

Canadian Payroll 6.0 Table of Contents

Chapter 1. Routine Functions

Overview -----	1-1
Let's Start -----	2-1
Icon Review -----	2-3
Employees -----	2-4
Class Schedule -----	1-6
Cost Center -----	1-7
Payroll Employee -----	1-8
Optional Fields -----	1-10
Taxes -----	1-11
Other Personnel Info -----	1-12
EFT -----	1-13
Using Templates -----	1-15
Payroll Employee Activity -----	1-16
Activity -----	1-16
Cheques -----	1-17
Accruals -----	1-18
Payroll Employee Selection -----	1-19
Creating a Selection List -----	1-20
Printing Selection Lists -----	1-21
User Security Setup -----	1-22
Payroll Transaction History -----	1-23
Assign Earn/Ded to Employees -----	1-25
Update Earn/Ded for All Employees -----	1-26
Update TD1 Claim -----	1-27
Class Codes -----	1-28
Process Payroll -----	1-29
Payroll Timecards -----	1-29
Earnings/Deductions -----	1-31
Tax Overrides -----	1-33
Optional Fields -----	1-33
Cost Center Overrides -----	1-34
Vacation, Sick & Accruals -----	1-35
Timecard List -----	1-36
Employee Timecards -----	1-37
Copy Timecard -----	1-38
Transfer Employee Timecards -----	1-39
Calculate Payroll -----	1-40

Canadian Payroll 6.0 Table of Contents

Payroll Cheques	1-41
Print Boss	1-42
Manual Cheques	1-43
Reversing a Payroll Cheque	1-45
Processing EFT Transactions	1-46
Review	1-47

Chapter 2. Setting Up Payroll

Payroll Options	2-1
Company	2-1
Processing	2-1
Frequency	2-2
Payroll Optional Fields	2-3
Payroll G/L Integration	2-4
Integration	2-4
Segments	2-5
Transactions	2-6
Payroll EFT Options	2-7
Assigning Class Codes	2-9
Setting Up Earnings	2-10
Payroll Earnings & Deductions	2-11
Employee	2-11
G/L Dist	2-12
Optional Fields	2-12
Basic Info	2-13
Payroll Earnings	2-15
Commissions	2-16
Sales Volume	2-17
Piece Rate	2-18
Vacation	2-19
Expense Reimbursement	2-22
Deductions RPP Plan	2-24
Calc Base RPP Plan	2-25
Advance	2-26
Advance Repayment	2-26
Simple Deduction	2-27
Workers Compensation Codes	2-28
Overtime Schedules	2-29
Shift Differentials	2-30
Income Taxes	2-31
Review	2-32

Canadian Payroll 6.0 Table of Contents

Chapter 3. Periodic Processing

Periodic Processing	3-1
Delete Inactive Records	3-2
Find Duplicate SIN	3-2
Government Reports	3-3
CRA-Remittance Info Report	3-4
Record of Employment	3-5
Comment	3-6
Sick/Parental or Maternity Leave	3-7
Relevé 1s	3-8
Electronic Filing of the Relevé	3-8
T4's	3-9
Review	3-10
Tutorial	3-11
Setup Choices	3-11
General Ledger Integration	3-11
Federal & State Taxes	3-11
Add an Employee	3-12
Enter a Timecard	3-12
Calculate Payroll	3-12
Employee Inquiry	3-13
Print 941 Report	3-13
Print Quarterly Wage Report	3-13
Sources of Info	3-14
Course Evaluation	3-15
Answers	3-16
Comments	3-19
Index	3-20