under Calculated Overtime, in the **Exclude Zero Rate Earnings from Average Rate Calculation** box, determine if the average rate used for overtime calculations includes/excludes earnings that have no rate.
 - » When the preference is set to Yes, if there are three overtime earnings with amounts of \$120, \$120 and \$0 and hours of 8, 8, and 8. The Average Rate on all three overtime earnings will be $\$120 + \$120 / 8 + 8 = \$15.00$. The 8 hours for the overtime earning with an amount of \$0 is excluded from the calculation of the average rate.
 - » When the preference is not set or set to No, if there are three overtime earnings with amounts of \$120, \$120, and \$0 and hours of 8, 8, and 8. The Average Rate on all three overtime earnings will be $\$120 + \$120 + \$0 / 8 + 8 + 8 = \10 . The 8 hours for the overtime earning with an amount of \$0 will not be excluded from the calculation of the average rate.

Leave Preference

This preference allows you to determine if you want to perform your leave calculation using your check date (date pay run is printed and posted) or pay period to date (more accurate leave calculation for dates near employee eligibility dates), and display a message when adding more hours than available for leave earnings when entering leave hours, switching to another employee's pay (including time sheets), or leaving the Enter Pay tab or saving the pay run without switching to enter pay (including time sheets).

1. Select **File > Preferences > Payroll > Leave**.
2. Click the **Database** or **Application** tab.
3. Under Leave Adjustments, in the **Adjust Leave Using** box, select **Pay Date** to perform the leave calculation on the date that your pay run is printed and posted or select **Pay Period To Date** if you often calculate leave prior to your check dates which may result in more accurate leave calculations near employee eligibility dates.
4. Under Warn when used exceeds available leave, in the **During Hours Entry** box, select **Yes** to display a warning message when number of hours entered against leave exceeds available hours for that leave when entering leave hours, or select **No** or **Not Set** to allow entry without displaying a warning message.
5. In the **When Switching Employees** box, select **Yes** to display a warning when number of hours entered against leave exceeds available hours for that leave when switching to another employee's pay, (the current employee's leave is validated), or select **No** or **Not Set** to allow entry without displaying a warning message.

6. In the **When Leaving Pay Entry** box, select **Yes** to display a warning when number of hours entered against leave exceeds available hours for that leave when leaving the Enter Pay tab or saving the pay run without switching to enter pay, or select **No** or **Not Set** to allow entry without displaying a warning message.
7. Click **Save**.

Pay Dates Preference

This preference gives you options for setting how you want to display default Pay Period From and To dates and Pay Dates on the 1.Select Employees tab in Pay Employees. The options are "No" which will display blank dates or "Yes or Not Set" which will display default dates.

1. Select **File > Preferences > Payroll > Pay Dates**.
2. Click the **Database** or **Application** tab.
3. In the **Use Default Pay Dates** box, select **No** to display blank dates in the Pay Period From and To and Pay Date fields or select **Yes** or **Not Set** to display default dates in the Pay Period From and To and Pay Date fields on the 1.Select Employees tab in Pay Employees.
4. Click **Save**.

Pay Defaults Preference

If you purchased the Advanced Earnings Matrix additional payroll option, this preference selection is used if your employee pay rates vary and you selected to vary by pay defaults in the Default Earning Rates preference. The custom name fields labels will display in Setup > Payroll Details > Pay Defaults so you can enter information about the label and then that information will display in Setup > Payroll Details > Default Earning Rates as read-only informational fields.

1. Select **File > Preferences > Payroll > Pay Defaults**.
2. Click the **Database** tab. Under **Custom Fields**, .enter the labels that you want to display for five custom fields available to a pay default in Setup > Payroll Details > Pay Defaults.

Printing Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

Current Settings: Simply displays the settings that are currently being used.

Global: The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

Application: If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

Database: Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

User: Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

Printing Checks Preference

Defines the printer used to print checks, the check format to use when printing checks, whether to Preview checks before printing, and whether to print the check number on the printed check.

General

- » **Select Printer To Print Checks To** - Select the printer to print the checks to. Setting this at the database level allows a different printer for each database.
- » **Select Check Type** - Forms added (custom forms) by you are listed first followed by system-supplied forms. The choices are: [Check/Stub/Stub](#), [Stub/Check/Stub](#), [Check/Detail](#), [Check/Stub/Stub \(Alternate\)](#) (Compatible with the Perception top check LT103), [Canadian](#), or [ACH Payment Advice](#).
- » **Select Stub Type** - In the **Select Stub Type** box, select the pay stub type. Forms added (custom forms) by you are listed first followed by system-supplied forms. The system-supplied form choices are: Standard Stub, Standard with Leave and Benefits, Standard with Benefits, Piece Rate, Standard Plus Piece Rate, Standard without YTD Hours, Standard without Leave, or 15 Detail Lines (This stub will use a reduced font size for stub detail allowing 15 lines to be included before moving to an overflow sheet).



Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.

- » **Print Check Number On Check** - Select Yes to print the check number on the check form or select No to print the check without the check number (for pre-printed checks).
- » **Print Company Name and Address** - Select **Yes** to print the company name and address on the check form or select No to print the check without the company name and address (for pre-printed checks).
- » **Number of Copies** - Select the number of copies to print when you select to print checks and overflow statements. This setting will determine the number of copies that print for checks and overflow statements.

Payroll Advices Preference

This preference allows specification of Printer, Advice and Stub layout, various options to print or suppress certain advice information, as well as a Limit Print Jobs to {X} checks option that allows larger payroll check/advice print-jobs to be broken into smaller print jobs improving the speed at which the checks/advices are sent to the printer.



Note: If not specified here, when printing, settings are used from Payroll – Check Printing. Overflow sheets will print to the printer set under the appropriate preference, i.e. Check Overflow will print to the same printer as the checks; while Advice overflow will print to the Advice printer.

1. Select **Payroll Printing > Payroll -Advice Printing**.

- » Under General, in the **Select Printer to Print Advices To** box, select the printer used to print direct deposit advices. (Example: Setting this at the database level allows a different printer for each database.)
- » In the **Select Advice Type** box, select the advice type. The choices are [stub/check/stub](#), [check/stub/stub](#), [check/detail stub](#), [Check/Stub/Stub \(Alternate\)](#) (compatible with the Perception top check (LT103), and [Canadian](#).
- » In the **Select Stub Type** box, select the stub type:



Note: The stub type is dependent on which advice type is selected.

- » In the **Print Advice Number** box, select whether you want to have the advice number print on the advice form.
- » In the **Print Company Name and Address** box, select whether you want to have the company name and address print on the advice form.
- » In the **Print Social Security Number** box, select whether you want to have the employee's social security number print on the advice.
 - » To print all characters of the SSN the **Print Social Security Number** option must be set to **Yes**.
 - » To print only the last four digits of the SSN the **Print Social Security Number** option must be set to **Last 4 Digits** (this is the default value).
 - » To suppress printing of the SSN the **Print Social Security Number** option must be set to **No**.
- » In the **Print Hours Offered** box, select whether you want an Hours Offered total to print on the lower-left corner of the pay stub. The amount printed is the total from the Offered column for all earnings. An Offered column can be added to Pay Employees and Time Sheet Entry by right-clicking in the data entry grid, selecting Add/Remove Columns, selecting the Offered check box, and then clicking OK.
- » In the **Number of Copies** box, select the number of copies to print when you select to print advices during payroll processing .
- » In the **Print Direct Deposit Amounts** box, select whether you want to have direct deposit distribution break-down of net pay on the check stub (for all pay stub types). The check stub will include a total of all direct deposit records that use a Checking status and a total of all direct deposit records that use a Savings status. [Click here](#) for an example of the text on the check stub (this text will be the same for all pay stub types, this is just one example of a pay stub).
- » In the **Export PDF Files** box, select Yes to have the direct deposit advices exported to a PDF file instead of printing them when you pay your employees. If you chose to export the direct deposit advices to a PDF file instead of printing them.
- » In the **Export Path** box, select the location to export the PDF files to. A subfolder will be created within the specified location using the pay run sequence number, for example, Payrun.00036. If the subfolder already exists, a suffix will be added, for example, Payrun.00036.1, Payrun.00036.2, etc. (a subfolder will never be overwritten). Each direct deposit advice (PDF) will be named using the employee abbreviation and Name, i.e. AppleS.Sam Apple.pdf. If an employee has an overflow sheet, the PDF file will be named with a suffix, i.e., AppleS.Sam Apple.1.pdf.



Note: If this feature is turned on and direct deposit advices have been exported you will see a Direct Deposit Advices successfully exported to message during pay run processing with the path you selected to export the advices to. If an advice cannot be exported, you will be notified and then can choose **Yes** to export the advice to another path, choose **No** to move to the next advice , or choose **Cancel** to cancel the remaining advice export process. Direct deposit advices can be re-exported using the Reprint Payroll Checks/Advices option.

- » The **Limit Print Jobs to {X} advices** option allows you to break larger payroll check/advice print-jobs into smaller print jobs improving the speed at which the checks/advices are sent to the printer. The options are 25, 50, 100 or 250.

Payroll Checks Preference

This preference allows specification of Printer, Check and Stub layout, as well as various options to print or suppress certain check information.



Note: Overflow sheets will print to the printer set under the appropriate preference, i.e. Check Overflow will print to the same printer as the checks; while Advice overflow will print to the Advice printer.

- » Select File > Preferences > **Payroll >Printing-Checks** .
- » Click the **Database** tab.
 - » Under General, in the **Select Printer to Print ChecksTo** box, select the printer used to print payroll checks. (Example: Setting this at the database level allows a different printer for each database.)
 - » In the **Select Check Type** box, select the check form. Forms added (custom forms) by you are listed first followed by system- supplied forms. The system-supplied form choices are: [Check/Stub/Stub](#), [Stub/Check/Stub](#), [Check/Detail](#), [Check/Stub/Stub \(Alternate\)](#) (Compatible with the Perception top check LT103), [Canadian.](#), or [ACH Payment Advice](#).
 - » In the **Select Stub Type** box, select the pay stub type. Forms added (custom forms) by you are listed first followed by system- supplied forms. The system-supplied form choices are: Standard Stub, Standard with Leave and Benefits, Standard with Benefits, Piece Rate, Standard Plus Piece Rate, Standard without YTD Hours, Standard without Leave, or 15 Detail Lines (This stub will use a reduced font size for stub detail allowing 15 lines to be included before moving to an overflow sheet). .



Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.



Note: The information on the check/stub may change based on settings that can be changed in File > Preferences > Payroll > Printing - Checks. To view an example with descriptions of each setting, select one of the links in the Select Check Type description above and view the Standard Stub example.

- » In the **Print Check Number On Check** box, select whether you want to have the check number print on the check form.
- » In the **Print Company Name and Address** box, select whether you want to have the company name and address print on the check form.
- » In the **Print Social Security Number** box, select whether you want to have the employee's social security number print on the pay stub.
 - » To print all characters of the SSN the **Print Social Security Number** option must be set to **Yes**.
 - » To print only the last four digits of the SSN the **Print Social Security Number** option must be set to **Last 4 Digits** (this is the default value).
 - » To suppress printing of the SSN the **Print Social Security Number** option must be set to **No**.
- » In the **Print Hours Offered** box, select whether you want an Hours Offered total to print on the lower-left corner of the pay stub. The amount printed is the total from the Offered column for all earnings. An Offered column can be added to Pay Employees and Time Sheet Entry by right-clicking in the data entry grid, selecting Add/Remove Columns, selecting the Offered check box, and then clicking OK.

- » In the **Print Memo On Check** box, select whether you want a Memo to print on the check (body). If this preference is set to Yes or Not Set, the Memo will print on the body of the check.
- » In the **Number of Copies** box, select the number of copies to print when you select to print checks during payroll processing (for example, if you want a check to print on check stock and a file copy on plain paper stock).
- » In the **Bilingual Stubs** box, select whether you want to print multiple language check stubs. This preference will print one check stub in the language you select in the preference and the other check stub in the language set in Setup > Employees. Select **Yes** to print multiple language check stubs, and then click the down-arrow next to the Yes setting and select the language you want one of the stubs to print in (the other stub will print with the setting for the employee in Setup > Employees).
- » The **Limit Print Jobs to {X} checks** option allows you to break larger payroll check/advice print-jobs into smaller print jobs improving the speed at which the checks/advices are sent to the printer. The options are 25, 50, 100 or 250.

Payroll Advice Printing Preference

This preference allows specification of Printer, Advice and Stub layout, various options to print or suppress certain advice information, as well as a Limit Print Jobs to {X} checks option that allows larger payroll check/advice print-jobs to be broken into smaller print jobs improving the speed at which the checks/advices are sent to the printer.



Note: If not specified here, when printing, settings are used from Payroll – Check Printing. Overflow sheets will print to the printer set under the appropriate preference, i.e. Check Overflow will print to the same printer as the checks; while Advice overflow will print to the Advice printer.

1. Select **Payroll Printing > Payroll - Advice Printing**.
 - » Under General, in the **Select Printer to Print Advices To** box, select the printer used to print direct deposit advices. (Example: Setting this at the database level allows a different printer for each database.)
 - » In the **Select Advice Type** box, select the advice type. The choices are [stub/check/stub](#), [check/stub/stub](#), [check/detail stub](#), [check/stub/stub \(alternate\)](#) (compatible with the Perception top check (LT103), and [Canadian](#).
 - » In the **Select Stub Type** box, select the stub type:



Note: The stub type is dependent on which advice type is selected.

- » In the **Print Advice Number** box, select whether you want to have the advice number print on the advice form.
- » In the **Print Company Name and Address** box, select whether you want to have the company name and address print on the advice form.
- » In the **Print Social Security Number** box, select whether you want to have the employee's social security number print on the advice.
 - » To print all characters of the SSN the **Print Social Security Number** option must be set to **Yes**.
 - » To print only the last four digits of the SSN the **Print Social Security Number** option must be set to **Last 4 Digits** (this is the default value).
 - » To suppress printing of the SSN the **Print Social Security Number** option must be set to **No**.
- » In the **Print Hours Offered** box, select whether you want an Hours Offered total to print on the lower-left corner of the pay stub. The amount printed is the total from the Offered column for all earnings. An Offered

column can be added to Pay Employees and Time Sheet Entry by right-clicking in the data entry grid, selecting Add/Remove Columns, selecting the Offered check box, and then clicking OK.

- » In the **Number of Copies** box, select the number of copies to print when you select to print advices during payroll processing.
- » In the **Print Direct Deposit Amounts** box, select whether you want to have direct deposit distribution break-down of net pay on the check stub (for all pay stub types). The check stub will include a total of all direct deposit records that use a Checking status and a total of all direct deposit records that use a Savings status. [Click here](#) for an example of the text on the check stub (this text will be the same for all pay stub types, this is just one example of a pay stub).
- » In the **Export PDF Files** box, select Yes to have the direct deposit advices exported to a PDF file instead of printing them when you pay your employees.
- » If you chose to export the direct deposit advices to a PDF file instead of printing them, in the **Export Path** box, select the location to export the PDF files to. A subfolder will be created within the specified location using the pay run sequence number, for example, Payrun.00036. If the subfolder already exists, a suffix will be added, for example, Payrun.00036.1, Payrun.00036.2, etc. (a subfolder will never be overwritten). Each direct deposit advice (PDF) will be named using the employee abbreviation and Name, i.e. AppleS.Sam Apple.pdf. If an employee has an overflow sheet, the PDF file will be named with a suffix, i.e., AppleS.Sam Apple.1.pdf.



Note: If this feature is turned on and direct deposit advices have been exported you will see a Direct Deposit Advices successfully exported to message during pay run processing with the path you selected to export the advices to. If an advice cannot be exported, you will be notified and then can choose **Yes** to export the advice to another path, choose **No** to move to the next advice, or choose **Cancel** to cancel the remaining advice export process. Direct deposit advices can be re-exported using the Reprint Payroll Checks/Advices option.

- » The **Limit Print Jobs to {X} advices** option allows you to break larger payroll check/advice print-jobs into smaller print jobs improving the speed at which the checks/advices are sent to the printer. The options are 25, 50, 100 or 250.

Printing Payroll Checks Preference

This preference allows specification of Printer, Check and Stub layout, as well as various options to print or suppress certain check information.



Note: Overflow sheets will print to the printer set under the appropriate preference, i.e. Check Overflow will print to the same printer as the checks; while Advice overflow will print to the Advice printer.

1. Select **File > Preferences > Payroll > Printing- Checks**.
2. Click the **Database** tab.
 - » Under General, in the **Select Printer to Print Checks To** box, select the printer used to print payroll checks. (Example: Setting this at the database level allows a different printer for each database.)
 - » In the **Select Check Type** box, select the check form. Forms added (custom forms) by you are listed first followed by system- supplied forms. The system-supplied form choices are: [Check/Stub/Stub](#), [Stub/Check/Stub](#), [Check/Detail](#), [Check/Stub/Stub \(Alternate\)](#) (Compatible with the Perception top check LT103), [Canadian](#), or [ACH Payment Advice](#).
 - » In the **Select Stub Type** box, select the pay stub type. Forms added (custom forms) by you are listed first followed by system- supplied forms. The system-supplied form choices are: Standard Stub, Standard with

Leave and Benefits, Standard with Benefits, Piece Rate, Standard Plus Piece Rate, Standard without YTD Hours, Standard without Leave, or 15 Detail Lines (This stub will use a reduced font size for stub detail allowing 15 lines to be included before moving to an overflow sheet). .



Note: To view examples of each check type with the stub type options, select one of the links in the Select Check Type description above.



Note: Note: The information on the check/stub may change based on settings that can be changed in File > Preferences > Payroll > Printing - Checks. To view an example with descriptions of each setting, select one of the links in the Select Check Type description above and view the Standard Stub example.

- » In the **Print Check Number On Check** box, select whether you want to have the check number print on the check form.
- » In the **Print Company Name and Address** box, select whether you want to have the company name and address print on the check form.
- » In the **Print Social Security Number** box, select whether you want to have the employee's social security number print on the pay stub.
 - » To print all characters of the SSN the **Print Social Security Number** option must be set to **Yes**.
 - » To print only the last four digits of the SSN the **Print Social Security Number** option must be set to **Last 4 Digits** (this is the default value).
 - » To suppress printing of the SSN the **Print Social Security Number** option must be set to **No**.
- » In the **Print Hours Offered** box, select whether you want an Hours Offered total to print on the lower-left corner of the pay stub. The amount printed is the total from the Offered column for all earnings. An Offered column can be added to Pay Employees and Time Sheet Entry by right-clicking in the data entry grid, selecting Add/Remove Columns, selecting the Offered check box, and then clicking OK.
- » In the **Print Memo On Check** box, select whether you want a Memo to print on the check (body). If this preference is set to Yes or Not Set, the Memo will print on the body of the check.
- » In the **Number of Copies** box, select the number of copies to print when you select to print checks during payroll processing (for example, if you want a check to print on check stock and a file copy on plain paper stock).
- » In the **Bilingual Stubs** box, select whether you want to print multiple language check stubs. This preference will print one check stub in the language you select in the preference and the other check stub in the language set in Setup > Employees. Select **Yes** to print multiple language check stubs, and then click the down-arrow next to the Yes setting and select the language you want one of the stubs to print in (the other stub will print with the setting for the employee in Setup > Employees).
- » The **Limit Print Jobs to {X} checks** option allows you to breaklarger payroll check/advice print-jobs into smaller print jobs improving the speed at which the checks/advices are sent to the printer. The options are 25, 50, 100 or 250.

Reporting Preferences

Preferences define how you want your CenterPoint program to behave and can be changed at any time. If you change a preference and are currently in the screen that uses that preference, close the screen and then enter the screen again to initiate the preference.

How are the Different Tabs Used?

Federal Tax Forms

[Default Aatrix Executable](#)

[Specify Where Aatrix History Files are Saved](#)

[Specify Optional Preparer Information](#)

[Backup Aatrix History Files](#)

[Restore Aatrix History Files](#)

[Reports General Preference](#)

[Report Styles](#)

How are the different tabs used?

Preferences can be set at different levels. The preference level is a hierarchy, for example, the Global level will be used if no Application, Database, or User levels are set. The levels are accessed with the tabs across the top of the Preferences screen.

Current Settings: Simply displays the settings that are currently being used.

Global: The Global level is typically used when your system is a network. The Global level affects all databases on the network. This allows a network administrator to setup Preferences just once and they will be used for all Database & all Users within that network setting.

Application: If the Preferences are set at the Application level, then all users of all databases will have the same Preferences.

Database: Preferences set at this level will affect each individual database separately. One can then have different settings for each Preference in each database.

User: Preferences set at the User level will only affect that user. This tab is not available on all preferences and is only available if you use Database Security.

Federal/State Tax Forms

CenterPoint integrates with a tax forms package called Aatrix so that you can print and eFile state and federal tax forms. The Aatrix Executable preference is automatically set to where the Aatrix program for producing state and federal tax forms is located. The default location for this file is C:\program files\Aatrix Software\Aatrix Forms\AatrixForms.exe. The other settings in this preference allow you to specify a location other than the default location for history files that are saved for future reference.

Default Aatrix Executable

This default Aatrix Executable value will not need to be changed unless the location of the file is moved. If you choose to install CenterPoint Federal/State Tax Forms to a location other than the default location, you will need to change the Aatrix Executable default location to the location you installed to before you can print Federal or State reports or forms or perform a quarterly update.

1. Select **File > Preferences > Reports> Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Aatrix Executable** box, defaults to C:\Program Files\Aatrix Software\Aatrix Forms\AatrixForms.exe. This is the suggested location for the Aatrix executable file.

Specify Where Aatrix History Files are Saved

If you would like to specify where the Aatrix history files are saved (if you choose not to use the suggested location. The history files are stored in a default location <ProgramData>\Red Wing Software\CenterPoint\Aatrix\). To specify a different location to save the Aatrix history files to:

1. Select **File > Preferences > Reports> Federal/State Tax Forms**.
2. Click the **Application** tab.
3. The **Use Non-Default File Location** box will default to **Yes**.
4. The **Non-Default File Location** box defaults to <ProgramData>\Red Wing Software\CenterPoint\Aatrix\, this is the suggested location where the Aatrix History Files are saved to.
5. Click **Save**.

Specify Optional Preparer Information

1. In the **Use Preparer Information** box, select **Yes** if you want the information you enter in the Preparer Information (Optional) section to automatically be included into the Paid Preparer Use Only section of your tax forms.
2. Enter the preparer's information including: **Name, Firm, Address, Phone, Fax, Email, Contact, PTIN, and EIN**.
3. Click **Save**.

Backup Aatrix History Files

If you would like to back up Aatrix history files, follow the steps below:

1. Select **File > Backup > Backup Aatrix History Files**.
2. Select the employers to backup history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Backup Created message, click **OK**.

Restore Aatrix History Files

If you would like to restore Aatrix history files, follow the steps below:

1. Select **File > Restore > .Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the Aatrix History backup file and click **Open**.
4. Select the employer(s) you want to restore history for.
5. Click **OK**.
6. At the *This will overwrite the existing history data, are you sure?* message, click Yes to replace the existing Aatrix History files or No to cancel the restore.
7. Click **OK**.

Reports General Preference

The Reports Setting preference allows you to set the way that you want the Reports screen to work with Favorites.

1. Select **File > Preferences > Reports> General**.
 2. Click the **Application** tab.
- » **Display Database Favorites** - This setting provides functionality that allows you to save favorites with the open database that can then be used by other users of the same database. If you want to store favorite reports for this database on a Database tab, select **Yes**.
 - » **Default Report Tab** - This preference also allows you to determine which tab is the default tab that displays reports in a network installation, the options are the **Reports** tab, **Favorites** tab, **Database** tab, or **Network** tab.
 - » **Disable Reports Tab** - This preference allows you to control whether to display the Reports tab when the Reports screen displays. This can be used if you want your users to select reports only from the Favorites or Database Favorites tabs. If you've selected the Reports tab as the Default Report tab, this box will not be active.
 - » **Location of the Network Reports Variation File** - This preference allows network installations to set up one shared location for displaying and printing reports for everyone that uses the application. When you copy the CenterPoint.Favorites.Variations file from your Documents directory, rename and save the file to a Network Location, and then enter the saved location in this box, a Network tab will display that will allow all users to print reports that have custom variations made by an administrator. Note: You will not be able to save any of your favorites to the Network tab. If you save a report favorite, it will display on the Favorites tab.
 - » **Location of Custom Report Files** – This preference allows you to determine the location where custom report files designed by Red Wing Software will be located. For example, you may want to provide a network location so all users in a network installation have access to a custom report.
 - » **Location of Custom Export Files** - This preference allows you to determine the location where custom export files designed by Red Wing Software will be located. For example, you may want to provide a network location so all users in a network installation have access to a custom export.

Report Styles

1. Select **File > Preferences > Reports> Report Styles**.
2. Click the **Application** tab.

The appearance of your reports will change based on the style you select. You can set the preference so that all of your reports will be styled the same way. If you have any reports that are exceptions and you wish to have them styled differently, you can change the style of a specific report by previewing the report and clicking on the General fly-out tab and then changing the setting in the Style box.

Time Sheets Preference

Time Format

This preference gives you options that set the time format you want to use when you enter time sheet start/stop times; the options are Military or AM/PM. If you set the time format to AM/PM, you can use the right arrow key on your keyboard to move from hours to minutes and to AM/PM. If you want to change from AM to PM or PM to AM, use the up or down arrow on your keyboard . To move back to minutes or hours, use your left arrow key.

Hide Simple Overtime Calculation

When time sheets are imported and this preference is set to No or Not Set, a screen will display with a selection that allows you to determine if a simple overtime calculation should be performed. If you choose to perform the simple overtime calculation, imported hours over the overtime threshold are moved from the time sheet to an overtime earning

and calculated at the rate on the employees overtime earning, often that is time and a half. If this preference is set to Yes, the screen will not display, the normal time sheet import process is performed without a simple overtime calculation.

Basic Setup

Using the Payroll Setup Wizard to Create a New Database

Before you begin using CenterPoint Payroll, you will need to set up a few items such as taxes, earnings, deductions, and benefits. The Payroll Setup Wizard is designed to allow you to easily select the options you want to use, select the accounts to post payroll to, and provides pre-defined setup. After you complete the Payroll Setup Wizard you can customize CenterPoint Payroll to meet your organization's specific needs.

The Payroll Setup Wizard creates an employer in your CenterPoint database. An Employer can represent:

- » A company in a CenterPoint Payroll database that processes its own payroll and issues its own payroll reports to tax entities and other parties. While CenterPoint Payroll allows you to create multiple companies for a single employer, it is much more common for each company to be a separate employer.
- » Several companies in a CenterPoint Payroll database that process payroll, but are part of the same payroll reporting entity. Payroll information is accumulated at the employer level. For example, an employee working in two different companies with the same database can receive one W-2.

Applicable taxes, earnings, deductions, etc. are added to an employer and can be used to process payrolls for that employer. The active status of employees, taxes, earnings, deductions, etc. is maintained by employer.

Do you want to use the Payroll Setup Wizard?

Unless you will be transferring data from Perception Payroll or Red Wing Payroll to CenterPoint, we suggest that you use the Payroll Setup Wizard to assist you with adding employers, taxes, earnings and deductions/benefits to a new database.

How to Access the Payroll Setup Wizard

Option A: When creating a new database in CenterPoint Payroll (File > New) the system will automatically ask if you'd like to use the Payroll Setup Wizard to create the database.

Option B: When a new employer is created in the system by selecting **Setup > Payroll Details > Employers > New**.



Note: If an employer hasn't been setup in payroll and a payroll menu is selected, you will also be prompted to add an employer using the Payroll Setup Wizard. For more information on employers, refer to the topic.

Step-by-step Instructions for the CenterPoint Payroll Setup Wizard



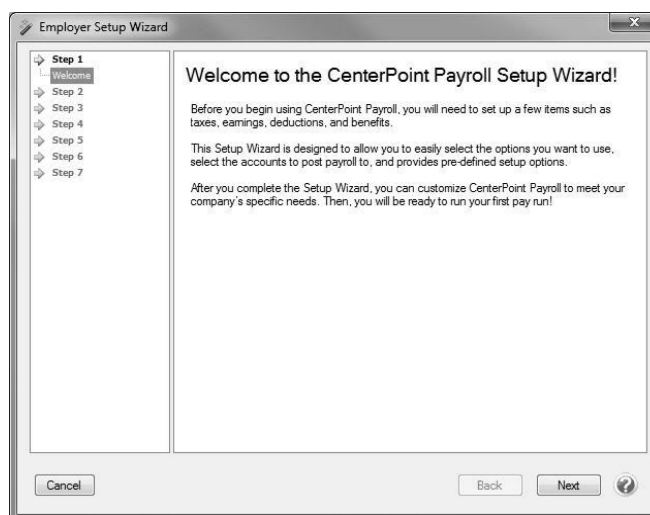
Note: While continuing through the Payroll Setup Wizard, you will be prompted to choose appropriate accounts for various fields. If you are unsure which account to use, we recommend you check with your accountant. If a new account is needed, it can easily be created without leaving the Payroll Setup Wizard. To add a new account:

- » Within any **Account** box, either right-click and select **New** or click the Magnifying glass icon and then click **New**.

- » Complete the account information and then click **Save**.

The same process can be used in any **Vendor** field to add a new vendor.

Step 1 - Welcome to the CenterPoint Payroll Setup Wizard



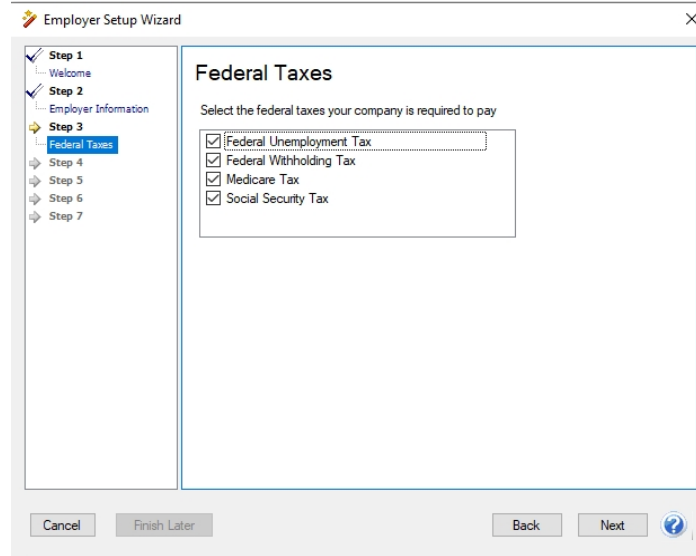
1. Click **Next**.

Step 2 - Employer/Company Name and Address

The screenshot shows the 'Employer Setup Wizard' window at Step 2, 'Employer/Company Name and Address'. The left sidebar shows Step 1 as completed and Step 2 as the current step. The main area has the title 'Employer/Company Name and Address' and two paragraphs of instructions. Below is a form titled 'Employer Information' with fields for 'Employer Abbreviation' (containing 'RWS'), 'Employer Name' (containing 'Red Wing Software'), 'Address Line 1', 'Address Line 2', 'City, State, Zip' (with dropdown menus for city, state, and zip), and 'Telephone'. At the bottom are 'Cancel', 'Back', and 'Next' buttons, along with a help icon.

1. Enter your employer/company name and address as you want it to appear at the top of each report. The employer/company address will also be included on your payroll checks, government reports, and W-2 forms. If any of this information is not known, it can be added to the employer later.
2. If your database includes multiple employers/companies, the additional employer/company information can be added later.
3. Click **Next**.

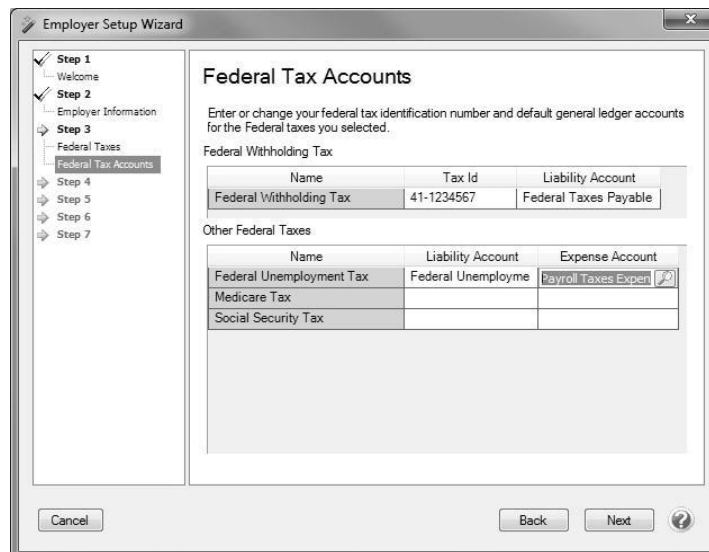
Step 3 - Federal Taxes



The screenshot shows the 'Employer Setup Wizard' window at Step 3, 'Federal Taxes'. The left sidebar shows steps 1 through 7, with Step 3 selected. The main area is titled 'Federal Taxes' and contains the instruction 'Select the federal taxes your company is required to pay'. Below this is a list of four checkboxes, all of which are checked: 'Federal Unemployment Tax', 'Federal Withholding Tax', 'Medicare Tax', and 'Social Security Tax'. At the bottom of the window are buttons for 'Cancel', 'Finish Later', 'Back', 'Next', and a help icon.

1. Select the federal taxes your company is required to pay.
2. Click **Next**.

Step 4 - Federal Tax Accounts



The screenshot shows the 'Employer Setup Wizard' window at Step 4, 'Federal Tax Accounts'. The left sidebar shows steps 1 through 7, with Step 4 selected. The main area is titled 'Federal Tax Accounts' and contains the instruction 'Enter or change your federal tax identification number and default general ledger accounts for the Federal taxes you selected.' Below this are two tables.

Federal Withholding Tax

Name	Tax Id	Liability Account
Federal Withholding Tax	41-1234567	Federal Taxes Payable

Other Federal Taxes

Name	Liability Account	Expense Account
Federal Unemployment Tax	Federal Unemploye	Payroll Taxes Expen
Medicare Tax		
Social Security Tax		

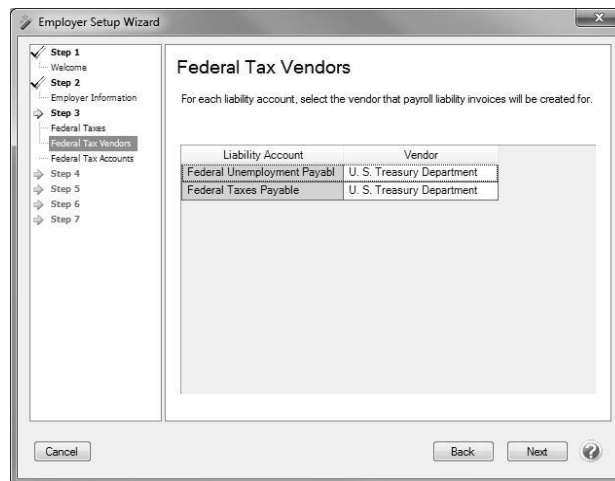
At the bottom of the window are buttons for 'Cancel', 'Back', 'Next', and a help icon.

1. Enter or change your federal tax identification number and default general ledger accounts for the federal taxes you selected. Click **Next**.



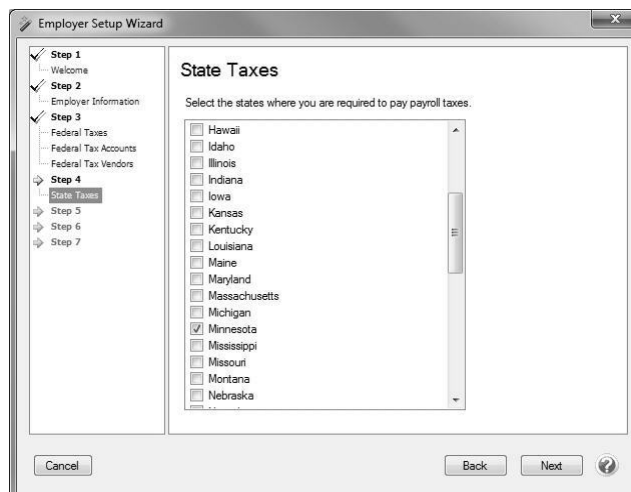
Note: The default Expense Account you select must be an account in the **Payroll Taxes Expense** account category.

Step 5 - Federal Tax Vendors



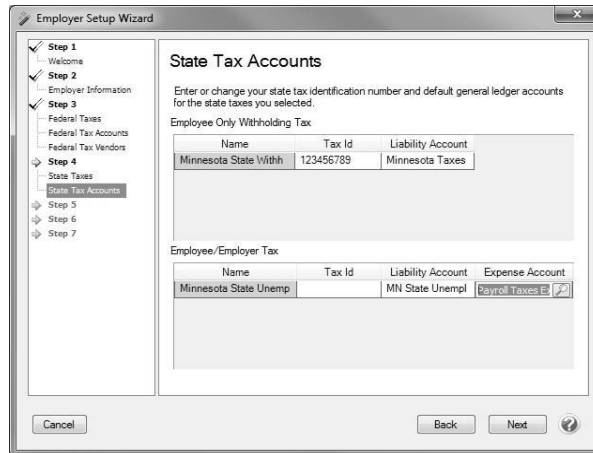
1. For each payroll or credit card liability account, select the required vendor that payroll liability invoices will be created for. If you intend to use CenterPoint Payroll to generate the checks that will pay for the liabilities created through payroll, you will need to setup vendors and associate them with the liability accounts. These vendors may include the vendor that you pay your 941 or 943 deposit to, insurance vendors, state taxing departments, etc. Note: Non-payroll liability accounts will not require a vendor to be associated with the account. (For the system-supplied accounts, vendors are already assigned to the account, but can be changed. For example, the Federal Taxes Payable account is assigned the Internal Revenue Service vendor and the State Unemployment account is assigned the State Department of Revenue vendor.)
2. Click **Next**.

Step 6 - State Taxes



1. Select the states where you are required to pay payroll taxes.
2. Click **Next**.

Step 7- State Tax Accounts



The screenshot shows the 'Employer Setup Wizard' window at Step 4, 'State Tax Accounts'. The left sidebar shows steps 1 through 7, with Step 4 selected. The main area is titled 'State Tax Accounts' and contains instructions: 'Enter or change your state tax identification number and default general ledger accounts for the state taxes you selected.' Below this, there are two sections: 'Employee Only Withholding Tax' and 'Employee/Employer Tax'. Each section has a table with columns for Name, Tax Id, Liability Account, and Expense Account. In the 'Employee Only Withholding Tax' section, the first row shows 'Minnesota State With' for Name, '123456789' for Tax Id, and 'Minnesota Taxes' for Liability Account. In the 'Employee/Employer Tax' section, the first row shows 'Minnesota State Unempl' for Name, 'MN State Unempl' for Liability Account, and 'Payroll Taxes E' for Expense Account. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

Name	Tax Id	Liability Account
Minnesota State With	123456789	Minnesota Taxes

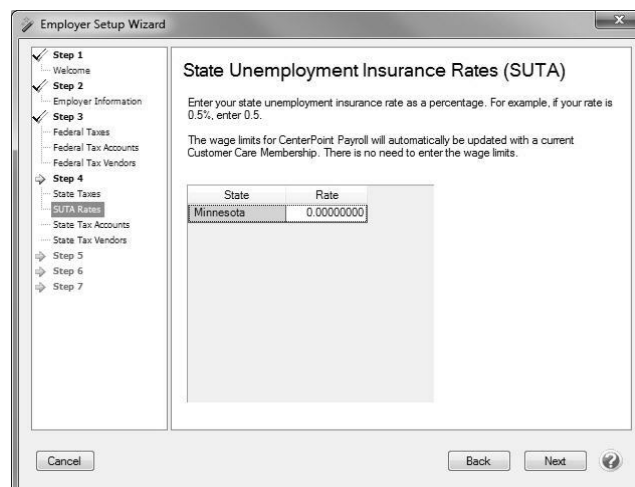
Name	Tax Id	Liability Account	Expense Account
Minnesota State Unempl		MN State Unempl	Payroll Taxes E

1. Enter or change your state tax identification number and default general ledger accounts for the state taxes you selected.
2. Click **Next**.

Step 8 - State Tax Vendors

1. For each liability account, select the vendor that payroll liability invoices will be created for. If you intend to use CenterPoint Payroll to generate the checks that will pay for the liabilities created through payroll, you will need to setup vendors and associate them with the liability accounts. These vendors may include the vendor that you pay your 941 or 943 deposit to, insurance vendors, state taxing departments, etc.
2. Click **Next**.

Step 9 - State Unemployment Insurance Rates (SUTA)



The screenshot shows the 'Employer Setup Wizard' window at Step 4, 'State Unemployment Insurance Rates (SUTA)'. The left sidebar shows steps 1 through 7, with Step 4 selected. The main area is titled 'State Unemployment Insurance Rates (SUTA)' and contains instructions: 'Enter your state unemployment insurance rate as a percentage. For example, if your rate is 0.5%, enter 0.5.' Below this, there is a table with columns for State and Rate. The first row shows 'Minnesota' for State and '0.00000000' for Rate. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

State	Rate
Minnesota	0.00000000

1. Enter your state unemployment insurance rate as a percentage. For example, if your rate is 0.5%, enter 0.5.
2. The wage limits for CenterPoint Payroll will automatically be updated with a current Customer Care Membership. There is no need to enter the wage limits.
3. Click **Next**.

Step 10 - Earnings

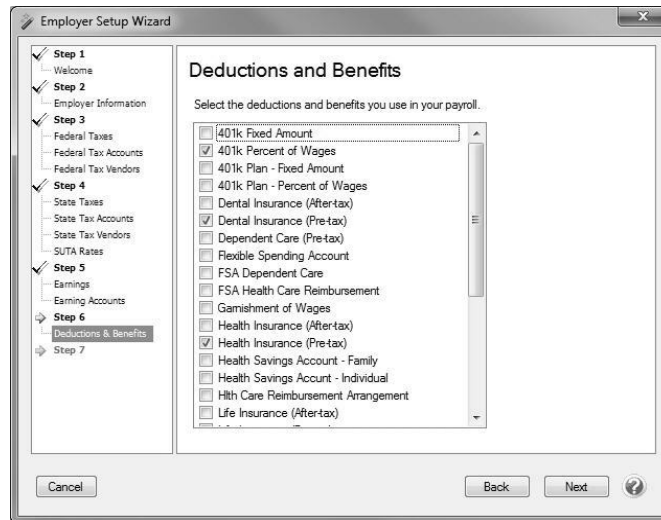
1. Select the earnings you pay employees with. Any additional earnings that are not on this list can be added after you finish the wizard.
2. Click **Next**.

Step 11 - Earning Accounts

Name	Expense Account
Bonus	Salary & Wages Expense
Hourly Pay	Salary & Wages Expense
Overtime - Hourly Pay	Salary & Wages Expense

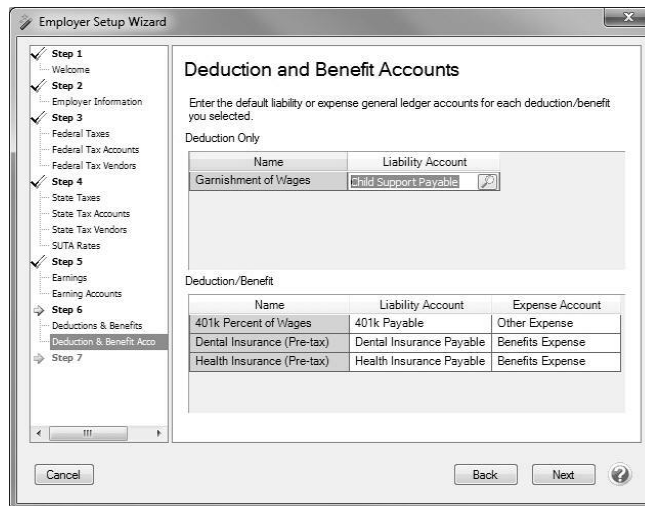
1. Enter the default expense general ledger accounts for each earning you selected.
2. Click **Next**.

Step 12 - Deductions and Benefits



1. Select the deductions and benefits you use in your payroll. Any additional deductions or benefits not on this list can be added after you finish the wizard.
2. Click **Next**.

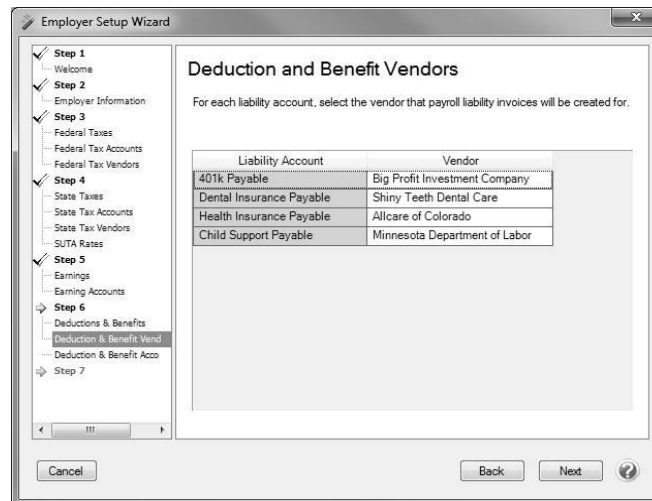
Step 13 - Deductions and Benefits Accounts



1. Enter the default liability or expense general ledger accounts for each deduction/benefit you selected. **Note:** The default Liability Account you select must be an account in the **Payroll Liability** account category and the default Expense account you select must be an account in the **Other Employee Expense** or **Benefit Expense** account category. **The same expense account should not be used for a deduction or benefit expense as is used for an earning.**

2. Click **Next**.

Step 14 - Deduction and Benefit Vendors



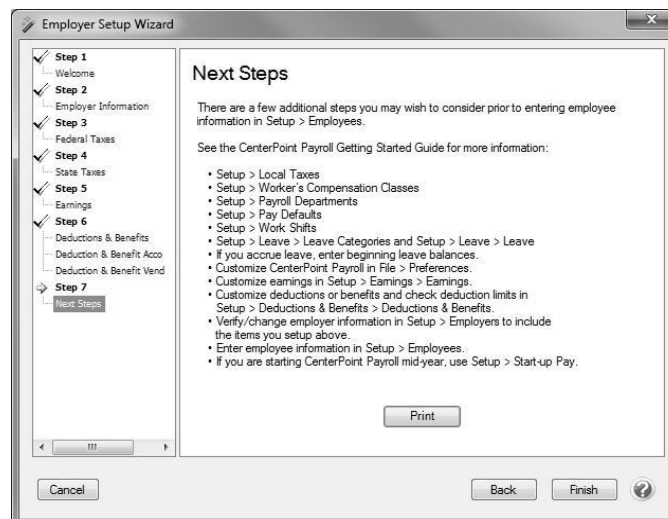
The screenshot shows the 'Employer Setup Wizard' window at Step 6, 'Deduction and Benefit Vendors'. The left sidebar shows steps 1 through 7, with Step 6 selected. The main area is titled 'Deduction and Benefit Vendors' and contains the instruction: 'For each liability account, select the vendor that payroll liability invoices will be created for.' Below this is a table with two columns: 'Liability Account' and 'Vendor'.

Liability Account	Vendor
401k Payable	Big Profit Investment Company
Dental Insurance Payable	Shiny Teeth Dental Care
Health Insurance Payable	Allcare of Colorado
Child Support Payable	Minnesota Department of Labor

At the bottom of the window are buttons for 'Cancel', 'Back', and 'Next'.

1. For each liability account, select the vendor that payroll liability invoices will be created for. If you intend to use CenterPoint Payroll to generate the checks that will pay for the liabilities created through payroll, you will need to setup vendors and associate them with the liability accounts. These vendors may include the vendor that you pay your 941 or 943 deposit to, insurance vendors, state taxing departments, etc.
2. Click **Next**.

Step 15 - Next Steps



The screenshot shows the 'Employer Setup Wizard' window at Step 7, 'Next Steps'. The left sidebar shows steps 1 through 7, with Step 7 selected. The main area is titled 'Next Steps' and contains the instruction: 'There are a few additional steps you may wish to consider prior to entering employee information in Setup > Employees.' Below this is a list of tasks to complete, followed by a 'Print' button.

See the CenterPoint Payroll Getting Started Guide for more information:

- Setup > Local Taxes
- Setup > Worker's Compensation Classes
- Setup > Payroll Departments
- Setup > Pay Defaults
- Setup > Work Shifts
- Setup > Leave > Leave Categories and Setup > Leave > Leave
- If you accrue leave, enter beginning leave balances.
- Customize CenterPoint Payroll in File > Preferences.
- Customize earnings in Setup > Earnings > Earnings.
- Customize deductions or benefits and check deduction limits in Setup > Deductions & Benefits > Deductions & Benefits.
- Verify/change employer information in Setup > Employers to include the items you setup above.
- Enter employee information in Setup > Employees.
- If you are starting CenterPoint Payroll mid-year, use Setup > Start-up Pay.

At the bottom of the window are buttons for 'Cancel', 'Back', and 'Finish'.

1. All of the required information has now been provided. You can (Setup > Employees) and begin using CenterPoint Payroll. However, there are additional (optional) setup items that you may want to review prior to entering your employee information in **Setup > Employees**. The use of these items depends on what is needed for your companies requirements.
2. Click **Finish**.

Account Setup for Payroll

In CenterPoint Payroll, each checking account, earning, deduction and benefit is assigned to an account so that when a payroll transaction is posted, the accounts describe what is happening in the movement of that payroll activity and the result updates the company's account balances.

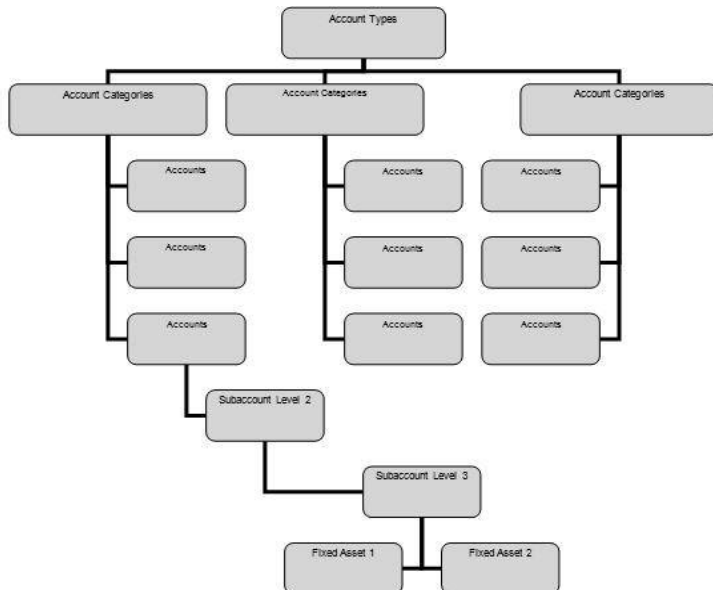
The CenterPoint Payroll account structure and the way that it integrates with CenterPoint Payroll is flexible enough to allow the posting of payroll transactions so that they best fit the accounting methods used by your company. An example of this is if you are using accrual accounting, you may want to post your payroll to a Labor Work in Process account rather than a Labor Expense account. Or, you might want to post your payroll to Labor Cost of Goods rather than Labor Expense. This is completely within your control.

There are some account categories that are most commonly used in CenterPoint Payroll, but keep in mind that additional accounts can be added as needed.

Under each account type are account categories that describe the account type and maintains the properties of the account type. In the Asset account type the Cash account category represents the different accounts used for paying payroll and they maintain the details that allow you to perform direct deposit with your bank. In the Liabilities account type the Payroll Liabilities account category assigned to your taxes and deductions create an accounts payable when a pay run is posted and Other Current Liabilities would not create a payable but would still update the liability balance.

When the account category is expanded, the accounts that are part of that category display. When a pay run is posted, the accounts will be updated with the activity.

There is further breakdown for the actual accounts. You can define up to three levels of accounts.



An example might be the following:

Account Type: Liability

Account Category: Payroll Liabilities

Main Account: Federal Liabilities

Level 2 Account: 943 Liabilities

Level 3 Accounts: Federal Income Tax Liability

Social Security Liability

Medicare Liability

The payroll transactions would be posted to the Federal Income Tax Liability, Social Security Liability, and Medicare Liability accounts, but the information can be summarized on reports to the Level 2 account and even further to the Main Account. Transactions may only be posted to the lowest level of the account structure; however data can be summarized on reports at the above levels. For the above example, data may be summarized or totaled so that Federal Income Tax Liability, Social Security Liability, and Medicare Liability accounts are found under 943 Liabilities and totaled there.

If you are using CenterPoint Payroll with another CenterPoint product (integrated), the CenterPoint Payroll program needs additional general ledger accounts (select Setup > Accounts > Accounts to create new general ledger accounts) in specific account categories entered into the chart of accounts. The additional accounts and the account category they must be in are listed in Table 1 below. The account names listed below are suggestions. Account numbers and abbreviations are optional. The account categories are specific.



Note: If you want your Cash Income Statement to include any payments of taxes, the account category that should be assigned to those payroll liabilities is Payroll Liabilities. The Payroll Liabilities account category generates an invoice to pay the payable from Processes > Pay Invoices Due. If you want your Cash Income Statement to include any payments of deductions or benefits, assign the deduction/benefit to an account in the Payroll Liabilities account category.

The Payroll Liabilities account listed in Table 1 (under Account Name) can be used to post all payroll liabilities. We recommend expanding the chart of accounts to include a separate payroll liability account for each vendor because CenterPoint Payroll automatically creates open invoices for payroll liabilities by vendor (this is not required). You can assign a vendor to a payroll liability account in Setup > Accounts > Accounts > Detail tab> Detail tab. In the Vendor Liability is Paid To box, select a vendor. To create a new vendor, in the Vendor Liability is Paid To box, right-click, select New, enter the vendor information, and then click Save. Table 2 lists an example of additional payroll liability accounts. Generating payroll creates liabilities for taxes that are deducted from the employee paychecks and the employer's portion of those taxes, but may also create additional liabilities for benefits that are calculated during that payroll. ALL payroll liabilities need to be created under the account type of Liabilities and the account category of Payroll Liabilities (whether they are taxes or not).

Table 1 – Additional Payroll Accounts

Account Number	Account Name	Account Category
100000	Checking	Cash
130000	Payroll Advance	Payroll Advances
200000	Payroll Liabilities	Payroll Liabilities
307000	Retained Earnings	Retained Earnings

You may also want to include additional expense accounts in your chart of accounts. Some examples of expense accounts you may need in your chart of accounts for CenterPoint Payroll are listed in Table 3.

Table 2 – Example Additional Payroll Liability Accounts

Account Number	Account Name	Account Category
210000	Federal Taxes Payable	Payroll Liabilities
220000	State Taxes Payable	Payroll Liabilities
222000	Work Comp Payable	Payroll Liabilities
240000	Child Support	Payroll Liabilities

Table 3 – Example Payroll Expense Accounts

Account Number	Account Name	Account Category
600000	Salary & Wages Expense	Payroll Expense
601000	Payroll Taxes Expense	Payroll Taxes Expense
603000	Benefits Expense	Benefits Expense
677000	Other Expense	Other Expense



Note: For information on creating, editing, or deleting accounts, see the [Understanding & Using Accounts](#) topic.

Payroll Liabilities vs. Current Liabilities



Note: This topic applies to the full version of CenterPoint Payroll and does not apply to Basic Payroll.

Payroll creates liabilities for taxes and deductions (insurance, etc.) that the employer has to pay. CenterPoint allows you to setup payroll liabilities in two different categories: “Payroll Liabilities” or “Other Current Liabilities”. These two categories are assigned to the accounts under Setup > Accounts > Accounts. Once an account is assigned to one of these categories it cannot be changed, instead a new account would have to be set up.

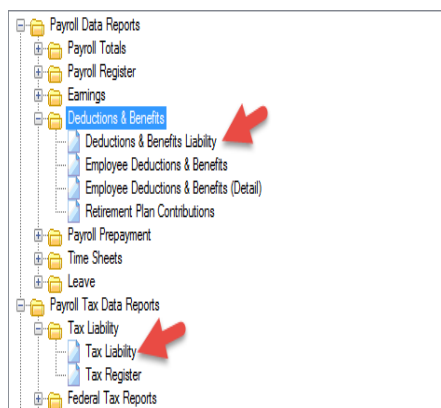
CenterPoint handles “Payroll Liabilities” differently than “Other Current Liabilities”. During a pay run, payroll liability accounts create invoices under the vendors they were tied to during their setup. These invoices accumulate in Pay Invoices Due like below.

Company		Alpine Sports			
Bank Account		Checking			
Filter		All			
	Abbreviation	Vendor	Amount Due	Payment Amount	Pay
(+)	AllCare	Allcare of Colorad	\$ 51.92	\$ 0.00	<input type="checkbox"/>
(+)	BigProfit	Big Profit Investm	\$ 2,337.07	\$ 0.00	<input type="checkbox"/>
(+)	BLIns	Break-a-leg Insur	\$ 24.85	\$ 0.00	<input type="checkbox"/>
(+)	CODOL	Colorado Depart	\$ 3.83	\$ 0.00	<input type="checkbox"/>
(+)	CODptRev	Colorado Depart	\$ 163.00	\$ 0.00	<input type="checkbox"/>
(+)	ILDOL	Illinois Departmen	\$ 11.33	\$ 0.00	<input type="checkbox"/>
(+)	ILDptRev	Illinois Departmen	\$ 18,849.75	\$ 0.00	<input type="checkbox"/>
(+)	USTreasury	U. S. Treasury De	\$ 230,714.80	\$ 0.00	<input type="checkbox"/>



Note: If you also have one of the accounting packages (CenterPoint Accounting, CenterPoint Accounting for Agriculture or CenterPoint Fund Accounting), “Payroll Liabilities” will also show as open invoices in the Payments screen.

Liability accounts setup as “Other Current Liabilities” will not create invoices. Reports (such as the Deductions & Benefits Liability and the Tax Liability reports) can be printed to see the balance due amounts.



If you have one of the accounting packages, you can still pay “Other Current Liabilities” under Payments, but there will be no open invoices to apply the payments to.



Note: If you use the cash method of accounting, it is important that you setup your liability accounts as “Payroll Liabilities”. Those liabilities that have an employer expense (Social Security, Medicare, 401K, etc.) need to be “Payroll Liabilities” for correct cash reporting in CenterPoint. (Do not use Payroll Liability accounts in Basic Payroll).

Maintain Employers

An employer can represent:

- » A company in a CenterPoint Payroll database that processes its own payroll and issues its own payroll reports to tax entities and other parties. While CenterPoint Payroll allows you to create multiple companies for a single employer, it is much more common for each company to be a separate employer.
- » Several companies in a CenterPoint Payroll database that process payroll, but are part of the same payroll reporting entity. Payroll information is accumulated at the employer level. For example, an employee working in two different companies with the same database can receive one W-2.

Applicable taxes, earnings, deductions, etc. are added to an employer and can be used to process payrolls for that employer. The active status of employees, taxes, earnings, deductions, etc. is maintained by employer.

This topic includes instructions on how to:

[Create an Employer](#)

[Edit/Change an Employer](#)

[Delete an Employer](#)

Create an Employer

If you are transferring payroll information from Perception Payroll or Red Wing Payroll to CenterPoint, an employer will be created automatically.

If you are creating a new database, we suggest you use the Payroll Setup Wizard to create your employer. Please see the topic *Using the Payroll Setup Wizard*. You will be prompted to use the Payroll Setup Wizard when you select a payroll item and no employer exists yet.

If you desire, you can create an employer without using the wizard.

1. Select **Setup > Payroll Details > Employers**. Click **New**.
2. At the "Do you want to use the CenterPoint Payroll Setup Wizard to add an employer?" message, click **No**.
3. Add your employer information to each tab.

Edit/Change an Employer

1. Select **Setup > Payroll Details > Employers**.
2. Highlight the employer you want to change and click **Edit**.

Step A - General tab

3. The **General** tab contains your company and contact information. Add or change any information as needed.
4. Under ACA/Insurance Information, select the **Family Medical Insurance Provided** checkbox if family medical insurance is provided by the employer.
5. This step should only be completed if you are self-insuring your employees with your own health insurance and not insuring your employees through an insurance company. If you do not self-insure your employees, skip to Step 6. Under ACA information, on the bottom of the **General** tab, select the **Self-Insured Coverage** check box. When this check box is selected, the Part III Employer Provided Self-Insured check box will be marked on the 1095-C Transmittal form.
6. If you selected the Self-Insured Coverage check box, in the **Origin** box, select the code that will display for the Origin on the 1095-B. The options are:
 - » A - Small Business Health Options Program (SHOP).
 - » B - Employer-sponsored coverage.
 - » C - Government-sponsored program.
 - » D - Individual market insurance.
 - » E - Multi-employer plan.
 - » F - Other designated minimum essential coverage.
 - » G - Individual Coverage HRA (Health Reimbursement Arrangement)
7. Under **1094-C Certifications of Eligibility**, select the appropriate boxes:
 - » **Qualifying Offer Method** - Check this box if the employer is eligible to use and is using the Qualifying Offer Method to report the information on Form 1095-C for one or more full-time employees. To be eligible to use the Qualifying Offer Method for reporting, the employer must certify

that it made a Qualifying Offer to one or more of its full-time employees for all months during the year in which the employee was a full-time employee for whom an employer shared responsibility payment could apply.

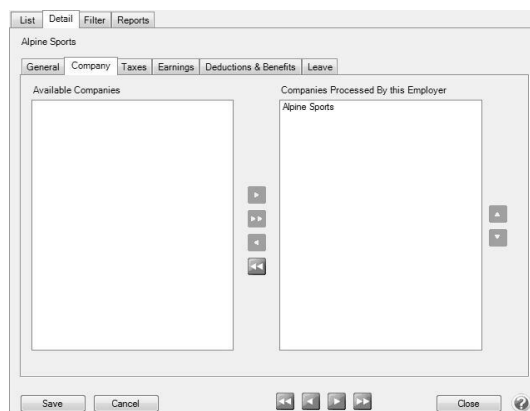
- » **Section 4980H Transition Relief** - Check this box if the employer is eligible for section 4980H Transition Relief under either:

- » 2015 Section 4980H Transition Relief for ALEs with Fewer Than 100 Full-Time Employees, Including Full-Time Equivalent Employees (50-99 Transition Relief), or
- » 2015 Transition Relief for Calculation of Assessable Payments Under Section 4980H(a) for ALEs with 100 or More Full-Time Employees, Including Full-Time Equivalent Employees (100 or More Transition Relief).

- » **98% Offer Method** - Check this box if the employer is eligible for and is using the 98% Offer Method. To be eligible to use the 98% Offer Method, an employer must certify that taking into account all months during which the individuals were employees of the employer and were not in a Limited Non-Assessment Period, the employer offered, affordable health coverage providing minimum value to at least 98% of its employees for whom it is filing a Form 1095-C employee statement, and offered minimum essential coverage to those employees' dependents.

Step B - Company tab

1. Click the **Company** tab.



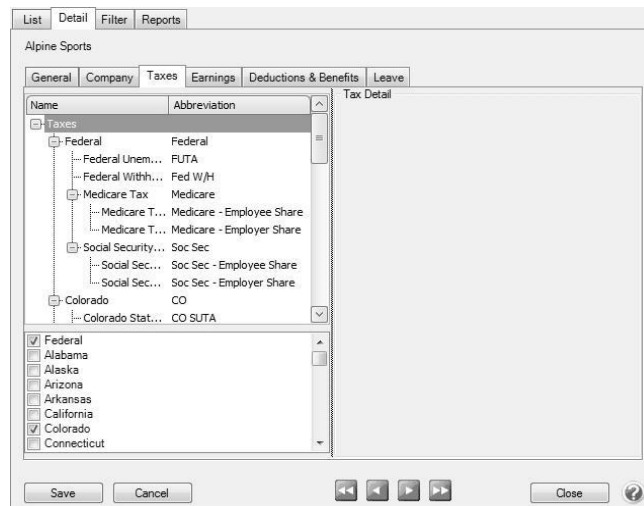
2. Select the companies processed by this employer by using the green arrow buttons to move the selected companies to the right. It is possible to have one employer process payroll for multiple companies but this is usually a one-to-one relationship. Once this is setup, it usually does not need to be changed.



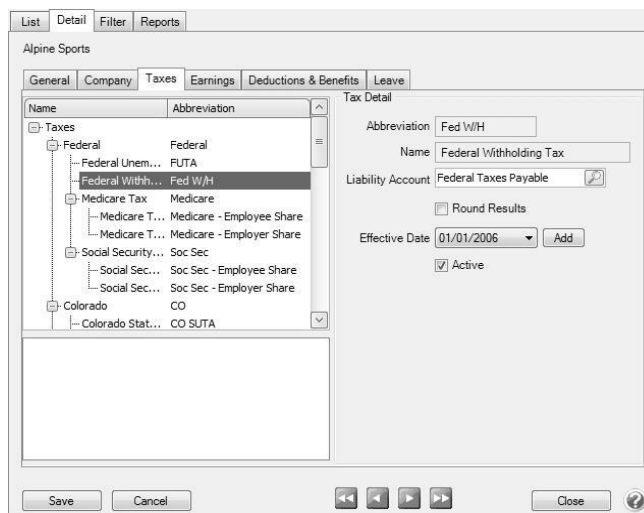
Note: If the company has been used in a pay run or a time sheet, a warning will display if a company is moved from the Companies Processed by this Employer column back to the Available Companies. The message will display as: "This company has been used on a Pay Run or Time Sheet. Removing it from this Employer may result in unwanted behavior and reporting issues."

Step C - Taxes tab

1. Click the **Taxes** tab



- The taxes that are used for this employer are checked in the box on the lower left side of the screen. Taxes that are checked display in the upper box. Selecting a tax in the upper box, displays the **Tax Detail** to the right. It is important to select **Federal** and then on the right side of the screen enter your Federal Tax Id. This information will be used on your W-2 forms and other tax reports.



You can add additional taxes or change the tax details as needed. For example, to change the State Unemployment Rate, select the **State Unemployment Tax** on the left side of the screen to display the **Tax Details** on the right. Enter the new **Rate** and click **Save** or if you are not subject to Federal Unemployment Tax (FUTA) because you don't have 20,000 or more in total payroll in a quarter, but need to report the information on your payroll reports, select the **Federal Unemployment Tax** on the left side of the screen to display the **Tax Details** on the right, and select the **Tracked But Not Calculated** box. Effective dates prior to the system default of 01/01/2006 are not permitted. You cannot unselect a tax once it has been used on a pay run. If there is a tax that was used previously but is no longer needed for future pay runs, uncheck the **Active** box.



Note: Expense and Liability accounts are required and verified when saving or navigating away from the Taxes tab.



Note: The default Liability Account you select must be an account in the **Payroll Liability** account category. The default Expense Account you select must be in the **Payroll Taxes Expense** account category.

Step D - Earnings tab

1. Click the **Earnings** tab.
2. The **Earnings** tab works similar to the **Taxes** tab. The earnings that are used to process payroll for this employer are checked in the box on the lower left. Once checked, the earning will be listed in the upper box. Selecting an earning in the upper box will display the **Earning Information** to the right. In the upper left box, select **Earning**. You can add earnings or change the details of earnings as needed.

The screenshot shows the 'Employers' window with the 'Earnings' tab selected. On the left, there is a list of earnings with columns 'Name' and 'Abbreviation'. Below this list, several earnings are checked, including Bonus, Commissions, Fly Fishing, Hourly Pay, Ice Fishing, Lake Fishing, Mountain Biking, Overtime - Hourly Pay, Payroll Advance, Piece Rate Pay, PTO-Hrly, Paid Time Off - S..., Reimbursement, and Reimburse. The 'Earning Information' panel on the right displays details for the selected earning, including 'Regular Hours in Week' (40), 'Regular Hours in Day' (8), 'Minimum Wage Information' (Earning: Federal and State Rates), 'Employee FICA paid by Employer' (Gross Up Earning), and 'Break Pay' (Break Pay Earning, 10 minutes break for every 4 hours worked).

3. Enter the number of **Regular Hours in a Week** and **Regular Hours in a Day**.
4. Under **Minimum Wage Information**, assign an earning that will be used to make minimum wage adjustments.
5. Under **Employee FICA paid by Employer**, assign a fixed rate earning to use for performing Gross Up adjustments (used in when an employer pays FICA for an employee, normally referred to as Gross Up).
6. In the **Break Pay** section, select the new earning that will be used to pay piece rate employees for their breaks.
7. Select the **## minutes break for every ## hours worked** option if the break pay is always determined by a specific number of minutes/hours worked, or select the customizable option that allows you to specify the different levels of break pay options by Hours Worked/Total Break (Minutes).
 - » For example, if paid breaks are 10 minutes for every 4 hours, select the **## minutes break for every ## hoursworked** option.
 - » For example, if there are multiple levels of paid breaks - one ten minute paid break after 3.5 hours worked, two ten minute breaks after 6 hours and three 10 minute break after 10 hours, select the **Hours Worked/Total Break (Minutes)** option and define the table as follows:

Break Pay

Break Pay Earning

☐ 10 minutes break for every 4 hours worked

☒ Hours Worked Total Break (Minutes)

3.50	10
6.00	10
10.00	10

8. If an earning is associated with a default **Profit Center/Department**, **Production Center/Location**, **Production Year/Tracking Number 1**, **Production Series/Tracking Number 2**, or **Project**, enter the default information with the earning. The default will display as the default in Setup > Employees if the earning is selected for an employee. Once an earning has been used in a pay run it cannot be unselected. Instead make it inactive by unchecking the **Active** box.



Note: Expense and Liability accounts are required and verified when saving or navigating away from the Earnings tab.

9. For more information about adding earnings, follow the [Earnings](#) procedure.

Step E - Deductions & Benefits tab

1. Click the **Deductions & Benefits** tab.

List Detail Filter Reports

Alpine Sports

General Company Taxes Earnings Deductions & Benefits Leave

Deduction/Benefit Detail

Name	Abbreviation
-> Deductions & Be...	
-> New	lljk
-> Employee New	
-> Store Purch...	StorePurch
-> Employee Store Purchases	
-> 401k Fixed ...	401kFixed
-> Employee 401k Fixed Amount	
-> Employer 401k Fixed Amount	
-> 401k Percen...	401kPrcnt
-> Employee 401k Percent of Wa...	
-> Employer 401k Percent of Wa...	
-> Health Savin...	HSA-Family

401k Fixed Amount
☒ 401k Percent of Wages
☐ 401k Plan - Fixed Amount
☐ 401k Plan - Percent of Wages
☐ Dental Insurance (After-tax)
☒ Dental Insurance (Pre-tax)
☐ Dependent Care (Pre-tax)
☐ Flexible Spending Account

Save Cancel Close

2. The **Deduction & Benefits** tab works similar to the **Taxes** and **Earnings** tabs. The deductions/benefits used to process payroll for this employer are checked in the lower left box. The selected deductions/benefits are added to the list in the upper box. Selecting a deduction/benefit in the upper box will display the details to the right. The most noticeable difference on this tab is that there are up to two additional levels of detail under each deduction/benefit. This detail is used for setting up the employer/employee portion, as well as detail on the main level.



Note: Expense and Liability accounts are required and verified when saving or navigating away from the Deductions & Benefits tab.



Note: The default Liability Account you select must be an account in the **Payroll Liability** account category and the default Expense account you select must be an account in the **Other Employee Expense** or **Benefit Expense** account category. **The same expense account should not be used for a deduction or benefit expense as is used for an earning.**

3. You can add additional deductions/benefits or change the details of the existing deductions at any time.

Step F - Leave tab

1. Click the **Leave** tab.

Name	Abbreviation
Leave	
... Paid Time Off	... PTO
... Vacation - Manager	... Vac-Mgr
... Vacation	... Vacation

<input checked="" type="checkbox"/> Paid Time Off - PTO
<input checked="" type="checkbox"/> Vacation - Manager - Vac-Mgr
<input checked="" type="checkbox"/> Vacation - Vacation

2. The **Leave** tab works like the other tabs. Check the leave used for this employer in the lower box. Highlight the leave in the upper box to display the details to the right.
3. Click **Save** to save the employer and return to the **List** tab, or click **Close** to save the employer and close the **Employers** screen. To return to the **List** tab without saving the employer, click **Cancel**.

Delete an Employer

The Delete button completely removes an employer from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system.

1. Select **Setup > Payroll Details > Employers**.
2. Select the employer you want to delete and then click **Delete**.
3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.

Scanning and Attaching Documents

This document describes the setup and processes used to scan and attach files to transactions and setup screens. Files can be attached to the following setup screens: Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Sales Orders, Receipts, Customer Invoices

(both basic and detail), and General Journal Entries. Files can be attached by scanning the documents, dragging and dropping existing files from your computer, or by selecting an existing file from your computer.

Prerequisite

A scanner must have TWAIN compatibility to be used with CenterPoint. A scanner that does not have TWAIN compatibility can be used to scan a document and save it to your computer and then attached by following the [Attach Documents to Transactions or Setup Screens](#) section in this document.



If you use the Red Wing Cloud Service, scanners that are setup on a local computer can be accessed by the cloud service for direct scanning into CenterPoint. Contact the Red Wing Software Sales department to set up your Red Wing Cloud environment to accept scans and see the Frequently Asked Questions section of this document for additional information.

[Step A: Set File Attachments Preference \(One Time Setup\)](#)

[Step B: Attach Documents to Transactions or Setup Screens](#)

[Attach Documents with One-Click Scanning](#)

[Attach Existing Documents](#)

[After Documents are Scanned or Attached](#)

[Step C: Finding Transactions with Attachments](#)

[Step D: Viewing Attachments on Setup Screens](#)

[Step E: Maintaining Attachments](#)

[Frequently Asked Questions](#)

Step A: Set File Attachments Preference (One-Time Setup)

CenterPoint gives you the option of storing your attachments in a file repository or to your database. Red Wing Software recommends using the File Repository, but there are benefits and downsides to both options. Choose the option that will work best for your organization.

- » **File Repository** – Attachments stored in the file repository are saved in a specified location on your local computer or network. Files are encrypted so they can only be viewed from within CenterPoint. The benefit of a file repository is that the attachments will not increase your database size. If you are using SQL Server Express your database is limited to 10 GB. Potential negatives are ensuring the location chosen has proper permissions set so all users have the access they need. Also, if the files are moved for any reason, you will need to update CenterPoint with the new location, or CenterPoint will not be able to find the files. File attachments can be backed up from **File > Backup > Backup File Repository**. For additional information, please see the [Backup or Restore File Repository](#) topic.
- » **Database** – Attachments stored in the database are saved with the rest of your CenterPoint data. The benefit is that the files cannot be lost and will always be accessible within CenterPoint. The potential negative is that a large number of attachments could quickly enlarge your database size past the 10 GB maximum for SQL Server Express. If you use a full version of SQL Server, there is no maximum database size.

1. Select **File > Preferences > General > File Attachments**.

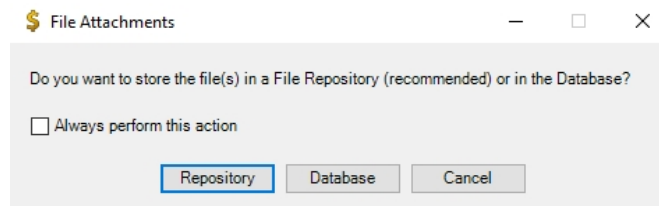
Display File Size Warning Message

Scanning and attaching files to a transaction or a setup screen will increase your database size if you choose to store the files to the database. If you are using SQL Server Express your maximum database size is 10GB and if you are using the full version of SQL Server your database does not have a maximum size. It is suggested to scan your documents in black and white instead of color to decrease each scan's total size. You can choose to display a warning message that reminds you when scanned or attached files exceed 2MB with this preference.

2. In the **Display File Size Warning Message** box, select Yes or Not Set if you want to be warned when an attached file exceeds 2MB, or select No if you never want to be warned about attached files that exceed 2MB. Note: If you receive the warning message when attaching a file and decide that you do not want to display the warning message again, select the Don't show this message again check box and the Display File Size Warning Message preference will automatically be changed to No.

Store Attachment Files In

3. In the **Store File Attachments In** box:
 - » Leave the default value of **Prompt Me** if you want CenterPoint to ask you each time you attach a document where you want to store the attachment with the following message. If you choose the Always perform with this action check box and then click the action, the preference will be set with that action.



- » Select **File Repository (Recommended)** to automatically store an encrypted version of your attachment in a location on your computer or server you specify in the Location of File Repository preference in step 4.
- » Select **Database** to store your attachment in your CenterPoint database.

Location of File Repository

4. In the **Location of File Repository** box, select a server drive (UNC path), for example: \\SERVER\Share\.
5. If you currently have attachments that are stored in your CenterPoint database and you want to move the files to your File Repository location specified in step 4, click **Transfer Database Attachments** and at the *This will move any attachments stored in the database into the file repository location specified. Do you want to continue* message, click **Yes**.
6. Click **Save**.



Note: If you transfer database attachments, to reclaim the space previously allocated to the attachment files stored in the database which are now stored in the file repository:



1. Perform a database backup from **File > Backup Database**.
2. Select **File > Administration > Database Utilities > Shrink Database**. A screen will display with statistics about your allocated disk space and available free space.
3. To reclaim the unused disk space, click **Shrink**.
4. At the *Shrink the database to reclaim unused disk space, are you sure?* message, click **Yes**.
5. Click **OK**. The statistics about your disk space will be updated accordingly.

Step B: Attach Documents to Transactions or Setup Screens

Documents can be attached on the to the following setup screens: Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Sales Orders, Receipts, Customer Invoices (both basic and detail), and General Journal Entries. This document will use the Payments screen for the examples. Files can be attached by scanning the documents, dragging and dropping existing files from your computer, or by selecting an existing file from your computer.

Attach Documents with One-Click Scanning

One-Time Scanner Setup

Scanner setup is only required for the one-click scan and attach option. You can attach via drag and drop or select existing documents from your computer without having a scanner set up.

1. Connect a scanner to your computer and verify it is operational.
2. Select **File > Scanners**.
3. Click **New**.

4. In the **CenterPoint Name** box, enter a required name (up to 50 characters).
5. The **Available Scanners** box will display all the scanners available to your computer. Select the scanner you want to configure. If your scanner is connected to your computer and is operational, but does not appear in this list, please refer to the Prerequisite statement at the top of this document.
6. The **Source** box will default to **AutoFeeder**, if your scanner is a flat bed scanner, select **Flatbed**.
7. The **File Type** box will default to **Document_PDF** (scanned documents will be saved as PDF files), if you want the scanned documents to be saved as an image file instead, select **Image_PNG**.



Note: The Source and the File Type determine whether a single file or multiple files are created when scanning multiple documents.

- » All image file types create one file per document.
- » When the Source = Flatbed, a single file is created for each document page.



» When the Source = Feeder and the File Type = Document_PDF, one file is created from multiple page documents.

8. The **Color Mode** box will default to **Black & White** (scanned documents will be saved in a smaller file size in black and white), if you want the scanned document to be saved in a large file size in color instead, select **Color**.
9. In the **Scan File Name**, enter a default file name for your scanned documents. The file name will originally display as Scan. CenterPoint automatically appends a unique identifier to the default name when your document is attached to the transaction. For example, ScanC793.pdf or ScanE072.png.
10. The scanner will use the default settings from File > Scanners in CenterPoint unless you select the **Show scanner dialog** check box to display your scanner's settings screen for each scan to change the scanner's setup. Changes made in this screen will not be saved in File > Scanners.
11. Click **Save**.
12. Click **Close**.



Note: You may choose to set up more than one scanner profile using the same scanner with different options. For example, one set to black and white and another for color.

One-Click Scanning

1. Follow the One-Time Scanner Setup section in this document.
2. From a setup screen or a transaction screen, enter your applicable information.
3. Insert the document(s) to be scanned into your scanner.
4. Click the **Scanner** button.



- » If you chose to display your scanner's setup screen, it will display and allow you to make changes to this scanned document. Most likely, you will need to initiate the scan from the scanner setup screen. The scanned document will be attached automatically.
- » If you did not chose to display your scanner's setup screen, the scanned document will be attached automatically.



Note: A warning message will display if the scanned document exceeds 2MB. If you do not want to see the message in the future, select the Don't show this message again check box. The Display File Size Warning Message preference can be changed from File > Preferences > General > File Attachments.

- » After you attach a document, the Paperclip button will display with a yellow background.
 - » To view an attached document, click the **yellow Paperclip** button, select the document, and then click **View**.
 - » To delete an attached document, click the **yellow Paperclip** button, select the document, and then click **Delete**.
 - » To view an attached document with a specific tag(s), click the **yellow Paperclip** button, in the **Tags** box, enter the tag(s) name and then tab off of the box or press Enter.
 - » For customer invoice or sales order transactions, select the **Email** check box to indicate that when the invoice or sales order is emailed that the attachment will also be emailed.

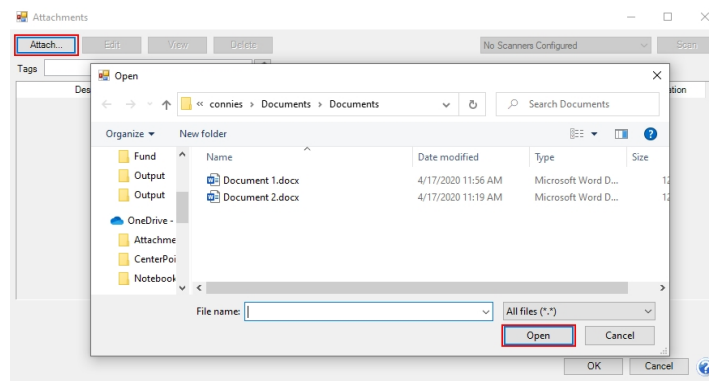
5. Continue with the [After Documents are Scanned or Attached](#) section in this document..

Attach Existing Documents

1. From a setup screen or a transaction screen, enter your applicable information.
2. Click the **Paperclip** button.



3. The Attachments screens displays. Either drag and drop files from your computer on to the Attachments screen or click the **Attach** button to select the files.



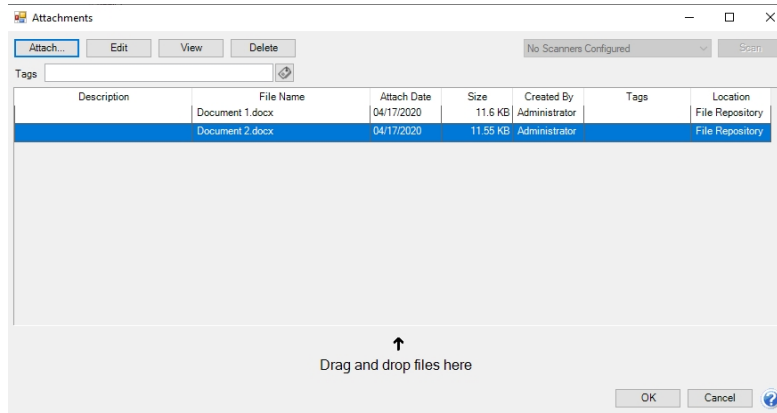
- » After you attach a document, the Paperclip button will display with a yellow background.
 - » To view an attached document, click the **yellow Paperclip** button, select the document, and then click **View**.
 - » To delete an attached document, click the **yellow Paperclip** button, select the document, and then click **Delete**.
 - » To view an attached document with a specific tag(s), click the **yellow Paperclip** button, in the **Tags** box, enter the tag(s) name and then tab off of the box or press Enter.
 - » For customer invoice or sales order transactions, select the **Email** check box to indicate that when the invoice or sales order is emailed that the attachment will also be emailed.

4. Continue with the [After Documents are Scanned or Attached](#) section in this document.

After Documents are Scanned or Attached

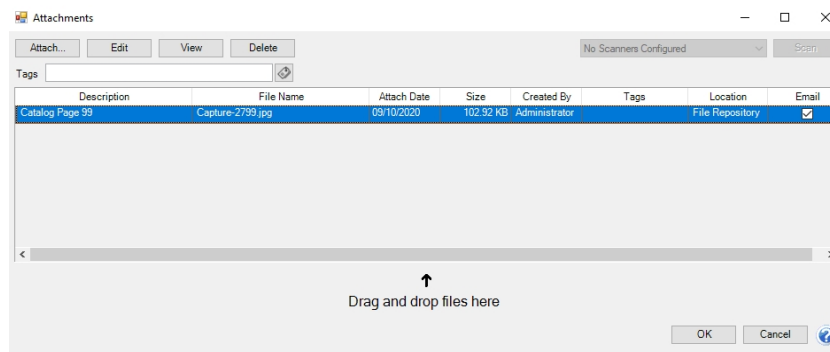
After you scan, drag and drop, or attach a file, the Attachments screen automatically displays as follows:.

- » From Customers, Vendors, Names, and Employees or the following Transaction screens: Purchase Orders, Payments, Vendor Invoices(A/P), Receipts, and General Journal Entries.

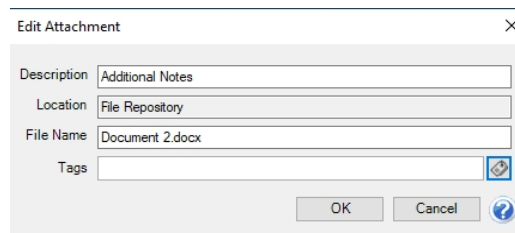


OR


From the following Transaction screens: Sales Orders, Sales Order - Quick Entry, Customer Invoices (both basic and detail), and Customer Invoices - Quick Entry:




- » For customer invoices and sales orders only, to indicate that the attachment should be emailed when a customer invoice or sales order is emailed, select the **Email** check box.
- » To add an optional description for an attachment, select a document and then click **Edit**. Click **OK**.



- » Tags can be added to attachments to organize them by keyword and make it easier to find specific sorts of attachments later. For example, you might create a tag called W4 for employee attachments or a tag called SalesTaxExempt for Customers. Tags are limited to a single word with no spaces. You can add multiple tags to the same attachment. There are two methods to add tags to an attachment.

- » **Method 1: Enter Tags separated by commas.**
 - » On the attachments screen, select a document and click **Edit**. In the **Tags** box, enter tags separated by a comma, then click or tab off the Tags box.
 - » Tags that have been used before will be added to this attachment.
 - » If you enter a tag that has not been entered before you will be prompted, "The following Tag(s) were not found. Would you like to add them now?" Click **Yes** to add the tags and assign them to this attachment. Click **No** to skip adding the new tag.
- » **Method 2: Select from a list of tags**
 - » On the Attachments screen, select a document and click **Edit**. Click the Tags icon  to open the Tags selection window. Use the arrow buttons to move the tag(s) for this attachment from the Available Tags list to the Selected Tags list on the right. If you would like to use a tag that is not on the list, click **New** to create a new tag.

 **Note:** To see a list of all tags, go to **Setup > File Attachments > File Attachment Tags**. From this maintenance screen you can:

- » Create new tags.
- » Edit existing tags.
- » Delete tags you no longer use (deleting a tag will remove it from any attachment where it was assigned).
- » Combine tags, if for example, the same tag is entered with different spelling.

Step C: Finding Transactions with Attachments

Transaction Search

1. Select **Processes > Transaction Search or Reporting Tools > Transaction Search**.
2. In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you start Transaction Search, right-click and select Set As Default.
3. Select any of the other Search criteria to specify how you want the Search results to display.
4. Select the **Columns** tab:
 - » Leave the **Level** field set as **Transaction Summary**.
 - » Place a check mark in the **Attachments** check box and any other columns you want to include in the search results and then determine the order the columns should display in. Use the arrow up and down buttons to order the columns.
5. Click **Search**.

The Transaction Search window displays search criteria on the left and a table of results on the right. The search criteria include Transaction Name, Line Detail Account, Transaction Number, Transaction Status, and Transaction Date. The results table shows columns for Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, Total Bank Amount, and Attachments.


Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount	Attachments
4/17/2020	000012	Payments	None Credit Company	-500.00	2
				-500.00	2

- An **Attachments** column will display and if a transaction has attached documents, the number of attachments displays in the Attachments column.
- To view the documents attached to the transaction, right-click on the transaction and select **View Attachments**. Select the document you want to view, and then click **View**.

The Attachments window displays a table with columns for Description, File Name, Attach Date, and User. It shows two documents: Document 1.docx and Document 2.docx, both attached on 04/17/2020 by Administrator.

Description	File Name	Attach Date	User
	Document 1.docx	04/17/2020	Administrator
	Document 2.docx	04/17/2020	Administrator

The Transaction Search window is shown with the Attachments window open. The Attachments window displays a list of documents, and the Transaction Search window shows the search results. The Attachments window has a 'View' button and a 'Close' button.

- Click **Close**.
- If you'd like to save these selected columns as a format that can be used again (without having to manually select and reorder), click on the save  icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use.

Purchase Order Maintenance

1. Select **Processes > Purchases > Purchase Order Maintenance**.
2. Right-click and select **Add/Remove Columns**.
3. Select **Attachments** and click **OK**. An Attachments column will be added to the Purchase Order List tab.
4. A new **Attachments** column will display and if a transaction has attached documents, the number of attachments displays in the Attachments column.
5. Select the document you want to **View**, **Edit** or **Delete**. Additional documents can be attached to the purchase order by clicking **Attach**.
6. Click **OK** and then click **Close** to return to the Purchase Order Maintenance List tab.

Sales Orders

1. Select **Processes > Sales > Sales Orders (Edit/Fill/Invoice)**.
2. Right-click and select **Add/Remove Columns**.
3. Select **Attachments** and click **OK**. An Attachments column will be added to the Sales (Edit/Fill/Invoice) List tab.
4. A new **Attachments** column will display and if a transaction has attached documents, the number of attachments displays in the Attachments column.
5. Select the document you want to **View**, **Edit** or **Delete**. Additional documents can be attached to the purchase order by clicking **Attach**.
6. Click **OK** and then click **Close** to return to the Sales (Edit/Fill/Invoice) List tab.

Step D: Viewing Attachments on Setup Items

Setup Screens

1. Select the appropriate setup screen, for example Setup > Employees, Setup > Customers, etc.
2. Select a record and then click **Edit**. Click the green arrows to move through your records.
3. Records with a yellow Paperclip button indicate that the record has an attachment.
 - » To view an attached document, click the **yellow Paperclip** button, select the document, and then click **View**.
 - » To delete an attached document, click the **yellow Paperclip** button, select the document, and then click **Delete**.
 - » To view an attached document with a specific tag(s), click the **yellow Paperclip** button, in the **Tags** box, enter the tag(s) name and then tab off of the box or press Enter.

Step E: Maintaining Attachments

With the ability to attach files in CenterPoint, there may be a need to view or delete the documents separately from the transaction or setup screen. The File Attachments Maintenance screen is used to display attachments for specific screens, date range, tags, and user. The attachment can then be viewed or deleted.



Note: The File Attachment Maintenance screen has a security policy that can set to allow access to the screen. If a user has access to the Customers, Vendors, Names or EmployeeSetup screens via those security policies, they will be able to select those screens in step 2 below, otherwise the screen selection will not display.

1. Select **Setup > File Attachments Maintenance**.
2. Select a specific **Screen** to display attachments for or All to display all attachments for all screens.
3. In the **From/To** boxes, enter a date range to display attachments for.
4. In the **Created By** box, select a specific user to display attachments for, or leave blank to search for all users.

5. To filter for attachments with a specific tag(s), in the **Tags** box, enter or select a tag(s) to display attachments for, or leave blank to search for all tags.
6. Click **Search**.

7. Select the attachment you want to view or delete. Click **View** or **Delete**.
8. Click **Close**.

Frequently Asked Questions

Q. How do I set up scanning in my Cloud environment?

A: Contact the Red Wing Software Sales department to set your environment to allow scanning. Once you are notified by Red Wing Software that your Cloud environment is set to allow scanning, continue with the instructions below.

1. Download and install a local TSScan client on any computer you will be scanning from by selecting the appropriate operating system link below. The files are small and complete installation without notification.
 - » **Windows:** <https://centerpoint.redwingcloud.com/ClientInstalls/TSScanMSI.msi>
 - » **Mac:** <https://centerpoint.redwingcloud.com/ClientInstalls/TSScanMacClient-10.12.zip>



Note: If you access your Cloud environment from a saved RDP, contact Red Wing Software Technical Support to create an updated RDP file.

2. Follow Steps A - E of this document.



Note: The recommended storage location for file attachments in the Cloud environment is in the data repository on the S: drive. The S: drive is a shared storage space for all Cloud users in your environment. Please contact Red Wing Software Technical Support to set up the data repository on the S: drive.

Create and Maintain Employees

One of the last steps in creating your payroll database is creating the employees. Each employee is setup with their own unique combination of earnings, deductions & Benefits, Taxes, etc. The Employees screen is organized into a series of tabs to ease data entry.



Note: If you have many employees that share some of the same taxes, earnings, or deductions/benefits, see the [Employee Mass Update](#) procedure to simplify your setup process.



All changes made to employees from the Employee screen are added to the Employee Audit Log that can be printed from Reports > Payroll Setup Lists > Employees > Employee Audit Log.

This topic includes instructions on how to:

[Create an Employee](#)

[Edit/Change an Employee](#)

[Delete an Employee](#)

[Change the Status \(Activate/Deactivate\) of an Employee](#)

Create an Employee

Step A - General tab

The General tab contains general information about each employee including their name, address, social security number, phone and cell number, and e-mail address.

1. On the **Setup** menu, select **Employees**.
2. Click **New** to create a new blank employee. If the employee you are adding is similar to an existing name, you can highlight the similar name and click **Copy**. This will create a name using information from the highlighted name, excluding the following fields: Address 1 & 2, other addresses, contact Info (E-mail, Fax, Phone, Cell Phone, etc.), Original Hire Date, Last Raise Date, Birth Date, Hours to Next Raise, Last Pay Run, Employee Photo, Education detail, Inactive Earnings, Taxes, Deductions and Leave, ACA dependent information, and Custom Name Fields. Be sure to edit/verify all copied information so it is correct for the new employee.

3. Complete the **Employee Information**.
 - » In the **Abbreviation** box, enter up to ten unique characters of information that you can easily identify the employee by. If a duplicate Abbreviation is entered, a warning message will immediately display.
 - » In the **Social Security #** box, enter the employee's social security number. To set how duplicate social security numbers are handled by CenterPoint, right-click and select

Allow Duplicates (Use this option to reuse and not require the value in the Social Security # box.) or No Duplicates Allowed (Use this option to require a unique value in the Social Security # box. A message will display. Click OK to return and enter a unique value.).

- » In the **Last Name** box, enter the employee's last name.
- » In the **Suffix** box, enter the employee's suffix status, for example Jr., Sr., II, III, etc.
- » In the **First Name** box, enter the employee's first name.
- » In the **Address Line 1** or **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number.
- » Enter the **City , State and Zip**.
- » In the **Phone** box, enter the phone number for this employee's default home address.
- » In the **E-mail** box, enter the employee's e-mail address.
- » Select the **Template** check box to identify an employee to be Copied to create new employees. This employee normally has the most common settings that should be copied to other employees, for example State, City, Zip Code, Payroll State, default earnings, deductions etc. This employee will be excluded from the Employee lists in Time Sheet entry and Pay Employees.

4. The **Additional Notes** button is optional and can be used to track internal notes regarding this employee. When notes are added from the Additional Notes button, the button label will change to **Edit Notes** with a yellow background.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

Step B - Addresses tab

1. Click the Addresses tab if additional addresses are needed for this employee.

2. To add an additional address, click **New**.

Step C - Payroll Tab

1. Click the **Payroll** tab.

The screenshot shows the 'Employees' window with the 'Payroll' tab selected. The 'Employer Selection' table on the left lists the following data:

Abbreviation	Name	Status
Alpine Spo	Alpine Sports	Active

The 'Pay Information' section on the right contains the following fields:

- Pay Period:** Weekly (dropdown)
- Pay Method:** Hourly (dropdown)
- Work Shift:** (text box)
- Min. Wage Contract:** (text box)
- Bilingual Check Stub:** English (text box)

Below these are two sections with checkboxes:

- Retirement Plan Information:**
 - ☐ Qualifies for Retirement Plan
 - ☐ Participates in Retirement Plan
 - ☐ Qualifies for Section 125 Plan
 - ☐ Participates in Section 125 Plan
- Federal Reporting Information:**
 - ☐ Agricultural Employee (Form 943)
 - ☐ Employer Pays Employee FICA
 - ☐ H-2A
 - ☐ Statutory Employee (Form W-2)
 - ☐ Third Party Sick Pay (Form W-2)
 - Wages Reported On:** W-2 (dropdown)
 - ☐ Consent To Electronic W-2
 - ☐ Consent To Electronic 1095
 - ☐ Qualifies for H.I.R.E. Act

2. Under **Employer Selection** on the left side of the screen, a list of all employers will display. The Status column will indicate whether the employee is Active or Inactive for the employer. Select the employer that the payroll information on the right-side of the screen applies to. Most often there is only one employer.
3. Under **Pay Information**, in the **Pay Period** box, select the appropriate pay period for this employee.
 - » Daily
 - » Weekly
 - » Bi-Weekly
 - » Semi-Monthly
 - » Monthly
 - » Annually
 - » Quarterly

If the employee is a temporary employee, select the pay period used while they are employed by you. The amount an employee is paid is tied to the frequency associated with the earning on the employee for the latest effective date, for example annual, monthly, etc. The rate that is used in Pay Employees, Time Sheets, or Default Earning Time Sheets will be calculated by breaking the default earning rate down based on the number of pay periods associated with the employee. For example, Sam Apple is paid bi-weekly and has an annual salary of \$52,000; when entering pay, the calculated rate would be 2,000 or \$52,000 divided by 26 pay periods.

4. If you are using work shifts, in the **Work Shift** box, select the default work shift for this employee.
5. If this employee should be paid a **Minimum Wage Contract** rate when it is higher than the Federal/State minimum wage rate when minimum wage adjustments are calculated during a pay run, select the applicable contract.

6. In the **Pay Method** box, select the default pay method for this employee. You may still use other pay methods as well.
 - » Fixed Rate
 - » Piece Rate
 - » Hourly
 - » Salary
7. Under **Retirement Plan Information**, select whether this employee qualifies and/or participates in a Retirement Plan or a Section 125 Plan. This information is used specifically by the BPAS Retirement Plan export. It can also be used for optional employee reporting information.
8. In the **Bilingual Check Stub** box, select a language. This field is required. If you have not set up additional check stub formats, then select **English**.
9. Under **Federal Reporting Information**, select any applicable check boxes, otherwise, leave the check boxes blank.



Note: You can set a default value for any of the boxes under the Federal Reporting Information section by right-clicking and selecting Set As Default. To clear the default value, right-click and select Clear Default.

- » **Agricultural Employee (Form 943)** - Select this check box if this employee is a farm worker and you will be paying wages that are subject to social security and Medicare taxes or federal income tax withholding.
- » **Employer Pays Employee FICA** - Available when the Agricultural Employee check box is selected. When selected, the employee can be included in any Gross Up adjustments made in the Pay Employees process. For more information, see the [Employee FICA Paid by Employer \(Gross Up Adjustment\)](#) document.
- » **H-2A** - Only employees selected as H-2A for Federal Reporting will be included on the H-2A Journal, H-2A Journal (Bi-weekly), and H-2A Reconciliation reports. Pay runs can be filtered to include only H-2A employees with this selection. H-2A employee earnings will print in Box 3 - Other Income on the 1099-MISC.
- » **Statutory Employee (Form W-2)** - If workers are independent contractors under the common law rules, such workers may nevertheless be treated as employees by statute (statutory employees) for certain employment tax purposes if they fall within any one of the following four categories and meet the three conditions described under Social Security and Medicare taxes, below.
 - » A driver who distributes beverages (other than milk) or meat, vegetable, fruit, or bakery products; or who picks up and delivers laundry or dry cleaning, if the driver is your agent or is paid on commission.
 - » A full-time life insurance sales agent whose principal business activity is selling life insurance or annuity contracts, or both, primarily for one life insurance company.
 - » An individual who works at home on materials or goods that you supply and that must be returned to you or to a person you name, if you also furnish specifications for the work to be done.
 - » A full-time traveling or city salesperson who works on your behalf and turns in orders to you from wholesalers, retailers, contractors, or operators of hotels, restaurants, or other similar establishments. The goods sold must be merchandise for resale or supplies for use in the buyer's business operation. The work performed for you must be the salesperson's principal business activity.
- » **Social Security and Medicare Taxes** - Withhold Social Security and Medicare taxes from the wages of statutory employees if all three of the following conditions apply.

- » The service contract states or implies that substantially all the services are to be performed personally by them.
 - » They do not have a substantial investment in the equipment and property used to perform the services (other than an investment in transportation facilities).
 - » The services are performed on a continuing basis for the same payer.
 - » **Third Party Sick Pay (Form W-2)** - Select this box if this employee is paid disability/sick pay from a third party and the employer is responsible for paying the employer portion of FICA and Medicare taxes. The third party should be deducting the employee's portion of those two taxes. This tax and earning information must be documented on the 941. How the information is documented on the 941 depends on who will be providing a W-2 to the employee for the disability pay, the employer or the third party payer. See the [Third Party Disability/Sick Pay Payments](#) document for more information.
14. In the **Wages Reported On** box, select which form the wages for this employee should be reported on: **W-2**, **1099-Misc**, or **None**.
 15. Select the **Consent to Electronic W-2** check box to allow this employee's W-2 to be viewed electronically through Aatrix. If an employee wants to use the electronic W-2 feature offered by Aatrix, the Consent to Electronic W-2 check box on the Payroll tab and in the Aatrix W-2 grid must be selected and the employee must have a valid e-mail address on the General tab.
 16. Select the **Consent to Electronic 1095** if this employee consents to not receive a paper 1095 form and to **only** receive the 1095 electronically to be viewed electronically through Aatrix. If this box is selected, a signed consent form must be on file. This form can be printed from **Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic W2 Consent** in the **Report** box.
 17. **Qualifies for H.I.R.E. Act** - If this employee qualifies for the Hiring Incentives to Restore Employment (HIRE) Act of 2010, which is a law to provide payroll tax breaks and incentives for business to hire unemployed workers, select this check box.

Step D - Employment Tab

1. Click the **Employment** tab. The Employment tab is available to maintain optional information about the employee. This type of information is often used by Human Resources.

2. Under **Employer Selection** on the left side of the screen, a list of all employers will display. The Status column will indicate whether the employee is Active or Inactive for the employer. Select the

employer that the payroll information on the right-side of the screen applies to. Most often there is only one employer.

3. Complete the **Employment Information**.

- » In the **Supervisor** box, assign a supervisor to this employee by selecting an employee from the lookup list. All employees will display in the supervisor lookup list.
- » In the **JobTitle** box, select the employee's job title.
- » In the **Department** box, select the payroll department this employee works in.
- » In the **Status** box, select one of the system-supplied employment statuses: **Full-time**, **Part-time**, **Temporary**, or **Other**, a user-defined employment status from the drop-down list, or right-click, select **New**, and repeat the Setup Employment Statuses section of this document to create a new employment status.
- » In the **S.O.C.** box, enter the Standard Occupational Classification (SOC) code.
 - » The S.O.C. field is 6 digits (MM-mbbd) and is formatted as follows:
 - » MM - Major group
 - » m - Minor group
 - » b - Broad occupations
 - » d - Detailed occupations
 - » [Click here](#) for additional information about the Standard Occupational Classification.
- » In the **Original Hire Date** box, 01/01/1900 will display, enter the date the employee was hired the first time. This field does not update new hire reports.
- » In the **Hire Date** box, 01/01/1900 will display, enter the date the employee was hired or re-hired. This information updates the new hire reports. If you plan to accrue leave using CenterPoint Payroll, it is important to enter the employee's hire date. When an employee is copied from another employee, the Eligibility and Wait Period dates on the Leave tab will be reset to match the Hire Date. If the Hire Date is changed, you will be prompted if you want to also reset the Eligibility Dates on the Leave tab to the new Hire Date. If you chose to change the Hire Date, the Wait Period Date will be recalculated to an appropriate date on or after the new Hire Date.
- » In the **TerminationDate** box, if the employee is no longer employed, enter a termination date.
- » In the **Reason** box, if the employee is no longer employed, enter or select the reason for termination. The Reason box saves previously entered reasons in a drop-down list that can be selected from for future entries.
- » In the **Last Raise Date** box, if you want to track the number of hours an employee has worked since their last raise date or hire date (this date will default to the current system date) by earning for hours-based raises, either use the employee's hire date or enter the date of the employee's last raise. **The Hours to Next Raise** box is used in conjunction with this box and allows you to enter the number of hours an employee must work before receiving a raise. **The Hours Worked (Since Hire)** report will show you a total number of hours worked since the employee's hire date. The **Hours Worked (Since Raise)** report will show the Employee Name, Last Raise Date, Hours to Next Raise, Hours Worked, and Hours Over Limit.
- » In the **Hours to Next Raise** box, if you want to track the number of hours an employee has worked since their last raise date or hire date (this date will default to current system date) by earning for hours-based raises, enter the number of hours the employee must work before they can be considered to receive a raise.
- » In the **Last Pay Run** box, the date of the last posted pay run containing this employee will display.

4. Complete the **Personal Information**. All information is optional.
 - » In the **BirthDate** box, enter the employee birth date.
 - » In the **Gender** box, select a gender. The options to select from are:
 - » Male
 - » Female
 - » Non-Binary
 - » The **EEOC Position** box is used to print information about all active employees on the **EEOC Employment** report (**Reports > Reports > PayrollSetupLists > Employees > EEOC Employment**). The options to select from are:
 - » Executive/Senior Level Officials & Management
 - » First/Level Officials & Management
 - » Professionals
 - » Technicians
 - » Sales Workers
 - » Administrative Support Workers
 - » Craft Workers
 - » Service Workers
 - » The **EEOC Class** box is used to print information about all active employees on the **EEOC Employment** report (**Reports > Reports > Payroll Setup Lists > Employees > EEOC Employment**). The options to select from are:
 - » White
 - » Black
 - » Hispanic
 - » Asian
 - » American Indian/Alaskan
 - » Native Hawaiian/Pacific Islands
 - » Two or More Races (Multiracial)
 - » Not Disclosed
 - » In the **MaritalStatus** box, select either **Single** or **Married** for the employee's marital status. This box is used for reporting purposes only (for example, census information or bids for health insurance) and is separate from the employee's Filing Status found on the **Setup > Employees > Taxes** tab which is used to calculate tax withholding. A **MaritalStatus** column can be added to the **Reports > Reports > Payroll Setup Lists > Employees > Employees** report and the report can be filtered by marital status.
 - » In the **Veteran** box, select Yes to indicate the employee is a veteran.
 - » Select the **Link to Photo** link to link to an employee photo. The file that you link to can be located in any folder on your computer or network that can be accessed by this machine. You must have a program installed on you machine to allow you to open the file of that type. For example a .doc file would need Microsoft Word or another program capable of opening .doc files.
5. Under **Forms on File**, there is a date field to enter the date that the form was received (the date initially displays as blank) and the ability to create a link to the actual file. The file that you link to can be located in any folder on your computer or network that can be accessed by this machine. You must have a program installed on you machine to allow you to open the file of that type. For example a .doc file would need Microsoft Word or another program capable of opening .doc files. The forms to enter dates for and attach documents are:
 - » Resume
 - » Application
 - » W-4 Date

- » I-9 Date
- » Other

Step E - Taxes tab

1. Click the **Taxes** tab.

2. On the upper left side of the screen, select the first employer (in most cases only employer).
3. From the lower left side of the screen, all available taxes will display. Select the taxes you will need for this employee.



Note: By default, only active items display on the Taxes tab. When you inactivate a tax for an employee, it is hidden from the list of available/selected taxes. Use the yellow inactive items filter indicator between the lists to toggle between hiding and displaying inactive taxes.

4. On the upper right side of the screen, in the **Tax State** box, select the employee's tax state.
5. If this employee is required to pay state taxes to an additional state, click the **Second Tax State** button, in the **2nd Tax State** box select the second state that taxes should be withheld for, and then click **OK**. Taxes will be calculated for the second tax state in addition to the calculated taxes for the first tax state for this employee.
6. In the **SUTA State** box, select the required employee's state unemployment tax state.
7. In the **Workers' Comp Class** box, select the worker's compensation class for this employee for workers' compensation reporting.



Note: If the selected class is not valid or left blank for this employee, a message will display that warns you that the information is missing, but you are still allowed to save the employee (if the employer does not have workers' compensation selected and does not have workers' compensation classes setup, this message will not display). If the class is added to the Payroll tab, but not to the Taxes tab, a message will display that warns you that the information is missing, but you are still allowed to save the employee.

8. From the upper left side of the screen select the first tax listed for this employee to display the Tax Detail fields for that tax in the right pane.



Note: When you select the state tax, you will also notice that workers' compensation and local taxes display for each state selected (be sure to select each state and then setup the details for any workers' compensation classes or local taxes for the state).

9. Complete the tax details for that tax. Tax Details for each selection are:

» **Expense Account** - For all employer tax expenses, the screen will default with the expense account that you specified for this tax in the employer record. You can override that account here, or you can add additional accounts and spread the expense among several accounts. Assign percentages to each line. The total percentage must equal 100%.



Note: Expense accounts are required and verified when saving or navigating away from the Taxes tab.

» **Effective Date** – Allows you to make changes to this setup prior to the date that the changes are to take place. When the current date is greater than or equal to the effective date, the new information will be used in calculating pay runs.



Note: Effective dates prior to the system default of 01/01/2006 are not permitted.

- » If you attempt to add a date prior to the system default of 01/01/2006, a message now displays.
- » **Active** – Once a tax has been used for an employee, it can not be removed. It can, however, be made inactive if no longer used. To make the tax inactive, clear the Active check box selection.

Tax Detail

Abbreviation: FUTA

Name: Federal Unemployment Tax

Expense Account	Percent
Payroll Taxes Exp	100.00%

Effective Date: 01/01/2006

☒ Active

Certain types of taxes have additional details:

Tax Detail

Abbreviation: Fed W/H

Name: Federal Withholding Tax

Effective Date: 01/01/2020

Filing Status: Married

Allowances (Pre-2020 W4): 2

☐ New 2020 W4 On File

☐ W4 Step 2 - Multiple Job

Dependent Credit Amount: 0.00

Other Income: 0.00

Deductions: 0.00

☐ Non-resident Alien

Extra Withholding Amount: 0.00

☐ Use Alternate Flat Tax

Flat Tax Percent: 0.00000%

☒ Active

» **Federal Withholding -**

- » **FilingStatus** – Per the employee’s W-4 form, enter their Federal tax filing status (Single, Married, or Exempt).
- » **Allowances (Pre-2020 W-4)**– Enter the number of allowances indicated on the employee’s W-4 form.
- » If the employee is submitting a new W-4 form effective after 1/1/2020, Select the **New 2020 W4 On File** check box.
- » Based on the selections in each step the employee entered on the W-4 form:
 - » Select the **W4 Step 2 - Multiple Job** check box if the employee selected the check box in Line (c) Step 2: Multiple Jobs or Spouse Works from the 2020 Form W-4 that the employee submitted.
 - » Enter the **Dependent Credit Amount** from Step 3: Claim Dependents Line 3 from the 2020 Form W-4 that the employee submitted.
 - » Enter the **Other Income** amount from Step 4: Other Adjustments Line 4 (a) from the 2020 Form W-4 that the employee submitted.
 - » Enter the **Deductions** amount from Step 4: Other Adjustments Line 4 (b) from the 2020 Form W-4 that the employee submitted.
 - » **Non-resident Alien** – If the employee is a Non-resident Alien, select this check box.
 - » Enter the **Extra Withholding** amount from Step 4: Other Adjustments Line 4(c) from the 2020 Form W-4 that the employee submitted.



Note: See the [Employee Form W-4 Designations](#) document for additional information about the W-4 form.

- » **Use Alternate Flat Tax** – If you are entering a flat tax and want to have the tables use a specified percentage rather than the tax tables, select this check box, and then enter the flat tax percentage in the Flat Tax Percent box below.
- » **Flat Tax Percent** - enter the percentage to use to calculate the Alternate Flat Tax amount.

- » **State Withholding** - (details for state withholding may vary by state.)
 - » **Filing Status** – Per the employee's W-4 form, enter their Federal tax filing status (Single, Married, or Exempt).
 - » **Allowances** - Enter the number of allowances indicated on the employee's W-4.
 - » **Non-resident Alien** – If the employee is a Non-resident Alien, select this check box.
 - » **Extra Withholding Amount** – Some employees will request that an additional amount be taken out for their federal taxes, possibly to cover tax shortage from other income sources. Enter in the additional amount per pay period here
 - » **Use Alternate Flat Tax** – If you are entering a flat tax and want to have the tables use a specified percentage rather than the tax tables, select this check box, and then enter the flat tax percentage in the Flat Tax Percent box below.
- » **Local Taxes**
 - » **Default Tax Calculation** – This check box will automatically be selected when a local tax is added to an employee. You can change this selected to indicate which local taxes should be included by default for the employee. For example, if an employee lives in Ohio and works in Pennsylvania, the employee has Ohio state taxes withheld but since the employee works in Pennsylvania they need to also pay the local city tax. By selecting this check box, the Ohio state taxes and the Pennsylvania Local City tax is withheld.
 - » **Allowances** - If this local tax uses allowances with the local tax employee method % of Wages Tax, %of Wages Tax with Wage Limit, % of Wage Tax - Annual, Monthly, or Period Limit, enter the number of allowances (exemptions).
- » **Worker's Compensation** - To setup information specific to this workers' compensation class, select Setup > Payroll Details > Employers > Taxes tab. From the left side of the screen, under the state abbreviation the class was created in, select Workers' Compensation and then on the right side of the screen add the workers' compensation identification number, liability account, and determine the workers' compensation overtime earning calculation. Then, select the workers' compensation class you created from the left side of the screen, and on the right side of the screen setup the expense account, select the date the workers' compensation class becomes effective, and enter the rate for the class.

10. Repeat step E-5 for each tax listed for this employee.

Step F - Earnings tab

1. Click the **Earnings** tab.
2. In the upper left side of the screen, select the employer this earning should be added to.

Employees

List Detail Filter Reports

Apple, Sam J

General Addresses Payroll Employment Taxes Earnings Deductions & Benefits ACA Information Leave Custom Fields Direct Deposit Time Clock

Earnings Detail

Abbreviation: Alpine Spo

Name: Alpine Sports

Base Hourly Rate: \$10.00

Base Piece Rate: \$0.00

Base Salary Rate: \$0.00

Overtime Earning:

Displaying inactive items, click to hide

- ☐ 1/2 Day Ski Lessons - Adult
- ☐ 1/2 Day Ski Lessons - Child
- ☐ Bonus
- ☒ Commissions
- ☐ Pay Filing
- ☒ Hourly Pay
- ☐ Ice Filing
- ☐ Lake Filing
- ☒ Mountain Biking
- ☒ Overtime - Hourly Pay
- ☒ Paid Time Off - Hourly Pay
- ☒ Paid Time Off - Salary
- ☒ Travel Advance

Save Cancel Close

- On the right side of the screen, enter a **Base Hourly, Piece, and Salary Rate**. This is the rate that will be defaulted as the rate for all of the earnings for the selected employee (if you do not enter a different rate), and will be the rate that displays in the grid on the 2. Enter Pay tab.

Earnings Update

☒ Create New Effective Date 09/10/2020 ☐ Update Last Raise Date

Abbreviation	Name	Multiplier	Current Rate	New Rate
<input checked="" type="checkbox"/> Hourly Pay	Hourly Pay	1.00	\$10.00	\$12.00
<input checked="" type="checkbox"/> PTO-Hrly	Paid Time Off - Hourly Pay	1.00	\$0.00	\$12.00
<input checked="" type="checkbox"/> Vac - Hrly	Vacation - Hourly Pay	1.00	\$10.00	\$12.00

Update Cancel

- When a Base rate is entered, the Earnings update screen displays. If the **Create New Effective Date** check box is selected, the date field is enabled and the date specified is used to either update an earning with that specific effective date or add that date if it doesn't exist. For example; if an earning has an effective date of 01/01/2006 and another effective date of 01/01/2011 and an effective date of 12/16/2010 is selected during the update, the a new effective date of 12/16/2010 would be created with the new rate. However, if the selected date had been 01/01/2011 then the existing effective date of 01/01/2011 would have been updated with the new rate. If the **Create New Effective Date** check box is not selected, it indicates that the update will affect the current effective date of each earning included; where current is defined as the effective date that would be used as of the current system date. For example; if an earning has an effective date of 01/01/2006 and another effective date of 01/01/2011 and the update is performed on 12/16/2010, then the 01/01/2006 effective date rate would be updated as it's the rate that would be used as of 12/16/2010.
- The **Update Last Raise Date** check box is active when the Create New Effective Date check box is selected. Select this check box to update the Last Raise Date on the Employment tab to the effective date selected in the Create New Effective Date box..
- Click **Update**.
- Select the **Overtime Earning** used to calculate overtime for this employee. The earnings that display in the lookup will be those earnings with the Include in Calculated Overtime check box

selected in Setup > Payroll Details > Earnings. The earning must first be added to the employee and it must be active, see steps 7-8.

8. In the lower left, all active earnings display. Select the check box next to the earning(s) you want to add. The earning will display in the upper left under the Employer you selected. In the upper left, select the earning you just added.
9. Under **Earning Detail** (right), enter the specifics about this earning for this employee including effective dates, whether to include this employee in the Pay Employees grid (if this earning is the default earning for the employee), and rates. Repeat for each earning.

» **Salary, Salary Leave and Bonus Earnings**

- » **Display in Pay Employees Grid** - Marking an earning to display in the Pay Employee Grid (default earning) will display the earning automatically each time you enter pay for this employee. You may select more than one earning as a default.
- » **Use to calculate Hourly Leave Accrual Rate** - Marking an earning to calculate the Hourly Leave Accrual Rate will indicate that this is the earning to use to calculate the hourly leave accrual rate to be used on the Employee Leave Amounts Accrued report.



Note: One salaried earning per employee can be marked to calculate the hourly leave accrual rate.

- » **Effective Date** – Allows you to make changes to this setup prior to the date that the changes are to take place. When the current date is greater than or equal to the effective date, the new information will be used in calculating pay runs. Click Add to enter a new effective date. Click Remove to remove an effective date (the default 1/1/2006 effective date cannot be removed).
- » **PayRate** – Enter in the rate of pay, and then select the schedule that this rate applies to. Enter in the rate of pay, and then select the schedule that this rate applies to. The rate that is used in Pay Employees, Time Sheets, or Default Earning Time Sheets is calculated by breaking the rate down based on the number of pay periods associated with the employee. For example, if Sam Apple is paid Bi-Weekly and had a monthly salary of \$4,500; when entering pay, the calculated rate would be \$2,076.92 or \$4,500 multiplied by 12 months, divided by 26 pay periods or if Same Apple is paid bi-weekly and has an annual salary of \$52,000; when entering pay, the calculated rate would be \$2,000 or \$52,000 divided by 26 pay periods. For bonuses, you will probably leave the rate blank and enter it at the time of the payroll. For salary leave, you will also likely leave the rate 0.00 and just use the paid leave earning to record the hours when they are used.
- » **Schedule** – If a rate is entered in the Pay Rate field, enter a schedule that this rate applies to. The options are Daily, Weekly, Bi-weekly, Monthly, Semi-monthly, Quarterly, and Annually. The entered pay rate is multiplied by the number of periods represented by this selection to calculate the annual salary amount.
- » **TrackHours** – This will default as selected if it was setup in the Employer detail as such. You can either leave the default or change it. If selected, you will be required to enter the hours worked for this employee even though the earning is for salary. If you chose to track hours for Salary Pay and you include Salary Pay as a default earning on the Processes > Pay Employees > Pay Grid, you do not need to enter Hours if the Salary Pay earning does not have an extended amount (if you wish to process the payroll without Salary Pay, you can clear the extended amount.)

- » **UseAccountDistribution** –If this earning should be distributed to various profit centers, locations or projects, select this check box. If the check box is selected, you must specify a distribution. Expenses are distributed by percentage and are distributed at the time the pay runs are performed. Select the **General Ledger Account, Percentage**, and the **Distribution** that should be used for this employee.
- » The default account to post this earning expense to was setup on the employer record and defaults in this screen. You can accept this default or select a new account. You can also choose several different accounts to spread the expense to by a percentage. The percentages must equal 100%.



Note: Expense accounts are required and verified when saving or navigating away from the Earnings tab.

- » If a default Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, and Project was entered in Setup > Payroll Details > Employers it will display or you can select the default Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, and Project to display for this employee earning entry in Time Sheets, Pay Employees, and Default Earning Time Sheets.
- » **Active** - Once an earning has been used for an employee, it cannot be removed. It can, however, be made inactive if no longer used. To make the earning inactive, clear the Active check box selection.
- » **Hourly Earnings**
 - » **Display in Pay Employees Grid** – Marking an earning to display in the Pay Employee Grid (default earning) will display the earning automatically each time you enter pay for this employee. You may select more than one earning as a default.
 - » **Effective Date** - Allows you to make changes to this setup prior to the date that the changes are to take place. When the current date is greater than or equal to the effective date, the new information will be used in calculating pay runs.
 - » **Hourly Rate** – Enter in the hourly rate for this employee. If you setup a default on the employer record, a rate may already display. You can override this default rate.
 - » **Use Account Distribution** – If this earning should be distributed to various profit centers, locations or projects, select this check box. If the check box is selected, you must specify a distribution. Expenses are distributed by percentage and are distributed at the time the pay runs are performed. Select the **General Ledger Account, Percentage**, and the **Distribution** that should be used for this employee.
 - » The default account to post this earning expense to was setup on the employer record and defaults in this screen. You can accept this default or select a new account. You can also choose several different accounts to spread the expense to by a percentage. The percentages must equal 100%.



Note: Expense accounts are required and verified when saving or navigating away from the Earnings tab.

- » If a default Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, and Project was entered in Setup > Payroll Details > Employers it will display or you can select the default Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, and Project to display for this employee earning entry in Time Sheets, Pay Employees, and Default Earning Time Sheets.
- » **Active** - Once an earning has been used for an employee, it cannot be removed. It can, however, be made inactive if no longer used. To make the earning inactive, clear the Active check box selection.



Note: By default, only active items display on the Earnings tab. When you inactivate an earning for an employee, it is hidden from the list of available/selected earnings. Use the yellow inactive items filter indicator between the lists to toggle between hiding and displaying inactive earnings.

Step G - Deductions & Benefits Tab

1. Click the **Deductions & Benefits** tab.



Note: By default, only active items display on the Deductions tab. When you inactivate a deduction for an employee, it is hidden from the list of available/selected deductions. Use the yellow inactive items filter indicator between the lists to toggle between hiding and displaying inactive deductions.

2. The company Abbreviation and Name display.
3. In the **Limit Total Garnishments to [X] % of Net Income** field enter a % to be used to limit the total garnishments of the employee's net pay during the pay employees process.
4. All active deductions/benefits display in the box on the lower-left side of the screen. Select the deduction and benefits that apply to this employee.

In the upper box, click on the + sign next to the employer and enter in details on the right side of the screen. Notice that each deduction/benefit has a main level and then either has an employer level, employee level, or both underneath it. Enter the details on each level.

The following details display on the main level of a deduction/benefit:

- » **Alternate Name** - Used to supply information specific to the employee on the check stub when vendor checks are printed. For example, for a child support deduction, it may be necessary to supply a Case Number specific to an employee garnishment.
- » **Active** – Once a deduction/benefit has been used for an employee, it cannot be removed. It can, however, be made inactive if no longer used. To make the deduction/benefit inactive clear the Active check box selection.
- » **Effective Date** – As is throughout the system, the payroll setup works off of effective dates that allow you to make changes to earnings, deductions/benefits, taxes, and leave before the date the actual change is effective without affecting your current payroll. If you are just starting, the effective date will likely be the date of your first payroll.

The following details display on either the employer or employee levels of a deduction/benefit:

- » **Schedule** – Each deduction/benefit needs to have a schedule assigned to it so that payroll knows when these amounts need to be calculated and when they do not. The correct default will probably display from the Employer record.
- » **Effective Date** – As is throughout the system, the payroll setup works off of effective dates that allow you to make changes to earnings, deductions/benefits, taxes, and leave before the date the actual change is effective without affecting your current payroll. If you are just starting, the effective date will likely be the date of your first payroll.
- » **Rate** – Enter in the rate used for this employee. In some instances, the default rate from the employer record display correctly, but for something like a 401 K, there might be a different rate per employee.
- » If the deduction/benefit is a garnishment, in the **Up to Amount** box, enter the dollar amount that the contribution will be calculated up to when using a percentage. For example, if the garnishment is 5% of an employee's gross pay, with the garnishment amount not to exceed \$500, enter \$500 in this box.
- » If the deduction/benefit is a garnishment, in the **Minimum Net Pay** box, enter the dollar amount that the net pay will not be allowed to fall below. If a garnishment calculates an amount that will cause the Net Pay to be less than the entered amount, the garnishment will only deduct the amount that will leave the employee at the entered value and no more. For example, if the Minimum Net Pay is set to \$225.00, an employee's Net Pay is \$250.00, and a garnishment calculates to be \$50.00; the garnishment will only deduct \$25.00.



Note: The Minimum Net pay will be compared to the Net Pay after any preceding garnishments (determined by the Sequence Number set on the Garnishment deduction.)

- » To specify a maximum amount that can be subtracted from taxable earnings (employee taxes amount) before the garnishment is calculated, enter the amount in the **Maximum Reduction Amount** column in the grid. If the deduction calculation is greater than the Maximum Reduction Amount, the Maximum Reduction Amount is used in the net amount calculation. For example, an employee has taxable earnings of \$500.00 and:
 - » Employee taxes are \$100.00
 - » The calculated 401K deduction is \$75.00
 - » The 401K checkbox is selected to indicate that the 401K deduction should be subtracted from taxable earnings before the garnishment is calculated.

- » The Maximum Reduction Amount is entered as \$50.00
 - » The Garnishment deduction is 10% of the net pay.
 - » Since \$75.00 is greater than the Maximum Reduction Amount of \$50.00, \$50.00 is used in the garnishment calculation.
 - » $(500.00 - 100.00 - 50.00) * .10 = \35 is garnished from the employees wages.
- » When the Employer Method for a benefit is % of Gross Employee Deduction (Multiple Rates) or % of Net Employee Deduction (Multiple Rates), the **Use Capped Match Rate** selection indicates that the **Cap Match rate at** percentage should be used to cap the employer contribution percentage when calculating the employer match. This allows benefits to be configured where the employer match limit is shared across multiple benefits.
- » Select the **Expense account** that this payroll expense will post to. In most cases, the default from the employer record will display correctly. If not, you can override it. You can also enter in multiple expense accounts to spread this cost to. The percentages assigned to each account must add up to 100%.



Note: Expense accounts are required and verified when saving or navigating away from the Deductions & Benefits tab.

- » **Limit** – If this deduction/benefit has an annual limit, enter it in this box. The deduction/benefit will not be applicable after the annual limit is met.
- » **Non-taxable Limit** – If a non-taxable limit has been set up for this deduction/benefit, it will display in this screen. In most cases, this will not need to be changed, but it can be overridden from the employer record at this level.
- » In the grid that lists all deductions assigned to the employee (the grid will list only deductions that are in use by the employee, excluding other garnishments), select the deductions that should be subtracted from taxable earnings (employee amount) before calculating the garnishment.

Step H - ACA Information Tab

Firstname	Lastname	Suffix	SSN	Date of Birth
Sam	J	Apple	405-46-5456	06/16/2001

For detailed information see the [Affordable Care Act \(ACA\)](#) procedure.

1. Click the **ACA Information** tab., and then click **Add**.



Note: For specific instructions from the IRS regarding the lines on the 1095-C and 1094-C, please visit the IRS website at <http://www.irs.gov/instructions/i109495c>

2. Select the New Coverage Period's **Year** and **Month**.
3. Click **OK**.
4. Select the **Offer** coverage code. This code will be used for Line 14 on the 1095-C .**Note:** The Red Wing Software Technical Support department will not be able to inform you about what code you should be selecting in this field. If necessary, contact your Tax Accountant or Health Plan Administrator for specifics about which code to select.
 - » **Not Applicable (No Form):** Select this option if you want an employee to be included in the ACA counts, but excluded from printing a 1095 form, for example for part-time employees.
 - » **1A - Qualifying Offer:** Minimum essential coverage providing minimum value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% mainland single federal poverty line and at least minimum essential coverage offered to spouse and dependent(s).
 - » **1B - Minimum Essential Coverage (Employee Only):** Minimum essential coverage providing minimum value offered to employee only.
 - » **1C - Minimum Essential Coverage (Dependents Not Spouse) -** Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) (not spouse).
 - » **1D. - Minimum Essential Coverage (Spouse Not Dependents) -** Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to spouse (not dependent(s)).
 - » **1E - Minimum Essential Coverage (Dependents & Spouse) -** Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) and spouse.
 - » **1F - Minimum Essential Coverage NOT Providing Minimum Value -** Minimum essential coverage not providing minimum value offered to employee, or employee and spouse or dependent(s), or employee, spouse and dependents.
 - » **1G - Offer of Coverage (Not Full-Time) -** Offer of coverage to employee who was not a full-time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.
 - » **1H - No Offer of Coverage -** The employee was not offered any health coverage or employee offered coverage that is not minimum essential coverage.
 - » **1J - Minimum Essential Coverage (Conditionally Spouse, NOT Dependents) -** Essential coverage providing minimum value offered to you; minimum essential coverage conditionally offered to your spouse' and minimum essential coverage NOT offered to your dependent(s)
 - » **1K - Minimum Essential Coverage (Conditionally Spouse & Dependents) -** Essential coverage providing minimum value offered to you; minimum essential coverage conditionally offered to your spouse; and minimum essential coverage offered to your dependent(s).
 - » **1L - Individual Coverage HRA (Employee only) with affordability determined by primary residence ZIP code -** Individual coverage HRA offered to employee only with affordability determined by using employee's primary residence location ZIP code.
 - » **1M - Individual Coverage HRA (Employee & Dependents, not Spouse) with affordability determined by primary residence ZIP code -** Individual coverage HRA offered to employee and dependent(s) (not spouse) with affordability determined by using employee's primary residence location ZIP code.

- » **1N - Individual Coverage HRA (Employee, Spouse & Dependents) with affordability determined by primary residence ZIP code** - Individual coverage HRA offered to employee, spouse, and dependent(s) with affordability determined by using employee's primary residence location ZIP code.
 - » **1O - Individual Coverage HRA (Employee only) using primary employment ZIP code affordability safe harbor** - Individual coverage HRA offered to employees only using the employee's primary employment site ZIP code affordability safe harbor.
 - » **1P - Individual Coverage HRA (Employee & Dependents, not Spouse) using primary employment ZIP code affordability safe harbor** - Individual coverage HRA offered to employee and dependent(s) (not spouse) using the employee's primary employment site ZIP code affordability safe harbor.
 - » **1Q - Individual Coverage HRA (Employee, Spouse & Dependents) using primary employment ZIP code affordability safe harbor** - Individual coverage HRA offered to employee, spouse, and dependent(s) using employee's primary employment site ZIP code affordability safe harbor.
 - » **1R - Individual Coverage HRA that is NOT affordable** - Individual coverage HRA that is NOT affordable offered to employee; employee and spouse, or dependent(s); or employee, spouse and dependents.
 - » **1S - Individual Coverage HRA (Not Full-Time)** - Individual coverage HRA offered to an individual who was not a full-time employee.
 - » **1T - Individual Coverage HRA (Employee & Spouse, No Dependents)** with affordability determined by primary residence ZIP code.
 - » **1U - Individual coverage HRA (Employee & Spouse, No Dependents)** using primary employment ZIP code affordability safe harbor.
5. Enter the **Employee Share of Lowest-Cost Monthly Premium** if you selected 1B, 1C, 1D or 1E in the Offer field. This amount is used for Line 15 of the 1095-C. Enter the amount of the employee share of the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to the employee (this amount may not be the amount the employee is paying for the coverage, for example, if the employee chose to enroll in more expensive coverage such as family coverage or if two plans were offered and the employee chose the higher cost plan).
 6. Select a **Section 4980H Safe Harbor Code** if one of the following situations applied to the employee (this is an optional field, but should be selected if any of the situations listed below apply to the employee). In some circumstances more than one situation could apply to the same employee in the same month. For example, an employee could be enrolled in health coverage for a particular month during which he or she is not a full-time employee. However, only one code may be used for a particular calendar month. For any month in which an employee enrolled in minimum essential coverage, indicator code 2C reporting enrollment is used instead of any other indicator code that could also apply. For an employee who did not enroll in health coverage, there are some specific ordering rules for which code to use; see the descriptions of the codes below.
 - » **2A - Employee Not Employed** - Select code 2A if the employee was not employed on any day of the calendar month. Do not use code 2A for a month if the individual was an employee of the employer on any day of the calendar month. Do not use code 2A for the month during which an employee terminates employment with the employer.
 - » **2B - Employee not Full-time** - Select code 2B if the employee is not a full-time employee for the month and did not enroll in minimum essential coverage, if offered for the month. Enter code 2B also if the employee is a full-time employee for the month and whose offer of coverage (or coverage if the employee was enrolled) ended before the last day of the month

solely because the employee terminated employment during the month (so that the offer of coverage or coverage would have continued if the employee had not terminated employment during the month). Also use this code for January 2015 if the employee was offered health coverage no later than the first day of the first payroll period that begins in January 2015 and the coverage offered was affordable for purposes of the employer shared responsibility provisions under section 4980H and provided minimum value.

- » **2C - Employee Enrolled in Coverage Offered** - Select code 2C for any month in which the employee enrolled in health coverage offered by the employer for each day of the month, regardless of whether any other code in Code Series 2 might also apply (for example, the code for a section 4980H affordability safe harbor).
- » **2D - Employee in Section 4980H(b)** - Select code 2D for any month during which an employee is in a Limited Non-Assessment Period for section 4980H(b). If an employee is in an initial measurement period, enter code 2D (employee in a section 4980H(b) Limited Non-Assessment Period) for the month, and not code 2B (employee not a full-time employee). For an employee in a section 4980H(b) Limited Non-Assessment Period for whom the employer is also eligible for the multi-employer interim rule relief for the month code 2E, enter code 2E (multi-employer interim rule relief) and not code 2D (employee in a Limited Non-Assessment Period).
- » **2E - Multi-employer Interim Rule Relief** - Select code 2E for any month for which the multiemployer interim guidance applies for that employee. This relief is described under Offer of Health Coverage definition on the IRS website at <http://www.irs.gov/instructions/i109495c/ar01.html#d0e655>.



Note for Codes 2F through 2H: Although employers may use the section 4980H affordability safe harbors to determine affordability for purposes of the multiemployer interim guidance, an employer eligible for the relief provided in the multiemployer interim guidance for a month for an employee should enter code 2E (multiemployer interim rule relief), and not a code for the section 4980H affordability safe harbors (codes 2F, 2G, or 2H).

- » **2F - Section 4980H - Form W-2** - Select code 2F if the employer used the section 4980H Form W-2 safe harbor to determine affordability for purposes of section 4980H(b) for this employee for the year. If an employer uses this safe harbor for an employee, it must be used for all months of the calendar year for which the employee is offered health coverage.
- » **2G - Section 4980H - Federal Poverty Line** - Select code 2G if the employer used the section 4980H federal poverty line safe harbor to determine affordability for purposes of section 4980H(b) for this employee for any month(s).
- » **2H - Section 4980H - Rate of Pay** - Select code 2H if the employer used the section 4980H rate of pay safe harbor to determine affordability for purposes of section 4980H(b) for this employee for any month(s).
- » **2I - Non-calendar Year Transition Relief(2015 Only)** - Select code 2I if non-calendar year transition relief for section 4980H(b) applies to this employee for the month. See the instructions at <http://www.irs.gov/instructions/i109495c/ar01.html#d0e655> under Section 4980H Transition Relief for 2015 and 2015 Section 4980H(b) Transition Relief for Employers with Non-Calendar Year Plans (Form 1095-C, line 16, code 2I), for a description of this relief. This code was valid for 2015 only.

- a. The **Dependents** section is used for Lines 17-22 on the 1095-C. The first line in the Dependents grid will automatically display the current employee's information. Select the **Incl** check box to include the dependent on the 1095-C. Enter the dependents associated with this employee. The First Name and Last Name are required fields. The DOB is a required field if the SSN is not entered. The Middle initial, Suffix, and SSN are optional fields. Dependents or blank rows can be removed from the grid by right-clicking on the dependent row and then selecting Delete Row. Dependents apply to all coverage periods.
- b. Repeat Steps 4-9 for each coverage period for this employee.
- c. Click **Save**.
- d. Repeat Steps 1-11 for all employees.
- e. You can print the Employee ACA Setup report from **Reports > Reports > Payroll Setup Lists > Employees > Employee ACA Setup** to list the employee ACA setup information. By default, the report will show employees that are not set up with ACA. To add ACA information for an employee, edit the employee (s) and select the ACA Information tab. To show employees that are set up, change the ACA Setup filter to Yes.

Step I- Leave Tab (If you are tracking leave balances in CenterPoint)

1. Click the **Leave** tab.
2. Select the employer in the box on the upper left side of the screen, In the lower left box, all active leave items display. Select which leave items pertain to this employee. Under **Leave Detail** on the right-side of the screen, there will be an **Accrual Rate Percent** box. This percentage will display 100%. The percentage can be overridden. If you seasonally reduce employees work schedules, you can reduce the leave accrual rate to a percentage of its normal rate and use the **Maximum Percent** field (set at the employer level on the Leave tab) to continue to accrue the total hours they earn, just at a reduced rate. For example, if Maximum hours is 80 hours and Maximum Percent is 80%, the Maximum field will display 64 hours. Both the Accrued Rate and Maximum hours will be displayed on the employee at the reduced percentage.
 - » Full-time = 100%
 - » Part-Time = 75%
 - » Temporary = 0%

3. Click the + sign next to the employer to display the leave options you selected. Under the employer, select one of the leave options. Complete the leave details.



Note: Adjustments to balances on the Leave tab here will be effective as of today's date. To make an adjustment for a specific date, use Processes > Leave Adjustments.

- » **Eligibility Date** – Is used to calculate the years of service variable that is used in a Leave calculation. By default, it is the same as the Hire Date, but may be changed by the user.
- » **Wait Period Date** – Is calculated as the Eligibility Date + any hours, days, or months entered as a wait period when you set up leave on the Leave Maintenance screen. The Wait Period Date is the date on which Leave Accrual Begins. The Wait Period Date must be equal to or greater than the Eligibility Date. This data is calculated by CenterPoint.
- » **Earning** – Select the required earning account that will be used to track the leave that is used during a pay period. This should be different than the regular earning. If an account is not selected when you click Save, you will receive a message to select an earning before you can continue.
- » The **Years of Service** and **Hours Earned** (per Month) boxes - will display based on the employee's hire date (from the **Setup > Employees > Employment** tab), system date, and information from **Setup > Payroll Details > Leave** after you click **Save**.
- » The remainder of the fields on the screen are automatically filled in by leave accrued, leave adjustments, and leave used. After a new employee is created and saved and a beginning leave balance has been created, you will be able to change the **Used** and **Adjustments** boxes. If you edit any of these fields directly, the maximum hours are not enforced so it is possible to create available hours that exceed a defined maximum.

Repeat step I-3 for each leave option assigned to the employee.

Step J - Custom Fields Tab (Optional)

To create a new **CustomField** Name:

1. Click the **Custom Fields** tab.
2. Click **Custom Fields**.
3. Click **New**.
4. In the **Abbreviation** box, enter an optional abbreviation for the custom field. For example NFC for Name of First Child.
5. In the **Name** box, enter a name for this custom field. For example, Name of First Child.
6. Select the type of information you want to enter in the custom field. Field types are:
 - » Date
 - » Numeric
 - » Percentage
 - » Text
7. If the type is **Numeric** or **Percentage**, enter in the number of decimal places.
8. Click **Save**. Click **Close**. The new custom field will now be a custom field that you can use to collect data for not only your employees, but for any name on your Names list
9. Select the line that contains the **Custom Name Field** Name you want to add information to. For example Name of First Child.
10. In the **CustomFieldInformation** box, enter the specific information for this employee. For example, if you have a custom name field called "Name of First Child" and you want to track the names of your employee's children, enter a name in the Custom Field Information box.

Step K - Direct Deposit Tab

If you purchased the Direct Deposit additional payroll option, click the Direct Deposit tab. Refer to the [Direct Deposit: Setup & Processing](#) topic for step by step instructions.

Step L - Education Tab.

If you purchased the Employee Training/Certification Tracking additional payroll option, click the **Education** tab and follow the [Employee Training/Certification](#) procedure.

Step M - Publish Pay Advices

If you subscribe to Publish Pay Advices, refer to the [Publish Pay Advices - New Installation](#) document for detailed information.

Step N - CenterPoint Time Clock

If you subscribe to CenterPoint Time Clock, refer to the [CenterPoint Time Clock Setup](#) document for detailed information.



Note: If you want to attach a document to this employee, see the [Scan and Attach Documents](#) topic for detailed information.

- » Click **Save** to save the employee and return to the **List** tab, or click **Close** to save the employee and close the **Employees** screen.

Edit/Change an Employee

You can edit an employee to modify their information at any time.

1. On the **Setup** menu, click **Employees**.
2. Select the Employee you want to change and click **Edit** (or double click on the name). Make any changes to the employee setup.
3. Click **Save** to save the changes and return to the List tab, or click **Close** to save the changes and close .

Delete an Employee

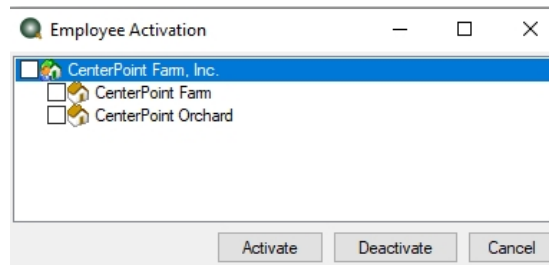
The Delete button completely removes an employee from the system. Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have an employee that is no longer working for you, but does have historical activity, please refer to the Change the Status of an Existing Employee topic below.

1. On the **Setup** menu, click **Employees**.
2. Select the employee you want to delete, and then click **Delete**.
3. At the "Are you sure you want the item deleted?" message, click **Yes**.

Change the Status (Activate/Deactivate) of an Existing Employee

Employees can be activated/deactivated for an employer for specific company(s)/fund(s). Employees that no longer work for you, but have history, can be deactivated.. In the Pay Employees screen, the list of employees will only include employees that are active. Filters can be created in reports, lists, etc. to only include active employees. Names can be active for some employers and not for others.

1. On the **Setup** menu, click **Employees**.
2. Select an active employee, right-click and select **Activate/Deactivate**.



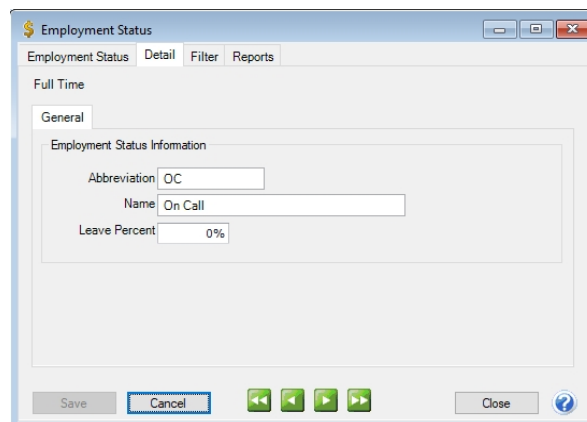
3. Select the employer and the company(s)/fund(s) to activate/deactivate and click either **Activate** or **Deactivate**.

Employment Status

The Employment Status menu selection allows you to create a user-definable list of employment statuses that can be selected on the Setup > Employees > Employment tab in the Status box. For example, on-call, casual, per diem, etc. System-supplied employment statuses cannot be changed.

Setup Employment Statuses

1. Select **Setup > Payroll Details > Employment Status**.
2. Click **New**.



3. Enter an **Abbreviation** and **Name** for this employment status.
4. In the **Leave Percent** box, 0% will display for new employment statuses. Enter any percentage from 0 - 100%.
5. Click **Save**.

Assign an Employment Status to an Employee

1. Select **Setup > Employees**.
2. Select an employee and then click **Edit**.
3. Select the **Employment** tab
4. In the **Status** box, select one of the system-supplied employment statuses: **Full-time**, **Part-time**, **Temporary**, or **Other**, a user-defined employment status from the drop-down list, or right-click, select **New**, and repeat the Setup Employment Statuses section of this document to create a new employment status.
5. Click **Save**.

Earnings

Earnings are the various cash earnings or gross wages available for your employees. Typical earnings are hourly, salary, overtime, bonus, vacation, piecework, payroll advances, etc. The CenterPoint Payroll system comes with several predefined earnings. Additional earnings are normally set up before you set up employers or employees, but new ones can be added at any time.

When you create a new earning, it is automatically added to all employers in the database.

This topic includes instructions on how to:

[Step A - Create an Earning](#)

[Step B - Add an Earning to an Employee Record](#)

[Step C - Add an Earning to Multiple Employee Records](#)

Additional Topics Included

- » [Change an Existing Earning](#)
- » [Change/Verify an Earning on an Employer](#)
- » [Activate/Deactivate an Earning for an Employer](#)
- » [Activate/Deactivate an Earning for an Employee](#)
- » [Delete an Earning](#)
- » [Delete an Earning from an Employer](#)
- » [Delete an Earning from an Employee](#)

Step A - Create an Earning

1. On the **Setup** menu, point to **Payroll Details**, and then click **Earnings**.
2. Click **New**. If the new earning will be similar to an existing earning, select the similar earning and click **Copy** instead of New.

The screenshot shows the 'Earnings' window with the 'Detail' tab selected. The 'Hourly Pay' section is active, showing fields for 'Abbreviation' (Hourly Pay), 'Name' (Hourly Pay), 'Type' (Regular Pay), and 'Method' (Hourly). The 'Expense Account' is set to 'Salary & Wages Expense'. There are checkboxes for 'Work Shifts Apply' (unchecked), 'Include in Minimum Wage Calculation' (checked), and 'Subject to Adverse Effect Wage Rates (AEWR)' (checked). The 'Author' field is empty. The 'Active' checkbox is checked. The 'Earning Detail' section shows 'Base Hourly Rate' (\$0.00), 'Multiplier' (1.00), and 'Hourly Rate' (\$0.00). There is an unchecked checkbox for 'Include In Calculated Overtime'. On the right, there are radio buttons for 'Tips (No Allocation of Tip Shortfall Required)' (selected), 'Indirect Tips (IRS Form 8027 Required)', and 'Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8)'. The 'Allocation Rate' is set to 8.00. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows and an 'Additional Notes' button.

General tab

3. In the **Abbreviation** box, enter up to ten characters of information that you can easily identify the earnings by. For example, HP for Hourly Pay or S for Salary.
4. In the **Name** box, enter up to 35 characters of required information that describes the earning.
5. In the **Type** box, select a type. The type assigns the taxability and deductibility to an earning and are also used for reporting purposes. The type options are:
 - » **Regular Pay**
 - » **Manual Overtime** - This type of earning is used to enter the number of hours over the Regular earning number of hours your employer has determined to be overtime. For example, if your employer determines that overtime is earned after 40 hours and an employee works 45 hours, the Regular earning will be entered with 40 hours and the Manual Overtime earning will be entered with 5 hours or if your employer determines that overtime is earned after an employee works 8 hours in a day and an employee works 10 hours, the Regular earning will be entered with 8 hours and the Manual Overtime earning will be entered with 2 hours. If you want CenterPoint Payroll to automatically calculate overtime, see the Calculated Overtime explanation in this section.
 - » **Payroll Advance** - Moves all taxes, deductions, and benefits to the Exclude From column on the Taxes tab. Allows payroll advances to be tracked by employee.
 - » **Third Party Sick Pay** - Allows non-accounting entries to be made for Government reporting purposes and makes a default journal entry for employer share of FICA and Medicare. When you create an earning with the type of Third Party Sick Pay, click the Taxes tab, for Social Security and Medicare Tax, select the Subject To But Don't Withhold (Employee Only) check boxes. When you need to make the entries for third party sick pay, enter the third party sick pay earning in a separate pay run for the applicable employee. On the Process tab, select Assign Numbers Manually, and then on the Assign Check Numbers screen click OK (without assigning check numbers). Click Post.
 - » **Paid Leave** - Paid leave earnings are used to track the number of hours used for each type of leave. To accurately calculate available leave, it is recommended that you setup a separate earning for each Leave type (vacation, sick time, paid tie off PTO, etc.) offered.
 - » **Tips** - When this type is selected, the following selections display and you will need to determine which type of tips apply to this earning:
 - » **Tips (No Allocation of tip Shortfall Required)** - If you are not required to submit IRS Form 8027 or allocate tip shortfall to W-2 Box 8 you can use this method.
 - » **Indirect Tips (IRS Form 8027 Required)** - Tips not received directly from a customer. For example, tips a busboy or dishwasher receives from a wait person.
 - » **Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8)** - Tips received directly from a customer, such as tips received by a wait person or bell person. The only time you would need to use this Tip Earning Type is if you are required to file IRS Form 8027 and allocate tip shortfall to W-2 Box 8.
 - » **Other Taxable** - Select this option for an earning that does not fit into another Type selection that you pay employee wages with that you want to be included in Federal and State taxable wages and reported on your W-2 form.
 - » **Other Not Taxable** Select this option for an earning that does not fit into another Type selection that you pay employee wages with that you DO NOT want to be included in Federal and State taxable wages and reported on your W-2 form.
 - » **Calculated Overtime** - When this type is selected, the following selections will display:
 - » Select the **Expense Account** that calculated overtime will affect when the employee is paid.
 - » Under Earning Detail, enter the **Number of Days in an Overtime Period**. The default value is 7 days.

- » Enter the **Overtime Period Start Date** to set a specific period the calculations should start. This is the first day of the first overtime period that will be included in the first pay run where calculated overtime is used. For example, if overtime is calculated weekly Sunday - Saturday, the Overtime Period Start Date must be set to Sunday or if overtime is calculated biweekly Wednesday - Tuesday, the Overtime Start Date must be set to a Wednesday of the right numbered week.
- » If you calculate overtime for a period (not daily), select the **Period Rates** tab. Enter your specific overtime calculation settings by using the Hours Over, But Not Over, and Multiplier settings.
 - » For example, overtime is paid at 1.5 times the regular rate when an employee works over 40 hours. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Period Rates		
Hours Over	But Not Over	Multiplier
40.00	999.99	1.50

- » Or, overtime is paid at 1.5 times the regular rate when an employee works from 40 -50 hours and 2.00 times the regular rate for all hours over 50 hours. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Period Rates		
Hours Over	But Not Over	Multiplier
40.00	50.00	1.50
50.00	999.99	2.00

- » If you calculate overtime daily, select the **Daily Rates** tab. Enter your specific overtime calculation settings by using the Hours Over, But Not Over, and Multiplier settings.



Note: For daily overtime to be automatically calculated by CenterPoint, all earnings that are included in overtime calculations must be entered on time sheets.

- » For example, if you pay overtime when an employee works more than 8 hours in a day at 1.5 times the regular rate. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Daily Rates		
Hours Over	But Not Over	Multiplier
8.00	24.00	1.50

- » Or, if you pay overtime when an employee works more than 8 hours but not more than 12 hours in a day at 1.5 times the regular rate and 2.00 times the regular rate for all hours over 12. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Period Rates		Daily Rates
Hours Over	But Not Over	Multiplier
8.00	12.00	1.50
12.00	24.00	2.00



Note: You can create multiple calculated overtime earnings if you have employees that have different overtime calculations. For example, most employees are paid weekly overtime, but some employees with Flexible Schedules have 14 day overtime periods or employees that work three 12 hour days are handled differently than employees that work 8 hour days.

6. In the **Method** box, select one of the method options:
 - » **Salary** - When this method is selected, an Earning Detail section is added to the Earnings screen that includes the Effective Date, the Schedule (Annual, Monthly, Semi-monthly, Daily, Weekly, Biweekly, Semi-monthly, Monthly, Quarterly, Semi-annually, or Annually), the Base Salary Rate, and a Require Hours To Be Tracked check box (used to calculate taxes based on work hours (some tax jurisdictions require this option), calculate minimum wage, and keep track of whether minimum wage requirements are being met, and is also used for payroll reports that require hour tracking).
 - » **Hourly** - When this method is selected, an Earning Detail section is added to the Earnings screen that includes the Effective Date, Base Hourly Rate (allows you to enter a rate of pay and apply that rate to a number of hourly earnings the employee may have setup on the earnings screen), Pay Overtime check box that when selected will calculate overtime by multiplying the Base Hourly Rate by the Multiplier, and the Overtime Earning account that overtime should post to.
 - » **Piece Rate** - When this method is selected, an Earning Detail section is added to the Earnings screen that includes the Effective Date, Base Piece Rate (allows you to enter a rate of pay and apply that rate to a number of piece rate earnings the employee may have setup on the earnings screen), Unit of Measure, and a Require Hours To Be Tracked check box (used to calculate taxes based on work hours (some tax jurisdictions require this option), calculate minimum wage, and keep track of whether minimum wage requirements are being met, and is also used for payroll reports that require hour tracking).
 - » **Fixed Rate** - When this method is selected, an Earning Detail section is added to the Earnings screen that includes the Rate, and a Require Hours To Be Tracked check box (used to calculate taxes based on work hours (some tax jurisdictions require this option), calculate minimum wage, and keep track of whether minimum wage requirements are being met, and is also used for payroll reports that require hour tracking).
7. In the **Expense Account** box, select the expense account for this earning. All pay calculated using this earning will be charged to this expense account.



Note: If you select an account that is not of the expected account type, you will receive a message. If you choose to assign the unexpected account type, click Yes. If you want to assign a different account, click No to assign a different account. For example, in an Expense Account box, CenterPoint is expecting an Account Type of Expense, however, you may have a valid reason to assign a Work in Process Account which has an Account Type of Asset instead of an Expense Account.

8. Select the **Work Shifts Apply** check box to associate this earning with a work shift and adjust the earning accordingly in **Time Sheets** or **Pay Employees**.
9. The **Include In Minimum Wage Calculation** check box is used to include/exclude the earning in the minimum wage calculation. Earning Types of Regular Pay, Overtime Pay and Tips Pay will automatically select the check box and earning types of Payroll Advance, Third Party Sick Pay, Paid Leave, Other Taxable and Other Not Taxable do not select the check box. You can select or unselect the check box for any earning type.

10. Select the **Subject to Adverse Effect Wage Rates (AEWR)** check box if you want the minimum wage adjustment calculation to include the Adverse Effect Wage Rates (AEWR) set up in Setup > Payroll Details > Minimum Wage Information.
11. The **Active** check box will automatically be selected. When the check box is not selected, the Earning will not be listed as a selection in Setup > Payroll Details > Employers unless the Employer already has the Earning selected.
12. Complete **Earning Detail** section. The options change based on the method displayed in Step 5. The options are listed below:



Note: For earnings with a type of overtime and a method of hourly, piece rate, or salary, a multiplier allows you to automatically calculate premium pay rates based on this multiple. For example, if an employee earns \$10.00 per hour and they earn 1.5 times that rate for overtime earnings or \$15.00 per hour, enter 1.5 in the Multiplier box. A rate will be calculated by multiplying the Base Rate * the Multiplier and displayed in the Rate box (Hourly Rate, Piece Rate, or Rate) box. The Multiplier is active only with an earning type of Overtime and an Hourly, Piece Rate, or Salary method.

- » **Base Salary Rate** - When the Salary method is selected, an Earning Detail section is added to the Earnings screen that includes the Base Salary Rate, the Schedule (Daily, Weekly, Biweekly, Semi-monthly, Monthly, Quarterly, Semi-annually, or Annually), Multiplier, the Rate (will be the same as the base rate unless the earning is an overtime earning with an hourly, piece rate, or salary method and the base rate has been multiplied by the multiplier value which would result in the rate being a different value than the base rate), and a Require Hours To Be Tracked check box (used to calculate taxes based on work hours (some tax jurisdictions require this option), calculate minimum wage, keep track of whether minimum wage requirements are being met, and is also used for payroll reports that require hour tracking).
- » **Base Hourly Rate** - When the Hourly method is selected, an Earning Detail section is added to the Earnings screen that includes the Base Hourly Rate (allows you to enter a rate of pay and apply that rate to a number of hourly earnings the employee may have setup on the earnings screen), Multiplier, and Hourly Rate (will be the same as the base rate unless the earning is an overtime earning with an hourly, piece rate, or salary method and the base rate has been multiplied by the multiplier value which would result in the rate being a different value than the base rate).
- » **Base Piece Rate** - When the Piece Rate method is selected, an Earning Detail section is added to the Earnings screen that includes the Base Piece Rate (allows you to enter a rate of pay and apply that rate to a number of piece rate earnings the employee may have setup on the earnings screen), Multiplier, Piece Rate (the rate will be the same as the base rate unless the earning is an overtime earning with an hourly, piece rate, or salary method and the base rate has been multiplied by the multiplier value which would result in the rate being a different value than the base rate), Unit of Measure, and a Require Hours To Be Tracked check box (used to calculate taxes based on work hours (some tax jurisdictions require this option), calculate minimum wage, keep track of whether minimum wage requirements are being met, and is also used for payroll reports that require hour tracking).
- » **Fixed Rate** - When this method is selected, an Earning Detail section is added to the Earnings screen that includes the Rate and a Require Hours To Be Tracked check box (used to calculate taxes based on work hours (some tax jurisdictions require this option), calculate minimum wage, keep track of whether minimum wage requirements are being met, and is also used for payroll reports that require hour tracking).

- » **Include in Calculated Overtime** - This selection displays for all earnings except those with a Third Party Sick Pay, Payroll Advance, or Overtime types. If this check box is selected, the earning will be used to determine and then calculate the rate used to pay overtime.

13. To add notes to this earning, click **Additional Notes**, enter the notes, and then click **OK**.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

Taxes tab

14. Select the **Taxes** tab. The taxes tab allows you to specify which taxes are calculated on this earning,

Jurisdiction	Tax Abbreviation	Tax Name	Taxes Calculated On Earning	Exclude From Earning	Subject To But Don't Withhold (Employee Only)	Calculate Employer Share	Flat Percentage Rate
MN	MNBikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	BikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO SUTA	Colorado State Unemployment T...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO W/H Tax	Colorado State Withholding Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	EIC	Earned Income Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	FUTA	Federal Unemployment Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Fed W/H	Federal Withholding Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	FishTG	Fishing Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL SUTA	Illinois State Unemployment Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL W/H Tax	Illinois State Withholding Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Medicare	Medicare Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MN SUTA	Minnesota State Unemployment...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MN W/H Tax	Minnesota State Withholding Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Office	Office/Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Sales	Sales Person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	ILSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MNSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%

15. For each tax, select the appropriate column accordingly:

- » **Taxes Calculated On Earning** - As long as that tax is applied to the employee, the tax will be calculated. This column will be selected for all earnings except for an earning with a Payroll Advance type. Select this option if this earning should have the selected taxes calculated when it is assigned to an employee. To select all of the taxes to be calculated for this earning, click Calculate All Taxes.
- » **Exclude From Earning** - This column will not be selected for most earnings (except for an earning with a Payroll Advance type). Select this column to exclude calculating tax for this earning. To select all taxes to be excluded from the tax calculation, click Exclude All Taxes.
- » **Subject To But Don't Withhold (Employee Only)** - Select this column if the earning is subject to taxes for 943, 941, W-2, or state tax reporting but not withheld from the employee. To select all of the taxes to be subject to tax but not withheld, click All Taxes Apply But Don't Withhold.
- » **Calculate Employer Share** - Select this column to force the calculation of taxes for the employer when they have otherwise been excluded from the Earning (by selecting the Exclude from Earning column), for example for third party sick pay (if the insurance company sends the W-2 for third party sick pay and you exclude the Federal and State withholding, Social Security and Medicare, but then the employer's share of Social Security and Medicare needs to be calculated).
- » **Flat Percentage Rate** - This column is used in conjunction with the Taxes Calculated on Earning column. When the Taxes Calculated on Earning column is selected and a flat percentage rate is entered (greater

than zero), the flat percentage rate entered will be used instead of the normal rate. When this column is selected, the flat percentage rate will always override a calculated amount (tax tables). If an earning is set to use the Flat Percentage Rate tax calculation for state or local tax withholding and the tax is set to Round Results for the employer, the tax will round to the nearest dollar.

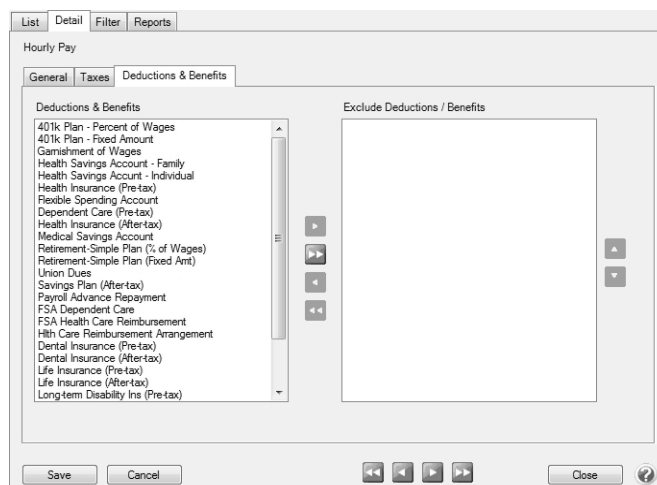
Alternatively, you can click the **Calculate All Taxes**, **Exclude All Taxes**, or **All Taxes Apply But Don't Withhold** buttons to check all the taxes for that column.

When employees are added into CenterPoint Payroll, you will need to select which taxes will be available. You may have to return to this screen and make some adjustments. The default is that any new taxes will be marked as Taxes Calculated on Earning, so you will only have to adjust if it differs.

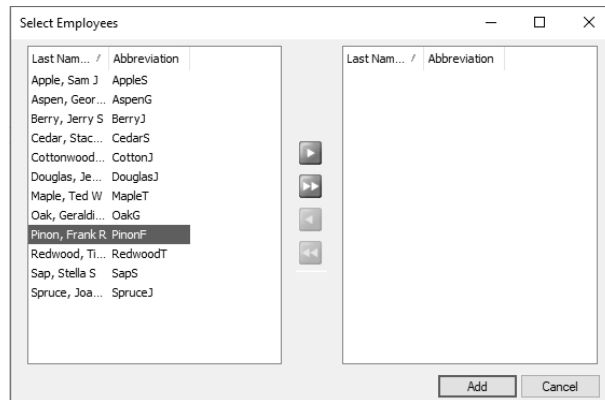
The first three columns on the Taxes tab help identify the tax. The Tax Jurisdiction column will display the State abbreviation for State Taxes and will display Federal for Federal Taxes. The Tax Abbreviation and Tax Name also help identify the tax.


Deductions & Benefits

- Click the **Deductions & Benefits** tab.



- On the left side of this screen, all of the deductions/benefits that have been setup display. To exclude a deduction or benefit from this earning, in the **Deductions & Benefits** column, highlight the deduction/benefit and use the arrow keys in the middle of the screen to move the deduction or benefit to the **Exclude Deductions / Benefits** column on the right side of the screen. The default for newly added deductions/benefits would be to calculate them on this earning. You may have to revisit this screen if additional benefits and deductions are added after adding this earning.
- Click **Save** to save the earning and return to the List tab, or click **Close** to save the earning and close the Earnings screen. The earning will automatically be added to all employers in the database.
- At the Do you want to add this earning to employees? message, click **Yes**

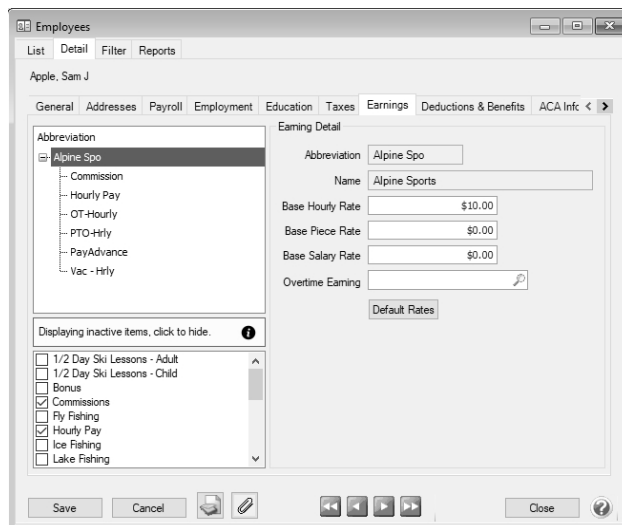


20. Select the employee that this earning should be added to and then click the right arrow  .
21. Click **Add**.
22. At the Are you sure you want to add the earning to selected employees? message, click **Yes**.
23. Click **OK**.

Step B - Add an Earning to an Employee Record

Follow the instructions below to add earnings to individual employee records. If you have an earning that should be added to multiple employees, see Step C - Add an Earning to Multiple Employees e option instead.

1. Select **Setup > Employees**.
2. Select the employee requiring the earning and click **Edit**.
3. Select the **Earnings** tab.



4. Select the **Employer** on the left side of the screen.
5. The list of available earnings will then be displayed at the bottom of the screen. Select the appropriate earnings. The selected items will then automatically be included in the list of earnings for this employee at the top of the screen.
6. Select the earning under the company. The details for that earning are displayed to the right.

The screenshot shows the 'Employees' window with the 'Earning Detail' tab selected. The left pane shows a tree view of earnings types, with 'Hourly Pay' selected. The right pane displays the details for 'Hourly Pay', including fields for Name, Effective Date, Hourly Rate, and a table for Expense Account distribution. The 'Active' checkbox is checked.

Expense Account	Percent	Account Distribution
Salary & Wages E	100.00%	

- The fields displayed in the **Earning Detail** are dependent on which options were selected when the earning was originally setup (Setup > Payroll Details > Earnings). Complete the fields with information specific to this employee.
- Click **Save**. Repeat Step B for each employee that needs an earning added to their employee record.

Step C - Add an Earning to Multiple Employee Records

- Select **Setup > Earnings**.
- Select the earning you want to add to multiple employee records.
- Right-click and select **Add to Employees**.

The screenshot shows the 'Select Employees' dialog box. It contains two lists of employees: 'Last Nam... / Abbreviation'. The left list includes employees like Apple, Sam J, Aspen, Geor..., Berry, Jerry S, Cedar, Stac..., Cottonwood..., Douglas, Je..., Maple, Ted W, Oak, Gerald..., Pinon, Frank R, Redwood, Ti..., Sap, Stella S, and Spruce, Joa... The right list is empty. There are four arrows between the lists: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. At the bottom are 'Add' and 'Cancel' buttons.

- Select the employees that this earning should be added to and then click the right arrow . To select all employees, click the double-right arrow .
- Click **Add**.
- At the Are you sure you want to add the earning to selected employees? message, click **Yes**.
- The number of employees the earnings was added to will display, click **OK**.
- To review earning details for the employees, select **Setup > Employees > Earnings** tab. From the upper-left side of the screen, select the earning that was added, and then on the right side of the screen review the details.

Change an Existing Earning

1. On the **Setup** menu, point to **Payroll Details**, and then click **Earnings**.
2. Select the earning you want to change, and then click **Edit**.



Note: If you change the information in the Name box, past earning information is automatically linked to the new name. For example, if you change the earning Hourly Pay to Hourly Pay - Hired Labor, your reports will no longer show Hourly Pay and any existing information for Hourly Pay is now part of Hourly Pay - Hired Labor.

3. Edit or view the earning detail.
4. To edit another earning, click the green arrow buttons to display the previous/next earning.
5. Click **Save** to save the earning and return to the List tab, or click **Close** to save the earning and close the Earnings screen. To return to the List tab without saving the earning, click **Cancel**. To close the Earnings screen without saving the earning, click the **X** in the upper-right corner.

Change/Verify an Earning on an Employer

1. On the **Setup** menu, point to **Payroll Details**, and then click **Employers**.
2. Select the employer you want to verify/change an earning for, and then click **Edit**.
3. Click the **Earnings** tab.
4. In the Selected Items Window (upper-left), select the earning you want to verify/change. The earning will display under **Earning Detail** on the right-side of the screen.
5. Under **Earning Detail**, enter the specifics about this earning for this employer including expense accounts and rates. All types of earnings have similar details:
 - » **Account** - For each earning, you will have to identify the account that it is posted to. On this particular earning, the box is labeled Expense Account; however, you may select any account. When you pay wages, your bank account is credited and the account in this box represents the account to be debited. Usually, this is an expense account, costs of good account, or work in process account)



Note: If you select an account that is not of the expected account type, you will receive a message. If you choose to assign the unexpected account type, click Yes. If you want to assign a different account, click No to assign a different account. For example, in an Expense Account box, CenterPoint is expecting an Account Type of Expense; however, you may have a valid reason to assign a Work in Process Account which has an Account Type of Asset instead of an Expense Account.

- » **Active** – After an earning has been used, it cannot be deleted. It can, however, be made inactive by clearing the check mark in the Active box. It will, therefore, no longer be available for data entry until it is made active again.
6. Different types of earnings have specific details:
 - » **Hourly Earnings:**
 - » **Hourly Rate** – Entering an hourly rate on this screen creates a default for this earning. As this earning is assigned to employees in the employee setup, this employer level default automatically fills in on the employee record. However, it can be overridden on the employee record. This is NOT where you would do a mass update of an hourly rate for your employees.
 - » **Pay Overtime** - If you pay overtime for this earning, select the check box to indicate that you pay overtime to employees that this earning is assigned to. If the Pay Overtime check box is selected, it will enable the Overtime Earning field where you can select the earning to record overtime to.

- » **Salary Earnings:**
 - » **Rate** – Entering a rate on this screen creates a default for this earning. As this earning is assigned to employees in the employee setup, this employer level default automatically fills in on the employee record. However, it can be overridden on the employee record. This is NOT where you would do a mass update of a rate for your employees. In the Rate box, enter in the appropriate rate that corresponds to the selection box on the right. The choices in this box are to enter rates of these types: Daily, Weekly, Bi-Weekly, Monthly, Semi-Monthly and Annual.
 - » **Require Hours to Be Tracked** - If you are required to track hours or want to track hours always on this earning, then select this check box. This selection will stop entries made without entering the hours worked.
 - » **Piece Rate:**
 - » **Base Rate** – Entering a base rate on the employer record creates a default. When this earning is assigned to an employee, it will fill this base rate in as a default. The base rate can then be overridden at the employee level. This is NOT where you would go to update the rate for all employees who get this rate. That would be done in Mass Update.
 - » **Unit of Measure** – Select from a list of pre-defined units of measurement to provide a better description of each piece. If the unit of measurement is not in the list, right-click and select New to create a new one.
 - » **Require Hours to Be Tracked** - If you are required to track hours or want to track hours always on this earning, then select the Require Hours to Be Tracked check box. This will stop entries made without entering the hours worked.
 - » **Overtime Earnings:**
 - » **Base Hourly Rate** – Entering a base hourly rate on the employer record only sets a default. When this earning is added to the employee record, the default base hourly rate set here will automatically be copied into the employee record. It can then be overridden.
 - » **Multiplier** – For earnings with a type of overtime and a method of hourly, piece rate, or salary, enter a Multiplier. For example, if an employee earns \$10.00 per hour and an employer pays 1.5 times that base hourly rate for overtime earnings or \$15.00 per hour, enter 1.5 in the Multiplier box.
 - » **Hourly Rate** – A rate will be calculated by multiplying the Base Hourly Rate * Multiplier and displayed in the Hourly Rate box
7. Click **Save** to save the employer and return to the List tab, or click **Close** to save the employer and close the Employers screen.

Activate/Deactivate an Earning on for an Employer

If an earning is marked as inactive on an employer, it will not available to assign it to employees. This would normally be done only if you will no longer be adding this earning to new employees.

1. On the **Setup** menu, point to **Payroll Details**, and then click **Employers**.
2. Select the employer you want to activate or deactivate an earning for, and then click **Edit**.
3. Click the **Earnings** tab.
4. In the Selected Items Window (upper-left), select **Earnings**.
5. Select the earning that you want to activate or deactivate.
6. Under **Earning Information** (right), check the **Active** check box to activate the earning. Uncheck the **Active** box to deactivate. An active earning is available to add to employees. If you deactivate an earning it will remain active for employees currently using the earning, but the earning will not be available to add to additional employees.
7. Click **Save** to save the employer and return to the List tab, or click **Close** to save the employer and close the Employers screen.

Activate/Deactivate an Earning for an Employee

If an earning is marked inactive on an employee, it will no longer be calculated when processing payrolls for this employee.

1. On the **Setup** menu, click **Employees**.
2. Select the employee you want to activate an earning for, and then click **Edit**.
3. Click the **Earnings** tab.
4. In the Selected Items Window (upper-left), select the Employer this earning should be activated or deactivated for.
5. In the Selected Items Window, select the earning you want to activate or deactivate.
6. Under **Earning Detail** (right), check the **Active** check box to activate this earning. Uncheck the **Active** box to deactivate the earning.
7. Click **Save** to save the employee and return to the List tab, or click **Close** to save the employee and close the Employees screen.

Delete an Earning

1. On the **Setup** menu, point to **Payroll Details**, and then click **Earnings**.
2. Select the earning you want to delete, and then click **Delete**.



Note: You cannot delete a record that is linked to other records in the system. For example, if an earning is attached to an employer or an employee or the earning has been used in a pay run or on a time sheet. However, you can deactivate an earning on both the employee and employer levels.

3. At the "Are you sure you want the item deleted?" message, click **Yes**.

Delete an Earning from an Employer

An earning can only be removed from an employer if it's not assigned to any employees.

1. On the **Setup** menu, point to **Payroll Details**, and then click **Employers**.
2. Select the employer you want to delete an earning from, and then click **Edit**.
3. Click the **Earnings** tab.
4. In the Selected Items Window (upper-left), select **Earnings**.
5. In the Items Available for Selection Window (lower-left), select the check box next to the earning you want to delete to clear the check box. You cannot delete an earning from an employer if it has added to any employees.
6. At the "Are you sure you want to delete this item?" message, click **Yes**.
7. Click **Save** to save the employer and return to the List tab, or click **Close** to save the employer and close the Employers screen.

Delete an Earning from an Employee

1. On the **Setup** menu, click **Employees**.
2. Select the employee you want to delete an earning from, and then click **Edit**.
3. Click the **Earnings** tab.
4. In the Selected Items Window (upper-left), select the **Employer** this earning is for.
5. In the Items Available for Selection Window (lower-left), select the check box next to the earning you want to delete to clear the check box.



Note: You cannot delete an earning that has been used in a pay run for this employee. If the earning has been used in a pay run, you can deactivate the earning for the employee.

6. At the "Are you sure you want to delete this item?" message, click **Yes**.
7. Click **Save** to save the employee and return to the List tab, or click **Close** to save the employee and close the Employees screen.

Deductions & Benefits

Deductions and benefits represent the voluntary deductions from an employee's check as well as the additions made by the employer with wage or non-wage employer contributions that are calculated at the time of the payroll. If the employer offers health insurance, a portion of the premium payment may come from the employee and a portion from the employer. Both can be calculated during a pay run and set aside in a Liability account to be paid to the insurer.

Typical deductions/benefits are 401K contributions, dependent care (125), flexible spending account, garnishments, health insurance, payroll advance repayment, union dues, etc. The CenterPoint Payroll system comes with several predefined deductions/benefits. Deductions and benefits are normally set up before you set up employers or employees.

When you create a new deduction/benefit, it is automatically added to all employers in the database. The deductions/benefits schedule and deductions/benefits frequencies selected when processing a payroll controls which deductions/benefits will be included in the pay run.

If a deduction or benefit you are adding or changing does not fit into one of the predefined deduction & benefits, you can create a new or change an existing deduction/benefit. When you create a new deduction/benefit, you define the type of deduction (retirement plan, cafeteria plan, insurance plan, garnishment, etc.), contributor, liability and expense accounts, and effective date. You can set employee and employer (determined by the Contributor setting) limits by pay period, month, quarter, annually, and lifetime for the deduction/benefit and an annual non-taxable limit that can be stopped when the limit is reached or continued when the limit is reached. Limits are set on the Limits tab. You can determine if a deduction/benefit is taxable by employee and employer (determined by the Contributor setting) on the Taxes tab.

This topic includes instructions on how to:

[Step A - Create a Deduction/Benefit](#)

[Step B - Add the Deduction/Benefit to an Employee Record](#)

[Step C - Add a Deduction/Benefit to Multiple Employee Records](#)

Additional topics included:

- » [Activate/Deactivate a Deduction/Benefit for an Employer](#)
- » [Activate/Deactivate a Deduction/Benefit for an Employee](#)
- » [Change an Existing Deduction/Benefit](#)
- » [Delete a Deduction/Benefit](#)
- » [Delete a Deduction/Benefit from an Employer](#)
- » [Delete a Deduction/Benefit from an Employee](#)

Step A - Create a Deduction/Benefit:

1. Select **Setup > Payroll Details > Deductions & Benefits**.
 - » Click **New**, or if the new deduction/benefit will be similar to an existing, highlight the similar item and click **Copy** instead of New.

The screenshot shows the 'Deductions & Benefits' window with the 'General' tab selected. The title bar reads 'Deductions & Benefits'. Below the title bar are tabs for 'List', 'Detail', 'Filter', and 'Reports'. The main content area is titled '401k Plan - Percent of Wages'. It contains several sections: 'Deduction / Benefit Information' with fields for Abbreviation (401kWage%), Name (401k Plan - Percent of Wages), Type (Retirement Plan - Non-Taxable), Author (Red Wing Software), Contributor (Both), Liability Account (401k Payable), and Expense Account (Other Expense). There is an 'Active' checkbox which is checked. Below this are 'Employee Detail' and 'Employer Detail' sections, each with fields for W-2 Box - Options, Employee Method (Percent of Gross Wages for employee, Percent of Employee Deduction for employer), Schedule (Monthly Pay Periods 1,2,3,4, and), and Rate (0.00000000%). At the bottom are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows and an 'Additional Notes' button.

General tab

2. Enter an **Abbreviation** (up to ten unique characters of information) that you can easily identify the deduction/benefit by. For example, HI for Health Insurance or 4K for 401K.
3. In the **Name** box, enter up to 35 characters of required information that describes the deduction/benefit.
4. In the **Type** box, select a deduction/benefit type. Deduction/benefit types assign the taxability to a deduction/benefit and are also used for reporting purposes. The deduction/benefit type options are listed below:
 - » Retirement Plan - Non-taxable
 - » Retirement Plan - Taxable
 - » Cafeteria Plan (Section 125)
 - » Insurance Plan Taxable
 - » Garnishment
 - » Other Taxable Deduction/Benefit
 - » Other Non-Taxable Deduction/Benefit
 - » Payroll Advance Repayment
 - » Other Non-Taxable Ded./Taxable Ben.
 - » Other Taxable Ded./Non-Taxable Ben.
5. If you selected **Garnishment** as the deduction/benefit **Type**, in the **Sequence** box, enter the order the garnishment should be deducted from the check, for example Sequence 1 will be deducted before a garnishment assigned a Sequence 2.
6. In the **Contributor** box, select whether or not this will be just a deduction (employee), a benefit (employer), or both. Depending on what you select will determine whether or not the Employee Detail or Employer Detail sections on the General tab are enabled.
7. In the **Liability Account** box, select the liability account this deduction/benefit should post to. The Liability Account also controls who the deduction will be paid to.



Note: The default Liability Account you select must be an account in the **Payroll Liability** account category. If you select an account that is not of the expected account type, you will receive a message. If you choose to assign the unexpected account type, click Yes. If you want to assign a different account, click No to assign a different account.

8. If Employer or Both is selected as the Contributor, select the expense account this deduction/benefit should be posted to in the **Expense Account** box. If Employee was selected as the Contributor, the Expense Account should be left blank.



Note: The default Expense Account you select must be an account in the **Other Employee Expense or Benefit Expense** account category. **The same expense account should not be used for a deduction or benefit expense as is used for an earning.**

9. The **Active** check box will automatically be selected. When the check box is not selected, the Deduction/Benefit will not be listed as a selection in Setup > Payroll Details > Employers unless the Employer already has the Deduction/Benefit selected.
10. To add notes to this deduction/benefit, click **Additional Notes**, enter the notes, and then click **OK**.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

11. **Employee Detail** (will only be available if Employee or Both was selected in the Contributor field):

- » **W-2 Options** - Select the W-2 box that this amount should be reported in. If this amount is not reported on the W-2, leave the W-2 Box – Options box blank. When you select codes Box 12 D, E, F, G, H, S, Y, AA, BB, CC, DD, EE, GG and HH for either the Employee or Employer, the appropriate code and value for the W-2 will be displayed when data is transferred to Aatrix. Box 12 codes and values will not display on the W-2 when data is transferred to Aatrix for the codes not listed in this step. If the selections are the same for the W-2 Box - Options for both the employee deduction and employer contribution, then the amounts will be reported together. 401(k) reporting is a good example where the W-2 reporting is different. Employee deferrals are reporting in Box 12 with code D, but employer matching is not required, but can be reported in Box 14.



Note: Changes to W-2 information flow down to all existing pay in the system. So, if you mistakenly used W-2 Box 12, code E throughout the year when you should have used code D instead, changing the code will also change each W-2 issued to the code.

- » In the **Employee Method** box, select the appropriate option. The option selected defines the boxes that will display next.
 - » **Fixed Amount** - Rate box will display with \$0.00.
 - » **Garnishment** - Rate box will display with 0.00%, Up to Amount will display as 0.00 and Minimum Net Pay will display as 0.00.
 - » **Hourly Rate (All Hours)** - Rate box will display \$0.00.
 - » **Hourly Rate (Regular Hours)** - Rate box will display with \$0.00.
 - » **Payroll Advance Fixed Amount** - Amount will display with \$0.00

- » **Percent of Gross Wages** - Rate box will display with 0.00% and Minimum Amount will display as 0.00. When processing a payroll, if the calculated deduction amount is less than the Minimum Amount value, the deduction amount is set to the Minimum Amount value.
- » **Percent of Net Wages (After Taxes)** - Rate box will display with 0.00%.
- » In the **Schedule** box, select when the deduction/benefit should be deducted from the employees pay. For example, if this garnishment is withheld every pay check, use the schedule Monthly Pay Periods 1,2,3,4,5. If it's withheld only once a month, select Only 1st Pay Period of Month. Deduction and benefit schedules allow you to select a schedule of when to calculate a deduction and/or benefit for employees on a pay run. Schedules are a grouping of one or more deduction/benefit frequencies. When a frequency is selected on a pay run, CenterPoint Payroll determines which schedules apply for each employee. If the frequency is contained in a schedule, then the deduction/benefit will be calculated on the pay run. Use the table below to determine which frequencies will be included in the pre-defined deduction and benefit schedules.) that applies to this deduction/benefit.
 - » Predefined Deduction & Benefit Frequencies:

Abbreviation	Name
1stOfMonth	1st Pay Period of the Month
2ndOfMonth	2nd Pay Period of the Month
3rdOfMonth	3rd Pay Period of the Month
4thOfMonth	4th Pay Period of the Month
5thOfMonth	5th pay Period of the Month
Special	Special Pay Period

- » The **Rate**, **Up to Amount** and **Minimum Net Pay** boxes should all remain at zero when setting up the deduction/benefit. When the deduction/benefit is added to an employee, the rates and amounts will be specified on their record.
12. If Employer or Both was selected in the Contributor field, the **Employer Detail** section will be available. These fields are used to define the details of an employer provided benefit. Select the appropriate Employer Method from the following options:
- » **% of Employee Deduction/Gross Wages (Multiple Rates)** - This method allows the definition of a table of rates where an employee deduction amount is matched up-to a specific percentage of the employee gross wages, after which a percentage of the employee gross wage is used to calculate the employer contribution amount instead.

Rate Table			
From	Up To	Match Ded	Match Gro
0.0000%	3.0000%	50.0000%	0.0000%
3.0000%	100.0000%	0.0000%	3.0000%

- » In this example, the employer contribution amount is calculated as 50% of the employee deduction amount up to an amount equal to 3% of employee gross wages. After that, the employer contribution amount is calculated as 3% of the employee's gross wages. So, if the employee earned \$800 in gross wages and elected to contribute \$30; the employer contribution amount is \$15 because \$15 is less than 3% of the gross wages. If the employee had elected to contribute \$50, the employer contribution is calculated as \$24 or 3% of gross because \$25 would be greater than 3% of the employee's gross wages.
- » **% of Gross Employee Deduction (Multiple Rates)** - • The method allows the definition of a table of rates where either the employee deduction is matched by a specified percentage, or a percentage of the gross wage is used to calculate the employer contribution amount.

From	Up To	Match
0.0000%	3.0000%	100.0000%
3.0000%	5.0000%	50.0000%
5.0000%	100.0000%	4.0000%

- » For example, the employer matches 100% of the employee contribution if the amount is within 0-3% of the employee gross wage, matches 50% of the employee contribution if the amount is within 3-5% of the employee gross wage, and matches 4% of gross wage if that amount is within 5-100% of employee gross wage.
- » **% of Net Employee Deduction (Multiple Rates)** - The method allows the definition of a table of rates where either the employee deduction is matched by a specified percentage, or a percentage of the net wage is used to calculate the employer contribution amount.

From	Up To	Match
0.0000%	3.0000%	100.0000%
3.0000%	5.0000%	50.0000%
5.0000%	100.0000%	4.0000%

- » For example, the employer matches 100% of the employee deduction if the amount is within 0-3% of the employee net wage, matches 50% of the employee deduction provided that amount is within 3-5% of the employee net wage, and matches 4% of net wage if that amount is within 5-100% of employee net wage.
- » **Fixed Amount** – The employer contributes a fixed amount.
- » **Hourly Rate (All Hours)** – The employer contribution is calculated by the number of all hours multiplied by a specified rate.
- » **Hourly Rate (Regular Hours)** - The employer contribution is calculated by the number of regular hours multiplied by a specified rate.
- » **Match Employee /w % of Gross Limit** – The employer will match the percentage the employee is contributing up to a max limit. For example, if an employee is deducting 6% of gross wages but the

employer only matches up to 5%, the limit can be entered to stop the additional percentage from being matched.

- » **Match Employee Deduction** – The employer contribution will match the employee deduction.
- » **Percent of Employee Deduction** – This employer contribution is calculated at a percentage of the employee deduction.
- » **Percent of Gross Wages** – The employer contribution is calculated at a percentage of gross wages.
- » **Percent of Net Wages** – The employer contribution is calculated at a percentage of net wages.

13. Enter the **Schedule** (see the information about schedules in the Employee Method section) and **Rate**.

Limits tab

14. **Employee/Employer Deduction Limits** provide an additional way to stop the calculation. If the deduction/benefit has an monthly, annual or lifetime limit, click on the **Limits** tab and select the **Use Limit** box. The employee amounts should remain zero. When the deduction/benefit is added to an employee, the limits can be specified on their record. A deduction may have more than one limit, such as it may have a Monthly limit as well as an Annual limit.
15. The **Employee/Employer Non-Taxable Limits** provide an additional way to set an annual non-taxable limit and stop the calculation when the limit is reached. If a limit applies, select the **Limits** check box, enter the **Annual Limit**, and then select the action you want to take when the limit is reached.
16. Under Combine Contribution Limits, if this deduction should be combined with another deduction when applied to limits, select the **Use** check box and select the deduction. For example, if you make contributions to both a Traditional and a Roth 401k, when linked in CenterPoint, your total contributions across both deductions would not be allowed to exceed the limit set up on either deduction. Select the **As Primary** check box if the selected deduction should be calculated first and applied to the limit before the deduction it is combined with.
 - » For example, the pay period limit is \$100, Deduction 1 is selected as Primary and Deduction 2 is combined with Deduction 1.
 - » Deduction 1 calculates the full pay period limit first and will be calculated for the full amount of \$64.
 - » Deduction 2 is calculated and reduced to \$36 to stop at the limit

Taxes tab

17. Click the **Taxes** tab. The taxes tab allows you to decide if an employee deduction should be calculated before or after taxes and if an employee is responsible for paying taxes on a benefit provided by the employer.

The first two columns (**Employee Detail**) are used for only those deductions/benefits that have had Both or Employee specified as the Contributor. If a deduction should be subtracted from an employee's pay prior to calculating a tax, that tax or taxes should be moved to the **Exclude Deduction from Taxes** column using the arrow icon.

The second two columns (**Employer Detail**) are used only for those deductions/benefits that have Both or Employer specified as the Contributor. If the employer is responsible for paying taxes on a benefit, move the appropriate tax(es) to the **Benefit is taxable for** column using the arrow icon. If this benefit is not taxable, then all taxes would stay in the **Benefit is not taxable for column**.



Note: If you change a deduction/benefit setting on the Taxes tab that has already been used on a pay run, a warning message will display. Any changes made will not be applied to previously posted pay runs. If the setup was incorrect at the time pay runs were posted, it can cause discrepancies in your Tax reporting.

18. Click **Save** to save the deduction/benefit and return to the List tab, or click **Close** to save the deduction/benefit and close the Deductions & Benefits screen. When this deduction/benefit is saved, it will automatically be added to all employers in the database.

Earnings tab

19. Click the **Earnings** tab.
20. Determine which earnings this deduction/benefit does/does not apply to.

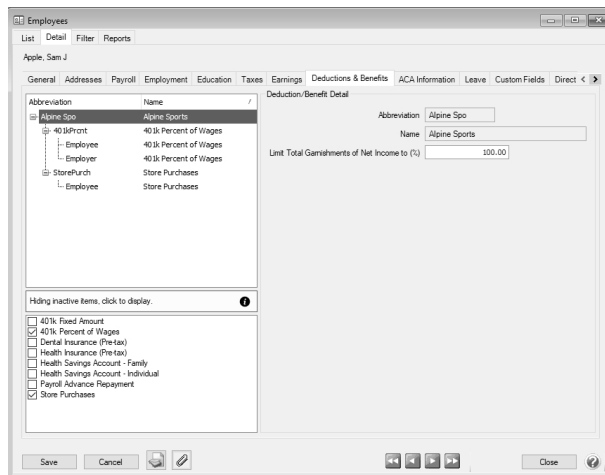


Note: At least one earning must be selected in the **Applies to Earnings** column. If a deduction/benefit does not apply to an earning move the earning to the **Does Not Apply to Earnings** column using the arrow icon.

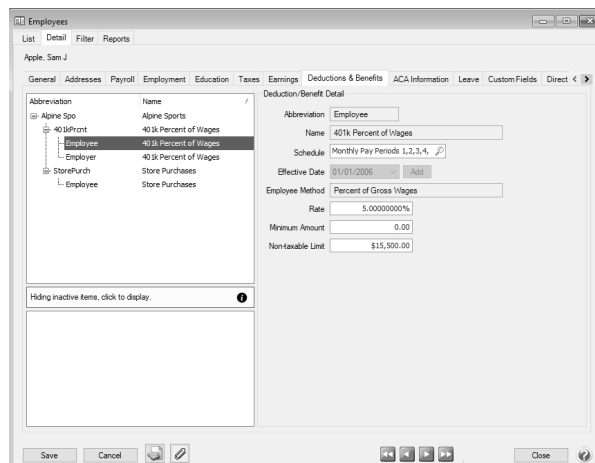
Step B - Add the Deduction/Benefit to an Employee Record:

Follow the instructions below to add deductions/benefits to individual employee records. If you have a deduction/benefit that should be added to multiple employees, we recommend using the Employee Mass Update (Setup > Payroll Details > Employee Mass Update) option instead. Refer to the Employee Mass Update topic for more information.

1. Select **Setup > Employees**.
2. Select the employee requiring the deduction/benefit and click **Edit**.
3. Select the **Deductions & Benefits** tab.



4. Select the Employer on the left side of the screen.
5. The list of available deductions and benefits will then be displayed at the bottom of the screen. Select the appropriate deductions/benefits. The selected items will then automatically be included in the list of deductions & benefits for this employee at the top of the screen.
6. Select the deduction/benefit under the company. It will have either an **Employee** line, an **Employer** line, or both listed below it. Deduction/Benefit Details will need to be assigned for each line displayed. Select the **Employee** line first.



7. The fields displayed in the **Deduction/Benefit Detail** are dependent on which options were selected when the deduction/benefit was originally setup (Setup > Payroll Details > Deductions & Benefits). Complete the fields with information specific to this employee.
8. Select the **Employer** line from the upper left side of the screen (if available) under the deduction/benefit. The fields displayed in the **Deduction/Benefit Detail** are dependent on which options were selected when the deduction/benefit was originally setup (Setup > Payroll Details > Deductions & Benefits). Complete the fields with information specific to the employer's portion of this benefit.

The screenshot shows the 'Employees' window with the 'Deduction/Benefit Detail' tab active. On the left, a tree view shows the hierarchy: '401k Percent of Wages' > 'Employee'. The right pane displays the details for the selected 'Employer' line. The 'Name' field is '401k Percent of Wages', the 'Schedule' is 'Monthly Pay Periods 1,2,3,4', and the 'Effective Date' is '01/01/2006'. The 'Employer Method' is 'Percent of Employee Deduction' with a 'Rate' of '50.00000000%'. A table at the bottom shows the 'Expense Account' as 'Benefits Expense' with a 'Percent' of '100.00%'.

9. If displayed, specify the **Limits**.

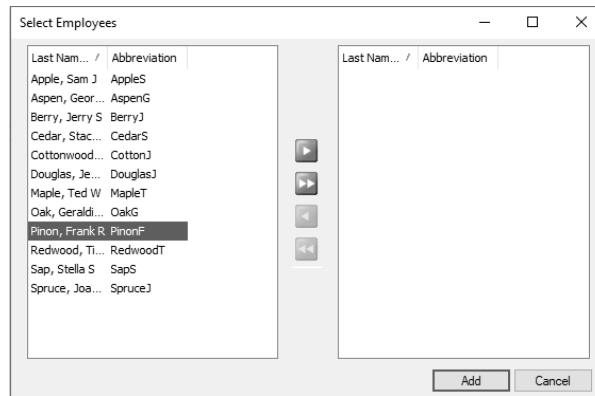




Note: The limit fields will only be displayed if a Limit option was selected when the deduction/benefit (Setup > Payroll Details > Deductions & Benefits) was setup (step A).

10. Click **Save**. Repeat Step B for each employee that needs a deduction/benefit added to their employee record.
11. **Employees > Earnings** tab. From the upper-left side of the screen, select the earning that was added, and then on the right side of the screen review the details.

Step C - Add a Deduction/Benefit to Multiple Employee Records

1. Select **Setup > Payroll Details > Deductions & Benefits**.
2. Select the deduction/benefit you want to add to multiple employee records.
3. Right-click and select **Add to Employees**.



4. Select the employees that this deduction/benefit should be added to and then click the right arrow . To select all employees, click the double-right arrow .
5. Click **Add**.
6. At the Are you sure you want to add the deduction/benefit to selected employees? message, click **Yes**.
7. The number of employees the deduction/benefit was added to will display, click **OK**.
8. To review deduction/benefit details for the employees, select **Setup > Employees > Deductions & Benefits** tab. From the upper-left side of the screen, select the deduction/benefit that was added, and then on the right side of the screen review the details.

Activate/Deactivate a Deduction/Benefit for an Employer

If a deduction is marked as inactive on an employer, it will not available to assign it to employees. This would normally be done only if you will no longer be adding this deduction to new employees.

1. On the **Setup** menu, click **Employers**.
2. Select the employer you want to activate or deactivate a deduction/benefit for, and then click **Edit**.
3. Click the **Deductions & Benefits** tab.
4. In the **Selected Items Window** (upper-left), select **Deductions & Benefits**.
5. Select the deduction/benefit that you want to activate.
6. Under **Deduction/Benefit Detail** (right), select or unselect the Active check box (depending on if you want the deduction/benefit active for this employer or not).
7. Click **Save** to save the employer and return to the List tab, or click Close to save the employer and close the Employers screen.



Note: To return to the List tab without saving the employer, click Cancel. To close the Employers screen without saving the employer, click in the upper-right corner.

Activate/Deactivate a Deduction/Benefit for an Employee

If a deduction/benefit is marked inactive on an employee, it will no longer be calculated when processing payrolls for this employee.

1. On the **Setup** menu, click **Employees**.
2. Select the employee you want to activate a deduction/benefit for, and then click **Edit**.
3. Click the **Deductions & Benefits** tab.
4. In the **Selected Items Window** (upper-left), select the **Employer** this deduction/benefit should be activated for.

5. In the **Selected Items Window**, select the deduction/benefit you want to activate.
6. Under **Deduction/Benefit Detail** (right), select or unselect the **Active** check box.
7. Click **Save** to save the employee and return to the List tab, or click Close to save the employee and close the Employees screen.

Change an Existing Deduction/Benefit

1. On the **Setup** menu, point to **Payroll Details**, and then click **Deductions & Benefits**.
2. Select the deduction/benefit you want to change, and then click **Edit**. Note: If you change the information in the Name box, past deduction/benefit information is automatically linked to the new name. For example, if you change the deduction Health Insurance to Health Insurance - Preferred One , your reports will no longer show Health Insurance and any existing information for Health Insurance is now part of Health Insurance - Preferred One..
3. Edit or view the deduction/benefit detail.



Note: If you change a deduction/benefit setting on the Taxes tab that has already been used on a pay run, a warning message will display. Any changes made will not be applied to previously posted pay runs. If the setup was incorrect at the time pay runs were posted, it can cause discrepancies in your Tax reporting.



Note: Voiding a pay run after changing a deduction that was used in it could result in an incomplete voiding where deduction information is re-gathered and processed.

4. Click **Save** to save the deduction/benefit and return to the List tab, or click Close to save the deduction/benefit and close the Deductions & Benefits screen. Note: To return to the List tab without saving the deduction/benefit , click Cancel. To close the Deductions & Benefits screen without saving the deduction/benefit click in the upper-right corner.

Delete a Deduction/Benefit

1. On the **Setup** menu, point to **Payroll Details**, and then click **Deductions & Benefits**.
2. Select the deduction/benefit you want to delete, and then click **Delete**. Note: You cannot delete a record that is linked to other records in the system. For example, if a deduction or benefit is attached to an employer or employee or the deduction or benefit has been used in a pay run. However, you can deactivate a deduction or benefit on both the employee or employer levels.
3. At the **"Are you sure you want the item deleted?"** message, click **Yes**.

Delete a Deduction/Benefit from an Employer

A deduction/benefit can only be removed from an employer if it's not assigned to any employees.

1. On the **Setup** menu, point to **Payroll Details**, and then click **Employers**.
2. Select the employer you want to delete an deduction/benefit from, and then click **Edit**.
3. Click the **Deductions/Benefits** tab.
4. In the **Selected Items Window** (upper-left), select **Deductions & Benefits**.
5. In the **Items Available for Selection Window** (lower-left), select the check box next to the deduction/benefit you want to delete to clear the check box.
6. At the **"Are you sure you want to delete this item?"** message, click **Yes**.
7. Click **Save** to save the employee and return to the List tab, or click Close to save the employee and close the Employees screen. Note: To return to the List tab without saving the employee, click Cancel. To close the Employees screen without saving the employee, click in the upper-right corner.

Delete a Deduction/Benefit from an Employee

1. On the **Setup** menu, click **Employees**.
2. Select the employee you want to delete a deduction/benefit from, and then click **Edit**.
3. Click the **Deductions & Benefits** tab.
4. In the **Selected Items Window** (upper-left), select the **Employer** this deduction/benefit is for.
5. In the **Items Available for Selection Window** (lower-left), select the check box next to the deduction/benefit you want to delete to clear the check box.
6. At the **"Are you sure you want to delete this item?"** message, click **Yes**. Note: You cannot delete a record that is linked to other records in the system. For example, if a deduction or benefit is attached to an employee or the deduction or benefit has been used in a pay run. However, you can deactivate a deduction or benefit on both the employee or employer levels. Deductions cannot be deleted until the deduction is first removed from the Deduction Direct Deposit Information grid from the Direct Deposit tab in Setup > Employees.
7. Click **Save** to save the employee and return to the List tab, or click Close to save the employee and close the Employees screen.



Note: To return to the List tab without saving the employee, click Cancel. To close the Employees screen without saving the employee, click in the upper-right corner.

Using Deduction & Benefit Schedules and Frequencies

Deduction and benefit schedules and frequencies allow you to specify that certain deductions/benefits are only calculated on certain pay periods. For example, most deductions might be calculated on every pay check, but maybe a deduction for health insurance is only deducted from the first pay check of every month. By setting up the deduction to use the correct schedule, you can avoid having to manually add the correct deductions to a pay run.

[Step A: Create Deduction & Benefit Frequencies](#)

[Step B: Create Deduction & Benefit Schedules](#)

[Step C: Assign a Deduction & Benefit Schedule to the Deduction & Benefits](#)

[Step D: Select a Deduction & Benefit Frequency on the Pay Run](#)

Step A: Create Deduction & Benefit Frequencies

Deduction and benefit frequencies are the possible pay periods you may have in a month. The most common frequencies are set up by default. To view or add frequencies:


1. Select **Setup > Payroll Details > Deduction & Benefit Frequencies**. The most common frequencies are already on the list. This includes up to five pay periods in a month and a special pay period. If you need to add an additional frequency, click **New**.

2. Enter an **Abbreviation** and **Name** for your frequency. Click **Save**.

Step B: Create Deduction & Benefit Schedules

Deduction and benefit schedules are the combination of pay periods of a month (frequencies) that a deduction/benefit is calculated on. For example, All Pay Periods, First Pay Period Only, First and Third Pay Periods. Some common schedules are set up by default, but you can set up any additional schedules you need.

1. Select **Setup > Payroll Details > Deduction & Benefit Schedules**. Click **New**.

2. Enter an **Abbreviation** and **Name** for your schedule.
3. All the frequencies you have set up will display in the left box. Use the  button to move over the frequencies that make up this schedule. In this example, the company pays biweekly. This schedule is for the first and second pay periods of the month. A deduction set up with this schedule will be calculated on the first two pay checks of every month, but on the two months a year with three pay periods the deduction will not be calculated.
4. Click **Save**.

Step C: Assign a Deduction & Benefit Schedule to the Deduction & Benefits

When setting up a new deduction/benefit you assign the default schedule to the deduction/benefit. This can be changed on an individual employee basis. If you are changing the schedule of an existing deduction/benefit, you will need to change it on the employee level.

Setup a New Deduction/Benefit

1. Select **Setup > Payroll Details > Deductions and Benefits**. Click **New**.

2. Enter the details for the deduction/benefit. In the Employee Detail section, select the **Schedule** for the employee deduction. If there is an employer benefit, select the **Schedule** for the benefit in the Employer Detail section. For more information on Deduction and Benefit setup, refer to the topic.

Change a Schedule for an Existing Deduction/Benefit on the Employee

1. Select **Setup > Employees**.
2. Highlight the employee you wish to change and click **Edit**. Select the **Deductions & Benefits** tab.

- Highlight the Employee portion of the deduction you wish to change. Select the appropriate **Schedule** to the right.
- If there is an Employer portion, also select the **Schedule** for the benefit.
- Click **Save**. Repeat Steps 2 - 5 for any additional employees you wish to change.

Step D: Select a Deduction & Benefit Frequency on the Pay Run

- Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**. Click **New** to start a new pay run.

The screenshot shows the 'Pay Employees' window. At the top, there are tabs: 'List', 'Pay Employees', 'Filter', and 'Reports'. The 'Pay Employees' tab is selected. Below the tabs, there are several sections. The first section is 'Pay Run Information' and includes fields for 'Company' (Alpine Sports), 'Pay Date' (8/23/2010), 'Pay Run Number' (00050), 'Bank Account' (Checking), and 'Deduction/Benefit Frequency' (1st Pay Period of the Month). There is also a 'Memo Line' field. The second section is 'Employees' and includes a 'Search For' field, a 'By' dropdown (Employee Abbreviation), and a list of employees with columns for 'Employee Abbreviation', 'Employee Last Name, First Name', and 'Dep'. The list includes Apple5, Berry3, Cedar5, Cotton3, and Douglas3. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons.

- On the **1. Select Employees** tab, enter the **Deduction/Benefit Frequency** for this pay run. For example, 1st Pay Period of the Month. This will calculate any deduction set up with a schedule that includes this frequency.



Note: If every deduction is set up to be calculated on all pay periods, it will not matter which frequency you select. Once you have a frequency selected, you can right-click on the frequency and choose **Set As Default**. The frequency will already be filled in when you start a new pay run.

- Continue processing the pay run as normal. For more information on processing a pay run, refer to the [topic](#).

Starting Payroll Mid-Year

When CenterPoint Payroll is started mid-year beginning balances must be entered for all employees that received a pay check during the year. Beginning balances should be entered in **Setup > Payroll Details > Start-up Pay** so CenterPoint Payroll can be used to produce quarterly reports for the employer and W-2 forms for the employee. You can enter start-up pay for each pay period, each quarter, or year-to-date only.



Note: It is important to enter start-up pay (mid-year beginning balances) prior to entering and processing any new pay runs.

- Select **Setup > Payroll Details > Start-Up Pay** or **Setup > Start-Up Pay**
- Click **New**.

Select Employees

3. On the **1. Select Employees** tab, enter the appropriate **Company**, **Bank Account** and **Deduction/Benefit Frequency**.
4. The pay run **Number** will fill in automatically.
5. Enter the **Pay Period From** and **To** dates with the date range for the totals you are entering. Select the **Pay Date** as the last day of that period.
6. Select the employees you paid in this pay run using the green arrow buttons to move the employees to the right. The single arrow selects only the highlighted employees; the double arrow selects all employees.



Note: Hold the CTRL button the keyboard while clicking with the mouse to highlight more than one employee at a time.

Enter Pay

7. Click the **2. Enter Pay** tab.
8. Highlight an employee name in the upper-left box.
9. Enter the gross wage totals for each Earning.
10. Expand the Deductions and Employee Taxes groups by clicking on the plus signs. Verify the amount calculated for each and change as needed so that it matches the total amount withheld from the employees pay. If the amount or percentage is changed, the Override check box is automatically selected.
11. Expand both the **Employer Benefit** and **Employer Taxes** sections to verify or change the employer benefits or employer taxes. If the amount or percentage is changed, the Override check box is automatically selected.
12. Repeat steps 8-11 for each employee. To select the next, previous, last, or first employee:
 - » Select the employee by clicking the employee name
 - » Select an employee by using the selection icons under the employee list
 - » Select the last employee by pressing Alt + End.
 - » Select the first employee by pressing Alt + Home.
 - » Select the previous employee by pressing Alt + <.
 - » Select the next employee by pressing Alt + >.

Totals tab

- a. Click the **4. Totals** tab to verify your pay run totals. If the totals match your pay run information click **Save (Alt + S)**. If the totals do not match, click on the **2. Enter Pay** tab, and review each employee's entries. Click **Close (Alt + C)**
- b. Various reports can be used to verify the beginning balances were entered correctly. Click on **Reports > Reports > Payroll Data Reports** and **Reports > Reports > Payroll Tax Data Reports**.

Profit Centers/Departments

Profit centers/Departments describe the various areas or divisions of your operation that generate income. It can also be used for department tracking. Profit center/Department detail is for analysis purposes, it does not affect tax information. When you look at the profit/loss of your operation for any given time span, profit centers/departments give you the power to pinpoint the status of each specific part of your operation.

A profit center/department is not assigned to an account, but instead the profit center/department can be assigned to each line of any transaction, using any account.

[Create a Profit Center/Department](#)

[Edit/Change an Existing Profit Center/Department](#)

Delete an Existing Profit Center/Department

Change the Status (Activate/Deactivate) of an Existing Profit Center/Department

Combine Two Existing Profit Centers/Departments

Create a Profit Center/Department

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Click **New**.



Note: If you would like to create a new item by copying an existing one, highlight the profit center/department to copy from and click **Copy**. If the copy option is used, all fields listed below will auto-filled with the information from the original profit center/department, but can be modified.

3. In the **Abbreviation** box, enter optional information that you can use to easily identify the profit center/department by.
4. In the **Name** box, enter required information that describes the profit center/department.
5. In the **Type** box, click and select the type of profit center/department.
6. To add notes to this profit center/department, click **Additional Notes**, enter the notes, and then click OK.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

Edit/Change an Existing Profit Center/Department

All information on an existing profit center/department can be modified. All history and balances will stay with the profit center/department

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be changed and click **Edit** (or simply double click on the appropriate profit center/department. Edit the details as needed.
3. Click **Save** to save the profit center/department and return to the List tab, or click **Close** to save the profit center/department and close the profit center/department screen.



Note: To return to the List tab without saving the profit center/department, click **Cancel**.

Delete an Existing Profit Center/Department

The Delete button completely removes a profit center/department from the system. Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a profit center/department that is no longer being used, but does have historical activity, please refer to the instructions below on how to change the status to inactive.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be deleted and click **Delete**.
3. At the **Are you sure you want the item delete?** message, click **Yes**.

Change the Status of an Existing Profit Center/Department

Profit centers/Departments that are no longer being used, but have history, can be deactivated. On transaction screens, the list of profit centers/departments will only include active profit centers/departments. Filters can be created in reports, lists, etc. to only include active profit center/departments.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Right-click on the appropriate profit center/department, and select **Activate** or **Deactivate**.

Combine Two Existing Profit Centers/Departments

The Combine button allows you to combine two existing profit centers/departments. For example, if the same profit center/department was inadvertently setup twice and both used on transactions. The Combine button allows you to combine all history and balances for the two profit centers/departments and removal of one of the profit centers/departments. Note: We recommend you take a backup prior to combining two items as there is not a way to "uncombine" two items.

1. On the **Setup** menu, point to **Profit/Production Centers** or **Departments/Locations**, and then click **Profit Center** or **Department**.
2. Select the profit center/department to be changed and click **Combine**. The profit center/department selected in this step is the item that will be removed after the two profit centers/departments are combined.
3. In the **Combine** screen, select the profit center/department it should be combined into and click **OK**.

Names (Vendors, Customers, Employees or Salespersons)

Names are individuals or organizations you do business with. There are four name types: Vendor, Customer, Employee, and Salesperson. Any name can be one, two, or all types. By specifying a name type, the transaction screens will display only the appropriate names for that screen.

[Create a Name](#)

[Edit/Change an Existing Name](#)

[View Transaction History for a Name](#)

[Delete a Name](#)

[Change the Status \(Activate/Deactivate\) of a Name](#)

[Combine Two Existing Names](#)

Create a Name:

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Click **New** to create a new blank name. Or if the name be adding is similar to an existing name, you can highlight the similar name and click **Copy**. This will create a new name using all of the information in the highlighted name.

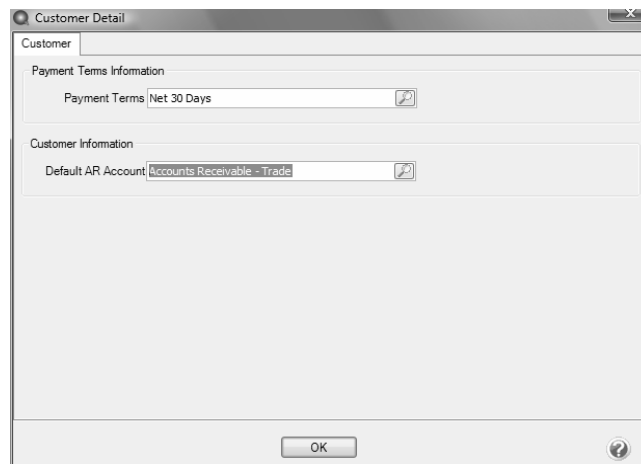


Note: To set a default for any of the fields on the screen, right-click and select Set As Default. For example, if most of the names you enter are for a particular State, you can set that state as the default that will display. To clear the default, right-click and select Clear Default. If you want to skip any fields when you enter names, you can remove fields from the tab order by clicking the Options button, selecting Set Tab Stops, and then removing the checkmark next to the fields you want to skip.

The screenshot shows the 'Names' window with the 'General' tab selected. The window title is 'Names'. The tabs at the top are 'List', 'Detail', 'Filter', and 'Reports'. The main title is 'Alpine Credit Company'. The 'General' tab is active, showing 'Name Format' with 'Business' selected and 'Individual' unselected. 'Name Type' has 'Customer' and 'Vendor' both checked, with 'Delete' buttons next to each. 'Name Information' includes fields for 'Abbreviation' (ALPCredit), 'Company' (Alpine Credit Company), 'Contact', 'Address Line 1' (1 Mt. Evan Rd.), 'Address Line 2', 'City, State, Zip' (Idaho Springs, CO, 80452), 'Group', 'Phone' (970.432.4747), 'Cell Phone', 'Fax', and 'E-mail'. 'Tax/Other Information' includes 'Federal Tax Id', 'State Tax Id', 'Memo', and checkboxes for 'Issue 1099 for this Vendor' and 'Consent to Electronic 1099'. At the bottom, there are buttons for 'Save', 'Cancel', 'Print Notes on forms', 'Active Status', 'Additional Notes', 'Options', and 'Close'.

General tab

3. On the **General** tab, under **Name Format**, select **Business** if this name is a business or **Individual** if this name is an individual .
4. Under **Name Type**, select **Customer**, **Vendor**, **Employee**, and/or **Salesperson**. Any name can be one, two, or all types.
If you are creating an employee that you will be paying in the Payment screen (instead of processing a pay run using the payroll program), the name should be marked as both an employee and a vendor. Once the Employee check box is selected, it cannot be unselected if there is any data associated with the name that would prevent it from being deleted, for example pay run data.
5. If this name is a customer, click the **Customer Detail** button and follow the steps below. If this name is not a customer, continue with Step 6.



The **Customer Detail** dialog box is shown. It has a title bar with a close button. Below the title bar is a tab labeled **Customer**. The dialog is divided into two main sections: **Payment Terms Information** and **Customer Information**. In the **Payment Terms Information** section, there is a text box labeled **Payment Terms** containing the text "Net 30 Days" and a small icon to its right. In the **Customer Information** section, there is a text box labeled **Default AR Account** containing the text "Accounts Receivable - Trade" and a small icon to its right. At the bottom of the dialog is an **OK** button and a help icon.

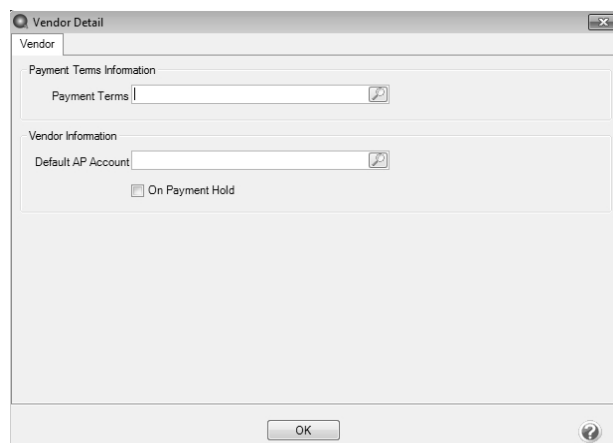
- » In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.



Note: To create a new payment term, right-click and select **New**, and then follow the **Understanding Terms and Discounts** procedure. To set a payment term as the default, right-click and select **Set As Default**. To clear the default payment term, right-click and select **Clear Default**.

- » In the **Default AR Account**, click and select the account that will display as the default Accounts Receivable account for this name in the . transaction entry screen.

6. If this name is a vendor, click the **Vendor Detail** button. If this name is not a vendor, continue with Step 7.



The **Vendor Detail** dialog box is shown. It has a title bar with a close button. Below the title bar is a tab labeled **Vendor**. The dialog is divided into two main sections: **Payment Terms Information** and **Vendor Information**. In the **Payment Terms Information** section, there is a text box labeled **Payment Terms** which is empty and has a small icon to its right. In the **Vendor Information** section, there is a text box labeled **Default AP Account** which is empty and has a small icon to its right. Below this text box is a checkbox labeled **On Payment Hold**. At the bottom of the dialog is an **OK** button and a help icon.

- » In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.



Note: To create a new payment term, right-click and select New, and then follow the Create a Payment Term Due on a Specific Date or Create a Payment Term with Net Terms procedure. To set a payment term as the default, right-click and select Set As Default. To clear the default payment term, right-click and select Clear Default.

- » In the **Default AP Account**, click and select the account that will display as the default Accounts Payable account for this name in the Vendor Invoices (A/P) transaction entry screen.
 - » Select the **On Payment Hold** check box to place a hold on all payments to this vendor. When a vendor is on payment hold, their invoices will not display on the Pay Invoices Due screen and when saving a payment on the Payments screen a *"You cannot save this transaction because the Vendor is on payment hold."* message displays because the vendor is on hold.
7. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the name by. To set how duplicate abbreviations are handled by CenterPoint, right-click and select **Allow Duplicates** (Use this option to reuse and not require the value in the Abbreviation box.), **Warn if Duplicate** (Use this option to receive a warning if a duplicate abbreviation is used. A confirmation message will display. To continue using the duplicate value, click Yes.), or **No Duplicates Allowed** (Use this option to require a unique value in the Abbreviation box. A message will display. Click OK to return and enter a unique value.).
 8. Select the user-defined **Group** to assign the name to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of names in many reports.
 9. In the **Last Name/Company** box, enter up to 50 characters of required information that describes the last name/company name. If this name is an individual, also specify the **First Name** and **M.I.**
 10. In the **Contact** box, enter up to 30 characters of optional information that describes the contact at this address.
 11. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number.
 12. The third address line has a format option preceding it. There are four options for the format of the third line of the address:
 - » City, State, and Zip Code (US Addresses).
 - » City, Province, Postal Code (Canadian Addresses).
 - » Address Line 3 (Free format line)
 - » Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

Choose the correct format. If this is the format that you use most often, you can select it and then right-click on the field to make it the default format. The United States address format and the Canadian address format will perform a zip code or postal code lookup and fill in the city and state or province. Country Codes can be selected from a list when using Foreign Addresses.

13. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses (File > Preferences > General > Address Settings), in the **Zip/Postal Code** box enter the zip code or postal code.. If your preferences are not set to use the lookup, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information.



Note: To set a City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address, right-click and select Clear Default.

14. In the **Phone** box, enter the phone number for this name's default business address.
15. Complete any other fields (Fax, E-mail, etc.) that are applicable to your business needs.
16. In the **Fax** box, enter the fax number for this name's default business address.

17. In the **E-mail** box, enter the e-mail address for this name's default business address. If you've selected to e-mail invoices/billing statements to this name, an e-mail address is required.
18. In the **Federal Tax Id** box, enter an optional 15 character federal tax identification number for this name. This field is optional but should be filled in for any vendors that will be issued a 1099.
19. In the **State Tax Id** box, enter an optional 15 character state tax identification number for this name.
20. If you want to print a 1099 for this vendor, select the **Issue 1099 for this Vendor** check box.
21. If this name is a Vendor, in the **Memo** box, enter up to 50 characters of information that you want to print on the check portion of a printed check or invoice to this name. The account number is an example use of the Memo box.
22. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form). If this box is selected, a signed consent form must be on file. This form can be printed from **Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic 1099 Consent** in the **Report** box.
23. If the email address you want to include with the electronic consent is listed in the **Email** drop-down list, select the address, or enter a new email addresses.
24. To select which companies/funds this name is active in, click the **Active Status** button, select the companies/funds the name is active in (the default is active for all companies/funds), and then click **OK**.
25. To add notes to this name, click **Additional Notes**, enter the notes, and then click **OK**. When notes are added from the Additional Notes button, the button label will change to **Edit Notes** with a yellow background.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

20. If you want to select which fields are necessary for data entry, click the **Options** button and then select **Set Tab Stops**.
21. Select the **Print Notes on forms** check box to print notes entered on the Additional Notes screen on a purchase order or check when the Payee Notes field is added in Setup > Forms Designer > Check Form Designer or Purchase Order Form Designer.

Addresses tab

22. Select the **Addresses** tab if additional addresses are needed, such as pay to, shipping or billing address. Click **New**. If no other addresses are needed for this name, the Addresses tab can be ignored.



Note: You can select to display active/inactive addresses by right-clicking in the Addresses for this Name List and selecting either Display Active Addresses Only/Display All Addresses.

- » In the **Location Type** box, click and select a location type, or type a location type. Name location types are a way to categorize addresses for a name. Typical location types are shipping, billing, business, etc. To create a new location type, right-click and select **New**, and then follow the [Name Location Types](#) topic. To set a location type as the default, right-click and select **Set As Default**. To clear the default location type, right-click and select **Clear Default**.
- » In the **Name** box, enter up to 50 characters of required information that describes the address (for example: Corporate Office, Warehouse, Home, etc.).
- » In the **Contact** box, enter up to 30 characters of optional information that describes the contact at this address. If the Print Contact on Forms check box is selected, the Contact Name will print on forms instead of the name entered on the General tab.
- » In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number for this location type.

- » If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses, in the Zip/Postal Code box enter the zip code or postal code. Then, select the appropriate city/state or city/province from the list. If your preferences are not set to use the automatic Zip Code/Postal Code Lookup for addresses, enter the City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address information.



Note: To set a City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code or Address 3 Foreign Address, right-click and select Clear Default.

- » Select the **Print Contact on Forms** check box, the Contact Name will print on forms instead of the name entered on the General tab.
- » Under Use this Address as the Default for, select any combination of Billing, Shipping, Business, or Pay To.
 - » Business - The address that is entered on the General tab is referred to as the Business address.
 - » Billing - This address is used for billing statements and invoices.
 - » Shipping - This address is the address that can be used if the shipping address is different than the business address.
 - » Pay To- This address defaults with the Name field in transaction entry screens.
- » If this address is not active, unselect the **Active** check box.
- » Under Communication Methods for this Address, in the Information box, enter the information specific to the communication method (for example, phone number, cell phone number, e-mail address, etc.).



Note: To create new communication methods, click Communication Methods at the bottom of the screen.

Credit Cards tab

23. If this Name is a customer, you can keep a customers credit card number on file by selecting the **Credit Cards** tab and clicking **New**. Keeping a credit card on file is optional.
- » In the **Credit Card Type** box, click and select a credit card type, or type a credit card type. Typical credit card types are Visa, Master Card, Discover, etc.



Note: To create a new credit card type, right-click and select New, and then follow the [Credit Card Type](#) procedure. To set a credit card type as the default, right-click and select Set As Default. To clear the default credit card type, right-click and select Clear Default.

- » In the **Name** box, enter up to 50 characters of required information that describes the credit card.
- » In the **Name on Card** box, enter up to 40 optional characters of information that describes the owner of the credit card.
- » In the **Card Number** box, enter up to 20 characters or numbers that appear on the credit card.
- » In the **Security Key** box, enter up to four characters or numbers that appear as the security key on the back of the credit card.
- » In the **Expiration Date** box, select the month and enter the year that the credit card expires.
- » Select **Use as Default Credit Card**, if this is the credit card you want to always use for this name.

Custom Name Fields

24. Click the **Custom Name Fields** tab if you'd like to specify additional information about this name that we do not already provide a field for. For example, if you wanted to keep track of the business hours for a vendor, you could create a new "Business Hours" field on the Custom Names Field tab, which would then be available for all names to use.

- » Select the line that contains the Custom Name Field Name you want to add information to.
- » In the Custom Field Information box, enter the specific information for this name. Custom name fields can be used to define other items of information you may want to maintain for a particular name or group of names. For example, if you have a custom name field called "Open House" and you want to track names that you want a label to print for and names that you want to print on a Names List you would either enter "Label" or "Names List" in the Custom Field Information box. For example, you may want to track the spouse's name for each of your employees.



Note: To add a new Custom Name Fields, click Custom Fields at the bottom of the screen.

Email/Print tab

25. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, checks (advices), receipts can be sent for this name. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on transaction entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. .The available fields are: **Print Customer Invoices**, **Print Customer Statements**, **Print Receipts**, **Print Sales Orders**, and **Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, purchase orders, and receipts should be printed for this name. The Print Options settings will be used to set the default image on the Print button on transaction entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

ACH Payments tab

26. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the [ACH Setup & Processing](#) document for more information.
27. To activate ACH electronic payments for this name, select the **Activate ACH Transactions** check box.

28. NACHA requires that when a transaction is submitted for processing, the transaction must include an ACH **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below as required by your bank:
 - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
 - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
 - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
29. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the name. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
 - » **22 - Checking Account (Credit)**
 - » **23 - Prenote Checking (Credit)**
 - » **32 - Saving Account (Credit)**
 - » **33 - Prenote Savings (Credit)**
 - » **52 - Loan Account (Credit)**
 - » **53 - Loan Prenote (Credit)**
30. In the **Bank Routing Number** box, enter the bank transit/routing number for this name (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
31. In the **Bank Account Number**, enter the bank account number for this name where the ACH deposit is to be made.



Note: If you want to attach a document to this name, see the [Scan and Attach Documents](#) topic for detailed information.

32. Click **Save**.
33. Click **Close**.

Edit/Change an Existing Name

All information on a name can be modified, including the abbreviation and name. All history and balances will stay with the name. If you change the information in the Name box, past name information is automatically linked to the new name.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select the name to be changed and click **Edit** (or simply double click on the name). Edit of the details associated with this name.
3. Click **Save** to save the name and return to the List tab, or click **Close** to save the name and close the Names screen.

View Transaction History for a Name

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Right-click on the name(s) you want to view transaction history for.
3. Select **View Transaction History**.

Delete an Existing Name

The Delete button completely removes a name from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a Name that is no longer being used, but does have historical activity, please refer to the Change the Status of an Existing Name topic below.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select the name you want to delete, and then click **Delete**.
3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.

Change the Status of an Existing Name

Names that are no longer being used, but have history, can be deactivated. On transaction screens, the list of names will only include active names. Filters can be created in reports, lists, etc. to only include active names. Names can be active for some companies/funds and not for others.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select an active name, right-click and select **Activate/Deactivate**, select the companies/funds the name is inactive in, and then click **OK**.

Combine Two Existing Names

The Combine button allows you to combine two existing names (vendors, customers, etc.) into one. For example, if a vendor or customer was inadvertently setup twice or is no longer used. The Combine feature allows you to transfer all the activity and balances from one name to another name. The name you combined will disappear from the list. The name that was combined into will include all activity from both names.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select a name that you want to combine into another name. This is the name that will no longer be in the list when the process is complete.
3. Click the **Combine** button.

4. On the Combine screen select the **Name** you wish to combine the activity to.
5. Click **OK**.
6. At the "Are you sure you want to combine (the name you selected in Step 2) into (the name you selected in Step 4)?" message, click **Yes**.

Name Groups

Create name groups (or categories) that are meaningful to your business. For example, you might group customers into industry groups (consultants, manufacturers, contractors, etc.) or geographic groups (north metro, rural, central city, etc.) or type of customer (Wholesale, Retail, Referral Partner). Name groups are used in reporting and as a filter to limit the range of names in many reports.

[Create a Name Group](#)

[Edit a Name Group](#)

[Delete a Name Group](#)

[Assign a Name to a Group](#)

[Use a Name Group as Criteria on a Report](#)

Create a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Click **New** or if this new name group is similar to an existing name group, highlight the existing method and click **Copy** instead of New. A new name group will be created using the same information as the highlighted name group.
3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the name group by. For example, W for Wholesale.
4. In the **Name** box, enter up to 50 characters that describe the name group.
5. In the **Type** box, select the type of name group the group applies to Names\, Customer, Vendor, Employee, or Salesperson.
6. Click **Save** to save the name group and return to the List tab, or click Close to save the name group and close the Name Groups screen.

Edit a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Select the name group you want to change, and then click **Edit**.
3. The **Name Group Information** is displayed. Edit or view the name group detail.



Note: If you change the information in the Name box, past name group information is automatically linked to the new name. For example, if you change name group Retail to Retail Partner, your reports will no longer show name group Retail and any existing information for name group Retail is now part of name group Retail Partner.

4. Click **Save** to save the name group and return to the List tab, or click Close to save the name group and close the Name Group screen.



Note: To return to the List tab without saving the communication method, click Cancel. To close the Name Groups screen without saving the name group, click in the upper-right corner.

Delete a Name Group

1. On the **Setup** menu, point to **Names**, and then click **Name Groups**.
2. Select the name group(s) you want to delete, and then click **Delete**.



Note: You cannot delete a record that is linked to other records in the system.

3. At the "**Are you sure you want the item deleted?**" message, click **Yes**.

Assign a Name to a Group

1. In **Setup > Names > Names**.
2. Edit a name that belongs in a name group.
3. On the **General** tab, in the **Group** box, select the name group this name belongs to.
4. Click **Save**.
5. Repeat this process for each name you wish to assign to a name group.

Use a Name Group as Criteria on a Report

Report selections can use name groups to filter your list of names.

1. Select a report such as **Transaction Reports > Purchases & Accounts Payable > Purchases by Vendor**.
2. Under **Report Selections**, select **Vendor**.
3. Under **Filtering**, select **Name Group**. Select a name group. The list of names are filtered to the names assigned to the selected group.
4. Move all names in the **Available** column to the **Selected** column with the double right arrows.
5. Click **OK**.

Search For By

is

and is

Available		Selected	
First Name, Last Name	Address Line 1	First Name, Last Name	Address Line 1
		Greater Finance	P.O. Box 939
		Jerome King	389 Palm Court
		RCJ, Inc	P.O. Box 887
		RM Riddles LLC Futures	P.O. Box 8379
		Spartan Consulting Services	3789 Circle Drive

☐ Exclude selected items.

6. Click **Preview**. The report includes data assigned to the filtered names.
7. The report can be saved as a favorite. Favorite reports retain filter selections as well as column and group/sort modifications.

Advanced Setup

Bi-weekly Salaried Employees and Years with 27 Pay Periods

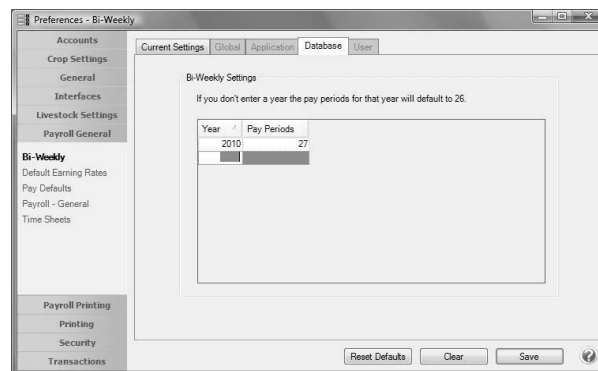
If you have salaried employees that are paid on a bi-weekly schedule, every few years there will be 27 pay periods in a year, rather than the usual 26. Without changes to your payroll setup, this will result in an extra pay check for salaried employees (so they are paid more than their salary for the year), or skipping a check which can cause hardship for employees.

In CenterPoint, you can set a preference for the number of bi-weekly pay periods in a year. For years with 27 pay periods, this will calculate the employee's per pay check salary based on 27 instead of 26 pay periods. Employees will still receive a pay check every pay period but each check will be for slightly less so they do not get paid more than their yearly salary.

For example: An employee earning \$30,000 annual salary paid bi-weekly would usually earn \$1,153.85 gross pay per check ($\$30,000 \div 26$ pay periods = \$1,153.85). In a year with 27 pay periods, the same employee would earn \$1,111.11 per check ($\$30,000 \div 27$ pay periods = \$1,111.11).

To Set the Preference:

1. Select **File > Preferences > Payroll > Bi-Weekly Pay Periods > Database** tab.



2. Enter the **Year** and number of **Pay Periods**. Ex: 2010 and 27. CenterPoint will assume any year not listed has 26 pay periods, so it is not necessary to enter every year.
3. Click **Save**.
4. When bi-weekly salaried employees payroll is processed, the system will automatically divide their annual salary by 26, unless it falls within a year that is specified in Preferences with 27 pay periods.

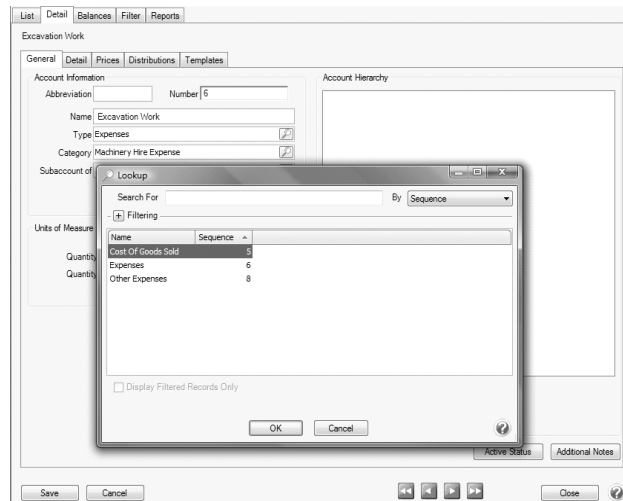
Change the Type on an Existing Account

Accounts in CenterPoint define the various activities in your operation. Each account is assigned to an account type. The account type defines the account position on financial statements or other reports grouped by Account Type.

The account types Revenue and Other Revenue have the same effect on the balance sheet in that they increase Equity. The Account Types Expenses, Other Expenses, and Cost of Goods have the same effect on a balance sheet in that they decrease Equity. Their position on an income statement is different.

You may have account activity that you would like moved to a different section of the income statement. The account type assigned to an account can be changed to another account type if they have the SAME financial effect on the balance sheet. So an Other Expense account can be changed to a Cost of Goods or an Expense account. An Other Revenue account can be changed to a Revenue account.

1. Select **Setup > Accounts > Accounts**.
2. Select the account you wish to edit.
3. Click **Edit**.



4. On the **Detail** screen, in the **Type** box, click the lookup icon.
5. From the Lookup screen, select the **Type** you want to change to.
6. Click **OK**.
7. Select the **Account Category** for the new Type.
8. Click **Save**. The account and all its activity will be moved to the new Type position in the report.

Distribute Payroll Expenses

Payroll expenses such as wages, employer taxes and benefits can be distributed to various profit centers, locations or projects. Expenses are distributed by percentage and are distributed at the time the pay runs are performed.

[Step A: Create an Account Distribution](#)


[Step B: Assign Accounts to the Distribution](#)

[Step C: Test the Distribution \(optional\)](#)

[Step D - Setup Employees that use Account Distribution](#)

Step A - Create an Account Distribution

1. Select **Setup > Accounts > Distribution**.
2. Enter an **Abbreviation** (optional), **Name** and **Description** to easily identify this account distribution.

3. The **Active** check box will automatically be selected, clear the check box if this distribution is no longer active. If the check box is cleared, accounts cannot be assigned on the Assign Accounts tab and if accounts are assigned when the distribution is inactivated, a message displays reminding you that the accounts will be removed when the distribution is saved.
 4. Select the **Distribution Detail** tab. The distribution tab will be used to identify how the expenses should be distributed. A distribution can be dispersed to an unlimited number of profit centers, locations or projects.
 5. Click **New** in the lower left corner.
 6. Enter a **Name** for this portion of the distribution, such as Payroll Expenses.
 7. Select the appropriate Type. **Percentage** will allow you to distribute based on a percentage of an amount.
 8. Select the appropriate **Timing** option. Choose between:
 - » **Later:** This option should not be used for distributing Payroll expenses.
 - » **At Transaction:** At the time the transaction is entered, it will record the expense and it will automatically distribute it to the previously defined profit centers.
-  **Note:** If you are changing the timing for an existing distribution, an *Are you sure you want to change the distribution timing?* message will display to inform you that the timing selection affects the account activity included in Processes > Periodic > Apply Distributions and affects editing a general journal transaction that used this distribution. Click Yes to continue or No to cancel the change to the timing for the existing distribution.
9. Enter the **Percentage of Total Amount** for this portion of the distribution.
 10. In the grid, select the appropriate **Profit Center** for this portion of the distribution.
 11. Repeat steps 4-8 to identify each disbursement breakdown in the distribution. The **Total Distribution** field on the left will keep a running total of all details included in the distribution.
 12. Click **Save**.

Step B - Assign Accounts to the Distribution

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Assign Accounts** tab.
3. The **Assign Accounts to Distributions** area will list all accounts not already assigned to other distributions on the left side of the screen. Each account that should use this distribution should be moved to the right side of the screen by double-clicking on the account or using the green arrow buttons located between the account lists.
4. Once all appropriate accounts for this distribution have been selected, click **Save**.
5. You can verify the distributions you have assigned to accounts by printing any of the Chart of Accounts reports found in Reports > Reports > Setup Lists > Accounts > Chart of Accounts, Chart of Accounts with Levels or Chart of Accounts by Distribution.

Step C - Test the Distribution (optional)

The Test Distribution step allows you to verify that a distribution has been setup correctly. The test does not actually distribute the amounts, it just displays an example of what would happen if transactions were entered for that amount.

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Distribution Detail** tab and click on **Test** in the lower left side of the screen.

3. Enter an amount in the **Distribute This Amount** field and click **Distribute**.
4. The total dollars are allocated based on the distributions defined on the **Distribution Detail** tab.
5. Click **Close**.

Step D - Setup Employees that use Account Distribution

1. Select **Setup > Employees**.
2. Select an employee that uses account distribution.
3. Click **Edit**.
4. Select the **Earnings** tab.
5. On the left side of the screen, select the **earning** that uses account distribution.
6. On the right side of the screen, select the **Use Account Distribution** check box. If the check box is selected, you must specify a distribution.

The screenshot shows the 'Test, Test' window with the 'Earnings' tab selected. On the left, a tree view shows 'Alpine Sports' expanded, with 'Hourly Pay' selected. On the right, the 'Earning Detail' section shows 'Hourly Pay' as the name and 'Hourly Rate' as the type. The 'Effective Date' is 01/01/2006. The 'Hourly Rate' is \$20.000. The 'Pay Overtime' checkbox is unchecked. The 'Use Account Distribution' checkbox is checked. Below this, a table shows the distribution details:

Expense Account	Percent	Account Distribution
Salary & Wages E	100.00%	Corporate Pay Alloca

At the bottom of the window, there are fields for 'Profit Center', 'Location', 'Tracking Number 1', 'Tracking Number 2', and 'Project'. The 'Save' and 'Cancel' buttons are at the bottom left, and the 'Close' button is at the bottom right.

7. Select the **General Ledger Account**, **Percentage**, and the **Distribution** that should be used for this employee.
8. Click **Save**.
9. Repeat this process for all employees that use account distribution.
10. Click **Save**.
11. The screen shot below is an example of how payroll account distribution would display on the General Ledger report.

5/15/2015 3:35 PM **Alpine Sports General Ledger** 5/1/2015 to 5/31/2015 Page 1 of 1

Transaction Date	Transaction Number	Name / Description	Debits	Credits	Location	Profit Center
599900 Salary & Wages Expense						
		Beginning Balance	\$15,467.50			
5/15/2015	00143	Test Test	76.00		Colorado Store	Bike Tours and Lasso
5/15/2015	00143	Test Test	22.40		Colorado Store	Fishing Tours and Les
5/15/2015	00143	Test Test	72.00		Colorado Store	Ski Lessons
5/15/2015	00143	Test Test	552.00		Colorado Store	Stores
5/15/2015	00143	Test Test	57.60		Illinois Store	Bike Tours and Lasso
5/15/2015	00143	Test Test	33.60		Illinois Store	Fishing Tours and Les
5/15/2015	00143	Test Test	4.00		Illinois Store	Ski Lessons
5/15/2015	00143	Test Test	220.80		Illinois Store	Stores
5/15/2015	00143	Test Test	57.60		Minnesota Store	Bike Tours and Lasso
5/15/2015	00143	Test Test	166.00		Minnesota Store	Fishing Tours and Les
5/15/2015	00143	Test Test	4.00		Minnesota Store	Ski Lessons
5/15/2015	00143	Test Test	331.20		Minnesota Store	Stores
		Net Activity for: Salary & Wages Expense	\$1,600.00			
		Ending Balance	\$21,067.50			
602500 Payroll Taxes Expense						
		Beginning Balance	\$1,493.67			
5/15/2015	00095		34.01		Colorado Store	Bike Tours and Lasso
5/15/2015	00095		4.06		Colorado Store	Fishing Tours and Les
5/15/2015	00095		13.15		Colorado Store	Ski Lessons
5/15/2015	00095		100.73		Colorado Store	Stores
5/15/2015	00095		10.52		Illinois Store	Bike Tours and Lasso
5/15/2015	00095		6.13		Illinois Store	Fishing Tours and Les
5/15/2015	00095		0.73		Illinois Store	Ski Lessons
5/15/2015	00095		40.29		Illinois Store	Stores
5/15/2015	00095		10.52		Minnesota Store	Bike Tours and Lasso
5/15/2015	00095		30.47		Minnesota Store	Fishing Tours and Les
5/15/2015	00095		0.73		Minnesota Store	Ski Lessons
5/15/2015	00095		60.44		Minnesota Store	Stores
		Net Activity for: Payroll Taxes Expense	\$292.00			
		Ending Balance	\$1,785.67			

Report Options
Period: 5/1/2015 to 5/31/2015
Account: Salary & Wages Expense, Payroll Taxes Expense
Display Notation: No
Display Individual Items: No

Direct Deposit: Setup & Processing

[Step A: Employer Setup](#)

[Step B: Setup Employer Bank Account Information](#)

[Step C: Employee Setup](#)

[Step D: Create a Direct Deposit Pre-note File \(optional\)](#)

[Step E: Processing a Payroll with Direct Deposit Employees](#)

[Step F: Recreate a Direct Deposit File \(optional\)](#)

[Frequently Asked Questions](#)

Step A: Employer Setup

1. Select **Setup > Payroll Details > Employer**. Select the employer you want to add/change direct deposit information for, and then click **Edit**.
2. Click the **Taxes** tab.

3. All taxes will be listed on the left, select **Federal**.
4. Under **Tax Detail**, verify/enter the Federal Tax Id. The Federal Tax Id is used in the direct deposit file.

Step B: Setup Employer Bank Account Information

1. Select **Setup > Accounts > Accounts**. Select the account that the direct deposit funds will be withdrawn from (accounts in the Cash or Line of Credit account categories) and click **Edit**.
2. Click on the **Detail** tab.

3. Select your **Company Name** on the left.
4. On the right, enter your **Bank Routing Number**. Enter the bank's transit/routing number as assigned by the American Banking Association. This number is 8-digits plus a ninth "check" digit. A typical ABA number would be 091900494.
5. In the **Bank Account Number** box, enter the account number for the bank account that will be used with direct deposit.



Note: This information is for your bank account – not the employee's bank account.



Note: If the Processing Bank Account Number and Routing Number on the ACH/Direct Deposit tab in this screen is not entered, the Bank Account Number and Bank Routing Number from this screen will be used instead.

6. Click on the **ACH/Direct Deposit** tab.

Record Type Code	Priority Code	Immediate Destination (1 of 10)	Immediate Destination (3 of 10)	Immediate Origin (1 of 10)	Immediate Origin (3 of 10)	File Creation Date	File Creation Time
01-01 (1)	02-03 (2)	04-04 (1)	05-13 (9)	14-14 (1)	15-23 (9)	YYMMDD	HHMM
						24-29 (6)	30-33 (4)

7. In the **Format of Export File** box, specify the file type required by your banking institution. The formats available are:
 - » **NACHA** - The file format specified by NACHA (National Automated Clearing House Association) using FEDLINE from the federal reserve for personal computers. These records are 94 characters long with 10 records per 940 character block.
 - » **ASCII** - The file format required by many main-frame computer systems. These records are 94 characters long with an additional carriage of return/line feed (CR/LF) at the end of each record.
 - » **NACHA Modified** - This is a modified version of the NACHA file as required by some institutions. It is the same as the NACHA format, but includes carriage returns.
8. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
9. If you select Use Custom Number in Step 7, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
10. The **Reference Code** is optional (up to 8 characters). It will appear on the file control record of the transaction file and is only required if the bank indicates it. For example, RWACHPR tells you this is the Red Wing ACH Payroll.
11. The **Discretionary Data** is also optional. It will appear in the batch header of the ACH file. For example, enter BIWEEKLY or 10TH OF MONTH.

12. Select the **Create Offsetting Debit** check box to have CenterPoint Payroll automatically create the dollar amount that will be deducted from your company's checking account. Do NOT remove this check mark unless your lender has instructed you to do so.



Note: If your lender instructs you that the Batch Header (5) and Batch Control (8) records must contain Service Code 200 (ACH Credits and Debits), this check box should remain selected. If your lender instructs you that the Batch Header (5) and Batch Control (8) records must contain Service Code 220 (ACH Credits Only), this check box should not be selected.

13. Enter the **Prefix/Draft Number** (1-9) used with the Federal Id (EIN) to create the Company Identifier in the direct deposit file. The default is 1, however sometimes banks require a different value when sending multiple direct deposit files.
14. In the **Modifier** box, enter a modifier as indicated by your bank.
15. Select the **Header Text** check box only if your bank indicates that header text is required on the file that is sent for direct deposit. If the Header Text check box is selected, the Header Text box will be enabled. Enter the header text for the direct deposit file as provided by your bank.
16. Select the **Trailer Text** check box if your bank requires you to include trailing (footer) text. The **Trailer Text** box will be enabled if it is indicated to include trailer text. Enter in the text for this record as indicated by your bank.
17. In the **Batch Number** box, enter a number that you want to start batch numbers at in generated direct deposit files. The default batch number is 0 (zero), and can be set to any number between 0 and 9,999,999. This number will be padded on the left with zeros to 7 digits, for example 0000001.
18. Under Direct Deposit Information, in the **Save To Folder** box, enter the name of the folder or click the ellipse button to browse to the location where the output file specified in the File Name (Prefix) box will be sent to. To create a new folder, click the ellipse button, click **Make New Folder**, and then click **OK**.
19. In the **File Name (Prefix)**, enter the prefix of the file name you want saved to the Save To Folder. The file name will be Prefix-YYYYMMDD-x.ext (where x is the number of files created that day and ext is the value entered in the File Name (Extension) box),
20. In the **File Name (Extension)** box, the default value of .txt will display, but can be changed to any 10-character value or a blank value..
21. Determine how you want the **Employee Identifier** to display in the file by selecting an option from the drop down list:
 - » **SSN** - Formatting characters are included in the Social Security Number when the Direct Deposit file is created..
 - » **SSN (Suppress First 5 Digits)** - The first five digits of the Social Security Number are excluded when the Direct Deposit file is created..
 - » **None (Blank)** - The Employee Identifier will be left blank when the Direct Deposit file is created.
 - » **SSN (No Formatting)** - Formatting characters are excluded from the SSN when the Direct Deposit file is created.
 - » **Employee Abbreviation** - The Abbreviation field from Setup > Employees will be included when the Direct Deposit file is created.
22. In the **Description** box, enter a description for the transaction (up to 20 characters) that will appear on the employer's bank statement. The default value for the Description box will display as "Payroll Dep."
23. Enter your **Bank Name** and **Routing Number** (Your **Federal Reserve Bank** information).
24. Enter your bank's Federal Reserve **Bank Name** and **Routing Number** as directed by your bank. This could be the same as your bank's name and routing number.
25. If an alternate bank name should be used in your direct deposit file instead of the name of the account from the Detail tab, enter the Processing **Bank Name**.

26. Enter your Processing , **Bank Routing Number** and **Bank Account Number** used in the direct deposit file for the offsetting debit record.



Note: If the Processing Bank Account Number is not entered on the ACH/Direct Deposit tab, the Bank Account Number from the Detail tab in this screen will be used instead.

27. Select the **Use Cachet** check box if you want to transfer payroll direct deposit files from CenterPoint Payroll to the third party Cachet clearinghouse rather than sending multiple NACHA files to various employees' banks. The Cachet clearinghouse is then responsible for the direct deposit into your employee bank accounts.

» If you selected the Use Cachet check box, the following settings must be changed in some of the selections you may have made in Steps 7-24 above:

- » In the **Immediate Origin** box, select **Use Bank Routing Number**.
- » In the **Batch Number** box, enter **1** or a higher number.
- » In the **Destination Bank Name** box, enter a name that represents the Cachet clearinghouse, for example, enter Cachet.
- » In the **Destination Routing Number** box, enter **12232222**.
- » In the **Processing Bank Name** box, enter your employer's bank name.
- » In the **Processing Bank Routing Number** box, enter your employer's bank routing number.
- » In the **Processing Account Number** box, enter your employer's bank account number.
- » In the **Cachet Name** box, enter a name that represents the Cachet clearing account, for example, enter Clearing Account.
- » In the **Cachet Routing Number** box, enter **729999997**.
- » In the **Cachet Account Number** box, enter **1234567890**.

Optional Advanced Settings



Important Note :

The majority of the time no changes are needed in the **Advanced Settings**. We recommend you only make changes in this area if a Red Wing technician has recommended it.

- » Select the optional **Advanced Settings** check box to activate the Advanced Direct Deposit File Configuration section of the screen where you can see a representation of the File Header and Batch Header records included in a Direct Deposit file and customize the values. Click the **Load Defaults** button to set the file configuration based on your current selections in the upper portion of this screen. Use the vertical scroll bar to display all of the Advanced Settings. Fields that are read-only display values from CenterPoint when the file is generated. The editable fields can be modified to customize values and will be used when the Direct Deposit file is generated. Each field has a label identifying its purpose, position in the file, and field length, (in parenthesis), all per the NACHA file format definition, for example the Immediate Destination field is at character position 4 through 13 and is 10 characters long.



Note: If you choose to customize the direct deposit file, ALL editable fields must be populated with an appropriate value; blank fields will not be populated with any other values by CenterPoint and will appear in the file as blank space.

Step C: Employee Setup

1. Select **Setup > Employees**. Select the employee you want to add/change direct deposit information for, and then click **Edit**.
2. Select the **Direct Deposit** tab.

3. Under **Employer Selection** on the left side of the screen, select the **Employer**.
4. Under Options, if you use Payroll Web Services or another process for notifying employees about their pay and do not want to print pay advices, unselect the **Print Pay Advice** check box.
5. The **Direct Deposit Information** grid is used to specify the employee's bank account information. You must enter at least one detail line for each employee. If the employee requests that their payroll check be deposited into multiple bank accounts, multiple lines can be added to the grid.
 - » **Order** - Employee direct deposits can be prioritized by the number entered in this column from lowest to highest. For example, if you are directly depositing funds into 4 accounts for an employee and you've selected Order 1, 2, 3, the first account deposited into would be the one where the Order was assigned to 1, then 2, then 3, and then the selected Primary account which is always assigned 99 by the system and cannot be changed.

- » **Status** – Select the first account that the check will be deposited into. If the Status on any of the accounts is set to a pre-note option, then the first payroll processed will create a pre-note file that will be used by the bank to validate the direct deposit information (the employee will still receive a printed check for the first payroll). If you would like to do a pre-note direct deposit file without running an actual payroll, see Step 4- Create a Direct Deposit Pre-note File (optional). Please see the “What is a pre-note” question in the FAQ section of this document for more information on pre-notes. The options for the status field are:
 - » **Not Active** - Deposit is inactive and should not be included in the direct deposit file.
 - » **Checking Deposit** (Transaction Code 22) – Used when a portion of the employee's net pay is deposited into the employee's checking account.
 - » **Checking Pre-Note** (Transaction Code 23) – Used for performing a test run to the employee's checking account.
 - » **Savings Deposit** (Transaction Code 32)– Used when a portion of the employee's net pay is being deposited into the employee's savings account. See the Frequently Asked Questions section of this document if you need to deposit a percentage of an employee's gross pay for more information.
 - » **Saving Pre-Note** (Transaction Code 33) – Used for performing a test run to the employee's saving account.
 - » **Loan** (Transaction Code 52) - Used when a portion of the employee's net pay is deposited into a loan account.
 - » **Loan Prenote** (Transaction Code 53) - Used when performing a test run to the employee's loan account.
 - » **Check** - The employee has opted to receive a portion of their pay via a physical check.



Note: An employee's direct deposit status will be set to Active if any of the direct deposits listed have a status that is not "Not Active".

- » **Description** - A default description of the deposit status will display, for example Checking Deposit, Savings Deposit, etc. This description can be changed to help identify the direct deposit accounts in the event you have multiple savings accounts, for example Traditional Savings, Christmas Club Savings, etc. The description can be included on the check stub with the add-on Payroll Check Stub Designer module.
- » **Bank Routing #** - Enter the employee's bank transit/routing number (assigned by the American Banking Association) for where the deposit is to be made or check is printed from. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
- » **Bank Account #** - Enter the employee's bank account number for where the deposit is to be made or check is to be printed from.
- » **Primary Account** – If this is the primary account for the deposit, select this check box. All other accounts will have some sort of amount or percentage on them. After the specified amounts and percentages are taken, the remainder will be deposited into the primary account. One account must be marked as the primary account or you will not be able to save the record.
- » **Percentage & Amount** – For accounts that are not the primary account for this deposit, you can enter a percentage (of net, if you need to directly deposit a percentage of gross, see the Frequently Asked Questions section of this document.) or specific amount of the total check that you want to be deposited into this account. The remainder will get distributed to additional accounts.



Note: If a fixed amount is specified when the Status = Check and there is not enough pay to cover the amount, then the check would only be generated for the available amount. If there is no pay remaining for the check, then no check will be generated.

6. The **Deduction Direct Deposit Information** grid is used to select deductions for the employee and enter bank routing and account numbers for them along with an appropriate deposit status. When the Direct Deposit File is generated (either manually or via a Payroll posting), any selected deductions that have been used on the pay run for the employee will be included in the file as additional PPD Entry Detail records per the NACHA File Format.

- » Select a **Deduction** that you want to directly deposit. Deductions can only be listed one time in the grid. Deductions cannot be deleted from Setup > Payroll Details > Deductions & Benefits until the deduction is first removed from the Deduction Direct Deposit Information grid.
- » **Bank Routing #** - Enter the employee's bank transit/routing number (assigned by the American Banking Association) for where the deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
- » **Bank Account #** - Enter the employee's bank account number for where the deposit is to be made.
- » **Status** – Select the first account that the deduction will be deposited into. If the Status on any of the accounts is set to a pre-note option, then the first payroll processed will create a pre-note file that will be used by the bank to validate the direct deposit information (the employee will still receive a printed check for the first payroll). If you would like to do a pre-note direct deposit file without running an actual payroll, see Step 4- Create a Direct Deposit Pre-note File (optional). Please see the "What is a pre-note" question in the FAQ section of this document for more information on pre-notes. The options for the status field are:
 - » **Not Active** - Deposit is inactive and should not be included in the direct deposit file.
 - » **Checking Deposit** (Transaction Code 22) – Used when the deduction amount is being deposited into a checking account.
 - » **Checking Pre-Note** (Transaction Code 23) – Used for performing doing a test run to a checking account.
 - » **Savings Deposit** (Transaction Code 32)– Used when the deduction amount is being deposited into a savings account.
 - » **Saving Pre-Note** (Transaction Code 33) – Used for performing a test run to a saving account.
 - » **Loan** (Transaction Code 52) - Used when the deduction amount is deposited into a loan account.
 - » **Loan Prenote** (Transaction Code 53) - Used when performing a test run to a loan account.
- » **Child Support Addenda** - Select this check box if an ACH addenda record or a NACHA addenda record is needed to provide supplemental data such as an account holder or additional information to provide payment to the receiver or RDFI (Receiving Depository Financial Institution).
- » **Case/Court Order**- If the Child Support Addenda check box is selected, enter up to 20 characters for the required case identifier element which is the IV-D case number or court order number. The case identifier always refers to the identification number of the case in the state receiving the EFT/EDI transaction.
- » **FIPS/Locator Code** - If the Child Support Addenda check box is selected, enter up to seven characters that uniquely identify the county or equivalent in the United States to properly identify the child support payment. The Federal Information Process Standard (FIPS) code refers to the FIPS

Code of the SDU receiving the transaction. It is five characters when indicating both the state and county codes. It is seven characters when indicating state, county, and local codes. Most states no longer use the FIPS code for incoming payments.

7. The **Benefit Direct Deposit Information** grid is used to select benefits for the employee and enter bank routing and account numbers for them along with an appropriate deposit status. When the Direct Deposit File is generated (either manually or via a Payroll posting), any selected benefits that have been used on the pay run for the employee will be included in the file as additional PPD Entry Detail records per the NACHA File Format.
- » Select a **Benefit** that you want to directly deposit. Benefits can only be listed one time in the grid. Benefits cannot be deleted from Setup > Employees until the benefit is first removed from the Deduction Direct Deposit Information grid
 - » **Bank Routing #** - Enter the employee's bank transit/routing number (assigned by the American Banking Association) for where the deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
 - » **Bank Account #** - Enter the employee's bank account number for where the deposit is to be made.
 - » **Status** – Select the first account that the benefit will be deposited into. If the Status on any of the accounts is set to a pre-note option, then the first payroll processed will create a pre-note file that will be used by the bank to validate the direct deposit information (the employee will still receive a printed check for the first payroll). If you would like to do a pre-note direct deposit file without running an actual payroll, see Step 4- Create a Direct Deposit Pre-note File (optional). Please see the "What is a pre-note" question in the FAQ section of this document for more information on pre-notes. The options for the status field are:
 - » **Not Active** - Deposit is inactive and should not be included in the direct deposit file.
 - » **Checking Deposit** (Transaction Code 22) – Used when the benefit amount is being deposited into a checking account.
 - » **Checking Pre-Note** (Transaction Code 23) – Used for performing a test run to the employee's checking account.
 - » **Savings Deposit** (Transaction Code 32)– Used when the benefit amount is being deposited into a savings account.
 - » **Saving Pre-Note** (Transaction Code 33) – Used for performing a test run to a saving account.
 - » **Loan** (Transaction Code 52) - Used when the benefit amount y is deposited into a loan account.
 - » **Loan Prenote** (Transaction Code 53) - Used when performing a test run to a loan account.

8. Click **Save** to save this employee record. Repeat steps 1 - 10 in this step for each employee that will be direct depositing their payroll.

Step D: Create a Direct Deposit Pre-note File (optional)

This option will allow you to create direct deposit pre-notes (for any employee with a pre-note status set) without having to first create and process a pay run. Once the pre-note file is generated, the status of each selected employee should be changed from Checking Prenote or Savings Prenote to Checking Deposit or Savings Deposit respectively. You can verify direct deposit information by printing the Direct Deposit report which includes the status (checking deposit, checking pre-note, savings deposit, savings pre-note), bank account number, routing number, and deposit amount.

If the Status column in the employee's Direct Deposit Information grid is set to one of the pre-note options, then the first payroll processed will create a pre-note file that will be used by the bank to validate the direct deposit information (the employee will still receive a printed check for the first payroll).

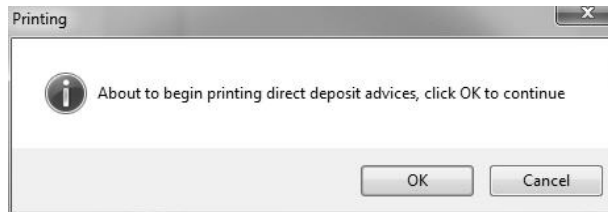
1. To create direct deposit pre-notes (for an employee with a pre-note status set), it is necessary to first complete steps A-C above.
2. Select **Processes > Payroll > Direct Deposit > Create Direct Deposit Prenote** or **Processes > Direct Deposit > Create Direct Deposit Prenote**.
3. Under **File Processing Information**, in the **Company** box, select the company you want to create a direct deposit pre-note for.
4. The **Transmission Date** box will display the default system date. The date can be changed by clicking and selecting a new date, or entering a date.
5. The **Transmission Time** will display the default system time. This time can be changed.
6. The **Effective Entry Date** will display the default system date. This date can be changed by clicking and selecting a new date, or entering a date.
7. In the **File Path and Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Employer Account Information section above) where the x increments for each file created that day) will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab Direct Deposit Information section. In the **File Path and Name** box, the file path and name will display from the **Setup > Accounts > ACH/Direct Deposit** Save To Folder and File Name (Prefix). The current system date will be added.
8. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
9. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
10. Under **Direct Deposit Employees**, select the employees you want to include in the direct deposit pre-note file and move them to the right-side of the screen by clicking .
11. Click **Create Files**.
12. At the direct deposit files created successfully message, click **OK**.

Step E: Processing a Payroll with Direct Deposit Employees

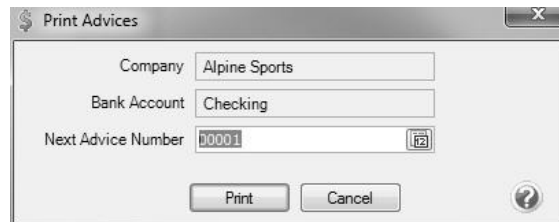
Once the employer and employee setup is complete, a payroll with direct deposit information can be processed/posted. When processing/posting a payroll (Processes > Pay Employees > 6. Print Checks tab or Processes > Payroll > Pay Employees > 6. Print Checks tab) be sure to select Print Checks and Direct Deposit Advices under Printing Information.

Creating a Direct Deposit File for a Pay Run

1. During the **Post** step of processing a payroll, you will be prompted to print checks. After printing the checks, the pay advices will print (direct deposit pay advices will print only for those employees who have both the Active and Print Pay Advice check boxes selected in Setup > Employees > Direct Deposit tab). The following message is displayed:



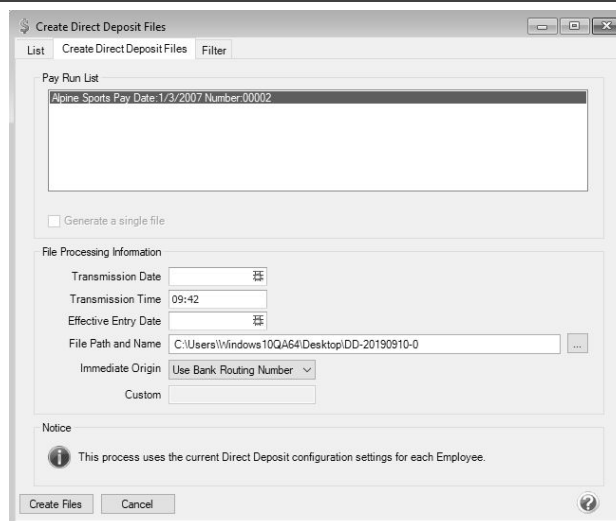
- You will then be prompted for the next **pay advice number**. Verify the number is correct, and then click Print.



- Once the advices are finished printing you will be prompted to create the direct deposit file.



Note: This process uses the current Direct Deposit configuration settings for each employee.



- Select the **Generate a single file** check box to combine multiple pay runs and transmit them together.



Note: Pay runs can be combined only if they use the same Bank Account.

- Under **File Processing Information**, in the **Transmission Date** box, enter a date on which the direct deposit file is created (when the ODFI will transmit the file to the ACH). You need to work with your ODFI to establish this date. It is usually one to three days before the pay date. This date is required to successfully create the direct deposit file.
- In the **Transmission Time** box, enter the time that the direct deposit file is created. Enter the time as military time using a 24 hour clock. For example, 10:30 a.m. is entered as 10:30, while 4:45 p.m. is entered as 16:45.

7. In the **Effective Entry Date** box, enter the posting date (the date you want the deposit to appear in your employee's account.) This date is required to successfully create the direct deposit file.
8. In the **File Path and Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Employer Account Information section above) where the x increments for each file created that day) will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab Direct Deposit Information section..
9. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "09999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "19999999999".
10. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
11. Click **Create Files**.
12. At the direct deposit files created successfully message, click **OK**.

Recreate a Direct Deposit File

If a direct deposit file is damaged, there were transmission errors, or it is accidentally deleted, the file can be recreated from this menu option. You can verify direct deposit information by printing the Direct Deposit report which includes the status (checking deposit, checking pre-note, savings deposit, savings pre-note), bank account number, routing number, and deposit amount.

1. On the **Processes** menu, click **Direct Deposit** and then click **Create Direct Deposit Files** or on the **Processes** menu, point to **Payroll**, and click **Direct Deposit** and then click **Create Direct Deposit Files**.
2. On the List tab, select the payroll you want to create direct deposit files for. You can customize the List tab by right-clicking and selecting Add/Remove Columns. For example, you may want to include a sequence number that will help you identify the pay runs included in the direct deposit file. Selecting the columns adds them to the List tab. Moving the column up or down determines their position on the screen from left to right.
3. Click **Create**.
4. In the **Transmission Date** box, enter the date on which the direct deposit file is created (when the ODFI will transmit the file to the ACH). You need to work with your ODFI to establish this date. It is usually one to three days before the Pay Date.
5. In the **Transmission Time** box, enter the time that the Direct Deposit file is created. Enter the time as military time using a 24 hour clock. For example, 10:30 a.m. is entered as 10:30, while 4:45 p.m. is entered as 16:45.
6. In the **Effective Entry Date** box, enter the posting date (the date you want the deposit to appear in your employee's account.)
7. In the **File Path and Name** box, the file path and name will display from the Setup > Employer > Direct Deposit tab the first time (and all other times you create direct deposit or prenote files if you do not change it) you use the Create Direct Deposit Files screen. If you change the File Path or Name (you can click the Ellipse button to change this information) it will display automatically the next time you create direct deposit files.
8. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".

- » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
9. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
 10. Under **Direct Deposit Employees**, select the employees you want to include in the direct deposit pre-note file and move them to the right-side of the screen by clicking .
 11. Click **Create Files**.
 12. At the direct deposit files created successfully message, click **OK**.

Frequently Asked Questions

Q: I have an employee that wants to directly deposit a percentage of their gross pay into a savings account; how do I accomplish this since CenterPoint uses the percentage of net as the default when specifying a percentage to be deposited into a Savings account?

A: To set up a savings percentage of gross direct deposit:

1. Create a new savings deduction in **Setup > Payroll Details > Deductions & Benefits**.
2. On the General tab, enter an **Abbreviation** and **Name** and then in the **Type** box, select **Other Taxable Deduction/Benefits**.
3. In the **Contributor** box, select **Employee**.
4. In the **Liability Account**, select the **checking account used for your pay runs**.
5. At the *The selected account is not of the expected type. Use the account anyway message*, click **Yes**.
6. In the **Employee Method** box, select **Percent of Gross Wages**.
7. Click **Save**.

The screenshot shows the 'Deductions & Benefits' window with the 'General' tab selected. The 'Deduction / Benefit Information' section includes fields for 'Abbreviation' (Savings %Gross), 'Name' (Savings %Gross), 'Type' (Other Taxable Deduction/Benefits), and 'Contributor' (Employee). The 'Employee Detail' section shows 'W-2 Box - Options' and 'Employee Method' (Percent of Gross Wages). The 'Rate' field is set to 0.00000000%. The 'Active' checkbox is checked. The window has tabs for 'List', 'Detail', 'Filter', and 'Reports' at the top.

8. Select **Setup > Employees**. Select the employee that wants to deposit the savings percentage of gross amount.
9. Click the **Deductions & Benefits** tab.
10. On the lower left side of the screen, select the savings deduction you just created.
11. In the upper left side of the screen, under the savings deduction, select **Employee**.
12. In the **Rate** box, enter the percentage of the gross pay that should be directly deposited.

13. Select the **Direct Deposit** tab.
14. Under Deduction Direct Deposit Information, select the **savings deduction** you just created, enter the **Bank Routing #** and **Bank Account #** and then select the **Savings Deposit** status.
15. Click **Save**.
16. Process your direct deposit pay run.

Q: When I'm setting up direct deposit in CenterPoint Payroll, should I be making modifications in the Advanced Settings?

A: No, the majority of the time no changes are needed in the Advanced Settings. We recommend you only make changes in this area if a Red Wing technician has recommended it.

Q: What is a pre-note?

A: A pre-note is the commonly used term for an Automated Clearing House (ACH) prenotification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live payroll credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.

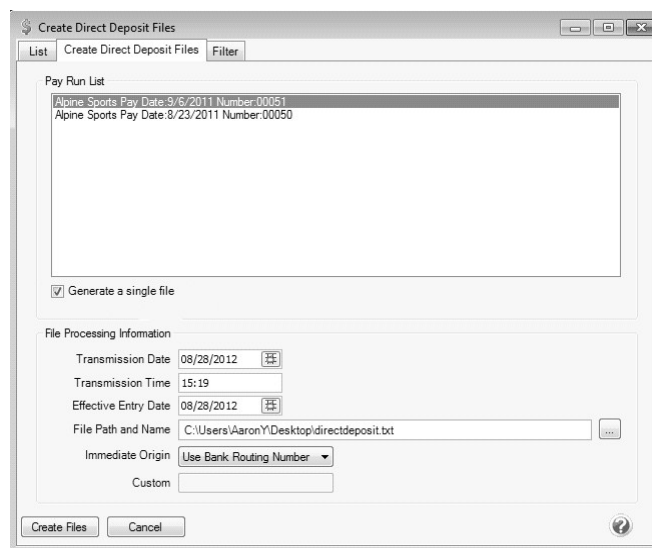
Q: How does the program know what format to use when printing direct deposit advices?

A: When advices are printed, they will use the format and options selected in **File > Preferences > Payroll > Printing - Advices**.

Q: Can I recreate a created direct deposit file?

A: If a direct deposit file is damaged, there were transmission errors, or it is accidentally deleted, the file can be recreated by following these steps:

1. Select **Processes > Payroll > Direct Deposit > Create Direct Deposit Files**.
2. On the **List** tab, select the payroll you want to create direct deposit files for.
3. Click **Create**.



4. Select the **Generate a single file** check box to combine multiple pay runs and transmit them together. Note: Pay runs can be combined only if they use the same Bank Account.
5. In the **Transmission Date** box, enter the date on which the direct deposit file is created (when the ODFI will transmit the file to the ACH). You need to work with your ODFI to establish this date. It is usually one to three days before the pay date.

6. In the **Transmission Time** box, enter the time that the direct deposit file is created. Enter the time as military time using a 24 hour clock. For example, 10:30 a.m. is entered as 10:30, while 4:45 p.m. is entered as 16:45.
7. In the **Effective Entry Date** box, enter the posting date (the date you want the deposit to appear in your employee's account.)
8. In the **File Path and Name** box, the file path and name will display from the **Setup > Employer > Direct Deposit** tab the first time.
9. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. "999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "09999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
10. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
11. Click **Create** Files.
12. At the direct deposit files created successfully message, click **OK**.

Q: Is there a way to view the contents of a direct deposit file generated by CenterPoint Payroll?

A: Yes, the contents of a NACHA, NACHA (Modified), or an ASCII direct deposit file can be viewed (no edit is allowed) by following these steps:

1. Select **Processes > Payroll > Direct Deposit > Direct Deposit File Viewer**.
2. Select a **File** or drag-and-drop a file onto any part of the viewer window to select that file.
3. Under Contents, on the left side of the screen, an overview of the file displays the different type of records, for example File Header, Batch Header, PPD Detail Entry, Batch Control File Control.
4. Select one of the record types to display that record's information on the right. The PPD Detail Entry record will display for each employee in the direct deposit file followed by the employee name, for example PPD Detail Entry (Sam J Apple).
5. Click **Close**.

Q: Can I provide my employees with electronic copies of their direct deposit advices?

A: The CenterPoint Payroll Publish Pay Advices module allows you to publish your employees direct deposit advices directly to the Web, where they can be viewed by the employee from anywhere. To purchase the Publish Pay Advices module contact the Red Wing Software sales department at 1-800-732-9464.

Direct Deposit File Mapping

This document describes the information that is found in a Direct Deposit ACH file and where that information comes from in CenterPoint. The first part of the document has several screen shots which show where in CenterPoint data is entered for use in the Direct Deposit process. The second part shows each of the Direct Deposit record types and which screens in CenterPoint contain that data, on a field-by-field basis.

Screens where Direct Deposit data is entered

- » Screen 1 - Setup > Payroll Details > Employers > General tab.

The screenshot shows the 'Employers' window with the 'General' tab selected. The window title is 'Employers'. The tabs at the top are 'List', 'Detail', 'Filter', and 'Reports'. The main content area is titled 'Alpine Sports' and contains several sections:

- Company Information:**
 - Abbreviation:
 - Employer Name:
 - Address Line 1:
 - Address Line 2:
 - City, State, Zip:
- Contact Information:**
 - Contact:
 - Phone:
 - E-mail:
 - Fax:
 - Web Page:
- ACA / Insurance Information:**
 - ☐ Family Medical Insurance Coverage Provided
 - ☐ Self-Insured Coverage
 - Origin:
 - 1094-C Certifications of Eligibility:
 - ☐ Qualifying Offer Method
 - ☐ 98% Offer Method
 - ☐ Section 4980H Transition Relief

At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with a help icon.

- » Screen 2 - Setup > Payroll Details > Employers > Taxes tab.

The screenshot shows the 'Employers' window with the 'Taxes' tab selected. The window title is 'Employers'. The tabs at the top are 'List', 'Detail', 'Filter', and 'Reports'. The main content area is titled 'Alpine Sports' and contains several sections:

- Taxes:**
 - ☒ Federal
 - ☒ Federal ... FUTA
 - ☒ Federal ... Fed W/H
 - ☒ Medicare ... Medicare
 - ☒ Medi... Medicare - Employee...
 - ☒ Medi... Medicare - Employee...
 - ☒ Social Se... Soc Sec
 - ☒ Soci... Soc Sec - Employee ...
 - ☒ Soci... Soc Sec - Employer ...
 - ☒ Colorado
 - ☒ Colorado... CO SUTA
- Tax Detail:**
 - Abbreviation:
 - Name:
 - Federal Tax Id:

At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with a help icon.

- » Screen 3 - **Setup > Accounts > Accounts > ACH/Direct Deposit tab** (of the checking account used for Payroll).

The screenshot shows the 'Accounts' window with the 'ACH/Direct Deposit' tab selected. The 'General Information' section includes fields for 'Format of export file' (set to NACHA), 'Immediate Origin' (set to Use Bank Routing Number), 'Reference Code', 'Discretionary Data', 'Pref/Draft Number' (set to 1), 'Modifier' (set to G), 'Header Text', 'Trailer Text', and 'Batch Number' (set to 0). The 'ACH Information' section includes 'Save To Folder', 'File Name (Prefix)', 'File Name (Extension)', and 'Description'. The 'Direct Deposit Information' section includes 'Save To Folder', 'File Name (Prefix)', 'File Name (Extension)', 'Social Security Number' (set to Included), and 'Description'. The 'Destination (Your Bank's Federal Reserve Bank)' section includes 'Bank Name' and 'Routing Number'. The 'Processing Bank (Where Your Company Banks)' section includes 'Bank Name', 'Routing Number', and 'Account Number'. The 'Cached 3rd Party ACH' section includes a 'Use Cachet' checkbox, 'Name', 'Routing Number', and 'Account Number'. The 'File Header Record' section includes a table with columns for Record Type Code, Priority Code, Immediate Destination (1 of 10), Immediate Destination (9 of 10), Immediate Origin (1 of 10), Immediate Origin (9 of 10), File Creation Date, and File Creation Time. The 'Save' button is at the bottom left, and the 'Close' button is at the bottom right.

- » Screen 4 - **Setup > Accounts > Accounts > General tab** (of the checking account used for Payroll).

The screenshot shows the 'Accounts' window with the 'General' tab selected. The 'Account Information' section includes fields for 'Abbreviation' (set to checking), 'Number' (set to 100), 'Name' (set to First National Bank Checking), 'Type' (set to Assets), 'Category' (set to Cash), and 'Subaccount of'. The 'Units of Measure' section includes fields for 'Quantity 1' and 'Quantity 2'. The 'Account Hierarchy' section includes a tree view and three radio buttons: 'Display Account Names' (selected), 'Display Account Numbers', and 'Display Abbreviations'. The 'Active Status' and 'Additional Notes' buttons are at the bottom right. The 'Save' button is at the bottom left, and the 'Close' button is at the bottom right.

- » Screen 5 - **Setup > Accounts > Accounts > Detail tab** (of the checking account used for Payroll).

Screen 5 is the 'Detail' tab for a checking account. It features a 'Company Name' dropdown menu with 'Alpine Sports' selected. The 'Bank Detail' section includes fields for Bank Description Lines 1 through 4, Bank Routing Number, Bank Account Number, Fractional Code, Signature Line 1, Signature Line 2, Check Label 1, and Check Label 2. There are also buttons for 'Save', 'Cancel', and 'Close' at the bottom.

- » Screen 6 - **Setup > Employees > General tab**.

Screen 6 is the 'General' tab for an employee. It displays personal and contact information for 'Apple, Sam J'. Fields include Abbreviation, Last Name, First Name, Social Security #, Address Line 1, Address Line 2, City, State, Zip, Phone, Cell Phone, E-mail, and a 'Template' checkbox. Navigation buttons (Save, Cancel, Close) and an 'Active Status' button are at the bottom.

» Screen 7 - **Setup > Employees > Direct Deposit tab.**

List

Detail

Filter

Reports

Apple, Sam J

General

Addresses

Payroll

Employment

Education

Taxes

Earnings

Deductions & Benefits

ACA Information

Leave

Custom Fields

Direct Deposit

Publish Pay Advices

Time Clock

Employer Selection

Alpine Sports

Options

☒ Print Pay Advice

Direct Deposit Information

Order	Status	Description	Bank Routing #	Bank Account #	Primary Acct	Percent	Amount
1	Checking Dep	Fixed \$500	987654321	00089788	<input type="checkbox"/>	0.0000000001%	\$ 500.00
2	Checking Dep	20 Percent	987698999	23456789	<input type="checkbox"/>	20.000000000%	\$ 0.00
3	Checking Dep	75 Percent	954323111	2223334444	<input type="checkbox"/>	75.000000000%	\$ 0.00
99	Checking Dep	Primary Account	934526789	99765343431	<input checked="" type="checkbox"/>	0.0000000001%	\$ 0.00

Deduction Direct Deposit Information

Deduction	Bank Routing #	Bank Account #	Status	Child Support Add	Case/Court Order	FIPS/Locator Code
Garnishment of Wages	957654321	00098788	Checking Deposit	<input checked="" type="checkbox"/>	45-897412A	

Benefit Direct Deposit Information

Benefit	Bank Routing #	Bank Account #	Status	Child Support Add	Case/Court Order	FIPS/Locator Code
				<input checked="" type="checkbox"/>		

Save

Cancel

Close

» Screen 8 - **Processes > Create Direct Deposit Files** or **Processes > Payroll > Create Direct Deposit Files**.

Create Direct Deposit Files

List Create Direct Deposit Files Filter

Pay Run List

Pay Run
Alpine Sports Pay Date: 1/3/2007 Number: 00002

☐ Generate a single file

File Processing Information

Transmission Date: 01/03/2007

Transmission Time: 09:42

Effective Entry Date: 01/03/2007

File Path and Name: C:\Users\Windows10QA64\Desktop\DD-20190910-0

Immediate Origin: Use Bank Routing Number

Custom:

Notice

This process uses the current Direct Deposit configuration settings for each Employee.

Create Files Cancel

File Mapping

[illegible]

This is the actual format of the direct deposit file that is created. The first three lines have been inserted to make it easier to read the file data (they wouldn't be a real direct deposit file). Each record (row) is 94 characters long and for the ASCII and NACHA (modified) formats there is a CR/LF pair of characters at the end of each record. The standard NACHA format does NOT have the CR/LF pair of characters at the end of each record but does have a series of 999s at the end of the file. (The file must have a specified number of 94 character records, a number that is evenly divisible by 10, and there are always enough 999 records added to make the "blocking factor" correct.)

The information below explains each record/row found in a direct deposit file. By comparing the data in the "example" column to the image of a direct deposit file above, it will help you understand what each of the numbers communicates to the bank. For example, the row that starts with "101"; the 101 refers to the first three characters in the File Header Record (record type 1). Characters 5-13 are the routing number, etc.

File Header Record (record type = 1)

Column Position	ACH Data Element Name	Taken from Red Wing field named	Example
1	Record Type Code	None	1 (not changeable)
2-3	Priority Code	None	01 (not changeable)
4	1 st character of Immediate Destination	None	Blank (not changeable)
5-13	Immediate Destination	Screen 3 > Destination > Routing Number	094306781
14	1 st character of Immediate Origin	None	Blank or 1 (not changeable) Note: This field will have a "1" in it if the "Use Federal Id (EIN) in ODFI" option is selected on Screen 8.
15-23	Immediate Origin	Screen 5 > Bank Routing Number Or Screen 2 > Federal Tax Id	Entry depends on selection made on Screen 8 in "Use Federal Id (EIN) in ODFI"
24-29	File Creation Date	Screen 8 > File Processing Information > Transmission Date	200830 (YYMMDD) 300820 (DDMMYY) 083020 (MMDDYY)
30-33	File Creation Time	Screen 8 > File Processing Information > Transmission Time	1606 (4:06pm)
34	File ID Modifier	Screen 3 > Direct Deposit File > Modifier	Q
35-37	Record Size	None	094 (not changeable)
38-39	Blocking Factor	None	10 (not changeable)
40	Format Code	None	1 (not changeable)
41-63	Immediate Destination Name	Screen 3 > Destination > Bank Name	Minneapolis Federal Res
64-86	Immediate Origin Name	Screen 4 > Name	1 st National Bank of Cannon Falls
87-94	Reference Code	Screen 3 > Direct Deposit File > Reference Code	RWACH

Company/Batch Header Record (record type = 5)

Column Position	ACH Data Element Name	Taken from Red Wing field named	Example
1	Record Type Code	None	5 (not changeable)
2-4	Service Class Code	None	200 or 220 (See Note)
5-20	Company Name	Screen 1 > Employer Name	Alpine Sports
21-40	Company Discretionary Data	Screen 3 > Direct Deposit File > Discretionary Data	DataYouCanSpecify
41	1 st character of Company Identification	None	1 (not changeable) – indicates following data is an IRS Employer Id Number (EIN)
42-50	Company Identification	Screen 2 > Federal Tax Id	981777432
51-53	Standard Entry Class Code	None	PPD (not changeable)
54-63	Company Entry Description	Screen 3 > Direct Deposit File > Transaction Description	RedWingPayroll
64-69	Company Descriptive Date	CenterPoint uses “check date” for this field. It is only descriptive and is not used to control any timing of the deposit.	200830 (YYMMDD) 300820 (DDMMYY) 083020 (MMDDYY)
70-75	Effective Entry Date	Screen 8 > Effective Entry Date	200830 (YYMMDD) 300820 (DDMMYY) 083020 (MMDDYY)
76-78	Settlement Date	Screen 8 > Settlement Date	Blank or 0 -365
79	Originator Status Code	None	1 (not changeable)
80-87	Originating DFI Identification	Screen 5 > Bank Routing Number	09190049 (first 8 characters of Bank Routing Number)
88-94	Batch Number	None	0000000 (not changeable)



Note: If your lender instructs you that the Batch Header (5) and Batch Control (8) records must contain Service Code 200 (ACH Credits and Debits), the Create Offsetting Debits check box on the Setup > Accounts > Accounts > ACH/Direct Deposit tab should remain selected. If your lender instructs you that the Batch Header (5) and Batch Control (8) records must contain Service Code 220 (ACH Credits Only), the Create Offsetting Debits check box on the Setup > Accounts > Accounts > ACH/Direct Deposit tab should not be selected.

Entry Detail Record - EMPLOYEE information (record type =6)

Column Position	ACH Data Element Name	Taken from Red Wing field named	Example
1	Record Type Code	None	6 (not changeable)
2-3	Transaction Code	Screen 7 > Status	22 = Checking deposit 23 = Checking prenotification 32 = Savings deposit 33 = Savings prenotification
4-11	Receiving DFI Identification	Screen 7 > Bank Routing Number	First 8 digits of Bank Routing Number
12	Check Digit	Screen 7 > Bank Routing Number	Last 1 digit of Bank Routing Number
13-29	DFI Account Number	Screen 7 > Bank Account #	64-4238757
30-39	Amount	Employee pay amount to be deposited in designated bank account.	157950 (indicates \$1579.50) Note: For prenotification entries, the amount will be zero.
40-54	Individual Identification Number	Screen 6 > Social Security #	111223333 (dashes are eliminated from the SSN)
55-76	Individual Name	Screen 6 > First Name + ' ' + Last Name	Bill Smith
77-78	Discretionary Data	Screen 8 > Discretionary Data	2-character alpha-numeric field or blank by default
79	Addenda Record Indicator	None	0 (not changeable)
80-87	Trace Number (part 1)	Screen 5 > Bank Routing Number	09190049 (first 8 characters of Bank Routing Number)
88-94	Trace Number (part 2)	None	0000001 (sequential number starting with 1 and incrementing by 1)

CCD Addenda Record (record type=7) Note: The Addenda record is created only if Screen 7 has the Child Support Addenda check box selected with Case/Court Order and FIPS/Locator information supplied.

Column Position	ACH Data Element Name	Taken from Red Wing field named	Example
1	Record Type	The record type is always set to '7'.	The code identifying an Addenda Record is always set to 7.
2-3	Addenda Type 05 - Used for CCD, CTX and PPD standard entry classes. The Addenda information contains additional payment related information.	Screen 7 – Child Support Addenda check box. The addenda type code is always set to '05'.	If the check box is selected, the Case/Court Order and FISP/Locator Code are also required and will be used in position 04-83.
04-83	Payment Related Information	Screen 7 – Deduction Direct Deposit Information Case/Court Order and FISP/Locator Code	Within the 80 position Payment Related Information Field of the CCD Addenda Record, remittance information corresponding to the child support payment made by an employer to an SDU <ul style="list-style-type: none"> • DED02 – Case Identifier = Case/Court Order field in CenterPoint • DED08 – FIPS Code = FIPS/Locator Code field in CenterPoint.
84-87	Addenda Sequence Number	None	This number is consecutively assigned to each addenda record. The first addenda sequence number must always be a '1'.
88-94	Entry Detail Sequence Record	None	This number is the same as the last seven digits of the trace number of the related Entry Detail record.

Entry Detail Record -EMPLOYER information (record type =6). Note this employer record is created only if the Screen 3: Create Offsetting Debit option is selected.

Column Position	ACH Data Element Name	Taken from Red Wing field named	Example
1	Record Type Code	None	6 (not changeable)
2-3	Transaction Code	None (the prenote code=28 is automatically generated when all employee records are prenotes)	27=Payment (debit amount) 28=Payment prenotification
4-11	Receiving DFI Identification	Screen5 > Bank Routing Number	First 8 digits of Bank Routing Number
12	Check Digit	Screen5 > Bank Routing Number	Last 1 digit of Bank Routing Number
13-29	DFI Account Number	Screen5 > Bank Account Number	20806012
30-39	Amount	Employer total to be taken out of employers bank account	3267001 (indicates \$32,670.01)
40	1st character of Individual Identification Number	None	1 (not changeable) – indicates following data is an IRS Employer Id Number (EIN)
41-54	Individual Identification Number	Screen2 > Federal Tax Id	981777432 (dashes are eliminated from the EIN)
55-76	Individual Name	Screen1 > Employer Name	Alpine Sports
77-78	Discretionary Data	None	Blank (not changeable)
79	Addenda Record Indicator	None	0 (not changeable)
80-87	Trace Number (part 1)	Screen5 > Bank Routing Number	09190049 (first 8 characters of Bank Routing Number)
88-94	Trace Number (part 2)	None	0000999 (sequential number starting with 1 and incrementing by 1)

Company/Batch Control Record (record type =8)

Column Position	ACH Data Element Name	Taken from Red Wing field named	Example
1	Record Type Code	None	8 (not changeable)
2-4	Service Class Code	None	200 or 220 (see Note)
5-10	Entry/Addenda Count	None	Total number of records of type=6 found in the file
11-20	Entry Hash	None	Arithmetic sum of the Receiving DFI Identification fields in Entry Detail Records in the file (overflow in leftmost position is ignored)
21-32	Total Debit Entry Dollar Amount	None	Arithmetic sum of the Employer Amount fields found in the type=6 records.
33-44	Total Credit Entry Dollar Amount	None	Arithmetic sum of the Employee Amount fields found in the type=6 records.
45	1st character of Company Identification	None	1 (not changeable) – indicates following data is an IRS Employer Id Number (EIN)
46-54	Company Identification	Screen2 > Federal Tax Id	981777432 (dashes are eliminated from the EIN)
55-79	Various	None	Blank
80-87	Originating DFI Identification	Screen5 > Bank Routing Number	09190049 (first 8 characters of Bank Routing Number)
88-94	Batch Number	None	000(not changeable)



Note: If your lender instructs you that the Batch Header (5) and Batch Control (8) records must contain Service Code 200 (ACH Credits and Debits), the Create Offsetting Debits check box on the Setup > Accounts > Accounts > ACH/Direct Deposit tab should remain selected. If your lender instructs you that the Batch Header (5) and Batch Control (8) records must contain Service Code 220 (ACH Credits Only), the Create Offsetting Debits check box on the Setup > Accounts > Accounts > ACH/Direct Deposit tab should not be selected.

File Control Record (record type =9)

Column Position	ACH Data Element Name	Taken from Red Wing field named	Example
1	Record Type Code	None	9 (not changeable)
2-7	Batch Count	None	000001 (not changeable)
8-13	Block Count	None	Total number of records in file, divided by 10
14-21	Entry / Addenda Count	None	Total number of records of type=6 found in the file
22-31	Entry Hash	None	Arithmetic sum of the Receiving DFI Identification fields in Entry Detail Records in the file (overflow in leftmost position is ignored)
32-43	Total Debit Entry Dollar Amount	None	Arithmetic sum of the Employer Amount fields found in the type=6 records.
44-55	Total Credit Entry Dollar Amount	None	Arithmetic sum of the Employee Amount fields found in the type=6 records.
56-94	Reserved	None	Blank

Employee Mass Update

The Employee Mass Update process can be used to update more than one employee's information at the same time. You can mass update various types information, including deductions and benefits, earnings, payroll information, leave, or taxes.

For our example below, there is a new rate for health insurance for next year. We will update employees with the health insurance deduction to the new rate at once, instead of editing each employee's record individually.




Important Note: It is recommended to perform a backup of your database prior to completing the Employee Mass Update. For more information, see the [Backup and/or Restore a Single User Database](#) topic.

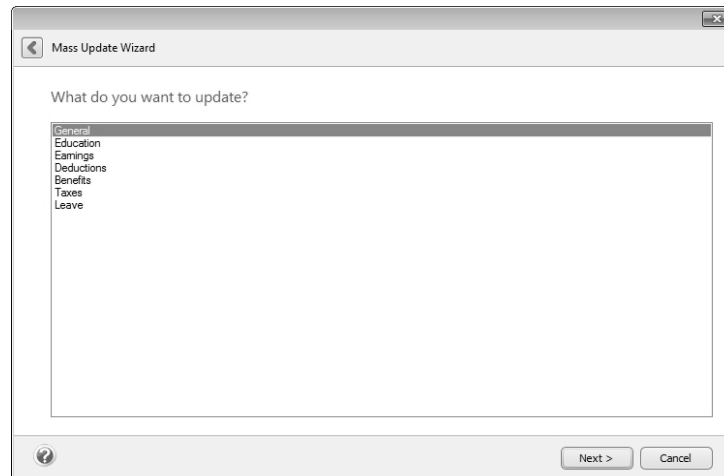
Employee Mass Update

1. Select **Setup > Employees**.
2. On the **List** tab, select the employees you want to update (select multiple employees or customers by pressing the CTRL key while you make your selections) or if you do not limit your list to selected employees/customers, all employees/customers will be included in the update.

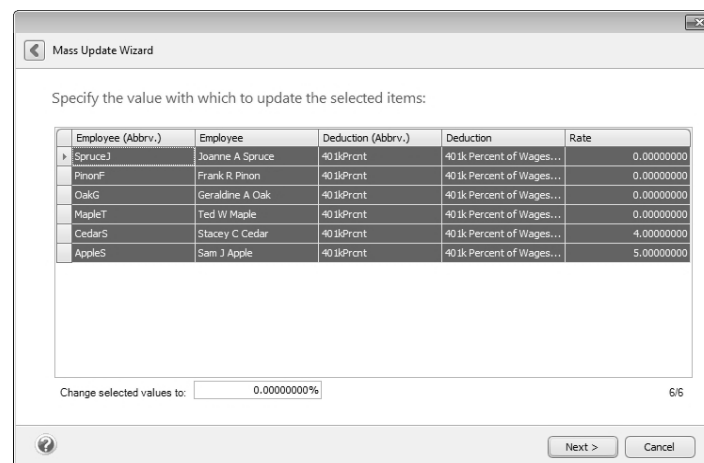
Abbreviation	Last Name, First Name
AppleS	Apple, Sam J
AspenG	Aspen, George T
BerryJ	Berry, Jerry S
CedarS	Cedar, Stacey C
CottonJ	Cottonwood, John Q
DouglasJ	Douglas, Jeanne Z
MapleT	Maple, Ted W
OakG	Oak, Geraldine A
PinonF	Pinon, Frank R
RedwoodT	Redwood, Tim X
SapS	Sap, Stella S
SpruceJ	Spruce, Joanne A
Test	Test, test

Buttons at the bottom: New, Edit, Delete, Copy, Combine, **Mass Update**, Close.

3. Click **Mass Update**.
4. The Mass Update Wizard window will open. The wizard will guide you through the update process. **Next** proceeds through the mass update screens, **Cancel** exits the mass update screens, and **Back** returns to the previous page of the mass update. The **Back** button  is in the upper-left side of the mass update screens.
5. Click **Next**. Select the type of item you would like to update. The choices are General, Education, Earnings, Deductions, Benefits, Taxes and Leave. These correspond with the different tabs of the Employee setup screen.



6. Click **Next**. Depending on the selection you made in Step 5, screens will display asking you to make other selections. For example, if you chose to update Earnings, you will need to select the earning that should be updated or determine if you want to update all earnings, the information that should be changed for the earning (rate, rate percent increase (decrease), display in Pay Employees grid, expense account, profit center, account distribution, etc.). If you chose to update Benefits, you will need to select the benefit that should be updated., the information that should be changed for the benefit (rate, expense account, annual limit, etc.). Click **Next** after responding to each screen.
7. A list of all employees that have the specified information assigned to them will display. If you do not want to update all the selected employees, you can unselect employees by pressing the CTRL key while clicking on the employee. Specify the value with which to update the selected items. Click **Next**.



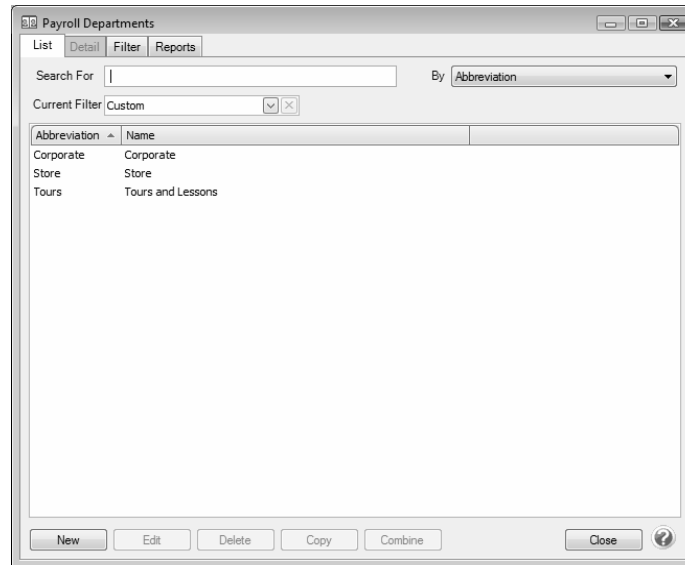
8. Verify the employees/customers that will be changed and then click **Next**.
9. At the *These changes will be saved to the database, are you sure?* message, click **Yes** to finalize the change.
10. Click **Finish** to exit, click **Back** to perform a similar update, or click **New** to prepare a new update.

Employee Tracking & Reporting by Payroll Department/Group

CenterPoint Payroll departments are used to group employees into logical work units for payroll processing and reporting. For example, you might have departments for office work, field work, warehouse, or any title that represents a work crew in your business.

[Step A - Create Payroll Departments/Groups](#)[Step B - Assign the Departments/Groups to the Employees \(optional\)](#)[Step C - Processing Pay Runs](#)[Step D - Generating Reports](#)**Step A - Create Payroll Departments/Groups:**

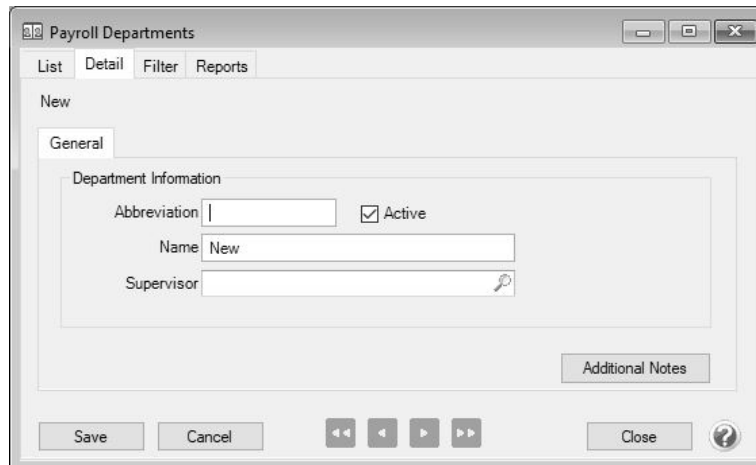
1. Select **Setup > Payroll Details > Payroll Departments/Groups**.



The screenshot shows the 'Payroll Departments' window with the 'List' tab selected. It features a search bar, a 'Current Filter' dropdown set to 'Custom', and a table with two columns: 'Abbreviation' and 'Name'. The table contains three entries: 'Corporate', 'Store', and 'Tours and Lessons'. At the bottom, there are buttons for 'New', 'Edit', 'Delete', 'Copy', 'Combine', and 'Close'.

Abbreviation	Name
Corporate	Corporate
Store	Store
Tours	Tours and Lessons

2. Click **New**. If this department/group is similar to an existing department/group, select the similar department/group and click **Copy** instead of New.



The screenshot shows the 'Payroll Departments' window with the 'New' tab selected. It features a 'General' section with 'Department Information' fields: 'Abbreviation', 'Name' (set to 'New'), and 'Supervisor'. There is also an 'Active' checkbox which is checked. At the bottom, there are buttons for 'Save', 'Cancel', navigation arrows, and 'Close'.

Department Information

Abbreviation ☒ Active

Name

Supervisor

3. Enter an **Abbreviation** and **Name** for the department/group.
4. In the optional **Supervisor** box, enter or select the supervisor responsible for department-level management/approval of employee time. If you use the online CenterPoint Time Clock, and the payroll department is assigned a Supervisor, employees assigned to the payroll department will display this supervisor in the Time Off Requests and Entered Time will be Approved by fields in the Approval section of Setup > Employees > Time Clock tab.
5. Click **Save**. Repeat step 2-5 for each department/group in your organization.

Step B - Assign the Departments/Groups to the Employees (optional)

A default department/group can be assigned to each employee. The department/group will then be assigned to the pay run transactions automatically (but can be changed) and you can group employees by department/group when doing payroll in Pay Employees. Below, we've addressed how the department/group can be assigned to one employee at a time and how to assign a department/group to multiple employees at once.

Assign a Department/Group to the Employee

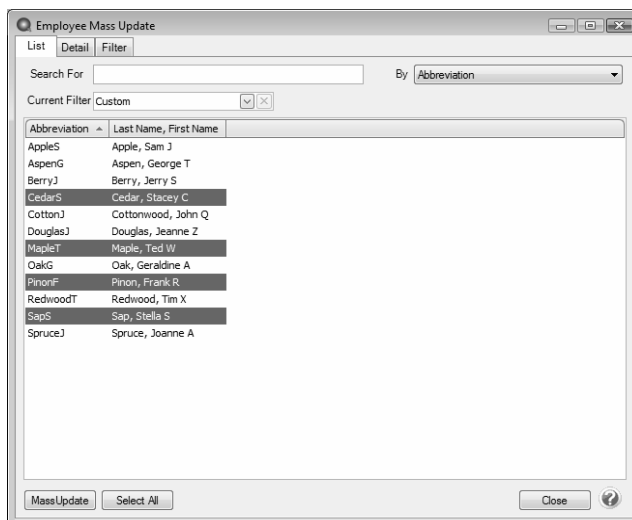
1. Select **Setup > Payroll Details > Employees**.
2. Select an employee and click **Edit**.
3. Select the **Employment** tab. Enter the appropriate **Department/Group**.

The screenshot shows the 'Employees' form with the 'Employment' tab selected. The employee name is 'Douglas, Jeanne Z.'. The 'Employment Information' section includes fields for Supervisor, Job Title (Store Manager), Department (Store), Status (Full Time), Original Hire Date (07/14/1999), Hire Date (07/14/1999), Termination Date, Last Raise Date (06/27/2011), and Hours to Next Raise (0). The 'Forms On File' section includes fields for Resume (05/11/1999), Application (07/05/1999), W-4 Date (09/14/2009), I-9 Date (07/14/1999), and Other. The 'Personal Information' section includes fields for Birth Date (11/14/1962), Gender (Female), EEOC Position (Executive/Senior Lvl C), EEOC Class (White), Marital Status (Single), and Employee Photo (Link to Photo).

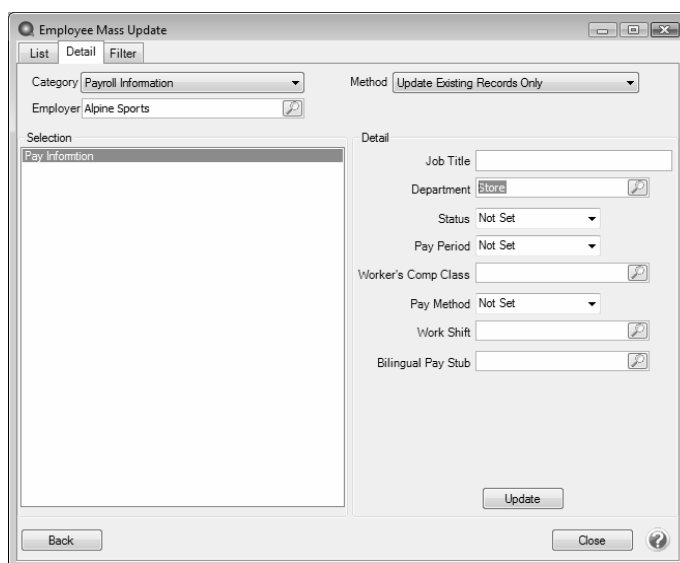
4. Click **Save**. Repeat for each employee.

Assign a Department/Group to Multiple Employees at Once

1. Select **Setup > Payroll Details > Employee Mass Update**.
2. All employees will be displayed on the List tab. Select all the employees in one department/group (select multiple employees by pressing the **CTRL** key while you make your selections).



- Click **Mass Update** at the bottom of the screen.



- Select **Payroll Information** in the **Category** field.
- Select the **Employer**.
- Select the appropriate mass update **Method**:
 - » **Update Existing Records Only** updates only employees currently assigned to the item updated.
 - » **Update Existing/Add Missing Records** updates all selected employees with the details. If the department/group is not assigned to an employee, it is added. If the department/group is currently assigned, it updates the details.
 - » **Only Add Record if Missing** updates all selected employees that currently are NOT assigned to a department/group. If the employee is currently assigned, no changes are made.
- In the **Detail** section on the right, select the appropriate **Department/Group** for this group of employees.

8. Click **Update**.
9. The **Mass Update Review** screen will display all changes. Click **Accept** to save the changes. Click **Reject** to cancel the changes.
10. Repeat the step 2-9 for each department/group until all employees are assigned to a department/group.
11. Select **Payroll Information** in the **Category** field.
12. Select the **Employer**.
13. Select the appropriate mass update **Method**:
 - » **Update Existing Records Only** updates only employees currently assigned to the item updated.
 - » **Update Existing/Add Missing Records** updates all selected employees with the details. If the department/group is not assigned to an employee, it is added. If the department/group is currently assigned, it updates the details.
 - » **Only Add Record if Missing** updates all selected employees that currently are NOT assigned to a department/group. If the employee is currently assigned, no changes are made.
14. In the **Detail** section on the right, select the appropriate **Department/Group** for this group of employees.
15. Click **Update**.
16. The **Mass Update Review** screen will display all changes. Click **Accept** to save the changes. Click **Reject** to cancel the changes.
17. Repeat the step 2-9 for each department/group until all employees are assigned to a department/group.

Step C - Processing Payroll

If the department/group assigned to each employee is the only department/group they work in, nothing in the process you currently use to pay employees will change. Although you can use the new Filter option to select employees to be paid by department/group:

1. While selecting which employees to pay. Select the **+** button next to **Filtering**.
2. In the **Click Here to Filter List** field, select **Payroll Department/Group**. Then to the right of that field, select the department/group to be selected to be paid.


The screenshot shows the 'Pay Employees' window with the 'Filtering' section expanded. The 'Payroll Department' is set to 'Store' and the 'Employee Abbreviation' is set to 'Store'. The 'Filter Applied' button is visible at the bottom right of the window.

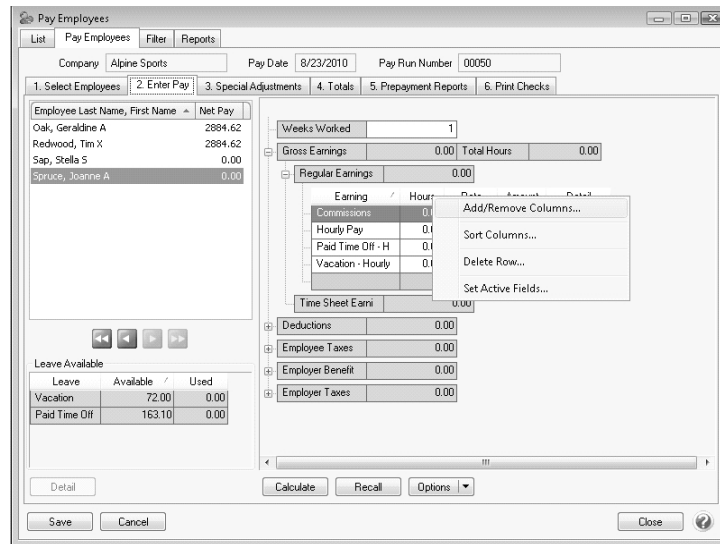
Employee Abbreviation	Employee Last Name, First Name	Department
Apple5	Apple, Sam J	Store
Douglas3	Douglas, Jeanne Z	Store
Oak6	Oak, Geraldine A	Store
Redwood7	Redwood, Tim X	Store
Sap5	Sap, Stella S	Store
Spruce3	Spruce, Joanne A	Store

- The employees displayed will then only be those assigned to that department/group. Click on the **green double arrow** to the right to select all employees in that department/group.

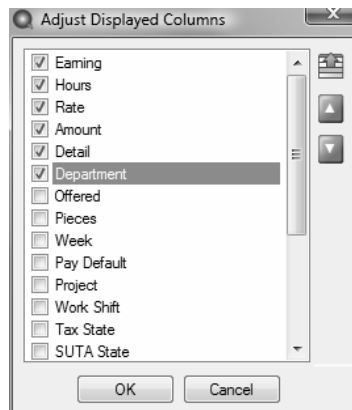
If your employees work in various departments/groups during the same pay period, or change departments/groups from one period to another, then you will want to specify on their pay run transactions, which hours are for each department/group. This can easily be done by adding the department/group field to the Pay screen:

- While on the **2. Enter Pay** tab in **Pay Employees**, right-click in the grid and select **Add/Remove Columns**.

 Note: If you are using Time Sheets, this same process can be followed to add the department/group column to Time Sheets.



- Select **Department/Group** and Click **OK**.



- The normal pay screen will now include a Department/Group field where you can specify hours for each employee/department/group.

Gross Earnings		1,120.00	Total Hours	80.00	
Regular Earnings		1,120.00			
Earning	Hours	Rate	Amount	Detail	Department
Commissions	0.00	0.00	0.00		Store
Hourly Pay	20.00	14.00	280.00		Tours and Lesson
Paid Time Off - H	0.00	14.00	0.00		Store
Vacation - Hourly	0.00	14.00	0.00		Store
Hourly Pay	60.00	14.00	840.00		Store
Time Sheet Earni		0.00			
Deductions		0.00			
Employee Taxes		245.89			
Employer Benefit		0.00			
Employer Taxes		85.99			

Step D - Generating Reports

General Terms Used On Payroll Reports:

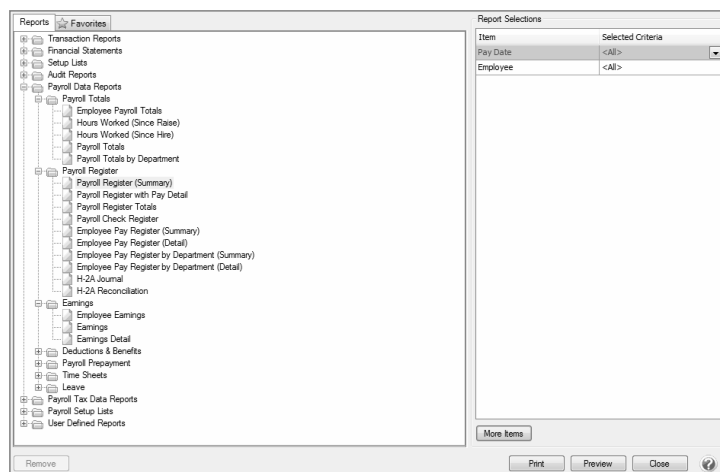
Pay Department/Group: Refers to the department/group assigned in the payroll records.

Department/Group: Refers to the department/group assigned in the employee setup.

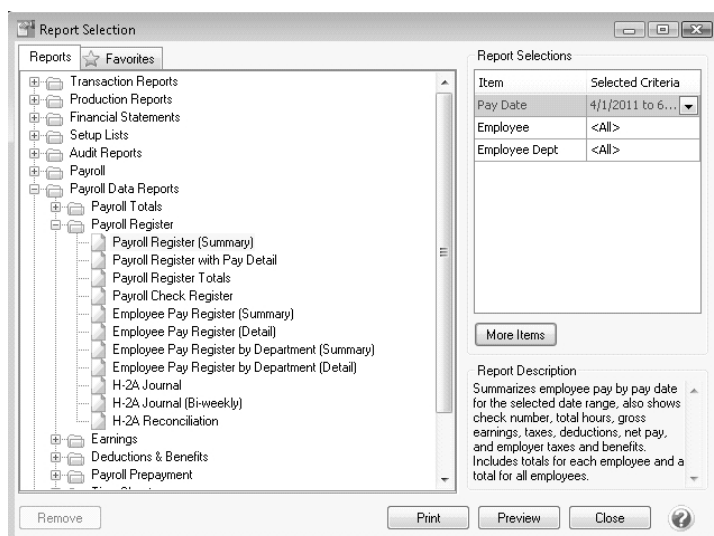
Using Department/Group as Selection Criteria on Reports

Although it's not displayed by default, department/group can be added to the selection criteria for the majority of Payroll Data Reports. The department/group shown on the Payroll Data reports is the department/group assigned to the employee. To add the selection criteria to a report:

1. After selecting Payroll Data Reports, the default Report Selections are displayed on the right.



2. If **Department/Group** is not listed, click on the **More Items** button.
3. Select **Employee Dept** and click **OK**.



Total Labor Costs by Department/Group


For payrolls where multiple departments/groups have been used for individual employees, a payroll register detail can be run that will sort the earnings by the Pay Department/Group. This example steps through applying a group/sort by pay department/group and how to filter the report by a department/group.

1. Select **Reports > Reports > Payroll Data Reports > Payroll Register > Payroll Register with Pay Detail**.
2. In the **Report Selections**, select the appropriate **Pay Date** range.
3. Select **No** for: **Include Benefits**, **Include Deductions**, **Include Employee Taxes**, and **Include Employer Taxes**.
4. Select **Yes** for: **Include Earnings** and **Include the check detail for each employee**.

Report Selections	
Item	Selected Criteria
Pay Date	02/01/10 to 02/28/10
Employee	<All>
Include Benefits	No
Include Deductions	No
Include Earnings	Yes
Include Employee Taxes	No
Include Employer Taxes	No
Include the check detail for e...	Yes
Status	Posted

5. Click **Preview**.
6. From the preview screen, click on the **Group & Sort** tab on the left.
 - a. Select **Pay Department/Group** and use the green up arrow to move Pay Department/Group up after Company Name.
 - b. Verify that Pay Department/Group has a check in both the **Group** and **Sort** column.
 - c. Click **Refresh**.
7. The payroll records will now be grouped and subtotaled by the department/group assigned in the pay run records.



Note: For easy access to this customized report, simply select the Favorites  button to save the customized report on the Favorites tab.

Reporting Payroll Expenses by Department using Profit Centers

This topic provides instruction on reporting payroll expenses by department using Profit Centers instead of Payroll Departments. Profit centers are similar to departments, but they allow you post all payroll expenses (earnings, taxes, benefits) to a profit center. This allows you to get detailed reports of your expenses for each profit center.

[Step 1: Set Up Profit Centers for each Department \(One-time Setup\)](#)

[Step 2: Assign Profit Centers to Employees Earnings](#)

[Step 3: Using Profit Centers when Processing Payroll](#)

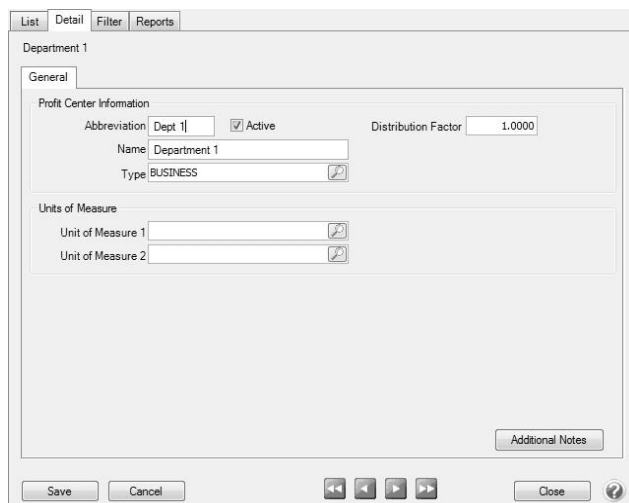
[Step 4: Generating Reports for Expenses by Profit Center](#)



Note: If you'd also like to be able to report payroll transactions by department on payroll reports, we recommend you use Payroll Departments in addition to Profit Centers. See the *Employee Tracking & Reporting by Department* topic.

Step 1 - Set Up Profit Centers for Each Department (One-time Setup):

1. Select **Setup > Profit Centers/Locations > Profit Centers**.
2. Click **New**.



The screenshot shows a software window titled 'Department 1' with a 'General' tab selected. The 'Profit Center Information' section includes an 'Abbreviation' field with 'Dept 1', an 'Active' checkbox that is checked, a 'Distribution Factor' field with '1.0000', a 'Name' field with 'Department 1', and a 'Type' dropdown menu set to 'BUSINESS'. Below this is a 'Units of Measure' section with two empty fields for 'Unit of Measure 1' and 'Unit of Measure 2'. At the bottom right is an 'Additional Notes' button. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom center are navigation arrows and a 'Close' button.

3. Enter an **Abbreviation** and **Name** for the profit center. Select Business as the **Type**.
4. Click **Save**.
5. Repeat Steps 2 - 4 until you have a profit center for each of your departments.

Step 2 - Assign Profit Centers to Employee Earnings (One-time Setup):

1. Select **Setup > Employees**.
2. Highlight an employee and click **Edit**. Select the **Earnings** tab.

3. In the box on the upper-left, select an earning. Assign the appropriate department in the **Profit Center** field on the right. Repeat this for each earning.
4. Click **Save**.
5. Repeat Steps 2 - 4 for each employee.

Step 3 - Using Profit Centers when Processing Payroll:

When entering time for your employees, the profit centers assigned to the earnings in Step 2 will be used for the earning expense and any tax or benefit expenses associated with that earning. If necessary, you can change the profit center from the default to a different profit center on a per line basis in either Time Sheets or Pay Employees.

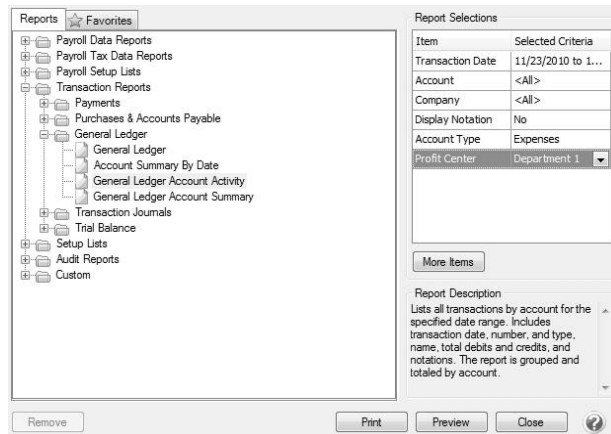
1. If you use time sheets, you can change the profit center on the **Time Entry** screen. For more information see the topic .
 - » To add the **Profit Center** column to the **Time Entry** screen, right-click on the time entry grid and select **Add/Remove Columns**. Check the box for **Profit Center** and click **OK**.
 - » The profit center from the employee's setup will display in this column. You can change it here if these hours are for a different profit center.
 - » Continue entering time sheets and process the pay run as usual.
2. If you do not use time sheets, the profit center can be changed in **Pay Employees** when you enter the employees hours. For more information see the topic .
 - » To add the **Profit Center** column to the **2. Enter Pay** tab, right click in the time entry grid and select **Add/Remove Columns**. Check the box for **Profit Center** and click **OK**.
 - » The profit center from the employee's setup for this earning will display. You can change it if these hours are for a different profit center.
 - » Continue processing the pay run as usual.

Step 4 - Generating Reports for Expenses by Profit Center:

The majority of the general ledger reports can be filtered to show expenses for a particular profit center. You can also group the reports by profit center to see all profit centers on the same report. The examples below are using the General Ledger Account Activity report.

Option 1 - Filter Report by Profit Center

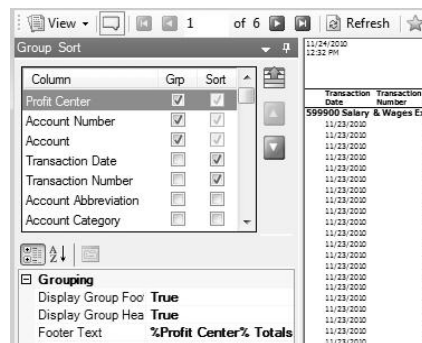
1. Select **Reports > Reports > Transaction Reports > General Ledger > General Ledger Account Activity**.



2. Click on the **More Items** button. Check the boxes for **Account Type** and **Profit Center**. Click **OK**.
3. Enter the **Transaction Date** range to run this report for. In the **Account Type** filter, select **Expenses** and select a profit center.
4. Click **Print** to print the report or click **Preview** for a preview of the report or to make any additional modifications.

Option 2- Group Report by Profit Center

1. Follow the steps above, only select **All** profit centers. Preview the report.
2. On the **Group/Sort** fly-out tab, check the **Grp** box for **Profit Center**. Use the green arrow keys to move **Profit Center** to the top of the list. Click the **Refresh** button.



3. Each profit center will show as its own header and all expenses to that profit center will display beneath it.

View 1 of 6 Refresh 100% Find Next Close					
Alpine Sports					
General Ledger Account Activity					
11/23/2010 to 11/23/2010					
Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
Department 1					
599900 Salary & Wages Expense					
11/23/2010		Expense	Jerry S Berry	130.91	
11/23/2010		AP Invoice	Jerry S Berry	18.00	
11/23/2010		AP Invoice	Jerry S Berry	3.77	
11/23/2010		AP Invoice	Jerry S Berry	6.84	
11/23/2010		AP Invoice	Jerry S Berry	26.18	
11/23/2010		AP Invoice	Jerry S Berry	2.86	
11/23/2010		AP Invoice	Jerry S Berry	12.21	
11/23/2010		Expense	Stacey C Cedar	120.55	
11/23/2010		AP Invoice	Stacey C Cedar	6.92	

4. For more information see the topic [Customizing Reports](#).

Garnishments

A garnishment is a mandated deduction withheld from an employee's wage. An example is child support. The employer withholds the garnishment from the employee's wages. The amount withheld is paid by the employer to the appropriate agency.

A payroll liability account is assigned to the garnishment deduction. When the employee's payroll check posts, the payroll liability account is increased by the amount of the garnishment. The employer pays the invoices when due.

The liability account assigned to the Garnishment deduction controls who the liability is paid to. If multiple employees need garnishments deducted and they are paid to different agencies, then multiple deductions and liability accounts must be setup.

[Step A - Create a Deduction for the Benefit](#)

[Step B - Add the Garnishment to the Employee Record](#)

[Additional Information](#)

Step A - Create a Deduction for the Benefit (one-time setup):

1. Select **Setup > Payroll Details > Deductions & Benefits**.
2. Click **New**.

3. Enter an **Abbreviation** (up to ten unique characters of information) that you can easily identify the deduction/benefit by. For example, CS for Child Support.
4. In the **Name** box, enter up to 35 characters of required information that describes the deduction/benefit.
5. Select **Garnishment** in the **Type** box.
6. In the **Sequence** box, enter the order the garnishment should be deducted from the check, for example Sequence 1 will be deducted before a garnishment assigned a Sequence 2.
7. In the **Liability Account** box, select the liability account this deduction/benefit should post to. The Liability Account also controls who the garnishment is paid to.



Note: If you select an account that is not of the expected account type, you will receive a message. If you choose to assign the unexpected account type, click Yes. If you want to assign a different account, click No to assign a different account.

8. To add notes to this deduction/benefit, click **Additional Notes**, enter the notes, and then click **OK**.



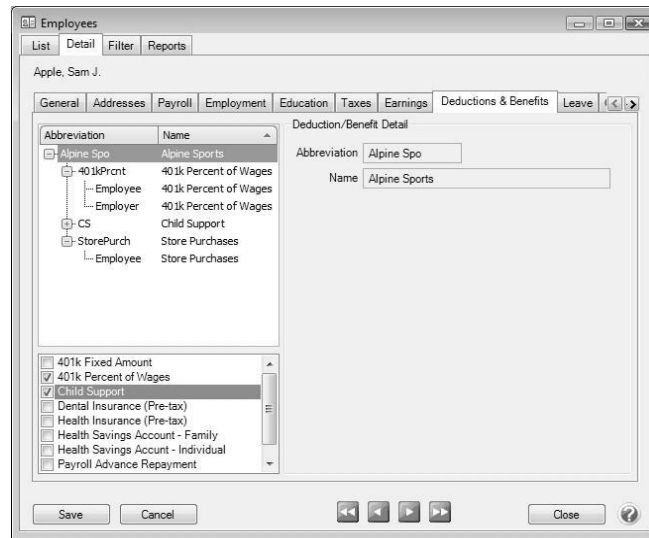
Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

9. For a garnishment, the **W-2 Box - Options** will normally be left blank.
10. In the **Employee Method** box, select the default Garnishments (Disposable Wages) or to calculate a garnishment as a percentage of the employees gross wages, select Garnishment (Gross Wages).
11. In the **Schedule** box, select when the garnishment should be deducted from the employee's pay. For example, if this garnishment is withheld every pay check, use the schedule Monthly Pay Periods 1,2,3,4,5. If it's withheld only once a month, select Only 1st Pay Period of Month. Deduction and benefit schedules allow you to select a schedule of when to calculate a deduction and/or benefit for employees on a pay run. Schedules are a grouping of one or more deduction/benefit frequencies. When a frequency is selected on a pay run, CenterPoint Payroll determines which schedules apply for each employee. If the frequency is contained in a schedule, then the deduction/benefit will be calculated on the pay run.

12. The **Rate**, **Up to Amount** and **Minimum Net Pay** boxes should all remain at zero when setting up the garnishment. When the garnishment is added to an employee, the rates and amounts will be specified on their record.
13. **Employee Deduction Limits** provide an additional way to stop the calculation. If the garnishment has an annual limit or a lifetime limit, click on the **Limits** tab and select the **Use Limit** box. The amounts should remain zero. When the garnishment is added to an employee, the limits can be specified on their record.
14. Click **Save**.

Step B - Add the Garnishment to the Employee Record

1. Select **Setup > Employees**.
2. Select the employee requiring the garnishment and click **Edit**.
3. Select the **Deductions & Benefits** tab.



4. The list of available deductions and benefits list at the bottom of the screen. Select the garnishment deduction in the bottom list. The garnishment will then automatically be included in the list of deductions and benefits for this employee at the top of the screen.
5. Select the garnishment from the employees list (upper-left) and click on the **Employee** line within it. The Deduction/Benefit Detail for this garnishment will be displayed on the right side of the screen.

6. Enter the percentage that was ordered for this garnishment in the **Rate** field.



Note: If the garnishment was ordered as a fixed amount, enter a high percentage (for example, 90%). The **Up to Amount** will always be used as the maximum amount.

7. In the **Up to Amount** box, enter the dollar amount that the contribution will be calculated up to when using a percentage. For example, if the garnishment is 5% of an employee's gross pay, with the garnishment amount not to exceed \$500, enter \$500 in this box. If the garnishment was ordered as an amount, enter the ordered amount in the Up to Amount field.
8. In the **Minimum Net Pay** box, enter the dollar amount that the net pay will not be allowed to fall below. If a garnishment calculates an amount that will cause the Net Pay to be less than the entered amount, the garnishment will only deduct the amount that will leave the employee at the entered value and no more. For example, if the Minimum Net Pay is set to \$225.00, an employee's Net Pay is \$250.00, and a garnishment calculates to be \$50.00; the garnishment will only deduct \$25.00. The Minimum Net pay will be compared to the Net Pay after any preceding garnishments (determined by the Sequence Number set on the Garnishment deduction).
9. Select any deduction that should be subtracted prior to calculating this garnishment.
10. If appropriate, specify the **Limits**.



Note: The Limit fields will only be displayed if a Limit option was selected when the deduction (Setup > Payroll Details > Deductions & Benefits) was setup (step above).

11. Click **Save**.

Additional Information

Reports Used to Review Garnishment Deductions and Payments

Deduction reports can be printed for garnishments from **Reports > Reports > Payroll Data Reports**. For each of the reports listed below, you can select Report Selections for the Pay Dates and garnishment Deduction you wish to review.

- » **Deductions & Benefits Liability** - This report groups by deduction and shows the deduction and benefit amounts paid or unpaid for each pay run in the selected date range.

- » **Employee Deductions & Benefits** - This report shows the total deduction and benefit amounts for each employee on the pay runs in the selected date range.
- » **Employee Deductions & Benefits (Detail)** - This report lists employee deductions and benefit by pay date.

Paying the Garnishment Liability

When a payroll is processed that deducts monies which will in turn be paid to another party, CenterPoint automatically creates liability invoices for those amounts. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date.

1. Select **Processes > Payroll > Pay Invoices Due**.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Due Date	Discount Date	Origin
AllCare	Allcare of Colorad	\$ 0.00	\$ 51.92	<input checked="" type="checkbox"/>			
					08/02/22	01/01/95	
BigProfit	Big Profit Investm	\$ 443.70	\$ 0.00	<input type="checkbox"/>			
					08/02/22	01/01/95	
BLins	Break-a-leg Insur	\$ 24.85	\$ 0.00	<input type="checkbox"/>			
					08/02/22	01/01/95	

Total Due: \$468.55
Total To Be Paid: \$51.92
Vendors Paid: 1

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
 - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
 - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
 - » In the **Filter** box, select **Payroll Liabilities**.
 - » In the next filter box, select which vendor invoices should display **Include invoices from All vendors, No ACH Vendor Invoices Included, or Include ACH Vendors Only**.
 - » In the Find By Due Date box, There are three options available for the **Find By** field (**Findby Due Date** or **Find by Invoice Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the Find By field.
 - » In the **Payment Date** field, enter the date to use on the checks.
 - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).



Note: When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.

4. If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
 - » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.
5. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
 - » Click on the **Pay All** button to select all invoices for all vendors displayed.
 - » To select all invoices for a single vendor, select the **Pay** box for that vendor.

To select individual invoices for a single vendor;

1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.

2. Place a check mark in the **Pay** box for each invoice that should be paid.
 - » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.




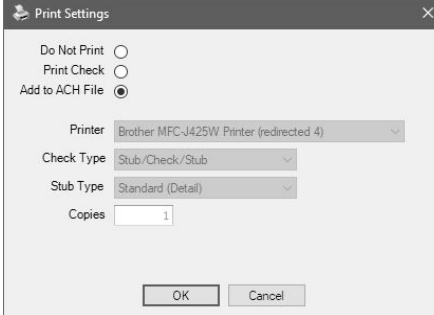
Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
 - » If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.
6. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.

7. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
8. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
9. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks is will display and can be changed.. Select whether you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.

» When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the

ACH icon  to display the Print Settings screen.



The Print Settings dialog box contains the following options:

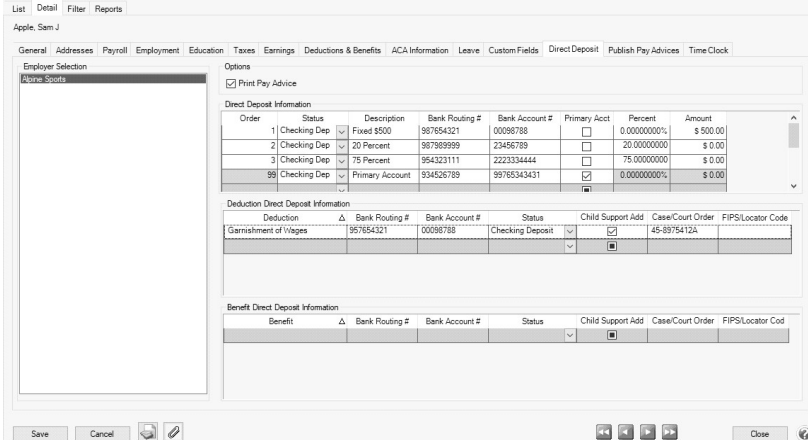
- Do Not Print: ☐
- Print Check: ☐
- Add to ACH File: ☒
- Printer: Brother MFC-J425W Printer (redirected 4)
- Check Type: Stub/Check/Stub
- Stub Type: Standard (Detail)
- Copies: 1
- Buttons: OK, Cancel

» Select **Add to ACH File** to make an electronic payment. Click **OK**.

10. Click **Post** to finish saving these selected transactions.

Setup the Employee Direct Deposit to Include Garnishment Deduction Information

1. Select **Setup > Employees**. Select the employee you want to add/change direct deposit information for, and then click **Edit**.
2. Select the **Direct Deposit** tab.



The screen shows the 'Direct Deposit' tab for employee 'Alone Scotts'. It includes sections for Direct Deposit Information, Deduction Direct Deposit Information, and Benefit Direct Deposit Information.

Order	Status	Description	Bank Routing #	Bank Account #	Primary Acct	Percent	Amount
1	Checking Dep	Fixed \$500	987654321	00098788	<input type="checkbox"/>	0.00000000%	\$ 500.00
2	Checking Dep	20 Percent	987899999	23456789	<input type="checkbox"/>	20.00000000%	\$ 0.00
3	Checking Dep	75 Percent	984323111	2223334444	<input type="checkbox"/>	75.00000000%	\$ 0.00
99	Checking Dep	Primary Account	934526789	99765343431	<input checked="" type="checkbox"/>	0.00000000%	\$ 0.00

Deduction	Bank Routing #	Bank Account #	Status	Child Support Add	Case/Court Order	FIPS/Locator Code
Garnishment of Wages	987654321	00098788	Checking Deposit	<input checked="" type="checkbox"/>	45-88754124	

Benefit	Bank Routing #	Bank Account #	Status	Child Support Add	Case/Court Order	FIPS/Locator Code
				<input checked="" type="checkbox"/>		

3. Under **Employer Selection** on the left side of the screen, select the **Employer**.
4. Under Options, if you use Payroll Web Services or another process for notifying employees about their pay and do not want to print pay advices, unselect the **Print Pay Advice** check box.
5. The **Direct Deposit Information** grid is used to specify the employee's bank account information. You must enter at least one detail line for each employee. If the employee requests that their payroll check be deposited into multiple bank accounts, multiple lines can be added to the grid.
 - » **Order** - Employee direct deposits can be prioritized by the number entered in this column from lowest to highest. For example, if you are directly depositing funds into 4 accounts for an employee and you've selected Order 1, 2, 3, the first account deposited into would be the one where the Order was assigned to 1, then 2, then 3, and then the selected Primary account which is always assigned 99 by the system and cannot be changed.
 - » **Status** – Select the first account that the check will be deposited into. If the Status on any of the accounts is set to a pre-note option, then the first payroll processed will create a pre-note file that will be used by the bank to validate the direct deposit information (the employee will still receive a printed check for the first payroll). The options for the status field are:
 - » **Not Active** - Deposit is inactive and should not be included in the direct deposit file.
 - » **Checking Deposit** (Transaction Code 22) – Used when a portion of the employee's net pay is deposited into the employee's checking account.
 - » **Checking Pre-Note** (Transaction Code 23) – Used for performing a test run to the employee's checking account.
 - » **Savings Deposit** (Transaction Code 32)– Used when a portion of the employee's net pay is being deposited into the employee's savings account. See the Frequently Asked Questions section of this document if you need to deposit a percentage of an employee's gross pay for more information.
 - » **Saving Pre-Note** (Transaction Code 33) – Used for performing a test run to the employee's saving account.
 - » **Loan** (Transaction Code 52) - Used when a portion of the employee's net pay is deposited into a loan account.
 - » **Loan Prenote** (Transaction Code 53) - Used when performing a test run to the employee's loan account.
 - » **Check** - The employee has opted to receive a portion of their pay via a physical check.



Note: An employee's direct deposit status will be set to Active if any of the direct deposits listed have a status that is not "Not Active".

- » **Description** - A default description of the deposit status will display, for example Checking Deposit, Savings Deposit, etc. This description can be changed to help identify the direct deposit accounts in the event you have multiple savings accounts, for example Traditional Savings, Christmas Club Savings, etc. The description can be included on the check stub with the add-on Payroll Check Stub Designer module.
- » **Bank Routing #** - Enter the employee's bank transit/routing number (assigned by the American Banking Association) for where the deposit is to be made or check is printed from. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
- » **Bank Account #** - Enter the employee's bank account number for where the deposit is to be made or check is to be printed from.

- » **Primary Account** – If this is the primary account for the deposit, select this check box. All other accounts will have some sort of amount or percentage on them. After the specified amounts and percentages are taken, the remainder will be deposited into the primary account. One account must be marked as the primary account or you will not be able to save the record.
- » **Percentage & Amount** – For accounts that are not the primary account for this deposit, you can enter a percentage (of net, if you need to directly deposit a percentage of gross, see the Frequently Asked Questions section of this document.) or specific amount of the total check that you want to be deposited into this account. The remainder will get distributed to additional accounts.



Note: If a fixed amount is specified when the Status = Check and there is not enough pay to cover the amount, then the check would only be generated for the available amount. If there is no pay remaining for the check, then no check will be generated.

6. The **Deduction Direct Deposit Information** grid is used to select deductions for the employee and enter bank routing and account numbers for them along with an appropriate deposit status. When the Direct Deposit File is generated (either manually or via a Payroll posting), any selected deductions that have been used on the pay run for the employee will be included in the file as additional PPD Entry Detail records per the NACHA File Format.
 - » Select a **Deduction** that you want to directly deposit. Deductions can only be listed one time in the grid. Deductions cannot be deleted from Setup > Payroll Details > Deductions & Benefits until the deduction is first removed from the Deduction Direct Deposit Information grid.
 - » **Bank Routing #** - Enter the employee's bank transit/routing number (assigned by the American Banking Association) for where the deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
 - » **Bank Account #** - Enter the employee's bank account number for where the deposit is to be made.
 - » **Status** – Select the first account that the deduction will be deposited into. If the Status on any of the accounts is set to a pre-note option, then the first payroll processed will create a pre-note file that will be used by the bank to validate the direct deposit information (the employee will still receive a printed check for the first payroll). The options for the status field are:
 - » **Not Active** - Deposit is inactive and should not be included in the direct deposit file.
 - » **Checking Deposit** (Transaction Code 22) – Used when the deduction amount is being deposited into a checking account.
 - » **Checking Pre-Note** (Transaction Code 23) – Used for performing doing a test run to a checking account.
 - » **Savings Deposit** (Transaction Code 32)– Used when the deduction amount is being deposited into a savings account.
 - » **Saving Pre-Note** (Transaction Code 33) – Used for performing a test run to a saving account.
 - » **Loan** (Transaction Code 52) - Used when the deduction amount is deposited into a loan account.
 - » **Loan Prenote** (Transaction Code 53) - Used when performing a test run to a loan account.
 - » **Child Support Addenda** - Select this check box if an ACH addenda record or a NACHA addenda record is needed to provide supplemental data such as an account holder or additional information to provide payment to the receiver or RDFI (Receiving Depository Financial Institution).

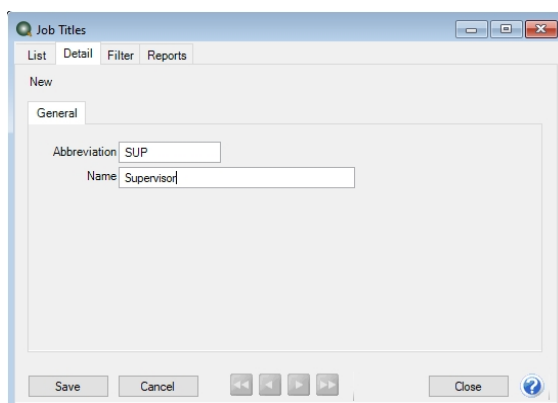
- » **Case/Court Order-** If the Child Support Addenda check box is selected, enter up to 20 characters for the required case identifier element which is the IV-D case number or court order number. The case identifier always refers to the identification number of the case in the state receiving the EFT/EDI transaction.
- » **FIPS/Locator Code** - If the Child Support Addenda check box is selected, enter up to seven characters that uniquely identify the county or equivalent in the United States to properly identify the child support payment. The Federal Information Process Standard (FIPS) code refers to the FIPS Code of the SDU receiving the transaction. It is five characters when indicating both the state and county codes. It is seven characters when indicating state, county, and local codes. Most states no longer use the FIPS code for incoming payments.

7. Click **Save**.

Job Titles

Setup Job Titles

1. Select **Setup > Payroll Details > Job Titles**.
2. Click **New**.



3. Enter an **Abbreviation** and **Name** for this job title.
4. Click **Save**.

Assign a Job Title to an Employee

1. Select **Setup > Employees**.
2. Select an employee and then click **Edit**.
3. Select the **Employment** tab
4. In the **Job Title** box, select one of the user-defined job title from the drop-down list or right-click, select **New**, and repeat the Setup Job Titles section of this document to create a new job title.
5. Click **Save**.

Work Shifts

The purpose of work shifts is to allow an employer to set up multiple shifts with an optional shift differential being paid on shifts that the employer selects. Shifts generally pertain to hourly employees, however; they can be set up for any earning type.

Setup Work Shifts:

1. Select **Setup > Payroll Details > Work Shifts**. Click **New**.

2. Enter a unique **Abbreviation** for the work shift (up to 10 characters).
3. Enter a **Name** for this work shift, for example "3rd Shift".
4. If applicable, a **Shift Number** can be entered also.
5. If shift differentials are paid for working this shift, the differential amount should be entered in the **Adjustment Amount** field. For example, if an employee's hourly wage is \$7.50 and the work shift Adjustment Amount is .75, they will be paid \$8.25 when they work this shift. If employees are paid piece work then the Adjustment Amount is added to their piece work rate.

or

In the **Adjustment Percentage**, enter the percentage (zero - 9999) to be used to calculate an adjustment that is a percentage of the base earning rate. When a work shift used in Pay Employees or Time Sheets is configured to do a percentage adjustment, the following calculation is performed: $\text{Base Rate} + (\text{Base Rate} * (\text{Work Shift Percentage} / 100)) = \text{Rate}$. For example, a work shift that is configured to be 25% applied to an earning rate of \$10 would result in: $\$10 + (\$10 * (25/100)) = \$12.50$.

6. If you want to calculate overtime on the hourly rate plus the shift differential, select the **Apply to Base Rate** check box (For example, \$15 an hour + \$1 shift differential x 1.5 OT Multiplier = \$24/hr over time rate.) or if you want to calculate overtime on the hourly rate and then add the shift differential, leave the **Apply to Base Rate** check box unselected (For example, $\$15 \times 1.5 = 22.50 + \$1 \text{ shift differential} = 23.50/\text{hr over time rate}$).
7. Click **Save**.

Setup Work Shift Differentials on Earnings

Earning codes have an option to setup for work shifts. This selection enables the system to automatically add the shift differential amount to the employee's normal wage.

1. Select **Setup > Payroll Details > Earnings**.
2. **Edit** an **Earning** that work shifts apply to.

3. Select the **Work Shifts Apply** box on the right. Click **Save**.
4. Repeat for each earning that work shifts apply to.

Assign a Work Shift to an Employee

If an employee always works a certain work shift, then the shift can be assigned directly to the employee. If an employee works a variety of shifts, the work shift can be assigned when time is entered or imported from a time clock. When hours are entered into Enter Pay for an employee with a work shift assigned, the work shift will automatically be assigned to the time.

1. Select **Setup > Employees**.
2. Highlight the appropriate employee and click **Edit**.

3. Select the **Payroll** tab. In the **Work Shift** field on the right, specify the appropriate work shift.
4. Click **Save**. Repeat for each employee that is assigned to one work shift.

Processing Payrolls with Work Shifts

If a work shift differential (Adjustment Amount) was assigned to the work shift, when processing a payroll that amount will automatically be assigned to time entered with that work shift. The work shift must be assigned to pay entries in order for it to calculate the adjusted rate.

- » **Importing Time from a Time Clock:** We recommend the work shift information be imported as a field in the time clock import.
- » **Time Sheets:** When entering time in Time Sheets, a column is available for Work Shift. If the Work Shift column is not displayed, **right-click** in the grid and select **Add/Remove Columns** and select **Work Shift**. A different work shift can be specified for each record entered in time sheets. If a work shift is assigned to an employee, that work shift will be assigned to all time records entered for the employee.

The screenshot shows the 'Time Sheets' window for employee 'Apple, Sam J.' at 'Alpine Sports'. It displays totals for hours (24.00), pieces (0.00), and amount (\$246.00). A 'Leave Available' section shows 'Paid Time Off' at 47.10 and 'Vacation' at 96.64. Below is a table of time entries:

Date	Pay Default	Hours	Earning	Rate	Amount	Detail	Work Shift
01/26/2011		4.00	Hourly Pay	10.00	\$ 40.00		
01/26/2011		4.00	Hourly Pay	10.00	\$ 40.00		
01/27/2011		8.00	Hourly Pay	10.75	\$ 86.00		3rd Shift
01/28/2011		8.00	Vacation - Hourly	10.00	\$ 80.00		

- » **Pay Employees:** The Work Shift can be specified on each record entered in Pay Employees. It is accessible by adding the Work Shift column to the Pay Employees screen. **Right-click** in the grid, select **Add/Remove Columns**, and then select **Work Shift**. If a work shift is assigned to an employee, that work shift will by default be assigned to hours entered in Pay Employees.

The screenshot shows the 'Pay Employees' window for employee 'Apple, Sam J.' at 'Alpine Sports'. It displays 'Gross Earnings' at 0.00 and 'Total Hours' at 0.00. A 'Leave Available' section shows 'Vacation' at 26.64 and 'Paid Time Off' at 47.10. Below is a table of earnings:

Earning	Hours	Rate	Amount	Work Shift	Detail
Commissions	0.00	0.00	0.00		
Hourly Pay	0.00	10.00	0.00	Third Shift	
Paid Time Off - H	0.00	0.00	0.00		
Payroll Advance	0.00	0.00	0.00		
Tips	0.00	0.00	0.00		
Vacation - Hourly	0.00	10.00	0.00		

Local Taxes

While all of the state and federal taxes are maintained and updated in tax tables provided by Red Wing Software, there are several local tax situations that may require adding a local tax to the system. These types of taxes might be county,

school or city taxes. When a local tax is added to CenterPoint Payroll, the local tax will automatically be added to all employers in the database.

CenterPoint Payroll will predefine local taxes for states that have implemented statewide local income tax laws for cities, counties, school districts, etc. If you need to deduct a local tax that is not statewide, you can add to the predefined local taxes in Setup > Payroll Details > Local Taxes.

[Step A - Create a Local Tax](#)

[Step B - Add the Local Tax to an Employee Record](#)

Other how to information available in this topic:

[Change a Local Tax](#)

[Delete a Local Tax](#)

Step A - Create a Local Tax:

1. Select **Setup > Payroll Details > Local Taxes**. Click **New**.



Note: If this local tax is similar to an existing local tax; select the existing tax and click **Copy** instead of New. This will create a new tax by copying the existing. Details of the new tax can then be modified.

2. Complete the items on the **General** tab. In the **Abbreviation** box, enter a unique abbreviation for this local tax (up to 10 characters).

The screenshot shows the 'Local Taxes' dialog box with the 'General' tab selected. The 'Tax Information' section contains the following fields and values: 'Abbreviation' is 'RW', 'Sequence' is '0', 'Name' is 'Red Wing School District', 'State' is 'Minnesota', 'Tax Id Label' is 'RW SD', 'Tax Rounding' is 'No Rounding', 'Tax Forms Item' is 'Generic Local Withholding', and 'Author' is empty. There are two checked checkboxes: 'Allow Flat Tax' and 'Can an earning be subject to this tax but not withheld?'. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows and an 'Additional Notes' button.

3. If you want to have your local taxes appear in a specific order on the screens where you see them displayed in a tree with other local taxes, you can enter a **Sequence** number that will place the local taxes in a specific order. If not, the Sequence field can be skipped.
4. In the **Name** box, enter a name for this tax.
5. Select the **State** for this local tax. The state will determine what options are available on the Tax Forms Items box.
6. If you want to enter a flat tax rate, select the **Allow Flat Tax** check box.
7. Select the **Can an earning be subject to this tax but not withheld?** check box if you will need this option on an earning that is assigned this tax.

8. Select the **Tax ID Required** check box if you need to include a tax id when reporting this tax. If you determine that this tax requires a Tax Id for reporting, in the **Tax Id Label** box, enter the label that you want to appear when this information is asked for on other screens.
9. If you want this tax to be rounded, select an appropriate option in the **Tax Rounding** box.
10. In the **Tax Forms Items** box, select **Generic Local Withholding** (unless one of the other options specific to the selected state is correct). The options in the Tax Forms Items box may vary depending on the state selected. For example, for New York City Withholding tax, the options are Generic Withholding tax, New York City Resident, Yonkers Resident, Yonkers Non-resident, etc. Generic Local Withholding is the default selection for this box.
11. To add notes to this leave, click **Additional Notes**, enter the notes, and then click **OK**.



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

12. Click the **Detail** tab.

13. In the **Employee Method** box, select how the employees portion of this tax should be calculated. If the employee does not pay a portion of this tax, select None.



Note: If there no taxable wages associated with a local tax, no tax is calculated, for example Flat Amount Tax will always calculate the specified flat amount. The options for the box are:

- » **None** – If no tax for either the employee or employer.
- » **% of Other Tax** – Choose this when the amount of tax calculated is based off of the calculation of another tax. Select the other tax and enter the rate.
- » **% of Wage Tax with Annual Limit** – Will calculate tax out of taxable wages but if the annual limit has been exceeded, no more tax will be calculated. Enter the rate, annual tax limit, and allowance amount if applicable.
- » **% of Wage Tax with Monthly Limit** – Will calculate tax out of taxable wages but if the monthly limit has been exceeded, it will not calculate any further tax for that month. However, it will start

calculating again for the next month. Enter the rate, monthly tax limit, and allowance amount if applicable.

- » **% of Wage with Period Limit** – Will calculate tax out of taxable wages but if the pay period limit has been exceeded, it will not calculate any further tax for the period. However, it will resume calculating again next period. Enter the rate, period tax limit, and allowance amount if applicable.
- » **% of Wage Tax** – Will calculate tax out of taxable wages. No limit applies. Enter the rate and allowance amount if applicable.
- » **% of Wage Tax Wage Limit Applies** – Will calculate tax on taxable wages until employee has earning up to wage limit. Enter rate, limit, and allowance amount if applicable.
- » **Fixed Amount Tax** – Will allow you to enter in a fixed amount for the tax to be taken each pay period. Enter amount of tax to be taken each pay period. If there is a maximum yearly limit that applies to this tax calculation, enter the amount in the **Annual Limit** box.
- » **Fixed with Minimum Wage & Monthly Limit** – Will calculate after compensation has reached a certain monthly dollar amount before the tax is imposed. Will allow you to enter in a fixed amount that is charged monthly and the maximum amount of tax to be taken each month.
- » **Hourly Rate Tax** – Allows entry of an hourly rate to calculate tax on. Enter the hourly rate.
- » **Indiana County Tax** – Enter the rate.
- » **Maryland Local Tax** – Enter the rate.
- » **New York City Tax** – Enter the options and the tax tables. (The New York City tax is setup as a default by Red Wing Software.)
- » **Ohio School District Tax** – Enter in the rate. When this local tax is selected, you have the option of calculating the tax on State Taxable Wages or Gross Taxable Wages.
- » **Yonkers Withholding Tax** – (Similar to the New York City tax) – Enter the options and the tax table. (Setup as a default by Red Wing Software).

14. Select the **Liability Account** that the employees portion of the tax should be recorded to.
15. Complete the **Employee Tax Details**. The fields in this portion of the screen may change depending on which Employee Method was selected.
16. In the **Employer Method** box, select how the employee's portion of this tax should be calculated. If the employer does not pay a portion of this tax, select None.



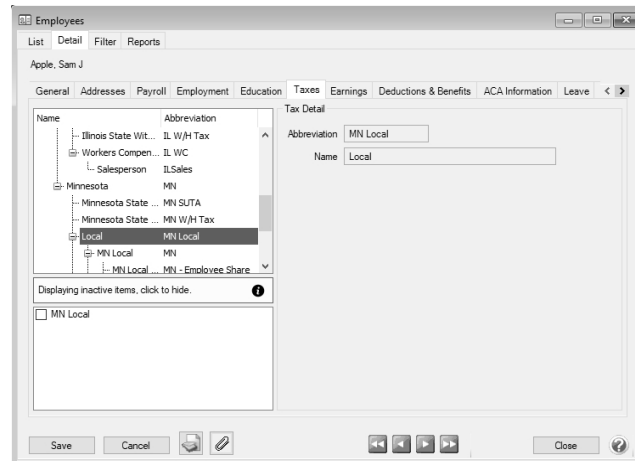
Note: If an Allowance Amount is entered on the % of Wages Tax, % of Wages Tax with Wage Limit, % of Wage Tax - Annual Limit, % of Wage Tax - Monthly Limit, or % of Wage Tax - Period Limit employer methods, the amount entered should correlate to the pay period being used, i.e. if employees are being paid bi-weekly, then the allowance amount should be a bi-weekly amount and if the period is altered, the allowance amount should be adjusted accordingly.

17. Select the **Expense Account** for the employer's portion of the tax.
18. Complete the **Employer Tax Details**. The fields in this portion of the screen may change depending on which Employer Method was selected.
19. Click the **Add** button located at the top left side of the screen (to the right of the Effective Date field).
20. A new **Effective Date** box will be displayed., enter the date that this particular table takes effect. Normally, this would be today's date. The effective date field will allow you to enter future tax table changes ahead of time. If you are just beginning CenterPoint Payroll, the Effective Date could be the date that you begin payroll entry in CenterPoint Payroll.
21. Click **Save** to save the local tax and return to the List tab, or click **Close** to save the local and close the Local Taxes screen.

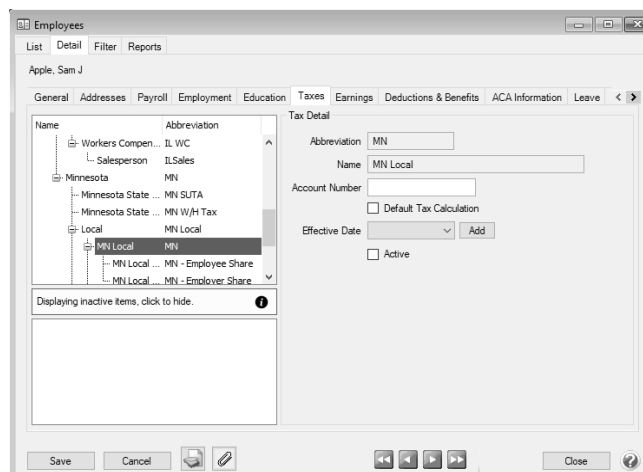
Step B - Add the Local Tax to an Employee Record:

Follow the instructions below to add local tax to individual employee records. If you have a local tax that should be added to multiple employees, we recommend using the Employee Mass Update (Setup > Payroll Details > Employee Mass Update) option instead. Refer to the Employee Mass Update topic for more information.

1. Select **Setup > Employees**.
2. Select the employee requiring the local tax and click **Edit**.
3. Select the **Taxes** tab.
4. Under the employer in the box on the left, double-click on the **state** the local tax has been assigned to. In our example, that would be Minnesota.



5. Open the **Local** folder found under the selected state. All local taxes will then be displayed in the box in the lower left side of the screen. Select the check box for each local tax to be assigned to this employee. Once selected, they will automatically display with the list of taxes for this employee. In our example, we selected Red Wing School District.
6. Select the main line for the new local tax.



7. In the **Tax Detail** area on the right, select the **Default Tax Calculation** box and complete any other information such as Effective Date, Allowances, etc.
8. Click **Save**.

Change a Local Tax

1. On the **Setup** menu, point to **Payroll Details**, and then click **Local Taxes**.
2. Select the local tax you want to change, and then click **Edit**.



Note: If you change the information in the Name box, past local tax information is automatically linked to the new name.

3. Edit or view the local tax detail. To edit another local tax, click or to display the previous/next local tax.
4. Click **Save** to save the local tax and return to the List tab, or click Close to save the local tax and close the Local Taxes screen.

Delete a Local Tax

1. On the **Setup** menu, point to **Payroll Details**, and then click **Local Taxes**.
2. Select the local tax you want to delete, and then click **Delete**. Note: You cannot delete a record that is linked to other records in the system.
3. At the "Are you sure you want the item deleted?" message, click **Yes**.

Numbering Sequences

Numbering sequences are used to maintain check numbers, invoice numbers, bank deposit numbers, etc. A default sequence is added to your database for each transaction screen or maintenance/setup screen (where applicable). You can maintain different sequences for various transaction entry and maintenance/setup screens. An example use is for a manual check number sequence and a printed check number sequence.

Create a Sequence

1. On the **Setup** menu, point to **General**, and then click **Numbering Sequences**.

Abbreviation	Name
ARIN	Vendor Invoices
ARIN	Customer Invoices
BD	Bank Deposits
Checks	Computer Generated Checks
GJ	General Journal
Manual	Manual Checks
PayIN	Pay Invoice Due
Receipts	Receipts

2. Click **New**.

3. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the sequence by.
4. In the **Name** box, enter up to 30 characters of required information that describes the sequence.
5. For Transaction and General type sequences, In the **Format** box, define the format of the numbering sequence. Click the **Format Help** button for detailed information about formatting the sequence. Formatting Details include:
mm = two digit month
mmm = month name
dd = two digit day
yy or yyyy = year
= advancing incrementing number
? = advancing incrementing alpha

Examples:

- » Invoice number with ABC always as the first three characters of the invoice number you would enter ABC# in the Format box
 - » Journal entry number that included the date of the entry, you would enter ddmmyy# in the Format box and select the Reset on New Date check box.
 - » Check number that is five digits, you would enter ##### in the Format box
6. The **Type** box allows you to designate the type of sequence, this can be Transactions (the default), General, or Manually Enter Invoice Numbers (used when you do not want the next available automatic invoice number from a numbering sequence assigned to vendor invoices, but instead you manually enter the number).
 7. The **Screens** box will display appropriate values based on the Type selection; for Transaction type sequences, this would be a list of Transaction Screens, for General type sequences, the list would show other available screens in which the sequence could be used, for example a maintenance/setup screen for Fixed Assets, for Manually Enter Invoice Numbers type sequences, this would be the Vendor Invoices (A/P) screen. Select the transaction screens this sequence can be used in.
 8. In the **Duplicates** box, select the way you want the sequence to handle duplicate numbers.

9. In the **Check When** box, select the way you want the sequence to check for duplicate numbers:
 - » **Never** - Number sequences will never be checked for duplicates.
 - » **Check for duplicates when tabbing off of the number field** - This method checks for duplicates each time you enter and tab off of a number field, however it does not work well for preventing duplicate sequences from occurring in a multi-user environment.
 - » **Check for duplicates when saving the transaction** - This method checks for duplicates each time a transaction is saved and is designed to prevent duplicate sequences from occurring in a multi-user environment
10. For Transaction type sequences, under **Unique for Each**, select **Company/Fund** or **Bank Account** if you want CenterPoint to maintain separate number sequences by company/fund or bank account.
11. For Transaction and General type sequences, select the **Reset Numbering Sequence(s) on new date** check box to reset alphanumeric values of the sequence on each new date.
12. Click the .
13. The columns displayed on the Details tab depend on if either or both of the Company/Fund and Bank Account boxes were selected on the General tab.

Company	Last Used Sequence	Duplicate Search Date	Default
Alpine Sports	001234	01/01/08	<input checked="" type="checkbox"/>

14. For Transaction and General type sequences, In the **Last Used Sequence** column, enter the alpha and numeric part of the sequence. If you are using the date as part of your sequence, it will automatically be set by the system date.
15. If you selected Warn on Duplicates or No Duplicates Allowed in the Duplicates box on the General tab the **Duplicate Search Date** column will display the beginning date of the database. To change the date the system starts looking for duplicates, select the column and type the new date, or select the date from the calendar.
16. For Transaction and General type sequences, on new sequences, the **Default** check box will not be selected, to set as the default, select the **Default** check box in the Default column.
17. Click **Save** to save the sequence and return to the List tab.



Note: If a numbering sequence is checking for duplicates and there are no unused values available for this sequence, a message will display informing you that you must either modify the format allowing for more numbers or modify the Duplicate Search Date allowing older values to be reused.

Third Party Disability/Sick Payments

When an employee is paid disability/sick pay from a third party, the employer is responsible for paying the employer portion of FICA and Medicare taxes. The third party payer should be deducting the employee's portion of those two taxes.

This tax and earning information must be documented on the 941. How the information is documented on the 941 depends on who will be providing a W-2 to the employee for the disability pay.

Option A: W-2 Provided by the Employer

Option B: W-2 Provided by the Third Party Payer is filing a W-2

Option A: W-2 Provided by the Employer

Step A: Create an Earning for Third Party Disability Payments:

1. Select **Setup > Payroll Details > Earnings**.

2. Click **New**. In the **Abbreviation** box, enter information that you can easily identify the earnings by, for example, thrdSick.
3. In the **Name** box, enter information that describes the earning.
4. In the **Type** box, select **Third Party Sick Pay**.
5. In the **Method** box, select **Fixed Rate**.
6. In the **Expense Account** box, select the expense account for this earning.



Note: This particular earning will not be an expense to the company, but still requires an account to be assigned.

7. Leave the **Base Rate** at **\$0.00**.
8. Click on the **Taxes** tab.

Third Party Sick Pay									
General Taxes Deductions & Benefits									
Jurisdiction	Tax Abbreviat	Tax Name	Taxes Calculated	Exclude From Earning	Subject To But Don't Withhold	Calculate Employer Share	Flat Percent		
MN	MNBikeTG	Bike Tour Guide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
CO	BikeTG	Bike Tour Guide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
CO	CO SUTA	Colorado State Unem.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
CO	CO V/H Tax	Colorado State V/H Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
Federal	FUTA	Federal Unemployment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
Federal	Fed V/H	Federal Withholding T.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00000%		
MN	FishTG	Fishing Tour Guide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
IL	IL SUTA	Illinois State Unemplo.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
IL	IL V/H Tax	Illinois State Withhold.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00000%		
Federal	Medicare	Medicare Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00000%		
MN	MN SUTA	Minnesota State Unem.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
MN	MN V/H Tax	Minnesota State V/H Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
CO	Office	Office/Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
CO	Sales	Sales Person	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
MN	MNSales	Salesperson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
IL	ILSales	Salesperson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
CO	SkiInstr	Ski Instructor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
Federal	Soc Sec	Social Security Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00000%		
IL	ILStoreMgr	Store Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
MN	MNStoreMgr	Store Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		
CO	StoreMgr	Store Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%		

- » Any company-paid taxes to be calculated should be selected in the **Taxes Calculated on Earning** column. Set **Federal W/H**, **State W/H**, **Social Security**, and **Medicare** to **Subject to But Don't Withhold**. Check with your accountant to verify if this earning is subject to FUTA, SUTA, worker's compensation or local taxes. If the earning is exempt from any of these, leave the tax checked in the **Exclude from Earning** column.
- » Also check with your accountant to verify if you should calculate taxes for the employer when they have otherwise been excluded from the earning (by selecting the Exclude from Earning column). Select the **Calculate Employer Share** column to force the calculation of taxes for the employer, which is normally done for Social Security and Medicare.

9. Click on the **Deductions & Benefits** tab.

- » Verify all items are in the **Exclude Deductions / Benefits** box.

10. Click **Save**. The earning will automatically be added to all employers in the database.

Step B: Assign the 3rd Party Disability Payments earning to the appropriate employees:

1. Select **Setup > Employees**.
2. Select the **Payroll** tab.
3. Select the **Third Party Sick Pay (Form W-2)** check box.
4. Click the **Earnings** tab.

The screenshot shows a software window titled 'Alpine Sports' with tabs for 'General', 'Company', 'Taxes', 'Earnings', 'Deductions & Benefits', and 'Leave'. The 'Earnings' tab is active. It features two list boxes: 'Available Companies' on the left and 'Companies Processed By this Employer' on the right. The right list box contains the entry 'Alpine Sports'. Between the list boxes are four arrow buttons for moving items. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with a help icon.

5. In the **Selected Items Window** (upper-left), select the **Employer** this earning should be added to.
6. In the **Items Available from Selection Window** (lower-left), select the check box next to the third party sick pay earning.
7. The earning will now be listed on the left in the Selected Items Window, single click on the earning to display the **Earning Detail**.

8. Under the **Earning Detail** (right side of the screen), enter the specifics about this earning for this employee including **Effective date, Default Pay Earning, Rate**, etc.



Note: If the amount changes, the leave rate can be left at \$0.00 and instead, put in rate when enter payment in the pay run.

9. Click **Save**.

Step C: Processing a Pay Run to track Third Party Payments:

Enter the disability pay in its own pay run using a **Deduction/Benefit Frequency** of **None** to verify no deductions are taken out of the check. Before processing/posting the pay run, view a prepayment report to verify the check has been entered correctly. When ready to process/post from the **6. Print Checks** tab, under Printing Information, choose **Assign Numbers Manually** and then process/post to finish entering the after-the-fact check into the system.

Step D - Printing a 941:

When the 941 is printed for a quarter where third party disability payments were recorded, the information will automatically display in the appropriate rows and on the Schedule B.

The only manual change that will need to be made on the 941 is to move the amount from line 7 to line 8. This amount represents the amount of taxes the third party payer deducted from the employees disability pay.

Step E - Printing a W-2:

The third party payer will notify you about the Social Security and Medicare tax amounts they deducted from the employees disability pay. These amounts will need to manually entered into box 4 and box 6. If the third party also deducts Federal W/H that amount will need to be

manually entered into box 2. These amounts can be entered manually when the W-2/1099 Wizard is processed at the end of the year.

Option B: W-2 Provided by the Third Party Payer

Steps A - C: Follow the information from Option A (above).

In **Step A-8**, the options selected on the **Taxes** tab will differ when the third party will be filing the W-2. Please refer to the print screen below for an example of what should be selected, which is normally that all taxes are set to **Exclude from Earning**.

Check with your accountant to verify if you should calculate taxes for the employer when they have otherwise been excluded from the earning (by selecting the Exclude from Earning column). Select the **Calculate Employer Share** column to force the calculation of taxes for the employer, which is normally done for Social Security and Medicare.

Jurisdiction	Tax Abbreviat	Tax Name	Taxes Calculated	Exclude From Earning	Subject To But Don't Withhold	Calculate Employer Share	Flat Percent
MN	MNBikeTG	Bike Tour Guide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	BikeTG	Bike Tour Guide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO SUTA	Colorado State Unem.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO With Tax	Colorado State Withh.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	FUTA	Federal Unemployem.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Fed With	Federal Withholding T.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	FishTG	Fishing Tour Guide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL SUTA	Illinois State Unemplo.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL With Tax	Illinois State Withhold.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Medicare	Medicare Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00000%
MN	MN SUTA	Minnesota State Unem.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MN With Tax	Minnesota State With.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Office	Office/Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Sales	Sales Person	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MNSales	Salesperson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	ILSales	Salesperson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	SkiInstr	Ski Instructor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Soc Sec	Social Security Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00000%
IL	ILStoreMgr	Store Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MNStoreMgr	Store Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	StoreMgr	Store Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%

Step D - Printing a 941:

When the 941 is printed for a quarter where third party disability payments were recorded, the employer's portion of taxes due (line 7) will automatically display in the appropriate rows. The following information will need to be manually entered in the 941 form:

- » The employee's share of FICA and Medicare taxes withheld by the third party should be entered as a negative amount in line 8.
- » The Third Party Sick Pay wages should be included on line 5a, line 5c, and, if the withholding threshold is met, line 5d.

Using the Check Form Designer to Print on Blank Check Stock (MICR Encoding)

This topic explains how to use the Check Form Designer to print accounting and payroll checks onto blank check stock. The Check Form Designer allows you to completely customize the layout of your check. You can choose which information to include and where on the check it prints. You can also add your company/fund logo, include electronic signatures, and enable MICR encoding.

Prerequisite

The CenterPoint Check Form Designer module must be purchased and installed.

There are five steps to creating a customized check:

- [1. Import Company/Fund Logo \(optional\)](#)
 - [2. Setup Signatures \(optional\)](#)
 - [3. Setup Company/Fund Bank Information](#)
 - [4. Customize Check Layout/Turn on MICR Encoding](#)
 - [5. Set Printing Preferences](#)
- [Frequently Asked Questions](#)
-

Step 1: Import Company/Fund Logo (optional)

You can import your company/fund logo into CenterPoint and print it on AP and Payroll Checks. This is an optional step.

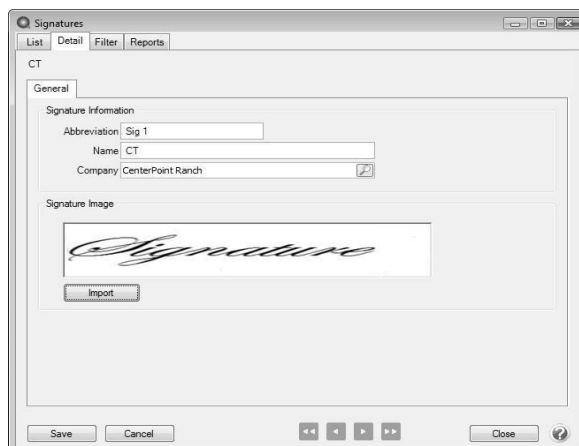
1. Select **Setup > Companies/Funds**. Highlight your company/fund and click **Edit**.
2. In the **Company Logo** area, click on **Import**.
3. Select the file for your logo and click **Open**.
4. Click **Save**.

Step 2: Setup Signatures (optional)

You can electronically sign checks with signatures imported into CenterPoint. You can assign two signatures per bank account and choose to include one or both signatures on a custom check design. Setting up Signatures is a two step process; importing and then setting security policies can be set to limit access to the signatures to only authorized users.

Step A. Import Signatures

1. Select **Setup > Signatures**. Click **New**.
2. Enter an **Abbreviation** and **Name** for this signature.
3. Select the **Company/Fund** this signature is for.
4. Click **Import**. Select the file for this signature and click **Open**.
5. Click **Save**.
6. Repeat steps 1-5 for each signature that will be used on payroll or accounting checks.

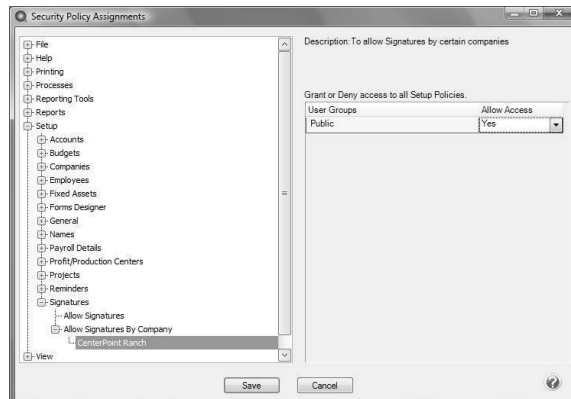


Step B. Setup Security Policies for Signatures



Note: Database Security must already be setup. See the document Users & Security for more information on setting up database security. Signatures will not be included on checks printed by a user who does not have access to the company's/fund's signatures.

1. Select **File > Security > Security Policies**.
2. Expand **Setup > Signatures > Allow Signatures by Company/Fund**. Highlight the company/fund you are setting security for.
3. To the right, select whether or not to allow access for each user group.



Step 3: Setup Company/Fund Bank Information

Additional information about your bank account is necessary in order for CenterPoint to print all the required information onto blank check stock, including the MICR encoding.

1. Select **Setup > Accounts > Accounts**. Highlight your checking account and click **Edit**. Select the **Detail** tab.

2. In the **Company/Fund Specific Detail Information**, highlight the appropriate company/fund in the box to the left. Enter any information you will need to print on your checks.

- » Bank Description Line 1 – Enter the name of your bank
- » Bank Description Lines 2-4 (Optional) – Additional bank information, usually address.
- » Bank Routing Number – Your bank's routing number, needed for MICR encoding.
- » Bank Account Number – Your bank account number, needed for MICR encoding.
- » Fractional Code – Number assigned to your bank. Allows the bank to be identified if the routing number is not readable.
- » Signature Line 1 – Select a signature to print if you wish to electronically sign checks.
- » Signature Line 2 – Select a second signature if you wish to print two signatures on checks.

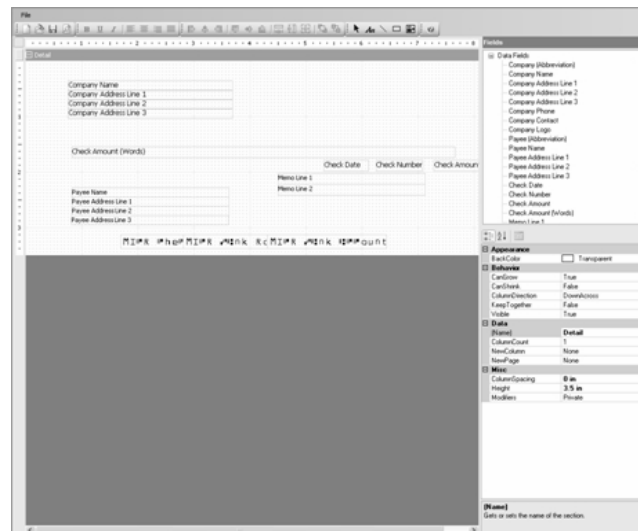
3. Click **Save**.

Step 4: Customize the Check Layout

1. Select **Setup > Forms Designer > Check Form Designer**.
2. Go to **File > Open**, highlight the default stub types that you would like to customize and click **Open**. This will serve as a starting point for your custom check layout.



Note: CenterPoint does not have a Stub/Stub/Check (bottom check) option by default; however it is possible to set this up as a custom option. Open any of the default check types, then click on **File > Settings**. Select **Stub/Stub/Check**, click **OK**.



3. The fields on the check can be dragged, resized, or deleted. The details of the field, including font, color, and alignment can be changed in the lower right-hand portion of the screen.
4. New fields can be added to the check by dragging them from the fields list in the upper-right hand portion of the screen. Some common fields to add are:
 - » Company/Fund Logo
 - » Signatures
 - » Bank Description
 - » Bank Fractional Code
5. When printing on blank check stock, there are likely to be text fields and lines that need to be added to your check. For example: "Pay to the order of" or a signature line.
 - » To add text, click on the **Aa** button on the toolbar. Then click and drag with your mouse on the check layout to create a text box. This box can be resized and dragged to the correct position. Change the text in the box from "Label" to the correct text in the details section in the lower right-hand portion of the screen.
 - » To add a line, click on the **** button on the toolbar. Click and drag on the check layout to create a line. The line can be resized and repositioned. The style and weight of the line can be changed in the details in the lower right-hand portion of the screen.
6. The three fields for the MICR encoding are included on the check in the correct position. By default these fields are hidden and do not print. To print these fields, select them on the check layout and in the lower right-hand portion of the screen, change the behavior **Visible** to **True**.



Note: In order for MICR checks to be accepted by your bank, you will need to purchase MICR toner cartridges for your printer.

7. At any time, to see a preview of what your custom check will look like, select **File > Preview**. Please note that logos do not display in the preview and signatures will just show "Signature."

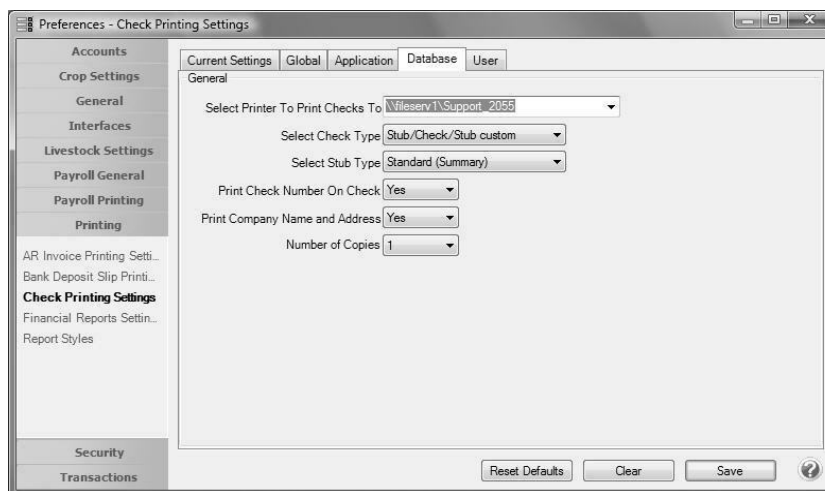
Your Company Name			
Your Company Address Line 1			
Your Company Address Line 2			
Your Company Address Line 3			
ONE THOUSAND TWO HUNDRED THIRTY-FOUR & 56/100			
		07/20/2010	000001
			\$1,234.56
Payee Name		Memo Line 1	
Payee Address Line 1		Memo Line 2	
Payee Address Line 2			
Payee Address Line 3			
		<i>Signature</i>	
⑈000001⑈ ⑈123456789⑈ ⑈1234567890⑈			

- When you are finished customizing the check layout, go to **File > Save**. Enter a **Name** for your new layout and click **Save**.

Step 5: Set Printing Preferences

Before CenterPoint can begin using your custom check layout, the Printing Preferences need to be changed to use your new check type. You can choose to use the new type for both Accounting and Payroll checks.

- Select **File > Preferences > Vendor Invoices > Printing - Checks > Database** tab for accounting checks or **File > Preferences > Payroll > Printing - Checks > Database** tab for Payroll checks.
- Change the **Select Check Type** to your new custom type.
- Make sure **Print Check Number on Check** and **Print Company/Fund Name** are both changed to **Yes**.
- Click **Save**.



CenterPoint will now use your custom check layout when printing checks. To test this layout on your check stock, reprint a few checks by selecting **Processes > Purchases > Print/Email Checks/Invoices** or **Processes > Reprint Payroll Checks/Advices**. Changes can be made to your custom check layout by selecting **Setup > Forms Designer > Check Forms Designer** and opening your custom check type.

Frequently Asked Questions

Q: I have created a custom check layout. Is it possible to use this layout in more than one database?

A: Yes! When you create a custom check layout is only available in the database it was created in. However, you can export the check type and import it into another database.

1. Select **Setup > Forms Designer > Check Form Designer** in the database with the new check layout.
2. Select **File > Open** and open your custom check type.
3. Select **File > Save File As**. Choose a location on your computer to save the file to and click **Save**.
4. Open the database you want to import the check layout into. Select **Setup > Forms Designer > Check Form Designer**.
5. Select **File > Open File**.
6. Choose the file you saved in Step 3. Click **Open**.
7. Select **File > Save** and save this check layout in the new database.

Q: Where can I purchase blank check stock and MICR toner cartridges?

A: Blank Check stock and MICR toner cartridges can be purchased from Computer Forms, Incorporated, our preferred forms provider. In CenterPoint, select **Help > Order Checks and Forms** or call 1-800-458-0158.

How to Track Transactions to Projects

Projects allow you to maintain revenue and expenses for specific jobs or projects. For example, a landscaping firm may have jobs that start in the fall and finish in the spring. By using projects, you can track the profit for each landscape job, even though they span more than one fiscal year. Assigning a project to your transactions provides an easy way to track the cost of the project. CenterPoint Payroll records can also assign projects to your labor costs. CenterPoint Payroll projects provide a way to classify earnings, employer contributions, and employer taxes for reporting. Each detail line for an earning can be assigned to a project. Employer contribution and tax expenses are distributed proportionately according to earnings assignments.

Assigning a project to your transactions provides an easy way to track the cost of the project. CenterPoint Payroll records can also assign projects to your labor costs.

[Step A: One Time Setup \(Add Project field to Transaction Entry screens\)](#)

[Step B: Create a Project](#)

[Step C: Assigning Projects During Transaction Entry](#)

[Step D: Report on the Project](#)

Step A: One Time Setup (Add field to transaction entry screens.)

The easiest way to assign a project to a transaction is to first display the project column in each of the transaction screens that will be using projects. The project column can be added in payroll transaction (Time Sheets and Pay Employees) screens also. In this example below we'll be adding the Project column to the **Payments** screen. The project field can be added to any transaction screen CenterPoint using the same right-click process.

1. Select **Processes > Purchases > Payments**.

Payments

Company: Alpine Sports Current Batch: No Batch

Bank Account: Cash in Bank - Checking Current Balance: \$2,085,642.79

Check Number: 005999 Date: 09/17/2009 Amount: \$0.00

Pay To The Order Of: Change Address

Memo Line 1: Line 2: Apply To Open Invoices: \$0.00

Account	Invoice / Ref #	Amount
		\$0.00 Detail

☐ Print this check? Total: \$0.00 [Adjust Amount](#)

[Save](#) [Clear](#) [Recall](#) [Recurring](#) [Options](#) [Close](#)

- Right click anywhere in the grid area (where you see Account, Invoice/Ref #, Amount, etc) and click **Add/Remove Columns**.

Apple, Sam J.

General | Addresses | Payroll | Employment | Education | Taxes | Earnings | Deductions & Benefits | Leave | Custom Fields | Direct Deposit

Leave Detail

Abbreviation	Name
Alpine Spo	Alpine Sports
PTO	Paid Time Off
Vacation	Vacation

☒ Paid Time Off
☒ Vacation
☐ Vacation - Manager

Abbreviation: Alpine Spo
 Name: Alpine Sports
 Employee Percent: 100.00%
 Hire Date: 12/21/2008

[Save](#) [Cancel](#) [Close](#)

- Using the scroll bar, find and select the **Project** field. Use the arrow up and down buttons to move the Project field to the location you prefer.
- Click **OK** and the **Project** field will now display on the main payments screen.

The screenshot shows the 'Payments' window. At the top, there are fields for 'Company' (Alpine Sports), 'Bank Account' (Cash in Bank - Checking), 'Current Batch' (No Batch), and 'Current Balance' (\$2,085,642.79). Below these are fields for 'Check Number' (005999), 'Date' (09/17/2009), and 'Amount' (\$0.00). There is a 'Pay To The Order Of' field and a 'Change Address' button. Below that are 'Memo Line 1' and 'Line 2' fields. A section for 'Apply To Open Invoices' shows a total of \$0.00. At the bottom, there is a table with columns: Account, Invoice / Ref #, Amount, and Project. The table shows a single row with \$0.00 and a 'Detail' link. At the very bottom, there are buttons for 'Save', 'Clear', 'Recall', 'Recurring', 'Options', and 'Close'. There is also a 'Print this check?' checkbox and a 'Total' field showing \$0.00 with an 'Adjust Amount' button.

5. Follow steps 1-4 for each transaction screen that will be using projects.

Step B: Create a New Project

1. On the **Setup** menu, click **Projects**.
2. Click **New**.
3. In the **Abbreviation** box, enter up to 24 characters that you can easily identify the project.
4. In the **Name** box, enter up to 50 characters of required information that describes the project.
5. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information for the project, for example, suite number or post office box number. This information is needed for adequate certified payroll reporting.
6. The third address line has a format option preceding it. There are four options for the format of the third line of the address:
 - » City, State, and Zip Code (US Addresses).
 - » City, Province, Postal Code (Canadian Addresses).
 - » Address Line 3 (Free format line)
 - » Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

Choose the correct format.

7. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses (File > Preferences > General > Address Settings), in the **Zip/Postal Code** box enter the zip code or postal code.. If your preferences are not set to use the lookup, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information.



Note: To set a City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address, right-click and select Clear Default.

8. Select a **Responsibility**, options are: Contractor, Sub Contractor, and Other. This information is needed for adequate certified payroll reporting.
9. Enter a **Project Number**. This information is needed for adequate certified payroll reporting.
10. Select the **Project Complete** check box if this project is completed. This information is needed for adequate certified payroll reporting.
11. To add notes to this project, click **Additional Notes**, enter the notes, and then click **OK**.

»



Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

12. Leave the **Active** check box selected until the project is no longer active.
13. Click **Save**.



Note: To return to the List tab without saving the project, click Cancel. To close the Project Maintenance screen without saving the project click in the upper-right corner.

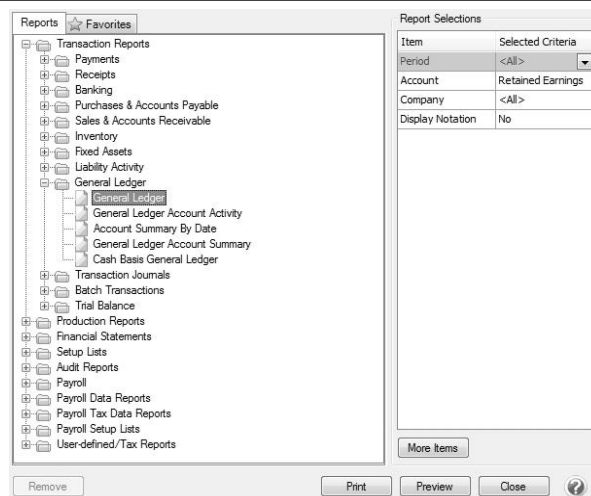
14. Repeat steps 2-6 for each project needed.

Step C: Assign a Project During Transaction Entry

1. Each time a transaction is entered that should be tracked to a project, specify the project on the appropriate detail line(s).



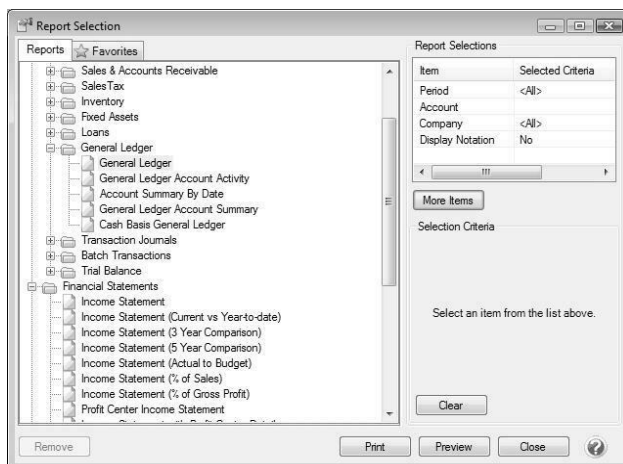
Note: See Step 1 for instructions on how to add the Project field to the grid.



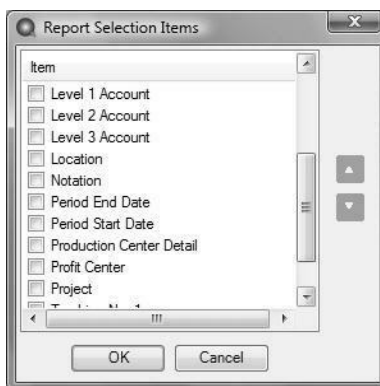
Step D: Filtering Reports by Project

Numerous reports (sales, general ledger, financial reports, etc.) in CenterPoint can be filtered by project. A report will have the Project field available in "More Items" if it can be filtered by project.

1. Select a report to filter by Project. In our example, we will use the General Ledger report. Select **Reports > Reports > Transaction Reports > General Ledger**.



2. On the right side of the screen in the **Report Selection** area, click on the **More Items** button to display additional **Report Selection Items**.



3. Using the scroll button find and select the **Project** field.
4. Click **OK**.
5. The **Report Selections** for the General Ledger will now include the Project field. Use that field to specify a project or projects to include in the report.

Time Capture Tools

Red Wing Software offers an add-on module to CenterPoint Payroll called Time Clock Import. It provides the ability to create a mapping function to work with most time files created by electronic time clocks, time capture software applications, Web based applications or other time capture tools.

A commonly asked question by customers is “What time clocks will work with the CenterPoint Payroll?” With the mapping functionality found in our Time Clock Import module, just about any time tracking tool can be used. Which tool to use comes down to the needs of the business. While some employee time tracking requirements are fairly simple, others may need to track hours and pieces, associate labor to profit centers, departments, locations, and projects, etc. Because of these varied tracking needs, a time clock or time capture tool that works for one customer may not work for another customer. Many time clock manufacturers also offer multiple models with different options.

Time Capture Tool Compatibility with CenterPoint Payroll

Other Information on Time Clocks/Time Capture Devices

Sample list of Time Clock/Time Capture Device Manufactures/Distributors

Time Capture Tool Compatibility with CenterPoint Payroll:

1. Identify the detail time information your company needs to track in CenterPoint Payroll. Verify that the time capture tool you are considering has the capability to capture that information.
 - » For example, if you have simple time tracking requirements you may need to import just the employee abbreviation, date, hours, and earning code.
 - » For more advanced tracking, you may need to also track things like; profit center, department, work shift, pay defaults, expense accounts, pieces, etc.
2. Determine the type of time capture tool appropriate for your needs and research manufacturers/distributors that offer the desired solution. Here are a few examples of different types of tools that are available:
 - » Electronic Time Clocks
 - » Punch pad for employees to enter information.
 - » Card swipe (each employee has an employee identification card used to swipe).
 - » Biometric (thumb or hand scan identifier).
 - » Mobile/Hand held time capture devices (for capturing time/pieces at external locations).
 - » Time Capture Software (computer based tracking).
 - » Web based time tracking tools.
3. Prior to purchasing the chosen time capture tool, request from the vendor/manufacturer a definition of the type of file their tool creates and the format of the file. If they can also provide a sample file, it is helpful in verifying compatibility.
 - » Comma Delimited File Format (CSV) is a common file type for importing data. The data in the file is separated by a comma. For example: smithj,01012011,08,HR. The definition of that file would then be: employee abbreviation, date, hours worked and earning code.
 - » Fixed Width File Format: The data isn't separated by any fields, instead the software tracks the number of characters per field being imported. An example of the data found in a fixed width file: 00000001110101201108HR. The file definition would then be: Characters 1-10 are the employee abbreviation, 11-18 is the date, 19-20 is the number of hours and 21-22 is the earnings code.

Regardless of the above file formats, the Red Wing Time Import Utility prefers a separate time transaction line for each type of earnings. If time for one employee is tracked to multiple earning codes, we recommend that each employee/earning code transaction be a separate record. If the employee is in the file once with multiple earnings on that record, then the data will need to be imported multiple times (once for each earning code).
4. Contact Red Wing Software to verify that the file created by the time tracking device can be imported into CenterPoint Payroll.

- » Existing Red Wing customers: Contact the Red Wing Support department. The most efficient process is to e-mail the information and sample file provided by the time capture manufacturer/vendor to the Red Wing Support department. Their e-mail address is support@redwingsoftware.com
- » If you are not yet a Red Wing customer: Contact a Red Wing Sales representative for assistance.

Other Information on Time Clocks/Time Capture Devices:

Time clocks, time capture software, Web based time tools and other time capture tools normally have installation, setup and support requirements like most hardware and software.

Sample list of Time Clock/Time Capture Device Manufactures/Distributors:

- » Qquest/Time Force
- » Acroprint
- » Nova Time
- » Kronos
- » T-3 Technology (hand held devise)
- » Agricultural Data Systems (hand held device)
- » Hand Track (hand held device)
- » Easy Time Clock (web application)

Red Wing Software does not guarantee that any of the products listed above will work with your unique requirements.

Employee FICA Paid by Employer (Gross Up Adjustment)

CenterPoint Payroll can calculate an adjustment to allow the employer to pay an employee's FICA. This is commonly referred to as a Gross Up adjustment.

[Step A - Create a Gross Up Earning](#)

[Step B - Assign the Gross Up Earning to the Employer](#)

[Step C - Setup the Employee for Employer Paid FICA](#)

[Step D - Pay Employees with the Pay Employee FICA Adjustment](#)

Step A - Create a Gross Up Earning

1. Select **Setup > Payroll Details > Earnings**. Click **New**.

Earnings

List Detail Filter Reports

New

General Taxes Deductions & Benefits

Earning Information

Abbreviation: Gross Up Expense Account: Salary & Wages Expense

Name: Employer Paid FICA

Type: Regular Pay

Method: Fixed Rate

Include in Minimum Wage Calculation: ☒

Author: [User]

Active: ☒

Earning Detail

Base Rate: \$0.00

Multiplier: 1.00

Rate: \$0.00

Requires Hours To Be Tracked: ☐

Include in Employee's Net Pay: ☐

Liability Account: [User]

Include In Calculated Overtime: ☐

Tips (No Allocation of Tip Shortfall Required): ☐

Indirect Tips (IRS Form 8027 Required): ☐

Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8): ☐

Allocation Rate: 0.00

Additional Notes

Save Cancel Close

2. Enter an appropriate **Abbreviation** and **Name** for the gross up earning.
3. Select **Regular Pay** as the **Type** and **Fixed Rate** as the **Method**.
4. Enter the **Expense Account** that the gross up FICA will be charged to.
5. Select the **Taxes** tab.

Earnings

List Detail Filter Reports

New

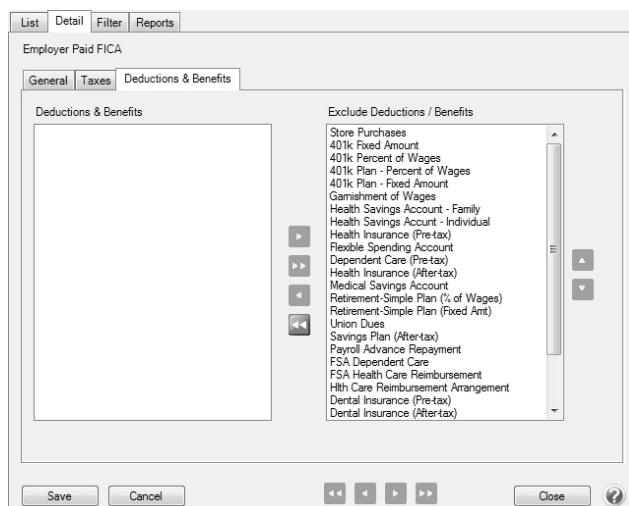
General Taxes Deductions & Benefits

Jurisdiction	Tax Abbreviation	Tax Name	Taxes Calculated On Earning	Exclude From Earning	Subject To But Don't Withhold (Employee Only)	Calculate Employer Share	Flat Percentage Rate
MN	MNBikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	BikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO SUTA	Colorado State Unem.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO V/H Tax	Colorado State V/H Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	FUTA	Federal Unemployment Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Fed V/H	Federal Withholding Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	FishTG	Fishing Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL SUTA	Illinois State Unem.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL V/H Tax	Illinois State V/H Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Medicare	Medicare Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MN SUTA	Minnesota State Unem.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	MN V/H Tax	Minnesota State V/H Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Office	Office/Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Sales	Sales Person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MNSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	ILSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	SkiInstr	Ski Instructor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Soc Sec	Social Security Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	ILStoreMgr	Store Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MNStoreMgr	Store Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	StoreMgr	Store Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%

Calculate All Taxes Exclude All Taxes All Taxes Apply But Don't Withhold

Save Cancel Close

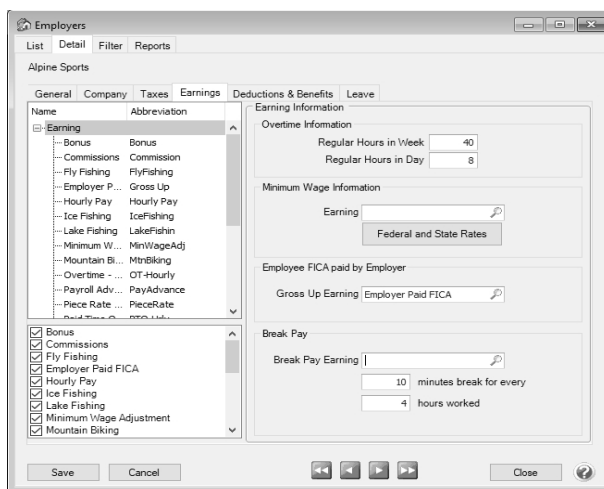
6. Select the appropriate column for each tax. Please check with your accountant for more information on which columns should be selected for each tax.
 - » Medicare, Social Security and Federal Unemployment should have a check mark in the **Exclude from Earnings** column.
 - » Federal Withholding usually needs to be taxed, select either **Taxes Calculated** or **Subject To But Not Withheld**.
 - » Select the correct column for any state or local taxes depending on the laws of your state.
7. Click the **Deductions & Benefits** tab.



8. Move all the deductions and benefits into the **Exclude Deductions/Benefits** box.
9. Click **Save**.

Step B - Assign the Gross Up Earning to the Employer

1. Select **Setup > Payroll Details > Employers**. Edit your employer and select the **Earnings** tab.



2. For the **Gross Up Earning**, select the earning setup in **Step 1**.
3. Click **Save**.

Step C - Setup Employee for Employer Paid FICA

1. Select **Setup > Employees**. Edit the Employee and select the **Payroll** tab.

The screenshot shows the 'Apple, Sam J' employee setup window with the 'Federal Reporting Information' tab selected. The 'Employer Selection' table lists 'Alpine Spo' as the employer. The 'Pay Information' section shows 'Pay Period' as 'Weekly', 'Tax State' as 'IL', 'SUTA State' as 'IL', 'Workers' Comp Class' as 'Salesperson', 'Pay Method' as 'Hourly', 'Work Shift' as blank, 'Min. Wage Contract' as blank, and 'Bilingual Check Stub' as 'English'. The 'Retirement Plan Information' section has checkboxes for 'Qualifies for Retirement Plan' and 'Qualifies for Section 125 Plan', both of which are unchecked. The 'Federal Reporting Information' section has checkboxes for 'Agricultural Employee (Form 943)', 'Employer Pays Employee FICA' (checked), 'H-2A', 'Statutory Employee (Form W-2)', 'Third Party Sick Pay (Form W-2)', 'Wages Reported On' (W-2), 'Consent To Electronic W-2', 'Consent To Electronic 1095', and 'Qualifies for H.I.R.E. Act'. The 'Save' and 'Cancel' buttons are at the bottom left, and the 'Close' button is at the bottom right.

2. In the **Federal Reporting Information** section, check the box for **Employer Pays Employee FICA**.
3. Select the **Earnings** tab.

The screenshot shows the 'Employees' window with the 'Earnings' tab selected. The 'Earning Detail' section shows 'Abbreviation' as 'Alpine Spo' and 'Name' as 'Alpine Sports'. The 'Base Hourly Rate' is \$10.00, 'Base Piece Rate' is \$0.00, 'Base Salary Rate' is \$0.00, and 'Overtime Earning' is blank. The 'Default Rates' button is at the bottom of the 'Earning Detail' section. The 'List' section on the left shows a list of earnings, including 'Commissions', 'Gross Up', 'Hourly Pay', 'PTO-Hrly', 'PayAdvance', 'Vac - Hrly', '1/2 Day Ski Lessons - Adult', '1/2 Day Ski Lessons - Child', 'Bonus', 'Commissions', 'Employer Paid FICA' (checked), 'Fly Fishing', 'Hourly Pay', 'Ice Fishing', and 'Lake Fishing'. The 'Save' and 'Cancel' buttons are at the bottom left, and the 'Close' button is at the bottom right.

4. In the box on the lower-left hand side of the screen, check the box for the earning you setup in **Step A**. This will add it to the list of earnings for this employee.
5. Select the Employer Paid FICA earning from the upper list. The **Earning Details** will display to the right.
6. Unselect the **Display in Pay Employees Grid** box.

7. Click **Save**.

Step D - Pay Employees with the Pay Employee FICA Adjustment

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**. Click **New**.
2. Complete the **Select Employees** and **Enter Pay** tabs as usual.
3. Click on the **Special Adjustments** tab.

4. Check the box for **Pay Employee FICA Adjustment**.
5. Highlight the employee(s) you need to calculate the adjustment for. Hold down the **Ctrl** key while clicking to select more than one employee.
6. Click **Calculate**.
7. In the **Gross Up Earning** box, select the earning setup for Employer Paid Fica and click **OK**.
8. A line will be added to the grid for the Pay Employee FICA Adjustment. This amount will be added to the employee (s) pay. It will be equal to the employee tax calculated for Medicare and Social Security.
9. If desired, click **Preview** to see a report of all the adjustments that were calculated.
10. Continue processing the pay run like normal.

Workers' Compensation Classes

Workers' compensation class codes define the job classes for the different types of work your employees perform and are used in conjunction with the state workers' compensation taxes set up in Setup > Payroll Details > Employers > Detail tab > Taxes tab. Work and earnings in various classes are then used in workers' compensation reporting. By setting up classes you can more accurately report time for employees who work in job categories that are subject to high workers' compensation rates. When a workers' compensation class is created, it is automatically added to all employers in the database on the Taxes tab. If the state for the workers' compensation class was not added for the employer prior to creating the workers' compensation class, it will also be added.

When you process and post payroll, the text automatically generated from the Notation field will display "State-WC-Workers' Compensation Class" (for example, MN-WC-Salesperson) on the Transaction Journal to easily identify the information for workers' compensation tax.

[Create a Workers' Compensation Class](#)

[Verify/Change a Workers' Compensation Class for an Employer](#)

[Add a Workers' Compensation Class to an Employee](#)

[Copy a Workers' Compensation Class](#)

[Change a Workers' Compensation Class](#)

[Delete a Workers' Compensation Class](#)

Create a Workers' Compensation Class

1. On the **Setup** menu, point to **Payroll Details**, and then click **Workers' Compensation Classes**.
2. Click **New**.
3. In the **Abbreviation** box, enter up to ten characters that you can easily identify the workers' compensation class by. Workers' Compensation Class: Workers' compensation class codes define the job classes for the different types of work your employees perform. Work and earnings in various classes are then used in workers' compensation reporting. By setting up classes you can more accurately report time for employees who work in job categories that are subject to high workers' compensation rates. For example, RSC for Retail Sales Clerk or WS for Warehouse Staff.
4. In the **Name** box, enter up to 35 characters of required information that describes the workers' compensation class.
5. In the **State** box, select the state this workers' compensation class applies to.
6. In the **Class Code** box, enter up to 15 characters that will be used on reporting for this workers' compensation class.
7. Select the **Liability** and **Expense Account** this workers' compensation class should post to in the General Ledger.
8. In the **Effective Date** box, enter the date that this workers' compensation class will become effective. With effective dates, you can set up a new rate for a class prior to the rate change. The new rate will not take effect until that date so you don't have to wait until that date to set up the changes.
9. The **Tax Forms Item** box will only be enabled if there is a requirement for tax forms reporting. This requirement is dependent on the state selected.
10. In the **Certified Payroll Code 1-4** boxes, enter up to 25 characters that will be used on certified payroll reporting for this workers' compensation class.

11. In the **Rate** box, enter the primary class rate to be used in calculating the employer's workers' compensation contribution. The rate is either an hourly rate or a percent, depending on how this state calculates workers' compensation. Depending upon which state was entered, you will either have single rate or two rates. The two rates would be an employee rate and an employer rate, enter the rate for each.
12. To add notes to this project, click **Additional Notes**, enter the notes, and then click **OK**.
13. Click **Save** to save the workers' compensation class and return to the List tab, or click **Close** to save the workers' compensation class and close the Workers' Compensation Class screen.



Note: To return to the List tab without saving the workers' compensation class, click Cancel. To close the Workers' Compensation Class screen without saving the Workers' Compensation Class, click **X** in the upper-right corner.



Note: When a workers' compensation class is created, it is automatically added to all employers in the database on the Setup > Payroll Details > Employers > Taxes tab. If the state for the workers' compensation class was not added for the employer prior to creating the workers' compensation class, it will also be added.

Verify/Change a Workers' Compensation Class for an Employer



Note: When a workers' compensation class is created, it is automatically added to all employers in the database on the Setup > Payroll Details > Employers > Taxes tab. If the state for the workers' compensation class was not added for the employer prior to creating the workers' compensation class, it will also be added.

To setup information specific to this workers' compensation class:

1. Select **Setup > Payroll Details > Employers > Taxes** tab.
2. From the left side of the screen, under the state abbreviation the class was created in, select **Worker's Compensation**.
3. On the right side of the screen, enter the **Workers' Comp ID**.
4. Determine if you want the worker's compensation entries to Post Entries to G/L (posted to the general ledger) (this will only be available to workers' compensation classes that do not have an employee share, those worker compensation classes will automatically be set to post entries to the general ledger).
5. Add/verify the **Liability Account**.
6. From the left side of the screen, select a workers' compensation class under the state.
7. On the right-side of the screen select an **Expense Account**.
8. Enter the **Rate** for this class.
9. Click **Save**.

Add a Workers' Compensation Class to an Employee

1. On the **Setup** menu, click **Employees**.
2. Select the employee you want to add a workers' compensation class to, and then click **Edit**.
3. Click the **Taxes** tab.
4. In the upper-left side of the screen, select the **Employer** this workers' compensation class should be added to.
5. In the upper-left side of the screen, select the **State** this workers' compensation class should be added to.
6. In the lower-left side of the screen, select the check box next to the workers' compensation class you want to add. The workers' compensation class will display in the upper-left side of the screen under the Employer you selected.
7. In the upper-left side of the screen select the workers' compensation class you just added.
8. On the right side of the screen, under Tax Detail, enter the specifics about this workers' compensation class for the employee including expense accounts, effective dates, etc.

- Click **Save** to save the employee and return to the List tab, or click **Close** to save the employee and close the Employees screen.

Copy a Workers' Compensation Class

- On the **Setup** menu, point to **Payroll Details**, and then click **Workers' Compensation Classes**.
- Select the workers' compensation class you want to copy, and then click **Copy**



Note: All information in the original master file record will be copied to the new master file record with the exception of the Name.



- Edit the workers' compensation class detail.
- Click **Save** to save the workers' compensation class and return to the List tab, or click **Close** to save the workers' compensation class and close the workers' compensation class screen.

Change a Workers' Compensation Class

- On the **Setup** menu, point to **Payroll Details**, and then click **Workers' Compensation Classes**.
- Select the workers' compensation class you want to change, and then click **Edit**.



Note: If you change the information in the Name box, past workers' compensation class information is automatically linked to the new name. For example, if you change the workers' compensation class Trucker to Over the Road Trucker, your reports will no longer show Trucker and any existing information for Trucker is now part of Over the Road Trucker.

- Edit or view the workers' compensation class detail.
- To edit another workers' compensation class, click  or  to display the previous/next workers' compensation class.
- Click **Save** to save the workers' compensation class and return to the List tab, or click **Close** to save the workers' compensation class and close the workers' compensation class screen.

Delete a Workers' Compensation Class

- On the **Setup** menu, point to **Payroll Details**, and then click **Workers' Compensation Classes**.
- Select the workers' compensation class you want to delete, and then click **Delete**.



Note: You cannot delete a record that is linked to other records in the system.

- At the "Are you sure you want the item deleted?" message, click **Yes**.

Washington Industrial Insurance

Washington State requires that all employees be covered by industrial insurance. Premiums paid by employers and workers pay for medical care for job-related injuries and illnesses, and wage replacement when the injury or illness is serious enough to miss work. The system provides prompt payment to injured workers and protects employers from litigation.

The Department of Labor & Industries sets the rate, but what you pay is based on the accident and illness rates in your industry-specific job and your company's claims history. Rates vary widely, depending on how risky a job is. For example, the rate for a few select jobs in the logging industry exceeds \$10 per hour. For less risky clerical workers, the rate is as

low as 11 cents for every hour worked. Rates within a particular industry will vary depending on the frequency and cost of workers' compensation claims filed by a particular company.

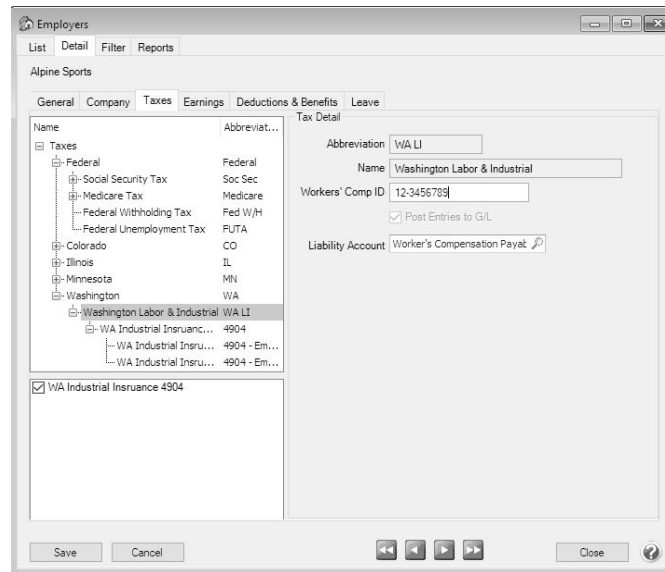
1. Select **Setup > Payroll Details > Workers' Compensation Classes**.
2. Enter an **Abbreviation**, for example WA LI and **Name**, for example Washington Industrial Insurance for the class.
3. In the **State** box, select **Washington**.
4. Enter the **Class Code** that identifies a specific classification of work (usually found on the Washington State Department of Labor & Industries website). For example, classification code 4904 is for Administrative, Clerical, Reception and Sales Staff working in a business office.
5. Select the **Liability** (usually a payable account, for example Workers' Compensation Payable or State Taxes Payable) and **Expense Accounts** (for example, Payroll Taxes Expense) for this class.
6. If applicable, in the Certified Payroll **Codes 1-4** boxes, enter the certified payroll work classification codes (usually apply for Federally funded building projects).
7. Under Rate Detail, enter the **Employer** rate. For example, in 2017 classification code 4904 has an employer rate of 0.144100 per hour worked.
8. Enter the **Employee** rate. For example, in 2017 classification code 4904 has an employee rate of 0.058300 per hour worked.

9. Click **Save**.

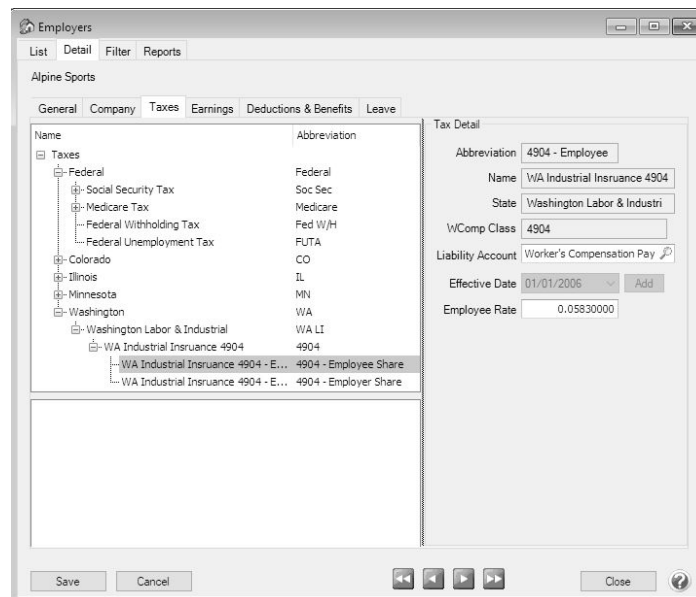


Note: When a workers' compensation class is created, it is automatically added to all employers in the database on the Setup > Payroll Details > Employers > Taxes tab. If the state for the workers' compensation class was not added for the employer prior to creating the workers' compensation class, it will also be added.

10. Select **Setup > Payroll Details > Employers > Taxes** tab.
11. From the left side of the screen, under the state of **Washington**, select **Washington Labor & Industrial**.
12. On the right side of the screen, enter the **Workers' Comp ID**.
13. Add/verify the **Liability Account** (usually a payable account, for example Workers' Compensation Payable or State Taxes Payable).

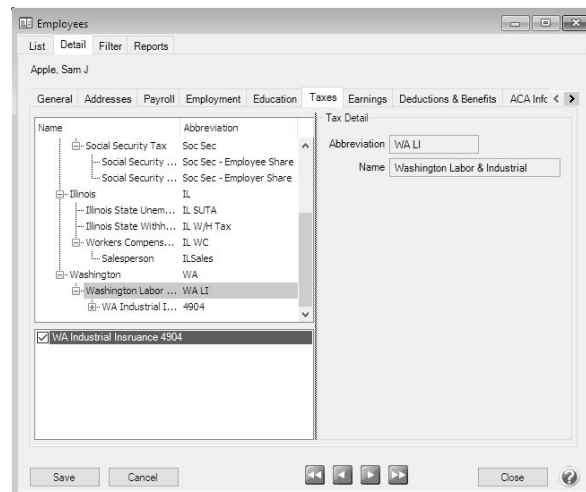


14. From the left side of the screen, select the **Employee** portion of a workers' compensation class under Washington Labor & Industrial.
15. On the right-side of the screen add/verify the **Liability Account** and **Employee Rate**.



16. From the left side of the screen, select the **Employer** portion of a workers' compensation class under Washington Labor & Industrial.
17. On the right-side of the screen add/verify the **Liability Account** and **Expense Account**.
18. Verify the **Employer Rate**.
19. Click **Save**.
20. Select **Setup > Employees**.
21. Select an employee required to pay Washington Industrial Insurance, and then click **Edit**.
22. Click the **Taxes** tab.
23. On the upper left side of the screen, select your employer.

24. On the lower left side of the screen, verify that **Washington** is selected.
25. On the upper left side of the screen, select **Washington Labor & Industrial**.
26. On the lower left side of the screen, select the **applicable workers' compensation class**, for example WA Industrial Insurance 4904.



27. Verify the Expense Account.
28. Click **Save**.



It is important to verify that Washington Industrial Insurance is calculated on the correct earnings (for example, you would **not** want it calculated on a vacation, sick or PTO earning).

To verify the earnings:

- » Select **Setup > Payroll Details > Earnings**.
- » Click the **Taxes** tab.
- » Locate the **workers' compensation class**, and verify the **Taxes Calculated on Earning** column.

Pay Stub Translations (Alternate Language Pay Stubs)

CenterPoint Payroll allows you to easily set up alternate language pay stubs for multiple languages. This option is helpful for employers of non-English speaking employees to make sure that all employees understand their payroll check information.

On the Setup > Employees > Detail tab > Payroll tab, you will have the option of choosing which check stub to use for each employee. Red wing Software provides an English check stub as a default in the CenterPoint Payroll program.

You can define alternate language translations for earnings, deductions, benefits, taxes, leave categories, projects, pay stub labels, pay defaults, production centers, profit centers, and departments. One language can be set as the default language and all translations (except for pay stub labels) are maintained in the setup maintenance screens for earnings, deductions, benefits, taxes, leave categories, projects, pay defaults, production centers, profit centers, and departments so you do not need to translate the abbreviation or name here. Only one language can be set as the default and all other languages will need to be translated in Setup > Payroll Details > Pay Stub Translations.

If you define alternate language translations, you can choose to set a preference that will print one check stub in the language you select in the preference and the other check stub in the language set in Setup > Employees. The preference is found in File > Preferences > Payroll > Printing - Checks > Database tab > Bilingual Stubs, select Yes to

print multiple language check stubs, and then click the down-arrow next to the Yes setting and select the language you want one of the stubs to print in (the other stub will print with the setting for the employee in Setup > Employees).

Included in this topic is instructions on how to:

[Create a Pay Stub Translation](#)

[Edit an Existing Pay Stub Translation](#)

[Delete a Pay Stub Translation](#)

Create a Pay Stub Translation

1. On the **Setup** menu, point to **Payroll Details**, and then click **Pay Stub Translations**. Click **New**.



Note: If the new pay stub translation is similar to an existing pay stub translation, highlight the similar translation and click **Copy** instead of using the New button. All translation information from the highlighted pay translation will be copied to the new translation.

2. In the **Language** box, type a description of the language you want to define for the pay stub translation (for example, Spanish, German, etc.).
3. If this is the language to be used for most if not all pay stub translations, select the **Default** check box. At the **Custom translations entered for this language will be lost. Proceed and make this language the default?** message, click **Yes**. When the default box is selected, translations (except for pay stub labels) are maintained in the setup maintenance screens for earnings, deductions, benefits, taxes, leave categories, projects, pay defaults, production centers, profit centers, and departments, so you do not need to translate the abbreviation or name here. Only one language can be set as the default and all other languages will need to be translated in Setup > Payroll Details > Pay Stub Translations. If the default box is selected, then proceed to the setup screens (for example, Setup > Payroll Details > Earnings) to define the text to be used on the pay stubs.
4. For all other non-default languages, select **Earnings** in the **Pay Stub Items** box. Then specify the appropriate **Translation Abbreviation** and **Translation Name** for each earning. By default, the Translation Abbreviation is used on printed pay stubs. With the Check Stub Designer, the pay stub can be modified to print the Translation Name instead.
5. Repeat Step 4 until each of the check stub items Earnings, Deductions & Benefits, Taxes, Leave Categories, Leave, Projects, Pay Stub Labels, Pay Defaults, Production Centers, Profit Centers, and Departments have been translated for the new language into both the Translation Abbreviation and Translation Name boxes.
6. Click **Save** to save the pay stub translations and return to the List tab, or click Close to save the pay stub translations and close the Pay Stub Translations screen.



Note: To return to the List tab without saving the pay translations, click Cancel. To close the Pay Stub Translations screen without saving the pay stub translations, click in the upper-right corner.

Edit an Existing Pay Stub Translation

1. On the **Setup** menu, point to **Payroll Details**, and then click **Pay Stub Translations**.
2. Select the pay stub translation you want to change, and then click **Edit**.



Note: If you change the information in the Name box, past pay stub translation information is automatically linked to the new name. For example, if you change the pay stub translation Spanish to Spanish Speaking, your reports will no longer show Spanish and any existing information for Spanish is now part of Spanish Speaking.

3. Make any needed changes to the translation items.
4. Click **Save** to save the pay stub translations and return to the List tab, or click **Close** to save the pay stub translations and close the Pay Stub Translations screen.

Delete a Pay Stub Translation

1. On the **Setup** menu, point to **Payroll Details**, and then click **Pay Stub Translations**.
2. Select the pay stub translation you want to delete, and then click **Delete**. Note: You cannot delete a record that is linked to other records in the system.
3. At the "Are you sure you want the item deleted?" message, click **Yes**.

Work-Related Injuries/Illnesses (OSHA)


The Work-Related Injuries/Illnesses (OSHA) screen is used to track information about employee injuries and illnesses, specific details regarding the incident, treatment, and workers' compensation claims. The Employee Work Related Injury and Illness Summary report allows you to report on the information entered into the module.

[Create a New Injury/Illness](#)

[Print an Employee Work Related Injury and Illness Summary Report](#)

Create a New Injury/Illness Incident

1. Select **Processes > Work-Related Injuries/Illnesses (OSHA)**.
2. Click **New**.

3. The **Employer** will display. If you have multiple employers in your database, select the correct employer.
4. Select the **Employee** you are entering the work-related injury/illness incident for.
5. In the **Case Number** box, the next available sequence number will display. Click the Sequence icon  or press F4 to display the sequences associated with the Work-Related Injuries/Illnesses (OSHA) screen.
6. The **Date** box will display the current system date, but can be changed.
7. In the **Location** box, enter the location where the work-related incident occurred (up to 500 characters).
8. Select the **Injury/Illness Type**, options are, Injury, Skin Disorder, Respiratory Condition, Poisoning, Hearing Loss, or Other Illness.

9. Enter the **Employee Start Time** box if it is different than 08:00 AM.
10. In the **Event Time** box, enter the time the work-related injury/illness incident occurred..
11. Select the work-related injury/illness **Classification**; the options are, Days Away from Work, Death, Job Transfer or Restriction, or Other.
 - a. If you selected Days Away from Work, enter the number of **Days Away**.
 - b. If you select Death, enter the **Date of Death**.
 - c. If you selected Job Transfer or Restriction, enter the number of **Transfer/Restriction Days**.
12. Select the **Details** tab.

13. Enter the **Incident Details**, including:
 - » **Activity before the incident occurred?**
 - » **What Happened?**
 - » **What was the injury or illness?**
 - » **What object or substance directly harmed the employee?**
14. Select the **Treatment** tab.

15. Enter the information related to the employee's treatment including **Physician/Careperson Name**, **Facility**, **Address** information and if treatment was in the **Emergency Room** and if it required an **Overnight Stay**.
16. Select the **Workers' Compensation** tab.

Work-Related Injuries/Illnesses (OSHA)

List Detail Filter Reports

Stella S Sap

General Details Treatment **Workers' Compensation**

Claim Number 09201010158

Filed 09/03/2019

Closed

Lost Time Cost \$0.00

Medical Cost \$0.00

Notes
Employee was transferred from Rochester, Mayo Clinic to the Burn Unit at Hennepin County Hospital and continues to be treated.

Save Cancel Close

17. Enter information related to a workers' compensation claim: **Claim Number**, date **Filed**, date **Closed**, **Lost Time Cost** and **Medical Cost**, and **Notes** associated to the claim.
18. Click **Save**.
19. Click **Close**.

Print an Employee Work Related Injury and Illness Summary Report

1. Select **Reports > Reports > Work Related Injuries and Illnesses (OSHA) > Employee Work Related Injury and Illness Summary**.
2. Determine which information to filter the report by and what information should display on the report from the Report Selection filters. For example, you can choose to display Activity Before Incident Occurred and not display What Happened.
3. Click **Preview** or **Print**.

View of 1 Refresh Page Width Find Next Close

9/18/2019 1:40 PM

Alpine Sports Page 1 of 1

Employee Work Related Injury and Illness Summary

1/1/2019 to 12/31/2019

Case Number	Employee	Job Title	Date of Incident	Time	Classification Type	Injury Or Illness Type	Days Away From Work	Days On Job Transfer Or Restriction
	Stella S Sap	Salesperson	9/17/2019	1:14 PM	Days Away From Work	Injury	90.0	

Location: Kitchen
 Activity Before Incident Occurred: Alternating from grill to fry hamburgers to the fryer to fry french fries with another co-worker.
 Notes: Employee was transferred from Rochester, Mayo Clinic to the Burn Unit at Hennepin County Hospital and continues to be treated.
 What happened?: The table fryer slipped off of table and hot oil spilled onto legs and into employee's shoes. Co-worker removed the employee's shoes and put her in sink with cold water.
 Employee did not want remove pants. Co-worker put out a fire that occurred when the fryer disconnected from gas line. Customer called 911 when they heard screaming from the kitchen.
 Injury or Illness Description: Burns to legs, ankles, and feet.
 What object or substance harmed the employee? Hot oil from fryer.

Report Totals 90.0
 Records included in total = 1

Report Options
 Date of Incident: 1/1/2019 to 12/31/2019
 Display Location: Yes
 Display Activity Before Incident Occurred: Yes
 Display What happened?: Yes
 Display Injury or Illness Description: Yes
 Display Notes: Yes
 Display Object or substance that harmed the employee: Yes

Reminders

Reminders

CenterPoint has a feature called reminders that allows you to have the system remind you of certain events. These reminders can be things like “Backup Database,” “Remind when Account Payable are Due,” and “Tell me when an account balance gets to a certain level.” This preference allows you to determine how and how often you want to check for reminders.

Reminder Manager Options

- » **Launch on Database Open** – Allows you to see which reminders are due each time the database is first opened. The options are Never, Always, and Only When Tasks are Due.
- » **Check for New Reminders** – Allows you to set up whether or not you want CenterPoint to continue to check for new reminders while you work in the program. The options are either Yes or No. If Yes is selected, you can also set the frequency at which you want the CenterPoint to check for new reminders.

Scheduled Reminders

Scheduled reminders can be activated once, daily, weekly, or monthly. For example, if you'd like the system to remind you to post a recurring batch of automatic withdrawal transactions, you would set that reminder up as a scheduled reminder on the date they are withdrawn. The Scheduled Reminder can be set to automatically perform an action when a reminder is due.

Create a Scheduled Reminder

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Scheduled Reminders**. In the **Description** box, enter a details about the reminder.
5. Click the **Scheduled** tab.

The screenshot shows the 'Reminders' dialog box with the 'Scheduled' tab selected. The 'Reminder Details' section includes a dropdown for 'Activate this Reminder' set to 'Monthly'. Below this, there are two radio buttons: 'Alert on a Day of the Month' (selected) and 'Remind on the' (unselected). The 'Alert on a Day of the Month' option has a 'Day of Month to Run Reminder' field set to '1'. To the right, there is a 'Select Months to Activate this Reminder' list box containing months from January to October, each with a checkbox. At the bottom of the list box is a 'Select / Unselect All' button. Below the list box, there is a checkbox for 'Display Reminder only on this date' which is unchecked. At the bottom of the dialog, there are 'Save', 'Cancel', and 'Close' buttons. A small text box at the bottom of the dialog provides instructions: 'Creating reminders of this type will automatically perform an action when the reminder is due. Scheduled reminders can be activated once, daily, weekly, or monthly. If you want to automatically perform an action when this reminder is due, click Action, clear the No Action Taken check box and select the menu selection you want to perform. For example, you may want to select File > Backup Database for a Scheduled reminder that is due.'

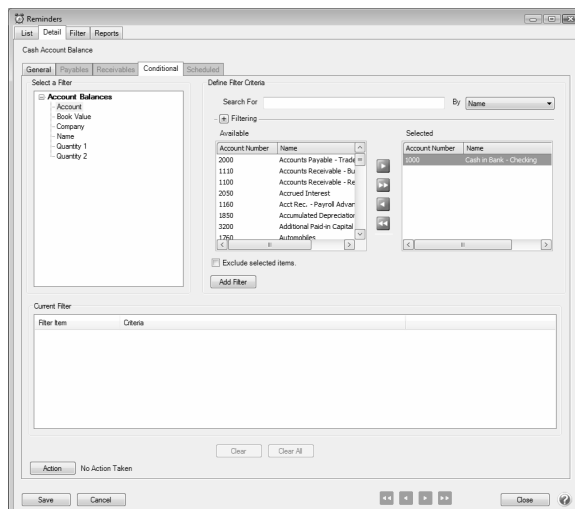
6. Under **Reminder Details**, if you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Batch Transactions when this scheduled reminder is due.
7. In the **Activate this Reminder** box, select the frequency that you want this reminder activated for; Once, Daily, Weekly, or Monthly.
8. Depending on the option selected in the Activate this Reminder box, complete the additional details requested. Such as, Alert on a Day of the Month, Run Every # weeks, Display Reminder only on this date, etc.
9. If Daily or Monthly is selected in the Activate this Reminder box, the **Select All/Unselect All** button can be used to help select the days/months the reminder is activated.
10. Click **Save** to save the reminder and return to the List tab, or click **Close** to save the reminder and close the Reminders screen.

Conditional Balance Reminders

The Conditional Balance Reminder applies a filter to a specific condition that can then display a reminder only when the condition is met. For example, if you want to be reminded when a customer's balance is greater than a set dollar amount, or if you want to be reminded that you owe a specific vendor a dollar amount.

Create a Conditional Balance Reminder

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Conditional Balance Reminders**.



5. In the **Description** box, enter a detailed description about the reminder.
6. Click the **Conditional** tab.
7. Under **Select a Filter**, select a filter to apply a condition to, for example, select Name or Account. Accounts can easily be moved from Available to Selected, using the green arrow buttons.
8. Under **Define Filter Criteria**, select the **Account** for this reminder.
9. Click **Add Filter**.

10. If you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Sales > Receipts or Processes > Purchases > Pay Invoices due or Reports > Reports for a Conditional reminder that is due.
11. Click **Save** to save the reminder and return to the List tab, or click Close to save the reminder and close the Reminders screen.

Payable Reminders

The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables).

Create a Payables Due Reminder

The Payable Reminder will check for Accounts Payable invoices that are due for a specific company/fund either on the payment due date or on a set number of days prior to the due date for specific payable types (credit cards, payroll liabilities, or Accounts Payables.)

1. On the **Setup** menu, click **Reminders**.
2. Click **New**.
3. In the **Message** box, enter up to 50 characters of a required message.
4. In the **Type** box, select **Payable Reminder**.
5. In the **Description** box, enter a detailed description about the reminder.
6. Click the **Payables** tab.

7. Under **Remind that Payments are Due**, select **On Due Date** to be reminded when an Accounts Payable invoice is due, or select **Prior To Due Date** to be reminded prior to when Accounts Payable Invoices are Due.
 - » If you selected **Prior To Due Date**, enter the number of days prior to when Accounts Payable invoices are due that you want to be reminded.
8. Under **Create Reminder for these Payable Types**, select the type of Accounts Payables you want to be reminded for.
9. In the **Company/Fund** box, click and select the company/fund you want this reminder to display for.

10. If you want to automatically perform an action when this reminder is due, click **Action**, clear the **No Action Taken** check box and select the menu selection you want to perform. For example, you may want to select Processes > Purchases > Pay Invoices Due for an Accounts Payable reminder that is due.
11. Click **Save** to save the reminder and return to the List tab, or click Close to save the reminder and close the Reminders screen.

Interfaces

Post CenterPoint Payroll to TurningPoint General Ledger

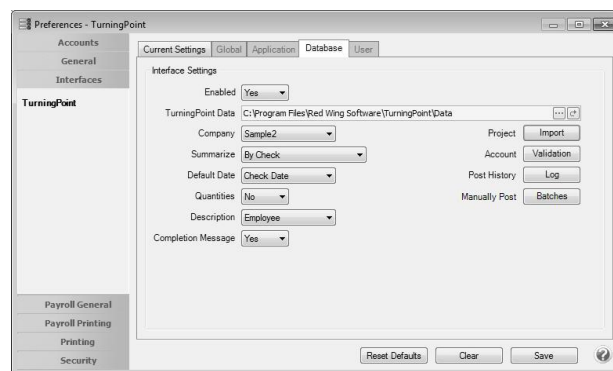
CenterPoint Payroll can interface to TurningPoint General Ledger so payroll activity is recorded in the accounting software. Once the interface is setup, payroll transactions posted in CenterPoint Payroll will automatically create an unposted batch in TurningPoint General Ledger (General Ledger > Transactions > Entry).


Prerequisites

1. TurningPoint and CenterPoint must both be installed on the computer you are using to process payroll.
2. All accounts in CenterPoint Payroll must also exist in the TurningPoint General Ledger. The accounts must have the same account number in both programs.

Set the TurningPoint Interface Preference

1. Select **File > Preferences**. On the left, click on **Interfaces** and select **TurningPoint**. At the top, choose the **Database** tab.



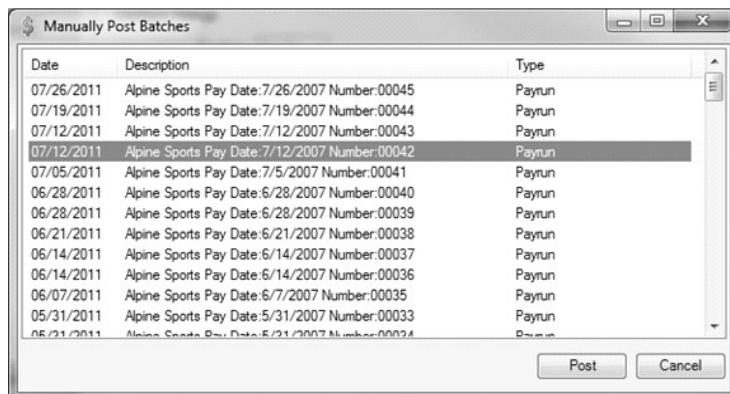
2. To turn on the TurningPoint Interface, change **Enabled** to **Yes**.
3. Enter the location of your **TurningPoint Data**. To browse your computer for the location click . The default data location is C:\Program Files\Red Wing Software\TurningPoint\Data. If you use TurningPoint on a network, this would be the location of the data on the server.
4. In the **Company** box, select the TurningPoint company to interface with. This is the company the payroll transactions will post to.
5. In the **Summarize** box, select how you would like the posting summarized.
 - » By Account
 - » By Check
 - » By Check and Project

6. In the **Default Date** box, select the date for the transactions in TurningPoint.
 - » Check Date - Use the pay run check date.
 - » Prompt - You will be prompted during the posting process for the journal entry date.
7. Select whether **Quantities** will be posted to TurningPoint.
8. Choose the Description to use on the journal entries in TurningPoint.
 - » Check Date - For example, Pay run of 11/12/2010.
 - » Employee - Use the employee name.
9. Select whether you would like to receive a **Completion Message** when payroll successfully posts a batch to TurningPoint.
10. The **Project Import** button is used to import projects from TurningPoint into CenterPoint.
 - » Click **Import**.
 - » Select the projects you would like to add to CenterPoint Payroll. Click **OK**.
11. The **Account Validation** button allows you to verify that all accounts in CenterPoint Payroll are also set up in TurningPoint as postable (not header) accounts. This should be done prior to entering any payroll transactions that will be posted to TurningPoint
 - » Click **Validation**.
 - » If there are accounts in CenterPoint that are not postable accounts in TurningPoint, a message will display. Click **OK**.
 - » A list will display of the accounts not in TurningPoint. Correct these accounts in CenterPoint to have the same account numbers as the accounts in TurningPoint. For more information see the topic . If necessary, you can change your preference for the Account Number Mask so that your account numbers in CenterPoint have the same format as TurningPoint. Select **File > Preferences > Accounts > Account Settings > Database** tab.
 - » If you need to add new accounts to TurningPoint, select **General Ledger > Setup > Accounts** in the TurningPoint program.
 - » Repeat the account validation process until there are no accounts left on the list.
12. The **Post History Log** allows you to see the status of all postings to TurningPoint. Click on the **Log** button to display the history.



- » To display batches posted in a different date range, change the dates at the top of the screen and click **Refresh**.
- » To filter the Post History by posting status, right-click and select which statuses you would like to display, **Successful**, **Canceled** and/or **Failed**.
- » Click the **Detail** button to see the details of the posting. If the posting failed, the detail will explain why.
- » To repost any of the posting to TurningPoint, click the **Repost** button.
- » Click **OK** to close the **Post History** screen.

13. The **Manually Post Batches** screen lists any CenterPoint Batches that have been posted, but have not been posted (successfully or otherwise) to TurningPoint.



14. To post a batch to TurningPoint, select the desired batch and click **Post**. The batch is then processed through the interface and the results are saved to the Post History Log. Once the batch is processed, it is removed from this list and can be viewed or reposted in the Post History Log.
15. Click **Save** to save changes to the interface preference.

JobBOSS Integration Overview

The JobBOSS integration for CenterPoint is a seamless integration. There are no files to export out of one application and import into the other. CenterPoint just needs to know where your JobBOSS SDK is installed and the data will automatically transfer between programs with a click of a button.

What information integrates?

- » **Employee Time** – Time entered in JobBOSS either in Data Collection > Attendance or Labor Reporting > Time Entry imports into CenterPoint as Time Sheets (**Processes > Time Sheets**).
- » Employees set up in JobBOSS in System Administration > Employees can be imported into CenterPoint. Additional information will need to be added in CenterPoint before they can be used in a pay run. Changes to an employee's name or address in JobBOSS can also be updated in CenterPoint (**Setup > Payroll Details > JobBOSS Employee Import**).
- » General Journal Entries for posted pay runs are posted to JobBOSS General Ledger. The Employee check detail and Employer (taxes and benefits) are posted by default. You can choose to post only the Employee checks if you prefer. (**Processes > Pay Employees**). A log of pay runs posted to JobBOSS can be reviewed, and checks can be reposted to JobBOSS at any time. (**File > Preferences > Interfaces > JobBOSS > Post History Log**).

How to Start

- » If you are currently using JobBOSS Payroll, your payroll setup can be migrated to CenterPoint. Once Red Wing Software receives your JobBOSS information, a member of our Support Team will call to help you get started on the data migration.
- » If you haven't used JobBOSS Payroll, you will need to create a new database. You will receive a phone call from Red Wing Software Technical Support to help get started. For more information see the [JobBOSS Installation Instructions](#) and the [Creating a New Payroll Database](#) topics.

Payroll Liabilities

Liabilities for taxes, deductions, and benefits are posted in CenterPoint. The employee check transactions and the employer liabilities/expense post to the JobBOSS General Ledger by default. You can choose to post only the Employee checks if you prefer. There are two options on how to pay the liabilities.

- » Pay Liabilities from JobBOSS
 - » The journal entries for the employee liability and the employer liabilities/expense post to JobBOSS General Ledger. To pay the liabilities, write a check from JobBOSS that relieves the balance in the liability accounts
 - » To use this option, create liability accounts in CenterPoint in the category “Other Current Liabilities”. These accounts do not create invoices to pay within CenterPoint.
 - » This is the default setup when you migrate JobBOSS Payroll data.
- » Pay Liabilities from CenterPoint Payroll
 - » CenterPoint can be set up to create invoices for the total liabilities (employee and employer portions). A check to each vendor can be printed from Processes > Pay Invoices Due.
 - » The liability payment does not post to JobBOSS General Ledger. After the payment is entered in CenterPoint, a journal entry would need to be manually entered in JobBOSS to relieve the balances in the liability accounts. By default, the expense is recorded with journal entry posting. If you chose to only post the employee check detail, you would need to post the employer expense portion for the checks to JobBOSS.
 - » To use this option, create liability accounts in the CenterPoint with the category “Payroll Liabilities”. Each account is assigned a vendor and when payroll posts to the account and invoice to that vendor is created in Pay

Set Up the JobBOSS Interface

- » The JobBOSS Integration Module must be installed and turned on. See the [JobBOSS Installation Instructions](#) and the [Module Configuration Manager](#) topics.
- » CenterPoint requires three pieces of information to integrate with JobBOSS. This information is usually provided to Red Wing Software by JobBOSS after the SDK is installed
 - » JobBOSS SDK URL
 - » SDK User
 - » SDK Password
- » Go to File > Preferences > Interfaces > JobBOSS > Database tab to:
 - » Enter the SDK Information.
 - » Change the **Post** preference to **No** if you prefer to post only the employee check detail and no Employer (taxes and benefits).
 - » Change the **Enabled** preference to **Yes** when you are ready to go live with the CenterPoint Payroll and JobBOSS interface.
 - » Determine the format of the payroll journal entries posted from CenterPoint Payroll to JobBOSS.
 - » If the File > Preferences > Payroll > General Ledger Posting is set to Detail (Employee Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to Not Set or None CenterPoint will post detailed journal entries for each check.:

Entry ID	Start Date	End Date		
00011			Apply Filter	
Entry ID	Transaction Date	Period	Type	Posted
00011	4/15/2018	2017-10	Regular	
00011	12/28/2017	2017-6	Regular	✓

GL Account	Name	Debit Amount	Credit Amount
1100-00	Cash in Bank	\$ 0.00	\$ 368.27
1100-00	Cash in Bank	\$ 0.00	\$ 389.62
1100-00	Cash in Bank	\$ 0.00	\$ 1,467.80
1220-00	Loan Receivable—Employee	\$ 0.00	\$ 75.00
2260-00	FUTA Tax Payable	\$ 0.00	\$ 4.00
2260-00	FUTA Tax Payable	\$ 0.00	\$ 5.84
2260-00	FUTA Tax Payable	\$ 0.00	\$ 16.92
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 7.25
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 10.58
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 30.67
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 31.00
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 45.24
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 131.13
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 47.80
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 66.20
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 380.71
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 24.33
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 32.31
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 104.69
2300-00	Deductions Payable	\$ 0.00	\$ 38.40
2300-00	Deductions Payable	\$ 0.00	\$ 132.00
2300-00	Deductions Payable	\$ 0.00	\$ 235.00
5110-20	Direct Labor—Tooling	\$ 1.76	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 5.39	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 6.40	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 7.54	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 8.82	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 11.03	\$ 0.00

- » If the File > Preferences > Payroll > General Ledger Posting is set to Summary (No Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to Not Set or None CenterPoint will post on journal entry for each account/offset account combination used in the pay run.

Journal Entry				
Edit	New	Auto Number	Print	Export
Export	Preview	Setup		
Entry ID	Start Date	End Date		
00012			Apply Filter	
Entry ID	Transaction Date	Period	Type	Posted
00012	4/30/2018	2017-10	Regular	
00012	1/15/2018	2017-7	Regular	
00012	12/29/2017	2017-6	Regular	✓

GL Account	Name	Debit Amount	Credit Amount
1100-00	Cash in Bank	\$ 0.00	\$ 2,225.69
1220-00	Loan Receivable—Employee	\$ 0.00	\$ 75.00
2260-00	FUTA Tax Payable	\$ 0.00	\$ 4.00
2260-00	FUTA Tax Payable	\$ 0.00	\$ 5.84
2260-00	FUTA Tax Payable	\$ 0.00	\$ 16.92
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 7.25
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 10.58
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 30.67
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 31.00
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 45.24
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 131.13
2270-00	FICA Tax Payable—Employee	\$ 0.00	\$ 255.87
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 494.71
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 361.33
2300-00	Deductions Payable	\$ 0.00	\$ 405.40
5110-20	Direct Labor—Tooling	\$ 32.31	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 55.82	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 66.20	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 75.00	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 170.40	\$ 0.00
5110-20	Direct Labor—Tooling	\$ 368.27	\$ 0.00
6001-00	Salaries Expense—Office & Ac	\$ 129.02	\$ 0.00
6001-00	Salaries Expense—Office & Ac	\$ 200.05	\$ 0.00
6001-00	Salaries Expense—Office & Ac	\$ 235.00	\$ 0.00
6001-00	Salaries Expense—Office & Ac	\$ 428.51	\$ 0.00
6001-00	Salaries Expense—Office & Ac	\$ 1,857.42	\$ 0.00
6070-00	Other Employee Benefits	\$ 0.00	\$ 1,000.00
6070-00	Other Employee Benefits	\$ 1,000.00	\$ 0.00

- » If the File > Preferences > Payroll > General Ledger Posting is set to Summary (No Check Detail) or Detail (Employee Check Detail) and the File > Preferences > Interfaces > JobBOSS

> Summarize is set to By Account CenterPoint will post one journal entry to each account used in the pay run.

Entry ID	Transaction Date	Period	Type	Posted
00013	5/15/2018	2017-11	Regular	<input type="checkbox"/>
00013	1/2/2018	2017-7	Regular	<input type="checkbox"/>
00013	1/2/2018	2017-7	Regular	<input type="checkbox"/>

GL Account	Name	Debit Amount	Credit Amount
1100-00	Cash in Bank	\$ 0.00	\$ 2,225.69
1220-00	Loan Receivable--Employee	\$ 0.00	\$ 75.00
2260-00	FUTA Tax Payable	\$ 0.00	\$ 26.76
2270-00	FICA Tax Payable--Employee	\$ 0.00	\$ 511.74
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 494.71
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 161.33
2300-00	Deductions Payable	\$ 0.00	\$ 405.40
5110-20	Direct Labor--Tooling	\$ 768.00	\$ 0.00
6001-00	Salaries Expense--Office & Ac	\$ 2,850.00	\$ 0.00
6070-00	Other Employee Benefits	\$ 0.00	\$ 0.00
6210-00	Advertising Expense	\$ 282.63	\$ 0.00

Import Time from JobBOSS/Export Payroll Journal Entries from JobBOSS

Time is imported from either JobBOSS Attendance or Labor Reporting into CenterPoint Payroll as Time Sheets

- » Select **Processes > Time Sheets** and click the **Time Import** button.
- » Select to import employee hours from Attendance or Labor Reporting.
- » Enter the **From** and **To Dates** for hours to import.
- » Click **Import**.
- » This will import the data into CenterPoint Payroll time sheets (**Processes > Time Sheets**). Time data can be reviewed or edited from here. See the [Processing a Pay Run using Time Sheets](#) topic for more information.

When a pay run is posted in CenterPoint it automatically posts the journal entries to JobBOSS General Ledger. You will receive a message that the post to JobBOSS is successful. You can review the posting or repost pay run data to JobBOSS at any time from the Post History Log (**File > Preferences > Interfaces > JobBOSS**).

For more information on the Time Import/Journal Entry Export, see the [Import Time into CenterPoint Payroll and Export Payroll Journal Entries](#) topic.

Import/Update Employees from JobBOSS

Employees setup in JobBOSS in System Administration > Employee can be imported into CenterPoint. If an employee name or address is updated in JobBOSS, that data can automatically be updated in CenterPoint. Information added or updated in CenterPoint does not update data in JobBOSS. For more information see the [Import/Update Employees from JobBOSS](#) topic.

JobBOSS - Import/Update Employees from JobBOSS

This document provides information on importing employees from JobBOSS Attendance or Labor Reporting into CenterPoint Payroll Setup > Employees. The JobBOSS Employee Import (insert or update) is entirely optional. Employees can always be added or changed in CenterPoint Payroll in Setup > Employees.



Employees created in JobBOSS for time tracking do not have the necessary information for CenterPoint Payroll. This information can automatically be created in CenterPoint Payroll using a template employee to add the taxes, earnings, deductions and benefits, and leave to employees. You can have as many template employees as needed for different types of employees, for example hourly vs salary employees, or different templates for different tax states. If employees are changed in JobBOSS, CenterPoint Payroll can be automatically updated. The Employee's hourly rate is not updated, but it is used when creating a new employee.

Prerequisites:

The JobBOSS Integration module must be installed and the interface preference in File > Preferences > Interfaces > JobBOSS > Database tab must include the JobBOSS SDK URL, SDK User, and SDK Password and enabled.

[Create a Template Employee in CenterPoint Payroll](#)

[Import Employees from JobBOSS to CenterPoint Payroll](#)

[Update Employees](#)

Create a Template Employee in CenterPoint Payroll

The import makes use of template employees, which is an employee with the most common settings for taxes, earnings, deductions and benefits, leave, etc. You can have as many template employees as needed for different types of employees, for example hourly vs. salary employees, or different templates for different tax states.



For detailed information on setting up employees, see the Create and Maintain Employees help topic.

1. Select **Setup > Employees**.
2. Click **New**.
3. On the General tab, enter the required information (Abbreviation, Name, SSN, etc.).
4. Select the **Template** check box.

The screenshot shows the 'Employees' window with the 'General' tab selected. The 'Employee Information' section includes fields for Abbreviation (set to 'Template'), Last Name (Sam Apple), First Name (Sam), Social Security # (465-465-5456), Address Line 1 (8732 Champion Way), City (Chicago), State (IL), Zip (60615), Phone (708.432.8943), and E-mail. The 'Template' checkbox is checked and highlighted with a red box. At the bottom, there are buttons for 'Save', 'Cancel', 'Active Status', 'Additional Notes', and 'Close'.

- On the Payroll, Employment, Taxes, Earnings, Deductions & Benefits, ACA Information, Leave, and Direct Deposit tabs, enter information that you want to be added to employees created from the template employee. For example, this template should be used for all hourly employees from Minnesota, so on the Payroll tab the Tax State and the SUTA State is set to Minnesota and the Pay Method is set to Hourly with specifics about taxes, deductions and benefits, and leave also set. You could have additional templates for all salary employees from Minnesota, and any other "common" employees that you create.



You can create as many or as few template employees as needed. This is a one-time setup. If you have an applicable template employee, you do not need to create a new one to import new employees.

- Click **Save**.

Import Employees from JobBOSS to CenterPoint Payroll

- Select **Setup > Payroll Details > JobBOSS Employee Import**.
- The top of the screen will display the number of employees there are to import and update.
- On the **Employees to Insert** tab, select the template employee to use to create the employees in CenterPoint Payroll.
- Select the check box for each of the employees to be added with this template. Click All to select all employees.
- Click **Insert**. Employees will be created.
- Repeat for any additional employees that use different template employees.
- Click **Close**.
- Select **Setup > Employees** and edit the newly added employees to add or change any information that wasn't copied from the template employee.



Existing employees can be updated if the information in JobBOSS does not match CenterPoint Payroll. Name, Address, SSN, Department, and Hire Date can be updated to match the JobBOSS setup. The Hourly Rate is not updated. If other information from JobBOSS needs to be changed besides the fields mentioned above, the changes can be updated in CenterPoint Payroll through the Setup > Employees menu.

Update Employees

- Select **Setup > Payroll Details > JobBOSS Employee Import**.
- Select the **Employees to Update** tab.
- Employees who have updates will be listed. Select the check box for each of the employees to be updated. Click All to select all employees.
- Click **Update**.

JobBOSS - Import Time into CenterPoint Payroll and Export Payroll Journal Entries

This document provides information on two of the main features in the JobBOSS interface:

- » **Importing Time** – Time entered in JobBOSS Attendance or Labor Reporting is imported into CenterPoint Payroll Time Sheets.
- » **Exporting Payroll Journal Entries** – When CenterPoint Payroll posts, a journal entry is automatically created in the JobBOSS General Ledger. The employee check values are only posted, not employer liabilities.

Prerequisites:

The JobBOSS Integration module must be installed and the interface preference in File > Preferences > Interfaces > JobBOSS > Database tab must include the JobBOSS SDK URL, SDK User, and SDK Password and enabled.

To Import Time from JobBOSS to CenterPoint Payroll:

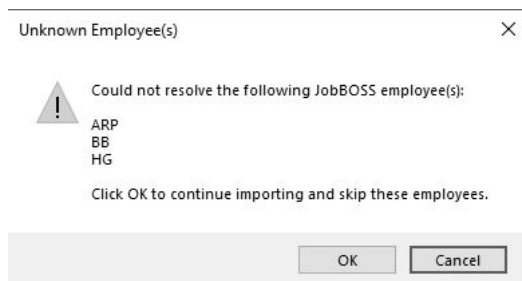
1. Select **Processes > Time Sheets**.
2. Click the **Time Import** button to automatically import the time entered in JobBOSS.



If other time modules are active, for example CenterPoint Time Clock or Time Import, click the down arrow on the Time Import button and select JobBOSS Time.

The image displays two screenshots of the 'Import JobBOSS Employee Time' dialog box. The top screenshot shows the 'Import employee hours from attendance' option selected, with 'From Date' and 'To Date' both set to 10/11/2017. The bottom screenshot shows the 'Company' dropdown set to 'Alpine Sports', with 'Import employee hours from attendance' selected, and 'From Date' and 'To Date' both set to 04/21/2022. Both screenshots show 'Import' and 'Cancel' buttons at the bottom.

3. Select the **Company** you are importing employee time for.
4. Choose to **Import employee hours from attendance** or **labor Reporting**.
5. Enter a **From Date** and a **To Date**.
6. Click **Import**. All employee hours will be imported for the selected From/To Dates.
7. If there are employees that exist in JobBOSS but do not exist in CenterPoint Payroll, you will receive an Unknown Employee message that will list the employees that could not be resolved.

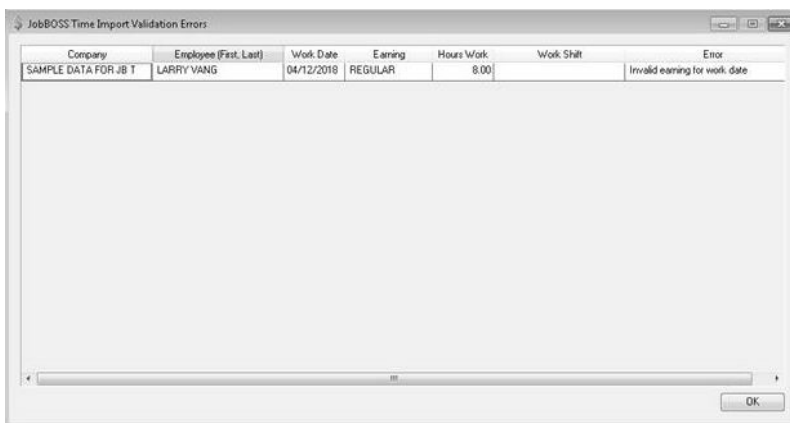


- » If you choose to click **OK** to continue importing and skip all of the employees:
 - » This will allow you to import employee hours from JobBOSS attendance or labor reporting without creating temporary employees from JobBOSS in CenterPoint Payroll.
 - » If there are employees on the Unknown Employee(s) screen that should be in CenterPoint Payroll and should be paid, for example a new JobBOSS employee, and you chose to skip the employees:
 - » Create the employee(s) in CenterPoint Payroll in Setup > Employees.
 - » Manually enter the employee hours in CenterPoint Payroll in Processes > Pay Employees so the employee is included in the pay run.

If you choose to click **Cancel**, no time will import. Create the missing employee(s) in CenterPoint in Setup > Employees and then start the time import again.

8. If there are any invalid time sheets from JobBOSS a list of validation results will display. Some common reasons for invalid time sheets are:

- » **Invalid earning for work date** - An earning from JobBOSS is not active for the employee in CenterPoint Payroll.
 - » To activate the earning in CenterPoint Payroll, select **Setup > Employees**, select the employee, click the **Earnings** tab, in the lower left side of the screen select the earning specified in the JobBOSS Time Import Validation Error list, and then click **Save**.
 - » Process the import again.
- » **Earning requires hours be provided** - A salary earning in CenterPoint Payroll is set to track hours, however there were no hours entered in JobBOSS for the earning.
 - » In JobBOSS, enter salary hours for the earning specified in the JobBOSS Time Import Validation Error List.
 - » Process the import again.



To Export Payroll Journal Entries.

The JobBOSS General Ledger interface is automatic. When CenterPoint Payroll is posted, the payroll journal entries will export to JobBOSS automatically in one of the following formats.

- » If the File > Preferences > Payroll > General Ledger Posting is set to Detail (Employee Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to Not Set or None, CenterPoint will post detailed journal entries for each check.

Entry ID	Start Date	End Date			
00011			Apply Filter		

Entry ID	Transaction Date	Period	Type	Posted
* 00011	6/12/2017	2017-01	Regular	
00011	12/28/2017	2017-4	Regular	✓

GL Account	Name	Debit Amount	Credit Amount
1100-00	Cash in Bank	\$ 0.00	\$ 369.27
1100-00	Cash in Bank	\$ 0.00	\$ 389.87
1100-00	Cash in Bank	\$ 0.00	\$ 1,467.80
1200-00	Loan Receivable - Employee	\$ 0.00	\$ 726.00
2260-00	FUTA Tax Payable	\$ 0.00	\$ 4.00
2260-00	FUTA Tax Payable	\$ 0.00	\$ 5.84
2260-00	FUTA Tax Payable	\$ 0.00	\$ 14.52
2270-00	FICA Tax Payable - Employee	\$ 0.00	\$ 7.28
2270-00	FICA Tax Payable - Employee	\$ 0.00	\$ 10.58
2270-00	FICA Tax Payable - Employee	\$ 0.00	\$ 30.67
2270-00	FICA Tax Payable - Employee	\$ 0.00	\$ 131.00
2270-00	FICA Tax Payable - Employee	\$ 0.00	\$ 445.24
2270-00	FICA Tax Payable - Employee	\$ 0.00	\$ 1,131.13
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 47.80
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 66.20
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 389.71
2281-00	State Payroll Tax Payable	\$ 0.00	\$ 24.33
2281-00	State Payroll Tax Payable	\$ 0.00	\$ 32.31
2281-00	State Payroll Tax Payable	\$ 0.00	\$ 104.69
2290-00	Deductions Payable	\$ 0.00	\$ 36.40
2290-00	Deductions Payable	\$ 0.00	\$ 132.00
2300-00	Deductions Payable	\$ 0.00	\$ 235.00
5110-20	Direct Labor - Tooling	\$ 1.76	\$ 0.00
5110-20	Direct Labor - Tooling	\$ 5.39	\$ 0.00
5110-20	Direct Labor - Tooling	\$ 14.76	\$ 0.00
5110-20	Direct Labor - Tooling	\$ 7.84	\$ 0.00
5110-20	Direct Labor - Tooling	\$ 11.63	\$ 0.00

- » If the File > Preferences > Payroll > General Ledger Posting is set to Summary(No Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to Not Set or None, CenterPoint will post on journal entry for each account/offset account combination used in the pay run.

Journal Entry

Entry ID

00012

Start Date

4/30/2018

End Date

11/15/2018

Apply Filter

Entry ID	Transaction Date	Period	Type	Posted
00012	4/30/2018	2017-10	Regular	<input type="checkbox"/>
00012	11/15/2018	2017-7	Regular	<input type="checkbox"/>
00012	12/29/2017	2017-6	Regular	<input checked="" type="checkbox"/>

GL Account	Name	Debit Amount	Credit Amount
1200-00	Cash in Bank	\$ 0.00	\$ 2,225.69
2200-00	Low Receivable-Employee	\$ 0.00	\$ 175.00
2200-00	PUTA Tax Payable	\$ 0.00	\$ 4.00
2200-00	PUTA Tax Payable	\$ 0.00	\$ 5.84
2200-00	PUTA Tax Payable	\$ 0.00	\$ 16.92
2270-00	FICA Tax Payable-Employee	\$ 0.00	\$ 7.25
2270-00	FICA Tax Payable-Employee	\$ 0.00	\$ 10.58
2270-00	FICA Tax Payable-Employee	\$ 0.00	\$ 30.67
2270-00	FICA Tax Payable-Employee	\$ 0.00	\$ 31.00
2270-00	FICA Tax Payable-Employee	\$ 0.00	\$ 45.24
2270-00	FICA Tax Payable-Employee	\$ 0.00	\$ 111.13
2200-00	FICA Tax Payable-Employee	\$ 0.00	\$ 258.97
2200-00	Federal Payroll Tax Payable	\$ 0.00	\$ 499.71
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 361.33
2300-00	Deductions Payable	\$ 0.00	\$ 405.40
5110-20	Direct Labor--Tooling	\$ 32.31	\$ 0.00
5110-20	Direct Labor--Tooling	\$ 55.82	\$ 0.00
5110-20	Direct Labor--Tooling	\$ 66.20	\$ 0.00
5110-20	Direct Labor--Tooling	\$ 75.00	\$ 0.00
5110-20	Direct Labor--Tooling	\$ 170.40	\$ 0.00
5110-20	Direct Labor--Tooling	\$ 308.07	\$ 0.00
6001-00	Salaries Expense--Office & Ad	\$ 128.02	\$ 0.00
6001-00	Salaries Expense--Office & Ad	\$ 200.01	\$ 0.00
6001-00	Salaries Expense--Office & Ad	\$ 235.00	\$ 0.00
6001-00	Salaries Expense--Office & Ad	\$ 428.31	\$ 0.00
6001-00	Salaries Expense--Office & Ad	\$ 1,857.42	\$ 0.00
6070-00	Other Employee Benefits	\$ 1,000.00	\$ 1,000.00
6070-00	Other Employee Benefits	\$ 1,000.00	\$ 0.00

- » If the File > Preferences > Payroll > General Ledger Posting is set to Summary (No Check Detail) or Detail (Employee Check Detail) and the File > Preferences > Interfaces > JobBOSS > Summarize is set to By Account, CenterPoint will post one journal entry to each account used in the pay run.

Journal Entry					
Edit	New	Auto Number	Print	Export	Export
Preview	Setup				
Entry ID	Start Date	End Date	Apply Filter		
00013					
Entry ID	Transaction Date	Period	Type	Posted	
00013	5/15/2018	2017-11	Regular	<input type="checkbox"/>	
00013	1/2/2018	2017-7	Regular	<input type="checkbox"/>	
00013	1/2/2018	2017-7	Regular	<input type="checkbox"/>	
GL Account	Name	Debit Amount	Credit Amount		
1100-00	Cash in Bank	\$ 0.00	\$ 2,225.69		
1220-00	Loan Receivable--Employee	\$ 0.00	\$ 75.00		
2260-00	FUTA Tax Payable	\$ 0.00	\$ 26.76		
2270-00	FICA Tax Payable--Employee	\$ 0.00	\$ 511.74		
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 494.71		
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 161.33		
2300-00	Deductions Payable	\$ 0.00	\$ 405.40		
5110-20	Direct Labor--Tooling	\$ 768.00	\$ 0.00		
6001-00	Salaries Expense--Office & Ac	\$ 2,850.00	\$ 0.00		
6070-00	Other Employee Benefits	\$ 0.00	\$ 0.00		
6210-00	Advertising Expense	\$ 282.63	\$ 0.00		

» If the File > Preferences > Payroll > General Ledger Posting is set to Detail and the File > Preferences > JobBOSS > Summary is set to By Account (Except Employee Checks), CenterPoint will post employee checks in detail while summarizing employee advances and liabilities by account to help with bank reconciliation.

» The following example displays the Journal entry for a pay run with two paper checks and the others are direct deposit for a total of three entries to Cash and the other accounts only have one summarized entry.

Journal Entry					
Edit	New	Auto Number	Print	Export	Export
Preview	Setup				
Entry ID	Start Date	End Date	Apply Filter		
Entry ID	Transaction Date	Period	Type	Posted	
00015	4/30/2021	2020-10	Regular	<input type="checkbox"/>	
00015	4/30/2021	2020-10	Regular	<input type="checkbox"/>	
00100	4/30/2021	2020-10	Regular	<input type="checkbox"/>	
00101	5/1/2021	2020-11	Regular	<input type="checkbox"/>	
GL Account	Name	Debit Amount	Credit Amount		
1100-00	Cash in Bank	\$ 0.00	\$ 466.83		
1100-00	Cash in Bank	\$ 0.00	\$ 854.13		
1100-00	Cash in Bank	\$ 0.00	\$ 1,474.12		
1220-00	Loan Receivable--Employee	\$ 0.00	\$ 75.00		
2270-00	FICA Tax Payable--Employee	\$ 0.00	\$ 307.77		
2280-00	Federal Payroll Tax Payable	\$ 0.00	\$ 554.68		
2285-00	State Payroll Tax Payable	\$ 0.00	\$ 158.47		
2300-00	Deductions Payable	\$ 0.00	\$ 399.00		
5110-10	Direct Labor--Machining	\$ 1,300.00	\$ 0.00		
5110-20	Direct Labor--Tooling	\$ 640.00	\$ 0.00		
6001-00	Salaries Expense--Office & Ac	\$ 2,350.00	\$ 0.00		

» The following example is the bank reconciliation for pay run 100 with three entries, one for each paper check and one for the total direct deposit.

Bank Reconciliation

Save

Bank Name

GL Account

Reconciliation Date

State Bank

1100-00 Cash in Bank


4/29/2021

Finish

☐ Do Not Include Transactions After Reconciliation Date

Reconciliation	AR Deposits	AP Checks	Journal Entries		
* Clear	Entry ID	Description	Transaction Date	Amount	Clear Date
<input type="checkbox"/>	00011	CenterPoint	4/26/2021	-\$ 466.83	
<input type="checkbox"/>	00011	CenterPoint	4/26/2021	-\$ 1,474.12	
<input type="checkbox"/>	00011	CenterPoint	4/26/2021	-\$ 1,362.11	
<input checked="" type="checkbox"/>	00100	CenterPoint	4/30/2021	-\$ 466.83	4/29/2021
<input checked="" type="checkbox"/>	00100	CenterPoint	4/30/2021	-\$ 1,474.12	4/29/2021
X <input checked="" type="checkbox"/>	00100	CenterPoint	4/30/2021	-\$ 854.13	4/29/2021

1. Select **Processes > Pay Employees** and complete a pay run. See the *Processing a Pay Run/Pay Employees* help topic for more information.
2. On the **6. Print Checks** tab, when you click **Post & Print** pay checks/advice will print, the pay run will post, and you will receive a message indicating that the post to JobBOSS was successful.
3. If you void a pay check, a reversing journal entry will be posted to JobBOSS.

 If the posting to JobBOSS was NOT successful, you will get a message that explains why. Pay runs can be reposted to JobBOSS at any time, see the To Repost to JobBOSS/Check Posting Log section below for more information.

To Repost to JobBOSS/Check the Posting Log

Pay runs can be reposted whether or not they were originally successful. If a pay run failed, it will not be successful until the issue causing failure is corrected.

1. Select **File > Preferences > Interfaces > JobBOSS > Database tab.**
2. Click **Display Posting Log.**


Posting Log

Show batches posted: This Month 10/01/2017 10/31/2017 Refresh

Date	Type	Description	Status	Count	

Report Detail OK

3. Select a date range to view attempted postings for.
4. A list of pay runs that have attempted to post to JobBOSS will be listed.
5. Select the pay run and click **Detail** to see a detail error log and list of attempts for that pay run.
6. Click **Repost** to post to JobBOSS.

 If a pay run was posted before the interface was enabled, it can be posted to JobBOSS from the Manually Post Payrun Batches button. Once a pay run has attempted to post to JobBOSS, regardless of success, it will not display from the Manually Post Payrun Batches screen and will instead appear in the regular Posting Log.

Chapter 3 - Leave (Vacation, Paid Time Off, Sick Leave, etc.)

Setup & Process Leave

Understanding Leave

Vacation, Sick Time, Paid Time Off (PTO), etc. is all referred to as Leave in CenterPoint. Once the setup is complete, the available leave balances can easily be tracked. Below, we have summarized the tasks involved in managing leave and common leave terminology. Each step outlined below has a corresponding document that provides step-by-step instructions. The name of the document is noted in each step.

Tasks Involved in Managing Payroll Leave:

Step 1: [Setting Up Leave](#) - Setup how and when leave should be calculated.

Step 2: [Enter Beginning Leave Balances](#) - Record beginning leave balances (how many hours each employee has available right now).

Step 3: [Calculate Paid and Record Used](#) - Periodically award new leave to employees and record used leave hours.

Step 4: [Leave Adjustments](#) - Adjustments can be made at any time.

Payroll Leave Terminology:

Carryover: The number of available hours an employee can roll-over to the next year.



Note: If a leave category is setup to limit carryover and the limit is set to zero, then NO hours will roll-over to the next year.

Maximum: The maximum number of hours of available leave an employee can have at any one time during the year. If the system is setup to use maximums, and they meet the maximum, the Calculate Paid Leave process will not add any additional hours until they again fall below the maximum.

Earned Leave: The number of leave hours that have been awarded to an employee. Accrued and earned leave are both terms that can be used when referring to leave that has been awarded to an employee.

Accrued Leave: The number of leave hours that have been awarded to an employee. Accrued and earned leave are both terms that can be used when referring to leave that has been awarded to an employee.

Used Leave: The number of leave hours that an employee has taken or used.

Available Leave: This is the amount of leave the employee has available to use. The formula used to calculate available leave is: *Accrued leave - taken/used leave + or - carryover + or - leave adjustments*

Accumulated Leave: This is the same as Available Leave.

Unused Accrued Leave: This is the same as available leave.

Leave Category: A leave category is setup (Setup > Payroll Details > Leave Categories) to specify what date is used to see how long the employee has worked there (Calendar Year, Fiscal Year or Eligibility Date (normally that is hire date) and how often employees are awarded new leave (once yearly, once monthly, every pay period, etc.)

Leave Table: A leave table is setup (Setup > Payroll Details > Leave) to specify how many hours of leave will be awarded to employees when leave is processed.

Leave Earning: A leave earning is setup (Setup > Payroll Details > Earnings) so that during payroll processing, one can specify the leave hours an employee has used.

Calculate Paid Leave: The periodic process within CenterPoint that awards additional leave hours to employees. This adds hours to an employees accrued and available hours.

Wait Period: The length of time that an employee must be employed before they will start accruing (earning) or be awarded leave hours. Sometimes an employee may start accruing leave immediately but it won't be awarded (available to use) until they've worked their for a certain number of days (wait period). In other instances, the employee may not start accruing leave until after the wait period has passed.

Eligibility Date: This date may be representative of any date, for example it may be the employee hire date. Eligibility Date is an option that can be used on the Leave Category to decide how long an employee has been employed.

Setting Up Leave (Step 1)

This document explains how to setup leave (vacation, holiday, paid time off, etc) for your employees. Leave can be setup to accrue a number of ways (Yearly, Monthly, Percent of Earned Hours or Fixed) , all options are explained below. Leave setup is comprised of four steps:

[Step A: Add Paid Leave Earnings](#)

[Step B: Add Leave Categories](#)

[Step C: Add Leave Tables](#)

[Step D: Assign Leave Tables and Categories to Employees](#)



Note: For information specific to setting up leave for the California Paid Sick Days Law or any other state that indicates that an employee can accrue a set number of hours in a year with a maximum number of hours, see the [Sick Leave Based on a Rate Per Hour](#) topic.

Step A: Add Paid Leave Earnings

Paid leave earnings are used to track the number of hours used for each type of leave. To accurately calculate available leave, it is recommended that you setup a separate earning for each Leave type (vacation, sick time, paid time off PTO, etc.) offered.

1. Select **Setup > Payroll Details > Earnings**. If a paid leave earning such as "vacation" does not exist, click **New**.



Note: If earnings for paid leave already exist, Step A can be skipped.

The screenshot shows the 'Earnings' window with the 'Vacation' tab selected. The 'General' sub-tab is active. In the 'Earning Information' section, the 'Abbreviation' is 'V', the 'Name' is 'Vacation', the 'Type' is 'Paid Leave', and the 'Method' is 'Hourly'. The 'Expense Account' is 'Salary & Wages Expense' and the 'Author' is 'Red Wing Software'. In the 'Earning Detail' section, the 'Tips' radio button is selected, and the 'Allocation Rate' is '8.00'. The 'Additional Notes' button is at the bottom right. The 'Save', 'Cancel', and 'Close' buttons are at the bottom.

2. In the **Type** box, select **Paid Leave**.
3. Enter an **Abbreviation** and **Name**, such as V and Vacation or S and Sick Time.
4. In the **Expense Account** box, select the expense account for the earning.
5. Click **Save**. Follow steps 1-4 for each additional earning needed to track used leave.

Step B: Add Leave Categories

Leave categories define how often leave is awarded to the employee, when it is awarded, if there is a wait period and can leave be carried over from one year to another. Multiple leave tables can be based on one leave category. A leave category is assigned to each leave table (Setup > Payroll Details > Leave). Multiple leave tables can use the same leave category, but the leave category prints on the check stub notifying employees how much of each leave time (vacation, sick leave, etc.) they have available so a separate category for each type is recommended. If you have multiple leave tables for a type of leave (for example, you calculate leave differently for hourly employees vs salary; then you'd normally setup one leave category and two leave tables).

1. Select **Setup > Payroll Details > Leave Categories**. Click **New**.

The screenshot shows the 'Leave Categories' window with the 'Vacation' tab selected. The 'General' sub-tab is active. In the 'Leave Category Information' section, the 'Abbreviation' is 'Vacation' and the 'Name' is 'Vacation'. The 'Author' is empty. In the 'Calculation Information' section, the 'Calculate Base On' is 'Calendar Year Anniversary' and the 'Method' is 'Hours'. The 'Carryover Limit Applies', 'Available Maximum Applies', 'Accrual Maximum Applies', and 'Calculate on Pay Run' checkboxes are all unchecked. The 'Additional Notes' button is at the bottom right. The 'Save', 'Cancel', and 'Close' buttons are at the bottom.

2. Enter an **Abbreviation** and **Name** such as Vacation or PTO.
3. In the **Calculate Base On** box, is used to calculate how long an employee has been employed (Years of Service). Is their "anniversary" based on their hire date (Eligibility Date Anniversary), the Calendar Year or the end of the companies Fiscal Year.

» **Calendar Year Anniversary:** The number of times you reach the calendar end-of-year date. For example , an employee hired on March 20 would have .8 years of service on December 31 the first year, and 2 years of service on the second year. Similar for the Fiscal year calculation.



Note: Years of Service are pro-rated if an employee has less than a full year of service.

» **Fiscal Year Anniversary:** The number of times you reach the company's fiscal end-of-year date. For example , if a company has a fiscal year-end date of May 31 and an employee is hired on March 20, 2022, they will have one year of service on May 31, 2022; two years on May 31, 2023, etc.

» **Eligibility Date Anniversary:** The number of times an employee reaches the date. This date may be representative of any date, for example it may be the employee hire date. For example, if an employee is hired on March 20, 2022, they will have one year of service on March 20, 2023, two years of service on March 20, 2024, etc.

4. In the **Method** box is used to specify how often an employee is awarded new leave. Select one of the options below:

» **Once Yearly:** An entire year's leave accrual is calculated and awarded at one time. For example, if employees receive their entire years leave on January 1 or on their anniversary date.

» **Once Monthly:** Leave is awarded to the employee monthly. CenterPoint Payroll calculates the year-to-date monthly accrual each time the Calculate Leave transaction is completed. For example, if an employer is on a calendar year and a leave calculation is made any time during the month of January, the application will accrue one month of vacation. In July, the application will recalculate the accrual for seven months.

» **Hours:** The accrual of leave is a percentage of earning hours. For example, if the total hours worked in a year is 2080 and the amount of vacation awarded is 40 hours, the calculation is $40/2080 = .0192$. You can specify which earning hours should qualify for accruing leave hours. Hours are recalculated from the beginning of the year each time a calculation is completed.



Note: If a method of Hours is selected, one must also specify in the Employer which earnings should be used to accumulate earning hours. **Setup > Payroll Details > Employer > Leave tab > Earnings to Include in Leave Calculation.** If this is not specified, no hours will be awarded.

» **Fixed Rate:** Fixed rate leave adds the same number of hours (fixed rate) each time leave is calculated. This differs from the other methods which recalculate from the beginning of the year with each calculation. Fixed rate leave is usually used for leave that accrues a certain number of hours every pay run.

5. Select the **Carryover Limit Applies** check box to set a limit to the number of hours that can be carried over to the next year's leave. If an employee can carryover an unlimited number of available hours from one year to the next, then do not select this box. If this box is selected, you must specify on the Leave table how many hours can be carried over (step C8 below). If this box is selected, but no limit is assigned on the leave table, all available hours will be zero'd hour at year end.
6. Select the **Available Maximum Applies** check box to set a maximum number of available hours an employee can have at any given time during a year. If an employee is allowed to have an unlimited number of leave hours, then do NOT select this box. If this box is selected, you must specify on the leave table what the available maximum number of hours is (Step C8 below).

7. Select the **Accrual Maximum Applies** check box to indicate that the leave will have a maximum amount applied to hours accrued during the year. This option is not available when Fixed Rate is selected as the Method.
8. The **Calculate on Pay Run** check box is used only if Fixed Rate or Hours was selected for the method. It allows the leave to accrue on each pay run rather than running the Calculate Paid Leave transaction.
9. Click **Save**. Create additional categories as needed.

Step C: Add Leave Tables

Leave is used to setup specific vacation/leave tables that can be assigned to an employee and used in leave time calculations. The Leave Table defines how much leave should be calculated for each employee based on the leave category and the employee's number of years of service. You may need multiple leave tables for different types of employees.

1. Select **Setup > Payroll Details > Leave**. Click **New**.

The screenshot shows the 'Leave' setup window with the 'General' tab selected. The 'Leave Information' section includes fields for Category (Vacation), Abbreviation (Vacation), Name (Vacation), Effective Date (01/01/2006), Wait Period (6 Months), and Method (Once Monthly). The 'Years of Service Table' is displayed below, showing the relationship between years of service and leave accrual.

Years Over	But Not Over	Hours Earned Per Month	Maximum Available Hours	Maximum Accrued Hours
0	2	3.33	44.00	40.00
2	5	6.67	88.00	80.00
5	10	10.00	132.00	124.00
10	99	13.33	176.00	168.00

2. Select the **Leave Category**. The leave category determines whether or not Carryover Hours and Maximum Hours apply. The category fills in the Calculates Based On and Method options.
3. Enter the **Abbreviation** and **Name** for this leave.
4. The **Effective Date** box should be left at the default date during the initial setup. The Effective Date allows you to make changes in the future to the leave table and maintain the history of the leave definition.
5. In the **Wait Period** box, enter the period of time a new employee must work to qualify for this leave (if applicable). The wait period can be managed by hours, days, or months.
6. Select how/when hours are awarded. **Important:** this cannot be changed after the leave category is saved.
 - » **Award Hours Beginning at Eligibility Date:** Hours start accruing on the eligibility date. If a wait period is entered, leave will be calculated from the original eligibility date after the wait period is over.
 - » **Only Award Hours after Wait Period:** Hours start accruing and are awarded after the wait period.
7. The columns displayed in the table will depend on the selections made in the Leave Category assigned to this Leave. Not all columns will be included for each table.
 - » **Years Over** – When an employee's years of service is equal to or greater than this number the application will use the leave accrual variables (hours earned, maximum hours, etc.) entered on the same row to calculate leave.
 - » **But Not Over** – This is the ending range for calculating the leave accrual based on years of service.

- » **Hours Earned** – This heading label varies according to the Leave Method selected on the Leave Categories screen. If the Leave Category is set for:
 - » **Accruing Once Yearly** - The heading label will be **Hours Earned**. Enter the number of hours the employees earn per year.
 - » **Accruing Monthly** - The heading label will be **Hours Earned Per Month**. Enter the number of hours employees earn per month.
 - » **Accruing Percentage of Hours Earned** - The heading label will be **Rate Per Hour Earned**. Enter the percentage of their annual hours earned (if the employee works 2040 hours per year and gets 40 hours vacation, the value would be $40/2040 = .0196078$ or if an employee works 2080 hours per year and gets 40 hours of vacation, the value would be $40/2080 = .0192307$).
 - » **Accruing Fixed Rate** - The heading label will be **Hours Earned Per Accrual Period**. Enter the hours earned per accrual period.
 - » **Maximum Available Hours** – When the Maximum Available Hours check box is selected on the leave category, this column appears on the grid. The hours available cannot surpass this value. The employee would stop accruing leave until their available leave falls below the maximum.
 - » **Maximum Accrued Hours** - When the Accrual Maximum Applies check box is selected on the leave category, this column appears on the grid. This column represents the total hours an employee can accrue for the leave item annually.
 - » **Carryover Limit Applies** – When the Carryover Limit check box on the leave category is select the column appears on the grid. Carryover represents the hours allowed to carry over to the beginning of the next fiscal year or the employee's eligibility date based on the leave category selection.
8. Click **Save**. Follow these steps again for each leave table that is needed for your employees.

Step D: Assign Leave Tables and Categories to Employees

1. Select **Setup > Employees** or **Setup > Payroll Details > Employees** and select an employee that will use leave.
2. Select the **Earnings** tab.
3. Select the **Employer** on the top left side of the screen.
4. In the lower-left portion of the screen all available earnings will be listed. Select each leave earning that is appropriate for this employee.



Note: Selecting a leave will add it to the employees list of earnings in the top left side of the screen.

5. Modify the Earning Detail for each Leave Earning:
 - a. Single-click on a Leave Earning in the top left side of the screen to display the Earning Details on the right.
 - b. If you do not want this leave automatically displayed in every pay run, remove the check from the **Display in Pay Employees Grid** box. You will be able to select the earning when needed in a pay run.
 - c. In the **Rate** box (this heading label varies according to the earning type, for salary earnings the heading is Pay Rate and for hourly earnings the label is Hourly Rate), enter the employee's hourly rate. For salary employees, enter an hourly rate of 0.00 so you can track hours used.
 - d. Complete steps a - c for each leave earning.
6. Select the **Leave** tab.
7. Select the **Employer** on the top left side of the screen.
8. In the lower left portion of the screen, all available Leave options will be listed. Select each Leave that is appropriate for this employee. Note: Selecting a leave will add it to the employees list of earnings in the top left side of the screen.
9. Modify the **Leave Details** for each Leave option:
 - a. Single-click on a Leave in the top left side of the screen to display the **Leave Details**.
 - b. Verify the **Eligibility Date** and change if needed. Note: All balance fields will be zero until beginning balances are calculated.
 - c. In the **Earning** box, select the appropriate Leave earning. This is used to track how many hours of payroll have been used for this leave type.
 - d. Complete steps a - c for each Leave assigned to this employee.
10. Complete Steps 1-9 for each employee that is eligible for leave.

Enter Beginning Leave Balances (Step 2)

No matter when you begin your CenterPoint Payroll program, you are likely to have employees that have paid leave accumulated, but not yet taken. The beginning balances for leave should be entered with a mass leave adjustment. Follow the two-step procedure below to calculate beginning balances and adjust those balances for hours already used by employees.



Note: Prior to starting this process, all Leave setup (Paid Leave Earning, Leave Categories, Leave Setup, assign Leave to Employer and Employees) must be complete. .

Step A - Calculate Starting Leave Balances:

1. Select **Processes > Calculate Paid Leave** or **Processes > Payroll > Calculate Paid Leave**.
2. In the **Calculation Date** box, enter the date you want to start accruing leave in CenterPoint Payroll.
3. Select the appropriate **Employer**.
4. In the **Category** box, select a leave category you want to accrue leave for. You will need to run this process for each leave category (for example; Vacation, PTO, etc) that requires beginning balances.
5. The options available in the **Calculation Information** area will depend on how this leave was originally setup. Select the appropriate option for your company.
6. Click **Calculate**. The screen will be filled with all of your employees who are assigned to the leave category you selected in Step 4.
7. Click **Save** and **OK**.
8. Repeat this process for each Leave that should have beginning balances.

Step B - Adjust Beginning Leave Balances for Hours Used:

1. Once you know what hours have been calculated for the employees you can adjust the hours to reflect used or past carryover. Select **Processes > Mass Leave Adjustments** or **Processes > Payroll > Mass Leave Adjustments**.
2. In the **Leave** box, select the leave you want to make adjustments for.
3. In the **Employer** box, select the employer you want to make adjustments for.
4. In the **Date** box, enter the date you want to start accruing leave in CenterPoint (this date should be the same as the date you entered on the Calculate Paid Leave screen).
5. In the **Adjustments** box, enter a negative number of hours for the amount of leave used this year for each employee. If needed, a positive adjustment can be entered to reflect available time carried over from past years.
6. In the **Comment/Note** box, enter a comment specifying why the adjustment was needed



Note: After entering the note you wish to use, highlight the entire notation with your mouse. Press CTRL + C on the keyboard to copy the notation. On the next employees Comment/Note field, press CTRL + V to paste the same notation.

7. Click **Apply**. The **Available** column should now reflect the amount of Leave that was accrued prior to starting CenterPoint Payroll. For future years, the carryover amounts will automatically carryover.
8. Repeat this process for each Leave that has been carried over to CenterPoint Payroll.

Leave: Calculate Paid and Record Used (Step 3)

The Calculate Paid Leave process increases employees Accrued leave hours. The Used leave is documented during the payroll process. Beginning Leave Balances + Accrued - Used + or - Leave Adjustments = Available Leave.

Prerequisite

All leave setup must be complete prior to calculating paid leave. It is also recommended that beginning leave balances be entered prior to calculating paid leave for the first time. Refer to the Setting Up Leave and Enter Beginning Leave Balances topics for step-by-step instructions.

[Calculate Paid Leave](#)

[Calculate Paid Leave While Processing Payroll](#)

[Record Used Leave](#)

Calculate Paid Leave:

If leave is assigned a leave category with a Method of Once Yearly, or Once Monthly, needs to be calculated and awarded separate from processing payroll. It is up to the employer to communicate to the employees when leave will be available for them. The Years of Service box is updated on the employee record when paid leave is calculated.

How often you will need to calculate paid leave depends on the setup for your company. For example,

- » If you award leave monthly, you'll need to calculate monthly.
- » If you award leave annually but it's based on the employees anniversary, then you would still need to calculate monthly.
- » If you award leave annually and it's always at the beginning of a calendar year or fiscal year, then paid leave could be calculated just once a year unless you hire new employees during the year.

- » If you award leave annually but it's based on eligibility date (for example date hired), it is acceptable to do it monthly, but then if you calculated on the 1st and an employee's anniversary is on the 2nd, they are waiting a whole month to get their new leave. Because of this, in this scenario, calculating at every pay run instead is recommended.

1. Select **Processes > Payroll > Calculate Paid Leave** or **Processes > Calculate Paid Leave**.

2. In the **Calculate Date** box, select the date that you wish to calculate the leave for (usually either at the beginning of the period or the end of the month is used).
3. In the **Employer** box, select the employer you are calculating leave for.
4. In the **Category** box, select the leave category you would like to process paid leave for. All leave tables (Setup > Payroll Details> Leave) that use that category will be displayed in the Leave box.
5. Click **Calculate**.

Abbreviation	First Name	Last Name	Leave	Eligibility Date	Years of Service	Year-to-date Hours Accrued	Hours Over Maximum
<input checked="" type="checkbox"/>	Apple	Sam	Vacation	12/21/12	3.44	33.35	0.00
<input checked="" type="checkbox"/>	Berry	Jerry	Vacation - Manager	12/15/09	16.47	66.64	16.71
<input checked="" type="checkbox"/>	Cedar	Shirley	Vacation - Manager	04/13/08	8.13	46.66	10.00
<input checked="" type="checkbox"/>	Cotton	John	Vacation - Manager	06/15/09	26.97	18.64	64.71
<input checked="" type="checkbox"/>	Douglas	Joanne	Vacation - Manager	07/14/03	12.89	83.35	0.00
<input checked="" type="checkbox"/>	Duke	Geraldine	Vacation - Manager	01/01/14	2.41	33.35	0.00
<input checked="" type="checkbox"/>	Redwood	Tim	Vacation - Manager	08/14/05	10.80	83.35	0.00
<input checked="" type="checkbox"/>	Sage	Shella	Vacation	06/15/11	4.79	33.35	0.00
<input checked="" type="checkbox"/>	Spruce	Joanne	Vacation	09/30/08	7.67	50.00	0.00

6. All employees will be selected for the paid leave calculation by default. If you do not want to calculate paid leave for all employees, click the check mark in the column header and then select which employee(s) you want to calculate paid leave for. To reselect all employees, click the check mark column header again.
7. Review the calculated information and click **Save** to add the new accrued hours to the employee's record.

Calculate Paid Leave While Processing Payroll

If the Method assigned to a leave category is Fixed Rate or Hours, then paid leave can be calculated/awarded while processing payroll or as a separate process. Follow the steps below to calculate paid leave while processing payroll.

1. Verify that the **Method** on the leave category is set to **Fixed Rate** or **Hours** and the **Calculate on Pay Run** box is selected (Setup > Payroll Details > Leave Categories).
2. While processing payroll (Processes > Payroll > Pay Employees), verify that the **6. Print Checks** tab has the **Accrue Leave** box selected prior to clicking Print & Post.

3. Once the check printing and posting process is complete, the **Calculate Paid Leave** screen will be displayed automatically. Follow steps 2-6 from above to complete the process.



Note: When paid leave is calculated for leave with a category with an Hourly method and Calculate Base On is set to Calendar Year Anniversary, hourly leave calculations will go back to the eligibility date when a wait period has expired, even if that date is prior to the current leave balance start date. Years of Service are pro-rated if an employee has less than a full year of service.

Record Used Leave

Leave that is used by employees is recorded while processing payroll.

1. While processing payroll (Processes > Payroll > Pay Employees), use the appropriate leave earnings on the Enter Pay tab to specify the number of leave hours an employee used during that time period.



Note: The amount of available leave time is displayed in the lower left corner of the Pay Employees screen. The used column in that area represents the amount of leave used during this pay run.

Leave	Available	Used
Paid Time Off	103.10	8.00
Vacation	48.00	32.00

2. Continue processing payroll as you normally would. When the pay run is posted, the amount of leave used during the pay run will automatically be added to the Used hours and deducted from the employees Available hours.



Note: You can view the current status of leave for an employee from the employee record under Setup > Employees > Leave tab. Hours accrued and used can also be printed on the pay stub. The Employee Leave History report (Reports > Reports > Payroll Data Reports > Leave) can be used to verify the historical leave transactions posted to an employee.

Leave Adjustments and Mass Leave Adjustments(Step 4)

Occasionally, adjustments need to be made to leave for leave that was improperly recorded or leave that is awarded to an employee above the normal leave tables. In these cases, leave adjustments can be made. Leave adjustments are also where beginning leave balances are entered. You can also adjust the Beginning Balance, Used, or Adjustments boxes on the Setup > Employees > Leave tab after an employee has a beginning balance record. If you need to make adjustments to more than one employee, follow the Mass Leave Adjustments procedure.

Making Leave Adjustments to Individual Employees

Mass Leave Adjustments

Making Leave Adjustments to Individual Employees

1. On the **Processes** menu, click **Leave Adjustments** or on the **Processes** menu, point to **Payroll**, and then click **Leave Adjustments**.

2. In the **Employee** box, select the employee that the leave will be entered for.
3. In the **Employer** box, select the employer that the leave adjustment is being made for.
4. In the **Leave** box, select which type of leave the adjustment is being made on. The current leave balances for the employee will display.
5. In the **Effective Date** box, select the date the date from which the generated adjustment(s) will be effective..
6. In the **Adjustments** box, enter the number of hours to adjust by. This can be negative or positive adjustment.
7. In the **Notation** box, enter a description about the adjustment so that when you print Leave History you will know why the adjustment was made.
8. Click **Save**.

Mass Leave Adjustments

Mass Leave adjustments allow you to adjust leave calculations for vacation, sick time, and other paid time off for multiple employees at one time. If you need to adjust just one employee's leave, we recommend using the Making Leave Adjustments to Individual Employees instructions above.

1. On the **Processes** menu, click **Mass Leave Adjustments** or on the **Processes** menu, point to **Payroll**, and then click **Mass Leave Adjustments**.

First Last Name	Last First Name	Carryover	Accrued	Used	Available	Maximum	Hours Over Maximum	Current Adjustments	Adjustments	Comment(Note)
Joanne A Sp	Spruce, Joan	0.00	0.00	0.00	8.00	132.00	0.00	8.00	8.00	Vacation Bonus Awarded
Sam J Apple	Apple, Sam J	-80.00	0.00	0.00	-72.00	88.00	0.00	8.00	8.00	Vacation Bonus Awarded
Stella S Sap	Sap, Stella S	48.00	0.00	0.00	48.00	88.00	0.00	0.00	0.00	

2. In the **Leave** box, select which type of leave the adjustment is being made on. The current leave balances for the employees will display.
3. In the **Employer** box, select the employer that the leave adjustment is being made for.
4. In the **Date** box, select the date that you want the adjustment to be made as of.
5. Use the **Adjustments** column to enter the number of hours for the adjustment (if you are reducing the number of available hours, enter a negative sign before the hours.).

6. In the **Comment/Note** box, enter a description about the adjustment so that when you print Leave History reports, you will know why the adjustment was made.
7. Click **Apply**.

Sick Leave Based on a Rate Per Hour

This document explains how to setup Sick Days and accrue the rate per hour. An example of this is for a state that indicates that an employee can accrue a set number of hours in a year with a maximum number of hours (this document covers accruing the rate per hour). An employer can choose to give all of the hours to an employee at one time, or a percentage for every hour worked and when the employee has accrued all hours the accrual would stop. In CenterPoint Payroll, the accrual is considered a calendar calculation. Leave setup is comprised of seven steps:

[Step A: Add Paid Leave Earnings](#)

[Step B: Add the Earning to the Employee](#)

[Step C: Add Leave Categories](#)

[Step D: Update the Decimal Place Preference](#)

[Step E: Add Leave Tables](#)

[Step F: Specify Hourly Earnings to Accrue in Leave Calculation](#)

[Step G: Assign Leave Tables to Employees](#)



Note: The examples used in this topic are for the state of California where an employee can accrue 24 hours in a year with a maximum of 48 hours.

Step A: Add Paid Leave Earnings

Paid leave earnings are used to track the number of hours used for each type of leave. To accurately calculate available leave, it is recommended that you setup a separate earning for each Leave type (vacation, sick time, paid time off PTO, etc.) offered.

1. Select **Setup > Payroll Details > Earnings**. If a paid leave earning such as "Sick Time Leave" does not exist, click **New**.



Note: If earnings for paid leave already exist, Step A can be skipped.

2. In the **Type** box, select **Paid Leave**.
3. In the **Method** box, select **Hourly**.
4. Enter an **Abbreviation** and **Name**, such as CS and California Sick or S and Sick Time.
5. In the **Expense Account** box, select the expense account for the earning.
6. Click **Save**. Follow steps 1-4 for each additional earning needed to track used leave.

Step B: Add the Earning to the Employee

Follow the instructions below to add the Sick Days earning to individual employee records. If you have an earning that should be added to multiple employees, we recommend using the Employee Mass Update option instead. Refer to the *Employee Mass Update* topic for more information.

1. Select **Setup > Employees**.
2. Select the employee requiring the earning and click **Edit**.
3. Select the **Earnings** tab.

4. Select the **Employer** on the left side of the screen.
5. The list of available earnings will then be displayed at the bottom of the screen. Select the appropriate earning. The selected item will then automatically be included in the list of earnings for this employee at the top of the

screen.

6. Select the earning under the company. The details for that earning are displayed to the right.

The screenshot shows the 'Employees' window with the 'Detail' tab selected. The 'Earning Detail' section is active, showing the following information:

- Abbreviation:** CS
- Name:** California Sick Days
- Effective Date:** 01/01/2006
- Rate:** \$0.00
- Expense Account:** Salary & Wages E
- Percent:** 100.00%
- Account Distribution:** (Empty table)
- Profit Center:** (Empty field)
- Location:** (Empty field)
- Tracking Number 1:** 0
- Tracking Number 2:** 0
- Project:** (Empty field)
- Active:** ☒

7. The fields displayed in the **EarningDetail** are dependent on which options were selected when the earning was originally setup (Setup > Payroll Details > Earnings). Complete the fields with information specific to this employee.
8. Click **Save**. Repeat Step B for each employee that needs an earning added to their employee record.

Step C: Add Leave Categories

Leave categories define how often leave is awarded to the employee, when it is awarded, if there is a wait period and can leave be carried over from one year to another. A leave category is assigned to each leave table (Setup > Payroll Details > Leave). The leave category prints on the check stub notifying employees how much of each leave time they have available.

For example, California law states that a maximum of 48 hours can be carried over. The Accrual Maximum Applies selection in this screen will stop sick time from accruing after 24 hours. Even if the employee uses some sick time, it will not accrue additional hours for that year. The Calculate on Pay Run must be selected because California law states that the sick time must appear on the check at the time of the pay run.

1. Select **Setup > Payroll Details > Leave Categories**. Click **New**.

The screenshot shows the 'Leave Categories' window with the 'General' tab selected. The 'Leave Category Information' section is active, showing the following information:

- Abbreviation:** hourly
- Name:** hourly leave
- Calculate Base On:** Calendar Year Anniversary
- Method:** Hours
- Carryover Limit Applies:** ☒
- Available Maximum Applies:** ☒
- Accrual Maximum Applies:** ☒
- Calculate on Pay Run:** ☒

2. Enter an **Abbreviation** and **Name** such as hourly and Hourly Leave.
3. In the **Calculate Base On** box, **select Calendar Year Anniversary** which is the number of times you reach the calendar end-of-year-date. For example, if an employee is hired on March 20, 2015, they will have one year of service on December 31, 2015, two years of service on December 31, 2016.
4. The **Method** box is used to specify how often an employee is awarded new leave. Select **Hours**. The accrual of leave is a percentage of earning hours. For example, if the total hours worked in a year is 2080 and the amount of vacation awarded is 40 hours, the calculation is $40/2080 = .0192$. You can specify which earning hours should qualify for accruing leave hours. Hours are recalculated from the beginning of the year each time a calculation is completed.



Note: If a method of Hours is selected, you must also specify in the Employer which earnings should be used to accumulate earning hours, this is covered in Step F below. If this is not specified, no hours will be awarded.

5. Select the **Carryover Limit Applies** check box to set a limit to the number of hours that can be carried over to the next year's leave. If this box is selected, you must specify on the Leave table how many hours can be carried over (step E8 below). In this example, California states that the carryover limit is 48 hours.
6. Select the **Available Maximum Applies** check box to set a maximum number of available hours an employee can have at any given time during a year. If an employee is allowed to have an unlimited number of leave hours, then do NOT select this box. If this box is selected, you must specify on the leave table what the available maximum number of hours is (Step E8 below).
7. Select the **Accrual Maximum Applies** check box to indicate that the leave will have a maximum amount applied to hours accrued during the year. The Accrual Maximum Applies selection in this screen will stop sick time from accruing in this example for California after 24 hours. Even if the employee uses some sick time, it will not accrue additional hours for that year.
8. Select the **Calculate on Pay Run** check box which allows the leave to accrue on each pay run. Some state laws indicate that the sick time must appear on the check at the time of the pay run.
9. Click **Save**.

Step D: Update the Decimal Place Preference

When you set the leave category to a method of Hours worked , the default decimal place should be set to a higher number of places.

1. Select **File > Preferences > Payroll > General** and set the **Hours** to **4** decimal places.

2. Click **Save**.

Step E: Add Leave Tables

Leave is used to setup specific leave tables that can be assigned to an employee and used in leave time calculations. The Leave Table defines how much leave should be calculated for each employee based on the leave category and the employee's number of years of service.

For example, according to California law, there is no wait limit and the sick hours must accumulate on the first check the employee receives, however the employer has the option to wait 90 days before they have to pay for sick days. The employer will need to monitor the 90 day wait period.

1. Select **Setup > Payroll Details > Leave**. Click **New**.
2. Select the **Leave Category** you created in **Step C**. The leave category determines whether or not Carryover Hours and Maximum Hours apply. The category fills in the Calculates Based On and Method options.
3. Enter the **Abbreviation** and **Name** for this leave. For example, Hourly and Hourly Leave.
4. The **Effective Date** box should be left at the default date during the initial setup. The Effective Date allows you to make changes in the future to the leave table and maintain the history of the leave definition.
5. In the **Wait Period** box, enter **0**. This is the period of time a new employee must work to qualify for this leave (if applicable). For example, in California, there is no wait limit and the sick hours must accumulate on the first check the employee receives.



Note: The employer has the option to wait 90 days before they have to pay for sick days. The employer will need to monitor the 90 day wait period outside of CenterPoint Payroll. .

6. Select how/when hours are awarded. **Important:** this cannot be changed after the leave category is saved. Select **Award Hours Beginning at Eligibility Date**: Hours start accruing on the eligibility date. If a wait period is entered, leave will be calculated from the original eligibility date after the wait period is over
7. To set up the Leave table, in this example for California Sick days use the information below:

The screenshot shows the 'Hourly Leave' setup window. The 'General' tab is selected. The 'Leave Information' section includes:

- Category: Hourly Leave
- Abbreviation: hourly
- Name: Hourly Leave
- Calculate Base On: Calendar Year Anniversary
- Method: Hours
- Effective Date: 01/01/2006
- Wait Period: 0 Hours
- ☒ Award Hours Beginning At Eligibility Date
- ☐ Only Award Hours After Wait Period
- Author: [blank]

 The 'Years of Service Table' is displayed with the following data:

Years Over	But Not Over	Rate Per Hour Earned	Maximum Available Hours	Maximum Accrued Hours	Carryover Limit
0	99	0.0333	48.0000	24.0000	48.0000

 At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with a 'Additional Notes' button.

- » **Years Over** – When an employee's years of service is equal to or greater than this number the application will use the leave accrual variables (hours earned, maximum hours, etc.) entered on the same row to calculate leave. Enter **0**.

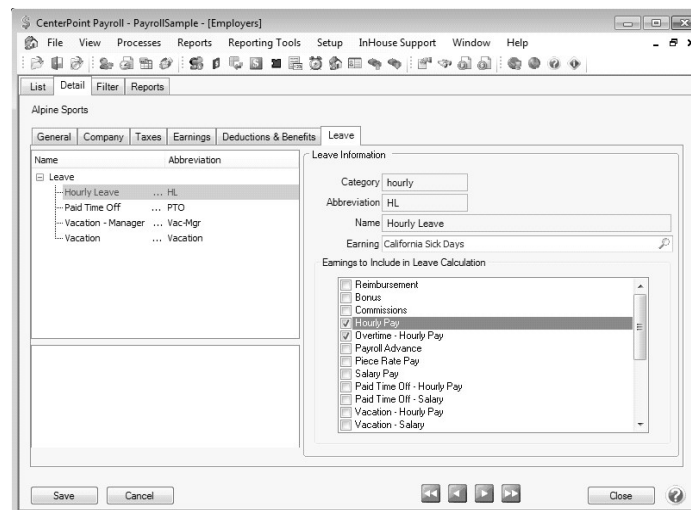
- » **But Not Over** – This is the ending range for calculating the leave accrual based on years of service. Enter **99**.
- » **Rate Per Hour Earned** – Enter **0.0333**.
- » **Maximum Available Hours** – Enter **48**. The employee would stop accruing leave until their available leave falls below the maximum.
- » **Maximum Accrued Hours** - Enter **24**. This column represents the total hours an employee can accrue for the leave item annually.
- » **Carryover Limit Applies** – Enter **48**. Carryover represents the hours allowed to carry over to the beginning of the next fiscal year or the employee's eligibility date based on the leave category selection.

8. Click **Save**.

Step F: Specify Hourly Earnings to Accrue in Leave

Calculation

1. Select **Setup > Payroll Details > Employer**.
2. Select the employer leave is being set up for and click **Edit**.
3. Select the **Leave** tab.
4. Select the hourly leave you set up in Step E from the top left side of the screen.
5. In the **Earning** box, select the earning you created from Step A, for example, California Sick Days.
6. Under **Earnings to Include in Leave Calculation** Earnings, select any earnings used in the calculation of hours worked—such as hourly pay, overtime-hourly pay, etc.



Step G: Assign Leave Tables and Categories to Employees

1. Select **Setup > Employees** or **Setup > Payroll Details > Employees** and select an employee that will use leave.
2. Select the **Leave** tab.
3. Select the **Employer** on the top left side of the screen.
4. In the lower left portion of the screen, all available Leave options will be listed. Select each Leave that is appropriate for this employee.



Note: Selecting a leave will add it to the employees list of earnings in the top left side of the screen.

5. Modify the **Leave Details** for each Leave option:
 - a. Single-click on a Leave in the top left side of the screen to display the **Leave Details**.
 - b. Verify the **Eligibility Date** and change if needed. If an employee has been working all calendar year, and you enter an eligibility date before 7/1/15, the system will calculate on all hours worked from that date. If you want to only calculate hours after 7/1/15, the eligibility date must be set to 7/1/15.



Note: All balance fields will be zero until beginning balances are calculated.

- c. In the **Earning** box, select the appropriate Leave earning. This is used to track how many hours of payroll have been used for this leave type.
6. Click **Save**.
7. Complete Steps 1-7 for each employee that is eligible for leave.

Chapter 4 - Processes & Transactions

Payroll

Using Pay Defaults

Pay defaults provide for faster and easier payroll processing by establishing standard combinations of pay entry details (earnings, rates, departments, accounts, etc). When a pay default is selected while entering pay data, those details are entered automatically, increasing the speed of data entry and reducing the possibility of errors. If you use pay defaults to enter pay data, the details from the pay default will override the details set up on the employee. Any details not specified on the pay default will come from the employee's setup for the earning as usual. This can simplify payroll setup because one earning can be used with different details coming from pay defaults, rather than setting up several similar earnings on the same employee.

Pay defaults make entries into time sheets, work group time sheets, or pay employees when you select a pay default by clicking the Pay Default Lookup icon.

When you enter information into a pay default, any of the boxes can be left blank or zero. When the pay default makes the automatic entries into time sheets or pay employees, CenterPoint Payroll will display information from the employee set up if the pay default information was left blank. If the information does not exist on the employee set up, you have the option of manually entering that information.

This topic contains the following information:

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[Pay Defaults in Processes > Time Sheets](#)

[Pay Defaults in Processes > Pay Employees > 2. Enter Pay tab](#)

Examples of Pay Defaults

1. You use a different GL account for wages in each department and employees work in more than one department during one pay period. You can setup a pay default that combines department and GL account. When entering pay data for an employee, you can select the pay default for those hours and CenterPoint will automatically default the correct department and account. This allows you to have one hourly earning for an employee instead of different earnings set up for each department they work in.

2. You pay a standard rate for a job and employees work more than one job. For example, you pay a different rate for picking tomatoes versus picking strawberries but an employee picks both. A pay default can be set up for each job that sets a standard rate for the job as well as specifies the correct production information for that job, such as profit center. When used in a pay run, the pay default rate will override the rate setup on the employee for that earning.
3. Any other combination of payroll data you would like to default into your time entry.

Create Pay Defaults

1. Select **Setup > Payroll Details > Pay Defaults**. Click **New**.

2. Enter an **Abbreviation** and **Name** for this Pay Default.
3. Select any of the **Pay Information** details that should be associated with this Pay Default. Any field filled in will override the employee setup when this pay default is used. Any field that is blank, zero, unchecked, or "none" is not considered part of the pay default. When the pay default is used, the information for these details will continue to come from the employee's setup. This is a sample pay default for Example 1 above.
4. Click **Save**.
5. Repeat for each pay default you wish to set up. You can have an unlimited number of pay defaults.



Note: Pay defaults are not assigned to specific employees. Once a pay default is setup, it can be used for any employee on any pay run.

Use Pay Defaults

Pay defaults can be used in Time Sheets or in Pay Employees to facilitate time entry.

Option 1: Pay Defaults in Time Sheets

1. Select **Processes > Time Sheets** or **Processes > Payroll > Time Sheets**. Highlight the employee you are entering time for and click **Add**.

The screenshot shows the 'Time Entry' window for employee 'Apple, Sam J' at 'Alpine Sports'. The 'Totals' section shows 16.00 hours, 0.00 pieces, and \$160.00 amount. The 'Leave Available' section shows 47.10 paid time off and 26.64 vacation. The main table lists time entries for 11/11/2010 and 11/12/2010, both for Department 1, with a rate of 10.00 and amount of \$80.00.

Date	Pay Default	Earning	Department	Hours	Rate	Amount	Detail
11/11/2010	Department 1	Hourly Pay	Department 1	8.00	10.00	\$ 80.00	
11/12/2010	Department 2	Hourly Pay	Department 2	8.00	10.00	\$ 80.00	

2. If Pay Default is not an available column, right-click and select **Add/Remove Columns**. Check the box for **Pay Default** and click **OK**. You can drag and drop the columns into your preferred order. It may be helpful to have the Pay Default column immediately after the Date column.
3. When the pay default is selected, the details for that pay default will fill into the grid. Any details not associated with the pay default will come from the employee setup for the earning selected. In this example, The Hourly Pay earning and Department 1 came from the pay default. The rate of \$10.00 is the rate for hourly pay setup on the employee.
4. Continue entering time sheets for additional employees.

Option 2: Pay Defaults in Pay Employees

1. If you do not use time sheets, pay defaults can be used when entering time in **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**.

The screenshot shows the 'Pay Employees' window for 'Alpine Sports' on '8/9/2010' with 'Pay Run Number 00048'. The 'Employee Last Name, First Name' list includes Apple, Sam J (730.77), Maple, Ted W (1073.80), Pinon, Frank R (655.25), Sap, Stella S (433.85), and Spruce, Joanne A (464.69). The summary section shows 'Gross Earnings' of 800.00, 'Total Hours' of 80.00, 'Regular Earnings' of 400.00, 'Deductions' of 20.00, 'Employee Taxes' of 49.23, 'Employer Benefit' of 10.00, and 'Employer Taxes' of 30.71.

Pay Default	Earning	Hours	Rate	Amount	Detail
Department 1	Hourly Pay	40.00	10.00	400.00	

2. If you do not have a column for **Pay Default**, right-click on the grid and choose **Add/Remove columns**. Check the box for **Pay Default** and click **OK**. You can click and drag to reorder the columns if desired.

3. When you enter the pay default, the details from the pay default will fill into the grid. The remaining details come from the employee setup or are entered manually.
4. Continue processing the pay run as usual.

How are Pay Default Values Determined?

Pay defaults establish standard (predefined - default) time sheet, work group time sheets, or pay employee entries that you make multiple times and are set up in **Setup > Payroll Details > Pay Defaults**. For example, if you pay certain employees 40 hours at \$10.00/hour, for department QA, in Work Shift 1, you can set a pay default that will automatically enter this information into time sheets, work group time sheets, or a payroll line in Pay Employees.

Pay Defaults on the Setup > Payroll Details > Pay Defaults Screen

- » If a numeric box such as Hours, Pieces, Rate, etc. requires an entry, then the box is considered a default if the value is not equal to zero.
- » If a text box such as Name is not equal to spaces or null, it is a default.
- » If a check box is selected, it is a default.
- » If a lookup box such as Project, Department, or Earning has a selection made, it is a default.
- » If a drop-down list box such as Tax State or SUTA State has a selection made other than None, it is a default.

In the example below, defaults are defined for the following boxes:

- » Earning
- » Rate
- » Project
- » Expense Account (and Percent)
- » Profit Center



Note: Default values are determined the same when specified at the Setup > Payroll Details > Employee > Earnings tab level.

The screenshot displays the 'Apple Picking' pay default configuration window. It is divided into several sections: 'General Information' with fields for 'Abbreviation' (AP) and 'Name' (Apple Picking); 'Pay Information' with fields for 'Hours', 'Offered', 'Pieces', 'Rate' (18.25000000), and 'Amount' (\$0.00); 'Expense Account Distribution' with a table showing 'Salary & Wages E' at 100.00% and 0.00%; 'Project' (Apple Picking 2009), 'Department', 'Work Shift', 'Tax State' (None), 'SUTA State' (None), and 'WComp Class'; 'Profit Center' (Apples), 'Location', 'Tracking Number 1' (0), 'Tracking Number 2' (0), and 'Local Taxes'. At the bottom are 'Save', 'Cancel', and 'Close' buttons.

Pay Defaults in Processes > Time Sheets

When entering Time Sheets, entry of a pay default will result in the following:

Default values are taken from the pay default and used on the time sheet entry.

If the Earning is one of the default values specified on the pay default when it is entered on the time sheet, the earning is found in Setup > Employees > Earnings tab for the employee and any additional default values found there are applied to the time sheet. When the default values are applied to the time sheet, the following rules apply:

- » If the pay default supplied a default value for a box, then the earning cannot supply a default value for that same box. Only fields that did NOT get a default value from the pay default, can get a default value from Setup > Employee > Earnings tab.
- » If you change the earning on the time sheet after entering a pay default, the same rule applies as to which default values are used from the Setup > Employee > Earnings tab.
- » If you enter an earning on a time sheet and there is NO pay default value on the time sheet, the default values used on the time sheet are from the Setup > Employee > Earnings tab.

Pay Defaults in Processes > Pay Employees > 2. Enter Pay tab

If you are not using the Advanced Earnings Matrix (you do not have earning variations set in File > Preferences > Payroll General > Default Earning Rates), default values are applied as follows:

- » Pay defaults are at the highest level and set the default values before anything else.
- » Earnings are at the next highest level and set the default values that are NOT already set by the pay defaults.

If you are using the Advanced Earnings Matrix (you have earning variations set in File > Preferences > Payroll > Advanced Earnings Matrix), default values are applied as follows:

- » Pay defaults are at the highest level and set the default values before anything else.
- » Earnings are at the next highest level and set the default values that are NOT already set by the pay defaults.
- » The pay rate is always set by the default earning rates definition.

Processing a Pay Run/Pay Employees



Note: If you will be entering or importing time sheets from a time clock see the Processing a Pay Run/Pay Employees Using Time Sheets procedure instead of this procedure.

Prior to processing your first pay run, go to File > Preferences > Payroll > Printing - Checks or File > Preferences > Printing > Payroll Checks and verify that your payroll printing preferences are set correctly. Note: If you are starting CenterPoint Payroll Mid-Year, follow the Starting Payroll Mid-Year procedure prior to processing your first payroll in CenterPoint Payroll.

[Step A - Create a Pay Run/Enter Time](#)

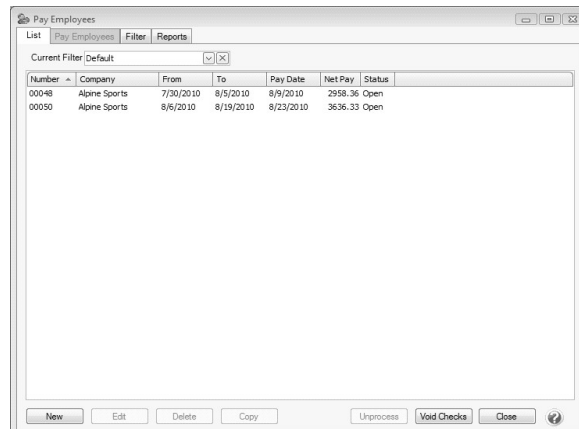
[Step B - Verify Pay Run Information \(Optional\)](#)

[Step C - Process a Pay Run/Print Checks](#)

[Step D - Pay Liability Invoices Due](#)

Step A - Create a Pay Run/Enter Time:

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**.



2. Click **New** if you'd like to start a new blank pay run or click **Copy** to create a new pay run by copying the data from a previous pay run. When a pay run is copied, inactive employees are excluded from the copy and you can determine if earnings should be copied from the source pay run. If you do not copy earnings, default earnings are used as in a new pay run. The next available sequence number will be assigned when a pay run is copied.

Select Employees

3. Under **Pay Run Information**, enter the pay run information:
 - » **Company** - Select the company that this pay run is for.
 - » **Bank Account** - Select the bank account that checks will be written from and direct deposits will be debited from.
 - » **Number** - The default pay run number will be displayed. The default sequence number for this field is a six-digit number that will increment by 1 with each pay run.
 - » **Deduction/Benefit Frequency** - Select the deduction/benefit frequency for this pay run.
 - » **Pay Period From - To** - These dates should represent the work dates for the pay run for the selected company. The last entered pay run's dates for the selected company are used as a template to calculate the next pay run dates. For example, if your last entered pay run was for 6/01/23 - 6/14/23 with a pay date of 6/15/23, the next calculated pay period would be 6/15/23 - 06/28/23 with a pay date of 6/29/23.
 - » **Pay Date** - Enter the date that will be printed on the checks.
 - » **Extra Frequency** - If there are any additional deduction/benefit schedules that need to be included, select the frequency in this box. For example, the employer makes a one time contribution annually to fund a Health Savings account for the employees, this Special Pay Period is only selected the first pay period of the year.
 - » **Memo Line** - Enter an optional memo. The memo entered here will appear in the Memo Line 1 field of any check/advice definitions that include the field (including the system-supplied checks.)

Alpine Sports
7432 W. Pine Creek Rd.
Mountain Lake, CO 80992

SIX HUNDRED THIRTY-FIVE & 37/100




12/24/2010 00123 \$635.37

Merry Christmas... Everyone!

Sam J - Apple
8732 Champion Way
Chicago, IL 60615

- » **Exclude Default Pay Amounts** - Select this check box if you do not want salary to automatically calculate for special pay runs such as bonus or commission pay runs. When the Enter Pay tab is selected, the earning Amount column value will be set to zero for the selected employees in the pay run.
- » **Do NOT Calculate Overtime** - Select this check box if you want to enter and process a pay run without any Calculated Overtime.

4. Under **Employees**, select the employees that you want to pay in this pay run. The number of **Employees selected** will appear under the list on the left side of the screen.

- » To select all employees, click  to move all employees to the right side of the screen.
- » To select a single employee, select the employee you want to pay, and then click  to move the employee to the right side of the screen.
- » To select multiple employees, hold the CTRL key while you make your selections and then click  to move the employees to the right side of the screen.

- » Choose the columns that display and the order they display in by right-clicking and selecting **Add/Remove Columns**, choosing the columns, and clicking Move Up/Move Down to change the order (for example, you may want to display the Department column and have the Department column displayed first).
- » You can also set the sort order by right-clicking and selecting **Sort Columns**, selecting the columns to sort by, and then using the up and down arrows to determine the order sort by (for example, you may choose to sort your employees first by Department and then by Last Name.)

Enter Pay tab

5. Select the **2. Enter Pay** tab.

Leave	Available	Used
Paid Time Off	47.10	0.00
Vacation	26.64	0.00

OT Period	OT Type	Hours	Average Rate	OT Hours	Multiplier	OT Rate	OT Pay
04/04 - 04/10	Period	55.00	10.00	15.00	1.50	5.00	75.00

6. Select an employee from the upper-left side of the screen. Columns can be added to this employee list by right-clicking and selecting Add/Remove columns.
7. The lower left side of the screen displays the Leave Available for this employee.



Note: Inactive leave will display in the Leave Available grid only if there is a positive balance of available leave for the item.

8. On the right side of the screen, in the **Weeks Worked** box, the value that displays is the Pay Period default for the employee from the Setup > Employees > Payroll tab. This value can be overridden at any time prior to processing the pay run with a value between 0 and 52 weeks; the value entered here will be passed along to Aatrix for tax reporting.
9. On the right-side of the screen, under **Gross Earnings**, view, modify or add existing payroll data information. For example, enter the hours worked, enter earnings information (default earning codes will be sorted by Earning Name), work shift, department, etc. If the Copy button was used to create this pay run, then the details from the original pay run will be displayed and can be modified as needed. If the New button was used, then the earnings information will need to be entered.



Note: If you are entering a third party sick pay run, see the [Third Party Disability Payments](#) topic for detailed information.



Note: If you want to require that a "management detail" (profit center/department, production center, project, production year/tracking field 1, or production series/tracking field 2) be entered on all pay run earning lines before the pay run be processed or be warned if a "management detail" is missing from a pay run earning line but continue to process the pay run, you can set the Pay Run Validation preference in **File > Preferences > Payroll > General** for the "management detail". If the **Skip Earnings Using an Account Distribution** preference is set to **Yes** the "management detail" pay run validation preference set to Required will be skipped for an earning using an Account Distribution.



Note: If you want the Hours Offered and Hours Worked fields to auto-fill with default salary earning type hours, set the Default Hours for Salary Earning to Yes and verify/change the default hours in File > Preferences > Payroll > Salary Hours. The Total Offered box will display the total of the Offered column for all earnings under the Gross Earnings grouping row.



Note: If you want to enter what you want the Net Pay for the check to be and have CenterPoint calculate the gross, add the optional Gross Up button to the Earnings section of the Enter Pay grid by right clicking and selecting Add/Remove columns. This button is active for fixed rate earnings only.



Note: Click the Lookup icon in any of the boxes under Gross Earnings to select the earning work shift, department, etc. from a list. You can also customize the data entry grid, right-click on the grid, select Add/Remove Columns, select the columns of detail you will need for time entry by selecting the check box next to each column name, click OK.



Note: If you want to use prior pay run information for this employee (instead of entering time manually), click **Recall** to view a list of prior pay runs and select the pay run you want to use the pay run information from.

10. If you are calculating overtime automatically, an OT Period column displays in the Regular Earnings section that displays the periods based on the Overtime Start Date/Period Days for the Overtime Earning and the Start/End Dates for the pay run.
11. If you are calculating overtime automatically, an Overtime Earnings section displays the total of the calculated overtime pay. Calculated overtime earnings are included in the Gross Earnings, but overtime hours are not included in "Total Hours" for gross earnings.



Note: See the [Advanced Overtime Processing for CenterPoint Payroll](#) document for specific information on setting up and processing overtime.

12. To verify or override **deductions, employer benefits, employee or employer taxes**, etc. expand each section by clicking the plus sign . If you change the amount of a deduction, employer benefit, employee or employer taxes, the Override check box will automatically be selected.
13. Click the **Detail** button in the grid to enter additional accounting or tax information that is not displayed on the grid. The items on the Detail tab screen represent the Date, Earning, and units involved in calculating the pay. The units can be hours for hourly earnings, pieces for piecework, or gross receipts for tips. You also have the options to allocate pay to a department and project. The Accounting & Taxes tab displays all of the defaults that were set up on the Employee Detail screen for the earning. You can override the selections made by selecting to use an account distribution, divide the labor cost among multiple accounts, select different profit centers/departments, production centers/locations, production year/tracking number 1, production series/tracking number 2, projects, etc. This tab also brings in the defaults for taxes and includes the tax state for the employee, the SUTA state for this employee, and the workers' compensation class, all of which can be changed or entered as necessary.



Note: You can determine when CenterPoint Payroll performs calculations (which can change data entry speed) during the Pay Employees process. Click the down arrow on the Options button and select Calculate Method. The calculation method options are: After each Earning, Deduction, Benefit, or Tax change, When an Employee is saved or another Employee is selected, or Only when the Calculate button is clicked.



Note: If you need to import deduction amounts from a .csv file into the active pay run, follow the Import Deductions procedure.



Note: If you need to enter tips, gross receipts, and report tips in Box 8 on the employee W-2 Form and Employer IRS Form 8027, follow the [Setup & Processing Tips](#) procedure.



Note: If you want to change the default expense account for an earning , it is not necessary to do that on the Accounting & Taxes tab; an Expense Account column can be added to the Time Entry grid. This column is active when there is a single expense account associated with the earning and account distributions are not being used, otherwise the column is disabled and displays the first expense account associated with the earning entry. A single expense account selection is permitted in this column. Accounts selected in this column will override existing expense accounts with single entry at 100% distribution.

14. To verify the number of hours entered for the selected employee, view the **Total Hours** box on the right-side of the screen next to **Gross Earnings**.



Note: Each separate grid: earnings, deductions, taxes, and benefits, is customizable so you see only the columns that you choose to see. If you right click on any of the grids and select Add\Remove Columns, you can chose the columns you want to display.

15. Repeat steps 6-12 for each employee in this pay run. To select the next, previous, last, or first employee from the upper-left side of the screen, you can select the employee by clicking the employee name or you can select the next employee in the list by clicking one of the selection icons under the employee list.
16. Click on the **3. SpecialAdjustments** tab if you need to do a minimum wage, hourly rate rounding, pay employee FICA, or break pay adjustment.

Special Adjustments

» Minimum Wage Adjustments

- » In situations where you have workers that get paid using piecework, it is necessary to make sure that they are also achieving minimum rate wages. Red Wing Software does not automatically update minimum wage rate changes for each state. You will need to do this manually. CenterPoint Payroll maintains the Federal minimum wage rate in Setup > Payroll Details > Minimum Wage Information. The minimum wage information is used to calculate optional minimum wage adjustments for employees not meeting state or federal minimum wage requirements. When the minimum wage adjustment is calculated, an additional earning is used to add the amount to meet the minimum wage adjustment. The total wages are compared to the hours worked multiplied by the minimum wage. If the employee has not earned at least minimum wage an adjustment is done and the amount is added to their earnings. For additional information, see the [Minimum Wage Adjustments](#) topic
- » On the left-side of the **Special Adjustments** tab, all employees will display. Select all of the employees by clicking on the first employee and then holding the Shift key while you click the last employee. Release the Shift key.
- » Click **Calculate**. The first time you click **Calculate**, you will be prompted to enter/select the Minimum Wage Adjustment earning, select the earning, and then click **OK**. If the Employer Pays Employee FICA check box was selected in Setup > Employees > Payroll tab for an employee, a Pay Employee FICA Adjustment will display for the amount of their Social Security and Medicare taxes. If an earning was not assigned at the Employer level, you will be prompted to enter a Gross Up Earning, select the earning, and then click **OK**.
- » By highlighting each employee on the list, the grid on the right-side of the screen will show you if any adjustment was made.
- » The Special Adjustments report can be previewed for the current pay run from this screen by clicking **Preview**. When clicked, any changes made to the pay run up to that point will be saved and the Special Adjustments report will display. Changes made to this version of the report will not be saved and cannot be stored as a favorite. If you want to customize this report, you should print the report via the Reports > Payroll Data Reports > Payroll Totals > Special Adjustments or Prepayment Reports tab instead.

- » When an adjustment is made, the earning and amount will display in the Pay Grid on the **2. Enter Pay** tab.

» Hourly Rate Rounding Adjustments

- » In situations where you have earning rates that extend beyond two decimal places or use fractional hours/pieces that may result in rounding discrepancies, the Hourly Rate Rounding adjustment can be used to correct the rounding discrepancy.
 - » This adjustment is only made for hourly earnings of the same type and rate.
For example, if a new time sheet is entered for each day worked, you may end up with multiple earnings (of the same type and rate) in the pay run for an employee; and if a two decimal rate or fractional hours are entered, it's possible to calculate a different total earning amount for those earnings if all the hours are added up and multiplied by the Rate as opposed to adding up all the Hours x Rates rounded to 2 decimal places.
 - » 8 hours are worked @ \$9.1253 for 5 days.
 - » When the five time sheets are imported (because they are entered daily) there will be five earning entries, each with an Amount of \$73.00.
 - » Total earnings = \$364.00; however, if those hours were summarized to 40 hours @ \$9.1253 the total would be \$365.01.
 - » To track those rounded pennies, you can calculate an Hourly Rate Rounding Adjustment which will calculate any difference and add it to the earnings as an adjustment.



Note: This adjustment is only made for hourly earnings of the same type and rate.

» Pay Employee FICA Adjustment

- » CenterPoint Payroll can calculate an adjustment to allow the employer to pay an employee's FICA. This is commonly referred to as a Gross Up adjustment. For additional information, see the [Employee FICA Paid by Employer \(Gross Up Adjustment\)](#) topic.
 - » Click on the **Special Adjustments** tab.
 - » Check the box for **Pay Employee FICA Adjustment**.
 - » Highlight the employee(s) you need to calculate the adjustment for. Hold down the **Ctrl** key while clicking to select more than one employee.
 - » Click **Calculate**.
 - » In the **Gross Up Earning** box, select the earning setup for Employer Paid Fica and click **OK**.
 - » A line will be added to the grid for the Pay Employee FICA Adjustment. This amount will be added to the employee(s) pay. It will be equal to the employee tax calculated for Medicare and Social Security.
 - » If desired, click **Preview** to see a report of all the adjustments that were calculated.

» Break Pay Adjustment

- » The break pay adjustment is used to compensate piece rate employees for rest periods separate from piece rate pay, for example, the Washington State Piece Rate Workers' law requires this adjustment. You can include only earnings associated with a specified state by selecting the state in the Tax State box. If no selection is made, the calculation will include all state's earnings. For additional information, see the [Processing Paid Breaks](#) topic.

- » Example: An employee's total piece rate earnings for the week is \$800.00 and worked for 40 hours, including the required two 10 minute rest-breaks each day (total of 10 required rest breaks in 5 days). The employee's regular rate would be $\$800.00 / (40 \text{ hours} - 100 \text{ minutes of required rest-breaks})$, which equals approximately \$20.87/hour, which is greater than the minimum wage rate. Therefore, in addition to the piece work pay of \$800.00, the worker would be entitled to be separately paid for the 100 minutes of required rest-breaks at the employee's regular rate of \$20.87/hour or approximately an additional \$34.78 for the week. Had the regular rate been less than the current minimum wage of \$9.47/hour, the regular rate would be adjusted up to the minimum wage.

Totals tab

- The **4. Totals** tab is used to verify the total number of employees, net pay, taxes, benefits, and total liability. The screen also lists the total number of employees receiving checks and direct deposit advices with the net pay for each for the pay run.

The screenshot shows the 'Pay Employees' window with the 'Totals' tab selected. The window displays payroll summary data for Company 'Alpine Sports' on Pay Date '8/23/2010' with Pay Run Number '00050'. The 'Totals' tab shows a table of payroll totals and summary statistics.

Name	Amount
Total Earnings	5,576.92
Total Deductions	604.81
Total Employee Taxes	1,335.78
Total Benefits	104.81
Total Employer Taxes	419.81

Totals	
Employees	6
Net Pay	\$3,636.33
Taxes	\$1,755.59
Benefits	\$104.81
Total Liability	\$6,101.54

Totals - Checks	
Employees	6
Net Pay	\$3,636.33

Totals - Advices	
Employees	0
Net Pay	\$0.00

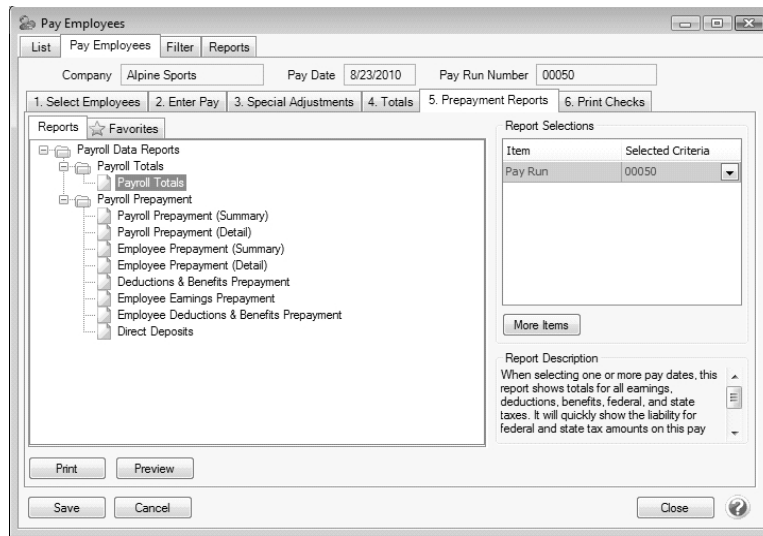
Step B - Verify Pay Run Information (Optional)

Prepayment Reports tab

- If desired, run a Payroll Prepayment report from the **5. Prepayment Reports** tab to verify data entry prior to posting and/or printing. Each report will automatically filter to the current pay run when selected. Select the report and click **Print** or **Preview** to display the report. Reports function as they do anywhere else in the system, supporting favorites and customization.



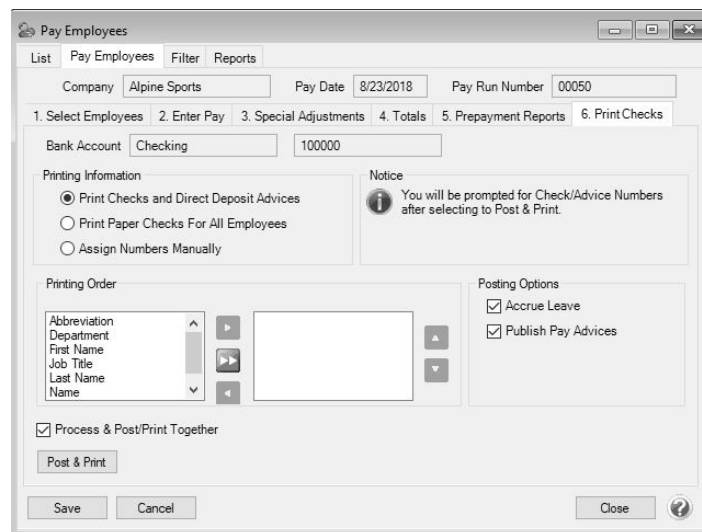
Note: The Reports tab will display as the default in the 5. Prepayment Reports tab even if the File > Preferences > Reports > General > Display Database Favorites is set to display the Favorites tab by default.



Step C - Process Pay Run/Print Checks

Print Checks tab

1. Click the **6. Print Checks** tab.



2. If you have both paper checks to be printed and employees that have direct deposit, under **Printing Information**, you will want to select the first option - **Print Checks and Direct Deposit Advices** (direct deposit advices will print only for those employees who have both the Active and Print Pay Advice check boxes selected in Setup > Employees > Direct Deposit tab). If none of your employees will be receiving direct deposit advices, select **Print Paper Checks for All Employees**, or if you are inputting an after-the-fact payroll, select **Assign Check Numbers Manually**. If you assign check numbers manually, you will be prompted to enter the check number for each employee, checks will not print.

If the Printing Information setting is changed during a pay run, you will be prompted to determine whether you want to save the setting for future pay runs.



Note: You will be prompted for check/advice numbers after selecting to Post & Print.

3. Under **Printing Order**, select the order you want to print checks and direct deposit advices by. Select the order in which the checks should process by moving the sort items from the list on the left to the list on the right, and then organizing the list from top to bottom.
4. Under **Posting Options**,
 - » Select the **Accrue Leave** check box to calculate leave for active employees. The Fixed Rate and Hours methods of leave can be calculated with pay runs. All other leave must be accrued through **Transactions > Leave > Calculate Paid Leave**.
 - » If you subscribe to **Publish Pay Advices** and you want to publish advices at the time you post payroll, select the **Publish Pay Advices** check box. See the [Publish Pay - New Installation](#) document for more information. If there are no advices in a pay run at the time a payroll is posted, you will not be prompted to publish pay advices, even if this box is selected.



Note: The Print Information, Printing Order, and Posting Options selections will be saved for each database you process payroll for.

5. If you wish to always process and post your pay run together, select the **Process & Post/Print Together** check box, and then click the **Post & Print** button.

OR

If you do not want to process and post your pay run together, unselect the **Process & Post/Print Together** check box, and then click **Process**. You will receive a successfully processed message, click **OK**. If you receive a Pay Run Validation Error screen, select each employee listed and read the message listed at the bottom of the screen and then click OK. Perform the suggested resolution. An example of a validation error message would be "This employee was assigned a taxable benefit but does not have any earnings from which to calculate taxes. Either remove the taxable benefit or add earnings before processing this pay run. " After performing the suggested resolution for each employee, process the pay run again

6. Click **Post & Print**.



Note: A "One or more employees included in this pay run have not had any earnings entered" message will display when any of the employees included in the pay run have not had any entered earnings (earnings with zero hours, pieces and amounts will generate the message). If you click Yes, the post will continue to process the pay run and if you click No the post will be canceled and the pay run can then be edited.



Note: Posted pay runs can be edited to view account numbers or other information by clicking the Edit button on the List tab, selecting the Enter Pay button and then clicking the Detail button on the pay grid. Information displayed cannot be changed and will not update the Pay Run when closed.



Note: If an entered pay date is in a locked period when you click Post & Print, you will receive a message. The pay run is processed, but not posted. You can unprocess and change the pay date if needed or unlock the period.

7. If you selected the Accrue Leave check box, and your employees have a leave category set to Calculate on a Pay Run, the Calculate screen will display.

- » Click **Calculate**. The employees that are in the pay run and that have the associated leave/leave category will display selected in the screen.

<input type="checkbox"/>	Abbreviation	First Name	Last Name	Leave	Eligibility Date	Years of Service	Year-to-date Hours Accrued
<input checked="" type="checkbox"/>	AppleS	Sam	Apple	Paid Time Off	12/21/17	1.93	25.4
<input checked="" type="checkbox"/>	BerryJ	Jerry	Berry	Paid Time Off	12/15/04	14.95	25.4
<input type="checkbox"/>	CedarS	Stacey	Cedar	Paid Time Off	04/13/13	6.63	23.8
<input type="checkbox"/>	CottonJ	John	Cottonwood	Paid Time Off	06/15/94	25.45	23.8
<input type="checkbox"/>	DouglasJ	Jeanne	Douglas	Paid Time Off	07/14/08	11.37	23.8
<input type="checkbox"/>	OakG	Geraldine	Oak	Paid Time Off	01/01/19	0.90	14.6
<input type="checkbox"/>	RedwoodT	Tim	Redwood	Paid Time Off	08/14/10	9.29	23.8
<input type="checkbox"/>	SapS	Stella	Sap	Paid Time Off	08/15/16	3.29	23.8

- » Click **Save**.
» Click **OK**.

8. On the Printing screen, the number of checks to be printed will display. Select the **Printer**, **Check Type**, **Stub Type**(the Check and Stub Types default from the settings in File > Preferences > Printing) and **Number of Copies**, and then click **OK**. Verify/change the **Next Check Number**, and then click **Print**. If applicable, after all checks have printed, an additional print screen will display the number of advices to be printed. Select the **Printer**, **Check Type**, **Stub Type**(the Check and Stub Types default from the settings in File > Preferences > Printing) and **Number of Copies**, click **OK**, and then click **Print**.
9. At the payroll successfully posted message, click **OK**. If the pay run does not complete successfully, a "Payroll posting did not complete, the following steps remain" message will display and lists the specific parts of the posting process that have not completed and allows you to attempt the posting process again. You can also attempt the posting again from the List tab. The Status column will list pay runs as "Posting" if posting was attempted but not successful. These pay runs can be edited and posted again. If you do not see the "Posting" status pay runs on the List tab, change the filter to "No Filter".

Step D - Pay Liability Invoices Due

When a payroll is processed that deducts monies (taxes, child support deductions, etc.) which will in turn be paid to another party, the system will automatically create liability invoices for those amounts. The following steps explain how to select these invoices for payment and print the checks. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date.

1. On the **Processes** menu, point to **Payroll**, and then select **Pay Invoices Due**.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount
(B)	Minnesota Depar	\$ 300.04	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 300.04
(B)	State Bank of Re	\$ 158.11	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 158.11

Discounts Taken: Account: Amount: \$0.00


Total Due: \$458.15
Total To Be Paid: \$0.00
Vendors Paid: 0

Buttons: Post, Pay All, Reset, Expand Vendors, Expand Invoices, Options, Close

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
 - » In the **Company** box, enter the company name that you want to view open invoices for.
 - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
 - » In the **Filter** box, select Payroll Liabilities.
 - » There are three options available for the **Find By** field (**Findby Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the field.
 - » In the **Payment Date** field, enter the date to use on the checks.
 - » Verify the first .
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).
 - » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**. If you need to change the vendor for an unpaid invoice, either click the + sign until the individual vendor invoices display (the lowest level for a vendor) or click **Expand Invoices** to automatically display the individual invoices for a vendor, right-click on the individual invoice you want to change the vendor for and then select **Change Vendor**, enter the new vendor in the **Vendor** box, and then click **OK**.



Note: When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.

- » If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
 - 4. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
 - » Click on the **Pay All** button to select all invoices for all vendors displayed.
 - » To select all invoices for a single vendor, select the **Pay** box for that vendor
 - » To select individual invoices for a single vendor;
 1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.
 2. Put a check mark in the **Pay** box for each invoice that should be paid.
 - » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.
-  Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.
- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
 - 5. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.
 - 6. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
 - 7. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
 - 8. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
 - 9. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks will display and can be changed.. Select whether you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
 - 10. Click **Post** to save the payment transactions and print checks (if you selected to do so).
 - » If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen message displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved

and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." Check Stub detail lines will be in the same order as they were entered in the transaction grid.

- » If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

Processing a Pay Run/Pay Employees using Time Sheets

Time Sheets are used to enter time in and out detail for each employee. Pay Employees is used to process and print payroll checks. CenterPoint Payroll allows an unlimited number of open pay runs at any given time. Use these instructions if you would like to enter time in and out detail for each employee or will be importing time from a time-clock. Please refer to the Processing a Pay Run/Pay Employees document if you would like to create a pay run by entering total hours per employee or by copying a previous pay run.



See the [Default Earnings Time Sheet](#) procedure for more information.

[Step A - Enter Time Sheets](#)

[Step B - Create a Pay Run & Import Time Sheets](#)

[Step C - Verify Pay Run Information \(Optional\)](#)

[Step D - Process Pay Run/Print Checks](#)

[Step E - Pay Liability Invoices Due](#)

Step A - Enter Time Sheets

1. Select **Processes > Time Sheets** or **Processes > Payroll > Time Sheets**.

Employee Abbrevia...	Employee Last Name, First Name	Company Name	Total Amount
AppleS	Apple, Sam J	Alpine Sports	8400.00
AspenG	Aspen, George T	Alpine Sports	25697.50
BerryJ	Berry, Jerry S	Alpine Sports	0.00
CedarS	Cedar, Stacey C	Alpine Sports	0.00
CottonJ	Cottonwood, John Q	Alpine Sports	0.00
DouglasJ	Douglas, Jeanne Z	Alpine Sports	0.00
MapleT	Maple, Ted W	Alpine Sports	28000.00
OakG	Oak, Geraldine A	Alpine Sports	0.00
PinonF	Pinon, Frank R	Alpine Sports	22800.00
RedwoodT	Redwood, Tim X	Alpine Sports	0.00
SapS	Sap, Stella S	Alpine Sports	12600.00
SpruceJ	Spruce, Joanne A	Alpine Sports	11760.00

2. Select an employer and employee you want to add time sheets for.
3. Click **Add** (or click **Time Import** to import time detail from a time clock).

4. Right-click and select Add/Remove Columns to customize the time detail information that should display to your specifications.
5. Enter your time-in and time-out details by date.
 - » You can use Pay Defaults to make your time sheet entry easier.
 - » If you need to reduce the amount of the time sheet entry, enter hours into the **Breaks** column. This column is only available when using the start/stop times. For example, Start Time = 08:00, Stop Time = 17:00, Breaks = 1.5, Hours = 7.5 (calculated).
 - » If you need to delete a time sheet entry (date) on a time sheet, right-click and select Delete Row.
 - » The Tab key moves between fields.
 - » To move between hours and minutes on the start/stop times, press the space bar. By default, start and stop times are entered in military time format. If you would rather enter time in standard AM/PM format, go to **File > Preferences > Payroll > Time Sheets** and change the Time Format setting to AM/PM.
 - » If you want the Hours Offered and Hours Worked fields to auto-fill with default salary earning type hours, set the Default Hours for Salary Earning to Yes and verify/change the default hours in File > Preferences > Payroll > Salary Hours.
 - » If the Offered column is displayed in your grid and it is zero, it will be auto-filled with the entry you make in the Hours column. The total of the Hours Offered column for the selected employee will display in the Totals section in the Offered box.
 - » If you want to change the default expense account for an earning for a time sheet entry, it is not necessary to do that in Setup because an Expense Account column can be added to the Time Entry grid. This column is active when there is a single expense account associated with the earning and account distributions are not being used, otherwise the column is disabled and displays the first expense account associated with the earning entry. A single expense account selection is permitted in this column. Accounts selected in this column will override existing expense accounts with single entry at 100% distribution.

- » When you click the Detail button, the Time Entry Detail screen displays.
 - » On the Detail tab, you can enter details for columns that were not included on the grid. The items on this tab represent the Date, Earning, and units involved in calculating the pay. The units can be hours for hourly earnings, pieces for piecework, or gross receipts for tips. You also have the options to allocate the pay to a department (filled in by default from the employee record) and by project. The tab also includes a Notes field that can be used to add notes regarding this time entry. If the time sheet was imported from CenterPoint Time Clock, the Notes will display from notes entered in the time clock entry.
 - » The Accounting & Taxes tab display all the defaults that were setup on the Employee Detail screen for this earning. You can override the selections made by selecting to use an account distribution, dividing the labor cost among multiple accounts, selecting different profit centers/departments, production centers/locations, production year/tracking number 1, production series/tracking number 2, project, etc.



Note: If you want to change the default expense account for an earning for a time sheet entry, it is not necessary to do that on the Accounting & Taxes tab; an Expense Account column can be added to the Time Entry grid. This column is active when there is a single expense account associated with the earning and account distributions are not being used, otherwise the column is disabled and displays the first expense account associated with the earning entry. A single expense account selection is permitted in this column. Accounts selected in this column will override existing expense accounts with single entry at 100% distribution.

- » This tab also displays the defaults for taxes and includes the tax state for this employee, the SUTA state for this employee, and the worker's compensation class. (All of these are set up on the employee record and will default here.) They may be changed as necessary or if defaults were not entered in on the employee record, they can be entered here.
1. Verify the **Leave Available** grid. The grid displays one row for each active paid leave item associated with the selected employee, including how much of that leave is available for use. The available leave is for reference purposes only and does not adjust itself to reflect any leave hours entered into the Time Sheet grid.
 2. Use the green arrow buttons at the bottom of the screen to move to the next employee. When finished entering time, click **Save**.



Note: If earnings that require Hours to be Entered have no Hours, a "One or more earnings used require hours to be entered. Enter hours for these earnings or reconfigure them to not require hours to be tracked." message displays and the time sheet will not be saved.

3. Time sheets can be added to or changed by selecting the employer and employee you want to change on the List tab and then clicking **Add**.

Step B - Create a Pay Run & Import Time Sheets:

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**.

Number	Company	From	To	Pay Date	Net Pay	Status
00048	Alpine Sports	7/30/2010	8/5/2010	8/9/2010	2958.36	Open
00050	Alpine Sports	8/6/2010	8/19/2010	8/23/2010	3636.33	Open



Note: The List tab can be filtered to display specific information defined in a filter. Use the Current Filter field to select No Filter, the Default filter or a Custom filter. See the [About the List tab](#) topic for more information.

2. Click **New**.

Company: Alpine Sports Pay Date: 1/14/2017 Pay Run Number: 00053

1. Select Employees 2. Enter Pay 3. Special Adjustments 4. Totals 5. Prepayment Reports 6. Print Checks

Pay Run Information

Company: Alpine Sports Pay Period From: 01/02/2017 To: 01/14/2017

Bank Account: Checking Number: 00053 Pay Date: 01/14/2017

Deduction/Benefit Frequency: 1st Pay Period of the Month Extra Frequency:

Memo Line:

☐ Exclude Default Pay Amounts

Employees

Search For: By: Employee Abbreviation

Filtering

Employee Abbreviation	Employee Last Name, First Name
DouglasJ	Douglas, Joanne J
MapleT	Maple, Ted W
OakG	Oak, Geraldine A
PineR	Pine, Frank R
RedwoodT	Redwood, Tim X
SapS	Sap, Stella S
SpruceJ	Spruce, Joanne A

Employee Abbreviation	Employee Last Name, First Name
AppleS	Apple, Sam J
BerryJ	Berry, Jerry S
CedarS	Cedar, Stacey C
CottonJ	Cottonwood, John Q

Save Cancel Import Time Sheets Close

3. Under **Pay Run Information**, enter the pay run information:

- » **Company** - Select the company that this pay run is for.
- » **Bank Account** - Select the bank account that checks will be written from and direct deposits will be debited from.
- » **Number** - The default pay run number will be displayed. The default sequence number for this field is a six-digit number that will increment by 1 with each pay run.
- » **Deduction/Benefit Frequency** - Select the deduction/benefit frequency for this pay run.
- » **Pay Period From - To** - These dates should represent the work dates for the pay run for the selected company. The last entered pay run's dates for the selected company are used as a template to calculate the next pay run dates. For example, if your last entered pay run was for 6/01/20 - 6/14/20 with a pay date of 6/15/20, the next calculated pay period would be 6/15/10 - 06/28/10 with a pay date of 6/29/10.
- » **Pay Date** - Enter the date that will be printed on the checks.

- » **Extra Frequency** - If there are any additional deduction/benefit schedules that need to be included, select the frequency in this box. For example, the employer makes a one time contribution annually to fund a Health Savings account for the employees, this Special Pay Period is only selected the first pay period of the year.
- » **Memo Line** - Enter an optional memo. The memo entered here will appear in the Memo Line 1 field of any check/advice definitions that include the field (including the system-supplied checks.)

Alpine Sports
7432 W. Pine Creek Rd.
Mountain Lake, CO 80992

SIX HUNDRED THIRTY-FIVE & 37/100



Sam J. Apple
8723 Champion Way
Chicago, IL 60615


12/24/2010 00123 \$635.37

Merry Christmas... Everyone!

- » **Exclude Default Pay Amounts** - Select this check box if you do not want salary to automatically calculate for special pay runs such as bonus or commission pay runs. When the Enter Pay tab is selected, the earning Amount column value will be set to zero for the selected employees in the pay run.
- » **Do NOT Calculate Overtime** - Select this check box if you want to enter and process a pay run without any Calculated Overtime.

4. Under **Employees**, select the employees that you want to pay in this pay run.

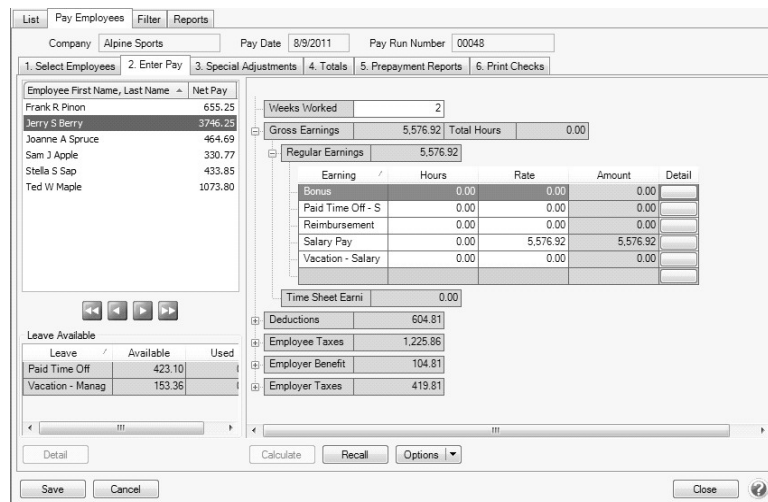
- » To select all employees, click  to move all employees to the right side of the screen.
- » To select a single employee, select the employee you want to pay, and then click  to move the employee to the right side of the screen.

- » To select multiple employees, hold the CTRL key while you make your selections and then click  to move the employees to the right side of the screen.



Note: You can set a filter to only see employees with time sheets entered. Click on the + to expand **Filtering** and select **Timesheets is Yes**.

5. Click **Import Time Sheets**.
6. Select the **2. Enter Pay** tab.



Employee First Name, Last Name	Net Pay
Frank R Pinon	655.25
Jerry S Berry	3746.25
Joanne A Spruce	464.69
Sam J Apple	330.77
Stella S Sap	433.85
Ted W Maple	1073.80

Leave	Available	Used
Paid Time Off	423.10	
Vacation - Manag	153.36	

Earning	Hours	Rate	Amount	Detail
Bonus	0.00	0.00	0.00	
Paid Time Off - S	0.00	0.00	0.00	
Reimbursement	0.00	0.00	0.00	
Salary Pay	0.00	5,576.92	5,576.92	
Vacation - Salary	0.00	0.00	0.00	
Time Sheet Earni	0.00			

Deductions	Amount
Deductions	604.81
Employee Taxes	1,225.86
Employer Benefit	104.81
Employer Taxes	419.81

7. Select an employee from the upper-left side of the screen.
8. The lower left side of the screen displays the Leave Available for this employee.



Note: Inactive leave will display in the Leave Available grid only if there is a positive balance of available leave for the item.

9. On the right side of the screen, in the **Weeks Worked** box, the value that displays is the Pay Period default for the employee from the Setup > Employees > Payroll tab. This value can be overridden at any time prior to processing the pay run with a value between 0 and 52 weeks; the value entered here will be passed along to Aatrix for tax reporting.
10. On the right-side of the screen, under **Regular Earnings**, enter any additional payroll data information not included on the time sheets. For example, pay for salaried employees.



Note: If you want to use prior pay run information for this employee (instead of entering time manually), click **Recall** to view a list of prior pay runs and select the pay run you want to use the pay run information from.



Click the Lookup icon in any of the boxes under Gross Earnings to select the earning, work shift, department, etc. from a list. You can also customize the data entry grid, right-click on the grid, select Add/Remove Columns, select the columns of detail you will need for time entry by selecting the check box next to each column name, click OK.



Note: If you are entering a third party sick pay pay run, see the information about third party sick pay in the [Third Party Disability Payments](#) procedure.



Note: If you want to require that a "management detail" (profit center/department, production center, project, production year/tracking field 1, or production series/tracking field 2) be entered on all pay run earning lines before the pay run be processed or be warned if a "management detail" is missing from a pay run earning line but continue to process the pay run, you can set the Profit Center/Department Pay Run Validation preference in **File > Preferences > Payroll > General** for the "management detail". If the **Skip Earnings Using an Account Distribution** preference is set to **Yes** the "management detail" pay run validation preference set to Required will be skipped for an earning using an Account Distribution.



Note: If you want to enter what you want the Net Pay for the check to be and have CenterPoint calculate the gross, add the optional Gross Up button to the Earnings section of the Enter Pay grid by right clicking and selecting Add/Remove columns. This button is active for fixed rate earnings only.

11. The information imported from time sheets is found under **Time Sheet Earnings**. Click the plus side to expand the section and verify the time sheet earnings; the Date, Hours, Rate, etc. for the time sheet appear as they were entered in Processes > Time Sheets.

The screenshot shows the 'Enter Pay' grid in the CenterPoint Payroll software. The grid is divided into several sections: 'Employee List' on the left, 'Gross Earnings' at the top, 'Time Sheet Earnings' in the middle, 'Deductions' below that, 'Employee Taxes', 'Employee Benefits', 'Fringe Benefits', and 'Net Pay' at the bottom. The 'Time Sheet Earnings' section is expanded, showing a table with columns for 'OT Period', 'Earning', 'Date', 'Hours', 'Rate', 'Amount', and 'Remove'. The table contains several rows of data, including 'Hourly Pay' for various dates in 2017. The 'Gross Earnings' section shows a total of 400.00. The 'Deductions' section shows a total of 20.00. The 'Employee Taxes' section shows a total of 47.50. The 'Employee Benefits' section shows a total of 10.00. The 'Fringe Benefits' section shows a total of 19.41. The 'Net Pay' section shows a total of 332.08.

12. If an imported time entry should be removed, click the **Remove** button in the specific row to be removed and then confirm the removal by clicking **Yes**. When the pay run is saved, the removed time entry will be available in Processes > Time Sheets. The time sheet can be modified and re-imported.
13. To verify or override **deductions, employer benefits, employee or employer taxes**, etc. expand each section by clicking the plus sign. If you change the amount of a deduction, employer benefit, employee or employer taxes, the Override check box will automatically be selected.
14. To verify the number of hours entered for the selected employee, view the **Total Hours** box on the right-side of the screen next to **Gross Earnings**.
15. Repeat Steps 7 - 13 for each employee in this pay run. To select the next, previous, last, or first employee from the upper-left side of the screen, you can select the employee by clicking the employee name or you can select the next employee in the list by clicking one of the selection icons under the employee list.

16. Click on the **3. SpecialAdjustments** tab if you need to do a minimum wage, hourly rate rounding, pay employee FICA, or break pay adjustment.

Special Adjustments

» Minimum Wage Adjustments

- » In situations where you have workers that get paid using piecework, it is necessary to make sure that they are also achieving minimum rate wages. Red Wing Software does not automatically update minimum wage rate changes for each state. You will need to do this manually. CenterPoint Payroll maintains the Federal minimum wage rate in Setup > Payroll Details > Minimum Wage Information. The minimum wage information is used to calculate optional minimum wage adjustments for employees not meeting state or federal minimum wage requirements. When the minimum wage adjustment is calculated, an additional earning is used to add the amount to meet the minimum wage adjustment. The total wages are compared to the hours worked multiplied by the minimum wage. If the employee has not earned at least minimum wage an adjustment is done and the amount is added to their earnings. For additional information, see the [Minimum Wage Adjustments](#) topic

- » On the left-side of the **Special Adjustments** tab, all employees will display. Select all of the employees by clicking on the first employee and then holding the Shift key while you click the last employee. Release the Shift key.
- » Click **Calculate**. The first time you click **Calculate**, you will be prompted to enter/select the Minimum Wage Adjustment earning, select the earning, and then click **OK**. If the Employer Pays Employee FICA check box was selected in Setup > Employees > Payroll tab for an employee, a Pay Employee FICA Adjustment will display for the amount of their Social Security and Medicare taxes. If an earning was not assigned at the Employer level, you will be prompted to enter a Gross Up Earning, select the earning, and then click **OK**.
- » By highlighting each employee on the list, the grid on the right-side of the screen will show you if any adjustment was made.
- » The Special Adjustments report can be previewed for the current pay run from this screen by clicking **Preview**. When clicked, any changes made to the pay run up to that point will be saved and the Special Adjustments report will display. Changes made to this version of the report will not be saved and cannot be stored as a favorite. If you want to customize this report, you should print the report via the Reports > Payroll Data Reports > Payroll Totals > Special Adjustments or Prepayment Reports tab instead.
- » When an adjustment is made, the earning and amount will display in the Pay Grid on the **2. Enter Pay** tab.

» Hourly Rate Rounding Adjustments

- » In situations where you have earning rates that extend beyond two decimal places or use fractional hours/pieces that may result in rounding discrepancies, the Hourly Rate Rounding adjustment can be used to correct the rounding discrepancy.
- » This adjustment is only made for hourly earnings of the same type and rate. For example, if a new time sheet is entered for each day worked, you may end up with

multiple earnings (of the same type and rate) in the pay run for an employee; and if a two decimal rate or fractional hours are entered, it's possible to calculate a different total earning amount for those earnings if all the hours are added up and multiplied by the Rate as opposed to adding up all the Hours x Rates rounded to 2 decimal places.

- » 8 hours are worked @ \$9.1253 for 5 days.
- » When the five time sheets are imported (because they are entered daily) there will be five earning entries, each with an Amount of \$73.00.
- » Total earnings = \$364.00; however, if those hours were summarized to 40 hours @ \$9.1253 the total would be \$365.01.
- » To track those rounded pennies, you can calculate an Hourly Rate Rounding Adjustment which will calculate any difference and add it to the earnings as an adjustment.



Note: This adjustment is only made for hourly earnings of the same type and rate.

» Pay Employee FICA Adjustment

- » CenterPoint Payroll can calculate an adjustment to allow the employer to pay an employee's FICA. This is commonly referred to as a Gross Up adjustment. For additional information, see the [Employee FICA Paid by Employer \(Gross Up Adjustment\)](#) topic.

- » Click on the **Special Adjustments** tab.
- » Check the box for **Pay Employee FICA Adjustment**.
- » Highlight the employee(s) you need to calculate the adjustment for. Hold down the **Ctrl** key while clicking to select more than one employee.
- » Click **Calculate**.
- » In the **Gross Up Earning** box, select the earning setup for Employer Paid Fica and click **OK**.
- » A line will be added to the grid for the Pay Employee FICA Adjustment. This amount will be added to the employee(s) pay. It will be equal to the employee tax calculated for Medicare and Social Security.
- » If desired, click **Preview** to see a report of all the adjustments that were calculated.

» Break Pay Adjustment

- » The break pay adjustment is used to compensate piece rate employees for rest periods separate from piece rate pay, for example, the Washington State Piece Rate Workers' law requires this adjustment. You can include only earnings associated with a specified state by selecting the state in the Tax State box. If no selection is made, the calculation will include all state's earnings. For additional information, see the [Processing Paid Breaks](#) topic.
- » Example: An employee's total piece rate earnings for the week is \$800.00 and worked for 40 hours, including the required two 10 minute rest-breaks each day (total of 10 required rest breaks in 5 days). The employee's regular rate would be $\$800.00 / (40 \text{ hours} - 100 \text{ minutes of required rest-breaks})$, which equals approximately \$20.87/hour, which is greater than the minimum wage rate. Therefore, in addition to the piece work pay of \$800.00, the worker would be entitled to be separately paid for the 100 minutes of required rest-breaks at the employee's regular rate of \$20.87/hour or approximately an additional \$34.78 for the week. Had the regular rate been less than the current minimum wage of \$9.47/hour, the regular rate would be adjusted up to the minimum wage.

17. The **4. Totals** tab is used to verify the total number of employees, net pay, taxes, benefits, and total liability. The screen also lists the total number of employees receiving checks and direct deposit advices with the net pay for each for the pay run.

The screenshot shows the 'Pay Employees' window with the 'Totals' tab selected. The window displays a table of payroll totals and summary statistics.

Name	Amount
Total Earnings	5,576.92
Total Deductions	604.81
Total Employee Taxes	1,335.78
Total Benefits	104.81
Total Employer Taxes	419.81

Summary Statistics:

- Totals**
 - Employees: 6
 - Net Pay: \$3,636.33
 - Taxes: \$1,755.59
 - Benefits: \$104.81
 - Total Liability: \$6,101.54
- Totals - Checks**
 - Employees: 6
 - Net Pay: \$3,636.33
- Totals - Advices**
 - Employees: 0
 - Net Pay: \$0.00

Buttons: Expand All, Collapse All, Save, Cancel, Close.

Step C - Verify Pay Run Information (Optional)

If desired, run a Payroll Prepayment report from the **5. Prepayment Reports** tab to verify data entry prior to posting and/or printing. Each report will automatically filter to the current pay run when selected. Select the report and click **Print** or **Preview** to display the report. Reports function as they do anywhere else in the system, supporting favorites and customization.



Note: The Reports tab will display as the default in the 5. Prepayment Reports tab even if the File > Preferences > Reports > General > Display Database Favorites is set to display the Favorites tab by default.

Step D - Process Pay Run/Print Checks

- Click the **6. Print Checks** tab.

The screenshot shows the 'Pay Employees' window with the 'Print Checks' tab selected. The window displays options for printing checks and advices.

Bank Account: Checking, 100000

Printing Information:

- ☒ Print Checks and Direct Deposit Advices
- ☐ Print Paper Checks For All Employees
- ☐ Assign Numbers Manually

Notice: You will be prompted for Check/Advice Numbers after selecting to Post & Print.

Printing Order:

- Abbreviation
- Department
- First Name
- Job Title
- Last Name
- Name

Posting Options:

- ☒ Accrue Leave
- ☒ Publish Pay Advices

☒ Process & Post/Print Together

Buttons: Post & Print, Save, Cancel, Close.

2. If you have both paper checks to be printed and employees that have direct deposit, under **Printing Information**, you will want to select the first option - **Print Checks and Direct Deposit Advices** (direct deposit advices will print only for those employees who have both the Active and Print Pay Advice check boxes selected in Setup > Employees > Direct Deposit tab). If none of your employees will be receiving direct deposit advices, select **Print Paper Checks for All Employees**, or if you are inputting an after-the-fact payroll, select **Assign Check Numbers Manually**. If you assign check numbers manually, you will be prompted to enter the check number for each employee, checks will not print.

If the Printing Information setting is changed during a pay run, you will be prompted to determine whether you want to save the setting for future pay runs.



Note: You will be prompted for check/advice numbers after selecting to Post & Print.

3. Under **Printing Order**, select the order you want to print checks and direct deposit advices by. Select the order in which the checks should process by moving the sort items from the list on the left to the list on the right, and then organizing the list from top to bottom.
4. Under **Posting Options**,
 - » Select the **Accrue Leave** check box to calculate leave for active employees. The Fixed Rate and Hours methods of leave can be calculated with pay runs. All other leave must be accrued through **Transactions > Leave > Calculate Paid Leave**.
 - » If you subscribe to **Publish Pay Advices** and you want to publish advices at the time you post payroll, select the **Publish Pay Advices** check box. See the [Publish Pay - New Installation](#) document for more information. If there are no advices in a pay run at the time a payroll is posted, you will not be prompted to publish pay advices, even if this box is selected.
5. If you wish to always process and post your pay run together, select the **Process & Post/Print Together** check box, and then click the **Post & Print** button.
OR
 If you do not want to process and post your pay run together, unselect the **Process & Post/Print Together** check box, and then click **Process**. You will receive a successfully processed message, click **OK**.
6. Click **Post & Print**.



Note: A "One or more employees included in this pay run have not had any earnings entered" message will display when any of the employees included in the pay run have not had any entered earnings (earnings with zero hours, pieces and amounts will generate the message). If you click Yes, the post will continue to process the pay run and if you click No the post will be canceled and the pay run can then be edited.



Note: If an entered pay date is in a locked period when you click Post & Print, you will receive a message. The pay run is processed, but not posted so you can unprocess and change the pay date if needed or unlock the period.

7. If you selected the Accrue Leave check box, and your employees have a leave category set to Calculate on a Pay Run, the Calculate screen will display.

- » Click **Calculate**. The employees that are in the pay run and that have the associated leave/leave category will display selected in the screen.

Abbreviation	First Name	Last Name	Leave	Eligibility Date	Years of Service	Year-to-date Hours Accrued
<input checked="" type="checkbox"/> AppleS	Sam	Apple	Paid Time Off	12/21/17	1.93	25.4
<input checked="" type="checkbox"/> BerryJ	Jerry	Berry	Paid Time Off	12/15/04	14.95	25.4
<input type="checkbox"/> CedarS	Stacey	Cedar	Paid Time Off	04/13/13	6.63	23.8
<input type="checkbox"/> CottonJ	John	Cottonwood	Paid Time Off	06/15/94	25.45	23.8
<input type="checkbox"/> DouglasJ	Jeanne	Douglas	Paid Time Off	07/14/08	11.37	23.8
<input type="checkbox"/> OakG	Geraldine	Oak	Paid Time Off	01/01/19	0.90	14.6
<input type="checkbox"/> RedwoodT	Tim	Redwood	Paid Time Off	08/14/10	9.29	23.8
<input type="checkbox"/> SapS	Stella	Sap	Paid Time Off	08/15/16	3.29	23.8

- » Click **Save**.
 » Click **OK**.

8. On the Printing screen, **About to begin printing # (the number of check that will print) checks**, click **OK to continue** screen, select the **Printer**, **Check Type**, **Stub Type** (the Check and Stub Types default from the settings in File > Preferences > Printing) and **Number of Copies**, and then click **OK**. Verify/change the **Next Check Number**, and then click **Print**. After all checks have printed, the Pay Advices will print (if applicable).
9. At the payroll successfully posted message, click **OK**. If the pay run does not complete successfully, a "Payroll posting did not complete, the following steps remain" message will display and lists the specific parts of the posting process that have not completed and allows you to attempt the posting process again. You can also attempt the posting again from the List tab. The Status column will list pay runs as "Posting" if posting was attempted but not successful. These pay runs can be edited and posted again. If you do not see the "Posting" status pay runs on the List tab, change the filter to "No Filter".

Step E - Pay Liability Invoices Due

When a payroll is processed that deducts monies (taxes, child support deductions, etc.) which will in turn be paid to another party, the system will automatically create liability invoices for those amounts. The following steps explain how to select these invoices for payment and print the checks. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date.

1. On the **Processes** menu, point to **Payroll**, and then select **Pay Invoices Due**.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount
(+) Minnesota Depar		\$ 300.04	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 300.04
(+) State Bank of Re		\$ 158.11	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 158.11

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
 - » In the **Company** box, enter the company name that you want to view open invoices for.
 - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
 - » In the **Filter** box, select Payroll Liabilities.
 - » There are three options available for the **Find By** field (**Findby Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the field.
 - » In the **Payment Date** field, enter the date to use on the checks.
 - » Verify the first .
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).
 - » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**. **Note:** When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.
 - » If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
4. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:

- » Click on the **Pay All** button to select all invoices for all vendors displayed.
 - » To select all invoices for a single vendor, select the **Pay** box for that vendor
 - » To select individual invoices for a single vendor;
 1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.
 2. Put a check mark in the **Pay** box for each invoice that should be paid.
 - » To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice. Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.
 - » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
5. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.
 6. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
 7. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
 8. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
 9. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks will display and can be changed.. Select whether you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.
 10. Click **Post** to save the payment transactions and print checks (if you selected to do so).
 - » If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen message displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." Check Stub detail lines will be in the same order as they were entered in the transaction grid.
 - » If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not

print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

Simple Overtime Processing for CenterPoint Payroll

The simple overtime calculation can be used if you have hourly employees getting paid one hourly rate of pay. When time sheets are imported the hours over the overtime threshold are moved from the time sheet to an Overtime Earning and calculated at the rate on the employees overtime earning, often that is time and a half. If you need to pay daily overtime, need to calculate an average rate for Overtime, if you use multiple overtime earnings, or if your overtime periods do not align with your pay periods, please see the topic [Advanced Overtime Processing for CenterPoint Payroll](#).

Follow the steps below to set up and calculate simple overtime pay:

[Step A: Create/Review the Manual Overtime Earning](#)

[Step B: Review/Assign the Manual Overtime Earning to Employees](#)

[Step C: Processing a Payroll with Calculated Overtime](#)

Step A: Create/Review the Manual Overtime Earning

- In **Setup > Payroll Details > Earnings**:
 - » If you are creating a new manual overtime earning, click **New** to create a new overtime earning code. This earning will be used to pay employees for their overtime pay.
 - » If you have an existing manual overtime earning, click **Edit** to verify that the type and expense account and that the earning is active.
- In the **Abbreviation** box, enter up to ten characters of information that you can easily identify the earning by. For example, HOT for Hourly Overtime Pay.
- In the **Name** box, enter up to 35 characters of required information that describes the earning.
- In the **Type** box, select **Manual Overtime**.
- In the **Method** box, select **Hourly**.
- In the **Expense Account** box, select the expense account for this earning. All pay calculated using this earning will be charged to this expense account.
- The **Active** check box will automatically be selected.

- At the Do you want to add the earning to employees, click **Yes**, select the employees to add the earning to, move them to the right side of the screen, and then click **Add**.

Step B: Review/Assign Overtime Earning to Employees

- Select **Setup > Employees**, select the employee that the overtime earning should be added to or reviewed for, and then click **Edit**.
- If you created a new earning, select **Setup** menu, select **Employees**, select the employee that the overtime earning should be added to, and then click **Edit**.
- Click the **Earnings** tab.
- On the lower-left side of the screen, make the overtime earning active by selecting the **overtime earning** you created/reviewed in Step A.
- Enter/verify the **Base Rate** and **Multiplier** to use to calculate the overtime rate.
- Click **Save**.
- Repeat steps 1-8 for each employee or if you want to update multiple employees at once:

Step C: Processing a Payroll with Calculated Overtime

- Enter time sheets in **Processes > Time Sheets** or **Processes > Payroll > Time Sheets**. Time sheets should total the hours worked including overtime, using the employee's regular hourly earning. They can be entered as a total or broken down by day or shift. You do not need to add any time sheets with the Overtime earning. For additional information see the [Processing a Pay Run using Time Sheets](#) document.
- Select **Processes > Pay Employees >** or **Processes > Payroll > Pay Employees**. Click **New**.
- Enter the pay run information on the **1. Select Employees** tab as usual.
- Click the **Import Time Sheets** button.
- Select the **Perform Simple Overtime** calculation to move the hours over the overtime threshold from the time sheet to the overtime earning specified for the employee(s) in the pay run. The setting will be saved as a preference and recalled for future time sheet imports. If you do not select the check box, the Don't prompt me again selection will display and if selected, the Import Time Sheets will not display.

- Select the overtime **Earning** that overtime hours should be calculated for employees assigned the earning.
- Enter the threshold number of **Hours Over** that should be moved to the overtime earning for overtime rate of pay calculation.
- In the **Period** box, select **Weekly** or **Bi-Weekly**. If you pay biweekly and choose 40 hours and weekly here, it will calculate overtime for any hours over 40 for each week. If you select 80 hours and biweekly, overtime will only calculate if the total hours for the two week period is over 80, even if employees work more than 40 hours in a single week.
- Click **Import**.

10. Select the **Enter Pay** tab and continue the pay run as usual. The example below displays an overtime calculation for weekly hours over 40. There are 6 hours of overtime at a rate of \$15 (the base rate of 10.00 multiplied by 1.5) for a total of \$90 of overtime. The last time sheet has been reduced from 8 hours to 2 hours of regular hourly pay.

The screenshot shows the 'Enter Pay' tab in the CenterPoint Payroll software. The window title is 'CenterPoint Payroll - SimpleOT - (Pay Employees)'. The main area displays a list of employees on the left and a summary of earnings and deductions on the right. The employee list shows 'Apple, Sam J' with a net pay of 90.00. The summary section shows 'Gross Earnings' of 490.00, 'Regular Earnings' of 90.00, and 'Time Sheet Earnings' of 400.00. The 'Overtime Earnings' section shows a total of 90.00. The 'Deductions' section shows a total of 40.95. The 'Leave Available' section shows a total of 26.64. The 'Overtime Earnings' table shows a total of 90.00, with a breakdown of 6 hours of overtime at a rate of 15.00 per hour.

OT Period	Earning	Hours	Rate	Amount	Detail
	Commissions	0.00	0.00	0.00	
	Hourly Pay	0.00	10.00	0.00	
	Overtime - Hourly	6.00	15.00	90.00	
	Paid Time Off - H	0.00	0.00	0.00	
	Payroll Advance	0.00	0.00	0.00	
	Vacation - Hourly	0.00	10.00	0.00	

OT Period	Earning	Date	Hours	Rate	Amount
Hourly Pay	04/26/2021	9.00	10.00	90.00	
Hourly Pay	04/27/2021	10.00	10.00	100.00	
Hourly Pay	04/28/2021	9.00	10.00	90.00	
Hourly Pay	04/29/2021	10.00	10.00	100.00	
Hourly Pay	04/30/2021	2.00	10.00	20.00	

OT Period	Earning	Hours	Rate	Amount
	Overtime Earnings	6.00	15.00	90.00

Deductions	Amount
Deductions	24.50
Employee Taxes	62.56
Employer Benefits	12.25
Employer Taxes	40.95

Leave Available	Available	Used
Leave	47.18	0.00
Paid Time Off	26.64	0.00

Advanced Overtime Processing for CenterPoint Payroll

The Advanced method of calculating overtime allows for complicated overtime calculations to meet a variety of overtime needs. Using specified overtime periods and calculation methods, it can accurately calculate OT for employees who are paid multiple hourly rates and need an average overtime wage calculated, daily, weekly, biweekly overtime or combinations thereof, overtime periods that do not align with pay periods, and much more. If your overtime needs are very simple, there is one hourly rate per employee and all hours over a threshold are considered overtime, please see the topic [Simple Overtime Processing for CenterPoint Payroll](#).

Follow the steps below to set up and calculate advanced overtime pay:

[Step A: Create a New Overtime Earning](#)

[Step B: Specify the Earnings Included in the Overtime Calculation](#)

[Step C: Assign the New Earning to Employees](#)

[Step D: Processing a Payroll with Calculated Overtime](#)

[Additional Information](#)

Step A: Create a New Overtime Earning

1. In **Setup > Payroll Details > Earnings**, click **New** to create a new overtime earning code. This earning will be used to pay employees for their overtime pay.
2. In the **Abbreviation** box, enter up to ten characters of information that you can easily identify the earning by. For example, OT for Overtime Pay.
3. In the **Name** box, enter up to 35 characters of required information that describes the earning.

4. In the **Type** box, select **Calculated Overtime**.
5. In the **ExpenseAccount** box, select the expense account for this earning. All pay calculated using this earning will be charged to this expense account.
6. The **Active** check box will automatically be selected.
7. Under the Earnings Detail section, enter the **Number of Days in an Overtime Period**. The default value is 7 days.
8. Enter the **Overtime Period Start Date** to set a specific period the calculations should start. This is the first day of the first overtime period that will be included in the first pay run where calculated overtime is used. For example, if overtime is calculated weekly Sunday - Saturday, the Overtime Period Start Date must be set to Sunday or if overtime is calculated biweekly Wednesday - Tuesday, the Overtime Start Date must be set to a Wednesday of the right numbered week.
9. If you calculate overtime for a period (not daily), select the **Period Rates** tab. Enter your specific overtime calculation settings by using the Hours Over, But Not Over, and Multiplier settings.
 - » For example, overtime is paid at 1.5 times the regular rate when an employee works over 40 hours. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Period Rates		
Hours Over	But Not Over	Multiplier
40.00	999.99	1.50

- » Or, overtime is paid at 1.5 times the regular rate when an employee works from 40 -50 hours and 2.00 times the regular rate for all hours over 50 hours. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Period Rates		
Daily Rates		
Hours Over	But Not Over	Multiplier
40.00	50.00	1.50
50.00	999.99	2.00

10. If you calculate overtime daily, select the **Daily Rates** tab. Enter your specific overtime calculation settings by using the Hours Over, But Not Over, and Multiplier settings.



Note: For daily overtime to be automatically calculated by CenterPoint, all earnings that are included in overtime calculations must be entered on time sheets.

- » For example, if you pay overtime when an employee works more than 8 hours in a day at 1.5 times the regular rate. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Period Rates		
Daily Rates		
Hours Over	But Not Over	Multiplier
8.00	24.00	1.50

- » Or, if you pay overtime when an employee works more than 8 hours but not more than 12 hours in a day at 1.5 times the regular rate and 2.00 times the regular rate for all hours over 12. The regular rate is the average of the rates paid on any earnings with the Calculate Overtime check box selected (see Step B). Enter the information below in the tab:

Period Rates		
Daily Rates		
Hours Over	But Not Over	Multiplier
8.00	12.00	1.50
12.00	24.00	2.00



Note: When non-exempt salary employees are paid with a Salary type earning marked to calculated overtime, the Hourly rate is calculated for the Salary earning using the Annual Salary divided by the Annual Hours set in File > Preferences > Payroll > Salary Hours instead of using an average to calculate the regular rate for Hourly earnings.



Note: You can create multiple calculated overtime earnings if you have employees that have different overtime calculations. For example, most employees are paid weekly overtime, but some employees with Flexible Schedules have 14 day overtime periods or employees that work three 12 hour days are handled differently than employees that work 8 hour days.

11. Click **Save**.

Step B: Specify Earnings Included in Overtime Calculation

1. In **Setup > Payroll Details > Earnings**, select the earning that should be included to calculate overtime, and then click **Edit**. For example if you automatically calculate overtime on Hourly Pay, select your hourly pay earning.
2. Select the **Include in Calculated Overtime** check box .
3. Click **Save**.
4. Repeat for any additional earnings that need to be included in overtime calculations. (For example, regular hourly, piece rate, commissions. Examples of earnings usually NOT included are vacation, PTO, and salary earnings).

Step C: Assign the New Earning to Employees

1. On the **Setup** menu, select **Employees**, select the employee that the overtime earning should be added to, and then click **Edit**.
2. Click the **Earnings** tab.
3. On the left side of the screen, select your Employer.

4. On the right side of the screen, in the **Overtime Earning** box, select the overtime earning you created in Step A.
5. On the lower-left side of the screen, make the overtime earning active by selecting the **overtime earning** you created in Step A.
6. Click **Save**.
7. Repeat steps 1-6 for each employee or if you want to update multiple employees at once:
 - » **Add Overtime Earning** - Select the employees on the List tab, click **Mass Update**, select **General**, select **Calculated Overtime Earning**, and specify the earning.
 - » **Make Overtime Earning Active**: Select the employees on the List tab, click **Mass Update**, select **Earning**, select the **overtime earning** you created in Step A, select **Active**, and then click **Yes**.

Step D: Processing a Payroll with Calculated Overtime

The calculation of automatic overtime occurs during the Pay Employees process. For step-by-step instructions on processing a payroll see the [Pay Employees](#) topic.

1. Select **Processes > Pay Employees > or Processes > Payroll > Pay Employees**. Click **New**.
2. Enter the pay run information on the **1. Select Employees** tab and **2. Enter Pay** tabs as usual. When earnings that are included in an overtime calculation (Step B) are included:
 - » An OT Period column displays in the Regular Earnings section that displays the periods based on the Overtime Start Date/Period Days for the Overtime Earning and the Start/End Dates for the pay run.
 - » An Overtime Earnings section displays the total of the calculated overtime pay. Calculated overtime earnings are included in the Gross Earnings, but overtime hours are not included in "Total Hours" for gross earnings.

Prepayment Reports 6. Print Checks

Weeks Worked: 1

Gross Earnings	1,025.00	Total Hours	95.00	Total Offered	0.00
Regular Earnings	950.00				

OT Period	Earning	Hours	Rate	Amount	Detail
	Break Pay	0.00	0.00	0.00	
	Commissions	0.00	0.00	0.00	
04/04 - 04/10	Hourly Pay	55.00	10.00	550.00	
04/11 - 04/17	Hourly Pay	40.00	10.00	400.00	
	Minimum Wage A	0.00	0.00	0.00	
	Paid Time Off - H	0.00	0.00	0.00	
	Payroll Advance	0.00	0.00	0.00	
	Piece Rate Pay	0.00	10.00	0.00	
	Vacation - Hourly	0.00	10.00	0.00	

Time Sheet Earnings: 0.00

OT Period	OT Type	Hours	Average Rate	OT Hours	Multiplier	OT Rate	OT Pay
04/04 - 04/10	Period	55.00	10.00	15.00	1.50	5.00	75.00

Deductions	51.25
Employee Taxes	191.60
Employer Benefits	25.63
Employer Taxes	85.65

Calculate Recall Options

Close



Note: For daily overtime to be automatically calculated by CenterPoint, all earnings that are included in overtime calculations must be entered on time sheets.

- » Time imported from time sheets and time entered in the Regular Earnings are both included in Period Overtime. Daily Overtime is only calculated on Time Sheet earnings.
- » Fixed rate earnings such as Commissions that have no hours entered are still used to calculate an average rate to determine the Overtime Rate.
- » Depending on your overtime periods and how often you pay, some hours may be entered into an overtime period that is not yet complete. These hours will be used to determine overtime pay on the pay period where the overtime period is completed. For example, 7 day overtime periods with semi-monthly pay periods. Pay periods will have 15 or 16 days where there are days at the beginning of the overtime period from the previous pay run that will be included in overtime calculation on this pay check and days at the end that will go towards an overtime period that will be paid on the next check.
- » When a Special Adjustment earning (for example, break pay) is added to an employee's pay that is marked to be included in Calculated Overtime, the adjustment will automatically be included in the overtime calculation and added to the first available overtime period.

Additional Information

- » To display the overtime on check stubs, select **File > Preferences > Payroll > Printing - Checks**, select the Database tab, in the **Select Stub Type** box, **Standard With Overtime & Benefits**, and then click **Save**.
- » If you wish to add overtime information to custom checks/stubs, there are two available fields in **Setup > Forms Designer > Check Stub Designer** and **Check Designer**; **Overtime Hours Total** (the sum of all overtime earnings for the pay run) and **Regular Hours** (Hours Total - Overtime Hours Total).
- » To report on calculated overtime, use the following reports in **Reports > Reports > Payroll Data Reports > Earnings**:
 - » **Calculated Overtime Pay** - Displays overtime pay that is automatically calculated by CenterPoint.
 - » **Calculated Overtime Detail** - Displays the earnings that have been used to calculate system generated overtime and the overtime pay that has been calculated. Note: If you have Overtime Periods where the start and end dates fall outside of your pay period dates you will want to use the Overtime Period End Date filter and set your Pay Date filter to <All> for accurate results.
- » An Overtime Hours column can be added to the following reports in Reports > Reports > Payroll Data Reports > Payroll Register::
 - » Payroll Register with Pay Detail.
 - » Payroll Register Totals.
 - » Payroll Prepayment (Detail)
 - » Payroll Totals by Department
 - » Employee Pay Register (Detail)
 - » Employee Pay Register (Summary)
 - » Employee Pay Register by Department (Summary)
 - » Employee Pay Register by Department (Detail)
- » An Available Overtime Hours column can be added to the following reports in Reports > Reports > Payroll Data Reports > Earnings:
 - » Earnings
 - » Employee Earnings
 - » Earnings Detail

and in Reports > Reports > Payroll Data Reports > Payroll Prepayment > Employee Earnings Prepayment.

Time Import

Time Import is an additional payroll module that is purchased separately. It allows you to import time worked from any time entry program that can output an ASCII file.

The system reads the time entry program) ASCII input file and updates the CenterPoint Payroll time sheets. Once posted, you can list, modify, add or remove transactions from the Processes > Time Sheets screen, just as though they were entered directly into CenterPoint Payroll.

Step 1: Create a Time Import Definition (One time setup)

Option 1: Create a New Time Import Definition

Option 2: Import an Existing Time Import Definition (E2 Shop Tech, Hand Trak, Time Plus users)

Step 2: Import Time from a Time Entry Program

Prerequisite

You must have the Time Import module purchased and registered in the module configuration manager (File > Administration > Module Configuration Manager) prior to starting this process.

Step 1: Create a Time Import Definition (One time setup)

A Time Import Definition defines what will be imported from the time entry program and what fields should be brought into CenterPoint Payroll. You can create a definition to match the ASCII file produced by your time entry program.



Note: If hours for multiple earnings are in different columns in the Time entry program file, multiple import definitions will need to be created.

Option 1: Create a New Time Import Definition

1. Select **Setup > Payroll Details > Time Import Definitions**. Click **New**.

General tab

2. Enter a **Name** for your import definition.
3. Select the **File Format** of the file created by your time entry program (Import File).
 - » **Fixed Width** - Each record is a fixed length but the record is followed by a CR/LF pair of characters.
 - » **Fixed Width Random Access** - No CR/LF pairs at the end of each record and no field separators within each record.
 - » **Delimited** - All fields are separated with a user defined character (normally a comma) and the records are followed with a CR/LF pair of characters.

4. In the **Start Import At Row** box, enter the record number on your import file that CenterPoint Payroll should start the import at. Typically imports start on row 1 if there is no header record or row 2 if a header record exists in the import file.
5. In the **Import File** box, enter the default location of the import file. This is optional.
6. The **File Layout Information** portion of the screen will differ depending on what **File Format** was selected.
 - » **Fixed Width** - This section is blank, there is no additional information needed.
 - » **Fixed Width Random Access** - In the record length box, enter the defined record length. Since random access files are created as one long string of characters that have no identifiers between the file records, you must define the length of each record.
 - » **Delimited** - Under Delimiters, select the delimiter character. If the delimiter character is comma, select the **Text Qualifier** character.

Definition tab

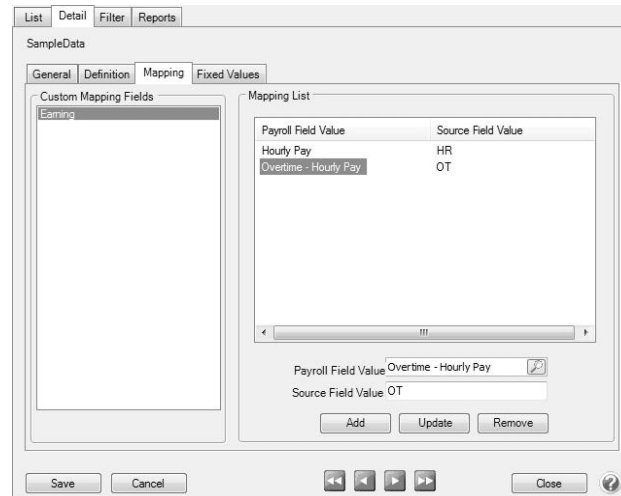
7. Click the **Definition** tab to set the mapping definitions. The mapping definition is used to specify how fields in your Import File relate to fields in CenterPoint Payroll.

8. On the left side of the screen, select the CenterPoint Payroll fields that will need to be imported from your import file. Once a field is selected on the left, the **Field Information** is displayed on the right side of the screen.
 - » **Payroll Map Field** - Select the property you want to map to. The options vary depending on the field selected. For Example, if the Employee code in your import file is the same as the Employee Abbreviation in CenterPoint, select Abbreviation. If the code from your entry program does not match anything in CenterPoint select Custom Mapping. If this field is not in your import file, but you want to assign the same value for every record, select Fixed Value.
 - » **Source Format** - Only available on certain fields. For example, Date will allow you to select the date format.
 - » **Implied Decimal** - Only available if Implied Decimal is selected for Source Format. Enter the number of places reserved for numbers right of the decimal in your import file.
 - » **Source Field Number** - Available for Delimited file formats. Enter the field or column number for this item in your import file. For example, if Employee is the 2nd field in your import file, enter 2.

- » **Source Field Value** - Available for either fixed width file format. In the start box, enter the starting position for this field. In the Length box, enter the number of characters in that field.

Mapping tab

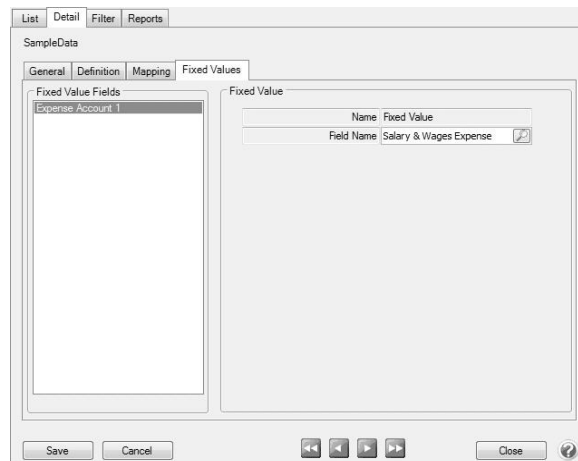
9. If **Custom Mapping** was selected in the **Payroll Map Field** for any imported items, click the **Mapping** tab to assign your own designation of time codes to CenterPoint Payroll items.



10. Under **Custom Mapping Fields**, select the item you assigned the custom mapping property to. In this example, Earning.
11. In the **Payroll Field Value** box, select the CenterPoint Payroll field value you want to map. In the Earning example, Payroll Field Values would be Hourly, Salary, Overtime, etc.
12. Enter the **Source Field Value** for this field exactly as it appears in your import file. For example, if Overtime is on your import file as OT, enter OT.
13. Click **Add** to add this mapping.
14. Repeat steps 11 - 13 for each possible value for the field. For example, add all your possible earning codes.
15. Repeat steps 10 - 14 for each custom mapping field.

Fixed Value

16. If **Fixed Value** was selected in the **Payroll Map Field** for any imported items, click the **Fixed Values** tab.

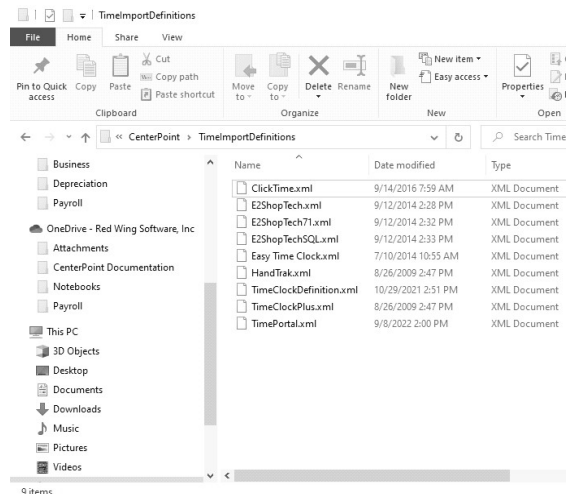


17. For each **Fixed Value Field**, enter the **Field Name** that should be imported for every record.
18. Click **Save**.

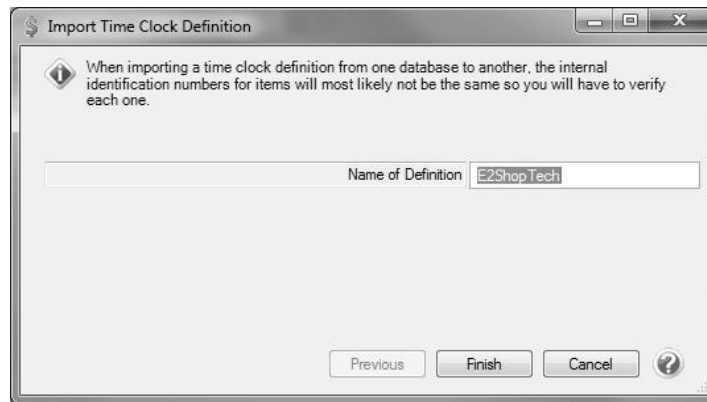
Option 2: Import an Existing Time Import Definition

CenterPoint Payroll has predefined definitions for commonly used time entry programs including E2 Shop Tech, Hand Trak, Time Portal, and Time Plus. Instead of creating a new Time Import Definition as described in Option 1, these definitions can be imported. You can also import a definition that was exported from a different database, or if Red Wing Software Technical Support sent you a custom Time Import Definition File.

1. Select **Setup > Payroll Details > Time Import Definitions**. Click **Import Definition**.



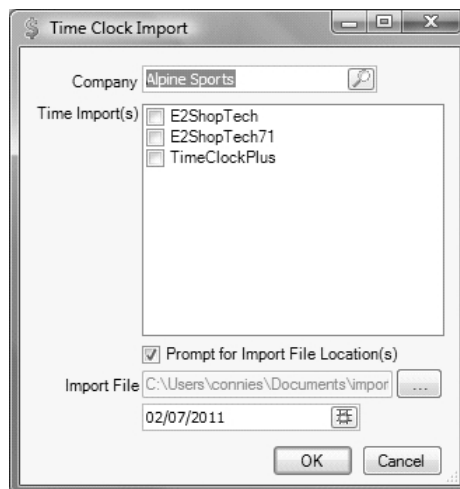
2. Select the Definition you wish to import and click **Open**. If you are using E2 Shop Tech and your employee codes have 3-digits, select E2ShopTech. If your employee codes have 4-digits select E2ShopTech71. If you are importing a different file, select the location on your computer where that file is saved.
3. Follow the on-screen instructions on the **Import Time Definition** screen. Normally changes are not needed and you can click **Next** or **Finish**.

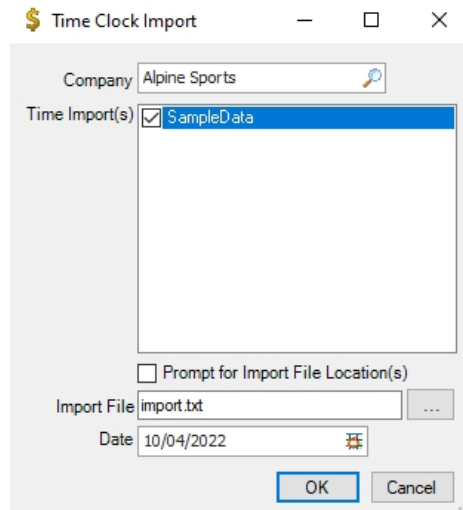


4. Click **OK** when the Definition has imported successfully.

Step 2: Import Time from a Time Entry Program

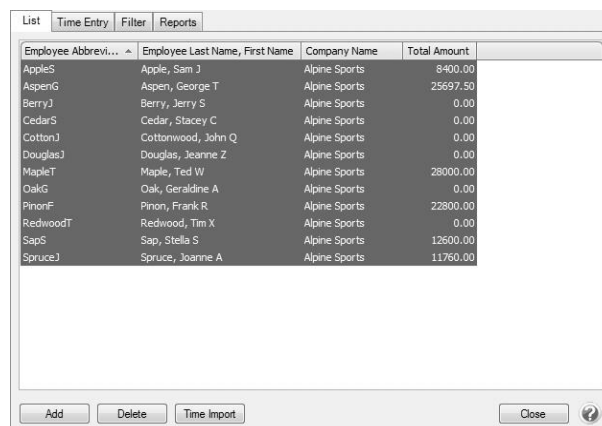
1. Export time from your time entry program. This will create your import file. Be sure to note where the file was saved to and what it was named. If you need assistance with creating the ASCII file, please contact the time entry program provider.
2. Select **Processes > Time Sheets**. Click **Time Import**.





The 'Time Clock Import' dialog box is shown. It has a title bar with a dollar sign icon and the text 'Time Clock Import'. The 'Company' field is set to 'Alpine Sports'. The 'Time Import(s)' section has a list box with 'SampleData' selected and checked. Below this is an unchecked checkbox labeled 'Prompt for Import File Location(s)'. The 'Import File' field contains 'import.txt' with a lookup button to its right. The 'Date' field contains '10/04/2022' with a calendar icon to its right. At the bottom are 'OK' and 'Cancel' buttons.

3. Select the **Company**.
4. All available Time Import Definitions display. Select the **Time Import(s)** that you want to process (multiple imports are processed in succession). Your selections will be recalled the next time you perform a Time Import.
5. Select the **Prompt for Import File Location(s)** check box to be prompted for the location of the selected Time Import Definition as it is processed. If the check box is not selected, imports use the location specified in the Time Import Definition.
6. If specified in your Time Import Definition, the **Import File** location will fill in automatically. If not, use the Lookup button to select the correct import file.
7. If your Time Import Definition does not include the date worked information, a **Date** field will display. Enter the date you want to use on the time sheets.
8. Click **OK**.
9. Click **OK** when the Time Import Successful message displays. If the selected Time Import Definition fails, remaining Definitions will be processed and a summary of failed definitions display after all import processes are complete.
10. You can now modify the time sheets created by the import by selecting an employee's name and clicking **Edit**.
11. To print a report to review the time sheet entries, select **Reports > Reports > Payroll Data Reports > Time Sheets**.
12. If necessary, you can delete the imported time so it can be re-imported.
 - » Select **Processes > Time Sheets**.



The 'Time Sheets' report window is shown with tabs for 'List', 'Time Entry', 'Filter', and 'Reports'. The 'List' tab is active, displaying a table with the following data:

Employee Abbrevi...	Employee Last Name, First Name	Company Name	Total Amount
AppleS	Apple, Sam J	Alpine Sports	8400.00
AspenG	Aspen, George T	Alpine Sports	25697.50
BerryJ	Berry, Jerry S	Alpine Sports	0.00
CedarS	Cedar, Stacey C	Alpine Sports	0.00
CottonJ	Cottonwood, John Q	Alpine Sports	0.00
DouglasJ	Douglas, Jeanne Z	Alpine Sports	0.00
MapleT	Maple, Ted W	Alpine Sports	28000.00
OakG	Oak, Geraldine A	Alpine Sports	0.00
PinonF	Pinon, Frank R	Alpine Sports	22800.00
RedwoodT	Redwood, Tim X	Alpine Sports	0.00
SapS	Sap, Stella S	Alpine Sports	12600.00
SpruceJ	Spruce, Joanne A	Alpine Sports	11760.00

At the bottom of the window are buttons for 'Add', 'Delete', 'Time Import', and 'Close'.

- » Select the employees you wish to delete time from. Multiple employees can be selected by holding the **Ctrl** key on your keyboard while you click. To select all employees, highlight the first name on the list, hold the **Shift** key and select the last name.
- » Click **Delete**. Time can now be imported again.

Setup & Processing of Tips

Cash tips may be paid directly from a customer to an employee. Another way a tip may be paid is by the employee's employer from a tip paid to the employee by the customer by way of credit card or check (an employer may choose to hold these types of tips and track the amounts in a Liability Account until the credit card or check payment has cleared). From a tax reporting point-of-view tips should be handled the same in both cases. Tips are not wages paid by an employer to an employee. The employer is only an intermediary in the exchange from the customer to the tipped employee. Employee tips are normally included during payroll processing in order to properly calculate taxes. A tips earning will allow you to enter the employee's reported tips so taxes are calculated on the correct gross wages without increasing the employee's net pay.

[Step A - Setup Tips Earning\(s\)](#)

[Step B - Assign Tips Earning to Employees](#)

[Step C - Enter Tips on a Pay Run](#)

[Step D - Tip Shortfall Allocation \(optional - only if using Direct Tips\)](#)

[Examples of Paying Tips in CenterPoint](#)

Step A - Setup Tips Earning(s)

1. Select **Setup > Payroll Details > Earnings**. Click **New**.
2. Enter the **Abbreviation** and **Name** for this earning, for example Tips.
3. Select **Tips** in the **Type** field.

The screenshot shows the 'New' setup screen for a Tips Earning in CenterPoint Payroll. The screen is divided into several sections:

- General** tab is selected.
- Earning Information** section:
 - Abbreviation: Tips
 - Name: Tips
 - Type: Tips (dropdown)
 - Method: Fixed Rate (dropdown)
 - Expense Account: (empty)
 - Work Shifts Apply: ☐
 - Include in Minimum Wage Calculation: ☒
 - Subject to Adverse Effect Wage Rates (AEWR): ☐
 - Author: (empty)
 - Active: ☒
- Earning Detail** section:
 - Base Rate: \$0.00
 - Multiplier: 1.00
 - Rate: \$0.00
 - Requires Hours To Be Tracked: ☐
 - Include in Employee's Net Pay: ☐
 - Liability Account: (empty)
 - Include In Calculated Overtime: ☐
 - Allocation Rate: 0.00
 - Tip Shortfall Allocation:
 - ☒ Tips (No Allocation of Tip Shortfall Required)
 - ☐ Indirect Tips (IRS Form 8027 Required)
 - ☐ Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8)
- Additional Notes** button at the bottom right.
- Save** and **Cancel** buttons at the bottom left.
- Close** button at the bottom right.

4. If you plan to hold employee tips until a credit card payment or check that generated the tip clears but want to include the tip amount in the net pay so taxes can be calculated, select the **Include in Employee's Net Pay** check box.
5. If you selected the Include in Employee's Net Pay check box, select the **Liability Account** that you want to use to track the amount of the tips payable to your employee's so you can pay them on a future check.



Note: The Liability Account used for this earning must be an Other Current Liability Account Category and cannot be a Payroll Liability Account Category.

6. In the **Earning Detail**, specify the method to be used for this tips earning:
 - » **Tips (No Allocation of Tip Shortfall Required)** - If you are not required to submit IRS Form 8027 or allocate tip shortfall to W-2 Box 8 you can use this method.
 - » **Indirect Tips (IRS Form 8027 Required)** - Tips not received directly from a customer. For example, tips a busboy or dishwasher receives from a wait person.
 - » **Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8)** - Tips received directly from a customer, such as tips received by a wait person or bell person. The only time you would need to use this Tip Earning Type is if you are required to file IRS Form 8027 and allocate tip shortfall to W-2 Box 8.
7. If you selected **Direct Tips**, enter the **Allocation Rate**. The standard allocation rate is 8%. Enter **8.00** (for 8.00% or other negotiated rate).
8. Select the **Taxes** tab. Specify the taxes that should and should not be calculated on these tips. For more information on how to use the Taxes tab, refer to the *Earnings* topic.
9. Click **Save**.
10. If you have more than one type of tips, such as direct and indirect, repeat Steps 1 - 5 for each tip earning you will need.

Step B - Assign Tips Earning to Employees

1. Select **Setup > Employees**. Highlight the employee that will be receiving tips and click **Edit**.
2. Select the **Earnings** tab.
3. In the upper left, select the **Employer**. In the lower left-hand box check the box for the **Tips** earning. This will add the earning to the employee. It will automatically be displayed below the employer once it is selected in the lower left box.



Note: if you would like to distribute this tips earning to a profit center, click on the tips earning below the employer and specify the **Earning Details** to the right.

4. Click **Save**.
5. Repeat Steps 1 - 4 for each employee who receives tips.

Step C - Enter Tips on a Pay Run

Processing a pay run with tips is the same as any other pay run. Please refer to the topics for step-by-step instructions.

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees** and enter the pay run as usual.
2. On the **2. Enter Pay** tab, enter the employees' pay, including tips. Enter the total amount of tips reported in the **Rate** column for the Tips earning.

3. If using **Direct Tips**, enter the employee's **Gross Receipts** for the pay period. To add **Gross Receipts** as a column, right click and select **Add/Remove Columns**. Check the box for **Gross Receipts** and click **OK** or you

can click the **Detail** button and in the **Gross Receipts** box, enter the employee's gross receipt. It is not necessary to enter gross receipts for indirect or non-allocated types of tips.

4. If you prefer, tips can also be entered using **Time Sheets**.

Step D - Tip Shortfall Allocation (Step D is only for those who selected "Direct Tips" as the method in Step A)

If you use direct tips, the **Tip Shortfall Allocation** is required. This will calculate a shortfall if the total reported tips are less than the total gross receipts multiplied by the allocation rate entered on the tips earning in Setup > Payroll Details > Earnings. This amount is reported in Box 8 of the W-2 and on employer IRS form 8027.

1. Select **Processes > Tip Shortfall Allocation** or **Processes > Payroll > Tip Shortfall Allocation**.

Abbreviation	First Name / Last Name	Gross Receipts	Reported Tip Amount	Allocated Shortfall Amount
AppleS	Sam Apple	\$ 2,000.00	\$ 150.00	\$ 10.00

Gross Receipts: \$2,000.00
 Total Direct Tips Reported: \$150.00
 Total Indirect Tips Reported: \$0.00
 Total Allocated Shortfall: \$10.00

2. Select a **Tips Reported Through** date. This defaults to the last day of the current month, but can be changed.
3. Select your **Employer**.
4. Click the **Load Grid** button.



Note: The grid will display directly tipped employees only. The Gross Receipts and Reported Tip Amount columns will display the total amounts of all pay runs for the beginning of the calendar payroll year through the Tips Reported Through date. For example, you enter 10/31/22 as the Tips Reported Through Date, CenterPoint Payroll will use 01/01/22 as the beginning date for determining tip shortfall data.

5. Review the information for each employee. If necessary, the Gross Receipts amount can be changed. The employee's reported tip amount cannot be changed on this screen.
6. Click the **Allocate** button to calculate any shortfall amounts.
 - a. The Total Direct Tips will display. This is the amount that will be used for the allocations.
 - b. If you entered any earning codes for an employee pay run during the tips reported through date with an indirect tips method, the Total Indirect Tips will display. This amount is not used for the allocations.
 - c. The Total Allocated Shortfall will display the total amount that was reported as tip shortfalls. Each employee will display an individual shortfall in the Allocated Shortfall Amount Column. This is the amount that will

display in Box 8 on the employee W-2 forms and will add to the amount reported on the Employer IRS Form 8027.

- Click **Save**. You can then get a report of the calculated shortfalls by selecting **Reports > Reports > Payroll Tax Data Reports > Tip Shortfall Allocation**.

Advance Pay To Employees

A payroll advance is a receipt of pay prior to your next regular pay check which is then repaid through a payroll deduction on future payroll checks.

[Step A: Create an Advance Earning \(one-time setup\)](#)

[Step B: Create an Advance Repayment Deduction \(one-time setup\)](#)

[Step C: Assign the Advance Earning & Repayment Deduction to the Employer](#)

[Step D: Assign the Advance Earning & Repayment Deduction to the Employee](#)

[Step E: Process a Payroll Advance](#)

[Step F: Process Repayment of a Payroll Advance](#)

Prerequisite

An Account must be setup (Setup > Accounts > Accounts) with a type of "Asset" and a category of "Payroll Advances", prior to processing Pay Advances.

Step A: Create an Advance Earning (one-time setup)

The Payroll Advance Earning will be used to process and track payroll advances to employees.

- Select **Setup > Payroll Details > Earnings**. Review the list to see if a Payroll Advance earning already exists. If it does, continue to Step B. If not, click **New** to add a new Earning.

The screenshot shows the 'Earnings' window with the 'Detail' tab selected. The 'Payroll Advance' section is active, showing the following fields:

- Earning Information:**
 - Abbreviation: PayAdvance
 - Name: Payroll Advance
 - Type: Payroll Advance (dropdown)
 - Method: Fixed Rate (dropdown)
 - Expense Account: Payroll Advance
 - Work Shifts Apply: ☐
 - Author: Red Wing Software
- Earning Detail:**
 - Effective Date: 01/01/2006
 - Base Rate: \$0.00
 - Multiplier: 1.00
 - Rate: \$0.00
 - Requires Hours To Be Tracked: ☐
 - Tips (No Allocation of Tip Shortfall Required): ☒
 - Indirect Tips (IRS Form 8027 Required): ☐
 - Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8): ☐
 - Allocation Rate: 8.00

Buttons at the bottom include 'Save', 'Cancel', navigation arrows, 'Additional Notes', and 'Close'.

2. Enter an **Abbreviation** and **Name** to easily identify this earning.
3. Select a **Type** of Payroll Advance and a **Method** of Fixed Rate.



Note: When you select Payroll Advance as the Type, the taxes and deductions & benefits are changed so no taxes will be calculated on these earnings.

4. In the **Expense Account** field, select your asset account for Payroll Advances (see Prerequisite). "The selected account is not of the expected type. Use this account anyway?" pop-up message will display. Click **Yes** to accept.
5. Select the **Taxes** tab and verify that it says Exclude.
6. Click **Save**.

Step B: Create an Advance Repayment Deduction (one-time setup)

The Advance Repayment Deduction will be used to track the repayment of an advance.

1. Select **Setup > Payroll Details > Deductions & Benefits**. Review the list to see if a Payroll Advance deduction already exists. If it does, continue to Step C (Assign the Advance Earning & Repayment Deduction to the Employer). If not, click **New** to add a new deduction.

The screenshot shows the 'Deductions & Benefits' window with the 'Payroll Advance Repayment' tab selected. The 'General' sub-tab is active, displaying the following fields and values:

- Deduction / Benefit Information:**
 - Abbreviation: PayAdvance
 - Name: Payroll Advance Repayment
 - Type: Payroll Advance Repayment
 - Contributor: Employee
 - Liability Account: Payroll Advance
 - Expense Account: (empty)
 - Effective Date: 01/01/2006
 - Author: Red Wing Software
- Employee Detail:**
 - W-2 Box - Options: (empty)
 - Employee Method: Fixed Amount
 - Schedule: Monthly Pay Periods 1,2,3,4, and
 - Rate: 0.00000000
- Employer Detail:**
 - W-2 Box - Options: (empty)
 - Employer Method: % of Gross Employee Deduction
 - Schedule: Monthly Pay Periods 1,2,3,4, and
 - Rate Table:

From	Up To	Match
0.0000%	100.0000%	0.0000%

At the bottom, there are buttons for 'Save', 'Cancel', 'Close', and 'Additional Notes'.

2. Enter an **Abbreviation** and **Name** to easily identify this deduction.
3. Select **Employee** in the **Contributor** field.
4. Select a **Type** of **Payroll Advance Repayment**.
5. In the **Liability Account** field, select your asset account for Payroll Advances (see prerequisite). "The selected account is not of the expected type. Use this account anyway?" pop-up message will display. Click **Yes** to accept.
6. In the **Employee Method** field, select **Fixed Amount**.
7. Accept the defaults in all other fields on the **General** tab.
8. Select the **Limits** tab.

Deductions & Benefits

List Detail Filter Reports

Payroll Advance Repayment

General Limits Taxes

Employee Detail

Use Limit Maximum

☐ Pay Period \$0.00

☐ Month \$0.00

☐ Quarter \$0.00

☐ Annual \$0.00

☒ Lifetime \$0.00

Employee Non-Taxable Limit

☒ Limit Applies

Annual Limit \$0.00

☒ Stop Deduction When Limit Reached

☐ Continue Deduction After Limit Reached

Employer Detail

Use Limit Maximum

☐ Pay Period \$0.00

☐ Month \$0.00

☐ Quarter \$0.00

☐ Annual \$0.00

Employer Non-Taxable Limit

☐ Limit Applies

Annual Limit \$0.00

☒ Stop Contribution When Limit Reached

☐ Continue Contribution After Limit Reached

Save Cancel Close

9. Select the **Lifetime** option in the **Employee Detail** section.
10. Click **Save**.

Step C: Assign the Advance Earning & Repayment Deduction to the Employer

1. Select **Setup > Employers**.
2. Select the employer you want to attach the advance earning and repayment deduction and click **Edit**.
3. Select the **Earnings** tab.
4. In the lower left side of the screen, select **Payroll Advance**.

Employers

List Detail Filter Reports

ABC Hardware

General Company Taxes Earnings Deductions & Benefits Leave

Earning

Name Abbreviation

Payroll Adv... PayAdvance

Earning Information

Overtime Information

Regular Hours in Week 40

Regular Hours in Day 8

Minimum Wage Information

Earning

Federal and State Rates

Employee FICA paid by Employer

Gross Up Earning

Save Cancel Close

5. In the upper left side of the screen, select the **Payroll Advance** earning, and then on the right side of the screen, select an **Expense Account**.

The screenshot shows the 'Employers' window with the 'Earnings' tab selected. In the left pane, under 'Earning', 'Payroll Adva...' is selected. The right pane, titled 'Earning Information', contains the following fields: Abbreviation (PayAdvance), Name (Payroll Advance), Expense Account (Labor Expense - Salary), Profit Center, Production Center, Production Year (0), Production Series (0), Project, Active (checked), and Rate (\$0.00). Navigation buttons (Save, Cancel, arrows, Close) are at the bottom.

6. Select the **Deductions & Benefits** tab.
7. In the lower left side of the screen, select the repayment deduction for this employer.

The screenshot shows the 'Employers' window with the 'Deductions & Benefits' tab selected. In the left pane, under 'Deductions & Ben...', 'Payroll Advance Repa...' is selected. The right pane is titled 'Deduction/Benefit Detail'. At the bottom left, there is a list of deductions: Long-term Disability Ins (After-tax), Medical Savings Account, Payroll Advance Repayment (checked), Retirement-Simple Plan (% of Wages), Retirement-Simple Plan (Fixed Amt), Savings Plan (After-tax), Short-term Disability Ins (Pre-tax), and Union Dues. Navigation buttons (Save, Cancel, arrows, Close) are at the bottom.

8. In the upper left side of the screen, select the repayment deduction for this employer.
9. On the right side of the screen, select the repayment deduction and then on the right side of the screen, select the appropriate Liability account.
10. On the upper left side of the screen, expand the repayment deduction by clicking on the plus sign and then select Employee. On the right side of the screen, verify the Schedule and if a rate applies, enter it on the right side of the screen.
11. Click **Save**.

Step D: Assign the Advance Earning & Repayment Deduction to the Employee

1. Select **Setup > Employees**.
2. Select the employee(s) wishing to receive a Payroll Advance and click **Edit**. Then select the **Earnings** tab.

Employees

List Detail Filter Reports

Maple, Ted W.

General Addresses Payroll Employment Education Taxes Earnings Deductions & Benefits Leave Custom Fields Direct Deposit

Earning Detail

Abbreviation Name

Alpine Spo Alpine Sports

Mountain Biking Mountain Biking

PayAdvance Payroll Advance

RoadBiking Road Biking

Base Hourly Rate \$10.00

Base Piece Rate \$0.00

Base Salary Rate \$0.00

Default Rates

Save Cancel Close

3. In the lower left portion of the screen, select **Payroll Advance** from the list. Once selected it will display in the upper left portion of the screen, below the employer.
4. Select the **Deductions & Benefits** tab.

Employees

List Detail Filter Reports

Maple, Ted W.

General Addresses Payroll Employment Education Taxes Earnings Deductions & Benefits Leave Custom Fields Direct Deposit

Deduction/Benefit Detail

Abbreviation Name

Alpine Spo Alpine Sports

401kFixed 401k Percent of Wages

Employee 401k Percent of Wages

Employer 401k Percent of Wages

PayAdvance Payroll Advance Repayment

StorePurch Store Purchases

Employee Store Purchases

401k Fixed Amount \$10.00

401k Percent of Wages 40.00%

Dental Insurance (Pre-tax) \$10.00

Health Insurance (Pre-tax) \$10.00

Health Savings Account - Family \$10.00

Health Savings Account - Individual \$10.00

Payroll Advance Repayment \$10.00

Store Purchases \$10.00

Save Cancel Close

5. In the lower left portion of the screen, select the **Payroll Advance Repayment** from the list. Once selected it will display in the upper left portion of the screen, below the employer.
6. Expand the **Payroll Advance Repayment** at the top left of the screen. Click on the **Employee** line.

The screenshot shows the 'Employees' window with the 'Payroll' tab selected for employee 'Apple, Sam J.'. The 'Deduction/Benefit Detail' section is expanded, showing the following fields:

- Abbreviation: Employee
- Name: Payroll Advance Repayment
- Schedule: Monthly Pay Periods 1,2,3,4
- Effective Date: 01/01/2006
- Employee Method: Fixed Amount
- Rate: 0.00000000
- Lifetime Limit: \$0.00
- Amount Repaid: \$0.00

7. In the **Rate** field on the right side of the screen, enter the amount that should be deducted from each for repayment of the payroll advance.
8. In the **Lifetime Limit** field, enter the amount that was or will be advanced to the employee. The **Amount Repaid** field will automatically report how much of the advance has been repaid.
9. Click **Save**.
10. Repeat steps 2-5 for any employee that needs a Payroll Advance.

Step E: Process a Payroll Advance

1. Select **Processes > Payroll > Pay Employees**.
2. Click **New** to create a new pay run. Select the employee needing the advance.
3. Select the **2. Enter Pay** tab.

The screenshot shows the 'Pay Employees' window with the '2. Enter Pay' tab selected. The 'Employee Last Name, First Name' is 'Maple, Ted W' and the 'Net Pay' is 500.00. The 'Regular Earnings' section shows 'Gross Earnings' of 500.00 and 'Total Hours' of 0.00. The 'Deductions' section shows 'Employee Taxes' of 0.00. The 'Calculate' button is visible at the bottom.

4. If this is a salary employee, zero the salary rate in the regular earnings. The Net Pay on the left should begin with zero dollars.
5. In the **Regular Earnings** list on the right, select the **Payroll Advance** earning and enter the amount of the advance in the **Rate** field.

6. Click **Save**. No taxes, deductions or benefits will be calculated.
7. **Process** and **Post** the pay run. The net check will be the advance amount.

Step F: Process Repayment of a Payroll Advance

For each subsequent pay run processed, the Payroll Advance Repayment deduction will verify if a balance for this employee exists. If a balance exists, the amount specified in Step C will automatically be deducted from the employees check. If the balance owed is lower than the deduction value, the remaining balance will be paid.

Minimum Wage Adjustments

In situations where you have workers that get paid using piecework, pay H-2A workers that have contracts that differ between workers and domestic workers, or if alternate wage rates (Adverse Effect Wage Rates (AEWR)), it is necessary to make sure that they are also achieving minimum rate wages.

Red Wing Software does not automatically update minimum wage rate or AEWR changes for each state. You will need to do this manually. CenterPoint Payroll maintains the Federal minimum wage rate in Setup > Payroll Details > Minimum Wage Information and also allows you to create minimum wage contracts that can be used to differentiate workers and minimum wage rates in Setup > Payroll Details > Minimum Wage Contracts.

The minimum wage/AEWR information is used to calculate optional minimum wage adjustments for employees not meeting state or federal minimum wage requirements. The minimum wage adjustment is done in Processes > Pay Employees > Pay Employees tab > 3 Special Adjustments tab.

When the minimum wage adjustment is calculated, an additional earning is used to add the amount to meet the minimum wage adjustment. If the employee has not earned at least minimum wage an adjustment is done, and the amount is added to their earnings, or if an employee is assigned a minimum wage contract and the rate is higher than the Federal/State rate assigned to an employee during a pay run an adjustment is made and the higher rate is paid, or if the earning is subject to AEWR:

- » The minimum wage will be adjusted to the AEWR rate.
- » And others are not (standard hours), the minimum wage is adjusted to standard hours multiplied by standard minimum wage plus AEWR hours multiplied by the AEWR rate.
- » And if the AEWR rate is less than the state minimum rate, then the state minimum rate Rate is used for all hours.
- » And if a minimum wage contract rate is higher than the AEWR rate , the contract rate is used for all hours.

The steps involved in setting up and performing minimum wage adjustments are:

Step 1 - Enter Minimum Wage Information(One time setup)

Step A: Federal and State Minimum Wage Rates

Step B: Optional Minimum Wage Contract Rates

Step 2 - Create a Minimum Wage Adjustment Earning (One time setup)

Step 3- Update Existing Earnings to be Included in the Minimum Wage Calculation (One time setup)

Step 4 - Assign the Minimum Wage Earning to the Employer (One time setup)

Step 5 - Assign the Minimum Wage Earning to the Employee (One time setup)Step 6 - Pay Employees with the Minimum Wage Adjustment**Step 1 - Setup Minimum Wage Information (one time setup)**

Note: Both options can be used concurrently in your CenterPoint Payroll setup. When minimum wage adjustments are calculated during a pay run and an employee is assigned a minimum wage contract rate, the Federal/State minimum wage rate is compared to the minimum wage contract rate and an adjustment will be made to pay the higher rate.

Step A: Setup Federal and State Minimum Wage Rates

1. From the **Setup** menu, select **Payroll Details** and click on **Minimum Wage Information**.

State	Rate	AEWR
Alabama	\$ 7.25	\$ 0.00
Alaska	\$ 7.25	\$ 0.00
Arizona	\$ 7.25	\$ 0.00
Arkansas	\$ 7.25	\$ 0.00
California	\$ 7.25	\$ 0.00
Colorado	\$ 7.25	\$ 0.00
Connecticut	\$ 7.25	\$ 0.00
Delaware	\$ 7.25	\$ 0.00
District of Columbia	\$ 7.25	\$ 0.00
Florida	\$ 7.25	\$ 0.00
Georgia	\$ 7.25	\$ 0.00
Hawaii	\$ 7.25	\$ 0.00
Idaho	\$ 7.25	\$ 0.00
Illinois	\$ 9.00	\$ 15.00
Indiana	\$ 7.25	\$ 0.00

2. The current **Federal Rate** displays. You can change this amount.
3. If your state rate is different than the Federal Rate, change your state rate.
4. If alternate wage rates (Adverse Effect Wage Rates (AEWR) apply to your state for earnings for H-2A workers/jobs, enter the **AEWR** rate.
5. Click **Save**.

Step B: Optional Minimum Wage Contract Rates

1. From the **Setup** menu, select **Payroll Details** and click on **Minimum Wage Contracts**.
2. Click **New**.

3. Enter the **Abbreviation** and **Name** for this minimum wage contract.
4. Enter the minimum wage contract **Rate** that will be paid if it is higher than the Federal/State rate when minimum wage adjustments are calculated during a pay run.
5. Click **Save**.



The details of your Minimum Wage Contract setup can be verified by printing the Minimum Wage Contracts report from Reports > Reports > Payroll Setup Lists > Contracts > Minimum Wage Contracts.

6. Repeat steps 1-4 to create all of your minimum wage contracts.
7. Click **Close**.
8. Select **Setup > Employees**.
9. Edit an employee that should be assigned to a minimum wage contract.
10. Select the **Payroll** tab.
11. In the **Minimum Wage Contract** box, select this employee's applicable contract.
12. Click **Save**.
13. Repeat steps 7-11 for all employees that should be assigned a minimum wage contract.
14. Click **Close**.



Employees that are assigned minimum wage contracts can be verified on the Reports > Reports > Setup Lists > Employees > Employees by adding the Minimum Wage Contract, Minimum Wage Abbreviation, and Minimum Wage Contract Rate columns to the report.

Step 2 - Create a Minimum Wage Adjustment Earning (one time setup)

1. From the **Setup** Menu, select **Payroll Details** and click on **Earnings**.
2. If a minimum wage earning does not exist, click **New**. If a minimum wage earning does exist, highlight it and click **Edit**.

3. Enter an **Abbreviation** and **Name** such as Minimum Wage Adjustment.
4. In the **Expense Account** box, select the expense account for the minimum wage adjustments.
5. Leave the **Include in Minimum Wage Calculation** and **Subject to Adverse Effect Wage Rates (AEWR)** check boxes blank.
6. Click **Save**.

Step 3- Update Existing Earnings to be Included in the Minimum Wage Calculation (one time setup)

Any earning that you want to be included in the minimum wage calculation must be updated by following the instructions below.

1. From the **Setup** Menu, select **Payroll Details** and click on **Earnings**.
2. Highlight an earning to be included in the minimum wage calculation, and click **Edit**.
3. Select the **Include in Minimum Wage Calculation** check box.
4. Select the **Subject to Adverse Effect Wage Rates (AEWR)** check box if you want the minimum wage adjustment calculation to include the Adverse Effect Wage Rates (AEWR) set up in Setup > Payroll Details > Minimum Wage Information:
 - » If an earning is subject to AEWR and the AEWR rate is entered for the state in Setup > Payroll > Minimum Wage Information, the minimum wage will be adjusted to the AEWR rate.
 - » If some earnings are subject to AEWR and others are not (standard hours), the minimum wage is adjusted to standard hours multiplied by standard minimum wage plus AEWR hours multiplied by the AEWR rate.
 - » If the AEWR rate is less than the state minimum Rate, then the state minimum Rate is used for all hours.
 - » If a minimum wage contract Rate is higher than the AEWR rate , the contract rate is used for all hours.

The screenshot shows the 'Earnings' window with the 'Detail' tab selected. The 'General' sub-tab is active, displaying 'Earning Information'. The 'Abbreviation' is 'PieceRate', 'Name' is 'Piece Rate Pay', 'Type' is 'Regular Pay', and 'Method' is 'Piece Rate'. The 'Expense Account' is 'Salary & Wages Expense'. Checkboxes for 'Work Shifts Apply', 'Include in Minimum Wage Calculation', and 'Subject to Adverse Effect Wage Rates (AEWR)' are visible, with the last two checked. The 'Active' checkbox is also checked. The 'Earning Detail' section shows 'Base Piece Rate' as '\$0.10', 'Multiplier' as '1.00', and 'Piece Rate' as '\$0.10'. The 'Unit of Measure' is 'Units'. There are checkboxes for 'Requires Hours To Be Tracked' and 'Include In Calculated Overtime'. On the right, there are radio buttons for 'Tips (No Allocation of Tip Shortfall Required)', 'Indirect Tips (IRS Form 8027 Required)', and 'Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8)', with the first one selected. An 'Allocation Rate' of '8.00' is entered. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows and an 'Additional Notes' button.

- Click **Save**. Repeat Steps 2-4 for each earning to be included in the minimum wage calculation.

Step 4 - Assign the Minimum Wage Earning to the Employer (one time setup)

- From the **Setup** menu, select **Payroll Details** and click on **Employers**.
- Highlight the employer and click **Edit**. Select the **Earnings** tab.

The screenshot shows the 'Alpine Sports' employer setup window with the 'Earnings' tab selected. On the left, there is a list of earnings with checkboxes. The 'Minimum Wage Adjustment' checkbox is circled in red. The 'Earning Information' section on the right shows 'Overtime Information' with 'Regular Hours in Week' as '40' and 'Regular Hours in Day' as '8'. The 'Minimum Wage Information' section shows 'Earning' as 'Federal and State Rates'. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows and a help icon.

- Click on **Earning** in the upper left.
- On the lower-left, check the box for the Minimum Wage Adjustment earning. This will add the earning to the list above.
- In the **Earning Information**, click to select the **Minimum Wage Adjustment Earning**.
- Select the Minimum Wage Adjustment earning from the upper list of earnings. The **Earning Information** will display to the right.

The screenshot shows the 'Employers' window with the 'Earnings' tab selected for 'Alpine Sports'. The 'Earning Information' section on the right contains the following details:

- Abbreviation: MinWageAdj
- Name: Minimum Wage Adjustment
- Expense Account: Salary & Wages Expense
- Active: ☒
- Rate: \$0.00

The left pane shows a list of earnings, with 'Minimum W... MinWageAdj' selected.

7. In the **Earning Details**, enter the **Expense Account** for the Minimum Wage Adjustment earning.



Note: Leave the **Rate** at zero in the employer screen.

8. Click **Save**.

Step 5 - Assign the Minimum Wage Earning to the Employee (one time setup)

1. From the **Setup** menu, click on **Employees**.
2. Select the Employee to add the Minimum Wage Adjustment Earning to and click **Edit**. Select the **Earnings** tab.

The screenshot shows the 'Employees' window with the 'Earnings' tab selected for 'Pinon, Frank R.'. The 'Earning Detail' section on the right contains the following details:

- Abbreviation: Alpine Spo
- Name: Alpine Sports
- Base Hourly Rate: \$10.00
- Base Piece Rate: \$0.00
- Base Salary Rate: \$0.00

The left pane shows a list of earnings, with 'MinWageAdj Minimum Wage Adjus...' selected.

3. On the upper-left, select the **Employer**. Below, select the Minimum Wage Adjustment earning to assign the earning to the employee. This will add the earning to the list above.
4. Select the Minimum Wage Adjustment earning from the upper list. The **Earning Details** will display to the right.

The screenshot shows the 'Employees' window with the 'Detail' tab selected. The employee 'Apple, Sam J.' is selected. The 'Earning Detail' section is active, showing a list of earnings on the left. 'MinWageAdj' is selected. The details on the right include: Name: Minimum Wage Adjustment, Effective Date: 01/01/2006, Rate: \$0.00. The 'Display in Pay Employees Grid' checkbox is unchecked.

5. Unselect the **Display in Pay Employees Grid** box.
6. In the **Rate** box, leave the rate at zero. Enter/verify the earning information.
7. Select the **Payroll** tab.
8. In the **Employer Selection**, highlight the employer.
9. In the **Pay Information**, fill in the **Tax State**.
10. Select the **Taxes** tab.
11. On the upper-left, select the employer. Below, select the state for this employee. This will add the state taxes to the list above. Click the + beside the state to expand the list of State taxes. Select the State Withholding. The **Tax Details** will display to the right.
12. In the **Tax Detail**, enter/verify the state information. If the employee does not have to pay state tax, the state tax must be added on the **Taxes** tab and the **Use Alternate Flat Tax** check box should be selected with a **rate** of zero.

The screenshot shows the 'Employees' window with the 'Detail' tab selected. The employee 'Pinon, Frank R.' is selected. The 'Tax Detail' section is active. On the left, 'MN W/H Tax' is selected from the list. The details on the right include: Abbreviation: MN W/H Tax, Name: Minnesota State Withholding Tax, Effective Date: 01/01/2006, Filing Status: Married, Allowances: 2, Extra Withholding Amount: 0.00, Flat Tax Percent: 0.00000%, and the 'Active' checkbox is checked.

13. Click **Save**.

Step 6 - Pay Employees with the Minimum Wage Adjustment

The Minimum Wage Adjustment is performed during the Pay Employees process. For step-by-step instructions on processing a pay run see the *Process a Payroll* topic.

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**. Click **New**.
2. Enter the pay run information on the **1. Select Employees** tab and **2. Enter Pay** tabs as usual.
3. Click the **3. Special Adjustments** tab. Verify the **Minimum Wage Adjustment** is selected.
4. The Pay Period date range displays in the **From/To** boxes, any date range within the pay period range can be selected.
5. All employees will display on the **3. Special Adjustment** tab. Select all of the employees by clicking on the first employee and then holding the Shift key while you click the last employee. Release the Shift key.
6. Click **Calculate**.
7. In the **Minimum Wage Earning** box, select the earning setup for minimum wage adjustments and click **OK**.
8. At the *Replace any existing Minimum Wage adjustments?* message, select Yes to overwrite any existing adjustments or select No if you want to make more than one adjustment for an employee in the pay period range, for example one per week. Adjustments are shown summarized in the grid, with one row per adjustment type.

» In this example, the employee's piece rate was \$.10; the minimum wage was set to \$7.25, and the employee worked 40 hours and had 2000 pieces. So, CenterPoint Payroll lists the employee as needing a minimum wage adjustment.

The screenshot shows the 'Pay Employees' window with the 'Special Adjustments' tab selected. The employee 'Sam J Apple' is listed. The 'Gross Earnings' are 200.00 and 'Total Hours' are 40.00. The 'Regular Earnings' are 200.00. The 'Earnings' table shows the following data:

Earning	Pieces	Hours	Rate	Amount
Commissions	0	0.00	0.00	0.00
Hourly Pay	0	0.00	10.00	0.00
Paid Time Off - Hourly Pay	0	0.00	0.00	0.00
Payroll Advance	0	0.00	0.00	0.00
Piece Rate Pay	2,000	40.00	0.10	200.00
Vacation - Hourly Pay	0	0.00	10.00	0.00

The 'Deductions' table shows:

Deductions	Amount
Deductions	0.00
Employee Taxes	21.26
Employer Benefit	0.00
Employer Taxes	15.52

- » The first time you click **Calculate**, you will be prompted to enter/select the Minimum Wage Adjustment earning, and then click **OK**.
- » At the *Replace any existing Minimum Wage adjustments?* message, select Yes to overwrite any existing adjustments or select No if you want to make more than one adjustment for an employee in the pay period range, for example one per week (the state of Oregon requires minimum wage to be calculated weekly). Adjustments are shown summarized in the grid, with one row per adjustment type.
- » The employee's minimum wage adjustment details display.
- » For example, the minimum wage adjustment calculates $\$90.00 - 40 \text{ hours} \times \$7.25 = \$290.00$.
 $\$290.00 - 200.00 (2000 \times .10) = \90.00 .

Pay Employees

List Pay Employees Filter Reports

Company Alpine Sports Pay Date 8/9/2022 Pay Run Number 00049

1. Select Employees 2. Enter Pay 3. Special Adjustments 4. Totals 5. Prepayment Reports 6. Print Checks

Calculations

☐ Hourly Rate Rounding Adjustment

☒ Minimum Wage Adjustment

From 07/23/2022 To 08/05/2022

☐ Pay Employee FICA Adjustment

☐ Break Pay Adjustment

Tax State IL

Employee Last Name, First Name	Net Pay	State	Adjustment Type	Earning	Hours	Pieces	Rate	Amount
Apple, Sam J	243.57	IL		Piece Rate Pay	40.00	2.000	0.10	200.00
		IL		Vacation - Hourly	0.00	0	10.00	0.00
		IL		Paid Time Off - H	0.00	0	0.00	0.00
		IL		Payroll Advance	0.00	0	0.00	0.00
		IL		Commissions	0.00	0	0.00	0.00
		IL		Hourly Pay	0.00	0	10.00	0.00
		IL	Minimum Wage	Minimum Wage A	0.00	0	0.00	90.00

Calculate Preview

Save Cancel Close

» In the following example, the employee worked 32 hours with an earning that had a minimum wage contract rate of \$8.68. The Federal minimum was set to \$7.25 and the hourly rate was \$6.25. So, CenterPoint Payroll lists the employee as needing a minimum wage adjustment.

» For example, the minimum wage adjustment calculates $\$77.76 - 32 \text{ hours} \times \8.68 (minimum wage contract rate which was higher than the Federal/State minimum wage amount of \$7.25) = $\$277.76 - \200.00 ($\$6.25$ hourly rate $\times 32$ hours) = $\$77.76$.

Pay Employees

List Pay Employees Filter Reports

Company Alpine Sports Pay Date 8/9/2022 Pay Run Number 00049

1. Select Employees 2. Enter Pay 3. Special Adjustments 4. Totals 5. Prepayment Reports 6. Print Checks

Calculations

☐ Hourly Rate Rounding Adjustment

☒ Minimum Wage Adjustment

From 07/23/2022 To 08/05/2022

☐ Pay Employee FICA Adjustment

☐ Break Pay Adjustment

Tax State IL

Employee Last Name, First Name	Net Pay	State	Adjustment Type	Earning	Hours	Pieces	Rate	Amount
Apple, Sam J	246.57	IL		Hourly Pay	32.00	0	6.25	200.00
		IL		Commissions	0.00	0	0.00	0.00
		IL		Payroll Advance	0.00	0	0.00	0.00
		IL		Paid Time Off - H	0.00	0	6.25	0.00
		IL		Vacation - Hourly	0.00	0	6.25	0.00
		IL	Minimum Wage A	Minimum Wage A	0.00	0	0.00	77.76

Calculate Preview

Save Cancel Close

» In the example below, an employee has five hourly earnings and the Minimum Wage Rate is \$9/hour and the AEW Minimum Wage Rate is \$15/hour.

- » 8 hours at \$5/hour (subject to minimum wage)
- » 8 hours at \$7/hour (subject to minimum wage)

- » 8 hours at \$10/hour (subject to AEWR minimum wage)
- » 8 hours at \$12/hour (subject to AEWR minimum wage)
- » 8 hours at \$8/hours (not subject to minimum wage)

Pay Employees

List Pay Employees Filter Reports

Company: Alpine Sports Pay Date: 9/6/2022 Pay Run Number: 00052

1. Select Employees 2. Enter Pay 3. Special Adjustments 4. Totals 5. Prepayment Reports 6. Print Checks

Employee... / Net Pay
Sam J Apple 282.32

Weeks Worked: 1

Gross Earnings: 336.00 Total Hours: 40.00 Total Offered: 0.00

Regular Earnings: 336.00

Earning	Pieces	Hours	Rate	Amount	Detail
Commissions	0	0.00	0.00	0.00	
Hourly Pay 1	0	8.00	5.00	40.00	
Hourly Pay 2	0	8.00	7.00	56.00	
Hourly Pay 3	0	8.00	10.00	80.00	
Hourly Pay 4	0	8.00	12.00	96.00	
Hourly Pay 5	0	8.00	8.00	64.00	
Overtime - Hourly Pay	0	0.00	15.00	0.00	
Paid Time Off - Hourly Pay	0	0.00	0.00	0.00	
Payroll Advance	0	0.00	0.00	0.00	
Piece Rate Pay	0	0.00	0.10	0.00	
Vacation - Hourly Pay	0	0.00	10.00	0.00	
Time Sheet Earnings				0.00	

Leave Available

Leave	Available	Used
Paid Time Off	47.10	0.00
Vacation	26.64	0.00

Buttons: Detail, Calculate, Recall, Options, Save, Cancel, Close

The Minimum Wage and AEWR Adjustment Calculations are:

- » Earnings subject to Minimum Wage (Regular) = (8 x \$5) + (8 x \$7) = \$96.00
- » Earnings subject to Minimum Wage (AEWR) = (8 x \$10) + (8 x \$12) = \$176.00
- » Minimum. Wage (Regular) = (8 x \$9) + (8 x \$9) = \$144.00
- » Minimum Wage (AEWR) = (8 x \$15) + (8 x \$15) = \$240.00
- » Minimum Wage (Regular) Adjustment = \$144 - \$96 = \$48.00
- » Minimum. Wage (AEWR) Adjustment = \$240 - \$176 = \$64.00
- » Total Min. Wage Adjustment - \$48 + \$64 = \$112.00

Pay Employees

List Pay Employees Filter Reports

Company: Alpine Sports Pay Date: 9/6/2022 Pay Run Number: 00052

1. Select Employees 2. Enter Pay 3. Special Adjustments 4. Totals 5. Prepayment Reports 6. Print Checks

Calculations

☐ Hourly Rate Rounding Adjustment

☒ Minimum Wage Adjustment

From: 08/20/2022 To: 09/02/2022

☐ Pay Employee FICA Adjustment

☐ Break Pay Adjustment

Tax State: IL

☐ Break-out adjustment by Earning Detail

Employee... / Net Pay
Sam J Apple 373.85

Stat	Adjustment Type	Earning	Hours	Pieces	Rate	Amount
IL		Commissions	0.00	0	0.00	0.00
IL		Hourly Pay 1	8.00	0	5.00	40.00
IL		Hourly Pay 2	8.00	0	7.00	56.00
IL		Hourly Pay 3	8.00	0	10.00	80.00
IL		Hourly Pay 4	8.00	0	12.00	96.00
IL		Hourly Pay 5	8.00	0	8.00	64.00
IL		Overtime - Hourly	0.00	0	15.00	0.00
IL		Paid Time Off - H	0.00	0	0.00	0.00
IL		Payroll Advance	0.00	0	0.00	0.00
IL		Piece Rate Pay	0.00	0	0.10	0.00
IL		Vacation - Hourly	0.00	0	10.00	0.00
IL	Minimum Wage Ad	Minimum Wage A	0.00	0	0.00	112.00

Buttons: Calculate, Preview, Save, Cancel, Close

9. The employee's minimum wage adjustment details display. If an employee has earnings associated with different taxing states, the minimum wage for each state will be calculated and displayed sorted by state.
10. The Special Adjustments report can be previewed for the current pay run from this screen by clicking **Preview**. When clicked, any changes made to the pay run up to that point will be saved and the Special Adjustments report will display. Changes made to this version of the report will not be saved and cannot be stored as a favorite. If you want to customize this report, you should print the report via the Reports > Payroll Data Reports > Payroll Totals > Special Adjustments or Prepayment Reports tab instead.
11. Continue to Process and Post the pay run as usual.



Note: If there is more than one state associated with the minimum wage adjustment, and you want to display each state's adjustment on the check stub:

1. Select **Setup > Payroll Check Stub Designer**.
2. Open an existing check stub.
3. Add the **Earning Tax State** field to the Detail section of the check stub. This will display the state abbreviation of the Tax State associated with the earning.
4. If a bilingual label is applicable, under Bilingual Labels select the **Tax State** and add it to the header of the stub above the data field.
5. Select **File > Settings** and select **Earning Tax State** which will summarize the earnings on the stub by the Tax State associated with the earning.
6. Select **File > Save As** and save this check stub as a custom format to be used when printing payroll checks.

Eliminate the Need for an Overflow Stub in CenterPoint Payroll

The default check stubs for paychecks in CenterPoint Payroll allow for eight lines of detail. If you have employees with more than eight earnings or deductions on their checks, CenterPoint will print the stub information on an additional overflow sheet. If you prefer not to have overflow stubs, there are three options:

1. Use the 15 Detail Lines Stub

2. Use the Check Detail Form Type

3. Modify the Default Check Stub

Option 1 - Use the 15 Detail Lines Stub:

The 15 Detail Lines stub type uses a smaller font to allow for 15 detail lines instead of 8 detail lines. It has the same layout and information as the Standard with Leave and Benefits stub. To use the 15 Detail Line Stub:

1. Select **File > Preferences > Payroll > Printing – Checks> Database tab**.
2. In the **Select Stub Type** field, choose **15 Detail Lines**.
3. Click **Save**.

Option 2 – Use the Check Detail Form Type

The Check Detail Form Type prints one long stub instead of the two standard stubs. This option will only work with top check style check stock.

1. Select **File > Preferences > Payroll > Printing – Checks> Database tab**.
2. In the **Select Check Type** field, select **Check/Detail**.
3. Select your desired choice in the **Select Stub Type** field.
4. Click **Save**.

Option 3 – Modify the Default Check Stub

The Payroll Check Stub Designer is an additional module available for CenterPoint. With the Check Stub Designer, you can modify any of the existing stubs or create a brand new stub specifically to meet your company's needs. For more information or to purchase the Check Stub Designer, call Red Wing Software at 1-800-732-9464.

Reprint Payroll Checks/Advices

Use Reprint Payroll Checks/Advices to reprint checks/advices if you need a new or additional copy of a payroll check and the payroll information is correct. During the reprint process, you can choose to keep the original check number or assign a new check number..

Reprint Payroll Checks/Advices:

1. Select **Processes > Reprint Payroll Checks/Advices** or **Processes > Payroll > Reprint Payroll Checks/Advices**.
2. Enter the selection criteria for the checks/advices to be reprinted:

Print	Date	Batch	N...	Name	Amount
<input type="checkbox"/>	8/2/2022	Alpine Sports Pay Date: 8/2/2007 Number: 00047	00225	Apple, Sam J	330.77
<input type="checkbox"/>	8/2/2022	Alpine Sports Pay Date: 8/2/2007 Number: 00047	00226	Maple, Ted W	1369.80
<input type="checkbox"/>	8/2/2022	Alpine Sports Pay Date: 8/2/2007 Number: 00047	00227	Pinon, Frank R	623.24
<input type="checkbox"/>	8/2/2022	Alpine Sports Pay Date: 8/2/2007 Number: 00047	00228	Sap, Stella S	433.85
<input type="checkbox"/>	8/2/2022	Alpine Sports Pay Date: 8/2/2007 Number: 00047	00229	Spruce, Joann...	464.69

5 matches found

☐ Change Transaction Numbers

- » In the **Type** box, select to reprint **Payroll Checks** or **Pay Advices**.
- » In the **Batch** field, select the pay run batch for the check(s) to be reprinted. This is an optional step. If a batch is selected, the Company, Bank Account, Number From/To boxes will be cleared and the Date Selection will be set to All.
- » Select the **Company** the checks were for.
- » To display payroll checks/advices for any active employee, select the **Employee**. If a company is also used to filter the payroll checks/advices screen, the list to select from will be filtered for any employee active for the selected company.

- » Select the **Bank Account** used on the pay run.
 - » Select a period from the drop down or enter a specific date range in the **Date Selection** field.
 - » If you know the specific check/advice numbers you want to reprint, in the **Number From/To** boxes, enter the check/advice number range you want to reprint.
 - » If you need to change the check numbers on the reprinted checks, check the **Change Transaction Numbers** box. You will be prompted to enter the new first check number before the checks print.
3. Click **Search**. The checks that meet the search criteria specified in step 2 will display in descending Check Date order.
 4. To otherwise sort your selections, click the header of the column you want to sort. Clicking the column header of a column that is already sorted will toggle the sort between ascending and descending order.
 5. Select the **Print** check box for only those items you want to reprint. If you need to reprint all checks, click the **Check All** button.
 6. Click **Print**. At the *About to begin printing checks, click OK to continue?* message, click **OK**.
 7. If you selected the Change Transaction Numbers box in your selection criteria, you will be prompted for the first check number. Enter the number and click **Print**.

Edit Payroll Check Numbers

Occasionally while printing payroll checks, your printer might feed the paper incorrectly causing the printed check numbers to not match the numbers assigned in CenterPoint. If this happens, you do not need to void or reprint the checks to correct the numbers. You can use the Edit Payroll Check Numbers option to simply correct the check numbers in CenterPoint to match the check that printed for each employee.

Edit Payroll Check Numbers

1. Select **Processes > Edit Payroll Check Numbers** or **Processes > Payroll > Edit Payroll Check Numbers**.

Abbreviation	Employee	Check #
AppleS	Sam J Apple	00192
MapleT	Ted W Maple	00193
PinonF	Frank R Pinon	00194
SapS	Stella S Sap	00195
SpruceJ	Joanne A Spruce	00196

2. Select the **Pay Run** you would like to change the check numbers for.
3. The **Company**, **Check Date**, and **Number** will fill in automatically.

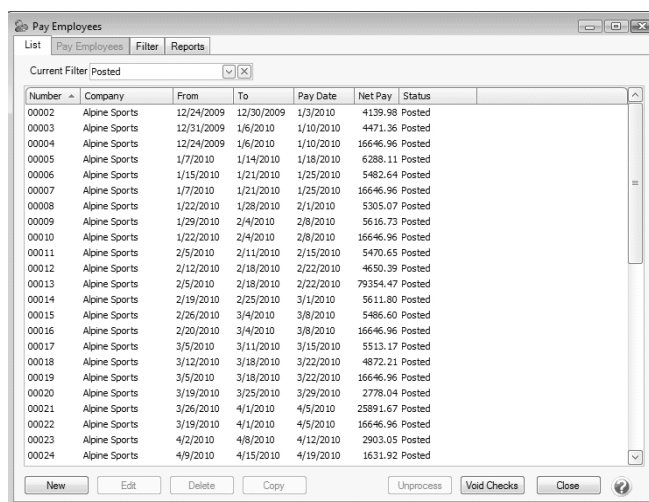
- Each check in the pay run will display with the **Check #** assigned in CenterPoint. All Check # data is available to edit. Change any check numbers that need to be corrected.
- Click **Update** to save the changes. Click **Close** when you are finished.

Void Payroll Checks or Entire Pay Runs

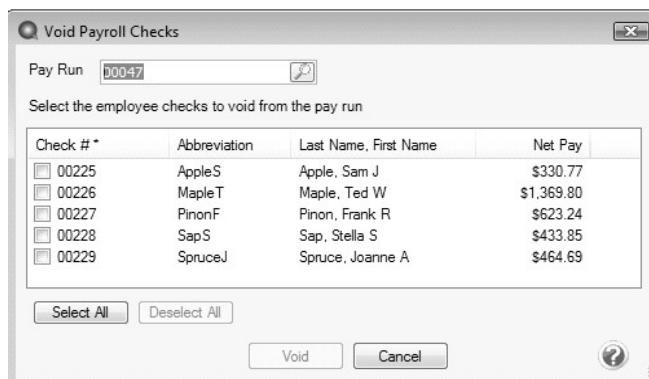
Void Checks in payroll is used to reverse individual pay checks or to void an entire pay run. The void process reverses the original transaction including the employee's net pay check and any accounts payable invoices posted for taxes or deductions. The pay check can be re-entered by processing a new pay run. The same dates and check numbers can be used on the re-entered pay check.


Void a Pay Run/Paycheck

- On the **Processes** menu, click **Pay Employees** or on the **Processes** menu, point to **Payroll**, and then click **Pay Employees**.



- Click **Void Checks**.



- In the **Pay Run** box, enter the pay run from which you want to void checks, or click the **lookup** button , select the pay run from which you want to void checks, and then click **OK**.

4. Select the check(s) that you want to void from the pay run. Click **Select All** to select all checks in the pay run. Click **Deselect All** to remove all of the selections.



Note: The Void Payroll Checks list can be sorted by clicking on a column header. The column that the list is sorted on will display with an * in the column header.



Note: If a pay run included an employee who received a direct deposit advice and a check, the Check # column will include both the direct deposit advice and check number. Both will be voided using this process.

5. Click **Void**.
6. At the **Void the Selected Checks?** message, click **Yes**.
7. If there are published pay advices associated with employee check(s) or a pay run being voided, a message displays asking if the published advices should be removed.
8. Click **OK**.
9. If no additional checks or pay runs need to be voided, click **Cancel** to close the **Void Payroll Checks** window.

Payroll Liability/Tax Payments

Pay Invoices Due and/or Pay Liability Invoices Due with a Review Step

When a payroll is processed that deducts monies (taxes, child support deductions, etc.) which will in turn be paid to another party, the system will automatically create liability invoices for those amounts. This topic explains how to select these invoices for payment, print a list of the selected transactions and print the checks. Invoices can be selected for payment based on their Due Date, Discount Date or Invoice Date. The Prepayment Report allows you to review the invoices to be paid, prior to printing the checks.

[Step A - Selecting Invoices for Payment](#)

[Step B - Print/Preview the Prepayment Report](#)

[Step C - Print Checks](#)



Note: if you prefer to print the checks immediately after selecting the invoices (skipping the review step) please refer to the topic.

Step A - Selecting Invoices for Payment

1. On the **Processes** menu, point to **Purchases, Expenditures** or **Payroll**, and then select **Pay Invoices Due**.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount
(P)	Minnesota Depar	\$ 300.04	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 300.04
(B)	State Bank of Re	\$ 158.11	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 158.11

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
 - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
 - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
 - » In the **Filter** box, select Payroll Liabilities.
 - » In the next filter box, select which vendor invoices should display.
 - » In the **Current Batch** box, select a batch.
 - » There are three options available for the **Find By** field (**Findby Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the field.
 - » In the **Payment Date** field, enter the date to use on the checks.
 - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).



Note: When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.

4. If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
 - » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.
5. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
 - » Click on the **Pay All** button to select all invoices for all vendors displayed.
 - » To select all invoices for a single vendor, select the **Pay** box for that vendor.

To select individual invoices for a single vendor;

1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.

The screenshot shows the 'Pay Invoices Due' window. At the top, the company is 'Alpine Sports' and the bank account is 'Checking'. The filter is set to 'All' and 'Include invoices from All vendors'. The current batch is 'No Batch'. The window displays a table of invoices with columns for Abbreviation, Vendor, Amount Due, Payment Amount, Pay, Discount Available, Discount Taken, Amount Due After Discount, and Discount Date. Two invoices are listed for 'Big Profit Investm': one for \$339.30 and another for \$104.40. The 'Payment Amount' field is set to \$0.00. The 'Total Due' is \$520.47, and the 'Total To Be Paid' is \$0.00. The 'Vendors Paid' count is 0.

2. Place a check mark in the **Pay** box for each invoice that should be paid.

» To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.



Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
- » If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.

6. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.
7. The **Total Due** box displays the total of all of the unselected open Accounts Payable invoices in the Pay Invoices Due grid.
8. The **Total To Be Paid** box displays the total of all open Accounts Payable invoices selected to be paid in the Pay Invoices Due grid.
9. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
10. Click the **Print** button. (An image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed.) The selection set in File > Preferences > Printing > Checks is will display and can be changed.. Select whether you want to immediately print a check for the

payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default. To override the Print button default, click the Print button and change the settings on the Print Settings screen.

11. Click **Post** to finish saving these selected transactions.



Note: If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

Step B - Print or Review the Prepayment Report

You can verify the invoices you have selected for payment by printing the **Accounts Payable Prepayment** report from **Reports > Reports > Transaction Reports > Batch Transactions**.



Note: The invoices selected to be paid can easily removed or edited in the batch, by clicking on the **Processes > Batch Transactions > Transaction Activity** tab prior to posting.

Step C - Print Checks

1. To print checks for the invoices that were previously selected, click on **Processes > Batch Transactions**.
2. Select the batch that was assigned in step 2 of the Selecting Invoices for Payment procedure and click **Post**. The Post process will initiate the check printing process.

Pay Invoices and/or Pay Liability Invoices Due

When a payroll is processed that deducts monies (taxes, child support deductions, etc.) which will in turn be paid to another party, the system will automatically create liability invoices for those amounts. This topic explains how to select and pay multiple . Invoices can be selected for payment based on their due date or invoice date.



Note: if you prefer to print or review a report of invoices selected for payment prior to paying the invoices, please refer to the topic.

Pay Invoices Due

1. On the **Processes** menu, point to **Purchases, Expenditures, or Payroll**, and then select **Pay Invoices Due**.

Abbreviation	Vendor	Amount Due	Payment Amount	Pay	Discount Available	Discount Taken	Amount Due After Discount
	Minnesota Depar	\$ 300.04	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 300.04
	State Bank of Re	\$ 158.11	\$ 0.00	<input type="checkbox"/>	\$ 0.00	\$ 0.00	\$ 158.11

2. The criteria fields at the top of the **Pay Invoices Due** screen controls which invoices will be displayed below and available to be selected for payment.
 - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
 - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
 - » In the **Filter** box, select Payroll Liabilities.
 - » In the next filter box, select which vendor invoices should display.
 - » In the **Current Batch** box, specify a batch if you want to add these payments to a batch. See Batch Transactions document
 - » There are three options available for the **Find By** field (**Find by Due Date**, **Find by Invoice Date**, **Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the field.
 - » In the **Payment Date** field, enter the date to use on the printed checks.
 - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).
 - » To see all open invoices for the vendors displayed, click **Expand Vendors**. To see all open invoice detail for the vendors displayed, click **Expand Invoices**.



Note: When you expand invoices to the lowest level for a vendor, you can determine if the payroll liability is a 941, 943, or Other liability in the Liability Type column. If the Liability Type column is not displayed, right-click, select Add/Remove Columns, select Liability Type, and then click OK.

- » If you want to see any changes that may have been made to invoice amounts, for example if the Pay Invoices Due screen was left open and a transactions was changed, right-click on the grid and select **Refresh**. The grid will be cleared and redisplayed using the information from the top of the screen.
4. Begin selecting which invoices to pay. There are various ways invoices can be selected to pay:
 - » Click on the **Pay All** button to select all invoices for all vendors displayed.
 - » To select all invoices for a single vendor, select the **Pay** box for that vendor.

To select individual invoices for a single vendor;

1. Click on the **+** button for the appropriate vendor to display all of the open invoices for that vendor.

2. Place a check mark in the **Pay** box for each invoice that should be paid.


» To partially pay an invoice, enter the amount to be paid in the **Payment Amount** field for that particular invoice.

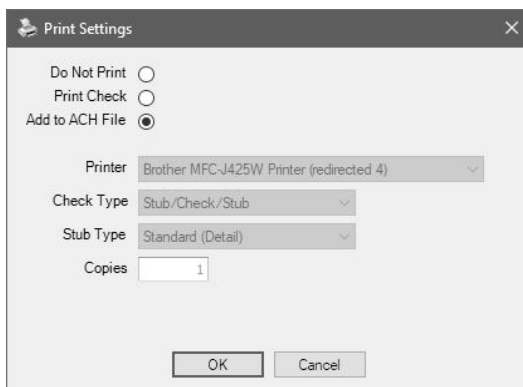


Note: If you edit a payment that has partially paid invoices that have been placed on hold, a yellow message bar will be displayed at the top of the edit screen indicating that the payment cannot be edited.

- » If the amount owed is different than the invoices total (For example, it is not uncommon for the invoices created during a pay run (for payroll liabilities) to differ slightly from the actual amount owed due to rounding.) the payment amount can be adjusted. If the amount owed is different, click on the **Adjustment** button for the invoice(s) and enter the amount you want to pay in the **Actual Amount To Pay** box. The adjustment amount will display in the Adjustment box. Enter the **ExpenseAccount** that the adjustment amount will post to, and then click **OK**.
- » If you want to print multiple checks to the same vendor in a check run, in the **Select Checks** drop-down list, select which check the invoice should be included on **1st Check - 5th Check**.

5. If any invoices have discounts available, they will automatically be taken. The totals will be listed in the **Discounts Taken** field.
6. The **Total Due** box displays the total of all of the unselected open invoices in the Pay Invoices Due grid.
7. The **Total To Be Paid** box displays the total of all open invoices selected to be paid in the Pay Invoices Due grid.
8. The **Vendors Paid** box displays the total number of vendors paid in the Pay Invoices Due grid.
9. Click the **Print** button (an image of a printer displays on the button. A green check mark means the check will be printed and a red X means the check will not be printed). The selections set in (File > Preferences > Vendor Invoices > Printing - Checks will display. To override the Print button default, change the settings on the Print Settings screen . Select the Print Check check box if you want to immediately print a check for the payments when you click Post. To set your default for the Print button, right-click on the button and select Set As Default.

- » When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



The Print Settings dialog box contains the following options:

- Do Not Print: ☐
- Print Check: ☐
- Add to ACH File: ☒
- Printer: Brother MFC-J425W Printer (redirected 4) (dropdown menu)
- Check Type: Stub/Check/Stub (dropdown menu)
- Stub Type: Standard (Detail) (dropdown menu)
- Copies: 1 (text input)
- Buttons: OK, Cancel

- » Select **Add to ACH File** to make an electronic payment. Click **OK**. For more information, see the [ACH: Setup & Processing](#) document.



Note: If you changed the Check Type or Stub Type selections on the Print Settings screen, your selections will not be saved with the defaults.

10. Click **Post** to save the payment transactions and print checks (if you selected to do so.)
 - » If you have 13 or more detail lines in a payment transaction, the *About to begin printing overflow sheets, click OK to continue* screen message displays. The first time the screen displays, the printer selected is the same as you selected in Preferences > Printing > Check Printing Settings. Select the printer to print overflow stubs to if it is a printer other than the printer you print checks to. Select the Number of Copies to print. If the printer or number of copies is changed, the selections are saved and will display for future overflow stubs. Click **OK**. All of the detail lines will print on an overflow sheet and the check stub will print "The information to be printed exceeded the available space. Please see attached detail sheet." Check Stub detail lines will be in the same order as they were entered in the transaction grid.
 - » If one or more negative checks are posted, a message will display that warns you so you can go back and change their sequence number to a non-check sequence number. Negative checks do not print, but they will use a check sequence number. Changing to a non-check sequence number ensures that check numbers will not be used.

ACH Processing

ACH: Setup & Processing

This document outlines how to setup and use ACH within CenterPoint. ACH processing allows you to deposit electronic payments directly into your vendor's bank account from CenterPoint. Some of the information in the setup will need to be supplied by your bank. Follow the steps below to complete the setup and process an ACH electronic payment.

[Setup Bank Account Information](#)

[Setup Vendor or Name](#)

[Add Payments to an ACH File](#)

[Add Pay Invoices Due Payments to an ACH File](#)

[Create an ACH Pre-note File \(optional\)](#)

[Create an ACH File](#)

[Manage ACH Files](#)

[Recreate ACH Files](#)

[Delete an ACH File](#)

[ACH Reports](#)

[Email Vendor Checks \(Pay Advices\)](#)

[Setup](#)

[Option 1: Email Advices During Creation of an ACH File](#)

[Option 2: Mass Email Advices from Print/Email Checks](#)

[Frequently Asked Questions](#)

Setup Bank Account Information

1. Select **Setup > Accounts > Accounts**. Select the account that the ACH funds will be withdrawn from (accounts in the Cash or Line of Credit account categories) and click **Edit**.
2. Click on the **Detail** tab.

3. Select your **Company/Fund Name** on the left.
4. On the right, enter the **Bank Routing Number** and **Bank Account Number** for your bank account.



Note: If the Processing Bank Account Number on the ACH/Direct Deposit tab in this screen is not entered, the Bank Account Number from this tab will be used instead.

5. Click on the **ACH/Direct Deposit** tab.

Record Type Code	Priority Code	Immediate Destination (1 of 10)	Immediate Destination (9 of 10)	Immediate Origin (1 of 10)	Immediate Origin (9 of 10)	File Creation Date	File Creation Time
01-01 (1)	02-03 (2)	04-04 (1)	05-13 (9)	14-14 (1)	15-23 (9)	YYMMDD	HHMM
34-34 (1)	35-37 (3)	38-39 (2)	40-40 (1)	41-43 (23)	64-66 (23)	24-29 (6)	30-33 (4)

6. In the **Format of Export File** box, specify the file type required by your banking institution. The formats available are:
- » **NACHA** - The file format specified by NACHA (National Automated Clearing House Association) using FEDLINE from the federal reserve for personal computers. These records are 94 characters long with 10 records per 940 character block.
 - » **ASCII** - The file format required by many main-frame computer systems. These records are 94 characters long with an additional carriage of return/line feed (CR/LF) at the end of each record.
 - » **NACHA Modified** - This is a modified version of the NACHA file as required by some institutions. It is the same as the NACHA format, but includes carriage returns.
7. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
- » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. "999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's/fund's Federal Tax ID prefixed with a "1", i.e. "1999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
8. If you select Use Custom Number in Step 7, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
9. The **Reference Code** is optional (up to 8 characters). It will appear on the file control record of the transaction file and is only required if the bank indicates it. For example, RWACH tells you this is the Red Wing ACH.
10. The **Discretionary Data** is also optional. It will appear in the batch header of the ACH file. For example, enter ENDOFMONTH or 10TH OF MONTH.
11. Select the **Create Offsetting Debit** check box to have CenterPoint automatically create the dollar amount that will be deducted from your company's/fund's checking account. Do NOT remove this check mark unless your lender has instructed you to do so.

12. Enter the **Prefix/Draft Number** (1-9) used with the Federal Id (EIN) to create the Company/Fund Identifier in the ACH file. The default is 1, however sometimes banks require a different value when sending multiple direct deposit files.
13. In the **Modifier** box, enter a modifier as indicated by your bank. Modifiers can be numeric (0-9) or alphabetic (A-Z). The modifier "A" and "0" should be used if you need to differentiate between multiple files transmitted on the same day (CenterPoint will increment these modifiers).
14. Select the **Header Text** check box only if your bank indicates that header text is required on the ACH file that is sent for payment. If the Header Text check box is selected, the Header Text box will be enabled. Enter the header text for the ACH file as provided by your bank.
15. Select the **Trailer Text** check box if your bank requires you to include trailing (footer) text. The **Trailer Text** box will be enabled if it is indicated to include trailer text. Enter in the text for this record as indicated by your bank.
16. In the **Batch Number** box, enter a number that you want to start batch numbers at in generated direct deposit files. The default batch number is 0 (zero), and can be set to any number between 0 and 9,999,999. This number will be padded on the left with zeros to 7 digits, for example 0000001.
17. Under ACH Information, in the **Save To Folder** box, enter the name of the folder or click the ellipse button to browse to the location where the output file specified in the File Name (Prefix) box will be sent to. To create a new folder, click the ellipse button, click **Make New Folder**, and then click **OK**.
18. In the **File Name (Prefix)**, enter the prefix of the file name you want saved to the Save To Folder. The file name will be Prefix-YYYYMMDD-x.ext (where x is the number of file created that day and ext is the value entered in the File Name (Extension) box).
19. In the **File Name (Extension)** box, the default value of .txt will display, but can be changed to any 10-character value or a blank value.
20. In the **Description** box, enter a description for the ACH transaction (up to 20 characters) that will appear on your bank statement.
21. Enter your bank's **Bank Name** and **Routing Number**.
22. If an alternate bank name should be used in your ACH file instead of the name of the account from the Detail tab, enter the Processing **Bank Name**, **Bank Routing Number** and **Bank Account Number** used in the ACH file for the offsetting debit record.



Note: If the Processing Bank Account Number is not entered on the ACH/Direct Deposit tab, the Bank Account Number from the Detail tab in this screen will be used instead.

23. The settings under Cachet 3rd Party ACH are used for the CenterPoint Payroll Direct Deposit module and should be left blank for ACH files.

Optional Advanced Settings



Important Note:

The majority of the time no changes are needed in the **Advanced Settings**. We recommend you only make changes in this area if a Red Wing technician has recommended it.

- » Select the optional **Advanced Settings** check box to activate the Advanced configuration section of the screen where you can see a representation of the File Header and Batch Header records included in an ACH file and customize the values. Click the **Load Defaults** button to set the file configuration based on your current selections in the upper portion of this screen. Use the vertical scroll bar to display all of the Advanced Settings. Fields that are read-only display values from CenterPoint when the file is generated. The editable fields can be modified to customize values and will be used when the ACH file is generated. Each field has a label identifying its purpose, position in the file, and field length, (in parenthesis), all per the NACHA file format definition, for example the

Immediate Destination field is at character position 4 through 13 and is 10 characters long.



Note: If you choose to customize the ACH file, ALL editable fields must be populated with an appropriate value; blank fields will not be populated with any other values by CenterPoint and will appear in the file as blank space.

Setup Vendor or Name

1. Select **Setup > Vendors** or **Setup > Names > Names**, select the vendor/name you want to add/change ACH information for, and then click **Edit**.
2. Click the **ACH Payments** tab.
3. To activate ACH electronic payments for this vendor/name, select the **Activate ACH Transactions** check box.

4. NACHA requires that when a transaction is submitted for processing, the transaction must include an ACH **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below as required by your bank:
 - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
 - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
 - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.

5. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the vendor/name. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
 - » **22 - Checking Account (Credit)**
 - » **23 - Prenote Checking (Credit)**
 - » **32 - Saving Account (Credit)**
 - » **33 - Prenote Savings (Credit)**
 - » **52 - Loan Account (Credit)**
 - » **53 - Loan Prenote (Credit)**
6. In the **Bank Routing Number** box, enter the bank transit/routing number for this vendor/name (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
7. In the **Bank Account Number**, enter the bank account number for this vendor/name where the ACH deposit is to be made.
8. Click **Save**.
9. Click **Close**.

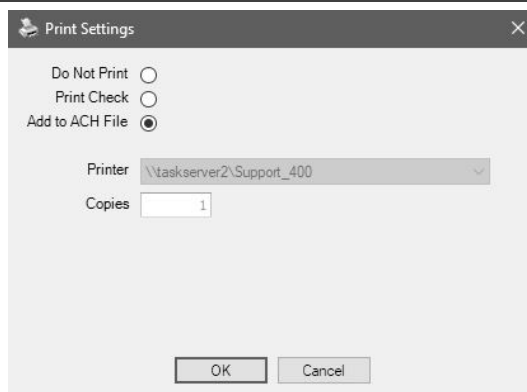
Add Payments to an ACH File

1. Select **Processes > > Payments**.
2. Select the appropriate **Company/Fund** and **Bank Account**.
3. Enter a vendor/name in the **Pay To The Order Of** box that has the Activate ACH Transaction check box selected and ACH information defined on the ACH Payments tab in Setup > Vendors or Setup > Names > Names.
4. Complete the necessary information for this payment in the data entry grid. For more information about entering payments, see the Enter a Payment topic.
5. When a vendor/name that has the Activate ACH Transactions check box selected is entered, the ACH icon will

replace the Printer icon. Click the ACH icon  to display the Print Settings screen.



Note: When a vendor is set with an ACH Transaction Code of Prenote Checking (23), Prenote Savings (33), or Loan Prenote (53) and a payment is entered for the vendor, a message will display informing you that the print settings will be changed to Do Not Print.



The Print Settings dialog box contains the following elements:

- Three radio buttons for print options: "Do Not Print" (unselected), "Print Check" (unselected), and "Add to ACH File" (selected).
- A "Printer" dropdown menu showing the path "\\taskserver2\Support_400".
- A "Copies" input field with the value "1".
- "OK" and "Cancel" buttons at the bottom.

6. Select **Add to ACH File** to make an electronic payment.
7. Click **OK**.
8. Click **Save**.

Add Pay Invoices Due Payments to an ACH File

1. Select **Processes > Payroll, Purchases, or Expenditures > Pay Invoices Due**.
2. The criteria fields at the top of the **Pay Invoices Due** screen control which invoices will be displayed below and available to be selected for payment.
 - » In the **Company/Fund** box, enter the company/fund name that you want to view open invoices for.
 - » In the **Bank Account** box, enter the bank account that will be decreased by this payment transaction.
 - » In the **Filter** box, select Payroll Liabilities.
 - » In the next filter box, select which vendor invoices should display, select **Include ACH vendors only**
 - » There are three options available for the **Find By** field (**Find by Due Date, Find by Invoice Date, Find by Discount Due Date**). Choose the appropriate option by clicking on the **Options** button at the bottom of the screen (the option that was selected the last time you paid invoices due will display). Once an option is selected, enter the appropriate date in the field.
 - » In the **Payment Date** field, enter the date to use on the advices.
 - » Verify the first **Check Number** (Advice Number).
3. All open invoices that meet the criteria selected in step 1-2 will display for all vendors in the **Pay Invoices Due** grid (outstanding invoices that are on hold will not display).
4. Select the invoices you want to pay.
5. When the filter is used to *Include ACH vendors only*, the ACH icon will replace the Printer icon. Click the ACH icon



to display the Print Settings screen.

6. Select **Add to ACH File** to make an electronic payment.
7. Click **OK**.
8. Click **Post**.

Create an ACH Pre-note File (optional)

If you would like to create a pre-note ACH file for any vendor/name with a Transaction Code set to 23 - Prenote Checking (Credit), 33 - Prenote Savings (Credit), or 53 - Loan Prenote (Credit) without submitting an actual ACH file:

1. Select **Processes > ACH Files > Create Prenote**.
2. In the **Company** box, select the company you want to create an ACH pre-note for.
3. Select the **Bank Account** number the pre-note should be created for.

4. Vendors marked with a transaction code of 23, 33, or 53 will display on the right side of the screen. Vendors marked with other transactions codes for ACH will display under ACH Vendors, select a vendor/name or multiple vendors/names and use the right-arrow(s) to move the vendor/name to the right side of the screen.



Note: It may be necessary to create individual ACH files by standard entry class; PPD, CCD, or CTX (you will be notified by your bank if this is the case). Only the vendors assigned the same standard entry class in Setup > Vendors > ACH Payments would be selected and then steps 1-13 of the Create ACH File process would be repeated for the other standard entry classes.

5. Click **Create**.
6. Select or enter a **Transmission Date**.
7. The **Transmission Time** will display the current system time. This time can be changed.
8. Select or enter an **Effective Entry Date**.
9. In the **File Path and Name Save To Folder & File Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Bank Account Information section above) where the x increments for each file created that day) will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab ACH Information section.
10. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. "999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
11. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
12. Click **Create**.
13. At the file has been created successfully message, click **OK**.

Create an ACH File

1. Select **Processes > ACH Files > Create ACH File**.
2. In the **Company** box, select the company you want to create an ACH file for.
3. Select the **Bank Account** number the ACH file should be created for.

Select	Date	Name (Last,First)	Entry Screen	Amount	Standard Entry Class
<input checked="" type="checkbox"/>	05/31/18	Timberline Supplies	Payments	500.00	PPD
<input checked="" type="checkbox"/>	05/31/18	Speed Racer Supplies	Payments	500.00	CTX
<input checked="" type="checkbox"/>	05/31/18	Pro Cast Supplies	Payments	400.00	CCD
<input checked="" type="checkbox"/>	05/31/18	Pro Cast Supplies	Payments	300.00	CCD
<input checked="" type="checkbox"/>	05/31/18	Ice Man Supplies	Payments	200.00	PPD
<input checked="" type="checkbox"/>	05/31/18	Ice Man Supplies	Payments	100.00	PPD

4. In the Standard Entry Class box, select a standard entry class (SEC) filter, or select All to display all ACH transactions.

- » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
 - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
 - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.
5. All invoices marked to be included in the ACH file will display. To unselect an invoice, click the **Select** check box or click **Unselect All** to remove the selection from all invoices.



Note: Invoices listed in this screen can be edited by clicking the Edit button from the Create ACH Files screen.

6. Click **Create**.



Note: Zero dollar payments will be excluded from ACH files and marked as Do Not Print when viewed in Transaction Search.

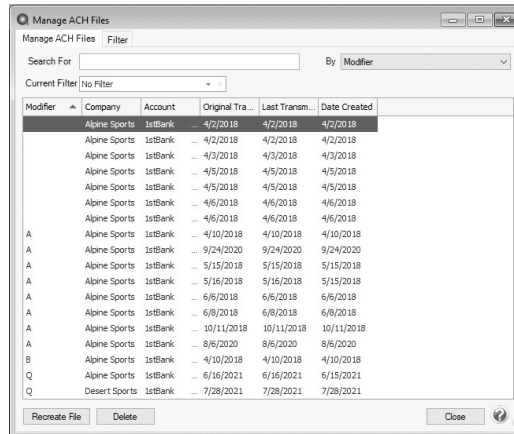
7. Select or enter a **Transmission Date**.
8. The **Transmission Time** will display the current system time. This time can be changed.
9. Select or enter an **Effective Entry Date**.
10. In the **File Path and Name** box, the file path and name (filepath/Prefix-YYYYMMDD-x.ext (defined in steps 21-22 in the Setup Bank Account Information section above) where the x increments for each file created that day) will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab ACH Information section.
10. Select the value that should be used to fill the **Immediate Origin** field in the direct deposit file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. " 999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
11. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
12. Click **Create Files**.
13. At the file has been created successfully message, click **OK**.

Manage ACH Files

Recreate an ACH File

If an ACH file is damaged, there were transmission errors, or it is accidentally deleted, the file can be recreated by following these steps:

1. Select **Processes > ACH Files > Manage ACH Files**.
2. On the **Manage ACH Files** tab, select the vendor/name and file you want to recreate the ACH file for.
3. Click **Recreate File**.



4. The **Original Transmission Date**, **Last Transmission Time**, and **Date Created** columns will default from the original ACH file.
5. In the **Save To Folder & File Name** box, the file path and name will display from the **Setup > Accounts > Accounts ACH/Direct Deposit** tab formatted with filepath/Prefix-YYMMDD-x.txt.
6. Select the value that should be used to fill the **Immediate Origin** field in the ACH file:
 - » **Use Bank Routing Number** - The Immediate Origin field will be filled with the account's routing number from the Detail tab prefixed with a space, i.e. "999999999".
 - » **Use Custom Number** - The Immediate Origin field is filled with the user-defined alphanumeric value entered into the Custom field. The value is prefixed with Zeros to a maximum of 10 characters, i.e. "0999999999".
 - » **Use Federal EIN Number** - The Immediate Origin field will be filled with the company's Federal Tax ID prefixed with a "1", i.e. "1999999999".
7. If you select Use Custom Number in Step 8, enter the **Custom** alphanumeric value to fill the Immediate Origin field with.
8. Click **Recreate File**.
9. At the file created successfully message, click **OK**.

Delete an ACH File

1. Select **Processes > ACH Files > Manage ACH/Direct Deposit ACH Files**.
2. On the **Manage ACH Files** tab, select the vendor/name and file you want to delete the ACH file for.
3. Click **Delete**.

ACH Reports

To view or print reports that will provide information about the ACH transactions, select **Reports > Reports > ACH Transactions**.

- » **ACH Prepayment** - This report includes payment transactions that have been added to an ACH File during the payment entry or pay invoices due process.

» **ACH Payments Transmitted** - Provides a listing of the ACH payments included in a transmission file. The Total Amount should equal the posted status Totals. The number of payments should match the number of rows where the status is Posted. If any transaction that was included in a transmission file was edited after the file was created, then the report will indicate that in the "Transactions were edited after transmission file was created." section.

» **Transmission Files** - Lists the ACH transmission files created.

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Email Vendor Checks (Pay Advices)

Setup

One Time Setup: Email Preferences

1. Select **File > Preferences > Email Setup > Email Setup**.
2. Select the **Database** tab.
3. Enter your **"To/From" Email Address**. This is the email address used for testing the SMTP settings and if there aren't any advices Sent "From" email addresses assigned under **Setup > General > Email Addresses**. See the *Sent From and Optional Email Addresses* section in this document for more information.

The screenshot shows the 'Preferences - Email Setup' window with the 'Database' tab selected. The left sidebar lists various setup categories, with 'Email Setup' highlighted. The main area contains the following fields and controls:

- Server:** smtp.thiscompany.com
- Port:** 25
- Require Login:** Yes (dropdown)
- Username:** jonz
- Password:** (empty field)
- Require secure connection (SSL/TLS):** No (dropdown)
- Timeout:** 30
- Test Settings:**
 - To/From Email Address:** jonz@thiscompany.com
 - Test:** (button)
- Buttons:** Reset Defaults, Clear, Save

4. Once the To/From Email Address is entered, the system will try to auto fill the **Server** and **Port**. If it's unable to auto-fill the information, you'll have to get the information from your network administrator. They can also let you know what you should select in the **Require Login** and **Require secure connection (SSL/TLS)** fields.
5. Click **Test**. An email will be sent indicating the SMTP options have been set correctly. Verify that you received the CenterPoint: Testing SMTP Configuration email.



Note: If you didn't receive the email, then the settings in step 4 must be corrected.

6. Once the email is received, select **Save** in the Preferences screen.

Optional Setup - Define a Default Subject and Message for Emailed Checks (Advices)

If you'd like to use the same email subject and message each time you email an advice, it can be added to the preferences. Otherwise, when emailing an advice, you'll have the opportunity to enter the subject and message at that time.

1. Select **File > Preferences > Email Setup > Vendor Checks (Pay Advices)**.
2. Select the **Database** tab.

3. Enter a default **Subject** and **Message**.



Note: To create paragraphs, press your Ctrl and Enter keys at the same time.

4. Select a default **Form** for emailing advices. The default form for vendor advices is the non-negotiable ACH Payment Advice form. This form will be used to format the PDF file that will be attached to the email.
5. Click **Save**.

Set Vendor Email/Print Defaults

Prior to emailing an advice to a vendor, the vendor file must include an email address and email form options on the Email/Print tab.

If your vendors don't currently have email addresses on the **Email/Print** tab in their record, use the following step to update their records individually.

1. Select **Setup > Names > Names** or **Setup > Vendors**.
2. Find the appropriate vendor and click **Edit**.
3. Click on the **Email/Print** tab. Use the Email Addresses and Options section on this tab to set up multiple email addresses where advices can be sent for this vendor. You can also select how each email is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own email address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on the Payment entry screen. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.

The screenshot shows the 'Names' window with the 'Email/Print' tab selected. The window displays the email addresses and options for 'Adams, Chuck'. The 'Email Addresses and Options' section contains a table with columns for Name, Email Address, Invoices, Statements, Sales Orders, Purchase Orders, Checks (Advices), and Receipts. The 'Print Options' section contains checkboxes for Print Customer Invoices, Print Customer Statements, Print Receipts, Print Sales Orders, and Print Purchase Orders.

Name	Email Address	Invoices	Statements	Sales Orders	Purchase Orders	Checks (Advices)	Receipts
Chuck Adams	chuck_adams@yourcompa	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."	Send "To..."
		No Email	No Email	No Email	No Email	No Email	No Email

Print Options:

Print Customer Invoices: No
 Print Customer Statements: No
 Print Receipts: No
 Print Sales Orders: Yes
 Print Purchase Orders: Yes

4. Click **Save**.

Set Sent From and Optional Email Addresses

The Setup > General > Email Addresses menu selection is used to set the name and email address checks (advices) are sent from. This menu allows you to select other Sent From email address for the different forms that you send via email. You can optionally add email addresses where messages and attached documents can be sent to; including internal staff, outside accountants, or other addresses that are not related to the name/customer the transaction is entered for. You can also select how each email is to be sent, directly to the recipient, as a carbon copy, or as a blind carbon copy or set a default "From" email address for each document.

1. Select **Setup > General > Email Addresses**.

The screenshot shows the 'Email Addresses' window with the 'Email Addresses and Options' section. The window displays the email addresses and options for 'JoAnn Smith'. The 'Email Addresses and Options' section contains a table with columns for Name, Email Address, Customer Invoices, Print/Email Checks/Invoices, Billing Statements, Sales Orders, Purchase Orders, Receipts, and Checks. The 'Salesperson Email Options' section contains checkboxes for Email Customer Invoices and Email Sales Orders.


Name	Email Address	Customer Invoices	Print/Email Checks/Invoices	Billing Statements	Sales Orders	Purchase Orders	Receipts	Checks
JoAnn Smith	jsmith@alpinports.	No Email	No Email	No Email	No Email	No Email	No Email	No Email
		No Email	No Email	No Email	No Email	No Email	No Email	No Email

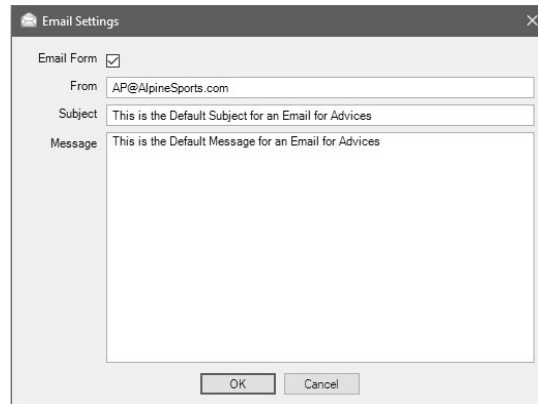
Salesperson Email Options:

Email Customer Invoices: No Email
 Email Sales Orders: No Email

2. Enter the **Name**, the **Email Address**, and select how checks (advices) should be sent, **No Email**, **Send "From..."** (the default e-mail address the check (advice) is sent from), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (blind carbon copy).


Option 1: Email Advices During Creation of an ACH File

1. Follow steps prior to clicking Create Create an ACH Filesection in this document.
2. Select the Envelope icon .



The 'Email Settings' dialog box is shown. It has a title bar with a close button. Inside, there is a section 'Email Form' with a checked checkbox. Below this are three text input fields: 'From' (containing 'AP@AlpineSports.com'), 'Subject' (containing 'This is the Default Subject for an Email for Advices'), and 'Message' (containing 'This is the Default Message for an Email for Advices'). At the bottom are 'OK' and 'Cancel' buttons.

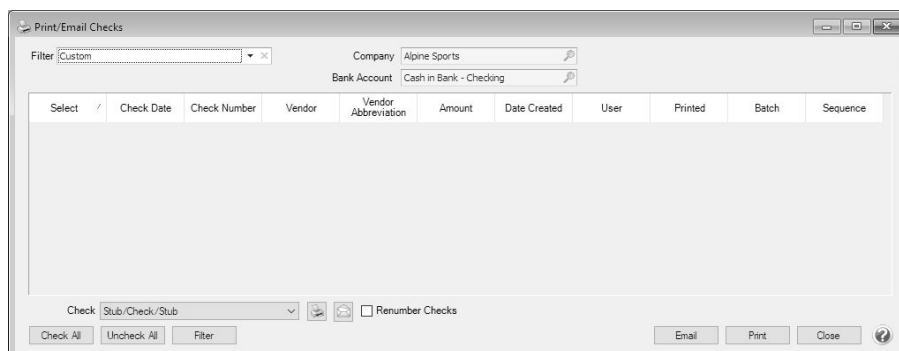
3. Select the **Email Form** check box to email advices for vendors/names with the Checks (Advices) column in the Setup Vendors > Email/Print tab or Setup > Names > Names > Email/Print tab set to Send "To".
4. The **From** box will display the Email Address from Setup > General > Email Addresses if the Checks (Advices) column is set to Sent "From", and can be changed.
5. The **Subject** and **Message** will display the default subject and message from File > Preferences > Email Setup > Vendor Checks (Advices) and can be changed.
6. Click **OK**. When the Email Form check box is selected on the Email Settings screen, the Envelope icon on the

Create ACH File screen will display with a green check mark on it .

7. Follow steps 5-13 from the [Create an ACH File](#) section in this document.
8. A progress bar will display during the email advices process.
9. You will receive a *Process Completed Successfully* message when completed.
10. Click **OK**.

Option 2: Mass Email Advices from Print/Email Checks

1. Select **Processes > Purchases > Print/Email Checks**.
2. If this is the first time entering this screen, the screen will not list any advices. After using the screen for the first time, the previous filter selection will automatically display.



The 'Print/Email Checks' screen is shown. It has a title bar with standard window controls. Below the title bar, there is a 'Filter' dropdown set to 'Custom'. To the right, there are two fields: 'Company' (Alpine Sports) and 'Bank Account' (Cash in Bank - Checking). Below these is a table with columns: Select, Check Date, Check Number, Vendor, Vendor Abbreviation, Amount, Date Created, User, Printed, Batch, and Sequence. The table is currently empty. At the bottom, there is a 'Check' dropdown set to 'Stub/Check/Stub', a 'Renumber Checks' checkbox, and buttons for 'Check All', 'Uncheck All', 'Filter', 'Email', 'Print', and 'Close'.

3. If you would like to filter the list of advices that display, click the **Filter** button, select your filter criteria, and either **Apply** the filter to the list (you will see Custom in the Filter box) or **Save** the filter so you can select the named filter in the Filter box in the future. In the example below, the filter is set to display advices for Alpine Sports, for the Cash in Bank - Checking bank account, and for ACH Vendors and the filter was saved with the name ACH Advices to Email

Item	Selected Criteria
Company	Alpine Sports
Sequence	<All>
Bank Account	Cash in Bank - Checking
Check Date	<All>
Printed	<All>
Check Number	<All>
Transaction Batch	<All>
ACH Vendor	Yes

More Items

Apply Save Cancel

Filter: ACH Advices to Email Company: Alpine Sports Bank Account: Cash in Bank - Checking

Select	Check Date	Check Number	Vendor	Vendor Abbreviation	Amount	Date Created	User	Printed	Batch	Sequence
<input type="checkbox"/>	11/30/17	000011	Alpine Credit C	ALPCredit	87.00	4/25/2018 12:0	Administrator	<input checked="" type="checkbox"/>	Quick Transacti	Payments
<input type="checkbox"/>	04/24/18	000012	Alpine Credit C	ALPCredit	364.52	4/25/2018 12:0	Administrator	<input checked="" type="checkbox"/>	Quick Transacti	Payments

Check: Stub/Check/Stub Renum Check

Check All Uncheck All Filter Email Print Close

- To select all advices for emailing, click **Check All** or select each advice you want to email. To unselect all advices from the printing selection, click **Uncheck All**.
- Select the **Check** form type. If you are emailing advices, the suggested format is the non-negotiable ACH Payment Advice.
- Click the **Envelope** icon to change the defaults set in File > Preferences > Email Setup > Vendor Checks (Pay Advices) for the Subject, Message, and Form.
- Click **Email** to email the selected advices. Advices will be emailed and according to the email settings on the vendor.
- You will receive a *Process Completed Successfully* message when completed.
- Click **Close**.

Frequently Asked Questions

Q: When I'm setting up ACH in CenterPoint, should I be making modifications in the Advanced Settings?

A: No, the majority of the time no changes are needed in the Advanced Settings. We recommend you only make changes in this area if a Red Wing technician has recommended it.

Q: What is a pre-note?

A: A pre-note is the commonly used term for an Automated Clearing House (ACH) prenotification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH file being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.

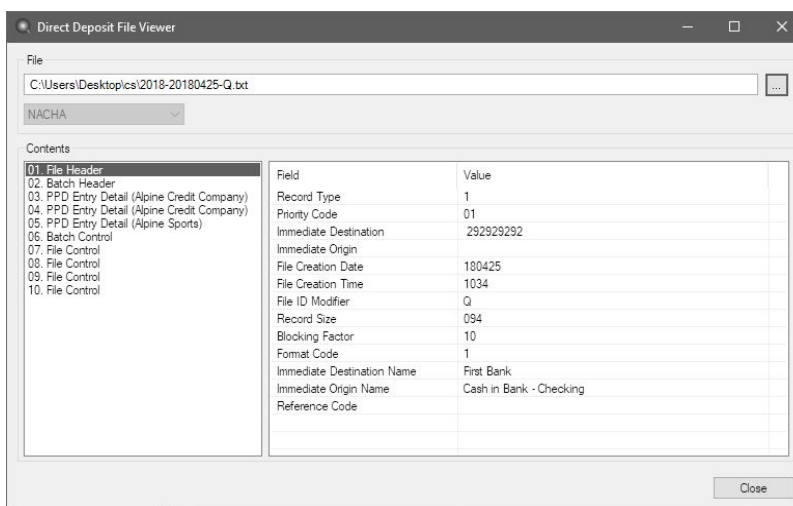
Q: How does the program know what format to use when emailing ACH advices?

A: When advices are emailed, they will use the formats for the Check and Stub Type and options selected in **File > Preferences > Email Setup > Vendor Checks (Pay Advices)**.

Q: Is there a way to view the contents of an ACH file generated by CenterPoint ?

A: Yes, the contents of a NACHA, NACHA (Modified), or an ASCII direct deposit file can be viewed (no edit is allowed) by following these steps:

1. Select **Processes > ACH Files > ACH/Direct Deposit File Viewer**.
2. Select a **File** or drag-and-drop a file onto any part of the viewer window to select that file.
3. Under Contents, on the left side of the screen, an overview of the file displays the different type of records, for example File Header, Batch Header, PPD Detail Entry, Batch Control File Control.



4. Select one of the record types to display that record's information on the right. The PPD Detail Entry record will display for each vendor/name in the ACH file followed by the vendor/name, for example PPD Detail Entry (Alpine Credit Company).
5. Click **Close**.

Transaction Search

Transaction Search

Transaction Search is a tool that allows you to review, edit, delete and report transactions and balances. Here's an example of a few specific things that you can do with search:

- » Search for a specific transaction or transactions.
- » Edit a transaction.
- » Void or Delete a transaction.
- » Reprint a check or invoice.
- » Create formats that produce reports on financial activity

Transaction Search screen is similar to the report preview screen in that it has a Filters, Column, Group/Sort and General tabs that allow you to modify the information included. The difference being that the transaction search gives you many more choices of data (columns) & level of details to include.

In this topic we'll show you the general steps one would use to execute a search. Please refer to the [Edit or Delete a Transaction](#) and [Reprint a Check, Invoice or Deposit Slip](#) topics for specific instructions on how to use transaction search for those types of processes.

Once the data is displayed in the transaction search it can be edited, deleted or printed.

Using Transaction Search

1. Select **Processes > Transaction Search** or **Reporting Tools > Transaction Search**



Note: When a CenterPoint accounting product is integrated with CenterPoint Payroll, you can exclude transaction data from the Pay Employees entry screen from Transaction Search by setting the **File > Security > Security Policies > Transaction Search > Allow Payroll Search to No**.

Transaction Search

Date Selection: Custom From: 07/01/2010 To: 07/10/2010 Search

Format Definition: Summary

Filter Definition: Summary

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
2	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
3	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
4	07/01/10	000012	Customer Invoices	Sherman Village Fishing	425.00
5	07/01/10	000013	Customer Invoices	Chuck Adams	500.00
6	07/01/10	000014	Customer Invoices	Frank Buchanan	500.00
7	07/01/10	000015	Customer Invoices	Herb Ford	500.00
8	07/01/10	000016	Customer Invoices	Jim Pierce	500.00
9	07/01/10	000017	Customer Invoices	Woody Cleveland	544.35
10	07/02/10	000005	General Journal Entries		-5,483.32
11	07/03/10	000017	Receipts	Sherman Village Fishing	425.00
12	07/04/10	000009	Customer Invoices	2222Cash	0.00
13	07/05/10	000018	Receipts	Summit County Ski Club	15,725.00
14	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
15	07/07/10	000003	General Journal Entries		0.00
16	07/08/10	000010	Payments	Pro Cast Supplies	-29,700.00
17	07/08/10	000057	Receipts	Zach Jefferson	4,000.00
18					28,569.83

Search Criteria:

21 Date Selection: Custom (07/01/10 to 07/10/10)

22

Other Filters:

23


24 Transaction Status: Posted

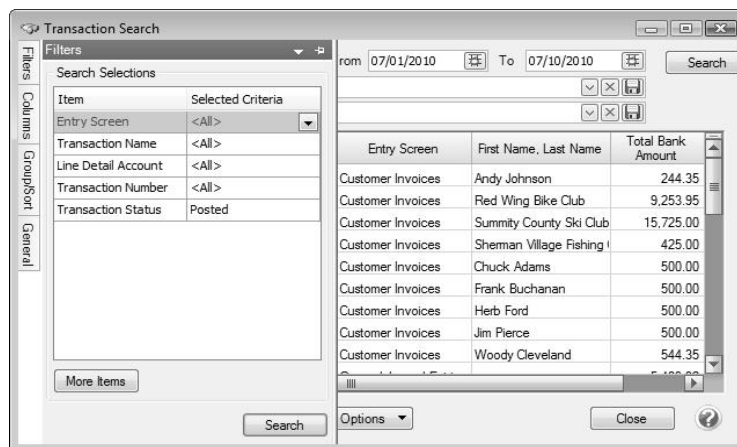
25


Sorted By:

27 Transaction Date: Ascending

Print Export Edit Options Close

2. In the **Date Selection** or date **From/To** fields, specify the appropriate date range to search. By default, the Date Selection criteria is set to This Month. To set your selection to display each time you start Transaction Search, right-click and select Set As Default.
3. The **Format Definition** allows you to choose a predefined format for the level of detail, columns displayed, the order of the columns, and the group and sort order of the search results. The list includes built-in format definitions, but you can also create your own. For a basic search, we recommend you use **Summary** which is one line of data per transaction.
4. The **Filter Definition** allows you to choose predefined data selections on the Filters tab. The default, **Summary**, is recommended as it includes all posted transactions.
5. Select the **Filters** tab to choose the data that should be included in this search. For example, if you only want to see Receipt transactions, that can be selected in the Entry Screen field, or if you only want to see transactions for a specific account, choose that account in the Line Detail Account field. If the field you'd like to select data by is not displayed as a Search Selections Item, click on the **More Items** button to display additional fields. If you'd like to save these selection criteria for future use (for example, you'll want this same search next month), select the **Search** button and then click on the  icon next to the **Filter Definition** field. The save process will prompt you to name this new **Filter Definition** for future use.



6. Select the **Columns** tab to:
 - » Select the **Level** field allows you to select the level of detail that will display in the search result, Transaction Summary, Transaction Lines, Journal Entry Summary, and Journal Entry Details.
 - » Define which columns to include in the search results and determine the order they will display. Place a check mark in each field that you'd like displayed as a column of data within the search. Use the arrow up and down buttons to decide which order the columns will be displayed in. If you'd like to save these selected columns as a format that can be used again (without having to manually select and reorder), select the **Search** button and then click on the  icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use.

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount
194	1/24/2015		Account Reconciliation Interest		0.00
195	1/24/2015		Receipts	River's Bend Grain Comp	7,443.90
196	1/24/2015	007148	Payments	Beck's Superior Hybrids	15,642.72
197	1/25/2015	3899	Vendor Invoices(A/P)	Area Ag Center	245.30
198	1/26/2015		Receipts	River's Bend Grain Comp	7,273.40
199	1/27/2015		Receipts	Commodity Credit Corpor	22,528.00
200	1/27/2015		Receipts	River's Bend Grain Comp	7,068.38
201	1/27/2015		Vendor Invoices(A/P)	Area Ag Center	122.30
202	1/27/2015	007149	Payments	BCBS	3,574.45
203	1/27/2015	007150	Payments	Rural Excavation Compa	900.00
204	1/27/2015	007151	Payments	Farm Bureau Insurance	2,272.30
205	1/27/2015	007152	Payments	Farm Bureau Insurance	1,766.50
206	1/27/2015	007153	Payments	Ken's Auto Repair	434.30
207	1/27/2015	007154	Payments	RM Rickles LLC Futures	10,000.00
208	1/27/2015	007155	Payments	General Electric Compan	202.89
209	1/31/2015		Adjust Current Portion Long Term Debt		0.00
210	1/31/2015		Apply Distributions		0.00
211	1/31/2015		Expense Work in Process Inventories		0.00
212	1/31/2015		General Journal Entries		0.00
213	1/31/2015		Receipts	Cargill Com Ingredients	19,918.72
214	1/31/2015		Receipts	River's Bend Grain Comp	8,119.04

7. Select the **Groups/Sort** tab to define how the data will be sorted and subtotaled.
8. Click **Search** to update the search screen with the details provided in the various tabs.
9. Once the data is displayed in the transaction search screen it can be reviewed, sorted ascending/descending by clicking the column headings, edited, deleted or printed. To edit or delete a transaction simply double-click on the appropriate row. To print the information select **Print**. Additional information can be displayed for transactions by highlighting the transaction and then right-clicking to display a context menu. The information on the context menu will change based on the transaction type, for example, for AP or AR invoices and Credit Card Purchases, the menu will display a **View Payment History** option, for Sales Orders or Purchase Orders the menu will contain a **View Sales Order** or **Purchase Order** option, for AR invoices, the menu will display **Preview Invoices**, and for AP Payments, AR Receipts, or Credit Card Payments the menu will contain a **View Invoices** option.

Frequently Asked Questions

Q: I have created a Format Definition that I'd like to also use in another database. Do I have to set it all up again in that database?

A: No, you can use the Export Format Definitions option. To export a format definition so it can be used in another database, click the down arrow on the **Options** button on the bottom of the Transactions Search screen, select **Export Format Definitions**, select a name and location for the export file, select the format definitions to be included in the file, and then click **OK**. Click **OK**. Options > Import Format Definitions can be used in the other database to bring in the format definition.

Q: How do I display just the transactions for one account?

A: Select the appropriate **Date** range on the main transaction search screen. Then click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate account. Click **Search**.

Q: How can I see all of the transactions for the month, grouped by Account?

A: We'll use a number of the tabs to modify the results:

1. Select the appropriate **Date** range on the main transaction search screen.
2. Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary** (this is done so the results include the account). Select the appropriate **Account** fields (for example, account name or number).

- Then click on the **Group/Sort** tab. Put a check mark in the **Group** box next to the account field that was added in step 2. Click **Search**.

The screenshot shows the 'Transaction Search' window with the 'Columns' tab selected. The table displays transactions grouped by account. The 'Accounting' group is expanded, showing a summary row and a list of individual transactions. The 'Accounts Receivable - Business' group is also expanded, showing a summary row and a list of individual transactions.

	Account (Name)	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount
1	Accounting	07/02/10	000005	General Journal Entries		-5,483.32
2	Accounting					-5,483.32
3	Accounts Receivable - Business	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
4	Accounts Receivable - Business	07/05/10	000019	Receipts	Summit County Ski Club	15,410.50
5	Accounts Receivable - Business	07/05/10	000018	Receipts	Summit County Ski Club	15,725.00
6	Accounts Receivable - Business	07/03/10	000017	Receipts	Sherman Village Fishing	425.00
7	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing	425.00
8	Accounts Receivable - Business	07/01/10	000012	Customer Invoices	Sherman Village Fishing	425.00
9	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
10	Accounts Receivable - Business	07/01/10	000011	Customer Invoices	Summit County Ski Club	15,725.00
11	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
12	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
13	Accounts Receivable - Business	07/01/10	000010	Customer Invoices	Red Wing Bike Club	9,253.95
14	Accounts Receivable - Business					107,032.85
15	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
16	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
17	Accounts Receivable - Retail	07/01/10	000009	Customer Invoices	Andy Johnson	244.35
18	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00
19	Accounts Receivable - Retail	07/04/10	000069	Customer Invoices	ZZZCash	0.00

Q: I have a transaction that is missing from bank reconciliation. Is there a way in Transaction Search to see if it's already been reconciled, and if it has, what date?

A: Yes, we can display the transactions with a Date Reconciled.


- Select the appropriate **Date** range on the main transaction search screen.
- Click on the **Columns** tab. Change the **Level** field to **Journal Entry Summary**. Put a check mark in **Group on Transaction**. Select the fields shown below:

The screenshot shows the 'Columns' tab in the Transaction Search window. The 'Results Level of Detail' is set to 'Journal Entry Summary'. The 'Group on Transaction' checkbox is checked. A list of fields is shown with checkboxes next to them. The fields selected are: Transaction Date, Transaction Number, Entry Screen, First Name, Last Name, Total Bank / Invoice \$, Account (Name), Amount (Journal), Date Reconciled, and Bank / Invoice \$.

- Click on the **Filters** tab. In the **Line Account Detail** field, select the appropriate bank account.



Note: if you also know who the missing transaction was written to, you can also select that in the Transaction Name field.

- Click **Search**. If you would like to use these selections again in the future, click on the save  icon next to the **Format Definition** field. The save process will prompt you to name this new **Format Definition** for future use (for example, Transactions with Date Reconciled).

Transaction Search

Date Selection: Last Month From: 06/01/2010 To: 06/30/2010 Search

Format Definition: Summary

Filter Definition: Summary

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Bank Amount	Account (Name)	Amount (Journal)	Date Reconciled
1	06/05/10	000065	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	57,428.89	06/30/10
2					0.00		57,428.89	
3	06/12/10	000066	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	143,419.92	06/30/10
4					0.00		143,419.92	
5	06/15/10	000055	Receipts	Andy Johnson	300.00	Cash in Bank - Checking	300.00	06/30/10
6					300.00		300.00	
7	06/22/10	000067	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	101,118.01	06/30/10
8					0.00		101,118.01	
9	06/25/10	000068	Customer Invoices	ZZZCash	0.00	Cash in Bank - Checking	31,357.00	06/30/10
10					0.00		31,357.00	
11	06/27/10	000005	General Journal Entries		-5,483.32	Cash in Bank - Checking	-5,483.32	06/30/10
12					-5,483.32		-5,483.32	
13	06/30/10	000023	General Journal Entries		-53,222.00	Cash in Bank - Checking	-53,222.00	06/30/10
14					-53,222.00		-53,222.00	

Print Export Edit Options Close

Q: I made the appropriate selections in the Filter, Columns and Group/Sort tab, but the transactions displayed in my main Transaction Search screen didn't change?

A: This will happen if the Search button is not clicked on after making your selections in the tabs. Click on the **Search** button at the top of the screen to refresh the data using the new criteria.

Publish Pay Advices

Publish Pay Advices - Installation, Registration, and Processes

Prerequisite: The Direct Deposit add-on module must be purchased and configured prior to adding the Publish Payroll Advices add-on module. See the [Direct Deposit](#) document for specific information about setting up and using the add-on module.

This document includes the following topics:

[Configure the Publish Payroll Advices Add-on Module \(One-time Setup\)](#)

[Register the Publish Payroll Advices Add-on module \(One-time Setup\)](#)

[Specify Payroll Contact Information](#)

[Customize Email Notifications](#)

[Enroll Multiple Employees in the Publish Payroll Advices Service](#)

[Enroll Individual Employees in the Publish Payroll Advices Service](#)

[Publish Payroll Advices](#)

[Option A - While Processing a Pay Run](#)

[Option B - After Posting a Pay Run](#)

[Remove Published Pay Advices](#)

[Resend an Available Advice Notification to an Employee](#)

[Unenroll Employees from the Publish Payroll Advices Service](#)

[Synchronize CenterPoint Payroll Information with Publish Pay Advices](#)

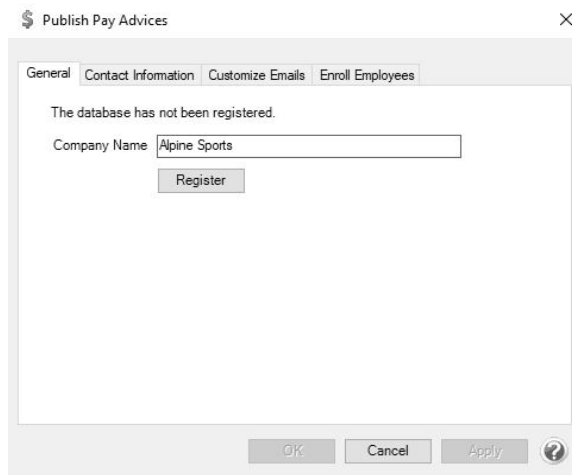
[Frequently Asked Questions](#)

Configure the Publish Payroll Advices Add-on Module (One-time Setup)

1. Select **File > Administration > Module Configuration Manager**.
2. Select the **Publish Payroll Advices - Requires Direct Deposit** check box. Click **OK**.

Register the Publish Payroll Advices Add-on module (One-time Setup)

1. Select **Setup > Payroll Details > Publish Pay Advice Settings**.



The screenshot shows a window titled "Publish Pay Advices" with a close button (X) in the top right corner. Inside the window, there are four tabs: "General", "Contact Information", "Customize Emails", and "Enroll Employees". The "General" tab is selected. The text "The database has not been registered." is displayed. Below this text is a text input field labeled "Company Name" containing the text "Alpine Sports". Below the input field is a button labeled "Register". At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply", along with a help icon (question mark in a circle).

2. Click **Register**. Wait while the registration processes.
3. When the registration is complete, a *This database has been registered.* message and your Registered Company Code displays.

\$ Publish Pay Advices

General | Contact Information | Customize Emails | Enroll Employees

This database has been registered.

Registered Company Code FB59BC

Company Name Alpine Sports

Synchronize

OK Cancel Apply ?

Specify Payroll Contact Information (Setup > Payroll Details > Publish Pay Advice Settings)

1. Select the **Contact Information** tab.

\$ Publish Pay Advices

General | Contact Information | Customize Emails | Enroll Employees

The contact name and email will be used in email notifications sent to your employees on your behalf

Contact Name John Smith

Contact Email jsmith@redwingssoftware.com

OK Cancel Apply ?

2. Enter the **Contact Name** and **Contact Email** address.

Customize Email Notifications - Optional (Setup > Payroll Details > Publish Pay Advice Settings)

1. Select the **Customize Emails** tab. This tab allows you to determine the content of the emails generated by the Publish Payroll Advices module.
2. Select the **Type** of email message that you wish to customize. **Advice Published**, **Employee Enrollment**, or **Employee Unenrolled**.

Publish Pay Advices

General | Contact Information | Customize Emails | Enroll Employees

Type: Employee Enrollment

Subject: Welcome to [Service Name] Insert Fields

[Employee Name],

Your employer, [Company Name], has given you on-line access to view your pay advices. The first time you visit [Service Name], you will be asked to complete a one-time registration process. You will need the following information:

Company Code: [Company Code]
 Employee Code: [Employee Code]
 The last 4 digits of your Social Security Number (SSN)

Please follow the instructions below to complete your registration:

1. Click this link: [Service URL].
2. Click Log In.
3. If you already have a Red Wing Software account, enter your Email, Password, and then click Log In. Then skip to step 7.
4. If you do not have a Red Wing Software account, click Create one!. Note: this process will require email validation.
5. Enter the required data and click Create.
6. Log in with the Email and Password you just created.
7. Enter the Company Code ([Company Code]) and Employee Code ([Employee Code]) along with the last 4 digits of your SSN.
8. Click Submit. Your available advices will display.

Insert Fields Reset

OK Cancel Apply ?

3. The **Subject** can be edited to any text you prefer. If you want the system to insert fields from a list of Subject fields stored in the Publish Payroll Advice module, click the **Insert Fields** button from the top right side of the screen.

Publish Pay Advices

General | Contact Information | Customize Emails | Enroll Employees

Type: Advice Published

Subject: Your Pay Advice is Available from [Company Name]

[Employee Name],

Your latest pay advice is available. This is an automated message. If you have questions, please contact your employer.

Insert Fields

Insert Field

Fields

- Company Code
- Company Name
- Contact Email
- Contact Name
- Employee Code
- Employee Name
- Service Email
- Service Name
- Service URL

Insert Cancel

OK Cancel Apply ?

4. Select the Field to insert, and then click **Insert**. The selected Field will display in between square brackets, for example the Subject below was edited to "Your Pay Advice is Available from [Company Name]".

5. The body of the email can be edited to the text your prefer. If you want the system to insert fields from a list of Body fields stored in the Publish Payroll Advice module, click the **Insert Fields** button from the bottom left side of the screen.

6. Select the Field to insert, and then click **Insert**. The selected Field will display in between square brackets, for example the body of the email was changed to include the was edited to include the Service Email field, for example "Your latest pay advice is now available for viewing on-line at [Service URL] from [Service Email]."



Note: If you insert fields or edit the standard email text and you wish to return to the default information, click Reset.

Enroll Multiple Employees in the Publish Payroll Advices Service (Setup > Payroll Details > Publish Pay Advice Settings)

1. Select the **Enroll Employees** tab.

2. Click **Enrollment Wizard**.



Note: Employees will display on the left side of the Select Employees to Enroll screen if they have at least one row of the Direct Deposit information filled in on the Direct Deposit tab for the employees you wish to enroll.

They now need to have at least one row of the direct deposit information filled in to show up to be selected in the enrollment wizard.

3. From the left side of the screen, select the employees you wish to enroll and click the right arrow(s) to move them to the right-side of the Select Employees to Enroll screen.

← Publish Pay Advices Enrollment Wizard

Select Employees To Enroll

Employer

Abbreviation	Name	Department
AppleS	Sa...	Store
AspenG	Ge...	Tours and Lessons

Next > Cancel

4. Click **Next**.

← Publish Pay Advices Enrollment Wizard

Employee Notification

After enrolling employees in Publish Pay Advices, you will need to provide them with their initial login information. CenterPoint Payroll can send the login information in an email notification, or if you prefer you can notify the employees yourself through your regular email.

To send email notifications from CenterPoint Payroll, email addresses must be entered in Setup > Employees. If you choose to notify employees outside of CenterPoint Payroll, a template is provided.

Select an option below and click Next to continue.

☒ Allow CenterPoint Payroll to send email messages

☐ Do not send email messages from CenterPoint Payroll

Next > Cancel

5. After enrolling employees in Publish Pay Advices:
 - » If your employees previously registered with either CenterPoint Time Clock or CenterPoint Employee Portal, they can sign in with their existing username and password and do not need to re-register. Continue with the Publish Payroll Advices section in this document.
 - » If your employees have not previously registered with either CenterPoint Time Clock or CenterPoint Employee Portal, your employees will need to register for Publish Payroll Advices. Follow steps 1 - 2 below.
 - a. Provide your employees with their initial login information. This can be done outside of CenterPoint with a template provided to you or if you prefer, CenterPoint can send the login information to employees via email which requires email address to be entered in Setup > Employees.
 - b. Select how you want to send the login information to your employees.
 - i. Click **Next**. If you selected:
 - i. **Allow CenterPoint Payroll to send email messages**
 - » The Employee Email Address screen displays. If there are missing Email Addresses, double-click on the employee name and on the Employees screen, in the **E-mail** box,

add the employee's email address, and then click Save. Repeat for all employees that do not have email addresses, and then click **Next**.

← Publish Pay Advices Enrollment Wizard

Employee Email Addresses

To enter missing email addresses, double-click the employee name or click Cancel to exit and enter email addresses in Setup > Employees, and then restart this wizard.

Abbreviation	Employee	Email Address
AppleS	Sam J Apple	
AspenG	George T Aspen	

Next > Cancel

- » At the "These employees will be enrolled in Publish Pay Advices and sent an enrollment email message" click **Yes** to enroll the selected employees.

← Publish Pay Advices Enrollment Wizard

Enrollment Complete

Your employees have been enrolled in Publish Pay Advices and have been sent an email notification confirming their enrollment.

Your employees will need to complete a one-time registration process the first time they try to access their advices online. The enrollment email notification sent to your employees contains the information necessary to complete the registration process.


Finish Cancel

- » An email message will be sent informing the selected employees that in order for your employees to access their online pay advices, they must register at payadvices.redwingsoftware.com with your Registered Subscriber Code, their Employee Code, and the last four digits of their Social Security Number. This information is in the default Employee Enrollment email message on the Customize Emails tab.
- » Click **Finish**.
- ii. **Do not send email messages from CenterPoint Payroll**
- » The Confirm Enrollment screen displays with the employees that will be enrolled. Click **Next**.

Abbreviation	Employee
CedarS	Stacey C Cedar
CottonJ	John Q Cottonwood
DouglasJ	Jeanne Z Douglas

- » At the "These employees will be enrolled in Publish Pay Advices, click **Yes** to enroll the selected employees.

- » In order for your employees to access their online pay advices, they must register at payadvices.redwingsoftware.com with your Registered Subscriber Code, their Employee Code, and the last four digits of their Social Security Number.
- » To use the template displayed on the screen in your email you will send from your own

email provider, click the Clipboard icon  , open your Email software, and press Ctrl + V to paste the text into your email, and then add your contact information. Send the email to the employees that need to be notified about the registration process.

- » Click **Finish**.

Enroll Individual Employees in the Publish Payroll Advices Service

1. Select **Setup > Employees > Publish Pay Advices** tab.
2. Click the **Publish Pay Advices** check box.

» After enrolling employees in Publish Pay Advices:

- » If your employees previously registered with either CenterPoint Time Clock or CenterPoint Employee Portal, they can sign in with their existing username and password and do not need to re-register. Continue with the Publish Payroll Advices section in this document.
- » If your employees have not previously registered with either CenterPoint Time Clock or CenterPoint Employee Portal, your employees will need to register for Publish Pay Advices. Follow step 3 - 7 below and continue with the Publish Payroll Advices section.

3. If you would like CenterPoint to send the employee an enrollment email with instructions for registering, verify that the email address that displays in the **Send enrollment message to the following email address** box is accurate. If the enrollment notification should be sent to a different email address, change the displayed email address. If you choose not to send the enrollment email, you will need to provide instructions to your employee outside of CenterPoint.
4. Click **Send**.



Note: The Employee Enrollment email notification text from Setup > Payroll Details > Publish Pay Advice Settings > Customize Emails will be sent to the employee email address entered here.

5. See the [Frequently Asked Question](#) section of this document for information about troubleshooting Publish Pay Advices.
6. Click **Save**.
7. Click **Close**.

Publish Payroll Advices

Option A - While Processing a Pay Run

1. Process payroll following your usual procedure until you make your selections on the **6. Print Checks** tab, continue with Step 2.
2. Select the **Publish Pay Advices** check box to publish payroll advices for the employees enrolled in the Publish Payroll Advices service.



Note: The posting Options selection will be saved for each database you process payroll for.

3. Continue processing payroll as you normally do.
4. At the payroll successfully posted message, click **OK**.
5. If you selected the **Publish Pay Advices** check box, choose the date the advices will be made available to employees (the date will default to the pay date) and then click **Publish**.



Note: The Advice Published email notification text from Setup > Payroll Details > Publish Pay Advice Settings > Customize Emails will be sent to the email address the enrolled employees registered with from noreply@redwingsoftware.com on the date selected above at 12 AM. Advices will not be available online and email notifications will not be sent until the date selected above.

Option B - After Posting a Pay Run

1. Select **Processes > Publish Pay Advices > Publish Advices**.
2. The last 31 days of pay runs will be displayed with the status of the published pay advices for the pay run.



Note: The default to display the last 31 days of pay runs can be changed. Click Refresh to redisplay the screen if the filter is changed.

\$ Publish Pay Advices

Alpine Sports

Number	Pay Date	Advices	Status	Include
00055	04/15/19	0/2	Ready to Publish	<input checked="" type="checkbox"/>
00053	04/18/19	2/1	Voided	<input type="checkbox"/>
00054	04/26/19	1/2	Partially Published	<input checked="" type="checkbox"/>
00057	05/03/19	1/1	Published	<input type="checkbox"/>

Display pay runs from the last 31 days

Refresh Publish Close

3. Under the **Advices** column, the first number is the advices that have already been published
4. Under the **Status** column, the following can display
 - » **Published** - This status displays when a pay run includes enrolled employees that had the Publish Pay Advice check box selected when the pay run was posted and payroll advices were published.
 - » **Ready to Publish** - This status displays when a pay run includes enrolled employees and the Publish Pay Advice check box was not selected when a pay run was posted.
 - » **Partially Published** - This status displays when payroll advices have been published and one or more advices were removed in Processes > Publish Pay Advices > Remove Advices.
 - » **Voided** - This status displays when a pay check or pay run for an enrolled employee with published pay advices has been voided.
5. To publish payroll advices for a pay run with a **Ready to Publish**, **Partially Published**, or **Voided** status, select the **Include** check box and then click **Publish**.
6. Choose the date the advices will be made available to employees (the date will default to the current system date) and then click **Publish**.

\$ Publish Pay Advices

Choose the date the advices will be made available to employees. Notification emails will be sent on this date.

04/10/2019

Publish Cancel



Note: The Advice Published email notification text from Setup > Payroll Details > Publish Pay Advice Settings > Customize Emails will be sent to the email address the enrolled employees registered with from noreply@redwingsoftware.com on the date selected above at 12 AM. Advices will not be available online and email notifications will not be sent until the date selected above.

7. The status of the pay runs will change to a Published status as shown below.

Number	Pay Date	Advices	Status	Include
00055	04/15/19	2/2	Published	<input type="checkbox"/>
00053	04/18/19	2/1	Voided	<input type="checkbox"/>
00054	04/26/19	2/2	Published	<input type="checkbox"/>
00057	05/03/19	1/1	Published	<input type="checkbox"/>

Display pay runs from the last days

Refresh Publish Close

8. Click **Close**.

Remove Published Pay Advices

1. Select **Processes > Publish Pay Advices > Remove Advices**.
2. Select an **Employee** you want to remove published pay advices for or leave blank to include all employees.
3. Select a **Pay Run** you want to remove published pay advice in or leave blank to include all pay runs for the selected employee.
4. Click **Find**.

Employee

Pay Run Find

Pay Run	Pay Date	Company	Advices
00050	08/23/18	Alpine Sports	1

Remove Close

5. Click **Remove**. All pay advices displayed will be removed. Individual pay advices can be selected if you select a specific employee and pay run combination.
6. At the *Remove Publish Pay Advices from the web. Are you sure?* message, click **Yes**.

Resend an Available Advice Notification to an Employee

1. Select **Setup > Employees > Publish Pay Advices** tab.
2. Under Resend Advice Available Email Message, click **Send**.
3. Click **Save**.



Note: The Advice Published email notification text from Setup > Payroll Details > Publish Pay Advice Settings > Customize Emails will be sent to the email address the enrolled employee registered with from noreply@redwingsoftware.com.

4. Click **Close**.

Unenroll Employees from the Publish Payroll Advices Service

1. Select **Setup > Employees > Publish Pay Advices** tab.
2. Unselect the **Publish Pay Advices** check box.
3. Click **Save**.



Note: The Employee Unenrolled email notification text from Setup > Payroll Details > Publish Pay Advice Settings > Customize Emails will be sent to the email address the enrolled employee registered with from noreply@redwingsoftware.com.

4. Click **Close**.

Synchronize CenterPoint Payroll Information with Publish Pay Advices

Publish Pay Advices and CenterPoint Payroll data is continuously synchronized. If employee and company data is not reflected correctly in CenterPoint Pay Advices (online) then the data can be resynchronized.

1. Select **Setup > Payroll Details > Publish Pay Advice Settings**.
2. Click **Synchronize**.
3. Click **OK**.

Frequently Asked Questions

Q: How do I change the email address that an employee uses to log into CenterPoint Pay Advices?

A: To reset the registration status of an enrolled employee:

1. From CenterPoint Payroll, select **Setup > Employees**.
2. Select the **Payroll Advices** tab.
3. Under the Troubleshooting section, click **Unregister**.
4. At the *This will unregister the employee's user account from Publish Pay Advices and they will have to re-register to access their advices, are you sure?* message, click **Yes**.
5. If the unregister is successful, at the *Employee Unregistered* message, click **OK**. If the unregister is not successful, you will be prompted to try again later..
6. The employee will need to register with CenterPoint Pay Advices again by creating a new account with their preferred email address. If you click **Send** (next to the displayed email address), a new enrollment notification will be sent with detailed information about registering. If you choose not to send the enrollment email, you will need to provide instructions to your employee outside of CenterPoint or the employee can follow the Employee Registration (One-time Setup) section in the [Using Publish Pay Advices](#) document.



Note: The procedure above can also be used to reset the registration status of an enrolled employee if they are having difficulty registering with CenterPoint Pay Advices or they cannot access their account. Their Pay Advices will no longer be linked to the account created with their email address. They can either reregister CenterPoint Pay Advices with their current account or create a new account using a different email address.

Q: Can the default e-mail messages be changed?

A: Yes. To change email messages:

1. In CenterPoint Payroll, select **Setup > Payroll Details > Publish Pay Advice Settings** and select the **Customize Emails** tab.
2. Select the **Type** of email message that you wish to customize. The email types are:
 - » Employee Enrollment
 - » Advice Published
 - » Employee Unenrolled
3. The Subject and Body of the email can be edited to any text you prefer. If you want the system to insert fields from a list of Subject fields, click the **Insert Fields** button from the top right side of the screen. If you want the system to insert fields from a list of Body fields, click the **Insert Fields** button from the bottom left side of the screen.
4. Select the **Field** to insert, and then click **Insert**. The selected Field will display in between square brackets [].



Note: If you select a field or enter/change text and you want to display the original/previous information, click the **Reset** button.

Q: The notifications that are sent from CenterPoint Publish Pay Advices specifies a contact name and email address for questions. Where does this information come from?

A: The contact email address used in the notifications is set in **Setup > Payroll Details > Publish Pay Advice Settings > Contact Information** tab in the **Contact Email** box. The email address, as well as the **Contact Name** can be changed.

Q: I have an email address setup in Setup > Employees on the General tab for an employee, but they are not receiving Advice Published email notifications at that email address. Where are the notifications being sent?

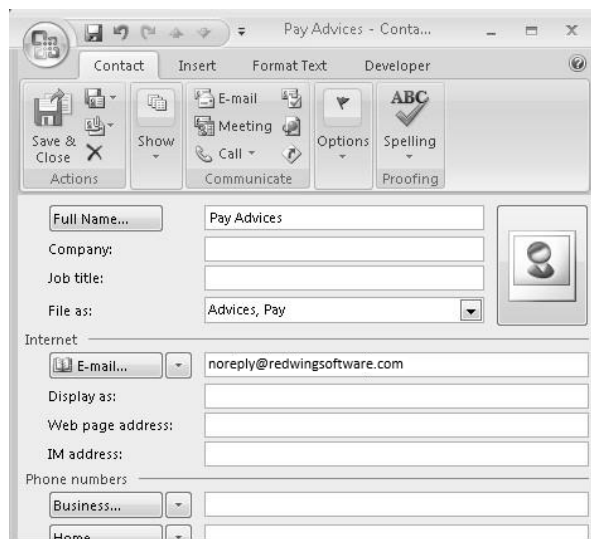
A: The employee will only receive pay advice notifications at the email address that they provided when they registered to use CenterPoint Pay Advices (online).

Q: I had to void a pay run (an individual pay check) in CenterPoint Payroll that had already been published. Do I need to do anything in Publish Payroll Advices?

A: When a payroll check or entire pay run is voided in CenterPoint Payroll, it will be marked as Voided in the Processes > Publish Pay Advices > Publish Advices screen in the Status column . If you wish to remove the voided pay run, it can be removed by selecting the **Include** check box and clicking **Publish** (the employee will not be sent an Advice Published notification). If a corrected pay run is processed, that new pay run/check can be published (there may be additional charges depending on which employee(s) pay advice was published and the month it was published).

Q: An employee didn't receive an email when they were enrolled in the Publish Pay Advices service or when new advices were published.

A: If an employee didn't receive a specific email, they should look in their Spam or Junk mail folders for the missing emails. This can happen if the employees email software categorizes the emails from the Publish Pay Advices service as junk or spam. To alleviate this from happening, enrolled employees should go into their email software and add noreply@redwingsoftware.com as a contact. All emails sent from CenterPoint Publish Pay Advices will come from that email address. Once an email address is added as a contact, it should normally be received into their in-box. This is an example of a contact added in Microsoft Outlook:



Alternatively, if an employee is familiar with marking a domain as safe in their email software, the [@redwingsoftware.com](mailto:noreply@redwingsoftware.com) domain can be added as a safe domain.

Q: Is it possible to resend an Enrollment or Available Advice e-mail notification to an employee?

A: Yes, you can resend both by following the steps below:

Resend an Available Advice Notification to an Employee

1. Select **Setup > Employees > Publish Pay Advices** tab.
2. Under Resend Advice Available Email Message, click **Send**.
3. Click **Save**.

Resend an Enrollment Email Notification to an Employee

1. Select **Setup > Employees > Publish Pay Advices** tab.
2. Under Send enrollment message to the following email address, verify the displayed email address and then click **Send**.
3. Click **Save**.

Q: Will employees be notified when a new pay run is published?

A: Yes. Each time a new pay run is published either from Processes > Pay Employees or Processes > Publish Pay Advices > Publish Advices, Advices Published the Advice Published email notification text from Setup > Payroll Details > Publish Pay Advice Settings > Customize Emails will be sent to the enrolled employees (that were included in that pay

run) to the email address the employee registered with from noreply@redwingsoftware.com on the date you chose to have advices available to employees at 12 AM. The text of the e-mail will be similar to this:

George T Aspen,

Your latest pay advice is now available for viewing online at <https://payadvices.redwingsoftware.com>.

This is an automated message from 'noreply@redwingsoftwae.com', please do not respond to this e-mail address. If you have questions or concerns, please contact 'Payroll Administrator at payrolladministrator@payroll.com'.

Q: I have an employee that can't remember their password. Can I look it up for them?

A: To ensure passwords are protected, we do not have password look ups available. If an employee is unable to remember their password, they can reset their password online in CenterPoint Pay Advices.

To retrieve a forgotten password:

- » Start CenterPoint Pay Advices, click **Log In**, and then click the **Forgot your Password?** link.
- » Enter your **Email address** and click **Email Link**.
- » An email will be sent to the address the employee provided.
- » Open the Red Wing Software Reset Password email and click the **here** link.
- » To reset your password, enter your **Email**, new **Password**, and **Confirm Password**, and then click **Reset**.

Q: Is there any type of reporting that will allow me to review which pay runs have been published?

A: Yes. In CenterPoint Payroll, select **Reports > Reports > Publish Pay Advices > Payroll Advice Publishing Activity** to show which pay runs have been published.

Q: What is the Synchronize button used for on the Setup > Payroll Details > Publish Pay Advice Settings > General tab?

A: Publish Pay Advices and CenterPoint Payroll data are continuously synchronized. If employee and company data is not reflected correctly in CenterPoint Pay Advices (online) then the data can be resynchronized using the Synchronize button.

Q: Where do I change the format of the published advice?

A: The published advice uses the format selected for printed advices. To choose a different format, select **File > Preferences > Payroll > Printing- Advices** .

Q: Do I need to print paper advices for employees who are getting a published pay advice?

A: No, if you do not wish to print pay advices for an employee because they are enrolled in Publish Pay Advices, go to **Setup > Employees > Direct Deposit** tab and uncheck the **Print Pay Advice** box. When payroll is posted and you are prompted to print pay advices, only advices for those employees with Print Pay Advice selected will print.

Q: I published advices and everything went well, except some of my employees have overflow stubs. When I published payroll advices, those employees only received the first sheet of their stub. What should I do?

A: If you have employees with numerous benefits, deductions, and taxes the system may, depending on the advice format selected, print some of their information on an overflow stub (2nd piece of paper). When advices are published, only one page is published, so we recommend you switch your format to Check/Detail (File > Preferences > Payroll >

Printing - Advices > Select Advice Type) if you have employees with numerous benefits, deductions and taxes. The Check/Detail format will print all of the information on one sheet instead of two.

To correct those that were published before the advice format was changed, follow the instructions above to remove the pay run. After changing the Advice Type to Check/Detail, the pay run should be published again.

Q: What type of security is in place for published payroll advices?

A: Please refer to the [Web Services Security](#) topic for detailed information on the multiple levels of security built into CenterPoint Publish Pay Advices. CenterPoint also offers database security, please refer to the [Users & Security](#) topic for detailed information. The security policies used by CenterPoint Publish Pay Advices are as follows:

- » **Processes > Publish Pay Advices > Publish Advices > Allow Publish Advices**
- » **Processes > Publish Pay Advices > Remove Advices > Allow Remove Advices**
- » **Setup > Payroll Details > Publish Pay Advice Settings > Allow Set of Publish Pay Advice Settings**
- » **Reports > Reports > Publish Pay Advices > Payroll Advice Publishing Activity > All Access**

Q: I published my advices, but forgot to enroll one of my employees prior to publishing. What should I do?

A: First, enroll the employee using the [Enroll Individual Employees in the Publish Payroll Advices Service](#) section in this document. Then publish the same pay run again from **Processes > Publish Pay Advices > Publish Advices** by selecting the **Include** check box and then clicking **Publish**. Only the newly enrolled employee will receive an email notification the second time this pay run is published.

Q: How can an employee change their password in CenterPoint Pay Advices online?

A: An employee can change their password in CenterPoint Pay Advices online by following the steps below:

1. From a web browser, enter **<https://payadvices.redwingsoftware.com>**
2. In the upper-right corner, click the down-arrow next to your name, and then select **View Account**.
3. Click **Change Password**.
4. An email will be sent to your current email address.
5. Open the Red Wing Software Change Password email and click the **here** link.
6. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

Q: Do I have to publish immediately after processing payroll or can I wait until pay day to publish?

A: Pay advices can be published either during a pay run or after a pay run, and you choose the date the advices will be made available to employees.



Note: The Advice Published email notification text from Setup > Payroll Details > Publish Pay Advice Settings > Customize Emails will be sent to the email address the enrolled employees registered with from noreply@redwingsoftware.com on the date selected above at 12 AM. Advices will not be available online and email notifications will not be sent until the date selected above.

Q: Can I publish a previous month's pay advices?

A: Yes you can publish pay runs from previous months, however you will be billed for any pay run(s) published from prior months.

Example: If you started using the CenterPoint Publish Pay Advices module in March and decided you wanted to publish pay advices for pay runs from January and February giving employees access to all of their pay advices for the current year, you will get billed for pay runs published from January and February even if they were not published until March.

Publish Pay Advices - Understanding & Using

This document explains how to use CenterPoint Publish Pay Advices for employees.

[Employee Registration \(One-time Setup\)](#)

[Log in to CenterPoint Pay Advices and Review Advices](#)

[Log Out of Pay Advices](#)

[Forgotten Password](#)

[Change your Password](#)

[Change Settings](#)

[Register Additional Companies](#)

[Unregister a Company](#)

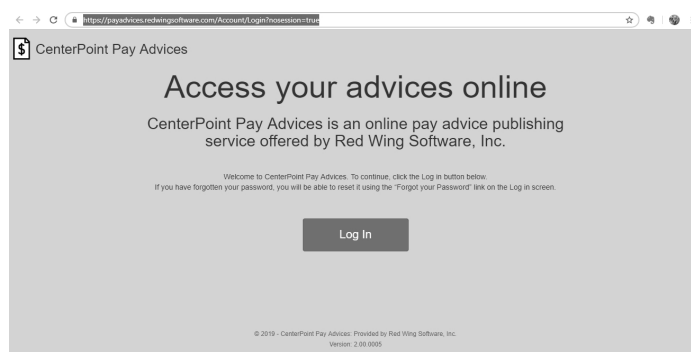
[Change Companies](#)

Employee Registration (One-time Setup)



Note: If you previously registered with either CenterPoint Time Clock or CenterPoint Employee Portal, skip to the Log in to CenterPoint Pay Advices and Review Advices section of this document and use your existing username and password to log in.

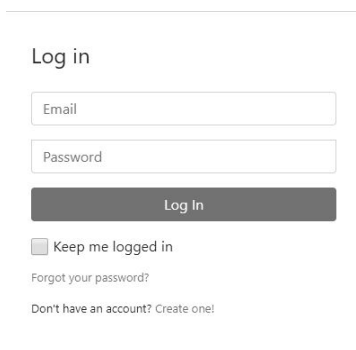
1. From a web browser, enter **<https://payadvices.redwingsoftware.com>**.



2. Click **Log In**.



Note: If you are enrolled in and use CenterPoint Time Clock or CenterPoint Employee Portal, enter the same user credentials you use to log in to CenterPoint Time Clock or CenterPoint Employee Portal and skip steps 3 - 11 in this section.



Log in

Email

Password

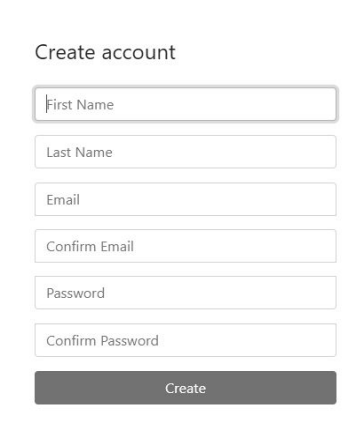
Log In

☐ Keep me logged in

[Forgot your password?](#)

[Don't have an account? Create one!](#)

3. Click **Create One!**.



Create account

First Name

Last Name

Email

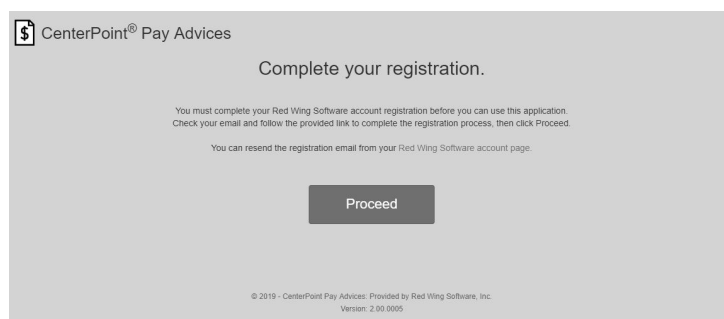
Confirm Email

Password

Confirm Password

Create

4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.



CenterPoint® Pay Advices

Complete your registration.

You must complete your Red Wing Software account registration before you can use this application. Check your email and follow the provided link to complete the registration process, then click Proceed.

You can resend the registration email from your Red Wing Software account page.

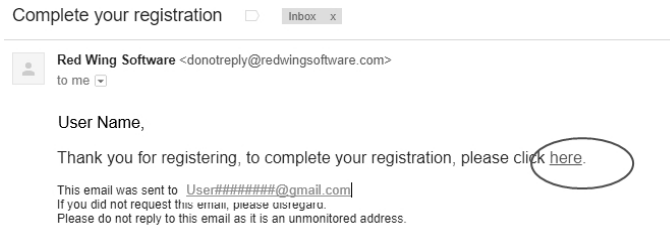
Proceed

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Version: 2.00.0005

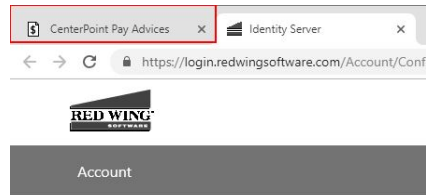
8. Check the email address you provided above for an email from Red Wing Software.



Note: If the email is not received, please look in your Junk email folder.



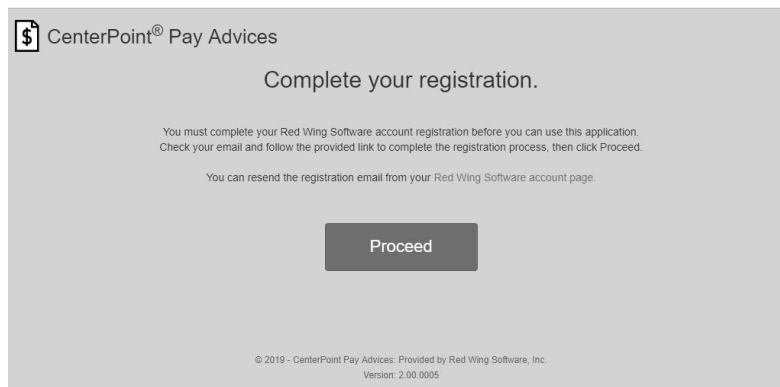
9. Click the here link.



Confirm email

Thank you for confirming your email.

10. From your web browser, click the **CenterPoint Pay Advices** tab or go to **payadvices.redwingsoftware.com**.



11. Click **Proceed**.

12. Enter the **Company Code** provided to you by your payroll administrator.
13. Enter your **Employee Code** (this is the employee Abbreviation used in CenterPoint Payroll).
14. Enter the **SSN (Last 4 Digits)** (this is used for verification purposes between CenterPoint Payroll and Publish Pay Advices).
15. Click **Submit**. If you were not previously enrolled with CenterPoint Time Clock or CenterPoint Employee Portal and you completed Step 1-15, a confirmation email will be sent from Publish Pay Advices to the email address you provided during registration.

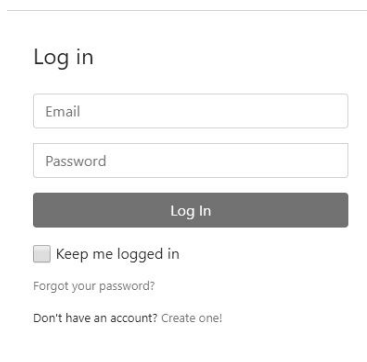


Note: If the email is not received, please look in your Junk email folder.

Log in to CenterPoint Pay Advices and Review Advices

1. From a web browser, enter **<https://payadvices.redwingsoftware.com>**.

2. Click **Log In**.



Log in

Email

Password

Log In

☐ Keep me logged in

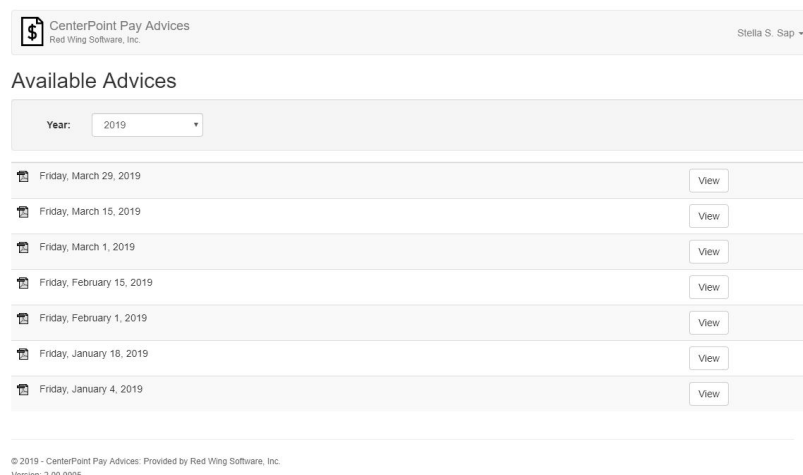
[Forgot your password?](#)

[Don't have an account? Create one!](#)

3. Enter your **Email** and **Password** and click **Log In**.



Note: If you can't remember your password and want to reset it, click the **Forgot your Password?** link, and follow the *Reset your Password* section in this document.



CenterPoint Pay Advices
Red Wing Software, Inc.

Stella S. Sap

Available Advices

Year: 2019

Friday, March 29, 2019	View
Friday, March 15, 2019	View
Friday, March 1, 2019	View
Friday, February 15, 2019	View
Friday, February 1, 2019	View
Friday, January 18, 2019	View
Friday, January 4, 2019	View

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Version: 2.00.0005

4. The current system **Year** will display. If you need to view a previous year, select the year from the drop-down list.
5. Select a pay advice and then click **View**. The pay advice will display in your web browser.



Note: The functionality of each web browser is unique, therefore the instructions for downloading and printing the pay advice below are in a general format as the steps will be different in each web browser.

Mountain Leisure
7432 W. Pine Creek Rd.
Mountain Lake, CO 80992

NON-NEGOTIABLE

03/29/2019

\$0.00

Stella S Sap
7865 W. Grand Ave.
Lochbuie, CO 80601

EIN 98-1777432

Check #

Stella S Sap	SSN XXX-XX-4654	ID SapS	<table><tr><th>Leave</th><th>Accrued</th><th>Used</th><th>Available</th></tr><tr><td>PTO</td><td>103.1</td><td>0.0</td><td>103.1</td></tr><tr><td>Vacation</td><td>13.4</td><td>0.0</td><td>13.4</td></tr></table>	Leave	Accrued	Used	Available	PTO	103.1	0.0	103.1	Vacation	13.4	0.0	13.4
Leave	Accrued	Used	Available												
PTO	103.1	0.0	103.1												
Vacation	13.4	0.0	13.4												
Mar Status Single	Allowances 0	Dept Store													
Pay Date 03/29/2019	Period For 03/10/2019	To 03/23/2019													
Earnings	Rate	Hours	Amount	YTD Hours	YTD Amount	Deductions	Amount	YTD Amount	Benefit	YTD Amount					
Hourly Pay	15.00	80.00	1,200.00	560.00	8,400.00	Fed W/H	162.57	1,137.99							
						Soc Sec	72.79	509.53							
						Medicare	17.02	119.14							
						CO W/H Tax	51.00	357.00							
						HSA-Single	25.96	181.72	25.96	181.72					
Gross Pay			1,200.00		8,400.00	Deductions	329.34	2,305.38							
Net Pay Deposited in Checking			870.66	Savings	0.00	Net Pay	870.66	6,094.62							

- » To print the pay advice:
 - » Locate a print button or print menu selection.
 - » Most web browsers display a screen from which you can select the printer to print the advice to and the number of copies to print.
 - » Locate the selection that starts the printing, for example a print or ok button.

6. Close the tab from your web browser to return to the Available Advices.

Log Out of Pay Advices

1. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

Forgotten Password

If you have forgotten your password and would like to reset the password, follow the steps below:

1. From a web browser, enter **<https://payadvices.redwingsoftware.com>**.
2. Click **Log In**.
3. Select the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.



Reset password.

Email

Password

Confirm password

7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.

Change your Password

If you know your current password and would like to change the password, follow the steps below:

1. From a web browser, enter **https://payadvices.redwingsoftware.com**.
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. In the upper-right corner, click the down-arrow next to your name, select **Settings**, and then select **View Account**.
5. Click **Change Password**.
6. An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the [here](#) link. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

Change Settings

1. Log into Publish Pay Advices.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Settings**.

Register Additional Companies

- » Click **Register** next to your current Company.
- » Enter the **Company Code** provided by your employer, and your **Employee Code**.
- » Click **Register**.

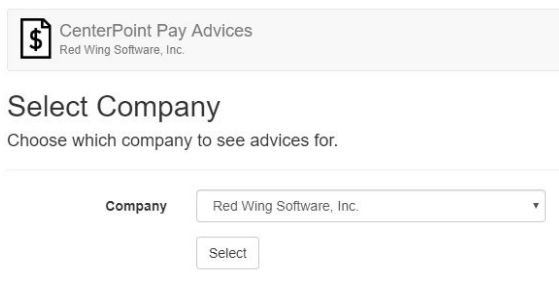
Unregister a Company

- » Click **Unregister** next to your current Company.
- » Enter the **Company Code** provided by your employer, and your **Employee Code**.
- » Click **Unregister**.

Change Companies

If you work in more than one company using Publish Pay Advices, follow the steps below to change companies.

1. Log into Publish Pay Advices.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Change Company**.



3. Select the **Company** you want to view advices for.
4. Click **Select**.

Web Services Security

CenterPoint offers the ability to publish pay advices for selected employees to the web. This opens the question of security as the information being transmitted is sensitive in nature.

Security Overview:

1. Security begins within CenterPoint. The Web Services functions are referenced within CenterPoint from several locations. Security policies control access to those areas. You, the owner, decide which employee(s) will be able to access those areas.
2. A decision is made to publish pay advices for each individual employee. This “opt-in” model assumes that permission has been received from the employee.
3. When an employee wishes to view their advices online, they will create a Red Wing Software User account which requires them to provide an email address and password. An irreversible cryptographic hash function is applied to the password and the result is stored securely on our identity server, the password itself is never stored anywhere within our applications or services. The hash is used to compare against a hash generated against the password provided by the employee when logging into the service. The e-mail address used to register will be used to notify the employee that certain events have occurred.
4. The first time the employee logs into the system they are required to Register, this process identifies you, the Employer (Company) and the Employee and ties them to the user account they created. This is done by asking them for a combination of information known only to you, the employer (Company and Employee Codes) and the employee themselves (last 4 digits of their SSN.) The Company code is a unique 6-digit code that is automatically generated when you register your CenterPoint database with the Publish Pay Advice service. Employee code is a unique value entered in CenterPoint as the Employee Abbreviation and can be altered by modifying the employee’s record within CenterPoint. The last 4 digits of the Employee’s SSN is taken from the Employee’s

record in CenterPoint and an irreversible cryptographic hash function is applied to it and stored in the service database which is then used to compare to the cryptographic hash of the value entered by the user when registering.

5. All communications between CenterPoint and the Publish Pay Advice services take place over a Transport Layer Security protocol using HTTPS. This protocol ensures that we can verify the server that we are talking to and that the data transported is encrypted with a 256-bit encryption key. The platform hosting Publish Pay Advices services is protected with a certificate. This type of certificate verifies that the service communicated with is controlled by the company who purchased the certificate. In this case, Red Wing Software purchased the certificate, was verified as a legitimate company, and the certificate was assigned to the IP address of our service.
6. CenterPoint Publish Pay Advice API services also requires that the communicating agent (CenterPoint) provide a unique token generated by our standalone identity server with each communication. This token is short-lived and can only be generated by our identity server which requires a unique set of credentials known only to Red Wing Software to do so. This ensures that a rogue request could not communicate with our services, so even if a bad actor could somehow bypass the SSL protocol, the transmitted data would lack the necessary authentication and the request would be denied.
7. Data transmitted to the service exists only within the local CenterPoint database and the database stored on the host platform (Azure.) It is never serialized to physical files. This helps ensure that the data cannot be intercepted somewhere in the process. The data stored within the hosted database contains minimal information about the employee. For example, the employee's first and last name along with the employee abbreviation, identifying the employee, are the only decipherable fields stored on the Web. No other sensitive information such as social security number or birth date exist in the database except as they are embedded in the pay advice. The pay advice itself is not in a human readable form but rather stored as stream of digital bits
8. The only methods that will retrieve the pay advice require that the subscriber, database, user and user's password be validated. These methods are called by the Web browser application initiated by the employee where the employee has logged in with the validated credentials. Once CenterPoint publishes pay advices, it has no means to retrieve them. No employee or other person can view the pay advices via the Web without knowing the employees user name and password.
9. The website, services and database are housed on a secured Azure server. The database is only accessible to the service.
10. Azure maintains continuous backups of the hosted data that are stored in multiple geographical locations.

Miscellaneous

Back Up and Restore

Back Up or Restore a Single User Database

Use this procedure to back up your accounting and/or payroll data onto a hard drive, zip drive, flash drive or tape drive. To copy the backed up files to the CenterPoint system, use the Restore feature. If you have payroll and accounting in the same database, the backup process will backup all data.

Backing up your CenterPoint data is one of the most important, yet also one of the most neglected areas of computing. Data loss can happen in many ways. One of the most common causes is physical failure of the media the data is stored on. Normally hard drives will work for years without incident, but eventually they may quit. Another possible cause for data loss is power failure or spikes.

It is recommended that you backup as often as you feel comfortable with having to recreate the data if something fails. Make sure you have multiple backups available and rotate them. It's also recommended that you keep at least one

backup stored off-site. In case of theft, flood, fire or other major catastrophe, you'll always have a complete record of your business finances.

If you are using CenterPoint in a multi-user (network) environment, please refer to the Backup a Network Database document.

To restore a database back to the data included in a CenterPoint Backup, following the Restore a Backup instructions at the end of this document.



Note: Aatrix history files are backed up by selecting **File > Backup > > Backup Aatrix History**. See the Backup Aatrix History topic for additional information.



Note: When the File > Preferences > General > File Attachments preference is set to a file repository location (instead of the database method), file attachments are backed up by selecting **File > Backup > Backup File Repository**. See the Back up File Repository topic for additional information.

The topics included in this document are:

[Change Preference to Display Last Backup Date \(Optional\)](#)

[Set Preference to Display Backup Screen Upon Exit \(Optional\)](#)

[Back Up a Single User Database](#)

[Restore a Single User Database](#)

Change Preference to Display Last Backup Date (Optional)

The Display Last Backup Date preference default is set to display a Last Backup Performed: MM/DD/YYYY reminder notification in the upper-right corner of the main CenterPoint screen. The text will display in red when it has been 30 days since a backup was performed. The Backup screen can be displayed by clicking on the message. If you do not want to display the text, follow the steps below.

1. Select **File > Preferences > General**.
2. Select **Backup**.
3. Under Backup, in the **Display Last Backup Date** box, select **No**.

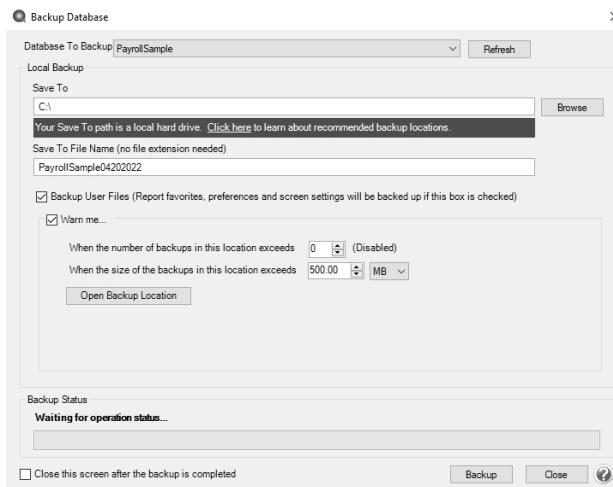
Set Preference to Display Backup Screen Upon Exit (Optional)

To define a preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database):

1. Select **File > Preferences > General**.
2. Select **Backup**.
3. Under Backup, in the **Backup on Exit** box, select **Yes**.

Back Up a Single User Database

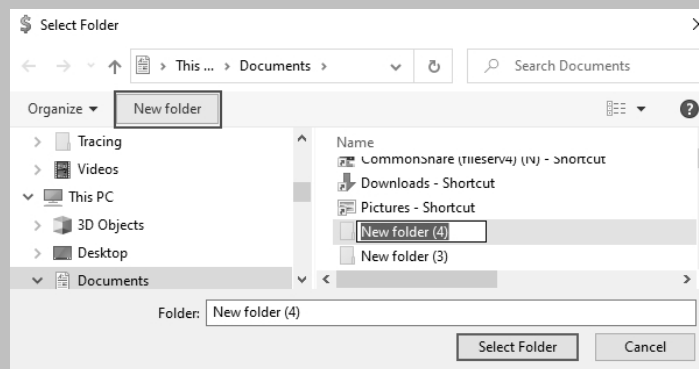
1. Select **File > Backup > Backup Database** or click the **Last Backup Performed** text on the CenterPoint main screen (this text will display only if the Display Last Backup Date preference is set to Yes).



2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. In the **Save To** box, a default path displays. Click **Browse**, select the location on your own computer to save the backup file, and then click **Select Folder**. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.



Note: If you want to create a new folder to back up to, click **New Folder**, enter a name for the folder, and then click **Select Folder** to back up to the new folder.



- » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or offsite storage.
- » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
- » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.



Note: The file name for the backup file will be "databasenameMMDDYYYY.cpz." The database name plus the date of the backup will make it easy to identify which backup file you may need to use for a restore and it will prevent backups from being overwritten. If multiple backups are performed the same day, the Save To File Name will increment to ensure that it is unique and does not already exist in the Save To location.

4. If you want to back up your screen settings, report favorites, and database preferences so they are available to restore if needed, leave the **Back Up User Files** check box selected. This option will prevent you from redefining your specific user files, favorites, and database preferences if a restore is necessary. If you always want this check box selected, right-click on the **Back Up User Files** check box and select **Set As Default**.
5. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **Warn Me** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
 - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
 - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
 - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
6. To view the contents of the Save To backup location, click **Open Backup Location**.
7. If you want to **Close this screen when the backup completed**, select this check box.
8. Click **Backup**.
9. At the *Backup Completed Successfully* message, click **OK**.



Tip: Define a Preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

- a. Select **File > Preferences > General**.
- b. Select **Backup**.
- c. Under Backup, in the **Backup on Exit** box, select **Yes**.

If you are backing up a database on a CD or DVD-RW Drive

1. Use the procedure above to back up the data to a location on your hard drive. Note the location you are backing up to.
2. From your Desktop, double-click the **My Computer** icon.
3. Browse to the folder that you backed up the database to.
4. Right-click on the backup file and select **Send To** and then select the CD drive. The message, *You have files waiting to be written to the CD* will display.
5. From your Desktop, double-click the **My Computer** icon.
6. Double-click the CD or DVD-RW drive. The screen will display the file(s) ready to be written to the CD or DVD-RW drive.
7. Select **File > Write These Files to CD**.
8. A CD Writing Wizard will display that will guide you through the remainder of the process by following the on-screen instructions.

Restore a Single User Backup

If the original data on your hard disk is accidentally erased, overwritten, or becomes inaccessible because of a hard disk malfunction, you can restore the data from a CenterPoint backup using the restore process. The restore process will revert all data back to the point when the backup was completed. All data that's been entered in CenterPoint since that backup was completed will be lost.

Use this procedure to restore a backup of your single-user accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the restore process will restore all data back to the point the backup was completed. All existing data for the selected database will be overwritten during the restore process.

1. Select **File > Restore > Restore Database**.

2. In the **Backup File To Restore** box, select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "databasename.cpz".
3. In the **Database To Restore** box, the database name that the backup file will be restored to will display.



Note: If you would like to change the name of the database, enter the new name instead of selecting from the list.

4. In the **Restore Databases Path** box, the path that the backup file will be restored to will display.
5. In the **Server** box, select the server where your database should be restored. If your database is local, typically, it is recommended that the default local\ (RWS) server be accepted in this box.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up. It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.
7. Click **Restore**.
8. At the **You are trying to restore database "Databasename"** If the database exists, all the current data will be overwritten with the restore database's data and cannot be retrieved. Do you want to continue? message, click **Yes** to continue restoring the database, or click **No** to cancel the restore procedure.
9. At the **Restore Completed Successfully** message, click **OK**. The Restore Database screen will close automatically.

Back Up and/or Restore a Network Database

Use the procedures below to back up your networked accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the backup process will backup all data. It is important to note that when backing up from a remote SQL server, the path must be a network path and cannot be a local path.



Note: Aatrix history files are backed up on the local machine by selecting **File > Backup > Backup Aatrix History Files**. See the Backup Aatrix History Files topic for additional information.



Note: When the File > Preferences > General > File Attachments preference is set to a file repository location (instead of the database method), file attachments are backed up by selecting **File > Backup > Backup File Repository**. See the Back up File Repository topic for additional information.

To revert your current company data back to the data included in a CenterPoint backup, use the Restore instructions found at the end of this document.

If you are using CenterPoint in a single-user environment, please refer to the [Back Up and/or Restore a Single User Database](#) document.

Prerequisites

Complete the following setup on your network prior to backing up CenterPoint from a workstation. For assistance on any of the prerequisite steps, please contact your Network Administrator.

- » Create a shared folder where the data will be backed up to. This can be on any workstation or at the server.
- » Apply full permissions to that shared folder so users on the network are able to write files to that location. See the Frequently Asked Questions section of this document for more information.

Back Up a Network Database from a Workstation

1. Select **File > Backup > Backup Database**.

Backup Database

Database To Backup: PayrollSample [Refresh]

Local Backup

Save To: C:\ [Browse]

Your Save To path is a local hard drive. [Click here to learn about recommended backup locations.](#)

Save To File Name (no file extension needed): PayrollSample04202022

☒ Backup User Files (Report favorites, preferences and screen settings will be backed up if this box is checked)

☒ Warn me...

When the number of backups in this location exceeds: 0 (Disabled)

When the size of the backups in this location exceeds: 500.00 MB

[Open Backup Location]

Backup Status

Waiting for operation status...

☐ Close this screen after the backup is completed

[Backup] [Close]

2. In the **Database To Backup** box, select the database that you want to back up. The database that is currently open will automatically display.
3. The **Save To** box defines where the backup will be saved to (after a successful backup the location is remembered the next time a backup is performed). If you want to save the backup file to a different location, click **Browse**, and then select the shared folder created in the Prerequisite step.



Note: When backing up in a network environment, you are required to select a shared folder location even if you are backing up to your own workstation.

4. In the **Save To File Name** box, the file name for the backup file will be "databasenameMMDDYYYY" (no file extension is needed). The database name plus the date of the backup will make it easy to identify which backup file you may need to use for a restore and it will prevent backups from being overwritten. This file name can be changed to whatever you like. If multiple backups are performed the same day, the Save To File Name will increment to ensure that it is unique and does not already exist in the Save To location.
5. If you want to back up your screen settings, report favorites, and database preferences so they are available to restore if needed, leave the **Back Up User Files** check box selected. This option will prevent you from redefining your specific user files, favorites, and database preferences if a restore is necessary. If you always want this check box selected, right-click on the **Back Up User Files** check box and select **Set As Default**.
6. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **Warn Me** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
 - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
 - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
 - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
7. If you want to **Close this screen when the backup completed**, select this check box.
8. Click **Backup** and the data will be backed up to the shared folder.
9. At the *Backup Completed Successfully* message, click **OK**.



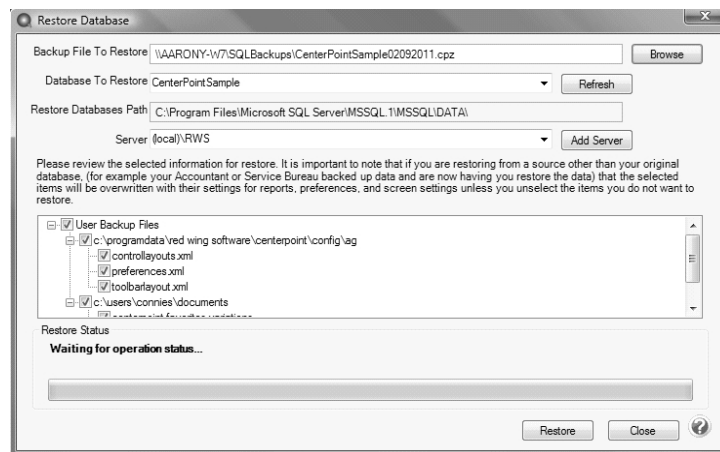
Note: You can define a preference that will automatically display the Backup screen each time you exit CenterPoint (just as if you selected File > Backup > Backup Database). To set the Backup preference:

10. Select **File > Preferences > General**.
11. Select **Backup**.
12. Under Backup, in the **Backup on Exit** box, select **Yes**.

Restore a Network Database from a Workstation

Use this procedure to restore a backup of your networked accounting and/or payroll data from a workstation. If you have payroll and accounting in the same database, the restore process will restore all data back to the point the backup was completed. This will overwrite all existing data in the selected database.

1. Select **File > Restore > Restore Database..**



2. In the **Backup File To Restore** box, select the backup file in the shared folder. Click **Browse** to locate the file you want to restore. The file name for the backup file is "databasename.cpz".
3. The database name should automatically display in the **Database to Restore** box. This can be changed if you'd like to rename the database.
4. The **Restore Databases Path** will also automatically display. This is the location on the server where the data will go.
5. In the **Server** field, select the SQL server you would like the database restored to. The server name should end in \RWS.
6. If you selected to restore a database that had the Back Up User Files option selected when the back up was performed, all of the user files will display. Please review the items that are included in the back up. It is important to note that if you are restoring from a source other than your original database, (for example your Accountant or Service Bureau backed up data and are now having you restore the data) that the selected items will be overwritten with their settings for reports, preferences, and screen settings unless you unselect the items you do not want to restore.
7. Click **Restore**. At the **You are trying to restore database "Databasename."** If the database exists, all the current data will be overwritten with the restore database's data and cannot be retrieved. Do you want to continue? message, click **Yes** to continue restoring the database, or click **No** to cancel the restore procedure.
8. At the **Restore Completed Successfully** message, click **OK**. The Restore Database screen will close automatically.

Frequently Asked Questions

Q: Can I perform a network backup without all users having full permissions to the shared backup folder?

A: Yes. To specify the users that can perform a network backup:

1. The shared backup folder must be on the same machine that contains the CenterPoint data to be backed up.
2. Determine which user/service is running SQL:
 - a. Select **Start > All Programs > Microsoft SQL Server** (select the version that contains the data) > **Configuration Tools > Microsoft SQL Server Configuration Manager**.
 - b. On the left side of the SQL Server Configuration Manager screen, select SQL Server 2005 (or 2008) Services.
 - c. On the right side of the screen, right-click on **SQL Server (RWS)** (or the instance you use for the CenterPoint data), and then select **Properties**.
 - d. Note which account is listed in the **Built-in account** box and then click **Cancel**.
 - e. Close the SQL Server Configuration Manager screen.

3. Select the backup folder. On the Sharing and Security tabs, set full permissions for BOTH the user/group running CenterPoint and the Built-in account you noted in Step 2-d (if the Built-in account was Network Service, give full permissions to "Network Service," if the Built-in account was Local System, give full permissions to "System").
4. Once the permissions are set, only the users you gave full control to will be able to back up the data.

Q: I previously successfully backed up a CenterPoint database to my specified Save To network location, but now I am receiving a compression failed error message when backing up to the same Save To network location. What causes this error?

A: The read/write rights to the Save To backup location have changed. CenterPoint does not determine your read/write rights, that is a function of your PC network administrator. If the backup was working previously, contact your network administrator to review/change your read/write rights to the backup location.

Back Up and Restore User Files

Use this procedure to back up your user files (preferences, report favorites, screen settings, etc.) onto a hard drive, zip drive, flash drive or tape drive. It can be used in a network environment to back up the client workstations which contain specific user information which contain preferences, report favorites, etc.



Note: Backing up user files does not make a complete backup of your financial information. To make a backup of your financial data, use the File > Backup > Backup Database option.

To copy the backed up files to the CenterPoint system, use the Restore feature at the end of this topic.

[Back Up User Files](#)

[To copy the backup to CD or a DVD-RW Drive](#)

[Restore User Files](#)

Back Up User Files

1. Select **File > Backup > Backup User Files**.
2. In the **Save To** box, enter the path you want to back up the user files to or click **Browse**, and then select the location to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.
 - » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
 - » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the USB port on the computer.
3. Click **Backup**.
4. At the *Backup Completed Successfully* message, click **OK**.

To copy the backup to CD or a DVD-RW Drive

1. From File Explorer, browse to the folder you backed up the user files to.
2. Right-click on the backup file and select **Send To** and then select the CD drive. The message, "You have files waiting to be burned to disc" will display.
3. From File Explorer, double-click the CD or DVD-RW drive. The screen will display the file(s) ready to be written to the CD or DVD-RW drive.

4. At the *Backup Completed Successfully* message, click **OK**.
5. Select **File > Burn to Disc**.
6. On-screen instructions will display that will guide you through the remainder of the process.

Restore User Files

1. Select **File > Restore > Restore User Files**.
2. In the **Backup File to Restore** box, click **Browse**, and then select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "LocalFilesMMDDYYYY".
3. Click **Restore**.
4. At the Are you sure you want to restore the selected user files. They will overwrite any files that already exist.
5. At the **Restore Completed Successfully** message, click **OK**.

Back Up or Restore File Repository

Use this procedure to back up attachments in your File Repository (when the File > Preferences > General > File Attachments preference is set to store attachments in a File Repository rather than the database.) onto a hard drive, zip drive, flash drive, etc.



Note: Backing up the File Repository does not make a complete backup of your financial information. To make a backup of your financial data, use the File > Backup > Backup Database option.

To copy the backed up files to the file repository, use the Restore feature at the end of this topic.

Back Up File Repository

Restore File Repository

Back Up File Repository

1. Select **File > Backup > Backup File Repository**.

2. In the **Save To** box, a default path displays. Click **Browse**, and then select the location on your own computer to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.
 - » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or off-site storage.
 - » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
 - » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.
3. The **Save To File Name** file will default to FileAttachments_YYYY_MM_DD.frz.
4. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **WarnMe** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
 - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
 - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte)
 - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
5. To view the contents of the Save To backup location, click **Open Backup Location**.
6. Click **Backup**.

Restore File Repository

1. Select **File > Restore > Restore File Repository**.
2. In the **Backup File to Restore** box, click **Browse**, and then select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "FileAttachments_YYYY_MM_DD".
3. Click **Restore**.
4. The contents of the file repository location may be overwritten during the restore process. Are you sure you want to continue? message, click **Yes**.
5. At the **Restore Completed Successfully** message, click **OK**.

Back Up and Restore Aatrix History

For CenterPoint Payroll only, the Aatrix History File contains your historical Federal/State Tax Forms. It is necessary to back up this file regularly so that if you purchase a new computer, the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests that you back up your Aatrix History File quarterly. To copy the backup files to the CenterPoint system, use the Restore feature at the end of this topic.

[Back Up Aatrix History Files](#)

[Restore User Files](#)

Back Up Aatrix History Files

If you would like to back up Aatrix history files, follow the steps below:

1. Select **File > Backup > Backup Aatrix History**.
2. Select the employers to back up history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Back Up Created message, click **OK**.

Restore Aatrix History Files

If you would like to restore Aatrix history files, follow the steps below:

1. Select **File > Restore > .Restore Aatrix History Files**.
2. Select the Aatrix History file you want to restore. Click **Open**.
3. Select the employer(s) you want to restore history for.
4. Click **OK**.
5. At the *This will overwrite the existing history data, are you sure?* message, click Yes to replace the existing Aatrix History files or No to cancel the restore.
6. Click **OK**.

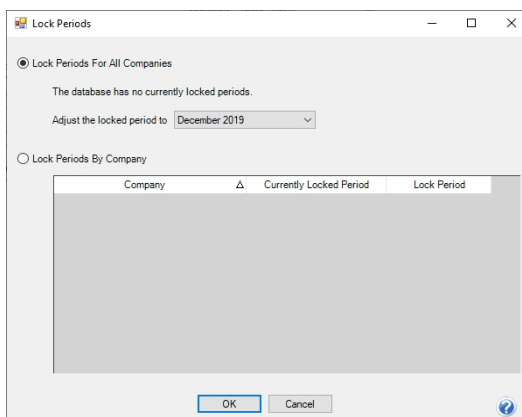
Locking Periods or Years in CenterPoint

The Lock Period function in CenterPoint restricts users from modifying, deleting or adding transactions in a particular period or year. For example, after financial reports (or tax reports) are printed for a period or year, that time period can be locked so the transactions that created the balances on those reports can not be changed.

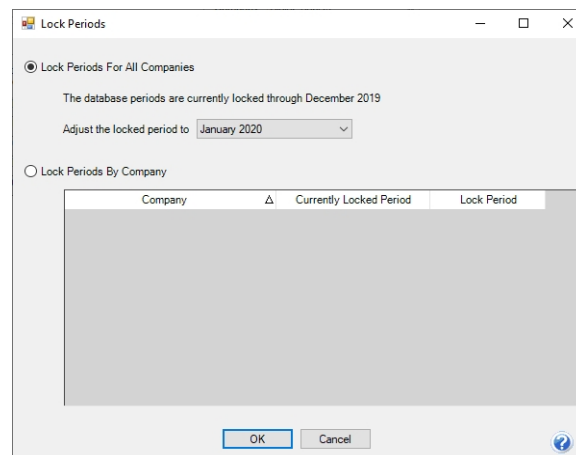


Note: If the Purchase or Sales Order modules are installed and registered, and if the File > Preferences > Purchase Orders or Sales Orders > Lock Periods setting is set to Yes, purchase orders and sales orders can be added, entered, or copied without date restrictions when an accounting period is locked. See the Lock Periods-Sales Order Preference or Lock Periods-Purchase Order Preference topic for more information.

1. Select **File > Administration > Lock Periods**. The first time you select this menu option for a database, your screen will display with a "The database has no currently locked periods" message:



Each time you select this menu option for a database after the first time, your screen will display with the period currently locked through period:



2. Select whether you want to **Lock Periods for All Companies** or **Lock Periods By Company**.

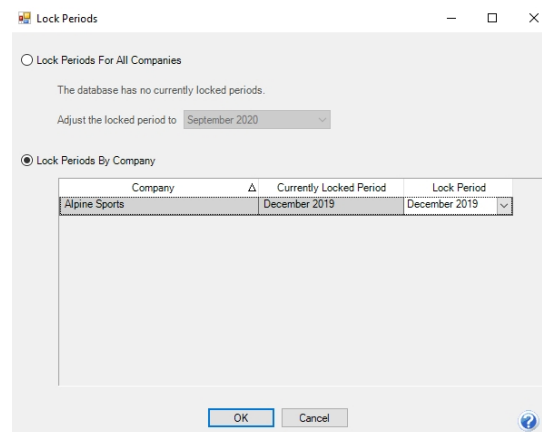
» If you selected to **Lock Periods for All Companies**:

» The **Adjust the locked period to** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** that you'd like to close.

» Click **OK**.

» All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

» If you selected **Lock Periods by Company**:



» Select the company you want to lock periods for.

» The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** that you'd like to close.

- » Click **OK**.
- » All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

To Unlock a Period

If transactions in a locked period need to be modified, the period must first be unlocked.

- » To unlock a period for all companies:
 1. Select **File > Administration > Lock Periods**.
 2. Select **Lock Period for All Companies**.
 3. The **Period** box displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020, but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
 4. Click **OK**.
 5. After the transactions are modified for that period, change the locked period back to the previously selected period.
- » To unlock a period for a specific company:
 1. Select **File > Administration > Lock Periods**.
 2. Select **Lock Periods by Company**.
 3. Select the company you want to unlock a Period for.
 4. The **Lock Period** box, displays the period containing the current system date if it is not locked, otherwise it will display as the first unlocked period following the current system date. If all periods are locked, the period will be set to the last period or if there is no period containing the current system date, the period is set to the most recent period in the database. Select the **Lock Period** PRIOR to the period that you need unlocked. For example if your periods are locked through December 2020 but you need to modify an entry in June, select May, 2020 in the Lock Periods screen. All periods after the period selected will then be unlocked.
 5. Click **OK**.
 6. All transactions in that period and before will be locked. Transactions cannot be edited, deleted or added to a locked period.

Exporting Data to an External Application

CenterPoint has a number of export files available that can be used for sending data to external applications. For example, data from payroll can be exported into a file that is then sent to a 401k plan provider. Basic exports are included as part of the standard application. Custom exports can be developed specifically for your needs. Contact the Red Wing Software sales team to discuss purchasing a custom export program developed specifically for your business.

Once a custom export program is purchased, Red Wing Software will deliver it as an attachment to an e-mail. If e-mailing the file is not an option, you will need to make other arrangements with your salesperson. The details below will identify the step-by-step instructions a customer will follow to setup and use the custom export.

[Step A - Save the E-mailed Custom Export Program File \(one-time setup\)](#)

[Step B - Setup the Custom Exports Preference \(one-time setup\)](#)

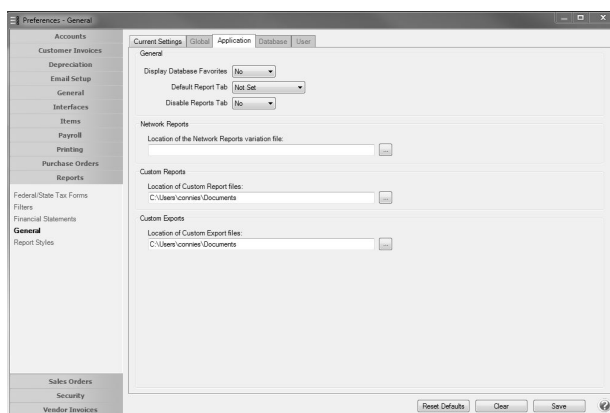
Step C - Export Data Using the New Custom Export Program

Step A - Save the E-mailed Custom Export Program File (one-time setup)

1. Open the e-mail received from Red Wing Software (with the custom program file attached).
2. Save the attachment to your computer or network. For example, in Microsoft Outlook, you would select File > Save Attachment and then specify the location to save the file. The file can be saved to any location, but be sure to note exactly where it was saved to. The process you will use to save the attachment depends on the software you are using for e-mail. Contact the person who setup your e-mail for step-by-step instructions to save a file attached to an e-mail.

Step B - Setup the Custom Exports Preference (one-time setup)

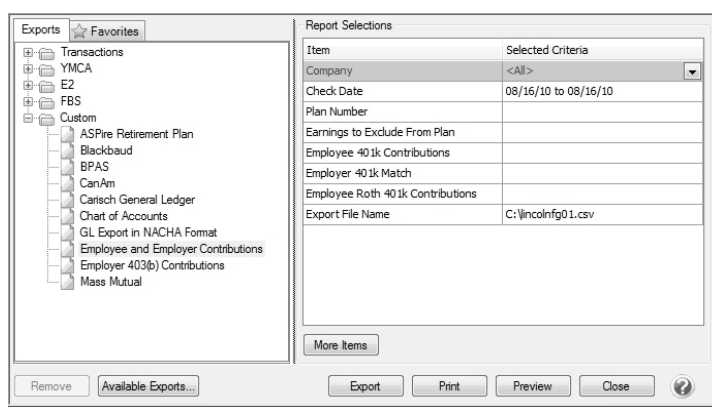
1. Select **File > Preferences**.
2. Select **Reports** and then **General**.
3. Select the **Application** tab.



4. In the **Location of Custom Export Files** box, specify the path where you saved the custom export file in Step A.
5. If you are on a network and multiple people will be using the export from their workstation, then repeat step B at each workstation.
6. Close and restart CenterPoint.

Step C - Export Data Using the New Custom Export Program

1. Select **File > Exports**.
2. Select the **Exports** tab



3. A list of exports will be displayed. Click on the + next to **Custom**. Your custom option will be listed.
4. Select your custom export.
5. Specify the Report Selections created specifically for this export.
6. Select **Export** to create the file.



Note: **Preview** or **Print** can also be selected to review the data being exported.

CenterPoint Data Importer

The Data Importer is a tool that allows you to import data into CenterPoint from other software applications at no additional charge.

- » The types of data that can be imported are:
 - » **Accounting Master Files** - Companies/Funds, Customers, Names, Name Location Types, Projects, Sales Items, Vendors, and Accounts.
 - » **Agriculture Master Files**: All of the master files listed above for Accounting and Production Center Details (Crop or Livestock).
 - » **Payroll Master Files**: Employees, Names, Payroll Deductions, Payroll Earnings, Work Shifts, and Workers' Compensation Classes.
 - » **Transactions** - AP Invoices, AR Invoices (Basic), Cash Payments, Cash Receipts, Customer Invoices, General Journals and Sales Orders.

This document includes the following information:

[Installing the CenterPoint Data Importer](#)

[Using the CenterPoint Data Importer for Master Files](#)

[Mapping by Column](#)

[Rules](#)

[Specify How Your .CSV File is Defined](#)

[Mapping by Data Field](#)

[Rules](#)

[Define the .CSV File Fields/Columns](#)

Performing the Import

Using the CenterPoint Data Importer for Transactions

Mapping by Column

Rules

Specify How Your .CSV File is Defined

Mapping by Field

Rules

Define the .CSV File Fields/Columns

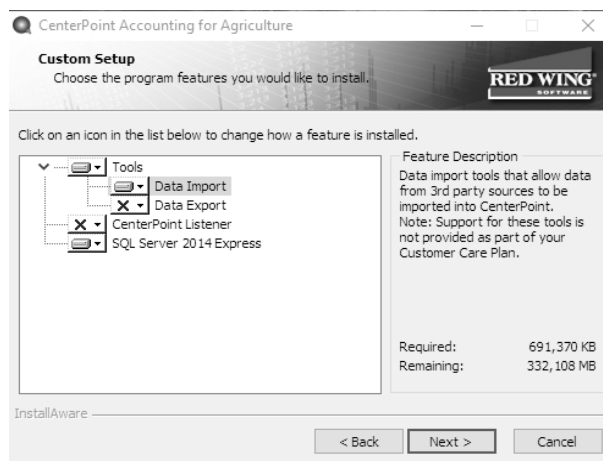
Performing the Import

Prerequisites:

- » The CenterPoint Data Importer must be installed on a computer that already has CenterPoint installed.
- » The data to be imported must be saved in a comma delimited (.CSV) file.

Installing the CenterPoint Data Importer:

1. Double-click the **CenterPoint###Setup.exe** (###=Your CenterPoint product) file.
2. If CenterPoint is already installed, choose the **Modify Available Options** maintenance operation. If CenterPoint is not already installed, continue through the screens until the Setup Type screen displays, select **Custom**.
3. Select the down-arrow next to **Data Import**, select **Entire feature will be installed on local hard drive**, and then click **Next** until the installation begins.



4. Click **Finish**. A shortcut will be created on your Start menu under Red Wing Software called CenterPoint Data Importer.

5. An existing database is needed to import data into. If you don't have an existing database, create a database in File > New > New Database Wizard.



The above steps will only need to be completed one time. After the first time the installer will remember your settings and will update the importer, etc. automatically.

Using the CenterPoint Data Importer for Master Files

Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The Column# column in the Data Importer must specify the location of the column in your .CSV file.
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.
- » Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

CenterPoint Data Importer (version 17.9.30)

Import Definition Illustration

Type of Import: Vendors
 Import Definition: <Default>
 Database: <Default>
 Import File: C:\Users\connies\Documents\vendors_columns.csv
 Log File: C:\Users\connies\Documents\vendors_columns.log
 Map fields using: Abbreviation
 Map accounts using: Name
 Import action(s): Add
☒ First row contains column names

Type of import information. This changes for each type of import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	Default Value
Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
FirstName	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MiddleInitial	Text	<input type="checkbox"/>	A text value with a maximum leng...		
LastName	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
IsBusiness	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
PrintNotesOnForm	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
IsCustomer	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
DefaultA/R Account	Lookup	<input type="checkbox"/>	A valid A/R account		
DefaultA/R Terms	Lookup	<input type="checkbox"/>	A valid terms		
CustomerSince	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		

Show Command Line
 Test Command Line
 Command Line Options...
 View Import Log
 Import Data From File

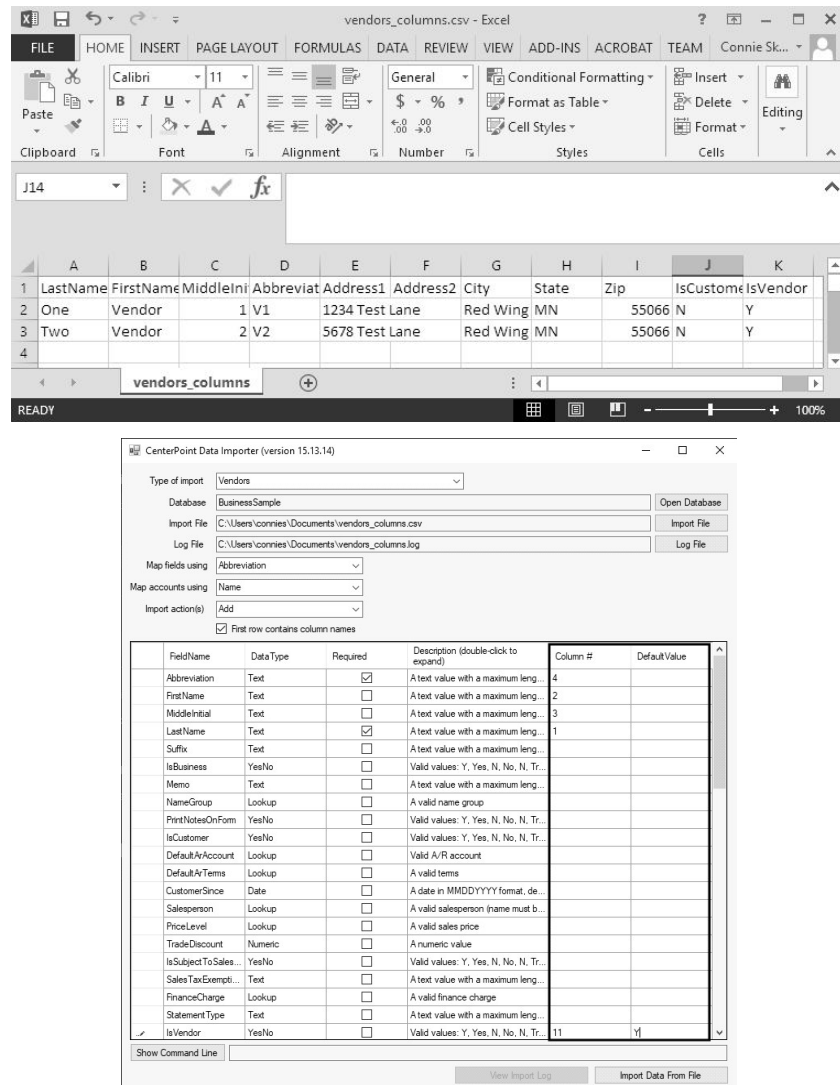


In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- » **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- » **Data Type** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the Data Type to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Column #** - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- » **Default Value** - This information is used to set a default value for a Data Field to be imported from your .CSV file.

3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendor:

- » Specify that the first row of the .CSV file contains column names.
- » The LastName is in Column#1, FirstName is in Column#2, MiddleInitial is in Column#3, etc.
- » The Default Value for the IsVendor column = Y.



- Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Master Files section of this document.

Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Vendors the required data field (column) is LastName.
- » Employee Import - The employee import requires a "TemplateEmployee". A template employee is a valid employee that is used as a starting point for adding new employees through the import. A template employee should be in place in the source database before an import can take place. The .template employee is a required column in the .CSV file and should contain the template employee's abbreviation.

Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Abbreviation	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
FirstName	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MiddleInitial	Text	<input type="checkbox"/>	A text value with a maximum leng...		
LastName	Text	<input checked="" type="checkbox"/>	A text value with a maximum leng...		
Suffix	Text	<input type="checkbox"/>	A text value with a maximum leng...		
IsBusiness	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Memo	Text	<input type="checkbox"/>	A text value with a maximum leng...		
NameGroup	Lookup	<input type="checkbox"/>	A valid name group		
PrintNotesOnForm	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
IsCustomer	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
DefaultA/R Account	Lookup	<input type="checkbox"/>	Valid A/R account		
DefaultA/R Terms	Lookup	<input type="checkbox"/>	A valid terms		
CustomerSince	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
Salesperson	Lookup	<input type="checkbox"/>	A valid salesperson (name must b...		
PriceLevel	Lookup	<input type="checkbox"/>	A valid sales price		



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information section provides you with:

- » **FieldName** - A description of the valid data field (column). This is the header record definition in your data file.
- » **Data Type** - Use this information along with the Description to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).



- » **Description** - Use this information along with the DataType to define the format of the data - Text, Yes No, Lookup, etc. and what values are valid.
- » **Column #** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.
- » **Default Value** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of a .CSV file created for importing Vendors.

	A	B	C	D	E	F	G	H	I	J	K
	Abbreviation	FirstName	MiddleInitial	LastName	Address1	Address2	City	State	Zip	IsCustomer	IsVendor
1	V1	Vendor		1 One	1234 Test Lane		Red Wing	MN	55066 N		Y
2	V2	Vendor		2 Two	5678 Test Lane		Red Wing	MN	55066 N		Y
3											
4											
5											
6											

- » Each column includes a header from the FieldName list, for example Abbreviation, FirstName, MiddleInitial, LastName, Address1, Address2, City, State, Zip, IsCustomer, IsVendor etc. are all listed in the FieldName list in the Type of Import Information in the Import Definition Illustration in this section.
 - » According to the Type of Import Information, the FieldName:
 - » **Abbreviation** is not required and can contain text with a maximum length of 10.
 - » **LastName** is required and can contain text with a maximum length of 50.
 - » **MiddleInitial** is not required and can be left blank.
 - » **Address1/Address2/City** are not required, can contain text with a maximum length of 30, and can be left blank.
 - » **Zip** is not required, can contain text with a maximum length of 10, and can be left blank.
 - » **IsCustomer** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).
 - » **IsVendor** is not required and valid values are Y, Yes, N, No, True, False, 1, -1 or 0 (case sensitive).
4. Save the .CSV file.
 5. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Master Files section of this document.

Performing the Import

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.
3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As**.

4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.
7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting) or **Name**. In the example below, the Type of Import selected was Vendors and the match for data fields should be made on Abbreviation. When you choose to Map Fields Using, the entire file must be consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.
8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation**, **Name** or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Vendors and the match should be made on Name.
9. In the **Import Actions** box, select **Add** to add data to the CenterPoint database, select **Update** to change existing data in the CenterPoint database, or select **Both** to add and update data in the CenterPoint database. In the example below, the Type of Import selected was Vendors and the data will be added to the Business Sample database.

The screenshot shows the CenterPoint Data Importer configuration window. It includes fields for 'Type of import' (Vendors), 'Import Definition' (Import for Vendors), 'Database' (BusinessSample), 'Import File' (C:\Users\connies\Documents\vendors_columns.csv), 'Log File' (C:\Users\connies\Documents\vendors_columns.log), 'Map fields using' (Abbreviation), 'Map accounts using' (Name), and 'Import action(s)' (Add). There is also a 'Save Definition' button and a checked checkbox for 'First row contains column names'.

10. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
11. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.

```

vendors.log - Notepad
File Edit Format View Help
08/23/2017 @ 09:20:29AM : Initializing import
08/23/2017 @ 09:20:29AM : Saving import options
08/23/2017 @ 09:20:29AM : Reading import file to data table
08/23/2017 @ 09:20:29AM : Processing import file
08/23/2017 @ 09:20:30AM : Updating Data base
08/23/2017 @ 09:20:33AM : Import complete

```

12. If your import is not successful, an *Import failed* - click *View Import Log* message displays. Click **View Import Log**. An example of an unsuccessful log is displayed below. In this example, Row 3 in the .CSV file did not contain the LastName which is a required field. The .CSV file would need to be changed to include data in the LastName column in Row 3 and the import process repeated to successfully import this data.


```

vendors.log - Notepad
File Edit Format View Help
08/23/2017 @ 09:35:42AM : Initializing import
08/23/2017 @ 09:35:42AM : Saving import options
08/23/2017 @ 09:35:42AM : Reading import file to data table
08/23/2017 @ 09:35:42AM : Processing import file
08/23/2017 @ 09:35:42AM : Row: 3, LastName: Field can't be empty

```

Using the CenterPoint Data Importer for Transactions

Mapping by Column

Mapping by Column allows you to use the Column # in the Data Importer to specify which column of your .CSV file contains the information that corresponds to the FieldName column. This "maps" the Data Importer Data Field to your user-definable .CSV file column. It also allows you to set a value as the Default Value in a Data Field for your import.

Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- » The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).

Specify How Your .CSV File is Defined

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, and lists the data fields that are required..

CenterPoint Data Importer (version 17.9.30)

Import Definition Illustration

Type of Import: Transactions - AP Invoices

Import Definition: <Default>

Database: BusinessSample

Import File: C:\Users\connies\Documents\vendors_columns.csv

Log File: C:\Users\connies\Documents\vendors_columns.log

Map fields using: Name

Map accounts using: AccountNumber

Import action(s): Add

☒ First row contains column names

Type of import information. This changes for each type of import.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund		
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be 'as...		
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account		
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, de...		
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum leng...		
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum leng...		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, Tr...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum leng...		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		

Show Command Line

Test Command Line

Command Line Options...

View Import Log

Import Data From File

In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- » **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- » **Data Type** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **Description** - Use this information along with the Data Type to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Column #** - This information is used to specify which column of your .CSV file contains the information in the FieldName columns. This "maps" the Data Importer Data Field to your user-definable .CSV file column.
- » **Default Value** - This information is used to set a default value for a Data Field to be imported from your .CSV file.

3. Use the information in your .CSV file to define the columns in the Type of Import Information to define columns (data fields) for your import. For example, the .CSV file contents below are an example of a .CSV file created for importing Accounts Payable Invoices:

- » Specify that the first row of the .CSV file contains column names.
- » The TransNumber is in Column#1, TransDate is in Column#2, Amount is in Column#3, etc.

The screenshot shows an Excel spreadsheet titled 'Accounts Payable Open Invoices_2_Columns.csv'. The data is organized into columns: TransNumber, TransDate, Amount, Company, Vendor, DetailAccount, and APAccount. A red box highlights the 'TransNumber' column, and a red arrow points to a text box stating: 'The same TransNumber is used to identify individual detail lines in an invoice.'

Below the spreadsheet is the 'CenterPoint Data Importer (version 17.9.30)' window. It shows the 'Type of Import' set to 'Transactions - AP Invoices'. The 'Import Definition' is 'Default', and the 'Database' is 'BusinessSample'. The 'Import File' is 'C:\Users\connie\Documents\vendors_columns.csv'. The 'Log File' is 'C:\Users\connie\Documents\vendors_columns.log'. The 'Map fields using' dropdown is set to 'Name'. The 'Map accounts using' dropdown is set to 'AccountNumber'. The 'Import action(s)' dropdown is set to 'Add'. The 'First row contains column names' checkbox is checked.

FieldName	Data Type	Required	Description (double-click to expand)	Column #	DefaultValue
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund	4	
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be less than 50 characters)	5	
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account	7	
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, de	2	
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum leng	1	
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum leng		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum leng		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum leng		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		
DetailAccount	Lookup	<input type="checkbox"/>	Valid account	6	
Quantity1	Quantity	<input type="checkbox"/>	A numeric value		
Amount	DollarAmount	<input checked="" type="checkbox"/>	A numeric value	3	

- Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Transactions section of this document.

Mapping by Data Field

Mapping by Data Field does not involve any user-definable field mapping from your .CSV file to the Data Importer. When you use this method, your file must include a header record that exactly matches the Data Fields in the Data Importer.

Rules



- » The data to be imported must be saved in a comma delimited (.CSV) file.
- » The file must include a header record that exactly matches the data fields (columns) from the FieldName list (an example of the list is in the Import Definition Illustration in this section).



- » The file must include all the data fields (columns) with (required) after the field definition. For example, for the Type of Import = Transactions - AP Invoices the required data field (columns) are Company/Fund, Vendor, AP Account, TransDate, and Amount.
- » The rows in your file will be assigned to transactions based on the Company/Fund and TransNumber combination. TransNumber is not a required field, if you want to split detail records by transaction number, include the TransNumber data field (column).

Define the .CSV File Fields/Columns

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.
2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.



After the Type of Import is selected, each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. This information provides you with a description of valid data field (column) values, lists the data fields that are required, and determines which data fields can be left empty.

Field Name	Data Type	Required	Description (double-click to expand)	Column #	Default Value
Company	Lookup	<input checked="" type="checkbox"/>	A valid company or fund		
Vendor	Lookup	<input checked="" type="checkbox"/>	A valid vendor (name must be las...		
ApAccount	Lookup	<input checked="" type="checkbox"/>	Valid A/P account		
TransDate	Date	<input checked="" type="checkbox"/>	A date in MMDDYYYY format, de...		
TransNumber	Text	<input type="checkbox"/>	A text value with a maximum leng...		
Terms	Lookup	<input type="checkbox"/>	A valid terms		
DueDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
DiscountDate	Date	<input type="checkbox"/>	A date in MMDDYYYY format, de...		
MemoLine1	Text	<input type="checkbox"/>	A text value with a maximum leng...		
MemoLine2	Text	<input type="checkbox"/>	A text value with a maximum leng...		
OnHold	YesNo	<input type="checkbox"/>	Valid values: Y, Yes, N, No, N, Tr...		
Sequence	Lookup	<input type="checkbox"/>	A valid numbering sequence		
InvoiceRef	Text	<input type="checkbox"/>	A text value with a maximum leng...		
DetailSalesItem	Lookup	<input type="checkbox"/>	A valid sales item		



In the Import Definition Illustration, the Type of Import was selected; each data field (column) available to that type of import is listed at the bottom of the CenterPoint Data Importer screen. The Type of Import Information in the Import Definition Illustration provides you with:

- » **FieldName** - A description of valid data field (column). This is the header record definition in your data file.
- » **DataType** - Use this information along with the Description to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Required** - If this box is selected for the data field, the file must include this data field (column).
- » **CanBeEmpty** - If this box is selected for the data field, the data field (column) in your file can be left blank. If a required field can also be left blank, a default value will be assigned.



- » **Description** - Use this information along with the DataType to define the format of the data - Text, YesNo, Lookup, etc. and what values are valid.
- » **Column #** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.
- » **Default Value** - This information is used with the Mapping by Column type of import, please see the [Mapping by Column](#) section of this document.

3. Use the Type of Import Information to define columns (data fields) in your .CSV file. For example, the .CSV file contents below are an example of the .CSV file created for importing Accounts Payable Invoices.

	A	B	C	D	E	F	G	H	I	J
	Company	Vendor	DetailAccount	APAccount	TransDate	Amount	TransNumber			
1	Company 1	One, Vendor 1	600000	200000	4/1/2017	2593.5	1000			
2	Company 1	Two, Vendor 2	600000	200000	4/1/2017	47.03	1001			
3	Company 1	Two, Vendor 2	706000	200000	4/1/2017	47.04	1001			
4	Company 1	Two, Vendor 2	702000	200000	4/1/2017	47.05	1002			
5	Company 1	One, Vendor 1	600000	200000	4/1/2017	16.22	1003			
6	Company 1	Two, Vendor 2	600000	200000	4/1/2017	219.18	1004			
7	Company 1	One, Vendor 1	600000	200000	4/1/2017	56.97	1005			
8										
9										
10										

- » Each column includes a header from the FieldName list, for example Company/Fund, Vendor, DetailAccount, APAccount, TransDate, Amount, TransNumber, etc. are all listed in the FieldName column from the Type of Import Information in the Import Definition Illustration in this section.
- » According to the Type of Import Information, the FieldName:
 - » **Company/Fund** is required and is a lookup for a valid company or fund.
 - » **Vendor** is required and is a lookup for a valid vendor (name be 'last, first').
 - » **DetailAccount** is not required, is a lookup for a valid account, and can be left blank.
 - » **AP Account** is required and is a lookup for a valid A/P account.
 - » **TransDate** is required and contains a date in the MMDDYYYY format (delimiters optional).
 - » **Amount** is required and is a numeric value.
 - » **TransNumber** is not required, can be left empty, and can be text with a maximum length of 20. If there are multiple detail lines in the invoice, include the same number for each detail line.

4. Save the .CSV file.

5. Continue with the [Performing the Import](#) section in the Using the CenterPoint Data Importer for Transactions section of this document.

Performing the Import

1. From your Start menu under Red Wing Software, locate and start the **CenterPoint Data Importer**.

2. In the **Type of Import** box, select the type of data you want to import into CenterPoint.
3. If you want to use a previously saved import definition, in the **Import Definition** box, click the down arrow and select the import definition. If you want to save this definition for future imports, click **Save Definition**, enter the name for the import definition, and click **Save As**.
4. In the **Database** box, select the CenterPoint database the information should be imported into. If your database does not show on this list, contact Red Wing Software Technical Support.
5. In the **Import File** box, select the .CSV file that will be used to import the data into CenterPoint.
6. In the **Log File** box, the default location displays, if you want to save the log file to a different location, click **Log File**, select the new location, and then click **Save**.
7. In the **Map Fields Using** box, select the data field (column) you want to match the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Abbreviation** (this is the default setting), or **Name**. In the example below, the Type of Import selected was Transactions - AP Invoices and the match for data fields should be made on Name. When you choose to Map Fields Using, the entire file must be consistent with this mapping, for example if you choose Abbreviation, you can't use an abbreviation in one column and have a name in another column.
8. In the **Map Accounts Using** box, select the data field (column) to use to map general ledger accounts to the CenterPoint Data Importer field definition with your .CSV data field column header, for example **ID** (used only for advanced users and developers that know what CenterPoint's internal unique identifier is), **Number**, **Abbreviation**, **Name**, or **AccountNumber** (this is the default setting). In the example below, the Type of Import selected was Transactions - AP Invoices and the match should be made on **AccountNumber**.
9. In the **Import Actions** box, select **Add** if it is not selected for you. In the example below, the Type of Import selected was Transactions - AP Invoices and the data will be added to the Business Sample database.

Type of import: Transactions - AP Invoices

Import Definition: <Default> Save Definition

Database: BusinessSample

Import File: N:\QA\Importer Test Files\ap invoices\Accounts Payable Open Invoices_2.csv Import File

Log File: C:\Users\connies\Accounts Payable Open Invoices_2.log Log File

Map fields using: Name

Map accounts using: AccountNumber

Import action(s): Add

☒ First row contains column names

10. A default location will be displayed for the log file that documents the progress of the data import. If you want to change the location, click **Log file** and select the location on your computer where you want to store the file.
9. Click **Import Data From File**. If your import is successful, an Import Succeeded message displays. To view information about your import, click **View Import Log**. An example of a successful log file is displayed below.

```

Accounts Payable Open Invoices.log - Notepad
File Edit Format View Help
05/01/2017 @ 02:23:18PM : Initializing import
05/01/2017 @ 02:23:18PM : Saving import options
05/01/2017 @ 02:23:18PM : Reading import file to data table
05/01/2017 @ 02:23:18PM : Processing import file
05/01/2017 @ 02:23:18PM : Updating Data base
05/01/2017 @ 02:23:20PM : Import complete

```

10. If your import is not successful, an *Import failed* - click *View Import Log* message displays. Click **View Import Log**. A description will display informing you about why the import failed. The .CSV file would need to be changed to include or change the data and the import process repeated to successfully import this data.

Manually Calculate Federal Tax Amounts

To manually calculate Federal withholding taxes for Form W-4 from 2020 or later, click [here](#) for the Publication 15-T Federal Income Tax Withholding Methods for use in 2023 document. Please refer to the Percentage Method Tables for Manual Payroll Systems with Forms W-4 from 2020 or later section of the publication.

Remove Transaction History

Historical transaction data can be removed from older, larger databases while maintaining open accounts receivable, accounts payable, customer deposits, prepaid vendor purchases up to and including the month and year (period) selected. It is generally recommended to maintain at least five fiscal years of comparative data in the current database. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end. If the fiscal year end is not December, start up payroll history will be maintained from the beginning of the calendar year up to and including the selected month and year.

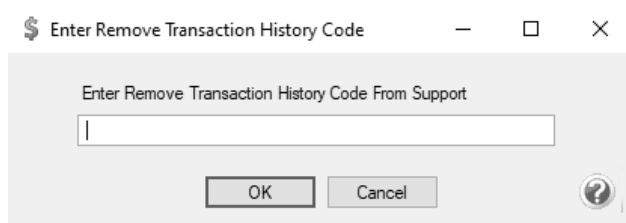
This process could be quite lengthy depending on the size of the database, number of years of data, and the number of companies. So, it is suggested that the process should be run when the accounting system can be down for several hours.



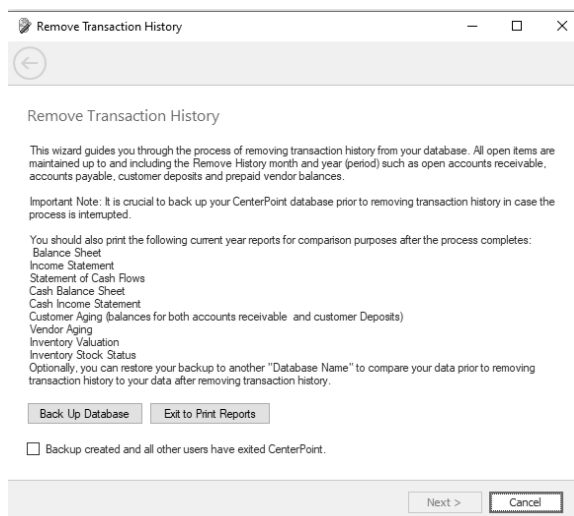
Important Note: This process cannot be reversed. It is crucial to back up the CenterPoint database prior to removing transaction history.

1. Open the CenterPoint database the historical transactions will be removed from.
2. Print the following reports:
 - » **Reports > Reports > Financial Statements:**
 - » Balance Sheet – Current Period and the Remove History Date
 - » Cash Balance Sheet (only if using cash tax basis reporting) – Current Period and the Remove History Date
 - » Market Value Balance Sheet (only if maintaining market values) – Current Period and the Remove History Date
 - » Income Statement – Current Year and Prior Year
 - » Cash Income Statement (only if using cash tax basis reporting) – Current Year and Prior Year
 - » Statement of Cash Flows - Current Year and Prior Year

- » **Reports > Reports > Transaction Reports:**
 - » Purchases & Accounts Payable > Vendor Aging
 - » Sales & Accounts Receivable > Customer Aging (Accounts Receivable and Customer Deposit balances) – Current Date
 - » Inventory (if using the Inventory / Advanced Inventory Module)
 - » Inventory Stock Status
 - » Inventory Valuation
- 3. Select **File > Backup > Backup Database**. Select the CenterPoint database the historical transactions will be removed from. and complete the backup.
- 4. Select **Setup > Accounts > Accounts > Balances** tab.
 - a. Click the **Beginning Period** button.
 - b. Right-click in the account list and select **Repost From this Period Forward**. If you have multiple companies in your database you will need to select each company and complete this process. Depending on the number of years and number companies in the database, this could be a fairly lengthy process.
- 5. Rerun the **Balance Sheet** and **Inventory** reports and compare with the reports you printed in step 2. Reconcile any differences before continuing.
- 6. Select **File > Administration > Database Utilities > Remove Transaction History**.
- 7. Call the Red Wing Software Technical Support department and discuss the Remove Transaction History process. Once the Customer Support Technician ensures a back up is in place, you will be provided with a code.
- 8. In the **Enter Remove Transaction History Code From Support** box, enter the code provided in Step 6.



9. Click **OK**.



10. Select the **Backup created and all other users have exited CenterPoint** check box and then click **Next** to continue.

Remove Transaction History

Remove History Date

Transaction history will be removed up to and including the month and year (period) selected. It is generally recommended to maintain at least five fiscal years of comparative data in the current database. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end.

If the fiscal end selected is not December, startup payroll history will be maintained from the beginning of the calendar year through the Remove History up to and including month and year.

Company Fiscal Year End	
Company	Fiscal Year Ends
FY Begin July 2015	June
Calendar Company Start 01/16	December

Remove History up to (and including)

June 2015

Next > Cancel

11. Select the **Remove History up to (and including)** month and year. If there are multiple companies with different fiscal year end months, it is recommended to select a fiscal year end month from the company with the earliest fiscal year end. If the fiscal year end is not December, start up payroll history will be maintained from the beginning of the calendar year up to and including the selected month and year.
12. Click **Next** to continue.

Remove Transaction History

Ready To Remove Transaction History

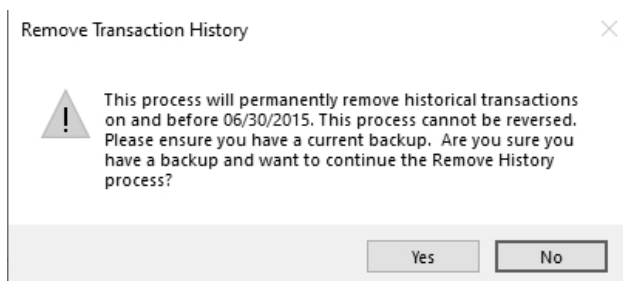
Transaction history will be removed for all dates including 06/30/2015 and prior to that date. All open item balances will be maintained. This includes Accounts Receivable, Accounts Payable, Customer Deposits and Vendor Prepayments. All of the historical transactions for open items will be maintained, also.

Employee payroll transaction history will be maintained as startup pay through 06/30/2015.

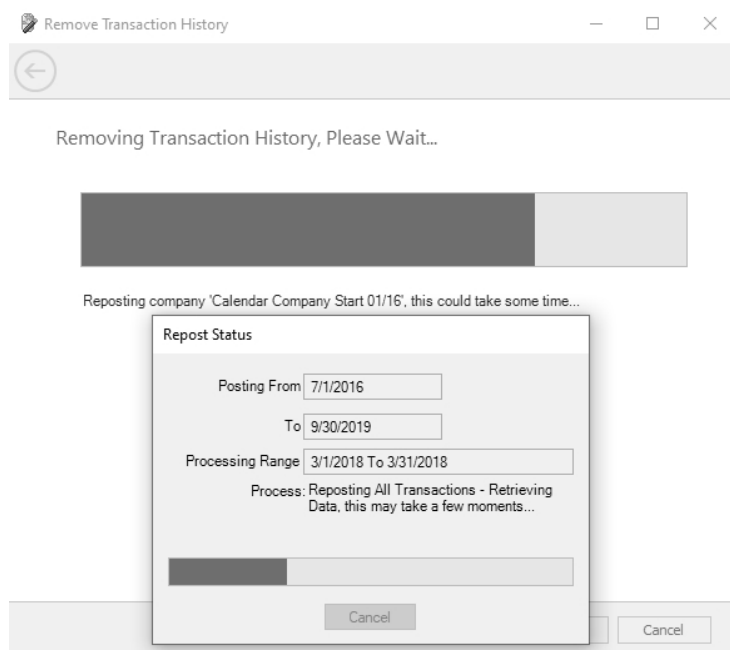
Account balances will match the 06/30/2015 balances before removing transaction history.

Next > Cancel

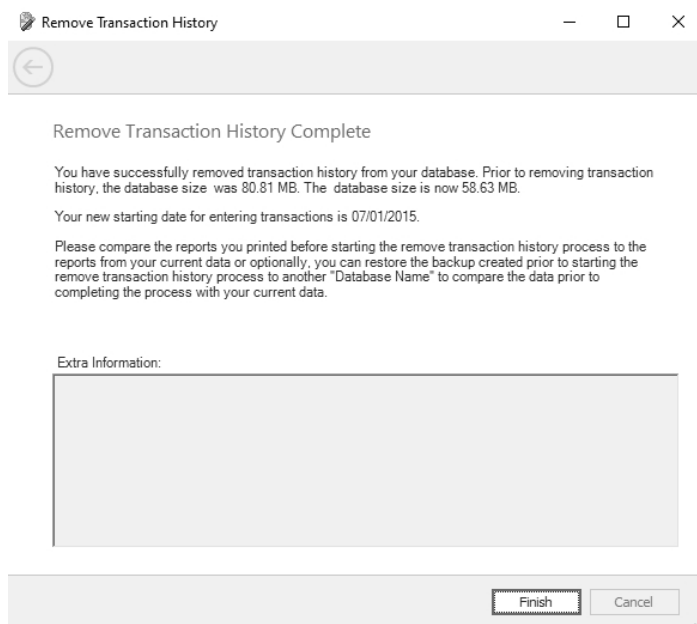
13. Verify the transaction history removal dates on the Ready to Remove Transaction History screen. After the dates are verified, click **Next** to continue.
14. Verify the transaction history removal date on the Remove Transaction History screen and confirm that you have a current backup. After the verification, click **Yes** to continue.



15. The Removing Transaction History, Please Wait.... screen displays. The removal process may take some time based on the size of the database and the associated transaction data.



16. When the process is complete, the Removing Transaction History Complete screen will display.



17. If a bank deposit or bank reconciliation was retained, but had transaction data removed during this process, the details will display in the **Extra Information** section of the Remove Transaction History Complete screen. These entries will need to be reviewed by the user.
18. Click **Finish**.
19. Go back to Reports > Reports and reprint or export the reports you ran in step 2, and compare. Reconcile any differences.

Chapter 5 - Reports

Generate & Customize Reports

Reports

The reports in CenterPoint allow your data to be presented in a way that is meaningful to your organization. All of the standard reports can be filtered and modified for maximum flexibility in reporting. Reports you use on a regular basis can be organized on Favorites, Database Favorites, and Network Favorites tabs to make them easier to locate and print/preview. You can also setup batches of reports to all generate at the same time to make monthly or quarterly reporting easier.

This topic includes instructions on how to:

[Generate a Report](#)

[Add Reports to the Favorites tab](#)

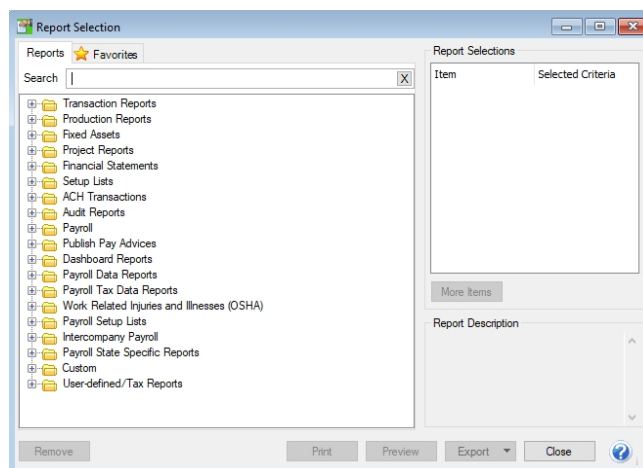
[Add the Database tab](#)

[Setup Network Favorites](#)

[Generate a Batch of Reports](#)

Generate a Report

1. From the **Reports** menu, click **Reports**.
2. Select the **Reports** tab. The reports are organized into folders and sub-folders based on different categories of reports. Use the **Search** box to filter and locate reports by title or click the + sign next to a folder to open it and continue opening the folders until you find the individual report you want to print or preview. Click on the report to highlight it.





Note: To quickly expand all report folders without clicking the + sign, right-click and select **Expand All Groups**. To quickly expand one report folder or sub-folder without clicking the + sign, right-click and select **Expand All Child Groups Under <Report Group Name>**. To collapse all report folders without clicking the - sign, right-click and select **Collapse All Groups**. To quickly collapse one report folder or sub-folder without clicking the - sign, right-click and select **Collapse All Child Groups Under <Report Group Name>**.

3. Once a report is selected, the **Report Selections** for that specific report are displayed. These options allow you to filter the data you see in the reports, including the date range you are generating the report for. Each report will have different filters available.

To use a filter within the Report Selections:

- » Click on the filter you want to use (For example, Period or Company/Fund).
- » A pop-up box will display all options for that filter. Select the specific item(s) you want the report filtered by.



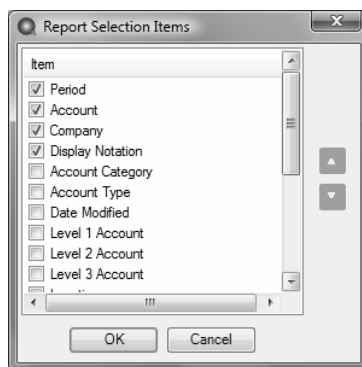
Note: You can select up to 500 items to filter the report by for each option.

- » Click **OK**.



Note: To clear a filter and return the selection to All, select the filter and click **Clear**.


4. Each report automatically displays the default Report Selections when the report is selected, but additional filters are also available. To review and/or add those filters to the **Report Selections**
 - » Click **More Items**.

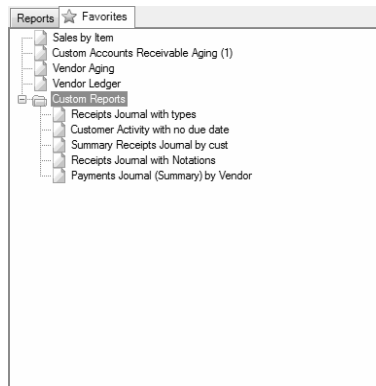


- » Check the box for any filters you want to add.
 - » Click **OK**. All selected filters will now be displayed with the default Report Selections.
5. Once you have made all desired **Report Selections**, click **Print** to print the report or click **Preview** to bring up a report preview and to make further modifications. For more information on modifying reports, please see the topic *Customizing Reports*.

Add Reports to the Favorites Tab

The Favorites tab in reports allows you to organize frequently used reports to make them easier to find. It is also where customized reports are saved. Reports on your Favorites tab are specific to your computer. Other CenterPoint users will have their own list of favorite reports.

1. To save a default report to the **Favorites** tab:
 - » Highlight the report on the **Reports** tab.
 - » Right-click on the report and select **Add to Favorites**.
 - » Enter a name for the report and click **OK**.
2. To save a custom variation of a report:
 - » Preview a report and make modifications.
 - » Click on the  icon.
 - » Enter a name for the report and click **OK**.
3. You can organize the reports on the **Favorites** tab into folders.



- » Right-click in the blank space on the Favorites tab and select **New Folder**.
 - » Enter a name for the folder.
 - » Drag and drop reports or other folders into your new folder.
4. To remove reports from your Favorites tab, right-click on the report and select **Delete**.
 5. To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.
 6. If you want only your Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

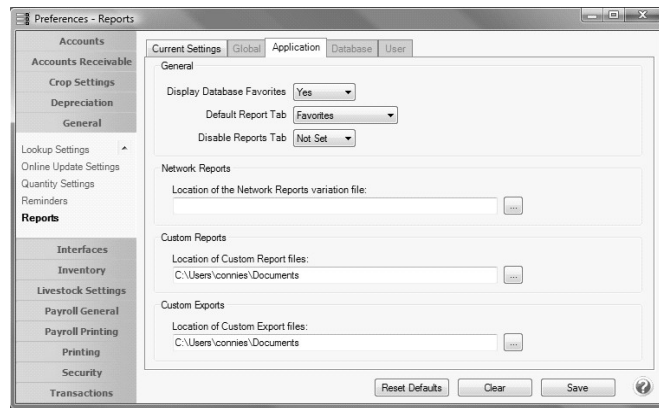


Note: If you change a favorite report saved on your computer, you will be prompted with a "This report has been modified and is already a favorite report. Would you like to save these changes to this report?" message. You will have three options: Yes - save the changes to the current favorite report and exit, No - exit the report without saving the changes, or Cancel - Do not exit the report but close the message (this would give you the opportunity to create a new favorite).

Add the Database Tab

A Database tab can be added to Reports. It allows you to save favorite reports to a specific database (whereas reports saved to the Favorites tab are specific to a computer). Each database on your computer can have a separate list of database favorites. Any user accessing the database would see the same list of reports on the Database tab.


1. To add the **Database** tab (one-time setup):
 - » From the **File** menu, click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.



- » Change **Display Database Favorites** to **Yes**.
- » Click **Save**.
- 2. To add reports to the **Database** tab:
 - » Highlight the report on either the **Reports** tab or **Favorites** tab.
 - » Right-click and select **Add to Database**.
- 3. To determine which tab will be the default tab when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Default Report Tab** box, select the tab to display as the default.
- 4. If you want only your Favorites or Database Favorites to display when you select Reports > Reports, select **File > Preferences > General > Reports**, click on the **Application** tab, and in the **Disable Reports Tab** box, select **Yes**.

Setup Network Favorites

If you have a network version of CenterPoint, you can setup a Network Favorites tab that displays the same favorites for all users and all databases on the network.

1. On one computer:
 - » Add the desired reports to the **Favorites** tab. Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions.
 - » Go to the **My Documents** folder on the hard drive and copy the **CenterPoint.Favorites.Variations** file.
 - » Copy the **CenterPoint.Favorites.Variations** file to a shared location on the network.
2. At each workstation:
 - » In CenterPoint, go to the **File** menu and click on **Preferences**. Select **General** and **Reports**. Click on the **Application** tab.
 - » For **Location of the Network Reports variation file**, click  and select the location of the file from Step 1.

Generate a Batch of Reports

Batch reports allow you to print all reports that are in a specific folder on your Favorites tab at the same time. A batch (folder) is created on the Favorites tab and then all appropriate reports can be added to the batch (folder). With a single selection, all reports within this batch can easily be generated. This can make running month-end or quarterly reports quicker and easier.

- » Create a Report Batch (folder):
 - » Add the reports you want in the batch to the **Favorites** tab.

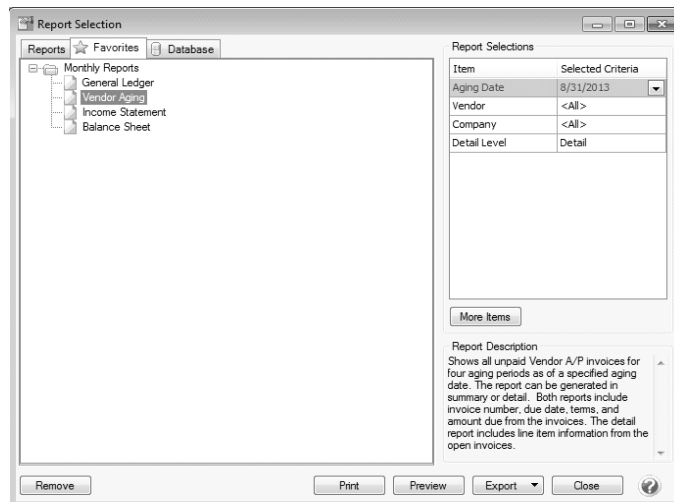


Note: See the *Add Reports to the Favorites Tab* section above for step-by-step instructions on adding reports and creating folders on the Favorites tab.

- » Create a folder on the **Favorites** tab for your batch and drag the desired reports to that folder.
- » Select the first report in the folder and identify a preset date range in the **Report Selections**.



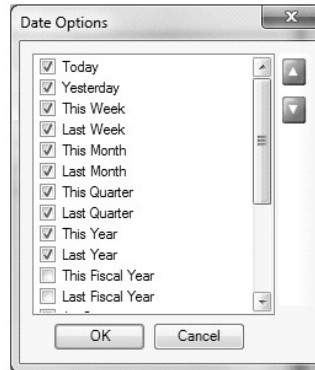
Note: Repeat this step for each report in the folder/batch.



- » For example, **This Month** or **This Quarter**. Do not use **Custom**. When you generate the report batch you will select a date, the reports will be produced based on the date you enter and the date range selected. For example, if the report is set for This Month and the Batch Date is 5/15/16, then the report will print for 5/1/16 - 5/31/16.
 - » Other Date Range and Period Range selections include:
 - » **This YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year unless that period is not yet opened and then it is January 1 of the last opened year and through the current system date or current system period unless that period is not open and then it is the last opened period.
 - » **Last YTD** - When you generate the report batch, the reports will be produced from January 1 of the current system year minus one year unless that period is not yet opened and then it is January 1 of the last opened year through the current system date or period minus one year unless that period is not open and then it is the last opened period.
 - » **This Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the current system date or period unless that period is not open and then it is the last opened period.
 - » **Last Fiscal Year YTD** - When you generate the report batch, the reports will be produced from the Date Settings preference for the fiscal year end month plus one month minus one year of the current system year unless that period is not yet opened and then it is the first period of the last opened year through the

current system date or period minus one year unless that period is not open and then it is the last opened period.

- » To maintain the list of pre-defined date selections in the Date Range, Period and Period Range report filter controls, right-click on the Date Range, Period or Period Range and select **Options**.



- » From the Date Options screen, you can select the ranges that apply to you. Once changes are made, they will be saved and re-used anywhere that report filter is used. Each type of filter (Date Range, Period and Period Range) maintains its own configuration settings.
- » Generate the Reports:
 - » From the **Favorites** tab, select the folder for your batch reports.
 - » Choose the **Batch date** and **Company/Fund** from the **Report Selections**. When the report is generated, a combination of the preset date range assigned in the report and the Batch Date will be used to select the data for the report. Report selection filters can be removed from a batch folder by clicking on the More Items button and removing the check mark next to the filter. Once the filter is removed, the reports in that batch will use the filters that are saved with each individual report for that iteration of the batch report.
 - » Click **Preview** to preview the batch report, click **Print** to print the report, or click **Export** to export reports to PDF or Excel (when exporting reports generated from a batch, the PDF export adds each report in the batch to a combined single PDF document and the Excel export adds each report in the batch to a separate worksheet).

Customizing Reports

CenterPoint allows you to customize reports to match your needs. A system supplied report can be modified to create many variations to the same report. These customized reports are saved as Favorites for future use. You can also add folders to your Favorites to organize your custom reports.

The customizing tools can be used to add or remove columns from the report, change the sort order, add or remove subtotals, change the title and page numbering, etc. All customizing is done from within the preview of an existing report.

[Step A - Customize an Existing Report \(including step-by-step instructions for common report changes\)](#)

[Step B - Save Customized Report for Future Use](#)

[Step C - Organize Custom Reports for Easy Access \(optional\)](#)

Step A - Customize an Existing Report

1. Select a report that you would like to customize (**Reports > Reports**).
2. Choose the appropriate and click **Preview**.

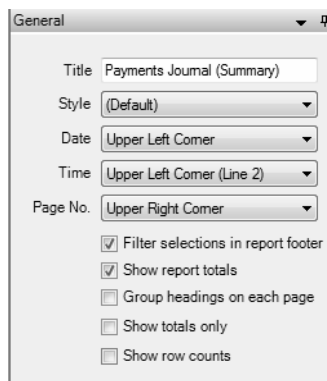
Date	Check / Reference #	Payee	Payment Amount
1000 Cash in Bank - Checking			
01/31/08	000001	Timberline Supplies	12,625.00
01/31/08	000001	Summit Utility Company	26,500.00
01/31/08	000002	Pro Cast Supplies	1,000.00
01/31/08	000002	Summit Water Company	22,123.00
01/31/08	000003	United Parcel Service	150.00
02/18/08	000001	Summit Utility Company	26,500.00
02/18/08	000002	Summit Water Company	22,123.00
02/18/08	000003	United Parcel Service	150.00
02/29/08	000003	Ice Man Supplies	6,550.00
02/29/08	000004	Alpine, Inc.	7,500.00
02/29/08	000005	Timberline Supplies	12,625.00
02/29/08	000006	Ice Man Supplies	6,550.00
02/29/08	000007	Alpine, Inc.	7,500.00
03/15/08	000001	Summit Utility Company	26,500.00
03/15/08	000002	Summit Water Company	22,123.00
03/15/08	000003	United Parcel Service	150.00
03/15/08	000004	Speed Racer Supplies	48,200.00
04/30/08	000008	Timberline Supplies	12,625.00
04/30/08	000009	Pro Cast Supplies	1,000.00
04/30/08	000010	Ice Man Supplies	6,550.00

3. On the left side of the preview screen, six tabs (**General, Header, Columns, Group & Sort, Filters** and **Footer**) are displayed. The information in these tabs is used to customize reports. Click on a tab to open it and display all the options available.
 - » : manages the title and style of the report and the position of the date, time stamp, and page numbers.
 - » : controls the information displayed in the report heading (title, company/fund name, etc.).
 - » : Select which columns of data do and do not print on the report.
 - » : Manages how data is sorted and subtotaled (grouped).
 - » : Displays the selection criteria that can be used for this report. This is the same information that is available in the Selection Criteria prior to previewing the report.
 - » : Manages the information (if any) printed at the bottom of each page on the report.
4. Select the tab and make the appropriate changes. (See the "Step-by-Step Instructions for Common Report Changes" section for more information on making changes.)
5. Click the **Refresh** button after making changes in a tab to update the report with the new changes.

Step-by-Step Instructions for Common Report Changes

Change the Title of a Report

1. From the preview of any report, click on the **General** tab.



The screenshot shows a 'General' tab in a report customization window. It contains several fields and checkboxes:

- Title:** A text box containing 'Payments Journal (Summary)'.
- Style:** A drop-down menu showing '(Default)'.
- Date:** A drop-down menu showing 'Upper Left Corner'.
- Time:** A drop-down menu showing 'Upper Left Corner (Line 2)'.
- Page No.:** A drop-down menu showing 'Upper Right Corner'.
- Checkboxes:**
 - ☒ Filter selections in report footer
 - ☒ Show report totals
 - ☐ Group headings on each page
 - ☐ Show totals only
 - ☐ Show row counts

2. Click in the **Title** field and enter the text you'd like to use for the report title. This will also be used as the default name when the report is saved as a Favorite.

Change the Font Size on a Report

1. From the preview of any report, click on the **General** tab.
2. Select the **Style** drop down to change the font size of the report. The Style also controls indentations, shading and underlining within a report.
3. Select a different **Style** from the list. Click **Refresh** to update the screen. Continue applying a different style until you find the style/font that best fits your needs.

Remove or Move Page Numbering

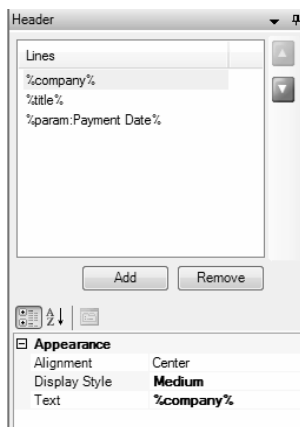
1. From the preview of any report, click on the **General** tab.
2. Click on the **Page No.** drop-down box and select the appropriate option (Do Not Print, Upper Left Corner, etc.).

Remove or Move the Date and Time Printed Stamps

1. From the preview of any report, click on the **General** tab.
2. Click on the **Date** and/or **Time** drop-down box and select the appropriate option (Do Not Print, Upper Left Corner, etc.).

Change the Size or Location of the Header Information (report title, company/fund name, etc.)

1. From the preview of any report, click on the **Header** tab.



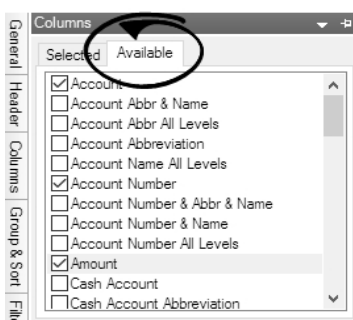
2. At the top of the screen in the Lines area, click on the header information that you'd like to change (Company/Fund, Title, etc.) and the **Appearance** information for that line will display below.
3. To change the size of the text used for that line on the report, click in the **Display Style** field and select **Small**, **Medium** or **Large**.
4. To change where the text will print, click in the **Alignment** field and select **Left**, **Center** or **Right**.

Add Another Title Line to the Top of a Report

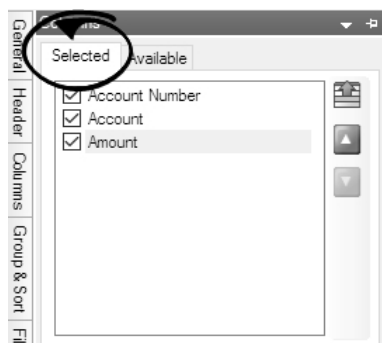
1. From the preview of any report, click on the **Header** tab.
2. Click on the **Add** button.
3. Select the **New Item** line in the Lines box to display the Appearance information below.
4. Click on the ellipse button on the **Text** field to select a field from the database to print or simply enter the text to print.

Add, Remove or Move a Column of Data to the Report

1. From the preview of any report, click on the **Columns** tab. All columns that are available to print on this particular report will be displayed on the Available tab. This list changes for each report.



2. To add a column of data to the report, select the check box next to the column name. Select the **Selected** tab to display all of the columns you selected on the **Available** tab to display on this report.



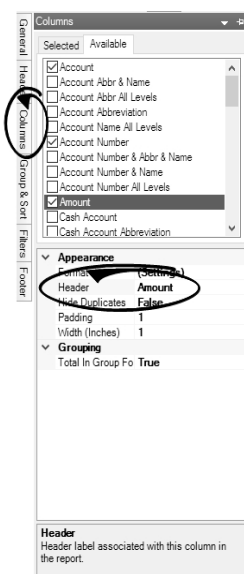
3. To remove a column of data from the report, on the **Selected** tab, unselect the check box next to the column name.
4. To move a column of data, on the **Selected** tab, select the column and then use the green up and down arrows on the right to move the column.



Note: the striped up arrow immediately moves the field to the top with other selected items. The plain green up arrow moves the item up the list one row at a time.

Change the Title of a Column

1. From the preview of any report, click on the **Columns** tab.
2. Click on the column to be modified and the **Appearance** information will be displayed below.



3. Click in the **Header** field and make the appropriate changes.

Change the Sort Order of Data in a Report

1. From the preview of any report, click on the **Group & Sort** tab. All columns of data included in the report will be displayed on the Selected tab..

Group Sort

Selected Available

Column	Grp	Sort
Vendor (Last, First)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transaction Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transaction Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grouping

Display Group Fc True

Display Group He True

Footer Text %Last First% %Name

Header Text %Last First% %Name

Sorting

Direction Ascending

Direction

Direction the data should be sorted in.

2. Place a check mark in the **Sort** box for the column or columns you'd like to sort on.
3. After selecting a column to sort, the **Sorting** option is displayed below. Choose **Ascending** or **Descending**.
4. If you have chosen more than one column to sort on, then the **sort order** must also be specified. This is done by using the green up and down arrows on the right. In the example above the report would sort by Vendor, Transaction Date, and then Transaction Number.

Change What Data is Subtotaled in a Report

1. From the preview of any report, click on the **Group & Sort** tab. All columns of data included in the report will be displayed on the Selected tab..
2. Each column that is selected to **Group** will, by default display a heading and a subtotal. Changing the group options on a report can significantly change the look of a report. For example, this report is grouped by Cash Account by default.

12:09 PM

Alpine Sports
Payments Journal (Summary)

Date	Check / Reference #	Payee	Payment Amount
1000 Cash in Bank - Checking			
10/28/08	000001	Summit Utility Company	26,500.00
10/28/08	000002	Summit Water Company	22,123.00
10/28/08	000003	United Parcel Service	150.00
10/31/08	000017	Pro Cast Supplies	4,378.00
11/15/08	000001	Summit Utility Company	26,500.00
11/15/08	000002	Summit Water Company	22,123.00
11/15/08	000003	United Parcel Service	150.00
11/30/08	000018	Timberline Supplies	12,625.00
11/30/08	000019	Pro Cast Supplies	4,378.00
11/30/08	000020	Ice Man Supplies	6,550.00
11/30/08	000021	Alpine, Inc.	7,500.00
12/10/08	000006	Timberline Supplies	12,100.00
12/11/08	000001	Summit Utility Company	26,500.00
12/11/08	000002	Summit Water Company	22,123.00
12/11/08	000003	United Parcel Service	150.00
12/31/08	000022	Timberline Supplies	12,625.00
12/31/08	000023	Pro Cast Supplies	5,278.00
12/31/08	000024	Ice Man Supplies	6,550.00
12/31/08	000025	Alpine, Inc.	7,500.00
1000 Cash in Bank - Checking Totals			\$225,903.00
Report Totals			\$225,903.00
Records included in total = 19			

If we remove the check mark from Group on the Cash Account and instead, Group by Payee (First Last), it completely changes the look of the report.

The 'Group Sort' dialog box shows a list of columns with checkboxes for 'Grp' and 'Sort'. The 'Grp' column is highlighted with a red box, and the 'Sort' column is also highlighted. The 'Grp' column has checkboxes for 'Cash Account', 'Cash Account Nu...', 'Payment Date', 'Check / Referenc...', 'Payee (Last, First)', and 'Payee (First Last)'. The 'Sort' column has checkboxes for 'Cash Account', 'Cash Account Nu...', 'Payment Date', 'Check / Referenc...', 'Payee (Last, First)', and 'Payee (First Last)'. The 'Grp' column is checked for 'Cash Account', 'Cash Account Nu...', 'Payment Date', 'Check / Referenc...', 'Payee (Last, First)', and 'Payee (First Last)'. The 'Sort' column is checked for 'Cash Account', 'Cash Account Nu...', 'Payment Date', 'Check / Referenc...', 'Payee (Last, First)', and 'Payee (First Last)'.

The preview shows the 'Payments Journal (Summary)' report for 'Alpine Sports'. The report is dated 12:12 PM. It lists payments for various vendors, including Alpine, Inc., Ice Man Supplies, Pro Cast Supplies, Summit Utility Company, and Summit Water Company. The report is grouped by vendor and includes subtotals for each vendor.

Date	Check / Reference #	Payee	Payment Amount
Alpine, Inc			
11/30/08	000021	Alpine, Inc	7,500.00
12/31/08	000025	Alpine, Inc	7,500.00
Alpine, Inc Totals			\$15,000.00
Ice Man Supplies			
11/30/08	000020	Ice Man Supplies	6,550.00
12/31/08	000024	Ice Man Supplies	6,550.00
Ice Man Supplies Totals			\$13,100.00
Pro Cast Supplies			
10/31/08	000017	Pro Cast Supplies	4,378.00
11/30/08	000019	Pro Cast Supplies	4,378.00
12/31/08	000023	Pro Cast Supplies	5,378.00
Pro Cast Supplies Totals			\$14,134.00
Summit Utility Company			
10/28/08	000001	Summit Utility Company	26,500.00
11/15/08	000001	Summit Utility Company	26,500.00
12/11/08	000001	Summit Utility Company	26,500.00
Summit Utility Company Totals			\$79,500.00
Summit Water Company			
10/28/08	000002	Summit Water Company	22,123.00
11/15/08	000002	Summit Water Company	22,123.00
12/11/08	000002	Summit Water Company	22,123.00
Summit Water Company Totals			\$66,369.00

3. Select each **Column** that you would like grouped & subtotaled by placing a check mark in the **Grp** box.
4. If you have chosen more than one column to group on, then the **group order** must also be specified. This is done by using the green up and down arrows on the right.

Step B - Save Customized Report for Future Use

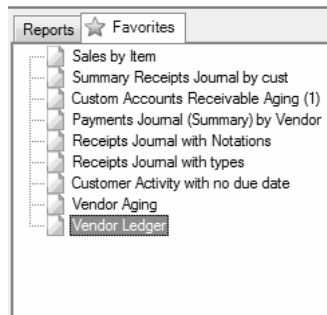


Note: If a system-supplied report has security restrictions for users (you can restrict users from viewing/printing specific reports), the user will also be restricted from any favorites based on the system-supplied report. Favorites created prior to version 6.5 will need to be recreated to have security restrictions applied. See the [Users and Security](#) topic for information about creating users, user groups, and setting security policies.

1. Once a report is successfully customized, save the report as a **Favorite** by clicking on the Favorites icon while still in the preview screen.
2. Specify a name for the customized report and click **OK**. It will then be available for future use in the Reports > Reports > Favorites tab.

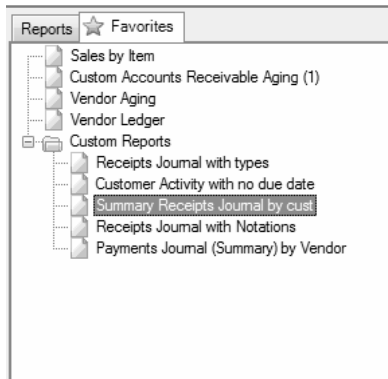
Step C - Organize Custom Reports for Easy Access (optional)

1. The Favorites tab (Reports > Reports > Favorites tab) will display all reports that have been marked as Favorites. This can be system supplied reports and/or customized reports. By default, they are displayed in a flat list.



2. The reports in the Favorites tab can easily be sorted and grouped.

- » To change where in the list a report is displayed: Left click on the report and while still holding down the left mouse button, drag it to the new location in the list. Then release the left button on the mouse.
- » To group multiple reports together:
 - a. Right-click in any blank space on the Favorites tab.
 - b. Select **New Folder**.
 - c. Type in a name for the new folder and press enter on the keyboard (in this example, we named the folder "Custom Reports").
 - d. Use the same "drag and drop" process described above to move reports in to the new folder.



Batch Reports

Use Batch Reports to run a series of reports automatically without having to select each report individually. For example, you can set up batches that produce all of the reports you need at month-end or for your accountant. Batch reports allow you to set the parameters up for a report once and save the settings so you can run the same report over and over again. You can set up multiple versions of the same report to run in the batch. For example, you might need two or three variations of income statements and balance sheets printed at the end of each month.

Batch reports are created by grouping a number of reports together in a folder on the Favorites tab, Database tab or Network Favorites tab in **Reports > Reports** by right-clicking and selecting **New Folder**, naming the folder, and then moving reports into the folder. You can run the reports together as a batch report by clicking **Print** or **Preview** from the Favorites, Databases, or Network Favorites tab. The Include Report List Page report selection filter can be used to include a list of the reports generated in the batch as the last report in the batch.. You will have a Batch Date, Company, and Pay Run Report Selections available for the folder. If you click the Batch Date Filter, you will be able to apply a based off of date for the group of favorite reports. If a folder has sub-folders, all reports in sub-folders will also appear in the batch to run. If the run option is selected on the sub-folder only reports under the sub-folder will be run. If the sub-folder has other sub-folders those reports will be included in the batch.



Note: For CenterPoint Payroll batch reports, you should add the payroll reports you want to print to the appropriate folder, then click More Items and select pay run = All. When you actually print the batch reports, you should change the pay run selection to the appropriate pay run you want to print the reports for.

[Create or Change a Batch Report](#)

[Delete a Batch Report](#)

[Preview or Print a Batch Report](#)

Create or Change a Batch Report

1. On the **Reports** menu, click **Reports**.
2. Select either the **Favorites**, **Database**, or **Network Favorites** tab.
3. To create a new Batch Report, create a folder for the batch and move the reports you want to run as part of the batch into the folder. For more information about grouping reports in a folder, see the *To Group Favorite Reports* topic.
4. Select the first report in the folder and identify a preset date range in the **Report Selections**. For example, **This Month** or **This Quarter**. Do not use **Custom**. When you generate the report batch you will select a date. The reports will be produced based on the date you enter and the date range selected. For example, if the report is set for this Month and the Batch Date is 5/15/18, then the report will print for 5/1/18 - 5/31/18. If you select a YTD date range, the batch date will be the end date of the report and the report's start date will be based on it for the following YTD date ranges: This Year YTD, Last Year YTD, This Fiscal Year YTD, and Last Fiscal Year YTD.
5. Repeat Step 4 for each report in the folder/batch.

Delete A Batch Report

1. On the **Reports** menu, click **Reports**.
2. Select either the **Favorites**, **Database**, or **Network Favorites** tab.
3. Select the folder that contains the batch reports.
4. Right-click and then select **Delete**.
5. At the *Are you sure you want to remove this item?* message, click **Yes**.

Preview, Print, or Export a Batch Report

1. On the **Reports** menu, click **Reports**.
2. Select either the **Favorites**, **Database**, or **Network Favorites** tab.
3. Select the folder that contains the batch reports.
4. Under Report Selections on the right-side of the screen, select **Batch Date**.
5. On the Verify Dates for Reports Batch screen, in the **Reports will be based off of this date** box, enter the date that the group of reports should be based on when the reports are printed or previewed. Note: If a report is setup with a date parameter of Previous month, and if the date in this box is 3/31/18 a report will be produced with a date range of 2/01/18 - 2/28/18. If you change the date the reports will be based off of, the dates in the Period/Date Filter will change. The dates may be different for each of the reports depending on the range of dates default on the default report.

- Under Report Selections, select **Company**. From the Available List, select the company or companies that should be included on the group of reports and move the company or companies to the Selected List.
- If a folder has sub-folders, all reports in sub-folders will also appear in the batch to preview. If the Preview option is selected on the sub-folder only, reports under the sub-folder will be previewed. If the sub-folder has other sub-folders those reports will be included in the batch.
- Click **Preview** to preview the batch report, click **Print** to print the report, or click **Export** to export reports to PDF or Excel. (When exporting reports generated from a batch, the PDF export adds each report in the batch to a combined single PDF document and the Excel export adds each report in the batch to a separate worksheet. Reports that do not generate data will be excluded from the batch.)

Change the Report used for Drill Down Functionality

Each report in CenterPoint with drill down capabilities has a default report assigned that it uses to display the information being drilled down to. For example, if you drill down on an Income Statement report, the General Ledger report will be displayed by default.

Occasionally, users may want to have the system display a customized version of that report instead of the default. For example, if you have customized the General Ledger report and you want that report to be used when drilling down on an Income Statement. The instructions below explain how to change the default drill down report.

Change the Default Drill Down Report

- From the **Reports > Reports** menu, select the report you would be drilling down from. In this case, the Income Statement.
- Click **Preview** to display the report.
- Select the **General** tab.

The screenshot shows the 'Alpine Sports Income Statement' report for the period 1/1/2010 to 11/30/2010. The 'General' tab is active in the left sidebar. The 'Drill Down' dropdown menu is open, showing three options: 'Default', 'General Ledger 2nd test', and 'General Ledger from income stmt'. The main report area displays the income statement with columns for Jan 2010, Nov 2010, and Actual. The total revenue is \$1,612,267.14.

- In the **Drill Down** field, select the customized report that you'd like the system to display when drilling down on this particular report.



Note: The Drill Down drop down box will only show customized versions of the same report that the system defaults to. For example, an Income Statement Drill Down box will only show customized General Ledger reports.

- Click **Refresh**.
- To save the report so that it always uses the custom report for drill downs, click the **yellow star** to save the report as a favorite. Specify a **Name** for the report and click **OK**. The custom report will be displayed in **Reports > Reports > Favorites**.

Display an Audit Trail for Edited, Deleted and Voided Transactions

By default, when reviewing reports and transaction searches in CenterPoint, the results displayed are only posted entries. Any entries that have been deleted or voided are no longer included. There may be times that you'd like to review the transactions that have been edited, deleted or voided. This can be done using options available in Transaction Search.

Showing an Audit Trail in Transaction Search

EXAMPLE: In this example, we will void a payment transaction and then change the filters in transaction search to display the information that has been voided.

1. Select **Processes > Transaction Search**.
2. Select the filters, columns, etc. needed to search for the data you'd like to display (refer to the Transaction Search topic for additional information). Click **Search**. In our example, we have filtered the data to show only Payment transactions dated 8/5/10.

The screenshot shows the 'Transaction Search' window. The 'Date Selection' is set to 'Custom' with 'From' and 'To' dates both set to 08/05/2010. The 'Format Definition' and 'Filter Definition' are both set to 'Summary'. The search results table is as follows:

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount
1	08/05/10	007309	Payments	Area Ag Center	10,207.01
2	08/05/10	007310	Payments	Steven King	3,500.00
3	08/05/10	007311	Payments	Jeremy King	561.00
4	08/05/10	007312	Payments	Tim King	3,500.00
5	08/05/10	007313	Payments	Ed King	3,500.00
6	08/05/10	007314	Payments	Jeremy King	4,430.00
7					25,698.01

Below the table, the 'Search Criteria' section shows 'Date Selection: Custom (08/05/10 to 08/05/10)'. The 'Other Filters' section shows 'Entry Screen: Payments' and 'Transaction Status: Posted'. The 'Sorted By' section shows 'Transaction Date: Ascending'. At the bottom, there are buttons for 'Print', 'Export', 'Edit', 'Options', and 'Close'.

3. We then voided the payment to Area Ag Center, which removes the payment from the default transaction search results (as seen below). Please refer to the Void a Check or Edit or Delete a Transaction topics for additional information on editing or voiding transactions.

	Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount
1	08/05/10	007310	Payments	Steven King	3,500.00
2	08/05/10	007311	Payments	Jeremy King	561.00
3	08/05/10	007312	Payments	Tim King	3,500.00
4	08/05/10	007313	Payments	Ed King	3,500.00
5	08/05/10	007314	Payments	Jeremy King	4,430.00
6					15,491.00

Search Criteria:
 Date Selection: Custom (08/05/10 to 08/05/10)
Other Filters:
 Entry Screen: Payments
 Transaction Status: Posted
Sorted By:
 Transaction Date: Ascending
 Transaction Number: Ascending

- Select the **Filters** tab and click in the **Transaction Status** field. By default, only posted will be selected. Move the appropriate options for your search to the right under Selected. In this example, we moved **Voiced** and **Deleted**. Click **OK**.

Search Selections

Item	Selected Criteria
Entry Screen	Payments
Transaction Name	<All>
Line Detail Account	<All>
Transaction Number	<All>
Transaction Status	Posted, Deleted, Voiced

Search For [] **By** Abbreviation

Filtering

Available	Selected
Abbrev...	Abbrev...
Deleted	Deleted
Linked	Linked
Reversed	Reversed

☐ Exclude selected items.

OK Clear

- Select the **Columns** tab. Scroll down and select the check box for **Status (Name)**.

Columns

Results Level of Detail
 Level: Transaction Summary
☐ Group on Transaction

<input type="checkbox"/> Multi-Segmented Accou...
<input type="checkbox"/> Multi-Segmented Accou...
<input type="checkbox"/> Name (Abbreviation)
<input type="checkbox"/> Payment Type
<input type="checkbox"/> Printed
<input checked="" type="checkbox"/> Status (Name)
<input type="checkbox"/> Terms
<input type="checkbox"/> Terms (Abbreviation)
<input type="checkbox"/> Total Bank / Invoice \$

Appearance
 Header: Multi-Segmented Acco

Header
 Header label associated with this column in the search.

Search

- Click **Search** to update the search results to include voided/deleted transactions and display a column that notes the status of each transaction.

Transaction Date	Transaction Number	Entry Screen	First Name, Last Name	Total Journal Amount	Status (Name)
08/05/10	007309	Payments	Area Ag Center	10,207.01	Voided
08/05/10	007310	Payments	Steven King	3,500.00	Posted
08/05/10	007311	Payments	Jeremy King	561.00	Posted
08/05/10	007312	Payments	Tim King	3,500.00	Posted
08/05/10	007313	Payments	Ed King	3,500.00	Posted
08/05/10	007314	Payments	Jeremy King	4,430.00	Posted
				25,638.01	

Search Criteria:
 Date Selection: Custom (08/05/10 to 08/05/10)

Other Filters:
 Entry Screen: Payments
 Transaction Status: Posted, Deleted, Voided

Sorted By:
 Transaction Date: Ascending
 Transaction Number: Ascending

Smart Summarization in Reports

A “smart summarization” feature allows the following reports to improve your reporting needs:

- » General Ledger
- » General Ledger Account Activity
- » General Journal Activity by Account
- » Purchases by Vendor and Account

The smart summarization automatically displays different data based on the columns included in the report.

- » If you preview the report with no department/profit center or location/production detail columns included, the data is summarized by the account for each transaction. For example, if you had multiple lines in the same transaction that used the same account but different department/profit center or location/production details on each line, the account will be summarized into one line. Using account distributions is an example of posting multiple lines to one account.
- » If you add the department/profit center or location column to the default report, each account will be summarized by department/profit center or location.
- » If you add the columns for profit center, production center, and location/production year, each account will be summarized by profit center, production center, and location/production year.

Each variation of the report can be saved in your favorites and ready for you needs, whether it be details or a summary.

Example 1: No Columns Included - Summarized Report

- Select **Reports > Reports > Transaction Reports >** and one of the reports mentioned above. In our examples, we'll be using the General Ledger Account Activity report.
- In this example the default report was used (no extra columns were added to the report) so the transaction data is automatically summarized by the account.

Example 2: Data Summarized by (within each account)

1. Select **Reports > Reports > Transaction Reports >** and one of the reports mentioned above.
2. Click **Preview** and then select the **Columns** tab. Include the column.
3. Click the **Refresh** button and the modified report will be displayed. Because the column was included, the \$100 transaction is summarized by instead of by account as shown in the first example.

Modify a Report to Change Font and Modify Column Widths

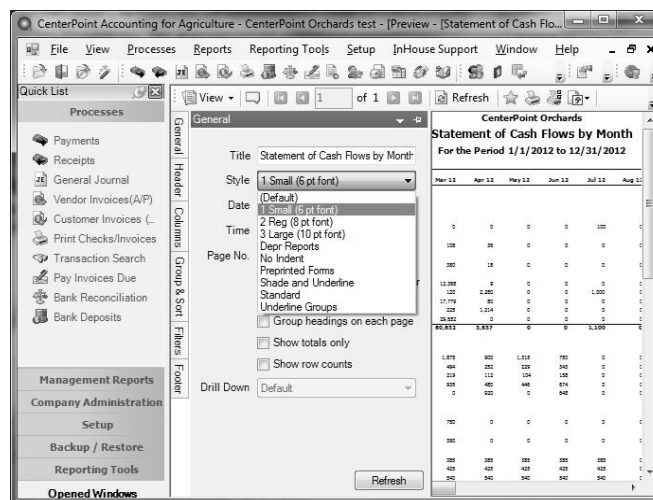
Occasionally, when reports are modified, too many columns of data are added and the report no longer fits on one page. New report styles allow you to select a smaller font. Using the smaller font gives you the ability to make the column width smaller and the result is more columns fitting on the page width. Smaller column widths can also help convert a landscape report to portrait.

Modify a Report to Change the Font and Modify Column Widths

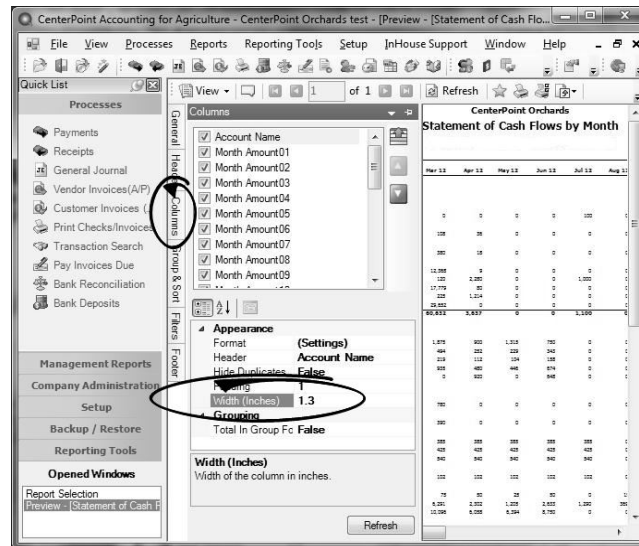
1. Preview the report that you'd like to modify or select a report with multiple columns, such as a Statement of Cash Flows by Month or an Income Statement Comparison report.
2. Select the **General** tab on the left.
3. Click on the **Style** drop-down arrow. There are several style options, including options with larger or smaller fonts. The default is **3 Large (10 pt font)**. Select either **1 Small (6 pt font)** or **2 Reg (8 pt font)**.



Note: If you would like to choose one of these styles as the default style for all reports, you can set it as a preference. Select **File > Preferences > Reports > Report Styles**. Click on the **Database** tab. Then select the **Default Report Style** you prefer.



4. Select the **Columns** tab on the left.
5. Select a column (for example, Account Name) that you'd like to decrease the width for.
6. In the **Appearance** section at the bottom, change the **Width (Inches)** to a smaller width.



7. Repeat steps 5-6 for each column width to be modified.
8. Click **Refresh** to view the changes.
9. To verify if all the columns will fit on the report, either print the first page of the report, or change the **View** to **Print Layout**. The Print Layout view will display exactly as the report would print.
10. If you'd like to keep this report with the changes made, click on the Yellow star (Add to Favorites) icon.

Export Report to Microsoft® Excel, Adobe® PDF, or CSV

If you'd like to share your CenterPoint reports with an accountant, the banker, a landlord, shareholders, board of directors, or a particular customer or vendor, the data can be exported to an Excel or PDF document. The export creates a file. Opening the PDF file displays on another machine identical to the report preview displayed within CenterPoint. The Excel file displays in an Excel spreadsheet format with the same column headings and data viewed within the CenterPoint report. The exported file can be attached to an email to your third party user or saved to an external drive and given to your third party user.

There are multiple ways a report can be exported from CenterPoint:

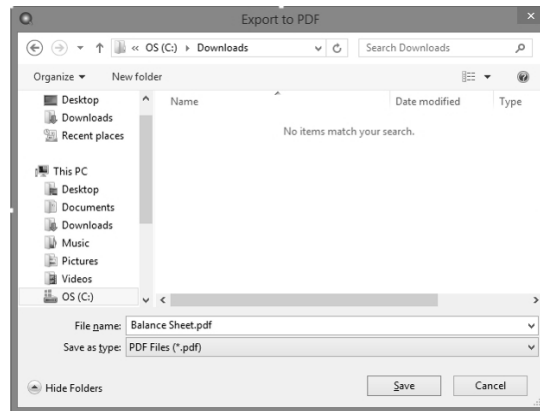
[Export Report with Previewing](#)

[Export from Preview of Report](#)

[Export a Batch \(Group\) of Reports](#)

Export Report with Previewing

1. Select **Reports > Reports**. Select any report from the Reports or Favorites tab.
2. Set the Report Selections on the right.
3. Click the **Export** button.
4. Select **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
5. Select a location to save the file. This can be a folder on your computer or an external drive.



6. The report title defaults as the File name but can be changed.
7. Click **Save**.

Export from Preview of Report

1. Select **Reports > Reports**. Select any report from the Reports or Favorites tab.
2. Set the Report Selections on the right.
3. Click the **Preview** button.
4. If needed, make changes to the report using the Columns or Group/Sort tabs.
5. From the row of icons at the top of the report, select the **Export** icon.
6. Select the method for exporting; **Export to (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
7. Select a location to save the file. This can be a folder on your computer or an external drive.
8. The report title defaults as the File name but can be changed.
9. Click **Save**.

Export a Batch (Group) of Reports

CenterPoint Batch Reports allow you to create a group of reports that can be printed or exported at the same time. For example, your accountant may need several reports every month. Reports in a Batch will export as one file that includes each report consecutively.

1. If you haven't already created the Batch, do the following, otherwise skip to step 2.
 - a. Select **Reports > Reports > Favorites** tab.
 - b. Right-click and select **New Folder** to create a report folder/batch.
 - c. Enter a Name for the Batch, such as Accountants Monthly Reports and click **OK**.
 - d. From **Reports > Reports > Reports** tab, right-click on the reports you want in the new group and select **Add to Favorites**.
 - e. Select **Reports > Reports > Favorites** tab.
 - f. Drag and Drop each of the reports into the new batch.
2. From **Reports > Reports > Favorites** tab, click on the batch to be exported.
3. Click the **Export** button.
4. Select the method for exporting; **Export to (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV** (this option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display)).
5. Select a location to save the file. This can be a folder on your computer or an external drive.

6. The report title defaults as the File name but can be changed.
7. Click **Save**.

Export a Batch of Reports to your Cloud Storage

Would you like to export a batch of reports to your cloud storage?

Cloud storage is having the ability to store selected files on the internet so you can share them and access them whenever you wish. There are many providers of cloud storage. In our example, we are using Dropbox. Using these services normally creates a folder on your computer that is connected to the cloud storage. Sharing can be from multiple laptops, desktops, tablets, smart phones, as well as multiple individuals. Accessing the data requires an approved user and password.

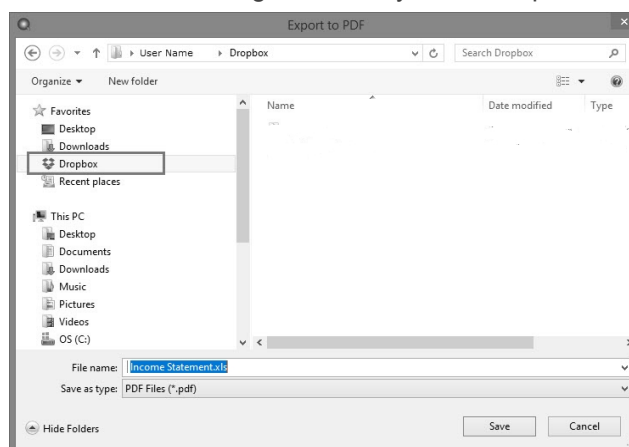
A batch of reports is a group of favorite reports added to one folder in the Favorites tab. Individual folders can be made for different uses such as Accountant Reports, Board Reports, Owner Reports, etc. Please refer to document 3094, Understanding Reports and Batch Reports for step-by-step instructions on how to add reports to your Favorite tab and generating a batch of reports.

Prerequisite

You must have a cloud storage system (for example, Dropbox, Copy, etc.) installed/available on your computer.

Exporting a Batch of Reports to your Cloud Storage

1. Select **Reports > Reports > Favorites** tab. Select the batch report folder to be exported.
2. In the **Report Selections**, select the appropriate criteria.
3. In the lower right, click on the arrow next to **Export**, then select the **Export to PDF**, **Export to Excel**, **Export to CSV**, or **Export Raw Data to CSV** option. The Export Raw Data to CSV option creates a CSV file with a column for every field used for processing the report (this option may include data not shown on the report that is used for preparing the report for display).
4. From the **Export** screen, browse to the cloud storage folder on your desktop.



5. Select **Save**.

The exported file is now accessible to all devices that have access to the cloud storage. In the above example, if your accountant, board members, or owners are allowed access to your cloud storage, the reports will be immediately available. Double-clicking the exported batch report file displays one report after the other included in that batch.

Chapter 6 - Tax Reporting & End of Year

Tax Reporting

1099 Forms - Prepare and Print and/or eFile

This document describes how to prepare, print and/or eFile 1099 forms. You can print and eFile forms in any combination. For example, many people choose to eFile the Federal and State copies and then print the vendor/employee copies. An increasing number of people are using the complete eFile process in which Federal and State copies are eFiled and the vendor/employee copy is printed and mailed by Aatrix.

[Step A - Exporting 1099 Data from CenterPoint Payroll](#)

[Step B - Setup 1099 Forms](#)

[Step C - Prepare 1099 Forms](#)

[Frequently Asked Questions](#)

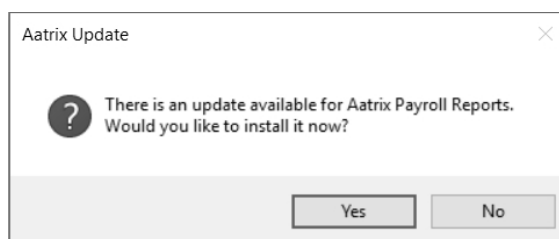
Step A - Exporting 1099 Data from CenterPoint Payroll

1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.
2. The Federal Tax Forms screen will display.

3. Select the appropriate **Employer**. Choose the current year's **1099** form in the **Report** field and the current year in the **Year** field.
4. If you do not own a CenterPoint Accounting product with CenterPoint Payroll, click **Yes** at the following Do you want to continue? message. If you do own a CenterPoint Accounting product with CenterPoint Payroll, select **Reports > Reports > User-defined/Tax Reports > a 1099** form to produce 1099s for vendor purchases.

×

If you own a CenterPoint Accounting product with CenterPoint Payroll, use the Reports > Reports > User-defined/Tax Reports > 1099-MISC to produce 1099s for vendor purchases. The Federal & State Payroll Forms & Reports menu selection should be used to report 1099 forms from payroll only.
Do you want to continue?

Yes No



Note: A Warning message will display if the Federal ID# is not filled in for this company.

If that message is received, click **Cancel** and then **OK**. Then within CenterPoint, select **Setup > Payroll Details > Employers**. **Edit the Employer**. Click on the **Taxes** tab. On the left, select **Federal**. Enter the **Federal Tax Id** in the **Tax Detail** section on the right. Click **Save**. Click **Close**. Select **Setup > Companies**. **Edit your Company**. Enter the **Federal Tax Id** on the **Additional Detail** tab. Click **Save**. Click **Close**. Then begin the export process again.

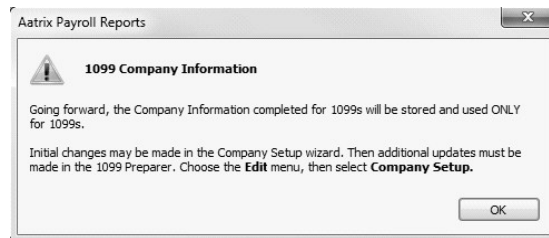
The 1099 Company Information screen displays to remind you that changes are stored only for 1099s and if needed to change Information from **Edit > Company Setup** in the 1099 Preparer in Aatrix. Click **OK**.



Note: Changing information in Aatrix does not change company information in CenterPoint. If a change is needed, it is suggested to change information in CenterPoint.

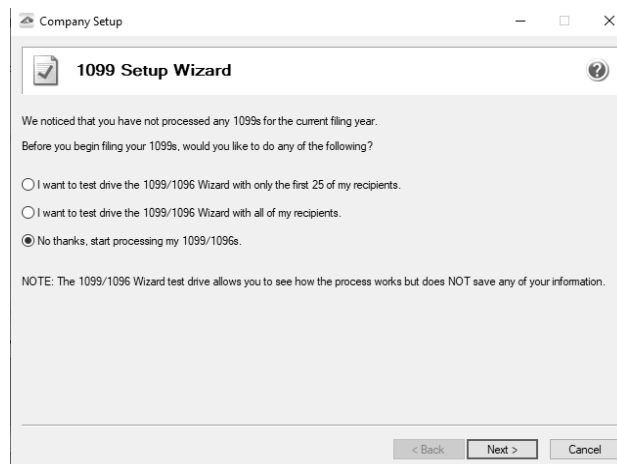


Note: The following screen shot may not appear on top of your other open windows. You may need to minimize any open windows to continue.



Step B - Setup 1099 Forms

1. If this is the first time 1099s are being processed this year, the **1099 Setup Wizard** will automatically be displayed. If you wish to test the 1099 Setup Wizard without saving any of the test information, select either the 25 recipients or All recipient test drive options. If you want to continue the 1099 process, select the **No thanks, start processing my 1099/1096s** option, and then click **Next**.



Note: If you started processing 1099s previously, the 1099 Setup Wizard screen will not be displayed. Instead, you'll see the **1099 History File Options** screen below. Choose the appropriate **Action**, and then click **Next**.

W-2/1099 Preparer

1099 History File Options

You have already completed part of your 1099 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Form	Last Completed Action
Recipient 1099	
Federal 1099	
State 1099	
Payer 1099	

View Detailed List of Completed Actions

View Instructions on Returning Later

Available Actions

- ☒ **Reprint Completed 1099s**
Reprint a copy of any 1099 filing that you have already completed.
- ☐ **eFile or Print Incomplete 1099s**
eFile or print any required 1099 copies you did not process yet.
- ☐ **Correct Completed 1099s**
Make corrections to 1099 copies that you have processed. Also, add/delete recipients in this process.
- ☐ **Start Over**
Clear your past actions and start the 1099 process over again with new payroll data.
- ☐ **e1099 Password Lookup**
Look up your recipient's password information.

< Back Next > Close Help

- Verify that the **Payer TIN** is correct, select whether the Payer TIN is an **EIN** or **SSN** , and then click **Next**.

Company Setup

1099 Setup Wizard

Get Started Printing or eFiling Your 1099s

Please verify this payer's Taxpayer Identification Number (TIN). This number is used on all 1099 forms and must be correct. If this number is not correct, you must return to your accounting software to make the correction.

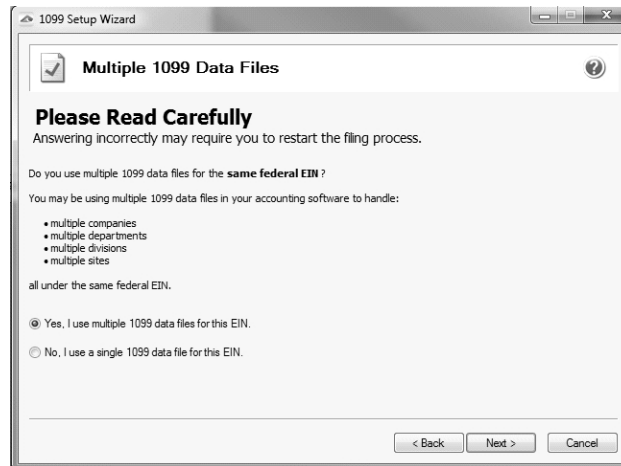
Payer TIN

9 8 - 1 7 7 7 4 3 2

☒ EIN ☐ SSN

< Back Next > Cancel

- The **Multiple 1099 Data Files** screen will display. Select **Yes** if you have multiple payroll databases with the same EIN and see the FAQ section in this document for more information. Otherwise, select **No**, and then click **Next**. The data will now be transferred to the W2/1099 Preparer grid.



Multiple 1099 Data Files

Please Read Carefully
Answering incorrectly may require you to restart the filing process.

Do you use multiple 1099 data files for the **same federal EIN**?

You may be using multiple 1099 data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

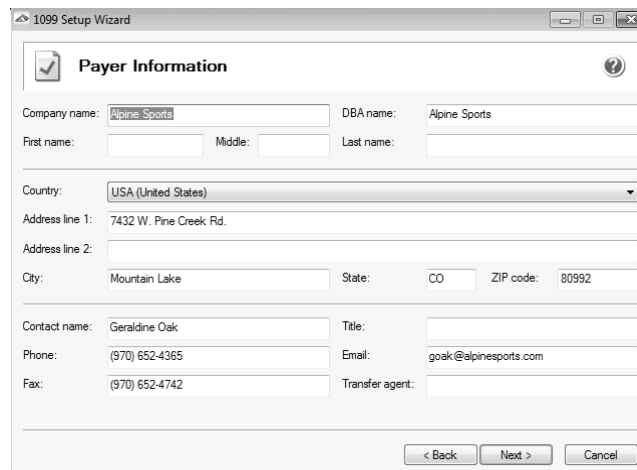
all under the same federal EIN.

☒ Yes, I use multiple 1099 data files for this EIN.

☐ No, I use a single 1099 data file for this EIN.

< Back Next > Cancel

4. Review your **Payer Information**. The system will notify you if any required fields have incorrect or missing information. Click **Next** if the screen is correct, if it's incorrect, click **Cancel**. If incorrect, go back into your program and select **Setup > Payroll Details > Employers** to correct the information and then start the export process again.



Payer Information

Company name: Alpine Sports DBA name: Alpine Sports

First name: Middle: Last name:

Country: USA (United States)

Address line 1: 7432 W. Pine Creek Rd.

Address line 2:

City: Mountain Lake State: CO ZIP code: 80992

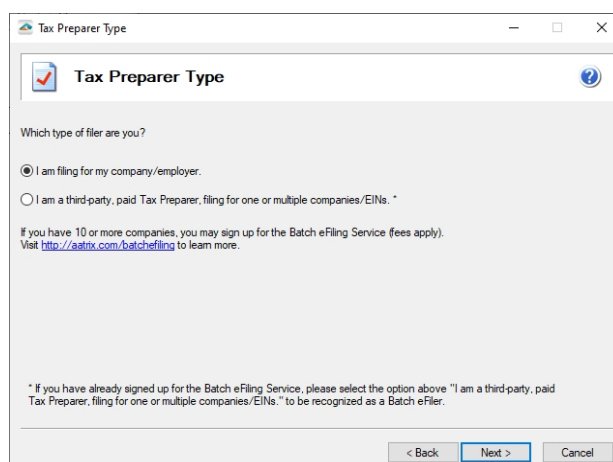
Contact name: Geraldine Oak Title:

Phone: (970) 652-4365 Email: goak@alpinestarts.com

Fax: (970) 652-4742 Transfer agent:

< Back Next > Cancel

5. Select the appropriate filer type on the **Tax Preparer Type** screen, and then click **Next**.



Tax Preparer Type

Which type of filer are you?

☒ I am filing for my company/employer.

☐ I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.*

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply).
Visit <http://aatrix.com/batchefiling> to learn more.

* If you have already signed up for the Batch eFiling Service, please select the option above "I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs." to be recognized as a Batch eFiler.

< Back Next > Cancel

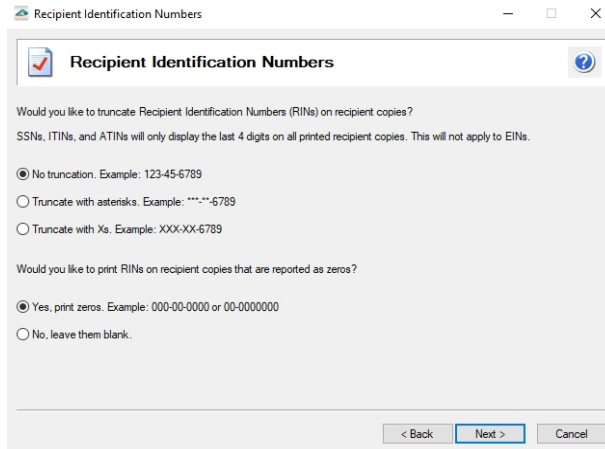
6. The **State & Local Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed states and local taxes are complete and conform to the required formats (Vermont, Pennsylvania, Oregon, Louisiana, and Wisconsin all require complete state information). If it finds a blank field or data is incorrect, it will automatically prompt you to correct the data. You will not be able to continue to the next screen until all required fields are correct. Click **Next**.



Note: Changing state and local tax information in Aatrix does not change state and local tax information in CenterPoint. If a change is needed, it is suggested to change state and local tax information in CenterPoint.

7. The **Data Verification** screen will be displayed. Determine if you have any recipients that elected to receive 1099s electronically, and then click **Next** to continue.

8. The **Recipient Identification Numbers** screen displays. Determine if you want to truncate recipient identification numbers and how you want to print RINs on recipient copies reported as zero and then click **Next** to continue.



Recipient Identification Numbers

Would you like to truncate Recipient Identification Numbers (RINs) on recipient copies?
SSNs, ITINs, and ATINs will only display the last 4 digits on all printed recipient copies. This will not apply to EINs.

☒ No truncation. Example: 123-45-6789

☐ Truncate with asterisks. Example: ***-**-6789

☐ Truncate with Xs. Example: XXX-XX-6789

Would you like to print RINs on recipient copies that are reported as zeros?

☒ Yes, print zeros. Example: 000-00-0000 or 00-0000000

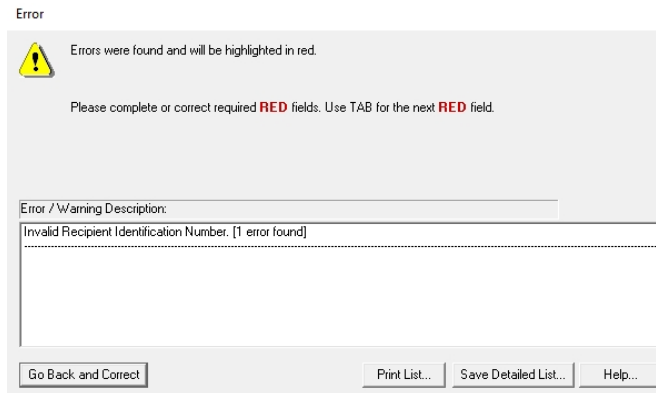
☐ No, leave them blank.

< Back Next > Cancel


Step C - Prepare 1099 Forms

The W-2/1099 Preparer will walk you through the process of eFiling and/or printing your 1099s. Once the displayed data has been reviewed, click **Next Step** to continue to the next screen. When you click on Next Step, the W-2/1099 Preparer will automatically verify that all required fields are filled in and the data is formatted correctly. Anytime the Preparer finds data that is incorrect or missing, it will automatically prompt you to correct it.

This is an example of what the W-2/1099 Preparer will display if it finds incorrect or missing data. If this screen is displayed, simply click on the **Go Back and Correct** button and the data that needs to be corrected will be displayed in red. Click on the red data and correct the information. Once all data has been corrected, click **Next Step** again to continue to the next screen.



Error

 Errors were found and will be highlighted in red.

Please complete or correct required **RED** fields. Use TAB for the next **RED** field.

Error / Warning Description:

Invalid Recipient Identification Number. [1 error found]

Go Back and Correct Print List... Save Detailed List... Help...

1. The first screen of the **W-2/1099 Preparer** displays the **Taxpayer Identification Number (TIN)** for each recipient. Make any needed changes, and then click **Next Step** or the **Next** button at the top of the screen.



Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in your CenterPoint program. The total for the columns appears above the column in the Totals Row.

W-2/1099 Preparer [77-9876543 CenterPoint Orchard]

File Edit View Help

Verify Recipient Taxpayer Identification Numbers (TIN) **Next Step**

PREVIOUS NEXT COMPANY SETUP

Help Tips - Did you know? [Read more...](#)
The signature authorization form is not needed when processing only 1099-W-2/ACA forms. To

TOTALS:		Recipients (2)			TIN Flag		Recipients (2)		\$4293.00		Filing State	
Recipient Last Name	Recipient First Name	Recipient Middle Name	Recipient TIN	TIN Flag	Recipient Company Name	Op	Box 1	Box 2	Box 4	Filing State	Filing State	
Last Name	First Name	Middle Name	Taxpayer ID Number	Check if FEIN	Company Name		Nonemployee Compensation	Payer Made Direct Sales of \$5,000 or More	Federal Income Tax Withheld	Filing State	Filing State	
1			12-3456789	<input checked="" type="checkbox"/>	All Power Equipment	All P	793.00	<input type="checkbox"/>		MN	MN	
2			35-8989999	<input checked="" type="checkbox"/>	MKGP Services	MKG	3500.00	<input type="checkbox"/>		MN	MN	

Ready

CAP NUM SCRL

- » To add a line to the W-2/1099 Preparer grid, right-click over one of the line numbers on the left side of the screen and select **Insert Row**, enter the number of rows you want to add to the end of the list of employees, and then manually enter the new information into the grid.
- » To delete a line from the W-2/1099 Preparer grid, right-click over the line you want to remove and select **Remove Row**.
- » To copy a line on the W-2/1099 Preparer grid, right-click over the line you want to copy, and then select **Copy**.
- » To add a copied line to the W-2/1099 Preparer grid, right-click over the line where the copied row should be inserted, and then click **Paste**.
- » To Find information in a column in the W-2/1099 Preparer grid, right-click on the column header name, select **Find**, in the **Find What** box, enter the information you want to locate, and then click **Find Next**.

2. The next step allows you to verify the **TIN Flag**. The **TIN Flag Check if FEIN** should be selected for each recipient that has a TIN that is an FEIN. Make any needed changes, and then click **Next Step**.
3. Verify that the recipients names and addresses are correct. The recipients names will be in the **Optional Name** field, not the Recipient Last Name and Recipient First Name fields. Make any needed changes, and then click **Next Step**.
4. Continue verifying all Income boxes, Filing State, and any other amounts for the recipients, make any needed changes, and then click **Next Step** until all data is accurate.
5. When all data is accurate, click **Next Step** to begin printing and/or eFiling 1099s.
6. If a Complete eFile Service informational screen displays, click **Next**.

W-2/1099 Preparer

Aatrix Offers 1099 Reporting Options To Fit Any Business.

Our COMPLETE eFile Service

- Simple & affordable year-end W-2 filing.
- Next business day printing & mailing are available.
- All copies are maintained in a secure history file and can be printed on demand.
- All required State & Federal copies are eFiled in guaranteed compliance with each taxing authority.

Click "NEXT" to view all of our filing options.

SAVE TIME & MONEY • FILE IN MINUTES INSTEAD OF HOURS

\$2.24
Per Recipient

Enroll

< Back Next > Cancel

7. The **1099 Printing and Filing Options** screen will be displayed. All printing and eFiling options are displayed with the costs associated for eFiling and Complete Filing Service (which does all the printing and eFiling for you). Choose the appropriate options for your **company** and click **Next**.

W-2/1099 Preparer

1099 Printing and Filing Options

eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates. [More info?](#)

☒ **Complete 1099 eFiling Service** **Next Business Day Mailing!**

The eFile Center will:	# Recipients	Price/Recip.	Subtotal
- Print and Mail Recipient Copies	1	\$2.24	\$2.24
- e1099 Only Recipient Copies What's This?	0	\$0.99	\$0.00
- File your Federal 1099s and 1096		included	FREE
- File all applicable State 1099s and Reconciliation Forms		included	FREE
- e1099s Available for all Recipients		included	FREE
Total Cost		Minimum	\$24.95

☐ **Other Options** [eFilers receive Free Corrections before selected Filing Dates](#)

<input type="checkbox"/> Print Recipient 1099 Copies			
<input type="checkbox"/> eFile Federal 1099s and 1096	1	\$0.49	\$0.00
<input type="checkbox"/> eFile State 1099s and Reconciliation Forms	1	\$0.69	\$0.00
<input type="checkbox"/> Print Federal 1099s and 1096			
<input type="checkbox"/> Print State 1099s and Reconciliation Forms			
Total Cost			\$ 0.00

Official Payer 1099s will display when Federal 1099s are selected

< Back Next > Cancel

8. Information about the Complete 1099 eFiling service will be displayed. Click **Next**.
9. If you have **not** chosen the **Complete 1099 eFiling Service** option, you have another chance to select that service instead of printing the 1099s yourself. Click **Next** to continue with the original printing options selected. If you've changed your mind and would like Aatrix to print and eFile all of your 1099s, select **Yes, I would...** and then click **Next**.

W2/1099 Preparer

Benefits of the Complete 1099 eFile Service

- ☒ **Have your recipient 1099s printed and mailed automatically**
Next Business Day Mailing!
- ☒ **Have your federal 1099s/1096 filed automatically**
Select your filing dates and make any changes at no charge until that date. [learn more](#)
- ☒ **Have your state 1099s & Reconciliation(s) filed automatically**
Select your filing dates and make any changes at no charge until that date. [learn more](#)

☐ Yes, I would like to continue with the Complete 1099 eFile Service

< Back Next > Cancel

10. If you chose the **1099 eFiling Service**, you have the option to purchase a PDF archive on a USB of your 1099s, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.



Red Wing Software recommends purchasing a PDF Archive of your 1099s as a backup so you can easily view or reprint a filed 1099 form. If your Aatrix History file becomes corrupt, the file cannot be located, or you get a new computer and the file is not copied to your new computer the PDF Archive can be used instead.



11. If you have elected to file state copies of the 1099 forms, the **Select the States you Wish to File** screen may display. If there are any states in which you do not want to file, unselect those states now.



12. The **Review Data** screen will display. If you select the Print button, a printed version of exactly what displays on this screen will be printed. If any changes are needed, click **Back**. Otherwise, click **Next** to continue.

W-2/1099 Preparer

Review Data

Based upon your selections, we need you to review data on the following forms:

Federal	
eFile Federal 1099-NEC	
eFile Federal 1096	
Recipient	
Payer	
Print Payer 1099-NEC	

You will not be able to view your recipient copies while in the Forms Viewer. If you would like to view your recipient 1099s, please choose to reprint in the 1099 History File Options screen at the end of the process.

If you would like a copy for your records of the actions that will be taken, click 'Print.'

Print

< Back Next > Cancel

13. The first selected 1099 form will be displayed. The form type is displayed in the yellow bar at the top of the screen. It also specifies how many different forms were selected to print.

2022 1099-NEC Recipient - Aatrix Payroll Reports [77-9876543]

File Edit View Tools Help

Report 1 of 5: Recipient 1099-NEC

1 page

Click Print Final, then click Next Step.


Print Draft Print Final Prev Step Next Step

<input type="checkbox"/> CORRECTED (if checked)	
1 Nonemployee compensation \$ 3500.00	
2 Federal income tax withheld \$	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. CENTERPOINT ORCHARD 491 HIGHWAY 19 RED WING MN 55066 (800) 555-1234	
PAYER'S TIN 77-9876543	RECIPIENT'S TIN 12-8989899
RECIPIENT'S name, street address (including apt. no.), city or town, state or province, country, and ZIP or foreign postal code MRGP SERVICES 8327 WEST OAK STREET RED WING MN 55066	
Account number (see instructions)	
3 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	
4 State tax withheld \$ / State Payer's state no. / State income \$	
2022 1099-NEC To be filed with recipient's federal income tax return, when required.	

Aatrix Rev. 6/20/22

14. To print this first form, click **Print Final**. Once the data is printed, click **Next Step** to continue to the next selected form. If a pre-printed form is required when printing a report, you will be notified to insert the pre-printed form prior to printing, click **OK** to continue.

Paper Warning

 You are about to print the Federal copy of your 1099 forms. This copy must be printed on pre-printed 1099 Federal Copy A forms (often referred to as the Red Copy 1099 form). Insert your pre-printed forms now. If you need to purchase these forms, call 1-800-458-0158 or use the <http://redwing.computerforms.biz> web site to order.

OK Cancel

15. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.

eFile 1099 Forms



This section will not display if you did not chose to eFile your 1099 forms.

- » If you chose to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.

Aatrix Secure eFile - EIN NOT ENROLLED! X

EIN 779876543 Not Enrolled

To eFile with this Taxpayer EIN complete one of the following steps:

Navigate to the URL below and Enroll this Taxpayer EIN under a new eFile account

or

Navigate to the URL below and Login to your eFile account to add this new company under the Companies tab.

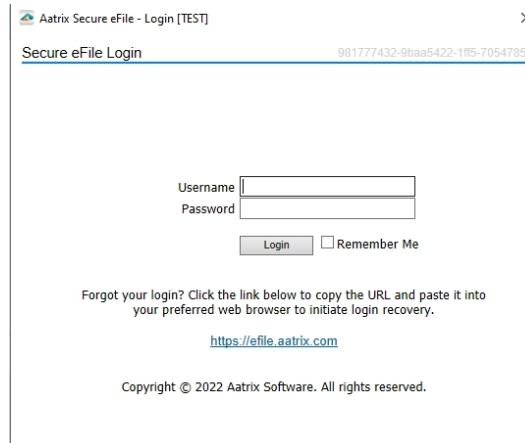
Once you have completed either of these steps, return to this window and click the Check Enrollment status option to eFile.

To get started, click the link below to copy the URL and paste it into your preferred web browser.

<https://efile.aatrix.com/>

Check Enrollment Status Cancel

- » If you are not enrolled to eFile with Aatrix, you can do one of the following:
- » Click the <https://efile.aatrix.com/> link to be transferred immediately to the Aatrix website, then click **Enroll** in the upper-right corner to begin the enrollment process. After you are enrolled, close the Browser window and select **I have enrolled and have my Login Id**. Enter your login information and then follow the onscreen instructions to eFile your forms.
 - » Click **Cancel** and enroll each Taxpayer EIN at <http://efile.aatrix.com>. Go back to CenterPoint, select your forms to eFile, **click I have enrolled and have my Login Id**, enter your login information, and then follow the onscreen instructions to eFile your forms.
- » If you are enrolled to eFile with Aatrix, click I have Enrolled and have my Login ID, enter your login information, and then follow the on screen instructions to eFile your forms.

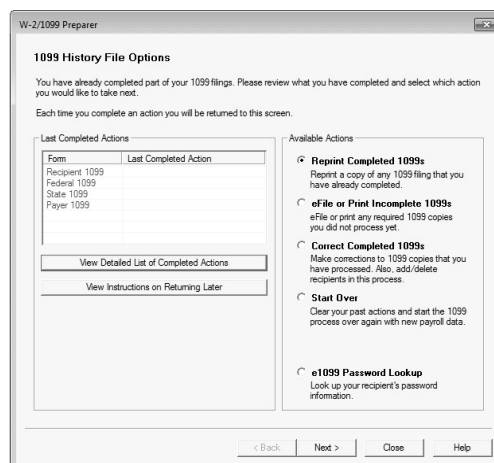


- » If you need additional information during the eFile process, [click here](#) or enter <https://www.aatrix.com/support/knowledgebase/windows/> to view answers to common questions.
- » For additional information about eFiling and to view videos about the eFile process, [click here](#) or enter <http://partner.aatrix.com/redwing>
- » When the eFile process is complete, the Complete screen will indicate that your filing was successfully received for processing. A confirmation email will be sent to the email address specified on this screen.
- » The AFID (Aatrix Filing Identifier) is a number assigned to your submission for tracking purposes.



Note: It is important to write this number down. It will be required when contacting the eFile Center with questions about your submission.

- » If you eFiled your forms, and have questions regarding your filing, contact Aatrix by email at helpme@aatrix.com, on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.
20. Upon completion of the 1099 printing process, the **1099 History File Options** screen is displayed. If you are finished printing forms for the time being, select **Close**. This screen will also be displayed if the 1099 printing process is started again.



Frequently Asked Questions

Q. When is the 2022 filing deadline for 1099 forms?

A. The Internal Revenue Service filing deadline for 1099 forms can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov.

Q. What are the 2022 eFiling deadlines for 1099 Forms?

A. Efilng deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>

Q. Do I need to order 1099 forms or can I print them on plain paper?

A. The majority of your 1099 copies will be printed on plain paper; but the Federal government does require that the Copy A (often called the “red copy”) be printed on a preprinted form. These forms are available from Computer Forms, Inc. at https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72 or by calling 800-458-0158. The IRS does require that you also print your 1096 information on a preprinted red copy.

Q. I'm trying to process my 1099s, but I keep getting the message “Would you like to register now, or evaluate?”

A. You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q. Why am I getting a “forms update” or “mandatory update” message when I try to process my 1099s and what do I need to do?

A. At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. Please refer to the Forms Update section of this document for step-by-step instructions on how to proceed.

Q. Can I change the figures on my Federal reports if they are incorrect?

A. Yes, once the data is in Aatrix Federal/State Tax Forms, you can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it can be changed by adjusting the fields around the white field.



Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in CenterPoint.

Q. I'm trying to eFile my 1099s and I can't remember my Aatrix eFile username and/or password, how can I get it?

A. We recommend you contact Aatrix by calling 800-426-0854.

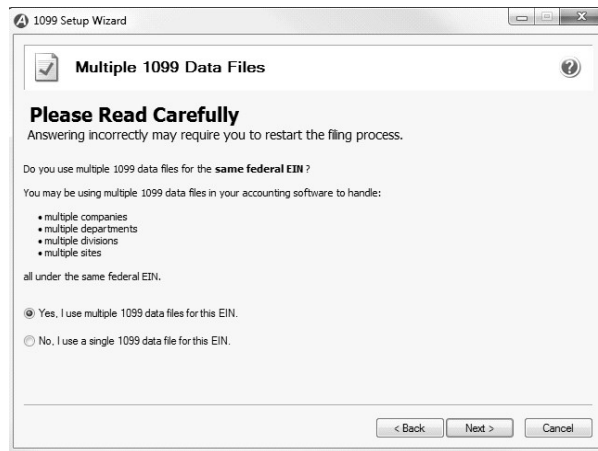
Q: I eFiled my 1099 forms, and I have questions regarding my filing, how do I contact Aatrix ?

A: For specific questions regarding your filing, you can contact Aatrix by email at helpme@aatrix.com, on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.

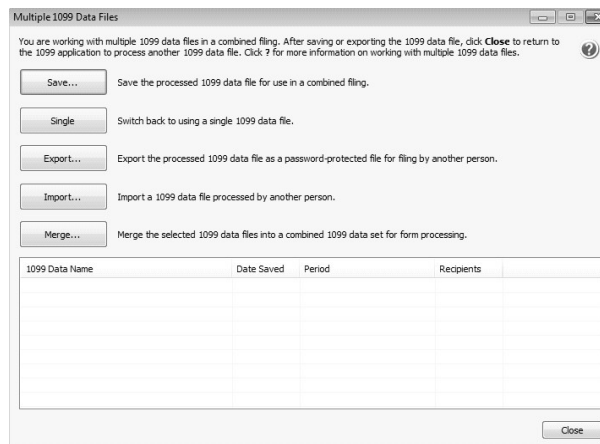
Q: I have multiple databases for one EIN; how do I merge the databases so I get one set of 1099s?

A: Follow the steps below to merge multiple databases into one set of 1099s:

1. Start the 1099 process and continue until the Multiple Payroll Data Files screen displays. On the **Multiple 1099 Data Files** screen, select **Yes, I use multiple 1099 data files for the EIN** and click **Next** to continue



2. The next **Multiple 1099 Data Files** screen displays, click **Save**, enter a name for the data file, and click **Close**.



3. Open the other database(s) and repeat steps 1-2 above for all databases you want to merge. When all data files are saved, continue to step 4.
4. At the bottom of the **Multiple Payroll Data Files** screen, select each database to be merged and then click **Merge**.
5. On the Multiple 1099 Data File Merge screen, click **Yes**.
6. On the **Multiple 1099 Data Files** screen, click **Continue** to continue processing 1099s.

Q. How can I ensure I have a copy of my Federal & State Reporting tax forms to review for historical purposes or when moving to a different computer?

A: The Aatrix History File contains your historical Federal/State Tax Forms and it is necessary to back this file up on a regular basis so that if you purchase a new computer the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests backing up your Aatrix History File on a quarterly basis.

1. Select **File > Backup > Backup Aatrix History**
2. Select the employers to back up history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to and then click **Save**.
5. At the Back Up Created message, click **OK**.



The Aatrix History File folder will have one or more sub-folders, each sub-folder contains files for a specific EIN number.

If networked the default location of the Aatrix history files can be changed by following these steps:

1. Select **File > Preferences > Reports > Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, the default Red Wing Software suggested file location displays: <ProgramData>\Red Wing Software\CenterPoint\Aatrix\. Change this location to the network location you want to save the Aatrix History file to.
5. Click **Save**.



You can still perform a manual backup of the Aatrix history files by following the local computer steps above.

Q. I'm attempting to log in to the Red Wing Software website, but it does not recognize my Email and/or Password? What should I do?

A. Follow the instructions below for information about the Red Wing Software website.

To log in to the Red Wing Software website:


1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

To register on the Red Wing Software website:

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
 - a. From within CenterPoint by selecting **Help > About**.
 - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
 - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - d. Invoices you've received from Red Wing Software contain your account number.
 - e. If others at your company have already registered, they can sign into their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

To retrieve a forgotten password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

To log out of the Red Wing Software website:

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

Correcting Completed 1099s

This document describes how to make corrections to 1099 forms that you have processed.

The 1099 correction printing/efiling process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

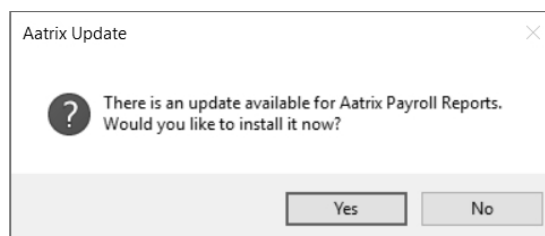
Step A - Export 1099 Data from CenterPoint Payroll

1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.
2. The Federal Tax Forms screen will display.

3. Select the appropriate **Employer**. Choose **Normal** in the **Report Method** box. Choose the current year's **1099** form in the **Report** field and the current year in the **Year** field.

Forms Update

- » The following **Forms Update** screen will display if you chose not to perform the Aatrix update when you first selected Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms or State Tax Forms. If you want to continue processing your forms without performing the required update, click **Continue Expired**.



Note: Expired forms will be marked as expired and **cannot** be filed. This screen will continue to display each time you choose not to perform the required update until you click Yes when first prompted to install the available update or you click **Automatic Update** or **Download Update** to perform the required update from this screen.



Note: The 1099 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

1099 History File Options

The following 1099 History Options screen will be displayed. Choose **Correct Completed 1099s** on the right and click **Next**.

1099 History File Options

You have already completed part of your 1099 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Form	Last Completed Action
Recipient 1099	Printed on 01/10/2023
Federal 1099	
Payer 1099	

Available Actions:

- ☐ **Reprint Completed 1099s**
Reprint a copy of any 1099 filing that you have already completed.
- ☐ **eFile or Print Incomplete 1099s**
eFile or print any required 1099 copies you did not process yet.
- ☒ **Correct Completed 1099s**
Make corrections to 1099 copies that you have processed. Also, add/delete recipients in this process.
- ☐ **Start Over**
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**
Look up your recipient's password information.

Buttons: View Detailed List of Completed Actions, View Instructions on Returning Later, < Back, Next >, Close, Help

The Correction Options screen will display and ask you questions based on the status of your original 1099 process. The following screen shot is an example screen that will display. Answer the questions that display and then click **Continue**.

Correction Options

Have you distributed any of the following copies?

Form	
<input type="checkbox"/> Recipient 1099	
<input type="checkbox"/> Federal 1099	

Buttons: Back, Continue

The W-2/1099 Preparer will display. Here you can change any of the recipient information.

W-2/1099 Preparer - Correction Mode [175-9876543 CenterPoint Orchard]

File Edit View Help

Verify Amount of State Income and Withheld **Next Step**

PREVIOUS NEXT COMPANY SETUP

Help Tips - Did you know? Read more... To correct any items in the Preparer, even after filing, access the reports through the history, and

Corrected (0)	Recipient Middle Name	Recipient TIN	TIN Flag	Recipient Company Name	Optional Name	Recipient Address	Recipient	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6
	Middle Name	Taxpayer ID Number	Check if FEIN	Company Name	Full Name	Address Line 1	Address	Rents	Royalties	Other Income	Federal Income Tax Withheld	Fishing Boat Proceeds	Medical and Health Care Payments
1		222-33-4444	<input type="checkbox"/>		Sam Meyers	38503 Lakeside Road		8000.00					

Ready

Buttons: CAP NUM SCRL

- » To correct any box values including names, addresses, and tax payer id numbers, simply select the box in the recipient row and just type in the new value.
- » To add a 1099 recipient to the W2/1099 Preparer grid, select Edit > Row > Insert and enter the new name, address, taxpayer id, box values, etc.
- » Do not remove recipients that are not being corrected; they need to remain in your filing. Only remove recipients if they in fact did not need a 1099 form from your company.



Note: When you change data in the Preparer, the column and row will change to a green color which is an indication that you are in correction mode.

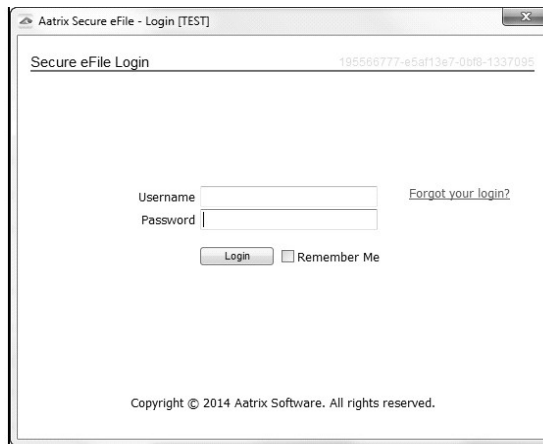
- » For any data you change, the cell values will turn blue and the far left column in the row of the recipients 's name will turn green. Keep in mind that all the same error checking done in the Preparer applies again just as the first time you went through.
- » The Preparer will walk you through your particular correction depending on whether your initial 1099 process was printed, efiled, or you used the complete filing option.
- » When you have completed all changes, click **Next Step**, the Divider Sheet screen will display and then the Review Data action list will appear. The action list is created based upon the type of 1099 copies previously completed, what was changed in the 1099 Preparer, and the current status of the eFiling. All this information is compiled through the software to determine what needs to be completed for the corrections made.

- » Click **Next**, the Forms Viewer will display. The forms will begin to display in the same order as displayed on the action list.

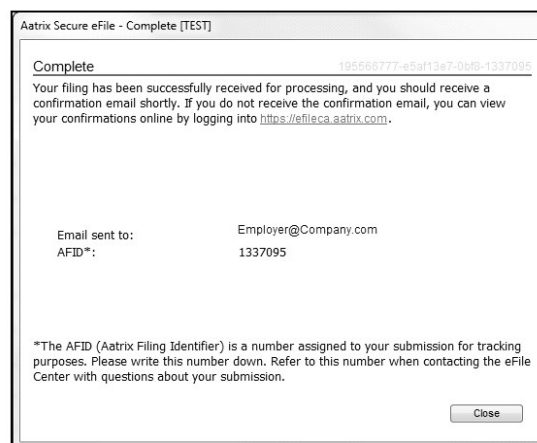


Note: The forms displayed are determined based on what has already been processed.


- » When you are done in the Forms Viewer, and if the original submission was eFiled, the eFile Wizard will appear. Enter the username and password to eFile and submit the corrections.



After submitting, you will receive a new Aatrix Filing Identification Number (AFID).



Changes made to a recipient's 1099 filing after they have been delivered to the recipient will be marked Corrected. If the federal portion has not been filed yet, and you are eFiling, the corrected filing will replace the previous one. If the federal copies are filed, Corrected 1099s will be sent out.

 **Note:** If the eFile Center has not submitted the filing to the agency, there is no charge to send a replacement filing. If the filing has been submitted, there is a charge per corrected recipient only. Once your Federal Filing is processed a minimum charge will be implemented for all corrections. Please log on to your eFile account at efile.aatrix.com and select the Pricing tab to view your pricing.

» If a State correction is required, and your state filing has already been submitted to the State agency, the corrections will need to be printed and mailed to the agency.

Frequently Asked Questions

Q: When corrections are made to 1099s at what point does Aatrix need to be notified about changing the eFile?

A: Aatrix is notified automatically through the eFile process. When the corrected eFile is received a new AFID is received. The status of the eFile can be viewed on the efile.aatrix.com website.

Below are few different scenarios regarding correcting 1099s. These scenarios will help you determine the differences that will occur during the 1099 correction process.

Example Scenario 1

A customer submitted the Complete Filing Option 1099s to Aatrix for e-filing and mailing out. A future date was selected for the e-file so Aatrix still has the filing. Corrections are made with the processes outlined above, do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?

No, Aatrix does not need to be notified. When the customer selects to Correct 1099s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal or State 1099s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal or State 1099s have been processed.

Example Scenario 2

A customer submitted the Complete Filing Option 1099s and Aatrix has processed the eFile and mailed out the copies. Corrections are made with the processes outlined above do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?

No, Aatrix does not need to be notified. When the customer selects to correct 1099s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal or State 1099s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal or State 1099s have been processed.

Example Scenario 3

A customer submitted printed copies of 1099s to their recipients. Corrections are made with the processes outlined above but not eFiled. Is there a charge for the corrected 1099s?

No, there is not a charge for reprinting corrected 1099s. If you process corrections after a filing has been sent to the agency, the software will produce corrected 1099s.

Reprinting 1099s

This document describes how to reprint completed 1099 forms that you have processed.

The 1099 reprinting process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

Step A - Export 1099 Data from CenterPoint Payroll

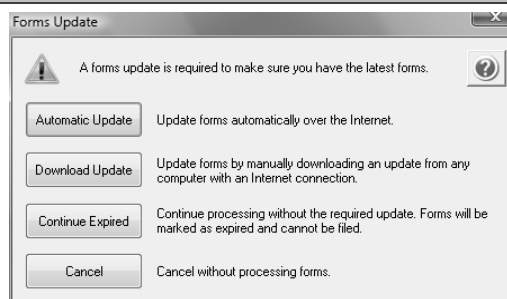
1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.



Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.

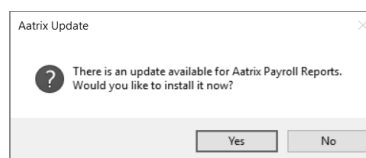


2. If a Forms Update was required, select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**. If an update was not required, the Federal Tax Forms screen will display.

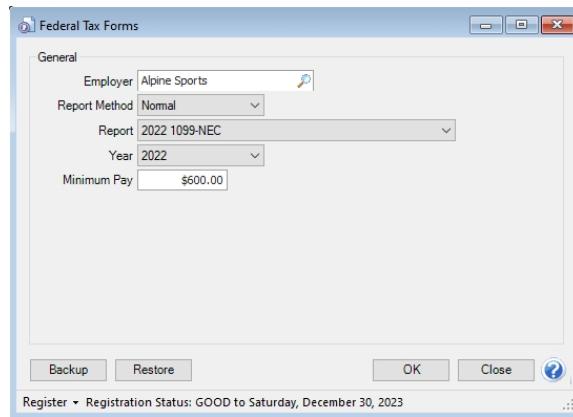
Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.
3. The Federal Tax Forms screen will display.



The 'Federal Tax Forms' dialog box is shown. It has a 'General' tab with the following fields:

- Employer: Alpine Sports
- Report Method: Normal
- Report: 2022 1099-NEC
- Year: 2022
- Minimum Pay: \$500.00

At the bottom, there are buttons for 'Backup', 'Restore', 'OK', and 'Close'. A status bar at the very bottom reads 'Register - Registration Status: GOOD to Saturday, December 30, 2023'.

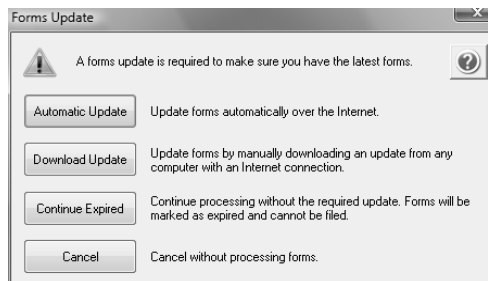
- Select the appropriate **Employer**. Choose **History** in the **Report Method** box. Choose the current year's **1099** form in the **Report** field and the current year in the **Year** field.

Forms Update

- » The following **Forms Update** screen will display if you chose not to perform the Aatrix update when you first selected Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms or State Tax Forms. If you want to continue processing your forms without performing the required update, click **Continue Expired**.



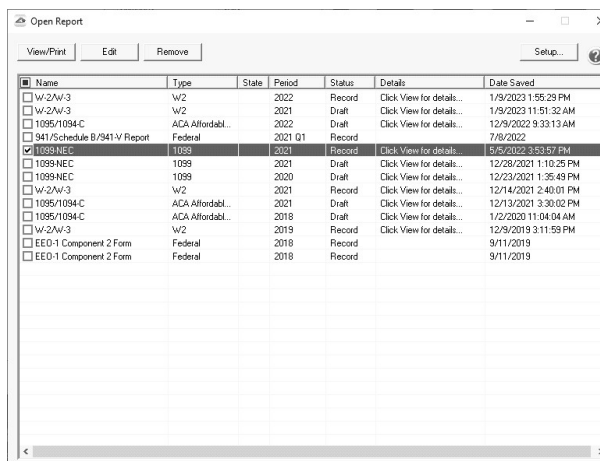
Note: Expired forms will be marked as expired and **cannot** be filed. This screen will continue to display each time you choose not to perform the required update until you click Yes when first prompted to install the available update or you click **Automatic Update** or **Download Update** to perform the required update from this screen.



The 'Forms Update' dialog box displays a warning icon and the message: 'A forms update is required to make sure you have the latest forms.' It offers four options:

- Automatic Update**: Update forms automatically over the Internet.
- Download Update**: Update forms by manually downloading an update from any computer with an Internet connection.
- Continue Expired**: Continue processing without the required update. Forms will be marked as expired and cannot be filed.
- Cancel**: Cancel without processing forms.

- If you've previously processed Federal Forms, the Open Report screen displays.



The 'Open Report' screen shows a table of reports with columns: Name, Type, State, Period, Status, Details, and Date Saved. The table contains the following data:

Name	Type	State	Period	Status	Details	Date Saved
<input type="checkbox"/> W-2/w-3	W2		2022	Record	Click View for details...	1/9/2023 1:55:29 PM
<input type="checkbox"/> W-2/w-3	W2		2021	Draft	Click View for details...	1/9/2023 11:51:32 AM
<input type="checkbox"/> 1095/1094-C	ACA Affordabl...		2022	Draft	Click View for details...	12/9/2022 9:33:13 AM
<input type="checkbox"/> 941/Schedule B/941-V Report	Federal		2021 Q1	Record		7/8/2022
<input checked="" type="checkbox"/> 1099-NEC	1099		2021	Record	Click View for details...	6/9/2022 3:33:57 PM
<input type="checkbox"/> 1099-NEC	1099		2021	Draft	Click View for details...	12/28/2021 1:10:25 PM
<input type="checkbox"/> 1099-NEC	1099		2020	Draft	Click View for details...	12/23/2021 1:35:49 PM
<input type="checkbox"/> W-2/w-3	W2		2021	Record	Click View for details...	12/14/2021 2:40:01 PM
<input type="checkbox"/> 1095/1094-C	ACA Affordabl...		2021	Draft	Click View for details...	12/13/2021 3:30:02 PM
<input type="checkbox"/> 1095/1094-C	ACA Affordabl...		2018	Draft	Click View for details...	1/2/2020 11:04:04 AM
<input type="checkbox"/> W-2/w-3	W2		2019	Record	Click View for details...	12/9/2019 3:11:59 PM
<input type="checkbox"/> EEO-1 Component 2 Form	Federal		2018	Record		9/11/2019
<input type="checkbox"/> EEO-1 Component 2 Form	Federal		2018	Record		9/11/2019

6. Select the form you want to reprint and then click **Edit**.



Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

1099 History File Options

The following 1099 History Options screen will be displayed.

1. Choose **Reprint Completed 1099s** on the right and click **Next**.

W-2/1099 Preparer

1099 History File Options

You have already completed part of your 1099 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Form	Last Completed Action
Recipient 1099	Printed on 05/05/2022
Federal 1099	
Payer 1099	

View Detailed List of Completed Actions

View Instructions on Returning Later

Available Actions

- ☒ **Reprint Completed 1099s**
Reprint a copy of any 1099 filing that you have already completed.
- ☐ **eFile or Print Incomplete 1099s**
eFile or print any required 1099 copies you did not process yet.
- ☐ **Correct Completed 1099s**
Make corrections to 1099 copies that you have processed. Also, add/delete recipients in this process.
- ☐ **Start Over**
Clear your past actions and start the 1099 process over again with new data.
- ☐ **e1099 Password Lookup**
Look up your recipient's password information.

< Back Next > Close Help

2. Click **Next**.
3. A Reprint Options screen will display. If you want to reprint completed 1099s, select **Reprint Completed 1099s** and then select what you wish to reprint **All Recipients, Federal Copies** (original or watermarked) or **Payer Copies**, or if you want to reprint only for specific recipients, select **Reprint Selected Recipients**.

W-2/1099 Preparer

Reprint Options

Select which copies of previously completed 1099s that you want to reprint and, if you are reprinting Federal and/or State copies, select which type of copy you require.

Any grayed out items have not been printed or eFiled. Click the Back button to return to the history options screen and select eFile or Print Incomplete to access those reports.

☒ Reprint Completed 1099s

☒ All Recipients

☐ Federal Copies

Reprint will display all Federal 1099s followed by the 1096 Reconciliation Form

☐ State Copies

Reprint will display all State 1099s followed by the State Reconciliation Form(s) if applicable

☐ Payer Copies

☐ Reprint Selected Recipients

Note: To avoid duplicate processing, eFiled copies will print with a record copy watermark.

< Back

Next >

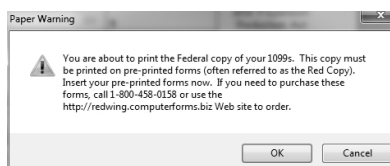
Close

Help

4. Click **Next**.
5. An Options screen may display depending on which type of copy you selected above, in this example the Reprint Recipient Options screen displays because Reprint Selected Recipients was selected above. This screen allows you to specify if you want to print for all recipients or a specific recipient.

[illegible]

- Click **Next**.
- The first selected 1099 form will be displayed. To print this first form, click **Print Final** and then **Yes**. Once the data is printed, click **Next Step** to continue to the next selected form. If a pre-printed form is required when printing a report, you will be notified to insert the pre-printed form prior to printing



8. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.
9. The 1099 History Options screen displays again. Click **Close**.

W-2 Forms - Prepare and Print or eFile

This document describes how to print and eFile W-2 forms using CenterPoint Payroll and Federal/State Tax Forms (Aatrix). You can print and eFile forms in any combination. For example, many people choose to eFile the federal and state copies and then print the employee copies. An increasing number of people are using the complete eFile process in which Federal and State copies are eFiled and the employee copy is printed and mailed by Aatrix. The W-2 printing/efiling process includes multiple steps which are detailed below.

[Installing the Federal/State Tax Forms \(Aatrix\) Update](#)

[Exporting Data form From CenterPoint Payroll](#)

[Forms Update](#)

[W-2 Setup](#)

[Prepare W-2s](#)

[Print/eFile W-2s](#)

[Frequently Asked Questions](#)

Installing the Federal/State Tax Forms (Aatrix) Update:

Please note that this step can be skipped if the process was already completed when printing 1099s.

1. In CenterPoint Payroll, select **Help > Online Updates > Check for Fed/State Tax Forms Updates**. Your system will be updated with the latest Aatrix Federal and State tax forms.
2. If you don't have an internet connection at this PC, you will need to install the **Federal/State Tax Forms (Aatrix)** by downloading it from our website at a computer that does have internet access. If internet access is not available from any computers, you can call the Red Wing Software Sales department at 800-732-9464, and we'll send the updates to you on a CD once a quarter for a minimal annual fee.

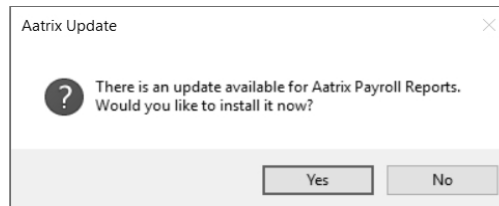
Exporting Data from CenterPoint Payroll

1. Prior to starting the W-2 form process, you can define which pay runs contain amounts to be reported in Box 14 that may be a combination of COVID gross wages for Sick Leave, Family Sick Leave, and Emergency Family Leave Expansion Act amounts by following [Step E in the Form W-2 section of the COVID-19 Paid Leave Setup and Form 941, 943, and W-2 Reporting](#) document, or you can continue through the W-2 process and manually adjust Box 14 by following the first question in the Frequently Asked Questions section of this document.
2. Begin processing W-2s by selecting **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**. **Note:** If you have not registered Aatrix or your registration has expired, you will be prompted to register. Step-by-step instructions on how to register Aatrix can be found in the Help. From within CenterPoint select **Help > CenterPoint Help**. Select **Menu > Installation and Registration** from the top of the screen, and then select **Register Federal/State Tax Forms (Aatrix)**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.

3. The Federal Tax Forms screen will display.

4. Select the appropriate **Employer** and **Report Method**. When you are starting the W-2 process you will select **Normal** in the Report Method. Draft would be used if you want to continue working on a copy that was previously started but not finished. History is only used if you'd like to review the information that was processed and already printed or eFiled.
5. In the **Report** box, select **2022 W-2/W-3** and **2022** in the **Year**. Click **OK**. **Note:** If the 2022 W-2/W-3 is not available in the Report box, then the 4th quarter update for Aatrix has not yet been installed. This can be installed by clicking on **Help > Online Updates > Check for Fed/State Tax Forms Update**.
6. Under employees, select whether you want to include **Non-Agricultural Employees**, **Agricultural Employees**, or **Both**.
7. Click **OK**.



Note: If the Federal Id is blank in Setup > Employers > Taxes tab, a message will display and the form/report will not be processed until the Federal Id is entered.

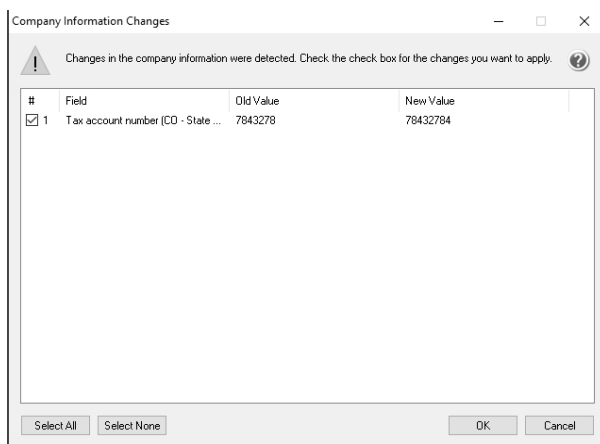
8. It may take several minutes for the payroll data to be transferred to the W-2 printing process. Actual time will depend on the number of employees in your database.

9. To verify that the correct information transferred to Aatrix, you can print the W-2 Summary report from CenterPoint Payroll by selecting **Reports > Reports > Payroll Tax Data Reports > Reports > Federal Tax Reports** to verify federal, FICA, and FUTA and **Reports > Reports > Payroll Tax Data Reports > State & Local Tax Reports** to verify state, local withholding, and SUTA.

» The following **Forms Update** screen will display if you chose not to perform the Aatrix update when you first selected **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms** or **State Tax Forms**. If you want to continue processing your forms without performing the required update, click **Continue Expired**. Note: Expired forms will be marked as expired and **cannot** be filed. This screen will continue to display each time you choose not to perform the required update until you click Yes when first prompted to install the available update or you click **Automatic Update** or **Download Update** to perform the required update from this screen.

W-2 Setup

If changes have been made in CenterPoint that affect the information used on the selected form, a screen indicating that changes were detected in the company information will display.



Choose to either accept or reject these changes. To accept only certain changes, use the check box provided to indicate which changes to apply.

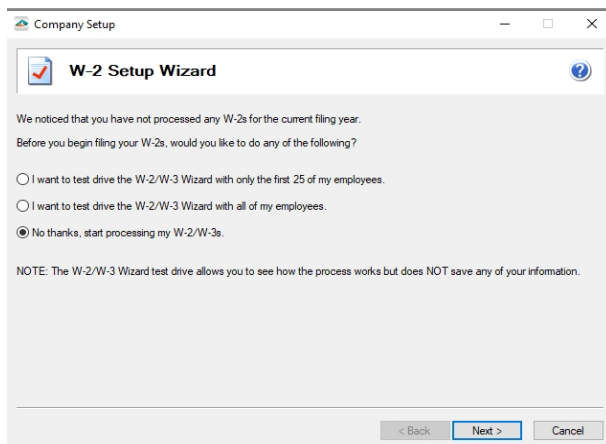


Note: Any changes that are accepted will overwrite the current data stored in the Company Setup Wizard in Aatrix. The Company Setup Wizard will display to allow you to review the new data updates.



Note: Changing company information in Aatrix does not change company information in your Red Wing Software program. If a change is needed, it is suggested to change company information in your Red Wing Software program.

1. If this is the first time W-2s are being processed this year, the W-2 Setup Wizard will automatically be displayed. The wizard will guide you through the process of verifying data and efilings or printing year end forms. To start the actual W-2/W-3 process, select the recommended **No thanks, start processing my W-2/W-3s**, then click **Next**. To test the process prior to processing the W-2/W-3s (none of your selections or forms will be saved), you can select **I want to test drive the W-2/W-3 Wizard with only the first 25 of my employees or all of my employees**.



W-2 Setup Wizard

We noticed that you have not processed any W-2s for the current filing year. Before you begin filing your W-2s, would you like to do any of the following?

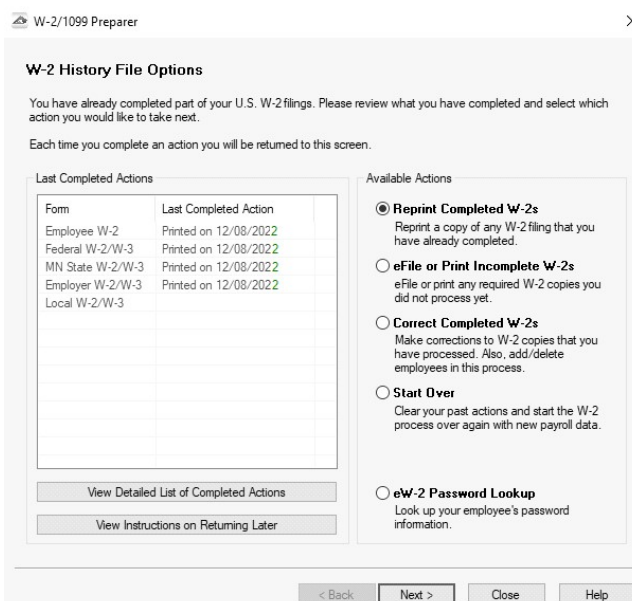
☐ I want to test drive the W-2/W-3 Wizard with only the first 25 of my employees.
☐ I want to test drive the W-2/W-3 Wizard with all of my employees.
☒ No thanks, start processing my W-2/W-3s.

NOTE: The W-2/W-3 Wizard test drive allows you to see how the process works but does NOT save any of your information.

< Back Next > Cancel



Note: If you started processing W-2s previously, printed, or eFiled at least one form and then exited the process, a history file would have been created. The following W-2 History File Options screen will be displayed instead of the W-2 Wizard. Choose the appropriate **Available Action** on the right and click **Next**.



W-2 History File Options

You have already completed part of your U.S. W-2 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Last Completed Actions	
Form	Last Completed Action
Employee W-2	Printed on 12/08/2022
Federal W-2/W-3	Printed on 12/08/2022
MN State W-2/W-3	Printed on 12/08/2022
Employer W-2/W-3	Printed on 12/08/2022
Local W-2/W-3	

View Detailed List of Completed Actions

View Instructions on Returning Later

Available Actions

☒ **Reprint Completed W-2s**
 Reprint a copy of any W-2 filing that you have already completed.

☐ **eFile or Print Incomplete W-2s**
 eFile or print any required W-2 copies you did not process yet.

☐ **Correct Completed W-2s**
 Make corrections to W-2 copies that you have processed. Also, add/delete employees in this process.

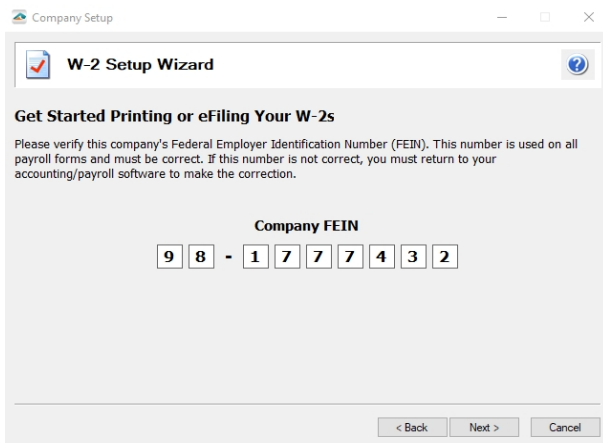
☐ **Start Over**
 Clear your past actions and start the W-2 process over again with new payroll data.

☐ **eW-2 Password Lookup**
 Look up your employee's password information.

< Back Next > Close Help

» If the **Reprint Completed W-2s** or **Process Non-Filed W-2 Copies** is selected, it will automatically bring you to the W-2/1099 Preparer detailed in the next section of this document.

- The Taxpayer Identification Number for this company is displayed. If it's correct, click **Next**. If it's incorrect, click **Cancel**. You will need to go back into your payroll program and select Setup > Payroll Details > Employers > Taxes tab to correct the number and then start the export process again.



W-2 Setup Wizard

Get Started Printing or eFiling Your W-2s

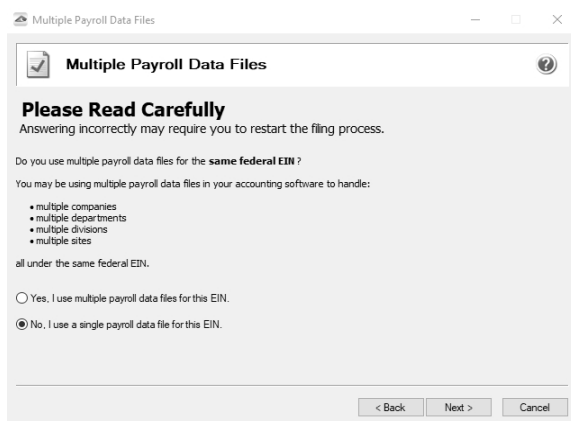
Please verify this company's Federal Employer Identification Number (FEIN). This number is used on all payroll forms and must be correct. If this number is not correct, you must return to your accounting/payroll software to make the correction.

Company FEIN

9 8 - 1 7 7 7 4 3 2

< Back Next > Cancel

3. The Multiple Payroll Data Files option will be displayed. Select **Yes** if you have multiple payroll databases with the same EIN, see the FAQ section in this document for more information. Otherwise select **No** and click **Next**.



Multiple Payroll Data Files

Please Read Carefully
Answering incorrectly may require you to restart the filing process.

Do you use multiple payroll data files for the **same federal EIN**?

You may be using multiple payroll data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

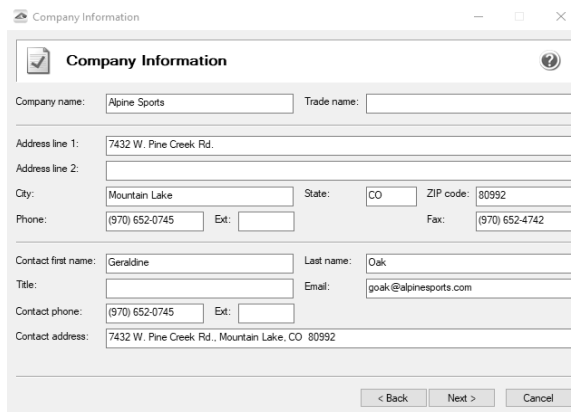
all under the same federal EIN.

☐ Yes, I use multiple payroll data files for this EIN.

☒ No, I use a single payroll data file for this EIN.

< Back Next > Cancel

4. Review your **Company Information**. The system will notify you if any required fields have incorrect or missing information. Click **Next** if the screen is correct, if it's incorrect, click **Cancel**. You will need to go back into your program and select **Setup > Payroll Details > Employers** to correct the information and then start the export process again.



Company Information

Company name: Alpine Sports Trade name:

Address line 1: 7432 W. Pine Creek Rd.

Address line 2:

City: Mountain Lake State: CO ZIP code: 80992

Phone: (970) 652-0745 Ext: Fax: (970) 652-4742

Contact first name: Geraldine Last name: Oak

Title: Email: goak@alpinesports.com

Contact phone: (970) 652-0745 Ext:

Contact address: 7432 W. Pine Creek Rd., Mountain Lake, CO 80992

< Back Next > Cancel

5. Specify the correct **Tax Preparer Type**. If you are processing the W-2s for your company/employer or if you are a paid 3rd party tax preparer. If you are a 3rd party tax preparer, you will then be prompted for your information. After making the selection, click **Next**.

Which type of filer are you?

☒ I am filing for my company/employer.

☐ I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.*

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply). Visit <http://saftx.com/batchefiling> to learn more.

* If you have already signed up for the Batch eFiling Service, please select the option above "I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs." to be recognized as a Batch eFiler.

< Back Next > Cancel

- » If you are a 3rd party tax preparer, you will then be prompted for your information. After making the selection, click **Next**.

Preparer EIN: PTIN:

Company name:

First name: Middle: Last name:

Address line 1:

Address line 2:

City: State: ZIP code:

Contact name: Title:

Phone: Email:

Fax:

< Back Next > Cancel

6. The **State & Local Tax Items** screen will display. The Setup Wizard will automatically verify that all required information for listed states and local taxes are complete and conform to the required formats. Click **Next**.



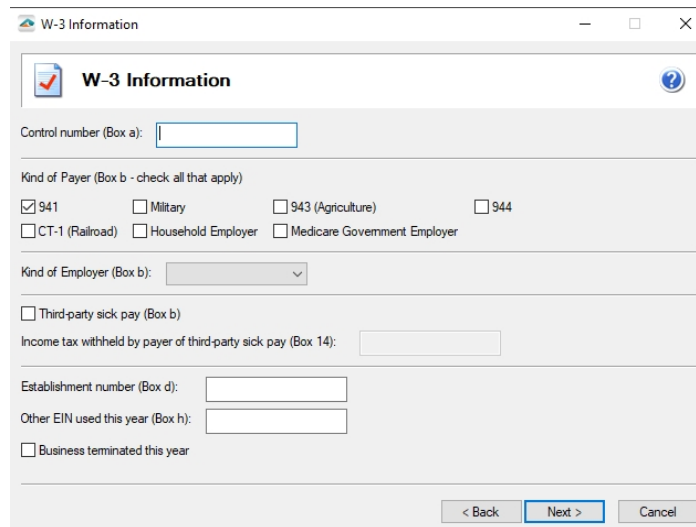
Note: Most filing errors are due to incorrectly formatted withholding or unemployment account numbers. Verify each state and account number. See the steps listed below to edit or add account numbers.

- » Click **Edit** to add any applicable information to each state, for example tax account numbers for state withholding, state unemployment, workers' compensation, etc.
- » Click **Add** to add a state and applicable tax account numbers.
- » If there is blank or incorrect data on the **State & Local Tax Items** screen, or the tax account number is improperly formatted the line will be highlighted and you will be automatically prompted to correct the data. Enter the correct Tax Account Number (Each state has different requirements, the screen that displays will guide you through the requirements for the state formatted in error.). Some states have more than one account number format, to see all account number formats available, click the "... " button in the Tax Account Number box. You will not be able to continue to the next screen of the wizard until all required fields are correct.

7. The **Data Verification** screen will display four questions. Please review and answer each question accurately as they affect how the W-2s are processed. Once all questions are answered, click **Next**.

8. Review the information on the W-3 Information screen. The Wizard will notify you if any required fields are not filled in or if data is formatted incorrectly.
- » If you are filing for both Non-agricultural and Agricultural employees, select both the **941** and **943 (Agriculture)** check boxes.

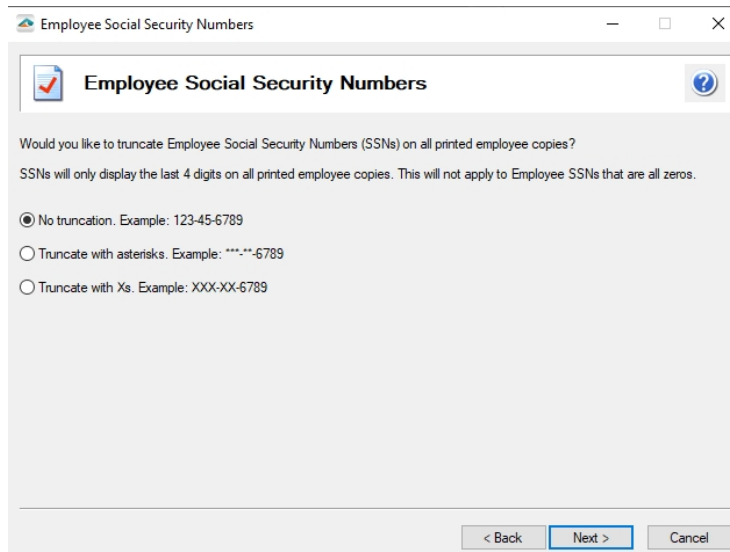
- » The **Kind of Employer (Box b)** field will be blank. Please select one of the employer types. Select **None apply** if you are not a 501c non-govt., State/local non-501c, State/local 501c, or Federal govt. employer.



The screenshot shows the 'W-3 Information' window. It contains the following fields and options:

- Control number (Box a):** A text input field.
- Kind of Payer (Box b - check all that apply):** A group of checkboxes including 941, Military, 943 (Agriculture), 944, CT-1 (Railroad), Household Employer, and Medicare Government Employer.
- Kind of Employer (Box b):** A dropdown menu.
- Third-party sick pay (Box b):** A checkbox.
- Income tax withheld by payer of third-party sick pay (Box 14):** A text input field.
- Establishment number (Box d):** A text input field.
- Other EIN used this year (Box h):** A text input field.
- Business terminated this year:** A checkbox.
- Navigation buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

9. The **Employee Social Security Numbers** screen displays, determine if you want to truncate employee social security numbers and how the truncation should appear, with asterisks or X's and then click **Next**.



The screenshot shows the 'Employee Social Security Numbers' window. It contains the following information:

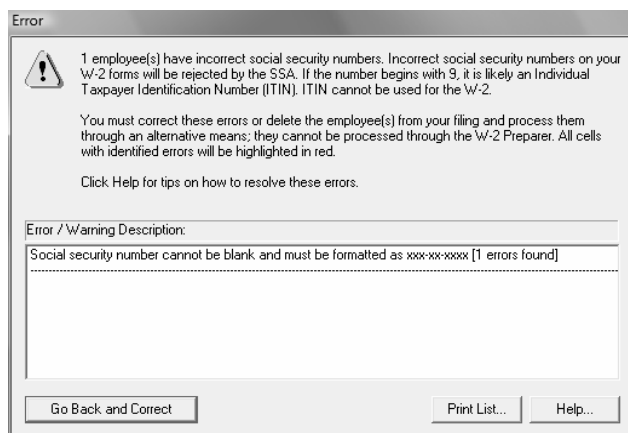
- Question:** 'Would you like to truncate Employee Social Security Numbers (SSNs) on all printed employee copies?'
 - SSNs will only display the last 4 digits on all printed employee copies. This will not apply to Employee SSNs that are all zeros.
- Options:**
 - ☒ No truncation. Example: 123-45-6789
 - ☐ Truncate with asterisks. Example: ***-**-6789
 - ☐ Truncate with Xs. Example: XXX-XX-6789
- Navigation buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

10. Click **Next** and the data will begin transferring to the W-2/1099 Preparer.

Prepare W-2s

The W-2/1099 Preparer will walk you through the process of efile and/or printing your W-2s. Once the displayed data has been reviewed, click **Next Step** or click the **Next** button to continue to the next screen. The W-2/1099 Preparer will automatically verify that all required fields are filled in and the data is formatted correctly. Anytime the Preparer finds data that is incorrect or missing, it will automatically prompt you to correct it.

This is an example of what the W-2/1099 Preparer will display if it finds incorrect or missing data on a screen. If this message is displayed, simply click on the **Go Back and Correct** button and the data that needs to be corrected will be displayed in red. Click on the red data and correct the information. Once all data has been corrected, click **Next Step** or click the **Next** button again to continue to the next screen.



1. The first screen of the **W-2/1099 Preparer** displays the **Employee Information** (box a - f on the W-2).

W-2/1099 Preparer [98-1777432 Alpine Sports]

File Edit View Help

Verify Employee Information

Next Step

PREVIOUS

NEXT

COMPANY STEP

Filter by:

ALL

Help Tips - Did you know? Read more...

How to assign box numbers to columns?

TOTALS:		Employees (12)																
Box a	Box e	Box e	Box e	Box e	Box f	Box f	Box f	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 12D			
SSN	Last Name	First Name	Middle Name	Name Suffix	Address Line 1	Address Line 2	City	Fed Wages	Fed Withheld	SS Wages	SS Withheld	Medicare Wages	Medicare Withheld	SS Tips	401k Fixed Amount	Health Sav		
1	465-46-5456	Apple	Sam	J	8732 Champion Way		Chicago IL	32015.00	5620.74	33700.00	2089.40	33700.00	488.65		1685.00			
2	526-46-5465	Aspen	George	T	1632 Sicamore Cr.		Alpine C	48445.98	12628.76	48445.98	3003.66	48445.98	702.47					
3	521-89-5222	Berry	Jerry	S	7989 S. Dogwood Ln.		Alpine C	87081.65	14594.90	97500.00	6044.99	102081.65	1480.25		15000.00			
4	526-49-8954	Cedar	Stacey	C	899 W. 14th St.		Alpine C	88306.05	16081.85	91990.70	5703.40	91990.70	1333.85		3684.65			
5	523-46-5433	Cottonwood	John	Q	98745 Bjou Dr.		Colorado C	106538.45	21701.00	97500.00	6045.00	106538.45	1544.75					
6	520-46-5456	Douglas	Jeanne	Z	4789 E. 32 Ave.		Hyde Par IL	52269.30	10688.70	53769.30	3333.75	53769.30	779.70		1500.00			
7	523-65-9811	Maple	Ted	W	1632 Seedmont Dr.		Alpine C	34295.00	4240.67	36100.00	2238.20	36100.00	523.42		1805.00			
8	525-46-5465	Oak	Geraldine	A	617 Main St.		Rock Cre IL	54096.20	8604.43	55769.30	3457.75	55769.30	808.70		1673.10			
9	524-98-7988	Pinon	Frank	R	1742 Pine Needle Dr.		Alpine C	31868.00	3743.48	35588.00	2206.58	35588.00	516.07		3720.00			
10	519-46-5465	Redwood	Tim	X	9842 E. California Grc		Alpine C	60197.15	8717.60	61697.15	3825.25	61697.15	894.65		1500.00			
11	522-65-4654	Sap	Stella	S	7865 W. Grand Ave.		Lochbuie C	46427.64	9360.72	46427.64	2878.50	46427.64	673.10					
12	354-65-4655	Spruce	Joanne	A	2432 W. Grand		Red Win IL	41794.80	6981.16	42647.76	2644.16	42647.76	618.40		852.96			

Ready

CAP NUM SCRL

- » If you are filing for multiple Kinds of Payers, the **Filter by** box at the top of the screen can be used to filter for **All**, **941** or **943** payers, and for each employee, in the **Employment Code** box, click the drop-down arrow and then select **943** or **941**.

W-2/1099 Preparer [98-1777432 Alpine Sports]

File Edit View Help

Verify Employee Information **Next Step**

Filter by: ALL

Use the Filter by to filter the Preparer by Employment Code

Help Tips - Did you know? Read more...

Unsure what paper to use?

Totals Row

Box e	Box f	Box f	Box f	Box f	Box f	Box f	Box f	Kind Of Payer	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	Box 8	Box 12D
Name Suffix	Address Line 1	Address Line 2	City	State/Province	Zip/Postal Code	Country Code	Employment Code		Fed Wages	Fed Withheld	SS Wages	SS Withheld	Medicare Wages	Medicare Withheld	SS Tips	Tips	401k Fixed Amount
1	8732 Champion Way		Chicago	IL	60615	US	941	32015.00	5620.74	33700.00	2089.40	33700.00	488.65				1685.00
2	1632 Sircamore Cr.		Alpine	CO	80942	US	941	48445.98	12628.76	48445.98	3003.66	48445.98	702.47				
3	7989 S. Dogwood Ln.		Alpine	CO			941	87081.65	14594.90	97500.00	6044.99	102081.65	1480.25				15000.00
4	899 W. 14th St.		Alpine	CO			941	88306.05	16081.85	91990.70	5703.40	91990.70	1333.85				3684.65
5	98745 Bjou Dr.		Colorado	CO			941	106538.45	21701.00	97500.00	6045.00	106538.45	1544.75				
6	4789 E. 32 Ave.		Hyde Par	IL	60615	US	941	52269.30	10688.70	53769.30	3333.75	53769.30	779.70				1500.00
7	1632 Seedmont Dr.		Alpine	CO	80942	US	941	34295.00	4240.67	36100.00	2238.20	36100.00	523.42				1805.00
8	617 Main St.		Rock Cre	MN	55067	US	941	54096.20	8604.43	55769.30	3457.75	55769.30	808.70				1673.10
9	1742 Pine Needle Dr.		Alpine	CO	80942	US	941	31868.00	3743.48	35588.00	2206.58	35588.00	516.07				3720.00
10	9842 E. California Grc		Alpine	CO	80942	US	941	60197.15	8717.60	61697.15	3825.25	61697.15	894.65				1500.00
11	7865 W. Grand Ave.		Lochbuie	CO	80601	US	941	46427.64	9360.72	46427.64	2878.50	46427.64	673.10				
12	2432 W. Grand		Red Win	MN	55066	US	941	41794.80	6991.16	42647.76	2644.16	42647.76	618.40				852.96

Ready

CAP NUM | SCRL

- » To add a line to the W-2/1099 Preparer grid, right-click over one of the line numbers on the left side of the screen and select **Insert Row**, enter the number of rows you want to add to the end of the list of employees, and then manually enter the new information into the grid.
- » To delete a line from the W-2/1099 Preparer grid, right-click over the line you want to remove, and then select **Remove Row**.
- » To copy a line on the W-2/1099 Preparer grid, right-click over the line you want to copy, and then select **Copy**.
- » To add a copied line to the W-2/1099 Preparer grid, right-click over the line where the copied row should be inserted, and then click **Paste**.
- » To Find information in a column in the W-2/1099 Preparer grid, right-click on the column header name, select **Find**, in the **Find What** box, enter the information you want to locate, and then click **Find Next**.

2. Click **Next Step** or the **Next** button at the top of the screen.



Note: The total for the columns appears above the column in the Totals Row.

3. The **Verify Additional Employee Information** screen will display next. Review/edit the supplied data, and then click **Next Step** or the **Next** button. Note: on all pages of the W-2/1099 Preparer, there is a Filter by option in the top right that allows you to view just 941 employees, 943 employees or both. This box is only available if you have included both 941 and 943 employees in this company.
4. Continue reviewing/editing the supplied data and clicking **Next Step** or the **Next** button on each screen displayed.
5. When a Complete eFile Service informational screen displays, click **Next**.

W-2/1099 Preparer

Aatrix Offers W-2 Reporting Options To Fit Any Business.

Our COMPLETE eFile Service

- Simple & affordable year-end W-2 filing.
- Next business day printing & mailing are available.
- All copies are maintained in a secure history file and can be printed on demand.
- All required State & Federal copies are eFiled in guaranteed compliance with each taxing authority.

Click "NEXT" to view all of our filing options.

SAVE TIME & MONEY • FILE IN MINUTES INSTEAD OF HOURS

\$2.24
Per Employee

Enroll < Back Next > Cancel

6. The **W-2 Printing and Filing Options** screen will display. eFiling options are displayed with the costs associated, but that service is optional. Printing forms is free of charge. Choose the appropriate options for your company, and then click **Next**.



Note: If you chose to print your forms, you may receive a message that you've exceeded your state's maximum limit for paper filing. If you receive this message, click **Back** to return to the eFile options screen to make Efile selections (continuing without eFiling may cause you to be subjected to federal/state penalties).

W-2/1099 Preparer

W-2 Printing and Filing Options

eFile Services allow you to pick Filing Dates. FREE Corrections before selected Filing Dates. [More info?](#)

	# Employees	Price/Emp	Subtotal
Complete W-2 eFiling Service <i>The eFile Center will:</i>			
- Print and Mail Employee Copies	11	\$2.24	\$24.64
- eW-2 Only Employee Copies What's This?	0	\$0.99	\$0.00
- File your Fed W-2s and W-3 to the SSA		included	FREE
- File your State W-2s and Reconciliation Forms		included	FREE
- eW-2s Available for All Employees		included	FREE
Total Cost		Minimum	\$24.95
Other Options eFilers receive Free Corrections before selected Filing Dates			
<input type="checkbox"/> Print Employee W-2s			
<input type="checkbox"/> eFile Federal W-2s and W-3	11	\$0.49	\$ 0.00
<input type="checkbox"/> eFile State W-2s and Reconciliation Forms	11	\$0.69	\$ 0.00
<input type="checkbox"/> Print Federal W-2s and W-3			
<input type="checkbox"/> Print State W-2s and Reconciliation Forms			
Official Employer W-2s will display when Federal W-2s are selected			
Total Cost			\$ 0.00

< Back Next > Cancel

7. If you chose the **W-2 eFiling Service**, you have the option to purchase a PDF archive on a USB drive of your W-2s, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.



Red Wing Software recommends purchasing a PDF Archive of your W-2s as a backup so you can easily view or reprint a filed W-2 form. If your Aatrix History file becomes corrupt, the file cannot be located, or you get a new

computer and the file is not copied to your new computer the PDF Archive can be used instead. See the Frequently Asked Questions section of this document for information about backing up the Aatrix History file.

W-2/1099 Preparer

PDF Archiving Available

Would you like to buy a PDF Archive of your W-2s?

Purchasing a PDF archive allows you instant access to your W-2s for only \$34.95 (plus \$4.95 shipping and handling).

- Don't worry about locking up paper W-2s from prying eyes
- Reprint an Employee W-2 at any time
- Easily find your Federal, State, Local W-2s, or Reconciliation(s) if the State or Federal Agency calls with a question
- PDFs are password protected for you and your employees' security

☒ Yes, include a PDF archive

☐ No, thank you

< Back Next > Cancel

8. If you have not chosen the Complete W-2 eFiling Service option, you have another chance to select that service instead of printing the W-2s yourself. Click **Next** to continue.

W2/1099 Preparer

Benefits of the Complete W-2 eFile Service

- ☒ **Have your employee W-2s printed and mailed automatically**
Next Business Day Mailing!
- ☒ **Have your federal W-2s/W-3 filed automatically**
Select your filing dates and make any changes at no charge until that date. [learn more](#)
- ☒ **Have your state W-2s & Reconciliation(s) filed automatically**
Select your filing dates and make any changes at no charge until that date. [learn more](#)

☐ Yes, I would like to continue with the Complete W-2 eFile Service

< Back Next > Cancel

- » If you use the Complete eFiling Service for your W-2 forms, there are applicable discounts for using the complete eFile service for your ACA 1095 forms. To qualify for discounted 1095s:
- eFile your W-2s using the Aatrix W-2 Complete eFile Service.
 - Select a mail date for your employee W-2s that provides you with enough time to complete your ACA filing (the mail date may be adjusted at efile.aatrix.com up to one day prior of the set date).
 - eFile your ACA forms utilizing the Aatrix Complete eFiling Service and save 50%.
- » There may be additional discounts available when you select the UNLIMITED eFile Package which includes Federal & State Unemployment, Wage Withholding Report, New Hire Reports/Payments, and ANY Associated Payment, it does not include additional discounted W-2s, 1099s, or 1095s. Package pricing is based on the number of employees in your company.
9. The states screen will be displayed if you chose to print or eFile any state forms. States can be unselected if you'd like to file them at a later date. Then click **Next**.



Select the States you Wish to File

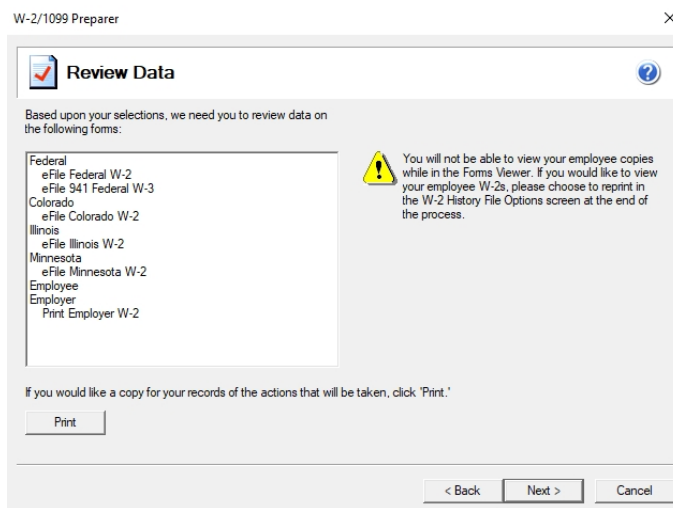
You have elected to file state copies of the W-2 forms. If there are any states in which you do not want to file, uncheck those states now.

- ☒ CO - Colorado
- ☒ IL - Illinois
- ☒ MN - Minnesota

Select All Select None

< Back Next > Cancel

10. The **Review Data** screen will be displayed. If you select the Print button, it will create a printed version of exactly what displays on this screen. If any changes are needed, click **Back**. Otherwise click **Next** to continue.



Review Data

Based upon your selections, we need you to review data on the following forms:

- Federal
 - eFile Federal W-2
 - eFile 941 Federal W-3
- Colorado
 - eFile Colorado W-2
- Illinois
 - eFile Illinois W-2
- Minnesota
 - eFile Minnesota W-2
- Employee
 - Print Employer W-2

If you would like a copy for your records of the actions that will be taken, click 'Print.'

Print

< Back Next > Cancel

Warning: You will not be able to view your employee copies while in the Forms Viewer. If you would like to view your employee W-2s, please choose to reprint in the W-2 History File Options screen at the end of the process.

Print/eFile W-2s

11. The first W-2 form will be displayed. The form type is displayed in the yellow bar. Note: If you are using the Complete eFiling Service, you will not be able to view your employee copies while in the Forms Viewer. If you would like to view your employee W-2 forms, please choose to reprint in the W-2 History File Options screen at the end of this process. It also specifies how many different forms were selected to be printed.
- » To print this first form, click **Print Final**. You will be prompted to enter either plain paper or perforated paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.

W-2 Employer - Aatrix Payroll Reports [98-1777432 Alpine Sports]

File Edit View Tools Help

Report 1 of 6: Employer W-2

1 3 pages Click Print Final, then click Next Step. Print Draft Print Final Prev Step Next Step

a Employer's SSN 465-46-5456		1 Wages, tips, other compensation 32015.00		2 Federal income tax withheld 5620.74	
OMB No. 1545-0048		3 Social security wages 33700.00		4 Social security tax withheld 2089.40	
b Employer identification number 98-1777432		5 Medicare wages and tips 33700.00		6 Medicare tax withheld 488.65	
c Employer's name, address, and ZIP code Alpine Sports 7432 W. Pine Creek Rd. Mountain Lake CO 80992					
e Employee's first name and initial Sam J Apple		7 Social security tips		8 Allocated tips	
f Employer's address and ZIP code 8732 Champion Way Chicago IL 60615					
9 Control number		10 Dependent care benefits		11 Nonqualified plans	
12a D 1685.00		14 Other			
12b		12c		12d	
13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick day <input type="checkbox"/>		15 State Employer's ID number IL 98-1777432 000		16 State wages, tips, etc. 32015.00	
		17 State income tax 1346.79			
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form W-2 Wage and Tax Statement 2022 Department of the Treasury Internal Revenue Service Copy D - For Employer Aatrix Rev. 5/27/22

a Employer's SSN 521-89-5222		1 Wages, tips, other compensation 87081.65		2 Federal income tax withheld 14594.90	
OMB No. 1545-0048		3 Social security wages 102081.65		4 Social security tax withheld 6044.99	
b Employer identification number 98-1777432		5 Medicare wages and tips 102081.65		6 Medicare tax withheld 1480.25	
c Employer's name, address, and ZIP code Alpine Sports 7432 W. Pine Creek Rd. Mountain Lake CO 80992					
e Employee's first name and initial Jerry S Berry		7 Social security tips		8 Allocated tips	
f Employer's address and ZIP code 7989 S. Dogwood Ln. Alpine CO 80942					
9 Control number		10 Dependent care benefits		11 Nonqualified plans	
12a D 15000.00		14 Other			
12b W 1572.15		12c		12d	
13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick day <input type="checkbox"/>		15 State Employer's ID number CO 78432784		16 State wages, tips, etc. 87081.65	
		17 State income tax 3550.00			
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	

Form W-2 Wage and Tax Statement 2022 Department of the Treasury Internal Revenue Service Copy D - For Employer Aatrix Rev. 5/27/22

12. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.
13. Depending on the form selected to print, the following message may be displayed. Selecting **Double Check** will bring you back to the previous screen so you can verify your data. Selecting **Agree** will bring you to the eFiling login screen.

Verify Report Complete

 **Important Notice**

This is your final opportunity to review or edit this report. Click "Double Check" to go back, print a review copy, and check figures.

Before you print and mail or eFile this report, you must recheck all figures which are included in this report. If there are any numbers which are incorrect, now is the time to fix them.

By clicking on the "Agree" button below, you agree that you have double checked the figures generated by this report.

If you print and mail...
Mail forms with enough time prior to their due dates to avoid potential government fines.

If you eFile...
Submit eFiles at least two (2) business days prior to their due date to avoid government fines or priority processing fees.

Agree Double Check



This section will not display if you have not chosen to eFile your W-2 forms.

- » If you have chosen to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.

EIN 415287889 Not Enrolled

This Taxpayer EIN is not enrolled with the eFile Center!

You may do one of the following:

Select Enroll and you will be transferred directly to the enrollment site. Enroll this Taxpayer EIN. Close the browser window, then choose **I have enrolled and have my Login ID**.

Select Cancel and enroll each Taxpayer EIN at <http://efile.aatrix.com/>. Go to your accounting software again, select your form, and eFile it.

- » If you are not enrolled to eFile with Aatrix, you can do one of the following:
 - » Click the <https://efile.aatrix.com> link to be transferred immediately to the Aatrix website, then click **Enroll** in the upper-right corner to begin the enrollment process. After you are enrolled, close the Browser window and select **I have enrolled and have my Login ID**. Enter your login information and then follow the onscreen instructions to eFile your forms.
 - » Click **Cancel** and enroll each Taxpayer EIN at <http://efile.aatrix.com>. Go back to CenterPoint, select your forms to eFile, **click I have enrolled and have my Login ID**, enter your login information, and then follow the onscreen instructions to eFile your forms.
- » If you are enrolled to eFile with Aatrix, click **I have Enrolled and have my Login ID**, enter your login information, and then follow the onscreen instructions to eFile your forms.

Secure eFile Login

Username

Password

☐ Remember Me

Forgot your login? Click the link below to copy the URL and paste it into your preferred web browser to initiate login recovery.

<https://efile.aatrix.com>

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- » If you need additional information during the eFile process, [click here](https://www.aatrix.com/support/knowledgebase/windows/) or enter <https://www.aatrix.com/support/knowledgebase/windows/> to view answers to common questions.
- » For additional information about eFiling and to view videos about the eFile process, [click here](http://partner.aatrix.com/redwing) or enter <http://partner.aatrix.com/redwing>

- » You will have the option to select to allow your employees to securely import their W-2 information into certain tax software products by approving the Aatrix Tax Form Transfer Agreement displayed during the eFiling process.
- » When the eFile process is complete, the Complete screen will indicate that your filing was successfully received for processing. A confirmation email will be sent to the email address specified on this screen.
- » The AFID (Aatrix Filing Identifier) is a number assigned to your submission for tracking purposes. If you contact Aatrix Support, they will request this number.



Note: It is important to write this number down. It will be required when contacting the eFile Center with questions about your submission.

- » If you eFiled your W-2 forms, and have questions regarding your filing, contact Aatrix by email at helpme@aatrix.com, on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.
14. Upon exiting the W-2 process, the **W-2 History File Options** screen is displayed. If no other actions are needed at this time, select **Close**.
- » This screen will also be displayed if the W-2 printing process is started again and you can select to reprint, eFile or print incomplete W-2s, correct, or start the W-2 process again (if you've submitted any of the filing, you'll need to reprint or correct the W-2 forms).
 - » Use the W-2 Password Lookup selection to see a full list of your employee passwords and you can distribute as you'd like.

W-2 History File Options

You have already completed part of your U.S. W-2 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Form	Last Completed Action
Employee W-2	
Federal W-2/W-3	Printed on 12/14/2022
Employer W-2/W-3	Printed on 12/14/2022
Local W-2/W-3	

View Detailed List of Completed Actions

View Instructions on Returning Later

Available Actions

- ☒ **Reprint Completed W-2s**
Reprint a copy of any W-2 filing that you have already completed.
- ☐ **eFile or Print Incomplete W-2s**
eFile or print any required W-2 copies you did not process yet.
- ☐ **Correct Completed W-2s**
Make corrections to W-2 copies that you have processed. Also, add/delete employees in this process.
- ☐ **Start Over**
Clear your past actions and start the W-2 process over again with new payroll data.
- ☐ **eW-2 Password Lookup**
Look up your employee's password information.

< Back Next > Close Help

Frequently Asked Questions

Q: When is the 2022 filing deadline for W-2 forms?

A: The Internal Revenue Service filing deadline for W-2 forms submitted to the Social Security Administration can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov.

Q. What are the 2022 eFiling deadlines for W-2 Forms?

A. eFiling deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>

Q. I want to send my employee's W-2 forms electronically to be viewed online with Aatrix. How do I set up my employees to receive electronic copies?

A. Select **Setup > Employees > Payroll** tab and then select the **Consent To Electronic W-2** check box. If this box is selected, a signed consent form must be on file. This form can be printed from **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic W-2 Consent** in the Report box. Additional charges apply for eFiling with Aatrix.

Q. Do I need to order W-2/W-3 forms or can I print them on plain paper?

A. You are able to print all of your W-2 copies on plain paper; you no longer need to print any on preprinted forms. Even the W-3 Social Security Copy A (often called the "red copy") can be printed on plain paper. Note: There is special perforated blank paper available that is recommended for use when printing employee copies of the W-2s. This paper comes with employee W-2 information printed on the back of the paper (for the employee copy) and blank for the State / Local copies. This paper is available from Computer Forms, Inc. at https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72 or by calling 800-458-0158.

Q. Do I need to print my W-2 forms before I close the 2022 year and print January checks?

A. There is no closing process in CenterPoint Payroll, so W-2 forms can be printed anytime.

Q. Why is the 2022 W-2 not available in the list when I select Reports > Federal & State Payroll Tax Forms & Reports?

A. You need to install the latest update of Aatrix Federal and State Tax Forms. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**. Your system will be updated with the latest Aatrix Federal and State tax forms.

Q. I'm trying to process my Federal forms (W-2, 1099, etc.), but I keep getting the message "Would you like to register now, or evaluate?"

A. You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q. Why am I getting a "forms update" or "mandatory update" message when I try to process my Federal forms (W-2, 1099, etc.) and what do I need to do?

A. At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. If you have internet access at this computer, you can simply select **Automatic Update** and follow the prompts to do the update through the program.



If you have signed up for the service that automatically sends an Aatrix CD at the end of each quarter, please follow the instructions that will be included with the CD. Those CDs will begin shipping before January 1, 2023.

If you don't have internet access at the computer that has CenterPoint Payroll installed, but you do have it available at another workstation, follow the instructions below. This process does require the use of a removable drive (CD, thumb, zip or flash drive, USB Drive, etc.).

1. Log into the Red Wing Software website at www.redwingsoftware.com, from the **Welcome, (Your Name)** menu, select **My Account Home**, select the **Downloads** tab, under **CenterPoint Payroll** select **Downloads**, and then select **Federal/State Tax Forms (Aatrix)**. Click the download file and then follow the on-screen instructions.
2. When the download is complete, exit the website. Copy the **RedWingForms.exe** file from your desktop to the removable drive (CD, thumb drive, etc.) you'll be using to move the downloaded file.
3. Take the removable media source to the computer with CenterPoint Payroll and install by double-clicking on the **RedWingForms.exe**.

If you don't have an internet connection at any of the computers, you can call the Red Wing Software Sales department at 800-732-9464, and we'll send the Federal/State tax forms (Aatrix) updates to you on a CD once a quarter for a minimal annual fee.

Q. Can I change the figures on my Federal reports if they are incorrect?

A. Yes, once the data is in Aatrix Federal/State Tax Forms, you can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it can be changed by adjusting the fields around the white field.



Changing the figures on this screen will only change the printed Federal reports, it will not change the data in your payroll program. If you make changes, you need to make sure your 941/943 report amounts match your W-2 report amounts for federal wages, social security, medicare wages, and withholding amounts.

Q. How can I ensure I have a copy of my Federal & State Reporting tax forms to review for historical purposes or when moving to a different computer?

A: The Aatrix History File contains your historical Federal/State Tax Forms and it is necessary to back this file up on a regular basis so that if you purchase a new computer the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests backing up your Aatrix History File on a quarterly basis.

1. Select **File > Backup > Backup Aatrix History**.
2. Select the employers to back up history files for.
3. Click **OK**.
4. Select a location to save the AatrixHistoryBackup.zip file to, and then click **Save**.
5. At the Back Up Created message, click **OK**.



The Aatrix History File folder will have one or more sub-folders, each sub-folder contains files for a specific EIN number.

If networked, the default location of the Aatrix history files can be changed by following these steps:

1. Select **File > Preferences > Reports > Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, the default Red Wing Software suggested file location displays: <ProgramData>\Red Wing Software\CenterPoint\Aatrix\. Change this location to the network location you want to

save the Aatrix History file to.

5. Click **Save**.



You can still perform a manual back up of the Aatrix history files by following the local computer steps above.

Q. I'm attempting to log in to the Red Wing Software website, but it does not recognize my Email and/or Password? What should I do?

A. Follow the instructions below for information about the Red Wing Software website.

To log in to the Red Wing Software website:


1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

To register on the Red Wing Software website:

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
 - a. From within CenterPoint by selecting **Help > About**.
 - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
 - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - d. Invoices you've received from Red Wing Software contain your account number.
 - e. If others at your company have already registered, they can sign into their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

To retrieve a forgotten password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

To log out of the Red Wing Software website:

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

Q: I'm trying to eFile my W-2s and I can't remember my Aatrix eFile username and/or password, how can I get it?

A: We recommend you contact Aatrix by calling 800-426-0854 or by clicking on the Forgot Login button.

Q: I eFiled my W-2 forms, and I have questions regarding my filing, how do I contact Aatrix ?

A: For specific questions regarding your filing, you can contact Aatrix by email at helpme@aatrix.com, on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.

Q: If I use the Complete eFiling Service for my W-2 forms, are there any applicable discounts for using the complete eFile service for my ACA 1095 forms?

A: Yes, the Aatrix ACA Complete eFile Service can print and mail employee copies and eFile the required reports to the IRS at a discounted rate. To qualify for discounted 1095s, follow the steps below:

1. eFile your W-2s using the Aatrix W-2 Complete eFile Service.
 2. Select a mail date for your employee W-2s that provides you with enough time to complete your ACA filing (the mail date may be adjusted at efile.aatrix.com up to one day prior of the set date).
 3. eFile your ACA forms utilizing the Aatrix Complete eFiling Service and save 50%.
- » There may be additional discounts available when you select the UNLIMITED eFile Package which includes Federal & State Unemployment, Wage Withholding Report, New Hire Reports/Payments, and ANY Associated Payment, it does not include additional discounted W-2s, 1099s, or 1095s. Package pricing is based on the number of employees in your company.

Q: After exporting my data, I was asked to register Federal/State Tax Forms Aatrix. How do I register?

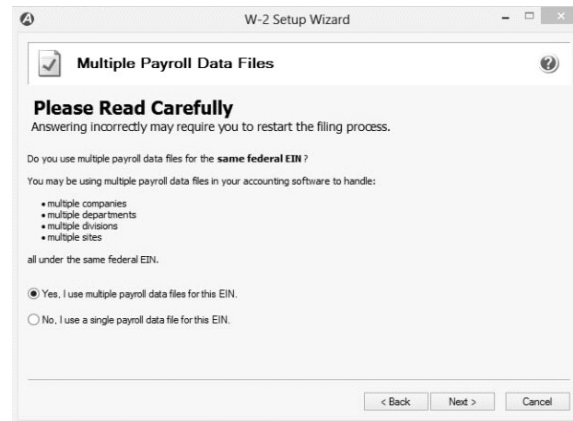
A. You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

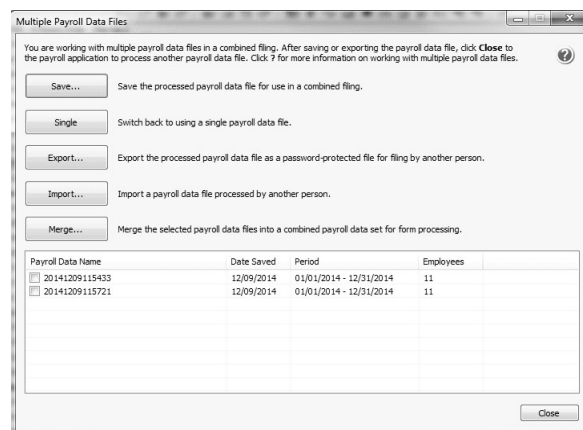
Q: I have multiple payroll databases for one EIN; how do I merge the databases so I get one set of W-2s?

A: Follow the steps below to merge multiple databases into one set of W-2s?

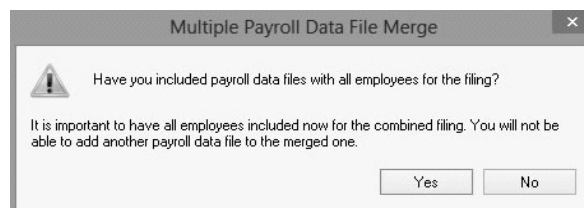
1. Start the W-2 process and continue until the Multiple Payroll Data Files screen displays. On the **Multiple Payroll Data Files** screen, select **Yes**, I use multiple payroll data files for the EIN and click **Next** to continue.



2. The next **Multiple Payroll Data Files** screen displays, click **Save**, enter a name for the payroll data file, and click **Close**.



3. Open the other database(s) and repeat steps 1-2 above for all databases you want to merge. When all data files are saved, continue to step 4.
4. At the bottom of the **Multiple Payroll Data Files** screen, select each database to be merged and then click **Merge**.
5. On the **Multiple Payroll Data File Merge** screen, click **Yes**.



6. On the **Multiple Payroll Data Files** screen, click **Continue** to continue processing W-2s.

Correcting Completed W-2s

This document describes how to make corrections to W-2 forms that you have processed.

The W-2 correction printing/efiling process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

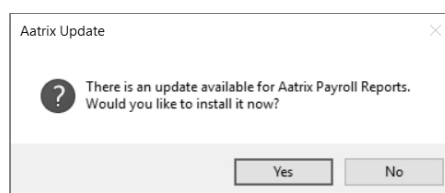
Exporting Data from CenterPoint Payroll

1. Begin processing W-2s by selecting **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.

2. The Federal Tax Forms screen will display.

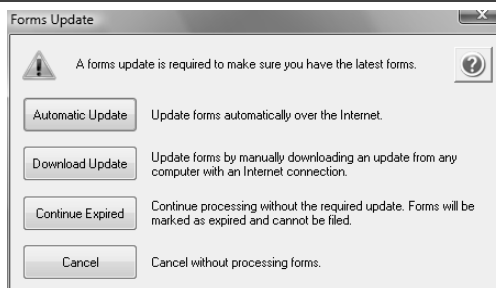
3. Select the appropriate **Employer**.
4. In the **Report Method** box, select **Normal**.
5. In the **Report** box, select the form and year you want to correct, for example, select **2022 W-2/W-3** and **2022** in the **Year**.
6. Under employees, select whether you want to include **Non-Agricultural Employees**, **Agricultural Employees**, or **Both**.
7. Click **OK**.
8. It may take several minutes for the payroll data to be transferred to the W-2 printing process. Actual time will depend on the number of employees in your database.

Forms Update

- » The following **Forms Update** screen will display if you chose not to perform the Aatrix update when you first selected Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms or State Tax Forms. If you want to continue processing your forms without performing the required update, click **Continue Expired**.



Note: Expired forms will be marked as expired and **cannot** be filed. This screen will continue to display each time you choose not to perform the required update until you click Yes when first prompted to install the available update or you click **Automatic Update** or **Download Update** to perform the required update from this screen.



Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

W-2 History File Options

1. The following **W-2 History File Options** screen will be displayed.
2. Choose **Correct Completed W-2s** on the right and click **Next**.

W-2/1099 Preparer

W-2 History File Options

You have already completed part of your U.S. W-2 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Last Completed Actions

Form	Last Completed Action
Employee W-2	Printed on 01/09/2023
Federal W-2/W-3	
Employer W-2/W-3	
Local W-2/W-3	

View Detailed List of Completed Actions

View Instructions on Returning Later

Available Actions

- ☐ **Reprint Completed W-2s**
Reprint a copy of any W-2 filing that you have already completed.
- ☐ **eFile or Print Incomplete W-2s**
eFile or print any required W-2 copies you did not process yet.
- ☒ **Correct Completed W-2s**
Make corrections to W-2 copies that you have processed. Also, add/delete employees in this process.
- ☐ **Start Over**
Clear your past actions and start the W-2 process over again with new payroll data.
- ☐ **eW-2 Password Lookup**
Look up your employee's password information.

< Back Next > Close Help

- The Correction Options screen will display and ask you questions based on the status of your original W-2 process. The following screen shot is an example screen that will display. Answer the questions that display and then click **Continue**.

Correction Options

Have you distributed any of the following copies?

Form	
<input type="checkbox"/> Employee W-2	
<input type="checkbox"/> Federal W-2/W-3	
<input type="checkbox"/> CO State W-2/W-3	
<input type="checkbox"/> IL State W-2/W-3	
<input type="checkbox"/> MN State W-2/W-3	

Back Continue

- The W-2/1099 Preparer will display. Here you can change any of the employee information.

W-2/1099 Preparer - Correction Mode [98-1777432 Alpine Sports]

File Edit View Help

Verify Employee Information Next Step

Filter by: ALL Help Tips - Did you know? Read more...

How to process state corrections/amendments?

TOTALS:		Employees (9)	Corrected (0)				\$441,269.14	\$740,39.35	\$457,689.85	\$283,76.99	\$457,689.85	\$6636.54	
Box a	Box e	Box e	Box e	Box e	Box f	Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7	
SSN	Last Name	First Name	Middle Name	Name Suffix	Address Line 1	Fed Wages	Fed Withheld	SS Wages	SS Withheld	Medicare Wages	Medicare Withheld	SS Tips	
1	465-46-5456	Apple	Sam	J	8732 Champion Wz	32015.00	5620.74	33700.00	2089.40	33700.00	468.65		
2	526-49-8954	Cedar	Stacey	C	899 W. 14th St.	88306.05	16081.85	91990.70	5703.40	91990.70	1333.85		
3	520-46-5456	Douglas	Jeanne	Z	4789 E. 32 Ave.	52269.30	10688.70	53769.30	3333.75	53769.30	779.70		
4	523-65-9811	Maple	Ted	W	1632 Seedmont Dr.	34295.00	4240.67	36100.00	2238.20	36100.00	523.42		
5	525-46-5465	Oak	Geraldine	A	617 Main St.	54096.20	8604.43	55769.30	3457.75	55769.30	808.70		
6	524-98-7908	Pinon	Frank	R	1742 Pine Needle D	31868.00	3743.48	35588.00	2206.58	35588.00	516.07		
7	519-46-5465	Redwood	Tim	X	9842 E. California C	60197.15	8717.60	61697.15	3825.25	61697.15	894.65		
8	522-65-4654	Sap	Stella	S	7865 W. Grand Ave	46427.64	9360.72	46427.64	2878.50	46427.64	673.10		
9	354-65-4655	Spruce	Joanne	A	2432 W. Grand	41794.80	6981.16	42647.76	2644.16	42647.76	618.40		

Ready CAP INUM SCRL

- » To correct any box values including names, addresses, and social security numbers, simply select the box in the employee row and just type in the new value.
- » To add an employee to the W2/1099 Preparer grid, select Edit > Row > Insert and enter the new name, address, social security number, box values, etc.
- » Do not remove employees that are not being corrected; they need to remain in your filing. Only remove employees if they in fact did not need a W-2 form from your company.



Note: When you change data in the Preparer, the column and row will change to a green color which is an indication that you are in correction mode.

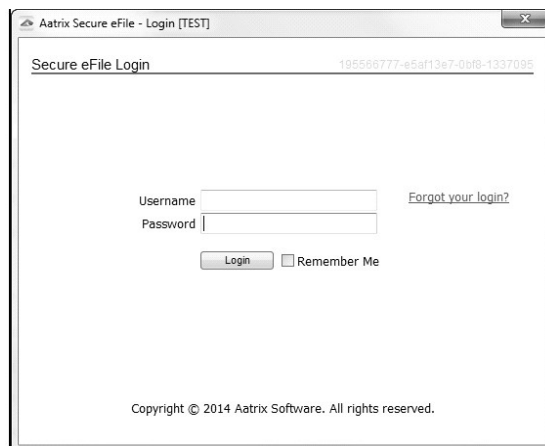
- » For any data you change, the cell values will turn blue and the far left column in the row of the employee's name will turn green. Keep in mind that all the same error checking done in the Preparer applies again just as the first time you went through.
- » The Preparer will walk you through your particular correction depending on whether your initial W-2 process was printed, efiled, or you used the complete filing option.
- » When you have completed all changes, click **Next Step**, the Divider Sheet screen will display and then the Review Data action list will appear. The action list is created based upon the type of W-2 copies previously completed, what was changed in the W-2 Preparer, and the current status of the eFiling. All this information is compiled through the software to determine what needs to be completed for the corrections made.

5. Click **Next**, the Forms Viewer will display. The forms will begin to display in the same order as displayed on the action list.



Note: The forms displayed are determined based on what has already been processed.

- » When you are done in the Forms Viewer, and if the original submission was eFiled, the eFile Wizard will appear. Enter the username and password to eFile and submit the corrections.



Aatrix Secure eFile - Login [TEST]

Secure eFile Login 195566777-e5af13e7-0bf0-1337095

Username

Password

☐ Remember Me

[Forgot your login?](#)

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After submitting, you will receive a new Aatrix Filing Identification Number (AFID).



Aatrix Secure eFile - Complete [TEST]

Complete 195566777-e5af13e7-0bf0-1337095

Your filing has been successfully received for processing, and you should receive a confirmation email shortly. If you do not receive the confirmation email, you can view your confirmations online by logging into <https://efileca.aatrix.com>.

Email sent to: Employer@Company.com

AFID*: 1337095

*The AFID (Aatrix Filing Identifier) is a number assigned to your submission for tracking purposes. Please write this number down. Refer to this number when contacting the eFile Center with questions about your submission.

Note: If the eFile Center has not submitted the filing to the agency, there is no charge to send a replacement filing. If the filing has been submitted, there is a charge per corrected employee only. Once your Federal Filing is processed a minimum charge will be implemented for all corrections. Please log on to your eFile account at efile.aatrix.com and select the Pricing tab to view your pricing.

- » The W-2C will display the information that was changed. If you are correcting an amount, the form will display the previous information from the original filing and then it will display the corrected amount. Amounts NOT being corrected will NOT be displayed. Name and SSN changes will be marked in the top right of the form. The original information will display even if it is not corrected.

Correction Mode - W-2 SSA C - Aatrix Payroll Reports [98-1777432]
File Edit View Tools Help

Report 1 of 3 941 Federal W-2C

1 page 1 Click Print Final, then click Next Step. Print Draft Print Final Prev Step Next Step

DO NOT CUT, FOLD, OR STAPLE THIS FORM Aatrix Rev. 11/22/19

44444 For Official Use Only OMB No. 1545-0047		c Tax year/Form corrected 2022 /W-2		d Employee's correct SSN 465-46-5457	
a Employer's name, address, and ZIP code ALPINE SPORTS 7432 W. PINE CREEK RD. MOUNTAIN LAKE CO 80992		e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.) Complete boxes f and/or g only if incorrect on form previously filed.		f Employee's previously reported SSN 465-46-5456	
b Employer's Federal EIN 98-1777432		g Employee's previously reported name SAM J APPLE 8732 CHAMPION WAY CHICAGO IL 60615		h Employee's address and ZIP code	
Note: Only complete money fields that are being corrected (exception for corrections involving MDSE, see the General Instructions for Form W-2 and W-3, under Specific Instructions for Form W-2, boxes 5 and 6).					
Previously reported		Correct information		Previously reported	
1 Wages, tips, other compensation	1 Wages, tips, other compensation	2 Federal income tax withheld	2 Federal income tax withheld	3 Social security wages	3 Social security wages
3 Social security wages	3 Social security wages	4 Social security tax withheld	4 Social security tax withheld	5 Medicare wages and tips	5 Medicare wages and tips
5 Medicare wages and tips	5 Medicare wages and tips	6 Medicare tax withheld	6 Medicare tax withheld	7 Social security tips	7 Social security tips
7 Social security tips	7 Social security tips	8 Allocated tips	8 Allocated tips	9	9
9	9	10 Dependent care benefits	10 Dependent care benefits	11 Nonqualified plans	11 Nonqualified plans
11 Nonqualified plans	11 Nonqualified plans	12a See instructions for box 12	12a See instructions for box 12	12b	12b
12b	12b	12c	12c	12d	12d
12d	12d	12e	12e	12f	12f
12f	12f	12g	12g	12h	12h
12h	12h	12i	12i	12j	12j
12j	12j	12k	12k	12l	12l
12l	12l	12m	12m	12n	12n
12n	12n	12o	12o	12p	12p
12p	12p	12q	12q	12r	12r
12r	12r	12s	12s	12t	12t
12t	12t	12u	12u	12v	12v
12v	12v	12w	12w	12x	12x
12x	12x	12y	12y	12z	12z
12z	12z	12aa	12aa	12ab	12ab
12ab	12ab	12ac	12ac	12ad	12ad
12ad	12ad	12ae	12ae	12af	12af
12af	12af	12ag	12ag	12ah	12ah
12ah	12ah	12ai	12ai	12aj	12aj
12aj	12aj	12ak	12ak	12al	12al
12al	12al	12am	12am	12an	12an
12an	12an	12ao	12ao	12ap	12ap
12ap	12ap	12aq	12aq	12ar	12ar
12ar	12ar	12as	12as	12at	12at
12at	12at	12au	12au	12av	12av
12av	12av	12aw	12aw	12ax	12ax
12ax	12ax	12ay	12ay	12az	12az
12az	12az	12ba	12ba	12bb	12bb
12ba	12ba	12bc	12bc	12bd	12bd
12bd	12bd	12be	12be	12bf	12bf
12bf	12bf	12bg	12bg	12bh	12bh
12bh	12bh	12bi	12bi	12bj	12bj
12bj	12bj	12bk	12bk	12bl	12bl
12bl	12bl	12bm	12bm	12bn	12bn
12bn	12bn	12bo	12bo	12bp	12bp
12bp	12bp	12bq	12bq	12br	12br
12br	12br	12bs	12bs	12bt	12bt
12bt	12bt	12bu	12bu	12bv	12bv
12bv	12bv	12bw	12bw	12bx	12bx
12bx	12bx	12by	12by	12bz	12bz
12bz	12bz	12ca	12ca	12cb	12cb
12cb	12cb	12cc	12cc	12cd	12cd
12cd	12cd	12ce	12ce	12cf	12cf
12cf	12cf	12cg	12cg	12ch	12ch
12ch	12ch	12ci	12ci	12cj	12cj
12cj	12cj	12ck	12ck	12cl	12cl
12cl	12cl	12cm	12cm	12cn	12cn
12cn	12cn	12co	12co	12cp	12cp
12cp	12cp	12cq	12cq	12cr	12cr
12cr	12cr	12cs	12cs	12ct	12ct
12ct	12ct	12cu	12cu	12cv	12cv
12cv	12cv	12cw	12cw	12cx	12cx
12cx	12cx	12cy	12cy	12cz	12cz
12cz	12cz	12da	12da	12db	12db
12db	12db	12dc	12dc	12dd	12dd
12dd	12dd	12de	12de	12df	12df
12df	12df	12dg	12dg	12dh	12dh
12dh	12dh	12di	12di	12dj	12dj
12dj	12dj	12dk	12dk	12dl	12dl
12dl	12dl	12dm	12dm	12dn	12dn
12dn	12dn	12do	12do	12dp	12dp
12dp	12dp	12dq	12dq	12dr	12dr
12dr	12dr	12ds	12ds	12dt	12dt
12dt	12dt	12du	12du	12dv	12dv
12dv	12dv	12dw	12dw	12dx	12dx
12dx	12dx	12dy	12dy	12dz	12dz
12dz	12dz	12ea	12ea	12eb	12eb
12eb	12eb	12ec	12ec	12ed	12ed
12ed	12ed	12ee	12ee	12ef	12ef
12ef	12ef	12eg	12eg	12eh	12eh
12eh	12eh	12ei	12ei	12ej	12ej
12ej	12ej	12ek	12ek	12el	12el
12el	12el	12em	12em	12en	12en
12en	12en	12eo	12eo	12ep	12ep
12ep	12ep	12eq	12eq	12er	12er
12er	12er	12es	12es	12et	12et
12et	12et	12eu	12eu	12ev	12ev
12ev	12ev	12ew	12ew	12ex	12ex
12ex	12ex	12ey	12ey	12ez	12ez
12ez	12ez	12fa	12fa	12fb	12fb
12fb	12fb	12fc	12fc	12fd	12fd
12fd	12fd	12fe	12fe	12ff	12ff
12ff	12ff	12fg	12fg	12fh	12fh
12fh	12fh	12fi	12fi	12fj	12fj
12fj	12fj	12fk	12fk	12fl	12fl
12fl	12fl	12fm	12fm	12fn	12fn
12fn	12fn	12fo	12fo	12fp	12fp
12fp	12fp	12fq	12fq	12fr	12fr
12fr	12fr	12fs	12fs	12ft	12ft
12ft	12ft	12fu	12fu	12fv	12fv
12fv	12fv	12fw	12fw	12fx	12fx
12fx	12fx	12fy	12fy	12fz	12fz
12fz	12fz	12ga	12ga	12gb	12gb
12gb	12gb	12gc	12gc	12gd	12gd
12gd	12gd	12ge	12ge	12gf	12gf
12gf	12gf	12gg	12gg	12gh	12gh
12gh	12gh	12gi	12gi	12gj	12gj
12gj	12gj	12gk	12gk	12gl	12gl
12gl	12gl	12gm	12gm	12gn	12gn
12gn	12gn	12go	12go	12gp	12gp
12gp	12gp	12gq	12gq	12gr	12gr
12gr	12gr	12gs	12gs	12gt	12gt
12gt	12gt	12gu	12gu	12gv	12gv
12gv	12gv	12gw	12gw	12gx	12gx
12gx	12gx	12gy	12gy	12gz	12gz
12gz	12gz	12ha	12ha	12hb	12hb
12hb	12hb	12hc	12hc	12hd	12hd
12hd	12hd	12he	12he	12hf	12hf
12hf	12hf	12hg	12hg	12hh	12hh
12hh	12hh	12hi	12hi	12hj	12hj
12hj	12hj	12hk	12hk	12hl	12hl
12hl	12hl	12hm	12hm	12hn	12hn
12hn	12hn	12ho	12ho	12hp	12hp
12hp	12hp	12hq	12hq	12hr	12hr
12hr	12hr	12hs	12hs	12ht	12ht
12ht	12ht	12hu	12hu	12hv	12hv
12hv	12hv	12hw	12hw	12hx	12hx
12hx	12hx	12hy	12hy	12hz	12hz
12hz	12hz	12ia	12ia	12ib	12ib
12ib	12ib	12ic	12ic	12id	12id
12id	12id	12ie	12ie	12if	12if
12if	12if	12ig	12ig	12ih	12ih
12ih	12ih	12ii	12ii	12ij	12ij
12ij	12ij	12ik	12ik	12il	12il
12il	12il	12im	12im	12in	12in
12in	12in	12io	12io	12ip	12ip
12ip	12ip	12iq	12iq	12ir	12ir
12ir	12ir	12is	12is	12it	12it
12it	12it	12iu	12iu	12iv	12iv
12iv	12iv	12iw	12iw	12ix	12ix
12ix	12ix	12iy	12iy	12iz	12iz
12iz	12iz	12ja	12ja	12jb	12jb
12jb	12jb	12jc	12jc	12jd	12jd
12jd	12jd	12je	12je	12jf	12jf
12jf	12jf	12jj	12jj	12jk	12jk
12jk	12jk	12jl	12jl	12jm	12jm
12jm	12jm	12jn	12jn	12jo	12jo
12jo	12jo	12jp	12jp	12jq	12jq
12jq	12jq	12jr	12jr	12js	12js
12js	12js	12jt	12jt	12ju	12ju
12ju	12ju	12jv	12jv	12jw	12jw
12jw	12jw	12jx	12jx	12jy	12jy
12jy	12jy	12jz	12jz	12ka	12ka
12ka	12ka	12kb	12kb	12kc	12kc
12kc	12kc	12kd	12kd	12ke	12ke
12ke	12ke	12kf	12kf	12kg	12kg
12kg	12kg	12kh	12kh	12ki	12ki
12ki	12ki	12kj	12kj	12kl	12kl
12kl	12kl	12km	12km	12kn	12kn
12kn	12kn	12ko	12ko	12kp	12kp
12kp	12kp	12kq	12kq	12kr	12kr
12kr	12kr	12ks	12ks	12kt	12kt
12kt	12kt	12ku	12ku	12kv	12kv
12kv	12kv	12kw	12kw	12kx	12kx
12kx	12kx	12ky	12ky	12kz	12kz
12kz	12kz	12la	12la	12lb	12lb
12lb	12lb	12lc	12lc	12ld	12ld
12ld	12ld	12le	12le	12lf	12lf
12lf	12lf	12lg	12lg	12lh	12lh
12lh	12lh	12li	12li	12lj	12lj
12lj	12lj	12lk	12lk	12ll	12ll
12ll	12ll	12lm	12lm	12ln	12ln
12ln	12ln	12lo	12lo	12lp	12lp
12lp	12lp	12lq	12lq	12lr	12lr
12lr	12lr	12ls	12ls	12lt	12lt
12lt	12lt	12lu	12lu	12lv	12lv
12lv	12lv	12lw	12lw	12lx	12lx
12lx	12lx	12ly	12ly	12lz	12lz
12lz	12lz	12ma	12ma	12mb	12mb
12mb	12mb	12mc	12mc	12md	12md
12md	12md	12me	12me	12mf	12mf
12mf	12mf	12mg	12mg	12mh	12mh
12mh	12mh	12mi	12mi	12mj	12mj
12mj	12mj	12mk	12mk	12ml	12ml
12ml	12ml	12mn	12mn	12mo	12mo
12mo	12mo	12mp	12mp	12mq	12mq
12mq	12mq	12mr	12mr	12ms	12ms
12ms	12ms	12mt	12mt	12mu	12mu
12mu	12mu	12mv	12mv	12mw	12mw
12mw	12mw	12mx	12mx	12my	12my
12my	12my	12mz	12mz	12na	12na
12na	12na	12nb	12nb	12nc	12nc
12nc	12nc	12nd	12nd	12ne	12ne
12ne	12ne	12nf	12nf	12ng	12ng
12ng	12ng	12nh	12nh	12ni	12ni
12ni	12ni	12nj	12nj	12nk	12nk
12nk	12nk	12nl	12nl	12nm	12nm

Example Scenario 2

A customer submitted the Complete Filing Option W-2s and Aatrix has processed the eFile and mailed out the copies. Corrections are made with the processes outlined above do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?

No, Aatrix does not need to be notified. When the customer selects to Correct W-2s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been

processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal W-2s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal or State W-2s have been processed.

Example Scenario 3

A customer submitted printed copies of W-2s to their employees. Corrections are made with the processes outlined above but not eFiled. Is there a charge for the corrected W-2s?

No, there is not a charge for reprinting corrected W-2s. If you process corrections after a filing has been sent to the agency, the software will produce W-2Cs. The employee will receive a W-2C when the SSA portion of the original filing has been sent to the agency.

Reprinting W-2s

This document describes how to reprint W-2 forms that you have processed.

The W-2 reprinting process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).

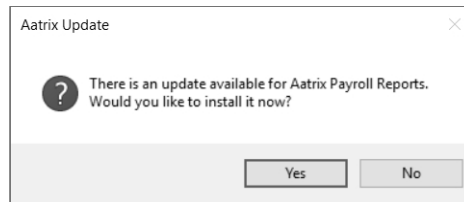
Exporting Data from CenterPoint Payroll

1. Begin processing W-2s by selecting **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.
- 2. The Federal Tax Forms screen will display.

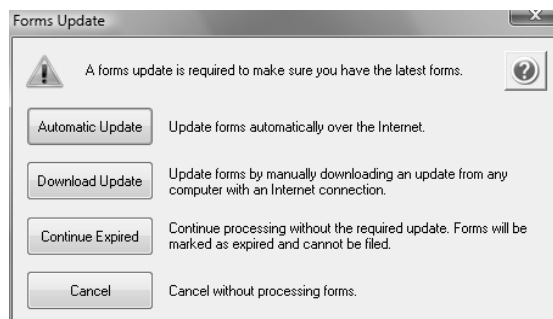
- 3. Select the appropriate **Employer**.
- 4. In the **Report Method** box, select **History**.
- 5. In the **Report** box, select the form and year you want to reprint, for example, select **2022 W-2/W-3** and **2022** in the **Year**.
- 6. Under employees, select whether you want to include **Non-Agricultural Employees**, **Agricultural Employees**, or **Both**.
- 7. Click **OK**.
- 8. It may take several minutes for the payroll data to be transferred to the W-2 printing process. Actual time will depend on the number of employees in your database.

Forms Update

- » The following **Forms Update** screen will display if you chose not to perform the Aatrix update when you first selected Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms or State Tax Forms. If you want to continue processing your forms without performing the required update, click **Continue Expired**.

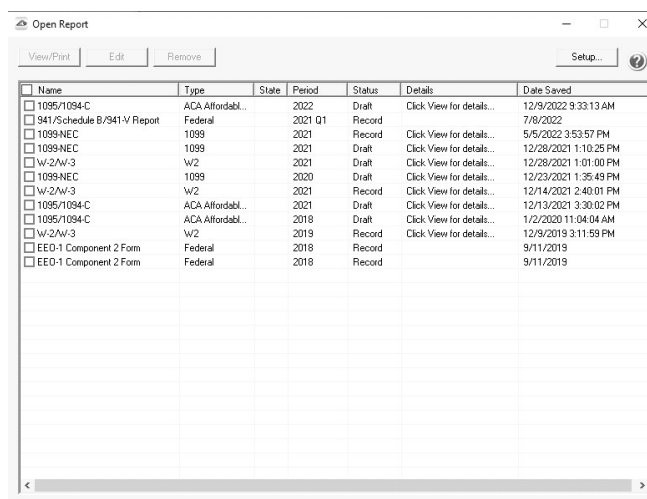


Note: Expired forms will be marked as expired and **cannot** be filed. This screen will continue to display each time you choose not to perform the required update until you click Yes when first prompted to install the available update or you click **Automatic Update** or **Download Update** to perform the required update from this screen.



W-2 History File Options

1. If you've previously processed Federal Forms, the Open Report screen displays.

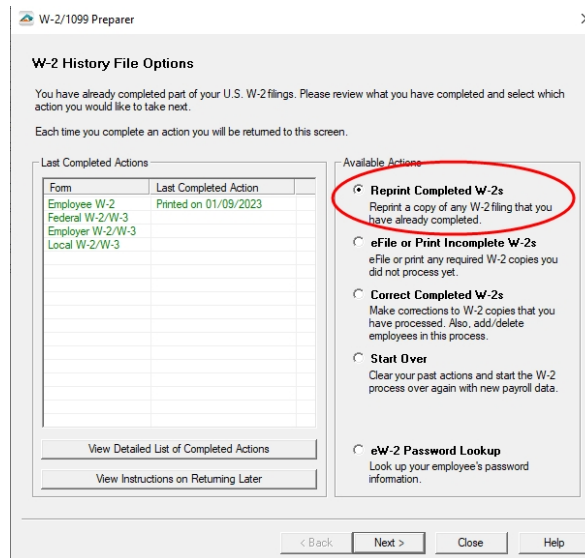


2. Select the form you want to reprint and then click **Edit**.



Note: The W-2 History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

3. Choose **Reprint Completed W-2s** on the right and click **Next**.



W-2 History File Options

You have already completed part of your U.S. W-2 filings. Please review what you have completed and select which action you would like to take next.

Each time you complete an action you will be returned to this screen.

Form	Last Completed Action
Employee W-2	Printed on 01/09/2023
Federal W-2/W-3	
Employer W-2/W-3	
Local W-2/W-3	

View Detailed List of Completed Actions

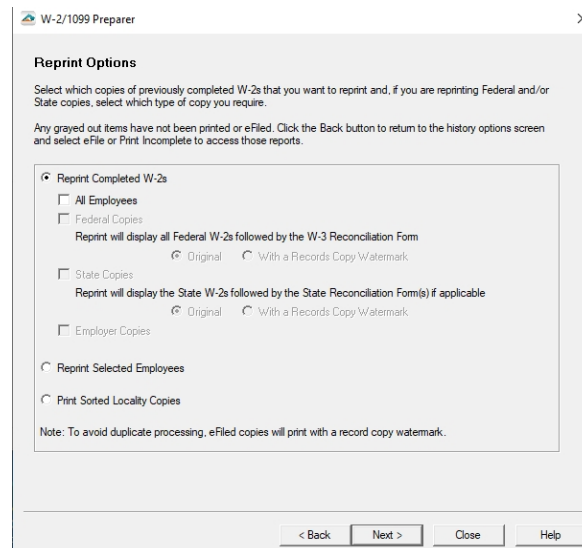
View Instructions on Returning Later

Available Actions

- ☒ **Reprint Completed W-2s**
Reprint a copy of any W-2 filing that you have already completed.
- ☐ **eFile or Print Incomplete W-2s**
eFile or print any required W-2 copies you did not process yet.
- ☐ **Correct Completed W-2s**
Make corrections to W-2 copies that you have processed. Also, add/delete employees in this process.
- ☐ **Start Over**
Clear your past actions and start the W-2 process over again with new payroll data.
- ☐ **eW-2 Password Lookup**
Look up your employee's password information.

< Back Next > Close Help

4. Click **Next**.
5. A Reprint Options screen will display. If you want to reprint completed W-2s, select **Reprint Completed W-2s** and then select what you wish to reprint **All Employee**, **Federal Copies** or **State Copies** (original or watermarked) or **Employer Copies**, if you want to reprint only for specific employees, select **Reprint Selected Employee** copies, or to reprint local copies, select **Print Sorted Locality Copies**.



Reprint Options

Select which copies of previously completed W-2s that you want to reprint and, if you are reprinting Federal and/or State copies, select which type of copy you require.

Any grayed out items have not been printed or eFiled. Click the Back button to return to the history options screen and select eFile or Print Incomplete to access those reports.

☒ **Reprint Completed W-2s**

- ☐ **All Employees**
- ☐ **Federal Copies**
Reprint will display all Federal W-2s followed by the W-3 Reconciliation Form
☒ Original ☐ With a Records Copy Watermark
- ☐ **State Copies**
Reprint will display the State W-2s followed by the State Reconciliation Form(s) if applicable
☒ Original ☐ With a Records Copy Watermark
- ☐ **Employer Copies**

☐ **Reprint Selected Employees**

☐ **Print Sorted Locality Copies**

Note: To avoid duplicate processing, eFiled copies will print with a record copy watermark.

< Back Next > Close Help

6. Click **Next**.
 - » If you selected to reprint State Copies, a screen will display that allows you to select the state W-2s you want to reprint.
 - » If you selected to Print Sorted Locality Copies, a screen will display where you can choose the locality W-2 to reprint.

- » If you selected to Reprint Selected Employees, the Reprint Employee Options screen displays, select which employee copies you want to reprint and then select the employee(s) you want to reprint W-2s for.

W-2/1099 Preparer

Reprint Employee Options

Select which employee copies you want to reprint

☒ All Employees
☐ Selected Employees
☐ Employee Instructions Only

Selected Employees Tool

SSN: Search

First Name: Clear

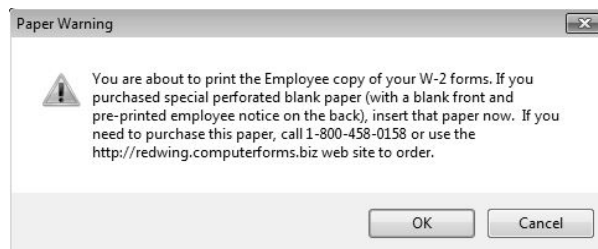
Last Name:

Search Results ☒ Select All/None Sort by: SSN

SSN	Last Name	First Name
<input checked="" type="checkbox"/> 354-65-4655	Spruce	Joanne
<input checked="" type="checkbox"/> 465-46-5456	Apple	Sam
<input checked="" type="checkbox"/> 519-46-5465	Redwood	Tim
<input checked="" type="checkbox"/> 520-46-5456	Douglas	Jeanne
<input checked="" type="checkbox"/> 521-89-5222	Berry	Jerry
<input checked="" type="checkbox"/> 522-65-4654	Sap	Stella
<input checked="" type="checkbox"/> 523-46-5433	Cottonwood	John
<input checked="" type="checkbox"/> 523-65-9811	Maple	Ted

< Back Next > Close Help

7. Click **Next**.
8. The first selected W-2 form will be displayed. To print this first form, click **Print Final** and then **Yes**. Once the data is printed, click **Next Step** to continue to the next selected form. You will be reminded when to insert special perforated blank paper with a pre-printed employee notice on the back, you will be notified to insert the pre-printed form prior to printing.



9. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.
10. The W-2 History Options screen displays again. Click **Close**.

Reporting Wages for H-2A Employees on W-2s

The Federal government requires wages for H-2A employees to be reported on W-2s. This document explains the steps necessary to report H-2A wages on W-2s.

[Edit H-2A Employee Setup](#)

[Enter a Totals Pay Run](#)

[Process W-2s](#)

Delete the Totals Pay Run

Edit H-2A Employee Setup

H-2A employees must be setup to have their wages reported on a W-2. Most employers do not withhold taxes from H-2A employee pay checks. However, in order for the wages to display in Box 1 of the W-2, the wages must be setup as subject to the Federal Withholding Tax, even if no tax is actually withheld.

If your state requires wages to be reported in Box 16, see the steps in the note after step 6.

1. Select **Setup > Employees**. Highlight the first H-2A employee and click **Edit**. Select the **Payroll** tab.

The screenshot shows the 'Apple, Sam J.' employee setup window with the 'Payroll' tab selected. The 'Employer Selection' table lists 'Alpine Spo' as 'Alpine Sports' with status 'Active'. The 'Pay Information' section includes 'Pay Period: Weekly', 'Tax State: IL', 'SUTA State: IL', 'Workers' Comp Class: Salesperson', 'Pay Method: Hourly', 'Work Shift', and 'Bilingual Check Stub: English'. The 'Federal Reporting Information' section has checkboxes for 'Agricultural Employee (Form 943)', 'Employer Pays Employee FICA', 'H-2A' (checked), 'Statutory Employee (Form W-2)', and 'Third Party Sick Pay (Form W-2)'. The 'Wages Reported On' dropdown is set to 'W-2'.

2. Select the **H-2A** check box.
3. Change **Wages Report On** to **W-2**.
4. Select the **Taxes** tab. Check **Federal** in the box at the bottom of the screen.

The screenshot shows the 'H2A, Henry' employee setup window with the 'Taxes' tab selected. The 'Tax Detail' section shows 'Abbreviation: Alpine Spo' and 'Name: Alpine Sports'. The bottom left section contains a list of tax types with checkboxes: 'Federal' (checked), 'Colorado', 'Illinois', and 'Minnesota'.

5. Highlight the **Federal** line in the box on the upper left side. Below, uncheck all taxes besides the Federal Withholding. When it asks if you want to delete the tax, select **Yes**.
6. Highlight the **Federal Withholding** line in the upper box. To the right, change the **Filing Status** to **Exempt**.



Important Note: Leave the Active check box selected for . If the Federal Withholding is deactivated the taxable wages will not display in Box 1 on Form W-2.

7. Click **Save**. Repeat steps 1 - 6 for each H-2A employee.



If your state requires wages to be reported in Box 16 on the W-2, follow the steps below:

- » Add the State Withholding tax (as you did for the Federal tax in step 3 above).
- » Highlight the State Withholding tax in the upper-left, and then to the right, select **Use Alternate Flat Tax** and verify the **Flat Tax Percent** is **0%**.
- » Click **Save**.

Enter a Totals Pay Run

If you have paid the H-2A employees without having the Federal Withholding setup, their wages will not pull into the W-2s. This can be corrected by entering a totals pay run for the H-2A employees. **IMPORTANT:** Once the W-2s are complete, the totals pay run should be deleted or wages on pay reports will be incorrect.

1. Select **Reports > Reports > Payroll Data Reports > Payroll Register** and run the **Payroll Register Summary** for last year. This will show each employees gross earnings.
2. Go to **Setup > Payroll Details > Start-up Pay**. Start-up pay creates a totals pay run that is not posted and does not print checks, but is included in reports such as W-2s. The process is the same as a standard pay run only without a post or print step.
 - » Click **New**.
 - » On the **Select** tab, enter the pay period dates as last year. Select the H-2A employees and move them to the right.
 - » Select the **Enter Pay** tab. For each employee, enter the total wages for last year.
 - » Click **Save**.

Process W-2s

To process W-2s, go to **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**. For detailed instructions please see the topic .

Delete the Totals Pay Run

1. Select **Setup > Payroll Details > Start-up Pay**.
2. Select the totals pay run entered above and click **Delete**.

Reporting Employer Paid Health Insurance on the W-2

The Affordable Healthcare Act requires most employers to report the cost of employer sponsored health insurance in Box 12 on the W-2. CenterPoint can easily track the employer paid portion of health insurance and both the employee deduction and employer benefit amounts can be reported on the W-2.

[Option A: Add Benefit to CenterPoint. This will automatically be added to W-2s](#)

[Option B: Manually add Health Insurance to W-2 grid in Aatrix](#)

Option A: Edit the Health Insurance Deduction

1. Select **Setup > Payroll Details > Deductions & Benefits**. Click on the Health Insurance deduction and choose **Edit**.

2. If the deduction/benefit is already calculating the employee and employer share of health insurance, make sure the **W-2 Box - Options** for both the Employee and Employer detail is filled in with *Box 12 Code DD - Cost of employer-sponsored health coverage*, then click **Save**. The health insurance amounts will print in Box 12 Code DD on the W-2.
3. If the deduction is currently setup to calculate just the employee share, it will need to be updated to include the employer share as well.
 - » Change the **Contributor** to **Both**.
 - » Select an **Expense Account**
 - » Fill in the Employer Detail section. The **W-2 Box - Option** should be **Box 12 Code DD**.
 - » Click **Save**.
4. If you do not currently have a deduction/benefit set up for Health Insurance, please see the document *Deduction & Benefit Setup*.

Add Employer Share of Health Insurance to Employee

Once the Deduction/Benefit is setup with the employer share, the amount the employer pays must be added to the employees record.

1. Select **Setup > Employees**. Highlight the employee and click **Edit**.
2. Click on the **Deductions & Benefits** tab. In the upper box, select the Employer line under the Health Insurance deduction/benefit.

Expense Account	Percent
Benefits Expense	100.00%

3. Enter the **Rate**. This is the amount of benefit that will be calculated with each pay run.
4. Click **Save**.
5. Repeat for each employee.

Option B: Manually Add to Aatrix Grid

1. Follow W-2 steps like usual until you get to the W-2 Preparer (grid).
2. Right-click on column header and choose **Insert**.
 - a. Enter a name for the column.
 - b. Enter a default value (optional).
 - c. Click **OK**.
3. This adds a Yellow - Unassigned column to the grid.
4. Click on the Yellow - Unassigned header and choose **Box 12 - Code DD**.
5. Enter the appropriate amount for each employee.
6. Continue processing W-2s as usual.

Add Life Insurance or Personal Auto Use Amounts to the Employee W-2

The steps below identify the process to use if your accountant specifies that an amount needs to be added to an employee's W-2 for an employees use of a personal/company vehicle or for providing life insurance in excess of \$50,000, after all payrolls are complete for the year.

These steps will not add any liabilities to your payroll. It is simply a way to reflect the amount in the employee history and their tax forms. If you are paying social security and medicare you will have to pay the employee and employer share of

tax. The benefit amount will display on the employee W-2 and any state forms. The employee W-2 will also display the appropriate withholding amount.

After using this process, you will need to pay any additional amount for the employee/employer share of social security and medicare on your 941 Form.

Step A - Create an Earning

Step B - Create a Deduction

Step C - Add the Earning and Deduction to the Employee

Step D - Process a Startup Pay Run



Note: If your accountant provides you with the amounts prior to the last pay run being processed for the year, follow the same procedures, except include the earning and deduction in a normal pay run instead of a startup pay run (Step D). By including them as part of the last pay run of the year, the employee's share of payroll taxes for this benefit will be deducted from their pay check.

Step A - Create an Earning:

1. Select **Setup > Payroll Details > Earnings**. Click **New**.

2. Enter an appropriate **Abbreviation** and **Name** for this earning. In our example, we are using Auto Usage. Specify the appropriate **Expense Account** for this earning.
3. Select **Regular Pay** as the **Type**, and **Fixed Rate** as the **Method**. All other fields on the General tab can be ignored.
4. Select the **Taxes** tab. For **Federal Withholding**, **State Withholding**, **Medicare** and **Social Security** put a check mark in the **Subject to But Don't Withhold** column. The same thing should be done for any local (county, city, school district, etc.) taxes the employee would normally pay.

Jurisdiction	Tax Abbreviation	Tax Name	Taxes Calc.	Exclude From	Subject To But Don't	Calculate Employer	Flat Percent
MN	MNBikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
CO	BikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
CO	CO SUTA	Colorado State Unem...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
CO	CO W/H Tax	Colorado State Withh...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
Federal	FUTA	Federal Unemployem...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
Federal	Fed W/H	Federal Withholding T...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.000000%
MN	FishTG	Fishing Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
IL	IL SUTA	Illinois State Unemplo...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
IL	IL W/H Tax	Illinois State Withhold...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
Federal	Medicare	Medicare Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
MN	MN SUTA	Minnesota State Une...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
MN	MN W/H Tax	Minnesota State With...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.000000%
CO	Office	Office/Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
CO	Sales	Sales Person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
MN	MNSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
IL	ILSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
CO	StuInstr	Stu Instructor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
Federal	Soc Sec	Social Security Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
IL	ILStoreMgr	Store Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
MN	MNStoreMgr	Store Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%
CO	StoreMgr	Store Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000000%

5. Click **Save**.

Step B - Create a Deduction

1. Select **Setup > Payroll Details > Deductions & Benefits**. Click **New**.

2. Enter an appropriate **Abbreviation** and **Name** for this deduction. In our example, we are again using Auto Usage.
3. The **Type** should be **Other Taxable Deduction/Benefits**. Select **Employee** in the **Contributor** field.
4. In the **Liability** account field, use the same expense account that was used in the setup of the Earning.
5. In the **W-2 Box - Options** field, select the **Box** specified by your accountant (For personal auto usage, box 14 is normally used. Box 12c can be used for Life Insurance in Excess of \$50,000.).
6. The **Employee Method** should be **Fixed Amount**. All other fields on the General tab can be ignored.
7. Click **Save**.

Step C - Add the Earning and Deduction to the Employee

1. Select **Setup > Payroll Details > Employees**. Select an **employee** that needs either the life insurance or personal auto usage added to their W-2 and click **Edit**.
2. Select the **Earnings** tab.

The screenshot shows the 'Employees' window with the 'Earnings' tab selected for employee 'Cedar, Stacey C.'. The 'Earning Detail' section on the right shows the following information:

Field	Value
Abbreviation	Alpine Spo
Name	Alpine Sports
Base Hourly Rate	\$10.00
Base Piece Rate	\$0.00
Base Salary Rate	\$0.00

Below the table is a 'Default Rates' button. On the left, a tree view shows the 'Alpine Spo' category expanded, with sub-items: Bonus, CompCar, PTO-Salary, Salary, and Vac-Salary. Below this, a list of checkboxes includes '1/2 Day Ski Lessons - Adult', '1/2 Day Ski Lessons - Child', 'Bonus', 'Commissions', 'Company Car' (checked), 'Fly Fishing', 'Hourly Pay', and 'Ice Fishing'.

3. In the lower left corner of the Earnings tab, select the **Earning** that was created in Step A. Leave the **Rate** at **0**.
4. Select the **Deductions & Benefits** tab.

The screenshot shows the 'Employees' window with the 'Deductions & Benefits' tab selected for employee 'Cedar, Stacey C.'. The 'Deduction/Benefit Detail' section on the right shows the following information:

Field	Value
Abbreviation	Alpine Spo
Name	Alpine Sports

On the left, a tree view shows the 'Alpine Spo' category expanded, with sub-items: 401kPrnt, Employee, Employer, CompCar, DentalIns, Employee, Employer, HealthIns, Employee, and Employer. Below this, a list of checkboxes includes '401k Fixed Amount', '401k Percent of Wages' (checked), 'Company Car' (checked), 'Dental Insurance (Pre-tax)' (checked), 'Health Insurance (Pre-tax)' (checked), 'Health Savings Account - Family', 'Health Savings Account - Individual', and 'Payroll Advance Repayment'.

5. In the lower left corner of the Deductions & Benefits tab, select the **Deduction** that was created in Step B. Leave the **Rate** at **0**.
6. Repeat steps 1-5 for each employee that needs personal auto usage or life insurance amounts added to their W-2.

Step D - Process a Start-Up Pay Run:

1. Select **Setup > Payroll Details > Start-up Pay**. Click on **New**.

2. Enter the appropriate **Dates** (Pay Period From, To, and Pay Date). These can all be set to 12/31/09 if you'd like.
3. Select the **employee(s)** you will be entering the personal auto usage or life insurance information for. Employees can be selected by moving them to the right using the green right-arrow button.
4. Click on the **Pay** tab.

Earning	Hours	Rate	Amount
Bonus	0.00	0.00	0.00
Company Car	0.00	2,500.00	2,500.00
Paid Time Off - S	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00
Salary Pay	0.00	0.00	0.00
Vacation - Salary	0.00	0.00	0.00

5. Zero out any **Salary Pay** or other earning amounts.
6. Enter the **Amount** of the company car or life insurance in the appropriate Earning.
7. Double-click on **Deductions** to see all deduction details.

Start-up Pay

Company: Alpine Sports Pay Date: 12/31/09 Pay Run Number: 00050

Employee First Name, Last Name: Jerry S. Berry Net Pay: 2232

Gross Earnings: 2,500.00 Total Hours: 0.00

Regular Earnings: 2,500.00

Earning	Hours	Rate	Amount
Bonus	0.00	0.00	0.00
Company Car	0.00	2,500.00	2,500.00
Paid Time Off - S	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00
Salary Pay	0.00	0.00	0.00
Vacation - Salary	0.00	0.00	0.00

Time Sheet Earn: 0.00

Deductions: 0.00

Deduction	Amount	Override
401k Fixed Amou	0.00	<input checked="" type="checkbox"/>
Company Car	2500.00	<input type="checkbox"/>
Health Savings A	0.00	<input checked="" type="checkbox"/>
Store Purchases	0.00	<input type="checkbox"/>

Employee Taxes: 267.25

Leave Available: Paid Time Off 423.10, Vacation - Manag 153.36

Buttons: Save, Cancel, Calculate, Recall, Options, Close

8. Zero out all deduction amounts displayed.
9. For the personal auto usage or life insurance **Deduction**, enter the same **Amount** that was entered for the Earning.
10. Click **Save**.

Add Health Insurance Paid Through an S-Corp on Behalf of > 2% Shareholders

The steps below identify the process to use if your accountant specifies that an amount needs to be added to a shareholder's W-2 for health insurance paid through an S-Corp on behalf of > 2% shareholders, **after all payrolls are complete for the year**.

These steps will not add any liabilities to your payroll. It is simply a way to reflect the amount in the employee history and their tax forms. If you are paying social security and medicare you will have to pay the employee and employer share of tax. The benefit amount will display on the employee W-2 and any state forms. The employee W-2 will also display the appropriate withholding amount.

After using this process, you will need to pay any additional amount for the employee/employer share of social security and medicare on your 941 Form.

[Step A - Create an Earning](#)

[Step B - Create a Deduction](#)

[Step C - Add the Earning and Deduction to the Employee](#)

[Step D - Process a Pay Run](#)



Note: If processing during an actual pay run, you can process as a taxable benefit instead of using an earning and deduction.

Step A - Create an Earning:

1. Select **Setup > Payroll Details > Earnings**. Click **New**.

Earnings

List Detail Filter Reports

S-Corp Insurance

General Taxes Deductions & Benefits

Earning Information

Abbreviation: SCI Expense Account: Benefits Expense

Name: S-Corp Insurance ☐ Work Shifts Apply

Type: Regular Pay ☒ Include in Minimum Wage Calculation

Method: Fixed Rate Author: ☐ Active

Earning Detail

Base Rate: \$0.00 ☒ Tips (No Allocation of Tip Shortfall Required)

Multiplier: 1.00 ☐ Indirect Tips (IRS Form 8027 Required)

Rate: \$0.00 ☐ Direct Tips (Allocation of Tip Shortfall is Required, IRS Form 8027 and W-2 Box 8)

☐ Requires Hours To Be Tracked Allocation Rate: 8.00

Additional Notes

Save Cancel Close

2. Enter an appropriate **Abbreviation** and **Name** for this earning. In our example, we are using S-Corp Insurance. Specify the appropriate **Expense Account** for this earning.
3. Select **Regular Pay** as the **Type**, and **Fixed Rate** as the **Method**. All other fields on the General tab can be ignored.
4. Select the **Taxes** tab. For **Federal Withholding** and **State Withholding**, put a check mark in the **Subject to But Don't Withhold** column. The same thing should be done for any local (county, city, school district, etc.) taxes the employee would normally pay. Social Security and Medicare taxes are not taxable.



Note: If processing during an actual pay run, you can have Federal Withholding, State Withholding, etc. marked as taxable.

Earnings

List Detail Filter Reports

S-Corp Insurance

General Taxes Deductions & Benefits

Jurisdiction	Tax Abbreviation	Tax Name	Taxes Calculated On Earning	Exclude From Earning	Subject To But Don't Withhold (Employee Only)	Calculate Employer Share	Flat Percentage Rate
MN	MNBikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	BikeTG	Bike Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO SUTA	Colorado State Unem.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	CO W/H Tax	Colorado State Withh.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	FUTA	Federal Unemployme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Fed W/H	Federal Withholding T.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	FishTG	Fishing Tour Guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL SUTA	Illinois State Unemplo.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	IL W/H Tax	Illinois State Withhold.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Medicare	Medicare Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MN SUTA	Minnesota State Unem.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MN W/H Tax	Minnesota State Withh.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Office	Office/Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Sales	Sales Person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
MN	MNSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	ILSales	Salesperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
CO	Skiinstr	Ski Instructor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
Federal	Soc Sec	Social Security Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%
IL	ILStoreMgr	Store Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00000%

Calculate All Taxes Exclude All Taxes All Taxes Apply But Don't Withhold

Save Cancel Close

5. Click **Save**.

Step B - Create a Deduction

1. Select **Setup > Payroll Details > Deductions & Benefits**. Click **New**.

The screenshot shows the 'Deductions & Benefits' window with the 'General' tab selected. The 'Deduction / Benefit Information' section includes fields for Abbreviation (SCI), Name (S-Corp Insurance), Type (Other Taxable Deduction/Benefits), and Contributor (Employee). The 'Employee Detail' section shows W-2 Box - Options (Box 14 - Other), Employee Method (Fixed Amount), and Schedule (Monthly Pay Periods 1,2,3,4, and 5). The 'Employer Detail' section shows W-2 Box - Options (Box 14 - Other), Employer Method (% of Employee Deduction/Gross Wages (Mul)), and Schedule (Monthly Pay Periods 1,2,3,4, and 5). A 'Rate Table' is displayed with columns for From, Up To, Match Ded, and Match Gro, showing a rate of 0.000000% for the first range. The 'Active' checkbox is checked. Buttons for Save, Cancel, and Close are at the bottom.

2. Enter an appropriate **Abbreviation** and **Name** for this deduction. In our example, we are again using S-Corp Insurance.
3. The **Type** should be **Other Taxable Deduction/Benefits**. Select **Employee** in the **Contributor** field.
4. In the **Liability** account field, use the same expense account that was used in the setup of the Earning.
5. In the **W-2 Box - Options** field, select the **Box** specified by your accountant (For S-Corp Insurance, box 14 is normally used.).
6. The **Employee Method** should be **Fixed Amount**. All other fields on the General tab can be ignored.
7. Click **Save**.

Step C - Add the Earning and Deduction to the Employee

1. Select **Setup > Payroll Details > Employees**. Select an **employee** that needs the S-Corp Insurance added to their W-2 and click **Edit**.
2. Select the **Earnings** tab.

The screenshot shows the 'Employees' window for Cedar, Stacey C. The 'Earnings' tab is selected. The 'Earning Detail' section shows a list of earnings on the left, including Alpine Spo, Bonus, PTO-Salary, Salary, SCI, and Vac-Salary. The 'Earning Detail' section on the right shows the details for 'Alpine Spo', including Base Hourly Rate (\$0.00), Base Piece Rate (\$0.00), and Base Salary Rate (\$0.00). The 'Default Rates' button is visible. The 'S-Corp Insurance' checkbox is checked in the list of earnings. Buttons for Save, Cancel, and Close are at the bottom.

3. In the lower left corner of the Earnings tab, select the **Earning** that was created in Step A. Leave the **Rate** at **0**.
4. Select the **Deductions & Benefits** tab.

The screenshot shows the 'Employees' window with the 'Deductions & Benefits' tab selected for employee 'Cedar, Stacey C.'. The 'Deduction/Benefit Detail' section on the right shows the following information:

- Abbreviation: Employee
- Name: S-Corp Insurance
- Schedule: Monthly Pay Periods 1,2,3,4
- Effective Date: 01/01/2006
- Employee Method: Fixed Amount
- Rate: 0.00000000

In the lower left corner, under the 'Earnings' tab, the 'S-Corp Insurance' earning is selected.

5. In the lower left corner of the Deductions & Benefits tab, select the **Deduction** that was created in Step B. Leave the **Rate** at **0**.
6. Repeat steps 1-5 for each shareholder that needs health insurance amounts added to their W-2.

Step D - Process a Pay Run:

1. Select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**. Click on **New**.

The screenshot shows the 'Pay Employees' window with the 'Pay Run Information' section. The following information is entered:

- Company: Alpine Sports
- Pay Date: 12/31/2014
- Pay Run Number: 00051
- Pay Period From: 12/31/2014
- To: 12/31/2014
- Pay Date: 12/31/2014
- Deduction/Benefit Frequency: 1st Pay Period of the Month
- Extra Frequency: (empty)
- Memo Line: (empty)
- Exclude Default Pay Amounts: (unchecked)

The 'Employees' list shows the following employees:

Employee Abbreviation	Employee Last Name, First
AppleS	Apple, Sam J
BerryJ	Berry, Jerry S
CottonJ	Cottonwood, John Q
DouglasJ	Douglas, Jeanne Z
MapleT	Maple, Ted W

The 'Cedar, Stacey C.' employee is selected in the list.

2. Enter the appropriate **Dates** (Pay Period From, To, and Pay Date). These can all be set to 12/31/14 if you'd like.
3. Select the **shareholders** you will be entering the health insurance information for. Shareholders can be selected by moving them to the right using the green right-arrow button.
4. Click on the **Enter Pay** tab.

Company: Alpine Sports Pay Date: 12/31/2014 Pay Run Number: 00051

1. Select Employees 2. Enter Pay 3. Special Adjustments 4. Totals 5. Prepayment Reports 6. Print Checks

Employee... / Net Pay
Stacey C. C...

Weeks Worked: 2

Gross Earnings: 857.58 Total Hours: 0.00 Total Offered: 0.00

Regular Earnings: 857.58

Earning	Hours	Rate	Amount	Detail
Bonus	0.00	0.00	0.00	
Paid Time Off - S	0.00	0.00	0.00	
Salary Pay	0.00	0.00	0.00	
S-Corp Insurance	0.00	857.58	857.58	
Vacation - Salary	0.00	0.00	0.00	

Time Sheet Earni: 0.00

Deductions: 34.30

Employee Taxes: 9.00

Employer Benefit: 155.61

Employer Taxes: 5.95

Leave Available: Leave / Paid Time Off / Vacation - Manag

Buttons: Detail, Calculate, Recall, Options, Save, Cancel, Close

5. Zero out any **Salary Pay** or other earning amounts.
6. Enter the **Amount** of the health insurance in the appropriate Earning.
7. Double-click on **Deductions** to see all deduction details.

Company: Alpine Sports Pay Date: 12/31/2014 Pay Run Number: 00051

1. Select Employees 2. Enter Pay 3. Special Adjustments 4. Totals 5. Prepayment Reports 6. Print Checks

Employee... / Net Pay
Stacey C. C...

Weeks Worked: 2

Gross Earnings: 857.58 Total Hours: 0.00 Total Offered: 0.00

Regular Earnings: 857.58

Earning	Hours	Rate	Amount	Detail
Bonus	0.00	0.00	0.00	
Paid Time Off - S	0.00	0.00	0.00	
Salary Pay	0.00	0.00	0.00	
S-Corp Insurance	0.00	857.58	857.58	
Vacation - Salary	0.00	0.00	0.00	

Time Sheet Earni: 0.00

Deductions: 857.58

Deduction	Amount	Override
401k Percent of	0.00	<input checked="" type="checkbox"/>
Dental Insurance	0.00	<input checked="" type="checkbox"/>
Health Insurance	0.00	<input checked="" type="checkbox"/>
S-Corp Insurance	857.58	<input checked="" type="checkbox"/>
Store Purchases	0.00	<input type="checkbox"/>

Employee Taxes: 11.00

Buttons: Detail, Calculate, Recall, Options, Save, Cancel, Close

8. Zero out all deduction amounts displayed.
9. For the S-Corp insurance **Deduction**, enter the same **Amount** that was entered for the Earning.
10. Click **Save**..

Affordable Care Act (ACA) Forms - Prepare and Print and/or eFile

The instructions in this document include the information necessary to set up CenterPoint Payroll in order to process Forms 1094-C and 1095-C.

[Step A - Set the Employer ACA Specifics](#)

[Step B - Set your Employee ACA Coverage](#)

[Step C - Print the ACA Forms](#)

[Frequently Asked Questions](#)

For detailed information about the Affordable Care Act, see the following publications:

[Publication 5208 Affordable Care Act: Are you an applicable large employer?](#) -

<http://www.irs.gov/pub/irs-pdf/p5208.pdf>

[Q & A on Employer Shared Responsibility Mandate](#) - <http://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act>

[Q & A on Information Reporting Mandate](#) - <http://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Reporting-of-Offers-of-Health-Insurance-Coverage-by-Employers-Section-6056>

[Affordable Care Act Mandates for Employers](#) - <http://www.irs.gov/Affordable-Care-Act/Employers>

[Q & A on Affordable Care Act Mandates](#) - <http://www.irs.gov/Affordable-Care-Act/Affordable-Care-Act-Tax-Provisions-Questions-and-Answers>

[1094-C and 1095-C Instructions](#) - <http://www.irs.gov/instructions/i109495c>

Step A - Set the Employer ACA Specifics

1. Select **Setup > Payroll Details > Employers**.

2. Select your employer and click **Edit**.
3. Under ACA/Insurance Information, select the **Family Medical Insurance Provided** checkbox if family medical insurance is provided by the employer.
4. This step should only be completed if you are self-insuring your employees with your own health insurance and not insuring your employees through an insurance company. If you do not self-insure your employees, skip to Step 6. Under ACA information, on the bottom of the **General** tab, select the **Self-Insured Coverage** check box. When this check box is selected, the Part III Employer Provided Self-Insured check box will be marked on the 1095-C Transmittal form.
5. If you selected the Self-Insured Coverage check box, in the **Origin** box, select the code that will display for the Origin on the 1095-B. The options are:
 - » A - Small Business Health Options Program (SHOP).
 - » B - Employer-sponsored coverage.
 - » C - Government-sponsored program.
 - » D - Individual market insurance.
 - » E - Multi-employer plan.
 - » F - Other designated minimum essential coverage.
 - » G - Individual Coverage HRA (Health Reimbursement Arrangement)
6. Under **1094-C Certifications of Eligibility**, select the appropriate boxes:
 - » **Qualifying Offer Method** - Check this box if the employer is eligible to use and is using the Qualifying Offer Method to report the information on Form 1095-C for one or more full-time employees. To be eligible to use the Qualifying Offer Method for reporting, the employer must certify that it made a Qualifying Offer to one or more of its full-time employees for all months during the year in which the employee was a full-time employee for whom an employer shared responsibility payment could apply.
 - » **Section 4980H Transition Relief** - Check this box if the employer is eligible for section 4980H Transition Relief under either:

- » 2015 Section 4980H Transition Relief for ALEs with Fewer Than 100 Full-Time Employees, Including Full-Time Equivalent Employees (50-99 Transition Relief), or
 - » 2015 Transition Relief for Calculation of Assessable Payments Under Section 4980H(a) for ALEs with 100 or More Full-Time Employees, Including Full-Time Equivalent Employees (100 or More Transition Relief).
 - » **98% Offer Method** - Check this box if the employer is eligible for and is using the 98% Offer Method. To be eligible to use the 98% Offer Method, an employer must certify that taking into account all months during which the individuals were employees of the employer and were not in a Limited Non-Assessment Period, the employer offered, affordable health coverage providing minimum value to at least 98% of its employees for whom it is filing a Form 1095-C employee statement, and offered minimum essential coverage to those employees' dependents.
6. Click **Save**.
 7. Click **Close**.

Step B - Set your Employee ACA Information

1. Select **Setup > Employees**.
2. Select an employee and click **Edit**.
3. Select the **Payroll** tab.
4. Select the **Consent to Electronic 1095** if this employee consents to not receive a paper 1095 form and to **only** receive the 1095 electronically to be viewed electronically through Aatrix. If this box is selected, a signed consent form must be on file. This form can be printed from **Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic 1095 Consent** in the **Report** box.
5. Select the **ACA Information** tab.
6. Select the **Employer** this employee is associated with for reporting on the 1094-C and 1095-C.
7. Click **Add**.



Note: For specific instructions from the IRS regarding the lines on the 1095-C and 1094-C, please visit the IRS website at <http://www.irs.gov/instructions/i109495c>

8. Select the New Coverage Period's **Year** and **Month**.
9. Click **OK**.
10. Select the **Status**. The options are Full-Time, Part-Time or Not Employed.
11. Select the **Offer** coverage code. This code will be used for Line 14 on the 1095-C .



Note: The Red Wing Software Technical Support department will not be able to inform you about what code you should be selecting in this field. If necessary, please either contact your tax preparer or accountant or use the links above provided by the IRS.

- » **Not Applicable (No Form):** Select this option if you want an employee to be included in the ACA counts, but excluded from printing a 1095 form, for example for part-time employees.
- » **1A - Qualifying Offer:** Minimum essential coverage providing minimum value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% mainland single federal poverty line and at least minimum essential coverage offered to spouse and dependent(s).
- » **1B - Minimum Essential Coverage (Employee Only):** Minimum essential coverage providing minimum value offered to employee only.
- » **1C - Minimum Essential Coverage (Dependents Not Spouse) -** Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) (not spouse).
- » **1D. - Minimum Essential Coverage (Spouse Not Dependents) -** Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to spouse (not dependent(s)).
- » **1E - Minimum Essential Coverage (Dependents & Spouse) -** Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) and spouse.
- » **1F - Minimum Essential Coverage NOT Providing Minimum Value -** Minimum essential coverage not providing minimum value offered to employee, or employee and spouse or dependent (s), or employee, spouse and dependents.
- » **1G - Offer of Coverage (Not Full-Time) -** Offer of coverage to employee who was not a full-time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.
- » **1H - No Offer of Coverage -** The employee was not offered any health coverage or employee offered coverage that is not minimum essential coverage.
- » **1J - Minimum Essential Coverage (Conditionally Spouse, NOT Dependents) -** Essential coverage providing minimum value offered to you; minimum essential coverage conditionally offered to your spouse' and minimum essential coverage NOT offered to your dependent(s)
- » **1K - Minimum Essential Coverage (Conditionally Spouse & Dependents) -** Essential coverage providing minimum value offered to you; minimum essential coverage conditionally offered to your spouse; and minimum essential coverage offered to your dependent(s).

- » **1L - Individual Coverage HRA (Employee only) with affordability determined by primary residence ZIP code** - Individual coverage HRA offered to employee only with affordability determined by using employee's primary residence location ZIP code.
- » **1M - Individual Coverage HRA (Employee & Dependents, not Spouse) with affordability determined by primary residence ZIP code** - Individual coverage HRA offered to employee and dependent(s) (not spouse) with affordability determined by using employee's primary residence location ZIP code.
- » **1N - Individual Coverage HRA (Employee, Spouse & Dependents) with affordability determined by primary residence ZIP code** - Individual coverage HRA offered to employee, spouse, and dependent(s) with affordability determined by using employee's primary residence location ZIP code.
- » **1O - Individual Coverage HRA (Employee only) using primary employment ZIP code affordability safe harbor** - Individual coverage HRA offered to employees only using the employee's primary employment site ZIP code affordability safe harbor.
- » **1P - Individual Coverage HRA (Employee & Dependents, not Spouse) using primary employment ZIP code affordability safe harbor** - Individual coverage HRA offered to employee and dependent(s) (not spouse) using the employee's primary employment site ZIP code affordability safe harbor.
- » **1Q - Individual Coverage HRA (Employee, Spouse & Dependents) using primary employment ZIP code affordability safe harbor** - Individual coverage HRA offered to employee, spouse, and dependent(s) using employee's primary employment site ZIP code affordability safe harbor.
- » **1R - Individual Coverage HRA that is NOT affordable** - Individual coverage HRA that is NOT affordable offered to employee; employee and spouse, or dependent(s); or employee, spouse and dependents.
- » **1S - Individual Coverage HRA (Not Full-Time)** - Individual coverage HRA offered to an individual who was not a full-time employee.
- » **1T - Individual Coverage HRA (Employee & Spouse, No Dependents)** with affordability determined by primary residence ZIP code.
- » **1U - Individual coverage HRA (Employee & Spouse, No Dependents)** using primary employment ZIP code affordability safe harbor.
- » **1I - Qualifying Offer Transition Relief (2015 Only)**

12. Enter the **Employee Share of Lowest-Cost Monthly Premium** if you selected 1B, 1C, 1D or 1E in the Offer field. This amount is used for Line 15 of the 1095-C. Enter the amount of the employee share of the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to the employee (this amount may not be the amount the employee is paying for the coverage, for example, if the employee chose to enroll in more expensive coverage such as family coverage or if two plans were offered and the employee chose the higher cost plan).
13. Select a **Section 4980H Safe Harbor Code** if one of the following situations applied to the employee (this is an optional field, but should be selected if any of the situations listed below apply to the employee). In some circumstances more than one situation could apply to the same employee in the same month. For example, an employee could be enrolled in health coverage for a particular month during which he or she is not a full-time

employee. However, only one code may be used for a particular calendar month. For any month in which an employee enrolled in minimum essential coverage, indicator code 2C reporting enrollment is used instead of any other indicator code that could also apply. For an employee who did not enroll in health coverage, there are some specific ordering rules for which code to use; see the descriptions of the codes below.

- » **2A - Employee Not Employed** - Select code 2A if the employee was not employed on any day of the calendar month. Do not use code 2A for a month if the individual was an employee of the employer on any day of the calendar month. Do not use code 2A for the month during which an employee terminates employment with the employer.
- » **2B - Employee not Full-time** - Select code 2B if the employee is not a full-time employee for the month and did not enroll in minimum essential coverage, if offered for the month. Enter code 2B also if the employee is a full-time employee for the month and whose offer of coverage (or coverage if the employee was enrolled) ended before the last day of the month solely because the employee terminated employment during the month (so that the offer of coverage or coverage would have continued if the employee had not terminated employment during the month). Also use this code for January 2015 if the employee was offered health coverage no later than the first day of the first payroll period that begins in January 2015 and the coverage offered was affordable for purposes of the employer shared responsibility provisions under section 4980H and provided minimum value.
- » **2C - Employee Enrolled in Coverage Offered** - Select code 2C for any month in which the employee enrolled in health coverage offered by the employer for each day of the month, regardless of whether any other code in Code Series 2 might also apply (for example, the code for a section 4980H affordability safe harbor).
- » **2D - Employee in Section 4980H(b)** - Select code 2D for any month during which an employee is in a Limited Non-Assessment Period for section 4980H(b). If an employee is in an initial measurement period, enter code 2D (employee in a section 4980H(b) Limited Non-Assessment Period) for the month, and not code 2B (employee not a full-time employee). For an employee in a section 4980H(b) Limited Non-Assessment Period for whom the employer is also eligible for the multi-employer interim rule relief for the month code 2E, enter code 2E (multi-employer interim rule relief) and not code 2D (employee in a Limited Non-Assessment Period).
- » **2E - Multi-employer Interim Rule Relief** - Select code 2E for any month for which the multi-employer interim guidance applies for that employee. This relief is described under Offer of Health Coverage definition on the IRS website at <http://www.irs.gov/instructions/i109495c/ar01.html#d0e655>.



Note for Codes 2F through 2H: Although employers may use the section 4980H affordability safe harbors to determine affordability for purposes of the multi-employer interim guidance, an employer eligible for the relief provided in the multi-employer interim guidance for a month for an employee should enter code 2E (multiemployer interim rule relief), and not a code for the section 4980H affordability safe harbors (codes 2F, 2G, or 2H).

- » **2F - Section 4980H - Form W-2** - Select code 2F if the employer used the section 4980H Form W-2 safe harbor to determine affordability for purposes of section 4980H(b) for this employee for the year. If an employer uses this safe harbor for an employee, it must be used for all months of the calendar year for which the employee is offered health coverage.

- » **2G - Section 4980H - Federal Poverty Line** - Select code 2G if the employer used the section 4980H federal poverty line safe harbor to determine affordability for purposes of section 4980H(b) for this employee for any month(s).
- » **2H - Section 4980H - Rate of Pay** - Select code 2H if the employer used the section 4980H rate of pay safe harbor to determine affordability for purposes of section 4980H(b) for this employee for any month(s).
- » **2I - Non-calendar Year Transition Relief(2015 Only)** -Select code 2I if non-calendar year transition relief for section 4980H(b) applies to this employee for the month. See the instructions at <http://www.irs.gov/instructions/i109495c/ar01.html#d0e655> under Section 4980H Transition Relief for 2015 and 2015 Section 4980H(b) Transition Relief for Employers with Non-Calendar Year Plans (Form 1095-C, line 16, code 2I), for a description of this relief. This code was valid for 2015 only.

14. The **Dependents** section is used for Lines 17-22 on the 1095-C.



Note: If the Self-Insured check box is not selected in Setup > Payroll Details > Employers, the label above the Dependents Grid will display "Dependents (Not Required Unless Self-Insured)" and if the Self-Insured check box is selected in Setup > Payroll Details > Employers, the label above the Dependents Grid will display "Dependents (Required)". The first line in the Dependents grid will automatically display the current employee's information. Select the **Incl** check box to include the dependent on the 1095-C. Enter the dependents associated with this employee. The First Name and Last Name are required fields. The DOB is a required field if the SSN is not entered. The Middle initial, Suffix, and SSN are optional fields. Dependents or blank rows can be removed from the grid by right-clicking on the dependent row and then selecting Delete Row. Dependents apply to all coverage periods.

15. Repeat Steps 5-10 for each coverage period for this employee.
16. Click **Save**.
17. Repeat Steps 1-13 for all employees.



Note: A coverage period can be copied to from one employee to one or more additional employees (excluding dependents) by right-clicking on the coverage period on the left side of the screen or selecting the coverage period on the left side of the screen and clicking the Copy To button and then selecting the employee(s) to copy the coverage period to and clicking Copy.

18. You can print the Employee ACA Setup report from **Reports > Reports > Payroll Setup Lists > Employees > Employee ACA Setup** to list the employee ACA setup information. By default, the report will show employees that are not set up with ACA. To add ACA information for an employee, edit the employee (s) and select the ACA Information tab. To show employees that are set up, change the ACA Setup filter to Yes.

Step C - Print the ACA Forms



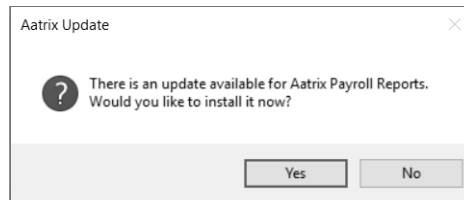
Note: The example below is for the 1094/1095-C forms, if you are processing the 1094/1095-B forms the screens that display may appear slightly different.

1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

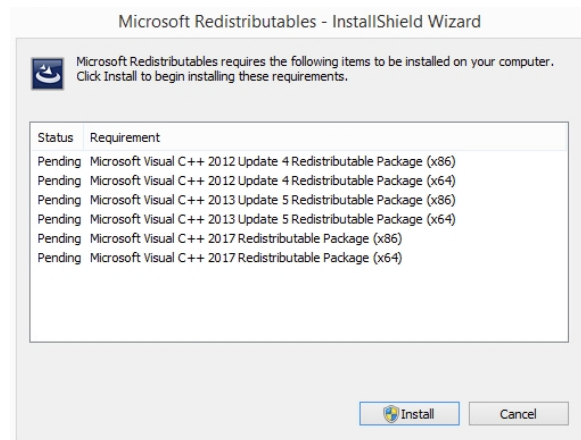
- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.
2. The Federal Tax Forms screen will display.

A screenshot of the "Federal Tax Forms" application window. The window has a title bar with standard Windows controls. The main area is titled "General" and contains four fields: "Employer" with the text "Alpine Sports" and a magnifying glass icon; "Report Method" with a dropdown menu showing "Normal"; "Report" with a dropdown menu showing "2022 1095/1094-C"; and "Year" with a dropdown menu showing "2022". At the bottom of the window, there are buttons for "Backup", "Restore", "OK", and "Close", along with a help icon. A status bar at the very bottom shows "Register" and "Registration Status: GOOD to Saturday, December 30, 2023".

3. Select the **Employer** you want to print the 1095-C for.
4. Select **Normal** in the **Report Method**. History is used to view or edit a previously saved form.
 - a. Select either **2022 1095/1094-C** or **2022 1095/1094-B** in the **Report** field. For information about the Affordable Care Act reporting forms and what the differences are between the forms, see the Frequently Asked Questions section of this document, contact your tax preparer or accountant, or use the links above provided by the IRS.
 - » You may be prompted with the following Microsoft® Redistributables screen if you have not previously installed the technology pieces required to prepare/print/efile ACA forms.



- » If this Microsoft Redistributables screen displays, click **Install**.
- » On the Welcome screen, click **Next**.
- » On the Ready to Install the Program screen, click **Install**.
- » On the Completed screen, click **Finish**.

5. Select **2022** in the **Year** field.
6. Click **OK**. It may take several minutes for the payroll data to be transferred to the printing process. Actual time will depend on the number of employees in your database.



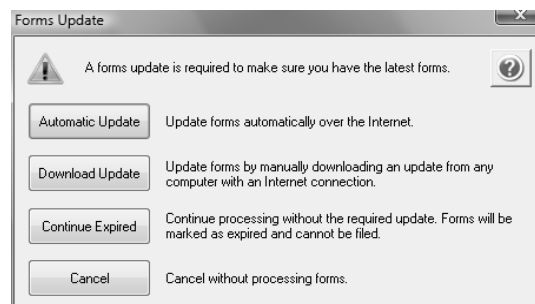
Note: if you do not have an internet connection and/or your registration has expired, you will be prompted to register. [Click here](#) for step-by-step instructions on how to manually register Aatrix.

Forms Update

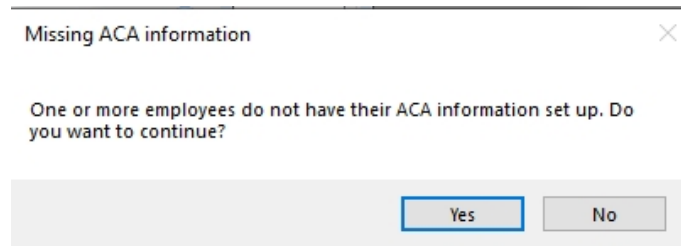
If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.



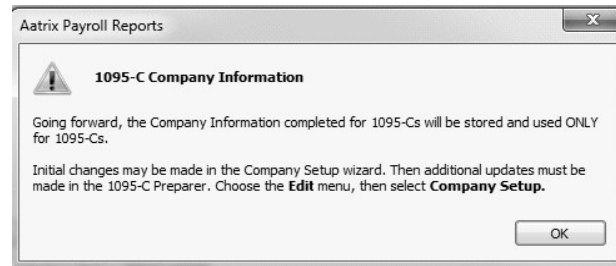
Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



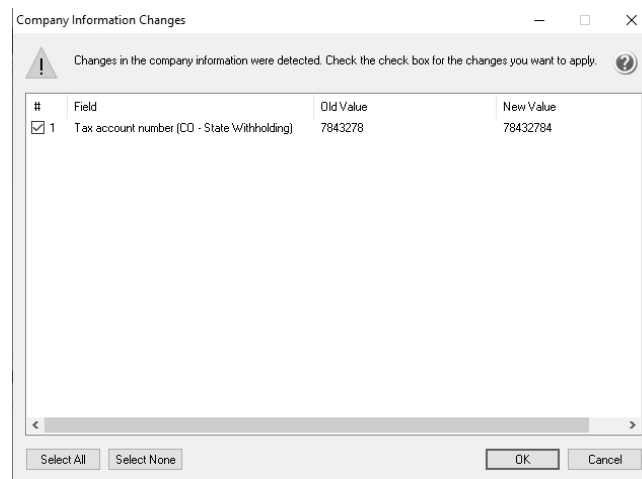
7. If employees are found to be missing ACA information setup for the year you will receive a message asking if you want to continue, if you select Yes, the employees will print, but will not have any of the ACA-specific information generated.



8. The **1095-C or 1095-B Company Information** screen displays to remind you that changes are stored only for 1095s and if needed to change Company Information from **Edit > Company Setup** in the 1095 Preparer in Aatrix. Click **OK**.



9. If changes have been made in CenterPoint Payroll that affect the information used on the ACA forms, the screen below displays indicating that changes were detected in the company information. Choose to either accept or reject these changes. To accept only certain changes, use the check box provided to indicate which changes to apply. Any changes that are accepted will overwrite the current data stored in the Company Setup Wizard. The Company Setup Wizard will display to allow you to review the new data updates.



10. If this is the first time 1095s are being processed this year, the **ACA Setup Wizard** will automatically be displayed. The wizard will guide you through the process of verifying data and efilings or printing year end forms. Select **No thanks, start processing my 1095/1094s**, then click **Next**.

11. The **Taxpayer Identification Number** for this company is displayed. If it's correct, click **Next**. If it's incorrect, click **Cancel**. You will need to go back into your program and select **Setup > Payroll Details > Employers > Taxes** tab to correct the number and then start the export process again..

12. The **Multiple Payroll Data Files** option will be displayed. Select **Yes** if you have multiple payroll databases with the same EIN and see the Frequently Asked Questions section in this document for more information. Otherwise select **No** and click **Next**.

13. Review your **Company Information**. The system will notify you if any required fields have incorrect or missing information. Click **Next** if the screen is correct, if it's incorrect, click Cancel. You will need to go back into your program and select **Setup > Payroll Details > Employers** to correct the information and then start the export process again.

14. Specify the correct **Tax Preparer Type**. If you are processing the ACAs for your company/employer or if you are a paid 3rd party tax preparer. If you are a 3rd party tax preparer, you will then be prompted for your information. After making the selection, click **Next**.


15. Specify the correct **Designated Government Entity** type. After making the selection, click **Next**.

16. The **Employee & Covered Individual Social Security Numbers** screen displays, determine if you want to truncate employee and covered individual social security numbers and how the truncation should appear, with asterisks or X's and then click **Next**.

17. The **Employer Information** screen displays. Review and update the ALE Member Information, Certifications of Eligibility, and ALE Member Information - Monthly sections accordingly and click **Next**.

 If you receive a *Windows Defender Firewall has blocked some features of this app* message, click **Allow Access**.

 **Note:** This screen does not display for 1094/1095-Bs.

 **Note:** The Red Wing Software Technical Support department will not be able to inform you about the specific selections appropriate for your company. If necessary, please either contact your tax preparer or accountant or use the links above provided by the IRS. The Tips Section, the text that displays when you place your cursor over the underlined text on the screen (Hover Text), and the Help Icon may also be helpful. If you have any errors during this process, they will be displayed in the Error Section.

Step 1 of 5: Employer Information
Instructions: Verify Employer Information

ALE Member Information

Does this employer provide self-insured coverage? ☐ YES ☒ NO
 Do any employees have foreign addresses? ☐ YES ☒ NO
 Enter the total number of Forms 1095-C submitted with this transmittal: 0
PART I OF 1094-C, LINE 18

Is this the Authoritative Transmittal for this EIN / ALE Member? ☐ YES ☒ NO
 Are all employees included for this EIN / ALE Member? ☐ YES ☒ NO
 Enter the total number of Forms 1095-C filed by and/or on behalf of EIN / ALE Member:
PART II OF 1094-C, LINE 20

Is this the Total number of Forms 1095-C filed by and/or on behalf of EIN/ALE Member. This field is not editable if you have answered Yes to the question above.
[Click here for more information](#)
PART III OF 1094-C

Certifications of Eligibility (Check all that apply)
PART II OF 1094-C, LINE 22

☐ Qualifying Offer Method
☐ Reserved
☐ Reserved
☐ 98% Offer Method

ALE Member Information - Monthly
PART III OF 1094-C

	Minimum Essential Coverage Offer	Full-Time Employee Count	Total Employee Count	Aggregated ALE Group Member	Reserved
All Year	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
January	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
February	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
March	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
April	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
May	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
June	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
July	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
August	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
September	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
October	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
November	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>
December	<input type="checkbox"/>	0	0	<input type="text"/>	<input type="text"/>

Errors:
 Indicate if this employer provides self-insured coverage

18. The **Employee Contact Information** screen displays. Review and update any of the employee information, and then click **Next**. The screen is split into two sections the top displays all of the employees and the bottom displays the selected employee.



Note: If you change any of the information here, it is not saved in CenterPoint Payroll. If necessary, you can cancel this process and go to Setup > Employees in CenterPoint Payroll to change and the restart this process.



Note: If you are printing 1094/1095-B forms, please see the Frequently Asked Questions section in this document for more information about verifying/changing the Policy Origin Code on the Employee Contact Information screen.

98-177432 ALPINE SPORTS - 2022 1095/1094-C Preparer

Step 2 of 5: Employee Contact Information
Instructions: Verify Employee Information

EMPLOYEE INFORMATION

	Last Name	First Name	MI	Suffix	Address 1	Age	Month	State(s)	Coverage Offer	Employee Share	Safe Harbor	Zip Code
1	APPLE	SAM	J		8732 CHAMPION	18	01		1A			

Employee Entry **Covered Individuals**

SSN: 465-46-5456
 Last Name: APPLE First Name: SAM MI: J Suffix:
 Address 1: 8732 CHAMPION Address 2:
 City: CHICAGO State: IL Zip Code: 60615
 Email Address: Jan 1 Age: 18 ☐ Electronic Only Plan Start Month: 01 Destination State(s): None selected

Offer of Coverage
 ALL YEAR JANUARY FEBRUARY MARCH APRIL MAY JUNE JULY AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER
 Offer of Coverage 1A
 Employee Required Contribution (see instructions)
 Section 4980H Safe Harbor and Other Relief
 Zip Code

Errors:
 Changes can be made in the Employee Entry section and/or in the Employee rows.



Note: If the Offer code set on the Setup > Employees > ACA Information tab for the employee is set to 1L, 1M or 1N the Zip Code under the month headers on this screen, will display with the employee's home address zip code. If the Offer code set on the Setup > Employees > ACA Information tab for the employee is set to 1O, 1P or 1Q the Zip Code under the month headers on this screen, will display with the employer's address zip code.

19. The **Employee Covered Individuals** screen displays. This screen only applies if the employer provided self-insured coverage. Click **Next** if you did not provide self-insured coverage. If this screen applies to you and you did not select that you provide self-insured coverage, click the link to return to the employer screen or if you provide self-insured coverage and need to add covered individuals, click the Add Covered Individuals button.

99-1777432 ALPINE SPORTS - 2022 1095/1094-C Preparer

File Edit Help

Step 3 of 5: Employee Covered Individuals

Instructions: Verify Covered Individuals Information

1 2 3 4 5

PREVIOUS NEXT SAVE HELP

EMPLOYEE INFORMATION					JAN 1	PLAN START	DESTINATION	ALL YEAR				
	Last Name	First Name	MI	Suffix	Address 1	Age	Month	State(s)	Coverage Offer	Employee Share	Safe Harbor	Zip Code
1	APPLE	SAM	J		8732 CHAMPION	18	01		1A			

Employee Entry Add Employee Remove Employee Covered Individuals Add Covered Individual Remove Covered Individual

To report covered individuals the question "Does this employer provide self-insured coverage" must be selected. [Click here](#) to return to the employer screen.

Tips show less

Additional help is available when having headers, errors, and other new ACA terms.

More information >

Add Employee Remove Employee

If there are errors on your forms, they will be shown below in red.

20. The **Employee Electronic Delivery** screen displays. Verify and update the employee electronic deliver information, for example name, email address, etc, and then click **Next**. Any employee that has opted in to receiving an electronic version will have the Electronic Only box selected (no paper copy will be printed and mailed to the employee if the Complete ACA eFile Service is used). **Note:** If you change any of the information here, it is not saved in CenterPoint Payroll. If necessary, you can cancel this process and go to Setup > Employees in CenterPoint Payroll to change and the restart this process.

98-1777432 ALPINE SPORTS - 2022 1095/1094-C Preparer

File Edit Help

Step 4 of 5: Employee Electronic Delivery

Instructions: Verify Employee Electronic Delivery Information

1 2 3 4 5

PREVIOUS NEXT SAVE HELP

City	State	Zip	Electronic Only	Email Address
CHICAGO	IL	60615	<input type="checkbox"/>	

JAN 1 PLAN START DESTINATION ALL YEAR

Age Month State(s) Coverage Offer Employee Share Safe Harbor Zip Code

18 01 1A

Employee Entry Add Employee Remove Employee Covered Individuals Add Covered Individual Remove Covered Individual

SSN: 465-46-5456

Last Name: APPLE First Name: SAM MI: J Suffix:

Address 1: 8732 CHAMPION Address 2:

City: CHICAGO State: IL ZIP Code: 60615

Email Address: Jan 1 Age: 18 ☐ Electronic Only Plan Start Month: 01 Destination State(s): None selected

Offer of Coverage ALL YEAR JANUARY FEBRUARY MARCH APRIL MAY JUNE JULY AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER

Employee Required Contribution (see instructions)

Section 4980H Safe Harbor and Other Relief

Zip Code

Tips show less

Additional help is available when hovering headers, errors, and other new ACA terms.

More Information

Add Employee Remove Employee

If there are errors on your forms, they will be shown below in red.

21. The **Employee Coverage** screen displays. Verify and update the employee coverage information, and then click **Next**. **Note:** If you change any of the information here, it is not saved in CenterPoint Payroll. If necessary, you can cancel this process and go to Setup > Employees in CenterPoint Payroll to change and the restart this process.

98-1777432 ALPINE SPORTS - 2022 1095/1094-C Preparer

File Edit Help

Step 5 of 5: Employee Coverage

Instructions: Verify Employee Coverage Information

1 2 3 4 5

PREVIOUS NEXT SAVE HELP

City	State	Zip	Electronic Only	Email Address
CHICAGO	IL	60615	<input type="checkbox"/>	

JAN 1 PLAN START DESTINATION ALL YEAR

Age Month State(s) Coverage Offer Employee Share Safe Harbor Zip Code

01 1A

Employee Entry Add Employee Remove Employee Covered Individuals Add Covered Individual Remove Covered Individual

SSN: 465-46-5456

Last Name: APPLE First Name: SAM MI: J Suffix:

Address 1: 8732 CHAMPION Address 2:

City: CHICAGO State: IL ZIP Code: 60615

Email Address: Jan 1 Age: ☐ Electronic Only Plan Start Month: 01 Destination State(s): None selected

Offer of Coverage ALL YEAR JANUARY FEBRUARY MARCH APRIL MAY JUNE JULY AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER

Employee Required Contribution (see instructions)

Section 4980H Safe Harbor and Other Relief

Zip Code

Tips show less

Additional help is available when hovering headers, errors, and other new ACA terms.

More Information

Add Employee Remove Employee

If there are errors on your forms, they will be shown below in red.

22. On the Special Offer screen, review the information and then click **Close**.
23. The **1095/1094-C Printing and eFiling Options** screen will display. E-filing options are displayed with the costs associated, but that service is optional. Printing forms is free of charge. Choose the appropriate options for your company and click **Next**. See the Frequently Asked Questions section of this document for information regarding discounted eFiling if you also eFile your W-2 Forms.

ACA Preparer

1095/1094-C: Printing and eFiling Options

eFile Services allow you to **pick Filing Dates**, **FREE Corrections** before Filing Dates. [More info](#)

☒ **COMPLETE eFiling Service** Next Business Day Mailing!

	# Employees	Price / Emp	Subtotal
The eFile Center will:			
» Print and Mail Employee Copies	1	\$2.24	\$2.24
» e1095-C Only Employee Copies (What's This?)	0	\$0.99	\$0.00
» File your Federal 1095-Cs and 1094-C to the IRS	-	included	FREE
» e1095-Cs Available for all employees	-	included	FREE
TOTAL COST		MINIMUM	\$24.95

☐ **Other Options**

	# Employees	Price / Emp	Subtotal
<input type="checkbox"/> Print My Employee 1095-Cs	-	-	-
<input type="checkbox"/> eFile Federal Only 1095-Cs / 1094-C	1	\$0.49	\$0.00
<input type="checkbox"/> Print Federal Copy 1095-Cs / 1094-C	-	-	-
TOTAL COST			\$0.00

☒ Print Employer Copy 1095-Cs

Back Next Cancel

24. If you chose the Complete ACA eFiling Service, you have the option to purchase a PDF archive on a USB drive of your ACA forms, select **Yes, include a PDF archive** to purchase an archive or select **No, thank you** to continue without purchasing an archive.



Red Wing Software recommends purchasing a PDF Archive of your ACA Forms as a backup so you can easily view or reprint a filed ACA form if your Aatrix History file becomes corrupt, the file cannot be located, or you get a new computer and the file is not copied to your new computer.

ACA Preparer

PDF Archiving Available

Purchasing a **PDF Archive** allows you instant access to your **1095/1094-Cs** for only **\$34.95** (plus \$4.95 shipping and handling).

- ✓ Don't worry about locking up paper 1095/1094-Cs from prying eyes.
- ✓ Easily find your Federal 1095/1094-Cs if the Federal Agency calls with a question.
- ✓ Reprint an Employee 1095/1094-C at any time.
- ✓ PDFs are password protected for you and your employees' security.

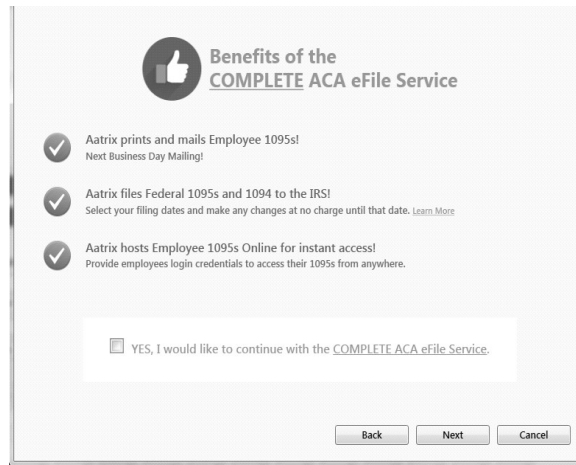
Would you like to buy a PDF Archive of your 1095/1094-Cs?

☒ **YES**
Yes, include a PDF Archive.

☐ **NO**
No, thank you.

Back Next Cancel

25. If you have not chosen the Complete ACA eFiling Service option, you have another chance to select that service instead of printing the ACA forms yourself. Click **Next** to continue.



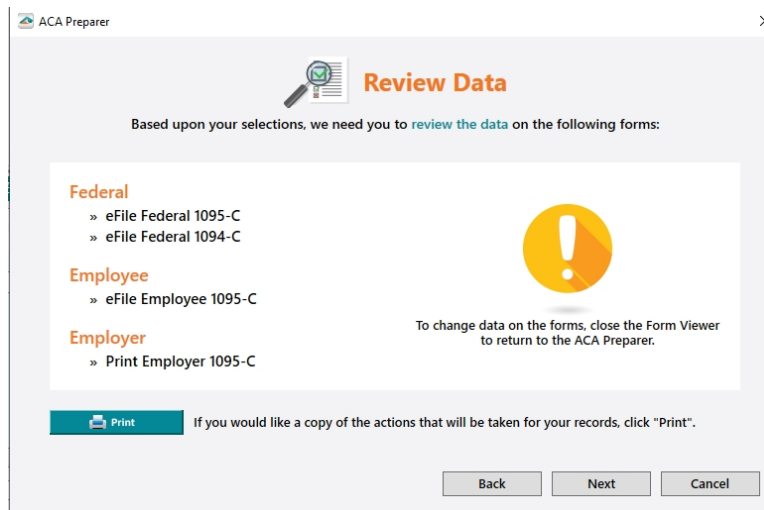
Benefits of the COMPLETE ACA eFile Service

- ✓ Aatrix prints and mails Employee 1095s! Next Business Day Mailing!
- ✓ Aatrix files Federal 1095s and 1094 to the IRS! Select your filing dates and make any changes at no charge until that date. [Learn More](#)
- ✓ Aatrix hosts Employee 1095s Online for instant access! Provide employees login credentials to access their 1095s from anywhere.

☐ YES, I would like to continue with the [COMPLETE ACA eFile Service](#).

Back Next Cancel

26. The **Review Data** screen will be displayed. Note: If you select the Print button, it will create a printed version of exactly what displays on this screen. If any changes are needed, click **Back**. Otherwise click **Next** to continue.



ACA Preparer

Review Data

Based upon your selections, we need you to [review the data](#) on the following forms:

- Federal**
 - » eFile Federal 1095-C
 - » eFile Federal 1094-C
- Employee**
 - » eFile Employee 1095-C
- Employer**
 - » Print Employer 1095-C

To change data on the forms, close the Form Viewer to return to the ACA Preparer.

Print If you would like a copy of the actions that will be taken for your records, click "Print".

Back Next Cancel

27. The 1094-C Transmittal form will be displayed. The form type is displayed in the yellow bar. It also specifies how many different forms were selected to be printed. To print this first form, click **Print Copy** to print a copy for your own records or **Print Final** to print the form to file. You will be prompted to enter plain paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.

28. The first 1095-C form will be displayed. The form type is displayed in the yellow bar. It also specifies how many different forms were selected to be printed. To print this first form, click **Print Final**. You will be prompted to enter plain paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.

29. The Report viewer is self-guided. Fields that are required for your entry are outlined in either Red or Blue. You can tab between fields. Much of the information on the report is already filled in for you from the integration between CenterPoint Payroll and Aatrix.

- CenterPoint Payroll User Guide

- c. Fill out required boxes highlighted in Red.
- d. Blue boxes may be changed. To change the information on the Aatrix screen, click the box you want to change, change the information, and then click Save. The saved changes will print on the form, but will not change anything in CenterPoint Payroll.

30. After you have completed all of the entry on the current page, click the **Next Step** button on the top of the screen.

» If you missed any information on this page, Aatrix will prompt you to enter it. The Next Step button at the top of the screen may need to be clicked multiple times until the Filing Options screen displays.

31. The Instructions for the Employee 1095-C Recipient Notice will display. Click Print Final to print a copy on blank paper. To print this first form, click **Print Copy/Final**. You will be prompted to enter plain paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form. The 1095-C Recipient Notice can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov.

1095-C Notice - Aatrix Payroll Reports [98-1777432 Alpine Sports]

File Edit View Tools Help

Report 3 of 5: Employee 1095-C Notice

1 page

Click Print Copy for your copy, then click Next Step.

Print Draft Print Copy Prev Step Next Step

Form 1095-C (2022) Instructions for Recipient

600220 Page 2

You are receiving this Form 1095-C because your employer is an Applicable Large Employer subject to the employer shared responsibility provisions in the Affordable Care Act. This Form 1095-C includes information about the health insurance coverage offered to you by your employer. Form 1095-C, Part I, includes information about the coverage, if any, your employer offered to you and your spouse and dependent(s). If you purchased health insurance coverage through the Health Insurance Marketplace and wish to claim the premium tax credit, this information will assist you in determining whether you are eligible. For more information about the premium tax credit, see Pub. 974, Premium Tax Credit (PTC). You may receive multiple Forms 1095-C if you had multiple employers during the year that were Applicable Large Employers. For example, you left employment with one Applicable Large Employer and began a new position of employment with another Applicable Large Employer. In that situation, each Form 1095-C would have information only about the health insurance coverage offered to you by the employer identified on the form. If your employer is not an Applicable Large Employer, it is not required to furnish you a Form 1095-C providing information about the health coverage it offered.

In addition, you, or any other individual who is offered health coverage because of their relationship to you (referred to here as family members), enrolled in your employer's health plan and that plan is a type of plan referred to as a "self-insured" plan, Form 1095-C, Part III, provides information about you and your family members who had certain health coverage (referred to as "minimum essential coverage") for some or all months during the year. If you or your family members are eligible for certain types of minimum essential coverage, you may not be eligible for the premium tax credit.

If your employer provided you or a family member health coverage through an insured health plan or in another manner, you may receive information about the coverage separately on Form 1095-B, Health Coverage. Similarly, if you or a family member obtained minimum essential coverage from another source, such as a government-sponsored program, an individual market plan, or miscellaneous coverage designated by the Department of Health and Human Services, you may receive information about that coverage on Form 1095-B. If you or a family member enrolled in a qualified health plan through a Health Insurance Marketplace, the Health Insurance Marketplace will report information about that coverage on Form 1095-A, Health Insurance Marketplace Statement.

Employers are required to furnish Form 1095-C only to the employee. As the recipient of this Form 1095-C, you should provide a copy to any family members covered under a self-insured employer-sponsored plan listed in Part III if they request it for their records.

Additional information. For additional information about the tax provisions of the Affordable Care Act (ACA), the premium tax credit, and the employer shared responsibility provisions, visit www.irs.gov/aca, or call the IRS Healthcare Hotline for ACA questions (800-318-4452).

Part I. Employee

Lines 1-4. Part I, lines 1 through 4, reports information about you, the employee.

Line 2. This is your social security number (SSN). For your protection, this form may show only the last four digits of your SSN. However, the employer is required to report your complete SSN to the IRS.

Part I. Applicable Large Employer Member (Employer)

Lines 7-13. Part I, lines 7 through 13, reports information about your employer.

Line 10. This line includes a telephone number for the person whom you may call if you have questions about the information reported on the form or to report errors in the information on the form and ask that they be corrected.

Part II. Employer Offer of Coverage, Lines 14-17

Line 14. The codes listed below for line 14 describe the coverage that your employer offered to you and your spouse and dependent(s), if any. (If you received an offer of coverage through a multiemployer plan due to your membership in a union, that offer may not be shown on line 14.) The information on line 14 relates to eligibility for coverage subsidized by the premium tax credit for you, your spouse, and dependent(s). For more information about the premium tax credit, see Pub. 974.

1A. Minimum essential coverage providing minimum value offered to you with an employee required contribution for self-only coverage equal to or less than 9.5% (adjusted of the 48 contiguous states single federal poverty line and minimum essential coverage offered to your spouse and dependent(s) referred to here as a Qualifying Offer). This code may be used to report for specific months for which a Qualifying Offer was made, even if you did not receive a Qualifying Offer for all 12 months of the calendar year. For information on the adjustment of the 9.5%, visit irs.gov.

1B. Minimum essential coverage providing minimum value offered to you and minimum essential coverage NOT offered to your spouse or dependent(s).

1C. Minimum essential coverage providing minimum value offered to you and minimum essential coverage offered to your dependent(s) but NOT your spouse.

1D. Minimum essential coverage providing minimum value offered to you and minimum essential coverage offered to your spouse but NOT your dependent(s).

1E. Minimum essential coverage providing minimum value offered to you and minimum essential coverage offered to your dependent(s) and spouse.

1F. Minimum essential coverage NOT providing minimum value offered to you, or you and your spouse or dependent(s), or you, your spouse, and dependent(s).

32. The Employer 1095-C will be displayed. To print this first form, click **Print Copy/Final**. You will be prompted to enter plain paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.

1095-C Employer - Aatrix Payroll Reports [98-1777432 Alpine Sports]

File Edit View Tools Help

Report 4 of 5: Employer 1095-C

1 page Click Print Final, then click Next Step. Print Draft Print Final Prev Step Next Step

Form 1095-C Employer-Provided Health Insurance Offer and Coverage OMB No. 1545-2045

Department of the Treasury Internal Revenue Service Do not attach to your tax return. Keep for your records. Go to www.irs.gov/Form1095-C for instructions and the latest information.

Part I Applicable Large Employer Member (Employer) (Lines 1-13)

Employer's name, address, and ZIP code

ALPINE SPORTS
7432 W. PINE CREEK RD.
MOUNTAIN LAKE CO 80992

Employee (Lines 1-6)

Social security number (SSN): 465-46-5456

Contact telephone number: (970) 652-0745

Employee's first name and middle initial Last name Suffix

SAM J APPLE

CHICAGO IL 60615

Employer identification number (EIN): 98-1777432

Employee's address and ZIP code

Part II Employee Offer of Coverage Employee's Age on January 1 Plan Start Month (enter 2-digit number) b.1

All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter amount code)	1A											
15 Employee Required Contribution (see instructions)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Section 179D Energy Efficient Home Credit (enter code, if applicable)												
17 ZIP Code												

Part III Covered Individuals If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.

a) Name of covered individual(s) First name, middle initial, last name	b) SSN or other TIN	c) DOB (if SSN or TIN is not available, enter all 12 months)	d) Covered	e) Months of Coverage
				Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec
18				
19				

33. The Employee 1095-C will be displayed. Click **Print Copy/Final**. You will be prompted to enter plain paper. Click **OK**. Once the data is printed, click **Next Step** to continue to the next selected form.

Efile ACA Forms



This section will not display if you have not chosen to eFile your ACA forms.

- » If you have chosen to eFile any of your forms, and you have not filed previously, the Aatrix Secure eFile screen will be displayed.

Aatrix Secure eFile - EIN NOT ENROLLED! X

EIN 779876543 Not Enrolled

To eFile with this Taxpayer EIN complete one of the following steps:

Navigate to the URL below and Enroll this Taxpayer EIN under a new eFile account

or

Navigate to the URL below and Login to your eFile account to add this new company under the Companies tab.

Once you have completed either of these steps, return to this window and click the Check Enrollment status option to eFile.

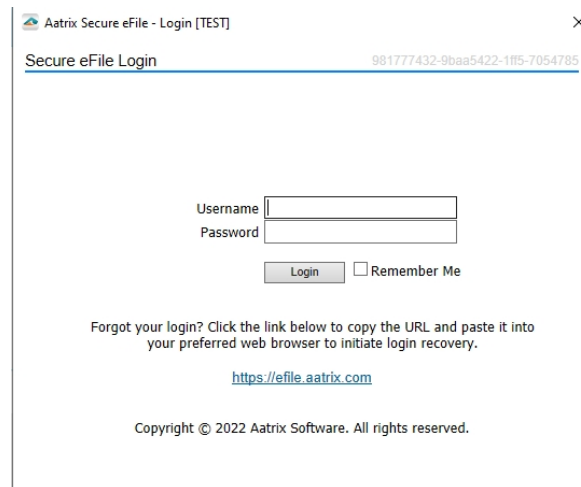
To get started, click the link below to copy the URL and paste it into your preferred web browser.

<https://efile.aatrix.com/>

Check Enrollment Status Cancel

- » If you are not enrolled to eFile with Aatrix, you can do one of the following:

- » Click the <https://efile.aatrix.com> link to be transferred immediately to the Aatrix website, then click **Enroll** in the upper-right corner to begin the enrollment process. After you are enrolled, close the Browser window and select **I have enrolled and have my Login Id**. Enter your login information and then follow the onscreen instructions to eFile your forms.
- » Click **Cancel** and enroll each Taxpayer EIN at <http://efile.aatrix.com>. Go back to CenterPoint, select your forms to eFile, **click I have enrolled and have my Login Id**, enter your login information, and then follow the onscreen instructions to eFile your forms.
- » If you are enrolled to eFile with Aatrix, click I have Enrolled and have my Login ID, enter your login information, and then follow the onscreen instructions to eFile your forms.



- » If you need additional information during the efile process, [click here](#) or enter <https://www.aatrix.com/support/knowledgebase/windows/> to view answers to common questions.
- » For additional information about efilng and to view videos about the efile process, [click here](#) or enter <http://partner.aatrix.com/redwing>
- » When the efile process is complete, the Complete screen will indicate that your filing was successfully received for processing. A confirmation email will be sent to the email address specified on this screen.
- » The AFID (Aatrix Filing Identifier) is a number assigned to your submission for tracking purposes.



Note: It is important to write this number down. It will be required when contacting the eFile Center with questions about your submission.

- » If you efiled your forms, and have questions regarding your filing, contact Aatrix by email at helpme@aatrix.com, on their website at <https://efile.aatrix.com/> by clicking **Login** and entering your Aatrix username and password, or on their website at <https://efile.aatrix.com/> by clicking the **Search our FAQs** button.
34. Upon completion of the ACA forms printing process, the **ACA History File Options** screen is displayed. If you are finished printing forms for the time being, select **Close**. This screen will also be displayed if the ACA printing process is started again.

1095/1094-C History File Options

You have already completed part of your 1095/1094-C filings. Please review what you have completed and select which action you would like to take next. (Each time you complete an action, you will be returned to this screen.)

Form	Last Completed Action
Employer 1095-C	
Federal 1095/1094-C	
Employee 1095-C	

[View Detailed List of Completed Actions](#)
[View Instructions on Returning Later](#)

Available Actions

- ☒ **Reprint Completed 1095/1094-Cs**
Reprint a copy of any 1095/1094-C filing that you have already completed.
- ☐ **eFile or Print Incomplete 1095/1094-Cs**
eFile or print any required 1095/1094-C copies you did not process yet.
- ☐ **Correct Completed 1095/1094-Cs**
Make corrections to 1095/1094-C copies that you have processed. Also, add/delete employees in this process.
- ☐ **Start Over**
Clear your past actions and start the 1095/1094-C process over again with new employee data.
- ☐ **e1095/1094-C Password Lookup**
Look up your password information.

Back Next Close

Frequently Asked Questions:

Q: I have part-time employees that were active for the year; do I need to set up their coverage information on the ACA Information tab in CenterPoint Payroll even though I won't be printing a 1095 form for the part-time employees?

A: If you want your ACA employee counts to be accurate, you need to set up your part-time employees with ACA coverage periods. These employees can be set to not produce a 1095 but be included in the ACA counts by selecting **Setup > Employees > ACA Information** tab, on the left side of the screen add a **Coverage Period**, and then on the right side of the screen in the **Status** box select **Part-Time** and in the **Offer** box, select **Not Applicable (No Form)**.

Q: What are the available Affordable Care Act reporting forms and what are the differences between the forms?

A: The Affordable Care Act reporting forms are:

- » **Form 1095-C** must be issued by employers with 50+ full time employees (including full-time equivalent employees) or who are a member of an applicable large employer (ALE) group to employees and to the IRS. Filers may submit multiple 1095-C batches to the IRS.
- » **Form 1094-C** is the transmittal form that must be filed with form 1095-C. This transmittal may have up to three pages which must also be included when e-filing each batch to the IRS.
- » **Form 1095-B** must be issued by a self-insured employer with less than 50 full-time employees (including full-time equivalent employees), or by the insurer to employees and to the IRS as proof of healthcare coverage.
- » **Form 1094-B** is the transmittal form that must be filed with form 1095-B.

Q: I want to send my employee's 1095 forms electronically to be viewed online with Aatrix. How do I set up my employees to receive electronic copies?

A: Select **Setup > Employees > Payroll** tab and then select the **Consent To Electronic 1095** check box. If this box is selected, a signed consent form must be on file. This form can be printed from **Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic 1095 Consent** in the **Report** box. Additional charges apply for eFiling with Aatrix.

Q: If I choose to eFile my ACA forms, is there a charge per form/employee?

A: Yes, please [click here](#) to view the eFile pricing for ACA and other tax forms.

Q: I've decided to eFile my ACA forms and want more information about signing up to eFile and the eFile process, where can I get more information about eFiling?

A: You can obtain additional information about eFiling at <https://customer.aatrix.com/redwingsoftware>.

Q. What are the 2022 eFiling deadlines for ACA Forms?

A. Efiling deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>.

Q. Do I need to order ACA forms or can I print them on plain paper?

A.: You are able to print all of your ACA copies on plain paper; you do not need to print the transmittal on preprinted forms. Note: There is special perforated blank paper available that is recommended for use when printing employee copies of the ACA forms. This paper comes with the ACA instructions printed on the back of the paper (for the employee copy). This paper is available from Computer Forms, Inc. at https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72 or by calling 800-458-0158.

Q. Do I need to print my ACA forms before I close the 2022 year and print January checks?

A. There is no closing process in CenterPoint Payroll, so ACA forms can be printed anytime.

Q. I'm trying to process my ACA forms, but I keep getting the message "Would you like to register now, or evaluate?"

A. You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q. Why am I getting a "forms update" or "mandatory update" message when I try to process my ACA forms and what do I need to do?

A. At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. If you have internet access at this computer, you can simply select **Automatic Update** and follow the prompts to do the update through the program. Note: If you have signed up for the service that automatically sends an Aatrix CD at the end of each quarter, please follow the instructions that will be included with the CD. Those CDs will begin shipping before January 1, 2023.

If you don't have internet access at the computer that has CenterPoint Payroll installed, but you do have it available at another workstation, follow the instructions below. This process does require the use of a removable drive (CD, thumb, zip or flash drive, USB Drive, etc.).

1. Log into the Red Wing Software website at www.redwingsoftware.com, from the **Welcome, (Your Name)** menu, select **My Account Home**, select the **Downloads** tab, under **CenterPoint Payroll** select **Downloads**, and then select **Federal/State Tax Forms (Aatrix)**. Click the download file and then follow the on-screen instructions.
2. When the download is complete, exit the website. Copy the **RedWingForms.exe** file from your desktop to the removable drive (CD, thumb drive, etc.) you'll be using to move the downloaded file.
3. Take the removable media source to the computer with CenterPoint Payroll and install by double-clicking on the **RedWingForms.exe**.

If you don't have an internet connection at any of the computers, you can call the Red Wing Software Sales department at 800-732-9464, and we'll send the Federal/State tax forms (Aatrix) updates to you on a CD once a quarter for a minimal annual fee.

Q. Can I change the figures on my ACA forms if they are incorrect?

A: Yes, once the data is in Aatrix Federal/State Tax Forms, you can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it can be changed by adjusting the fields around the white field. Note: Changing the figures on this screen will only change the printed Federal reports, it will not change the data in your payroll program.

Q: I'm trying to eFile my ACA forms and I can't remember my Aatrix eFile username and/or password, how can I get it?

A: We recommend you contact Aatrix by calling 800-426-0854 or by clicking on the Forgot Login button.

Q: If I use the Complete eFiling Service for my W-2 forms, are there any applicable discounts for using the complete eFile service for my ACA 1095 forms?

A: Yes, the Aatrix ACA Complete eFile Service can print and mail employee copies and eFile the required reports to the IRS at a discounted rate. To qualify for discounted 1095s, follow the steps below:

1. eFile your W-2s using the Aatrix W-2 Complete eFile Service.
2. Select a mail date for your employee W-2s that provides you with enough time to complete your ACA filing (the mail date may be adjusted at efile.aatrix.com up to one day prior of the set date).
3. eFile your ACA forms utilizing the Aatrix Complete eFiling Service and save 50%.

Q: After exporting my data it asked to register Federal/State Tax Forms Aatrix. How do I register?

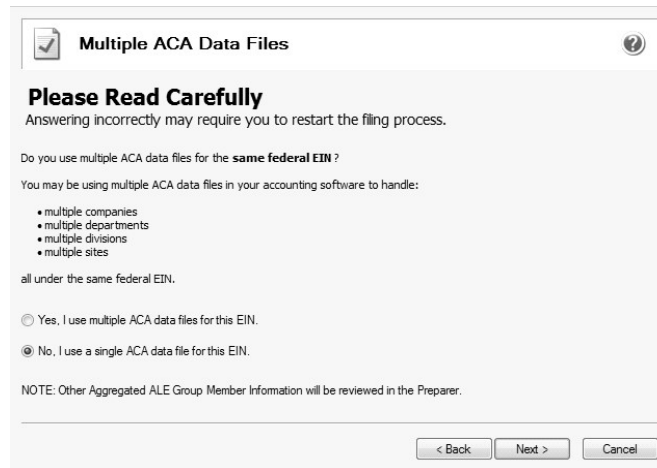
A: You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q: I have multiple payroll databases for one EIN; how do I merge the databases so I get one set of ACA forms?

A: Follow the steps below to merge multiple databases into one set of ACA forms?

1. Start the ACA forms process and continue until the Multiple Payroll Data Files screen displays. On the **Multiple Payroll Data Files** screen, select Yes, I use multiple payroll data files for the EIN and click **Next** to continue.



Multiple ACA Data Files

Please Read Carefully
Answering incorrectly may require you to restart the filing process.

Do you use multiple ACA data files for the **same federal EIN**?

You may be using multiple ACA data files in your accounting software to handle:

- multiple companies
- multiple departments
- multiple divisions
- multiple sites

all under the same federal EIN.

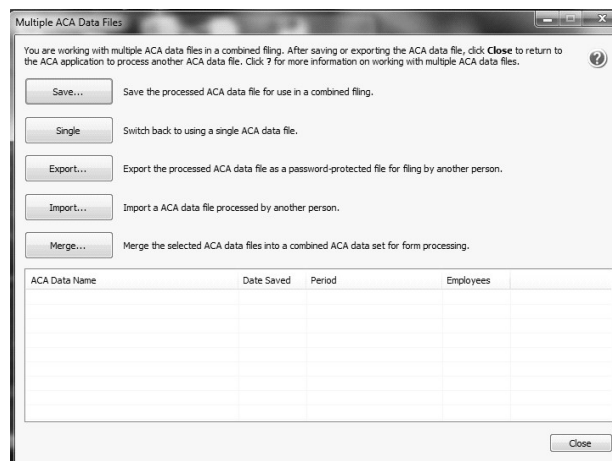
☐ Yes, I use multiple ACA data files for this EIN.

☒ No, I use a single ACA data file for this EIN.

NOTE: Other Aggregated ALE Group Member Information will be reviewed in the Preparer.

< Back Next > Cancel

2. The next **Multiple Payroll Data Files** screen displays, click **Save**, enter a name for the payroll data file, and click **Close**.



Multiple ACA Data Files

You are working with multiple ACA data files in a combined filing. After saving or exporting the ACA data file, click **Close** to return to the ACA application to process another ACA data file. Click ? for more information on working with multiple ACA data files.

Save... Save the processed ACA data file for use in a combined filing.

Single Switch back to using a single ACA data file.

Export... Export the processed ACA data file as a password-protected file for filing by another person.

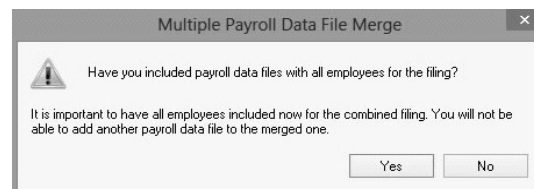
Import... Import a ACA data file processed by another person.

Merge... Merge the selected ACA data files into a combined ACA data set for form processing.


ACA Data Name	Date Saved	Period	Employees

Close

3. Open the other database(s) and repeat steps 1-2 above for all databases you want to merge. When all data files are saved, continue to step 4.
4. At the bottom of the **Multiple Payroll Data Files** screen, select each database to be merged and then click **Merge**.
5. On the **Multiple Payroll Data File Merge** screen, click **Yes**.



Multiple Payroll Data File Merge

 Have you included payroll data files with all employees for the filing?

It is important to have all employees included now for the combined filing. You will not be able to add another payroll data file to the merged one.

Yes No

6. On the **Multiple Payroll Data Files** screen, click **Continue** to continue processing ACAs.

Q. I'm attempting to log in to the Red Wing Software website, but it does not recognize my Email and/or Password? What should I do?

A. Follow the instructions below for information about the Red Wing Software website.

To log in to the Red Wing Software website:


1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

To register on the Red Wing Software website:

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
 - a. From within CenterPoint by selecting **Help > About**.
 - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
 - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - d. Invoices you've received from Red Wing Software contain your account number.
 - e. If others at your company have already registered, they can sign into their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

To retrieve a forgotten password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

To log out of the Red Wing Software website:

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

Reprinting Completed Affordable Care Act (ACA) Forms

This document describes how to reprint completed 1094/1095 forms that you have processed.

The 1095/1094 reprinting process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).



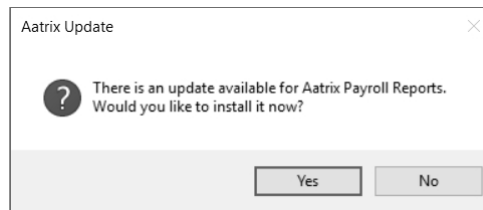
Note: The example below is for the 1095/1094-C forms, if you are reprint the 1095/1094-B forms the screens that display may appear slightly different.

1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.

2. The Federal Tax Forms screen will display.

3. Select the **Employer** you want to print the 1095/1094-C for.
4. Select **History** in the **Report Method**. History is used to view or edit a previously saved form.
5. Select either **2022 1095/1094-C** or **2022 1095/1094-B** in the **Report** field.
6. Select **2022** in the **Year** field.
7. Click **OK**. It may take several minutes for the payroll data to be transferred to the printing process. Actual time will depend on the number of employees in your database.



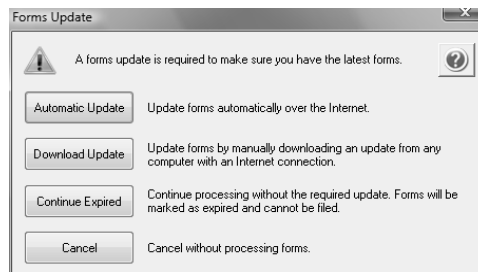
Note: If you have not registered Aatrix or your registration has expired, you will be prompted to register.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on **Automatic Update** and follow the on screen instructions.



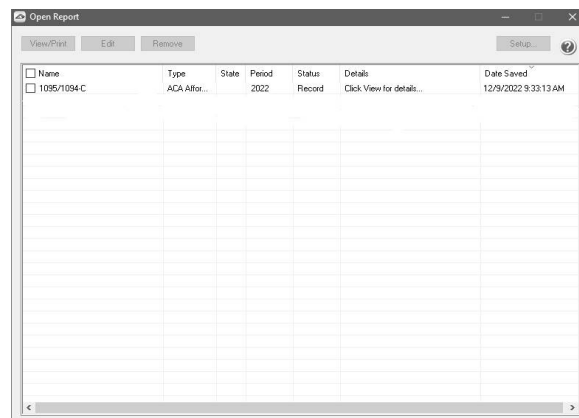
Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



8. If employees are found to be missing ACA information setup for the year you will receive a message asking if you want to continue, if you select Yes, the employees will print, but will not have any of the ACA-specific information generated.

1095/1094-C History File Options

1. If you've previously processed Federal Forms, the Open Report screen displays.



2. Select the form you want to reprint and then click **Edit**.



Note: The 1095/1094-C History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

3. On the 1095/1094-C History File Options screen, select **Reprint Completed 1095/1094-Cs** on the right and click **Next**.

1095/1094-C History File Options

You have already completed part of your 1095/1094-C filings. Please review what you have completed and select which action you would like to take next. (Each time you complete an action, you will be returned to this screen.)

Form	Last Completed Action
Employer 1095-C	
Federal 1095/1094-C	
Employee 1095-C	

[View Detailed List of Completed Actions](#)
[View Instructions on Returning Later](#)

Available Actions

- ☒ **Reprint Completed 1095/1094-Cs**
Reprint a copy of any 1095/1094-C filing that you have already completed.
- ☐ **eFile or Print Incomplete 1095/1094-Cs**
eFile or print any required 1095/1094-C copies you did not process yet.
- ☐ **Correct Completed 1095/1094-Cs**
Make corrections to 1095/1094-C copies that you have processed. Also, add/delete employees in this process.
- ☐ **Start Over**
Clear your past actions and start the 1095/1094-C process over again with new employee data.
- ☐ **e1095/1094-C Password Lookup**
Look up your password information.

Back Next Close

4. A 1095/1094-C Reprint Options screen will display. Select which copies of previously completed 1095/1094s that you want to print and, if you are reprinting Federal, select which type of copy you require.

1095/1094-C: Reprint Options

Select which copies of previously completed 1095/1094-Cs that you want to print and, if you are reprinting Federal, select which type of copy you require.

Reprint Completed 1095/1094-C s

☐ Employee Copies
☐ Federal Copies
☐ Employer Copies

NOTE: To avoid duplicate processing, eFiled copies will print with a "Records Copy" watermark.

Back Next Close

5. Click **Next**.
6. If you select Employee Copies, the Reprint Employee Options screen displays, select the employee(s) you want to reprint 1095/1094s for.

1095/1094-C: Reprint Employee Options

Select employee copies you want to reprint:

☒ Selected Employees ☐ Employee Instructions Only

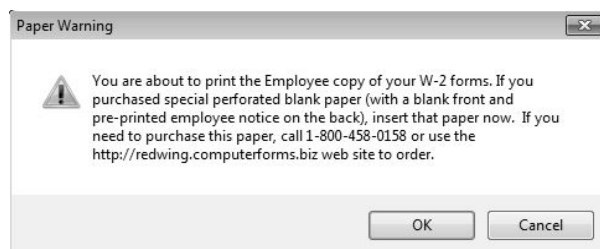
Selected Employees Tool

SSN: Last Name: First Name:

Search Results

<input type="checkbox"/>	SSN	Last Name	First Name
<input checked="" type="checkbox"/>	354-65-4655	SPRUCE	JOANNE
<input type="checkbox"/>	522-65-4654	SAP	STELLA
<input type="checkbox"/>	519-46-5465	REDWOOD	TIM
<input type="checkbox"/>	524-98-7988	PINON	FRANK
<input type="checkbox"/>	525-46-5465	OAK	GERALDINE
<input type="checkbox"/>	523-65-9811	MAPLE	TED
<input type="checkbox"/>	520-46-5456	DOUGLAS	JEANNE
<input type="checkbox"/>	523-46-5423	COTTONWOOD	JOHN
<input type="checkbox"/>	626-40-8084	CEDAR	STACEY

7. Click **Next**.
8. The first selected 1095/1094 form will be displayed. To print this first form, click **Print Final** and then **Yes**. Once the data is printed, click **Next Step** to continue to the next selected form. You will be reminded when to insert special perforated blank paper with a pre-printed employee notice on the back, you will be notified to insert the pre-printed form prior to printing.



9. The next form will be displayed. Click **Print Final** to print the form, then click **Next Step** to continue to the next form. Repeat this process for each selected form.
10. The 1095/1094 History Options screen displays again. Click **Close**.

Correcting Completed Affordable Care Act (ACA) Forms

This document describes how to make corrections to ACA forms that you have processed.

The ACA correction printing/efiling process includes multiple steps which are detailed below.



Note: If you cannot locate a screen during this process, the screen may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab).



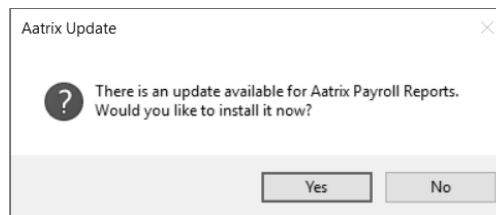
Note: The example below is for the 1094/1095-C forms, if you are correcting the 1094/1095-B forms the screens that display may appear slightly different.

1. Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.

2. The Federal Tax Forms screen will display.

A screenshot of the "Federal Tax Forms" application window. The "General" tab is active, showing fields for "Employer" (Alpine Sports), "Report Method" (Normal), "Report" (2022 1095/1094-C), and "Year" (2022). At the bottom, there are buttons for "Backup", "Restore", "OK", and "Close". A status bar at the very bottom shows "Register" and "Registration Status: GOOD to Saturday, December 30, 2023".

3. Select the **Employer** you want to print the 1095-C for.
4. Select **Normal** in the **Report Method**. History is used to view or edit a previously saved form
5. Select either **2022 1095/1094-C** or **2022 1095/1094-B** in the **Report** field.
6. Select **2022** in the **Year** field.
7. Click **OK**. It may take several minutes for the payroll data to be transferred to the printing process. Actual time will depend on the number of employees in your database.

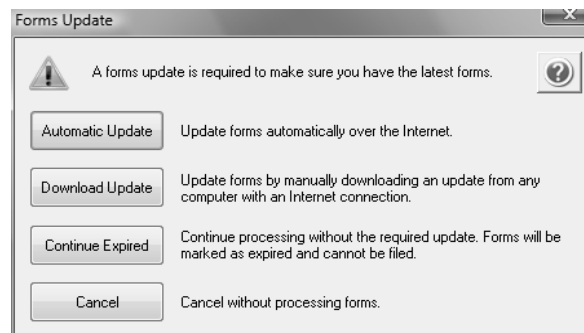


Note: if you do not have an internet connection and/or your registration has expired, you will be prompted to register. [Click here](#) for step-by-step instructions on how to manually register Aatrix.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Forms Update** screen will automatically be displayed when you select the menu selection above. Simply click on

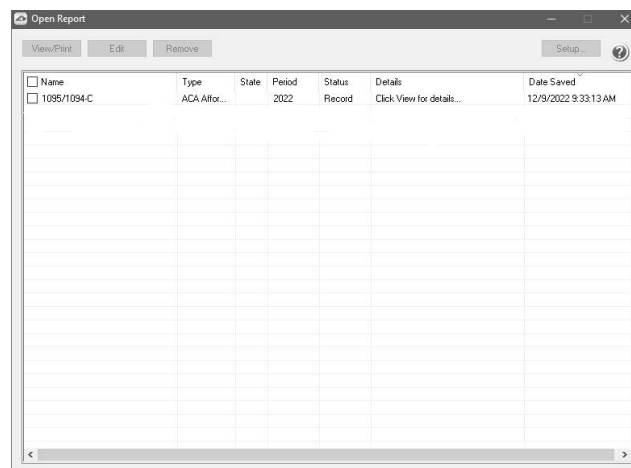
Automatic Update and follow the on screen instructions. Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



8. If employees are found to be missing ACA information setup for the year you will receive a message asking if you want to continue, if you select Yes, the employees will print, but will not have any of the ACA-specific information generated.

1095/1094-C History File Options

1. If you've previously processed Federal Forms, the Open Report screen displays.



2. Select the form you want to correct and then click **Edit**.



Note: The 1095/1094-C History File Options screen that will display next may be behind your program window. To locate the screen, minimize your program window or simultaneously press Alt+Tab (and continue pressing Tab). There will not be an icon in your task bar that will identify that this screen is an active screen.

3. Choose **Correct Completed 1094/1095-Cs** on the right and click **Next**.

1095/1094-C History File Options

You have already completed part of your 1095/1094-C filings.
Please review what you have completed and select which action you would like to take next.
(Each time you complete an action, you will be returned to this screen.)

Last Completed Actions

Form	Last Completed Action
Employer 1095-C	
Federal 1095/1094-C	
Employee 1095-C	

[View Detailed List of Completed Actions](#)
[View Instructions on Returning Later](#)

Available Actions

- ☐ Reprint Completed 1095/1094-Cs
Reprint a copy of any 1095/1094-C filing that you have already completed.
- ☐ eFile or Print Incomplete 1095/1094-Cs
eFile or print any required 1095/1094-C copies you did not process yet.
- ☒ **Correct Completed 1095/1094-Cs**
Make corrections to 1095/1094-C copies that you have processed. Also, add/delete employees in this process.
- ☐ Start Over
Clear your past actions and start the 1095/1094-C process over again with new employee data.
- ☐ e1095/1094-C Password Lookup
Look up your password information.

Back Next Close

The ACA Corrections Mode screen displays.

Step 1 of 5: Employer Information

Instructions: Verify Employer Information

ALE Member Information

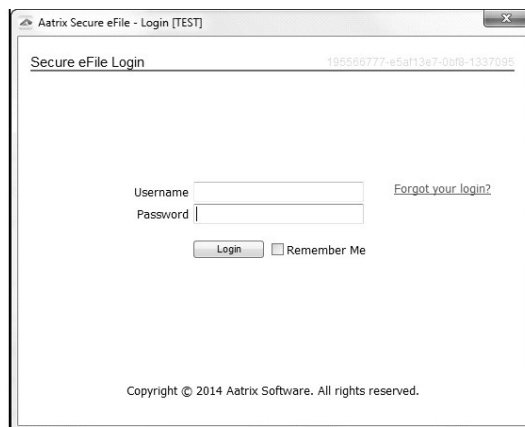
Does this employer provide self-insured coverage? ☐ YES ☒ NO
Do any employees have foreign addresses? ☐ YES ☒ NO
Enter the total number of Forms 1095-C submitted with this transmittal:
Is this the Authoritative Transmittal for this EIN / ALE Member? ☐ YES ☒ NO
Are all employees included for this EIN / ALE Member? ☐ YES ☐ NO
Enter the total number of Forms 1095-C filed by and/or on behalf of EIN / ALE Member:
Are you required to submit a State ACA submission? ☐ YES ☐ NO
Select all states you are required to submit a State filing:
Is this employer a member of an Aggregated ALE Group? ☐ YES ☐ NO
Other ALE Members

Certifications of Eligibility (Check all that apply)
☐ Qualifying Offer Method
☐ Reserved
☐ Reserved
☐ 98% Offer Method

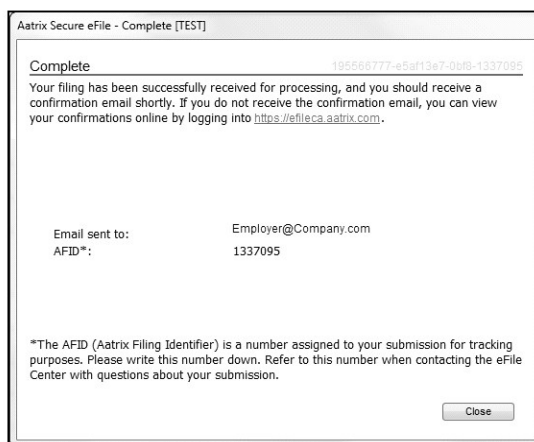
ALE Member Information - Monthly

	Minimum Essential Coverage Offer	Full-Time Employee Count	Total Employee Count	Aggregated ALE Group Member	Reserved
All Year	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
January	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
February	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
March	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
April	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
May	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
June	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
July	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
August	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
September	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
October	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
November	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
December	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

- » Make any necessary changes and click Next to continue through the form. To correct any box values including names, addresses, and SSN numbers, simply select the box in the row and just type in the new value.
- » Click Add Employee to add new employees or click Remove Employee to remove an employee from the grid.
- » Do not remove employees that are not being corrected; they need to remain in your filing. Only remove employees if they in fact did not need an ACA form from your company.
- » For any data you change, the cell values will turn blue and the far left column in the row of the employee's name will also turn blue. Keep in mind that all the same error checking done in the Preparer applies again just as the first time you went through.
- » The Preparer will walk you through your particular correction depending on whether your initial ACA process was printed, efiled, or you used the complete filing option.
- » The Forms Viewer will display. Note: The forms displayed are determined based on what has already been processed. Print the corrected 1095-Cs.
- » When you are done in the Forms Viewer, and if the original submission was eFiled, the eFile Wizard will appear. Enter the username and password to eFile and submit the corrections.




After submitting, you will receive a new Aatrix Filing Identification Number (AFID).



Changes made to an ACA filing after they have been delivered to the employee will be marked Corrected.

If the federal portion has not been filed yet, and you are eFiling, the corrected filing will replace the previous one. If the federal copies are filed, Corrected ACAs will be sent out.

 **Note:** If the eFile Center has not submitted the filing to the agency, there is no charge to send a replacement filing. If the filing has been submitted, there is a charge per corrected ACA only. Once your Federal Filing is processed a minimum charge will be implemented for all corrections. Please log on to your eFile account at efile.aatrix.com and select the Pricing tab to view your pricing.

Frequently Asked Questions

Q: When corrections are made to ACAs at what point does Aatrix need to be notified about changing the eFile?

A: Aatrix is notified automatically through the eFile process. When the corrected eFile is received a new AFID is received. The status of the eFile can be viewed on the efile.aatrix.com website.

Below are few different scenarios regarding correcting ACAs. These scenarios will help you determine the differences that will occur during the ACA correction process.

Example Scenario 1

A customer submitted the Complete Filing Option for ACAs to Aatrix for e-filing and mailing out. A future date was selected for the e-file so Aatrix still has the filing. Corrections are made with the processes outlined above, do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?

No, Aatrix does not need to be notified. When the customer selects to Correct ACAs and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal 1095s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal ACAs have been processed.

Example Scenario 2

A customer submitted the Complete Filing Option for ACAs and Aatrix has processed the eFile and mailed out the copies. Corrections are made with the processes outlined above do they need to notify Aatrix that there is new information to be mailed and efiled and is there a charge associated?

No, Aatrix does not need to be notified. When the customer selects to correct 1095s and opens their history, Aatrix checks the status of their filing to determine what forms are needed based on the state of their filing. During the corrections process Aatrix tracks the changes, and when they eFile again they get a new AFID. Anything that hasn't already been processed will move forward to the new filing and use the new information. There is no charge to replace the filing, but if something has already been processed, then the customer is charged just for the additions, corrections, and deletions. This is all based on the status of the filing when the corrections are submitted. If nothing has been processed yet, then the replacement filing is free.

Pricing schemes change once Federal 1095s have been corrected. A \$14.95 minimum applies to all correction filings submitted after the Federal ACAs have been processed.

Example Scenario 3

A customer submitted printed copies of 1095s to their employees. Corrections are made with the processes outlined above but not eFiled. Is there a charge for the corrected 1095s?

No, there is not a charge for reprinting corrected 1095s. If you process corrections after a filing has been sent to the agency, the software will produce corrected 1095s.

Aatrix 94x Series Signatures for eFiling

To maintain compliance with the Federal Modernized eFile system, when a Federal 94x series form is selected to be eFiled, a signature process now replaces the application for a 94x ten-digit Signature PIN. The forms that use the 94x Signature process are:

- » 940 Report
- » 941/Schedule B/941-V Report
- » 941-X Report (Not eFilable)

- » 943/943-A/943-V Report
- » 944 Report
- » 945/945-A/945-V Report

Exporting Data from CenterPoint Payroll

1. Begin processing your 94x forms by selecting **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**.

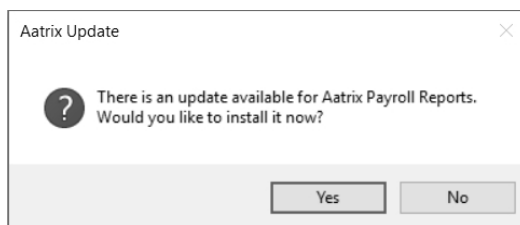


Note: if you do not have an internet connection and/or your registration has expired, you will be prompted to register. [Click here](#) for step-by-step instructions on how to manually register Aatrix.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following **Aatrix Update** screen will display when you select the menu selection above.

- » If you want to immediately install the update, click **Yes** and follow the on screen instructions. A progress bar will display as the update continues.



- » If you do not want to immediately install the update and continue processing without the required update, click **No**.

2. Select the appropriate **Employer** and **Report Method**. When you are starting the Federal forms process you will select **Normal** in the Report Method. Draft would be used if you want to continue working on a copy that was previously started but not finished. History is only used if you'd like to review the information that was processed and already printed or eFiled.
3. In the **Report** box, select **2016 94x** (where x is the specific number of the report, for example 940, 941, 943, etc.) and **2016** in the **Year**. Click **OK**.



Note: If the 2016 94x is not available in the Report box, then the 4th quarter update for Aatrix has not yet been installed. This can be installed by clicking on **Help > Online Updates > Check for Fed/State Tax Forms Update**.

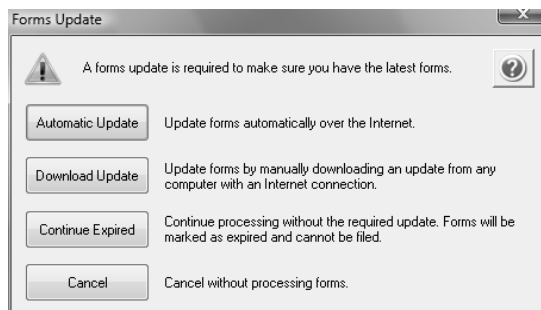
4. It may take several minutes for the payroll data to be transferred to the 94x process. Actual time will depend on the number of employees in your database.

Forms Update

If you have internet access and the latest version of Federal/State Tax Forms (Aatrix) is not installed, the following Forms Update screen will automatically be displayed when you try to export your payroll data. Simply click on **Automatic Update** and follow the onscreen instructions.



Note: Once the update begins, the window may be behind your program window. If you minimize your program window, you will see the progress of the update or there may be an icon in your task bar that when clicked will display the progress of the update.



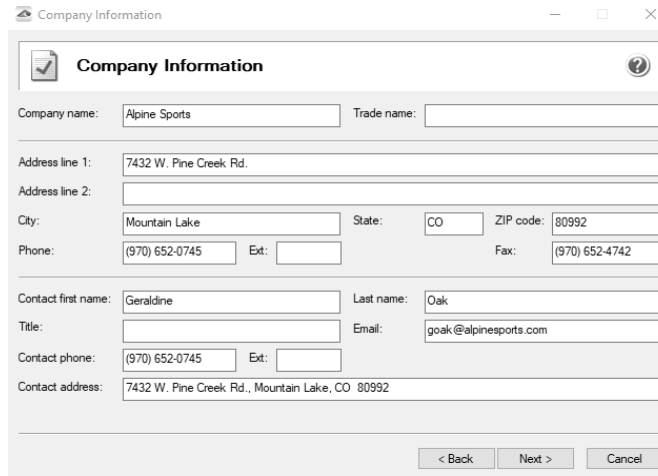
Company Setup Wizard

Verify your company Federal Employee Identification Number (FEIN). If it's correct, click **Next**. If it's incorrect, click **Cancel**. You will need to go back into your payroll program and select Setup > Payroll Details > Employers > Taxes tab to correct the number and then start the export process again.



Company Information

Review your **Company Information**. The system will notify you if any required fields have incorrect or missing information. Click **Next** if the screen is correct, if it's incorrect, click **Cancel**. You will need to go back into your program and select **Setup > Payroll Details > Employers** to correct the information and then start the export process again.



Company Information

Company name: Alpine Sports Trade name:

Address line 1: 7432 W. Pine Creek Rd.
Address line 2:

City: Mountain Lake State: CO ZIP code: 80992

Phone: (970) 652-0745 Ext: Fax: (970) 652-4742

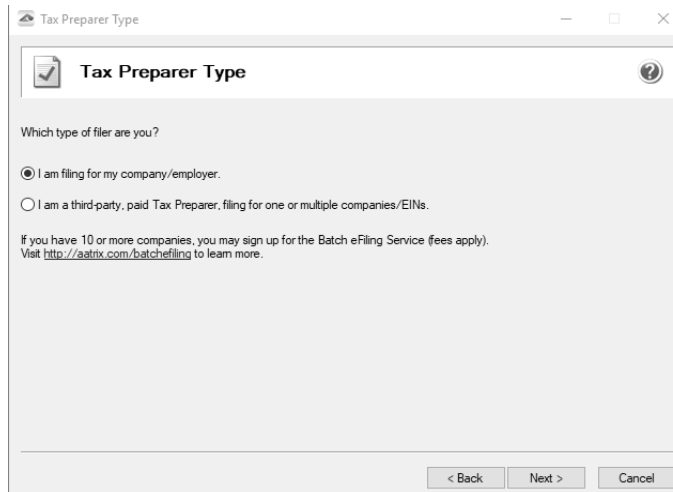
Contact first name: Geraldine Last name: Oak
Title: Email: goak@alpinesports.com

Contact phone: (970) 652-0745 Ext: Contact address: 7432 W. Pine Creek Rd., Mountain Lake, CO 80992

< Back Next > Cancel

Tax Preparer Type

Specify the correct **Tax Preparer Type**. If you are processing the 94x forms for your company/employer or if you are a paid 3rd party tax preparer. If you are a 3rd party tax preparer, you will then be prompted for your information. After making the selection, click **Next**.



Tax Preparer Type

Which type of filer are you?

☒ I am filing for my company/employer.

☐ I am a third-party, paid Tax Preparer, filing for one or multiple companies/EINs.

If you have 10 or more companies, you may sign up for the Batch eFiling Service (fees apply).
Visit <http://aatrix.com/batchefiling> to learn more.

< Back Next > Cancel

Processing Your Form

Various screens will display in the processing of your form, for example the **State & Local Tax Items** screen may display. Click **Next** to proceed through each displayed screen. The Setup Wizard will automatically verify that all required information are complete and conform to the required formats. If it finds a blank field or data is incorrect, it will automatically prompt you to correct the data. You will not be able to continue to the next screen of the wizard until all required fields are correct.

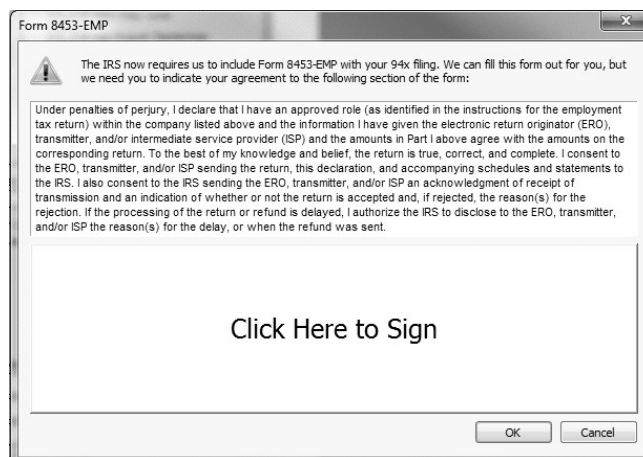
94x Form Display

The 94x form will be displayed after all other required screens are completed. In this example, the 2016 944 was selected. Review and edit the form, enter the required information highlighted in red, and then verify the report for

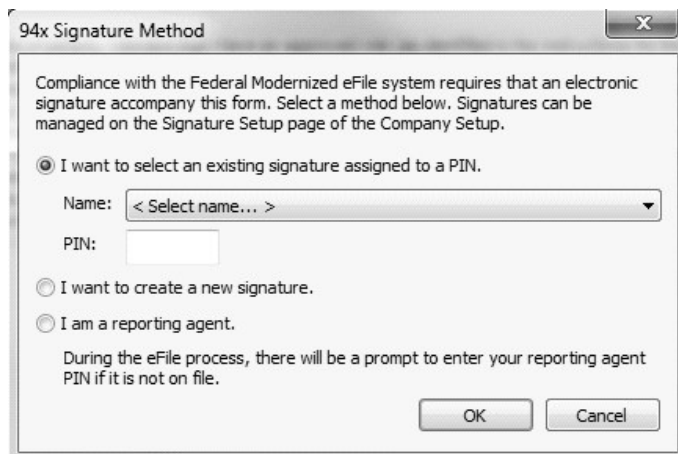
accuracy. Note: The fields highlighted in blue can be changed. Print a copy for your records by clicking **Print**, and then print a Federal or State Copy by clicking **Next Step** and then clicking **Print**.

Select the Filing Option

- » Select whether you want to **eFile** or **Print** the form.
 - » If you choose to print the form, select the printer and continue to file the form.
 - » If you choose to eFile the form, you will be required to provide an electronic signature on the Form 8453-EP screen or be compliant with the Federal Modernized eFile system.



1. Click in the **Click Here to Sign** area. The 94x Signature Method screen displays.



2. Select one of the following options:
 - » **I want to select an existing signature assigned to a PIN** - This option will be disabled if there were no signatures previously created and saved. If a signature was previously saved, it can be selected from the **Select name** drop-down list, which will then require the PIN for the selected signature to be entered in the PIN box.
 - » **I want to create a new signature** - Follow the steps below to create a new signature:
 - » Click **OK**.



Signature Info

Please retain the PIN to access this saved signature for future use. The PIN is required to be 4 digits.

Name:

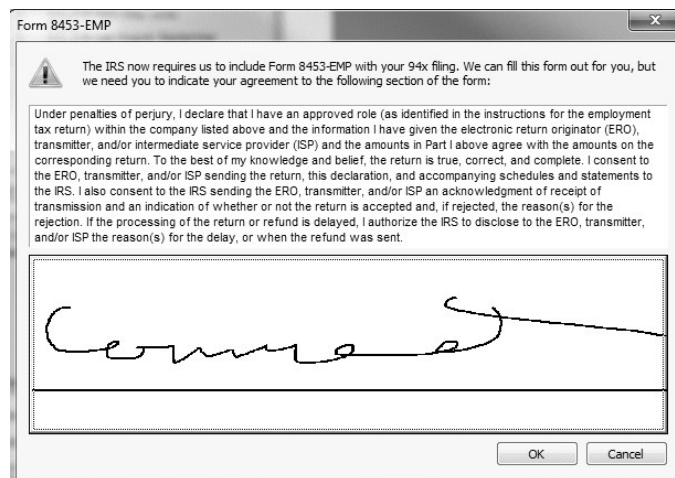
Title:

PIN: Retype PIN:

Click Here to Sign

OK Cancel

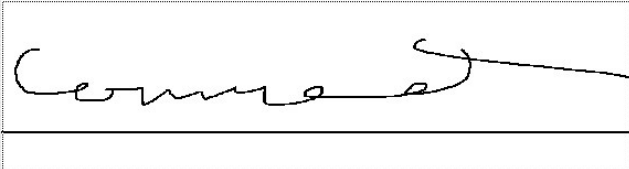
- » Provide a **Name**, **Title**, **PIN**, and retype the **PIN** to verify. The PIN is required to be 4-digits and is required when selecting to use the signature or edit the signature.
 - » To add the actual signature, use your mouse to click in the **Click Here to Sign** area. Use your mouse like a pen to "write" your signature. Click **Accept**. Click **OK**.
 - » **I am a reporting agent** - This option will indicate a reporting agent signature method and will save this setting for the user profile on the computer. If this option is selected, the Click Here to Sign area will display Reporting Agent -- Enter PIN Later.
3. Click **OK**. The signature created or selected will display.



Form 8453-EMP

The IRS now requires us to include Form 8453-EMP with your 94x filing. We can fill this form out for you, but we need you to indicate your agreement to the following section of the form:

Under penalties of perjury, I declare that I have an approved role (as identified in the instructions for the employment tax return) within the company listed above and the information I have given the electronic return originator (ERO), transmitter, and/or intermediate service provider (ISP) and the amounts in Part I above agree with the amounts on the corresponding return. To the best of my knowledge and belief, the return is true, correct, and complete. I consent to the ERO, transmitter, and/or ISP sending the return, this declaration, and accompanying schedules and statements to the IRS. I also consent to the IRS sending the ERO, transmitter, and/or ISP an acknowledgment of receipt of transmission and an indication of whether or not the return is accepted and, if rejected, the reason(s) for the rejection. If the processing of the return or refund is delayed, I authorize the IRS to disclose to the ERO, transmitter, and/or ISP the reason(s) for the delay, or when the refund was sent.



OK Cancel

- » Click **OK** to continue with the eFile process.

End of Year

Year-End Frequently Asked Questions

The following topics provide instructions on how to update tax tables, print tax forms and covers the most common questions the Red Wing Software support team receives during year-end.

[Tax Tables](#)

[COVID-19 Paid Leave and Reporting](#)

[Affordable Care Act \(ACA\) Reporting](#)

[W-2, 941, 943 and Other Tax Forms](#)

[Other Information](#)

[Red Wing Software Website](#)

Tax Tables

Q. When will the new payroll tax table updates be available for 2023?

A. All Federal and State tax table changes will be available prior to the end of 2022. Typically, we receive and distribute the first tax table updates in the December 20th time frame. We will notify you via e-mail and/or fax when the Federal tables are available to download.

Q. How do I install the 2023 tax table updates?

A. While in CenterPoint Payroll, select **Help > Online Updates > Check for CenterPoint Updates**. Select the **I agree** check box and then click **Install Updates**. The update(s) will automatically download and install. When the download and installation are complete, click **Launch CenterPoint**.



Note: If you also have a CenterPoint Accounting program installed this menu may be named slightly different but the available option will also update your tax tables.

Q: Do the 2023 tax tables include my SUTA rate?

A. Each year, your state will notify you of the rate you must use in the new year to calculate your unemployment tax liability. Because this rate differs by employer, it is not updated by installing tax table updates and must be updated manually. The wage base for unemployment taxes is updated by installing tax table updates and does not need to be manually updated.

1. Select **Setup > Payroll Details > Employers**.
2. Select the appropriate employer and click **Edit**.
3. Select the **Taxes** tab.
4. On the left side of the screen, find the state that needs to be updated. Under the state, select the **state unemployment tax**.
5. In the Tax Detail section on the right side of the screen, click the **Add** button next to the Effective Date.
6. In the **Date** field, enter the **effective date** for the rate change, for example 1/1/2023.
7. Click **OK**.
8. On the right side of the screen, enter the new **Rate**.
9. Click **Save**.
10. Click **Close**.

Q. How can I get the 2023 tax tables if I don't have internet access on the computer that has CenterPoint Payroll installed?

A. Following the instructions below, the tax tables can be downloaded from any computer that has internet access. This process does require the use of a removable drive (CD, thumb, zip or flash drive, USB Drive, etc.).

1. Log into the Red Wing Software website at **www.redwingsoftware.com**. From the **Welcome, (Your Name)** menu, select **My Account Home**, select the **Downloads** tab, under CenterPoint Payroll select **Downloads**, and then select **Download Now** under the **2023 Payroll Tax Update**.
2. When the download is complete, exit the website. Copy the **CenterPointPayrollTaxUpdate.exe** file from your Downloads folder to the removable drive (CD, thumb drive, etc.) you'll be using to move the downloaded file.
3. Take the removable media source to the computer with CenterPoint Payroll and install by double-clicking on the **CenterPointPayrollTaxUpdate.exe**.

If you do not have internet access available at any computer to download the tax table updates, please call the Red Wing Software Sales department at 800-732-9464.

Q. When installing my tax table update on a network, do I need to install it at every computer?

A. Yes, all workstations and the server should be updated to the same version.

Q. How do I verify that the 2023 tax tables were installed correctly?

A. You can verify that the tax tables were properly installed by selecting **File > Payroll Administration > Taxes**. Select **Soc Sec** and then click **Edit**. Click the **Detail** tab and verify that the **Limit** under the Employee Tax Detail is **160,200**.

Q: Do I need to update any of my tax rates or amounts manually?

A. All of the State and Federal taxes are updated when you install the tax table update, **except for your State Unemployment rate**. This rate needs to be entered before the first payroll in 2023 or as soon as you receive it from your State Unemployment Agency.

1. Select **Setup > Payroll Details > Employers**.
2. Select the appropriate employer and click **Edit**.
3. Select the **Taxes** tab.
4. On the left side of the screen, find the state that needs to be updated. Under the state, select the **state unemployment tax**.
5. In the Tax Detail section on the right side of the screen, click the **Add** button next to the Effective Date.
6. In the **Date** field, enter the **effective date** for the rate change, for example 1/1/23.
7. On the right side of the screen, enter the new **Rate**.
8. Click **Save**.

Q: I am signed up for the service that automatically sends me an updated Aatrix CD each quarter because I don't have internet access. Will the 2023 tax tables be included on that CD also?

A: Yes, the 2023 Federal tax table changes will be included on the 4th quarter CD.

COVID-19 Paid Leave and Reporting

Q: Where can I locate guidelines determined by the IRS related to the Coronavirus?

A: The following guidelines have been released by the IRS:

- » **IRS Coronavirus Tax Relief** - <https://www.irs.gov/coronavirus>
- » **IRS Frequently Asked Questions** - <https://www.irs.gov/newsroom/covid-19-related-tax-credits-for-required-paid-leave-provided-by-small-and-midsize-businesses-faqs>
- » **Government Response to Coronavirus, COVID-19** - <https://www.usa.gov/coronavirus>
- » **Families First Coronavirus Response Act: Questions and Answers** - <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

- » **How the Treasury Department is Taking Action** - <https://home.treasury.gov/cares>
- » **Form 941 Instructions** - <https://www.irs.gov/pub/irs-pdf/i941.pdf>



The Red Wing Software Technical Support department will not be able to advise you about which health plans qualify for a credit for accurate reporting on Form 941. If necessary, please either contact your tax adviser or tax accountant or use the links above provided by the IRS. For specific instructions from the IRS regarding the lines on the 941, please visit the IRS website at <https://www.irs.gov/pub/irs-pdf/i941.pdf>

Q: Will Box 14 be updated with paid COVID wages and does the amount in Box 14 include COVID Sick and Emergency Family Leave?

A. You may or may not have a Box 14 wages dollar amount depending on the following:

- » **If you followed the COVID-19 Paid Leave Setup document and processed COVID-19 wage pay runs separately from regular wage pay runs:**
 - » The dollar amount in Box 14 may be a combination of COVID gross wages for Sick Leave, Family Sick Leave, and Emergency Family Leave Expansion Act amounts.
 - » If the dollar amount in Box 14 should be split into separate amounts based on the COVID wages paid:
 - » When you process your W-2s, in the W-2 grid for the employees COVID wages were paid for, right-click on any of the **Box** headers, and select **Insert Column**. Thenew column will be inserted at the end of the grid.
 - » In the **New Column Name** box, enter the applicable name. (For example, EPSLA511 (Emergency Paid Sick Leave Act), EPSLA200 (Emergency Paid Sick Leave), or EMFLEA (Emergency Family Leave Expansion Act.)
 - » Click the down-arrow in the **<unassigned>** header above the name you just entered, select **Box 14**, and then select one of the options below:
 - » **Qualified Sick Leave Wages up to \$511 per day (EPSLA511)**
 - » **Qualified Family Leave Wages (EMFLEA)**
 - » **Qualified Sick Leave Wages up to \$200 per day (EPSLA200)**
 - » If necessary, insert additional columns as necessary.
- » **If you did not follow the COVID-19 Paid Leave Setup document and processed COVID-19 wages combined with regular wages in a pay run(s):**
 - » A dollar amount will not be displayed for Box 14 for any paid COVID wages. To manually add the applicable dollar amounts for the COVID wages paid:



Note: Please contact your tax accountant to determine if the COVID wages to be entered into Box 14 should be Federal taxable wages, Federal gross wages or Social Security taxable wages. As of this writing, the current Aatrix Tax Forms reporting guidance is to enter Federal gross wages.

- » When you process your W-2s, in the W-2 grid for the employees COVID wages were paid for, right-click on any of the **Box** headers, and select **Insert Column**. The new column will be inserted at the end of the grid.
- » In the **New Column Name** box, enter the applicable name. (For example, EPSLA511 (Emergency Paid Sick Leave Act), EPSLA200 (Emergency Paid Sick Leave), or EMFLEA (Emergency Family Leave Expansion Act.)

- » Click the down-arrow in the **<unassigned>** header above the name you just entered, select **Box 14**, and then select one of the options below:
 - » **Qualified Sick Leave Wages up to \$511 per day (EPSLA511)**
 - » **Qualified Family Leave Wages (EMFLEA)**
 - » **Qualified Sick Leave Wages up to \$200 per day (EPSLA200)**
- » If necessary, insert additional columns as necessary.

Affordable Care Act (ACA) Reporting

Q: What is the Affordable Care Act (ACA)?

A: The Affordable Care Act (ACA) created new reporting requirements mandatory for calendar years 2015 - 2022 and is the responsibility of the employer. Under these new reporting requirements, applicable large employers (ALE) must provide information to the IRS about the health plan coverage they offer (or do not offer) to their employees. The reporting requirement consists of two types of forms and their related transmittals. Any applicable large employer (ALE) with 50+ employees must file ACA 1095 information, including those that do not offer healthcare insurance.

Q: What are the 2022 filing deadlines for the ACA 1094/1095 Forms?

A: The Internal Revenue Service deadline for the ACA 1094/1095 for the 2022 calendar year can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov.

Q. What are the 2022 eFiling deadlines for ACA Forms?

A. Efiling deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>.

Q: How do I determine if I am an applicable large employer (ALE) and if I need to track and report Affordable Care Act information?

A: To determine if you are an applicable large employer (ALE), please either contact your tax preparer or accountant or use the links below provided by the IRS.

- » [Publication 5208 Affordable Care Act: Are you an applicable large employer? -](http://www.irs.gov/pub/irs-pdf/p5208.pdf)
<http://www.irs.gov/pub/irs-pdf/p5208.pdf>
- » [Affordable Care Act Mandates for Employers](http://www.irs.gov/Affordable-Care-Act/Employers) - <http://www.irs.gov/Affordable-Care-Act/Employers>

Q: I've determined I am an applicable large employer (ALE), what are my reporting requirements for the Affordable Care Act?

A: To determine what your reporting requirements are, please either contact your tax preparer or accountant or use the links below provided by the IRS.

- » [1094-C and 1095-C Instructions](http://www.irs.gov/instructions/i109495c) - <http://www.irs.gov/instructions/i109495c>
- » [Questions and Answers about Information Reporting by Employers on Form 1094-C and 1095-C](https://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-about-Information-Reporting-by-Employers-on-Form-1094-C-and-Form-1095-C) - <https://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-about-Information-Reporting-by-Employers-on-Form-1094-C-and-Form-1095-C>

Q: How do I set up the Affordable Care Act Information in CenterPoint Payroll?

A: To set up ACA employer and employee information in CenterPoint Payroll, please refer to the [Affordable Care Act \(ACA\) and CenterPoint Payroll](#) document for specific information.

Q: I've already set up the Affordable Care Act Information in a previous year, are there any changes for 2022?

A: No changes were made to the Affordable Care Act setup information in CenterPoint Payroll in 2022.

Q: How do I file my ACA forms with CenterPoint Payroll?

A: Select **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms**. Choose the **2022 1095/1094-C** or **2022 1095/1094-B** and click **OK**.


Follow the onscreen wizard to complete the form. Please refer to the [Affordable Care Act \(ACA\) and CenterPoint Payroll](#) document for specific information or [View an ACA Forms Prepare & Print Video - Duration: 50 min 01 sec](#).

Q: After I enter all of the applicable information needed for the ACA requirements, when can I begin processing and printing the ACA forms in CenterPoint Payroll and Aatrix?

A: The final version of the ACA forms will be in the Aatrix 4th quarter update, which typically is available in the December 20th time frame.

Q. What are the steps for printing the ACA forms?

A. Step-by-step instructions (documents and videos) for printing the ACA forms are available in the Help on our website. At www.redwingsoftware.com, select **Menu > Payroll Software - CenterPoint Payroll > Help**. Within the Help, in the

Search bar, enter **ACA** and then click  to display the documents and videos. There are three general steps to printing the tax forms:

- » Transferring information from CenterPoint Payroll to Federal/State Tax Forms (Select **Reports > Federal & State Payroll Forms and Reports > Federal Tax Forms**).
- » Review the transferred information using the Federal/State Tax Forms viewer and make any needed changes.
- » Print or eFile the forms.

Q: If I choose to eFile my ACA forms, is there a charge per form/employee?

A: Yes, please [click here](#) to view the eFile pricing for ACA and other tax forms.

Q: I've decided to eFile my ACA forms and want more information about signing up to eFile and the eFile process, where can I get more information about eFiling?

A: You can obtain additional information about eFiling at <https://partner.aatrix.com/redwingsoftware>.

Q: Do I need to order ACA forms or can I print them on plain paper?

A: You are able to print all of your ACA copies on plain paper; you do not need to print the transmittal on preprinted forms.



Note: There is special perforated blank paper available that is recommended for use when printing employee copies of the ACA forms. This paper comes with the ACA instructions printed on the back of the paper (for the employee copy). This paper is available from Computer Forms, Inc. at https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72 or by calling 800-458-0158.

Q: What are the available Affordable Care Act reporting forms and what are the differences between the forms?

A: The Affordable Care Act reporting forms are:

- » **Form 1095-C** must be issued by employers with 50+ full time employees (including full-time equivalent employees) or who are a member of an applicable large employer (ALE) group to employees and to the IRS. Filers may submit multiple 1095-C batches to the IRS.
- » **Form 1094-C** is the transmittal form that must be filed with form 1095-C. This transmittal may have up to three pages which must also be included when e-filing each batch to the IRS.
- » **Form 1095-B** must be issued by a self-insured employer with less than 50 full-time employees (including full-time equivalent employees), or by the insurer to employees and to the IRS as proof of healthcare coverage.
- » **Form 1094-B** is the transmittal form that must be filed with form 1095-B.

W-2, 941, 943 and Other Tax Forms**Q: When is the filing deadline for 2022 tax forms?**

A: The Internal Revenue Service deadline for W-2, 941, 943 and other tax forms for the 2022 calendar year can be located by using the Search feature on the Internal Revenue Service website at www.irs.gov.

Q. What are the 2022 eFiling deadlines for W-2 Forms?

A. Efiling deadlines can be located from this link:

<https://efile.aatrix.com/pages/public/FilingDeadlinesPublic.aspx?v=ATX000>

Q. I want to send my employee's W-2 forms electronically to be viewed online with Aatrix. How do I set up my employees to receive electronic copies?

A. Select **Setup > Employees > Payroll** tab and then select the **Consent To Electronic W-2** check box. If this box is selected, a signed consent form must be on file. This form can be printed from **Reports > Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic W-2 Consent** in the **Report** box. Additional charges apply for eFiling with Aatrix.

Q. Do I need to order W-2, 941 or 943 forms or can I print them on plain paper?

A. You are able to print all of your W-2, 941 and 943 copies on plain paper; you no longer need to print any on preprinted forms. Even the Social Security Copy A (often called the "red copy") can be printed on plain paper.



Note: There is special perforated blank paper available that is recommended for use when printing employee copies of the W-2s. This paper comes with employee W-2 information printed on the back of the paper (for the employee copy) and blank for the State / Local copies. This paper is available from Computer Forms, Inc. at https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72 or by calling 800-458-0158.

Q. Do I need to print my W-2 forms before I close the 2022 year and print January checks?

A. There is no closing process in CenterPoint Payroll, so W-2 forms can be printed any time.

Q. Do I need to order 1099 forms or can I print them on plain paper?

A. The majority of your 1099 copies will be printed on plain paper; but the Federal government does require that the Copy A (often called the "red copy") be printed on a preprinted form. These forms are available from Computer Forms, Inc. at https://redwing.computerforms.biz/shop_vendor_category_products.aspx?cid=131&vid=72 or by calling 800-458-0158. The IRS does require that you also print your 1096 information on a preprinted red copy.

Q. What are the steps for printing the tax forms (W-2, 940, 941, 943 and 1099s)?

A. Step-by-step instructions (documents and videos) for printing various tax forms are available in the Help on our website. From within CenterPoint Payroll, select **Help > CenterPoint Help**. Within the Help, select **Menu > Tax Reporting & End of Year > Tax Reporting** or log into the Red Wing Software website at www.redwingsoftware.com, from the **Welcome, (Your Name)** menu, select **My Account Home**, and then select the **End of Year** tab to view all tax forms documents and videos. There are three general steps to printing the tax forms:

1. Transferring information from CenterPoint Payroll to Federal/State Tax Forms (Select **Federal & State Payroll Forms and Reports > Federal Tax Forms**).
2. Review the transferred information using the Federal/State Tax Forms viewer and make any needed changes.
3. Print or eFile the forms.

Q. Why is the 2022 W-2 not available in the list when I select Reports > Federal & State Payroll Tax Forms & Reports?

A. You need to install the latest update of Aatrix Federal and State Tax Forms. Select **Help > Online Updates > Check for Fed/State Tax Forms Updates**. Your system will be updated with the latest Aatrix Federal and State tax forms. The final form will be in the Aatrix 4th quarter update, which typically is available in the December 20th time frame.

Q. I'm trying to process my Federal forms (W-2, 1099, etc.), but I keep getting the message "Would you like to register now, or evaluate?"

A. You will need to manually register your Federal/State Tax Forms (Aatrix) software.

1. Call Red Wing Software at 1-800-732-9464 and request an Aatrix Registration code.
2. Open **CenterPoint**
3. Select **Help > Product Registration > Federal/State Tax Forms Registration**.
4. In the **Aatrix Registration Key** box, enter the key you were given by Red Wing Software (do not enter the dashes).
5. Click **Submit**.
6. At the **Registration Successful** message, click **OK**.
7. Click **Close**.
8. Your Aatrix software is registered through the last day of the month of your Customer Care Plan anniversary date.

Q. Why am I getting a "forms update" or "mandatory update" message when I try to process my Federal forms (W-2, 1099, etc.) and what do I need to do?

A. At least once a quarter, including at year end, updates are created for the Federal/State Tax Forms (Aatrix) software. When you receive either of those messages, it means that Aatrix has an update available that you should install prior to continuing. If you have internet access at this computer, you can simply select **Automatic Update** and follow the prompts to do the update through the program. Note: If you have signed up for the service that automatically sends an Aatrix CD at the end of each quarter, please follow the instructions that will be included with the CD. Those CDs will begin shipping before January 1, 2023.

If you don't have internet access at the computer that has CenterPoint Payroll installed, but you do have it available at another workstation, follow the instructions below. This process does require the use of a removable drive (CD, thumb, zip or flash drive, USB Drive, etc.).

1. Log into the Red Wing Software website at www.redwingsoftware.com, from the **Welcome, (Your Name)** menu, select **My Account Home**, select the **Downloads** tab, under **CenterPoint Payroll** select **Downloads**, and then select **Federal/State Tax Forms (Aatrix)**. Click the download file and then follow the on-screen instructions.
2. When the download is complete, exit the website. Copy the **RedWingForms.exe** file from your desktop to the removable drive (CD, thumb drive, etc.) you'll be using to move the downloaded file.
3. Take the removable media source to the computer with CenterPoint Payroll and install by double-clicking on the **RedWingForms.exe**.

If you don't have an internet connection at any of the computers, you can call the Red Wing Software Sales department at 800-732-9464, and we'll send the Federal/State tax forms (Aatrix) updates to you on a CD once a quarter for a minimal annual fee.

Q. Can I change the figures on my Federal reports if they are incorrect?

A. Yes, once the data is in Aatrix Federal/State Tax Forms, you can change any figure on the reports that are highlighted blue. Any figure that is highlighted red must be changed before you can print the report. Any figure that is white cannot be changed, but it is a calculated number, so it can be changed by adjusting the fields around the white field.

Other Information

Q. Do I need to back up my data at the end of the year?

A. We recommend that you back up your data at year-end; in fact you should perform regular backups throughout the year. We recommend that you perform more than one backup of your database. Develop a backup rotation system. It is a good idea to store a year-end backup each year. Select **File > Backup > Backup Database** to easily back up your databases. Refer to the topics in the Help for step-by-step instructions for more information.

Q. How can I ensure I have a copy of my Federal & State Reporting tax forms to review for historical purposes or when moving to a different computer?

A: The Aatrix History File contains your historical Federal/State Tax Forms and it is necessary to back this file up on a regular basis so that if you purchase a new computer the history can easily be transferred to the new computer by restoring the backup. Red Wing Software suggests backing up your Aatrix History File on a quarterly basis.

1. Select **File > Backup > Backup Aatrix History**.
2. Select the employers to back up history files for.
3. Click **OK**.
4. Select a location to save the **AatrixHistoryBackup.zip** file to, and then click **Save**.
5. At the Back Up Created message, click **OK**.



The Aatrix History File folder will have one or more sub-folders, each sub-folder contains files for a specific EIN number.

If networked the default location of the Aatrix history files can be changed by following these steps:

1. Select **File > Preferences > Reports > Federal/State Tax Forms**.
2. Click the **Application** tab.
3. In the **Use Non-Default File Location** box, select **Yes**.
4. In the **Non-Default File Location** box, the default Red Wing Software suggested file location displays: <ProgramData>\Red Wing Software\CenterPoint\Aatrix\. Change this location to the network location you want to save the Aatrix History file to.
5. Click **Save**.



You can still perform a manual back up of the Aatrix history files by following the local computer steps above.

Q. Is there a year-end closing process that needs to be done in CenterPoint Payroll?

A. There is no closing process for CenterPoint Payroll.

Q. Where do I enter the employer identification number (EIN) that is required when running Federal or State tax forms?

A. Select **Setup > Payroll Details > Employers**. Select your **Employer** and click **Edit**. Click on the **Taxes** tab. Under the **Taxes** in the upper left, select **Federal** to display the **Tax Details** on the right. Enter your **Federal Tax Id**.

Each state you calculate payroll taxes with is also listed under the Taxes in the upper left side of the Taxes tab. Under the State, select the **State tax** such as the State withholding or State unemployment to display the **Tax Details** on the right. Enter your **State Id #**. Click **Save** after completing each required State tax number.

Q: How can I get the Year-End Frequently Asked Questions document for another Red Wing Software program?

A. If you have Red Wing Software products that are not covered by this document, you may be able to find a document for your specific product by looking at our website. Log in to www.redwingsoftware.com. From the **My Member Account** page displayed, select **End of Year**. Under your product, select the appropriate end-of-year document.

Q. What hours of the day will I be able to contact Red Wing Software support?

A. We will be open our normal hours of operation, 8 am to 5 pm CST, Monday through Friday.

Red Wing Software Website

Q. I'm attempting to log in to the Red Wing Software website, but it does not recognize my Email and/or Password? What should I do?

A. Follow the instructions below for information about the Red Wing Software website.

To log in to the Red Wing Software website:


1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Enter your **Email Address** and your **Password**.
4. Click **Log in**.

To register on the Red Wing Software website:

If you have not previously registered or logged in on the Red Wing Software website, please follow the steps below:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click **Register**.
4. In the **Account Number** box, enter your company **Account Number**. Your Account Number can be located in a few different places:
 - a. From within CenterPoint by selecting **Help > About**.
 - b. On the Support Certificate that you receive upon renewing Customer Care Membership.
 - c. Red Wing Software sends customers a renewal form for Customer Care Membership. This renewal form contains your account number.
 - d. Invoices you've received from Red Wing Software contain your account number.
 - e. If others at your company have already registered, they can sign into their account and find your company's account number at www.redwingsoftware.com/home/myaccount.
5. Continue entering your **Title, First and Last Name, Email Address** (which is your login) and a **Password**.
6. Enter the displayed **Security Verification** code, and then click **Submit**.

To retrieve a forgotten password:

1. In your web browser, enter **www.redwingsoftware.com**, and press Enter.
2. In the upper-right of the Red Wing Software home page, click **Log in**.
3. Click the  **Forgot** link.
4. Enter/verify your **Email Address**, click **Send**, and then click **Close**.
5. Wait until you receive an email that includes instructions to reset your password.
6. Click the link in the email that you received from Red Wing Software.
7. Enter the **Validation Code** which was included in the email. If you enter the code and it is not recognized, copy and paste the code from the email. The Validation Code expires in 24 hours.
8. Enter a **New Password** and then **Re-enter the New Password**.
9. Click **Submit**.
10. Click **OK**.

To log out of the Red Wing Software website:

1. At the top of the Red Wing Software home page, click **Welcome, (Your Name)**.
2. In the displayed menu, select **Log out**.

Modify Your State Unemployment Tax (SUTA) Rate

Each year, your state will notify you of the rate you must use in the new year to calculate your unemployment tax liability. Because this rate differs by employer, it is not updated by installing tax table updates and must be updated manually. Follow the instructions below to manually update your unemployment tax rate.



Note: The wage base for unemployment taxes is updated by installing tax table updates and does not need to be manually updated.

Update SUTA Rate:

1. Select **Setup > Payroll Details > Employers**.
2. Select the appropriate employer and click **Edit**.
3. Select the **Taxes** tab.
4. On the left side of the screen, find the state that needs to be updated. Under the state, select the **state unemployment tax**.

5. In the Tax Detail section on the right side of the screen, click the **Add** button next to the Effective Date.

6. In the **Date** field, enter the **effective date** for the rate change, for example 1/1/2023.
7. Click **OK**.
8. On the right side of the screen, enter the new **Rate**.
9. Click **Save**.
10. Click **Close**.

Chapter 7 - Red Wing Cloud Services

Setup and Administration

Red Wing Cloud Services – CenterPoint (Setup, Connecting, and File Explorer)

This document explains how to set up and access the Red Wing Cloud Services.

[Recommendations](#)

[Set User Password Recovery Email Address - One Time Setup](#)

[Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser](#)

[Change a Password](#)

[Change an Expired Password](#)

[Retrieve a Forgotten Password](#)

[Option 2: Connecting to the Red Wing Cloud Service via the Start Menu or Desktop Icon](#)

[Option 3: Connecting to the Red Wing Cloud Service via a RDP File](#)

[Frequently Asked Questions for Connecting to the Red Wing Cloud Service via a RDP File](#)

[Accessing the Mapped Drives via the File Explorer](#)

[Frequently Asked Questions](#)

Recommendations

- » You can connect to Red Wing Cloud Services with any standard browser (Microsoft® Edge, Google Chrome, Mozilla Firefox, etc.). Red Wing Cloud Services best integrates with Edge in Internet Explorer compatibility mode. For more information, please see the Frequently Asked Questions section of this document.
- » CenterPoint database security should be set up as an additional security level when using Red Wing Cloud Services. See the [Users and Security](#) topic for detailed information on database security.
- » Printing individual checks, invoices, etc. during transaction entry will be slower from the Red Wing Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to save each transaction without printing and then printing checks/invoices/receipts from the Processes > Purchases or Sales > Print/Email Checks, Print/Email Invoices, or Print/Email Receipts screens. See the [Print/Email Checks](#), [Print/Email Invoices](#) or [Print/Email Receipts](#) topics for detailed information.
- » Printing long reports will be slower from the Red Wing Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to export long reports to a .pdf file on the local computer and then print the report from the .pdf file. See the [Export Report to Microsoft® Excel, Adobe® PDF, or CSV](#) topic for detailed information.

- » Red Wing Software recommends performing a database backup any time that an Update Modules screen displays when opening a database. Click the Backup button to start the backup process. See the [Back Up and/or Restore a Single User Database](#) topic for detailed information.

Set User Password Recovery Email Address - One Time Setup

Set up a password recovery email address on your Red Wing Cloud account to make password retrieval easy in the future. Setting a Password Recovery Email allows you to use the "Forgot Password?" option if you have forgotten your login password. Note: Setting a User Password Recovery email is optional.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter the **User name** and **Password** given to you by Red Wing Software.
3. Click **Log In**.



4. Under My Applications, click **User Password Recovery**. If you are not using the Microsoft Edge in Internet Explorer compatibility mode browser, you will be prompted to login with the User Name and Password provided to you from Red Wing Software.



5. Enter your **Password Recovery Email Address**.
6. Click **Update**.
7. At the *Password reset email address updated* message, click **OK**.
8. Click **Close**.

Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser



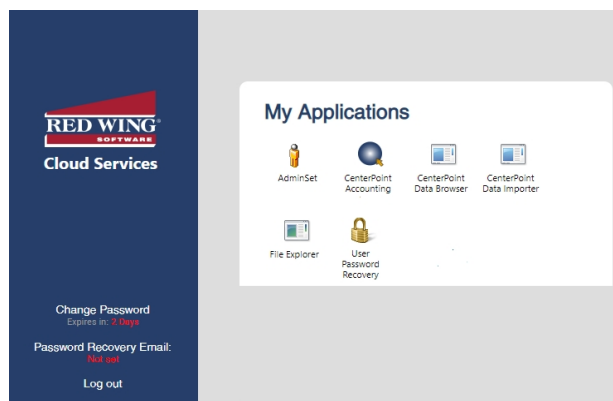
Note: You can connect to Red Wing Cloud Services with any standard internet browser (Microsoft Edge, Google Chrome, Mozilla Firefox, etc.). Red Wing Cloud Services best integrates with Edge in Internet Explorer compatibility mode. For more information, please see the Frequently Asked Questions section of this document.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter the **User name** and **Password** given to you by Red Wing Software. For additional information about passwords, see the [Change a Password](#), [Change an Expired Password](#), or [Retrieve a Forgotten Password](#) sections in this document.



Note: This is NOT your CenterPoint database login and password.

3. Click **Log In**.



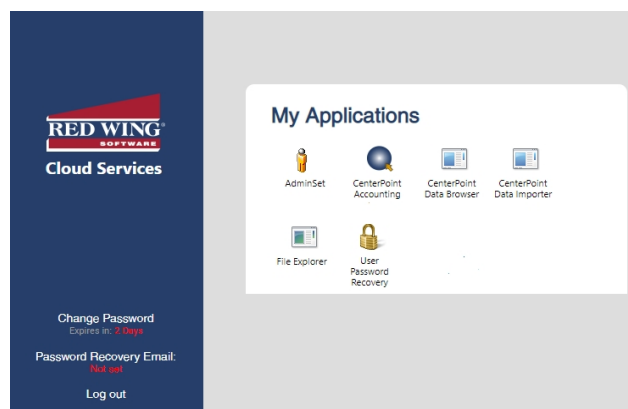
4. Select your **CenterPoint** application from the My Applications list.
5. Click **Connect**. If you are not using the Edge browser in Internet Explorer compatibility mode, you may be prompted to login with the username and password provided to you by Red Wing Software.
6. Select the database you would like to open from the list and click **Open**. If prompted for a username and password, provide a valid **CenterPoint** database username and password.



Note: Logging into the cloud and logging into your databases requires two separate login credentials if you are using database security.

Change a Password

- » Follow Steps 1 - 3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.



- » Select **Change Password**.

- » Enter your **Old Password**, a **New Password** and **Retype New Password**. When the password criteria has been met, the red ! and password requirements will display in green.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$\$%^&* _-+=`|\(){}[];:'"<>,.?/
- » Click **Submit**.
- » At the *Password successfully changed* message, click the **Click here to login with your new password** link.
- » Continue with the Steps 1 -3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.

Change an Expired Password

- » Follow Steps 1 - 3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.
 - » Your password expires every 90 days. When it expires, at the **Your password is expired. Click here to change it.** message is displayed, as shown below:

- » Click the **here** link.

- » Enter your **Current password**, **New password**, **Confirm new password** and then click **Submit**.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$\$%^&* _-+=`|\(){}[]:;'"<>,.?/

- » At the *Your Password has been successfully changed* message, click the **Click here to login** link or click **OK**.
- » Continue with the Steps 1 -3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.

Retrieve a Forgotten Password

Use this option to retrieve a forgotten password for your Red Wing Cloud account. These steps can only be used if you have set a User Recovery Password email. For additional information, see the [Set User Password Recovery Email Address - One Time Setup](#) section in this document.

- » From your web browser, enter <https://centerpoint.redwingcloud.com>.
- » Click the **Forgot Password?** link.
- » Enter your **User name**.
- » Enter your **Email address**.

Reset Password Request

User name:

Email address:

- » Click **Submit**. A link for resetting your password will be sent to your email address. If you do not receive the email, please check your junk/spam folder.
- » Open the email and click the enclosed link to reset your password.

Reset Password Request

User name:

New Password:

Confirm Password:

- » Enter your **New Password** and **Confirm Password**.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$%^&* _-+=`|()\{}[];'"<>,.?/
- » Click **Reset**.
- » You will receive a password changed confirmation email.
- » Click the **Click here to login** link.
- » Continue with the Steps 1 -3 of the Option 1: Connecting to the Red Wing Cloud Service via an Internet Browser section.

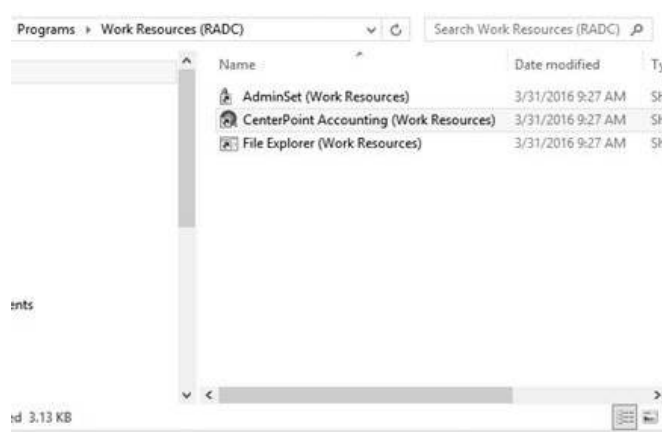
Option 2: Connecting to the Red Wing Cloud Service via the Start Menu or Desktop Icon



Note: This is typically a one time setup. Once set up, you will access CenterPoint from the Start menu or desktop icon.

1. Right-click on the **Start** button, and then select **Apps & Features**.
2. In the **Find a Setting** box in the upper-left side of the Apps & Features screen, type **RemoteApp** (Windows 11) or **Remote** (Windows 10), and then select the **RemoteApp and Desktop Connections** heading.
3. Select **Access RemoteApp and Desktops**.
4. In the **Email address or connection URL** box, enter **https://centerpoint.redwingcloud.com/RDWeb/Feed/webfeed.aspx**. Click **Next**.
5. On the Ready to setup connection screen, click **Next**. If you receive a security warning, click **Next**.

6. On the Enter your credentials screen, enter the **User name** and **Password** given to you by Red Wing Software (this is NOT your CenterPoint database login and password).
 - » Your password expires every 90 days. When it expires, follow Steps 1 -2 of the Option 1 - Connecting to the Red Wing Cloud Service via the Web section in this document and then at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$\$%^&* _-+=`|\\(){}[];:'"<>,.?/
7. Check the **Remember my credentials** check box, and then click **OK**.
8. Click **Finish**.
9. On the RemoteApp and Desktop Connections screen, click **View Resources**.
10. The Windows Explorer will open with appropriate shortcuts.



11. Follow one of the following for your operating system:
 - a. **Windows 10:** Right-click on each one and select **Send to > Desktop (create shortcut)**.
 - b. **Windows 11:** Right-click on each one and select **Show More Options**. Then click **Send to > Desktop (create shortcut)**.
12. Select the **CenterPoint (Work Resources)** Desktop icon to start your CenterPoint application.
13. Select the database you would like to open from the list and click **Open**. If prompted for a username and password, provide a valid CenterPoint database username and password.



Note: Logging into the cloud and logging into your databases requires two separate login credentials if you are using database security.



Note: Passwords expire every 90 days. When the password expires, you must delete the Desktop shortcut and create a new one by following steps 1-14 above with your new password. For additional information about passwords, see the [Change a Password](#), [Change an Expired Password](#), or [Retrieve a Forgotten Password](#) sections in this document..

Option 3: Connecting to the Red Wing Cloud Service via a RDP file

1. From the Red Wing Software website, select **Menu**.
2. On the lower right side of the screen, under **Quick Links** select **Cloud Desktop Download**.
3. Click **Download Now**.
4. If prompted, save the file to your computer.
5. From the location the download was saved to, for example the Downloads folder, copy the **Red_Wing_Software_Cloud.RDP** file and save the file to your desktop.
6. To access the Red Wing Software Cloud, double-click the **Red_Wing_Software_Cloud.RDP** icon on your desktop and enter your Red Wing Software Cloud credentials.

Frequently Asked Questions for Connecting to the Red Wing Cloud Service via a RDP File

Q: Will I be notified about my password expiration date?

A: Yes, passwords expire every 90 days and five days prior to your password expiration date the Password Expiration Warning screen will display. Press **Ctrl+Alt+End** to reset your password or click **Dismiss** and you will be informed each of the five days prior to your password expiration date.



Q: My username and password will not work to log into the cloud, what do I do?

A: If the log in is not allowed, either the password was entered incorrectly or it has expired.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter your **User name** and **Password**.

Expired Password:

- » Your password expires every 90 days. When it expires, at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain a character from three of the four categories below:
 - » One upper case letter.
 - » One lower case letter.
 - » One number.
 - » Non-alphanumeric characters: ~!@#\$%^&* _-+=`|\\(){}[]:;'"<>.,?/

Forgotten Password:

- » If you have forgotten your password, see the [Retrieve a Forgotten Password](#) section for more information.

Accessing the Available Mapped Drives via the File Explorer

After you set up your connection, it is important to understand the mapped drives and file browsing locations used by Red Wing Cloud Services that can be viewed in the cloud File Explorer.

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Select the **File Explorer** application. If you are not using the Edge browser, you will be prompted to login with the username and password provided to you from Red Wing Software.
3. Click **Connect**. If prompted, login with the username and password provided to you from Red Wing Software.

Mapped Drives

C on <Your PC Name>

- » This is the C: drive on your local computer.
- » You may have other, similar paths for additional local or network drives your local computer has access to.

L: (Database backups)

- » The L: drive is the remote location your backups are created and stored on and the location you should put files to be restored.

P: (Private drive)

- » The P: drive is a remote personal drive you can use to store personal folders and CenterPoint related data.



Note: The CenterPoint folder located on this drive should not be deleted (it contains your settings and preferences for CenterPoint).

S: (Company Shared)

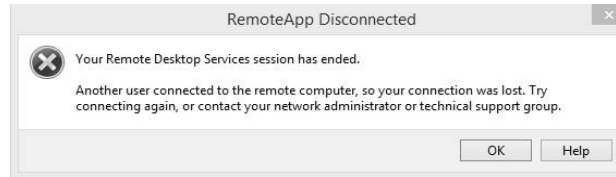
- » The S: drive is a remote common folder used by your company that can be used to store common CenterPoint related data.
- » All users that can run CenterPoint in your company have access to this folder path.



Note: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

Frequently Asked Questions

Q: I received the following message when I was connected to the Red Wing Cloud Service and my session ended, can you explain why?

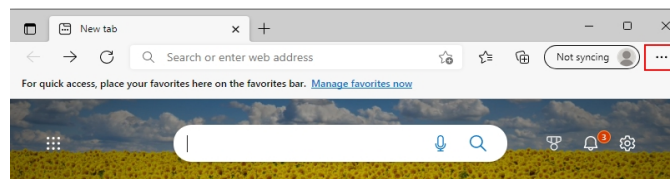


A: Your session ended because another user logged into the Red Wing Cloud Service with the same login credentials. A user can be logged into the service one at a time. Each login is for a single user and additional users must be purchased to log in concurrently.

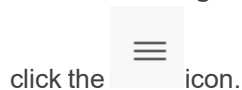
Q: How do I set the Microsoft Edge internet browser to Internet Explorer compatibility mode?

A: Follow the steps below to set Microsoft Edge to Internet Explorer compatibility mode:

1. Open Microsoft Edge.
2. Select the ellipsis (...) button in the upper-right corner.

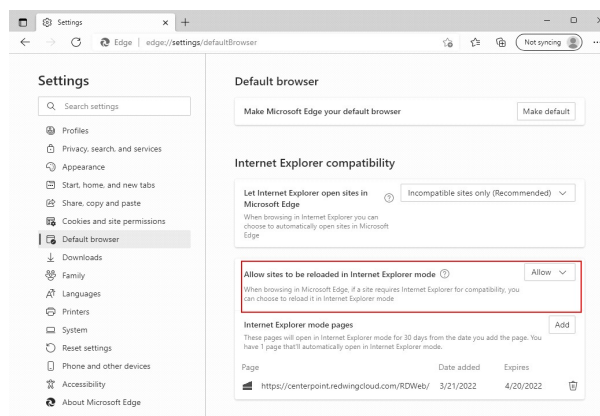


3. Select **Settings**
4. From the **Settings** menu on the left side of the screen, select **Default Browser**. If the Settings menu isn't visible,

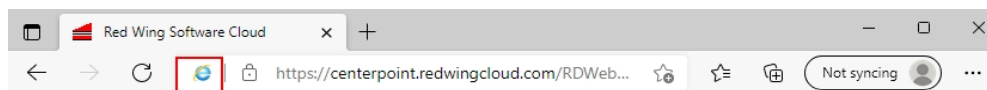


click the icon.

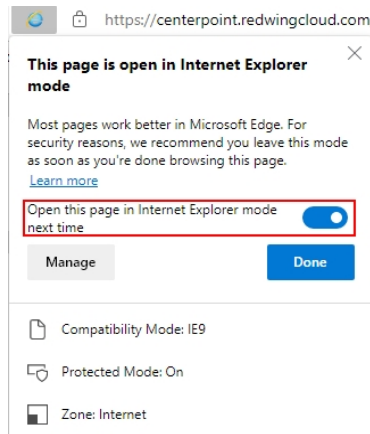
5. In the **Internet Explorer Compatibility** section, under **Allow sites to be reloaded in Internet Explorer mode**, change the setting to **Allow**.



6. Close and reopen Microsoft Edge and go to **centerpoint.redwingcloud.com**.
7. Select the ellipsis (...) button in the upper-right corner.
8. Select **Reload in Internet Explorer mode**.
9. If you look at the web address, there will now be an Internet Explorer icon directly to the left of the web address.



10. Click the **Internet Explorer** icon.



11. Select **Open this page in Internet Explorer mode next time**.
12. Click **Done**.



Note: Internet Explorer compatibility mode expires after 30 days. If expired, you may be asked to log in twice. Repeat steps 6-12 above to re-enable Internet Explorer compatibility mode.

Q: Can I load the Red Wing Cloud, in Internet Explorer Compatibility Mode, from my Microsoft Edge toolbar?

A: Yes, a Reload in IE Mode button can be added to the toolbar to easily reload Internet Explorer Compatibility Mode by following the steps below:

1. In the address bar for Microsoft Edge, type **edge://settings/appearance** and then click **Enter**.
2. Under **Select which buttons to show on the toolbar**, toggle on **Internet Explorer mode button**.

Q: I want to use another web browser instead of Edge, how do I connect to the Red Wing Cloud Service?

A: Follow the steps below to access the Red Wing Cloud Service via another web browser:

1. From the web browser, enter <https://centerpoint.redwingcloud.com>.
2. Log in using the credentials provided to you from Red Wing Software.
3. Select the application you want to open, for example CenterPoint, File Explorer, etc.
4. A remote access RDP file will download that you may need to start manually from your browser download location. Depending on the browser you use, you may be asked to supply the user credentials again (use your current user credentials for the Red Wing Cloud Service). Click **Connect**.



Note: Each time you click on the .rdp file to start CenterPoint or File Explorer, an additional .rdp file will be copied to your Downloads folder. At some point, you will want to remove the unnecessary .rdp files from the Downloads folder.

Q: Can I connect to the Red Wing Cloud through my Apple computer or device?

A: Yes. The Microsoft Remote Desktop app is available as a free download on the Apple App Store. Download and run the app and use your CenterPoint login credentials to access your work resources. See the [Red Wing Cloud Services – Connecting to Additional Devices](#) document for more information.

Q: I have a scanner set up on my local computer, can I scan documents into CenterPoint when I am using the program in the Red Wing Cloud Service?

A: Yes, scanners that are set up on a local computer can be accessed by the cloud service for direct scanning into CenterPoint. Contact Red Wing Software Technical Support to set up your Red Wing Cloud environment to accept scans. See the [Scanning and Attaching Documents](#) document for more information.

Q: I'm receiving data overage charges, can you explain why?

A: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

Q: Are there scheduled maintenance periods for the Red Wing Cloud Service?

A: Yes, there is scheduled general maintenance every day from 11:00pm - 1:00am Central Standard Time.

Red Wing Cloud Services – CenterPoint (Administration Functions)

[Send Messages](#)

[Log Off Users](#)

[Perform Remote Assistance for Specific Users](#)

[Change Passwords for Specific Users](#)

[Get an Active Company Report](#)

[Copy All Company Users List to the Clipboard](#)

Starting the AdminSet



Note: Administration functions can be performed by logging in with an Admin username and password.

1. Connect to the Red Wing Cloud Service.
2. Select the **AdminSet** application (if you connected via an Internet Browser (web) - Option 1 or via a RDP file - Option 3) or the **AdminSet (Work Resources)** icon (if you connected via the Start menu or Desktop Icon - Option 2) to open the Red Wing Cloud Services administration functions.
3. Click **Connect**.
4. If prompted, login with the username and password provided to you from Red Wing Software.



Send Messages

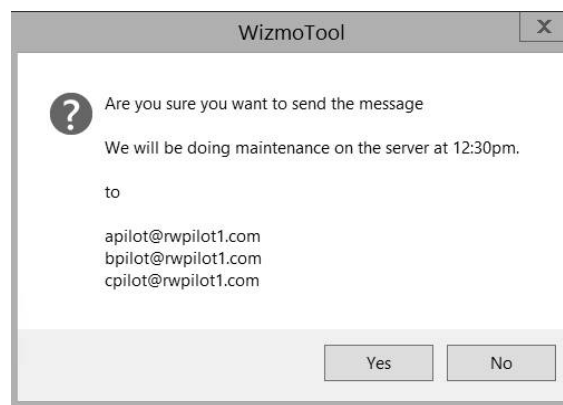
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



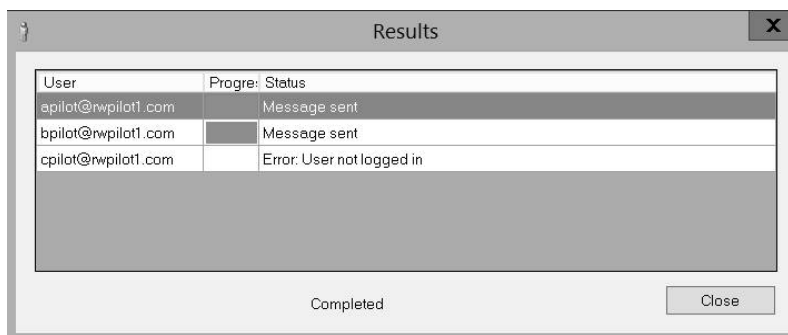
3. Select **Send Messages to All Company Users**.



4. Enter the message you wish to send and then click **OK**.



5. At the *Are you sure you want to send the message* prompt, click **Yes**.
6. Each user displayed under the main node will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.



7. You will receive a Results window that will display which users received the message. Click **Close**.

To send a message to a specific user:

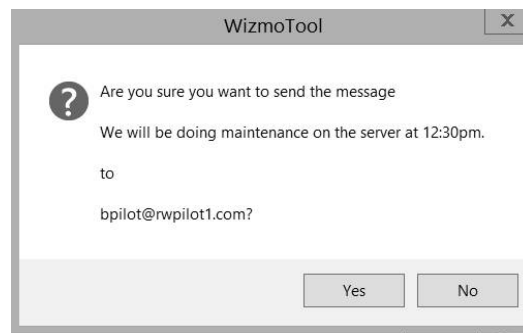
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to send a message to. For example, right-click on bpilot@rwpilot1.com.



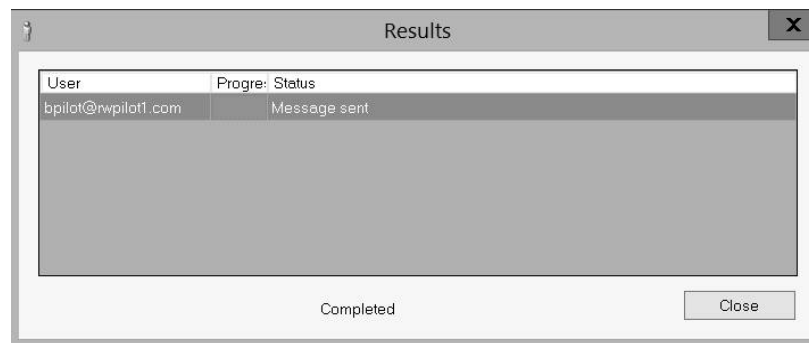
3. Select **Send Message**.



4. Enter the message you wish to send and then click **OK**.



5. At the *Are you sure you want to send the message* prompt, click **Yes**.
6. The user will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.



7. You will receive a Results window that will display the user that received the message. Click **Close**.

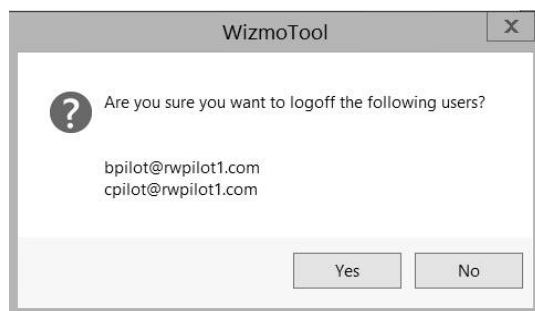
Log-Off Users

Log Off All or Specific Users

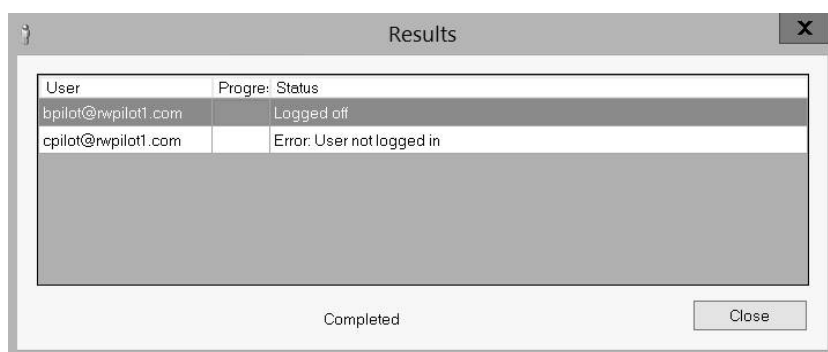
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Logoff All Company Users**.
4. At the *Are you sure you want to logoff the following users* message, click **Yes**.



5. Click **Yes**.
6. Each user displayed under the main node will be logged off.



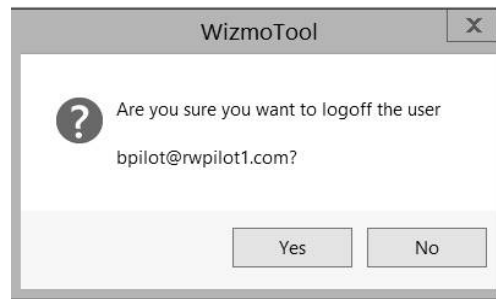
7. You will receive a Results window that will display the users that were logged off. Click **Close**.

To log off a specific user

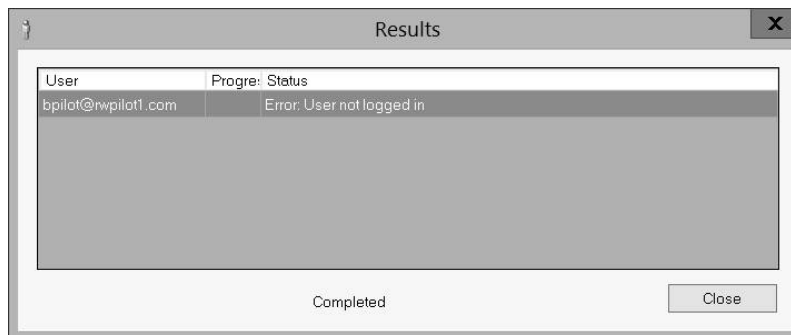
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to log off. For example, right-click on bpilot@rwpilot1.com.



3. Select **Logoff**.



4. Click **Yes**.
5. The selected user will be logged off.



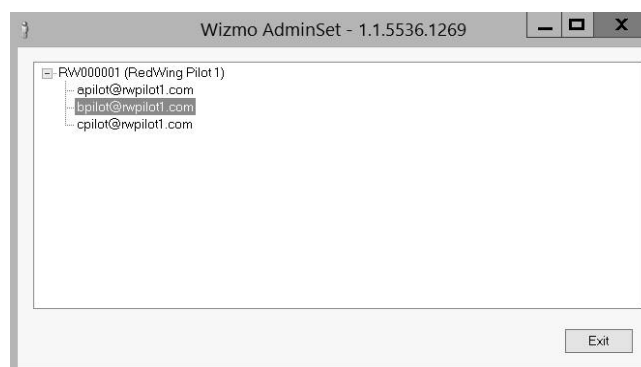
6. You will receive a Results window that will display the user that was logged off. Click **Close**.

Perform Remote Assistance for Specific Users

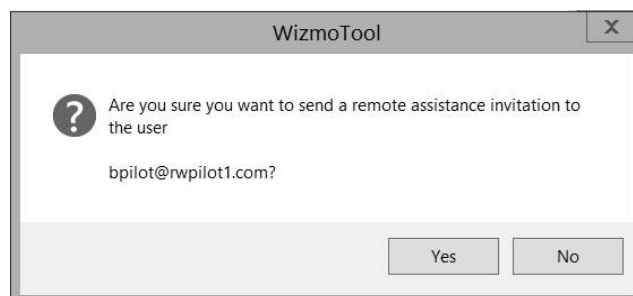
Remote assistance allows an administrator to access a user's session without being physically located at the user's computer.

To Remotely Control a Specific User's Session

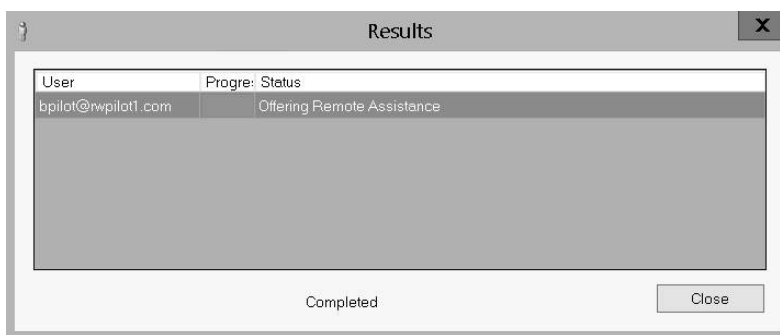
1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to perform remote assistance for. For example, right-click on bpilot@rwpilot1.com.



3. Select **Remote Assist**.



4. At the *Are you sure you want to send a remote assistance invitation to the user* message, click **Yes**.
5. The selected user will see a *Remote control request "username" is requesting to control your session remotely. Do you accept the request?* message. If the user clicks **Yes**, you will have remote access to the user's computer and can operate their computer until you click the **X** to close the screen or if the user clicks **No**, you will receive a *The operator or administrator has refused the request* message and then you can click **OK** to continue.
6. In either case, you receive a Results window that will display the user that the remote invitation was sent to.



7. Click **Close**.

Change Passwords for Specific Users

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the user you want to change the password for. For example, right-click on bpilot@rwpilot1.com.



3. Select **Change Password**.



Change password

Enter the new password for the user(s):

Confirm the new password for the user(s):

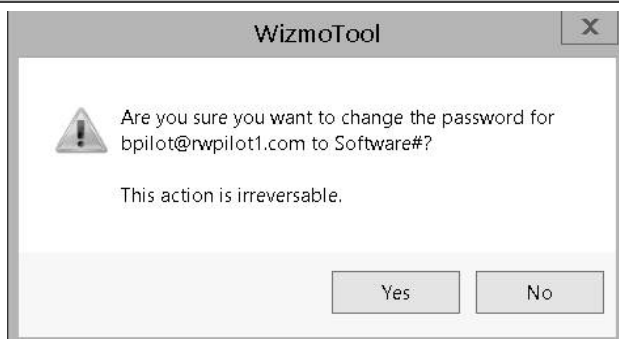
Please note - the password must meet the complexity rules, such as minimum length, types of characters and other criteria as indicated in your support guide.

OK Cancel

4. Enter and confirm the new password for the user, and then click **OK**.



Note: Passwords must be at least 10 characters, include at least one uppercase character, and cannot contain the account owner's name. By default, passwords expire after 90 days.



WizmoTool

Are you sure you want to change the password for bpilot@rwpilot1.com to Software#?

This action is irreversible.

Yes No

5. At the *Are you sure you want to change the password* message, click **Yes**.



Note: The action is not reversible.



WizmoTool

The password was changed for bpilot@rwpilot1.com to Software# successfully.

The user will be forced to change their password at the time of their next login.

OK

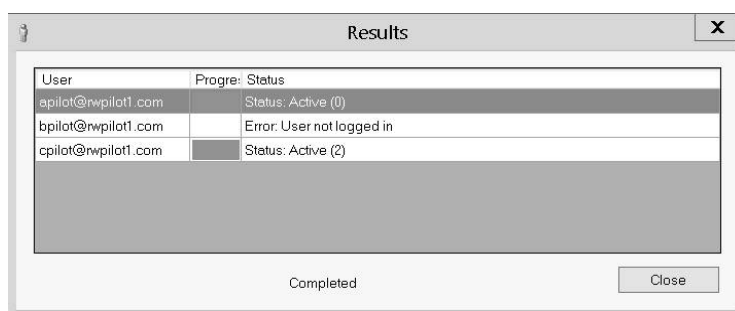
6. After the password is changed, the user must change their password at the time of their next login. Click **OK** at the confirmation message.

Get an Active User Report for All Company Users

- Follow the Starting the AdminSet section of this document.
- Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Active User Report for All Company Users**.



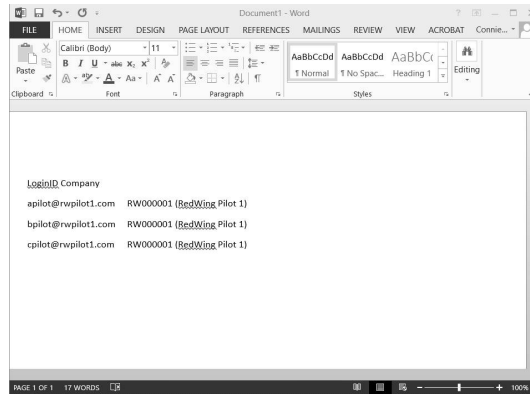
4. Click **Close**.

Copy All Company Users List to the Clipboard

1. Follow the Starting the AdminSet section of this document.
2. Right-click on the highest level of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



3. Select **Copy All Company Users List to Clipboard**.
4. Once the action is performed, you can use CTRL + V to paste the list into any Windows program. The example below shows the list copied into a Word document.



Red Wing Cloud Services – Changing or Updating a Password

- » To change a password via an Internet Browser, see [Option 1](#).
- » To change a password when connecting via an RDP, see [Option 2](#).
- » To reset an expired password via an Internet Browser, see [Option 3](#). Note: Use this process to reset an expired password if you log in via an Internet Browser or an RDP.

Option 1: Change a Password via an Internet Browser

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Click the **Forgot Password?** link.

Reset Password Request

User name:

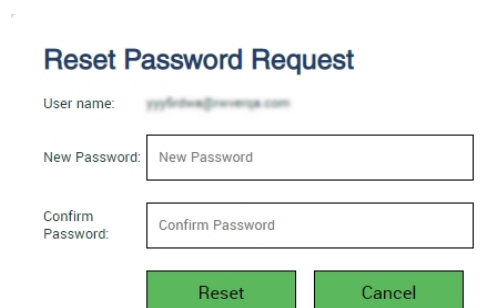
Email address:

3. Enter your **User name**.
4. Enter your **Email Address**.
5. Click **Submit**. A link for resetting your password will be sent to your email address. If you do not receive the email, please check your junk/spam folder.



Note: If you need to set or change your password recovery email address for the Red Wing Software Cloud Service, please click [here](#) for detailed information.

6. Open the email and click the enclosed link to reset your password.



Reset Password Request

User name: xxx@redwing.com

New Password: New Password

Confirm Password: Confirm Password

Reset Cancel

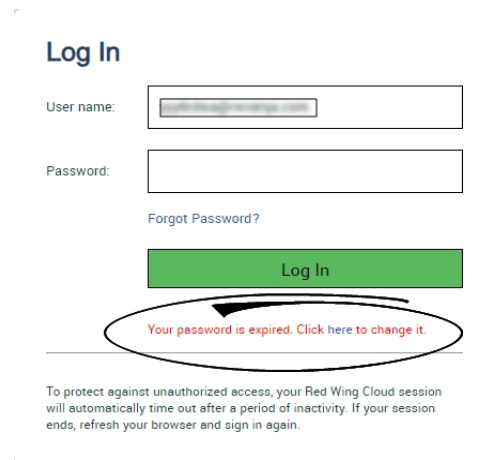
7. Enter your **New Password** and **Confirm Password**.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$\$%^&* _-+=`|\(){}[];:'"<>,.?/
8. Click **Reset**.
9. You will receive a password changed confirmation email.
10. Click the **Click here to login** link.

Option 2: Change a Password when Connecting via an RDP

1. Log in to the Red Wing Cloud Service via your RDP file. This will load to a desktop.
2. Press **Ctrl+Alt+End** on your keyboard.
3. Select **Change a Password**.
4. Enter your **old password**, **new password** and **confirm the new password**, and then complete the process.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$\$%^&* _-+=`|\(){}[];:'"<>,.?/

Option 3: Reset an Expired Password via an Internet Browser

1. From your web browser, enter <https://centerpoint.redwingcloud.com>.
2. Enter your **User name** and **Password**.
3. At the **Your password is expired. Click here to change it.** message, click the **here** link.



Log In

User name:

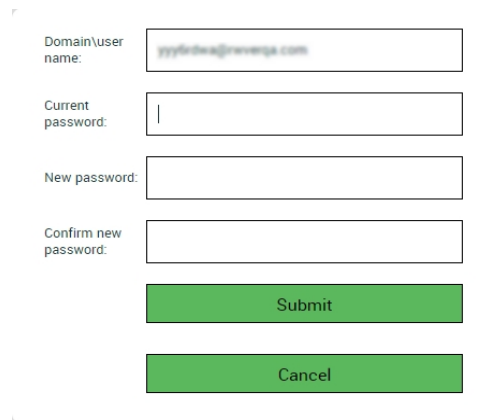
Password:

[Forgot Password?](#)

Log In

Your password is expired. Click here to change it.

To protect against unauthorized access, your Red Wing Cloud session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.



Domain\user name:

Current password:

New password:

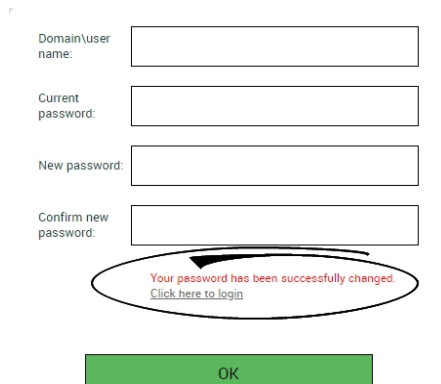
Confirm new password:

Submit

Cancel

1. Enter your **Current password**, **New password**, **Confirm new password** and then click **Submit**.

- » Password must be a minimum of 10 characters.
- » Passwords must not contain the owners name.
- » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$%^&* _-+=`|\\(){}[]:;'"<>,.?/



Domain\user name:

Current password:

New password:

Confirm new password:

Submit

Cancel

Your password has been successfully changed. Click here to login

OK

5. At the ***Your Password has been successfully changed*** message, click the **Click here to login** link or click **OK**.

Red Wing Cloud Services - CenterPoint (Back Up or Restore Data)

This document explains how to back up or restore data using the Red Wing Cloud Service.

[How do I Back Up and Restore Data?](#)

[Understanding Red Wing Cloud Service Backup and Restore](#)

[Back Up your Database using the Red Wing Cloud Service](#)

[Back Up and Copy to a Local File Location](#)

[Restore From a Local Drive](#)

How do I Back Up and Restore Data?

Understanding Red Wing Cloud Service/CenterPoint Backup and Restore

Cloud Service Backup and Restore:

- » To ensure the safety of your data, backups are performed by the Red Wing Cloud Service every evening. These backups are stored off-site at the Red Wing Cloud data center. The time period of the daily data maintenance occurs somewhere between 11 PM and 1 AM.
 - » Your data is backed up automatically with three weeks of history available.
 - » There is no additional charge to have Red Wing Software restore your data from within the last 24 hours (the prior night backup) from the Red Wing Cloud Service. The cost to have Red Wing Software restore your data after 24 hours from the Red Wing Cloud Service backup is \$175.

CenterPoint Backup and Restore Utilities:

- » We highly recommend you do consistent backups using the built-in backup process in your CenterPoint program by selecting File > Backup > Backup Database and store those backups to a location easily accessible. In the event you need to restore your database, this eliminates the cost and longer time-frame related to retrieving the data from the data center.

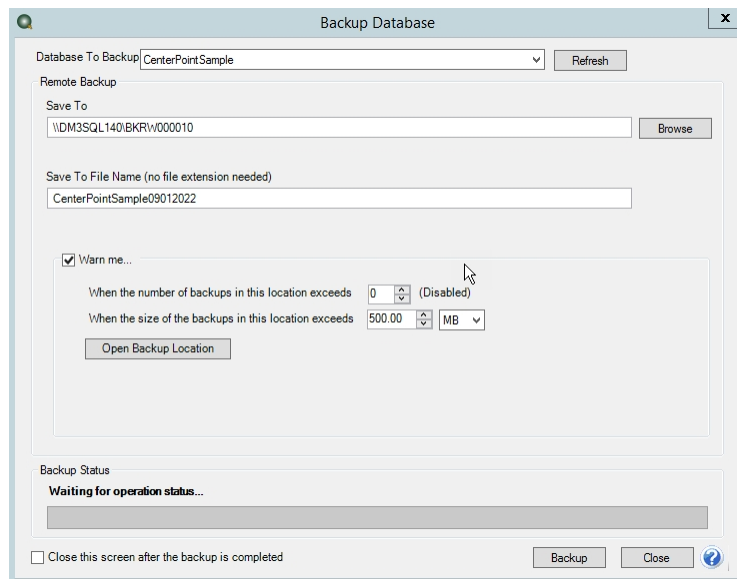
When you use the Red Wing Cloud Service, CenterPoint runs on a server in a remote data center and you cannot save a backup directly to a local or network drive on your computer. The Red Wing Cloud Service uses the L: drive for backups, when you do a backup from within CenterPoint a default Save To location will display and will be automatically saved on your L: drive. If you need to save the backup to your local computer, it can be copied from the L: drive to your local computer.



Note: You are charged for the file space you use for backups stored on the L: drive (you are also charged for backup files that were moved to either the P: or S: drive); it is important to periodically remove any old or unneeded backups.

Back Up your Database using the Red Wing Cloud Service

1. Connect to the Red Wing Cloud Service.
2. Select your **CenterPoint** application from the list of applications.
3. Click **Connect**.
4. Open your CenterPoint database.
5. Select **File > Backup > Backup Database**.



6. The **Save To** will default to a location that cannot be changed (this location is on the L: drive).
7. The **Save To File Name** will also default, but you can change the name of the file.
8. Select the **Warn Me** check box if you would like to be notified about the number of backups or size of the backups in the Save To location.
 - » In the **When the number of backups in this location exceeds** box, enter a number between 0 - 99.
 - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00-999.99 and select either MB (megabyte) or GB (gigabyte).
 - » Setting either of the above values to 0 disables that specific warning.
9. To view the contents of the Save To backup location, click **Open Backup Location**.
10. If you want to close this screen when the backup is completed, select the **Close this screen after the backup is completed** check box.
11. Click **Backup**.

Back Up and Copy to a Local File Location

1. Follow the Back Up your Database using the Red Wing Cloud Service section in this document.
2. Close CenterPoint.
3. Connect to the Red Wing Cloud Service.
4. Select **File Explorer**.
5. Click **Connect**.
6. Verify that the L:, P:, and S: drive letters are displayed in the File Explorer.
7. Copy the .cpz backup file you want from the L: drive to your local drive location.

Restore From a Local Drive

1. Connect to the Red Wing Cloud Service.
2. Select **File Explorer**.
3. Click **Connect**.
4. Verify that the L:, P:, and S: drive letters are displayed in the File Explorer.
5. Copy the .cpz backup file you want to restore to the L: drive.
6. Close the File Explorer application and perform the restore from Centerpoint as normal.



Note: The restore operation will use the default path to the L: drive as the default Backup File to Restore source. For detailed information about restoring, see the [Back Up or Restore a Single User Database](#) topic.

Red Wing Cloud Services – Connecting to Additional Devices

This document explains how to access the Red Wing Cloud Service from an Apple computer or device.

[iPhone or iPad \(iOS mobile\) Device](#)

[Mac OS X Device](#)

[Android](#)

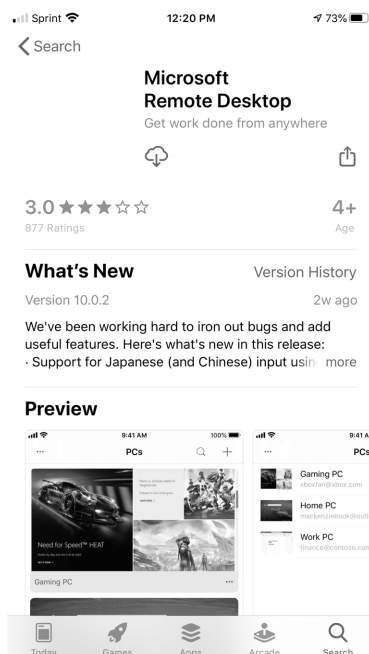
[Frequently Asked Questions](#)

Prerequisite: A User name and Password are required to connect to the Red Wing Cloud Service using one of the options above. If your User name and Password are not working, you may need to change your password or your password may be expired. See the [Frequently Asked Questions](#) section in this document for more information.

iPhone or iPad (iOS mobile) Device

You have the ability to access your hosted RDP session from your iOS mobile device. To access the RDP environment from your iOS mobile device, you will need to download the Microsoft Remote Desktop app. The following steps will instruct you on how to access your session using the Microsoft Remote Desktop app.

1. From the App Store on your Apple device, search for Microsoft Remote Desktop app.

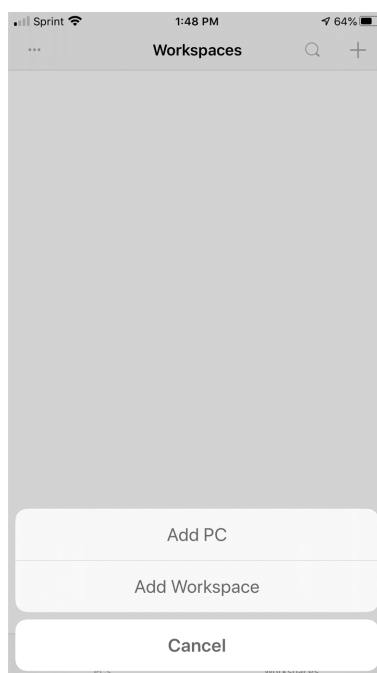


2. Select **Get**, and then select **Install**.

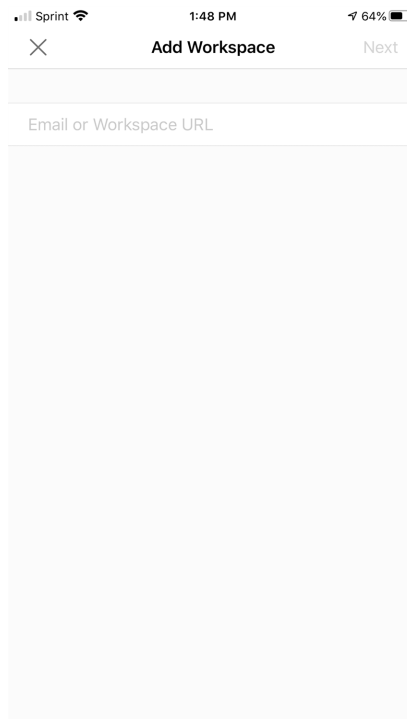


3. Open the **RD Client** app on your Apple computer. Click the **+** in the top right of the first displayed screen.

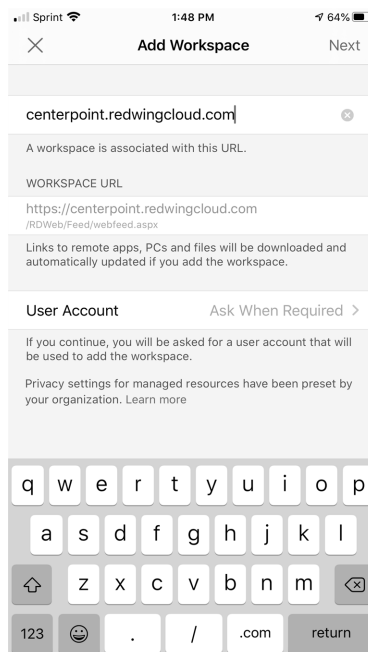
4. Select **Add Workspace**.



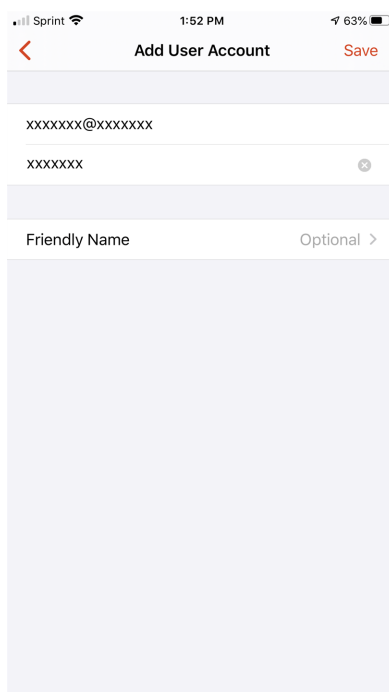
5. In the **Email or Workspace URL** box, enter **centerpoint.redwingcloud.com** and select **Next**.



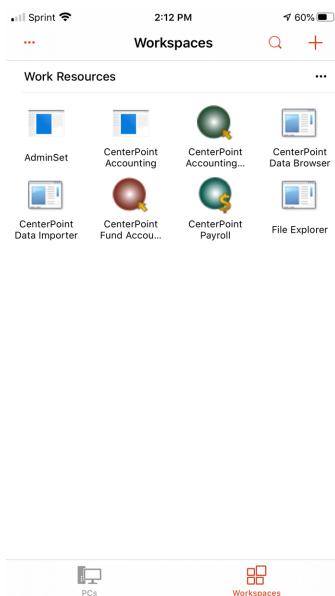
6. Select **User Account**.



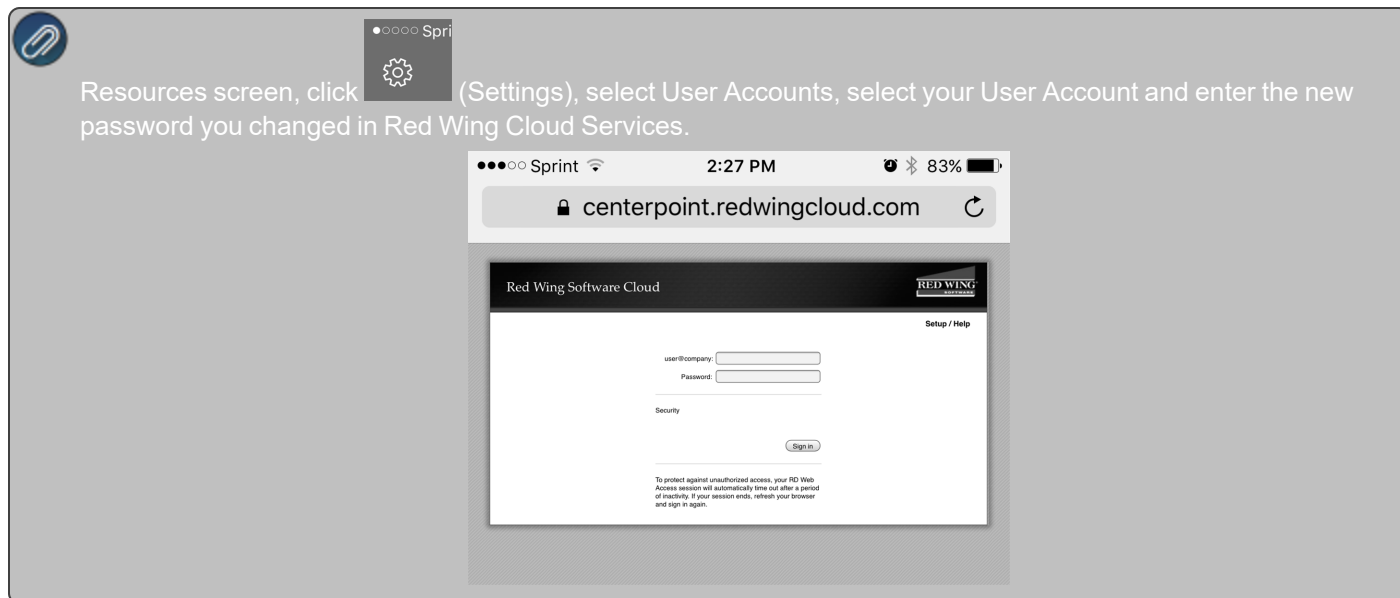
7. Click **Next**. Enter **your** Red Wing Cloud Services **User Name** and **Password** and then select **Save**.



8. From the Workspaces screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services.



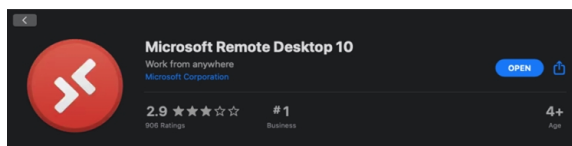
Note: If you cannot access your CenterPoint product, most likely your Red Wing Cloud Services password has expired. To change your password, go to your Safari internet browser on your Apple device and enter **centerpoint.redwingcloud.com** to access your Red Wing Cloud Services setup. When you log in with your credentials for Red Wing Cloud Services, you will be prompted that your password expired. Change your password. Close the Safari internet browser and restart the Microsoft Remote Desktop app and from the Work



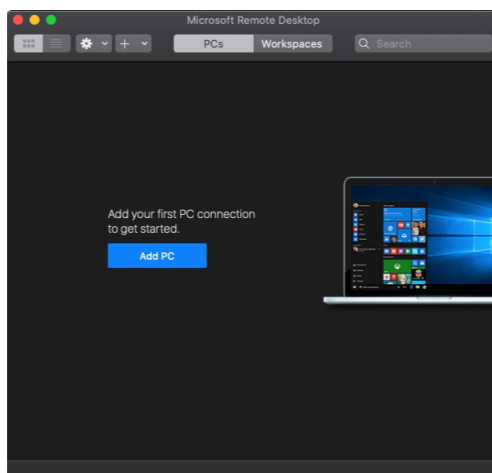
Mac OS X

You have the ability to access your hosted RDP session from a Mac OS X. To access the RDP environment from a Mac OS X, you will need to download the Microsoft Remote Desktop app. The following steps will instruct you on how to access your session using the Microsoft Remote Desktop app.

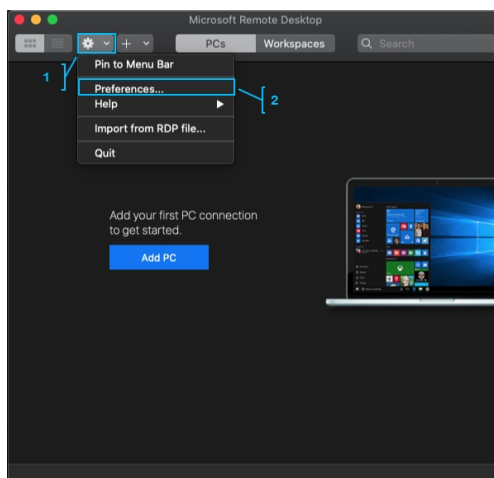
1. Form the Mac App Store on your device, search for the **Microsoft Remote Desktop 10** app .



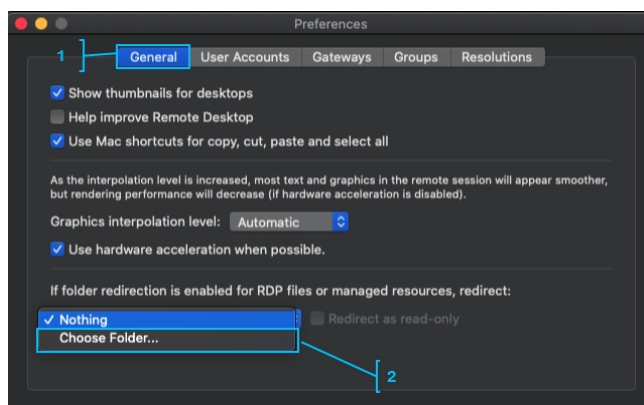
2. Download and install the Microsoft Remote Desktop 10 app.
3. Click and open the Microsoft Remote Desktop app.



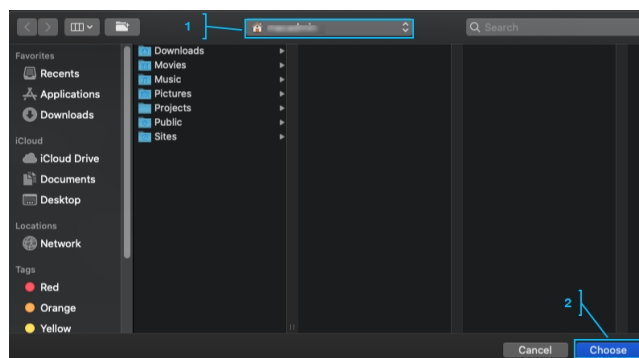
4. Click the "**Gear**" icon (labeled 1) and then select **Preferences** (labeled 2).



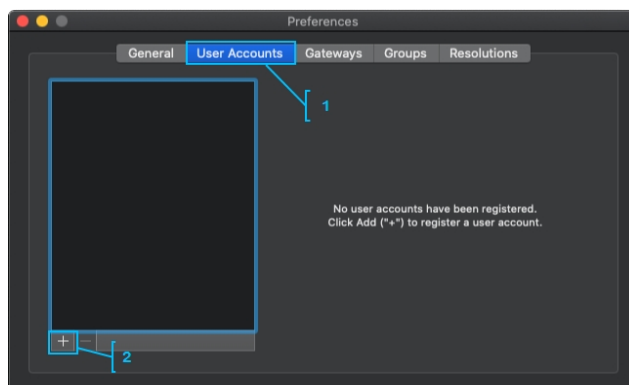
5. On the Preferences screen, click **General** (labeled 1).
6. From the **If folder redirection is enabled for RDP files or managed resources**, box, select **Choose Folder** (labeled 2).



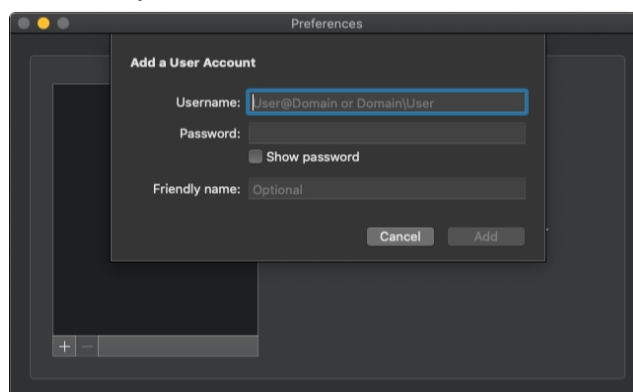
7. Use **Shift + Command + H** to select the logged-in user's home folder (labeled 1) or select the home folder from the drop-down and click **Choose** (labeled 2).



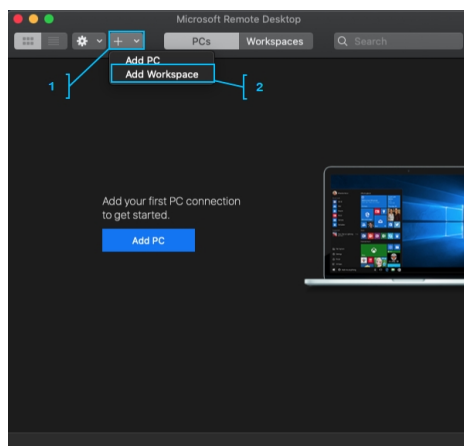
8. On the Preferences window click on **User Accounts** (labeled 1) and then click on the **+ sign** (labeled 2) to access the Add User Account pop-up.



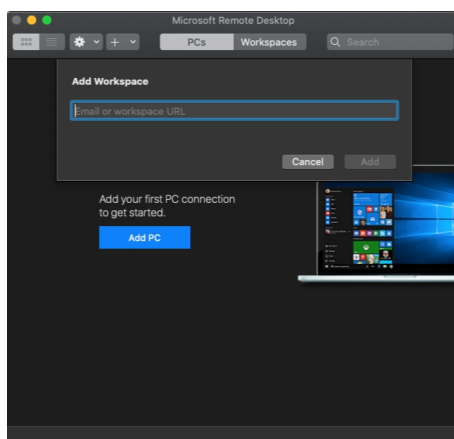
9. In the Add a User Account screen, enter your **Username** and **Password**, and then click **Add**.



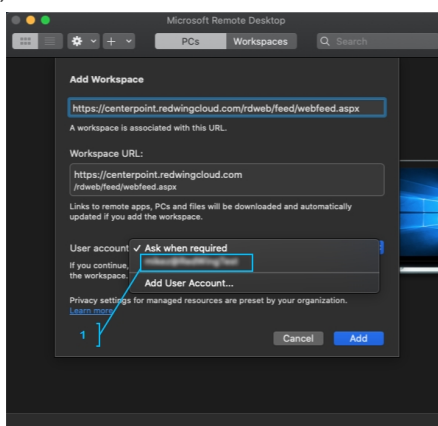
10. Close the Preferences window to return to the main screen.
11. Click on the **+ sign** (labeled 1) to add a new **Add Workspace** (labeled 2).



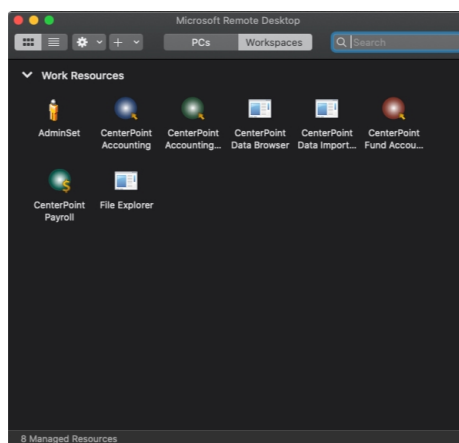
12. In the Add Workspace screen, enter the provided **URL** (<https://centerpoint.redwingcloud.com/rdweb/feed/webfeed.aspx>) or **Email Address**, and then click **Add**.



13. Select your **User Account** (labeled 1), and then click **Add**.



14. From the Work Resources screen, select your **CenterPoint** product you want to access from Red Wing Cloud Services..

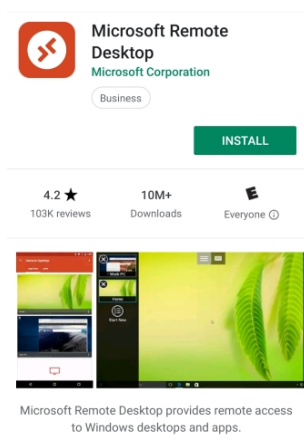


15. Once you have set up access by completing the above steps, you can simply launch the Microsoft Remote Desktop application and select your resource from the Work Resources list for future log ins.

Android

You have the ability to access your hosted RDP session from your Android mobile device. To access the RDP environment from your Android mobile device, you will need to download the Microsoft Remote Desktop app. The following steps will instruct you on how to access your session using the Microsoft Remote Desktop app.

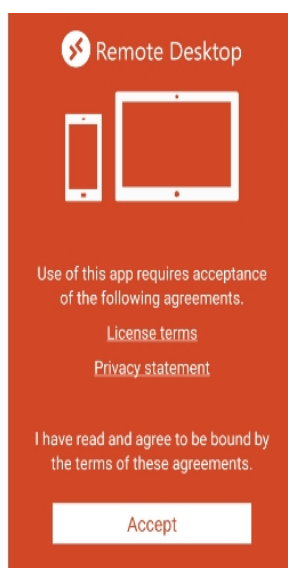
1. Download the Microsoft Remote Desktop app from the Play Store. Note: There are two RDP apps from Microsoft, do not download the beta version.



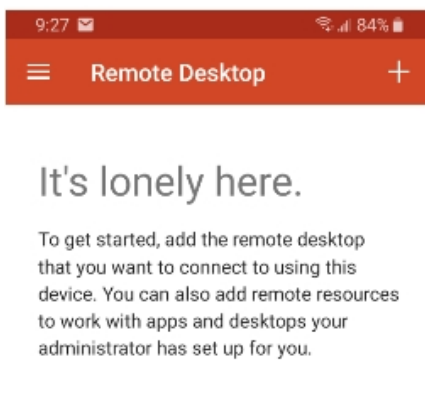
2. Once downloaded and installed, open the Microsoft Remote Desktop app on your Android device.



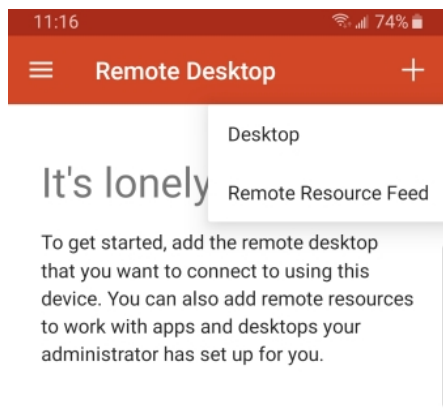
3. Click **Accept**.



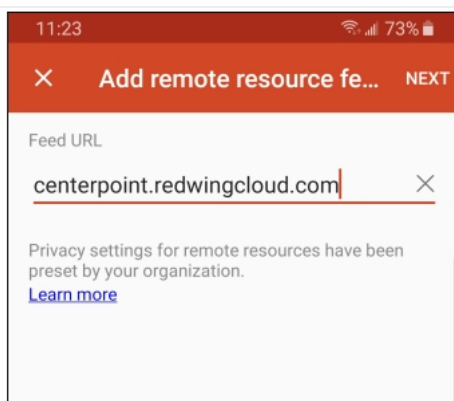
4. On the main screen that displays, click the **+ sign** in the upper-right corner of the screen.



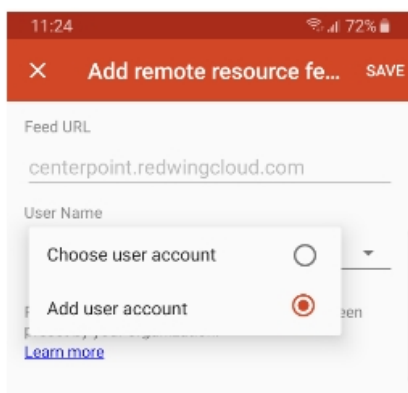
5. Select **Remote Resource Feed**.



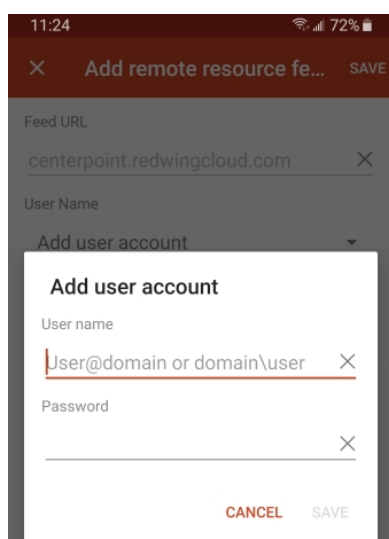
6. In the **Feed URL** box, enter the information for the Remote Resource: (**centerpoint.redwingcloud.com**).



7. Click the Choose User Account down-arrow and select **Add User Account**.

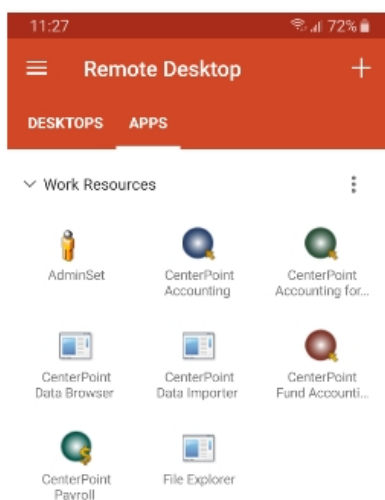


8. Enter your **User name** and **Password**.



9. Click **Save**.

10. At the main screen, select the Apps tab for remote apps or choose the Desktops tab for full desktops.



11. Select the appropriate icon to open your remote applications.



Note: The Microsoft Remote Desktop for Android does not support printer redirection. Please see the following link for more information.

<https://docs.microsoft.com/en-us/windows-server/remote/remote-desktop-services/clients/remote-desktop-app-compare>

Frequently Asked Questions

Q: My User name and Password are not working, what should I do?

A: If your User name and Password are not working:

1. From your web browser enter <https://centerpoint.redwingcloud.com>.
2. Enter the **user@company** (login) and **Password**.
3. Click **Sign In**.
 - » If you receive a *Your password is expired. Click here to change it* message,
 - » Click and then enter your **User name** and current **Password**. Then, type in your new password twice and click **Submit**.
 - » Passwords must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$\$%^&* _-+=`|\(){}[]:;'"<>.,?/
 - » If your User name and Password do not work here, please contact Red Wing Software Technical Support or contact your company Red Wing Cloud Service administrator to get a new password.

Red Wing Cloud Services Security

Red Wing Software offers the ability to run CenterPoint and store CenterPoint databases in the cloud. This opens the question of security, as users realize that the information being accessed and stored in the cloud is sensitive in nature. Security is, however, a multi-faceted topic that includes passwords, data protection, environment support, backups and restores, and nightly scheduled maintenance.

General Web Security

- » **SSL Protocol**– SSL Protocol– Access to the Red Wing Cloud Service website forces an HTTPS secure connection between the client (browser instance) and the web server. This protocol creates an encrypted key relationship with the client, encrypting the stream of information versus plain text. All communication is encrypted with 2048 bit encryption, including upload and download of files and keyboard inputs. Any attempts to access this portal using HTTP without SSL will be redirected to use HTTPS.

Passwords

- » When Red Wing Cloud Services are accessed from a web browser at <https://centerpoint.redwingcloud.com>, you will be required to enter a user@company (login) and password given to you by Red Wing Software. Upon first login, users will be required to reset their password.



Note: this is NOT the CenterPoint database login and password.

- » Red Wing Cloud Service passwords expire every 90 days.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$%^&* _+=`|(){}[]:;'"<>,.?/
- » CenterPoint database security is recommended as an additional security level for databases when using Red Wing Cloud Services.



Note: logging into the cloud and logging into your databases requires two separate login credentials.

Data Protection

- » Red Wing Software is partnering with a nationally known hosting provider.
- » Each customer has its own separate SQL instance. Each instance is accessible only by users from that company.
- » A limited number of Red Wing Software Technical Support representatives have access to the hosted environment and none of the Red Wing Software Technical Support representatives can run your instance of CenterPoint or has access to your data.
- » The Red Wing Cloud environment lies behind multiple firewalls.
- » Data deletion policies and procedures are in place.
- » Data recovery plan exists.
- » SAS70 protocols and procedures are used.

Environment Support

Data Center

- » 24 hour authorized access only.
- » Monitored 24/7/365 (video surveillance and security guard).
- » Biometric scanning, badge/mantrap entry.

Power

- » Multiple facility-based UPS systems.
- » N+1 facility-based UPS system.
- » Power back-up generators (tested monthly).

Environment

- » HVAC cooling system.
- » Temperature and humidity alarms.

Disaster Recovery Backup and Restore

All data is handled by Red Wing Software's hosted partner's employees only.

Backups

- » Backups are performed on a nightly basis.



Note: you can back up your data at any time from within CenterPoint.

- » Two full weeks of backups are saved.
- » Backup tapes are brought off site daily and kept in a fire safe.

Restores

- » A typical restore can be accomplished within 24-72 hours from the time of a request.
- » A cost is associated with this service.



Note: You can restore your data at any time from within CenterPoint.

Nightly Scheduled Maintenance

- » The standard maintenance window is from 11:00 pm to 1:00 am Central Time.
- » It is recommended that users do not log in during this time window. You may have limited access and experience interruption in service.
- » Extended maintenance may be necessary on occasion and Red Wing Software will communicate the nature and length of the maintenance.

Red Wing Cloud Services with the Microsoft® Windows® 10 Operating System

Microsoft recently released a Windows 10 update (1803) that may cause remote applications such as the Red Wing Software Cloud to perform slower than normal. Symptoms of this problem in the Red Wing Cloud include extreme slowness and no right-click options available on look-ups like names and accounts.

- » If you have noticed no change in your Red Wing Cloud experience, no additional actions are necessary.
- » If you are experiencing issues with extreme slowness or using right-click options in CenterPoint in the cloud, Red Wing Software has identified a solution that will offer an alternate way to access the Red Wing Cloud desktop.
 1. From the Red Wing Software website, select **Menu**.
 2. On the lower right side of the screen, under Quick Links select **Cloud Desktop Download**.
 3. Click **Download Now**.
 4. If prompted, save the file to your computer.
 5. From the location the download was saved to, for example the Downloads folder, copy the **Red_Wing_Software_Cloud.RDP** file and save the file to your desktop.

6. To access the Red Wing Software Cloud, double-click the **Red_Wing_Software_Cloud.RDP** icon on your desktop and enter your Red Wing Software Cloud credentials.
7. If you are having difficulty logging in, your password may have expired. To reset your password, click [here](#) and follow Option 1 steps 1-6



At this point, Microsoft has not released a resolution or a patch for this issue. We will continue to monitor the situation and update this document when Microsoft has addressed this issue.

Red Wing Cloud Services – Export Reports

This document explains how to export reports in cloud as either Excel, PDF, CSV, or RAW Data to a CSV file.

[Create and Save a Report Export](#)

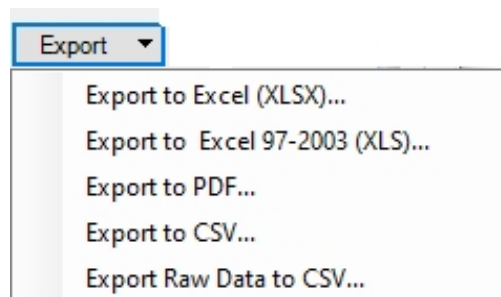
[Locate Report Exports Saved to Cloud Storage Drives](#)

Create and Save a Report Export


There are two methods of exporting reports in the cloud:

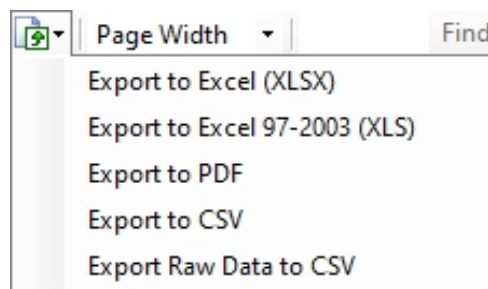
Option A:

- » From any report selection, click **Export**, then select one of the options: **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV**.



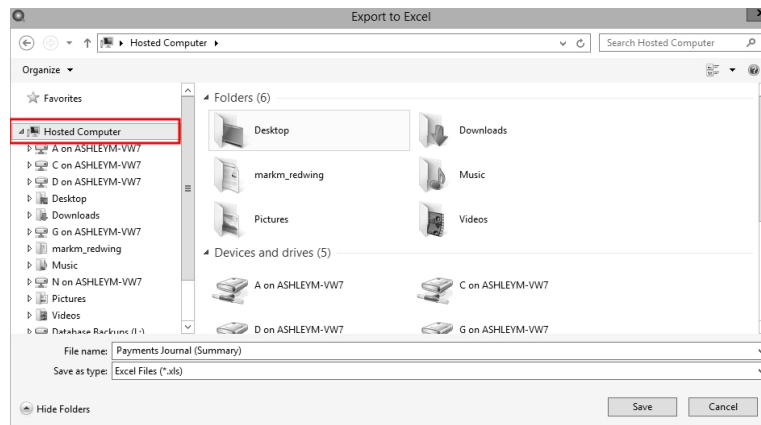
Option B:

- » From the preview of any report, click , then select one of the options: **Export to Excel (XLSX)**, **Export to Excel 97-2003 (XLS)**, **Export to PDF**, **Export to CSV**, or **Export Raw Data to CSV**.

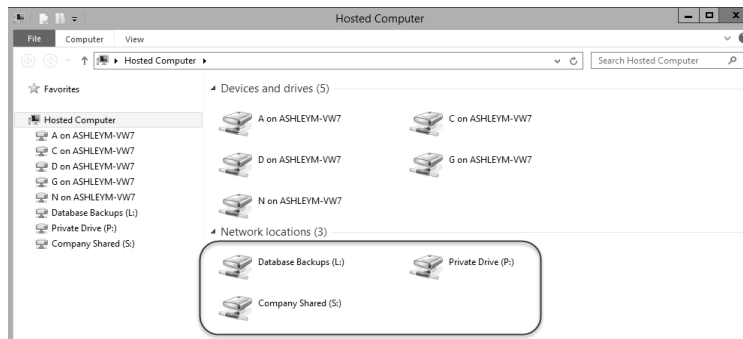


After selecting the type of export from either option:

1. A screen similar to the screen below will display, select **Hosted Computer**.



2. Scroll down to display **Network Locations**.



3. The Excel, PDF, CSV, or RAW Data to CSV export can be saved to either the L:, P:, or S: drive, or any of your local computer locations that you have permission to access. If you send the file back to your local computer, you will need to browse all the way down to the specific folder location. For example, if you want to save a file to your local computer desktop, select C on "X" > Users > "username" > Desktop.



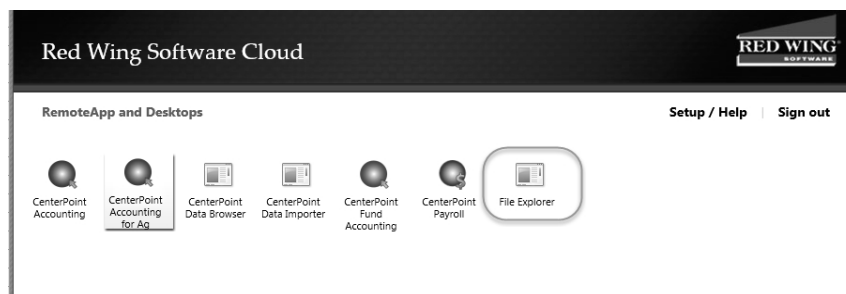
Note: The P drive is a private drive to each user. If you have multiple users, and the file is saved to the P: drive, no other users will have access to the exported document - you will be the only user that can access the file.

4. Double-click on either the **L:**, **P:**, or **S:** drive, or navigate to one of your local computer drives.
5. The name of the report will display in the **File name:** box, the report name can be changed.
6. Click **Save**.

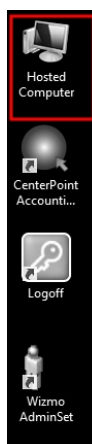
Locate Report Exports Saved to Cloud Storage Drives

To locate a report export saved to your Red Wing Cloud storage drives (L:, P:, S:):

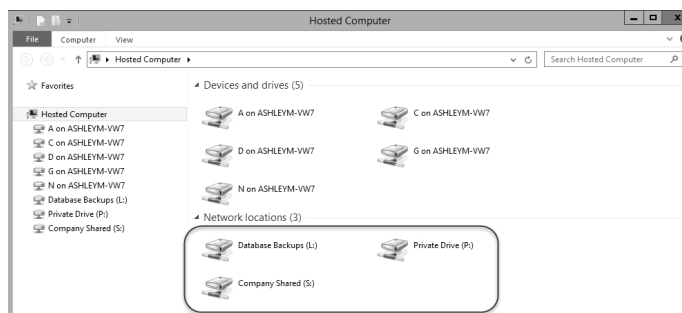
- » If you connected to Red Wing Cloud Services via an Internet Browser (web) - Option 1 or via the Start Menu or Desktop icon - Option 2, select **File Explorer**.



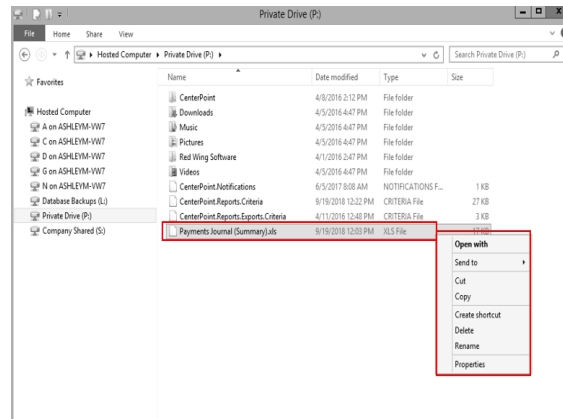
» If you connected to Red Wing Cloud Services via a RDP file - Option 3, select **Hosted Computer**.



1. Under Network locations, double-click on the drive you saved the exported report to (either L:, P:, or S: drive).



2. Locate and highlight the report, then right-click and select one either the **Cut** or **Copy** option in the list.



- Then on your Desktop or location you want to save to, for example a USB drive, right-click and select **Paste**.

Red Wing Software Cloud Services for Service Bureaus

This document explains how to set up and use Red Wing Software Cloud Services for service bureaus:

[Recommendations](#)

[Connecting to the Red Wing Software Cloud Service](#)

[Selecting, Accessing, and Changing Clients](#)

[Accessing the Mapped Drives](#)

[Frequently Asked Questions](#)

Recommendations

- » Service bureau users typically connect to the Red Wing Software Cloud via an RDP file. To access the Red Wing Software Cloud Service, users need access to <https://centerpoint.redwingcloud.com>. Firewall adjustments should be entered according to the settings at https://centerpoint.redwingcloud.com/rdweb/misc/Firewall_Settings.html, which are below:
 - » Port 443 must be opened, Port 80 can be opened but is not required, to the following IP Subnets:
 - » Hosted Environment Networks: 97.65.91.0/24 (Subnet Mask 255.255.255.0)
 - » 207.250.170.0/26 (Subnet Mask 255.255.255.192)
 - » 207.250.245.64/26 (Subnet Mask 255.255.255.192)
- » CenterPoint database security should be set up as an additional security level when using Red Wing Software Cloud Services.
- » Printing individual checks, invoices, etc. during transaction entry will be slower from the Red Wing Software Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to save each transaction without printing and then printing checks/invoices/receipts from the Processes > Purchases or Sales > Print/Email Checks, Print/Email Invoices, or Print/Email Receipts screens. See the [Print/Email Checks](#), [Print/Email Invoices](#) or [Print/Email Receipts](#) topics for detailed information.

- » Printing long reports will be slower from the Red Wing Software Cloud Service than when you print from your local computer because prior to printing, the print job is first downloaded to the local printer. It is suggested to export long reports to a .pdf file on the local computer and then print the report from the .pdf file. See the [Export Report to Microsoft® Excel, Adobe® PDF, or CSV](#) topic for detailed information.
- » Red Wing Software recommends performing a database backup any time that an Update Modules screen displays when opening a database. Click the Backup button to start the backup process. See the [Back Up and/or Restore a Single User Database](#) topic for detailed information..



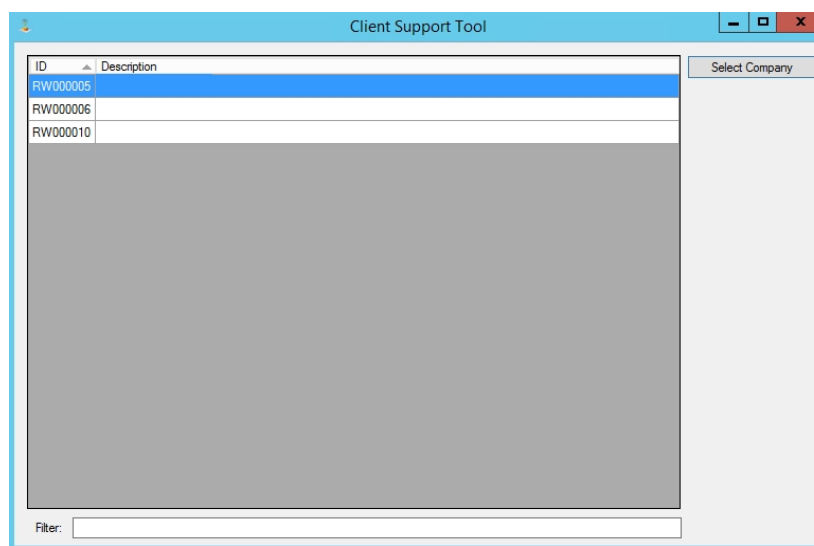
Note: For detailed information about any of the recommendations listed above, from CenterPoint select **Help > CenterPoint Help** and in the **Search** box at the top of the screen, enter a keyword to search for.

Connecting to the Red Wing Software Cloud Service

1. Double-click the **RedWingCloud.rdp** file. If you do not have this file, please contact the Red Wing Software Technical Support department.
2. On the Remote Desktop Connection screen, click **Connect**.
3. On the Enter your credentials screen, enter the **User name** (if it isn't already displayed) and **Password** given to you by Red Wing Software (this is NOT a CenterPoint database login and password).
4. If applicable, select the **Remember me** check box, and then click **OK**. This step will start the Red Wing Software Cloud Service Remote session.

Selecting, Accessing, and Changing Clients

1. On the Desktop, double-click the **Client Support Tool** icon.
2. The Client Support Tool screen displays.



Note: The Client Support Tool screen can be resized and will retain the size from session to session.

3. Select a client from the list, and then click **Select Company**. This step configures the remote session for the client you are working with. **The currently selected client will display at the bottom of the Client Support Tool.**



Note: Use the Filter option at the bottom of the Client Support Tool to locate your client if you have a long list of clients.

4. The CenterPoint product icon will display on your desktop for this client. Double-click the **CenterPoint** icon.
5. Open the client's database, if prompted for a username and password, provide a valid CenterPoint database username and password.



Note: Logging into the cloud and logging into the client's databases requires two separate login credentials if you are using database security.

6. Begin working in the client's database.
7. Close CenterPoint when your work is complete.
8. If you want to switch to another client in this session, click **Unselect Company** from the Client Support Tool.
9. At the "Your company has been unselected" message, click **OK**.
10. Select a client from the list, and then click **Select Company**.
11. If you are done working in the cloud, on the Desktop, double-click **Log Off** to exit Red Wing Software Cloud Services.

Accessing the Available Mapped Drives

After you set up your connection, it is important to understand the mapped drives and file browsing locations used by Red Wing Software Cloud Services that can be viewed in the cloud from the Hosted Computer icon on the Desktop.

1. Complete steps 1-4 of the Connecting to the Red Wing Software Cloud Service section in this document.
2. Select the **Hosted Computer** Desktop icon to open the client's mapped drives.

Mapped Drives

C on <Your PC Name>

- » This is the C: drive on your local computer.
- » You may have other, similar paths for additional local or network drives your local computer has access to.

L: (Database backups)

- » The L: drive is the remote location your backups and the client's backups are created and stored in and the location you should put files to be restored. Note: Any backup files you store here are billable to the client.

P: (Private drive)

- » The P: drive is a folder specific to your cloud login. Each time you load the Red Wing Software Cloud and configure a client session the Red Wing Software directory is recreated based on that client's settings. For example, the modules owned, preferences set, databases, etc.

V: (Shared drive)

- » The V: drive is a shared folder between all service bureau users in a company.

S: (Company Shared)

- » The S: drive is a remote common folder shared by you and the client that can be used to store common CenterPoint related data. For example, you can save a PDF file here and the client will have access to the file.
- » All users that can run CenterPoint have access to this folder path.



Note: Additional charges apply when a CenterPoint database(s) exceeds 1 GB or file storage (files stored on L:, P: and S drives) exceeds 500 MB. The database and file storage limits are increased by the number of users in the company. For example, if there are two users, the limit would be 2 GB for the database(s) and 1 GB for the files. The most common drive to review and clean up is the L: drive (where manual CenterPoint backup files are stored).

Frequently Asked Questions

Q: Will I be notified about my password expiration date?

A: Yes, passwords expire every 90 days and five days prior to your password expiration date the Password Expiration Warning screen will display. Press **Ctrl+Alt+End** to reset your password or click **Dismiss** and you will be informed each of the five days prior to your password expiration date.



Q: How do I reset my password when logging into the Red Wing Software Cloud Service as a service bureau user?

A: To change your password:

1. Connect to the Red Wing Software Cloud Service and enter your service bureau login credentials.
2. On the Red Wing Software Cloud desktop, press **Ctrl+Alt+End**.
3. Click **Change Password**, enter your **Old password**, enter the **New password** and **Confirm Password**, and then click the **arrow**.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$%^&* _+=`|\(){}[];:'"<>.,?/

Q: Each time I load the client's session in the cloud, I lose the settings I previously had for this client. How can the settings be saved from session to session?

A: QuickLists, preferences, toolbars, and databases displayed for a client can be saved from session to session. Contact the Red Wing Software Technical Support department to reset defaults and determine what displays for the client in the cloud for every session.

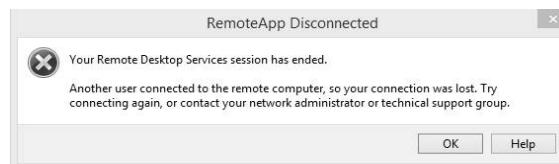
Q: My username and password will not work to log into the cloud, what do I do?

A: If the log in is not allowed, either the password was entered incorrectly or it has expired.

To verify the expiration status:

1. From the Internet Explorer web browser, enter <https://centerpoint.redwingcloud.com>. If you receive a *The web page wants to run the following add-on: Microsoft Remote Desktop Services Web Access* message click **Allow**.
2. Enter your **user@company** and **Password**.
 - » Your password expires every 90 days. When it expires, at the *Your password is expired. Click here to change it.* message, click and then enter your username and current password. Then, type in your new password twice and click Submit.
 - » Password must be a minimum of 10 characters.
 - » Passwords must not contain the owners name.
 - » Passwords must contain at least one character from three of the four categories below:
 - » Upper case letters
 - » Lower case letters
 - » Numbers
 - » Non-alphanumeric characters: ~!@#\$%^&* _-+=`|\\(){}[]:;'"<>,.?/

Q: I received the following message when I was connected to the Red Wing Software Cloud Service and my session ended, can you explain why?



A: Your session ended because another user logged into the Red Wing Software Cloud Service with the same login credentials. A user can be logged into the service one at a time. Each login is for a single user and additional users must be purchased to log in concurrently.

Q: Is there a way that I can access a user's Red Wing Software Cloud session without being physically located at the user's computer?

A: Yes, the Remote Assist function allows you to have remote access to the user's Red Wing Software Cloud session.

1. Double-click the **Wizmo Support Set** icon on your Desktop.
2. If prompted, login with the username and password.
3. Right-click on the user you want to perform remote assistance for.
4. Select **Remote Assist**. At the *Are you sure you want to send a remote assistance invitation to the user* message, click **Yes**.
5. The selected user will see a *Remote control request "username" is requesting to control your session remotely. Do you accept the request?* message. If the user clicks **Yes**, you will have remote access to the user's computer and can operate their computer until you click the **X** to close the screen or if the user clicks **No**, you will receive a *The operator or administrator has refused the request* message and then you can click **OK** to continue.
6. In either case, you receive a Results window that will display the user that the remote invitation was sent to.
7. Click **Close**.

Q: Is there a way that I can send a user or multiple user's a message through the cloud?

A: To send a message to all users:

1. Double-click the **Wizmo Support Set** icon on your Desktop.
2. If prompted, login with your username and password.

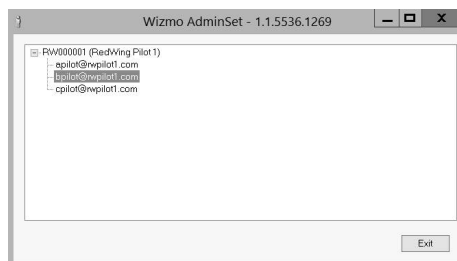
- Right-click on the highest level (main node) of the screen shot below. In this example, you would right-click on RW000001 (RedWing Pilot 1).



- Select **Send Messages to All Company Users**.
- Enter the message you wish to send and then click **OK**. At the *Are you sure you want to send the message* prompt, click **Yes**.
- Each user displayed under the main node will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.
- You will receive a Results window that will display which users received the message. Click **Close**.

To send a message to a specific user:

- Double-click the **Wizmo Support Set** icon on your Desktop.
- If prompted, login with your username and password.
- Right-click on the user you want to send a message to. For example, right-click on bpilot@rwpilot1.com.



- Select **Send Message**.
- Enter the message you wish to send and then click **OK**. At the *Are you sure you want to send the message* prompt, click **Yes**.
- The user will receive the message in a blue box that extends across the middle of their monitor. They can dismiss the message by clicking **OK**.
- You will receive a Results window that will display the user that received the message. Click **Close**.

Q: Are there scheduled maintenance periods for the Red Wing Software Cloud Service?

A: Yes, there is scheduled general maintenance every day from 11:00pm - 1:00am Central Standard Time.

Chapter 8 - CenterPoint Time Clock and Employee Portal

Setup and Using the CenterPoint Employee Portal

CenterPoint Employee Portal Setup

The CenterPoint Employee Portal allows employees convenient online access to view and modify payroll information.

- » Payroll information, company announcements, or other information, can be added to the Home section and edited at any time by the payroll administrator, making it easier for employees to stay up to date on important company information.
- » The CenterPoint Employee Portal consolidates all the Red Wing Software payroll web services into one spot. Employees can open and launch CenterPoint Time Clock and CenterPoint Pay Advices directly, making access to those services seamless.
- » Employees can view and update their personal information (name, address, phone, and email), Federal and State Withholding, and direct deposit allocation information from the Self-Serve section. Before creating a new pay run or updating employee setup, the payroll administrator is notified of any pending changes and can either approve or deny them. This makes payroll communication between employees and payroll administrators very efficient.
- » On the Quick Links section, payroll administrators can create useful links for employees to any external web site or file. Use this section to communicate company policies or for providing benefit information such as health and dental insurance, flexible spending, IRS, 401K, etc.

1. [Add the CenterPoint Employee Portal Module](#)
2. [CenterPoint Employee Portal Settings](#)
3. [Registering for the Employee Portal for Administrators](#)
4. [Maintain Announcements](#)
5. [Maintain Quick Links](#)
6. [Notify Employees with Portal Registration Information](#)
7. [Employee Portal Pending Changes](#)
8. [Additional Documentation](#)



Note: The CenterPoint Employee Portal is not compatible with the legacy Microsoft® Internet Explorer browser which Microsoft will be retiring on June 15, 2022.

Prerequisite: To use the CenterPoint Employee Portal, you must first subscribe to the CenterPoint Employee Portal service by contacting the Red Wing Software Sales department.

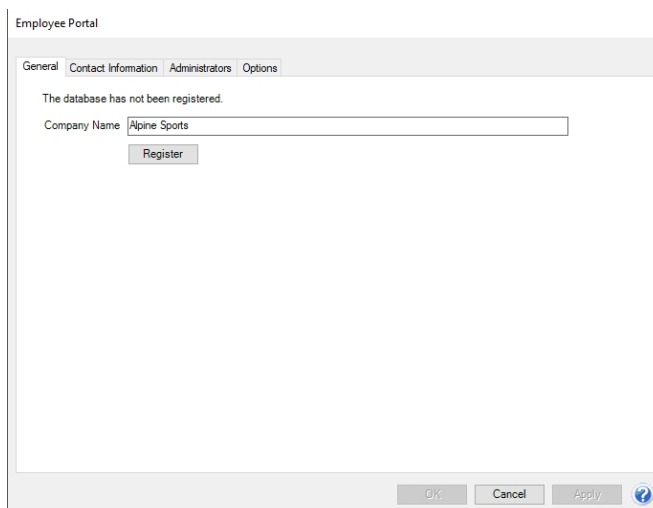
Step 1. Add the CenterPoint Employee Portal Module

1. If CenterPoint is not open, start CenterPoint by double-clicking your **CenterPoint** icon on your desktop.
2. Select **File > Administration > Module Configuration Manager**.

3. Select **CenterPoint Employee Portal** and then click **OK** twice.
4. Close CenterPoint, double-click the **CenterPoint** icon on your desktop to restart it, and then open your database.

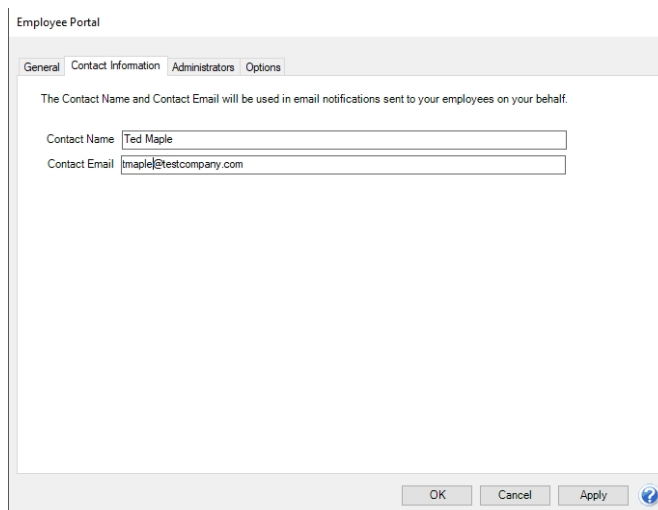
Step 2. CenterPoint Employee Portal Settings

1. Select **Setup > Payroll Details > Employee Portal Settings**.



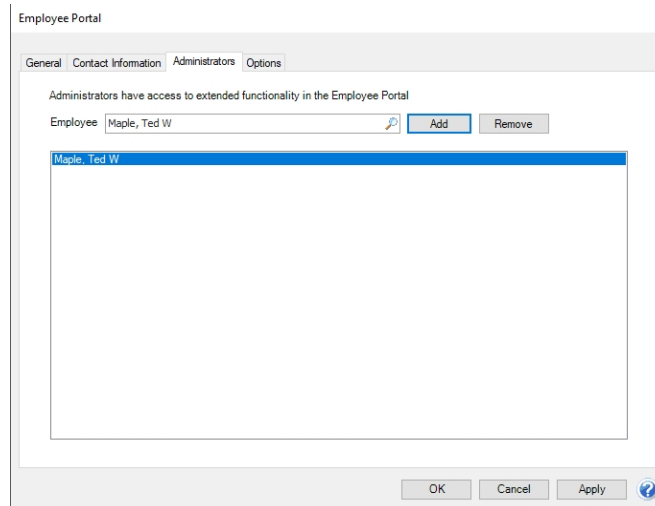
The screenshot shows the 'Employee Portal' window with the 'General' tab selected. The window title is 'Employee Portal'. The tabs are 'General', 'Contact Information', 'Administrators', and 'Options'. The main area contains the text 'The database has not been registered.' Below this is a text box labeled 'Company Name' with the value 'Alpine Sports'. A 'Register' button is located below the text box. At the bottom of the window are buttons for 'OK', 'Cancel', 'Apply', and a help icon.

2. On the General tab, click **Register** and wait while the Employee Portal registration and synchronization takes place. When it is complete, a Registered Company Code will display. Take note of the Registered Company Code. The Registered Company Code is used when your employees register for the CenterPoint Employee Portal.
3. Select the **Contact Information** tab.

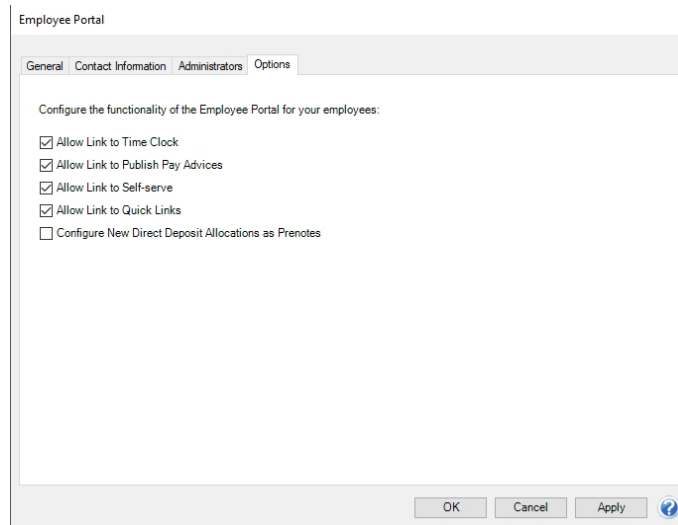


The screenshot shows the 'Employee Portal' window with the 'Contact Information' tab selected. The window title is 'Employee Portal'. The tabs are 'General', 'Contact Information', 'Administrators', and 'Options'. The main area contains the text 'The Contact Name and Contact Email will be used in email notifications sent to your employees on your behalf.' Below this are two text boxes: 'Contact Name' with the value 'Ted Maple' and 'Contact Email' with the value 'tmaple@testcompany.com'. At the bottom of the window are buttons for 'OK', 'Cancel', 'Apply', and a help icon.

4. In the **Contact Name** and **Contact Email** boxes, enter the information that should be used in email notifications to your employees on your behalf.
5. Select the **Administrators** tab.



6. Select the **Employee(s)** that have access to enhanced functionality in the Employee Portal, and then click **Add**.
To remove an administrator, select the employee in the list and then click **Remove**.
7. Select the **Options** tab.



8. Select the options you want your employees to have access to in the Employee Portal:
 - » **Time Clock and Publish Pay Advices** - Select the CenterPoint web services your company uses so your employees have a direct link to the service from the Employee Portal.
 - » **Self-Serve** - Select this option if you want your employees to be able to update their personal and federal/state withholding or direct deposit allocations. Before creating a new pay run or updating employee setup, you are notified of any pending changes and can either approve or deny them.
 - » **Quick Links** - Select this option if you want to be able to provide useful links for employees to any external web site or file. This section can be used to communicate company policies or for providing benefit information such as health and dental insurance, flexible spending, IRS, 401K, etc.
9. Click **OK**.

Step 3: Registering for the Employee Portal for Administrators

After the CenterPoint Employee Portal setup is complete:

- » If your administrator and/or supervisors previously registered with either CenterPoint Time Clock or Publish Pay Advices, they can sign in with their existing username and password and do not need to re-register. Follow steps 1 -2 of the Registering for the Employee Portal for Administrators section of this document and then continue with the next section.
- » If your administrator has not previously registered with either CenterPoint Time Clock or Publish Pay Advices, they will need to register for the CenterPoint Employee Portal using the section below. The Payroll Administrator will need to provide them with the **Company Code** (located in Setup > Payroll Details > Employee Portal Settings > General tab) and their **Employee Abbreviation**. Continue with steps 1- 14 in this section.

1. From a web browser, enter **<https://employeeportal.redwingsoftware.com>**.
2. Click **Log In**.



Note: If you are enrolled in and use CenterPoint Time Clock or Publish Pay Advices, enter the same user credentials you use to log in to CenterPoint Time Clock or Publish Pay Advices and skip steps 3 - 11 in this section.

3. Click **Create One!** to create an identity.
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower case letter.
7. Click **Create**. This will send an email to the address you entered above.
8. Check the email address you provided above for an email from Red Wing Software.



Note: If the email is not received, please look in your Junk email folder.


9. Click the **here** link in the email.
10. From your web browser, click the CenterPoint Employee Portal tab or return to **<https://employeeportal.redwingsoftware.com>**.
11. Click **Proceed**.
12. Enter the **Company Code** provided to you by your Payroll Administrator.
13. Enter your **Employee Code** (this is the employee Abbreviation used in CenterPoint Payroll located in **Setup > Employees**).
14. Click **Submit**. If you were not previously enrolled with CenterPoint Time Clock or Publish Pay Advices and you completed Step 1-15, a confirmation email will be sent from CenterPoint Employee Portal to the email address you provided during registration.

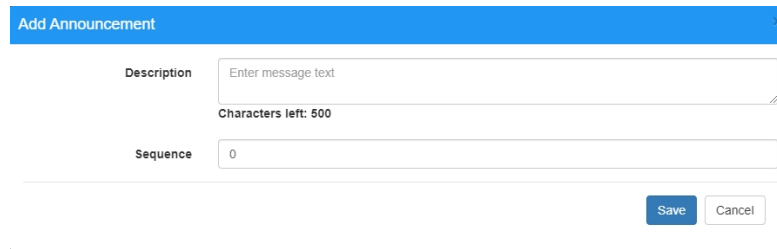


Note: If the email is not received, please look in your Junk email folder.

Step 4: Maintain Announcements

Announcements can be maintained only when an employee that was designated as an Administrator is logged into the Employee Portal.

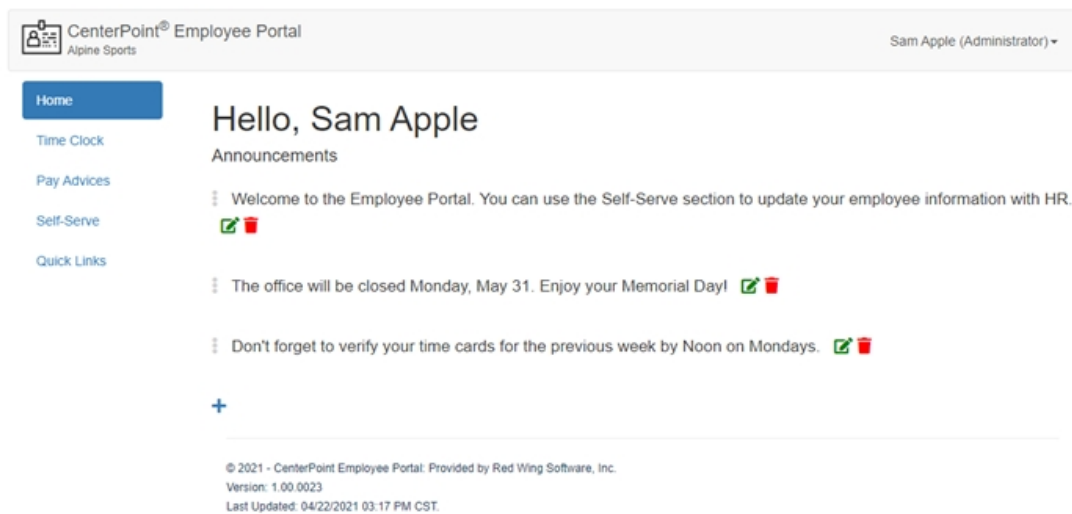
1. Start the CenterPoint Employee Portal.
2. From the left side of the screen, select **Home**.. To create an announcement, click the plus sign  at the bottom of the screen.





The 'Add Announcement' modal form contains the following fields and controls:

- Description:** A text input field with the placeholder 'Enter message text' and a character count 'Characters left: 500'.
- Sequence:** A text input field with the value '0'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.


3. In the **Description** box, enter up to 500 characters of text for the announcement.
4. In the **Sequence** box, enter a number that will determine the order of the announcements that display on the Announcements list.



5. To edit an Announcement select the link, click the  icon, and then make your changes on the Edit Announcements screen. To delete an Announcement, select the announcement, click the  icon, and at the Are you sure you want to delete the announcement? message, click **Yes**.

Step 5: Maintain Quick Links

Quick Links can be maintained only when an employee that was designated as an Administrator is logged into the Employee Portal.

1. Start the CenterPoint Employee Portal.
2. To add a Quick Link, from the left side of the screen, select **Quick Links**. To create a link, click the plus sign  at the bottom of the screen.

Add Quick Link
✕

URL

Label

Characters left: 200

Description

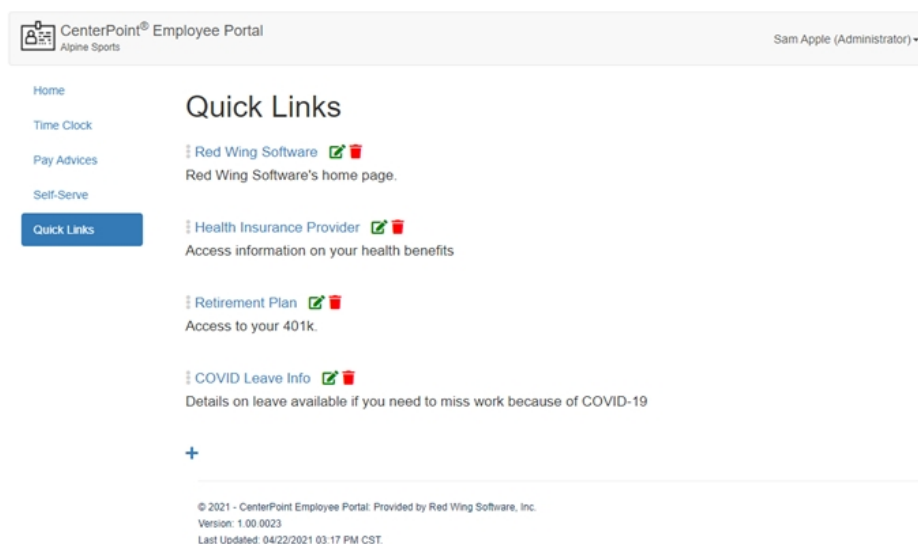
Characters left: 500



Sequence

Save

Cancel

3. Enter the **URL**, **Label**, and **Description** for the web site you want to link to.
4. In the **Sequence** box, enter a number that will determine the order of the links that display on the Quick Links list.



5. To edit a Quick Link, select the link, click the  icon, and then make your changes on the Edit Quick Link screen.
 To delete a Quick Link, select the link, click the  icon, and at the Are you sure you want to delete the link? message, click **Yes**.

Step 6: Notify Employees with Portal Registration Information

- » If your employees previously registered with either CenterPoint Time Clock or Publish Pay Advices, provide them with the CenterPoint Employee Portal web address. They can sign in with their existing username and password and do not need to re-register.
- » If your employees have not previously registered with either CenterPoint Time Clock or Publish Pay Advices, your employees will need to register for the CenterPoint Employee Portal:
 - » Provide your employees with your **Company Code** and their **Employee Code** and have them follow the instructions on the [Employee Quick Reference for the CenterPoint Employee Portal](#) to register on the CenterPoint Employee Portal.

Step 7: Viewing/Accepting Employee Portal Pending Changes

When employees make changes to their personal or Federal/State withholding information or direct deposit allocations, the pending changes will display in the Employee Portal Pending Changes screen in CenterPoint Payroll for approval or denial by a payroll administrator. A message will also be displayed as a warning that pending changes exist before creating a new pay run or updating employee setup.

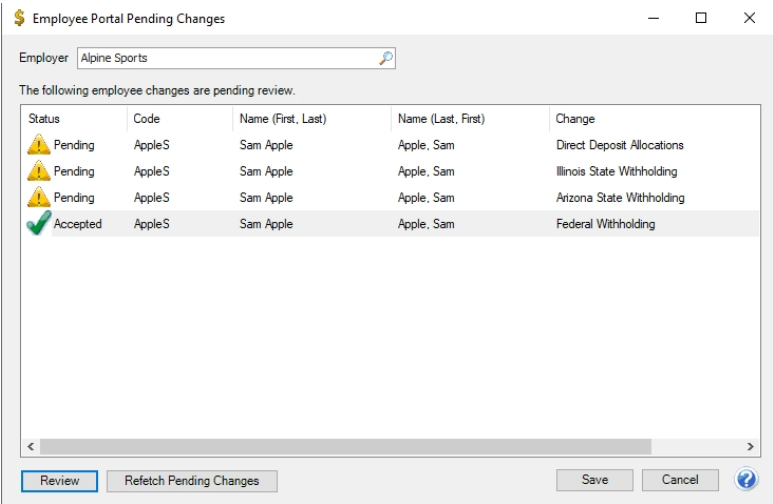
1. To view pending changes made by your employees in the Self-Serve section of the Employee portal, select **Setup > Payroll Details > Employee Portal Pending Changes** or from the There are changes pending for review from the Employee Portal. Would you like to process those changes now? message displayed when processing a payroll or employee setup.

Status	Code	Name (First, Last)	Name (Last, First)	Change
Pending	AppleS	Sam Apple	Apple, Sam	Direct Deposit Allocations
Pending	AppleS	Sam Apple	Apple, Sam	Illinois State Withholding
Pending	AppleS	Sam Apple	Apple, Sam	Arizona State Withholding
Pending	AppleS	Sam Apple	Apple, Sam	Federal Withholding

2. Select the pending changes you want to review, and then click **Review**. The pending change will be displayed highlighted in yellow. This example will be for the Federal Withholding pending change.

Current Values	Requested Changes
Filing Status: Married	Filing Status: Married
Allowances (Pre-2020 W4): 2	Allowances (Pre-2020 W4): 3
New 2020 W4 On File: Yes	New 2020 W4 On File: Yes
W4 Step 2 - Multiple Jobs: Yes	W4 Step 2 - Multiple Jobs: Yes
Dependent Credit Amount: \$500.00	Dependent Credit Amount: \$500.00
Other Income: \$0.00	Other Income: \$0.00
Deductions: \$0.00	Deductions: \$0.00
Extra Withholding Amount: \$0.00	Extra Withholding Amount: \$0.00

3. To process pending changes:
- » Click **Accept**. When the change is accepted, a green check mark will display on the Employee Portal Pending changes screen.



OR

- » Click **Reject** to reject the pending change and add Rejection Notes. When a change is rejected, an email will be sent to the employee with the information you entered in the Rejection Notes screen and a red x will display on the Employee Portal Pending changes screen.

From: noreply@redwingssoftware.com <noreply@redwingssoftware.com>
Sent: Friday, April 30, 2021 9:14 AM
To: testemployee@gmail.com
Subject: Employee Portal Changes Rejected

Your recent changes to the Employee Portal have been rejected. See the rejected section(s) below.

- **Federal Withholding Information For Employer 'Alpine Sports'**
 - Notes: Upon further review, the change is not accurate. Please contact your Payroll Administrator for mor information.

This is an automated message from 'noreply@redwingssoftware.com', please do not respond to this e-mail address.
If you have questions or concerns, please contact Sue Jones at payrolladmin@gmail.com.

Status	Code	Name (First, Last)	Name (Last, First)	Change
Pending	AppleS	Sam Apple	Apple, Sam	Direct Deposit Allocations
Pending	AppleS	Sam Apple	Apple, Sam	Illinois State Withholding
Pending	AppleS	Sam Apple	Apple, Sam	Arizona State Withholding
Rejected	AppleS	Sam Apple	Apple, Sam	Federal Withholding

4. Accepted/rejected changes can be reviewed and the status can be changed until you click Save.
5. Click **Save**. Approved changes will be saved to CenterPoint Payroll and rejected changes will be removed. Anything still Pending will remain available to review later.



When an employee changes any tax information through the Employee Portal and they are approved by the administrator, a new Effective Date will be saved to CenterPoint for the date the tax changes are approved.

Step 8: Additional Documentation

6. Available Documentation: The following documentation is available and can be distributed to your employees. Click the link below to view the documentation.
 - i. [Employee Quick Reference for the CenterPoint Employee Portal](#) – This document contains concise information about using the CenterPoint Employee Portal.

Setup, Administration, and Using the Time Clock Module

CenterPoint Time Clock - CenterPoint Time Clock Setup

The CenterPoint online Time Clock, which works along with CenterPoint Payroll, enables employees and supervisors to enter time manually or clock in/out and manage time off requests. That information can then be imported directly into CenterPoint Payroll. The setup of the CenterPoint Time Clock module is a prerequisite for using the CenterPoint Time Clock website, app and kiosk.

There are three ways to enter time with the CenterPoint Time Clock:

- » **Website** - Employees go to a secure website where they clock in and out or manually enter time, as well as request time off.
- » **CenterPoint Time Clock app (on a phone or mobile device)** - Employees install the CenterPoint Time Clock app, which can easily be downloaded for Apple and Android users. Login information from the website can be

used to log into the app. Employees log in to the app where they clock in and out or manually enter time, as well as request time off.

- » **Shared Kiosk** - The Kiosk is for employers who require centralized clock in/clock out capabilities for their employees. Employees receive a pin from their employer, which allows them to clock in and out on a shared device. No employee setup is required for the kiosk, since it's pulled from within CenterPoint Payroll.

Step 1: Setting Up CenterPoint Time Clock in CenterPoint Payroll

[Preparing CenterPoint Payroll for Time Clock Settings](#)

[Add the CenterPoint Time Clock Module](#)

[Time Clock Employee Groups \(Optional\)](#)

[Time Clock Settings](#)

[Setting Up Employees](#)

Step 2: Accessing the Time Clock Website for Administrators and Supervisors

Step 3: Choosing How Employees Will Access the CenterPoint Time Clock

Option 1: CenterPoint Time Clock Website or CenterPoint Time Clock App

[Employee Registration Process](#)

[Download, Install, and Use the CenterPoint Time Clock App \(Optional\)](#)

Option 2: CenterPoint Time Clock Kiosk

[Initial Setup](#)

[Tablet Setup for Employee Use](#)

[Administration and Maintenance](#)

[Using the CenterPoint Time Clock Kiosk](#)

Step 4: Next Steps and Additional Documentation

[Frequently Asked Questions](#)

Step 1: Setting Up CenterPoint Time Clock in CenterPoint Payroll

The CenterPoint Time Clock is set up within the CenterPoint Payroll software. The setup of the CenterPoint Time Clock module is a prerequisite for using the CenterPoint Time Clock, app and Kiosk.

Prerequisite: To use the CenterPoint Time Clock and associated apps, you must first subscribe to the CenterPoint Time Clock service by contacting the Red Wing Software Sales department.

1. Preparing CenterPoint Payroll for Time Clock Settings

If you need your employees to track their time by multiple earning codes (for example Hourly, Vacation or PTO), or if you will be allowing time off requests, **pay defaults are required**.



To use the time off requests feature in CenterPoint Time Clock, you must set up at least one pay default for the paid leave earning employees request approval.

There is typically a one-to-one relationship between a pay default and an earning code for time clock setup. This means you should set up a pay default for each earning code your employees are currently using, or if you are currently using pay defaults, you can continue to use them as long as they have an earning attached. If you will track your employee time via one earning code, like hourly, you can skip this section and move on to step 1-2. See the steps below to add pay defaults.

1. Select **Setup > Payroll Details > Pay Defaults**, and then click **New**.
2. Enter an **Abbreviation** and **Name** for the pay default you are creating. For example, Hrly for Abbreviation and Hourly for Name.
3. In the **Earning** box, select one of the earnings you will be tracking time for, for example Hourly, Sick, Vacation, etc.
4. Click **Save**.
5. Repeat for each earning that time will be tracked for.



Note: For additional information, see the [Using Pay Defaults](#) documentation.

2. Add the CenterPoint Time Clock Module

1. If CenterPoint is not open, start CenterPoint by double-clicking your **CenterPoint** icon on your desktop.
2. Select **File > Administration > Module Configuration Manager**.
3. Select **CenterPoint Time Clock** and then click **OK** twice.
4. Close CenterPoint, double-click the **CenterPoint** icon on your desktop to restart it, and then open your database.

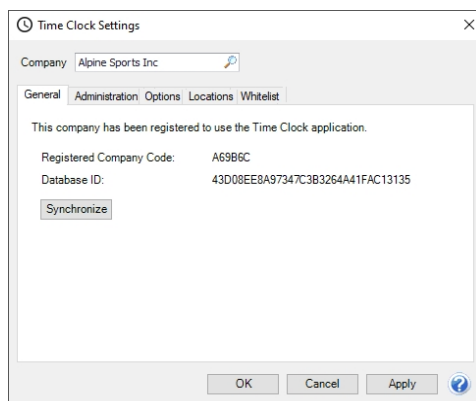
3. Time Clock Employee Groups (Optional)

1. Select **Setup > Payroll Details > Time Clock Groups**
2. In the **Abbreviation** box, enter up to ten unique characters of information that you can easily identify the group by.
3. Enter a group **Name**.

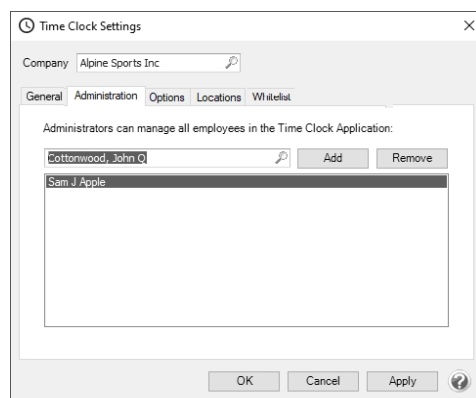
4. Click **Save**.

4. Time Clock Settings

1. Select **Setup > Payroll Details > Time Clock Settings**.




2. On the General tab, click **Register** and wait while the time clock registration and synchronization takes place. When it is complete, a Registered Company Code will display. Take note of the Registered Company Code. The Registered Company Code is used if your employees will be using the website or app. The Company Code is not required for the Kiosk setup.
3. Select the **Administration** tab.



4. On the Administration tab, Administrators are assigned to the time clock. Administrators have full rights over all employee time entries as well as time clock setup. Select the employee and then click **Add**. You can add as many Administrators as necessary for your company. If you are using the CenterPoint Time Clock Kiosk, you will need to add at least one Administrator. To remove Administrators, select the employee in the lower list and click **Remove**.
5. Select the **Options** tab.

6. The following selections determine how employees see things on the CenterPoint Time Clock screen:
 - a. In the **Time/Format** box, select whether you want time to display in **AM/PM** format or **Military** format.
 - b. In the **Hour Format** box, select whether you want activity to display in **Decimal** (6.25) or **Hours and Minutes** (6h 15m) format.
 - c. Set the **When importing, round Clock-In and Out times to the nearest minutes**, to a number greater than zero if you want your time entries rounded when they are imported into CenterPoint Payroll Time Sheets.

 **Note:** You would only set this setting if your employees will be clocking in and out using the website, app or kiosk. This setting does not apply to manually entered time.


Rounded to the nearest 5 minutes (1-2 minutes round down and 3-4 minutes round up)	
8:03 am	= 8:05am
8:02 am	= 8:00 am
5:03 pm	= 5:05 pm
7:56 am	= 7:55 am
7:57 am	= 7:55 am
7:58 am	= 8:00 am


7:59 am = 8:00 am
4:58 pm = 5:00 pm


Group Options

The Group Options section allows you to configure CenterPoint Time Clock settings by Employee Group.

- d. If you set up optional employee groups in Step 3, select a group otherwise leave the <Default> setting so the selections you make in this section will apply to all employees. The Default settings will also apply to any employees who are not assigned to a group.
- e. Select the **Allow Manual Time Entry** check box if you want to allow employees to create (add/edit/delete) manual time entries or delete Clock-In/Out entries (manual time entries only apply to the CenterPoint Time Clock website and app). This box should remain unchecked if you want your employees to use the clock in and out functionality.

 Note: Manual entries are allowed to span multiple days without start/stop times. When imported into CenterPoint Payroll time sheets, hours are divided by the days in range, i.e. 01/01/20 through 01/03/20 with 24 hours total would create 3 time sheets each for 8 hours with any rounding adjustments carried into the last time sheet generated.



 Note: Employees who are allowed to add manual time can edit Clock In/Out entries. Editing a Clock In/Out entry converts it to a manual entry.

 Note: When the Allow Manual Entry check box is not selected, Supervisors/Administrators can still create (add/edit/delete) manual entries for their employees, however, Supervisors cannot create (add/edit/delete) manual entries for themselves unless they are also an Administrator.


- f. Select the **Allow Time Off Requests** check box if you want CenterPoint Time Clock to allow your employees to request time off. Time off requests functionality is available through the CenterPoint Time Clock website and app. Pay defaults are required to use this functionality, see Step 1-1 for pay default instructions.
- g. Select the **Restrict Clock In/Out to GPS Locations** check box if your employees will only be able to Clock-In/Out through the CenterPoint Time Clock website and app if their GPS coordinates place them within the determined radius one of the defined locations set on the **Setup > Time Clock Settings > Locations** tab.
- h. The **Can Enter Time Through Web Application** check box is selected by default and will allow employees in the group to enter time on the CenterPoint Time Clock website.
 - » The Allow Manual Time Entry selection still applies, so if this is not set, employees in the group will only be able to clock in/out on the CenterPoint Time Clock website.
 - » If you unselect the check box, employees in the group can still use the CenterPoint Time Clock website with limited access (the Clock In/Out buttons on the main screen and the add/edit/delete functionality on the Activity screen will not be available).
- i. The **Can Enter Time Through Mobile Application** check box is selected by default and will allow employees in the group to enter time on the CenterPoint Time Clock app.

- » The Allow Manual Time Entry selection still applies, so if this is not set, employees in the group will only be able to clock in/out on the CenterPoint Time Clock app.
- » If you unselect the check box, employees in the group can still use the CenterPoint Time Clock app with limited access (the Clock In/Out buttons on the main screen and the add/edit/delete functionality on the Activity screen will not be available).


- j. Select the **Automatic Unpaid Lunch Break** check box and enter a number greater than zero if you want to adjust clocked time by a break. If you want to allow employees to opt out of the automatic break, select the **Can opt-out of automatic break** check box. A Break Taken Today? message will display when your employees Clock Out. If the employee chooses **Yes**, the break time identified in the setup will automatically be deducted from the time entry and if they chose **No**, the break time will not be deducted. If the **Can opt-out of automatic break** check box is not selected, the time specified in this setting will automatically be deducted for breaks.

 Note: Only clocked activity can be adjusted by a break. If the activity is more than the break minutes set, then the break minutes are subtracted from the displayed hours and the adjusted time cannot result in zero or negative hours. If the activity is equal to or less than the break minutes an adjustment is not made. Adjustments will display on the Activity screens with the  icon.

- i. Select **Additional fields your employees need to track on time cards**. Fields selected here will display for your employees when they are clocking out or entering manual time. If the additional fields selected in step 4 are required, select the **Require Selected Fields** check box.

 Note: Select pay defaults here if you set up pay defaults above in Step 1-1.

7. Repeat the Group configuration for each Group.
8. If you are restricting clock in/clock out entries within the radius of specific GPS locations, select the **Locations** tab.
9. Click **Add**.
10. Enter the **Name** of the location. The name is used for display purposes.
11. Enter the **Latitude** and **Longitude** coordinates of the location.
12. Enter the **Radius** area from the coordinates of the GPS location where the employees can log in, and then select either **Meters**, **Kilometers**, **Miles**, or **Yards**.

 Note: You can find latitude and longitude coordinates for a location from www.googlemaps.com by searching for an address, right-clicking on the location on the displayed map, and selecting **What's Here?**.

Time Clock Settings

Company: Alpine Sports Inc

General Administration Options **Locations** Whitelist

GPS Locations

- RWS

Information

Name: RWS

Latitude: 44.56388900

Longitude: -92.63722500

Radius: 91.4411 Meters

Add Delete

OK Cancel Apply

13. Click **Apply**.
14. Click **OK**.
15. If you are restricting clock in/clock out entries within the radius of specific GPS locations, select the **Whitelist** tab to allow exceptions to be made for certain IP addresses so they are not stopped by the GPS restrictions, for example for employees who clock in/out from computers in your office rather than from a mobile device.
16. Click **Add** and enter the IP Address(es) that should not be restricted by GPS location.

Time Clock Settings

Company: Alpine Sports Inc

General Administration Options Locations **Whitelist**

The following IP addresses will not be restricted by GPS location

- 192.169.1.25
- 8.24.120.215

Add Remove

OK Cancel Apply

17. Click **OK**.

5. Setting Up Employees

1. Select **Setup > Employees**.
2. Select an employee that will be using CenterPoint Time Clock.
3. Select the **Time Clock** tab.

4. Under Settings, the **Display in Time Clock** check box will be selected by default to indicate the employee is active and will display in CenterPoint Time Clock. If the employee is not active in Time Clock, unselect the check box. This selection is available to be changed for multiple employees at once by following the [Employee Mass Update](#) documentation..
5. If you set up optional employee groups in step 3, select the Group this employee belongs to. If no group is selected, they will use the settings configured for the Default group.
6. Under Defaults, select the default **Earning** that should be used when time is imported into CenterPoint Payroll from CenterPoint Time Clock. For example, it would be common to select an hourly earning code. The default earning is used for any entries where a pay default is not specified. For example, if your employee always clocks time for the same earning, Hourly, then you don't need to set up pay defaults and all entries are assigned this earning.
7. If you will be using pay defaults (see step 1-1), select the default **Pay Default**. Pay defaults are commonly used for earnings, for example, a pay default can be created to enter time for Hourly, PTO, Vacation, Holiday, Overtime, etc. Pay Defaults can be turned on as a displayed field ,but they are not required. If Pay Default is a displayed field and it is left blank, the default pay default is used.
8. If your employees will be reporting tips earned during their shift when they clock out, select the **Tips Earning** code that should be used when importing time into CenterPoint.(the same earning should also be added to Setup > Employees > Earnings tab for the employee). A separate time sheet will be created during the import for tip earnings for each employee.
9. Under Pay Defaults, move the pay default(s) that are applicable to this employee to the right side of the screen, for example, you may have 20 hourly earning codes, but your employee only works in three of the 20. Typically, you will assign the pay defaults that are equivalent to the earnings on the Earnings tab of the employee.



Note: If no pay defaults are selected for the employee, they will have the entire list of pay defaults available to select when clocking out.



Note: If you have multiple employees with the same default earnings/pay defaults, you can assign them to multiple employees at once by following the [Employee Mass Update](#) documentation.

10. If you require supervisors to approve time before you draw time entries into CenterPoint Payroll, use one of the methods below:

- » **Method 1 - Employee Reports to One Supervisor and Department**
 - » Select the **Employment** tab.

- » In the **Supervisor** box, select the employee's supervisor. The assigned supervisor will be responsible for approving time off requests and entered time.
- » In the **Department** box, select the employee's department.
- » Click **Save**.



Note: If you have multiple employees with the same supervisor or default earnings/pay defaults, you can assign them to multiple employees at once by following the [Employee Mass Update](#) documentation.

- » **Method 2 - Employee Reports to Multiple Supervisors**
 - » Select the **Employment** tab. Do not assign a supervisor, leave the supervisor box blank.
 - » In the **Department** box, select the employee's default department. The supervisor of this department will approve time off requests for this employee.
 - » Click **Save**.
 - » When the employee has time entered in multiple departments, the department supervisor assigned in **Payroll Details > Payroll Departments/Groups** will be responsible for approving time entered for this employee.
- » **Method 3 - Employee does not have a Specific Supervisor or Department**
 - » Leave the Supervisor and Department blank on the Setup > Employee > Employment tab. Time off requests will be approved by the Administrator and entered time will be approved by the supervisor of the department time is entered for or the Administrator.

11. Under the Approval section:

- » If the employee has a Supervisor assigned on the Setup > Employees > Employment tab, the time off requests and time entered will display as the assigned Supervisor.
- » If the employee does not have a supervisor, but does have a department assigned, the time off requests will display the department supervisor and entered time will be the supervisor of the department time is entered for.

- » If the employee does not have a supervisor or department assigned, time off requests will display as Administrator and time entered will display as Administrator or supervisor of the department time is entered for.

Step 2: Accessing the Time Clock Website for Administrators and Supervisors

After the CenterPoint Payroll time clock setup is complete:

- » If your administrator and/or supervisors previously registered with either CenterPoint Employee Portal or Publish Pay Advices, they can sign in with their existing username and password and do not need to re-register. Follow steps 1 - 2 of the Accessing the Time Clock Website for Administrators and Supervisors section of this document and then continue with the next section. Documentation is available for your Administrators and Supervisors from the following: [CenterPoint Time Clock for Supervisors](#) or [Supervisors Quick Reference](#).
- » If your administrator and/or supervisors have not previously registered with either CenterPoint Employee Portal or Publish Pay Advices, they will need to register for the CenterPoint Time Clock. using the section below. You will need to provide them with the **Company Code** (located in Setup > Payroll Details > Time Clock Settings > General tab) and their **Employee Abbreviation**. Continue with steps 1- 15 in this section. Documentation is available for your Administrators and Supervisors from the following: [CenterPoint Time Clock for Supervisors](#) or [Supervisors Quick Reference](#).

1. From a web browser, enter <https://timeclock.redwingsoftware.com>.
2. Click **Log In**.



Note: If you are enrolled in and use CenterPoint Employee Portal or Publish Pay Advices, enter the same user credentials you use to log in to CenterPoint Employee Portal or Publish Pay Advices and skip steps 3 - 11 in this section.

3. Click **Create One!** to create an identity.
4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower case letter.
7. Click **Create**. This will send an email to the address you entered above.
8. Check the email address you provided above for an email from Red Wing Software.



Note: If the email is not received, please look in your Junk email folder.

9. Click the **here** link in the email.
10. From your web browser, click the CenterPoint Time Clock tab or return to <https://timeclock.redwingsoftware.com>.
11. Click **Proceed**.
12. Enter the **Company Code** provided to you by your payroll administrator. This code can be located on the Time Clock Settings screen (Setup > Payroll Details > Time Clock Settings > General tab).
13. Enter your **Employee Code** (this is the employee Abbreviation used in CenterPoint Payroll located in **Setup > Employees**).
14. Select the **Time Zone** you work in. This will determine how the time clock displays when logged into CenterPoint Time Clock.

15. Click **Submit**. If you were not previously enrolled with Publish Pay Advices or CenterPoint Employee Portal and you completed Step 1-15, a confirmation email will be sent from CenterPoint Time Clock to the email address you provided during registration.



Note: If the email is not received, please look in your Junk email folder.

Step 3: Choosing How Employees Will Access the CenterPoint Time Clock

Option 1: CenterPoint Time Clock Website or CenterPoint Time Clock App

Employees can log time through the website, app or kiosk.

- » If your employees previously registered with either CenterPoint Employee Portal or Publish Pay Advices, they can sign in with their existing username and password and do not need to re-register. Provide your employees with the following documentation pieces: [Using CenterPoint Time Clock for Employees, Employee Quick Reference for CenterPoint Time Clock Website](#), or [Employee Quick Reference for the CenterPoint Time Clock App](#). Continue with the Download, Install and Use the CenterPoint Time Clock App (Optional) section of this document or if your employees will be using the kiosk, you can skip this section and go to Option 2.
- » If you will be allowing access to the CenterPoint Time Clock via the website or app and your employees have not previously registered with either CenterPoint Employee Portal or Publish Pay Advices, your employees will need to register for the CenterPoint Time Clock. Follow the Employee Registration Process section below. If your employees will be using the kiosk, you can skip this section and go to Option 2.

Employee Registration Process for the CenterPoint Time Clock Website

1. If you use the CenterPoint Time Clock website or the CenterPoint Time Clock app, first provide your employees with your **Company Code** and their **Employee Code** and register on the CenterPoint Time Clock website, then either continue to use the CenterPoint Time Clock website without using the CenterPoint Time Clock app or use both simultaneously.
2. Provide your employees with the following documentation pieces: [Using CenterPoint Time Clock for Employees, Employee Quick Reference for CenterPoint Time Clock Website](#), or [Employee Quick Reference for the CenterPoint Time Clock App](#).

Download, Install and Use the CenterPoint Time Clock App (Optional)

The optional CenterPoint Time Clock app can be downloaded and used on individual employee mobile devices. Employees log into the app and the website with the same email address and password credentials.



Note: The CenterPoint Time Clock app is designed for tablet or phone devices (iOS or Android) with a current operating system. It is important to install updates for the app when you are notified an update is available.

1. From the Apple App Store or Google Play Store, search for and install the CenterPoint Time Clock app.
2. Provide your employees with the following documentation piece [Employee Quick Reference for the CenterPoint Time Clock App](#)

Option 2: CenterPoint Time Clock Kiosk

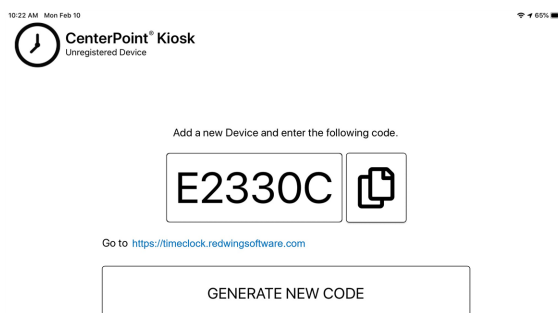
Employees can log time through the website, app or kiosk. If you will be allowing access to the CenterPoint time clock via kiosk, all setup is performed by the Payroll Administrator, there is no setup for your employees.


Initial Setup

From the tablet device, select either the Apple App Store or Google Play Store and search for the CenterPoint Time Clock Kiosk app and then download and install the app.



1. From the tablet device, select the Time Clock Kiosk icon. The CenterPoint Time Clock Kiosk - Unregistered Device displays.



2. If you plan to complete the CenterPoint Time Clock Kiosk setup from the tablet device, click the Copy  icon and then click the **<https://timeclock.redwingsoftware.com/admin/managekiosks>** link under the code, click **Login**, enter your credentials, and click **Log in** to log in as an Administrator user.

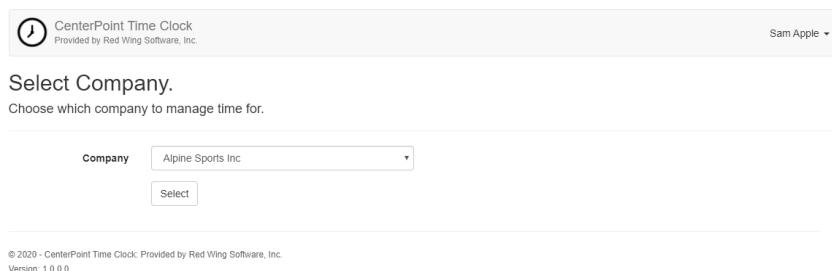
OR

If you plan to complete the CenterPoint Time Clock Kiosk setup from a computer, note the code displayed and then go to **<https://timeclock.redwingsoftware.com/admin/managekiosks>**, click **Login**, enter your credentials, and click **Log in** to log in as an Administrator user.



Note: Only users set as an Administrator of CenterPoint Time Clock will have access to Manage Kiosks.

3. If you have multiple companies, select the **Company** you are setting the CenterPoint Time Clock Kiosk up for, and then click **Select**.



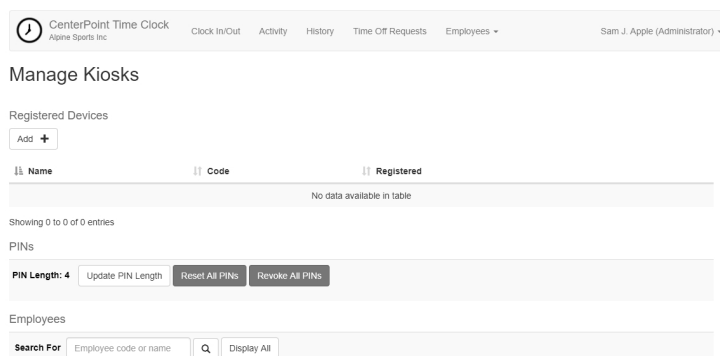
CenterPoint Time Clock
Provided by Red Wing Software, Inc. Sam Apple ▾

Select Company.
Choose which company to manage time for.

Company ▾

© 2020 - CenterPoint Time Clock: Provided by Red Wing Software, Inc.
Version: 1.0.0.0

4. From the Manage Kiosks screen, click **Add +**.



CenterPoint Time Clock Clock In/Out Activity History Time Off Requests Employees ▾ Sam J. Apple (Administrator) ▾

Alpine Sports Inc

Manage Kiosks

Registered Devices

Name	Code	Registered
No data available in table		

Showing 0 to 0 of 0 entries

PINs

PIN Length: 4

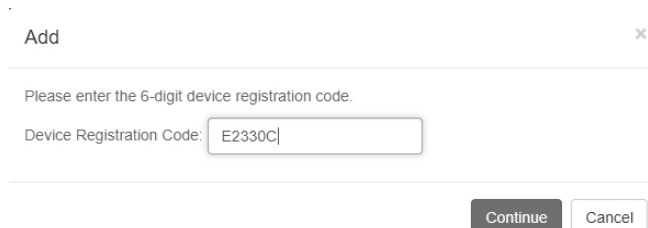
Employees

Search For



Note: The Manage Kiosks screen can also be displayed from the **Name (Administrator)** drop-down menu by selecting **Manage Kiosks**.

5. From the Add screen, paste the code you copied from above or enter the code noted above, and then click **Continue**.



Add ✕

Please enter the 6-digit device registration code.

Device Registration Code:

6. The Manage Kiosks screen displays with the device code you entered above.



Note: You can register as many tablet devices as your company requires.

CenterPoint Time Clock
Alpine Sports Inc. Clock In/Out Activity History Time Off Requests Employees Sam J. Apple (Administrator)

Manage Kiosks

Registered Devices

Add +

Name	Code	Registered
Dev iPad	E2330C	2/10/2020 10:28:03 AM

Showing 1 to 1 of 1 entries

PINs

PIN Length: 4 Update PIN Length Reset All PINs Revoke All PINs

Employees

Search For Employee code or name Q Display All

Print

Code	Name	PIN	Reset PIN	Revoke PIN
SamA	Apple, Sam J.	4990	Reset PIN	Revoke PIN
CedarS	Cedar, Stacey C.	9615	Reset PIN	Revoke PIN
CottonJ	Cottonwood, John Q.	9651	Reset PIN	Revoke PIN
DouglasJ	Douglas, Jeanne Z.	1396	Reset PIN	Revoke PIN

Export to spreadsheet

7. The PINs used by your employees to clock in/clock out will be 4 digits by default. If you wish to change the PIN length (from 4 digits through 10 digits), select **Update PIN Length**, select the **PIN Length**, and then click **Yes**.

Update PIN Length

Are you sure you want to update the PIN length?

Current Pin Length: 4

PIN Length 4

4
5
6
7
8
9
10

Yes No

30C 2/10/2020 10:28:03 AM



Note: If you change the PIN Length, you do not have to reset all PINs previously assigned. PINs with an old length will continue to work. New PINs will be assigned the new PIN Length.

8. PINs are **not** assigned upon initial setup automatically. To assign PINs to all employees, from the Manage Kiosks screen, click **Reset All PINs**.
9. Next you will need to distribute PINs to your employees for the purpose of clocking in and out on the Kiosk. Click **Display All** to display all assigned PINs or use search to find a PIN for a specific employee.
10. To help in the process of distributing employee PINs, click **Print** to print a report of all of the employee PINs



displayed or click the **Export** icon to create a spreadsheet that can be used to distribute the appropriate PINs to your employees.

11. After PINs have been distributed, employees can begin logging time in the Kiosk.

Tablet Setup for Employee Use

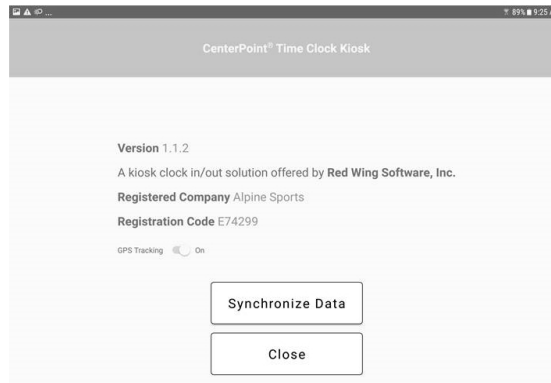
Enable/Disable GPS Clock-In/Out from Kiosk



Note: The GPS Clock-In/Out setting is disabled by default.

To enable/disable GPS location data gathering when employees clock in and clock out:

1. Double-tap on the **CenterPoint Time Clock Kiosk** icon in the upper left side of the application.



2. Toggle the **GPS Tracking** switch between **On** (default) and **Off**.
3. Click **Close**.

Pin CenterPoint Time Clock Kiosk App

To ensure employees do not accidentally close the CenterPoint Time Clock Kiosk app or access other apps, tablets have a feature to lock one app open and require a passcode to close it.

iPad Device (As of iOS 13)

1. Select **Settings > Accessibility > Guided Access**.
2. Toggle the **Guided Access** settings **On**.
3. In the Guided Access settings, follow the on screen instructions to determine how you want your device to operate. For example, If you want to set a passcode, select **Passcode Settings > Set Guided Access Passcode**. It is recommended to set a passcode to prevent accidental app closure by employees.
4. In the Guided Access settings, you may want to set how long it takes your iPad to automatically lock (the iPad goes to sleep and the Home button must be clicked to open the Kiosk again). Select **Display Auto-Lock**, and then select your preferred length of time.
5. Open the CenterPoint Time Clock Kiosk.
6. To start guided Access, **triple-click** the **Home** button.
7. To exit guided access, **triple-click** the **Home** button and enter your PIN if required.

Android Device (As of Android 10)



Note: The Android settings vary by manufacturer. You will need to locate the equivalent selections for your specific device from your manufacturer. For example, the steps below are for a Samsung device.

1. Select **Settings > Biometrics and Security > Other Security Settings > Pin Windows**.
2. Turn on **Pin windows**.
3. Turn on the **Ask for Pin When Unpinning** option. When this setting is set, you will be asked for your PIN, pattern or password for unpinning.



Note: This menu selection may be different based on how your device was previously set up. For example, if your device was previously setup to use a swipe pattern or password to unlock, the selection may be Ask for Pattern when Unpinning or Ask for Password when Unpinning.



Note: To pin a screen, follow the instructions on the bottom of the Pin Windows screen, or continue below.

4. Return to your Home screen.
5. Open the CenterPoint Time Clock Kiosk.
6. Click the **Recents** button or icon to the left of your home button.
7. Locate the app you want to pin and click the **Pin** icon or at the top of the image, tap the app's icon.
8. Select to pin the app.
9. To unpin a pinned app, hold the **Recents** and **Back** buttons/icons at the same time.



Note: Securing a pinned app uses the same operating system mechanism (PIN, biometric, swipe, etc) as the device. If you want to secure an Android app separate from the device security, you will need to download or purchase a 3rd party application from the Google Play Store. Search for "lock apps".

Administration and Maintenance

Revoke a PIN

This will remove the PIN from the employee and restrict access to the Kiosk.

1. From the Manage Kiosks screen, under Employees, in the **Search For** box, enter the **employee abbreviation** or **employee name** that you wish to revoke a PIN for and then click the **Search** icon or click **Display All**.
2. At the right side of the screen, click **Revoke PIN**.
3. At the displayed message, click **Yes**.

Assign or Reset an Individual Employee PIN

1. From the Manage Kiosks screen, under Employees, in the **Search For** box, enter the **employee abbreviation** or **employee name** that you wish to assign a PIN for and then click the **Search** icon, or click **Display All**.
2. At the right side of the screen, click **Reset PIN**.
3. At the displayed message, click **Yes**. A new PIN will be assigned to the employee.

Reset All PINs

This process will reset all pins based on your PIN length settings above.

1. From the Manage Kiosks screen, Under PINs, click **Reset All PINs**.
2. At the displayed message, click **Yes**.

Revoke All PINs

This will remove all PINs from employees and will restrict access to the Kiosk.

1. From the Manage Kiosks screen, Under PINs, click **Revoke All PINs**.
2. At the displayed message, click **Yes**.

Change the Kiosk Device Name



1. Under Registered Devices, click the Edit icon.
2. From the Enter Name screen, enter the new **Device Name** and then click **Continue**.

Delete a Kiosk Device

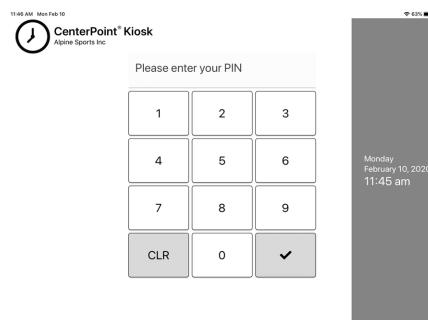


1. Under Registered Devices, click the Delete icon.
2. From Delete screen, enter the Device Code you want to delete, and then click **Continue**.

Using the CenterPoint Time Clock Kiosk


Clock In

1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .



2. From the Clocking In screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.
3. When the Thanks screen displays, the clock in process is complete. No action is necessary.

Clock Out

1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .
2. From the Clocking Out screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.
3. If prompted to enter information regarding breaks, pay defaults, notes, etc., complete the entry and click **Done**.

11:52 AM Mar 14 10 02%

CenterPoint® Kiosk
Alpha Sports Inc.

Ted, please complete the clock-out process.

Break Taken Today? ☒ No

Pay Default

Notes

DONE

CANCEL

4. When the Thanks screen displays, the clock out process is complete. No action is necessary.

Step 4: Next Steps and Additional Documentation

1. Importing CenterPoint Time Clock entries into CenterPoint Payroll

For more information see the [Importing CenterPoint Time Clock Entries into CenterPoint Payroll](#) document.

- a. In CenterPoint Payroll, select **Processes > Time Sheets** or **Processes > Payroll Time Sheets**.
- b. Click the **Time Import** button at the bottom of the screen.
- c. Enter your **Company**, **From** and **To** dates.
- d. Select the **Only Approved Time** check box to draw in time sheets that have been approved by a supervisor or administrator. Leave the check box unchecked to pull in all time approved or not approved.
- e. Click the **Next** button.
- f. View your imported time on the Time Sheets screen.

2. Importing Time Sheets into a Pay Run

For more information see the [Processing a Pay Run/Pay Employees](#) document.

- a. In CenterPoint Payroll, select **Processes > Pay Employees** or **Processes > Payroll > Pay Employees**.
- b. Click **New** to start a new payroll or select an existing payroll and then click **Edit**.
- c. Enter specifics about the pay run including Company, Bank Account, Pay Period From/To dates, Pay Date, etc.
- d. From the bottom-left side of the screen, select the employees for this pay run and move the selected employees to the right side of the screen.
- e. Click **Import Time Sheets**. Click **OK**.
- f. Select the **2. Enter Pay** tab and continue processing your payroll as usual.

3. Available Documentation: The following documentation is available and can be distributed to your administrators, supervisors or employees. Click the links below or go to https://www.redwingsoftware.com/home/how2/payroll/Content/Home_PR.htm and enter "Time Clock" to view all documentation.

a. Administrators and Supervisors

- i. [CenterPoint Time Clock for Supervisors](#) – This document contains detailed information for employees who will use the time clock as a supervisor, for example for approving time and time off requests.
- ii. [CenterPoint Time Clock for Supervisors](#) – This document contains detailed information for employees who will use the time clock as a supervisor, for example for approving time and time off requests.
- iii. [Supervisors Quick Reference](#) – This document contains concise information for employees who will use the time clock as a supervisor, for example for approving time and time off requests.

b. Employees

- i. [Using CenterPoint Time Clock for Employees](#) – This document contains detailed information about using the CenterPoint Time clock website, CenterPoint Time Clock app, and CenterPoint Time Clock Kiosk for both employees and supervisors.
- ii. [Employee Quick Reference for CenterPoint Time Clock Website](#) – This document contains concise information about using the CenterPoint Time Clock website for employees that choose to use the CenterPoint Time Clock website.
- iii. [Employee Quick Reference for the CenterPoint Time Clock App](#) - This document contains concise information about using the CenterPoint Time Clock app for employees that choose to use the CenterPoint Time Clock app.

Frequently Asked Questions

Q: I have setup items (Employees, Pay defaults, departments, etc.) in CenterPoint Payroll that are not the same as those listed on the CenterPoint Time Clock. How can I make the website match my CenterPoint Payroll setup?

A: Perform a manual synchronization by following the steps below:

- » Select **Setup > Payroll Details > Time Clock Settings**.
- » On the **General** tab, click **Synchronize**.
- » Click **OK**.

Q: My employee cannot register, how can I trouble shoot?


A: There are two steps to registration, creating a Red Wing Software account and linking the account to CenterPoint Time Clock. Determine which part of the process the employee is having trouble with.

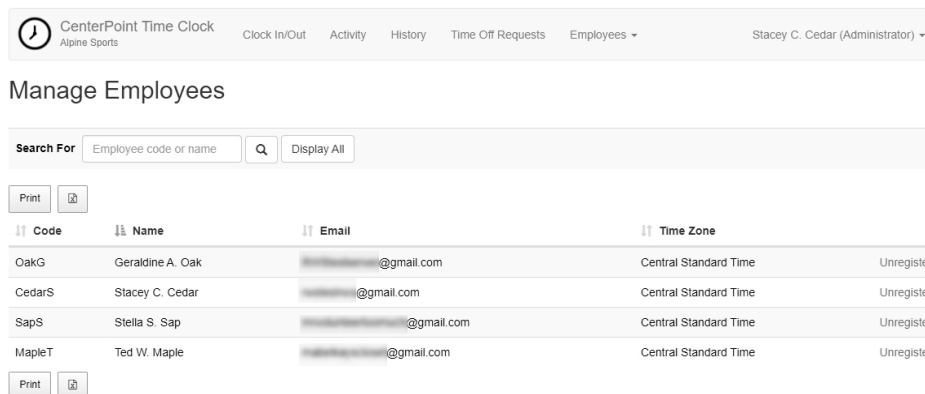
- » If they cannot create a Red Wing Software account, verify they are using an email address they have access to and that they have completed the verification process by clicking the link in the verification email.
- » If they have not received the verification email, double check they entered the correct email address and check the junk mail folders.
- » If they can log in but are being prompted to register the company:
 - » Verify they are entering the correct Company and Employee codes.
 - » Is it possible they registered already with a different email address? Try unregistering the employee so they can start the registration over. This does not remove their Red Wing Software log in, but does unlink their log in from CenterPoint Time Clock. They will then be able to re-link using their preferred email address.

» Log in as an Administrator, select **Name (Administrator) > Manage Employees**. Select the employee or click **Display All**.

» Select the employee, and then click **Unregister**.

»

Click **Print** to print a report of the employees listed or click  to export the employees listed to a Microsoft® Excel spreadsheet.



Code	Name	Email	Time Zone	
OakG	Geraldine A. Oak	@gmail.com	Central Standard Time	Unregister
CedarS	Stacey C. Cedar	@gmail.com	Central Standard Time	Unregister
SapS	Stella S. Sap	@gmail.com	Central Standard Time	Unregister
MapleT	Ted W. Maple	@gmail.com	Central Standard Time	Unregister

Q: How does CenterPoint Time Clock handle overtime hours?

A: CenterPoint Time Clock does not determine if hours entered qualify as overtime, however, CenterPoint Payroll allows for overtime processing after time has been imported. Follow the [Overtime Processing](#) document for more information.

Q: Does CenterPoint Time Clock record the location of my employees clock in/out entries?

A: Yes, all clock in and out entries created by employees via the CenterPoint Time Clock website or CenterPoint Time Clock app record a GPS coordinate.

Q: Can CenterPoint Time Clock be configured to work with centralized card readers and biometric devices?

A: No, but the CenterPoint Time Clock Kiosk allows for a centralized solution on Apple and Android tablets. See the Option 2: CenterPoint Time Clock Kiosk section in this document.

Q: An employee has forgotten their password for the CenterPoint Time Clock App. How do they retrieve their password?


A: To reset a CenterPoint Time Clock password they will need to go to the CenterPoint Time Clock website (<https://timeclock.redwingsoftware.com>). On the CenterPoint Time Clock website, click **Login** and click the “**Forgot your password?**” link and follow the on screen instructions.

Q: When my employees try to clock in or out from the CenterPoint Kiosk, they are asked for a password before the Kiosk screen displays, why?

A: You likely have a lock screen password set up on the tablet device that is requiring a password. If using the Kiosk app for Apple or Android, it is recommended that you use the guided access or pin settings to lock the app with a password. If set this way, the need for the lock screen password is diminished.

Q: My employee uses the Kiosk and cannot remember their PIN. How can I look it up for them?

A: Log into the CenterPoint Time Clock website at <https://timeclock.redwingsoftware.com> as an Administrator user.

- » Select **Name (Administrator) > Manage Kiosks**
- » Enter their name or employee code into the Search for box. Press Enter or click the  button.
- » Their PIN will display. If they would like a new PIN, click **Reset PIN**.

Q: The line to clock in at the Kiosk gets long at the start and end of shifts. Can we have more than one Kiosk?

A: Yes, you can register as many tablet devices as Kiosks as you would like. Log in as Administrator, select **Name (Administrator) > Manage Kiosks** and click **Add** to register additional devices. Employees can clock in and out from any of your registered devices.

Q: Can my employees select their own PIN for the Kiosk?

A: No, PINs are required to be unique. The CenterPoint Time Clock assigns PINs to employees. As an administrator, you have the ability to reset PINs however. See [Step 3, Option 2, Administration and Maintenance](#) in this document.

Q: My company has the CenterPoint Time Clock and Publish Pay Advice services. Can my employees log into both services with one username and password?

A: Yes. Your employee creates one Red Wing Software account. After the Red Wing Software account is created, they can link to either service with the same login credentials.

Using CenterPoint Time Clock for Employees

This document contains detailed information about using the CenterPoint Time Clock website, CenterPoint Time Clock app, and CenterPoint Time Clock Kiosk for both employees and supervisors.

[Employee Registration \(One-time Setup\)](#)

[Reset your Password](#)

[Changing your Password](#)

[Log In to CenterPoint Time Clock and Clock In or Enter Time](#)

[Clock In](#)

[Enter Time](#)

[Review Time Entries, Review and Edit Time Entries, or View Time Entry History](#)

[Review Time Entries](#)

[Review and Edit Time Entries](#)

[View Time Entry History](#)

[Clock Out and Log Out of CenterPoint Time Clock](#)

[Clock Out and Log Out](#)

[Log Out](#)

[Request for Time Off](#)

[Submitting New Requests](#)

[Viewing Time Off Requests](#)

[Changing Companies](#)

[Changing Application Settings](#)

[Change Email](#)

[Change Time Zone](#)

[Register Additional Companies](#)

[Change Period Filters](#)

[Change Default Page](#)

[Set Defaults](#)

[Using the CenterPoint Time Clock app](#)

[Start CenterPoint Time Clock](#)

[Clock In](#)

[Clock Out](#)

[View Time Clock Activity](#)

[Request Time Off](#)

[View Status of Time Off Requests](#)

[Change Application Settings](#)

[Register Additional Companies](#)

[Change Period Filters](#)

[Change Default Page](#)

[Additional Options](#)

[Set Alternate Supervisor \(for Supervisors Only\)](#)

[Using the CenterPoint Time Clock Kiosk](#)

[Clock In](#)

[Clock Out](#)

Employee Registration (One-time Setup)

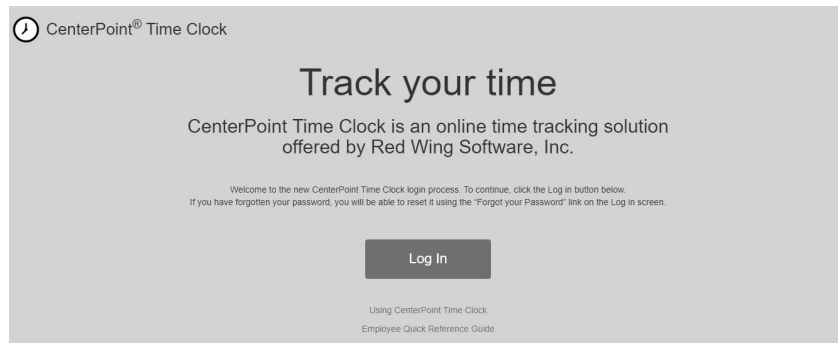


Note: Registration from either the CenterPoint Time Clock website, CenterPoint Employee Portal, or Publish Pay Advices is required, then depending on your employer, you can either continue to use the CenterPoint Time Clock website without using the CenterPoint Time Clock app or use both simultaneously.



Note: If you previously registered with CenterPoint Employee Portal or Publish Pay Advices, you can log into CenterPoint Time Clock with the same username and password. The steps in this section are not required.

1. From a web browser, enter **<https://timeclock.redwingsoftware.com>**.



2. Click Log In.

Log in

Email

Password

Log In

☐ Keep me logged in

[Forgot your password?](#)

[Don't have an account? Create one!](#)

3. Click **Create One!**.

Create account

First Name

Last Name

Email

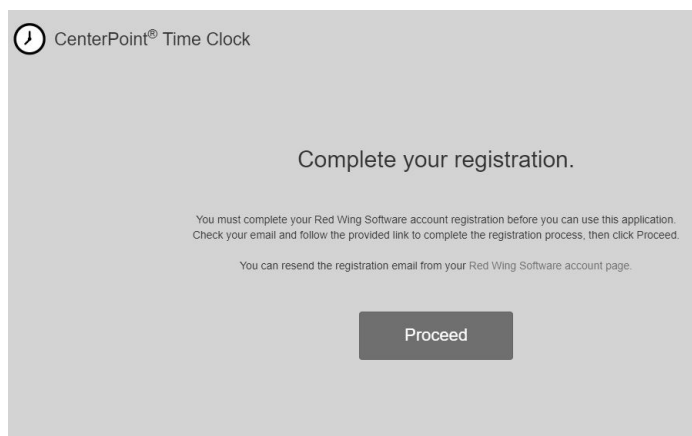
Confirm Email

Password

Confirm Password

Create

4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.



8. Check the email address you provided above for an email from Red Wing Software.



Note: If the email is not received, please look in your Junk email folder.

Complete your registration



Inbox x



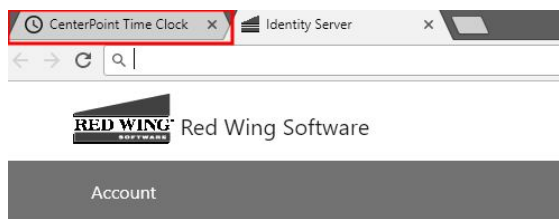
Red Wing Software <donotreply@redwingsoftware.com>
to me ▾

User Name,

Thank you for registering, to complete your registration, please click [here](#).

This email was sent to [User#####@gmail.com](#)
If you did not request this email, please disregard.
Please do not reply to this email as it is an unmonitored address.

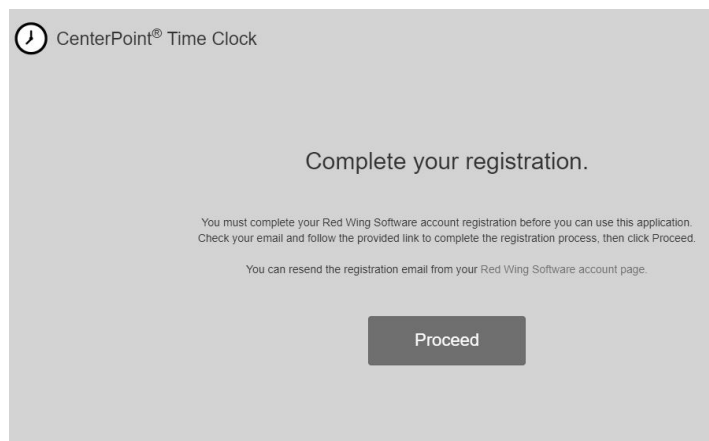
9. Click the [here](#) link.



Confirm email

Thank you for confirming your email.

10. From your web browser, click the **CenterPoint Time Clock** tab.



11. Click **Proceed**.

A screenshot of the CenterPoint Time Clock Account Setup page. At the top left is the CenterPoint Time Clock logo with the text "CenterPoint Time Clock" and "Provided by Red Wing Software, Inc." below it. The heading is "Account Setup." Below this is a welcome message: "Connie, welcome to CenterPoint Time Clock, before you can start entering time we must first complete your account setup." Below that is the text "Create a new account." The form has three input fields: "Company Code", "Employee Code", and "Time Zone". The "Time Zone" dropdown is currently set to "(UTC-06:00) Central Time (US & Canada)". There is a "Submit" button at the bottom.

12. Enter the **Company Code** provided to you by your payroll administrator.
13. Enter your **Employee Code** (this is the employee Abbreviation used in CenterPoint Payroll).
14. Select the **Time Zone** you work in. This will determine how the time clock displays when your employee code is logged into CenterPoint Time Clock.
15. Click **Submit**.
16. A confirmation email will be sent from CenterPoint Time Clock to the email address you provided during registration.



Note: If the email is not received, please look in your Junk email folder.

Account setup complete.

☐ Inbox ☒ x



CenterPoint Time Clock <donotreply@redwingsoftware.com>
to me ▾

Ted,

Thank you, your account is now ready to use CenterPoint® Time Clock.

To begin entering time for Alpine Sports, please click [here](#).

This email was sent to User#####@gmail.com
If you did not request this email, please disregard.
Please do not reply to this email as it is an unmonitored address.

17. Click the [here](#) link to begin using CenterPoint Time Clock.

Reset your Password

If you have forgotten your password and would like to reset the password, follow the steps below:

1. From a web browser, enter <https://timeclock.redwingsoftware.com>.
2. Click **Log In**.
3. Select the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.



Reset password.

Email

Password

Confirm password

7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.

Changing your Password

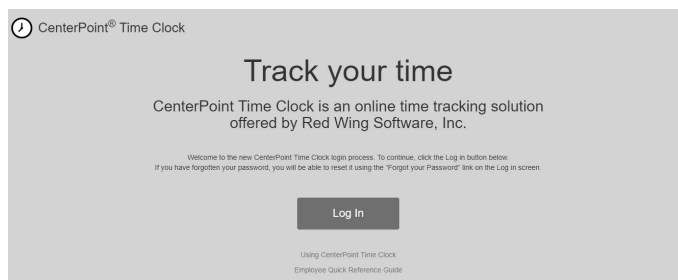
If you know your current password and would like to change the password, follow the steps below:

1. From a web browser, enter <https://timeclock.redwingsoftware.com>.
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. In the upper-right corner, click the down-arrow next to your name, and then select **View Account**.

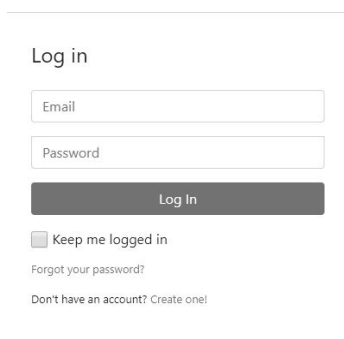
5. Click **Change Password**.
6. An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the here link. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

Log In to CenterPoint Time Clock and Clock In or Enter Time


1. From a web browser, enter **<https://timeclock.redwingsoftware.com>**.

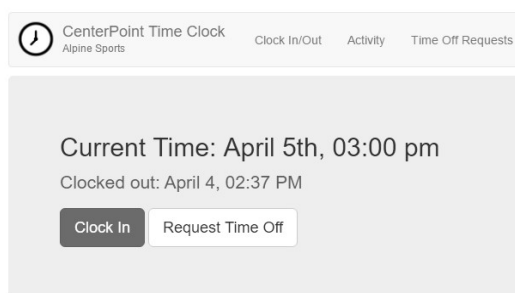


2. Click **Log In**.

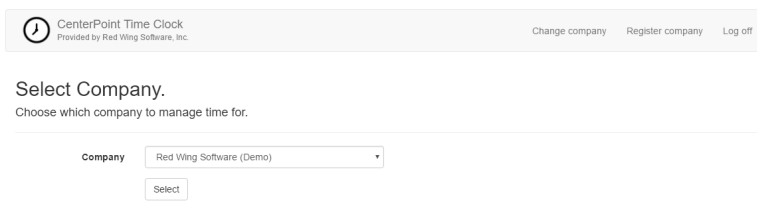
The image shows a "Log in" form. It has a title "Log in" at the top. Below the title are two input fields: "Email" and "Password". Under these fields is a "Log In" button. Below the button is a checkbox labeled "Keep me logged in". At the bottom of the form are two links: "Forgot your password?" and "Don't have an account? Create one!".

3. Enter your **Email** and **Password** and click **Log In**.

 **Note:** If you can't remember your password and want to reset it, click the **Forgot your Password?** link, and follow the *Reset your Password* section in this document.



4. If you clock in or enter time for different companies, select the company you want to record time for and then click **Select**.



CenterPoint Time Clock
Provided by Red Wing Software, Inc.

[Change company](#) [Register company](#) [Log off](#)

Select Company.
Choose which company to manage time for.

Company: Red Wing Software (Demo) ▼

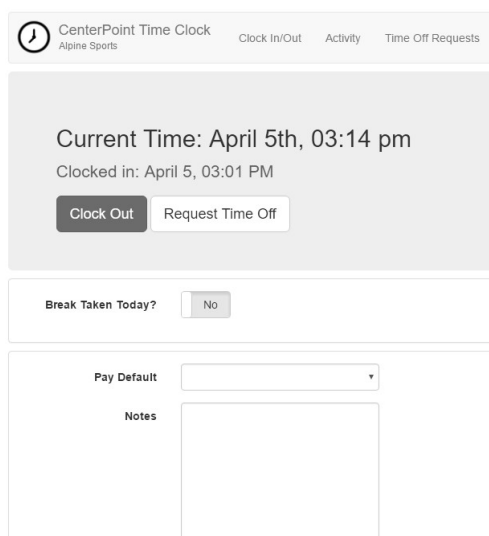
Select

To Clock In

1. If your company requires you to record your time entries by clocking in, click **Clock In**. If the Clock Out button displays, you are now clocked in.
2. If your company requires you to enter additional information (pay default, pieces, profit center, location, project, department, or notes) the selection will display after clocking in. In the example below, the Pay Default and Notes were required entry by the employer.



Note: If more than one type of pay default were used in the same day, click Clock Out and then Clock In using the other pay default.



CenterPoint Time Clock
Alpine Sports

[Clock In/Out](#) [Activity](#) [Time Off Requests](#)

Current Time: April 5th, 03:14 pm
Clocked in: April 5, 03:01 PM

[Clock Out](#) [Request Time Off](#)

Break Taken Today? ☐ No

Pay Default: ▼

Notes:

3. If you are required to log out of CenterPoint Time Clock after clocking in, in the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

To Enter Your Time

1. If your company does not require you to clock in and allows you to add or modify time cards, click **Activity**, and then click **Add** to enter your time card.

2. Enter your **Date In** and the **Date Out** will default to the date entered in the Date In box. The **Time In** and **Time Out** fields are optional and if you are not using the fields, then enter in **Hours** (if you are using the Time In and Time Out fields, the Hours will be automatically calculated). Enter **Break Hours** if you need to deduct time from the hours calculated for a break. Select or enter any additional information required by your employer for these hours. In this example, the Pay Default and Notes were required entry for this employer. Note: If more than one type of pay default were used in the same day, create a separate time card entry for each pay default.



Note: Break adjustments will display on the Activity screens with the  icon.

3. Click **Save**. The entry will display on the Activity screen.

Review Time Entries, Review and Add, Change, or Delete Time Entries, or View Time Entry History































To Review Time Entries

1. Log into CenterPoint Time Clock.
2. Click **Activity** to review your time entries.


To Review and Add, Change or Delete Time Entries

1. Log into CenterPoint Time Clock.
2. Click **Activity**.
3. If your employer allows you to add, change, or delete time entries, your Activity screen displays similar as shown below:

Activity


Add + Request Time Off			
Date	Pay Default	Hours	Notes
Mon 03/27/2017 08:00 AM - 05:00 PM		9.00	  
Tue 03/28/2017 PTO Hourly	PTO Hourly	2.00	   
Thu 03/30/2017 PTO Hourly	PTO Hourly	4.00	  
Fri 03/31/2017 01:14 PM - 01:15 PM		0.01	  
Fri 03/31/2017 01:20 PM - 02:38 PM		0.30	   
Sat 04/01/2017 PTO Hourly	PTO Hourly	4.00	  
Mon 04/03/2017 02:04 PM - 02:07 PM		0.05	  
Mon 04/03/2017 02:08 PM - 02:42 PM		0.56	  
Mon 04/03/2017 03:03 PM - 02:37 PM (+1d)		23.56	  
Totals		43.48	



To correct time entries or clocked entries (if allowed to manually enter time), click the  Edit button next to the entry that needs to be modified and the Edit Time screen will display. Make your changes and then click **Save**.

An entry can be removed by selecting the corresponding  Trash Can button. An Audit Log can be viewed by

clicking . Click the  button to display the note.


 CenterPoint Time Clock
Alpine Sports Inc.

[Clock In/Out](#)
[Activity](#)
[History](#)
[Time Off Requests](#)
[Employees](#)

Edit Time for Apple, Sam J.


Date In

09/30/2022




Time In

hh:mm am/pm




Date Out

09/30/2022



Time Out

hh:mm am/pm



Break Hours


0h 30m

Hours

4h 0m


Pay Default

New3




Department


Store




Project



Profit Center



Location



Notes

Approved

☐

To View Time Entry History

1. Log into CenterPoint Time Clock.
2. Click **History**.
3. In the From/To Date range, enter the dates you wish to view historical time entries for.
4. Click **Go**.

<div> <div>CenterPoint Time Clock</div> <div>Alpine Sports</div> </div> <div> Clock In/Out Activity History Time Off Requests </div> <div>Stella S. Sap ▾</div>			
History			
<div> <div>From</div> <div>07/01/2022</div> <div></div> <div>To</div> <div>07/08/2022</div> <div></div> <div>Go</div> </div>			
Date	Pay Default	Hours	Notes
<div> <div></div> <div>Wed 07/06/2022</div> <div>09:01 AM - 10:53 AM</div> </div>	Hourly	1.87	<div></div> <div></div>
<div> <div></div> <div>Tue 07/05/2022</div> <div>04:53 PM - 07:01 AM (+1d)</div> </div>	Hourly	14.13	<div></div> <div></div>
Totals		16.00	

5. To view notes entered on a time card, click



6. An Audit Log can be viewed by clicking



Clock Out and/or Log Out of CenterPoint Time Clock

To clock out and log out of CenterPoint Time Clock

1. Log into CenterPoint Time Clock.

CenterPoint Time Clock

Alpine Sports

[Clock In/Out](#)
[Activity](#)
[Time Off Requests](#)

Current Time: April 6th, 10:34 am

Clocked in: April 5, 04:23 PM

Clock Out

Request Time Off

Break Taken Today?

Yes

Pay Default

Notes

2. If the **Automatic Unpaid Lunch Break** of set in **Setup > Payroll Details > Time Clock Settings > Options** tab is set to 1 minute or greater and::

- » There are clocked entries that have break hours greater than zero, the **Break Taken Today?** toggle will be set to **Yes** (the toggle is disabled so multiple breaks cannot be entered for this clock-out entry).

- » There are clocked entries that have no break hours, the **Break Taken Today?** toggle will be set to **Yes** and automatic break hours can be taken for this entry.
- » If the hours for the current time entry are less than the automatic break hours, the **Break Taken Today?** toggle will be set to **No** (the toggle is disabled to prevent negative net time).



Note: When the clocked entry is saved with an automatic break, the break length will be saved with the time card in the Break Hours box. The Break Taken Today? toggle will be disabled for subsequent clock-out entries for the same day. The break can be edited by a supervisor on the **Employees > Employee Activity > Edit button > Edit Time** screen.

3. Enter any applicable required information for your employer, and then click **Clock Out**.
4. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

To log out of CenterPoint Time Clock

1. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

Request for Time Off

Submitting New Requests

1. From the Clock In/Out or Activity screens, click **Request Time Off** or from the Time Off Requests screen, click **New Request**.

CenterPoint Time Clock
Alpine Sports

Clock In/Out Activity History Time Off Requests Geraldine A. Oak ▾

Request Time Off

Leave Type: Paid Time Off ▾

From Date:

To Date:

☐ All Day

Start Time*: hh:mm am/pm

End Time*: hh:mm am/pm

Total Hours: 0.00 or 0h 0m

Notes**

*Start and End Time are optional and are normally used when only part of a day is requested as leave. For a whole day or multiple days, enter Total Hours.
**Optional. If a note is added to a time off request it will be included in an email notification to your supervisor and/or payroll administrator.

Save Cancel

4. In the **Leave Type** box, select a paid leave pay default (only leave pay defaults will display in this box if Setup > Payroll Details > Time Clock Settings > Options tab > Allow Time Off Requests check box is selected). To setup paid leave pay defaults, see **Step C-9 d** in the [Time Clock Module - Payroll Administration Installation, Registration and Setup](#) document for more information.
5. Enter the time off request:
 - » Enter the date range being requested in the **From Date/To Date** boxes.
 - » If you are requesting a whole day or multiple days, check the **All Day** box and enter the **Total Hours**.

» **Start and End Times** are optional and are normally used when only part of a day is requested as leave. After entering the time range, the Total Hours requested will be calculated.

6. Add an optional **Note** that will be included when your supervisor reviews your time entry.
7. Click **Save**. The time off request will be generated and an email notification will be sent to the employee's supervisor for approval (if there isn't a supervisor, the email notification will be sent to the Administrator users).

Viewing Status of Time Off Requests

1. Log into CenterPoint Time Clock.
2. Select **Time Off Requests**.

CenterPoint Time Clock
Alpine Sports Inc

Clock In/Out Activity History Time Off Requests Employees ▼ Sam J. Apple (Administrator) ▼

Time Off Requests

Type: All

From: 09/29/2022 To: 09/29/2023 Go

New Request **Leave Balances** Leave Used

From	To	Type	Total Hours	Status	Notes
Wed 10/05/2022 Hours Only	Wed 10/05/2022 Hours Only	Paid Time Off - Hourly Empl	8h 0m	Pending	
Totals			8h 0m		

3. Use the **Type** and **From/To Dates** to filter for the type of request(s) you want to view within a specific date range.
4. Click **Leave Balances** to view the Leave and Available Hours as of the last accrual (the Available Hours do not include pending time off requests).

Leave Balances

Leave	Available Hours
Paid Time Off	0.77*
Vacation	76.64*

*Balances accurate as of 09/12/2022, see your Payroll administrator with questions or for the latest amounts. Balances do NOT reflect pending time-off requests.

OK

5. Click **Leave Used** to display all the leave pay defaults for an employee and any hours for pending time off requests. A pending time off request is an approved request that has not yet been imported into CenterPoint Payroll.

Leave Used		x	
Leave	Used		
PTO4	8.00		
Vacation	16.00		
		OK	

6. The status of the time off requests are Pending, Approved, or Denied.

»

Pending time off requests can be removed by clicking  at which time an email notification is sent to the employee's supervisor or administrator.


»

When a time off request is approved or denied by a supervisor or administrator, the requesting employee will receive an email notification.

Changing Companies

If you work in more than one company using CenterPoint Time Clock, follow the steps below to change companies.

1. Log into CenterPoint Time Clock.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Change Company**.

 CenterPoint Time Clock
Red Wing Software, Inc.
 Clock In/Out
Activity

Select Company.

Choose which company to manage time for.

Company

Red Wing Software, Inc. ▼


Select

3. Select the **Company** you want to use to enter hours.
4. Click **Select**.

View Audit Log

The Audit Log displays created, modified, and deleted time cards. This allows employees and employers to know when time card entries are edited and what values changed in case there are any discrepancies between entered time, approved time, and final pay.

1. Log into CenterPoint Time Clock.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Audit Log**.

<div>  CenterPoint Time Clock Alpine Sports Inc </div> <div> Clock In/Out Activity History Time Off Requests Employees </div> <div> Sammy J. Apple (Supervisor) <div> View Account Change Company Audit Log Settings Log off </div> </div>			
Audit Log			
Date/Time	Time Card ID#	Employee	Description
09/27/2021 01:30 PM	29157	Sammy J. Apple	Clock entry completed.
09/27/2021 01:27 PM	29157	Sammy J. Apple	Clock entry created.
09/23/2021 04:28 PM	29153	Sammy J. Apple	Clock entry changed to manual entry. Changed "Clocked In" from "09/23/2021 04:15 PM EST" to "09/23/2021 04:15 PM EST" Changed "Clocked Out" from "09/23/2021 04:17 PM EST" to "09/23/2021 04:30 PM EST" Changed "Hours" from "0.04" to "0.25"
09/23/2021 04:27 PM	29153	Sammy J. Apple	Clock entry completed. Changed "Pay Default" from "" to "Hourly Pay" Changed "Notes" from "" to "edit"
09/23/2021 04:20 PM	29122	Sammy J. Apple	Manual entry deleted.
09/23/2021 04:19 PM	29155	Sammy J. Apple	Manual entry modified. Changed "Hours" from "4.00" to "4.50"
09/23/2021 04:18 PM	29091	Sammy J. Apple	Clock entry completed. Changed "Approval Date" from "09/23/2021 02:28 PM CST" to "" Changed "Pay Default" from "" to "Salary"
09/23/2021 04:18 PM	29156	Sammy J. Apple	Leave entry created.
09/23/2021 04:17 PM	29155	Sammy J. Apple	Manual entry created.
09/23/2021 04:17 PM	29153	Sammy J. Apple	Clock entry completed.
Showing 1 to 10 of 114 entries			
First Previous 1 2 3 4 5 ... 12 Next Last			

3. After viewing the log, click **Back**.

Changing Application Settings

1. Log into CenterPoint Time Clock.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Settings**.

Change Email



Note: This email address is used only for Time Off Request notifications sent through CenterPoint Time Clock and does not change the email address you enter on the Log In screen to log into CenterPoint Time Clock.

- » Click **Change** next to your current email address.
- » An email will be sent to your current email address. Open the CenterPoint Time Clock Change Email email and click the **here** link. Enter your **New Email**, **Confirm New Email**, and then click **Change Email**.

Change Time Zone

- » Click **Change** next to your current time zone.
- » Select your new Time Zone and then click **Change Time Zone**.

Register Additional Companies

- » Click **Register** next to your current Company.
- » Enter the **Company Code** provided by your employer, and your **Employee Code**.
- » Click **Register**.

Change Period Filters

The pay period frequency allows you to set a time frame which data should be displayed in on the Activity, Employee Activity, and Employee Summary screens. By setting a pay period frequency, data can be viewed for the Previous, Current or Next time frame without resetting filters.

- » Click **Change** next to the current period.
- » In the **Frequency** box, select the period frequency - Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly (default), Quarterly, or Annually.
- » Select the **Starting** date for the pay period frequency to begin.
- » Click **Apply**.

Change Default Page

This option allows you to set the screen that should display by default each time you log into CenterPoint Time Clock.

- » Click **Change** next to the current default page.
- » Select the page you want to display as your default **Clock In/Out** or **Activity**.
- » Click **Change Default Page**.

Set Defaults

This setting allows you to specify defaults that always display during time entry. For example, for the pay default - regular hours for an hourly employee. The fields an employee has to set a default for vary according to their employer setup. By setting defaults, time entry is faster and more accurate because the employee would only need to change the selection if they were recording hours that were out of the ordinary.

- » Click **Change** next to **Defaults**.
- » Select the values you would like to display by default during time entry.
- » Any options Not Set will default to blank in time entry.
- » Click **Save Defaults**.

Using the CenterPoint Time Clock app

Prerequisite: To use the CenterPoint Time Clock app, you must complete the registration process for the CenterPoint Time Clock. Please see your Payroll Administrator for information about registering. You can complete the registration process from either the CenterPoint Time Clock [website](#) or the [app](#).

The optional CenterPoint Time Clock app can be downloaded and used on individual employee mobile devices. Employees log into the app and the website with the same email address and password credentials.



Note: The CenterPoint Time Clock app is designed for tablet or phone devices (iOS or Android) with a current operating system. It is important to install updates for the app when you are notified an update is available.

1. From the Apple App Store or Google Play Store, search for and install the CenterPoint Time Clock app.

Start CenterPoint Time Clock

1. Open the CenterPoint Time Clock app.
2. Click **Log In**. Enter your **Email Address** and **Password** and click **Log In**.
3. If you clock in or enter time for different companies, select the company you are recording time for and then click **Select**.

Clock In

1. Open the CenterPoint Time Clock app.
2. Click **CLOCK IN**.

Clock Out

1. Open the CenterPoint Time Clock app.
2. Click **CLOCK OUT**.
3. If your company requires you to determine if a Break was Taken Today? select **Yes** or **No**.
4. If your company requires you to enter additional information, make your selections before clocking out. Select **Save**.

View Time Clock Activity

1. Open the CenterPoint Time Clock app, select the **Home** icon, and then select **Activity**.
 - » Clocked entries display with a Clock icon.
 - » Time off requests display with a Calendar icon.
 - » Manual time entries do not display with an icon.
2. If your employer has given you access to enter manual time entries, you can add, edit, or delete time.
 - » **Add**- Click **Add**, enter **Date**, **Time In/Out** or **Hours**, **Break Hours**, **Pay Default**, and then click **Save**.
 - » **Edit** - Click the time entry that needs to be modified, make your changes, and then click **Save**.
 - » **Delete** - Click the time entry that needs to be removed, and in the lower-right, click the Delete icon.

Request Time Off (if available)

1. Open the CenterPoint Time Clock app, select the **Home** icon, select **Time Off Requests**, and then click **Add**.
2. Enter the time off request:
 - » Enter the date range being requested in the **From Date/To Date** boxes.
 - » If you are requesting a whole day or multiple days, check the **All Day** box and enter the **Total Hours**.
 - » **Start and End Times** are optional and are normally used when only part of a day is requested as leave. After entering the time range, the Total Hours requested will be calculated.
3. Add an optional **Note** that will be included when your supervisor reviews your time entry.
4. Click **Save**.

View Status of Time Off Requests

1. Open the CenterPoint Time Clock app, select the **Home** icon, and then select **Time Off Requests**.
2. To filter the time off requests by date range, use the **Filter** icon at the lower right.
3. The status of time off requests are Pending (gray left border), Approved (green left border and Checkmark icon), and Denied (red left border and X icon).
 - » **Pending** - Click the Delete icon to remove pending requests. An email notification will be sent to the employee's supervisor.

- » **Approved/Denied** - When a time off request is approved or denied by a supervisor, the requesting employee will receive an email notification. If a Supervisor made a comment when approving or denying a time off request, the comment is included in the email notification to the employee .

Change Application Settings

Register Additional Companies

1. Open the CenterPoint Time Clock app. In the upper-left, select the **Home** icon, select **Settings**, and then select **Register**.
2. Enter the **Company Code** provided by your employer, and your **Employee Code**.
3. Click **Register**.

Change Period Filters

The pay period frequency allows you to set a time frame which data should be displayed in on the Activity screen. By setting a pay period frequency, data can be viewed for the Previous, Current or Next time frame without resetting filters.

- » Open the CenterPoint Time Clock app. In the upper-left, select the **Home** icon, select **Settings**, and then select **Periods**.
- » In the **Frequency** box, select the period frequency - Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly (default), Quarterly, or Annually. Select **Done**.
- » Select the **Starting** date for the pay period frequency to begin. Select **Done**.
- » Select **Save**.

Set Defaults

This setting allows you to specify defaults that always display during time entry. For example, for the pay default - regular hours for an hourly employee. The fields an employee has to set a default for vary according to their employer setup. By setting defaults, time entry is faster and more accurate because the employee would only need to change the selection if they were recording hours that were out of the ordinary.

- » Open the CenterPoint Time Clock app. In the upper left, select the **Home** icon, select **Settings**, and then select **Defaults**.
- » Select the values you would like to display by default during time entry. Select **Done**.
- » Any options Not Set will default to blank in time entry.
- » Select **Save**.

Additional Options

1. If you enter manual time and do not clock in or out, you can make the home page work to add time by selecting Home > Settings and enabling Time Entry Mode.

Set Alternate Supervisor (for Supervisors Only)

When an alternate supervisor is set all supervisor duties are switched to the alternate. The alternate supervisor can see activity and approve time/requests for the employees managed by the user. Note: The main supervisor will still have access to their employees' time clock data, but time off request notifications will go to the alternate supervisor.

1. Open the CenterPoint Time Clock app. In the upper left, select the **Home** icon, select **Settings**, and then select **Alternate Supervisor**.
2. Click the down-arrow next to your name on the upper-right side of the screen.
3. If the setting is inactive, change the **Off** toggle to **On**.
4. In the **Supervisor** box, select the supervisor that will approve time cards and cover for the main supervisor in their absence. Select **Done**.
5. Select the **From/To** dates the alternate supervisor is active. The alternate supervisor will automatically inactivate after the To date. Select **Done**.
6. Select **Save**.

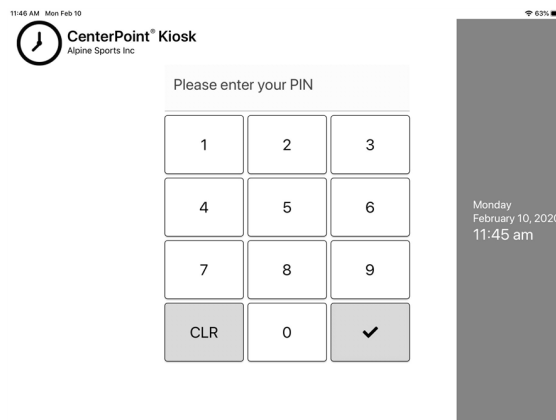
Using the CenterPoint Time Clock Kiosk



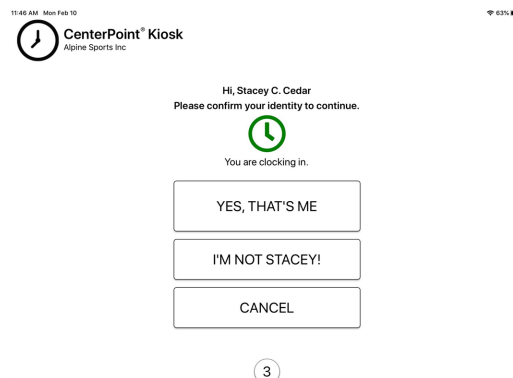
Note: If your employer will be allowing access to the CenterPoint Time Clock via a kiosk, all setup is performed by the Payroll Administrator, there is no setup for your employees. Your Payroll Administrator will provide you with a PIN which is used to Clock In and Clock Out.

Clock In

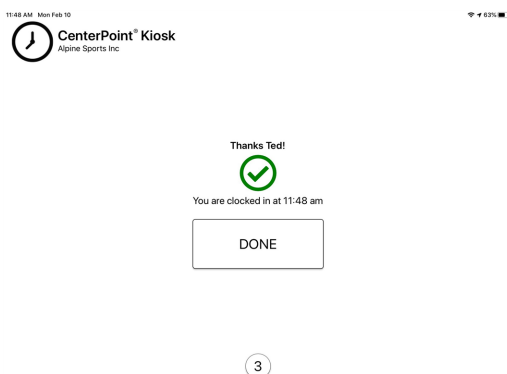
1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .



2. From the Clocking In screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.

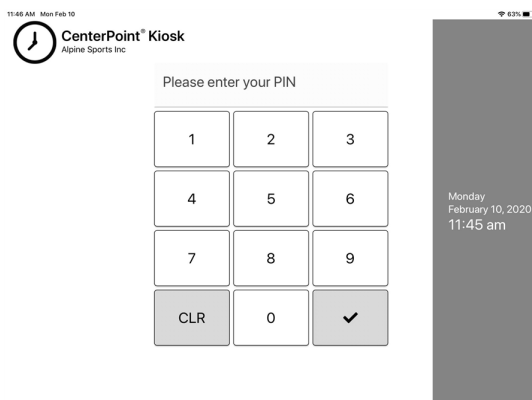


- When the following screen displays, the clock in process is complete. No action is necessary.

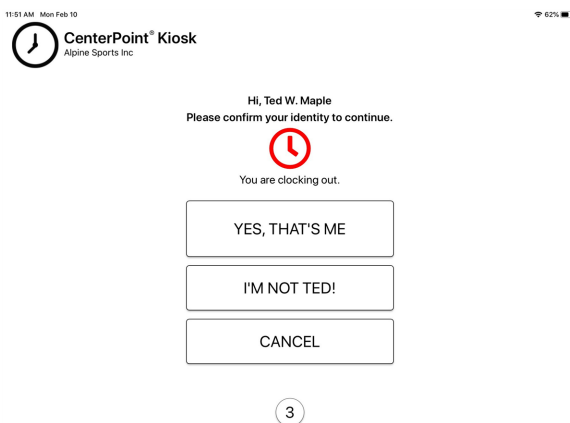


Clock Out

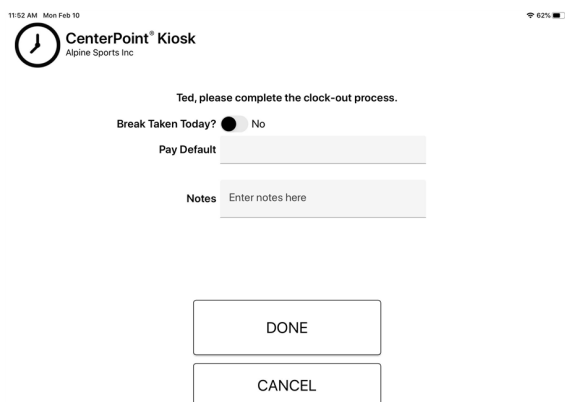
- From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .



- From the Clocking Out screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.



- If prompted to enter information regarding breaks, pay defaults, or notes, complete the entry and click **Done**.



11:52 AM Mon Feb 10

CenterPoint® Kiosk
Alpine Sports Inc.

Ted, please complete the clock-out process.

Break Taken Today? ☒ No

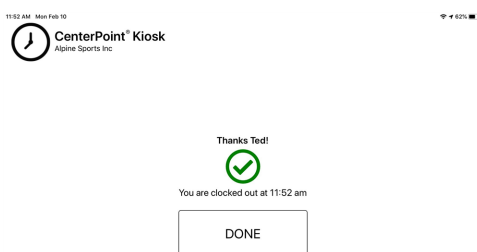
Pay Default

Notes Enter notes here

DONE

CANCEL

4. When the following screen displays, the clock out process is complete. No action is necessary.



11:52 AM Mon Feb 10

CenterPoint® Kiosk
Alpine Sports Inc.

Thanks Ted!

☒

You are clocked out at 11:52 am

DONE

3

Using CenterPoint Time Clock for Supervisors

This document contains detailed information for employees who will use the time clock as a supervisor, for example for approving time and time off requests. The information in this document can be used if your Employee Code is entered as a Supervisor in CenterPoint Payroll in Setup > Employees > Employment tab. Follow the [Using CenterPoint Time Clock for Employees](#) document to register and use CenterPoint Time Clock as a Supervisor.

[Log In](#)

[Reset your Password](#)

[Changing your Password](#)

[View and Approve Employee Activity](#)

[View an Employee Summary and Approve All Employee Time](#)

[View/Approve Employee Time Off Requests](#)

[View/Change Employee Status](#)

[View the Clocked Time Log](#)

[View Employee History](#)

[Change Application Settings](#)

[Change the Employee Format](#)

[Set Alternate Supervisor](#)

[Receive Administrator Notifications](#)

[Entry Date Restriction](#)

[Frequently Asked Questions](#)

Log In

1. From a web browser, enter **<https://timeclock.redwingsoftware.com>**.
2. Click **Log In**, enter your **Email** and **Password**, and then click **Log In**.



Note: If you can't remember your password and want to reset it, click the **Forgot your Password?** link, and follow the *Reset your Password* section in this document.

3. If you supervise employees for different companies, select the company you want to manage time for and then click **Select**.

CenterPoint Time Clock
Provided by Red Wing Software, Inc. [Change company](#) [Register company](#) [Log off](#)

Select Company.
Choose which company to manage time for.

Company Red Wing Software (Demo) ▼

Select

4. Once you are logged in, your name (Supervisor) will display in the upper-right portion of the screen. In the following example Employee A is a Supervisor.

CenterPoint Time Clock
Red Wing Software (Demo) [Clock In/Out](#) [Activity](#) [Employee Activity](#) [Employee Summary](#) Employee A (Supervisor) ▼

Current Time: December 9th, 09:09 am
Clocked out: December 5, 12:00 AM

Clock In

Reset your Password

If you have forgotten your password and would like to reset the password, follow the steps below:

1. From a web browser, enter **<https://timeclock.redwingsoftware.com>**.
2. Click **Log In**.

3. Select the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.



Note: If the email is not received, please look in your Junk email folder.



Red Wing Software

Reset password.

Email

Password

Confirm password

Reset

7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.

Changing your Password

If you know your current password and would like to change the password, follow the steps below:

1. From a web browser, enter **https://timeclock.redwingsoftware.com**.
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. In the upper-right corner, click the down-arrow next to your name, and then select **View Account**.
5. Click **Change Password**.
6. An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the here link. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.


















View and Approve Employee Activity

1. Log into CenterPoint Time Clock.
2. Select **Employees > Employee Activity**.
3. Select the **Employee** you want to review/approve time cards for.
4. Select the **From/To** dates to display time cards in a date range.
5. Click **Go**.

Employee:


From: To:

Period:

Date	Department	Pay Default	Project	Profit Center	Location	Hours	Pieces	Tips	Approved	Notes
Mon 06/20/2022 Hours Only						8.00	0.00	-	Yes	   
Tue 06/21/2022 Hours Only						8.00	0.00	-	Yes	   
Wed 06/22/2022 09:00 AM - 05:00 PM						8.00	0.00	-	No	  
Thu 06/23/2022 Vacation	Vacation					8.00	0.00	-	Yes	  
Fri 06/24/2022 Hours Only						8.00	0.00	-	No	  
Totals						40.00	0.00	0.00		

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Version: 2.08.0007

» Click **Add** to add additional time entries, for example, you may want to add an entry for overtime.

» To correct time entries or clocked entries, click the  Edit button next to the entry that needs to be modified and the Edit Time screen will display where you can make your changes or approve the individual time entry by selecting the **Approve** check box. Click **Save** when the entry is accurate. If a note has been entered on the time


card, the note button will display. Click the  button to display the note.


CenterPoint Time Clock
Alpine Sports

Clock In/Out Activity History Time Off Requests Employees Ted W. Maple (Supervisor)

Edit Time for Sam J. Apple

Date In:
 Time In:
 Date Out:
 Time Out:
 Break Hours:
 Hours:
 Pay Default:
 Department:
 Notes:
 Approved: ☐

» An entry can be removed by selecting the corresponding  Trash Can button.

» An Audit Log can be viewed by clicking .

- » Click **Employee Summary** to quickly move back and forth between the Employee Activity and Employee Summary pages filtered for the same dates.
6. Once all the entries displayed are accurate, click **Approve** to approve the entries all at once (if you did not approve them from the Edit Time screen), or click **Approve + Next** to approve all entries for the current employee and automatically move to the next employee.

View an Employee Summary and Approve All Employee Time Cards

1. Log into CenterPoint Time Clock.
2. Select **Employees > Employee Summary**.
3. Select the **From/To** dates to display time cards in a date range.
4. Click **Go**.
5. The Employee Summary screen will display each employee and the total number of hours, the approval status, and the date approved. Click the employee's name to drill-down to the Employee Activity screen to see details for the selected employee.

CenterPoint Time Clock
Alpine Sports

Clock In/Out Activity History Time Off Requests Employees Ted W. Maple (Supervisor)

Employee Summary

From 06/01/2022 To 06/30/2022 Go

Period Previous **Current** Next

Approve Remove Approval

Employee	Hours	Approved	Date Approved
Sam J. Apple	40.00	No	
Totals	40.00		

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Version: 2.08.0007

6. Click **Approve** to approve all time entries in the specified date range or click **Remove Approval** to remove the approved status for all time entries in the specified date range.

View/Approve Employee Time Off Requests

1. Log into CenterPoint Time Clock.
2. Select **Employees > Employee Time Off Requests**.

CenterPoint Time Clock
Alpine Sports Inc

Clock In/Out Activity History Time Off Requests Employees ▾

Sam J. Apple (Administrator) ▾

Employee Time Off Requests

Supervisor: All ▾



Employee: All ▾

Type: All ▾

Status: All ▾

From: 09/06/2022 To: 09/06/2023 Go

Add + Leave Balances Leave Used

Employee	From	To	Type	Total Hours	Status	Notes
Sap, Stella S.	Tue 09/27/2022 Hours Only	Tue 09/27/2022 Hours Only	Vacation	8h 0m	Approved	 
Totals				8h 0m		

- Use the **Employee**, **Type**, **Status** and **From/To Dates** to filter for the type of request(s) you want to view within a specific date range.
- Click **Leave Balances** to view the Leave and Available Hours as of the last accrual (the Available Hours do not include pending time off requests).

Leave Balances ×

Leave	Available Hours
Paid Time Off	0.77*
Vacation	76.64*

*Balances accurate as of 09/12/2022, see your Payroll administrator with questions or for the latest amounts. Balances do NOT reflect pending time-off requests.



OK


- Click **Leave Used** to display all the leave pay defaults for an employee and any hours for pending time off requests. A pending time off request is an approved request that has not yet been imported into CenterPoint Payroll.

Leave Used ×

Leave	Used
PTO4	8.00
Vacation	16.00

OK








6. To approve an employee's time off request, click . If you want to include a comment when you approve the time off request, enter the comment in the Approve Request Comments screen and then click OK. To deny a request, click . If you want to include a comment when you deny the time off request, enter the comment in the Deny Request Comments screen and then click OK. The requesting employee will receive notification regarding the approval or denial. To view notes from the employee or comments entered upon approval or denial of a time off

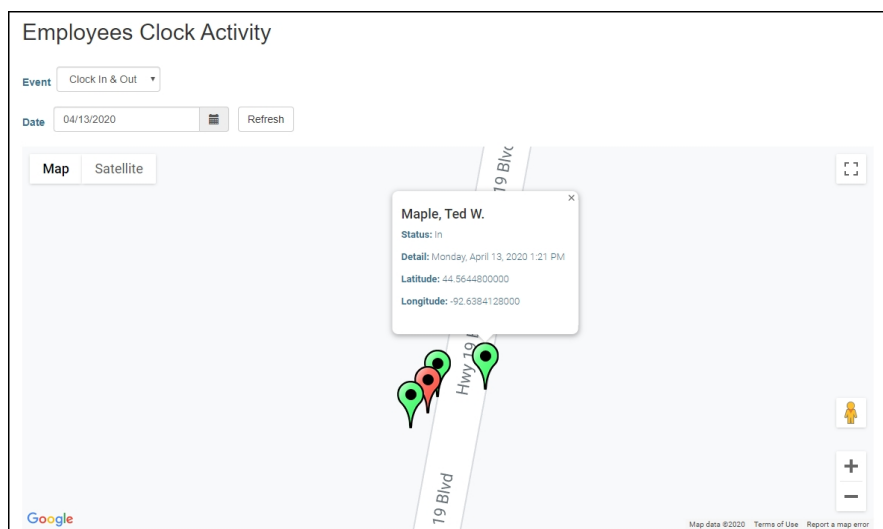
request, click .

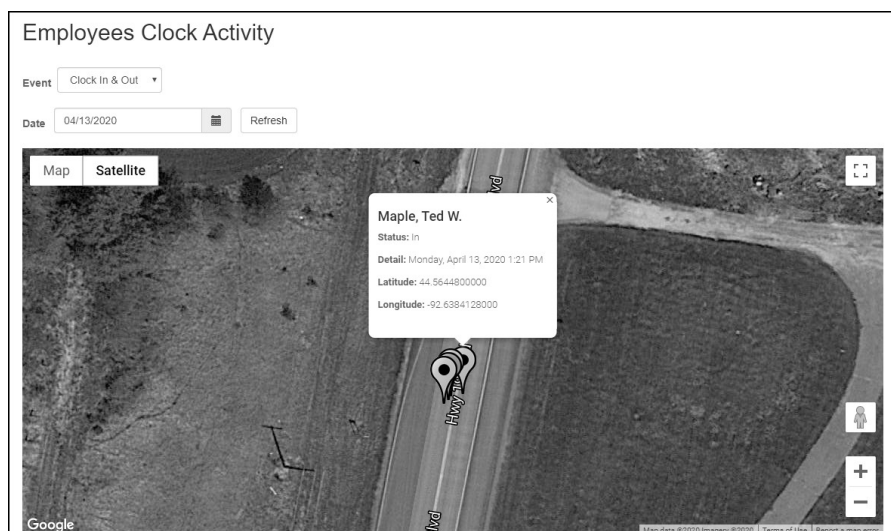



Note: Once approved, time off requests in the period being imported will create time sheet entries in CenterPoint Payroll.

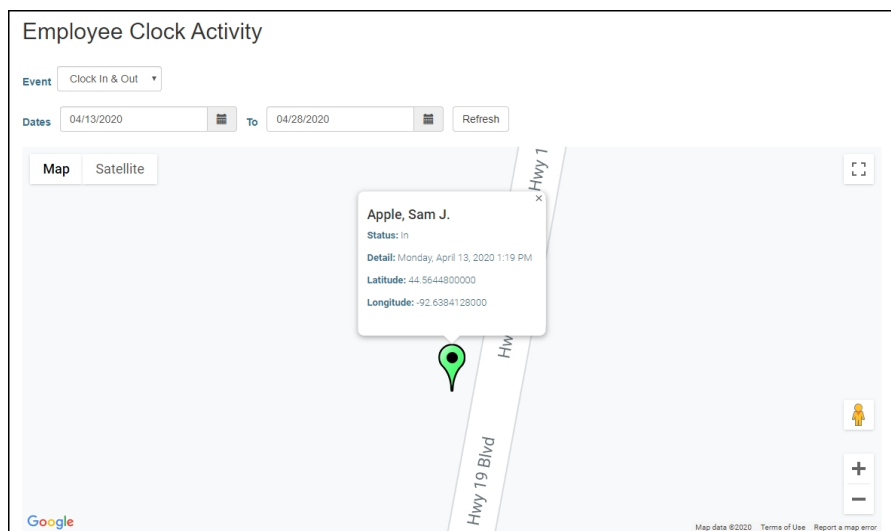
View/Change Employee Status

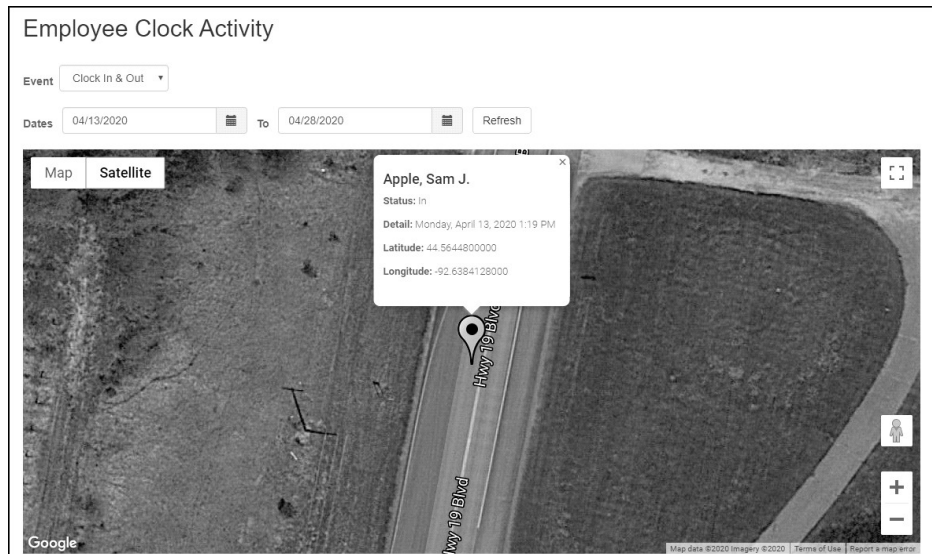
1. Log into CenterPoint Time Clock.
2. Select **Employees > Employee Status**.
3. The Employee Status screen will display all employees the supervisor is responsible for and their current status/detail: In, Out, or on Leave. To display a specific status, change the filter from All to another status. From this screen you can also:
 - » **Clock In/Out or Add Time for a Group of Employees** - Select the employees and then click  to clock out, click  to clock in, or click  to add time.
 - » **Clock In/Out or Add Time for an Employee** - Select the employee and then click  to clock out, click  to clock in, or click  to add time.
 - » **Map Clock In/Out Locations for a Group of Employees** - Select the employees click , select the **Event**: Clock In & Out, Clock In, or Clock Out, select the **Date**, and then click **Refresh**. The Map or Satellite image displays pinpoints for clocked in entries in green and clocked out entries in red. Click on a pinpoint to display the employee name, clock in/out status, date details, and longitude and latitude information. Click **OK** to close the map.





- » **Map Clock In/Out Locations for an Employee** - Select the employee, click  , select the **Event** type, select the **Date Range**, and then click **Refresh**. Click **OK** to close the map. The Map or Satellite image displays pinpoints for clocked in entries in green and clocked out entries in red. Click on a pinpoint to display the employee name, clock in/out status, date details, and longitude and latitude information. Click **OK** to close the map.





View the Clocked Time Log

This option allows you to quickly view a log of clocked in/out times for all employees for any selected date or time.

1. Log into CenterPoint Time Clock.
2. Select **Employees > Clocked Time Log**.
3. Select the **Date** and **From/To** times you want to view the log for. From/To times can be blank to see the whole day's activity.
4. Select the **Activity Type** you want to view: **All**, **Clocked In**, or **Clocked Out**.
5. Click **Go**.

CenterPoint Time Clock
Alpine Sports

Clock In/Out
Activity
History
Time Off Requests
Employees ▼

Ted W. Maple (Supervisor) ▼

Clocked Time Log

Date: 07/06/2022
From: 8:00 AM
To: 9:15 AM
Go
Activity Type: Clock In ▼

Employee	Activity Type	Time
Geraldine A. Oak	Clock In	09:00 AM
Stella S. Sap	Clock In	09:01 AM

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Version: 2.08.0009

View Employee History

The following selection allows supervisors to look up time cards for their employees which have already been imported into CenterPoint.

1. Log into CenterPoint Time Clock.
2. Select **Employees > Employee History**.

CenterPoint Time Clock
Alpine Sports

Clock In/Out Activity History Time Off Requests Employees ▾ Stacey C. Cedar (Administrator) ▾


Employee History

Employee Ted W. Maple ▾

From 05/31/2022 To 07/31/2022 Go

Audit Log

Date	Pay Default	Hours	Approved
Mon 06/27/2022 Hours Only	Hourly	8.00	Yes
Tue 06/28/2022 Hours Only	Hourly	8.00	Yes
Wed 06/29/2022 Hours Only	Hourly	4.00	Yes
Totals		20.00	

3. Click Audit Log or  to view an audit of time clock entries.

CenterPoint Time Clock
Alpine Sports

Clock In/Out Activity History Time Off Requests Employees ▾ Stacey C. Cedar (Administrator) ▾

Audit Log

Ted W. Maple

Date/Time	Time Card ID#	Employee	Description
07/06/2022 07:41 AM	93704	Ted W. Maple	Manual entry created.
07/06/2022 07:40 AM	93703	Ted W. Maple	Manual entry created.

Showing 11 to 12 of 12 entries

First Previous 1 2 Next Last

Change Application Settings



Note: The selections below are specific to Supervisors and Administrators. For settings that can be changed for employees, supervisors, and administrators, see the [Changing Application Settings](#) section in the [Using CenterPoint Time Clock for Employees](#) document.

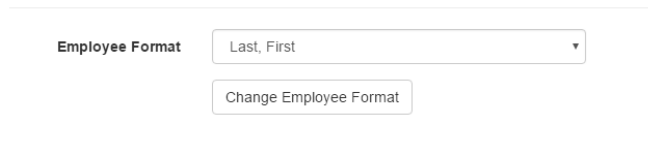
For Supervisors and Administrators

Change Employee Format

1. Log into CenterPoint Time Clock.
2. Click the down-arrow next to your name on the upper-right side of the screen.
3. Select **Settings**.
4. Click **Change** next to **Employee Format**.

Set Employee Format.

Change Employee Format



5. Select one of the other **Employee Format** options:

- » Last, First
- » First, Last
- » First, Last (Code)
- » Last, First (Code)
- » (Code) First, Last
- » (Code) Last, First

6. Click **Change Employee Format**.

Set Alternate Supervisor

When an alternate supervisor is set all supervisor duties are switched to the alternate. The alternate supervisor can see activity and approve time/requests for the employees managed by the user. Note: The main supervisor will still have access to their employees' time clock data, but time off request notifications will go to the alternate supervisor.

1. Log into CenterPoint Time Clock.
2. Click the down-arrow next to your name on the upper-right side of the screen.
3. Select **Settings**.
4. Click **Change** next to the current alternate supervisor setting.
5. If the setting is inactive, change the **Off** toggle to **On**.
6. In the **Supervisor** box, select the supervisor that will approve time cards and cover for the main supervisor in their absence.
7. Enter the **From/To** dates the alternate supervisor is active. The alternate supervisor will automatically inactivate after the To date.
8. Click **Apply**.



Note: Administrators can also set an alternate supervisor for a supervisor from the Name (Administrator) > Manage Supervisors menu.

For Administrators

Receive Administrator Notifications

This option can be set to eliminate unwanted email notifications for administrators who are not involved in the time off request approval process.

1. Log into CenterPoint Time Clock.
2. Click the down-arrow next to your name on the upper-right side of the screen.
3. Select **Settings**.
4. Click **Change** next to the current **Receive Administrator Notification** setting.

5. If you are an administrator that is not involved in the time off request process, change the toggle selection to **No**.
6. Click **Update**.

Entry Date Restriction

This option prevents employees from entering time after payroll is completed for a pay period so time entries aren't missed during import and pay run processing.

1. Log into CenterPoint Time Clock.
2. Click the down-arrow next to your name on the upper-right side of the screen.
3. Select **Settings**.
4. Click change next to the **Entry Date Restriction** setting.
5. Change the **Enabled** toggle to **On**.
6. Enter the **Date** that employees are restricted from entering time before.
7. In the **Action** box, if you want to be notified when entries are entered prior to the Date selection, select **Notify Administrators of time entries prior to this date** or to restrict time from being entered or edited, select **Prevent time entries prior to this date**.
8. Select **Apply**.

Frequently Asked Questions

Q: I have setup items (Employees, Pay defaults, departments, etc.) in CenterPoint Payroll that are not the same as those listed on the CenterPoint Time Clock. How can I make the website match my CenterPoint Payroll setup?

A: Perform a manual synchronization in CenterPoint Payroll by following the steps below:

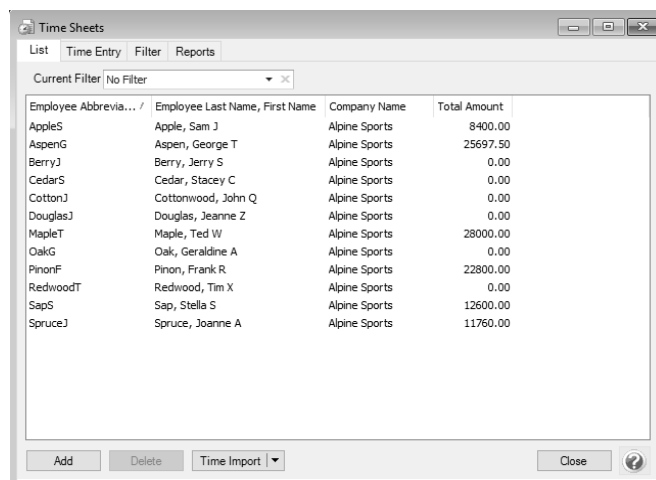
- » Select **Setup > Payroll Details > Time Clock Settings**.
- » On the **General** tab, click **Synchronize**.
- » Click **OK**.

Importing CenterPoint Time Clock Entries into CenterPoint Payroll

This document explains how to import CenterPoint Time Clock entries from CenterPoint Time Clock into CenterPoint Payroll.

Import Time Cards

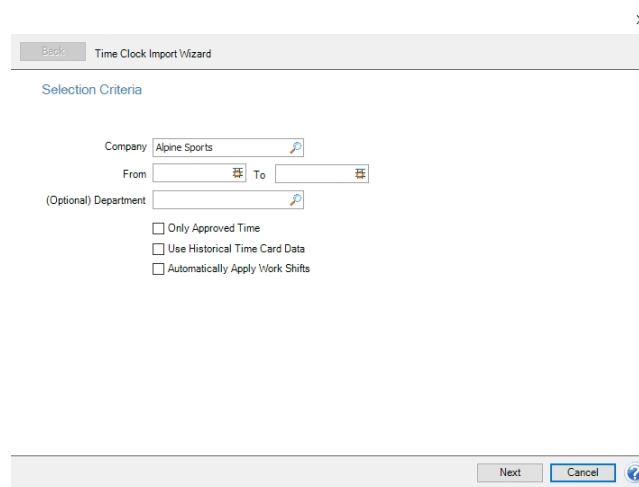
1. Select **Processes > Time Sheets** or **Processes > Payroll > Time Sheets**.



The screenshot shows the 'Time Sheets' window with a 'List' tab selected. It displays a table with four columns: 'Employee Abbrevia...', 'Employee Last Name, First Name', 'Company Name', and 'Total Amount'. The table lists 14 employees, all from 'Alpine Sports', with their respective total amounts. At the bottom, there are buttons for 'Add', 'Delete', 'Time Import' (with a dropdown arrow), and 'Close'.

Employee Abbrevia...	Employee Last Name, First Name	Company Name	Total Amount
AppleS	Apple, Sam J	Alpine Sports	8400.00
AspenG	Aspen, George T	Alpine Sports	25697.50
BerryJ	Berry, Jerry S	Alpine Sports	0.00
CedarS	Cedar, Stacey C	Alpine Sports	0.00
CottonJ	Cottonwood, John Q	Alpine Sports	0.00
DouglasJ	Douglas, Jeanne Z	Alpine Sports	0.00
MapleT	Maple, Ted W	Alpine Sports	28000.00
OakG	Oak, Geraldine A	Alpine Sports	0.00
PinonF	Pinon, Frank R	Alpine Sports	22800.00
RedwoodT	Redwood, Tim X	Alpine Sports	0.00
SapS	Sap, Stella S	Alpine Sports	12600.00
SpruceJ	Spruce, Joanne A	Alpine Sports	11760.00

- Click **Time Import** to import time detail from the CenterPoint Time Clock module.



The screenshot shows the 'Time Clock Import Wizard' window, specifically the 'Selection Criteria' step. It includes a 'Back' button at the top left. The 'Company' field is set to 'Alpine Sports'. Below it are 'From' and 'To' date selection boxes. An '(Optional) Department' field is also present. At the bottom, there are three checkboxes: 'Only Approved Time' (unchecked), 'Use Historical Time Card Data' (unchecked), and 'Automatically Apply Work Shifts' (unchecked). At the bottom right, there are 'Next' and 'Cancel' buttons.

- In the **Company** box, select the company time cards should be imported for.
- In the **From/To** boxes, select or enter a date range time cards should be imported for.
- If you want to import time clock entries separately by department, in the **(Optional) Department** box, select a department. If you want to import all time clock entries, leave the box blank.
- Select the **Only Approved Time** check box to only import time cards that have been previously approved by a supervisor. If this check box is not selected, all time cards in the selected date range are imported.
- If previously imported time cards have been deleted and you need to re-import them into CenterPoint Payroll, select the **Use Historical Data** check box.
- Click **Next** to download time cards for the specified company and date range from the CenterPoint Time Clock module. Use the **Back** button in the upper-left of the screen to return to the previous page of the time clock import. Use the **Cancel** button to exit the screen without saving the time cards.
- The Time Card Summary screen provides a summary of the company and date range selected and the number of time cards, employees, and time cards without approval.

Time Card Import Wizard

Time Card Summary

Company: Alpine Sports Inc

Dates: 09-25-2022 (Sun) through 10-01-2022 (Sat)

Time cards: 3 [Export...](#)

Employees: 1

Time Cards without approval: 3 [View...](#)

Rounding: None

Automatically apply work shifts: No

Department: None

Click Import to generate time sheets for the selected time.

[Import](#) [Cancel](#) [Help](#)

- » Click the **View** button to display a list of those employees (and their supervisor) who have unapproved time cards.

Unapproved Time

The following employees have unapproved time:

Name	Supervisor
John Smith	
Sam J Apple	John Smith

[OK](#)

- » Click the **Export** button to optionally export all time cards that were downloaded from CenterPoint Time Clock into a .CSV file. The file can be reviewed in Microsoft® Excel before they are imported into CenterPoint. If mistakes are found, they can be corrected in CenterPoint Time Clock and reimported into CenterPoint to maintain an accurate audit trail in CenterPoint Time Clock. The .CSV file will contain the following data:

- » Time Card ID
- » Entry Type (Clocked, Manual, Leave, Break)
- » Employee (Code, Name)
- » Clocked In (Local Time Zone)
- » Clocked Out (Local Time Zone)
- » Hours
- » Break Hours

- » Pieces
- » Tips
- » Pay Default (Name)
- » Profit Center (Name)
- » Project (Name)
- » Department (Name)
- » Production Center (Name)
- » Approval Date (Local Time Zone)
- » Notes
- » Clock In GPS
- » Clock Out GPS

10. If the information on this screen is not accurate, use the **Back** button in the upper-left of the screen to return to the previous page of the time clock import or use the **Cancel** button to exit the screen without saving the time cards.
11. When the Time Card Summary screen is accurate, click **Import**.
12. At the *Imported time cards will be removed from the Time Clock service. Are you Sure?* message, click **Yes**. Once the time cards are removed from the CenterPoint Time Clock module, they are saved in CenterPoint Payroll and can be reimported (see Step 6 above).



If your employees enter tips when they clock out, separate time sheets will be created for each date for the tip earning setup in Setup > Employees > Time Clock tab.



Note: Zero hour time entries will be skipped and removed from the time clock during the import process.

13. On the Complete screen, click **OK**.



Note: When time sheets are entered for a salaried employee and they are imported into CenterPoint Payroll, the salary will be prorated across the imported time sheets. The rate used in the Pay Period Amount calculation is the highest amount across the earnings included. Any discrepancy between total prorated amounts and pay period amount are adjusted for on the last time sheet. For example:

- » 5 Time Sheets are imported for the earnings; 8 Hours, 8 Hours, 9 Hours, 6 Hours, 9 Hours (work dates are not significant.)
- » Per hour rate is calculated for total hours for the earnings:
 - » $8 + 8 + 9 + 6 + 9 = 40$ hrs
 - » $\$1,500 / 40 \text{ hrs} = \$37.50 / \text{hr}$ (rounded to Rate decimal places)
 - » Prorated earnings are; \$300, \$300, \$337.50, \$225, \$337.50 respectively (rounded to 2 decimal places).

13. Continue with Step 4 of the [Processing a Pay Run using Time Sheets](#) document.

Chapter 9 - Additional Features

Setup and Using Additional Payroll Features

Positive Pay Processing

Positive pay allows banks to match the checks a company/funds issues with those that are presented for payment. When checks are presented for payment against a positive pay protected account, selected check information is compared to the checks issued file. Checks presented for payment that fail to match with checks issued by a company/fund are rejected and the bank then contacts the company/fund that issued the file to determine if the check(s) should be paid.

Positive Pay file formats vary from bank to bank. CenterPoint has pre-defined format layouts and any format for any bank can be created. If your bank is not one of the pre-defined layouts, please contact Red Wing Software Technical Support for assistance on having a positive pay format defined.

[Step A - Setup Positive Pay Information on Cash or Line of Credit Accounts \(One Time Setup\)](#)

[Step B - Process Positive Pay Issue Files](#)

Step A - Setup Positive Pay Information on Cash or Line of Credit Accounts (One Time Setup)

1. Select **Setup > Accounts > Accounts**.
2. Select a **Cash** account or a **Line of Credit** account.
3. Click the **Detail** tab.
4. From the bottom left side of the screen, select a company/fund.
5. On the Bank Detail tab, enter your **Bank Account Number** and **Bank Routing Number**.
6. Click the **Positive Pay Details** tab.

The screenshot shows the 'Accounts' window with the 'Detail' tab selected. The 'Company Specific Detail Information' section is visible, and the 'Positive Pay Details' sub-tab is highlighted with a red circle. The 'Format' field has a lookup icon. Below it are fields for 'Issue File Folder', 'File Prefix', and 'Bank URI'. There is an 'Active' checkbox and a 'Process Past Payments' button. To the right is a table with 'Required Data' and 'Values' columns. At the bottom are 'Save', 'Cancel', and 'Close' buttons.

7. In the **Format** box, click the Lookup icon and select one of the bank pre-defined positive pay formats.



Note: If you contacted Red Wing Software Technical Support and a new positive pay format was defined for you, click Import and select the location you saved the format.

8. In the **Issue File Folder** box, click the ... icon and select the location on your computer where you want the positive pay issue file to be saved. This is the location from which you will upload the file to your bank.
9. Enter a **File Prefix** that you want added to the beginning of the positive pay issue filename each time the file is created. The remaining characters will be based on the date of generation and the number of files generated within the day.
10. Enter the **Bank URI** which is the web address that will be loaded into a browser window to take you to the bank's issue file upload screen.
11. The **Required Data/Values** are specific pieces of information requested from the file format that are to be supplied by you if required by the bank. Up to five unique labels and values are allowed within the file format. The label is specified with the file format, and that label is meant to prompt you for the correct value. For example, if you are required to include a Branch Number in your positive pay file that information would be entered here.
12. Click the **Active** check box. The Active check box must be selected to create publish pay issue files.

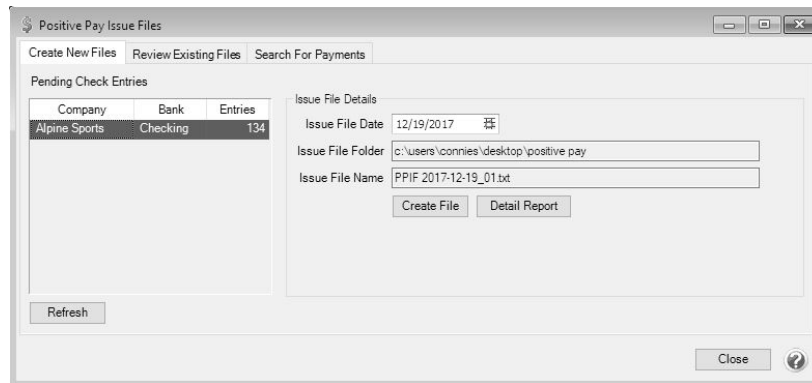


Note: If the next step is performed and you have never used Processes > Bank Reconciliation to reconcile cleared checks, all of the checks that you have ever printed will be included in the positive pay issue file.

13. This step is optional, if it is not performed, the positive pay issue files will only include checks printed after the positive pay is activated. Click **Process Past Payments** to include **All** uncleared printed checks for this company/fund and bank that issued checks and were previously not in the positive pay issue file. The number of checks included in the positive pay issue file will be displayed.
14. Click **Save**.
15. Click **Close**.

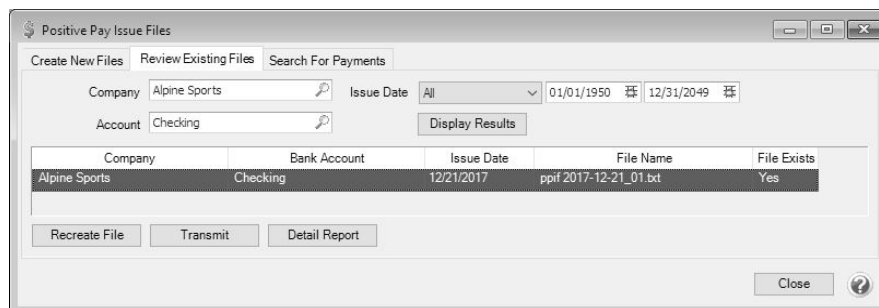
Step B - Process Positive Pay Issue Files

1. Select **Processes > Banking > Positive Pay Issue Files**.
2. The Pending Check Entries will display on the Create New files tab. Pending Check Entries for this company/bank account combination include:
 - » Checks printed from a payment entered in Processes > Purchases > Payments.
 - » Checks printed from a payment entered in Processes > Purchases > Payments and deleted in Transaction Search.
 - » Checks printed from a payment entered in Processes > Purchases > Payments and voided in Transaction Search.
 - » Checks printed from Processes > Purchases > Pay Invoices Due.
 - » Reprinting checks/changing check numbers in Processes > Purchases > Print/Email Checks/Invoices or Transaction Search.
 - » Checks printed from Processes > Payroll > Pay Employees > Post & Print. Positive Pay will not support tracking checks for payroll posted in summary. Note: Direct Deposit Advices are not included in a positive pay file.
 - » Reprinting checks/changing check numbers in Processes > Payroll > Reprint Payroll Checks/Advices.
 - » Change checks numbers in Processes > Payroll > Edit Check Numbers.
3. Select a **Pending Check Entry** from the left side of the screen.
4. The right side of the screen will display the Issue File Folder and Issue File Name created from the Positive Pay Details tab in Setup > Accounts > Accounts. Verify the Issue File Date.



The screenshot shows the 'Positive Pay Issue Files' window with the 'Create New Files' tab selected. The 'Pending Check Entries' table lists one entry for 'Alpine Sports' with a 'Bank' of 'Checking' and 'Entries' of '134'. The 'Issue File Details' section shows 'Issue Date' as '12/19/2017', 'Issue File Folder' as 'c:\users\connies\desktop\positive pay', and 'Issue File Name' as 'PPIF 2017-12-19_01.txt'. Buttons for 'Create File' and 'Detail Report' are visible.

5. To view the information contained in the Pending Check Entry, click **Detail Report**.
6. Click **Create File**.
7. To review created files, click the **Review Existing Files** tab, select the **Company/Account Number** combination and **Issue Date** or date range, and then click **Display Results**. Select a file and click one of the buttons to:
 - » **Recreate File** - Create the Publish Pay File again.
 - » **Transmit** - Opens the Bank URI web address from the Positive Pay Details tab in Setup >Accounts > Accounts. This button does not automatically transmit the file, you will need to upload the Positive Pay Issue file to the bank from this website.
 - » **Detail Report** - View a report about the information contained in the publish pay file.

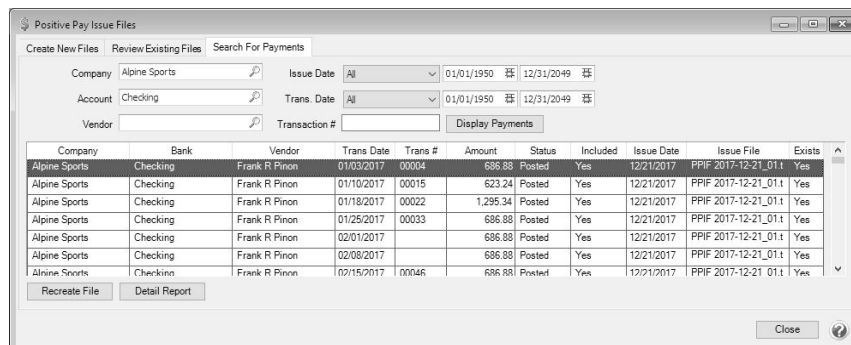


The screenshot shows the 'Positive Pay Issue Files' window with the 'Review Existing Files' tab selected. The 'Company' is 'Alpine Sports' and the 'Account' is 'Checking'. The 'Issue Date' is set to 'All'. The 'Display Results' button is visible. Below the search criteria, a table shows the results:

Company	Bank Account	Issue Date	File Name	File Exists
Alpine Sports	Checking	12/21/2017	ppif 2017-12-21_01.txt	Yes

Buttons for 'Recreate File', 'Transmit', and 'Detail Report' are visible below the table.

8. The **Search for Payments** tab can be used to lookup information about payments in the event of a mismatch when a check is presented to a bank for payment.
 - » Enter specifics about the Company/Account Number, Vendor, Issue Date, Transaction Date, and/or Transaction Number and then click **Display Results**.



The screenshot shows the 'Positive Pay Issue Files' window with the 'Search for Payments' tab selected. The search criteria include 'Company' as 'Alpine Sports', 'Account' as 'Checking', 'Issue Date' as 'All', 'Trans. Date' as 'All', and 'Vendor' as 'Frank R Pinon'. The 'Display Payments' button is visible. Below the search criteria, a table shows the results:

Company	Bank	Vendor	Trans Date	Trans #	Amount	Status	Included	Issue Date	Issue File	Exists
Alpine Sports	Checking	Frank R Pinon	01/03/2017	00004	686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.txt	Yes
Alpine Sports	Checking	Frank R Pinon	01/10/2017	00015	623.24	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.txt	Yes
Alpine Sports	Checking	Frank R Pinon	01/18/2017	00022	1,295.34	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.txt	Yes
Alpine Sports	Checking	Frank R Pinon	01/25/2017	00033	686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.txt	Yes
Alpine Sports	Checking	Frank R Pinon	02/01/2017		686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.txt	Yes
Alpine Sports	Checking	Frank R Pinon	02/08/2017		686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.txt	Yes
Alpine Sports	Checking	Frank R Pinon	02/15/2017	00046	686.88	Posted	Yes	12/21/2017	PPIF 2017-12-21_01.txt	Yes

Buttons for 'Recreate File' and 'Detail Report' are visible below the table.

Interfund/Intercompany Payroll Distribution

Interfund/Intercompany Payroll Distributions allow a fund/company to process payroll in one fund/company and distribute the expenses to other funds/companies. Distribution journal entries are created that include liability account offsets to the responsible funds/companies expenses and reverses expenses out of the payroll fund/company that are not the responsibility of the payroll fund/company. The offset to the distribution journal entries is to Receivable accounts for the amounts due from the accounting funds/companies.

[Step A: Create Interfund/Intercompany Account Categories](#)

[Step B: Create Due From/To Accounts](#)

[Step C: Setup Interfund/Intercompany Distribution](#)

[Step D: Process Payroll with Distribution](#)

[Step E: Report on Distribution](#)

[Step F: Record Payment of Transfer of Liabilities/Expense](#)

Create an Interfund/Intercompany Receivables Account Category

1. Select **Setup > Accounts > Account Categories**.
2. Click **New**.
3. In the **Name** box, enter **Interfund/Intercompany Receivables**.
4. In the **Type** box, select **Assets**.
5. In the **Class** box, select **Current Assets**.
6. In the **Subclass** box, select **Other Current Assets**.
7. Determine if the account category should be **Included in a Balance Sheet Group**.

The screenshot shows the 'Account Categories' window with the 'General' tab selected. The 'Name' field is 'Interfund Receivables', 'Sequence' is '1000', 'Type' is 'Assets', 'Class' is 'Current Assets', and 'Subclass' is 'Other Current Assets'. The 'Active' checkbox is checked. In the 'Balance Sheet Information' section, the 'Include in Balance Sheet Group' checkbox is checked, and the 'Balance Sheet Group' field is empty. There is an 'Additional Notes' button at the bottom right. Navigation buttons (Save, Cancel, arrows, Close) are at the bottom.

8. Click the **Balance Detail** tab.
9. Move **Associated Fund/Company** from the left list to the right list.

The screenshot shows the 'Account Categories' window with the 'Interfund Receivables' section selected. The 'Detail' tab is active, showing instructions on how to select detail items for account balances. Below the instructions are two lists: 'Associated Account' and 'Associated Fund'. The 'Associated Account' list contains: Department, Inventory Location, Location, Name, Project, Tracking Number 1, and Tracking Number 2. The 'Associated Fund' list is currently empty. Navigation buttons (left, right, up, down) are located between the two lists. At the bottom of the window are 'Save', 'Cancel', and 'Close' buttons.

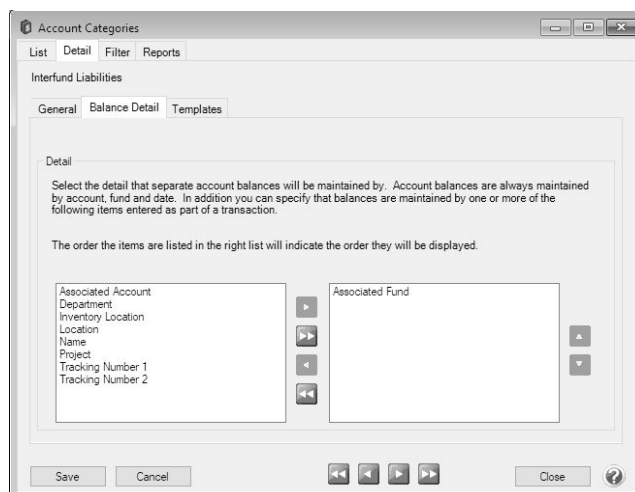
10. Click **Save**.

Create an Interfund/Intercompany Payables Account Category

1. Select **Setup > Accounts > Account Categories**.
2. Click **New**.
3. In the **Name** box, enter **Interfund/Intercompany Payables**.
4. In the **Type** box, select **Liabilities**.
5. In the **Class** box, select **Current Liabilities**.
6. In the **Subclass** box, select **Other Current Liabilities**.
7. Determine if the account category should be **Included in a Balance Sheet Group**.

The screenshot shows the 'Account Categories' window with the 'Interfund Liabilities' section selected. The 'General' tab is active, displaying 'Account Category Information' and 'Balance Sheet Information'. In the 'Account Category Information' section, the 'Name' field is set to 'Interfund Liabilities', 'Sequence' is '2070', 'Type' is 'Liabilities', 'Class' is 'Current Liabilities', and 'Subclass' is 'Other Current Liabilities'. The 'Active' checkbox is checked. In the 'Balance Sheet Information' section, the 'Include in Balance Sheet Group' checkbox is checked, and the 'Balance Sheet Group' field is empty. An 'Additional Notes' button is located at the bottom right. At the bottom of the window are 'Save', 'Cancel', and 'Close' buttons.

8. Click the **Balance Detail** tab.
9. Move **Associated Fund/Company** from the left list to the right list.



10. Click **Save**.

Step B: Create Due From/To Accounts

Create Due From Account

1. Select **Setup > Accounts > Accounts**.
2. Click **New**.
3. In the **Name** box, enter **Due From Fund/Company**.
4. In the **Type** box, select **Assets**.
5. In the **Category** box, select **Interfund/Intercompany Receivables**.
6. Click **Save**.

Create Due To Account

1. Select **Setup > Accounts > Accounts**.
2. Click **New**.
3. In the **Name** box, enter **Due To Fund/Company**.
4. In the **Type** box, select **Liabilities**.
5. In the **Category** box, select **Interfund/Intercompany Payables**.
6. Click **Save**.

Step C: Setup Interfund/Intercompany Distribution

1. Select **Setup > Payroll Details > Interfund/Intercompany Payroll Distributions**.
2. Click **New**.

The screenshot shows the 'Interfund Payroll Distributions' window with the 'General' tab selected. The window title is 'Interfund Payroll Distributions'. Below the title bar are tabs: 'List', 'Detail', 'Filter', and 'Reports'. The main area is titled 'CenterPoint Village-General'. Under 'General Information', there is a 'Payroll Fund' dropdown menu set to 'CenterPoint Village-General' and a 'Distribute By' dropdown menu set to 'Department'. Below this is an 'Accounts' section with 'Due From' and 'Due To' dropdown menus, both set to 'Due From Fund/Company' and 'Due To Fund/Company' respectively. At the bottom are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows.

3. In the **Payroll Fund/Company** box, select the fund/company that processes payroll for other funds/companies. You will be warned if a fund/company already has an assigned distribution.
4. In the **Distribute By** box, select either **Department/Profit Center** or **Location/Production Center**.
5. In the **Due From** box, select the account you created in the previous step (the account has to be an account that is not in the following account categories: Accounts Receivable, Payroll Advance, Cash, or Lotted Inventory.).
6. In the **Due To** box, select the account you created in the previous step (the account has to be an account that is not in the following account categories: Accounts Payable or Line of Credit.).
7. Click the **Distribution Detail** tab.
8. On the left side of the screen, select the **Department/Profit Center** or **Location/Production Center** (your list depends on your Distribute By selection on the General tab).
9. The fund/company selected in the **Payroll Fund/Company** box on the General tab will display 100% in the right list.

The screenshot shows the 'Interfund Payroll Distributions' window with the 'Distribution Detail' tab selected. The window title is 'Interfund Payroll Distributions'. Below the title bar are tabs: 'List', 'Detail', 'Filter', and 'Reports'. The main area is titled 'CenterPoint Village-General'. On the left is a list of departments: 'Administrative', 'Court', 'Fire', 'General Revenues', 'Legal', 'Library', 'Park', 'Planning', 'Police', 'Sanitation', 'Street', and 'Transfers between Funds'. On the right is a table titled 'Fund Distribution Detail' with two columns: 'Fund' and 'Percentage'. The table contains three rows: 'CenterPoint Village-General' with 100.00, 'Street Fund' with 0.00, and 'Water & Sewer Fund' with 0.00. At the bottom are 'Save', 'Cancel', and 'Close' buttons, along with navigation arrows.

Fund	Percentage
CenterPoint Village-General	100.00
Street Fund	0.00
Water & Sewer Fund	0.00

10. Select each Department/Profit Center or Location/Production Center (depending how you selected to distribute) from the left list and determine the percentages that should be distributed from the fund/company you process

payroll in to your other funds/companies. In the example below, 25% will be distributed to each fund/company for the Department Fire from the fund/company processing payroll.



Note: If a fund/company is not listed and should be, select **Setup > Payroll Details > Employer**, select the **Fund/Company** tab, move the fund/company from the left side of the screen under Available Funds to the right side of the screen under Funds/Companies Processed By this Employer, and then click **Save**.

Fund	Percentage
CenterPoint Village-General	0.00
Street Fund	100.00
Water & Sewer Fund	0.00

11. Repeat Step 10 until all Department/Profit Center and Location/Production Center from the left list are distributed on the right list.
12. Click **Save**.
13. Click **Close**.

Step D: Process Payroll with Distribution

1. Process payroll as you normally would using either the [Processing a Pay Run/Pay Employees](#) or [Processing Payroll Using Time Sheets](#) topics.
2. When you have an Interfund/Intercompany Payroll Distribution set up, the only difference you will see in payroll processing is a notation on the 6.Print Checks tab that this fund/company will post Interfund/Intercompany Payroll distributions.

Step E: Report on Payroll Distributions

There are four reports specifically related to Interfund/Intercompany Payroll Distribution in **Reports > Reports > Interfund/Intercompany Payroll**.

- » **Payroll Fund/Company Distribution Setup List** - Lists the funds that are paid by a payroll fund and the percentage of distributions for each.

10/9/2018 10:15 AM **CenterPoint Village-General, Fire Pension Fund, Park Fund, Solid Waste Fun** Page 1 of 1

**Payroll Fund Distributions
Setup List**

Accounting Fund	Percentage
CenterPoint Village-General Distribute By: Profit Center (Department)	
Sanitation	
Water & Sewer Fund	100.00
Street	
Street Fund	100.00

- » **Interfund/Intercompany Payroll Receivables** - Reports the amounts due from the funds/companies that are paid by a fund/company designated as the payroll fund/company.

9/27/2018 11:29 AM **CenterPoint Village-General, Fire Pension Fund, Park Fund, Solid Waste Fun** Page 1 of 1

**Intercompany Payroll Receivables
9/1/2018 to 9/30/2018**

Transaction Date	Entry Screen	Amount
Fund CenterPoint Village-General		
Street Fund		
9/7/2018	Pay Employees	947.64
Due From Street Fund Totals		\$947.64
Water & Sewer Fund		
9/7/2018	Pay Employees	710.73
Due From Water & Sewer Fund Totals		\$710.73
CenterPoint Village-General Totals		\$1,658.37

- » **Interfund/Intercompany Payroll Payables** - Reports the amounts due to a fund/company (Payroll Fund/Company) that processes payroll on behalf of other funds/companies (Accounting Fund/Company).

9/27/2018
11:30 AM

CenterPoint Village-General, Fire Pension Fund, Park Fund, Solid Waste Fun

Page 1 of 1

Intercompany Payroll Payables
1/1/2018 to 9/30/2018

Transaction Date	Entry Screen	Amount
Street Fund		
CenterPoint Village-General		
9/7/2018	Pay Employees	947.64
Street Fund Totals		<u>\$947.64</u>
Water & Sewer Fund		
CenterPoint Village-General		
9/7/2018	Pay Employees	710.73
Water & Sewer Fund Totals		<u>\$710.73</u>

- » **Interfund/Intercompany Payroll Distributions** - Lists the "Due From" and "Due To" journal entries distributed by the payroll fund/company to the fund/company it is paying the payroll for. No entries are made when the payroll fund and the accounting fund/company are the same.

9/27/2018
11:30 AM

CenterPoint Village-General, Fire Pension Fund, Park Fund, Solid Waste Fund, Street Fund, Water & Sewer Fun

Page 1 of 1

Interfund Payroll Distributions

1/1/2018 to 12/31/2018

Employee	Employee Abbreviation	Fund	Associated Fund	Account Number	Account	Debit Amount	Credit Amount
CenterPoint Village-General Pay Date:9/7/2018 Number:2018-09 - 001							
Due From Entries							
Douglas, Tom	Admin02	CenterPoint Village-Ge	Water & Sewer Fund	123500	Due From Fund	710.73	
		CenterPoint Village-Ge	Water & Sewer Fund	600020	Medicare		9.57
		CenterPoint Village-Ge	Water & Sewer Fund	600030	Salaries Expense		660.00
		CenterPoint Village-Ge	Water & Sewer Fund	600040	Social Security		40.92
		CenterPoint Village-Ge	Water & Sewer Fund	600050	Unemployment		0.24
Lawson, Floyd	DogCatcher	CenterPoint Village-Ge	Street Fund	123500	Due From Fund	947.64	
		CenterPoint Village-Ge	Street Fund	600020	Medicare		12.76
		CenterPoint Village-Ge	Street Fund	600030	Salaries Expense		880.00
		CenterPoint Village-Ge	Street Fund	600040	Social Security		54.56
		CenterPoint Village-Ge	Street Fund	600050	Unemployment		0.32
Due From Entries Totals						\$1,658.37	\$1,658.37
Due To Entries							
Douglas, Tom	Admin02	Water & Sewer Fund	CenterPoint Village-Ge	600020	Medicare		9.57
		Water & Sewer Fund	CenterPoint Village-Ge	600030	Salaries Expense		660.00
		Water & Sewer Fund	CenterPoint Village-Ge	600040	Social Security		40.92
		Water & Sewer Fund	CenterPoint Village-Ge	600050	Unemployment		0.24
Lawson, Floyd	DogCatcher	Water & Sewer Fund	CenterPoint Village-Ge	245600	Due To Fund		710.73
		Street Fund	CenterPoint Village-Ge	600020	Medicare		12.76
		Street Fund	CenterPoint Village-Ge	600030	Salaries Expense		880.00
		Street Fund	CenterPoint Village-Ge	600040	Social Security		54.56
		Street Fund	CenterPoint Village-Ge	600050	Unemployment		0.32
		Street Fund	CenterPoint Village-Ge	245600	Due To Fund		947.64
Due To Entries Totals						\$1,658.37	\$1,658.37
CenterPoint Village-General Pay Date:9/7/2018 Number:2018-09 - 001 Totals						\$3,316.74	\$3,316.74

Step F: Record Payment of Transfer of Due From/Due To

- » The Interfund/Intercompany Payroll Distribution process does not perform the accounting entries to move dollars between funds/companies automatically.
- » Use **Processes > General Journal Entries** to record your entries to move dollars between funds/companies.
- » The Associated Fund/Company can be added to the General Journal Entries grid by right-clicking on the grid and **Add/Remove Columns > Associated Fund/Company**.

Fund: Street Fund						Current Batch: No Batch	
Name: Transfer						Transaction Number: 000001	
Template:						Template Detail	
Transaction Type: General Journal (Cash/Accrual)						Date: 09/27/2018	
Account	Department	Debits	Credits	Name	Unit of Measure	Associated Fund	
Due To Fund	Street	\$ 947.64	\$ 0.00			CenterPoint Villag	
Street Fund Chec	Street	\$ 0.00	\$ 947.64				
<div> <div>Memo Line 1</div> <div>Line 2</div> </div> <div> <div>Notation</div> </div> <div> <div>Save</div> <div>Clear</div> <div>Recall</div> <div>Recurring</div> <div>Options</div> </div> <div> <div>Debit Total</div> <div>Credit Total</div> <div>Difference</div> </div> <div> <div>\$947.64</div> <div>\$947.64</div> <div>\$0.00</div> </div> <div> <div>Close</div> </div>							

Account	Department	Debits	Credits	Name	Unit of Measure	Associated Fund
Due From Fund	Street	\$ 0.00	\$ 947.51			Street Fund
General Fund Ch	Street	\$ 947.51	\$ 0.00			

Bank Reconciliation (Reconcile an Account to a Bank Statement)

Transactions entered in CenterPoint can be reconciled to the bank statement received each month from your bank. The summary will identify if there are differences between your reconciliation and the bank statement balance.

[Step A: Select Account to Reconcile](#)

[Step B: Enter Fees Charged and Interest Earned \(optional step\)](#)

[Step C: Select Transactions to Reconcile](#)

[Step D: Review Summary & Print Reconciliation Report](#)

[Frequently Asked Questions \(FAQ\)](#)

Step A: Select Account to Reconcile

1. Select **Processes > Banking > Bank Reconciliation**.
2. Click **Create New**.

3. Enter the bank statement closing date in the **Statement Date** box.
4. In the **Statement Balance** box, enter the statement closing balance from the bank statement.

5. Under **Select Accounts to Reconcile**, in the **Companies/Funds** box, select the companies/funds that you want to reconcile.
6. In the **Accounts** box, select the account(s) that you want to reconcile.
7. Click **OK**.

Step B: Enter Fees Charged and Interest Earned (optional step)

1. The **Fees & Interest** tab will be used to enter any bank fees, service charges and interest income that appear on the bank statement. If no fees were charged or interest earned to this account, skip to Step C.

2. The **Date** defaults to the statement date.
3. In the **Service/Finance Charges** section, enter the Ref #, and then select the bank fee or service charge expense account.
4. The **Company/Fund** and **Bank Account** fields will be filtered to only companies/funds/bank accounts that are included on this bank reconciliation.
5. The bank service/finance charges can be distributed to other companies/funds, bank accounts, management details; Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, Project, Associated Account, Distribution, and can be entered onto multiple rows, each with an amount.



Note: To add additional columns to the grid, right-click on the grid, and then select **Add/Remove Columns**, select the columns to display, and then click **OK**.

6. In the **Interest Earned** section, enter the Ref #, and then select the interest income revenue account.
7. The interest earned can be distributed to other companies/funds, bank accounts, management details; Profit Center/Department, Production Center/Location, Production Year/Tracking Number 1, Production Series/Tracking Number 2, Project, Associated Account, Distribution, and can be entered onto multiple rows, each with an amount.



Note: To add additional columns to the grid, right-click on the grid, and then select **Add/Remove Columns**, select the columns to display, and then click **OK**.

Step C: Select Transactions to Reconcile

1. Select the **Reconcile** tab. This tab is used to specify which transactions cleared the bank. The left portion of the screen displays non-reconciled checks and payments.



Note: Direct deposit payments from CenterPoint Payroll will display as a single entry per pay run, for example: PR00001 11/17/10 \$795.55 Direct Deposits displaying the following information:

- » Check #/Ref # = Pay run "Sequence Number" (PR0001).
- » Date = Pay run "Pay Date" (11/17/10).
- » Amount = Sum of all the direct deposit amounts for the pay run (\$795.55).
- » Payee = "Direct Deposits".

The right portion of the screen includes all non-reconciled bank deposits and other credits to the account.



Note: ACH payments from CenterPoint will display as a single entry for, for example: ACH Payment 05/16/19 \$99.15 Direct Deposits displaying the following information:

- » Check #/Ref # ACH Payment"
- » Date = ACH Transmission Date (05/16/19).
- » Amount = Sum of all the transmitted ACH payments (\$99.15).
- » Payee = "ACH Payments".

The right portion of the screen includes all non-reconciled bank deposits and other credits to the account.

The screenshot shows the 'Bank Reconciliation' window for the account '04/20/2018 - Alpine Sports - Checking'. It features two main tables: 'Checks and Payments' on the left and 'Deposits and Other Credits' on the right. The 'Checks and Payments' table lists several checks with columns for 'Clear', 'Check #/Ref #', 'Date', 'Amount', and 'Payee'. Some checks are marked as cleared with a grey background. The 'Deposits and Other Credits' table is currently empty. At the bottom, there are summary fields for 'Cleared Decreases' (\$0.00), 'Cleared Increases' (\$0.00), and 'Difference' (\$0.00). Buttons for 'Save', 'Cancel', 'Print Statement', 'Refresh', 'Statement Balance', and 'Close' are visible.

2. If most entries in the **Checks and Payments** columns cleared on this bank statement, click **Clear All** to select all items. Then remove the check marks on any items that did not clear on this bank statement by clicking or pressing the space bar on the item. Otherwise, individually select each check that cleared the bank by clicking or pressing the space bar on the item. Cleared items will display with a grey background and uncleared items will display with a white background.
3. Verify that the **Cleared Decreases** matches the total checks cleared on the bank statement.
4. If most entries in the **Deposits and Other Credits** columns cleared on this bank statement, click **Clear All** to select all items. Then remove the check marks on any items that did not clear on this bank statements. Otherwise, individually select or press the space bar on each deposit that cleared the bank. Receipts with the same deposit number display as a consolidated figure. Click the plus sign to view all receipts included in deposit. General Journal transactions that debit a bank account will display under the Deposits and Other Credits columns. Cleared items will display with a grey background and uncleared items will display with a white background.
5. Verify that the **Cleared Increases** matches the total deposits cleared on the bank statement.
6. If your bank reconciliation balances to your bank statement, the **Difference** will display \$0.00. If the difference is not zero, you will need to review the cleared transaction entries to the bank statement again. Refer to the

FAQ section for more information. Click **Statement Balance** and click **OK** to change the bank statement ending balance, recalculate the bank reconciliation, and update the **Difference** to reflect the new statement balance.

7. Click on the **Reports** tab or the **Print Statements** button to view a variety of Bank Reconciliation reports.
8. Click **Save**.



Note: The bank reconciliation can be saved at any time even if the difference is not zero. The statement can be selected to finish at a later time.

Step D: Review Summary & Print Reconciliation Report

1. The **Summary** tab outlines the bank reconciliation.
2. The statement balance minus outstanding checks plus outstanding deposits should equal the CenterPoint account balance for this account. The **Difference** box reports an amount if CenterPoint is not balanced to the Bank Statement.
3. Enter an optional **Notation** for this bank reconciliation. The notation will display in the Notation column on the List tab.
4. Click on the **Reports** tab or the Print Statements button to view a variety of Bank Reconciliation reports.

Frequently Asked Questions (FAQ)

Q: What should I do if the Difference box on the Reconcile or Summary tab isn't zero when I've finished the reconciliation?

A: If the difference is not zero, then there are

1. Transactions in CenterPoint that were marked as cleared and shouldn't have been.
2. Transactions in CenterPoint that were not marked as cleared and should have been.
3. A transaction that went through the bank at a different amount than was entered in CenterPoint.

Q: What should I do if a transaction went through the bank but it isn't showing in CenterPoint bank reconciliation?

A: Normally this is caused because an incorrect date was used on the transaction in CenterPoint. While in the **Reconcile** tab there is a **More Checks** and a **More Deposits** box that will show you additional transactions that are in the system but have a date after the statement close date. If the missing transaction is listed in the More Checks or More Deposits area, simply right click on the transaction and select Edit Transaction. Edit the date on the transaction so that it falls before the statement closing date and click Save. The transaction will then display on the Reconcile tab.

If the missing transaction is not in the More Checks or More Deposits buttons, you can use Transaction Search (**Processes > Transaction Search**) to check the following:

1. Was the transaction entered in CenterPoint?
2. Was the correct bank account used on the transaction?



Note: We provide a variety instructions on how to use Transaction Search in the Help . Press F1, in the Search bar enter Transaction Search, and then select a document or video.

Q: In the Reconcile tab, can I change the order the transactions are listed?

A: Yes. To change the order, click on the column header. For example, if you prefer to have the Checks and Statements transactions sorted in Date order, simply click on the Date header.

Q: How should I exit Bank Reconciliation if I need to stop but it's not complete?

A: Click on **Save**. When you are ready to continue working on the bank reconciliation, click on **Processes > Banking > Bank Reconciliation**. Select **Reconciled Statement** and the original **Statement Date**. Then click on the **Reconcile** tab to continue the process.

Q: Can I view a previously saved Bank Reconciliation?

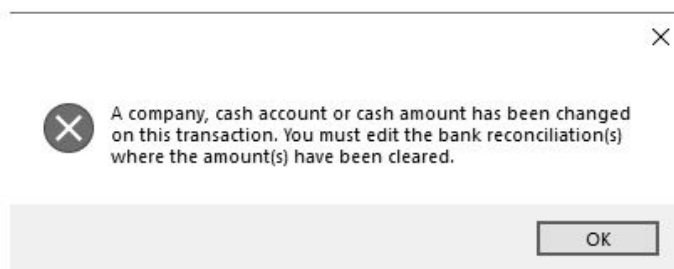
A: Yes. Click on **Processes > Banking > Bank Reconciliation**. After selecting the appropriate companies and account (s), select **Reconciled Statement** and the original **Statement Date**. Then click on the various reconciliation tabs to review the bank reconciliation. Select the Reports tab to print reports of the statement.

Q: If a transaction is listed in bank reconciliation but it's incorrect, can it be corrected?

A: Yes. While in the Reconcile tab, select the transaction and click Edit (or Right-click on the transaction and click Edit). The transaction will display in the original transaction entry screen. Make the necessary changes and then click Save. An optional Transactions Removed column can be added to the Bank Reconciliation List tab that will allow you to determine if any transactions in the reconciled statement have been edited and therefore removed from the reconciliation statement which would indicate the statement needs to be balanced and saved again.

Q: The Transactions Removed column on the Processes > Bank Reconciliation > List tab displays with a Y for a completed bank reconciliation with cleared transactions and a difference of zero, why?

A: If a bank reconciliation with cleared transactions and a difference of zero contains a transaction that was edited (even if it was just a date change), deleted, or voided, the Transactions Removed column will display a Y to identify that a transaction was changed. If a cleared transaction is changed through Transaction Search, the following message displays to identify that the transaction was already cleared and the bank reconciliation should also be changed.

**Q: There are zero dollar transactions in yellow on the Reconcile screen. What are these and what should I do with them?**

A: They are voided checks. You should mark them as cleared.

Q: There are transactions listed, but the Clear box is not active, why?

A: These transactions are already cleared on another reconciliation with a later date. They display here because they are uncleared as of this statement date. The Clear box is not enabled because the same transaction cannot be cleared twice.

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