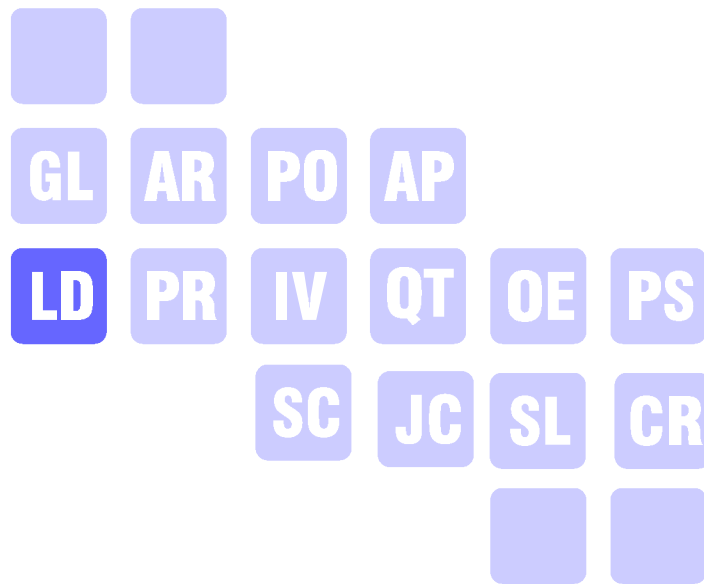




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Section 6

# LABOR DISTRIBUTION



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September 1, 1999

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# PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Labor Distribution module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

## STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

## READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

## GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
<b>TEXT</b>	This <b>bold</b> typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <b><i>bold italic</i></b> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  -C, it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

---

# CHAPTER ONE INTRODUCTION

## WHAT CAN IT DO FOR ME

The most common use for Labor Distribution is as the data entry module for Payroll. The reason is to accurately track labor costs (labor can be up to 50% of the cost of running your business). Our system tracks not only the time worked, but what the employee was doing, giving you a better tool for tracking employee activity. The benefit is increased employee productivity, which translates into increased profits.

Labor Distribution is also used when you are using both Payroll and Job Costing. It eliminates double entry when you are using both of these modules, saving you time.

## FEATURES OF THE SYSTEM

Labor Distribution is the most important aspect of controlling the costs of the company. Labor can be more than 50% of the cost of running your business.

Our stand-alone Payroll system assumes that each employee works in the salary expense account and pay rate that is defined in his or her employee master record. You will use the Labor Distribution system in conjunction with our Payroll system when you require one or more of these expanded features:

- Each employee can work in more than one salary expense account
- Each employee can work at more than one pay rate
- You want to Job Cost each piece of time for an employee

The Starr Computer Systems Inc. Labor Distribution system is designed to:

- Give you better labor cost control
- Allow you to utilize your labor skills more efficiently, and
- Improve labor distribution

The system maintains time sheet transactions for the employees and calculates the payroll checks for each employee based on the transactions entered. The system also offers labor distribution reports that detail the employee transactions for the pay period by employee.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Labor Distribution system include:

- Stand alone or interface with other systems
- Optionally links to General Ledger, Payroll, and Job Costing.
- Interactive, menu-driven programs
- Self-instructing user documentation
- Time sheet like entry
- Full audit trail
- On-line employee query at any time
- Comprehensive management reporting
- Sample data for training

## **HOW THE SYSTEM IS DESIGNED**

The Labor Distribution Management system is a transaction oriented, time sheet entry system, which optionally links to General Ledger, Payroll, and Job Costing.

Transactions may be applied at any time through the "Transaction file maintenance" program. The transactions are automatically posted to Job Costing if implemented. The transactions may be listed by using the "Transaction file" report program.

A "Payroll transaction summary" report is available for previewing the time sheet entries by employee.

At the end of the pay period the "Generate labor payroll" program is run to create the payroll check for the employees based on the Labor Distribution transactions.

## BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The Labor Distribution system contains twelve programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up Labor Distribution control parameters.

- **Transaction File Maintenance**

This program maintains employee time sheet entries.

- **Transaction Inquiry Display**

This program is used to display the Employee Master record and all the corresponding labor transactions on the terminal screen.

- **Generate transactions**

This new program is used to generate labor Distribution transactions from an ASCII time clock import file. Although our import format is generic, we have been interfacing with a Simplex Time Clock using Simplex's WinSTAR software.

- **Generate Labor Payroll**

This program posts labor transactions to each employee's paycheck using Labor Distribution transactions in a specified date range. Produces an audit trail of transactions used to generate the payroll.

- **Transaction File Report**

This program produces a complete listing of the Transaction file. This program has select and sort options.

- **Payroll Transaction Summary**

This program previews the time sheet entries by employee before running the "Generate labor payroll" program. Calculates daily totals, period totals and full General Ledger distribution for each employee and for the company.

- **Transaction File Purge**

This program purges Labor Distribution transactions for a date range. Optionally prints an audit trail of deleted transactions.



---

# CHAPTER TWO PROCEDURES

## LOADING INITIAL DATA

There are no special start-up procedures for the Labor Distribution system. When you are ready to start generating Payroll from labor transactions, just start entering transactions. If also costing the labor to jobs, the corresponding Job Master records must be entered before entering labor transactions.

## DAILY PROCEDURES

This procedure is performed to enter and proof daily transactions.

1. Use the "Transaction file maintenance" program to enter daily transactions.
2. Using the "Transaction file" report program, list the Transaction file and see if correct. Make any adjustments and rerun the report program if necessary.

## MONTH END PROCEDURES

Currently, there are no month-end procedures.

## YEAR END PROCEDURES

Currently, there are no year-end procedures. However, you may want to purge old transactions using the purge program.



---

# CHAPTER THREE PROGRAMS

## CONTROL FILE#1 MAINTENANCE

This program is run during system creation and is used to system parameters. It also defines the first forty-eight transaction types and their corresponding General Ledger accounts. An additional forty-eight transaction types can be defined via "Control file#2" maintenance.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

### Record Fields

The record fields are:

1. Record number

The control file record number.

2. Custom option

Used to control custom Labor Distribution features. No custom options are currently defined.

Enter the sum of the features to turn on multiple features.

3. Batch number

The current transaction batch number, automatically maintained by the system, is incremented by one every time a batch of transactions is added.

4. Entry number

The last transaction entry number used, automatically maintained by the system, is incremented by one every time a transaction is added.

It is very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

5. Document number

The last transaction document number used. A document number is an internal control number for each source document represented in the transaction file. Each set of transactions in the Transaction file should have a unique document number, as the system computes the total of all transactions with this document number.

The document number is incremented from within the "Transaction file maintenance" program by pressing a function key.

6. Rounding minutes

Enter a number that defines the rounding of clock minutes per hour during transaction entry. For example, enter "15" to round transaction time to the nearest quarter hour.

7. Access A/R

Enter "Yes" to verify the customer key when entering labor transactions (i.e. make sure it exists in the A/R Customer Master file); else enter "No".

8. Transaction description (x)

The description for this transaction type. Normally represents the type of work done.

9. Transaction debit account (x)

The debit account number for this transaction type. Usually is a salary expense account.

10. Transaction credit account (x)

The credit account number for this transaction type. Usually is a sale account.

This account number is not currently used.

## CONTROL FILE#2 MAINTENANCE

This program is run during system creation and is used to define the second forty-eight transaction types and their corresponding General Ledger accounts. An additional forty-eight transaction types can be defined via "Control file#1" maintenance.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

## Record Fields

The record fields are:

1. Record number

The control file record number.

2. Transaction description (x)

The description for this transaction type. Normally represents the type of work done.

3. Transaction debit account (x)

The debit account number for this transaction type. Usually is a salary expense account.

4. Transaction credit account (x)

The credit account number for this transaction type. Usually is a sale account.

This account number is not currently used.

## TRANSACTION FILE MAINTENANCE

This program is used to maintain Labor Distribution transaction records.

If you enter start and stop times, the program will compute rounded hours based on the L/D Control file rounding minutes field. However, the rounded hours field is optional; you can enter transactions with zero rounded hours (the program will post the "pay rate" amount to the paycheck based upon the paycheck "post code").

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. . The change/delete password is required to change/delete records, unless the password is blank. The master password is required to change a transaction that has already been billed or paid, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions. The various conditions follow:

1. Status condition 2

This condition exists when the L/D transaction has been posted to its corresponding G/L Master record.

2. Status condition 4

This condition exists when the L/D transaction has been billed (passed to A/R).

3. Status condition 8

This condition exists when the L/D transaction has been paid (passed to Payroll).

4. Status condition 128

This condition exists when the L/D transaction has been posted to its corresponding Job Costing Master record.

## Record Fields

The record fields are:

1. Entry number

The transaction entry number.

In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Employee key

The Employee Master key. The system immediately verifies that it is a valid employee.

3. Transaction type

The transaction type number (the type of work). This is defaulted to the *first* L/D control file transaction type with a debit account matching the Employee Master salary account.

4. Pay rate

The hourly pay rate for this employee. Defaults to the normal hourly rate for hourly employees. Defaults to the salary divided by the hours in the period for salaried employees.

Any of the employee hourly rates can be obtained by entering the rate number followed by function key F4. The rate numbers are:

1 = regular rate

2 = other rate(1)

3 = other rate(2)

4 = other rate(3)

5. Post code

The paycheck posting code. Controls where the labor transaction will be posted to when the "Generate payroll transactions" program is run. Codes "1" through "4" correspond to the four hourly pay rates.

The eight miscellaneous earnings are not posted to via the post code. Miscellaneous earnings are automatically calculated via the "Misc Earnings" section of the deduction record and can be changed in the paycheck record. Their "Post to G/L" accounts are obtained from the P/R Control file.

6. Transaction date

The date of this transaction in MMDDYY format.

7. Description

The transaction document description. The reserved descriptions "[SIC" and "[VAC" are used to post sick/vacation to the employee paycheck when the "Generate labor payroll" is run.

8. Starting time hours

The starting time hours. Used if you want to have the system compute rounded hours from the start and ending time fields.

9. Starting time minutes

The starting time minutes. Used if you want to have the system compute rounded hours from the start and ending time fields.

10. Ending time hours

- The ending time hours. Used if you want to have the system compute rounded hours from the start and ending time fields.
11. Ending time minutes
- The ending time minutes. Used if you want to have the system compute rounded hours from the start and ending time fields.
12. Rounded hours
- The start/stop time converted to hours and rounded by the L/D Control files rounding minutes.
13. Transaction dollar amount
- Pay rate \* rounded hours. If rounded hours is zero, will display pay rate. A display only field.
14. G/L expense account
- The General Ledger salary expense account. The system immediately verifies that it is a valid G/L account.
15. Job key
- The Job Costing job number (if used). If Job Costing is implemented and a non-null value is entered, the program will immediately verify that it is a valid job key.
16. Job cost code
- The job costing code. Pop up table entry. Use the PREV WORD and NEXT WORD keys to have the values displayed.
17. Job warranty code
- The job warranty code. Pop up table entry. Use the PREV WORD and NEXT WORD keys to have the values displayed.
18. Operator
- The operator key of the person adding this transaction. Skipped field. Automatically maintained by the system; defaults to the operator key of the logged on user.
19. Document number
- The current transaction document number. A document number is an internal control number for each source document represented in the transaction file.
- The document number is incremented from within the program by pressing function key F2.

20. Document # hours
- The sum of hours for all transactions with the current employee/document #. A display only field.
21. Document # dollar amount
- The sum of dollars for all transactions with the current employee/document #. Transaction amount = (pay rate \* rounded hours). A display only field.
22. Batch number
- The batch number of this transaction. Automatically maintained by the system; incremented each time a new batch of transactions is entered.
- The batch number is incremented from within the program by pressing function key F3.
23. Customer key
- The Customer billing key. The system optionally verifies that it is a valid customer.
24. Billing rate
- The hourly billing rate for this customer.
25. G/L billing account
- The General Ledger sales account. The system immediately verifies that it is a valid G/L account.

## TRANSACTION INQUIRY DISPLAY

This program is used to display the Employee Master information on the terminal screen, as well as all Labor Distribution transactions that are associated with this employee.

Transactions are displayed in document number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

## Account Master Display Fields

The Employee Master fields are displayed at the top of the screen. The fields are:

1. Employee key
2. Employee name and address
3. Employee status
4. Pay period
5. Date hired
6. Paid-through date
7. Last check date
8. Termination date
9. Pay type
10. Pay rate
11. Billing rate

## Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Document number
2. Description
3. Date
4. Rounded hours

5. Hourly pay rate
6. Posting code
7. Transaction flag
8. Entry number

## GENERATE TRANSACTIONS

This program is used to generate labor distribution transactions from an ASCII time clock import file. Although our import format is generic, we have been interacting with a Simplex Time Clock using Simplex's WinStar software.

### Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the text file name to process.
6. Enter "Yes" to add the transactions in the file. Else enter "No" to edit the records

### Report Fields

The error report fields are:

1. Error message

## 2. Database text fields

The text record fields are printed in quotes with a comma between the fields. This isn't the actual text record; the quotes and commas are added to the output to distinguish between the data elements.

## GENERATE LABOR PAYROLL

This program generates a paycheck record for each employee, based on the Labor Distribution transactions entered during the payroll period. It produces an audit trail of transactions used to generate payroll.

The "Payroll transaction summary" report should be run with the same parameters as the "Generate labor payroll" program prior to running the "Generate labor payroll" program. This provides you a "preview" of the payroll to be generated. Once the "Generate labor payroll" program is run, those L/D transactions will be marked as paid, and are not paid again (will be skipped by this program).

This program detects if there is data in the paychecks that has not been posted to the employee master file, and asks if it is OK to clear the paycheck. If you answer "No", it processes the transaction, adding the L/D transaction data to the paycheck. It adds the transaction "rounded hours" to the paycheck hours fields, and add the transaction "pay rate \* rounded hours" to the paycheck earnings fields. The transaction "post code" will determine to which of the four paycheck earnings fields the transaction will be posted to; post codes "1" through "4" correspond to the four paycheck hourly earnings.

If you clear the paycheck record it does not post to the Employee Master file; it destroys the old paycheck information.

If you want the previous paycheck record posted to the Employee Master, then take the default; this program will abort. Then run the "Post current payroll" program to post to the Employee Master file.

The reserved descriptions "[SIC]" and "[VAC]" are used to post sick/vacation to the employee paycheck when the "Generate labor payroll" is run.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a

screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transaction date range to process.
6. Enter the process paid option. If "Yes", the program will pay transactions in the date range even if their flag value indicates that they have already been paid. You must enter the master password when you answer "Yes".

## Report Fields

Total hours and pay will be printed for each employee. Company grand totals are also printed.

The report fields are:

1. Employee key
2. Document number
3. Transaction description
4. Job key
5. Job cost code
6. Job warranty code
7. Transaction date
8. Start time
9. Stop time
10. Rounded hours
11. Pay hourly rate
12. Salary account number

13. Post code
14. Transaction flag
15. Entry number

## TRANSACTION REPORT

A complete listing of the Transaction file is produced using this program.

Records may be selected by date range, employee key, or job key.

The transactions may be printed in the following orders:

1. entry number
2. employee key, date, document number
3. job key, date, document number

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the transaction date low to high range to process.
6. Enter the employee key group to process.

7. Enter the job key group to process.

## Report Fields

The report has two lines for each transaction. The report fields are:

### Line one:

1. Employee key
2. Document number
3. Transaction type
4. Transaction description
5. Transaction date
6. Start time
7. End time
8. Rounded hours
9. Cost hourly rate
10. Cost account number
11. Billing hourly rate
12. Billing account number

### Line two:

1. Job costing key
2. Job cost code
3. Job warranty code
4. Post code
5. Flag
6. Operator key

7. Batch number
8. Entry number

## PAYROLL TRANSACTION SUMMARY

This program previews the time sheet transactions by employee before running the "Generate labor payroll" program. Prints daily and period totals, and full General Ledger distribution for each employee and for the company. An option exists to skip printing employee detail.

The General Ledger distribution report provides account hours and pay totals for up to 100 accounts. This report is printed in account number order (across the page).

### Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning date to process in MMDDYY format.
6. Enter the ending date to process in MMDDYY format.
7. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to not print transaction detail.
8. Enter the process paid option. If "Yes", the program will print transactions in the date range even if their flag value indicates that they have already been paid. You must enter the master password when you answer "Yes".

## Report Fields

The report fields are:

1. Employee key
2. Document number
3. Transaction description
4. Job key
5. Job cost code
6. Job warranty code
7. Transaction date
8. Start time
9. Stop time
10. Rounded hours
11. Pay hourly rate
12. Salary account number
13. Post code
14. Transaction flag
15. Entry number

## PURGE TRANSACTION FILE

This program purges the Labor Distribution transaction file for a transaction date low to high range; also by a batch number low to high range. An optional audit trail of deleted transactions is printed.

The report is printed in employee, document number order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning transaction date to purge.
6. Enter the ending transaction date to purge.
7. Enter the beginning batch number to purge.
8. Enter the ending batch number to purge.
9. Enter the print detail option.

Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

## Report Fields

See the "Transaction file" report documentation for a listing of the report fields.

---

# CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).  
See Chapter One for a complete listing of all the standard reports available.  
Control file reports are not included in this section; see the control file documentation.

XYZ (SAMPLE) COMPANY  
LABOR DISTRIBUTION

TRANSACTION FILE : ENTRY NUMBER ORDER : DATES 07/08/96 - 07/12/96 : BATCHES 0 - 99999999  
ENTRIES 0 - 99999999 : TRAN TYPE All : EMPLOYEE GROUP All : JOB GROUP All

EMP KEY	DOC#	TY DESCRIPTION	DATE	START END	HOURS	COST RATE	COST ACCT	BILL RATE	BILL ACCT
							JOB KEY	JC JW C/FLG OPR	BATCH ENTRY
CSS	00000002	1 WORK TYPE 1	07/08/96	08:02 12:00	3.97	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000013
CSS	00000002	1 WORK TYPE 1	07/08/96	13:00 17:00	4.00	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000014
CSS	00000002	1 WORK TYPE 1	07/09/96	07:59 12:00	4.02	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000015
CSS	00000002	1 WORK TYPE 1	07/09/96	13:00 17:00	4.00	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000016
CSS	00000002	1 WORK TYPE 1	07/10/96	08:00 11:50	3.83	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000017
CSS	00000002	1 WORK TYPE 1	07/11/96	07:30 12:10	4.67	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000018
CSS	00000002	1 WORK TYPE 1	07/11/96	13:00 17:15	4.25	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000019
CSS	00000002	1 WORK TYPE 1	07/12/96	08:05 12:00	3.92	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000020
CSS	00000002	1 WORK TYPE 1	07/12/96	13:00 16:55	3.92	10.0000	50101	0.00	30101
							0 0 1	0 Z	2 00000021

9 records printed.

PAYROLL LABOR SUMMARY : EMPLOYEE, DATE, TIME ORDER : DATES 07/08/96 THRU 07/12/96 : PRINT EMPLOYEE DETAIL

EMP KEY	DOC#	DESCRIPTION	JOB KEY	JC	JW	DATE	START	END	HOURS	COST	RATE	COST	ACCT	C/FLG	ENTRY#
CSS	00000002	WORK TYPE 1		0	0	07/08/96	08:02	12:00	3.97	10.0000	50101			1	0 00000013
CSS	00000002	WORK TYPE 1		0	0	07/08/96	13:00	17:00	4.00	10.0000	50101			1	0 00000014
		*DAILY HOURS =							7.97						
CSS	00000002	WORK TYPE 1		0	0	07/09/96	07:59	12:00	4.02	10.0000	50101			1	0 00000015
CSS	00000002	WORK TYPE 1		0	0	07/09/96	13:00	17:00	4.00	10.0000	50101			1	0 00000016
		*DAILY HOURS =							8.02						
CSS	00000002	WORK TYPE 1		0	0	07/10/96	08:00	11:50	3.83	10.0000	50101			1	0 00000017
		*DAILY HOURS =							3.83						
CSS	00000002	WORK TYPE 1		0	0	07/11/96	07:30	12:10	4.67	10.0000	50101			1	0 00000018
CSS	00000002	WORK TYPE 1		0	0	07/11/96	13:00	17:15	4.25	10.0000	50101			1	0 00000019
		*DAILY HOURS =							8.92						
CSS	00000002	WORK TYPE 1		0	0	07/12/96	08:05	12:00	3.92	10.0000	50101			1	0 00000020
CSS	00000002	WORK TYPE 1		0	0	07/12/96	13:00	16:55	3.92	10.0000	50101			1	0 00000021
		*DAILY HOURS =							7.84						
		*PERIOD HOURS =							36.58						
		*PERIOD PAY =							365.80						

G/L DISTRIBUTION FOR EMPLOYEE CSS

ACCOUNT	HOURS	PAY	ACCOUNT	HOURS	PAY	ACCOUNT	HOURS	PAY	ACCOUNT	HOURS	PAY
50101	36.58	365.80		0.00	0.00		0.00	0.00		0.00	0.00

PAYROLL LABOR SUMMARY : EMPLOYEE, DATE, TIME ORDER : DATES 07/08/96 THRU 07/12/96 : PRINT EMPLOYEE DETAIL

EMP KEY DOC# DESCRIPTION JOB KEY JC JW DATE START END HOURS COST RATE COST ACCT C/FLG ENTRY#

G/L DISTRIBUTION FOR XYZ (SAMPLE) COMPANY

ACCOUNT	HOURS	PAY ACCOUNT	HOURS	PAY ACCOUNT	HOURS	PAY ACCOUNT	HOURS	PAY
50101	36.58	365.80	0.00	0.00	0.00	0.00	0.00	0.00

\*\*\*GRAND TOTAL HOURS = 36.58  
\*\*\*GRAND TOTAL PAY = 365.80

9 records printed.

XYZ (SAMPLE) COMPANY  
LABOR DISTRIBUTION

GENERATE PAYROLL TRANSACTIONS : EMPLOYEE, DATE, TIME ORDER : DATES 07/08/96 THRU 07/12/96

EMP KEY	DOC#	DESCRIPTION	JOB KEY	JC	JW	DATE	START	END	HOURS	COST	RATE	COST ACCT	C/FLG	ENTRY#
CSS	00000002	WORK TYPE 1		0	0	07/08/96	08:02	12:00	3.97	10.0000	50101		1	8 00000013
CSS	00000002	WORK TYPE 1		0	0	07/08/96	13:00	17:00	4.00	10.0000	50101		1	8 00000014
CSS	00000002	WORK TYPE 1		0	0	07/09/96	07:59	12:00	4.02	10.0000	50101		1	8 00000015
CSS	00000002	WORK TYPE 1		0	0	07/09/96	13:00	17:00	4.00	10.0000	50101		1	8 00000016
CSS	00000002	WORK TYPE 1		0	0	07/10/96	08:00	11:50	3.83	10.0000	50101		1	8 00000017
CSS	00000002	WORK TYPE 1		0	0	07/11/96	07:30	12:10	4.67	10.0000	50101		1	8 00000018
CSS	00000002	WORK TYPE 1		0	0	07/11/96	13:00	17:15	4.25	10.0000	50101		1	8 00000019
CSS	00000002	WORK TYPE 1		0	0	07/12/96	08:05	12:00	3.92	10.0000	50101		1	8 00000020
CSS	00000002	WORK TYPE 1		0	0	07/12/96	13:00	16:55	3.92	10.0000	50101		1	8 00000021
		*PERIOD HOURS	=											36.58
		*PERIOD PAY	=											365.80

\*\*\*GRAND TOTAL HOURS = 36.58

\*\*\*GRAND TOTAL PAY = 365.80

9 records printed.



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# DOCUMENT HISTORY

## LABOR DISTRIBUTION USER'S GUIDE

<b>REVISION</b>	<b>RELEASE</b>	<b>DATE</b>	<b>DESCRIPTION</b>
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release



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# READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: